

Editing Incidents

1. From the **Incident Information** page, select the **'Edit Incident'** button

Incident Information

Dispatch Logs	1	People	1	Vehicles	0	Missing Property	0	Tasks	1	Checklist		Related	0	External Follow Up	0	Violations	0
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Status:	OPEN
Officer:	john.tomahawk
Safety Address:	92 Bridge Street, Suite 101 Carleton Place, Ontario K7C 2V3
Incident Number:	18-0006
Police Occurrence #:	
Entered Date:	Jul-25-2018 @ 11:11
Last Updated:	Jul-25-2018 @ 11:11
Report Date:	Jul-25-2018 @ 11:07
Incident Start Date:	Jul-25-2018 @ 11:07
Incident End Date:	Jul-25-2018 @ 11:07
Location:	Administration Building
Sub Location:	Not Defined
Location Description:	Main Lobby
Room Number:	
Incident Category:	Mischief
Incident Sub Category:	Public Mischief CCC 140
Flags:	
Incident Description:	Subject was found busking (playing guitar for money) in the main lobby of the administration building which specifically contravenes the 5th rule of acquisitions.
Confidential Info:	
Incident Files:	

Toggle Notes (0)

Add Note

Save note

Close Incident

Close via Checklist

Edit Incident

Distribute Incident

Email Incident

Download Incident

Toggle Read Status

Unread

2. Enter or change any new information, then select **'Update Incident Details'**

Edit Incident Information

Dispatch Logs	1	People	1	Vehicles	0	Missing Property	0	Tasks	1	Checklist		Related	0	External Follow Up	0	Violations	0
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Summary - Not Set

Status:	OPEN
Officer:	john.tomahawk - Current ▼
Occurrence #:	18-0006
Police Occurrence #:	<input type="text"/> I wish to make Police Occurrence # blank <input checked="" type="checkbox"/>
Report Date:	Jul 25, 2018 @ 11:07 <input type="text"/>
Incident Start Date:	Jul 25, 2018 @ 11:07 <input type="text"/>
Incident End Date:	Jul 25, 2018 @ 11:07 <input type="text"/>

Location:	Arena ▼
Sub Location:	Select Sub Location ▼
Location Description:	Main Lobby
Room Number:	<input type="text"/>
Category:	Mischief ▼
Sub Category:	Public Mischief CCC 140 ▼
Flags:	<input type="checkbox"/> PON/Summons Issued <input type="checkbox"/> Arrest/Apprehension Made <input type="checkbox"/> Violence Involved <input type="checkbox"/> Weapon Involved

Narrative:	<div style="border: 1px solid gray; height: 20px;"></div>
Confidential Info:	<div style="border: 1px solid gray; height: 20px;"></div>
Related Files:	<input type="text"/> Choose files To Upload <input type="button" value="Choose Files"/>

Close Incident

Close via Checklist

View Incident

Distribute Incident

Email Incident

Download Incident

Toggle Read Status

Unread

3. Select '**View Incident**' to return to the **Incident Information** page

Edit Incident Information

Dispatch Logs	People	Vehicles	Missing Property	Tasks	Checklist	Related	External Follow Up	Violations
1	1	0	0	1	0	0	0	0

Summary - Not Set

Status:	OPEN
Officer:	john.tomahawk - Current ▼
Occurrence #:	18-0006
Police Occurrence #:	<input type="text"/> I wish to make Police Occurrence # blank <input checked="" type="checkbox"/>
Report Date:	Jul 25, 2018 @ 11:07 <input type="text"/>
Incident Start Date:	Jul 25, 2018 @ 11:07 <input type="text"/>
Incident End Date:	Jul 25, 2018 @ 11:07 <input type="text"/>
Location:	Arena - Current ▼
Sub Location:	Select Sub Location ▼
Location Description:	Main Lobby <input type="text"/>
Room Number:	<input type="text"/>
Category:	Mischief ▼
Sub Category:	Public Mischief CCC 140 ▼
Flags:	<input type="checkbox"/> PON/Summons Issued <input type="checkbox"/> Arrest/Apprehension Made <input type="checkbox"/> Violence Involved <input type="checkbox"/> Weapon Involved
Narrative:	Subject was found busking (playing guitar for money) in the main lobby of the administration building which specifically contravenes the 5th rule of acquisitions. <input type="text"/>
Confidential Info:	<input type="text"/>
Related Files:	<input type="text"/> Choose files To Upload <input type="button" value="Choose Files"/>

Unread

4. There are other options listed down the side bar. An explanation for each button is below:

Incident Information

Dispatch Logs	0	People	1	Vehicles	1	Missing Property	1	Tasks	0	Checklist	Related	0	External Follow Up	0	Violations	0
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Summary: 07/06/18
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Status:	OPEN
Officer:	jmulloy
Safety Address:	92 Bridge Street, Suite 101 Carleton Place, Ontario K7C 2V3
Incident Number:	18-0003
Police Occurrence #:	

Entered Date:	Jul-06-2018 @ 15:08
Last Updated:	Jul-06-2018 @ 15:08
Report Date:	Jul-06-2018 @ 15:06
Incident Start Date:	Jul-06-2018 @ 15:06
Incident End Date:	Jul-06-2018 @ 15:06

Location:	Administration Building
Sub Location:	Not Defined
Location Description:	asd
Room Number:	q123
Incident Category:	Maintenance Report
Incident Sub Category:	Lighting
Flags:	

Incident Description:	1
Confidential Info:	3
Incident Files:	

Toggle Notes (0)

Add Note

Save note

Close Incident

Edit Incident

Distribute Incident

Email Incident

Download Incident

Toggle Read Status

Unread

- Close Incident - Select this button to toggle the incident between Closed and Open.
- Edit Incident - Select this button to toggle between viewing and editing the incident.
- Distribute Incident - Select this button to create a distribution report. This locks the incident from being edited.
- Email Incident - Select this button to generate an email about the incident.
- Download Incident - Select this button to download a PDF copy of the incident. This locks the incident from being further edited.
- Toggle Read Status - Select this button to toggle the read status from '**unread**' to '**read**' or '**read**' to '**unread**'

Revision #2

Created 13 May 2024 12:36:05

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