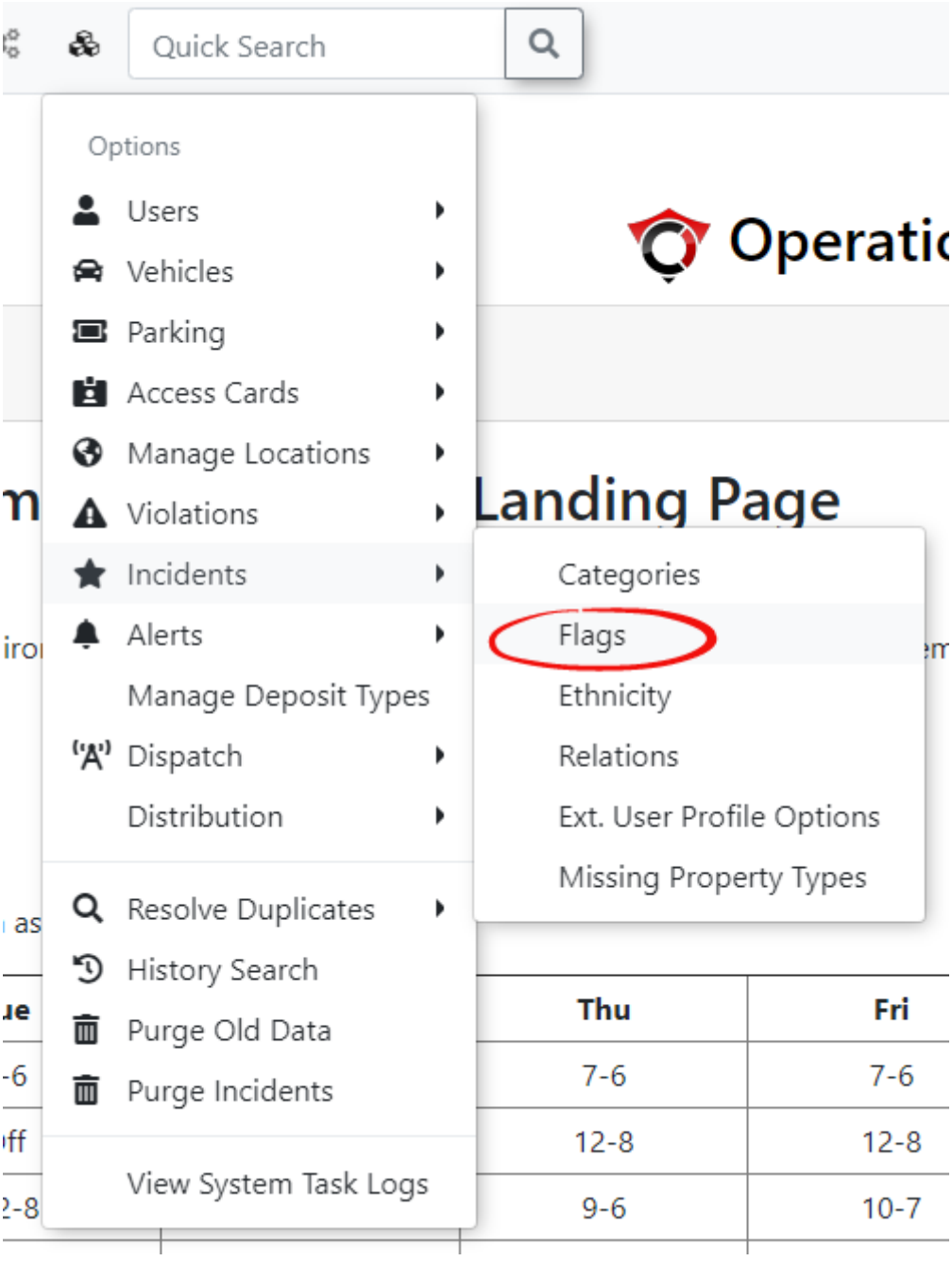
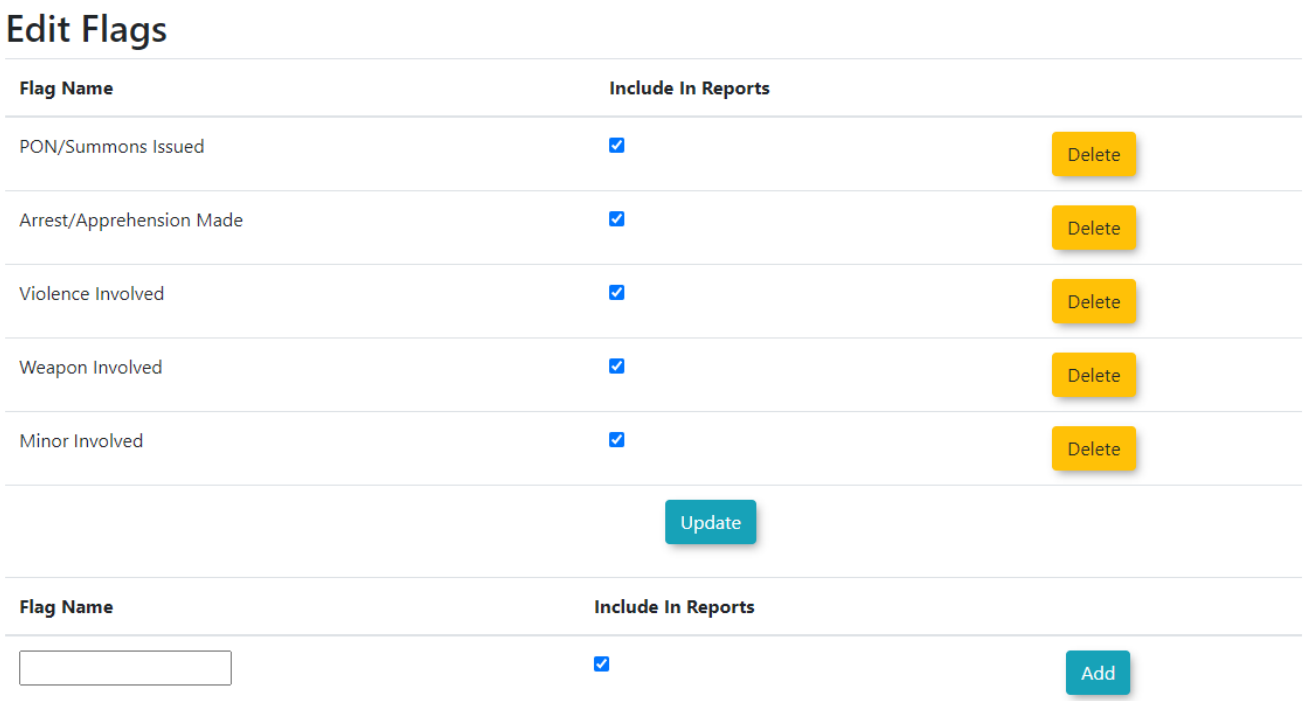
Flags

Adding or Editing an Incident Flag

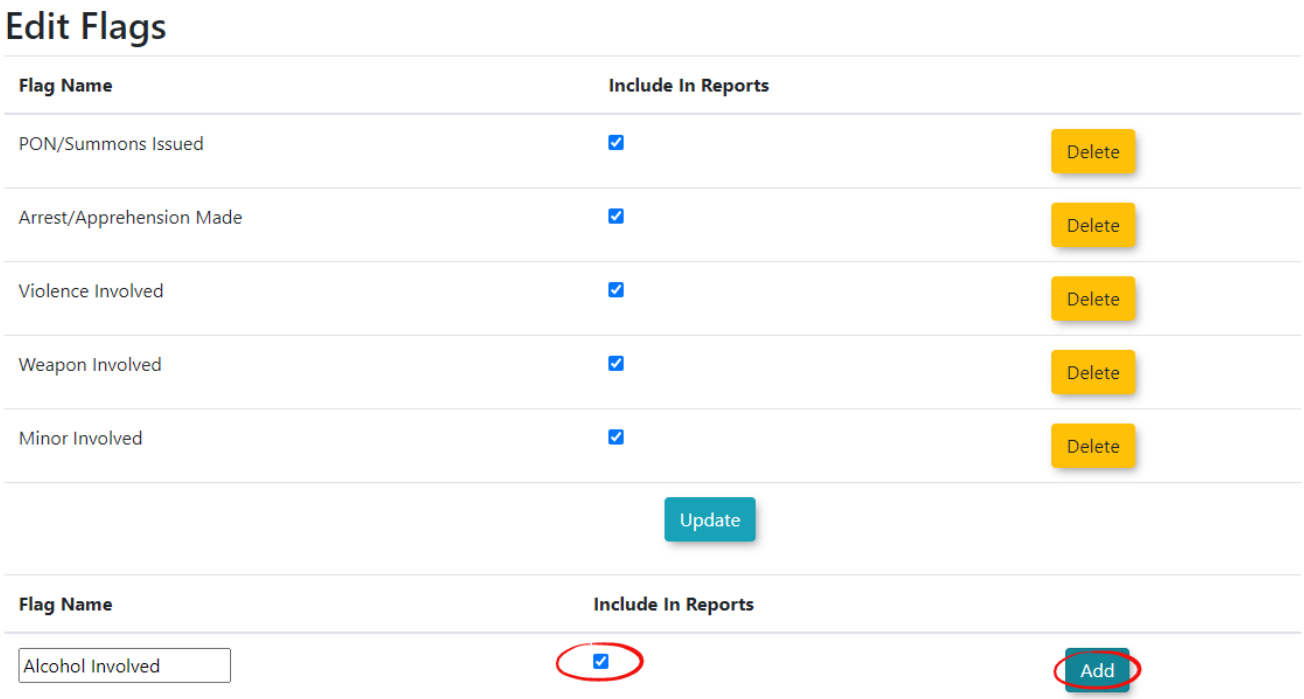
From the **Admin Options** menu, hover over **Incidents**, then click on **Flags.**



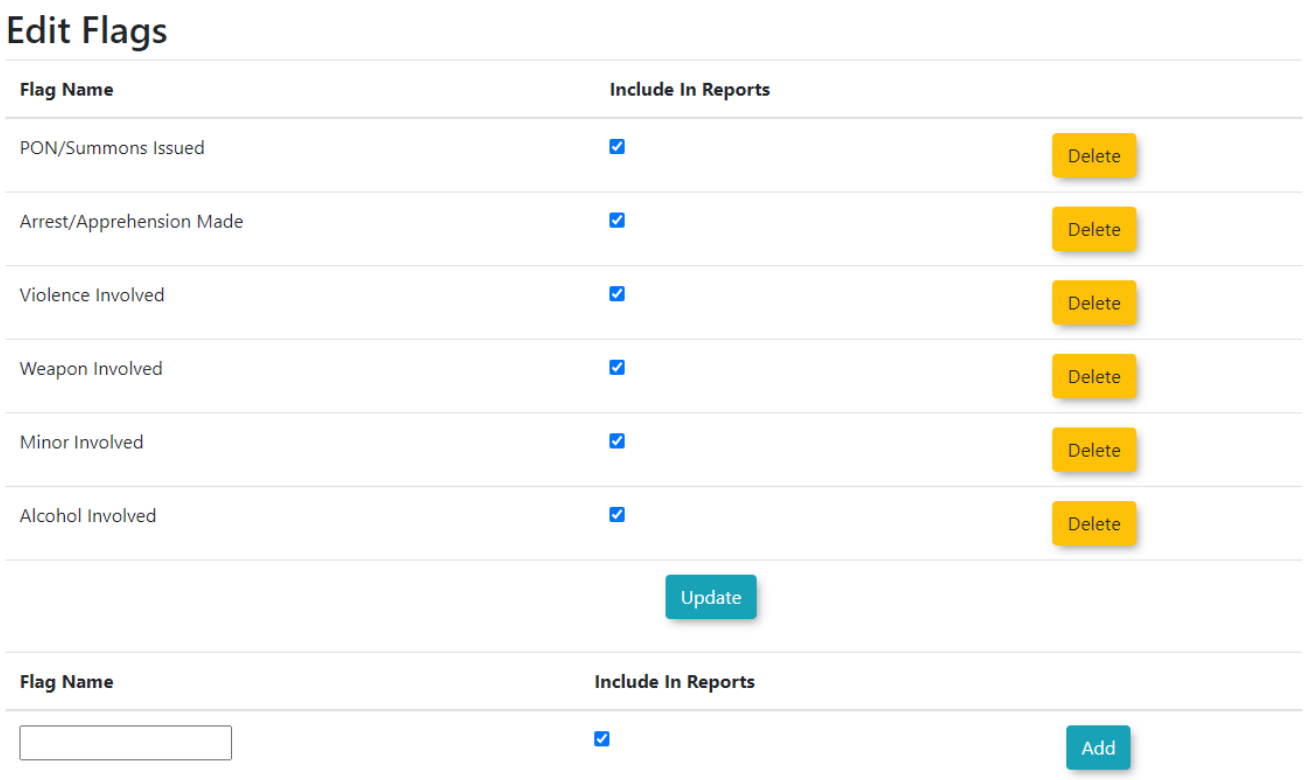
You will be redirected to the **Edit Flags** page.



To ***add*** a flag: Click on the empty text box, and fill in the name you want for this flag. You can then choose to toggle whether this item appears on reports. The **Include In Reports** checkmark is on by default.
Click **"Add"** to complete the item entry.



The new Flag entry will now appear in the list and is ready to use in incident reporting.



Revision #3
Created 22 May 2024 08:01:15
Updated 5 May 2025 09:49:14