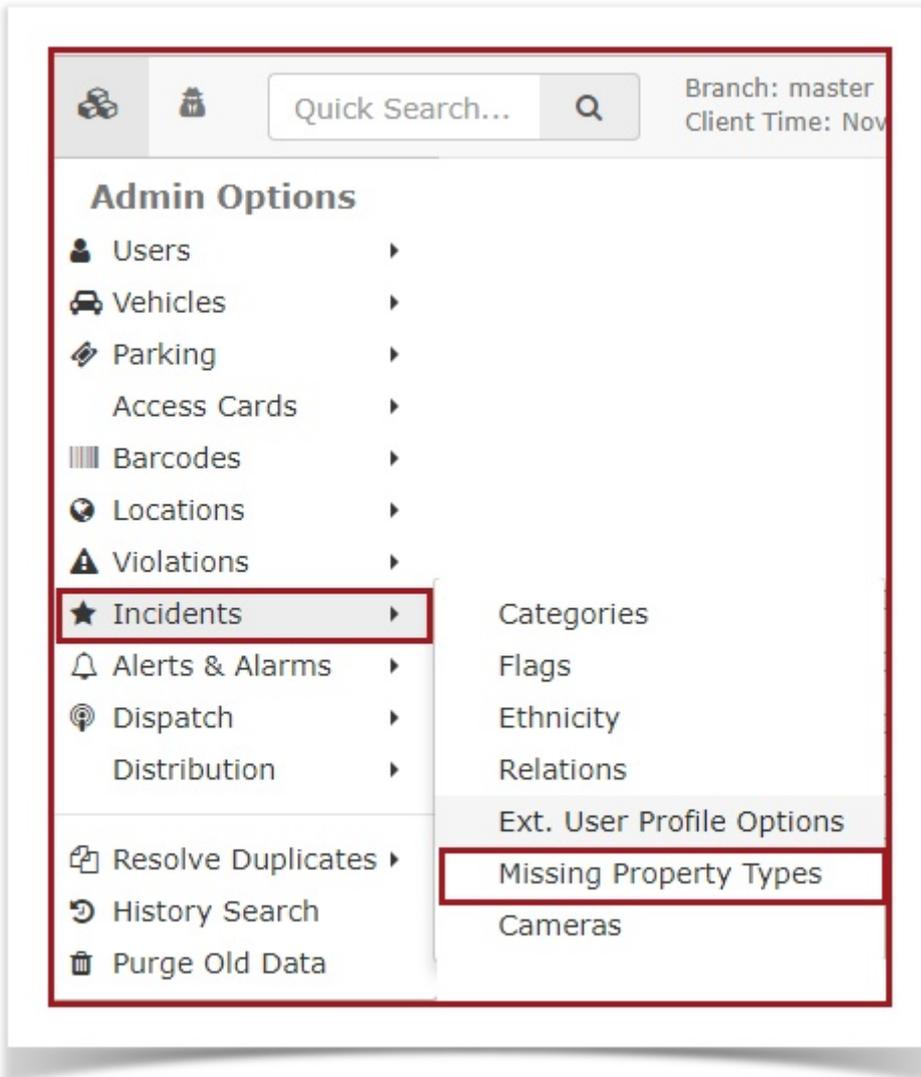


Missing Property Types

1. Click **Admin Options, Incidents** and **Missing Property Types**.



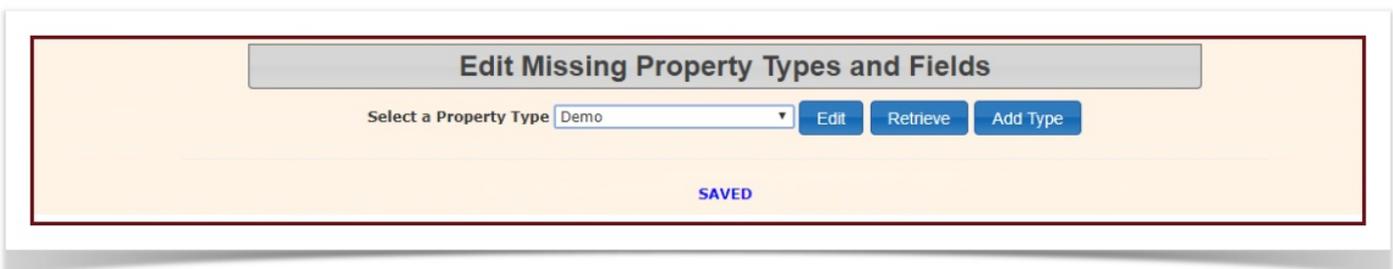
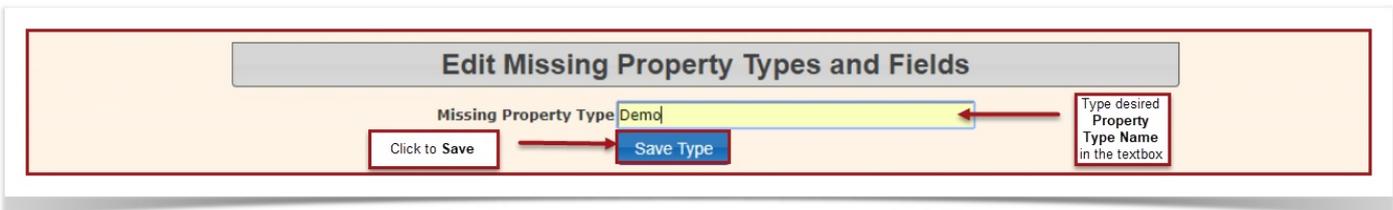
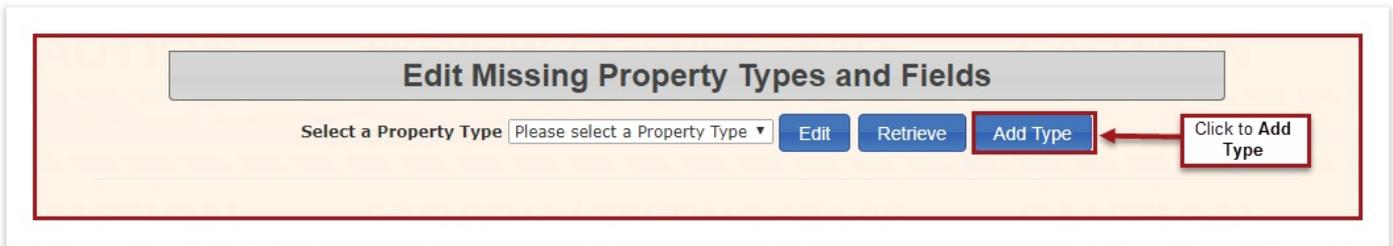
2. The **Edit Missing Property Types and Fields** page will display. You can edit, retrieve and/or add a new Property Type.



3. To **add** a new missing property type:

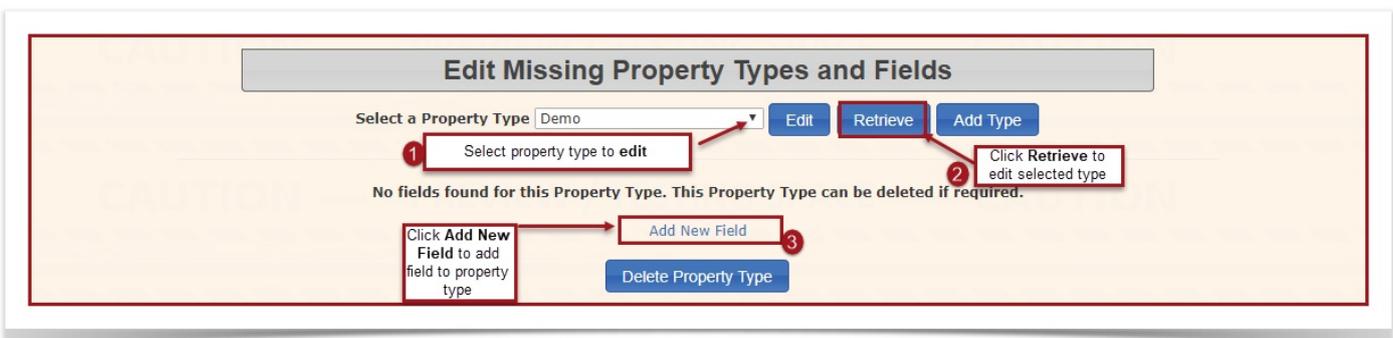
- Click the **Add Type** button, and the page will refresh.

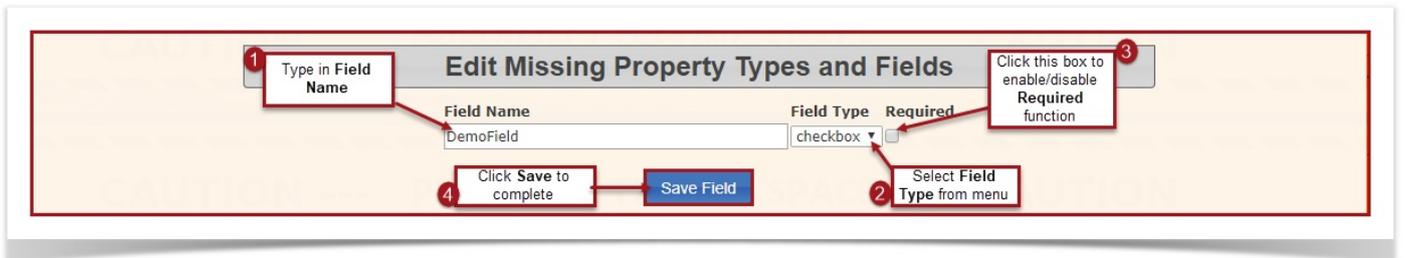
- Type the type of missing property in the textbox provided.
- When finished, click **Save Type**. It will now say **SAVED** across the bottom.



4. To **edit** a missing property type:

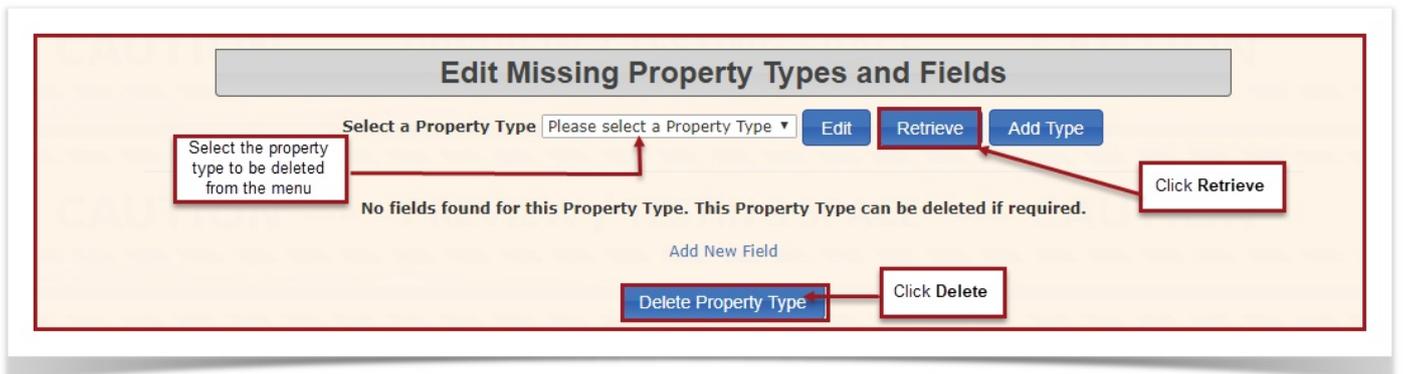
- Select the missing property type you wish to edit from the drop-down menu, then click **"Retrieve"**
- The page will refresh to show the property type, and fields associated with it. To add a field to this property, click on **"Add New Field"**.
- Type in the **Field Name** in the textbox, select the **Field Type** from the dropdown menu (i.e checkbox, textbox etc.) and select whether or not it is **a required field** by clicking on the **Required** box.
- Once you have finished, click **Save Field** to save.



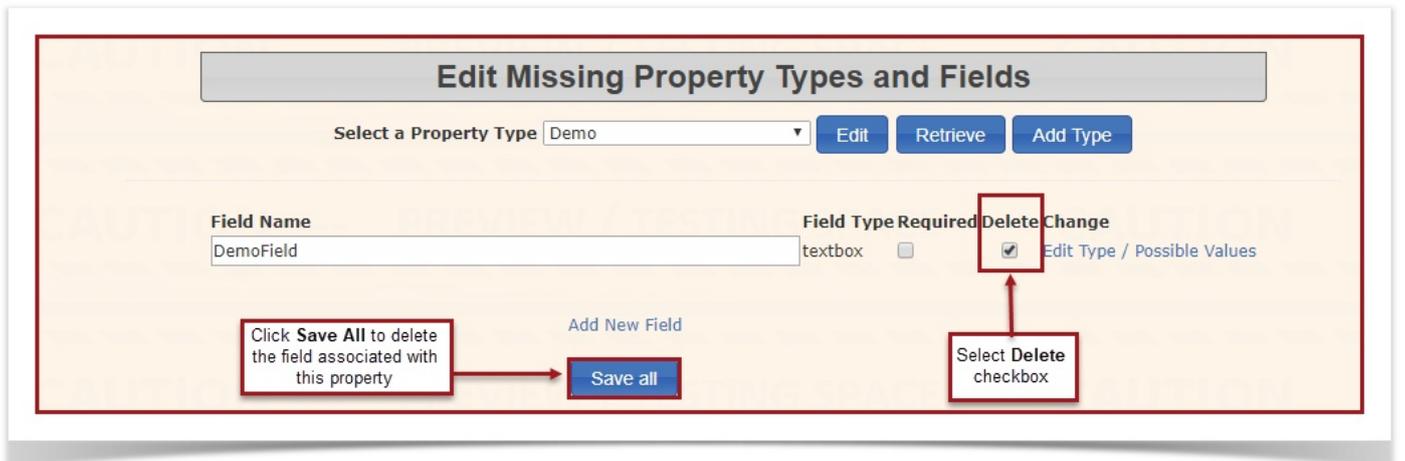


5. To **delete** a missing property type:

- Select the property type you wish to delete from the drop down menu, and click **Retrieve**.
- If there are **no** fields found associated with that property, you can immediately click **Delete**.



- If there **are** fields found associated with that property, select the **Delete** checkbox attached to that field, then click **Save All**.
- The field attached to that property will be deleted. You may then follow the above instructions to **Delete** the property type.



Revision #2

Created 22 May 2024 08:02:19

Updated 5 May 2025 09:49:14