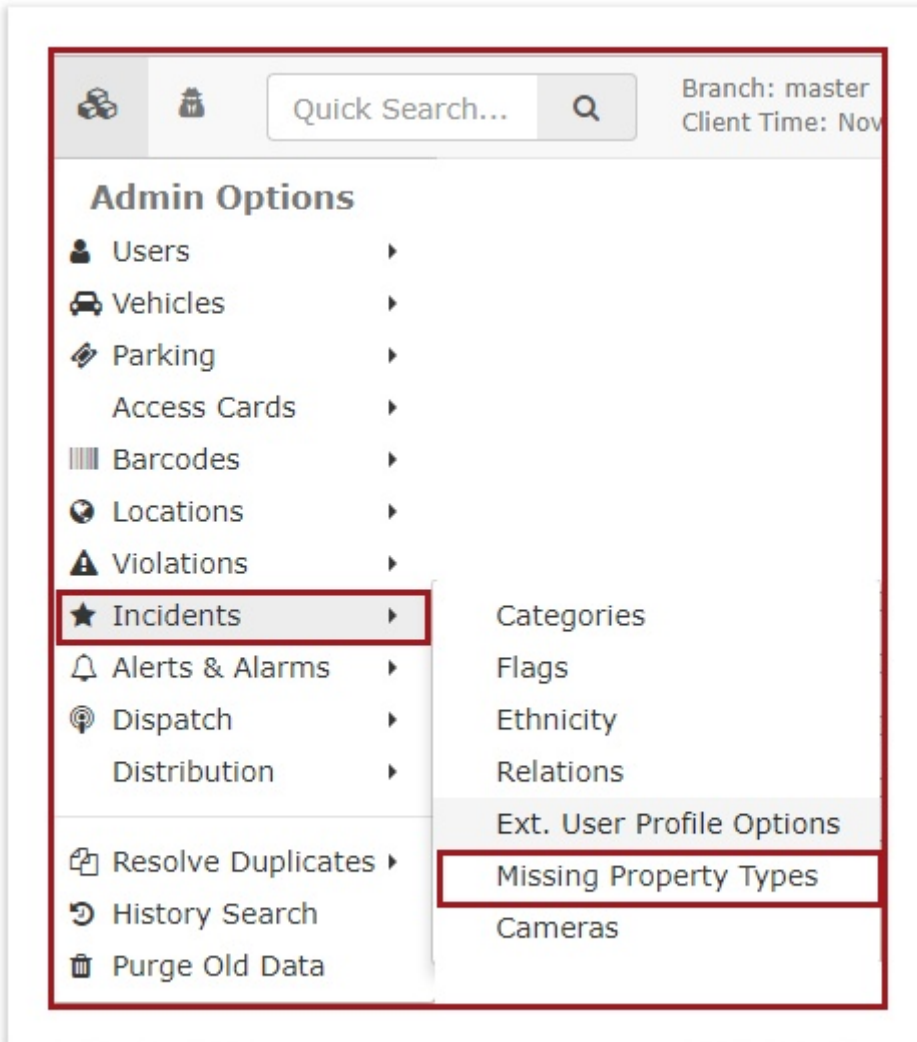
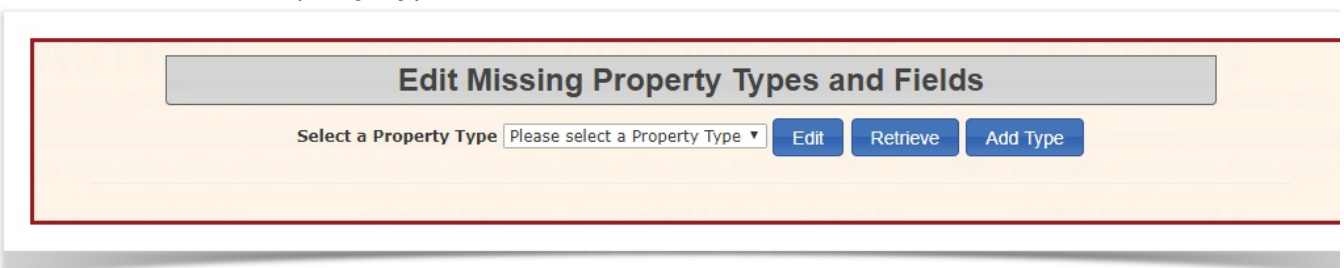


Missing Property Types

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.

The first screenshot shows the 'Edit Missing Property Types and Fields' header. Below it is a 'Select a Property Type' dropdown menu with the text 'Please select a Property Type'. To the right are three buttons: 'Edit', 'Retrieve', and 'Add Type'. A red box labeled 'Click to Add Type' has an arrow pointing to the 'Add Type' button.

The second screenshot shows the 'Missing Property Type' text input field containing the text 'Demo'. A red box labeled 'Click to Save' has an arrow pointing to the 'Save Type' button. Another red box labeled 'Type desired Property Type Name in the textbox' has an arrow pointing to the text input field.

The third screenshot shows the 'Select a Property Type' dropdown menu now displaying 'Demo'. The 'Edit', 'Retrieve', and 'Add Type' buttons are still present. At the bottom center of the interface, the word 'SAVED' is displayed in blue.

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.

The screenshot shows the 'Edit Missing Property Types and Fields' header. Below it is a 'Select a Property Type' dropdown menu with 'Demo' selected. To the right are three buttons: 'Edit', 'Retrieve', and 'Add Type'. A red box labeled '1 Select property type to edit' has an arrow pointing to the dropdown menu. Another red box labeled '2 Click Retrieve to edit selected type' has an arrow pointing to the 'Retrieve' button. Below the buttons, the text 'No fields found for this Property Type. This Property Type can be deleted if required.' is displayed. At the bottom, there is a 'Click Add New Field to add field to property type' box with an arrow pointing to the 'Add New Field' button, which is labeled with a red '3'. Below the 'Add New Field' button is a 'Delete Property Type' button.

Edit Missing Property Types and Fields

1 Type in Field Name

Field Name: DemoField

Field Type: checkbox

Required: ☐

3 Click this box to enable/disable Required function

2 Select Field Type from menu

4 Click Save to complete

Save Field

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**.

Edit Missing Property Types and Fields

Select a Property Type: Please select a Property Type

Edit Retrieve Add Type

Select the property type to be deleted from the menu

No fields found for this Property Type. This Property Type can be deleted if required.

Click Retrieve

Add New Field

Delete Property Type

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.

Edit Missing Property Types and Fields

Select a Property Type: Demo

Edit Retrieve Add Type

Field Name: DemoField

Field Type: textbox

Required: ☐

Delete Change: ☒

Edit Type / Possible Values

Click Save All to delete the field associated with this property

Add New Field

Save all

Select Delete checkbox

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