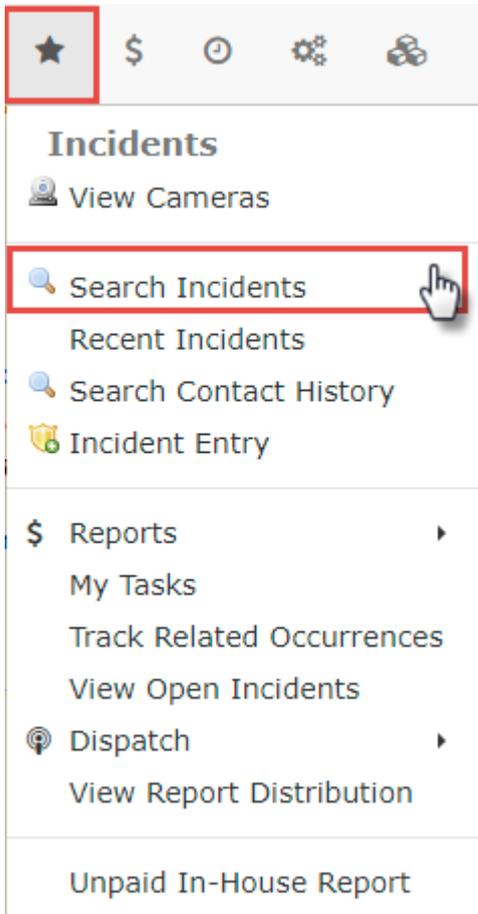
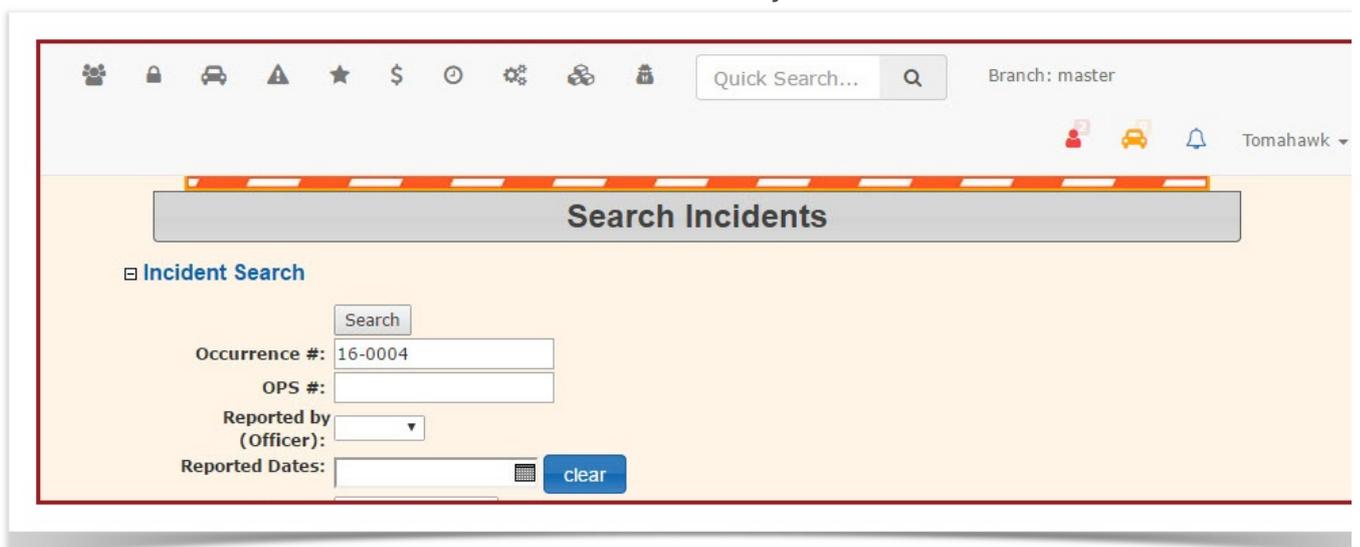


# Related Occurrences

1. Click the '**Incidents Menu**' select '**Search Incidents**'.



2. In the Occurrence# field enter the **Incident Number** you wish to relate to another.



3. The **Incident Information** screen displays. *Note: the tabs along the top of the form, they provide a quick summary of information.*  
 Under the **'Related'** tab we currently see the numeral 0 indicating that there are no incidents related at this time. When you select the **Related** tab, the button to **Track Related Occurrences** will appear.

The screenshot shows the 'Incident Information' interface. At the top, there are several summary tabs: Dispatch Logs (0), People (2), Vehicles (0), Missing Property (0), Tasks (0), Checklist, Related (0), External Follow Up (0), and Violations (0). Below these is a button labeled 'Track Related Occurrences (all recent)', which is highlighted with a red box and a callout bubble stating: 'This option will appear once you have selected the Related tab'. Below the button is a table with columns: Relation, Notes, Admin, Associated, and #.

The main content area contains a summary of the incident: '07/19/16 Banned individual was seen entering the arena, campus police were called and the individual was removed.' Below this is a detailed incident information table:

<b>Status:</b>	OPEN
<b>Officer:</b>	bigpark
<b>Safety Address:</b>	92 Bridge Street, Suite 101 Carleton Place, Ontario K7C 2V3
<b>Incident Number:</b>	16-0004
<b>Police Occurrence #:</b>	987654
<b>Entered Date:</b>	Jul-19-2016 @ 10:41
<b>Last Updated:</b>	Jul-19-2016 @ 10:47
<b>Report Date:</b>	Jul-18-2016 @ 10:00
<b>Incident Start Date:</b>	Jun-10-2016 @ 05:00
<b>Incident End Date:</b>	Jun-10-2016 @ 06:00
<b>Location:</b>	Arena
<b>Sub Location:</b>	Not Defined
<b>Location Description:</b>	Suspect entered through the front door into the foyer area. He took the first hallway down towards the changing rooms, where he was apprehended by police.
<b>Room Number:</b>	2
<b>Incident Category:</b>	Interdicted (Banned) Individual
<b>Incident Sub Category:</b>	Campus-Wide
<b>Flags:</b>	Arrest/Apprehension Made      Weapon Involved
<b>Incident Description:</b>	Early in the morning, Micheal ashbury was seen entering the arena, and moving towards the changing rooms. The front desk employee of the arena, Callaghan, recognized Ashbury as having been banned from the campus for violence last year. The campus authorities were called and the suspect was removed from the premises.
<b>Confidential Info:</b>	N/A

On the right side of the screen, there is a vertical list of action buttons: Close Incident, Edit Incident, Distribute Incident, Email Incident, Download Incident, and Toggle Read Status. Below these buttons is a red 'Unread' indicator.

4. Click the **'Track Related Occurrences'** button to display the **'Track Related Occurrences'** screen. The buttons across the top allow different options to search for. The **'Add Related Occurrences'** form is now available, by selecting **New Related List**.

The screenshot shows the 'Track Related Occurrences' interface. At the top, there is a navigation bar with a 'Quick Search...' field and a 'Branch: master' indicator. Below this, a red callout bubble points to the 'New Related List' button, which is highlighted in green. The main content area is titled 'Track Related Occurrences' and contains several buttons: 'New Related List', 'Search Related Occurrences', 'Recently Related Occurrences', and 'Solved Related Occurrences'. Below these buttons is a section titled 'Add Related Occurrences' with a form. The form has a 'Label' field containing 'Suspicious Activity March 20', a 'Solved Status' section with radio buttons for 'Unchanged (Unsolved)' (selected) and 'Solved', and a 'Notes' field containing the text 'These Incidents could be the same individuals. Same MO in both cases.' There is a 'Save' button and a 'Delete Related Group' button. At the bottom, there is a table with columns: 'Incident No', 'Report Date', 'Incident Admin', 'Category : SubCategory', 'Rel. Admin', and 'Related Date'.

5. The first step is to **Name** and **Create** the list. In our example, we are naming the list "***Suspicious Activity March 20***". In the notes field, you can add a description of what the purpose of the list is. Click '**Save**' to save the list name and information. The screen will refresh with a **Search** box now showing at the bottom.

Quick Search...  Branch: master

Tomahawk

### Track Related Occurrences

#### Edit Related Occurrences

**Label**

**Solved Status**  Unchanged (Unsolved)  Solved

**Notes**

Admin	Notes	Date	
bigpark	These Incidents could be the same individuals. Same MO in both cases.	Mar-20-2017 10:45 am	<input type="button" value="Delete Note"/>

Incident No	Report Date	Incident Admin	Category : SubCategory	Rel. Admin	Related Date
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#### Search Related Occurrences.

Occurrence Number	<input type="text"/>
Name	<input type="text"/>
Student / Employee Number	<input type="text"/>
Licence plate	<input type="text"/>
Date	<input type="text"/> to <input type="text"/>
Date Updated	<input type="text"/> to <input type="text"/>
<input type="button" value="Search"/>	

- Enter the **Current Incident Number** you are working with. For this example we are using 16-0004. Click '**Search.**'

	Incident No	Report Date	Incident Admin	Category: SubCategory	
<input type="button" value="i"/>	16-0004	Jul-18-2016	bigpark	Interdicted (Banned) Individual: Campus-Wide	<input type="button" value="Add"/>

- Click '**Add**' to add this incident to the list entitled '**Suspicious Activity March 20th**'.
- Repeat the search process by entering the *Incident number* you would like to relate to the first incident.  
For example, Incident 16-0004 as 16-0006 and click '**Search**'. Add this incident to the list.  
The resulting screen will look like this: Note both 16-0004 and 16-0005 are listed.

Quick Search... Branch: master

Tomahawk

## Track Related Occurrences

[New Related List](#)
[Search Related Occurrences](#)
[Recently Related Occurrences](#)
[Solved Related Occurrences](#)

### Edit Related Occurrences

Label: 
[Delete Related Group](#)

Solved Status: **Unchanged (Unsolved)**  **Solved**

[Save](#)

Notes

Admin	Notes	Date	
bigpark	These Incidents could be the same individuals. Same MO in both cases.	Mar-20-2017 10:45 am	<a href="#">Delete Note</a>

[Add Note](#)
[Save & Add Note](#)

Incident No	Report Date	Incident Admin	Category : SubCategory	Rel. Admin	Related Date	
<a href="#">i</a> 16-0004	Jul-18-2016	bigpark	Interdicted (Banned) Individual : Campus-Wide	bigpark	Mar-20-2017	<a href="#">Remove</a>
<a href="#">i</a> 16-0006	Jul-14-2016	bigpark	Suspicious Activity : Suspicious Vehicle(s)	bigpark	Mar-20-2017	<a href="#">Remove</a>

### Search Related Occurrences.

Occurrence Number	<input type="text" value="16-0006"/>
Name	<input type="text"/>
Student / Employee Number	<input type="text"/>
Licence plate	<input type="text"/>
Date	<input type="text"/> to <input type="text"/>
Date Updated	<input type="text"/> to <input type="text"/>
<a href="#">Search</a>	

9. To see the result of this process, search once again for the original Incident 16-0004 from the **Search Incidents** menu. Note the change in the Related Tab now indicates 1 related occurrence.

Dispatch Logs	0	People	2	Vehicles	0	Missing Property	0	Tasks	0	Checklist	Related	1	External Follow Up	0
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10. Click on **Related** to see the **Related Incident Information**. Note: the related incident is now listed. This information will show up on the incident information for both incidents in question.

Quick Search...  
 Branch: master

Tomahawk

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## Track Related Occurrences - Search

Related Label / Notes	<input type="text"/>		
Occurrence #	<input type="text" value="16-0004"/> <input type="button" value="🔍"/>		
Date	<input type="text"/>	<input type="button" value="clear"/> to	<input type="text"/>
Date Updated	<input type="text"/>	<input type="button" value="clear"/> to	<input type="text"/>
Solved Status	<input checked="" type="radio"/> Either <input type="radio"/> Solved <input type="radio"/> Unsolved		
	<input type="button" value="Search"/>		

Incident No	Report Date	Incident Admin	Category: SubCategory	Rel. Admin	Rel. Last Updated
Suspicious Activity March 20		These Incidents could be the same individuals. Same MO in both cases.			2 Incidents
16-0006	Jul-14-2016	bigpark	Suspicious Activity: Suspicious Vehicle(s)	bigpark	Mar-20-2017
16-0004	Jul-18-2016	bigpark	Interdicted (Banned) Individual: Campus-Wide	bigpark	Mar-20-2017

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