# Related Occurrences

1. Click the '**Incidents Menu**' select '**Search Incidents**'.
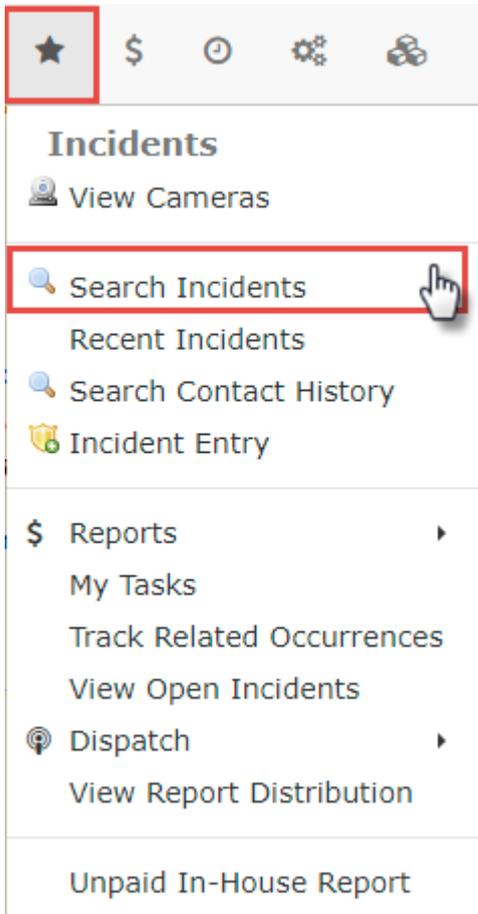
2. In the Occurrence# field enter the **Incident Number** you wish to relate to another.
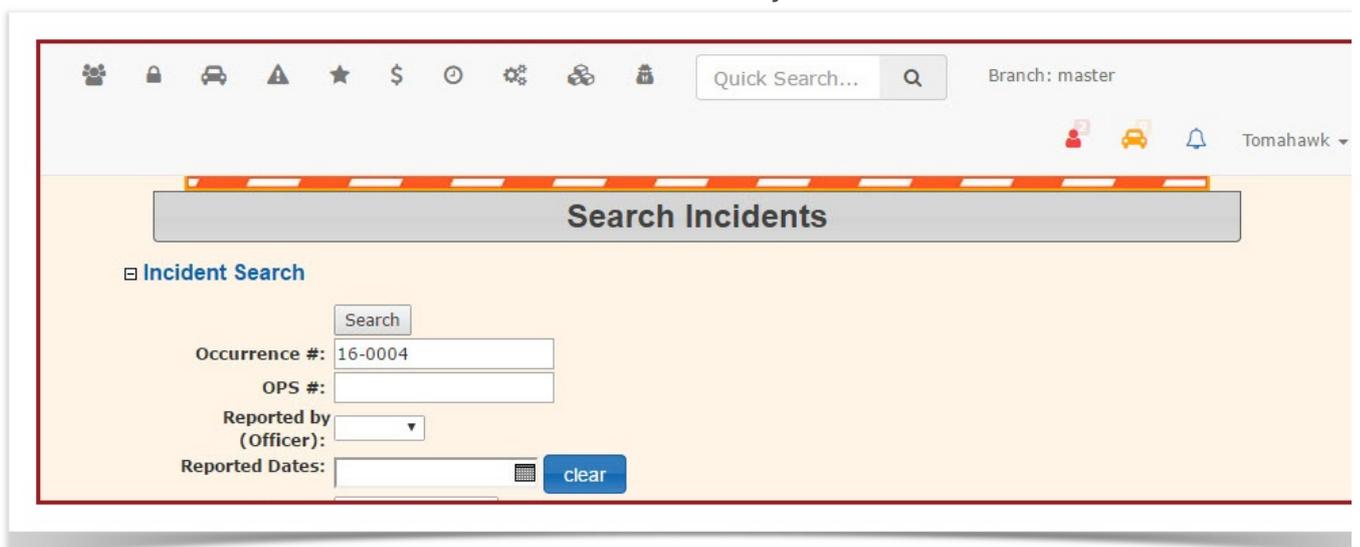
3. The **Incident Information** screen displays. *Note: the tabs along the top of the form,* they provide a quick summary of information.
Under the **'Related'** tab we currently see the numeral 0 indicating that there are no incidents related at this time. When you select the **Related** tab, the button to **Track Related Occurrences** will appear.

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**.

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.

6. Enter the **Current Incident Number** you are working with. For this example we are using16-0004. Click **'Search.'**

7. Click '**Add**' to add this incident to the list entitled **'Suspicious Activity March 20th'**.

8. 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.

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.

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.

Track Related Occurrences - Search

| New Related List | Search Related Occurrences | Recently Related Occurrences | Solved Related Occurrences |

Related Label / Notes	
Occurrence #	16-0004
Date	clear to clear
Date Updated	clear to clear
Solved Status	Either ● Solved ○ Unsolved ○
	Search

Show All Incidents

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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