

# Flags

## Adding or Editing an Incident Flag

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

Quick Search

Options

Users

Vehicles

Parking

Access Cards

Manage Locations

Violations

Incidents

Alerts

Manage Deposit Types

Dispatch

Distribution

Resolve Duplicates

History Search

Purge Old Data

Purge Incidents

View System Task Logs

Operatic

Landing Page

Categories

Flags

Ethnicity

Relations

Ext. User Profile Options

Missing Property Types

Thu	Fri
7-6	7-6
12-8	12-8
9-6	10-7

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

### Edit Flags

Flag Name	Include In Reports	
PON/Summons Issued	<input checked="" type="checkbox"/>	Delete
Arrest/Apprehension Made	<input checked="" type="checkbox"/>	Delete
Violence Involved	<input checked="" type="checkbox"/>	Delete
Weapon Involved	<input checked="" type="checkbox"/>	Delete
Minor Involved	<input checked="" type="checkbox"/>	Delete
Update		
Flag Name	Include In Reports	
<input type="text"/>	<input checked="" type="checkbox"/>	Add

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.

# Edit Flags

Flag Name	Include In Reports	
PON/Summons Issued	<input checked="" type="checkbox"/>	Delete
Arrest/Apprehension Made	<input checked="" type="checkbox"/>	Delete
Violence Involved	<input checked="" type="checkbox"/>	Delete
Weapon Involved	<input checked="" type="checkbox"/>	Delete
Minor Involved	<input checked="" type="checkbox"/>	Delete
Update		

Flag Name	Include In Reports	
<input type="text" value="Alcohol Involved"/>	<input checked="" type="checkbox"/>	Add

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

# Edit Flags

Flag Name	Include In Reports	
PON/Summons Issued	<input checked="" type="checkbox"/>	Delete
Arrest/Apprehension Made	<input checked="" type="checkbox"/>	Delete
Violence Involved	<input checked="" type="checkbox"/>	Delete
Weapon Involved	<input checked="" type="checkbox"/>	Delete
Minor Involved	<input checked="" type="checkbox"/>	Delete
Alcohol Involved	<input checked="" type="checkbox"/>	Delete
Update		

Flag Name	Include In Reports	
<input type="text"/>	<input checked="" type="checkbox"/>	Add

Revision #3

Created 22 May 2024 08:01:15

Updated 11 June 2025 14:18:29