

# Managing Ethnic Types

**Ethnic Types** in OPS-COM allows administrators to define and manage a picklist of ethnic classifications for use within incident reporting. This feature supports detailed demographic data collection for incidents, enabling organizations to analyze trends, ensure fair and equitable practices, and comply with reporting standards.

## Using this Feature

The **Manage Ethnic Types** page provides a straightforward interface to add, edit, and delete various ethnic types.

1. Hover over **System Configuration**, then **Incidents**, and click **Ethnicity**.

## Adding

1. Click **Add Ethnic Type**.
2. Fill in the **name**.
3. Click **Save Changes**.

## Editing

1. Click the **Edit** button next to the Ethnic Type you want to change.
2. Make your edits and click **Save Changes**.

## Deleting

In order to delete an Ethnic Type, it must not be in by any records in the system. You will not see a delete button unless there are no records associated to this type.

1. Click the **Delete** button next to the type and **Confirm**.

## Best Practices & Considerations

- **Standardization:** Use consistent and recognized terminology for ethnic types to ensure data accuracy and facilitate meaningful analysis.
- **Data Integrity:** Always verify that an ethnic type is not actively linked to any records before attempting to delete it. This prevents data inconsistencies.

- **Reporting and Analysis:** Accurate ethnic type data can be crucial for generating demographic reports related to incidents, helping organizations identify patterns and inform initiatives related to diversity, equity, and inclusion.
  - **Sensitivity and Purpose:** When collecting and managing demographic data such as ethnic types, ensure that the purpose is clearly defined, aligns with organizational policies, and adheres to privacy regulations. This information should be handled with sensitivity and used responsibly.
  - **Compliance:** If your organization has specific reporting requirements related to demographics (e.g., for government or grant purposes), ensure your configured ethnic types support those needs.
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