

# Managing Incident Relations

**Incident Relations** in OPS-COM allows administrators to define specific types of connections or relationships between individuals involved in an incident (e.g., "Witness," "Victim," "Suspect," "Reporting Party"). This feature is crucial for accurately documenting complex incident scenarios, ensuring all parties are properly identified, and facilitating comprehensive reporting and investigation.

## Using this Feature

The **Relation Administration** page provides a straightforward interface to add and edit various incident relation types.

1. Hover over **System Configuration, Incidents**, and click **Relations**.

### Adding

1. Locate the empty text box provided at the bottom of the list for adding a new relation.
2. Type in the desired **relation name** (e.g., "Witness," "Victim," "Suspect," "Reporting Party").
3. Choose a unique color for this type.
4. Click **Insert New** to add the new relation to the list.

### Editing

1. Locate the relation you wish to modify in the list and click the **Edit** button.
2. Make your changes and click **Save Changes**.

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## Best Practices & Considerations

- **Comprehensive Definitions:** Define all relevant relationship types that might occur in your incident reporting to ensure accurate and complete documentation.
- **Clear Naming:** Use concise and unambiguous names for relations to avoid confusion (e.g., "Victim" vs. "Complainant" if they represent different roles in your context).
- **Standardization:** Encourage consistent use of defined relations by all personnel involved in incident reporting to improve data quality and reporting consistency.
- **Data Integrity:** Always ensure that a relation is not actively linked to any incident parties before attempting to delete it, to prevent data inconsistencies.
- **Reporting Value:** Properly categorized relations are essential for generating accurate reports on incident demographics and the roles of individuals involved.

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