

# Editing Incidents

1. From the **Incident Information** page, select the '**Edit Incident**' button

Incident Information

Dispatch Logs 1

People 1

Vehicles 0

Missing Property 0

Tasks 1

Checklist

Related 0

External Follow Up 0

Violations 0

Status: OPEN

Officer: john.tomahawk

Safety Address: 92 Bridge Street, Suite 101  
Carleton Place, Ontario K7C 2V3

Incident Number: 18-0006

Police Occurrence #:

Entered Date: Jul-25-2018 @ 11:11

Last Updated: Jul-25-2018 @ 11:11

Report Date: Jul-25-2018 @ 11:07

Incident Start Date: Jul-25-2018 @ 11:07

Incident End Date: Jul-25-2018 @ 11:07

Location: Administration Building

Sub Location: Not Defined

Location Description: Main Lobby

Room Number:

Incident Category: Mischief

Incident Sub Category: Public Mischief CCC 140

Flags:

Incident Description: Subject was found busking (playing guitar for money) in the main lobby of the administration building which specifically contravenes the 5th rule of acquisitions.

Confidential Info:

Incident Files:

Toggle Notes ( 0 )

Add Note

Save note

Close Incident

Close via Checklist

Edit Incident

Distribute Incident

Email Incident

Download Incident

Toggle Read Status

Unread

2. Enter or change any new information, then select '**Update Incident Details**'

## Edit Incident Information

Dispatch  
Logs 1

People 1

Vehicles 0

Missing  
Property 0

Tasks 1

Checklist

Related 0

External  
Follow Up 0

Violations 0

Summary - Not Set

**Status:** OPEN

**Officer:** john.tomahawk - Current ▼

**Occurrence #:** 18-0006

**Police Occurrence #:**  I wish to make Police Occurrence # blank ☒

**Report Date:** Jul 25, 2018 @ 11:07

**Incident Start Date:** Jul 25, 2018 @ 11:07

**Incident End Date:** Jul 25, 2018 @ 11:07

**Location:** Arena ▼

**Sub Location:** Select Sub Location ▼

**Location Description:** Main Lobby

**Room Number:**

**Category:** Mischief ▼

**Sub Category:** Public Mischief CCC 140 ▼

**Flags:**

☐ PON/Summons Issued

☐ Arrest/Apprehension Made

☐ Violence Involved

☐ Weapon Involved

**Narrative:**

**Confidential Info:**

**Related Files:**

Close Incident

Close via Checklist

View Incident

Distribute Incident

Email Incident

Download Incident

Toggle Read Status

Unread

3. Select '**View Incident**' to return to the **Incident Information** page

4. There are other options listed down the side bar. An explanation for each button is below:

4. There are other options listed down the side bar. An explanation for each button is below:

Incident Information

Dispatch Logs0

People1

Vehicles1

Missing Property1

Tasks0

Checklist

Related0

External Follow Up0

Violations0

Summary: 07/06/18  
2

Status:OPEN

Officer:jmulloy

Safety Address:92 Bridge Street, Suite 101  
Carleton Place, Ontario K7C 2V3

Incident Number:18-0003

Police Occurrence #:

Entered Date:Jul-06-2018 @ 15:08

Last Updated:Jul-06-2018 @ 15:08

Report Date:Jul-06-2018 @ 15:06

Incident Start Date:Jul-06-2018 @ 15:06

Incident End Date:Jul-06-2018 @ 15:06

Location:Administration Building

Sub Location:Not Defined

Location Description:asd

Room Number:q123

Incident Category:Maintenance Report

Incident Sub Category:Lighting

Flags:

Incident Description:1

Confidential Info:3

Incident Files:

Toggle Notes (0)

Add Note

Save note

Close Incident

Edit Incident

Distribute Incident

Email Incident

Download Incident

Toggle Read Status

Unread

Close Incident - Select this button to toggle the incident between Closed and Open.

Edit Incident - Select this button to toggle between viewing and editing the incident.

Distribute Incident - Select this button to create a distribution report. This locks the incident from being edited.

Email Incident - Select this button to generate an email about the incident.

Download Incident - Select this button to download a PDF copy of the incident. This locks the incident from being further edited.

Toggle Read Status - Select this button to toggle the read status from '**unread**' to '**read**' or '**read**' to '**unread**'

Revision #2

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