

# Flags

## Adding or Editing an Incident Flag

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

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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

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