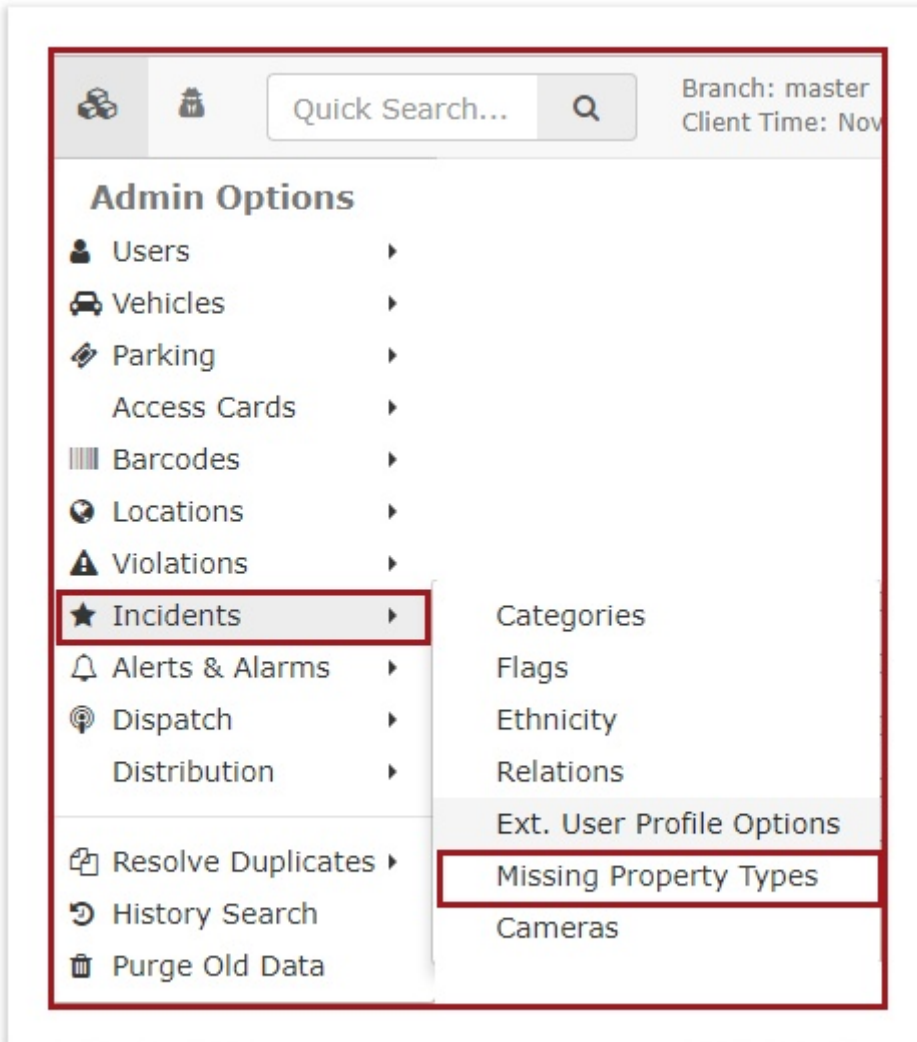
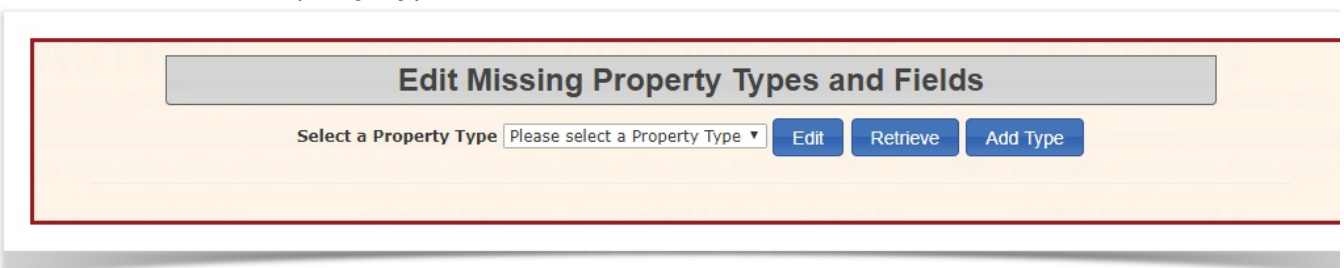


# Missing Property Types

1. Click **Admin Options, Incidents** and **Missing Property Types**.



2. The **Edit Missing Property Types and Fields** page will display. You can edit, retrieve and/or add a new Property Type.



3. To **add** a new missing property type:
  - Click the **Add Type** button, and the page will refresh.

- Type the type of missing property in the textbox provided.
- When finished, click **Save Type**. It will now say **SAVED** across the bottom.

The first screenshot shows the initial state of the interface. At the top is a grey header bar with the title 'Edit Missing Property Types and Fields'. Below it, on the left, is a label 'Select a Property Type' followed by a dropdown menu showing 'Please select a Property Type'. To the right of the dropdown are three buttons: 'Edit', 'Retrieve', and 'Add Type'. A red arrow points from a callout box labeled 'Click to Add Type' to the 'Add Type' button.

The second screenshot shows the 'Add Type' button clicked. The 'Missing Property Type' label is now followed by a text input field containing 'Demo'. A red arrow points from a callout box labeled 'Type desired Property Type Name in the textbox' to the input field. Below the input field are two buttons: 'Click to Save' and 'Save Type'. A red arrow points from the 'Click to Save' button to the 'Save Type' button.

The third screenshot shows the 'Save Type' button clicked. The 'Select a Property Type' dropdown now shows 'Demo'. Below the buttons, the text 'SAVED' is displayed in blue.

#### 4. To **edit** a missing property type:

- Select the missing property type you wish to edit from the drop-down menu, then click **"Retrieve"**
- The page will refresh to show the property type, and fields associated with it. To add a field to this property, click on **"Add New Field"**.
- Type in the **Field Name** in the textbox, select the **Field Type** from the dropdown menu (i.e checkbox, textbox etc.) and select whether or not it is **a required field** by clicking on the **Required** box.
- Once you have finished, click **Save Field** to save.

The screenshot shows the interface after clicking 'Retrieve'. The 'Select a Property Type' dropdown now shows 'Demo'. To the right of the dropdown are three buttons: 'Edit', 'Retrieve', and 'Add Type'. A red arrow points from a callout box labeled '1 Select property type to edit' to the 'Retrieve' button. Another red arrow points from a callout box labeled '2 Click Retrieve to edit selected type' to the 'Retrieve' button. Below the buttons, the text 'No fields found for this Property Type. This Property Type can be deleted if required.' is displayed. Below this text are three buttons: 'Click Add New Field to add field to property type', 'Add New Field', and 'Delete Property Type'. A red arrow points from the 'Click Add New Field' callout box to the 'Add New Field' button, which is also labeled with a red '3'.

**Edit Missing Property Types and Fields**

1 Type in Field Name

Field Name: DemoField

Field Type: checkbox

Required: ☐

3 Click this box to enable/disable Required function

2 Select Field Type from menu

4 Click Save to complete

Save Field

5. To **delete** a missing property type:

- Select the property type you wish to delete from the drop down menu, and click **Retrieve**.
- If there are **no** fields found associated with that property, you can immediately click **Delete**.

**Edit Missing Property Types and Fields**

Select a Property Type: Please select a Property Type

Edit Retrieve Add Type

Select the property type to be deleted from the menu

No fields found for this Property Type. This Property Type can be deleted if required.

Click Retrieve

Add New Field

Delete Property Type

Click Delete

- If there **are** fields found associated with that property, select the **Delete** checkbox attached to that field, then click **Save All**.
- The field attached to that property will be deleted. You may then follow the above instructions to **Delete** the property type.

**Edit Missing Property Types and Fields**

Select a Property Type: Demo

Edit Retrieve Add Type

Field Name: DemoField

Field Type: textbox

Required: ☐

Delete Change: ☒

Edit Type / Possible Values

Click Save All to delete the field associated with this property

Add New Field

Save all

Select Delete checkbox

Revision #2

Created 22 May 2024 08:02:19

Updated 11 September 2024 13:40:49