

Purging Incidents from OPS-COM

1. You must add the "Delete Incidents" permission to the Admins you want to give this ability to.
2. There are two ways to purge selected Incidents: either by searching for a particular incident and clicking the "Delete Incident" button or by using the "Purge Incidents" tool.

Using the Delete Incident Button

1. Search for the incident you wish to purge. You can see the "Delete Incident" button is available with the incident if it is older than 7 years.

The screenshot displays a web interface for incident management. On the left, a table lists incidents with columns for status, title, and date. The top row is marked 'CLOSED'. Below it, several rows show dates from May 2009. On the right, a vertical sidebar contains several action buttons: 'Open Incident', 'Edit Summary', 'Distribute Incident', 'Email Incident', 'Download Incident', 'Toggle Read Status', 'Unread', and 'Delete Incident'. A red arrow points from the bottom of the incident list towards the 'Delete Incident' button.

2. You can see that the "Delete Not Available" button is greyed out when the incident is less than 7 years old.

Incident Information

Dispatch Logs	People	Vehicles	Missing Property	Tasks	Checklist	Related	External Follow Up	Violations
0	2	0	0	0	0	0	0	0

Summary: 07/19/16
 Man attempted to break into the administrative building, but was scared off by witness.

Status:	OPEN
Officer:	bigpark
Safety Address:	92 Bridge Street, Suite 101 Carleton Place, Ontario K7C 2V3
Incident Number:	16-0003
Police Occurrence #:	654321
Entered Date:	Jul-19-2016 @ 10:39
Last Updated:	Jul-19-2016 @ 10:55
Report Date:	Jul-18-2016 @ 10:00
Incident Start Date:	Jul-10-2016 @ 05:00
Incident End Date:	Jul-10-2016 @ 06:00
Location:	Administration Building
Sub Location:	Not Defined
Location Description:	The window broken was at the back of the building near the hedges that face the trail.
Room Number:	7

Close Incident

Close via Checklist

Edit Incident

Distribute Incident

Email Incident

Download Incident

Toggle Read Status

Unread

Delete Not Available

Follow the prompts to delete the incident.

Using the Purge Incidents Tool

1. Click Admin Options, Purge Incidents.
2. The 'Search for Incidents to Purge' screen displays. Enter your criteria. *Note, only the oldest 300 records will be displayed.*
Note that the Number of Instances is greater than or equal to the search field. Therefore supplying 1 here could still display incident instances greater than 1.
3. Enable the "Delete" checkbox next to the incident you wish to purge.

Search for Incidents to Purge

Categories

- Abduction
- Allegation
- Animal Reports
- Assault
- Assistance - Requested/Provided
- Attempt Murder
- Bomb Threat
- Break and Enter
- Building Deficiency

Start Date Apr 01, 2009

up to and including May 01, 2009

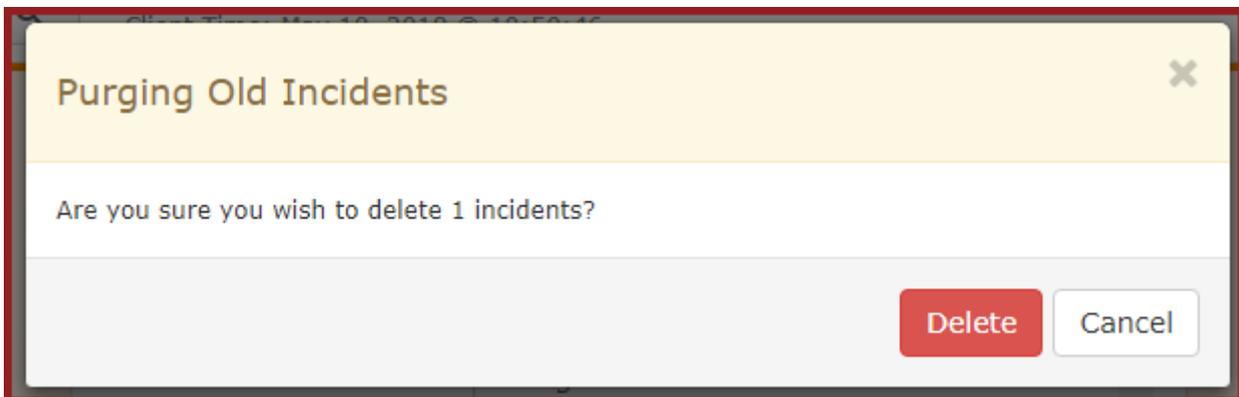
Search Incidents

Total Records found: 1.

Check All	Incident Number	Category	Report Date	Related Records
<input type="checkbox"/>			2009-04-02	0

Purge Records

- Click the 'Purge Records' button. A confirmation prompt will display. Click the 'Delete' button.



- The incident will be purged. **Note, this is not reversible. Use Caution when deleting records.**

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