

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.

| CLOSED | |
|---------------------|--|
| May-11-2009 @ 01:19 | |
| May-11-2009 @ 01:21 | |
| May-10-2009 @ 22:00 | |
| May-10-2009 @ 22:00 | |
| May-10-2009 @ 22:05 | |

Open Incident

Edit Summary

Distribute Incident

Email Incident

Download Incident

Toggle Read Status

Unread

Delete Incident

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 | 0 | People | 2 | Vehicles | 0 | Missing Property | 0 | Tasks | 0 | Checklist | 0 | Related | 0 | External Follow Up | 0 | Violations | 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 |
|---|-----------------|----------|-------------|-----------------|
| Toggle All | | | | |
| <input checked="" type="checkbox"/> Delete | | | 2009-04-02 | 0 |
| Purge Records | | | | |

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

Purging Old Incidents

Are you sure you wish to delete 1 incidents?

Delete **Cancel**

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

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