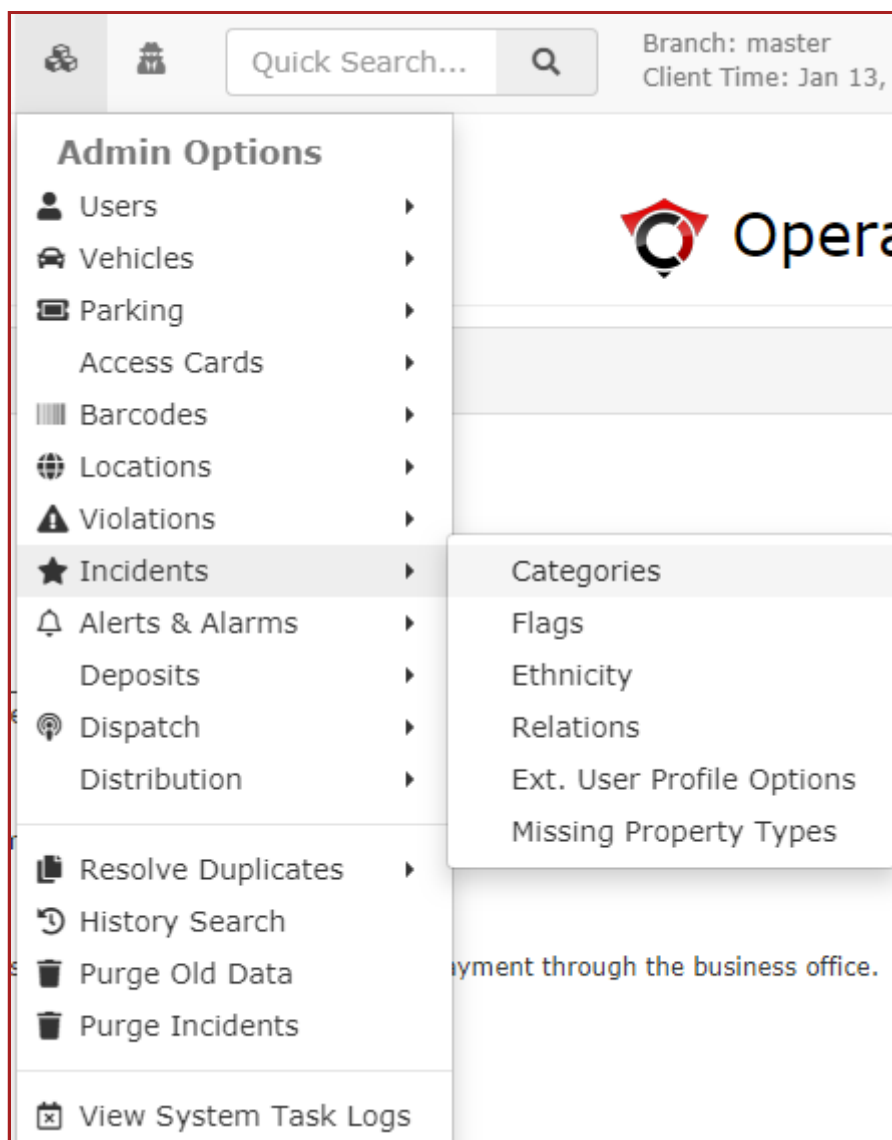


OperationsCommander - <https://opscom.wiki>

## Categories















### How to Get to Categorize to Create or Edit

Click **Admin Options**, **Incidents**, and **Categories**.



The **Edit Categories and Sub Categories** main page will display. To **edit** a Category, select the desired category from the listed items and click the pencil icon to edit.

## Edit Categories and Sub Categories

Incident Categories		
Abduction	Sub	
Assault	Sub	
Assistance - Requested/Provided	Sub	
Break and Enter	Sub	
Complaints	Sub	
Crime Prevention	Sub	
Criminal Code - Other	Sub	
Federal Statutes	Sub	
Fire Reports	Sub	
Fraud	Sub	
Harassment	Sub	
Homicide/Murder	Sub	
Information / Intelligence	Sub	
Interdicted (Banned) Individual	Sub	

The page will refresh and you will be able to **edit** your **Incident Category**. Change the category name and/or details as desired and click "**Save Incident Category**".

## Editing Incident Category: Break and Enter

Category

Break and Enter

GIS Number

5004

In House

Include In Reports

Save Incident Category

Archive Category

To **add** a new **Incident Category**, return to the **Edit Categories and Sub Categories** main page, and click "**Add New Category**" located at the bottom of the page.

Theft

Sub



Traffic Reports

Sub



Weapons Offences

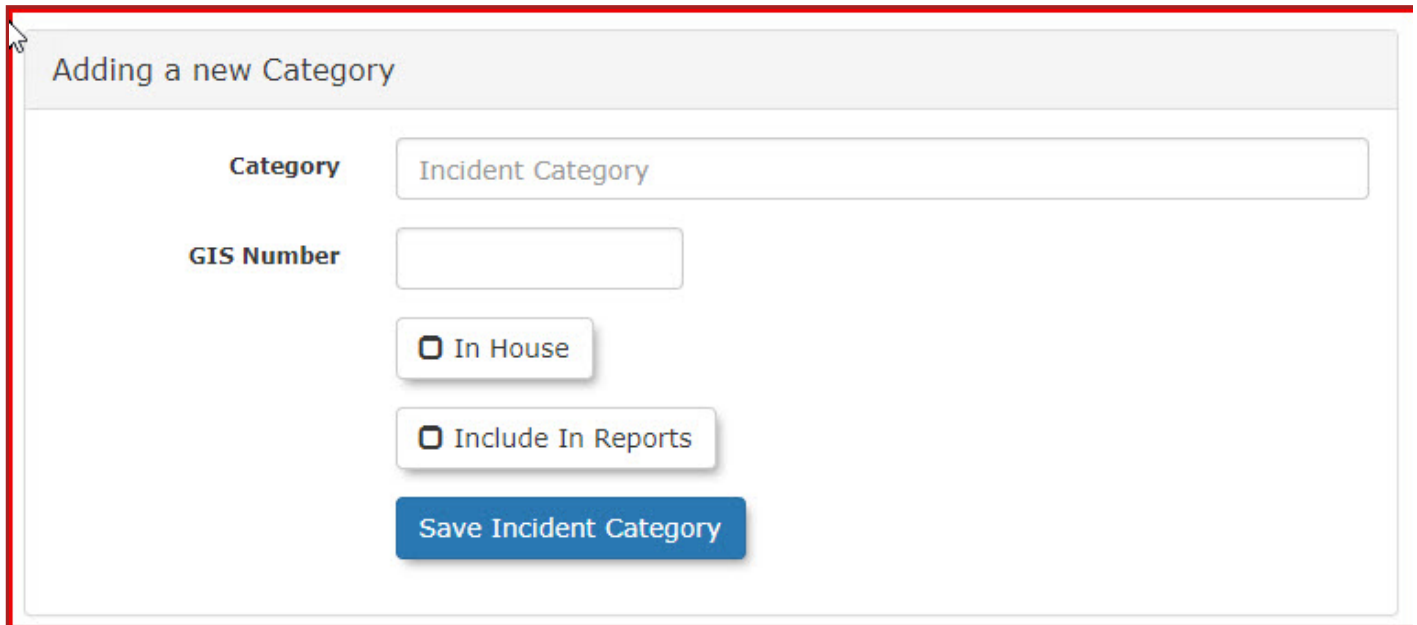
Sub



Add New Category



The page will refresh. Fill out the details for your new **Category Name**, select whether it's "**In-House**", enter the GIS number, and select if you'd like this category included in Reports. Click "**Save Incident Category**".



The screenshot shows a web form titled "Adding a new Category". The form contains the following fields and controls:

- Category:** A text input field containing the text "Incident Category".
- GIS Number:** An empty text input field.
- In House:** A checkbox control that is currently unchecked.
- Include In Reports:** A checkbox control that is currently unchecked.
- Save Incident Category:** A blue button with white text.

To check a category for **Sub-Categories**, return to the **Edit Categories and Sub Categories** main page. Select one of the categories by clicking on **Sub**.

## Edit Categories and Sub Categories

Incident Categories		
Abduction	Sub	
Assault	Sub	
Assistance - Requested/Provided	Sub	
Break and Enter	Sub	
Complaints	Sub	
Crime Prevention	Sub	
Criminal Code - Other	Sub	
Cyber Security - Electronic Offences	Sub	
Federal Statutes	Sub	

Editing Sub-Categories for: Break and Enter			
Sub-Category Name	Checklist	Reporting	
Attempted Break and Enter CCC 463	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Include	<input type="checkbox"/> Archive
Breaking and Entering (Private Premises) CCC	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Include	<input type="checkbox"/> Archive
Breaking and Entering (University Premises) C	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Include	<input type="checkbox"/> Archive
Add a new sub-category	<input type="checkbox"/> Required	<input type="checkbox"/> Include	

[Save Sub-Categories](#)

The page will refresh, and you will have the option to ***add a sub-category***.

Sub-Category Name	Checklist	Reporting	
Attempted Break and Enter CCC 463	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Include	<input type="checkbox"/> Archive
Breaking and Entering (Private Premises) CCC	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Include	<input type="checkbox"/> Archive
Breaking and Entering (University Premises) C	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Include	<input type="checkbox"/> Archive
Breaking and Entering (Vehicle) CCC 468	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Include	

[Save Sub-Categories](#)

To **add** a new sub-category, enter the name you want for your sub-category.  
Enable the functions you wish to have in this subcategory.

- If a **Checklist** is required, click "**Required**".
- If it's to be **Included in Reports**, click "**Include**".
- Once you have finished, click "**Save SubCategory**".

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