

Missing Property Types

Missing Property Types allows administrators to define and categorize different kinds of missing or stolen property (e.g., Electronics, Jewelry, Documents) within incident reports. This feature enables detailed and structured data collection for lost or stolen items, enhancing the accuracy of incident documentation and supporting investigations.

Using this Feature

The **Edit Missing Property Types and Fields** page allows you to define both the broad categories of missing property and the specific details (fields) you want to collect for each category.

1. Hover over **System Configuration**, then **Incidents**, and click **Missing Property Types**.

Adding Property Types

1. Click the **Add New Type** button.
2. Type the **Name** for the new missing property type and click **Add New**.

Adding Fields to Types

1. Click **View Fields** next to the Property Type you want to add a field to.
2. Click **Add New Field**.
3. Type in the **Field Name** (e.g., "Serial Number," "Color," "Brand").
4. Select the **Field Type** from the dropdown menu (e.g., **checkbox**, **textbox**, **dropdown**, etc.).

5. Select whether or not it is a **required field** by clicking the **Required** checkbox.
6. Click **Add New** to save the new field.

Editing Property Types

1. Click the name of the property type you wish to change.
2. Change the name and click Save Changes.
3. Click the **View Fields** button if you want to edit any fields associated to this.

Deleting Property Types

Deleting a missing property type is a two-step process if it has associated fields.

1. **If there are NO fields found associated with that property:** You can immediately click **Delete Property Type**.
2. **If there ARE fields found associated with that property:**
 - Click View Fields and then click **Delete All**.
 - Click **Save Changes** to delete the selected fields.
 - Follow step one to **Delete Property Type**.

Best Practices & Considerations

- **Structured Data Collection:** Use fields within each property type to ensure structured and consistent data collection for stolen or missing items (e.g., for "Electronics," you might add fields for "Make," "Model," "Serial Number").
- **Clear and Concise Names:** Use descriptive names for both property types and their fields to improve usability and clarity for officers filling

out incident reports.

- **Required Fields:** Carefully consider which fields are truly **Required** to avoid unnecessary data entry burden while ensuring critical information is captured.
- **Data Integrity:** Remember that a property type cannot be deleted if it has associated fields. This mechanism helps prevent orphaned data and ensures the integrity of your incident records.
- **Reporting Value:** Well-defined missing property types and their fields can significantly enhance the quality of reports, aiding in investigations and property recovery efforts.

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Revision #4

Created 22 May 2024 08:02:19

Updated 25 June 2025 14:53:21