

Editing Incidents

1. From the **Incident Information** page, select the '**Edit Incident**' button

Incident Information

Dispatch Logs	1	People	1	Vehicles	0	Missing Property	0	Tasks	1	Checklist		Related	0	External Follow Up	0	Violations	0
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Status:	OPEN
Officer:	john.tomahawk
Safety Address:	92 Bridge Street, Suite 101 Carleton Place, Ontario K7C 2V3
Incident Number:	18-0006
Police Occurrence #:	
Entered Date:	Jul-25-2018 @ 11:11
Last Updated:	Jul-25-2018 @ 11:11
Report Date:	Jul-25-2018 @ 11:07
Incident Start Date:	Jul-25-2018 @ 11:07
Incident End Date:	Jul-25-2018 @ 11:07
Location:	Administration Building
Sub Location:	Not Defined
Location Description:	Main Lobby
Room Number:	
Incident Category:	Mischief
Incident Sub Category:	Public Mischief CCC 140
Flags:	
Incident Description:	Subject was found busking (playing guitar for money) in the main lobby of the administration building which specifically contravenes the 5th rule of acquisitions.
Confidential Info:	
Incident Files:	

Toggle Notes (0)

Add Note

Save note

Close Incident

Close via Checklist

Edit Incident

Distribute Incident

Email Incident

Download Incident

Toggle Read Status

Unread

2. Enter or change any new information, then select '**Update Incident Details**'

Edit Incident Information

Dispatch
Logs

1

People

1

Vehicles

0

Missing
Property

0

Tasks

1

Checklist

Related

0

External
Follow Up

0

Violations

0

Summary - Not Set

Status: OPEN

Officer: john.tomahawk - Current ▼

Occurrence #: 18-0006

Police Occurrence #: I wish to make Police Occurrence # blank

Report Date: Jul 25, 2018 @ 11:07

Incident Start Date: Jul 25, 2018 @ 11:07

Incident End Date: Jul 25, 2018 @ 11:07

Location: Arena ▼

Sub Location: Select Sub Location ▼

Location Description: Main Lobby

Room Number:

Category: Mischief ▼

Sub Category: Public Mischief CCC 140 ▼

Flags:

- PON/Summons Issued
- Arrest/Apprehension Made
- Violence Involved
- Weapon Involved

Narrative:

Confidential Info:

Related Files: Choose files To Upload

Unread

3. Select '**View Incident**' to return to the **Incident Information** page

Edit Incident Information

Dispatch
Logs 1

People 1

Vehicles 0

Missing
Property 0

Tasks 1

Checklist

Related 0

External
Follow Up 0

Violations 0

Summary - Not Set

Status:	OPEN
Officer:	john.tomahawk - Current ▼
Occurrence #:	18-0006
Police Occurrence #:	<input type="text"/> I wish to make Police Occurrence # blank <input checked="" type="checkbox"/>
Report Date:	Jul 25, 2018 @ 11:07 <input type="text"/>
Incident Start Date:	Jul 25, 2018 @ 11:07 <input type="text"/>
Incident End Date:	Jul 25, 2018 @ 11:07 <input type="text"/>

Location:	Arena - Current ▼
Sub Location:	Select Sub Location ▼
Location Description:	Main Lobby
Room Number:	<input type="text"/>
Category:	Mischief ▼
Sub Category:	Public Mischief CCC 140 ▼
Flags:	<input type="checkbox"/> PON/Summons Issued <input type="checkbox"/> Arrest/Apprehension Made <input type="checkbox"/> Violence Involved <input type="checkbox"/> Weapon Involved

Narrative:	Subject was found busking (playing guitar for money) in the main lobby of the administration building which specifically contravenes the 5th rule of acquisitions.
Confidential Info:	<input type="text"/>
Related Files:	<input type="text"/> Choose Files

[Update Incident Details](#)

Close Incident

Close via Checklist

View Incident

Distribute Incident

Email Incident

Download Incident

Toggle Read Status

Unread

4. There are other options listed down the side bar. An explanation for each button is below:

unread' to 'read' or 'read' to 'unread'

Take Command of Your Parking and Security - <https://OperationsCommander.com>

Revision #2

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