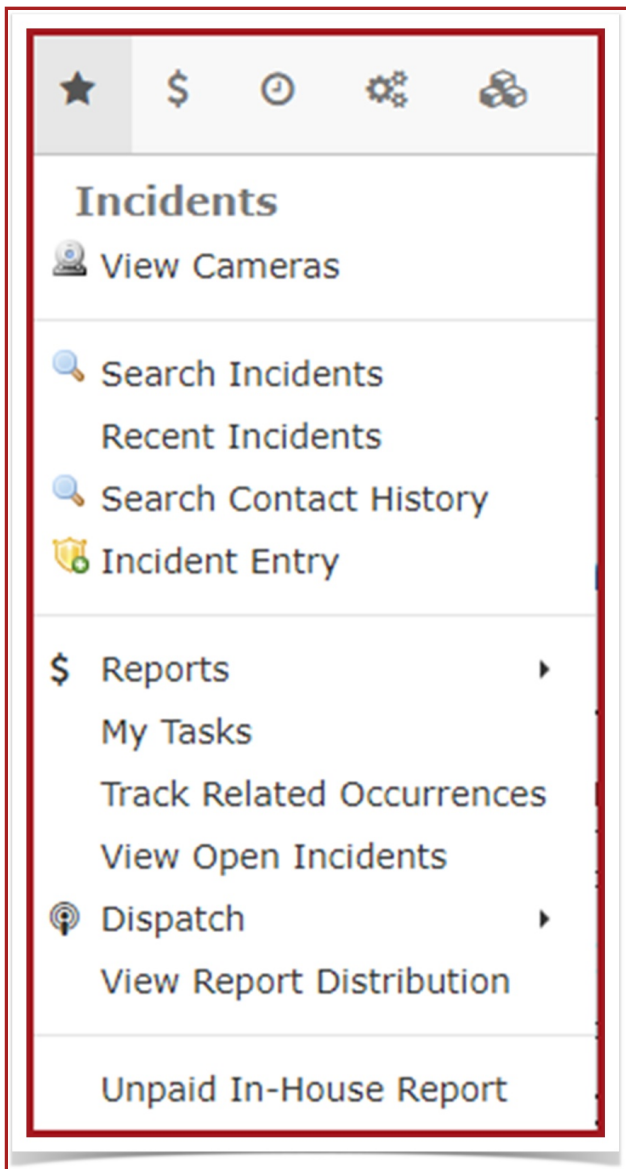


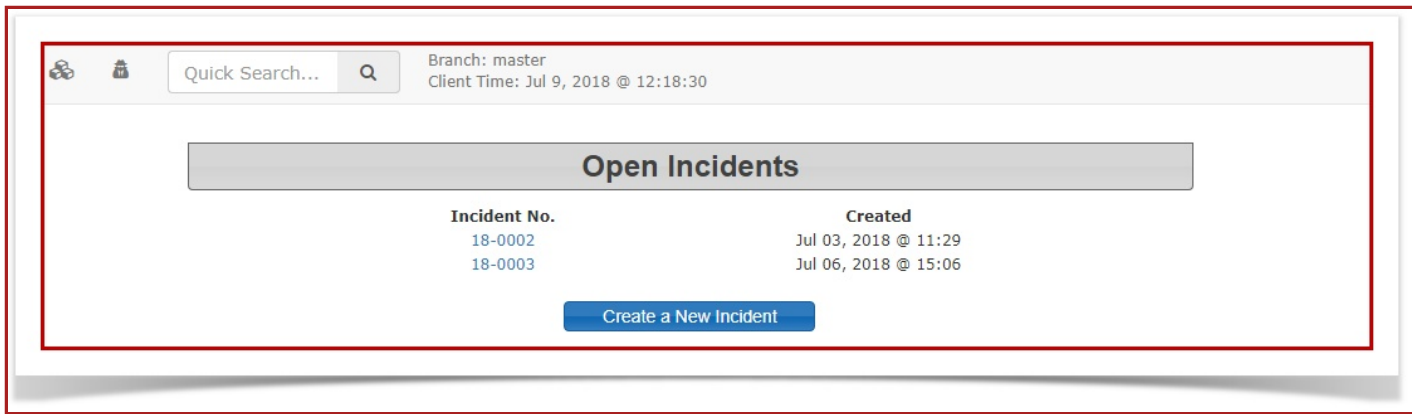
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Incident Entry

1. Hover over the **Incidents** icon and select **Incident Entry**.

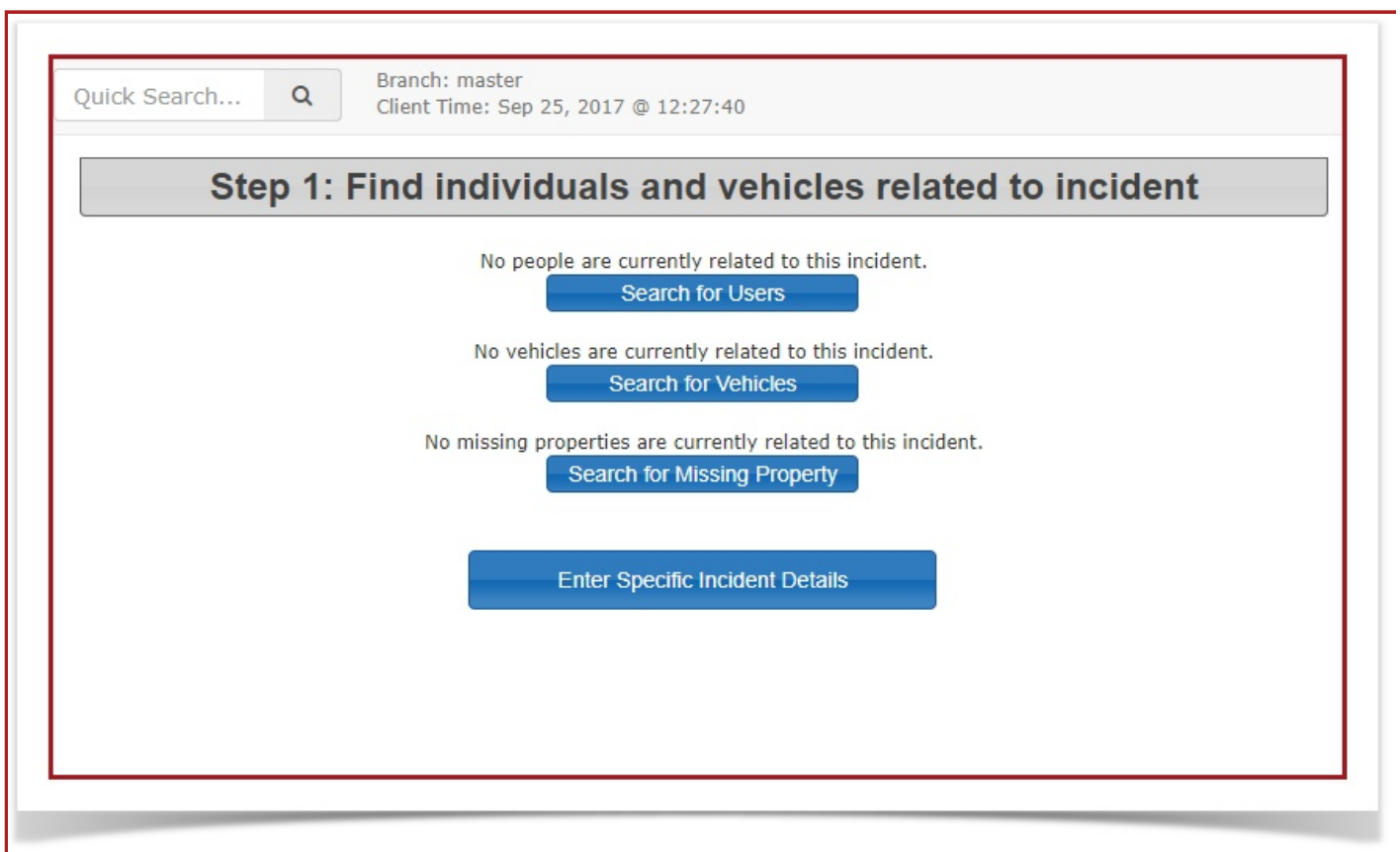


2. This will take you to the **Opened Incidents** page. Here you can select the link for a particular **Incident Number** to view the details of that particular incident or you can select the **Create a New Incident button**.



3. When you select the link to **Enter New Incidents**, this will take you to STEP 1: Finding individuals and vehicles related to an incident. Select the appropriate link to search by Users, Vehicles or Missing Property.

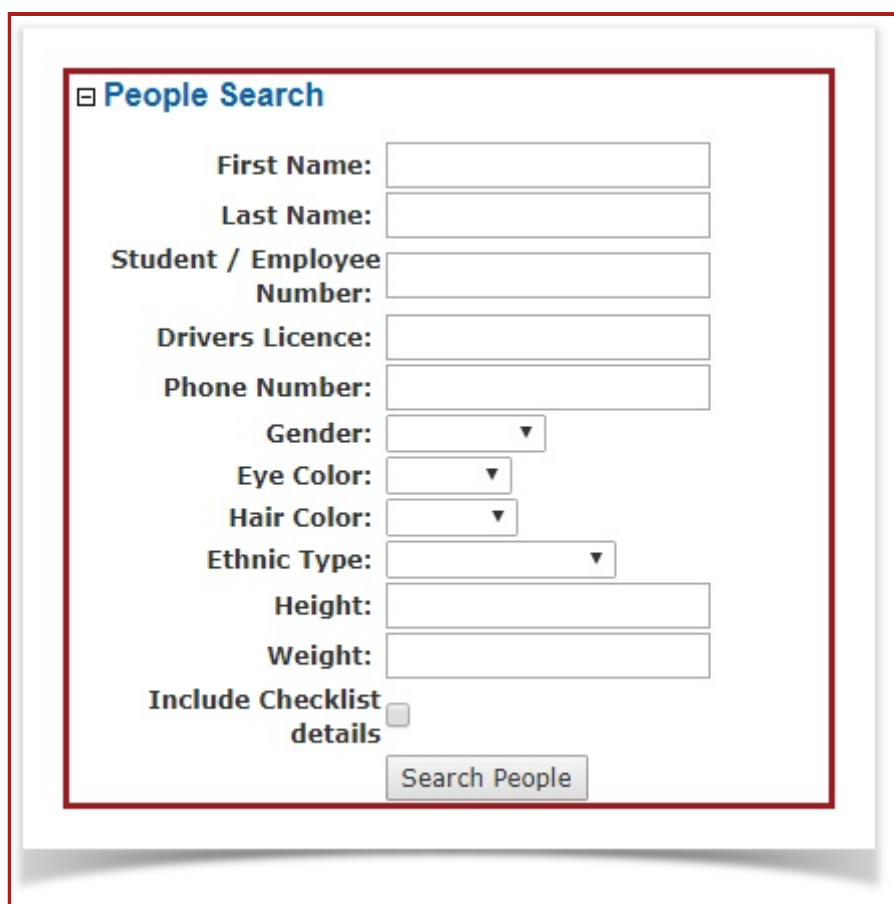
If the incident is not associated with a particular user, vehicle or missing property, select the "**Enter Specific Incident Details**" button.



4. Once you find the user that you are looking for, select the "**Add User to Incident**" button at the bottom right.

If there is no user found with the information you are searching, you can select the "**Add a New Individual to the Database**" button at the very bottom, in the center.

This will take you to the STEP 1: Quick Registration Form where you can enter all the details that you have on the individual.



The image shows a 'People Search' form with the following fields and options:

- First Name:**
- Last Name:**
- Student / Employee Number:**
- Drivers Licence:**
- Phone Number:**
- Gender:**
- Eye Color:**
- Hair Color:**
- Ethnic Type:**
- Height:**
- Weight:**
- Include Checklist details:**
- Search People** button

5. Once the user is selected or added you will be taken to a page where you can identify specifics about the individuals involved in the incident. Fill in all the details that you have. You must fill in the **Relation** field which identifies person's relationship to the incident (e.g. victim, witness, prime suspect, etc.)

Select the "**Save User Details**" button to save the details. Select the "**Search for Additional Individuals**" button to add other individuals involved in the incident. You can also add vehicle details and property details by selecting the appropriate link.

You can also select the "**Enter Specific Incident Details**" button at the bottom right if there are no other details to add related to people, vehicles, and property.

Branch: master
Client Time: Jul 9, 2018 @ 12:21:23

Quick Search...

Step 1: Find individuals and vehicles related to incident

Cancel Incident

INDIVIDUALS INVOLVED

Name	Gender	Eye	Hair	Ethnicity	Height (ft)	Weight (lbs)	Relation
James Rockwood	Male	Green	White	Asian	6.0	180	

Save User Details Search for additional individuals Remove User

No vehicles are currently related to this incident.
Search for Vehicles

No missing properties are currently related to this incident.
Search for Missing Property

Enter Specific Incident Details

Sample Vehicle Search

Vehicle Search

Provide full or partial details in order to retrieve vehicles.

Licence plate:

Make:

Type:

Colour:

Sample Missing Property Search

Missing Property Search

Use up to 5 search terms to retrieve missing property.

6. Once you select the "**Enter Specific Incident Details**" button you will be taken to STEP 2: Entering Incident Information.

A summary of the people involved, vehicles involved and/or the missing property involved will appear at the top of the page. Next, you will find the **Incident Information** section where you will fill in all information that you have on the incident. (**OPS Number** is an abbreviation for **Other Police**

Services Number used for tracking the incident. **PON Summons** is an abbreviation for **Provincial Offences Notice Summons.**)

To attach images, select the **"Choose File"** button beside the line for Attach Image, find and select the file that you want to attach and select the **"Open"** button. This will upload the file and attach it to the incident.

When all information is submitted in the Incident Information section, select **"Save Incident"** at the bottom of the page.

The screenshot shows a web browser window with the following content:

- Browser address bar: Quick Search... | Branch: master | Client Time: Jul 9, 2018 @ 12:24:23
- Page Title: Step 2: Entering incident information
- Buttons: Cancel Incident
- Section: People Involved (1)
 - Table with columns: Name, Gender, Eye Colour, Hair Colour, Ethnicity, Height (cm), Weight (lbs), Incident Relation
 - Row 1: James Rockwood, Male, Green, White, Asian, 6.0, 180
- Text: No Vehicles Involved
- Text: No Missing Property Involved
- Section: Incident Information
 - Report Date: Jul 9, 2018 @ 12:23
 - Incident Start Date: Jul 9, 2018 @ 12:23
 - Incident End Date: Jul 9, 2018 @ 12:23 (Clear)
 - Occurrence #: 18-0004
 - Police Occurrence #: [input] I wish to make Police Occurrence # blank [checkbox]
 - Narrative: [text area]
 - Summary: [text area]
 - Confidential Info: [text area]
 - Location: [dropdown]
 - Sub Location: [dropdown]
 - Location Description: [text area]
 - Room Number: [input]
 - Category: [dropdown]
 - Sub Category: [dropdown]
 - PON/Summons Issued: [checkbox]
 - Arrest/Apprehension Made: [checkbox]
 - Violence Involved: [checkbox]
 - Weapon Involved: [checkbox]
 - Related Files: Choose files To Upload | Choose Files
- Button: Save Incident
- Footer: OperationsCommander Copyright (c) 2018 Tomahawk Technologies Inc.

7. Once the incident has been saved you will be taken to the **"Incidents - Last 30 Days"** summary screen. If you need to edit any details, select the **"View Incident"** link to the right of the incident that you want to reopen.



Quick Search...

Branch: master
Client Time: Jul 9, 2018 @ 12:29:33

Incidents - Last 30 Days

Listing page 1 of 3 records

Number	Started	Ended	Recorded	Status	Category	Location	Officer	
18-0004	Jul 9, 2018 @ 12:23	Jul 9, 2018 @ 12:23	Jul 9, 2018 @ 12:29	OPEN	Maintenance Report	Administration Building	jmulloy	View Incident
18-0003	Jul 6, 2018 @ 15:06	Jul 6, 2018 @ 15:06	Jul 6, 2018 @ 15:08	OPEN	Maintenance Report	Administration Building	jmulloy	View Incident
18-0002	Jul 3, 2018 @ 11:29	Jul 3, 2018 @ 11:29	Jul 3, 2018 @ 11:34	OPEN	Harassment	Arena	jmulloy	View Incident

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Revision #2

Created 13 May 2024 12:34:35

Updated 5 May 2025 09:49:15