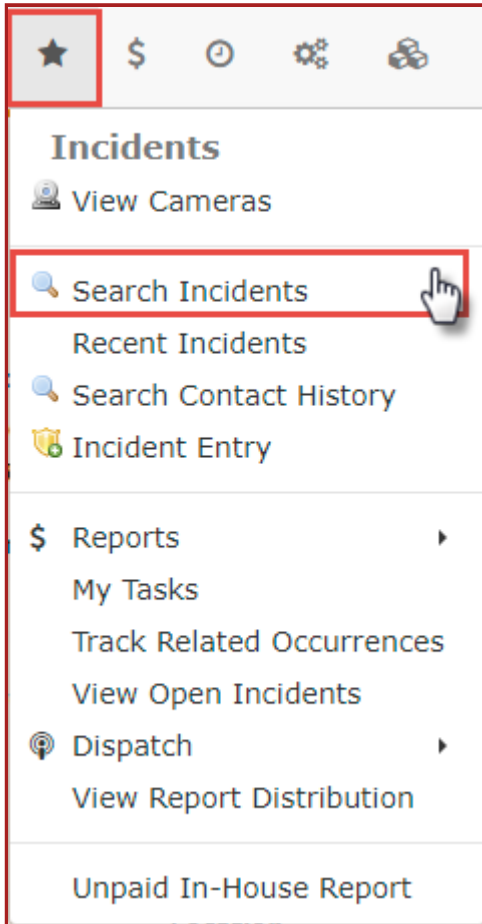


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Related Occurrences

1. Click the '**Incidents Menu**' select '**Search Incidents**'.

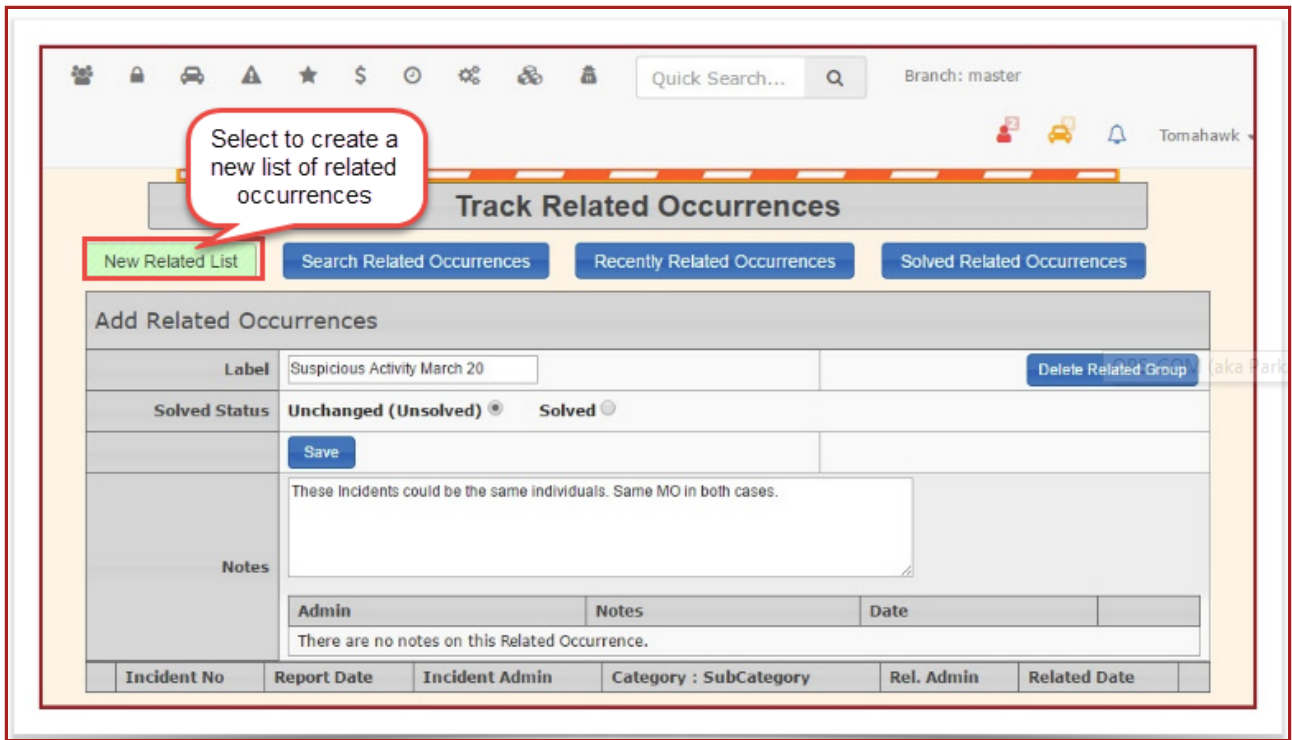


2. In the Occurrence# field enter the **Incident Number** you wish to relate to another.

3. The **Incident Information** screen displays. *Note: the tabs along the top of the form, they provide a quick summary of information.*
- Under the '**Related**' tab we currently see the numeral 0 indicating that there are no incidents related at this time. When you select the **Related** tab, the button to **Track Related Occurrences** will appear.

The screenshot shows the 'Incident Information' interface. At the top, there are several tabs: Dispatch Logs (0), People (2), Vehicles (0), Missing Property (0), Tasks (0), Checklist, Related (0), External Follow Up (0), and Violations (0). The 'Related' tab is currently selected. Below the tabs, a button labeled 'Track Related Occurrences (all recent)' is highlighted with a red box. A callout box points to this button with the text: 'This option will appear once you have selected the Related tab'. Below the button is a table with columns: Relation, Notes, Admin, Associated, and #. The main content area is divided into sections: a green summary box, a metadata table (Status: OPEN, Officer: bigpark, Safety Address, Incident Number, Police Occurrence #), a date table (Entered Date, Last Updated, Report Date, Incident Start Date, Incident End Date), a location table (Location, Sub Location, Location Description, Room Number, Incident Category, Incident Sub Category, Flags), and an incident description box. On the right side, there is a vertical list of buttons: Close Incident, Edit Incident, Distribute Incident, Email Incident, Download Incident, and Toggle Read Status. Below these buttons is a red 'Unread' indicator.

4. Click the '**Track Related Occurrences**' button to display the '**Track Related Occurrences**' screen. The buttons across the top allow different options to search for. The '**Add Related Occurrences**' form is now available, by selecting **New Related List**.



5. The first step is to **Name** and **Create** the list. In our example, we are naming the list "**Suspicious Activity March 20**". In the notes field, you can add a description of what the purpose of the list is. Click '**Save**' to save the list name and information. The screen will refresh with a **Search** box now showing at the bottom.

6. Enter the **Current Incident Number** you are working with. For this example we are using 16-0004. Click **'Search.'**

Incident No	Report Date	Incident Admin	Category: SubCategory
16-0004	Jul-18-2016	bigpark	Interdicted (Banned) Individual: Campus-Wide

7. Click **'Add'** to add this incident to the list entitled **'Suspicious Activity March 20th'**.

8. Repeat the search process by entering the *Incident number* you would like to relate to the first incident.

For example, Incident 16-0004 as 16-0006 and click '**Search**'. Add this incident to the list. The resulting screen will look like this: Note both 16-0004 and 16-0005 are listed.

The screenshot shows a web application interface for tracking related occurrences. At the top, there is a navigation bar with a search box labeled 'Quick Search...' and a user profile for 'Tomahawk'. Below the navigation bar is a section titled 'Track Related Occurrences' with four buttons: 'New Related List', 'Search Related Occurrences', 'Recently Related Occurrences', and 'Solved Related Occurrences'. The main area is titled 'Edit Related Occurrences' and contains a form for editing a group of occurrences. The form includes a 'Label' field with the value 'Suspicious Activity March 20', a 'Solved Status' field with 'Unchanged (Unsolved)' selected, and a 'Notes' section with a table of related incidents. The table has columns for Incident No, Report Date, Incident Admin, Category : SubCategory, Rel. Admin, and Related Date. Two incidents are listed: 16-0004 and 16-0006. Below the table is a 'Search Related Occurrences' form with fields for Occurrence Number, Name, Student / Employee Number, Licence plate, Date, and Date Updated, and a 'Search' button.

Admin	Notes	Date	
bigpark	These Incidents could be the same individuals. Same MO in both cases.	Mar-20-2017 10:45 am	Delete Note

Incident No	Report Date	Incident Admin	Category : SubCategory	Rel. Admin	Related Date	
16-0004	Jul-18-2016	bigpark	Interdicted (Banned) Individual : Campus-Wide	bigpark	Mar-20-2017	Remove
16-0006	Jul-14-2016	bigpark	Suspicious Activity : Suspicious Vehicle(s)	bigpark	Mar-20-2017	Remove

Search Related Occurrences.	
Occurrence Number	16-0006
Name	
Student / Employee Number	
Licence plate	
Date	
Date Updated	
Search	

9. To see the result of this process, search once again for the original Incident 16-0004 from the **Search Incidents** menu. Note the change in the Related Tab now indicates 1 related occurrence.

Dispatch Logs	0	People	2	Vehicles	0	Missing Property	0	Tasks	0	Checklist	Related	1	External Follow Up	0
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10. Click on **Related** to see the **Related Incident Information**. Note: the related incident is now listed. This information will show up on the incident information for both incidents in question.

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Quick Search...

Branch: master

👤 🚗 🔔 Tomahawk

Track Related Occurrences - Search

New Related List
Search Related Occurrences
Recently Related Occurrences
Solved Related Occurrences

Related Label / Notes	<input type="text"/>		
Occurrence #	16-0004 <input type="text"/>		
Date	<input type="text"/>	clear to	<input type="text"/>
Date Updated	<input type="text"/>	clear to	<input type="text"/>
Solved Status	<input checked="" type="radio"/> Either <input type="radio"/> Solved <input type="radio"/> Unsolved		
<input type="button" value="Search"/>			

Incident No	Report Date	Incident Admin	Category: SubCategory	Rel. Admin	Rel. Last Updated
Suspicious Activity March 20		These Incidents could be the same individuals. Same MO in both cases.			2 Incidents
16-0006	Jul-14-2016	bigpark	Suspicious Activity: Suspicious Vehicle(s)	bigpark	Mar-20-2017
16-0004	Jul-18-2016	bigpark	Interdicted (Banned) Individual: Campus-Wide	bigpark	Mar-20-2017

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