

Purging Incidents from OPS-COM

When do we use this?

Purging data from OPS-COM can be an important part of a data management strategy. Typically Parking and Violation data older than 7 years can be purged using the "[Purge Old Data](#)" tool. IncidentAdmin data could not be purged until the "Purge Incidents Tool" was created. The details of this tool are listed below:

- There is a "No deletion for files under 7 years" rule that will prevent deletion of a record that has had any activity in the last 7 years. Once an incident has an update the 7-year timer will be reset.
- This tool will allow Admins with the Delete Incidents permission to purge qualified incident records and reports at their discretion.
- This would purge the reports and the details associated with a particular incident only. Any attachments, tasks or checklists would also be purged. All history for this incident would be purged. User profile or vehicle data will not be affected.
- Due to the finality of the deletion, there is a specific and noticeable "Confirm on Delete" secondary prompt.
- There is a report that can be used to allow qualified Admins to search for Incidents to purge.

1. You must add the "Delete Incidents" permission to the Admins you want to give this ability to. For information about changing Roles and Permissions refer to [this wiki article](#).
2. There are two ways to purge selected Incidents: either by searching for a particular incident and clicking the "Delete Incident" button or by using the "Purge Incidents" tool.

Using the Delete Incident Button

1. [Search](#) for the incident you wish to purge. You can see the "Delete Incident" button is available with the incident if it is older than 7 years.



The screenshot shows a user interface for an incident record. On the left, there is a table with columns for date and time, containing entries like "May-11-2009 @ 01:19". On the right, there is a vertical sidebar of action buttons: "Open Incident", "Edit Summary", "Distribute Incident", "Email Incident", "Download Incident", "Toggle Read Status", "Unread", and "Delete Incident". A red arrow points from the "Delete Incident" button to the "Delete Incident" button.

2. You can see that the "Delete Not Available" button is greyed out when the incident is less than 7 years old.

The screenshot shows the 'Incident Information' page for an incident. At the top, there are navigation tabs: Dispatch Logs (0), People (2), Vehicles (0), Missing Property (0), Tasks (0), Checklist, Related (0), External Follow Up (0), and Violations (0). Below this is a summary box: 'Summary: 07/19/16 Man attempted to break into the administrative building but was scared off by witness.' To the right of the summary are several action buttons: 'Close Incident', 'Close via Checklist', 'Edit Incident', 'Distribute Incident', 'Email Incident', 'Download Incident', and 'Toggle Read Status'. Below these is an 'Unread' indicator. At the bottom right, there is a 'Delete Not Available' button, which is greyed out. A red arrow points to this button. The main content area contains a table with incident details: Status: OPEN, Officer: bigpark, Safety Address: 92 Bridge Street, Suite 101, Carleton Place, Ontario K7C 2V3, Incident Number: 16-0003, Police Occurrence #: 654321, Entered Date: Jul-19-2016 @ 10:39, Last Updated: Jul-19-2016 @ 10:55, Report Date: Jul-18-2016 @ 10:00, Incident Start Date: Jul-10-2016 @ 05:00, Incident End Date: Jul-10-2016 @ 06:00, Location: Administration Building, Sub Location: Not Defined, Location Description: The window broken was at the back of the building near the hedges that face the trail, Room Number: 7.

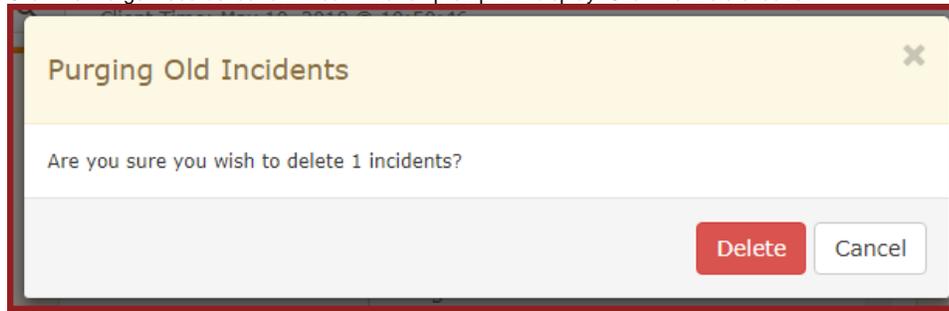
Follow the prompts to delete the incident.

Using the Purge Incidents Tool

1. Click Admin Options, Purge Incidents.
2. The 'Search for Incidents to Purge' screen displays. Enter your criteria. *Note, only the oldest 300 records will be displayed.*
3. Enable the "Delete" checkbox next to the incident you wish to purge.

The screenshot shows the 'Search for Incidents to Purge' tool. It has a search form with a 'Categories' dropdown menu (showing options like Abduction, Allegation, Animal Reports, Assault, Assistance - Requested/Provided, Attempt Murder, Bomb Threat, Break and Enter, Building Deficiency), a 'Start Date' field (Apr 01, 2009), and an 'up to and including' field (May 01, 2009). A 'Search Incidents' button is below the form. Below the search form, it says 'Total Records found: 1.' There is a table with columns: 'Check All', 'Incident Number', 'Category', 'Report Date', and 'Related Records'. The table has one row with a 'Delete' checkbox checked, a greyed-out incident number, a category, the report date '2009-04-02', and '0' related records. Below the table are 'Toggle All' and 'Purge Records' buttons. A red arrow points to the 'Delete' checkbox.

4. Click the 'Purge Records' button. A confirmation prompt will display. Click the 'Delete' button.



5. The incident will be purged. ***Note, this is not reversible. Use Caution when deleting records.***