

Configuring Incidents

When do we use this?

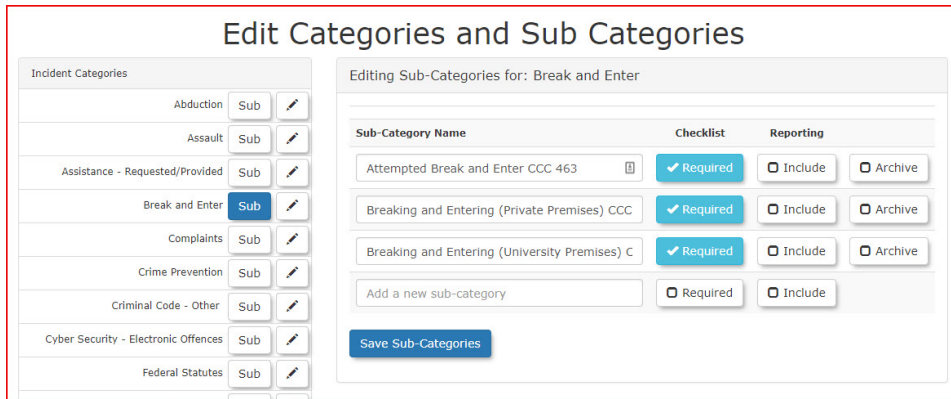
This article briefly describes how to properly configure incidents and pick lists in the Incidents module. A link to more in-depth information is also provided.

Here is the list of items that would have to be set up in the system prior to using the incident module.

Categories
Flags
Ethnicity
Relations
Ext. User Profile Options
Missing Property Types
Cameras

1. **Categories:** Incident Categories are a listings of the types of Incidents that occur. Each **Category** can have multiple **sub categories**.

Here's an example of a category and it's sub-category items. In this case the category is **Break and Enter**. The subcategories appear on the right. For more information [Refer to this Article](#).



Incident Categories	Sub	Edit
Abduction	Sub	
Assault	Sub	
Assistance - Requested/Provided	Sub	
Break and Enter	Sub	
Complaints	Sub	
Crime Prevention	Sub	
Criminal Code - Other	Sub	
Cyber Security - Electronic Offences	Sub	
Federal Statutes	Sub	

Editing Sub-Categories for: Break and Enter		
Sub-Category Name	Checklist	Reporting
Attempted Break and Enter CCC 463	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Include <input type="checkbox"/> Archive
Breaking and Entering (Private Premises) CCC	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Include <input type="checkbox"/> Archive
Breaking and Entering (University Premises) C	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Include <input type="checkbox"/> Archive
Add a new sub-category	<input type="checkbox"/> Required	<input type="checkbox"/> Include

[Save Sub-Categories](#)

2. **Flags:** Incidents may be **flagged** for information, and/or importance. An example would be: "Was violence involved?" or "Were there weapons involved?" For more information [Refer to this Article](#).
3. **Ethnicity:** Within incident reporting you have the ability to enter a description of people associated with the incident, whether it be the victim, a related person, the suspect or person who committed the incident. Ethnicity is one of the descriptors typically used in identifying a person related to an incident. For more information [Refer to this Article](#)
4. **Relations:** In this area you can define the relationship/involvement the individual has with the particular incident. Examples could be: Complainant, Witness, Victim etc. For more information [Refer to this Article](#).
5. **Ext. User Profile Options:** These items are **extended values** used in describing an individual within incident reporting. Examples could be: Physical descriptors such as hair colour, hair style, Body Build Type, Clothing Style etc. (**Note:** These descriptions will only be seen in the incidents module and not in the user's profile.) For more information [Refer to this Article](#).

6. **Missing Property Types:** An incident may include theft or damage to property. This item allows you to create **pick lists** that can describe property involved in an incident.
Examples could be: Vehicles, personal property such as jewellery, computers, electronic devices, money, etc.
For more information Refer to this Article.
7. **Cameras:** In this section admins can configure input from surveillance cameras that may have captured the incident.
For more information [Refer to this Article](#).