



www.incident-tracker.com



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## Feature Reference Information

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### *Basic Management*

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**Users** - no limit, set custom rights and restrictions import from third party databases, create alerting groups

**Locations** – no limits, three tiers, import from third party list, tag to alerts, set for restrictions

**Categories** – no limits, two tiers, tag to alerts, set for restrictions

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### *Reporting*

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**Reports embed:** (all searchable)

- Author/owner
- Event time stamp
- Location (three tiers)
- Categories (two tiers)
- Custom Forms (with validation) (optional)
- People
- Witnesses
- Write up (template format optional)
- File attachments
- Assignment (optional)
- Status (optional)
- Priority (optional)
- Duration (optional)
- Days Stale (since last action)
- Appended notes

**Report Functions:**

- Email (manual and automatic)
- Alert notices (email or text message) and Reminders
- PDF (single or multiple)
- Print (single or multiple)
- Access restrictions

- Audit Trail (change, append, delete)
- Workflow

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*Analytics*

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- Trending
- Heat Maps
- Event Logs
- Export to excel

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*Advanced Search (Query)*

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**Search by:** (all reports, date range, last year, etc.)

- Report ID
- Filed By (report author)
- Day of Week
- Status
- Priority
- Assigned To
- Person Involved (optional Person ID)
- Witness Involved (optional Witness ID)
- Body of report
- Location
- Category
- Forms (any field or combinations of fields on digital forms)
- Days Stale

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*Miscellaneous*

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- Bulletin Board
- Document Center
- Private Messaging
- Announcements
- Rss Feeds (optional)
- Twitter Feeds (optional)
- White labeling
- Control Panel (application settings)
- Workflows
- Saved Search Criteria (reporting tool)
- Clery Reporting (for higher education)