

### Setup Options

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- Users - set custom rights and restrictions
- Locations - no limit; three tiers
- Categories - no limit; two tiers
- Custom - digitized forms, custom sections

### Report Write Up

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- Time Stamp
- Location
- Categories
- Custom Digital Forms
- People
- Witnesses
- Email Notification
- Audit Trail
- Alert Notices and Reminders
- File Attachments
- Status
- Priority
- Appended Notes

### Search

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- Any Date Range
- Report ID
- Filed By
- Day of Week
- Status
- Priority
- Assigned To
- Person Involved
- Witness Involved
- Body of Report
- Location
- Category
- Forms
- Trending

### Extras *(No Additional Fee)*

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- Save Report Drafts
- Active Directory
- Announcements
- Workflows
- Export All Reports