

**\*The Incident Tracker staff helps with all of your setup needs listed below.\***

## **Getting Started:** \_\_\_\_\_

- Users - set custom rights and restrictions
- Unlimited Locations - no limit; three tiers
- Unlimited Categories - no limit; two tiers
- Custom - digitized forms/custom sections
- Active Directory

## **Report Write Up:** \_\_\_\_\_

- 3 Tier Location Option
- Able To Choose Multiple Categories
- Custom Digital Forms assigned to specific categories
- Auto Email Notifications
- Audit Trail (for admins only)
- Workflow Alert Notices and Reminders
- Attach File(s) To Any Report
- Automatically Set A Status/Priority

## **Search by ANY combination of the following:** \_\_\_\_\_

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