Time Tracking Categories

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Purpose and when to use this record

Maintain the categories used to classify officer or staff time.

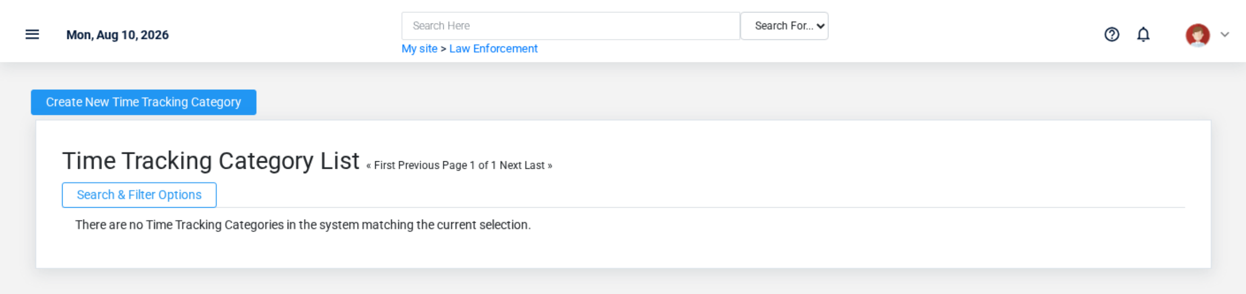
At a glance

- **Identify it by: Name**.
- **Why care:** Use the agency's approved terminology and access policy. Preserve dates, responsible personnel, case links, and audit history because these records may support official reporting or custody review.

Before you begin

You need the Brisk permission for the action you are taking on time tracking categories. If a Create, Edit, or Delete control is absent, do not work around it with another user's account; ask an administrator to review your role.

Find and review time tracking categories

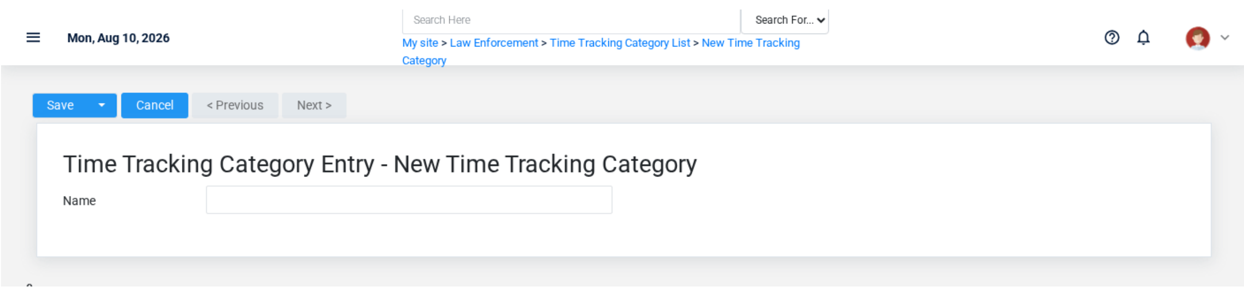


The Time Tracking Categories list screen in the Brisk documentation demo.

Use the Time Tracking Categories list to find the correct record before opening or changing it. Compare **Name**. Compare the full identifier rather than relying on a similar name.

Open the Time Tracking Category whose **Name** match the task. If it is missing, clear the list filters and recheck the identifying information shown on the screen rather than creating a replacement immediately.

Create a Time Tracking Category



The Time Tracking Categories create screen in the Brisk documentation demo.

Create a Time Tracking Category only when the existing choices do not represent the policy or classification you need. Near-duplicate setup values split reporting and make later selection harder.

1. Select the business context first.
2. Enter the required identifying and operational values: **Name**.
3. Review the identifying information shown on the screen against the source document or approved setup decision.
4. Save the Time Tracking Category, then confirm **Name** on its detail page before continuing.

After saving: Open **Time Tracking Incidents** and confirm the Time Tracking Category appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Delete a Time Tracking Category

Delete this Time Tracking Category only if it is an unused duplicate or setup mistake. Once other records refer to it, preserve that history and make the value inactive when the screen provides that option.

Before confirming, check for related **Time Tracking Incidents**. Brisk may refuse deletion when another record depends on this one; resolve the duplicate or use the supported correction workflow instead of breaking the trail.

On the confirmation page, verify **Name**. After confirmation, return to the Time Tracking Categories list and make sure only the intended Time Tracking Category was removed.

Review Time Tracking Category details

Use the detail page as the shared record of what this Time Tracking Category currently means. Verify **Name** before relying on it for a decision.

Compare the Time Tracking Category with its source document or approved setup request before deciding that it needs correction.

Next check: Open **Time Tracking Incidents** and confirm the Time Tracking Category appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Edit an existing Time Tracking Category

Edit this Time Tracking Category when the underlying policy or classification changed. First determine whether historical transactions should retain the old value; if so, deactivate the old choice and create a new one.

1. Open the detail page. Compare **Name** with the supporting document or approved request.
2. Recheck the identifying information shown on the screen. These values are most likely to change case history, custody, dispatch, official reporting, or audit review.
3. Save the change, return to the list, and confirm that the Time Tracking Category now appears under the expected **Name**.

After the change: Open **Time Tracking Incidents** and confirm the Time Tracking Category appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Fields and business rules

Brisk stores 1 user-relevant fields for this Time Tracking Category, including 0 linked-record selections and 0 controlled-choice fields. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls

Name	Yes	Sets the name of this time tracking category.

What happens next

Open **Time Tracking Incidents** and confirm the Time Tracking Category appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Name** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The values look right but the result is wrong:** Compare this Time Tracking Category with the source document or approved setup decision, then check the downstream screen where it is used.

Revision #3
Created 2026-08-10 16:08:35 UTC by Brisk
Updated 2026-08-10 20:27:14 UTC by Brisk