Time Tracking Incidents

Time Tracking Incidents

Purpose and when to use this record

Record a block of categorized time associated with an officer, incident, case, or other agency work.

At a glance

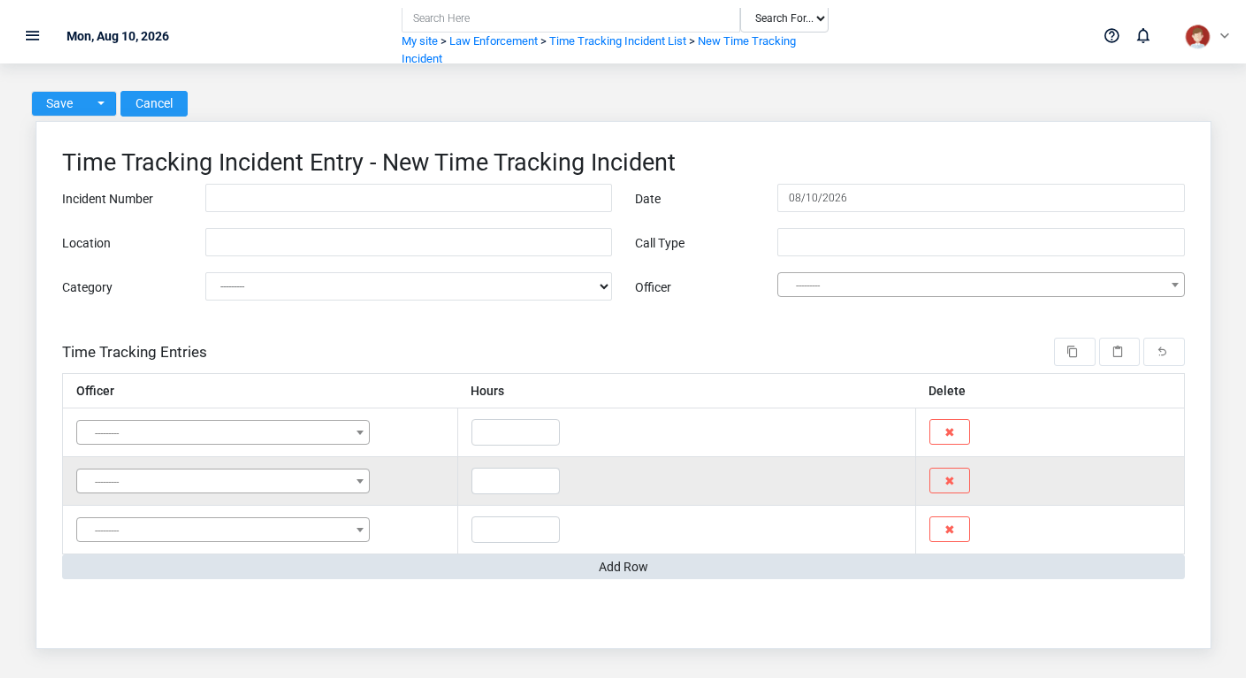
- **Identify it by: Incident Number**, and **Date**.
- **Check its business context: Category**, and **Officer**.
- **Why care:** Use the agency's approved terminology and access policy. Preserve dates, responsible personnel, case links, and audit history because these records may support official reporting or custody review.

Before you begin

You need the Brisk permission for the action you are taking on time tracking incidents. 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.

Have valid **Category**, and **Officer** records ready first. Those selections determine where this Time Tracking Incident belongs and which later screens can find it.

Create a Time Tracking Incident



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

Create a Time Tracking Incident only after confirming that the source document or operational event has not already been entered.

1. Select the business context first: **Category**, and **Officer**.
2. Enter the required identifying and operational values: **Date**, **Location**, **Category**, and **Officer**.
3. Review **Incident Number**, and **Call Type** against the source document or approved setup decision.
4. Save the Time Tracking Incident, then confirm **Incident Number**, and **Date** on its detail page before continuing.

After saving: Verify **Category**, and **Officer** on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

Delete a Time Tracking Incident

Delete this Time Tracking Incident only when it was entered by mistake and no downstream history depends on it. Use a reversal, void, credit, counter-adjustment, or status correction for a real event that later changed.

Before confirming, check for related **Time Tracking Entries**. 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 **Incident Number**, and **Date**. After confirmation, return to the Time Tracking Incidents list and make sure only the intended Time Tracking Incident was removed.

Review Time Tracking Incident details

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

Follow **Category**, and **Officer** to determine whether the issue is on this Time Tracking Incident or on one of those linked records.

Next check: Verify **Category**, and **Officer** on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

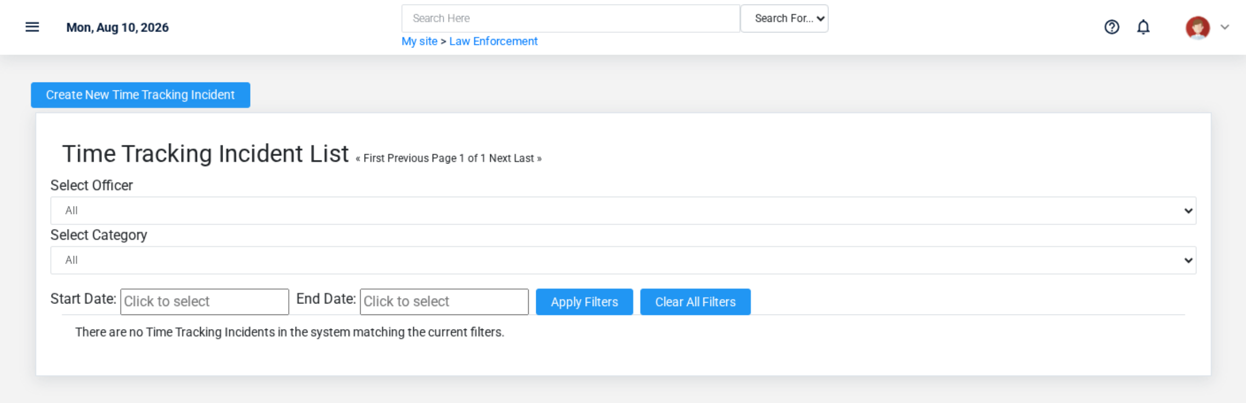
Edit an existing Time Tracking Incident

Edit this Time Tracking Incident to correct or complete the same source document or operational event; use the supported reversal or follow-up workflow when the business event itself changed.

1. Open the detail page. Compare **Category**, and **Officer** with the supporting document or approved request.
2. Recheck **Date**. 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 Incident now appears under the expected **Incident Number**, and **Date**.

After the change: Verify **Category**, and **Officer** on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

Find and review time tracking incidents



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

Use the Time Tracking Incidents list to find the correct record before opening or changing it. Compare **Incident Number**, and **Date**. Records with similar names or numbers can still belong to different **Category**, and **Officer**.

Open the Time Tracking Incident whose **Incident Number**, and **Date** 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.

Fields and business rules

Brisk stores 6 user-relevant fields for this Time Tracking Incident, including 2 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
Incident Number	No	Optionally use this field to record the case number, incident numberm, or other identifying number associated with this activity entry.
Date	Yes	The calendar date of this incident.
Location	Yes	Records the location of this incident.
Call Type	No	Records the call type of this incident.
Category	Yes	Sets the category of this incident.
Officer	Yes	Sets the primary officer for this log entry.

What happens next

Verify **Category**, and **Officer** on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Date**, **Location**, **Category**, and **Officer** 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:** Open **Category**, and **Officer** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.

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