Transportation Classes

Transportation Classes

Purpose and when to use this record

Classify transportation work for assignment, rate, compliance, or reporting purposes.

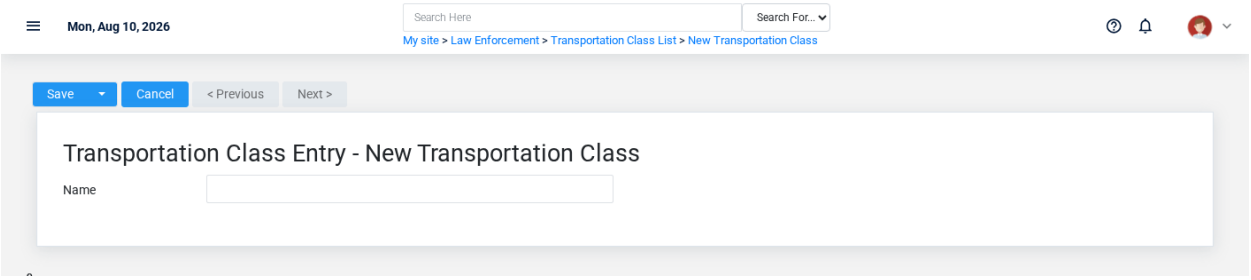
At a glance

- **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 transportation classes. 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.

Create a Transportation Class



The Transportation Classes create screen in the Brisk documentation demo.

Create a Transportation Class 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 Transportation Class, then confirm **Name** on its detail page before continuing.

After saving: Open **Transportation Entries** and confirm the Transportation Class 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 Transportation Class

Delete this Transportation Class 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 **Transportation 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 **Name**. After confirmation, return to the Transportation Classes list and make sure only the intended Transportation Class was removed.

Review Transportation Class details

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

Compare the Transportation Class with its source document or approved setup request before deciding that it needs correction.

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

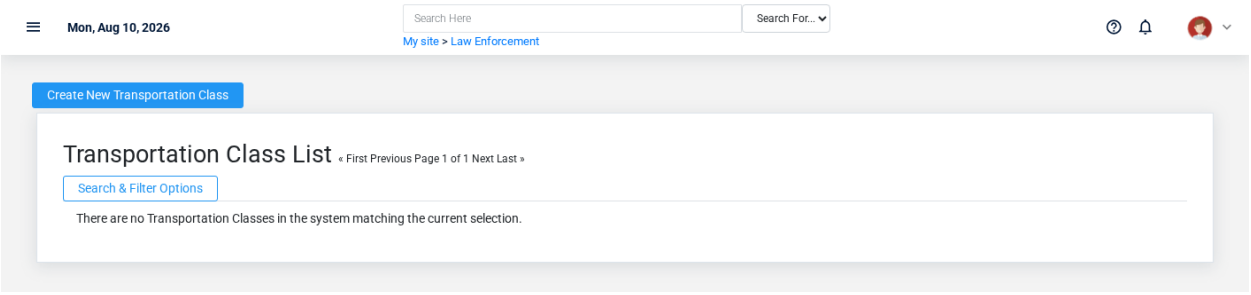
Edit an existing Transportation Class

Edit this Transportation Class 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 Transportation Class now appears under the expected **Name**.

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

Find and review transportation classes



The Transportation Classes list screen in the Brisk documentation demo.

Use the Transportation Classes 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 Transportation Class 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.

Fields and business rules

Brisk stores 1 user-relevant fields for this Transportation Class, 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	Use this field to give the category a name (e.g. Felony, Misdemeanor, Federal, etc.).

What happens next

Open **Transportation Entries** and confirm the Transportation Class 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 Transportation Class with the source document or approved setup decision, then check the downstream screen where it is used.

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