
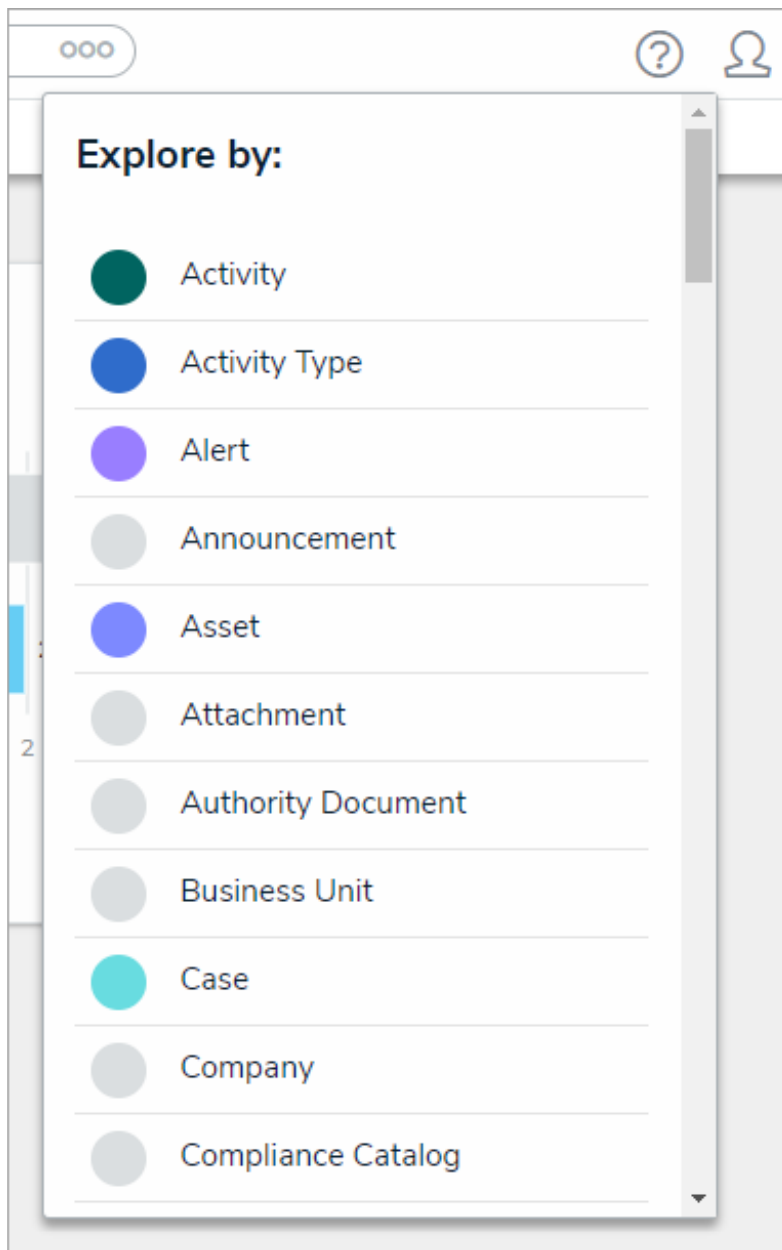


Search Incident Management by Object Type

The following explains how to search by object type in Incident Management. Object type refers to the category of data collected. Incident, Company and Location are all examples of object types. Searching by object type is an easy way to view all records of an object type. For example, you might want to view all locations to know which ones are available to be added to an incident.

To search Incident Management by object type:

1. Click the search text field in the nav bar, then click the  icon to display the **Explore By** menu.
2. Click an object type from the list to display its objects in the search results.



The Explore By menu. Clicking an object type in this menu will display search options.

3. From the **Search Results** page, use the filters in the **Filters** section to the left of the page to narrow down which objects are displayed. The following filters are available on this page for every object type:

- By Name;
- By Assessment Type;
- By Dimension (note that this filter is not relevant to the Incident Management application);
- By Description;
- By Unique ID; and
- By State.

The screenshot displays the 'Search Results' interface. At the top, it shows 'Current Search Parameters: Object Types: Incident Type; Keywords: none'. On the left, a 'Filters' section includes dropdown menus for 'By Assessment Type', 'By Dimension', 'By state', and 'By Incident Category', along with text input fields for 'By Name', 'By Description', and 'By Unique ID'. The main area on the right lists search results for various incident types, each with a status indicator (ACTIVE or INACTIVE) and a brief description of the category and subcategory.

Incident Type	Category	Subcategory	Status
IT-4	Unauthorized Person	Person Incident	ACTIVE
IT-19	Improper Storage of Firearms	Executive Protection	INACTIVE
IT-22	Loss/Theft of Security Keys	General Security	INACTIVE
IT-25	Failed Escort of Uncleared Personnel	General Security	INACTIVE
IT-26	Failed Escort of Visitors	General Security	INACTIVE
IT-31	Hostile Act against Property	General Security	INACTIVE
IT-34	Labor Strike	General Security	INACTIVE

The Search Results page.

4. Apply additional filters as needed. These additional filters are based on any plain text, select list, and multi-select **fields** added to the object type:

- If you're adding a select list or multi-select list filter, choose one or more options from the dropdown menu.
- If you're adding a plain text filter, enter one or more keywords into the text box. All special characters, except the @ and ! symbols, will be ignored.