

# **Review Notice of Trespass Letter**

Last Modified on 10/08/2024 1:42 pm EDT

# Overview

A generic template for a Trespass Notice letter is available from a Person's Trespass Order record. This letter can be generated as a PDF for direct printing or sending electronically.

### **User Account Requirements**

The user account you use to log into Resolver must be a part of the Incident Owner, Incident Supervisor, or Incident Investigator user groups.

## **Related Information/Setup**

Please refer to the Starred Reports article for further information on how to add a report to the home screen.

Please refer to the View a Report article for further information on report functionality.

#### Navigation

1. From the *Home* screen, click on the **Home** dropdown menu.



Home Dropdown Menu

2. From the Home dropdown menu, click on the Incident Management link.



		(Q Search		•••	\$ 0 L
Home		✓ My Tasks			
Home					
Portal		\$ \$	SORT Q SEARCH	Incident	0
Command Center				Workflow State	
Incident Managemen	it INC-112	112   2021-04-15   Health & Safety	TRIAGE	,	
WAVR-21 <sup>TM</sup>		Assigned to me on Oct 30th, 2022			
Reports		113   2023-02-09   Violation of Security P	oliciesBrand	i i	
Library		Protection Assigned to me on Feb 9th, 2023	TRIAGE	0 1 2 3 4 5	6
	INC-23	INC-571: 2021 - Security Breach Assigned to me on Feb 14th, 2023	TRIAGE	🕒 Draft 🔍 Triage	
	INC-61	INC-571: 2021 - Stolen Property Assigned to me on Feb 9th, 2023	TRIAGE		
	INC-98	INC-574: 2021 - Slip and Fall Assigned to me on Feb 14th, 2023	TRIAGE		
	INC-5	INC-627: 2021 - Staff Injury Assigned to me on Oct 30th, 2022	DRAFT		

Incident Management Link

3. From the *Incidents* screen click on the **People** tab.

			0	Q Search				•••	\$ \$
Incident Management		✓ Triage	Incidents	Investigations	Cases	People			
Tria	age							+ CREATE INCIDENT	
Sub	omissio	ons					Sorted by Unique ID (Ascending)	Q Search	
IN	IC-23	INC-571: 20	)21 - Security	/ Breach				Triage	
IN	INC-571: 2021 - Stolen Property Triage A security incident that leads to a confirmed compromise of information and assets is considered a security breach. A breach is an act, event or omission that results in the compromise of sensitive information or assets. This means that there has been unauthorized access, disclosure, destruction, removal, modification, use or interruption of protected and classified information and assets.								
IN	IC-98	INC-574: 20	021 - Slip and	l Fall				Triage	
IN	IC-112	112   2021	-04-15   Hea	lth & Safety				Triage	

People Tab

 From the *People* screen, click a person record in the **Banned from Properties** or Involved in Last 30 Days sections.

				Œ	Q Search			•••	ŝ	?	Ω
Incident Manager	ment	~	Triage	Incidents	Investigations	Cases	People				
	Peop	le									
	Person	is of (	Concern					Sorted by Unique ID (Ascending)			
	C:1 Riverdale Industries Active Since its founding in Bavaria in 1872, Riverdale Industries, Inc. has become the leading supplier of fiberboard products in Europe and North America, with offices in 12 octies workholds including the U.S. Headquarters in Arlington, VA. This is the only remaining fabricator of wood panel products constructed with hand-ground wood fibers. The company expanded its operations in China in 2006 with the construction of new kilns in Beijing.						Active pplier of fiberboard products in Europe and North America, is the only remaining fabricator of wood panel products a in 2006 with the construction of new kins in Beijing.				
	Involve	ed in l	ast 30 da	ays				Sorted by Unique ID (Ascending)			
	P-17	No	rth McLena	ahan				Elevated Concern			

Person Record



### **Reviewing a Notice of Trespass Letter**

1. From the *Person Record* screen, click on the **Full Person Record** button.

		$\oplus$	Q Search			•••	\$ @ L
Incident Manage	ement v Triage	Incidents	Investigations	Cases	People		
North Mc	Lenahan					P-17	ELEVATED CONCERN 👻
Details Rela	ationship Graph History						
	Photo				First Name		
		Drag an image here	or click to select		North		
					Last Name		
					McLenahan		
	Date of Birth				Person Type		
				~	Employee		~
	Gender				Email 1		
	Male			~	nmclenahang@flavors.me	e	
	Dispatch User				Phone Number 1		
	Q Add Dispatch User				404-898-5259		
		FULL PERSON REC	ORD			REMOVE CONCERN	
					-		

Full Person Record Button

 (Optional) From the *Full Person Record* screen, scroll to the Related Data tab. On the *Related Data* tab, you can view the connected People & Organizations, Incidents, and Actives sections.

	⊕ ( <b>q</b>	Search		•••	\$ \$ \$
Applications ~					
North McLenahan				P-17	BANNED - •••
Details Relationship Graph Histor	ry Communications				
Photo	First Name	Last Name	Middle Name(s)	Intelligence Summary	
Drag an image here or click to select	North Person Type Employee ~	McLenahan Gender Male ~	Alias	Current Trespass	Orders
	Date of Birth	Age	Let Person Report		
Profile Incidents & Investigations	BOLOs & Trespass Re	lated Data Background		Related Incide	ents
Email 1	Pho	ne Number 1			
nmclenahang@flavors.me	40	04-898-5259			
Email 2	Pho	ne Number 2		Total Value S0	

Related Data Tab

3. Click the **BOLOs & Trespass** tab.



			$\oplus$ (	Search		•••	\$\$ @ L
Applicati	ions 🗸						
North	n McLenahan					P-17	BANNED -
Details	Relationship Graph	History	Communications				
Photo	2	Fir	st Name	Last Name	Middle Name(s)	Intelligence Summary	
		Ľ	North	McLenahan			
	Drag an image here or click t	Pe	rson Type	Gender	Alias	Current Trespass C	rders
	select		Employee ~	Male ~		1	
		Da	te of Birth	Age			
		ť	×		LE PERSON REPORT		
						Related Inciden	ıts
Profile	Incidents & Investigat	ions BOI	LOs & Trespass F	elated Data Background		2	
Email	11		Ph	one Number 1		Ζ	
nm	nclenahang@flavors.me			04-898-5259			
Email	12		Ph	one Number 2			
						Total Value	
						\$0	

BOLOs & Trespass Tab

4. From the *BOLOs & Trespass* tab, click on a **Trespass Order**.

		(C	•••	\$ \$ \$						
Applicatio	ons ~									
North	McLenahan				P-17	BANNED - ***				
Details	Relationship Graph His	tory Communications								
Photo		First Name	Last Name	Middle Name(s)	Intelligence Summary					
		North	McLenahan		Current Turana (					
D	rag an image here or click to	Person Type	Gender	Alias	Current Trespass C	Jrders				
	select	Employee ~	Male ~		1					
		Date of Birth	Age		-					
		<b>*</b>		네 PERSON REPORT						
					Delated in side					
Profile	Incidents & Investigations	BOLOs & Trespass	elated Data Backgro	und		Its				
Trespa	ass Orders				Z					
Uniq	ue ID Effective Date	Expiry Date	Locations	Workflow State						
TO-1	October 1, 2024	October 31, 2024	Parking Lot 10	<ul> <li>Active</li> </ul>						
4	+ CREATE NEW Total Value									
					50					

Trespass Order

5. From the *Trespass Order* pop-up, click the **Print Trespass Letter** button.



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oplications	~						
lorth McI e	enahan			TRESPASS ORDER t			
Polation Polation	nchin Graph Histor	Communications		North McLenahan - Parking Lot 10 - 202410			
etans Relation		y communications		Details History			
Photo		First Name	Last Name				
		North	McLenahan	Active Effective Date 🛛 Expiry Date			
Drag an image here or click to select		Person Type Employee  V	Gender Male ~	Ves v October 1, 2024 v October 31, 2024 v			
		Date of Birth	Age	Description			
		· ·		A trespasser was spotted at this location.			
Profile Incide	ents & Investigations	BOLOs & Trespass	elated Data Backgro				
Trespass Orders Unique ID	Effective Date	Expiry Date	Locations	EXPIRE			
TO-1	October 1, 2024	October 31, 2024	Parking Lot 10				
+ CREATE	NEW			PRINT TRESPASS			

Print Trespass Letter Button

6. The *Trespass Notice Letter* will open.

		Q Search	•••	\$ \$ \$
Applications	~			
	IM - Person T	respass Notice		
			Last Updated: Oct 8, 2024 1:32 PM	
	TO-1 North McLe	enahan - Parking Lot 10 - 202410	)	
		ACME Inc., 123	Street Ave, Toronto, ON L4Y 6K8	
	Notice of Trespass			
	Name: North McLenahan Date of Birth: _Not Specif	ied_		
	In accordance with relevar October 1, 2024 through	t local laws and provisions, you are hereby notifie October 31, 2024 unless this notice is revoked in	d and advised that you are not to enter upon the buildings or lands listed below, from writing.	
	Parking Lot 10	0442 Chive Point, Baton Rouge, LA '	70810, USA	
	Entering upon the building	is or lands as aforementioned may result in arrest,	, charges and/or civil penalties pursuant to local laws and provisions, as applicable.	
	DATE SERVED:		SIGNED:	

Trespass Notice Letter