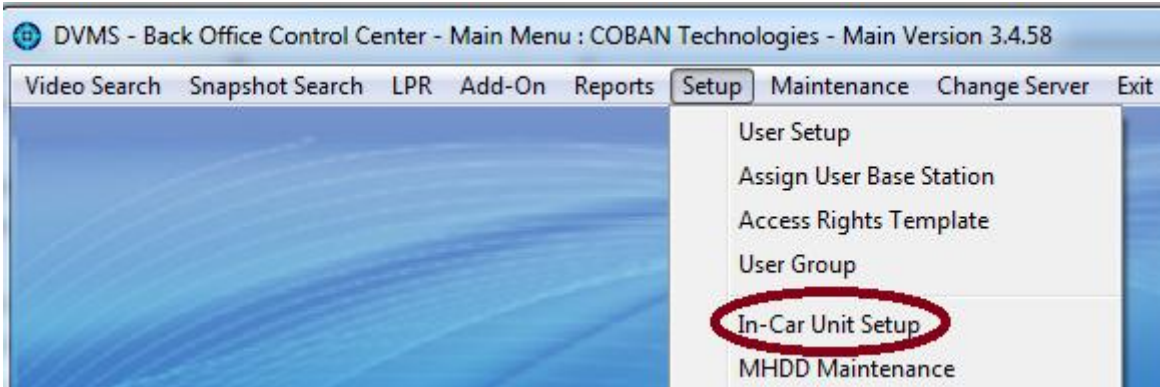## MANDATE A CASE NUMBER FOR SPECIFIC EVENT TYPES

To mandate a case number for an event type, you first need to set **the persistent event selection** as shown below;
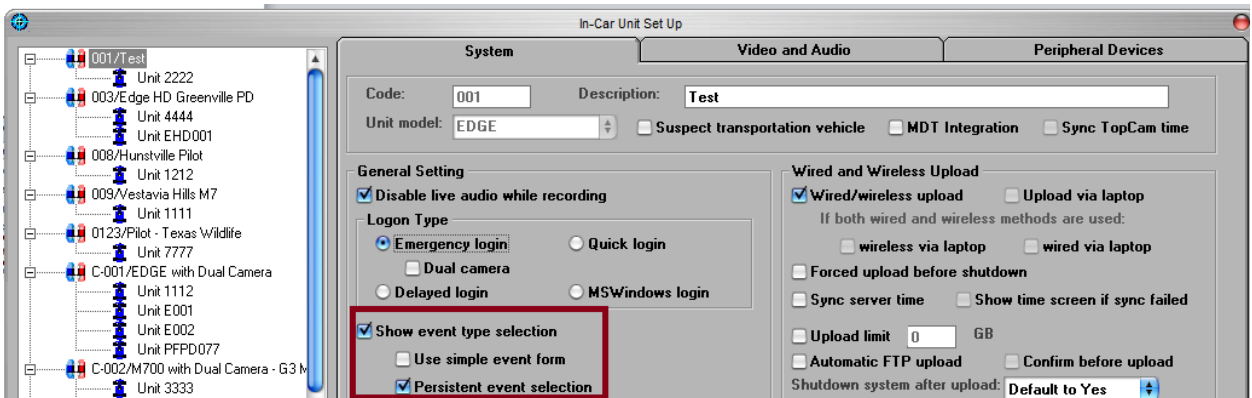
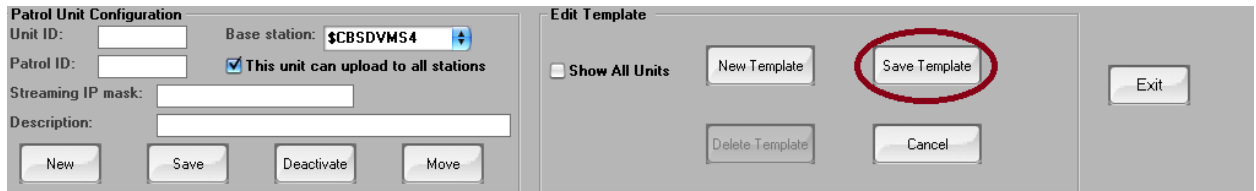1. Go to **Setup**, select **in-car unit setup.**

2. Select the particular Templates you want this to be effective on.

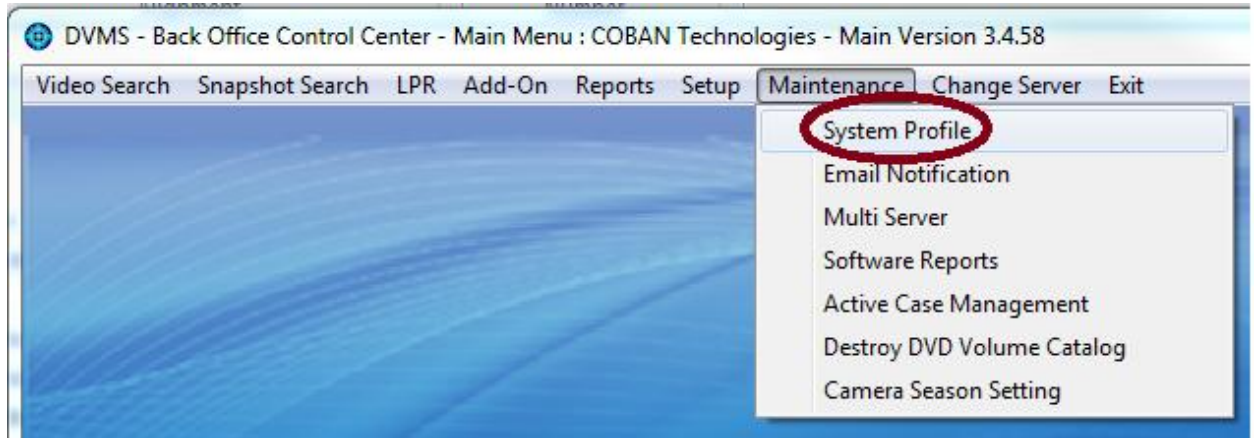3. Under the System tab, make sure **Persistent event selection** is checked.
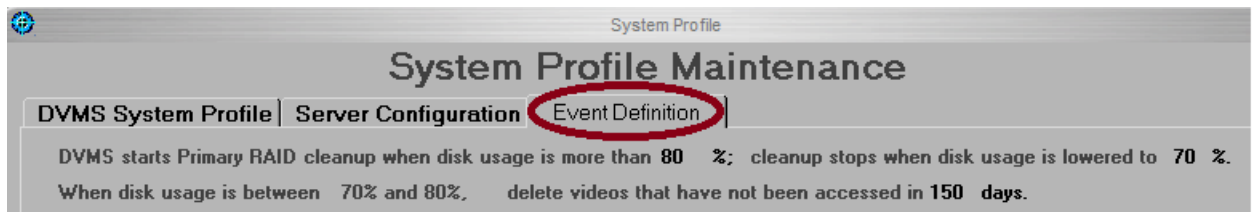
4. Click **Save Template.**

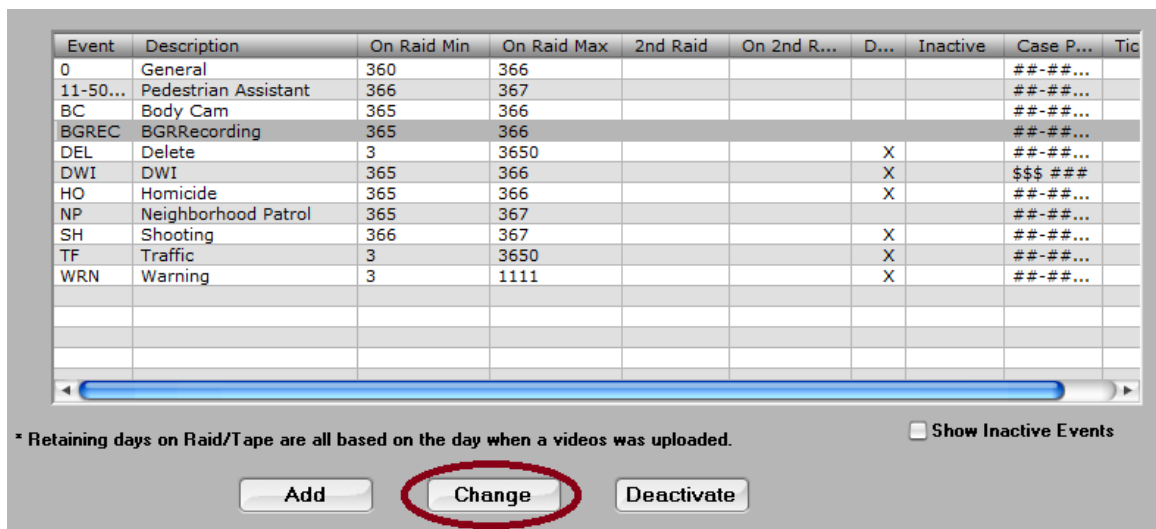The next step is to set the **mandatory case number.**

5. Go to **Maintenance**, select **System Profile.**

6. Select the **Event Definition** tab.

7. Select the **Event type** you are trying to set this up on and click change

Event	Description	On Raid Min	On Raid Max	2nd Raid	On 2nd R...	D...	Inactive	Case P...	Tic
0	General	360	366					##-##...	
11-50...	Pedestrian Assistant	366	367					##-##...	
BC	Body Cam	365	366					##-##...	
BGREC	BGRRecording	365	366					##-##...	
DEL	Delete	3	3650				X	##-##...	
DWI	DWI	365	366				X	$$$ ###	
HO	Homicide	365	366				X	##-##...	
NP	Neighborhood Patrol	365	367					##-##...	
SH	Shooting	366	367				X	##-##...	
TF	Traffic	3	3650				X	##-##...	
WRN	Warning	3	1111				X	##-##...	

* Retaining days on Raid/Tape are all based on the day when a videos was uploaded.

☐ Show Inactive Events

Add   Change   Deactivate

8. Under the **Operation Settings,**

    i. Check **Require Case No.**

    ii. Set **Case Pattern** (Recommended).

    iii. Click **Okay.**

Note: Based on the above illustration, the case pattern will be e.g. 11-111111

#- denotes Numeric

$- denotes Alphabet.

$#-$#$#$#- e.g. will be A1-B1C1D1

##-$####$- e.g will be 11-A1111A