HOW TO
Record an incident
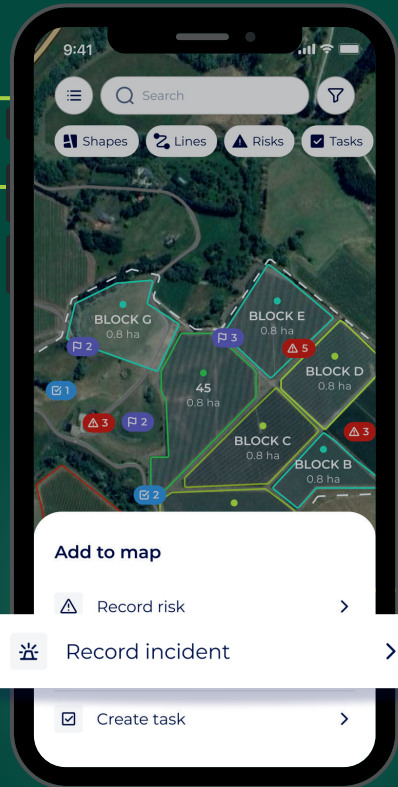
onside

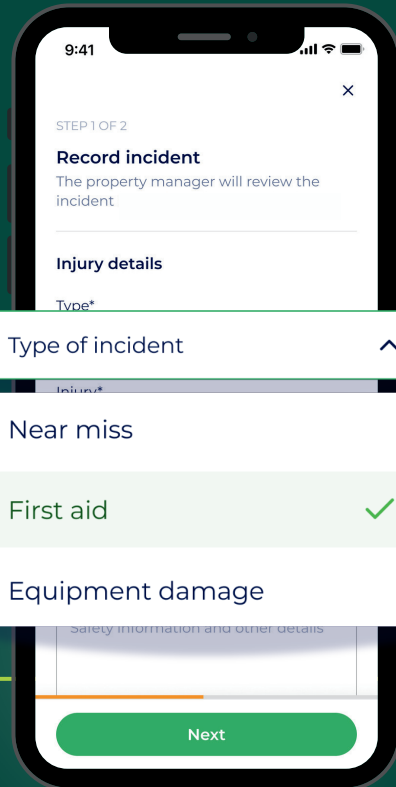

An incident has been reported to the property owner to review
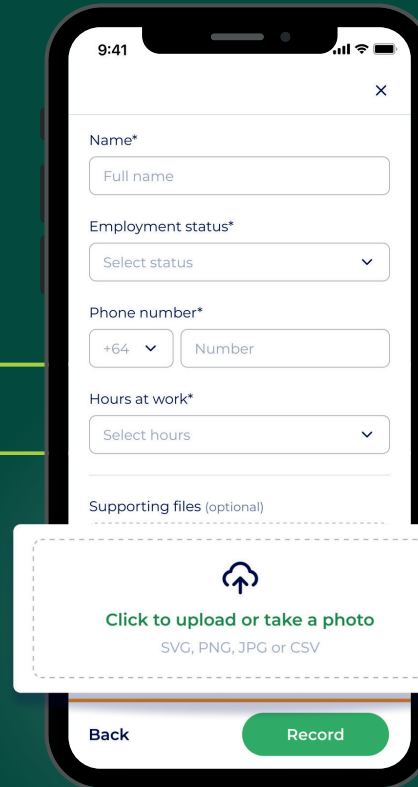
1
ADD TO MAP

Click the white plus (**+**) button on the map, and choose **Record incident**

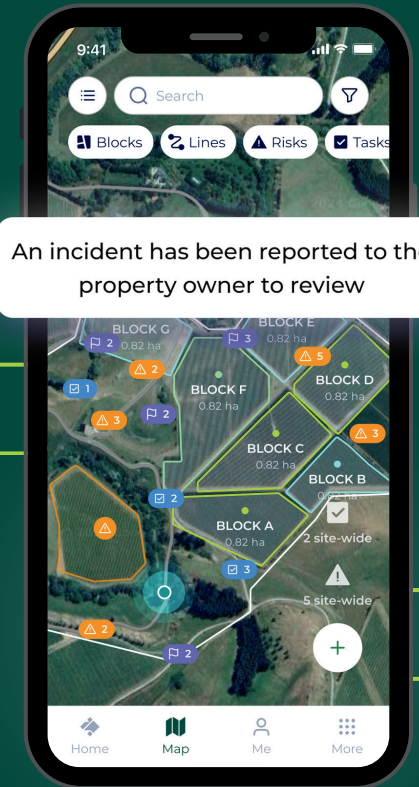### 2
FILL IN THE DETAILS

Add details about the incident, and the time and place it happened

3
UPLOAD PHOTOS

Include photos and other supporting details, then click **Record**

4
WHAT HAPPENS NEXT?

The property admin will get notified to review the incident