

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.

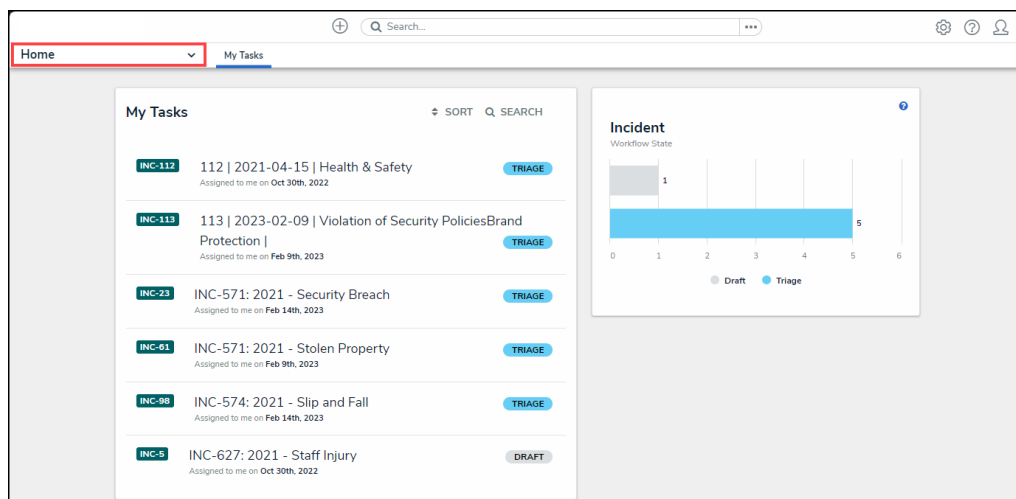
Related Information/Setup

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.

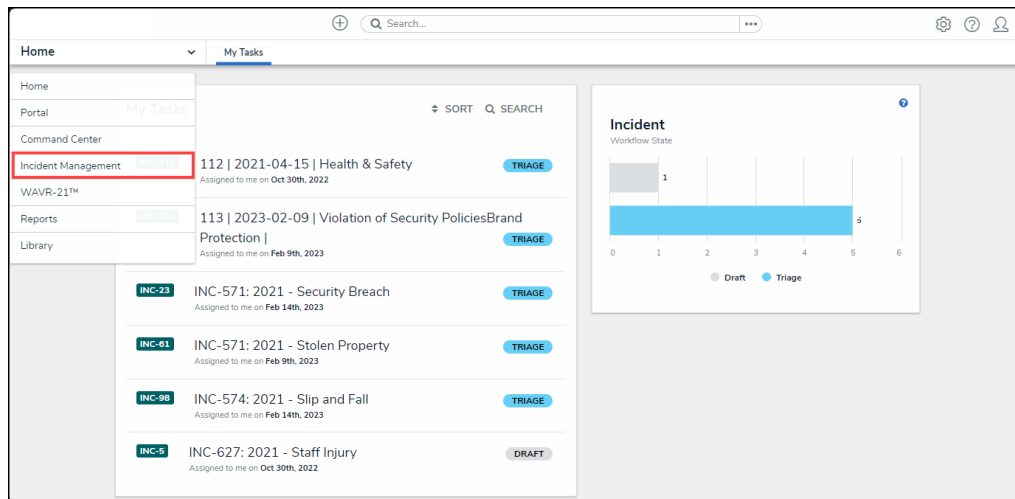
Navigation

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



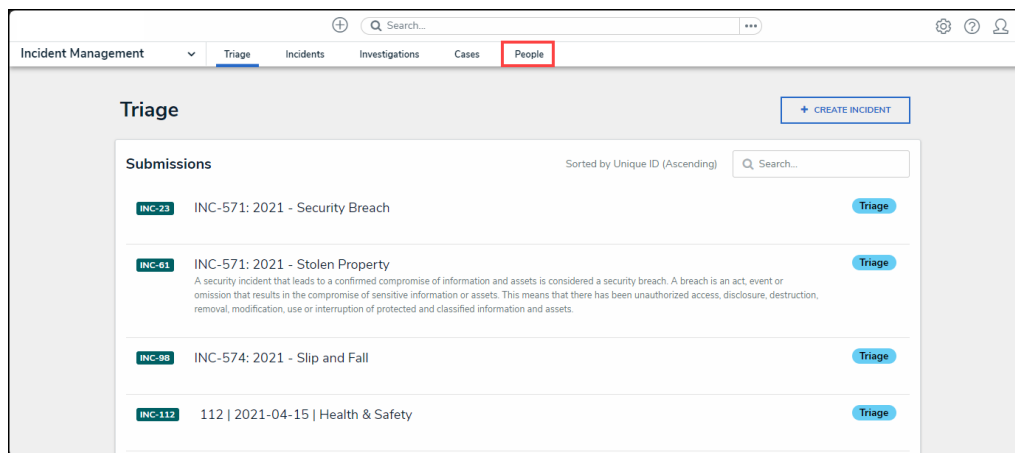
Home Dropdown Menu

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



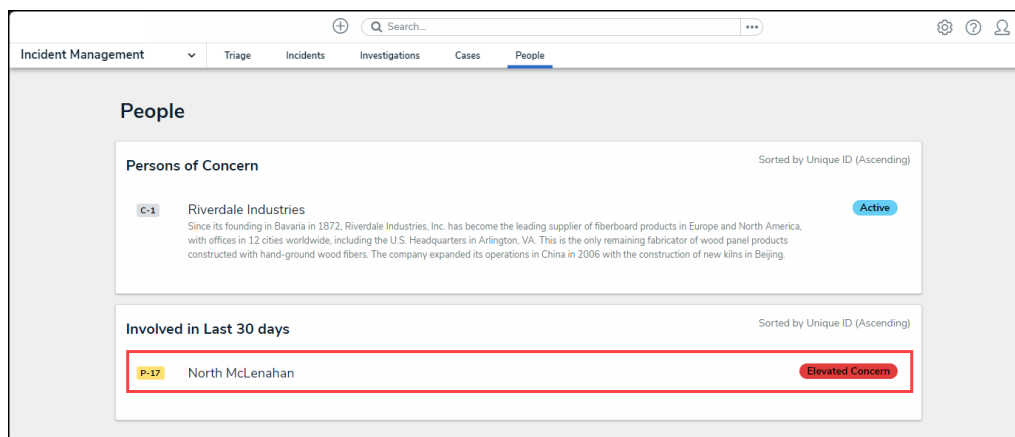
Incident Management Link

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



People Tab

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



Person Record

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

The screenshot shows the 'North McLarenhan' person record in the Resolver application. The 'Details' tab is selected. The form contains fields for Photo, First Name (North), Last Name (McLenahan), Date of Birth, Gender (Male), Person Type (Employee), Email 1 (nmclenahang@flavors.me), Dispatch User, and Phone Number 1 (404-898-5259). A red box highlights the 'FULL PERSON RECORD' button at the bottom left of the form.

Full Person Record Button

2. **(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.

The screenshot shows the 'North McLarenhan' person record in the Resolver application, with the 'Related Data' tab selected. The 'Related Data' tab is highlighted with a red box. The 'Intelligence Summary' section shows 'Current Trespass Orders' as 1 and 'Related Incidents' as 2. The 'Total Value' is \$0.

Related Data Tab

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

Applications

North McLenahan

P-17 BANNED

Details Relationship Graph History Communications

Photo

First Name North

Last Name McLenahan

Middle Name(s)

Person Type Employee

Gender Male

Alias

Date of Birth

Age

PERSON REPORT

Intelligence Summary

Current Trespass Orders

1

Related Incidents

2

Profile Incidents & Investigations **BOLOs & Trespass** Related Data Background

Email 1 nmclenahan@flavors.me

Phone Number 1 404-898-5259

Email 2

Phone Number 2

Total Value \$0

BOLOs & Trespass Tab

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

Applications

North McLenahan

P-17 BANNED

Details Relationship Graph History Communications

Photo

First Name North

Last Name McLenahan

Middle Name(s)

Person Type Employee

Gender Male

Alias

Date of Birth

Age

PERSON REPORT

Intelligence Summary

Current Trespass Orders

1

Related Incidents

2

Profile Incidents & Investigations **BOLOs & Trespass** Related Data Background

Trespass Orders

Unique ID	Effective Date	Expiry Date	Locations	Workflow State
TO-1	October 1, 2024	October 31, 2024	Parking Lot 10	Active

+ CREATE NEW

Total Value \$0

Trespass Order

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

The screenshot shows the Resolver application interface. On the left, the 'North McLenahan' profile is visible with tabs for Details, Relationship Graph, History, and Communications. The 'Details' tab is active, showing fields for Photo, First Name (North), Last Name (McLenahan), Person Type (Employee), Gender (Male), Date of Birth, and Age. Below this is a table of 'Trespass Orders' with columns for Unique ID, Effective Date, Expiry Date, and Locations. The table contains one entry: TO-1, October 1, 2024, October 31, 2024, Parking Lot 10. A '+ CREATE NEW' link is at the bottom of the table. On the right, the 'TRESPASS ORDER' form is open for 'North McLenahan - Parking Lot 10 - 202410'. It has tabs for Details and History. The 'Details' tab is active, showing fields for Active (Yes), Effective Date (October 1, 2024), Expiry Date (October 31, 2024), Locations (Parking Lot 10), and Description (A trespasser was spotted at this location.). An 'EXPIRE' button is at the bottom right of the form. A red box highlights the 'PRINT TRESPASS LETTER' button at the bottom right of the page.

Print Trespass Letter Button

6. The ***Trespass Notice Letter*** will open.

The screenshot shows the 'IM - Person Trespass Notice' document. The document is titled 'IM - Person Trespass Notice' and is dated 'Last Updated: Oct 8, 2024 1:32 PM'. It contains a 'Notice of Trespass' section with details about North McLenahan, including their name, date of birth, and the location of the trespass (Parking Lot 10). The document also includes a 'DATE SERVED:' field and a 'SIGNED:' field.

Trespass Notice Letter