



Incident Management Reports

Judicial Management > Incident Management Reports

Overview

Incident Management Reports allow you to enter specific criteria for reporting and managing Incidents. The Search screen provides multiple types of criteria and filters to produce a specific listing or a very broad listing of Incident Reports. Once the results are listed, you can click on an incident number and go directly to the Incident Report to modify and manage the incident.

Search Criteria

Incident Reporting

Enter your search criteria in the fields below. You may enter full or partial criteria. For example, if you know the last name of the person you are searching for begins with Sm, you can enter just Sm in the last name field. Click the Search button to retrieve the results of your search.

Main Search Criteria			
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
*Institution	<input type="text" value="v"/>	Campus	<input type="text" value="v"/>
Gender	<input type="text" value="v"/>	Acad Level	<input type="text" value="v"/>
Run Report By Sanction <input type="checkbox"/>			
Other Criteria			
Incident Date - Start	<input type="text" value="31"/>	Incident Time - Start	<input type="text"/> (HH:MM:SSPM)
Incident Date - End	<input type="text" value="31"/>	Incident Time - End	<input type="text"/> (HH:MM:SSPM)
<input type="checkbox"/> On Campus <input type="checkbox"/> Off Campus <input type="checkbox"/> Other Campus <input type="checkbox"/> Abroad			
Quad	<input type="text" value="v"/>	Floor	<input type="text" value="v"/>
Building	<input type="text" value="v"/>	Room	<input type="text" value="v"/>
Violation	<input type="text" value="v"/>		
Sanction	<input type="text" value="v"/>	<input type="checkbox"/> Incident Completed	
Appeal Rationale	<input type="text" value="v"/>	<input type="checkbox"/> Appealed	
Requested Process	<input type="text" value="v"/>	<input type="checkbox"/> Non Compliance	
Appeal Result	<input type="text" value="v"/>		
Reported By	<input type="text"/>	Deadline Date	<input type="text" value="31"/>
Submitted By	<input type="text"/>	Days To Complete	<input type="text"/>



Residence Life Management System – Judicial Management

Top third of screen pertains to the students' profile. Enter full or partial criteria for report.

To refine and define search results for specific students, select from the following criteria:

Main Search Criteria

First Name (Name of Student)

Last Name (Name of Student)

Institution (Must select Institution)

Campus (Must select Campus)

Gender (All Genders are in the drop-down list)

Acad Level (All of the Institution's defined Academic Levels are in the drop-down list)

Run Report by Sanction (Sanction is displayed in the results)

The lower two thirds of the screen pertain to the specifics of the Incident. Enter full or partial criteria.

To refine and define search results for specific incidents, select from the following criteria:

Other Criteria

Incident Date - Start (Enter Start Date to display a range of Incidents starting from this date)

Incident Time - Start (Enter Start Time to display a range of incidents starting from this time)

Incident Date - End (Enter End Date to display a range of Incidents starting from this date)

Incident Time - End (Enter End Time to display a range of incidents starting from this time)

On Campus (Select to display incidents that took place on campus in a Residence Hall)

Off Campus (Select to display incidents that took place off campus)

Other Campus (Select to display incidents that took place on campus but not in a Residence Hall)

Abroad (Select to display incidents that took place abroad)

Quad (Select Quad from the drop-down list)

Floor (Must select Building and Quad. Then select floor from the drop-down list)

Building (Must select Quad. Then select Building from the drop-down list)

Room (Must select Floor. Then select Room from the drop-down list)

Violation (Select violation from the drop-down list)

Sanction (Select sanction from the drop-down list)

Incident Completed (Select to display incidents that are completed)

Appeals Rationale (Select appeal rationale from the drop-down list)

Appealed (Select to display incidents that have been appealed)

Requested Process (Select requested appeal process from the drop-down list)

Appeal Result (Select appeal result from the drop-down list)

Non Compliance (Select to display incidents that are marked as non compliant)

Reported By (Lookup and Select or enter UserID of the person who reported the incident)

Deadline Date (Enter sanction deadline date)

Submitted By (Lookup and select or enter UserID of the person who submitted the incident)

Days To Complete (Enter days left to complete sanction)



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Results

Report displays the following information:

Campus, Incident Number, Incident Date, Nature of Violation, EmplID, Name, Quad, Building, Room

If “Run by Sanction” is selected, **Sanction** is listed in the results.

If no records which meet your criteria, “No matching results found.” will appear on the screen below the search criteria. Scroll down to see results.

If Incident records that meet your criteria exist, the report will appear on the screen below the search criteria. Scroll down to see results.

The results can be sorted by any column. You may export the results to Excel. You may also click on the Incident Number to go directly to the Incident Report.