



## How To Document Invitation to Incident Hearing Communications

### Communications and Hearing Date

*Judicial Management > Submit Incident Report*

#### Find Incident Report

#### Report an Incident

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**   **Add a New Value**

Academic Institution:	begins with	▼	UMS07	🔍
Campus:	begins with	▼	UMPI	🔍
Incident Identifier:	begins with	▼	0000000002	🔍
Incident Date:	=	▼	01/26/2010	📅
Date of Report:	=	▼	01/26/2010	📅
User ID:	begins with	▼	KPOLENSKY	🔍

Case Sensitive

**Search**   **Clear**   [Basic Search](#)   [Save Search Criteria](#)

1. **Enter any of the following information about the Incident Report to modify:**
  - Academic Institution:** Lookup and select or enter a valid Academic Institution Code
  - Campus:** Lookup and select or enter a valid Campus
  - Incident Identifier:** Enter the 10 character incident identifier
  - Incident Date:** Enter the date of the incident
  - Date of Report:** Enter the date of the report
  - User ID:** Enter the User ID of the person who entered the report
2. **Click Search**
3. **Click on the Incident from the results list to continue to the next screen**



## Residence Life Management System – Judicial Management

### *Communication Tab*

4. **Click the “Communications” Tab**
  
5. **Click “View All” in Invitation to Hearing bar to view both students.** (You may also use the arrow keys to scroll through the students involved)
6. **Proposed/Actual Hearing Date:** Enter the date of the proposed or actual hearing
7. **Proposed/Actual Hearing Time:** Enter the time of the proposed or actual hearing
8. **Communications Sent:** Click this button to indicate that a letter has been sent to the student regarding the hearing. The Communication Date displays the day the “Communications Sent” Button was clicked.
9. **Click Save**