



How To Enter Incident Hearing Information

Hearing Information

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

Incident Hearing Tab

4. **Click the “Incident Hearing” Tab**
5. **Click “View All” in Hearing Information bar to view both students.** (You may also use the arrow keys to scroll through the students involved.)
6. **Hearing Date:** Hearing Date defaults from the “Communications” Tab. Update the Hearing Date if needed
7. **Hearing Time:** Hearing Time defaults from the “Communications” Tab. Update the Hearing Time if needed
8. **Hearing Adjudication Information:** Enter Notes and Comments
9. **Hearing Deliberation Information:** Enter Notes and Comments
10. **Click Save**