



## How To Close an Incident

### Incident Closure

*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

### *Closure Tab*

4. **Click on the “Closure” Tab**
5. **Click “View All” in the Closure Information bar to view both students.** (You may also use the arrow keys to scroll through the students involved.)
6. **Enter the following Sanction Information:**
  - Non-Compliance:** Check this checkbox to indicate that the student has not complied
  - Sanction Completed:** Check the box and the Sanction Item completed Date will default to today's date
7. **Click Save**