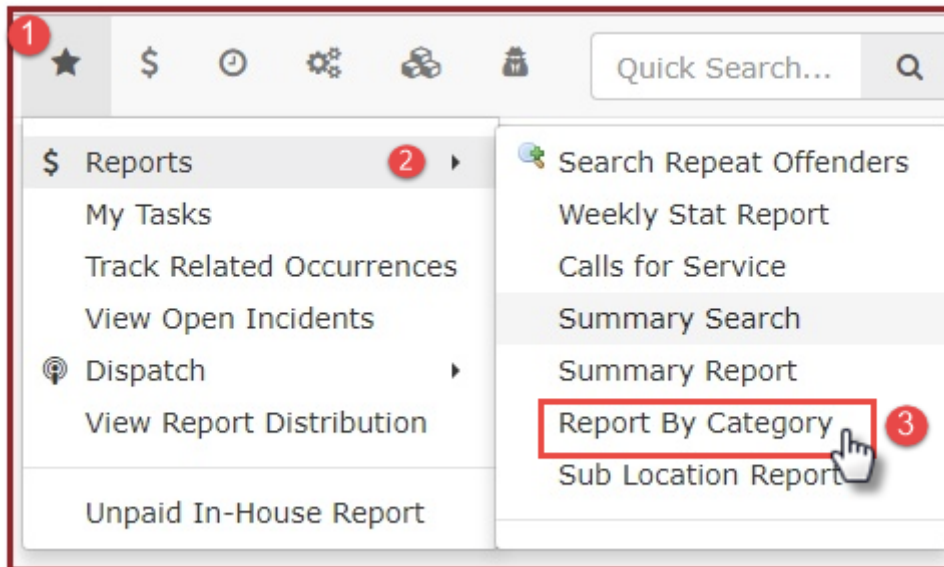


# Incidents Summary Report by Category

1. Hover over the **Incidents** icon, click **Reports** and select **Report by Category**



2. This will take you to the **Incidents Summary by Category** screen. Select the selection boxes beside the categories that you want to include in your report, select the dates that you want the report to include, select location and/or select the sub-location. Select the Search Incidents button at the bottom once you have selected all of the criteria that you want to search by. Note, you do not need to select an option in all sections, only the ones that you specifically want information on.

## Incidents Summary by Category

### Categories:

- |                                                          |                                                                             |
|----------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Abduction                       | <input type="checkbox"/> Assault                                            |
| <input type="checkbox"/> Assistance - Requested/Provided | <input type="checkbox"/> Break and Enter                                    |
| <input type="checkbox"/> Complaints                      | <input type="checkbox"/> Crime Prevention                                   |
| <input type="checkbox"/> Criminal Code - Other           | <input type="checkbox"/> Federal Statutes                                   |
| <input type="checkbox"/> Fire Reports                    | <input type="checkbox"/> Fraud                                              |
| <input type="checkbox"/> Harassment                      | <input type="checkbox"/> Homicide/Murder                                    |
| <input type="checkbox"/> Information / Intelligence      | <input type="checkbox"/> Interdicted (Banned) Individual                    |
| <input type="checkbox"/> Maintenance Report              | <input type="checkbox"/> Mischief                                           |
| <input type="checkbox"/> Personal/Safety Reports         | <input type="checkbox"/> Property Reports                                   |
| <input type="checkbox"/> Report Assigned In Error        | <input type="checkbox"/> Residence Contract Violation                       |
| <input type="checkbox"/> Security/Alarms                 | <input type="checkbox"/> Sexual Offences                                    |
| <input type="checkbox"/> Special Events                  | <input type="checkbox"/> Students Rights & Responsibility Policy Violations |
| <input type="checkbox"/> Suspicious Activity             | <input type="checkbox"/> Theft                                              |
| <input type="checkbox"/> Traffic Reports                 | <input type="checkbox"/> Weapons Offences                                   |

Select All

Clear All

Between Dates: Start:

clear

End:

clear

Last Update Between Start:

Dates:

clear

End:

clear

Location

Sub-Location

- Not Set -

- Not Set -

3. This will bring up a table at the bottom of the page that provides an overview of the incidents that have occurred in each category based off of your search criteria (sample below). From here you can select any of the links listed as a sub-category to get a **Sub-Category Report**.

## CATEGORY

#

### Theft

Theft from Motor Vehicle

1

1

### Harassment

Uttering Threats CCC 264.1

1

1

### Break and Enter

Attempted Break and Enter CCC 463

1

1

### Weapons Offences

Pointing a Firearm CCC 87

1

1

### Suspicious Activity

Suspicious Vehicle(s)

1

1

### Interdicted (Banned) Individual

Campus-Wide

1

1

Totals

6

4. In the **Sub-Category Report**, administrators can sort the table by selecting the column headings. Administrators can select the Details link beside a particular incident to view/edit details within that incident.



Quick Links



### Sub Category Report

| Occurrence No | Date/Time                                      | Category   | Location | Officer |                        |                       |
|---------------|------------------------------------------------|------------|----------|---------|------------------------|-----------------------|
| 15-0003       | 20/05/20/2015 9:58 am to 20/05/20/2015 9:58 am | Complaints | Arena    | Admin   | <a href="#">Detail</a> | <a href="#">Print</a> |

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