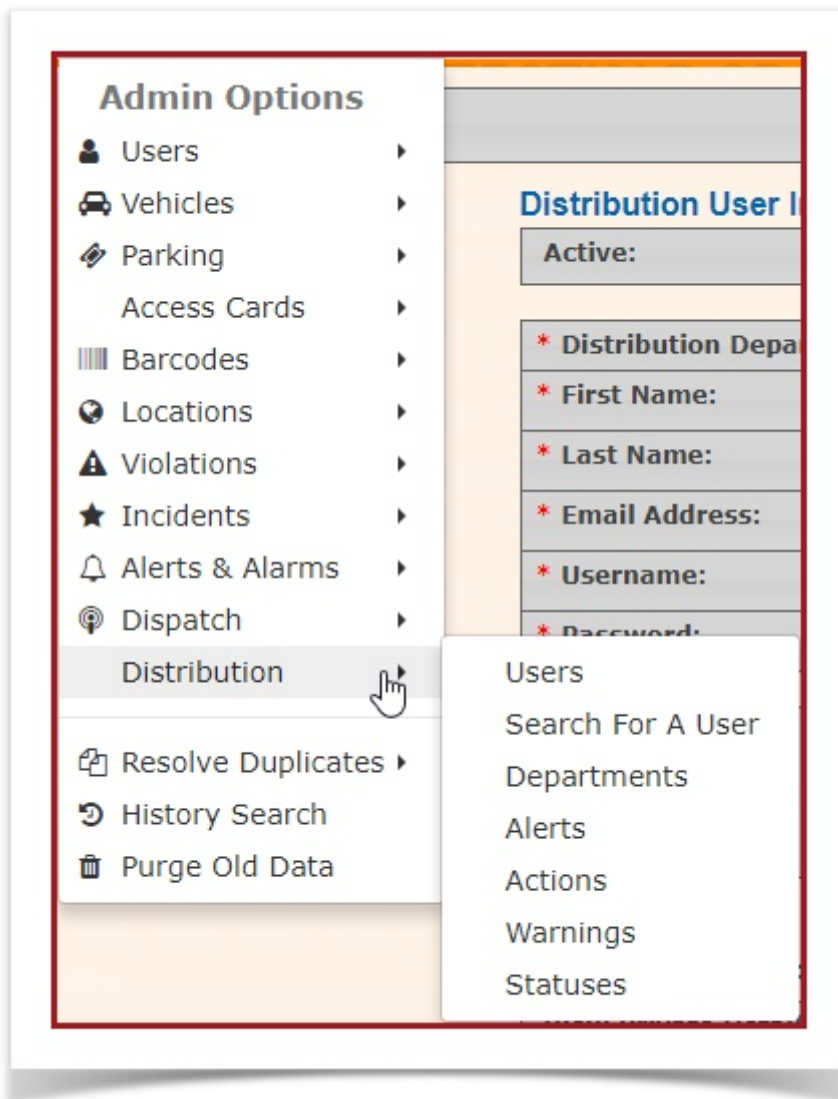


Actions - Distribution

1. Click **Admin Options**, **Distribution** then **Actions**.



2. The **Distribution Action Administration** page will display. To see your current "**Actions**", click on the dropdown menu. To add a new action click on "**Add a New Distribution Action**", and click "**Go**".

Distribution Action Administration

Add a New Distribution Action or Select an Existing Distribution Action to Edit

-- Add a New Distribution Action --

-- Add a New Distribution Action --

Trespassed – Verbal (72 Hours) (0)

Trespassed – Written (72 Hours) (0)

PON Issued (0)

Pat III Summons Issued (0)

Arrested - PON Issued (0)

Arrested - Part III Summons Issued (0)

Arrested – Released Unconditionally (0)

Arrested - Turned over to OPS – Released (0)

Arrested - Turned over to OPS – Released with Conditions (0)

Arrested - Turned over to OPS – Held in Custody (0)

Criminal Charges Laid / Pending (0)

Verbal Warning (0)

Cease and Desist Issued (0)

No Action Taken (0)

Subject of Investigation (0)

Referred to University Department (0)

Go

3. Fill out the fields below and click **"Add New"**. If you want to *delete* this Action, repeat step 2 and click "Delete".

Distribution Action Administration

Add a New Distribution Action or Select an Existing Distribution Action to Edit

-- Add a New Distribution Action --

Action Name:

Demo

Sort Order:

17

Add New

4. To **edit** this action, repeat step 2. When the screen refreshes you can edit the Action name by clicking on the name and changing it. To change the sort order click on the box beside **"Sort Order"**. If you want to keep the action visible, enable either **"Yes"** or **"No"** beside **"Action Visible"**.

Distribution Action Administration

Add a New Distribution Action or Select an Existing Distribution Action to Edit

Demo (0)

Action Visible:

☒ Yes ☐ No

Action Name:

Demo

Sort Order:

17

Update

Delete