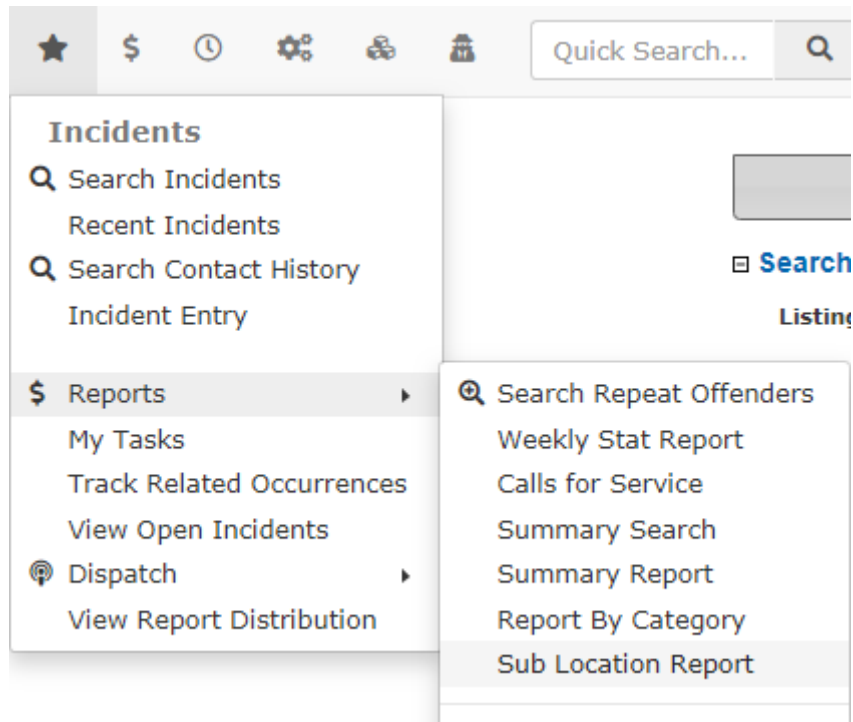


Incident Summary Report by Sub-Location

1. Hover over the **Incidents icon**, click **Reports** and select **Sub-Location Report**.



2. This will bring up the **Search Incidents** page. Select the specific dates that they want to search as well as the specific sub-location that they want to search. Select the **"Search"** button when all criteria have been entered.

Search Incidents

Start Date

Aug 01, 2021

End Date

Sep 30, 2021

Sub Location

All Sublocations

Search

Export to Excel

3. This will bring up a table at the top of the page that provides an overview of the incidents that have occurred in each sub-location based on the time frame specified (sample below). Administrators can also select the **Details link** to the right of a particular incident to view/edit that particular incident.

Search Incidents

Start Date

Aug 01, 2021

End Date

Sep 30, 2021

Sub Location

All Sublocations

Search

Export to Excel

Show100entries

Search:

Number	Date/Time	Status	Category	Sub Category	Location	Officer	
21-0001	07/09/2021 19:07 To 07/09/2021 19:07	OPEN	Property Reports	Damage to Property (Private)	ADA Parking	john.tomahawk	Detail
21-0002	08/09/2021 11:19 To 08/09/2021 11:19	OPEN	Mischief	Public Mischief CCC 140	Main Campus Parking Lots	john.tomahawk	Detail

Showing 1 to 2 of 2 entries

Previous

1

Next