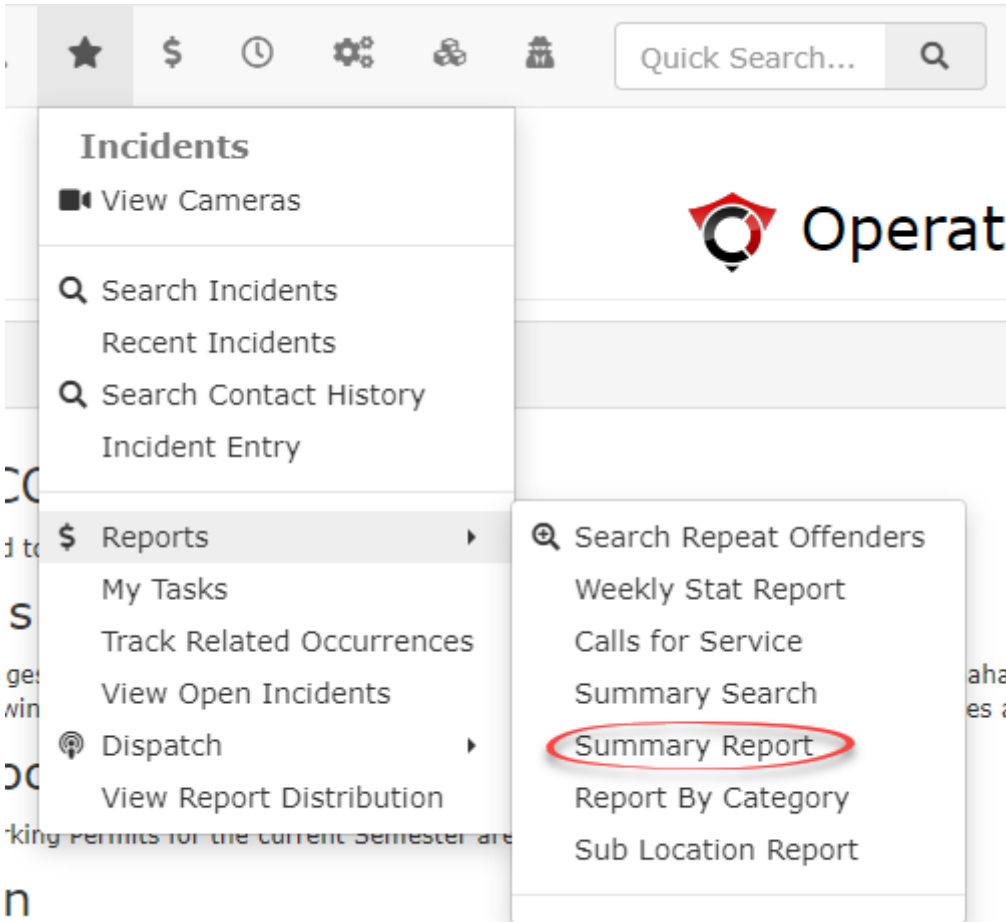


# Incidents Summary Report

Hover over the **Incidents** icon, click **Reports** then select **Summary Report**.



the date of the ticket will be transferred to the student account for payment through

This will take you to the **Incident Summary Report** page. Here you can get a summary of all incidents that have been recorded within a specified time frame.

Incidents Summary Report

Between Dates: Start:

clear

End:

clear

Last Update Between Dates: Start:

clear

End:

clear

Summary Dates: Start:

clear

End:

clear

☐ Show only items with Summaries,  
toggle to show all items

Search Incidents

No incidents found.

Enter the **start date** and **end date** for the report that you want to create and select the button at the bottom for **"Search Incidents"**.

If you wish to include incidents that do not have a summary in the results, uncheck the **Show only Items with Summaries** checkbox.

This will bring up the **Incident Summary Report** at the bottom of the screen. You can export this information to an Excel file by selecting the **"Export to Excel"** button.

You can also get the details of an individual incident by selecting the **"Details"** button to the right of the particular incident that you want to review.

## Incidents Summary Report

Between Dates: Start:

Nov 1, 2021

clear

End:

Nov 30, 2021

clear

Last Update Between Dates: Start:

clear

End:

clear

Summary Dates: Start:

clear

End:

clear

☐ Show only items with Summaries,  
toggle to show all items

Search Incidents

|                                     | Number  | Date/Time  | Category                   | Location                   | Summary   |                        |
|-------------------------------------|---------|------------|----------------------------|----------------------------|---|------------------------|
| <input checked="" type="checkbox"/> | 21-0002 | 15/11/2021 | Property Reports           | Downtown Business District | Hit and run with property damage to a street light. Driving conditions were icy.  | <a href="#">Detail</a> |
| <input checked="" type="checkbox"/> | 21-0001 | 13/11/2021 | Suspicious Activity        | North Campus               | Possible voyeur spotted in Vezina Tower using binoculars to look into the windows of the Wales Tower around 10:00 pm on November 13, 2021   | <a href="#">Detail</a> |
| <input checked="" type="checkbox"/> | 20-0001 | 23/11/2021 | Theft                      | North Campus               | They got into an argument and Jane Doe reports that Patricia Birch stole a suitcase full of clothes from her vehicle in retaliation for the argument.   | <a href="#">Detail</a> |
| <input checked="" type="checkbox"/> | 17-0006 | 24/11/2021 | Break and Enter            | Main Street                | Attempted break and enter 92 Bridge St address, Victoria St access back door  | <a href="#">Detail</a> |
| <input checked="" type="checkbox"/> | 17-0005 | 26/11/2021 | Information / Intelligence | North Campus               | No other complaints have been filed at this time. Security camera videos must be checked in order to try and identify the suspect and to determine if any other people entered the bathroom while the suspect was inside. | <a href="#">Detail</a> |

Revision #2

Created 13 May 2024 12:38:35

Updated 11 September 2024 13:40:49