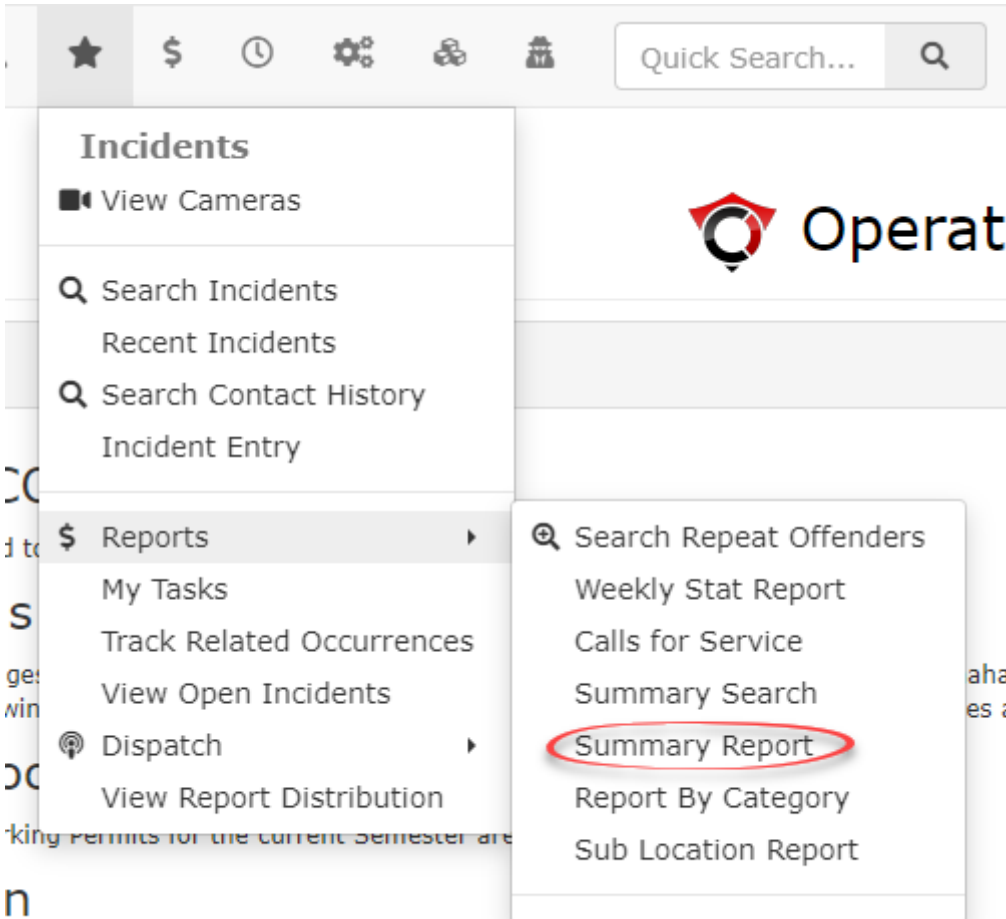


Incidents Summary Report

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.	Detail
<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	Detail
<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.	Detail
<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	Detail
<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.	Detail

Revision #2

Created 13 May 2024 12:38:35

Updated 5 May 2025 09:49:15