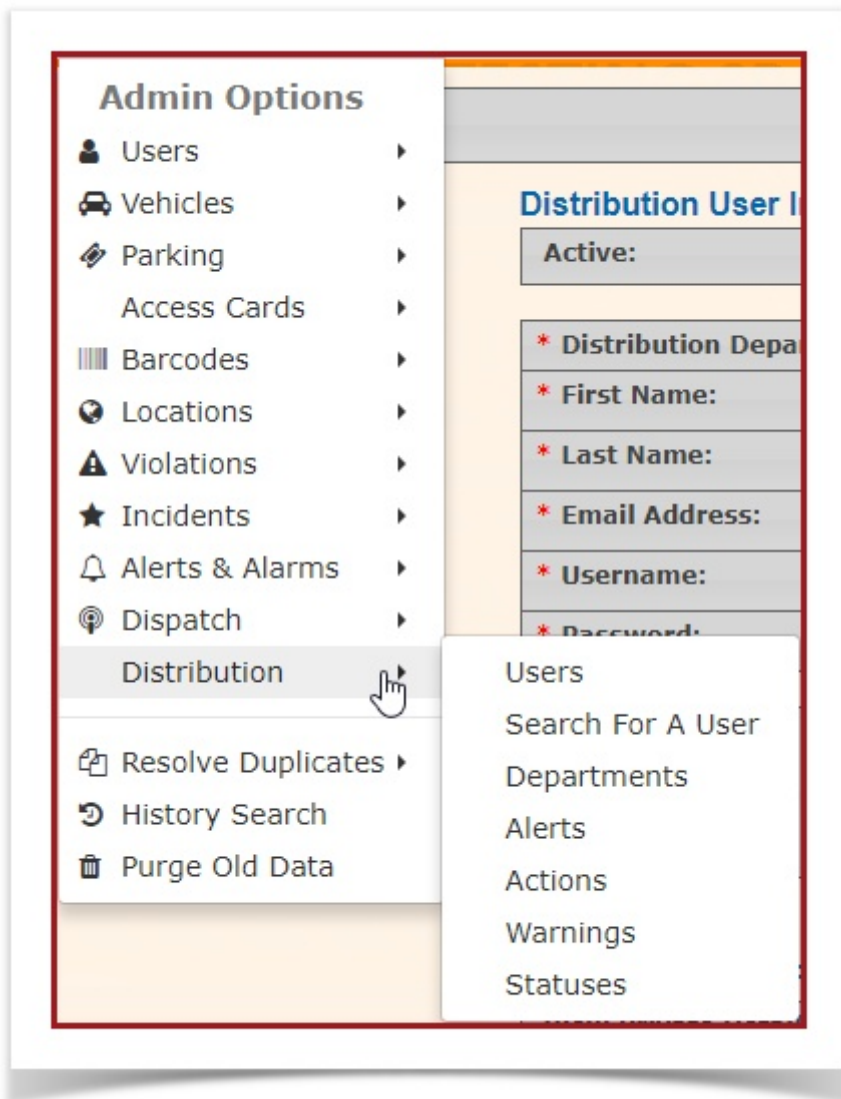


Status - Distribution

1. Click **Admin Options, Distribution** and "**Status**".



2. The **Distribution Status Administration** page displays. To add a **new Status**, click on the drop-down menu . Select "**Add new Distribution Status**" from the listed options and click "**Go**".

Distribution Status Administration

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

-- Add a New Distribution Status --

-- Add a New Distribution Status --

Interdicted from Campus (0)

Interdicted from Residence Precinct (0)

Interdicted from Athletics (0)

Interdicted from Library (0)

Interdicted from Oliver's (0)

Interdicted from Mike's Place (0)

Interdicted from All Campus Pubs (0)

Interdicted from Other Campus Location (0)

Interdicted with Conditions (0)

Verbal Trespass – DUS (72 Hours) (0)

Written Trespass - DUS (72 Hours) (0)

Criminal Release/Peace Bond Conditions (0)

Cease and Desist Order (0)

Go

3. The page will refresh and you can fill out the form to add a new status. Click **"Add New"** to save the information.

Distribution Status Administration

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

-- Add a New Distribution Status --

Status Name: Demo

Sort Order: 14

Add New

- To **edit** a status, choose a status from the dropdown menu. When the page refreshes, fill in the required information fields and click**"Update"**.
- To **delete** a status, choose a status from the dropdown menu. When the page refreshes, click **"Delete"**.

Distribution Status Administration

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

Demo (0)

Action Visible: ☒ Yes ☐ No

Status Name: Demo

Sort Order: 14

Update

Delete