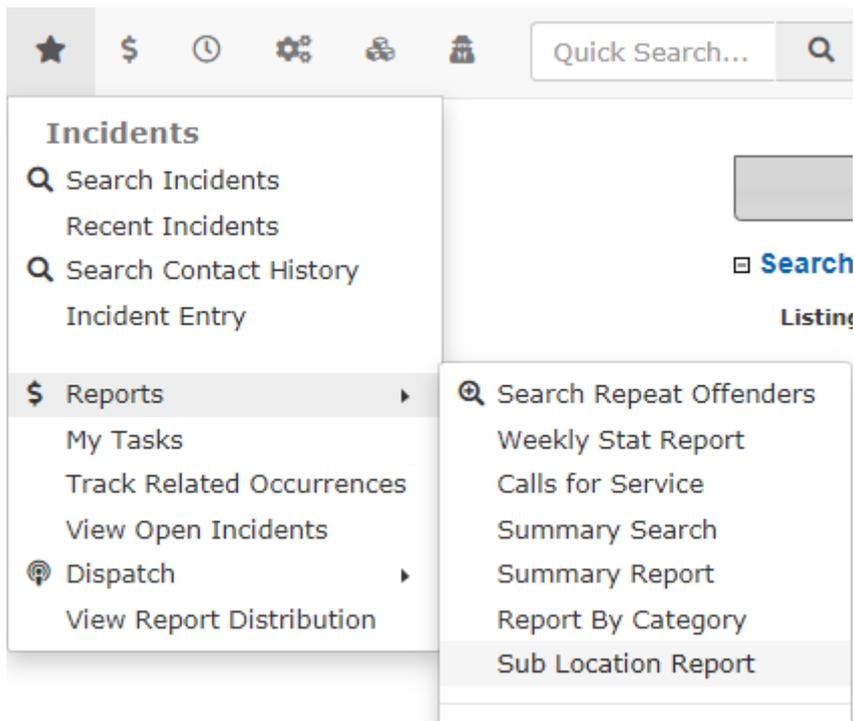


Incident Summary Report by Sub-Location

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

End Date

Sub Location

[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

End Date

Sub Location

[Search](#)

[Export to Excel](#)

Show entries

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

Revision #2

Created 13 May 2024 12:40:18

Updated 11 September 2024 13:40:49