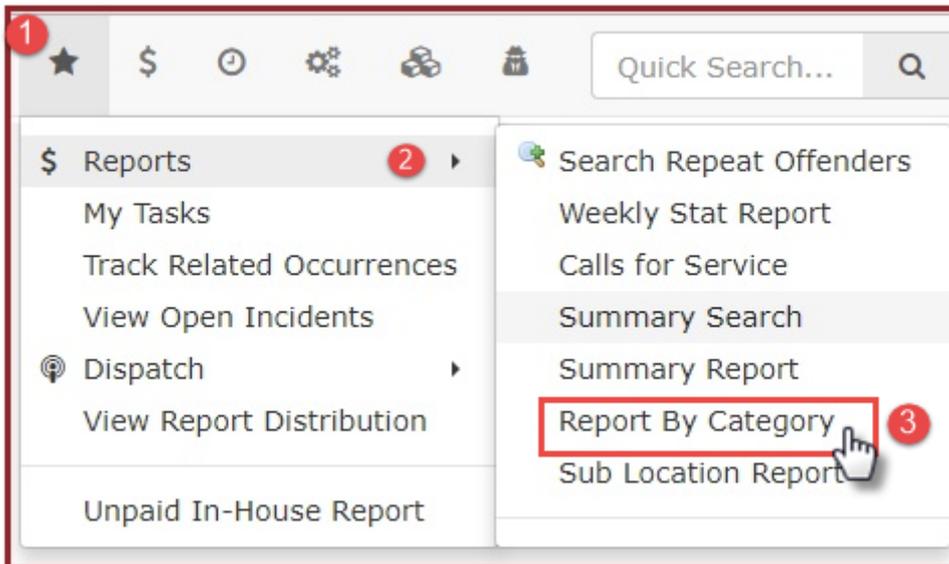


Incidents Summary Report by Category

1. Hover over the **Incidents** icon, click **Reports** and select **Report by Category**



2. This will take you to the **Incidents Summary by Category** screen. Select the selection boxes beside the categories that you want to include in your report, select the dates that you want the report to include, select location and/or select the sub-location. Select the Search Incidents button at the bottom once you have selected all of the criteria that you want to search by. Note, you do not need to select an option in all sections, only the ones that you specifically want information on.

Incidents Summary by Category

Categories:

- Abduction
- Assistance - Requested/Provided
- Complaints
- Criminal Code - Other
- Fire Reports
- Harassment
- Information / Intelligence
- Maintenance Report
- Personal/Safety Reports
- Report Assigned In Error
- Security/Alarms
- Special Events
- Suspicious Activity
- Traffic Reports
- Assault
- Break and Enter
- Crime Prevention
- Federal Statutes
- Fraud
- Homicide/Murder
- Interdicted (Banned) Individual
- Mischief
- Property Reports
- Residence Contract Violation
- Sexual Offences
- Students Rights & Responsibility Policy Violations
- Theft
- Weapons Offences

Select All

Clear All

Between Dates: Start:

End:

Last Update Between Start:

Dates:

End:

Location

Sub-Location

3. This will bring up a table at the bottom of the page that provides an overview of the incidents that have occurred in each category based off of your search criteria (sample below). From here you can select any of the links listed as a sub-category to get a **Sub-Category Report**.

| CATEGORY | # |
|----------------------------------------|----------|
| Theft | |
| Theft from Motor Vehicle | 1 |
| Harassment | |
| Uttering Threats CCC 264.1 | 1 |
| Break and Enter | |
| Attempted Break and Enter CCC 463 | 1 |
| Weapons Offences | |
| Pointing a Firearm CCC 87 | 1 |
| Suspicious Activity | |
| Suspicious Vehicle(s) | 1 |
| Interdicted (Banned) Individual | |
| Campus-Wide | 1 |
| Totals | 6 |

4. In the **Sub-Category Report**, administrators can sort the table by selecting the column headings. Administrators can select the Details link beside a particular incident to view/edit details within that incident.










Quick Links







Sub Category Report

| <u>Occurrence No</u> | <u>Date/Time</u> | <u>Category</u> | <u>Location</u> | <u>Officer</u> | | |
|----------------------|------------------------------------------------|-----------------|-----------------|----------------|------------------------|-----------------------|
| 15-0003 | 20/05/20/2015 9:58 am to 20/05/20/2015 9:58 am | Complaints | Arena | Admin | Detail | Print |

Updated 11 September 2024 13:40:49