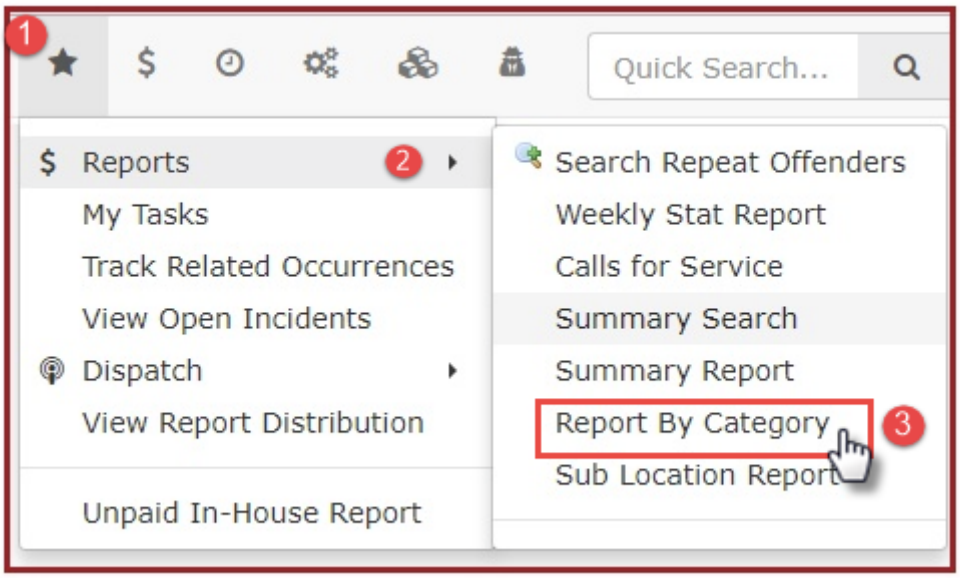
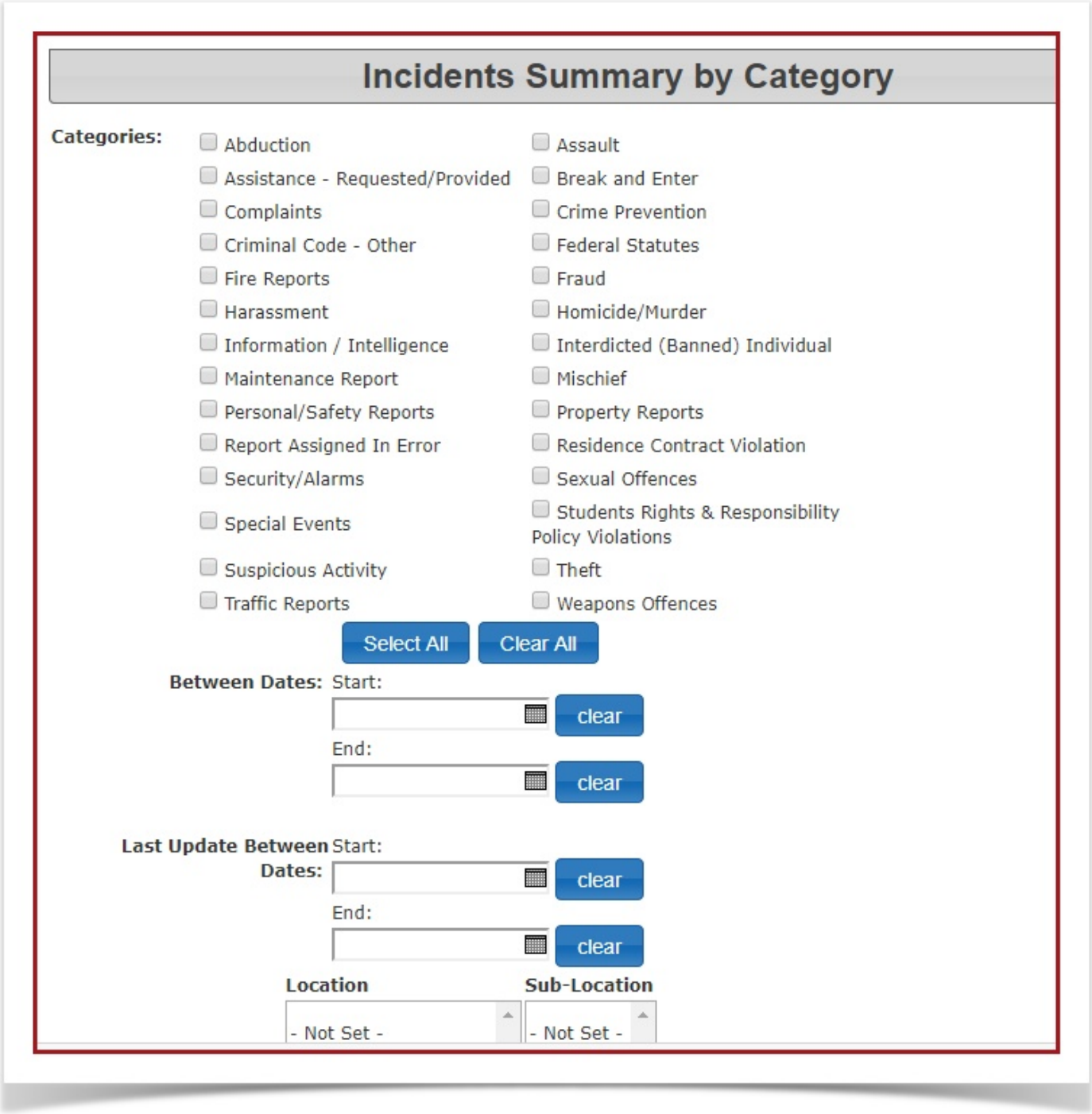
Incidents Summary Report by Category

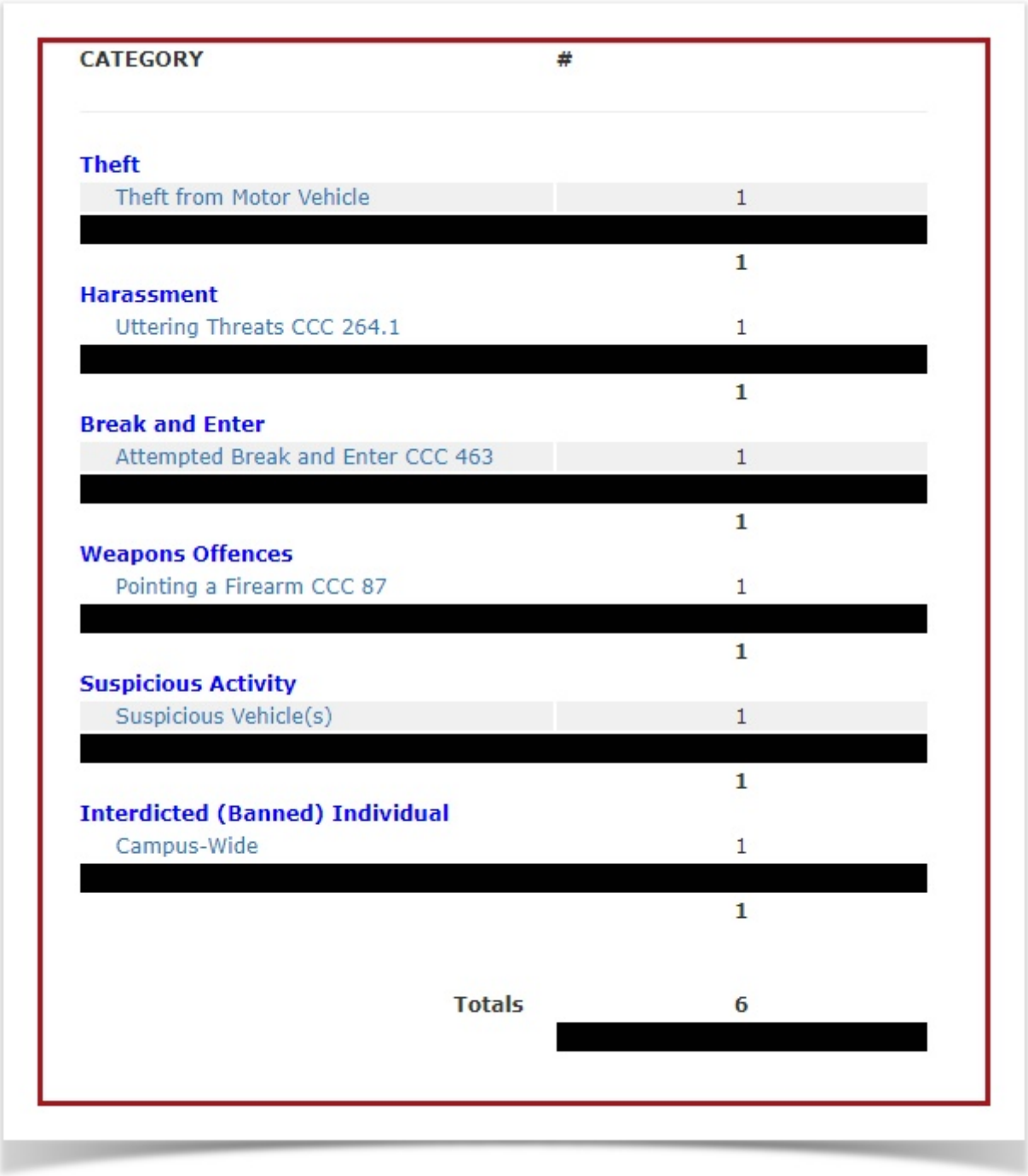
1. Hover over the **Incidents** icon, click **Reports** and select **Report by Category**



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.

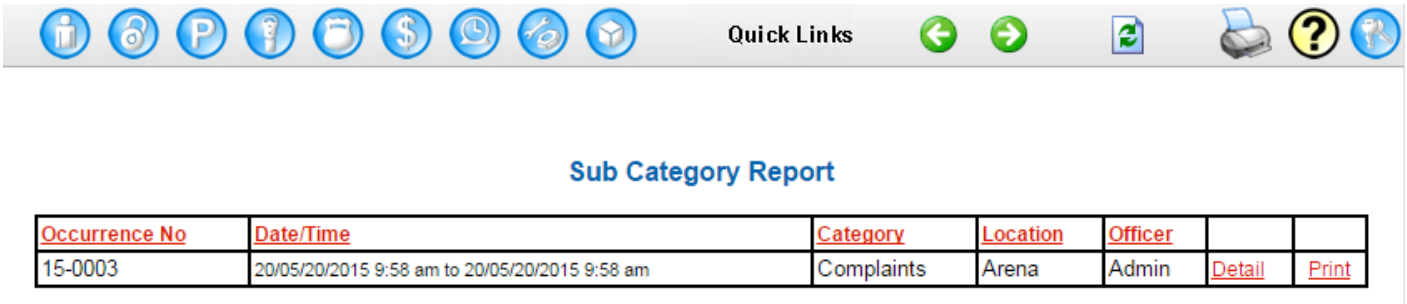


3.This will bring up a table at the bottom of the page that provides an overview of the incidents that have occurred in each category based off of your search criteria (sample below). From here you can select any of the links listed as a sub-category to get a **Sub-Category Report.**



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

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.



Sub Category Report

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

Revision #2
Created 13 May 2024 12:39:25

Updated 11 September 2024 13:40:49