Violation Summary By Supervisor Report

> The **Violation Summary By Supervisor Report** allows administrators to generate a consolidated overview of parking violations categorized by supervisory oversight within a defined date range. Its primary purpose is to help management monitor team hierarchy productivity, review supervisory zone activities, and track violation trends across leadership groups. This article is intended for OperationsCommander (OPSCOM) administrators.

Setup and Configuration

This report is a standard feature within the violations module and requires no specialized system setup to run. However, administrators must have the appropriate reporting and violations management permissions assigned to their user role to access this page. Ensure that supervisory hierarchies and ticket writer roles are properly configured within user profiles so records map correctly to the designated supervisor.

Using this Feature

Administrators can use this tool to filter supervisory violation data by specific date selection parameters and custom timeframes.

Accessing and Generating the Report

1. Hover over **Violations**, hover over **Reports**, and click **Summary Report By Supervisor**.

2. Under **Date Type**, select your preferred date parameter: **Due Date**, **Issued Date**, or **Infraction Date**.
3. Set the reporting date range using the **Start Date** and **Up To and Including** calendar fields.
4. Click **Search** to render the results onscreen.

Key Information Displayed

The generated report displays a detailed data table with the following record details:

- **Supervisor Name:** The assigned supervisor for the ticketing officer or group.
- **Ticket Details:** The unique ticket number, offender **Name**, **Location**, and specific **Offense**.
- **Key Dates:** Displays the citation's **Issued** date, payment **Due** date, and actual **Infracted** date.

Available Actions and Buttons

- **Search:** Click this button to execute the query based on your selected date criteria and display the results table onscreen.
- **Export:** Click this button to download the displayed report data as a .CSV file for spreadsheet analysis and record-keeping.

Best Practices and Considerations

- **Verify supervisory mappings regularly: Ensure that all ticket writers and officers are correctly assigned to their respective supervisors within user profiles** before running the report to

prevent unassigned records or inaccurate team productivity tracking.

- **Standardize date parameters:** Maintain consistent **Date Type** criteria when running recurring performance reports across different periods to ensure accurate trend comparisons.

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