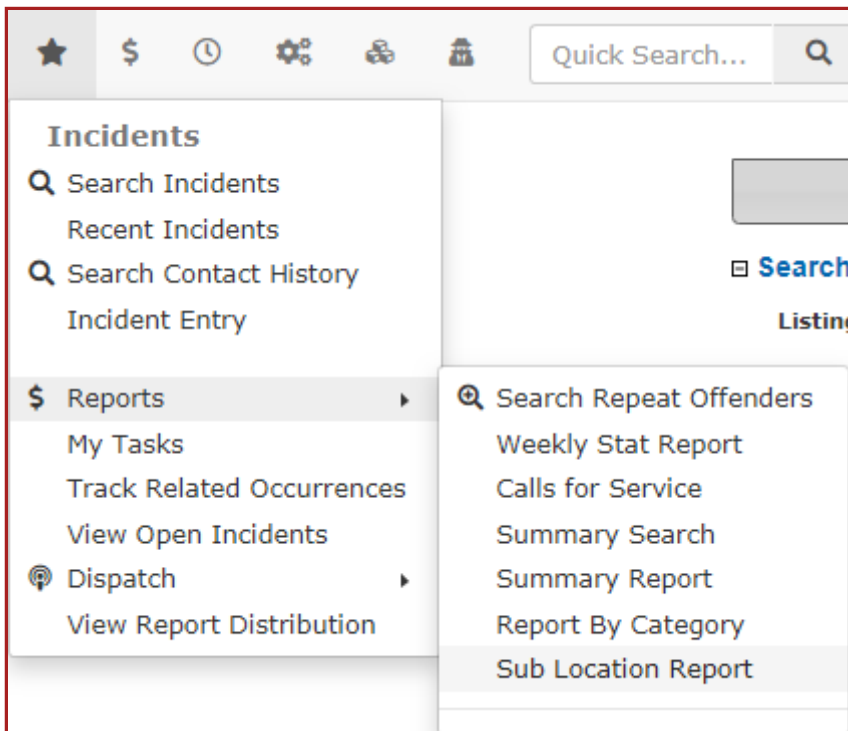


OperationsCommander - <https://opscom.wiki>

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

Take Command of Your Parking and Security - <https://OperationsCommander.com>

Revision #2

Created 13 May 2024 12:40:18

Updated 11 September 2024 13:40:49