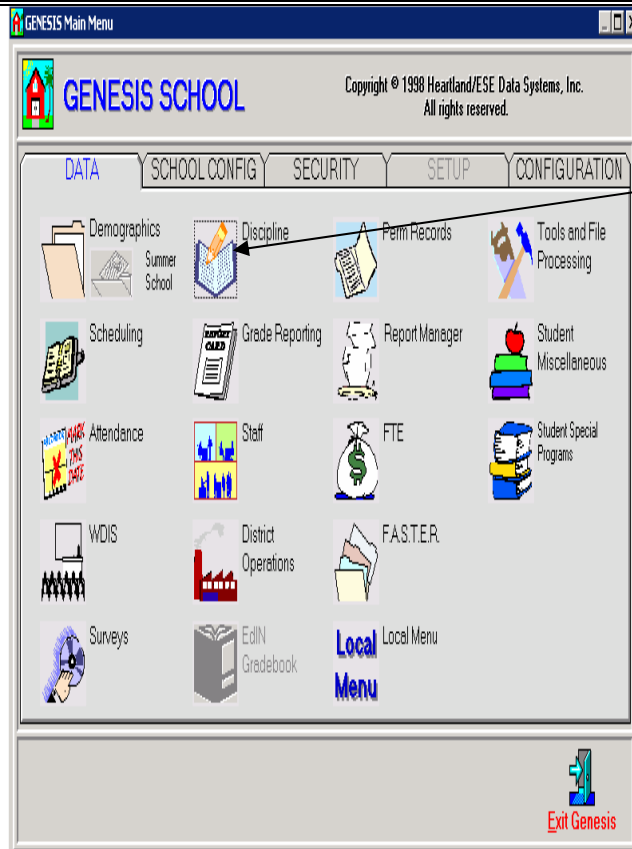


Incident Report

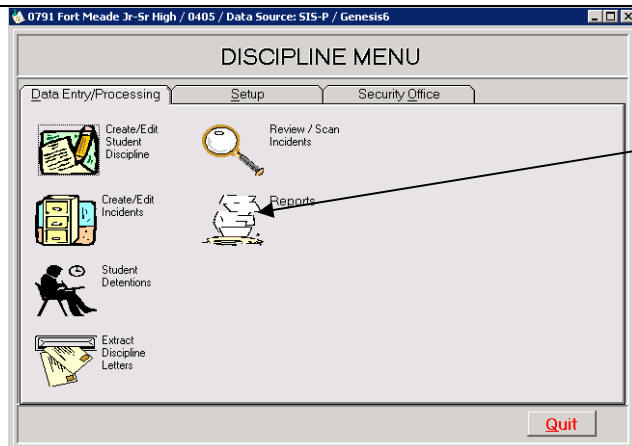
1



After logging onto Genesis, the system will come up to the Genesis Main Menu screen.

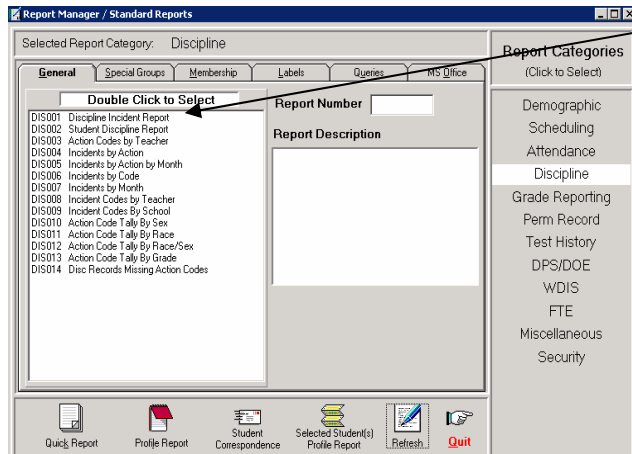
Click the **Discipline** icon

2



The **Discipline Menu** screen is displayed.

Click the **Reports** Icon



Double-click the **Report** you wish to view/print

Incident Report

3

Incident Report Selection Criteria

- Select the **Selection Criteria** for your report
- Select the **Sort Criteria** for your report
- Click the **Select Records** icon
- Pop up box list the number of records selected for this report
- Click **Show Report** icon (this icon will highlight after you click **Select Records**)

4

INCIDENT #	CODE	INCCDATE	STF	LOC#	LOC	INVOL	CONTENT	POLICE	DRUGS	ALCOHOL	WEAPON	GANG	HATE-CRIM	DOE-INC#	TRANS-DOE
18010000	WPD	1/4/2003	309	1801	1	S	1	N	N	N	H	N	N	18010000	Y
18010001	ARS	1/4/2003	079	1801	1	S	1	Y	N	N	U	N	N	18010001	Y
18010002	BRK	1/5/2003	100	1801	1	S	1	Y	N	N	N	N	N	18010002	Y
18010003	LEV	1/5/2003	102	1801	1	S	1	N	N	Y	N	N	N	18010003	Y
18010004	CHT	1/20/2003	079	1801	1	S	1	N	N	N	N	N	N	18010004	N
18010005	DRS	1/6/2003	309	1801	1	S	1	N	N	N	N	N	N	18010005	Y
18010006		1/21/2003		1801				N	N	N	N	N	N		N
18010007	ABU	1/21/2003	309	1801	1	S	1	N	N	N	N	N	N	18010007	Y
18010008	ABE	1/22/2003	309	1801	1	S	1	Y	N	N	E	N	N	18010008	Y
18010009	FIT	1/22/2003	309	1801	1	N	1	Y	N	N	N	N	N	18010009	Y
18010010	ALC	1/22/2003		1801	1	U	1	N	N	Y	N	N	N	18010010	Y
18010011	ABE	2/9/2003	309	1801	1	S	1	N	N	N	N	N	N	18010011	N

Total Incident Records on Report: 12

Incident Report

- Click the **Printer** icon for a hardcopy
- Click **X** to close this report

This report doesn't print at this time.