

# **Reported By Group**

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# **Reported By Group**

#### Discipline > Maintenance > Tables > District Level > Reported By Group

This tab allows you to create a list of categories of people who may report an incident, such as cafeteria employees or security officers. The entries in the table are included in the drop-down list of the **Reported by** field on Discipline > Maintenance > Student > Maintenance.

### Update data:

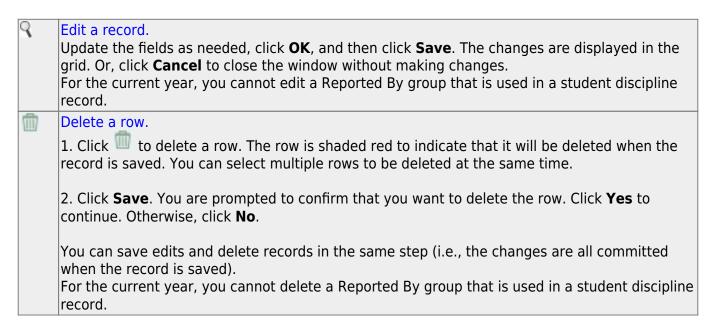
Click **+Add** to add a group. A pop-up window opens.

| Field | Description  |  |
|-------|--|--|
|       | Type a unique code for the group, up to three characters. The ID cannot already exist on Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor. |  |
| -     | Type the description of the code. A quotation mark (") is not a valid character. You can type up to 60 characters.   |  |

Click **OK** to close the window.

Click Save.

#### Other functions and features:



#### **Print** Print location codes.

### Review the report using the following buttons:

Click first page of the report.

Click 1 to go back one page.

Click to go forward one page.

Click less to go to the last page of the report.

### The report can be viewed and saved in various file formats.

Click 🔼 to save and print the report in PDF format.

Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.



# **Back Cover**