












## **discipline\_maintenance\_functions\_features**



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|  | <p><a href="#">Delete an offense or action.</a></p> <ol style="list-style-type: none"> <li>1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>  |
| <b>Documents</b>  | <a href="#">View or attach supporting documentation.</a>  |
| <b>Save and Add</b>   | Click to save the changes, and clear the page to add a new incident for the same student.   |
| <b>Delete Incident</b>  | Click to delete the incident record.  |
| <b>Victim</b>   | <p>Click to go to the <a href="#">Victim Information</a> tab where you can add, change, or delete victim information.</p> <p>The button is not enabled until the incident is saved with a <b>Bully Reason</b> selected.</p> <p>If victim information exists for the incident, the button is outlined in red.</p>  |
| <b>Restraint</b>  | <p>Click to go to the <a href="#">Restraint Information</a> tab where you can add, change, or delete restraint information.</p> <p>The button is not enabled until the incident is saved.</p> <p>If restraint information exists for the incident, the button is outlined in red.</p>   |
| <b>Print Profile</b>  | <p>Click to print the student's Discipline Profile Report.<br/><a href="#">Review, save, and/or print the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.<br/>Click  to go back one page.<br/>Click  to go forward one page.<br/>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.<br/>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.<br/>Click  to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p> <p>The program attempts to duplicate the labels on the associated screen, to use as report headers. For long labels, some words may be abbreviated.</p> <ul style="list-style-type: none"> <li>• When the report is displayed on the screen, the entire header displays.</li> <li>• When the report is saved as a PDF, parts of the headers may not be displayed due to a space restrictions (e.g., when formatting eight columns to a PDF page).</li> <li>• When the report is saved as a CSV, the entire header is saved. (The columns may need to be widened to view the entire text.)</li> </ul> |

|                            |   |               |                            |               |   |
|----------------------------|---|---------------|----------------------------|---------------|---|
| <b>Picture</b>             | <p>Click to add a photo related to the incident. The button is not enabled until the incident record is saved.</p> <p>The Incident Picture pop-up window opens allowing you to upload or delete the photo.</p> <ol style="list-style-type: none"> <li>1. Click <b>Browse</b>. Locate and select the photo.</li> <li>2. Click <b>Save</b>. The picture is saved to the database and is displayed in the photo window.</li> </ol> <table border="1" data-bbox="389 479 1241 568"> <tr> <td><b>Delete</b></td><td>Click to delete the photo.</td></tr> <tr> <td><b>Cancel</b></td><td>Click to close the window without making any changes.</td></tr> </table> <p>If a picture has been uploaded for the incident, a camera icon is displayed on the button.</p> | <b>Delete</b> | Click to delete the photo. | <b>Cancel</b> | Click to close the window without making any changes. |
| <b>Delete</b>              | Click to delete the photo.  |               |                            |               |   |
| <b>Cancel</b>              | Click to close the window without making any changes.   |               |                            |               |   |
| <b>Comments</b>            | <p>Click to add comments related to the incident. The comments pop-up window opens:</p> <ul style="list-style-type: none"> <li>• Type comments related to the incident, and then click <b>OK</b>.</li> <li>• Click <b>Cancel</b> to close the window without updating the comments.</li> </ul> <p>Click <b>Save</b>. Or, click <b>Save and Add</b> to save the changes and clear the page to add a new incident for the same student.</p> <p>If comments already exist for the incident, a paperclip icon is displayed on the button.</p>   |               |                            |               |   |
| <b>Inquiry</b>             | Click to return to the <a href="#">Inquiry</a> page.  |               |                            |               |   |
| <b>Return to Referrals</b> | If you arrived at this page from <a href="#">Maintenance &gt; Referrals</a> , click the button to return to the Referrals page. The button is displayed even if you are not a discipline approver, but you must have security rights to use the Referrals page.   |               |                            |               |   |



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