

discipline_maintenance_functions_features

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	Delete an offense or action. 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. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
Documents	View or attach supporting documentation.
Delete Incident	Click to delete the incident record.
Victim	Click to go to the Victim Information tab where you can add, change, or delete victim information. The button is not enabled until the incident is saved with a **Bully Reason** selected. If victim information exists for the incident, the button is outlined in red.
Restraint	Click to go to the Restraint Information tab where you can add, change, or delete restraint information. The button is not enabled until the incident is saved. If restraint information exists for the incident, the button is outlined in red.
Print Profile	Click to print the student's Discipline Profile Report. Review, save, and/or print the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last 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. The program attempts to duplicate the labels on the associated screen, to use as report headers. For long labels, some words may be abbreviated. • When the report is displayed on the screen, the entire header displays. • 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). •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.)

<table>
<tr><td>Picture</td><td>Click to add a photo related to the incident. The button is not enabled until the incident record is saved.

The Incident Picture pop-up window opens allowing you to upload or delete the photo.

1. Click Browse. Locate and select the photo.

2. Click Save. The picture is saved to the database and is displayed in the photo window.<table><tr><td>Delete</td><td>Click to delete the photo.</td></tr><tr><td>Cancel</td><td>Click to close the window without making any changes.</td></tr></table>If a picture has been uploaded for the incident, a camera icon is displayed on the button.</td></tr>
<tr><td>Comments</td><td>Click to add comments related to the incident. The comments pop-up window opens:

• Type comments related to the incident, and then click OK.

• Click Cancel to close the window without updating the comments.

Click Save. Or, click Save and Add to save the changes and clear the page to add a new incident for the same student.

If comments already exist for the incident, a paperclip icon is displayed on the button.</td></tr>
<tr><td>Inquiry</td><td>Click to return to the Inquiry page.</td></tr>
<tr><td>Return to Referrals</td><td>If you arrived at this page from Maintenance > Referrals, 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.</td></tr>
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