

Other functions and features:

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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.

□ Click +Add	to add a group.
A pop-up	window opens.
	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.
Description	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:

Edit a record.

Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid. Or, click **Cancel** to close the window without making changes.

For the current year, you cannot edit a Reported By group that is used in a student discipline record.



Delete a row.

- 1. Click \square 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).

For the current year, you cannot delete a Reported By group that is used in a student discipline record.

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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.

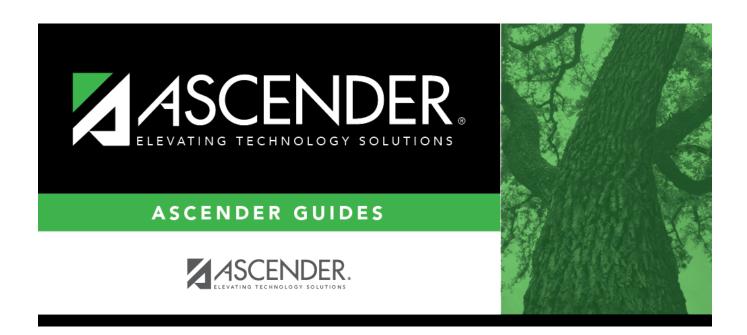
Click less to go to the last page of the report.

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.

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