Incident Management User Guide

PowerSchool 8.x
Student Information System

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This edition applies to Release 8.0.1 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

Contents

Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to "Click **File > New > Window**," begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text "**Note:**."

Introduction

Use Incident Management to specify and record an entry for school or district-related discipline incidents. These incidents may include from zero to many participants and may include students, teachers, and persons known or unknown, not enrolled or employed by the school district. Incidents may also include from zero to many objects, such as weapons, drugs, vehicles, and any other item that is part of the incident. Actions may also be attached to incidents in a zero to many relationship and describe actions taken as a result of the incident. Objects and actions may be linked to participants as well as the incident itself. For example, a weapon may be linked directly to a person or simply found at the scene. The action of “increased security” may be related to an incident of vandalism with no participants, or linked directly to a participant as in suspension for a student who committed an offense.

Creating discipline incidents involves selecting the incident types, codes, and subcodes which are created at the district level. This ensures that all schools are using the same data to enter discipline incidents. For more information, see *Incident Types*, *Incident Codes*, *Incident Subcodes*, and *Secondary Incident Subcodes*. Search for existing incidents on the Incident List page, or create a new incident on the Incident Detail page. For more information, see *Incident Search and List* and *Discipline Incidents*.

Incident codes allow you to manage specific information by category, subcategory, and incident type. These codes and subcodes appear on the Incident Detail page for those users with assigned page-level security. Security settings determine who can view, create, and edit incidents. For more information, see *How to Edit Security Groups*.

Access incident information either by viewing incidents within PowerSchool by performing an ODBC/JDBC query using a third-party application such as Microsoft Excel. Future access through reports is planned and state reporting extracts will use this incident data.

Setup

Incident Code Types

Code types are used as an organizational tool to categorize incidents. PowerSchool includes the following 11 system-defined, non-editable code types that provide the basis from which all user-defined incident **codes**, **subcodes**, and **secondary subcodes** are created:

Category	Description
Action Attributes	Use to describe further details about an action taken in response to an incident. Defined codes and subcodes display on the Add/Update Action dialog accessed in the Incident Element section of the Incident Detail page. Information appears based on the data type selected for each action attribute, text, number, or date fields or as a yes/no or subcode selection pop-up menus. For more information, see *How to Add an Action*.
Action Change Codes	Use to describe reasons an action was changed. Defined codes display as a pop-up menu on the Add/Update Action dialog accessed in the Incident Builder section of the Incident Detail page. For more information, see *How to Add an Action*.
Action Codes	Use to describe actions taken in response to an incident. Defined codes and subcodes display as pop-up menus on the Add/Update Action dialog accessed in the Incident Elements section of the Incident Detail page. A comment field for the selected code may also appear providing the ability to enter additional information about the code. For more information, see *How to Add an Action*.
Attribute Codes	Use to describe further details about of an incident. Defined codes display as headings and subcodes display as checkboxes on the Add/Update Attribute dialog accessed in the Incident Element section of the Incident Detail page. For more information, see *How to Add an Attribute*.
Behavior Codes	Use to describe the type of behavior for which the discipline incident was created. Defined codes and subcodes display as pop-up menus on the Add/Update Behavior dialog accessed in the Incident Elements section of the Incident Detail page. A comment field for the selected code may also appear providing the ability to enter additional information about the code. For more information, see *How to Add an Behavior*.
Duration Codes	Use to describe the period of time the incident lasted. Defined codes and subcodes display as pop-up menus on the Add/Update Action dialog in the Incident Element section of the Incident Detail page. A comment field for the selected code may also appear providing the ability to enter additional information about the code. For more information, see *How to*

Category	Description
	Add an Action.
Location Codes	Use to describe the place where the incident occurred. Up to 50 characters may be entered when creating codes and subcodes. Defined codes and subcodes display as pop-up menus in the Incident Description section of the Incident Detail page. A comment field for the selected code may also appear providing the ability to enter additional information about the code. For more information, see *How to Create a Discipline Incident.*
Object Codes	Use to describe an item used in the incident. Defined codes and subcodes display as pop-up menus on the Add/Update Object dialog in the Incident Element section of the Incident Detail page. A comment field for the selected code may also appear providing the ability to enter additional information about the code. For more information, see *How to Add an Object*.
Participant Attribute Codes	Use to describe further detail about a participant. Defined codes and subcodes display as pop-up menus on the Add/Update Participant Attributes dialog in the Incident Builder section of the Incident Detail page. A comment field for the selected code may also appear providing the ability to enter additional information about the code. For more information, see *How to Create a Discipline Incident.*
Participant Roles Codes	Use to describe a participant's role in the incident. There are four system-defined codes: Reporter, Victim, Witness and Offender. While the codes are non-editable, you can define subcodes to provide more detail about a participant's role. Defined codes and subcodes display as pop-up menus on the Add/Update Participant Attributes dialog in the Incident Builder section of the Incident Detail page. A comment field for the selected code may also appear providing the ability to enter additional information about the code. For more information, see *How to Create a Discipline Incident.*
Time Codes	Use to describe the period of time that the incident took place. Defined codes and subcodes display as pop-up menus in the Incident Description section of the Incident Detail page. A comment field for the selected code may also appear providing the ability to enter additional information about the code. For more information, see *How to Create a Discipline Incident.*

Incident Codes

There is no limit to the number of incident codes you can create for each code type, with the exception of Participant Roles Codes, which is limited to four system-defined, non-editable incident codes. For example, using the code type of Action, you can create a School Action incident code. Then, create subcodes such as Community Service, Counseling, and

In-School Suspension to further define the School Action code. For more information about incident subcodes, see *Incident Subcodes*.

Code Type	Code	Subcode
Action	School Action	Community Service Counseling In-School Suspension

How to Add an Incident Code

Use this procedure to add an incident code. Add as many incident codes as needed per code type, with the exception of Participant Roles Codes, which is limited to four system-defined, non-editable incident codes.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Discipline and Log Entries, click **Incident Management**. The Incident Management Setup page appears.
3. Click **Code & Subcode Setup**. The Incident Management Code & Subcode Configuration page displays the Code Types list.

   Note: Click the arrow next to **Code Types** to expand the list. Click the arrow again to condense the list.

4. From the Code Types list, select the code type for which you want to create a code. The Incident Management Code & Subcode Configuration page displays the [Code Type] Codes list.

   Note: Click the arrow next to [Code Type] Codes to expand the list. Click the arrow again to condense the list.

5. Click the **Plus (+)** button in the upper-right corner. The Add New Code dialog appears.
6. Use the following table to enter information in the applicable fields:

Field	Description
Code Type	By default, the code type selected on the Incident Management Setup page appears. If needed, choose another code type from the pop-up menu. **Note**: This pop-up menu does not appear if adding an incident code using Action Attributes.
Data Type	Choose the graphical user interface that you want the action attribute to appear as on the Add Action dialog from the pop-up menu: • **Text** field

Field	Description
	• **Number** field • **Date** field • **Yes/No** pop-up menu • **Select** pop-up menu (subcodes permitted) **Note**: This pop-up menu only appears if adding an incident code using Action Attributes.
Category	Enter the name of the code category. **Note**: This is a required field.
This Action Affects Attendance	Do one of the following: • Select the checkbox to indicate this action affects attendance. • Leave the checkbox blank to indicate this action does not affect attendance. **Note:** This field only appears for Action Codes.
State Aggregate Report Code	Enter the state reporting code for this category. This code can be specified by the state department of education, or it can be a district-defined code (for example, dress code violations with several subcodes defined for the type of violation). For state-defined codes, see your PowerSchool state reporting setup guide. You can define subcodes for each aggregate report code. The subcodes roll up to the aggregate report code.
Display Order	Enter the order in which you want the code displayed on the pop-up menu or Incident Detail page, depending on the parent code type.
Severity	Enter the severity of the behavior. For state-defined severity codes, see your PowerSchool state reporting setup guide. **Note:** This field only appears if adding an incident code using Behavior Codes.
This code is not divided into subcodes	Select this option if there are no subcodes to associate to this code type. **Note:** This option does not appear if adding an incident code using Action Attributes where **Text**, **Number**, **Date**, or **Yes/No** is selected from the **Data Type** pop menu.
This code has at least one subcode	Select this option if there is a subcode to associate to this code type. The following fields appear: • **Subcode**: Enter the name of the subcode.

Field	Description
	• **Short Description**: Enter a short description for this subcode. • **Full Description**: Enter a full description for this subcode. To enter multiple subcodes for this code type, see *Incident Subcodes*. **Note:** This option does not appear if adding an incident code using Action Attributes where **Text**, **Number**, **Date**, or **Yes/No** is selected from the **Data Type** pop menu.
State Detail Report Code	Enter the state detail report code. This code can be specified by the state department of education, or it can be a district-defined code (for example, dress code violations with several subcodes defined for the type of violation). For state-defined codes, see your PowerSchool state reporting setup guide. You can define subcodes for each aggregate report code. The subcodes roll up to the aggregate report code. Multiple subcodes can be assigned to one aggregate report code. To assign additional subcodes, see *Incident Subcodes.*
State Reportable	Select the checkbox to mark this code type reportable to the state department of education. This value is used by state reports to identify incidents that have state-reportable codes and subcodes assigned.
Police Reportable	Select the checkbox to mark this code type reportable to the local police for all cases.
Allow Comment	Select the checkbox to include a comment field for the selected code providing the ability to enter additional information about the code. If the **Allow Comment** checkbox is selected, do one of the following: • Select the **Make this Comment Mandatory** checkbox to make entering a comment required. • Deselect the **Make this Comment Mandatory** checkbox to make entering a comment optional.
Policy Description	Enter any policy-related information that you want to communicate to users who will be working with this code.

7. Click **Submit**. The new code appears in the [Code Type] Codes list.
8. Repeat Step 5 through Step 7 for each additional code you want to create using the selected code type.

How to Edit an Incident Code

Use this procedure to edit an incident code, with the exception of the system-defined Participant Roles Codes, which are non-editable.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Discipline and Log Entries, click **Incident Management**. The Incident Management Setup page appears.
3. Click **Code & Subcode Setup**. The Incident Management Code & Subcode Configuration page displays the Code Types list.

   Note: Click the arrow next to **Code Types** to expand the list. Click the arrow again to condense the list.

4. From the Code Types list, select the code type that contains the code you want to edit. The Incident Management Code & Subcode Configuration page displays the [Code Type] Codes list.

   Note: Click the arrow next to [Code Type] Codes to expand the list. Click the arrow again to condense the list.

5. From the [Code Type] Codes list, select the code you want to edit. The selected code appears highlighted.
6. Click the **Pencil** icon next to the code. The Edit Code dialog appears.

   If you selected the **This code is not divided into subcodes** option when the code was created, the following fields display as editable:

   - **Category**
   - **State Aggregate Report Code**
   - **Display Order**

   If you selected the **This code has at least one subcode** option when the code was created, the following fields display as editable:

   - **Category**
   - **State Aggregate Report Code**
   - **Display Order**
   - **This code is not divided into subcodes**
   - **This code has at least one subcode**
   - **State Detail Report Code**
   - **State Reportable**
   - **Police Reportable**
   - **Allow Comment**
   - **Make this Comment Mandatory**

7. Edit the information as needed. For field descriptions, see *How to Add an Incident Code*.
8. Click **Submit**. The code without the Pencil icon appears in the [Code Type] Codes list.

How to Delete an Incident Code

Use this procedure to delete an incident code that may have been created in error or that is no longer in use, with the exception of the system-defined Participant Roles Codes, which are non-editable.

Note: If an incident code is associated to an incident, it cannot be deleted. First remove the incident code from all incidents using the code and then it may be deleted. For more information, see *How to Create a Discipline Incident*.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Discipline and Log Entries, click **Incident Management**. The Incident Management Setup page appears.
3. Click **Code & Subcode Setup**. The Incident Management Code & Subcode Configuration page displays the Code Types list.

   Note: Click the arrow next to **Code Types** to expand the list. Click the arrow again to condense the list.

4. From the Code Types list, select the code type that contains the code you want to delete. The Incident Management Code & Subcode Configuration page displays the [Code Type] Codes list.

   Note: Click the arrow next to [Code Type] Codes to expand the list. Click the arrow again to condense the list.

5. From the [Code Type] Codes list, select the code you want to delete. The selected code appears highlighted.
6. Click the **Pencil** icon next to the code. The Edit Code dialog appears.
7. Click **Delete**. The code no longer appears in the [Code Type] Codes list.

Incident Subcodes

Once you have created an incident code, you can then create incident subcodes to further define the incident code. There is no limit to the number of subcodes you can create for each incident code. For example, using the code type of Location, you can create an On School Property incident code. Then, create subcodes such as Athletic Field, Cafeteria, and Playground to further define the On School Property code. For more information about incident codes, see *Incident Codes*.

Code Type	Code	Subcode
Location	On School Property	Athletic Field Cafeteria Playground

How to Add an Incident Subcode

Use this procedure to add an incident subcode. Add as many incident subcodes as needed per incident code.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Discipline and Log Entries, click **Incident Management**. The Incident Management Setup page appears.
3. Click **Code & Subcode Setup**. The Incident Management Code & Subcode Configuration page displays the Code Types list.

   Note: Click the arrow to expand the list. Click the arrow again to condense the list.

4. From the Code Types list, select the appropriate code type. The Incident Management Code & Subcode Configuration page displays a list of [Code Type] Codes.

   Note: Click the arrow to expand the list. Click the arrow again to condense the list.

5. From the [Code Type] Codes list, select the code for which you want to create a subcode. The selected code appears highlighted. If any subcodes have already been created for the code, the code expands to display the list of subcodes.

   Note: Click the arrow to expand the list. Click the arrow again to condense the list.

6. Click the **Plus (+)** button for the selected code. The Add New Subcode dialog appears.
7. Use the following table to enter information in the applicable fields:

Field	Description
Subcode	Enter the name of the subcode. **Note**: This is a required field.
This Action Affects Attendance	Do one of the following: • Select the checkbox to indicate this action affects attendance. • Leave the checkbox blank to indicate this action does not affect attendance. **Note:** This field only appears for Action Subcodes.
Short Description	Enter a short description for this subcode.
Full Description	Enter a full description for this subcode.
State Detail Report Code	Enter the state detail report code. This code can be specified by the state department of education, or it can be a district-defined code (for example, dress code violations

Field	Description
	with several subcodes defined for the type of violation). For state-defined codes, see your PowerSchool state reporting setup guide.
Display Order	Enter the order in which you want the code displayed on the pop-up menu or Incident Detail page (depending on the parent code type).
State Reportable	Select to mark this code type reportable to the state department of education.
Police Reportable	Select to mark this code type reportable to the local police.
Allow Comment	Select the checkbox to include a comment field for the selected subcode providing the ability to enter additional information about the subcode. If the **Allow Comment** checkbox is selected, do one of the following: • Select the **Make this Comment Mandatory** checkbox to make entering a comment required. • Deselect the **Make this Comment Mandatory** checkbox to make entering a comment optional.
Policy Description	Enter any policy-related information that you want to communicate to users who will be working with this subcode.

8. Click **Submit**. The new subcode appears under the selected code.
9. Repeat Step 5 through Step 8 for each additional subcode.

How to Edit an Incident Subcode

Use this procedure to edit an incident subcode.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Discipline and Log Entries, click **Incident Management**. The Incident Management Setup page appears.
3. Click **Code & Subcode Setup**. The Incident Management Code & Subcode Configuration page displays the Code Types list.

   Note: Click the arrow to expand the list. Click the arrow again to condense the list.

4. From the Code Types list, select the appropriate code type. The Incident Management Code & Subcode Configuration page displays a list of [Code Type] Codes.

Note: Click the arrow to expand the list. Click the arrow again to condense the list.

5. From the [Code Type] Codes list, select the code that contains the subcode you want to edit. The selected code appears highlighted and expands to display the list of subcodes.

   Note: Click the arrow to expand the list. Click the arrow again to condense the list.

6. Select the subcode you want to edit. The selected code appears highlighted.
7. Click the **Pencil** icon next to the subcode. The Edit Subcode dialog appears.
8. The following fields display as editable:

   - **Subcode**
   - **Short Description**
   - **Full Description**
   - **State Detail Report Code**
   - **Display Order**
   - **State Reportable**
   - **Police Reportable**

9. Edit the information as needed. For field descriptions, see *How to Add an Incident Subcode*.
10. Click **Submit**. The subcode without the Pencil icon appears under the selected code.

How to Delete an Incident Subcode

Use this procedure to delete an incident subcode that may have been created in error or that is no longer in use.

Note: If an incident subcode is associated to an incident, it cannot be deleted. First remove the incident subcode from all incidents using the subcode and then it may be deleted. For more information, see *How to Create a Discipline Incident*.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Discipline and Log Entries, click **Incident Management**. The Incident Management Setup page appears.
3. Click **Code & Subcode Setup**. The Incident Management Code & Subcode Configuration page displays the Code Types list.

   Note: Click the arrow to expand the list. Click the arrow again to condense the list.

4. From the Code Types list, select the appropriate code type. The Incident Management Code & Subcode Configuration page displays a list of [Code Type] Codes.

   Note: Click the arrow to expand the list. Click the arrow again to condense the list.

5. From the [Code Type] Codes list, select the code that contains the subcode you want to delete. The selected code appears highlighted and expands to display the list of subcodes.

Note: Click the arrow to expand the list. Click the arrow again to condense the list.

6. Select the subcode you want to delete. The selected code appears highlighted.
7. Click the **Pencil** icon next to the subcode. The Edit Subcode dialog appears.
8. Click **Delete**. The subcode no longer appears under the selected code.

Secondary Incident Subcodes

When working with Behavior Codes, you can create up to four levels of subcodes for each Behavior Code created.

How to Add a Secondary Incident Subcode

Use this procedure to add a secondary incident subcode to a Behavior Code subcode.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Discipline and Log Entries, click **Incident Management**. The Incident Management Setup page appears.
3. Click **Code & Subcode Setup**. The Incident Management Code & Subcode Configuration page displays the Code Types list.

   Note: Click the arrow to expand the list. Click the arrow again to condense the list.

4. From the Code Types list, select **Behavior Codes**. The Incident Management Code & Subcode Configuration page displays a list of Behavior Codes.

   Note: Click the arrow to expand the list. Click the arrow again to condense the list.

5. From the Behavior Codes list, select the code you want to add a secondary subcode to. The selected code appears highlighted. If any subcodes have already been created for the code, the code expands to display the list of subcodes.

   Note: Click the arrow to expand the list. Click the arrow again to condense the list.

6. Select the subcode you want to add a secondary subcode to. The selected subcode appears highlighted. If any secondary subcodes have already been created for the subcode, the subcode expands to display the list of secondary subcodes.
7. Click the **Plus (+)** button for the selected subcode. The Add New Subcode dialog appears.
8. Use the following table to enter information in the applicable fields:

Field	Description
Subcode	Enter the name of the subcode. **Note**: This is a required field.
Short Description	Enter a short description for this subcode.

Field	Description
Full Description	Enter a full description for this subcode.
State Detail Report Code	Enter the state detail report code. This code can be specified by the state department of education, or it can be a district-defined code (for example, dress code violations with several subcodes defined for the type of violation). For state-defined codes, see your PowerSchool state reporting setup guide.
Display Order	Enter the order in which you want the code displayed on the pop-up menu or Incident Detail page (depending on the parent code type).
Severity	Enter the severity of the behavior. For state-defined severity codes, see your PowerSchool state reporting setup guide.
State Reportable	Select to mark this code type reportable to the state department of education.
Police Reportable	Select to mark this code type reportable to the local police.
Allow Comment	Select the checkbox to include a comment field for the selected subcode providing the ability to enter additional information about the subcode. If the **Allow Comment** checkbox is selected, do one of the following: • Select the **Make this Comment Mandatory** checkbox to make entering a comment required. • Deselect the **Make this Comment Mandatory** checkbox to make entering a comment optional.
Policy Description	Enter any policy-related information that you want to communicate to users who will be working with this subcode.

9. Click **Submit**. The new secondary subcode appears under the selected subcode.
10. Repeat Step 6 through Step 9 for each additional secondary subcode.

How to Edit a Secondary Incident Subcode

Use this procedure to edit a secondary incident subcode of a Behavior Code subcode.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Discipline and Log Entries, click **Incident Management**. The Incident Management Setup page appears.

3. Click **Code & Subcode Setup**. The Incident Management Code & Subcode Configuration page displays the Code Types list.

   Note: Click the arrow to expand the list. Click the arrow again to condense the list.

4. From the Code Types list, select **Behavior Codes**. The Incident Management Code & Subcode Configuration page displays a list of Behavior Codes.

   Note: Click the arrow to expand the list. Click the arrow again to condense the list.

5. From the Behavior Codes list, select the code you want to add a secondary subcode to. The selected code appears highlighted. If any subcodes have already been created for the code, the code expands to display the list of subcodes.

   Note: Click the arrow next to code to expand the list. Click the arrow again to condense the list.

6. Select the subcode that contains the secondary subcode you want to edit. The selected subcode appears highlighted. If any secondary subcodes have already been created for the subcode, the subcode expands to display the list of secondary subcodes.
7. Select the secondary subcode you want to edit. The selected secondary subcode appears highlighted.
8. Click the **Pencil** icon next to the secondary subcode. The Edit Subcode dialog appears.
9. Edit the information as needed. For field descriptions, see *How to Add a Secondary Incident Subcode*.
10. Click **Submit**. The subcode without the Pencil icon appears under the selected code.

How to Delete a Secondary Incident Subcode

Use this procedure to delete a secondary incident subcode that may have been created in error or that is no longer in use.

Note: If a secondary incident subcode is associated to an incident, it cannot be deleted. First remove the secondary incident subcode from all incidents using the subcode and then it may be deleted. For more information, see *How to Create a Discipline Incident*.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Discipline and Log Entries, click **Incident Management**. The Incident Management Setup page appears.
3. Click **Code & Subcode Setup**. The Incident Management Code & Subcode Configuration page displays the Code Types list.

   Note: Click the arrow to expand the list. Click the arrow again to condense the list.

4. From the Code Types list, select **Behavior Codes**. The Incident Management Code & Subcode Configuration page displays a list of Behavior Codes.

   Note: Click the arrow to expand the list. Click the arrow again to condense the list.

5. From the Behavior Codes list, select the code you want to add a secondary subcode to. The selected code appears highlighted. If any subcodes have already been created for the code, the code expands to display the list of subcodes.

   Note: Click the arrow to expand the list. Click the arrow again to condense the list.

6. Select the subcode that contains the secondary subcode you want to delete. The selected subcode appears highlighted. If any secondary subcodes have already been created for the subcode, the subcode expands to display the list of secondary subcodes.
7. Select the secondary subcode you want to delete. The selected secondary subcode appears highlighted.
8. Click the **Pencil** icon next to the secondary subcode. The Edit Subcode dialog appears.
9. Click **Delete**. The secondary subcode no longer appears under the selected subcode.

Incident Types

Once you have created incident codes and subcodes, you then must create incident types. Using incident types, you can control which users can view and enter specific types of incidents. There is no limit to the number of incident types you can create. For example, create a **Counselors** incident type. Then, use the security settings to allow a specific group to view and create the Counselors incident type. The incident types you define appear on the **Incident Type** pop-up menu on the Incident Detail page.

How to Add an Incident Type

Use this procedure to add an incident type. Add as many incident types as needed.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Discipline and Log Entries, click **Incident Management**. The Incident Management Setup page appears.
3. Click **Incident Types**. The Incident Types page appears.
4. Click **Add New Incident Type**. A blank **Name** field appears on the page.
5. Enter the new incident type in the **Name** field.
6. Click **Submit**. The Incident Management Setup page appears.

How to Edit an Incident Type

Use this procedure to edit an incident type.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Discipline and Log Entries, click **Incident Management**. The Incident Management Setup page appears.
3. Click **Incident Types**. The Incident Types page appears.
4. Edit the information as needed.
5. Click **Submit**. The Incident Management Setup page appears.

How to Delete an Incident Type

Use this procedure to delete an incident type that may have been created in error or that is no longer in use.

Note: If an incident type is associated to an incident, it cannot be deleted. First remove the incident type from all incidents using the type and then it may be deleted. For more information, see *How to Create a Discipline Incident*.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Discipline and Log Entries, click **Incident Management**. The Incident Management Setup page appears.
3. Click **Incident Types**. The Incident Types page appears.
4. Click the **Red X** icon next to the **Name** field you want to delete. The field appears dimmed on the page.
5. Click **Submit**. The Incident Management Setup page appears.

How to Change the Display Order of Incident Types

Use this procedure to change the order in which the incident types you created on the **Incident Type** pop-up menu on the Incident Detail page display.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Discipline and Log Entries, click **Incident Management**. The Incident Management Setup page appears.
3. Click **Incident Types**. The Incident Types page appears.
4. Click and hold the **Horizontal Three-Line** icon and drag up or down to change the display order of the incident type fields.
5. Click **Submit**. The new display order is saved, and the updated order appears on the Incident Detail page and the Edit Group page.

Search and Entry

Incident Search and List

Using the Incident List page, you can create a customized search filter to locate existing incidents. Your security settings determine the incident code types that display on this page. When signed in to at the district level, you can view incidents at all schools for the assigned incident code types. When signed in to at the school level, you can view incidents that include a participant from that school or incidents that originated at that school for the assigned incident code types.

How to Search for a Student's Existing Discipline Incidents

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Administration, choose **Incidents** from the student pages menu. The Incident List page appears for that student.
3. To continue, see Step 3 of *How to Search for Existing Discipline Incidents*.

How to Search for Existing Discipline Incidents

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Incident Management**. The Incident List page appears.
3. If needed, click **Search Filter** to expand the search section.
4. Use the following table to select one or any combination of the **Filter by** checkboxes to refine your search:

Field	Description
School	Select the checkbox to display the **School** pop-up menu. Choose the school or district office where the incident occurred. To remove the filter from the search, click **Remove Filter** or deselect the checkbox.
Date Range	Select the checkbox to display the **Starting Date** and **Ending Date** fields. Click the **Calendar** icon to open the calendar menu. Use the **Arrow** icons to select a different month. Click the dates you want included in the search. To remove the filter from the search, click **Remove Filter** or deselect the checkbox.
Incident Title	Select the checkbox to display the **Title search text** field. Enter the title of the incident or incidents you want included in the search. Partial titles can be entered, which

Field	Description
	do not require a wild character. To remove the filter from the search, click **Remove Filter** or deselect the checkbox.
Incident ID	Select the checkbox to display the **Incident ID** field. Enter the entire ID number of the incident you want included in the search. Partial IDs cannot be entered. To remove the filter from the search, click **Remove Filter** or deselect the checkbox.
Incident Type	Select the checkbox to display the **Incident Type** pop-up menu. Select the incident type you want included in the search. To remove the filter from the search, click **Remove Filter** or deselect the checkbox.

5. Click **Search**. The search results display the following information in the Incidents – Total Found:[number] section of the Incident List page:

Field	Description
ID	Unique sequential number generated by PowerSchool when the incident is created.
Title	A short description of the incident.
Incident Date	The date and time the incident occurred.
School	The school at which the incident occurred.

6. Use the navigation links at the bottom of the page to view the results:

Field	Description
<<first	Displays the first page of the search results list.
<prev	Displays the previous page of a multiple page search results list.
[number]	Displays a particular page of a multiple page search results list.
next>	Displays the next page of a multiple page search results list.
last>>	Displays the last page of a multiple page search results list.
[number pop-menu]	Displays the number of search results per page.

7. Click the ID, Title, or School for the appropriate incident. The Incident Detail page appears.

Discipline Incidents

Using the Incident Detail page, you can create discipline incidents. The Incident Detail page consists of the following two sections, which are used to enter specific information regarding the discipline incident: Incident Description and Incident Builder. These sections can be expanded and collapsed to help make entering and reviewing information on the page more manageable. Click the section title to expand or collapse the section on the page.

How to Create a Discipline Incident

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Incident Management**. The Incident List page appears.
3. Click **Create New Incident**. The Incident Detail page appears.

   Note: If the **Create New Incident** button does not appear, either the incident types have not yet been defined or you do not have the appropriate security permissions. For more information, see *Incident Types* and *How to Edit Security Groups*.

4. Scroll to the **Incident Description** section. If needed, click the section title to expand the section.
5. Use the following table to enter field information in the Incident Description section:

Field	Description
School	Use the pop-up menu to select the school or district office where the incident occurred. **Note:** This pop-up menu appears only when entering a new incident at the district level.
Incident Type	Use the pop-up menu to select the type of incident. This is a required field.
Incident Date	Click the **Calendar** icon to open the calendar menu. Click the date the incident occurred. Use the **Arrow** icons to select a different month. Use the **Time** pop-up menus to enter the time the incident occurred.
Time Frame [Code]	Use the pop-up menu to select the time code which best describes the period of time that the incident took place.
Time Frame [Subcode]	If the time code you selected has one or more subcodes associated to it, the subcode pop-up menu appears. Choose a subcode to provide further detail about the period of time that the incident took place.
Time Frame	If the time frame code or subcode you selected allows for

Field	Description
Comment	comments to be entered, enter additional information. This field may be required.
Title	Enter a title for the incident. This title appears in the search Results section on the Incident List page when searching for an incident.
Description	Enter a brief description of the incident.
Location [Code]	Use the pop-up menu to select the location code which best describes the site or setting where the incident took place.
Location [Subcode]	If the location code you selected has one or more subcodes associated to it, the subcode pop-up menu appears. Choose a subcode to provide further detail about the site or setting where the incident took place.
Location Comment	If the location code or subcode you selected allows for comments to be entered, enter additional information. This field may be required.
Location Description	Enter additional details about the site or setting where the incident took place.
Prepared By	Enter your name.
Financial Impact	Enter a dollar figure for the financial impact to the school of the incident.

6. Scroll to the **Incident Builder** section. If needed, click the section title to expand the section.
7. Click the **Plus (+)** button next to Participants. The Search for Student, Staff, or Other Participants dialog appears.
8. Use the following table to enter information in the applicable fields:

Field	Description
Last Name	Enter the last name of the student, staff, or other participant. Partial names can be entered.
Type	Use the pop-up menu to indicate which group you want to search by choosing **Students**, **Staff**, or **Others**.
Grade Level	If you selected **Students**, use the pop-up menu to limit the student results by grade level, or select **All** to search all grade levels.
Only Active	If you selected **Students** or **Staff**, select the checkbox to limit the search to students currently enrolled and staff members with a status of active.

Field	Description
Context	Use the pop-up menu to indicate the school or district office you want to search.

9. Click **Search** to generate the search results based on the input criteria.

   Note: Use the pop-up menu below to limit the size of the search results to **5**, **10**, **15**, or **20** results per page. Click **<<first**, **<prev**, **next>**, **last>>** to view all of the search results.

10. Click the name of the person in the Results section that you want to add as the participant.

    Note: If the name of the person you want to add as a participant does not appear in the Results section because the participant has yet to be added to PowerSchool or does not belong to the school or district office, click **Create Other**. The Add Other Participant dialog appears. Use the following table to enter information in the applicable field:

Field	Description
Mark Person as Unknown	Select the checkbox to mark the participant as unknown. This special attribute assists with tracking individuals where identifying details (such as name) are not known.
First, Middle, Last	Enter the first, middle and last name of the participant.
Position	Enter the staff position or title, if applicable.
Age	Enter the age of the participant.
Gender	Use the pop-up menu to select the gender of the participant.

11. Click **Add**. The Add Participant Attributes dialog appears.
12. Use the following table to enter field information in the Attributes section:

Field	Description
[Attribute Code]	Click the **Plus (+)** button next to Attributes to display the attribute pop-up menu. Choose the attribute which best applies to the participant.
[Attribute Subcode]	If the attribute you selected has one or more subcodes associated to it, the attribute subcode pop-up menu appears. Choose the attribute subcode which best applies to the participant.
Attribute Code Comment	If the code or subcode you selected allows for comments to be entered, enter additional information. This field may be required.

13. **Note:** To remove an attribute, click the **Minus (-)** button next to the attribute pop-up menu you want to remove.
14. Repeat Step 12 for each attribute you want to add.
15. Use the following table to enter field information in the Select Role(s) section:

Field	Description
[Role Code]	Choose the role from the pop-up menu which best describes the participant's involvement in the incident: • **Reporter** • **Victim** • **Offender** • **Witness** By default **Reporter** appears.
[Role Subcode]	If the role code you selected has one or more subcodes associated to it, the subcode pop-up menu appears. Choose the subcode to provide further detail about the participant's involvement in the incident.
Role Code Comment	If the code or subcode you selected allows for comments to be entered, enter additional information. This field may be required.

Note: To remove a role, click the **Minus (-)** button next to role pop-up menu you want to remove.

16. Repeat Step 14 for each role you want to add to the selected participant. Up to four roles may be added per participant.
17. Click **Add Participant Attributes**. The Add Participant Attributes dialog closes. Participant information appears in the respective roles.
18. Repeat Step 7 through Step 16 for each participant you want to add to the incident.
19. Add the following incident elements as needed: Action, Object, Behavior, Attribute. For detailed information, see *How to Add an Incident Elements*.
20. Assign incident elements as needed. For detailed information, see *How to Assign an Incident Elements*.
21. Click **Submit Incident** when all sections on the Incident Details page are completed. The Incident List page appears.

How to Edit a Discipline Incident

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Incident Management**. The Incident List page appears.
3. Search for and click the incident you want to edit. For more information, see *How to Search for Existing Discipline Incidents*.
4. On the Incident Detail page, edit the applicable fields. For field descriptions, see *How to Create a Discipline Incident*.

5. Edit incident elements as needed. For detailed information, see *Incident Elements*.
6. Scroll to the **Change Reason** section. If needed, click the section title to expand the section.
7. Enter a brief description of the edits made to the incident.
8. Scroll to the **Attendance Related Actions** section. If needed, click the section title to expand the section.

   Note: This section only appears if any incident with an action code/subcode that affects attendance has been previously submitted.

   The following information appears:

   - Name
   - Action
   - Begin Date
   - End Date
   - Duration Code
   - Assigned Duration
   - Actual Duration
   - Attendance - Click to edit attendance information. For more information, see *Attendance*.

9. Click **Submit Incident**. The Incident List page appears.

How to Delete a Discipline Incident

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Incident Management**. The Incident List page appears.
3. Search for the incident you want to edit. For more information, see *How to Search for Existing Discipline Incidents*.
4. On the Incident Detail page, click **Delete**. The Delete Incident dialog appears.
5. Click **Delete** to remove the incident.

How to View a Discipline Incident Change History

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Incident Management**. The Incident List page appears.
3. Search for and click the incident you want to edit.
4. On the Incident Detail page, click **View Change History**. The Change History dialog appears.
5. Do one of the following:

   - Click a date to view the details of the change to a specific entry.
   - Click **Expand All Items** to view all entries.

6. Click **X** to close the dialog.

Incidents Elements

Incident elements consist of Actions, Behaviors, Objects and incident Attributes. They represent additional reportable detail about an incident and can be related to participants or the incident itself. Examples of an action would be a suspension or expulsion. Behaviors are typically the offenses that occurred such as an assault. Objects are the items that would have been used during the incident such as a weapon. Attributes are details about the incident itself and are not directly related to any participant. All of these elements are defined at the district level.

How to Add an Incident Elements

Note: Certain codes/subcodes may have a Policy associated with them indicating instructions for working with the codes/subcodes.

Add an Action

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Incident Management**. The Incident List page appears.
3. Search for the incident you want to edit. For more information, see *How to Search for Existing Discipline Incidents*.
4. On the Incident Detail page, click the **Plus (+)** button next to Incident Elements and select **Add Action**. The Add Action dialog appears.
5. Use the following table to enter field information in the applicable fields:

Field	Description
Action Code	Use the pop-up menu to select the applicable action code. **Note:** A warning message may appear if the selected code affects attendance.
Action Date Range	Enter a date range in which the action occurs: • **Begin Date** - Click the Calendar icon to open the calendar menu. Click the begin date for the action. Use the Arrow icons to select a different month. • **End Date** - Click the Calendar icon to open the calendar menu. Click the end date for the action. Use the Arrow icons to select a different month.
Action Taken Detail	Enter detailed information regarding the action taken.
Actual Resolution Date	Click the **Calendar** icon to open the calendar menu. Click the resolution date for the action. Use the **Arrow** icons to select a different month.
Duration Code	Use the pop-up menu to select the duration code of the action, such as hours, calendar days, or school days. This

Field	Description
	value is applied to all duration fields.
Assigned Duration	Enter the assigned duration of the action as it applies to the selected Duration Unit. For example, if the action is a three-day suspension from school, enter **3**.
Actual Duration	Enter the actual duration of the action as it applies to the selected Duration Unit.
Duration Notes	Enter any additional information regarding the duration of the action.
Action Change Reason	Enter the reason why the duration of the action changed, if applicable.
Action Change Code	Use the pop-up menu to choose the action change code which best describes the reason the change was made.
Action Attributes	Enter action attribute information as needed. **Note:** The information that appears in this section is based on the number of action attributes created during setup and the data type selected for each action attribute. Action attributes may appear as a text, number, or date field or as a yes/no or subcode selection pop-up menu. For more information, see *Code Types* and *How to Add an Incident Code*. **Note:** A policy description may appear indicating instructions for working with the codes/subcodes.

6. Click **Add Action**. The Add Action dialog closes. The entered information appears in the Incident Element section of the Incident Detail page.
7. Repeat previous steps for each action you want to add.

Add an Object

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Incident Management**. The Incident List page appears.
3. Search for the incident you want to edit. For more information, see *How to Search for Existing Discipline Incidents*.
4. On the Incident Detail page, click the **Plus (+)** button next to Incident Elements and select **Add Object**. The Add Object dialog appears.
5. Use the following table to enter field information in the applicable fields:

Field	Description
Object Code	Use the pop-up menu to select the applicable object code. Upon selecting a code, a subcode pop-up menu appears.

Field	Description
	Use the pop-up menu to select the applicable subcode.
Description	Enter a brief description of the object.
Quantity	Enter the number of objects associated with this incident.

6. Click **Add Object**. The Add Object dialog closes. The entered information appears in the Incident Element section of the Incident Detail page.
7. Repeat previous steps for each object you want to add.

Add a Behavior

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Incident Management**. The Incident List page appears.
3. Search for the incident you want to edit. For more information, see *How to Search for Existing Discipline Incidents*.
4. On the Incident Detail page, click the **Plus (+)** button next to Incident Elements and select **Add Behavior**. The Add Behavior dialog appears.
5. Use the following table to enter field information in the applicable fields:

Field	Description
Behavior Code	Use the pop-up menu to select the appropriate behavior code.
[Behavior Subcode]	If the behavior you selected has one or more subcodes associated to it, the subcode pop-up menu appears. Choose a subcode from the pop-up menu to provide further detail about the behavior.
[Behavior Subcode 2]	If the behavior you selected has one or more subcodes associated to it, the subcode pop-up menu appears. Choose a subcode from the pop-up menu to provide further detail about the behavior.
[Behavior Subcode 3]	If the behavior you selected has one or more subcodes associated to it, the subcode pop-up menu appears. Choose a subcode from the pop-up menu to provide further detail about the behavior.
[Behavior Subcode 4]	If the behavior you selected has one or more subcodes associated to it, the subcode pop-up menu appears. Choose a subcode from the pop-up menu to provide further detail about the behavior.
Behavior Code Comment	If the code or subcode you selected allows for comments to be entered, enter additional information. This field may be required.

Field	Description
Primary Behavior	Select the checkbox to indicate principal behavior associated to the incident. Certain states require that the most important behavior be identified. Refer to your state requirements to determine how to decide which behavior is the primary one.

6. Click **Add Behavior**. The Add Behavior dialog closes. The entered information appears in the Incident Element section of the Incident Detail page.
7. Repeat previous steps for each behavior you want to add.

Add an Attribute

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Incident Management**. The Incident List page appears.
3. Search for the incident you want to edit. For more information, see *How to Search for Existing Discipline Incidents*.
4. On the Incident Detail page, click the **Plus (+)** button next to Incident Elements and select **Add Attribute**. The Add Attribute dialog appears.
5. Select all the applicable attributes for this incident.

   Note: A policy description may appear indicating instructions for working with the codes/subcodes.

6. Click **Add Attributes**. The Add Attribute dialog closes. The entered information appears in the Incident Element section of the Incident Detail page.

How to Assign an Incident Element

Attributes are assigned at the incident level and therefore cannot be assigned to a participant.

Assign an Action

Actions can only be assigned to one participant or behavior, but you can assign multiple actions if needed.

- Drag and drop an action to the appropriate participant name. The action appears below the participant’s name.
- Drag and drop an action to the appropriate behavior. The action appears below the behavior.

Note: If you inadvertently submit an incident with an action that is associated to the incorrect behavior, reopen the incident and then drag and drop the action to the correct participant or behavior and resubmit.

Assign an Object

Objects can be assigned to multiple participants.

- Drag and drop an object to the appropriate participant name. The object appears below the participant's name.

Assign a Behavior

Behaviors can only be assigned to one participant, but you can assign multiple behaviors if needed.

- Drag and drop a behavior to the appropriate participant name. The behavior appears below the participant's name.

How to Edit an Incident Element

Note: Certain codes/subcodes may have a Policy associated with them indicating instructions for working with the codes/subcodes.

Edit an Action

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Incident Management**. The Incident List page appears.
3. Search for the incident you want to edit. For more information, see *How to Search for Existing Discipline Incidents*.
4. On the Incident Detail page, click the **Pencil** icon next to the action you want to edit. The Update Actions dialog appears.
5. Edit the applicable fields. For field descriptions, see *How to Create a Discipline Incident: Add an Action*.
6. Click **Update Action**.
7. On the Incident Detail page, click **Change Reason** to expand the change reason section of the page if needed.
8. Enter a brief description of the edits made to the incident.
9. Click **Submit Incident**. The Incident List page appears.

Edit an Object

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Incident Management**. The Incident List page appears.
3. Search for the incident you want to edit. For more information, see *How to Search for Existing Discipline Incidents*.
4. On the Incident Detail page, click the **Pencil** icon next to the object you want to edit. The Update Actions dialog appears.
5. Edit the applicable fields. For field descriptions, see *How to Create a Discipline Incident: Add an Object*.
6. Click **Update Action**.

7. On the Incident Detail page, click **Change Reason** to expand the change reason section of the page if needed.
8. Enter a brief description of the edits made to the incident.
9. Click **Submit Incident**. The Incident List page appears.

Edit a Behavior

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Incident Management**. The Incident List page appears.
3. Search for the incident you want to edit. For more information, see *How to Search for Existing Discipline Incidents*.
4. On the Incident Detail page, click the **Pencil** icon next to the behavior you want to edit. The Update Actions dialog appears.
5. Edit the applicable fields. For field descriptions, see *How to Create a Discipline Incident: Add a Behavior*.
6. Click **Update Action**.
7. On the Incident Detail page, click **Change Reason** to expand the change reason section of the page if needed.
8. Enter a brief description of the edits made to the incident.
9. Click **Submit Incident**. The Incident List page appears.

Edit an Attribute

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Incident Management**. The Incident List page appears.
3. Search for the incident you want to edit. For more information, see *How to Search for Existing Discipline Incidents*.
4. On the Incident Detail page, click the **Pencil** icon next to the attribute you want to edit. The Update Actions dialog appears.
5. Edit the applicable fields. For field descriptions, see *How to Create a Discipline Incident: Add an Attribute*.
6. Click **Update Action**.
7. On the Incident Detail page, click **Change Reason** to expand the change reason section of the page if needed.
8. Enter a brief description of the edits made to the incident.
9. Click **Submit Incident**. The Incident List page appears.

How to Delete Elements

Note: Certain codes/subcodes may have a Policy associated with them indicating instructions for working with the codes/subcodes.

Delete an Action

Note: If the action you are deleting is associated with a participant, the action will be retained for future use. If the action you are deleting is not associated with a participant, the action will be permanently removed.

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Incident Management**. The Incident List page appears.
3. Search for the incident you want to edit. For more information, see *How to Search for Existing Discipline Incidents*.
4. On the Incident Detail page, click the **Minus (-)** icon next to the action you want to delete. A confirmation dialog appears.
5. Click **OK**.
6. On the Incident Detail page, click **Change Reason** to expand the change reason section of the page if needed.
7. Enter a brief description of the edits made to the incident.
8. Click **Submit Incident**. The Incident List page appears.

Delete a Object

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Incident Management**. The Incident List page appears.
3. Search for the incident you want to edit. For more information, see *How to Search for Existing Discipline Incidents*.
4. On the Incident Detail page, click the **Minus (-)** icon next to the object you want to delete. A confirmation dialog appears.
5. Click **OK**.
6. On the Incident Detail page, click **Change Reason** to expand the change reason section of the page if needed.
7. Enter a brief description of the edits made to the incident.
8. Click **Submit Incident**. The Incident List page appears.

Delete a Behavior

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Incident Management**. The Incident List page appears.
3. Search for the incident you want to edit. For more information, see *How to Search for Existing Discipline Incidents*.
4. On the Incident Detail page, click the **Minus (-)** icon next to the behavior you want to delete. A confirmation dialog appears.
5. Click **OK**.
6. On the Incident Detail page, click **Change Reason** to expand the change reason section of the page if needed.
7. Enter a brief description of the edits made to the incident.
8. Click **Submit Incident**. The Incident List page appears.

Delete an Attribute

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Incident Management**. The Incident List page appears.

3. Search for the incident you want to edit. For more information, see *How to Search for Existing Discipline Incidents*.
4. On the Incident Detail page, click the **Minus (-)** icon next to the attribute you want to delete. A confirmation dialog appears.
5. Click **OK**.
6. On the Incident Detail page, click **Change Reason** to expand the change reason section of the page if needed.
7. Enter a brief description of the edits made to the incident.
8. Click **Submit Incident**. The Incident List page appears.