

SCHOOL DUDE

MOVING INCIDENTS FROM COMPLETE TO CLOSED INCIDENT STATUS

1. From School Dude home page, click on **Incidents**.
2. Click on **Batch Close Incidents** in shortcut bar.
3. Sort by **Actual Completion Date** by clicking on black square. The Actual Completion Date is in the second row in the last column.
4. Put in Close Incidents status those incidents that have been in Complete status for one week. Remove any checkmarks from Complete dates that are not one week old. Click on **Submit** at bottom of the page. This will put the 10 incidents on the screen in Closed Incident status.
5. This process needs to be completed on a daily basis.

MOVING DECLINE DUPLICATE, VOID, OR FORWARDED INCIDENTS TO CLOSED STATUS

1. From School Dude home page, click on **Advanced Search**.
2. Click on the **Saved Incident Searches** drop down list arrow.
3. Click on **decline dup forward void**.
4. Scroll to bottom of page and click on **Search Now**.
5. It should say no record found.
6. If incident does show that is in **decline dup forward void** status, change it to closed status and in action taken, type what status it was in the action taken.
7. This process needs to be completed on a weekly basis.