Discipline Incident Management User Guide

PowerSchool
Student Information System

PEARSON

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Introduction

Use Discipline 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*, and *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*.

Incident Management Reports

Reports necessary to support Incident Management are scheduled to be included in a future release. Access incident information either by viewing incidents within PowerSchool by performing an ODBC/JDBC query using a third-party application such as Microsoft Excel.

District-Level Setup

Incident Codes

There are seven system-defined codes that define the categories for all user-created codes and subcodes in the PowerSchool incident management feature. You can create many different codes and subcodes to associate with these categories, but the categories cannot be deleted or modified.

The following table describes the system-defined categories:

Category	Description
Action Codes	Codes and subcodes display as pop-up menus on the Add/Update Resulting Action dialog accessed on the Incident Detail page. Assigned codes describe disciplinary action taken against a student.
Attribute Codes	Codes and subcodes display in the Attributes portion of the Incident Detail page. Codes appear as column headings, subcodes appear as checkboxes. Data can be captured for reporting purposes.
Behavior Codes	Codes and subcodes display as pop-up menus in the Behavior Details portion of the Incident Detail page. Associated codes describe the type of behavior for which the incident detail is created.
Location Codes	Codes and subcodes display as Location pop-up menus in the Incident Description portion of the Incident Detail page. Associated codes describe the location where the incident occurred.
Object Codes	Codes and subcodes display as pop-up menus on the Add/Update Objects dialog accessed on the Incident Detail page. The associated codes describe the object used in the incident (for example, a type of weapon or drug).
Time Codes	Codes and subcodes display as Time Frame pop-up menus on the Incident Description portion of the Incident Detail page. The associated code describes the timeframe in which the incident occurred.
Duration Codes	Codes and subcodes display as Duration Unit pop-up menus on the Add/Update Resulting Actions dialog accessed on the Incident Detail page.

Create incident codes that are associated with a category. For example, you can create a School Action incident code associated to the Action Code category. Then, create subcodes such as In-School Suspension, Counseling, or Community Service to further define the School Action code. For more information on incident subcodes, see *Incident Subcodes*.

How to Add Incident Codes

You must log in to the district office before performing this procedure.

1. On the start page, choose **District** from the main menu.
2. Click **Incident Management**. The Incident Management Setup page appears.
3. Click **Code & Subcode Setup**. The Incident Management Code & Subcode Configuration page appears. Three columns display across the page: Code Types, Codes and Subcodes.
4. Click **Code Types**, if necessary, to expand the list of code types.
5. Select the appropriate code type from the Code Types list. The [code type] Codes list expands.
6. Click **Add New Code**. The Add Code dialog appears.
7. Use the following table to enter information in the applicable fields:

Field	Description
Code Type	Select the code type from the pop-up menu. **Note**: The Code Type you selected on the Incident Management Setup page appears by default.
Category	Enter the name of the code category. **Note**: This is a required field.
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, consult 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.
This code is not divided into subcodes	Select this option if there are no subcodes to associate to this code type. **Note**: PowerSchool requires at least one subcode for each code type. One subcode is automatically created even if you select this option.
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. • **Short Description**: Enter a short description for this subcode. • **Full Description**: Enter a full description for this

Field	Description
	subcode. To enter multiple subcodes for this code type, see *Incident Subcodes*. **Note**: If only a single subcode exists, it does not appear on the Incident Detail page.
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, consult 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.

8. Click **Submit**. The new Code displays in the [code type] Codes column.

How to Edit Incident Codes

You must log in to the district office before performing this procedure.

1. On the start page, choose **District** from the main menu.
2. Click **Incident Management**. The Incident Management Setup page appears.
3. Click **Code & Subcode Setup**. The Incident Management Code & Subcode Configuration page appears.
4. Select the appropriate code type from the Code Types list. The [code type] Codes list expands.
5. Click the pencil icon next to the code you want to edit. 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

Note: For more information, see *How to Add Incident Codes*.

6. Edit the appropriate fields.
7. Click **Submit**. The edited code displays in the [code type] Codes column.

How to Delete Incident Codes

You must log in to the district office before performing this procedure.

Note: Incident Codes associated to an incident cannot be deleted. For more information, see *How to Create a Discipline Incident*.

1. On the start page, choose **District** from the main menu.
2. Click **Incident Management**. The Incident Management Setup page appears.
3. Click **Code & Subcode Setup**. The Incident Management Code & Subcode Configuration page appears.
4. Select the appropriate code type from the Code Types list. The [code type] Codes list expands.
5. Click the pencil icon next to the code you want to edit. The Edit Code dialog appears.
6. Click **Delete**. The code is removed from the [code type] Codes column.

Incident Subcodes

Use incident subcodes to further define incident codes. For example, you can create an On School Property incident code associated to the Location Code. Then, create subcodes such as Playground, Cafeteria, or Athletic Field to further define the On School Property code. For more information on incident codes, see *Incident Codes*.

PowerSchool requires at least one subcode for each incident code created. Therefore, one subcode is automatically created for every incident code whether you specify it or not. When a single subcode is defined, it does not display when entering a discipline incident. However, the value is automatically selected and saved with the incident record.

How to Add Incident Subcodes

You must log in to the district office before performing this procedure.

1. On the start page, choose **District** from the main menu.
2. Click **Incident Management**. The Incident Management Setup page appears.

3. Click **Code & Subcode Setup**. The Incident Management Code & Subcode Configuration page appears. Three columns display across the page: Code Types, Codes, and Subcodes.
4. Select the appropriate code type from the Code Types list. The [code type] Codes list expands.
5. Select the code to which you want to apply a subcode. The Subcodes for [code] list expands.
6. Click **Add New Subcode**. The Add 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.
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 with several subcodes defined for the type of violation). For state-defined codes, consult 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.

8. Click **Submit**. The new subcode displays on the Subcodes for [code] list.

How to Edit Incident Subcodes

You must log in to the district office before performing this procedure.

1. On the start page, choose **District** from the main menu.
2. Click **Incident Management**. The Incident Management Setup page appears.
3. Click **Code & Subcode Setup**. The Incident Management Code & Subcode Configuration page appears.
4. Select the appropriate code type from the Code Types list. The [code type] Codes list expands.
5. Select the appropriate code from the [code type] Codes list. The Subcodes for [code] list expands.
6. Click the pencil icon next to the subcode you want to edit. The Edit Subcode dialog appears.

The following fields display as editable:

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

7. Edit the appropriate fields.

   Note: For more information, see How to Add Incident Subcodes.

8. Click **Submit**. The edited subcode displays on the Subcodes for [code] list.

How to Delete Incident Subcodes

Delete subcodes that are no longer used. Incident subcodes associated to an incident cannot be deleted. Also, you cannot delete the only subcode associated with a code.

You must log in to the district office before performing this procedure.

1. On the start page, choose **District** from the main menu.
2. Click **Incident Management**. The Incident Management Setup page appears.
3. Click **Code & Subcode Setup**. The Incident Management Code & Subcode Configuration page appears.
4. Select the appropriate code type from the Code Types list. The [code type] Codes list expands.
5. Select the appropriate code from the [code type] Codes list. The Subcodes for [code] list expands.
6. Click the pencil icon next to the subcode you want to edit. The Edit Subcode dialog appears.
7. Click **Delete**. The subcode is removed from the Subcodes for [code] list.

Incident Types

Use incident types to control which users can view and enter specific types of incidents. 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. Incident types must exist before discipline incidents can be created.

How to Add Incident Types

You must log in to the district office before performing this procedure.

1. On the start page, choose **District** from the main menu.
2. 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 name of the incident type in the field.
6. Click **Submit**. The Incident Management Setup page appears.

How to Edit Incident Types

You must log in to the district office before performing this procedure.

1. On the start page, choose **District** from the main menu.
2. Click **Incident Management**. The Incident Management Setup page appears.
3. Click **Incident Types**. The Incident Types page appears.
4. Edit information in the appropriate field(s).
5. Click **Submit**. The Incident Management Setup page appears.

How to Delete Incident Types

You must log in to the district office before performing this procedure.

Note: Incident Types associated to an incident cannot be deleted.

1. On the start page, choose **District** from the main menu.
2. 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

You must log in to the district office before performing this procedure.

1. On the start page, choose **District** from the main menu.
2. 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.

Security Settings

Security Groups

How to Edit Security Groups

Use security groups to identify related users and their security permissions. You can set up to 50 user groups.

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Security. The Security page appears.
3. Click Groups. The Groups page appears.
4. Click a name in the Group Name column. The Edit Group page appears.
5. Use the following table to enter information in the fields:

Field	Description
Group Number	The number of the group appears.
Group Name	Edit the name of the group.
Default Access	Use the pop-up menu to choose a level of permission used as the default permissions for users in this group: • **No Access** • **View Only** • **View & Modify**
Can Modify Schedules	Use the pop-up menu to choose a level of permission for modifying schedules: • **Yes, in any year** • **No, not at all** • **Only for [school years]**
PowerScheduler Access	Select the checkbox if users in this group can use the master scheduler features.
Report Queue Priority	Select the report queue priority level for this group. The report queue priority determines which reports run first, based on the user who submitted the report request. For example, a group with the priority level of 10 is the near-highest level of priority for running reports. Only groups with the level of zero would have higher priority.
Accessible Log Types	Select the checkbox next to each log type that you want to be accessible to users in this group. Click **Check All** to select all checkboxes. Click **Uncheck All** to deselect all

Field	Description
	checkboxes. **Note**: The Check All and Uncheck All buttons only appear if there are multiple log type checkboxes.
Accessible Incident Types	Select the checkbox next to each incident type that you want accessible to users in this group. **Note**: Set up Incident Types at the district level. For more information, see *Incident Types*.
Accessible Student Screens	Select the checkbox next to each student screen that you want to be accessible to users in this group. Click **Check All** to select all checkboxes. Click **Uncheck All** to deselect all checkboxes. **Note**: The Check All and Uncheck All buttons only appear if there are multiple student screen checkboxes. The gateway to the student screens is the Quick Lookup page. Only the student screen checkboxes selected here appear as links in the main menu. If a user group is denied all access to the student screens, the system displays a message indicating access denied. If you disable access to a student screen which a user has already set as his or her default screen, the system generates an error when the user navigates to the student area. He or she can remedy this by selecting a new default screen using the Personalize function. If a security group was able to access certain student screens prior to this software update, it will still be able to do so.

6. Click **Submit**. The Groups page appears.

Incidents

Incident Search and List

Use the Incident List page to create a customized search filter to locate existing incidents. The search filter results appear on the page based on the selected criteria.

Security settings determine the incident code type that displays on this page. Users logged on at the district level can view incidents at all schools for their assigned incident code types. Users logged on at the school level can view incidents that include a participant from that school or incidents originated at that school for their assigned code types.

Search Filter Checkboxes

On the Incident List page, the following four checkboxes control the available search filters:

Column	Description
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 on the dates by which you want included in the search. To remove the filter from the search, either 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. To remove the filter from the search, either click **Remove Filter** or deselect the checkbox.
Incident ID	Select the checkbox to display the Incident ID field. Enter the ID number of the incident you want included in the search. To remove the filter from the search, either 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, either click **Remove Filter** or deselect the checkbox.

Incidents Search Results List

The search results appear in the following column format on the Incident List page:

Column	Description
ID	Unique sequential number generated by PowerSchool when the incident is created.

Column	Description
Title	A short description of the incident.
Incident Date	The date and time the incident occurred.
School	The school at which the incident occurred.

Incident Search Results List Navigation

The following navigation links appear at the bottom of the search results list:

Navigation Link	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.

How to Search for Existing Discipline Incidents

1. On the start page, choose **Special Functions** from the main menu.
2. Click **Incident Management**. The Incident List page appears.
3. Click **Search Filter** to expand the search section.
4. Select the applicable **Filter by** checkboxes.

   Note: Select one or any combination of the checkboxes to refine your search.
5. Click **Search**. The search results display in the Incidents – Total Found:[number] section of the Incident List page.
6. Click the navigation links at the bottom of the page to scroll through the results.
7. Click the ID, Title, or School for the appropriate incident. The Incident Detail page appears.

Discipline Incidents

When entering discipline incidents, include details of the incident, such as the behaviors of those involved as well as their roles and relationships. Enter discipline incidents on the Incident Detail page, which includes the following four sections on which to enter specific information regarding the discipline incident:

- Incident Description
- Attributes
- Behavior Detail
- Participant Roles and Relationships

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.

Move incident participants' roles and responsibilities directly on the page using a simple drag-and-drop technique. You can assign one participant to multiple roles, such as Reporter, Victim, Offender, or Witness. You can also assign multiple Resulting Actions and Objects to a participant.

How to Create a Discipline Incident

1. On the start page, choose **Special Functions** from the main menu.
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. Complete the Incident Description section:
   - Click **Incident Description** to expand the incident description portion of the page.
   - Use the following table to enter information in the applicable fields:

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 on 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	Use the pop-up menu to select the incident time frame.
Title	Enter a title for this incident.
Description	Enter a brief description of the incident
Location	Use the pop-up menu to select the location of the incident.
Location Description	Enter additional details about the location.
Prepared By	Enter your name.
Financial Impact	Enter a dollar figure for the financial impact to the school of the incident.

5. Complete the Behavior Detail section:
   - Click **Attributes** to expand the attributes portion of the page.
   - Select all the applicable attributes for this incident.
6. Complete the Behavior Detail section:
   - Click **Behavior Detail** to expand the behavior detail portion of the page.
   - Click **Add Detail** to select additional codes and subcodes for this incident. The behavior code and subcode pop-up menus appear.
   - Use the Code pop-up menu to select the appropriate behavior code.
   - Use the Subcode pop-up menu to select the appropriate behavior subcode.
   - To add more codes and subcodes, click **Add Detail** and select additional codes and subcodes.
7. Complete the Participant Roles and Relationships section:
   - Click **Participant Roles and Relationships** to expand the roles and relationships portion of the page.
   - Click **Participant**. The Search for Student, Staff, or Other Participants dialog appears.
   - 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. Use the pop-up menu to refine the search to a school or the district.
Include	Select **Students**, **Staff**, or **Others** to include in the search results. Use the **Grade Level** pop-up menu to limit the student results by grade level, or select **All** to search all grade levels. Select the **Only Active Students/Staff** checkbox to limit the search results to active students/staff.
Search	Click to generate the search results based on the input criteria. Use the pop-up menu below the search results to limit the size of the search results to **5**, **10**, **15**, or **20** results per page. Click **<<first**, **<prev**, **next>**, **last>>** to scroll through the search results.
Selected Person	Click on a name in the search result to select the appropriate participant.
Select a Role	Use the pop-up menu to select the appropriate role for the selected person.
Add Selected Person	Click to add the selected person to the applicable role on the Incident Detail page.
Close	Click to close the dialog.

Note: To add a participant to multiple roles, search for the participant and select the appropriate additional role from the **Role** pop-up menu and click **Add Selected Person**.

- To add a participant other than students or staff, click **Create Other Participant** on the Search for Student, Staff, or Other Participants dialog. The Add/Update Other Persons dialog appears. Use the following table to enter information in the applicable fields:

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.
Select a role	Use the pop-up menu to select the applicable role of the participant.
Cancel	Click to cancel the entry.
Add Other Person	Click to add the person to the applicable role on the Incident Detail page.

- On the Incident Detail page, click **Resulting Action**. The Add/Update Resulting Action dialog appears. Use the following table to enter information in the applicable fields:

Field	Description
Action Code	Use the pop-up menu to select the applicable action code.
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 Unit	Use the pop-up menu to select the duration unit of the action, such as hours, calendar days, or school days. This value is applied to all duration fields.

Field	Description
Assigned Duration	Enter the assigned duration of the action as it applies to the selected Duration Unit. For example, if the action is 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.
Cancel	Click to cancel the entry.
Add Action	Click to add the action on the Incident Detail page.

- On the Incident Detail page, click **Object**. The Add/Update Objects dialog appears. Use the following table to enter 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. 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.
Cancel	Click to cancel the entry.
Add Object	Click to add the object on the Incident Detail page.

8. Assign resulting actions and objects to participants:
   - Drag and drop a Resulting Action on the appropriate participant name. The action appears below the participant's name.

     Note: Resulting Actions can only be assigned to one participant, but you can assign multiple Resulting Actions if needed.
   - Drag and drop an Object on the appropriate participant name. The object appears below the participant's name.

     Note: An Object can be assigned to multiple participants, and a single object can be assigned to multiple participants.
9. 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** from the main menu.
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, click **View Change History**. The Change History dialog appears. Click on a date to view the details of the change to this incident. Enter any comments related to the change. Click **X** to close the dialog.
5. On the Incident Detail page, edit the applicable fields.
6. Click **Change Reason** to expand the change reason portion of the page.
7. Enter a brief description of the edits made to the incident.
8. Click **Submit Incident**. The Incident List page appears.

How to Edit or Delete Behavior Detail

1. On the start page, choose **Special Functions** from the main menu.
2. Click **Incident Management**. The Incident List page appears.
3. Search for the incident you want to edit. See *How to Search for Existing Discipline Incidents*.
4. Click **Behavior Detail** to expand that portion of the page.
5. Click **Delete** to mark the behavior detail for deletion. Click **Restore** to retain the behavior detail.
6. Click **Change Reason** to expand the change reason portion of the page.
7. Enter a brief description of the edits made to the incident.
8. Click **Submit Incident**. The Incident List page appears.

How to Edit or Delete Participants Roles and Relationships

1. On the start page, choose **Special Functions** from the main menu.
2. Click **Incident Management**. The Incident List page appears.
3. Search for the incident you want to edit. See *How to Search for Existing Discipline Incidents*.
4. Click **Participants Roles and Relationships** to expand that portion of the page.
5. Drag and drop the participant name to the appropriate role.
6. To delete participants, drag and drop the participant name to the Trash Can.
7. Click **Change Reason** to expand the change reason portion of the page.
8. Enter a brief description of the edits made to the incident.
9. Click **Submit Incident**. The Incident List page appears.

How to Edit or Delete Resulting Actions

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

3. Search for the incident you want to edit. See *How to Search for Existing Discipline Incidents*.
4. Click **Participants Roles and Relationships** to expand that portion of the page.
5. Click the pencil icon next to the object you want to edit. The Add/Update Resulting Actions dialog appears.
6. Edit the applicable fields.
7. Click **Update Action**.
8. To delete Resulting Actions, drag and drop the action to the Trash Can.
9. On the Incident Detail page, click **Change Reason** to expand the change reason portion of the page.
10. Enter a brief description of the edits made to the incident.
11. Click **Submit Incident**. The Incident List page appears.

How to Edit or Delete Objects

1. On the start page, choose **Special Functions** from the main menu.
2. Click **Incident Management**. The Incident List page appears.
3. Search for the incident you want to edit. See *How to Search for Existing Discipline Incidents*.
4. Click **Participants Roles and Relationships** to expand that portion of the page.
5. Click the pencil icon next to the object you want to edit. The Add/Update Objects dialog appears.
6. Edit the applicable fields.
7. Click **Update Object**.
8. To delete objects, drag and drop the object on the Trash Can.
9. On the Incident Detail page, click **Change Reason** to expand the change reason portion of the page.
10. Enter a brief description of the edits made to the incident.
11. Click **Submit Incident**. The Incident List page appears.

How to Delete a Discipline Incident

1. On the start page, choose **Special Functions** from the main menu.
2. Click **Incident Management**. The Incident List page appears.
3. Search for the incident you want to edit. 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.

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