

## HOW TO USE SCHOOL ACTIVITY REPORTS

Navigate to School Activity Reports under Records -> Juvenile/SRO -> School Activity Reports and click on it



If you cannot click on School Activity Reports in iSoms menu, you will need to ask an administrator for permissions to this module before you can use it.

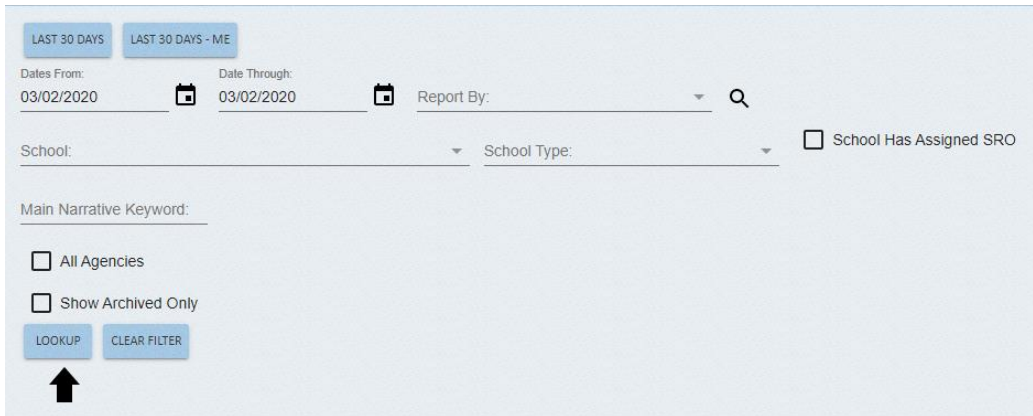
You are greeted with the search screen, where you can navigate to any School Activity Reports that have already been added and access them.

A screenshot of the 'Juvenile Activity Reports: Search' screen. The screen has a blue header with the title. Below the header, there are two buttons: 'LAST 30 DAYS' and 'LAST 30 DAYS - ME'. Underneath, there are two date pickers: 'Dates From: 03/02/2020' and 'Date Through: 03/02/2020'. To the right of the date pickers is a 'Report By:' dropdown menu and a search icon. Below the date pickers, there are two dropdown menus: 'School:' and 'School Type:'. To the right of these dropdowns is a checkbox labeled 'School Has Assigned SRO'. Below the dropdowns, there is a text input field for 'Main Narrative Keyword:'. At the bottom, there are two checkboxes: 'All Agencies' and 'Show Archived Only'. At the very bottom, there are two buttons: 'LOOKUP' and 'CLEAR FILTER'.

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At the top of the search you have two quick search buttons that you can utilize to find records that were created in the Last 30 Days and The Last 30 Days by the user logged in (ME).

You can also search by Dates From and Through, Report By, School, School Type, and Main Narrative, then click the lookup button at the bottom. (Notice that All Agencies are not selected by default, so if you want to search All Agencies, check this option before search)



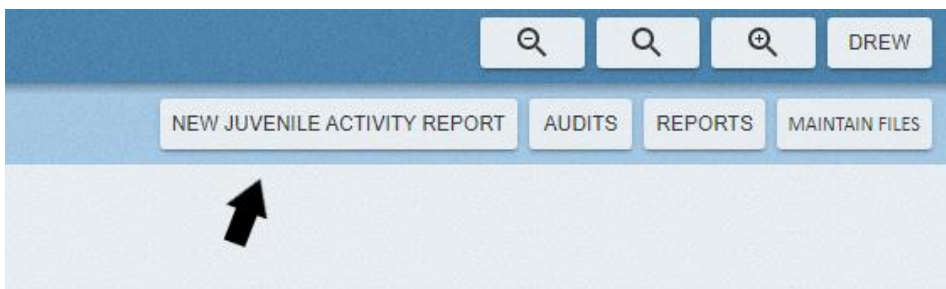
The screenshot shows a search interface with the following elements:

- Buttons for "LAST 30 DAYS" and "LAST 30 DAYS - ME".
- Fields for "Dates From:" (03/02/2020) and "Date Through:" (03/02/2020) with calendar icons.
- A "Report By:" dropdown menu and a search icon.
- Fields for "School:" and "School Type:" with dropdown arrows.
- A checkbox labeled "School Has Assigned SRO".
- A "Main Narrative Keyword:" input field.
- Two checkboxes: "All Agencies" and "Show Archived Only".
- Buttons for "LOOKUP" and "CLEAR FILTER".
- A black arrow pointing up to the "LOOKUP" button.

If any fields are missing, to enter something for those fields, they will be located in Maintain files in the top right. (If you cannot see this button, it is because you do not have permission) Ask administration to add something in the field you are needing.

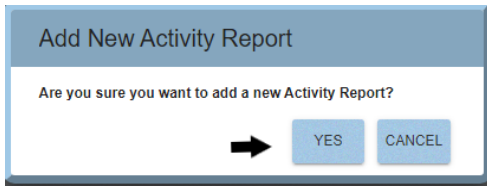
## HOW TO ADD SCHOOL ACTIVITY REPORT

To add new School Activity Report, from the search screen, navigate to the top right where it says NEW JUVENILE ACTIVITY REPORT. Click on that button.



It will ask, Are you sure you want to add a new Activity Report? Click YES.

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A new screen will appear where you can add your new School Activity Report. Enter Report Date, School, Started On Date, End On Date, any notes you may have, attachments need, and images you want to add.

The form is titled "Juvenile Activity Reports: View Record". It features navigation buttons: "<< FIRST", "< PRIOR", "NEXT >", and "LAST >>". Below these are input fields for "Report Date:" (03/02/2020), "Time:" (14:41), and "Reporting Offid:" (000 MYERS, DREW). There is a "School:" dropdown menu. Further down are fields for "Started On Date:", "Time:", "Ended On Date:", and "Time:". At the bottom, there are two checkboxes: "Substitute For Assigned SRO" and "Officer From Another Division".

The Activity Details tab is where you will record your activity. Your events will be listed here and you can click the plus and minus buttons to add or take away how many events you are apart of. You can also click the pencil to add or take away how many evens you are apart of as well.

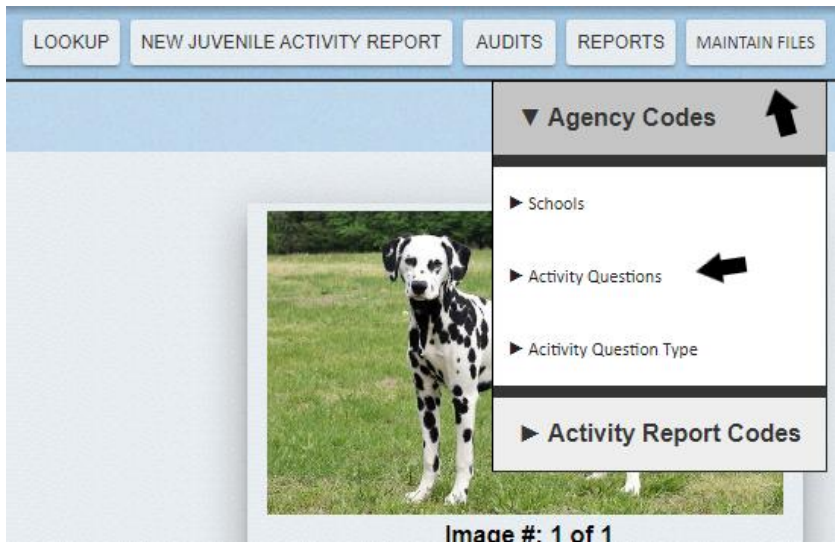
The interface shows the "Activity Details" tab selected. Below the tabs, there is a table with 26 Activity Events. The table has columns for "Activity / Event", "Rank", "Activity Count", "Substitute Count", and "Notes". Each row has three small icons at the end: a plus sign, a minus sign, and a pencil. An arrow points to the "Activity Details" tab, and another arrow points to the plus sign icon in the "CLASSROOM LECTURES" row.

Activity / Event	Rank	Activity Count	Substitute Count	Notes
ACCIDENT REPORT	0	0	0	
CALLS FOR SERVICE	0	0	0	
CLASSROOM LECTURES	0	0	0	
COURT APPEARANCE	0	0	0	
D.A.R.E. LESSONS	0	0	0	

If you add yourself to an event and decide you need to add another one. You need to create a new Juvenile Activity Report and use the same date and School after you have added the new Activity, then add the new Activity to the new report.

To add a new Activity Event, you can go to MAINTAIN FILES in the top right under Agency Codes and then Activity Questions. You must have the correct permissions to be able to add a new Question. Ask administrations if you do not have the rights to do so.

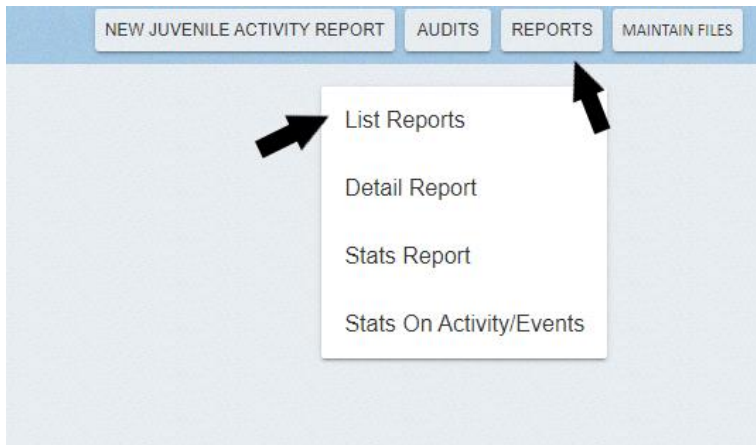
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When done entering new School Activity Report, click the save button in the top right. This will add your new School Activity Report record.

## HOW TO ACCESS JUVENILE ACTIVITY REPORTS

When on the Juvenile Activity Report search screen, in the top right next to the NEW JUVENILE ACTIVITY REPORT button, find the REPORTS button and click on that. There will be an option for list reports, detail reports, stats reports, and stats on activity/events. Select the type of reports you want to see. (List report for example)



This will direct you to the School Activity List Reports page.

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No matter which report option you click on, you can narrow down your list report by many different fields.

In List reports you can narrow down by Dates from and through, Report By, School and School Type.

You also have the option to choose to see all agencies, but you will have to check that checkbox if you want to see list reports from all agencies.

Once you have the right criteria entered that you want to see for your list reports, like Report Style, click view at the bottom to view. (Make sure PDF is selected in report format to view)

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