

HOW TO APPROVE AN INCIDENT REPORT

This guide provides a step by step walkthrough of how to approve an incident report using Beacon Connect Go to <u>admin.stage.beaconconnect.app</u>

1. Find the incidents.

From your home screen, Click the arrow under student incident reports. (You can also go to your system menu to *districts*.)

	> Home	REGION Y	LOCATION Y	Wednesday, April 17, 2024 📼 付 🙆						
6	Dashboard			Welcome to Beacon Connect						
sys	EM Messages	Notifications								
ع م	District Messages Driver Messages Family's Messages Admin Mes	essages Video Requests	Routing Reque	sts Student Incident Reports						
f	Unread Unread Unread Unread Unread Unread Of Smessages of 3 messages of 0 messages of	Pending sages of 6 requests	Pending of 2 requests	Pending of 4 reports						
ي ک										
	Districts Upcoming Events	District Req	District Requests							

2. Open individual incidents.

Look for the report that says "*Waiting Review*" and then use the bar at the bottom to scroll to the right. Click the *pen and paper icon* to open the incident report.

≣≯	Customers	Districts	Schools Cal & Events	Requests 🗸 R	eports Y Ce	GION entral	~	LOCATION Skokie	✓ Wednes 2024 10:31 A	day, April 17,	Ē	1 4	8
G	Student Incident Report												
SYSTEM	Search columns Deport to Excel Deport to Excel Deport to PDF												
	DID	otatuo	: D	istrict	: School N	lame :	Route 1	Number :	Student Name	:	Date	:	1
	163 Waiting Review		aiting Review D	istrict 34	Hoffman School		55		Captain America		04/16/2024		1
	126		Approved D	istrict 34	Hoffman	School	1		District 34		03/26/20	24	1
E⇒ Customers Districts Schools Cal & Events Requests ∨ Reports ∨ Central ∨ LocATION ∨ 2024 □ Central ↓ Ce													
Student Incident Report													
SYSTEM	TEM Descrit in all columns												
Eb	Date :	Time :	Incident	: Driver Nam	a :	Repeat Offender	:	Additional Info	: District I	lotes	: Act	ions	
QZ	04/16/2024	10:31 AM	Destruction of Proper	ty Maxwell Pol	an	No		Captain used a pen	to N/A				
r L	03/26/2024	12:00 AM	Fighting/Pushing/Trip.	Manuel Quir	natoa	Yes		Dale hit the driver w	it N/A				

3. Make changes (if needed).

Read the report and make changes as needed. If there are no changes, click *cancel* to close the window.

If there are changes that you made, click save to close the window.

			District	School Name		Wednesday, April 17,	
		Districts Scl	District 34	Hoffman School	~	2024 10:32 AM (GMT-5)	Ra Q A
	Student Incident Report		Route #	Date			
			55	4/16/2024			
		ch in all columns	Student Name	Incident Type		Export to Excel	
	Date :	Time :	Captain America 🗸	Destruction of Property	~	District Notes	: Actions
		10:31 AM	Driver Name	Repeat Offender		N/A	
		12:00 AM	Maxwell J Polan 🗸	Repeat Offender	~	N/A	
		12:00 AM	Additional Info			N/A	
		12:00 AM	Captain used a pen to poke holes in the seat.			N/A	
Apps O W	H 4 1	► Н 50	District Notes Write notes here				
					Cancel Save		

4. Approve & share with district.

Once the report is reviewed and closed again, you can click the *three dots*. To open up the actions menu, in this menu you will have the ability to *escalate to a manager, approve and share with the district, view the log or download*. Click *approve and share with the district is immediately approved*.

	Customers	Districts	Schools Cal & Events R	Reports Y	REGION Central	~	location V Skokie	Wedne 2024 10:32 #	sday, April 17, M. (GMT-5)	1 Q	8	
CL)	Student Inc	ident Report										
E-	a Sear								Export to Excel	Export to PDF		
	Date :	Time :	Incident :	Driver Name	: Repeat Offender	:	Additional Info :	Dis. +	Notes	Actions		
	04/16/2024	10:31 AM	Destruction of Property	Maxwell Polan	No		Captain used a pen to	N/A		•		
	03/26/2024	12:00 AM	Fighting/Pushing/Trip	Manuel Quinatoa	Yes		Dale hit the driver wit	N/A		Ø		
22												
	04/16/2024	10:31 AM	Destruction of Property	Maxwell Polan	No		Captain used a pen to	N/A		Ø •••		
	03/26/2024	12:00 AM	Fighting/Pushing/Trip	Manuel Quinatoa	Yes		Dale hit the viver wit	N/ ^L	scalate to Manager			
	12/10/2023	12:00 AM	Fighting/Pushing/Trip	Samuel Petros	No		Student ngnur Cha		approve & Share with I	District		
٤Ċ٦	12/10/2023	12:00 AM	Destruction of Property	Senen Perez	No		Changes	N/ V	/iew Activity Log			
APPS									ownload incident rep	ort		
	H K 1 F H 50 V Records per page								r a ura nucu rds			

The status will now change to approved and you are all set.

This guide covered the steps to how to approve an incident report in Beacon Connect.