

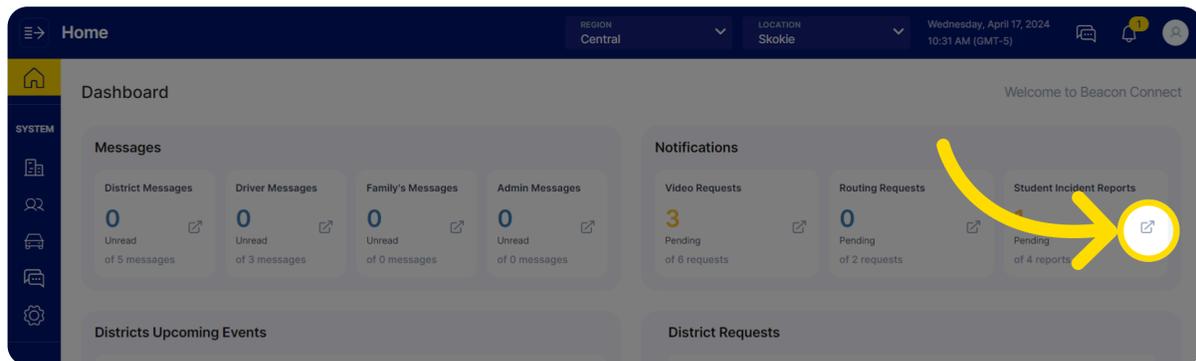
HOW TO APPROVE AN INCIDENT REPORT

This guide provides a step by step walkthrough of how to approve an incident report using Beacon Connect

Go to admin.stage.beaconconnect.app

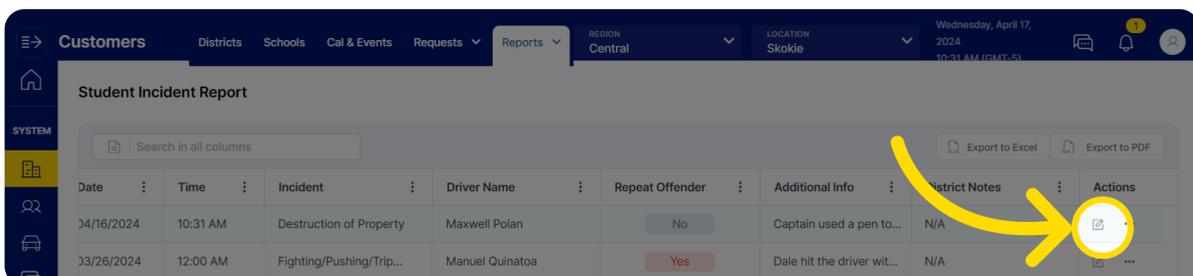
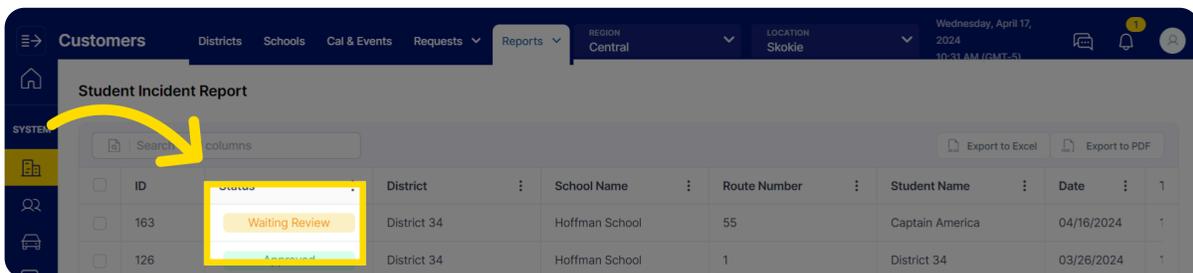
1. Find the incidents.

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



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.



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: District 34
School Name: Hoffman School
Route #: 55
Date: 4/16/2024
Student Name: Captain America
Incident Type: Destruction of Property
Driver Name: Maxwell J Polan
Repeat Offender: Repeat Offender
Additional Info: Captain used a pen to poke holes in the seat.
District Notes: Write notes here...

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* and the report will be immediately approved.

Date	Time	Incident	Driver Name	Repeat Offender	Additional Info	District 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	...
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	...
12/10/2023	12:00 AM	Fighting/Pushing/Trip...	Samuel Petros	No	Student fighter Cha...	N/A	...
12/10/2023	12:00 AM	Destruction of Property	Senen Perez	No	Changes	N/A	...

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.