

Incident Report: Minimum data requirements

- 1. **Date** - must be in the format: dd-mmm-yy
- 2. **Time** - must be in the format: hh.mm.ss PM
- 3. **Incident/Offense Type**
- 4. **Action Type**

These dates & time populate from those on the left. These can be modified.

The screenshot shows a web-based incident report form. On the left side, there are several input fields: Incident ID, Incident Ext. Code, Date (31-MAR-08), Time (01.15.00 PM), Incident/Offense Type (Abusive Behaviour: Bullying), Motivation, Incident Occurred Time, Incident Site, Weapon, Reported By, Letter Type, and Narrative. On the right side, there is a table for recording actions. The table has columns for Action Type, Date, Time, First Day, Length, Last Day, and Demerit Points. The first row shows 'Admin Discussion' with a date of 31-MAR-08 and time of 01.15.00 PM, and a first day of 31-MAR-08 and length of 1.0. A 'Printed?' checkbox is also present. Annotations 1, 2, 3, and 4 are placed in white boxes with red numbers, pointing to the Date, Incident/Offense Type, and Action Type fields respectively. A separate text box with arrows points to the Date and Time fields in the table, stating that they populate from the left and can be modified.

| Action Type      | Date      | Time        | First Day | Length | Last Day  | Demerit Points |
|------------------|-----------|-------------|-----------|--------|-----------|----------------|
| Admin Discussion | 31-MAR-08 | 01.15.00 PM | 31-MAR-08 | 1.0    | 31-MAR-08 |                |