

Instructions for Viewing Incident Reports

Each table offers the following features:

- Each table is formatted to an interactive size of 13.5 x 5 inches, thereby fitting on most monitors. Horizontal scroll bars will display if the monitor being used is smaller than 13.5 inches wide (not diagonal). Vertical scroll bars will display if too many cells have text within them that must wrap.
- Only one page can be displayed at a time.
- Each column can be sorted in ascending or descending order.
- The Incident ID field is a link. When clicked, it will display a PDF version of the Summary Report for that incident in a separate window.

At the top of each table is a toolbar that offers the following capabilities:

- First, Previous, Next, Last page buttons (from left to right).
- The current page is displayed in the box between the Previous and Next page buttons. To jump to a particular page, type the number of the page in the box and click on the Go button.
- The longer box in the middle of the toolbar is used with the Search button. Type the characters in the box and click on the Search button. The search function checks every field in the table, except the date fields, for the character(s) typed into the box and will jump to the first occurrence of the character(s) if it is not found on the current page. Only those records in the table containing the character(s) are returned, which is reflected in the total number of pages figure in the header. To return to viewing all records in the table, delete the characters from the box and click on the Search button.