





## Clery Data Entry Screen

### Quick, Easy, and Accurate!

The Report Exec Clery Reporting Module addresses the constant need for user-friendly data entry options for users of all skill levels. The module's data entry screens have been designed to provide your users with a systematic, clearly defined workflow to ensure accuracy.

Designate if the crime is hate related and choose the type.

Choose the Clery crime from this drop down here.

Pick the location type here and designate if student housing or not.

Specify the number of people involved and apply the appropriate offense or referral options for each.

Quick view total arrests and referrals here.

Hate Crime Related?	Clery Crime	Location Type	Student Housing
<input checked="" type="checkbox"/> Race <input type="checkbox"/> Gender <input type="checkbox"/> Religion <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Ethnicity <input type="checkbox"/> Disability	BURGLARY	ON CAMPUS	<input type="radio"/> Student Housing <input checked="" type="radio"/> Other

Arrest and Referral Offenses			
# of People Involved in the Incident	Offense Type	Arrested?	Referred for Discipline?
4	Alcohol Offense:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Drug Offense:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Weapon Offense:	<input type="checkbox"/>	<input type="checkbox"/>

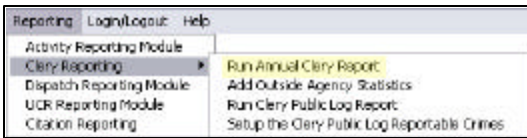
  

Total Offenses	Arrested?	Referred?
Alcohol Offense:	3	0
Drug Offense:	2	1
Weapon Offense:	0	0

- ▶ **Data Entry/Reporting Access to Only Authorized Users**
- ▶ **Convenient Access From Any Case Report**
- ▶ **User-Friendly Data Entry Screen**
- ▶ **Systematic Workflow to Ensure Information is Complete**
- ▶ **Quick View Total Offense Display to Assist in Accuracy**
- ▶ **Teamed With [www.securityoncampus.org](http://www.securityoncampus.org) to Develop!**



# Annual Clery Report All in 30 Seconds!



Running your Annual Clery Report has never been easier. With just a few clicks of your mouse, all of the Clery information you have been tracking in your case reports will compile into a complete, compliant Annual Clery Report with comprehensive Part One, Part Two and Hate Crime statistics.

When you choose to run your Annual Clery Report the options presented make the process very simple. All you'll need to do to extract your Clery stats is pick a year and click "print"!

Simply pick the year for your Annual Clery Report and click the print button. That's it!

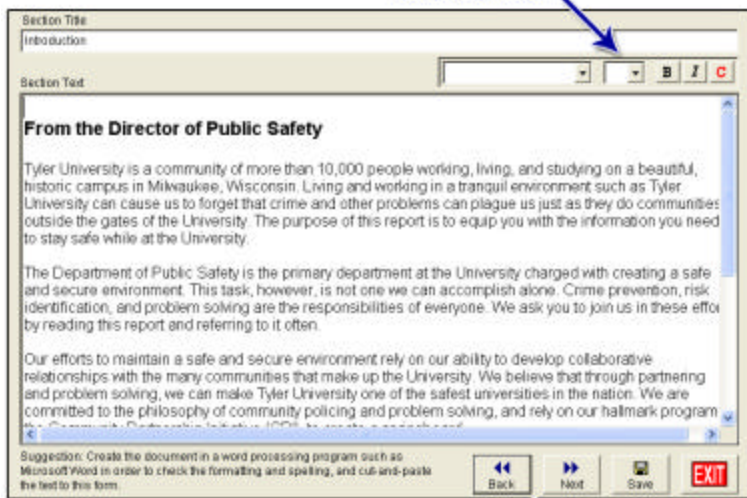


# Edit the Clery Report Word Setup Customize the Wording in Your Annual Clery Report

Edit the different text sections of the Annual Clery Report in rich text format!



When you run a full Annual Clery Report, all of the initial report documentation that introduces the campus policy and procedures and provides descriptions and definitions pertaining to Clery reporting can be customized by the organization to ensure that the report is specific to you. We have provided an easy to use **rich text format editor** that will allow you to go through each section and add specific, custom information about your campus or you can simply copy and paste from Microsoft Word or another editor!



Scroll through the different text sections and customize the report text to mold the report to fit your organization specifically!



