How to look up prior incidents in Salesforce

1. Sign in to Salesforce; search student name or ID; select Contact.

2. Click Behavior Involvements in the Related List Quick Links to open list. A '0' indicates no priors.
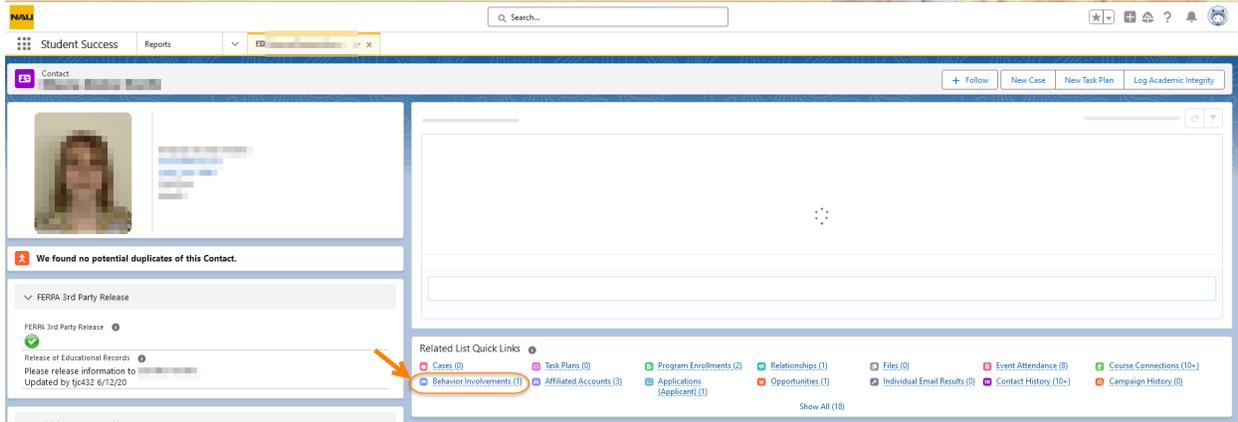
3. Click Behavior Involvement Case Number to open details.
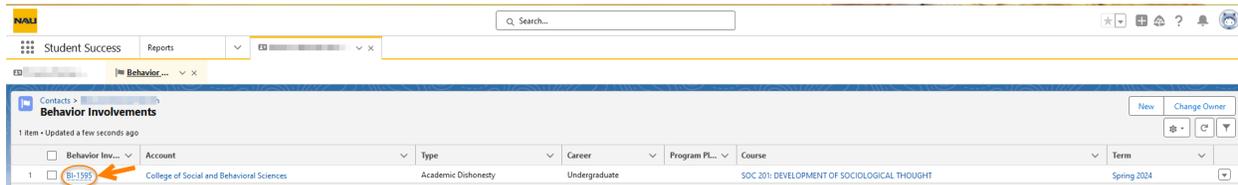
4. Incident Details
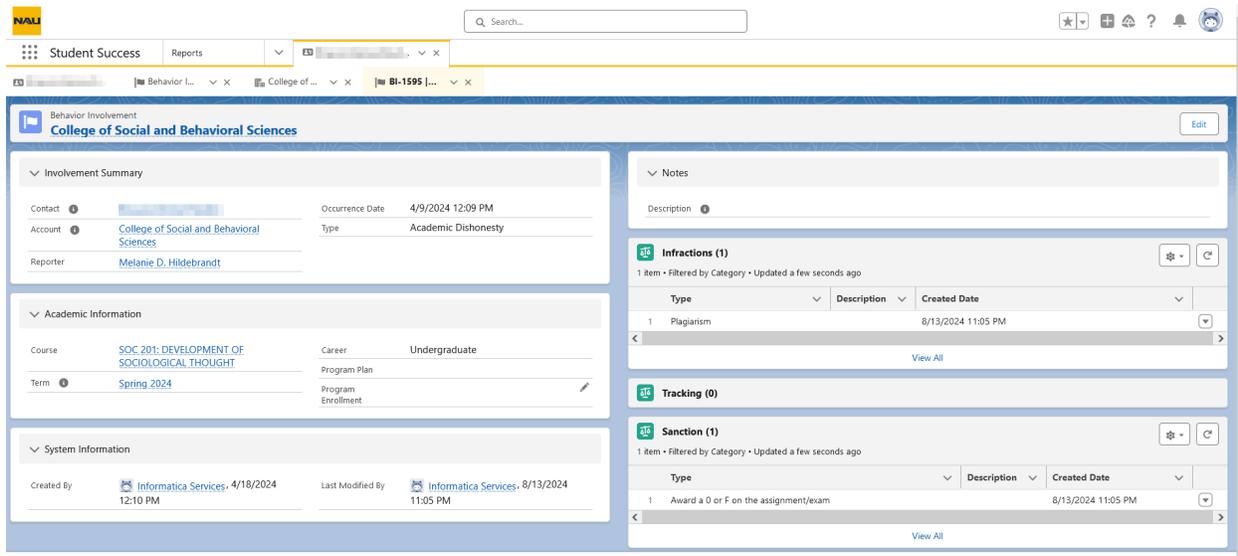
5. Record prior incidents in tracking section of the form. Enter '0' if no priors.

Number of prior offenses   *System checked; number indicates known priors.*