How to access Conduct Referrals

1. Sign into Aspen.
2. Scroll down to Tasks which will be on the right side

Tasks				Edit
Open Tasks ⬍				✚ Initiate...
Received	**Workflow**	**Task**	**Subject**	
	No Tasks			
				Detailed View
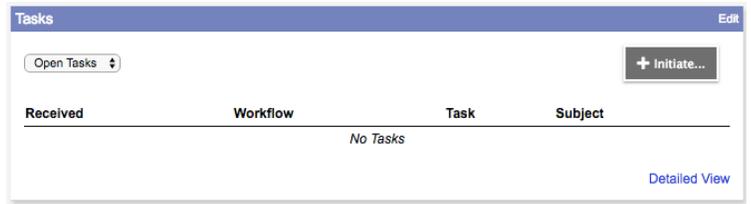
3. Click on Click on arrow next to Open Tasks to change it to Closed Tasks

Tasks

Closed Tasks ⬍

Received	Workflow
3/6/2019 12:11 PM	Conduct Referral (New)
2/28/2019 10:10 AM	Conduct Referral (New)
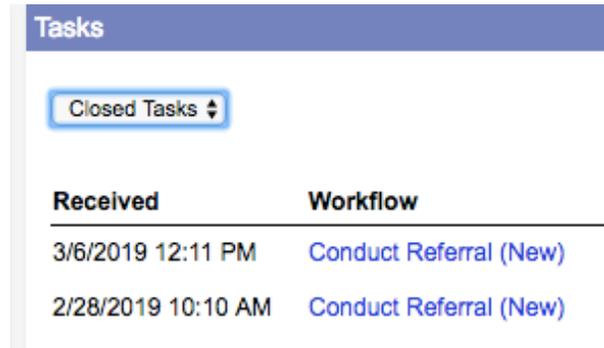
4. Click on Conduct Referral (New) to check on status

5. A new screen will pop up like this.

	Phase Name		Date Due	Completed	Completed By		
✓	Referral			3/6/2019	_	✎	🖨
✓	Determine action	Post		3/7/2019		✎	🖨
✓	Complete or Susp Letter	Complete		3/7/2019			

6. Then Click on the pencil on the right side.

7. Then this should pop up.

Enter the actions for this incident.

Conclusion	Code	Start date	End date
Finding of Violation	Apology	3/7/2019	3/7/2019
Finding of Violation	Office Detention	3/7/2019	3/7/2019

8. If the Conduct Referral is still open, then it will be blank.