

# Change the Date of a Detention

## Prerequisite Knowledge

This guide explains how to change the date of a detention once the detention has already been issued. This guide does not explain how to give detentions; if you need information about that see the **Add a detention via a behaviour incident** or the **Add a detention via the main menu** guides.

## Changing the Date of a Detention

The schedule detentions page is used for this purpose. To access the page go to:

**Main menu > Detentions > Schedule detentions**

The page will show 7 days' detentions. To change the date range of detentions that are shown click the **Date** button at the top left of the page. Select the start date of the detentions you wish to see and PARS will show the detentions for that date and the following 6 days.

The screenshot shows the PARS software interface for scheduling detentions. At the top, there is a navigation bar with a calendar icon, a filter icon, and a 'Save' button. The main heading is 'Tuesday 19/07/2016'. Below this, there are two sections for detentions:

- HOY 10 detention (15:30 - 16:00)**: This section contains a grid of six student names, each with an unchecked checkbox: Anton, Tiger (10E); Barbousci, Harold (10E); Marius, Pope (10E); Mugarisanwa, Sylvia (10E); Shanique, Whitter (10E); and Ullah, Safa (10E).
- Teacher Detention (15:30 - 16:00)**: This section contains a grid of six teacher names, each with a checked checkbox and a user icon: Abbot, Andrew (10E); Adrianson, Robert (9B); Aloia, Paolo (9F); Canterbury, Fiona (10E); Ferdinand, Lois (10F); and Hibbert, Fiona (10A).

Each detention type for each day will be shown. Pupils who are scheduled to attend a particular detention will have a tick next to their name.

If a pupil does not have a tick next to their name it means that have been issued with that type of detention, but not given a date for that detention to take place. This is called an unscheduled detention.

You can filter the types of detention shown on the page. To do this click the **Filter** button on the top toolbar. Choose the type of detention you want to see then click **Accept**.

To remove a pupil from a detention, click the tick next to their name. Their detention will become unscheduled and they will appear, without a tick, underneath every instance of that type of detention that they could attend.

Monday 18/07/2016

**HOY 10 detention (15:30 - 16:00)**

<input type="checkbox"/> Anton, Tiger (7A)	<input checked="" type="checkbox"/> Barbousci, Harold (7A)	<input checked="" type="checkbox"/> Marius, Pope (7A)
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Tuesday 19/07/2016

**HOY 10 detention (15:30 - 16:00)**

<input type="checkbox"/> Anton, Tiger (7A)	<input checked="" type="checkbox"/> Bowden, Nicholas (10C)	<input checked="" type="checkbox"/> Clean, Bianca (10D)
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Wednesday 20/07/2016

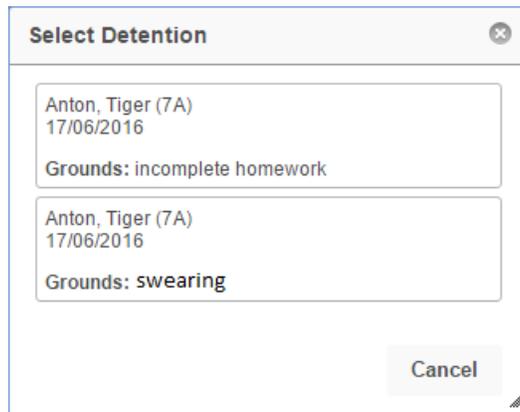
**HOY 10 detention (15:30 - 16:00)**

<input checked="" type="checkbox"/> Adedeji, Payal (10C) P	<input type="checkbox"/> Anton, Tiger (7A)	<input checked="" type="checkbox"/> Barbousci, Harold (7A)
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*In the image above, Tiger Anton has an unscheduled HOY 10 detention. His name appears in each of the HOY 10 detention slots because he could potentially attend any of them, although he is not actually scheduled to turn up to a slot.*

To place a pupil into a detention slot, click the box next to their name. A tick will appear in the box and the pupil will be scheduled to sit that detention. The pupil's name will disappear from the other detention slots if they do not have any more unscheduled detentions.

When trying to place a pupil into a particular slot, a Select Detention pop up box may appear. This means that the pupil has more than one unscheduled detention, and you must specify which detention you are scheduling.



**Select Detention** [X]

Anton, Tiger (7A)  
17/06/2016  
Grounds: incomplete homework

Anton, Tiger (7A)  
17/06/2016  
Grounds: swearing

Cancel

Once you have finished scheduling your detentions click the **Save** button at the top right of the page.