Discrimination Complaint Tracking System
Report Builder-Report Type Fields

Below are the fields each report type will add to your report.

Report Type: CASES

From the Highlights Panel

Case Number	Department Name
Status	Complainant Name
Date Received	Complaint Type(s)

From the Details Subtab

Case Record Type (Internal, DFEH, Anonymous, etc.)	Other Case Type
Case Accepted? (Yes, No)	How Complaint Originated
Case Not Accepted Reason	Department Case Number
Days Since Received	

∨ Incident Details

Incident Occurred on or About Date Unknown	Complaint Summary

∨ Investigation

Assigned Investigator	Investigative Report Has Been Uploaded-checkbox
Date Assigned	Investigation Completion Date
External Investigator	Days Since Assigned (to Investigator)

∨ Case Closure

Case Closure Date	Complaint Document Has Been Uploaded-checkbox
Status	Open-checkbox
	Closed-checkbox

∨ System Information

Case Owner	Created By
Case Owner Alias	Case Last Modified By
Opened Date	Case Last Modified Date

| Details | **Complaints** | Parties | Post Investigation | Activity Timeline |

Report Type: CASES WITH DCTS COMPLAINTS

DCTS Complaint: Record Type
Protected Category
Complaint Outcome
If other, please explain
Reason Withdrawn

DCTS Complaint: Created By
DCTS Complaint: Created Date
DCTS Complaint: Last Modified By
DCTS Complaint: Last Modified Date
*Plus all fields in the CASES Report Type

| Details | Complaints | **Parties** | Post Investigation | Activity Timeline |

Report Type: CASES WITH DCTS PARTIES

DCTS Party: Record Type
Party Type
DCTS Party: Party Name
Representative for
Role (If other)

DCTS Party: Created By
DCTS Party: Created Date
DCTS Party: Last Modified By
DCTS Party: Last Modified Date
*Plus all fields in the CASES Report Type

Report Type: CASES WITH DCTS PARTIES AND CONTACT

All of the above CASES WITH DCTS PARTIES fields plus:

Contact: First Name
Contact: Last Name
Contact: Primary Phone
Contact: Email
Contact: Billing Address Line 1
Contact: City
Contact: Zip/Postal Code
Contact: State/Province

Contact: Class Code
Contact: Class Title
Contact: Gender
Contact: Person CBID
Contact: UEID
Contact: Peace Officer-check box

*Plus all fields in the CASES Report Type

| Details | Complaints | Parties | **Post Investigation** | Activity Timeline |

Report Type: CASES WITH ACTIONS AGAINST RESPONDENTS

Action against Respondents: Record Type
Action Date
Actions Taken
Corrective Action Type
Disciplinary Action Type
If None, please explain
Other Action Taken

Other Disciplinary Action Details
Action Details
Respondent Name
Action against Respondents: Created By
Action against Respondents: Created Date
Action against Respondents: Last Modified By
Action against Respondents: Last Modified Date
*Plus all fields in the CASES Report Type

Report Type: CASES WITH POST INVESTIGATION ACTIVITIES

Post Investigation Activity: Record Type
Date of Resolution
Date Received
Response Date
Resolution Type
Resolution Amount

Terms of Resolution
Other Post Investigation Activity
Post Investigation Activity: Created By
Post Investigation Activity: Created Date
Post Investigation Activity: Last Modified By
Post Investigation Activity: Last Modified Date
*Plus all fields in the CASES Report Type

Common fields across all report types

All 5 of the above report types (CASES WITH DCTS COMPLAINTS, CASES WITH DCTS PARTIES, CASES WITH DCTS PARTIES AND CONTACT, CASES WITH ACTIONS AGAINST RESPONDENTS, and CASES WITH POST INVESTIGATION ACTIVITIES) include the option to report on fields from the CASES report type (Page 1).

Because the CASES report type fields are common fields across all report types, you will use the CASES fields to associate report types to each other in a joined report table.