

InterAct Online RMS  
MICR Submission  
Supplemental Guide



**RMS**

**Connections for Life™**



# **InterAct Public Safety**

## **MICR Submission**

### **Supplemental Guide**

#### **December 2012**

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InterAct Public Safety provides toll-free Online RMS support to qualified customers. If you have questions, concerns, or would like to send us comments, you can contact us by telephone at:

**877-257-6879.**

The Company provides technical support in English (Spanish speaking is available upon request), and offers a choice of the following support packages. Please refer to the Master Subscription Agreement for definitions where applicable.

- With Standard Support, customers may request technical support via electronic support ticket submission on a 24/7 basis. The technical support team reviews and resolves issues during business hours, 8:00 am to 6:00 PM Eastern Time.
- In addition, telephone support is available during business hours for 30 days following implementation.
- Enhanced Support includes all aspects of Standard Support and includes telephone support during business hours.
- Premium Support includes all aspects of Standard Support and includes telephone support on a 24/7 basis.

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0	12/07/2012	Original Issue	Denis Aseltine	Sue Olson

# Michigan Incident Crime Reporting

Michigan Incident Crime Reporting (MICR) Submission applies only to the state of Michigan.

- Agencies in Michigan are required to submit MICR reports to the state for inclusion with the state statistics.
- As of this writing, the State of Michigan contact is:

**Bradley Rahn**

**Phone#:** 517.241.1914

**email:** RahnB@michigan.gov

- Michigan requires three months worth of data submission with an error rate below five percent prior to an agency head being able to request MICR certification in writing.

Administrators must create datasets and submit them to Bradley Rahn by email for testing and approval prior to requesting certification. Upon request for certification and approval by MICR Unit, Agency Administrators receive information from the MICR Unit on access to the Data Exchange Gateway (DEG) for their Agency.

## Access State Incident Submission

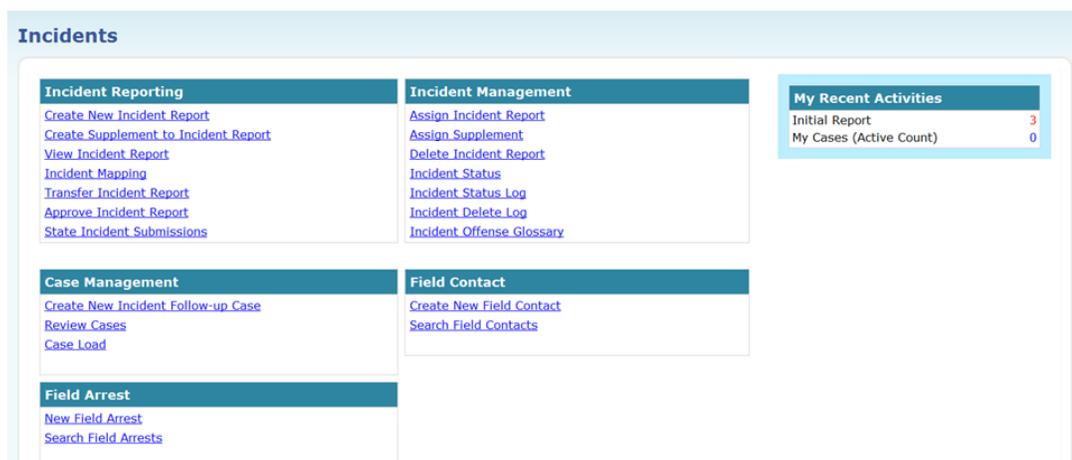
Use the following procedure to access the *State Incident Submission* page.

**Note:** To access State Incident Submission, a user must be assigned the user role of Officer Supervisor.

1. Login to Online RMS as an officer supervisor to display the *Home* page.
2. Perform one of the following actions:
  - Hover the cursor over the **Incidents** label/menu to display a drop-down list of options as shown in the partial example.



- Or, click on the **Incidents** label/menu to display the *Incidents* page as shown.



3. From the *Home* page, hover the cursor over the **Incident Reporting** label/option to display another drop-down list.



- Click to select the **State Incident Submission** option at the bottom of the list or from the *Incidents* page, click on State Incident Submission link in the **Incident Reporting** section to display the *State Incident Submissions* page.

- See "Generate New Dataset" on page 3 for further instructions.

## Generate New Dataset

Use the following procedure to create a new dataset for submission.

- Access the *State Incident Submission* page. (See "Access State Incident Submission" on page 1 for instructions, if needed.)
- Click **Generate New Data Set** in the upper right corner to display the *Generate New Dataset* page.

- Ensure that the agency shown in the **Agency** field is your agency.
- Perform a search for new incidents using the following criteria:
  - Report #s
  - Occurrence Dates

- Incident Dates
- Status Update Dates
- Status

The Incident Search function defaults to selection of all available statuses. Leave all statuses in the right pane unless you are looking for only one or two of those statuses, then move the ones you do not need to the left panel. The application locates reports dated prior to the **Status Update (To)** date that meet any of the selected statuses.

- When the search criteria is complete, click **Search** to display the search results as shown in the following example. (If a large number of incidents is being searched, this could take a few minutes.)

**Generate New Dataset** [Cancel] [Refine Search] [New Search] [Generate New Dataset] [Validate Selection]

**Incident Search:**

Status: 'READY TO BE PROCESSED-ORIGINAL','READY TO BE PROCESSED-DELETE','READY TO BE PROCESSED-REPLACE','WINDOWS UPDATE'  
 Agency: Marshall Police Department Report#:   
 Incident Date(s): Occurrence Date(s): 06/01/2012 To 06/30/2012

Select Incident(s) and click **Generate New Dataset**: [Show All](#)

Incident Report#	Incident Summary	Offenses	Submission Status	Reporting Officer	Validation Clerk	Actions
<input type="checkbox"/> 12-0963	06/24/2012 0419 Michigan,Marshall,MI,	54003 Driving Law Violations	Ready To Be Processed-Original	Potter Matthew		
<input type="checkbox"/> 12-1002	06/19/2012 1043 409,Mansion,Marshall,MI,	23005 Larceny - Theft From Motor Vehicle	Ready To Be Processed-Original	Groeneveld Andrew		
<input type="checkbox"/> 12-0989	06/27/2012 2216 Forest,Marshall,MI,	50000 Obstructing Justice	Ready To Be Processed-Original	Potter Matthew		
<input type="checkbox"/> 12-0971	06/24/2012 1700 319,Mulberry,Marshall,MI,	13001 Nonaggravated Assault	Ready To Be Processed-Original	Lankerd Joshua		
<input type="checkbox"/> 12-0969	06/24/2012 1516 319,Michigan,Marshall,MI,	23007 Larceny - Other	Ready To Be Processed-Original	Lankerd Joshua		
<input type="checkbox"/> 12-0958	06/24/2012 0628 323,Michinan,Marshall,MI,	50000 Obstructing Justice	Ready To Be Processed-Original	Lankerd Joshua		

At this point, you can click **Cancel**, **Refine Search**, **New Search**, **Generate New Dataset** or **Validate Selection** to continue. **Cancel**, **Refine Search**, and **New Search** re-display the initial *Generate New Dataset* screen.

- Click the box in the first column of the blue banner to select all the listed reports in the new dataset, or click boxes in the individual rows of the grid to select specific reports.
- Click **Generate New Dataset** at either the top or bottom of the page. (Depending on the number of incidents selected, this could take a few minutes.)

When the new dataset has been created, the detail screen displays as shown.

**Dataset Details** [Exit] [View Dataset Incident Reports]

Dataset ID: 17 (20121010-17) [Download Dataset](#)

Created on: 10/10/2012 1359 Hrs  
 Created by:

Dataset File Name: 17.txt  
 DEG File Name: 20121010-17

[Exit] [Submit to State] [Delete Dataset]

8. Click **View Dataset Incident Reports** to display a list of selected incidents as shown in the following example.

MICR Dataset Details <span style="float: right;">Back</span>						
Dataset: <a href="#">20121010-18</a>		Total Incidents: 29 Accepted Incidents: 0 Rejected Incidents: 0 Final Edit Incidents: 0 Balance Incidents: 29				
Submit Date:						
Incident Report#	Incident Summary	Offenses	UCR Validn.Status	MICR Status	Reporting Officer	
<a href="#">12-1015</a>	07/02/2012 0300 223,Kalamazoo,Marshall,MI	53001 Disorderly Conduct, 92005 Mip Civil Infraction - Possession Of Alcohol/Liquor		Ready To Be Sent	Knauf Ernst	
<a href="#">12-1018</a>	07/03/2012 1340 14555,18 1/2 MI,Marshall	49000 Escape/Flight		Ready To Be Sent	Ambrose Kristopher	
<a href="#">12-1028</a>	07/03/2012 1920 861,Michigan,Marshall,MI	11008 Sexual Contact Forcible (4th Degree), 75000 Solicitation-All Crimes Except Prostitution		Ready To Be Sent	Dekryger Troy	
<a href="#">12-1039</a>	07/05/2012 1601 Kalamazoo,Marshall,MI	53001 Disorderly Conduct, 35001 Violation Of Controlled Substance		Ready To Be Sent	Groeneveld Andrew	
<a href="#">12-1043</a>	07/06/2012 1119 603,Homer Road,Marshall,MI	23007 Larceny - Other, 29000 Damage To Property		Ready To Be Sent	Ambrose Kristopher	
<a href="#">12-1017</a>	07/02/2012 1106 839,Green,Marshall,MI	13003 Intimidation/Stalking		Ready To Be Sent	Groeneveld Andrew Dekryger Troy ,	

**Incident Report#** shows the incident report number. Click on the report number link to open the report and view it.

The *Dataset Details* page lists the Dataset ID which is also a hyperlink that allows you to download the dataset. Click on the hyperlink to open the dataset in a notepad file. Save the dataset to a location on your computer where you can get it later. (For example, save it to the desktop or to a folder in *My Documents*. You should name the folder something descriptive like *MICR Datasets*.)

9. Click **Submit to State** on the *Dataset Details* page when you are satisfied that the report is complete and correct.

The following warning message displays:



10. Click **Yes** to confirm submission; click **No** to cancel and return to the dataset.

Confirming the submission marks the records as sent, but they have not actually been sent. Upon confirmation the *Dataset Detail* page displays as shown in the following example.

**Dataset Details** Exit View Dataset Incident Reports

Dataset ID: 16 (20121015-16) Download Dataset  
Dataset File Name: 16.txt Created on: 10/15/2012 1556 Hrs  
DEG File Name: 20121015-16 Created by:  
Submit Date: 10/15/2012 1605 Hrs Submitted By: ejustice Admin

Once the submission file was processed by the State, please check 'Yes' or 'No' to indicate if Errors were reported by State.

Were Errors Reported?:  
 No  
 Yes

Comments:

Exit Save

11. Verify that the content in the **Submit Date** and time of submission and the **Submitted By** fields is correct then click **Save** and **Exit** to display the *State Incident Submissions* page.

## Post Certification

Once your agency has been certified by the State of Michigan MICR Unit, you will receive a user ID and password as well as complete instruction on uploading the Dataset File to the state for validation and inclusion in the State MICR Database.

Use the following procedure to respond to the return of an error file from the state.

1. Upon return of the error file, access the *State Incident Submissions* page. (Incidents->Incident Reporting->State Incident Submissions.)



**State Incident Submissions** ▶ Back ▶ Generate New Data Set

Search:  Search By  By Status:  ▶ Search ▶ Reset

Show Datasets having Rejected Incidents

DEG File Name# ↑	Created Date# ↑	Created By# ↑	Incident(s) Count						Submit Date# ↑	Submitted by# ↑	Agency ↑	Actions
			Orig	Rep	Del	Win Upd	Total Submitted	Accepted By State				
<a href="#">20120423-4</a>	04/23/2012	Mcdonald, Scott	0	0	0	1	0	0			Marshall Police Department	
<a href="#">20120423-2</a>	04/23/2012	Mcdonald, Scott	39	0	0	19	21	0	04/23/2012	SMCDONALD	Marshall Police Department	
<a href="#">20120404-1</a>	04/04/2012	Mcdonald, Scott	0	0	0	14	0	0			Marshall Police Department	
<a href="#">20120423-3</a>	04/23/2012	Mcdonald, Scott	0	0	0	0	0	0			Marshall Police Department	
<a href="#">20121010-16</a>	10/10/2012	Ottjepka, Adam	90	0	0	0	0	0			Marshall Police Department	

- Select the appropriate dataset file by clicking the corresponding hyperlink in the first column (to the far left, DEG File Name) or by clicking in the **Actions** column (to the far right) to display the *Dataset Details* page as shown.

**Dataset Details** ▶ Exit ▶ View Dataset Incident Reports

Dataset ID: 27 (20121008-27) [Download Dataset](#) Created on: 10/08/2012 1226 Hrs

Dataset File Name: 27.txt Created by:

DEG File Name: 20121008-27

Submit Date:  10/08/2012  1226 Hrs Submitted By:  Marshall, Eric

Once the submission file was processed by the State, please check 'Yes' or 'No' to indicate if Errors were reported by State.

Were Errors Reported?:  No  Yes

Error File Upload:

Comments:

▶ Exit ▶ Save

- On the *Dataset Details* page (as shown in Step 2), continue as follows:
  - If your submission had no errors, click the **No** radio button in the **Were Errors Reported** section to display the following message.

**Dataset Details** ▶ Exit ▶ View Dataset Incident Reports

Dataset ID: 16 (20121015-16) [Download Dataset](#) Created on: 10/15/2012 1556 Hrs

Dataset File Name: 16.txt Created by:

DEG File Name: 20121015-16

Submit Date:

Once the submission file were reported by State.

Were Errors Reported?:  Yes  No

Comments:

▶ Exit ▶ Save

**Message from InterAct**

This action will update the Status of the Dataset to ACCEPTED by State for all Incidents. Do you want to Continue? Yes/No

- If you received an error report back from the state, click the **Yes** radio button to display the following message.



4. Continue as follows:

- Click **Yes** to first message to complete the submission process by changing the status of the dataset to accepted.
- Click **Yes** to second message to display the *MICR Dataset Details* page as shown in the following example, and continue with Step 5.

MICR Dataset Details							Back	Reset Selections	Update
Dataset: <b>20121019-16</b>		Total Incidents: 29			Accepted Incidents: 0				
Submit Date: 10/19/2012		Rejected Incidents: 0			Final Edit Incidents: 0				
		Balance Incidents: 29							
Accept All	Reject All	Incident Report#	Incident Summary	Offenses	UCR Validn. Status	MICR Status	Reporting Officer		
<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">12-1028</a>	07/03/2012 1920 861,Michigan,Marshall,MI	11008 Sexual Contact Forcible (4th Degree), 75000 Solicitation-All Crimes Except Prostitution		Sent Waiting For Response	Dekryger Troy		
<input type="radio"/>	<input checked="" type="radio"/>	<a href="#">12-1053</a>	07/07/2012 1648 Mansion,Marshall,MI	50000 Obstructing Justice		Sent Waiting For Response	Potter Matthew		
<input type="radio"/>	<input checked="" type="radio"/>	<a href="#">12-1023</a>	07/03/2012 0300 200,Madison,Marshall,MI	57001 Trespass		Sent Waiting For Response	Dekryger Troy , Ottjepka Adam		
<input type="radio"/>	<input checked="" type="radio"/>	<a href="#">12-1035</a>	07/04/2012 2200 Michigan,Marshall,MI	41002 Liquor Violations - Other		Sent Waiting For Response	Knauf Ernst		
<input type="radio"/>	<input checked="" type="radio"/>	<a href="#">12-1038</a>	07/05/2012 1357 323,Michigan,Marshall,MI	50000 Obstructing Justice		Sent Waiting For Response	Lankerd Joshua		
<input type="radio"/>	<input checked="" type="radio"/>	<a href="#">12-1051</a>	07/07/2012 1149 I-94,Marshall,MI	54003 Driving Law Violations, 41002 Liquor Violations - Other		Sent Waiting For Response	Ambrose Kristopher , Friend Lee , Nye Jerry , McDonagh James Brian		
<input type="radio"/>	<input checked="" type="radio"/>	<a href="#">12-1015</a>	07/02/2012 0300	53001 Disorderly Conduct, 92005 Mip Civil Infraction		Sent Waiting For	Knauf Ernst		

5. Compare the reports rejected by the state on the Error Report with the reports in this list and click the radio button that indicates the appropriate status for each report. (On the Error Report, each report that was accepted is indicated by a Y in the last column of the corresponding row; each report that was rejected is indicated by an N.)

**Note:** The most efficient way to do this is to click the **Accept All** radio button in the blue banner to mark all reports as accepted. Then, click the **Rejected** radio button in the first column of the list for each report that contained errors.

6. Click **Update**.

