



## Online RMS

11.4

Incident Based Reporting

NIBRS and State Reporting Guide

August 2020



# Caliber Public Safety

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### Incident Based Reporting

### NIBRS and State Reporting Guide

### August 2020

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- Whether all users are affected
- Any error messages on the screen
- Any efforts made to correct a situation
- Duration of the problem

This information will help us serve you more efficiently and accurately.

### Document Information

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### Abstract or Description:

The Online RMS User Guide contains information and instructions for personnel who provide administrative support to agencies.

Rev #	Date	Comment
0	10/02/2013	Original
1	04/01/2018	Version 10.30 updates
2	01/01/2019	Version 11.1.0 updates

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# Chapter 1. Introduction

## Overview

The purpose of this document is to provide instructions on the procedure necessary to produce Summary UCR Reports from the Online RMS application. This document may refer to NIBRS (National Incident Based Reporting System). UCR is a Summary Based Reporting system and NIBRS is an Incident Based Reporting system, both administered by the FBI. The application collects NIBRS data and then converts it to Summary UCR Reports based on the CJS document *Conversion of National Incident Based Reporting System (NIBRS) Data to Summary Reporting System (SRS, aka:UCR) Data Version 3.0*, Dated 07/20/2012.

You access a data set (file) that contains all Agency reports that have a reportable offense that is in approved status. They filter out the reports for inclusion in the file to be used to create the Summary UCR Reports. This is typically on a monthly basis but can be filtered as necessary.

## Role and Permission Requirements

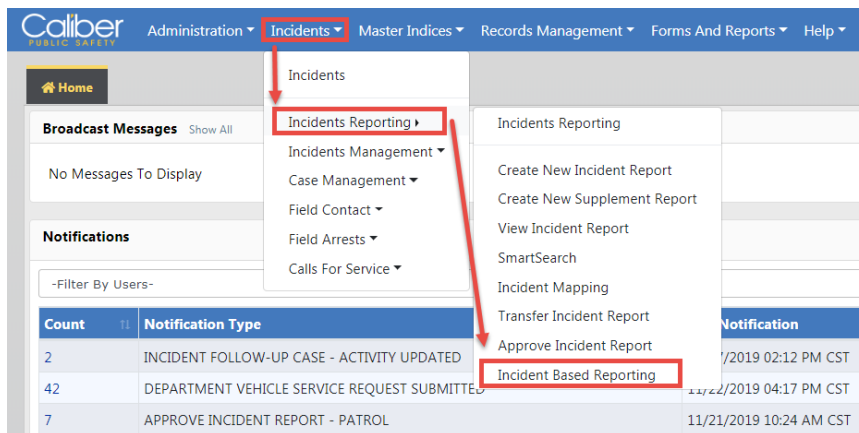
Your user account must have the role DATA\_SUBMISSIONS\_MGR or the *Incident Based Reporting* permission. The permission can be assigned to any role that the agency administrator would like. Please contact Online RMS Support for assistance on role or permission changes.

## Accessing the IBR Module

From your *home page* there are three ways to access the **Incident Based Reporting (IBR) Module**.

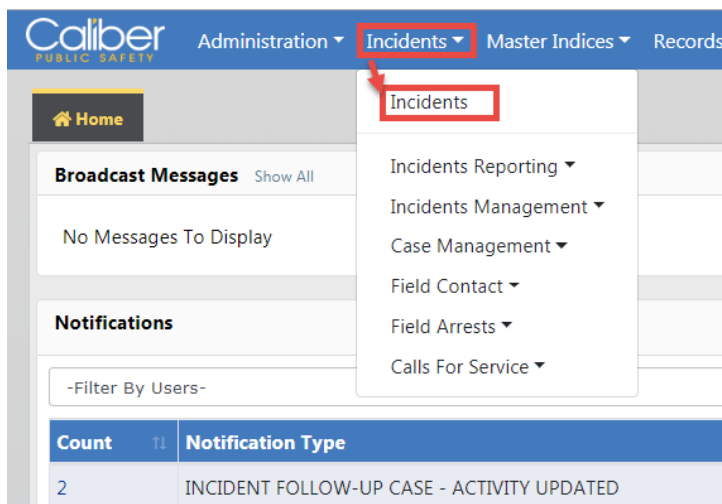
- Method 1

Click on the **Incidents** button on the top navigation bar to display a drop-down menu, click on **Incident Reporting**, then **Incident Based Reporting**.



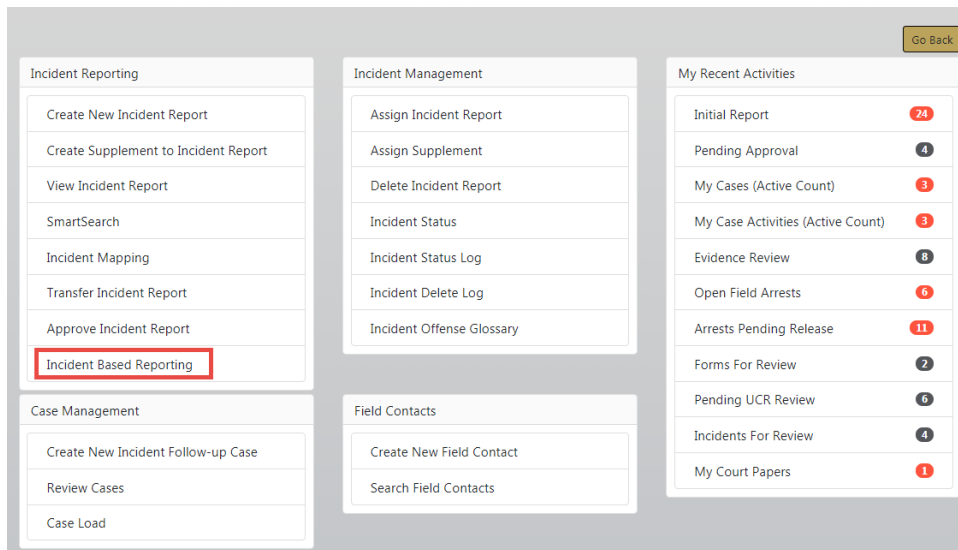
- Method 2

Click on the **Incidents** button on the top navigation bar to display a drop-down menu, then click on **Incidents**.



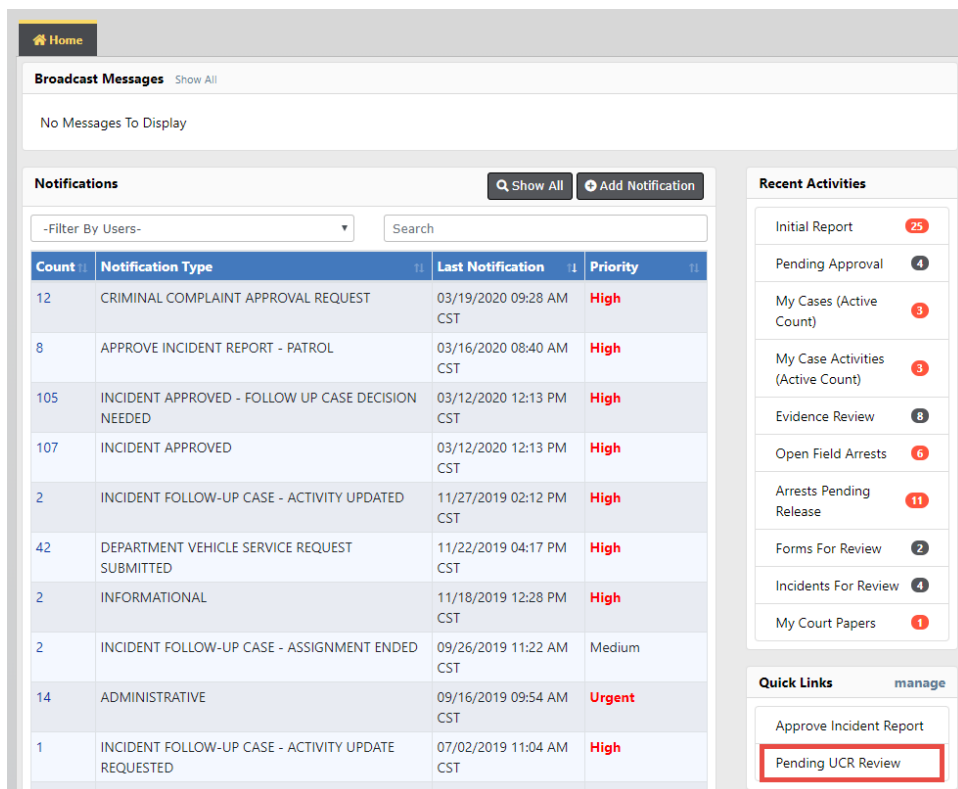
Click on the **Incident Based Reporting** link.





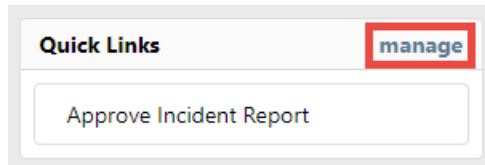
- Method 3

On your home page, click on the **Pending UCR Review** link under *Quick Links*. If the **Pending UCR Review** link doesn't appear, you can with appropriate permissions, add this link to the *Quick Links* box.

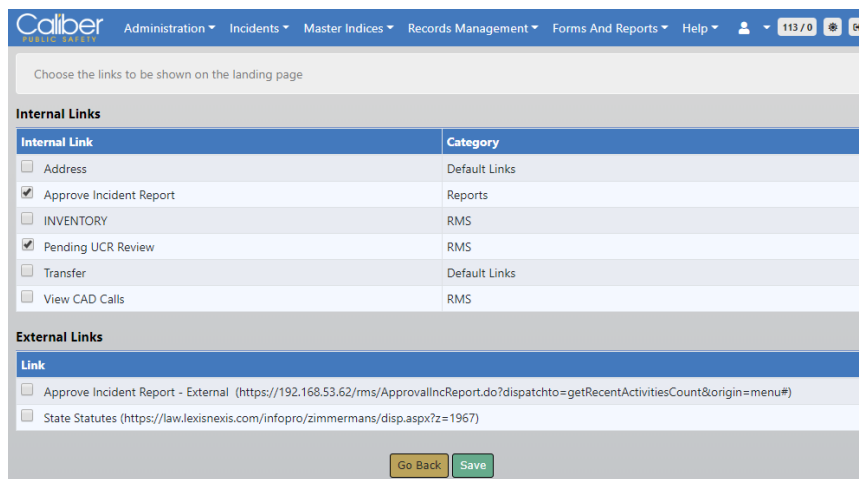


## How to Add Pending UCR Review to *Quick Links*:

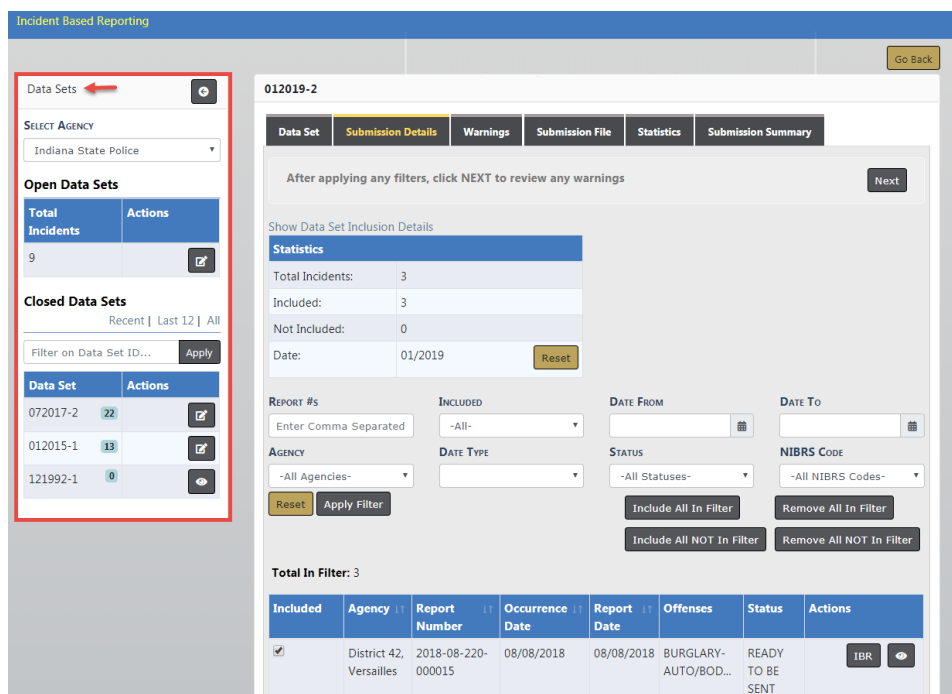
Click on the **Manage** link.



Check the **Pending UCR Review** box in the **Internal Links** section, then click **Save**.



No matter which method you choose to access the **Incident Based Reporting (IBR) Module**, the **Data Sets** page opens:



For basic details on how to use this page, refer to "Basic Layout and Functionality" on page 7 .




# Chapter 2. Basic Layout and Functionality

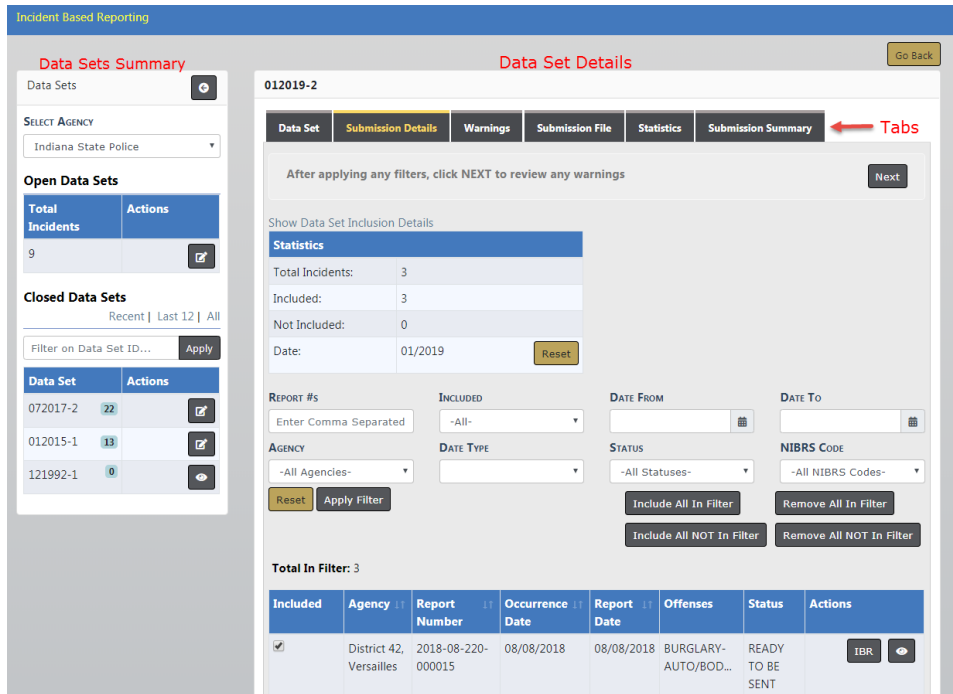
## Page Layout

The layout of the Incident Based Reporting module is logically designed for easy navigation and use.

## Data Set Summary and Details

A summary of all *Open* and *Closed* Data Sets appear on the left.

Data Set *details* appear on the right with tabs. If *details* do not appear on the right, click the edit icon  on one of the Data Sets in the summary section to open details of that Data Set.




The screenshot displays the 'Incident Based Reporting' interface. On the left, the 'Data Sets Summary' panel shows a list of data sets under 'Open Data Sets' and 'Closed Data Sets'. The 'Open Data Sets' section includes a table with columns 'Data Set' and 'Actions'. The 'Closed Data Sets' section includes a table with columns 'Data Set' and 'Actions'. The 'Data Set Details' panel on the right shows the details for data set '012019-2'. It includes tabs for 'Data Set', 'Submission Details', 'Warnings', 'Submission File', 'Statistics', and 'Submission Summary'. The 'Statistics' tab is active, showing a table with columns 'Included', 'Agency', 'Report Number', 'Occurrence Date', 'Report Date', 'Offenses', 'Status', and 'Actions'. The table contains one row with data for 'District 42, Versailles'.

**Data Sets Summary**

SELECT AGENCY: Indiana State Police




**Open Data Sets**

Total Incidents	Actions
9	

**Closed Data Sets**

Recent | Last 12 | All

Filter on Data Set ID...

Data Set	Actions
072017-2 22	
012015-1 13	
121992-1 0	

**Data Set Details**

012019-2

Go Back

← Tabs

After applying any filters, click NEXT to review any warnings

Show Data Set Inclusion Details

**Statistics**

Total Incidents:	3
Included:	3
Not Included:	0
Date:	01/2019 <input type="button" value="Reset"/>


**REPORT #s** INCLUDED DATE FROM DATE TO

Enter Comma Separated -All-

**AGENCY** DATE TYPE STATUS NIBRS CODE

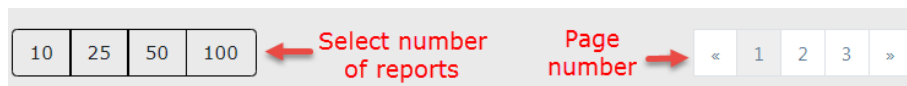
-All Agencies-  -All Statuses- -All NIBRS Codes-

Total In Filter: 3

Included	Agency	Report Number	Occurrence Date	Report Date	Offenses	Status	Actions
<input checked="" type="checkbox"/>	District 42, Versailles	2018-08-220-000015	08/08/2018	08/08/2018	BURGLARY-AUTO/BOD...	READY TO BE SENT	<input type="button" value="IBR"/> 

## Page Adjustments

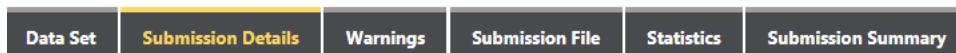
Page adjustments appear at the bottom of the Data Set Details section. The bottom left numbers are used to select the number of reports you want to see in the grid. The bottom right numbers represent the number of pages based on your data set selection and the number of reports chosen.



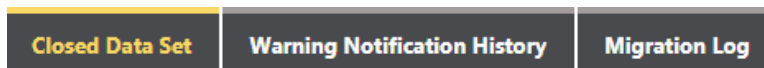
## Tabs

Data in the Data Set Details section is grouped into tabs. Tab labels and contents vary between *open* and *closed* data sets.

### Open Data Sets




### Closed Data Sets



For details on the basic functionality of this page, refer to "Basic Functionality" below.

## Basic Functionality

### View Details of a Data Set

Click the edit icon  on one of the Data Sets in the summary section to open details of that Data Set.

**Data Sets**

SELECT AGENCY  
Indiana State Police

**Open Data Sets**

Total Incidents	Actions
9	

**Closed Data Sets**  
Recent | Last 12 | All

Filter on Data Set ID... **Apply**

Data Set	Actions
072017-2 22	
012015-1 13	
121992-1 0	

**012019-2**

Data Set	Submission Details	Warnings	Submission File
<b>Statistics</b>			
Total Incidents:	3		
Included:	3		
Not Included:	0		
Date:	01/2019	<b>Reset</b>	

One or more Systems is compatible with XML Generation.

System	# of Files Generated
NIBRS	0 / 3

**Data Sets**

SELECT AGENCY  
Indiana State Police

**Open Data Sets**

Total Incidents	Actions
9	

**Closed Data Sets**  
Recent | Last 12 | All

Filter on Data Set ID... **Apply**

Data Set	Actions
072017-2 22	
012015-1 13	
121992-1 0	

**Data Set: 072017-2**

Closed Data Set	Warning Notification History	Migration Log
<b>Statistics</b>		
Total Incidents:	22	
Accepted Incidents:	0	
Rejected Incidents:	22	
Balance:	0	

One or more Systems is compatible with XML Generation.

System	# of Files Generated
NIBRS	0

Search and select incident reports with errors and mark as 'Rejected'

**REPORT #s:** Enter Comma Separated Report Numbers To Filter **STATUS** -Select-

**Reset** **Apply Filter**

## Hide and Unhide Data Set Summary

You can hide and unhide the Data Set summary to change the size of the details section that appears on the right of the page.

Incident Based Reporting

Click to hide the Data Sets section

Go Back

Data Sets

SELECT AGENCY  
Indiana State Police

Open Data Sets

Total Incidents	Actions
9	

Closed Data Sets

Recent | Last 12 | All

Filter on Data Set ID... Apply

Data Set	Actions
072017-2 22	
012015-1 13	
121992-1 0	

012019-2

Data Set Submission Details Warnings Submission File Statistics Submission Summary

After applying any filters, click NEXT to review any warnings

Next

Show Data Set Inclusion Details

Statistics	
Total Incidents:	3
Included:	3
Not Included:	0
Date:	01/2019

Reset

REPORT #  
Enter Comma Separated Report #

INCLUDED  
-All-

DATE FROM  
[Calendar Icon]

DATE TO  
[Calendar Icon]

AGENCY  
-All Agencies-

DATE TYPE  
[Dropdown]

STATUS  
-All Statuses-

NIBRS CODE  
-All NIBRS Codes-

Reset Apply Filter

Include All In Filter Remove All In Filter

Include All NOT In Filter Remove All NOT In Filter

Total In Filter: 3

Incident Based Reporting

Show List Click to unhide Data Set section

Go Back

012019-2

Data Set Submission Details Warnings Submission File Statistics Submission Summary

After applying any filters, click NEXT to review any warnings

Next

Show Data Set Inclusion Details

Statistics	
Total Incidents:	3
Included:	3
Not Included:	0
Date:	01/2019

Reset

REPORT #  
Enter Comma Separated Report #

INCLUDED  
-All-

DATE FROM  
[Calendar Icon]

DATE TO  
[Calendar Icon]

AGENCY  
-All Agencies-

DATE TYPE  
[Dropdown]

STATUS  
-All Statuses-

NIBRS CODE  
-All NIBRS Codes-

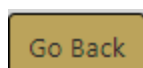
Reset Apply Filter

Include All In Filter Remove All In Filter

Include All NOT In Filter Remove All NOT In Filter

## Return to Previous Screen

Click the **Go Back** button on the upper right of the screen to return to the previous screen.





## Navigate the Tabs

Click on a specific tab in the details section to view information specific to that tab. When focused on a specific tab, the tab label changes to yellow.

After applying any filters, click NEXT to review any warnings [Next](#)

Show Data Set Inclusion Details

**Statistics**

Total Incidents:	3
Included:	3
Not Included:	0
Date:	01/2019 <a href="#">Reset</a>

**REPORT #s**  **INCLUDED**  **DATE FROM**  **DATE TO**

**AGENCY**  **DATE TYPE**  **STATUS**  **NIBRS CODE**

One or more Systems is compatible with XML Generation.

System	Download File	File Date	Generate File
CLERY			<input type="checkbox"/>
NIBRS	<a href="#">286_NIBRS.txt</a> <a href="#">Reset</a>	11/25/2019 1150	<input type="checkbox"/>
SCIBRS			<input type="checkbox"/>

[Generate Submission File](#) [Close Data Set](#)


System	# of Files Generated	Actions
NIBRS	0 / 3	<a href="#">Download</a> <a href="#">Alert</a> <a href="#">View</a> <a href="#">Print</a>

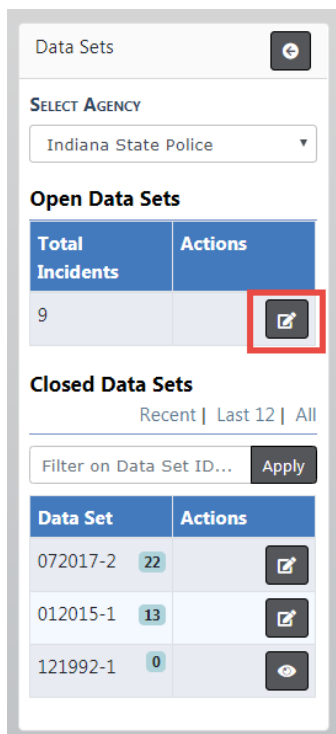


# Chapter 3. Submission Files

## Initiate Submission File

Follow the instructions below to initiate a submission file.

1. Access the Incident Base Reporting Module. For details, refer to "Accessing the IBR Module" on page 1.
2. Click the edit icon  in the Actions column of the *Open Data Set* you want to use. The Data Set opens on the right side of the window defaulting to the *Submission Details* tab.



**Data Sets**

SELECT AGENCY: Indiana State Police

**Open Data Sets**

Total Incidents	Actions
9	[Icon]

**Closed Data Sets**

Recent | Last 12 | All

Filter on Data Set ID... [Apply]

Data Set	Actions
072017-2 22	[Icon]
012015-1 13	[Icon]
121992-1 0	[Icon]

**012019-2**

Go Back

**Data Set** | Submission Details | Warnings | Submission File | Statistics | Submission Summary

After applying any filters, click NEXT to review any warnings [Next]

Show Data Set Inclusion Details

Statistics	
Total Incidents:	3
Included:	3
Not Included:	0
Date:	01/2019 [Reset]

REPORT #S: Enter Comma Separat: [Reset] [Apply Filter]

INCLUDED: -All- [Reset] [Apply Filter]

DATE FROM: [Reset] [Apply Filter]

DATE TO: [Reset] [Apply Filter]

AGENCY: -All Agencies- [Reset] [Apply Filter]

DATE TYPE: [Reset] [Apply Filter]

STATUS: -All Statuses- [Reset] [Apply Filter]

NIBRS CODE: -All NIBRS Codes- [Reset] [Apply Filter]

Include All In Filter [Reset] [Apply Filter]

Remove All In Filter [Reset] [Apply Filter]

Include All NOT In Filter [Reset] [Apply Filter]

Remove All NOT In Filter [Reset] [Apply Filter]

Total In Filter: 3

- Click on the *Data Set* tab and enter the **Month** and **Year** of the IBR report you intend to generate.

The submission file will contain incident reports from the targeted month and any incident reports from prior months that have not been reported or have since been modified.

If you have not completed this action before you will need to start at the Month and Year that you began using this application and create Submission File by Month until you reach the present.

**012019-2**

Go Back

**Data Set** | Submission Details | Warnings | Submission File | Statistics | Submission Summary

**SUBMISSION DATE**

Month: December [Next]

Year: 2019 [Next]

- Click the **Next** button to generate a list of submissions candidates. The *Submission Details* tab displays with the results. This may take a minute, depending on the number of Incidents being reported in the selected month.

After applying any filters, click NEXT to review any warnings Next

Show Data Set Inclusion Details

Statistics	
Total Incidents:	9
Included:	9
Not Included:	0
Date:	12/2019 <span>Reset</span>

REPORT #s Enter Comma Separat INCLUDED -All- DATE FROM  DATE TO   
 AGENCY -All Agencies- DATE TYPE  STATUS -All Statuses- NIBRS CODE -All NIBRS Codes-  
Reset Apply Filter Include All In Filter Remove All In Filter  
Include All NOT In Filter Remove All NOT In Filter

Total In Filter: 9

Included	Agency	Report Number	Occurrence Date	Report Date	Offenses	Status	Actions
<input checked="" type="checkbox"/>	District 42, Versailles	2019D4210229	04/09/2019	04/09/2019	BURGLARY-APARTMEN...	READY TO BE SENT	<span>IBR</span>
<input checked="" type="checkbox"/>	District 42, Versailles	2019D4210227	04/03/2019	04/03/2019	BURGLARY-AIRPORT	READY TO BE SENT	<span>IBR</span>

- Adjust the number of reports on each page by scrolling down and selecting the **number of reports** you want per page.

The **number of pages** display on the right and are based on your previous selection and the number of reports.

10 25 50 100 ← Select number of reports
Page number →
« 1 2 3 »

- If necessary, apply additional filters by entering criteria in the available fields on the *Submission Details* tab.

After applying any filters, click NEXT to review any warnings Next

Show Data Set Inclusion Details

Statistics	
Total Incidents:	9
Included:	9
Not Included:	0
Date:	12/2019 <span>Reset</span>

REPORT #s:  INCLUDED:  DATE FROM:  DATE TO:

AGENCY:  DATE TYPE:  STATUS:  NIBRS Code:

Reset Apply Filter Include All In Filter Remove All In Filter  
Include All NOT In Filter Remove All NOT In Filter

- a. Click the **Apply Filter** button to return a list that matches your criteria.

REPORT #s:  INCLUDED:  DATE FROM:  DATE TO:

AGENCY:  DATE TYPE:  STATUS:  NIBRS Code:

Reset Apply Filter Include All In Filter Remove All In Filter  
Include All NOT In Filter Remove All NOT In Filter

Date: Occurrence Date Between 04/02/2019 and 04/09/2019

Total In Filter: 3 Including: 3 Removing: 0 Update Selected

Included	Agency	Report Number	Occurrence Date	Report Date	Offenses	Status	Actions
<input checked="" type="checkbox"/>	District 42, Versailles	2019D4210229	04/09/2019	04/09/2019	BURGLARY-APARTMEN...	READY TO BE PROCESSED-ORIGINAL	<span>IBR</span> <span></span>
<input checked="" type="checkbox"/>	District 42, Versailles	2019D4210227	04/03/2019	04/03/2019	BURGLARY-AIRPORT	READY TO BE PROCESSED-ORIGINAL	<span>IBR</span> <span></span>
<input checked="" type="checkbox"/>	District 42, Versailles	2019D4210226	04/02/2019	04/02/2019	BATTERY-FIREARM	READY TO BE PROCESSED-ORIGINAL	<span>IBR</span> <span></span>

- b. Optionally, **uncheck** individual reports in the list you want to *exclude*, then click the **Update Selected** button.

Date: Occurrence Date Between 04/02/2019 and 04/09/2019

Total In Filter: 3 Including: 2 Removing: 0 Update Selected

Included	Agency	Report Number	Occurrence Date	Report Date	Offenses	Status	Actions
<input checked="" type="checkbox"/>	District 42, Versailles	2019D4210229	04/09/2019	04/09/2019	BURGLARY-APARTMEN...	READY TO BE PROCESSED-ORIGINAL	<span>IBR</span> <span>👁</span>
<input type="checkbox"/>	District 42, Versailles	2019D4210227	04/03/2019	04/03/2019	BURGLARY-AIRPORT	READY TO BE PROCESSED-ORIGINAL	<span>IBR</span> <span>👁</span>
<input checked="" type="checkbox"/>	District 42, Versailles	2019D4210226	04/02/2019	04/02/2019	BATTERY-FIREARM	READY TO BE PROCESSED-ORIGINAL	<span>IBR</span> <span>👁</span>

10 25 50 100

- Click the **Next** button to review any warnings. For details on reviewing warnings, refer to "Warnings and Notifications" below.

Data Set
Submission Details
Warnings
Submission File
Statistics
Submission Summary

After applying any filters, click NEXT to review any warnings Next

## Warnings and Notifications

Follow the instructions below to access and review warnings and notifications before submitting the file.

- Access the Incident Base Reporting Module. For details, refer to "Accessing the IBR Module" on page 1.
- Initiate a Submission File and apply applicable filters. For details, refer to "Initiate Submission File" on page 13.
- On the *Warnings* tab, review applicable warnings and notifications to identify incidents that are not susceptible to FBI Audit. Warnings and Warning Notification History are grouped into sub-tabs.

After reviewing any warnings (if applicable), click NEXT to generate the submission file. [Next](#)

**Warnings** **Warning Notification History** ← Sub-Tabs

📄 📊 ← Export to PDF or Excel File



The Data Audit Warnings tab provides the opportunity for an agency to self-audit incident reports included in the data submission that may be at risk of a data audit by the IBR authority. Data audits represent data situations that are commonly flagged by IBR authorities as uncommon or overly used that should be evaluated by the agency prior to submission. The goal of this process is to ensure the quality and accuracy of data submitted to the IBR authority.

# of Affected Incidents	Type	Message
1	NIBRS	Not all 35A offenders are under the influence at the time of the offense (For example, dealers). For drug offenses, at the time the offense occurred, was the offender suspected or known to be using drugs? If not, the entry should be N (Not Applicable).
4	NIBRS	Incident was listed as being a Cargo Theft. Please review the incident and verify that a cargo theft actually occurred.
6	NIBRS	Incident contains a Hate Bias Motivation. Please verify that Hate/Bias was a factor in the incident.

























4. On the *Warnings* sub-tab, click on the **arrow** to the far left of a warning message to display a list of incidents.



**Warnings** **Warning Notification History**

The Data Audit Warnings tab provides the opportunity for an agency to self-audit incident reports included in the data submission that may be at risk of a data audit by the IBR authority. Data audits represent data situations that are commonly flagged by IBR authorities as uncommon or overly used that should be evaluated by the agency prior to submission. The goal of this process is to ensure the quality and accuracy of data submitted to the IBR authority.

# of Affected Incidents	Type	Message															
> 1	NIBRS	Not all 35A offenders are under the influence at the time of the offense (For example, dealers). For drug offenses, at the time the offense occurred, was the offender suspected or known to be using drugs? If not, the entry should be N (Not Applicable).															
<div>▼ 4</div>	NIBRS	Incident was listed as being a Cargo Theft. Please review the incident and verify that a cargo theft actually occurred.															
Remove All																	
	<table><thead><tr><th>Remove</th><th>Report #</th><th>Actions</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>2019D4210222</td><td>  IBR</td></tr><tr><td><input type="checkbox"/></td><td>2018-08-220-000015</td><td>  IBR</td></tr><tr><td><input type="checkbox"/></td><td>2018-08-218-000014</td><td>  IBR</td></tr><tr><td><input type="checkbox"/></td><td>2017D4210062</td><td>  IBR</td></tr></tbody></table>	Remove	Report #	Actions	<input type="checkbox"/>	2019D4210222	  IBR	<input type="checkbox"/>	2018-08-220-000015	  IBR	<input type="checkbox"/>	2018-08-218-000014	  IBR	<input type="checkbox"/>	2017D4210062	  IBR	
Remove	Report #	Actions															
<input type="checkbox"/>	2019D4210222	  IBR															
<input type="checkbox"/>	2018-08-220-000015	  IBR															
<input type="checkbox"/>	2018-08-218-000014	  IBR															
<input type="checkbox"/>	2017D4210062	  IBR															
> 6	NIBRS	Incident contains a Hate Bias Motivation. Please verify that Hate/Bias was a factor in the incident.															

5. Optionally click on the view icon  to view an incident.

Click to return to Submission File Warnings → [Hide Record Viewer](#)

Incident - 2019D4210222

Click to open the Incident Report → [Open in Incident Summary Page](#)

Summary

REPORT #	SUPPLEMENTS	AGENCY
2019D4210222	0,1	District 42, Versailles
REPORT DATE	OCCURRENCE DATE	
03/18/2019 22:07	03/18/2019 22:07	
SUMMARY		
Yes hello		
LOCATION		
600 North Apple Street GREENFIELD, IN 46140		

Officers


Last Name	First Name	Badge #	Title	Role	Agency	Supp #
Wright	Greg	9696	SERGEANT-CAPTAIN-WIN	Approving	District 42, Versailles	0
Wright	Greg	9696	SERGEANT-CAPTAIN-WIN	Reporting	District 42, Versailles	0
Wright	Greg	9696	SERGEANT-CAPTAIN-WIN	Reporting	District 42, Versailles	1

Offenses

Severity	Offense	Remarks	Offense Date	Status	Supp #
1	35-42-5-1 R03 - ROBBERY- BANK		03/18/2019 22:07	Open/Pending	0

Click on the **Open In Incident Summary Page** link to open the Incident Report, then click the **Exit Report** button on the Incident to return to the Submission File Warnings.

Click the **Hide Record Viewer** button on the top right to return to the previous screen.

- Click on the IBR icon  in the Actions column to view the IBR Values written to the Submission File. Information is grouped into sub-tabs. The active tab is highlighted in blue.

View IBR Values - 2019D4210222

CLERY NIBRS SCIBRS ← Tabs

CLERY


1246

Data Element Num	Unique Id	Nav Order	Field Prompt	Original Value
2	1246	1	Incident Number	2019D4210222
3	1246	2	Incident Date	20190318
6	1246	3	UCR Offense Code	120
	1246	4	Clery Location	NON_CAMPUS

Close

Review the data in each tab to determine what issues need to be addressed, if any.

Click the **Close** button to close the window.

7. Optionally click the Send Notification icon  to send a follow-up action notification to the selected reporting officers, responsible users, or approving officers with comments.

Send Notification

NOTIFICATION

INCIDENT NIBRS FOLLOW-UP ACTION

COMMENTS

Incident was listed as being a Cargo Theft. Please review the incident and verify that a cargo theft actually occurred.

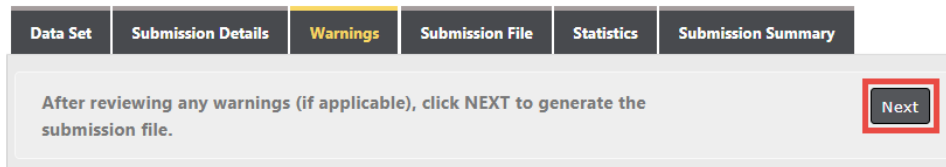
SELECT A USER

Greg Wright - Supp #1

Cancel Send

- The content of the **Comments** populate automatically based on the warning received. The comments can be modified.
- Select a **User** to send the notification to the appropriate user as directed by Agency Policy.

- c. Click the **Send** button to send the Notification to the selected user.
8. Click the **Next** button to create the Submission File. For details on creating the Submission File, refer to "Create Submission File" below.



## Create Submission File

There are two types of submission files:

- Flat Files

A flat file contains data that is stored in plain text format, and there is one record per line. Columns are typically separated by a tab, comma, or another single value character; Online RMS creates flat files with tabs to separate the columns.

For instructions on creating a **Flat File**, refer to "Flat File" below.

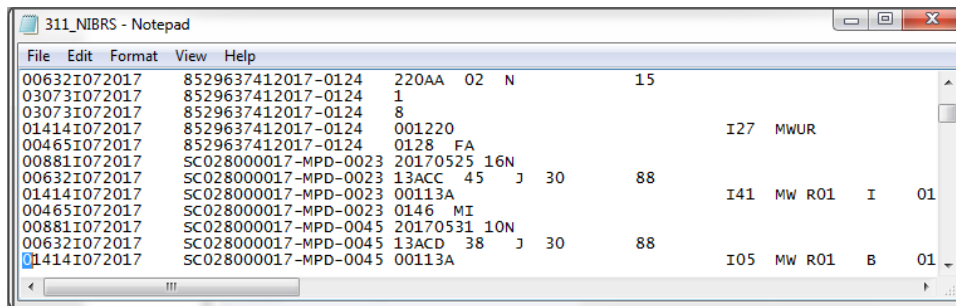
- XML Files

An XML file is an XML (Extensible Markup Language) data file. They are plain text files that store information in a hierarchical standard format that is commonly used in data transfers. Unlike flat files, *custom tags* are used in XML files instead of *tabs* to define different columns of data.

For instructions on creating an **XML File**, refer to "XML File" on page 25.

### Flat File

A flat file contains data that is stored in plain text format, and there is one record per line. Columns are typically separated by a tab, comma, or another single value character; Online RMS creates flat files with tabs to separate the columns.



Follow the instructions below to create the Submission Flat File.

1. Access the Incident Base Reporting Module. For details, refer to "Accessing the IBR Module" on page 1.
2. Initiate a Submission File and apply applicable filters. For details, refer to "Initiate Submission File" on page 13.
3. Review any associated Warnings and react accordingly. For details, refer to "Warnings and Notifications" on page 17.
4. Access the *Submission File* tab.

The **Statistics** section on the *Submission File* tab help you to identify how many reports were in the original query and how many you did not include.

The **System** type section is specific to your agency or State. NIBRS is the basic, and is used by all agencies that report by Summary UCR Reports, and agencies that report directly to the NIBRS Unit at the FBI.

Data Set	Submission Details	Warnings	Submission File	Statistics	Submission Summary																								
<div> <div> <b>Statistics</b> <table border="1"> <tr> <td>Total Incidents:</td> <td>9</td> </tr> <tr> <td>Included:</td> <td>9</td> </tr> <tr> <td>Not Included:</td> <td>0</td> </tr> <tr> <td>Date:</td> <td>12/2019</td> </tr> </table> </div> <div> <table border="1"> <thead> <tr> <th>System</th> <th>Download File</th> <th>File Date</th> <th>Generate File</th> </tr> </thead> <tbody> <tr> <td>CLERY</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>NIBRS</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>SCIBRS</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> </div>						Total Incidents:	9	Included:	9	Not Included:	0	Date:	12/2019	System	Download File	File Date	Generate File	CLERY			<input type="checkbox"/>	NIBRS			<input type="checkbox"/>	SCIBRS			<input type="checkbox"/>
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CLERY			<input type="checkbox"/>																										
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SCIBRS			<input type="checkbox"/>																										
<div> <div>Generate Submission File</div> <div>One or more Systems is compatible with XML Generation.</div> <table border="1"> <thead> <tr> <th>System</th> <th># of Files Generated</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>NIBRS</td> <td>0 / 9</td> <td> <input type="button" value="Code"/> <input type="button" value="Warning"/> <input type="button" value="View"/> <input type="button" value="Download"/> </td> </tr> </tbody> </table> </div>						System	# of Files Generated	Actions	NIBRS	0 / 9	<input type="button" value="Code"/> <input type="button" value="Warning"/> <input type="button" value="View"/> <input type="button" value="Download"/>																		
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5. Check the applicable **Generate File** boxes in the System section.

System	Download File	File Date	Generate File
CLERY			<input type="checkbox"/>
NIBRS			<input checked="" type="checkbox"/>
SCIBRS			<input type="checkbox"/>

6. Click the **Generate Submission File** button.

System	Download File	File Date	Generate File
CLERY			<input type="checkbox"/>
NIBRS			<input checked="" type="checkbox"/>
SCIBRS			<input type="checkbox"/>

**Generate Submission File**

7. If you have any Closed Data Sets that have yet been *Accepted* or *Rejected*, a warning message appears.

**Message From RMS**

WARNING - you have closed data set(s) that have not been Accepted or Rejected. Do you want to continue? Yes / No

No Yes

Click **Yes** to continue, or **No** to return to the *Submission File* tab without generating the file.

**Note:** For details on finalizing Closed Data Sets, refer to "Reporting Errors and Finalizing Data Set" on page 31.

8. If you selected **Yes** to continue, the File Name and Date appears in the System section.

System	Download File	File Date	Generate File
CLERY			<input type="checkbox"/>
NIBRS	286_NIBRS.txt <b>Reset</b>	12/19/2019 1434	<input type="checkbox"/>
SCIBRS			<input type="checkbox"/>

9. Submit the Submission File. For instructions on submitting the file, refer to "Submit File" on page 27.

## XML File

An XML file is an XML (Extensible Markup Language) data file. They are plain text files that store information in a hierarchical standard format that is commonly used in data transfers. Unlike flat files, *custom tags* are used in XML files instead of *tabs* to define data.

```
<?xml version="1.0" encoding="UTF-8"?>
- <nibrs:Submission xmlns:s="http://release.
  xmlns:nc="http://release.
  xmlns:j="http://release.
  xmlns:cjis="http://fbi.gov/
    - <cjis:MessageMetadata>
      <cjis:MessageDateTime>2019-12-19T12:21:42</cjis:MessageDateTime>
      - <cjis:MessageIdentification>
        <nc:IdentificationID>NCO 2019-0989</nc:IdentificationID>
      </cjis:MessageIdentification>
      <cjis:MessageImplementationVersion>4.2</cjis:MessageImplementationVersion>
      - <cjis:MessageSubmittingOrganization>
        - <j:OrganizationAugmentation>
          - <j:OrganizationORIIIdentification>
            <nc:IdentificationID>NCO</nc:IdentificationID>
          </j:OrganizationORIIIdentification>
        </j:OrganizationAugmentation>
      </cjis:MessageSubmittingOrganization>
    </cjis:MessageMetadata>
  - <nibrs:Report>
    - <nibrs:ReportHeader>
      <nibrs:NIBRSReportCategoryCode>GROUP A INCIDENT
      REPORT</nibrs:NIBRSReportCategoryCode>
      <nibrs:ReportActionCategoryCode>R</nibrs:ReportActionCategoryCode>
    - <nibrs:ReportDate>
      <nc:YearMonthDate>2019-11</nc:YearMonthDate>
```

Follow the instructions below to create the Submission XML File.

1. Access the Incident Base Reporting Module. For details, refer to "Accessing the IBR Module" on page 1.
2. Initiate a Submission File and apply applicable filters. For details, refer to "Initiate Submission File" on page 13.
3. Review any associated Warnings and react accordingly. For details, refer to "Warnings and Notifications" on page 17.
4. Access the *Submission File* tab.

The **Statistics** section on the *Submission File* tab help you to identify how many reports were in the original query and how many you did not include.

The **System** type section is specific to your agency or State. NIBRS is the basic, and is used by all agencies that report by Summary UCR Reports, and agencies that report directly to the NIBRS Unit at the FBI.

112019-1

Data Set	Submission Details	Warnings	Submission File	Statistics	Submission Summary								
<b>Statistics</b> Total Incidents: 70 Included: 70 Not Included: 0 Date: 11/2019 <span>Reset</span>			<table border="1"> <thead> <tr> <th>System</th> <th>Download File</th> <th>File Date</th> <th>Generate File</th> </tr> </thead> <tbody> <tr> <td>NIBRS</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <span>Generate Submission File</span> <span>Close Data Set</span>			System	Download File	File Date	Generate File	NIBRS			<input type="checkbox"/>
System	Download File	File Date	Generate File										
NIBRS			<input type="checkbox"/>										
One or more Systems is compatible with XML Generation. <table border="1"> <thead> <tr> <th>System</th> <th># of Files Generated</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>NIBRS</td> <td>66 / 70</td> <td> </td> </tr> </tbody> </table>						System	# of Files Generated	Actions	NIBRS	66 / 70			
System	# of Files Generated	Actions											
NIBRS	66 / 70												

**# of Files Generated**

66 / 70 ← 66 out of 70 files generated

- You can either generate all XML files at once, or view individual files and generate XML files for specific Incidents. Choose one of the following options:

### Generate all eligible files

- Click the **Generate All Files** icon to generate all eligible files. 66 files are eligible in the example.

One or more Systems is compatible with XML Generation.

System	# of Files Generated	Actions
NIBRS	66 / 70	

Click to Generate All XML Files

### Or, Selectively Generate Individual Files

























- Click the **View Individual Files** icon to view a list of Incidents, then selectively **Generate Individual Files**.

One or more Systems is compatible with XML Generation.

System	# of Files Generated	Actions
NIBRS	66 / 70	

Click to View Individual Files





















































Report Number	Date Generated	Date Submitted	Submission Response	Errors	Actions
2019-0989	12/19/2019 1221				    
2019-1359	12/19/2019 1221				    
2019-1515	12/19/2019 1221				    
2019-1516	12/19/2019 1221				    
2019-1529	12/19/2019 1221				    
2019-1606	12/19/2019 1221				    
2019-1670	12/19/2019 1221				    
2019-1708	12/19/2019 1221				    
2019-1896	12/19/2019 1221				    
2019-1955	12/19/2019 1221				    

Showing 1 to 10 of 70 entries

Previous 1 2 3 4 5 6 7 Next

Click to generate individual XML files

You can also click on the view icon to view the Incident Summary.

Response	Errors	Actions
		    
		    
		    
		    
		    
		    
		    
		    
		    
		    

Previous 1 2 3 4 5 6 7 Next

Click to view Incident Summary

6. Submit the Submission Files. For instructions on submitting the files, refer to "Submit File" below.

## Submit File

Follow the instructions below to submit the Submission File(s) to the NIBRS FBI Unit or your State Reporting Agency.

1. Access the Incident Base Reporting Module. For details, refer to "Accessing the IBR Module" on page 1.
2. Initiate a Submission File and apply applicable filters. For details, refer to "Initiate Submission File" on page 13.

3. Review any associated Warnings and react accordingly. For details, refer to "Warnings and Notifications" on page 17.
4. Create the Submission File(s). For details, refer to "Create Submission File" on page 22.
5. After creating the Submission File(s), follow the instructions below based on the type of submission file you generated (Flat File or XML).

## Flat File

1. click on the file name in the System section of the *Submission File* tab to download the text file.

The screenshot shows the 'Submission File' tab for data set 122019-1. It includes a 'Statistics' section with incident counts, a 'System' table with download links, and a 'Generate Submission File' button. A red arrow points from the '286\_NIBRS.txt' link in the 'System' table to the file download area at the bottom of the interface.

Data Set	Submission Details	Warnings	Submission File	Statistics	Submission Summary																
<b>Statistics</b> Total Incidents: 9 Included: 9 Not Included: 0 Date: 12/2019 <span>Reset</span>																					
<table border="1"> <thead> <tr> <th>System</th> <th>Download File</th> <th>File Date</th> <th>Generate File</th> </tr> </thead> <tbody> <tr> <td>CLERY</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>NIBRS</td> <td>286_NIBRS.txt <span>Reset</span></td> <td>12/19/2019 1434</td> <td><input type="checkbox"/></td> </tr> <tr> <td>SCIBRS</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>						System	Download File	File Date	Generate File	CLERY			<input type="checkbox"/>	NIBRS	286_NIBRS.txt <span>Reset</span>	12/19/2019 1434	<input type="checkbox"/>	SCIBRS			<input type="checkbox"/>
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NIBRS	0 / 9	<span>📄</span> <span>⚠️</span> <span>👁️</span> <span>📥</span>																			

Buttons: Generate Submission File Close Data Set

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2. Save, copy, or move the file to a location on your computer that makes sense to you for later access. The correct procedure for this depends on the browser and text software on your computer.

**Note:** If your State or NIBRS Agency requires that the submitted file name meet a specific naming convention, now is the time to rename the file to meet their file name requirements.

**Note:** Agencies reporting directly to NIBRS will email this file to their NIBRS representative.

- After saving the file, click the **Close Data Set** button to place the file (Data Set) in the Closed Data Set list in the Data Sets section of the Incident Based Reporting Module. Answer **Yes** to confirm.

The screenshot shows the 'Incident Based Reporting' interface. On the left, the 'Data Sets' section is visible, with 'Open Data Sets' and 'Closed Data Sets' tabs. The 'Open Data Sets' tab shows a table with 'Total Incidents' and 'Actions'. The 'Closed Data Sets' tab shows a table with 'Data Set' and 'Actions'. A red box highlights the 'Close Data Set' button in the 'Actions' column of the 'Closed Data Sets' table. A red arrow points from this button to the 'Close Data Set' button in the 'Submission File' tab of the '122019-1' submission details view.

The Data Set moves from the Open Data Sets section down to the Closed Data Sets section.

The screenshot shows the 'Data Sets' section of the interface. It includes a 'SELECT AGENCY' dropdown menu set to 'Indiana State Police'. Below this, there are two sections: 'Open Data Sets' and 'Closed Data Sets'. The 'Open Data Sets' section has a table with 'Total Incidents' and 'Actions'. The 'Closed Data Sets' section has a table with 'Data Set' and 'Actions'. A red box highlights the '0' in the 'Total Incidents' column of the 'Open Data Sets' table. Another red box highlights the '012015-1' row in the 'Closed Data Sets' table, which has a '13' in the 'Total Incidents' column.

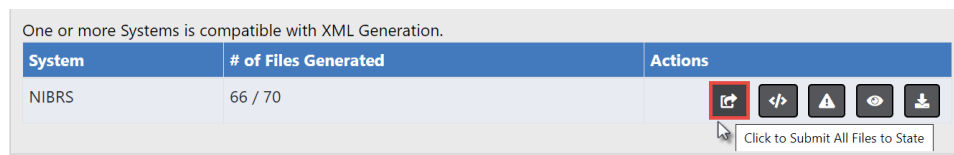
After submitting the file, you must report errors once an error report is returned from NIBRS or the State Agency.

For instructions on reporting errors and finalizing the data set, refer to "Reporting Errors and Finalizing Data Set" on the facing page.











## XML Files

There are up to two ways to submit XML files. Choose the submission method below.

- Click the **Submit All Files to State** button, OR for individual Incidents click the **Send to State** button. These buttons are only available to agencies that have a Web service interface set up with the State Repository.



OR

2019-2323	12/30/2019 1232	Submission status and date appears after sent to State					
2019-2324	12/19/2019 1221	12/19/2019 1224 SUCCESS					

- Or, **Download** the generated XML files as a ZIP file, then either email or upload them to the State Repository.



After submitting the file, you must report errors once an error report is returned from NIBRS or the State Agency.

For instructions on reporting errors and finalizing the data set, refer to "Reporting Errors and Finalizing Data Set" on the facing page.

## Reporting Errors and Finalizing Data Set

When you receive an Error Report back from NIBRS or your State Agency, it is necessary that you finalize the Data Set that you closed when making the Submission File.







**Note:** It is important to Accept or Reject the report before an additional supplement can be opened.

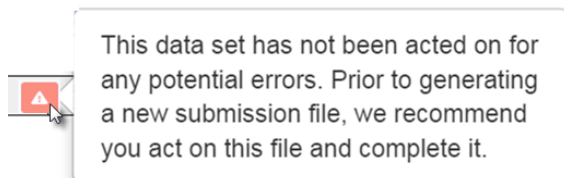
**Note:** Data Sets should be finalized before creating additional submissions files.

1. Access the Incident Base Reporting Module. For details, refer to "Accessing the IBR Module" on page 1.
2. Look under the **Closed Data Set** section for a warning icon. If it exists, hover over the icon to display the warning message.

### Closed Data Sets


Recent | Last 12 | All

Filter on Data Set ID...		Apply
Data Set		Actions
20140108-36	1	 
20140108-35	1	 
20130826-34	1	 








## Finalize Closed Data Set

Data Sets should be finalized before creating additional submissions files. It is important to Accept or Reject the report before an additional supplement can be opened.

1. Click on the edit icon  under the *Actions* column next to the Closed Data Set you want to finalize.







#### Closed Data Sets

Recent | Last 12 | All

Filter on Data Set ID...	Apply
Data Set	Actions
20140108-36 <span>1</span>	
20140108-35 <span>1</span>	 
20130826-34 <span>1</span>	 

2. The chosen Data Set opens on the right of the screen. It asks if any errors were reported.

Data Set: 20140108-35

Closed Data Set	Warning Notification History	Migration Log												
<table border="1"> <thead> <tr> <th colspan="2">Statistics</th> </tr> </thead> <tbody> <tr> <td>Total Incidents:</td> <td>1</td> </tr> <tr> <td>Accepted Incidents:</td> <td>0</td> </tr> <tr> <td>Rejected Incidents:</td> <td>0</td> </tr> <tr> <td><b>Balance:</b></td> <td><b>1</b></td> </tr> </tbody> </table>			Statistics		Total Incidents:	1	Accepted Incidents:	0	Rejected Incidents:	0	<b>Balance:</b>	<b>1</b>		
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Accepted Incidents:	0													
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<table border="1"> <thead> <tr> <th>System</th> <th>Download File</th> <th>File Date</th> </tr> </thead> <tbody> <tr> <td>NIBRS</td> <td></td> <td></td> </tr> </tbody> </table> <p>One or more Systems is compatible with XML Generation.</p> <table border="1"> <thead> <tr> <th>System</th> <th># of Files Generated</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>NIBRS</td> <td>0 / 1</td> <td> </td> </tr> </tbody> </table>			System	Download File	File Date	NIBRS			System	# of Files Generated	Actions	NIBRS	0 / 1	 
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NIBRS														
System	# of Files Generated	Actions												
NIBRS	0 / 1	 												
<p>Were there errors reported? <input type="button" value="Yes"/> <input type="button" value="No"/></p>														

Select **No** to confirm that all Incidents were accepted by the IBR Authority. For instructions, refer to "Confirm all Incidents Accepted" below.

Select **Yes** if errors are reported. For instructions, refer to "Errors Reported" on the facing page.

### Confirm all Incidents Accepted

If errors were not reported, click on the **No** button at the prompt to finalize the Closed Data Set.

- 1.

Were there errors reported? **Yes** **No**

## Errors Reported

If errors were reported, you are required to select and reject Incidents with errors.

1. Click on the **Yes** button when asked if there were errors reported. A list of reports appears at the bottom.

Were there errors reported? **Yes** **No**

Closed Data Set

Warning Notification History

Migration Log

Statistics		System	Download File	File Date
Total Incidents:	1	NIBRS		
Accepted Incidents:	0	One or more Systems is compatible with XML Generation.		
Rejected Incidents:	0	System	# of Files Generated	Actions
<b>Balance:</b>	<b>1</b>	NIBRS	0 / 1	

Clicking 'Accept and Finalize' will lock the dataset and close out the submission

Accept And Finalize

Search and select incident reports with errors and mark as 'Rejected'

REPORT #S:  STATUS:

Action	Agency	Report Number	Occurrence Date	Report Date	Offenses	Submission Status	Actions
<input type="radio"/> Accepted <input type="radio"/> Rejected	Train County	2014-00090	01/08/2014	01/08/2014	AGG ASSAULT W/DEAD...	SENT WAITING FOR RESPONSE	

10 25 50 100

You can filter the reports list by **Report Number**. Separate report numbers using a comma when entering more than one report number, then click **Apply Filter** to display a report list based on the provided filter.

2. Click on the appropriate radio button to **Reject** or **Accept** each Incident in the list. While only one Incident appears in the example, there could be multiple.

Action

☐ Accepted  
☐ Rejected

For instructions on Rejecting reports, refer to "Reject" below.

For instructions on Accepting reports, refer to "Accept" below.

### Reject

1. Select the **Rejected** radio button on each Incident on the page you want to reject, then click the **Update** button.

Rejected: 1 Update

Action	Agency	Report Number	Occurrence Date	Report Date	Offenses	Submission Status	Actions
<input type="radio"/> Accepted <input checked="" type="radio"/> <span style="border: 1px solid red;">Rejected</span>	Train County	2014-00090	01/08/2014	01/08/2014	AGG ASSAULT W/DEAD...	SENT WAITING FOR RESPONSE	

2. Click **Yes** to confirm or click **No** to cancel.

**Message From RMS**

---

This action cannot be undone. Click YES to continue or NO to cancel.

No
Yes

If you clicked **Yes**, you are returned to the report list to accept all remaining reports, if any.

If you clicked **No**, the confirmation window closes and you are returned to the report list.

For instructions on Accepting reports, refer to "Accept" below.

### Accept

After rejecting the necessary reports, if any, you need to mark the remaining reports as **Accepted**. If reports span across multiple pages, you must repeat this process for every page.

For instructions on rejecting reports, refer to "Reject" above.



1. Select the **Accepted** radio button on each Incidents on this list you want to accept **or** quickly mark all Incidents in the list as Accepted by clicking into the *Apply Status to All On Page* field and choosing Accepted.

The screenshot shows a web interface with a dropdown menu on the left and a table of incidents. The dropdown menu has options: '-Apply Status to All On Page-', '-Apply Status to All On Page-', 'Accepted', 'Rejected', and 'Reject & Move'. The 'Accepted' option is highlighted. The table has columns: Occurrence Date, Report Date, Offenses, Submission Status, and Actions. A red box highlights the 'Accepted: 1' status and an 'Update' button.

Occurrence Date	Report Date	Offenses	Submission Status	Actions
01/08/2014	01/08/2014	AGG ASSAULT W/DEAD...	SENT WAITING FOR RESPONSE	

If you chose to apply the status to all on the page, it marks all radio buttons as Accepted, but not the reports you rejected.

The number of reports Accepted are shown on the upper right of the screen. One report is Accepted in the example.

2. Click the **Update** button on the top right.
3. Click **Yes** to confirm or click **No** to cancel.

The dialog box is titled 'Message From RMS' and contains the text: 'This action cannot be undone. Click YES to continue or NO to cancel.' There are 'No' and 'Yes' buttons at the bottom right.

4. If you have multiple reports that span over multiple pages, scroll down to the bottom and click the next page number. Repeat the Accept process until you have marked all reports on all pages as Accepted.

The pagination controls show a list of report counts (10, 25, 50, 100) and a 'Page number' section with arrows and page numbers (1, 2, 3). Red arrows point to the 'Select number of reports' and 'Page number' labels.

Once all reports are marked as either rejected or accepted, you must finalize the submission data set. For instructions, refer to "Finalize Submission Data Set" below.

### Finalize Submission Data Set

1. Click on the **Accept And Finalize** button to finalize the submission data set.

**Data Set:**

[Closed Data Set](#)
[Warning Notification History](#)
[Migration Log](#)

Statistics	System	Download File	File Date
Total Incidents:			
Accepted Incidents:			
Rejected Incidents:			
Balance:			

Clicking 'Accept and Finalize' will lock the dataset and close out the submission

[Accept And Finalize](#)

Search and select incident reports with errors and mark as 'Rejected'

REPORT #s:

STATUS:

[Reset](#) [Apply Filter](#)

Action	Agency	Report Number	Occurrence Date	Report Date	Offenses	Submission Status	Actions
10	25	50	100				

- To confirm, click **Yes**.

**Message From RMS**

Are You Sure?

[No](#)
[Yes](#)

- The Incident Based Reporting for NIBRS and State IBR Agencies are now complete.

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