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Online RMS

11.6

Incident Based Reporting

NIBRS Reporting Guide

April 2021

Caliber Public Safety

Online RMS 11.6

Incident Based Reporting

NIBRS Reporting Guide

April 2021

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The Online RMS Incident Based Reporting contains information and instructions for personnel who provide administrative support to agencies.

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1	04/01/2018	Version 10.30 updates
2	01/01/2019	Version 11.1.0 updates
3	04/01/2020	Version 11.5.0 updates

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Chapter 1. Introduction

Overview

The purpose of this document is to provide instructions on producing Incident Based Reports from the Online RMS application. The application collects FBI data based on the National Incident Based Reporting (NIBRS) requirements.

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 NIBRS Reports. This is typically on a monthly basis but can be filtered as necessary.

Role and Permission Requirements

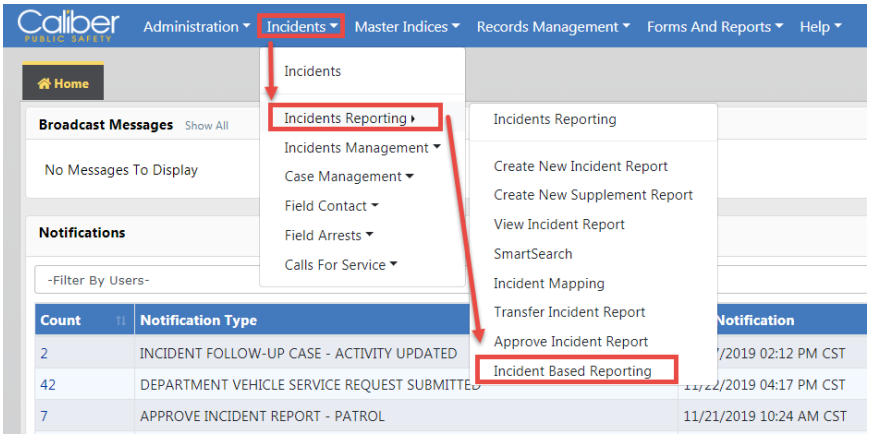
Your user account must have the role DATA_SUBMISSIONS_MGR or the *Incident Based Reporting* permission. The permission can be assigned to any role that the agency administrator would like. Please contact Online RMS Support for assistance on role or permission changes.

Accessing the IBR Module

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

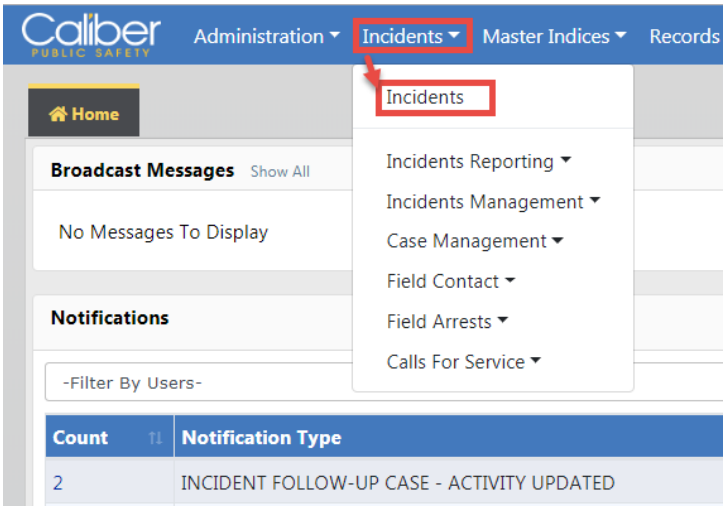
- Method 1

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

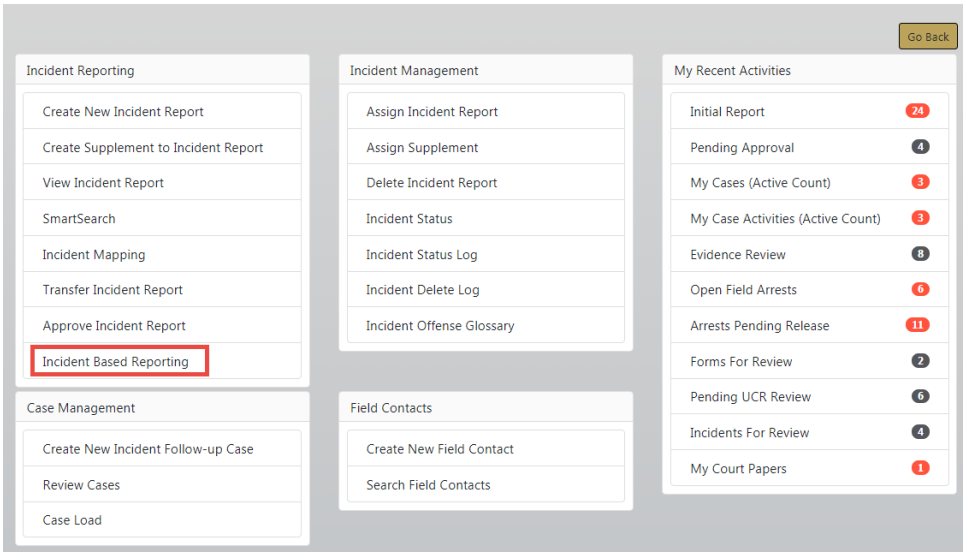


- Method 2

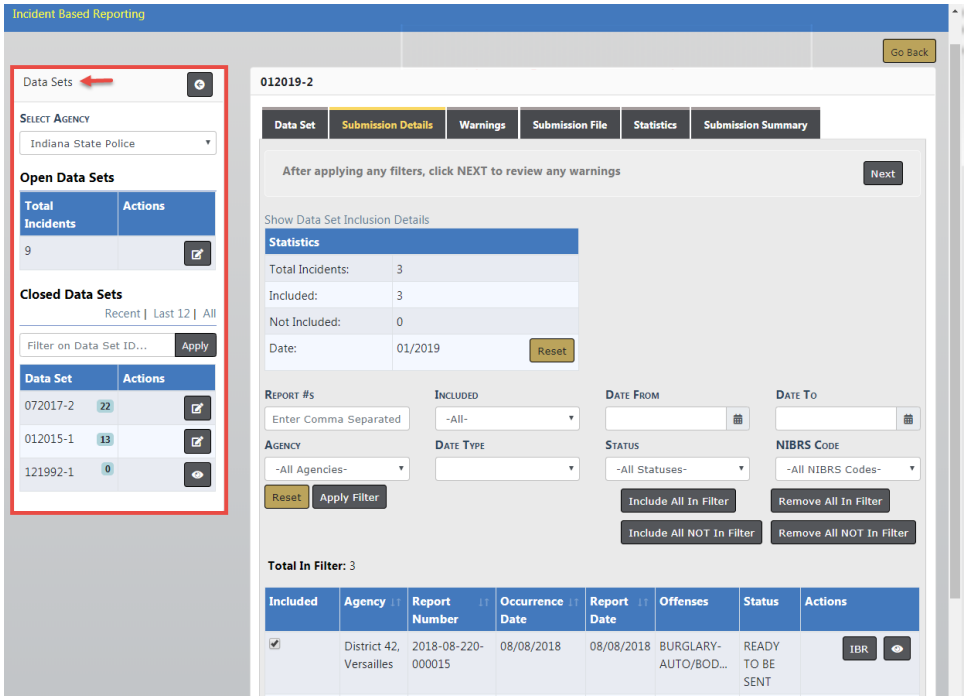
  Click on the **Incidents** button on the top navigation bar to display a drop-down menu, then click on **Incidents**.



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



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 5 .

Chapter 2. Basic Layout and Functionality

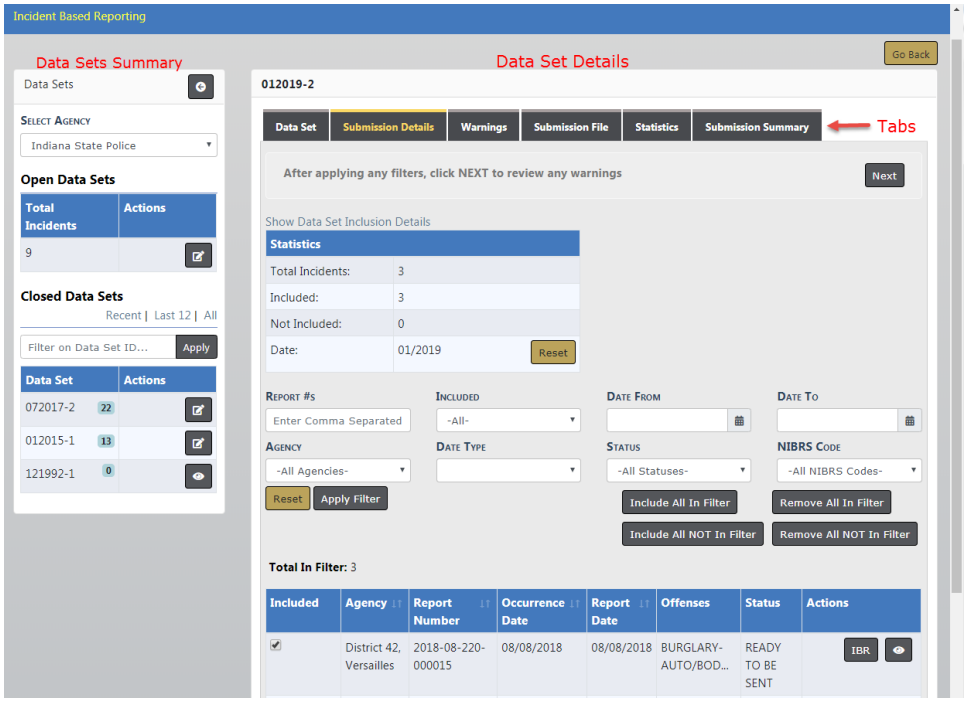
Page Layout

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

Data Set Summary and Details

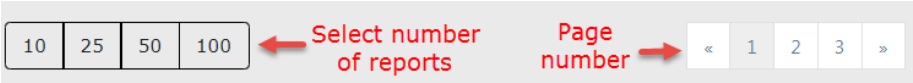
A summary of all *Open* and *Closed* Data Sets appear on the left.

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.



Page Adjustments

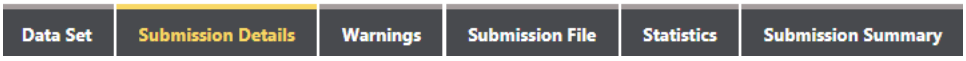
Page adjustments appear at the bottom of the Data Set Details section. The bottom left numbers are used to select the number of reports you want to see in the grid. The bottom right numbers represent the number of pages based on your data set selection and the number of reports chosen.



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



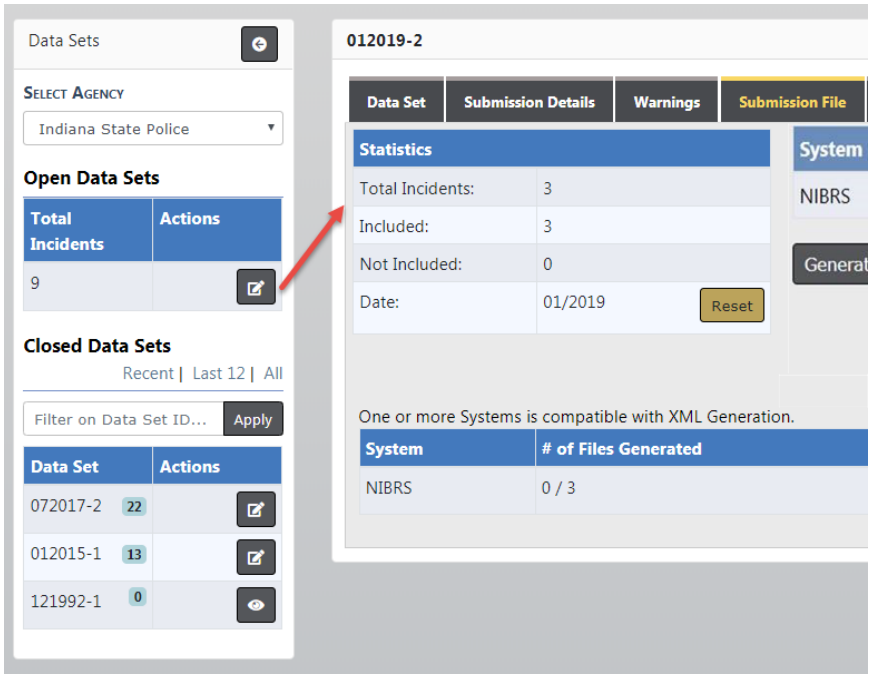
Closed Data Sets

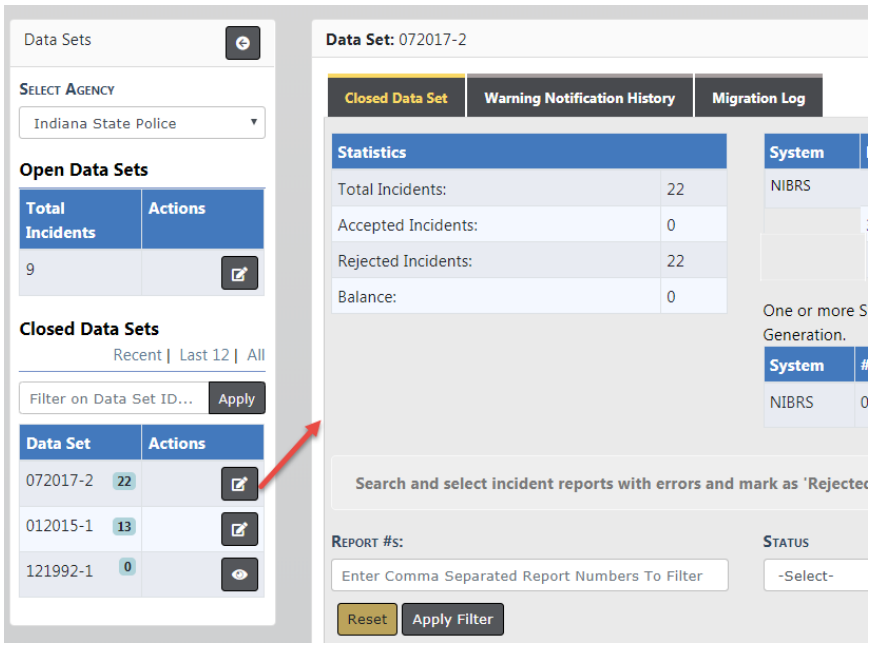
For details on the basic functionality of this page, refer to "Basic Functionality" below.

Basic Functionality

View Details of a Data Set

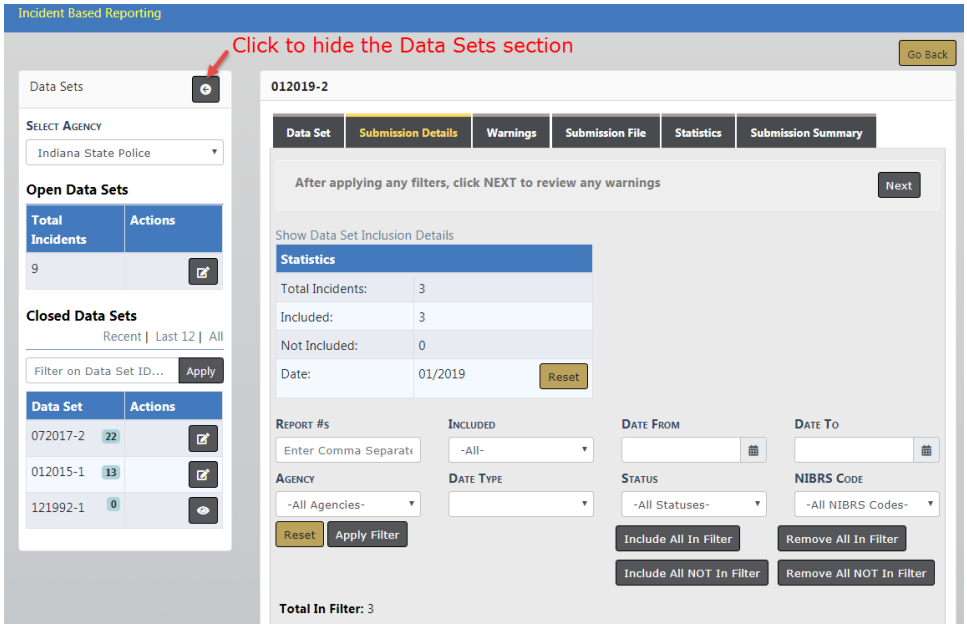
Click the edit icon on one of the Data Sets in the summary section to open details of that Data Set.

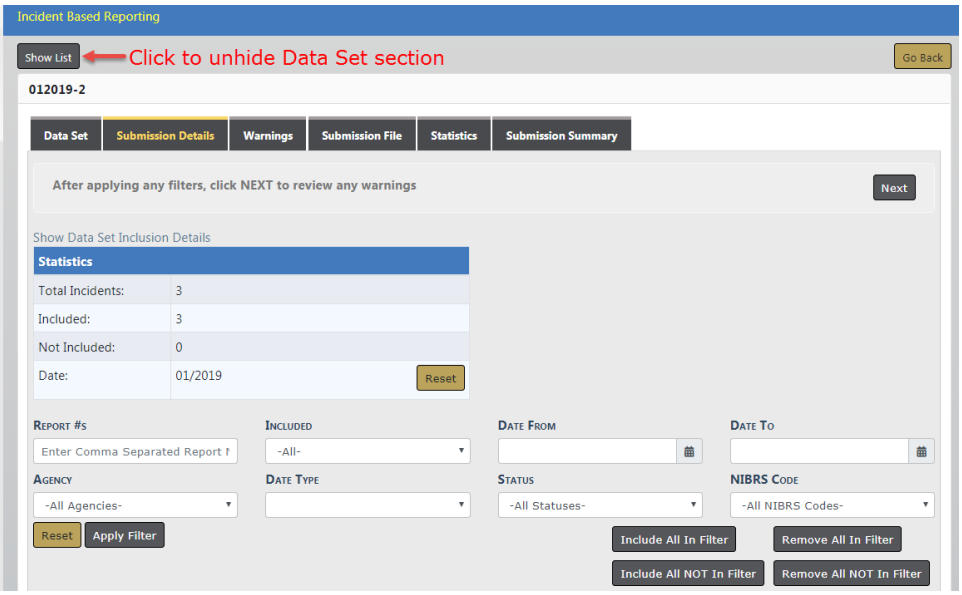




Hide and Unhide Data Set Summary

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.



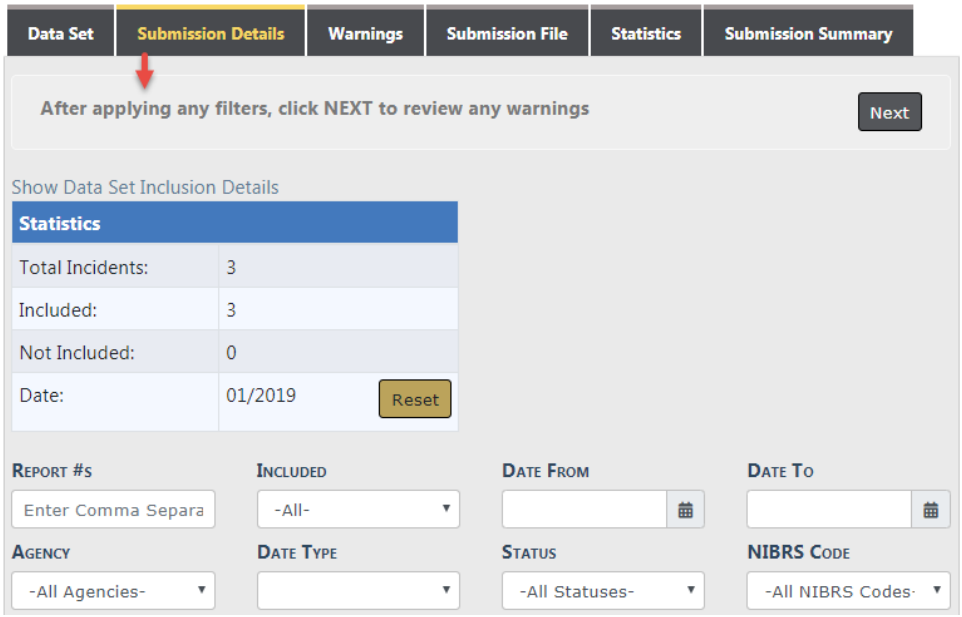


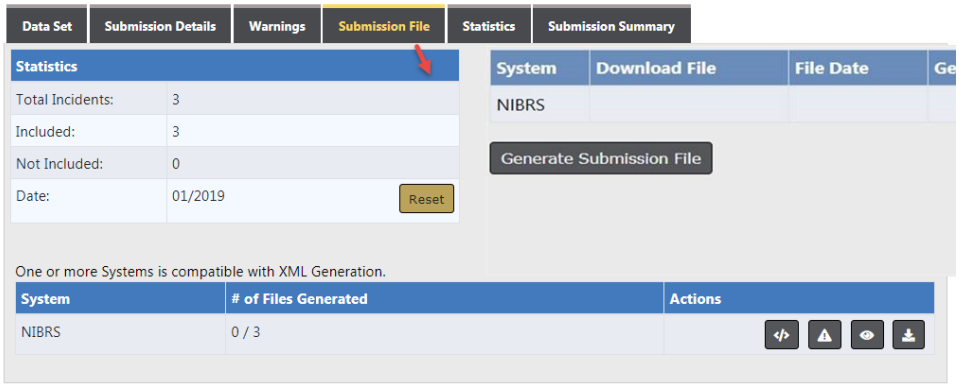
Return to Previous Screen

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.





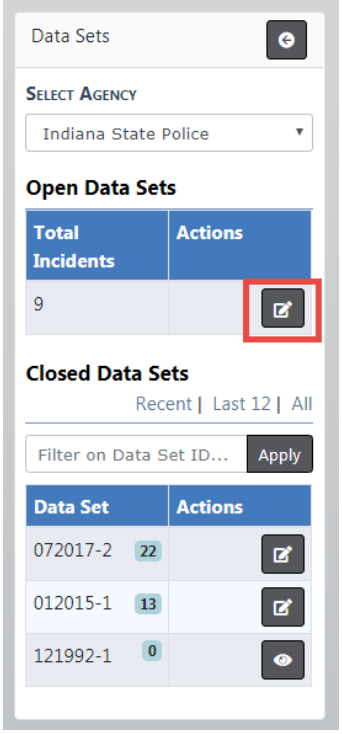
Chapter 3. Submission Files

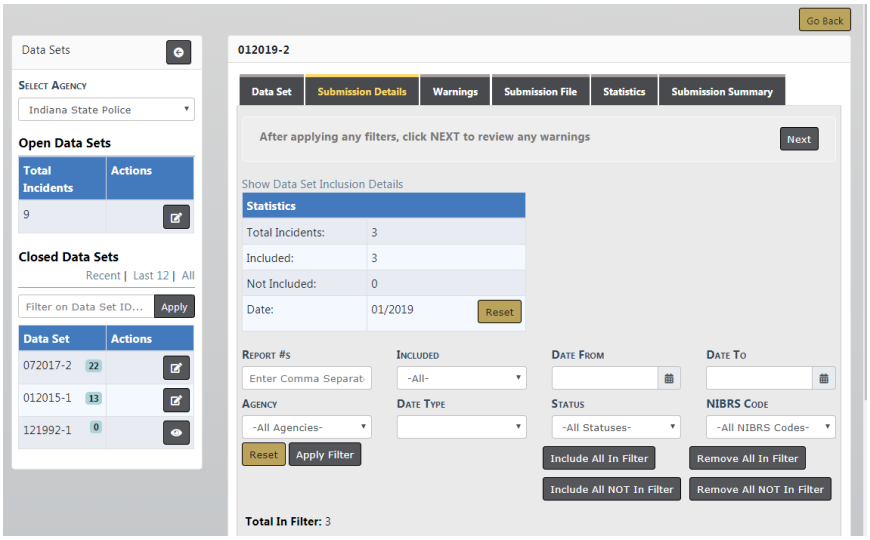
Initiate Submission File

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.

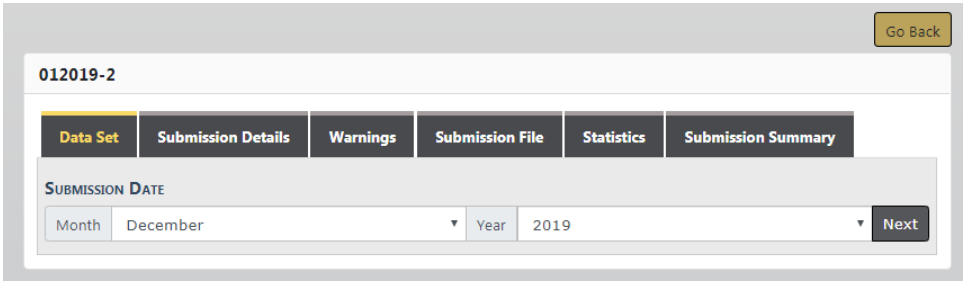




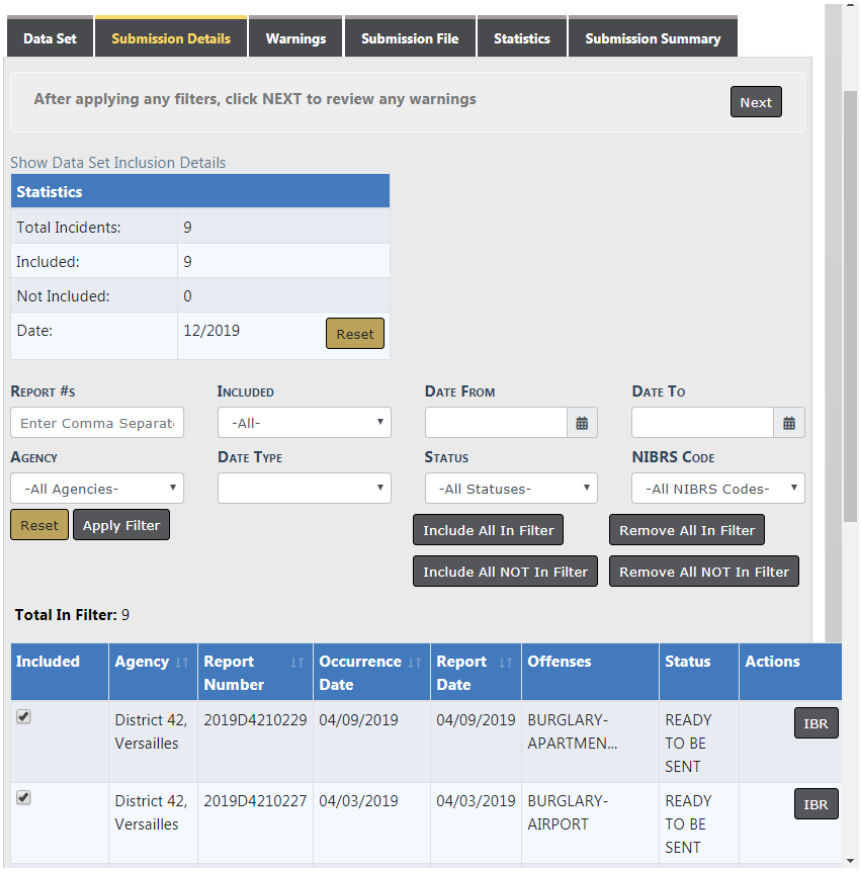
3. Click on the *Data Set* tab and enter the **Month** and **Year** of the IBR report you intend to generate.

   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.



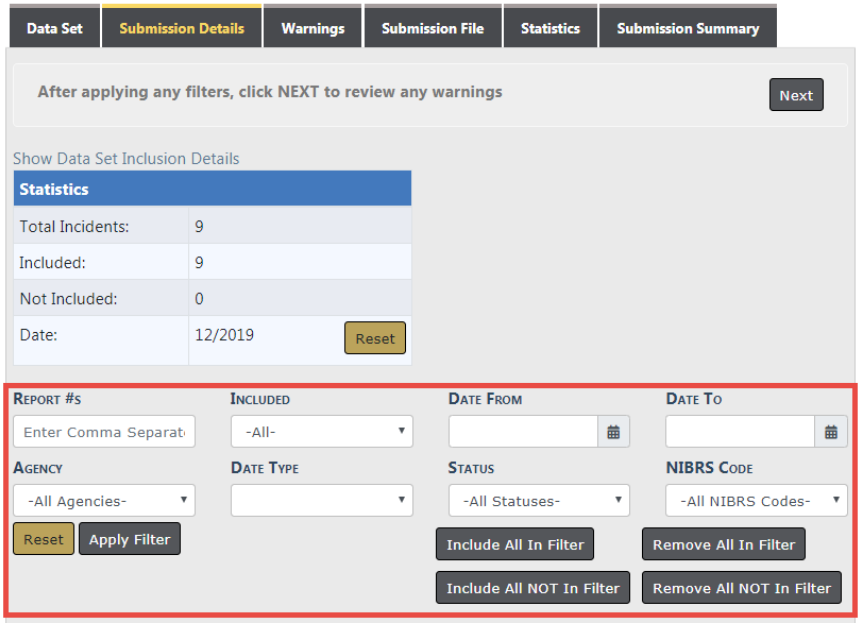
4. Click the **Next** button to generate a list of submissions candidates. The *Submission Details* tab displays with the results. This may take a minute, depending on the number of Incidents being reported in the selected month.



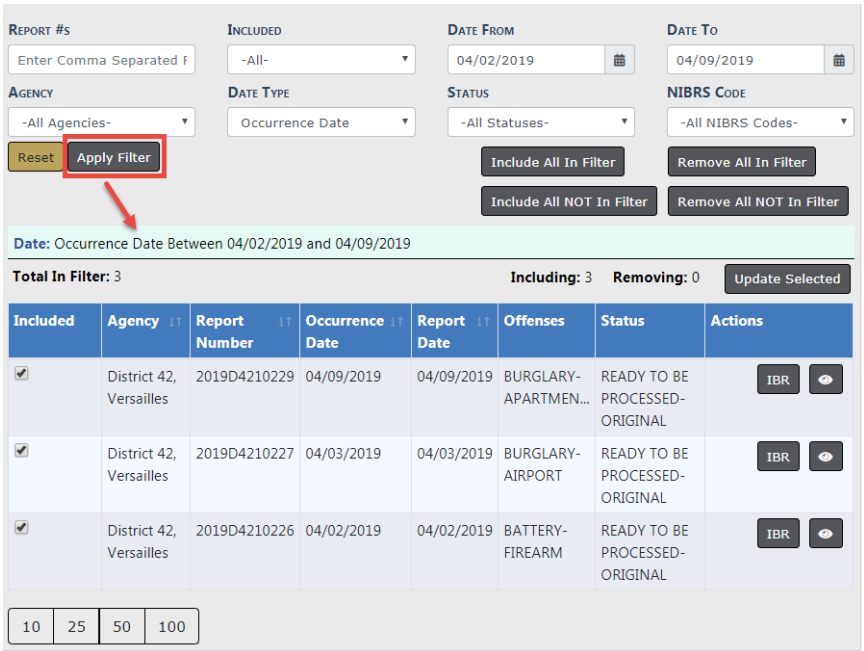
5. Adjust the number of reports on each page by scrolling down and selecting the **number of reports** you want per page.

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

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

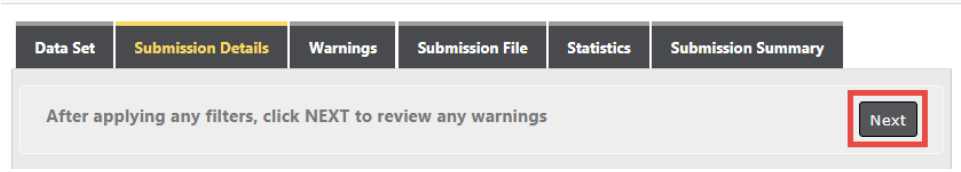


a. Click the **Apply Filter** button to return a list that matches your criteria.



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

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



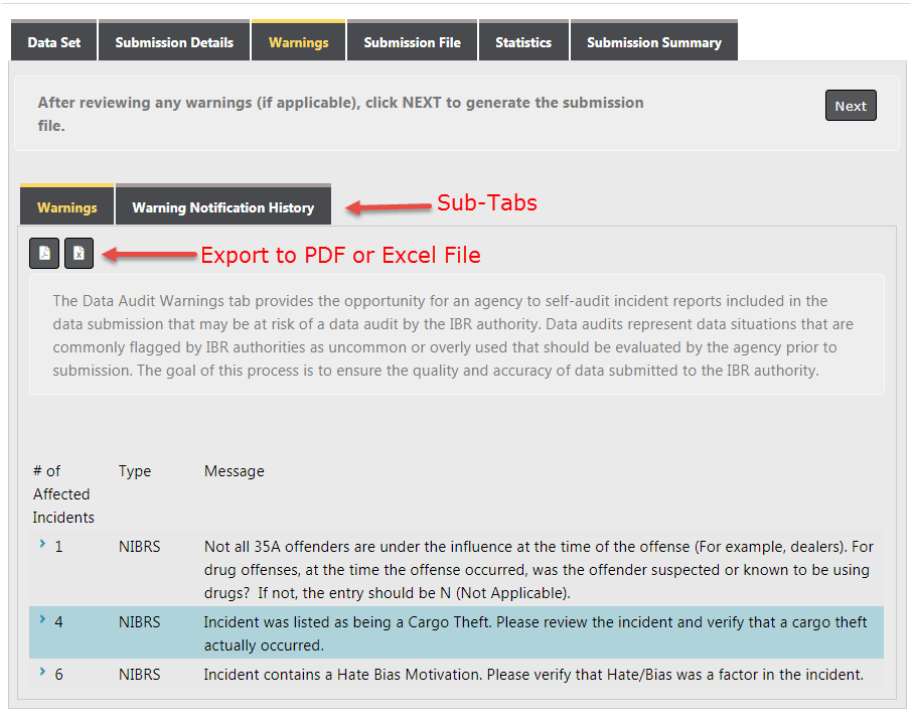
Warnings and Notifications

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

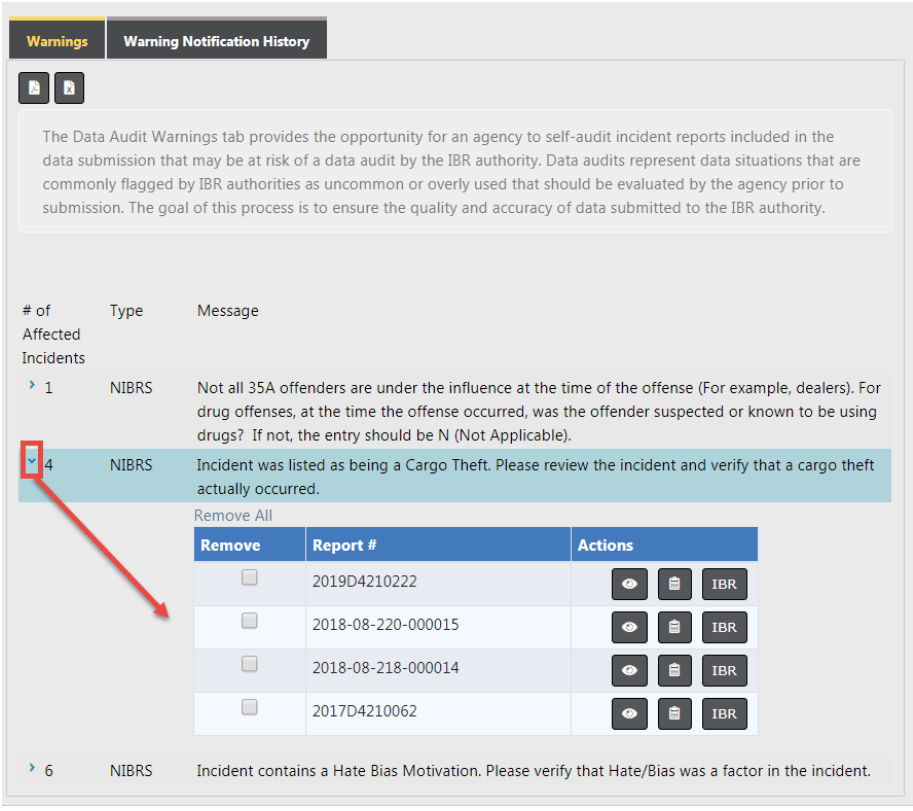
1. Access the Incident Base Reporting Module. For details, refer to "Accessing the IBR Module" on page 1.

2. Initiate a Submission File and apply applicable filters. For details, refer to "Initiate Submission File" on page 11.

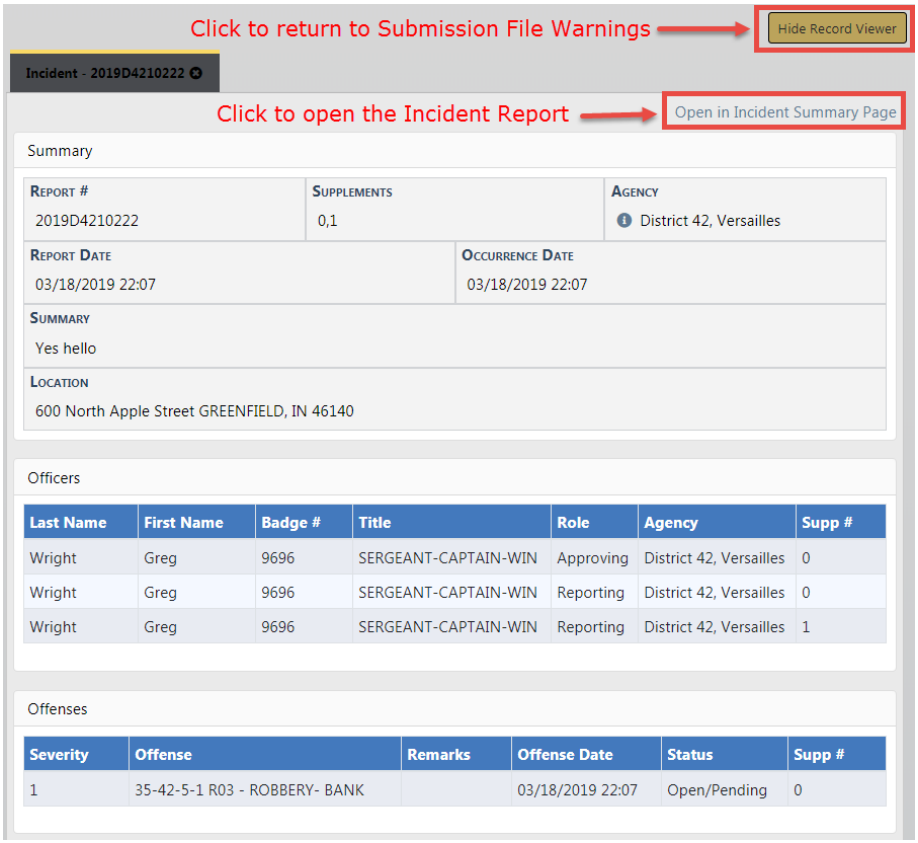
3. On the *Warnings* tab, review applicable warnings and notifications to identify incidents that are not susceptible to FBI Audit. Warnings and Warning Notification History are grouped into sub-tabs.



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



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



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.

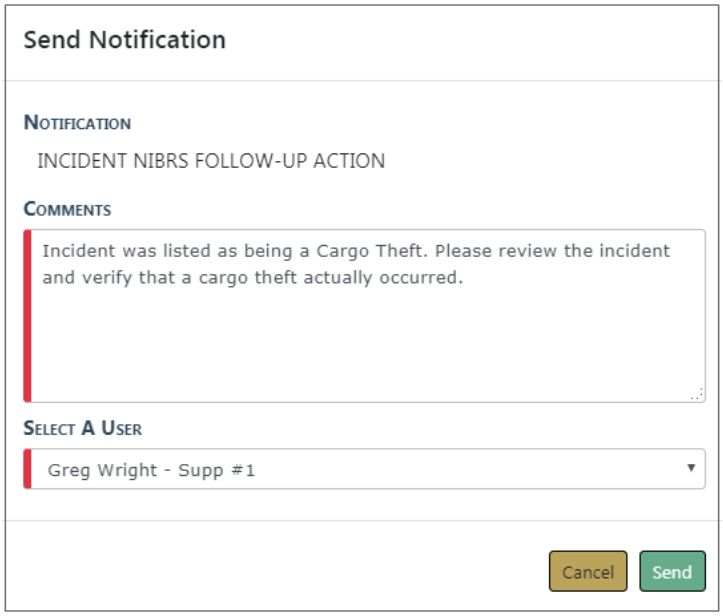
Click the **Hide Record Viewer** button on the top right to return to the previous screen.

6. Click on the IBR icon IBR 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.

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.

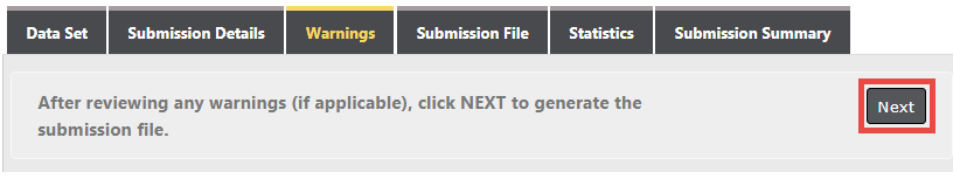


a. The content of the **Comments** populate automatically based on the warning received. The comments can be modified.

b. 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.

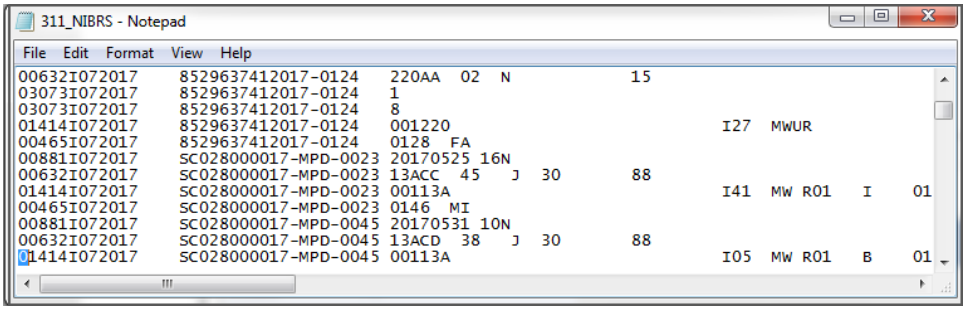
- XML Files

  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 21.

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.

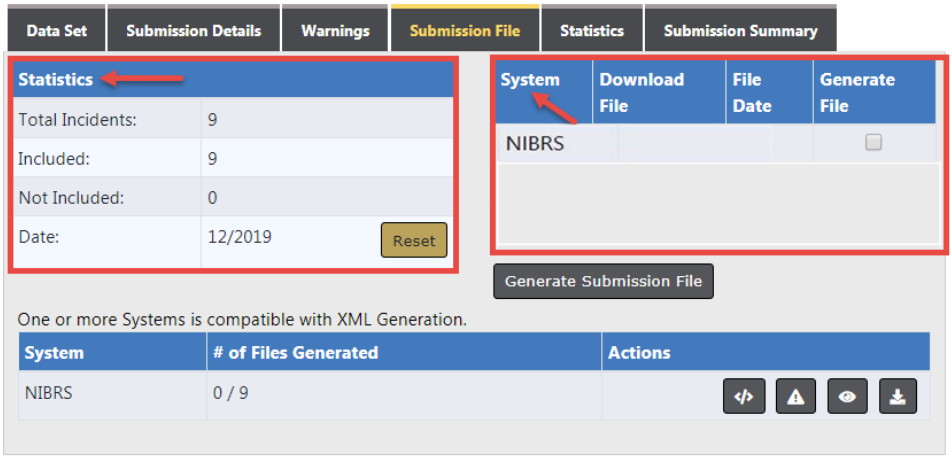
2. Initiate a Submission File and apply applicable filters. For details, refer to "Initiate Submission File" on page 11.

3. Review any associated Warnings and react accordingly. For details, refer to "Warnings and Notifications" on page 15.

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.

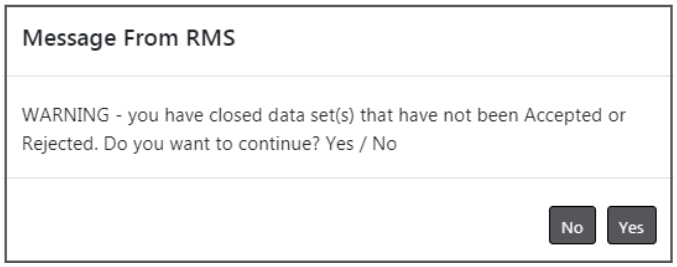
The **System** type section is specific to your agency or State. NIBRS is the basic, and is used by all agencies that report directly to the NIBRS Unit at the FBI.



5. Check the applicable **Generate File** boxes.

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

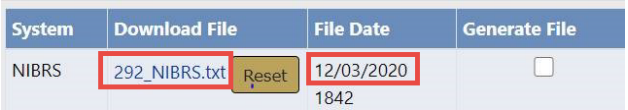
7. If you have any Closed Data Sets that have yet been *Accepted* or *Rejected*, a warning message appears.



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 26.

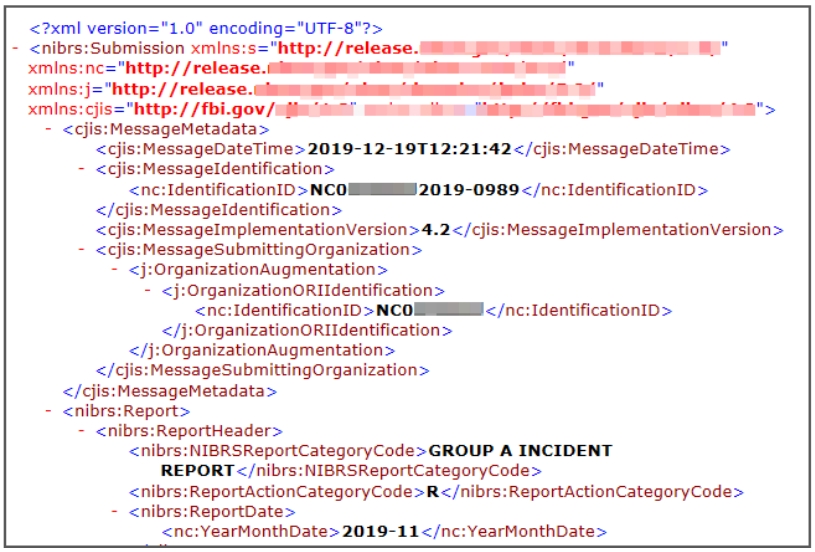
8. If you selected **Yes** to continue, the File Name and Date appears.



9. Submit the Submission File. For instructions on submitting the file, refer to "Submit File" on page 23.

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.



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.

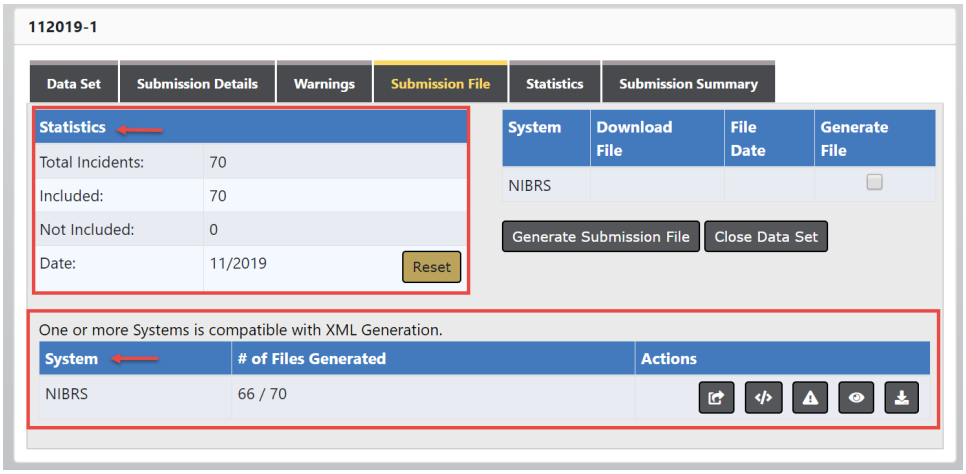
2. Initiate a Submission File and apply applicable filters. For details, refer to "Initiate Submission File" on page 11.

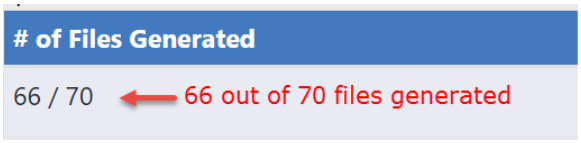
3. Review any associated Warnings and react accordingly. For details, refer to "Warnings and Notifications" on page 15.

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 directly to the NIBRS Unit at the FBI.





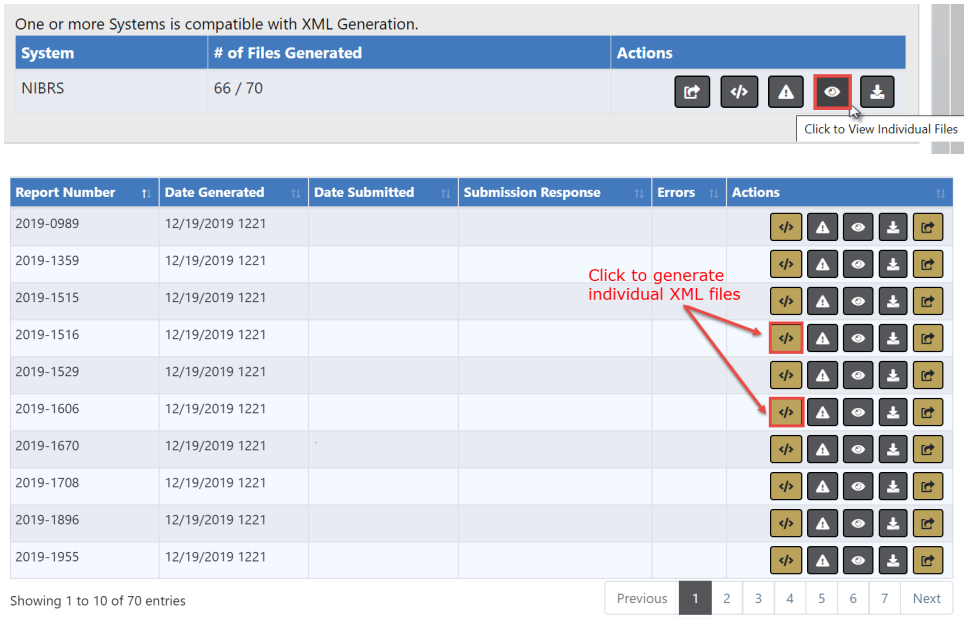
5. You can either generate all XML files at once, or view individual files and generate XML files for specific Incidents. Choose one of the following options:

   Generate all eligible files

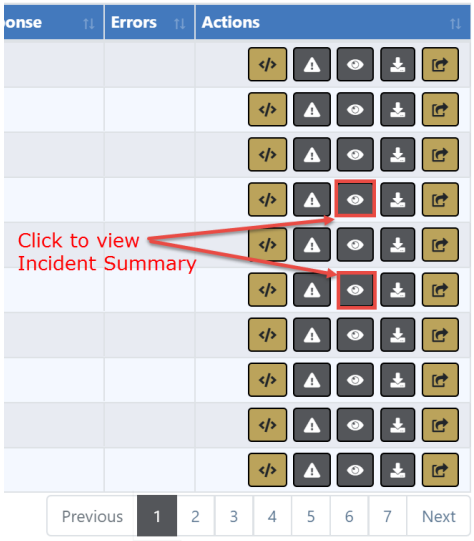
   a. Click the **Generate All Files** icon to generate all eligible files. 66 files are eligible in the example.

   Or, Selectively Generate Individual Files

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



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



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

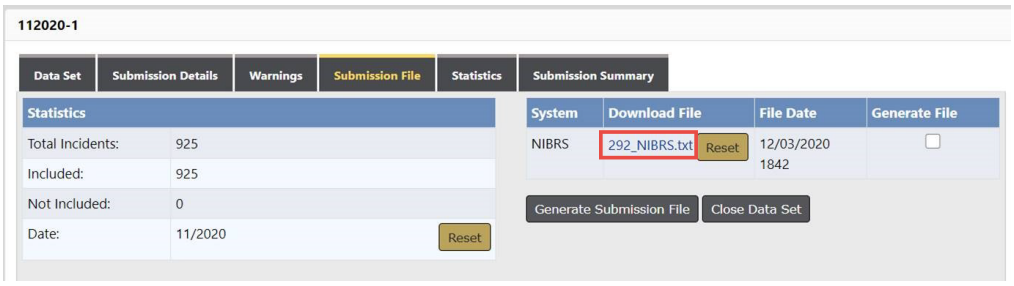
Submit File

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 11.
3. Review any associated Warnings and react accordingly. For details, refer to "Warnings and Notifications" on page 15.
4. Create the Submission File(s). For details, refer to "Create Submission File" on page 18.
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.

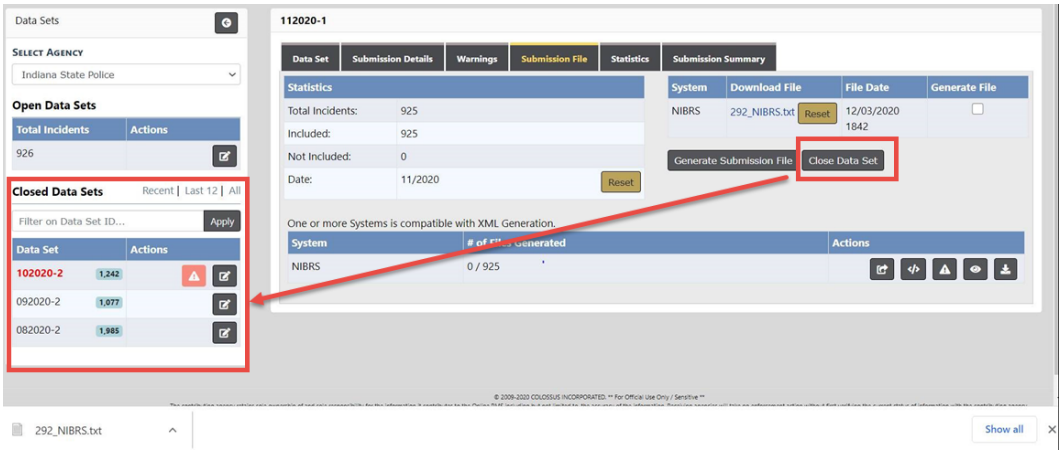


2. Save, copy, or move the file to a location on your computer that makes sense to you for later access. The correct procedure for this depends on the browser and text software on your computer.

   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.

3. After saving the file, click the **Close Data Set**d 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 Data Set moves from the Open Data Sets section down to the Closed Data Sets section.

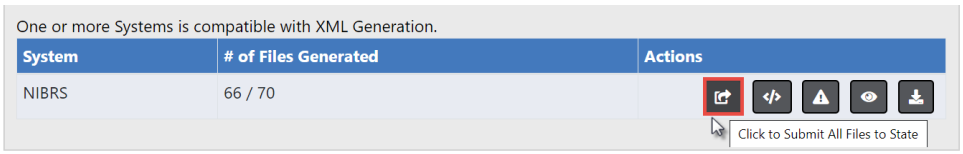
After submitting the file, you must report errors once an error report is returned from NIBRS or the State Agency.

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

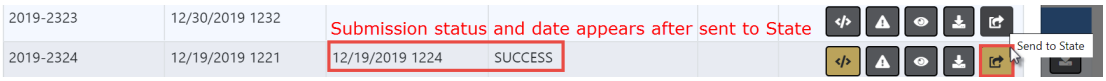
XML Files

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



- 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" below.

Reporting Errors and Finalizing Data Set

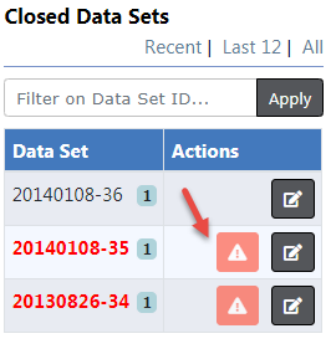
When you receive an Error Report back from NIBRS or your State Agency, it is necessary that you finalize the Data Set that you closed when making the Submission File.

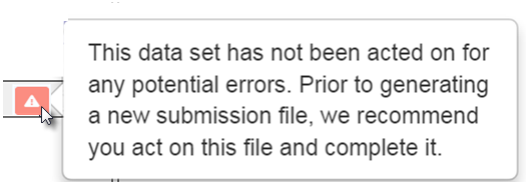
Note: It is important to Accept or Reject the report before an additional supplement can be opened.

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.

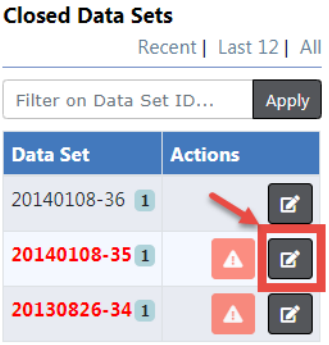




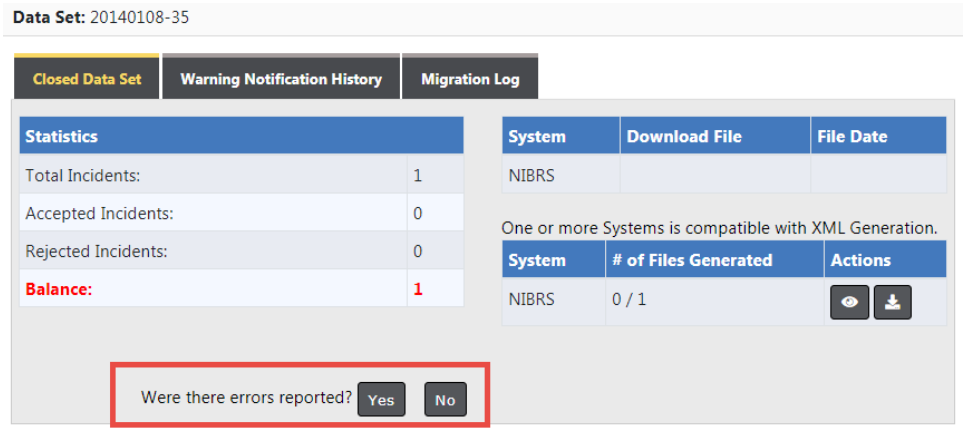
Finalize Closed Data Set

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.



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



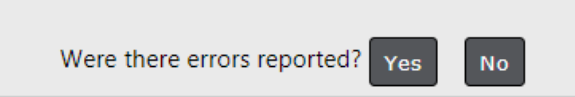
Select **No** to confirm that all Incidents were accepted by the IBR Authority. For instructions, refer to "Confirm all Incidents Accepted" on the next page.

Select **Yes** if errors are reported. For instructions, refer to "Errors Reported" below.

Confirm all Incidents Accepted

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

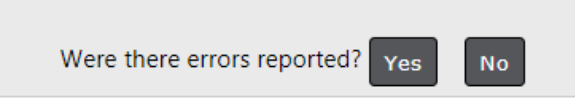
1.

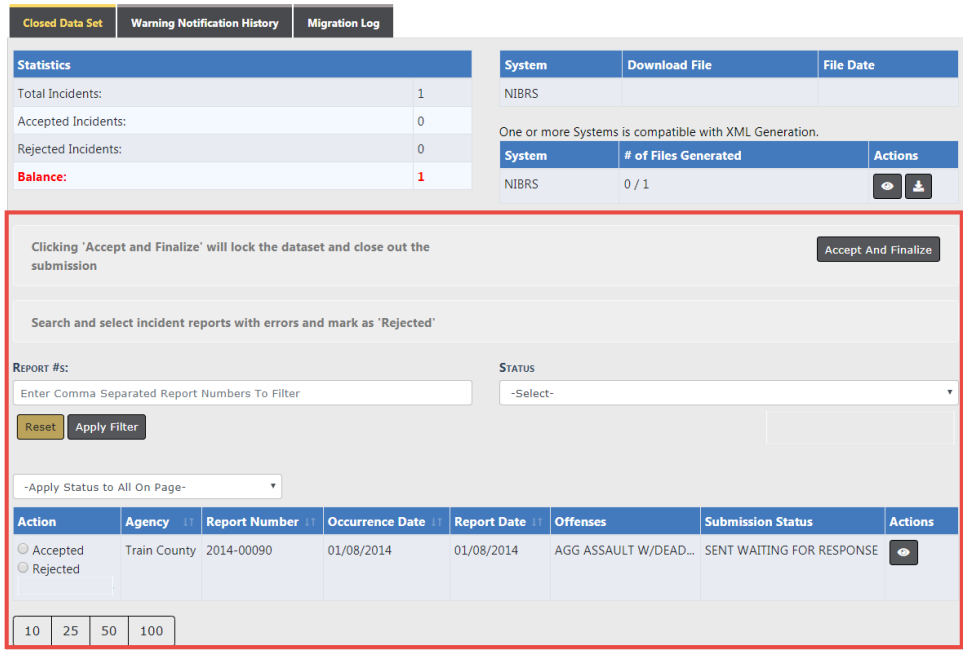


Errors Reported

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.





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.

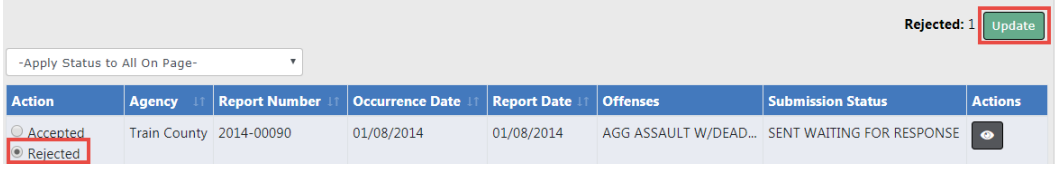
2. Click on the appropriate radio button to **Reject** or **Accept** each Incident in the list. While only one Incident appears in the example, there could be multiple.

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

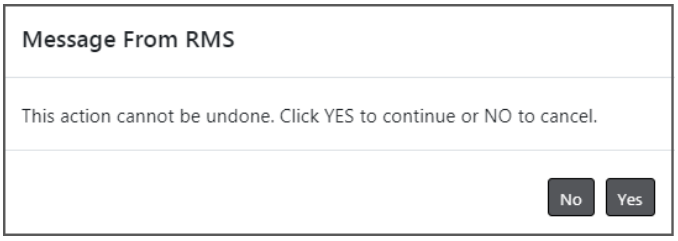
For instructions on Accepting reports, refer to "Accept" on the next page.

Reject

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



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



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.

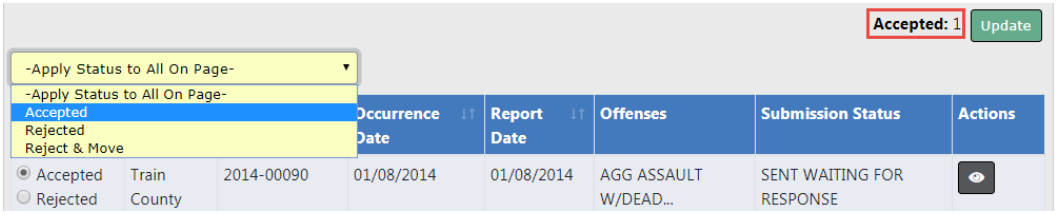
For instructions on Accepting reports, refer to "Accept" below.

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" on the previous page.

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.

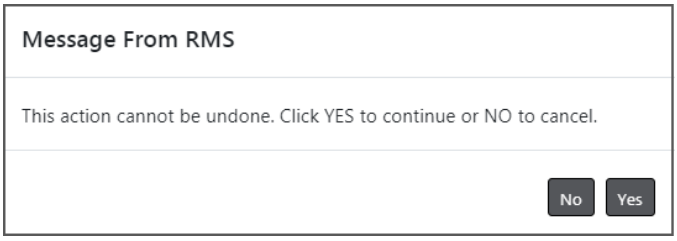


If you chose to apply the status to all on the page, it marks all radio buttons as Accepted, but not the reports you rejected.

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.

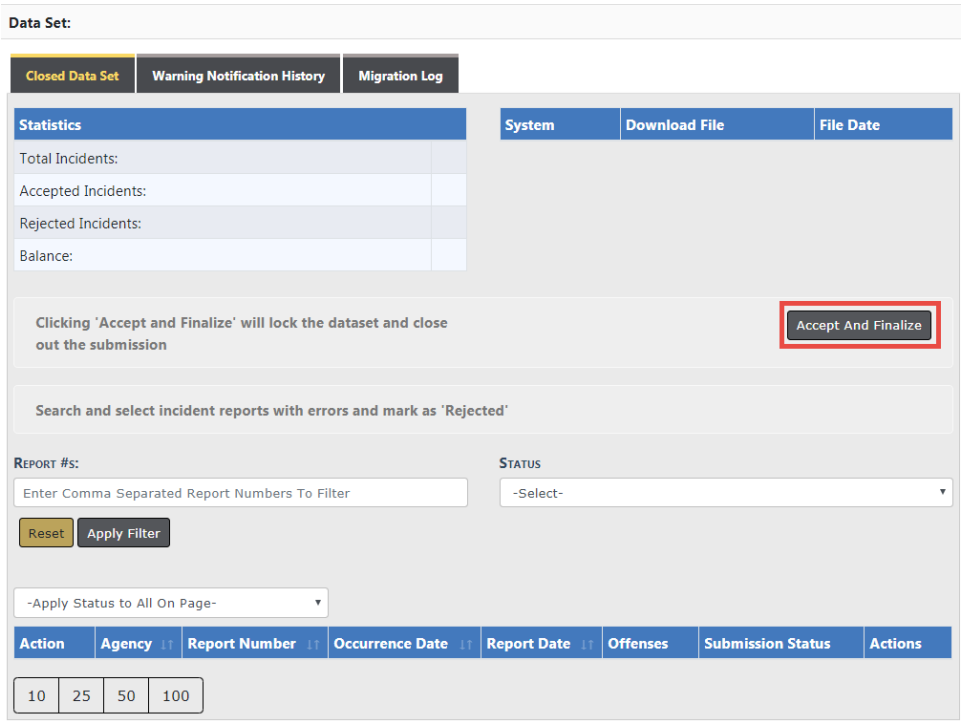


4. If you have multiple reports that span over multiple pages, scroll down to the bottom and click the next page number. Repeat the Accept process until you have marked all reports on all pages as Accepted.

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.



2. To confirm, click **Yes**.

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

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