



## Online RMS

11.7

Incident Based Reporting

NIBRS Reporting Guide

August 2021



# Caliber Public Safety

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### Incident Based Reporting

### NIBRS Reporting Guide

### August 2021

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

Rev #	Date	Comment
1	04/01/2018	Version 10.30 updates
2	01/01/2019	Version 11.5.0 updates
3	04/01/2020	Version 11.6.0 updates
3	04/01/2021	Version 11.7.0 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

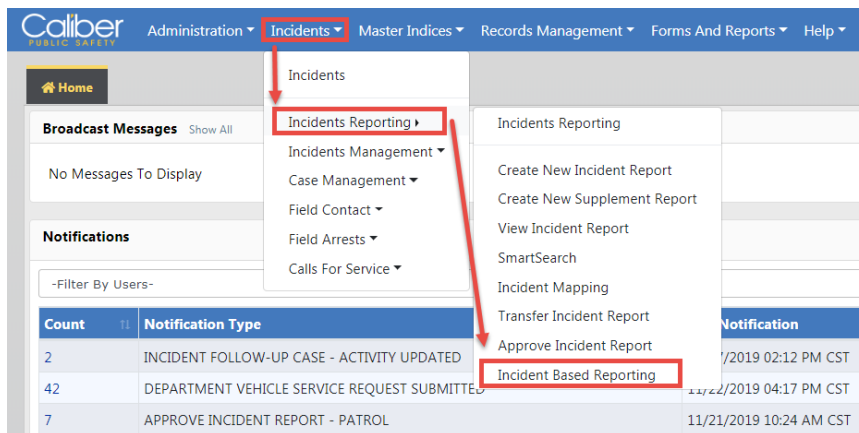
Your user account must have the role DATA\_SUBMISSIONS\_MGR or the *Incident Based Reporting* permission. The permission can be assigned to any role that the agency administrator would like. Please contact Online RMS Support for assistance on role or permission changes.

## Accessing the IBR Module

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

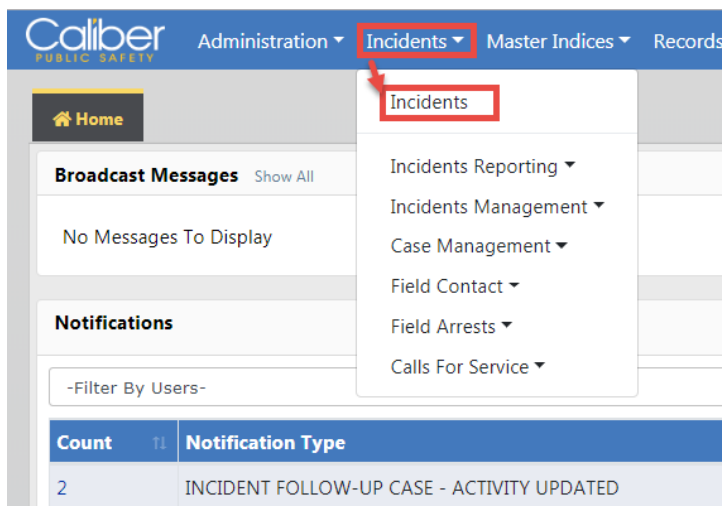
- Method 1

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



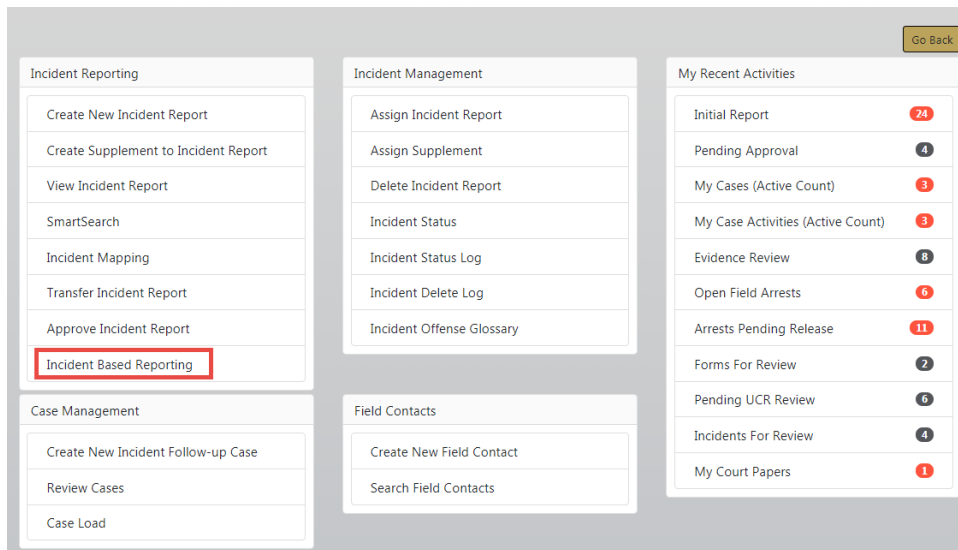
- Method 2

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

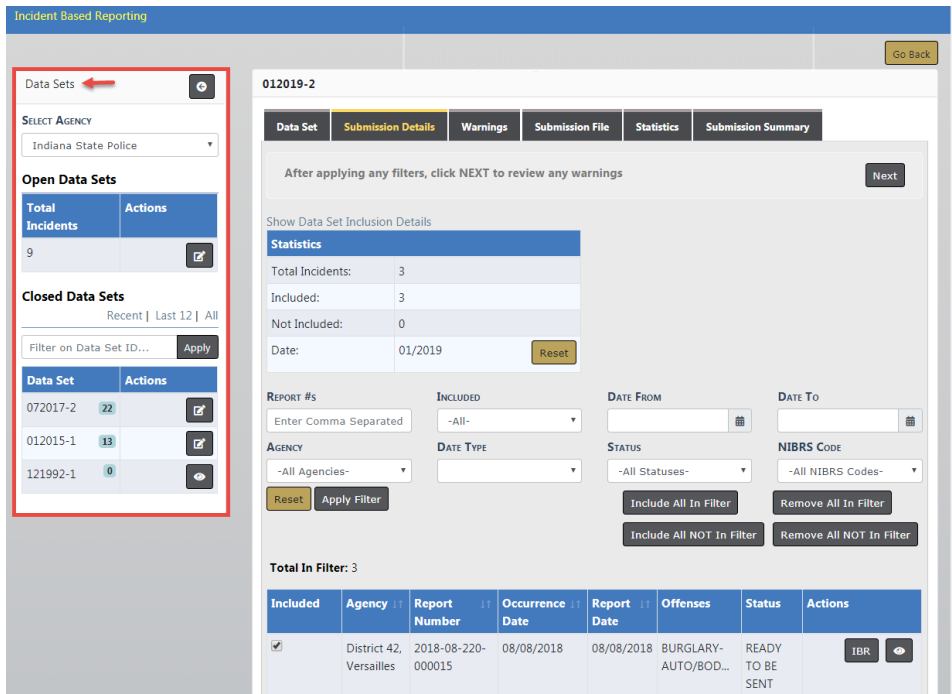


Click on the **Incident Based Reporting** link.





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

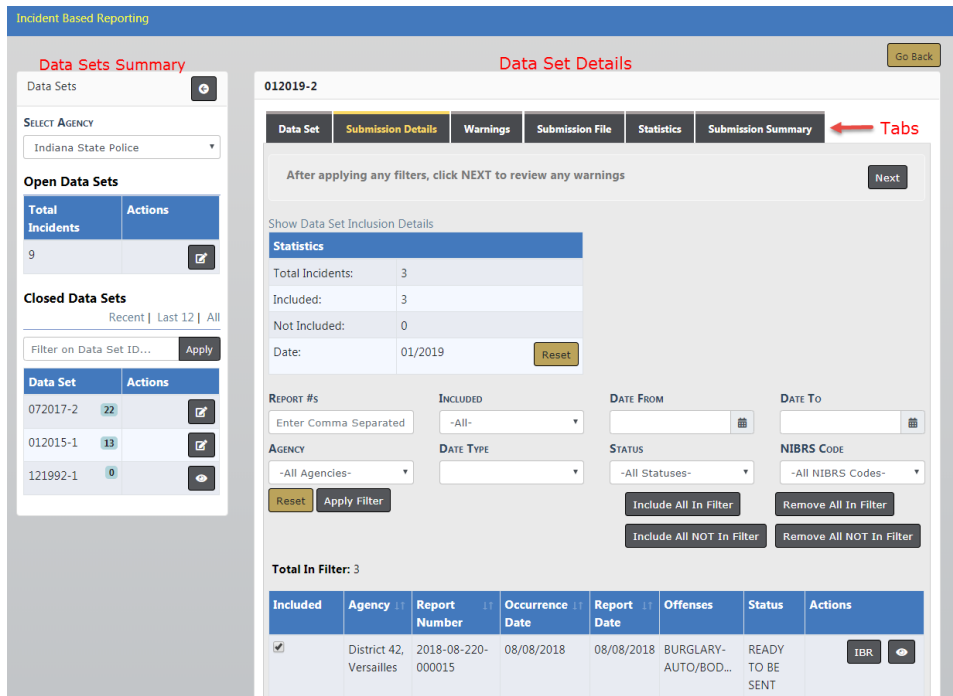
## Page Layout

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.

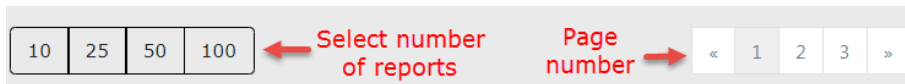
Data Set *details* appear on the right with tabs. If *details* do not appear on the right, click the edit icon  on one of the Data Sets in the summary section to open details of that Data Set.



The screenshot displays the Incident Based Reporting interface. On the left, the 'Data Sets Summary' section shows a list of data sets with columns for 'Data Set' and 'Actions'. The 'Open Data Sets' section lists '072017-2' (22 incidents) and '012015-1' (13 incidents). The 'Closed Data Sets' section lists '121992-1' (0 incidents). The 'Data Set Details' section for '012015-2' is shown on the right, featuring 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, report number 2018-08-220-000015, occurrence date 08/08/2018, report date 08/08/2018, offense BURGLARY-AUTO/BOD..., status READY TO BE SENT, and an action button labeled 'IBR'.

## Page Adjustments

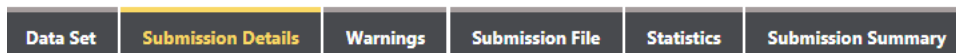
Page adjustments appear at the bottom of the Data Set Details section. The bottom left numbers are used to select the number of reports you want to see in the grid. The bottom right numbers represent the number of pages based on your data set selection and the number of reports chosen.



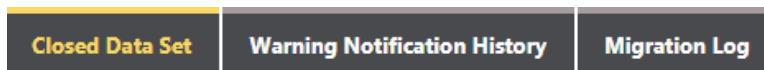
## Tabs

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>	

System

NIBRS

**Generat**

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	

System

NIBRS

One or more S  
Generation.

System #  
NIBRS 0

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

**REPORT #:**  **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 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: 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

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

## Return to Previous Screen

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

Go Back

## 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.

**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 <b>Reset</b>

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

Enter Comma Separ **-All-**

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

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

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

**Statistics**

Total Incidents:	3
Included:	3
Not Included:	0
Date:	01/2019 <b>Reset</b>

**System** **Download File** **File Date** **Generate File**

NIBRS

**Generate Submission File**

One or more Systems is compatible with XML Generation.

System	# of Files Generated	Actions
NIBRS	0 / 3	<input type="button" value="🔍"/> <input type="button" value="⚠️"/> <input type="button" value="👁"/> <input type="button" value="📄"/>




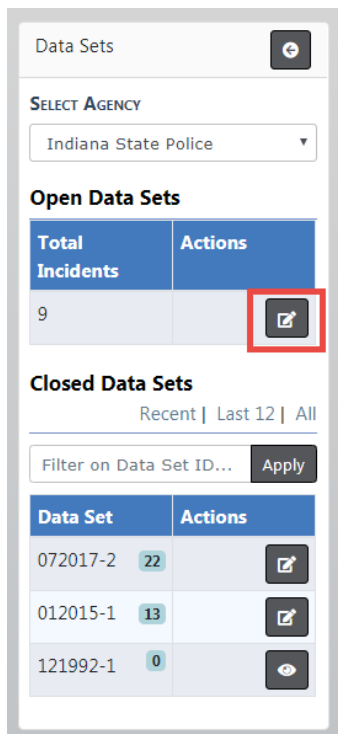


## Chapter 3. Submission Files


### 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.



The screenshot shows the 'Data Sets' interface. At the top, there's a 'SELECT AGENCY' dropdown menu with 'Indiana State Police' selected. Below this is the 'Open Data Sets' section, which contains a table with two columns: 'Total Incidents' and 'Actions'. The first row shows '9' incidents and an edit icon (pencil) in the 'Actions' column, which is highlighted with a red box. Below the 'Open Data Sets' section is the 'Closed Data Sets' section, which includes a filter 'Filter on Data Set ID...' and an 'Apply' button. Below the filter is a table with three columns: 'Data Set', 'Incidents', and 'Actions'. The table lists three data sets: '072017-2' with 22 incidents and an edit icon, '012015-1' with 13 incidents and an edit icon, and '121992-1' with 0 incidents and a view icon.

Open Data Sets	
Total Incidents	Actions
9	

Closed Data Sets		
Recent   Last 12   All		
Filter on Data Set ID... <span>Apply</span>		
Data Set	Incidents	Actions
072017-2	22	
012015-1	13	
121992-1	0	

The screenshot shows the '012019-2' submission details in the Online RMS11.7 interface. The sidebar on the left lists 'Data Sets' with a table showing 'Open Data Sets' (Total Incidents: 9) and 'Closed Data Sets' (Recent | Last 12 | All). The main panel has tabs for 'Data Set', 'Submission Details', 'Warnings', 'Submission File', 'Statistics', and 'Submission Summary'. The 'Statistics' tab is active, displaying a table with 'Total Incidents: 3', 'Included: 3', and 'Not Included: 0'. Below the table, there are filters for 'REPORT #S', 'AGENCY', 'DATE FROM', 'DATE TO', 'DATE TYPE', 'STATUS', and 'NIBRS CODE'. A 'Total In Filter: 3' is displayed at the bottom.

With Online RMS 11.7.0 and above, the IBR submission process verifies if an incident with NIBRS data has been modified before including it with the data set for submission to the state.

- If an incident was previously submitted to the state, and accepted or rejected, then a supplement approved, it can verify that the supplement contains changes that require another NIBRS submission to replace the last submission.
  - For example, if the supplement only had a narrative or an attachment, a new submission is added to the IBR data set and submitted to the state as a replacement. The submission is created only if there are NIBRS related changes in the supplement.
  - Your agency administrator can turn off the incident supplement verification process to submit all reportable incidents that are supplemented to the data set by setting the NIBRS\_VERIFY\_SUBMISSION *Maintenance Value* to N.
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.

Go Back

012019-2

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

SUBMISSION DATE

Month: December | 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.

**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:	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

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 »

6. 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

Enter Comma Separat -All-

AGENCY DATE TYPE STATUS NIBRS CODE

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

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

Enter Comma Separated f -All- 04/02/2019 04/09/2019

AGENCY DATE TYPE STATUS NIBRS CODE

-All Agencies- Occurrence Date -All Statuses- -All NIBRS Codes-

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>

10 25 50 100

- 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 11.
- 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.

- 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**

Export to PDF or Excel File


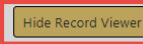
The Data Audit Warnings tab provides the opportunity for an agency to self-audit incident reports included in the data submission that may be at risk of a data audit by the IBR authority. Data audits represent data situations that are commonly flagged by IBR authorities as uncommon or overly used that 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.


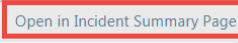
Remove All

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

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

Click to return to Submission File Warnings  

Incident - 2019D4210222 

Click to open the Incident Report  

Summary

<b>REPORT #</b> 2019D4210222	<b>SUPPLEMENTS</b> 0,1	<b>AGENCY</b> District 42, Versailles
<b>REPORT DATE</b> 03/18/2019 22:07	<b>OCCURRENCE DATE</b> 03/18/2019 22:07	
<b>SUMMARY</b> Yes hello		
<b>LOCATION</b> 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.


6. 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

NIBRS					
HEADERS	OFFENSES	PROPERTY ITEMS	VICTIMS	OFFENDERS	ARRESTS
ADMINISTRATIVE					
Data Element Num	Unique Id	Nav Order	Field Prompt	Original Value	
320286		1	Segment Length	0088	
320286		2	Segment Level	1	
320286		3	Segment Action Type	I	
320286		4	Month of Submission	11	
320286		5	Year of Submission	2020	

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

- 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.

Data Set

Submission Details

Warnings

Submission File

Statistics

Submission Summary

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

Next

## 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.

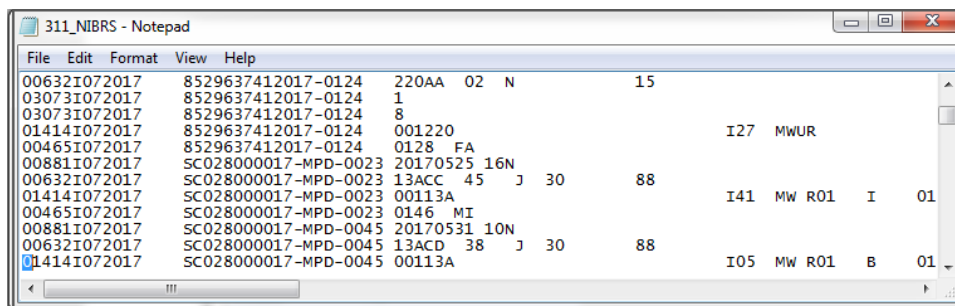
- XML Files

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.

Data Set	Submission Details	Warnings	Submission File	Statistics	Submission Summary														
<div> <div> <b>Statistics</b> <ul style="list-style-type: none"> <li>Total Incidents: 9</li> <li>Included: 9</li> <li>Not Included: 0</li> <li>Date: 12/2019 <span>Reset</span></li> </ul> </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>NIBRS</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> </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> <span>👁</span> <span>🔗</span> <span>🔄</span> <span>📄</span> </td> </tr> </tbody> </table>						System	Download File	File Date	Generate File	NIBRS			<input type="checkbox"/>	System	# of Files Generated	Actions	NIBRS	0 / 9	<span>👁</span> <span>🔗</span> <span>🔄</span> <span>📄</span>
System	Download File	File Date	Generate File																
NIBRS			<input type="checkbox"/>																
System	# of Files Generated	Actions																	
NIBRS	0 / 9	<span>👁</span> <span>🔗</span> <span>🔄</span> <span>📄</span>																	

The **Generate Submission File** button and the section above the button appears only when flat file submission is an acceptable file format for your state.

- Check the applicable **Generate File** boxes, if applicable..

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

Generate Submission File

- Click the **Generate Submission File** button, if applicable.
- 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 26.

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

System	Download File	File Date	Generate File
NIBRS	292_NIBRS.txt <input type="button" value="Reset"/>	12/03/2020 1842	<input type="checkbox"/>

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.

```
<?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>NC0 2019-0989</nc:IdentificationID>
      </cjis:MessageIdentification>
      <cjis:MessageImplementationVersion>4.2</cjis:MessageImplementationVersion>
      - <cjis:MessageSubmittingOrganization>
        - <j:OrganizationAugmentation>
          - <j:OrganizationORIIdentification>
            <nc:IdentificationID>NC0</nc:IdentificationID>
          </j:OrganizationORIIdentification>
        </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 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.

The screenshot shows the 'Submission File' tab selected. The 'Statistics' section is highlighted with a red box and contains the following data:

Total Incidents:	70
Included:	70
Not Included:	0
Date:	11/2019

Below the statistics, a message states: "One or more Systems is compatible with XML Generation." Below this is a table with the following data:

System	# of Files Generated	Actions
NIBRS	66 / 70	[Icons]

The close-up shows the "# of Files Generated" section with the text "66 / 70" and a red arrow pointing to "66 out of 70 files generated".

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.

The screenshot shows the 'System' table with the following data:





System	# of Files Generated	Actions
NIBRS	66 / 70	[Icons]

The "Click to Generate All XML Files" icon is highlighted with a red box.

#### Or, Selectively Generate Individual Files

- a. 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

---

**Files**

Click to generate individual XML files

Show 10 entries

Report Number	Date Generated	Date Submitted	Submission Response	Errors	Actions
SO181000108	07/07/2021 0937				   
SO190100031	07/07/2021 0937				   
SO200100022	07/07/2021 0937				   
SO200200010	07/07/2021 0937				   
SO200300182	07/07/2021 0937				   
SO200300286	07/07/2021 0937				   
SO200400122	07/07/2021 0937				   
SO200500041	07/07/2021 0937				   
SO200600085	07/07/2021 0937				   
SO200600227	07/07/2021 0937				   

Showing 1 to 10 of 161 entries

Previous 1 2 3 4 5 ... 17 Next

Close Export to PDF

Click on the view icon  to view the Incident Summary.

Click the **Export to PDF** button to export the results to a PDF file. This can be done before or after the submission results are returned.

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.

- 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

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

The screenshot shows a web interface for a submission file. At the top, there's a header '112020-1'. Below it is a navigation bar with tabs: Data Set, Submission Details, Warnings, Submission File (highlighted), Statistics, and Submission Summary. The main content area is divided into two sections. On the left, under the 'Statistics' tab, there's a table with the following data:

Statistics	
Total Incidents:	925
Included:	925
Not Included:	0
Date:	11/2020

Below the statistics table is a 'Reset' button. On the right, under the 'Submission File' tab, there's a table with the following data:

System	Download File	File Date	Generate File
NIBRS	292_NIBRS.txt	12/03/2020 1842	<input type="checkbox"/>

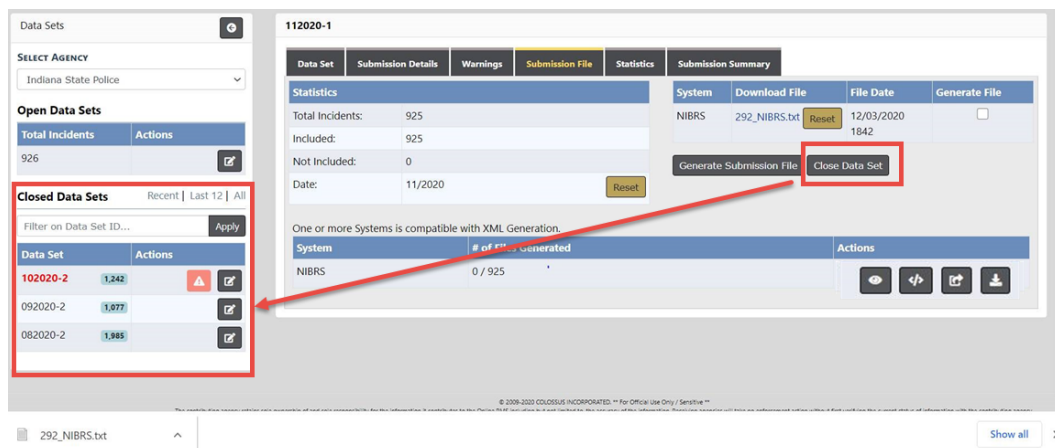
Below this table are two buttons: 'Generate Submission File' and 'Close Data Set'.

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

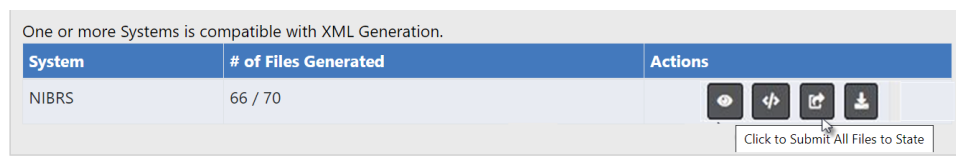
After submitting the file, you must report errors once an error report is returned from NIBRS or the State Agency.

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

2019-2323	12/30/2019 1232	<b>Submission status and date appears after sent to State</b>		
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" 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.

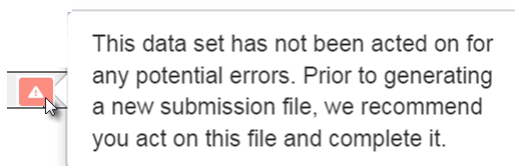
**Note:** Data Sets should be finalized before creating additional submissions files.

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.

### 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> <th>System</th> <th>Download File</th> <th>File Date</th> </tr> </thead> <tbody> <tr> <td>Total Incidents:</td> <td>1</td> <td>NIBRS</td> <td></td> <td></td> </tr> <tr> <td>Accepted Incidents:</td> <td>0</td> <td colspan="3">One or more Systems is compatible with XML Generation.</td> </tr> <tr> <td>Rejected Incidents:</td> <td>0</td> <td>System</td> <td># of Files Generated</td> <td>Actions</td> </tr> <tr> <td><b>Balance:</b></td> <td><b>1</b></td> <td>NIBRS</td> <td>0 / 1</td> <td> </td> </tr> </tbody> </table>			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	 
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	 																							
<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" on the next page.

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

## 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?

Closed Data Set
Warning Notification History
Migration Log

Statistics	
Total Incidents:	1
Accepted Incidents:	0
Rejected Incidents:	0
<b>Balance:</b>	<b>1</b>

System	Download File	File Date
NIBRS		

One or more Systems is compatible with XML Generation.

System	# of Files Generated	Actions
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'

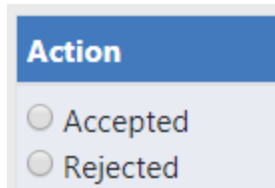
REPORT #S:  STATUS:

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.

- 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

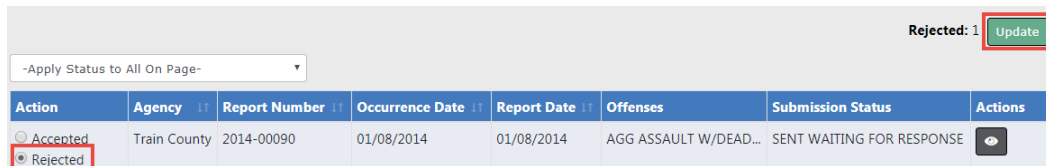
☐ Rejected

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

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

### Reject

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

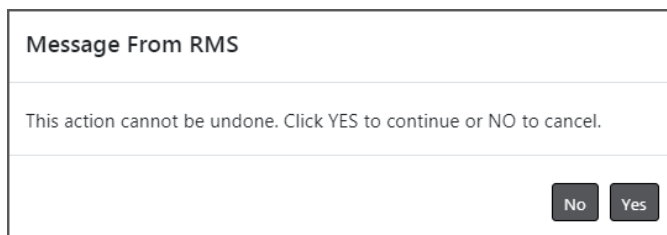


Rejected: 1 **Update**

-Apply Status to All On Page-

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

- 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" on the next page.

## 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.

		Occurrence Date	Report Date	Offenses	Submission Status	Actions
<input checked="" type="radio"/> Accepted	Train County	2014-00090	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.

Message From RMS

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

No Yes

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" on the facing page.

## 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 #:

Enter Comma Separated Report Numbers To Filter

STATUS

-Select-

Reset Apply Filter

-Apply Status to All On Page-

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

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

Message From RMS

Are You Sure?

No Yes

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



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