

# Online RMS

## 11.9

Incident Based Reporting

**NIBRS Reporting Guide** 

April 2022

Caliber Public Safety Online RMS 11.9 Incident Based Reporting NIBRS Reporting Guide April 2022

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- Duration of the problem

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

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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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5	4/1/2022	Version 11.9.0 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**.

	Administration -	Incidents  Ma	ster Indices 🔻	Records Management 🔻	Forms And F	Reports 🔻 Help 🔻		
🛠 Home		Incidents						
Broadcast Me	essages Show All	Incidents Repo	rting •	Incidents Reporting				
No Messages Notifications -Filter By Us	s To Display	Incidents Management Case Management Field Contact Field Arrests Calls For Service		Create New Incident Re Create New Supplemer View Incident Report SmartSearch Incident Mapping	eport ht Report			
Count 11	Notification Type			Transfer Incident Repor	t v	otification		
2	INCIDENT FOLLOW	-UP CASE - ACTIVI	TY UPDATED	Approve Incident Report //2019 02:12 PM				
42	DEPARTMENT VEH	ICLE SERVICE REQU	JEST SUBMITTE	Incident Based Reporting				
7	APPROVE INCIDEN	T REPORT - PATRO		11/21/	2019 10:24 AM CST			

• 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.

		Go
Incident Reporting	Incident Management	My Recent Activities
Create New Incident Report	Assign Incident Report	Initial Report 24
Create Supplement to Incident Report	Assign Supplement	Pending Approval
View Incident Report	Delete Incident Report	My Cases (Active Count)
SmartSearch	Incident Status	My Case Activities (Active Count)
Incident Mapping	Incident Status Log	Evidence Review
Transfer Incident Report	Incident Delete Log	Open Field Arrests 6
Approve Incident Report	Incident Offense Glossary	Arrests Pending Release 11
Incident Based Reporting		Forms For Review
Case Management	Field Contacts	Pending UCR Review 6
Create New Incident Follow-up Case	Create New Field Contact	Incidents For Review
Review Cases	Search Field Contacts	My Court Papers
Case Load		

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

Data Sets     O       Stutcr Activev     Data Set     Submission Details     Warnings     Submission File     Statistics       Open Data Sets     After applying any filters, click NEXT to review any warnings     Statistics       Show Data Sets     Show Data Set Inclusion Details     Statistics       Includents     Statistics       Total Incidents:     3       Recent   Last 12   All     Not Included:     0	
Data Sets	Go Bac
Litter Actions   Indiana State Police   Open Data Sets   Indiana State Police   Indiana State Police   Open Data Sets   Iotal Incidents   Bosed Data Sets   Recent   Last 12   All     Included:     0      Included:     0      Included:     Included:     Included:     Included:     Included:     Included:     Included: </td <td></td>	
Indiana State Police	
After applying any filters, click NEXT to review any warnings       Indidents     After applying any filters, click NEXT to review any warnings       Show Data Set Inclusion Details       Statistics       Included:     3       Included:     3       Not Included:     0	
Actions     Actions       Image: Show Data Set Inclusion Details       Show Data Set Inclusion Details       Statistics       Total Incidents:     3       Included:     3       Not Included:     0	Next
Included: Recent   Last 12   All	
Included:     3       Recent   Last 12   All     Not Included:     0	
Included:         3           Recent   Last 12   All         Not Included:         0	
Recent   Last 12   All   Not Included: 0	
Filter on Data Set ID Apply Date: 01/2019 Reset	
Data Set Actions Report #s Included Date From Date To	
72017-2 22 C Enter Comma Separated -All-	曲
12015-1 13 C Agency Date Type Status NIBRS Code	
21992-1 O -All Agencies- T -All Statuses- T -All NIBRS Code	es- •
Reset Apply Filter Include All In Filter Remove All In Fil	lter
Include All NOT In Filter Remove All NOT	In Filter
Total In Filter: 3	
Included Agency Report II Occurrence Report II Offenses Status Actions	
District 42, 2018-08-220- 08/08/2018 08/08/2018 BURGLARY- READY IBR	
Versailles 000015 AUTO/BOD TO BE	

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 one of the Data Sets in the summary section to open details of that Data Set.

Data Se	ets Summary				Data Set D	etails			Go B
Data Sets	O	012019-2							
ELECT AGENCY		Data Set	Submission I	Details Warnii	ngs Submissia	n File Stat	istics Submi	ssion Summ	ary 🔶 Tabs
Indiana Sta	te Police 🔻								
pen Data !	Sets	After app	lying any fil	ters, click NEXT	to review any w	arnings			Next
Fotal	Actions	Chow Data Sr	t Inclusion D	otoile					
ncidents		Statistics	et inclusion D	etans					
	ß	Total Incider	nts: 3						
osed Data	Sets	Included:	3						
	Recent   Last 12   All	Not Included	d: 0						
Filter on Dat	ta Set ID Apply	Date:	C	1/2019	Reset				
Data Set	Actions							_	-
072017-2	22	Enter Comm	a Separated	INCLUDED	•	DATE FRO	vi I	the DA	TE IO
)12015-1	13 🕑	AGENCY		DATE TYPE		STATUS		NI	BRS CODE
121992-1	0	-All Agencie	es- 1	·	٣	-All Sta	tuses-	•	All NIBRS Codes-
		Reset Ap	ply Filter			Inclu	de All In Filter	Re	move All In Filter
						Inclu	de All NOT In F	ilter Re	move All NOT In Filter
		Total In Filt	ar: 3						
		Total In File		1	1	1			
		Included	Agency 11	Report 11 Number	Occurrence 11 Date	Report 11 Date	Offenses	Status	Actions
			District 42,	2018-08-220-	08/08/2018	08/08/2018	BURGLARY-	READY	IBR 🥥
			Versailles	000015			AUTO/BOD	TO BE	

Online RMS11.9	Chapter 2. Basic Layout and Func- tionality	Caliber Public Safety

#### 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.

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

#### Tabs

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

Ope	en Data S	Sets							
	Data Set	Submissio	on Details	Warnings	Submission F	ile	Statistics	Submission Summary	
Closed Data Sets									
	Closed D	ata Set	Warnin	ning Notification History			igration Log		

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 one of the Data Sets in the summary section to open details of that Data Set.

Data Sets	012019-2			
SELECT AGENCY	Data Set Subm	ission Details W	arnings	Submission File
Indiana State Police 🔻	Statistics			System
Open Data Sets	Total Incidents:	3		System
Total Actions	Included:	3		NIBRS
Incidents	Not Included:	0		Generat
9 🗹 🗸	Date:	01/2019	R	ocherut
Closed Data Sets Recent   Last 12   All				
Filter on Data Set ID Apply	One or more System	ms is compatible wi	th XML Ge	neration.
Data Set Actions	NIRDS	# OF Files Gen	erated	
072017-2 22	NIBRS	075		
012015-1 13				
121992-1 0				
Data Sets	Data Set: 072017-2			
SELECT AGENCY	Closed Data Set Wa	arning Notification His	tory Mi	igration Log
Indiana State Police 🔻				
Open Data Sets	Statistics		22	System
Total Actions	Accepted Incidents:		22	NIDKS
Incidents	Rejected Incidents:		22	
9	Balance:		0	
Closed Data Sets Recent   Last 12   All				One or more S Generation. System #
Filter on Data Set ID Apply				NIBRS 0
Data Set Actions				
072017-2 22	Search and select in	ncident reports with	errors and	d mark as 'Rejected
012015-1 13	REPORT #S:			STATUS
121992-1 0	Enter Comma Separat	ed Report Numbers	Fo Filter	-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.

#### Chapter 2. Basic Layout and Functionality

	Click to hide the	Data Sets section	on		Go Ba
Data Sets	012019-2				
SELECT AGENCY	Data Set Submis	sion Details Warnings	Submission File Statistics	s Submission Summary	
Indiana State Police 🔹					
Open Data Sets	After applying a	ny filters, click NEXT to rev	riew any warnings	N	ext
Total Actions	Show Data Set Inclus	on Details			
9	Statistics				
	Total Incidents:	3			
Closed Data Sets	Included:	3			
Recent   Last 12   All	Not Included:	0			
Filter on Data Set ID Apply	Date:	01/2019 R	teset		
Data Set Actions					
072017-2 22	REPORT #s	INCLUDED	DATE FROM	DATE TO	
012015-1 13	Enter Comma Sepa	-All-			<b></b>
			STATUS		
121992-1	-All Agencies-		-All Statuses-		
	Reset Apply Filte		Include All In Filt	Remove All In Filter	
			Include All NOT	In Filter Remove All NOT In	Filter

how List 🔶 C	ick to unh	ide Data Set sect	ion				Go E
012019-2							
Data Set Subm	ission Details	Warnings Submission File	Statistics	Submission Summary			
After applying a	any filters, click N	IEXT to review any warning	5				Next
Show Data Set Inclu	sion Details						
Statistics							
Total Incidents:	3						
Included:	3						
Not Included:	0						
Date:	01/2019		Reset				
Report #s		INCLUDED		DATE FROM		DATE TO	
Enter Comma Sep	arated Report 1	-All-	Ŧ		曲		1
Agency		DATE TYPE		STATUS		NIBRS CODE	
-All Agencies-	•		Ŧ	-All Statuses-	Ŧ	-All NIBRS Codes-	
Reset Apply Filt	er			Includ	e All In Filt	Remove All 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.

Data Set Submiss	sion Details Warnings	Submission File Statistic	s Submission Summary
After applying an	y filters, click NEXT to rea	view any warnings	Next
Show Data Set Inclusio	on Details	_	
Statistics			
Total Incidents:	3		
Included:	3		
Not Included:	0		
Date:	01/2019	at	
REPORT #S	INCLUDED	DATE FROM	DATE TO
Enter Comma Separa	a -All-	•	<b></b>
AGENCY	DATE TYPE	STATUS	NIBRS CODE
-All Agencies-	•	-All Statuses-	▼ -All NIBRS Codes- ▼
			_
Data Set Submission De	tails Warnings Submission Fi	le Statistics Submission Summary	/
Statistics		System Downloa	d File File Date Ge
Total Incidents: 3		NIBRS	
Included: 3		Generate Submission	File
Date: 01/	2019		
	K		
One or more Systems is con	npatible with XML Generation.		
System	# of Files Generated		Actions
NIBRS	0/3		↓ ▲ ● ±

## 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		G
SELECT AGEN	CY	
Indiana S	tate F	Police •
Open Data	a Set	s
Total Incidents		Actions
9		ď
Closed Da	ta Se Rec	ent   Last 12   All
Filter on D	ata S	et ID Apply
Data Set		Actions
072017-2	22	ľ
012015-1	13	ľ
121992-1	0	•

						Go Bac
Data Sets	012019-2					
GELECT AGENCY	Data Set Submiss	ion Details Warnii	ngs Submission File	Statistics Su	ubmission Summary	
Indiana State Police 🔻						
Open Data Sets	After applying an	y filters, click NEXT	to review any warnings		Nex	t
Total Actions	Show Data Set Inclusio	on Details				
	Statistics					
	Total Incidents:	3				
losed Data Sets	Included:	3				
Recent   Last 12   All	Not Included:	0				
Filter on Data Set ID Apply	Date:	01/2019	Reset			
Data Set Actions	REPORT #s	INCLUDED	DATE F	IOM	DATE TO	
072017-2 22	Enter Comma Separa	ati -All-	•	曲		苗
12015-1 13	Agency	DATE TYPE	STATUS		NIBRS CODE	
21992-1 0	-All Agencies-	•	• -All s	tatuses- 🔻	-All NIBRS Codes	•
	Reset Apply Filter		Include	All In Filter	Remove All In Filter	
			Include	All NOT In Filter	Remove All NOT In Fi	lter
	Total In Filter: 3					

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.

							00 540
Submission Details	Warnings	Subr	mission	File	Statistics	Submission Summary	
DATE							
December		•	Year	2019	)		• Next
	Submission Details Date December	Submission Details Warnings Date December	Submission Details Warnings Subr Date December v	Submission Details Warnings Submission Date December Vear	Submission Details     Warnings     Submission File       Date     Vear     2019	Submission Details     Warnings     Submission File     Statistics       Date     Vear     2019	Submission Details     Warnings     Submission File     Statistics     Submission Summary       Date     Vear     2019

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.

Data Set	Submission	Deta	ils Warnin	gs Submi	ssio	n File Stati	stics	Submissi	on Summary	
After appl	ying any fil	ters	, click NEXT t	o review any	/ Wa	arnings			(	Next
Show Data Set	t Inclusion D	)etai	ls							
Statistics										
Total Incident	ts: 9	9								
Included:	9	9								
Not Included:	: (	)								
Date:	1	12/2	019	Reset						
Report #s			INCLUDED			DATE FROM		D	DATE TO	
Enter Comma	a Separat		-All-	•			i	<b>*</b>		曲
AGENCY			<b>D</b> ATE <b>T</b> YPE			STATUS		N	IIBRS CODE	
-All Agencies	s- •			•		-All Statuses	5-	•	-All NIBRS Co	odes- 🔻
Reset App	ly Filter					Include All In I	Filter	Rer	move All In Fil	ter
						Include All NO	T In Filte	er Rer	move All NOT	In Filter
I otal In Flite	r: 9									
Included	Agency ⊥1	R N	eport 11 umber	Occurrence Date	11	Report ⊥↑ Date	Offens	es	Status	Actions
	District 42, Versailles	20	019D4210229	04/09/2019		04/09/2019	BURGL/ APARTN	ARY- MEN	READY TO BE SENT	IBR
	District 42, Versailles	20	)19D4210227	04/03/2019		04/03/2019	BURGL/ AIRPOR	ARY- RT	READY TO BE SENT	IBR

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.

Data Set Submissio	on Details	Warnings	Subm	ission File	Statistics	Subr	nission Summary	
After applying any	filters, clic	k NEXT to re	view an	y warnings			Nex	t
Show Data Set Inclusion	Details							
Statistics								
Total Incidents:	9							
Included:	9							
Not Included:	0							
Date:	12/2019	Я	leset					
REPORT #S	INCL	JDED		DATE FR	ом		DATE TO	
Enter Comma Separat	-A	11-	•			苗		曲
Agency	DATE	Түре		<b>S</b> TATUS			NIBRS CODE	
-All Agencies-	· .		•	-All S	tatuses-	•	-All NIBRS Codes	- *
Reset Apply Filter				Include	All In Filter		Remove All In Filter	
				Include	All NOT In Fil	ter	Remove All NOT In F	ilter

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

REPORT #S		INCLUDED		DATE FROM			DATE T	o	
Enter Comm	a Separated F	-All-	*	04/02	04/02/2019		04/09	9/2019	曲
AGENCY		<b>D</b> ATE <b>T</b> YPE		STATUS			NIBRS	CODE	
-All Agencie	s- •	Occurren	ce Date 🔹	-All S	tatuses-	•	1 IIA-	NIBRS Codes-	٣
Reset App	oly Filter			I	nclude All In Fi	lter	Remo	ove All In Filter	
				I	nclude All NOT	In Filter	Remo	ove All NOT In Fi	lter
		04/02/2016		_					_
Date: Occurre	ence Date Bet	ween 04/02/2019	and 04/09/2019						_
Total In Filte	Total In Filter: 3 Including: 3 Removing: 0 Update Selected								
Included	Agency 11	Report ⊥↑ Number	Occurrence ⊥† Date	Report ⊥↑ Date	Offenses	Status		Actions	
	District 42, Versailles	2019D4210229	04/09/2019	04/09/2019	BURGLARY- APARTMEN	READY TO PROCESS ORIGINAI	D BE ED-	IBR	•
	District 42, Versailles	2019D4210227	04/03/2019	04/03/2019	BURGLARY- AIRPORT	READY TO PROCESS ORIGINAI	D BE ED-	IBR	0
	District 42, Versailles	2019D4210226	04/02/2019	04/02/2019	BATTERY- FIREARM	READY TO PROCESS ORIGINAI	D BE ED-	IBR	•
10 25	50 100								

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

Date: Occurr	ence Date Bet	ween 04/02/2019	and 04/09/2019	I.			
Total In Filte	r: 3				Including: 2	Removing: 0	Update Selected
Included	Agency 11	Report ⊥† Number	Occurrence ⊥† Date	Report ⊥† Date	Offenses	Status	Actions
	District 42, Versailles	2019D4210229	04/09/2019	04/09/2019	BURGLARY- APARTMEN	READY TO BE PROCESSED- ORIGINAL	IBR 🔮
	District 42, Versailles	2019D4210227	04/03/2019	04/03/2019	BURGLARY- AIRPORT	READY TO BE PROCESSED- ORIGINAL	IBR 🔮
	District 42, Versailles	2019D4210226	04/02/2019	04/02/2019	BATTERY- FIREARM	READY TO BE PROCESSED- ORIGINAL	IBR 🔮
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 ap	plying any filters, clic		Next			

## 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.

Data Set	Submission	Details	Warnings	Submission File	Statistics	Submission Summary	
After rev file.	riewing any v	warnings	(if applicabl	e), click NEXT to g	enerate the s	ubmission	Next
Warnings	Warning	Notificatio	on History	Sub	-Tabs		
		-Expo	rt to PDF	or Excel File	9		
The Da data su commo submis	ta Audit War Ibmission tha only flagged l sion. The goa	nings tab It may be by IBR aut al of this p	provides the at risk of a da thorities as un process is to e	opportunity for an ta audit by the IBR common or overly nsure the quality ar	agency to self authority. Dat used that sho nd accuracy of	-audit incident reports in a audits represent data s uld be evaluated by the a i data submitted to the If	ncluded in the dituations that are agency prior to 3R authority.
# of Affected Incidents	Туре	Messag	je				
• 1	NIBRS	Not all drug of drugs?	35A offender ffenses, at the If not, the en	s are under the influ time the offense o try should be N (No	uence at the ti ccurred, was ti ot Applicable).	me of the offense (For ex he offender suspected or	xample, dealers). For r known to be using
<b>`</b> 4	NIBRS	Inciden actually	t was listed as occurred.	s being a Cargo The	eft. Please revi	ew the incident and verif	y that a cargo theft
<b>`</b> 6	NIBRS	Inciden	t contains a H	late Bias Motivatior	n. Please verify	that Hate/Bias was a fac	ctor 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 I	Notification Histo	ny	
The Dat data sub common submiss	a Audit Warr omission that nly flagged b ion. The goa	ings tab provide may be at risk o y IBR authorities I of this process	es the opportunity for an agency to sel of a data audit by the IBR authority. Da as uncommon or overly used that sho is to ensure the quality and accuracy o	f-audit incident reports included in the ta audits represent data situations that are buld be evaluated by the agency prior to f data submitted to the IBR authority.
# of Affected Incidents	Туре	Message		
• 1	NIBRS	Not all 35A off drug offenses, drugs? If not,	enders are under the influence at the t at the time the offense occurred, was the entry should be N (Not Applicable)	ime of the offense (For example, dealers). For the offender suspected or known to be using ).
¥ 4	NIBRS	Incident was lis actually occurr	sted as being a Cargo Theft. Please rev ed.	iew the incident and verify that a cargo theft
		Remove All		
		Remove	Report #	Actions
			2019D4210222	IBR
			2018-08-220-000015	IBR
			2018-08-218-000014	IBR
			2017D4210062	IBR
<b>›</b> 6	NIBRS	Incident contai	ins a Hate Bias Motivation. Please verif	y that Hate/Bias was a factor in the incident.

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

Open in Incident Summary         Open in Incident Summary         Report #       SuppLements       AGENCY         201904210222       0,1       • <t< th=""><th></th><th>Click</th><th>to returr</th><th>i to Su</th><th>Ibmission</th><th>File</th><th>Warnin</th><th>gs</th><th>&gt; [н</th><th>de Record Viewe</th></t<>		Click	to returr	i to Su	Ibmission	File	Warnin	gs	> [н	de Record Viewe
Open in Incident Summary           Open in Incident Summary           REPORT #         SUPPLEMENTS         CECURE TO ATE         Open in Incident Summary           REPORT #         SUPPLEMENTS         CECURE TO ATE           Open in Incident Summary           Open in Incident Summary           REPORT DATE         Open in Incident Summary           Open in Incident Supentin           Op	Incident - 2019	D4210222 😋								
SUPPLEMENTS       AGENCY         AGENCY       ●         2019D4210222       0,1       Image: Colspan="4">Image: Colspan="4">Colspan="4">Colspan="4">Image: Colspan="4">Image: Colspan="4">Image: Colspan="4">Colspan="4"         Colspan="4">Colspan="4">Colspan="4">Colspan="4">Colspan="4">Colspan="4">Colspan="4">Colspan="4">Colspan="4">Colspan="4">Colspan="4">Colspan="4"       Colspan="4"       Colspan="4"       Colspan="4"       Colspan="4"       Colspan="4"       Colspan="4"		Cli	ck to ope	en the	Incident R	еро	rt	+	Open in Incident	Summary Page
REPORT #         SUPPLEMENTS         AGENCY           2019D4210222         0,1         ● District 42, Versailles           REPORT DATE         O2CURRENCE DATE         03/18/2019 22:07           G3/18/2019 22:07         03/18/2019 22:07         03/18/2019 22:07           SUMMARY         Yes hello         03/18/2019 22:07           SUMMARY         Yes hello         SUPPLEMENTS           LocATION         600 North Apple Street GREENFIELD, IN 46140           COTOR         SUPPLEMENTS           G01         Street GREENFIELD, IN 46140           COTOR         SUPPLEMENTS           G01         Greg         9696           SERGEANT-CAPTAIN-WIN         Agency         Supp #           Wright         Greg         9696         SERGEANT-CAPTAIN-WIN         Apporting         District 42, Versailles         0           Wright         Greg         9696         SERGEANT-CAPTAIN-WIN         Reporting         District 42, Versailles         1           Wright         Greg         9696         SERGEANT-CAPTAIN-WIN         Reporting         District 42, Versailles         1           Wright         Greg         9696         SERGEANT-CAPTAIN-WIN         Reporting         District 42, Versailles         1	Summary									
2019D4210222       0,1       ● District 42, Versailles         Report Date 03/18/2019 22:07         OSCURRENCE Date 03/18/2019 22:07         SUMMARY Yes hello         Summary Yes hello         Location 600 North Apple Street GREENFIELD, IN 46140         Role       Agency       Supp #         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       0         Wright       Greg       9696       SERGEANT-CAPTAIN-WIN       Reporting       District 42, Versailles       1         Offenses       SERGEANT-CAPTAIN-WIN       Reporting       District 42, Versailles       1         Severity       Offense       SERGEANT-CAPTAIN-WIN       Reporting       District 42, Versailles       1         Severity       Offense       Seta	REPORT #		SUP	PLEMENTS			A	GENCY		
OCCURRENCE DATE         03/18/2019 2::-7       03/18/2019 2::-7         SUMMARY         Yes hello       S         SUMMARY         Yes hello       S         SUMMARY	2019D42102	22	0,1				0	Dis 🕽	strict 42, Versailles	
03/18/2019 22:07 SUMMARY Yes hello LOCATION GOU Street GREENFIELD, IN 46140 TILE COTO SUBJECT	REPORT DATE				OCCURR	ENCE D	ATE			
Summary         Yes hello         LocATION         600 North Apple Street GREENFIELD, IN 46140         Very Street GREENFIELD, IN 46140         Street Stree	03/18/2019	22:07			03/18/2019 22:07					
Yes hello         LocATION         600 North Apple Street GREENFIELD, IN 46140         Vertical Colspan="4">Vertical Colspan="4"         Vertical Colspan="4"     <	SUMMARY									
LOCATION         GOD North Apple Street GREENFIELD, IN 46140         Controm         Controm         Controm         Controm         Role       Agency       Supp #         Mright       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         Offense         Severity       Offense       Status       Supp #         1       35-42-51-1 R03 - ROBBERY- BANK       03/18/2019 22:07       Open/Pending       0	Yes hello									
Role       Agency       Supp #         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       0         Wright       Greg       9696       SERGEANT-CAPTAIN-WIN       Reporting       District 42, Versailles       1         Offenses       Severity       Offense       Severity       Status       Supp #         1       35-42-51-1 R03 - ROBBERY- BANK       03/18/2019 22:07       Open/Pending       0	LOCATION									
Officers       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       0         Wright       Greg       9696       SERGEANT-CAPTAIN-WIN       Reporting       District 42, Versailles       1         Offenses       Serge       SERGEANT-CAPTAIN-WIN       Reporting       District 42, Versailles       1         Steverity       Offense       Remarks       Offense Date       Status       Supp #         1       35-42-51-1 R03 - ROBBERY- BANK       03/18/2019 22:07       Open/Pending       0	600 North A	pple Street GREEN	FIELD, IN 461	40						
Officers         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         0           Wright         Greg         9696         SERGEANT-CAPTAIN-WIN         Reporting         District 42, Versailles         1           Offenses         Status         Supp #           1         35-42-51-1 R03 - ROBBERY- BANK         03/18/2019 22:07         Open/Pending         0										
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           Wright         Greg         9696         SERGEANT-CAPTAIN-WIN         Reporting         District 42, Versailles         1	Officers		_							
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	Last Name	First Name	Badge #	Title			Role	A	jency	Supp #
Wright     Greg     9696     SERGEANT-CAPTAIN-WIN     Reporting     District 42, Versailles     0       Wright     Greg     9696     SERGEANT-CAPTAIN-WIN     Reporting     District 42, Versailles     1       Offense       Severity     Offense       Status     Supp #       1     35-42-5-1 R03 - ROBBERY- BANK     03/18/2019 22:07     Open/Pending     0	Wright	Greg	9696	SERGE	ANT-CAPTAIN-	WIN	Approving	) Di	strict 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	Wright	Greg	9696	SERGE	ANT-CAPTAIN-	WIN	Reporting	Di	strict 42, Versailles	0
Offenses         Remarks         Offense Date         Status         Supp #           1         35-42-5-1 R03 - ROBBERY- BANK         03/18/2019 22:07         Open/Pending         0	Wright	Greg	9696	SERGE	ANT-CAPTAIN-	WIN	Reporting	Di	strict 42, Versailles	1
Offenses         Remarks         Offense Date         Status         Supp #           1         35-42-5-1 R03 - ROBBERY- BANK         03/18/2019 22:07         Open/Pending         0										
Severity         Offense         Remarks         Offense Date         Status         Supp #           1         35-42-5-1 R03 - ROBBERY- BANK         03/18/2019 22:07         Open/Pending         0	Offenses									
Severity         Offense         Remarks         Offense Date         Status         Supp #           1         35-42-5-1 R03 - ROBBERY- BANK         03/18/2019 22:07         Open/Pending         0	Unenses									
1 35-42-5-1 R03 - ROBBERY- BANK 03/18/2019 22:07 Open/Pending 0	Severity	Offense			Remarks	Offe	nse Date		Status	Supp #
	1	35-42-5-1 R03 -	ROBBERY- BA	ANK		03/1	8/2019 22:0	)7	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 <sup>IBR</sup> 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	2				
HEADERS OFFENSES	PROPERTY_ITEMS	VICTIMS	OFFENDERS	ARRESTS Tabs	
ADMINISTRATIVE					
Data Element Num	Unique Id	Nav Or	der	Field Prompt	Original Value
	320286	1.2		Segment Length	0088
	320286	2		Segment Level	1
	320286	3		Segment Action Type	1
	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.



to send a follow-up action notification to 7. Optionally click the Send Notification icon 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.



## **Create Submission File**

There are two types of submission files:

Flat Files ٠

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.

311_NIBRS - Notepad		x
File Edit Format View Help		
006321072017 8529637412017-0124 220AA 02 N 15 030731072017 8529637412017-0124 1		*
03073I072017 8529637412017-0124 8 01414I072017 8529637412017-0124 001220 I27 MWUR		
004651072017 8529637412017-0124 0128 FA 008811072017 SC028000017-MPD-0023 20170525 16N		
004321072017 SC028000017-MPD-0023 13ACC 45 J 30 88 014141072017 SC028000017-MPD-0023 00113A I41 MW R01	I	01
008811072017 SC028000017-MPD-0025 0146 M1 008811072017 SC028000017-MPD-0045 20170531 10N 006237072017 SC028000017 MPD-0045 126CD 28 1 20 88		
1411072017 SC028000017-MPD-0045 13ACD 38 J 30 88 I 105 MW R01	в	01 🚽
< <u> </u>		• .d

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	Submissio	n Details	Warnings	Submis	ssion F	File	Stati	stics	Submiss	ion Summ	nary	
Statistics						Syste	m	Dowr	iload	File	Ge	enerate
Total Incide	ents:	9				<b>,</b>		File		Date	Fil	e
Included:		9				NIB	RS					
Not Include	ed:	0										
Date:		12/2019	(	Reset								
				_		Gene	rate S	ubmiss	ion File			
One or mor	e Systems is	s compatib	le with XML G	eneration	٦.							
System		# of File	s Generated					Acti	ons			
NIBRS		0/9								• 4		e 🛓

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.

5. Check the applicable Generate File boxes, if applicable...

NIBRS .
Concrete Submission File

- 6. Click the Generate Submission File button, if applicable.
- 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 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 Reset	12/03/2020	
		1842	

**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.

Data Set Submi	ssion Details	Warnings	Submission File	Statistics	Submission Su	mmary	
Statistics				System	Download	File	Generate
Total Incidents:	70				File	Date	File
Included:	70			NIBRS			
Not Included:	0			Generate S	ubmission File	Close Data	Set
Date:	11/2019		Reset				
One or more Systen	ns is compatible	with XML G	eneration.				
System 🔶	# of File	es Generate	ed		Actions		
NIBRS	66 / 70					1	0 4 m ±

# of File	es Generated
66 / 70	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.

One or more Syste	ems is compatible with XML Generation.	
System	# of Files Generated	Actions
NIBRS	66 / 70	• • • • ±
		Click to Generate All XML Files

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

ystem	# of File	s Generated		Actions		
NBRS	66 / 70			(	Click to View In	dividua
es			Click to gene	erate individu	al XML files	
ow 10 ¢ entries					Search:	
eport Number	t Date Generated	Date Submitted	Submission Response	Errors & Actio		
D181000108	07/07/2021 0937				• C •	
0190100031	07/07/2021 0937				• C •	e .
0200100022	07/07/2021 0937				• C •	e .
0200200010	07/07/2021 0937				• 2 •	e I
0200300182	07/07/2021 0937				• 2 •	e l
0200300286	07/07/2021 0937				• 2 •	et i
0200400122	07/07/2021 0937				• 2 •	e .
0200500041	07/07/2021 0937				• C •	
D200600085	07/07/2021 0937				• 2 •	
0200600227	07/07/2021 0937				• 2 •	e .
	entries			Previous 1	2 3 4 5	17 N

Click on the view icon 2 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.

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.

Data Set Subm	ission Details	Warnings	Submission File	Statistics	Submissio	n Summary		
Statistics					System	Download File	File Date	Generate File
Total Incidents:	925				NIBRS	292_NIBRS.txt Reset	12/03/2020	
Included:	925						1842	
Not Included:	0				Generate	Submission File Close	Data Set	
Date:	11/2020			Reset				

- 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.

Data Sets		G		112020-1								
SELECT AGENC	Y			Data Set	Submission De	tails Warning	s Submission File	Statistics	Submission	n Summary		
Indiana Stal	te Police			Statistics					System	Download File	File Date	Generate File
Open Data S	Sets			Total Incident	ts: 925	5			NIBRS	292_NIBRS.txt Reset	12/03/2020	
Total Incider	nts	Actions		Included:	925	5					1842	
926		Ľ		Not Included	l: 0				Generate	Submission File Close	e Data Set	
closed Data	Sets	Recent Last 12		Date:	11/	/2020		Reset				
Filter on Dat	ta Set ID	Appl		One or more	Systems is cor	npatible with XN	L Generation.	-				
Data Set		Actions		System		# of	reas Generated				Actions	
102020-2	1,242	A 2		NIBRS		0 / 9.	25 '				• 4	) 🕑 🛓
92020-2	1,077	ď										
082020-2	1,985	R										
		_	' I I I I I I I I I I I I I I I I I I I									
			•									
		The could be free to co	enta'ne enia nua	amble of task cale second	ribility for the information	a is constributed to the Operan	© 2009-2020 COLOSSUS INCORPOR	ATED. ** For Official Use C	inly / Sensitive **	uil tria an anformant ution silter th	ut , and then the success sheet or .	af lafannadina with the contribution data an
												channel

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.

One or more Systems	is compatible with XM	/L Generation.				
System	# of Files Gen	erated		Actions		
NIBRS	66 / 70			Cli	ck to Submit All	L Files to State
OR						
2019-2323	12/30/2019 1232	Submission status	and date	appears after	sent to S	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" 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.
- Look under the Closed Data Set section for a warning icon. If it exists, hover over the icon to display the warning message.



This data set has not been acted on for any potential errors. Prior to generating a new submission file, we recommend you act on this file and complete it.

26

#### 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

Re	cent   Last 12   All
Filter on Data Se	t ID Apply
Data Set	Actions
20140108-36 1	
20140108-35 1	▲ 🗷
20130826-34 1	

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	Migratio	n Log		
Statistics		System	Download File	File Date
Total Incidents:	1	NIBRS		
Accepted Incidents:	0	One or more	Systems is compatible with	h XML Generation.
Rejected Incidents:	0	System	# of Files Generated	Actions
Balance:	1	NIBRS	0/1	0 ±
Were there errors reported? Yes	No			

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.



#### 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 e	errors repor	ted? Yes	No			
Closed Data Set	Warning Noti	ification History Mi	gration Log				
Statistics				System	Download F	ile File Date	
Total Incidents:			1	NIBRS			
Accepted Incident	5:		0	One or m	nore Systems is compatible	with XML Generation.	
Rejected Incidents	:		0	System	# of Files Ger	nerated	Actions
Balance:			1	NIBRS	0/1		0 ±
Clicking 'Accep submission Search and sele REPORT #5:	nt and Finalize	' will lock the datase	t and close out the d mark as 'Rejected'	Status		Accept A	nd Finalize
Enter Comma Sep Reset Apply Fi -Apply Status to	lter All On Page-	Numbers To Filter		-Select	÷		Ŧ
Action	Agency 11	Report Number 11	Occurrence Date 11	Report Date 11	Offenses	Submission Status	Actions
<ul> <li>Accepted</li> <li>Rejected</li> </ul>	Train County	2014-00090	01/08/2014	01/08/2014	AGG ASSAULT W/DEAD	SENT WAITING FOR RESPONS	Ε 💿
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.



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.

-Apply Status to	All On Page-	¥				Rejected:	1 Update
Action	Agency 11	Report Number 11	Occurrence Date 11	Report Date 11	Offenses	Submission Status	Actions
<ul> <li>Accepted</li> <li>Rejected</li> </ul>	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.



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 **Accep-ted**. 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.

-Apply Statu	s to All On P	age-	•			Accept	ed: 1 Update
-Apply Status Accepted	to All On Pa	ge-		t Report ⊥1	Offenses	Submission Status	Actions
Rejected Reject & Mov	e		Date	Date			
<ul> <li>Accepted</li> <li>Rejected</li> </ul>	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" 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 I	Date
Total Incidents:				
Accepted Incidents:				
Rejected Incidents:				
Balance:				
Clicking 'Accept and Finalize' will lock the dataset and close out the submission Search and select incident reports with errors and mark as 'Rejo	ected'		Accept A	nd Finalize
REPORT #S:	<b>S</b> TATUS			
Enter Comma Separated Report Numbers To Filter	-Select-			Ŧ
Reset     Apply Filter       -Apply Status to All On Page-     •				
Action Agency 11 Report Number 11 Occurrence Date 11	Report Date 11	Offenses Su	bmission Status	Actions
10 25 50 100				

#### 2. To confirm, click Yes.

Message From RMS	
Are You Sure?	
	NoYes

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

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