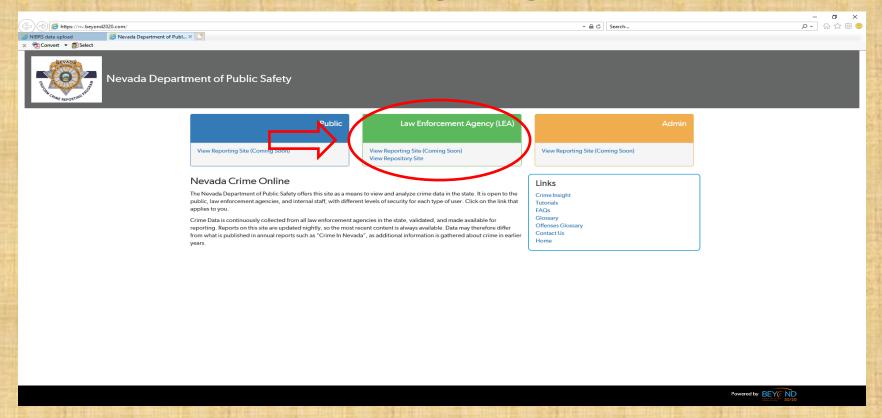
# Data Repository



### **Landing Page**



Go to "View Repository Site" under the Law Enforcement Agency (LEA) Section.

### **Data Upload Process**

Prior to uploading a file, you will have to open your agency's
 FBI workbook for the month, click enable content and enable
 edit. Once that is completed you will want to click generate
 summary data file as shown below:

		OTIL 1971	жиупш			Num	IDEI	91		acyres
	A			D	Е	F		G		
1	Requi	_	Application Version	1.7						
2	Agency Identifier (7 or 9 digit ORI)	NV0130000			NV0130000 (CARSON CITY)					
3	Month of Report	January Example ORIs:			UCR Workbook Options					
4	Year of Report (YYYY)	2017 WV12345 or WV1234500			Please select the type of submission for each form listed below.					
5	Optional Fields				Report		Report /	Adjustment 🕜	No Change / No Report ?	
6	Agency	Carson City Sheriff's Office			Report	Zero Report 🕜	Aujustricit (	No Report		
7	City	Carson City			Return A	(4		C	0	
8	County	Carson City			Return A Supplement	(	9	0	0	
9	State	Nevada			LEOKA	G	3	0	0	
10	Population				ASR	19		С	С	
11	Prepared By *	Tammy Vieira								
12	Title of Preparer	Nevada UCR			Arson	(		0	0	
13	Telephone Number *	775-684-6261			SHR	(	5	0	0	
14	Email Address *	tvieira@dps.state.nv.u	<u>s</u>		Police Employees (Annual Report)	ŗ		С	•	
	Chief, Sheriff, Superintendent,				Hate Crime	(		0	0	
15	Commanding Officer, or Supervisor				Human Trafficking	(	П	0	0	
16	Date Prepared				Cargo Theft	į.	<b>₹</b>	0	0	
17	*Note: Please provide your contact information				Reporting older data initiatives (2012 data initiatives)					
18									1	
19					Settings	Senerate	Summary	File(s) Start N	ew Workbook	
20										



## Uploading

- You will generate a summary file from the FBI workbook, save it to a location on your computer and go back to the data repository to upload the text file. Please note: the XML file name must be in the following format.
  - Agency + Month + Year = CarsonCitySO012019
- Data submissions will be processed by UCR staff once uploaded into the Repository. Incidents that do not pass the validation process will generate errors and will not be uploaded into the repository.
- Login to the Repository Portal to upload your monthly submission files.

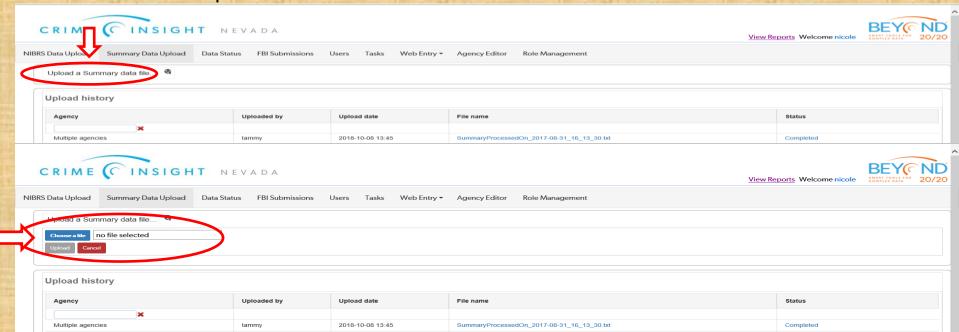


## Summary Upload

You will click on the Summary Data upload tab, as shown below:

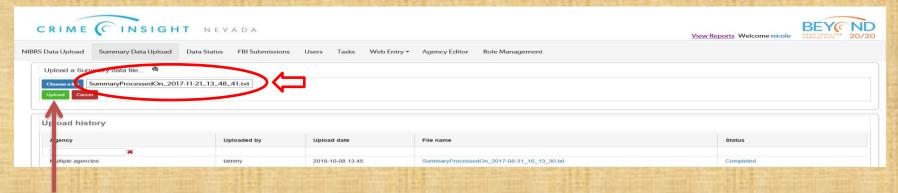


 Then you will click on Upload a Summary data file, which will generate a drop down of different options as seen below:

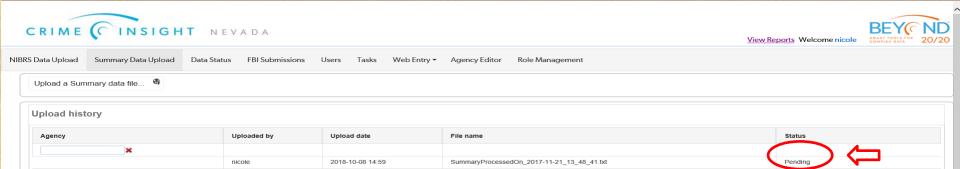


### Summary Upload Cont.

- Choose a file
- Upload
- Cancel

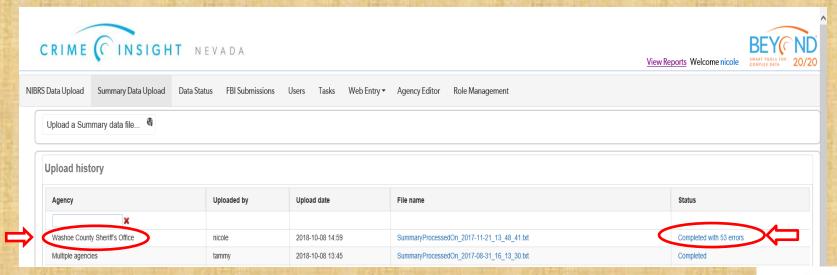


- Once the above is populated, click the green upload button.
- This will then generate your summary files.
- While the file is uploading, the status will show pending while the system validates the file.



### **Summary Errors**

 Once the file has uploaded you will see the Agency's name, Uploaded by, Upload date, File name and Status. The status area will show completed with how many errors were found in the file.





## **Summary Errors Continue**

• If you click the *Completed with ## error* this will outline any errors within the file you have uploaded.

The following 7 errors were found in the file						
Agency	Date of report / Incident number	<u>Line</u> number	Error code	Type	Description	
Henderson Police Department	Zero Report	2	sum_b_H_090	8 error	Hate Crime - Invalid Record Type sequence - The incident cannot be modified because it was not previously submitted.	
Henderson Police Department	Zero Report	3	sum_b_H_090	8 error	Hate Crime - Invalid Record Type sequence - The incident cannot be modified because it was not previously submitted.	
Henderson Police Department	Zero Report	8	sum_b_H_090	8 error	Hate Crime - Invalid Record Type sequence - The incident cannot be modified because it was not previously submitted.	
Henderson Police Department	18-04366	5	sum_b_H_090	8 error	Hate Crime - Invalid Record Type sequence - The incident cannot be modified because it was not previously submitted.	
Henderson Police Department	18-10439	13	sum_b_H_090	8 error	Hate Crime - Invalid Record Type sequence - The incident cannot be modified because it was not previously submitted.	
Henderson Police Department	18-12758	14	sum_b_H_090	error	Hate Crime - Invalid Record Type sequence - The incident cannot be modified because it was not previously submitted.	
University of Nevada, Las Vegas Police Department	180215	4	sum_b_H_090	8 error	Hate Crime - Invalid Record Type sequence - The incident cannot be modified because it was not previously submitted.	
	Henderson Police Department  University of Nevada, Las Vegas Police	Agency  Date of report / Incident number  Henderson Police Department  Henderson Police Department  Zero Report  Zero Report  Henderson Police Department  Zero Report  Henderson Police Department  18-04366  Henderson Police Department  18-10439  Henderson Police Department  18-12758  University of Nevada, Las Vegas Police  180215	Agency         Date of report / Incident number         Line number           Henderson Police Department         Zero Report         2           Henderson Police Department         Zero Report         3           Henderson Police Department         Zero Report         8           Henderson Police Department         18-04366         5           Henderson Police Department         18-10439         13           Henderson Police Department         18-12758         14           University of Nevada, Las Vegas Police         180215         4	Agency         Date of report / Incident number         Line number         Error code           Henderson Police Department         Zero Report         2         sum_b_H_090           Henderson Police Department         Zero Report         3         sum_b_H_090           Henderson Police Department         Zero Report         8         sum_b_H_090           Henderson Police Department         18-04366         5         sum_b_H_090           Henderson Police Department         18-10439         13         sum_b_H_090           Henderson Police Department         18-12758         14         sum_b_H_090           University of Nevada, Las Vegas Police         180215         4         sum_b_H_090	Agency     Date of report / Incident number     Line number     Error code     Type       Henderson Police Department     Zero Report     2     sum_b_H_090     ❖ error       Henderson Police Department     Zero Report     3     sum_b_H_090     ❖ error       Henderson Police Department     Zero Report     8     sum_b_H_090     ❖ error       Henderson Police Department     18-04366     5     sum_b_H_090     ❖ error       Henderson Police Department     18-10439     13     sum_b_H_090     ❖ error       Henderson Police Department     18-12758     14     sum_b_H_090     ❖ error       University of Nevada, Las Vegas Police     180215     4     sum_b_H_090     ❖ error	



#### **Error Code**

Click on the Error code as shown.



It will then give you an explanation of what the Error code is:

Error code sum\_b\_H\_090

#### Hate Crime Errors

INCIDENT NOT ON FILE FOR REPORT TYPE M

An incident report was submitted with Report Type = M. However, the incident to be modified was not previously submitted.



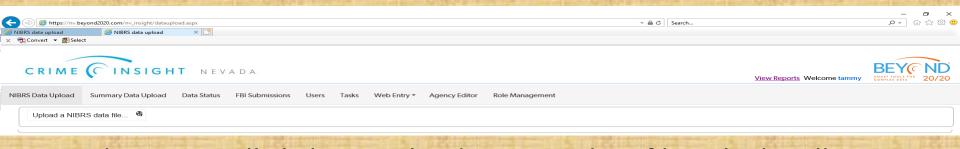
## **Summary Upload Conclusion**

 Once you have corrected all the errors you will want to upload your document again until you no longer have errors.



## **NIBRS** Upload

You will click on the NIBRS Data upload tab, as shown below:



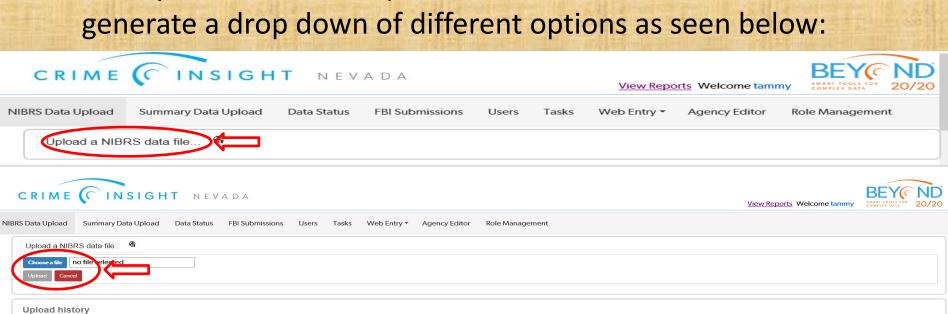
 Then you will click on Upload a NIBRS data file, which will generate a drop down of different options as seen below:

File name

Uploaded by

Agency

Upload date



Submission period

Status

## NIBRS Upload Continued

- Choose a file
- Upload
- Cancel
- You will then log into your RMS, run a NIBRS report and then save it to a location on your computer; now you will be able to upload your report to the repository.



- Click the green upload button once you choose your file to upload.
- While the file is uploading, the status will show pending while the system validates the file.

## NIBRS Pending and Errors



Once the file has uploaded you will see the Agency's name, Uploaded by, Upload
date, File name and Status. The status area will show completed with how many
errors were found in the file.



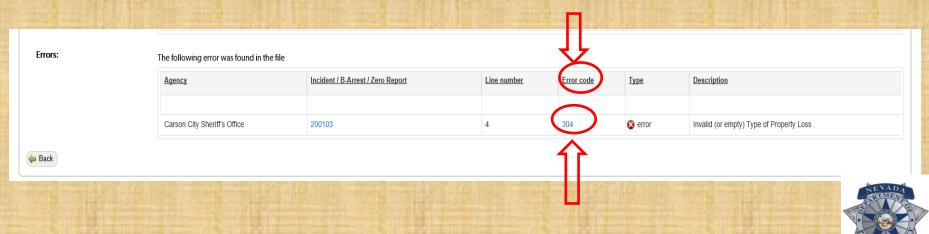


#### **NIBRS Errors**

• If you click the *Completed with ## error* this will outline any errors within the file you have uploaded.



Then click on the Error code as shown:



#### Error Code

#### Error code 304

#### **Property Segment Errors**

INVALID DATA VALUE

The referenced data element must contain a valid data value when it is entered.

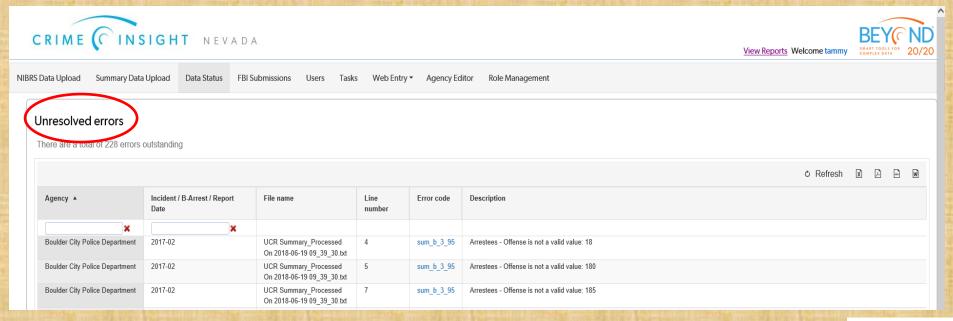
This error can occur in the following situations:

- · City Indicator must contain a valid data value when it is entered.
- Data Element 14 (Type Property Loss/Etc.) must contain a valid data value when it is entered.
- Data Element 15 (Property Description) must contain a valid data value when it is entered.
- Data Element 16 (Value of Property) must contain a valid data value when it is entered.
- Data Element 17 (Date Recovered) must contain a valid data value when it is entered.
- Data Element 18 (Number of Stolen Motor Vehicles) must contain a valid data value when it is entered.
- Data Element 19 (Number of Recovered Motor Vehicles) must contain a valid data value when it is entered.
- Data Element 20 (Suspected Drug Type) must contain a valid data value when it is entered.
- · Data Element 21 (Estimated Drug Quantity) must contain a valid data value when it is entered.
- Data Element 22 (Type Drug Measurement) must contain a valid data value when it is entered.



#### **Data Status**

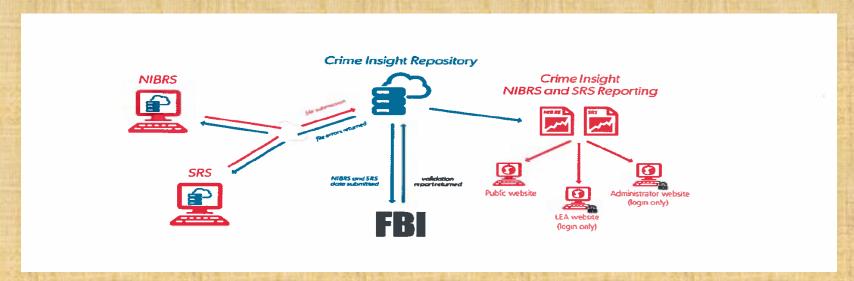
 The Data Status tab will allow your agency to track any outstanding errors for their specific agency. Once any errors are corrected they will no longer show on this list.





#### **Data Status Continued**

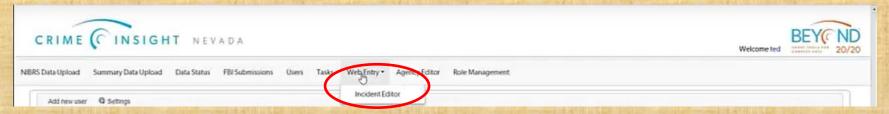
 The Reporting Agency Coordinator (RAC) will be required to access the repository at least once a month, to check and correct any outstanding errors for your agency.



Errors should be corrected and re-transmitted no later than 10 business days after receipt of the error report.

#### Incident Editor

Located under "Web Entry

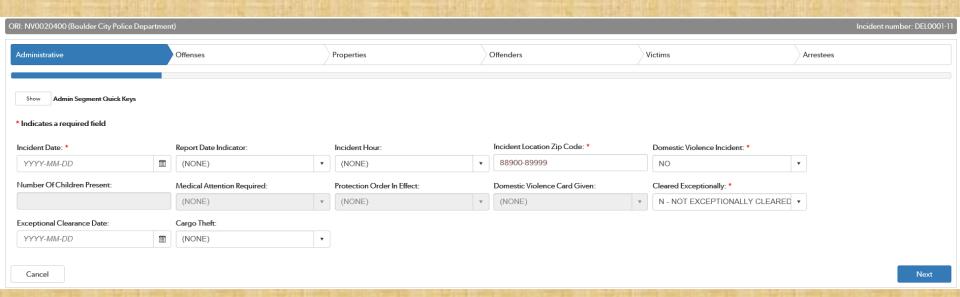


 You will put your Agency, Incident Type, and Incident Number in the fields shown below and then click "Add"

Tasks	Web Entry ▼ Agency Editor Role Management					
	Incident Editor					
	Agency:					
	NV0020400 - BOULDER CITY POLICE ▼					
	Incident Type:					
	GROUP A ▼					
	Incident Number:					
	DEL0001-11  ×					
	Add Delete Edit Zero Report					



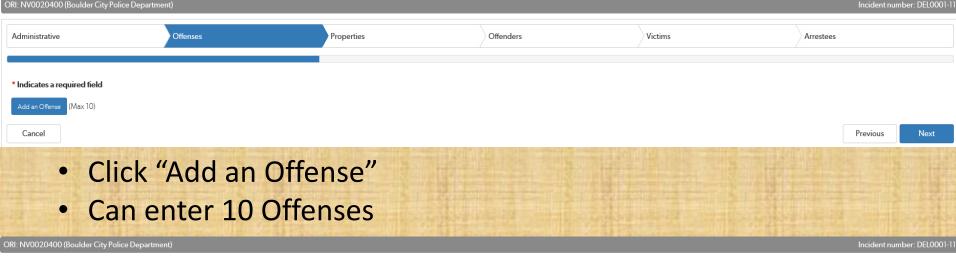
### Incident Editor Sections

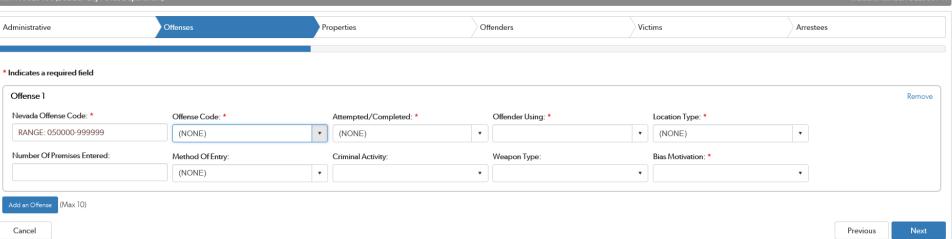


- All the fields with a red star next to them are required.
- Click "Next" once complete



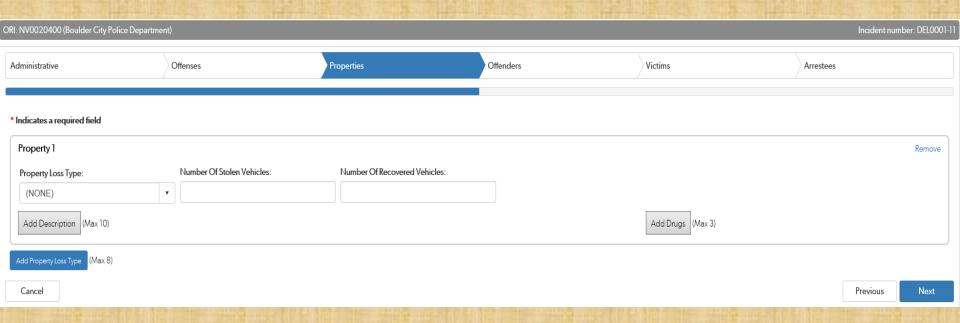
### Offense Section







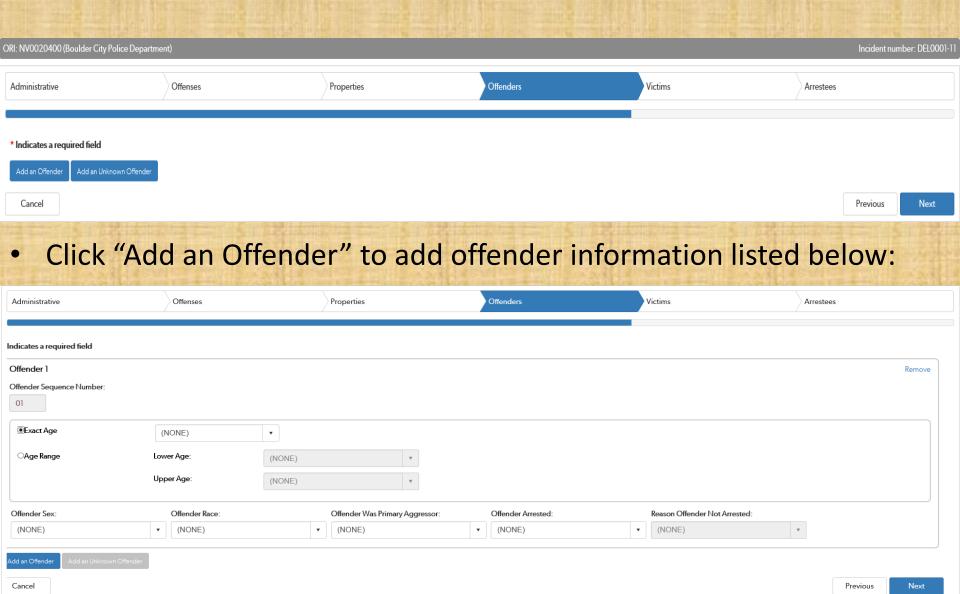
### **Properties**



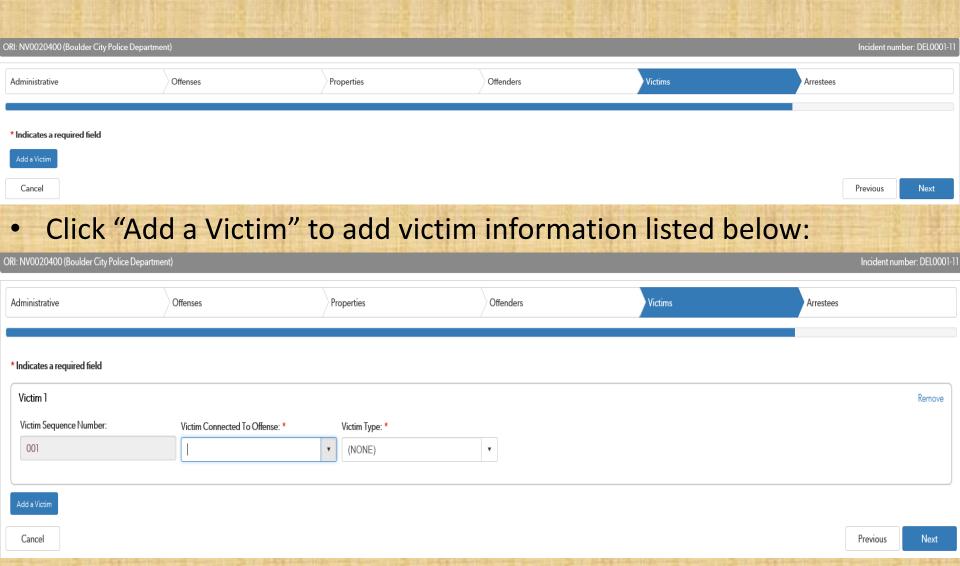
Can enter a max of 10 property loss type.



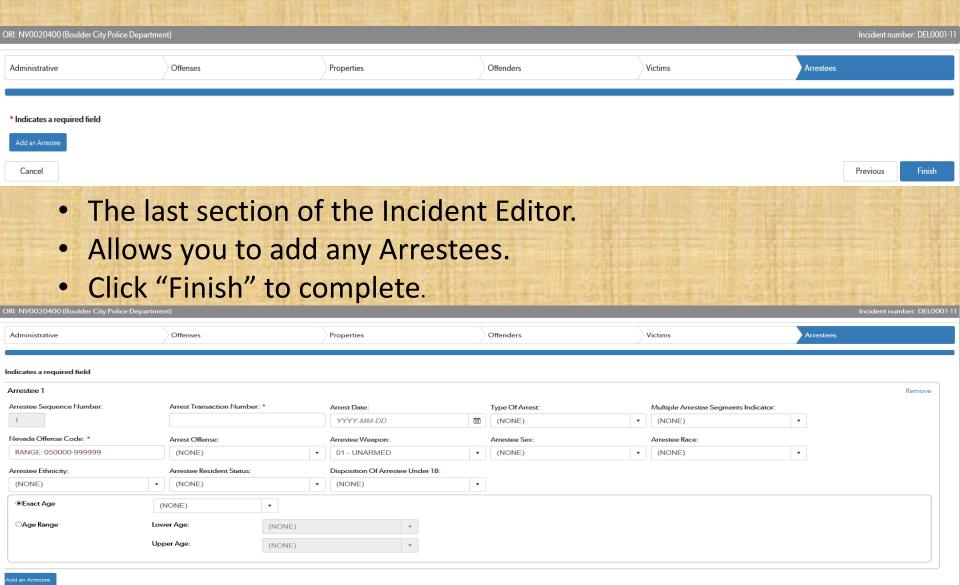
### Offenders



#### **Victims**



#### Arrestees



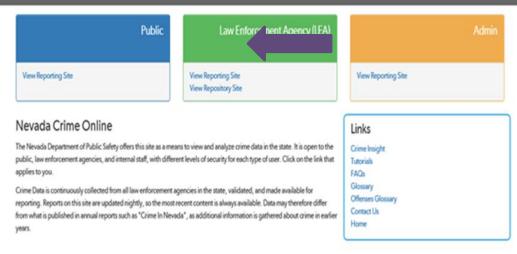
Cancel

Previous

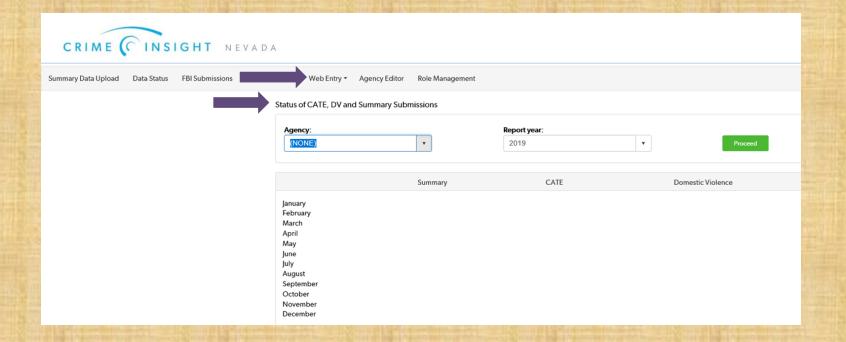


- How to Enter Crimes Against The Elderly
- (CATE)



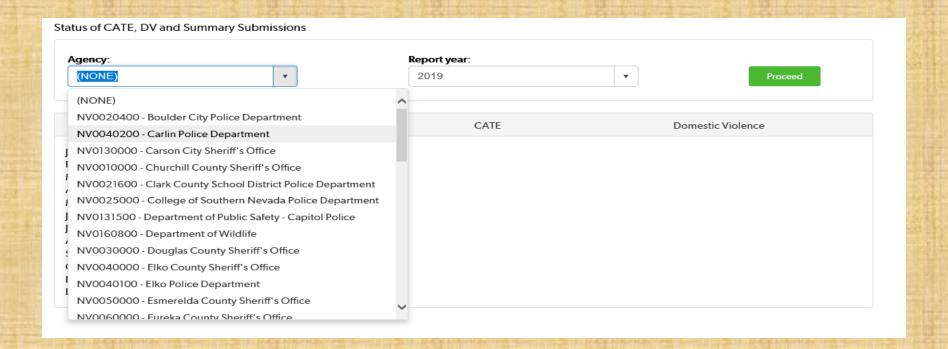


 Login to the Data Repository. To login click "View Repository Site" on the LEA section.
 Once you login you will see the menu bar below:



Hover your mouse over "Web Entry" and click on "Summary Overview" from the dropdown. A "Status of CATE, DV and Summary Submissions" menu will appear.





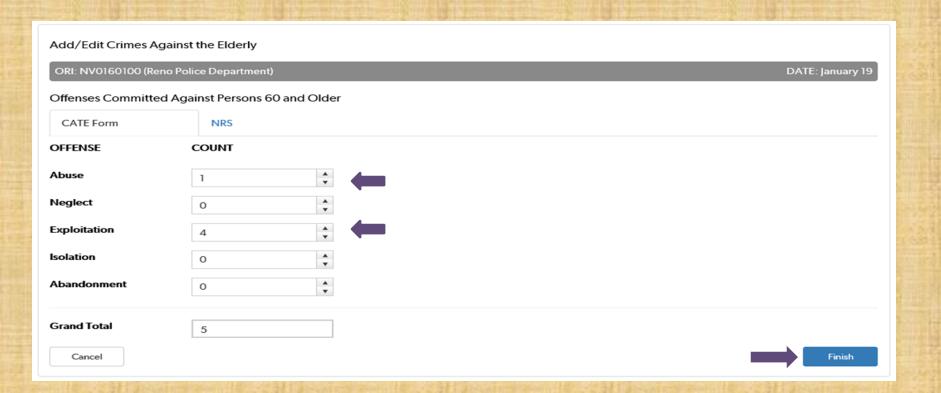
The "Agency" section will have your agency name in the dropdown menu. The "Report year" is where you can see your submissions for a given year. Click on your agency and select the report year before clicking the proceed button.





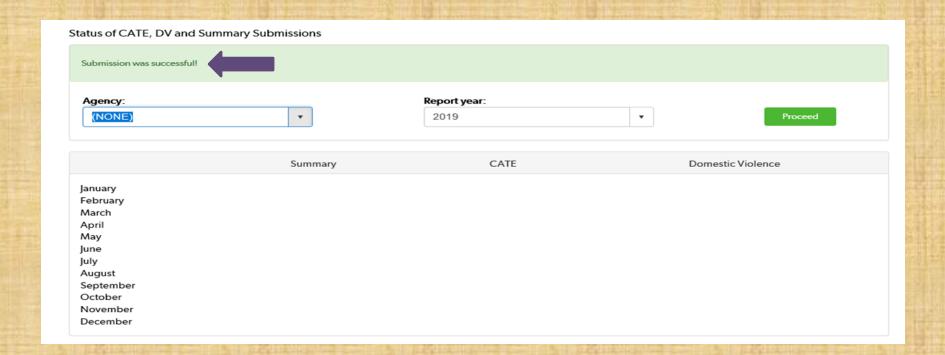
After you click proceed you will see your agency's submissions for each month. A check mark shows that the report has been uploaded while a "X" shows that the report is missing. Click on a "X" to open up the report you want to edit.





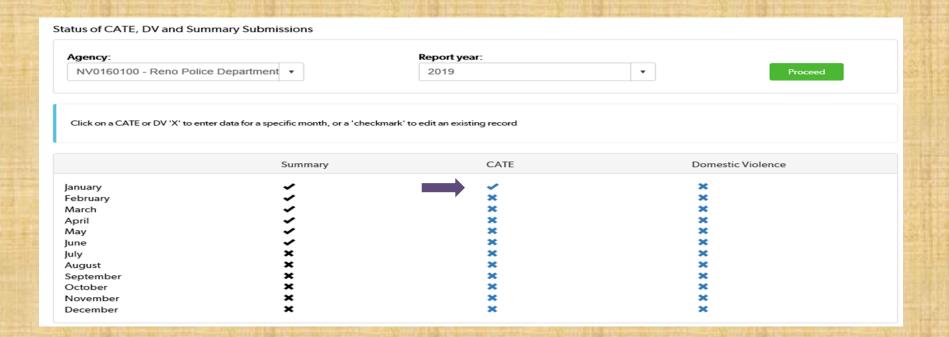
Enter any counts of CATE into the form and click finish once you enter all counts.





You will be brought back to the "Status of CATE, DV and Summary Submissions" page. Near the top of the page you will see a "Submission was successful!" message.





The next time you check your submissions a checkmark will appear instead of a "X" for the report you submitted.



### **Email**

 If you have any further questions you can contact us via email at <u>UCR@dps.state.nv.us</u>



## Questions?

