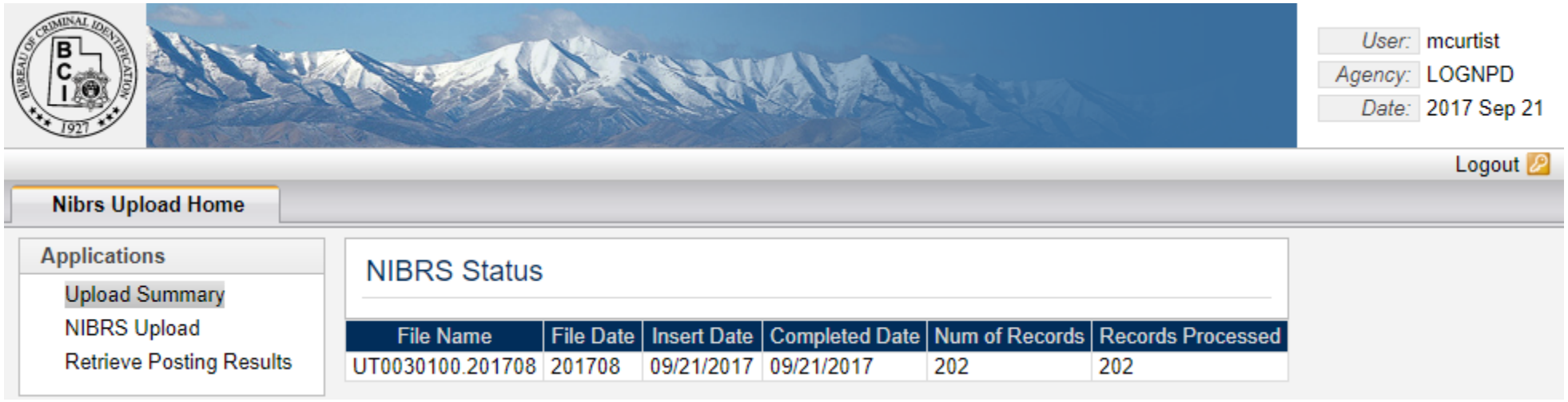
NIBRS Web App

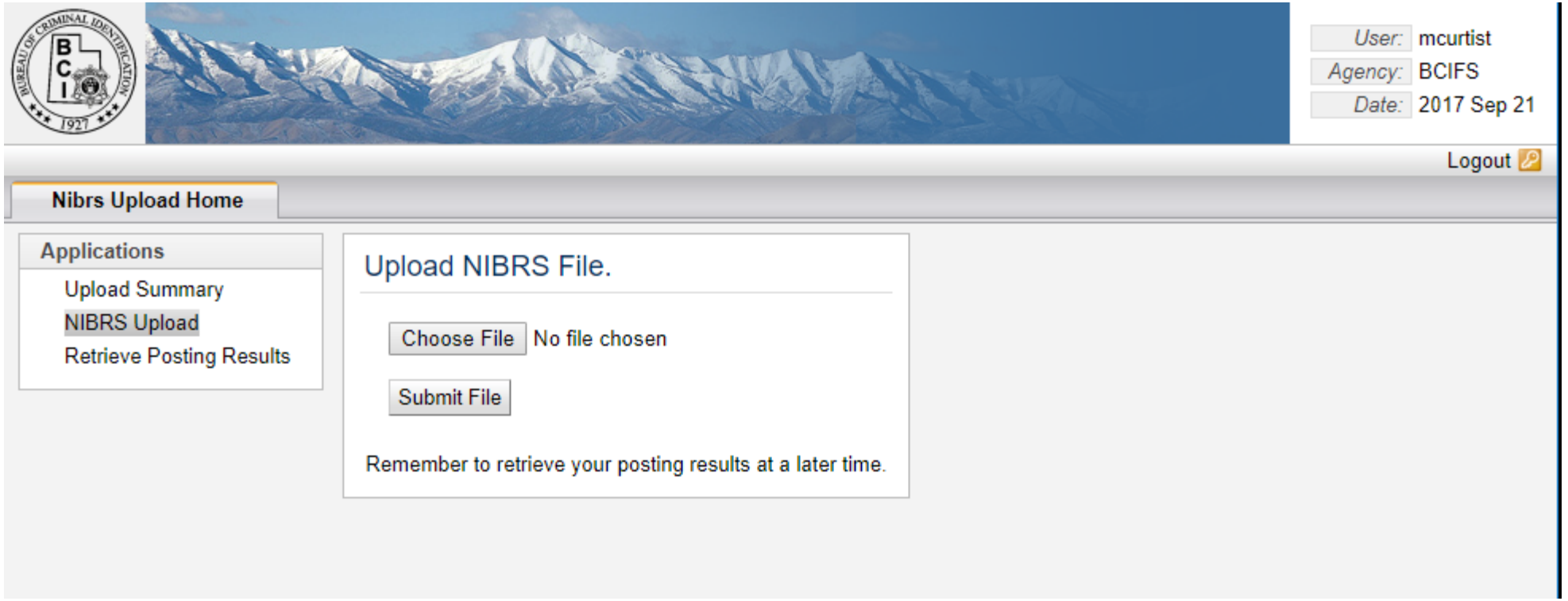
- Allows agencies to upload their NIBRS files and retrieve their Success Reports, Error Reports and Stats Reports
- All agencies will be required to upload their own files by February 2018
- Contact Mandy Biesinger at mbiesinger@utah.gov or Mary Ann Curtis at macurtis@utah.gov

Logon to Utahnibrs.ps.utah.gov

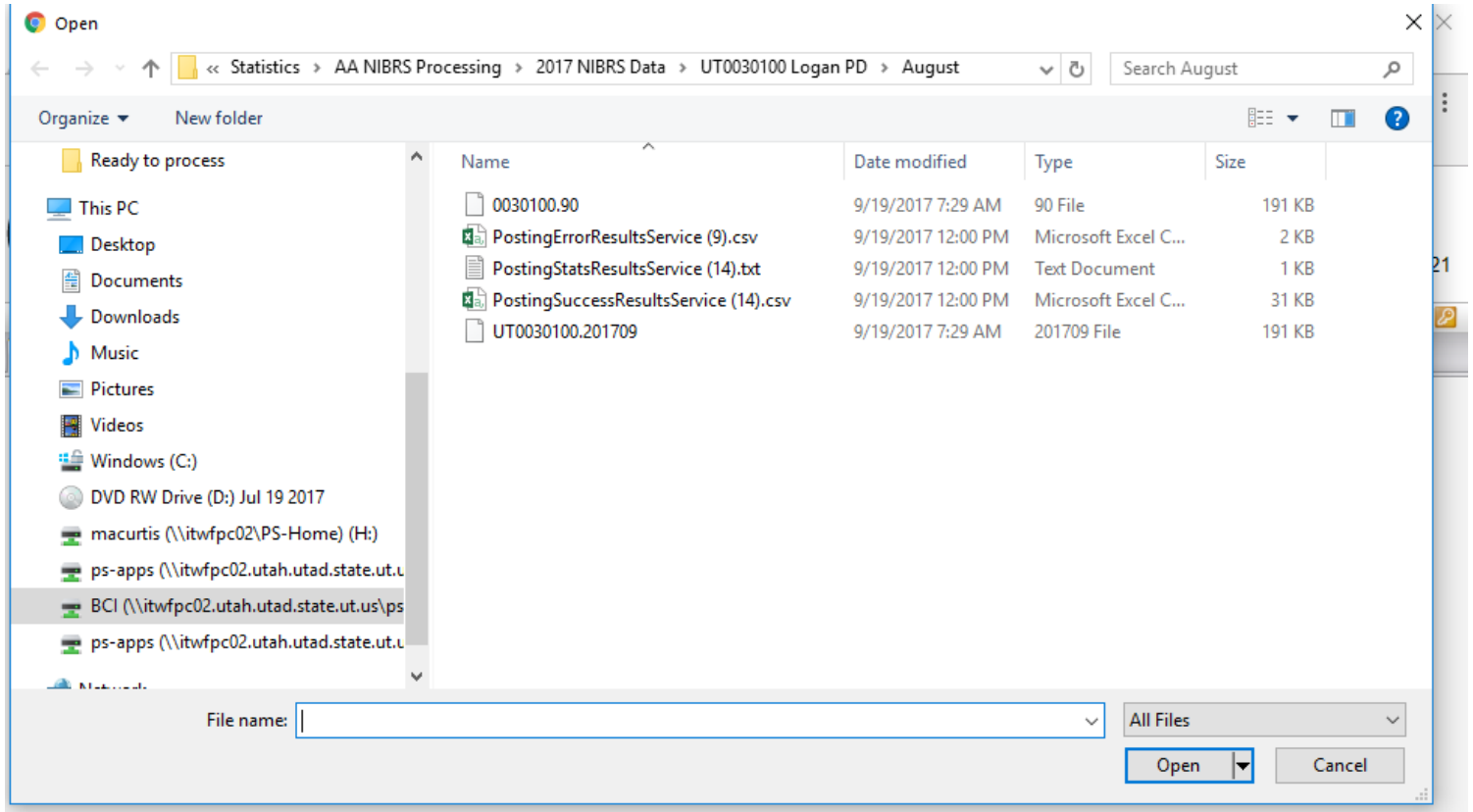


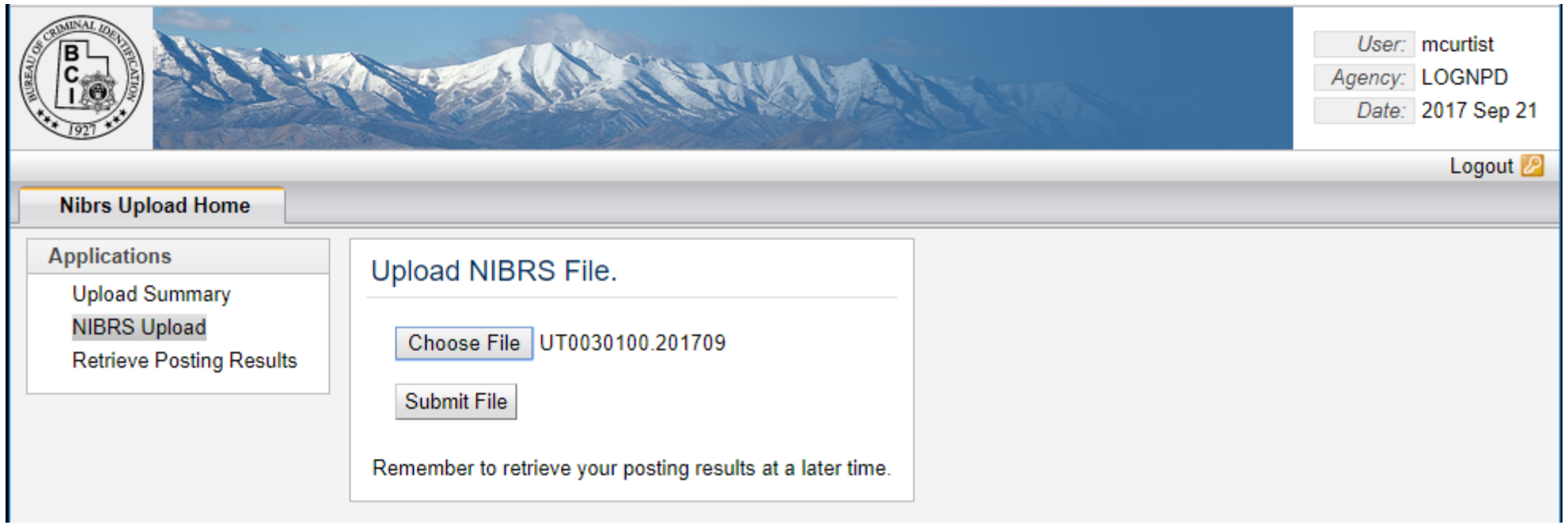
- This screen will show any files that have been uploaded using the new web app
- Will show the last tape date used – you cannot use a tape date twice – the file will not upload if the tape date has been used
- Click on the “NIBRS Upload” button to upload a file

- Files need to be named in the following format:
  - Start with your ORI (including the UT) then a dot followed by the tape date year and the tape date month
    - Example: UTBCI0000.201709

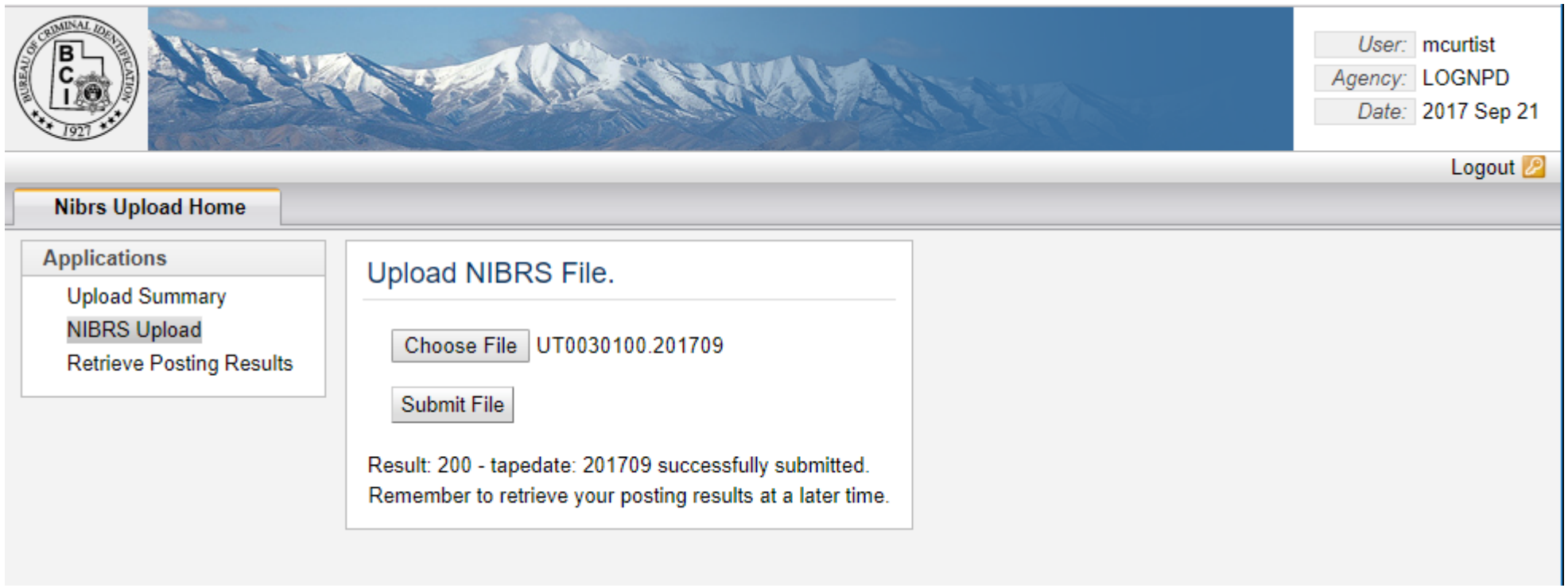


Click the “Choose File” button – a window will open that will allow you to select the proper NIBRS file


Open
« Statistics › AA NIBRS Processing › 2017 NIBRS Data › UT0030100 Logan PD › August
Search August
Organize
New folder
Ready to process
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Windows (C:)
DVD RW Drive (D:) Jul 19 2017
macurtis (\\itwfpc02\PS-Home) (H:)
ps-apps (\\itwfpc02.utah.utad.state.ut.u
BCI (\\itwfpc02.utah.utad.state.ut.us\ps
ps-apps (\\itwfpc02.utah.utad.state.ut.u
Name
Date modified
Type
Size
0030100.90
9/19/2017 7:29 AM
90 File
191 KB
PostingErrorResultsService (9).csv
9/19/2017 12:00 PM
Microsoft Excel C...
2 KB
PostingStatsResultsService (14).txt
9/19/2017 12:00 PM
Text Document
1 KB
PostingSuccessResultsService (14).csv
9/19/2017 12:00 PM
Microsoft Excel C...
31 KB
UT0030100.201709
9/19/2017 7:29 AM
201709 File
191 KB
File name:
All Files
Open
Cancel

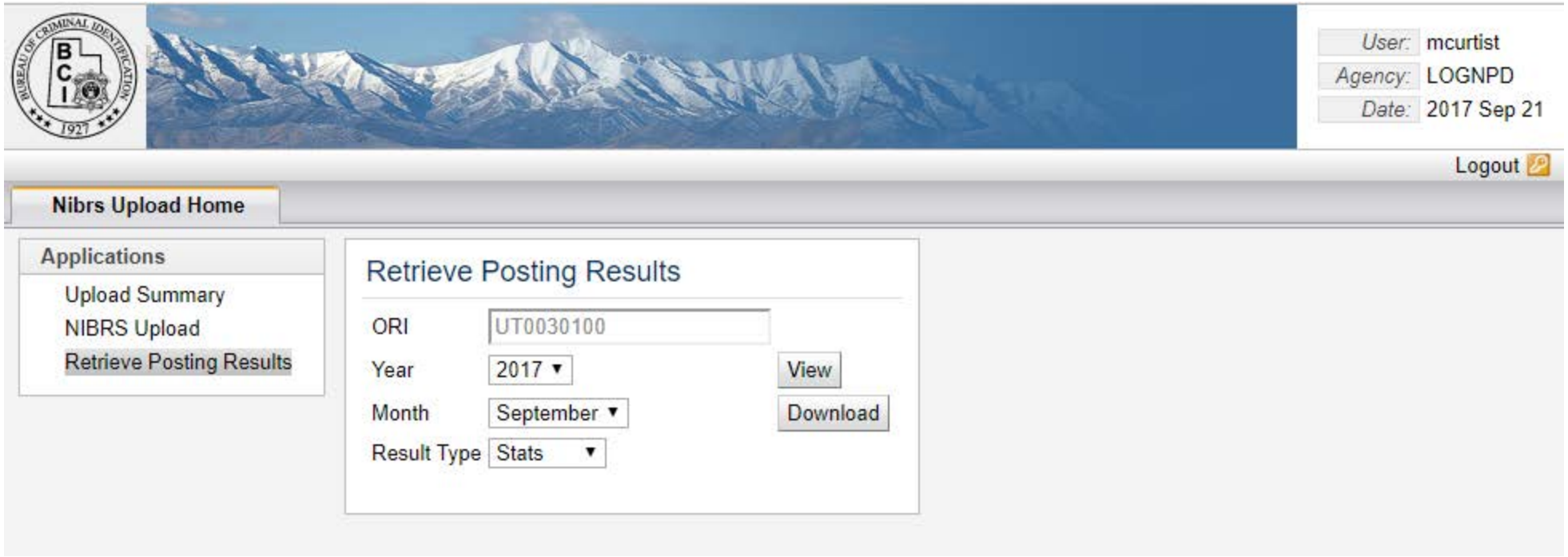


Click the “Submit File” button to upload the selected file

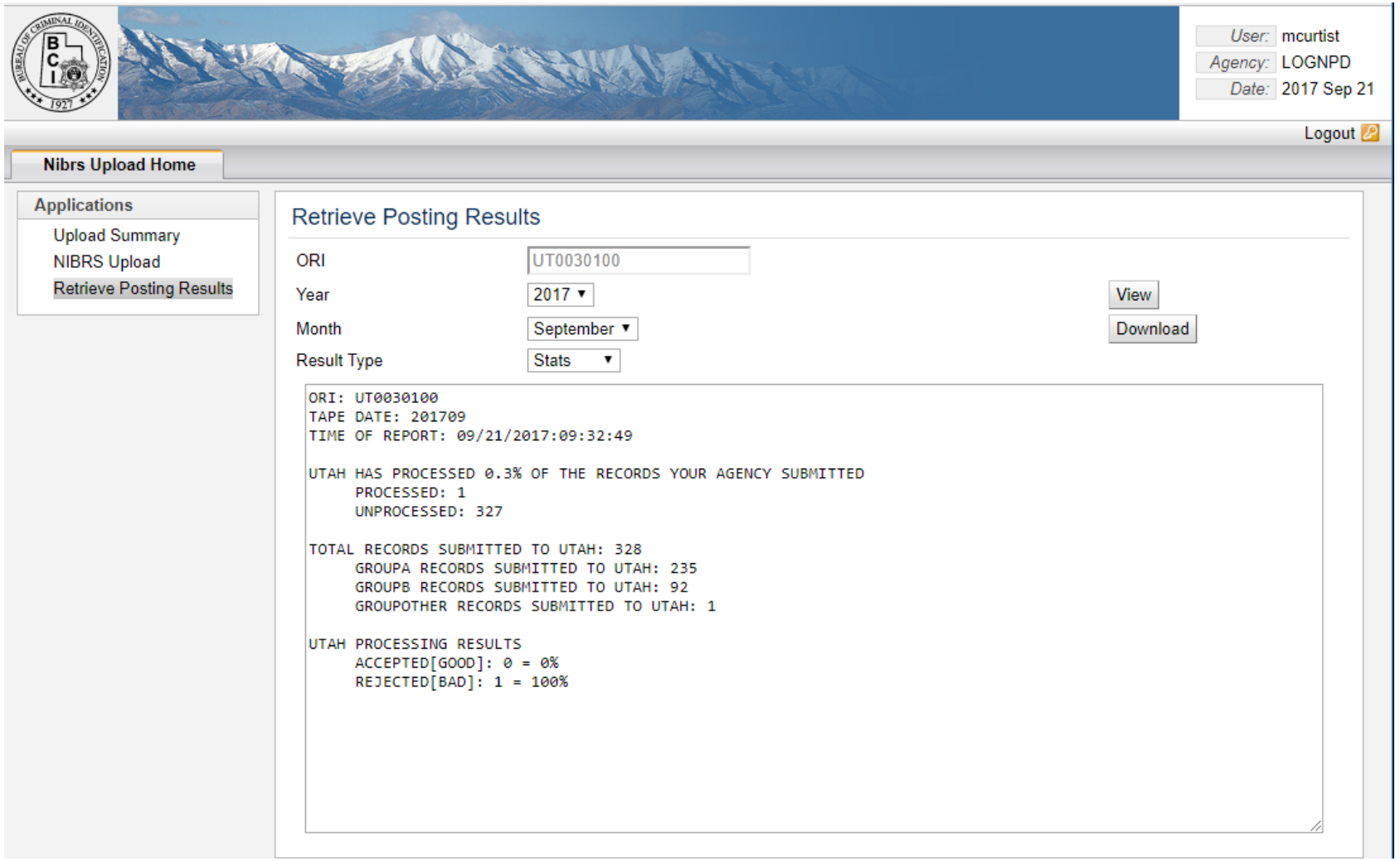


Shows that the file has been successfully submitted. If there is an error open the file with Wordpad, Notepad, or Notepad ++ and look at the data. Most common error is that there will be a different tape date on the first line and the last line.

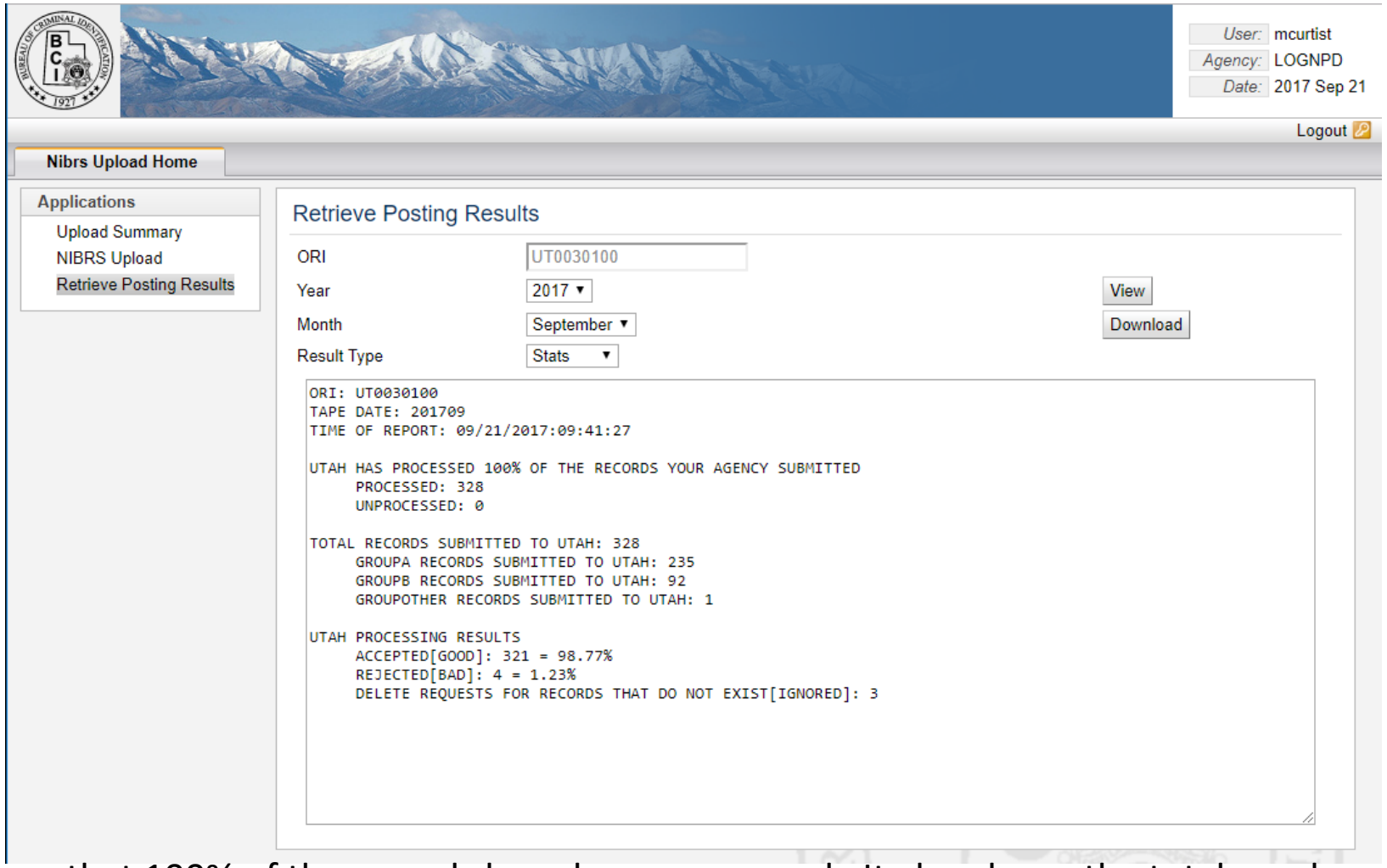
Give the file time to process usually ½ hour, unless your file is unusually large. Go to “Retrieve Posting Results”



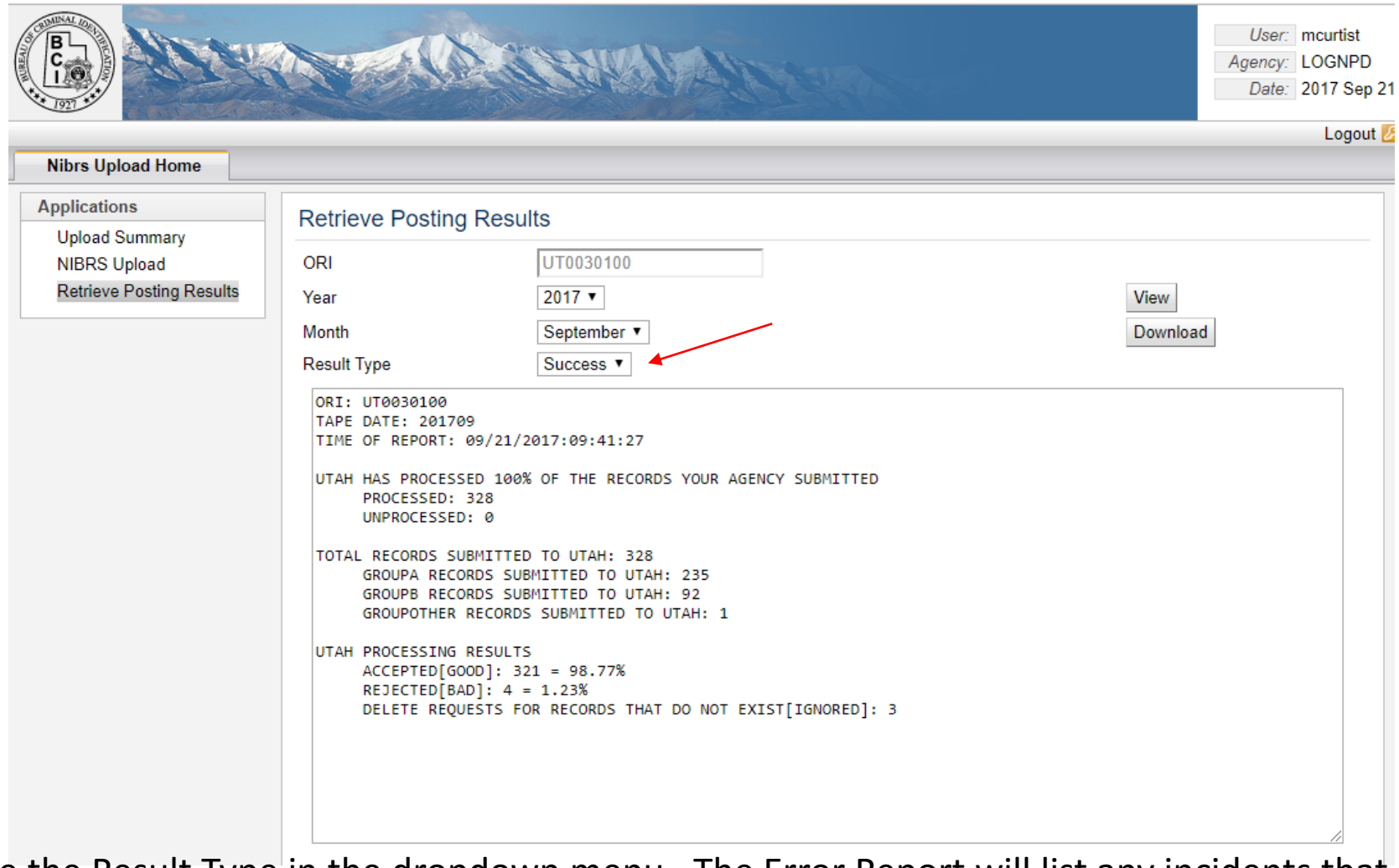
Use the tape date year and month of the file that you wish to retrieve the reports from. The types of reports are “Stats”, “Success” and “Error”.



This shows that only 0.3% of the file has processed. Wait until it says 100% to ensure that all incidents have been processed.



This shows that 100% of the records have been processed. It also shows the total number of records submitted and the processing results. The “Delete Requests For Records That Do Not Exist (Ignored)” are not calculated as part of your agency’s error percentage. You may also view or download your reports, if you download the reports may be opened in a spreadsheet software.



Change the Result Type in the dropdown menu. The Error Report will list any incidents that contain errors and were not added to the database. The Success Report will list all the incidents that were successfully entered into the database.

Errors

- Any incidents listed in the errors report will not be included in your crime counts
- Incidents with errors will need to be corrected and re-submitted