




# 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](mailto:mbiesinger@utah.gov) or Mary Ann Curtis at [macurtis@utah.gov](mailto:macurtis@utah.gov)

# Logon to Utahnibrs.ps.utah.gov



*User:* mcurtist  
*Agency:* LOGNPD  
*Date:* 2017 Sep 21

Logout 

**Nibrs Upload Home**

**Applications**

- Upload Summary
- NIBRS Upload
- Retrieve Posting Results

**NIBRS Status**


File Name	File Date	Insert Date	Completed Date	Num of Records	Records Processed
UT0030100.201708	201708	09/21/2017	09/21/2017	202	202

- 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



User: mcurtist  
Agency: BCIFS  
Date: 2017 Sep 21

Logout 

### Nibrs Upload Home

#### Applications

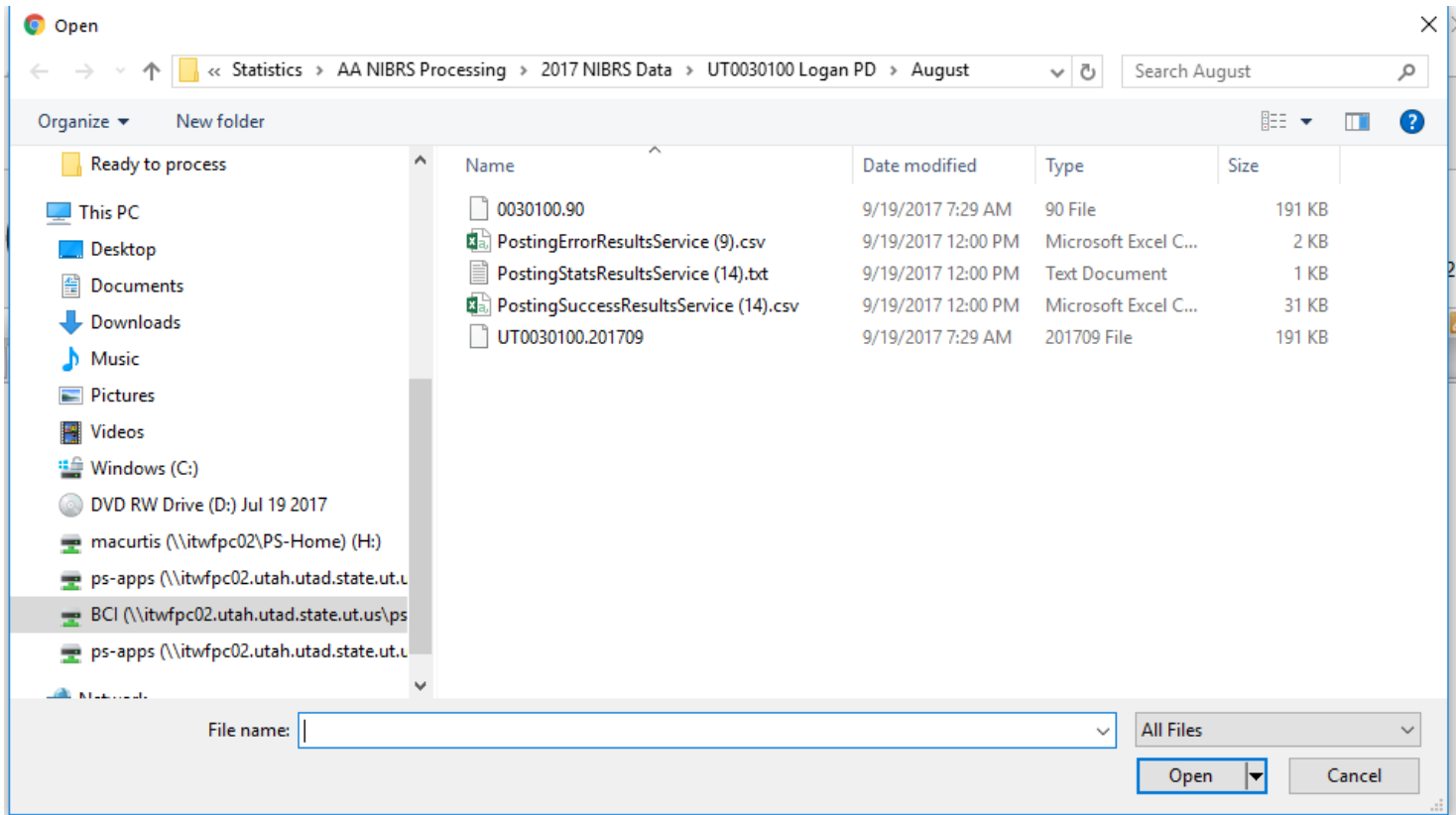
- Upload Summary
- NIBRS Upload**
- Retrieve Posting Results

#### Upload NIBRS File.

No file chosen


Remember to retrieve your posting results at a later time.

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





User: mcurtist  
Agency: LOGNPD  
Date: 2017 Sep 21

Logout 

**Nibrs Upload Home**

**Applications**

- Upload Summary
- NIBRS Upload**
- Retrieve Posting Results

**Upload NIBRS File.**


UT0030100.201709

Remember to retrieve your posting results at a later time.

Click the "Submit File" button to upload the selected file



User: mcurtist  
Agency: LOGNPD  
Date: 2017 Sep 21

Logout 

**Nibrs Upload Home**

**Applications**

- Upload Summary
- NIBRS Upload**
- Retrieve Posting Results

**Upload NIBRS File.**

Choose File UT0030100.201709

Submit File

Result: 200 - tapdate: 201709 successfully submitted.  
Remember to retrieve your posting results at a later time.

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”

The screenshot shows the NIBRS Upload Home interface. At the top left is the Bureau of Criminal Identification logo. The top right displays user information: User: mcurtist, Agency: LOGNPD, and Date: 2017 Sep 21. A Logout button is located in the top right corner. The main content area is titled "Nibrs Upload Home" and contains a sidebar with "Applications" including Upload Summary, NIBRS Upload, and Retrieve Posting Results. The central "Retrieve Posting Results" form includes fields for ORI (UT0030100), Year (2017), Month (September), and Result Type (Stats), along with View and Download buttons.

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”.



User: mcurtist  
Agency: LOGNPD  
Date: 2017 Sep 21

Logout

**Nibrs Upload Home**

- Applications
- Upload Summary
- NIBRS Upload
- Retrieve Posting Results**

### Retrieve Posting Results

ORI:

Year:

Month:

Result Type:

```
ORI: UT0030100
TAPE DATE: 201709
TIME OF REPORT: 09/21/2017:09:32:49

UTAH HAS PROCESSED 0.3% OF THE RECORDS YOUR AGENCY SUBMITTED
PROCESSED: 1
UNPROCESSED: 327

TOTAL RECORDS SUBMITTED TO UTAH: 328
GROUPA RECORDS SUBMITTED TO UTAH: 235
GROUPB RECORDS SUBMITTED TO UTAH: 92
GROUPOTHER RECORDS SUBMITTED TO UTAH: 1

UTAH PROCESSING RESULTS
ACCEPTED[GOOD]: 0 = 0%
REJECTED[BAD]: 1 = 100%
```

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



User: mcurtist  
Agency: LOGNPD  
Date: 2017 Sep 21

Logout

Nibrs Upload Home

- Applications
- Upload Summary
- NIBRS Upload
- Retrieve Posting Results

### Retrieve Posting Results

ORI:

Year:

Month:

Result Type:

```
ORI: UT0030100
TAPE DATE: 201709
TIME OF REPORT: 09/21/2017:09:41:27

UTAH HAS PROCESSED 100% OF THE RECORDS YOUR AGENCY SUBMITTED
PROCESSED: 328
UNPROCESSED: 0

TOTAL RECORDS SUBMITTED TO UTAH: 328
GROUPA RECORDS SUBMITTED TO UTAH: 235
GROUPB RECORDS SUBMITTED TO UTAH: 92
GROUPOTHER RECORDS SUBMITTED TO UTAH: 1

UTAH PROCESSING RESULTS
ACCEPTED[GOOD]: 321 = 98.77%
REJECTED[BAD]: 4 = 1.23%
DELETE REQUESTS FOR RECORDS THAT DO NOT EXIST[IGNORED]: 3
```

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.



User: mcurtist  
Agency: LOGNPD  
Date: 2017 Sep 21

Logout

Nibrs Upload Home

Applications

- Upload Summary
- NIBRS Upload
- Retrieve Posting Results

### Retrieve Posting Results

ORI:   
Year:   
Month:   
Result Type:

View

Download

```
ORI: UT0030100  
TAPE DATE: 201709  
TIME OF REPORT: 09/21/2017:09:41:27  
  
UTAH HAS PROCESSED 100% OF THE RECORDS YOUR AGENCY SUBMITTED  
PROCESSED: 328  
UNPROCESSED: 0  
  
TOTAL RECORDS SUBMITTED TO UTAH: 328  
GROUPA RECORDS SUBMITTED TO UTAH: 235  
GROUPB RECORDS SUBMITTED TO UTAH: 92  
GROUPOTHER RECORDS SUBMITTED TO UTAH: 1  
  
UTAH PROCESSING RESULTS  
ACCEPTED[GOOD]: 321 = 98.77%  
REJECTED[BAD]: 4 = 1.23%  
DELETE REQUESTS FOR RECORDS THAT DO NOT EXIST[IGNORED]: 3
```

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