



**CALIBER**  
Public Safety

# State Repository User Manual

January 2017

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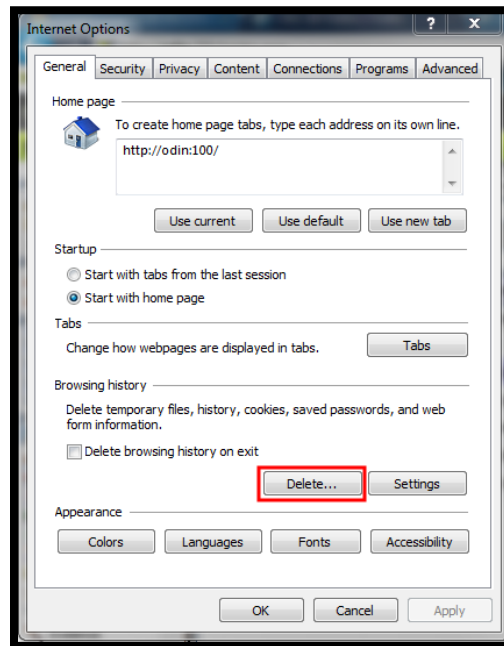
## DISCLAIMER

The State Repository User Manual is intended to be a reference to supplement training. The screenshots utilized for demonstration are examples that are not necessarily from your agency. This discrepancy will not hinder the learning experience as the functionality remains consistent from one system to another.

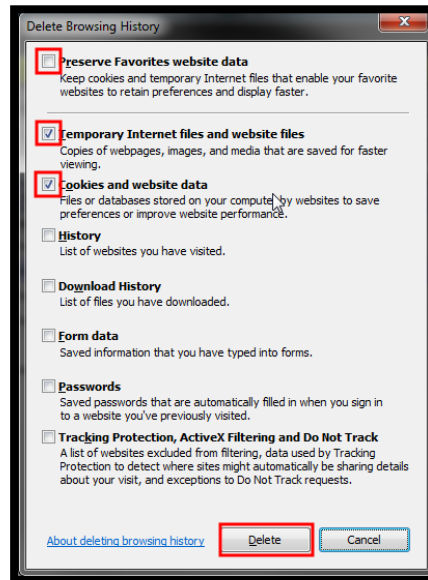
## BEFORE YOU BEGIN...

To ensure that your local computer has all the latest client-side scripts and files, please perform the following steps once your application has been updated:

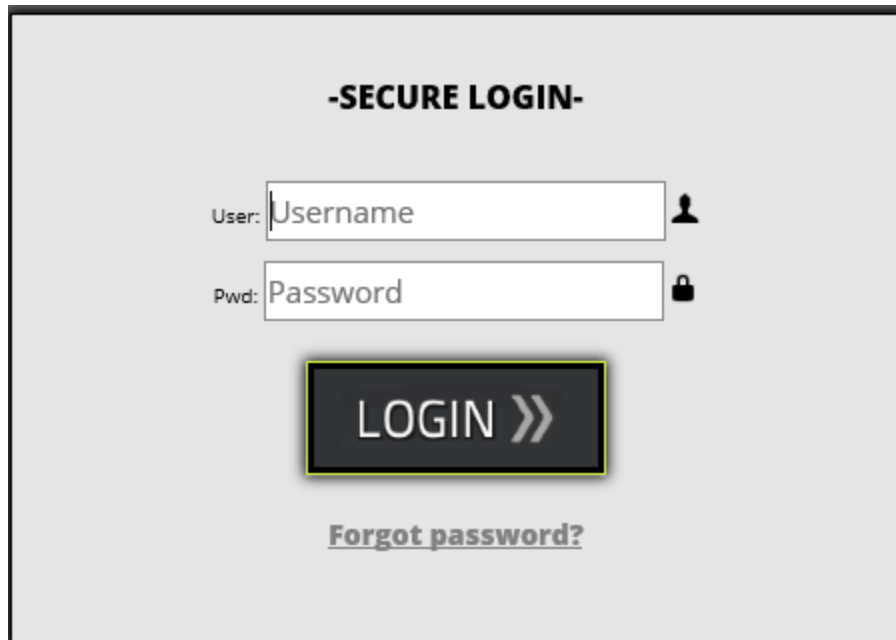
1. In Internet Explorer click the *Tools* menu, and select *Internet Options*.
2. Under *Browsing History*, click the *Delete...* button.



3. Uncheck *Preserve Favorites website data*. Check *Temporary Internet files and website files* and *Cookies and website data*. Everything else should be unchecked. Click *Delete* in this window, *OK* on the previous window, and refresh your browser (press F5).



## LOGIN



You may login using the name and password assigned by your State Administrator.

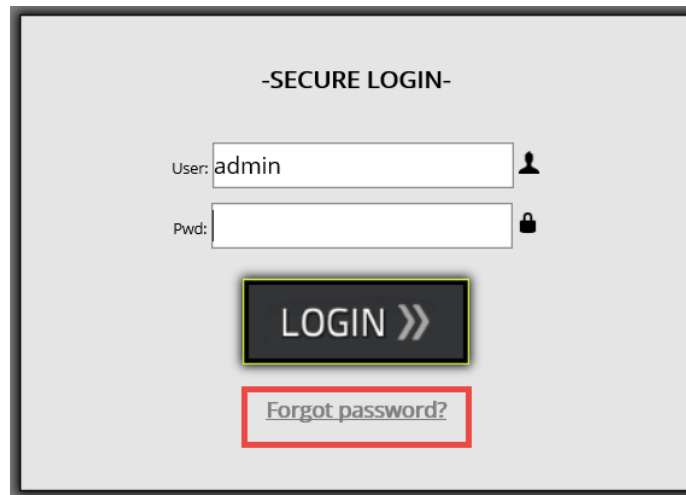
If the login credentials are improperly entered access to the application is denied. The user name and password fields are blanked out for the user to retype their login credentials.

## TROUBLE-SHOOTING LOGIN


If you are unable to login:

- Verify that the correct user name and password have been entered.
- Check your <Caps Lock> and verify that your password is in the proper case.
- Contact your State Administrator for further assistance.

Users have the ability to reset their own login password. On the *Login* screen enter your *User* name and select *Forgot password?*



-SECURE LOGIN-

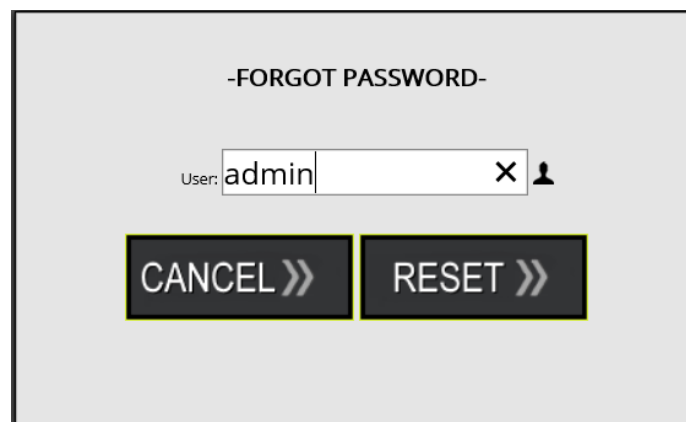
User:  

Pwd:


**LOGIN >>**

[Forgot password?](#)

The *Forgot Password* screen will open with the *User* name copied from the *Login* screen. *Cancel* will return the user to *Login*. *Reset* will continue the password reset process.



-FORGOT PASSWORD-

User:   

**CANCEL >>** **RESET >>**

An email will be sent to the email address on the *User* record in *Settings*. The email message will contain a link to the password reset page. The *User* name and *Pin* will be filled automatically.

Enter the new password twice. Select *RESET*. Your password will be reset.



-FORGOT PASSWORD-

User: admin

Pin: Enter PIN

Pwd: New Password

Pwd: New Password

CANCEL >>    RESET >>

A password reset PIN has been sent to your email.

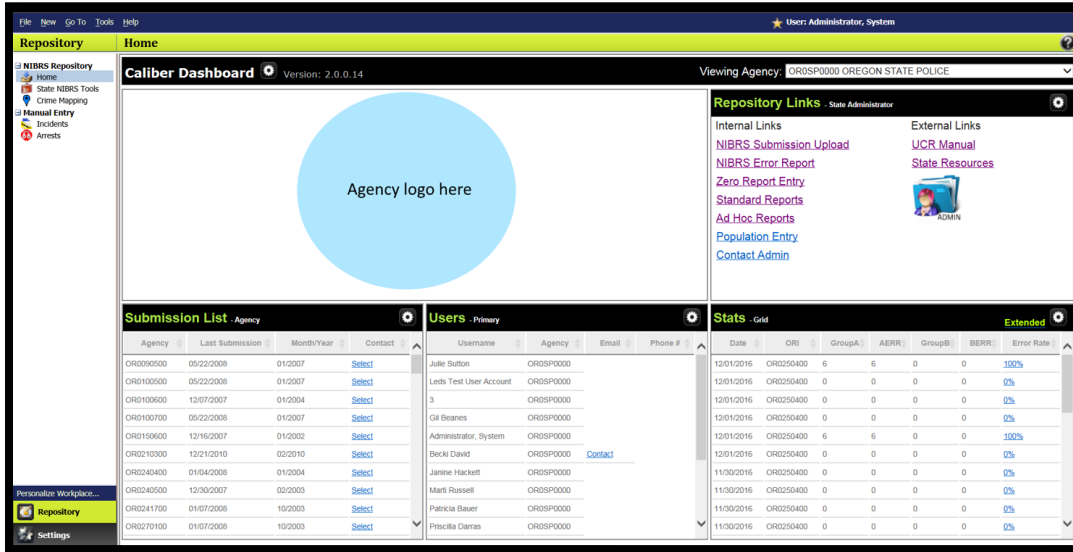
A user can also change their password from the user menu.



## LEFT NAVIGATIONAL PANE AND HOME SCREEN

Upon successful login, the *Left Navigational Pane* will be displayed. The *Caliber Dashboard* is available from the *Home* menu option.

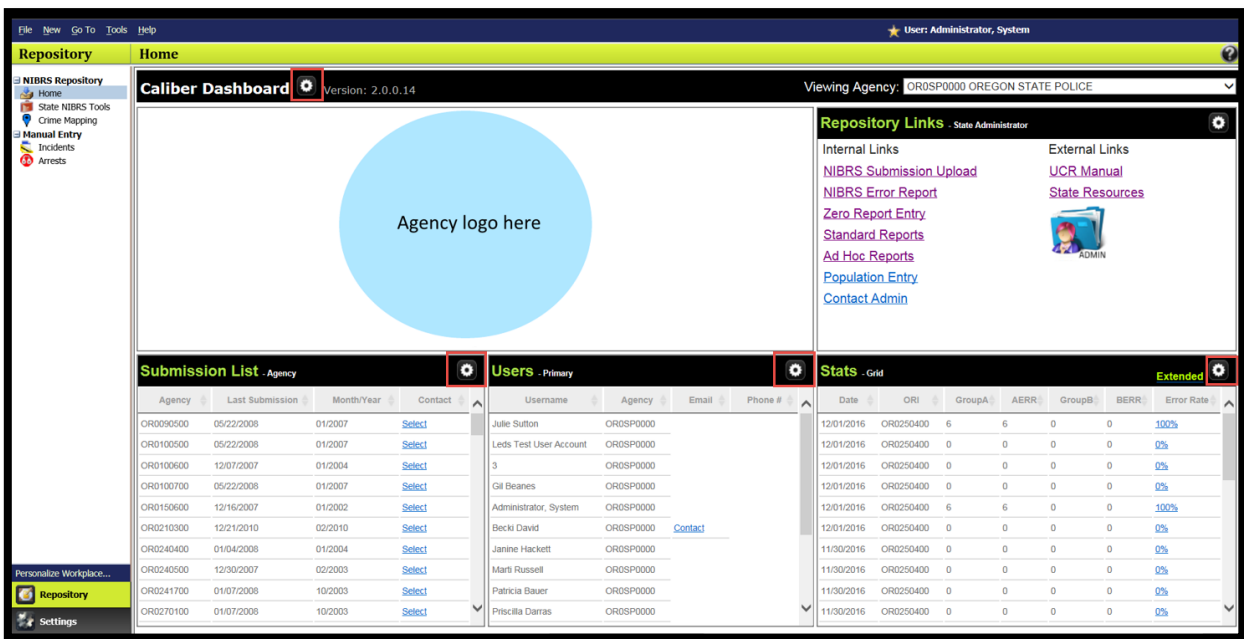
Agency example:



The *Caliber Dashboard* has a configurable dashboard style providing easy access to multiple links and a variety of data options.

*Settings* tools are available to change the information displayed on the dashboard by clicking the settings icon(s).

Agency example:





Selecting the *Caliber Dashboard Setting* icon opens tools to configure each of the available dashboard sections. Individual dashboard sections also include the settings for that section.



**Dashboard Settings**

Window: Welcome (agency logo)  
Inbox

Link: Off  
On

Submission: 1 Month  
2 Months

User: After Hours  
Primary

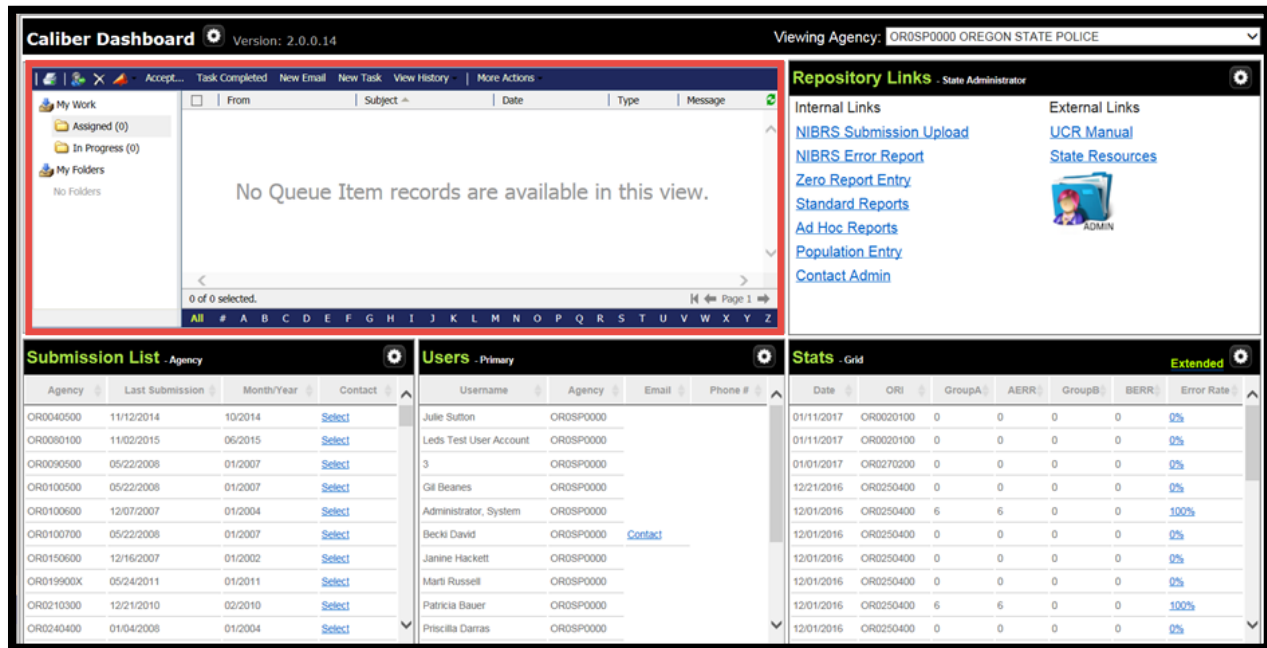
Stat: Grid  
Trend  
Graph

**WINDOW**


The *Window Setting* for *Welcome* will display the agency logo.


Choosing the *Setting* for *Inbox* will display the Caliber Inbox in the *Dashboard Window*.

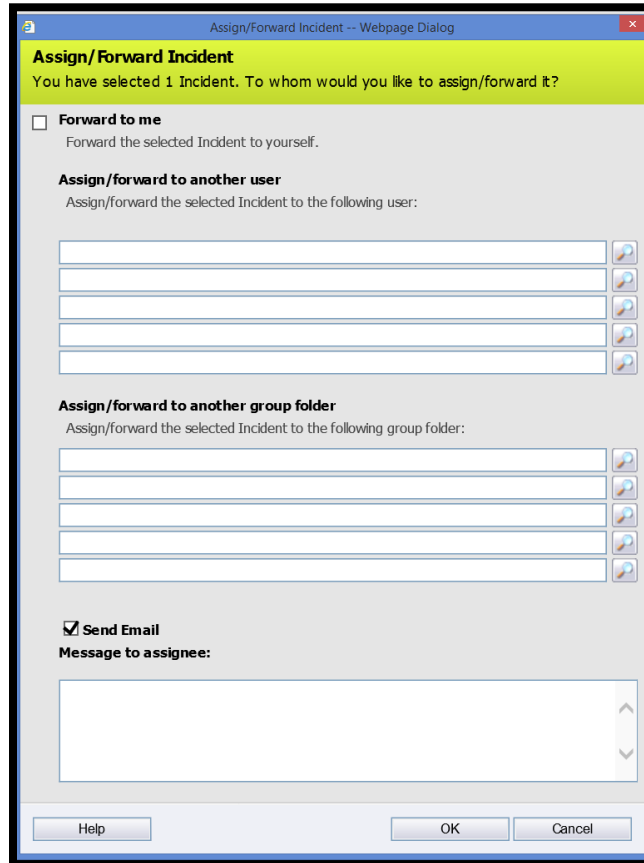
Agency example:



The Inbox function opens to the *Assigned* folder under *My Work*. Inside the folder are links to records forwarded to you by another user or by yourself using the Assign function described in the next section.

A user has the option to accept the assigned record by selecting *Accept* in the tool bar or using the *Assign* function  to forward the record to another user. If the record is accepted, it will be moved to the *In Progress* folder. Double click on the record to open it for editing. When work is completed, selecting *Task Completed* on the tool bar will remove the record link from the *In Progress* folder. Assigning the record to another user or folder will also remove it from the Inbox. **It is important to note, the record is not exclusively locked when a user has a link to it in their Inbox. All users with permission can still search and edit the record.**

The Assign function is used to send record links to an Inbox for convenient access. The Assign function is available in Inbox and all modules in the system. After highlighting a record, select the *Assign* icon  from the tool bar.



Click the appropriate button to forward the record to yourself, another user and/or a group folder. A group folder is set by *Administrative Settings*. Group folders are assigned to staff that would normally receive the same documentation. Multiple users and group folders may be selected using the lookup search fields.

Check the *Send Email* box to send an email notification to the assignee **if your agency has this feature configured.**

A message may be included with the assigned record by using the *Message to Assignee* text box.

Upon completing the assignment information, select *OK*. This will forward the record to the selected inbox(es).

## AGENCY

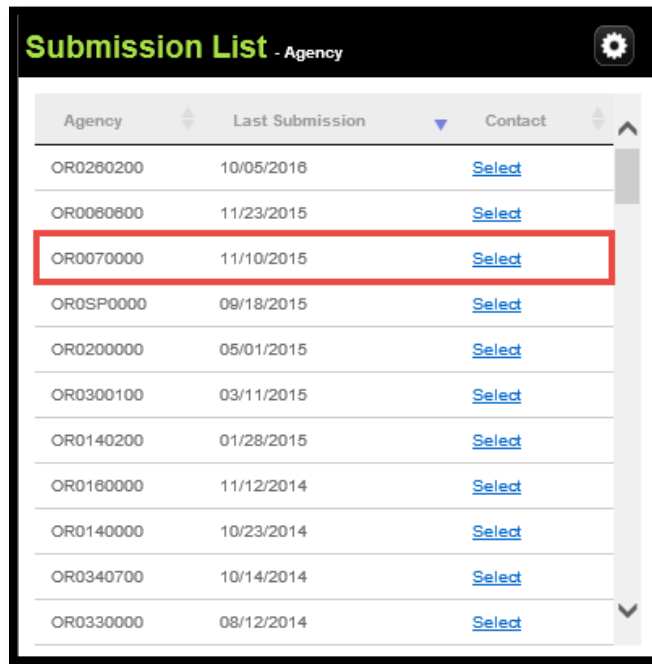
On the upper right of the dashboard a drop-down list for *Agency* is available to filter the dashboard data. When the ORI for the State Repository is selected *All* agency statistics are displayed in the dashboard.



## SUBMISSION LIST

Submission statistics may be set to display one month or two months of submission data.

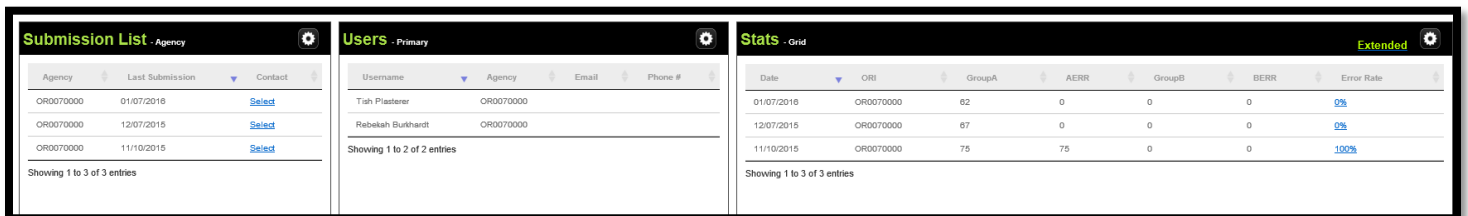
Agency example:



Agency	Last Submission	Contact
OR0260200	10/05/2016	<a href="#">Select</a>
OR0060600	11/23/2015	<a href="#">Select</a>
OR0070000	11/10/2015	<a href="#">Select</a>
OR0SP0000	09/18/2015	<a href="#">Select</a>
OR0200000	05/01/2015	<a href="#">Select</a>
OR0300100	03/11/2015	<a href="#">Select</a>
OR0140200	01/28/2015	<a href="#">Select</a>
OR0160000	11/12/2014	<a href="#">Select</a>
OR0140000	10/23/2014	<a href="#">Select</a>
OR0340700	10/14/2014	<a href="#">Select</a>
OR0330000	08/12/2014	<a href="#">Select</a>

The submitting agency ORI and last submission date are shown on the *Submission List* grid. Clicking the *Select* link for a row will refresh the dashboard to show data in each dashboard section for that agency.

Agency example:



Agency	Last Submission	Contact
OR0070000	01/07/2016	<a href="#">Select</a>
OR0070000	12/07/2015	<a href="#">Select</a>
OR0070000	11/10/2015	<a href="#">Select</a>

Showing 1 to 3 of 3 entries

Username	Agency	Email	Phone #
Tish Plasterer	OR0070000		
Rebekah Burkhardt	OR0070000		

Showing 1 to 2 of 2 entries

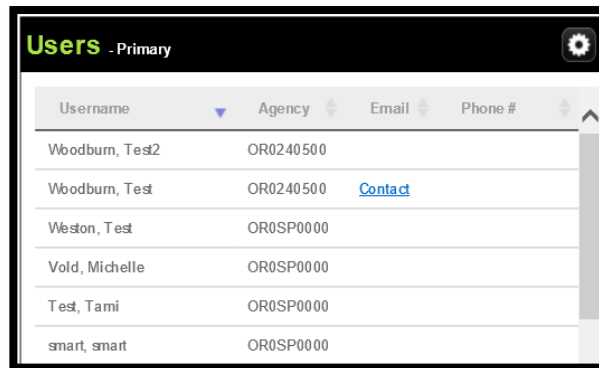
Date	ORI	GroupA	AERR	GroupB	BERR	Error Rate
01/07/2016	OR0070000	62	0	0	0	0%
12/07/2015	OR0070000	67	0	0	0	0%
11/10/2015	OR0070000	75	75	0	0	100%

Showing 1 to 3 of 3 entries

## USERS

The *Users* section of the dashboard may be set to display *Primary Users* or *After Hours Users* filtered to the selected *Agency*. The *Users* list displays contact information including *Name*, *Agency ORI*, *Email* contact link and *Phone #* link.

Agency example:

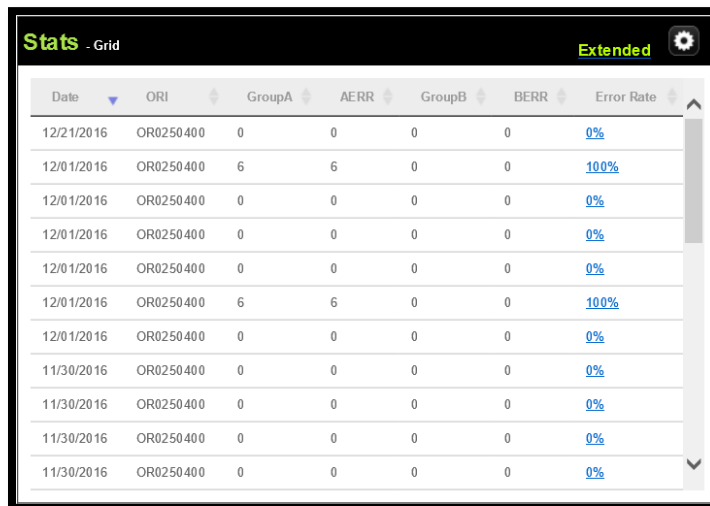


Username	Agency	Email	Phone #
Woodburn, Test2	OR0240500		
Woodburn, Test	OR0240500	<a href="#">Contact</a>	
Weston, Test	OR0SP0000		
Vold, Michelle	OR0SP0000		
Test, Tami	OR0SP0000		
smart, smart	OR0SP0000		

## STATS

The *Stats* section of the dashboard displays Group A and Group B statistical information for the selected agency by date. A link to the *Batch File Upload* is provided for the calculated *Error Rate* percentage.

Agency example:

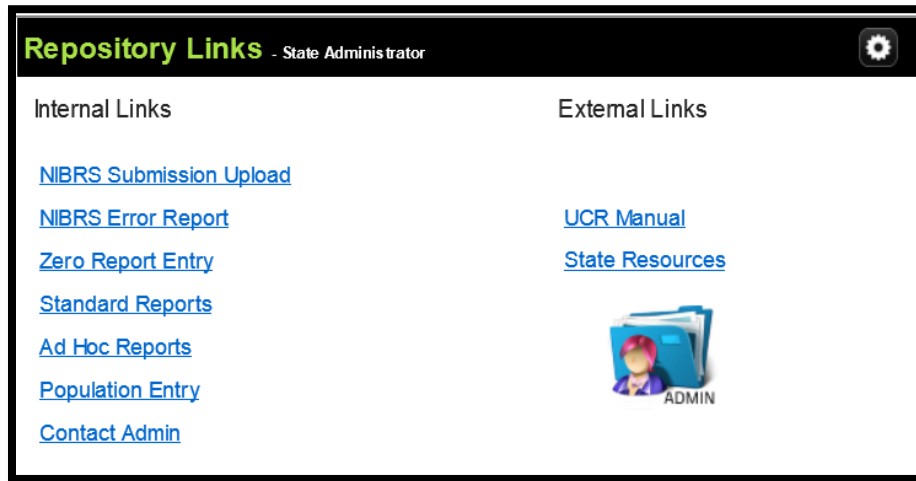


Date	ORI	GroupA	AERR	GroupB	BERR	Error Rate
12/21/2016	OR0250400	0	0	0	0	<a href="#">0%</a>
12/01/2016	OR0250400	6	6	0	0	<a href="#">100%</a>
12/01/2016	OR0250400	0	0	0	0	<a href="#">0%</a>
12/01/2016	OR0250400	0	0	0	0	<a href="#">0%</a>
12/01/2016	OR0250400	0	0	0	0	<a href="#">0%</a>
12/01/2016	OR0250400	6	6	0	0	<a href="#">100%</a>
12/01/2016	OR0250400	0	0	0	0	<a href="#">0%</a>
11/30/2016	OR0250400	0	0	0	0	<a href="#">0%</a>
11/30/2016	OR0250400	0	0	0	0	<a href="#">0%</a>
11/30/2016	OR0250400	0	0	0	0	<a href="#">0%</a>
11/30/2016	OR0250400	0	0	0	0	<a href="#">0%</a>

## REPOSITORY LINKS

*Internal* and *External* links are provided for user convenience in the *Repository Links* section of the dashboard. Click a link to automatically navigate to the selected location.

Agency example:

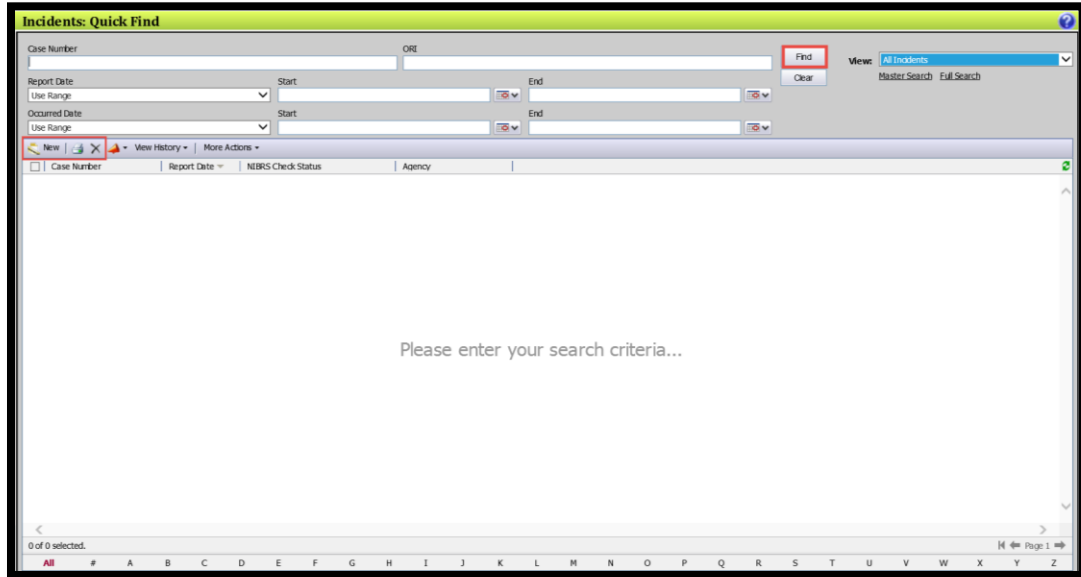


## INCIDENTS

Select *Incidents* from the left navigational pane to open the *Incidents Quick Find* screen. The *Quick Find* screen provides access to multiple search options for locating and displaying configurable record information.

The upper section of the *Quick Find* screen includes search fields to locate records. These fields may be used individually or in conjunction with each other to narrow the search. Text fields will search for partial matches.

Click the *Find* button or hit your <Enter> key to run a search. Results will be returned in the grid below. When multiple records are returned from a search, the field columns may be sorted to assist with finding a record. Click a column header once to sort ascending, twice to sort descending. Double-click a record row in the results grid to open the record.



Additional functions are displayed on the *Quick Find* toolbar.



The *New* button is used to open the data entry window for a new Incident to be entered.



The *Print* icon on the *Quick Find* tool bar will print a listing of the records displayed in the *Quick Find* grid. The *Print* icon on a record toolbar will print the fields included on the data entry form.

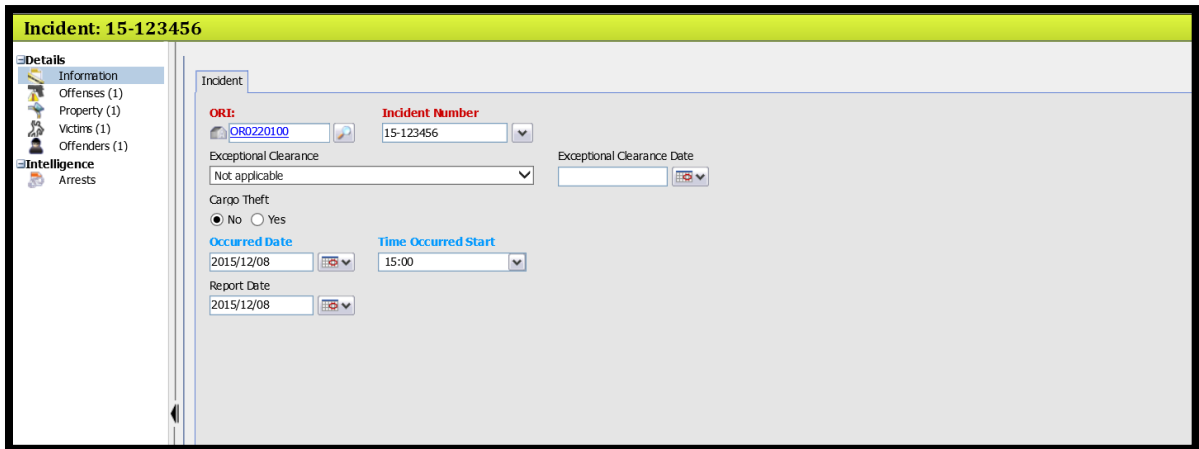


The *Delete* icon removes a record from the user's view, but retains the deleted record in the tables for restoration by Caliber staff. User security permissions will dictate the ability to use this icon.

## CREATING A NEW INCIDENT RECORD

The *New* button will open the *Information* screen.

Agency example:

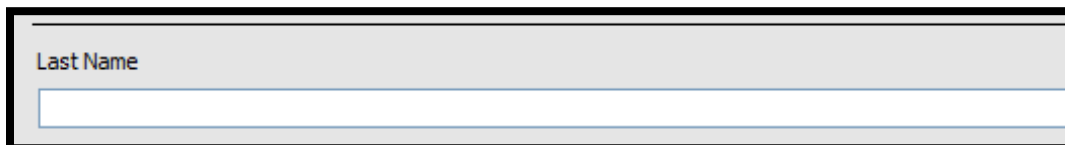


Field labels are color-coded to assist with data entry:

- Required fields have a **red** font. The record will not save if required fields are left blank.
- Recommended fields have a **blue** font. These fields should be completed when data is available and the situation is appropriate.
- Optional fields have a **black** font.

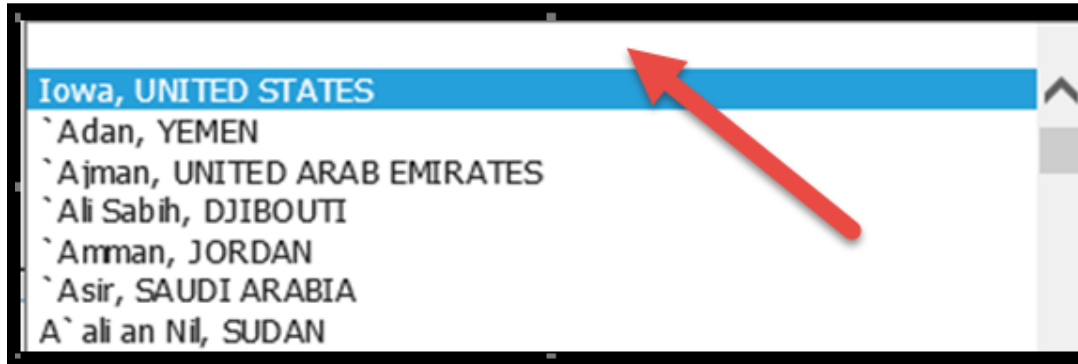
## ENTERING DATA INTO A FIELD

Text field - Type any character into field. Delete text using delete key or backspace. Field may be set with a mask that automatically adds helpful characters e.g. SSN mask adds dashes.



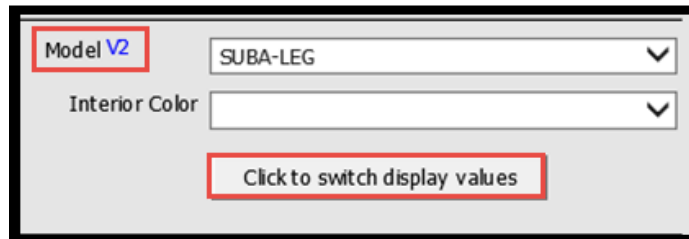
Picklist field – Click on the drop down arrow to the right of the field to open a list of options. Click your choice to load it to the field. Typing a first character moves the list to options starting with that character. Continue typing the same first character to scroll through the list in a loop. To clear the field click on the blank row at the top of the list.



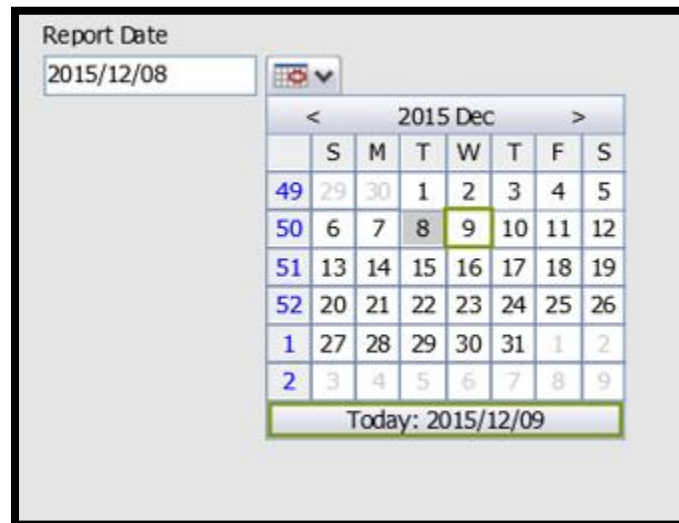


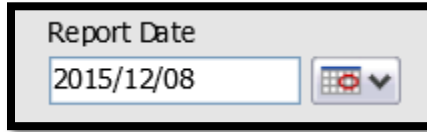
Picklists have the ability to store a value 1 list and a value 2 list. Users can change the value list during data entry. This feature is especially convenient when a list is extensive or difficult to search. A second value may be more user-friendly.


Right click on the field label to display the button to change the list to Value 2. Note that the field label is indicating that the current list is Value 2.



Date only, date and time or time only field – Double click on field to load the current date and/or time. Click the calendar to select a date. Click the *Time* drop down arrow to select a time from half hour increments. Or manually type in date and time. If a date is entered into a date/time field, the time must also be entered.



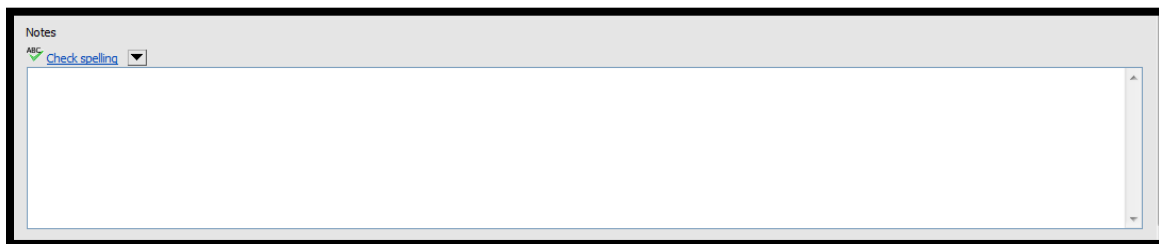


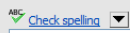
Report Date  
2015/12/08 



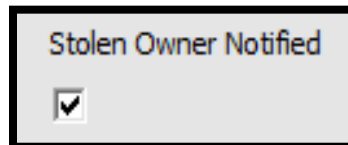
Time Occurred Start  
15:00 

Text Area or Memo field - Expanded text field. Has spell check function - may have HTML options.



Notes  


Check Box - Click box to add or remove a check indicating a true situation.



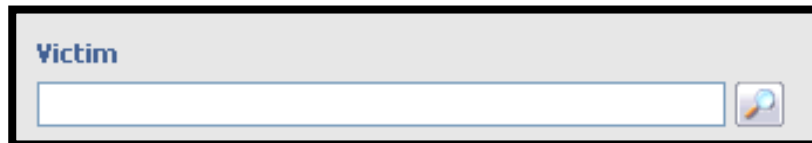
Stolen Owner Notified


Radio Button - Click on the correct button. Only one selection is allowed.



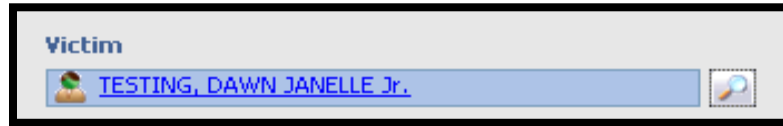
Recovered In Jurisdiction  
 No  Yes

Lookup field - A lookup field is used to link one record to another. The field is identified by the magnifying glass icon. Click the icon to open a search window.



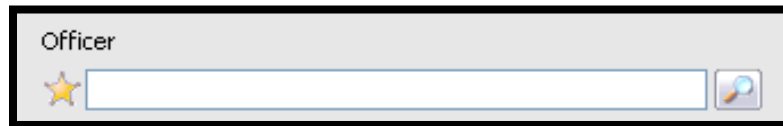
Victim  
 

Use the *Look for* pick list to choose an appropriate group of records. Use search fields to locate the correct record. Double-click the record to select or click once to highlight and click *OK*.

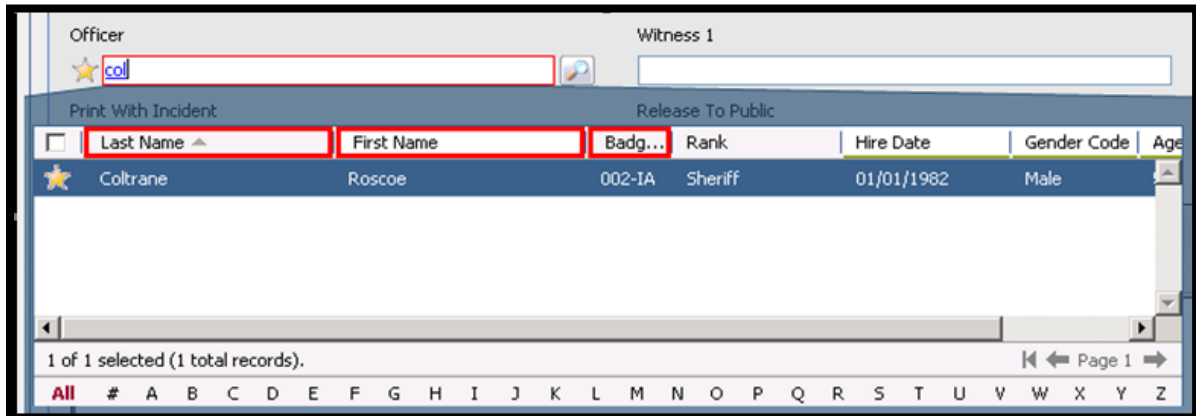


A link for the record is loaded to the field. Clicking on the blue highlighted link will open that record for viewing or editing. When appropriate, an intelligence record is created as a result of this selection.

Lookup fields for smaller databases such as Officer, Agency and Statute can be set as “search as you type” fields. This is indicated by the record icon being located outside the field on the left.



Typing in this field opens the search window and begins searching the records as you type. It can search multiple columns at once as set by the agency. Search columns are highlighted.



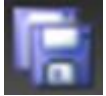
In this example, typing Last Name, First Name or Badge Number will locate the record. Keep typing until the correct record is highlighted or click on the record in the list when you see it. Hit <enter> to load the record to the field. Hit <tab> to load the record and move to the next field.

### SAVING A RECORD

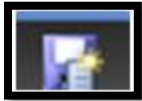
The record toolbar at the top of the form contains additional functions.



The *Save* button saves the initial data entry information and creates the Incident record. After saving, the *Save* icon will change to a *Save All* button. Once the *Information* form is saved, the additional sub-entities on the *Incident* left navigation pane become available.



The *Save All* button saves the *Information* form and sub-entity forms. A progress icon will indicate that the save process is taking place.



The *Save and New* button saves the current record *Information* form and opens a new record.



The *Close* button closes a record without saving it. A warning will appear if there are unsaved changes. Changed fields will have a red outline. The *Save and Close* button saves the current record *Information* form fields and closes it. Sub-entities must be saved using *Save All* or individual sub-entity *Save* buttons.

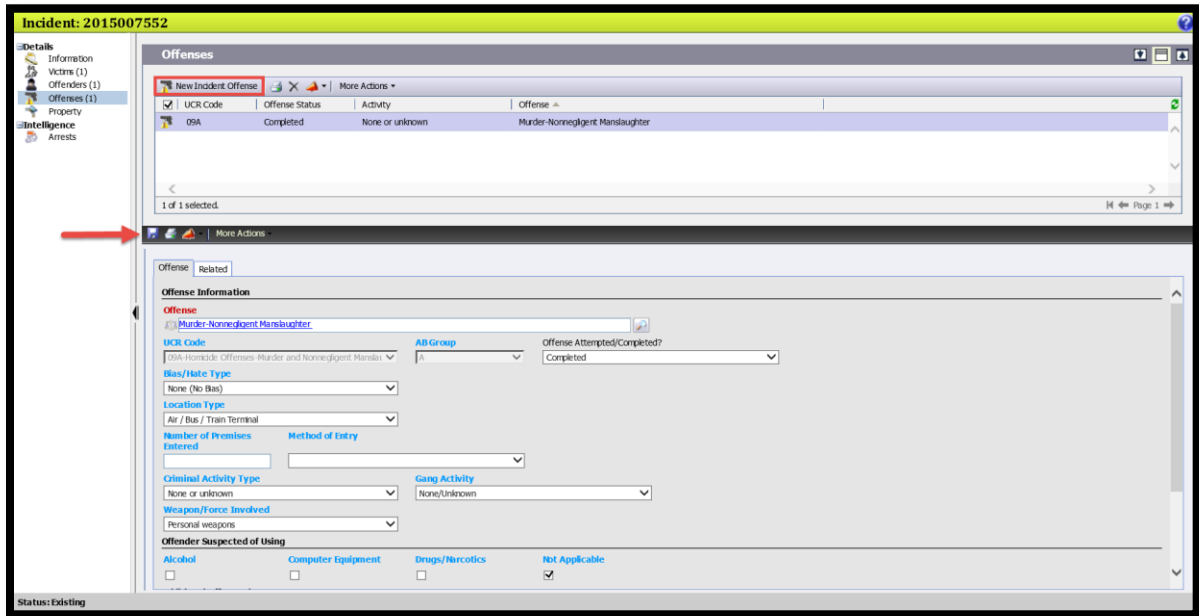
Complete the fields on the *Information* form and save the record.

## ADDING INCIDENT SUB-ENTITIES

Once the *Information* form has been saved, the additional sub-entities become available on the left navigation pane. Sub-entities are in a split-screen format, which allows for multiple record entry with a grid to display record information.

Select a sub-entity from the menu and click the *New* button to open the data entry form. Once data entry is complete use the *Save* on the subentity or the *Save All* button at the top of the Incident record to save the record. Record information will display in the grid when save is complete. Create records in all sub-entities pertinent to the incident.

Agency example:



**GRID SIZE SELECTION BUTTONS**

There are three buttons available to change the screen layout on a split screen.

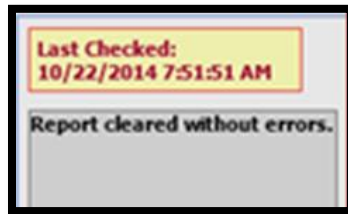
Agency example:



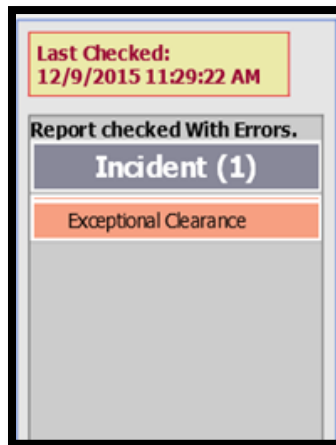
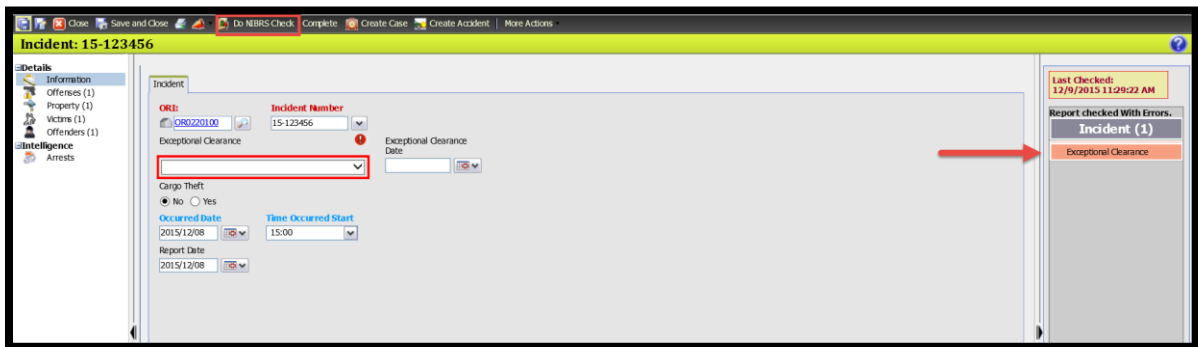
- Left button – full grid; Middle button – standard split screen; Right button – full form.
- Clicking the *New* button opens the form in full screen.
- When selecting a record from the sub-entity grid, a single click will open the selected record in split screen. A double click will open the record in full screen. User preference.

## NIBRS VALIDATION CHECK

The *Do NIBRS Check* button will become available after the *Information* page has been saved. Click the button to launch the online checking system. The check will confirm that all data elements have been entered according to state and federal guidelines, or display messages when there are items that need to be added or modified. If there are no errors detected by the system, a confirmation message will appear informing you that there were no errors for this incident.



Agency example:



The date and time of the check is stored and displayed. Errors are displayed with the name of the entity and an error count. Warnings will be displayed when there is a potential data entry issue, but no actual error.

By selecting an entry in this window, a drop down will show the error details. Error details will include a reference when the error is from the federal manual, e.g. FED\_171, or state manual. Warning messages may also be displayed.

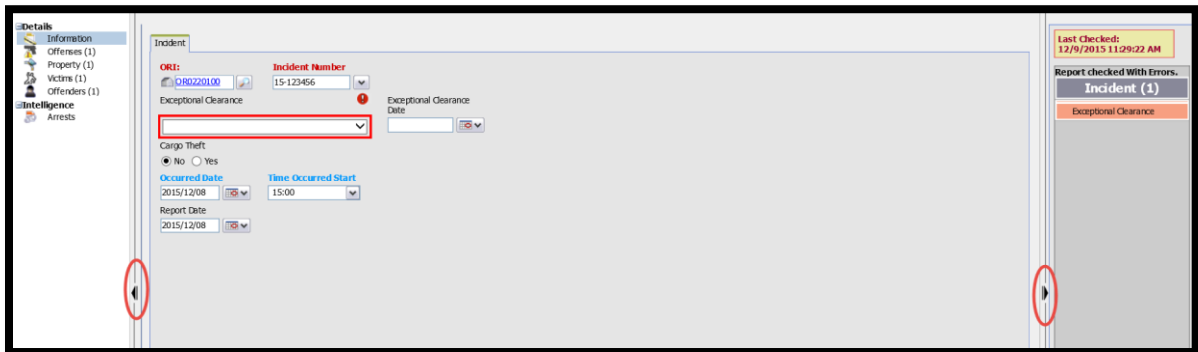
When the error consists of a specific field, selecting an entry in the dropdown will take you to the field and highlight it in red. You can then correct the error.

If the error involves a relationship or non-specific field issue, clicking the error will take you to the involved entity when applicable.

The check should be re-run after corrections until it clears successfully.

If the user is unable to complete the NIBRS corrections, the record may be saved and closed for completion at a later time. Single-click the validation pane expansion arrow to open and resume correction of the errors. You may also re-run the NIBRS check to refresh the list of errors.

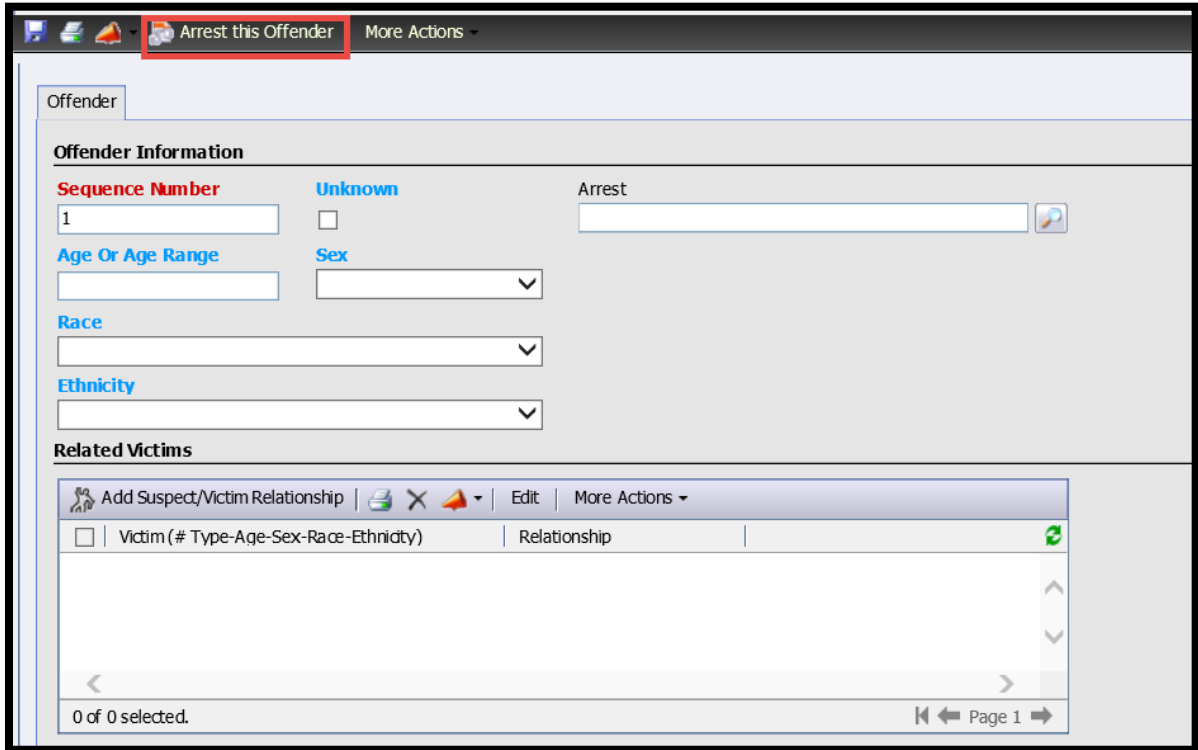
Agency example:



## ARRESTING AN OFFENDER FROM AN INCIDENT

When an *Incident Offender* is arrested, an *Arrest* record may be created using the *Arrest This Offender* button. Click the button to open a new *Arrest* record. The system will copy data to the *Arrest* record from the *Incident*. See the *Arrest Report* section for instructions to complete the *Arrest* record.

Agency example:



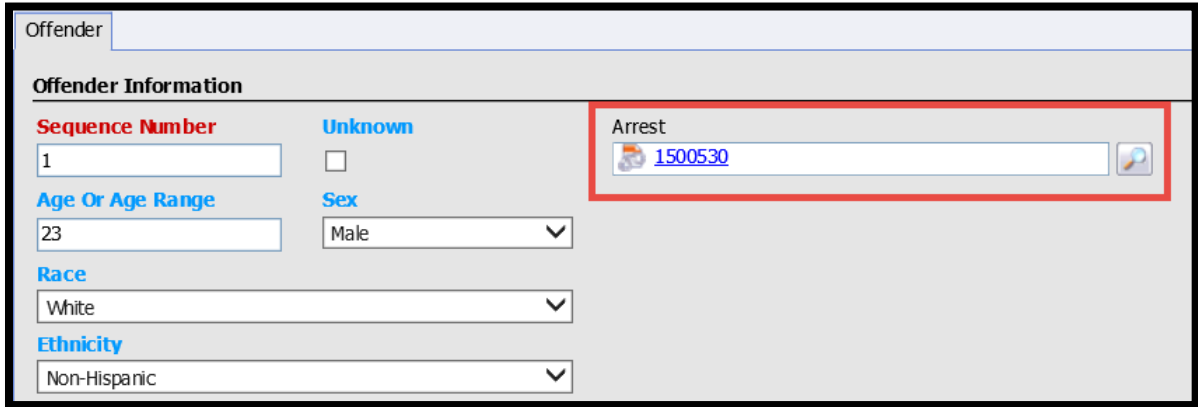
An *Intelligence* link to the *Arrest* will be created on the *Incident*.



An *Arrest Link* will also be added to the *Offender* record.



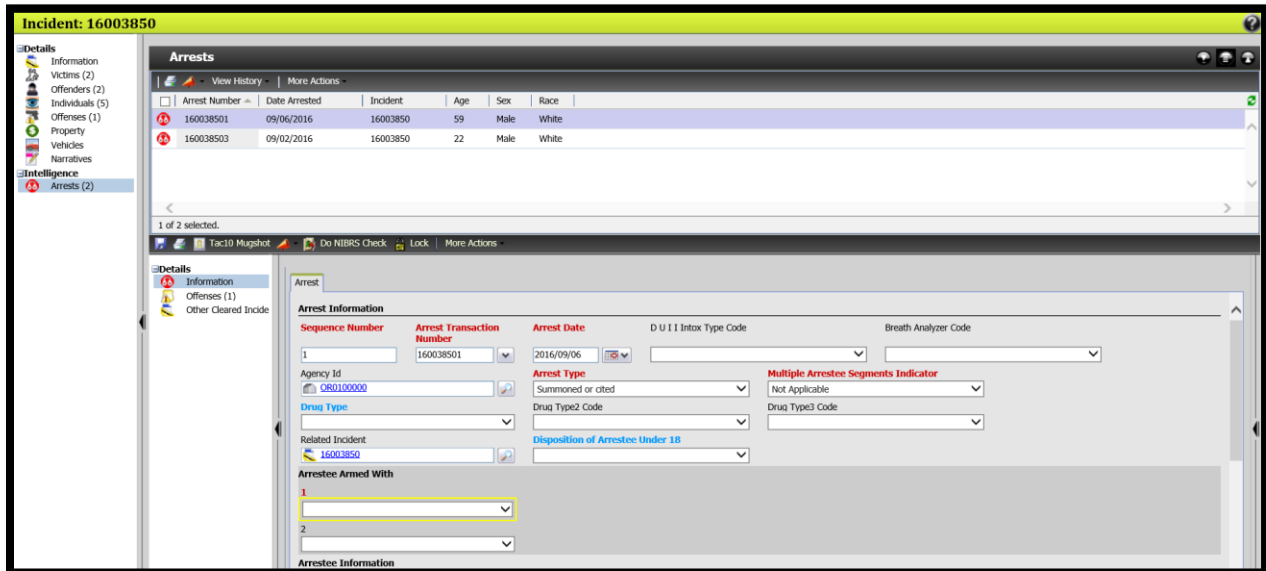
Agency example:



The screenshot shows the 'Offender Information' form. A red box highlights the 'Arrest' field, which contains the value '1500530'. Other fields include 'Sequence Number' (1), 'Age Or Age Range' (23), 'Race' (White), and 'Ethnicity' (Non-Hispanic).

Selecting the *Arrests Intelligence* link from the Incident left navigation menu will display the Arrest in the Incident record. The Arrest record is editable from the Incident record for users with necessary privileges.

Agency example:



The screenshot shows the 'Incident: 16003850' page with the 'Arrests Intelligence' view. A table lists two arrests:

Arrest Number	Date Arrested	Incident	Age	Sex	Race
160038501	09/06/2016	16003850	59	Male	White
160038503	09/02/2016	16003850	22	Male	White

Below the table, the 'Arrest Information' form is visible for the selected record (Arrest Number 160038501). Fields include 'Sequence Number' (1), 'Arrest Transaction Number' (160038501), 'Arrest Date' (2016/09/06), 'Agency Id' (080100000), 'Arrest Type' (Summoned or cited), and 'Disposition of Arrestee Under 18'.

## ARRESTS

Select *Arrests* from the left navigation pane to open the *Arrests Quick Find* screen.

The *Quick Find* screen provides access to multiple search options for locating and displaying configurable record information.

The upper section of the *Quick Find* screen includes search fields to locate records. These fields may be used individually or in conjunction with each other to narrow the search. Text fields will search for partial matches.

Click the *Find* button or hit your <Enter> key to run a search. Results will be returned in the grid below. When multiple records are returned from a search, the field columns may be sorted to assist with finding a record. Click a column header once to sort ascending, twice to sort descending. Double-click a record row in the results grid to open the record.

Agency example:



Additional functions are displayed on the *Quick Find* toolbar.



The *New* button is used to open the *Information* data entry window for a new *Arrest* to be entered.



The *Print* icon on the *Quick Find* tool bar will print a listing of the records displayed in the *Quick Find* grid. The *Print* icon on a record toolbar will print the fields included on the data entry form.



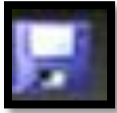
The *Delete* icon removes a record from the user's view, but retains the deleted record in the tables for restoration by Caliber staff. User security permissions will dictate the ability to use this icon.

## CREATING A NEW ARREST RECORD

Field labels are color-coded to assist with data entry:

- Required fields have a **red** font. The record will not save if required fields are left blank.
- Recommended fields have a **blue** font. These fields should be completed when data is available and the situation is appropriate.
- Optional fields have a **black** font.

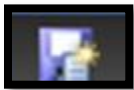
The record toolbar at the top of the form contains additional functions.



The *Save* button saves the initial data entry information and creates the Arrest record. After saving, the *Save* icon changes to a *Save All* button. Once the *Information* form is saved, the additional sub-entities on the Arrest left navigation pane become available.



The *Save All* button saves the *Information* form and sub-entity forms. A progress icon will indicate that the save process is taking place.



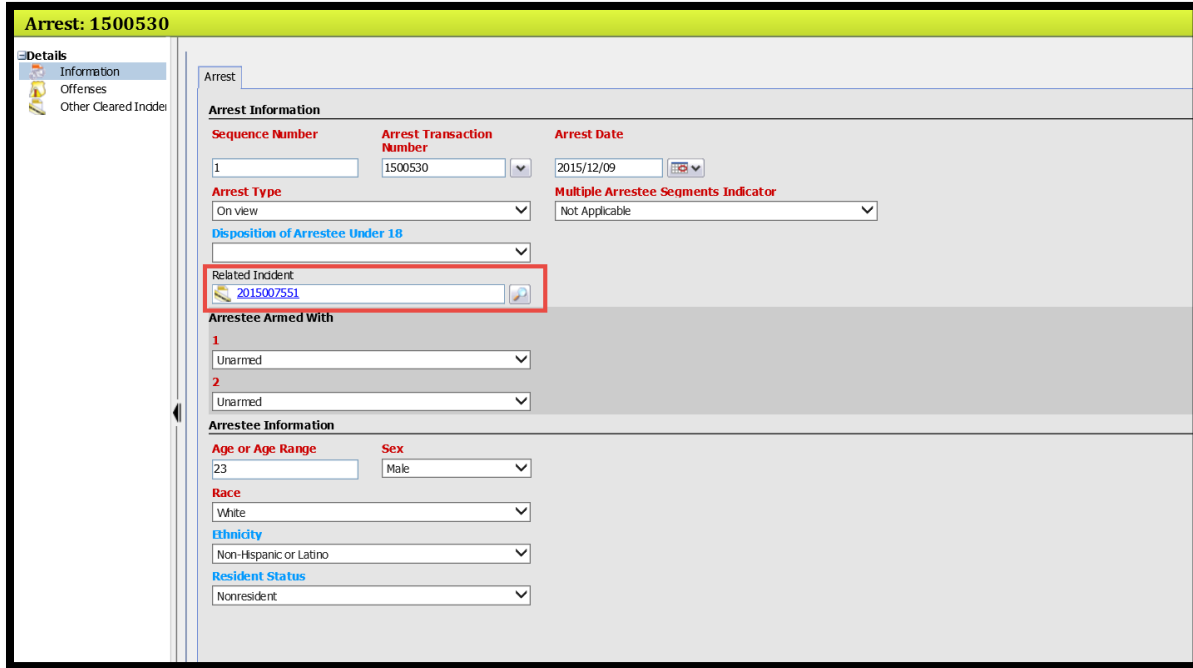
The *Save and New* button saves the current record and opens a new record.



The *Close* button closes a record without saving it. A warning will appear if there are unsaved changes. The *Save and Close* button saves the current record *Information* form fields and closes it. Sub-entities must be saved using *Save All* or individual sub-entity *Save* buttons.

Complete the fields on the *Information* form and save the record.

Agency example:



The screenshot shows a web form for an arrest record with the following fields:

- Arrest Information:**
  - Sequence Number: 1
  - Arrest Transaction Number: 1500530
  - Arrest Date: 2015/12/09
  - Arrest Type: On view
  - Multiple Arrestee Segments Indicator: Not Applicable
  - Disposition of Arrestee Under 18: (empty dropdown)
  - Related Incident: 2015007551 (highlighted with a red box)
- Arrestee Armed With:**
  - 1: Unarmed
  - 2: Unarmed
- Arrestee Information:**
  - Age or Age Range: 23
  - Sex: Male
  - Race: White
  - Ethnicity: Non-Hispanic or Latino
  - Resident Status: Nonresident

When an *Arrest* is created from an *Incident Offender* record the *Related Incident* field will display a link to the *Incident*. Clicking the link will take the user to the *Incident* record.

### ADDING ARREST SUBENTITIES

Once the *Information* form has been saved, the additional sub-entities become available on the left navigation pane. Sub-entities are in a split-screen format, which allows for multiple record entry with a grid to display record information.

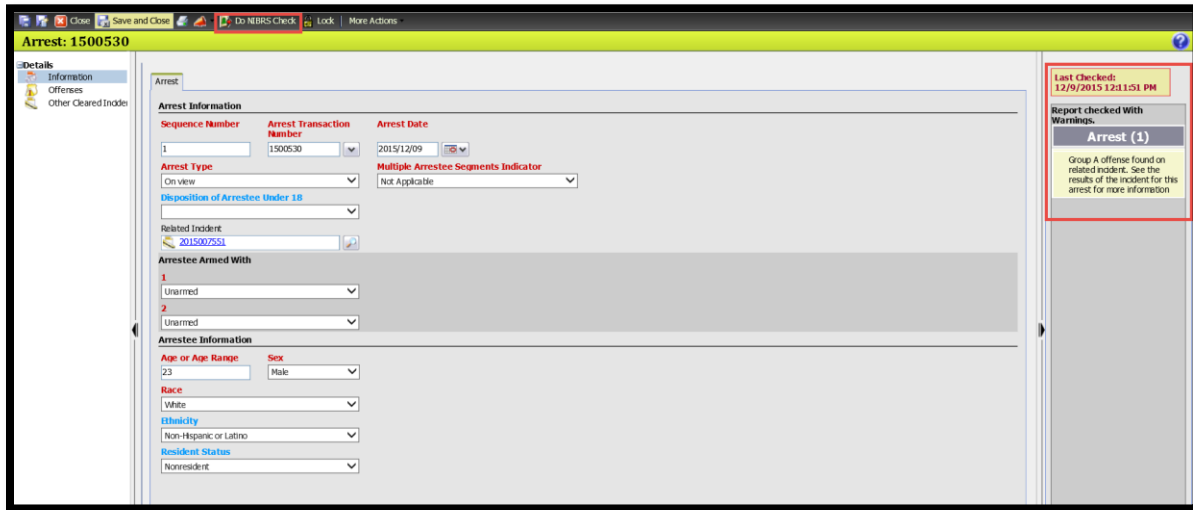
Select a sub-entity from the menu and click the *New* button to open the data entry form. Once data entry is complete use the *Save* button on the subentity or the *Save All* button at the top of the *Arrest* record to save the record. Record information will display in the grid when save is complete. Create records in all sub-entities pertinent to the arrest.

### ARREST RECORD NIBRS VALIDATION CHECK

An *Arrest* record that is linked to an *Incident* will be included in the *NIBRS Validation Check* when the check is run from the *Incident*.

Refer to the *NIBRS Validation Check* section for instructions to run the check on the *Arrest*.

Agency example:



## NIBRS ADMINISTRATION

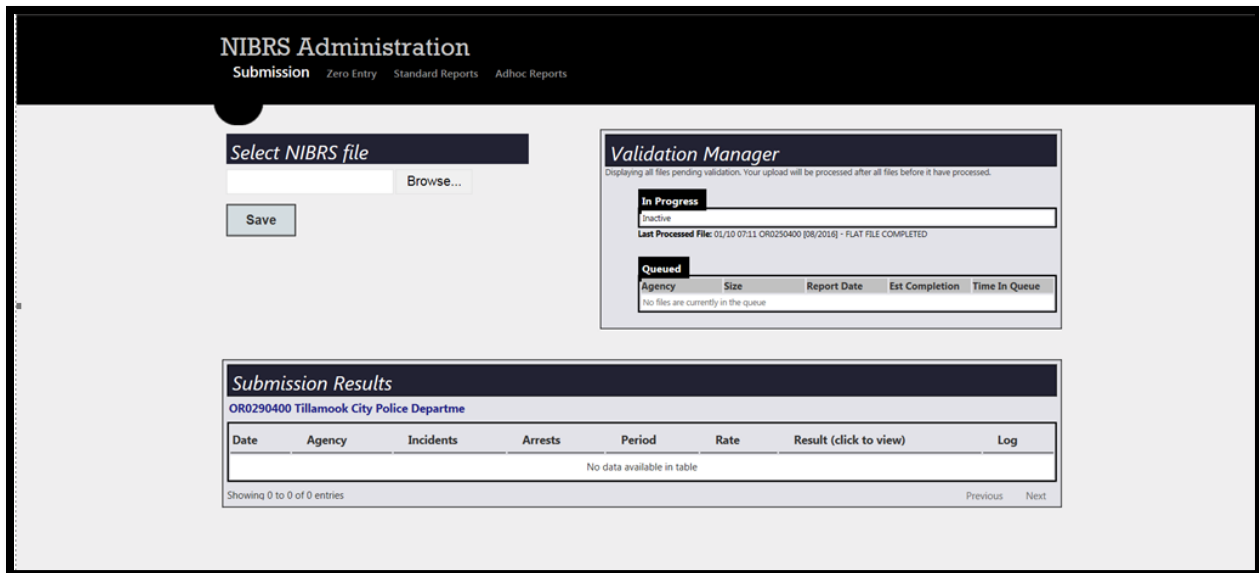
The NIBRS Administration entity provides tools and reports for functionality used to manage NIBRS data. **Access to administration tools is controlled by Security Roles and Business Unit assignments.** Users with State Repository Business Units will have access to the full menu of administration tools as displayed in the example below. **Note: EDS Import option is a future functionality.**



Select Agency drop down provides an opportunity to filter results when available. **The Select Agency option will only be available to users with state repository Business Units.** Business Units that are not state repositories will be limited to their agency data.

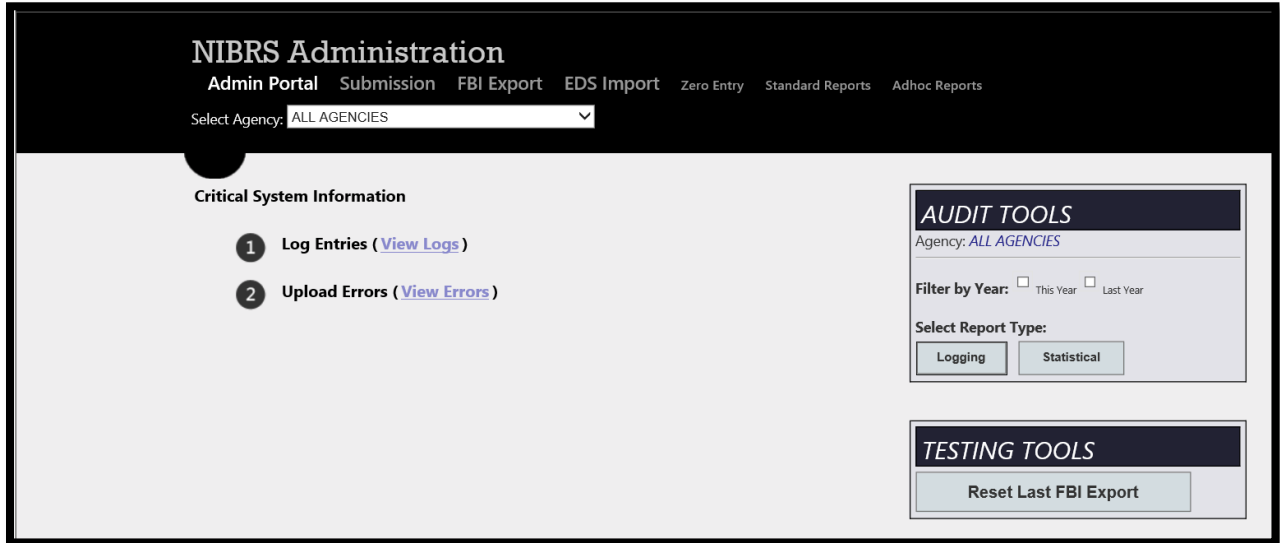


Example of NIBRS Administration tools available to agencies without the state repository business unit.



## ADMIN PORTAL

From the *Admin Portal* window *Critical System Information* concerning *Log Entries* and *Upload Errors* is accessible. *Audit Tools* are available to filter *Log Entries* by *This Year* or *Last Year* and to select a report format of *Logging* or *Statistical*. *Testing Tools* has a *Reset Last FBI Export* function.



**NIBRS Administration**

Admin Portal | Submission | FBI Export | EDS Import | Zero Entry | Standard Reports | Adhoc Reports

Select Agency: ALL AGENCIES

**Critical System Information**

- 1 Log Entries ([View Logs](#))
- 2 Upload Errors ([View Errors](#))

**AUDIT TOOLS**

Agency: ALL AGENCIES

Filter by Year:  This Year  Last Year

Select Report Type:

**TESTING TOOLS**

Log Entries are available when selecting the link for *View Logs*. Data is included for *All Agencies* only.

Agency example:

**Critical System Information**

1 Log Entries ([Collapse Log List](#))

Date	Agency	Size	Result
12/21/16 10:36	OR0250400	119.7 kbytes	FLAT FILE ERROR
12/20/16 16:01	OR0250400	119.7 kbytes	SUBMISSION REMOVED
12/01/16 16:39	OR0250400	119.7 kbytes	FLAT FILE COMPLETED
12/01/16 15:50	OR0250400	119.7 kbytes	SUBMISSION REMOVED
12/01/16 15:13	OR0250400	119.7 kbytes	FLAT FILE PROCESSING
12/01/16 14:11	OR0250400	119.7 kbytes	FLAT FILE COMPLETED
12/01/16 13:53	OR0250400	119.7 kbytes	FLAT FILE COMPLETED
12/01/16 09:15	OR0250400	119.7 kbytes	FLAT FILE COMPLETED
12/01/16 09:10	OR0250400	119.7 kbytes	FLAT FILE PROCESSING
12/01/16 08:57	OR0250400	0 bytes	FLAT FILE COMPLETED
12/01/16 08:22	OR0250400	0 bytes	FLAT FILE COMPLETED
11/30/16 22:21	OR0250400	0 bytes	FLAT FILE COMPLETED
11/30/16 22:05	OR0250400	0 bytes	FLAT FILE COMPLETED
11/30/16 21:16	OR0250400	0 bytes	FLAT FILE COMPLETED
11/30/16 20:50	OR0250400	0 bytes	FLAT FILE COMPLETED

Showing 1 to 15 of 400 entries    Previous    1    2    3    4    5    27    Next

A *Log List* will open displaying *Date*, *Agency*, *Size* and *Result* information. Note the paging options at the bottom of the log.

*Audit Tools* are used to process reports displaying *All Agencies Log Entries* data filtered by *This Year* or *Last Year*. Report Type options include *Logging* or *Statistical*. This is an example of a log entry filtered to *Last Year* in *Logging* format.

Agency example:

**Critical System Information**

**1 Log Entries (Collapse ALL's Log List)**

Date	Agency	Size	Result
12/31/15 15:13	OR0200000	0 bytes	FLAT FILE COMPLETED
12/31/15 13:02	OR0270100	0 bytes	FLAT FILE COMPLETED
12/30/15 09:31	OR0100200	0 bytes	FLAT FILE COMPLETED
12/29/15 15:21	OR0100200	0 bytes	FLAT FILE COMPLETED
12/28/15 14:30	OR0210000	0 bytes	FLAT FILE COMPLETED
12/24/15 11:10	OR0241200	0 bytes	FLAT FILE COMPLETED
12/22/15 15:42	OR0SP0000	0 bytes	FLAT FILE COMPLETED
12/21/15 12:34	OR0320000	0 bytes	FLAT FILE ERROR
12/21/15 12:24	OR0320000	0 bytes	FLAT FILE ERROR
12/21/15 12:09	OR0320000	0 bytes	FLAT FILE ERROR
12/21/15 12:00	OR0320000	0 bytes	FLAT FILE ERROR
12/17/15 08:59	OR0210300	0 bytes	FLAT FILE COMPLETED
12/17/15 08:47	OR0210300	0 bytes	FLAT FILE COMPLETED
12/17/15 08:40	OR0210300	0 bytes	FLAT FILE COMPLETED
12/17/15 08:27	OR0210300	0 bytes	FLAT FILE COMPLETED

Showing 1 to 15 of 1,370 entries    Previous    1    2    3    4    5    ...    92    Next

**AUDIT TOOLS**

Agency: ALL AGENCIES

Filter by Year:  This Year  Last Year

Select Report Type:

Logging
Statistical

**TESTING TOOLS**

Reset Last FBI Export



Below is an example of the *Log Entries* report filtered to *Last Year* in a *Statistical* format.

Agency example:

**1 Stat results for 01/15 to 12/15**

Date	Group A	Errors A	Group B	Errors B	Total
ORDI01400	379	5.8%	11	0%	5.64%
OROSP0000	15038	7%	17	0%	6.99%
OR0360800	156	9.62%	12	0%	8.93%
OR0360700	57	15.79%	10	0%	13.43%
OR0360500	36	2.78%	7	0%	2.33%
OR0360200	4740	3.67%	20	0%	3.66%
OR0360100	5284	3.26%	13	0%	3.25%
OR0360000	4589	4.97%	16	0%	4.95%
OR0330000	1056	1.89%	26	0%	1.85%
OR0310100	1699	3.47%	13	0%	3.45%
OR0310000	1184	2.62%	13	0%	2.59%
OR0300800	429	10.49%	24	0%	9.93%
OR0300700	54	0%	10	0%	0%
OR0300500	321	6.23%	25	0%	5.78%
OR0300400	1095	1.83%	19	0%	1.8%

Showing 1 to 15 of 76 entries      Previous    1    2    3    4    5    6    Next

Agency: *ALL AGENCIES*

Filter by Year:  This Year  Last Year

Select Report Type:

Logging
Statistical

**TESTING TOOLS**

Reset Last FBI Export

Upload Errors displays an error log.

Agency example:

**2 Upload Errors ( Collapse Error List )**

Date	Agency	Size	User	Result
12/21/16 10:36	OR0250400	119.7 kbytes	tac10	FLAT FILE ERROR
12/20/16 16:01	OR0250400	119.7 kbytes	tac10	SUBMISSION REMOVED
12/01/16 15:50	OR0250400	119.7 kbytes	tac10	SUBMISSION REMOVED
11/30/16 13:29	OR0100000	172.9 kbytes	tac10	FLAT FILE ERROR
11/30/16 10:20	OR0250400	682.8 kbytes	tac10	FLAT FILE ERROR
10/12/16 12:32	OR0150900	0 bytes	MANUAL	SUBMISSION REMOVED
10/07/16 13:24	OR0060600	440.2 kbytes	tac10	SUBMISSION REMOVED
10/07/16 11:40	OR0060600	422.8 kbytes	tac10	SUBMISSION REMOVED
10/07/16 10:26	OR0060600	396.4 kbytes	tac10	FLAT FILE ERROR
10/07/16 09:58	OR0R00700	986.2 kbytes	tac10	FLAT FILE: INVALID ORI ERROR
10/07/16 09:16	OR0R00606	396.4 kbytes	tac10	FLAT FILE: INVALID ORI ERROR
10/06/16 15:43	OROR00606	606.0 kbytes	tac10	FLAT FILE FORMATING ERROR
10/06/16 12:27	OR0060600	10.4 kbytes	tac10	NO FLAT FILE FOUND
10/06/16 11:23	OR0060600	405.4 kbytes	tac10	NO FLAT FILE FOUND
10/05/16 16:54	OR0020100	15.4 kbytes	tac10	FLAT FILE ERROR

Showing 1 to 15 of 200 entries   Previous      2   3   4   5   ...   14   Next

The Error Log displays Date, Agency, Size and Result data.

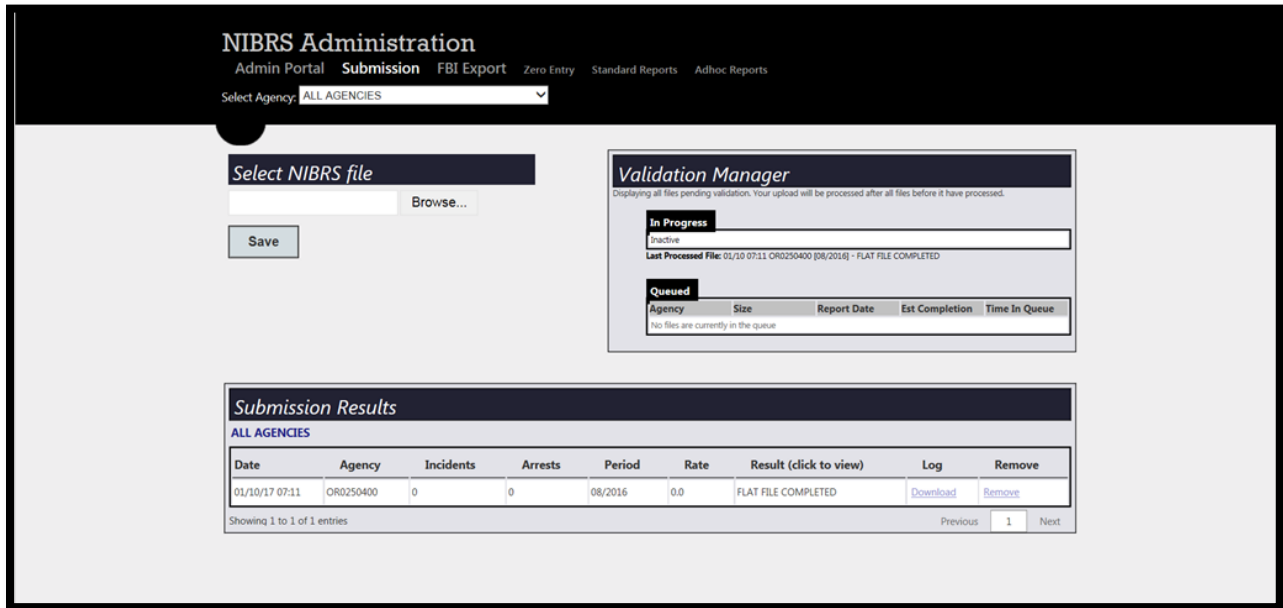
Testing Tools has an option to Reset Last FBI Export.



## SUBMISSION

The Submission tools are used to select a NIBRS file for validation and submission.

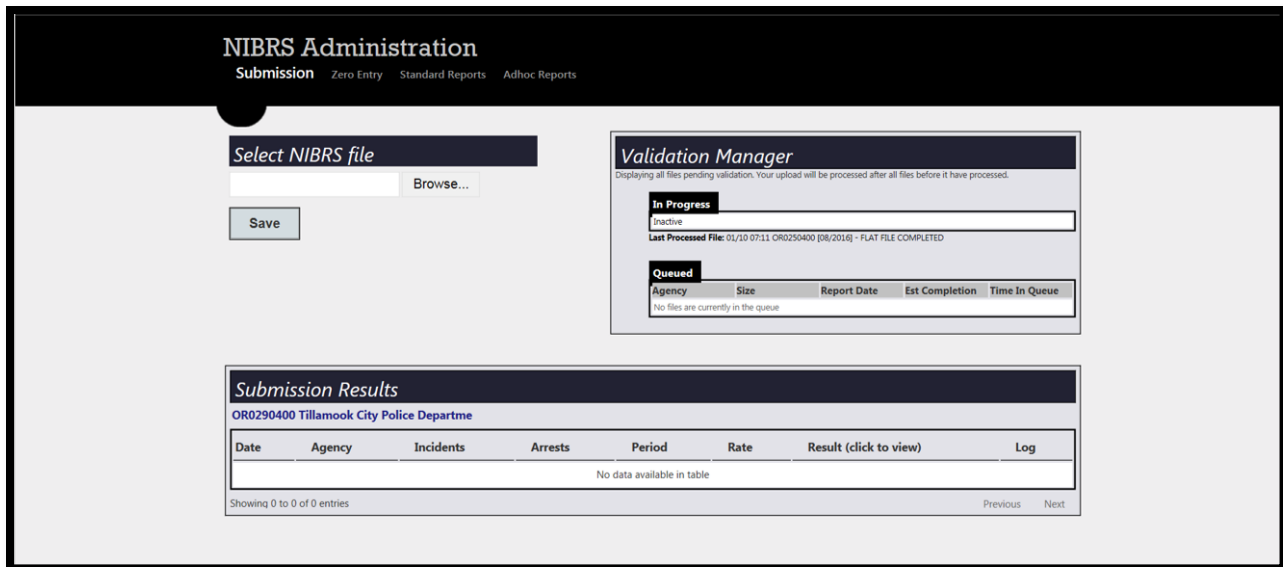
Repository agency example:



The screenshot shows the NIBRS Administration interface for a Repository agency. The navigation menu includes Admin Portal, Submission, FBI Export, Zero Entry, Standard Reports, and Adhoc Reports. The 'Select Agency' dropdown is set to 'ALL AGENCIES'. The 'Select NIBRS file' section has a 'Browse...' button and a 'Save' button. The 'Validation Manager' section shows 'In Progress' as 'Inactive' and 'Last Processed File' as '01/10 07:11 OR0250400 [08/2016] - FLAT FILE COMPLETED'. The 'Queued' section is empty. The 'Submission Results' table shows one entry for '01/10/17 07:11' with '0' incidents and '0' arrests, with a 'Result (click to view)' of 'FLAT FILE COMPLETED' and 'Download'/'Remove' links.

Date	Agency	Incidents	Arrests	Period	Rate	Result (click to view)	Log	Remove
01/10/17 07:11	OR0250400	0	0	08/2016	0.0	FLAT FILE COMPLETED	<a href="#">Download</a>	<a href="#">Remove</a>

Law Enforcement agency example:



The screenshot shows the NIBRS Administration interface for a Law Enforcement agency. The navigation menu includes Submission, Zero Entry, Standard Reports, and Adhoc Reports. The 'Select NIBRS file' section has a 'Browse...' button and a 'Save' button. The 'Validation Manager' section shows 'In Progress' as 'Inactive' and 'Last Processed File' as '01/10 07:11 OR0250400 [08/2016] - FLAT FILE COMPLETED'. The 'Queued' section is empty. The 'Submission Results' table is empty, displaying 'No data available in table'.

Date	Agency	Incidents	Arrests	Period	Rate	Result (click to view)	Log
No data available in table							

Use the *Browse...* button to search for and select a file for validation. Click *Save* to begin the validation process.

The *Validation Manager* will display the files waiting for validation in the *Queued* grid. When the system is processing a file, validation progress will be displayed in the *In Progress* grid. Files will be processed in the order they were uploaded.

The *Submission Results* grid displays information about the processed files.

The *Remove* link in the Submission Results grid allows a user to remove a file from the results.

Validation results are available in the *Results* column. If errors are found during validation a link will be displayed. Clicking the link will open a detailed error report.

Agency example:

Agency: OR0020100		Date: 12/31/16 12:03		User: tac10		Period: 09/2015	
Total Incident: 557	Total Arrests: 112	Incident Warnings: 0	Arrest Warnings: 0	<a href="#">Rejected Records</a> 8			
Errors: 35	Errors: 0						
<b>Incident And Group A Arrest Reports with Errors</b>							
Case Number	Description	Federal Error Code	Sequence				
<b>INCIDENTS</b>							
<a href="#">15ISPC006022</a>	Estimated Drug Quantity Not Completed Estimated Drug Quantity Not Completed Estimated Drug Quantity Not Completed	FED_302_EDQ FED_302_EDQ FED_302_EDQ	1				
<a href="#">15ISPC006294</a>	Victim Injury Not Completed	INJ	1				
<a href="#">15ISPC006309</a>	Cargo Theft Can Only Be Entered For Specific Offenses	FED_119					
<a href="#">15ISPC006148</a>	LEOKA Type Of Activity Not Completed LEOKA Type Of Activity Not Completed	FED_454_CAT FED_454_CAT	1				
<a href="#">15ISPC005926</a>	Property Loss Type must be '1' or '8' Property Loss Type must be '1' or '8'	FED_077 FED_077	2				
<a href="#">15ISPC006489</a>	Property Record Must Exist With This Offense Property Record Must Exist With This Offense Property Record Must Exist With This Offense Property Record Must Exist With This Offense Property Record Must Exist With This Offense	FED_074 FED_074 FED_074 FED_074 FED_074	1				
<a href="#">15ISPC006525</a>	Estimated Drug Quantity/Type Of Drug Measurement Not Completed Estimated Drug Quantity/Type Of Drug Measurement Not Completed	FED_364 FED_364	1				
<a href="#">15ISPC006591</a>	Estimated Drug Quantity/Type Of Drug Measurement Not Completed Estimated Drug Quantity/Type Of Drug Measurement Not Completed	FED_364 FED_364	2				
<a href="#">15ISPC006669</a>	Estimated Drug Quantity Not Completed Estimated Drug Quantity Not Completed Estimated Drug Quantity Not Completed	FED_302_EDQ FED_302_EDQ FED_302_EDQ	1				
<a href="#">15ISPC006610</a>	Estimated Drug Quantity Must Be '1' When Type Of Drug Measurement is 'XX'	FED_384	2				
<a href="#">15ISPC006596</a>	Estimated Drug Quantity/Type Of Drug Measurement Not Completed Estimated Drug Quantity/Type Of Drug Measurement Not Completed	FED_364 FED_364	2				
<a href="#">15ISPC005841</a>	Estimated Drug Quantity Not Completed Estimated Drug Quantity Not Completed Estimated Drug Quantity Not Completed	FED_302_EDQ FED_302_EDQ FED_302_EDQ	2				
<a href="#">15ISPC006427</a>	This Loss Code Type Cannot Exist with the Related Offense This Loss Code Type Cannot Exist with the Related Offense This Loss Code Type Cannot Exist with the Related Offense This Loss Code Type Cannot Exist with the Related Offense	FED_081_2 FED_081_2 FED_081_2 FED_081_2					
<a href="#">15ISPC006654</a>	Type of Criminal Activity Not Completed Type of Criminal Activity Not Completed	FED_201_ACT FED_201_ACT	1				
<a href="#">15ISPC005914</a>	This Loss Code Type Cannot Exist with the Related Offense This Loss Code Type Cannot Exist with the Related Offense This Loss Code Type Cannot Exist with the Related Offense This Loss Code Type Cannot Exist with the Related Offense	FED_081_2 FED_081_2 FED_081_2 FED_081_2					

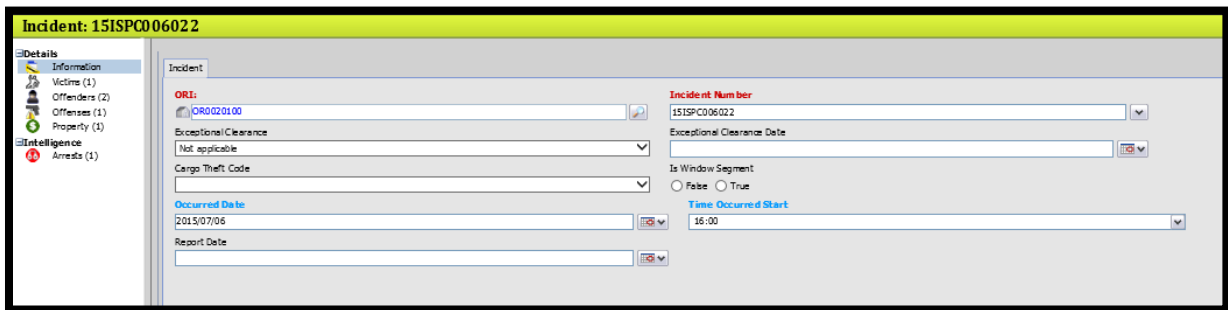
The *Rejected Records* count has a link format. Click the link to view a detailed list of rejected records.

Agency example:

<a href="#">Return</a> to Error report	<b>Agency:</b> OR0020100	<b>Date:</b> 12/31/16 12:03	<b>User:</b> tac10	<b>Period:</b> 09/2015
<b>Rejected Incidents/Arrests</b>				
Case/Arrest Number	Record Type	Description		
Ignored	arrests	LINE #2950 - INCIDENT REPORT ALREADY ON FILE - 15ISPC006219, RESUBMIT AS AN UPDATE WITH DELETE SEGMENT		
Ignored	arrests	LINE #2951 - OFFENSE RECORD REJECTED, DUPLICATE INCIDENT REPORT ALREADY ON FILE - 15ISPC006219		
Ignored	arrests	LINE #2952 - VICTIM RECORD REJECTED, DUPLICATE INCIDENT REPORT ALREADY ON FILE - 15ISPC006219		
Ignored	arrests	LINE #2953 - OFFENDER RECORD REJECTED, DUPLICATE INCIDENT REPORT ALREADY ON FILE - 15ISPC006219		
Ignored	arrests	LINE #2954 - INCIDENT REPORT ALREADY ON FILE - 15ISPC006219, RESUBMIT AS AN UPDATE WITH DELETE SEGMENT		
Ignored	arrests	LINE #2955 - OFFENSE RECORD REJECTED, DUPLICATE INCIDENT REPORT ALREADY ON FILE - 15ISPC006219		
Ignored	arrests	LINE #2956 - VICTIM RECORD REJECTED, DUPLICATE INCIDENT REPORT ALREADY ON FILE - 15ISPC006219		
Ignored	arrests	LINE #2957 - OFFENDER RECORD REJECTED, DUPLICATE INCIDENT REPORT ALREADY ON FILE - 15ISPC006219		

Note the [Return](#) option in the upper left.

Selecting a link in the *Case Number* column of the detailed error report will open the selected record.

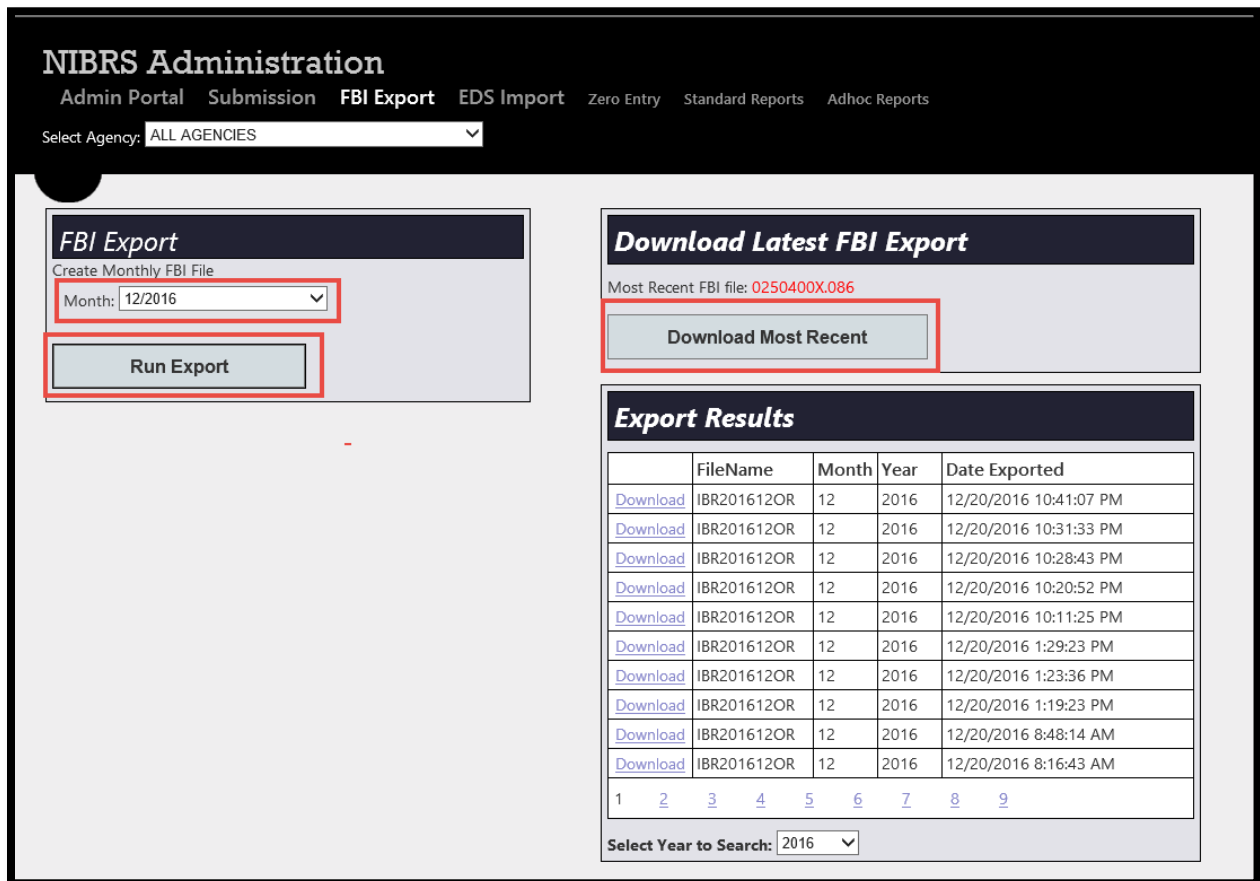



You may close the detailed error report by selecting the *Submission* option in the *NIBRS Administration* menu.

**FBI EXPORT**

To export a file to the FBI, select *FBI Export* from the NIBRS Administration menu.

- Click the *Download Most Recent* button to download the most recent FBI file.
- Select a month/year from the *Month* dropdown list for the export.
- Click the *Run Export* button.
- The *Export Results* will be displayed in the grid.



**NIBRS Administration**

Admin Portal Submission **FBI Export** EDS Import Zero Entry Standard Reports Adhoc Reports

Select Agency: ALL AGENCIES

**FBI Export**

Create Monthly FBI File

Month: 12/2016

**Run Export**

**Download Latest FBI Export**

Most Recent FBI file: 0250400X.086

**Download Most Recent**

**Export Results**

	FileName	Month	Year	Date Exported
<a href="#">Download</a>	IBR201612OR	12	2016	12/20/2016 10:41:07 PM
<a href="#">Download</a>	IBR201612OR	12	2016	12/20/2016 10:31:33 PM
<a href="#">Download</a>	IBR201612OR	12	2016	12/20/2016 10:28:43 PM
<a href="#">Download</a>	IBR201612OR	12	2016	12/20/2016 10:20:52 PM
<a href="#">Download</a>	IBR201612OR	12	2016	12/20/2016 10:11:25 PM
<a href="#">Download</a>	IBR201612OR	12	2016	12/20/2016 1:29:23 PM
<a href="#">Download</a>	IBR201612OR	12	2016	12/20/2016 1:23:36 PM
<a href="#">Download</a>	IBR201612OR	12	2016	12/20/2016 1:19:23 PM
<a href="#">Download</a>	IBR201612OR	12	2016	12/20/2016 8:48:14 AM
<a href="#">Download</a>	IBR201612OR	12	2016	12/20/2016 8:16:43 AM

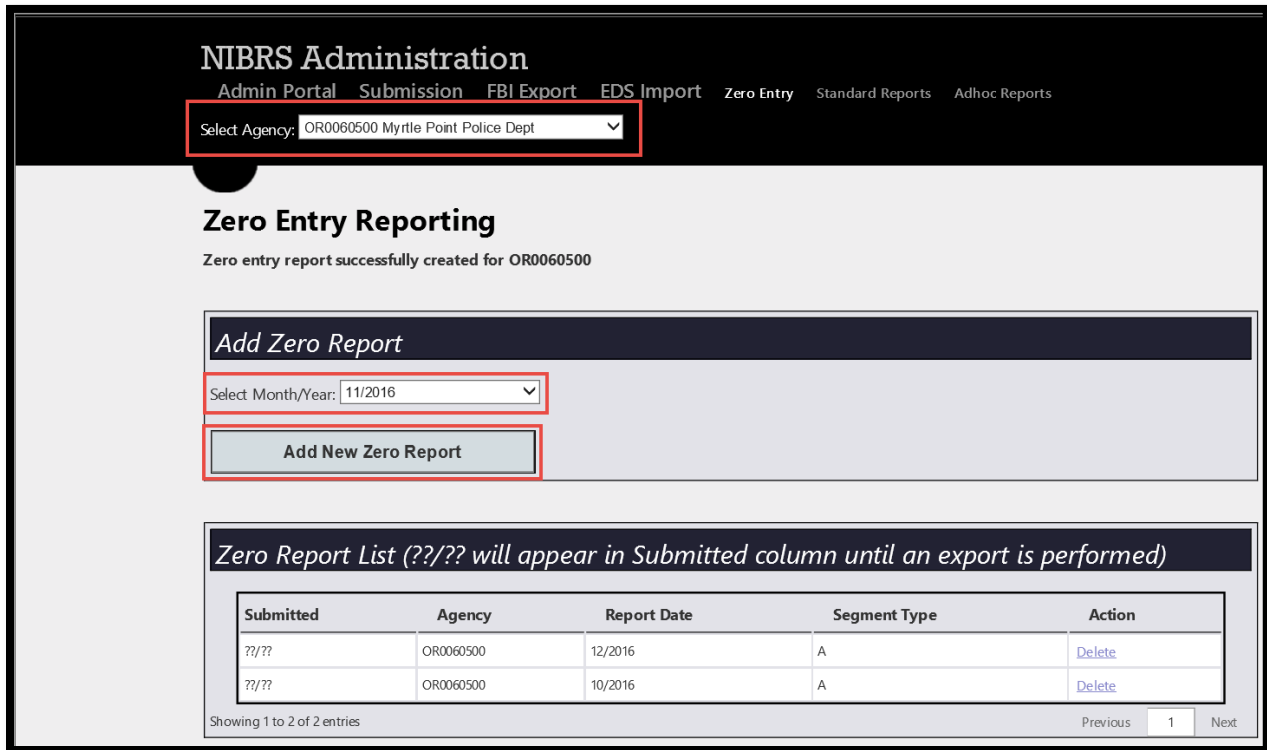
1 2 3 4 5 6 7 8 9

Select Year to Search: 2016

**ZERO ENTRY**

To submit a Zero Entry report select *Zero Entry* from the NIBRS Administration menu.

- Choose and agency from the *Select Agency* drop down.
- Select a *Month/Year*.
- Click the *Add New Zero Report* button.



**NIBRS Administration**  
 Admin Portal Submission FBI Export EDS Import **Zero Entry** Standard Reports Adhoc Reports

Select Agency: OR0060500 Myrtle Point Police Dept

**Zero Entry Reporting**  
 Zero entry report successfully created for OR0060500

**Add Zero Report**

Select Month/Year: 11/2016

**Add New Zero Report**

**Zero Report List (??/? will appear in Submitted column until an export is performed)**

Submitted	Agency	Report Date	Segment Type	Action
??/?	OR0060500	12/2016	A	<a href="#">Delete</a>
??/?	OR0060500	10/2016	A	<a href="#">Delete</a>

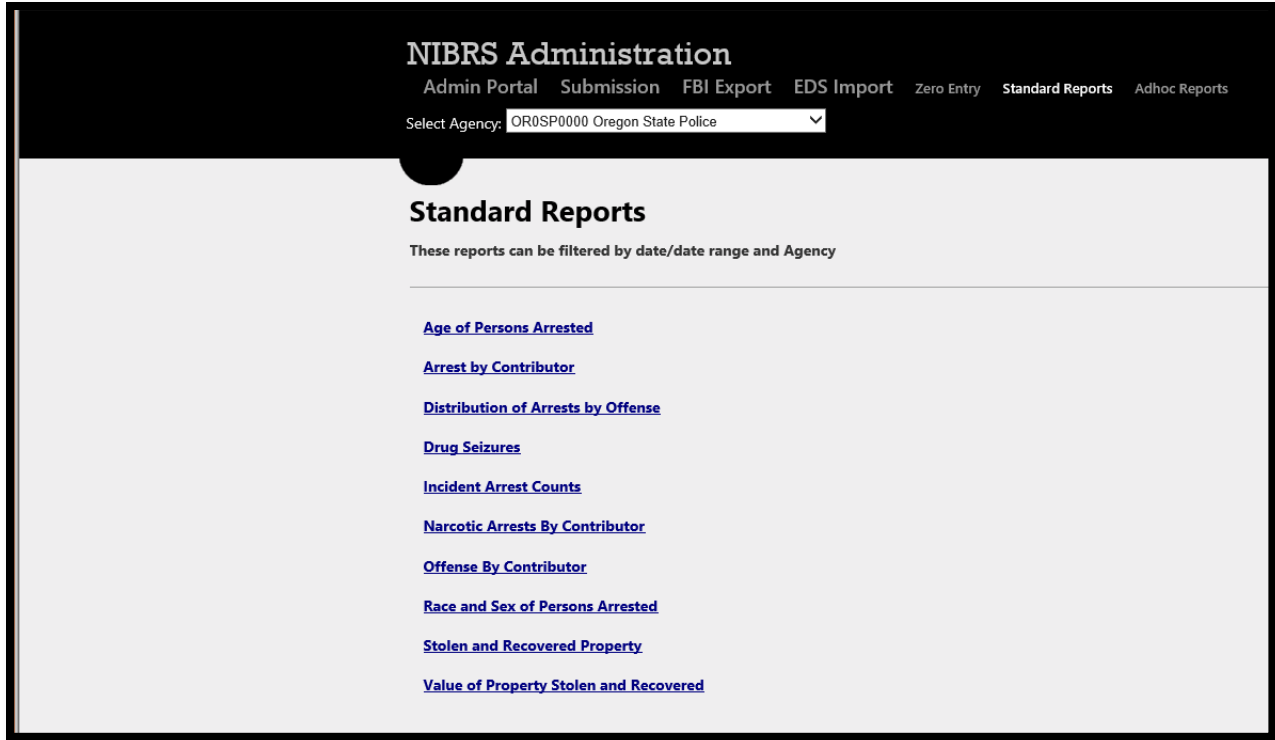
Showing 1 to 2 of 2 entries Previous 1 Next

A *Zero Report List* will be created. The *Submitted* column will display *??/?* for the date until an export is performed.

A [Delete](#) option is available for each row of the Zero Report. Clicking [Delete](#) will remove the row from the report.

## STANDARD REPORTS

Selecting *Standard Reports* will display a menu of available reports.



Reports can be filtered by date or date range and agency along with additional options varying per report.

Select a report by clicking on the link. The report will open to the available filter options.



Complete the filter options using the suggested format or drop down list. Once the filters are complete, click the *View Report* button on the right to run the report. **Note: if your agency uses a different date format in the data than the parameter suggests, use your agency date format in the filters (example: 2016/01/01 instead of 01/01/2016).**

The report will run and display the results found according to the filters set. An additional pane will be added to the report filter section for managing the report. Functions include paging, sizing, *Find* and *Next*, selecting an *Export* format, orientation and print.





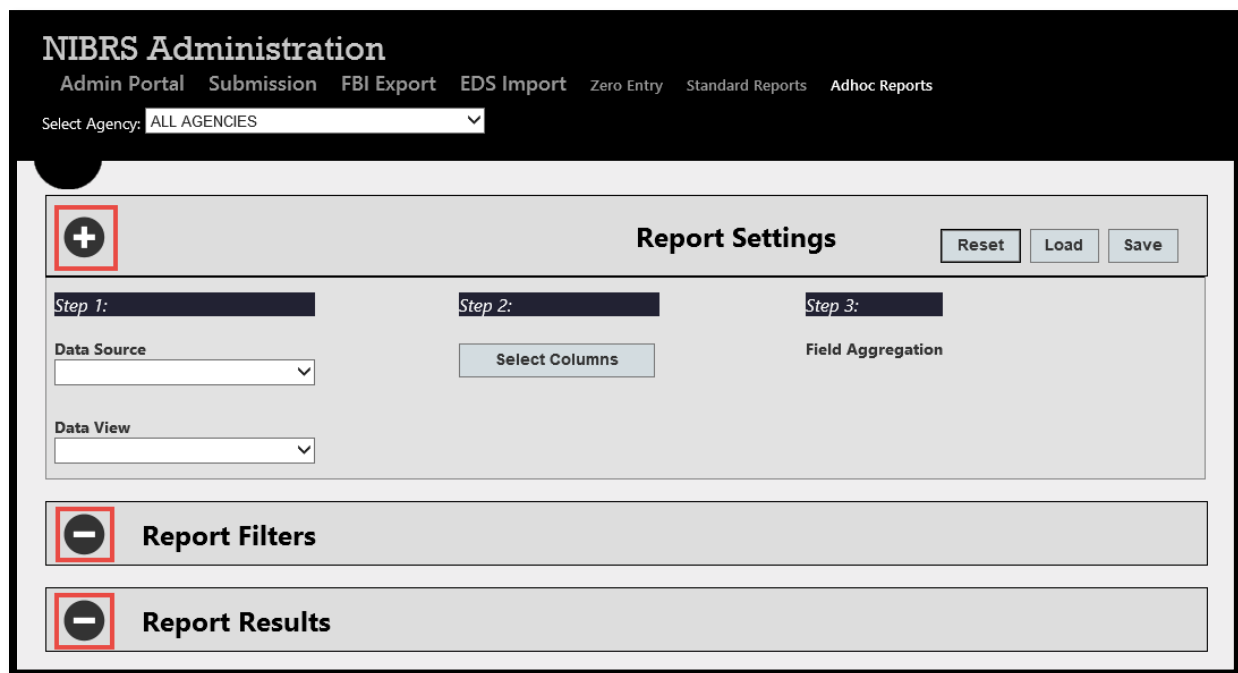
Agency example:

INCIDENT & ARREST COUNT FOR 01/01/2016 - 12/31/2016																
Agency	ORI	Count	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
Agency 1	OR0379998	Grp A Incident														
		Grp A Arrest														
		Grp B Arrest														
	OR0999997	Grp A Incident														
		Grp A Arrest														
		Grp B Arrest														
	OR0999998	Grp A Incident														
		Grp A Arrest														
		Grp B Arrest														
ORJAN12BB	Grp A Incident															
	Grp A Arrest															
	Grp B Arrest															
ORSMARTP2	Grp A Incident															
	Grp A Arrest															
	Grp B Arrest															
Agency 2	ORPP0200	Grp A Incident														
		Grp A Arrest														
		Grp B Arrest														
Agency 97	OR0379997	Grp A Incident														
		Grp A Arrest														
		Grp B Arrest														
Agency Name	ORPP0100	Grp A Incident														
		Grp A Arrest														
		Grp B Arrest														
ALBANY POLICE DEPARTMENT	OR0220100	Grp A Incident														
		Grp A Arrest														
		Grp B Arrest														
AMITY POLICE DEPT	OR0360700	Grp A Incident														

## ADHOC REPORTS

The *ADHOC Report* tool is available for agencies to create reports to supplement *Standard Reports*. A series of steps have been laid out to assist the user in report development.

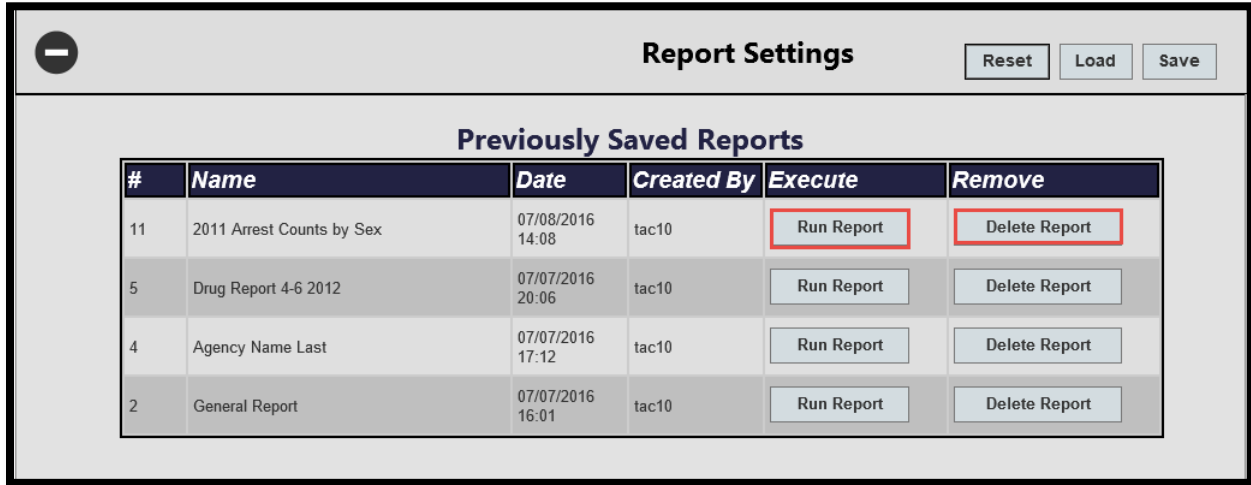
Select *ADHOC Reports* from the NIBRS Administration menu.



The circle icons with the plus and minus signs are toggle buttons to expand (plus) or collapse (minus) the work pane.

The *Reset* button will reset the report form.

The *Load* button opens a screen for access to saved adhoc reports.



The report #, Name, Date created and Created By information is displayed in the grid for each saved adhoc report. The Execute column displays a Run Report button to run the report. The Remove column contains a Delete Report button to delete the selected report.

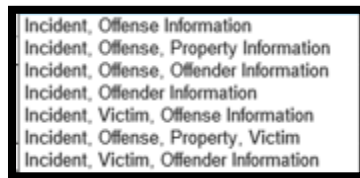
In the Report Settings section follow the step by step selection options to build your report.

Step 1:

Select a Data Source



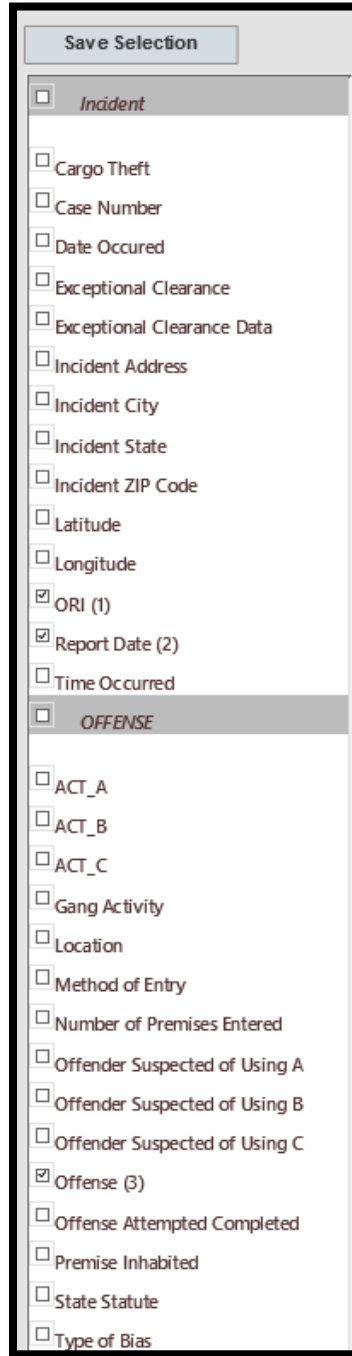
Select a Data View



Step 2:

Once the Data Source and the Data View have been selected the Step 2 section will display the available fields from the selected entities.

Use the checkboxes to select the fields you wish to include in the report. The checkbox to the left of the header label will check all fields for that section. Click the *Save Selection* button at the top of the field list.



**Save Selection**

**Incident**

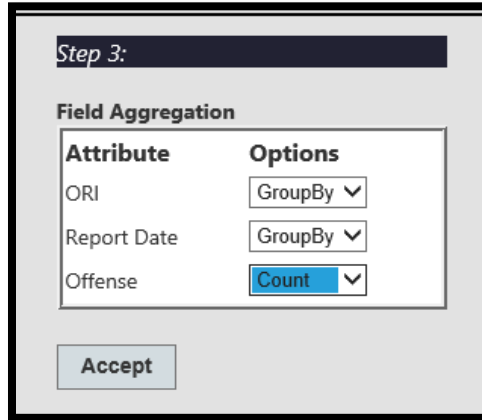
- Cargo Theft
- Case Number
- Date Occured
- Exceptional Clearance
- Exceptional Clearance Data
- Incident Address
- Incident City
- Incident State
- Incident ZIP Code
- Latitude
- Longitude
- ORI (1)
- Report Date (2)
- Time Occurred

**OFFENSE**

- ACT\_A
- ACT\_B
- ACT\_C
- Gang Activity
- Location
- Method of Entry
- Number of Premises Entered
- Offender Suspected of Using A
- Offender Suspected of Using B
- Offender Suspected of Using C
- Offense (3)
- Offense Attempted Completed
- Premise Inhabited
- State Statute
- Type of Bias

Step 3:

The fields selected in Step 2 will be listed in the *Field Aggregation* group. Your options for each field are *Group By* or *Count*. When you have finished your *Options* selections click *Accept*.



The screenshot shows a dialog box titled "Step 3:" with a sub-header "Field Aggregation". It contains a table with two columns: "Attribute" and "Options".

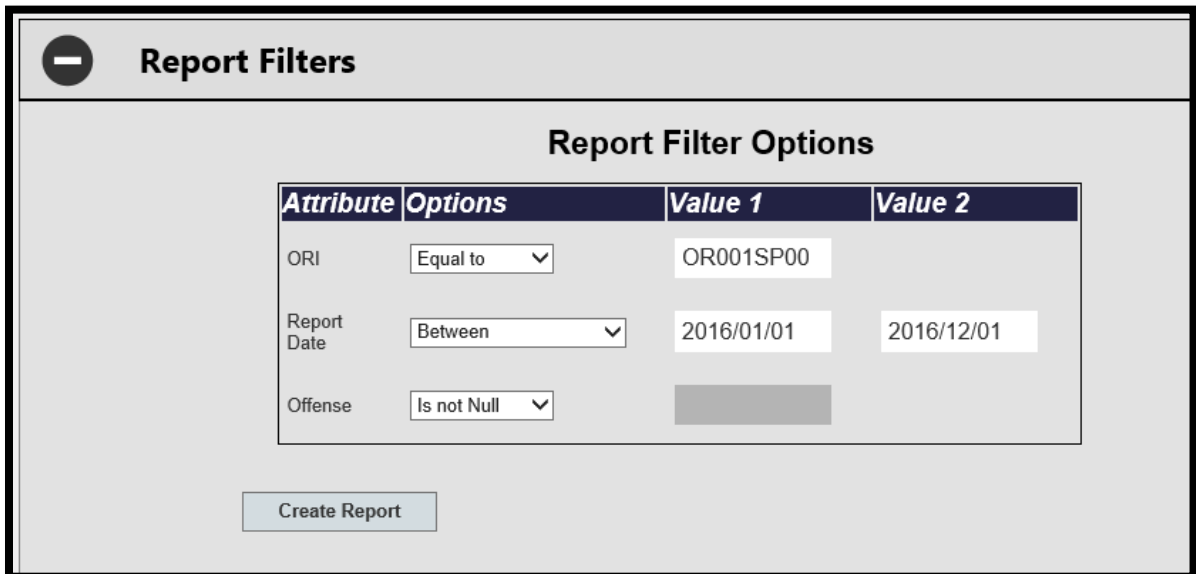
Attribute	Options
ORI	GroupBy ▼
Report Date	GroupBy ▼
Offense	Count ▼

Below the table is an "Accept" button.

The *Report Settings* section has now been completed. The *Report Settings* pane will collapse and the *Report Filters* pane will automatically open.

The *Report Filters* pane displays the *Report Filter Options* for each attribute (field) selected in Step 2. Make a selection from the *Options* list for each *Attribute*. Depending on the option selected you may need to complete a *Value 1* and a *Value 2*. For example, if the attribute is a date field, and you select *Between* as an option, you will need to provide a *Value 1* and *Value 2* for the start and end dates.

When the options are completed select *Create Report*.




The screenshot shows the "Report Filters" pane with a sub-header "Report Filter Options". It contains a table with four columns: "Attribute", "Options", "Value 1", and "Value 2".

Attribute	Options	Value 1	Value 2
ORI	Equal to ▼	OR001SP00	
Report Date	Between ▼	2016/01/01	2016/12/01
Offense	Is not Null ▼		

Below the table is a "Create Report" button.

When there are results found for your settings the results will be displayed in the *Report Results* section.


Agency example:

 <b>Report Results</b>							
<input type="button" value="Export"/> <input type="button" value="Print"/>							
Report Filters: ADMIN,PROPERTY,OFFENSE   DateOccured Between (4/1/2012 and 6/1/2012)							
Show <input type="text" value="50"/> entries							
Agency Name	Case Number	Sum (EstimatedValue)	Loss Code	ORI	UCR Code	Type of Drug Measurement	Gang Activity
ADAIR VILLAGE POLICE DEPARTMENT	11000137	1	4	OR0020600	290		
BENT Morrow County	12000006		6	OR0250600	35A	GM	
BENT Morrow County	12000008		6	OR0250600	35A	GM	
BENT Umatilla County	12000024		6	OR0301300	35A	NP	
CARLTON POLICE DEPARTMENT	12000024	33	7	OR0360500	26B		
BENT Umatilla County	12000026		6	OR0301300	35A	GM	
CARLTON POLICE DEPARTMENT	12000030	300	7	OR0360500	23F		

The *Report Filters* set for this report are displayed in the header. You may select the number of entries to show in the report.

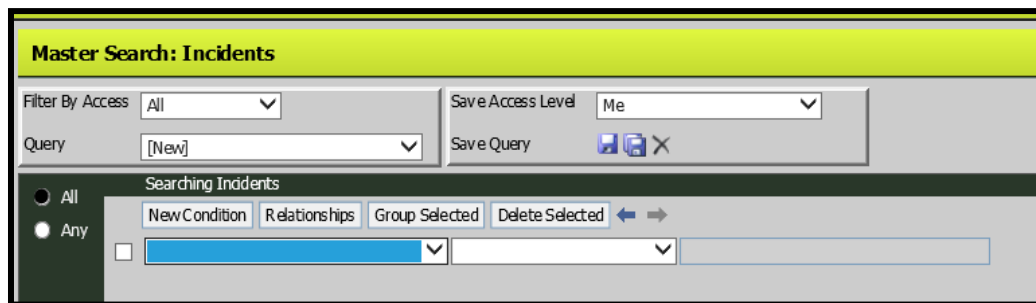
Choose *Export* to export the report to Excel. Choose *Print* to print the report in a standard format. Select *Print page* from the preview to print the report.

Agency example:

 <b>Print page</b>								
Agency Name	Case Number	Sum(EstimatedValue)	Loss Code	ORI	UCR Code	Type of Drug Measurement	Gang Activity	
ADAIR VILLAGE POLICE DEPARTMENT	11000137	1	4	OR0020600	290			
BENT Morrow County	12000006		6	OR0250600	35A	GM		
BENT Morrow County	12000008		6	OR0250600	35A	GM		
BENT Umatilla County	12000024		6	OR0301300	35A	NP		
CARLTON POLICE DEPARTMENT	12000024	33	7	OR0360500	26B			
BENT Umatilla County	12000026		6	OR0301300	35A	GM		
CARLTON POLICE DEPARTMENT	12000030	300	7	OR0360500	23F			
JACKSONVILLE POLICE DEPARTMENT	120000313		6	OR0160300	35A	OZ		
AMITY POLICE DEPARTMENT	12000039		6	OR0360700	35A	GM		
Yamhill Police Department	12000041		6	OR0360500	35A	OC		
ROGUE RIVER POLICE DEPARTMENT	120000411	301	7	OR0150000	23H			
JACKSONVILLE POLICE DEPARTMENT	120000440	3	7	OR0150000	220			
ROGUE RIVER POLICE DEPARTMENT	120000445	200	7	OR0150000	220			
ROGUE RIVER POLICE DEPARTMENT	120000458	548	7	OR0150000	23H			
JACKSONVILLE POLICE DEPARTMENT	120000458	25	4	OR0150300	260			
JACKSONVILLE POLICE DEPARTMENT	120000458	25	4	OR0150300	80J			
AMITY POLICE DEPARTMENT	12000048	5	4	OR0360700	260			
Yamhill Police Department	12000048		6	OR0360500	35A	XX		
Yamhill Police Department	12000047	1	4	OR0360500	290			
JACKSONVILLE POLICE DEPARTMENT	120000473	220	7	OR0150300	23F			
ROGUE RIVER POLICE DEPARTMENT	120000474	3017	7	OR0150000	220			
JACKSONVILLE POLICE DEPARTMENT	120000483	150	4	OR0150300	260			
JACKSONVILLE POLICE DEPARTMENT	120000489	348	7	OR0150300	23H			
ROGUE RIVER POLICE DEPARTMENT	120000489	240	7	OR0150000	23H			
ROGUE RIVER POLICE DEPARTMENT	120000488	21	7	OR0150000	23C			
ROGUE RIVER POLICE DEPARTMENT	120000503	140	3	OR0150000	250			
ROGUE RIVER POLICE DEPARTMENT	120000503	140	3	OR0150000	250			
ROGUE RIVER POLICE DEPARTMENT	120000503	0	7	OR0150000	250			
ROGUE RIVER POLICE DEPARTMENT	120000503	140	3	OR0150000	26C			
ROGUE RIVER POLICE DEPARTMENT	120000503	140	3	OR0150000	26C			
ROGUE RIVER POLICE DEPARTMENT	120000503	0	7	OR0150000	26C			
JACKSONVILLE POLICE DEPARTMENT	120000506	3	7	OR0150300	23F			
JACKSONVILLE POLICE DEPARTMENT	120000507		1	OR0150300	80Z			
JACKSONVILLE POLICE DEPARTMENT	120000508		1	OR0150300	80Z			

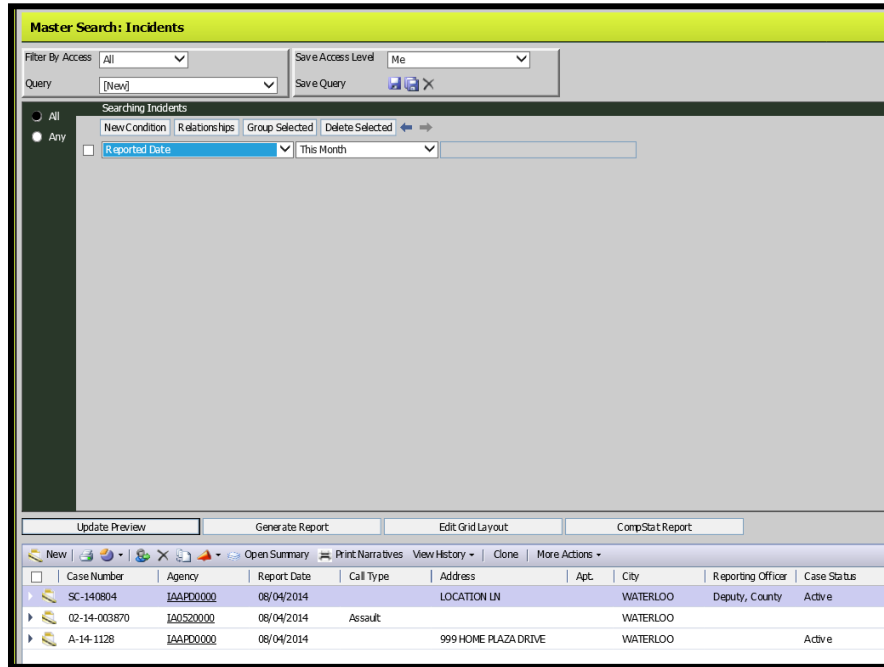
## MASTER SEARCH

Master Search is an ad hoc search and reporting tool. All fields in the Caliber system may be utilized to find a particular record, or a group of records. Selecting the *Master Search* button beneath the View on any Quick Find screen will open the Master Search function. A new search condition will be available on the form.



The first field contains a drop down list of all the fields on the information form for that entity. Select the field to include in your search. The second field contains a drop down list of conditions for your search. These will change based on the type of field chosen. The third field is used to complete the condition. The third field will match the type of field you chose (e.g. text, lookup, drop down list).

Incident Master Search condition example:



Additional conditions may be added by clicking the *New Condition* button.

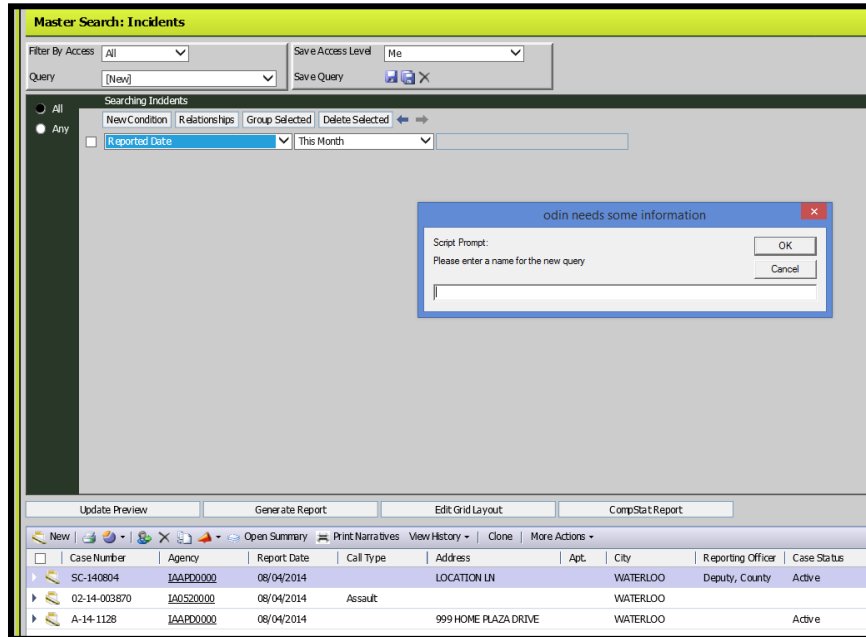
Fields located in the *Details* section of the current module, or in related main modules may be accessed for conditions by clicking the *Relationships* button.

As a search is built, conditions may be deleted by checking the box preceding the condition row and clicking the *Delete Selected* button. In addition, the arrows to the right of the *Delete Selected* button may be used to scroll back and forward through the search build process.

Conditions may be grouped by checking the condition row boxes and clicking *Group Selected*. On the left hand side of each condition group the user may select *All* or *Any*. By selecting *All* the search results will include only the records that match all of the search conditions in that group. By selecting *Any* the search results will contain the records that match any of the search conditions in that group.

Once the criteria for the search is complete, clicking the *Update Preview* button below the condition form will return the matching records in the grid.



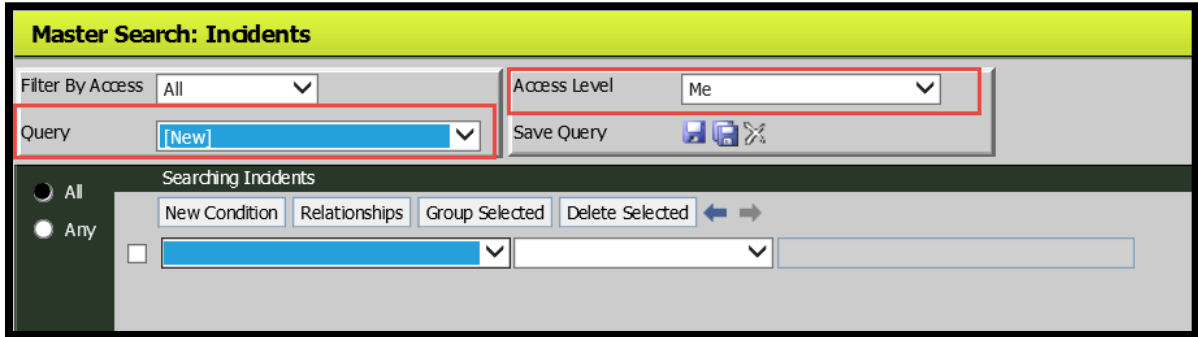


If the user feels that the search would be useful for future situations, the search may be named and saved by clicking the *Save As* icon.

The saved searches visible to you on the Quick Find View are determined by the relationship of the logged in user to the user who created the search and what Access level that search is set to.

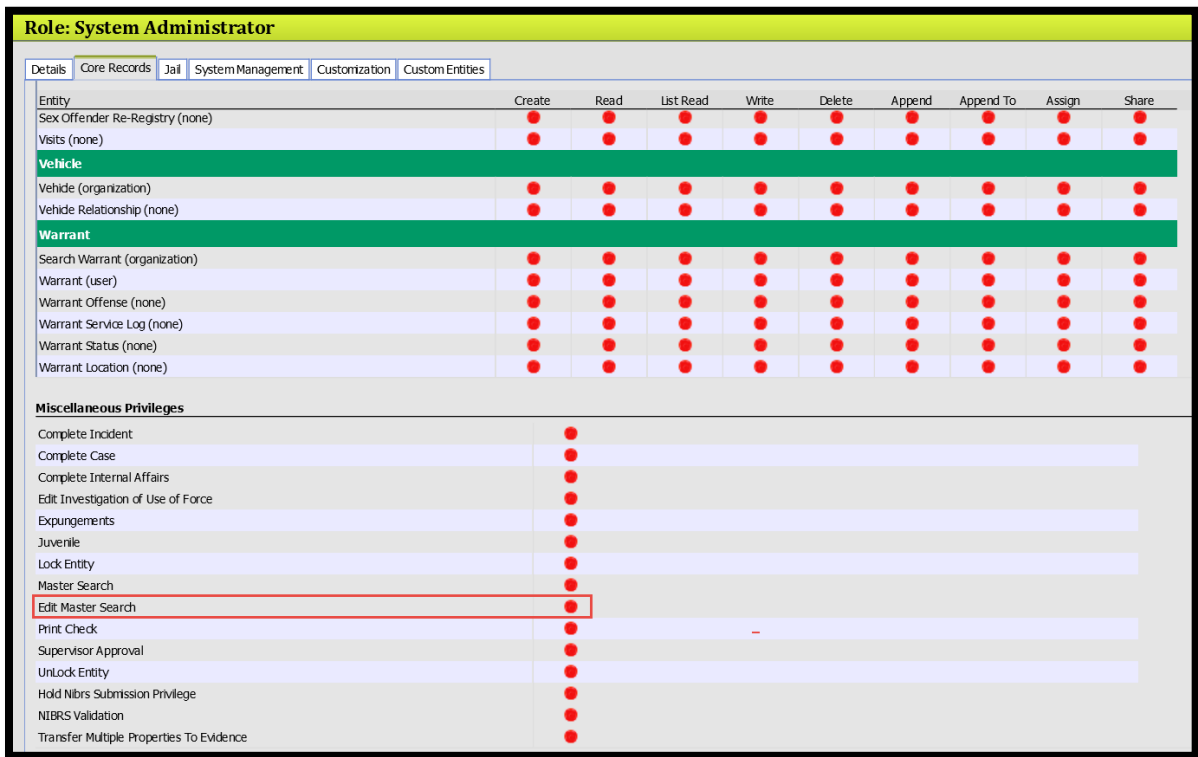
The **Access Levels** are:

- **Me** – logged in user who created the search
- **Unit** – logged in user is in the same system business unit as the search creator
- **Agency** – logged in user is in the same agency as the search creator
- **Organization** – all users in the organization, whether single or multi-agency organization, have access
- **All** – the default setting for *Filter By Access* would show the saved search in the View to all users  
On the Master Search screen, the *Access Level* setting will determine which users will be able to use a saved master search from the *Quick Find View* or from the *Master Search Query* list.



The screenshot shows the 'Master Search: Incidents' interface. At the top, there are two dropdown menus: 'Filter By Access' set to 'All' and 'Access Level' set to 'Me'. Below these is a 'Query' field with a '[New]' dropdown and 'Save Query' buttons. The main section is titled 'Searching Incidents' and includes radio buttons for 'All' and 'Any', along with buttons for 'New Condition', 'Relationships', 'Group Selected', and 'Delete Selected'.

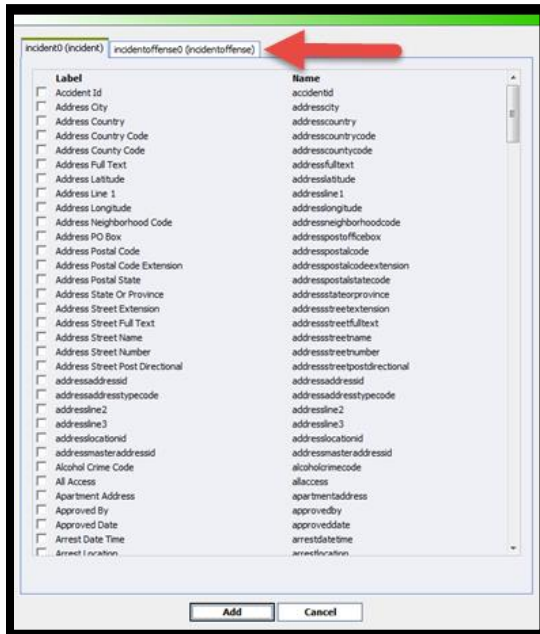
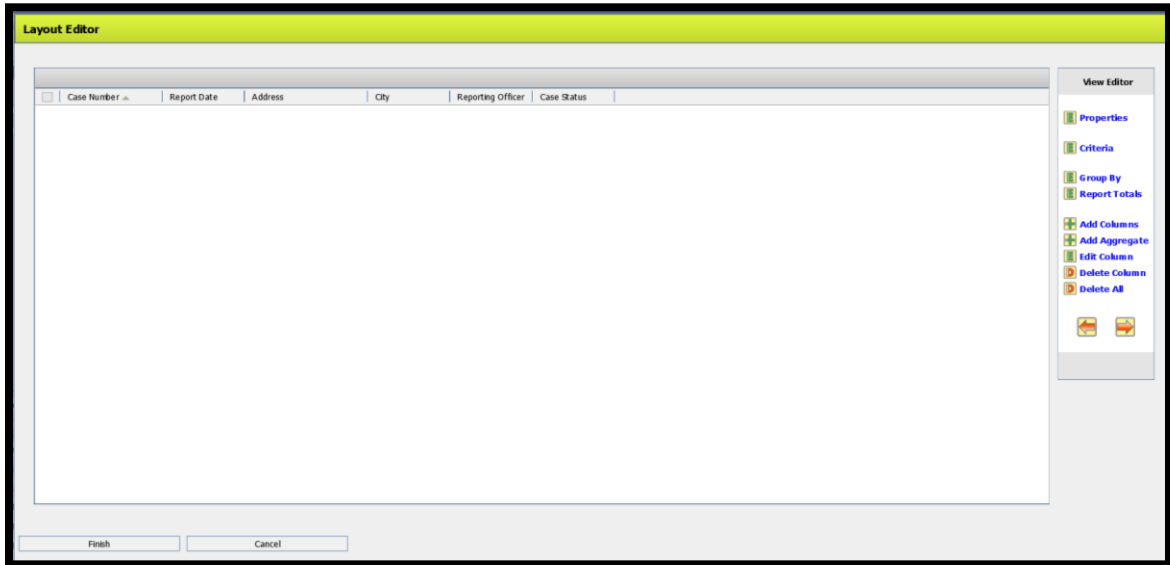
In order to make changes to a master search the user must have access granted in the new privilege for *Edit Master Search*. Agencies should review their settings with this update to grant this privilege to users as needed.



The screenshot shows the 'Role: System Administrator' privilege matrix. It includes tabs for 'Details', 'Core Records', 'Jail', 'System Management', 'Customization', and 'Custom Entities'. The table lists various entities and their associated privileges (Create, Read, List Read, Write, Delete, Append, Append To, Assign, Share). A red box highlights the 'Edit Master Search' privilege under the 'Miscellaneous Privileges' section.

Entity	Create	Read	List Read	Write	Delete	Append	Append To	Assign	Share
Sex Offender Re-Registry (none)		•	•		•	•	•	•	•
Visits (none)		•	•	•	•	•	•	•	•
<b>Vehicle</b>									
Vehicle (organization)	•	•	•	•	•	•	•	•	•
Vehicle Relationship (none)	•	•	•	•	•	•	•	•	•
<b>Warrant</b>									
Search Warrant (organization)	•	•	•	•	•	•	•	•	•
Warrant (user)	•	•	•	•	•	•	•	•	•
Warrant Offense (none)	•	•	•	•	•	•	•	•	•
Warrant Service Log (none)	•	•	•	•	•	•	•	•	•
Warrant Status (none)	•	•	•	•	•	•	•	•	•
Warrant Location (none)	•	•	•	•	•	•	•	•	•
<b>Miscellaneous Privileges</b>									
Complete Incident		•							
Complete Case		•							
Complete Internal Affairs		•							
Edit Investigation of Use of Force		•							
Expungements		•							
Juvenile		•							
Lock Entity		•							
Master Search		•							
<b>Edit Master Search</b>		•							
Print Check					-				
Supervisor Approval		•							
UnLock Entity		•							
Hold Nibrs Submission Privilege		•							
NIBRS Validation		•							
Transfer Multiple Properties To Evidence		•							

Once a search has been saved, you may select the fields to appear in the grid columns when that search is run. Select *Edit Grid Layout* to open the layout editor. Fields may be added, deleted, renamed, resized, reordered and sorted from the layout editor.

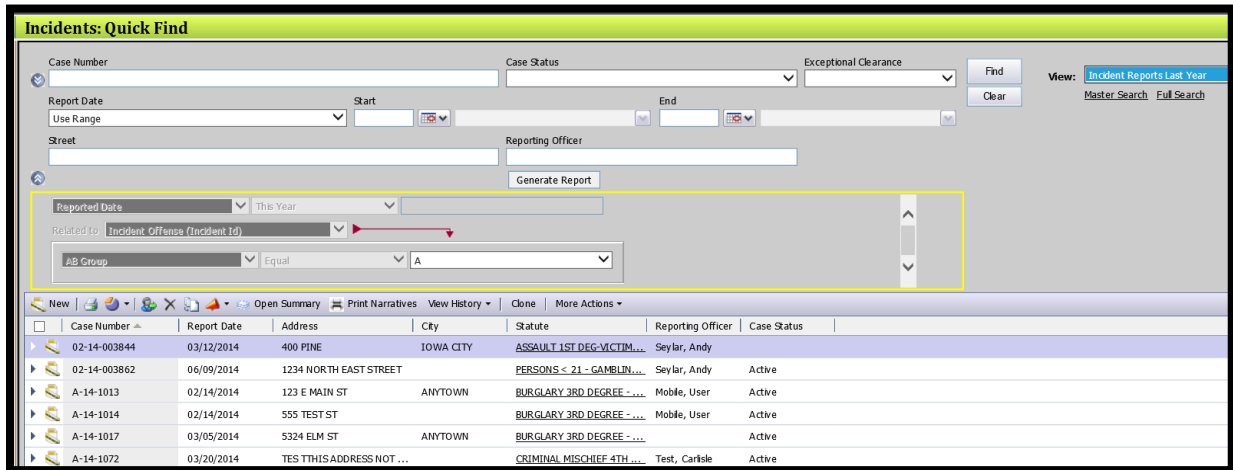


When a relationship condition is part of the search, a separate tab for the related entity fields will appear on the list of fields to add.

A saved search may be used as a template to create a new search by changing the conditions of the search. The changes to the search may be saved by clicking the *Save* icon. **This will permanently change the original search while retaining the original search name.**

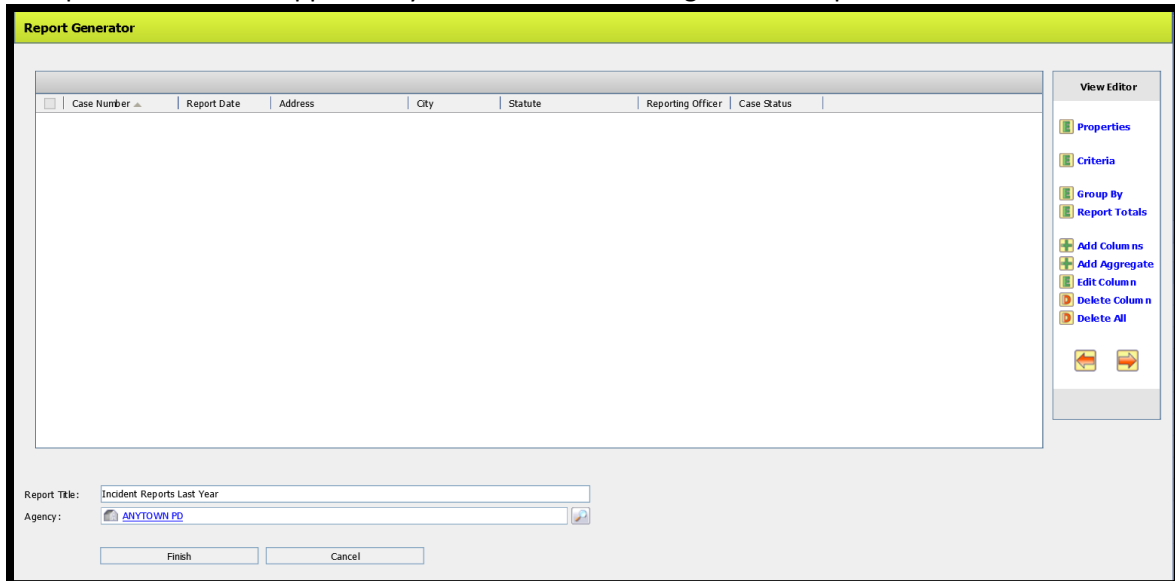
The changed search may also be saved as a new search by clicking the *Save As* icon. This will allow the user to name the new search and save it. The original search will remain as it was prior to the changes.

Saved searches also appear on the *Quick Find* screen in the *View* dropdown. These saved searches may be run from the Quick Find screen by selecting the search in the View. The search conditions will appear on the Quick Find screen and may be changed when appropriate.



## GENERATING A REPORT FROM MASTER SEARCH

A report may be generated from the master search results by clicking the *Generate Report* button. The screen below will open with another opportunity to make column changes to the report.



The report columns containing record field names may be changed using the options in the *View Editor* menu on the right of the screen.

Click on the *Properties* option and a new window will open to add a description and select a sort column for the report. Select the sort order of ascending or descending. Finally, decide whether to allow a preview of the report.

When the *Add Columns* option is selected the user is given a check list of all the fields available for this file. When a field is checked, a column will be added to the report with that field name. Once a field is included in the report it will not appear on the Add Columns list when reopened. A warning will be given if the report contains more than 8 columns because the report will not fit on a standard sheet of paper when printed.

A column name and size is edited by clicking on the column header to highlight it, and selecting the *Edit Column* option.

To delete a column the user should highlight the column header and click *Delete Column* in the View Editor. A window will appear asking if the column should be deleted. Selecting *OK* will delete the column. Selecting *Cancel* will not change the report.

To move a column in the report, highlight the column header then click on the right or left arrow at the bottom of the View Editor menu until the column is in place.

The Report Title will default to the name given the master search. This may be changed if desired. The Agency will default to the current agency, but may also be changed if appropriate. Clicking the *Finish* button will generate the report, which may be viewed, exported to another format or printed in the present format. The *Cancel* button will cancel the report.

This is an example of a report screen:

Incident Reports Last Year - ANYTOWN PD						
Case Number	Report Date	Address	City	Statute	Reporting Officer	Case Status
02-14-003844	3/12/2014	400 PINE	IOWA QTY	ASSAULT 1ST DEG- VICTIM<AGE 10	Seylar, Andy	
02-14-003862	6/9/2014	1234 NORTH EAST STREET		PERSONS < 21 - GAMBLING WAGER VIOL	Seylar, Andy	Active
A-14-1013	2/14/2014	123 E MAIN ST	ANYTOWN	BURGLARY 3RD DEGREE - UNOCCUPIED MOTOR VEHICLE (AG	Mobile, User	Active
A-14-1014	2/14/2014	555 TEST ST		BURGLARY 3RD DEGREE - UNOCCUPIED MOTOR VEHICLE (AG	Mobile, User	Active
A-14-1017	3/5/2014	5324 ELM ST	ANYTOWN	BURGLARY 3RD DEGREE - UNOCCUPIED MOTOR VEHICLE (AG		Active
A-14-1072	3/20/2014	TES TTHIS ADDRESS NOT VALIDATED		CRIMINAL MISCHIEF 4TH DEGREE (SRMS)	Test, Carlisle	Active
A-14-1112	5/20/2014		WATERLOO	ASSAULT CAUSING BODILY INJURY - 1978 (SRMS)		
A-14-1112	5/20/2014		WATERLOO	SEX ASSAULT 2ND DEG.VCTM<16YRS		
A-14-1112	5/20/2014		WATERLOO	POSSESS W/INTENT (SBS OFF)		
A-14-1113	5/23/2014	111 MILK AVE	CEDAR FALLS	HARASSMENT / 2ND DEG. - 1989 (SRMS)		
A-14-1120	6/25/2014	INCIDENT ADDRESS LINE1	INCIDENT ADDRESS CITY	POSSESSION OF TETRAHYDROFURAN (FELD)		Active
A-14-1124	7/16/2014		WATERLOO	ASSAULT 1ST DEG-SER PHYS INJRY		Active
A-14-1127	2/10/2014		WATERLOO	SEXUAL		

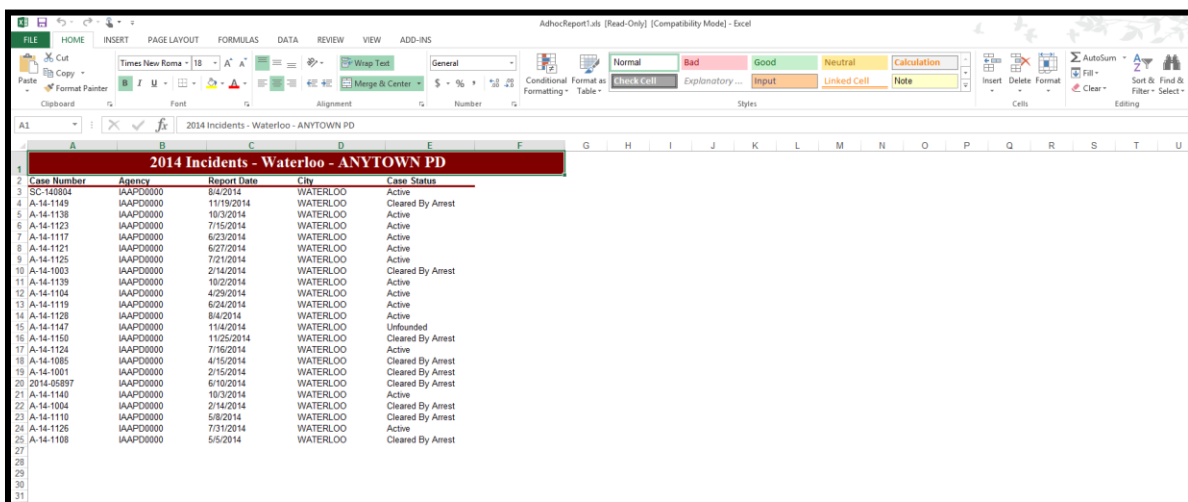
### EXPORTING A REPORT FROM MASTER SEARCH

Once a master search report has been generated, the report may be exported to an Excel format to provide a variety of options for statistical analysis, formatting and data manipulation.

For example, an agency has created a master search report listing all of the incidents that occurred in a location during a specific time frame.

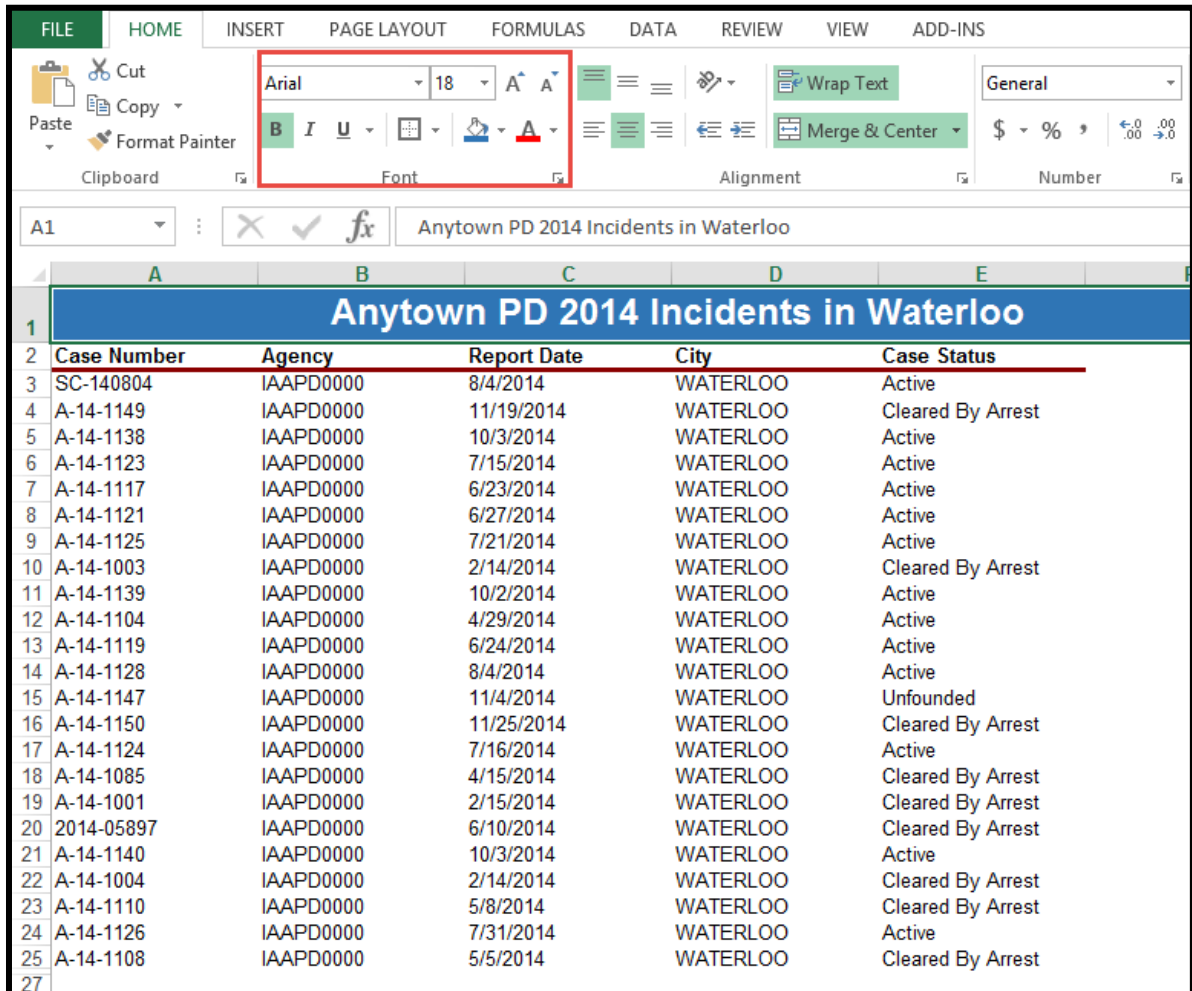
2014 Incidents - Waterloo - ANYTOWN PD				
Case Number	Agency	Report Date	City	Case Status
SC-140804	IAAPD0000	8/4/2014	WATERLOO	Active
A-14-1149	IAAPD0000	11/19/2014	WATERLOO	Cleared By Arrest
A-14-1138	IAAPD0000	10/3/2014	WATERLOO	Active
A-14-1123	IAAPD0000	7/15/2014	WATERLOO	Active
A-14-1117	IAAPD0000	6/23/2014	WATERLOO	Active
A-14-1121	IAAPD0000	6/27/2014	WATERLOO	Active
A-14-1125	IAAPD0000	7/21/2014	WATERLOO	Active
A-14-1003	IAAPD0000	2/14/2014	WATERLOO	Cleared By Arrest
A-14-1139	IAAPD0000	10/2/2014	WATERLOO	Active
A-14-1104	IAAPD0000	4/29/2014	WATERLOO	Active
A-14-1119	IAAPD0000	6/24/2014	WATERLOO	Active
A-14-1128	IAAPD0000	8/4/2014	WATERLOO	Active
A-14-1147	IAAPD0000	11/4/2014	WATERLOO	Unfounded
A-14-1150	IAAPD0000	11/25/2014	WATERLOO	Cleared By Arrest
A-14-1124	IAAPD0000	7/16/2014	WATERLOO	Active
A-14-1085	IAAPD0000	4/15/2014	WATERLOO	Cleared By Arrest
A-14-1001	IAAPD0000	2/15/2014	WATERLOO	Cleared By Arrest
2014-05897	IAAPD0000	6/10/2014	WATERLOO	Cleared By Arrest
A-14-1140	IAAPD0000	10/3/2014	WATERLOO	Active
A-14-1004	IAAPD0000	2/14/2014	WATERLOO	Cleared By Arrest
A-14-1110	IAAPD0000	5/8/2014	WATERLOO	Cleared By Arrest
A-14-1126	IAAPD0000	7/31/2014	WATERLOO	Active
A-14-1108	IAAPD0000	5/5/2014	WATERLOO	Cleared By Arrest

The agency is interested in displaying the total number of incidents included in this report. From the *Export* dropdown, select *Excel* and click the *Export* link to export the report data to an Excel format.

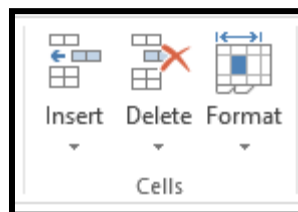


2014 Incidents - Waterloo - ANYTOWN PD				
Case Number	Agency	Report Date	City	Case Status
SC-140804	IAAPD0000	8/4/2014	WATERLOO	Active
A-14-1149	IAAPD0000	11/19/2014	WATERLOO	Cleared By Arrest
A-14-1138	IAAPD0000	10/3/2014	WATERLOO	Active
A-14-1123	IAAPD0000	7/15/2014	WATERLOO	Active
A-14-1117	IAAPD0000	6/23/2014	WATERLOO	Active
A-14-1121	IAAPD0000	6/27/2014	WATERLOO	Active
A-14-1125	IAAPD0000	7/21/2014	WATERLOO	Active
A-14-1003	IAAPD0000	2/14/2014	WATERLOO	Cleared By Arrest
A-14-1139	IAAPD0000	10/2/2014	WATERLOO	Active
A-14-1104	IAAPD0000	4/29/2014	WATERLOO	Active
A-14-1119	IAAPD0000	6/24/2014	WATERLOO	Active
A-14-1128	IAAPD0000	8/4/2014	WATERLOO	Active
A-14-1147	IAAPD0000	11/4/2014	WATERLOO	Unfounded
A-14-1150	IAAPD0000	11/25/2014	WATERLOO	Cleared By Arrest
A-14-1124	IAAPD0000	7/16/2014	WATERLOO	Active
A-14-1085	IAAPD0000	4/15/2014	WATERLOO	Cleared By Arrest
A-14-1001	IAAPD0000	2/15/2014	WATERLOO	Cleared By Arrest
2014-05897	IAAPD0000	6/10/2014	WATERLOO	Cleared By Arrest
A-14-1140	IAAPD0000	10/3/2014	WATERLOO	Active
A-14-1004	IAAPD0000	2/14/2014	WATERLOO	Cleared By Arrest
A-14-1110	IAAPD0000	5/8/2014	WATERLOO	Cleared By Arrest
A-14-1126	IAAPD0000	7/31/2014	WATERLOO	Active
A-14-1108	IAAPD0000	5/5/2014	WATERLOO	Cleared By Arrest

Click on the report title to edit the title. Highlight the title bar and use the Excel functions highlighted below to change the font style, size and color; or change the background color using the highlighted tools.

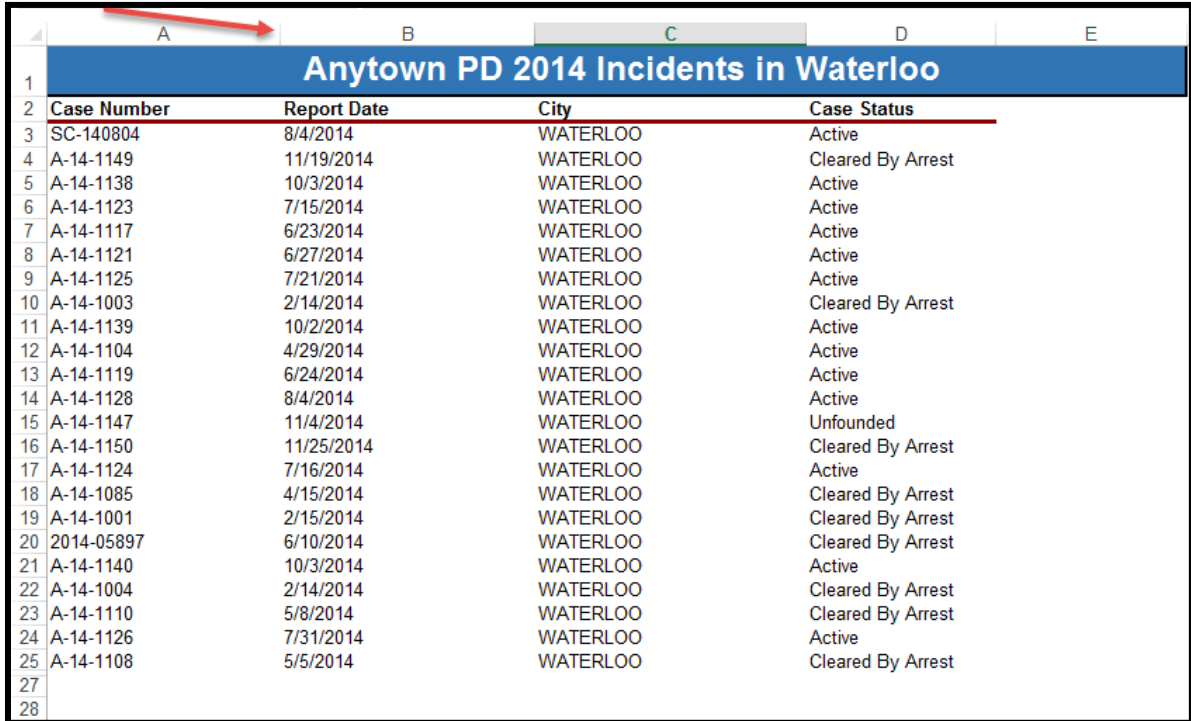


Columns may be removed by highlighting and using the *Delete* function. In this situation the Agency column was removed.



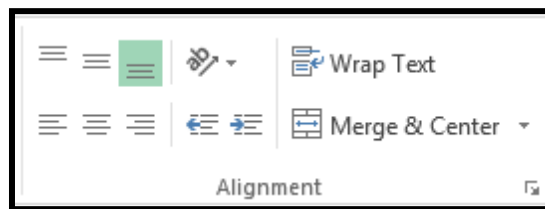


The columns can be adjusted by clicking on the column separators and dragging to the desired position.



Anytown PD 2014 Incidents in Waterloo				
	A	B	C	D
1				
2	Case Number	Report Date	City	Case Status
3	SC-140804	8/4/2014	WATERLOO	Active
4	A-14-1149	11/19/2014	WATERLOO	Cleared By Arrest
5	A-14-1138	10/3/2014	WATERLOO	Active
6	A-14-1123	7/15/2014	WATERLOO	Active
7	A-14-1117	6/23/2014	WATERLOO	Active
8	A-14-1121	6/27/2014	WATERLOO	Active
9	A-14-1125	7/21/2014	WATERLOO	Active
10	A-14-1003	2/14/2014	WATERLOO	Cleared By Arrest
11	A-14-1139	10/2/2014	WATERLOO	Active
12	A-14-1104	4/29/2014	WATERLOO	Active
13	A-14-1119	6/24/2014	WATERLOO	Active
14	A-14-1128	8/4/2014	WATERLOO	Active
15	A-14-1147	11/4/2014	WATERLOO	Unfounded
16	A-14-1150	11/25/2014	WATERLOO	Cleared By Arrest
17	A-14-1124	7/16/2014	WATERLOO	Active
18	A-14-1085	4/15/2014	WATERLOO	Cleared By Arrest
19	A-14-1001	2/15/2014	WATERLOO	Cleared By Arrest
20	2014-05897	6/10/2014	WATERLOO	Cleared By Arrest
21	A-14-1140	10/3/2014	WATERLOO	Active
22	A-14-1004	2/14/2014	WATERLOO	Cleared By Arrest
23	A-14-1110	5/8/2014	WATERLOO	Cleared By Arrest
24	A-14-1126	7/31/2014	WATERLOO	Active
25	A-14-1108	5/5/2014	WATERLOO	Cleared By Arrest
27				
28				

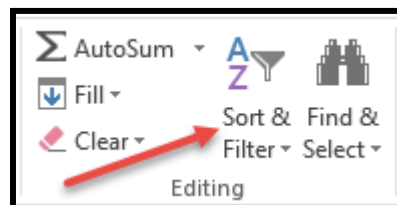
Column data may also be aligned using the alignment options in Excel. Click and drag to highlight the column or row then select the preferred alignment option.



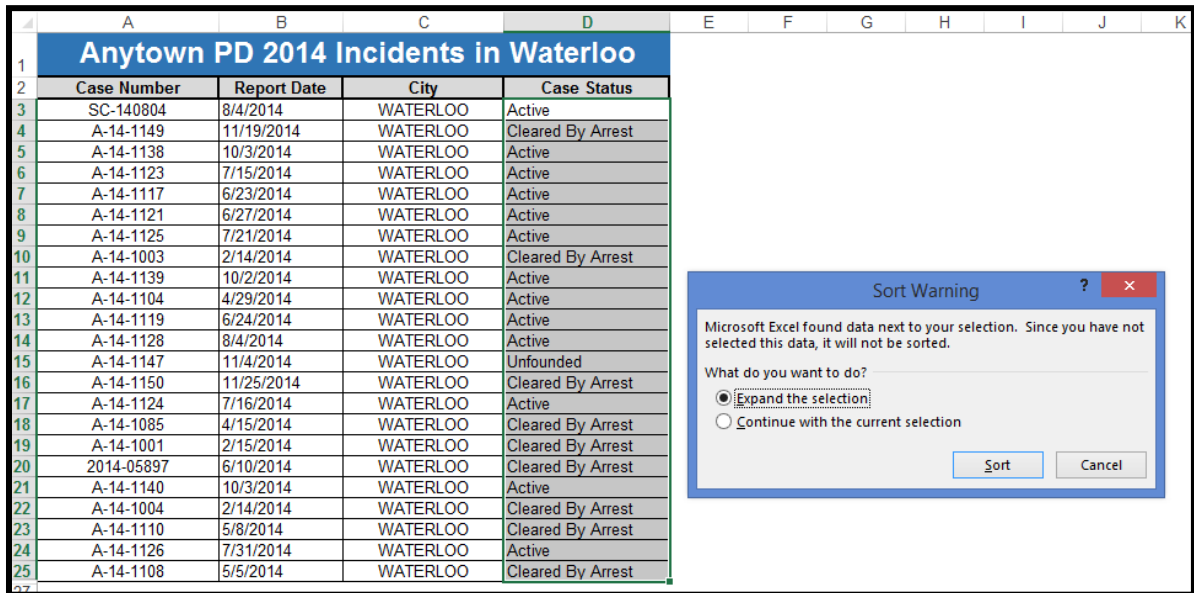
Cell borders can make the report easier to read. Select the cell or group of cells and use the options in the *Borders* drop down.

Anytown PD 2014 Incidents in Waterloo			
Case Number	Report Date	City	Case Status
SC-140804	8/4/2014	WATERLOO	Active
A-14-1149	11/19/2014	WATERLOO	Cleared By Arrest
A-14-1138	10/3/2014	WATERLOO	Active
A-14-1123	7/15/2014	WATERLOO	Active
A-14-1117	6/23/2014	WATERLOO	Active
A-14-1121	6/27/2014	WATERLOO	Active
A-14-1125	7/21/2014	WATERLOO	Active
A-14-1003	2/14/2014	WATERLOO	Cleared By Arrest
A-14-1139	10/2/2014	WATERLOO	Active
A-14-1104	4/29/2014	WATERLOO	Active
A-14-1119	6/24/2014	WATERLOO	Active
A-14-1128	8/4/2014	WATERLOO	Active
A-14-1147	11/4/2014	WATERLOO	Unfounded
A-14-1150	11/25/2014	WATERLOO	Cleared By Arrest
A-14-1124	7/16/2014	WATERLOO	Active
A-14-1085	4/15/2014	WATERLOO	Cleared By Arrest
A-14-1001	2/15/2014	WATERLOO	Cleared By Arrest
2014-05897	6/10/2014	WATERLOO	Cleared By Arrest
A-14-1140	10/3/2014	WATERLOO	Active
A-14-1004	2/14/2014	WATERLOO	Cleared By Arrest
A-14-1110	5/8/2014	WATERLOO	Cleared By Arrest
A-14-1126	7/31/2014	WATERLOO	Active
A-14-1108	5/5/2014	WATERLOO	Cleared By Arrest

Another available tool in Excel is the *Sort & Filter* function in the *Editing* section.



The Sort function will sort the selected data based on your choice. In this example, only the data in column D, rows 3 through 25 were highlighted. The sort option A to Z was selected. A *Sort Warning* was received asking if you want to include the related rows in the sort. If you select “Continue with the current selection” only column D will be affected and the information in the other columns will not stay with the original Case Status. “Expand the selection” will keep the related data together with the sort.



Anytown PD 2014 Incidents in Waterloo			
Case Number	Report Date	City	Case Status
SC-140804	8/4/2014	WATERLOO	Active
A-14-1149	11/19/2014	WATERLOO	Cleared By Arrest
A-14-1138	10/3/2014	WATERLOO	Active
A-14-1123	7/15/2014	WATERLOO	Active
A-14-1117	6/23/2014	WATERLOO	Active
A-14-1121	6/27/2014	WATERLOO	Active
A-14-1125	7/21/2014	WATERLOO	Active
A-14-1003	2/14/2014	WATERLOO	Cleared By Arrest
A-14-1139	10/2/2014	WATERLOO	Active
A-14-1104	4/29/2014	WATERLOO	Active
A-14-1119	6/24/2014	WATERLOO	Active
A-14-1128	8/4/2014	WATERLOO	Active
A-14-1147	11/4/2014	WATERLOO	Unfounded
A-14-1150	11/25/2014	WATERLOO	Cleared By Arrest
A-14-1124	7/16/2014	WATERLOO	Active
A-14-1085	4/15/2014	WATERLOO	Cleared By Arrest
A-14-1001	2/15/2014	WATERLOO	Cleared By Arrest
2014-05897	6/10/2014	WATERLOO	Cleared By Arrest
A-14-1140	10/3/2014	WATERLOO	Active
A-14-1004	2/14/2014	WATERLOO	Cleared By Arrest
A-14-1110	5/8/2014	WATERLOO	Cleared By Arrest
A-14-1126	7/31/2014	WATERLOO	Active
A-14-1108	5/5/2014	WATERLOO	Cleared By Arrest

The report sorted by Case Status.

Anytown PD 2014 Incidents in Waterloo			
Case Number	Report Date	City	Case Status
SC-140804	8/4/2014	WATERLOO	Active
A-14-1138	10/3/2014	WATERLOO	Active
A-14-1123	7/15/2014	WATERLOO	Active
A-14-1117	6/23/2014	WATERLOO	Active
A-14-1121	6/27/2014	WATERLOO	Active
A-14-1125	7/21/2014	WATERLOO	Active
A-14-1139	10/2/2014	WATERLOO	Active
A-14-1104	4/29/2014	WATERLOO	Active
A-14-1119	6/24/2014	WATERLOO	Active
A-14-1128	8/4/2014	WATERLOO	Active
A-14-1124	7/16/2014	WATERLOO	Active
A-14-1140	10/3/2014	WATERLOO	Active
A-14-1126	7/31/2014	WATERLOO	Active
A-14-1149	11/19/2014	WATERLOO	Cleared By Arrest
A-14-1003	2/14/2014	WATERLOO	Cleared By Arrest
A-14-1150	11/25/2014	WATERLOO	Cleared By Arrest
A-14-1085	4/15/2014	WATERLOO	Cleared By Arrest
A-14-1001	2/15/2014	WATERLOO	Cleared By Arrest
2014-05897	6/10/2014	WATERLOO	Cleared By Arrest
A-14-1004	2/14/2014	WATERLOO	Cleared By Arrest
A-14-1110	5/8/2014	WATERLOO	Cleared By Arrest
A-14-1108	5/5/2014	WATERLOO	Cleared By Arrest
A-14-1147	11/4/2014	WATERLOO	Unfounded

Frequently, agencies are looking for a count when they generate a report. Excel offers basic formulas to calculate statistics. *COUNTA* is a formula option that will count entries as apposed to adding numbers.

In this situation, the agency wants an automated count of the number of incidents included in the report.

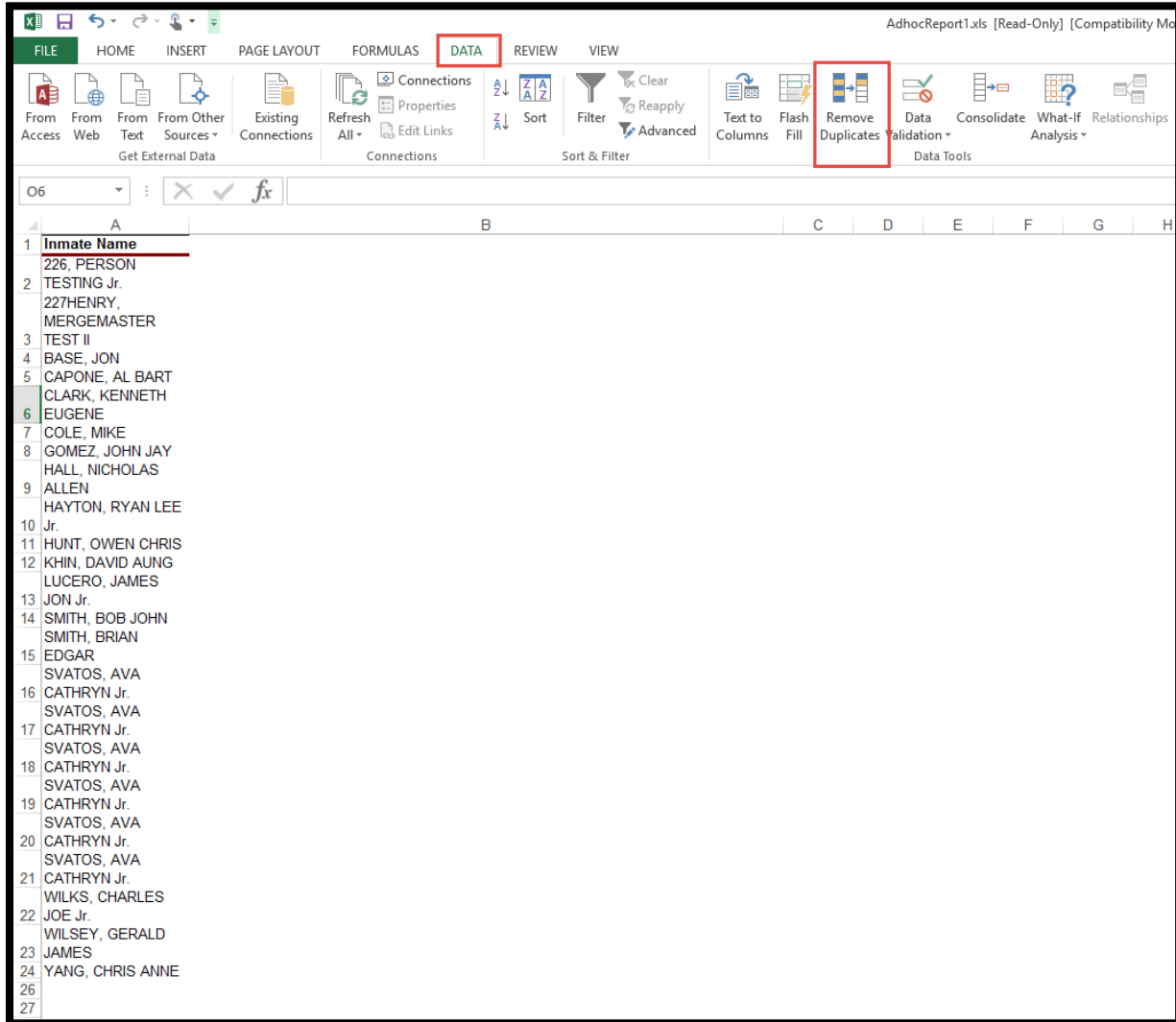
Click a cell in which you want the count to display. Type **=COUNTA(** in the cell to start the formula. Click the top cell in the column you want to count (do not include the label). Drag the cursor from the top cell to the bottom cell to highlight all the data in that column. The first selected cell name will be added to the formula when you click on the cell. When you stop on a cell the system will add a colon and the last cell. You must then add the ending parenthesis to the formula.

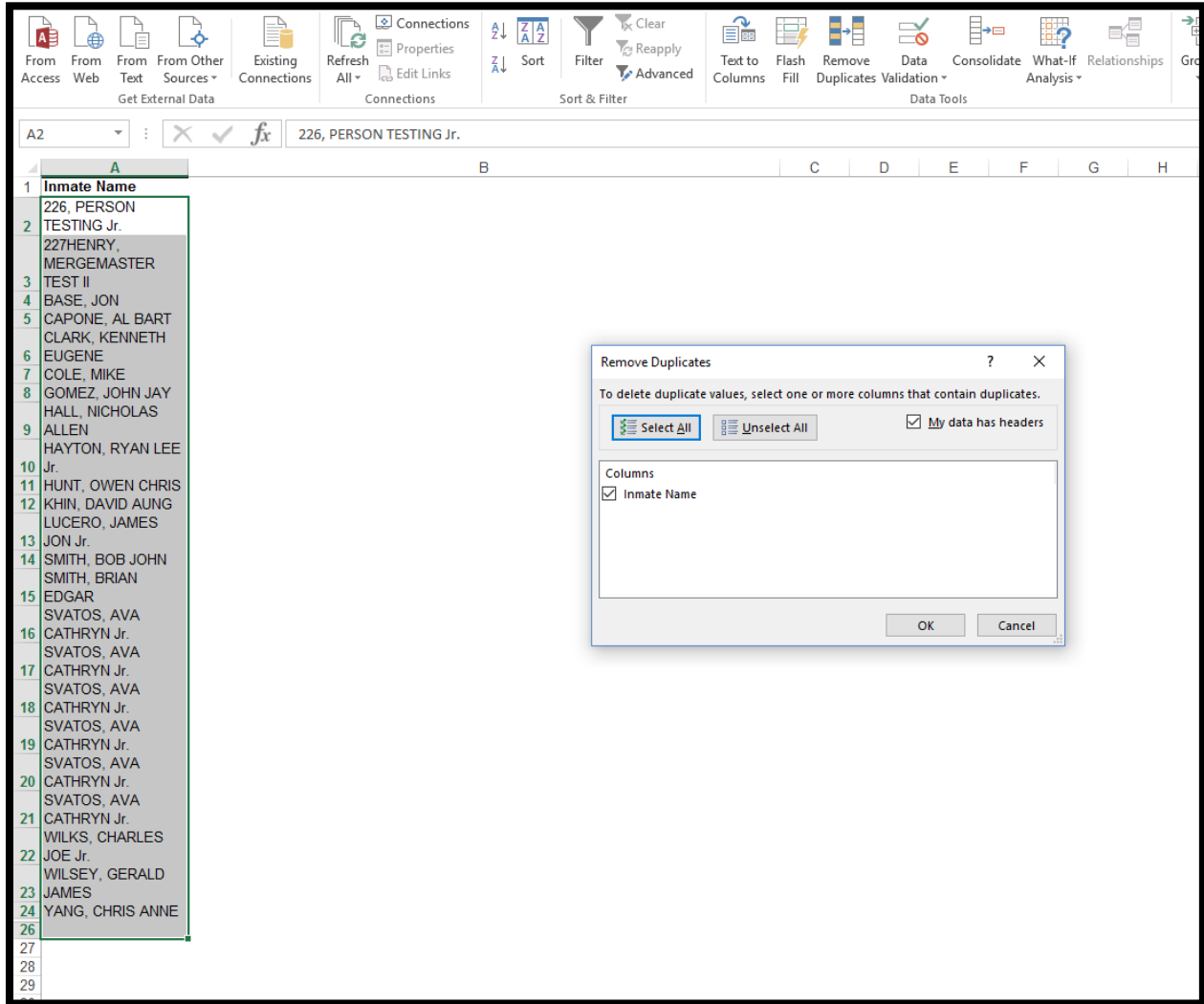
	A	B	C	D
1	<b>Anytown PD 2014 Incidents in Waterloo</b>			
2	<b>Case Number</b>	<b>Report Date</b>	<b>City</b>	<b>Case Status</b>
3	SC-140804	8/4/2014	WATERLOO	Active
4	A-14-1138	10/3/2014	WATERLOO	Active
5	A-14-1123	7/15/2014	WATERLOO	Active
6	A-14-1117	6/23/2014	WATERLOO	Active
7	A-14-1121	6/27/2014	WATERLOO	Active
8	A-14-1125	7/21/2014	WATERLOO	Active
9	A-14-1139	10/2/2014	WATERLOO	Active
10	A-14-1104	4/29/2014	WATERLOO	Active
11	A-14-1119	6/24/2014	WATERLOO	Active
12	A-14-1128	8/4/2014	WATERLOO	Active
13	A-14-1124	7/16/2014	WATERLOO	Active
14	A-14-1140	10/3/2014	WATERLOO	Active
15	A-14-1126	7/31/2014	WATERLOO	Active
16	A-14-1149	11/19/2014	WATERLOO	Cleared By Arrest
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21	2014-05897	6/10/2014	WATERLOO	Cleared By Arrest
22	A-14-1004	2/14/2014	WATERLOO	Cleared By Arrest
23	A-14-1110	5/8/2014	WATERLOO	Cleared By Arrest
24	A-14-1108	5/5/2014	WATERLOO	Cleared By Arrest
25	A-14-1147	11/4/2014	WATERLOO	Unfounded
27				
28	=COUNTA(A3:A25)			

Adding a statistical label along with some additional formatting completes a report ready to share.

<b>Anytown PD 2014 Incidents in Waterloo</b>			
<b>Case Number</b>	<b>Report Date</b>	<b>City</b>	<b>Case Status</b>
SC-140804	8/4/2014	WATERLOO	Active
A-14-1138	10/3/2014	WATERLOO	Active
A-14-1123	7/15/2014	WATERLOO	Active
A-14-1117	6/23/2014	WATERLOO	Active
A-14-1121	6/27/2014	WATERLOO	Active
A-14-1125	7/21/2014	WATERLOO	Active
A-14-1139	10/2/2014	WATERLOO	Active
A-14-1104	4/29/2014	WATERLOO	Active
A-14-1119	6/24/2014	WATERLOO	Active
A-14-1128	8/4/2014	WATERLOO	Active
A-14-1124	7/16/2014	WATERLOO	Active
A-14-1140	10/3/2014	WATERLOO	Active
A-14-1126	7/31/2014	WATERLOO	Active
A-14-1149	11/19/2014	WATERLOO	Cleared By Arrest
A-14-1003	2/14/2014	WATERLOO	Cleared By Arrest
A-14-1150	11/25/2014	WATERLOO	Cleared By Arrest
A-14-1085	4/15/2014	WATERLOO	Cleared By Arrest
A-14-1001	2/15/2014	WATERLOO	Cleared By Arrest
2014-05897	6/10/2014	WATERLOO	Cleared By Arrest
A-14-1004	2/14/2014	WATERLOO	Cleared By Arrest
A-14-1110	5/8/2014	WATERLOO	Cleared By Arrest
A-14-1108	5/5/2014	WATERLOO	Cleared By Arrest
A-14-1147	11/4/2014	WATERLOO	Unfounded
<b>Total Incidents</b>			
23			

Often a master search uses criteria that returns duplicate records when they are not needed. A simple example is a search for all inmate names booked in year to date. If a person was booked more than once in that time frame, they will appear multiple times in the list. If the agency does not need to include a name more than once, Excel has a tool to remove duplicates.

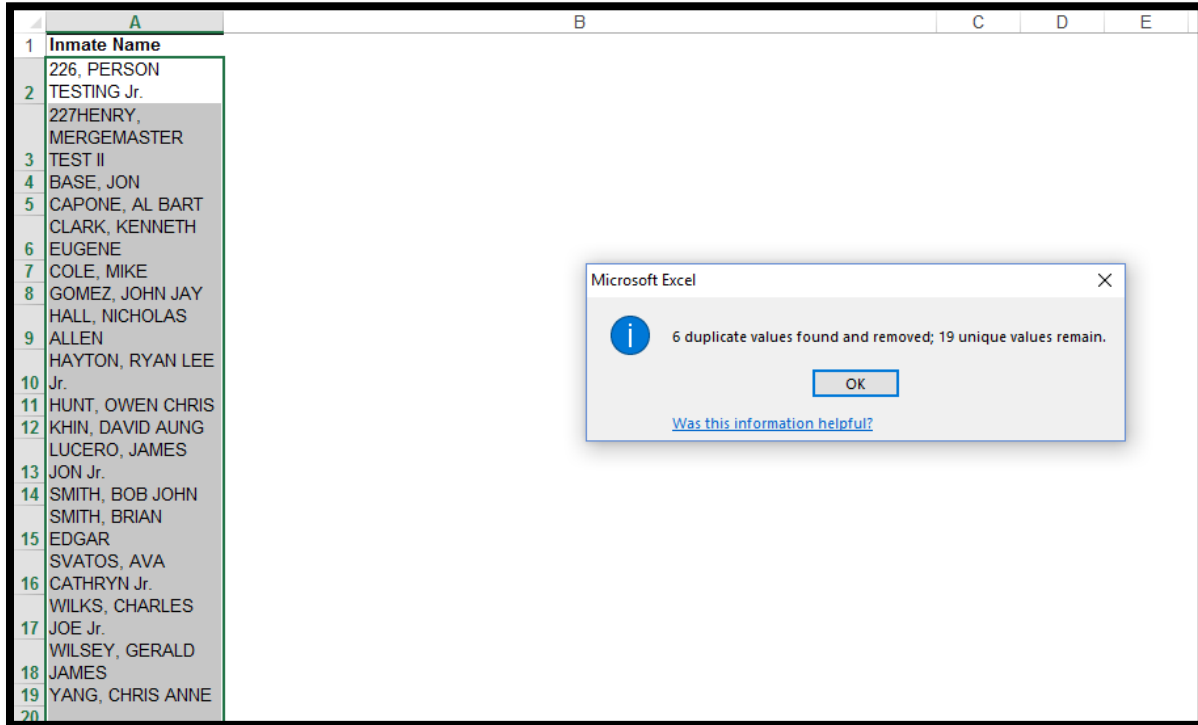




A *Remove Duplicates* box will open.

- If your report has headers, check the box for *My data has headers*.
- Check the column(s) that has the duplicates.
- Click OK.





*Master Search* will provide the data and a basic report. Excel will take your report to an advanced level. Excel tutorials can be found on line or in classes to learn additional functions and formulas.

## MORE QUESTIONS

If you have any questions or concerns, please contact

Caliber Client Services:

Phone: 319-433-7500

Email: [customerservice@tac10.com](mailto:customerservice@tac10.com)