Step One: Determine what incident(s) were flagged with a warning message from your most recent upload by reviewing the **_Import File Error Log_** after the file has been digested.

On a separate piece of paper or document, note all the Incident/Arrest Transaction Numbers associated with any Warning Message.

Step Two: Select **_Data Center_** on the left hand side of the screen.

Step Three: Select *Search* from the dropdown menu options.
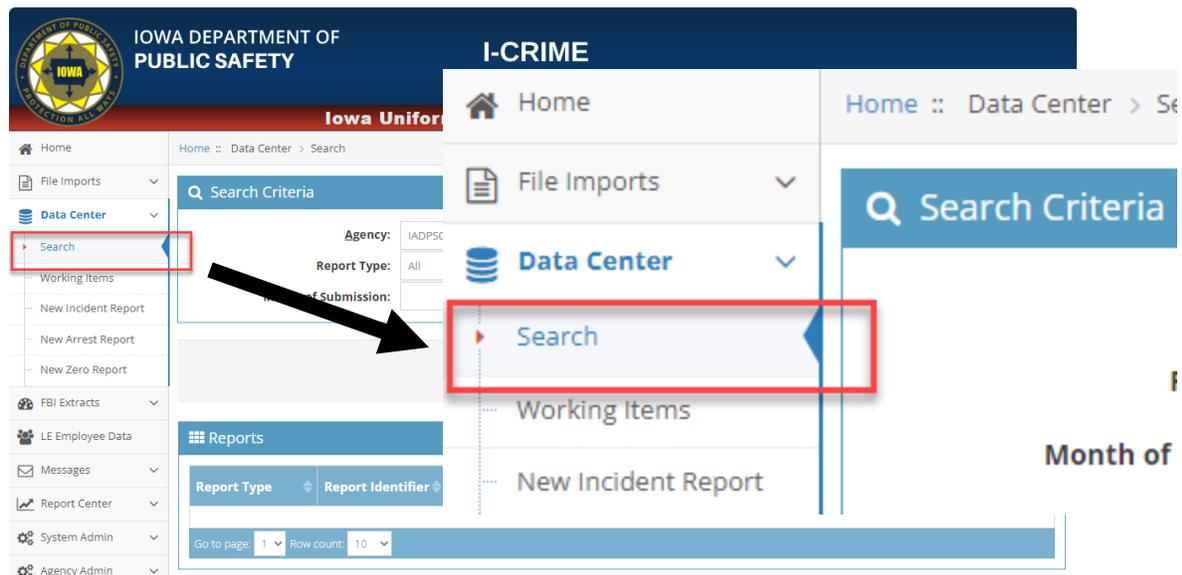
Step Four: Enter the necessary information within the **Search Criteria**. Ensure the below information is marked accordingly:
1. Your agency is noted with the Agency field
2. Report Type is marked as All
3. The Incident/Arrest Transaction Number from Step One is entered as the Report Identifier
4. Month of Submission is Blank (first dropdown option within this field)
5. Year of Submission is Blank (first dropdown option within this field)

Step Five: Once the information is entered accordingly, select the green **Search** button to populate results.

Step Six: Results will appear below the search criteria with the **Reports** section.

Step Seven: *Prior to clearing a warning message, you will need to view the incident/report.* To view the entire report/incident information, select the blue arrow within the last column (View).

Step Eight: The entire incident/report will populate with the associated warning message at the top. The warning message will identify the Warning Code and Warning Message.

Step Nine: Once the incident/report has been reviewed, determine if the information entered is accurate based on the report submitted. If the information is correct, you can clear the warning by selecting the green Clear button.

Example: The drug measurement type of DU for marijuana is correct due to seizure of THC gummies.

CLEARING A WARNING MESSAGE IN ICRIME: QUICK GUIDE

Step Ten: After the warning has been cleared, your name and date of clearance will appear. This provides the UCR Program staff with information that the incident was reviewed and cleared by the agency. This information is utilized when reviewing flagged incidents/reports from the FBI and for audit purposes.