

# CLEARING A WARNING MESSAGE IN ICRIME: QUICK GUIDE

**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.

IOWA DEPARTMENT OF PUBLIC SAFETY I-CRIME  
Iowa Uniform Crime Reporting System

Verify File Details

Import File ID: 10908  
File Type: NIBRS Flat File  
Owner: [Redacted]  
Arrival Type: Manual File Upload  
Original File Name: [Redacted]  
Current File Name: eb9d5e8b-407c-4ae6-b572-bff6  
Status: Processing Complete  
Error Rate: 0.71%  
Last Updated: 1/30/2024 8:43 PM  
Arrival Date: 1/30/2024 3:40 PM  
Data File: [Redacted]  
Delete Record File: [Redacted]  
EDS File: [Redacted]  
Log File: [Redacted]  
View Errors in File: [Redacted]  
Download Errors in File: [Redacted]

Import File Error Log

Error Number	Incident / Arrest Transaction Number	ORI	Error Description
1221	23-01694		Data Element 04 (Bias Motivation) was entered with multiple bias codes (up to 5); please verify that the multiple bias codes are correct as reported.
1314	23-01730		Data Element 12 (Type Criminal Activity) is reported as "F" Possessing/Concealing with Data Element 14 (Type Property Loss) "1" None. Typically with this Type of Criminal Activity, the Type of Property Loss is "3" Recovered or "0" Seized.

**Step Two:** Select **Data Center** on the left hand side of the screen.

IOWA DEPARTMENT OF PUBLIC SAFETY I-CRIME  
Iowa Uniform Crime Reporting System (TE)

Home Good Morning, Rebecca Dy

File Imports

Data Center

FBI Extracts

LE Employee Data

Messages

Report Center

System Admin

Agency Admin

System Logging

Agency Logging

FAQ

Home

File Imports

Data Center

FBI Extracts

Warning Message 1310 Review

\*\*You currently have incomplete reports. Please be advised that reports in warning message 1310 are not complete. Please review reports at your earliest convenience.

Warning Message 1310 Review

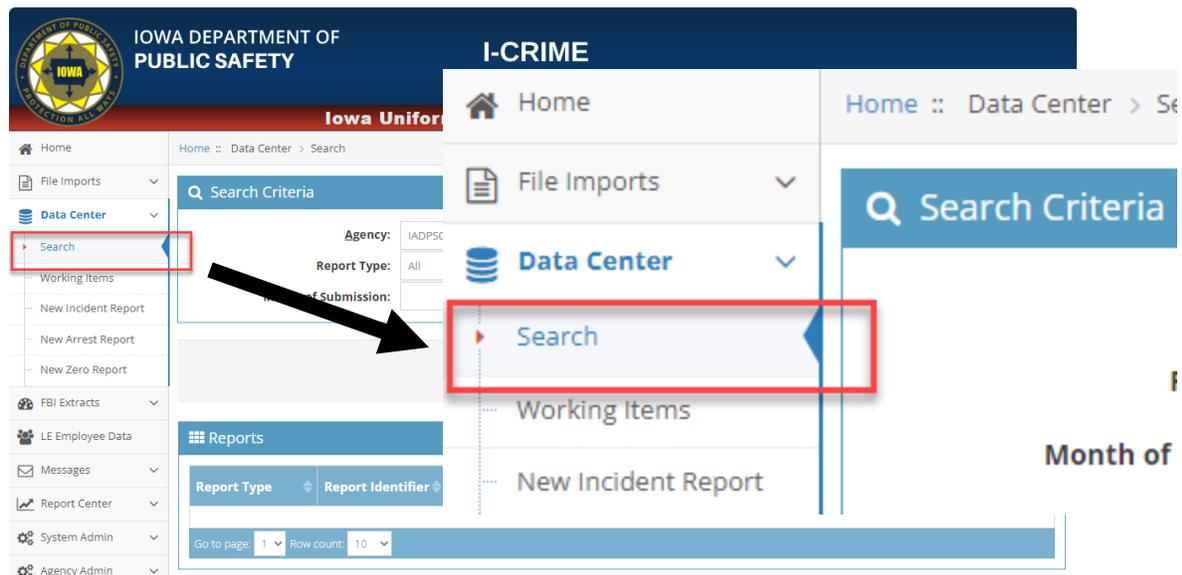
This quick course is designed to review Warning Message 1310 and provide steps of accurately modifying the data to ensure reports are complete. Select the [Warning Message 1310 Review](#) link in the left sidebar.

Warning Message 1310 Review

\*\*You currently have incomplete reports. Please be advised that reports in warning message 1310 are not complete. Please review reports at your earliest convenience.

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**Step Three:** Select **Search** from the dropdown menu options.



The screenshot shows the I-CRIME interface. The left-hand navigation menu is open, and the 'Search' option is highlighted with a red box. A black arrow points from this box to the 'Search' option in the main content area, which is also highlighted with a red box. The main content area shows a 'Search Criteria' form with fields for Agency, Report Type, and Submission. The 'Search' button is visible at the bottom right of the form.

**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)



The screenshot shows the I-CRIME interface with the 'Search Criteria' form filled out. The form has five numbered callouts: 1. Agency: IADPS0000-IOWA DEPARTMENT OF PUBLIC SAFETY; 2. Report Type: All; 3. Report Identifier: LIMIT - 20 CHARACTERS; 4. Month of Submission: (blank); 5. Year of Submission: (blank). A green 'Search' button is visible at the bottom right of the form.

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

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The screenshot shows the I-CRIME interface with the Iowa Department of Public Safety logo. The top navigation bar includes 'System(TEST)' and the user name 'Rebecca Dyer'. A sidebar on the left contains navigation options like 'Home', 'File Imports', 'Data Center', 'Search', 'Working Items', 'New Incident', 'New Arrest Report', 'New Zero Report', and 'FBI Extracts'. The main content area features a search bar with a green 'Search' button highlighted by a red box. An arrow points from this button to another 'Search' button located in a search criteria form on the right, which also has a red box around it.

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

The screenshot displays the search results page. The top navigation bar now reads 'Iowa Uniform Crime Reporting System(TEST)'. The search criteria form is filled with: Agency: IADPS0000-IOWA DEPARTMENT OF PUBLIC SAFETY, Report Type: All, Report Identifier: 2024020911, and Year of Submission: 2024. Below the search bar, a 'Reports' section is highlighted with a red box. It contains a table with the following data:

Report Type	Report Identifier	Agency	Month of Submission	Year of Submission	Incident Date	Delete	View
Incident	2024020911		September	2024	8/19/2024		

At the bottom of the table, there are pagination controls: 'Go to page: 1', 'Row count: 10', and 'Showing 1-1 of 1'.

**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).

This is a close-up of the 'Reports' table from the previous screenshot. The 'View' column for the incident with Report Identifier 2024020911 is highlighted with a red box. A red arrow points to the blue arrow icon in the 'View' column, indicating that this icon should be clicked to view the report details.

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**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.

The screenshot shows the I-CRIME interface with a navigation sidebar on the left and a main content area. The sidebar includes options like Home, File Imports, Data Center, Search, Working Items, New Incident Report, New Arrest Report, New Zero Report, FBI Extracts, LE Employee Data, Messages, Report Center, System Admin, and Agency Admin. The main content area has a header for 'Iowa Department of Public Safety I-CRIME' and 'Iowa Uniform Crime Reporting System(TEST)'. Below the header, there is a breadcrumb trail: Home > Data Center > Search > View Incident. A yellow box highlights a 'Data Quality Warnings' section with the following text: 'For each data quality warning, please inspect the incident and if the data is correct, clear the warning. Otherwise, please re-upload a new version of the incident with the correct data.' Below this text is a table with the following data:

Warning Code	Warning Message	Cleared By	Cleared Date	Cleared	Action
1316	WARNING -DRUG QUANTITY MEASUREMENTS OF DOSAGE UNIT				<input type="button" value="Clear"/>

Below the table is an 'Administrative Segment (1)' section with the following details:

- Agency: [Redacted]
- Incident Number: 2024020911
- Incident Date: 2024-08-19
- Incident Hour: 14:00
- Report Date Indicator: No
- Cargo Theft: [Redacted]
- Month of Submission: September
- Year of Submission: 2024
- Cleared Exceptionally: Not Applicable
- Exceptional Clearance Date: [Redacted]

**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.

This screenshot is similar to the previous one, but with a red arrow pointing to the 'Clear' button in the 'Action' column of the 'Data Quality Warnings' table. The button is highlighted with a red box.

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

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**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.

The screenshot displays the ICRIME (Iowa Uniform Crime Reporting System) interface. The header includes the Iowa Department of Public Safety logo and the text "IOWA DEPARTMENT OF PUBLIC SAFETY" and "I-CRIME". Below the header, the system name "Iowa Uniform Crime Reporting System (TEST)" is shown along with a notification bell icon (1), a message icon (0), and the user name "Rebecca Dyer".

The main content area is titled "Data Quality Warnings" and contains a table with the following data:

Warning Code	Warning Message	Cleared By	Cleared Date	Cleared	Action
1316	WARNING - DRUG QUANTITY MEASUREMENTS OF DOSAGE UNIT	Rebecca Dyer	9/9/2024	✓	Unclear

Below the table, an "Administrative Segment (1)" is displayed with the following details:

- Agency: [Redacted]
- Incident Number: 2024020911
- Incident Date: 2024-08-19
- Incident Hour: 14:00
- Report Date Indicator: No
- Cargo Theft: [Redacted]
- Month of Submission: September
- Year of Submission: 2024
- Cleared Exceptionally: Not Applicable
- Exceptional Clearance Date: [Redacted]