

EDITING INCIDENTS IN ICRIME: QUICK GUIDE

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

IOWA DEPARTMENT OF PUBLIC SAFETY

I-CRIME

Iowa Uniform Crime Reporting System (TE)

Home

File Imports

Data Center

FBI Extracts

LE Employee Data

Messages

Report Center

System Admin

Agency Admin

System Logging

Agency Logging

FAQ

Good Morning, Rebecca Dyer of IOWA DEPARTMENT OF PU

You currently have incomplete reports pending in Working Items

Please be advised that reports in working item are NOT complete and will not be included in these reports at your earliest convenience.

File Imports

Data Center

FBI Extracts

Good Mor

**You currently!

Please be advis

Step Two: Select **Search** from dropdown menu options. This will take you to a new screen to begin the search of the specific incident.

IOWA DEPARTMENT OF PUBLIC SAFETY

I-CRIME

Iowa Uniform Crime Reporting System (TE)

Home

File Imports

Data Center

Search

Working Items

New Incident Report

New Arrest Report

New Zero Report

FBI Extracts

LE Employee Data

Messages

Good Afternoon, Rebecca Dyer of IOWA DEPARTMENT OF PU

You currently have incomplete reports pending in Working Items

Please be advised that reports in working item are NOT complete and will not be included in these reports at your earliest convenience and submit to the repository for inclusion in

Data Center

Search

Working Items

New Incident Report

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these report

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Step Three: Enter the incident number within the Report Identifier.



The screenshot shows the I-CRIME search interface. At the top, it says "IOWA DEPARTMENT OF PUBLIC SAFETY" and "I-CRIME". Below that is "Iowa Uniform Crime Reporting System(TEST)". The user is logged in as "Rebecca Dyer". The search criteria form includes the following fields:

- Agency: IADPS0000-IOWA DEPARTMENT OF PUBLIC SAFETY
- Report Type: All
- Month of Submission: (blank)
- Report Identifier: 316456431 (highlighted with a red box)
- Year of Submission: (blank)

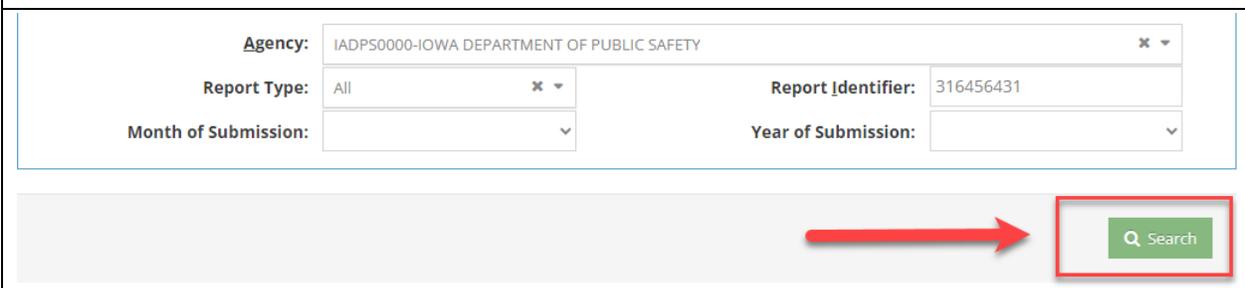
A green "Search" button is located at the bottom right of the form.

Ensure that Report Type is marked as All, Month of Submission is Blank and Year of Submission is Blank.



This screenshot is identical to the previous one, but with additional highlights: the "Report Type" dropdown is highlighted with a red box, and the "Month of Submission" and "Year of Submission" dropdowns are highlighted in yellow to indicate they should be blank.

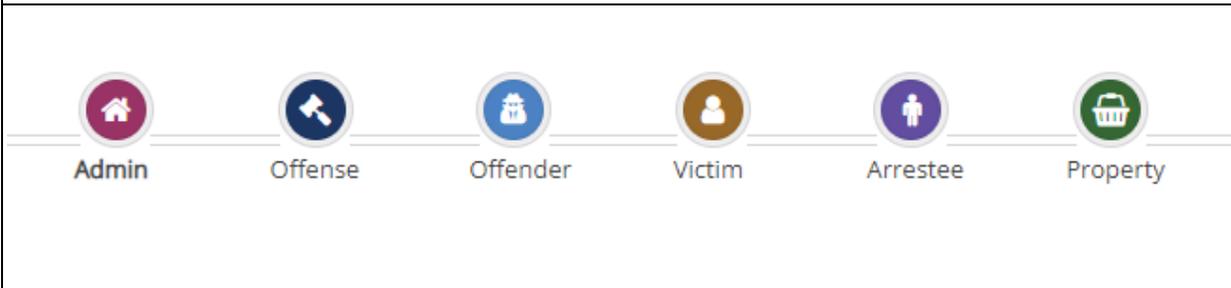
Step Four: Once information has been entered, select the green **Search** button to begin the search.



This screenshot shows the same search criteria form as the previous ones. A red arrow points from the left towards the green "Search" button at the bottom right, which is highlighted with a red box to indicate it should be clicked.

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Step Five: Select the applicable segment that needs to be modified/corrected.



Step Six: After the segment has been select, the information identified in each field will populate. Modify the information and select the green **Save Segment** button once correction has been done.

Administrative Segment (1)

Incident Number: 316456431

Agency: IADPS0000 - IOWA DEPARTMENT OF PUBLIC SAFETY

Incident Date:	06/12/2023	✓	Incident Hour:	Select an Option	✕	✓
Report Date Indicator:	III NO	✓	Cargo Theft:	N = No	✕	✓
Month of Submission:	9 = September	✕	Year of Submission:	2023	✕	✓
Cleared Exceptionally:	N = Not Applicable	✕	Exceptional Clearance Date:	mm/dd/yyyy		✓

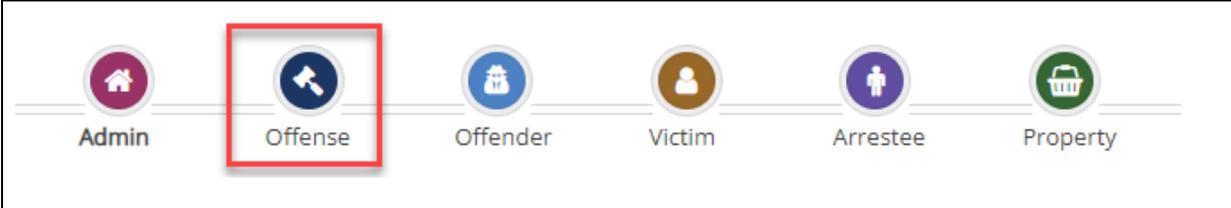
Incident Location

Street Number:	Limit - 9 Characters	✓	Street Name:	Limit - 32 Characters	✓
Apt No:	Limit - 6 Characters	✓	City:	Clinton	✓
State:	IA	✓	Zip Code:	52732	✓
Latitude:	Limit - 8 Characters	✓	Longitude:	Limit - 9 Characters	✓

[Back to Database](#) **Save Administrative Segment**

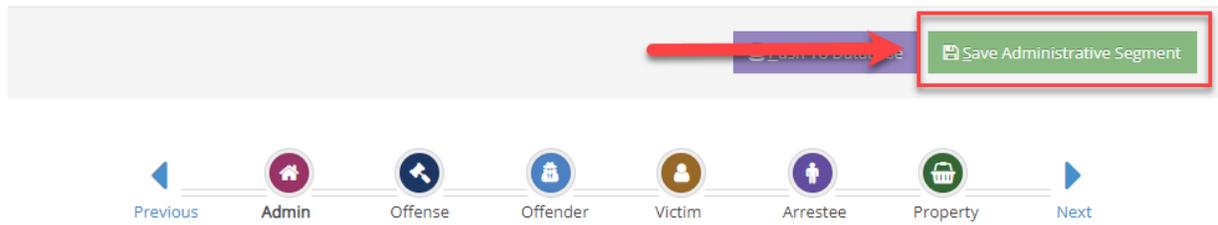
Previous Admin Offense Offender Victim Arrestee Property Next

Step Seven: Complete this same process within each applicable segment until all corrections are made. Always select the green **Save Segment** after each correction and before moving to another segment.

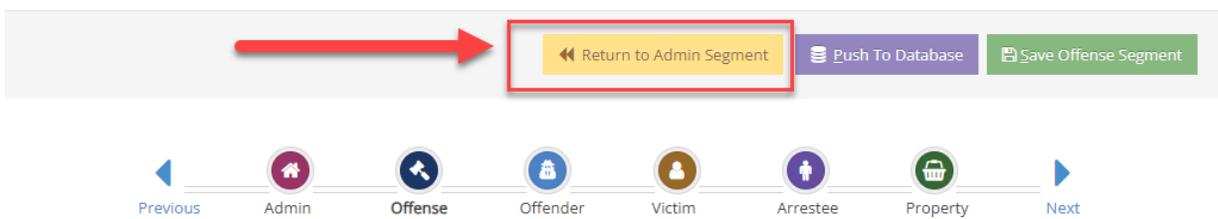


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Then



Step Nine: Once information has been all corrections or modifications have been entered, select the yellow button to **Return to Admin Segment**. This will assist in allowing the final step of pushing the updated incident to the database without receiving an error.



Step Ten: Once you are back on the Admin Segment page, select the purple button to **Push to Database** for data modifications to be received by both the ICRIME database and ready for FBI transmission.

