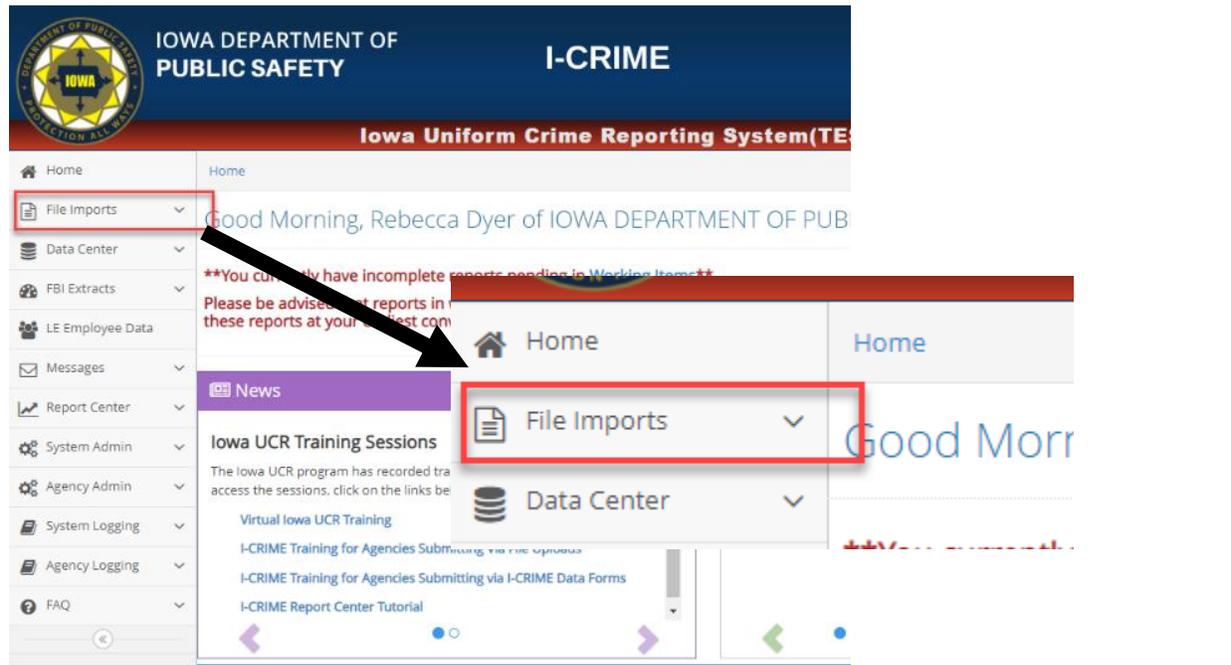


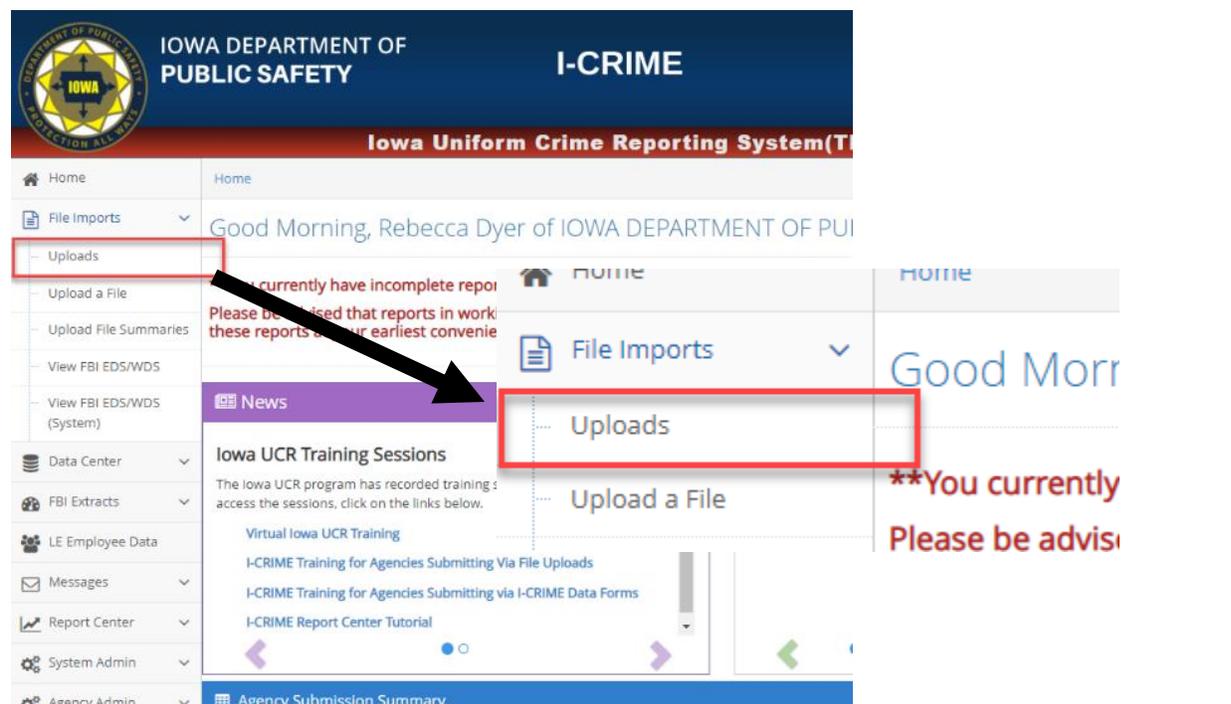
UPLOAD DELETION: QUICK GUIDE

Step One: Select *File Imports* on left hand side of screen.



The screenshot shows the I-CRIME 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 is the "Iowa Uniform Crime Reporting System (TE)". The left sidebar contains a list of menu items: Home, File Imports, Data Center, FBI Extracts, LE Employee Data, Messages, Report Center, System Admin, Agency Admin, System Logging, Agency Logging, and FAQ. The "File Imports" menu item is highlighted with a red box. A black arrow points from the "File Imports" menu item in the sidebar to the "File Imports" dropdown menu in the main content area, which is also highlighted with a red box. The main content area displays a welcome message: "Good Morning, Rebecca Dyer of IOWA DEPARTMENT OF PUB". Below the welcome message is a red banner with the text: "**You currently have incomplete reports pending in Working Items**". Below the banner is a "News" section with the title "Iowa UCR Training Sessions" and a sub-header "The Iowa UCR program has recorded training sessions, click on the links below." The "News" section contains several links: "Virtual Iowa UCR Training", "I-CRIME Training for Agencies Submitting via File Uploads", "I-CRIME Training for Agencies Submitting via I-CRIME Data Forms", and "I-CRIME Report Center Tutorial".

Step Two: Select *Uploads* from dropdown menu options.



The screenshot shows the I-CRIME 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 is the "Iowa Uniform Crime Reporting System (TE)". The left sidebar contains a list of menu items: Home, File Imports, Data Center, FBI Extracts, LE Employee Data, Messages, Report Center, System Admin, Agency Admin, System Logging, Agency Logging, and FAQ. The "File Imports" menu item is highlighted with a red box. A black arrow points from the "File Imports" menu item in the sidebar to the "Uploads" option in the dropdown menu, which is also highlighted with a red box. The main content area displays a welcome message: "Good Morning, Rebecca Dyer of IOWA DEPARTMENT OF PUB". Below the welcome message is a red banner with the text: "**You currently have incomplete reports pending in Working Items**". Below the banner is a "News" section with the title "Iowa UCR Training Sessions" and a sub-header "The Iowa UCR program has recorded training sessions, click on the links below." The "News" section contains several links: "Virtual Iowa UCR Training", "I-CRIME Training for Agencies Submitting Via File Uploads", "I-CRIME Training for Agencies Submitting via I-CRIME Data Forms", and "I-CRIME Report Center Tutorial".

Step Three: Search and select the blue arrow of the upload to delete.

UPLOAD DELETION: QUICK GUIDE

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

Home :: File Imports > Uploads

Search Criteria

File Name: Limit - 100 Characters Agency: IA0000000-GENERIC TEST
Arrival Date (Start): mm/dd/yyyy Arrival Date (End): mm/dd/yyyy
File Type: All Status Description: All
Owner: All

Search

Import Files

File Name	File Type	Status	Status Description	Owner	Arrival Type	Arrival Date	View
IA0000000_0821.TXT	NIBRS Flat File	✓	Processing Complete		Manual File Upload	9/8/2021 10:22 PM	View
IA0000000_0821.TXT	NIBRS Flat File	✓	Processing Complete		Manual File Upload	9/8/2021 10:11 PM	View
IA0000000_0221.TXT	NIBRS Flat File	✓	Processing Complete		Manual File Upload	4/28/2021 4:22 PM	View
IA0000000_0321.TXT	NIBRS Flat File	✓	Processing Complete		Manual File Upload	4/26/2021 1:01 PM	View
IA0000000_0221.TXT	NIBRS Flat File	✓	Processing Complete		Manual File Upload	4/16/2021 10:26 AM	View
IA0000000NoDV.TXT	NIBRS Flat File	✓	Processing Complete		Manual File Upload	4/14/2021 7:14 PM	View
IA0000000_0421.TXT	NIBRS Flat File	✓	Processing Complete		Manual File Upload	4/14/2021 7:13 PM	View
IA0000000_0421.TXT	NIBRS Flat File	✓	Processing Complete		Manual File Upload	4/14/2021 7:02 PM	View

Import Files

File Name	File Type	Status	Status Description	Owner	Arrival Type	Arrival Date	View
IA0000000_0821.TXT	NIBRS Flat File	✓	Processing Complete		Manual File Upload	9/8/2021 10:22 PM	View
IA0000000_0821.TXT	NIBRS Flat File	✓	Processing Complete		Manual File Upload	9/8/2021 10:11 PM	View

Step Four: Download the Delete Record File by selecting the blue hyperlink.
Be sure to save the file in an accessible place as this will be uploaded to complete the deletion.

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

Home :: File Imports > Uploads > View File

Initial Loading Validating EDS Migrating Reported Finished

Verify File Details

Import File ID: 4441
File Type: NIBRS Flat File
Owner: [Redacted]
Arrival Type: Manual File Upload
Original File Name: IA0000000_0821.TXT
Current File Name: 47349ee1-cad8-45c1-82c6-22db2544cf7a
Status: Processing Complete
Error Rate: 0.00%
Last Updated: 9/8/2021 10:22 PM
Arrival Date: 9/8/2021 10:22 PM

Data File:
[Click to Download Data File](#)
[Click to Generate and Download Delete Record File](#)
[Click to Download EDS File](#)

Validation Statistics
Valid 5

Migration Statistics
Migrated 5

UPLOAD DELETION: QUICK GUIDE

Data File:	Click to Download Data File
Delete Record File:	Click to Generate and Download Delete Record File
EDS File:	Click to Download EDS File

Step Five: Select **File Imports** on left hand side of screen.

The screenshot shows the I-CRIME system interface. The header includes the Iowa Department of Public Safety logo and the text "IOWA DEPARTMENT OF PUBLIC SAFETY" and "I-CRIME Iowa Uniform Crime Reporting System(T". The left sidebar contains a list of menu items: Home, File Imports, Data Center, FBI Extracts, LE Employee Data, Messages, Report Center, System Admin, Agency Admin, System Logging, Agency Logging, and FAQ. The "File Imports" menu item is highlighted with a red box. A black arrow points from this menu item to the "File Imports" dropdown menu in the main content area, which is also highlighted with a red box. The main content area displays a welcome message: "Good Morning, Rebecca Dyer of IOWA DEPARTMENT OF PUB". Below the welcome message, there is a notification: "**You currently have incomplete reports pending in Working Items** Please be advised that reports in worki these reports at your earliest convenie". The "File Imports" dropdown menu is open, showing options: Home, File Imports, and Data Center. The "File Imports" option is highlighted with a red box.

Step Six: Select **Upload a File** from dropdown menu options.

The screenshot shows the I-CRIME system interface. The header includes the Iowa Department of Public Safety logo and the text "IOWA DEPARTMENT OF PUBLIC SAFETY" and "I-CRIME Iowa Uniform Crime Reporting System(T". The left sidebar contains a list of menu items: Home, File Imports, Uploads, Upload a File, Upload File Summaries, View FBI EDS/WDS, View FBI EDS/WDS (System), Data Center, FBI Extracts, LE Employee Data, and Messages. The "Uploads" menu item is highlighted with a red box. A black arrow points from this menu item to the "Uploads" dropdown menu in the main content area, which is also highlighted with a red box. The main content area displays a welcome message: "Good Morning, Rebecca Dyer of IOWA DEPARTMENT OF PUI". Below the welcome message, there is a notification: "**You currently have incomplete reports pending in Working Items** Please be advised that reports in worki these reports at your earliest convenie". The "Uploads" dropdown menu is open, showing options: File Imports, Uploads, and Upload a File. The "Upload a File" option is highlighted with a red box. The main content area also displays a notification: "**You currently have incomplete reports pending in Working Items** Please be advised that reports in worki these reports at your earliest convenie".

UPLOAD DELETION: QUICK GUIDE

Step Seven: First, select the **purple Browse button** and select the Delete Record File saved previously; once the file is selected, select the **green Upload File button** to complete migration.



The screenshot shows the Iowa Department of Public Safety I-CRIME 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 is the "Iowa Uniform Crime Reporting System" title. The user is logged in as "Rebecca Dye". The main content area is titled "Upload a File" and contains a "Browse..." button (marked with a red '1') and an "Upload File" button (marked with a red '2'). Below these buttons are fields for "File Name:", "File Size:", and "File Type:". The sidebar on the left shows a navigation menu with "File Imports" expanded, and "Upload a File" selected.

This process will take a few minutes as it will have to complete a variety of steps for the full migration to occur.



Initial



Loading



Validating



EDS



Migrating



Reported



Finished