

ZERO REPORT SUBMISSION: QUICK GUIDE

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



Step Two: Select *New Zero Report* from dropdown menu options.



Step Three: Fill in the criteria as noted to include the Zero Report Month and Year.

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The screenshot shows the Iowa Department of Public Safety I-CRIME system interface. The header includes the department logo and name, and the system title 'Iowa Uniform Crime Reporting System'. The user is logged in as Rebecca Dyer. The main content area displays a 'New Zero Report' form with the following elements:

- Navigation:** Home, Data Center, New Zero Report
- Left Sidebar:** File Imports, Data Center, Search, Working Items, New Incident Report, New Arrest Report, New Zero Report (selected), FBI Extracts, LE Employee Data, Messages, Report Center, System Admin, Agency Admin
- Alerts:** 'The Zero Report is not Valid' with two error messages:
 - Zero Report Month on the Zero Report Segment:** The Zero Report Month must be a valid month of 01 through 12.(090)
 - Zero Report Year on the Zero Report Segment:** Zero Report Year on Zero Report must be populated with a valid data value and cannot be blank.(001)
- Form Fields:** Agency: IA0000000-AGENCYTESTACCOUNT, Zero Report Month: [dropdown], Zero Report Year: [dropdown]
- Buttons:** Visualize Segments: NO, Display Errors: YES, Return to Working Items, Create Zero Report

Utilize the dropdown options to select the month:

This image shows a close-up of the 'Zero Report Month' dropdown menu. The menu is open, displaying a list of months from 1 to 12. The 'Agency' field above it is set to 'IA0000000-AGENCYTESTACCOUNT'.

Month
1 = January
2 = February
3 = March
4 = April
5 = May
6 = June
7 = July
8 = August
9 = September
10 = October
11 = November
12 = December

Utilize the dropdown option to select the year:

This image shows a close-up of the 'Zero Report Year' dropdown menu. The menu is open, displaying a list of years from 2016 to 2022. The 'Agency' field above it is set to 'IA0000000-AGENCYTESTACCOUNT'.

Year
2022
2021
2020
2019
2018
2017
2016

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Step Four: After criteria is entered, a green ribbon will appear to reflect report is valid. Once this appears, select the **green Create Zero Report button** to finalize submission.

✓ The Zero Report is Valid

Visualize Segments: NO

Display Errors: YES

New Zero Report Criteria

Agency: IA0000000-GENERIC TEST

Zero Report Month: 10 = October

Zero Report Year: 2022

Return to Working Items

Create Zero Report