FILE UPLOAD: QUICK GUIDE

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

Step Two: Select ***Upload a File*** from dropdown menu options. Files must be labeled with the ORI *underscore* month and year (i.e. IA0010000_1222).

Step Three: First, select the ***purple Browse button*** and select the file to upload into the system. Once the file is selected, select the ***green Upload File button*** to complete migration.

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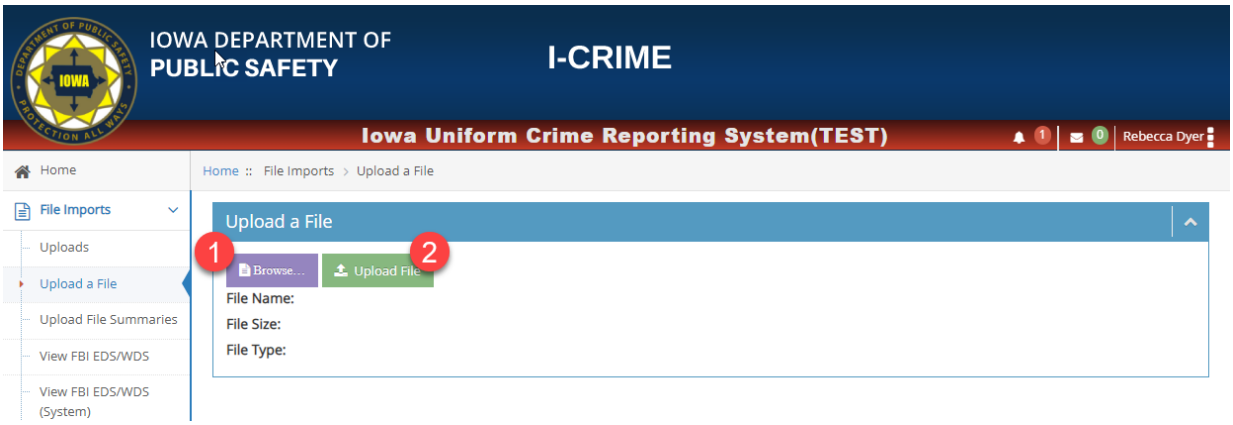
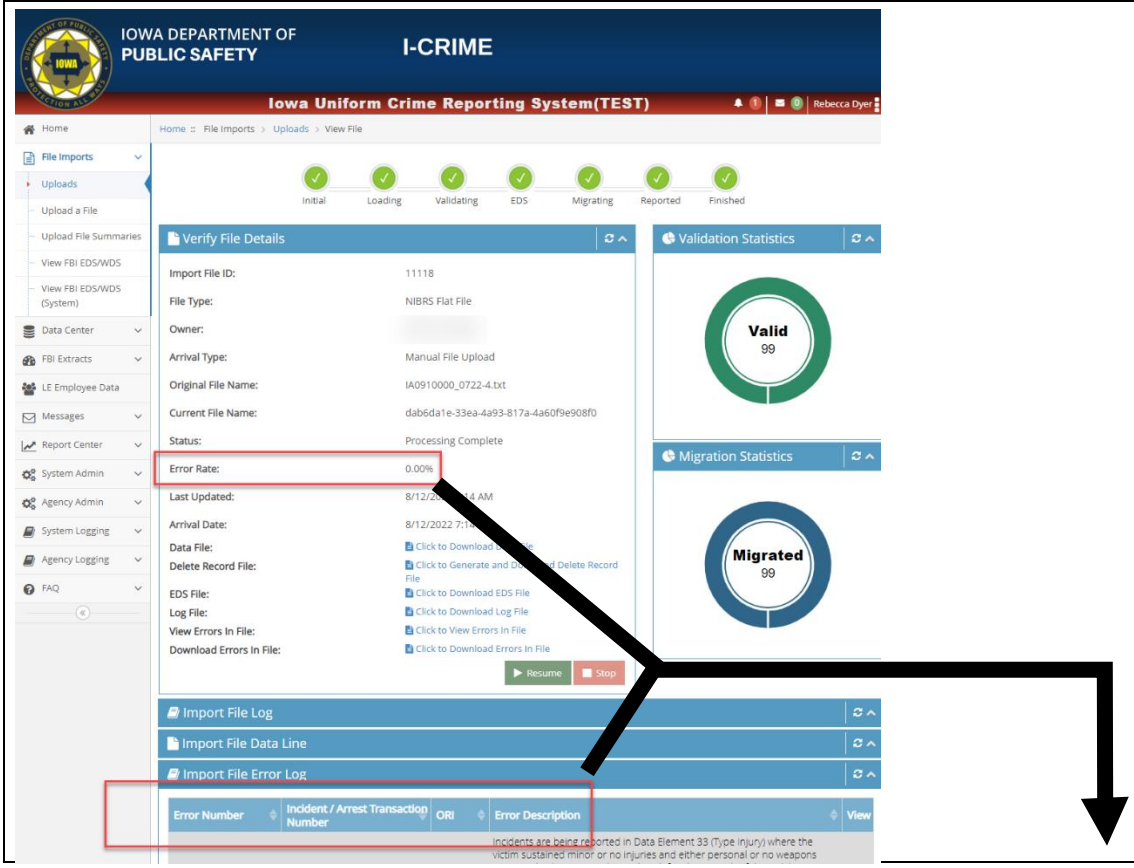


This process will take a few minutes as it will have to complete a variety of steps for the full migration to occur.

Step Four: Review and verify the file details.



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Total error rate for file upload should below 4%. If over 4% then the file will need to be deleted, corrected and re-uploaded.

Status:	Processing Complete
Error Rate:	0.00%
Last Updated:	8/12/2022 7:14 AM

All warnings and errors identified on the upload should be reivewed then corrected as necessary.

Import File Error Log

Error Number	Incident / Arrest Transaction Number	ORI	Error Description	View
⚠1404	22000386	IA0680100	Incidents are being reported in Data Element 33 (Type Injury) where the victim sustained minor or no injuries and either personal or no weapons were involved. Aggravated assault is defined as an unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. Based on the definition as simple assaults.	

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*Repeat this process for each file to be transferred; you **cannot** upload more than one file at a time.*