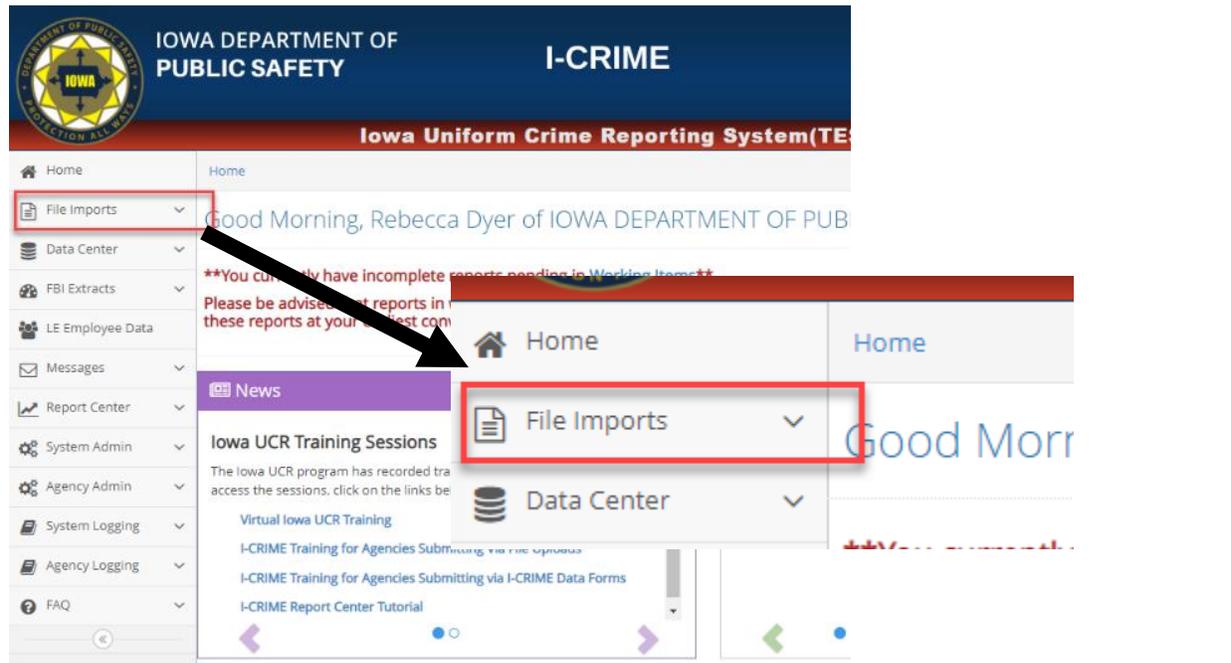


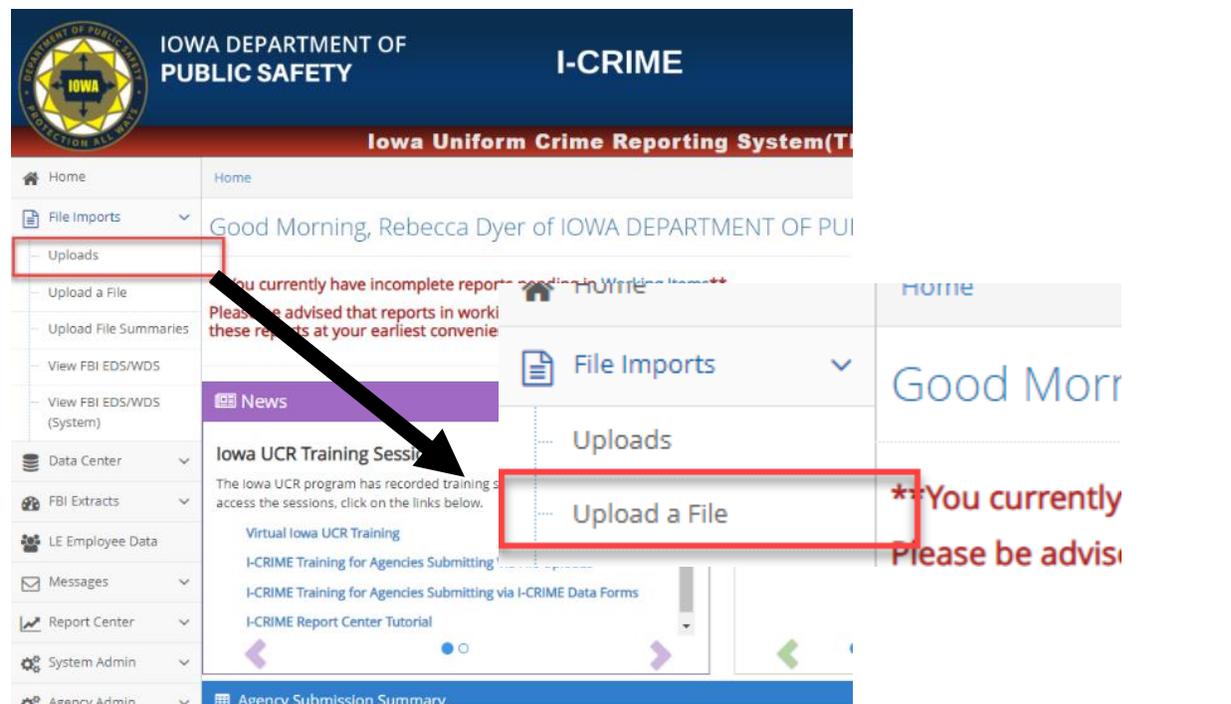
FILE UPLOAD: QUICK GUIDE

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 navigation menu with items: Home, File Imports (highlighted with a red box), Data Center, FBI Extracts, LE Employee Data, Messages, Report Center, System Admin, Agency Admin, System Logging, Agency Logging, and FAQ. The main content area displays a welcome message: "Good Morning, Rebecca Dyer of IOWA DEPARTMENT OF PUB". Below the welcome message is a notification: "**You currently have incomplete reports pending in Working Items**". A red box highlights the "File Imports" button in the main content area, and a black arrow points from the "File Imports" menu item in the sidebar to this button.

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).



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 navigation menu with items: Home, File Imports (dropdown menu), Data Center, FBI Extracts, LE Employee Data, Messages, Report Center, System Admin, Agency Admin, System Logging, Agency Logging, and FAQ. The "File Imports" dropdown menu is open, showing options: Uploads (highlighted with a red box), Upload a File, Upload File Summaries, View FBI EDS/WDS, and View FBI EDS/WDS (System). The main content area displays a welcome message: "Good Morning, Rebecca Dyer of IOWA DEPARTMENT OF PUB". Below the welcome message is a notification: "**You currently have incomplete reports pending in Working Items**". A red box highlights the "Upload a File" button in the main content area, and a black arrow points from the "Upload a File" option in the dropdown menu to this button.

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.

FILE UPLOAD: QUICK GUIDE

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.

FILE UPLOAD: QUICK GUIDE

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 reviewed then corrected as necessary.

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.