



# Wisconsin Uniform Crime Reporting: Incident-Based Reporting Website User Guide

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Instructions and Troubleshooting  
For IBR Test Agencies

5/1/2015



## IBR SITE OVERVIEW

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The Uniform Crime Reporting (UCR) site to test Incident-Based Reporting (IBR) is: <https://ucr.doj.wi.gov/ibr>. The website enables law enforcement agencies in Wisconsin to submit IBR test data files to the UCR program until they have completed certification.

The **Welcome** page on the **Home** tab allows you to *log in* or request a login account. The **Resources** tab is accessible without logging in and includes FAQ's, website user manuals, and UCR resource links and handbooks.

Each time you log in, you will need to confirm that you are authorized to use the site by endorsing the certification statement.

**Please Log In:**

Username:

Password:

I hereby certify that I am authorized to submit and access our agency's UCR data. Responsibility for the accuracy of the data submitted resides with our agency and not with the Wisconsin Department of Justice or any of its sub entities.

**Log In**

If your agency is responsible for reporting for more than one agency, you will need to choose one of those agencies after logging in. A drop down list is provided with your associated agencies listed in alphabetical order. Choose one by using the drop down menu to locate the agency name or by clicking inside the agency name box and typing the agency name or ORI number. Then click on the **Agency Login** button.

While you are working through the WIBRS certification process, you will also be able to submit UCR data in summary format through the same website. After you log in to the website, you will be able to select either SBR (summary-based reporting) or IBR (incident-based reporting) in the upper right corner of the page:



Make sure that you have selected the *IBR Website* in order to upload IBR test files. A manual for the *SBR Website* can be accessed from the **Resources** tab.

## ACCESSING THE SITE/TROUBLESHOOTING

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### Password Recovery

If the UCR program has added IBR website access to your TRAIN account, you can reset/retrieve your password using one of the following options:

- Go to the TRAIN login page (<https://eallogin.justice.wisconsin.gov>) and click on the "Forgot my password" link. Enter your User ID and answer your challenge question and change your password. Please keep in mind that once you change your password in TRAIN, it changes your Portal, eTIME and WIJIS passwords as well.

- Or, call the TIME System Control Center (TSCC) 608-266-7633. The operator will ask for your User ID and 4 digit PIN number and will then reset your password. TSCC is open 24x7.

Web Browser Requirements for Website Use

Most browsers work with the site by default, but here are two specific things to check if you're having issues.

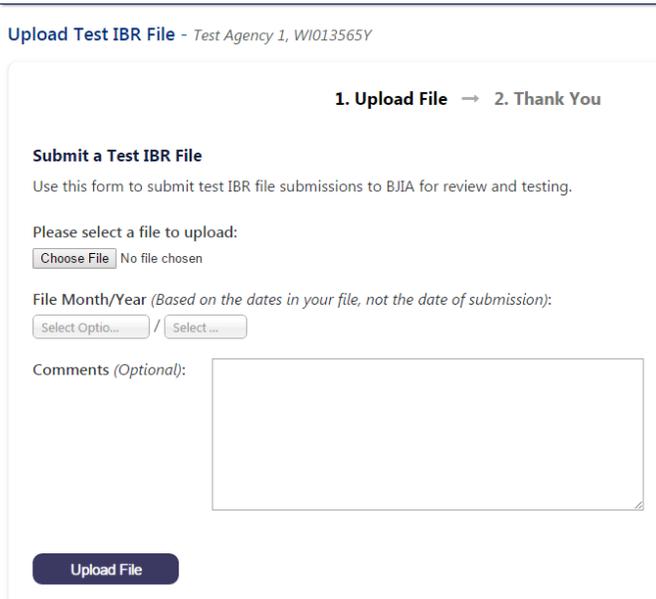
- Use Internet Explorer 8 or newer, or newer versions of Chrome, FireFox, Safari or Opera.
- The browser needs to have both JavaScript and cookies enabled for the site to work properly.

**SUBMITTING DATA FILES**

1. After logging in to the IBR site, click on the **Submit Data** tab, below the BJIA logo.



2. Fill out the data submission form, by choosing a file from your computer or network to upload, and identifying the file date based on the date of the data, not the current date.
  - a. To select a file, click the grey Choose File button. Navigate to the file on your computer or network then double click on the file to select it. It is very important to make sure you are uploading the correct file for the chosen month and year.
  - b. You must also make sure that the file type you are uploading is a text file with the extension .txt, or your file will not be able to be processed.
    - i. Note: You may need to type ".txt" after your file name so that it saves as the appropriate file type.



3. After you have selected a file to upload and identified the file month and year, click the blue Upload File button.



## IMPORTANT INFORMATION

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- *Files must be uploaded in sequential order.*
    - *For example, January must be uploaded before February, and so on.*
  - *You may upload multiple files one at a time, as long as they are submitted in sequential order.*
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## RESOLVING FILE ERRORS

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- You will receive an email from the UCR program when your submission has been processed. It will take approximately one business day for files to be processed.
- The email will include an error report and a data summary report (similar to a Return A form used in summary-based reporting) for each file that has been processed.
  - If you use CORE Technologies as your Records Management System (RMS), you will also receive a text file of the records that successfully processed, and a text file describing any errors found in your submitted records.
- If your file included one or more records that erred, it is your responsibility to correct the error(s) in your RMS then re-upload the file to be processed again.
  - Depending on the nature of the error, you may need support from your RMS vendor to make changes to the RMS so that the error is corrected for the current month and prevented in future submissions. UCR program staff is also available to explain error messages and advise on needed corrections.

## WIBRS CERTIFICATION

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After you have submitted at least three months of test data, UCR program staff will review your IBR data carefully for unusual trends or other areas of concern. For a more detailed description of the data review and IBR certification processes, please review the WIBRS Certification Guidelines found on WILENet: <https://wilenet.org/html/justice-programs/programs/justice-stats/library.htm>

After your agency has been certified, you will be granted access to additional features of the IBR data submission site, such as reviewing your errors online. As a certified reporter, you will be expected to upload an IBR file by the 15<sup>th</sup> of each month with data from the previous month. You will also be expected to correct and resubmit any incidents that had errors. You will no longer submit summary data after being certified for WIBRS.

**Thank you for participating in IBR data collection! Please contact us at [statsanalysis@doj.state.wi.us](mailto:statsanalysis@doj.state.wi.us) or (608) 266-0605 if you have questions.**