

QUICK START GUIDE TO CRIME INSIGHT WYOMING

Step 1: Log into Crime Insight Test site at https://wy.beyond2020.com/wy_insight/dataupload.aspx



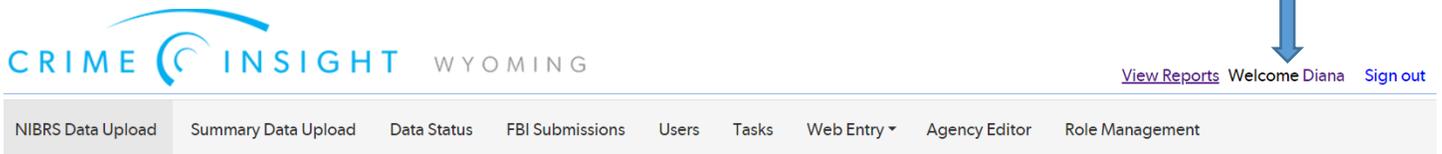
Step 2: Sign in with User Name and Password provided by DCI the first time you log in.

Sign in

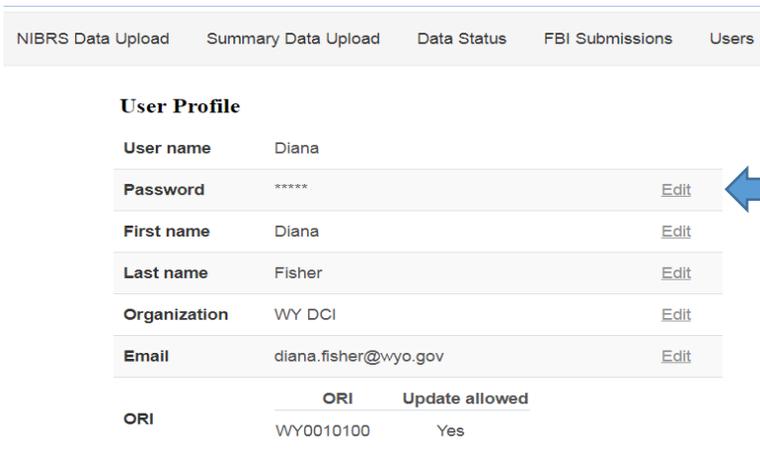
User name:

Password:

After successful Sign in you will see the following page:



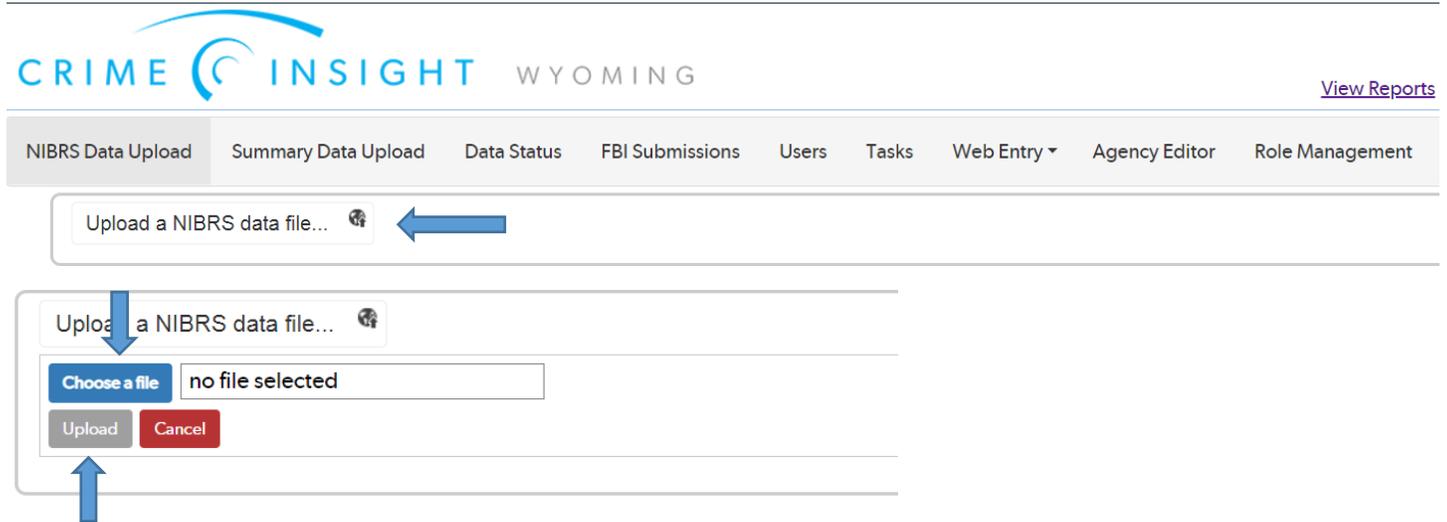
You will see your name at top of page, next to Welcome. Click on that link to access your profile and change your password.



Select “Edit” under password and when the window opens, enter new password, confirm password and “update”. Your password is now changed.

TO UPLOAD FILE IN CRIME INSIGHT

Go to NIBRS DATA UPLOAD tab. Select “Upload a NIBRS data files:



Select “Choose a file” and locate your file in your computer drives where it was saved from your RMS/RIMS system. This is similar to uploading a file to your email or attaching a document. After you have selected your file, choose “Upload”. **REMINDER!!! All files must be uploaded to Crime Insight in .XML format!!!**

Once you have “Uploaded” your file will show in a table similar to below. User will only see those files submitted by their agency. The “Status” will first show as “unknown”, then “completed” when it is done processing. If there are errors, it will be “completed with XX errors” (XX being however many errors there were). Keep in mind these are not errors from the FBI processing. These are errors that are either missing data from fields expecting data, or general data processing errors.

Upload history

Agency	Uploaded by	Upload date	File name	Submission period	Status
<input type="text" value=""/>					
DIV CRIM INVEST	janelw	2018-12-03 19:33	WY0110400_201811_352_fixed2.xml		Completed with 1 error
DIV CRIM INVEST	janelw	2018-12-03 19:32	WY0110400_201811_352_fixed2.xml		Completed with 1 error

In order to view your errors, select the file in the “status” field, which will open the “Upload details” page. This page will identify which Incident Number, the Error Code and the Description of the Error.

Back

Upload details for file WY0110400_201811_352_fixed2.xml

Uploaded by: janetw
Upload date: 12/3/2018 7:33:18 PM

Status: Completed with 1 error

Step	Status
✓ Step 1: Transferring file	Completed
✓ Step 2: Reading and validating file structure	Completed
✗ Step 3: Validating data	Completed with 1 error
✓ Step 4: Merging data	Completed

Errors: The following error was found in the file

Agency	Incident / B-Arrest / Zero Report	Line number	Error code	Type	Description
DIV CRIM INVEST	AT-263	11	352	✗ error	Suspected Drug Type must be entered when Type of Property Loss is 1 and Offense Code is 35A

To see exactly what data was submitted to Crime Insight, select the Incident/B Arrest/Zero Report number as shown above.

Validation Errors

- Suspected Drug Type must be entered when Type of Property Loss is 1 and Offense Code is 35A

Need Keyboard Help?

ORI: WY0110400 (DIV CRIM INVEST) Incident number: AT-263

Administrative Offenses Properties Offenders Victims Arrestees

Show Admin Segment Quick Keys

This will open the above screen that will show the error language, and the user can move through the tabs to see what data is present or missing. If the user is working through an RMS/RIMS system, you will want to make those corrections to that system so that files are in sync. This is valuable to do comparisons as to what your system generated and what was transmitted in the XML file.

Once corrections are made to the file, the corrected file needs to be uploaded again, using the steps above.

TRACKING DATA STATUS

To track the status of unresolved errors in submitted files, it is recommended that you use the “Unresolved Errors” under the Data Status tab.

Unresolved errors

There are a total of 50 errors outstanding

Agency ▲	Incident / B-Arrest / Report Date	File name	Line number	Error code	Description
<input type="text"/>	<input type="text"/>				
Afton PD	WYRELA7	RelationshipBulk1.xml	23	403	LEOKA Officer Assignment Type cannot be entered unless Type of Victim is L = Law Enforcement Officer. Victim Type: I
Afton PD	WYRELA6	RelationshipBulk1.xml	19	404	Age of Victim must contain a valid data value when it is entered 6
Afton PD	WYRELA7	RelationshipBulk1.xml	24	554	Age of victim and offender does not reflect the relationship CH 8 32
Afton PD	WY1OFF1VIC	WY0120100.WY1OFF1VIC.2018.09	3	460	Relationship of Victim to Offender must be entered when Offender Number to be Related contains data value other than 00: 01
Afton PD	WYLEOKA	WY0120100.WYLEOKALAT.2018.09	5	665	Arrest Date cannot be earlier than incident date
Afton PD	WYLEOKA	WY0120100.WYLEOKALAT.2018.09	5	653	Disposition of arrestee under 18 cannot be entered when arrestee is 18 or over or of unknown age. Age 32 . Disposition H

This will tell you how many uncorrected errors the user agency may have. By selecting the incident number listed in the Incident/B Arrest/Report Date column, it will open a page similar to the “upload details” page above. If an incident is listed in this page, then corrected, the incident will be dropped from the list. If it remains on the list, there is something else in error in that report.