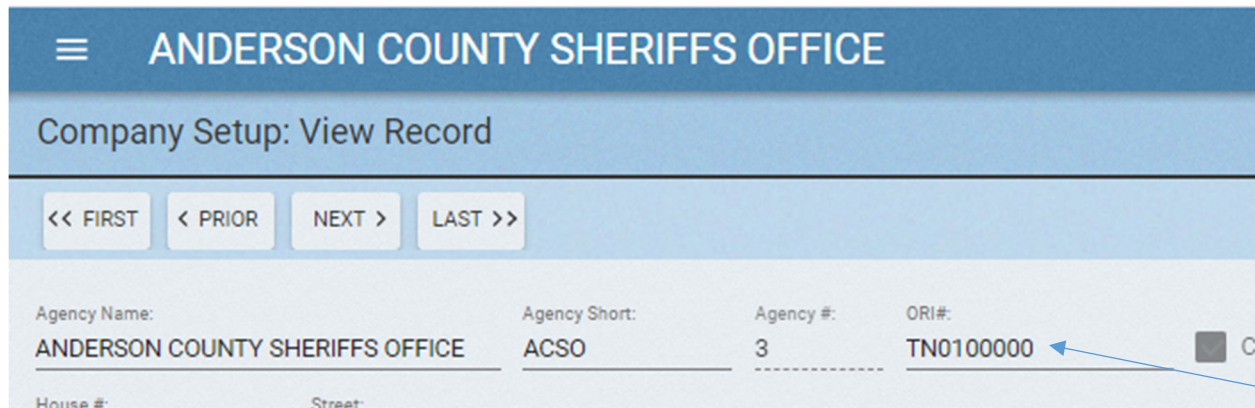


There is very little setup by the submitting agency for the export to work, the main item is in Company setup, for Each agency submitting, you will need to add their ORI Number information

Login, Agency Menu, Company Setup Menu, Find your/All submitting agencies

On the top part simply enter the full agency ORI Number it must start with valid STATE CODE + 7 Digit Number. Then click save.



ANDERSON COUNTY SHERIFFS OFFICE

Company Setup: View Record

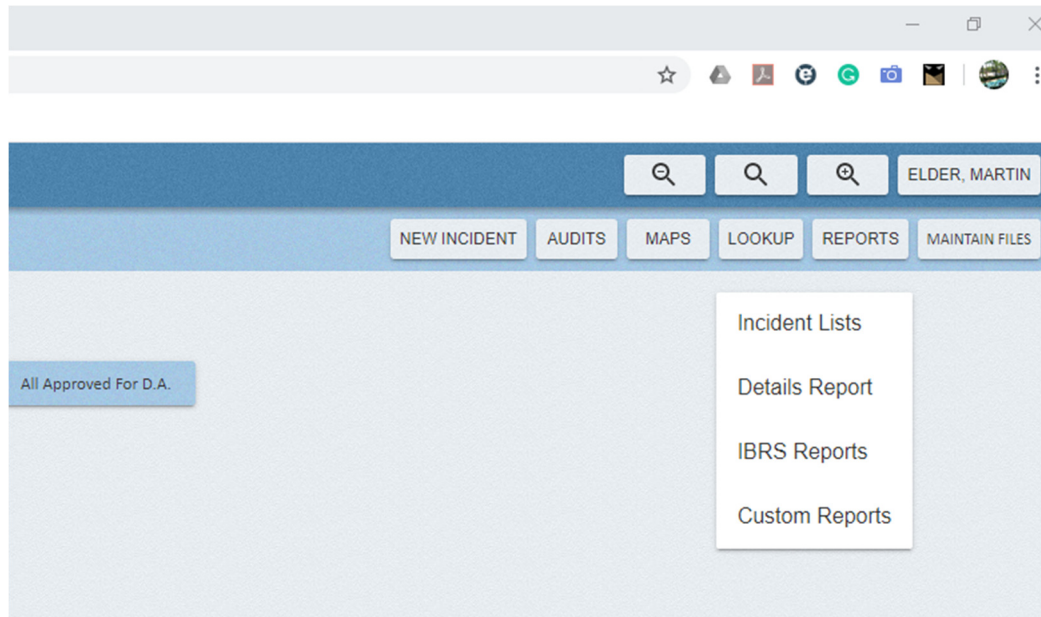
<< FIRST < PRIOR NEXT > LAST >>

Agency Name: ANDERSON COUNTY SHERIFFS OFFICE Agency Short: ACSO Agency #: 3 ORI#: TN0100000

House #: Street:

### Ibirs Submission Report and File Creation

Open the Incidents program and click on Reports, Ibirs Reports



ELDER, MARTIN

NEW INCIDENT AUDITS MAPS LOOKUP REPORTS MAINTAIN FILES

Incident Lists  
Details Report  
IBRS Reports  
Custom Reports

All Approved For D.A.

1<sup>st</sup> run the Ibirs Validation List for your data range

YOUR AGENCY

Incidents: Incident IBRS Reports

Report Style

IBRS Validation List

Report Dates From:

01/01/2020

Report Dates Through:

01/31/2020

Exclude Report

Case #:

☐ Print Errors ONLY

☐ Create IBRS Text File

☐ Report

☐ Auto Create TBI Fusion Data

☐ Auto Create Delete Records

☐ Exclude

Report Format:

☒ PDF

☐ Excel

☐ XML

☐ SQL


VIEW

DOWNLOAD

EMAIL

CLEAR FILTER

Sample report showing incidents being considered. If “valid” is yes in the last column it will be in the submission file. If not it will show the error(s) for that report.


 Report Dates From 01/01/2020 Through 01/31/2020
 Page 1 of 1

Case Number	Report Date	Report By	Report ID	Valid
2001010440	01/01/2020 04:40	LASHWOOD, B. (442)	60044	Yes
2001010800	01/09/2020 08:00	EVERHART, N. (433)	60119	Yes
2001010902	01/01/2020 09:02	GRUBBS, R. (428)	60046	Yes
2001011610	01/01/2020 16:10	BLANKENSHIP, R. (431)	60048	Yes
2001022014	01/02/2020 20:14	DIAZ, L. (430)	60051	Yes
2001030707	01/03/2020 07:07	GOODRICH, J. (418)	60053	Yes
2001030852	01/03/2020 08:52	CASTILLO, R. (441)	60054	Yes
2001031205	01/03/2020 12:05	VEST, C. (423)	60056	Yes
2001031235	01/03/2020 12:35	WARREN, M. (424)	60057	Yes
2001031754	01/03/2020 17:54	LASHWOOD, B. (442)	60061	Yes
2001031909	01/03/2020 19:09	TAYLOR, M. (429)	60059	Yes
		OFFENDER: Warrant type required for offender related to domestic violence PLEASANT, ANTONIA, Q		

Lookup that report and correct the error(s).

Click Valid to see the same errors you see on the report.

The screenshot shows a web application interface with a dark blue header. A message at the top right says "IBRS validation failed." Below this, a modal window titled "Validation Errors" is open. It contains a table with one row: "OFFENDER" and "Warrant type required for offender related to domestic violence PLEASANT,ANTONIA,Q". A "CLOSE" button is at the bottom right of the modal. In the background, a form is visible with fields for "Report By:" (TAYLOR, MICHAEL WILSON), "Time:" (15:00), "Unit #:" (117-16), "City:" (SHELBYVILLE), "State:" (TN), "ZipCode:" (37160), "Latitude:" (35.478337), "Longitude:" (-86.444545), "USING AUTHORITY", "School:", "ding:", and "Room:". A "VALIDATE" button is next to the "Room:" field. At the bottom, there are tabs for "Offenders", "Victims", and "Victims Business".

Once you see the message at the top IBRS Validation Passed you can move to the next report

ms  iSOMS Client Sites  Manager Portal

The screenshot shows a web application interface with a blue header. A message at the top center says "IBRS validation passed." Below this, there are two buttons: "SAVE" and "DELETE".

Once the errors have been validated you will simply need to change the report style from List to "FILE" this will create the file to be uploaded to your state Repository

## Incidents: Incident IBRS Reports

IBRS Validation List

**IBRS Submission File**

Exclude Reports Prior

Case #:

☐ Print Errors ONLY

☐ Create IBRS Text File

☐ Remove S

☐ Auto Create TBI Fusion  
Data

☐ Auto Create Delete  
Records

☐ Export Fu

 TN0020100.X.2020.031 ^