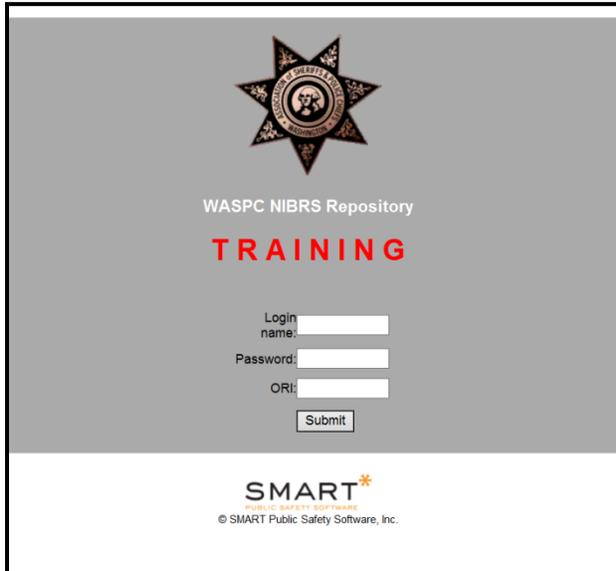


# Batch File Upload Quick Reference

## Training versus Production

During the initial stage of NIBRS certification and testing, you should be logged into the NIBRS *Training* database rather than *Production*.

The link to the *Training* database is [http://nibrs.waspc.org/WIBRS\\_Train/login.asp](http://nibrs.waspc.org/WIBRS_Train/login.asp)



The screenshot shows the login page for the WASPC NIBRS Repository Training database. At the top center is the NIBRS logo, a seven-pointed star with a central emblem. Below the logo, the text "WASPC NIBRS Repository" is displayed in a small, grey font. Underneath that, the word "TRAINING" is written in large, bold, red capital letters. The login form consists of three input fields: "Login name:" with a white text box, "Password:" with a white text box, and "ORI:" with a white text box. A "Submit" button is located below the ORI field. At the bottom of the page, the SMART logo is visible, consisting of the word "SMART" in bold black letters with a small orange star to its right, and the text "PUBLIC SAFETY SOFTWARE" and "© SMART Public Safety Software, Inc." in smaller grey font below it.

After certification, the link to the *Production* database is <http://nibrs.waspc.org/WIBRS/>



The screenshot shows the login page for the WASPC NIBRS Repository Production database. It features the same NIBRS logo at the top center. Below the logo, the text "WASPC NIBRS Repository" is displayed in a small, grey font. Underneath that, the word "PRODUCTION" is written in large, bold, red capital letters. A blue link "click here for the training version" is positioned above the login fields. The login form includes three input fields: "Login name:" with a white text box, "Password:" with a white text box, and "ORI:" with a white text box. A "Submit" button is located below the ORI field. At the bottom of the page, the SMART logo is visible, consisting of the word "SMART" in bold black letters with a small orange star to its right, and the text "PUBLIC SAFETY SOFTWARE" and "© SMART Public Safety Software, Inc." in smaller grey font below it.

Links to both Training and Production databases as well as manuals and other training aids are located at <http://www.waspc.org/crime-statistics-nibrs->

## Step 1: Create Your Data File

Create your data file from your records management system (RMS). Be sure the file is named in this format:

**WA0000000.0000 (Your agency's nine-digit ORI number).(two-digit month)(two-digit year)**

This file should be saved on your computer in a local file so you can browse to find it.

Log into the WASPC NIBRS Repository database with the user credentials you have been provided by WASPC.



WASPC NIBRS Repository

**PRODUCTION**

[click here for the training version](#)

Login name:

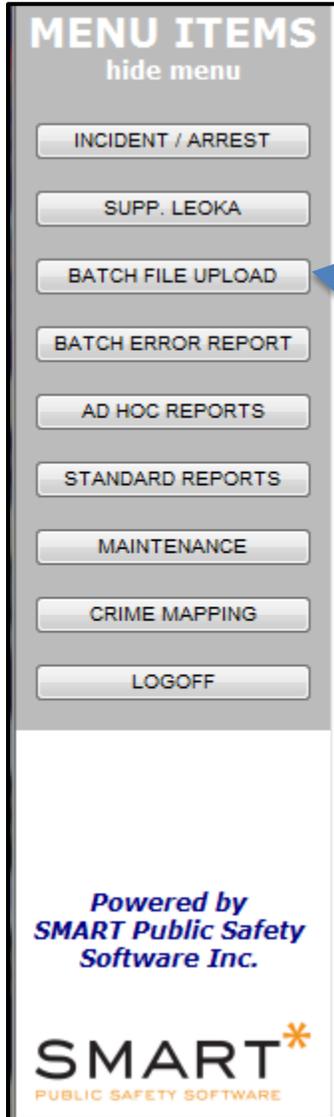
Password:

ORI:

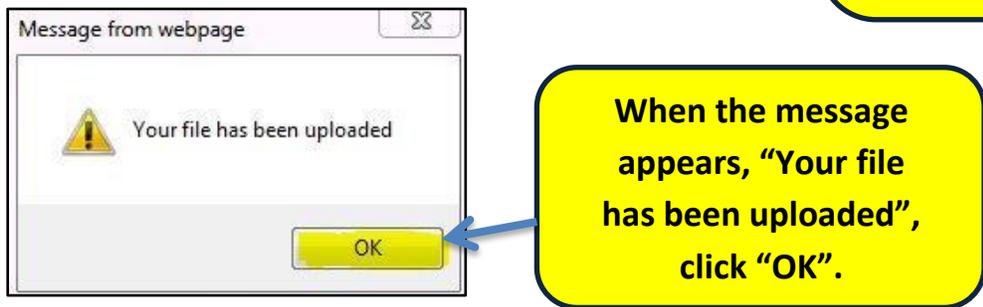
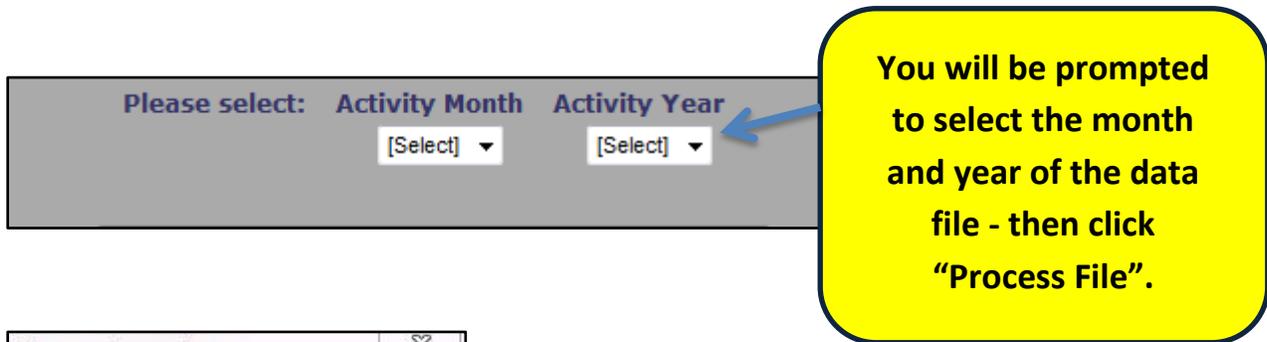
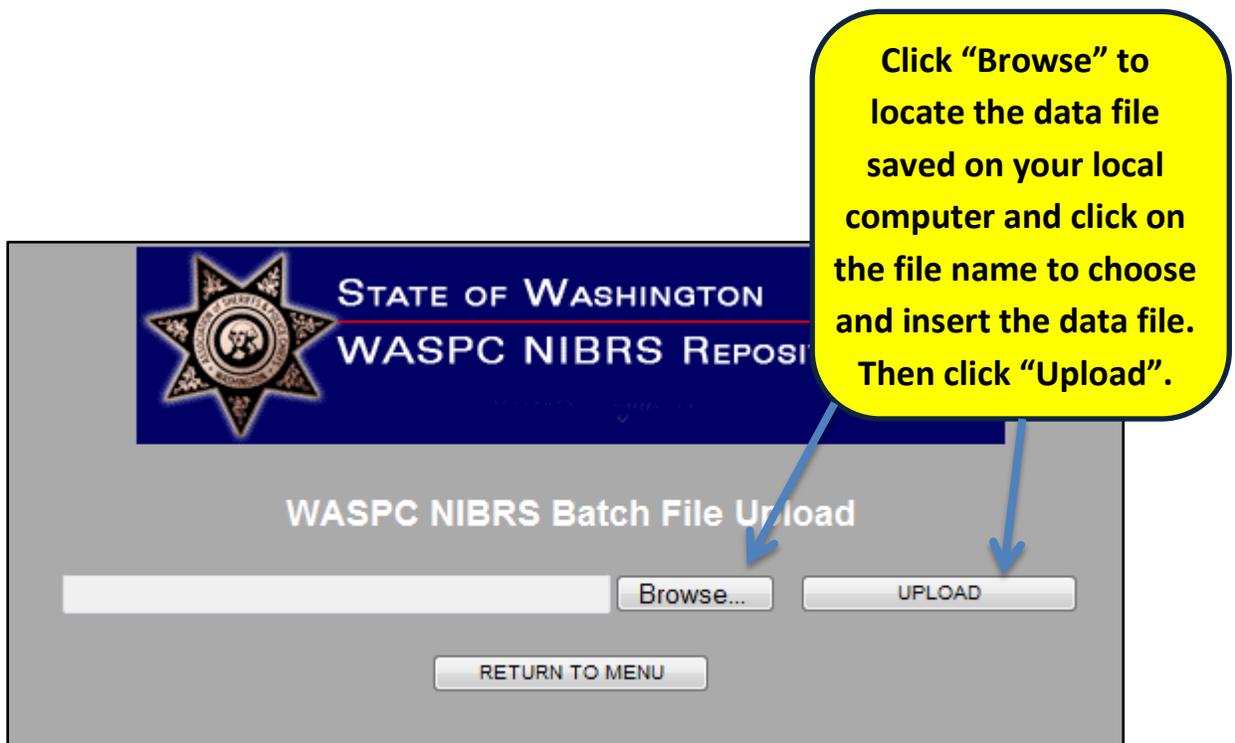
Log into the State NIBRS Repository with your assigned Login Name, Password, and ORI.

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## Step 2: Upload Your Data File



On the left-hand side of the screen, the Menu Items list is located. Select "Batch File Upload" on the Menu list.



Your file will process through the error checking in the WASPC Repository. This should take approximately five to ten minutes for smaller files and longer for larger files.

The next step is to check to see if there are any errors.

### Step 3: Error Checking

**MENU ITEMS**  
hide menu

INCIDENT / ARREST

SUPP. LEOKA

BATCH FILE UPLOAD

**BATCH ERROR REPORT**

AD HOC REPORTS

STANDARD REPORTS

MAINTENANCE

CRIME MAPPING

LOGOFF

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Select "Batch Error Report" to see if there are any errors from the Batch File Upload.

NOTE: These incidents will not go to the FBI for processing. You will need to fix the errors and resubmit the incident with *next month's* Batch File Upload.

Select the Batch File you want to view - it will list batch files and dates processed.

Click "Select".

Please select a Batch File : [Select] ▼

SELECT RETURN TO MENU

If you have any questions regarding creation your RMS data file, please contact your RMS vendor.  
If you have questions regarding NIBRS or the State Repository, please contact the WASPC Criminal Justice Information Support (CJIS) Department at [cjis@waspc.org](mailto:cjis@waspc.org) or (360) 486-2380.