

# Zero Reporting Walk Through

This should be used only if you have no reportable Group A and Group B incidents for an entire month.

Step 1: Log in to Repository



WASPC NIBRS Repository

**PRODUCTION**

[click here for the training version](#)

Login name:

Password:

ORI:

Log in with  
Name, Password  
and Agency ORI

Step 2:

**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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**SMART\***  
PUBLIC SAFETY SOFTWARE

Select Incident / Arrest button on left-hand side of screen in the Menu Items list



**STATE OF WASHINGTON  
WASPC NIBRS REPOSITORY**

- INCIDENT REPORT (Initiate Group A arrests here)
- ARREST REPORT (Initiate Group B arrests here)

Select Incident Report

STATE OF WASHINGTON INCIDENT REPORT - NIBRS INFORMATION

Incident Number:

Incident

Victim

Offense

Property

Offender

Exc Clr Status

Printable Form

Save

INCIDENT

Report Date	Incident Date
<input type="text"/>	<input type="text"/>

Address

City

State

ZIP Code

Latitude

Longitude

Cargo Theft [Select] ▼

On the bottom of screen, select 'Enter A Zero Report.'

MENU NEW CASE GET PREVIOUS CASE NIBRS CHECK ENTER A ZERO REPORT

Message from webpage

Are you sure you wish to upload a Zero Report?

OK Cancel

You will receive a message box.  
Click 'OK' to proceed.



STATE OF WASHINGTON  
WASPC NIBRS REPOSITORY

Please  
select:

Zero Report  
Month

[Select] ▼

Zero Report  
Year

[Select] ▼

PROCESS ZERO REPORT

RETURN TO ENTRY

\*\*\* You must select the "PROCESS ZERO REPORT" button to ensure proper processing \*\*\*

Select the Month and Year that you will report a Zero report. Then click 'Process Zero Report' to finish process.