

# COPLINK NIBRS

## Batch File Upload

### Quick Reference Guide

## Production Database

### Google Chrome

Users must have access the COPLINK NIBRS application using the latest version of Google Chrome. Currently, this is the only supported browser for the software.

### Website Link for COPLINK NIBRS

The link to the production database: <https://coplink.forensiclogic.com:20043/login.html#/>

Also, the database can be accessed through a link on the WASPC CJIS webpage:

<http://www.waspc.org/crime-statistics-nibrs->

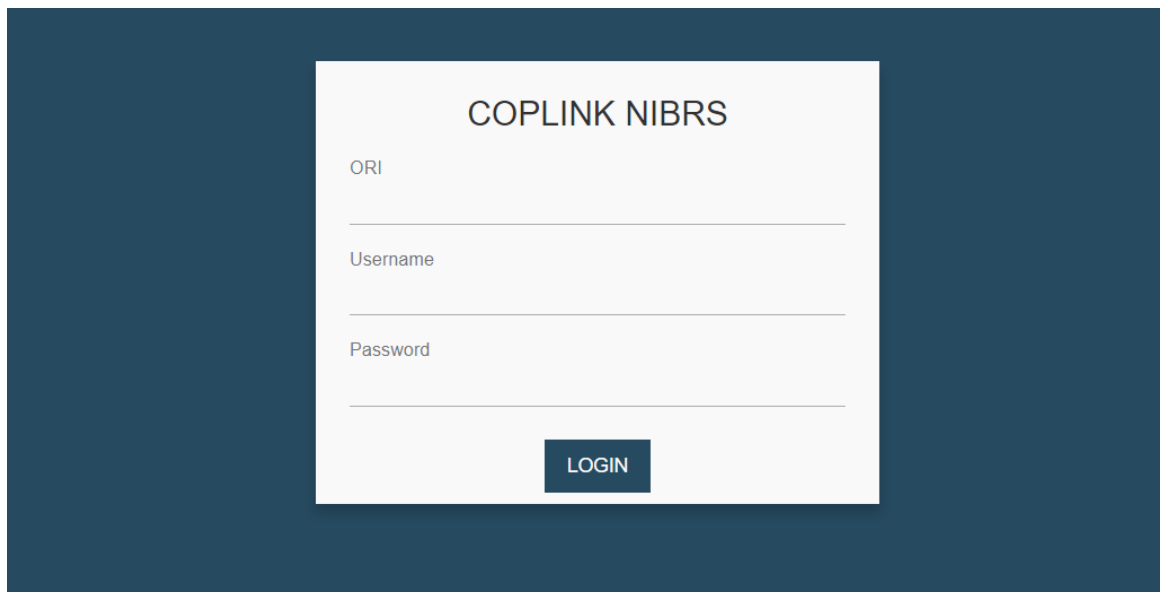
### User Profiles

**Basic User:** This profile allows the user to enter or update data and to extract reports.

**Report User:** This profile allows the user to extract reports only.

**Local System Administrator:** This profile allows the user to enter or update data, extract reports, and manage agency user profiles.

### Log-In Screen



COPLINK NIBRS

ORI

Username

Password

LOGIN

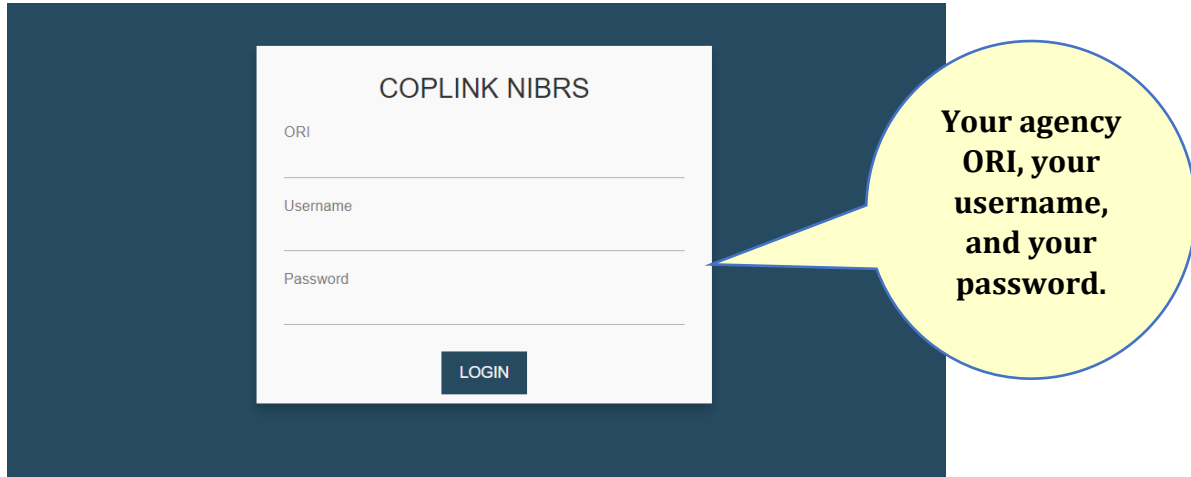
# Step 1: Create Your Data File

**1a:** Create the monthly data file from your records management system (RMS) using the preferred file name format: **WA0000000.0000**

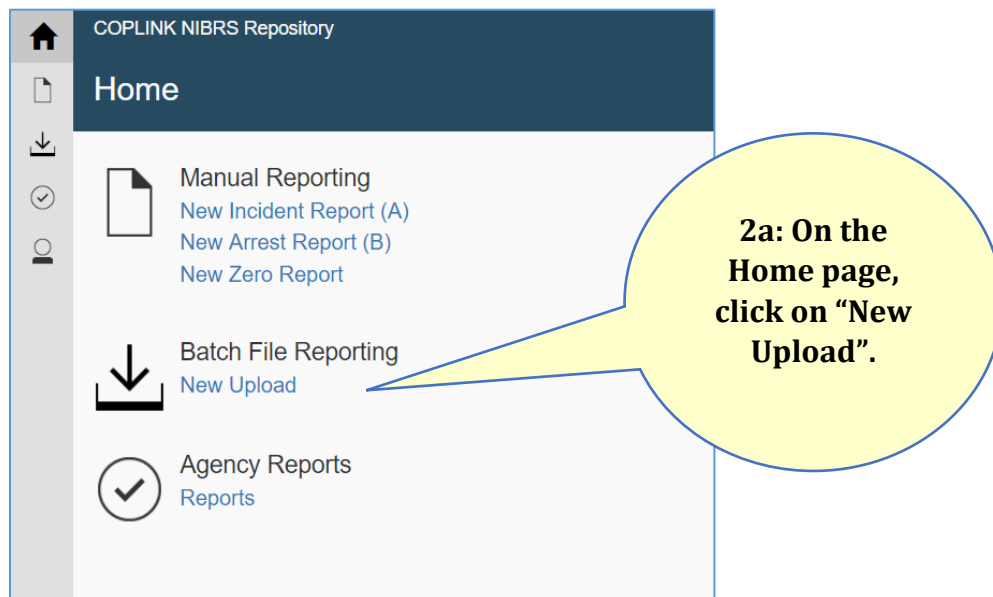
**(Your agency’s nine-digit ORI number).(two-digit month)(two-digit year)**

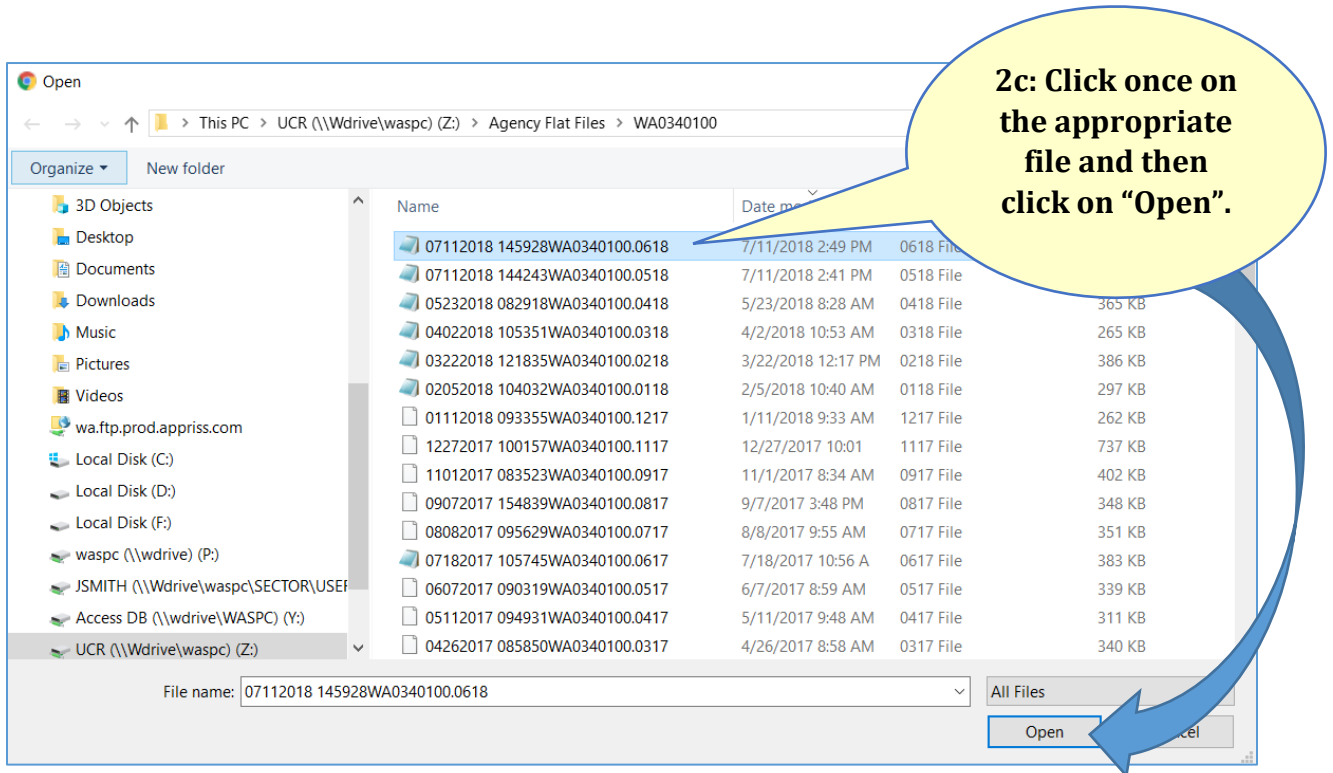
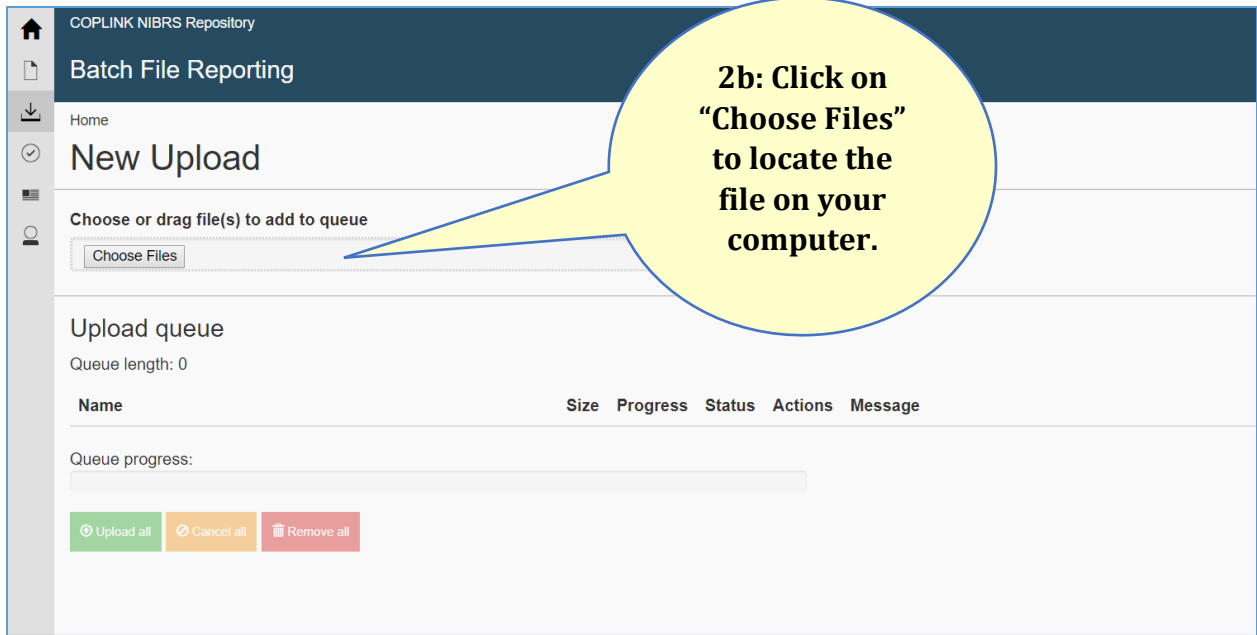
This file should be saved on your computer in a local folder so you can browse to find it.

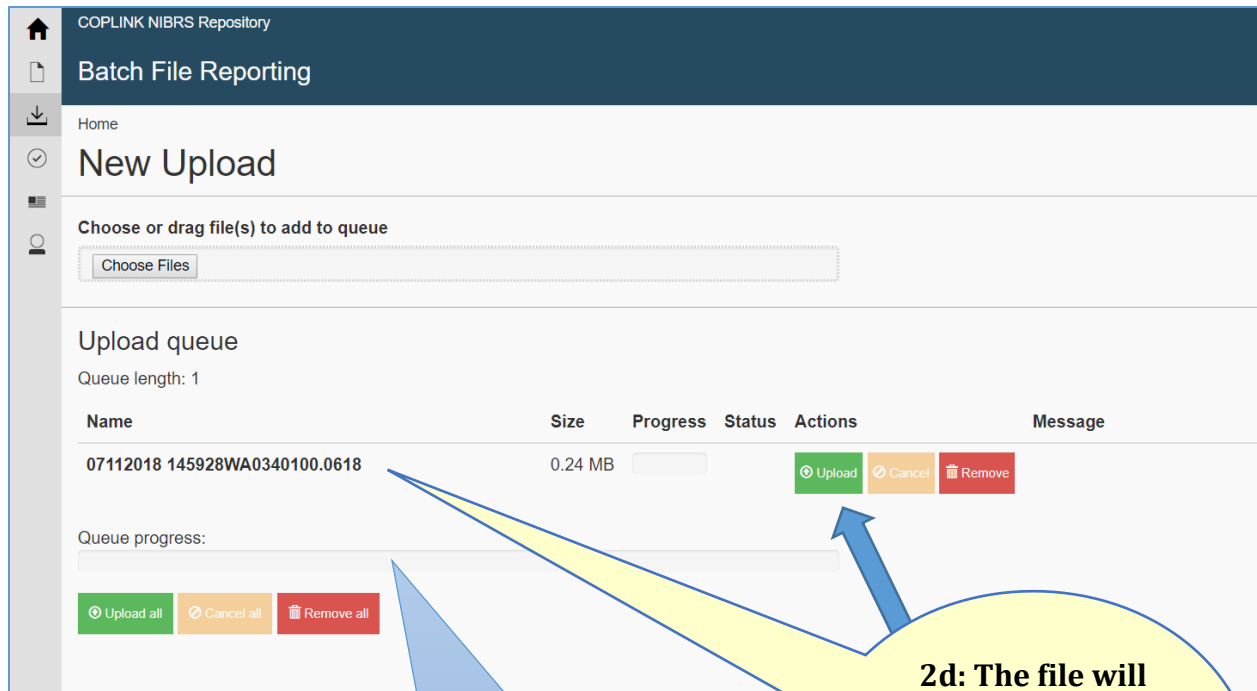
**1b:** Log into the WASPC NIBRS Repository database with the user credentials you have been provided by WASPC.



# Step 2: Upload Your Data File



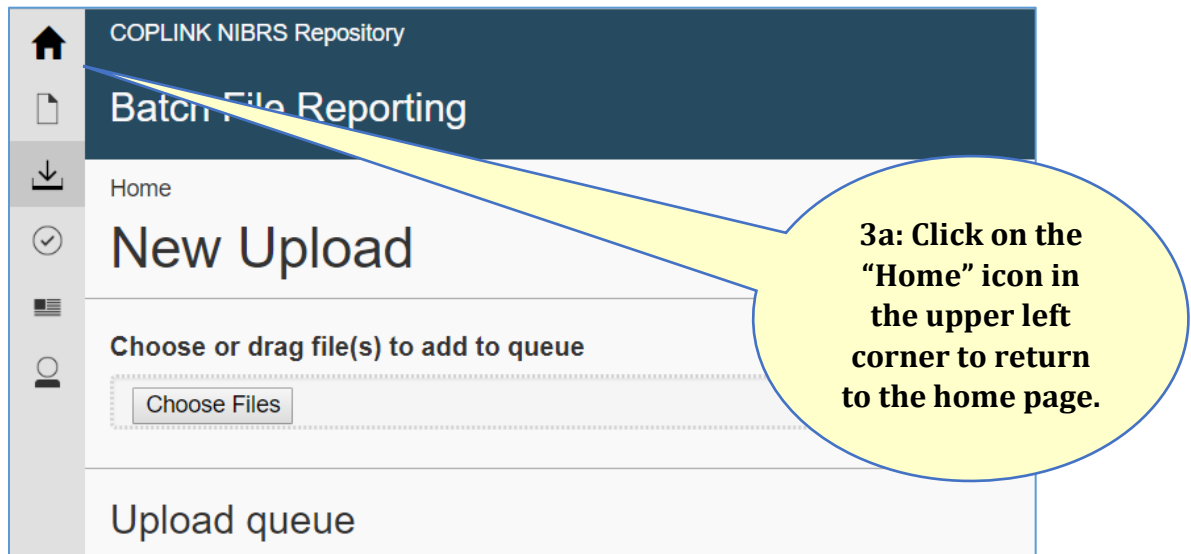




The file upload process will appear in the "Queue Progress" bar.

2d: The file will appear in the Upload Queue; then click on "Upload" to start the process.

### Step 3: Check for Errors and Warnings



3a: Click on the "Home" icon in the upper left corner to return to the home page.

COPLINK NIBRS Repository

Home

- Manual Reporting
  - New Incident Report (A)
  - New Arrest Report (B)
  - New Zero Report
- Batch File Reporting
  - New Upload
- Agency Reports
  - Reports

**3b: Click on the "Reports" to view the Errors and Warnings.**

COPLINK NIBRS

Agency Reports

Home

Reports

Type: Incident reports

Start: mm/dd/yyyy    End: mm/dd/yyyy     Validation Errors     EDS Errors

18021 items found

	<a href="#">WA0340100 - 201801890</a>	03/30/2018     23F - Theft From Motor Vehicle     Flat-file report
	<a href="#">WA0340100 - 201801865</a>	03/30/2018     13C - Intimidation     Flat-file report
	<a href="#">WA0340100 - 201801852</a>	03/30/2018     500 - Violation of No Contact or Protection Orders     Flat-file report
	<a href="#">WA0340100 - 201801891</a>	03/29/2018     290 - Destruction/Damage/Vandalism of Property     Flat-file report

**3c: The Type of Report and a Date Range can be selected or sorted.**

## Errors and Warnings

The following icons will appear to provide validation status of a file or data elements within a segment:



**Green circle with a check mark:** the file validated correctly with no errors or warnings.



**Red triangle with an exclamation point:** there are errors which need to be corrected; the correction in your RMS will submit on next month's file.



**Orange triangle with an exclamation point:** there are warnings which need to be reviewed to confirm the entry is valid or correct.

Click on the incident number to review the submission.