



Law Enforcement Mobile Supervisor Report Approval

Field Reports



Select Name of Report to Approve

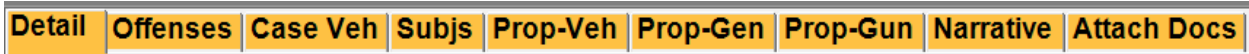


Click - **Open** (yellow folder) next to the report listed to open.

Left toolbar appears select - **Start Review**



Click each tab to open and view contents - *example here*



Tips: to Avoid a rejection from Crime Analysis for NIBR Reporting

1. **Offense** tab must include a Statue related to the crime
2. **Subjs** tab must include the offense (criminal action) linked to the Subject type, Subject Sub type box must have a selection and Jacket Type. Link all related offenses box will display the Offense statue to link to the Subject Type. **Display box opens** - check the box next to the offense.
Note: If Suspect is selected and no information about the Suspect is available, Subject Sub Type is Unknown. Link the Offense as above.
3. **Case Veh** - Vehicle used in the commission of the crime.
4. **Prop tabs** - entry are for property crimes. Select to complete.

Yellow boxes are **MANDATORY** for completion - **EXCEPTION** yellow and green boxes at the bottom of the screen. **YELLOW** Boxes visible on **OFFENSE** tab (bottom) - complete only if applicable.

CLICK SAVE - AFTER OPENING EACH TAB

IF NOT PRESENT - Click **WHITE DROP** Arrow



COMMENTS: click to open and add comments about **FULL** report - **SAVE** Comments Notes

ADD REVIEW NOTES: Displays a box to enter notes per tab.

Click **SAVE** -



Return to Details tabs - click **APPROVED BY** - your name appears automatically.

ACCEPT



= **SEND TO CRIME ANALYSIS** for **REVIEW** and approval

REJECT




= **RETURNS TO OFFICER** for correction and resubmission

View only the Precinct Reports

Field Reports

Review Group Column Header 

Click the Filter icon (or funnel shape) 

Select - Precinct of choice

Report Status

Submitted = Awaiting Supervisor approval

M-Rejected = Crime Analysis rejected - Correction(s) needed - read notes

Under Review = Supervisor review in progress