



TRAINING BULLETIN #3

2015 MICR Incident Reporting Deadline: February 29th, 2016

MICR requires that any 2015 Incident Report be submitted to them no later than March 14th, 2016. However, SRMS will only pull data that has been submitted appropriately by **February 29, 2016**.

A Case Report is only able to be sent to MICR if it has reached the 'WORK COMPLETE' stage of the Workflow Process.

Below you will find step by step screen shots to walk you through the process of determining how many 2015 cases your department may still have 'pending' and not ready to be sent to MICR.

The screenshot displays the SRMS web application interface. At the top, there is a navigation menu with various categories: Animal Control, Animal Licensing, Booking, Calls for Service, Citations, Confidential Informant, Emergency Call Index, Field Interviews, Tasks and Assignments, Narcotics, Pawn, Pawn Dealers, Permits and Licensing, Photo Lineup, Property & Evidence, Registrants, and Sub. Below this, there are three main sections: 'Cases' (with sub-items: Case Folders, Case Reports, Juvenile Referrals, Officer Narratives, Officer Reports, Witness Statement), 'Case Management' (with sub-item: Case Management), and 'Find'. A callout box labeled 'Open Case Reports' points to the 'Case Reports' link in the 'Cases' section. Below the navigation, there is a search and filter area. A callout box labeled 'Select Search' points to the 'Search' button. To the right, there is a 'My Documents' table with columns: Case Report Number, Subject, Disposition, and Entered. The table is currently empty.

View ▾

⏪ + Add Record Open Record Delete Record

Search Clear

Search Results

Case Report Number

Disposition

Entered On

Entered By

Reported On

Number Subject

1 kkee/ekkee

001 1

201410310116-001 98009/test print/krame

201411050117-001 30

2014111301-001 13002/aggravated assault/smith/jones/mur

1411210129-001 ASSAUL - ASSAULT

201411210123-001 Test Case

Select this icon to maximize your screen

+ Add Record Open Record Delete Record Reports Workflow Print Refresh Other Actions ▾

Search Results

Case Report Number	Subject	Disposition	Entered On	Reported On	Reported By	Occurred On	Juvenile	Workflow Stage
1406270111-001	kkee/ekkee	2 - Arrest	7/15/2014		SRMS-014 - Dowell, Mary	7/15/2014 4:22:35 AM		Review
201410310115-001	1	4 - Active	10/31/2014	10/31/2014	SRMS-012 - Kr...	10/31/2014 10:27:20 AM		Review
201410310116-001	98009/test print/krame	4 - Active	10/31/2014	10/31/2014	SRMS-014 - Dowell, Mary	10/31/2014 11:12:45 AM		Review
201411050117-001	30	4 - Active	11/5/2014	11/5/2014	SRMS-012 - Kr...	11/5/2014 2:37:37 PM		Review
2014111301-001		4 - Active	11/13/2014	11/13/2014	SRMS-014 - Dowell, Mary	11/13/2014 8:30:00 AM		Review
1411210129-001		4 - Active	11/24/2014	11/24/2014	SRMS-50 - Kline, Phylena	11/24/2014 3:00:00 AM		In-Progress
1411210123-001	Test Case	4 - Active	11/24/2014	11/24/2014	SRMS-50 - Kline, Phylena	11/24/2014 3:00:00 AM		In-Progress
111		4 - Active	11/24/2014	11/24/2014	SRMS-50 - Kline, Phylena	11/24/2014 3:00:00 AM		In-Progress
1411210129-002	ASSAUL - ASSAULT	5 - Inactive	11/21/2014	11/21/2014	SRMS-021 - Heeney, Jeff	11/21/2014 2:16:10 PM		In-Progress

Click once on "Workflow Stage" to sort this column alphabetically

1525100028-001	1488-15/AGG ASSAULT/LEE/AMBROSE	2 - Arrest	1/6/2015	1/6/2015	SRMS-37 - TEST04	1/6/2015 9:24:00 AM		In-Progress
1525100027-001	1488-15/aggaslt/lee/ritsema	2 - Arrest	1/6/2015	1/6/2015	SRMS-37 - TEST04	1/6/2015 9:24:00 AM		In-Progress
1525100032-001	1488-15/B&E/Marijuana/Shmo/Moneys/Lanke	2 - Arrest	1/6/2015	1/6/2015	SRMS-39 - TEST06	1/6/2015 1:00:16 PM		In-Progress
1525100037-002	1313/Assault/Smith/Jones/TEST01	4 - Active	12/30/2014	12/30/2014	SRMS-014 - Dowell, Mary	12/30/2014 10:38:41 AM		In-Progress
1406270111-001	kkee/ekkee	2 - Arrest	7/15/2014		SRMS-014 - Dowell, Mary	7/15/2014 4:22:35 AM		Review
201410310115-001	1	4 - Active	10/31/2014	10/31/2014	SRMS-012 - Kr...	10/31/2014 10:27:20 AM		Review
201410310116-001	98009/test print/krame	4 - Active	10/31/2014	10/31/2014	SRMS-014 - Dowell, Mary	10/31/2014 11:12:45 AM		Review
201411050117-001	30	4 - Active	11/5/2014	11/5/2014	SRMS-012 - Kr...	11/5/2014 2:37:37 PM		Review
2014111301-001	13002/aggravated assault/smith/jones/murray	4 - Active	11/13/2014	11/13/2014	SRMS-014 - Dowell, Mary	11/13/2014 8:30:00 AM		Review
1425100001-001	13001/Simple Assault/Jones/Dowell	4 - Active	12/10/2014	12/10/2014	SRMS-014 - Dowell, Mary	12/10/2014 9:09:50 AM		Supervisor Approval
1425100004-001	13001/Assault/Jones/Smith/Dowell	4 - Active	12/29/2014	12/29/2014	SRMS-014 - Dowell, Mary	12/29/2014 10:44:00 AM		Supervisor Approval
1425100008-001	29000/MDOP/Smith/Dowell	4 - Active	12/30/2014	12/30/2014	SRMS-014 - Dowell, Mary	12/30/2014 9:24:55 AM		Supervisor Approval
1425100009-001	29000/MDOP/Jones/Dowell	4 - Active	12/30/2014	12/30/2014	SRMS-014 - Dowell, Mary	12/30/2014 11:00:00 AM		Supervisor Approval
1525100019-001	15-289/larceny/smith/dowell	4 - Active	1/6/2015	1/6/2015	SRMS-014 - Dowell, Mary	1/6/2015 7:00:00 AM		Supervisor Approval
1525100025-001	1487-15/SUSPICIOUS/PETERS/RITSEMA	8 - Not a Crime/Other Service	1/6/2015	1/6/2015	SRMS-39 - TEST06	1/6/2015 11:45:00 AM		Supervisor Approval
1525100021-001	1478-15/Suspicious/Peters/Lankard	5 - Inactive	1/6/2015	1/6/2015	SRMS-38 - TEST05	1/6/2014 11:00:00 AM		Supervisor Approval
1525100024-001	15-0001/SUSPICIOUS/PETERS/OTT	4 - Active	1/6/2015	1/6/2015	SRMS-39 - TEST06	1/6/2015 11:45:00 AM		Supervisor Approval
1525100022-001	1487-15/Suspicious/Peters/Ambrose	4 - Active	1/6/2015	1/6/2015	SRMS-39 - TEST06	1/6/2015 11:45:00 AM		Supervisor Approval
1525100023-001	15-0045/suspicious/peters/travis	4 - Active	1/6/2015	1/6/2015	SRMS-39 - TEST06	1/6/2015 11:45:00 AM		Supervisor Approval
1525100026-001	1488-15/Aggravated Assault/Lee/Itall/La	4 - Active	1/6/2015	1/6/2015	SRMS-39 - TEST06	1/6/2015 11:45:00 AM		Supervisor Approval
1525100036-001	23007/Larceny/Smith/TEST01	4 - Active	12/30/2014	12/30/2014	SRMS-014 - Dowell, Mary	12/30/2014 10:38:41 AM		Supervisor Approval
1525100037-001	1313/Assault/Smith/Jones/TEST01	4 - Active	12/30/2014	12/30/2014	SRMS-014 - Dowell, Mary	12/30/2014 10:38:41 AM		Supervisor Approval
2014120901-001	13001/Assault/Jones/Dowell	4 - Active	12/9/2014	12/9/2014	SRMS-014 - Dowell, Mary	12/9/2014 4:00:00 PM		Work-Complete
1425100002-001	13001/Simple Assault/Smith/Test13	4 - Active	12/30/2014	12/30/2014	SRMS-014 - Dowell, Mary	12/30/2014 10:38:41 AM		Work-Complete
1425100003-001	13001/Simple Assault/Smith/Smith/Mur	4 - Active	12/30/2014	12/30/2014	SRMS-014 - Dowell, Mary	12/30/2014 10:38:41 AM		Work-Complete
1525100029-001	15-0002/AGGRAVATED ASSAULT/LEE/IT	4 - Active	1/6/2015	1/6/2015	SRMS-39 - TEST06	1/6/2015 11:45:00 AM		Work-Complete
1525100030-001	15-0046	2 - Arrest	1/6/2015	1/6/2015	SRMS-39 - TEST06	1/6/2015 9:24:00 AM		Work-Complete
1525100035-001	TEST Marquette Cty	4 - Active	1/15/2015	1/15/2015	SRMS-014 - Dowell, Mary	1/15/2015 10:18:40 AM		Work-Complete

If the Workflow Stage is anything other than Work-Complete, it is not marked for submission and can not be sent to MICR.

Every Agency has different stages in their workflow process. The final stage is the same in every agency. To ensure that all of the necessary reports have been sent to MICR the workflow stage must say: "Work-Complete"

If you have any questions regarding the system, please contact the SRMS staff at:

(517) 335-SRMS (7767)

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