

STATE OF INDIANA



How to Submit Zero Reports for NIBRS

Indiana Crime Portal

Version 1.0

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10 October 2018

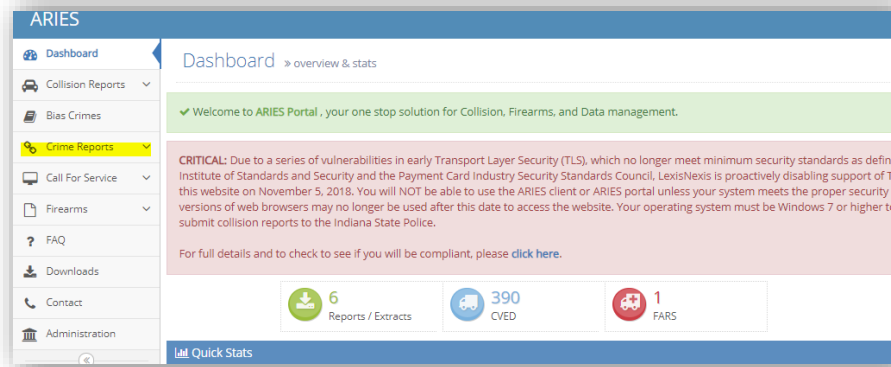
This user's guide provides basic information for submitting NIBRS "zero" reports to the Indiana Crime Portal.



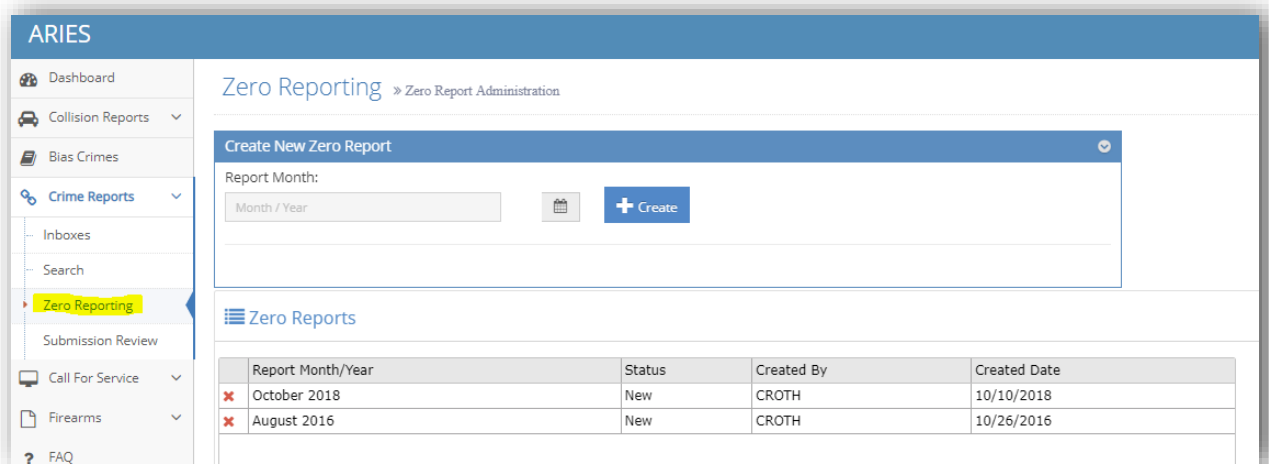
How to Submit Zero Reports for NIBRS



To submit a NIBRS Zero Report, log onto www.ariesportal.com and locate the Crime Reports tab on the left side. Proceed with the following steps:



Step 1: Click on Zero Reporting.





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Step 2: Click on the Report Month text box and select the month by using the arrows or drop down option for the month and year. Select Done to set the month.

Zero Reporting » Zero Report Administration

Create New Zero Report

Report Month:

July 2018

+ Create

← Oct 2018 →

Today Done

Step 3: Click the Create button to enter the month as Zero Reporting.

Zero Reporting » Zero Report Administration

Create New Zero Report

Report Month:

October 2018

+ Create

Zero Reports

***Note:** To delete a Zero Report for a particular month, click the red X by the report month/year under the Zero Reports list.



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Below shows an example on how to delete a Zero Report filed for October 2018.

Report Month/Year	Status	Created By	Created Date
October 2018	New	CROTH	10/10/2018
August 2016	New	CROTH	10/26/2016

If you need help ...

Please email the ARIES support team at aries.support@lexisnexisrisk.com. Additionally, you may call the support team during business hours at 866-495-4206.