

## UCR Help - Editing a LEOKA Form

Completion of the LEOKA form is required if you selected "Activity" for the form when creating the corresponding Return-A. (The selection table is located at the bottom of the Return-A form.) If "No Activity" was selected when creating the Return-A, the LEOKA form is not required and will be so indicated in the table at the bottom of the Return-A form.

The following steps should be followed to edit a LEOKA form:

1. At the UCR Welcome Screen, click "**Enter UCR**". Before an individual can access the UCR website or create a new report, the agency and the agency's designated users must be registered with the MSHP UCR Program Office. After registering, they must be approved by the MSHP UCR Program staff. Once approved, the agency's authorized users can submit monthly UCR data to the central repository through the website. For more information on this subject see Registration.
2. Enter User Name and Password. To enter the UCR website, an individual will need to enter the User Name and Password assigned to them by the MSHP UCR Program staff. Type the letters just as they were assigned to you, as the user name and password are **case sensitive**. If your User Name was registered as "BILL" and you type "Bill" the system will not accept your user name. You must type it exactly as registered.

*Note: The User Name and Password are assigned to authorized users at the agency by the MSHP UCR Program staff. The user name and password used for accessing the UCR website may be different than those used to access the computer or network at the agency.*

After successfully entering your user name and password, you will be taken to the UCR Homepage (shown below.)

http://www.msdp.state.mo.us/ucr/ucr.nsf - Microsoft Internet Explorer

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Address http://www.msdp.state.mo.us/ucr/ucr.nsf

**UNIFORM CRIME REPORTING**

**Reports By Date**

	Form	Agency ORI	Agency Name	Completion	Approval
✗	11/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
	SuppA created 11/14/2001 01:49:17 PM by ron beck Over18 created 12/26/2001 09:56:21 AM by Bill Ault				
✗	10/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
	Under18 created 11/28/2001 07:41:32 AM by John Doyle SHR created 11/28/2001 08:24:57 AM by John Doyle				
✓	09/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Complete	Pending
✓	04/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP	Complete	Pending

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Internet



*Note: There are a number of validation requirements when entering information into the LEOKA form. All of the following requirements must be met in order to submit the form:*

- The sums of columns B-E (Type of Weapon) must equal the sums of columns F-L (Type of Assignment) for each Type of Activity.*
- The sum of rows 13-14 (With/Without Personal Injury) must equal the sum of rows 1-11 (Assaults by Weapon) for each Type of Weapon.*
- The sum of the AM/PM entries (row 15) must equal the total in row 12, column A.*

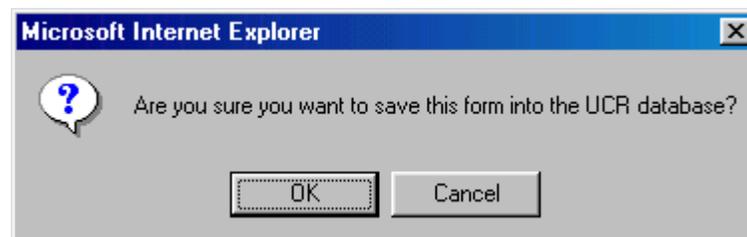
5. When you have completed entry of the supplemental data, click the **“Zero-fill Remaining Fields”** button, located at the bottom of the page. Before a report can be submitted to the UCR Program Office all the fields must contain a value. To ensure all fields have a value, a user should click the **“Zero-fill Remaining Fields”** button. This automatically puts a zero in all empty fields.

Zero-fill Remaining Fields

SUBMIT

SUBMIT  
& REVIEW

6. After completing all modifications, click the **“Submit”** or **“Submit & Review”** button to submit the form. The **“Submit”** button returns you to the UCR Homepage. The **“Submit & Review”** button returns you to the LEOKA form, allowing you to view the changes.
7. You will be prompted with the message **“Are you sure you want to save this form to the UCR database?”** Click **“OK”** to complete the submission, or click **“Cancel”** to return to the form and make additional modifications.



8. If the LEOKA Form was submitted without error, the message **“Your Document has been saved!”** will appear and you can continue to the next form by clicking **“Click Here”** and selecting the next form from the table at the bottom of the Return – A Form. If you see a message indicating it was not successfully saved, note the reason given and click the **“Click here to return to your LEOKA form”** link. Make the necessary changes to your LEOKA Form and resubmit.