

## UCR Help – Printing a Form

The following steps should be followed to print a form. *Note: The Domestic Violence form and the Employee form cannot be printed this way. The only way to print either of these two forms is to use your Internet browser's print option.*

1. At the UCR Welcome Screen, click **“Enter UCR”**. *Before an individual can access the UCR website or create/edit a 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.mshp.state.mo.us/ucr/ucr.nsf - Microsoft Internet Explorer

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Address http://www.mshp.state.mo.us/ucr/ucr.nsf Go Links

### 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

Agency Profiles  
Return A's  
View Reports  
Create Reports  
MoUCR Manual  
Comment  
View Comments

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Internet

All reports (forms) previously submitted to the UCR Program Office are displayed in the “Reports By Date” window (shown above). The reports are listed by date with the completion and approval status indicated.

The completion status indicates whether or not a monthly UCR package (Return A and required supplemental reports) have been submitted to the UCR Program Office). The approval status indicates whether or not the UCR package has been reviewed for correctness by staff at the UCR Program Office. Pending indicates that a report is waiting to be reviewed by staff at the UCR Program Office. Once approved, the approval status will indicate “Approved”. The Return A is considered completed when the completion status is “Complete” and the approval status is “Approved”.

3. A list of available forms will be displayed in the **Reports by Date** window on the UCR homepage. Double click on the form that you wish to print.

Form	Agency ORI	Agency Name	Completion	Approval
X 11/2001 ReturnA	MOVIN0000	MAHUAL 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				
X 10/2001 ReturnA	MOVIN0000	MAHUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending

4. The report you selected will be opened. Scroll down to the bottom of the page and click on [“Click here to view a printable version of this form”](#).

Required = Form Required    Complete = Form Completed    Not Req'd = Form not Required

[Refresh Completion Flags](#)

Click → [Click here to view a printable version of this form.](#)

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5. A printable version of the form will be displayed. Scroll down to the bottom of the page and click **“Print”**.

Not Req'd Employee not Required    Required Create Domestic Violence

Required Create ClanLab

Click → [Print](#)

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Done    Internet

6. Click on **“Close Printable Form”**, located at the bottom of the form, to close the printable version of the form.