



# MTIBRS

## "Tip" of the Month



### Audit Reports in MOR

#### Group A Arrests by Month

1. Login to your MTIBRS account then click on **MTIBRS Online Reporting**
2. Under Audit Reports click on **Group A Arrests by Month** report
3. Click on **Montana** under the Jurisdiction column heading
4. Click on your Region (e.g. Central Montana) under the Jurisdiction column heading
5. Click on your County under the Jurisdiction column heading
6. Click on number under a specific Month/Year corresponding to your agency
7. Review specific Arrest information, for each Group A arrest reported in that month.

The same steps can be used for the **Group B Arrests by Month** Audit Report.



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### Shoplifting with Individual Victim

1. Login to your MTIBRS account then click on **MTIBRS Online Reporting**
2. Click on **Shoplifting with Individual Victim** report
3. Click on the **Jurisdiction** column heading
4. Click on the red **X** to the right of Montana to deselect agencies
5. Click on your Region (e.g. Central Montana)
6. Click on the + to the left of your County
7. Check box next to your agency (e.g. Billings PD) for report
8. Click on **Show updated report**
9. Click on number within table to view underlying data
10. Review specific information on the incident that has an Individual Victim for Shoplifting.