

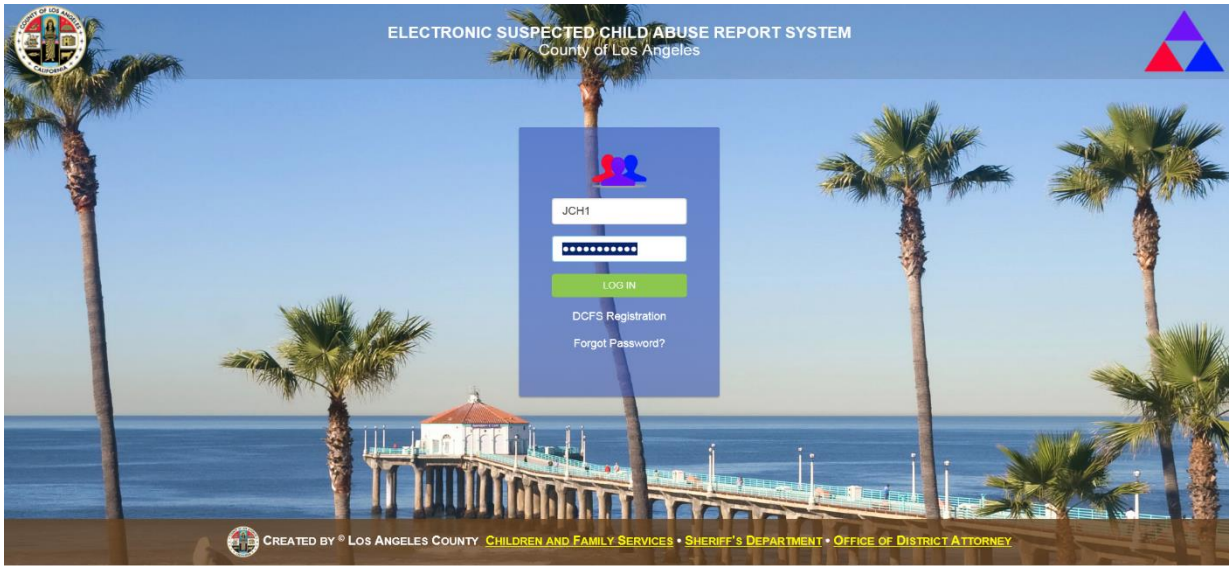


How to Upload Police Reports

Informational Sheets

eSCARS

Log Into eSCARS



Select a Tile from the Dashboard

Agency Status

0 Critical / Fatality	201 Unopened	1455 Pending
169 LEA Generated	1 Forward Request Received	1 Forward Request Submitted

Agency Action

1341 Crime Suspected	0 Crime Suspected - Not Child Abuse	1748 No Crime Suspected
322 No Investigation	117 Forwarded SCARs	

Submission, Transmission and Routing



5125 Submitted to eSCARS	120 Forwarded SCARs Received	4032 Transmitted
6 Failed Transmission	1199 LEA Generated	16 Sensitive 8 Trans 8 Not Trans

Rerouted SCARs

2 Missing Information	7 Wrong Agency	0 General Neglect
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Select the SCAR Referral from the Grid

- Click on the Referral Number Hyperlink

 **ELECTRONIC SUSPECTED CHILD ABUSE REPORT SYSTEM**  Welcome Alpharius Omegon (LEA Admin - El Monte PD)

Unopened (3 Count)

Date Range: June 1, 2017 - June 13, 2017 Agency: El Monte PD Department: El Monte PD

Drag a column header here to group by that column Filter your search Results...

REFERRAL NUMBER	CREATED DATE	LEA STATUS	INCIDENT DATE	INCIDENT PLACE	LEA NO.	SENSITIVE OR SEALED	CHILD FATALITY	TRANS. STATUS
[REDACTED]	06/12/2017	Unopened		[REDACTED]		NO	NO	Transmitted
[REDACTED]	06/12/2017	Unopened		Unknown		NO	NO	Transmitted
[REDACTED]	05/25/2017	Unopened		[REDACTED]		NO	NO	Transmitted

Expand the LEA Action on the SCAR Details Page

- click “+” to expand

 **ELECTRONIC SUSPECTED CHILD ABUSE REPORT SYSTEM**  Welcome Alpharius Omegon (LEA Admin - El Monte PD)

SCAR Details 477697

[Expand all](#) [Associated SCARs 10](#) [DCFS History 6](#) [SCAR Image](#) [SCAR Log](#)

- + Profile
- + Involved Parties
- + LEA Action
- + Comments
- + District Attorney
- + DCFS Conclusion

Police Report Button

- click the Police Report Button

– LEA Action

LEA Name: El Monte PD | El Monte PD
LEA Report No: | LEA Status: Unopened
Reroute Status: | Reroute Reason: | Reroute Comment:

[Update](#) [Reroute](#) [Forward](#) [Assign Investigator](#) [Police Report](#)

Forward History Filter your search Results...

REQUEST DATE	FORWARD TO LEA	CONTACT PERSON	CONTACT PHONE	CONTACT EMAIL	STATUS	DECISION	FORWARD REQUEST COMMENTS	FORWARD DECISION COMMENTS
No data								

Documents Search report history...

UPLOAD DATE	FILE NAME	REPORT TITLE	UPLOAD LEA (AGENCY/DEPARTMENT)	UPLOAD PERSON
No data				

Assigned LEA Investigator

FIRST NAME	LAST NAME	PHONE NUMBER	EMAIL	COMMENT
No data				

Update Upload Report Window

- Browse your computer and select the file for upload
- Acceptable document types are .jpg, .jpeg, .bmp, .gif, .png, .doc, .docx, and .pdf
- Name the File of the uploaded report
- Click on Upload Button
- See green shaded confirmation message



The screenshot shows a window titled "Upload Report" with a close button (x) in the top right corner. The window contains three input fields and two buttons. The first field is labeled "Referral Number" and is empty. The second field is labeled "Upload File" with a red asterisk, containing the text "S:\Project Management C" and a "Browse..." button. The third field is labeled "File Title" with a red asterisk, containing the text "Arc PD Report" and a close button (x). At the bottom right, there are two buttons: "Cancel" and "Upload". A black arrow points to the "Upload" button.