

## Exporting Incidents to NY State

*\*Note: These directions assume you have created a folder on your local PC called "NFIRS\_Export". If not please see directions for creating folder.*

**\*\* All incidents must be completed to be contained in the export!!!**

1) Open Fire RMS application. Select "Tools"

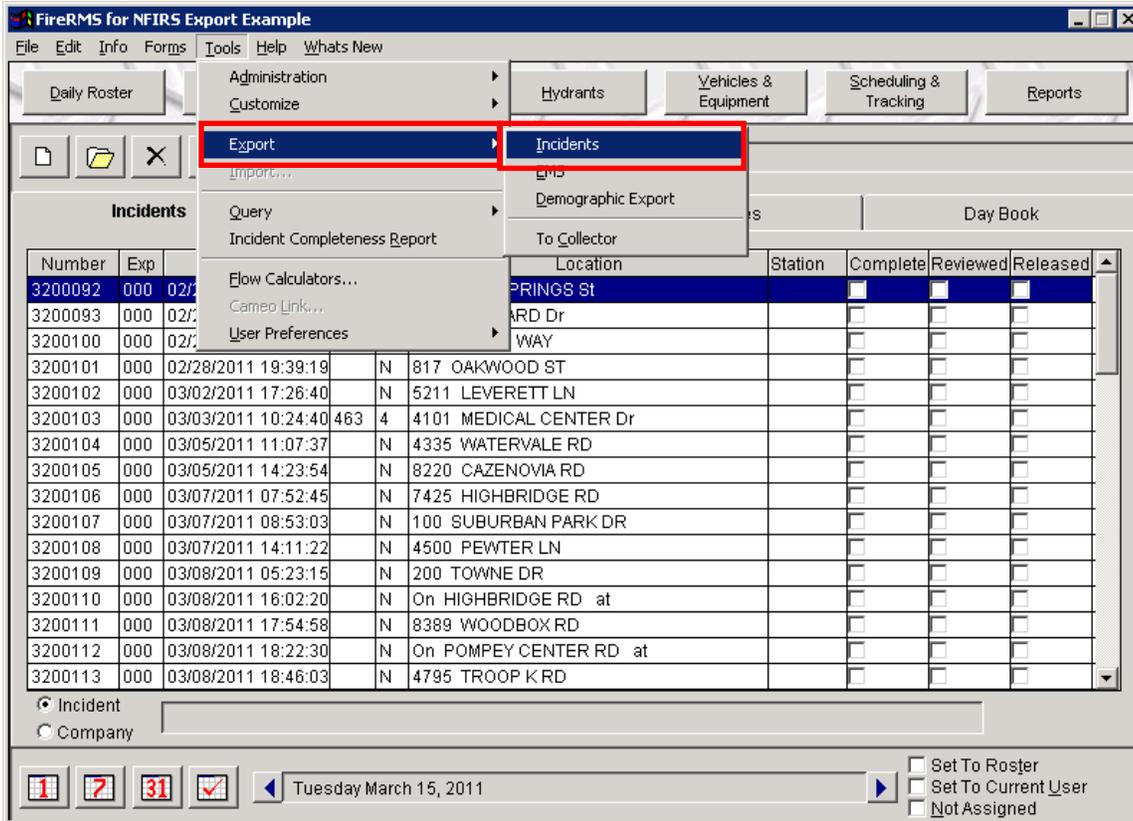
The screenshot shows the FireRMS for NFIRS application interface. The 'Tools' menu is open, highlighting the 'Export' option. The main window displays a table of incidents with the following data:

Number	Exp	Date	Time	Station	Location	Complete	Reviewed	Released
3200092	000	02/28/2011	19:39:19	N	817 OAKWOOD ST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3200093	000	03/02/2011	17:26:40	N	5211 LEVERETT LN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3200100	000	03/03/2011	10:24:40	463 4	4101 MEDICAL CENTER Dr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3200101	000	03/05/2011	11:07:37	N	4335 WATERVALE RD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3200102	000	03/05/2011	14:23:54	N	8220 CAZENOVIA RD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3200103	000	03/07/2011	07:52:45	N	7425 HIGHBRIDGE RD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3200104	000	03/07/2011	08:53:03	N	100 SUBURBAN PARK DR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3200105	000	03/07/2011	14:11:22	N	4500 PEWTER LN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3200106	000	03/08/2011	05:23:15	N	200 TOWNE DR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3200107	000	03/08/2011	16:02:20	N	On HIGHBRIDGE RD at	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3200108	000	03/08/2011	17:54:58	N	8389 WOODBOX RD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3200109	000	03/08/2011	18:22:30	N	On POMPEY CENTER RD at	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3200110	000	03/08/2011	18:46:03	N	4795 TROOP K RD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

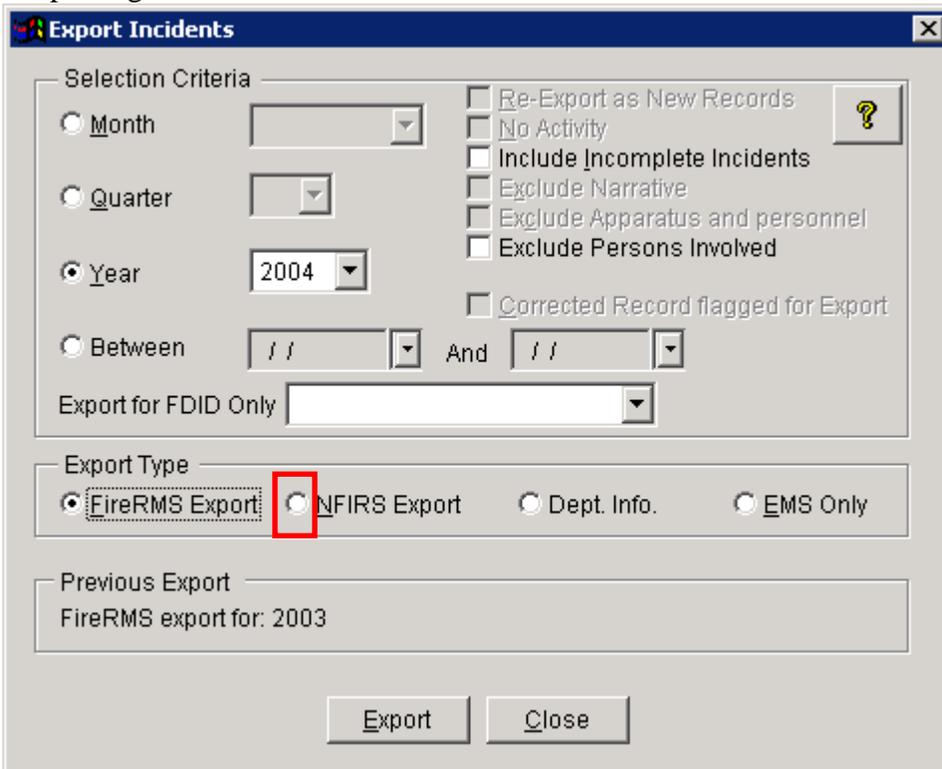
At the bottom of the window, there are navigation buttons (1, 7, 31, checkmark) and a date field set to 'Tuesday March 15, 2011'. On the right side, there are checkboxes for 'Set To Roster', 'Set To Current User', and 'Not Assigned'.

## Exporting Incidents to NY State

- 2) Select “Export” from the drop down menu displayed, which will give you a new drop down menu to the right. From this menu select “Incidents”.



- 3) The export incident screen will look like this until you select the Export Type “NFIRS Export” by placing the cursor in the radio button.



## Exporting Incidents to NY State

4) The export incident screen will now look like this.

**Export Incidents**

Selection Criteria

Month

Quarter

Year

Between  And

Export for FDID Only

Re-Export as New Records

No Activity

Include Incomplete Incidents

Exclude Narrative

Exclude Apparatus and personnel

Exclude Persons Involved

Corrected Record flagged for Export

Export Type

FireRMS Export  NFIRS Export  Dept. Info.  EMS Only

Previous Export

FireRMS export for: 2003

Export Close

5) According to your agency policy, you will now utilize the month, quarter or year selection criteria for the time frame you now want to export incidents to send to the state.

**Export Incidents**

Selection Criteria

Month

Quarter

Year

Between  And

Export for FDID Only

Re-Export as New Records

No Activity

Include Incomplete Incidents

Exclude Narrative

Exclude Apparatus and personnel

Exclude Persons Involved

Corrected Record flagged for Export

Export Type

FireRMS Export  NFIRS Export  Dept. Info.  EMS Only

Previous Export

FireRMS export for: 2003

Export Close

## Exporting Incidents to NY State

- 6) Place checks in the following boxes as this information does not need to be reported to the state.
- a) Exclude Narrative
  - b) Exclude Apparatus and personnel
  - c) Exclude Persons Involved

**Export Incidents**

Selection Criteria

Month  Quarter  Year 2010

Re-Export as New Records  
 No Activity  
 Include Incomplete Incidents  
 Exclude Narrative  
 Exclude Apparatus and personnel  
 Exclude Persons Involved  
 Corrected Record flagged for Export

Export for FDID Only

Export Type

FireRMS Export  NFIRS Export  Dept. Info.  EMS Only

Previous Export

FireRMS export for: 2003

Export Close

- 7) Please note this box will be enabled (available) only for those Agencies who are combining EMS and Fire Data in the same database. In which case you would select your Fire Agency from the drop down list.

**Export Incidents**

Selection Criteria

Month  Quarter  Year 2010

Re-Export as New Records  
 No Activity  
 Include Incomplete Incidents  
 Exclude Narrative  
 Exclude Apparatus and personnel  
 Exclude Persons Involved  
 Corrected Record flagged for Export

Export for FDID Only

Export Type

FireRMS Export  NFIRS Export  Dept. Info.  EMS Only

Previous Export

FireRMS export for: 2003

Export Close

## **Exporting Incidents to NY State**

8) Click the Export button and you will get a new window.

**Export Incidents**

Selection Criteria

Month  Quarter  Year 2010

Between // And //

Export for FDID Only 34001 - Amber Fire Dept

Re-Export as New Records  
 No Activity  
 Include Incomplete Incidents  
 Exclude Narrative  
 Exclude Apparatus and personnel  
 Exclude Persons Involved  
 Corrected Record flagged for Export

Export Type

FireRMS Export  NFIRS Export  Dept. Info.  EMS Only

Previous Export

FireRMS export for: 2003

**Export** Close

9) You will need to find your local C: drive here by utilizing the arrow. Your local PC C drive is “z:\client\c\$”

Select Directory

Select an export destination

c:\firems5sql\

- c:\
- firems5sql
- amber\_01
- brewerton\_09
- camillus\_08
- collectorexport
- common
- customhelp
- datasets
- delphifalls\_13
- dewitt\_14
- fayetteville\_20
- howletthill\_22
- kirkville\_25
- lakeside\_27
- manlius\_32

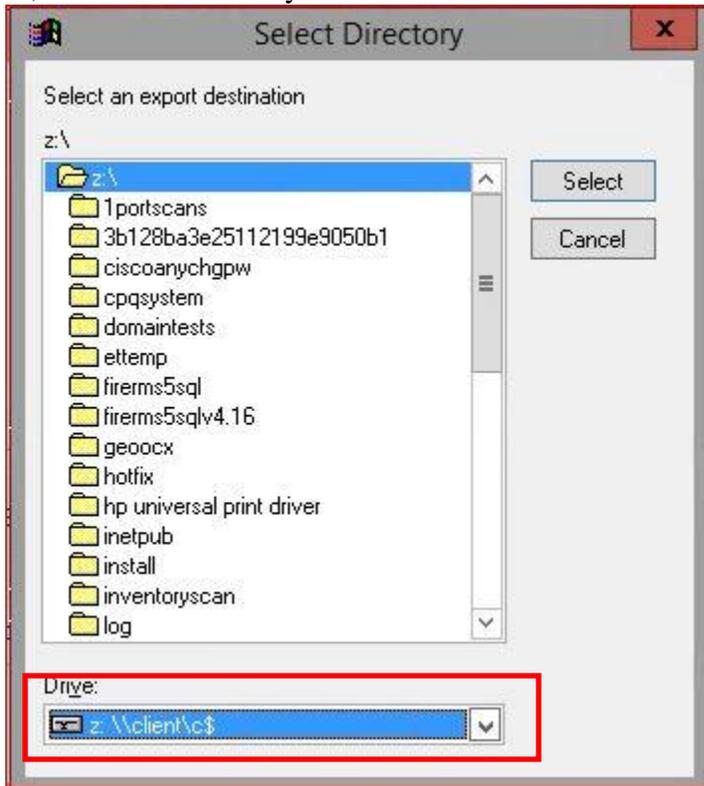
Drive:

- c:
- a:
- c:
- d:
- z:\client\c\$

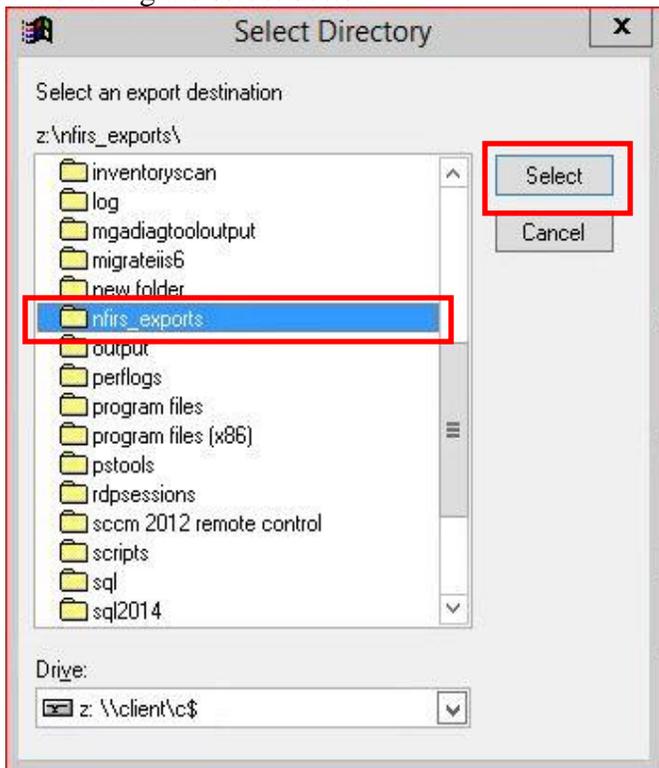
Select Cancel

## **Exporting Incidents to NY State**

10) You will now see your local drive in the drive letter.

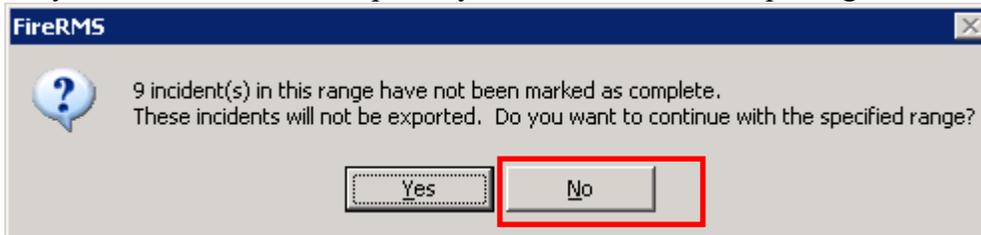


11) Use the scroll bar and find the **nfirs\_export** folder and select it by highlighting the directory and clicking the select button.

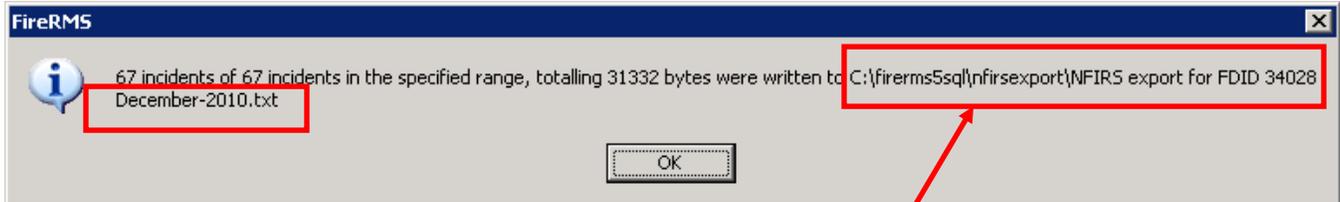


## Exporting Incidents to NY State

- 12) If you have incidents that are not completed you will receive a message informing you. We suggest you select “No” and completed your incidents before exporting to the state.

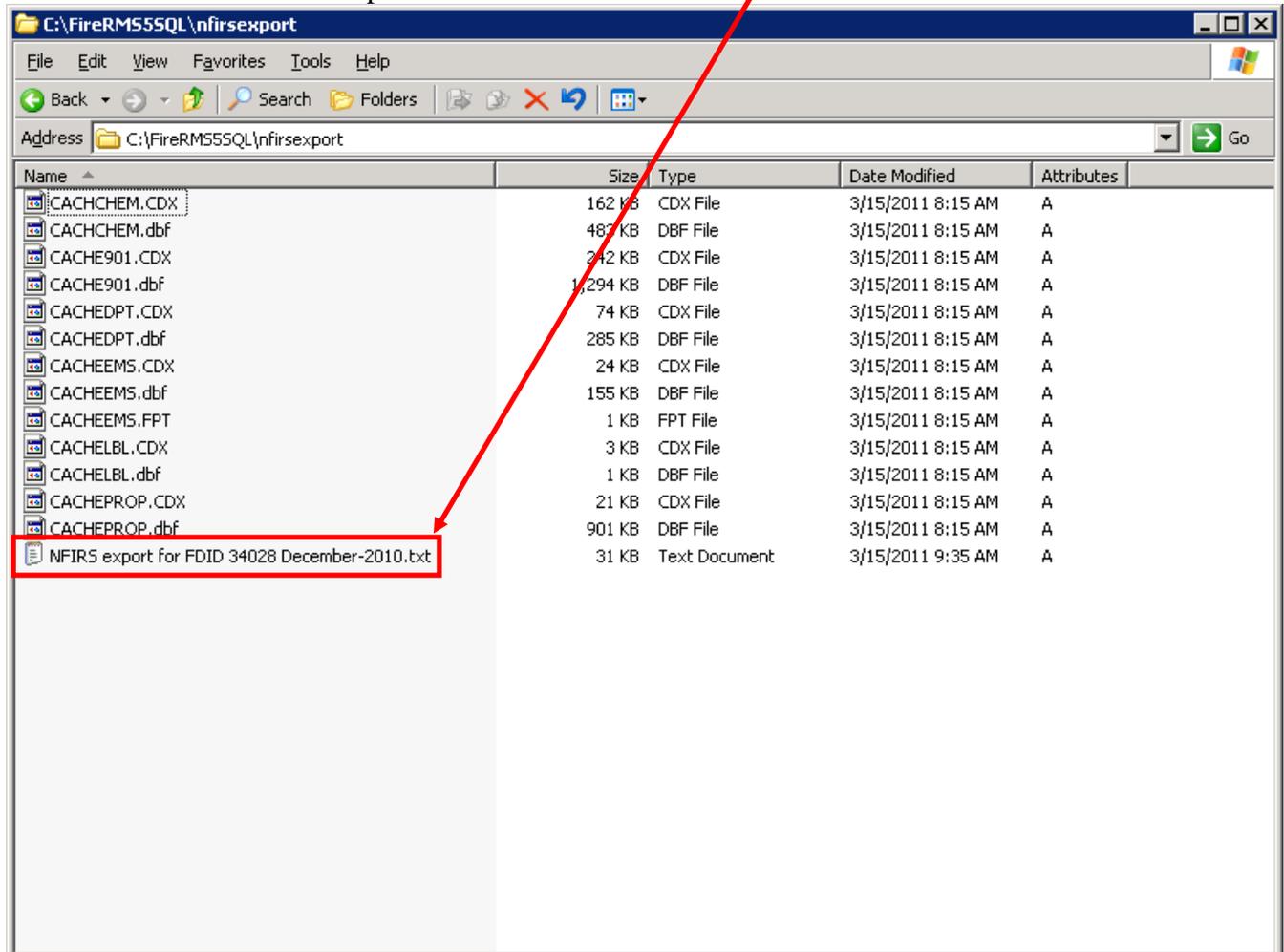


- 13) You will receive a message identifying how many incidents were contained in the export and the location of the file.



- 14) Close the export incidents window.

- 15) Open the folder nfirs\_export on your computer. My Computer, C, nfirs\_export. The file will be located here and named in step 13.



## **Exporting Incidents to NY State**

- 16) Attach this file to a e-mail to [OFPC.Nfirs5@dhses.ny.gov](mailto:OFPC.Nfirs5@dhses.ny.gov) . This can be accomplished by right clicking on the file and from the popup menu selecting send to Mail Recipient. This will open that PC's default mail client.

