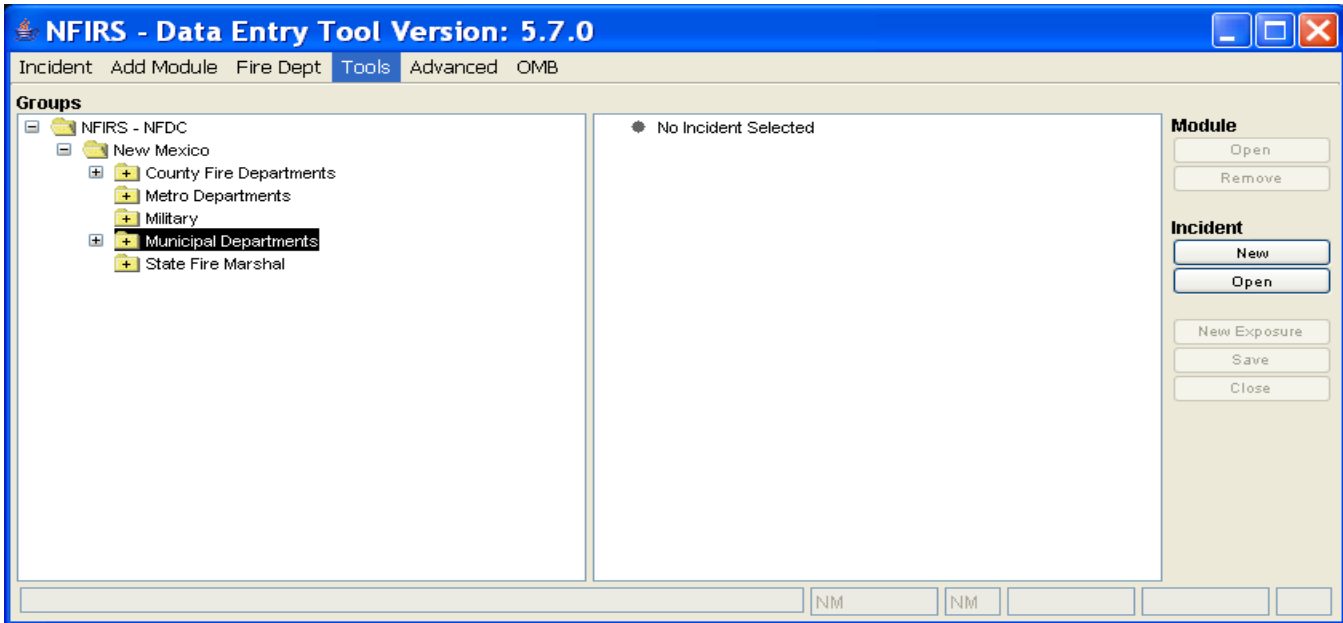
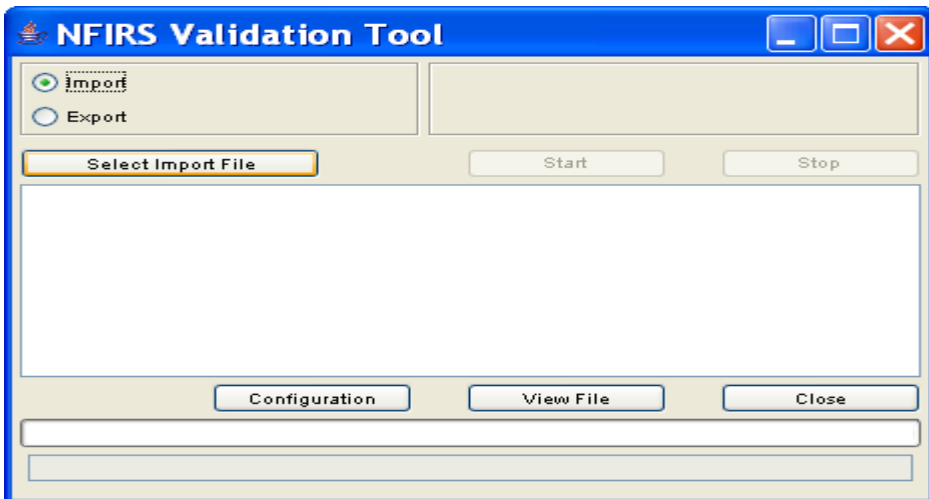


IMPORTING INCIDENTS INTO NFIRS PROGRAM



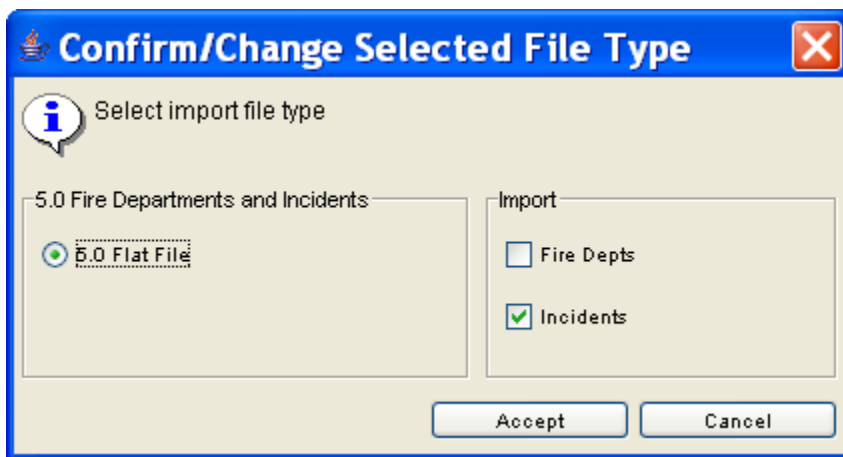
Once you are logged into the NFIRS system, click on the tab “Tools” as seen above and select the “Import/Export Tool” option



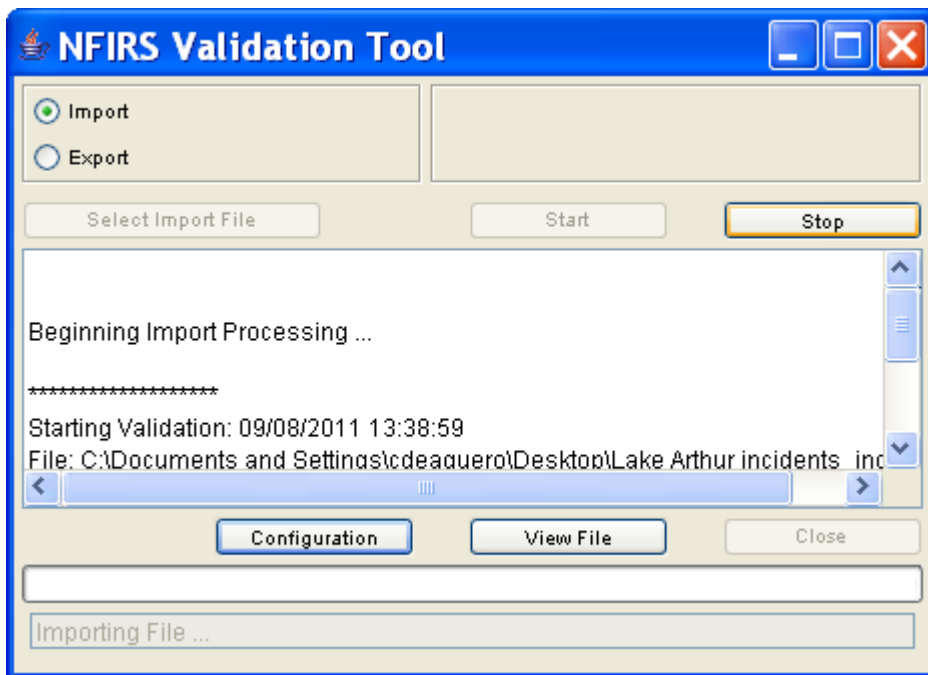
Click on “Select Import File”



Browse for the file which is to be imported



Once your incident file has been located and selected the system will ask if you want to send it as a 5.0 Flat File and that you're importing incidents. Click on "Accept"



This box will remain up during the importing process, during this time you may scroll through to see how many have been submitted, accepted and denied because of errors. In light grey letters in the bottom left corner of the box the program will update you as to what is going on. Once the import is complete make sure and check that all incidents were submitted successfully.