*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 inclaents must be completed to be contained in the export!	he export!!!	in the	contained in	be	leted to	compl	be	must	'incidents	* All	**
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1) Open Fire RMS application. Select "Tools"

FireRMS for NFIRS		
Eile Edit Info Forms Tools Help Whats Ne	1	
Daily Roster Customize	Hydrants Vehicles & S Equipment	cheduling & <u>R</u> eports
Export	Manlius Fire Department	
Incidents Query	Other Entries	Day Book
Incident Completene	s Report	
Number Exp	Location Station C	omplete Reviewed Released 🔺
3200092 000 027	PRINGS ST	
3200093 000 02/. User Preferences		
3200100 000 02/2 -		
2200101 000 02/20/2011 13:39:19		
2200102 000 03/02/2011 17:20:40		
3200103 000 03/05/2011 10:24.40 403		
3200105 000 03/05/2011 14:23:54		
3200106 000 03/07/2011 07:52:45		
3200107 000 03/07/2011 08:53:03	N 100 SUBURBAN PARK DR	
3200108 000 03/07/2011 14:11:22		
3200109 000 03/08/2011 05:23:15		
3200110 000 03/08/2011 16:02:20	N On HIGHBRIDGE RD at	
3200111 000 03/08/2011 17:54:58	N 8389 WOODBOX RD	
3200112 000 03/08/2011 18:22:30	N ON POMPEY CENTER RD at	
3200113 000 03/08/2011 18:46:03	N 4795 TROOP K RD	
C Incident C Company		
1 2 31 V Tuesday 1	arch 15, 2011	Set To Roster

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".

🛃 FireRMS	for NFI	RS Ex	port Example									_	
<u>File E</u> dit <u>I</u>	nfo Fo	r <u>m</u> s 🗌	<u>T</u> ools <u>H</u> elp <u>W</u> ha	ats Ne	w								
<u>D</u> aily Ro	ster		A <u>d</u> ministration <u>C</u> ustomize			+	Hydrants	<u>∨</u> ehicle Equipme	s& ent	<u>S</u> chedu Trac	uling & king	<u>R</u> eports	
	<u></u>	<u>, </u>	Export			,	Incidents						
		<u> </u>	Import				EMD						
	Incide	nts	Query			•	<u>D</u> emographic Exp	oort	~	1	De	v Book	
	monuo	mo	Incident Comp	etene	ss Re	port	To Collector	[•		Da	Y DOOK	
Number	Ехр	-					Location	ł	Station	Comp	lete Review	ed Released	
3200092	000	02/2	Elow Calculator	rs			PRINGS St						
3200093	000	02/1	Cameo Link				NRD Dr						
3200100	000	02/1	User Preference	:es		• •	WAY						
3200101	000	02/2	B/2011 19:39:19		Ν	817 OAKWO	DOD ST						
3200102	000	03/0:	2/2011 17:26:40		Ν	5211 LEVER	RETT LN						
3200103	000	03/0:	3/2011 10:24:40	463	4	4101 MEDIC	CAL CENTER Dr						.
3200104	000	03/0	5/2011 11:07:37		Ν	4335 WATE	RVALE RD						.
3200105	000	03/0	5/2011 14:23:54		Ν	8220 CAZEI	NOVIA RD						.
3200106	000	03/01	7/2011 07:52:45		Ν	7425 HIGHE	BRIDGE RD						.
3200107	000	03/07	7/2011 08:53:03		Ν	100 SUBUR	RBAN PARK DR						.
3200108	000	03/01	7/2011 14:11:22		Ν	4500 PEWT	FER LN						.
3200109	000	03/0	B/2011 05:23:15		Ν	200 TOWNE	EDR		_				.
3200110	000	03/0	B/2011 16:02:20		Ν	On HIGHBR	RIDGE RD at						.
3200111	000	03/0	B/2011 17:54:58		N	8389 WOOD	DBOX RD						.
3200112	000	03/0	B/2011 18:22:30		N	On POMPE	YCENTER RD at						
3200113	000	03/0	8/2011 18:46:03		N	4795 TROO	PKRD						-
Incide	nt												
O Comp	any												
											🗆 Set To I	Roster	
1 7	3	1	🖌 📘 🖌 Tues	day N	larch	n 15, 2011					Set To (Current <u>U</u> ser	
	_										I Not Ass	signed	

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.

🛃 Export Inciden	ts	×
C <u>M</u> onth	eria	
C <u>Q</u> uarter		
⊙ <u>Y</u> ear	2004 Corrected Record flagged for Export	
C Between	// • And // •	
Export for FDIE	O Only	
Export Type –	port ONFIRS Export O Dept. Info. O EMS Only]
Previous Expo FireRMS expo	rt	
	<u>E</u> xport <u>C</u> lose	

4)	The export incident screen will now look like this.	
:::	Export Incidents	×
	Selection Criteria Re-Export as New Records Month No Activity Quarter Exclude Incomplete Incidents Year 2004 Between 11 Include Persons Involved Corrected Record flagged for Export Re-Export for FDID Only	
	Export Type C FireRMS Export C NFIRS Export C Dept. Info. C EMS Only Previous Export FireRMS export for: 2003	
	<u>Export</u> <u>C</u> lose	

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	Re-Export as New Records No Activity Include Incomplete Incidents Exclude Narrative Exclude Apparatus and personnel
⊙ <u>Y</u> ear 2010 ▼	Corrected Record flagged for Export
C Between	And 11
Export for FDID Only	_
Export Type C <u>F</u> ireRMS Export © <u>N</u> FIRS Expor	t C Dept. Info. C <u>E</u> MS Only
Previous Export FireRMS export for: 2003	
<u> </u>	<u>C</u> lose

- 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 □ Re-Export as New Records ? ○ Month □ No Activity ?	Ī
C Quarter ✓ Exclude Narrative ✓ Exclude Apparatus and personnel ✓ Exclude Persons Involved	
Year 2010 Corrected Record flagged for Export	
Export for FDID Only	
Export Type C <u>F</u> ireRMS Export © <u>N</u> FIRS Export C Dept. Info. C <u>E</u> MS Only	
Previous Export FireRMS export for: 2003	
<u>Export</u> <u>C</u> lose	

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		×
- Select	ion Criteria	a	đ
⊂ <u>M</u> or	nth	Image: Re-Export as New Records Image: No Activity	
C <u>Q</u> ua	arter	Exclude Incomplete Incidents Exclude Narrative Exclude Apparatus and personnel	
⊙ <u>Y</u> ea	r	2010 Corrected Record flagged for Export	
C Bet	ween	11 • And 11 •	
Export	for FDID O	Dnly	
Export C <u>F</u> ire	: Type — RMS Expo	34001 - Amber Fire Dept 34002 - Apulia Fire Dept ort 34003 - Baldwinsville Fire Dept	
Previo FireRN	us Export 1S export fo	34004 - Belgium Cold Springs FD 34005 - Borodino Fire Dept for: 2 34006 - Brewerton Fire Dept 34007 - Camillus Fire Dept	•
		<u>Export</u>	

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

3	Report Incidents		×
	Selection Criteria	☐ <u>R</u> e-Export as New Records ☐ <u>N</u> o Activity ?	
	O <u>Q</u> uarter	 Include Incomplete Incidents ✓ Exclude Narrative ✓ Exclude Apparatus and personnel ✓ Exclude Apparatus and personnel 	
	● <u>Y</u> ear 2010 ▼	Corrected Record flagged for Export	
	C Between //	And 11	
	Export for FDID Only 34001 - Amb	er Fire Dept 🔽	
[Export Type	ort C Dept. Info. C <u>E</u> MS Only	
	Previous Export FireRMS export for: 2003		
	<u> </u>	<u>C</u> lose	

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

بر کودیا			Coloot
P firerms	5sal		Select
ambe	r 01		Cancel
brewe	 erton_09	1 3	
🗀 camill	us_08		
	ctorexport:	=	
	ion		
Custo	mhelp		
	ets ifalle 13		
	t 14		
fayett	eville_20		
howle	etthill_22		
🗋 kirkvi	lle_25		
🔲 lakes	ide_27	1773	
🛄 manlii	us_32	×	
ive.			
a c:		✓	
a:			
■ a. ■ c:			
ad:	44. 78		
🖬 z: \\clier	nt\c\$		

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

∋z\	^	Select
Uportscans		Cancel
Ciscoanychgpw		Cancer
C cpqsystem	=	
🛄 domaintests		
🚞 ettemp		
firerms5sql		
Linerms5sqlv4.16		
geoocx		
nouix		
np aniversa princarver		
nicipae nistall		
 inventoryscan		
	\sim	

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

Select an ex	port destination		
: vntirs_expo invent log mgadi	orrss oryscan agtooloutput eiis6		Select Cancel
new fo	older exports		
perflog progra progra pstool	gs m files m files (x86) s sions	=	
sccm scripts sql sql201	2012 remote control 4	~	
Dri <u>v</u> e:			
= z: \\clie	nt\c\$		

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.

FireRMS	×
٩	7 incidents of 67 incidents in the specified range, totalling 31332 bytes were written to C:\firerms5sql\nfirsexport\NFIRS export for FDID 34028

- 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.

🗁 C:\FireRMS55QL\nfirsexport										
Eile Edit View Favorites Tools Help										
🔾 Back 🔹 🕥 🗸 🏚 🔎 Search 🌔 Folders 🛛 🔯 💓 🗙 🗐 🛄 🗸										
Address C:\FireRMS55QL\nfirsexport										
Name A	Size	Туре	Date Modified	Attributes						
	162 1/8	CDX File	3/15/2011 8:15 AM	A						
CACHCHEM.dbf	487 KB	DBF File	3/15/2011 8:15 AM	А						
CACHE901.CDX	2 4 2 KB	CDX File	3/15/2011 8:15 AM	А						
CACHE901.dbf	1,294 KB	DBF File	3/15/2011 8:15 AM	А						
CACHEDPT.CDX	74 KB	CDX File	3/15/2011 8:15 AM	A						
CACHEDPT.dbf	285 KB	DBF File	3/15/2011 8:15 AM	A						
CACHEEMS.CDX	24 KB	CDX File	3/15/2011 8:15 AM	А						
CACHEEMS.dbf	155 KB	DBF File	3/15/2011 8:15 AM	A						
CACHEEMS.FPT	1 KB	FPT File	3/15/2011 8:15 AM	А						
CACHELBL.CDX	3 KB	CDX File	3/15/2011 8:15 AM	А						
CACHELBL.dbf	1 KB	DBF File	3/15/2011 8:15 AM	А						
CACHEPROP.CDX	21 KB	CDX File	3/15/2011 8:15 AM	А						
	901 KB	DBF File	3/15/2011 8:15 AM	А						
🗐 NFIRS export for FDID 34028 December-2010.txt	31 KB	Text Document	3/15/2011 9:35 AM	А						

16) Attach this file to a e-mail to <u>OFPC.Nfirs5@dhses.ny.gov</u>. 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.

🗁 C:\FireRMS5SQL\nfirsexport										
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp										
🔇 Back 👻 🕤 🗸 🎓 Search 🌔 Folders 🛛 🕼 🎯 🗙 🎾 🛄 🗸										
Address 🛅 C:\FireRMS5SQL\nfirsexport										
Name 🔺	Size Type	Date Modified	Attributes							
CACHCHEM.CDX	162 KB CDX File	3/15/2011 8:15 AM	А							
🖬 CACHCHEM.dbf	483 KB DBF File	3/15/2011 8:15 AM	А							
CACHE901.CDX	242 KB CDX File	3/15/2011 8:15 AM	А							
CACHE901.dbf	1,294 KB DBF File	3/15/2011 8:15 AM	А							
CACHEDPT.CDX	74 KB CDX File	3/15/2011 8:15 AM	А							
CACHEDPT.dbf	285 KB DBF File	3/15/2011 8:15 AM	А							
CACHEEMS.CDX	24 KB CDX File	3/15/2011 8:15 AM	А							
CACHEEMS.dbf	155 KB DBF File	3/15/2011 8:15 AM	А							
CACHEEMS.FPT	1 KB FPT File	3/15/2011 8:15 AM	А							
CACHELBL.CDX	3 KB CDX File	3/15/2011 8:15 AM	А							
CACHELBL.dbf	1 KB DBF File	3/15/2011 8:15 AM	А							
CACHEPROP.CDX	21 KB CDX File	3/15/2011 8:15 AM	А							
	901 KB DBF File	3/15/2011 8:15 AM	А							
NFIRS export for FDID 34028 December-2010.txt	31 KB Text Do	cument 3/15/2011 9:35 A <mark>M</mark>	А							
Open										
Print										
Edit										
ca Scan for viruses										
Open With	*									
₩in <u>Zip</u>	•									
Se <u>n</u> d To	Compressed (zipped)	Folder								
Ot	— 🔞 Desktop (create shori	cut)								
Cor		.coty								
	Mail Recipient									
Create Shortcut	📋 My Documents									
Delete										
Rename										