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!!!

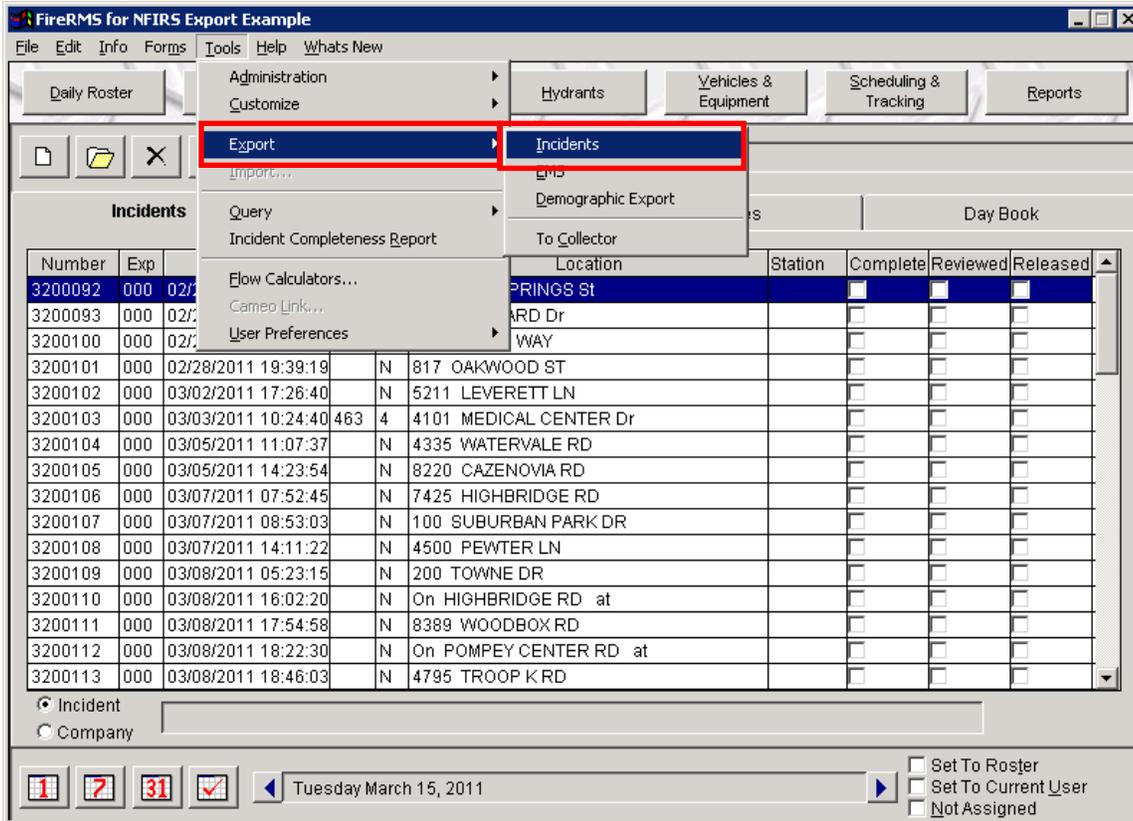1) Open Fire RMS application. Select "Tools"

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.
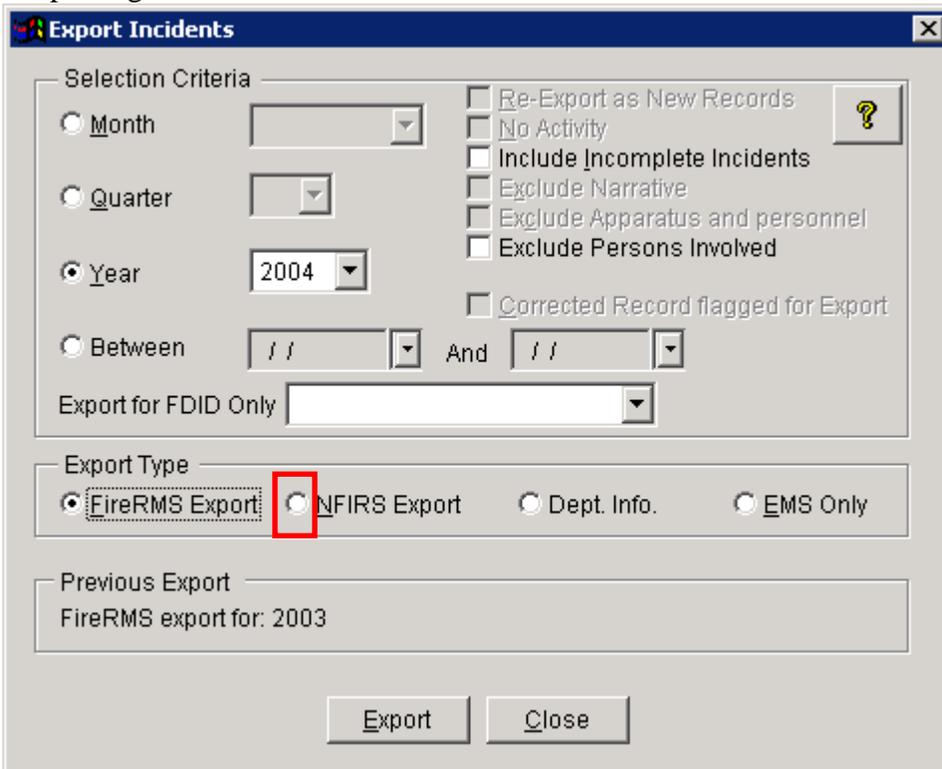
Exporting Incidents to NY State

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

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.

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

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.

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

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

10) You will now see your local drive in the drive letter.
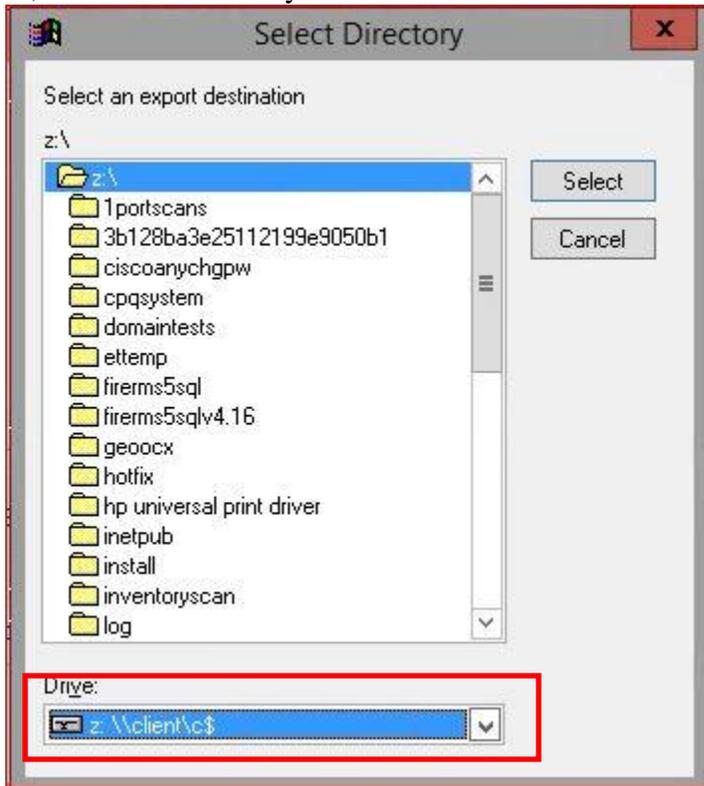
11) Use the scroll bar and find the **nfirs_export** folder and select it by highlighting the directory and clicking the select button.
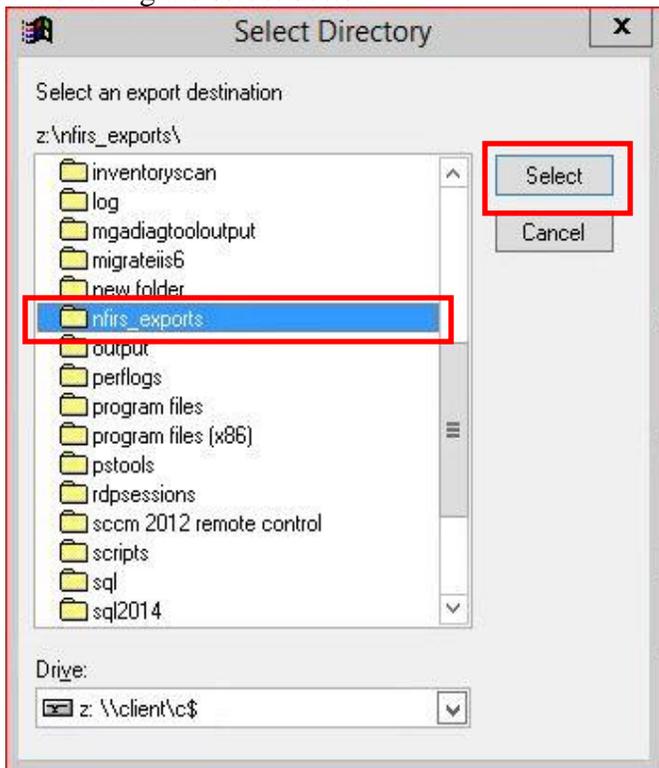
12) If you have incidents that are not completed you will receive a message informing you. We suggest you select "No" and completed your incidents before exporting to the state.

FireRMS

9 incident(s) in this range have not been marked as complete.
These incidents will not be exported. Do you want to continue with the specified range?

[Yes]   [No]

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

FireRMS

67 incidents of 67 incidents in the specified range, totalling 31332 bytes were written to C:\firerms5sql\nfirsexport\NFIRS export for FDID 34028 December-2010.txt

[OK]

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:\FireRMS5SQL\nfirsexport

File   Edit   View   Favorites   Tools   Help

Back • | Search | Folders | × |

Address C:\FireRMS5SQL\nfirsexport   Go

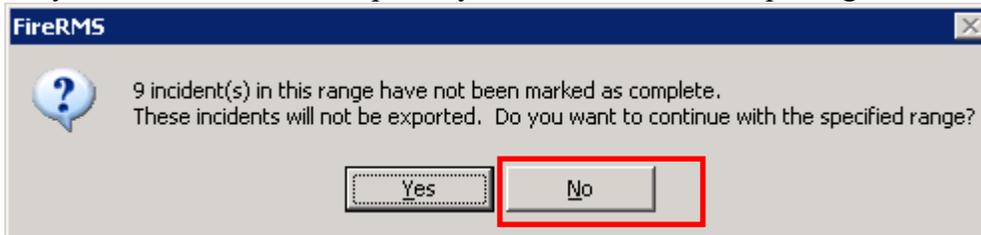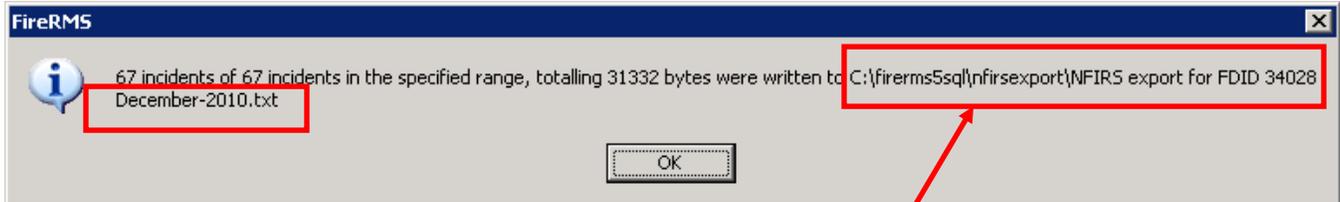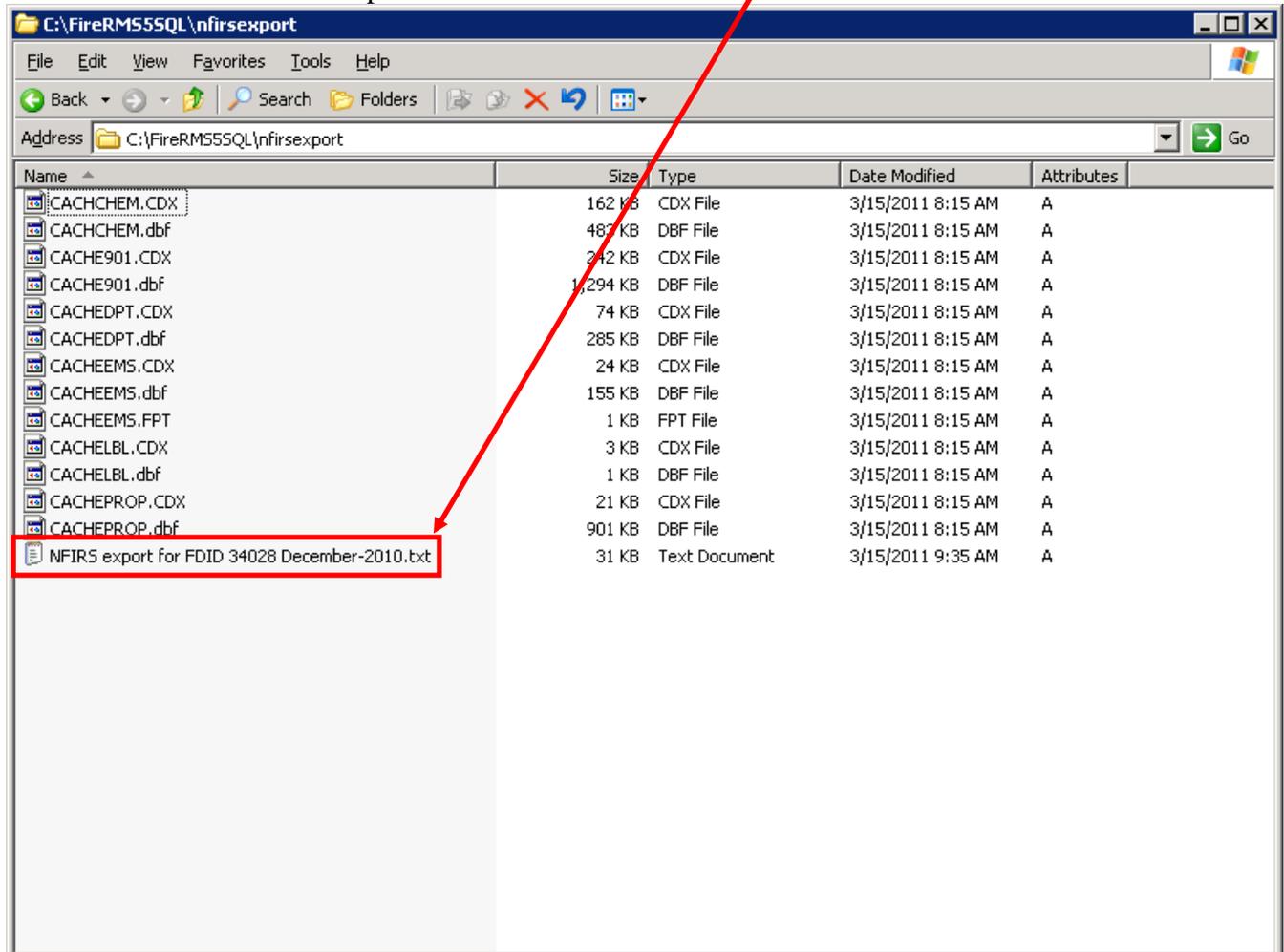| Name ▲	Size	Type	Date Modified	Attributes
CACHCHEM.CDX	162 KB	CDX File	3/15/2011 8:15 AM	A
CACHCHEM.dbf	487 KB	DBF File	3/15/2011 8:15 AM	A
CACHE901.CDX	242 KB	CDX File	3/15/2011 8:15 AM	A
CACHE901.dbf	1,294 KB	DBF File	3/15/2011 8:15 AM	A
CACHEDPT.CDX	74 KB	CDX File	3/15/2011 8:15 AM	A
CACHEDPT.dbf	285 KB	DBF File	3/15/2011 8:15 AM	A
CACHEEMS.CDX	24 KB	CDX File	3/15/2011 8:15 AM	A
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	A
CACHELBL.CDX	3 KB	CDX File	3/15/2011 8:15 AM	A
CACHELBL.dbf	1 KB	DBF File	3/15/2011 8:15 AM	A
CACHEPROP.CDX	21 KB	CDX File	3/15/2011 8:15 AM	A
CACHEPROP.dbf	901 KB	DBF File	3/15/2011 8:15 AM	A
NFIRS export for FDID 34028 December-2010.txt	31 KB	Text Document	3/15/2011 9:35 AM	A

16) Attach this file to a e-mail to 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.