

Standard Operating Procedure: Exporting NFIRS Reports from Firehouse



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Overview: NFIRS reports written at fire departments are not automatically submitted to the state and/or national level. The reports must be exported by a user and manually emailed to be received.

1. Open Firehouse and click **NFIRS Incident Reporting** in the top right.
2. Click **Export NFIRS 5 Transaction File** in the menu drop down.
3. A wizard will open in a new window displaying export steps.
4. Choose the middle choice: **Export Completed Incident Transaction and Department Info**. Click Next.

A screenshot of the "NFIRS 5.0 Export Wizard" dialog box. The title bar reads "NFIRS 5.0 Export Wizard". The main text says: "This wizard will guide you through the process of exporting information to a transaction file that can be imported into a State or National database. Select an operation to perform:". There are three radio button options:

- Export Completed Incident Transactions Only:**
This option will export completed incident reports for a selected FDID within a date range you specify. Departmental information will NOT be exported.
- Export Completed Incident Transactions and Department Information**
This option will export completed incident reports for a selected FDID within a date range you specify. Departmental information WILL be included.
- Export Department Information Only**
This option will export a fire department base information only. Before any incident report files can be exported and imported at the state, a Department Information file must be exported and imported by the state agency. An export file must be created for each FDID number you are reporting for. All Department files created end with a *.dep extension unless otherwise changed at the time of export.

At the bottom, there are five buttons: "Help", "<< Back", "Next >>", "Finish", and "Cancel".

5. Choose the **From Date** and **To Date** according to the date range the user wishes to export. Note: previously exported reports with new changes will export again if correctly marked, even if outside the chosen date range. More than one month can be exported at once. Read the next steps before advancing the Wizard.

A screenshot of the "NFIRS 5.0 Export Wizard" dialog box, showing the "Incident Report Selection" step. The title bar reads "NFIRS 5.0 Export Wizard". The main text says: "Export incident reports that meet the following criteria". There are three input fields: "FDID" with the value "20007", "From Date" with the value "01/01/2012", and "To Date" with the value "01/31/2012". Below these fields is a note: "NOTE: Only completed reports that match the above criteria will be exported. If the FDID field is left blank, all incident reports in the specified date range will be exported." There are several checkboxes under "Additional Options":

- Export all records in this range as new transactions even if previously exported
- Include any records flagged for resubmission or deletion.
- Export narrative fields
- Export NFIRS EMS transactions
- Export special study transactions
- Export state user field transactions
- Export local user field transactions

At the bottom, there are five buttons: "Help", "<< Back", "Next >>", "Finish", and "Cancel".

6. If a file was lost and reports are being exported again, check the box “Export all reports in this range as new transactions even if previously exported.” Skip this step if not exporting the same date range again.

NFIRS 5.0 Export Wizard

Incident Report Selection
Export incident reports that meet the following criteria

FDID: 20007 ... From Date: 01/01/2012 ... to To Date: 01/31/2012 ...

NOTE: Only completed reports that match the above criteria will be exported. If the FDID field is left blank, all incident reports in the specified date range will be exported.

Additional Options

- Export all records in this range as new transactions even if previously exported
- Include any records flagged for resubmission or deletion.
- Export narrative fields
- Export NFIRS EMS transactions
- Export special study transactions
- Export state user field transactions
- Export local user field transactions

Buttons: Help, << Back, Next >>, Finish, Cancel

7. Always check the boxes #2, #3, #4 and #6 from the list. Click Next.

NFIRS 5.0 Export Wizard

Incident Report Selection
Export incident reports that meet the following criteria

FDID: 20007 ... From Date: 01/01/2012 ... to To Date: 01/31/2012 ...

NOTE: Only completed reports that match the above criteria will be exported. If the FDID field is left blank, all incident reports in the specified date range will be exported.

Additional Options

- Export all records in this range as new transactions even if previously exported
- Include any records flagged for resubmission or deletion.
- Export narrative fields
- Export NFIRS EMS transactions
- Export special study transactions
- Export state user field transactions
- Export local user field transactions

Buttons: Help, << Back, Next >>, Finish, Cancel

8. The next screen will detail where the file is actually going to save to. By default, files save to a folder created during Firehouse installation. To change the location, click File and navigate to the desired location. It is important to know where the files are. A user must be able to find them later. Click Next when done.

NFIRS 5.0 Export Wizard

Output Files
Export incident transactions to the following file

File... NFIRS\PA20007012012.INC

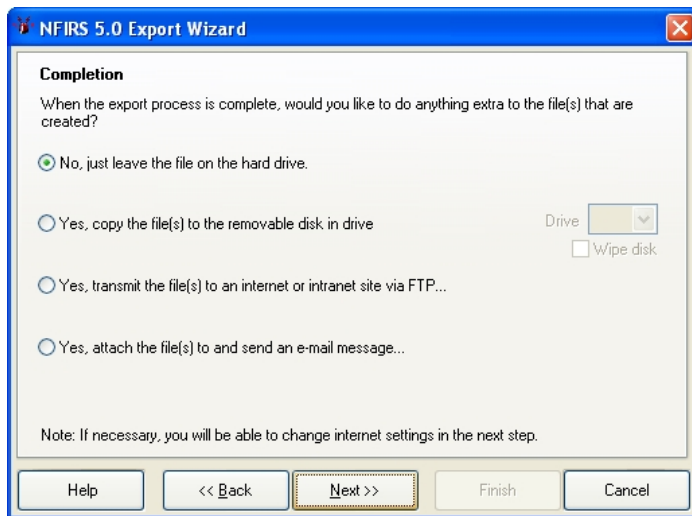
Export fire department transactions, including fire department header and responding personnel/apparatus transactions (if applicable) to the following file

File... NFIRS\PA20007.DEP

- Wipe disk before saving
- Write-protect all output files when done

Buttons: Help, << Back, Next >>, Finish, Cancel

9. Choose **“No Just leave the file on the hard drive”** and click **Finish**.



10. Firehouse will display a series a messages stating the number of transactions being exported and asking the user to continue with the export. Choose Yes.
11. When the export is complete, a dialog box will open asking the user if they would like to review the history log for details. Choose Yes and review the information to see the reports exported and which were marked “incomplete.” Incomplete incidents do not export.
12. Firehouse is finished with the file.

Complete the rest of the procedure using email

13. Open email and create a new email.
14. Address the email to KFIRS@ksfm.ks.gov.
- Do not send the file directly to the State Program Manager at his/her direct email (i.e. first.last@ksfm.ks.gov). Many files are lost when PMs change because of this.
15. Attach the files that were just saved to the location chosen by the user.
16. One file should end in “.inc” and another should end in “.dep”. There may be more than 2 files depending on the number of times the export was done in Firehouse.
17. Once files are attached, send the email.
18. Emails successfully received by the State Program Manager will receive a response when the files are processed. This may not be the day the email is sent. If users would like a response to go to multiple email addresses, those email addresses must be included in the original email from the user as additional recipients (step 17).
- The State Program Manager will “Reply All” to any emails on the submission from a department so all emails will receive a response.
19. Critical errors will be included in the response from the State Program Manager.
20. It is important to go back to Firehouse and correct the errors. The reports will be picked up with the next export.