

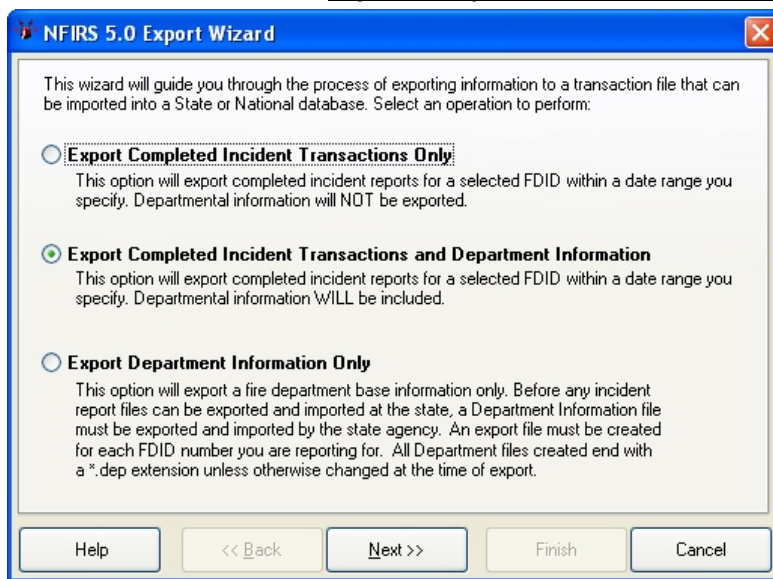
Standard Operating Procedure:

Exporting NFIRS Reports from Firehouse

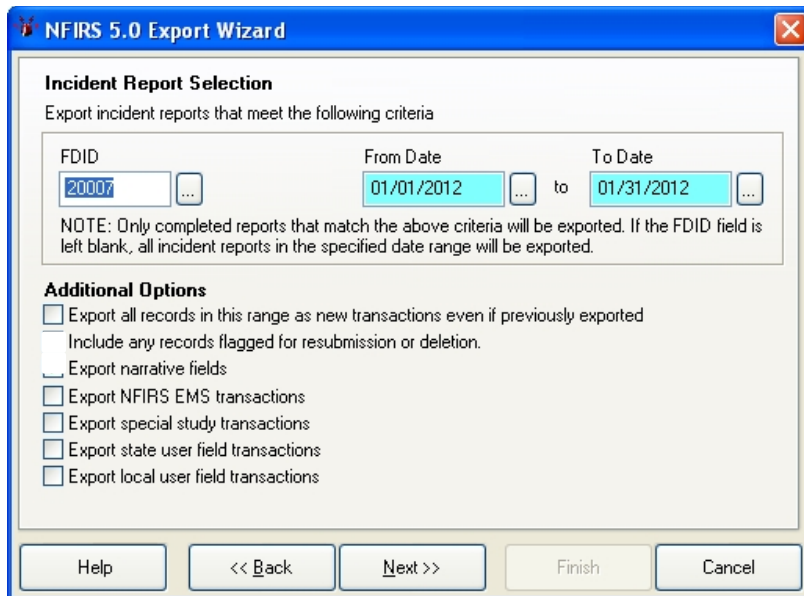


Overview: NFIRS reports written at fire departments are not automatically submitted to the state and/or national level. The reports must be exported by a user and manually emailed to be received.

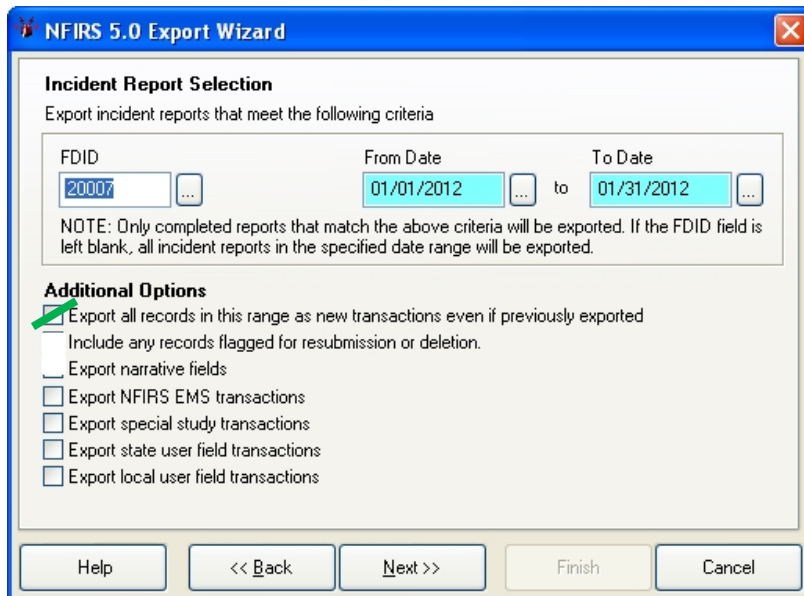
1. Open Firehouse and click File in the top left
2. Click **NFIRS Incident Reporting**.
3. Click **Export NFIRS 5 Transaction File** in the menu drop down.
4. A wizard will open in a new window displaying export steps.
5. Choose the middle choice: **Export Completed Incident Transaction and Department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



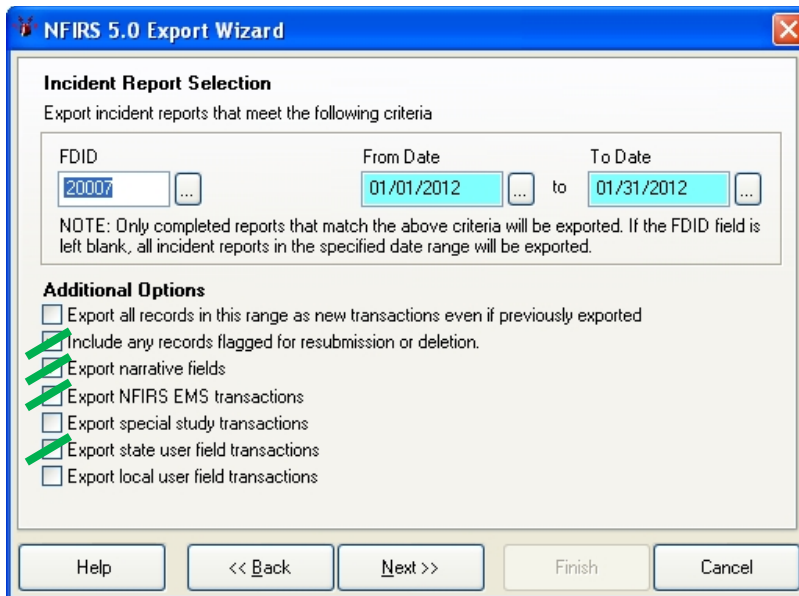
6. Choose the **From Date** and **To Date** according to the date range the user wishes to export. Note: previously exported reports with new changes will export again if correctly marked, even if outside the chosen date range. More than one month can be exported at once. Read the next steps before advancing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



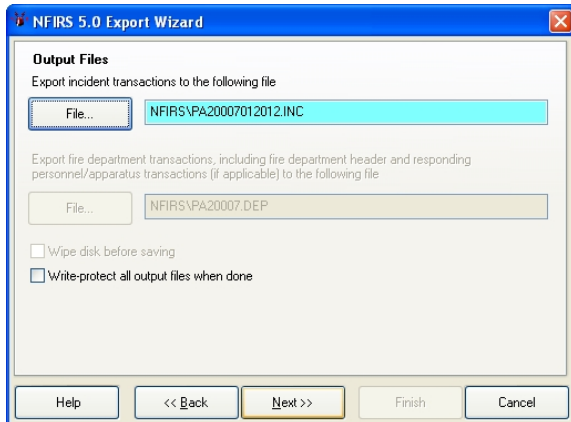
7. If a file was lost and reports are being exported again, check the box “Export all reports in this range as new transactions even if previously exported.” Skip this step if not exporting the same date range again.



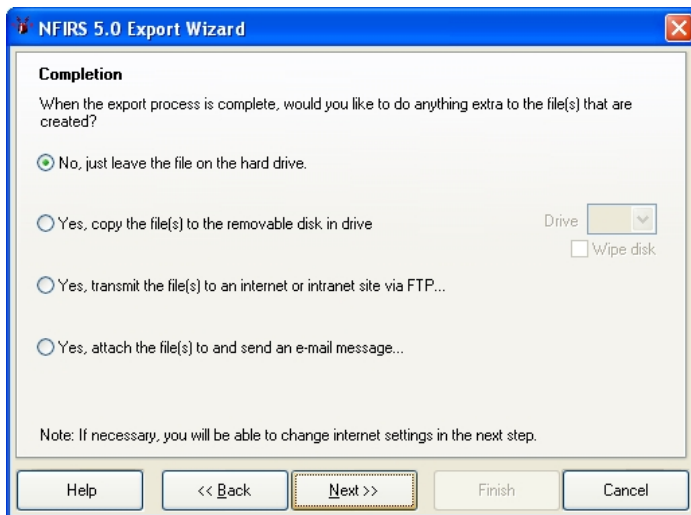
8. Always check the boxes #2, #3, #4 and #6 from the list. Click Next.



- 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.



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



- 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.

12. 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.
13. Firehouse is finished with the file.

Complete the rest of the procedure using email

14. Open email and create a new email.
15. Address the email to KFIRS@ks.gov.
 - a. Do not send the file directly to the State Program Manager at his/her direct email (i.e. first.last@ks.gov). Many files are lost when PMs change because of this.
16. Attach the files that were just saved to the location chosen by the user.
17. 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.
18. Once files are attached, send the email.
19. 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).
 - a. The State Program Manager will “Reply All” to any emails on the submission from a department so all emails will receive a response.
20. Critical errors will be included in the response from the State Program Manager.
21. It is important to go back to Firehouse and correct the errors. The reports will be picked up with the next export.