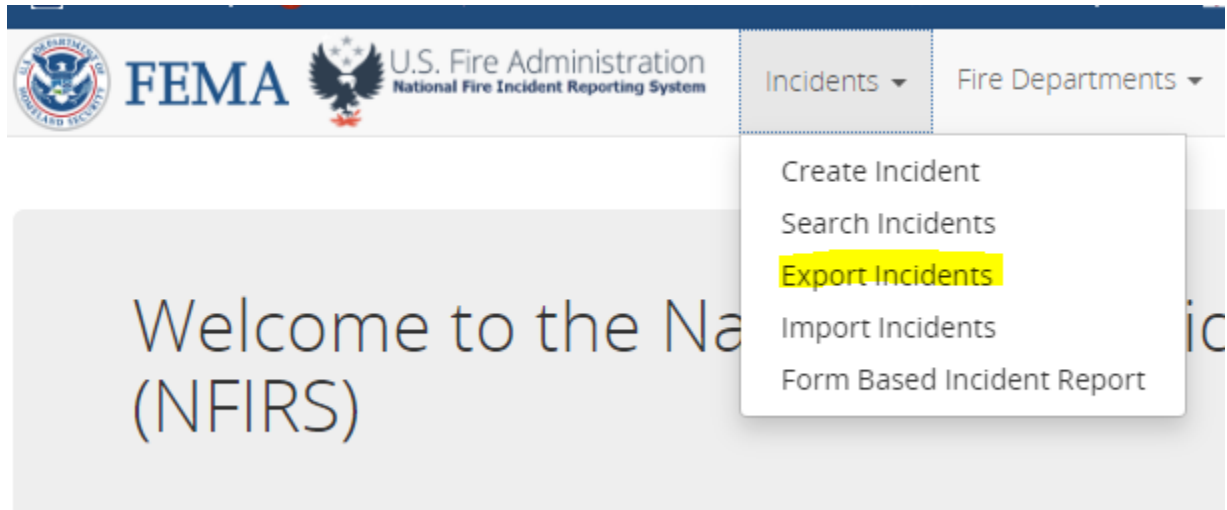


Bulk Exporting Incidents in eNFIRS

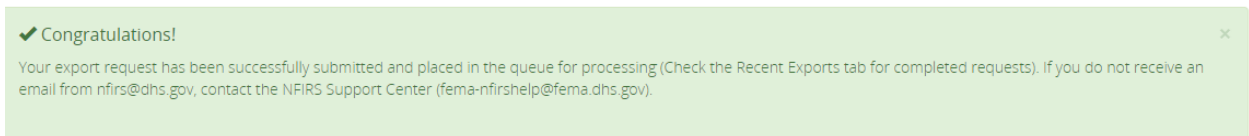
- Log into eNFIRS <https://nfirs.fema.gov/>
- Click on the Incident tab on the top of the page.
- Click Export Incidents



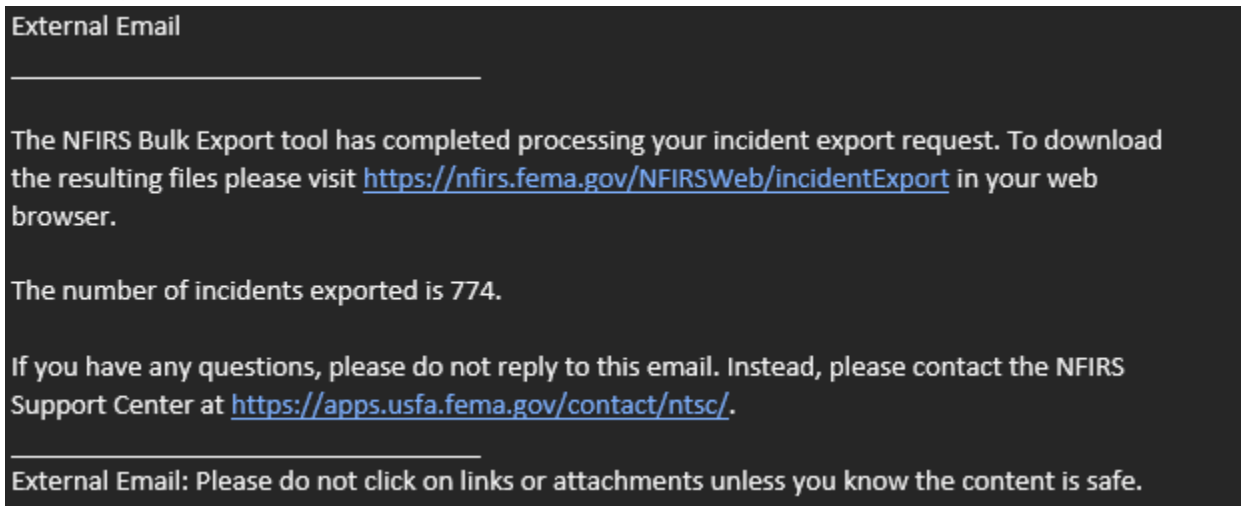
- Populate the following fields with your filter criteria.
 - Fire Department State: leave as the default (FL)
 - User Group/Fire Department ID:
 - Type your FDID into the search field and click (Search) not (Manual Search)
 - Then click in the box with the correct Fire Department (example 12345_FL)
 - Year: Use only if you are exporting the entire year or a specific year and quarter.
 - Quarter: Use only if you are exporting a specific year and quarter.
 - Incident From Date: Use only if you are exporting a specific month and populate the from date.
 - Incident To Date: Use only if you are exporting a specific month and populate the to date.
- There are additional filter criteria if the initial filter criteria are not sufficient and you do so by clicking the Incident Specifics arrow. These additional fields are not required but they are available to narrow your criteria.
 - Validity
 - Incident Number

- Exposure Number
- Incident Type From and Incident Type Form To
- Property Use From and Property Use To
- Click Export All
- A box will pop up to assign the title to the report.
 - Click Submit
- Once the report request has been submitted a green dialog box will show on the top section of the screen.

Bulk Export Incidents

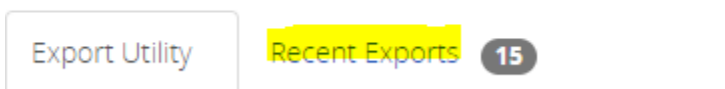


- Depending on the volume of reports this may take several minutes to several hours to complete the report.
- Once the report is complete the system will send an email to the individual that requested the report. Example email:



- Click the link in the email and it will bring you to the <https://nfirs.fema.gov/> the log in page.
- Navigate back to the Export Incidents page.
- Click the Recent Exports tab.

Bulk Export Incidents



- Search for the title of the report.
 - Most recent reports are usually on the top of the list.
- Click the Export files **.zip** file and it will automatically download to your computers downloads location.
- When the reports are importing into the downloads folder on the computer the names of the files will change to a group of alpha and numeric characters, please make sure and rename the .zip files once the import is completed.