## **Exporting the already imported data files from NFIRS**

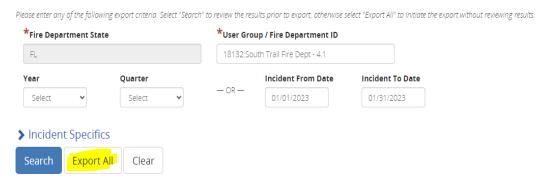
- Log into NFIRS
- Under Incident Management select Export Incidents



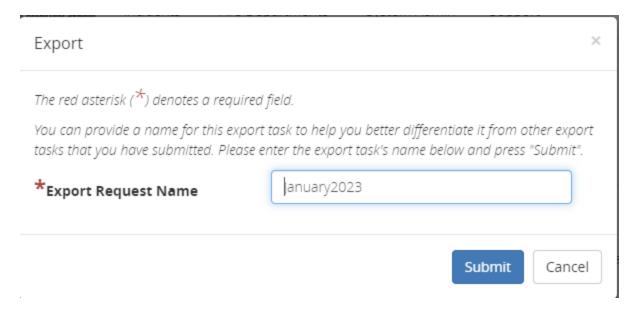
## Incident Management

Log incidents, report fires, maintain records of these incidents in a uniform manner in the standard national reporting system.

- Create Incident
- Search Incidents
- Export Incidents
- Import Incidents
- Form Based Incident Report
- Bulk Export Incident Screen (search criteria)
  - User Group/Fire Department ID = 18132
  - o Incident From Date: example 01/01/2023
  - o Incident To Date: example 01/31/2023
- Click Export ALL Button



Select a name for the report in the popup box. Example January 2023



This report may take a few minutes and then you will receive and email stating that the report is ready.

## To retrieve the report

- Log into NFIRS
- Under Incident Management select Export Incidents
- Click the tab Recent Exports The files that you names will be in the recent export request list

## Bulk Export Incidents



That file will then be downloaded into your download folder on your PC.