NEFIRS
Transfer of Data Files to the
State Fire Marshal's Office

NEFIRS Folder-Hard Drive

Before you begin the process of saving, backing up, and transferring data; it is much easier if you create a folder on your hard drive (C: drive) to export the files to. To do this, open either Windows Explorer or My Computer and then click on the [C:] drive. Go to the main menu bar and click on Files, and then select New and then Folder. After you click on 'Folder', a new folder will be created and the name 'New Folder' will be highlighted in blue. Type the following for a reports folder-"NEFIRS 2013 Reports", or whatever year it is (NEFIRS 2012 Reports for 2012, etc).

NOTE: You can also create a new folder once the [C:] drive has been highlighted by right clicking in the white area where all folders are located (in Windows Explorer, this is completed on the right hand side of the screen), select New and then select Folder.

All exported materials can be placed in this folder for easy access for email attachments, and then this folder can be backed up for protection at some other location besides the fire station. These files can be sent to Alyssa Sanders at the State Fire Marshal's Office, 246 South 14th Street, Lincoln, NE 68508-1804 or email to alyssa.sanders@nebraska.gov

Sunpro FireRMS

To export any files from the FireRMS database, open the program and then click on 'Tools' on the main menu bar. Click on 'Export' and then click on 'Incidents'. This will give you a window whereas you can select the way you wish to export data and from what time period. Select Month, Quarter, Year, or between certain dates. NOTE: If the reports are not marked "Completed" they will not export.

To export your monthly records, select **NFIRS Export** (use the Help button for further explanation of all options). When everything has been selected, click on the 'Export' button at the bottom.

This will open a "Select Directory" window. You should see on the left-hand side the C: drive with possibly some folders located underneath of it. Double-click the C: drive and then scroll down until you find your NEFIRS 2013 Reports folder. Click on it so it is highlighted in blue and then click on 'Select' on the right side of the window, and all files will be transferred to your NEFIRS 2013 Reports folder. The filename is usually like: NFIRS Export for FDID 99999 January 2013.txt

Now this file can be attached to an email message to Alyssa Sanders. You can also transfer files to a CD by going to the bottom of the "Select Directory" window and where it says 'drive', click on the down arrow and select the correct drive letter and then transfer your files to the CD.

FireHouse

When you open the FireHouse program, you will get a blank screen with a main menu bar at the top. Select the 'File' and then select NFIRS 5.0 Incident Reporting and then select the Export NFIRS 5.0 Transaction File. This will give you the NFIRS 5.0 Export Wizard.

Click on "Export Completed Incident Transactions Only" button and click 'Next' at the bottom of the window. Select your FDID and the 'dates' period of the incidents you want to export. **NOTE**: there are Additional Options that you may choose from. Click 'Next' at the bottom of the window.

Click on the "File" button and select your NEFIRS 2013 folder from the hard drive. Click 'Next' at the bottom of the window.

In the "Completion Window", you can select different buttons for transferring your file to additional locations (A: drive or Email attachment), but you can only make one selection.

When you come to the window with the checkered flag, make sure all your export information is correct and then select the 'Finish' button at the bottom of the window. Your file will now be exported to the location(s) you chose. The filename is: ne99999012008.inc

Fire Programs

When the program opens, you'll see the main screen and this will show you a number of selections on the Main Menu bar (File, Edit, Modules, etc.). Click on 'Modules' and then click on "Incident Reporting".

Now you'll get a new screen with a number of selections on the Main Menu bar. Select "Report" and on the dropdown menu, select 'Exporting' and then from the additional dropdown menu; select "Upload Incident Reports to State" (the program may tell you that initially you must upload fire department information to state) and you'll get a new window called "Upload Incident Reports".

This window permits you to enter date ranges for the incident reports you want to transfer to a folder (NEFIRS 2013 Reports). Enter the 'Starting Date' and then tab and enter the 'Ending Date', and then Tab and it will take you to the 'Path' where you must enter the path to locate the folder where you wish to save the monthly exported files.

If you have placed your NEFIRS 2013 Reports folder on the hard drive [C:], then you must type: C:\NEFIRS 2013 Reports\November (or whatever month the reports are for). This program will also permit you to send any incident reports to the drive by placing a CD in the computer and typing the correct drive letter in the "Path" box. Once again, you must name the file to be transferred to the CD.

Now click on 'Process' and the program will transfer your monthly incident records to the NEFIRS 2013 Reports. **NOTE**: This program also has an email feature built into it for easy email attaching of files.

Microsoft Outlook Express—Email Attachment of Files

To email your file with the incident reports, open your email application and select "New Mail". This will give you a window called 'New Message', and you need to place Alyssa Sanders email address (alyssa.sanders@nebraska.gov) in the 'To' column. Complete the message as you would for anyone else, and then you will select "Attach".

When you select Attach, this will give you a window called "Insert Attachment". Now you'll have to locate your file on the hard drive to attach it. In the "Look in" box, select [C:] and click on it. This will show you all files on the hard drive. Now locate the folder named "NEFIRS 2013 Reports" and double-click on it or single click and click on Attach.

Then you will select and click on the file that you want to attach. Once it is highlighted in blue, click on the 'Attach' button in the lower right hand corner of the window. This will attach that month's folder to the email message to send to Alyssa Sanders. Click on 'Send' and the message will either be sent if you are working online or placed in the Outbox for sending later if you are working offline.

Netscape Communicator—Email Attachment of Files

To email your file with the incident reports, open your email application and select "New Message". This will give you a window called 'Composition', and you need to place Alyssa Sanders email address (alyssa.sanders@nebraska.gov) in the 'To' column. Complete the message as you would for anyone else, and then you will select "Attach".

When you select Attach, you will get a dropdown menu and you want to select 'File'. Now you'll have to locate your file on the hard drive to attach it. In the "Look in" box, select [C:] and click on it. This will show you all files on the hard drive. Now locate the folder named "NEFIRS 2013 Reports" and double-click on it or single click and click on Open.

Then you will select and click on the file that you want to attach. Once it is highlighted in blue, click on the 'Attach' button in the lower right hand corner of the window. This will attach that file to the email message to send to Alyssa Sanders. Click on 'Send' and the message will be sent if working online or placed in the Outbox for sending later if working offline.