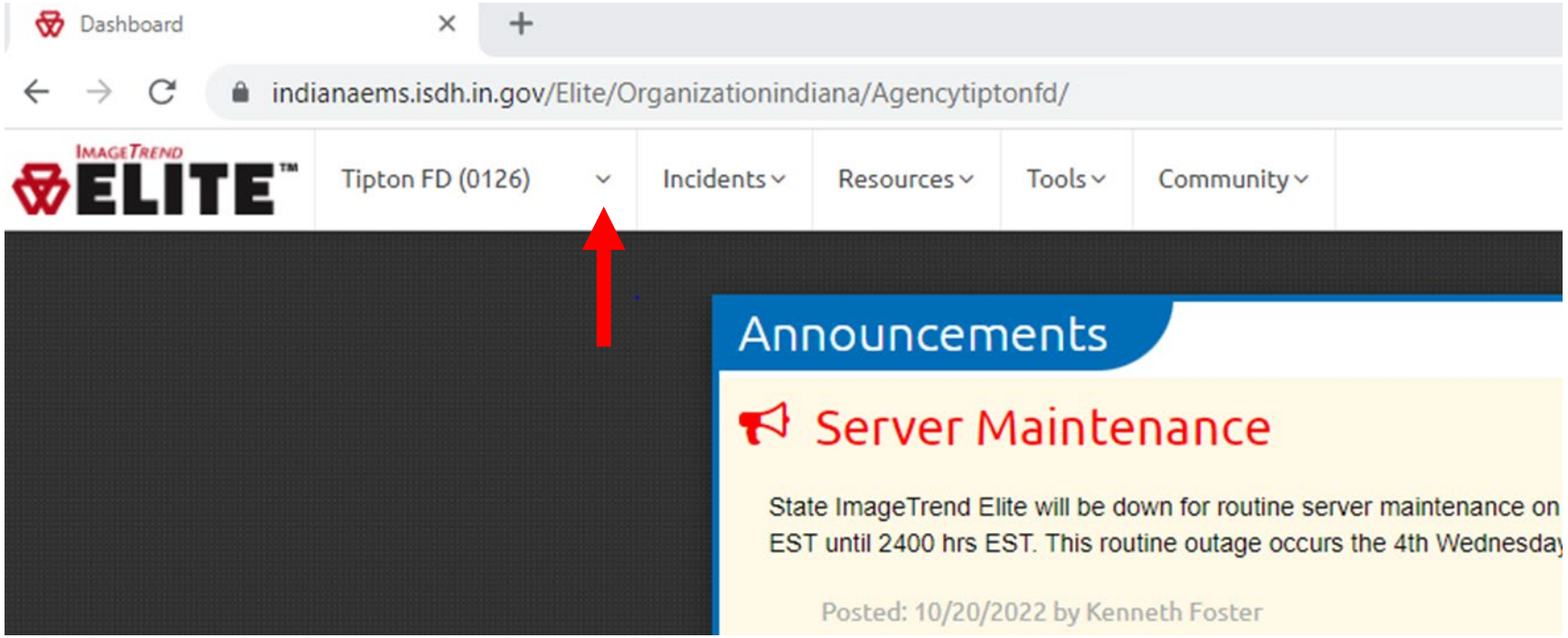
IMPORTING NFIRS FILES INTO IMAGETREND

SERVICE
INTEGRITY
RESPECT

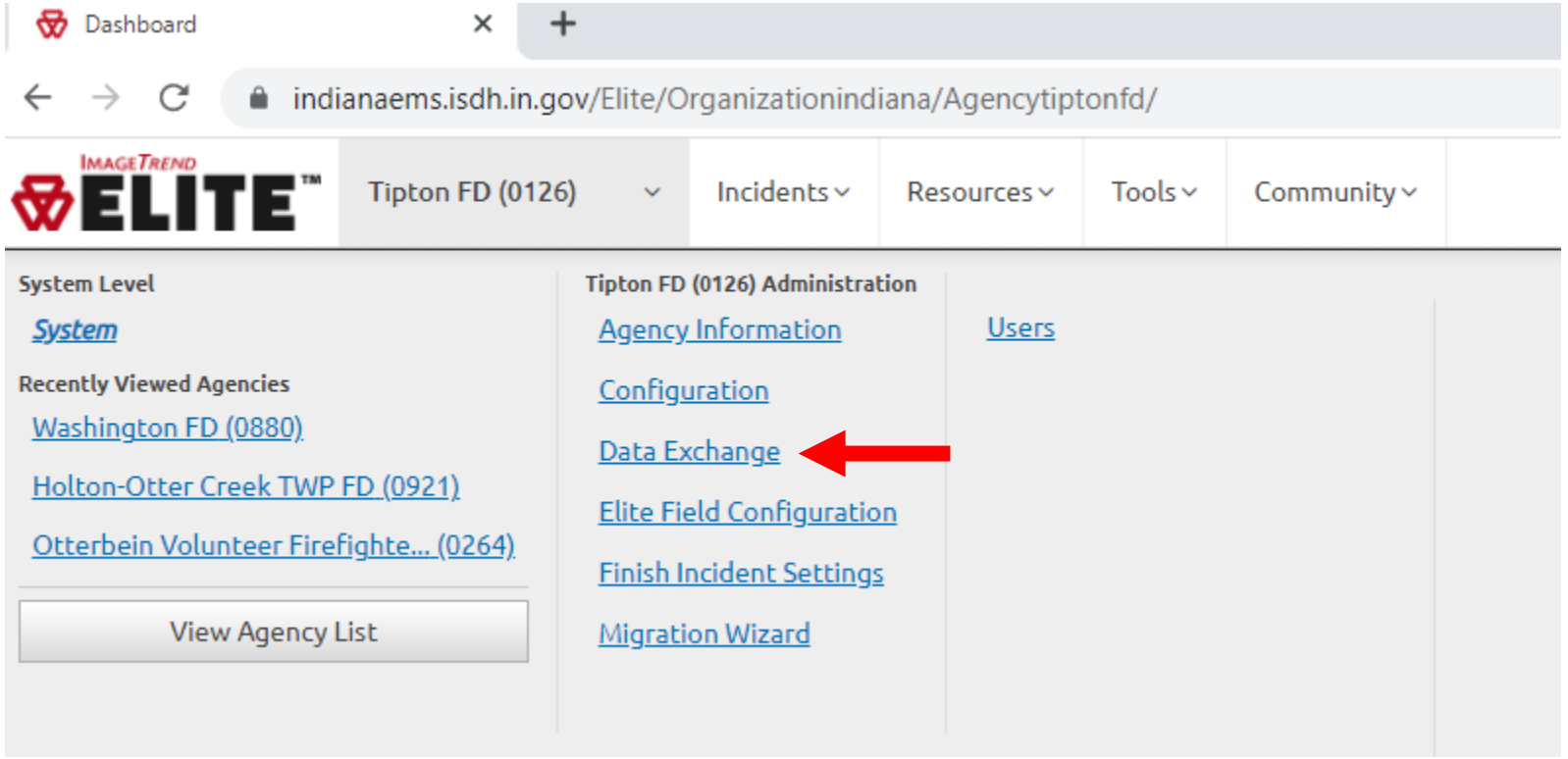
STEP ONE

- Select your agency.



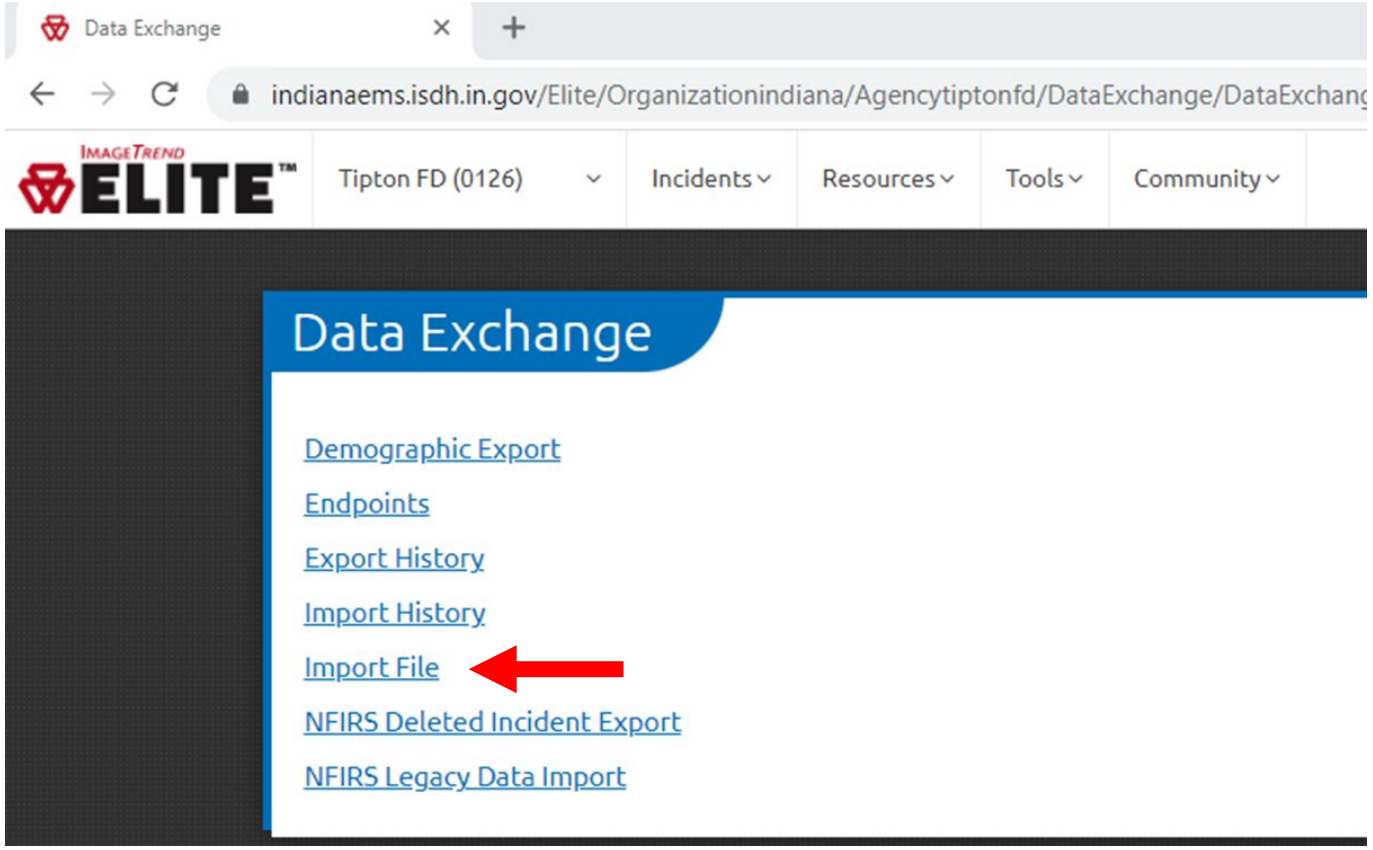
STEP TWO

- Select **Data Exchange**.



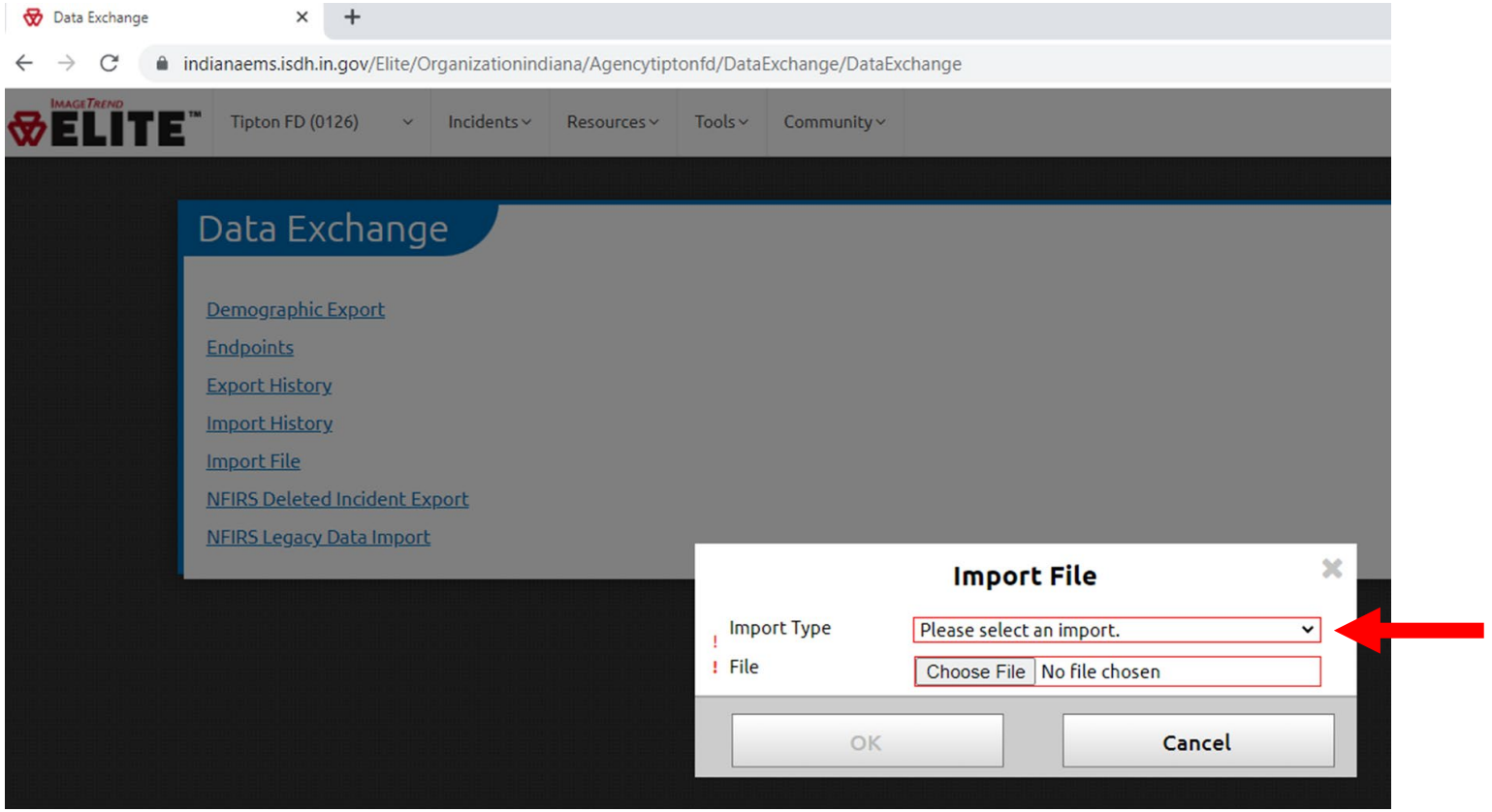
STEP THREE

- Select **Import File**.



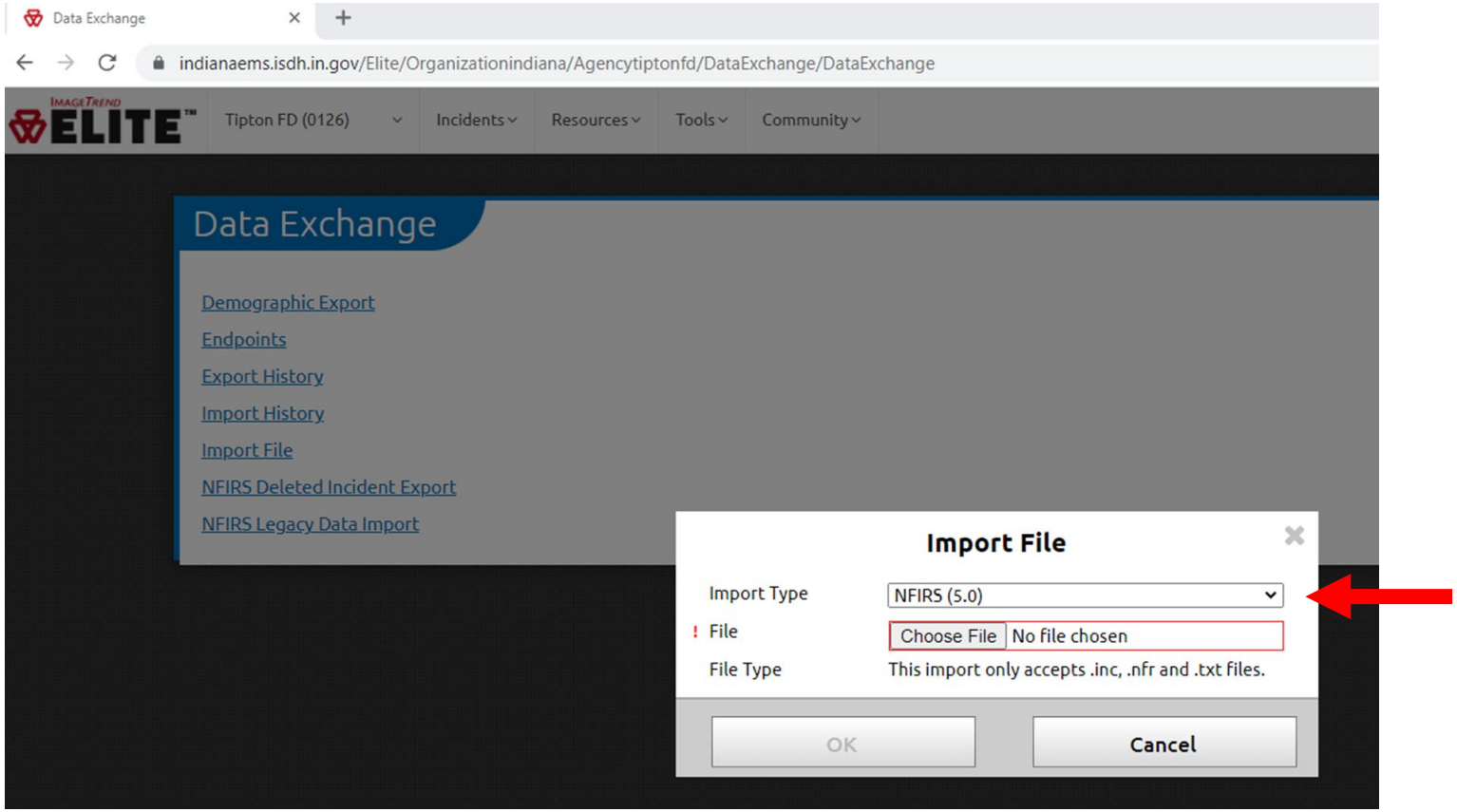
STEP FOUR

- Select the **Import Type** drop-down menu.



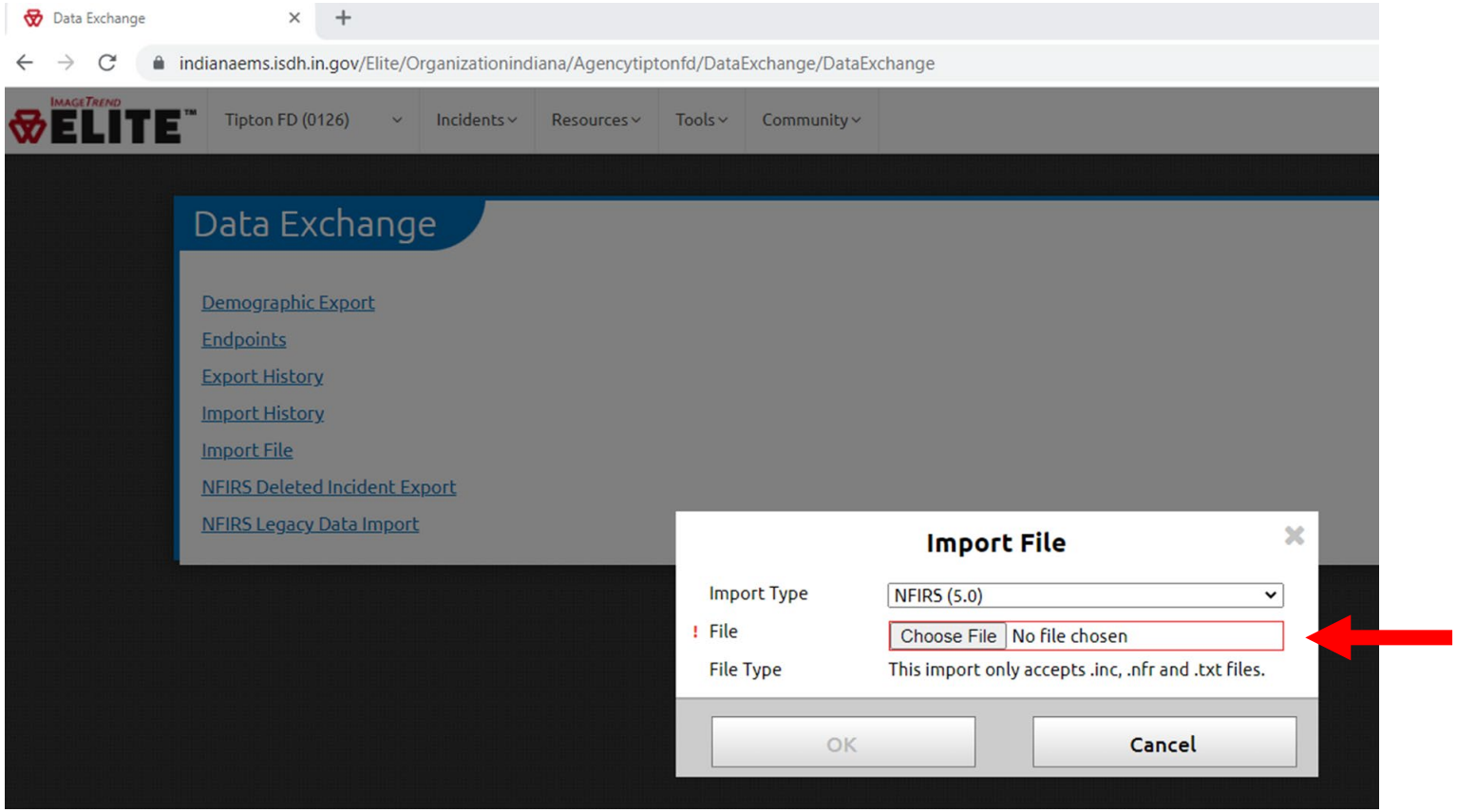
STEP FIVE

- Choose **NFIRS (5.0)** from the drop-down menu.



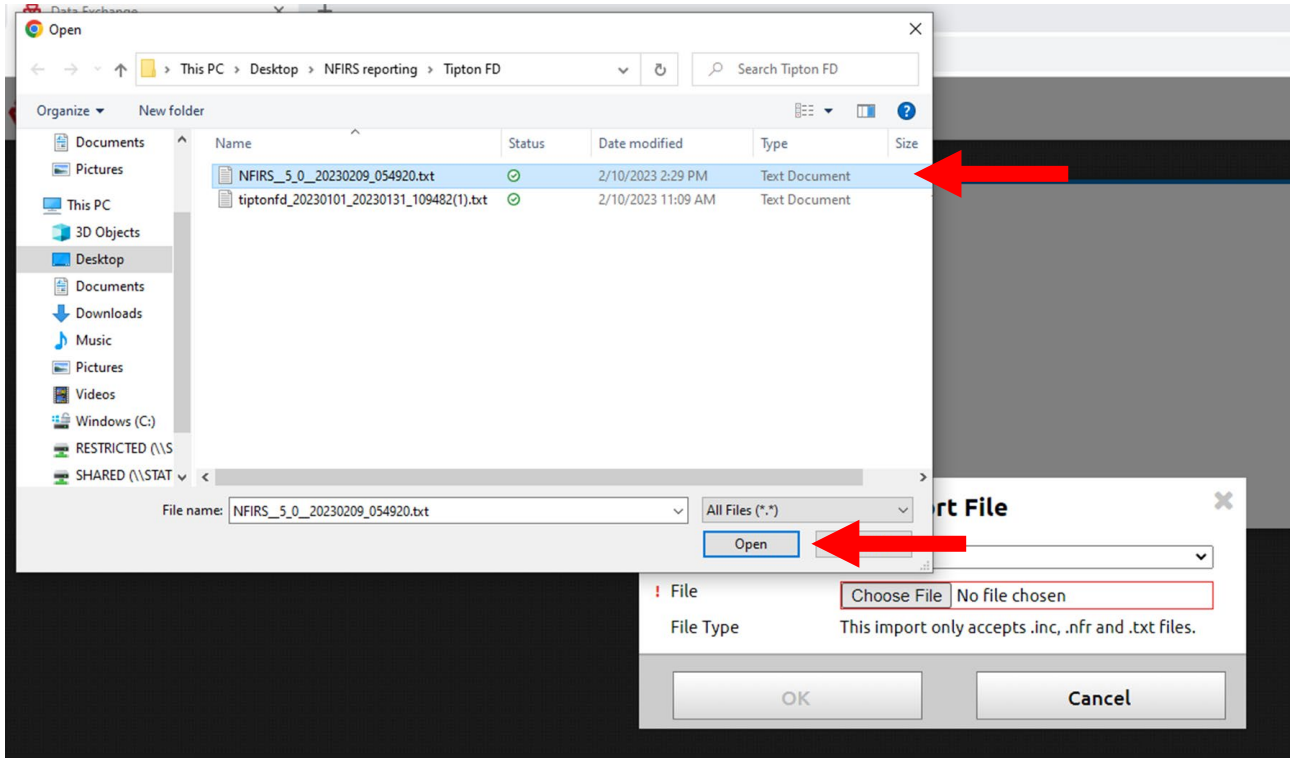
STEP SIX

- Select the **Choose File** button.



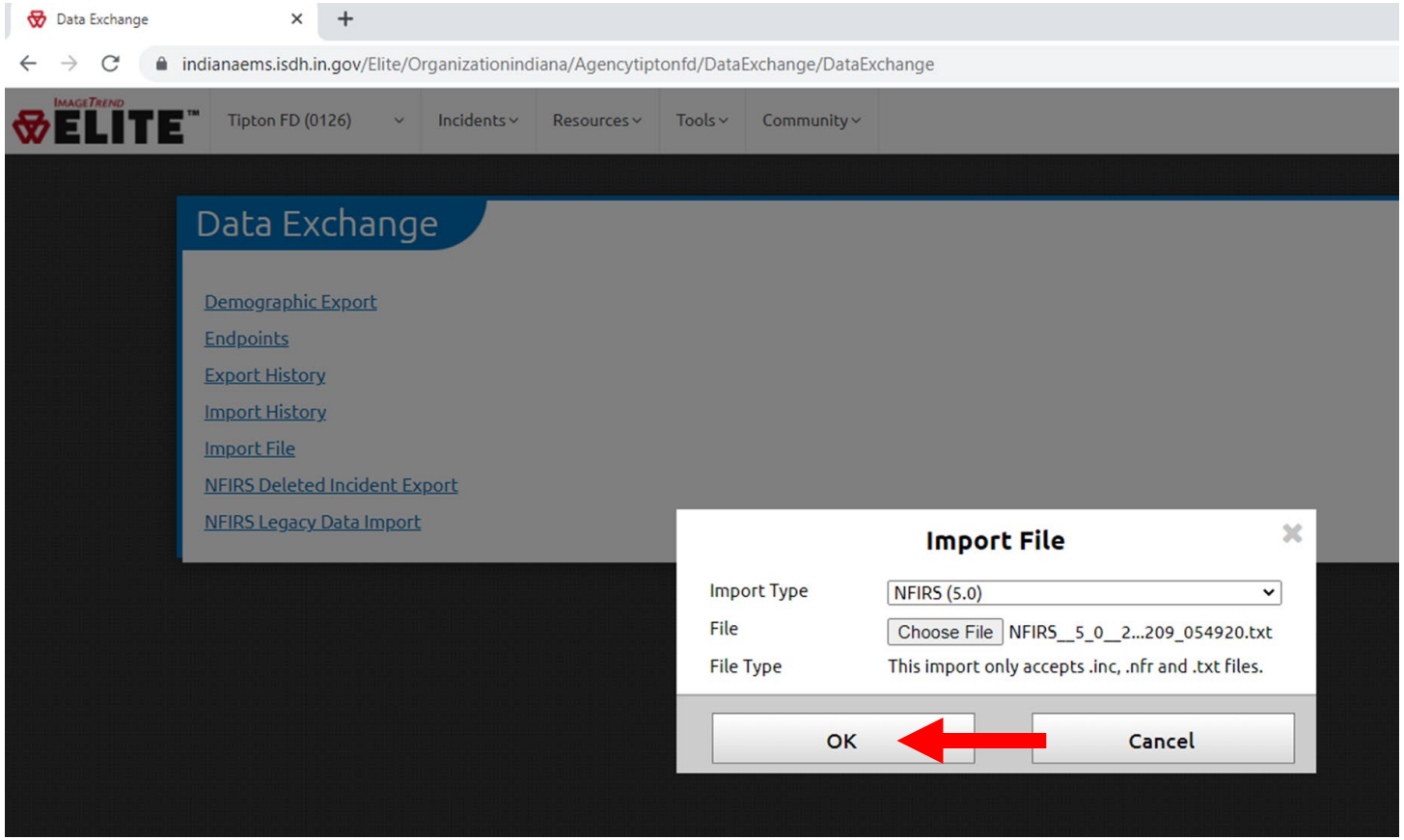
STEP SEVEN

- Select your previously exported NFIRS incident data file.
- Select the **Open** button.



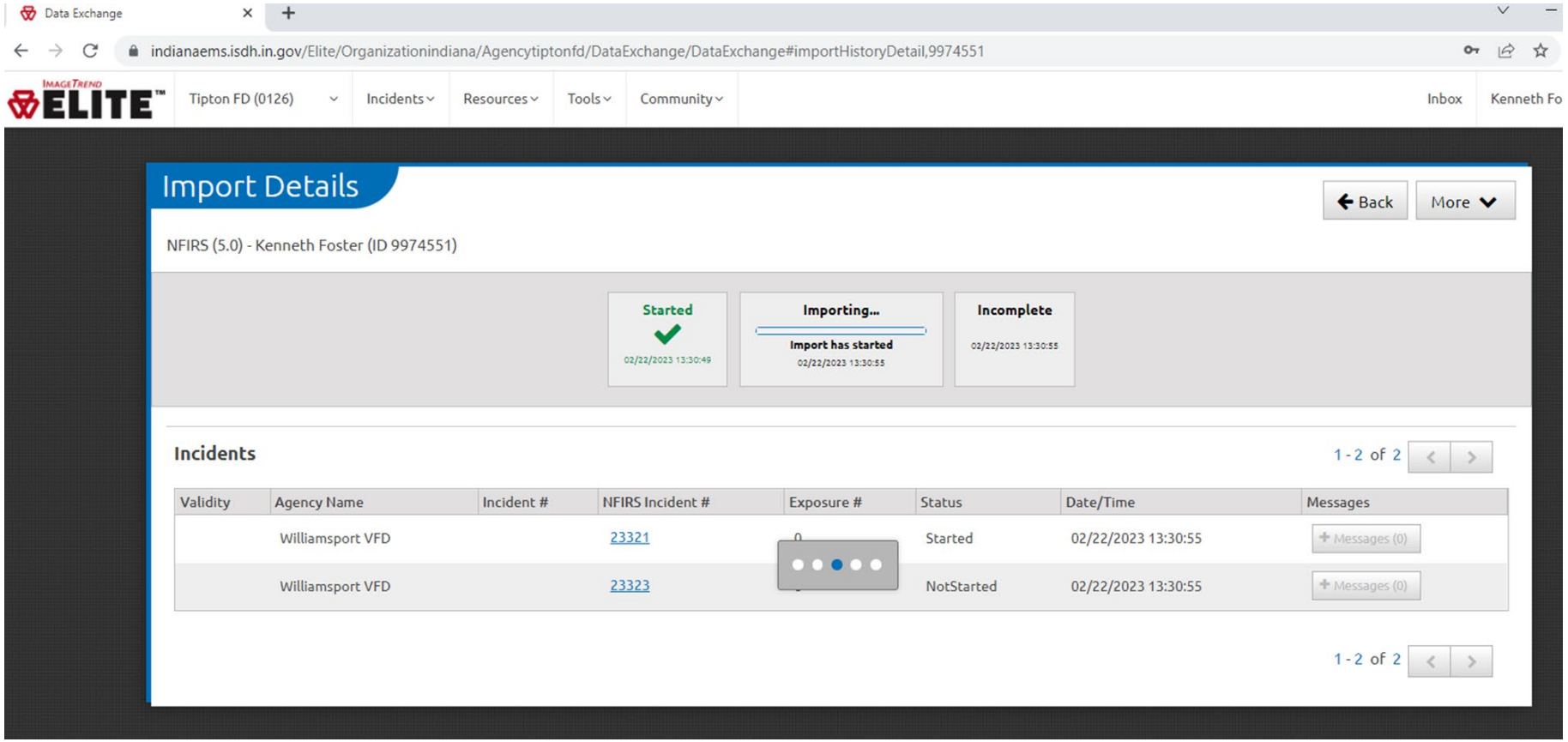
STEP EIGHT

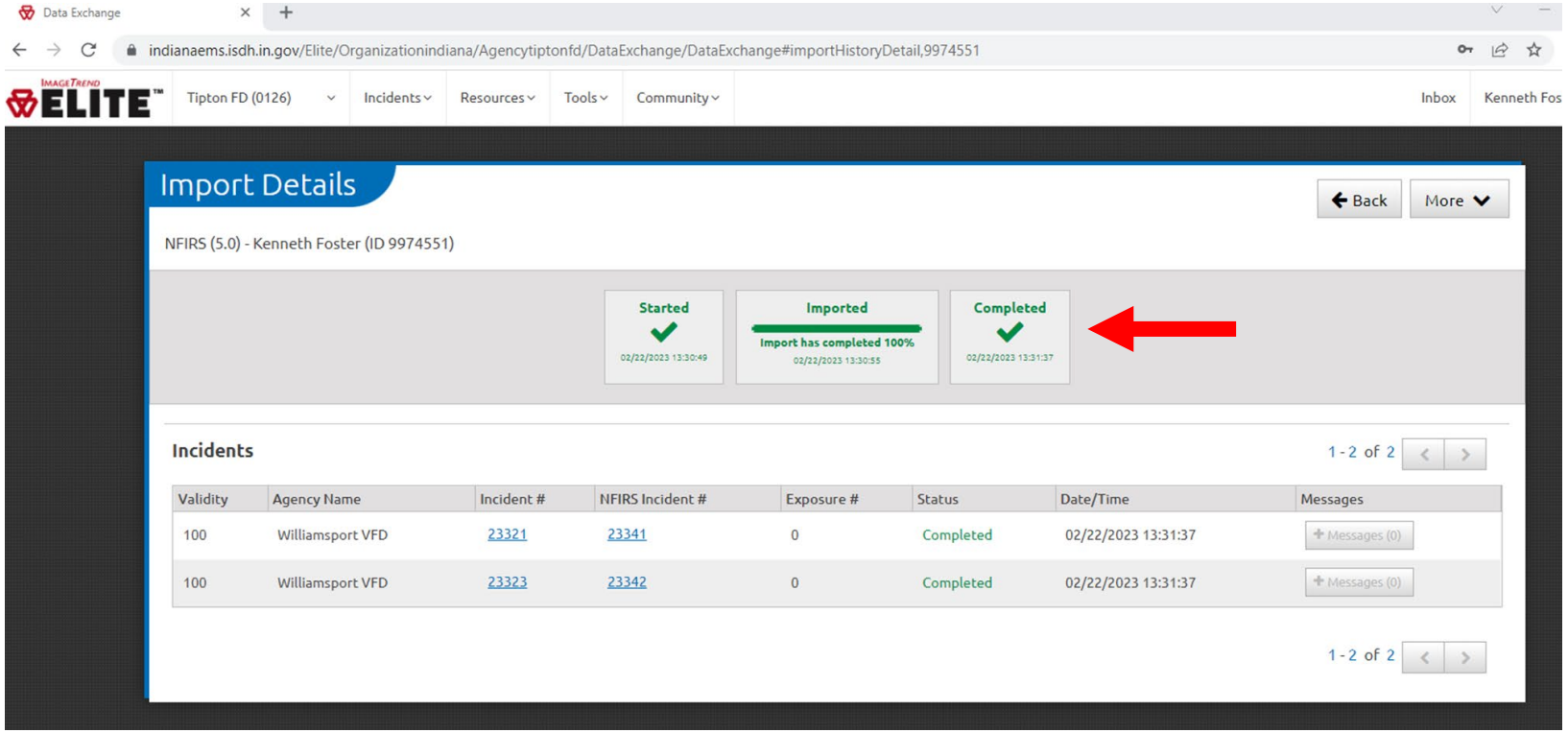
- Select the **OK** button.



STEP NINE

- Wait while your file imports. This may take several minutes.



STEP TEN

- When the screen shows a Completed status, your file has imported successfully. You are finished.