



IMPORTING NFIRS FILES INTO IMAGETREND

SERVICE

INTEGRITY

RESPECT

STEP ONE



- Select your agency.

A screenshot of a web browser displaying the ImageTrend Elite interface. The browser's address bar shows the URL "indianaems.isdh.in.gov/Elite/Organizationindiana/Agencytiptonfd/". The page header includes the "ImageTrend ELITE" logo on the left and a navigation menu on the right with items: "Tipton FD (0126)", "Incidents", "Resources", "Tools", and "Community". A red arrow points to the dropdown arrow next to "Tipton FD (0126)". Below the navigation menu, there is a dark grey sidebar and a main content area. The main content area has a blue header for "Announcements" and a yellow box containing a red megaphone icon and the text "Server Maintenance". The text in the yellow box reads: "State ImageTrend Elite will be down for routine server maintenance on EST until 2400 hrs EST. This routine outage occurs the 4th Wednesday". At the bottom of the yellow box, it says "Posted: 10/20/2022 by Kenneth Foster".

STEP TWO



- Select **Data Exchange**.

The screenshot shows a web browser window with the URL `indianaems.isdh.in.gov/Elite/Organizationindiana/Agencytiptonfd/`. The page header includes the **ELITE** logo and navigation tabs for **Tipton FD (0126)**, **Incidents**, **Resources**, **Tools**, and **Community**. The main content area is divided into two columns. The left column contains 'System Level' with a link to [System](#), and 'Recently Viewed Agencies' with links to [Washington FD \(0880\)](#), [Holton-Otter Creek TWP FD \(0921\)](#), and [Otterbein Volunteer Firefighte... \(0264\)](#), along with a [View Agency List](#) button. The right column is titled 'Tipton FD (0126) Administration' and lists several menu items: [Agency Information](#), [Users](#), [Configuration](#), [Data Exchange](#) (highlighted with a red arrow), [Elite Field Configuration](#), [Finish Incident Settings](#), and [Migration Wizard](#).

STEP THREE



- **Select Import File.**

A screenshot of a web browser showing the 'Data Exchange' interface. The browser's address bar displays the URL: 'indianaems.isdh.in.gov/Elite/Organizationindiana/Agencytiptonfd/DataExchange/DataExchange'. The page header includes the 'IMAGE TREND ELITE' logo and a navigation menu with items: 'Tipton FD (0126)', 'Incidents', 'Resources', 'Tools', and 'Community'. A dark blue sidebar on the left contains a 'Data Exchange' menu with the following options: 'Demographic Export', 'Endpoints', 'Export History', 'Import History', 'Import File', 'NFIRS Deleted Incident Export', and 'NFIRS Legacy Data Import'. A red arrow points to the 'Import File' option.

STEP FOUR



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

A screenshot of a web browser window showing the 'Data Exchange' interface. The browser's address bar displays the URL 'indianaems.isdh.in.gov/Elite/Organizationindiana/Agencytiptonfd/DataExchange/DataExchange'. The page header includes the 'IMAGE TREND ELITE' logo and navigation tabs for 'Tipton FD (0126)', 'Incidents', 'Resources', 'Tools', and 'Community'. The main content area is titled 'Data Exchange' and lists several options: 'Demographic Export', 'Endpoints', 'Export History', 'Import History', 'Import File', 'NFIRS Deleted Incident Export', and 'NFIRS Legacy Data Import'. An 'Import File' dialog box is open in the foreground, featuring a title bar with a close button. It contains two input fields: 'Import Type' with a dropdown menu showing 'Please select an import.' and 'File' with a 'Choose File' button and the text 'No file chosen'. A red arrow points to the dropdown menu in the 'Import Type' field. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

STEP FIVE



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

A screenshot of a web browser window showing the 'Data Exchange' interface. The browser's address bar displays the URL: 'indianaems.isdh.in.gov/Elite/Organizationindiana/Agencytiptonfd/DataExchange/DataExchange'. The page header includes the 'IMAGE TREND ELITE' logo and navigation tabs for 'Tipton FD (0126)', 'Incidents', 'Resources', 'Tools', and 'Community'. The main content area is titled 'Data Exchange' and lists several options: 'Demographic Export', 'Endpoints', 'Export History', 'Import History', 'Import File', 'NFIRS Deleted Incident Export', and 'NFIRS Legacy Data Import'. An 'Import File' dialog box is open in the foreground, featuring a close button (X) in the top right corner. The dialog contains the following fields: 'Import Type' with a dropdown menu showing 'NFIRS (5.0)', 'File' with a 'Choose File' button and the text 'No file chosen', and 'File Type' with the instruction 'This import only accepts .inc, .nfr and .txt files.' At the bottom of the dialog are 'OK' and 'Cancel' buttons. A red arrow points to the 'NFIRS (5.0)' option in the dropdown menu.

STEP SIX



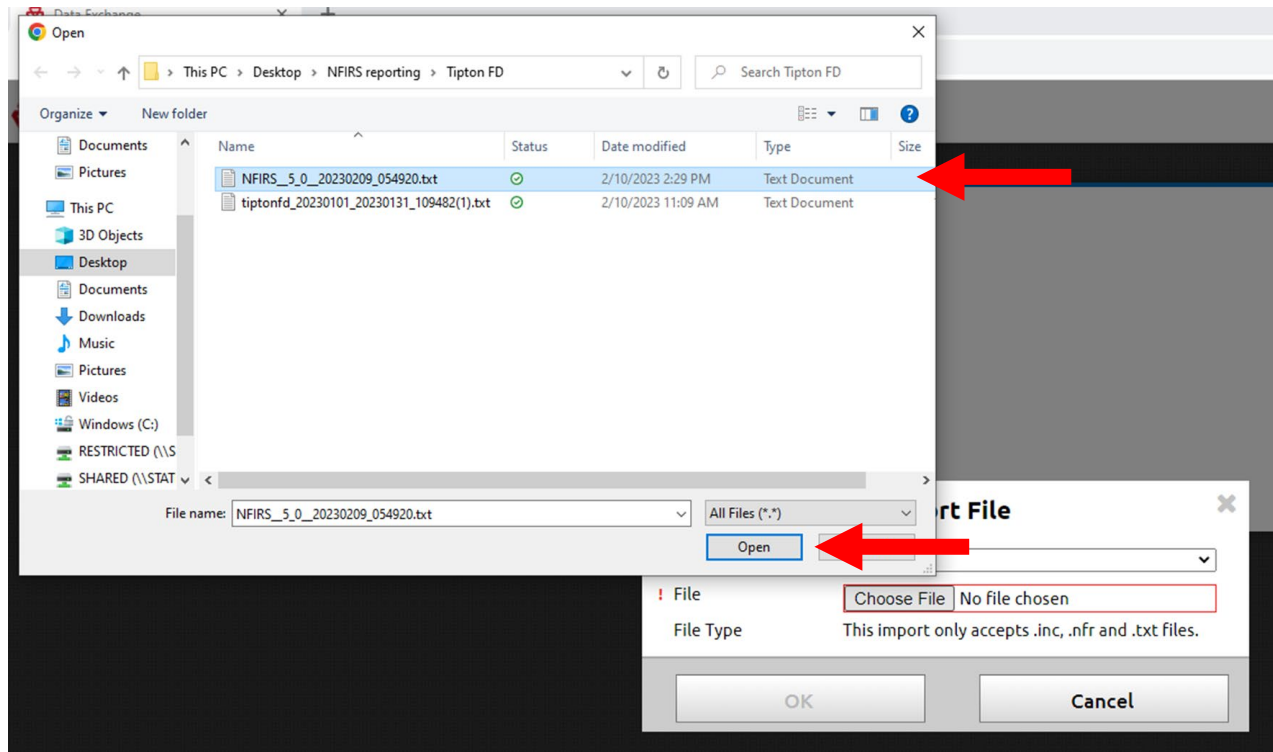
- Select the **Choose File** button.

A screenshot of a web browser window showing the "Data Exchange" interface. The browser's address bar displays the URL "indianaems.isdh.in.gov/Elite/Organizationindiana/Agencytiptonfd/DataExchange/DataExchange". The page header includes the "IMAGE TREND ELITE" logo and a navigation menu with items like "Tipton FD (0126)", "Incidents", "Resources", "Tools", and "Community". The main content area is titled "Data Exchange" and lists several links: "Demographic Export", "Endpoints", "Export History", "Import History", "Import File", "NFIRS Deleted Incident Export", and "NFIRS Legacy Data Import". An "Import File" dialog box is open in the foreground. The dialog has a title bar with a close button. It contains the following fields: "Import Type" is a dropdown menu set to "NFIRS (5.0)"; "File" is a text input field with a red border, containing the text "Choose File | No file chosen", and a red arrow points to this field; "File Type" is a text label with the instruction "This import only accepts .inc, .nfr and .txt files." Below the fields are two buttons: "OK" and "Cancel".

STEP SEVEN



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



STEP EIGHT



- Select the **OK** button.

A screenshot of a web application interface. At the top, there is a browser tab labeled "Data Exchange" and a URL: "indianaems.isdh.in.gov/Elite/Organizationindiana/Agencytiptonfd/DataExchange/DataExchange". Below the browser is a navigation bar with the "ELITE" logo and several dropdown menus: "Tipton FD (0126)", "Incidents", "Resources", "Tools", and "Community". The main content area is titled "Data Exchange" and contains a list of links: "Demographic Export", "Endpoints", "Export History", "Import History", "Import File", "NFIRS Deleted Incident Export", and "NFIRS Legacy Data Import". In the foreground, an "Import File" dialog box is open. It has a title bar with a close button (X). The dialog contains three fields: "Import Type" set to "NFIRS (5.0)", "File" with a "Choose File" button and the text "NFIRS_5_0_2...209_054920.txt", and "File Type" with the text "This import only accepts .inc, .nfr and .txt files." At the bottom of the dialog are two buttons: "OK" and "Cancel". A red arrow points from the "Cancel" button to the "OK" button.

STEP NINE



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

The screenshot shows the Elite Data Exchange interface. At the top, there is a navigation bar with the "ELITE" logo, a dropdown menu for "Tipton FD (0126)", and other menu items like "Incidents", "Resources", "Tools", and "Community". The main content area is titled "Import Details" and shows the progress of an import for "NFIRS (5.0) - Kenneth Foster (ID 9974551)".

The progress bar has three stages:

- Started**: 02/22/2023 13:30:49 (indicated by a green checkmark)
- Importing...**: 02/22/2023 13:30:55 (indicated by a blue progress bar and the text "Import has started")
- Incomplete**: 02/22/2023 13:30:55

Below the progress bar is a table of incidents:

Validity	Agency Name	Incident #	NFIRS Incident #	Exposure #	Status	Date/Time	Messages
	Williamsport VFD		23321	0	Started	02/22/2023 13:30:55	+ Messages (0)
	Williamsport VFD		23323		NotStarted	02/22/2023 13:30:55	+ Messages (0)

STEP TEN



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

The screenshot shows a web browser window with the URL indianaems.isdh.in.gov/Elite/Organizationindiana/Agencytiptonfd/DataExchange/DataExchange#importHistoryDetail,9974551. The page title is "Import Details" and it shows the progress of an import for "NFIRS (5.0) - Kenneth Foster (ID 9974551)".

The progress bar shows three stages:

- Started**: 02/22/2023 13:30:49
- Imported**: Import has completed 100%, 02/22/2023 13:30:55
- Completed**: 02/22/2023 13:31:37 (indicated by a red arrow)

Below the progress bar, there is a table of incidents:

Validity	Agency Name	Incident #	NFIRS Incident #	Exposure #	Status	Date/Time	Messages
100	Williamsport VFD	23321	23341	0	Completed	02/22/2023 13:31:37	+ Messages (0)
100	Williamsport VFD	23323	23342	0	Completed	02/22/2023 13:31:37	+ Messages (0)