UPLOADING DATA TO THE NFIRS DATABASE (BULK IMPORT)

The following provides the steps to 'import' your data to the National Dababase.

- Create a "transaction" export file using your NFIRS program (this will be a unique process for each program). Remember where you saved this file; you'll need to access this file shortly.

- Open your internet browser (Internet Explorer is recommended) and go to: nfirs.fema.gov

- On the green line with white letters, click on "Web-based Tools" which is located third from the right, which will open the "NFIRS 5.0 Web-based Tools" page.

- In the medium blue box on the left side with white letters, click on "Bulk Import Utility (BIU)" which will open the "Bulk Import Utility" page.

- In the same medium blue box, click on "Begin BIU Import" which will open the "Bulk Import Utility – Specify Parameters" page.

- Enter the required logon information on the "Bulk Import Utility Logon" screen, click "Continue."

- You are logged into the system when you get the "Federal System Warning" screen. Click "Continue" to proceed.

- Enter your e-mail address in the "Email Address" field. This is an important required field that will be used to send you a report after you've completed your bulk upload. This report will provide you with confirmation information on how many incidents were uploaded, any "warnings," and any critical errors which are contained in a zip file. The State Program Manager will "release" incidents periodically that will be added to the National Database. Incidents with warnings will be counted; incidents with critical errors will not count. Every effort should be made to correct all errors so data submitted will be as accurate as possible.

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- Click on both the "Accept Invalid Incidents" and "Overwrite Existing Incidents" boxes. These are located near the bottom of the center white section.

- Click on "Browse" and navigate to your "transaction" file. Click on the file name which should then appear in the box to the left of Browse. Please note the list of special characters that can NOT be used in the transaction file name, located near the bottom of the center white section.

- If you clicked on the wrong file name, click on the box to the left of Browse and highlight the file name listed. Once highlighted, press the Delete button to erase the file name. Repeat steps 7 & 8 to identify the correct file name for uploading.

- Once you are satisfied you have the correct file for upload, click the "Upload Files" button located at the bottom of the center white section.

- You will at a later time receive an e-mail indicating the results of your upload.

- If you decide not to do an upload, simply click the "Cancel" button to exit that section.

Contact the State Program Manager with any NFIRS questions or issues:

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