



MN State Fire Marshal Division Steps for Sending an MFIRS Incident Report File to the State

These steps are for Firehouse Software© users and will use internet email to send the file to the State Fire Marshal Division.

It is recommended that incidents are reported to the State Fire Marshal Division monthly. At the end of a month, these steps can be followed to send incident report file(s) to the division.

From within the Firehouse program:

1. Click on File in upper left corner.
2. Highlight NFIRS 5.0 Incident Reporting.
3. Click on Export NFIRS 5.0 Transaction File.
4. Choose "Export Complete Incident Transactions Only" or "Export Completed Incident Transactions and Department Information" (Use the second option if sending in electronic reports for the first time for that department.) Click on Next.
5. On the screen titled "Incident Report Selection," the department's FDID should be in the FDID field. If it is not, choose it from the list by clicking on the rectangular button next to the FDID field.
6. FH defaults to the previous month, but clicking on the rectangular buttons next to the "From Date" and "To Date" fields changes the dates. Click on Next.
7. This screen is titled "Output Files." FH uses a default output file naming and locating scheme. In a typical installation, this default will be:

C:\Program Files\FIREHOUSE Software\NFIRS*filename*

The default *filename* will be the department's FDID and the incident file month. For example, the February 2000 incidents for FDID 20007 will be in an output file called:

C:\Program Files\FIREHOUSE Software\NFIRS\20007022000.inc

By choosing to go with the default filename (recommended), the output file will be in the same place every time for future reference, such as attaching to email.

TO SEND THE FILE TO THE STATE AS AN ATTACHMENT TO AN EMAIL MESSAGE, DO THE FOLLOWING:

8. Click on Next – the next screen titled "Completion" - the default setting is "Save to Hard Drive" – keep it on that setting.
9. Click on Next – this screen gives a summary of the export. Click on Finish.
10. This screen tells how many reports are being exported - click on Yes.
11. After the export, the program will ask about reviewing the history log. It is not necessary to do this unless there are errors in the export. Click on No.
12. Exit or minimize the Firehouse Program and start the Internet browser.
13. Start the browser's email feature.
14. Address a blank message to: nora.gierok@state.mn.us
15. In the Subject section type: *The department name reports for month*
16. Use the "attach" feature to attach the file: (the path to the file is listed below)
C:\Program Files\FIREHOUSE Software\NFIRS*filename.inc*
This will be the filename that was created in the above steps.
17. After the file is attached, click on send button or option to send the email and file.

Sending the file by diskette is discouraged and will be discontinued sometime in the future. If the department does not have an email system, use the directions below to copy the file(s) on a diskette and bring the diskette to a computer that has email capabilities, attach the file and sent it by email on that computer (see directions above for email instructions).

TO COPY THE FILE TO A DISKETTE, DO THE FOLLOWING:

8. Click on Next – this screen is titled “Completion” - select “Yes, Copy the File(s) to the Removable Disk” and make sure the correct drive is chosen (usually Drive A).
9. Click on Next – this screen gives a summary of the export. Click on Finish.
10. This screen tells how many reports are being exported - click on Yes.
11. After the export, the screen will ask about reviewing the log file. It is not necessary to do this unless there are errors in the export. Click on No.
12. This screen will ask for a disk to be placed in the floppy disk drive (usually Drive A). Click on Ok after disk is put in floppy drive.
13. After the file is copied, the program will exit the export process and go back to the main screen.