



IMPORTING NFIRS REPORTS

VERSION 6.7

USER GUIDE

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Rescue Bridge Version 6.7

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1.1 Overview

This guide will walk you through importing NFIRS Reports into your ImageTrend Rescue Bridge. Before performing any of the activities in this guide, you will need to log in to your ImageTrend Rescue Bridge.

1.2 Transferring Your Data

The following steps will explain how to import the data into the Rescue Bridge.

1. From the top left, click *Data Exchange*.
2. From the left menu, click *NFIRS Data Exchange > Import NFIRS Data File*.
The *Import NFIRS Data File* page appears.

3. From the *Choose service to import to* drop down menu, select the appropriate service.

HINTS:

- You will only see services that you have content rights to in this menu. You will not be able to import incidents into an agency that you do not have access to.
- For system administrators who can perform this import for multiple services, you can leave the *Original Service In File* option selected to import incidents to multiple different services. This option will work only if the file being imported includes the service details.

4. To locate the file containing the data to import,
 - a. Click *Browse...*
 - b. Navigate to and select the desired file.
 - c. Click *Open*.

The file is selected and the *Choose File* dialog box closes.

5. Click *Import File*.
The import begins. Once the import is completed, the *NFIRS File Transfer Summary* will display.

WARNING: Large files (containing greater than 200 records) may take more time to import. You do not need to remain on the page; if needed, you can exit your session. DO NOT close or navigate away from this page before you have finished all the steps included in this document or your import will not be successful.


NFIRS File Transfer Summary								
The file transfer process has completed without errors to service ImageTrend Fire Dept (DO NOT CHANGE) (01855) . Below is a summary of the process. The system will now automatically process and validate your data. You can run either of the processing or validation manually by clicking on the 'Run Now' icon next to each, if it is available, or view detailed information by clicking on the 'View Detail' icon. Use the 'Refresh' buttons to update statistics.								
Process	Status	Records	Start	Finish	Total	Run	Details	
+ Data Transfer	<input checked="" type="checkbox"/> Complete	n/a	01:07:03 PM	01:07:04 PM	0:0:1	n/a		
+ Data Processing	<input type="checkbox"/> Pending	0						
+ Validation	<input type="checkbox"/> Pending	0				n/a		


Refresh


1.3 Processing and Validating Data


After you have imported your data file, you must process and validate the data to ensure that the runs are all correctly imported.

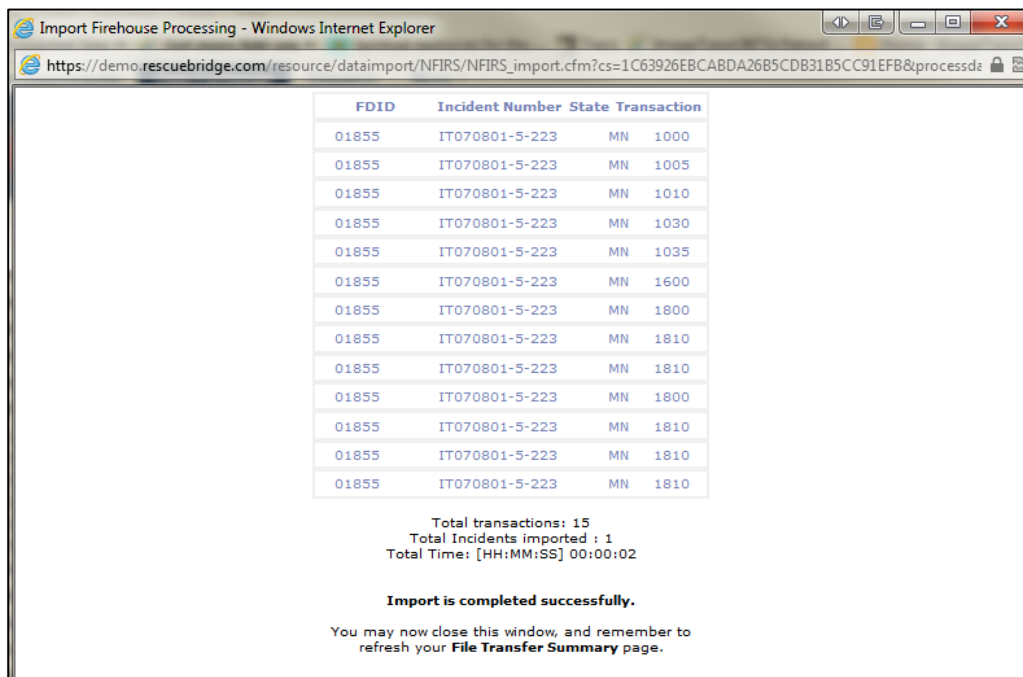
Processing the Data

 **NOTE:** It is required that you process your file once you've done the initial import.

 **WARNING:** Do not navigate away from this page, refresh the page or click on anything else until the processing is complete or your import will not be processed successfully and you will need to contact support to continue. This may take several minutes. If you must do something else, we recommend using a different browser to prevent any potential issues.

- To begin data processing, from the *NFIRS File Transfer Summary* page, select the *Run* icon . The import begins and a blank white window will appear until processing is complete. The more records your import contains, the longer it will take to process. Once the import is completed, a new window with a summary page will appear.

 **WARNING:** DO NOT refresh or navigate away from the page until the import processing is complete.



- Close the Import window.

- Click the *Refresh* button from the bottom of the page (not the browser).

NFIRS File Transfer Summary

The file transfer process has completed **without errors** to service **Thearon's Ambulancia's (45621)**. Below is a summary of the process. The system will now automatically process and validate your data. You can run either of the processing or validation manually by clicking on the *Run Now* icon next to each, if it is available, or view detailed information by clicking on the *View Detail* icon. Use the *Refresh* buttons to update statistics.

Process	Status	Records	Start	Finish	Total Run	Details
+ Data Transfer	<input checked="" type="checkbox"/> Complete	n/a	03:35:27 PM	03:35:27 PM	0:0:0 n/a	
+ Data Processing	<input type="checkbox"/> Pending	0				
+ Validation	<input type="checkbox"/> Pending	0			n/a	

Refresh

Validating the Data

All imports need to be validated to complete data processing.

⚠ WARNING: Do not navigate away from this page, refresh the page or click on anything else until the validation is complete or your import will not be processed successfully and you will need to contact support to continue. This may take several minutes. If you must do something else, we recommend using a different browser to prevent any potential issues.

- Next to *Validation* under the *Run* column, select the *Run* icon . Validation begins and a blank white window will appear until it is complete. The more records your import contains, the longer it will take to validate. Once the validation has completed you'll see the *Validation Completed* page.

The screenshot shows a Windows Internet Explorer window titled 'Import Firehouse Processing'. The address bar shows a URL from demo.rescuebridge.com. The main content area displays a blue gradient header with the text 'Validation completed successfully.' Below this, it shows a progress log: 'Processing Incident Number: 'IT070801-5-223'. Checking Fire Rules.. Validating Modules. * * * * Done.'

- Click the *Refresh* button from the bottom of the page (not the browser).

NFIRS File Transfer Summary

The file transfer process has completed **without errors** to service **Thearon's Ambulancia's (45621)**. Below is a summary of the process. The system will now automatically process and validate your data. You can run either of the processing or validation manually by clicking on the *'Run Now'* icon next to each, if it is available, or view detailed information by clicking on the *'View Detail'* icon. Use the *'Refresh'* buttons to update statistics.

Process	Status	Records	Start	Finish	Total	Run	Details
+Data Transfer	✔ Complete	n/a	03:35:27 PM	03:35:27 PM	0:0:0	n/a	
+Data Processing	⚠ Complete w/Errors	0	03:42:53 PM	03:42:57 PM	0:0:4	n/a	
+Validation	✔ Complete	0	03:44:34 PM	03:44:34 PM	0:0:0	n/a	

Refresh

1.4 Accessing the NFIRS Reports after Import

Once your data has been imported, anyone with access to the Incident List for the appropriate service will be able to view the reports from the Incident List.

To access the Incident List:

- From the upper left, click *Fire Departments* or *My Fire Department*.
The *Home* tab for the service you most recently viewed appears.
 NOTE: If you have access to only one service, that service will appear.
- OPTIONAL:** To select a different service,
 - From the upper right, click the name of the service you are currently logged in to.

Welcome, Jackie Lockerby Admin 0 Logout

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Setup

- The *Select a Service* dialog box appears.
 - Navigate to and select the desired service.
You are logged in to the selected service.
- Hover your mouse over the *Incidents* tab.
A sub-menu appears.

- Click *Incident List*.
The Incident List appears.

The screenshot displays the 'Incident List' interface in the ImageTrend Rescue Bridge application. The interface includes a navigation bar with 'Dashboard', 'Incidents', 'Modules', 'Staff', and 'Setup'. Below the navigation bar, there are search and filter options, including a search box, 'Exact Match' checkbox, and 'Filters' button. The main area shows a table of incident records with the following columns: Validity, Status, Locked, Type, Incident Date, Incident Number, Call Number, Patient Care Report Number, Incident Type, Address, Date Entered, and User Entered. The table contains several rows of data, including completed and in-progress incidents.

Validity	Status	Locked	Type	Incident Date	Incident Number	Call Number	Patient Care Report Number	Incident Type	Address	Date Entered	User Entered
	5- Completed			04/29/2015	22222	3333	11111			04/29/2015 09:51	Duston Diekmann
	9- Completed			04/29/2015	Incident Number Test...	Call Number Test1	PCR Number Test1	Test		04/29/2015 09:12	Duston Diekmann
	60- Completed			04/29/2015	1500231			Fire in portable but...		04/29/2015 09:34	*ImageTrend Admin
	9- Completed			04/28/2015	Dillard98876756	Dillard98876756	ImageTrend-1		555 S Main st	04/28/2015 01:31	Justin ** Dillard
	61- In Progress			04/28/2015	1500230			Building fire	344 S Main ST	04/28/2015 01:36	*ImageTrend Admin
	100- In Progress			04/28/2015	Dillard98876756			EMS call, excluding ...	555 S Main ST	04/28/2015 01:31	Justin ** Dillard
	60- In Progress			04/25/2015	1500227			Building fire		04/25/2015 09:44	*ImageTrend Admin

- As needed, switch the view or use the search filters to locate the incidents you entered > click Go.