

Uploading Exported NFIRS Data – <http://nfirs.fema.gov>

Step 1



Click on Web-based Tools

Step 2



Click Bulk Import Utility (BIU).

Step 3



Click Begin BIU Import.

Step 4

Bulk Import Utility Logon

Login to Bulk Import Utility

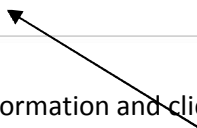
You must log on to continue. Please provide your username, state, and password and then press continue.

BOLD items are required.

Username

State

Password




Login using your NFIRS account information and click Continue.

Step 5

Federal System Warning:

You are about to access a U.S. Government information system. Access to this system is restricted to authorized users only. Anyone who accesses this system without authorization or exceeds authorized access could be subjected to a fine or imprisonment, or both, under Public Law 98-473. By accessing the system you consent to having your activities and or access recorded by system software and periodically monitored. If this record reveals suspected unauthorized use or criminal activity, the evidence may be provided to supervisory personnel and law enforcement officials.

DO NOT PROCESS CLASSIFIED INFORMATION ON THIS SYSTEM.



Click Continue

Step 6

The screenshot shows a web form titled "Bulk Import Utility - Specify Parameters". At the top, there is a text input field for "Email Address (Required)" containing "balberd@gmail.com", with a callout box pointing to it that says "Enter your email address". Below this is a section for file selection with instructions: "Enter the exact file name or click on the Browse button to locate and select the file from a local directory." and "The files may either be plain files or a zip file containing plain files. There is a limit of 10 files per zipped file, which, given that there are 3 file input areas, allows for a maximum of 30 files per upload." A callout box points to this section saying "Browse to find the Department information file". Below the instructions are two checkboxes: "Accept Invalid Incidents" and "Overwrite Existing Incidents". Below these are three text input fields, each with a "Browse..." button. A callout box points to the bottom-most "Browse..." button saying "Browse to find the NFIRS export file". At the bottom of the form are "Upload Files" and "Cancel" buttons. A callout box points to the "Upload Files" button.

Check "Accept Invalid Incidents" and also check "Overwrite Existing Incidents".

Click Upload Files to finish.

Check your email to verify that the files were uploaded successfully. You will be emailed with a link to retrieve log files in zip file format. After clicking the link, login. If you cannot retrieve the file from the link, copy and paste the link from the email into a new browser window. Delete the part of the link that appears before "www" without quotes. For example, if the link is https://www.nfirs.fema.gov/biarchive/1303739329847_1512795243.zip, edit the link so that it reads www.nfirs.fema.gov/biarchive/1303739329847_1512795243.zip instead. Then tap the Enter key to retrieve the file.

The log files will be in a zip file. If you don't have Winzip to unzip it, go to www.winzip.com and download a free copy. After extracting, look at the file whose name ends with _inc50.log. Open with Notepad. This one will tell you how many incidents imported & how many were invalid. If any were invalid, look at the file whose name ends in err. Open with Notepad. Search for the string "critical"(without quotes). These are the critical errors that must be corrected to change the invalid incidents to valid ones. After correcting, export again and upload again. If any failed to import, forward the email along with your username and password to Dennis.Mulder@tn.gov.