

NFIRS in ImageTrend Elite Guidelines

To get started, Minimum needed:

- Staff (Users)
 - First Name
 - Last Name
 - With Personnel ID (GFSTC#)
- Stations (Agency Locations)
- Vehicles

Once that information is in, here are the requirements for correctly filling out a NFIRS Form:

- **Incident Number**
 - NO DASHES
 - 7 Numerical Digits
- **Basic**
 - Street must be filled into the appropriate boxes
 - i.e. 123 Main Street South
 - Street Number = 123
 - Street =Main
 - Street Type = Street
 - Street Suffix = South
 - **DO NOT PUT "Main Street" in for the "Street or Highway**
 - Double Check Times/Dates
 - ImageTrend will not catch it if you have an alarm of 12/20/2015 and an In Service date of 12/17/2020.
 - Apparatus/Personnel Module is required by the State of Georgia.
 - ***Calls will save automatically***
- **Apparatus/Personnel Module**
 - Add all vehicles/personnel that YOUR dept attended
 - Check times to make sure they are accurate

Extra Notes for getting to ImageTrend to NFIRS:

- All Incidents must have a score of 100 Validity before getting exported.
- Contact Blake when your reports from the previous month/year are ready