



**State of West Virginia**  
**Department of Military Affairs and Public Safety**

Earl Ray Tomblin, Governor

**STATE FIRE MARSHAL'S OFFICE**

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**EXPORTING REPORTS FROM OFFLINE DATABASE**  
**IMPORTING REPORTS INTO ONLINE DATABASE**

1. Log into the Data Entry Tool in Offline Mode.
2. Click on Tools at the top and then Import/Export Tool.
3. Change radio button to Export.
4. Click Select Incidents.
5. Click FDID Lookup.
6. Find your FD.
7. Click Select.
8. Put in Incident From Date and Incident To Date for the month you want to export.
9. Click Search.
10. When incidents come up at the top of the screen click the double arrows pointing down in the middle left of screen.
11. After incidents are moved to the bottom panel (in the middle), click EXPORT on the bottom right. You will get a dialog asking for where to put the file and what to name it.
12. Name the file and put it somewhere you will remember to look for it.
13. In the Data Entry Tool, click on Tools.
14. Click on Configuration Tool.
15. There are 4 tabs at the top ... click on the Advanced Tab.
16. There are 2 check boxes and you need to check the one that says ONLINE ACCESS.
17. Click Save (bottom left) and then click OK (bottom right).
18. When asked if you want to exit Configuration Tool click Yes.
19. Exit the Data Entry Tool.
20. Start your internet
21. Restart the Data Entry Tool (you should be in online mode).
22. Log into the database.
23. When the Data Entry Tool starts click on Tools again.
24. Click on Import/Export Tool.
25. Leave the radio button at Import and click Select Import File.
26. Find the file you exported earlier.
27. Click OPEN.
28. It will let you know when the file is done importing.
29. After you are done send an email to [nfirs@wv.gov](mailto:nfirs@wv.gov) with the full name of your department in the subject line and let me know you imported them.

Any questions or problems don't hesitate to contact our office at 304-558-2191, ext. 223 or 224, Monday - Friday, 8am - 4pm.