



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

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SETTING UP DATABASE TO DO OFFLINE REPORTING

1. Open Configuration Tool.
2. Click on Advanced Tab.
3. Change Configuration tool to OFFLINE MODE.
4. Save changes.
5. Start Internet connection.
6. Click on Start, then All Programs (Programs or Libraries depending on your version of Windows), then NFIRsv5***, then Data Entry Tool.
7. **When log in box appears leave everything blank.**
8. Click OK.
9. Question box will appear asking if you want to do a User Interjection from the Online Database. Click **yes**.
10. Another log in box will appear. Log in using Username and Password for Online Database.
11. When the Interjection is done you will get a pop up box telling you that you will no longer need your internet connection.
12. You will then be in Offline Mode.

Any questions or problems don't hesitate to contact our office at 304-558-2191, ext. 53223 or 53224, Monday – Friday, 8am – 4pm.