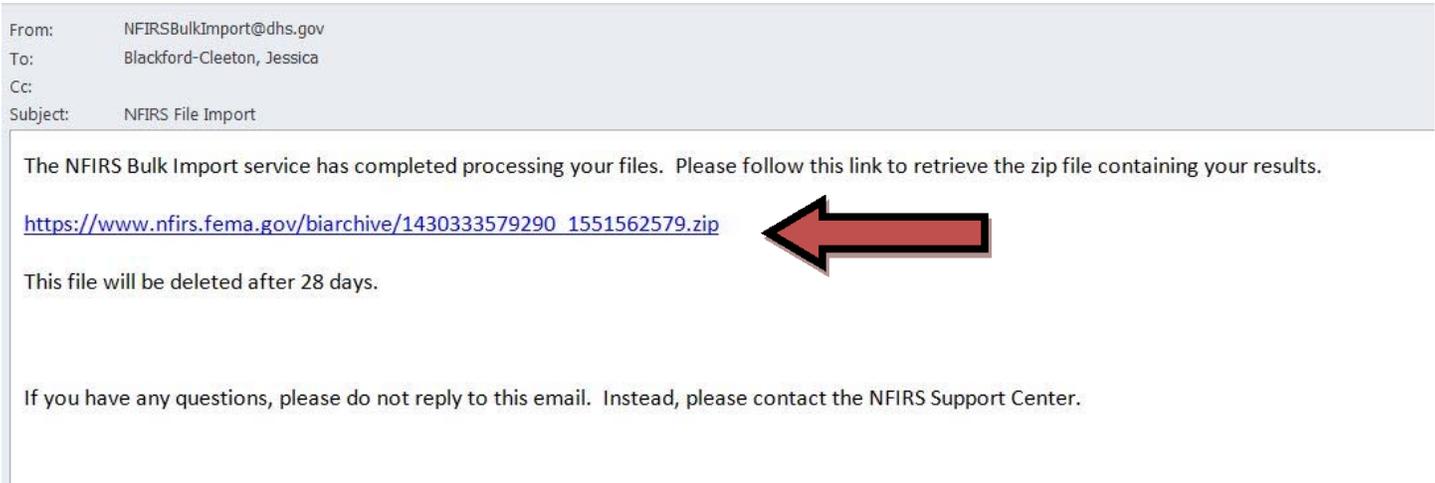


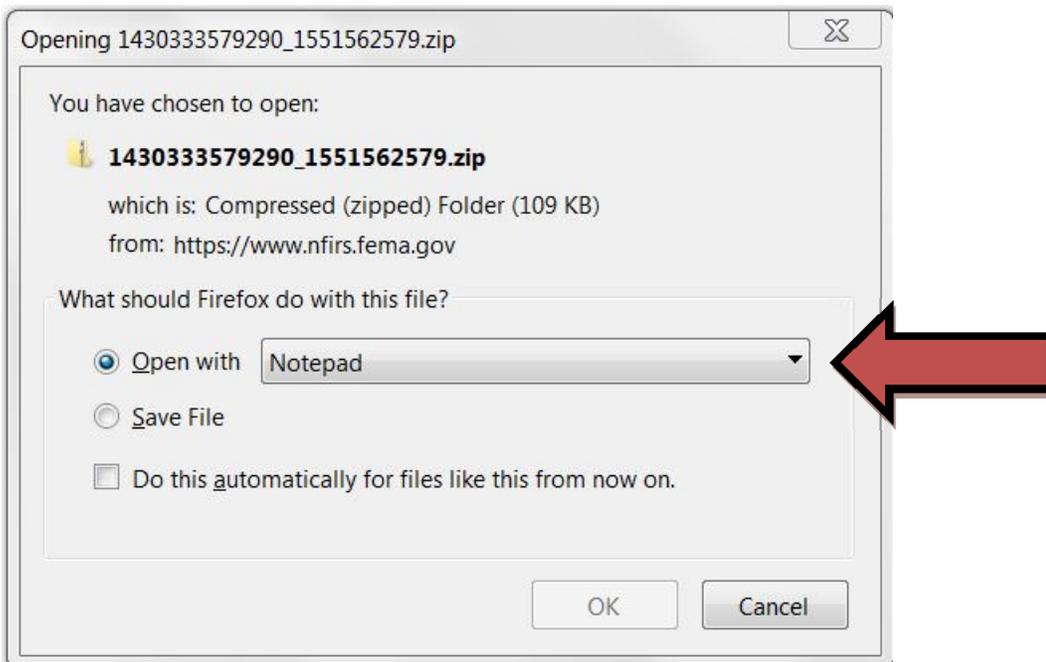
Error Correction Procedure for Firehouse Users/3rd Party Vendors

It is imperative that ALL third party vendor users check returned zip files for errors and import exceptions. **JUST BECAUSE YOU RECEIVE THE IMPORT EMAIL DOES NOT MEAN THAT ALL OF YOUR INCIDENTS SUCCESSFULLY UPLOADED.** Please follow the directions below.

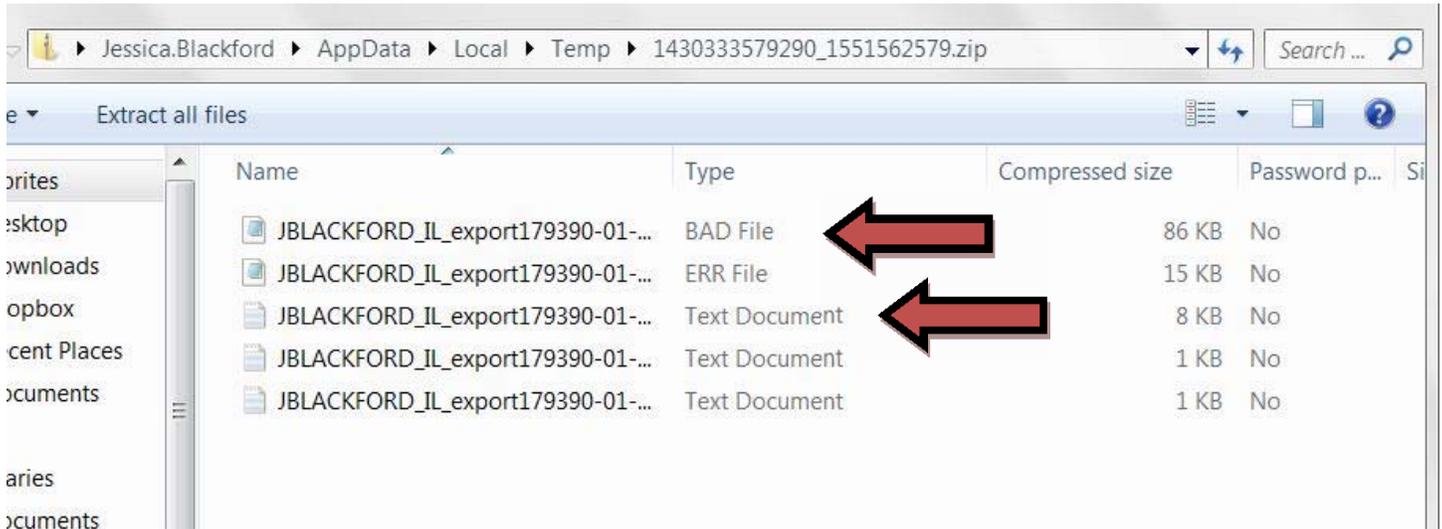
After uploading your data, monitor your email for a return email and click on the link:



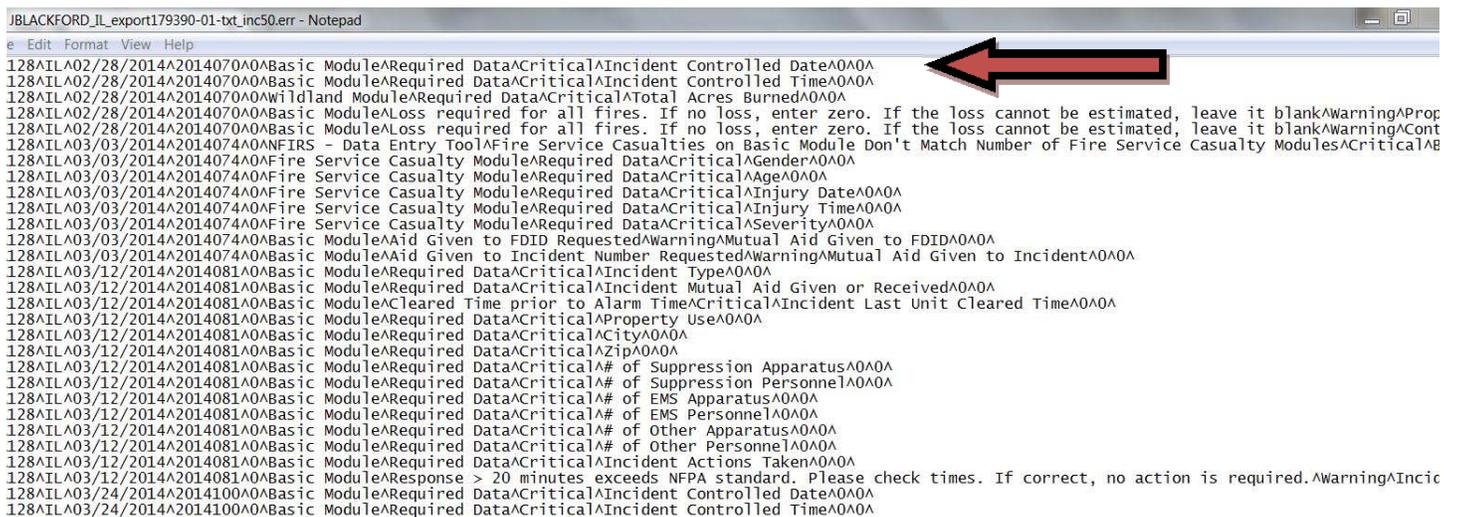
Open Zip File (always in Notepad):



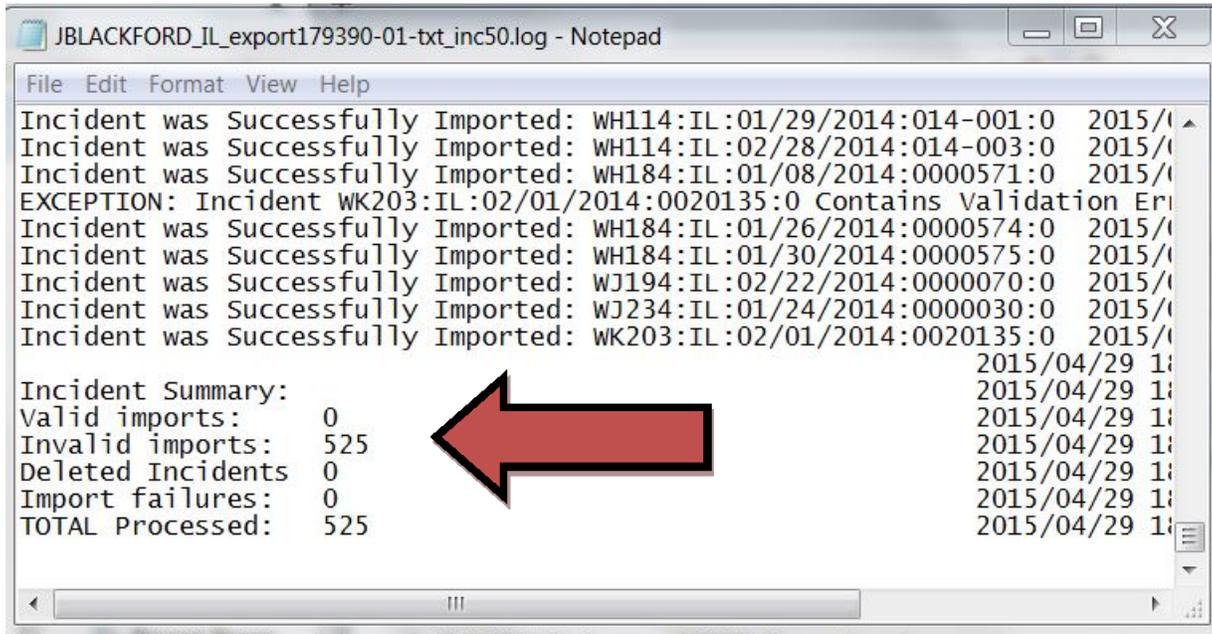
Your unzipped files will look similar to this; the files can be opened with any word processing program, but Notepad works best:



Open the ERR File to see errors. Scroll from left to right to read the entire error. This file will list the incident date, number, module(s) where the error(s) is and how to fix the error(s). The first error below is in the Basic Module – “Required Data”, “Incident Controlled Date”. Go to the Basic Module and enter the Incident Controlled Date. Save and reimport.



This is your confirmation file; it will show you exactly how many valid incidents were imported, incidents deleted, invalid incidents, and total number of incidents processed and for what dates:



```
JBLACKFORD_IL_export179390-01-txt_inc50.log - Notepad
File Edit Format View Help
Incident was Successfully Imported: WH114:IL:01/29/2014:014-001:0 2015/0
Incident was Successfully Imported: WH114:IL:02/28/2014:014-003:0 2015/0
Incident was Successfully Imported: WH184:IL:01/08/2014:0000571:0 2015/0
EXCEPTION: Incident WK203:IL:02/01/2014:0020135:0 Contains Validation Err
Incident was Successfully Imported: WH184:IL:01/26/2014:0000574:0 2015/0
Incident was Successfully Imported: WH184:IL:01/30/2014:0000575:0 2015/0
Incident was Successfully Imported: WJ194:IL:02/22/2014:0000070:0 2015/0
Incident was Successfully Imported: WJ234:IL:01/24/2014:0000030:0 2015/0
Incident was Successfully Imported: WK203:IL:02/01/2014:0020135:0 2015/0
Incident Summary: 2015/04/29 18
Valid imports: 0 2015/04/29 18
Invalid imports: 525 2015/04/29 18
Deleted Incidents 0 2015/04/29 18
Import failures: 0 2015/04/29 18
TOTAL Processed: 525 2015/04/29 18
```

Go back into each invalid report, fix the errors and re-upload your data. If there was an exception while importing, or the wrong dates were sent, re-import.

If you do not receive a zip file after import, please email Jessica Blackford-Cleeton at jessica.blackford-cleeton@illinois.gov .