

# NIMRS 2.0 User Guide: How to Import an Incident

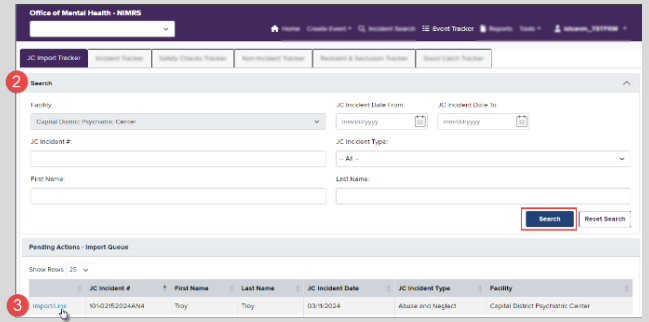
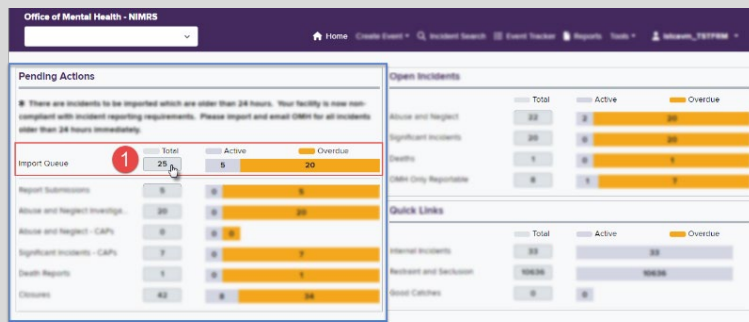
## HOW TO IMPORT AN INCIDENT:

Incidents meeting [Justice Center and OMH reportability criteria](#) should FIRST be [reported to the Justice Center](#). Next, the incident should be imported and submitted to OMH via NIMRS within 24 hours of Event Discovery. To import an incident, log into NIMRS and follow these steps:

1. From the Home page Pending Actions section, select the Total button on the Import Queue line to see all incidents pending import

2. On the JC Import Tracker you will see all incidents pending import. You can also use the Search option to narrow your selection

3. Click the Import/Link hyperlink next to the incident you are importing



4 & 5. Review Justice Center/VPCR Incident Details

6. Complete Required Fields on the Incident Import Tab

7. Click Create Incident and follow next steps to Submit Incident to OMH within 24 hours

