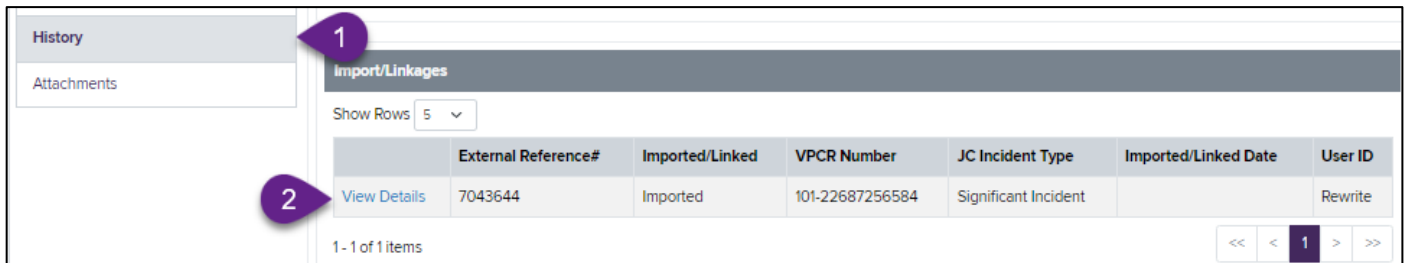


## NIMRS 2.0 How To Un-Import an Incident

- ❖ Un-Importing an incident will return the incident back to the Justice Center import queue.
- ❖ This incident will lose all previously added information and is treated as a new incident again.
- ❖ An incident cannot be un-Imported if there are any other incidents linked to it. All incidents must be delinked before they can be sent to the import queue via the un-import functionality.

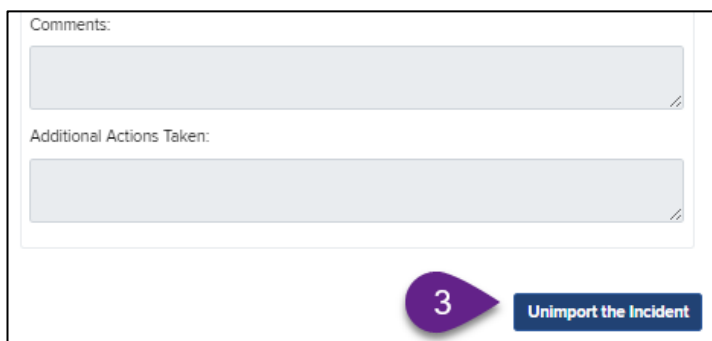
### USING THE UN-IMPORT FUNCTION

1. Navigate to the History page on the left menu bar of the incident you wish to delink.
2. Find the appropriate incident under the Import/Linkages header and click “View Details”.



	External Reference#	Imported/Linked	VPCR Number	JC Incident Type	Imported/Linked Date	User ID
<a href="#">View Details</a>	7043644	Imported	101-22687256584	Significant Incident		Rewrite

3. Click **Unimport the Incident** and confirm your selection. This incident will now appear in your JC Import Tracker.

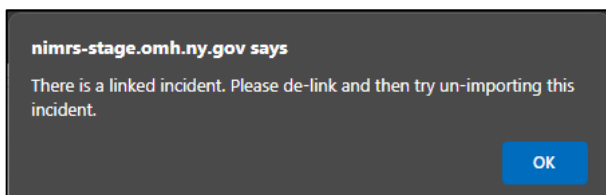


Comments:

Additional Actions Taken:

**3** [Unimport the Incident](#)

**Note:** If you have an incident linked to this incident, you cannot Un-Import. You will receive this message:



nimrs-stage.omh.ny.gov says

There is a linked incident. Please de-link and then try un-importing this incident.

OK

For assistance with Delinking an incident, please review the “How To Link/Delink an Incident” user guide.