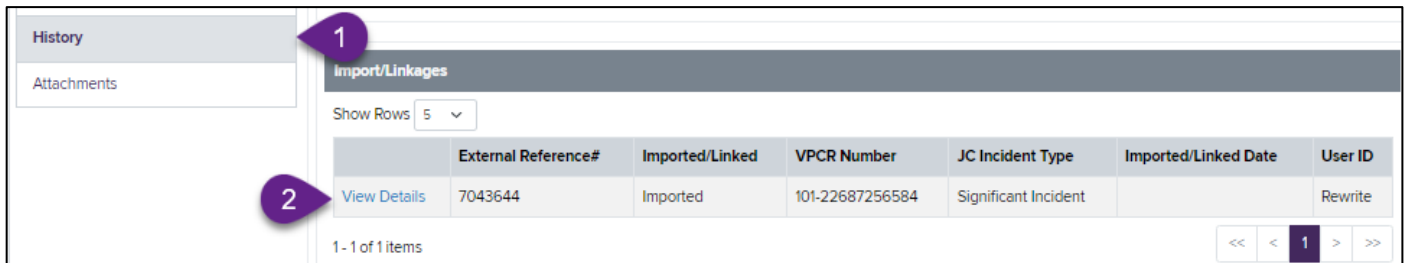# NIMRS 2.0 How To Un-Import an Incident

- ❖ 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.
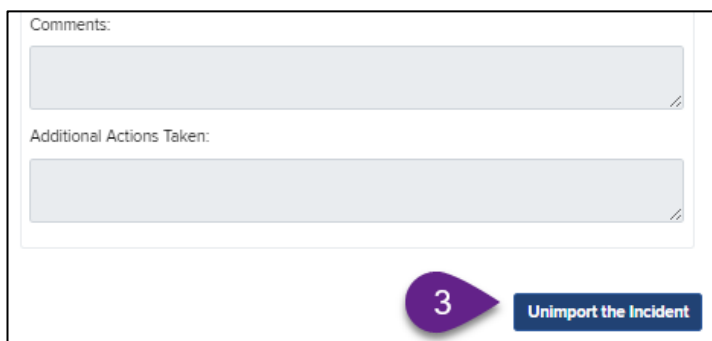
USING THE UN-IMPORT FUNCTION

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".

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

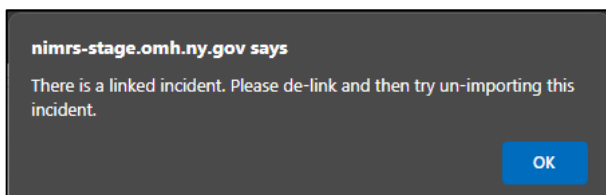**Note**: If you have an incident linked to this incident, you cannot Un-Import. You will receive this message:

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