



National Fire Incident Reporting System Data Warehouse Reports User Guide — Part 1 For New Data Warehouse Users (Enterprise Data Warehouse Read-Only Permissions)

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Mission Statement

We support and strengthen fire and emergency medical services and stakeholders to prepare for, prevent, mitigate and respond to all hazards.



Table of Contents

Part 1: Background Introducing the NFIRS Data Warehouse reports NFIRS Data Warehouse guides	
Business Objects terminology	
General navigation	3
NFIRS Data Warehouse/Business Objects permissions (roles) and Groups Access	5
Groups Access and Released/Unreleased Status data	6
Part 2: Login for New Users Log in to the NFIRS Data Warehouse — State and local NFIRS users	7 7
Part 3: Locating and Generating Standard Reports	9
Generating a report — Schedule versus View	
Prompts selections (pop-up)	14
The NFIRS Group prompt	20
Locating completed reports	21
Optional: Generating a report using View	22
Viewing a report and exporting report results	
Scheduling a report — receive or send via email	
Check the status of a scheduled report	
Deleting a report instance	
Rescheduling a completed report instance	
Optional: Personalizing your BO workspace	27
Part 4: Frequently Asked Questions, Errors and Troubleshooting	31
Part 5: Frequently Requested Queries	36
Resources	38
Contact Information	39
Acronyms	40

Part 1: Background

Introducing the NFIRS Data Warehouse reports

The Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) Business Intelligence (BI) Team makes available the **National Fire Incident Reporting System (NFIRS) Data Warehouse (DW)** using the **SAP Business Objects (BO)** application and FEMA's Enterprise Data Warehouse (EDW) database and its Operational Data Store. The **BO Web Intelligence** querying and report writing capabilities provide users with robust and flexible report output. The **NFIRS DW** uses data from the NFIRS National Database submitted by fire departments (FDs) from 50 states and U.S. territories, the Department of Defense and the Native American Tribal Authority.

The **NFIRS DW** is used for output report capabilities only. Incident data cannot be edited in the NFIRS National Database via the **BO** report tools. The **NFIRS DW** is not a copy of the national database; it is a separate component. The data is refreshed once a day beginning at approximately midnight (Greenwich Mean Time), and the refresh takes about 4 hours to complete. It is recommended that users schedule them to run just after the nightly refresh period occurs.

More than 75 standard reports have been designed by the U.S. Fire Administration (USFA) NFIRS National Fire Data Center (NFDC) staff based on the needs and requests of NFIRS users with input from the National Fire Information Council. In addition to the standard reports available to all users, the **BO Web Intelligence** features enable users, with appropriate permissions, to save report queries and modify or customize them.

- State users will have the ability to customize a report, save it to their state directory and make it available for their state's **NFIRS DW** users.
- Users can schedule reports to run while the user is offline and retrieve the results later or by email.
- All users have the option of adding a chart or graph on the results page, much like Microsoft Excel's features.
- Report results can be saved (exported) in PDF format, Microsoft Excel or as delimited comma-separated value (CSV) files.
- In addition, a standard Excel Export Report is designed to obtain many NFIRS incident fields for use in pivot tables while excluding unnecessary fields or fields containing personally identifiable information (PII).
- Quick filters feature assists in reducing the results within a completed report. The Drill tool enables users to review further detail of the report results and will be further developed for NFIRS-specific needs in the future.

The **NFIRS EDW read-only** level permission is all that is necessary for a user to run more than 75 standard reports and to access their state's reports folder. State program managers can assign a user permission using the eNFIRS System Admin User Search function to locate the user account, then select the **Edit Groups and Permissions** link.

It is recommended that all users begin with read-only permission. Users are encouraged to become proficient in the Reading mode using the **Standard Reports** before using the Design mode to create custom report queries.

NFIRS Data Warehouse guides

The guides are written for NFIRS users who have no **BO** experience and will assist NFIRS users to properly set up a work area within the **NFIRS DW** so they can generate and customize the NFIRS **Standard Reports**.

NFIRS Data Warehouse Guide 1 (for users with **NFIRS EDW read-only** permissions) assists NFIRS users new to the DW with basic steps to log in to the **NFIRS DW**, set up preferences and acquire a consistent workflow when scheduling and exporting NFIRS **Standard Reports**. It includes sections for troubleshooting and FAQs.

NFIRS Data Warehouse Guide 2 (for users with **NFIRS EDW Access** or **EDW Admin** permissions) describes the advanced steps to create new queries and custom reports. Steps will include modifying a standard report in **Web Intelligence** format, creating a new report, sharing a report and saving a report to the State Folder where it can be accessed by FD-level users. The NFIRS EDW permission level Access or Admin is required for modifying and creating custom queries and reports.

The guides are organized with the approach that the user will follow the steps from start to finish and establish the workflow of the **BO NFIRS DW**. As users become familiar with the **BO** interface and the tools, the guides can serve as a reference.

Business Objects terminology

The terms displayed in the **NFIRS DW** interfaces and selection menus are specific to **BO**. The list below (in alphabetical order) will assist NFIRS users to identify features and functions while working in the **NFIRS DW** Reports.

- **Details** View the description of the report.
- **Export** Save the report to the computer as a file (Excel, PDF, HTML, TXT, CSV).
- **History** Show a list containing information about reports that have been run previously or are currently running.
- Instance A report that has been run (or a copy of the completed report).
- Objects In BO, the term "object" refers to a Dimension or Facts item for the query or report. Objects represent the fields in NFIRS modules and the national database.
- **Prompts** The parameters or filters for a report. The panel in which prompts are listed is named Prompts. On a completed report, the Parameters tab shows the filters that were used for the report.
- **Properties** View information about the report.
- **Quick Filtering** Applying filters to the results and not changing the underlying query or data.
- **Schedule** Run a report by placing it into a queue.
- View Open an existing report that you can refresh with the previous day's data.
- View Latest Instance Call up the latest copy of a scheduled report that you ran previously. A single left click will also bring up the last instance.

• Web Intelligence Document — A report. When a report is saved in the Web Intelligence format, the drill-down capability and drag-and-drop features enable further summary and analysis. The final output can be saved as PDF and other formats.

General navigation

- The links in the ribbon navigate to: **Home** (the BO landing page), **Favorites**, **Recent Documents**, **Recently Run** reports and **Applications** (used only by users with Access or Admin permission).
- The tiles are links to: Folders, Categories (not used in NFIRS), Documents (reports that have been run), BI Inbox (where scheduled reports will be listed), Instances and Recycle Bin.
- In the center of the banner, the **BI Launch Pad** is a drop-down that will list reports after running them ("Currently Open Documents"). The drop-down list replaces individual report tabs used in the previous BO version.

SAP			BI Launch Pad \sim
Home	Favorites	Recent Docu	Currently Open Documents
			No data

• To locate the **Standard Reports**, click on the **Folders** tile, then expand **Public Folders > NFIRS > Standard Reports**.

~		BI Launch Pad 🗸			
Home Favorites	Recent Documents	Recently Run Applic	cations		
Folders	Categories	Documents	BI Inbox	Instances	Recycle Bin
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• Do not use the Back button of your web browser to navigate in **BO**; instead, use the arrow in the upper left of the screen to navigate to the previous screen, or select a link on the ribbon, such as the **Home** or **Favorites** tab or **Recent Documents**, or select a recently run report.



- Right-click on a report to access the actions menu. Most often, the actions menu will contain options for: **View**, **Properties**, **Schedule**, **History** and **Details**. The right-click on a specific feature of a report can alter the menu options.
 - The option **Modify** is available only for users with EDW Access or Admin permissions.
 - Users with read-only permissions will not see or use a **Personal Folder**.
- Completed reports are downloaded to the user's PC by using the **Export** icon.
- Use the View action to run a small report, or **Schedule** it if you are not sure of the data set's size.
- After scheduling a report to your **BI Inbox**, click the **BI Inbox** tile, then select the report in the left side of the Inbox screen, and click the **View** button in the far right to open the report.
- Once a report is open, additional report information and characteristics can be viewed by using the right-side pane to view the report's Document Properties; General, Statistics, Document Options and Data Options.

< 🏠 💁	Incident Counts ~		
File Query	Analyze Display 文 북 ⓒ 한 컵 표 표		
Report Parameters			
	Incident Counts Report Period: 1/1/21 to 12/31/21		
	Breakdown by Category	Summary	
	Breakdown by Status	Total lacidents 307 FDIDs with Incidents: 1	
	Breakdown by Release Unreleased 24 7.62% Released 283 92.18%		
	Breakdown by Version NERS Version 4.1 0 0.00% NERS Version 5.0 307 100.00%		
	Breakdown by Exposure Primary 307 100.00% Exposure 0 0.00%		
	Breakdown by Mutual Aid Ald Given 11 2.58% Ald Received 4 1.30% Ald Nove 292 95.11%		
	* Breakdown by Type Fires 27 6.79% (345 Only 171 55 70%) Non Film & Nos 1845 109 35 50%		
	* - The "Breakdown by Mulual Aid" and "Breakdown by Mulual Type" sections exclude "No Activity" inclosetta. Additionally "Mulual Aid" Other incidente are counted as "Aid None" under the "Breakdown by Mulual Aid" section.		

• In the middle of the main screen, the open reports (documents) are listed.

< â <u>Sa</u> r		Incident Counts	~
		ently Open Documents	
⊡ × 5 ≥ <u>↓</u> ∞ C		lent Counts	× ×
Report Parameters			
	Report Period: 1/1/21 to	2/31/21	
	Breakdown by Cate Breakdown by Status Valid	gory 307 100.00%	1

- Use the circled **X** icon to close a report. Click **OK** to the warning that unsaved modifications will be lost.
- Use the back arrow in the upper left to return to the main options (displayed in tile shapes).
- The Document Autosave and Recovery Alert, for users with NFIRS EDW Access or EDW Admin permissions, informs the user of the location of documents that are autosaved. Autosave occurs if an unsaved report is open at the time the session times out (20 minutes). The default location is the user's Personal folder's **Web Intelligence** folder. Check the "Do Not Display this Message" box to eliminate the alert.
- Users with NFIRS EDW read-only permissions must always export and download the report results. Users with Access and Admin permissions must use the "Save As" command and select the Personal Folder or the State Folder as the destination. Or, use the Export icon to download the report.
- Never delete from the **Public Folders** (Standard Reports) and never save to the **Public Folders**.

NFIRS Data Warehouse/Business Objects permissions (roles) and Groups Access

State program managers can add the NFIRS EDW permission at any time to an existing user account. It is imperative that a user is assigned to the FD group or county level to which they report. This restricts access to PII in incident reports of other departments.

Only 1 of the 3 NFIRS EDW permissions is necessary for a user to access and run DW reports. It is recommended to assign the read-only permission to new users until they are accustomed to reports' workflow.

NFIRS EDW read-only users will not be able to modify or create a report.

Users with the NFIRS EDW read-only permission:

- Are limited to using the **Standard Reports** and reports in their **State Folder**.
- Will not view or be able to use **Personal Folders**.
- Will "export" report results to their computer in PDF, Excel, CSV or TXT format.
- Have access to **all** data in their group assignment (both Released and Unreleased status incidents).
- Have access to only **Released** data in groups and states outside their group assignment.
- Can use the Simple Filter and Drill tool when filters are available for the report.

Users with the **NFIRS EDW Access** permission have the same capabilities as read-only users **and**:

- Can create **Personal Folders** and save reports ("Documents") to them.
- Can copy and paste **Standard Reports** to their Personal Folder and use the **Modify** action.

• Can access **Applications** > **Web Intelligence** and select the new document icon, which allows custom query and report capability. 2 universes are available: Incidents. unx and Fire Departments.unx.

Users with the NFIRS EDW Admin permission:

• Can save or publish reports to **Public Folders**.

Reminder: Do not save while in the Standard Reports folder.

• State users can save, copy and paste reports to the **State Folder**.

Groups Access and Released/Unreleased Status data

Regardless of the NFIRS EDW **BO** permissions (EDW read-only, Access and Admin) assigned to your NFIRS account, you will see only Released status data outside your NFIRS group assignment.

When running reports to compare your state to another state, we recommend using Released status only so that your state's counts will align with the other state's parameter.

Example:

A state-level user's **NFIRS DW** account is mapped to their state group in NFIRS. The user can access all data for Released and Unreleased reports at and below that group in NFIRS. When the user runs the Incident Count report and selects Released and Unreleased status, all incidents in the state will be included in the report counts. Here is an example for the results:

ncident Counts			
eport Period: 1/1/22 to 12/31	1/22		
reakdown by Categor	ry		Summary
Breakdown by Status			Total Incidents 844,701
Valid	819,560	97.02%	FDIDs with Incidents: 364
Invalid	24,933	2.95%	
No Activity Incidents	208	0.02%	
Breakdown by Release			
Unreleased	25,201	2.98%	
Released	819,500	97.02%	

Note there is a count greater than 0 for Unreleased incidents. There is also a count greater than 0 for Invalid incidents, which are always Unreleased status. Now compare this report to 1 run for All 50 States and All Fire Departments. Because the user has no groups mapped to their account other than their own state or FD, the report will count only Released status data from all other states and FDs. The Unreleased count and the Invalid count will reflect the user's state only.



Caution: When generating a report to include states/groups outside your own, use the Released status filter only.

Part 2: Login for New Users

The series of steps that follow take the user through the basics of **NFIRS DW** report generation, starting with the login. These steps are designed to walk the user through their first session in the **NFIRS DW**. The workflow includes scheduling reports as the preferred method when running reports. Once the user becomes proficient in the DW, other workflows and features can be used.

Log in to the NFIRS Data Warehouse — State and local NFIRS users

1. Log in to eNFIRS at https://www.nfirs.fema.gov/. Do not click the personal identity verification (or PIV) card icon.

National Fire Ir	ncident Reporting	s System (NFIRS) User Login
account. Your state's NFI	RS program manager will noti ent Reporting System (NFIRS	.0 software and tools, you first need to register for an fy you when your account is active. If you registered) but were not notified that your account is active,
	er community who use the S	ummary Output Reports Tool (SORT) or need to obtain
a Forms Based Incident F	eport (FBIR), the paper forma	at of an incident, must login below to access those request the specific permissions to access these tools
a Forms Based Incident F	leport (FBIR), the paper forma s NFIRS program manager to	at of an incident, must login below to access those
a Forms Based Incident F tools. Contact your state ⁴	teport (FBIR), the paper forma s NFIRS program manager to or Login star os o Store & Locol User OR Ifyou	at of an incident, must login below to access those request the specific permissions to access these tools
a Forms Based Incident F tools. Contact your state ⁴ NFIRS State & Local Users and Vend ALL fields are required. Not yet registered? Re	teport (FBIR), the paper forma s NFIRS program manager to or Login star os o Store & Locol User OR Ifyou	at of an incident, must login below to access those request the specific permissions to access these tools FEMA PIV Card Single Sign-on FEMA-issued PIV Card holders must employ FEMA single sign-on to access NFIRS accounts associated with enterprise IDS. If you hold a FEMA-issued PIV
a Forms Based Incident F tools. Contact your state ⁴ NFIRS State & Local Users and Vend ALL fields ore required. Not yet registered? Re are a vendor, please contact NFIRS Support (teport (FBIR), the paper forma s NFIRS program manager to or Login pater as a Store & Local User OR If you enter.	At of an incident, must login below to access those request the specific permissions to access these tools FEMA PIV Card Single Sign-on FEMA-issued PIV Card holders must employ FEMA single sign-on to access NFIRS accounts associated with enterprise IDs. If you hold a FEMA-issued PIV Card then do not fill out the section to the left. Instead, please log into the FEMA network using your
a Forms Based Incident F tools. Contact your state ⁴ NFIRS State & Local Users and Vend ALL felds are required. Not yet registered? Re are a vendor, pilease contact NFIRS Support (NFIRS Username	teport (FBIR), the paper forma s NFIRS program manager to or Login pater as a Store & Local User OR If you enter.	At of an incident, must login below to access those request the specific permissions to access these tools FEMA PIV Card Single Sign-on FEMA-issued PIV Card holders must employ FEMA single sign-on to access NFIRS accounts associated with enterprise IDs. If you hold a FEMA-issued PIV Card then do not fill out the section to the left. Instead, please log into the FEMA network using your card and then sign in using the button below.
a Forms Based Incident F tools. Contact your state NFIRS State & Local Users and Vend ALL felds are required. Natyet registered? Re are a vendor, please contact NFIRS Support (*NFIRS Username NFIRS Username	teport (FBIR), the paper forma s NFIRS program manager to or Login enter os o Stote & Locol User OR If you enter. Forgot Username?	At of an incident, must login below to access those request the specific permissions to access these tools FEMA PIV Card Single Sign-on FEMA-issued PIV Card holders must employ FEMA single sign-on to access NFIRS accounts associated with enterprise IDs. If you hold a FEMA-issued PIV Card then do not fill out the section to the left. Instead, please log into the FEMA network using your

2. On the landing page, select the **Access NFIRS Data Warehouse** button, which is a link. If you do not see the DW link, the NFIRS state program manager in your state needs to update and add the permissions to your account (https://www.usfa.fema.gov/pocs/).



3. Click **Continue** in the pop-up.

ou are about to connect to NFIRS Data Warehous o continue, please select "Continue".	e, it may take a few minutes i	to connect.
	Continue	Cancel

4. The next screen will be the **NFIRS DW BO** workspace.

Part 3: Locating and Generating Standard Reports

The first time you log in to the **NFIRS DW**, the Home screen will resemble the one in the steps that follow. After running a few reports to get accustomed to the workflow, the display can be adjusted by changing the Account Preferences (steps later in Preferences section).

Take a moment to review the landing screen and locate these items:

- Top ribbon (links) for **Home**, **Favorites**, **Recent Documents**, **Recently Run** reports and **Applications**.
- The center **BI Launch Pad** pull-down menu. This will become the pull-down menu for open reports.



- The last icon in the far right contains Log Off and Settings (for **Account Preferences**).
- The "tiles" are links to **Folders**, **Categories**, **Documents**, **Bl Inbox**, **Instances** and **Recycle Bin**. You will not use Categories, and rarely, if ever, use the Documents and Recycle Bin.

- 1. Select (click on) the **Folders tile**.
- 2. Click the arrow (>) sign to expand **Public Folders** > **NFIRS** > **Standard Reports** to view the standard report categories. The steps in this guide use a Tally report and the NFIRS Assistance to Firefighters Grant Summary in the examples, but the steps are the same for any report.

r 🕆 🕺	Folders ~				
Folders					Selected Folder
🖻 Public Folders	Public Folders /				
		۵	Favorites	۸	Туре
Expar	id using arrows.				Folder

Folders				Selected Folder			
Public Folders	Public Folders / NFI	RS / Standard Repor	ns/.	and the second second		c + ±	
V 🖂 NERS							
✓ [™] Standard Reports	Title		Favorites	Туре	Description	Last Updated	
	Casualties			Folder		Jul 20, 2023 2:37 PM	
> 🖂 Casualties	Data Quality			Folder		Jul 20, 2023 2:37 PM	
> 🖭 Data Quality	Excel Export			Folder		Jul 20, 2023 2:37 PM	
> Fill Excel Export	E Fire Causes			Folder		Jul 20, 2023 2:37 PM	
	E E Fire Department			Folder		Jul 20, 2023 2:37 PM	
> 🖂 Fire Causes	For Grants Application			Folder		Jul 20, 2023 2:37 PM	
> 🖭 Fire Department	Incident Type			Folder		Jul 20, 2023 2:37 PM	***
> Fill For Grants Application	Incidents			Folder		Jul 20, 2023 2:37 PM	
	🗆 🖻 Mutual Aid			Folder		Jul 20, 2023 2:37 PM	
> 🖭 Incident Type	Program Management			Folder		Jul 20, 2023 2:37 PM	
> 🖻 Incidents	Property U					Jul 20, 2023 2:37 PM	
> [Fi] Mutual Aid	Reports for			1 - 6 - 6		Jul 20, 2023 2:37 PM	
	Selected St	ngie c	lick in the	e left fr	ame	Jul 20, 2023 2:37 PM	***
) 🖂 Program Ms	Tudy to	dical	ay the rep	orte w	ithin	Jul 20, 2023 2:37 PM	***
> 🖅 Property Use		uispi	ay the rep				
> 🖂 Reports for COVID 19 Special Stud	ty Data ea	ach Re	eport Cate	gory in	n the		
> 🗐 Selected Statistics	ri	ght fra	ame.				
> [1] Tally		0					

- 3. Single click on **Tally** report category in the left side panel.
- 4. The set of Tally reports will be displayed in the right frame area. Each row is a report (query).

Example 1 below shows the Tally reports.

			Selected Folder			
Standard Reports	Public Folders / NFIRS / Standard Report	ts / Tally /			c + ±	
Casualties	•					
🖂 Data Quality	Title	.∆ Favorites	л. Туре	Description	Last Updated	
Data Quality - Fire Incidents	🔂 Tally - Apparatus Module		Web intelligence	"Report Details" The Taily report lists	Aug 18, 2023 3:51 PM	
	🔂 Tally - Arson Module		Web intelligence	"Report Details" The Tally report lists	Aug 18, 2023 3:51 PM	
Data Quality Inventory	🔂 Tally - Basic Module		Web Intelligence	"Report Details" The Tally report lists	Aug 18, 2023 3:51 PM	
Excel Export	🔂 Taily - Casualty Module		Web Intelligence	"Report Details" The Tally report lists	Aug 18, 2023 3:51 PM	
Fill Fire Causes	🔂 Taily - Fire Module		Web intelligence	"Report Details" The Tally report lists	Aug 18, 2023 3:51 PM	 •
	🔂 Tally - Harmat Module		Web Intelligence	"Report Details" The Tally report lists	Aug 18, 2023 3:51 PM	
Pill Fire Department	🔂 Tally - Structure Fire Module		Web Intelligence	"Report Details" The Tally report lists	Aug 18, 2023 3:51 PM	
Fire Incidents	📮 Taily - Wildland Fire Module		Web Intelligence	*Report Details* The Tally report lists	Aug 18, 2023 3:51 PM	
	In the ri	ght frame	each row	is a report lt	s name	
1 Incident Type	In the ri	•	e, each row	<i>ı</i> is a report. lt	s name	
 Incident Type Incidents Mutual Aid 		•	e, each row	/ is a report. It	s name	
인 Incident Type 인 Incidents 인 Mutual Aid 인 Program Management	is under	Title.		·		
For Grants Application Incident Type Incident Type Incident Type Manual Ad Pregram Management Selected Statistics Topy	is under Each sta	Title. Indard rej	port type i	/ is a report. It s Web Intelligo eport, you will	ence	

Example 2 below shows the reports that are available for grant applicants.

1 SAP.	Folders ~				Q
Folders			Selected Fold	er	
Gasualties	Public Folders / NFIRS / Star	ndard Reports / For Grants Application /			с +
Data Quality Data Quality - Fire incidents	Title	A Favorites	A Type Web Intelligence	Description "Report Details" The report provides	Last Updated Aug 18, 2023 3:51
🖭 Data Quality Inventory	NPIRS Assistance to Firelighters G	rant (AF	Web Intelligence	"Report Details" This report provides .	Aug 18, 2023 3:52
Excel Export Excel Export Eli Fire Causes	_			c and drag to adj	ust
E Fire Department	Single clic	k in	any	column size.	
For Grants Application	the left fr			er over the Deta	ils
El Incident Type	to display			mn to view the	
El Mutual Aid	reports w		repo	ort's description.	
Program Management	each Repo		Righ	t-click on the re	port
Selected Statistics Tally	Category right fram		to b	ring up the Actio	ns
[98] States	giit ir an		men		

Generating a report — Schedule versus View

Users can select a Standard Report and run ("View") the query at any time, but querying large data sets can affect the report completion time as will heavy network traffic. **Scheduling a report, therefore, is the preferred method of submitting the reports for generation**. Scheduling a report enables the user to close the browser and return later to retrieve the report, as well as use the email option to send the report to specific recipients.

Continue from Step 4 above, to schedule a Tally report:

- 5. Right-click on the **Tally Basic Module** report.
- 6. Select Schedule.



The Schedule pop-up page has 2 drop-down menu tabs, **General** and **Report Features**. The screen collapses or expands depending on your selection.

Continue with the steps for the recommended, quickest routine. Most often, the report scheduled with the default "Now" will run and complete immediately.

7. Change the report **Title** as desired. The title will appear in the report as well as the instance (report) name.

<	r 547	Schedule ~
	Schedule	
	General ∨ Report Features ∨	
	Instance Title	
	Tally - Basic Module	
	Destinations	
	Delivery Destinations Add	

- 8. In **Destinations**, click **Add**.
- 9. Check **BI Inbox.** Check the box for **Use default settings**. Click **Confirm** in the lower right of the pop-up.

	Select Destinations
Select a destination	BI Inbox ×
Default Enterprise Lo	Default Enterprise Location
	I Bl Inbox
	Email

		Select Destinations
Select a destination	Default Enterpris	e Location × BI Inbox ×
Default Enterprise	Location	BI Inbox
BI Inbox		Delivery Details Image: Constraint of the set of the s
	onfirm	Cancel

- 10. Do NOT change the Recurrence (leave it as Run Report Now).
- 11. Do NOT change Events, Scheduling Server Group and Notification (Notification feature and other options are explained later).

12. Click the **Report Features** tab.

Schedule		
General V Report Features V		
Formats		
Web Intelligence	v	
Prompts		
Prompts 😔 🌀 Tally - Basic Module		
	Incident Type	
 Tally - Basic Module 	Incident Type	
 Tally - Basic Module *Enter Coded Field: 	Incident Type	
Tally - Basic Module 'Enter Coded Field: 'Enter value(s) for State:	Incident Type	
Tatly - Basic Module "Enter Coded Field: "Enter value(s) for State: "Enter From Date:	Incident Type	
Tatly - Basic Module "Enter Coded Field: "Enter visue(s) for State: "Enter visue tate: "Enter Too Date:		
Tatty - Basic Module "Enter Coded Field: "Enter value(s) for State: "Enter from Date: "Enter To Date: "Enter To Date: "Enter Value (s) for Incident Value Status:	Invalid; Valid	
	Invalid; VAIId 4.1; 5.0	

Prompts selections (pop-up)

Prompts are the basic parameters for the report, such as incident date range, incident status (Valid, Invalid, No Activity or all), Released or Unreleased incidents or both, and the FDs that will be included.

- Prompts vary among the **Standard Reports** depending on the report's purpose.
- Some parameters will be required, some will have defaults designed for the reports and others will have a pick list to select a specific code or coded field, as in the Tally reports.

Proceed with the steps to update the prompts.

13. Click Edit Prompt Values (link).

a SAP.	Schedule ~		ପ୍ଟା ବସ ବ ପ୍
Schedule General 🗸 Report Frances 🗸			
Formats			
Web Intelligence		~	
G Tally - Basic Module Foto: Coded Field:	Incident Type		Edit Promp
4 1	Incident Type		Edit Prong
*Enter Coded Field:	Insideré Type	Click Edit Prompt Values	
*Enter Coded Field: *Enter value(s) for State:	Insideré Type	Click Edit Prompt Values	and the star
*Enter Coded Field: *Enter value(s) for State: *Enter Form Date:	Incident Type		Constant value
"Enter Coded Field: "Enter value(s) for State: "Enter From Date: "Enter To Date:		to update and change the	Constant value Constant value
"Enter Code Field: "Enter Volde (b of State: "Enter Volde) bor State: "Enter From Date: "Enter volde) for Incident Vold Statue:	Invalid; Valid	to update and change the	Content value Content value Constant value Constant value
Toles Coded Field Toles value(b) for State: Toles Trans Date: Toles To Date: Toles To Date: Toles value(b) for MINIS Venion:	Invalid; Valid 4.1; 5.0		Constant value Constant value Constant value Constant value

The Prompts pop-up will display.

- All the prompts with an icon to the left need to have at least 1 value selected. Prompts without an icon to the left are optional.
- Reports have defaulted values for some prompts. Review and update as necessary.

	Prom	ipts 🛇			53
Search Q	V All C	Enter value(s) for NFIRS Group:		۲	0
Enter value(s) for NFIRS Group: (All values)	(i) To see t	he content of the list, click the refresh values button.			
Enter Coded Field: (1) Incident Type					
i Enter value(s) for State: Please select at least one value					
i Enter From Date: Please select at least one value					
i Enter To Date: Please select at least one value					
Enter value(s) for Incident Valid Status: (2) Invalid; Valid					
Letter value(s) for NFIRS Version: (2) 4.1; 5.0		The bottom of the screen shows the number of			
✓ Enter value(s) for Incident Release (2) Status: Released; Unreleased		mandatory prompts.			
Enter value(s) for Fire Department (ID: Please select at least one ways and the select at least one ways and the select at least one ways are selected at the selected of					
Mandatory (9)			Apply	Car	ncel

- 14. Click the Prompt: Enter value(s) for State.
 - a. Scroll down the list using the slider on the right and select your state. To search, enter your state's code in the Search lookup field, then select the code from the returned list. (The problem with entering it manually is the risk of misentering it; entering it in the wrong format will return no data.)

Note: If a list of values is not showing for a prompt, click the clockwise arrow icon (Refresh) to refresh.

	Prompts 😔	E7
Search Q	☑ 0 C Enter value(s) for State:	0 E
Enter value(s) for NFIRS Group: (All values)	Search	م =
Enter Coded Field: (1) Incident Type	State Code Image: State Image: State S	≣
i Enter value(s) for State: Please select at least one value	AL Alabama Ak Alaska	
Enter From Date: Please select at least one value	AS American Samoa	
Enter To Date: Please select at least one value	AZ Arizona Arkansas	
Enter value(s) for Incident Valid Status: (2) Invalid; Valid	CA California	
Enter value(s) for NFIRS Version: (2) 4.1; 5.0	CZ Canal Zone	
Enter value(s) for Incident Release (2) Status:	CT Connecticut	
Released; Unreleased i Enter value(s) for Fire Department ID:	DE Delaware DD Department Of Defense	
Please select at least one value	DC District of Columbia	

Reminder: Choosing All 50 States will include only Released status incidents from states outside your own. Similarly, at the FD level, choosing All Fire Departments will include only Released status incidents from FDs outside your own group.

- b. Click the prompt for **From Date**. In the Search lookup field, enter the start date for incidents in the report. Leading zeros are not necessary; for example, 1/1/2022 is acceptable.
- c. Click **Search**, then select the date from the list.
- d. Click the prompt for To Date. Repeat to select the end date with the report.

e. You can also use the calendar icon to the right of the search bar to help you find the date if you prefer.

Note: Do not change the time portion value in the **From Date** and **To Date** prompts. The time portion is ignored in these prompts. Leave it as 12:00:00 AM.

	Prompts 😔	
Search Q	☑ 0 C Enter From Date:	S @
Enter value(s) for NFIRS Group: (All values)	Search or enter value(s) manually	+ Q [õ ≣
Enter Coded Field: (1) Incident Type	8/28/2023 12:00:00 AM	=
i Enter value(s) for State: Please select at least one value	 8/27/2023 12:00:00 AM 8/26/2023 12:00:00 AM 	
i Enter From Date: Please select at least one value	8/25/2023 12:00:00 AM	
i Enter To Date: Please select at least one value	 8/24/2023 12:00:00 AM 8/23/2023 12:00:00 AM 	
Letter value(s) for Incident Valid Status: (2) Invalid; Valid	8/22/2023 12:00:00 AM	
Let rvalue(s) for NFIRS Version: (2) 4.1; 5.0	 8/21/2023 12:00:00 AM 8/20/2023 12:00:00 AM 	
[✓ Enter value(s) for Incident Release (2) Status: Released: Unreleased	 8/19/2023 12:00:00 AM 8/18/2023 12:00:00 AM 	
Enter value(s) for Fire Department ID: Please select at least one value	8/17/2023 12:00:00 AM	
Mandatory (9)	0 0/10/2023 12:00:00 AM	Apply Cancel

- f. Click on the Fire Department ID (FDID) prompt.
- g. Enter your FDID number or department name in the Search lookup field and click **Search**.

h. Select the FDID for your state.

Note: FDIDs are in the format: **#####_[state code].** To search for all FDIDs for a state, enter _VA such as for Virginia in the Search field and click the Search icon. To search for a specific FDID, always add the underscore and state code, for example, 54321_TR.

8	Prompts 😔		53
Search Q	Enter value(s) for F	ire Department ID:	<u>s</u> @
Enter value(s) for NFIRS Group: (All values)	Search or enter value(s) manually		+ Q
(All Values)	Fire Department FDID and State 🗮	Fire Department Name	=
Enter Coded Field: (1) Incident Type	All Fire Departments	All Fire Departments	
i Enter value(s) for State:	□ -1 TR	[EMPTY_VALUE]	
Please select at least one value	00000_IN	Unknown FDID	
i Enter From Date: Please select at least one value	00000_OR	UNPROTECTED	
i Enter To Date:	00000_TR	DEC Test County 1	
Please select at least one value	00001_OR	Adair RFPD	
Enter value(s) for Incident Valid Status: (2)	00001_TR	Texas Training	
	00002_TR	Fearson FD	
Enter value(s) for NFIRS Version: (2) 4.1; 5.0	00003_OR	Adrian RFPD	
Enter value(s) for Incident Release (2)	00004_OR	Albany FD	
Status: Released; Unreleased	00005_IN	00005	
i Enter value(s) for Fire Department ID:	00005_OR	Albany RFPD	
Please select at least one value		N.M. 0000	
Mandatory (9)		Арр	ly Cancel

15. Review the remaining prompts and make any changes as desired.

Reminders:

- Activity summary reports should include **No Activity** status incidents.
- It is recommended to use only **Valid** status incidents for reports providing types of activity (analysis by Incident Types).
- You do not have to change all the prompts. For example, **Enter value(s) for NFIRS Version** does not need to be changed.

• All prompts should be reviewed and updated as needed. To edit prompts and remove selected values, select the prompt, click the check box icon and then click the **X** for values that you want to remove from the selected prompts.

8	Prompts 😔	53
Search Q	Enter value(s) for Incident Valid Status:	<u>ه</u> و
Enter value(s) for NFIRS Group: (All values)	Enter a value manually Selected value(s)	<u>+</u> q
Enter Coded Field: (1) Incident Type	Invalid	⊗
i Enter value(s) for State: Please select at least one value	Valid No Activity	8 8
i Enter From Date: Please select at least one value		
i Enter To Date: Please select at least one value	To view a prompt's default values	
Enter value(s) for Incident Valid Status: (3) Invalid; Valid; No Activity	current selections, click the check at the top center.	k box
Enter value(s) for NFIRS Version: (2) 4.1; 5.0	The current selections can be ren	noved
✓ Enter value(s) for Incident Release (2) Status: Released; Unreleased	by clicking the X on the far right.	
i Enter value(s) for Fire Department ID: Please select at least one value		
Mandatory (9)		Apply Cancel

- 16. After all values are selected, click the **Apply** button (it will not be enabled until all prompts have values).
- 17. The **Prompts** window will close, and you are returned to the Schedule screen.
- 18. In the bottom of the screen on the right, click **Schedule**.



19. The screen that displays shows the report and its status.

This screen is referred to as the History window.

Title	Status	Instance Time 🚔	Created By
Tally - Basic Module	Running	Aug 28, 2023 2:20 PM	squizon3 (NFIRS)

< ri> SAP.	History ~		
Instance Title: Tally - Basic Module			
		1.000	
Title	Status	Instance Time	Created By

The NFIRS Group prompt

Some reports have a prompt named **NFIRS Group**. This prompt allows access to subfolders like counties and regions in the state's group tree. You can leave the **NFIRS Group** default value as it is (All, or Level7), and make specific selections in the State and Fire Department prompts. Or use the NFIRS Group prompt to access the tree structure and make a selection by county level.

- 1. Click the **NFIRS Group** prompt.
- 2. Click the **Refresh** icon to its right.
- 3. The NFIRS NFDC Level7 will display.



- 4. Click on the group or click the arrow at the far right of **NFIRS NFDC**. The next level, States, will display.
- 5. Click on the desired state or click the arrow at the far right.

- 6. The next level, Counties, or subfolder like Regions, will display.
- 7. Check the boxes for any group(s) that you want selected for the report (such as a group county folder or a list of FDIDs). The selections will display in the Groups prompts on the left.
- 8. Fill out the remaining prompts and run or schedule the report.

Note: There is no need to select each check box at each group level, only the group level in which you would like to run the report. If you select multiple groups (e.g., Virginia > Division 1 [Richmond] > Amelia Co. (007)), then the report will display data with the highest group selected.

Locating completed reports

Most reports scheduled with **Run Now** or **Run Once** will complete right away and the instance will be accessible in the **History** window before navigating away. When the status is **Success** (green checkmark), before navigating away, click the report to open and view the results.

1	17 549	History \sim			
nsta	nce Title: Tally - Basic Module				
	Titie	Status	astance Time 🔿	Created By	Туре
	Title Telly - Besic Module	Status Running	Aug 28, 2023 2:24 PM	Created By squizon3 (NFIRS)	Type Web Intelligence

Note: A blue circle icon next to the report name means it is in process and running now. A gray clock icon means the report is scheduled to run. If a scheduled report is paused, the icon next to the name is a gray box with 2 vertical lines. It is not recommended to reschedule a report that is scheduled to be processed; rather, delete the report and create a new one with the appropriate schedule.

To view the report later if the report does not complete right away, you can find a copy in the **BI Inbox** tile on the DW's **BI Launch Pad**. Or you can view the **History** page anytime by going back to the report in the **Standard Reports** folders, then right-click on the report and select **History**.

In the **BI Inbox**, locate the report and click to highlight, then click the **View** button. When checking the **History**, click on a completed report to view, or you can click on the 3 dots on the far right and select **View**.

\$ SAP.	My Inbox v	Q 47 ° O 🥹
AL Alerts Documents	Document	
Search Q C benine 12 Anne est Ang Ze, 2003 2:24 Per	(j., Talty - Basic Monde : 45063066 Aug 20, 2023 2:24 PM General Info	
Image: Second	Perception: "Report Details" The Taby report bits several coverts and percentages for a selected set of incidents that includes the hequency of occurrence, or all bits. These are organized by one of a number of coded fields chosen by the user for the Basic Module. Cinuded On:: Aug 38, 2022 234 PM Document Type: Web Intelligence Oncer:: sustance(0.0815)	willian and fire service injuries and deaths, and property, contacts and
Monthly Incident Counts : 44585126 Aug 13, 2023 6:05 AM	Keyword : None	
Monthly Incident Counts : 44560154	Sender : squizor3 (MIRS)	
Monthly Incident Counts : 44530627		
Monthly Incident Counts : 44499061		

For completed reports in the default Web Intelligence format, to download and save the report or to print it, proceed to the Exporting Report Results steps. For scheduled reports in PDF and Excel format, you will get an option to **Open** or **Save** the report.

Optional: Generating a report using View

Use the **View** option only when the report is for a small data set, such as a single FD within a single year.

- 1. Right-click on the desired Standard Report and select View.
- 2. Enter the prompts values by clicking on each prompt.
- 3. After all the prompts are completed, in the lower right, click **Run**.
 - a. The **Run** button will not be enabled until all prompts are entered.
 - b. Always review the prompt entries before clicking the **Run** button.
- 4. The results will display. Completion time depends on the user's internet or network performance, the report complexity, and the size of the data set being queried. An error can occur due to timeout, and if so, schedule the report.

Proceed with the steps to export the results.

Viewing a report and exporting report results

When you open a completed report, you will see multiple tabs. The first tab, in this example, is Report, which contains the summary report. The second tab, Parameters, contains the parameters used to run the query. While not all **Standard Reports** have multiple tabs, they will have at least 2: the main report and the parameters. Review all tabs in a completed report because some reports have more than 2 tabs.

1. To export your report, click the **Export** icon that looks like a down arrow over a horizontal line. A pop-up window will appear.

< 命 💁						Tally	y - Ba	sic Mo	dule 🗸	2	
File		Query	Analyze		Displa	ay					
0 × 5 2	⊥ …	C	⊽ ¥	9	č 1	迓□)				
Report F	arameters										
			Tally	- Basic I	Nodule	e					
				Period: 1/1/							
			Coded	Field: Inci	dent Type	9		_			
			Code	Descrip	tion	Freque	епсу	EXPs	Civilian I	Deaths	Civ
						#	%		#	%	#
			111	Building fires		4	1.4%	0	0	0.0%	0
			113	Cooking fire, co	onfined	2	0.7%	0	0	0.0%	1
				to container							

The default is Excel; however, many **Standard Reports** have been formatted for PDF.

- 2. Select the desired format (Excel, PDF, HTML, TXT, CSV).
- 3. Then select the radio button for **Reports** and then check the box for **All Reports**. This will ensure that you always have the **Parameters** page with your report.

	Export to		53
🛱 Excel	Excel		
C- PDF	Content Options		
The HTML	Reports Data		
	Search		Q
🖶 csv	All reports		
	Report (Current Report)		
	✓ Parameters		
		Export	Cancel

4. Click the **Export** button. The file will download (check your PC's downloads folder) and can be saved on the computer as desired.



Reminder: The advantage to scheduling reports in the default **Web Intelligence** format is that you can decide on your download option (PDF, Excel, CSV, TXT) later after viewing the report. The **Web Intelligence** format has additional options available such as **Print** and **Filters**.

You have now completed the workflow to schedule and obtain a **Standard Report**.

Scheduling a report — receive or send via email

- 1. Right-click on the desired report and select **Schedule**.
- 2. Click the Add button under Delivery Destinations.
- 3. Uncheck Default Enterprise Location and check Email.
- 4. Check the box for **Use default settings** to send to the email associated with your NFIRS account.

- 5. For additional options with email, uncheck **Use default settings** and complete the following steps.
 - a. Leave the **Keep instance in history** check box checked.
 - b. In the **From** field drop-down box, select **Add Placeholder** (shows by default). You can also type your own email address, as it will be displayed in the sent email and can prevent this email from ending up in the spam folder.
 - c. In the **To** field drop-down box, select **Email Address** and type in the recipient's email address. You will be typing over/replacing the text %EMAIL_ADDRESS% with the recipient's email address.

	Select Destinations	
Select a destination	all X	
Email	Email	
	Delivery Details Image: Instance in history Image: Use default settings System Details	
	From:	Add Placeholder $$
	To: %SI_EMAIL_ADORESS%	Email Address \sim
	Ce Boe:	Add Placeholder \sim
	boc: Reply To	Add Placeholder \sim
	Nepy to	Add Placeholder $$
	Message:	Add Placeholder \sim
	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	Add Placeholder 🗸 🗸
		Confirm Car

- d. Enter a **Subject** (or in the Add Placeholder drop-down, select Title for the report's name). Leaving the Subject and message body text blank increases the likelihood the message will be sent to the spam folder.
- e. Enter message body text.
- f. Under Target Name, check **Add Attachment**. Note the recipient will not be able to open a **Web Intelligence** format report from an email. Instead, schedule this report with a .pdf, .txt or .xlsx format so the recipient can open the attachment.

g. Optional: Check **Use specific name** to give the report a custom name. Leave the **Add file extension** box checked.

	Select Destinations	
Select a destination Email	x	
Email	Email	
	%SI_EMAIL_ADDRESS%	Email Address \sim
	Cei	Add Placeholder $$
	Beer	Add Placeholder $$
	Reply To	Add Placeholder \sim
	Subject:	Add Placeholder \sim
	B / U ∓ E ∨ Verdana ∨ 10 pt ∨ ▲ ∨ □ ∨ ≣ i⊟ E ⊠ A ↔	Add Placeholder 🗸 🗸
	Target Name Add attachment Use automatically generated name Use specific name	ŝ

- h. Click **Confirm**, located at the lower right of the window.
- i. On the Schedule screen, click the **Report Features** tab.
- j. Under **Formats**, select the file type for the report.

Reminder: Don't use **Web Intelligence** as the format for an emailed report, since the report will not be able to be opened.

- k. Click the **Edit Prompts Values** link and fill out the prompts.
- I. Click Schedule.

Check the status of a scheduled report

If the report is small, often you will see the status change with each phase (**Pending**, **Running**, **Success**, **Failed**); or use the **History** window's **Refresh** icon to check for an updated status.

The **History** window displays the last 30 instances of the report.

To close the **History** window, use the **X** in the upper-right corner.

Proceed to retrieve the report in the destination specified when scheduling it (**BI Inbox**).

If you log out of **BO** and return later but do find the report in the BI Inbox, it is not complete. Follow these steps to check its status:

- 1. Locate the report you selected to schedule (in **Standard Reports**' Tally category, for this example).
- 2. Right-click on the report (row).
- 3. Select **History**.

4. Check the **Status** column. The status will be **Pending**, **Running**, **Success**, **Recurring** or **Failed**. Click on the Status link to review information on the report. If it failed, check the information for a missing prompt. For example, a common cause of failure is not selecting a State value.

		7	
Tite	Status	Click the 3 dots and select	1
□ ✓ State Reporting Status 2022 6:26:23	Success	Details to find the reason a	tivit
□ ✓ State Reporting Status 2022 data 8.23.2023	Success		0,84 ++
State Reporting Status 2022 data 8.23.2023	Failed	report failed.	

Deleting a report instance

There is a difference between deleting a single report instance, such as 1 that failed or is not necessary, and a report that was scheduled to run on a recurring basis.

In the **History** window, locate the report and right-click on the 3 dots at the right. Select **Delete**. This deletes the report instance.

instance Title: State Reporting Status					
117252	123	100.000	Click the 3 dots and	c	*
Title	Status	Instance Time	Click the 5 dots and		
□ ✓ State Reporting Status 2022 8.28.23	Success	Aug 28, 2023 1.0	select Delete to delete	00-00 AM:12/31/2022 12:00:00 AM:Invalid;Valid:No Activit	**
□ ✓ State Reporting Status 2022 data 8.23.2023	Success	Aug 28, 2023 12	Select Delete to delete	00.00 ANCLUS	**
State Reporting Status 2022 data 8.23.2023	Falled	Aug 28, 2023 12	a report instance.	:00:00 AM:12/31/2022 12:00:00 AM:Invalid/Ver	

- 1. To delete a **Recurring** report, locate the report.
- 2. Right-click and select History.
- 3. Locate the report with the **Recurring** status.
- 4. Right-click and select **Delete**.
- 5. A message will appear in the confirmation pop-up reading, "This will delete the instance. Do you want to proceed?" Click **OK**.
- 6. The report that was scheduled to recur will be deleted.

- The	Status	Instance Time	Right-click the Recurring	c	Î
G State Reporting Status 2022 8.28.23	Recurring		0	2 12:00:00 AMJinvalid; Valid: No Activi	ē
✓ State Reporting Status 2022 8.28.23	Success	Kug 28, 2023 1:05 PM	status report and select	2 12:00:00 AM Invalid; Valid;No Activi	8
State Reporting Status 2022 data 8.23.2023	Success	Aug 28, 2023 12-23 P	Delete.	2 12:00:00 AMJInvalid; Valid; 4:1;5:0;R	ĥ.

Reminder: When scheduling, use the default **Run Now** or **Once** option. Before scheduling a recurring report, please contact the NFIRS Support Center for guidance. It is recommended your scheduled report lasts 1 to 3 years, not the default 10 years. The report queue is periodically reviewed for recurring reports, and they are deleted to avoid strain on DW performance.

Rescheduling a completed report instance

To rerun a completed report with different prompts, go to the **History** page by going to the report in the Standard Reports folder, right-clicking the report name and selecting **History**. Then right-click on a report instance and click **Reschedule**. Review and update the report options/prompts as needed and click **Schedule**.

	SAP.	History \vee
Inst	ance Title: Tally - Basic Module	
	Title	Status
~	✓ Tally - Basic Module	
	✓ Tally - Basic Module	View
	✓ Tally - Basic Module	Copy Opendoc Link
	✓ Tally - Basic Module	Reschedule
-		Reservedue

You have now completed the workflow to generate a Standard Report in **Web Intelligence**, PDF or Excel format by scheduling it to your **BI Inbox** or by sending the completed report via email.

Optional: Personalizing your BO workspace

To change the tiles that display on your landing page:

- 1. In the upper right row of icons, locate and select the icon for your username.
- 2. Select **Settings**, then select **Account Preferences**.



3. On the **Account Preferences** screen, slide the button for **Use Administrator Provided Settings** to the off position.

Settings				
(NFIRS)	Account Preferences			
Account Preferences Edit Account Preferences	Page Preferences Page Customizat	tion Locale and Time Zone		
Application Preferences Edit Application Preferences	Use Administrator Provided Settings	0		
Appearance SAP Belize	Landing Page Preferences			
	Select Home Page:	Default ~ You will land on Home group.		
	Column Preferences			
	Select the columns to display:	7 Items v		
	View the document: Within BI Launchpad In a new browser tab			
	Set the maximum number of items pe	r page: 50		
			Save	Cancel

4. Select Page Customization.

Settings					
O User Account squizon3 (NFIRS)	Account Preferences				
Account Preferences Edit Account Preferences	Page Preferences	Page Customization Locale and Time Zone			
Edit Application Preferences	Tabs to display	✓ Home			
Appearance SAP Belize		✓ Favorites			
		✓ Recent Documents			
		 ✓ Recently Run ✓ Applications 			
		V Applications			
	Tiles to display	✓ All documents			
		Categories			
		Schedule			
		✓ Recycle Bin			
		✓ Inbox			
		✓ Folders			

- 5. Uncheck the **Tabs** and **Tiles** you do not want to see when you use the tool. The tabs are text links that display above the main area. For example:
 - Users with **EDW read-only** permissions will not use the **Applications** tab, so remove it from view.
 - Since the **Categories** feature is not set up for NFIRS, remove the **Categories** tile from view.



In the Page Preferences area, you can make further adjustments:

- 6. Select Settings > Account Preferences > Page Preferences.
- 7. Adjust the **landing page** as desired by selecting options under **Select Home Page**.

Settings			
User Account squizon3 (NFIRS)	Account Preferences		
Account Preferences Edit Account Preferences	Page Preferences Page Customization Locale and Time Zone		
Application Preferences Edit Application Preferences	Use Administrator Provided Settings		
Appearance SAP Belize	Landing Page Preferences		
	Select Home Page: Custom Group \vee Landing Group: Favorites \vee List Documents as: List View (Default) \vee		
	Column Preferences		
	Select the columns to display: 7 Items ~		
	View the document: Within BI Launchpad In a new browser tab		

8. Under **Column Preferences**, adjust the columns as desired to display on the **History** screen and completed reports lists.

		✓ Туре	
		Last Run	
Settings	Account Preferences	Instances	
User Account squizon3 (NFIRS)		✓ Description	
Account Preferences	Page Preferences Page Customization	Created By	
Application Preferences	Use Administrator Provided Settings	Last Updated	
Edit Application Preferences		Created On	
Appearance SAP Belize	Landing Page Preferences	Location (Categories)	
	Select Home Page: Landing Group: List Documents as:	✓ Favorites(Home page) ✓ Status (Schedule) ✓ Instance time (Schedule)	
	Column Preferences	✓ Subscription (Schedule)	
	Select the columns to display:	Expiry (Schedule) Subscription (Schedule) × V	
	View the document:		
	Set the maximum number of items per page: 50		

9. The view and preference selections will be in place the next time you log into the **NFIRS DW**.

Do **not** change the **Locale and Time Zone** settings.
Part 4: Frequently Asked Questions, Errors and Troubleshooting

Why should I schedule my reports?

Users can select a Standard Report and run the query at any time, but querying large data sets will require more time to complete. Network traffic can have an impact on performance and completion times, as well as the number of reports in the processing queue. Scheduling a report, therefore, is the preferred method of submitting the reports for generation. Scheduling a report enables the user to navigate away or close the browser and return later to retrieve the report, as well as use the email option to send the report to specific recipients.

When scheduling, use the **Run Now** or **Run Once** option if the report does not need to be generated on a regular basis. Do not schedule a recurring report without contacting the NFIRS Support Center.

Where do I find the reports I can generate?

In **BO** terminology, reports can be either public or personal. Public reports are in the **NFIRS DW's Standard Reports** folder and are accessible by any user who has the necessary rights to the **NFIRS DW**. These report queries are designed by USFA and NFDC staff for the NFIRS community. Click on **Standard Reports**, then click on a folder (report type) to see the reports. Each row represents a report.

NFIRS DW users with EDW Access and EDW Admin permissions will have the ability to copy these queries to the BO's **Personal Folder**, where they will be private and cannot be seen or altered by other **NFIRS DW** users. Click on **Folders > Personal** to see your own reports. Once copied to your **Personal Folder**, the report can be modified (personalized).

If your state created custom NFIRS report queries for its users, they will be stored in the folder for your state.

Where can I find the description or definition of each report?

In the **Standard Reports** folders, point and hover the mouse pointer over the text ***Report Details*** in the **Description** column to view the report description tool tip.

Can I still view more than 1 report at a time? The old BO version had tabs so several reports could be open at once.

The tab feature no longer exists, but in the top center of the screen is a drop-down box that will display **Currently Open Documents** for reports that are open.

Where do I find the reports I ran yesterday?

Click on the **Instances** tile.

- Or if you saved them to your **Personal Folder**, look there. Right-click on **View** Latest Instance.
- Or if you scheduled a report and selected the **BI Inbox**, click the **BI Inbox** tile.
- Or locate the report, right-click it and select **History**.

How do I refresh a report generated 3 days ago or last week?

Right-click on the desired report and select **View**. The report will generate using the most recent data. Verify by the date or time of last refresh in the lower right corner of the results screen.

When copying or creating queries, the default is to **Refresh data upon viewing** (running) the report. This is a setting that can be changed in the **Save As** box for each report when you are saving it to the **Personal Folder**.

Is there a report that lists the validation errors for all my incidents?

No. The report named **Invalid Incidents** only provides a count of invalid incidents. When importing incidents to NFIRS, validation errors are provided after an import is completed in the import log files. Import log files are available in the Bulk Import **Recent Reports** tab for 30 days. When using the eNFIRS application to enter an incident, use the **View Errors** button to see the validation errors before closing the incident.

I reviewed a report's results and decided not to save it or run it again. What do I do?

In the center of the screen is a list of open reports. Select the **X** in the upper right corner to close the report instance. If the report has been saved to your **Personal Folder** and is no longer needed, delete it by selecting it (the row), right-click and select **Organize > Delete**.

I don't see the Personal Folder, and the Save icon is not available or not working.

These features are based on your **BO** permission level. At first, your permission level (**EDW read-only**) will allow you to run the **Standard Reports** only, and you will not see or create a **Personal Folder** (you will export and save the completed report you wish to keep to your computer). After you become familiar with the **Standard Reports**, you can request the **EDW Access** permission role in order to use the **BO Personal Folder**, which will become your workspace in the **NFIRS DW**. Until you have the **EDW Access** role, you cannot use the save action for a report in the **BI** format, you will only be able to export the report as a file and save it on your computer.

I ran a report query which resulted in "No Data to Retrieve in Incidents." Is this a system error?

If the report result is "**No Data to Retrieve in Incidents**," there is no data that matches the query. Click on the **Parameters** link and review the filters used. To run the report again with different filters, click the **Refresh** icon to access the user prompt input fields. Modify them as needed for the data set and run the query again.

Note that the message will refer to the universe, Incidents.unx or Fire Departments. unx, such as "No Data to Retrieve in Fire Departments."

In the From Date and To Date prompts, do I have to search for and select a date value?

No, you can type it in and add it manually. Enter the format **M/D/YYYY** (leading zeros are not necessary). Always spot-check the prompt values in the left before scheduling the report.

In the From Date and To Date prompts, do I have to enter or change the time portion? Should it always show 12:00:00 AM?

The time portion is ignored in these prompts. Leave it **12:00:00 AM**. Do not change the time portion value in the **From Date** and **To Date** prompts.

The Fire Department ID selection prompt displays "All Fire Departments" and shows the list with FDIDs in other states, even though I selected my state. Do I have to manually select the FDIDs in my state?

No. When you select a single state (or more than 1 state) for the **State** prompt, only the FDIDs in those states and their data will be included in the report. When you select "**All Fire Departments**," the report will contain data from all FDs in the selected state (or states). In the screenshots that follow, Arizona is the selected state, and the report will be run for all FDs in Arizona. You can select by the county or other group folder by changing the NFIRS Group in the Prompts.

In the Fire Department ID prompt, how do I filter the list of FDIDs to see only those FDIDs in my state?

In the **Search** field, enter an underscore and the state code (for example: _KS), then click the **Search** icon or hit the Enter key. The FDID list will refresh and display those FDs specific to the state. Select the desired FDs to apply it to the prompt.

In the Fire Department prompt, how do I filter the list for my FD (a single FD)?

In the **Search** field, enter the FDID number, the name of the FDID, or a partial value and click the search icon or hit the Enter key.

FDIDs are in the format: **#####_[state code]**. To search for all FDIDs for a state, enter _AZ such as for Arizona in the Search field and click the Search icon. To search for a specific FDID, always add the underscore and state code, for example: 54321_TR.

When the desired FD is listed, select it (click on it) or click **Manual entry** to apply it to the prompt. Be sure to verify it is added to the prompt on the left side of the screen.



I am not sure of an FD's exact FDID number or its name. Can I search for it?

Yes. Enter a partial value and hit the search icon or hit the Enter key. You can also search by keywords with FD name.



In Prompts, I clicked the Refresh button to update my selections, but nothing changed.

In the Prompts selections, the **Refresh** button will pull up selections if they are available. Click on the number of values in the prompt, then click **Run**. If an additional prompt is available, it will be displayed for selection.

I clicked the Refresh button to update my report results, but nothing changed.

If no changes were made to the query and the data in the DW has not been updated since the report was generated, there is nothing to refresh. The DW data is updated nightly only. It is 1 day behind the NFIRS National Database.

How can I get access to another state's Unreleased data?

You will need permission from that state. For more information, contact the NFIRS Support Center.

When my session times out, how do I resume working? Will I lose the report?

As the pop-up states, your session timed out due to inactivity. If your account has **EDW Access or EDW Admin** permissions, check the Personal Folder for an instance prefixed "do_not_use." This is a partial report that might salvage the query, but not the results. The report or query must be rerun.

If your session was ended, after login, check in your Personal Folder for a report title that contains a system-assigned number, for example, 423432_Incident Listing_321234. Assume it is not complete. You can run (**View**) the report, then choose "Save As..." and select the **Personal Folder**. Check that all your previous query work exists.

A pop-up states "invalid session."

Your session timed out. Click **OK** and log in again. Session timeout occurs after 20 minutes of no screen activity in the **NFIRS DW** reports. To prevent session timeout, perform an action, navigate to another feature or click the screen occasionally. Scheduling reports prevents the user from having to keep the browser open.

How long will my queries and reports be available in the NFIRS DW?

Currently, there are no limits on the size of reports a user can store; however, only 30 successful reports can be listed in the History before the oldest ones get automatically deleted. The recurring instances will always be in view.

It is recommended to clean up your **Personal Folder** annually. If many reports are stored in the Personal Folder, use the page selector arrows in the upper right to view the next page.

Will the system prevent me from modifying the main reports, the ones in the NFIRS folder?

Yes. Users at the state and FD level cannot modify or delete the **Standard Reports** in the NFIRS folder. In **BO** terms, these are "corporate level reports." To modify a report query, the user must copy a **Standard Report** and save it in their **Personal Folder**.

Why do some reports like the Tally and Detailed Selected statistics omit incidents with aid given codes 3 and 4?

To prevent double counting of losses.

Part 5: Frequently Requested Queries

Many common queries do not need a custom report.

"I want the frequency of incidents with fireworks, by property use."

Assuming the question is how many fire incidents occurred by fireworks according to property use type, a Tally report is all you need. Since the heat source code set includes the code 54 for fireworks, when the tally is generated using the heat source-coded field, the report will be broken out by heat source codes.

There are 2 ways.

• Select **Tally - Fire** and, in the prompts, change the Select Coded field from Area of Origin to **Heat Source**. Enter the other prompts' values. Run the report. The frequency of code 54s will be a row in the report and show the frequency count.

Or:

Select Tally - Basic, and instead of using the default Incident Type for the Coded Field filter, select Property Use. Run the report. Select "Save As," select your Personal Folder, and close the report. Right-click on the report and select Modify. In the Fire Module Dimension, locate Ignition > Heat Source and move it to the filters. Select "equal to" and enter 54. Run the report.

The standard report Structure Fires by Property Use may also be what you need. It categorizes fire incidents with Incident Type coded as 111-118 or 120-123 by Property Use codes.

"I need a simple count of incidents where the detector alerted occupants."

In the Tally reports folder, select the **Tally - Basic Module**. In the **Enter Coded Field** prompt, select **Detector Alerted Occupants**. Fill out the rest of the prompts as desired and schedule the report to your **BI Inbox**. The results will break out the frequency of incidents with a Yes, No or Unknown code in the **Detector Alerted Occupants** field and provide the total casualty and dollar losses for each of the codes.

"I need the fire causes for the calendar year's incidents."

There are 2 ways to describe and report on "fire cause" in NFIRS reports.

One way refers to summarizing or counting fire incidents by the Cause of Ignition value reported in the Fire Module. The Cause of Ignition field values are:

- 1 Intentional.
- 2 Unintentional.
- 3 Failure of equipment or heat source.
- 4 Act of nature.
- 5 Cause under investigation.
- 0 Cause, other (system-generated code only, not used for data entry).
- U Cause undetermined after investigation.

The second way is to use the set of reports in the Fire Cause Category folder. These reports are designed to count by the incident's assigned Fire Cause code. Each fire incident is assigned a cause code when it is passed to the DW. Once the cause code is assigned, the fire cause reports can count the incidents and categorize them by cause. Several data values or conditions in the incident determine its cause code and therefore its category. Refer to the Fire Cause Matrix on the USFA NFIRS Documentation page (https://www.usfa.fema.gov/nfirs/documentation/) for the method by which the code category is assigned and the definitions of new and previous code assignment logic. The reports can be generated for residential fires or structure fires. In general, fire cause categories are:

- Exposure
- Intentional
- Intentional
- Investigation with Arson Module
- Playing with heat source
- Natural
- Other heat
- Smoking
- Heating
- Cooking
- Appliances
- Electrical malfunction
- Other equipment
- Open flame, spark (heat from)
- Other unintentional, careless
- Equipment misoperation, failure
- Unknown

"How do I create my own queries and reports?"

After becoming familiar with the **BO** tools and the **Standard Reports**, you can request the **NFIRS EDW Access** level or **EDW Admin** level permission from your state program manager. With those permissions, you will be able to modify **Standard Reports** and create report queries of your own.

NFIRS Data Warehouse Guide 2 (for **Users with NFIRS EDW Access or EDW Admin permissions**) describes the advanced steps to create new queries and custom reports. Steps will include modifying a standard report in **Web Intelligence** format, creating a new report, sharing a report and saving a report to the State Folder where it can be accessed by FD-level users. The NFIRS EDW permission level Access or Admin is required for modifying and creating the custom queries and reports.

Users must work with their state program manager prior to contacting the **NFIRS Support Center** to ask for help with queries and report issues. When reporting an error, users are expected to CC the state program manager when writing to the **NFIRS Support Center** and provide the steps they used; if the error is data-related, include the exported report with the Parameters page that shows the discrepancy (when exporting the report, select **All** to include the **Parameters** page).

Resources

The resources below will assist in planning reports that are consistent with entering an NFIRS report's data and with the USFA NFDC data analysis methods, or simply understanding the methods used to count frequencies and totals in reports.

NFIRS Complete Reference Guide: A source for NFIRS modules and field names and coding information: <u>http://www.usfa.fema.gov/downloads/pdf/nfirs/NFIRS_Complete_</u> <u>Reference_Guide_2015.pdf</u>

Information on the Fire Cause reports matrices: <u>https://www.usfa.fema.gov/nfirs/</u> <u>documentation/</u>

NFIRS Fire Data Analysis Guidelines and Issues: <u>http://www.usfa.fema.gov/downloads/</u>pdf/nfirs/nfirs_data_analysis_guidelines_issues.pdf

NFIRS account resets

If you forget your NFIRS account username or password, go to the eNFIRS portal page and use the **Forgot Username** and **Forgot ID** button to request a reset email.

ALL fields are required. Not yet registered? Register o are a vendor, please contact NFIRS Support Center.	
*NFIRS Username	Forgot Username
NFIRS Username	
*NFIRS Password	Forgot Password?
NFIRS Password	
Login with Username &	Password
Login with Username &	Password

The email will contain a temporary password. Log in with the temporary password, then immediately change the password by using the Change Password option in the upper-right menu under your username.

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If you lock your NFIRS account by entering 3 or more bad passwords, wait 20 minutes and try again.

If your account is locked because the password expired (you have not changed the password in the last 90 days), use the Forgot Password link to request a temporary password to unlock your account.

Department-level users requesting permissions for the NFIRS or **NFIRS DW** user accounts should contact the state program manager in their state.

Users who access any of the NFIRS online tools are encouraged to keep their NFIRS account active by logging in every 30 days, and to change the account's password frequently. FEMA/DHS guidelines for security require user accounts to be automatically deactivated or locked if the passwords have not been changed within 90 days. Users can unlock their account by using the Forgot Password link. When unlocking your account, the temporary password will expire in 5 days and will need to be changed or your account will be locked again. If you have submitted a new user registration and have not been notified or if your account is inactive, you must contact your NFIRS state program manager who can update your account to active status.

Contact information for state NFIRS program managers is available on the USFA website at: <u>http://www.usfa.fema.gov/pocs/</u>.

Contact Information

Questions on incident data reporting and data access may be directed to the NFIRS Support Center at <u>fema-nfirshelp@fema.dhs.gov</u> or to your NFIRS state program manager. A list of state NFIRS contacts is available on the USFA website at <u>http://www.usfa.fema.gov/pocs/</u>.

Acronyms

BI	Business Intelligence
BO	Business Objects
CSV	comma-separated value
DHS	Department of Homeland Security
DW	Data Warehouse
EDW	Enterprise Data Warehouse
FD	fire department
FDID	fire department ID
FEMA	Federal Emergency Management Agency
NFDC	National Fire Data Center
NFIRS	National Fire Incident Reporting System
PII	personally identifiable information
USFA	U.S. Fire Administration



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