

MONTHLY INCIDENT COUNT REPORTS



Once data has been uploaded to the NFIRS database, you can run a report that will provide feedback on the number of incidents by months for your fire department/district. This is the Monthly Incident Count report.

The Monthly Incident Count report provides a table showing the number of Incidents, Exposures, and Aid Given uploaded to the NFIRS Database for a specified year, broken down for each month. Running this report will provide feedback on those months that have/have not been reported to NFIRS.

Before you start using the Web-based Reports page you need:

- There are two programs that need to be installed on your computer to run web-based reports. Check with your system administrator or IT person to confirm they are installed on your computer. The programs are:
 - Acrobat. Either the Acrobat Reader program or a full version of Acrobat will work. To get a free copy of the Acrobat Reader, follow this link (if the link doesn't work, do a web search for "Acrobat Reader"):
<http://get.adobe.com/reader/>
 - Java. An installation of Java Plug-in is required which should be a free program. Follow this link (if the link doesn't work, then do a web search for "Java"):
<http://java.com/en/> (Look for the "Free Java Download" button)

Here are the steps to logon to the Web-based Reports page:

1. Open your internet browser (Internet Explorer is recommended) and go to the NFIRS website: nfirs.fema.gov
2. On the green line with white letters, click on "Web-based Tools" which is located third from the right, and will open the "NFIRS 5.0 Web-based Tools" page.

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3. In the medium blue box on the left side with white letters, click on “Summary Output Reports Tool” which will open the “NFIRS Web-based Reports Requirements and Connectivity Information” page.
4. In the same medium blue box on the left side with white letters, click on “Summary Output Reports Tool Login” which will open the “NFIRS 5.0 Summary Output Reports Tool (Web-based Reports)” page.
5. Again, in the same medium blue box on the left side with white letters, click on “Web-based Reports Login” which will open the “NFIRS Web-Based Reports - Login” page.
6. Enter your login information (Username, State – you must use the drop down box to choose the State, don’t type the letters ‘AZ’ or your logon will fail, and then your password) and click the “Login” button.
7. You will see the security Federal Security warning message. Click the “Continue” button. This will take you to the “Reporting” page.

Reporting Page Tabs:

- There are four (4) tabs below ‘reporting’ on this page:
 - From the left side, the first tab is the “Documents” tab and a lists all the reports you can run under Web-based Reports.
 - The next tab is the “Completed Reports” tab which lists all the reports you have run in the past 10 – 14 days and they will eventually ‘age’ off the system.
 - The “My Recent Reports” tab lists all the reports you have run today only.
 - The last tab, “Requests”, shows that status of those reports that have been requested and their current status. If it’s not listed here, then the report is done.

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Here are the steps to setup the query to run the Monthly Incident Count reports:

- From the “Reporting” page, the “Document” tab should be selected/highlighted, if not, click on the “Document” tab. Click on “MonthlyIncidentCount” link from the list below.
- Under the “Parameters” section, choose the year desired from the drop down list (click on down arrow to the right of “1998”), choose “All” from the “Status” drop down list, choose “Both” from the “Version” drop down list, and choose “All” from the “Released” drop down list.
- If the “NFIRS Group Selection” box is visible, double click on “Arizona,” then double click your County name, find your fire department/district name, and click once on the name to put a check mark to the box to the left. Disregard if this box doesn’t appear.
- Click on the “Submit Request” button in the light blue column (the button will be both at the top and bottom of the page on the left side). You should get a message on the screen saying something like:

The request was successfully submitted to run.
Report: MonthlyIncidentCounts on Server: reporting.

- Being a single department request it should only take a minute or two to run. Click on the “My Recent Reports” tab to see if it is ready. If the report is listed then follow the instructions viewing, saving, and/or printing the report listed below.
- The report should be two pages with the first page showing the report name and parameters that were set. The second page will give you your department’s name and a table showing the number of incidents, exposures, and mutual aid given for each month with a yearly total in the last column.
- Please note that a zero will indicate no data for that month. This may mean there is data missing, or, depending on the number of run, there were no calls for that month.
- Click the ‘X’ at the far right of light blue line to close the report.

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- Tip: When choosing the “Status,” “Version,” and “Released” items, you usually want to use “All” or “Both” so you have accessibility to all the data in the system.

Saving the report in PDF format:

- Click on the file name to open the report in a PDF format. The report will appear on the screen with a navigation bar which allows you to move through the document so you can review the information. This particular report should only be two pages. The first page will always explain the parameters set for the report.
- If you want to save and/or print the PDF, you need to click on “PDF/Print” near the middle of the top line. This will open a popup window which gives you the option of saving the file. You can save all pages, the current page being viewed, or you can specify a range of pages. It is recommended that you save all pages since page one will list the parameters set for the report.
- Click “Save PDF” to the left and another window will pop up. You can either save the file to your computer or open the file in your Acrobat program so you can print it. If you want to save the document, it’s strongly recommended that you name the file to a name useful to you and pick a location where the file will be saved so you can retrieve it in the future.

Contact the State Program Manager with any NFIRS questions or issues:

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