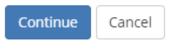
Pulling the monthly participation report in eNFIRS

- Log into eNFIRS https://nfirs.fema.gov/
- Click on the green button toward the bottom of the log in page

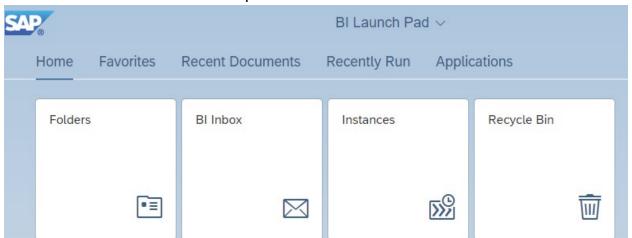
Access NFIRS Data Warehouse

Click Continue

You are about to connect to NFIRS Data Warehouse, it may take a few minutes to connect. To continue, please select "Continue".



• The SAP BI Launch Pad should open. Click Folders



- Click Arrow next to Public Folder.
- Click Arrow next to NFIRS.
- Click Arrow next to Standard Report. This will open several options for reporting.
- Click on Program Management title not the arrow.
- Click the three dots to the right of the Monthly Participation Report.
 - Click Schedule
- Click Report Features title not the arrow.



- Click Format drop down change from Web Intelligence to Microsoft Excel Reports
- In the Prompts section click on **Edit Prompt Values** on the right
- A popup will open requesting values:
 - Value for NFIRS Group click reload next to Enter value for NFIRS Group click NFIRS NFDC
 - Select Group By Field: click reload next to Enter value for Select Group By Field click State
 - Value for State = FL
 - Enter from Date = click the calendar on the right
 - Select the date that you would like to start and then click ok on the bottom right side of the pop-up box.
 - Enter to Date = click the calendar on the right
 - Select the date that you would like to end and then click ok on the bottom right side of the pop-up box.
 - Enter value(s) for Incident Valid Status: Keep values as it is currently.
 - Enter value(s) for NFIRS Version: Keep values as it is currently.
 - Enter value(s) for Incident Release Status: Keep values as it is currently.
 - o Enter value(s) for Fire Department Active Status: click reload next to Enter value for Fire Department Active Status click Active
 - Last prompt will be Enter value(s) for Fire Department ID
 - You can click All Fire Departments or type your FDID into the search field and click (Search) not (Manual Search)
 - Then click in the box with the correct Fire Department.
 - Click Apply

- Click **Schedule** on the bottom right of the screen.
- This will then open a history of all the report instances that you have ran.
- Once the report status is Success then click the three dots to the right of the report. Select **View**. This will put the report into your downloads folder where you will be able to open the report.