

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

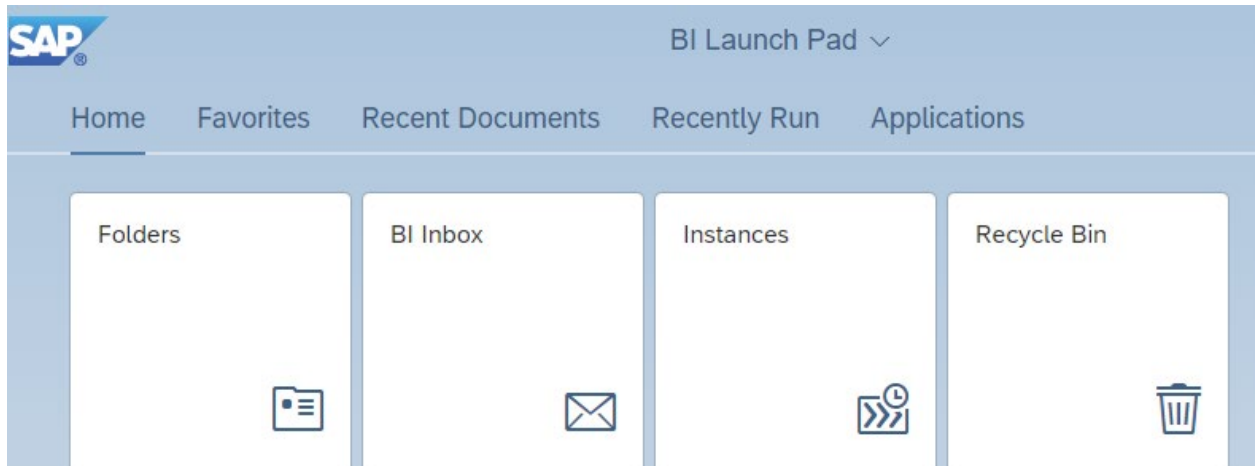
- Click Continue

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

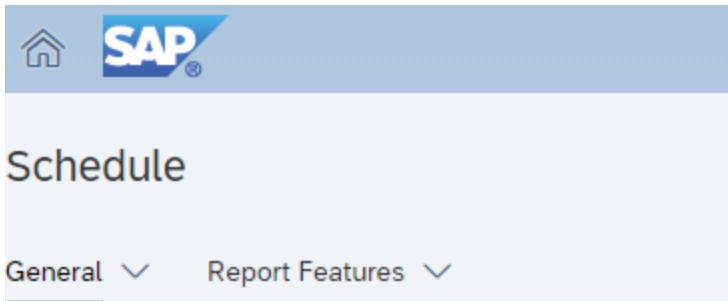
Continue






Cancel

- 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.
 - **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.