

Pulling the Summary By Incident Type 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

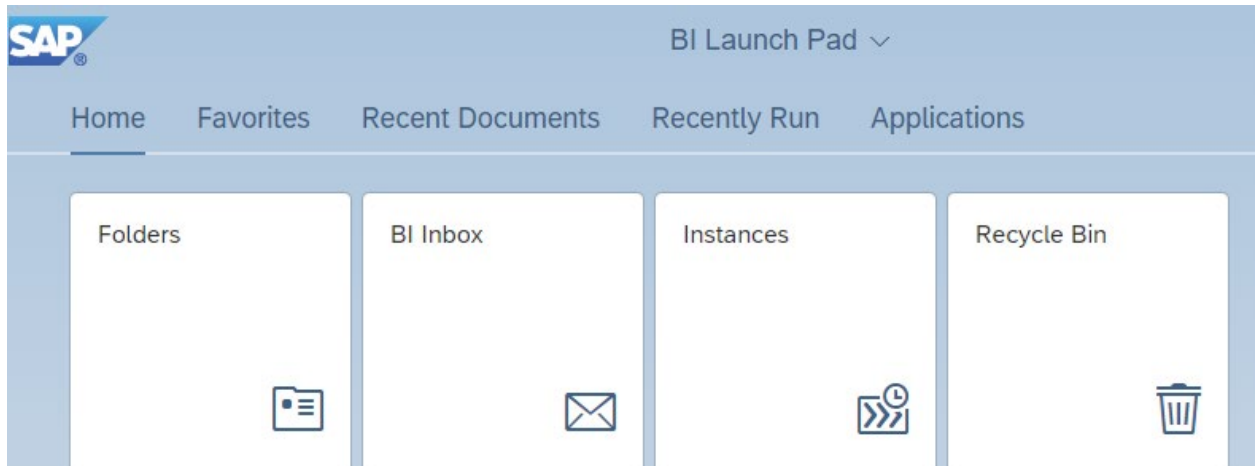
- Click Continue

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

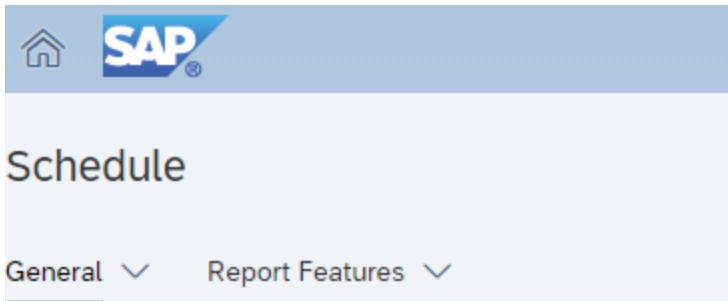
Continue



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 Incident Type title not the arrow.
- Click the three dots to the right of the Summary By Incident Type.
 - 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:
 - **Enter value(s) for NFIRS Group:** Keep values as it is currently.
 - **Enter 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 ID:**
 - Type your FDID into the search field and click (Search) not (Manual Search)
 - Then click in the box with the correct Fire Department (example 45012_FL)
 - **Enter value(s) for Fire Department Active Status:** Keep values as it is currently.
 - 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.