CREATING A MONTHLY INCIDENT REPORT IN DATA WAREHOUSE

This Report will replace SORT effective 8/1/23. Contact your State Program Manager, <u>SFM.Nfirshelp@illinois.gov</u>, if you need access to Data Warehouse (DW)

Log into NFIRS, <u>https://nfirs.fema.gov/NFIRSWeb/login</u>. Scroll down until you see "Access NFIRS Data Warehouse" on left, middle of Homepage.

FEMA V.S. Fire Adm National Fire Incident	inistration Reporting System Incidents → Fire Departu	
Incident Management	Fire Departments	
Log incidents, report fires, maintain records of these incidents in a uniform manner in the standard national reporting system. • Create Incident • Search Incidents • Export Incidents • Import Incidents • Form Based Incident Report	Create fire departments and maintain records of these fire departments. • Create Fire Department • Search Fire Departments • Export Fire Departments • Import Fire Departments	
Senerate reports on NFIRS data in the manager to request permissions to us Access NFIRS Data Warehouse	DW) NFIRS DW. Contact your state program the NFIRS DW.	Oministration Incidents - Fire Departments - System Admin - Support - You are about to connect to NFIRS Data Warehouse, it may take a few minutes to connect. To continue, please select "Continue". Continue Cancel

Click on "Access NFIRS Data Warehouse". Then click on "Continue" to enter Data Warehouse.

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You will then see the SAP Interface, "BI Launch Pad". Click on "Folders".



Click on "Public Folders", then "NFIRS", and finally "Standard Reports".

Select "Incidents" and then click on "Monthly Incident Counts". Note the link at top of page, indicating your location in tree. You can go backwards in tree by clicking on previous name.

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Folders		Folders	
> 🔊 Personal Folders	Public Folders / NFIRS / Standard Reports /	> 🔝 Personal Folders	Public Folders / NFIRS / Standard Reports / Incidents
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	Fire Department Folder		Incident Listing
> 💼 Data Quality	For Grants Application Folder	> 📧 Data Quality	Incidents with a Reported Web Intelligence
> 🗐 Excel Export	Incident Type Folder	> 📧 Excel Export	Invalid Incidents Web Intelligence
> 🗉 Fire Causes	Folder	Fire Causes	Monthly Incident Counts Web Intelligence
	Tell Mutual Aid Folder		No Fire Dollar Loss Incide Web Intelligence
Fire Department	Program Management Folder	> 🖭 Fire Department	Undetermined or Unresol Web Intelligence
> 📧 For Grants Application	Folder	> 📰 For Grants Application	Unresolved Fire Incidents Web Intelligence

From here the "Prompt" screen opens where you will set your parameters (on right column under Search bar), for your report. Click on each field to set your parameters. Incident valid Status should default to "Invalid, No Activity and Valid". Then Enter on "State" and select Illinois.



"Enter From Date" can be entered (a) manually or by clicking on the (b) calendar icon next to search button. Also note that you will need to indicate the "Time" report is to be run (c). Make sure you enter "OK" to save dates and check left column bar to make sure it accepts correct date/time. Repeat same instructions to enter "To Date". On "Enter Value for Fire Department ID", go to search bar and type in either your FDID number or begin typing your Fire Department name as listed in NFIRS. When you find your FD, put a check in correct box. Click on the box with the "2" next to it and uncheck "All Fire Departments". Double check that all your parameters are correct and Select "Run" and your report will be generated (this may take some time if report is large or internet connection is slow).

G	Prompts 😔	53
Search Q	Enter value(s) for Fire Department ID:	\$ \$
Lenter value(s) for Incident Valid Status: (3) Invalid; No Activity; Valid	springfield	+ 9
Enter value(s) for State: (1)	FDID and State 🗧 Fire Department ID	≣
IL	70127_OH SPRINGFIELD TWP FIRE DEPARTMEN	
Enter From Date: (1) 1/1/2023 12:00:00 AM	71127_OH SPRINGFIELD TWP FIRE DEPARTMEN	
Finter To Date: (1)	74263_TN Springfield Fire Dept	
12/31/2023 12:00:00 AM	T7123_OH SPRINGFIELD TWP FIRE DEPARTMEN	
Enter value(s) for NFIRS Version: (2) 4.1: 5.0	86015_OH SPRINGFIELD TWP STRYKER FIRE D	
	91313_NH Springfield Fire-Rescue	
Status: Released: Unreleased	B4591_KY Springfield	
	F3062_DD SPRINGFIELD IL ANG	
Active Status:	F3063_DD SPRINGFIELD-BECKLEY ANG	
	J4520_ME Springfield Fire Department	▶
Enter value(s) for Fire Department ID: (2) springfield illinois; SB111_IL	SB111_IL SPRINGFIELD FD	
Reset All	Run	Cancel

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	Fire Depts (Reporting)	Fire Depts (All) Parameters			

Monthly Incident Counts

Report Year: 2023

EDID	Eire Departme	2023							Totale						
FDID	rite Deparune	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Iotais	
SB111	SPRINGFIELD FD	Count	1,825	1,602	1,992	2,122	1,033	0	0	0	0	0	0	0	8,574
		Exposures	0	1	0	0	2	0	0	0	0	0	0	0	3
		No Activity	0	0	0	0	0	0	0	0	0	0	0	0	0
		Aid Given	0	3	2	2	0	0	0	0	0	0	0	0	7
		Count	1,825	1,602	1,992	2,122	1,033	0	0	0	0	0	0	0	8,574
Crand To	tal	Exposures	0	1	0	0	2	0	0	0	0	0	0	0	3
Granu io	nai	No Activity	0	0	0	0	0	0	0	0	0	0	0	0	0
		Aid Given	0	3	2	2	0	0	0	0	0	0	0	0	7

See Sample Report above. Note that my parameter dates were 01/01/023-12/31/23 and results only show through May since I ran report on June 7. You can schedule this report to run monthly for each calendar year and it will give you the most current results. See instructions below to schedule your report.

Save Icon Export Icon					
< 6 SAP	Monthly Incident Counts \sim	Q			
File Fire Depts (Reporting Honthly Incident Co Report Year: 2023 Foid Fire Departme SB111 SPRINGFIELD FD TXT Call Call C	Export to PDF Reports Options Search All reports Fire Depts (Reporting) (Current Report) Fire Depts (All) Parameters			دی م	in
		[Export	Cancel	

Using the "Save" icon in upper left screen (under "File"), you can Name and Save your report to your "Personal Folders". You can also "Export" your file to Excel/PDF, etc., and Save to your chosen destination. Depending upon the "Rights" you have assigned to you, you can do one or the other/both.

In addition, you can "Schedule" your report to run on particular dates that you determine. Go to your "Personal Folders" and find the file you just saved. From there, click on the three dots (...) in right column on same line. Then click on "Schedule".

Folders			Selected Folder			
> 📰 Personal Folders	Personal Folders /			(; + ± ∞ 📕	
My Subscribed Alerts						
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Select Destinations								
Select a destination	Defaul	t Enterprise Location × Email × BI Inbox ×	\sim					
Default Enterprise		Default Enterprise Location						
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		File System						
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			Confirm Cancel					

Under "Schedule", "General Tab" Select Delivery Destinations "Add" (as many as you would like and are allowed) and be sure to click on "Confirm".

Schedule		
General V Report Features V		
Recurrence		
Run Report:		
Recurring V		
Repeat:		
Monthly ~		
Every:		
1 ~		
Month (s)		
Start Date:		,
Jan 1, 2023, 12:00:00 AM		
End Date:		
Dec 31, 2023, 12:59:59 PM		
Allow Retries		
	Schedule Close	

Scroll down to "Recurrence" to complete various dropdowns (Title/Delivery Destinations/Run Report/Repeat/Dates/Notification etc.). Note there are several other categories and drop downs you can complete if applicable. Then click on "Schedule" in lower, right corner.

Your report will run automatically from the schedule you created and be delivered to the destination(s) you chose. You can go into the report (located in your "Personal Folder" and edit information as needed to change parameters of report.

TRAINING_Data Warehouse_Monthly Compliance Report.doc Revised 06.07.23