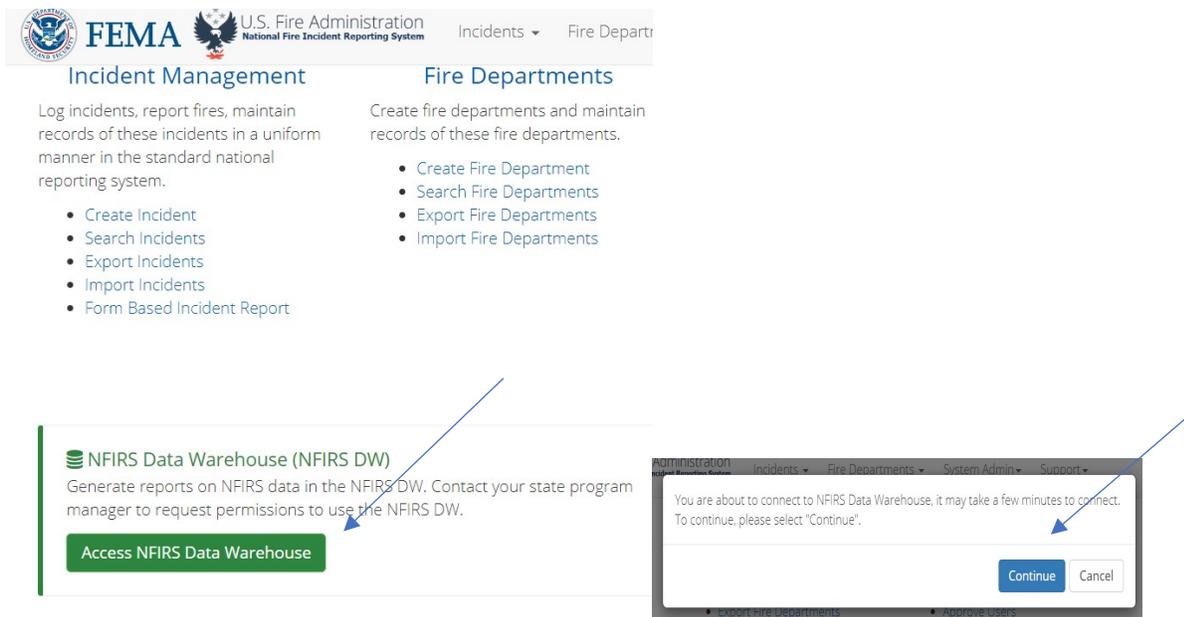


CREATING A MONTHLY INCIDENT REPORT IN DATA WAREHOUSE

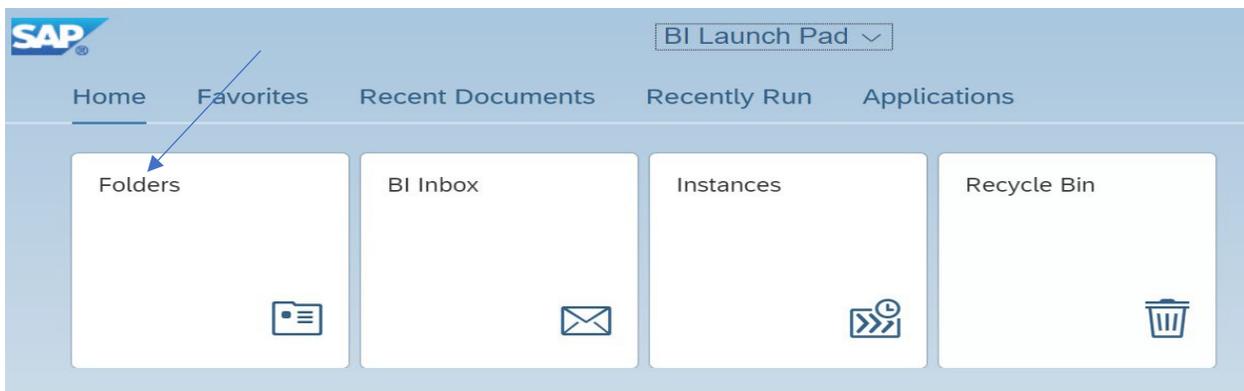
This Report will replace SORT effective 8/1/23. Contact your State Program Manager, SFM.Nfirshelp@illinois.gov, if you need access to Data Warehouse (DW)

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

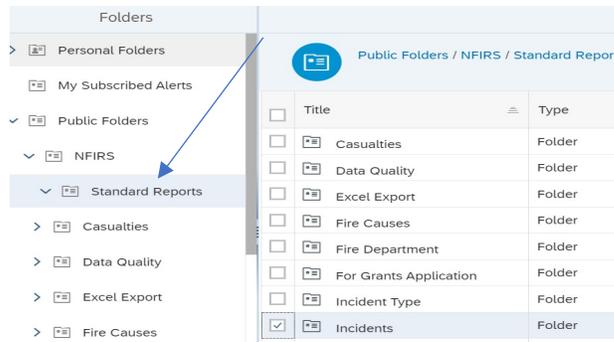
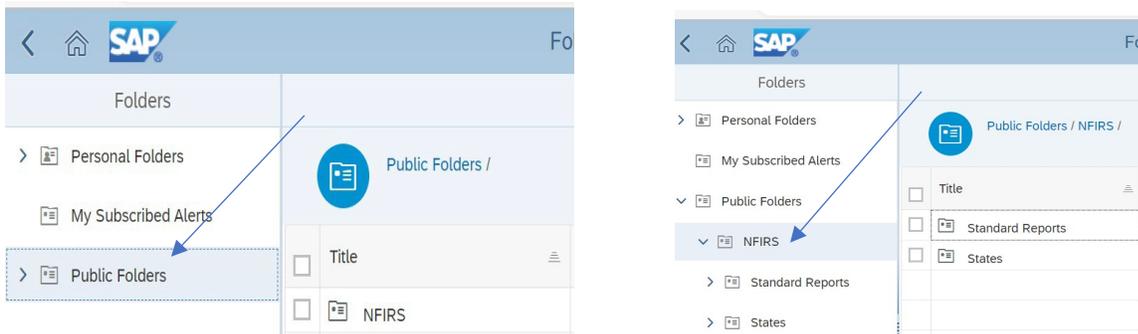


Click on “Access NFIRS Data Warehouse”. Then click on “Continue” to enter Data Warehouse.

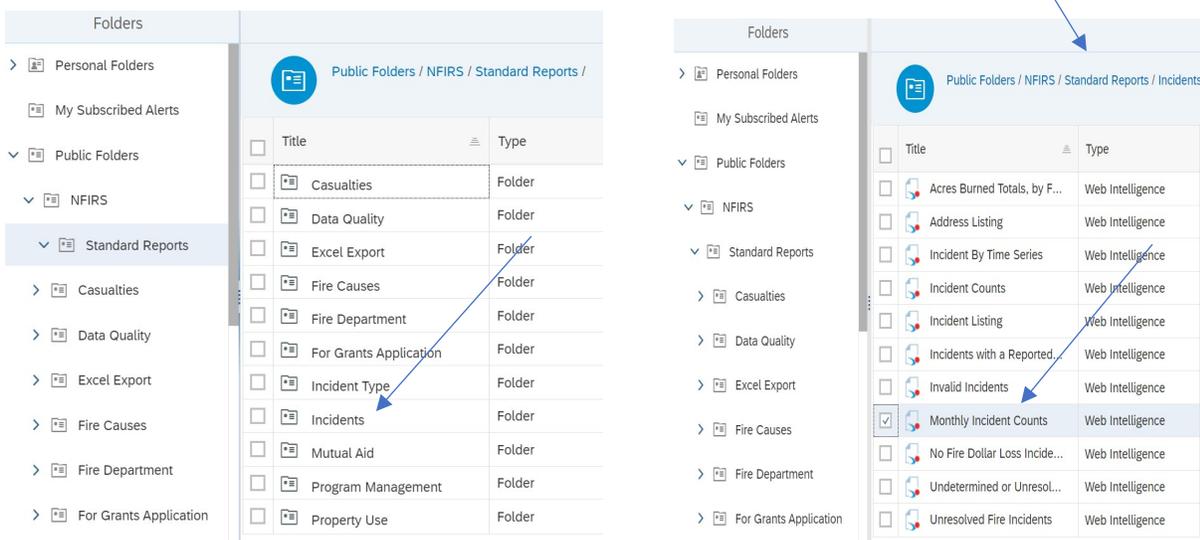
You will then see the SAP Interface, “BI Launch Pad”. Click on “Folders”.



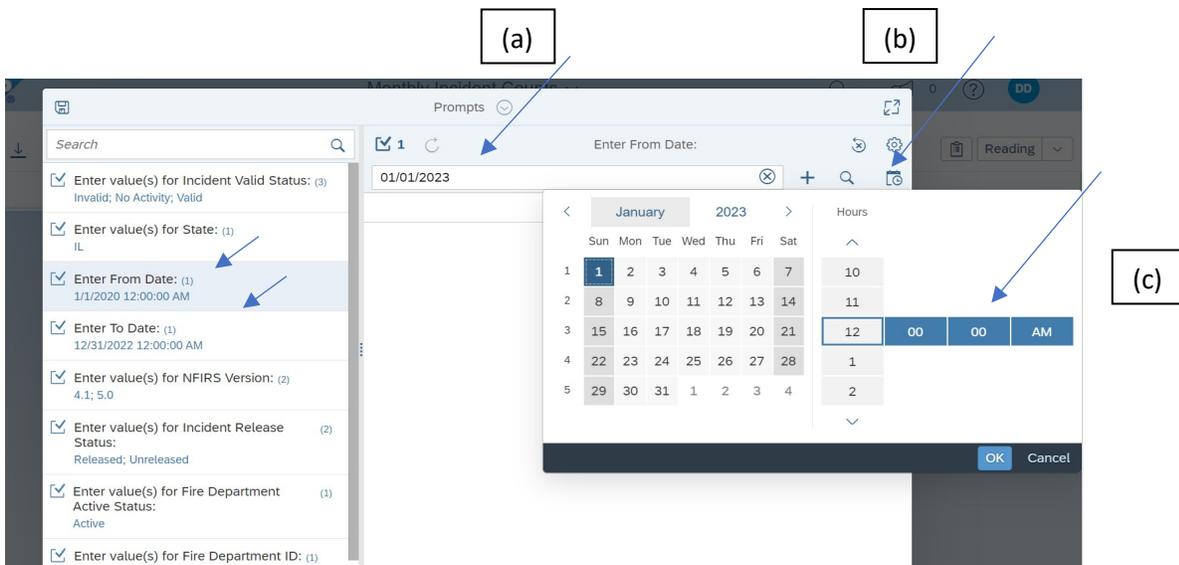
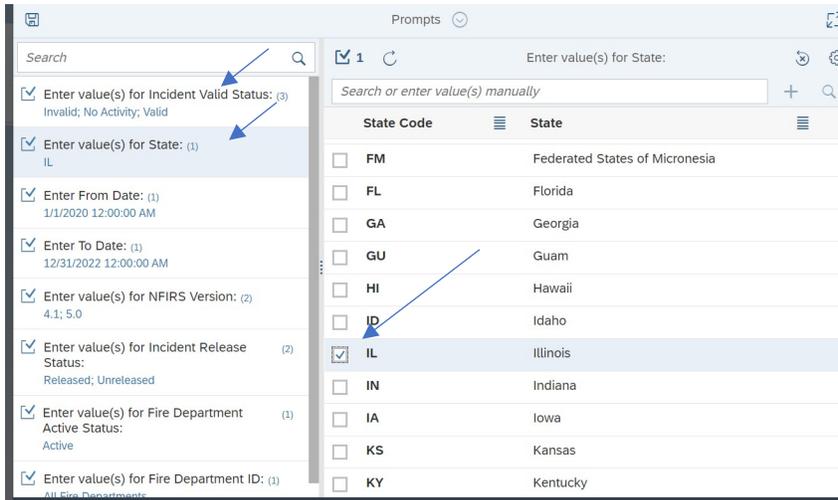
Click on “Public Folders”, then “NFIRS”, and finally “Standard Reports”.



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.

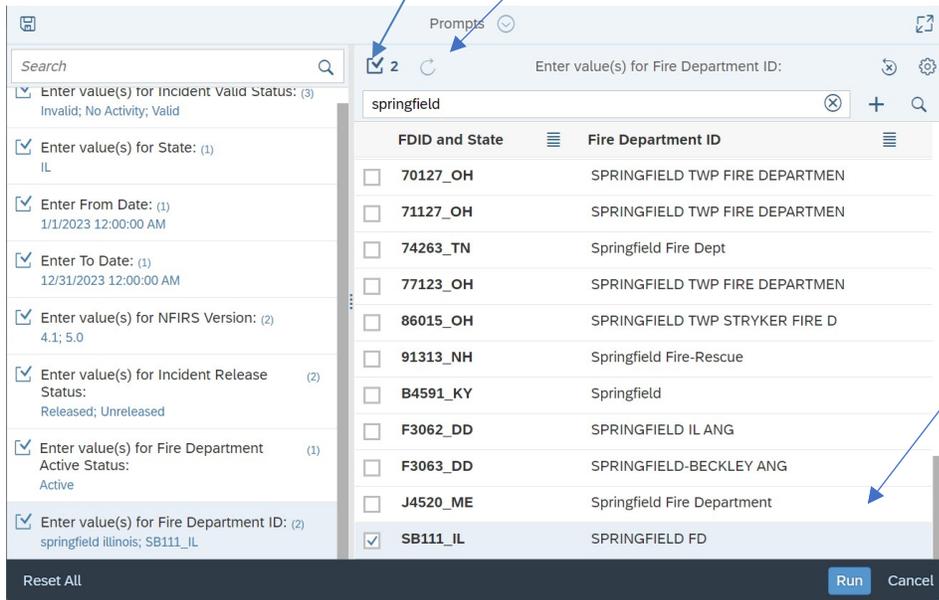


From here the “Prompt” screen opens where you will set your parameters (on right column under Search bar), for your report. Click on each field to set your parameters. Incident valid Status should default to “Invalid, No Activity and Valid”. Then Enter on “State” and select Illinois.



“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).



Monthly Incident Counts

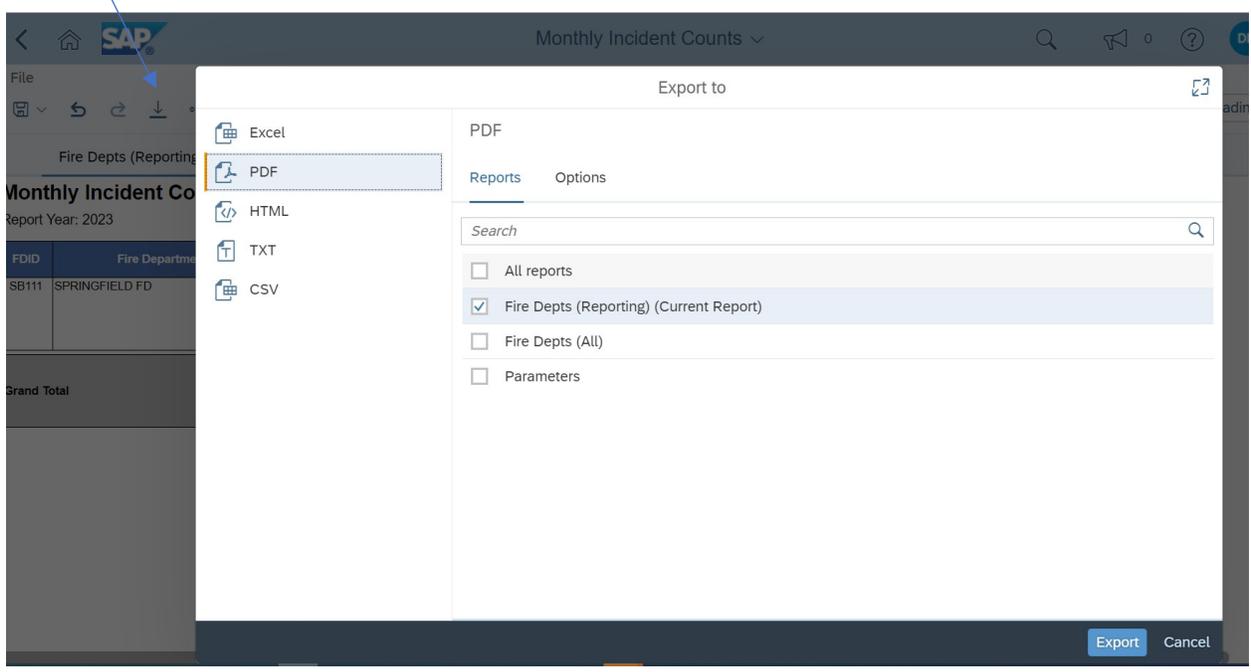
Report Year: 2023

FDID	Fire Department	2023												Totals		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
SB111	SPRINGFIELD FD	Count	1,825	1,602	1,992	2,122	1,033	0	0	0	0	0	0	0	0	8,574
		Exposures	0	1	0	0	2	0	0	0	0	0	0	0	0	3
		No Activity	0	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	0	7
Grand Total		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	

See Sample Report above. Note that my parameter dates were 01/01/23-12/31/23 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.

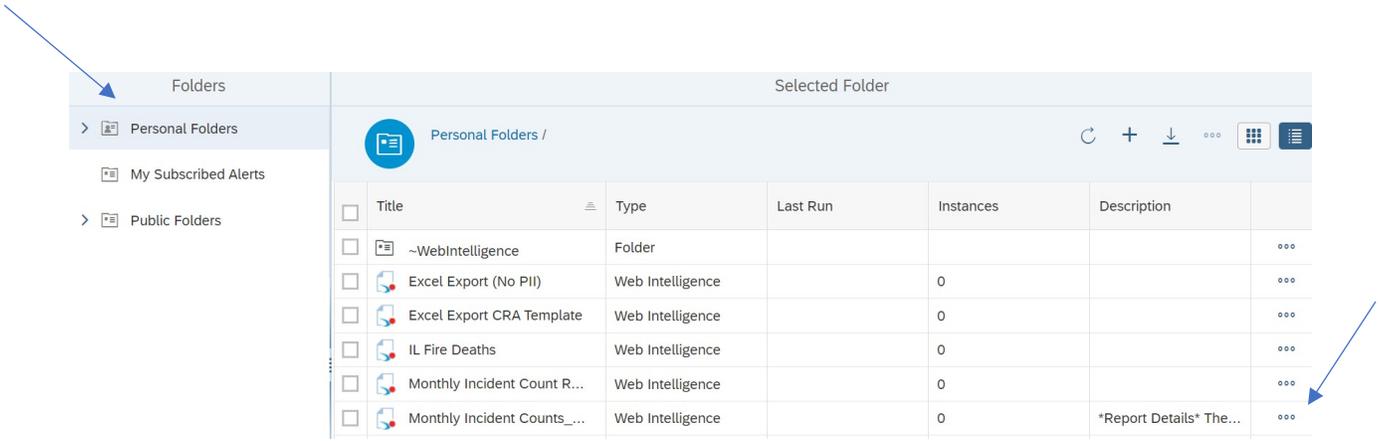
Save Icon

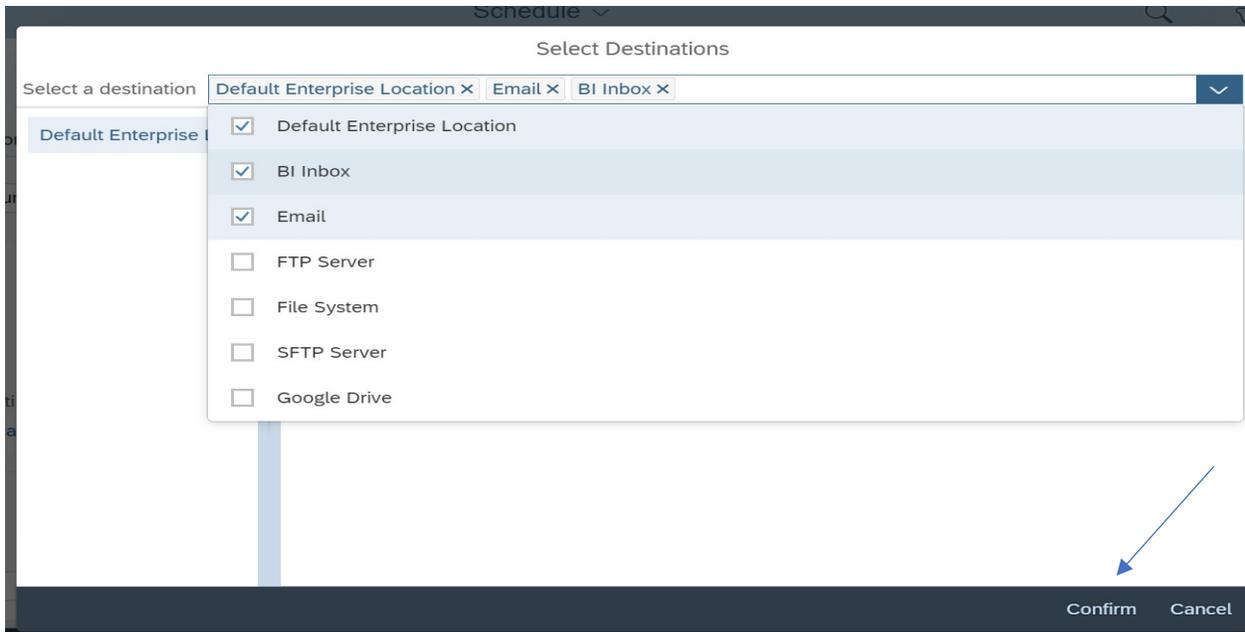
Export Icon



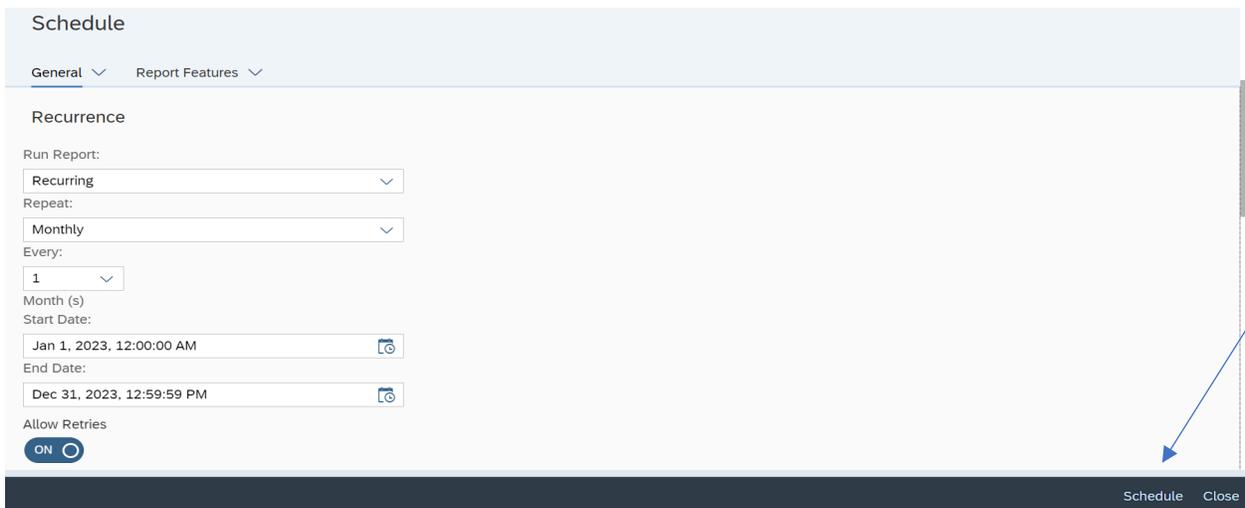
Using the “Save” icon in upper left screen (under “File”), you can Name and Save your report to your “Personal Folders”. You can also “Export” your file to Excel/PDF, etc., and Save to your chosen destination. Depending upon the “Rights” you have assigned to you, you can do one or the other/both.

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”.





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



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.