

# **NFIRS 5.0**

**Version 5.4**

- ✓ **Registration**
- ✓ **Download**
- ✓ **Installation**

Start



# National Fire Incident Reporting System

- System Information
- Documentation
- Training
- Support Center
- Web-based Tools
- User Section
- Vendor Section

- FEATURED TOPICS**
- For Vendors: Identification of Software Versions in NFIRS 5.0 Flat Files
  - Current Version of USFA Software



**First you must get online, open a web browser, (such as Internet Explorer), and go to the NFIRS web site at:**

**<http://www.nfirs.fema.gov>**

**STATE CONTACTS**

Select a State... Go

- LINKS OF INTEREST**
- National Fire Data Center
  - Fire Statistics
  - National Fire Information Council
  - National Association of State Fire Marshals

**To All NFIRS 5.0 State Program Managers and Users:**  
**Important Information on NFIRS 5.0 Specification Release for January 2005**

In accordance with the [NFIRS 5.0 Specification Cycle](#), the rules and editing...



DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
U.S. FIRE ADMINISTRATION

[Latest News](#) | [USFA](#) | [Site Index](#) | [Contact](#)

# National Fire Incident Reporting System



- [System Information](#)
- [Documentation](#)
- [Training](#)
- [Support Center](#)
- [Web-based Tools](#)
- [User Section](#)
- [Vendor Section](#)

## FEATURED TOPICS

- For Vendors: [Identification of Software Versions in NFIRS 5.0 Flat Files](#)
- [Current Version of USFA Software](#)

## STATE CONTACTS

Select a State... Go

## LINKS OF INTEREST

- [National Fire Data Center](#)
- [Fire Statistics](#)
- [National Fire Information Council](#)
- [National Association of State Fire Marshals](#)

## [USFA](#) : NFIRS

**To download NFIRS 5.0, Users must first register.**

**To register, click on "User Section" Tab on the NFIRS home page.**

## To All NFIRS 5.0 State Program Managers and Users: Important Information on NFIRS 5.0 Specification Release for January 2005

In accordance with the [NFIRS 5.0 Specification Cycle](#), the rules and edits included in the January 2005 cycle will be implemented in the On-line system by mid-

Slide 3



Microsoft Internet Explorer window titled "NFIRS User Section - Microsoft Internet Explorer". The address bar shows "http://www.nfirs.fema.gov/users/".

Page header: DEPARTMENT OF HOMELAND SECURITY, FEDERAL EMERGENCY MANAGEMENT AGENCY, U.S. FIRE ADMINISTRATION. Navigation links: NFIRS Home | Latest News | USFA | Site Index | Contact.

# National Fire Incident Reporting System

System Information | Documentation | Training | Support Center | Web based Tools | **User Section** | Vendor Section

## User Section

News Items Archive  
User Login  
User Registration  
Tutorial  
Users' FAQs

**RELATED TOPICS**

- [Latest News](#)
- [Web-based Tools Information](#)
- [USFA NFIRS 5.0 User Documentation](#)
- [Incident Types/Module Rules](#)
- [List of Active Vendors](#)
- [List of Registered Vendors](#)

**User Section**

The Users' section provides information, registration, software and its user guides specific to the USFA NFIRS 5.0 software.

### New Users

Users requesting... for the NFIRS 5.0 software. Your state must be participating in the National Fire Incident Reporting System. If you are unsure if your state is participating or when NFIRS will be adopted in your state, contact your State NFIRS Program Manager. If you are unsure of who your State NFIRS Program Manager is, contact the National Fire Information Council member for your state. A list of members can be accessed at the NFIC web site's [Membership List](#). Once you have registered, your System Administrator will activate your account and you will be notified your account has been activated.

To register for NFIRS 5.0 Software, proceed to [User Registration](#).

**Annotations:**

- An orange arrow points to the "User Registration" link in the left sidebar.
- An orange callout box contains the text: "At the User Home Page, click on one of the links for 'User Registration.'" with an arrow pointing to the "User Registration" link in the sidebar.
- An orange arrow labeled "Slide 4" points to the right.

Done | Internet | Start | 5:18 PM

## National Fire Incident Reporting System

[System Information](#) | [Documentation](#) | [Training](#) | [Support Center](#) | [Web-based Tools](#) | [User Section](#) | [Vendor Section](#)

### User Section

[News Items Archive](#)  
[User Login](#)  
[User Registration](#)  
[Tutorial](#)  
[Users' FAQs](#)

### LINKS OF INTEREST

- [NFIC](#)
- [Data Center \(NFDC\)](#)

[USFA](#) : [NFIRS](#) : [User Section](#) : [User Registration](#)

### User Registration

Users must be registered and their information for your state to gain access to the information in the National Database. Users must be activated by your Systems Administrator.

Fill out the User Registration Form.  
All fields with an \* must be completed.

#### NFIRS User Registration

##### User Registration Form

**BOLD** items are required.

<b>Username</b>	<input type="text" value="JFireman"/>
<b>Last Name</b>	<input type="text" value="Fireman"/>
<b>First Name</b>	<input type="text" value="Joe"/>
Middle Initial	<input type="text"/>
<b>State</b>	<input type="text" value="AK"/>
<b>Phone</b>	<input type="text" value="2025555555"/>
<b>Email</b>	<input type="text" value="Jfireman@email.com"/>
<b>Password</b>	<input type="password" value="*****"/>
<b>Retype Password</b>	<input type="password" value="*****"/>

The password must be at least 8 alpha-numeric characters.

After you complete the form, click on the Submit button.



Slide 5

Upon successfully submitting your registration form, you will receive a confirmation of your registration.

## User Section

[News Items Archive](#)

[User Login](#)

[User Registration](#)

[Tutorial](#)

[Users' FAQs](#)

[USFA](#) : [NFIRS](#) : [User Section](#) : [User Registration](#)

## User Registration

Your registration has been processed. Please note the user ID and password you chose. You will need these to access the NFIRS Web-Site User Section to download the necessary files and documentation. Your System Administrator will contact you when your account has been activated.

### LINKS OF INTEREST

- [NFIC](#)
- [Data Center \(NFDC\)](#)

### NFIRS 5.0 User Registration Information

**If you need to update or change the information that was submitted, please contact your system administrator.**

User Name	jfireman
Last Name	fireman
First Name	joe
Middle Initial	
State	TR
Phone	2025555555
Email Address	jfireman@email.com

## National Fire Incident Reporting System

### System Information | Documents

#### User Section

News Items Archive

User Login

User Registration

Tutorial

Users' FAQs

#### RELATED TOPICS

- [Latest News](#)
- [Web-based Tools Information](#)
- [USFA NFIRS 5.0 User Documentation](#)
- [Incident Types/Module Rules](#)
- [List of Active Vendors](#)
- [List of Registered Vendors](#)

#### LINKS OF INTEREST

- [NFIC](#)
- [Data Center \(NFDC\)](#)

You will be contacted by your State NFIRS Program Manager when your account has been activated.

To login, click on "User Login" from the User Home Page.

### User Section

The Users' section provides information, registration, software and its user guides specific to the USFA NFIRS 5.0 software.

#### New Users

Users requesting a login username and password must register for the NFIRS 5.0 software. Your state must be participating in the National Fire Incident Reporting System. If you are unsure if your state is participating or when NFIRS will be adopted in your state, contact your State NFIRS Program Manager. If you are unsure of who your State NFIRS Program Manager is, contact the National Fire Information Council member for your state. A list of members can be accessed at the NFIC web site's [Membership List](#). Once you have registered, your System Administrator will activate your account and you will be notified your account has been activated.

To register for NFIRS 5.0 Software, proceed to [User Registration](#).

#### Registered Users

Proceed to the [User Login](#) if you have already registered and have been activated.

To access and use the web-based Bulk Import Utility and the web-based Summary Output Reports Tool, specific permissions must be assigned to your NFIRS account. Contact your State Program Manager for information on using these tools.

#### USFA SOFTWARE RESOURCES

# National Fire Incident Reporting System

[System Information](#) | [Documentation](#) | [Training](#) | [Support Center](#) | [Web-based Tools](#) | [User Section](#) | [Vendor Section](#)

## User Section

- News Items Archive
- User Login
- User Registration
- Tutorial
- Users' FAQs

### LINKS OF INTEREST

- [NFIC](#)
- [Data Center \(NFDC\)](#)

[USFA](#) : [NFIRS](#) : [User Section](#) : **User Login**

## User Login

Users must be registered for your state to gain access. You will be notified that you have not been notified that you

**Enter your Username, State, and Password.**

### NFIRS User Login

#### Login to User section

Please Enter your Username, State

If you have registered and have not been activated, contact your State Program manager or Systems Administrator.

**BOLD** items are required.

**Username:**

**State:**

**Password:**

Login

**Click on the Login button.**

Slide 8

## National Fire Incident Reporting System

[System Information](#) | [Documentation](#) | [Training](#) | [Support](#)

### User Section

[News Items Archive](#)  
[Tutorial](#)  
[Users' FAQs](#)  
[Download Software](#)  
[Active Vendor IDs](#)

### RELATED TOPICS

- [Latest News](#)
- [Web-based Tools Information](#)
- [USFA NFIRS 5.0 User Documentation](#)
- [Incident Types/Module Rules](#)
- [List of Active Vendors](#)
- [List of Registered Vendors](#)

### LINKS OF INTEREST

- [NFIC](#)
- [Data Center \(NFDC\)](#)

After a successful login, you will come to the "NFIRS 5.0 User Home Page" which provides System Requirements and information.

Review this page for installation information and System Requirements.

Click on "Download Software" under User Section to go to Download page.

### Notice for USFA

Users with NFIRS 5.0 software will receive an automatic update to the Data Entry Client software. Users of previous **Version 5.3.4 or earlier** must download and install the NFIRS 5.0 Version 5.4.2 Client software.

### NFIRS 5.0 Software

NFIRS 5.0 Software Vers... ability to run the Client On-Line (Internet Connection) or Off-Line (database resides on your PC).

### System Requirement Minimums

CPU	200 MHZ Pentium Class
Memory	64 MB of RAM
Hard Drive	55 MB available disk space
Monitor	800x600 Resolution

**On-Line** mode requires Internet access. Users who do not have one of these

Slide 9

### User Section

- News Items Archive
- Tutorial
- Users' FAQs
- Download Software
- Active Vendor IDs

### RELATED TOPICS

- [Latest News](#)
- [Web-based Tools Information](#)
- [USFA NFIRS 5.0 User Documentation](#)
- [Incident Types/Module Rules](#)
- [List of Active Vendors](#)
- [List of Registered Vendors](#)

### LINKS OF INTEREST

- [NFIC](#)
- [Data Center \(NFDC\)](#)

To download NFIRS 5.0, on the Download Software page, locate and click on the FTP site.

The software can be downloaded in 1 large file or 4 small files.

[USFA](#) : [NFIRS](#)

## NFIRS 5.0 Software, Version 5.4.2

### *Notice for Users with Version 5.4.1 or 4.4.0 installed:*

To obtain the update to Version 5.4.2, in the On-line mode open the Data Entry Tool and follow the automatic update prompts.

Users with previous version 5.3.4 or earlier: to login in the On-line mode using the USFA NFIRS 5.0 client software, Version 5.4.2 is required.

Previous version users with data saved to an Off-line database should make a backup copy of the Off-line Database before proceeding with Version 5.4.2 installation.

New users may refer to the [Tutorial](#) for general help with download and installation.

To generate, retrieve, and print Forms Based Incident Reports, Adobe Acrobat Reader Version 3.02 or higher must be installed on the PC. The Adobe Acrobat Reader can be obtained at no cost from the Adobe website. Go to <http://www.adobe.com> and search for Adobe Acrobat Reader.

Download and install the USFA NFIRS 5.0 Software Version 5.4.2 from the links below.

For step by step instructions for installing Version 5.4.2 and un-installing all other versions, users should refer to the [Version 5.4.2 Information and Instructions page](#) or the [Readme.txt file](#).

### Download - Select from one of the sites below:

[NFIRS 5.0 Client Version 5.4.2](#) (Application, 13 Mbytes)  
Washington D.C. Download Site (recommended)



### File Download Notice: Application Executable File



You are about to download an application executable file from our web site.

[Download Now](#)

To cancel this action and return to the previous page, click your browser back button.

**Click on the link: Download Now...**

Slide 11

File Download Notice - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.nfirs.fema.gov/jsps/nfirsdown

**In the decision box click the “Save” Button to save the file to the PC.**

**You will then be prompted to save “NFIRsv542.exe” to your computer.**

**File Download - Security Warning**

Do you want to run or save this file?

Name: NFIRsv542.exe  
Type: Application, 13.0 MB  
From: www.nfirs.fema.gov

Run Save Cancel

While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. [What's the risk?](#)

Done Internet

start Co... Inb... C:\... Mic... Dra... htt... RE:... sof... Re:... File... File... 11:42 AM

Click on the down arrow to view the "Save in:" menu.

### File Download Notice: Application Executable File

**Save As**

Save in: Desktop

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

Adobe Acrobat 5.0

File name: NFIRSVS...

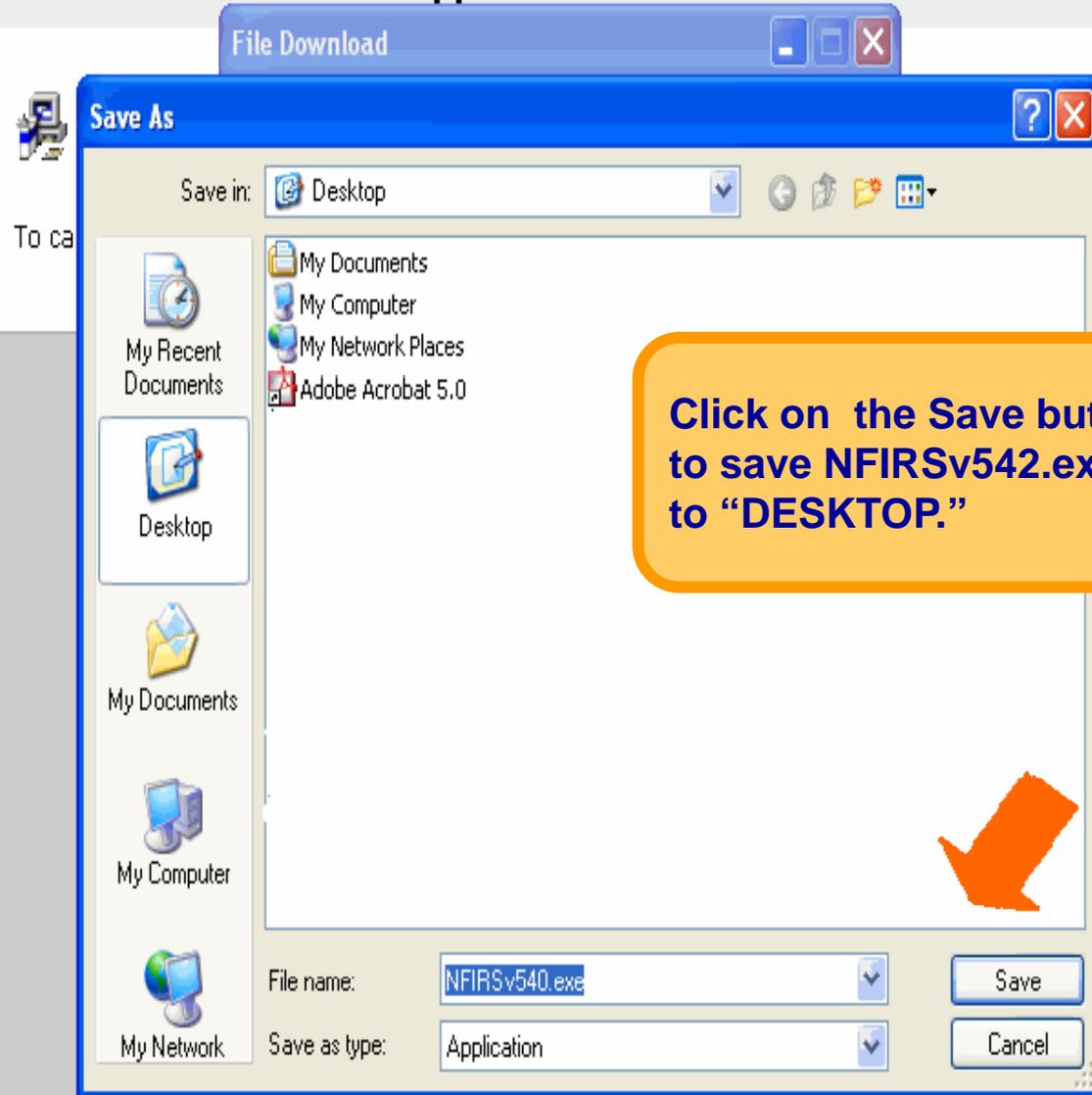
Save as type: Application

Cancel

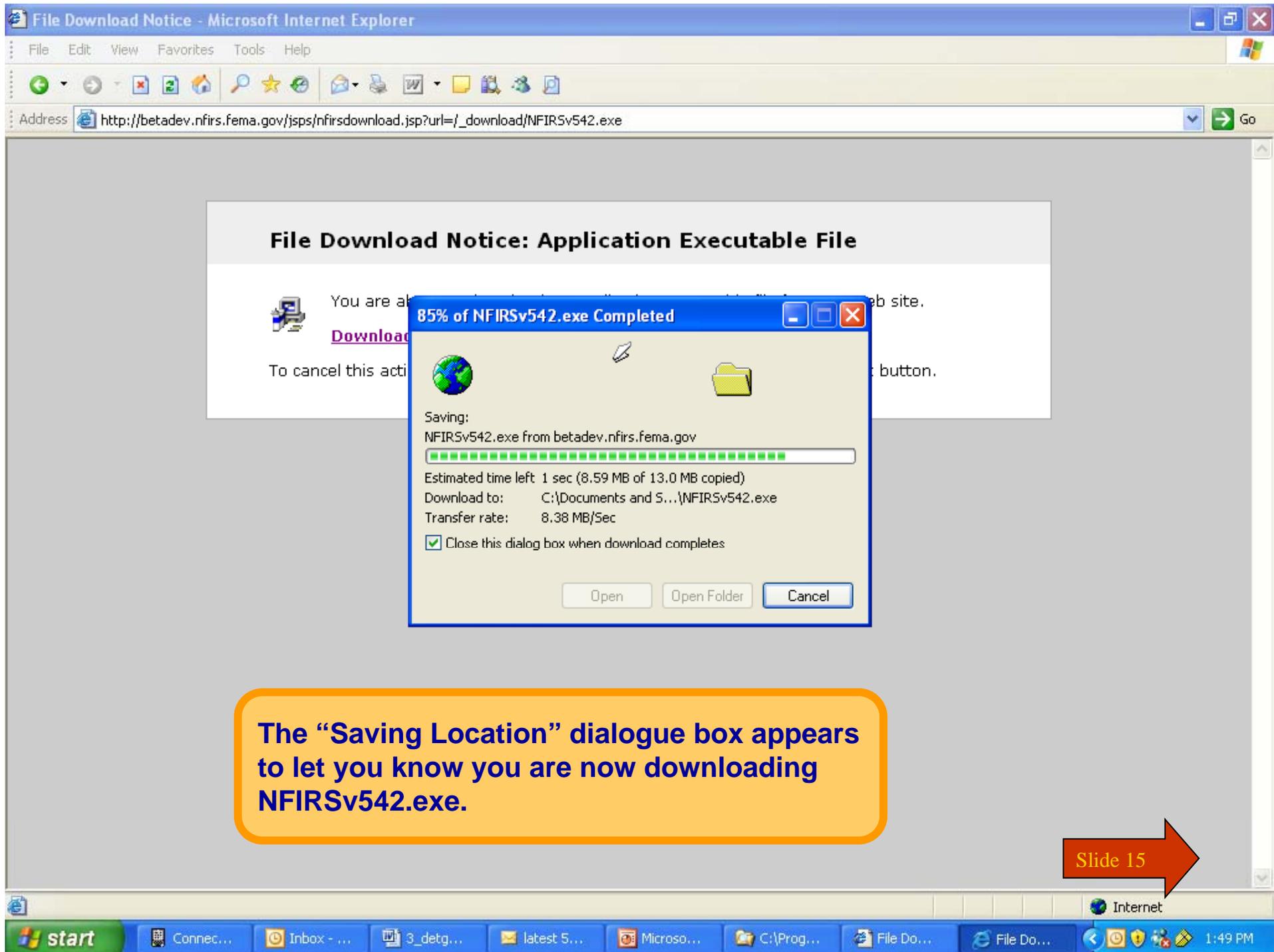
The "Save in" drop-down menu lists the places on your computer where you can save files.

For the purpose of this tutorial we have selected "DESKTOP".

## File Download Notice: Application Executable File



Slide 14



The "Saving Location" dialogue box appears to let you know you are now downloading NFIRsv542.exe.

Slide 15

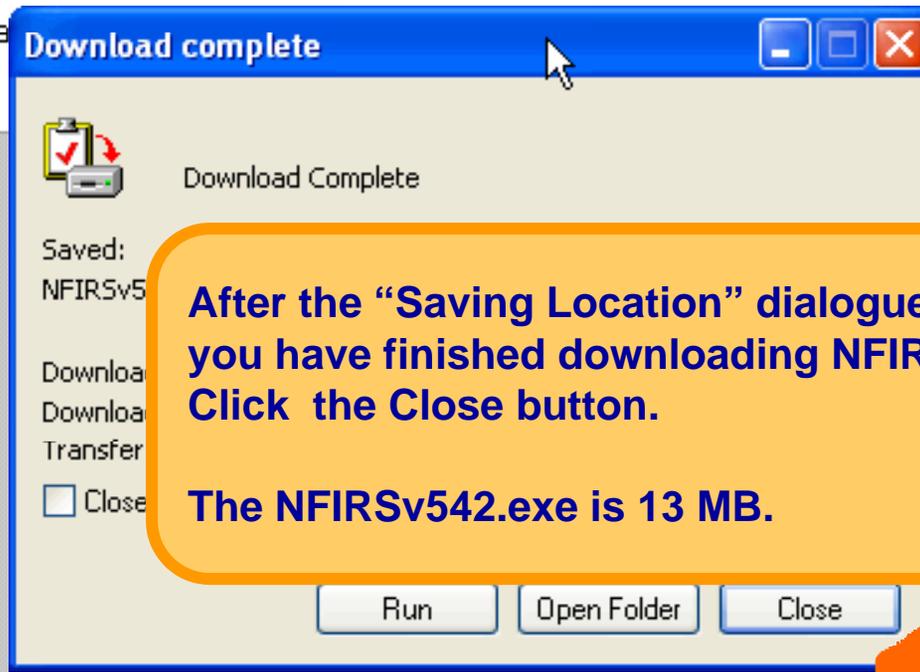
## File Download Notice: Application Executable File



You are about to download an application executable file from our web site.

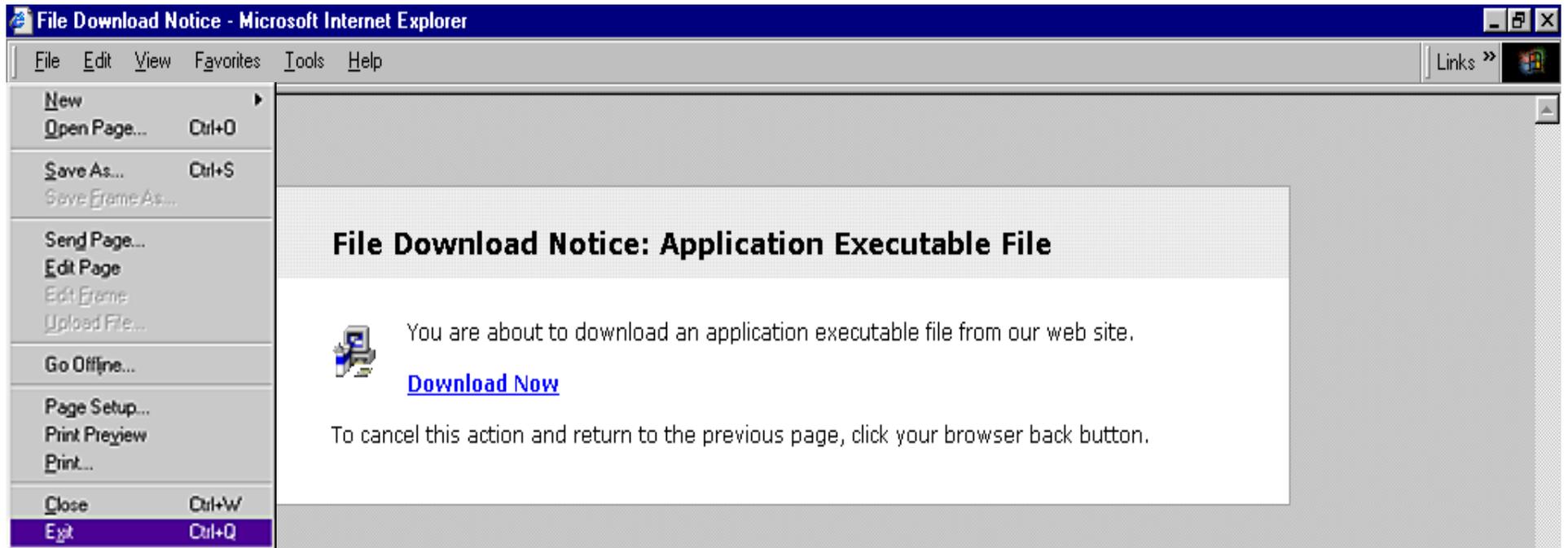
[Download Now](#)

To cancel this a



**After the “Saving Location” dialogue box disappears, you have finished downloading NFIRsv542.exe. Click the Close button.**

**The NFIRsv542.exe is 13 MB.**

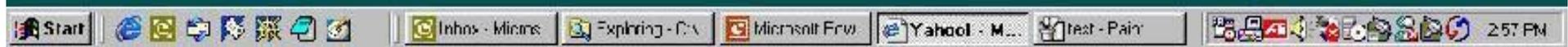


**Select Exit under the File menu to exit your web browser, or click the X in the upper right corner.**



**On your Desktop, locate NFIRSV542.exe.**

**Double click on NFIRSV542.exe to setup and install NFIRS 5.0.**





**The Department of Homeland Security (DHS) splash screen will be displayed, and will close automatically.**



Slide 19



This is only a screen shot...

**Open File - Security Warning**

The publisher could not be verified. Are you sure you want to run this software?

Name: NFIR5v542.exe  
Publisher: **Unknown Publisher**  
Type: Application  
From: C:\Documents and Settings\Marianne Casey\Desktop

Always ask before opening this file

 This file does not have a publisher. You should be cautious. [How can I decide whether to run this file?](#)



Click the Run button to begin installation.



My Computer

My Documents

Internet Explorer

Recycle Bin

MSN

Setup MDN Internet A...

Network Neighborhood

Setup - NFIRS Data Entry Tool

Welcome to the NFIRS Data Entry Tool Setup Wizard

This will install NFIRSv542 on your computer.

It is recommended that you close all other applications before continuing.

Click Next to continue, or Cancel to exit Setup.

Next >

Cancel

Click on the Next button.

Slide 21

Start

Inbox - Micros...

Exploring - C:\

Microsoft Frw...

Yahoo! - M...

test - Pair

2:57 PM

**Setup - NFIRS Data Entry Tool**

### License Agreement

Please read the following important information before continuing.

Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.

NFIRS 5.0 Client SOFTWARE LICENSE AGREEMENT

IMPORTANT: By installing or using the NFIRS 5.0 Client Software, you agree to the terms of this Agreement. Do not install or use the NFIRS 5.0 Client Software until you have carefully read and agreed to the following terms to the terms of this Agreement, do not install or use the NFIRS 5.0 Client Software.

NFIRS 5.0 Client SOFTWARE LIMITED LIC

I accept the agreement

I do not accept the agreement

< Back    Next >    Cancel

**Read the License Agreement for NFIRS 5.0.**

**Select the radio button next to "I accept the agreement" and Click the Next button.**

Slide 22

My Computer    shag t b    Setup for Microsoft I...    Microsoft Office

My Documents

Internet Explorer

Get QuickTime...  
Pm

Recycle Bin

msn

Setup MDN  
Internet A...

Network  
Neighborhood

### Setup - NFIRS Data Entry Tool

#### License Agreement

Please read the following important information before continuing.

Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.

Sun Microsystems, Inc.  
Binary Code License Agreement  
for the  
JAVATM 2 RUNTIME ENVIRONMENT (J2  
VERSION 1.4.2\_X

SUN MICROSYSTEMS, INC. ("SUN") IS V  
SOFTWARE IDENTIFIED BELOW TO YO  
THAT YOU ACCEPT ALL OF THE TERMS  
CODE LICENSE AGREEMENT AND SUPP

I accept the agreement

I do not accept the agreement

< Back    Next >    Cancel

**Read the License Agreement for Sun Microsystems Binary Code.**

**Click on the Radio Button next to "I accept the agreement" and click the Next button.**

Slide 23

Start    Inhos - Micros    Exploring - C:\    Microsoft Frw...    Yahoo! - M...    text - Pair    2:57 PM

## Setup - NFIRS Data Entry Tool

### Select Destination Location

Where should NFIRS Data Entry Tool be installed?



Setup will install NFIRS Data Entry Tool into the following folder.

To continue, click Next. If you would like to select a different folder, click Browse.

C:\Program Files\NFIRSv54

Browse...

At least 41.6 MB of free disk space is required.

< Back

Next >

Cancel

Setup will install NFIRS in C:\Program Files\NFIRSv54, which is recommended.



Slide 24

Select "Typical installation" if you wish to work Off-line and have Microsoft Access 97, Access 2000, or Access 2002.

On-line users may also select Typical Installation,

### Select Components

Which components should be installed?

Select the components you want to install, clear the components you do not want to install. Click Next when you are ready to continue.

Typical installation

OR...

< Back

Next >

Cancel

Slide 25

Select  
"Compact installation (no local database)"  
if you will work in the On-line mode ONLY.

**Select Components**

Which components should be installed?

Select the components you want to install; clear the components you do not want to install. Click Next when you are ready to continue.

Compact installation (no local database) [v]

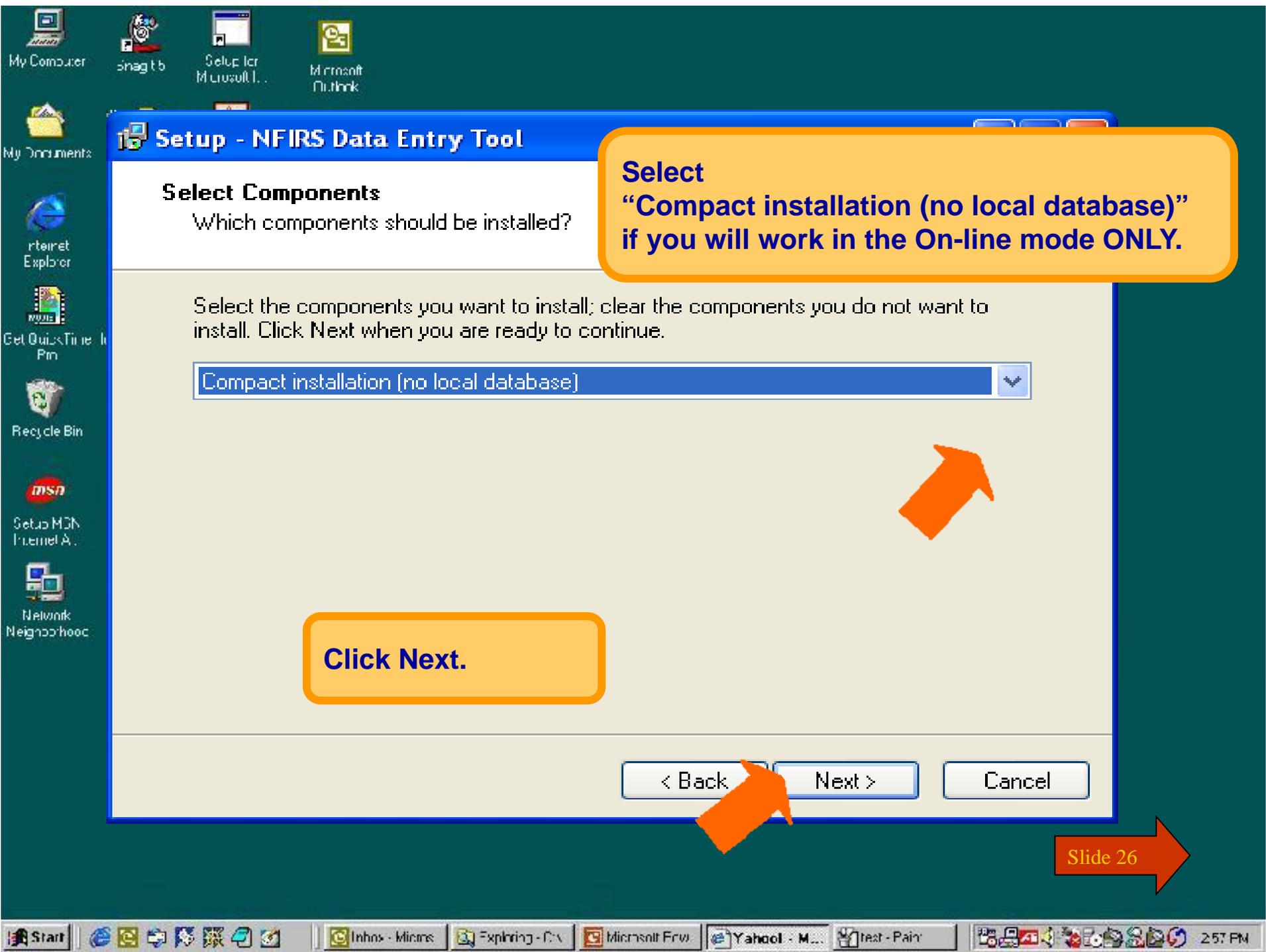


Click Next.

< Back   Next >   Cancel



Slide 26 [arrow]



**Setup - NFIRS Data Entry Tool**

### Select Start Menu Folder

Where should Setup place the program's shortcuts?

Setup will create the program's shortcuts in the following Start Menu folder.

To continue, click Next. If you would like to select a different folder, click Browse.

NFIRSv54      Browse...

< Back      Next >      Cancel

**In the Select Start Menu Folder screen, click on Next.**

Slide 27

**Setup - NFIRS Data Entry Tool**

**Select Additional Tasks**  
Which additional tasks should be performed?

Select the additional tasks you would like Setup to perform while installing NFIRS Data Entry Tool, then click Next.

Configuration:

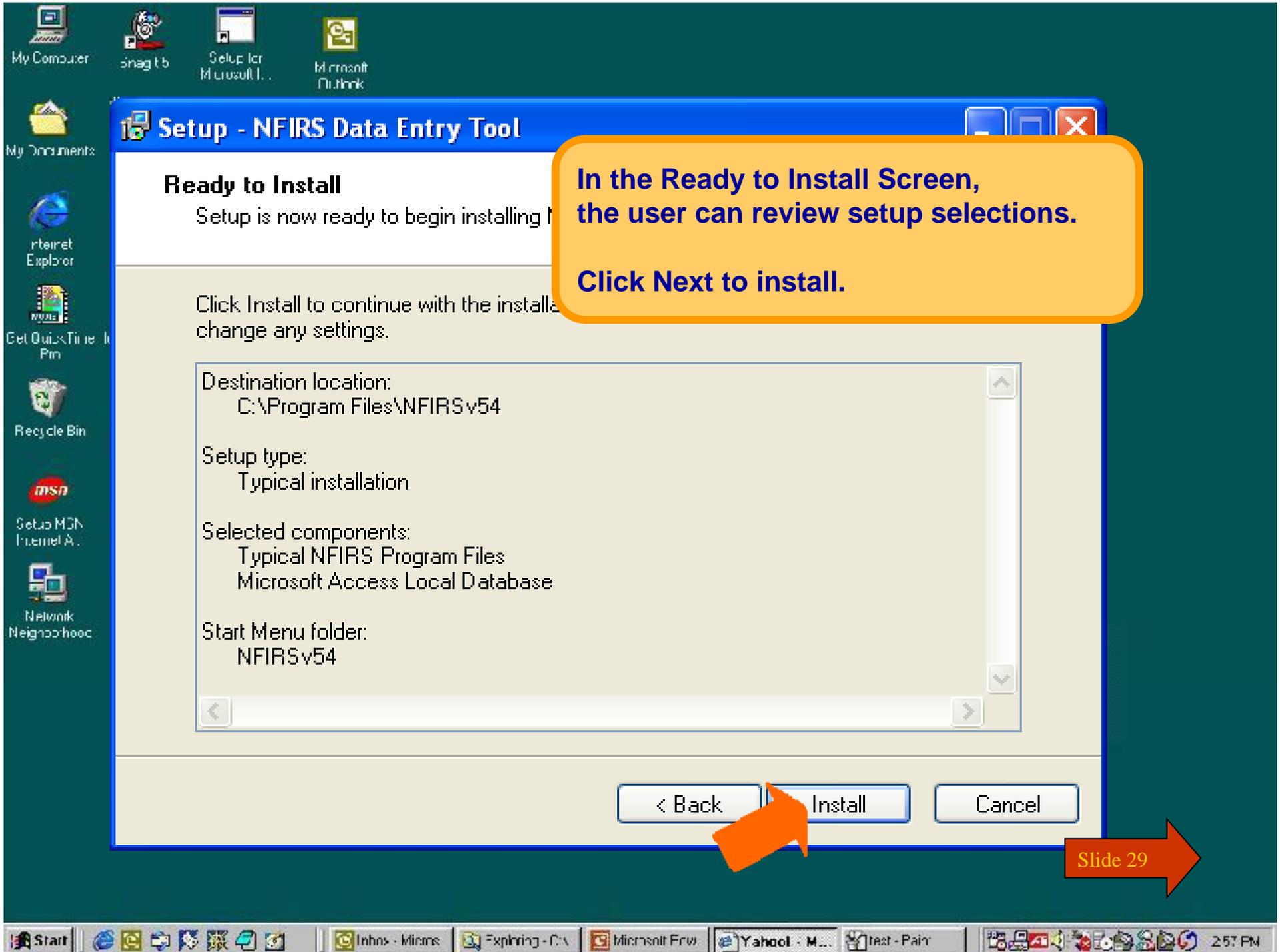
Change Default ODBC Datasource Name (not recommended)

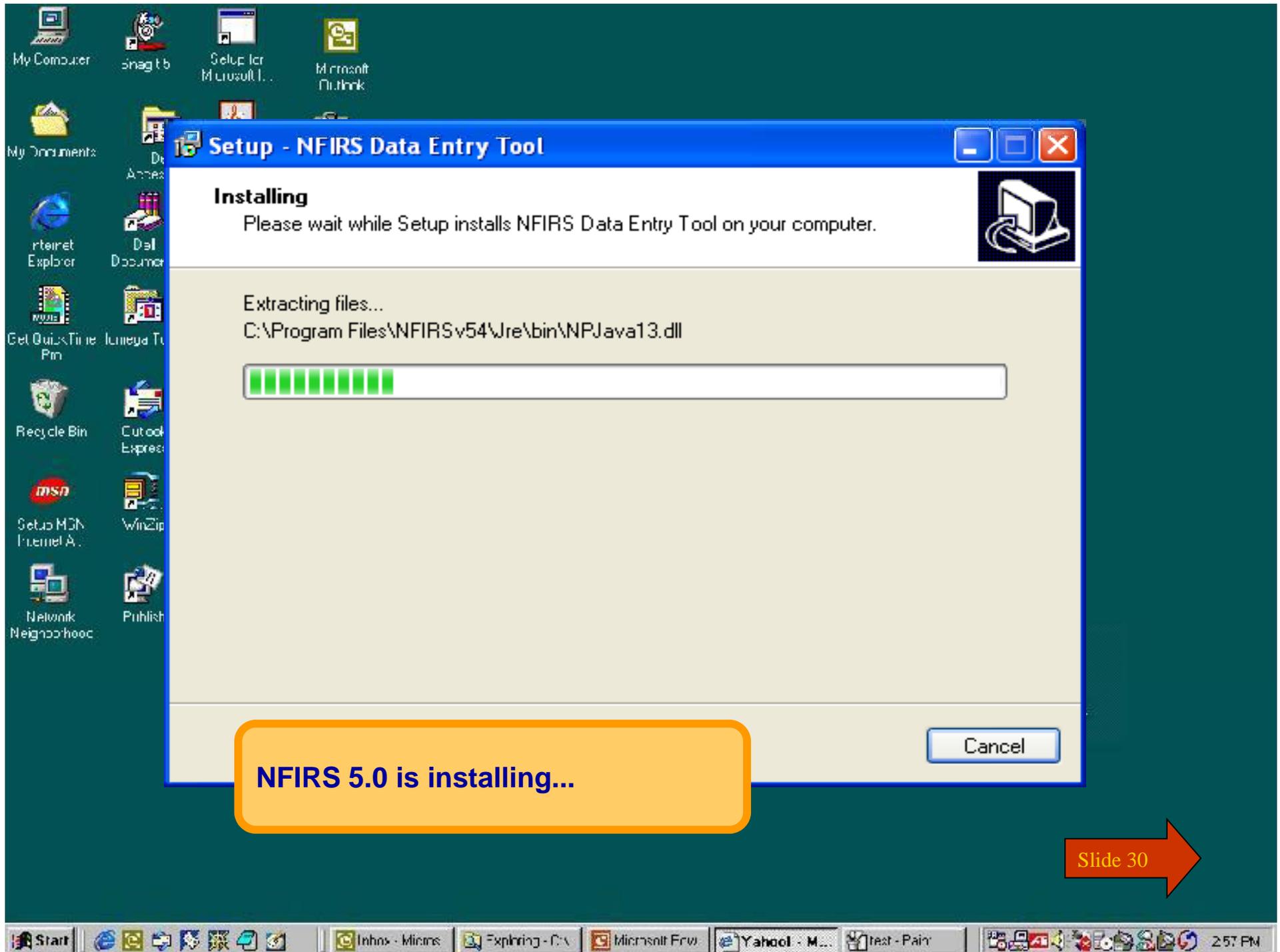
**The Select Additional Tasks screen is for MS SQL Server Users only.**

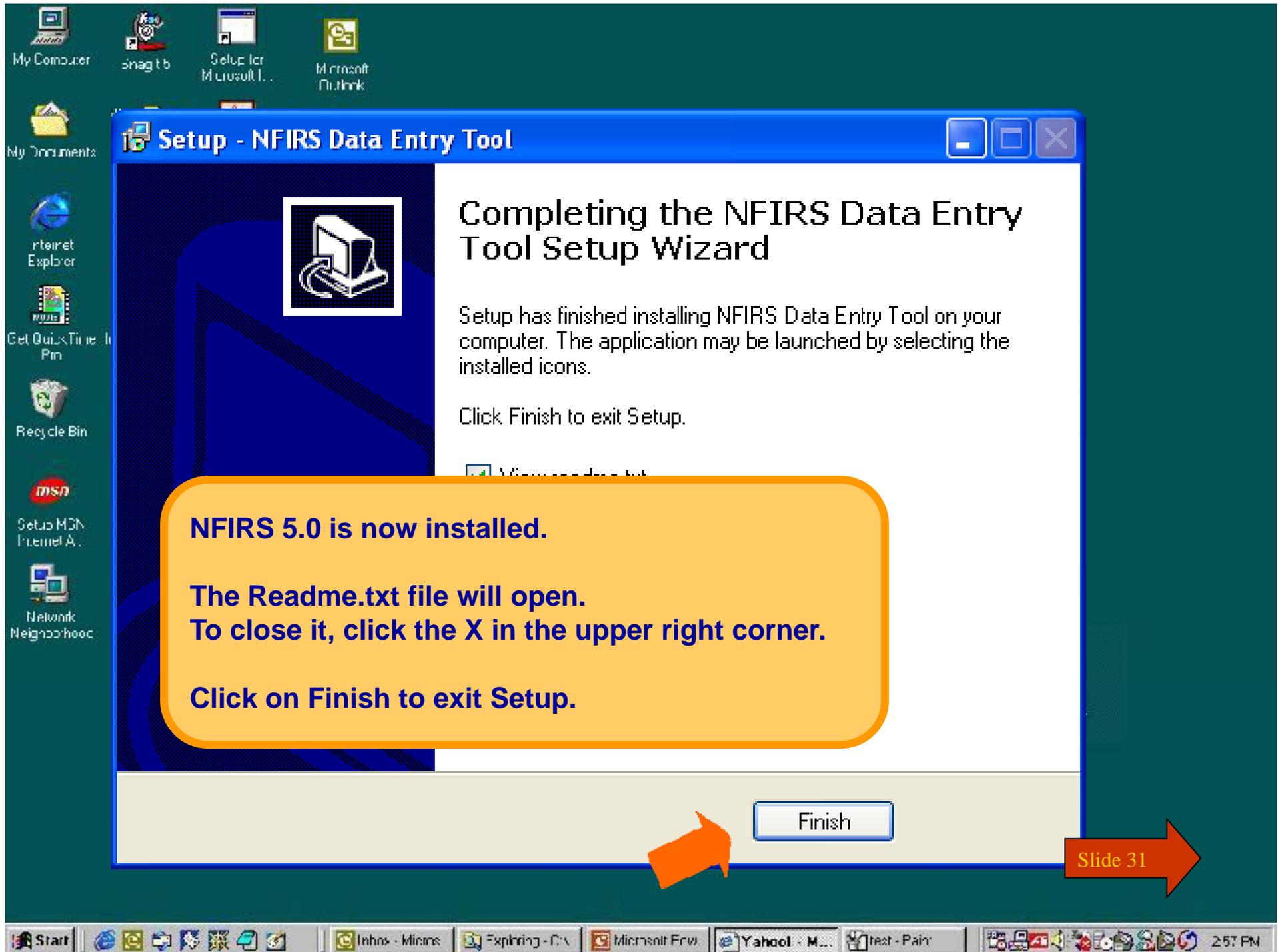
**Typical Users make no changes and click on Next.**

< Back    Next >    Cancel

Slide 28





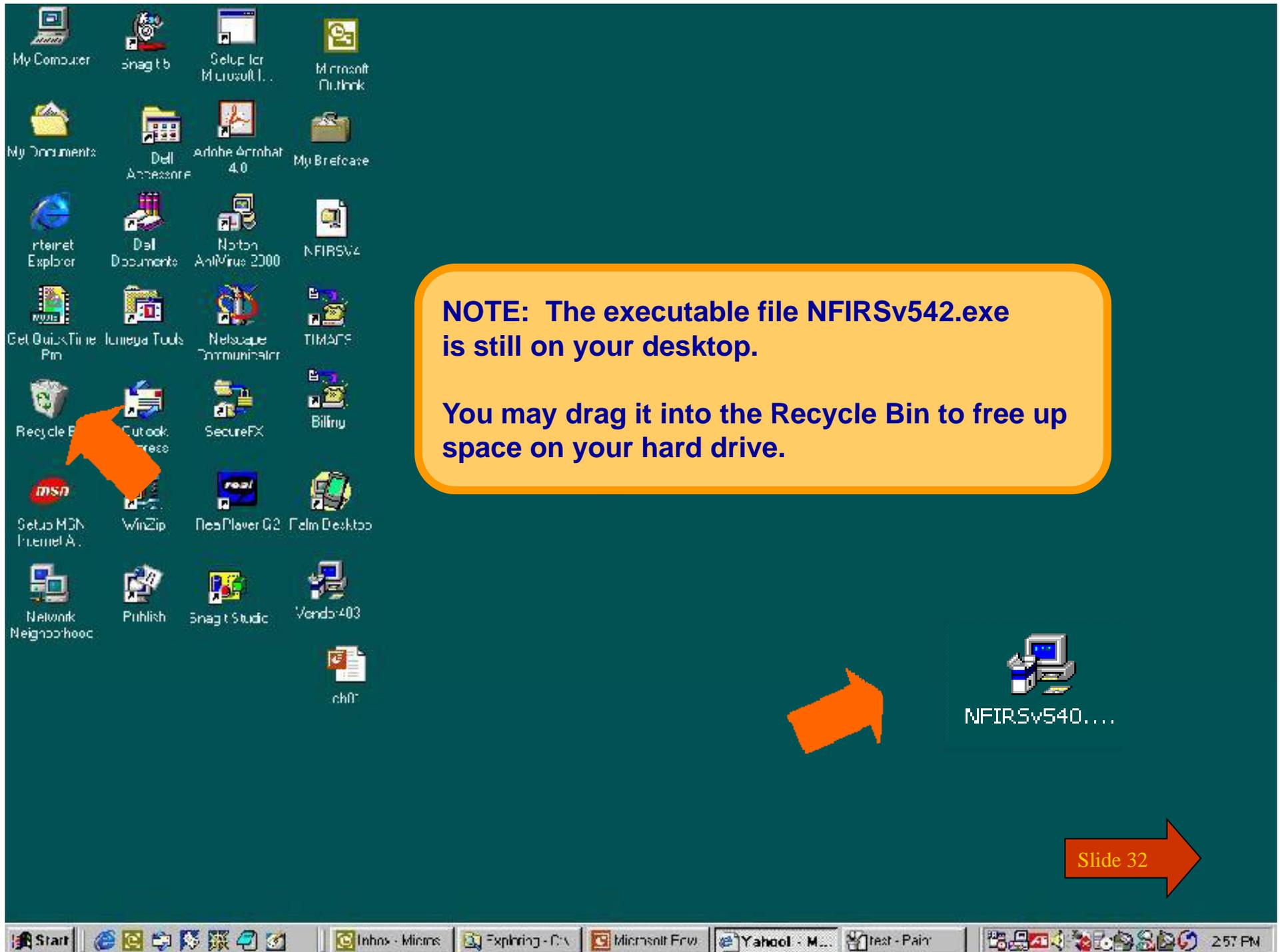


**NFIRS 5.0 is now installed.**

**The Readme.txt file will open.  
To close it, click the X in the upper right corner.**

**Click on Finish to exit Setup.**

Slide 31



**NOTE: The executable file NFIRSV542.exe is still on your desktop.**

**You may drag it into the Recycle Bin to free up space on your hard drive.**

# You have just completed Chapter 1: Registration, Download and Installation

To view this Chapter again,  
click on the Begin button.  
To end this Tutorial, click on End.

**Begin**

**End**

