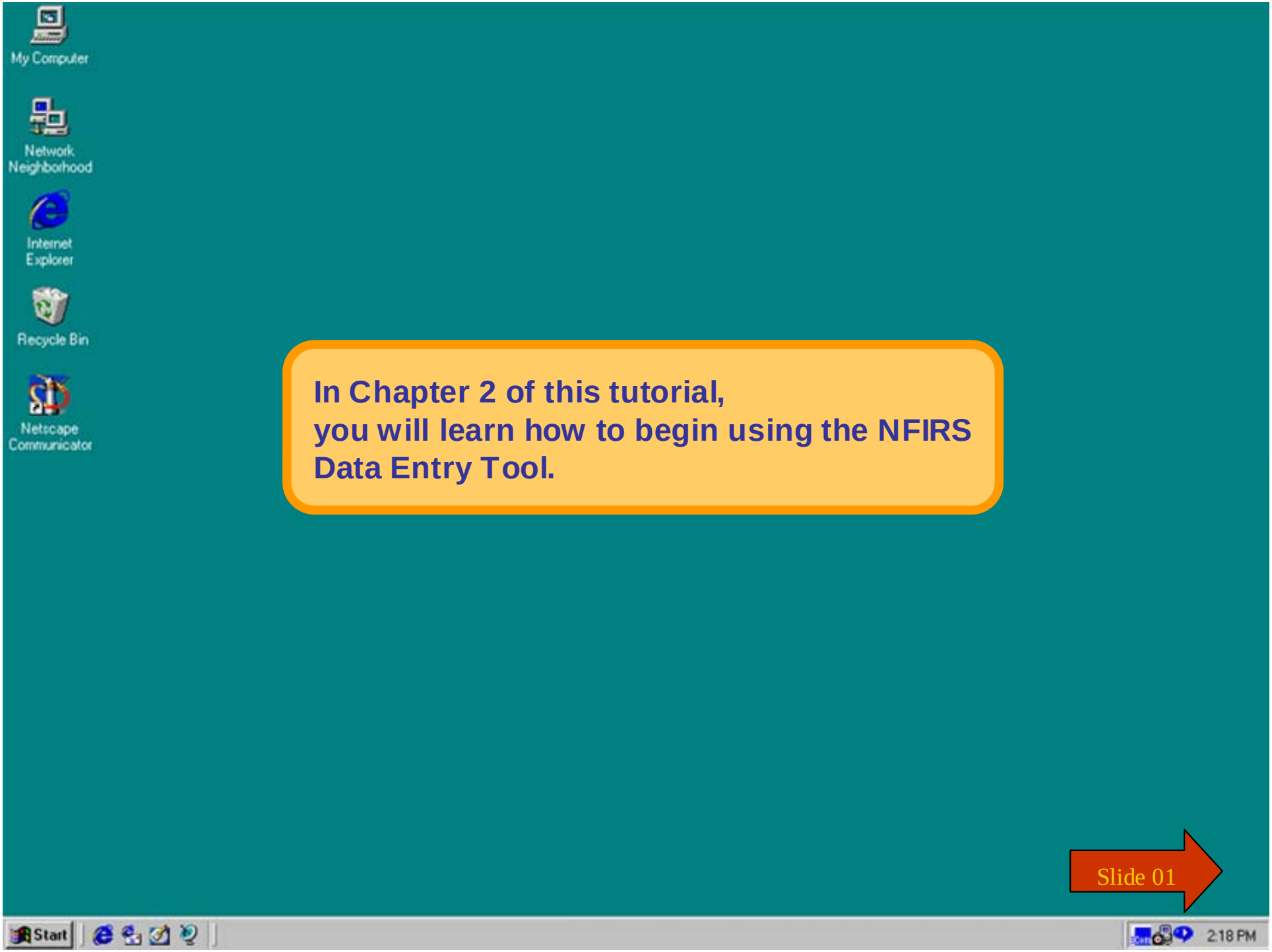
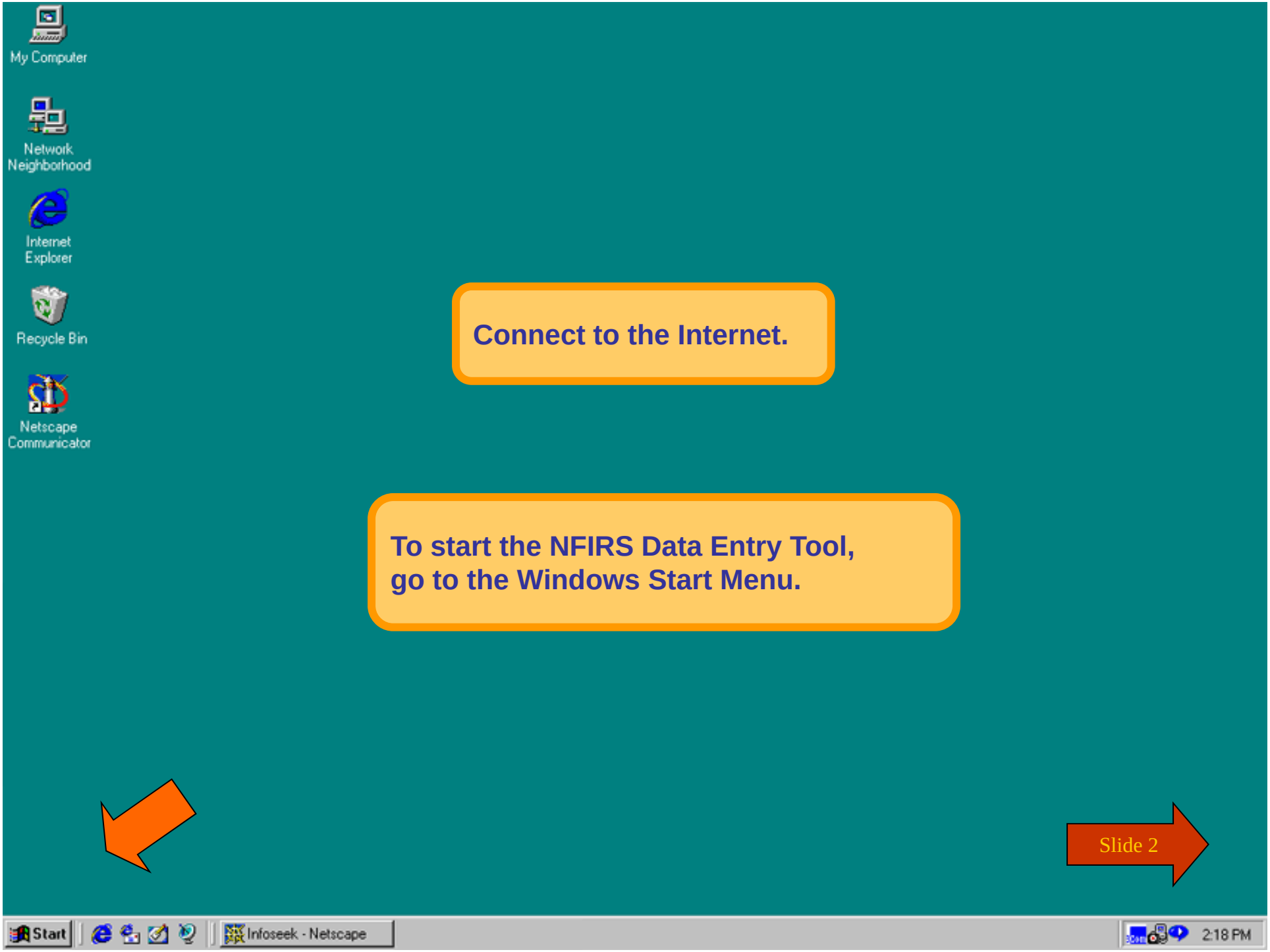
NFIRS 5.0

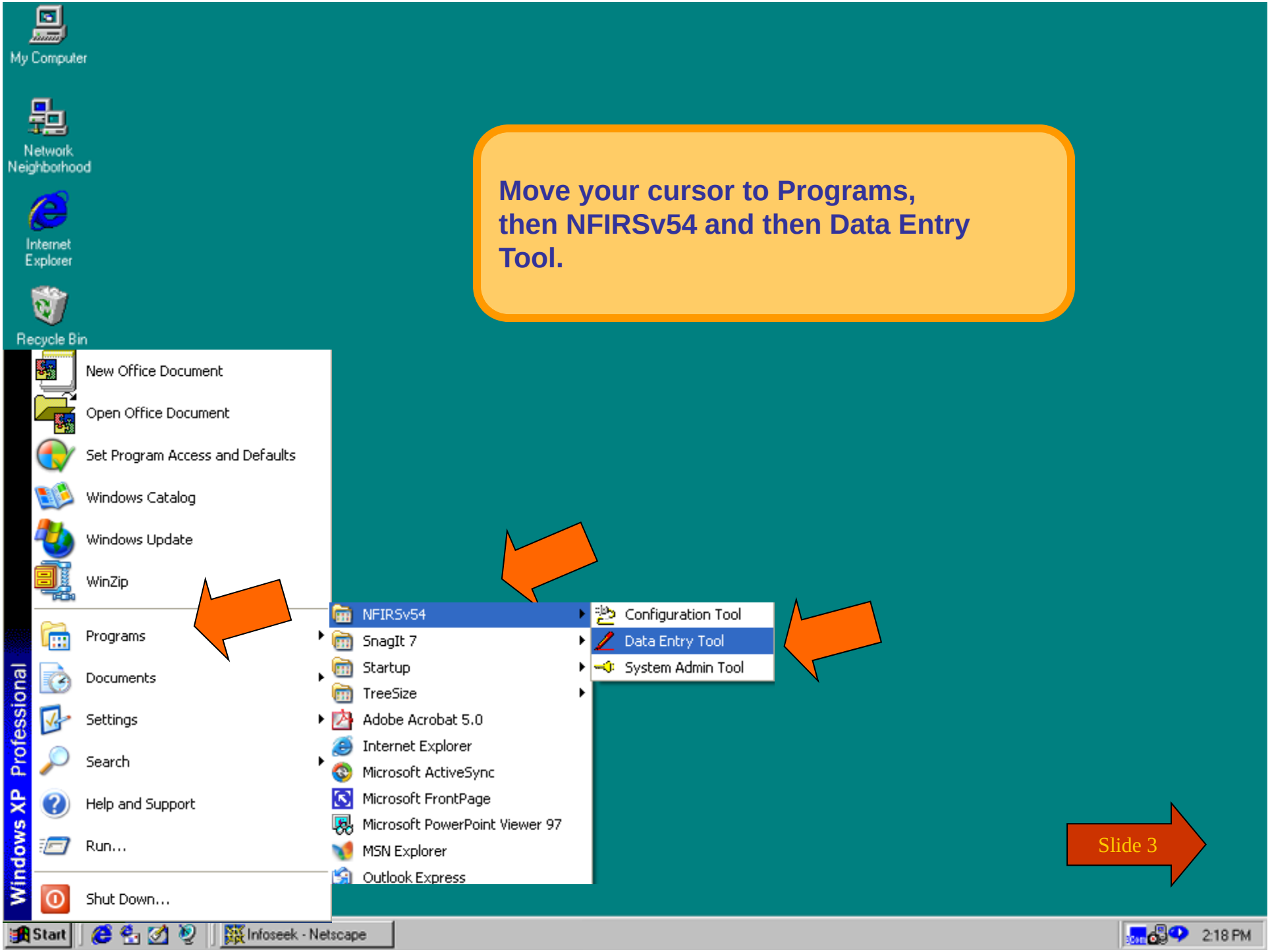
Version 5.4

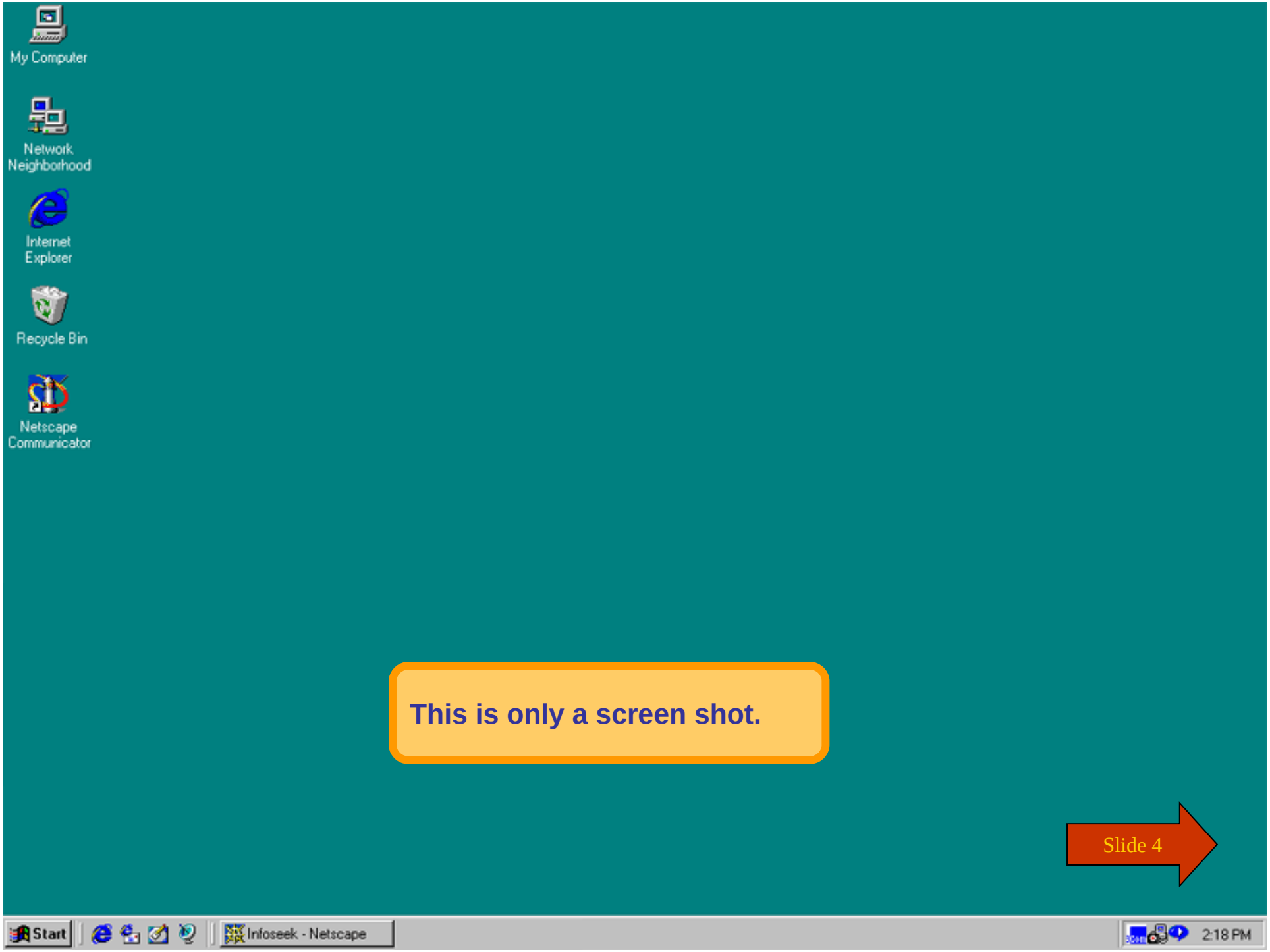
✓ Getting Started

Start

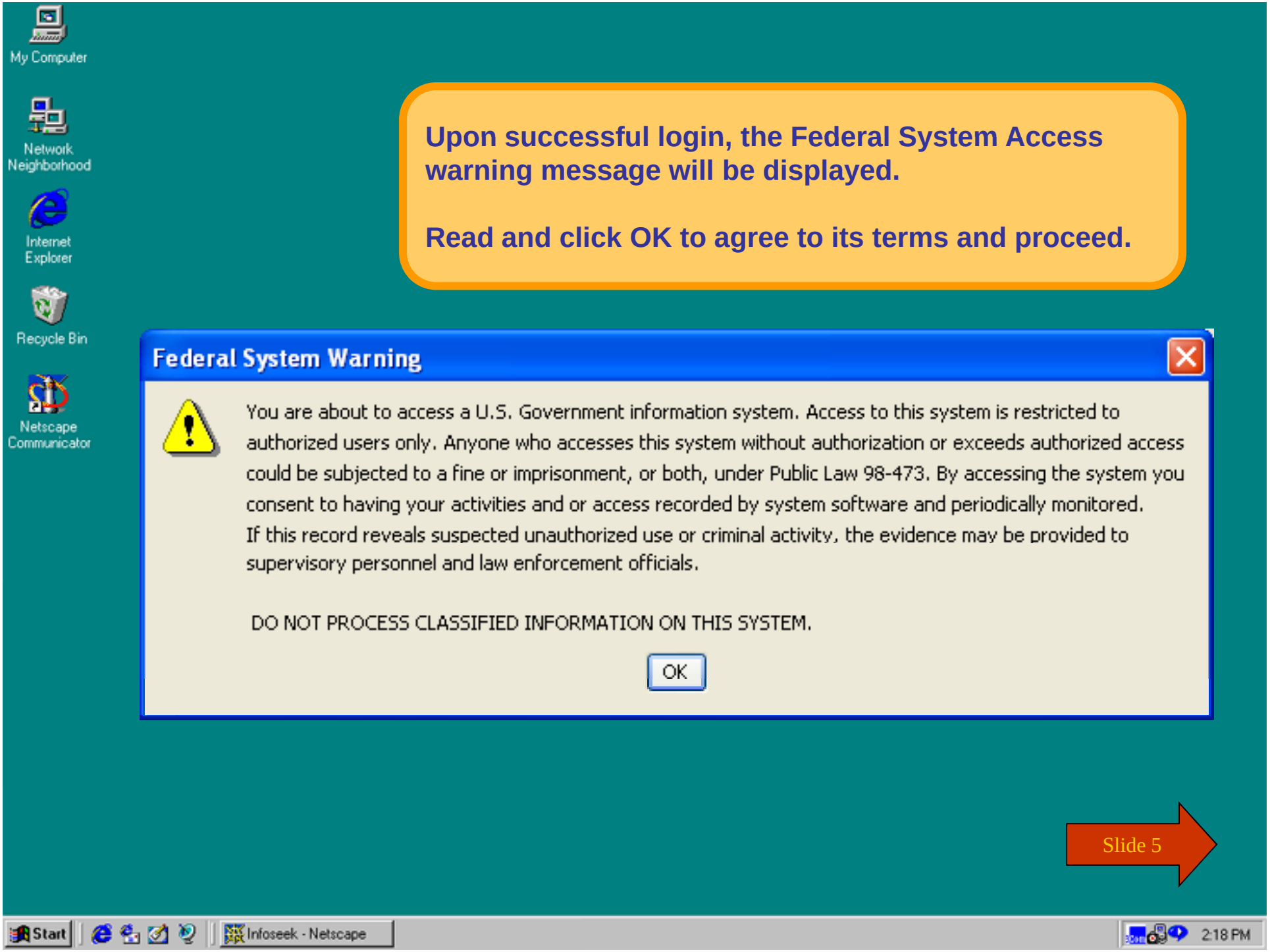

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
In Chapter 2 of this tutorial,
you will learn how to begin using the NFIRS Data Entry Tool.
Slide 01
Start
2:18 PM

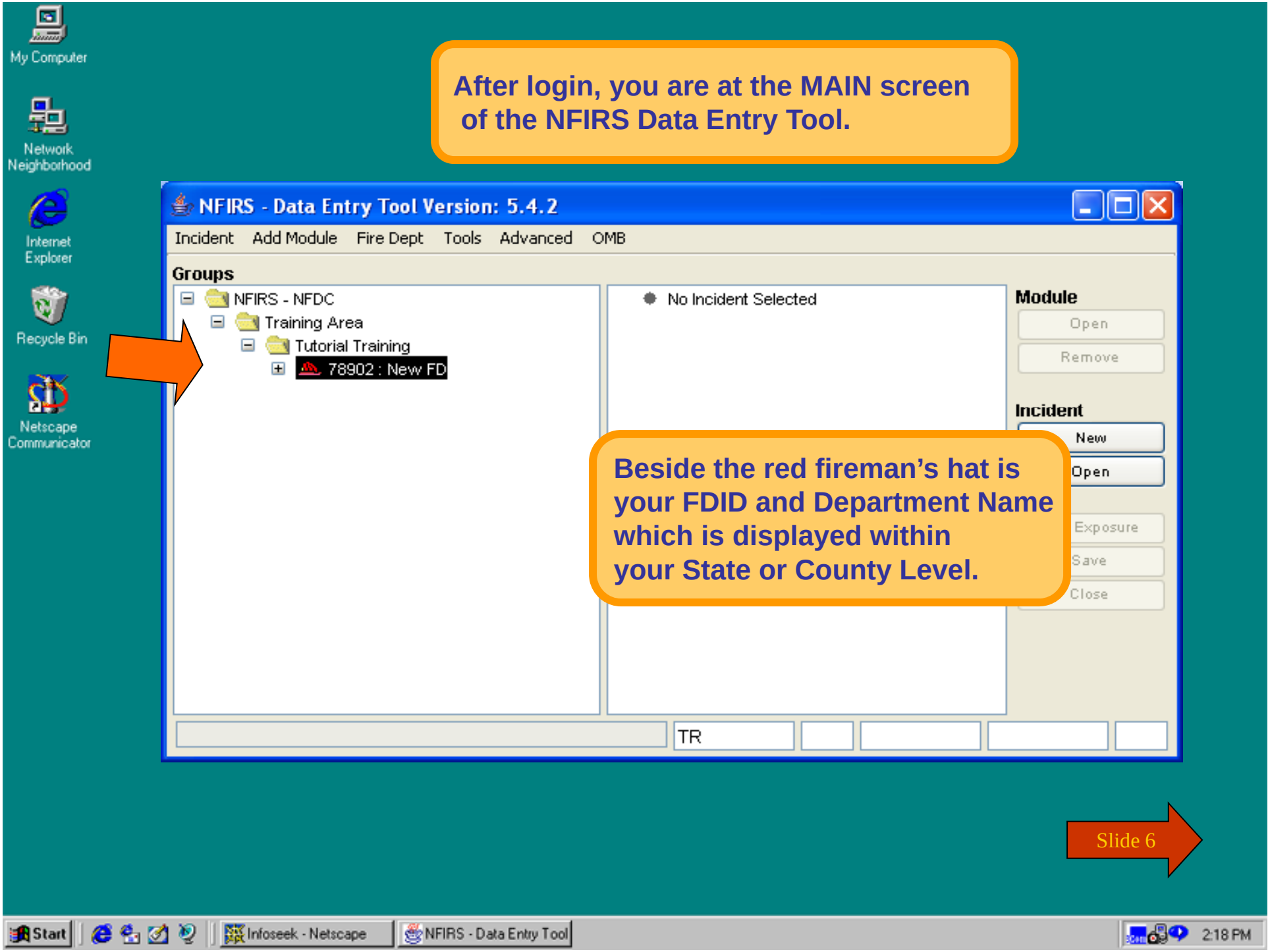

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
Connect to the Internet.
To start the NFIRS Data Entry Tool, go to the Windows Start Menu.
Slide 2
Start
Infoseek - Netscape
2:18 PM

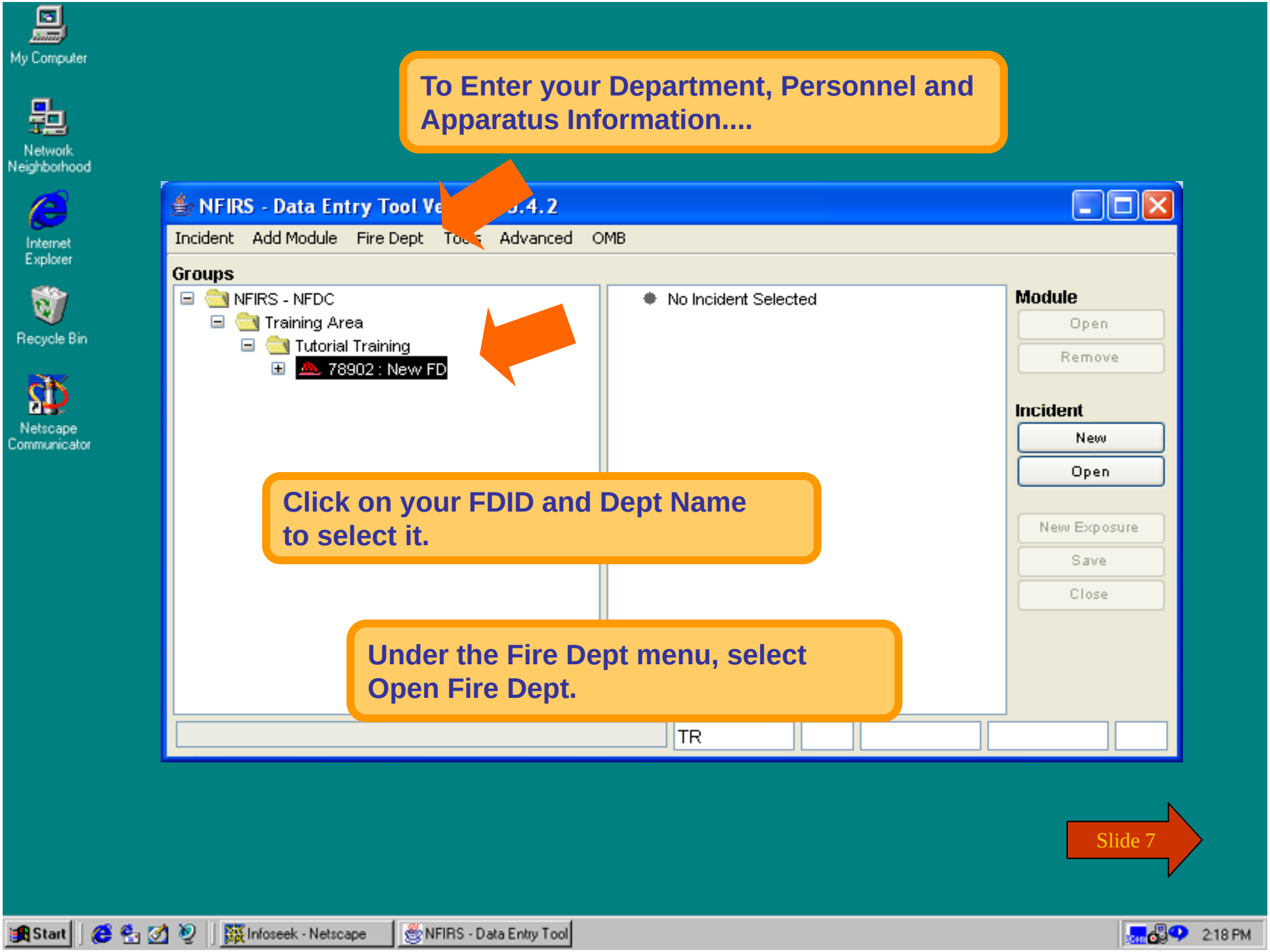

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Move your cursor to Programs, then NFIRSv54 and then Data Entry Tool.
New Office Document
Open Office Document
Set Program Access and Defaults
Windows Catalog
Windows Update
WinZip
Programs
Documents
Settings
Search
Help and Support
Run...
Shut Down...
Windows XP Professional
NFIRSv54
SnagIt 7
Startup
TreeSize
Adobe Acrobat 5.0
Internet Explorer
Microsoft ActiveSync
Microsoft FrontPage
Microsoft PowerPoint Viewer 97
MSN Explorer
Outlook Express
Configuration Tool
Data Entry Tool
System Admin Tool
Slide 3
Start
Infoseek - Netscape
2:18 PM

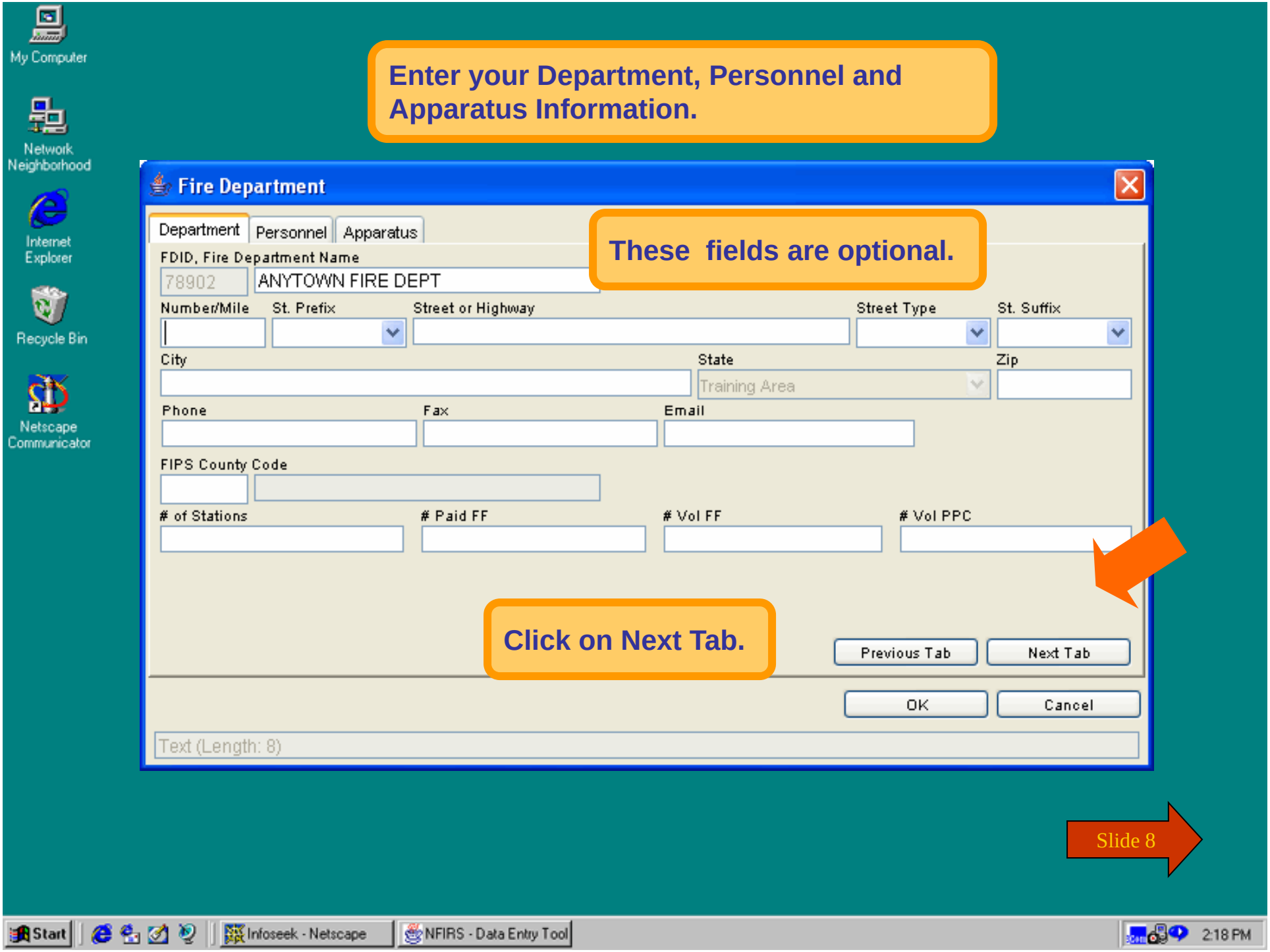

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
This is only a screen shot.
Slide 4
Start
Infoseek - Netscape
2:18 PM

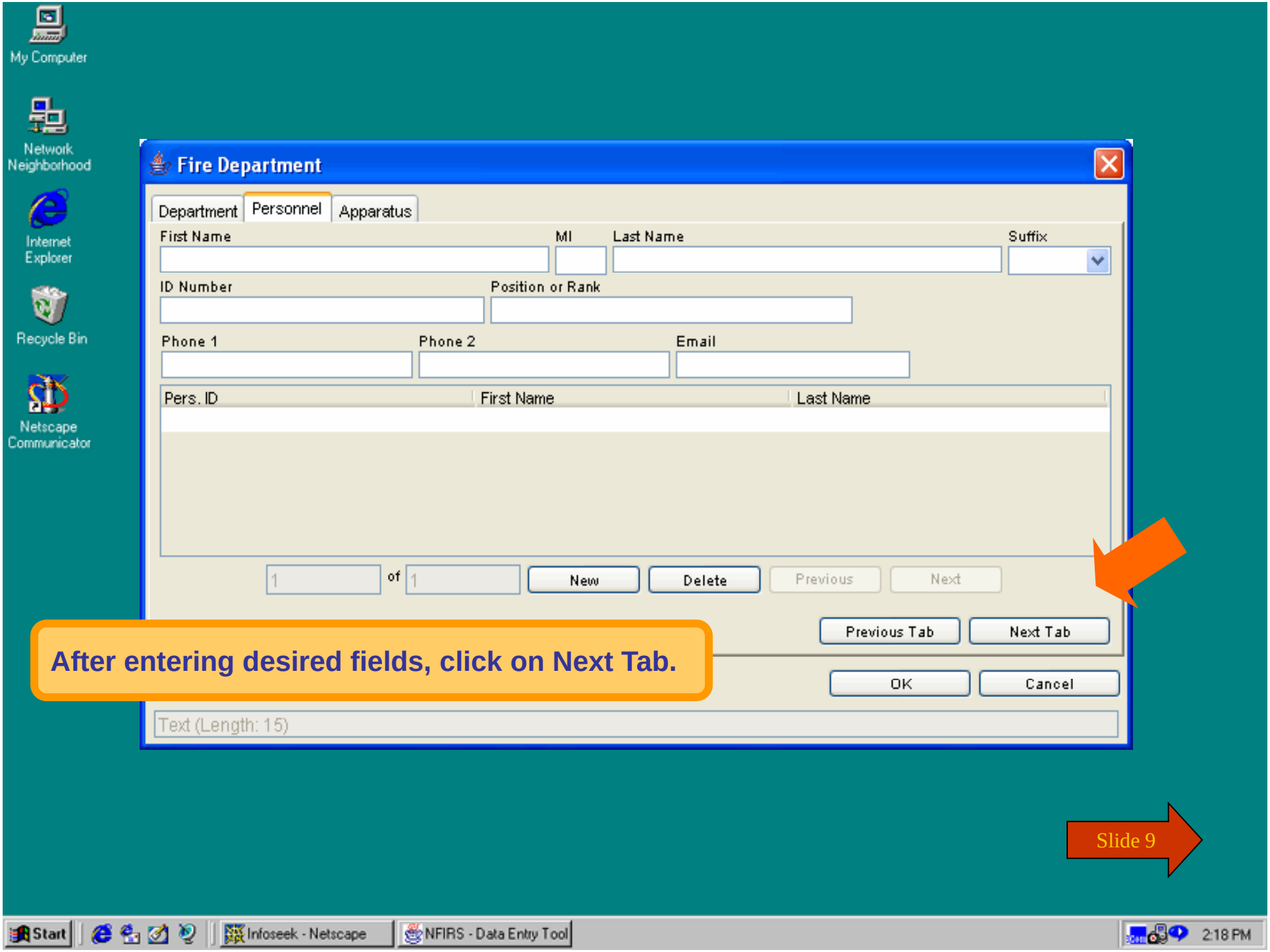
In the Login screen, enter your NFIRS account Username, State abbreviation and password. Click OK.

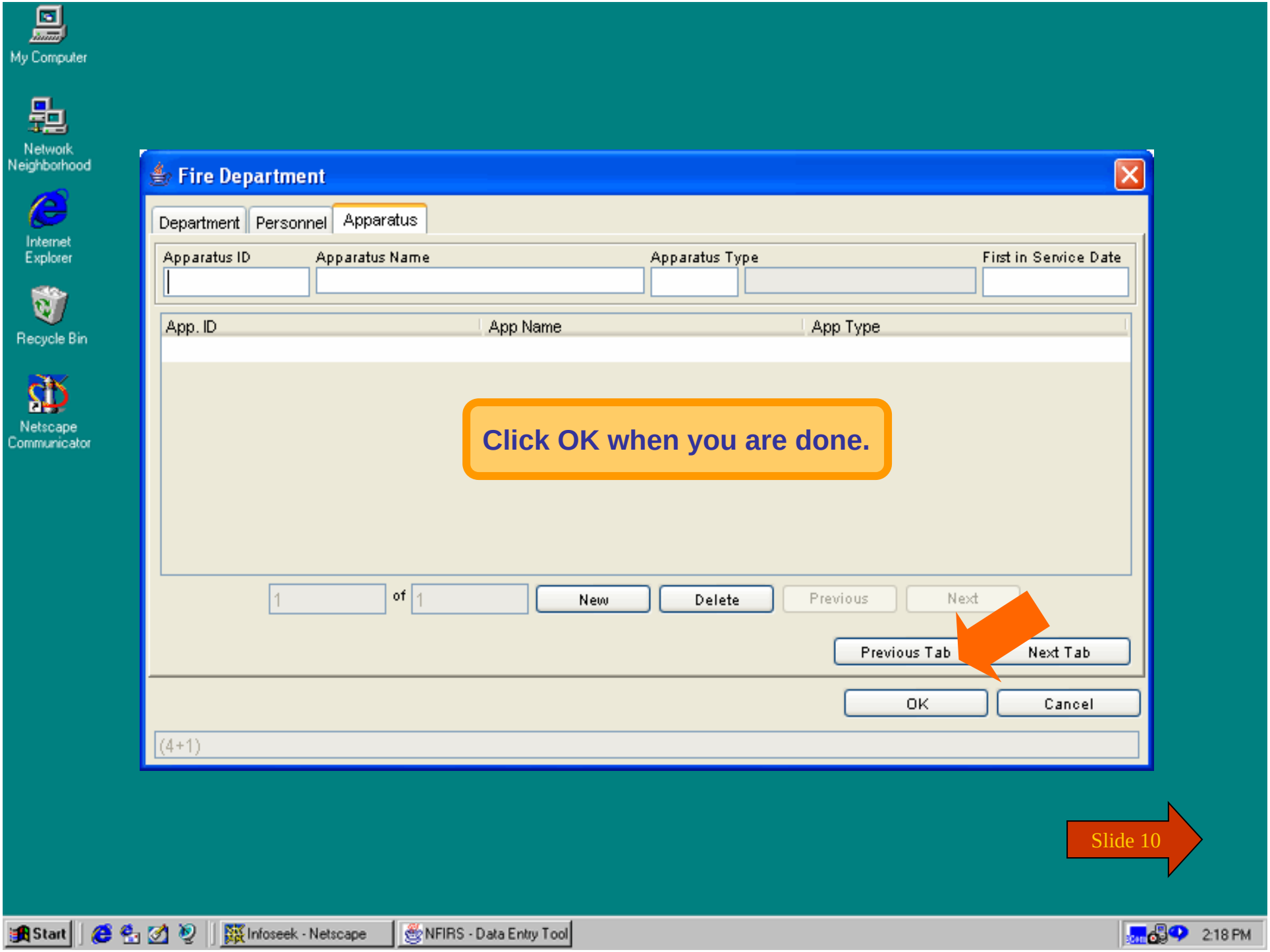

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
Upon successful login, the Federal System Access warning message will be displayed.
Read and click OK to agree to its terms and proceed.
Federal System Warning
You are about to access a U.S. Government information system. Access to this system is restricted to authorized users only. Anyone who accesses this system without authorization or exceeds authorized access could be subjected to a fine or imprisonment, or both, under Public Law 98-473. By accessing the system you consent to having your activities and or access recorded by system software and periodically monitored. If this record reveals suspected unauthorized use or criminal activity, the evidence may be provided to supervisory personnel and law enforcement officials.
DO NOT PROCESS CLASSIFIED INFORMATION ON THIS SYSTEM.
OK
Slide 5
Start
Infoseek - Netscape
2:18 PM

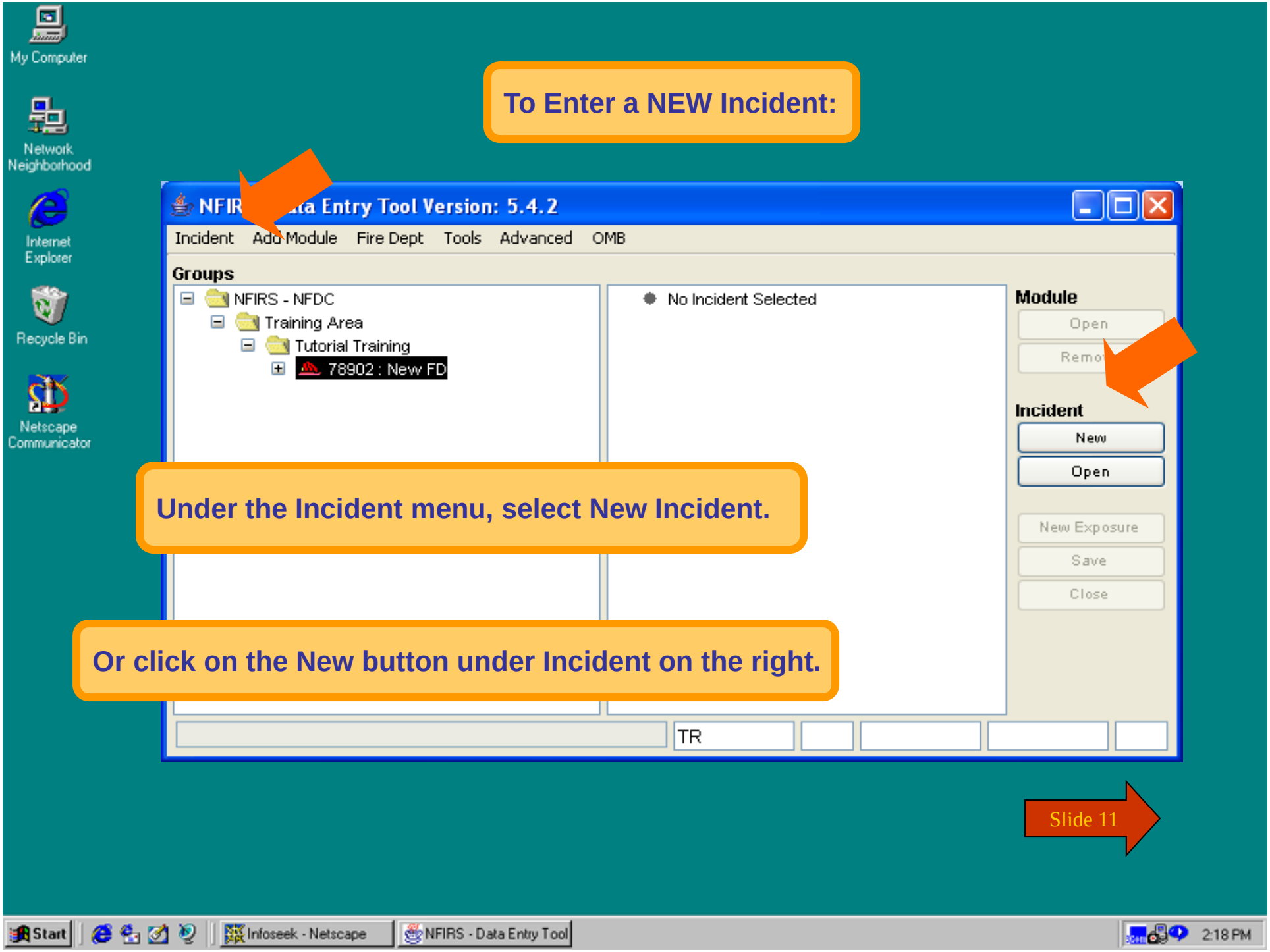

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
After login, you are at the MAIN screen of the NFIRS Data Entry Tool.
NFIRS - Data Entry Tool Version: 5.4.2
Incident
Add Module
Fire Dept
Tools
Advanced
OMB
Groups
NFIRS - NFDC
Training Area
Tutorial Training
78902 : New FD
No Incident Selected
Module
Open
Remove
Incident
New
Open
Exposure
Save
Close
Beside the red fireman's hat is your FDID and Department Name which is displayed within your State or County Level.
TR
Slide 6
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM

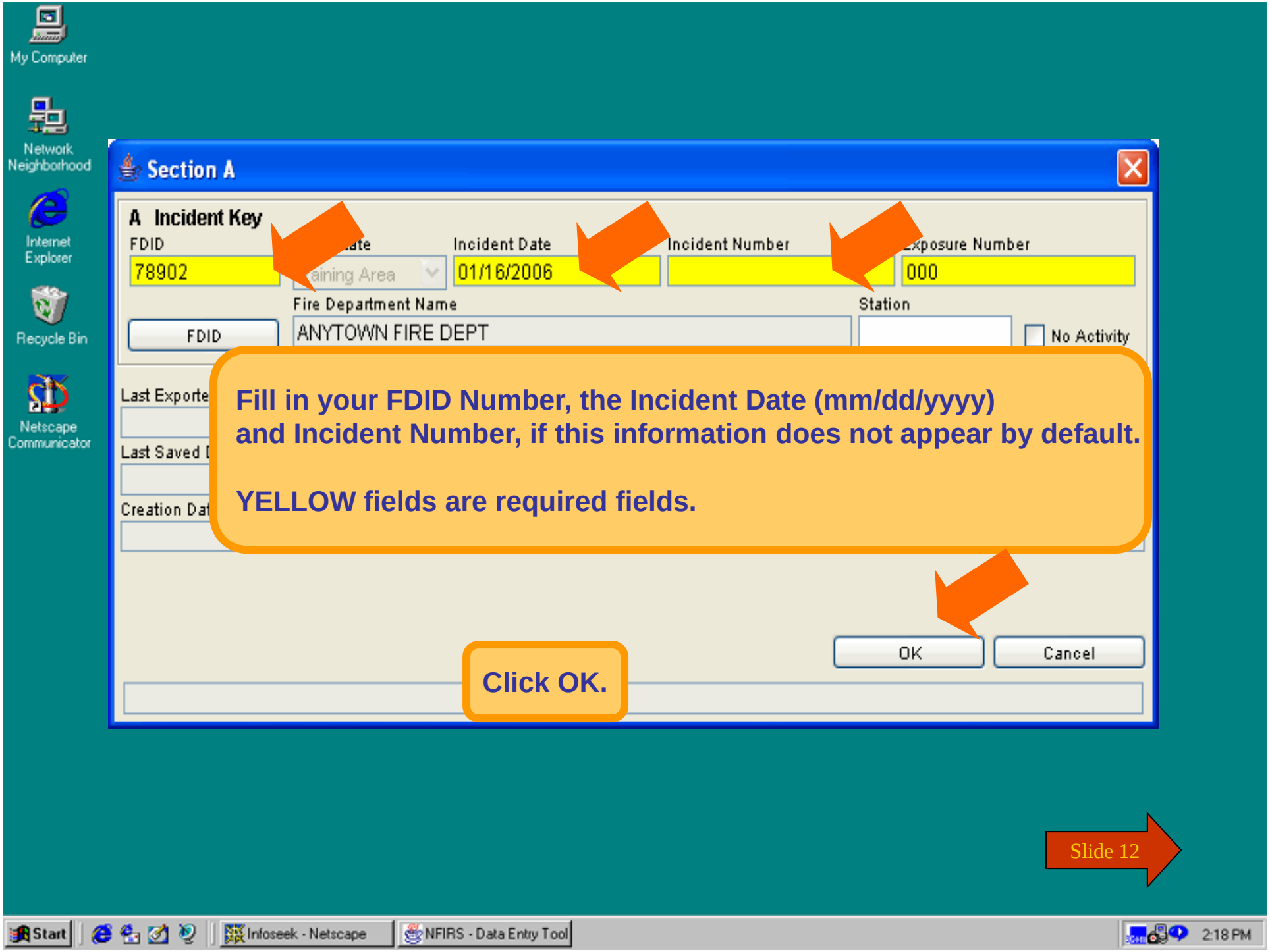

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
To Enter your Department, Personnel and Apparatus Information....
NFIRS - Data Entry Tool Ve .4.2
Incident
Add Module
Fire Dept
Tools
Advanced
OMB
Groups
NFIRS - NFDC
Training Area
Tutorial Training
78902 : New FD
No Incident Selected
Module
Open
Remove
Incident
New
Open
New Exposure
Save
Close
Click on your FDID and Dept Name to select it.
Under the Fire Dept menu, select Open Fire Dept.
TR
Slide 7
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM

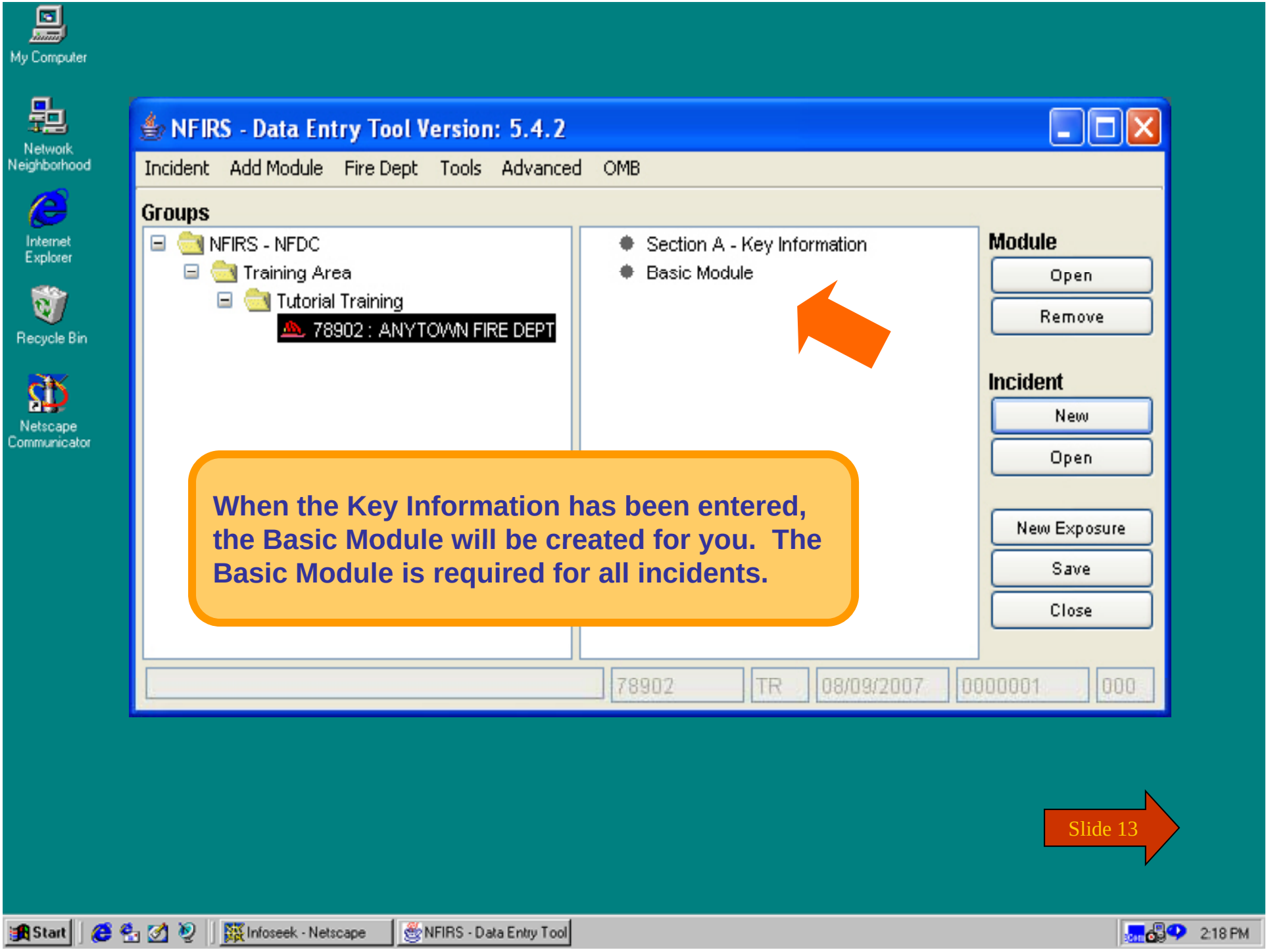

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
Enter your Department, Personnel and Apparatus Information.
Fire Department
Department
Personnel
Apparatus
These fields are optional.
FDID, Fire Department Name
78902
ANYTOWN FIRE DEPT
Number/Mile
St. Prefix
Street or Highway
Street Type
St. Suffix
City
State
Training Area
Zip
Phone
Fax
Email
FIPS County Code
# of Stations
Paid FF
Vol FF
Vol PPC
Click on Next Tab.
Previous Tab
Next Tab
OK
Cancel
Text (Length: 8)
Slide 8
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM

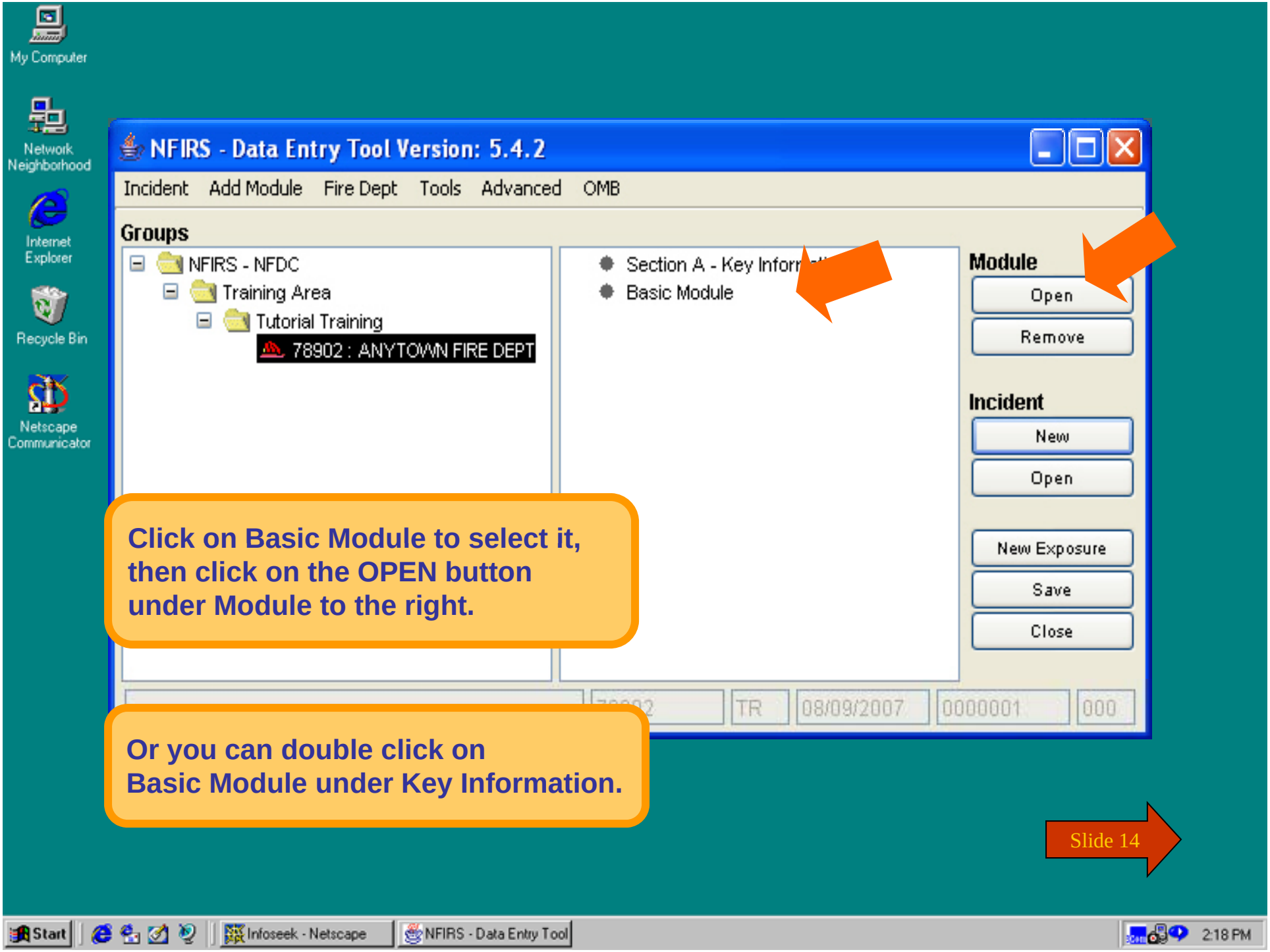

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
Fire Department
Department
Personnel
Apparatus
First Name
MI
Last Name
Suffix
ID Number
Position or Rank
Phone 1
Phone 2
Email
Pers. ID
First Name
Last Name
1
of
1
New
Delete
Previous
Next
Previous Tab
Next Tab
OK
Cancel
Text (Length: 15)
After entering desired fields, click on Next Tab.
Slide 9
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM

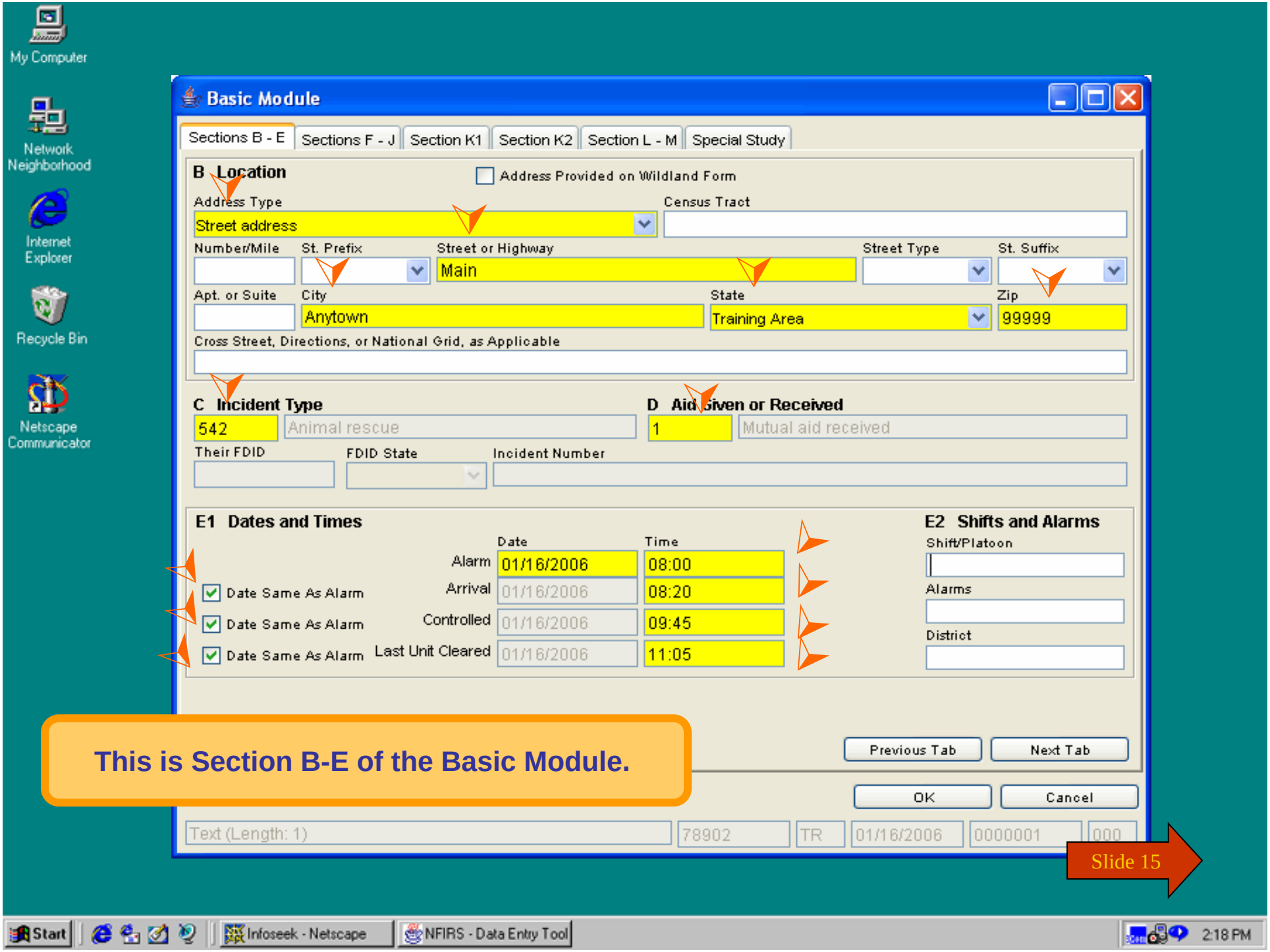

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
Fire Department
Department
Personnel
Apparatus
Apparatus ID
Apparatus Name
Apparatus Type
First in Service Date
App. ID
App Name
App Type
Click OK when you are done.
1
of
1
New
Delete
Previous
Next
Previous Tab
Next Tab
OK
Cancel
(4+1)
Slide 10
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM

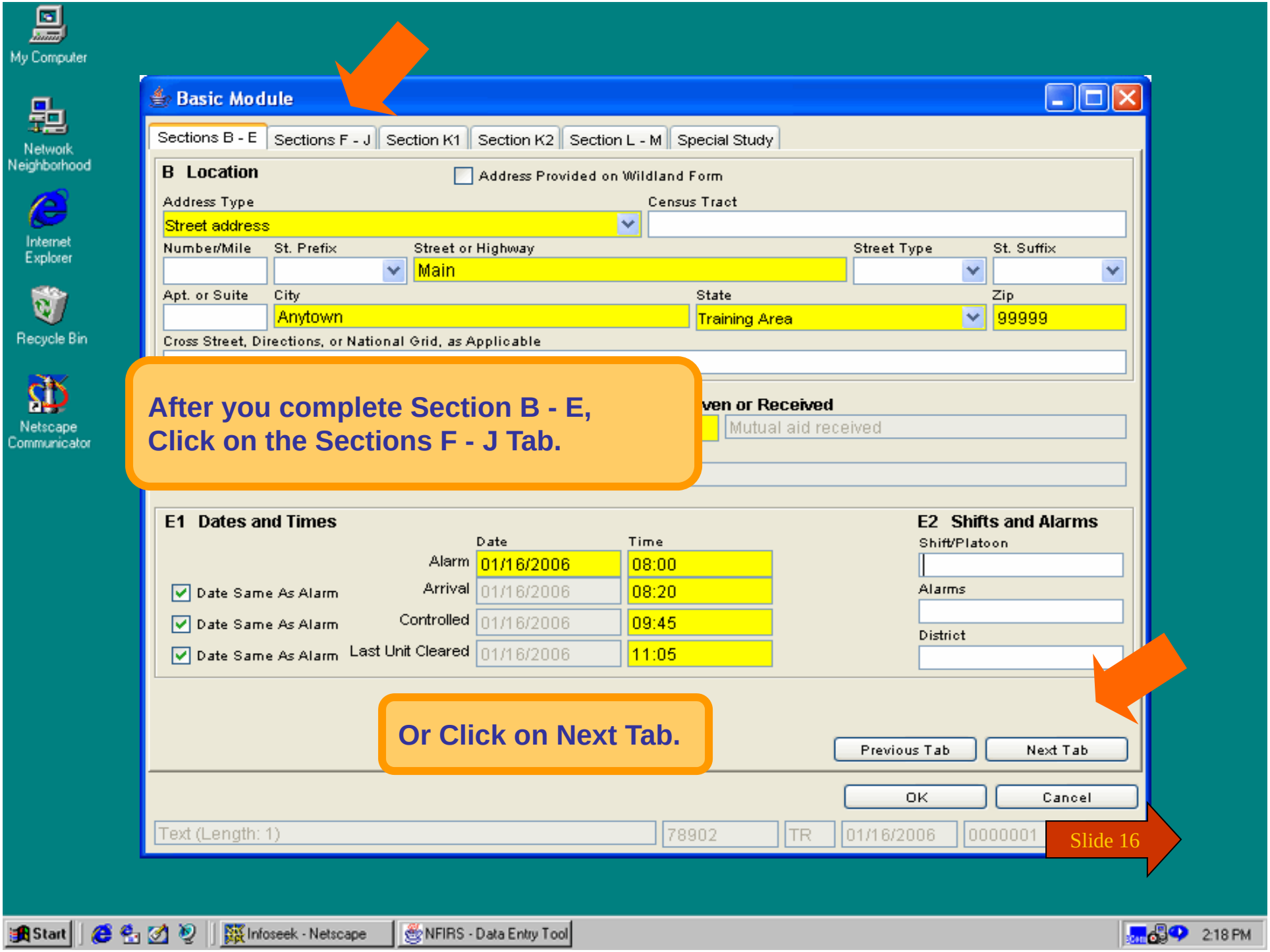

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
To Enter a NEW Incident:
NFIR ta Entry Tool Version: 5.4.2
Incident
Add Module
Fire Dept
Tools
Advanced
OMB
Groups
NFIRS - NFDC
Training Area
Tutorial Training
78902 : New FD
No Incident Selected
Module
Open
Incident
New
Open
New Exposure
Save
Close
TR
Under the Incident menu, select New Incident.
Or click on the New button under Incident on the right.
Slide 11
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM

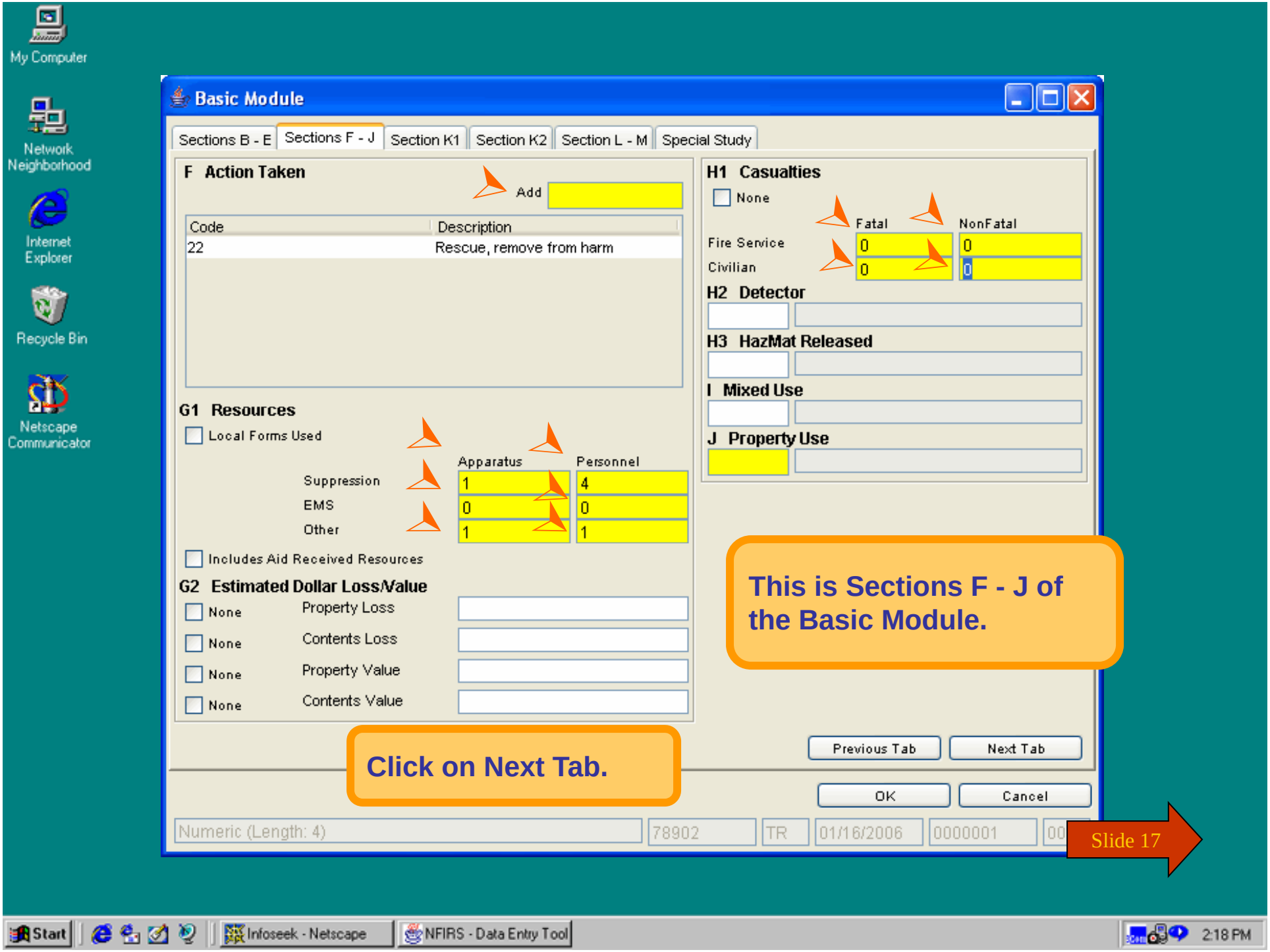

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
Section A
A Incident Key
FDID
Incident Date
Incident Number
Exposure Number
78902
01/16/2006
000
Fire Department Name
Station
FDID
ANYTOWN FIRE DEPT
No Activity
Last Exporte
Last Saved
Creation Dat
Fill in your FDID Number, the Incident Date (mm/dd/yyyy) and Incident Number, if this information does not appear by default.
YELLOW fields are required fields.
OK
Cancel
Click OK.
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM

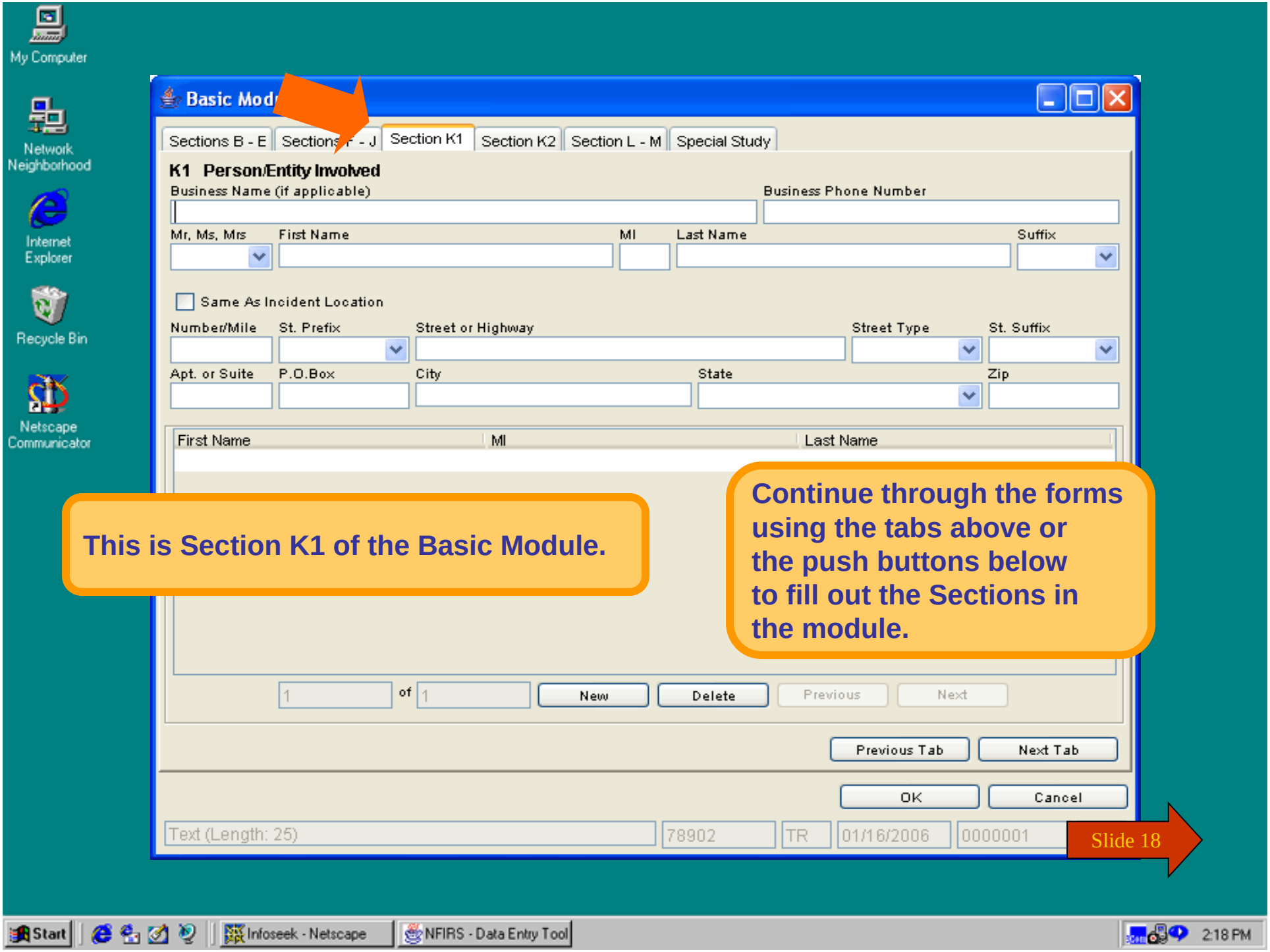

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
NFIRS - Data Entry Tool Version: 5.4.2
Incident
Add Module
Fire Dept
Tools
Advanced
OMB
Groups
NFIRS - NFDC
Training Area
Tutorial Training
78902 : ANYTOWN FIRE DEPT
Section A - Key Information
Basic Module
Module
Open
Remove
Incident
New
Open
New Exposure
Save
Close
When the Key Information has been entered, the Basic Module will be created for you. The Basic Module is required for all incidents.
78902
TR
08/09/2007
0000001
000
Slide 13
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM

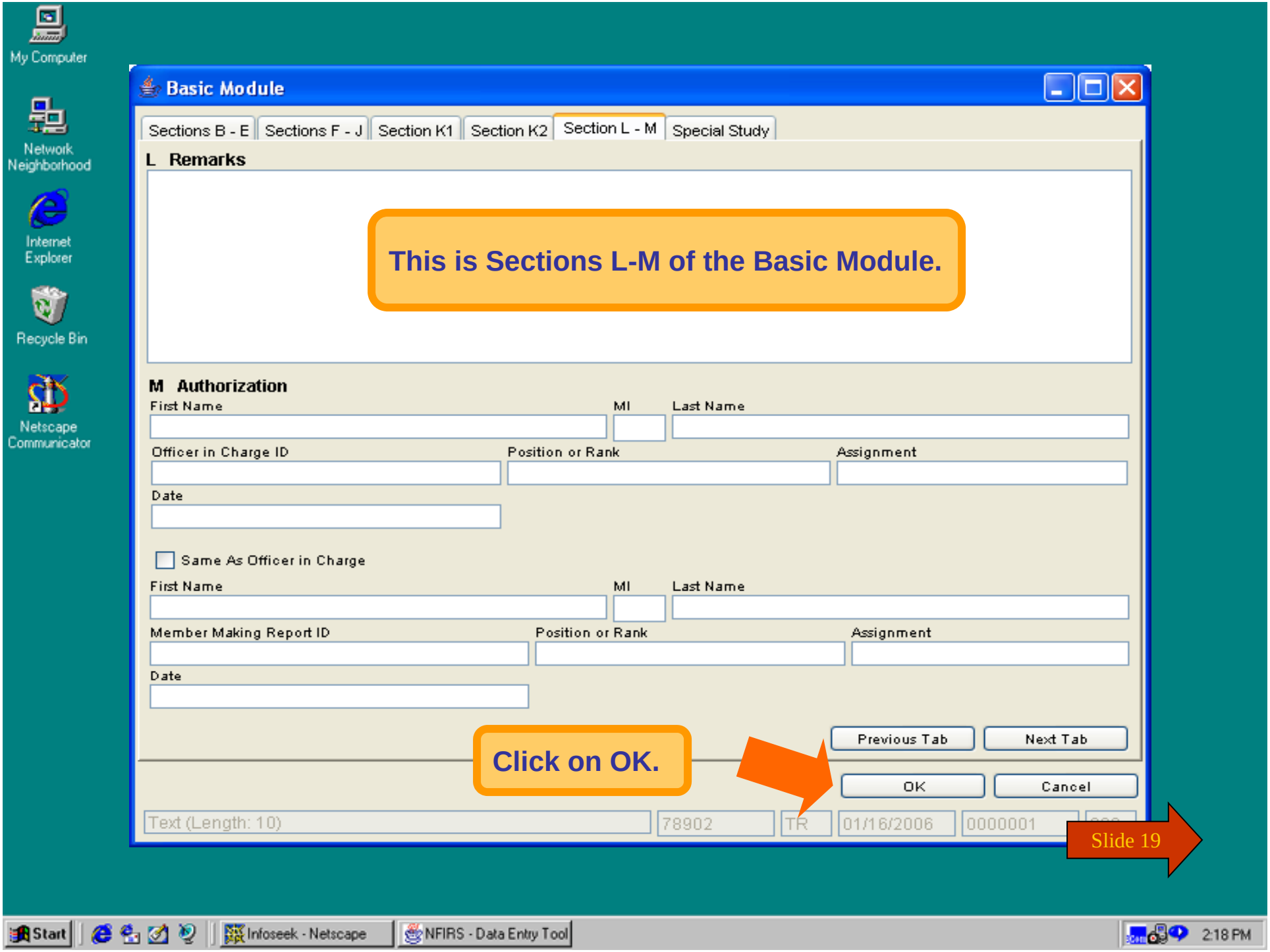

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
NFIRS - Data Entry Tool Version: 5.4.2
Incident
Add Module
Fire Dept
Tools
Advanced
OMB
Groups
NFIRS - NFDC
Training Area
Tutorial Training
78902 : ANYTOWN FIRE DEPT
Section A - Key Inform
Basic Module
Module
Open
Remove
Incident
New
Open
New Exposure
Save
Close
TR
08/09/2007
0000001
000
Click on Basic Module to select it, then click on the OPEN button under Module to the right.
Or you can double click on Basic Module under Key Information.
Slide 14
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM

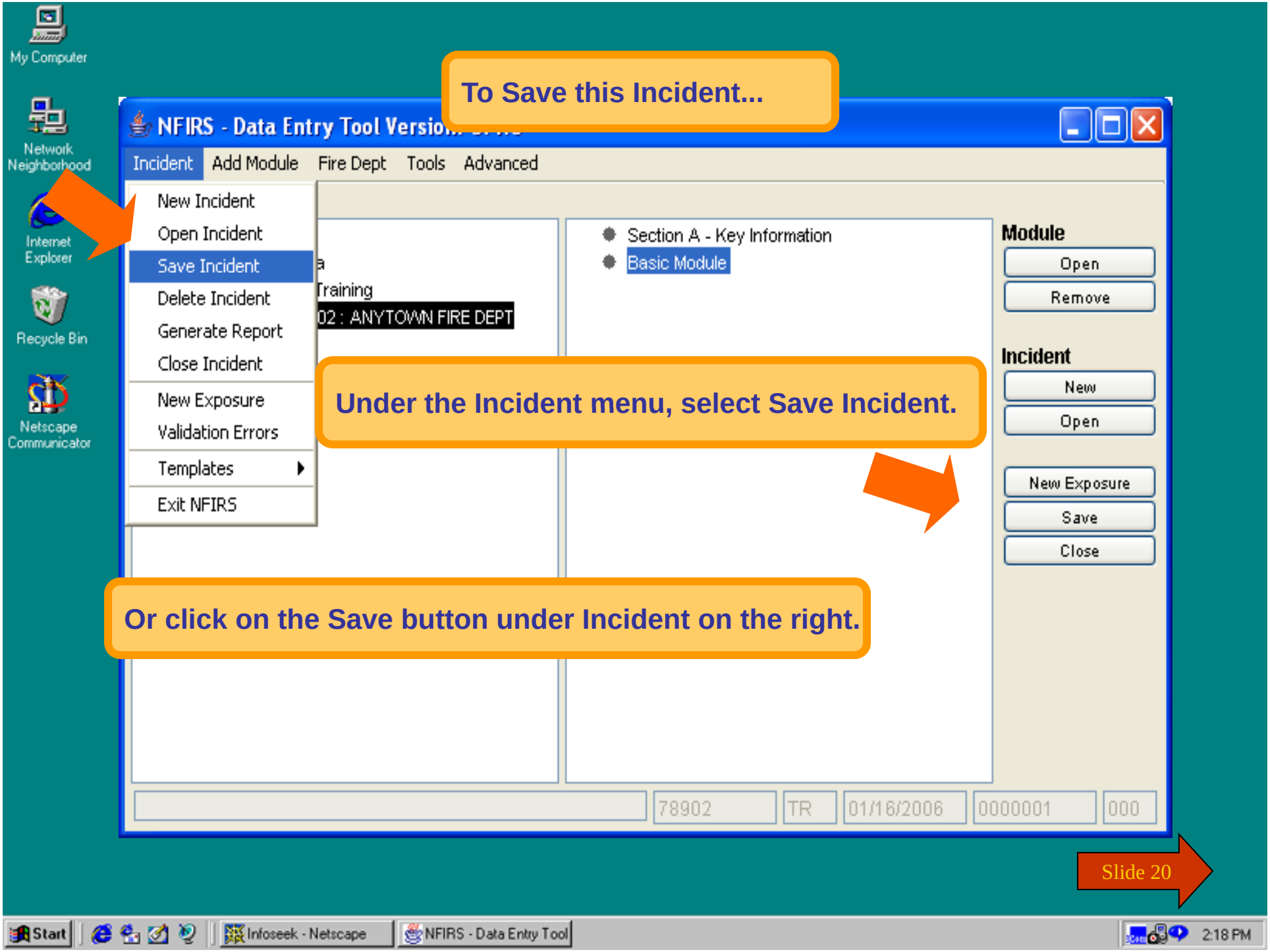

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
Basic Module
Sections B - E
Sections F - J
Section K1
Section K2
Section L - M
Special Study
B Location
Address Provided on Wildland Form
Address Type
Street address
Census Tract
Number/Mile
St. Prefix
Street or Highway
Main
Street Type
St. Suffix
Apt. or Suite
City
Anytown
State
Training Area
Zip
99999
Cross Street, Directions, or National Grid, as Applicable
C Incident Type
542
Animal rescue
D Aid Given or Received
1
Mutual aid received
Their FDID
FDID State
Incident Number
E1 Dates and Times
Date
Time
Alarm
01/16/2006
08:00
Arrival
01/16/2006
08:20
Controlled
01/16/2006
09:45
Last Unit Cleared
01/16/2006
11:05
Date Same As Alarm
Date Same As Alarm
Date Same As Alarm
E2 Shifts and Alarms
Shift/Platoon
Alarms
District
Previous Tab
Next Tab
OK
Cancel
Text (Length: 1)
78902
TR
01/16/2006
0000001
000
This is Section B-E of the Basic Module.
Slide 15
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM

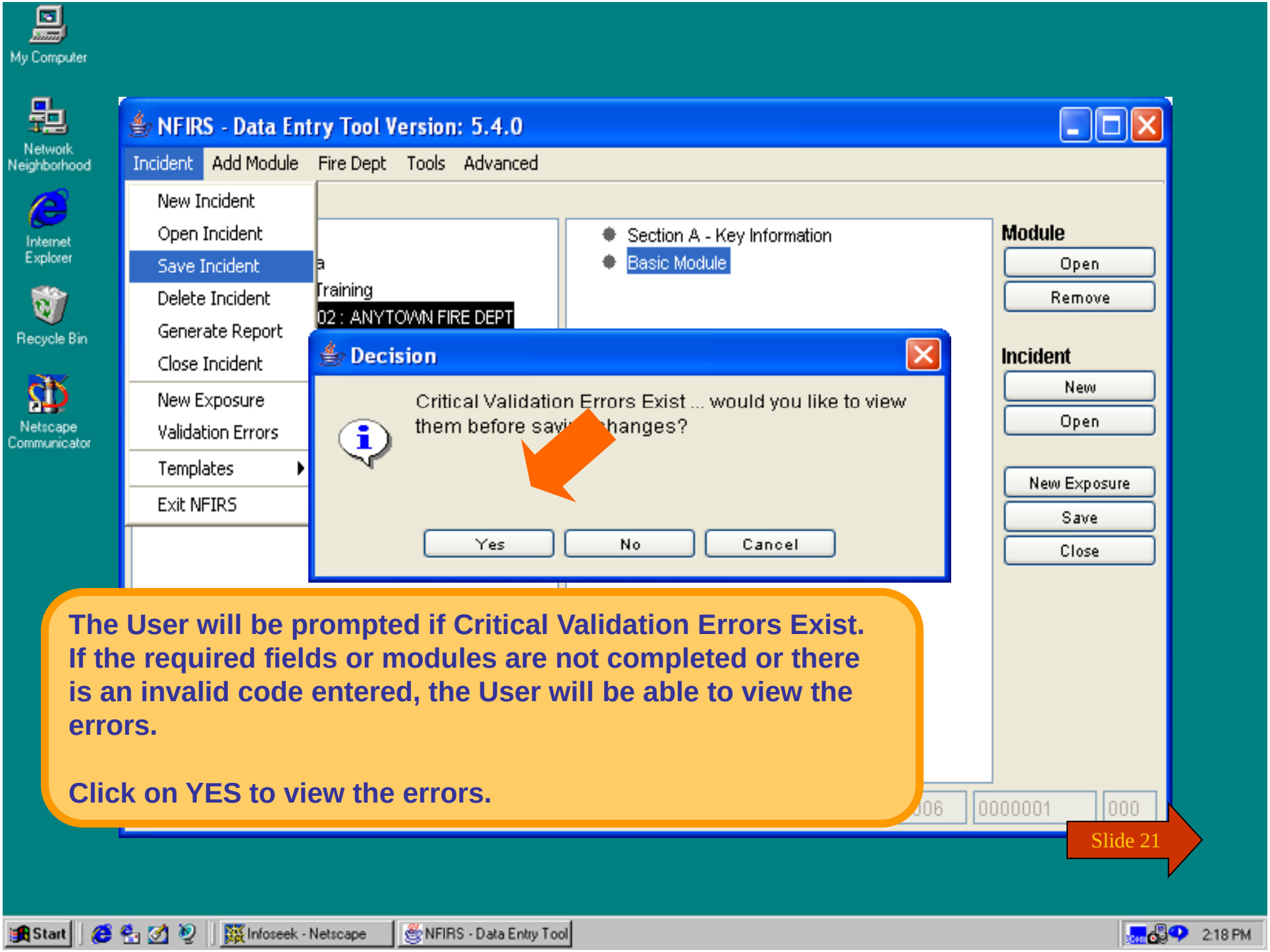

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
Basic Module
Sections B - E
Sections F - J
Section K1
Section K2
Section L - M
Special Study
B Location
Address Provided on Wildland Form
Address Type
Street address
Census Tract
Number/Mile
St. Prefix
Street or Highway
Main
Street Type
St. Suffix
Apt. or Suite
City
Anytown
State
Training Area
Zip
99999
Cross Street, Directions, or National Grid, as Applicable
ven or Received
Mutual aid received
After you complete Section B - E,
Click on the Sections F - J Tab.
E1 Dates and Times
Date
Time
Alarm
01/16/2006
08:00
Arrival
01/16/2006
08:20
Controlled
01/16/2006
09:45
Last Unit Cleared
01/16/2006
11:05
Date Same As Alarm
Date Same As Alarm
Date Same As Alarm
E2 Shifts and Alarms
Shift/Platoon
Alarms
District
Or Click on Next Tab.
Previous Tab
Next Tab
OK
Cancel
Text (Length: 1)
78902
TR
01/16/2006
0000001
Slide 16
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM


My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
Basic Module
Sections B - E
Sections F - J
Section K1
Section K2
Section L - M
Special Study
F Action Taken
Add
Code
Description
22
Rescue, remove from harm
G1 Resources
Local Forms Used
Apparatus
Personnel
Suppression
1
4
EMS
0
0
Other
1
1
Includes Aid Received Resources
G2 Estimated Dollar Loss/Value
None
Property Loss
None
Contents Loss
None
Property Value
None
Contents Value
H1 Casualties
None
Fatal
NonFatal
Fire Service
0
0
Civilian
0
0
H2 Detector
H3 HazMat Released
I Mixed Use
J Property Use
This is Sections F - J of the Basic Module.
Click on Next Tab.
Previous Tab
Next Tab
OK
Cancel
Numeric (Length: 4)
78902
TR
01/16/2006
0000001
Slide 17
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM


My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
Basic Mod
Sections B - E
Sections F - J
Section K1
Section K2
Section L - M
Special Study
K1 Person/Entity Involved
Business Name (if applicable)
Business Phone Number
Mr, Ms, Mrs
First Name
MI
Last Name
Suffix
Same As Incident Location
Number/Mile
St. Prefix
Street or Highway
Street Type
St. Suffix
Apt. or Suite
P.O.Box
City
State
Zip
First Name
MI
Last Name
1
of
1
New
Delete
Previous
Next
Previous Tab
Next Tab
OK
Cancel
Text (Length: 25)
78902
TR
01/16/2006
0000001
This is Section K1 of the Basic Module.
Continue through the forms using the tabs above or the push buttons below to fill out the Sections in the module.
Slide 18
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM

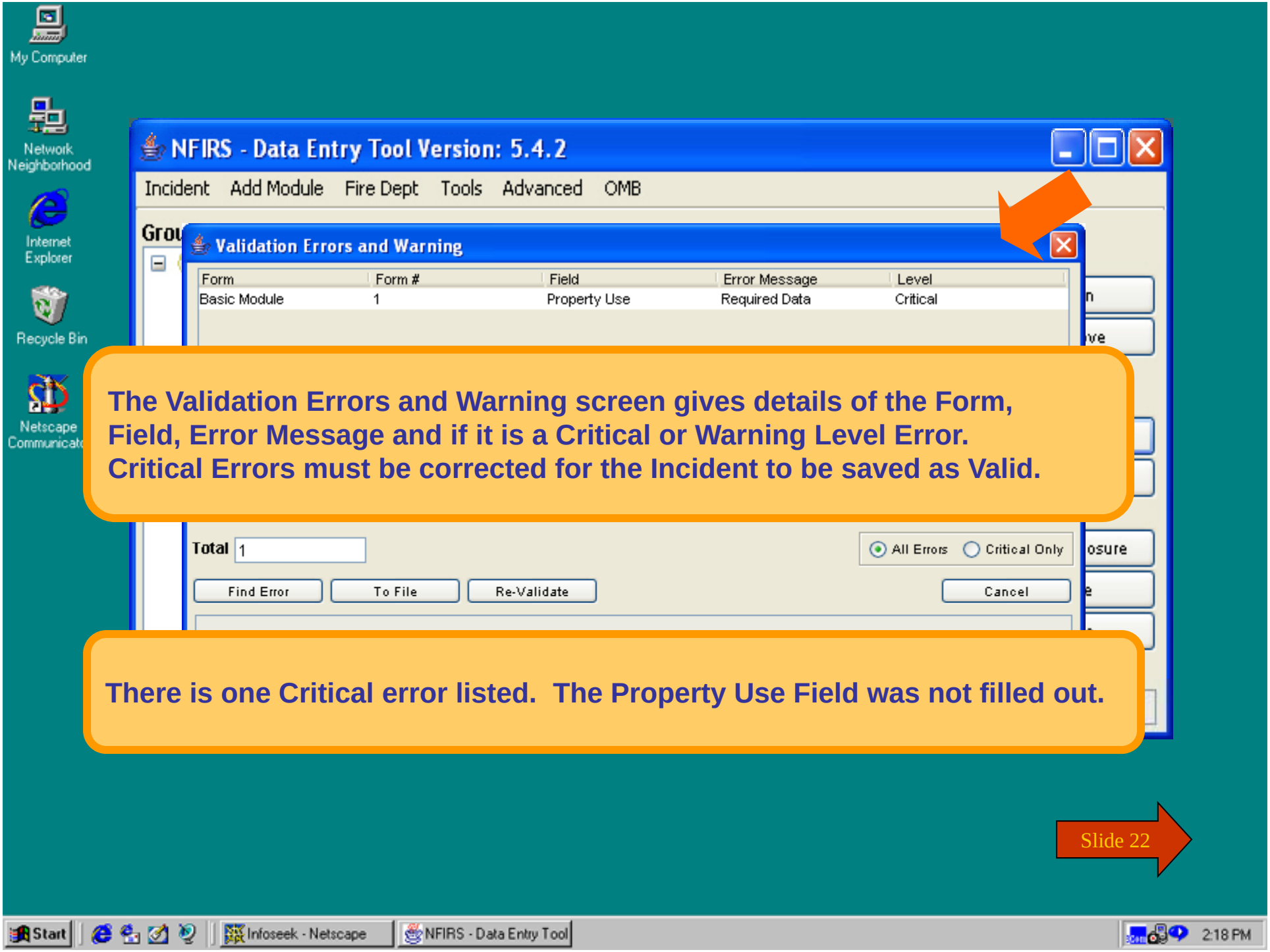

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
Basic Module
Sections B - E
Sections F - J
Section K1
Section K2
Section L - M
Special Study
L Remarks
This is Sections L-M of the Basic Module.
M Authorization
First Name
MI
Last Name
Officer in Charge ID
Position or Rank
Assignment
Date
Same As Officer in Charge
First Name
MI
Last Name
Member Making Report ID
Position or Rank
Assignment
Date
Previous Tab
Next Tab
Click on OK.
OK
Cancel
Text (Length: 10)
78902
TR
01/16/2006
0000001
Slide 19
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM

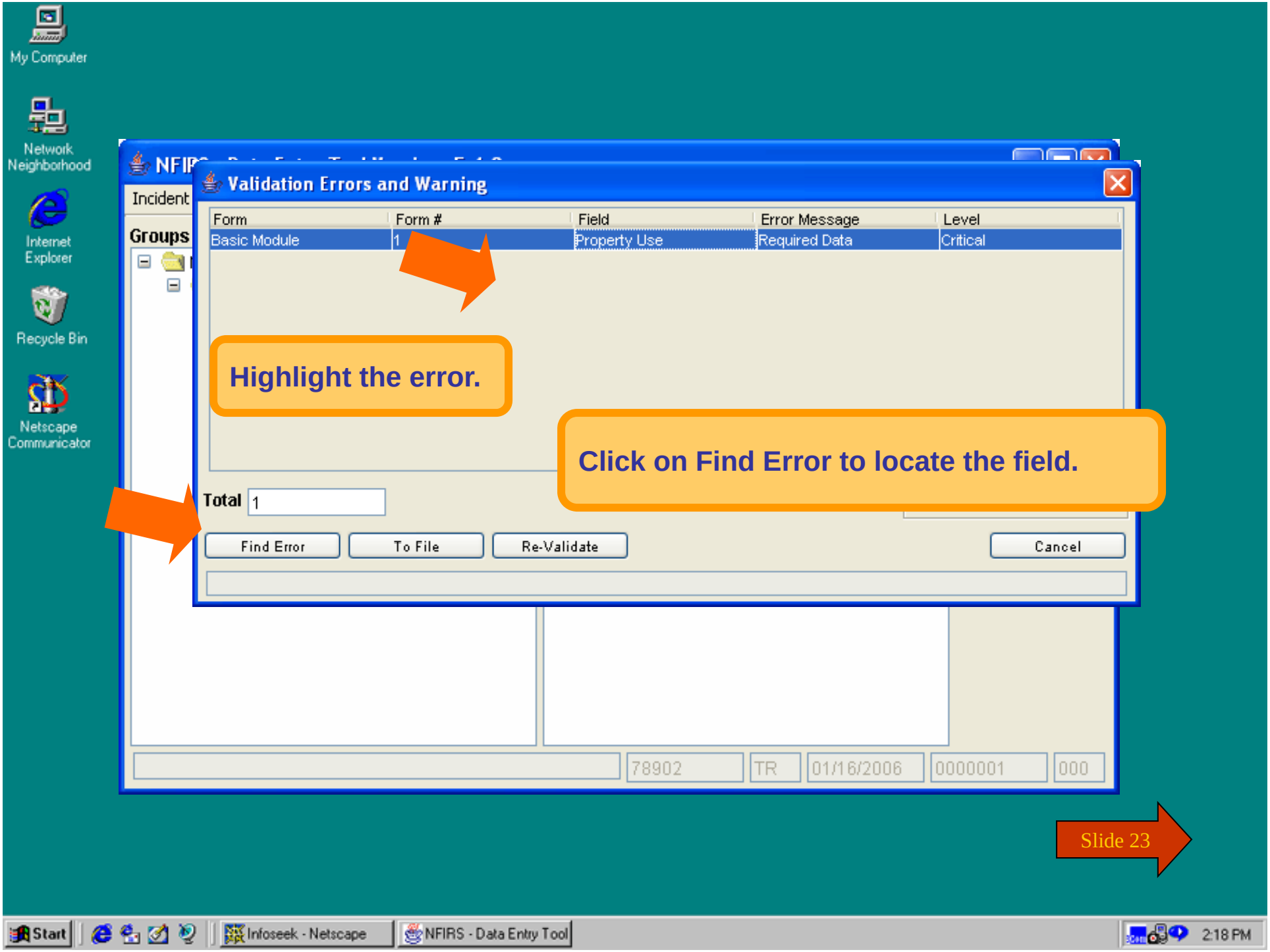

To Save this Incident...
NFIRS - Data Entry Tool Version
Incident
Add Module
Fire Dept
Tools
Advanced
New Incident
Open Incident
Save Incident
Delete Incident
Generate Report
Close Incident
New Exposure
Validation Errors
Templates
Exit NFIRS
Training
02 : ANYTOWN FIRE DEPT
Section A - Key Information
Basic Module
Module
Open
Remove
Incident
New
Open
New Exposure
Save
Close
Under the Incident menu, select Save Incident.
Or click on the Save button under Incident on the right.
78902
TR
01/16/2006
0000001
000
My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM
Slide 20

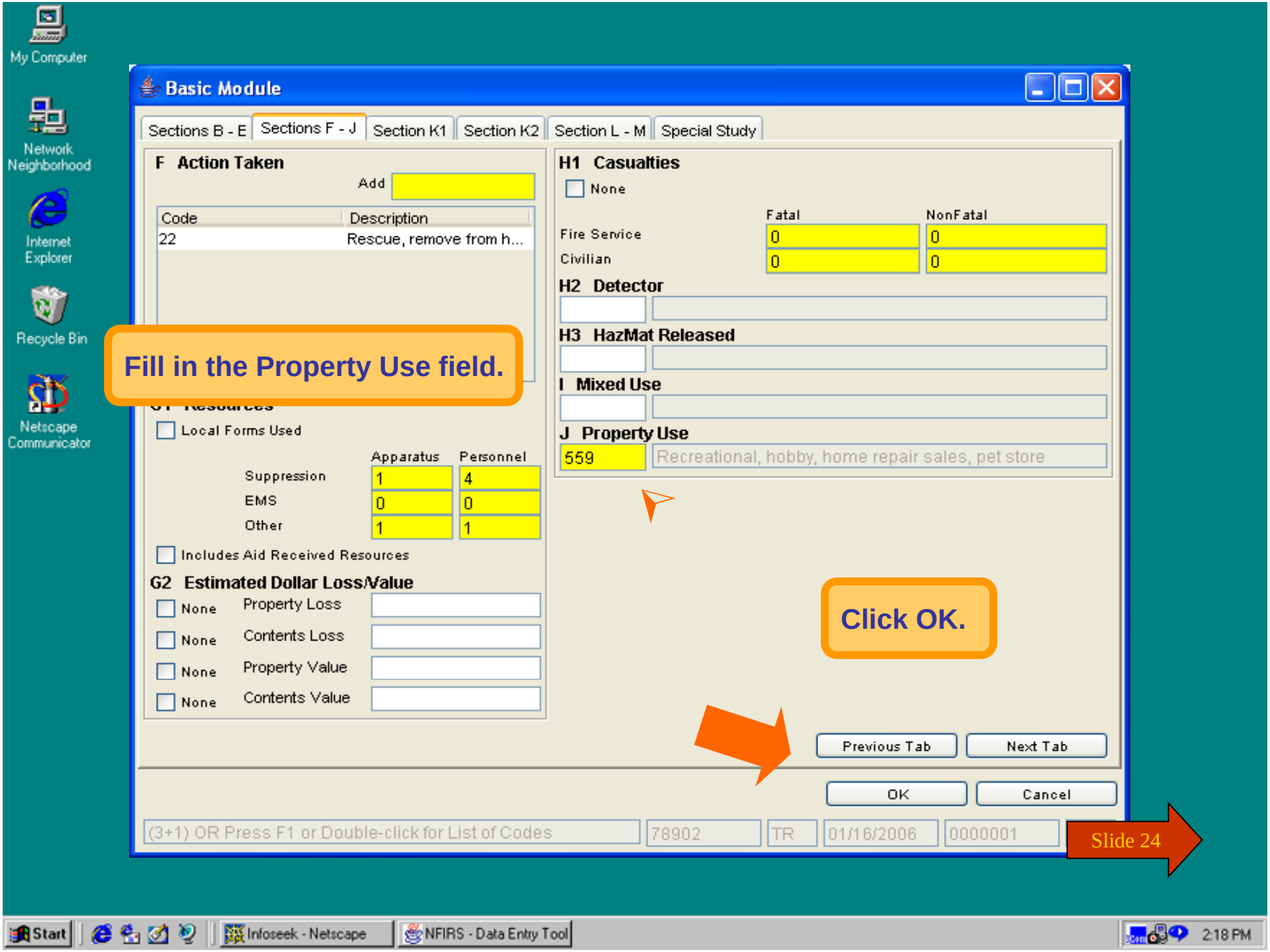


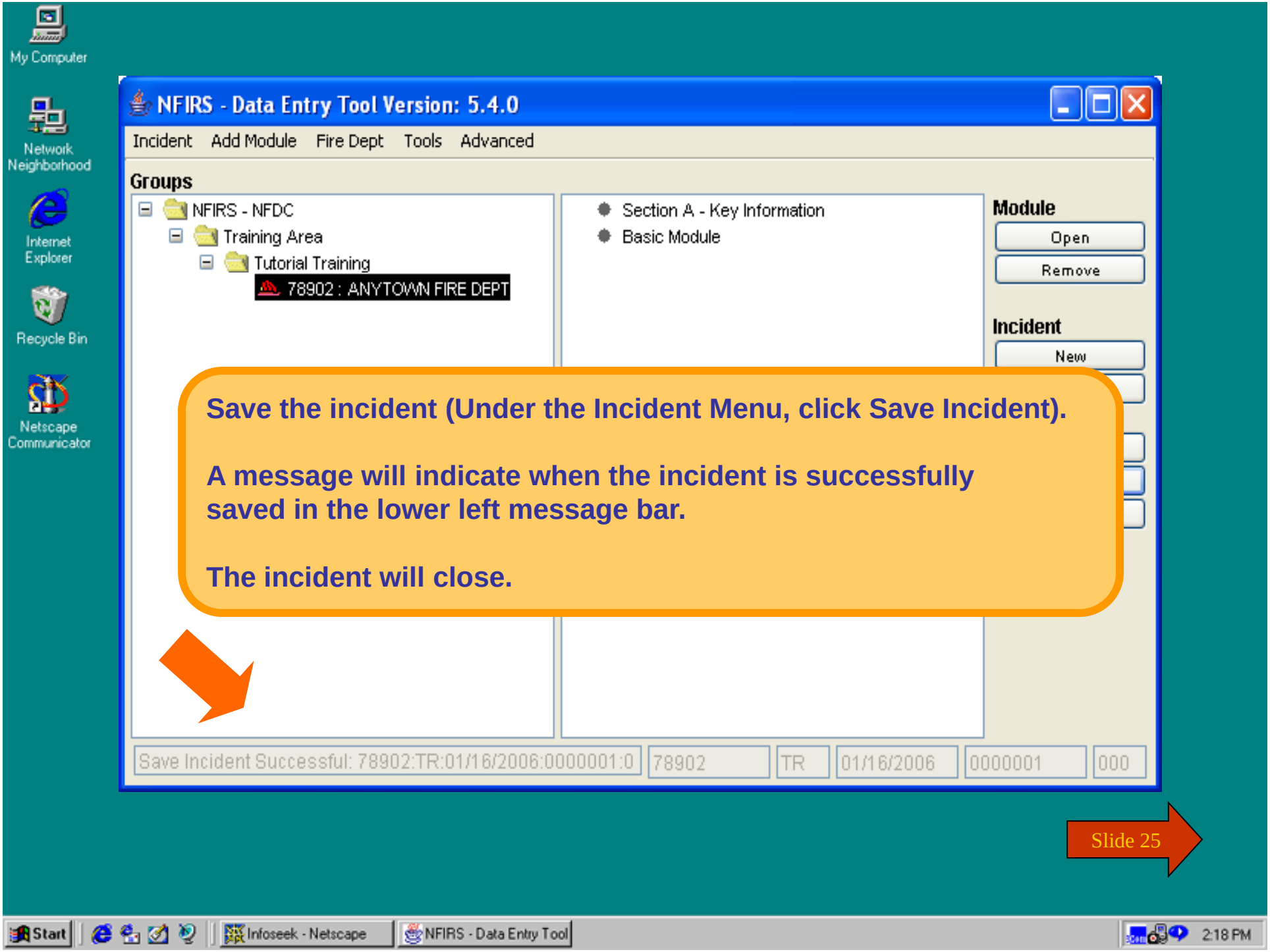
The User will be prompted if Critical Validation Errors Exist. If the required fields or modules are not completed or there is an invalid code entered, the User will be able to view the errors.

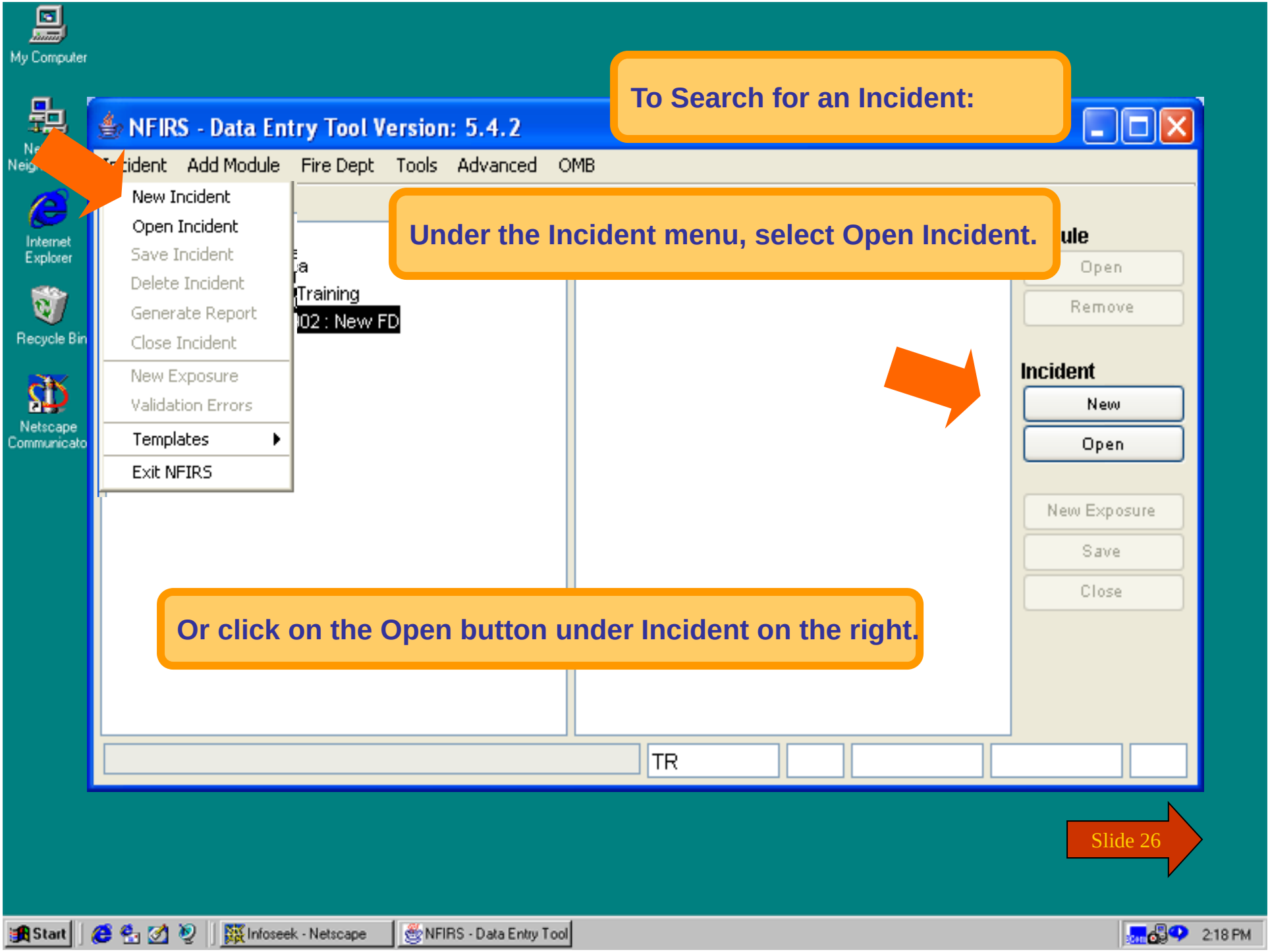
Click on YES to view the errors.

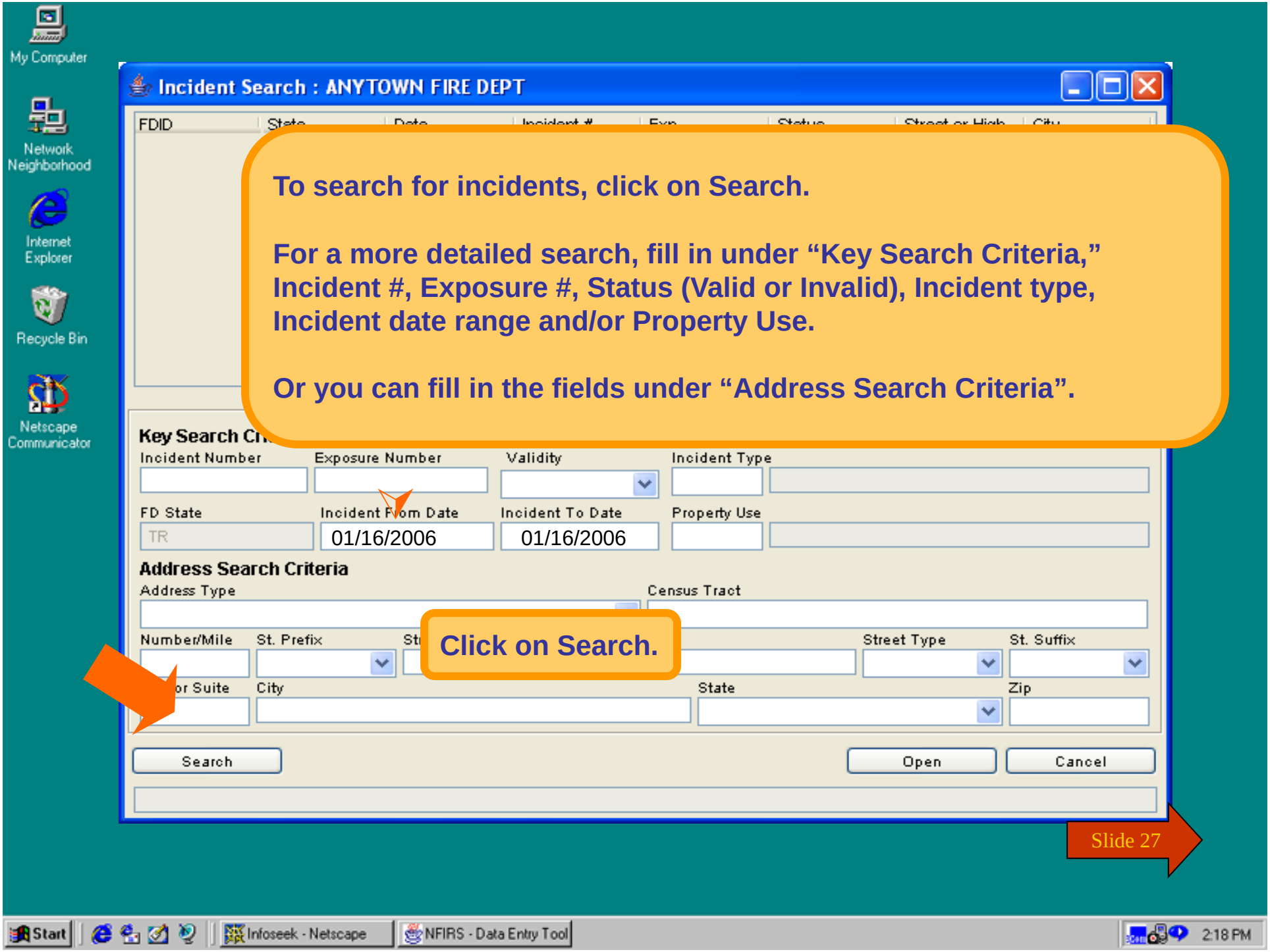

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
NFIRS - Data Entry Tool Version: 5.4.2
Incident
Add Module
Fire Dept
Tools
Advanced
OMB
Validation Errors and Warning
Form
Form #
Field
Error Message
Level
Basic Module
1
Property Use
Required Data
Critical
Total
1
All Errors
Critical Only
Find Error
To File
Re-Validate
Cancel
The Validation Errors and Warning screen gives details of the Form, Field, Error Message and if it is a Critical or Warning Level Error. Critical Errors must be corrected for the Incident to be saved as Valid.
There is one Critical error listed. The Property Use Field was not filled out.
Slide 22
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM

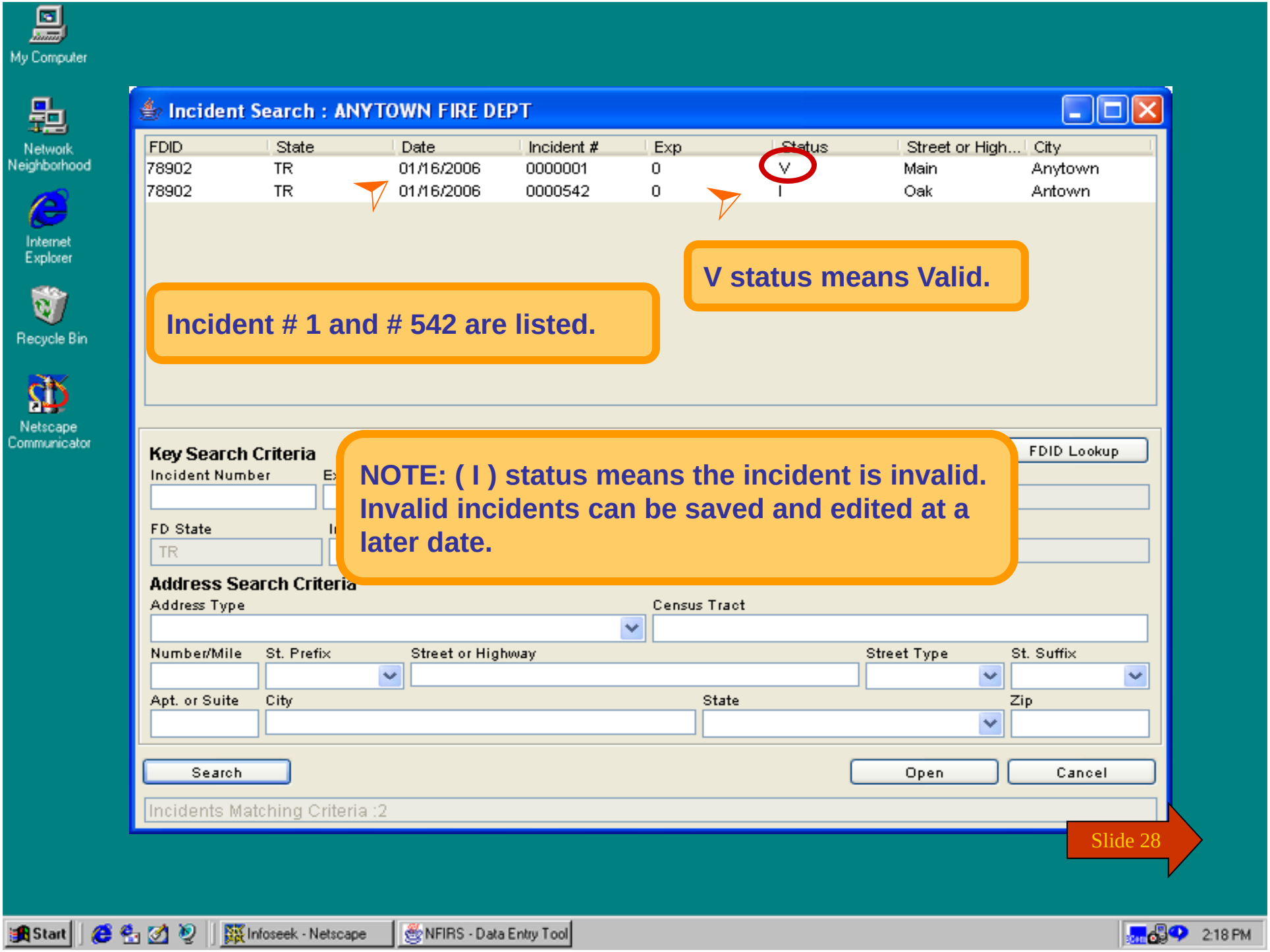

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
Validation Errors and Warning
Form
Form #
Field
Error Message
Level
Basic Module
1
Property Use
Required Data
Critical
Highlight the error.
Click on Find Error to locate the field.
Total
1
Find Error
To File
Re-Validate
Cancel
Incident
Groups
78902
TR
01/16/2006
0000001
000
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM

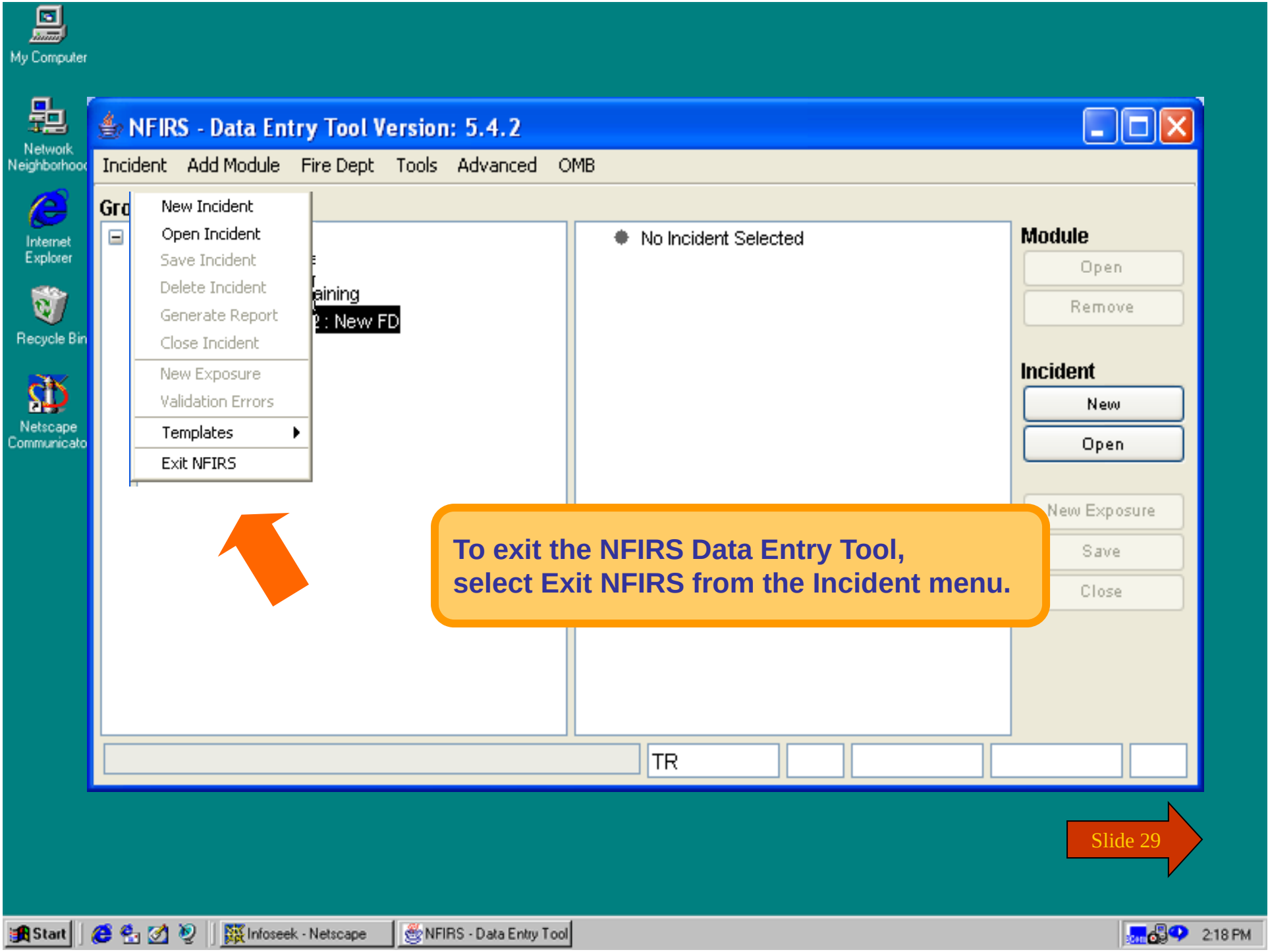

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
Basic Module
Sections B - E
Sections F - J
Section K1
Section K2
Section L - M
Special Study
F Action Taken
Add
Code
Description
22
Rescue, remove from h...
Fill in the Property Use field.
Local Forms Used
Apparatus
Personnel
Suppression
1
4
EMS
0
0
Other
1
1
Includes Aid Received Resources
G2 Estimated Dollar Loss/Value
None
Property Loss
None
Contents Loss
None
Property Value
None
Contents Value
H1 Casualties
None
Fatal
NonFatal
Fire Service
0
0
Civilian
0
0
H2 Detector
H3 HazMat Released
I Mixed Use
J Property Use
559
Recreational, hobby, home repair sales, pet store
Click OK.
Previous Tab
Next Tab
OK
Cancel
(3+1) OR Press F1 or Double-click for List of Codes
78902
TR
01/16/2006
0000001
Slide 24
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM

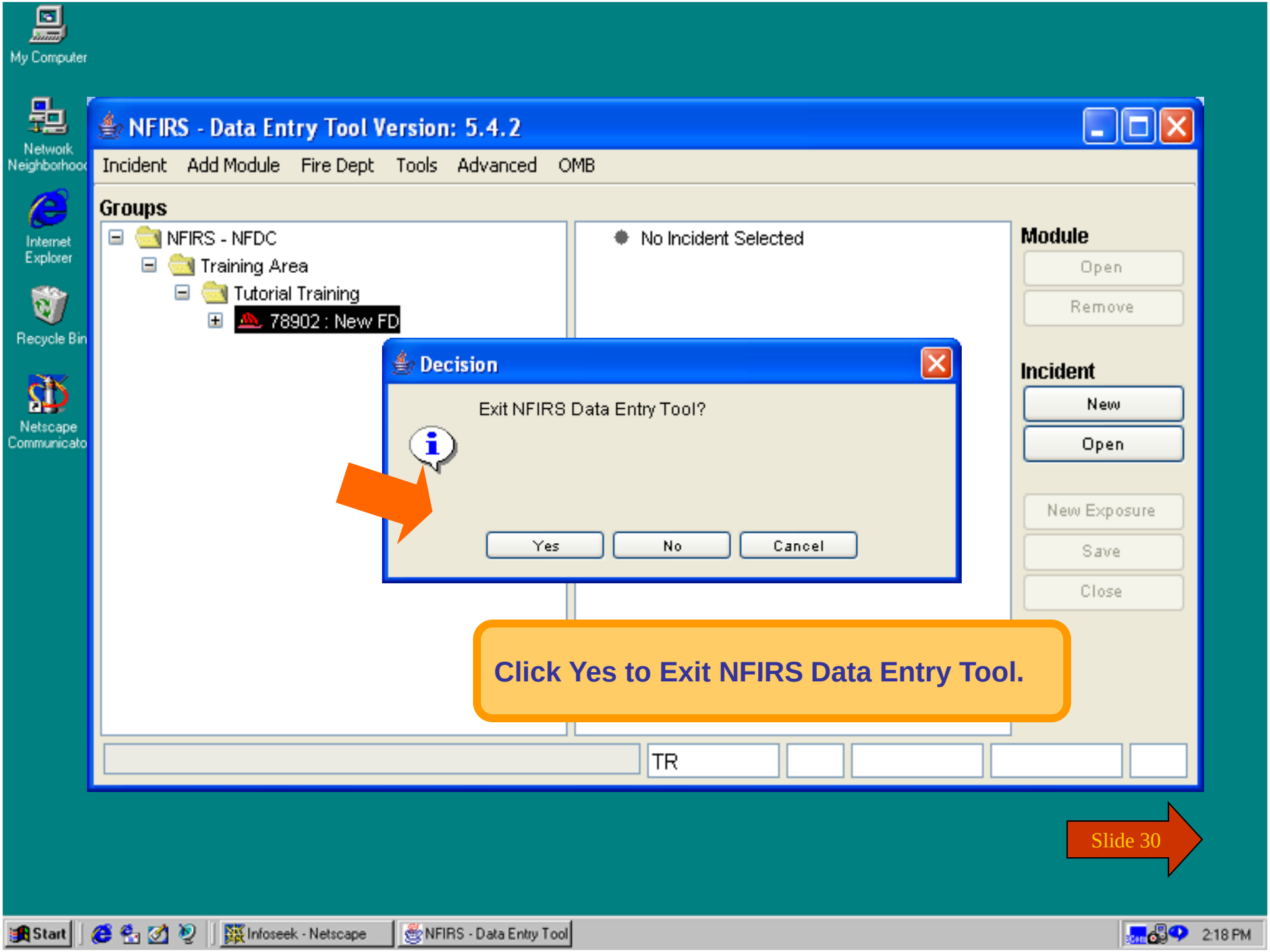

My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
NFIRS - Data Entry Tool Version: 5.4.0
Incident
Add Module
Fire Dept
Tools
Advanced
Groups
NFIRS - NFDC
Training Area
Tutorial Training
78902 : ANYTOWN FIRE DEPT
Section A - Key Information
Basic Module
Module
Open
Remove
Incident
New
Save the incident (Under the Incident Menu, click Save Incident).
A message will indicate when the incident is successfully saved in the lower left message bar.
The incident will close.
Save Incident Successful: 78902:TR:01/16/2006:0000001:0
78902
TR
01/16/2006
0000001
000
Slide 25
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM

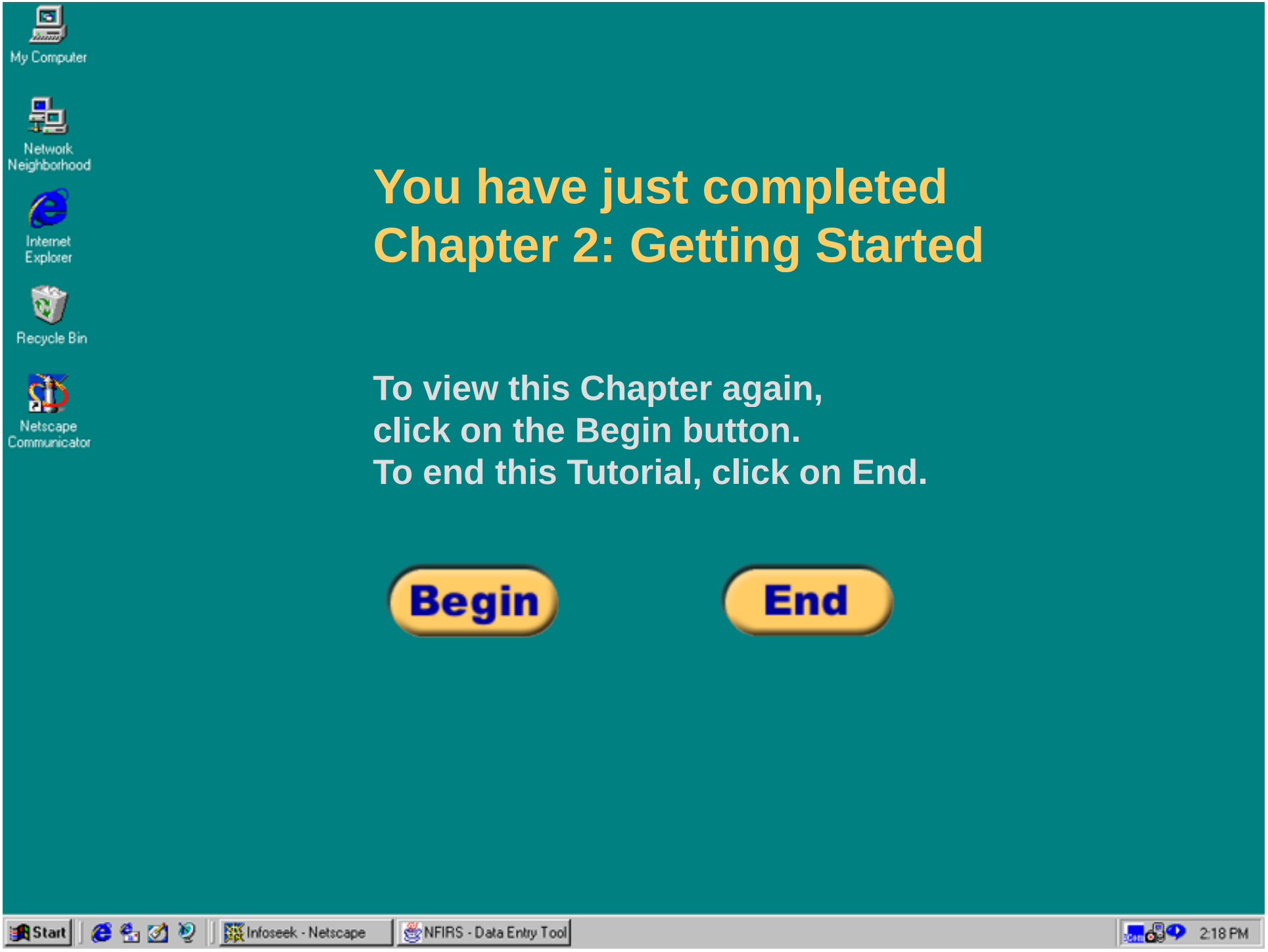

To Search for an Incident:
NFIRS - Data Entry Tool Version: 5.4.2
Incident
Add Module
Fire Dept
Tools
Advanced
OMB
New Incident
Open Incident
Save Incident
Delete Incident
Generate Report
Close Incident
New Exposure
Validation Errors
Templates
Exit NFIRS
Under the Incident menu, select Open Incident.
Training
02 : New FD
Open
Remove
Incident
New
Open
New Exposure
Save
Close
Or click on the Open button under Incident on the right.
TR
Slide 26
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM


My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
Incident Search : ANYTOWN FIRE DEPT
FDID
To search for incidents, click on Search.
For a more detailed search, fill in under “Key Search Criteria,” Incident #, Exposure #, Status (Valid or Invalid), Incident type, Incident date range and/or Property Use.
Or you can fill in the fields under “Address Search Criteria”.
Incident Number
Exposure Number
Validity
Incident Type
FD State
TR
Incident From Date
01/16/2006
Incident To Date
01/16/2006
Property Use
Address Search Criteria
Address Type
Census Tract
Number/Mile
St. Prefix
Street Type
St. Suffix
City
State
Zip
Click on Search.
Search
Open
Cancel
Slide 27
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM


My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
Incident Search : ANYTOWN FIRE DEPT
FDID State Date Incident # Exp Status Street or High... City
78902 TR 01/16/2006 0000001 0 V Main Anytown
78902 TR 01/16/2006 0000542 0 I Oak Antown
Incident # 1 and # 542 are listed.
V status means Valid.
NOTE: (I) status means the incident is invalid. Invalid incidents can be saved and edited at a later date.
Key Search Criteria
Incident Number
FD State
TR
FDID Lookup
Address Search Criteria
Address Type
Census Tract
Number/Mile
St. Prefix
Street or Highway
Street Type
St. Suffix
Apt. or Suite
City
State
Zip
Search
Open
Cancel
Incidents Matching Criteria :2
Slide 28
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM


My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicato
NFIRS - Data Entry Tool Version: 5.4.2
Incident
Add Module
Fire Dept
Tools
Advanced
OMB
New Incident
Open Incident
Save Incident
Delete Incident
Generate Report
Close Incident
New Exposure
Validation Errors
Templates
Exit NFIRS
No Incident Selected
Module
Open
Remove
Incident
New
Open
New Exposure
Save
Close
TR
To exit the NFIRS Data Entry Tool, select Exit NFIRS from the Incident menu.
Slide 29
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM


My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicato
NFIRS - Data Entry Tool Version: 5.4.2
Incident
Add Module
Fire Dept
Tools
Advanced
OMB
Groups
NFIRS - NFDC
Training Area
Tutorial Training
78902 : New FD
No Incident Selected
Module
Open
Remove
Incident
New
Open
New Exposure
Save
Close
Decision
Exit NFIRS Data Entry Tool?
Yes
No
Cancel
TR
Click Yes to Exit NFIRS Data Entry Tool.
Slide 30
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM


My Computer
Network Neighborhood
Internet Explorer
Recycle Bin
Netscape Communicator
You have just completed
Chapter 2: Getting Started
To view this Chapter again,
click on the Begin button.
To end this Tutorial, click on End.
Begin
End
Start
Infoseek - Netscape
NFIRS - Data Entry Tool
2:18 PM