Welcome to IaR's NFIRS program. IaR's NFIRS program is a **FREE** add-on to every IaR subscription. As a new release, it is reasonable to assume that occasional errors may be uncovered as this becomes widely used. If you do encounter any, please provide a detailed report of the issue, along with screen shots of the steps that produced the error, to support@emergencysmc.com. We'll get those promptly resolved.

Please **use Chrome as your browser** (this is available as a free download) when using the NFIRS program, as Chrome is the only browser this has been cleared for at this point. In time, this will be made compatible with all major browsers.

LET'S GET STARTED

You first have to configure your NFRIS settings in your IaR system. This is a THREE part process involving system settings, member profiles, and apparatus profiles.

 PART 1: Let's start under SYSTEM SETTINGS on the ADMINISTRATIVE FUNCTIONS PAGE:
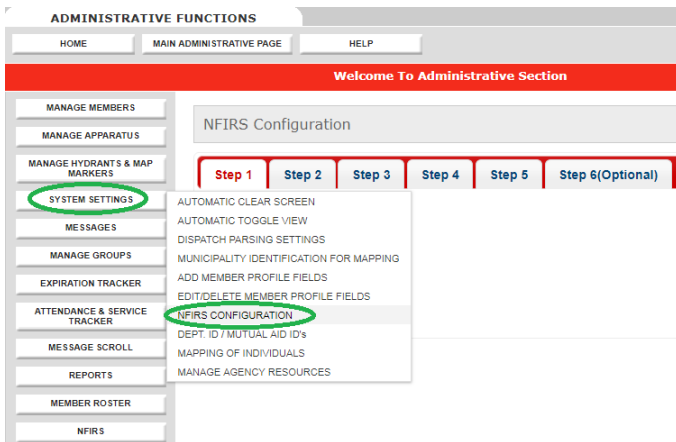
You will need to have permission in your member profile to edit system settings in order to get to this option.

If you do not see the NFIRS CONFIGURATION option, then please contact IaR support to have that turned on for your department.

For most NFIRS programs, you have to download a completed .txt file, and then email or FTP that to wherever you submit your NFIRS reports. IaR allows you to skip and automate some of those steps.

Under **STEP 1**, you will select whether to export your reports via FTP, email, or a traditional download to your local computer. If you chose email here, the system will automatically email the export (in the format that you select in STEP 3) to the addresses that you select in STEP 2. The email will contain a hyperlink from which the recipient can download the report.

STEP 2 configures the settings for FTP and email, and is skipped if you have chosen to download the finished file.

In **STEP 3**, you select the format of the file that you want to submit, email or download. ASCII Text Format is the traditional format that the USFA accepts for submissions. This is also what is referenced in other materials as a flat file, or a .txt file. *Please note: ASCII Text files are not informative or readable, without a specific program to decode those reports, as information is reported as values instead of plain text in that format.*

In **STEP 4**, you can select the specific NFIRS modules that you want to include in your file exports. If you click on any module, you will see that you can also select the specific fields within each module that you want to include (or omit) from your export. The current default selection has every field of every module selected, so you may want to uncheck some of the modules if you do not want them included in your report. *Please note: If you have selected the ASCII Text File format, STEP 4 is preconfigured to a default configuration consisting only of those modules and fields that USFA allows to be imported.*

In **STEP 5**, please select the state in which your department is located, and enter your department's FDID number.

In **STEP 6**, enter the Department name and FDID of your mutual aid departments, including any to who you may provide, or from whom you may receive mutual aid. The information here will populate to the appropriate mutual aid field in the Basic Form (NFIRS 1). You can come back to this field later if you don't have this information readily available, but you'll need to enter it here before you can add mutual aid departments to your NFIRS reports.

When done, be sure to click **SAVE**.

Part 2: Now lets go to your member profiles. You will now see this section in the member profiles of all of your members:

You will need to enter each member's Personnel ID number into their member profile, whether or not they will be permitted to access the NFIRS system. This is so that their ID number will auto-populate in the proper NFIRS field when you use the NFIRS Form 10 Personnel module.

Every member's permissions for NFIRS are defaulted to "No." Basic NFIRS Access allows a member to enter and save incident reports, and to run reports from within NFRIS. Full NFIRS Access adds the additional ability to approve and export incident reports.

Part 3: Now lets go to your apparatus profiles, which are located here:

You need to have your apparatus entered into the IaR system in order for them to auto-populate within the Resources module (NFIRS Form 9). If you do not have apparatus currently in your IaR system, select "Add/Edit/Delete Apparatus," and follow the on-screen prompts.

Whether adding new apparatus, or editing existing apparatus, these are the fields that need to be completed and accurate for NFIRS to populate your apparatus information correctly:
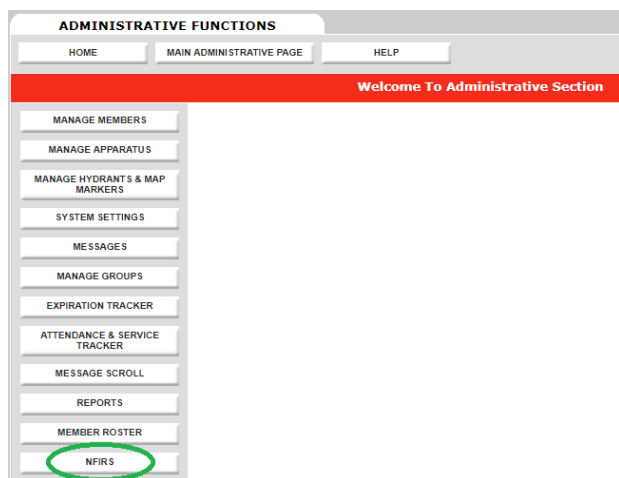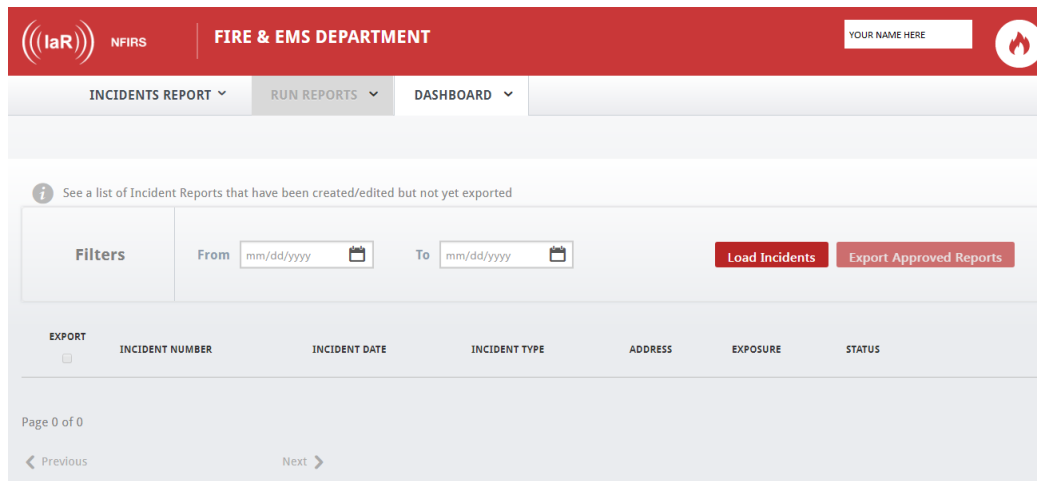
Now that you have NFIRS configured for your department, lets take a quick look at it:

Access NFIRS here (you must have permission in your member profile to do so):

A new Tab will open in your browser (do not close out the original tab!) which looks like this:
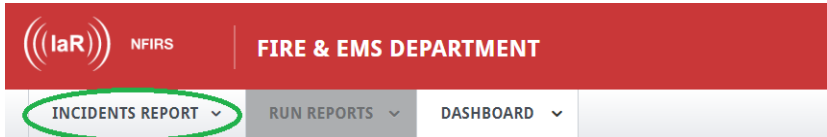

Enter a date range in the filter fields and then click "Load Incidents" to view your started and saved (but not yet exported) incident reports.

To start a new incident record, click on "INCIDENTS REPORT" and then "NEW INCIDENT REPORT" to start a new incident record. That opens up the Basic Form (NFIRS Form 1).

When creating or editing an incident report, clicking again on the "INCIDENTS REPORT" tab will allow you to add additional modules to your report (if they are allowed, based on your entries in the Basic Form).

When creating or editing an incident report, buttons in the upper right corner will allow you to save it as a draft (for when you are in a hurry – this skips all of the validation rules), save it as final, submit it for approval, approve or reject it (rejecting it reverts it to saved status), or select to export it. These options differ depending on what stage you are currently at, and what your NFIRS permissions are.
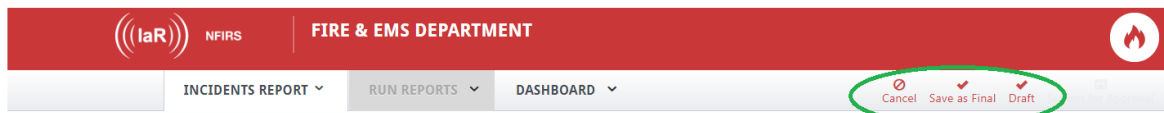
The flow of entering incident reports is as follows:

In progress (saved as draft) → saved as final → pending approval → Approved for export → exported.

USER TIP: *When entering reports, we encourage you to first enter everything and to save the report as a "draft." That will preserve all of your entered data, regardless of the validation rules. Once you click to save a report as final, all of the validation rules will be applied, and you will not be able to successfully save the report again until all of the entry errors have been corrected. The more modules you have in your report, the more of an issue this could become. If you do get interrupted and have to leave while trying to save a report as final, you can either leave it on the screen, or click "cancel." However, if you click cancel, any unsaved changes will be lost.*

Please note that you can only export incident reports one at a time in the initial NFIRS release, as opposed to a batch of reports by date range. By the end of May 2018, you will be able to export incident reports in batches.

REPORTS: IaR NFIRS reports are still in progress and being tweaked. For this reason, the "RUN REPORTS" tab on your NFIRS dashboard may be greyed out. **This is temporary**.

However, excel reports and individual incident reports of your exported NFIRS data are available here, in the regular Reports section of your IamResponding system:
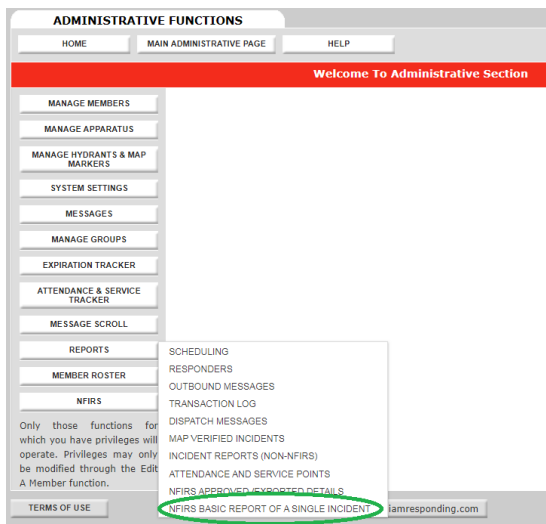
Please check back often for both improvements and additions to the NFIRS reports and reporting options. New report options will be released weekly, beginning in May 2018.

The standard NFIRS reports will be released first, followed by a lengthy list of customized reports that have already been requested. Those will be released individually as they are completed.

Once an incident report has been approved by you for export and then exported, a list of your exported reports will be available on the Export History Dashboard, which is available by clicking here:
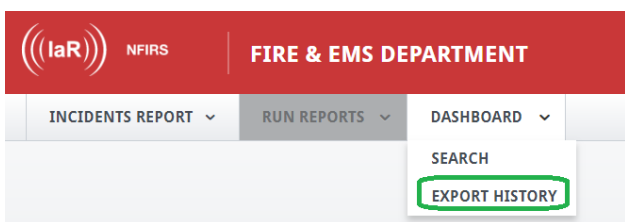
On the Export History Dashboard, you can search for prior exported incidents, and you can also print individual incident reports from that page.