Pulling the NFIRS Assistance to Firefighters Grant (AFG) Summary Report in NFIRS

- Log into eNFIRS https://nfirs.fema.gov/
- Click on the green button toward the bottom of the log in page
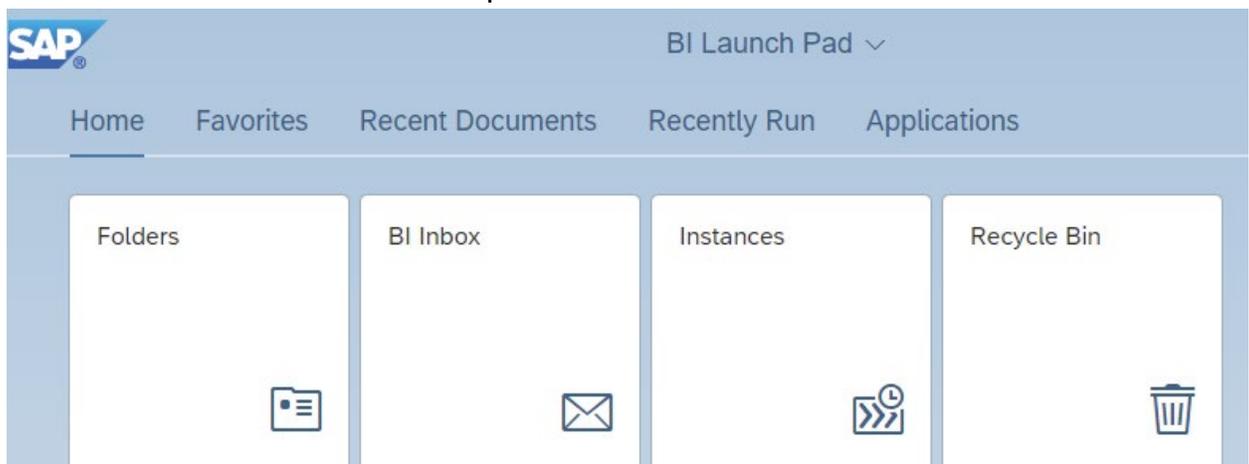
Access NFIRS Data Warehouse

- Click Continue

You are about to connect to NFIRS Data Warehouse, it may take a few minutes to connect. To continue, please select "Continue".

Continue   Cancel

- The SAP BI Launch Pad should open. Click Folders

SAP   BI Launch Pad ∨

Home   Favorites   Recent Documents   Recently Run   Applications

Folders   BI Inbox   Instances   Recycle Bin

- Click Arrow next to Public Folder.
- Click Arrow next to NFIRS.
- Click Arrow next to Standard Report. This will open several options for reporting.
- Click on For Grants Application not the arrow.
- Click the three dots to the right of the NFIRS Assistance to Firefighters Grant (AFG) Summary Report.
  - Click Schedule
- Click Report Features title not the arrow.
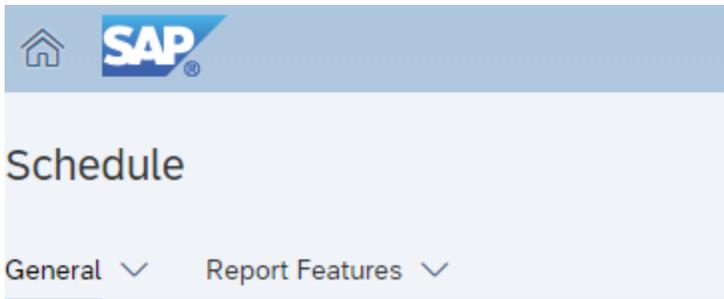
- Click Format drop down change from Web Intelligence to Microsoft Excel – Reports
- In the Prompts section click on **Edit Prompt Values** on the right
- A popup will open requesting values:
  - **Enter Value(s) for NFIRS Group** click ⟳ reload next to Enter value for NFIRS Group click NFIRS – NFDC
  - **Enter value(s) for State** = FL
  - **Enter From Date**: click the calendar on the right 🗓
    - Select the date that you would like to start and then click ok on the bottom right side of the pop-up box.
  - **Enter to Date** = click the calendar on the right 🗓
    - Select the date that you would like to end and then click ok on the bottom right side of the pop-up box.
  - **Enter value(s) for Incident Valid Status**: Select Valid or Invalid
  - **Enter value(s) for NFIRS Version**: Keep values as it is currently.
  - **Enter value(s) for Incident Release Status**: Keep values as it is currently.
  - **Enter value(s) for Fire Department ID**
    - You can click All Fire Departments or type your FDID into the search field and click (Search) not (Manual Search)
    - Then click in the box with the correct Fire Department.
    - The ID will be the departments 5 digit after the FL with an underscore FL. Example: 12345_FL
  - Last prompt will be **Enter value(s) for Fire Department Active Status**: click ⟳ reload next to Enter value for Fire Department Active Status click Active

- o Click Apply
- Click **Schedule** on the bottom right of the screen.
- This will then open a history of all the report instances that you have ran.
- Once the report status is Success then click the three dots to the right of the report. Select **View**. This will put the report into your downloads folder where you will be able to open the report.