

NFIRS Error Procedures (Invalids)

Data Entry Tool (NFIRsv) Users

To Find Incidents with Errors:

1. Open and Log-into the Data Entry Tool
2. Make sure your department name is highlighted in the left pane and click “Open” under “Incident” on the right
3. In the Incident Search box, type dates in “Incident From Date” and “Incident To Date” for the dates you would like to search for invalids
4. Click “Search” at the bottom of the pane
5. Once incidents appear above, click on the work “Status” in the upper pane. Once the arrow is pointing in the up direction, the invalids, if any, will be listed with an “I” below
6. Double click on an invalid incident. This will open up the incident in the Data Entry tool
7. Under the Incident drop down menu in the top left hand corner, click “Validation Errors”
8. All errors with explanations will be listed. Read and correct the critical errors. Save the incident. Re-search to make sure the incident is valid

Third Party Vendor Users

To Find Incidents with Errors:

1. Once incidents are imported into NFIRS, users will receive an email zip file. Once the zip file is opened, open the specific file “ERR”. This will show all critical errors with explanations
2. If the file was previously deleted, you can re-import all incidents and review returned “ERR” file. If this is done, you MUST mark to “Override Existing Incidents” during import
3. Third Party Vendor Users can also run a SORT report for incident numbers with errors. This will tell you which incidents have errors, but will not give you the error explanation:
 - a. To find out which reports are invalid:
 - i. Go to the web based tools at <https://www.nfirs.fema.gov/NFIRSWebTools/welcome.do>
 - ii. Click on Summary Output Report Tools at the left.
 - iii. Sign In.
 - iv. Pick a summary to run. To find invalid incidents, click “Incident Listing”.
 - v. Choose to and from dates, choose **Invalid** reports, choose **ALL** for released status, scroll through NFIRS “tree” until you find your department, click box, and then generate report.
 - vi. To find completed reports, click on “Completed Reports” on the left side of the screen.
4. Once incidents are corrected, users must re-import corrected incidents into NFIRS

DEBI Users (Online Data Entry Tool)

To Find Incidents with Errors:

1. Go to Web based Tools at <https://www.nfirs.fema.gov/NFIRSWebTools/welcome.do>
2. Click "Report Incidents (DEBI)" on the left side of the screen
3. Sign-In
4. Click "Incident Search" at the top left of the screen, in the green bar
5. If your FDID and FD Name does not automatically pop-up, click inside the FDID box and select your department
6. Enter dates in "Incident From Date" and "Incident To Date" for the dates you would like to search for invalids
7. Click "Search"
8. Once results are listed, click "Validity" until the arrow is pointing up.
9. Any incidents that are invalid will be listed with an "I"
10. To correct, click "Open" at the beginning of an invalid incident in the list
11. Once the report is open, in the left pane, click on "Critical errors exist for this incident. View error list for more details"
12. A new window will open with information on the existing error(s)
13. Correct error in the incident, save, and search again to make sure incident is valid