Summary Output Reports Tool Basic Guide

The Summary Output Reports Tool (SORT) is an excellent way to view statistics from reported incidents. SORT reports can also be used to show how many incident reports a department has in the NFIRS system at any given time. With almost two dozen reports to choose from, virtually any data a department enters into the NFIRS system can be recovered in easy to read and understand reports. SORT reports are a great way to show a department's hard work.

Logging In

-To log into the system, go to the following website: www.nfirs.fema.gov
-Once at the webpage, click "Web-based Tools" in the green bar near the top of the page
-Under the Web-based Tools page, click "Summary Output Reports Tool" on the left-hand side of the page
-Log-In (the log-in username and password is the same as all other NFIRS applications)

Choosing a SORT Report

Once logged-in, a list of reports will be visible. Beside each report name is an explanation of what the report will render. It is important to take a few minutes to review the data each report can produce. Popular reports include "Monthly Incident Counts" which shows how many reports per month a department has in the system per selected year. "Fire Report by FDID" is a one page summary of reported fire incidents for a selected time frame. "Incident Counts" is also a one page report that breaks down incident types (among other things) for a selected timeframe.

Running a SORT Report

-Once a report is chosen, click on the report name. This will open the report parameters.
-Enter a timeframe
-If applicable, choose the Incident Status, Version and Release Status parameters.
-Choose Ad Hoc filters, if applicable.
-Click through the NFIRS "tree" to find the department name and check box.
-Once completed, click "Generate Report"

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Viewing Finished Reports

Single department reports usually take very little time to complete. An email will be sent to the user once finished. Completed Reports are found by clicking the "Completed Reports" link under the Reporting Menu on the top left side of the page. Once at the Completed Reports page, all completed reports will be listed. Beside each listed report are options to open the report in a PDF format, Word or Excel. Click any version button to open. The report can then be viewed and saved.

Helpful Tips

Make sure to ALWAYS choose ALL for the Release Status in report parameters to view all incidents and data in the system. The only reason a department might want to choose Released or Unreleased under the Release Status parameters is to see what data has or has not been released to the federal level. Again, to view all data entered, departments should always choose ALL for Release Status.

When viewing bulk statistics, it is a good idea to choose ALL for "Incident Status" in the report parameters. In contrast, if a department wants statistics based only on valid or invalid incidents, those parameters can be selected.

NFIRS Web-based tools work best with the Firefox browser.

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