

Printing an incident report using the FBIR Utility

The Forms Based Incident Report(FBIR) Generation Utility enables users to generate incident reports in pdf format. To start the FBIR, open www.nfirs.fema.gov . Select Web-based Tools from the menu bar. Select User Services. Select Generate Forms Based Incident Report(FBIR). Select Generate Forms Based Incident Report(FBIR) again. Log in. Click OK on the Federal Systems Warning page to continue.

The user specifies the selection criteria for the incident or set of incidents to be generated as an FBIR. Selection Criteria include specific year or quarter, date range and incident number. The user has the option of generating FBIRS for **selected incidents** or for **all matching incidents**. The first option (recommended) enables the user to review the results of the search; the second option omits this opportunity. Click the appropriate button located at the bottom of the incident list or criteria page. The user will be prompted to name the generation task and submit it for processing.

After the task is named, click the button: **Submit FBIR Generation Task for Execution**. A confirmation page will be displayed with the status: Submitted, Executing, or Complete. The user may periodically refresh the status display page in order to see the progress of their request, or close the browser. When the request status is Complete, the user will click the sidebar link: **Download Generated FBIR Files**.

The completed FBIR requests are listed as hyperlinks. The user clicks on the desired hyperlink and will be prompted to download and save the files to the PC. The user will download the zip file(s) to the PC and use the WinZip program or equivalent to extract the PDF file(s). The naming format for the zipped file posted on the FBIR Download Files page is: fbir999-01.zip. Contained in the zip file is the FBIR(s), in PDF format. A single FBIR generation task may result in more than one file. If more than one Zip file is necessary to complete the request, each ZIP file will be a maximum of approximately 5 MB in size. The naming convention for each FBIR is the Incident Key information: **FDID.State.IncidentDate.IncidentNumber.Exposure.incident.pdf**

Or, if the user exited the browser after submitting the request, the user will be notified by email (nfirs@dhs.gov) when the FBIR generation is complete. The user can download the completed FBIR file(s) by following the hyperlink contained in the email and logging into the FBIR Generation Utility. If the user does not receive email notification, verify that the email address in your NFIRS user profile is correct.