


## DEBI Instructions

The Data Entry Browser Interface (DEBI) is the latest enhancement to make incident reporting more accessible and to make data collection more real-time. To start the DEBI, open [www.nfirs.fema.gov](http://www.nfirs.fema.gov) . Select Web-based Tools from the menu bar. Select Report Incidents (DEBI). Log in. Click OK on the Federal Systems Warning page to continue.

To create a new incident, select New Incident on the menu bar. To search for a previously entered incident, select Incident Search. To enter or modify fire department information, select Open Fire Department and click the appropriate tab. To exit, click Logout in the upper right-hand corner of the screen.

- Information selected on a page is NOT saved until clicking save or moving to another tab. Save your data before navigating to a different module. Incident validation, pre-filled fields, and relational edits are applied only after a page is saved. Close the Basic Module after you have completed the L - M tab, unless you are asked to participate in a Special Study.
- All input fields marked with an asterisk (\*) are required.
-  Any field which is marked with this icon is a field where multiple items can be selected at once. To select multiple items, hold the CTRL key while choosing the desired items. When opening a tab, items that are highlighted are values that have already been selected and saved.
- Lookup fields: As information is typed into a lookup field, the entries will filter down to the closest matches until only one match remains. The remaining matches are sorted in order of closest match. Clear the field to show all possible choices. Once selected, a lookup field can be cleared if you enter the field and user either the Backspace or Delete key, followed by either Tab or Enter.
- For tabs which contain tables such as the K1 tab of Basic Module, the **Save Current** button will save your changes to the currently highlighted record, and that record will remain the active one. The **Save and Create New** button will also save the information to the item that is highlighted, but will also create a new record and automatically make that new record the active record to be edited.