

## Getting Started with the NFIRS Data Entry Tool

1. You must have an active user account to use the NFIRS Data Entry Tool. If you are not sure about your account status, contact the TFIRS Coordinator at [Dennis.Mulder@tn.gov](mailto:Dennis.Mulder@tn.gov) or at (615)532-5753. If you know you have an active account, go to [www.nfirs.fema.gov](http://www.nfirs.fema.gov). Click User Section. This link is in the green subtitle section across the top. You will be taken to a new page. Click User Login. This link is on the left in the dark blue "User Section." Login with your username, state(TN) & password.

You will be taken to a new page.

Click Download Software. It's on the left. Then scroll down to the first Download - Select section and then,

Click NFIRS 5.0 Client Version 5.8.1

Click Download Now

Click Save, and click the drop down arrow next to Save in and choose Desktop, and click Save.

You will be saving NFIRSV581.exe or NFIRSV581 ( if your computer doesn't display file extensions) to your desktop. You may copy the file to a flash drive and install it on another computer. Double-click to begin set-up and installation. After installation is complete, you may delete the installation file or move it to another folder in case you have to re-install.

2. If you have Windows Vista or Windows 7, Version 5.8.1 installs two folders in the NFIRSV58 directory as read only instead of as full control. If you have these versions of Windows, you will need to remove read only permissions from the program before running the program. Go to C:\Program Files (x86)\NFIRSV58 for Windows 7. If you have Vista, go to C:\Program Files\NFIRSV58 instead. You will need to remove read only permissions from the logs and Cache folders. See the document called Read Only Permission Remove Instructions.pdf at <http://www.tennessee.gov/commerce/sfm/onlineResHome.shtmlwebpage>. You only need to do this once.

If the program still doesn't run after removing the read-only permissions, open the Start Menu by clicking the Start button and click the Control Panel Button. Click on the System icon. Click on the Advanced System Settings link. Click the Advanced tab and click Settings under the Performance section. You will now see the Visual Effects settings to select. Click Adjust for Best Performance and then click the Apply button. This option will set your computer to run at best performance for ALL programs being used. You only need to do this once.

To run the Data Entry Tool(DET) in the on-line mode, first connect to the Internet. Then click Start Programs NFIRSV58 Data Entry Tool. When the log-in screen appears, enter your username, state (TN), and password.

If you want to change the password, click Advanced Change Password and follow the directions. Passwords must be 8-15 characters long and must contain at least one letter and at least one numeral. Symbols like @ and \_ are considered numeric.

If the log-in screen is too small for you, click Start Control Panel Display Settings and move the slider to 800 X 600 and click OK. You might also try Advanced with Settings and changing the DPI to Large and click OK.