

Summary Output Report Tool(SORT)

To get an accurate picture of what your department is doing you may find the NFIRS Summary Output Report Tool(SORT) helpful. The most useful reports you can run are Incident Listing, Monthly Incident Count and Detailed Selected Stats & Management Activity. The Incident Listing lists all your calls by incident number, the Monthly Incident Count totals your calls by month, and the Management Activity report calculates average response times, average personnel and total time spent on calls.

To start the SORT, open www.nfirs.fema.gov . Select Web-based Tools from the menu bar. Select Summary Output Reports Tool. Log in. Click OK on the Federal Systems Warning page to continue. There are four links under the Reporting Menu: Available Reports, Completed Reports, Requested Reports and My Recent Reports. Click on the report you wish to run. The reports are listed in alphabetical order.

For example, to run the Incident Listing, click on the link called Incident Listing. A new window appears with the parameters called From Date, To Date, Incident Status, Version , Release Status, and Sort By. Enter the desired dates and then click Status All, Version All and Release Status All. Dates should be in the format 00/00/0000. Sort order is up to you. Incident Status All bases the report on all incidents regardless of validity; Version All bases the report on both 5.0 and 4.1 incidents, if any; Release Status All bases the report on all incidents, whether or not they have been released(locked) to the federal government. Click on NFIRS Group Selection to select your department.

(NOTE: IF your department doesn't show up, you are missing a free Java plug-in(JRE 1.6 or better). If you are missing the plug-in, your PC should detect this and try to download & install it. If it doesn't try to download it, it could be that your security software is preventing this. You can get the plug-in yourself by going to <http://nfirs.fema.gov/webtools/webreports/> and click on the Java link at the bottom of the page.)

Click the Generate Report button. Then click on Completed Reports. Under the heading Report Format, click on the pdf icon to retrieve the report in pdf format. If you don't have Adobe, you can get it for free at www.adobe.com .