

# National Fire Incident Reporting System (NFIRS)

## Data Entry Tool Compatibility and Installation



### To install the NFIRS software:

Go to [WWW.NFIRS.FEMA.GOV](http://WWW.NFIRS.FEMA.GOV)

Click on User Section in the navigation bar.

Click on User Home in the blue box (upper left corner) to get to the User Login Page.

Log in with your NFIRS username and password.

Agree to the Federal System warning

Once the new page loads, in the blue box (upper left corner) click on Download Software.

Once the new page loads, click on the NFIRS 5.0 version 5.9.10 executable link. (Single File 24.1 MB)

Once the new page loads, Right Click on the Download Now link and choose Save Target As or Save Link As.

Save the executable to your desktop.

Once the download ends, double click on the executable icon and install the software utilizing all of the default settings.

**Windows XP** users should download and install the software using all of the default settings, performing a typical install. (NOTE: You must be logged into your PC as an Administrator to install NFIRS)

**Windows Vista** users should download and install the software using all of the default settings, performing a typical install, then follow the steps below to change the settings on the cache and logs folders. (NOTE: You must be logged into your PC as an Administrator to install NFIRS)

**Windows 7, 8, & 10** users should download and install the software using all of the default settings, performing a typical install. (NOTE: You must be logged into your PC as an Administrator to install NFIRS)

**When installing on Windows 7, Windows 8, Windows 10, and Windows Vista machines the current version of NFIRS also installs two folders as read only instead of full control, which prohibits the software from running. The following instructions will walk you through the steps to change these settings.**

### Changing the NFIRS Software Read Only Permissions to Full Control

Make all changes to the computer outlined above first, then:

Click on Start (Windows 7 and Windows 10) **OR** Right Click on the Start Screen and then click on the ALL APPS button (Windows 8)

Click on Computer (Windows 7 and Windows Vista) **OR** File Explorer (Windows 8 and Windows 10)

(Windows 10 only) Click on Public and then This PC

Double Click on your C Drive ( C: )

Double Click on Program Files(x86) for Windows 7, 8, or 10 **OR** Program Files For Windows Vista.

Right Click on NFIRSV5910 and select the properties option.

Click on the tab labeled Security.

Find the line that says "Users (Your Computer Name\Users)" under the "Group or user names" area and click on it to highlight it.

Click on edit button.

On this “permissions screen” find the line that says “Users (**Your Computer Name**\Users)” under the “Group or user names” area and click on it to highlight it. *(Please note though the step is similar to the one before, it is a different screen)*

On the permissions area make sure Full Control is checked under the allow column.

Click on apply and make sure the information is saved.

Click ok and exit the pop up screens. This takes you back to the main list of folders in the Program Files directory.

Close all of the open windows.

Start the NFIRS Software.

**Windows Vista, 7, and 10 users** should click on the Start Button and then All Programs or All Apps and then NFIRSV5910. Click on the DET Icon and start the software.

**Windows 8 users** should go to the Windows 8 “Start” screen and RIGHT CLICK on the start screen and select All Apps. Search for NFIRS in the list and click on the DET Icon to start the software.

You can also “Pin” the DET Icon to the Start Screen.

You should see a quick black flash and then the log in screen should appear. If the log in screen does not appear then you may need to perform some further steps.

### **Changing the Cache and Logs Folders**

Click on Start (Windows 7 and Windows 10) **OR** Right Click on the Start Screen and then click on the ALL APPS button (Windows 8)

Click on Computer (Windows 7 and Windows Vista) **OR** File Explorer (Windows 8 and Windows 10)

Double Click on your C Drive ( C: )

Double Click on Program Files(x86) for Windows 7, 8, or 10 **OR** Program Files For Windows Vista. Double Click on NFIRSV5910

Right click on the CACHE folder and select the properties option.

Click on the tab labeled Security.

Find the line that says “Users (**Your Computer Name**\Users)” under the “Group or user names” area and click on it to highlight it.

Click on edit button.

On this “permissions screen” find the line that says “Users (**Your Computer Name**\Users)” under the “Group or user names” area and click on it to highlight it. *(Please note though the step is similar to the one before, it is a different screen)*

On the permissions area make sure Full Control is checked under the allow column.

If it is not, Click on apply and make sure the information is saved.

Click ok and exit the pop up screens. This takes you back to the main list of folders in the NFIRSV5910 directory.

Right click on the LOGS folder and select the properties option.

Click on the tab labeled Security.

Find the line that says “Users (**Your Computer Name**\Users)” under the “Group or user names” area and click on it to highlight it.

Click on edit button.

On this “permissions screen” find the line that says “Users (**Your Computer Name**\Users)” under the “Group or user names” area and click on it to highlight it. *(Please note though the step is similar to the one before, it is a different screen)*

On the permissions area make sure Full Control is checked under the allow column.

If it is not, Click on apply and make sure the information is saved.

Click ok and exit the pop up screens. This takes you back to the main list of folders in the NFIRSV5910 directory.

Close all of the open windows.

Start the NFIRS Software.

**Windows Vista, 7, and 10 users** should click on the Start Button and then All Programs or All Apps and then NFIRSV5910. Click on the DET Icon and start the software.

**Windows 8 users** should go to the Windows 8 “Start” screen and RIGHT CLICK on the start screen and select All Apps. Search for NFIRS in the list and click on the DET Icon to start the software. You can also “Pin” the DET Icon to the Start Screen.

You should see a quick black flash and then the log in screen should appear. If the log in screen does not appear then one of the permissions you changed did not take effect. Go through the steps again ensuring that all of the proper permissions have been saved. If you have double-checked all of the permission settings on the folders and the software will still not start you can make one last change to your computer:

**Windows 7, 8, & 10 users** should download and install the software using all of the default settings, (NOTE: You must be logged into your PC as an Administrator to install NFIRS) performing a typical install then follow these steps as the NFIRS software will not run in the standard configuration of Windows 7, Windows 8, or Windows 10. To change these settings:

#### **Windows 7**

Click on your Start Button  
Click on computer control panel  
Click on system & security  
Click on system  
Click advanced systems settings  
Click system performance OR performance settings  
Click "adjust for best performance"  
Click apply  
Close the control panel

#### **Windows 8 or Windows 10**

Click on your Start Button  
Click on all apps  
Or Move your mouse cursor to the upper or lower right corner of the screen to see the Charms Bar, Click on **Settings** charm  
Click on control panel  
Click on system & security  
Click on system  
Click advanced systems settings  
Click system performance OR performance settings  
Click "adjust for best performance"  
Click apply  
Close the control panel

NOTE: This will set your computer to run at best performance for ALL programs being used. If you are a "power user" and run multiple programs at the same time on a laptop while on battery power you will most likely see a drop in battery time.

**Windows Vista, 7 & 10 users** should click on the Start Button and then All Programs and then NFIRSV5910. Click on the DET Icon and start the software. Windows 7 & 10 users can also RIGHT CLICK on the NFIRSV5910 Data Entry Tool icon and choose PIN to Start to create a short cut to the application.

**Windows 8 users** should go to the Windows 8 “Start” screen and RIGHT CLICK on the start screen and select All Apps. Search for NFIRS in the list and click on the DET Icon to start the software. You can also “Pin” the DET Icon to the Start Screen.

You should see a quick black flash and then the log in screen should appear. If it does not, then for further assistance you can contact the NFIRS Support Center between the hours of 8:00 AM Eastern and 4:30 PM Eastern, Monday through Friday at 888-382-3827 or [fema-nfirshelp@fema.dhs.gov](mailto:fema-nfirshelp@fema.dhs.gov)