



U.S. Fire Administration
Working for a fire-safe America

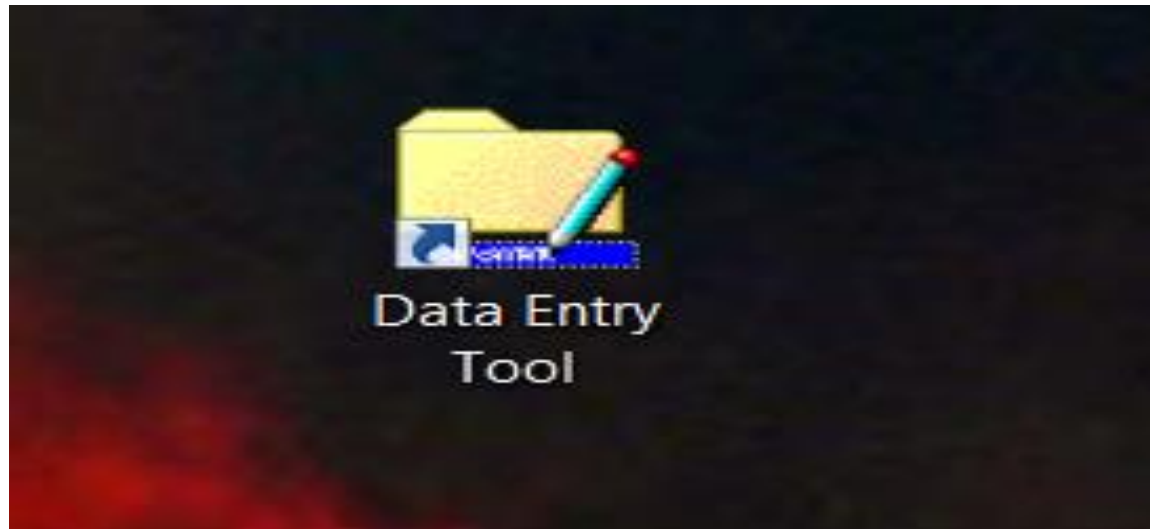
National Fire Incident Reporting Systems (NFIRS) Invalid Incidents

An ***Invalid Incident*** is one that cannot be released to the national database for inclusion in national and state statistics. An incident is invalid because it has not met the NFIRS validation rules (i.e. missing required fields or required modules, incorrect codes, or inconsistent dates/times).

- There are several ways to find invalid incidents. A search can be preformed within either the ***Data Entry Tool (DET)*** or the ***Data Entry Interface Browser (DEBI)***, or you may utilize the ***Incident Listing report within the Summary Output Reports Tool (SORT)*** reports. In each option, after selecting a date range, the Validity field is selected as ***Invalid***.

Invalid Reports using DET

1. Open the Data Entry Tool (DET)



2. Login in using your *NFIRS username and password* and clicking **OK** to the Federal System Warning.

The image shows a screenshot of the NFIRS login process. In the background, there is a window titled "NFIRS Data Entry/Validation Tool" with the text "National Fire Incident Reporting System" and "Version 5.0.12". In the foreground, there is a window titled "NFIRS Login - (On-Line)". This window contains a login form with the following fields:

- User Name:
- User State:
- Password:

Below the form are "OK" and "Cancel" buttons. To the right of the form is a section titled "Attention FEMA PI" with the following text:

You must employ FEMA single sign-on to access NFIRS accounts that are associated with your enterprise ID. If you hold a FEMA-issued PIV Card then do not fill out the section to the left. Instead, please sign in using the button below

At the bottom of the login window is a status bar that says "Please Enter Your User Information".

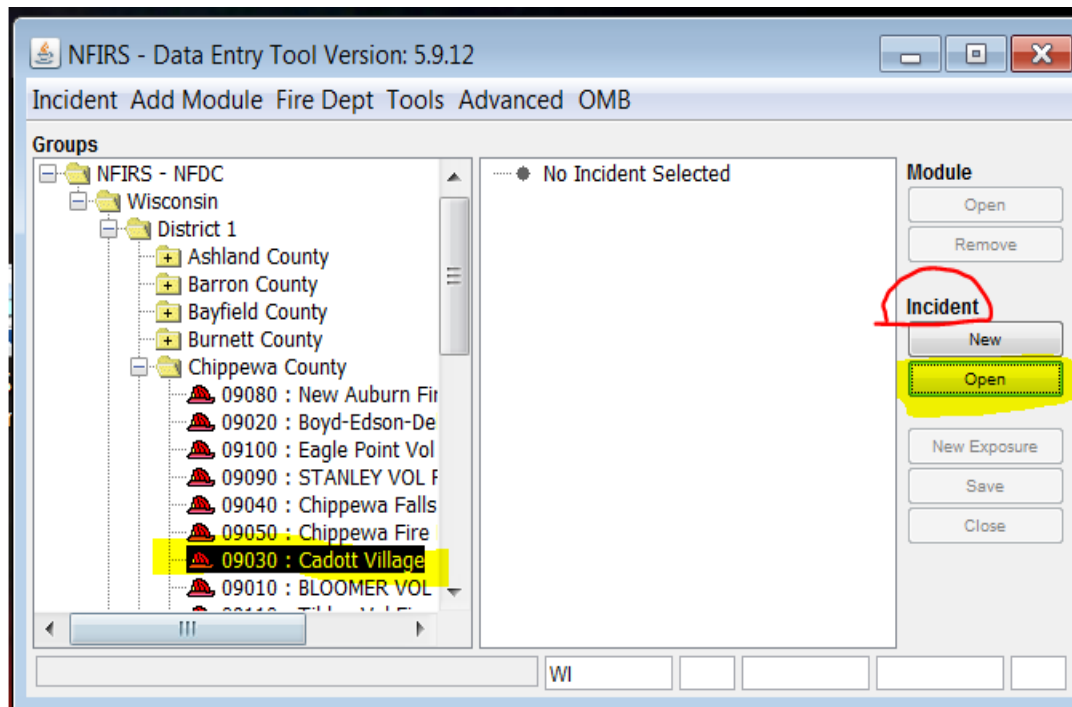
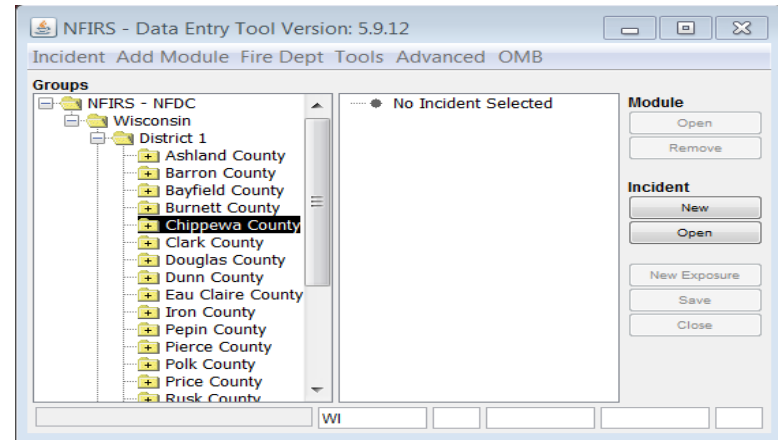
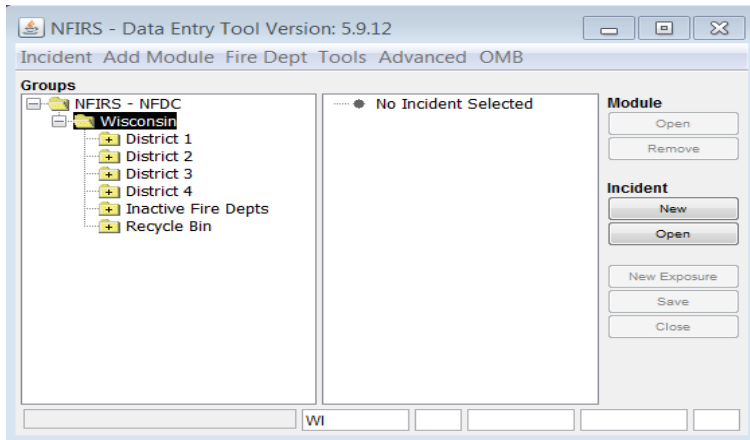
Overlaid on the login window is a "Federal System Warning" dialog box. It features a yellow warning icon and the following text:

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use or access of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following:

You have no reasonable expectation of privacy when you use this information system; this includes any communications or data transiting, stored on, originated from or directed to this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting, stored on, originated from or directed to or from this information system. The government may disclose or use any communications or data transiting, stored on, originated from or directed to or from this information system for any lawful government purpose. You are NOT authorized to process classified information on this information system.

At the bottom of the warning dialog box is an "OK" button.

3. Select your *FDID* and then clicking on *Open* under Incident.



4. Change the Validity to ***Invalid*** and selecting the ***Date Range*** that you looking to review. Click ***Search***.

Incident Search : Cadott Village

FDID	State	Date	Incident #	Exp	Status	Street or ...	City
------	-------	------	------------	-----	--------	---------------	------

Key Search Criteria FDID Lookup

Incident Number Exposure Number Validity **Invalid** Incident Type

FD State Incident From Date **01/01/2017** Incident To Date **10/31/2017** Property Use

Address Search Criteria

Address Type Census Tract

Number/Mile St. Prefix Street or Highway Street Type St. Suffix

Apt. or Suite City State Zip

Search Open Cancel

***NOTE....** Remember when working with date ranges, you can select up to the current date but cannot go into the future.

5. The results returned will be all ***Invalid Incidents*** for the date range specified.



Incident Search : Cadott Village

FDID	State	Date	Incident #	Exp	Status	Street or ...	City
09030	WI	03/28/2017	2017007	0	I	250th	Cadott
09030	WI	05/07/2017	2017018	0	I	250th Street	Cadott
09030	WI	05/19/2017	2017023	0	I	Main	Cadott
09030	WI	06/10/2017	2017027	0	I	C.T.H. S	Cadott
09030	WI	07/10/2017	2017035	0	I	30th	Cadott

Key Search Criteria FDID Lookup

Incident Number: Exposure Number: Validity: **Invalid** Incident Type:

FD State: Incident From Date: Incident To Date: Property Use:

Address Search Criteria

Address Type: Census Tract:

Number/Mile: St. Prefix: Street or Highway: Street Type: St. Suffix:

Apt. or Suite: City: State: Zip:

Incidents Matching Criteria :5

6. To discover the reasons an incident is invalid, **Highlight** the incident, click **Open** and then a new window will open choose **Save**.

The image shows two windows from the NFIRS software. The top window, titled "Incident Search : Cadott Village", displays a table of search results. The bottom window, titled "NFIRS - Data Entry Tool Version: 5.9.12", shows a tree view of incident groups and a right-hand panel with various buttons. The "Save" button in the right-hand panel is highlighted in yellow.

FDID	State	Date	Incident #	Exp	Status	Street or ...	City
09030	WI	03/28/2017	2017007	0	I	250th	Cadott
09030	WI	05/07/2017	2017018	0	I	250th Street	Cadott
09030	WI	05/19/2017	2017023	0	I	Main	Cadott
09030	WI	06/10/2017	2017027	0	I	C.T.H. S	Cadott
09030	WI	07/10/2017	2017035	0	I	30th	Cadott

Key Search Criteria
Incident Number: Exposure Number: Validity: Invalid
FD State: WI Incident From Date: 01/01/2017 Incident To Date: 10/31/2017

Address Search Criteria
Address Type:
Number/Mile: St. Prefix: Street or Highway:
Apt. or Suite: City:

Search

Incidents Matching Criteria :5

Groups
NFIRS - NFDC
Wisconsin
District 1
Ashland County
Barron County
Bayfield County
Burnett County
Chippewa County
09080 : New Auburn Fire
09020 : Boyd-Edson-De
09100 : Eagle Point Vol
09090 : STANLEY VOL F
09040 : Chippewa Falls
09050 : Chippewa Fire
09030 : Cadott Village
09010 : BLOOMER VOL

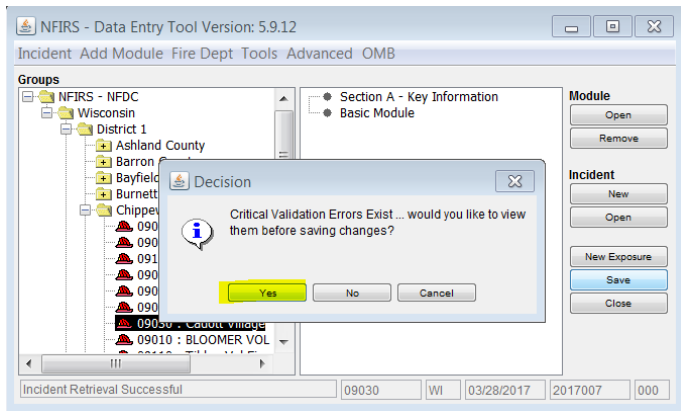
Section A - Key Information
Basic Module

Module
Open
Remove

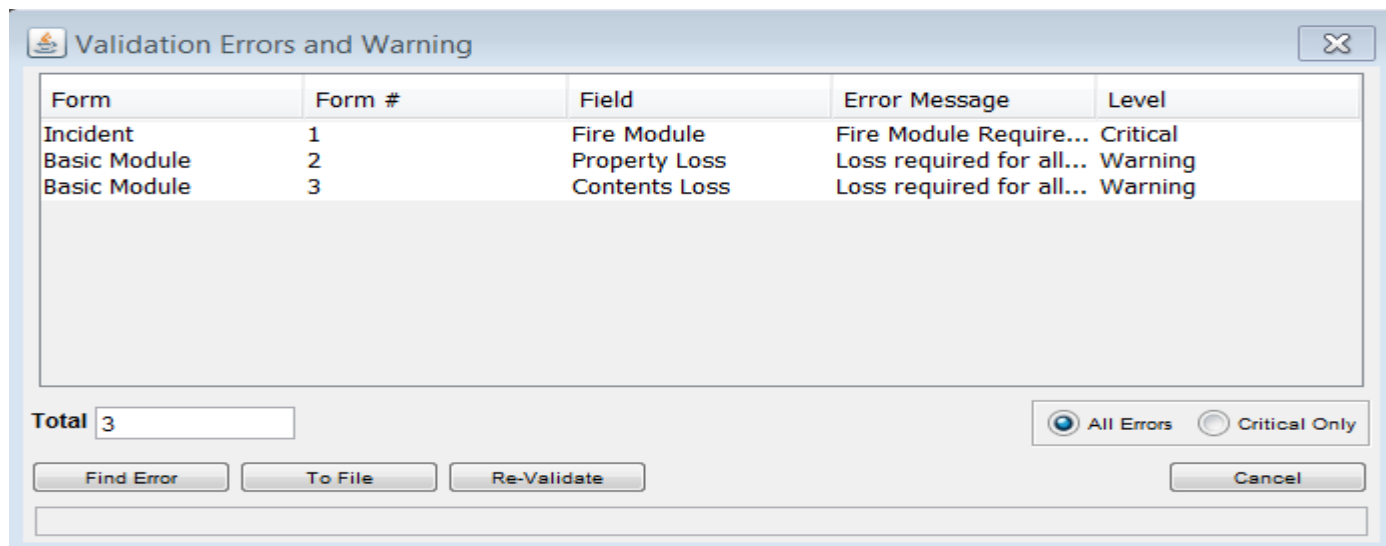
Incident
New
Open
New Exposure
Save
Close

Incident Retrieval Successful | 09030 | WI | 03/28/2017 | 2017007 | 000

The system will automatically display an error message allowing you to choose **“YES”** to view the errors. The next screen will display the Validation Errors and Warnings. Critical Errors must be fixed for the incident to be valid. Warnings are just to bring a missing data field to your attention that provides better information but does not result in a invalid incident.



***Note.. Please keep in mind that in the State of Wisconsin, Dollar Loss and Narratives are statutorily required fields. Unfortunately, only dollar loss will produce a warning as the Remarks section (narrative) is not currently a required field at the national level.**



Invalid Reports using DEBI

1. <https://www.nfirs.fema.gov/NFIRSWebTools/welcome.do> and click on **Report Incidents (DEBI)**

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
U.S. FIRE ADMINISTRATION

NFIRS Home | Latest News | USFA | Site Index | Contact | Logout

National Fire Incident Reporting System

System Information | Documentation | Training | Support Center | **Web-based Tools** | User Section | Vendor Section

Web-based Tools

- Report Incidents (DEBI)**
- Summary Output Reports Tool
- Bulk Import Utility (BIU)
- Bulk Export Utility (BEU)
- System Admin Tools
- User Services
- Data Warehouse Access Admin Tool

USFA : NFIRS : [Web-based Tools](#) : **NFIRS 5.0 Web-based Tools**

NFIRS 5.0 Web-based Tools

Welcome to the USFA NFIRS 5.0 Web-based Tools section. General Information about the new web-based tools is provided below.

NFIRS 5.0 Web-based Tools

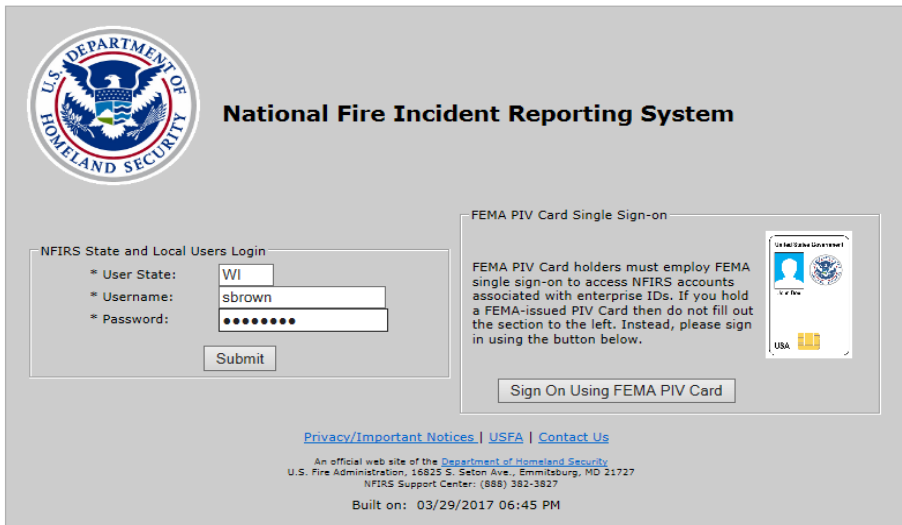
Web-based tools which provide reporting and data transmission capabilities through the use of standard Internet technology are now being offered to State Program Managers participating in the USFA NFIRS 5.0. Following the test period of each tool, a phased approach for its release and implementation allows State Program Managers to review system requirements and plan their state's user participation. If State Program Managers choose to do so, they may assign to selected users in their state the necessary permission for one or more of the new web-based tools. The user must have an activated NFIRS 5.0 User account with necessary permissions assigned for the tool use or action. Using the web-based NFIRS 5.0 Tools requires Internet connectivity, a browser version and PC that meets necessary system requirements as outlined for each tool on its information page.

Build Date: 01/20/2017 11:45 AM

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An official web site of the Department of Homeland Security
U.S. Fire Administration, 16825 S. Seton Ave., Emmitsburg, MD 21727
NFIRS Support Center: (888) 382-3827

2. Login to using your ***NFIRS username and password*** and clicking ***OK*** to the U.S. Government warning.




The image shows the login page for the National Fire Incident Reporting System (NFIRS). It features the U.S. Department of Homeland Security logo in the top left. The main heading is "National Fire Incident Reporting System". There are two login options: "NFIRS State and Local Users Login" and "FEMA PIV Card Single Sign-on".

NFIRS State and Local Users Login

- * User State:
- * Username:
- * Password:

FEMA PIV Card Single Sign-on

FEMA PIV Card holders must employ FEMA single sign-on to access NFIRS accounts associated with enterprise IDs. If you hold a FEMA-issued PIV Card then do not fill out the section to the left. Instead, please sign in using the button below.



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NFIRS Support Center: (888) 382-3827
Built on: 03/29/2017 06:45 PM



You are about to access a U.S. Government information system. Access to this system is restricted to authorized users only. Anyone who accesses this system without authorization or exceeds authorized access could be subjected to a fine or imprisonment, or both, under Public Law 98-473. By accessing the system you consent to having your activities and or access recorded by system software and periodically monitored. If this record reveals suspected unauthorized use or criminal activity, the evidence may be provided to supervisory personnel and law enforcement officials.

DO NOT PROCESS CLASSIFIED INFORMATION ON THIS SYSTEM

2. Invalids can be found by clicking on *Incident Search* from the *Menu Bar* (green ribbon) above the grayed *Incident Information* box.

Department of Homeland Security
Federal Emergency Management Agency
U.S. Fire Administration

OMB no: 1660-0069 Expiration Date: 03/31/2015 [Logout](#)

National Fire Incident Reporting System

[Home](#) [Incident Search](#) [New Incident](#) [Open Fire Department](#) [Change Password](#) State: WI Fire Department: Wisconsin Username: SBROWN

Incident Information
No incident selected

Reminder: Your session lasts for thirty (30) minutes unattended. Save your incident to reset this timer.

- 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. When saving within a module, the application displays the date and time of the current save.
- All input fields marked with an asterisk (*) are required.
- **i** 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.

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3. Next choose your Fire Dept. under the **FDID**, change the Validity to **Invalid**, and select the **date range** that you want to review. The results returned will be all **invalid incidents** for the date range specified. Click on **Search** at the bottom right of the Incident Search window.

Department of Homeland Security
Federal Emergency Management Agency
U.S. Fire Administration

QMR no.: 1660-0068 Expiration Date: 03/31/2015 Logout

National Fire Incident Reporting System

Home Incident Search New Incident Open Fire Department Change Password State: WI Fire Department: Wisconsin Username: SBROWN

Incident Information
No incident selected

Reminder: Your session lasts for thirty (30) minutes unattended. Save your incident to reset this timer.

Incident Search

Key Search Criteria

FDID: D9030 - Cadott Village Incident Number:

Exposure Number: Validity: Invalid

Incident Type:

FD State: WI Incident From Date: 01/01/2017 Incident To Date: 10/31/2017

Property Use:

Address Search Criteria

Address Type: Census Tract:

Number/ Mile: Street Prefix: Street or Highway:

Street Type: Street Suffix: Apt. or Suite:

City: State:

Zip:

Clear Search

Privacy/Important Notices | USFA | Contact Us
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***NOTE...**Remember when working with date ranges, you can select up to the current date but not go into the future.

4. To discover the reasons an incident is invalid, you will first have to **Open** the incident .

Department of Homeland Security
Federal Emergency Management Agency
U.S. Fire Administration

OMB no: 1660-0069 Expiration Date: 03/31/2015 [Logout](#)

National Fire Incident Reporting System

[Home](#) [Incident Search](#) [New Incident](#) [Open Fire Department](#) [Change Password](#) State: WI Fire Department: Wisconsin Username: SBROWN

Incident Information
No incident selected

Reminder: Your session lasts for thirty (30) minutes unattended. Save your incident to reset this timer.

Incident Search

Search Results: 5 incidents found. [Modify search criteria](#)

[Delete Selected](#)

Open Incident	FDID	State	Date	Incident Number	Exposure	Validity	Street or Highway	City	Select
Open	09030	WI	03/28/2017	2017007	0	I	250th	Cadott	<input type="checkbox"/>
Open	09030	WI	05/07/2017	2017018	0	I	250th Street	Cadott	<input type="checkbox"/>
Open	09030	WI	05/19/2017	2017023	0	I	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	06/10/2017	2017027	0	I	C.T.H. S	Cadott	<input type="checkbox"/>
Open	09030	WI	07/10/2017	2017035	0	I	30th	Cadott	<input type="checkbox"/>

[Modify search criteria](#) [Delete Selected](#)

5. DEBI provides an error list, upon clicking on “***View the error list***” from the left-hand menu following the Red Exclamation Point.

***NOTE...Critical Errors** must be fixed for the incidents to be valid. **Warnings** are just to bring a missing data field to your attention that provides better information but does not result in an invalid incident.

The window which opens will display the Validation Errors and Warning.

[Critical errors only Export to carat-separated value file](#)

State: WI, FDID: 09030, Incident Date: 03/28/2017, Incident Number: 2017007, Exposure: 0			
Module	Attribute	Error	Severity
Incident	Fire Module	Fire Module Required (given Incident Type)	Critical
Basic Module	Property Loss	Loss required for all fires. If no loss, enter zero. If the loss cannot be estimated, leave it blank	Warning
Basic Module	Contents Loss	Loss required for all fires. If no loss, enter zero. If the loss cannot be estimated, leave it blank	Warning

***Note.. Please keep in mind that in the State of Wisconsin, Dollar Loss and Narratives are statutorily required fields. Unfortunately, only dollar loss will produce a warning as the Remarks section (narrative) is not currently a required field at the national level.**

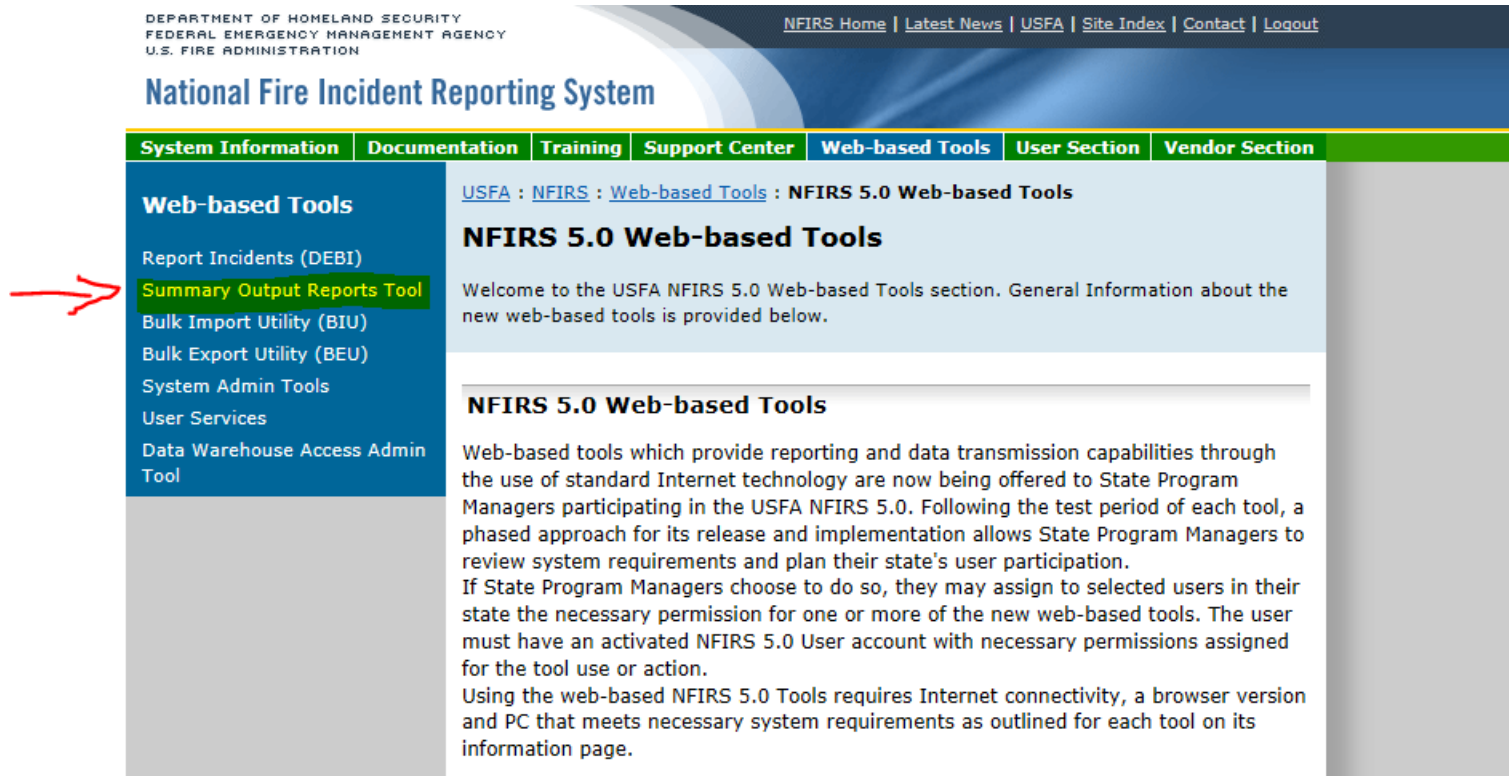
Invalid Reports using Summary Output Reports Tool (SORT)

- Vendor Software users: Once the Bulk Import Utility, (BIU) is completed and your incidents have been accepted into the database a list of invalid incidents can be found by running the ***Incident Listing*** report from the ***Summary Output Reports Tool (SORT)*** and looking for the ***Validity*** status of “I”.

1. Start by

<https://www.nfirs.fema.gov/NFIRSWebTools/welcome.do>

and click on **Summary Output Reports Tool**



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USFA : NFIRS : [Web-based Tools](#) : NFIRS 5.0 Web-based Tools

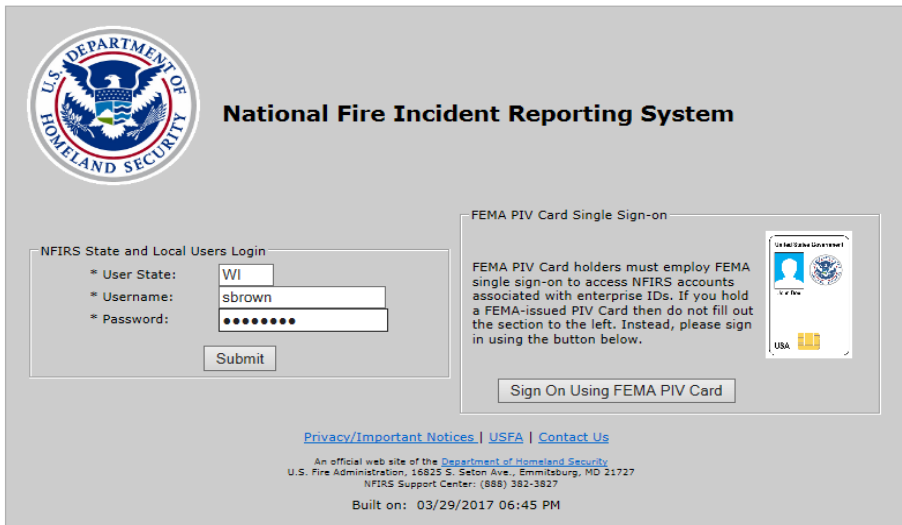
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2. Login to using your ***NFIRS username and password*** and clicking ***OK*** to the U.S. Government warning.



The image shows the login page for the National Fire Incident Reporting System (NFIRS). It features the U.S. Department of Homeland Security logo in the top left. The main heading is "National Fire Incident Reporting System". There are two login options: "NFIRS State and Local Users Login" and "FEMA PIV Card Single Sign-on". The first option has fields for "User State" (WI), "Username" (sbrown), and "Password" (masked with dots), with a "Submit" button. The second option includes a "Sign On Using FEMA PIV Card" button and a small image of a PIV card. At the bottom, there are links for "Privacy/Important Notices", "USFA", and "Contact Us", along with contact information for the U.S. Fire Administration and NFIRS Support Center. The page was built on 03/29/2017 at 06:45 PM.



You are about to access a U.S. Government information system. Access to this system is restricted to authorized users only. Anyone who accesses this system without authorization or exceeds authorized access could be subjected to a fine or imprisonment, or both, under Public Law 98-473. By accessing the system you consent to having your activities and or access recorded by system software and periodically monitored. If this record reveals suspected unauthorized use or criminal activity, the evidence may be provided to supervisory personnel and law enforcement officials.

DO NOT PROCESS CLASSIFIED INFORMATION ON THIS SYSTEM

OK

3. Next Choose the report titled *Incident Listing* from the List of *Available Report Types*

Department of Homeland Security
Federal Emergency Management Agency
U.S. Fire Administration

National Fire Incident Reporting System

Reporting Menu
[Available Reports](#)
[Completed Reports](#)
[Requested Reports](#)
[My Recent Reports](#)

Available Report Types

In order to view sample reports in PDF form you must first

Available Reports

Report Name
Civilian Casualties
Data Inventory By FDID
Data Quality
Detailed Selected Statistics
FDID Incident Type Summary
Fire Department Information
Fire Report by FDID
Fire Service Casualties
Fires Under Investigation
Incident Counts
Incident Listing
Incidents By Time Series
Monthly Incident Counts

4. Fill in the **Date** parameters, change **Incident Status** and **Release Status** to **All**. Then use the drop down boxes to find your **Fire Department** and Click on **Generate Report**

Department of Homeland Security
Federal Emergency Management Agency
U.S. Fire Administration

OMB no.: 1660-0069 Expiration Date: 07/31/2012 Logout

National Fire Incident Reporting System

State: WI Fire Department: Wisconsin Username: SBROWN

Reporting Menu

- [Available Reports](#)
- [Completed Reports](#)
- [Requested Reports](#)
- [My Recent Reports](#)

Incident Listing

Parameters

From Date: 01/01/2017 To Date: 11/01/2017

Incident Status: All Version: All

Release Status: All Sort By: Fire Dept ID

(+) Ad hoc Filters

FDID Selection

Selected state : WI

Include Deactivated Fire Depts

- Chippewa County
- 09080 : New Auburn Fire Dept
- 09020 : Boyd-Edson-Delmar Vol Fire Dep
- 09100 : Eagle Point Vol Fire Dept
- 09090 : STANLEY VOL FIRE DEPT
- 09040 : Chippewa Falls Fire & Emerg S
- 09050 : Chippewa Fire District
- 09030 : Cadott Village
- 09010 : BLOOMER VOL FIRE DEPT
- 09110 : Tilden Vol Fire Dept
- 09060 : Cornell Area Fire Dept
- 09070 : Anson Vol Fire Dept
- Clark County

Generate Report

5. You will be able to access the report through **My Recent Reports** and/or

Department of Homeland Security
Federal Emergency Management Agency
U.S. Fire Administration

OMB no: 1660-0069 Expiration Date: 07/31/2012 Logout

National Fire Incident Reporting System

State: WI Fire Department: Wisconsin Username: SBROWN

Reporting Menu
[Available Reports](#)
[Completed Reports](#)
[Requested Reports](#)
[My Recent Reports](#)

Requested Reports

Active Requests

Displaying results 1-25 of 40 found
RESULTS: 1-25 [26-40](#) [Next >](#)

Report Name	Submitted	Status	Owner	Actions
-------------	-----------	--------	-------	---------

an **email** will be sent to let you know when the report is available, generally within 20 minutes unless it is for an extra large date range and data.

NFIRS: Report Complete

oracle@d2dzfiua01.fema.net

Sent: Wed 11/8/2017 11:47 AM

To: Brown, Sarah - DSPS

The Incident Listing report you requested on 11/08/2017 at 05:46 PM has completed. The report is now available at the NFIRS website at <https://www.nfirs.fema.gov/NFIRSReportsSI/reporting/downloadReport.action?reportId=442309&reportName=Incident+Listing&format=PDF>

6. Most NFIRS reports are now available in multiple formats: Word, Excel, PDF and html. Just click on which Format you would like to view.

National Fire Incident Reporting System

State: WI Fire Department: Wisconsin Username: SBROWN







Reporting Menu
[Available Reports](#)
[Completed Reports](#)
[Requested Reports](#)
[My Recent Reports](#)

- Recent Reports

To view reports in the PDF format you must first have a PDF viewer installed. Such a viewer is available from [Adobe](#). To view reports in the Excel XLS format you must have an Excel viewer installed. Such a viewer is available from [Microsoft](#). To view reports in the Word DOCX format you must first have a Word viewer installed. Such a viewer is also available from [Microsoft](#).

Recent - Documents

Displaying results 1-25 of 84 found
RESULTS: [1-25](#) [26-50](#) [51-75](#) [76-84](#) [Next »](#)

Generated Report	Time Submitted	Time Completed	Status	Actions	Report Format
Incident Listing	11/08/2017 at 05:46 PM	11/08/2017 at 05:46 PM	Completed	 	   

NFIRS Incident Listing

Created by: Sarah Brown (WI)

Report Parameters:

Report Period: From 01/01/2017 to 11/01/2017

State: WI

Version: All

Status: All

Released: All

Sort by: Fire Dept ID

Report Filters:

NOTE: Report Filter Groups are applied to the report SQL as "AND" conditions (i.e. Group 1 AND Group2 and Group 3 etc...)

Report FDIDs: 09030

NFIRS Incident Listing

Report Period: From 01/01/2017 to 11/01/2017

FDID	State	Incident Date	Incident #	Exp	Ver	Status	Rel	Station	Aid	Type	Last Updated	L
09030	WI	01/02/2017	2017001	0	5.0	V	U		N	324	03/27/2017	
09030	WI	02/17/2017	2017002	0	5.0	V	U		N	311	03/27/2017	
09030	WI	02/21/2017	2017003	0	5.0	V	U		N	311	04/21/2017	
09030	WI	03/11/2017	2017005	0	5.0	V	U		3	142	04/21/2017	
09030	WI	03/28/2017	2017007	0	5.0	I	U		N	131	11/06/2017	
09030	WI	03/28/2017	2017009	0	5.0	V	U		N	424	04/21/2017	
09030	WI	04/04/2017	2017012	0	5.0	V	U		N	311	06/01/2017	
09030	WI	04/14/2017	2017014	0	5.0	V	U		N	611	06/01/2017	
09030	WI	04/16/2017	2017016	0	5.0	V	U		3	611	06/01/2017	
09030	WI	05/07/2017	2017018	0	5.0	I	U		N	142	06/01/2017	
09030	WI	05/15/2017	2017021	0	5.0	V	U		3	111	07/11/2017	
09030	WI	05/19/2017	2017023	0	5.0	I	U		N	311	07/11/2017	
09030	WI	06/06/2017	2017025	0	5.0	V	U		N	445	07/11/2017	
09030	WI	06/10/2017	2017027	0	5.0	I	U		N	100	07/11/2017	
09030	WI	06/20/2017	2017029	0	5.0	V	U		N	311	07/11/2017	
09030	WI	06/27/2017	2017031	0	5.0	V	U		N	322	07/11/2017	
09030	WI	07/06/2017	2017033	0	5.0	V	U		N	311	08/21/2017	
09030	WI	07/10/2017	2017035	0	5.0	I	U		N	138	08/21/2017	
09030	WI	07/14/2017	2017037	0	5.0	V	U		N	553	08/21/2017	
09030	WI	07/15/2017	2017039	0	5.0	V	U		N	311	08/21/2017	
09030	WI	09/19/2017	000test	0	5.0	V	U		N	114	10/24/2017	

Total Incidents Retrieved: 21

- You can now compare the report to your incident listing within the software your department utilizes for reporting. All ***Invalid incidents*** are incidents that currently contain an error and need to be corrected. ***Corrections should*** be made within your software and then create a ***new export file*** that covers the date range of your updated incidents. When completing the import process from the NFIRS website, make sure to check both check boxes, ***Overwrite and Accept Invalids***, above the ***Browse*** area.

Congratulations!!!

You have now completed ***National Fire Reporting Systems (NFIRS)***

Invalid Incidents

If you have any questions please contact me at Sarah2.Brown@Wisconsin.gov or call me at 715-634-4013.