

# Standard Operating Procedure:

## Reporting No Activity Months



Overview: Months without runs can (and should) be accounted for in NFIRS. A No Activity Report is a very short, one page report to complete. Use the following directions for the web-based reporting system.

1. Log into the web-based system and choose New Incident.
2. Check "No Activity" box first.
3. Enter the Incident Date as the last day of the month without activity. Example, for no calls in February, use the last date in February.
4. Enter the Incident Number as 0 which will default to "000000" upon saving.
5. Leave Exposure as "000" by default and the default FDID unless the user is reporting for more than one FDID.
  - a. In which case, choose the appropriate FDID from the drop down list.
6. Click Save.
7. Critical errors on the left should disappear. If there are critical errors, the No Activity box is likely unchecked. Delete the incident and start over. A Basic module, once added, cannot be deleted.

The screenshot shows the web-based reporting system interface. At the top, there is a navigation bar with links: Home, Incident Search, New Incident (highlighted with a red box), Open Fire Department, and Change Password. Below the navigation bar, there is a sidebar on the left with "Incident Information" showing State: KS, FDID: 0, Incident Date: 03/16/2016, Incident Number, and Exposure: 0. A warning message states: "Critical errors exist for this incident. View the error list for more details." The main content area is titled "Section A - Key Information" and contains a form with the following fields: "No Activity" (checked, highlighted with a red box), "Incident Date:" (02/28/2016), "Incident Number:" (0), "Exposure:" (000), "FDID:" (empty), "FD State:" (KS), and "Station:" (empty). At the bottom right, there is a "Save" button. A reminder message at the top of the form area states: "Reminder: Your session lasts for thirty (30) minutes unattended. Save your incident to re".