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.