Step-by-Step Instructions for Creating a New User and Setting NFIRS Access Permissions Using the Data Entry Tool

Reference: NFIRS System Administration Tool Manual, Section 3.2.3

Access to the Data Entry Tool (DET) is set up using the System Administration Tool. An individual is assigned a user name, password, and State code. The individual is also assigned to a user group and given permissions for use of the DET. The DET Configuration Tool must be set to on-line access mode in order to create groups and users. The steps to creating a new user and setting up NFIRS access permissions are:

Step #	Description	Instructions
1	Open the System Administration Tool. Select "System Admin Tool" from the Start menu. **OR** Select "Tools" from the Data Entry Tool menu bar.	Click on "Start" on the Windows taskbar. Select "Programs" from the Start menu. Select "NFIRSv5" from the Programs menu. Select "System Admin Tool" from the NFIRSv5 menu.
2	Select the group in the NFIRS hierarchical structure into which the individual will be placed. ▪ A group is the level in which the user will be accessing data – State, county, or fire department. ▪ A user can access data from the assigned level and below.	Double-click on your State folder in the hierarchical structure. Double-click on the appropriate Department folder. **OR** Click on an individual Station firefighter's helmet.
Create a New User		
3	Click on the Users button in the upper right corner of the System Admin Screen. ▪ The User Maintenance screen for the selected group is displayed. ▪ The yellow fields are not active and data cannot be entered into them. ▪ The Status field inside the User Detail area of the screen is inactive and is grayed out.	Click on the Users button.
4	Click on the New button in the lower left area of the User Maintenance screen. ▪ The yellow fields are active and data can now be entered into them. ▪ The Status field inside the User Detail area of the screen is active. ▪ The group ID of the selected group is displayed in the Group ID field inside the User Detail area of the screen.	Click on the New button.
5	Complete all of the required fields in the	Enter data about the new user in the required fields in

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	User Detail area and enter data into the non-required Middle Initial field if appropriate. ▪ Required fields are in yellow boxes. **NOTE:** You do NOT need to enter a password for the user when creating a new user in the system. By default, the password for the new user is the same as the user name. The user is prompted to change the password after a successful login.	the User Detail area of the screen.
6	Click on the Save button to create the new user. ▪ The new user's name is displayed in the User List area of the screen.	Click on the Save button.
7	Add additional users as necessary by repeating steps 3-6 until all new users have been added.	Go to step 8.
Set the User's Access Permissions		
8	Click on the user's name for whom you would like to set permissions.	Click on a user's name.
9	Click on the Set Permissions button located in the lower right corner of the User Detail area of the screen. ▪ The User Permissions screen is displayed. ▪ The default permissions for users are automatically selected for you. The default permissions are: - Startup - Read Incident/FD - Write Incident/FD - Delete Incident/FD - Version Updates - File Transfer - User Validation - Web Page Area	Click on the Set Permissions button.

Step #	Description	Instructions

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<td>Determine which permissions the user needs in order to perform his/her job.

Click on the checkbox to the left of a listed Services Permission in order to select it.
Click on the checkbox to the left of a listed Services Permission that has been selected in order to deselect it.

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<td>Click on the appropriate Services Permissions checkboxes for the selected user.</td>
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<td colspan="2">The following permissions can be set:

<u>Data Entry Permissions</u>

Read Incident/FD: Provides the user the ability to query incidents and fire department information from the NFIRS Database.
Write Incident/FD: Provides the user the ability to enter or update incidents and fire department information into the NFIRS Database.
Delete Incident/FD: Provides the user the ability to delete incidents and fire department information from the NFIRS Database.

<u>System Administration Permissions</u>

System Administration: Provides the user the ability to use the NFIRS 5.0 System Admin Tool.
Program Administration: Provides the user the ability to use the NFIRS 5.0 Program Admin Tool.
Release Incidents: Provides the State the mechanism to release incidents for national trending by the USFA.
Bulk Import: Provides the user the ability to login to the Bulk Import Utility Web page area and place files on the Bulk Import Utility server for processing without using the USFA Client Tool software.

<u>Operational Permissions</u>

Startup: Provides the user the ability to connect to the National Fire Incident Reporting System Database only.
Version Updates: Provides the user the ability to download NFIRS updates from within the NFIRS Data Entry/Validation Tool using the TOOLS menu.
File Transfer: Provides the user the ability to transfer incidents from a flat file to the NFIRS Database.
User Validation: Provides the user the ability to revalidate user information and change passwords after 89 days when prompted.
Web Page Area: Provides the user the ability to login to the NFIRS 5.0 Web page, http://nfirs.fema.gov.
Log Retrieval: Provides the user the ability to view the events, exceptions, and stats log files. These files can provide important information for troubleshooting.

<u>Report Permissions</u>

Report Submit: Provides the user the ability to use the Reporting Tool (on-line only).
Report Fetch: Provides the user the ability to retrieve reports generated from within the Reporting Tool (on-line only).
Report Templates: Provides the user the ability to create and save templates for reporting similar incidents within the group or department.
Report Generate: Provides the user the ability to generate and save reports from within the Reporting Tool.

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11	Click on the OK button located in the lower right corner of the User Permission window. ▪ The User Permissions screen is no longer displayed.	Click on the OK button.
12	Click on the Save button located near the center at the bottom of the User Maintenance window.	Click on the Save button.
13	Repeat steps 8-12 as necessary to set permissions for all users.	Go to step 14.
Exit the System Administration Tool		
14	Click on the Close button located in the lower right corner of the User Maintenance screen. ▪ The System Administration Tool screen is redisplayed.	Click on the Close button.
15	Click on the X icon in the upper right corner of the System Administration Tool screen. ▪ The Decision pop-up window is displayed on top of the System Administration Tool screen. ▪ The Question: "Exit NFIRS System Admin Tool?" is displayed on the screen.	Click on the X icon.
16	Click on the Yes button. ▪ The Decision pop-up window disappears. ▪ The System Administration Tool screen disappears. ▪ You are logged out of the System Administration Tool.	Click on the Yes button.
NOTE: The user can now access the DET using his/her user name, State, and password. By default, the password is the same as the user name. The user is prompted to change the password after a successful login.		