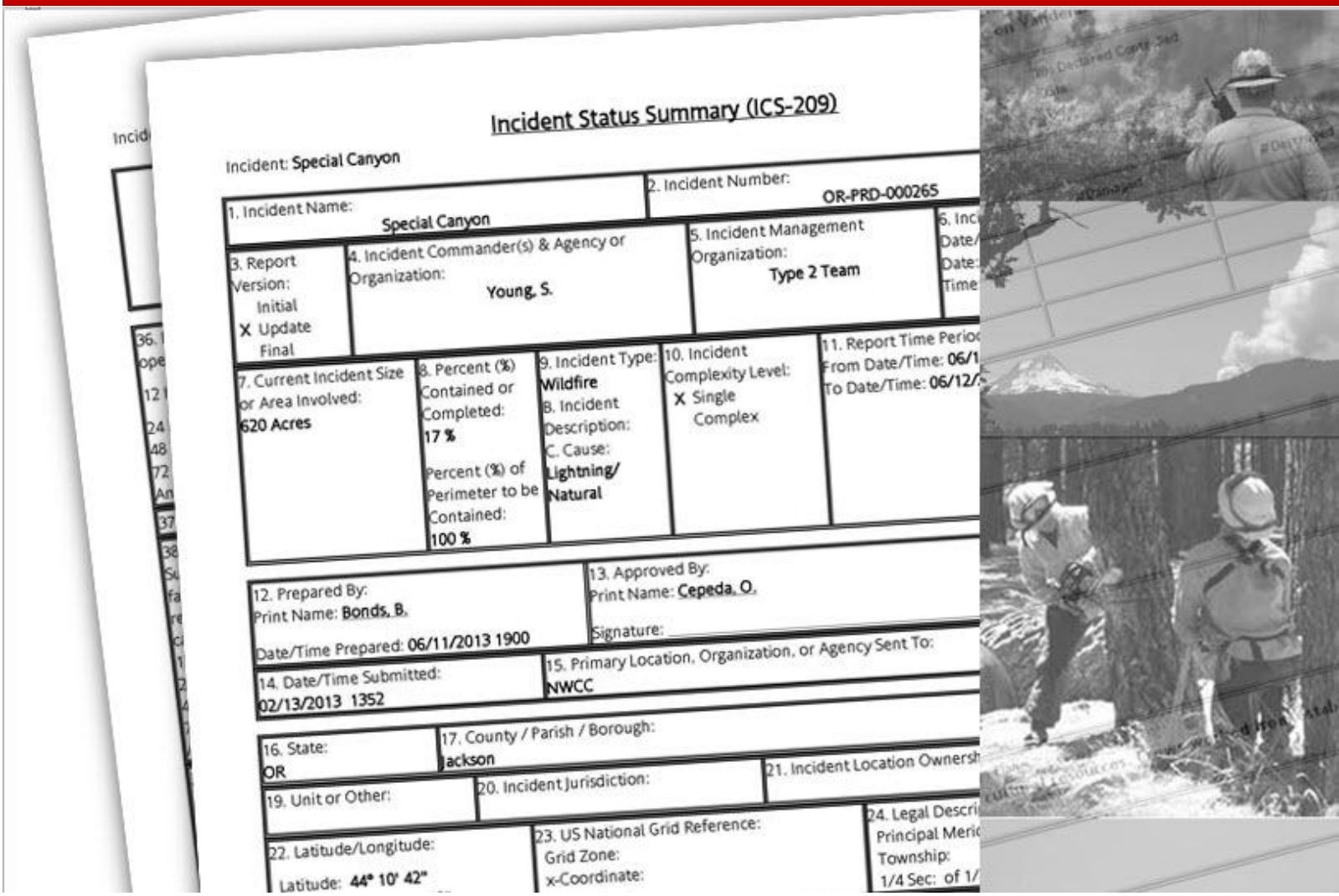
SIT209 Program

PREDICTIVE SERVICES

Intelligence Operations

Cognos Reports for Sit-209

July 2014



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Introduction

This guide explains how to run and schedule reports available in the Situation Report and ICS-209 applications (SIT/209). Topics in this guide include:

- Getting Started
- Running IBM® Cognos® Reports for SIT/209
- Organizing and Viewing Report Output
- Managing Report Output

SIT/209 uses the COGNOS report writing application to retrieve reports in the SIT/209 applications. To view or print reports in the Sit 209 Program, users can select from a list of established reports. These include detailed and summary reports. Examples include completed 209 forms, wildfire activity situation reports, and a range of other reports using either SIT/209 information, or a combination of the two. You choose from a common set of steps and filters to get a final output of a report regardless of the type of report you want to view/print. See Appendices A and B for a list of all SIT/209 reports.

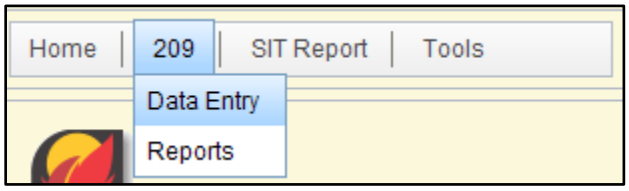
Getting Started

You must request an account and receive login information before you can run SIT/209 reports. See the Interagency Situation (SIT) Report User's Guide (2013) or ICS-209 User's Guide for more information. After logging into the application, access the SIT or 209 applications using the main toolbar.

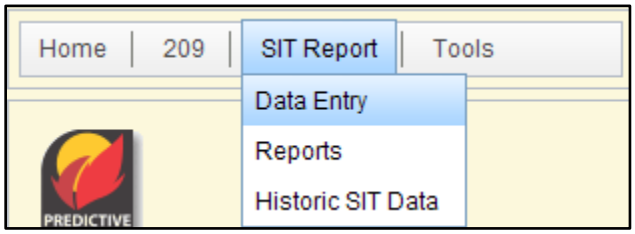
SIT/209 Report Application Menu Bar

The SIT/209 Report application has four tabs on the menu bar:

- **Home**: Select this tab to logon and logoff of the 209, SIT Report, and management Tools applications as described in the previous section.
- **209**: Select this tab to create or modify NIMS 209 information and run a COGNOS Report. Choose Data Entry to create a 209. Choose Reports to run a Cognos Report.



- **SIT Report:** Select this tab to create or modify SIT information, run a COGNOS Report, and view access to the prior year's data (Historic SIT Data.) (My screen does not have Historic SIT Data as an option)



- **Tools**: This tab is for managers only. Select this tab to manage user accounts, associate units with Dispatch Centers, and other user and system maintenance tasks.

Click and select the appropriate application to begin data entry or run reports.

Setting up your personal computer for Cognos

This section outlines some common tasks to perform before running Sit-209 Reports and Cognos for the first time. Tasks include:

- To change your default time zone preference
- To enable all downloads for your Internet Explorer browser

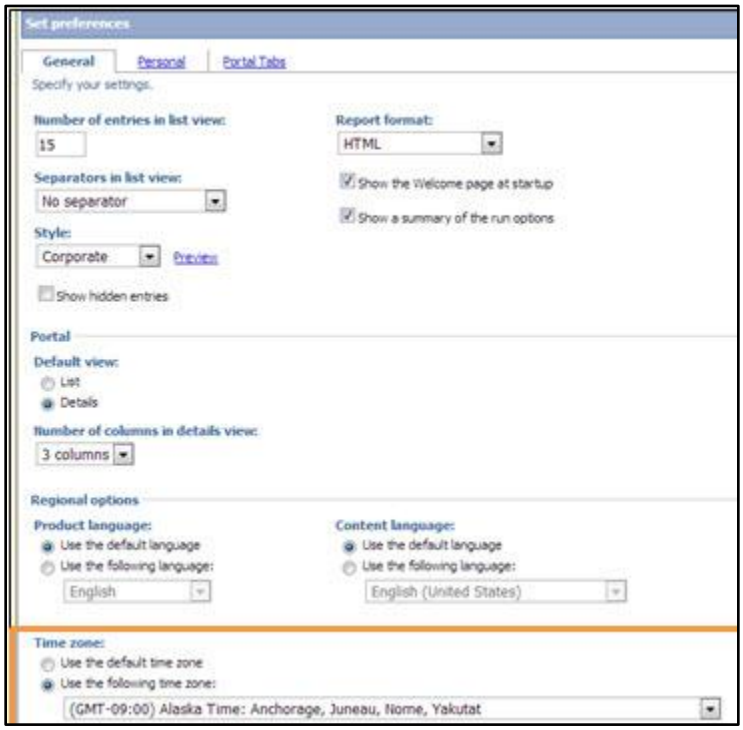
> ➢ You can also change the view for your current Cognos session by clicking the List View button or the Details View button, which are located on the IBM Cognos Connection toolbar.

To change your default time zone preference

> ➢ The time zone you select determines when scheduled reports will run. Be sure you specify the correct time zone for your area and for your needs!

1. On the **IBM Cognos Connection** toolbar, click the **My Area** drop-down arrow, and then click **My Preferences**.
2. Under **Time zone**, click to select **Use the following time zone**.
3. Click the **Time zone** drop-down arrow, and then click to select the **time zone** of your choice.
4. Click **OK**.

The following diagram shows the General tab of the Set preferences screen. Time zone is within the orange box.



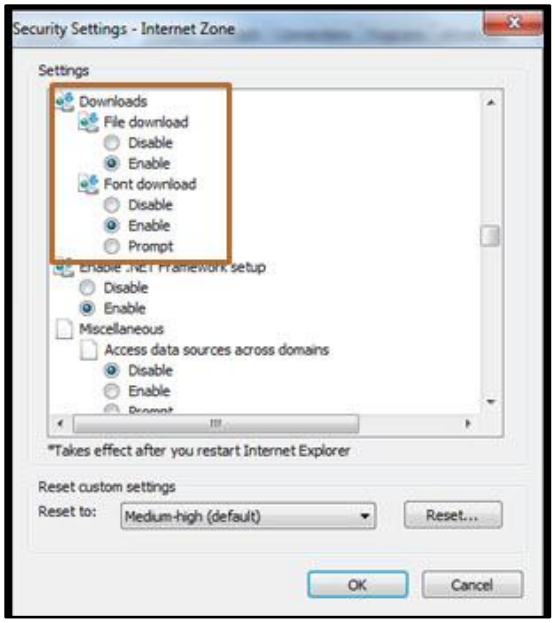
To enable all downloads for your Internet Explorer browser:

➢ When you save your reports in Excel, enable all "Downloads" on your Internet Explorer browser. You may need Administrator access to perform this task!

1. Start your Internet browser.
2. On the **Tools** menu, click **Internet Options**.
3. On the **Internet Options** dialog box, click the **Security** tab, and then click the **Custom Level** button.
4. On the **Security Settings** dialog box, scroll to **Downloads**, click to select the **Enable** button for the following, and then click **OK.**
   - File download
   - Font download
   - Automatic prompting for file downloads.
5. On the **Internet Options** dialog box, click **OK**.

The following diagram shows the Internet Options dialog box. The box is around the Custom Level button.

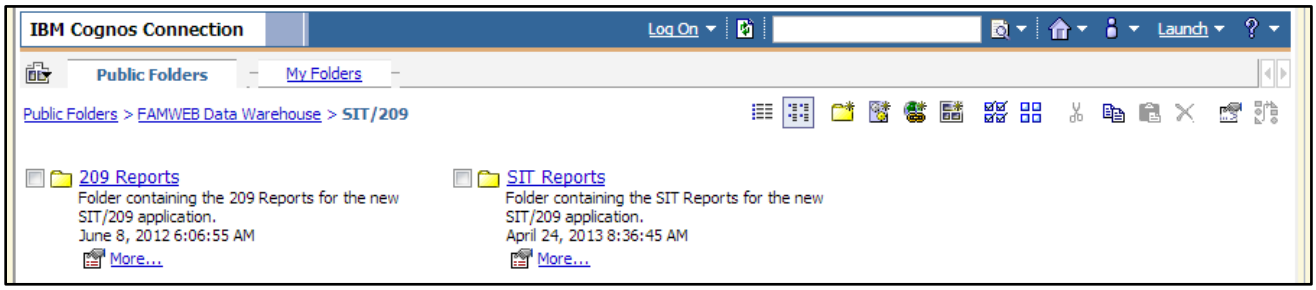
The following diagram shows the Security Settings dialog box. The box shows the Downloads options and the Enable options selected



The appearance of a Cognos toolbar is dependent on *where you are* in your report creation process. There are two distinct toolbars that may display on your screen for Standard Reports, including:

- IBM Cognos Connection toolbar
- Cognos Viewer toolbar.

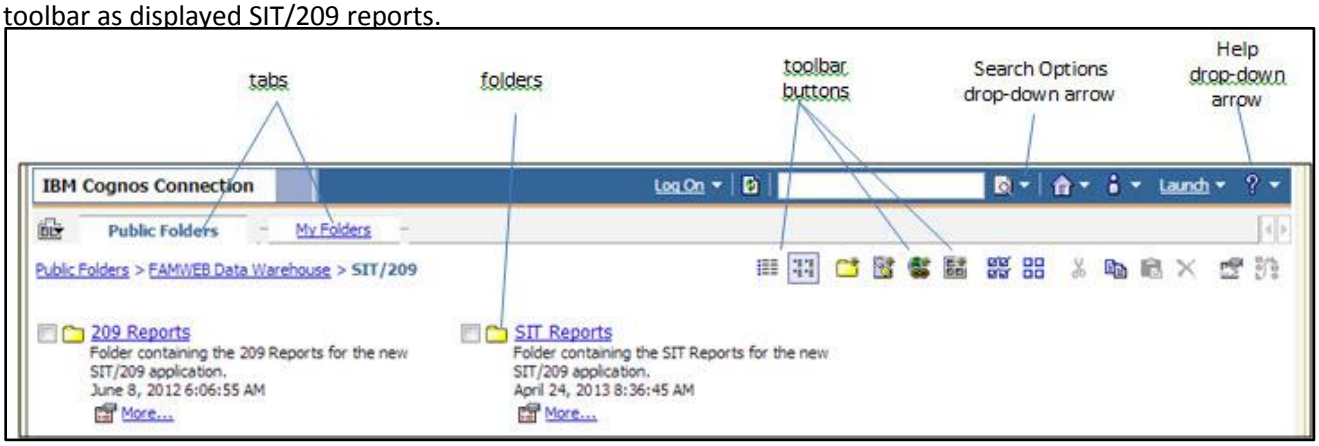
IBM Cognos Connection screen - Public Folders tab



Working with the IBM Cognos Connection toolbar

After selecting Reports from the menu bar, your browser opens a new window and displays the IBM Cognos Connection toolbar. The buttons and drop-down arrows function in the same way as in other web-based applications.

The following diagram shows some of the common elements and terminology on the IBM Cognos Connection toolbar as displayed SIT/209 reports.



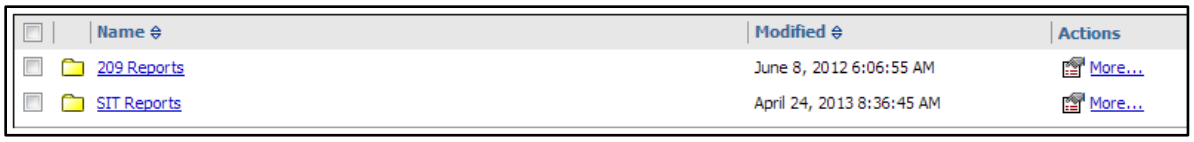
To refresh your report listing:

- On the **IBM Cognos Connection** toolbar, click .

To change the view of your current session:

> ➢ To change the default view for all your Cognos sessions see, "Changing your default view preference," in the section, "Setting up your personal computer for Cognos," later in this guide.

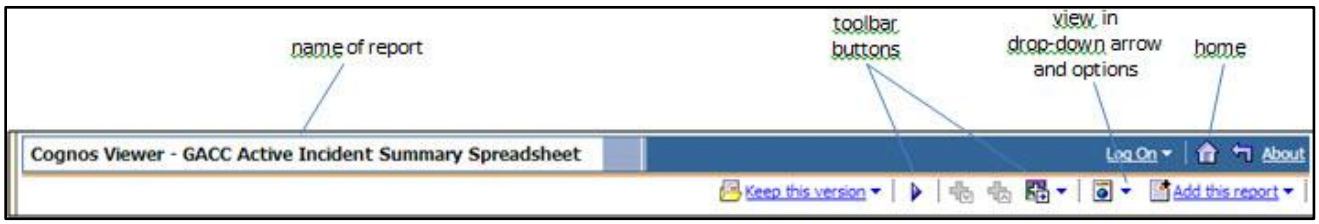
1. On the **IBM Cognos Connection** toolbar, click to view the Standard reports as a list.



2. Click the to view the details of the Standard reports. This provides a description of the folder or report.

Working with the Cognos Viewer toolbar

The Cognos Viewer toolbar groups the following similar functions into drop-down lists. The following diagram outlines the functions available from these drop-down arrows.

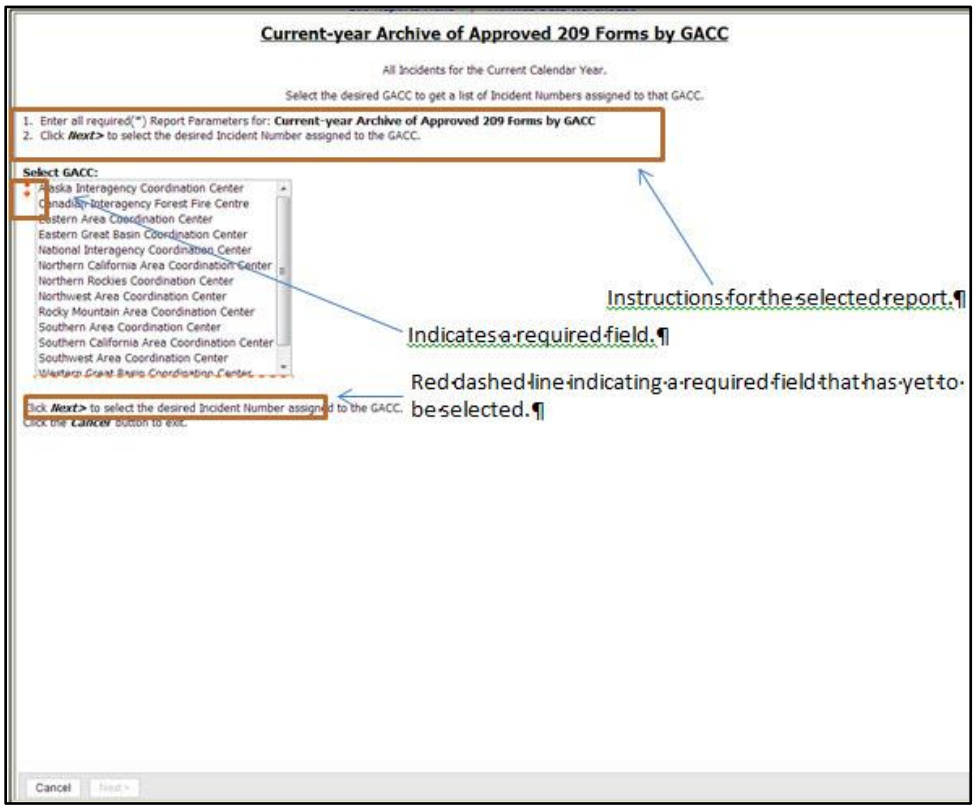


Running COGNOS Reports for SIT/209

Completing report parameters for Standard reports

A report parameters screen displays when you run a report. This screen is specific to the report and usually contains both required and optional fields from which you may select. A red dashed line identifies a required field that has yet to be selected. Instructions at the top of each screen line out the steps to take.

The following image displays the initial report parameter screen for a 209 report.

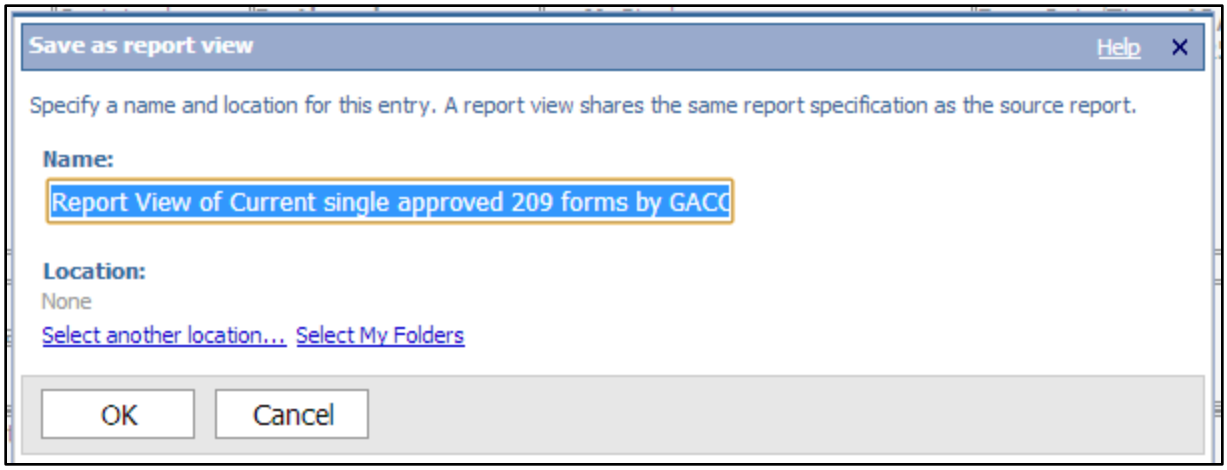


Running Standard reports

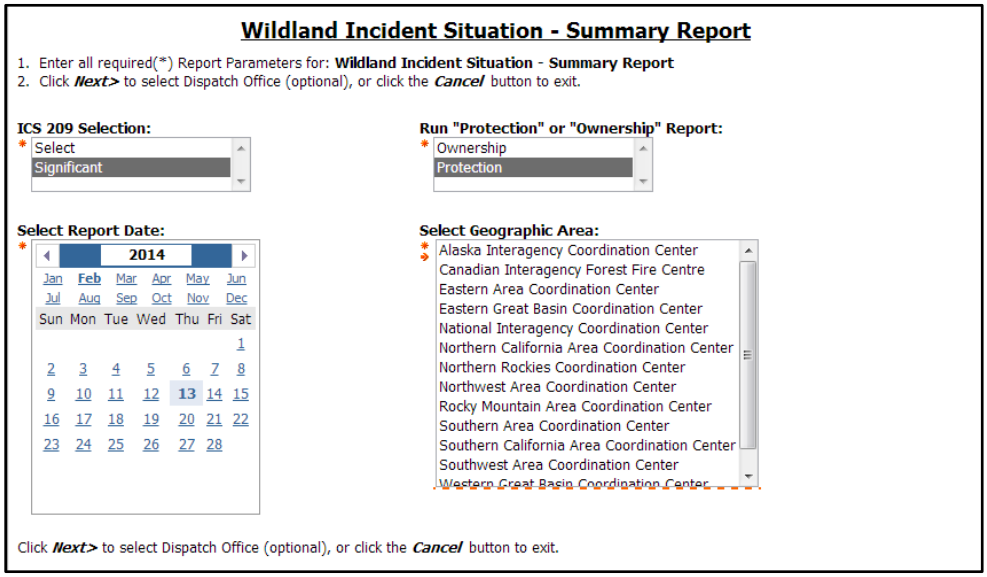
This section explains how to run a Standard report and save it as a Report View in My Folders in Cognos. This section also explains how to change the format of the report.

To run a Standard Report and save it as a Report View:

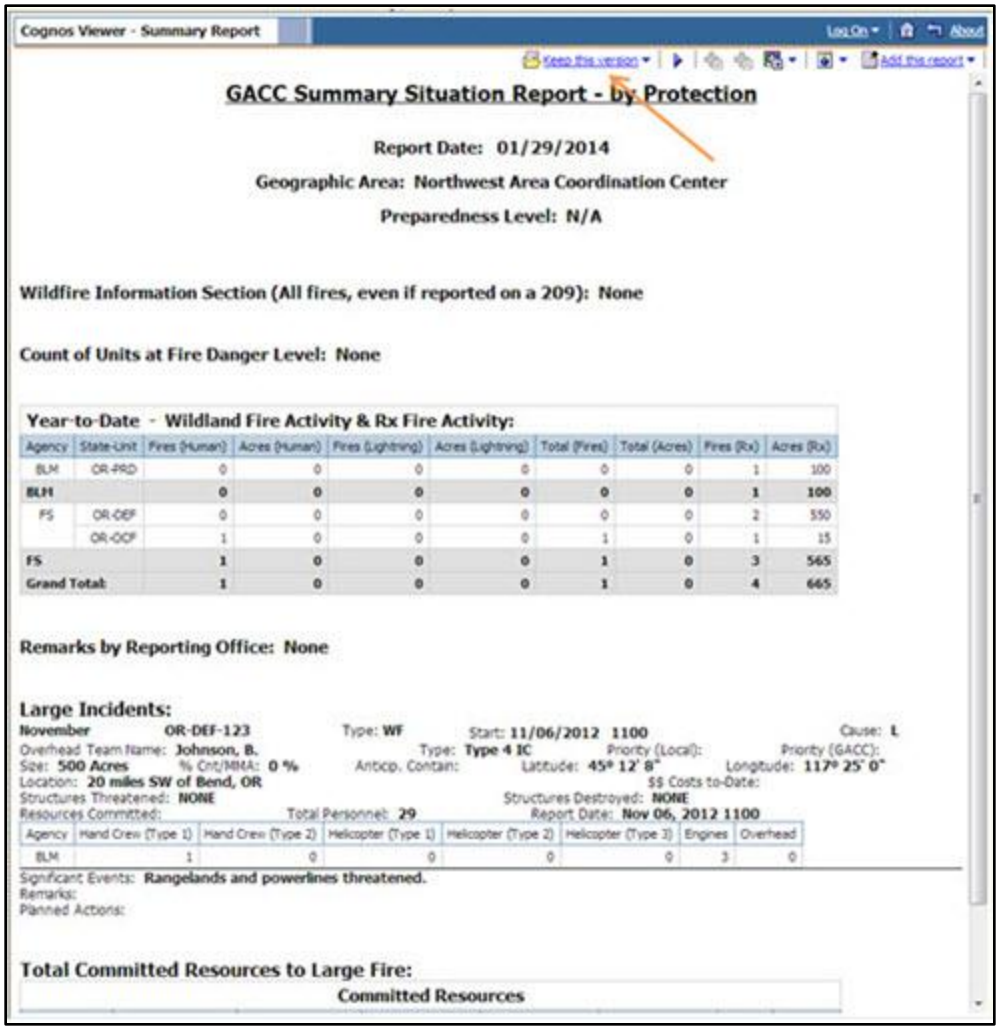
1. On the menu bar, click **Reports**.
2. From the **IBM Cognos Connection** screen select the report name.
3. On the report parameters screen follow the instructions listed at the top of the screen.
4. When finished selecting all required fields, click **Finish**.
5. Click **Keep this version** drop-down arrow, and then click to select **Save as Report View**.
6. On the **Save as report view** screen, type the report name in the **Name** text box.
7. Under **Location**, verify or click to select **My Folders**, and then click **OK**.



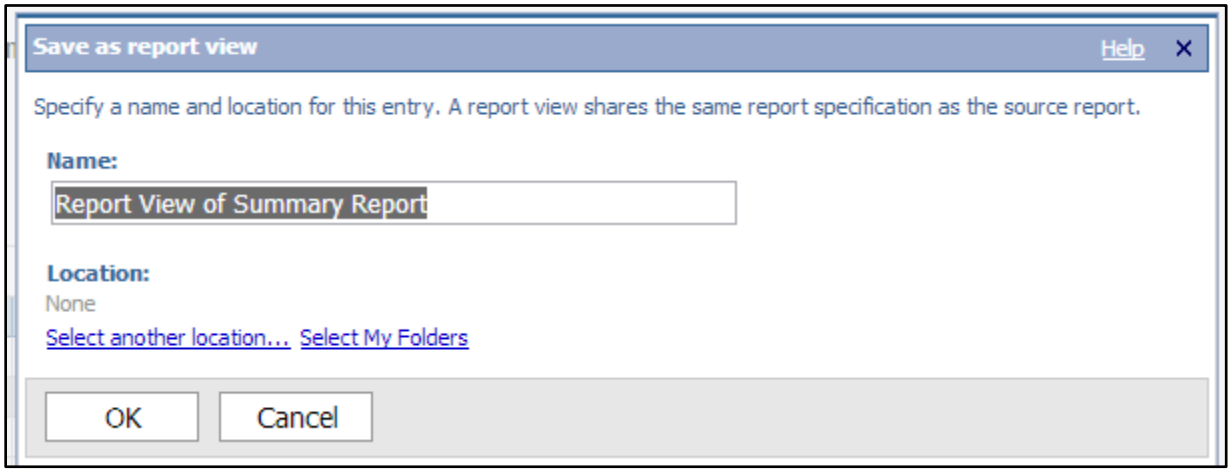
The following diagram shows a sample report parameters screen for a Wildland Incident Situation – Summary Report.



The following diagram shows the resulting report. The arrow points to the **Keep this version** drop-down arrow.



The following diagram shows a sample Save as report view screen for a Standard report.



Organizing and Viewing Report Output

This section explains how to perform the following:

- View available Cognos reports by list or by details
- Create a new folder in My Folders
  - Move a report to another folder in My Folders
  - Change the order of the report listing in My Folders.

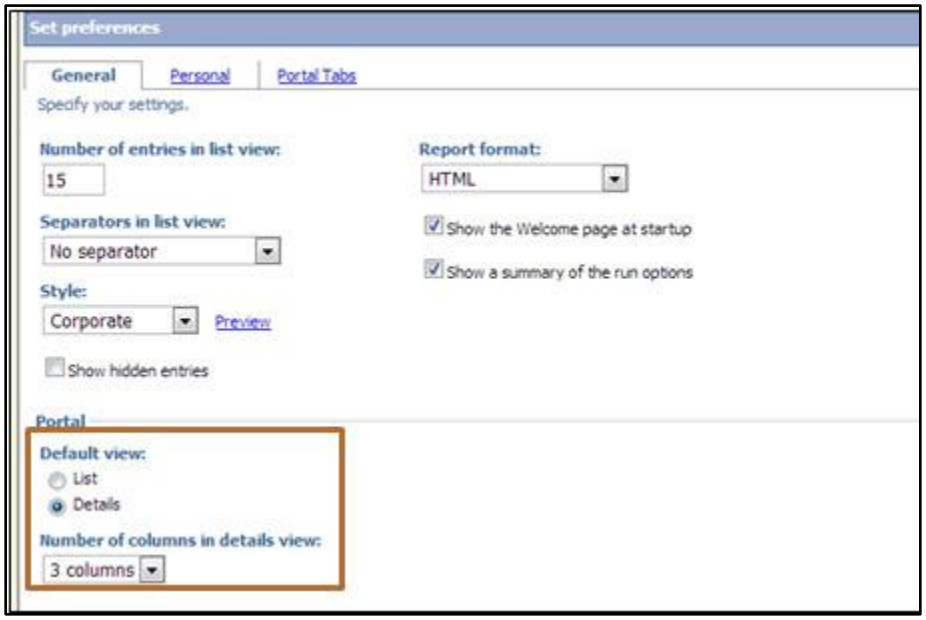
To view report details along with report name:

➢ The initial setting for the Portal-Default view is "List." Select the "List" option to view a list of available reports. Select the "Details" option to view available reports along with brief descriptions.

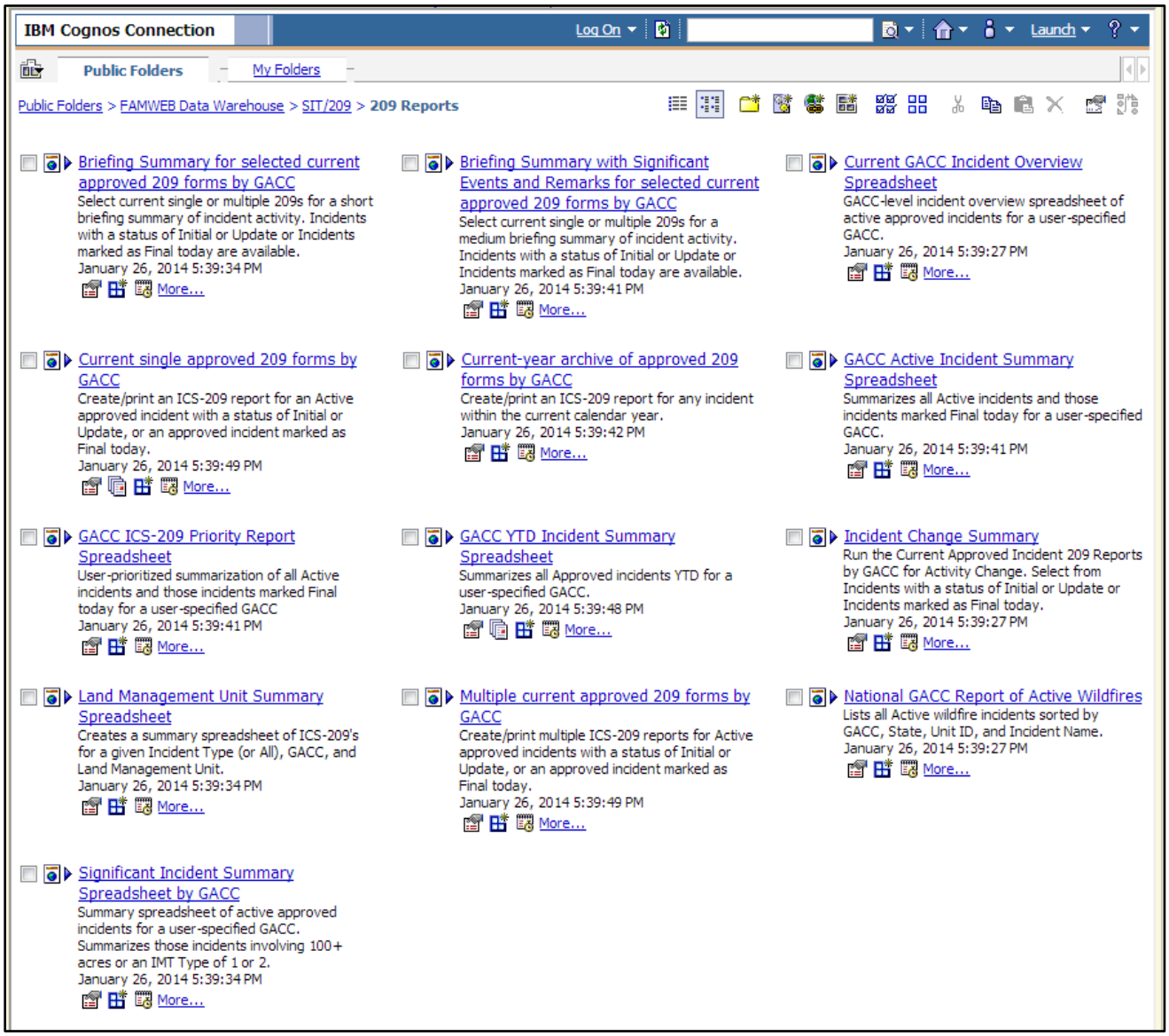
1. On the **IBM Cognos Connection** toolbar, click the **My Area** drop-down arrow, and then click **My Preferences**.
2. Under **Default view**, click **Details**.
3. Click **OK**.

The following diagram shows IBM Cognos Connection toolbar. The arrow points to the location of the My Area drop-down arrow and menu options.

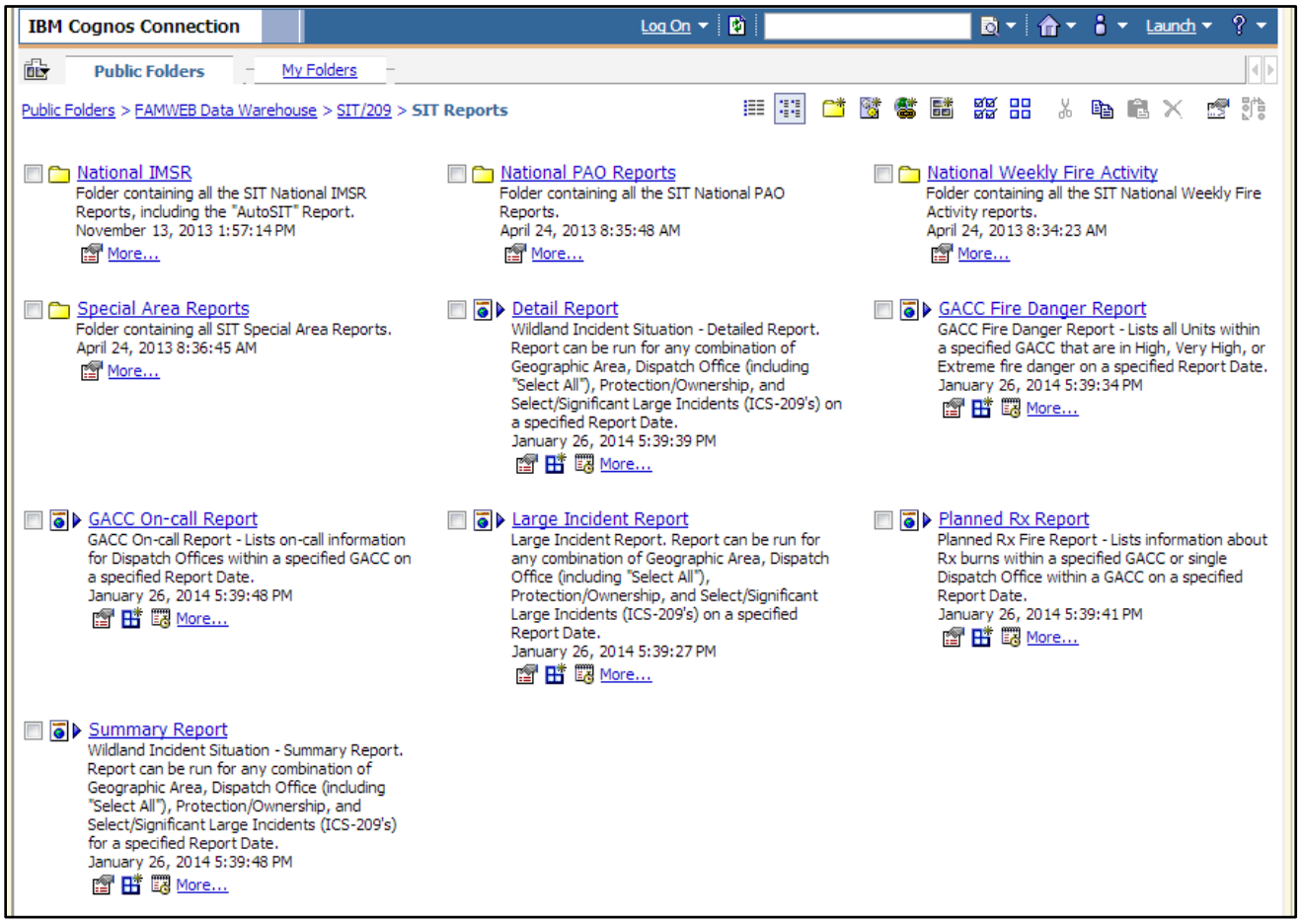
The following diagram shows the General tab of the Set preferences screen. The box is around the Default view section.



The following diagram shows a detail view of reports available in the 209 Reports folder.



The following diagram shows a detail view of reports available in the Sit Reports folder.



To create a new folder for organizing your reports:

1. On the **IBM Cognos Connection** toolbar, click .
2. On the **New Folder Wizard** screen, complete the following text boxes:
   - Name
   - Description
   - Screen tip
3. If not already selected under Location, click **Select My Folders**, and then click the **Finish** button.

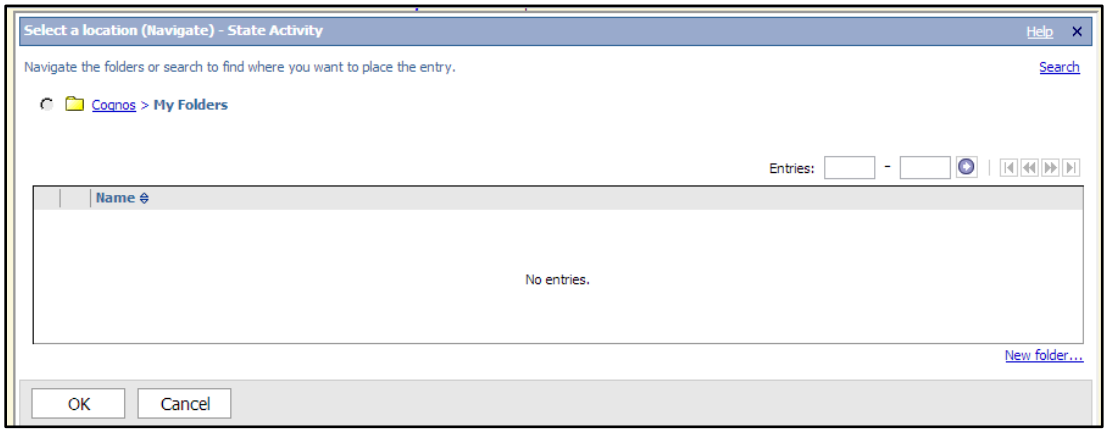
To move a report to a different folder:

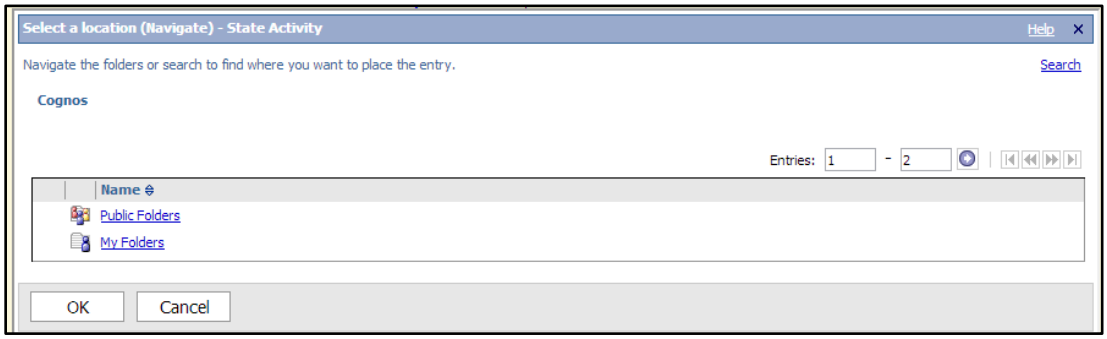
➢ This action may only originate from within **My Folders**.

1. Click the More links that corresponds to the report of your choice.
2. On the Perform an action screen, click the Move button or the Move link.

3. On the Select a location screen, click to select the folder of your choice, and then click OK. Using the screen captures below, clicking on Cognos will bring the user to the second screen where it is possible to choose the specific folder.

The following diagram shows the **Select a location** screens.





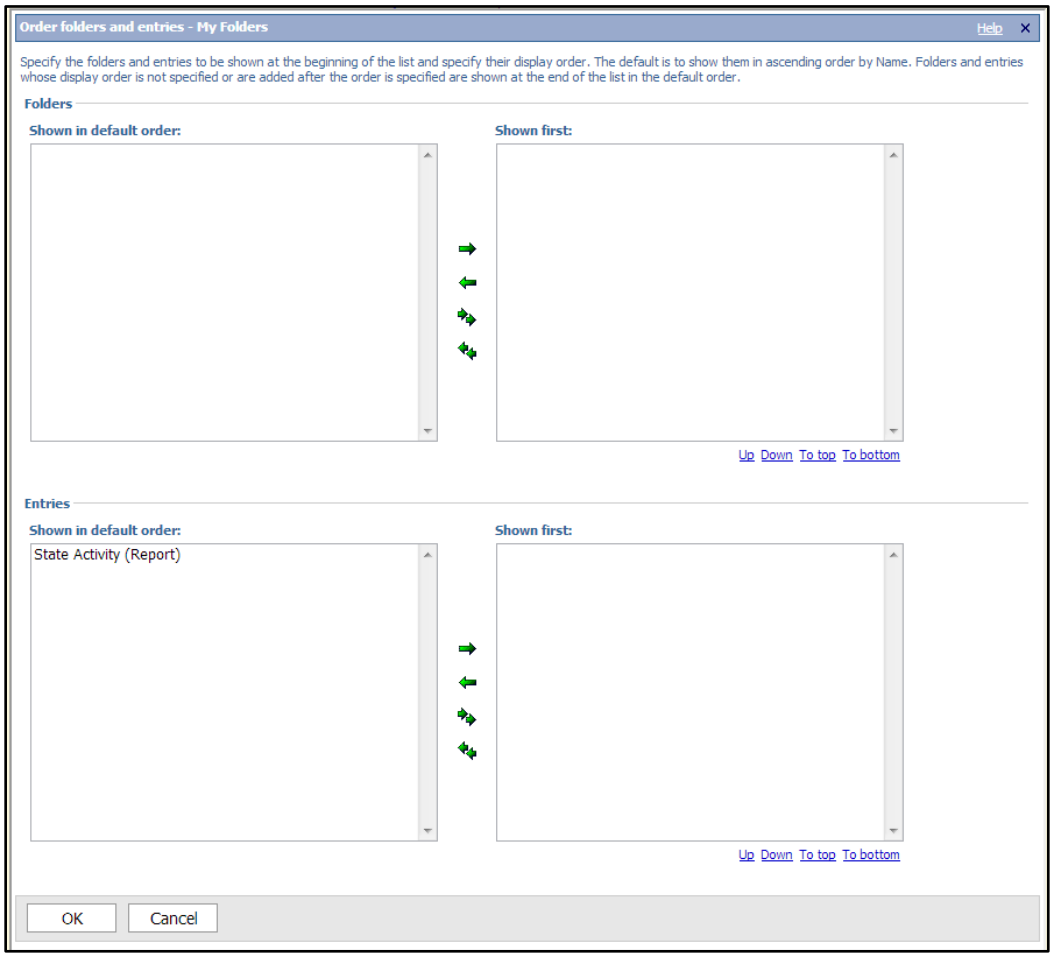
To change the order of your report listing:

1. In **My Folders**, click the **Order** button on **the IBM Cognos Connection** toolbar.
2. On the **Order folders and entries** screen under **Folders-Shown in default order**, click to select one or more **folder(s)** that you want to change the order of, and then click the **Add** button.

➢ Each folder is added to the bottom of the **Shown first** column.

3. Under **Entries-Shown in default order**, click to select one or more **reports(s)** that you want to change the order of, and then click the **Add** button.
4. Click the following buttons (one at a time) to change the order of **folders** and **entries** as desired, and then click **OK.**
   - Add
   - Remove
   - Add all
   - Remove all.

The following diagram shows the Order folders and entries screen.



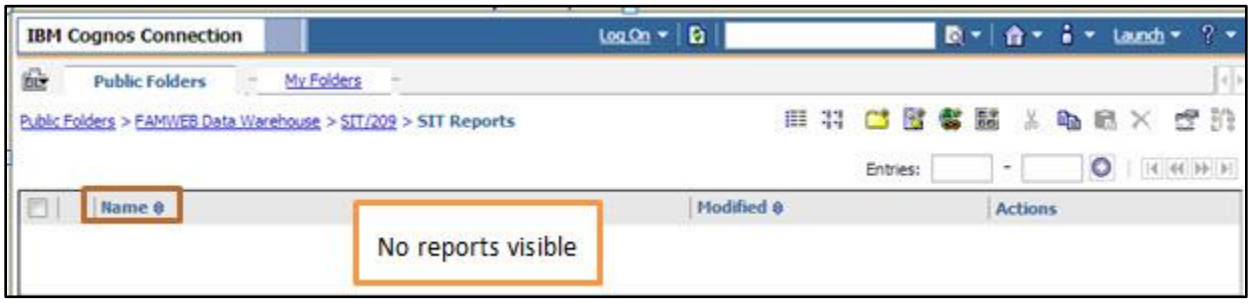
Working with Standard reports

This section explains tasks specific to working with Standard reports that are available in Sit-209. Topics include:

- Completing report parameters for Standard reports
- Running Standard reports.

To access Standard reports:

On the menu bar, click the 209 or Sit Report tab and select Reports. The Standard reports appears. If the screen does not have any reports listed click on **Name** (boxed in below) and the reports screen will refresh.



To access Standard reports, click to select one of the **reports** from the **IBM Cognos Connection** screen on the **Public Folders** tab, click to select one of the **reports**.

To run a Standard report saved in My Folders:

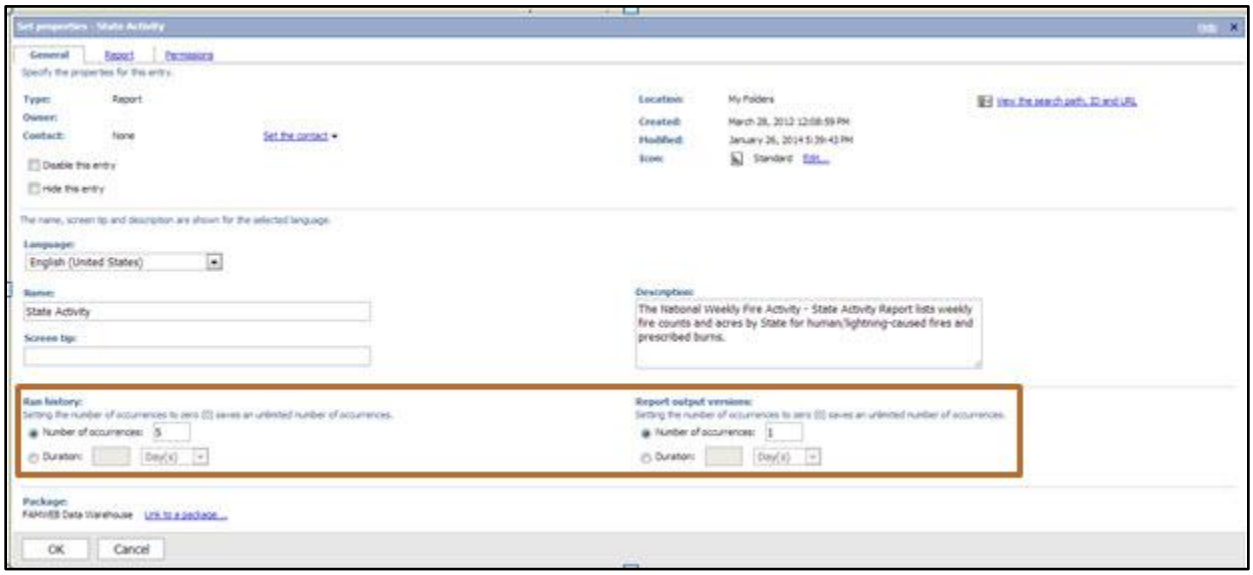
On the **My Folders** tab, click the **report name** of your choice. As long as you have set your default report values the report will automatically run when you select it.

To set report parameters for a Standard report saved as a Report View in My Folders in Cognos:

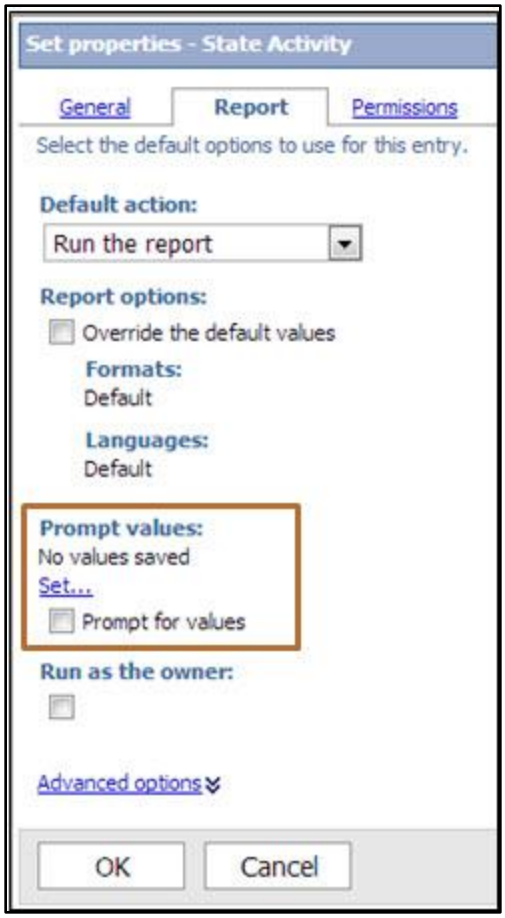
Follow these instructions if you would like a report to run the same way each time, without having to reset report parameters each time.

1. On the **My Folders** tab, click the **Set Properties** button corresponding with the desired report.
2. On the **General** tab, set **Run history** and **Report output versions** based on your needs.
3. On the **Report** tab, under **Prompt values**, deselect **Prompt for values** and select **Set…** The report parameters screen appears.
4. Complete the **report parameters** and click **Finish**.
5. The report will load in Cognos Viewer. From this point forward, when you select the report it will run with the parameters selected.

The following diagram shows the General tab screen. The box indicates the Run history and Report output versions selection.

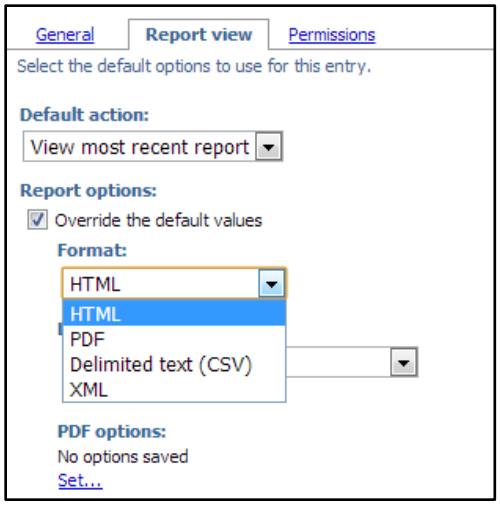


The following diagram shows the Report tab screen. The box indicates the Prompt values section.



To set the default output format for your report:

1. On the **IBM Cognos Connection** toolbar, click the **My Folders** tab.
2. On the **My Folders** tab, click the **Set properties** button for that **Report View**.
3. On the **Set properties** screen, select the **Report view** tab.
4. Under **Report options** select the **Override the default values** check box.
5. Under **Format** click to select the **report format** of your choice. The diagram below shows the available options.



➢ To accept the default format (HTML) for the report, you may skip this step!

6. If you would like to be prompted for values each time you run the report, click to select the **Prompt for values** check box.
7. When finished selecting all required values, click **OK**.

Managing Report Output

Scheduling a Report View

This section explains how to schedule a Report View from My Folders. Users have the following options for scheduling a Report View:

- By Day
- By Week
- By Month
- By Year
- By Trigger

Before scheduling your reports determine how often you realistically need the report to run. Remember that scheduling a report to run too frequently ties up the system, which impacts all others trying to run their reports.

➢ Running the report as you need it may be more appropriate if you need the report frequently throughout the day.

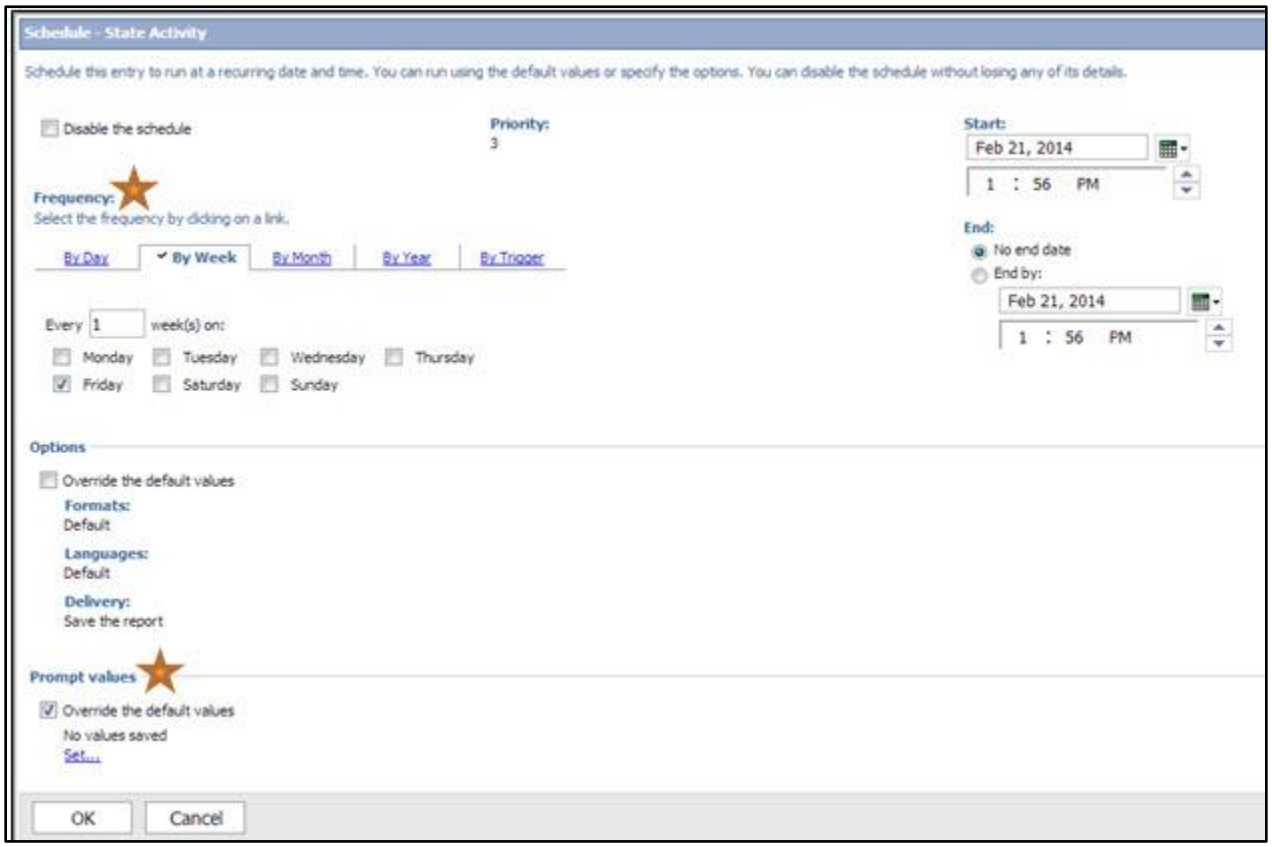
To schedule a single report to run on a regular basis:

1. Run the **Standard report** of your choice, and then save it to **My Folders** in Cognos.
2. Click the **My Folders** tab, and then click the **Schedule** button that corresponds to the report of your choice.
3. On the **Schedule** screen, click to select the **Frequency** tab of your choice.

4. Under **Prompt values**, click to select the **Override default values** check box, and then click the **Set** link.
5. On the **Report Parameters** screen, complete the value(s) for the report of your choice, and then click **Finish**.
6. On the **Schedule** screen that displays for the **Frequency** tab you selected, complete the information as appropriate, and then click **OK**.

The following diagram shows a sample My Folders. The arrow points to the Schedule button for the Report View of State Activity.

The following diagram shows a sample Schedule screen. The stars indicate Frequency and Prompt values. In this example, the report is being scheduled every Friday.



To edit a schedule:

1. On the **My Folders** tab, click the **Schedule** link that corresponds to the report of your choice.
2. On the **Schedule** screen, change the information as appropriate for that screen and your needs, and then click **OK**.

To disable a schedule:

1. On the **My Folders** tab, click the **Schedule** link that corresponds to the **report** of your choice.
2. On the **Schedule** screen, click to select the **Disable the schedule** check box, and then click **OK**.

To schedule multiple reports to run on a regular basis:

This task may be done from either the Public Folders tab or the My Folders tab.

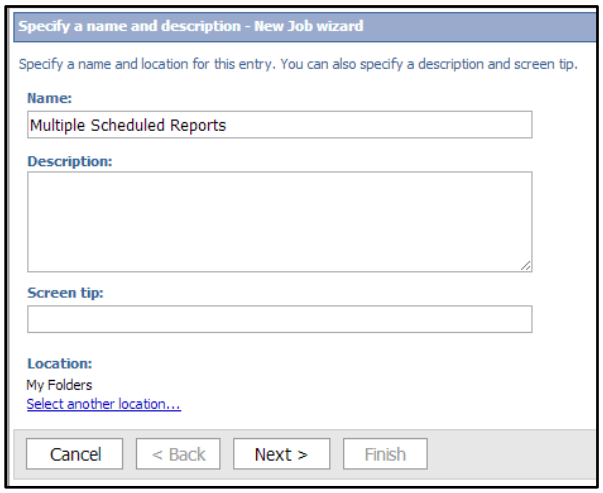
➢ Saved schedules appear on your My Folders tab.

1. On the **Public Folders** or **My Folders** tab, click .
2. On the **New job wizard** screen, complete the following information:
   - Name
   - Description
   - Screen tip
3. Select **My Folders** as the **Location**. Click **Next**.
4. On the **New job wizard** screen, click **Add**.
5. On the **New job wizard** screen, click to select the **check boxes** that correspond to the **reports** you want to schedule, and then click the **Add** arrow button.
6. If appropriate, navigate to the **Public Folders** by clicking **Cognos** under Available entries, and add all the reports you want to schedule.

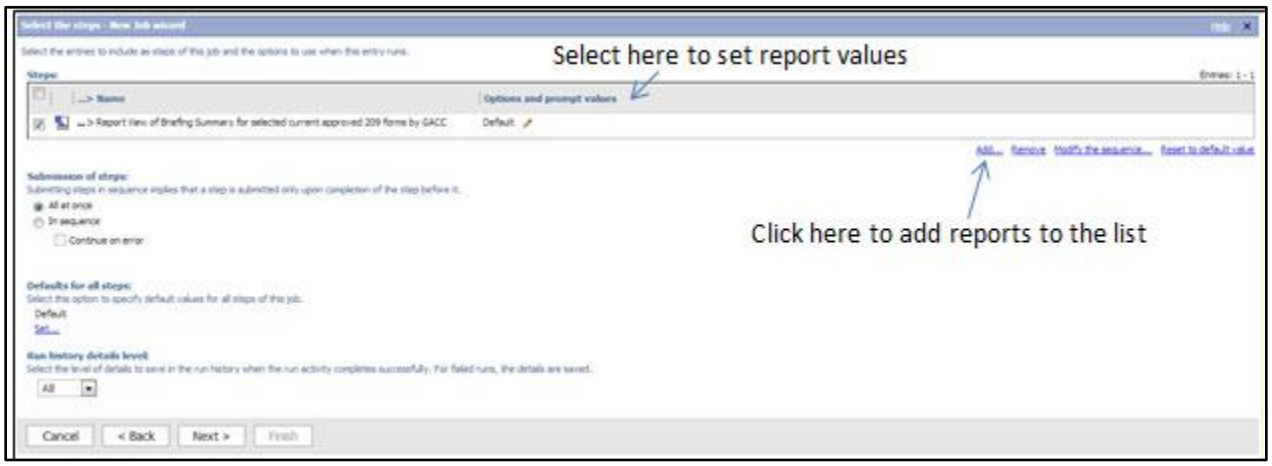
➢ Use the following pathways to select 209 and SIT reports from the Public Folders
Cognos > Public Folders > FAMWEB Data Warehouse > SIT/209 > 209 Reports
Cognos > Public Folders > FAMWEB Data Warehouse > SIT/209 > SIT Reports

7. When finished adding all the reports you want to schedule, click **OK**.
8. On the **New job wizard** screen, click to select the check boxes that correspond to the reports you want to schedule, set the Options and prompt values for each report as appropriate.
9. Under **Submission of steps**, click to select the option of your choice, and then click the **Next** button.
10. On the **Select an action - job** screen, click to select **Save and schedule**, and then click the **Finish** button.
11. On the **Schedule** screen, click to select one of the following tabs
    - By Day
    - By Week
    - By Month
    - By Year
12. On the **Schedule** screen that displays for the tab you selected, complete the information as appropriate for that screen and your needs, and then click **OK**.

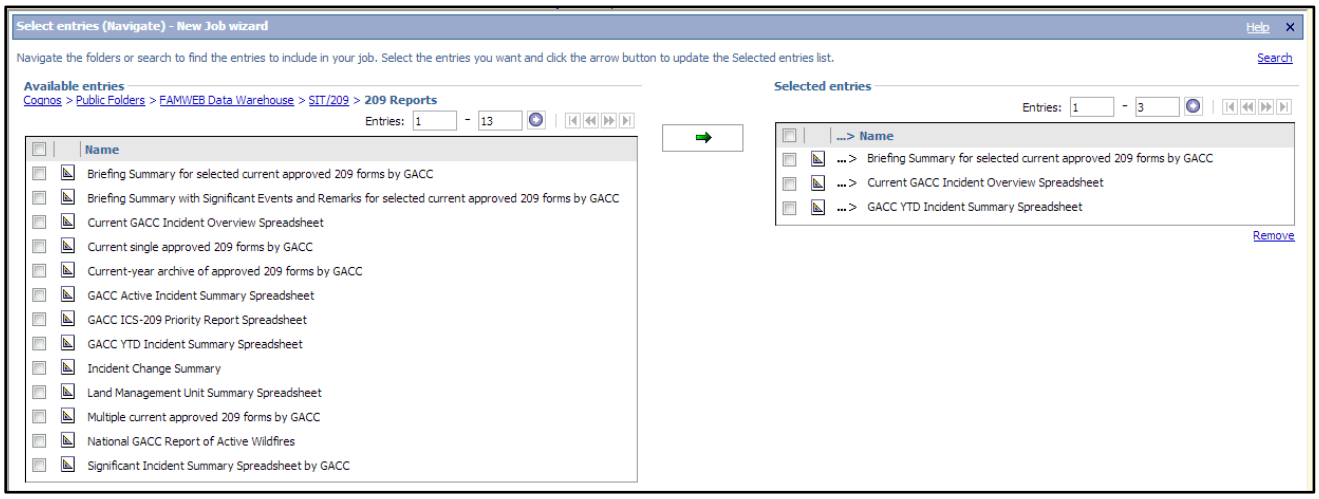
The following diagram shows the New Job wizard screen for naming the reports in your schedule.



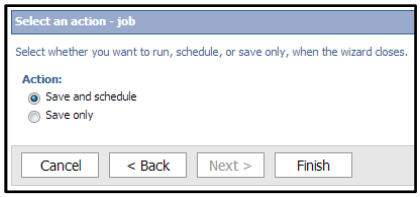
The following diagram shows the Select the steps screen.



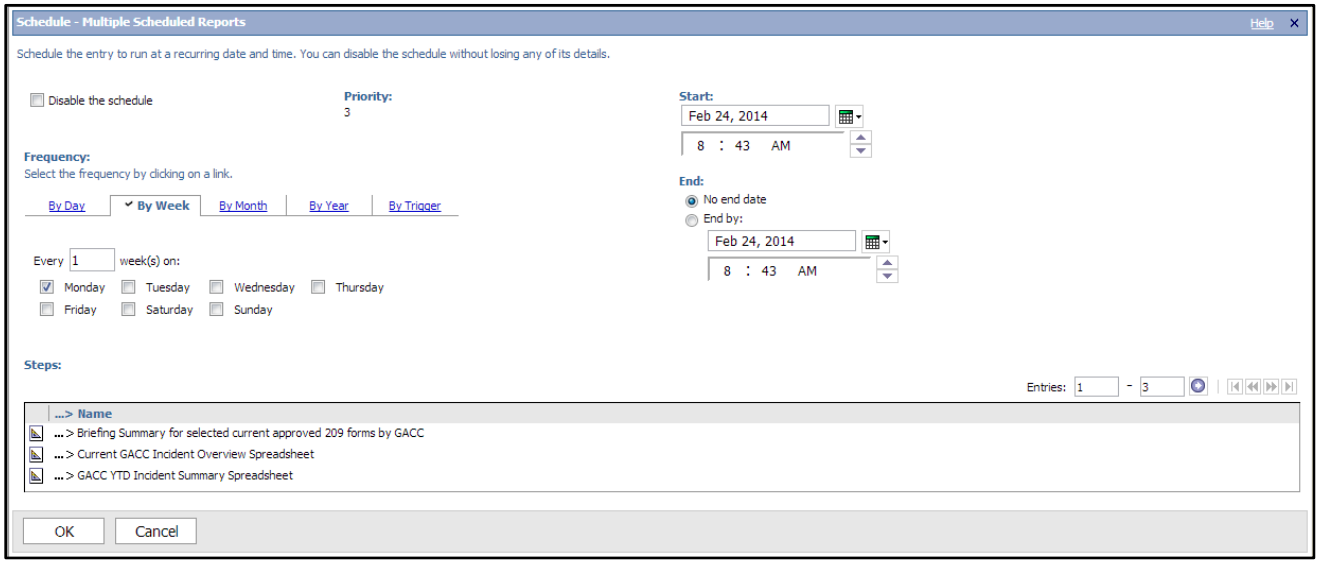
The following diagram shows the Select entries (Navigate) screen showing the list of reports to be scheduled. In this example, reports being scheduled are from the Public Folders/…/209 Reports folder.



The following diagram shows the Select an action - job screen. The Save and schedule option is selected.



The following diagram shows a sample Schedule – Multiple Scheduled Reports screen. These reports are scheduled to run every Monday at 8:43 AM.



The following diagram shows the My Folder screen with the Multiple Scheduled Reports added to the selection.

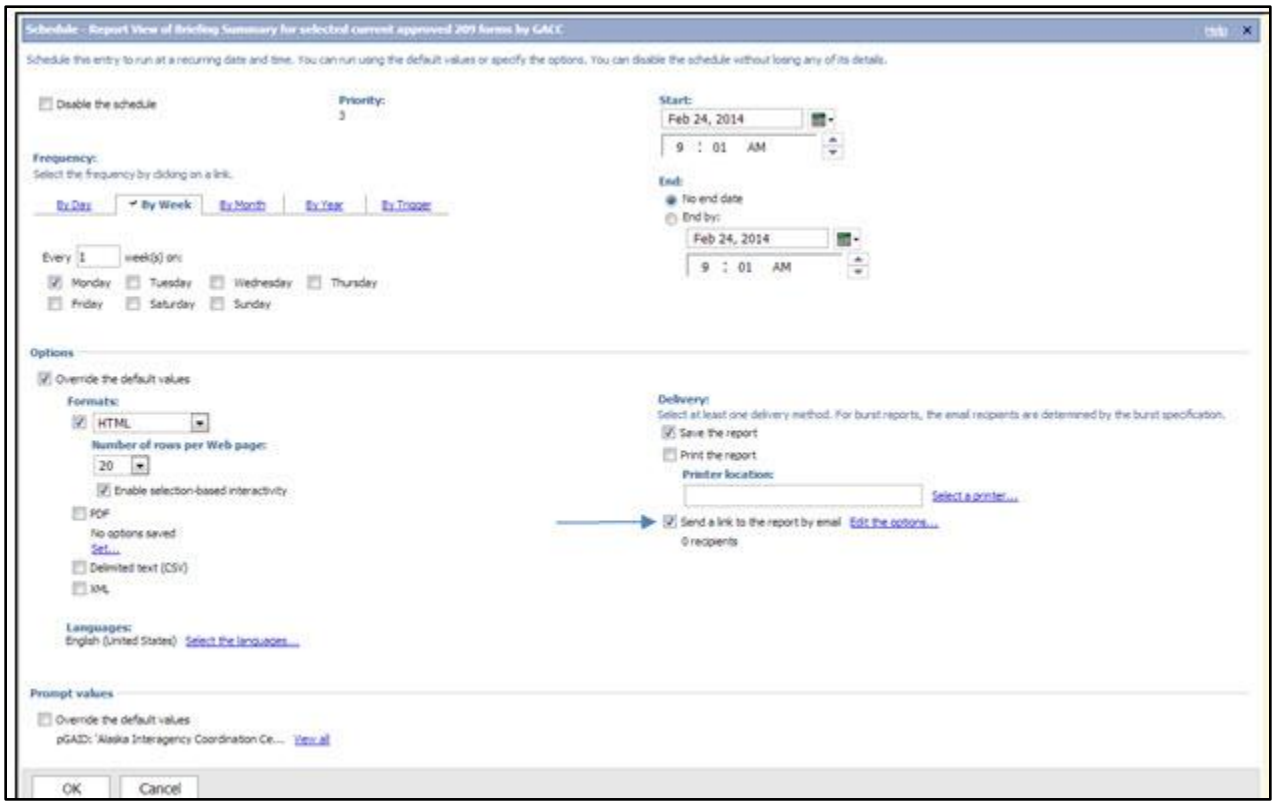
To email a single scheduled report:

1. On the **My Folders** tab, click the **Schedule** button that corresponds to the **report** of your choice, and then click the **Override the default values check** box under **Options**.
2. Under **Delivery**, click to select the **Send a link to the report by email** check box, and then click to select the **Edit the options** link.
3. On the **Set the email options** screen, complete the following information as appropriate, decide if you would like a link to the report sent or the report attached, and then click **OK.**
    - To
    - Cc
    - Subject
    - Body.

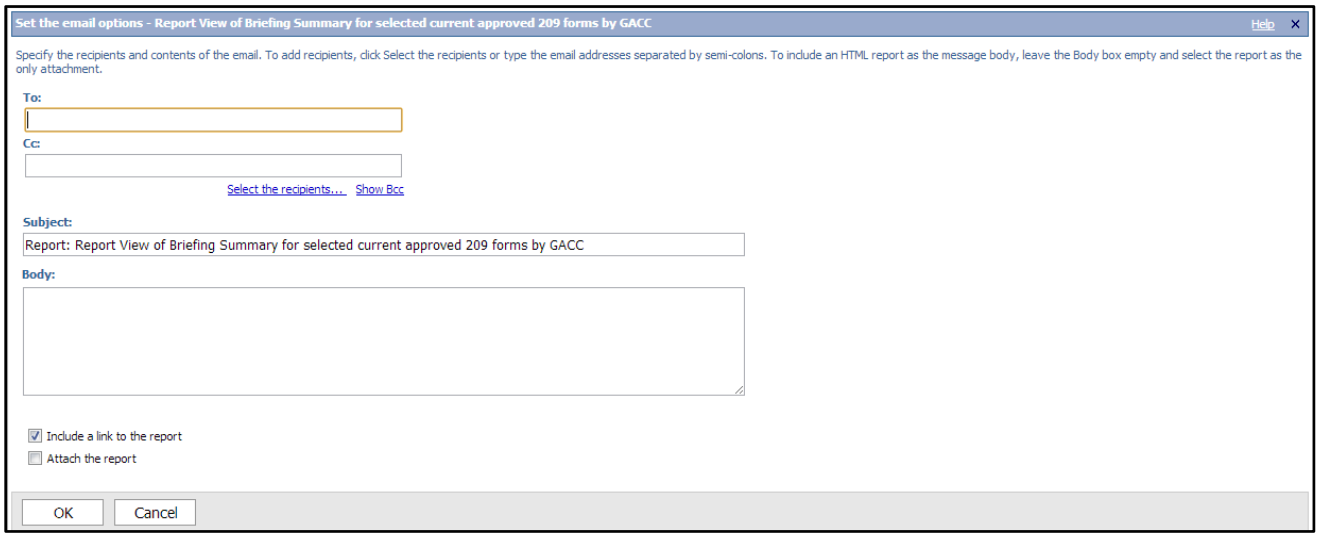
- Separate email addresses using a semi-colon and no spaces. Use the sample format: name1@service provider1.com;name2@service provider2.gov; and so on.

4. On the **Schedule** screen, complete the remaining information as appropriate, and then click **OK**.

The following diagram shows the Schedule screen. The arrow points to the Send a link to the report by email check box.



The following diagram shows a sample Set the email options screen.



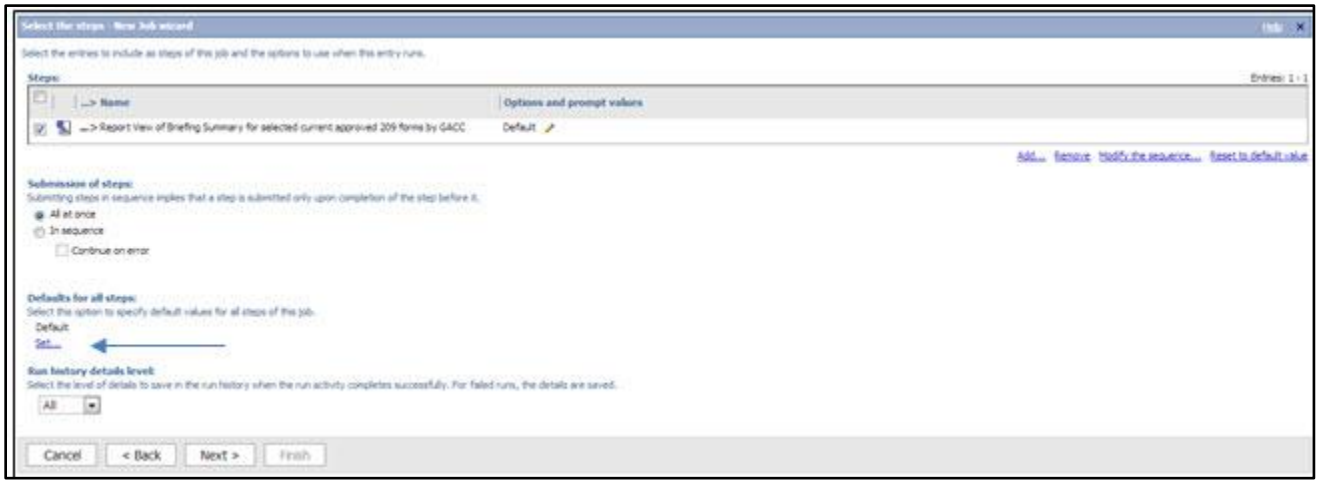
To email scheduled multiple reports:

➢ To print multiple scheduled reports, you must first save them to your personal computer.

1. On the **My Folders** tab, click that corresponds to the scheduled group of reports of your choice.
2. On the **Set properties** screen, click the **Job** tab.
3. On the **Job** tab under **Default for all steps**, click to select the **Set** link.
4. On the **Select default options** screen, click to select the **Report options** link, and then click to select the **Specify default values for all the reports of this job** check box.
5. Under **Delivery**, click **Save the report**, **print it**, or **send an email** option,
6. Click **Send the report by email** check box, and then click **Edit the email options** link.
7. On the **Set the email options** screen, complete the following information as appropriate and then click **OK.**
    - To
    - Cc
    - Subject
    - Body.

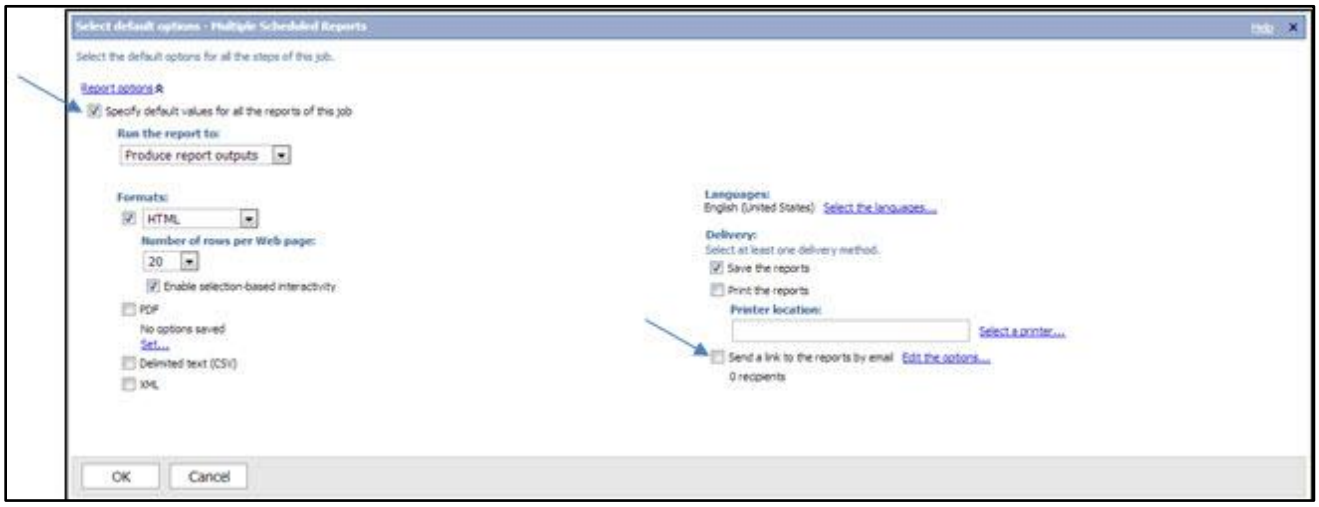
➢ Separate email addresses using a semicolon and no spaces. Use the sample format: name1@service provider1.com;name2@service provider2.gov; and so on.

The following diagram shows the Set properties screen. The arrow points to the Set link on the Job tab.



The following diagram shows the Select default options screen. The arrow points to the Report options link.

The following diagram shows the Select default options screen. The arrows point to the Specify default values for all the reports of this job check box and the Send the report by email check box.



To save a report in another format of your choice:

> ➢ You can change the format of Report View, which was previously saved in My Folders in Cognos, to run in another format.

1. Create a **Report View** of the **Standard report** of your choice and save it in **My Folders** in Cognos.
2. Click the **My Folders** tab, and then click the **Set properties** button for that **Report View**.
3. On the **Set properties** screen, select the **Report view** tab, and then click **Override the default values** under **Report Options** to choose the format of your choice.
4. Under **Default Action**, click to select **Run the report**.
5. If not already selected, click the **Prompt for values** check box.
6. Click **OK**.

Saving a report to your personal computer

This section explains how to save a report and its snapshot of data in a format of your choice to your personal computer.

To save a report to your personal computer in PDF:

1. Run the report of your choice, in the format of your choice.
2. Click .
3. Hover the mouse in the lower right hand side of the screen and the following options appear.
4. Click the floppy disk icon to download the report.
5. Open the report and save to the desired location on your computer.

Printing and emailing a report

Once you have the report saved in the format of your choice, use the appropriate application software to perform a wide variety of tasks, including:

- •Opening the report
- •Printing the report
- •Emailing the report

Appendix A: 209 Reports

- **Briefing Summary for selected current approved 209 forms by GACC**

  Select current single or multiple 209s for a short briefing summary of incident activity. Incidents with a status of Initial or Update or Incidents marked as Final today are available.

- **Briefing Summary with Significant Events and Remarks for selected current approved 209 forms by GACC**

  Select current single or multiple 209s for a medium briefing summary of incident activity. Incidents with a status of Initial or Update or Incidents marked as Final today are available.

- **Current GACC Incident Overview Spreadsheet**

  GACC-level incident overview spreadsheet of active approved incidents for a user-specified GACC.

- **Current single approved 209 forms by GACC**

  Create/print an ICS-209 report for an Active approved incident with a status of Initial or Update, or an approved incident marked as Final today.

- **Current-year archive of approved 209 forms by GACC**

  Create/print an ICS-209 report for any incident within the current calendar year.

- **GACC Active Incident Summary Spreadsheet**

  Summarizes all Active incidents and those incidents marked Final today for a user-specified GACC.

- **GACC ICS-209 Priority Report Spreadsheet**

  User-prioritized summarization of all Active incidents and those incidents marked Final today for a user-specified GACC

- **GACC YTD Incident Summary Spreadsheet**

  Summarizes all Approved incidents YTD for a user-specified GACC.

Incident Change Summary

Run the Current Approved Incident 209 Reports by GACC for Activity Change. Select from Incidents with a status of Initial or Update or Incidents marked as Final today.

- **Land Management Unit Summary Spreadsheet**

  Creates a summary spreadsheet of ICS-209's for a given Incident Type (or All), GACC, and Land Management Unit.

- **Multiple current approved 209 forms by GACC**

  Create/print multiple ICS-209 reports for Active approved incidents with a status of Initial or Update, or an approved incident marked as Final today.

- **National GACC Report of Active Wildfires**

  Lists all Active wildfire incidents sorted by GACC, State, Unit ID, and Incident Name.

- **Significant Incident Summary Spreadsheet by GACC**

Summary spreadsheet of active approved incidents for a user-specified GACC. Summarizes those incidents involving 100+ acres or an IMT Type of 1 or 2.

Appendix B: SIT Reports

- **Detail Report**

  Wildland Incident Situation - Detailed Report. Report can be run for any combination of Geographic Area, Dispatch Office (including "Select All"), Protection/Ownership, and Select/Significant Large Incidents (ICS-209's) on a specified Report Date.

- **GACC Fire Danger Report**

  GACC Fire Danger Report - Lists all Units within a specified GACC that are in High, Very High, or Extreme fire danger on a specified Report Date.

- **GACC On-call Report**

  GACC On-call Report - Lists on-call information for Dispatch Offices within a specified GACC on a specified Report Date.

- **Large Incident Report**

  Large Incident Report. Report can be run for any combination of Geographic Area, Dispatch Office (including "Select All"), Protection/Ownership, and Select/Significant Large Incidents (ICS-209's) on a specified Report Date.

- **Planned Rx Report**

  Planned Rx Fire Report - Lists information about Rx burns within a specified GACC or single Dispatch Office within a GACC on a specified Report Date.

- **Summary Report**

  Wildland Incident Situation - Summary Report. Report can be run for any combination of Geographic Area, Dispatch Office (including "Select All"), Protection/Ownership, and Select/Significant Large Incidents (ICS-209's) for a specified Report Date.

Appendix C: Folders with Additional Reports

- **National IMSR**

  Folder containing all the SIT National IMSR Reports, including the "AutoSIT" Report.

- **National PAO Reports**

  Folder containing all the SIT National PAO Reports.

- **National Weekly Fire Activity**

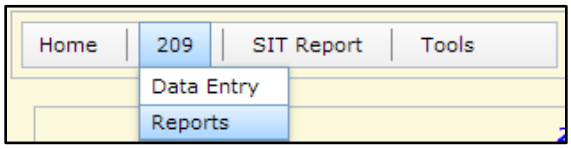
  Folder containing all the SIT National Weekly Fire Activity reports.

- **Special Area Reports**

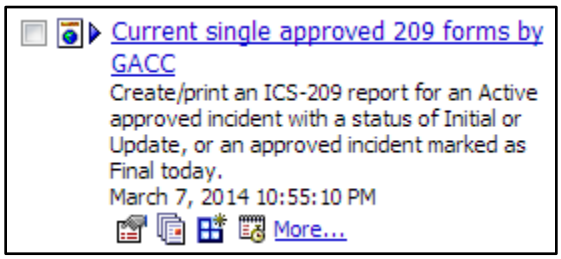
  Folder containing all SIT Special Area Reports.

Appendix D: Example Report 1 - View/Print a current 209

1. On the menu bar, click 209, **Reports**.

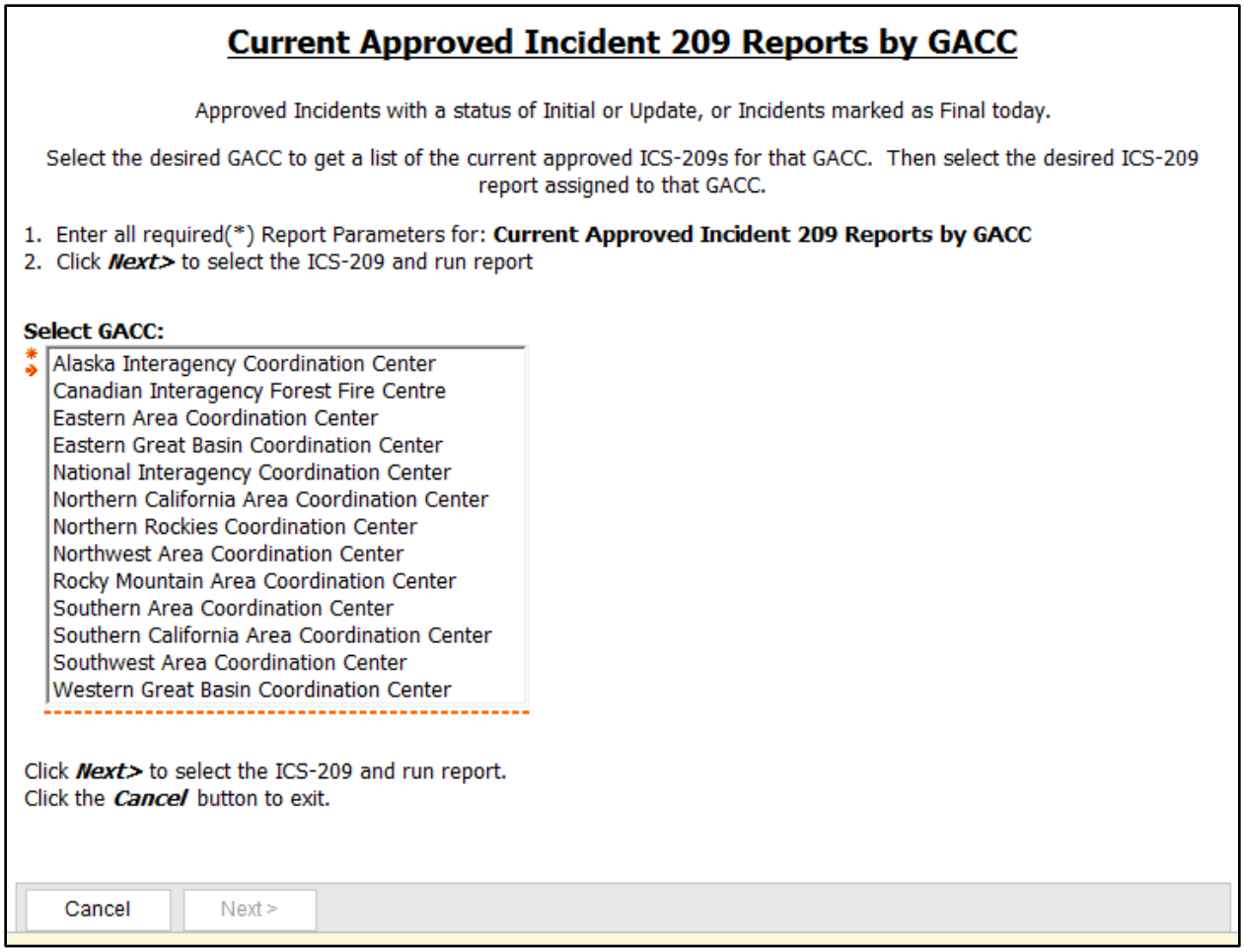


2. Click the link Current single approved 209 forms by GACC



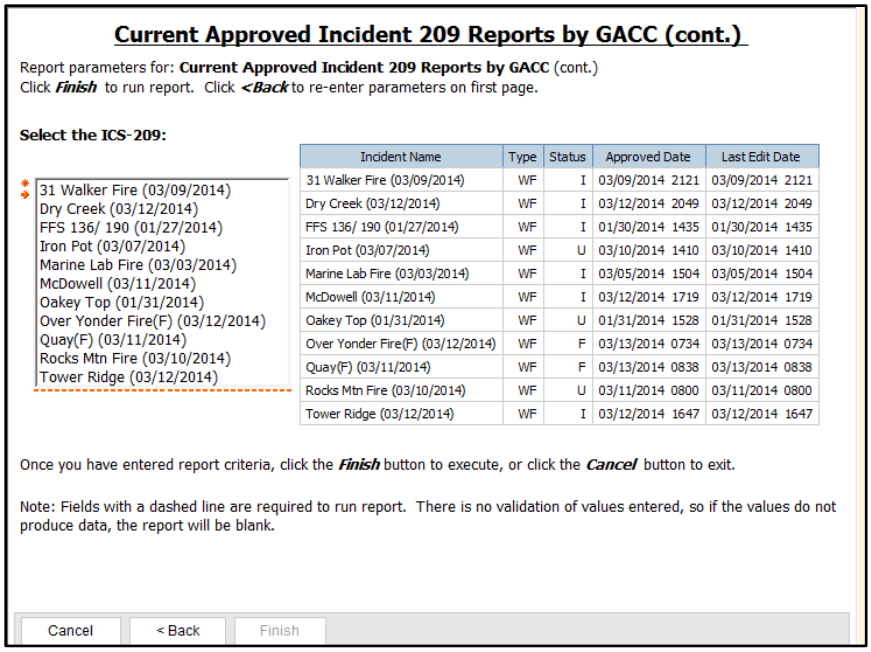
➢ Tip: If list of reports does not appear, click name and screen should refresh.

3. Highlight the **GACC (Geographic Area Coordination Center)** where your incident occurred. Click **Next** on the bottom of the screen.



4. Highlight the incident of interest in the **Select ICS-209** box. A reference table appears listing all active incident appears for reference. Click **Finish**. The most recent 209 (initial, update or final) is generated in the default html format.

➢ Tip: For past 209's, run the report Current-year archive of approved 209 forms by GACC (see example 2)



Current Approved Incident 209 Reports by GACC (cont.)

Report parameters for: **Current Approved Incident 209 Reports by GACC** (cont.)
Click ***Finish*** to run report. Click ***<Back*** to re-enter parameters on first page.

Select the ICS-209:

31 Walker Fire (03/09/2014)
Dry Creek (03/12/2014)
FFS 136/ 190 (01/27/2014)
Iron Pot (03/07/2014)
Marine Lab Fire (03/03/2014)
McDowell (03/11/2014)
Oakey Top (01/31/2014)
Over Yonder Fire(F) (03/12/2014)
Quay(F) (03/11/2014)
Rocks Mtn Fire (03/10/2014)
Tower Ridge (03/12/2014)

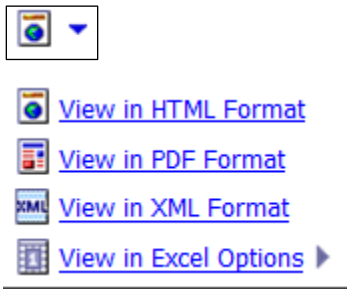
Incident Name	Type	Status	Approved Date	Last Edit Date
31 Walker Fire (03/09/2014)	WF	I	03/09/2014 2121	03/09/2014 2121
Dry Creek (03/12/2014)	WF	I	03/12/2014 2049	03/12/2014 2049
FFS 136/ 190 (01/27/2014)	WF	I	01/30/2014 1435	01/30/2014 1435
Iron Pot (03/07/2014)	WF	U	03/10/2014 1410	03/10/2014 1410
Marine Lab Fire (03/03/2014)	WF	I	03/05/2014 1504	03/05/2014 1504
McDowell (03/11/2014)	WF	I	03/12/2014 1719	03/12/2014 1719
Oakey Top (01/31/2014)	WF	U	01/31/2014 1528	01/31/2014 1528
Over Yonder Fire(F) (03/12/2014)	WF	F	03/13/2014 0734	03/13/2014 0734
Quay(F) (03/11/2014)	WF	F	03/13/2014 0838	03/13/2014 0838
Rocks Mtn Fire (03/10/2014)	WF	U	03/11/2014 0800	03/11/2014 0800
Tower Ridge (03/12/2014)	WF	I	03/12/2014 1647	03/12/2014 1647

Once you have entered report criteria, click the ***Finish*** button to execute, or click the ***Cancel*** button to exit.

Note: Fields with a dashed line are required to run report. There is no validation of values entered, so if the values do not produce data, the report will be blank.

Cancel | < Back | Finish

5. To print, select the **View** toolbar button drop-down, select "View in pdf."



➢ Tip: Reports can be generated in any of the above formats.

6. Print pdf. The oval pdf menu appears near the bottom of the document.

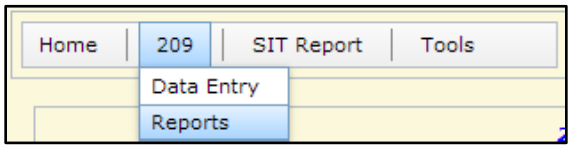
7. Click the printer icon to print.

➢ Tip: For printing tips or troubleshooting, see Troubleshooting in Online ICS-209 User Guide insert hyperlink http://www.predictiveservices.nifc.gov/intelligence/ICS-209_User_Guide_2.1.pdf

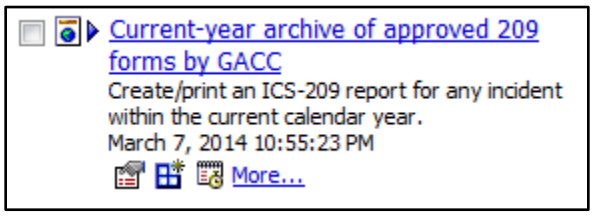
➢ Tip: If the pdf menu does not appear, hover near the bottom of the document to make it reappear.

Appendix E: Example Report 2 - View/Print a previous 209

1. On the menu bar, click 209, **Reports**.

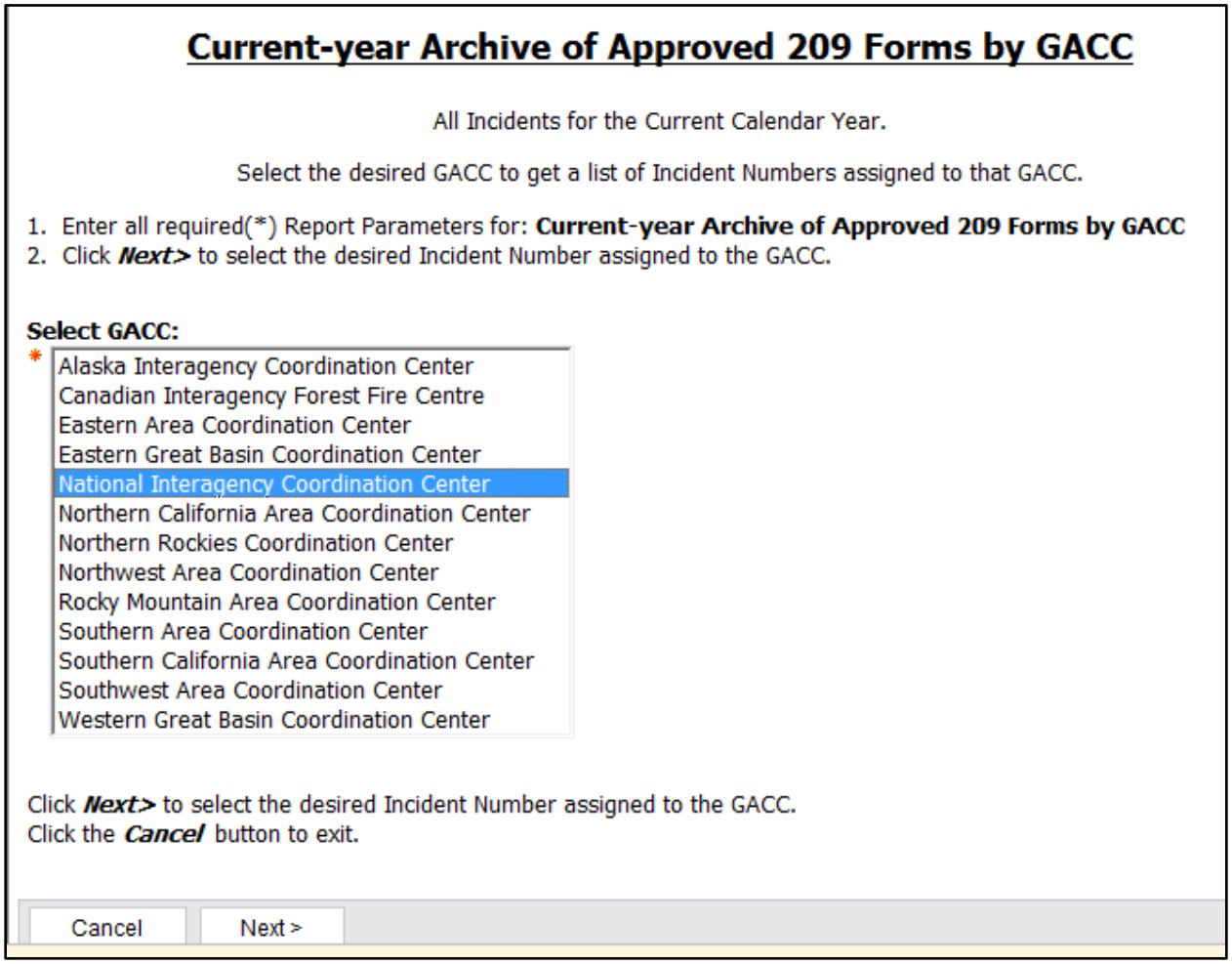


2. Click the link **Current-year archive of approved 209 forms by GACC**.

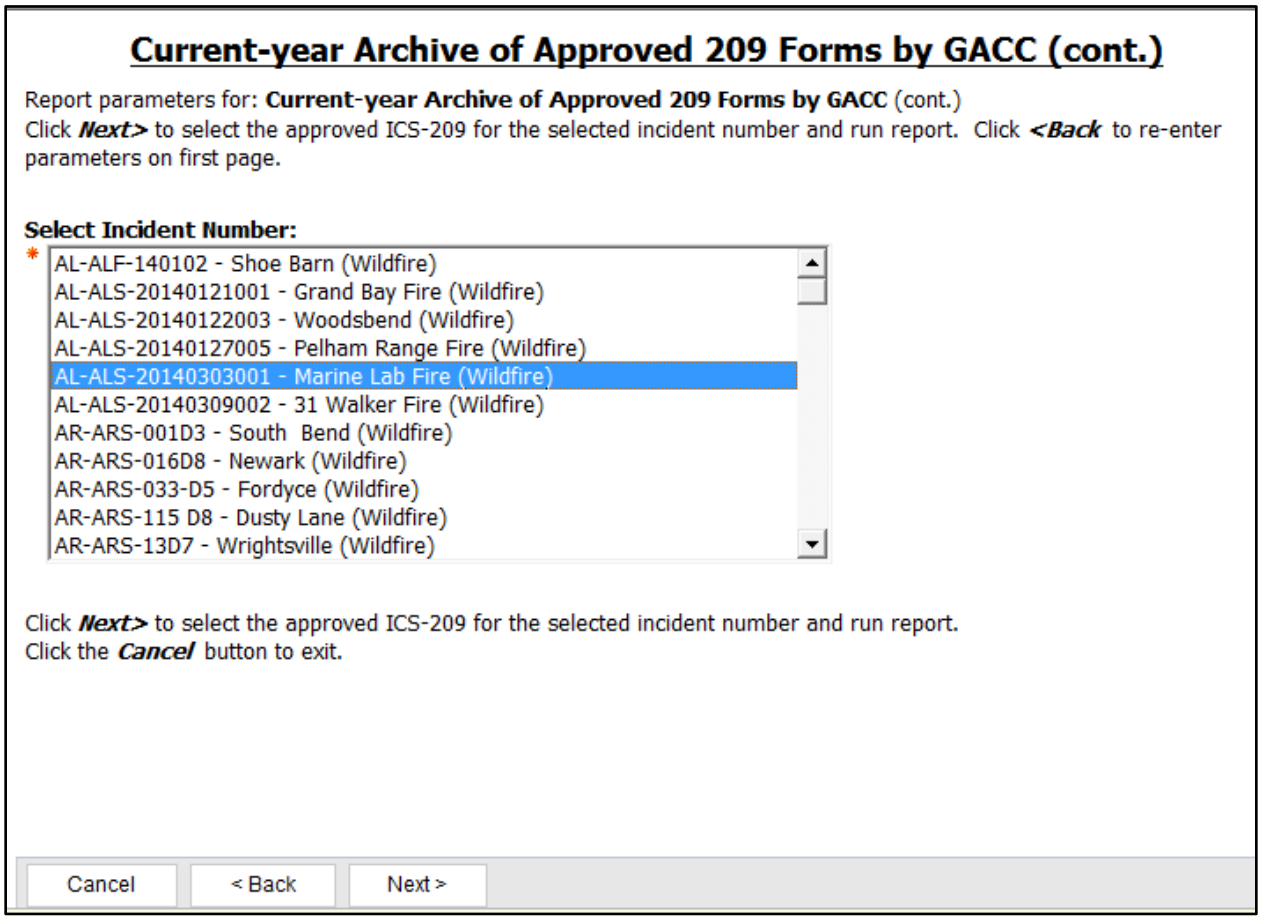


➢ Tip: If list of reports does not appear, click name and screen should refresh.

3. Highlight the **GACC (Geographic Area Coordination Center)** where your incident occurred. Click **Next** on the bottom of the screen.

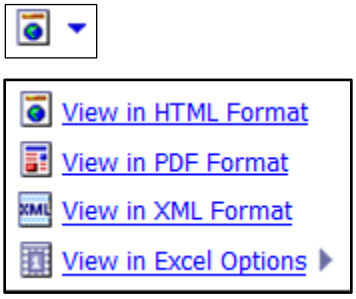


4. Highlight the incident of interest in the **Select Incident Number** box. Click **Finish**.



5. In the Select the ICS-209 box choose the desired 209 from the selection. Users may select multiple 209s. Click the **Finish** button.

6. To print, select the **View** toolbar button dropdown, select "View in pdf."



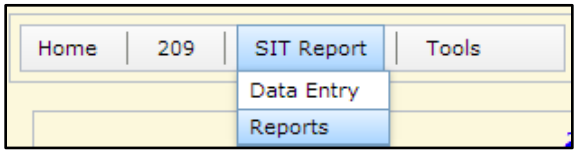
6. Print pdf. The oval pdf menu appears near the bottom of the document.

7. Click the printer icon to print.

- **Tip**: For printing tips or troubleshooting, see Troubleshooting in Online ICS-209 User Guide, enter hyperlink http://www.predictiveservices.nifc.gov/intelligence/ICS-209_User_Guide_2.1.pdf
- **Tip**: If the pdf menu does not appear, hover near the bottom of the document to make it reappear.

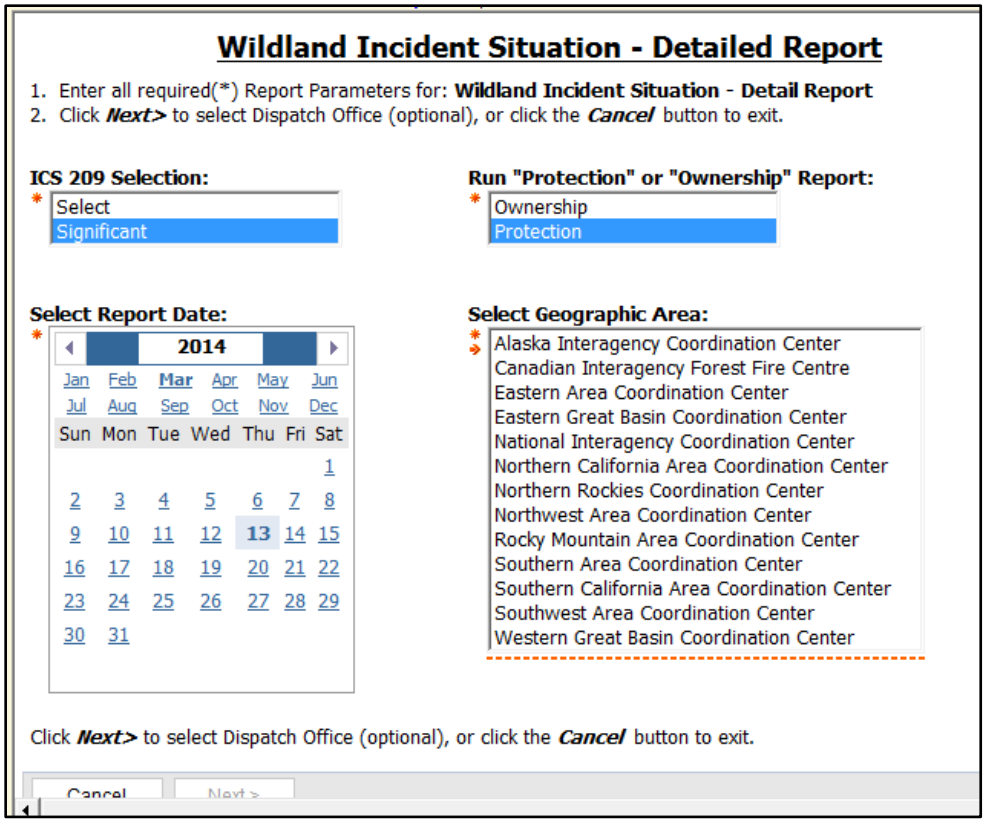
Appendix F: Example Report 3 - View/Print a detailed wildfire activity situation report

1. On the menu bar, click SIT Report, **Reports**.

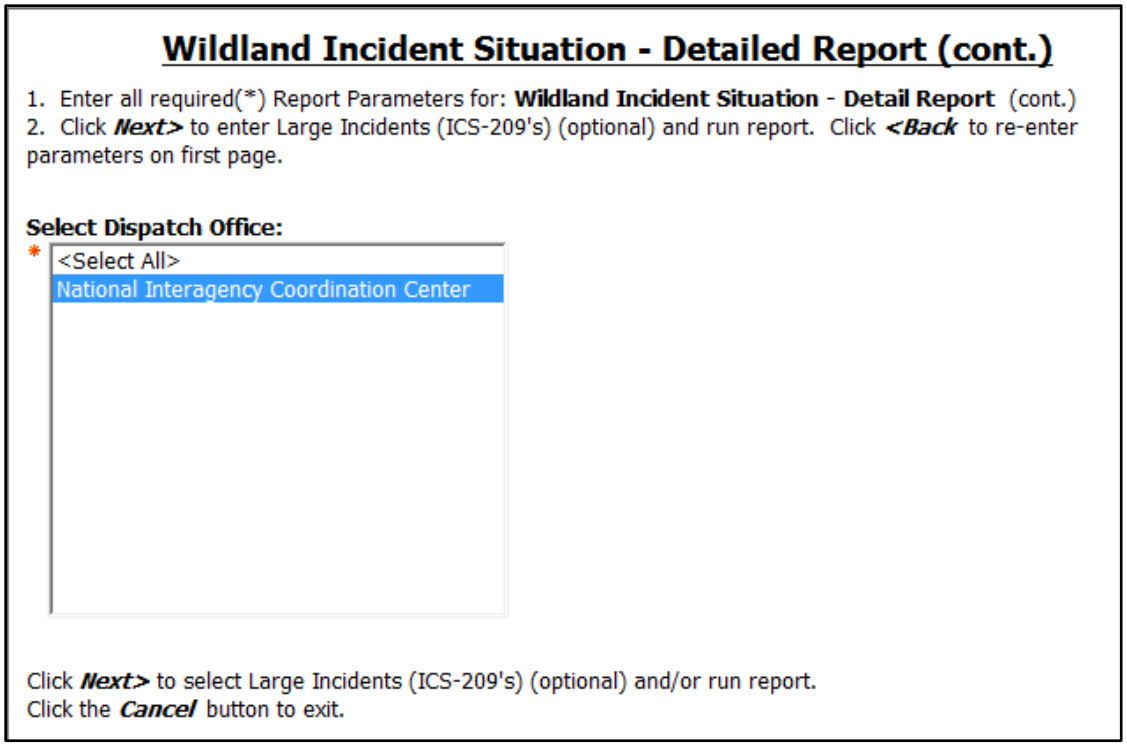


2. Click the link **Detail Report**.

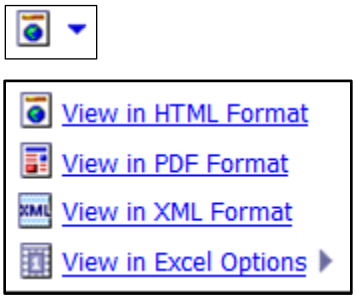
3. Enter all required report parameters – ICS 209, Report Date, Protection or Ownership, and Geographic Area. Click **Next**.



8. Select Dispatch Office and click **Next**.



4. Select ICS-209s. When the Significant option was chosen on page one, ICS-209s are auto-selected. Click **Finish** to view report.
5. To print, select the **View** Toolbar button dropdown, select "View in pdf."
6. COGNOS Reports for SIT/209 User's Guide



➢ **Tip**: Reports can be generated in any of the above formats.

7. Print pdf. The oval pdf menu appears near the bottom of the document.

8. Click the printer icon to print.

➢ Tip: For printing tips or troubleshooting, see Troubleshooting in Online ICS-209 User Guide Insert hyperlink http://www. predictiveservices.nifc.gov/intelligence/ICS-209_User_Guide_2.1.pdf
➢ Tip: If the pdf menu does not appear, hover near the bottom of the document to make it reappear.