



Intelligence Operations

SIT-209 Cognos Reports User's Guide

March 2017

Incident Status Summary (ICS-209)

Incident: **Special Canyon**

1. Incident Name: Special Canyon		2. Incident Number: OR-PRD-000265	
3. Report Version: Initial <input type="checkbox"/> Update <input checked="" type="checkbox"/> Final	4. Incident Commander(s) & Agency or Organization: Young, S.		5. Incident Management Organization: Type 2 Team
7. Current Incident Size or Area Involved: 620 Acres	8. Percent (%) Contained or Completed: 17 % Percent (%) of Perimeter to be Contained: 100 %	9. Incident Type: Wildfire B. Incident Description: C. Cause: Lightning/ Natural	10. Incident Complexity Level: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Complex
12. Prepared By: Print Name: Bonds, B. Date/Time Prepared: 06/11/2013 1900		13. Approved By: Print Name: Cepeda, O. Signature:	
14. Date/Time Submitted: 02/13/2013 1352		15. Primary Location, Organization, or Agency Sent To: NWCC	
16. State: OR	17. County / Parish / Borough: Jackson		
19. Unit or Other:	20. Incident Jurisdiction:	21. Incident Location Ownership:	
22. Latitude/Longitude: Latitude: 44° 10' 42"	23. US National Grid Reference: Grid Zone: x-Coordinate:		24. Legal Description: Principal Meridian: Township: 1/4 Sec: of 1/



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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 business intelligence application to retrieve reports in the SIT-209 applications. To view or print reports, 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. Users select from a common set of steps and filters to produce a report. See Appendices A and B for a list of all SIT-209 reports.

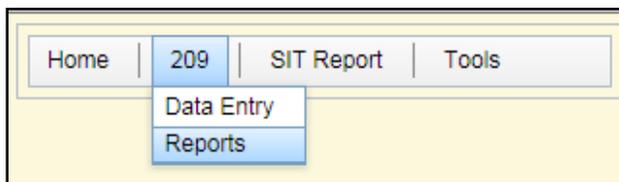
Getting Started

Users must request an account and receive account access before they can run SIT-209 reports. Either Reports or Data Entry account roles will allow the user to run reports. See the Interagency Situation (SIT) Report User's Guide (2016) or ICS-209 User's Guide (2016) for more information.

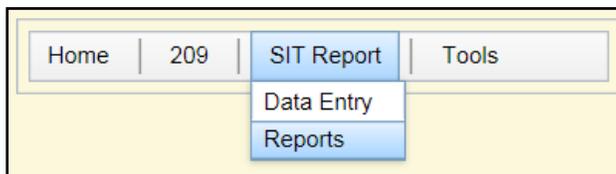
SIT-209 Application Menu Bar

The SIT-209 Application has four tabs on the menu bar:

- **Home:** Select this tab to logon and logoff of the SIT-209 Application portal.
- **209:** The 209 tab has two choices: Data Entry and Reports. Select Data Entry to create or update an ICS-209. Select **Reports** to run an ICS-209 Report.



- **SIT Report:** The SIT Report tab has two choices: Data Entry and Reports. Select Data Entry to enter SIT information. Select **Reports** to run a SIT Report.

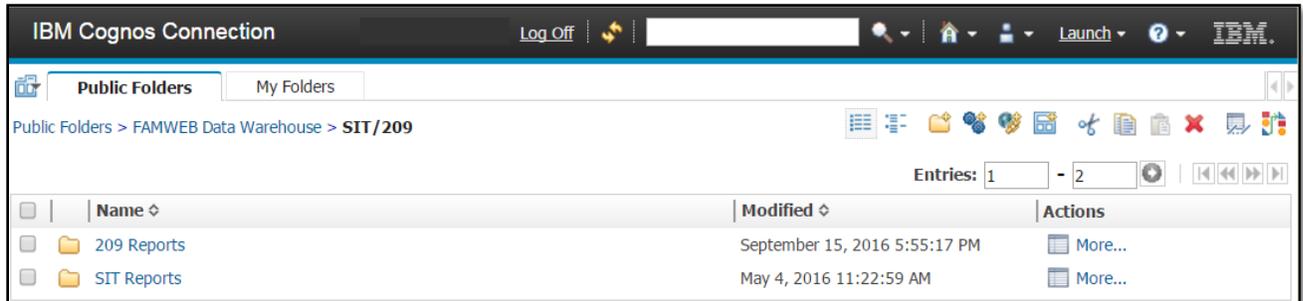


- **Tools:** This tab is for users with manager level roles only. Select this tab to manage user accounts, associate units with dispatch centers, monitor IRWIN log entries, and manage other system maintenance tasks.

There are two distinct toolbars that may display on screen, including:

- IBM Cognos Connection toolbar
- Cognos Action toolbar

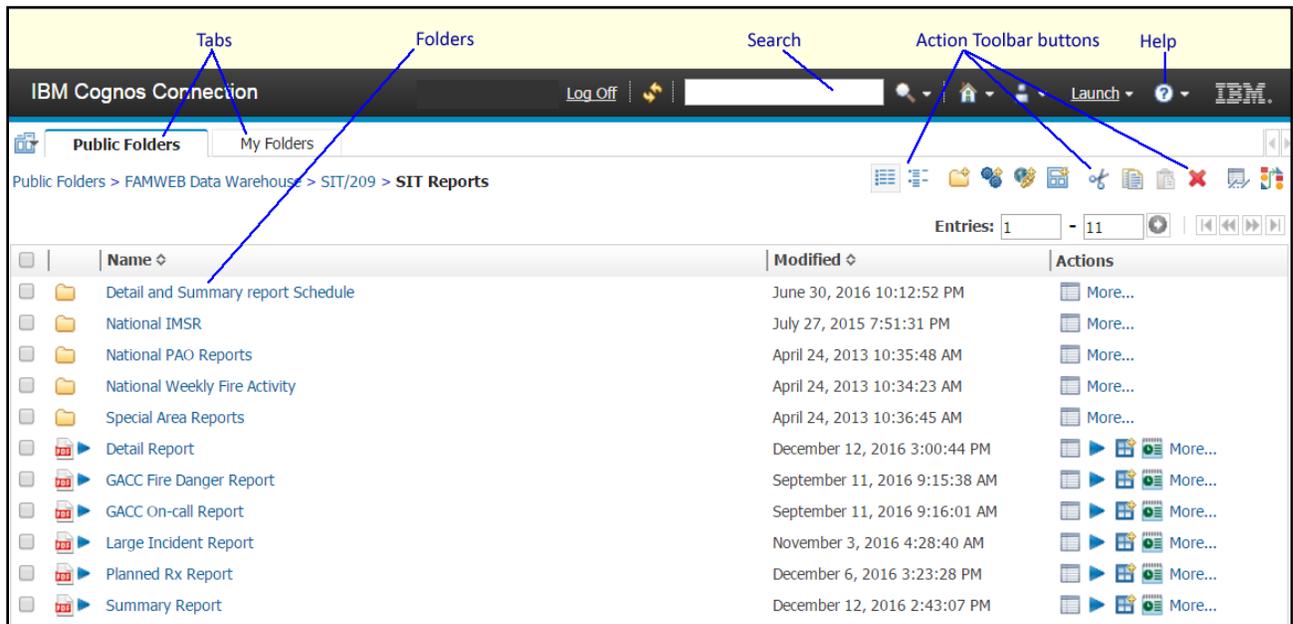
IBM Cognos Connection screen - Public Folders tab



Working with the IBM Cognos Connection toolbar

After selecting Reports from the 209 or SIT Report tab, the browser opens a new window and displays the IBM Cognos Connection toolbar. The icons and drop-down arrows function in the same way as in other web-based applications.

The following screen capture shows some of the common elements and terminology on the IBM Cognos Connection toolbar as displayed on the SIT Reports folder.



To refresh User's report listing:

- On the IBM Cognos Connection toolbar, click the Refresh  icon.

To change the view of User's current session:

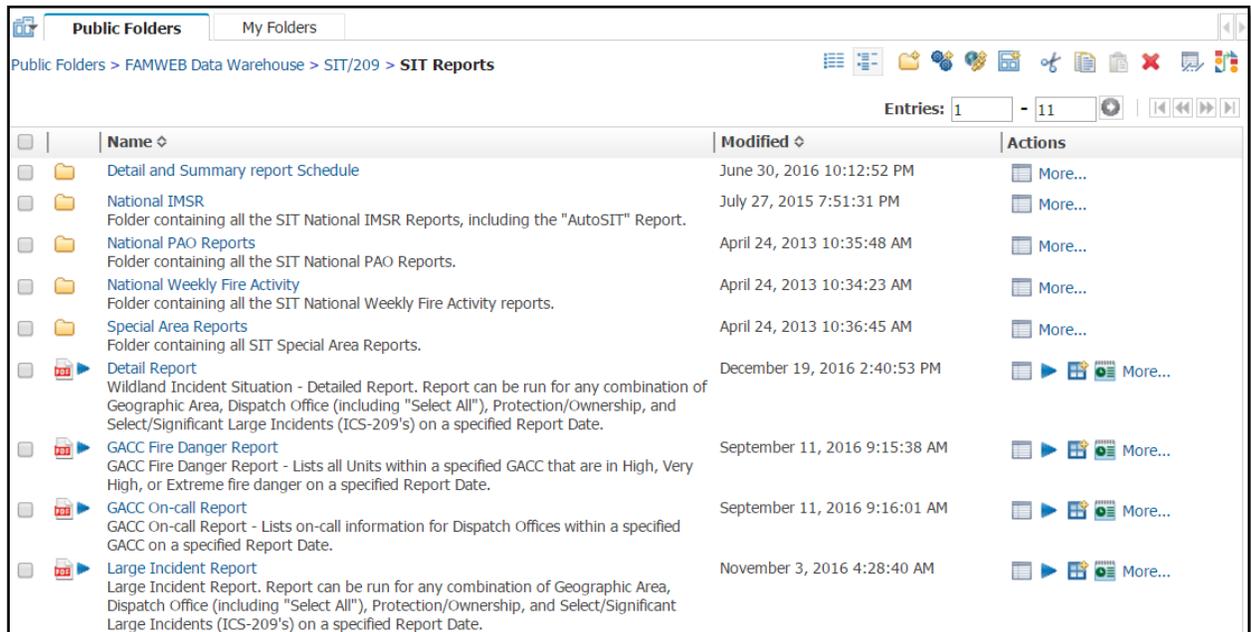
- To change the default view for all Cognos sessions see, "Changing User's default view preference," in the section, "Setting up User's personal computer for Cognos," later in this guide.



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

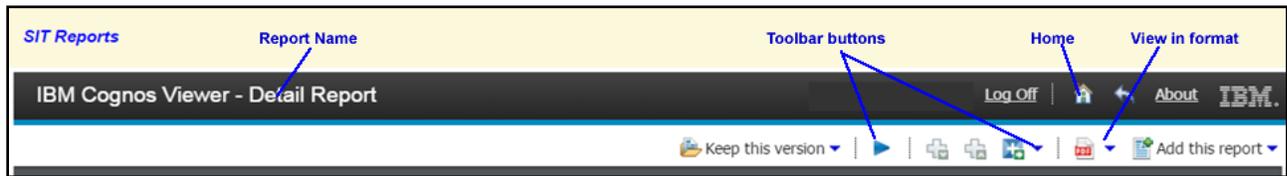


2. Click the **Details View** icon to view the details of the Standard reports. This provides a description of the folder or report.



Working with the Cognos Action toolbar

The Cognos Action toolbar groups the following similar functions into drop-down lists. The following screen capture outlines the functions available from these drop-down arrows.



Setting up User's 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:

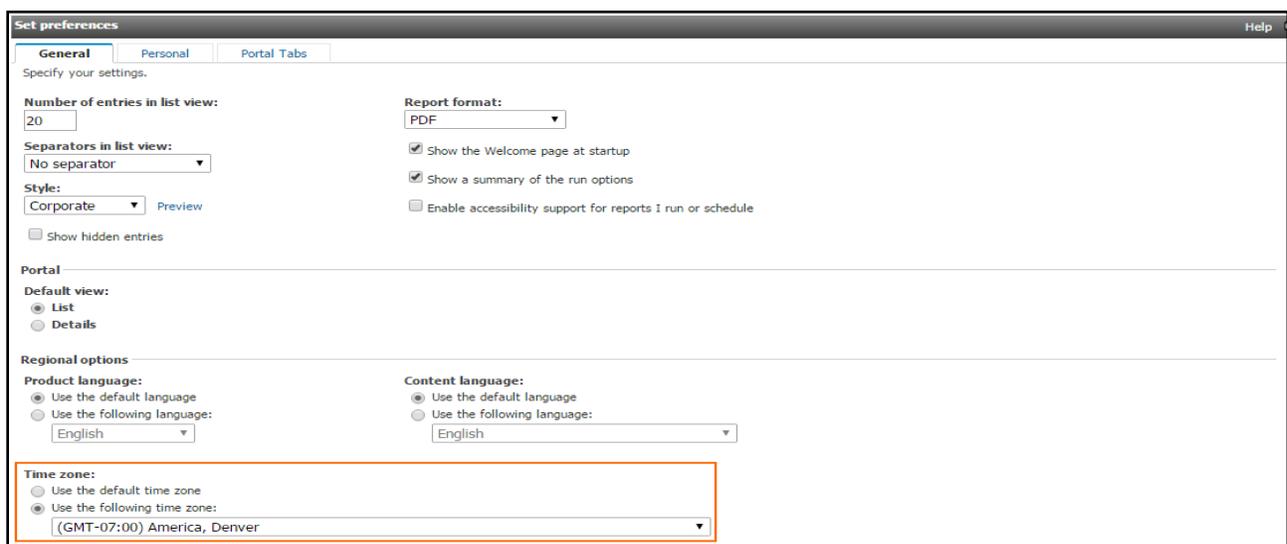
- Changing default time zone preference
- Enabling all downloads for Internet Explorer browser

To set User's default time zone

➤ The time zone users select determines when scheduled reports will run.

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

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



Running COGNOS Reports for SIT-209

Completing report parameters for Standard reports

Upon selecting the desired report, the parameters screen will display. This screen is specific to each report and usually contains both required and optional fields to select from. An orange arrow and dashed line identifies a required field that has yet to be selected. There are instructions at the top of each screen to prompt users.

The following screen capture displays the initial report parameter screen for an ICS-209.

Current-year Archive of Approved 209 Forms by GACC

All Incidents for the Current Calendar Year.
Select the desired GACC to get a list of Incident Numbers assigned to that GACC.

1. Enter all required(*) Report Parameters for: **Current-year Archive of Approved 209 Forms by GACC**
2. Click **Next>** to select the desired Incident Number assigned to the GACC.

Select GACC:

- Alaska Interagency Coordination Center
- Canadian Interagency Forest Fire Centre
- Eastern Area Coordination Center
- Eastern Great Basin Coordination Center
- Great Basin Coordination Center
- National Interagency Coordination Center
- Northern California Area Coordination Center
- Northern Rockies Coordination Center
- Northwest Area Coordination Center
- Rocky Mountain Area Coordination Center
- Southern Area Coordination Center
- Southern California Area Coordination Center

Click **Next>** to select the desired Incident Number assigned to the GACC.
Click the **Cancel** button to exit.

Cancel Next >

Running Standard reports

This section explains how to run a Standard report and save it as a Report View in My Folders. 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 **Save as Report View**.

Save as report view Help

Specify a name and location for this entry. A report view shares the same report specification as the source report.

Name:
Report View of Current-year archive of approved 209 forms

Location:
My Folders
Select another location...

OK Cancel

6. On the **Save as report view** screen, type the report name in the **Name** text box.
7. User's cannot save to the **Public Folders**, under **Location** click **Select My Folders**
8. Click **OK**.

The screen capture below shows a sample report parameters screen for a Wildland Incident Situation – Summary Report.

Wildland Incident Situation - Summary Report

1. Enter all required(*) Report Parameters for: **Wildland Incident Situation - Summary Report**
2. Click **Next>** to select Dispatch Office (optional), or click the **Cancel** button to exit.

ICS 209 Selection:

* Select
Significant

Run "Protection" or "Ownership" Report:

* Ownership
Protection

Select Report Date:

* 2016

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Select Geographic Area:

* Alaska Interagency Coordination Center
Canadian Interagency Forest Fire Centre
Eastern Area Coordination Center
Eastern Great Basin Coordination Center
Great Basin Coordination Center
National Interagency Coordination Center
Northern California Area Coordination Center
Northern Rockies Coordination Center
Northwest Area Coordination Center
Rocky Mountain Area Coordination Center
Southern Area Coordination Center
Southern California Area Coordination Center
Southwest Area Coordination Center

Click **Next>** to select Dispatch Office (optional), or click the **Cancel** button to exit.

The following screen capture shows the resulting report. Use the drop-down arrow to **Keep this version** of the report.

IBM Cognos Viewer - Summary Report
Log Off | Home | About | IBM

Keep this version
▶
🖨️
📄
📄
📄
📄
📄
Add this report

GACC Summary Situation Report - by Protection

Report Date: 08/20/2016

Geographic Area: Northern Rockies Coordination Center

Preparedness Level: II

Wildfire Information Section (All fires, even if reported on a 209)											
Agency	State-Unit	Fire Danger	P/L	Fires (Human)	Acres (Human)	Fires (Lightning)	Acres (Lightning)	Uncntrld A-B-C	Uncntrld D+	Fires (Rx)	Acres (Rx)

The following screen capture is an example **Save as Report View** screen for a Standard report.



- Under Location select or verify **Select My Folders**
- Click **OK**



- Rename report if desired, click **OK**

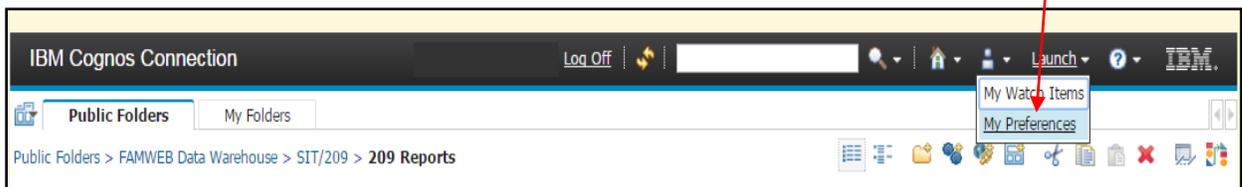
Organizing and Viewing Report Output

This section explains how to perform the following:

- View available 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.

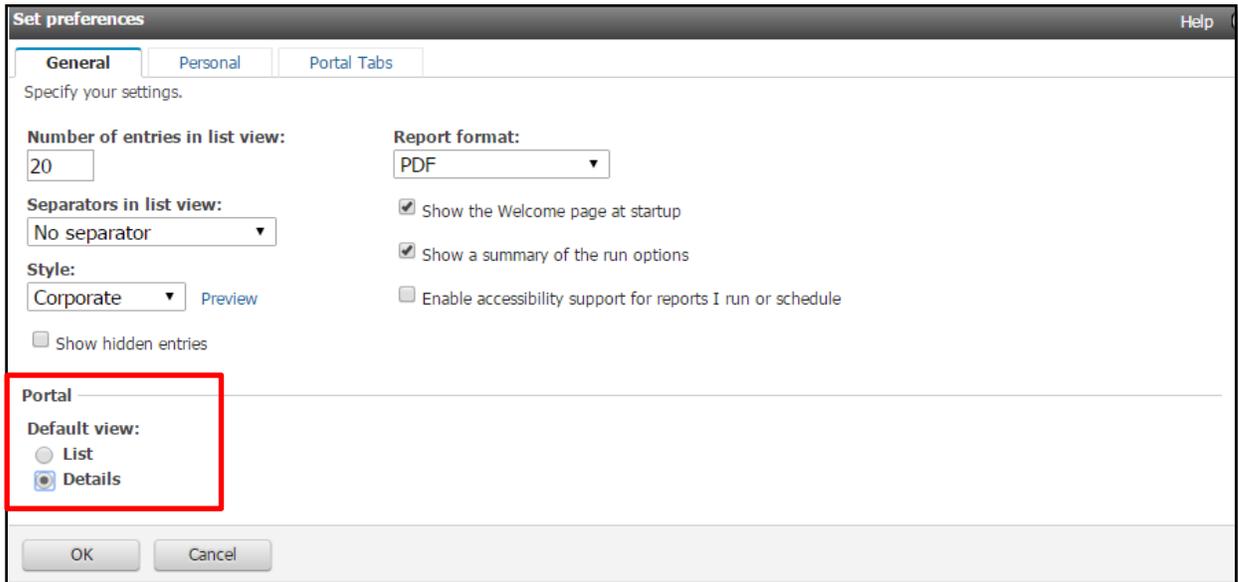
To view report details along with report name:

1. On the **IBM Cognos Connection** toolbar, click **My Area Options**, and click **My Preferences**.

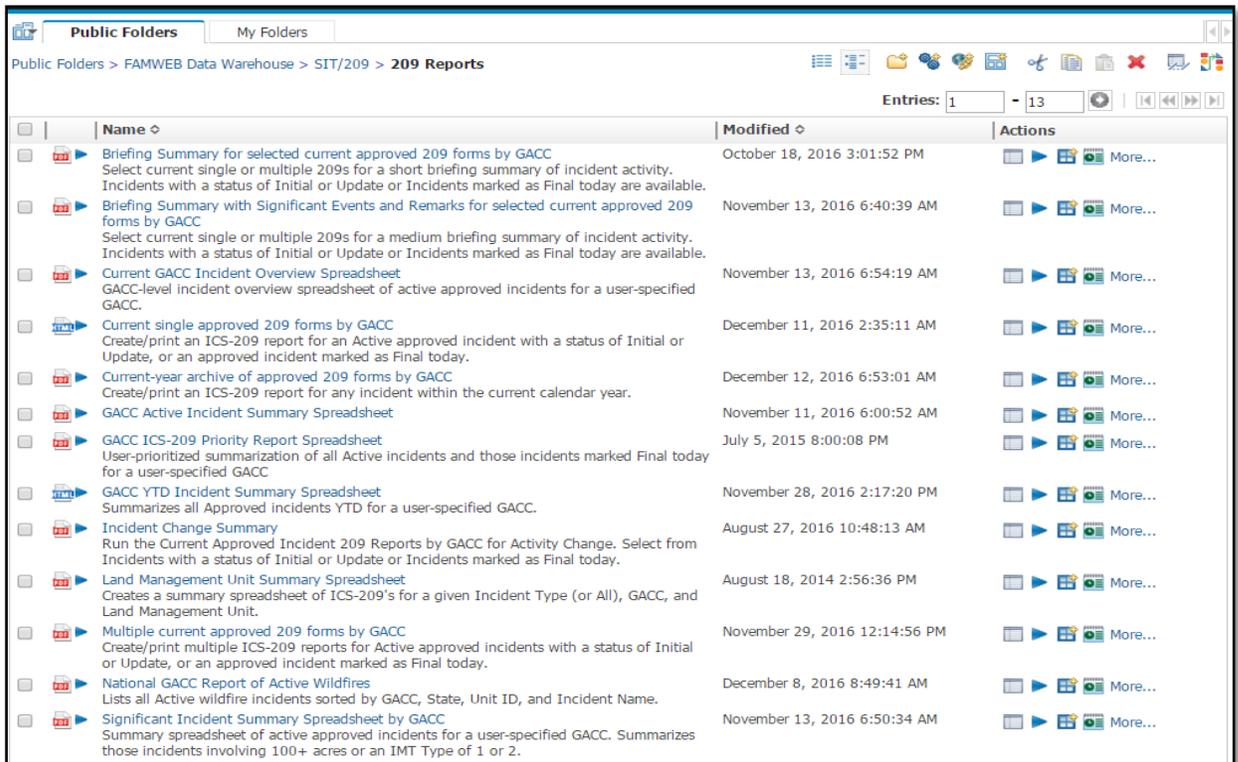


- The initial setting for the Portal-Default view is “List.” Select the “List View” option to view a list of available reports. Select the “Details View” option to view available reports along with brief descriptions.

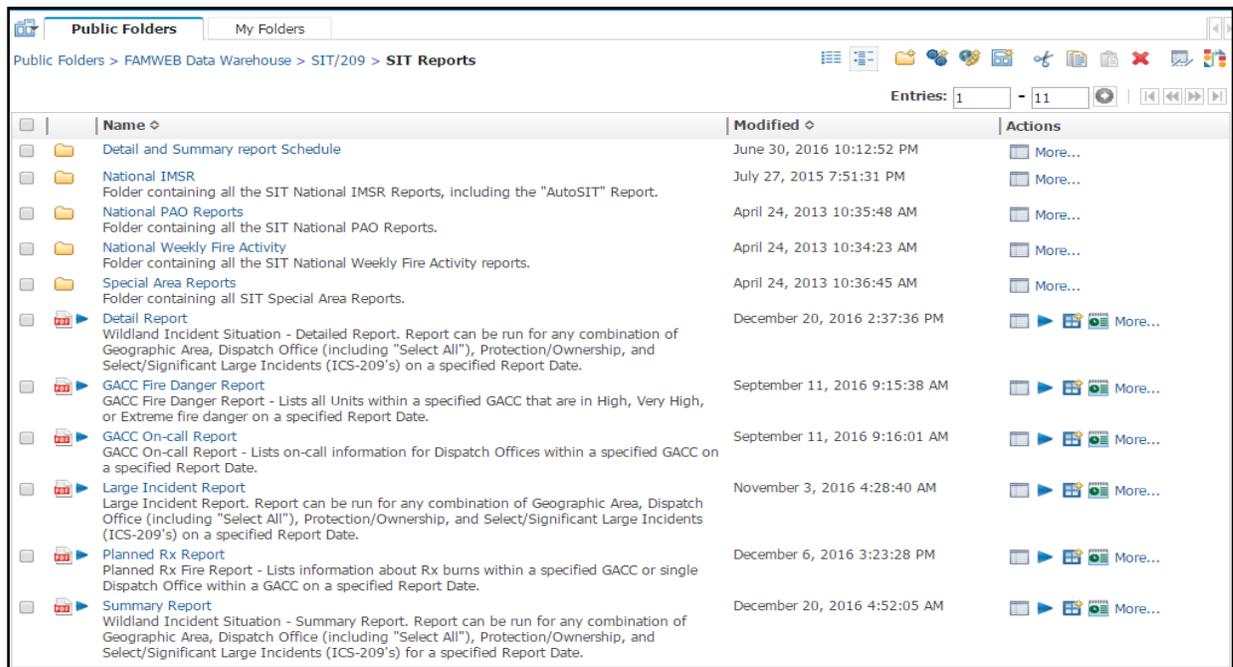
- As shown below, under **Default view** on the General tab, click **Details**.
- Click **OK**.



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



The following screen capture shows a detail view of reports available in the SIT Reports folder.



To create a new folder for organizing User's reports:

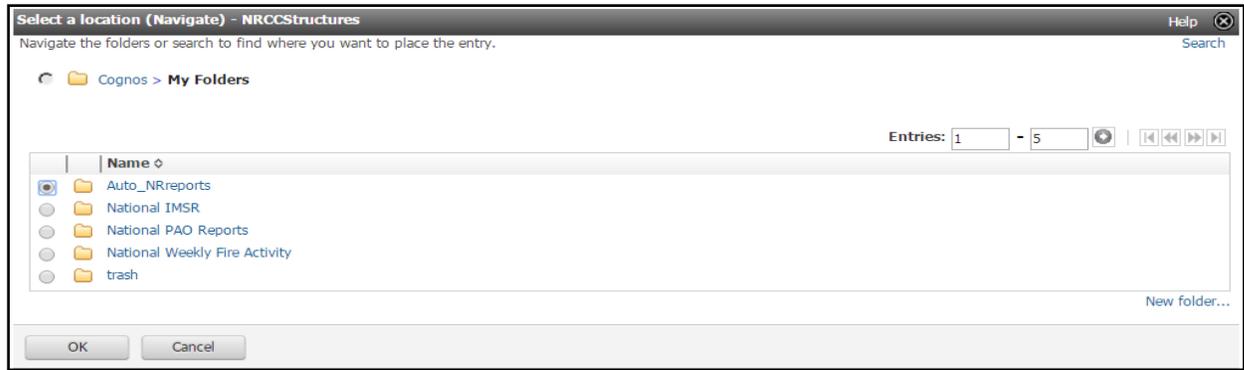
1. On the **IBM Cognos Connection** toolbar, click **New Folder**  icon.
2. On the **New Folder Wizard** screen, complete the following text boxes:
 - Name
 - Description
 - Screen tip
3. If not already selected under **Location**, click **Select My Folders**, and then click **Finish**.

To move a report to a different folder:

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

1. Click the **More...** link that corresponds to the report of choice.
2. On the **Perform an action** screen, click the **Move** icon  or **Move...** link.
3. On the **Select a location** screen, click to select the destination folder, and click **OK**.

Reviewing the screen captures on the following page, clicking **Cognos > My Folders** will take the user to the second screen where it is possible to select a specific folder.



To change the order of User's report listing:



1. In **My Folders**, click the **Order** icon 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)** 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)** 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**.

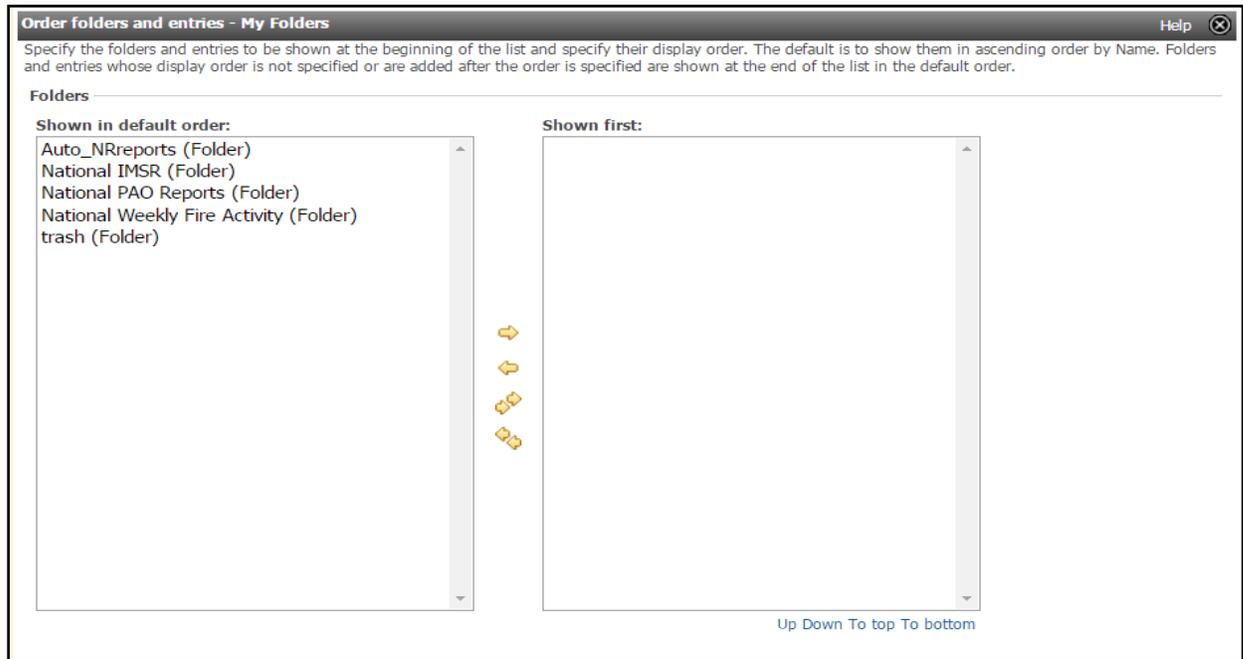
Add

Remove

Add all

Remove all

The following screen capture 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:

To access Standard reports, click the 209 or SIT Report tab and select Reports. The Standard reports for selected application will appear.

To run a Standard report saved in My Folders:

On the **My Folders** tab, click the **report name** of choice. As long as users have set their default report values the report will automatically run when selected.

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

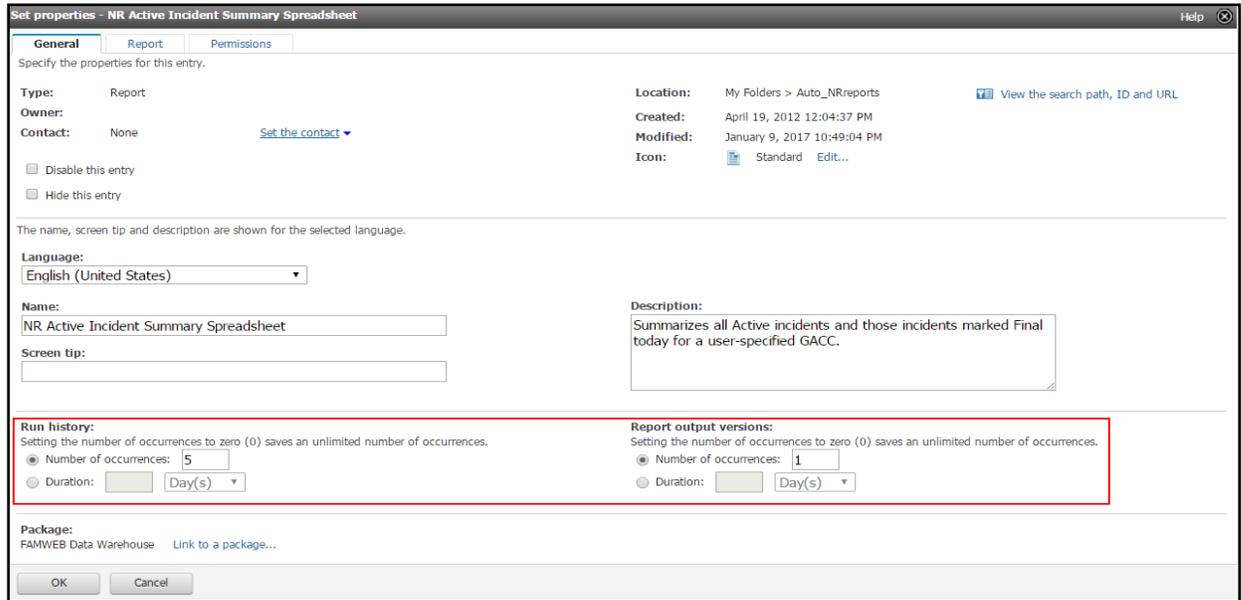
Follow these instructions if users would like a report to run the same way each time, without having to reset report parameters each time.



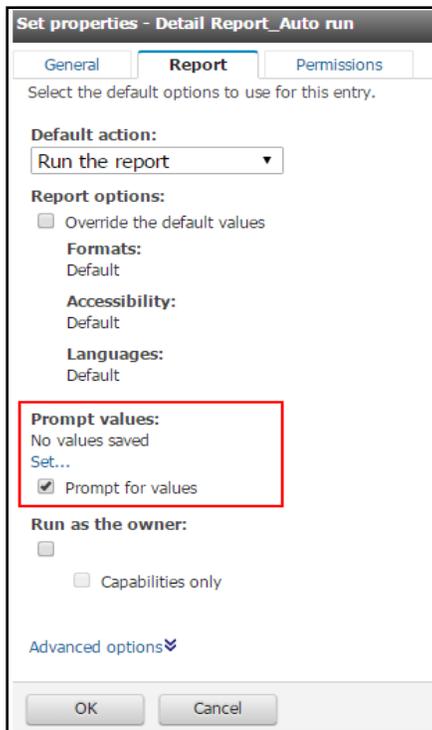
1. On the **My Folders** tab, click the **Set Properties** icon corresponding with the desired report.
2. On the **General** tab, set **Run history** and **Report output versions** based on user's needs.
3. On the **Report** tab, under **Prompt values**, deselect **Prompt for values** and select **Set**. The report parameters screen appears.
4. Complete the **report parameters** and click **Finish**.

- The report will load in Cognos Viewer. From this point forward, when the user selects the report it will run with the pre-set parameters.

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

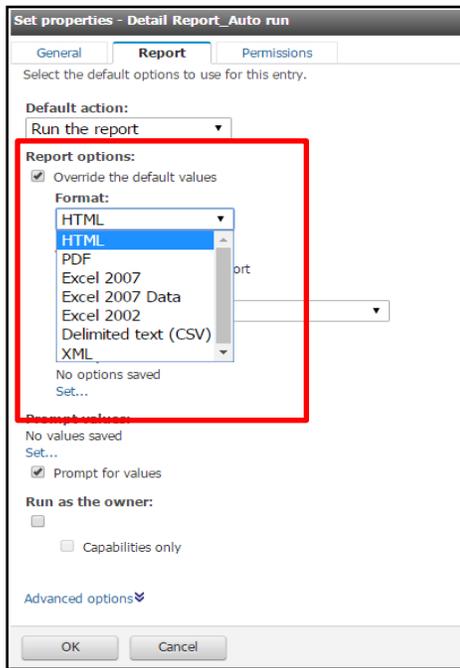


The following screen capture shows the Report tab screen. The box indicates the Prompt values section.



To set the default output format for User's report:

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



➤ To accept the default format (HTML) for the report, Users may skip this step.

6. To be prompted for values each time the report is run, 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

- Determine how often the report is realistically needed before scheduling a report. Remember that scheduling a report to run too frequently ties up the system, which impacts all others trying to run their reports.

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

1. Run the **Standard report** of choice, and then save to **My Folders**.

2. Click the **My Folders** tab, and then click the **Schedule** icon  for the desired report, shown in the screen capture below.

Name	Modified	Actions
NR Active Incident Summary Spreadsheet	January 10, 2017 2:53:34 PM	More...
NR Detail SIT - Ownership	January 9, 2017 10:49:12 PM	More...
NR Detail SIT - Protection	January 9, 2017 10:48:59 PM	More...
NR GYA Summary Report - Ownership	January 9, 2017 10:48:15 PM	More...
NR GYA Summary Report - Protection	January 9, 2017 10:49:10 PM	More...
NR Large Incident Report	January 9, 2017 10:48:08 PM	More...

3. On the **Schedule** screen, click to select the **Frequency** tab of choice, as shown below.
 - Select **By Day, By Week, By Month, By Year, or By Trigger**
 - Enter **Daily Frequency (Every xx Minute(s)/Hour(s))** between certain timeframes if the user wants the report multiple times a day. It is not recommended to run any report more than once every 2 hours.
 - Select **Start date and time**

Schedule - NR Active Incident Summary Spreadsheet Help

Schedule this entry to run at a recurring date and time. You can run using the default values or specify the options. You can disable the schedule without losing any of its details.

Disable the schedule Priority: 3 Start: May 31, 2016

Frequency:
Select the frequency by clicking on a link.

By Day By Week By Month By Year By Trigger

Every 1 minute(s)
 Every 1 hour(s)
 Every 1 day(s)

Daily Frequency:
 Every 1 Minute(s) between 9 : 00 AM and 5 : 00 PM

End:
 No end date
 End by: Jan 10, 2017
10 : 49 PM
2 : 40 PM

4. Select **Override the default values** under **Options**, shown below.

Options

Override the default values

Formats:
Default

- Choose output **Formats**, shown below.

5. Under **Prompt values**, click **Override default values**, and then click the **Set** link, shown below.

6. On the **Report Parameters** screen, complete the value(s) for the report and click **Finish**.
7. On the **Schedule** screen, complete the information as appropriate for the **Frequency** selected, and click **OK**.

To edit a schedule:

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

To disable a schedule:

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

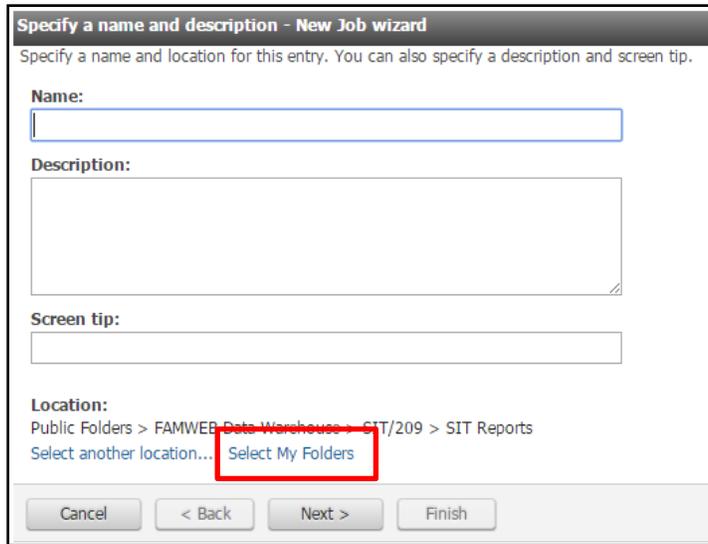
To schedule multiple reports to run on a regular basis:

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

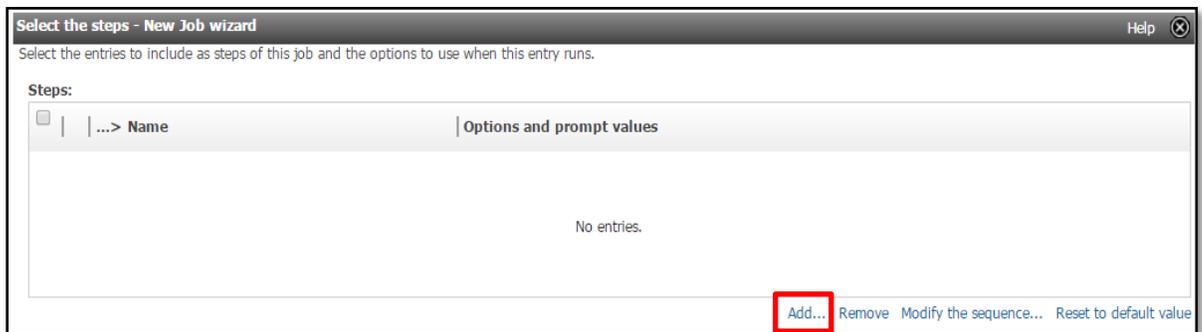
➤ Saved schedules appear on user's My Folders tab.



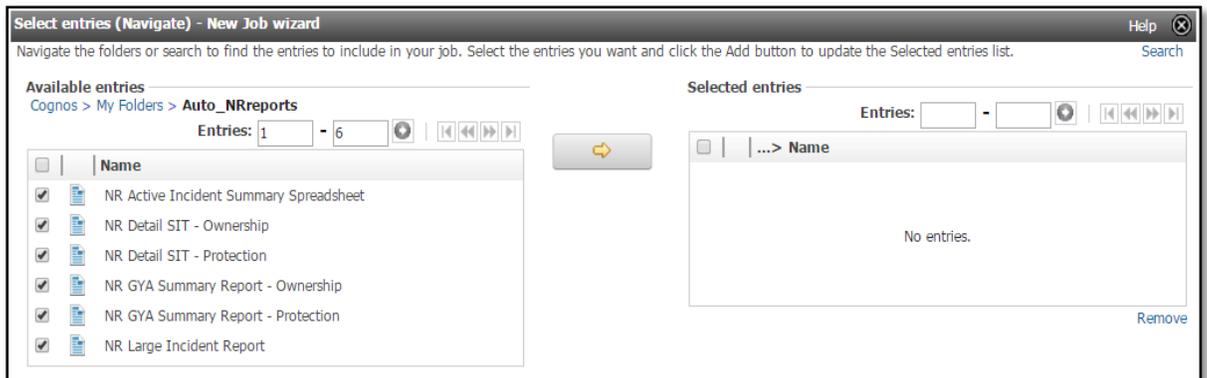
1. From either the **Public Folders** or **My Folders** tab, click the **New Job** icon.
2. On the **New job wizard** screen, complete the following information:
 - Name
 - Description
 - Screen tip



3. **Select My Folders** under **Location**, as shown above. Click **Next >**.
4. On the **Select the steps - New job wizard** screen, click **Add**, shown below.

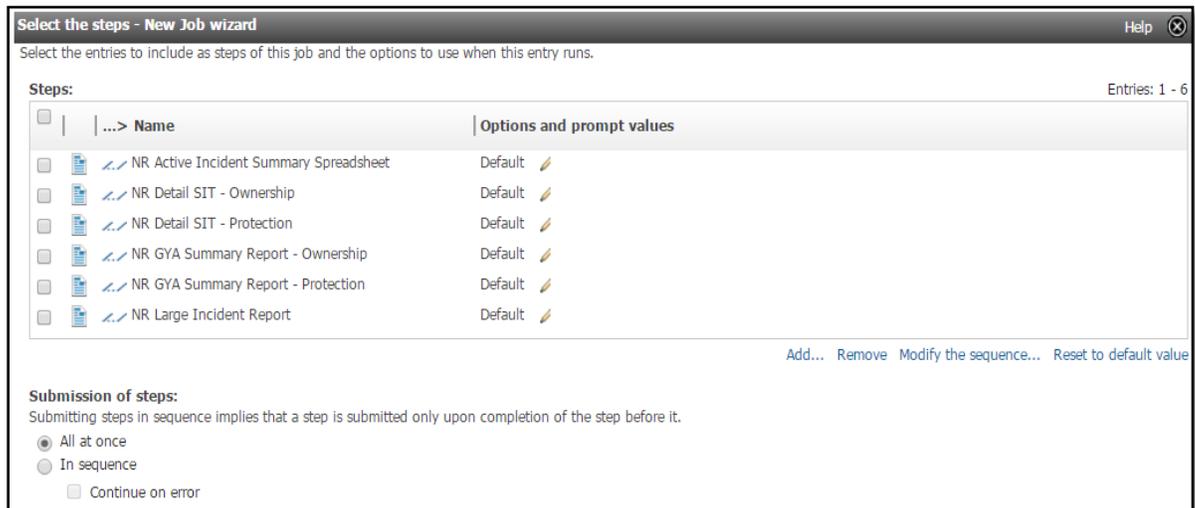


5. On the **New job wizard** screen, select the **check boxes** that correspond to the **reports** to be scheduled, and then click the **Add** arrow button shown below.

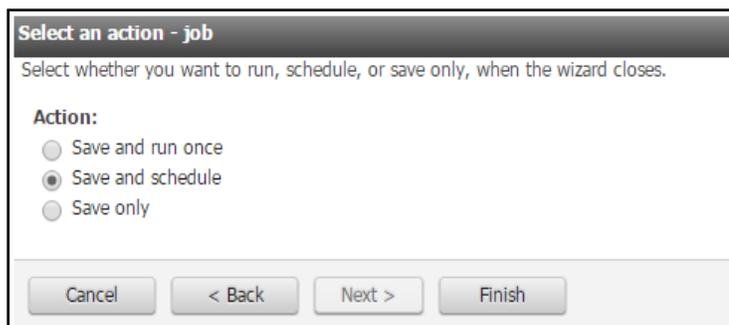


➤ Use the following pathways to select 209 and SIT reports from the Public Folders
 Cognos > Public Folders > FAMWEB Data Warehouse > SIT-209 > 209 Reports
 Cognos > Public Folders > FAMWEB Data Warehouse > SIT-209 > SIT Reports

6. When finished adding all the reports users want to schedule, click **OK**.
7. On the **New job wizard** screen shown below, select the **check boxes** that correspond to the reports users want to schedule, set the Options and prompt values for each report as appropriate.

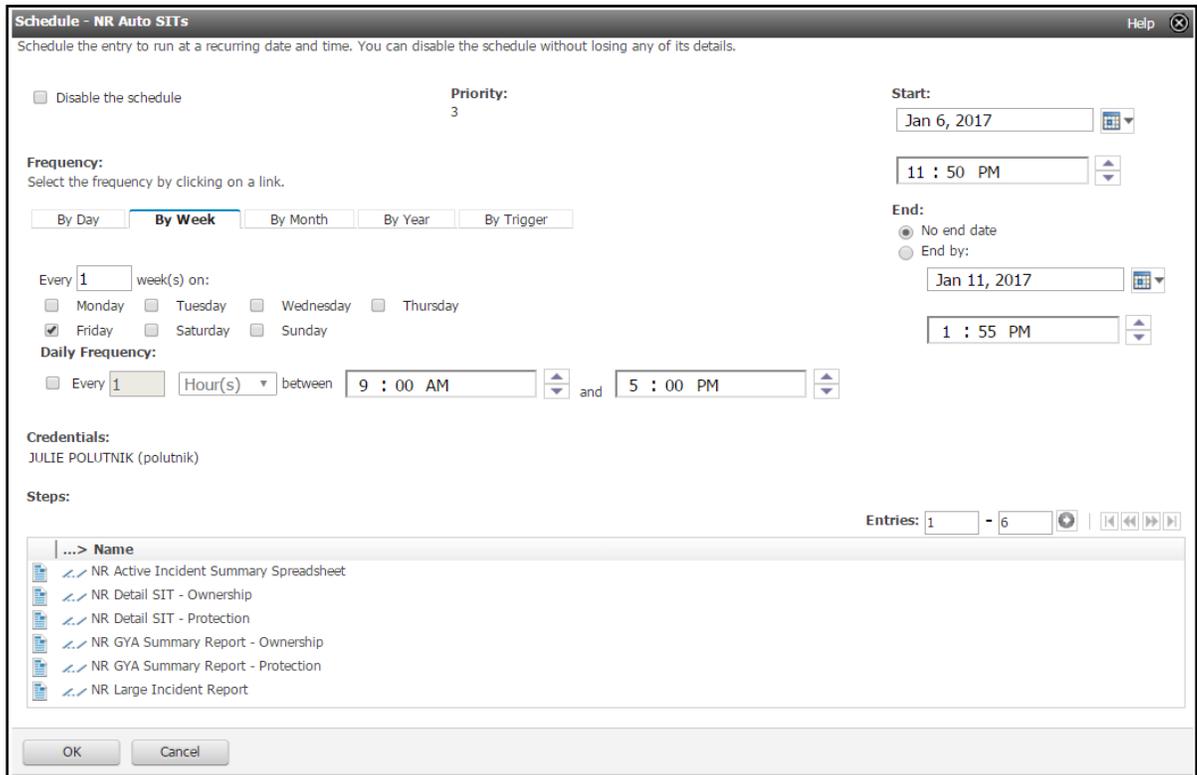


8. Under **Submission of steps**, select the option of user's choice, and click **Next >**.
9. On the **Select an action - job** screen shown below, select **Save and schedule**, and click **Finish**.

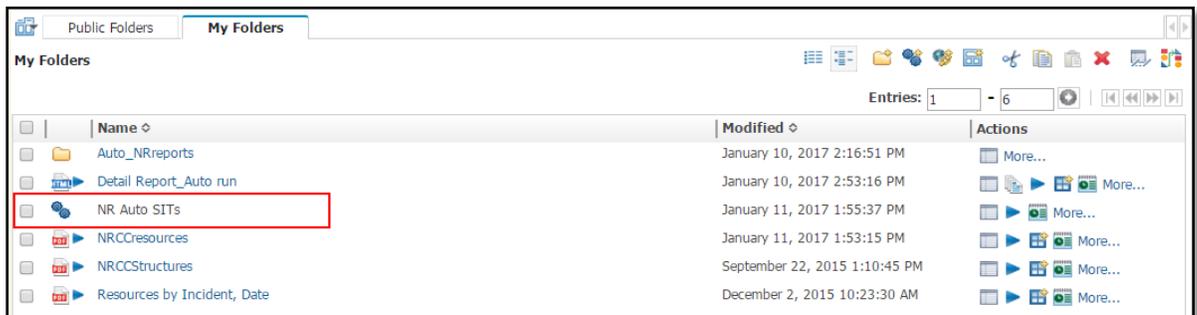


10. On the **Schedule** screen, select one of the **Frequency** tabs.
 - By Day
 - By Week
 - By Month
 - By Year
 - Select **Start date** and **time**, and **Daily Frequency** if more than once a day. Then Click **OK**

The screen capture below shows multiple reports scheduled to run every Friday at 11:50 PM.



The following screen capture shows the new scheduled job under My Folders tab.



To email a single scheduled report:

1. On the **My Folders** tab, click the **Schedule** icon  for the **report** of user's choice, and then select the **Override the default values** under **Options** as shown below.



2. Select the report delivery **Format** (if other than default HTML).

Options

Override the default values

Formats:

HTML

Number of rows per Web page:
20

Enable selection-based interactivity

PDF
No options saved
Set...

Excel 2007

Excel 2007 Data

Excel 2002

Delimited text (CSV)

Delivery:
Select at least one delivery method. For burst reports, the email recipients are determined by the burst specification.

Save:

Save the report

Save the report as a report view [Edit the options...](#)

[Report View of Detail Report_Auto run](#)

Print the report

Printer location:
 [Select a printer...](#)

Send a link to the report by email [Edit the options...](#)

3. Under **Delivery**, select the **Send a link to the report by email**, and click **Edit the options** link.

4. On the **Set the email options** screen shown below, complete the following information as appropriate.

- To
- Cc
- Subject
- Body

Set the email options - NR Active Incident Summary Spreadsheet Help

Specify the recipients and contents of the email. To add recipients, click [Select the recipients...](#) or type the email addresses separated by semi-colons. To include an HTML report as the message body, leave the Body box empty and select the report as the only attachment.

To:

Cc:
 [Select the recipients...](#) [Show Bcc](#)

Subject:
Report: NR Active Incident Summary Spreadsheet

Body:

Include a link to the report

Attach the report

OK Cancel

➤ 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.

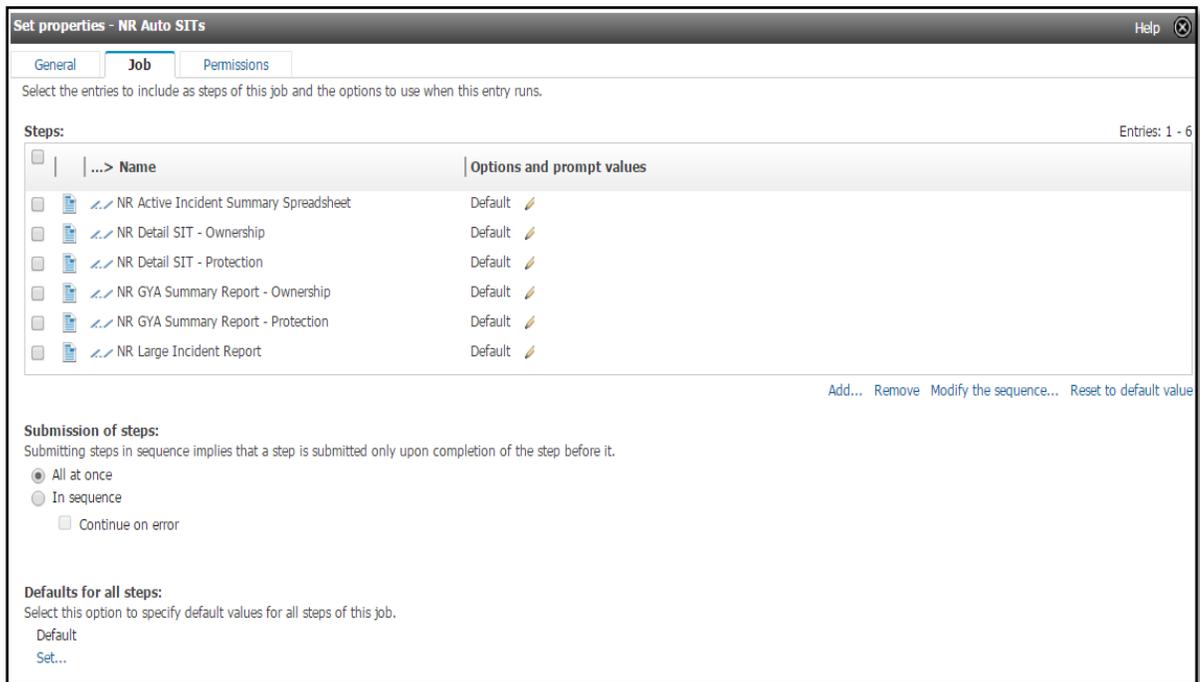
5. Uncheck **Include a link to the report**, user's without appropriate SIT-209 access won't be able to access the report.
6. Select **Attach the report**, click **OK**.
7. On the **Schedule** screen, complete the remaining information as appropriate, and click **OK**.

To email multiple scheduled reports:

➤ To print multiple scheduled reports, users must first save them to their personal computer.

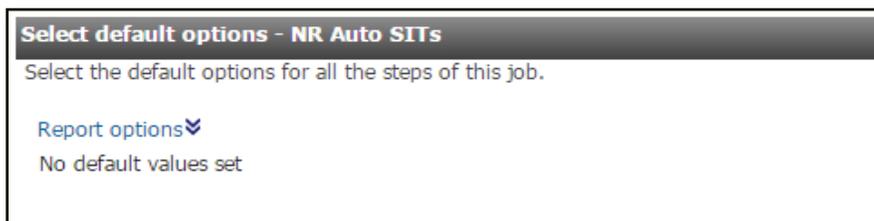


1. On the **My Folders** tab, click the **Set properties** icon that corresponds to the scheduled group of reports of user's choice.
2. On the **Set properties** screen, select the **Job** tab as shown below.

A screenshot of the 'Set properties - NR Auto SITs' dialog box, with the 'Job' tab selected. The dialog has three tabs: 'General', 'Job', and 'Permissions'. Below the tabs is a text box: 'Select the entries to include as steps of this job and the options to use when this entry runs.' Below that is a table with columns 'Name' and 'Options and prompt values'. The table lists six report entries, each with a checkbox, a document icon, a pencil icon, and the word 'Default'. At the bottom right of the table are links: 'Add...', 'Remove', 'Modify the sequence...', and 'Reset to default value'. Below the table is the 'Submission of steps' section with radio buttons for 'All at once' (selected), 'In sequence', and 'Continue on error'. At the bottom is the 'Defaults for all steps' section with a 'Default' link and a 'Set...' link.

Steps:	Name	Options and prompt values
<input type="checkbox"/>	NR Active Incident Summary Spreadsheet	Default
<input type="checkbox"/>	NR Detail SIT - Ownership	Default
<input type="checkbox"/>	NR Detail SIT - Protection	Default
<input type="checkbox"/>	NR GYA Summary Report - Ownership	Default
<input type="checkbox"/>	NR GYA Summary Report - Protection	Default
<input type="checkbox"/>	NR Large Incident Report	Default

3. Under **Default for all steps**, click to select the **Set** link, shown above.
4. On the **Select default options** screen, click to select the **Report options** link shown below.

A screenshot of the 'Select default options - NR Auto SITs' dialog box. It has a title bar and a text box: 'Select the default options for all the steps of this job.' Below the text box is a blue link 'Report options' with a dropdown arrow. Below that is the text 'No default values set'.

5. Select **Specify default values for all the reports of this job** shown below.

A screenshot of the 'Select default options - NR Auto SITs' dialog box. It has a title bar and a text box: 'Select the default options for all the steps of this job.' Below the text box is a blue link 'Report options' with an upward arrow. Below that is a checkbox labeled 'Specify default values for all the reports of this job'.

6. Select desired report delivery **Formats**, as shown below.

7. Under **Delivery**, select the appropriate **Save the report, print it, or send an email** option.

8. Select **Send the report by email**, and click **Edit the email options**.

9. On the **Set the email options** screen shown below, complete the following information as appropriate, click **Attach the report**, and 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.

To change report to another format of User's choice:

➤ Users can change the format of any individual report located in the Public Folders or My Folders.



1. Click the **Set properties** icon for desired report.
2. On the **Set properties** screen, select the **Report** tab, and then select **Override the default values** under **Report Options** for the format of choice.
3. Under **Default Action**, click **Run the report**.
4. User's can set **Prompt values** to any report saved to **My Folders**.
5. Click **OK**.

Saving a report to User's personal computer

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

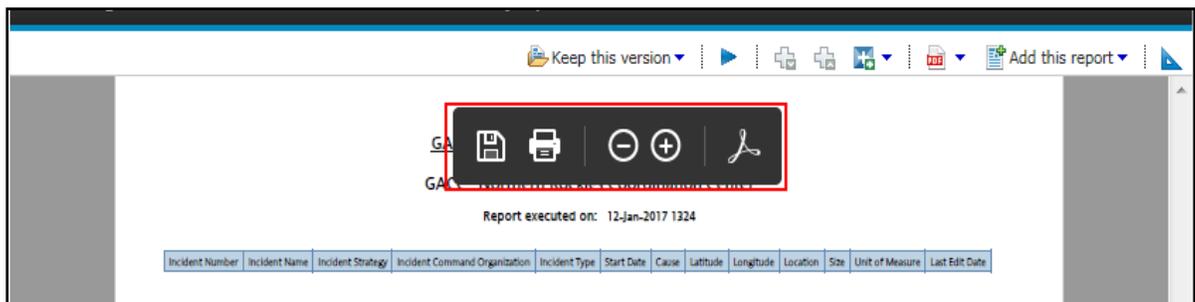
To save a report to User's personal computer in PDF:



8. Run the report of user's choice, click the **View in** format icon.
9. Click **View in PDF Format**, shown in the red box below.



10. Hover the mouse in the top middle of the screen and the following Adobe Acrobat Reader toolbar will appear.



11. Click the floppy disk icon to download the report.
12. Save the report to the desired location on user's computer.

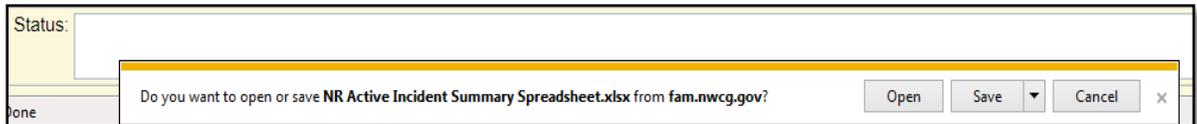
To save a report to User's personal computer in Excel:



1. Run the report of user's choice, click the **View in** format icon.
2. Click **View in Excel Options** and **select Excel format**, shown in the red box below.



3. A pop-up message will appear at the bottom of the page as shown below, select desired option:
 - Open
 - Save
 - Save As
 - Save and open



Printing and emailing a report

Once users have the report saved in the format of 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 and Summary report Schedule folder**

Folder containing Detailed, GACC Fire Danger, Large Incident, Planned RX, Summary and Special Area Reports than can be scheduled for most current report.
- **National IMSR folder**

Folder containing all the SIT National IMSR Reports, including the "AutoSIT" Report.
- **National PAO Reports folder**

Folder containing all the SIT National PAO Reports.
- **National Weekly Fire Activity folder**

Folder containing all the SIT National Weekly Fire Activity reports.
- **Special Area Reports folder**

Folder containing all SIT Special Area 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**

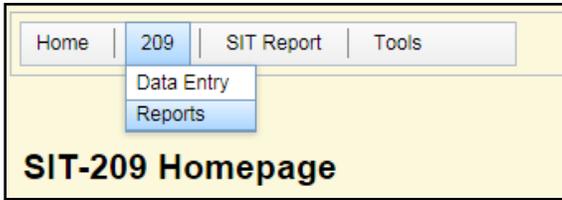
Large Incident Report. Report can be run for any combination of Geographic Area, Dispatch Office (including "Select All"), Protection/Ownership, and Select/Significant Large Incidents (ICS-209's) on a specified Report Date.
- **Planned Rx Report**

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**

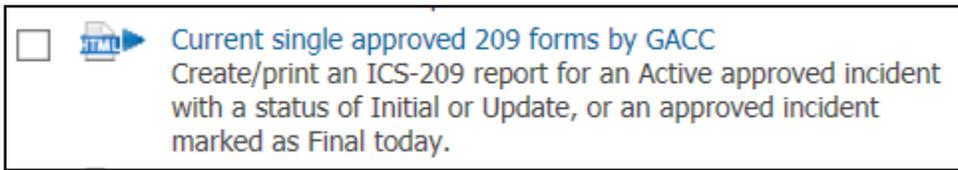
Wildland Incident Situation - Summary Report. Report can be run for any combination of Geographic Area, Dispatch Office (including "Select All"), Protection/Ownership, and Select/Significant Large Incidents (ICS-209's) for a specified Report Date.

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

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

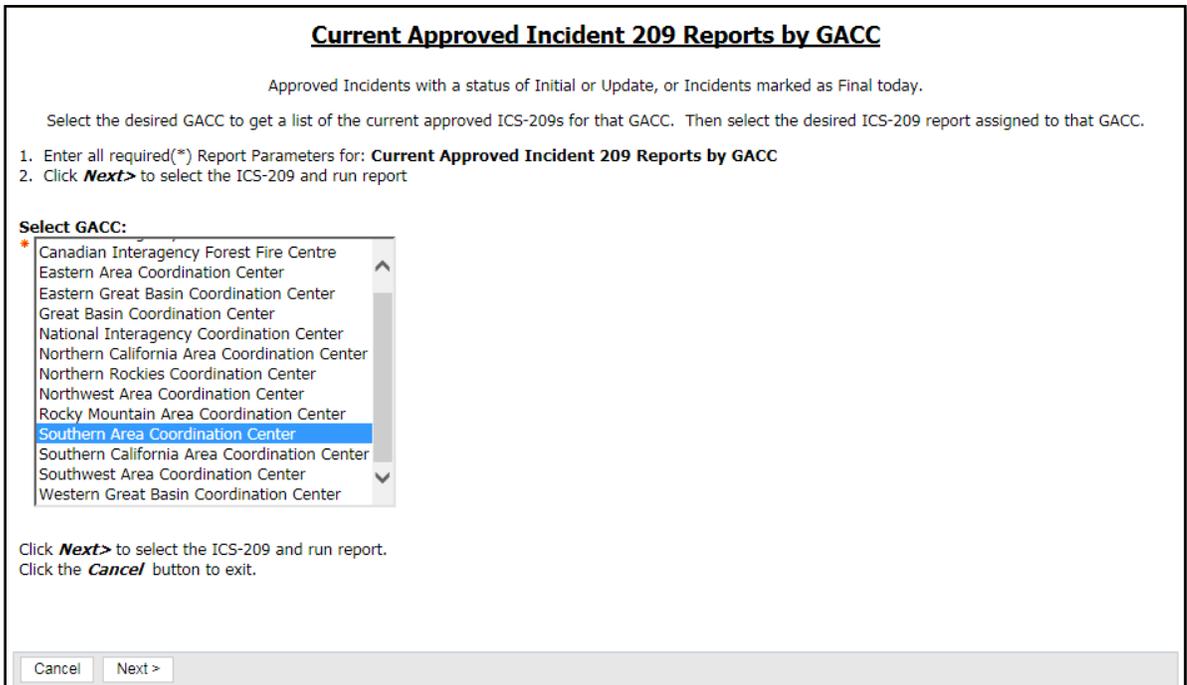


2. Click **Current single approved 209 forms by GACC**.



➤ Tip: If list of reports does not appear, click IBM Cognos Connection Refresh icon and screen should refresh.

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



- Select the incident in the **Select ICS-209** box. A reference table appears listing all active incidents. 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:

* Major Road (01/11/2017)

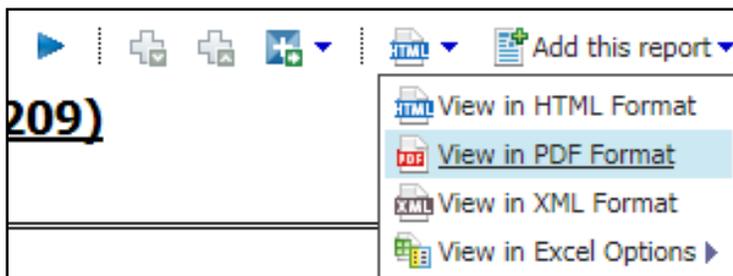
Last Chance(F) (01/11/2017)

Incident Number	Incident Name	Type	Status	Approved Date	Last Edit Date
OK-OKS-170003	Major Road (01/11/2017)	WF	I	01/12/2017 1440 CST	01/12/2017 1440 CST
TX-TXS-002000	Last Chance(F) (01/11/2017)	WF	F	01/13/2017 0750 CT	01/13/2017 0750 CT

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.

- To print, select the **View** toolbar icon drop-down, select **View in PDF Format**.



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

- Print pdf. The pdf tool menu appears near the top of the document.



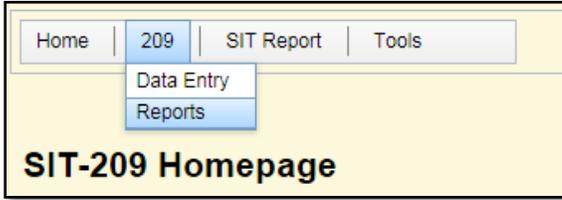
- Click the printer icon to print.

➤ Tip: For printing tips or troubleshooting, see Troubleshooting in Online SIT-209 User Guide, hyperlink https://gacc.nifc.gov/predictive_services/intelligence/niop/programs/sit_209/Help/index.htm

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

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

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

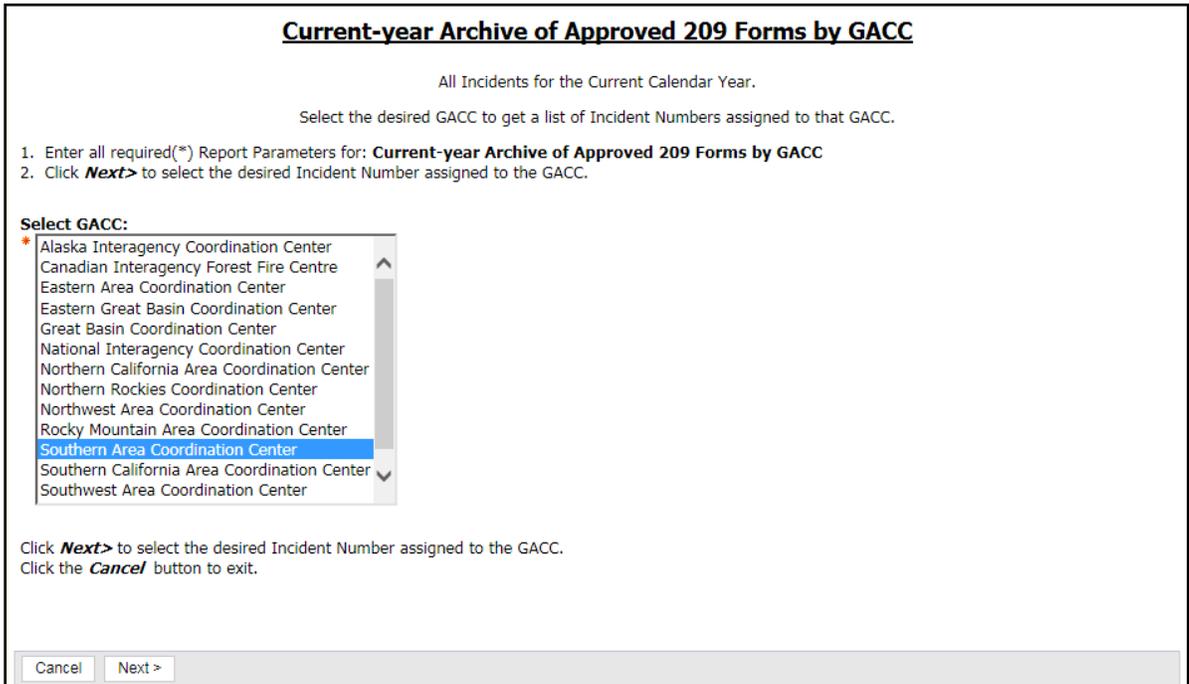


2. Click **Current-year archive of approved 209 forms by GACC**.

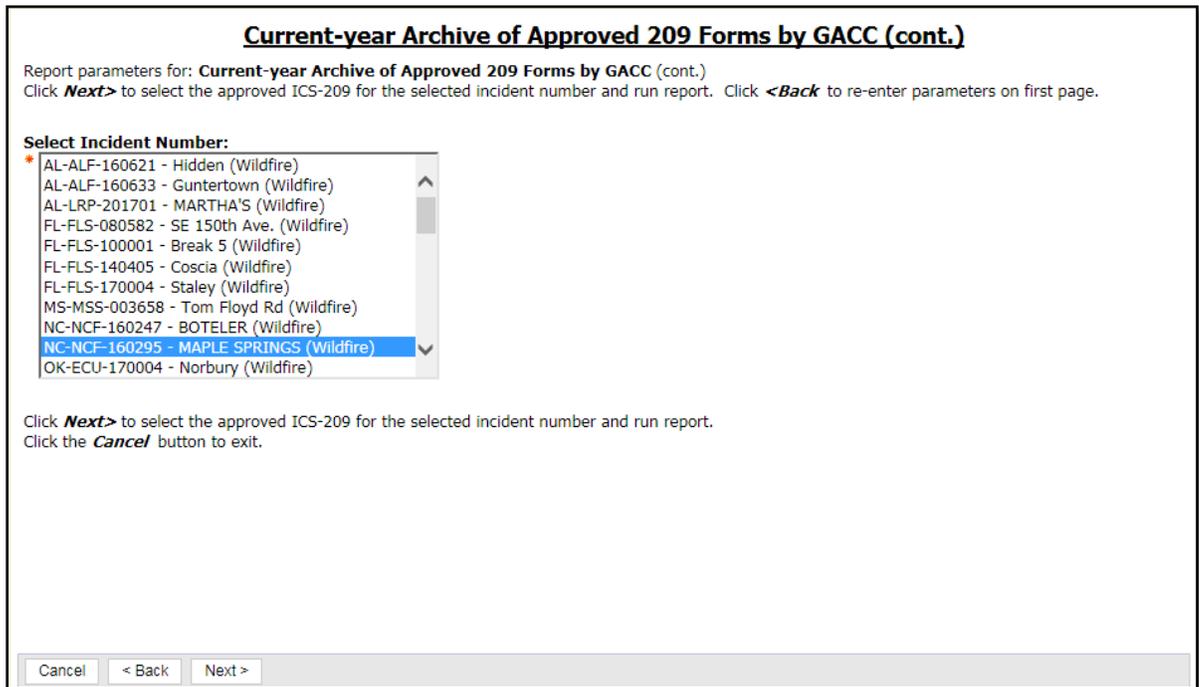


➤ Tip: If list of reports does not appear, click IBM Cognos Connection Refresh icon and screen should refresh.

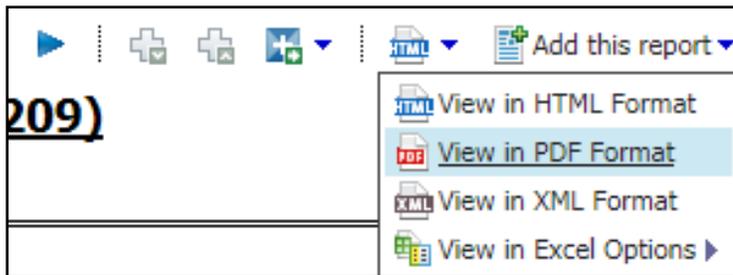
3. Select the **GACC (Geographic Area Coordination Center)** where incident occurred. Click **Next** on the bottom of the screen.

A screenshot of a web application window titled 'Current-year Archive of Approved 209 Forms by GACC'. The window contains the following text: 'All Incidents for the Current Calendar Year.' followed by 'Select the desired GACC to get a list of Incident Numbers assigned to that GACC.' Below this, there are two numbered instructions: '1. Enter all required(*) Report Parameters for: Current-year Archive of Approved 209 Forms by GACC' and '2. Click Next> to select the desired Incident Number assigned to the GACC.' A section titled 'Select GACC:' contains a list box with the following items: 'Alaska Interagency Coordination Center', 'Canadian Interagency Forest Fire Centre', 'Eastern Area Coordination Center', 'Eastern Great Basin Coordination Center', 'Great Basin Coordination Center', 'National Interagency Coordination Center', 'Northern California Area Coordination Center', 'Northern Rockies Coordination Center', 'Northwest Area Coordination Center', 'Rocky Mountain Area Coordination Center', 'Southern Area Coordination Center' (highlighted in blue), 'Southern California Area Coordination Center', and 'Southwest Area Coordination Center'. Below the list box, there are two instructions: 'Click Next> to select the desired Incident Number assigned to the GACC.' and 'Click the Cancel button to exit.' At the bottom of the window, there are two buttons: 'Cancel' and 'Next >'. The 'Next >' button is highlighted.

- Select the incident in the **Select Incident Number** box, click **Next >**.



- Select the desired ICS-209 from the **Select the ICS-209** box. Users may select multiple 209s by holding down the Ctrl key. Click **Finish**.
- To print, select the **View** toolbar icon dropdown, select **View in PDF Format**.



- Print pdf. The pdf tool menu appears near the top of the document.

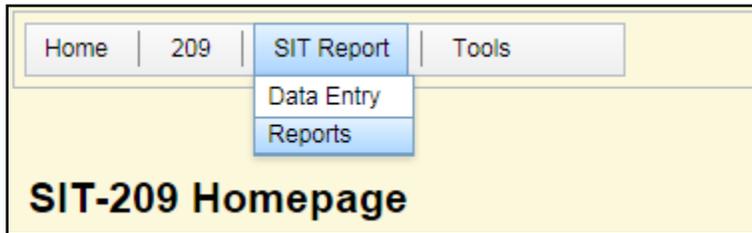


- Click the printer icon to print.

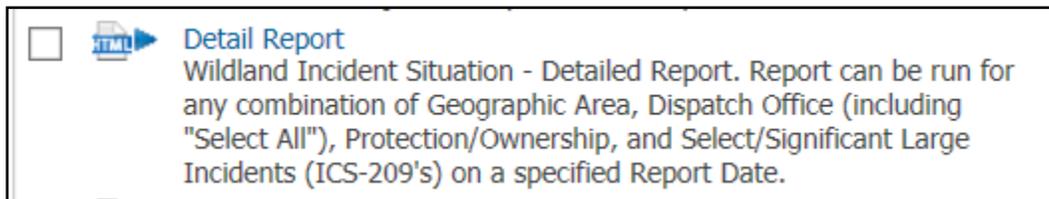
- Tip:** For printing tips or troubleshooting, see Troubleshooting in Online SIT-209 User Guide, hyperlink https://gacc.nifc.gov/predictive_services/intelligence/niop/programs/sit_209/Help/index.htm
- Tip:** If the pdf menu does not appear, hover near the top of the document to make it reappear.

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

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



11. Click **Detail Report**.



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

Wildland Incident Situation - Detailed Report

1. Enter all required(*) Report Parameters for: **Wildland Incident Situation - Detail Report**
2. Click **Next>** to select Dispatch Office (optional), or click the **Cancel** button to exit.

ICS 209 Selection:

* Select
Significant

Run "Protection" or "Ownership" Report:

* Ownership
Protection

Select Report Date:

* 2017

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Select Geographic Area:

* Alaska Interagency Coordination Center
Canadian Interagency Forest Fire Centre
Eastern Area Coordination Center
Eastern Great Basin Coordination Center
Great Basin Coordination Center
National Interagency Coordination Center
Northern California Area Coordination Center
Northern Rockies Coordination Center
Northwest Area Coordination Center
Rocky Mountain Area Coordination Center
Southern Area Coordination Center
Southern California Area Coordination Center
Southwest Area Coordination Center

Portrait or Landscape:

* Portrait
Landscape

Click **Next>** to select Dispatch Office (optional), or click the **Cancel** button to exit.

Cancel Next >

- For GACC Detailed Reports select the default **<Select All>**. Otherwise select desired Dispatch Office and click **Next**.

Wildland Incident Situation - Detailed Report (cont.)

- Enter all required(*) Report Parameters for: **Wildland Incident Situation - Detail Report** (cont.)
- Click **Next>** to enter Large Incidents (ICS-209's) (optional) and run report. Click **<Back** to re-enter parameters on first page.

Select Dispatch Office:

- <<Select All>
- Billings Dispatch Center
- Bitterroot Dispatch Center
- Bozeman Interagency Dispatch Center
- Coeur d'Alene Interagency Dispatch Center
- Dillon Interagency Dispatch Center
- Grangeville Interagency Dispatch Center
- Great Falls Interagency Dispatch Center
- Helena Interagency Dispatch Center
- Kalispell Interagency Dispatch Center
- Kootenai Dispatch Center
- Lewistown Dispatch Center
- Miles City Dispatch Center

Click **Next>** to select Large Incidents (ICS-209's) (optional) and/or run report.
Click the **Cancel** button to exit.

- Select ICS-209s. When the Significant option was chosen on page one, ICS-209s are auto-selected. Click **Finish** to view the report.
- To print, select the **View** toolbar icon dropdown, select **View in PDF Format**.

Keep this version ▾ | ▶ | ☰ | ☰ | 📄 ▾ | 📄 ▾ | Add this report ▾

GACC Detailed Situation Report - by Protection

Report Date: 01/06/2017

📄 View in HTML Format

📄 View in PDF Format

📄 View in XML Format

📄 View in Excel Options ▶

- Print pdf. The pdf tool menu appears near the top of the document.



- Click the printer icon to print.

- **Tip:** For printing tips or troubleshooting, see Troubleshooting in Online SIT-209 User Guide, hyperlink https://gacc.nifc.gov/predictive_services/intelligence/niop/programs/sit_209/Help/index.htm
- **Tip:** If the pdf menu does not appear, hover near the top of the document to make it reappear

