

SIT-209 Program



Intelligence Operations

SIT-209 Cognos Reports User's Guide

March 2017

Incident Status Summary (ICS-209)

Incident: Special Canyon		2. Incident Number: OR-PRD-000265	
1. Incident Name: Special Canyon		5. Incident Management Organization: Type 2 Team	
3. Report Version: Initial <input checked="" type="checkbox"/> Update Final	4. Incident Commander(s) & Agency or Organization: Young, S.		6. Incident Date/Time
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: Lightning/Natural	10. Incident Complexity Level: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Complex
11. Report Time Period From Date/Time: 06/11/2013 1900 To Date/Time: 06/12/2013 1352		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 1/4 _____			



CONTENTS

Introduction	1
Getting Started	1
SIT-209 Application Menu Bar	1
IBM Cognos Connection screen - Public Folders tab	2
Working with the IBM Cognos Connection toolbar	2
To refresh User's report listing:.....	2
To change the view of User's current session:	3
Working with the Cognos Action toolbar	4
Setting up User's personal computer for Cognos	4
To set User's default time zone.....	4
Running COGNOS Reports for SIT-209	5
Completing report parameters for Standard reports	5
Running Standard reports	5
To run a Standard Report and save it as a Report View:	5
Organizing and Viewing Report Output.....	7
To view report details along with report name:	7
To create a new folder for organizing User's reports:.....	9
To move a report to a different folder:	9
To change the order of User's report listing:	10
Working with Standard reports.....	11
To access Standard reports:	11
To run a Standard report saved in My Folders:	11
To set report parameters for a Standard report saved as a Report View in My Folders:	11
To set the default output format for User's report:.....	13
Managing Report Output	13
Scheduling a Report View.....	13
To schedule a single report to run on a regular basis:	14
To edit a schedule:	15
To disable a schedule:	15
To schedule multiple reports to run on a regular basis:	15
To email a single scheduled report:	18
To email multiple scheduled reports:.....	20
To change report to another format of User's choice:	22

Saving a report to User’s personal computer	22
To save a report to User’s personal computer in PDF:.....	22
To save a report to User’s personal computer in Excel:.....	23
Printing and emailing a report.....	23
Appendix A: 209 Reports	A-1
Appendix B: SIT Reports	B-1
Appendix C: Example Report 1 - View/Print a current 209	C-1
Appendix D: Example Report 2 - View/Print a previous 209.....	D-1
Appendix E: Example Report 3 - View/Print a detailed wildfire activity situation report	E-1

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.

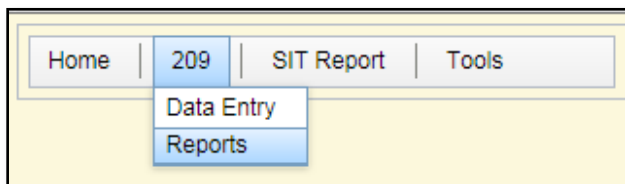
Getting Started

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.

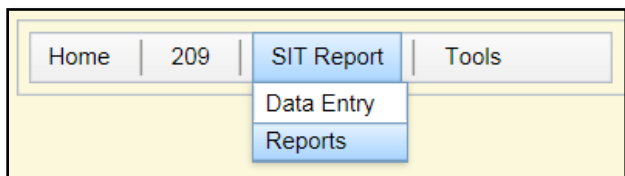
SIT-209 Application Menu Bar

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.

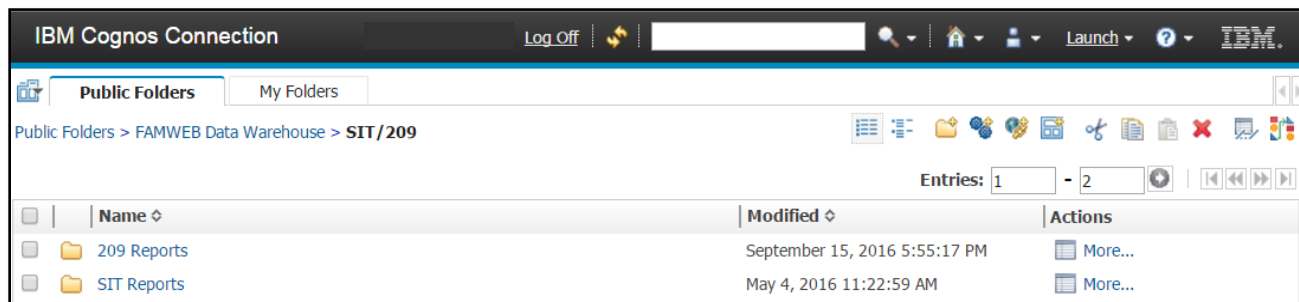


- **Tools:** This tab is for users with manager level roles only. Select this tab to manage user accounts, associate units with dispatch centers, monitor IRWIN log entries, and manage other system maintenance tasks.

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

- IBM Cognos Connection toolbar
- Cognos Action toolbar

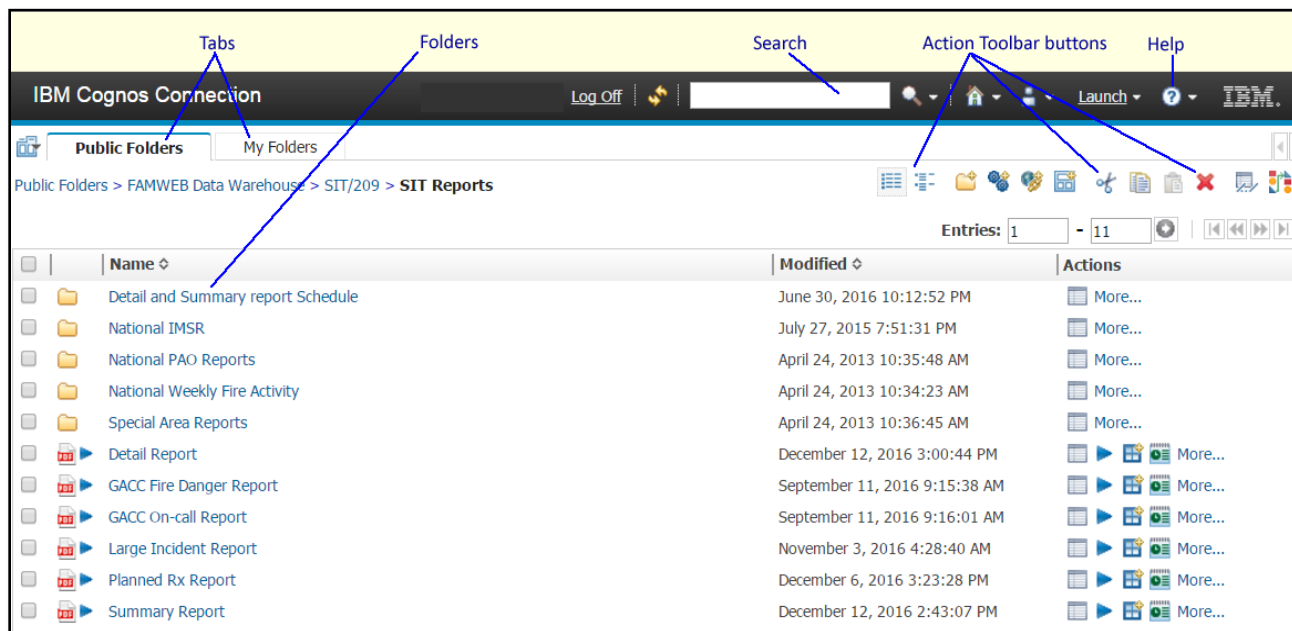
IBM Cognos Connection screen - Public Folders tab



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:

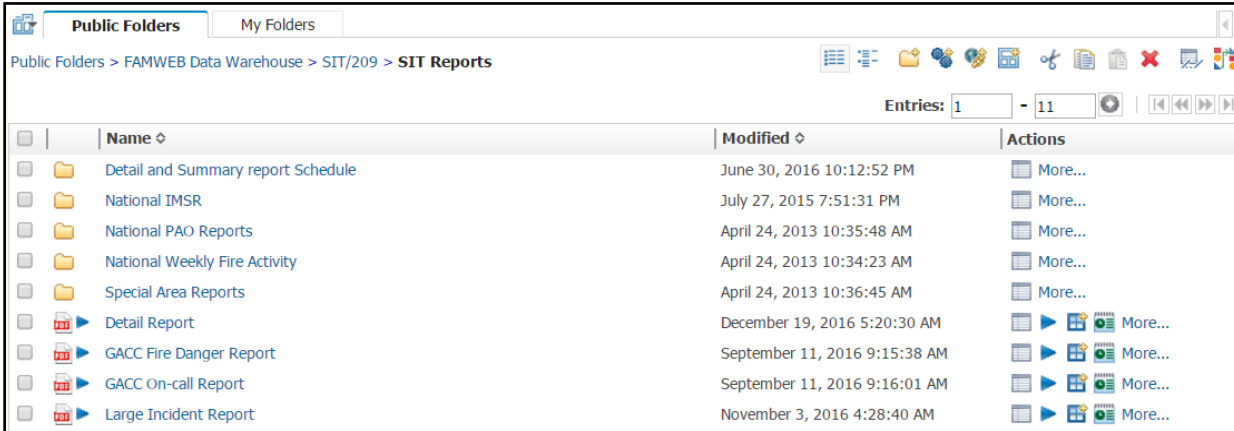
- On the **IBM Cognos Connection** toolbar, click the **Refresh** icon.



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.

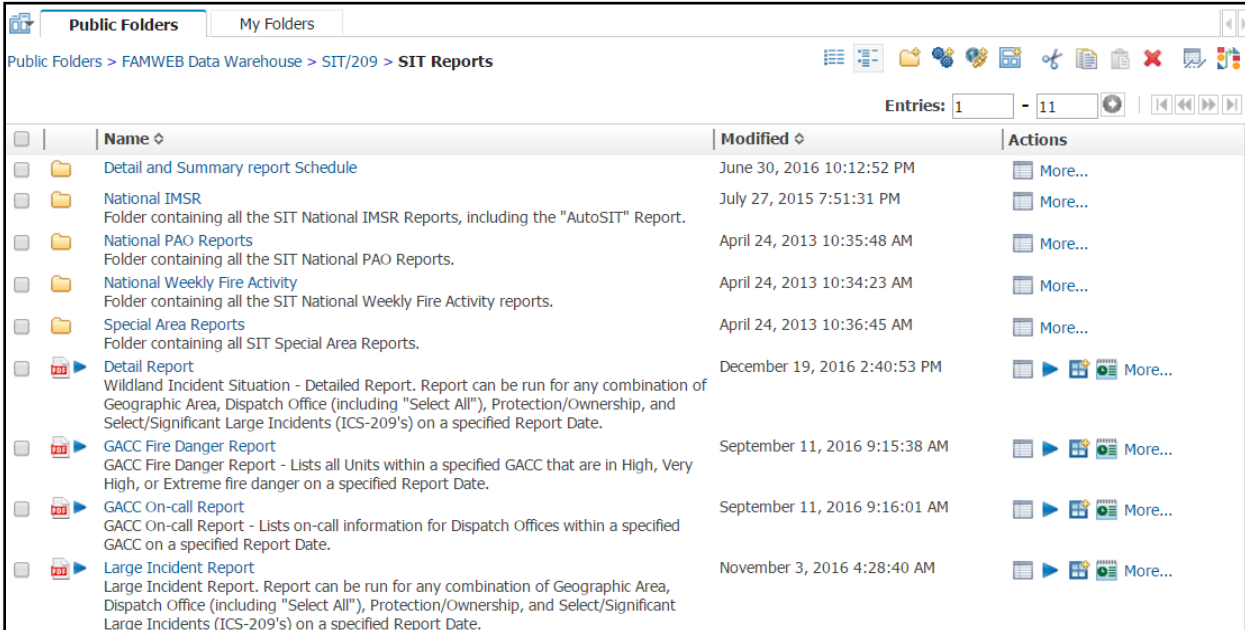
1. On the **IBM Cognos Connection** toolbar, click the **List View**  icon to view the Standard reports as a list.



The screenshot shows the IBM Cognos Connection interface with the 'Public Folders' tab selected. The breadcrumb path is 'Public Folders > FAMWEB Data Warehouse > SIT/209 > SIT Reports'. The toolbar includes icons for List View, Detail View, and other functions. The 'Entries' dropdown is set to 11. The table below lists the reports and folders in the 'List View'.

	Name	Modified	Actions
<input type="checkbox"/>	Detail and Summary report Schedule	June 30, 2016 10:12:52 PM	More...
<input type="checkbox"/>	National IMSR	July 27, 2015 7:51:31 PM	More...
<input type="checkbox"/>	National PAO Reports	April 24, 2013 10:35:48 AM	More...
<input type="checkbox"/>	National Weekly Fire Activity	April 24, 2013 10:34:23 AM	More...
<input type="checkbox"/>	Special Area Reports	April 24, 2013 10:36:45 AM	More...
<input type="checkbox"/>	Detail Report	December 19, 2016 5:20:30 AM	More...
<input type="checkbox"/>	GACC Fire Danger Report	September 11, 2016 9:15:38 AM	More...
<input type="checkbox"/>	GACC On-call Report	September 11, 2016 9:16:01 AM	More...
<input type="checkbox"/>	Large Incident Report	November 3, 2016 4:28:40 AM	More...

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

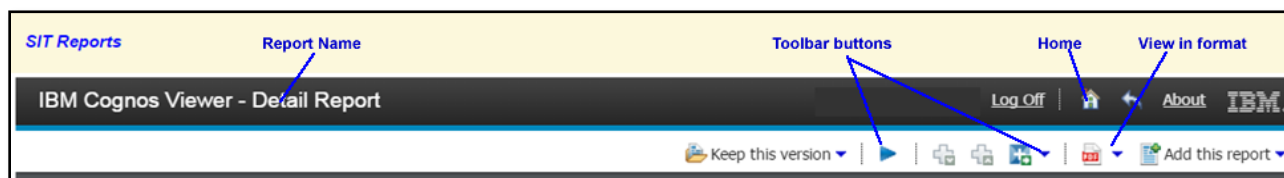


The screenshot shows the IBM Cognos Connection interface with the 'Public Folders' tab selected. The breadcrumb path is 'Public Folders > FAMWEB Data Warehouse > SIT/209 > SIT Reports'. The toolbar includes icons for List View, Detail View, and other functions. The 'Entries' dropdown is set to 11. The table below lists the reports and folders in the 'Details View'.

	Name	Modified	Actions
<input type="checkbox"/>	Detail and Summary report Schedule	June 30, 2016 10:12:52 PM	More...
<input type="checkbox"/>	National IMSR Folder containing all the SIT National IMSR Reports, including the "AutoSIT" Report.	July 27, 2015 7:51:31 PM	More...
<input type="checkbox"/>	National PAO Reports Folder containing all the SIT National PAO Reports.	April 24, 2013 10:35:48 AM	More...
<input type="checkbox"/>	National Weekly Fire Activity Folder containing all the SIT National Weekly Fire Activity reports.	April 24, 2013 10:34:23 AM	More...
<input type="checkbox"/>	Special Area Reports Folder containing all SIT Special Area Reports.	April 24, 2013 10:36:45 AM	More...
<input type="checkbox"/>	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.	December 19, 2016 2:40:53 PM	More...
<input type="checkbox"/>	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.	September 11, 2016 9:15:38 AM	More...
<input type="checkbox"/>	GACC On-call Report GACC On-call Report - Lists on-call information for Dispatch Offices within a specified GACC on a specified Report Date.	September 11, 2016 9:16:01 AM	More...
<input type="checkbox"/>	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.	November 3, 2016 4:28:40 AM	More...

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:

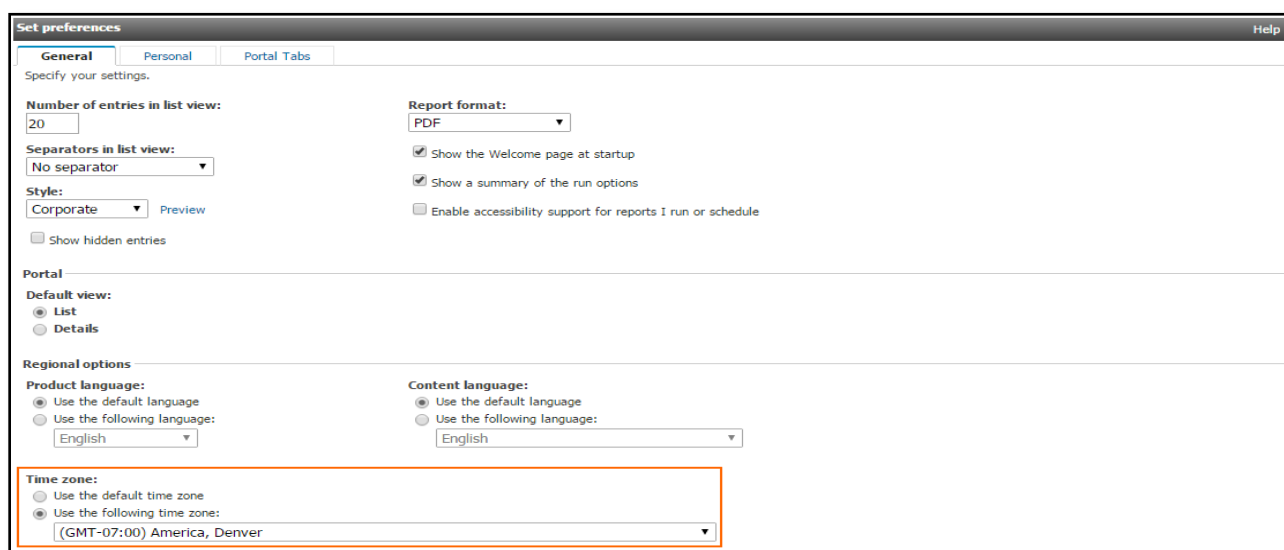
- Changing default time zone preference
- Enabling all downloads for Internet Explorer browser

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 ▼
Print | Export | Add this report ▼

GACC Summary Situation Report - by Protection

Report Date: 08/20/2016

Geographic Area: Northern Rockies Coordination Center

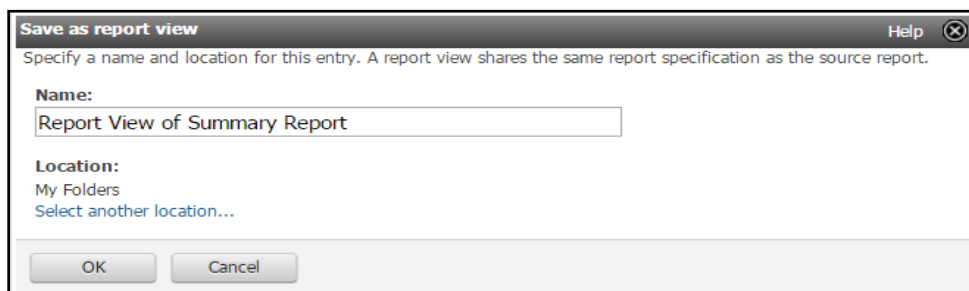
Preparedness Level: II

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**

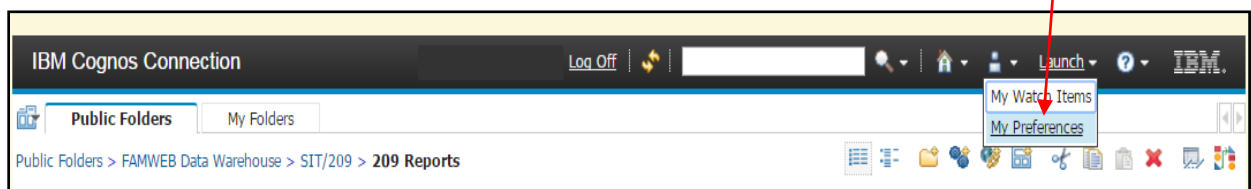
Organizing and Viewing Report Output

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.

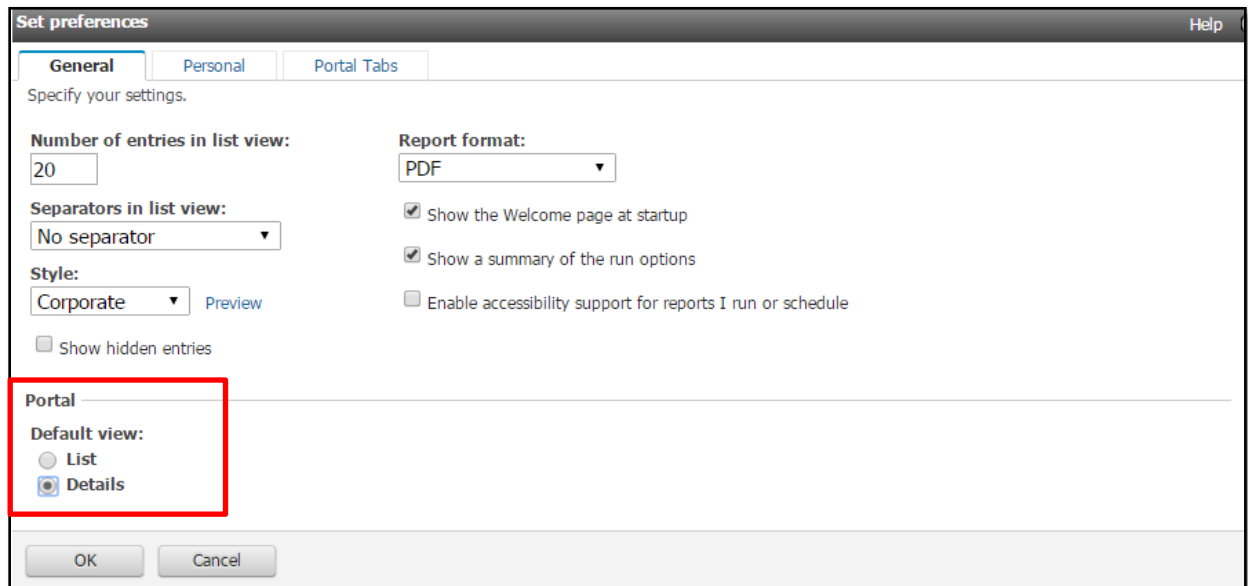
To view report details along with report name:

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.

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



Set preferences Help

General Personal Portal Tabs

Specify your settings.

Number of entries in list view:
20

Report format:
PDF

Separators in list view:
No separator

Style:
Corporate Preview

☐ Show hidden entries

☒ Show the Welcome page at startup

☒ Show a summary of the run options

☐ Enable accessibility support for reports I run or schedule

Portal

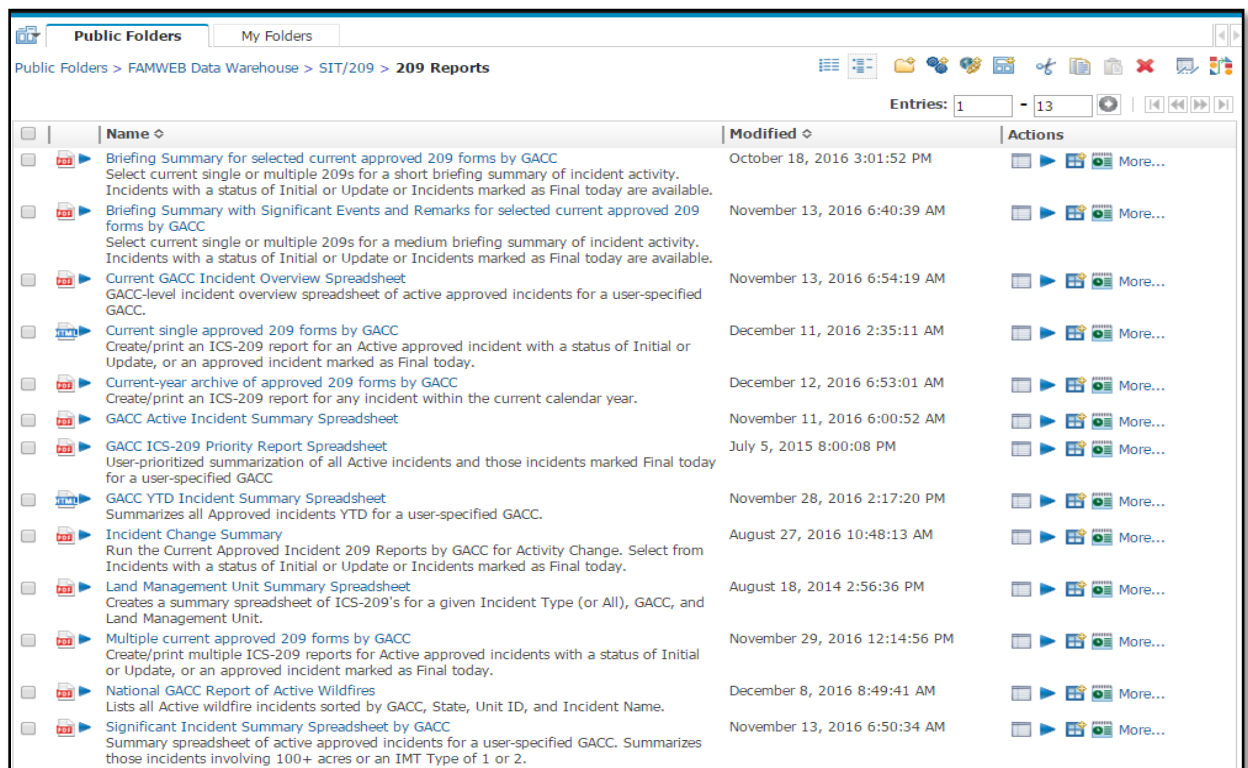
Default view:

☐ List

☒ Details

OK Cancel

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

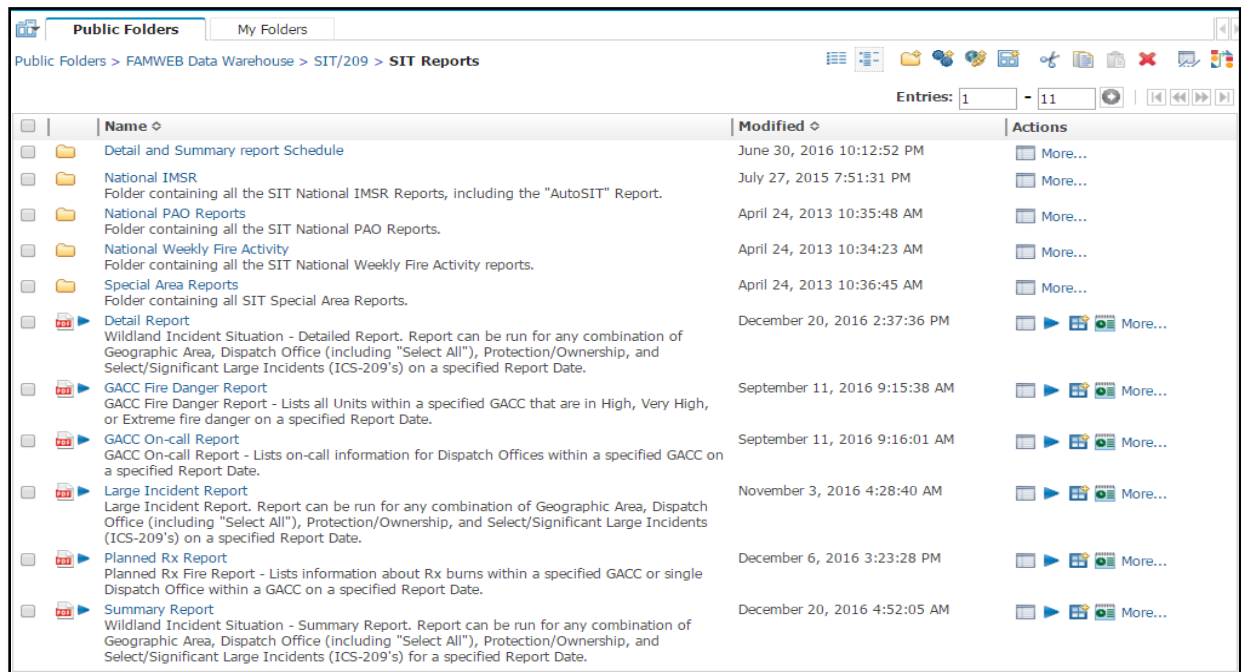


Public Folders > FAMWEB Data Warehouse > SIT/209 > 209 Reports


Entries: 1 - 13

Name	Modified	Actions
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.	October 18, 2016 3:01:52 PM	More...
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.	November 13, 2016 6:40:39 AM	More...
Current GACC Incident Overview Spreadsheet GACC-level incident overview spreadsheet of active approved incidents for a user-specified GACC.	November 13, 2016 6:54:19 AM	More...
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.	December 11, 2016 2:35:11 AM	More...
Current-year archive of approved 209 forms by GACC Create/print an ICS-209 report for any incident within the current calendar year.	December 12, 2016 6:53:01 AM	More...
GACC Active Incident Summary Spreadsheet	November 11, 2016 6:00:52 AM	More...
GACC ICS-209 Priority Report Spreadsheet User-prioritized summarization of all Active incidents and those incidents marked Final today for a user-specified GACC	July 5, 2015 8:00:08 PM	More...
GACC YTD Incident Summary Spreadsheet Summarizes all Approved Incidents YTD for a user-specified GACC.	November 28, 2016 2:17:20 PM	More...
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.	August 27, 2016 10:48:13 AM	More...
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.	August 18, 2014 2:56:36 PM	More...
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.	November 29, 2016 12:14:56 PM	More...
National GACC Report of Active Wildfires Lists all Active wildfire incidents sorted by GACC, State, Unit ID, and Incident Name.	December 8, 2016 8:49:41 AM	More...
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.	November 13, 2016 6:50:34 AM	More...

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:


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

To move a report to a different folder:

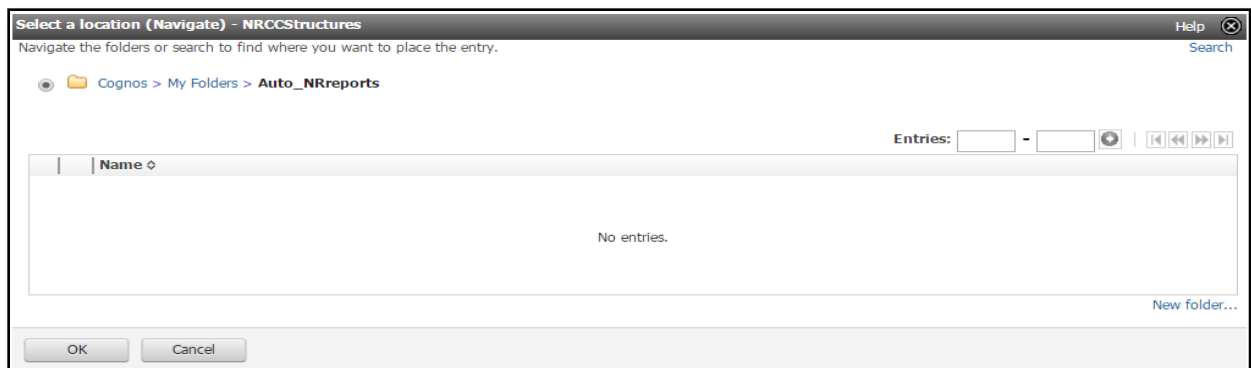
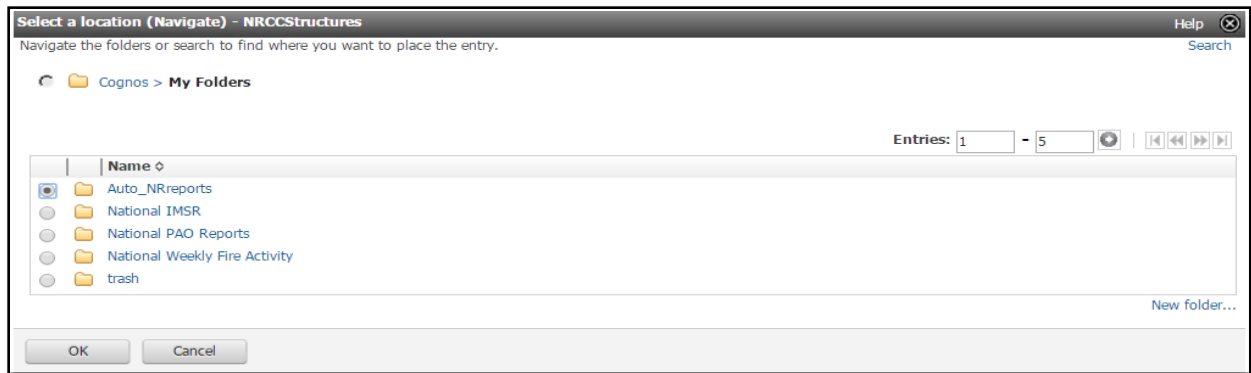
➤ This action may only originate from within **My Folders**.

- Click the **More...** link that corresponds to the report of choice.



- On the **Perform an action** screen, click the **Move** icon  or **Move...** link.
- 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

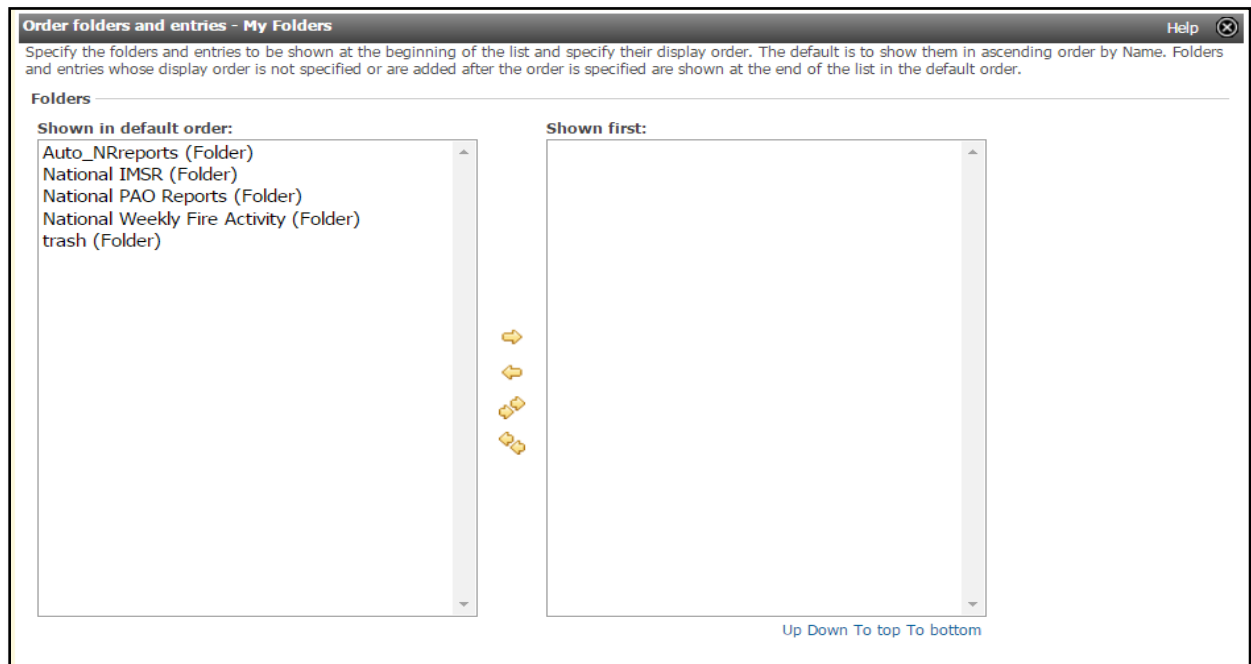


Add all



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**.

5. 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.

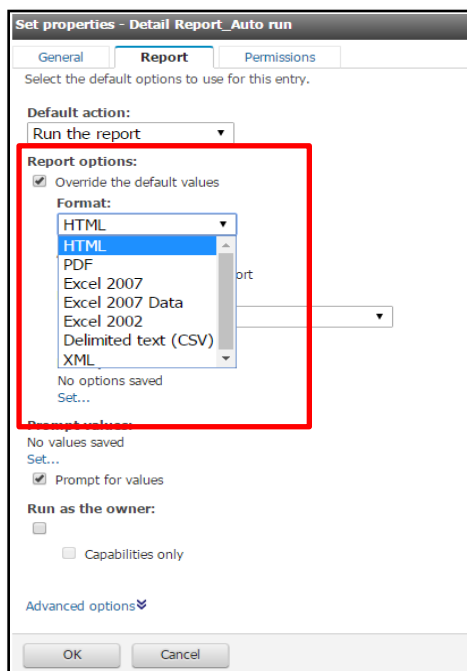
The screenshot shows the 'Set properties - NR Active Incident Summary Spreadsheet' dialog box with the 'General' tab selected. The dialog box contains various configuration options for the report. A red rectangular box highlights the 'Run history' and 'Report output versions' sections. The 'Run history' section includes a radio button for 'Number of occurrences' set to 5 and a 'Duration' dropdown set to 'Day(s)'. The 'Report output versions' section includes a radio button for 'Number of occurrences' set to 1 and a 'Duration' dropdown set to 'Day(s)'. Other visible fields include 'Type' (Report), 'Owner' (None), 'Location' (My Folders > Auto_NRreports), 'Created' (April 19, 2012 12:04:37 PM), 'Modified' (January 9, 2017 10:49:04 PM), 'Icon' (Standard), 'Language' (English (United States)), 'Name' (NR Active Incident Summary Spreadsheet), 'Screen tip' (empty), 'Description' (Summarizes all Active incidents and those incidents marked Final today for a user-specified GACC.), and 'Package' (FAMWEB Data Warehouse).

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

The screenshot shows the 'Set properties - Detail Report_Auto run' dialog box with the 'Report' tab selected. The dialog box contains configuration options for the report's execution. A red rectangular box highlights the 'Prompt values' section, which includes a 'No values saved' message, a 'Set...' link, and a checked checkbox for 'Prompt for values'. Other visible fields include 'Default action' (Run the report), 'Report options' (Override the default values), 'Formats' (Default), 'Accessibility' (Default), 'Languages' (Default), 'Run as the owner' (unchecked), and 'Capabilities only' (unchecked). The 'Advanced options' link is also visible.

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.

<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	NR Active Incident Summary Spreadsheet	January 10, 2017 2:53:34 PM	More...
<input type="checkbox"/>	NR Detail SIT - Ownership	January 9, 2017 10:49:12 PM	More...
<input type="checkbox"/>	NR Detail SIT - Protection	January 9, 2017 10:48:59 PM	More...
<input type="checkbox"/>	NR GYA Summary Report - Ownership	January 9, 2017 10:48:15 PM	More...
<input type="checkbox"/>	NR GYA Summary Report - Protection	January 9, 2017 10:49:10 PM	More...
<input type="checkbox"/>	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 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

Specify a name and description - New Job wizard

Specify a name and location for this entry. You can also specify a description and screen tip.

Name:

Description:

Screen tip:

Location:
 Public Folders > FAMWEB Data Warehouse > SIT/209 > SIT Reports
[Select another location...](#) [Select My Folders](#)

Cancel < Back Next > Finish

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.

Select the steps - New Job wizard Help

Select the entries to include as steps of this job and the options to use when this entry runs.

Steps:

<input type="checkbox"/>	...> Name	Options and prompt values
No entries.		

Add... Remove Modify the sequence... Reset to default value

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.

Select entries (Navigate) - New Job wizard Help

Navigate the folders or search to find the entries to include in your job. Select the entries you want and click the Add button to update the Selected entries list.

Available entries
 Cognos > My Folders > Auto_NRreports

Entries: 1 - 6

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	NR Active Incident Summary Spreadsheet
<input checked="" type="checkbox"/>	NR Detail SIT - Ownership
<input checked="" type="checkbox"/>	NR Detail SIT - Protection
<input checked="" type="checkbox"/>	NR GYA Summary Report - Ownership
<input checked="" type="checkbox"/>	NR GYA Summary Report - Protection
<input checked="" type="checkbox"/>	NR Large Incident Report

Selected entries

Entries: -

<input type="checkbox"/>	...> Name
No entries.	

Remove

- 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.

Select the steps - New Job wizard Help

Select the entries to include as steps of this job and the options to use when this entry runs.

Steps: Entries: 1 - 6

<input type="checkbox"/>	...> 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

Add... Remove Modify the sequence... Reset to default value

Submission of steps:
Submitting steps in sequence implies that a step is submitted only upon completion of the step before it.

☒ All at once
☐ In sequence
☐ Continue on error

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**.

Select an action - job

Select whether you want to run, schedule, or save only, when the wizard closes.

Action:

☐ Save and run once
☒ Save and schedule
☐ Save only

Cancel < Back Next > 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.

Schedule - NR Auto SITs

Schedule the entry to run at a recurring date and time. You can disable the schedule without losing any of its details.

☐ Disable the schedule

Priority: 3

Start: Jan 6, 2017

11 : 50 PM

End: No end date

End by: Jan 11, 2017

1 : 55 PM

Frequency: Select the frequency by clicking on a link.

By Day By Week By Month By Year By Trigger

Every 1 week(s) on:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday

☒ Friday ☐ Saturday ☐ Sunday

Daily Frequency:

☐ Every 1 Hour(s) between 9 : 00 AM and 5 : 00 PM

Credentials: JULIE POLUTNIK (polutnik)

Steps:

Entries: 1 - 6


Name
NR Active Incident Summary Spreadsheet
NR Detail SIT - Ownership
NR Detail SIT - Protection
NR GYA Summary Report - Ownership
NR GYA Summary Report - Protection
NR Large Incident Report

OK Cancel

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

Name	Modified	Actions
Auto_NRreports	January 10, 2017 2:16:51 PM	More...
Detail Report_Auto run	January 10, 2017 2:53:16 PM	More...
NR Auto SITs	January 11, 2017 1:55:37 PM	More...
NRCCresources	January 11, 2017 1:53:15 PM	More...
NRCCStructures	September 22, 2015 1:10:45 PM	More...
Resources by Incident, Date	December 2, 2015 10:23:30 AM	More...

To email a single scheduled report:

- 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.

Options

☒ Override the default values

Formats: Default

Accessibility: Default

Languages: Default

Delivery: Save the report

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

The 'Options' dialog box contains the following settings:

- ☒ Override the default values
- Formats:**
 - ☒ HTML (selected in dropdown)
 - Number of rows per Web page: 20 (selected in dropdown)
 - ☒ 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

The 'Set the email options - NR Active Incident Summary Spreadsheet' dialog box contains the following fields and options:

- To:**
- Cc:** [Select the recipients...](#) [Show Bcc](#)
- Subject:** Report: NR Active Incident Summary Spreadsheet
- Body:**
- ☐ Include a link to the report
- ☒ Attach the report
-

➤ 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.

The screenshot shows the 'Set properties - NR Auto SITs' dialog box with the 'Job' tab selected. The 'Steps' section lists six reports: NR Active Incident Summary Spreadsheet, NR Detail SIT - Ownership, NR Detail SIT - Protection, NR GYA Summary Report - Ownership, NR GYA Summary Report - Protection, and NR Large Incident Report. Each report has a 'Default' option and a pencil icon for editing. The 'Submission of steps' section has radio buttons for 'All at once' (selected) and 'In sequence', with a 'Continue on error' checkbox. The 'Defaults for all steps' section has a 'Default' link and a 'Set...' link.

Steps:	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

Submission of steps:
Submitting steps in sequence implies that a step is submitted only upon completion of the step before it.
☒ All at once
☐ In sequence
☐ Continue on error

Defaults for all steps:
Select this option to specify default values for all steps of this job.
Default
Set...

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.

The screenshot shows the 'Select default options - NR Auto SITs' dialog box. It has a 'Report options' link with a dropdown arrow and a 'No default values set' text.

Report options▼
No default values set

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

The screenshot shows the 'Select default options - NR Auto SITs' dialog box. The 'Report options' link is now a blue link with an upward arrow. The 'Specify default values for all the reports of this job' checkbox is checked.

Report options▲
☒ Specify default values for all the reports of this job

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

The screenshot shows a dialog box titled "Select default options - NR Auto SITs". It contains several sections for configuring report options. Under "Report options", the checkbox "Specify default values for all the reports of this job" is checked. The "Run the report to:" dropdown is set to "Produce report outputs". In the "Formats" section, "HTML" is selected, and "Number of rows per Web page:" is set to "20". The "PDF" option is also checked. Under "Languages", "English" is selected. In the "Delivery" section, "Save the reports" is checked, and "Print the reports" is unchecked. The "Printer location:" field is empty. In the "Bursting" section, "Burst the reports" is unchecked.

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

The screenshot shows a dialog box titled "Set the email options - NR Auto SITs". It contains fields for "To:", "Cc:", "Subject:", and "Body:". The "To:" field contains "jsmith@fs.fed.us". The "Cc:" field is empty. The "Subject:" field contains "Job: NR Auto SITs". The "Body:" field is empty. At the bottom, there are checkboxes for "Include a link to the report" (unchecked) and "Attach the report" (checked). There are "OK" and "Cancel" buttons at the bottom.

- 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**.

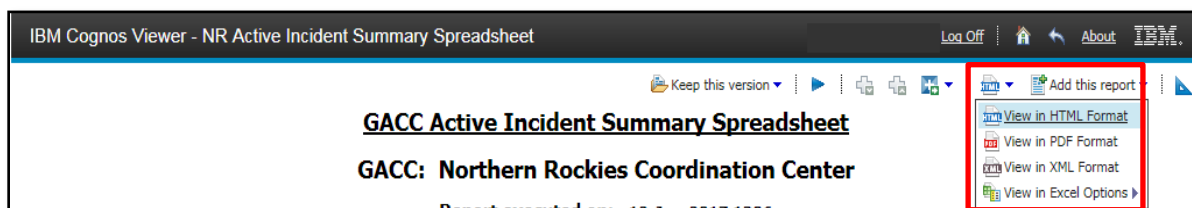
Saving a report to User's personal computer

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

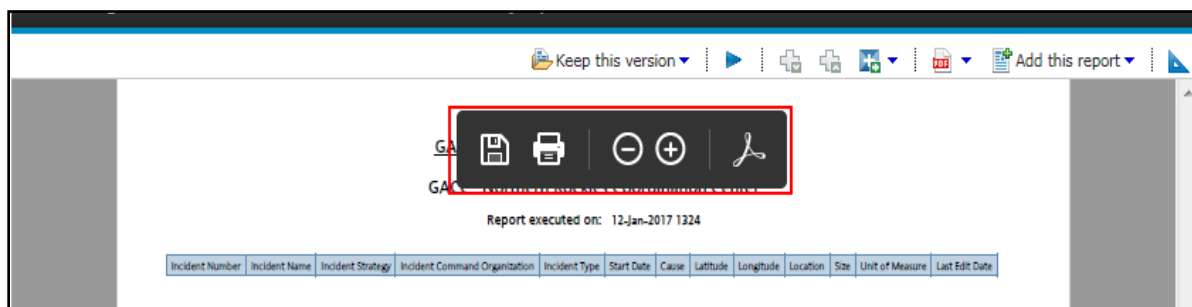
To save a report to User's personal computer in PDF:



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.

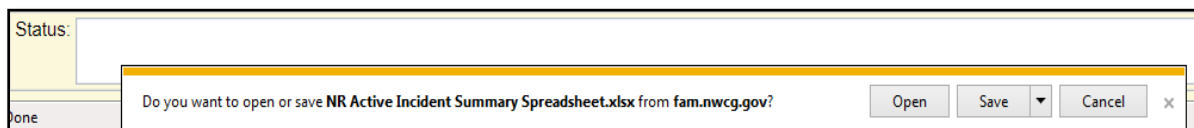
To save a report to User's personal computer in Excel:



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**

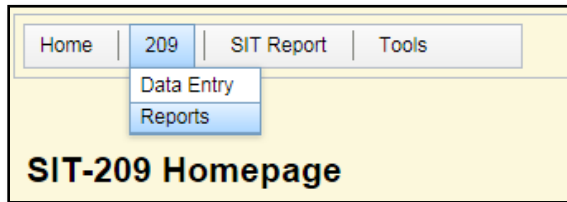
Summary spreadsheet of active approved incidents for a user-specified GACC. Summarizes those incidents involving 100+ acres or an IMT Type of 1 or 2.

Appendix B: SIT Reports

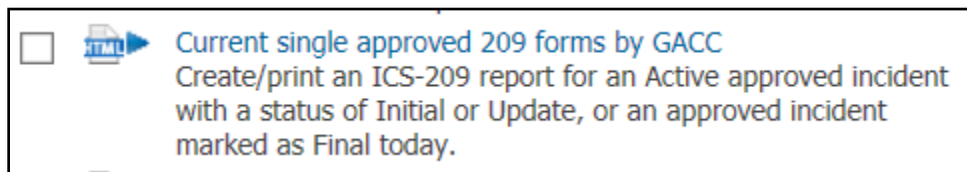
- **Detail and Summary report Schedule folder**
Folder containing Detailed, GACC Fire Danger, Large Incident, Planned RX, Summary and Special Area Reports than can be scheduled for most current report.
- **National IMSR folder**
Folder containing all the SIT National IMSR Reports, including the "AutoSIT" 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.

Current Approved Incident 209 Reports by GACC

Approved Incidents with a status of Initial or Update, or Incidents marked as Final today.

Select the desired GACC to get a list of the current approved ICS-209s for that GACC. Then select the desired ICS-209 report assigned to that GACC.

1. Enter all required(*) Report Parameters for: **Current Approved Incident 209 Reports by GACC**
2. Click **Next>** to select the ICS-209 and run report

Select GACC:

- 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
- Western Great Basin Coordination Center

Click **Next>** to select the ICS-209 and run report.
Click the **Cancel** button to exit.

Cancel Next >

4. 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)

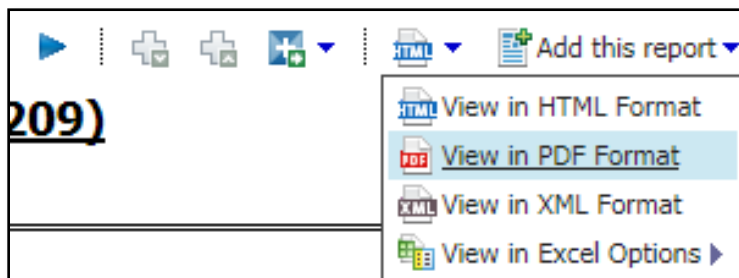
Incident Number	Incident Name	Type	Status	Approved Date	Last Edit Date
OK-OKS-170003	Major Road (01/11/2017)	WF	I	01/12/2017 1440 CST	01/12/2017 1440 CST
TX-TXS-002000	Last Chance(F) (01/11/2017)	WF	F	01/13/2017 0750 CT	01/13/2017 0750 CT

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.

Cancel < Back Finish

5. 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.

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



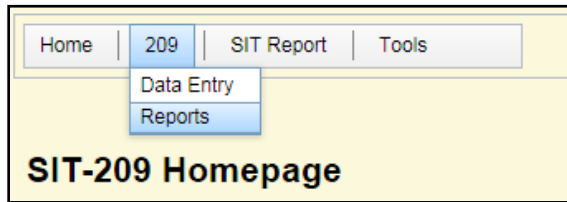
7. Click the printer icon to print.

➤ 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

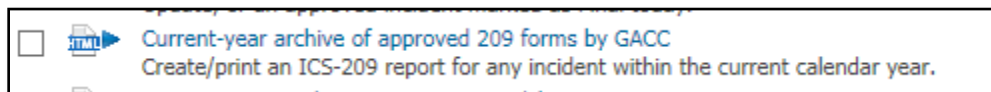
➤ Tip: If the pdf menu does not appear, hover near the top of the document to make it reappear.

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.

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
- Southwest Area Coordination Center

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

Click the **Cancel** button to exit.

Cancel Next >

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

Current-year Archive of Approved 209 Forms by GACC (cont.)

Report parameters for: **Current-year Archive of Approved 209 Forms by GACC (cont.)**
Click **Next>** to select the approved ICS-209 for the selected incident number and run report. Click **<Back** to re-enter parameters on first page.

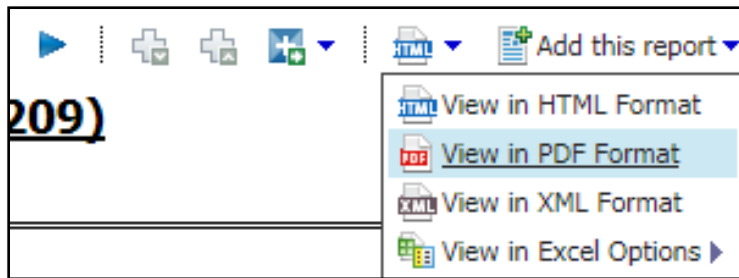
Select Incident Number:

- AL-ALF-160621 - Hidden (Wildfire)
- AL-ALF-160633 - Guntertown (Wildfire)
- AL-LRP-201701 - MARTHA'S (Wildfire)
- FL-FLS-080582 - SE 150th Ave. (Wildfire)
- FL-FLS-100001 - Break 5 (Wildfire)
- FL-FLS-140405 - Coscia (Wildfire)
- FL-FLS-170004 - Staley (Wildfire)
- MS-MSS-003658 - Tom Floyd Rd (Wildfire)
- NC-NCF-160247 - BOTELER (Wildfire)
- NC-NCF-160295 - MAPLE SPRINGS (Wildfire)**
- OK-ECU-170004 - Norbury (Wildfire)

Click **Next>** to select the approved ICS-209 for the selected incident number and run report.
Click the **Cancel** button to exit.

Cancel < Back Next >

5. 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**.
10. To print, select the **View** toolbar icon dropdown, select **View in PDF Format**.



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

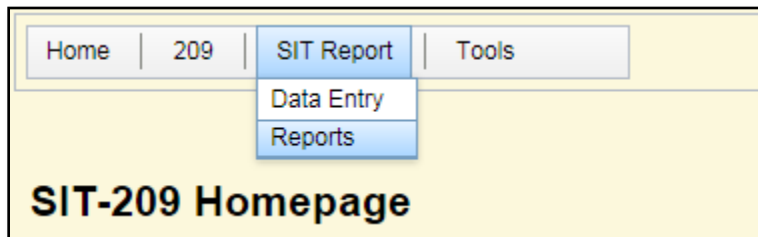


7. Click the printer icon to print.

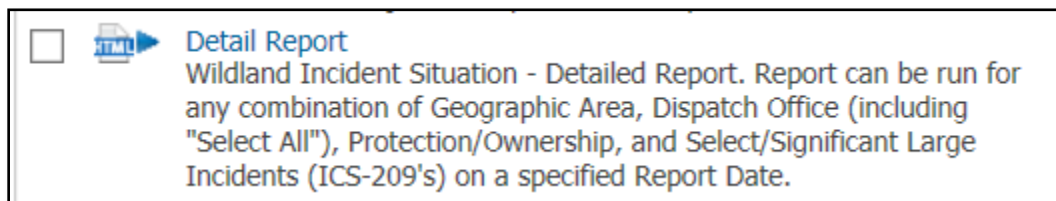
- **Tip:** For printing tips or troubleshooting, see Troubleshooting in Online SIT-209 User Guide, hyperlink https://gacc.nifc.gov/predictive_services/intelligence/niop/programs/sit_209/Help/index.htm
- **Tip:** If the pdf menu does not appear, hover near the top of the document to make it reappear.

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 >

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

Wildland Incident Situation - Detailed Report (cont.)

1. Enter all required(*) Report Parameters for: **Wildland Incident Situation - Detail Report** (cont.)
2. 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.

Cancel < Back Next >

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

GACC Detailed Situation Report - by Protection

Report Date: 01/06/2017

Keep this version Add this report

View in HTML Format
View in PDF Format
View in XML Format
View in Excel Options

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



10. 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

