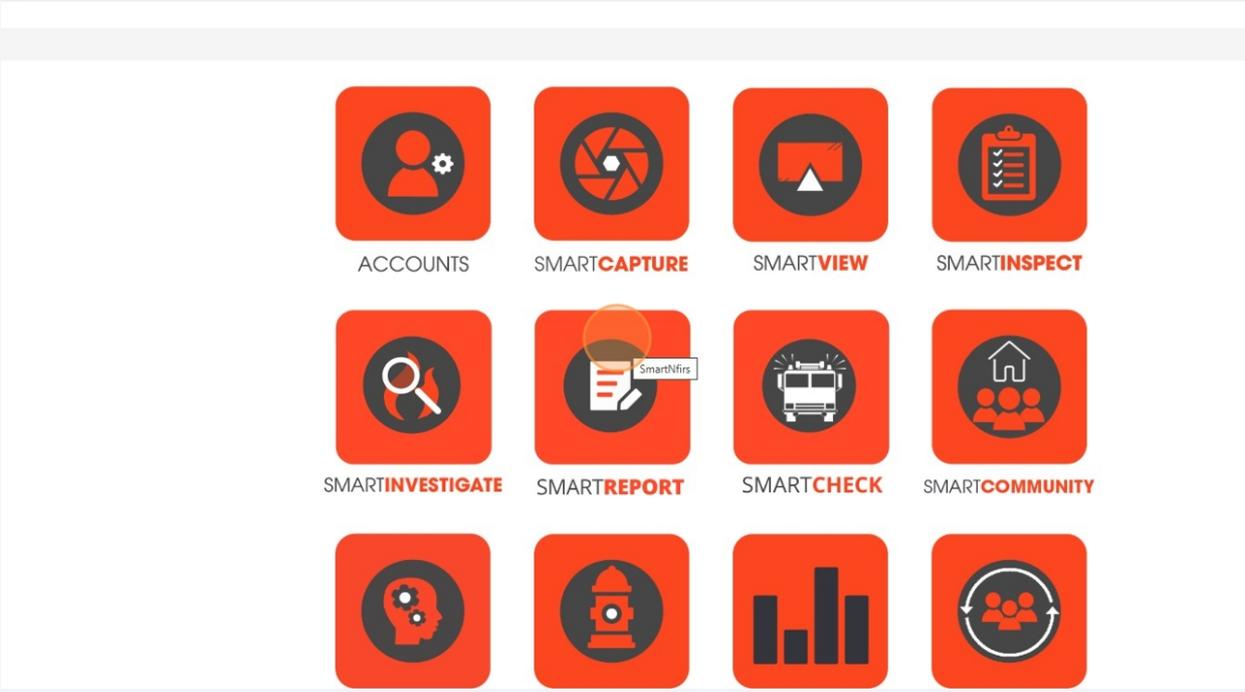


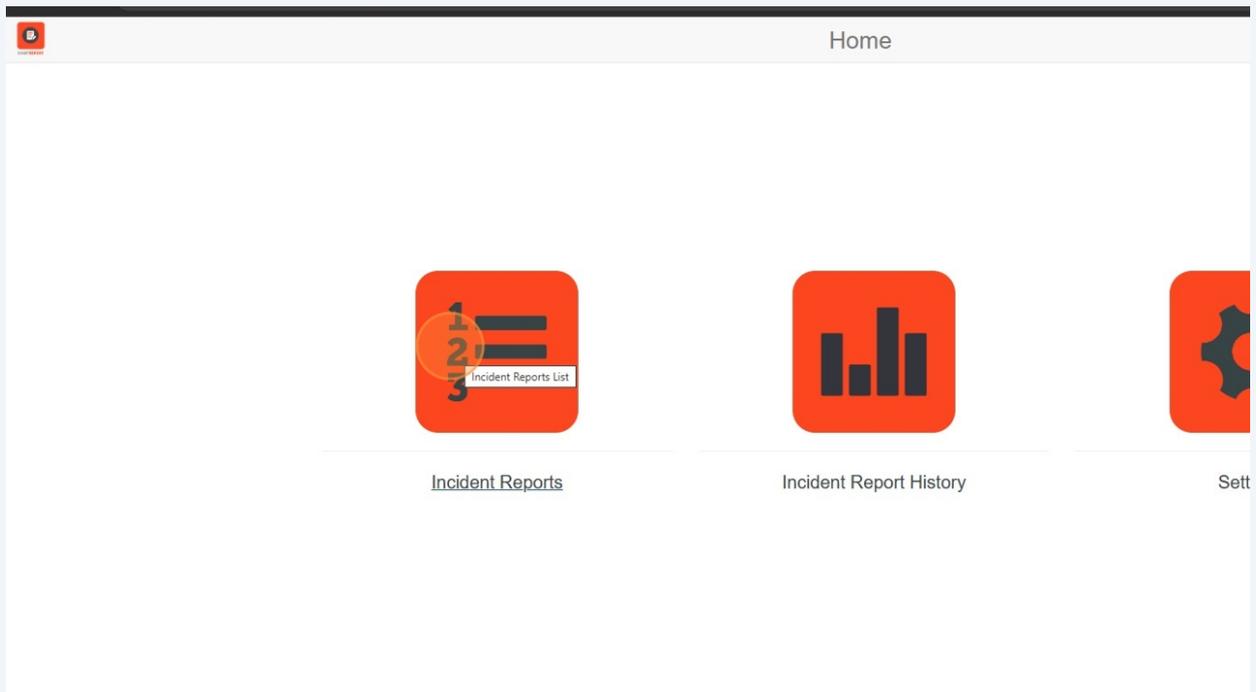
Completing an Incident Report using the APX Web App



1 Select the **SmartReport** tab.



2 Select the **Incident Reports** tab.



3 Search the Incidents list for the incident record. Select **Edit Request**.

A pop-up will appear.

e, ON	114 - Chimney or flue fire, confined to chimney or flue	000	Not Submitted	Not Ready	Zone 1				
A	311 - Medical assist, assist EMS crew	005	Not Submitted	Not Ready					
	110 - Structure fire, other (conversion only)	000	Not Submitted	Not Ready					
	130 - Mobile property (vehicle) fire, other	005	Not Submitted	Not Ready					
	311 - Medical assist, assist EMS crew	000	Not Submitted	Not Ready					
	111 - Building fire	000	Not Submitted	Not Ready					
	111 - Building fire	000	Not Submitted	Not Ready					
C	111 - Building fire	000	Not Submitted	Not Ready					
SK	311 - Medical assist, assist EMS crew	000	Not Submitted	Not Ready					
	111 - Building fire	000	Not Submitted	Not Ready					
DN	111 - Building fire	000	Not Submitted	Not Ready					
	111 - Building fire	000	Not Submitted	Not Ready					
	111 - Building fire	000	Not Submitted	Not Ready					
V	111 - Building fire	000	Not Submitted	Not Ready					
FL	321 - EMS call, excluding vehicle accident with injury	000	Not Submitted	Not Ready					

1 2 3

1:49 PM
6/12/2025

Edit NFIRS Request

4

Select **Open**.

The incident record will open.

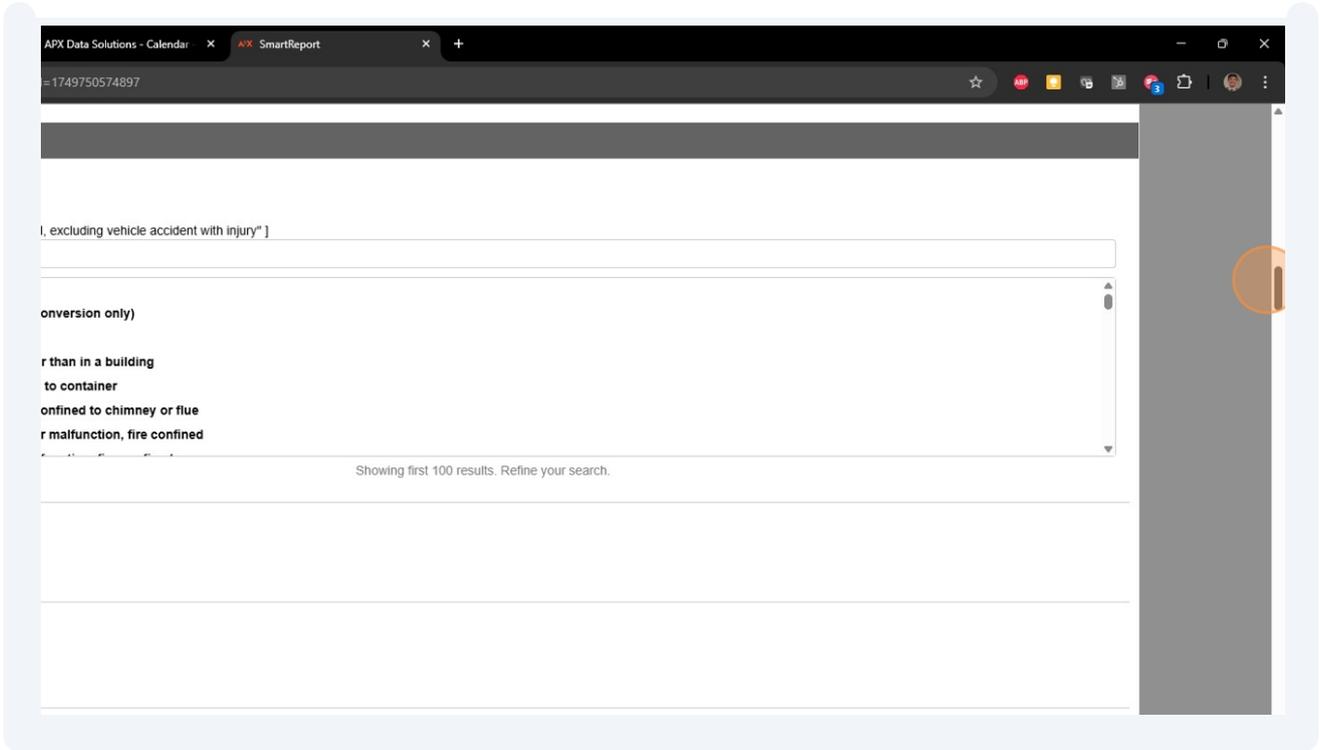
The screenshot shows a web application interface. On the left, there is a table with columns for '7-Day', '30-Day', 'All', 'Range', and 'Mo'. Below this is a list of incident records with checkboxes and columns for 'Incident Data' and 'Incident No.'. On the right, there is a form for editing an incident record. The form has fields for 'Incident Number' (19293), 'District Zone', 'Incident Type' (321 - EMS call, excluding vehicle accident with injury), and 'Incident Date' (06/12/2025). Below the form are two buttons: 'Open' and 'Save'. The 'Open' button is highlighted with a red circle.

7-Day	30-Day	All	Range	Mo			
<input type="checkbox"/>	2025-02-25	128484					
<input type="checkbox"/>	2025-02-27	11112					
<input type="checkbox"/>	2025-02-28	123					
<input type="checkbox"/>	2025-03-03	1111					
<input type="checkbox"/>	2025-03-03	1234					
<input type="checkbox"/>	2025-03-04	38483					
<input type="checkbox"/>	2025-04-21	12345					
<input type="checkbox"/>	2025-05-15	12334					
<input type="checkbox"/>	2025-05-30	187278					
<input type="checkbox"/>	2025-05-30	1928483					
<input type="checkbox"/>	2025-06-02	1828384					
<input type="checkbox"/>	2025-06-03	584643	26 Spring St, Mississippi Mills, ON	111 - Building fire	000	Not Submitted	Not Ready
<input type="checkbox"/>	2025-06-04	18384	1575 Carling Ave, Ottawa, ON	111 - Building fire	000	Not Submitted	Not Ready
<input type="checkbox"/>	2025-06-04	49599	1525 Carling Ave, Ottawa, ON	111 - Building fire	000	Not Submitted	Not Ready
<input type="checkbox"/>	2025-06-04	78886	1755 Woodward Dr, Ottawa, ON	111 - Building fire	000	Not Submitted	Not Ready
<input type="checkbox"/>	2025-06-12	19293	112 N Westshore Blvd, Tampa, FL	321 - EMS call, excluding vehicle accident with injury	000	Not Submitted	Not Ready

5

Fill out the incident record. For all incidents, the Basic Module is required.

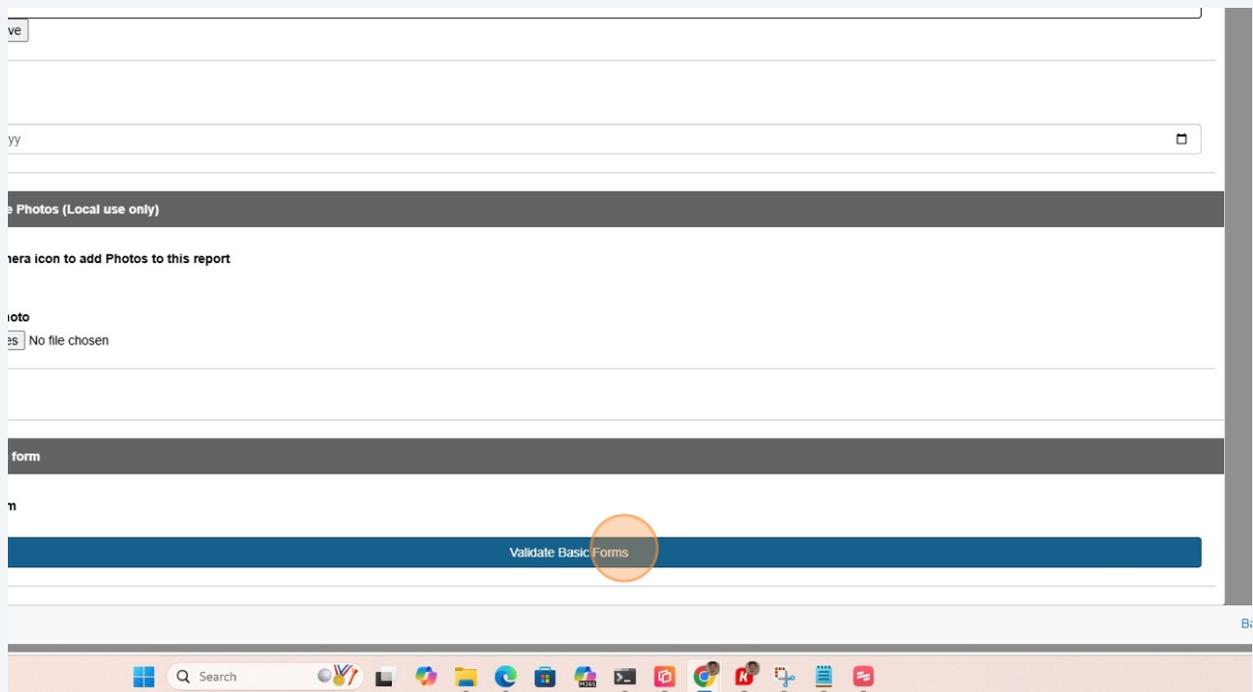
The screenshot shows a web browser window with the URL 'cityscape-suite.com/nfirs/vueindex.html#/EditNfirsForm?reload=1749750574897'. The page title is 'Edit Incident Report'. On the left, there is a list of modules: '* NFIRS-1 Basic Module', 'NFIRS-2 Fire Module', 'NFIRS-3 Structure Fire Module', 'NFIRS-4 Civilian Fire Casualty Module', 'NFIRS-5 Fire Service Casualty Module', 'NFIRS-6 EMS Module', 'NFIRS-7 Hazardous Materials (HazMat) Module', 'NFIRS-8 Wildland Fire Module', 'NFIRS-9 Apparatus or Resources Module', 'NFIRS-10 Personnel Module', and 'NFIRS-11 Arson Module'. The '* NFIRS-1 Basic Module' is highlighted with a red circle.

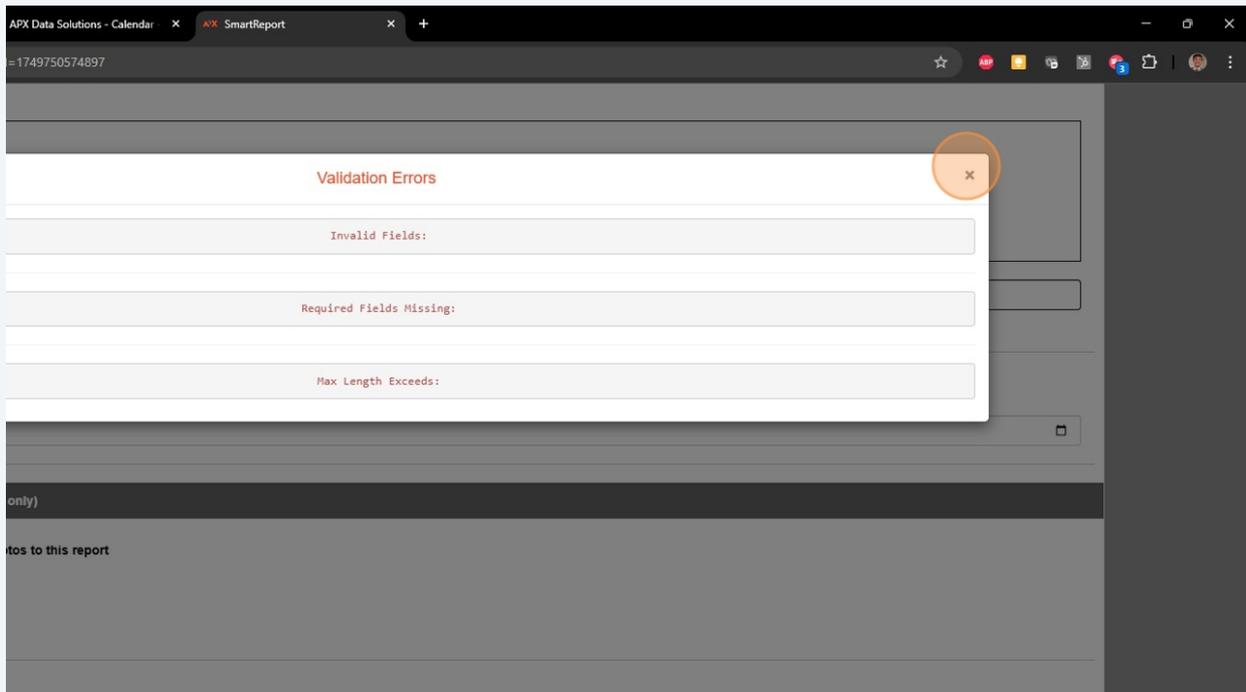


6

At the bottom of each module, select the **Validate** button to confirm all required fields have been filled out, and all fields have been filled out correctly. Select validate to confirm. All required fields are filled out.

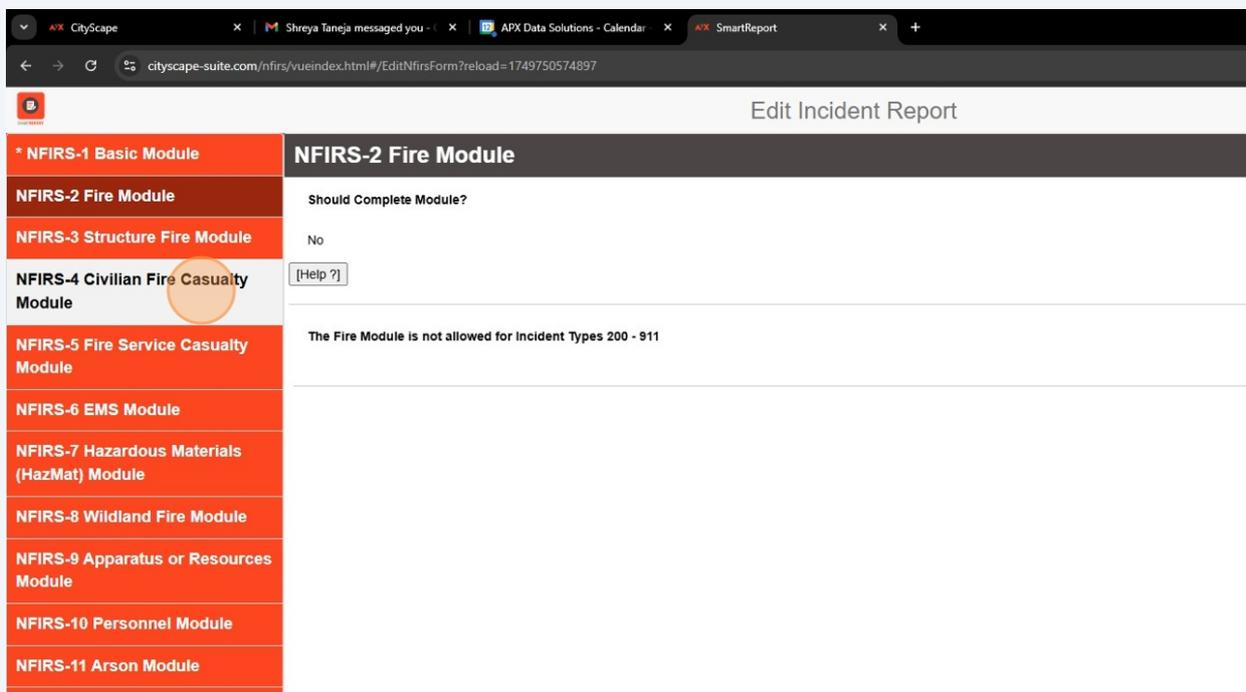
A validation. pop-up will appear, identifying any issues.





7

Modules that are not required based on incident type will be marked "No" under Should Complete Module, and will not be editable.



8

Some modules will be marked as "Optional", meaning they can be filled out for any incident type but are not required.

Optional sections do have required fields within them if they are filled out, so a validation button appears at the bottom of the section if a user chooses to fill out the section.

Cityscape | Shreya Taneja messaged you | APX Data Solutions - Calendar | SmartReport

cityscape-suite.com/nfirs/vueindex.html#/EditNfirsForm?reload=1749750574897

Edit Incident Report

* NFIRS-1 Basic Module	NFIRS-5 Fire Service Casualty Module
NFIRS-2 Fire Module	Should Complete Module?
NFIRS-3 Structure Fire Module	Optional
NFIRS-4 Civilian Fire Casualty Module	The Fire Service Casualty Module is optional. Fill Form:
NFIRS-5 Fire Service Casualty Module	<input type="radio"/> Yes <input checked="" type="radio"/> No
NFIRS-6 EMS Module	
NFIRS-7 Hazardous Materials (HazMat) Module	
NFIRS-8 Wildland Fire Module	
NFIRS-9 Apparatus or Resources Module	
NFIRS-10 Personnel Module	
NFIRS-11 Arson Module	

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cityscape-suite.com/nfirs/vueindex.html#/EditNfirsForm?reload=1749750574897

Edit Incident Report

* NFIRS-1 Basic Module	NFIRS-5 Fire Service Casualty Module
NFIRS-2 Fire Module	Should Complete Module?
NFIRS-3 Structure Fire Module	Optional
NFIRS-4 Civilian Fire Casualty Module	The Fire Service Casualty Module is optional. Fill Form:
NFIRS-5 Fire Service Casualty Module	<input checked="" type="radio"/> Yes <input type="radio"/> No
NFIRS-6 EMS Module	A. Incident Information
NFIRS-7 Hazardous Materials (HazMat) Module	FDID
NFIRS-8 Wildland Fire Module	57801
NFIRS-9 Apparatus or Resources Module	State
NFIRS-10 Personnel Module	FL
NFIRS-11 Arson Module	Incident Date
	0005-00-10

9

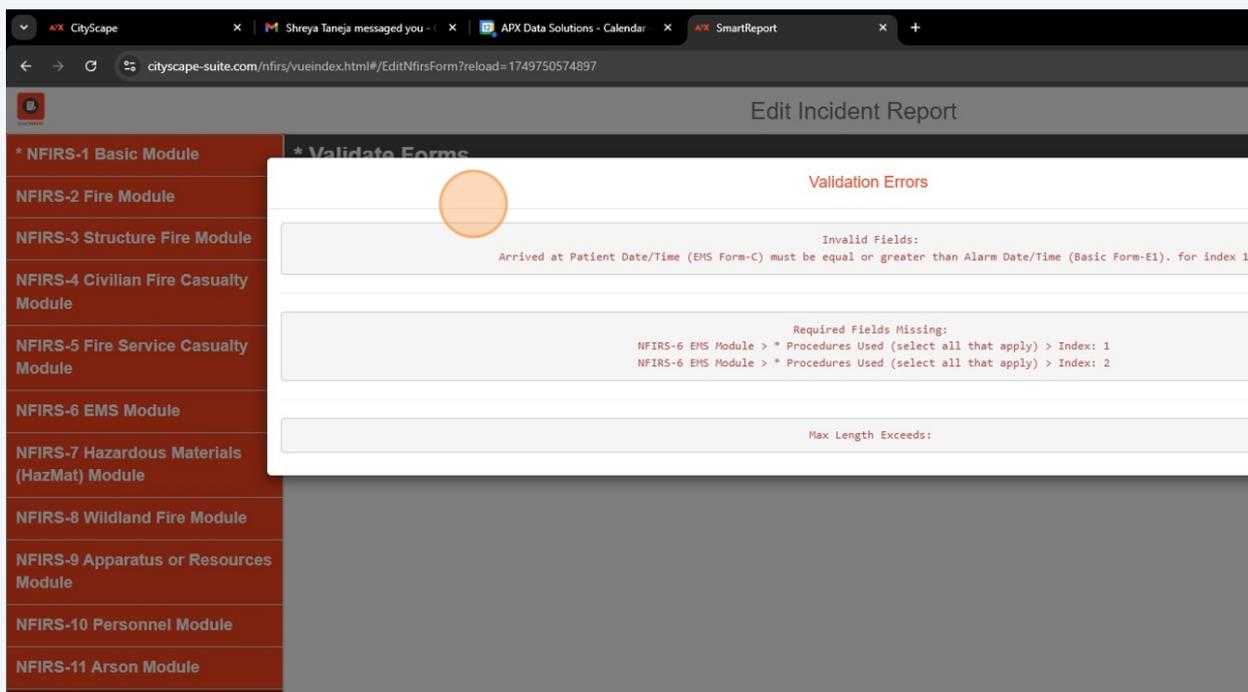
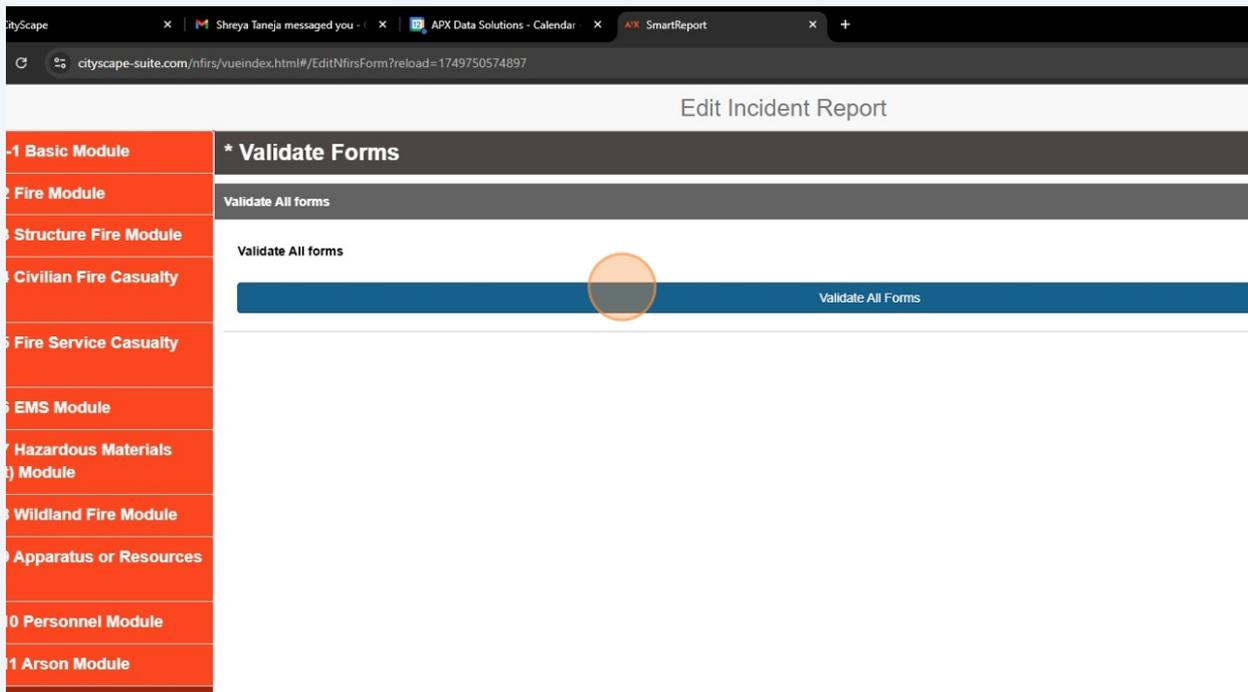
The **Apparatus or Resources Module** is optional, as the Basic Module contains basic information about apparatus (as well as personnel). The **Apparatus or Resources Module** allows a user to define which apparatus responded to an incident.

If this module is filled out, the **Personnel Module** can then be used to define which personnel responded to an incident. The personnel module cannot be used if the apparatus or resources module has not already been completed.

The screenshot shows a web browser window with the URL `cityscape-suite.com/nfirs/vueindex.html#/EditNfirsForm?reload=1749750574897`. The page title is "Edit Incident Report". On the left is a vertical sidebar with red buttons for modules: NFIRS-1 Basic Module, NFIRS-2 Fire Module, NFIRS-3 Structure Fire Module, NFIRS-4 Civilian Fire Casualty Module, NFIRS-5 Fire Service Casualty Module, NFIRS-6 EMS Module, NFIRS-7 Hazardous Materials (HazMat) Module, NFIRS-8 Wildland Fire Module, NFIRS-9 Apparatus or Resources Module, NFIRS-10 Personnel Module, and NFIRS-11 Arson Module. The main content area is titled "NFIRS-9 Apparatus or Resources Module" and contains the following text: "Should Complete Module?", "Optional", "The Apparatus or Resource Module is optional. Fill Form:", and radio buttons for "Yes" and "No". A yellow circle highlights the "No" radio button. Below this is a second section with the same text and radio buttons, where the "No" radio button is selected. At the bottom of the sidebar are buttons for "* Validate Forms", "* Submit Report", and "Save". The Windows taskbar at the bottom shows the system tray with a temperature of 67°F and the word "Windy", along with various application icons.

10

In the **Validate Forms** section, the **Validate All Forms** button can be selected to confirm all required sections have been completed.



11

To complete the incident record and generate the incident report, Select **Submit Report**. A preview of the report will be presented. Select **Accept** to confirm the completion of the report, or the close button to return to the record.

Upon completing the report, a confirmation pop-up will appear.

- NFIRS-8 Wildland Fire Module
- NFIRS-9 Apparatus or Resources Module
- NFIRS-10 Personnel Module
- NFIRS-11 Arson Module
- * Validate Forms
- * Submit Report

Save

Enter signature name

Clear Save

QC Date

mm/dd/yyyy

Last Submission Date

Submit All Modules

Submit Report

Submit Report



cityscape-suite.com/nfirs/vueindex.html#/EditNfirsForm?reload=1749750574897

- Module
 - NFIRS-5 Fire Service Casualty Module
 - NFIRS-6 EMS Module
 - NFIRS-7 Hazardous Materials (HazMat) Module
 - NFIRS-8 Wildland Fire Module
 - NFIRS-9 Apparatus or Resources Module
 - NFIRS-10 Personnel Module
 - NFIRS-11 Arson Module
 - * Validate Forms
 - * Submit Report
- Save

Report Preview

6b794843-59a2-4e7d-b955-24e0116904ce

1 / 2

100%



1



2

NFIRS Report



Eagle River Fire Department
 820 E Pine St, Eagle River, WI, 54521
 715-479-8835

NFIRS-1 Basic Module

A. Incident Information

FDID	57801
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