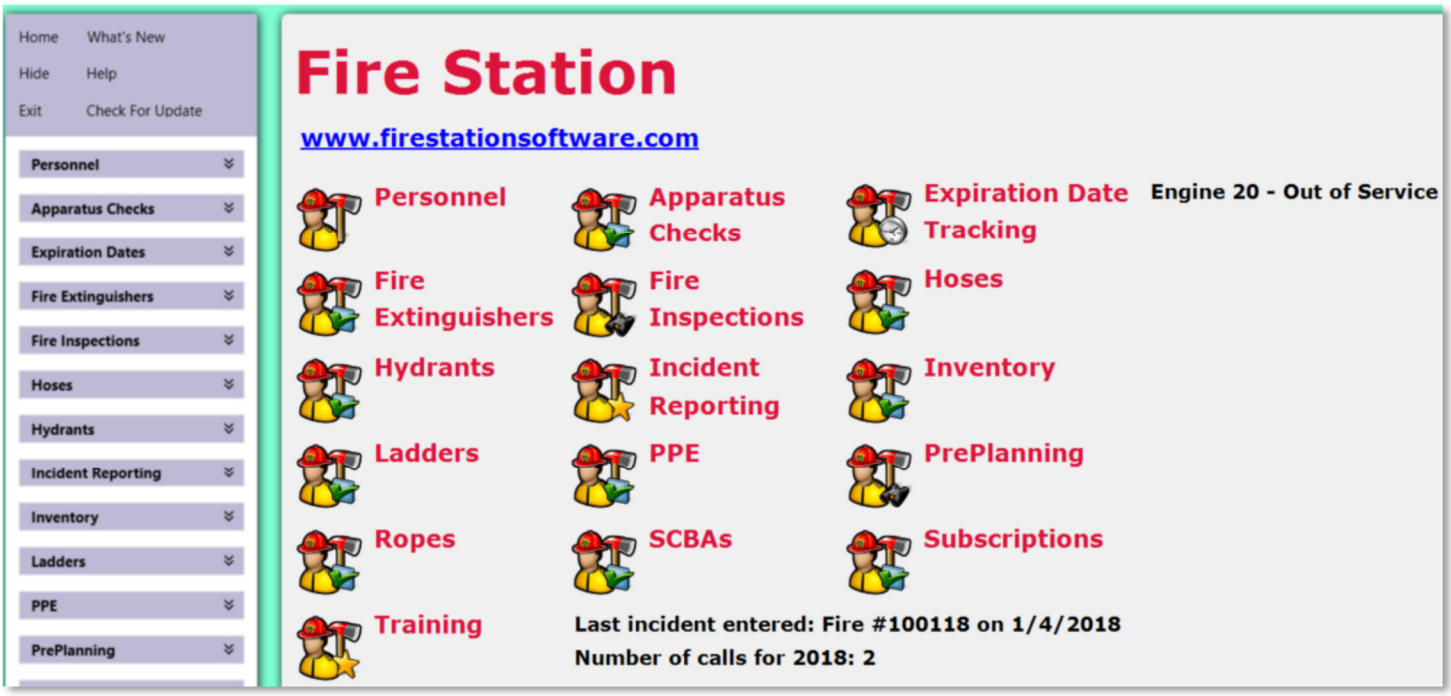
Fire Station Software, LLC

Fire Station



User's Manual

Version 4.6.0.2

November 2019

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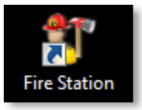
Fire Station www.firestationsoftware.com

An affordable and easy to use computer program for record keeping at your fire department

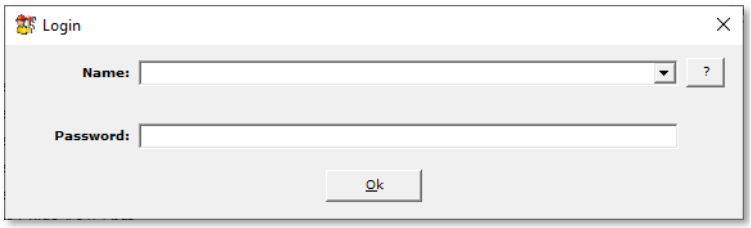
General

Start **Fire Station** by clicking on the shortcut on your Desktop or the Start menu.

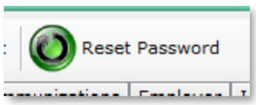


Log in by choosing your name from the list or typing your department ID or part of your name in the **Name** box and pressing **Enter** on your keyboard.

If this is your first time logging into **Fire Station**, you will be prompted to enter a password. This will be your password from now on.

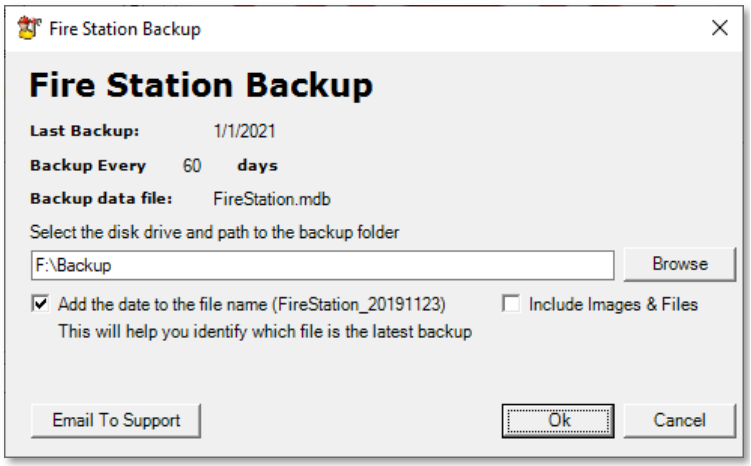


Forgot your password? Have someone with **Manage Personnel** permission click the **Reset Password** button on your personnel record.



Fire Station will remind you to back up your data. This reminder will appear every time you start the program until the backup is done. The default is 30 days, but you can configure that in **Admin**, **Manage Settings**.
Fire Station Software recommends that you back up your data to an external drive, network drive, or flash drive so that if your computer's hard drive fails, you will not lose all of your data.

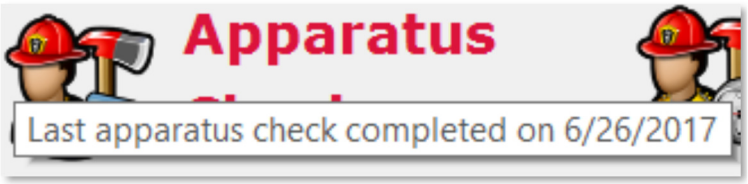
Note: If you are using Fire Station's Cloud Database Hosting (CDH), you will not get this notification. Backups of those databases are done automatically for you every week.



Once you are logged in, you will see the main **Fire Station** screen. From here you can access all the functionality of the program by clicking on the module name on the left or the icon/module name on the right.

This screen also displays any apparatus that are marked out of service as well as the last incident entered and the total number of calls for the current year.

You can also hover your mouse cursor over any icon next to a module name to get statistics about that module. For example, hover over the **Apparatus Checks** module icon to see when the last apparatus check was completed.



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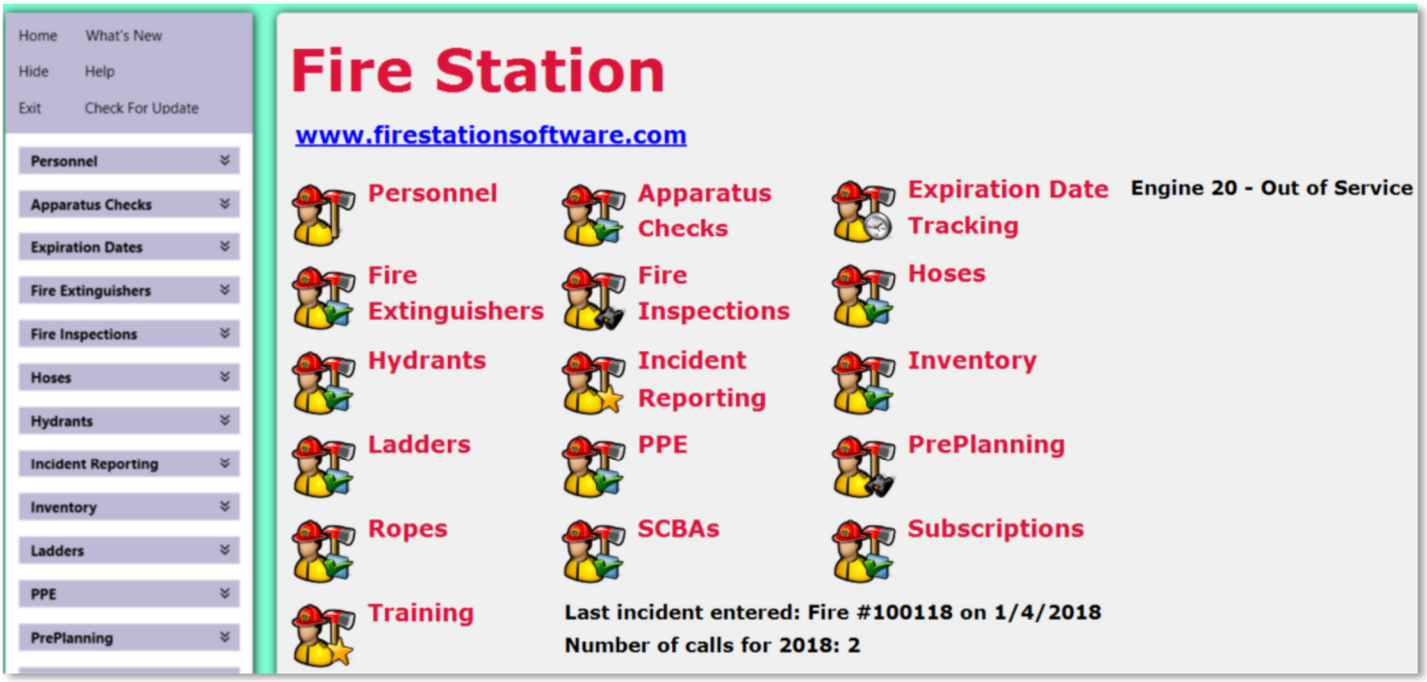
An affordable and easy to use computer program for record keeping at your fire department



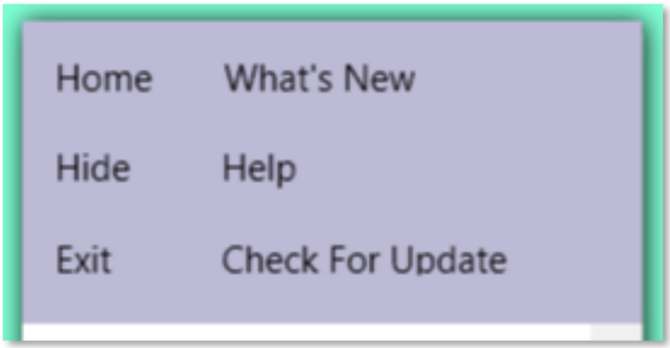
The **Home** link will bring you back to the main screen.

The **What's New** link will display the latest enhancements and bug fixes to **Fire Station**.

The **Help** link will display this user guide.

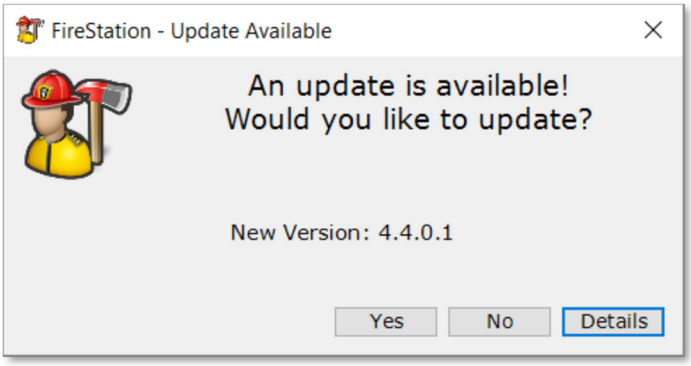
The **Hide/Show** link will collapse the module menus to provide more screen real estate for entering data like in the **Incident Reporting** module for users with lower resolution monitors. The **Show** link will expand the menus.

The **Exit** link will close the program.



The **Check for Update** link will check if there is an updated version of the program available. If there is, the **Update Available** dialog appears where you can see the details of the new update by clicking the **Details** button.

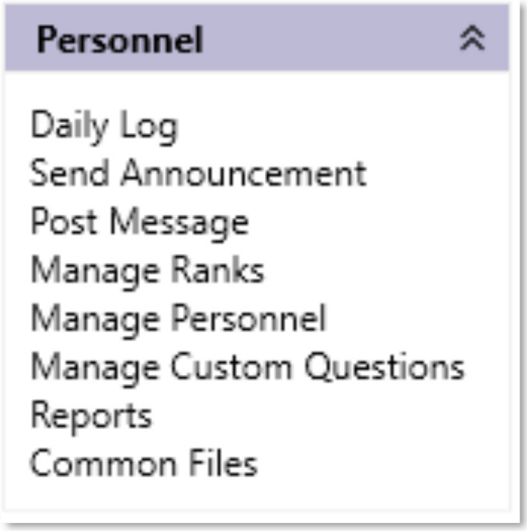
When you click the **Yes** button, the update will be downloaded, automatically installed, and **Fire Station** will restart.



Personnel

The **Personnel** module menu contains the following items:

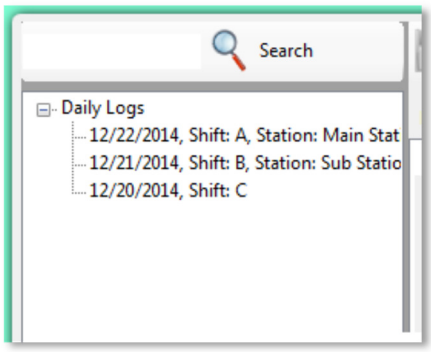
Daily Log
Send Announcement
Post Message
Manage Ranks
Manage Personnel
Manage Custom Questions
Reports
Common Files



Daily Log

Daily logs are for recording weather statistics, personnel assignments, and activities outside of alarms and training events. To start a new daily log, click **Daily Logs** in the tree.

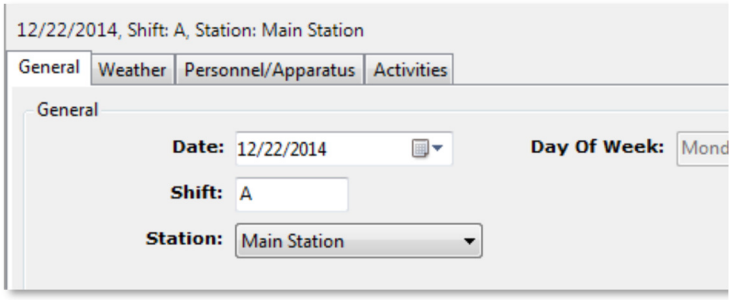
You can enter text into the search box and click the **Search** button and the first daily log with an activity description that matches your search word will be highlighted. Pressing the **Enter** key will move to the next daily log that matches.



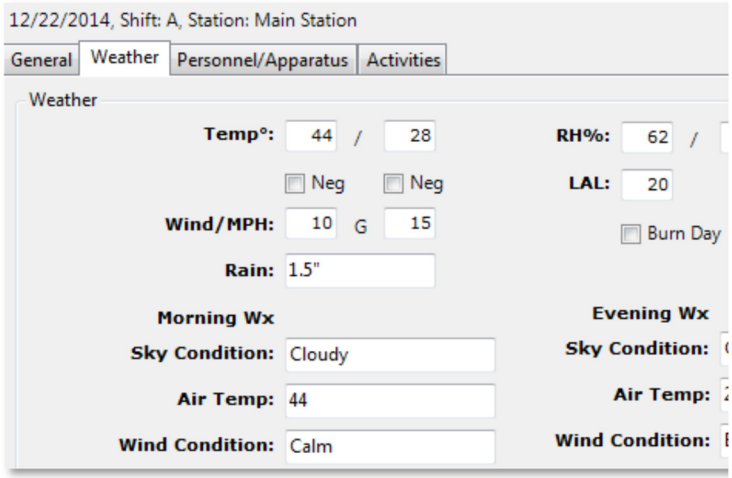
By default, **Daily Log** only shows the last 30 days of logs. Use the up and down arrows to display more or less. Use **0** to see them all.

Use the **General** tab to select the date, shift, and station for the daily log.

Note: Shift and **Station** are not required.



Use the **Weather** tab to record the day's weather.



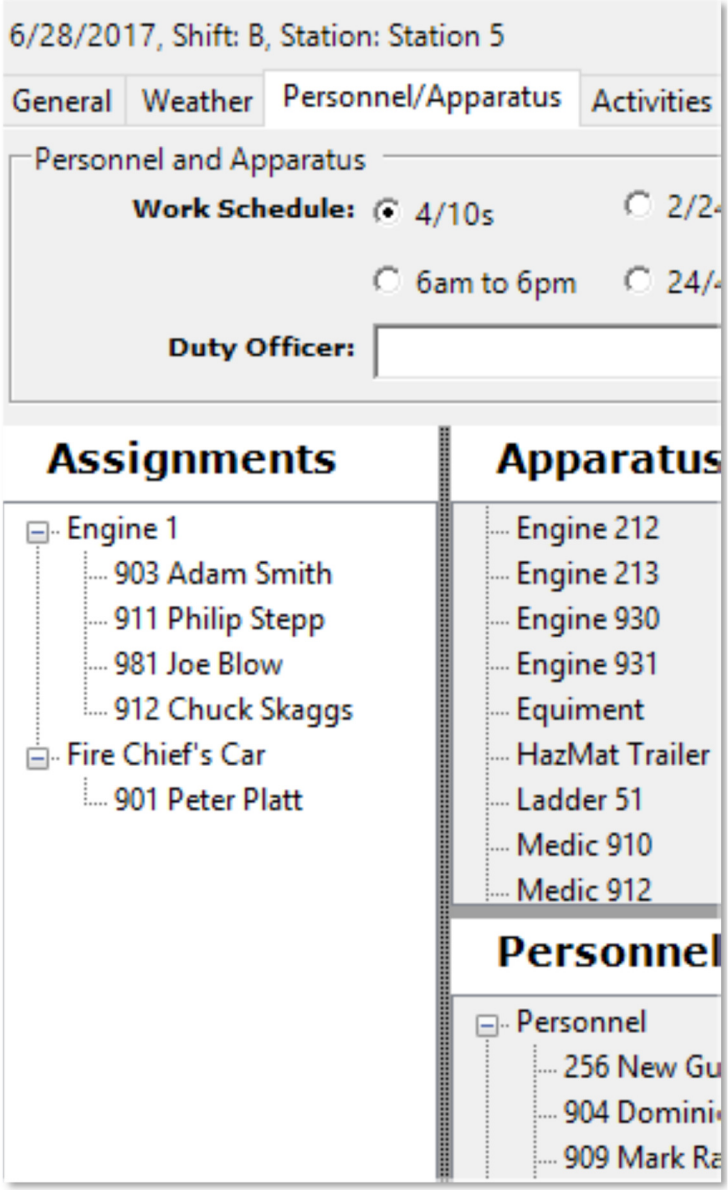
The **Personnel/Apparatus** tab stores work schedule, duty officer and apparatus assignments.

To add an apparatus to the **Assignments** section, either double-click the apparatus name in the **Apparatus** section or drag and drop the apparatus name from the **Apparatus** section to the **Assignments** section.

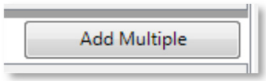
To add a firefighter to the **Assignments** section, either double-click the firefighter name in the **Personnel** section or drag and drop the firefighter name from the **Personnel** section to the **Assignments** section.

When you double-click a firefighter name, it will be added to the last apparatus added to the **Assignments** section.

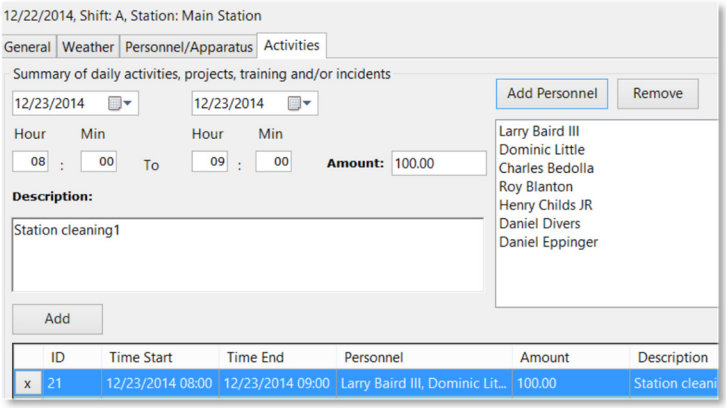
You can also drag and drop firefighters from one apparatus to another in the **Assignments** section.



To add more than one firefighter at a time, click the **Add Multiple** button. From there you can select the firefighters you want and click the **Add** button



The **Activities** tab stores activities completed that day.



To enter activities, select the starting and ending dates (can span more than one day) and the starting and ending times.

Click the **Add Personnel** button to associate firefighters with this activity. Select the firefighters you want and click the **Add** button. Click the **Remove** button to remove the currently selected firefighter.

Enter a **Description**, then click the **Add** button. This will add the activity to the grid.

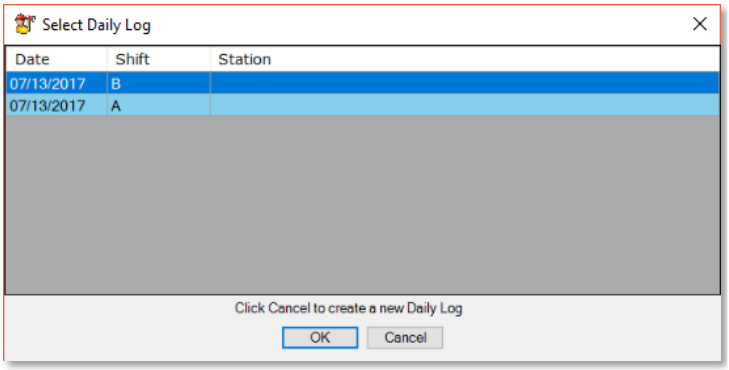
To edit an entered activity, click on its row in the grid and the fields above will populate with the previously entered values. Edit as needed and click the **Add** button. A new row will be added to the grid so you will need to delete the old row by clicking the **x** in the first column.

After changing anything in the daily log or adding activities, click the **Save** button.

Activities in the daily log are also automatically entered when an incident, non-emergency event, or training event is entered.

When an activity is automatically entered, a new daily log will be created if one does not exist. If a daily log already exists or if multiple daily logs for a date exist like when different stations or shifts have started a daily log, you will be prompted to choose which daily log the event should be added to.

If you don't want to add the event to an existing daily log and want to create a new one, click **Cancel**.



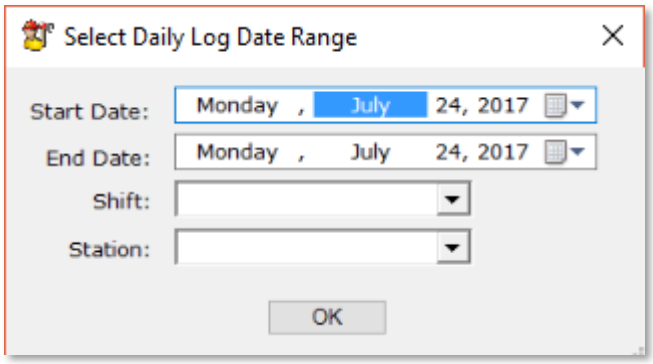
You can enable of disable the automatic activity entries in **Admin**, **Manage Settings**, **Incident Reporting** and **Training** tabs.

Click the **Delete** button to delete the daily log.

Note: you can only delete a daily log if you have permission. See **Admin**, **Manage Permissions** for more information.

When you click the **Print** button, **Fire Station** will render the daily log as a PDF file.

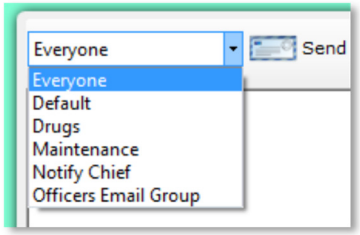
Use the **Print Multiple** button to print more than one daily log at a time. You can choose the date range, **Shift**, and **Station**.



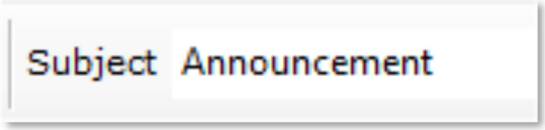
Send Announcement

Send Announcement is used to send email to everyone or to a certain group.

Select the recipients of the email announcement by selecting **Everyone** or the name of the notification group. See the **Admin** section for instructions on how to setup the email account and to create groups.

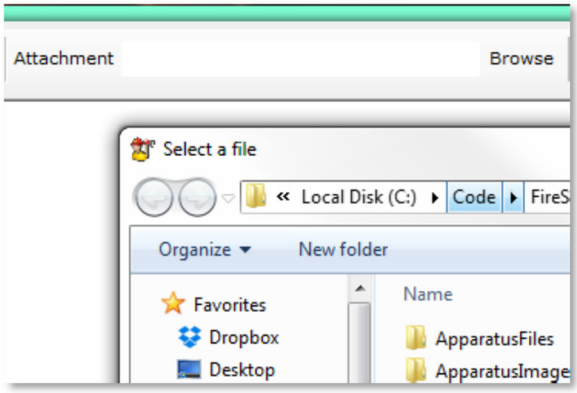


You can specify the subject of the announcement by entering it in the Subject box. "Announcement" is the default.

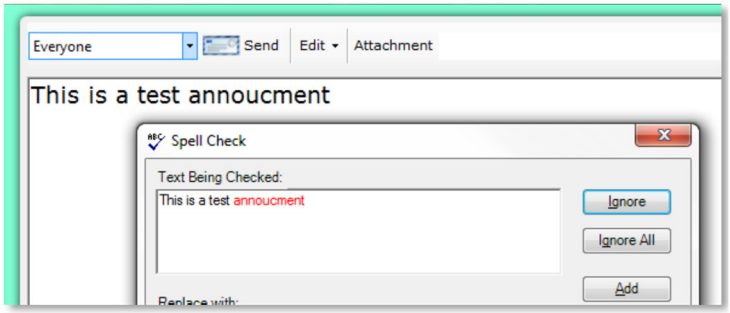


The **Edit** menu contains the commands for **Undo**, **Redo**, **Cut**, **Copy**, and **Paste** to edit the text in the announcement.

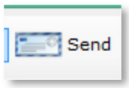
You can attach files to your announcement by typing the full file name in the attachment box or by clicking the **Browse** button and selecting a file.



Use the **Spell Check** button to correct any spelling errors in your announcement text.



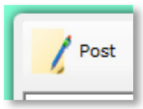
The **Send** button will send the announcement to the selected group.



Post Message

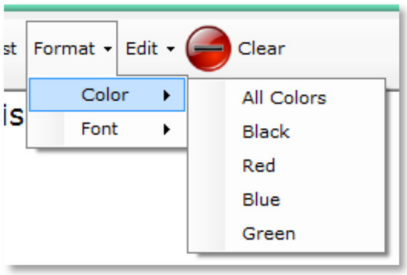
Post Message is used to create a message that replaces the normal home screen when the user first logs into **Fire Station** or clicks the **Home** link.

Click the **Post** button to save the message text.

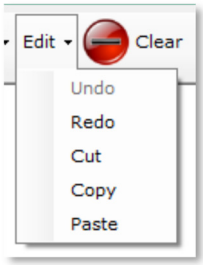


When a blank message is posted, the normal home screen is displayed when the user logs in or clicks the **Home** link.

Use the **Format** menu to change the font style, color and size of selected text in the message text.



The **Edit** menu contains the commands for **Undo**, **Redo**, **Cut**, **Copy**, and **Paste** to edit the text in the message.

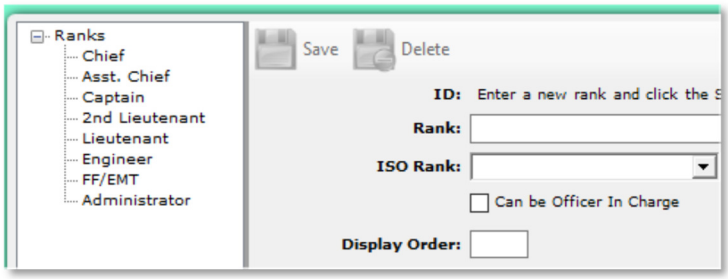


The **Clear** button will clear the message text.

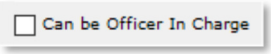
Manage Ranks

Manage Ranks is used to add, edit, or delete the ranks used by your fire department.

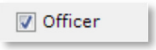
To add a new rank, click **Ranks** in the tree, enter the rank name, and click the **Save** button.



Select the **ISO Rank** (Officer, Driver, or Firefighter) to display the correct hours in the **ISO Training Report**.



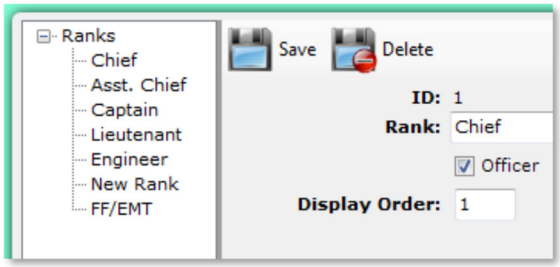
Check the **Can be Officer In Charge** check box if the rank is designated as an officer.



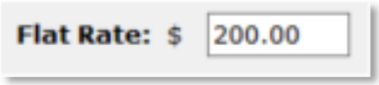
This is used in the **Incident Reporting** module to populate the **Officer in Charge** list. If you want to select anyone as an officer in charge on an incident, check the **Officer** check box for all ranks.

Display Order controls the order in which ranks are displayed.

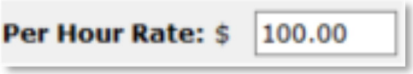
Start with the rank you want displayed first and enter 0 as the **Display Order**. The next rank will have 1, and so forth.



When invoicing is turned on, **Flat Rate** and **Per Hour Rate** are visible. See **Admin**, **Manage Settings**, **Incident Reporting** tab for more information.

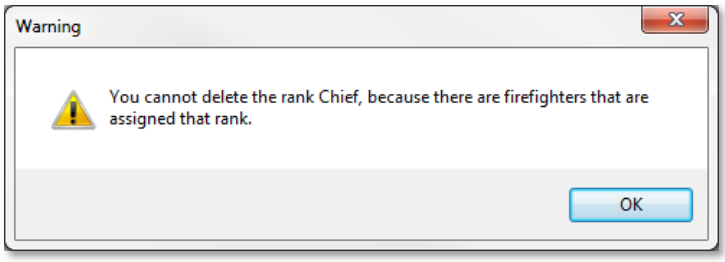


This gives you the flexibility to charge a flat or per hour rate for different ranks of personnel that attended the incident.



Click the **Delete** button to delete the currently selected rank.

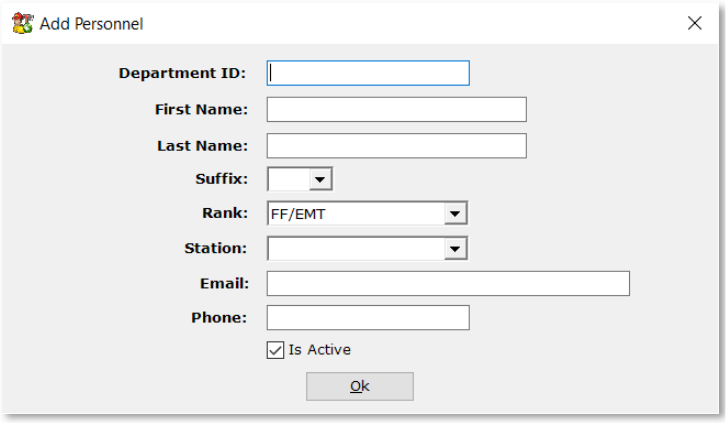
Note: You cannot delete a rank if there is a firefighter assigned that rank.



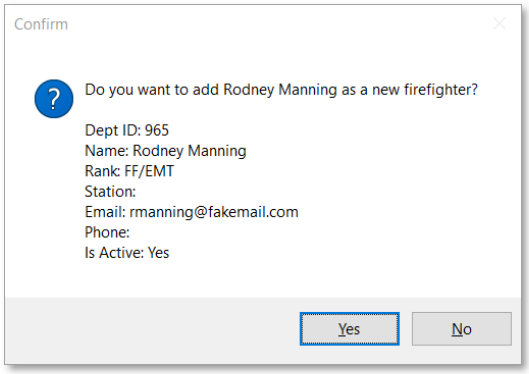
Manage Personnel

Manage Personnel is used to add, edit, and delete the members of your fire department.

To add a new firefighter, click the **Add** button and fill out the **Add Personnel** form.



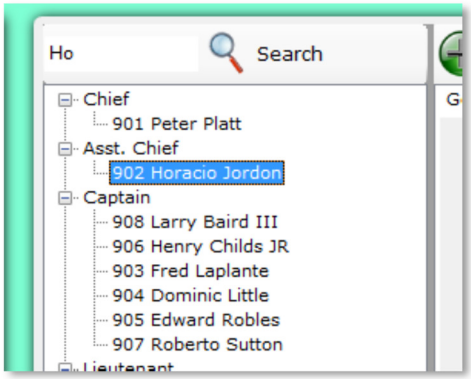
Click **Ok** to add the new firefighter, then click **Yes** to confirm adding the new firefighter.



Firefighters are grouped by station and rank and displayed in either **Dept ID** or **Last Name** order. See **Admin**, **Manage Settings**, **My FD** tab for more information on the sort order.

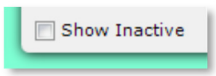
To edit an existing firefighter, click on their name in the tree.

You can enter text into the search box and click the **Search** button and the first firefighter with a first or last that matches your search word will be highlighted. Clicking the **Search** button again or pressing the **Enter** key will move to the next firefighter that matches.



When a firefighter logs into **Fire Station** that does not have **Can Manage Personnel** permission, they can edit their own basic information.

Check the **Show Inactive** check box at the bottom of the screen to show inactive firefighters.



When something is changed on any tab for a firefighter, the **Save** button is enabled. Click the **Save** button to save the information to the database.

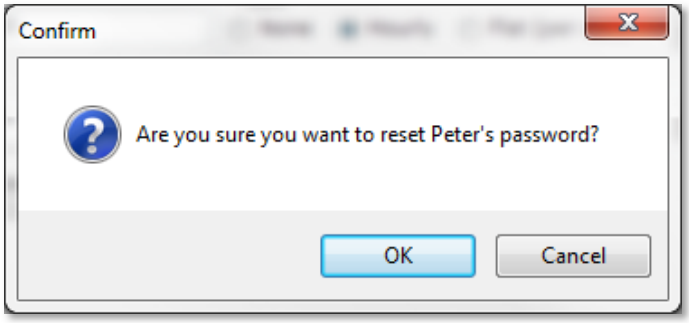
Click the **Delete** button to delete the currently selected firefighter.

All information for that firefighter will be lost. It is recommended to uncheck the **Is Active** checkbox instead of deleting personnel so that information about that firefighter remains in **Fire Station**.

The **Print** button will render a PDF with all of the firefighter's information on it.

The **Reset Password** button clears the password for the currently selected firefighter.

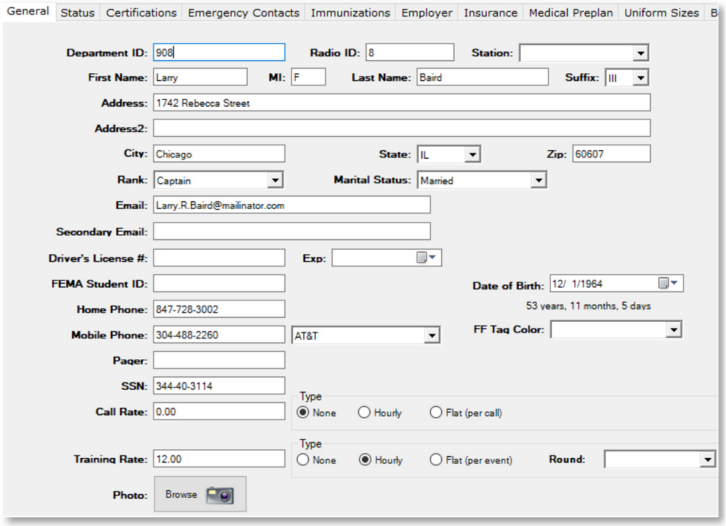
When that firefighter logs into **Fire Station** again, they will be required to enter a password that will become their password for the next time they log in.



The **General** tab stores information like name, address, rank, and email address.

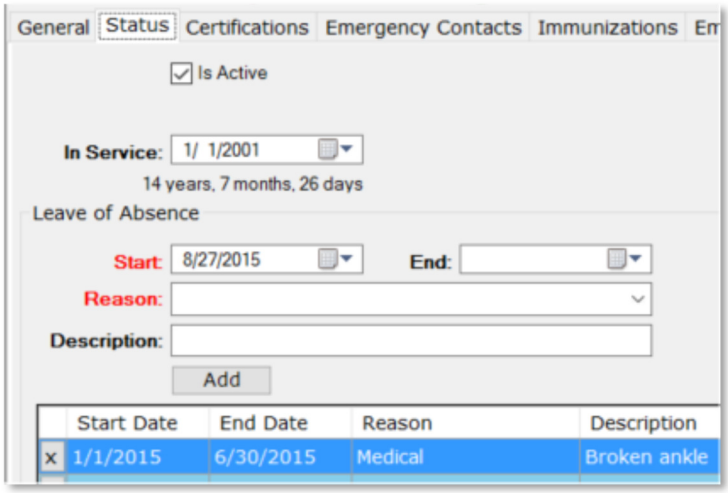
See the **Admin** section for instructions on adding stations.

See the **Payroll** report in **Incident Reporting** and **Training** for documentation on **Call Rate** and **Training Rate**.

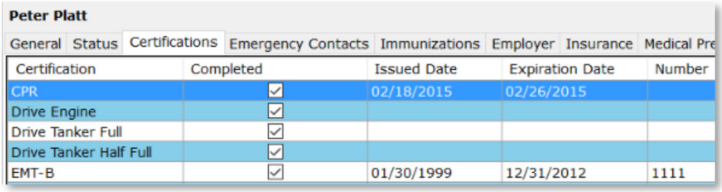


The **Status** tab displays the active status of the firefighter as well as any leave of absence date periods.

To enter a leave of absence, select a **Start** date, **End** date is optional, choose or type a **Reason**, and **Description** is optional. Click **Add** to add it to the list.



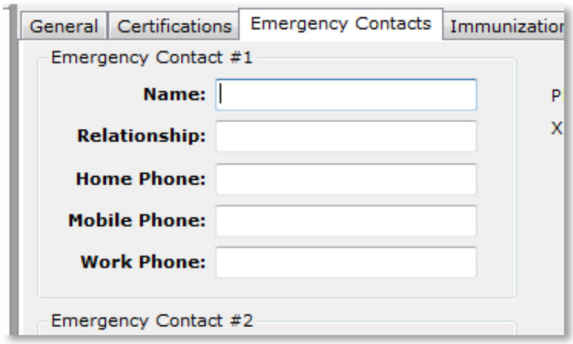
If your license includes the **Training** module, the **Certifications** tab is available. Here, you can check if the selected firefighter has completed the certifications you have setup in the **Training** module.



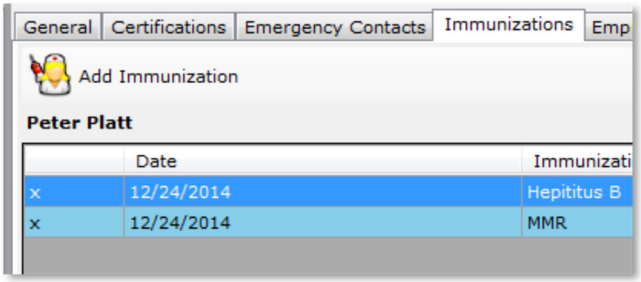
To indicate a firefighter has a certification, check the **Completed** column and optionally fill out the **Issued Date**, **Expiration Date**, and **Number**.

When an expiration date for a certification is entered and your license includes the **Expiration Date Tracking** module, you will be prompted if you would like to add it to the list of items tracked in the **Expiration Date Tracking** module.

The **Emergency Contacts** tab stores the name, relationship, and phone numbers of 3 emergency contacts for the currently selected firefighter.

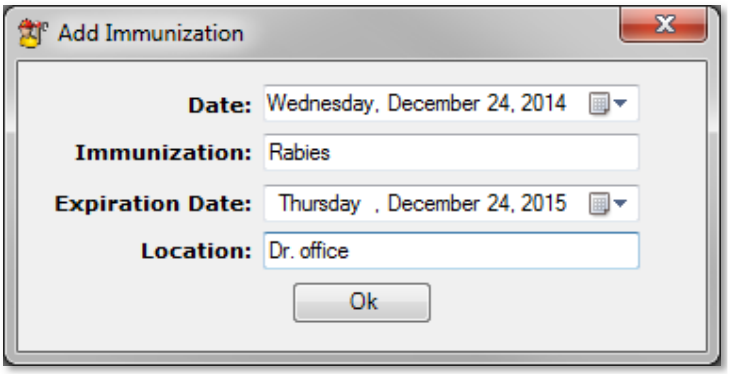


The **Immunizations** tab stores immunization history for the currently selected firefighter.

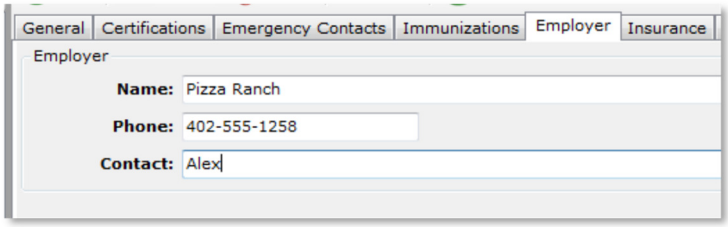


Click the **x** in the first column of the row to delete an immunization row.

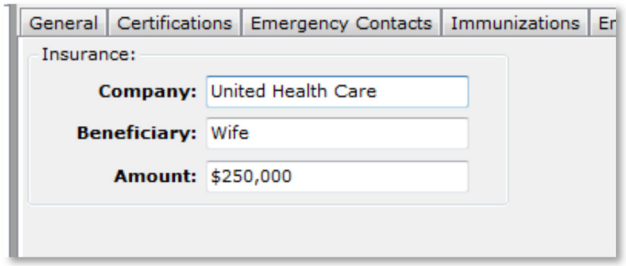
Click the **Add Immunization** button to add a new record.



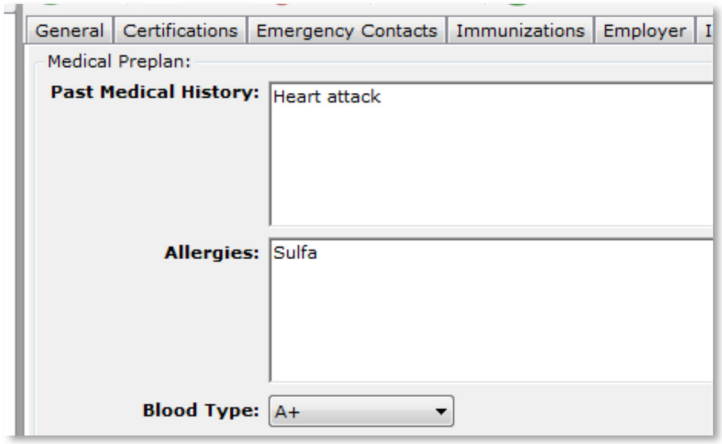
The **Employer** tab stores basic employer information for the currently selected firefighter.



The **Insurance** tab stores basic insurance information for the currently selected firefighter.

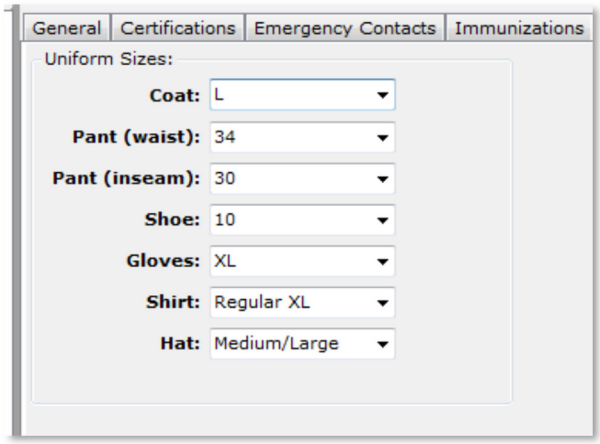


The **Medical Preplan** tab stores any past medical history, allergies, and information in case of a medical emergency for the currently selected firefighter.

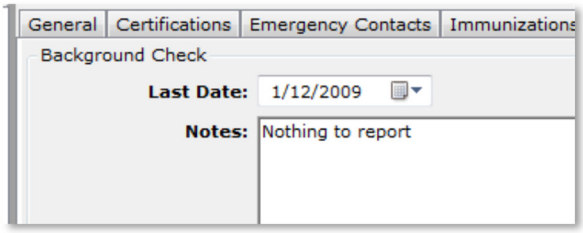


The **Uniform Sizes** tab stores the sizes for coats, pants, shoes, gloves, shirts, and hats for the currently selected firefighter.

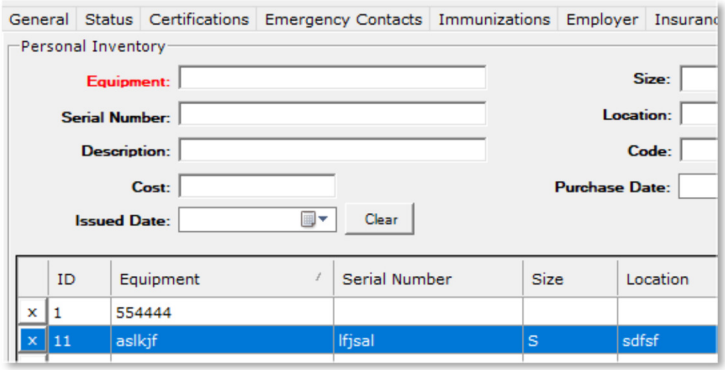
You can choose from the list or type something else for each category.



The **Background Check** tab stores the last date a background check was done and any notes.

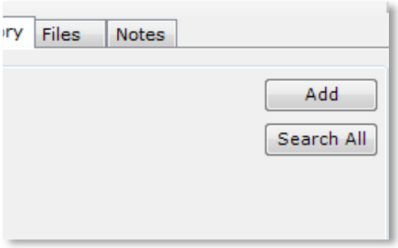


The **Personal Inventory** tab stores any item issued to the firefighter like PPE, pagers, tools, radios, etc.



To add an item, fill out the **Equipment**, **Serial Number**, **Description**, **Cost**, **Size**, **Location**, **Code**, and **Purchase Date** for the item and click the **Add** button on the right. Items can also be added in to a firefighter from the **Inventory** module.

Click the **x** in the first column in the row to delete the item.



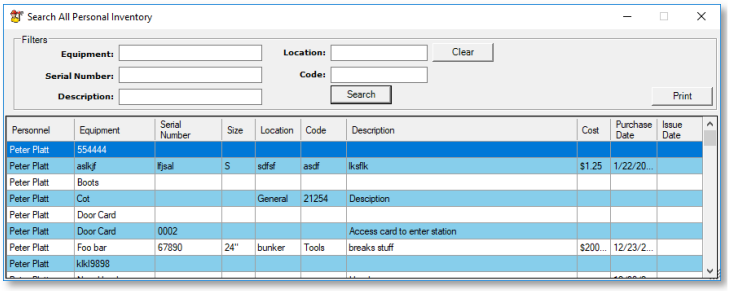
The **Search All** button will bring up the **Search All Personal Inventory** screen where you can search across all items in personal inventory.

Just type a keyword in the **Equipment**, **Serial Number**, **Description**, **Location**, or **Code** boxes and click the **Search** button.

Click the **Clear** button to clear the filter boxes.

The **Print** button will render a PDF of the list of inventory that is displayed.

To return an item in **Personal Inventory** to **Inventory**, right-click on the row and select **Return to Inventory**.



Use the **Files** tab to attach any kind of file (image, document, etc.) to a firefighter.

Click the **Add File(s)** button to browse for a file or multiple files.

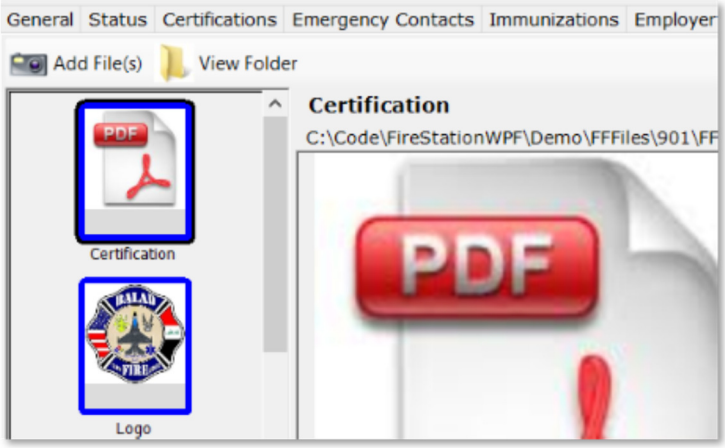
Click the **View Folder** button to open a Windows Explorer window where these files are stored.

Firefighter files are stored in subfolders of the main firefighter files folder by firefighter department ID.

Image files like .BMP, .JPG, or .TIF files will display the image in the image viewer when selected in the thumbnail viewer.

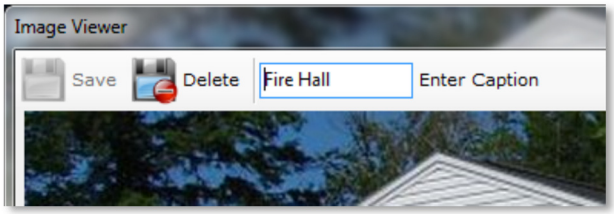
PDF files will display a generic PDF image and other files will display a generic file image.

Left-clicking on PDF and other files in the image viewer will open the file in the associated program for that type of file. For example, a .TXT file will open in Notepad and a .PDF file will open in Adobe Reader.

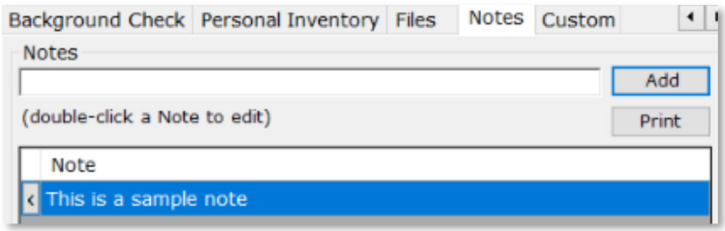


You can add captions to files in the thumbnail viewer by either left-clicking on an image file where the image is displayed or right-clicking on PDF or other files where the image is not displayed.

You can also delete files by clicking the **Delete** button.



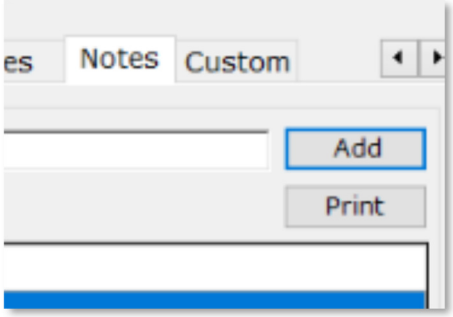
The **Notes** tab stores more confidential notes about the currently selected firefighter such as disciplinary actions, commendations, or personal notes.



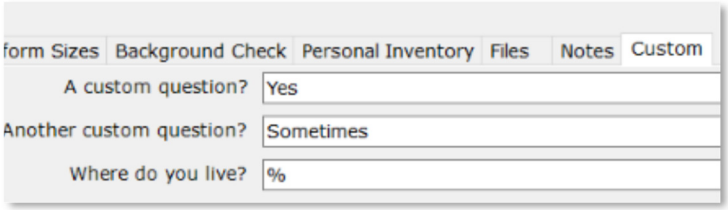
To add a note, type the note in the **Notes** box and click the **Add** button.

To delete a note, click the **x** in the first column of the row.

The **Print** button will render a PDF with all notes.



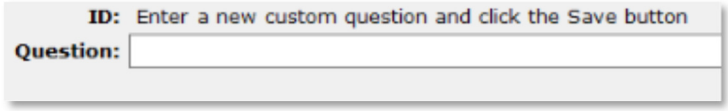
The **Custom** tab is where you can store the answers to custom questions for the currently selected firefighter that are setup in **Manage Custom Questions**.



Manage Custom Questions

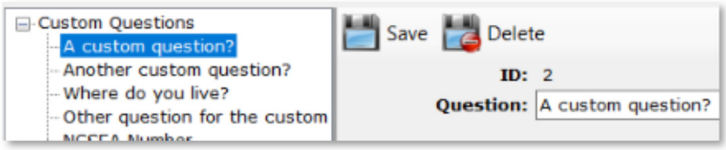
You can create your own fields to store information that is not covered by any other existing field in **Manage Personnel**. Those questions are managed in **Manage Custom Questions**.

When you first click on **Manage Custom Questions**, you can enter a new custom question. Enter the question and click the **Save** button.



You can edit a question by clicking on it in the tree, changing the question and then click the **Save** button.

Click the **Delete** button to delete the question.

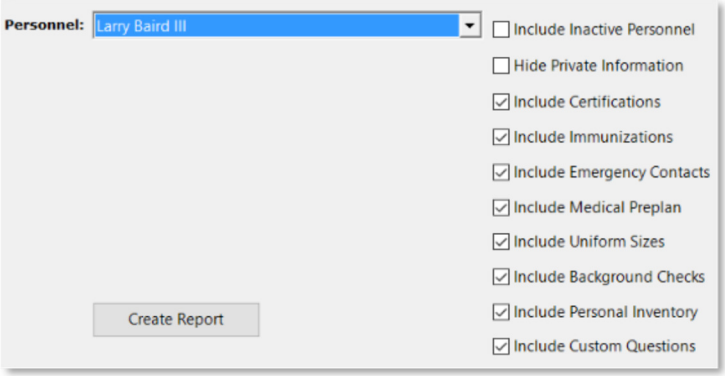


Reports

Reports available are **Personnel**, **Mailing List**, **Personal Inventory**, **Length of Service**, **Activity**, **ID Cards**, and **Audit Report**. To run reports, click the report name, select filter criteria, then click the **Create Report** button.

The **Personnel Report** can be created for all personnel or one individual.

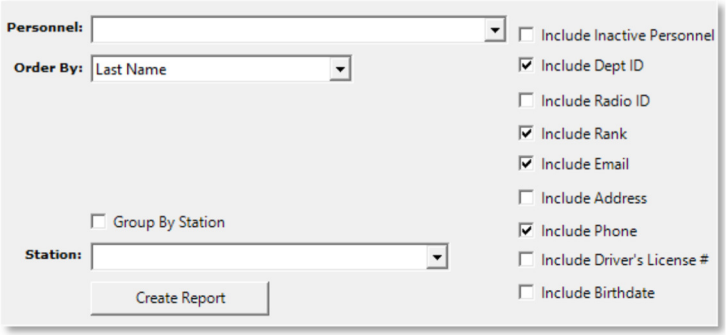
When running the **Personnel Report** for a single person, you can choose what information is included in the report. You can select **Private Information**, **Certifications**, **Immunizations**, **Emergency Contacts**, **Medical Preplans**, **Uniform Sizes**, **Background Checks**, **Personal Inventory**, and **Custom Questions**.



When running the **Personnel Report** for all personnel, you can choose what columns appear on the report. The columns you can choose are **Dept ID**, **Radio ID**, **Rank**, **Email**, **Address**, **Phone**, and **Driver's License #**.

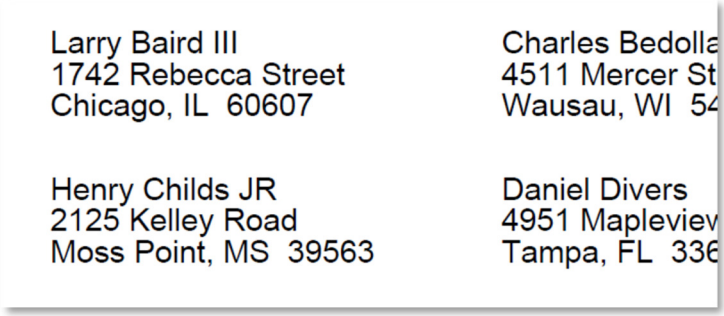
You can sort the report by **Last Name**, **Department ID**, **Rank**, or **Seniority**.

This report can be grouped by station or filtered by **Station**.



The **Mailing List Report** creates a report that can be printed on mailing labels.

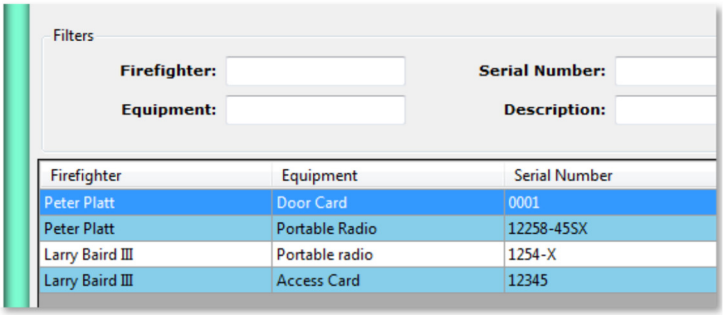
This report can be filtered by **Station**.



The **Personal Inventory Report** can be filtered by firefighter. When a firefighter is selected, only items in the firefighter's inventory are displayed. Other filters include **Station**, **Equipment**, **Serial Number**, **Description**, and **Code**.

Click the **Clear Filters** button to clear the filter boxes.

Click the **Create Report** to create a report with the items in the grid.

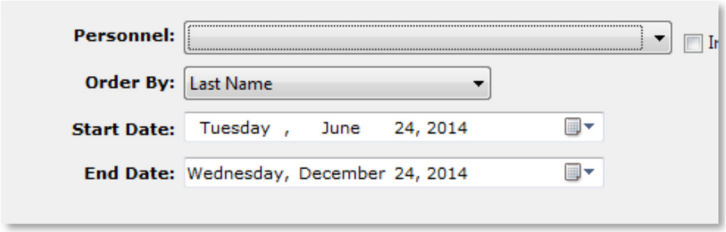


The **Length of Service Report** creates a report with a matrix of when 5, 10, 15, 20, 25, 30, 35, and 40 year service anniversaries occur for each firefighter.

This is based on the **In Service** date on the **General** tab.

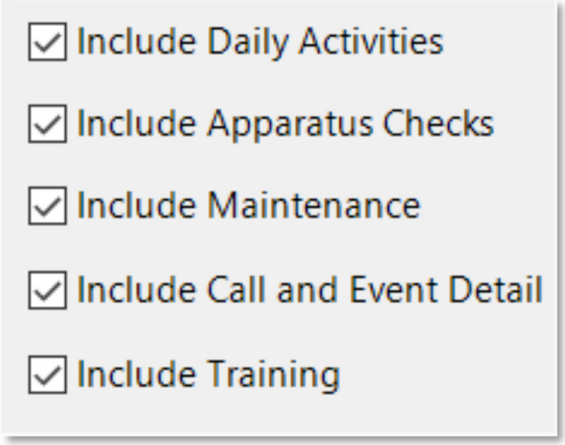
Rank	Name	Starting Year	5 Year	10 Year	15 Year
Chief	Peter Platt	1970	X	X	X
Asst. Chief	Horacio Jordon	1980	X	X	X
Captain	Henry Childs JR	1985	X	X	X
Captain	Fred Laplante	1987	X	X	X
Lieutenant	Philip Stepp	1991	X	X	X
Captain	Dominic Little	1995	X	X	X
Captain	Roberto Sutton	1999	X	X	2014
Captain	Edward Robles	2001	X	X	2016
Captain	Larry Baird III	2001	X	X	2016
FF/EMT	Donald Nieves	2005	X	2015	2020
FF/EMT	Ronald Smith	2005	X	2015	2020

The **Activity Report** can be filtered by firefighter and date range and creates a report with the number of calls, non-emergency events, training events, apparatus checks, maintenance activities, and daily activities from **Daily Logs**.



When ran for an individual, you can check the **Include Daily Activities**, **Include Apparatus Checks**, **Include Maintenance**, **Include Call and Event Detail,** and **Include Training** to get more detail on the report.

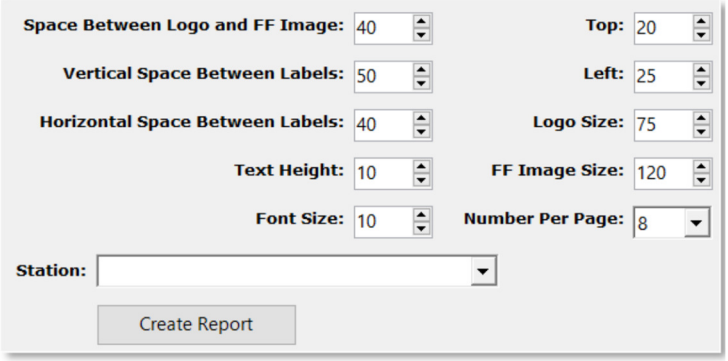
Note: Include Apparatus Checks and **Include Maintenance** are available if you are licensed for the **Apparatus Checks** module. **Include Call and Event Detail** are available if you are licensed for the **Incident Reporting** module, and **Include Training** is available if you are licensed for the Training **module**.



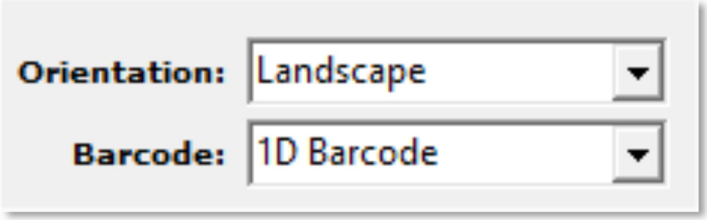
The **ID Cards Report** creates a PDF with ID cards. It uses the department logo as well as the image for the firefighter from the **General** tab.

There are several settings that can be adjusted to change the appearance of the report such as the number of cards per page and the number of pixels vertically between the labels. Change these settings to adjust the label position and size to match up with your labels.

This report can be filtered by **Station**.



Change the **Number Per Page** to 3 to get the enhanced ID Cards Report to print onto Avery 5361 Self-Laminating ID cards and choose **Landscape** or **Portrait**, **1D barcode** or **QR Code**.



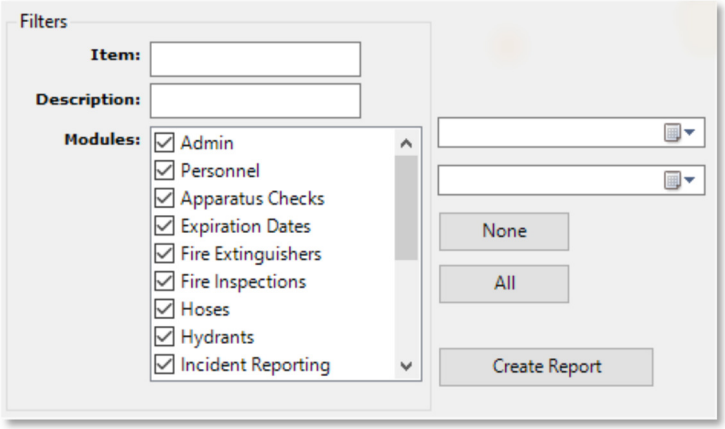
The **Audit Report** creates a PDF of the history of changes made to the database like, settings changes, inventory items as they created, moved from inventory to a firefighter or apparatus, and when they are deleted.

This report can be filtered by **Item**, **Description**, and **Module**.

Select a start date and end date to limit the audit records on the report.

Click the **None** button to uncheck all modules.

Click the **All** button to check all modules.



Common Files

Use **Common Files** to share any kind of file (image, document, etc.) with anyone who logs in. Only those with **Can Add Common Files** permission (**Admin**, **Manage Permissions**, Personnel tab) will be able to add files, edit their captions, or delete them.

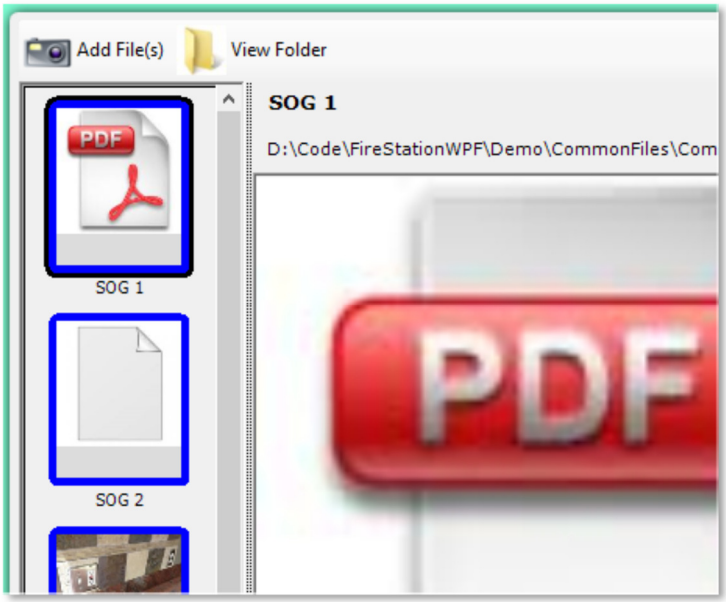
Click the **Add File(s)** button to browse for a file or multiple files.

Click the **View Folder** button to open a Windows Explorer window where these files are stored.

Image files like .BMP, .JPG, or .TIF files will display the image in the image viewer when selected in the thumbnail viewer.

PDF files will display a generic PDF image and other files will display a generic file image.

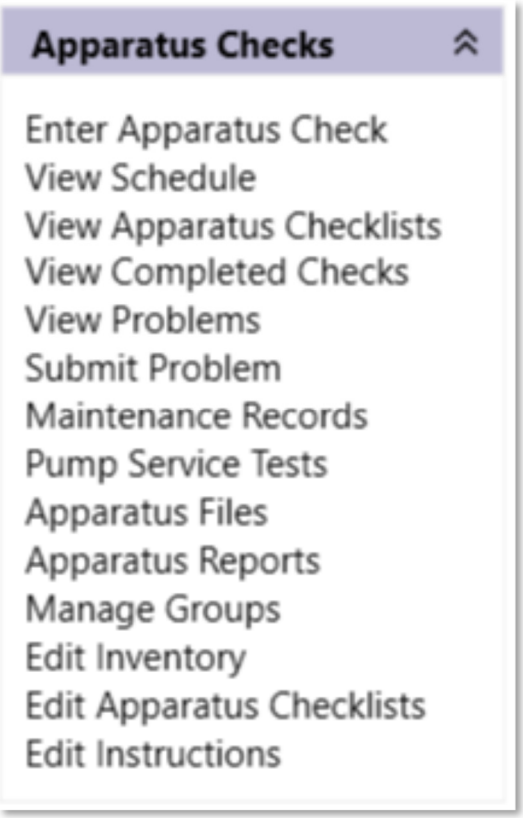
Left-clicking on PDF and other files in the image viewer will open the file in the associated program for that type of file. For example, a .TXT file will open in Notepad and a .PDF file will open in Adobe Reader.



Apparatus Checks Module

The **Apparatus Checks** module menu contains the following items:

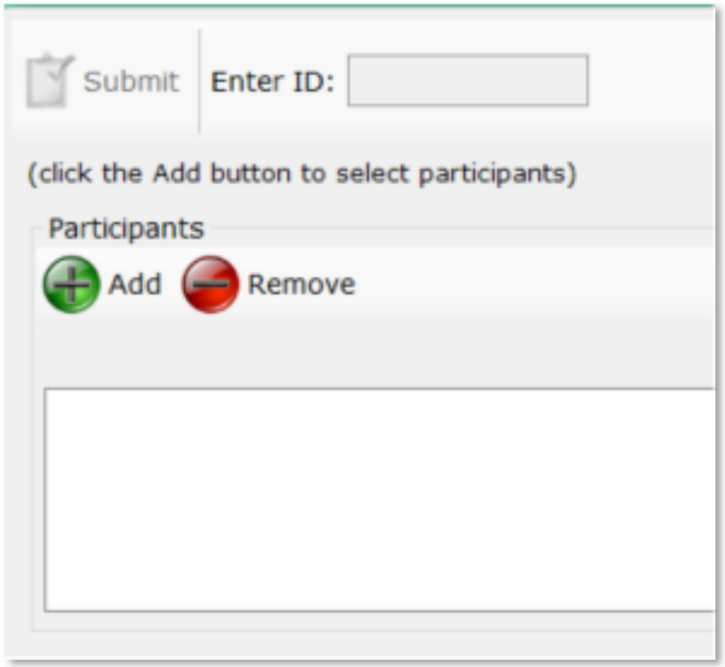
Enter Apparatus Check
View Schedule
View Apparatus Checklists
View Completed Checks
View Problems
Submit Problem
Maintenance Records
Pump Service Tests
Apparatus Files
Apparatus Reports
Manage Group
Edit Inventory
Edit Apparatus Checklists
Edit Instructions



Enter Apparatus Check

Enter Apparatus Check is used to enter apparatus checks into the database. This includes the inventory items in all the compartments as well as the checklist items setup for the apparatus.

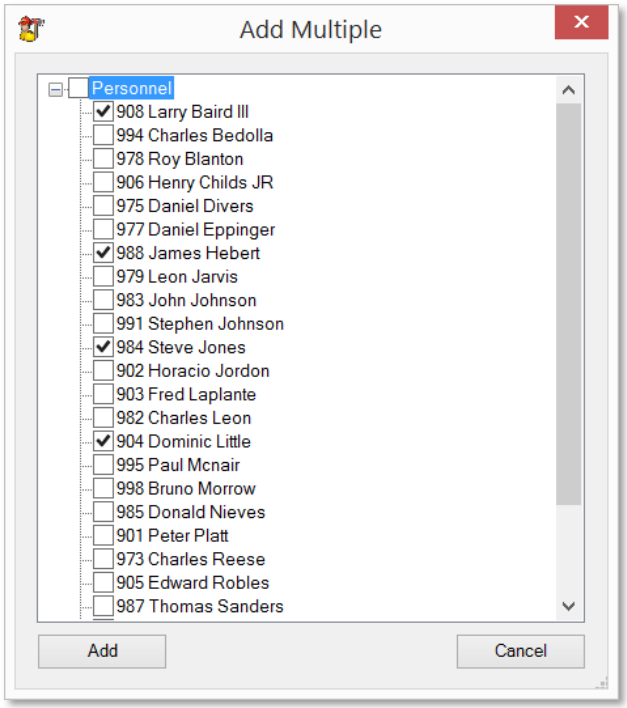
When **Enter Apparatus Check** is first clicked, you must choose who is doing the check before you can choose what apparatus is being checked.



Click the **Add** button to bring up the **Add Multiple** dialog.

You can select who is doing the check by checking the box to the left of their name.

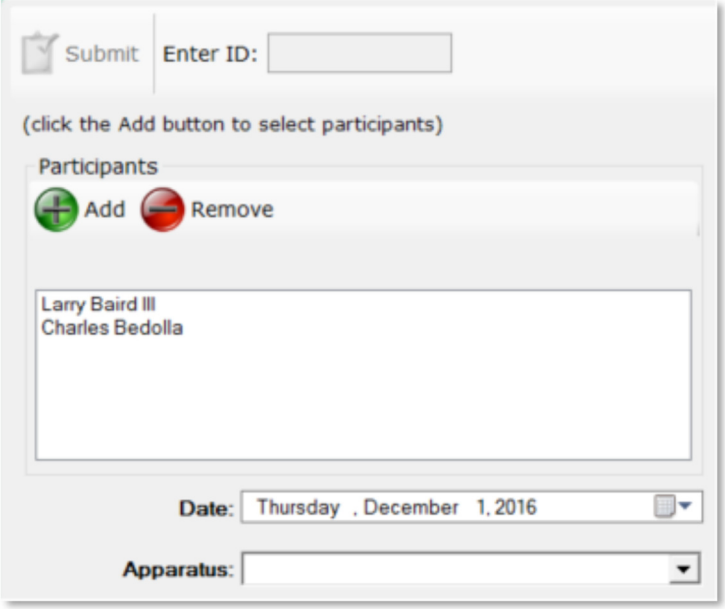
Once all the participants are selected, click the **Add** button.



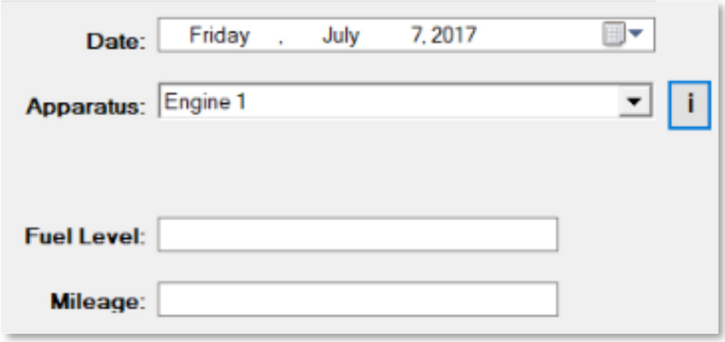
The **Remove** button is used to remove the currently selected participant.

From here, you can select a date (if different from the current date), and select an apparatus.

The list of apparatus is populated with apparatus that have **Is Apparatus** Check checked. See **Edit Inventory** for more information.

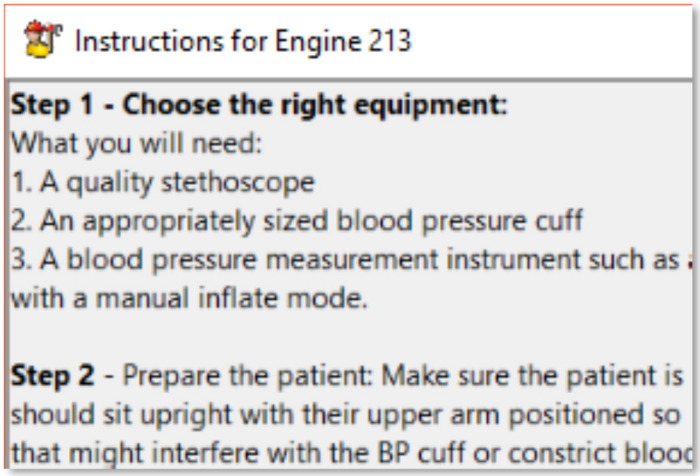


Once an apparatus is selected, you can record **Service Due**, **Fuel Level**, **Mileage**, **Pump Hours**, **Engine Hours, Service Due**, and **O2 Level** based on the options selected for the apparatus. See **Edit Inventory** for more information.

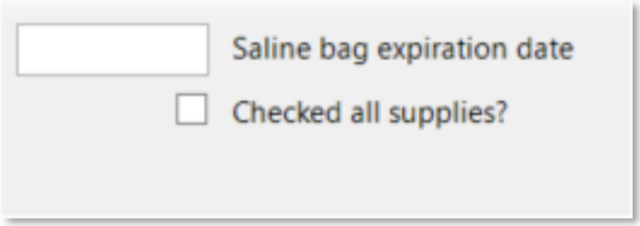


You can view the instructions for the selected apparatus by clicking the i button.

Instructions are setup in **Edit Instructions**.



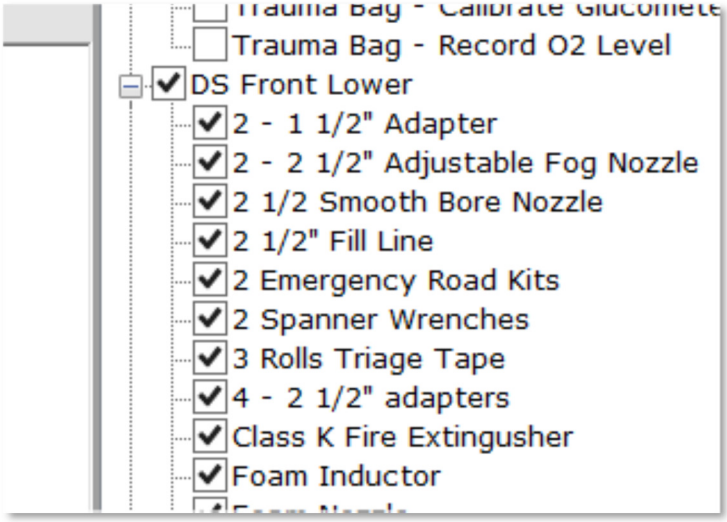
The middle column is for entering answers for the checklist items entered in **Edit Apparatus Checklists**.



You can enter text into the fill in the blank questions, and you can cycle through three values for the check box questions, checked, N/A, and checked.

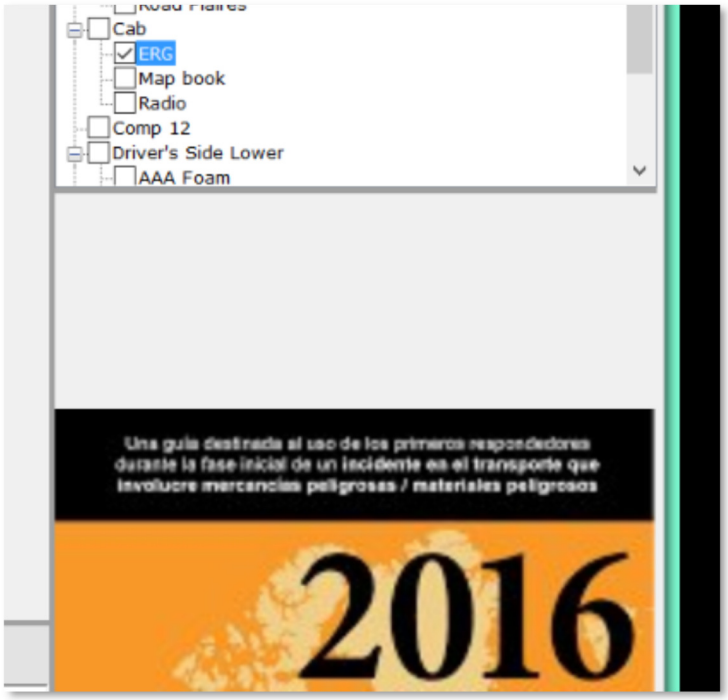
Required fill in the blank questions will be in red.

To select items that are present or tasks done, you can check the individual items in the inventory tree or you can check the compartment to quickly check all the items in that compartment.



You can view an image of the compartment or item when entering the apparatus check by double-clicking on the compartment or item in the inventory tree.

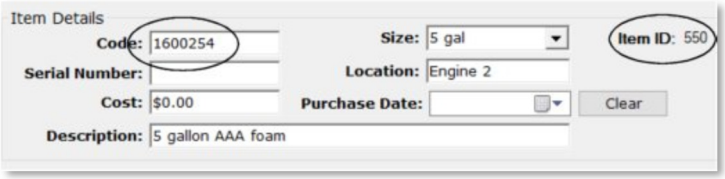
You must have the compartment or item image setup in **Edit Inventory**.



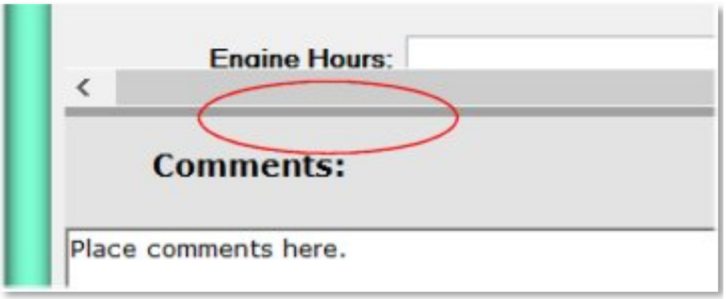
You can enter the code of the item in the **Enter ID** box using the keyboard or a bar code scanner for the item in the tree to be automatically checked.

To get the code for an item, go to **Edit Inventory** and click on the item.

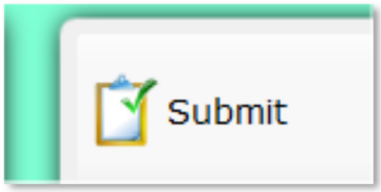
If **Code** is not filled out, the **Item ID** will be used as the code.



If you cannot see all the options for an apparatus check, you can move the splitter bar above **Comments** down.

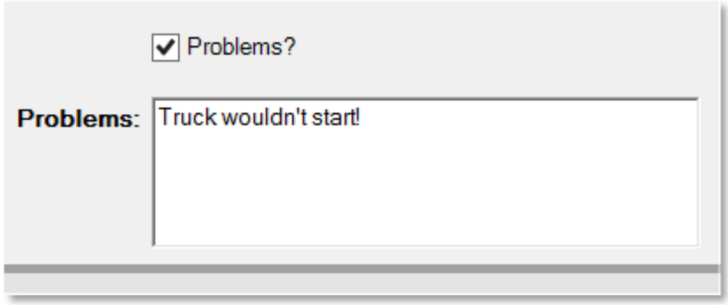


Click the **Submit** button to complete the check and enter it into the database.



All notifications that have **Email Apparatus Checks** set to **Always**, will get an email that the check has been completed. See **Admin**, **Manage Settings**, **Notifications** tab for more information.

The **Problems** check box is used for reporting that there is problem with an apparatus that requires attention.



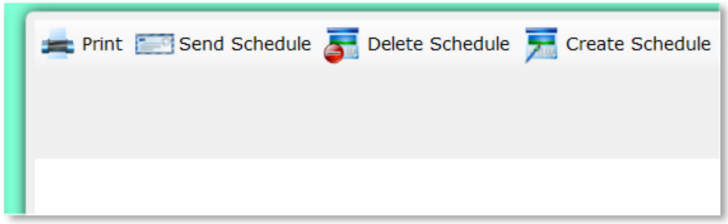
When the **Problems** check box is checked and the apparatus check is submitted, the problem can be viewed and resolved in **View Problems**. Also, an email will go out to everyone who has **Email Apparatus Checks** set to **Problems**. See **Admin**, **Manage Settings**, **Notifications** tab for more information.

An additional email goes out to the person that problem is assigned to. It could be the highest ranking person in that apparatus check group if there is an apparatus check schedule setup, or the person designated in settings. See **Admin**, **Manage Settings**, **Apparatus Checks** tab for more information.

View Schedule

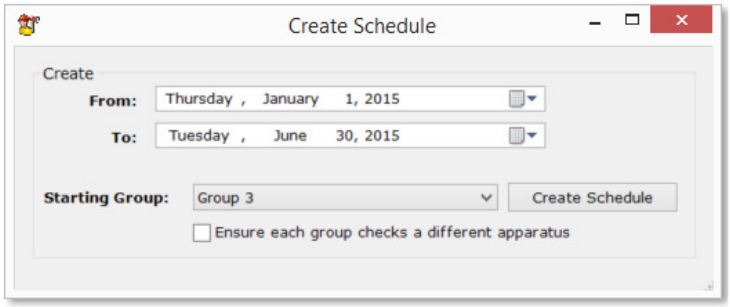
View Schedule is used to see what groups need to check which apparatus and when those checks were done.

When **View Schedule** is first clicked and no schedule has been created, a blank schedule page is shown.



The **Send Schedule**, **Delete Schedule**, and **Create Schedule** buttons are only available if the logged in user has **Can Create New Schedule** permission.

Click the **Create Schedule** button to create a new schedule. Apparatus check schedules require that your apparatus (**Edit Inventory**) and groups (**Manage Groups**) are set up.



Choose the starting and ending dates, and select the **Starting Group** if you want the schedule to start with that group. If you have the same number of groups and apparatus and you don't want the same group to check the same apparatus, check the **Ensure each group checks a different apparatus** check box.

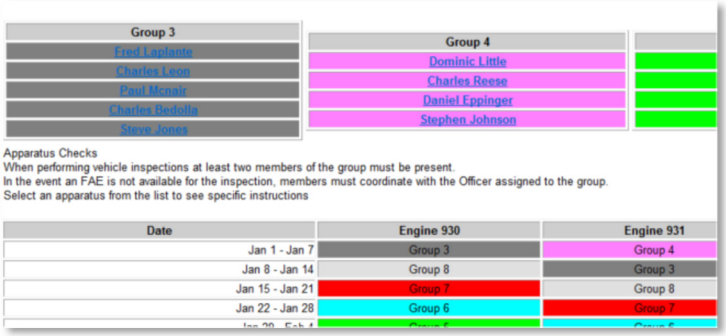
Clicking the **Create Schedule** button will create the schedule based on the starting and ending date and

create apparatus check time periods based on the days between apparatus checks. See **Admin**, **Manage Settings**, **Apparatus Checks** tab for more information.

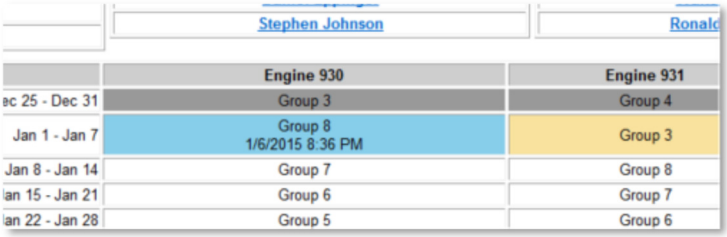
The schedule display has the groups across the top, with each member in the group.

Under the groups, the general instruction set is displayed. See **Edit Instructions** for more information.

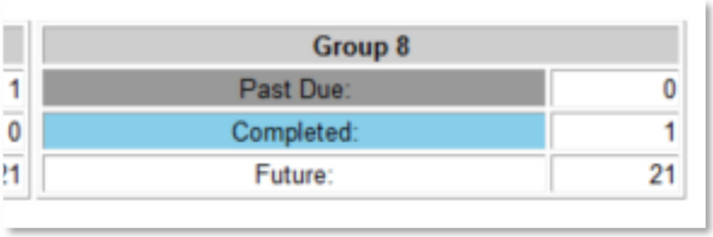
The color for each group can be changed in **Manage Groups.**



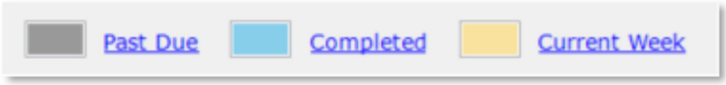
The **Show Statistics** check box changes how the schedule is displayed. When checked, it will highlight the current check period and display the date and time for any check that has been completed.



At the bottom of the page, there is a summary for each group showing the number of **Past Due**, **Completed**, and **Future** apparatus checks.

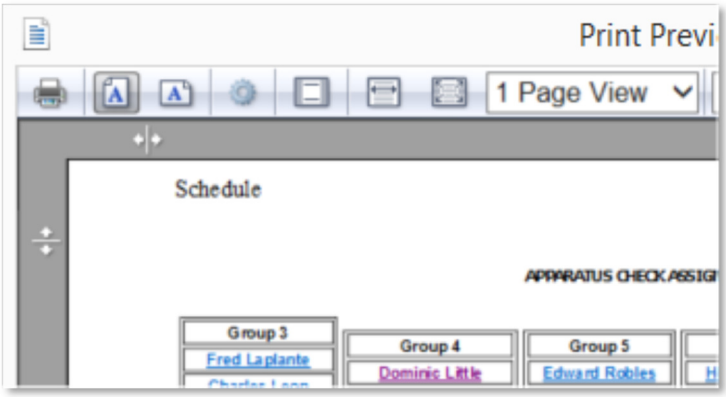


Click the **Past Due**, **Completed**, and **Current Week** links to change colors displayed on the schedule.



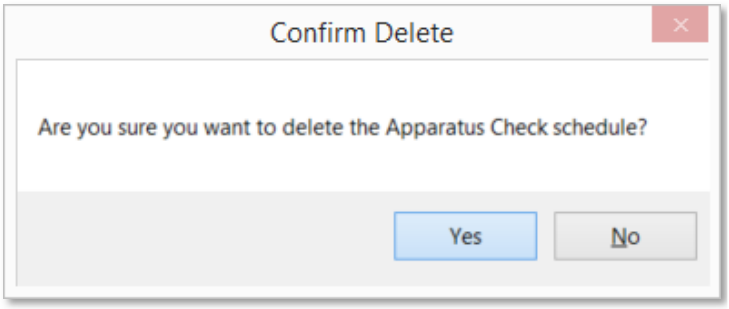
Click the **Font** link to change the font on the schedule.

Clicking the **Print** button will bring up a **Print Preview** window. Click the printer icon to print.



Click the **Delete Schedule** button to delete the current schedule.

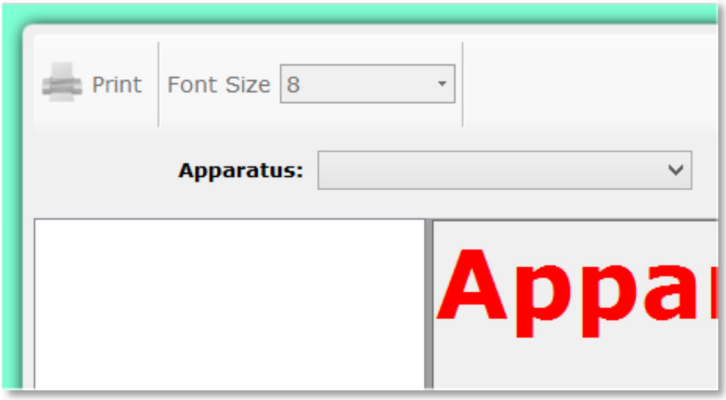
Note: When the schedule is deleted, there is no record of the number of **Past Due**, **Completed**, and **Future** apparatus checks for each group. We suggest printing a schedule summary by clicking **Show Statistics**, and then the **Print** button to have a summary for each group for that apparatus check period.



View Apparatus Checklists

View Apparatus Checklists is used to view the compartments and items on an apparatus, search for items, and to see specific instructions for doing that apparatus check.

When **View Apparatus Checklists** is first clicked, you have to choose what apparatus is being checked.



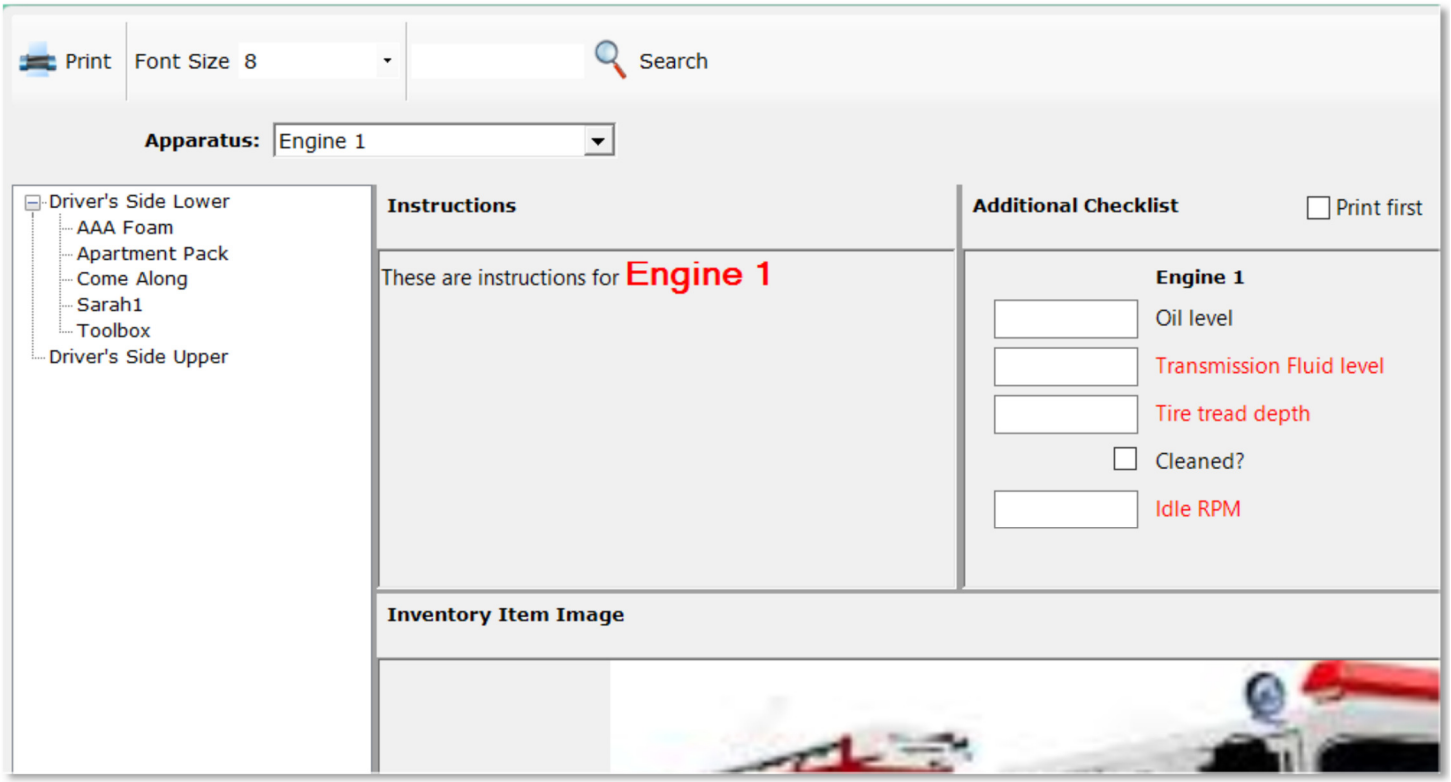
Once an apparatus is selected, the inventory for the apparatus is displayed in the tree, the apparatus specific instructions are displayed in the **Instructions** panel, the additional checklist questions are displayed in the **Additional Checklist** panel, and the image of the apparatus is displayed in the **Inventory Item Image** panel.

See **Edit Inventory** for more information on adding compartments and items in those compartments to your apparatus. See **Edit Instructions** for more information on creating custom instructions for your apparatus. See **Edit Apparatus Checklists** for more information on adding additional questions to your apparatus checklists.

You can type text into the search box and click the **Search** button. If any item matches what you typed in the search box, that node is highlighted in the tree. Clicking the **Search** button again or pressing the **Enter** key will move to the next matching node.

When you click on a compartment or item in the tree and an image has been chosen for it, that image is displayed. See **Edit Inventory** for more information.

When you click the **Print** button, the apparatus checklist is rendered as a PDF. Adjust the size of text on the checklist by changing the **Font Size**. Check the **Print first** checkbox to have the additional checklist questions on the PDF first.

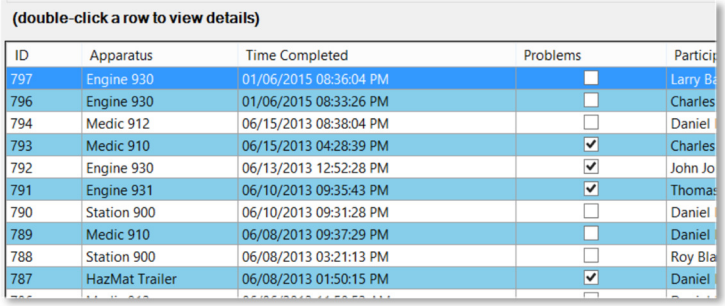


View Completed Checks

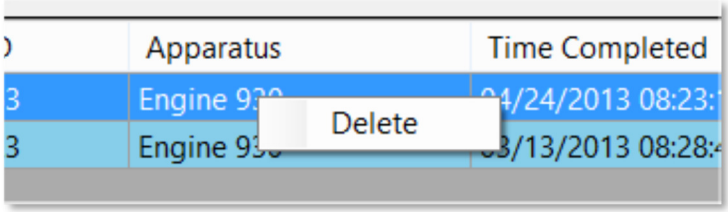
View Completed Checks is used to see all of the apparatus checks done in the past

When **View Completed Checks** is clicked, it displays what apparatus was checked, when it was done, if any problems were reported, and who did the check.

Double-clicking on any row will render that check into a PDF file.



To delete an apparatus check, right-click on the row and select **Delete** from the menu.



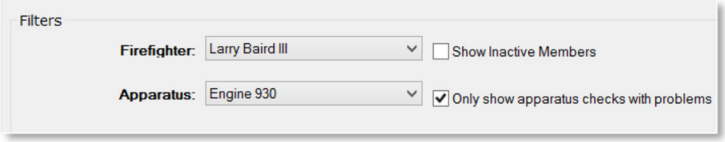
Use the filters to narrow down the list of completed checks.

When a firefighter is selected, only checks where the firefighter participated will populate the list.

When an apparatus is selected, only checks on that apparatus will populate the list.

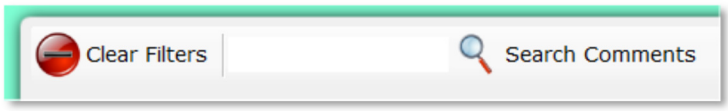
When the **Show Inactive** Members is checked, the list of firefighters contains active and inactive members. This is useful to see what checks an inactive member participated in.

When the **Only show apparatus checks with problems** check box is checked, only apparatus checks where problems were reported are listed.



You can type text into the search box and click the **Search Comments** button. Only apparatus checks that have the search text in the comments will populate the list.

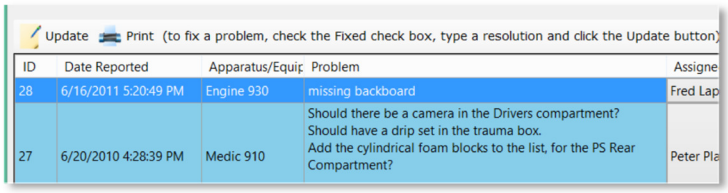
Click the **Clear Filters** button to clear the **Firefighter**, **Apparatus**, **Show Inactive Members**, **Only show apparatus checks with problems,** and search text filters.



View Problems

View Problems is used to see all of the problems reported during apparatus checks as well as other problems submitted by **Submit Problem**.

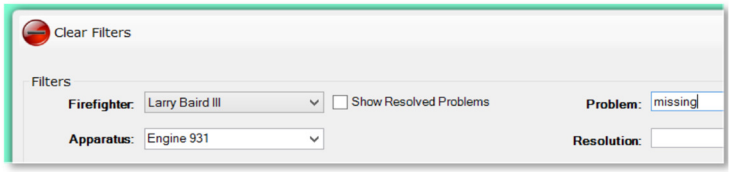
When **View Problems** is clicked, it displays a list of all the unresolved problems assigned to the currently logged in firefighter.



It shows the date reported, the apparatus or piece of equipment, the problem, who it is assigned to, whether it has been fixed, the resolution, and the date fixed.

When problems are submitted by apparatus checks, they are assigned to the highest ranking person in the apparatus check group or to one designated person. See **Admin**, **Manage Settings**, **Apparatus Check** tab for more information.

Use filters to narrow down the list of problems.



When a firefighter is selected, only problems assigned to that firefighter are listed. Select the blank entry in the **Firefighter** list to see all problems.

When an apparatus is selected or something is typed into the **Apparatus** box, only problems with apparatus that match the **Apparatus/Equipment** name are listed.

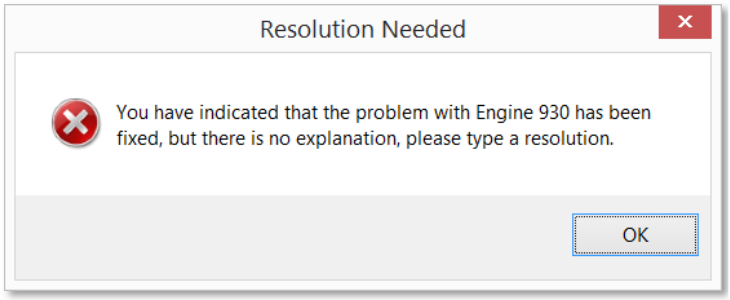
When **Show Resolved Problems** is checked, only resolved problems are listed.

When something is typed in the **Problem** filter, only problems with that word in the **Problem** column are listed.

When something is typed in the **Resolution** filter, only problems with that word in the **Resolution** column are listed.

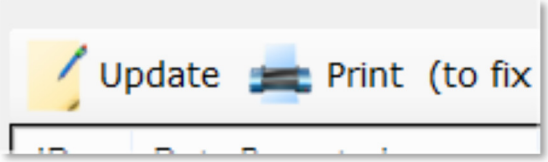
Use the **Clear Filters** button to clear the **Firefighter**, **Apparatus**, **Show Resolved Problems**, **Problem**, and **Resolution** filters.

To mark a problem as resolved, click the **Fixed** check box in the row, enter a resolution, then click the **Update** button. You must type a reason the problem was fixed in the **Resolution** column or a warning message will appear.



When a problem is resolved, an email is sent out to all notifications that have **Email Apparatus Checks** set to **Always**. See **Admin**, **Manage Settings**, **Notifications** tab for more information.

A problem can also be assigned to another person. Just select the new person in the **Assigned To** column, and click the **Update** button. This will generate an email to that person notifying them that a problem has been assigned to them.

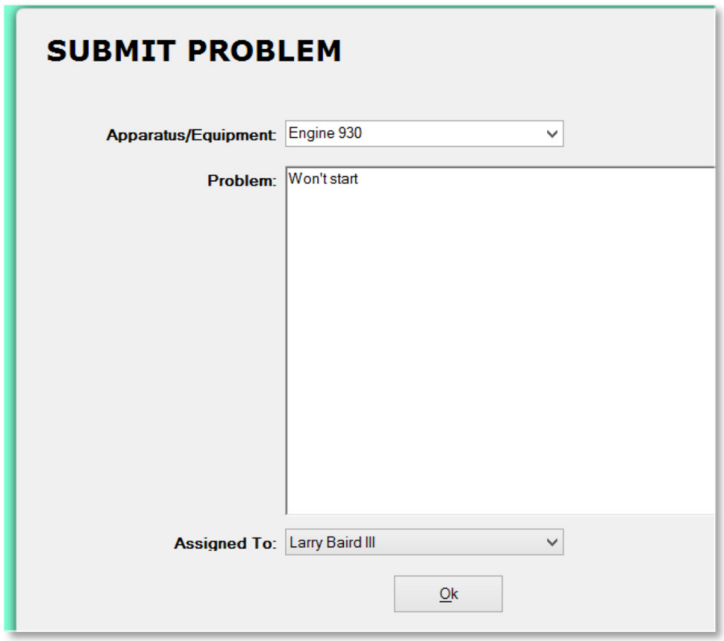


Clicking the **Print** button will render a PDF report with all the currently listed problems.

Submit Problem

Submit Problem allows you to report a problem with an apparatus or any other piece of equipment.

When **Submit Problem** is clicked, it displays the problem form.



You can select an apparatus or type an equipment name.

The **Assigned To** box is set to the person designated to assign problems to. See **Admin**, **Manage Settings**, **Apparatus Checks** tab for more information.

When a problem is submitted, an email is sent out to all notifications that have **Email Apparatus Checks** set to **Always**. See **Admin**, **Manage Settings**, **Notifications** tab for more information.

An additional email goes out to the person that problem is assigned to. It could be the highest ranking person in that apparatus check group, or the person designated in settings. See **Admin**, **Manage Settings**, **Apparatus Checks** tab for more information.

Click the **Ok** button to save the problem to the database.

Maintenance Records

Maintenance Records allows you to keep track of the cost, hours, and who did what maintenance work on an

apparatus or other equipment.

When **Maintenance Records** is first clicked, all of the maintenance records in the database are displayed ordered by date.

Click any column in the grid to change the way the records are sorted.

ID	Date	Equipment	Description	Perso
5	06/09/2011	Battery	Replace battery on Medic 910	
4	06/09/2011	Medic 912	Oil change	
3	06/09/2011	Medic 910	Oil change	
2	06/01/2011	Engine 931	Oil change	
1	06/01/2011	Engine 930	Oil change	

Use the **Add New** section to add a new maintenance record.

Add New
Date: 5/26/2015 Personnel:
Equipment: Amount:
Description: Hours:
Mileage: Cost:

You can either pick an apparatus from the **Equipment** box or type the name of a piece of equipment.

You can either pick a firefighter from the **Personnel** box or type the name of someone who did the maintenance.

Equipment, **Description**, and **Hours**, and **Cost** are required when adding a new maintenance record.

Click the **Add** button to save the maintenance record to the database.

Use filters to narrow down the list of maintenance records displayed in the grid.

Filters
Date From: Equipment: Personnel:
Date To: Description:

Selecting a date in **Date From** will cause only the maintenance items for that date to be displayed. Same with **Date To**.

Selecting both a **Date From** and a **Date To** will show only the maintenance items in that date range.

When something is typed in the **Equipment** filter, only maintenance items with that word in the **Equipment** column are listed.

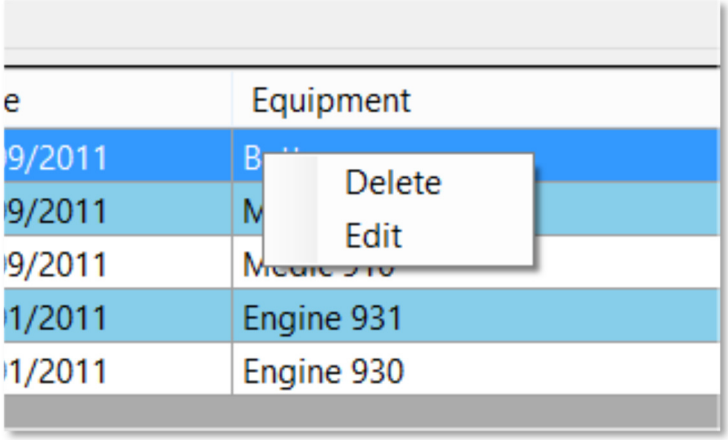
When something is typed in the **Description** filter, only maintenance items with that word in the **Description** column are listed.

You can select a firefighter from the **Personnel** filter or type a name and only maintenance items done by that firefighter will be displayed.

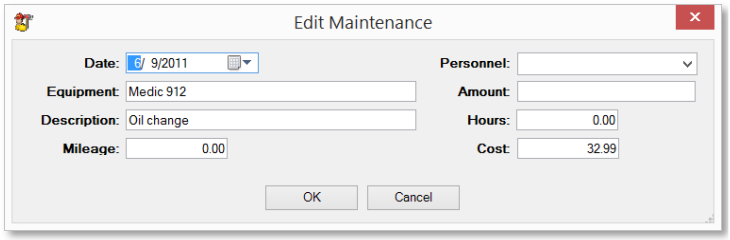
Right-click on a row to bring up the context menu.

Click **Delete** to delete the currently selected maintenance record.

Click **Edit** to make changes to the currently selected maintenance record. You can also edit the currently selected record by double-clicking on it.

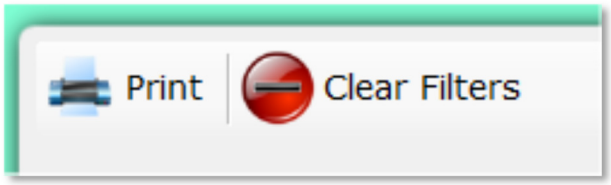


Click **OK** to save the changes or **Cancel** to forget the changes.



Click the **Clear Filters** button to clear the **Date From**, **Date To**, **Equipment**, **Description**, and **Personnel** filters.

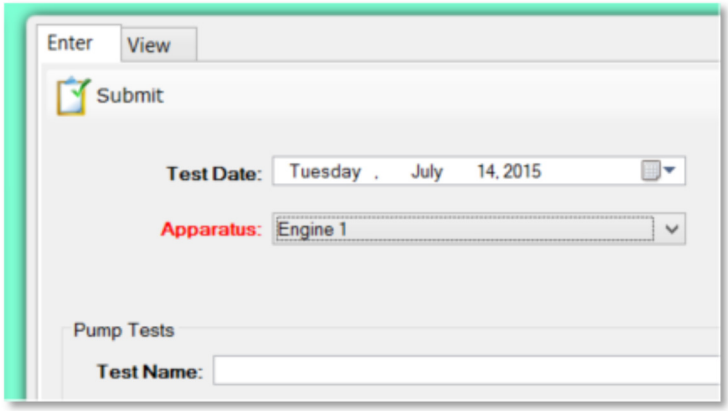
When you click the **Print** button, a PDF is rendered with all of the maintenance items currently in the grid.



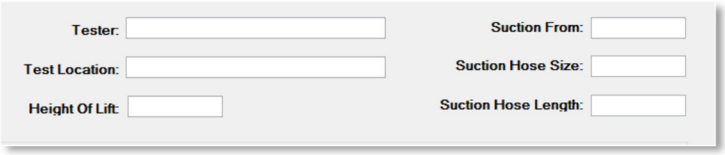
Pump Service Tests

Pump Service Tests allow you to record annual pump testing results.

When **Pump Service Tests** is first clicked, the **Enter** tab is displayed.



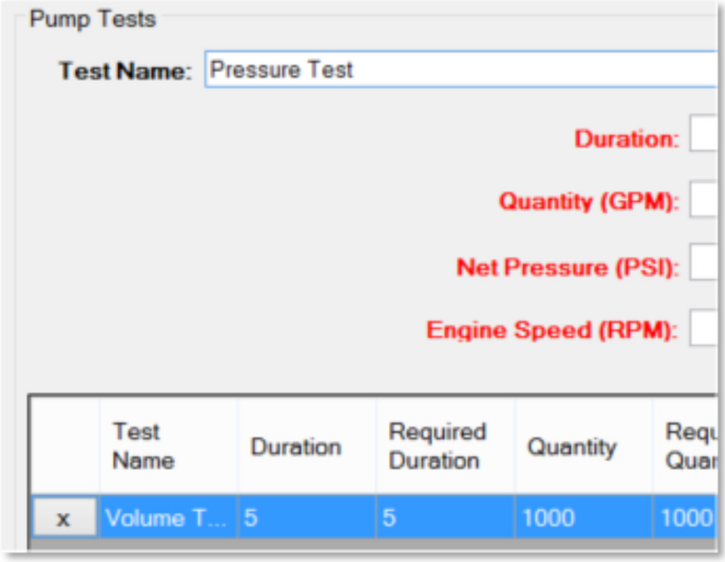
To record pump tests, select a date and apparatus, then fill out the rest of the top portion of the **Enter** tab.



To record an individual test, fill out the **Pump Tests** section by giving the test a name like "Volume Test" and then fill out the rest of the **Pump Test** fields and then click the **Add** button. That will add the test to the grid. Required fields are in red. Repeat to enter additional tests.

You can delete a test that was entered by clicking the **x** in the first column.

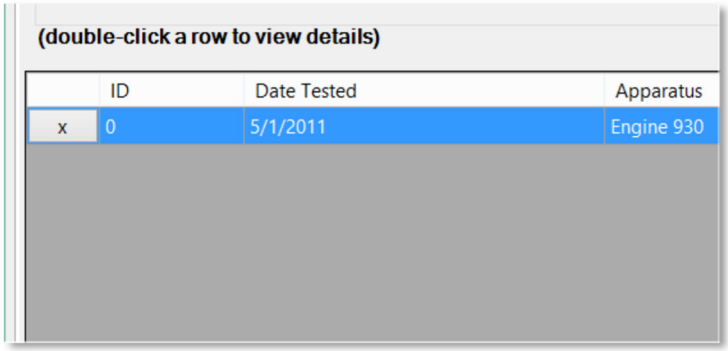
When all tests are entered, click the **Submit** button.



Select the **View** tab to see previously entered service tests. Click on any column header to sort by that column.

Double-click on a row to render the service test as a PDF document.

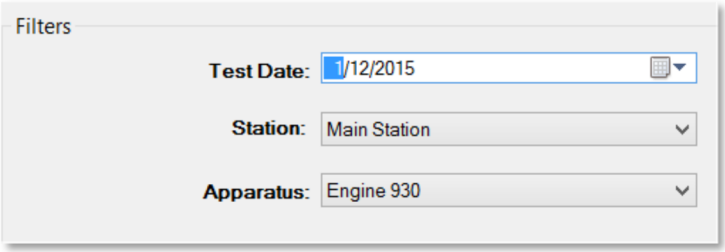
Delete the service test by clicking the **X** in the first column.



Use filters to narrow down the list of service tests in the grid.

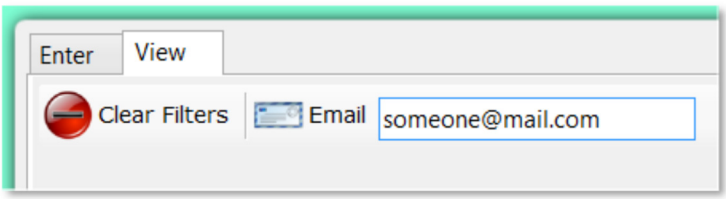
Selecting a **Test Date** will only show service tests performed on that date.

Selecting a **Station** will only show service tests for apparatus assigned to that station. See **Apparatus Checks**, **Edit Inventory** for more information on how to assign an apparatus to a station.



Selecting an **Apparatus** will only show service tests for that apparatus.

You can email a service test by entering an email address in the **Email** box and then clicking the **Email** button. That will send a PDF document of the currently selected service test to that address.



Click the **Clear Filters** button to clear the **Test Date**, **Station**, and **Apparatus** filters.

Apparatus Files

Use **Apparatus Files** to keep your apparatus documents, images, and files in one place.

Click the **Add File(s)** button to browse for a file or multiple files.

Click the **View Folder** button to open a Windows Explorer window where these files are stored.

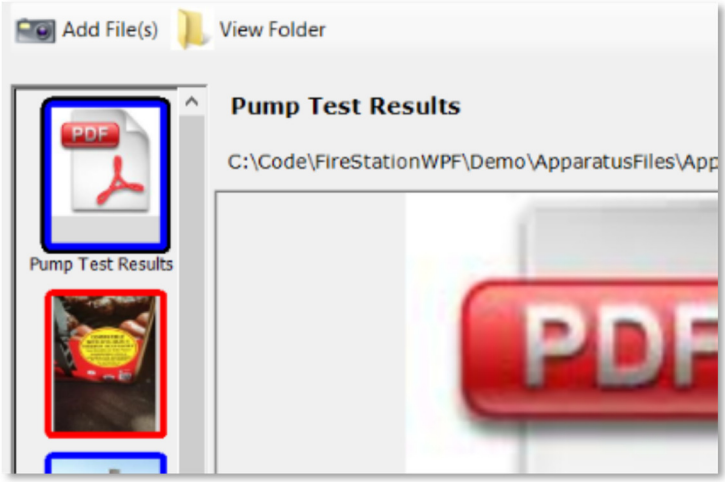


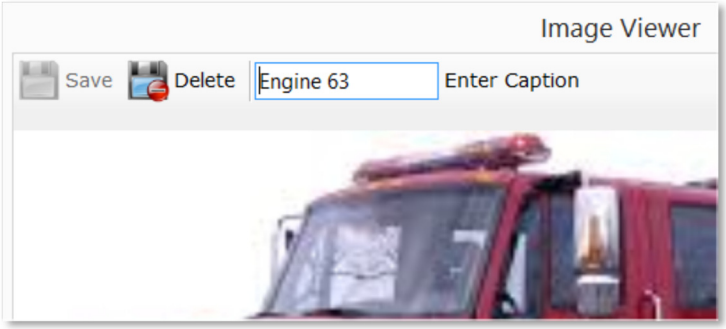
Image files like .BMP, .JPG, or .TIF files will display the image in the image viewer when selected in the thumbnail viewer.

PDF files will display a generic PDF image and other files will display a generic file image.

Left-clicking on PDF and other files in the image viewer will open the file in the associated program for that type of file. For example, a .TXT file will open in Notepad and a .PDF file will open in Adobe Reader.

You can add captions to files in the thumbnail viewer by either left-clicking on an image file where the image is displayed or right-clicking on PDF or other files where the image is not displayed.

You can also delete files by using the **Delete** button.

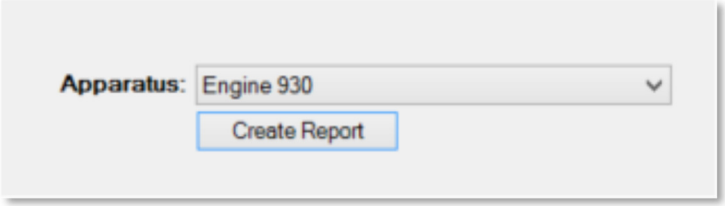


Reports

Reports available are **Apparatus Inventory**, and **Apparatus Hours**, and **Apparatus Use Matrix**. To run reports, click the report name, select filter criteria, then click the **Create Report** button.

The **Apparatus Inventory** report can be created for a single apparatus.

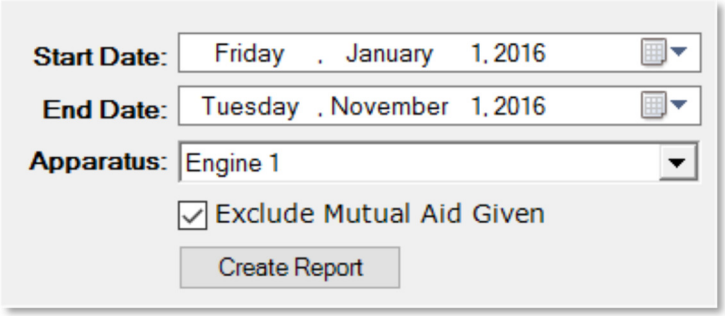
This report will be a listing of all items, grouped by compartment on an apparatus. **Item**, **Code**, **Serial Number**, **Size**, **Purchase Date**, and **Cost** are included.



The **Apparatus Hours** report can be created for a single apparatus and date range.

Check **Exclude Mutual Aid Given** to exclude calls where mutual aid is **3 – Mutual aid given** or **4 – Automatic aid** given.

The report shows all incidents the apparatus responded to and the hours for that apparatus at that incident.

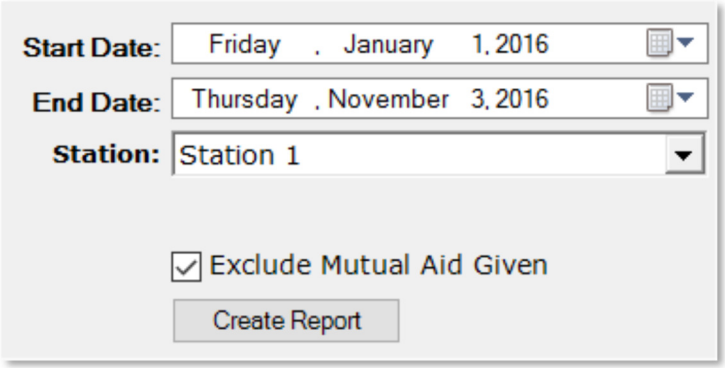


The **Apparatus Use Matrix** report will list all calls for the given date range and the apparatus that responded to those calls.

Select a **Station** to only show apparatus assigned to that station.

Check **Exclude Mutual Aid Given** to exclude calls where mutual aid is **3 – Mutual aid given** or **4 – Automatic aid** given.

Note: The **Apparatus Use Matrix** report is only available if you have the Incident Reporting module.



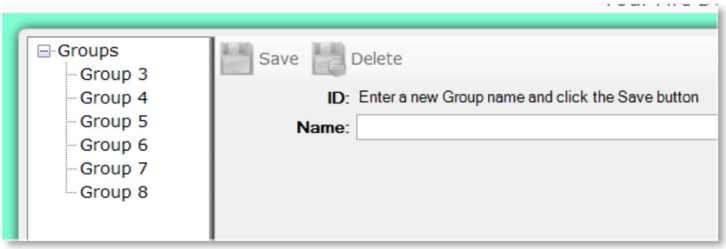
Date	Incident #	Incident Type	HazMat Tr	Engi	Engi	Engi	Engine	Engine	Engine	Engine	Equip	Fire Ch	Medic	Medic
1/24/2016	2016001	143 - Grass fire			●							●		
2/10/2016	1234567891	113 - Cooking fire, confined to container												
2/10/2016	2016002	900 - Special type of incident, other		●	●									
2/11/2016	12345	321 - EMS call, excluding vehicle accident with injury											●	
2/15/2016	1567893	900 - Special type of incident, other		●										
2/16/2016	12	900 - Special type of incident, other		●										
2/16/2016	13	171 - Cultivated grain or crop fire		●										
3/14/2016	1600150	111 - Building fire		●										

Manage Groups

Use **Manage Groups** to organize your apparatus check groups to assign apparatus checks according to a schedule.

When **Manage Groups** is first clicked, the group names are displayed.

To add a new group, type the name in the **Name** box and click the **Save** button.



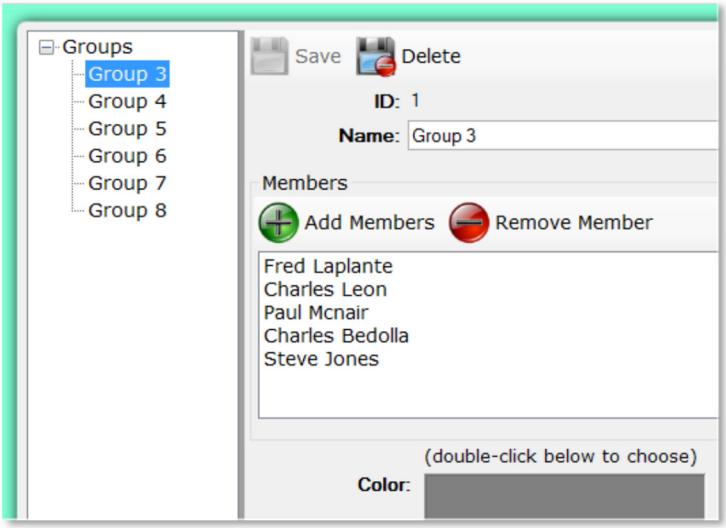
Click on a group name to add and remove members.

Click the **Add Members** button to add members to the group.

Click the **Remove Member** button to remove the currently selected member from the group.

Double-click on the **Color** box to select a color for the group.

The group's color is used on the apparatus check schedule. See **View Schedule** for more information.

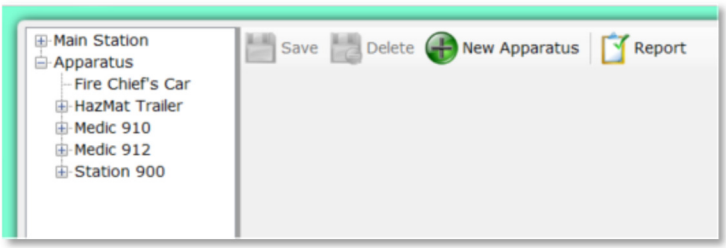


Edit Inventory

Use **Edit Inventory** to keep track of your department's apparatus, their details, and the compartments and items in the apparatus checklists.

When **Edit Inventory** is first clicked, the list of apparatus is displayed.

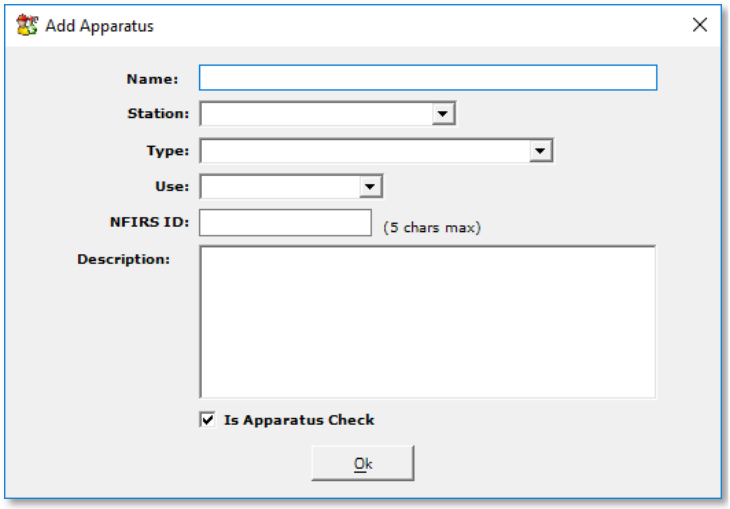
The **Report** button will generate a PDF document with a summary of all apparatus that includes **In Service Date**, **Replacement Year**, and **NFIRS Type**.



Click the **New Apparatus** button to add a new apparatus.

Type the apparatus name in the **Name** box. Select a **Station** if you want this apparatus to be grouped under that station. Select a NFIRS **Type**, **Use** and **ID** if you are reporting to NFIRS. The **Description** is optional and can be changed later.

The **Is Apparatus Check** checkbox designates this apparatus as one that will be included in the apparatus check schedule and will be available from the list of apparatus when apparatus checks are done.



When you click on an apparatus name in the tree, the **General** tab is displayed.

You can assign an apparatus to a **Station** to group them together. See **Admin**, **Manage Settings**, **Incident Reporting** tab for more information about adding stations.

Record Fuel Level, **Record Mileage**, **Record Pump Hours**, **Record Engine Hours**, **Record Service Due**, and **Record O2 Level** all control whether those items show up on the apparatus checklist.

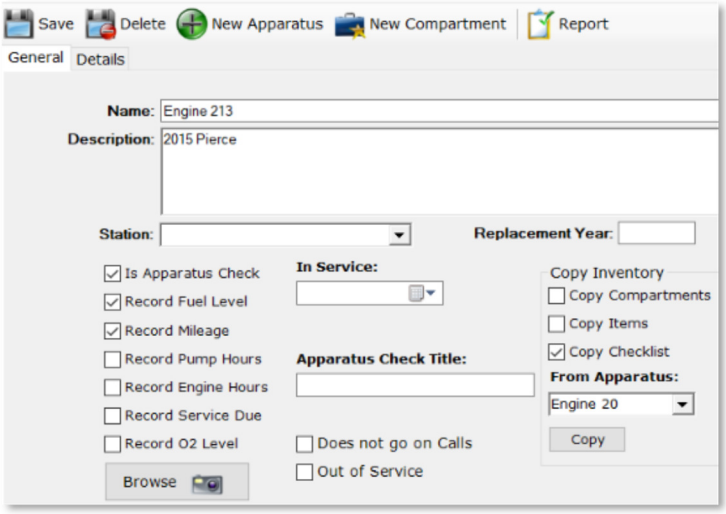
Check the **Does not go on Calls** check box so the apparatus does not display in **Incident Reporting** as an apparatus to assign personnel to when entering calls.

Checking the **Out of Service** check box will display the apparatus as out of service on the **Home** screen.

Click the **Browse** button to select a photo for the apparatus.

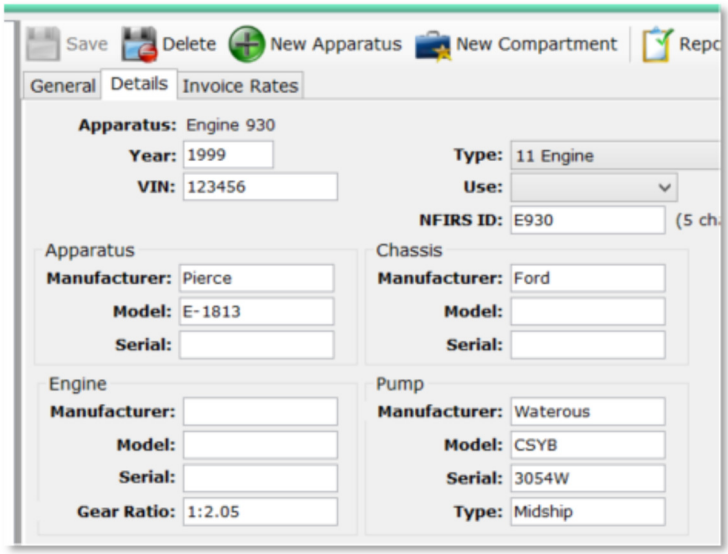
The **Apparatus Check Title** is used when making the schedule. You can enter a title for this apparatus and it will show up on the schedule instead of the apparatus name. This is useful when two vehicles have to be checked at the same time like "Engine 1 and Squad 1". You would just have to uncheck **Is Apparatus Check** for Squad 1.

You can use **Copy Inventory** to copy the compartments, items, and checklists from another apparatus to the selected apparatus.

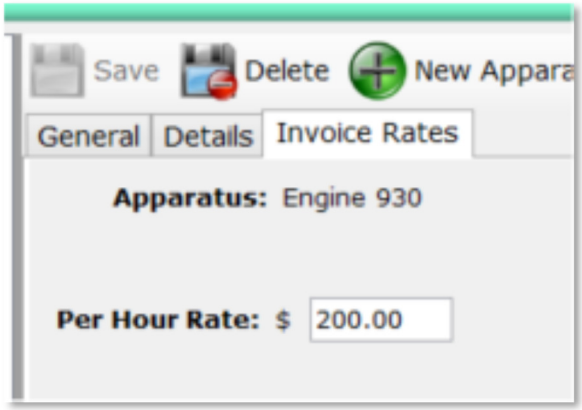


The **Details** tab is used to record details about the chassis, engine and pump as well as the **Type**, **Use**, and **NFIRS ID**.

Type, **Use**, and **NFIRS ID** are required if you are using NFIRS reporting in the **Incident Reporting** module.

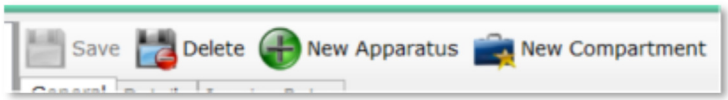


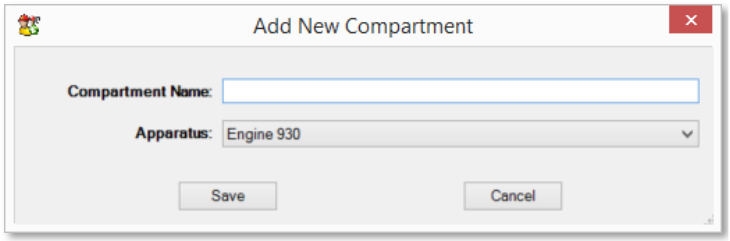
The **Invoice Rates** tab is available if an apparatus invoice option is selected in **Manage Settings**, **Incident Reporting** tab, **Invoicing**. You can set the **Per Hour Rate** or the **Flat Rate** depending on which setting is selected.



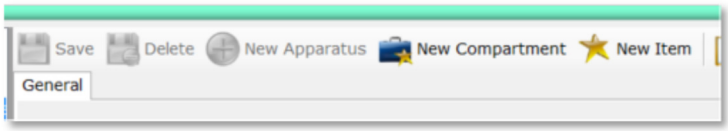
When an apparatus is selected in the tree, the **New Compartment** button is available.

Click the **New Compartment** button to add a new compartment to the apparatus. Type a compartment name, select the apparatus (if different than the selected apparatus), and click **Save**.





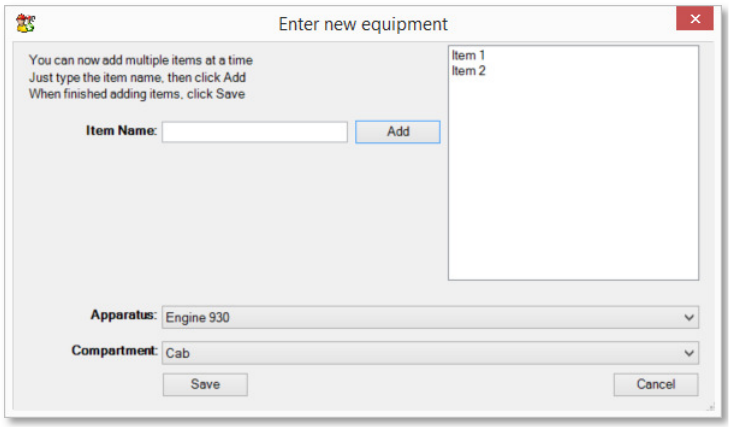
When a compartment on an apparatus is selected in the tree, the **New Compartment** button as well as the **New Item** button is available.



If an image for the compartment has been selected, it will be displayed. Click the **Browse** button to select an image for the compartment.

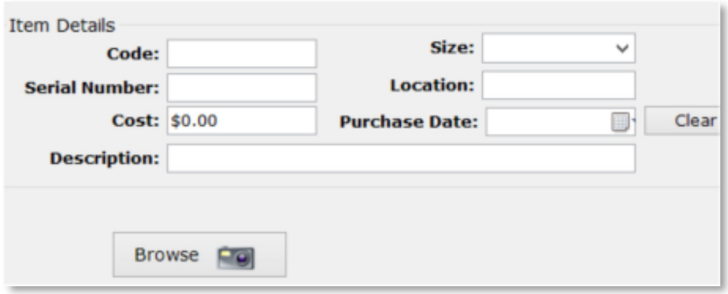
Click the **New Item** button to add items to a compartment.

Enter the **Item Name** then click **Add**. Repeat to enter multiple items. When you are done entering items, click **Save**.



When an item is selected in the tree, the **Item Details** are visible. You can enter **Code**, **Serial Number**, **Cost**, **Size**, Location, **Purchase Date**, and a **Description** for each item.

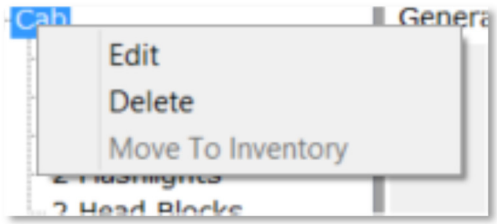
If an image for the item has been selected, it will be displayed. Click the **Browse** button to select an image for the item.



You can right-click on a compartment to bring up a context menu.

Select **Edit** to change the name of the compartment.

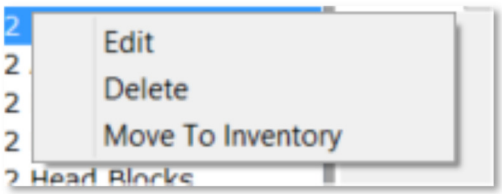
Select **Delete** to remove the compartment and all of its items from the apparatus.



You can right-click on an item to bring up a context menu.

Select **Edit** to change the name of an item.

Select **Delete** to remove the item from the compartment.



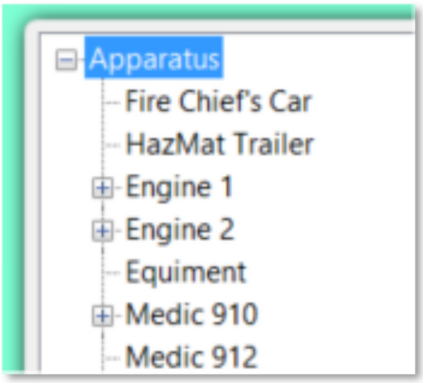
Select **Move To Inventory** to move this item from the apparatus to the **Inventory** module (if licensed).

You can drag and drop items from one compartment to another.

Edit Apparatus Checklists

Edit Apparatus Checklists is used to create and edit apparatus checklists that are not included in **Edit Inventory**. You can have check box or fill in the blank questions.

When you first click on **Edit Apparatus Checklists**, you will see a list of your apparatus.



When you click on an apparatus in the tree, you can enter a new question. A question is either something that can be checked off or a field to fill out.

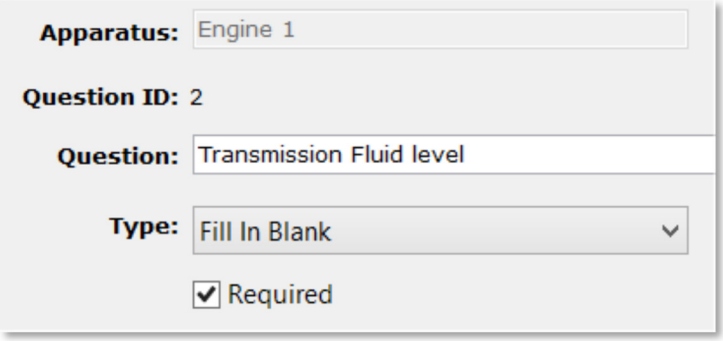
To add a new question, type it in the **Question** field and select the **Type**.

The two types to choose from are **Check box** and **Fill In Blank**. If you choose **Fill In Blank**, you can choose if the question has to have an answer to complete the apparatus check.

Check the **Required** check box to make it required.

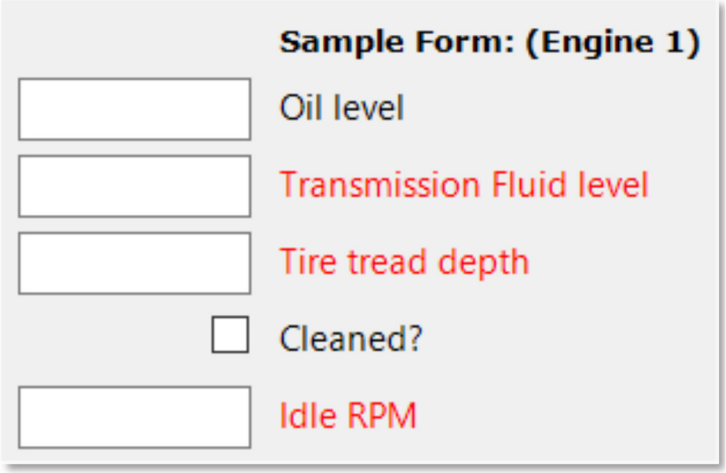
Click the **Save** button to add the question to the checklist.

Note: Parentheses "( )" are not allowed in questions. Use square brackets "[ ]" as substitutes.



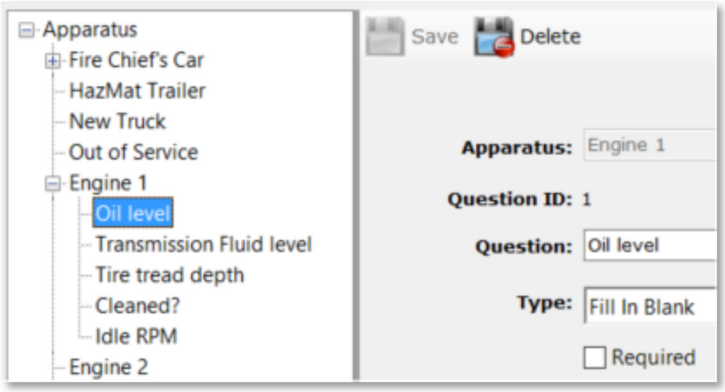
When questions are added to the checklist, the way the inspection form will be displayed when used in **Enter Apparatus Check** is shown below where new questions are entered. If the question is required, it will be in red.

This is just for display purposes.



To edit or delete questions in a template, expand the template in the tree and select a question. You can change the **Question**, **Type**, or **Required** (if **Fill In Blank** is selected) and click the **Save** button

Click the **Delete** button to remove it from the checklist.



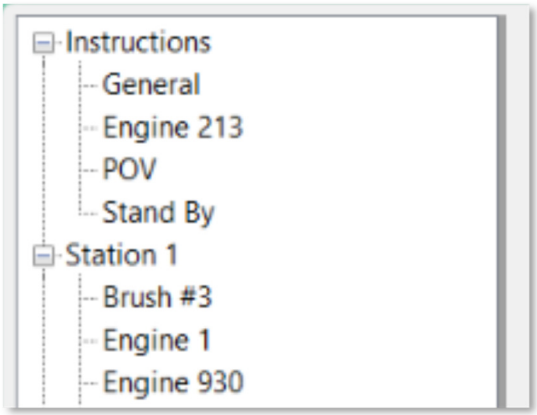
Edit Instructions

Edit Instructions is used to create and edit the instructions that are displayed when entering an apparatus check.

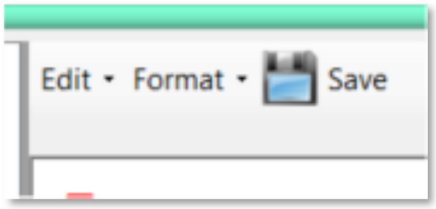
When **Edit Instructions** is first clicked, the tree contains the names of the apparatus that have been entered as well as the **General** instruction set.

The **General** instructions are displayed when you first click on **View Apparatus Checklists**.

The other instructions for individual apparatus are displayed in **View Apparatus Checklists** when that apparatus is selected.



When you click on an instruction set, you can enter rich text.



The **Edit** menu contains the commands for **Undo**, **Redo**, **Cut**, **Copy**, and **Paste** to edit the text in the instructions.

Use the **Format** menu to change the font style, color and size of selected text in the instruction text.

Click the **Save** button to save the instructions.

Expiration Date Tracking Module

The **Expiration Dates** module menu contains the following items:

Manage Items
Reports

Manage Items

Manage Items is used to enter and maintain all of the items tracked in **Expiration Date Tracking**.

When you first click **Manage Items**, you get a list of all items sorted by expiration date.

Yellow rows are items that are within 14 days of their expiration.

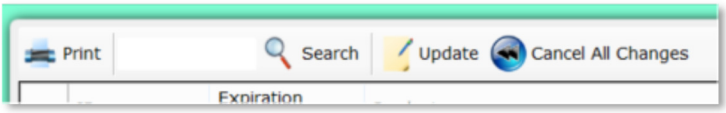
Orange rows are items that are within 7 days of their expiration.

Red rows are items that have expired.

Click on any column heading to sort by that column.

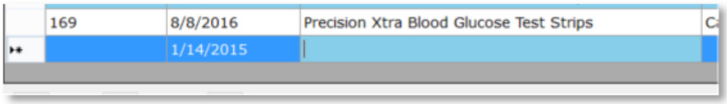
	ID	Expiration Date	Item
	53	1/11/2017	Dextrose / D50
	33	1/12/2017	Albuterol - 5 pack
	197	1/28/2017	Extinguisher Ext 1
	198	1/28/2017	Extinguisher Test
	189	1/29/2017	Replace a battery
	188	2/15/2017	CPR
	176	2/16/2017	3 x Adenosine
	5	2/17/2017	1 x Baby Aspirin
	195	2/18/2017	Air Cylinder Bottle #24
	137	2/24/2017	Lidocaine HCI
	139	3/9/2017	Lidocaine HCI

You can enter text into the search box and click the **Search** button and the item with **Item**, **Location** or **Description** that has your search word in it will be highlighted. Clicking the **Search** button again will move to the item that matches.



The **Print** button will render a PDF document of all items displayed in the list.

To add a new item, click inside the **Expiration Date** column of the last row in the grid. Select a date and then type a **Item**, **Location**, **Description**, **Days Notice**, and select an **Email Group**. See **Admin**, **Manage Settings**, **Notifications** tab for more information on setting up email groups.

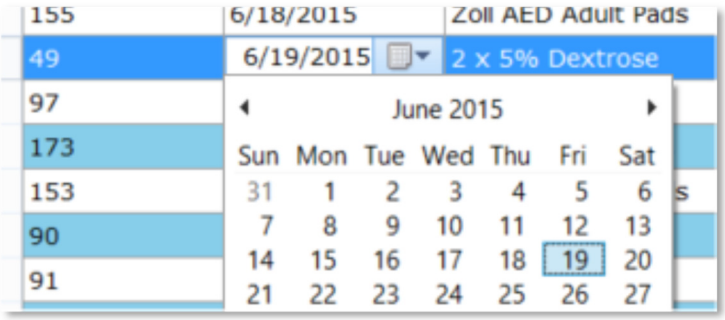


To change an item, just double-click inside the cell you want to change and enter a new value.

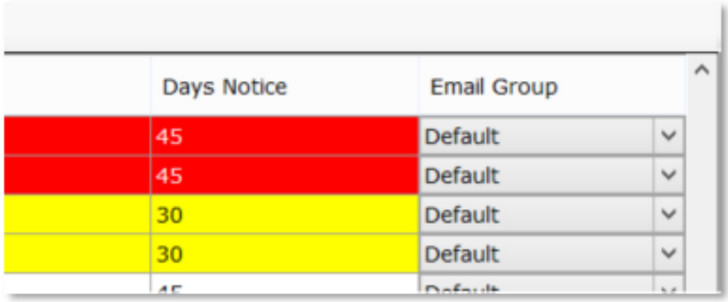
To delete an item, click on the row and press **Delete** on your keyboard or right-click and select **Delete** from the context menu.

After the row or rows of items have been added or updated, click the **Update** button to update the database.

Click the **Cancel All Changes** button to undo any changes made.



Days Notice is the number of days an email should go out before the actual expiration date. For example, if the expiration date is 1/22/2017 and **Days Notice** is 7, an email will be sent that the item is about to expire on 1/15/2017.



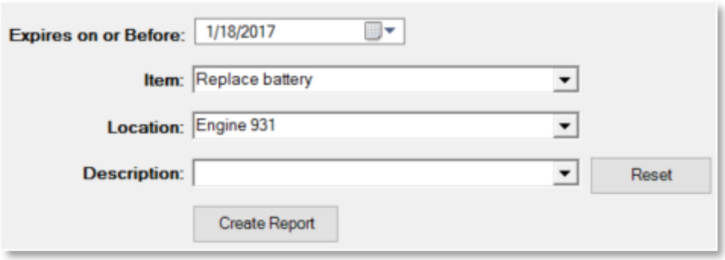
Reports

Reports available are **Expiration Date Reports**, and **Disposal Authorizaion Form**. To run reports, click the report name, select filter criteria, then click the **Create Report** button.

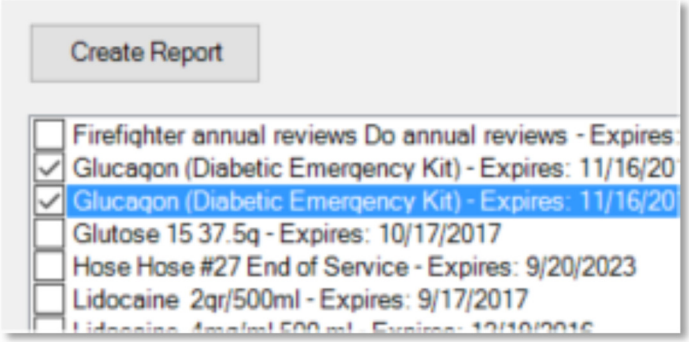
Expiration Date Reports will create a report for all items or only items that match the filters.

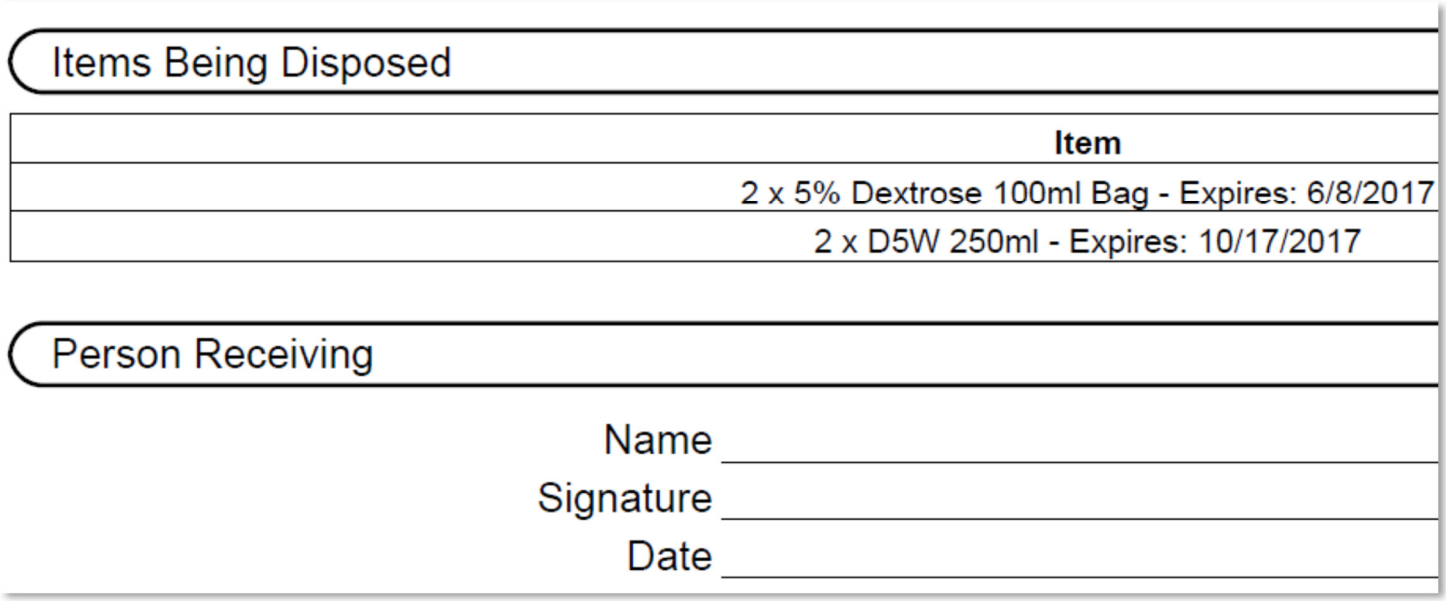
Pick an **Expires on or Before** date, type or choose an **Item**, type or choose a **Location**, or type or choose a **Description** to narrow down the results in the report.

Click the **Reset** button to clear all filters.



Disposal Authorization Form will render a PDF document that can be used for items that need disposed of and provide a place for a signature. The document will include all items that are checked.





Items Being Disposed

Item
2 x 5% Dextrose 100ml Bag - Expires: 6/8/2017
2 x D5W 250ml - Expires: 10/17/2017

Person Receiving

Name _____

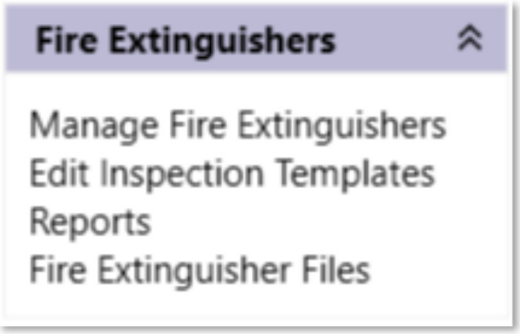
Signature _____

Date _____

Fire Extinguisher Module

The **Fire Extinguisher** module menu contains the following items:

Manage Fire Extinguishers
Edit Inspection Templates
Reports
Fire Extinguisher Files

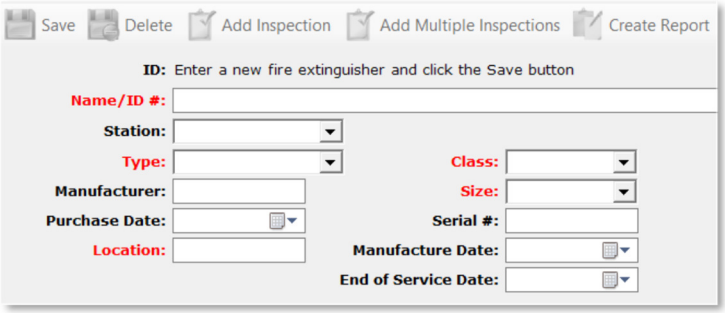


Manage Fire Extinguishers

Manage Fire Extinguishers is used to enter fire extinguishers and to enter inspection results.

When you first click on **Manage Fire Extinguishers**, you can add a new fire extinguisher.

To enter a new extinguisher, fill out the new fire extinguisher form and click Save. **Name/ID #**, **Type**, **Class**, **Size**, and **Location** are required.

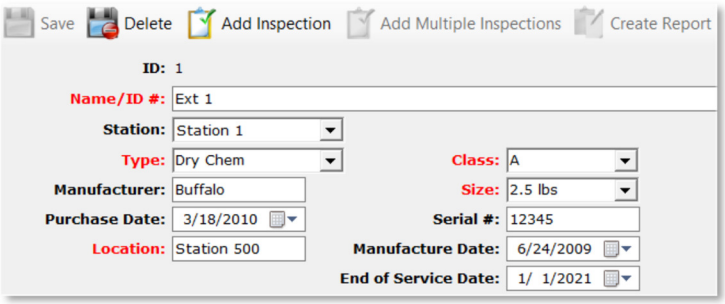


Entered fire extinguishers are displayed in the tree grouped by station and fire extinguisher type. You can edit an individual item by expanding the station and fire extinguisher type nodes in the tree and clicking on the extinguisher.

Delete the extinguisher by clicking the **Delete** button or by right-clicking on its name in the tree and selecting **Delete**.

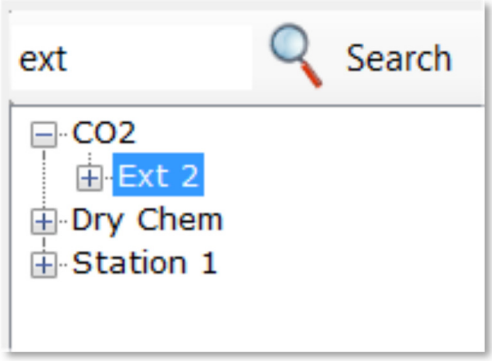
Note: The logged in user must have **Can Delete Fire Extinguishers** checked in their permissions to delete fire extinguishers or one of their inspections.

See **Admin**, **Manage Permissions**, **Fire Extinguisher** tab for more information.



You can search for a fire extinguisher by typing a keyword in the search box and clicking the **Search** button. The first fire extinguisher with a name that contains the keyword will be displayed.

Click the **Search** button again or press the **Enter** key to display the next matching item.

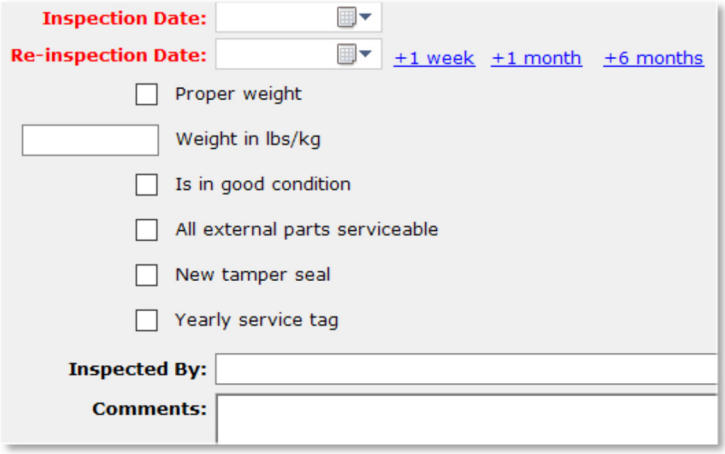


By default, **Manage Fire Extinguishers** only shows the last 30 days of inspections. Use the up and down arrows to display more or less. Use **0** to see them all.

To add an inspection, highlight the fire extinguisher in the tree and click the **Add Inspection** button.

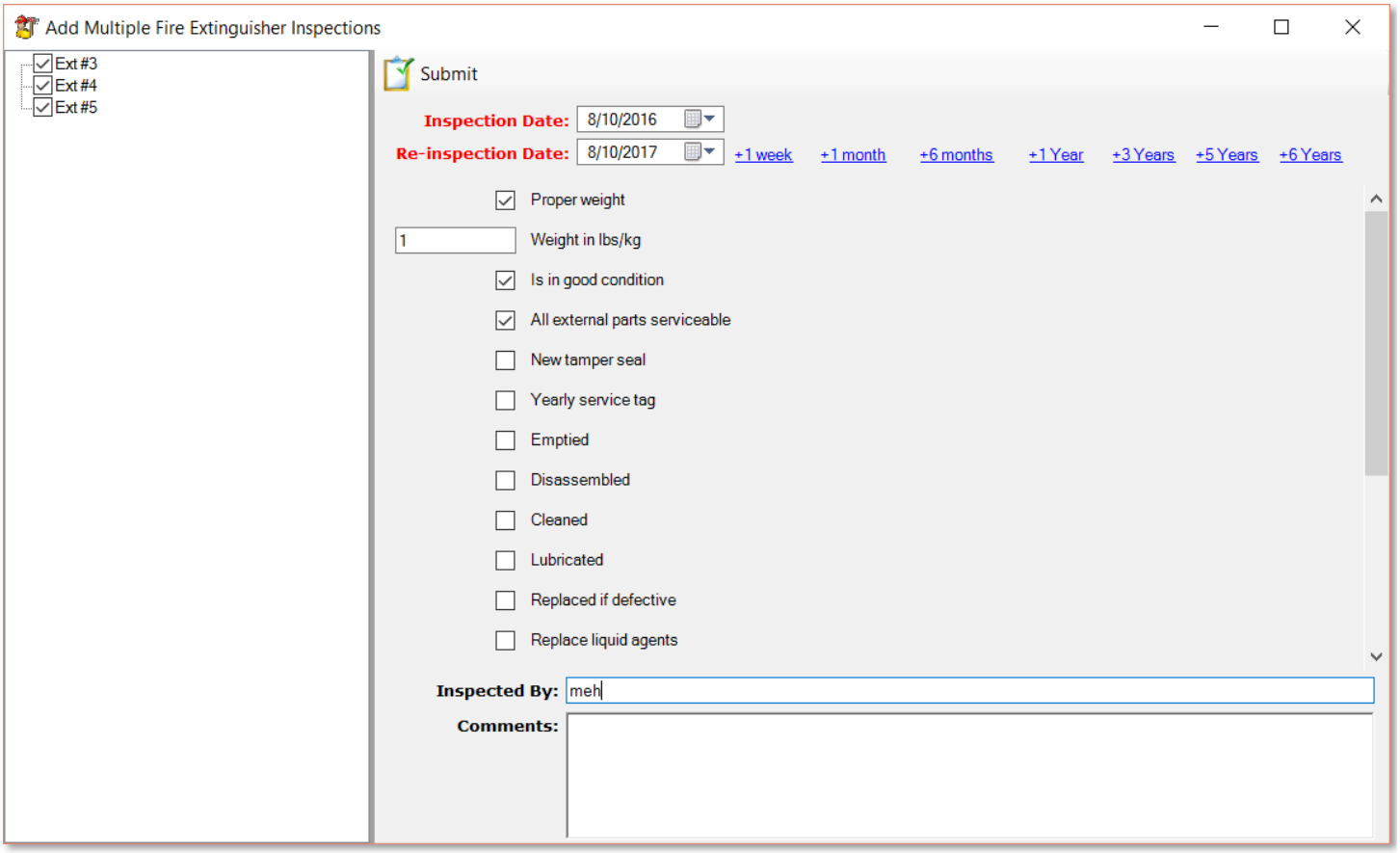
The inspection fields will become visible. Fill out the inspection and click the **Save** button to save the inspection.

Click the **+1 week**, **+1 month**, **+6 months**, **+1 Year**, **+3 Years**, **+5 Years**, and **+6 Years** links to automatically populate the **Re-Inspection Date**.



To add multiple inspections at one time, select an extinguisher type from the tree and click the **Add Multiple Inspections** button.

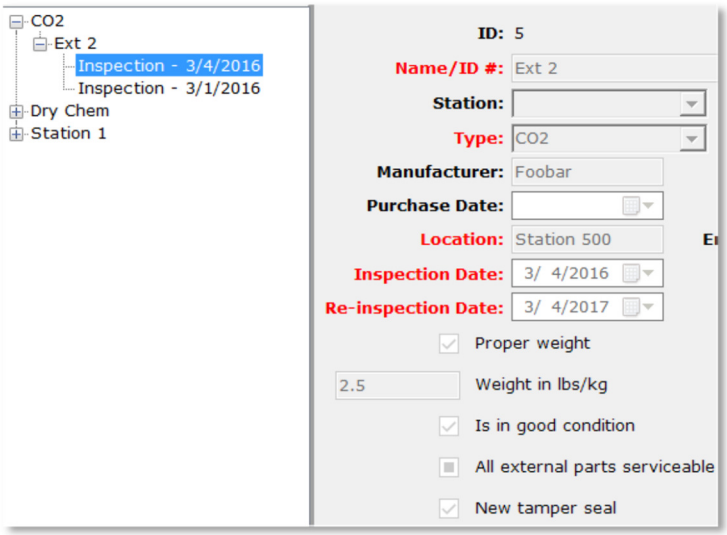
Select the fire extinguishers you want to add an inspection for by selecting them in the list, fill out the inspection fields, and click the **Submit** button.



You can view an inspection for a fire extinguisher by expanding the extinguisher name and clicking on the inspection.

The regular fire extinguisher properties like **Type**, **Class**, and **Manufacturer** are disabled in this view.

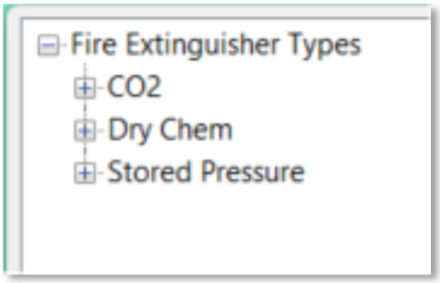
Click the **Create Report** button to render a PDF document for that inspection.



Edit Inspection Templates

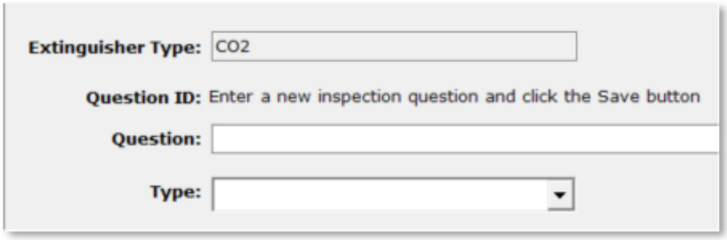
With **Edit Inspection Templates**, you can setup inspection questions for each type of fire extinguisher entered in **Manage Fire Extinguishers**.

When you first click on **Edit Inspection Templates**, you will see a list of all the fire extinguisher types entered.



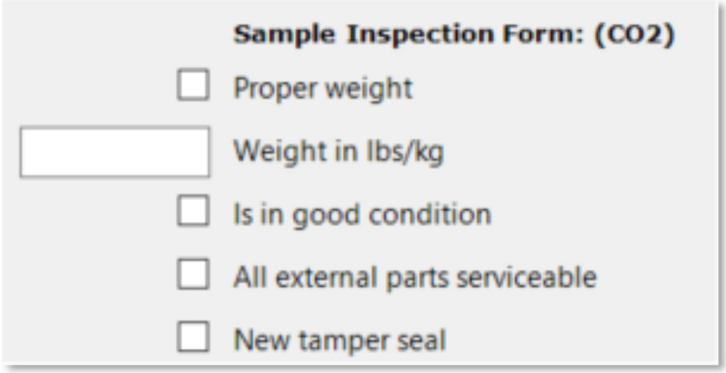
When you click on a fire extinguisher type in the tree, you can enter a new question. A question is either something that can be checked off or a field to fill out.

To add a new question, type it in the **Question** field and select the **Type**. The two types to choose from are **Check box** and **Fill In Blank**. Click the **Save** button to add the question to the template.

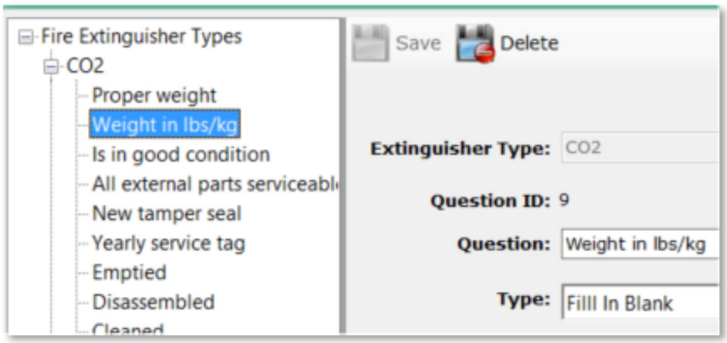


When questions are added to the template, the way the inspection form will be displayed when an inspection is entered is shown below where new questions are entered.

This is just for display purposes.



To edit or delete questions in a template, expand the template in the tree and select a question. You can change the **Question** or **Type** and click the **Save** button or click the **Delete** button to remove it from the inspection template.

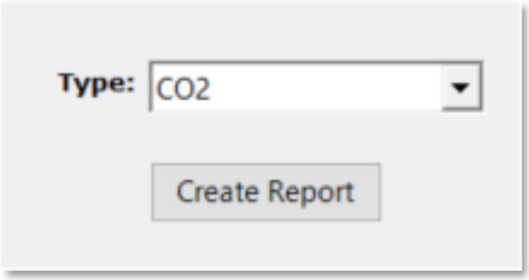


Reports

Available reports are **Blank Inspection Form**, **Fire Extinguisher Reports**, **Monthly To Do**, **Monthly Completed**, and **Monthly Location Status**. To run reports, click the report name, select filter criteria, and then click the **Create Report** button.

The **Blank Inspection Form** is used to create an inspection form for a type of fire extinguisher that can be printed off to record inspection results prior to entering them into **Fire Station**.

The **Type** list comes from the extinguishers you have entered in **Manage Fire Extinguishers** so you have to enter at least one fire extinguisher of that type before you can create the inspection template for it.



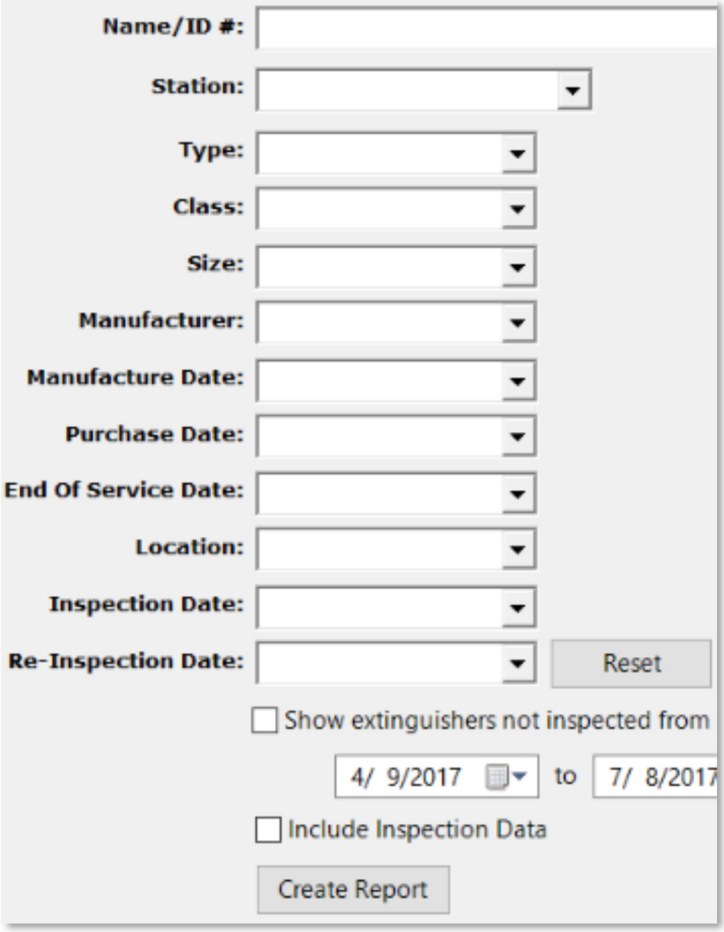
Fire Extinguisher Reports are used to create a PDF document listing all the fire extinguishers that match the filter criteria.

Check **Show extinguishers not inspected from** and select a date range to get extinguishers that don't have an inspection entered for that date range.

Check **Include Inspection Data** to include the inspection results.

Click the **Reset** button to clear the filters.

Click the **Create Report** button to create the report.



The **Monthly To Do** report will create a PDF document listing all of the fire extinguishers that have not been

inspected for the current month.

Name	Type	Class	Size	Location
Ext 2	CO2	B	5A	Station 500
Ext 1	Dry Chem	A	2.5 lbs	Station 500
Ext 4	Dry Chem	B	5 lbs	Inventory
FD102	Dry Chem	ABC	2.5 lbs	Kitchen
Extinguisher #3	Stored Pressure	C		Engine 1

Total	Remaining
5	5

The **Monthly Completed** report will create a PDF document listing all of the fire extinguishers that have been inspected for the current month.

The **Monthly Location Status** report will create a PDF document that shows the progress of your monthly inspections grouping by fire extinguisher location.

Fire Extinguisher Monthly Location Status Report for 4/2016

Location	Total #	Number Inspected	Percent Complete
Engine 1	1	1	100.00%
Inventory	1	0	0.00%
Kitchen	1	0	0.00%
Station 500	2	1	50.00%

Fire Extinguisher Files

Use **Fire Extinguisher Files** to keep your fire extinguisher documents, images, and files in one place.

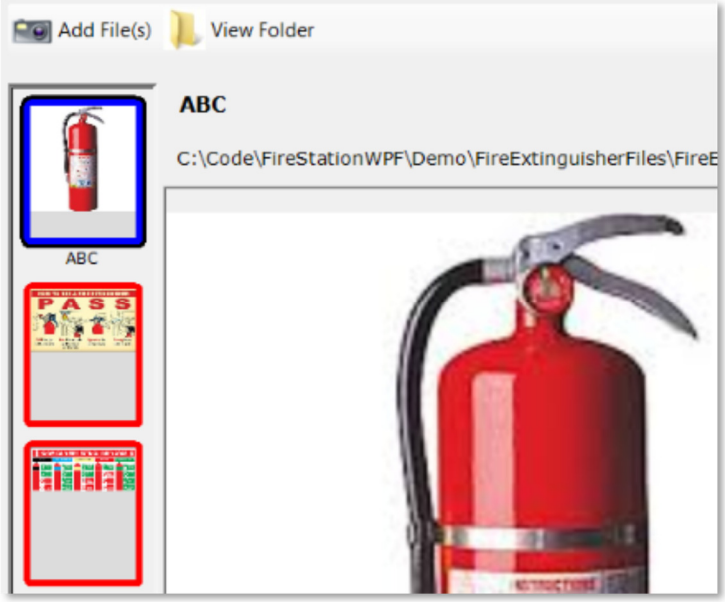
Click the **Add File(s)** button to browse for a file or multiple files.

Click the **View Folder** button to open a Windows Explorer window where these files are stored.

Image files like .BMP, .JPG, or .TIF files will display the image in the image viewer when selected in the thumbnail viewer.

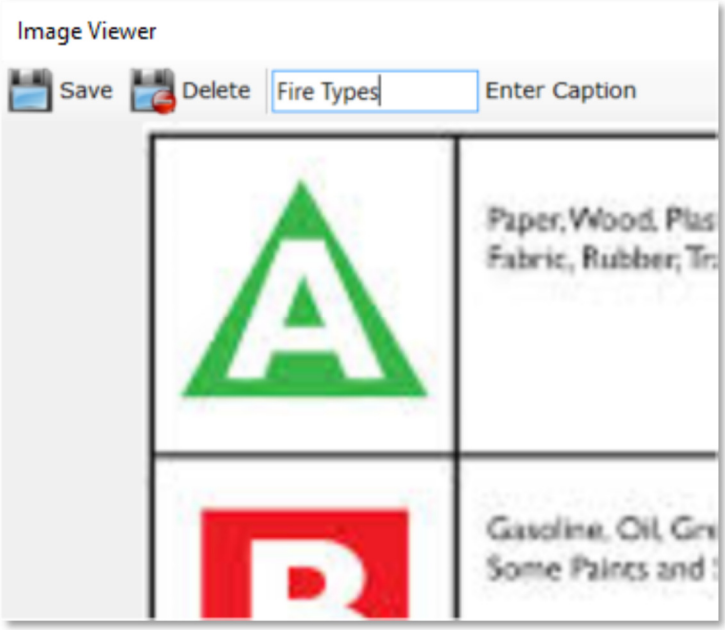
PDF files will display a generic PDF image and other files will display a generic file image.

Left-clicking on PDF and other files in the image viewer will open the file in the associated program for that type of file. For example, a .TXT file will open in Notepad and a .PDF file will open in Adobe Reader.



You can add captions to files in the thumbnail viewer by either left-clicking on an image file where the image is displayed or right-clicking on PDF or other files where the image is not displayed.

You can also delete files by using the **Delete** button.



Fire Inspections Module

The **Fire Inspections** module menu contains the following items:

My Inspections
Enter Inspections
View Inspections
Edit Inspection Templates
Edit Violation Codes
Reports

My Inspections

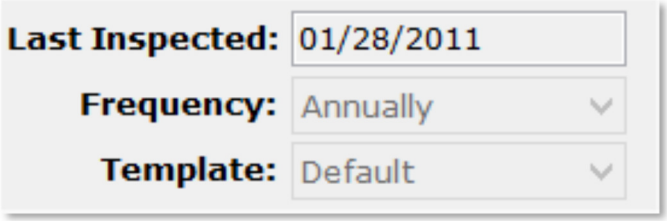
My Inspections is used to see what locations have a fire inspection due and print out inspection forms for them.

When you first click **My Inspections**, you get a list of all locations that have an inspection due. For example, one location is set to be inspected semi-annually and it has been at least 6 months since its last inspection.

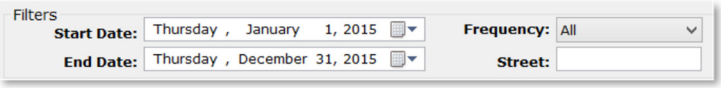
Only locations that have **Fire Inspections** checked will show up.

See **PrePlanning**, **Manage Locations** for more information on setting up locations.

When a location is selected in the list, the **Last Inspected** date, **Frequency**, and inspection **Template** settings are displayed for that location.



Use filters to narrow down the list of pending inspections.



Selecting a **Start Date** and **End Date** will only display the location where the inspection due date falls in that date range.

You can select **All**, **Annually**, or **Semi-Annually** from the **Frequency** filter. This is only show locations with

that inspection frequency.

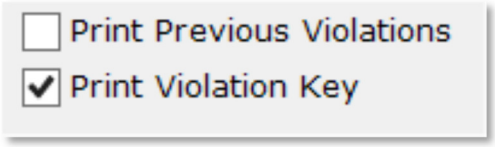
Type a street name in the **Street** filter to only show locations with that key word in their address.

Click the **Clear Filters** button to reset the **Start Date**, **End Date**, and **Frequency**, and **Street** filters.

Click the **Print** button to create a PDF file with fire inspection forms for all locations selected in the list.

See **Edit Inspection Templates** for more information about setting up fire inspection forms.

When **Print Previous Violations** is checked, a list of previous violations (if any) will be added to the inspection form.

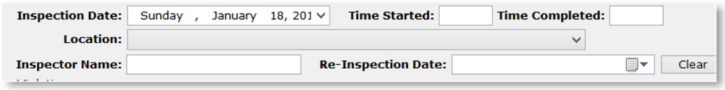


When **Print Violation Key** is checked, the last page of the PDF is the list of violation codes. See **Edit Violation Codes** for more information about setting up violation codes.

Enter Inspections

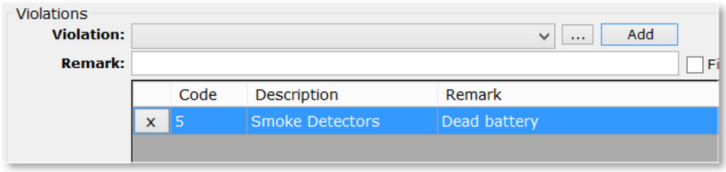
Enter Inspections is used to enter fire inspections and code violations into the database.

When you first click **Enter Inspections**, you must choose a location. You can then start the inspection by entering **Inspection Date**, **Time Started**, **Time Completed**, **Inspector Name**, and **Re-Inspection Date**.



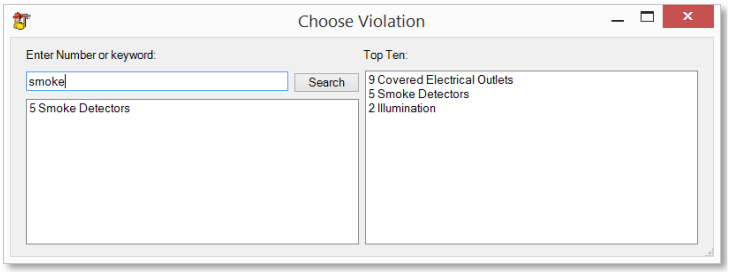
Click the **Clear** button to clear the **Re-Inspection Date**.

To add violations, select the violation code from the **Violation** drop down box, enter a **Remark**, click the **Fixed** check box if the violation was fixed during the inspection, and then click the **Add** button. The violation will then be added to the list. Repeat to add more violations.



To delete the violation, click the **X** in the first column.

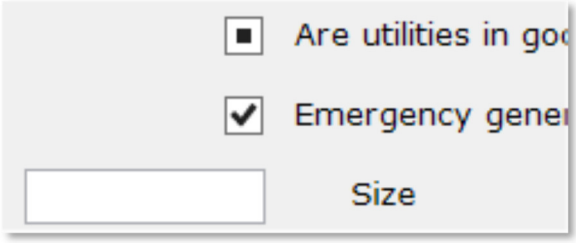
The ellipsis button ... brings up the **Choose Violation** dialog that allows you to search the violation codes by keyword. Type a keyword and click the **Search** button to get a list of violation codes that match. Double-click on the violation code to select it.



The **Choose Violation** dialog also shows you the top ten used violations. Double-click on the violation code in the **Top Ten** list to select it.

Enter any other comments for the fire inspection in the **Notes** box.

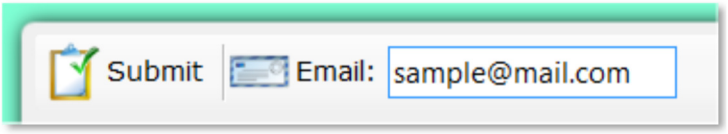
Below the **Notes** is where the custom fire inspection template for the location is displayed. These templates are like a series of questions to complete the fire inspection. See **Edit Inspection Templates** for more information.



The check boxes can be clicked three times to cycle through checked, N/A, and unchecked.

You can type inside the text boxes to answer the question.

Click the **Submit** button to save the fire inspection to the database. When an email address is entered in the **Email** box, a PDF copy of the completed fire inspection is sent to that address.



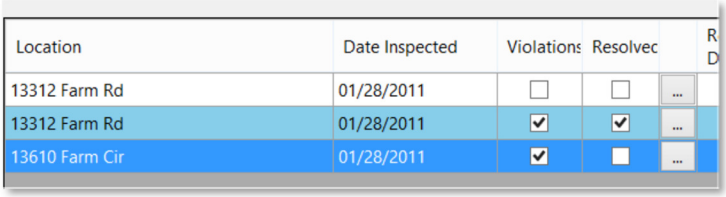
The email address for the location is automatically filled in if it is setup in **PrePlanning**, **Manage Locations**, **Owner** section.

A copy of the fire inspection is also emailed to the email address entered in the **Rental** section in **PrePlanning**, **Manage Locations**.

View Inspections

View Inspections is used to look up previously entered fire inspections.

When you first click **View Inspections**, you will see a list of fire inspections sorted by inspection date.



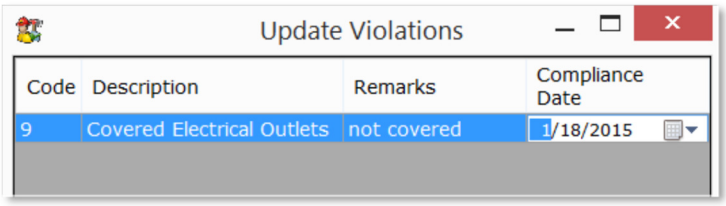
Note: You can choose the number of days you can view past fire inspections in **Admin**, **Manage Settings**, **Fire Inspections** tab.

You can sort the grid by clicking on the **Location**, **Date Inspected**, **Re-Inspection Date**, or **Notes** columns.

The **Violations** column will be checked if any code violations were recorded during the inspection.

The **Resolved** column will be checked if all code violations are resolved for the inspection.

The ellipsis button ... will bring up the **Update Violations** dialog for any inspection that had code violations. You can mark the violation as fixed by adding a **Compliance Date** and clicking the **Save** button.



The **Files** button Files will bring up a dialog to add files to the fire inspection.

Click the **Add File(s)** button to browse for a file or multiple files.

Click the **View Folder** button to open a Windows Explorer window where these files are stored.

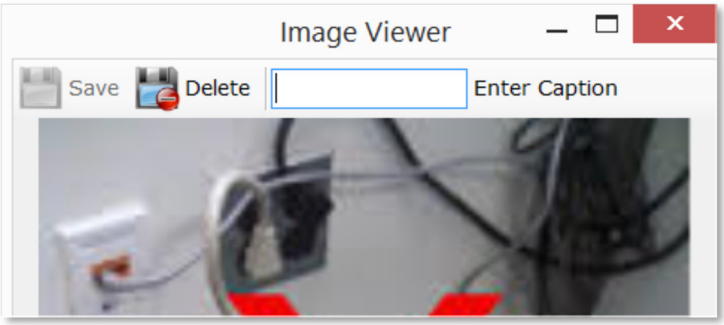
Image files like .BMP, .JPG, or .TIF files will display the image in the image viewer when selected in the thumbnail viewer.

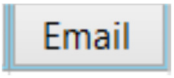
PDF files will display a generic PDF image and other files will display a generic file image.

Left-clicking on PDF and other files in the image viewer will open the file in the associated program for that type of file. For example, a .TXT file will open in Notepad and a .PDF file will open in Adobe Reader.

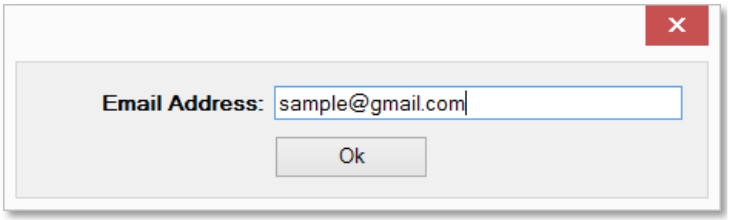
You can add captions to files in the thumbnail viewer by either left-clicking on an image file where the image is displayed or right-clicking on PDF or other files where the image is not displayed.

You can also delete files by using the **Delete** button.

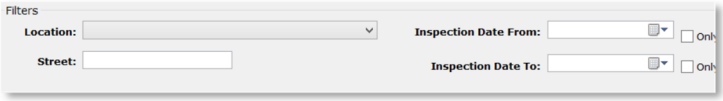


The **Email** button 

will bring up a dialog to enter an email address. Click **Ok** to send a PDF of the fire inspection to that email address. It will include any image files attached to the inspection.



Use filters to narrow down the list of displayed inspections.



When you choose a location in the **Location** drop down box, only inspections for that location are displayed.

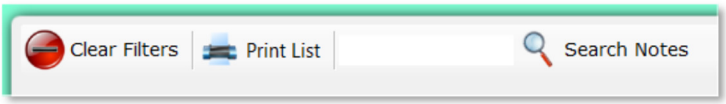
When the **Street** box is filled out, only inspections for locations that have that keyword in the address are displayed.

Select an **Inspection Date From** and **Inspection Date To** to only show inspections done between those dates.

When **Only show inspections with violations** is checked, only inspections that had violations are shown.

When **Only show inspections with unresolved violations** is checked, only inspections that have violations with no compliance date are displayed.

You can search the inspection notes by typing a keyword in the **Search Notes** box and clicking the **Search Notes** button.



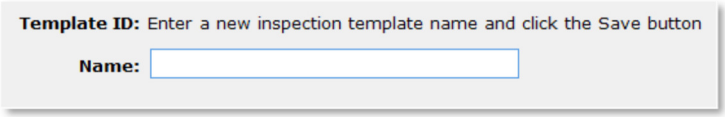
Click the **Print List** button to create a PDF of a list of all the currently listed inspections in the grid.

Click the **Clear Filters** button to clear the **Location**, **Street**, **Inspection Date From**, **Inspection Date To**, **Only show inspections with violations**, and **Only show inspections with unresolved violations** filters.

Edit Inspection Templates

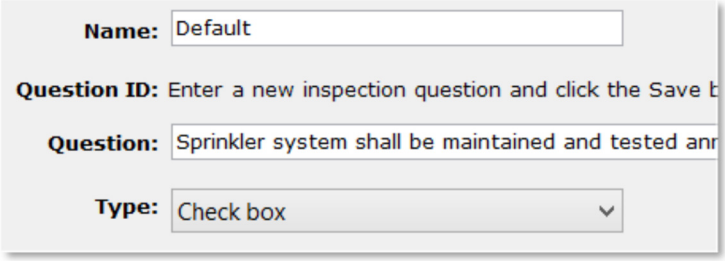
Edit Inspection Templates is used to create custom fire inspection checklists. Since every business or residence is not the same, you can create multiple templates.

When you first click on **Edit Inspection Templates** you can add a new template.



To start a new template, just type the template name and click the **Save** button.

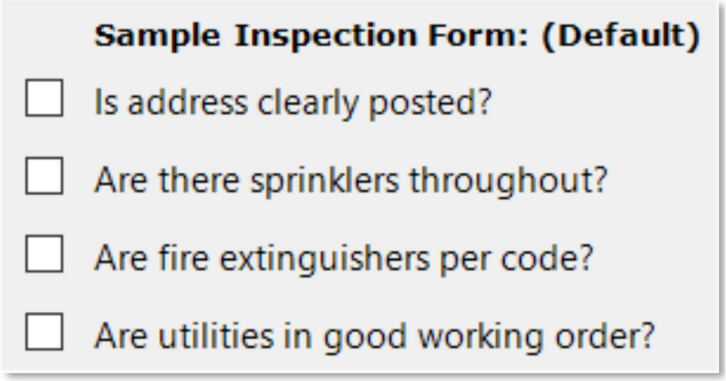
When you click on the template name in the tree you can enter a new question. A question is either something that can be checked off or a field to fill out.



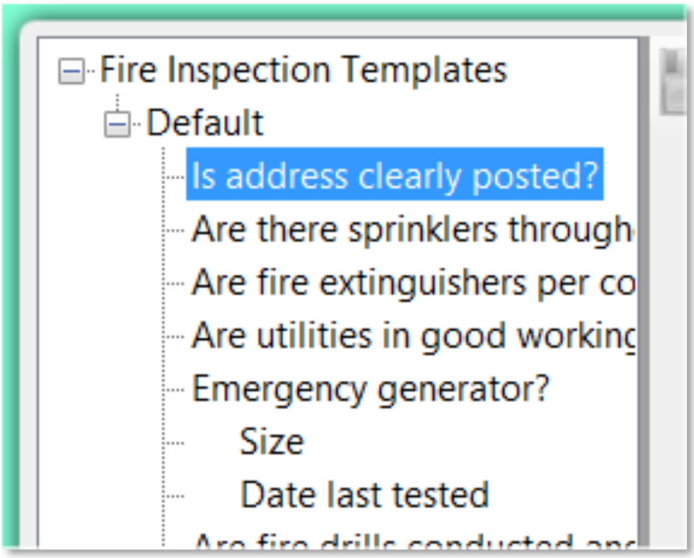
To add a new question, type it in the **Question** field and select the **Type**. The two types to choose from are **Check box** and **Fill In Blank**. Click the **Save** button to add the question to the template.

When questions are added to the template, the way the inspection form will be displayed when used in **Enter Inspections** is shown below where new questions are entered.

This is just for display purposes.



To edit or delete questions in a template, expand the template in the tree and select a question. You can change the **Question** or **Type** and click the **Save** button or click the **Delete** button to remove it from the template.

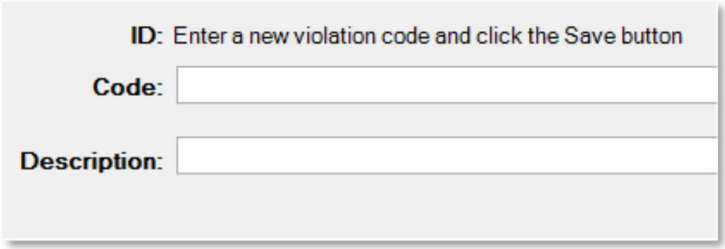


Edit Violation Codes

Edit Violation Codes is used to add, edit, and delete fire inspection violation codes used in fire inspections.

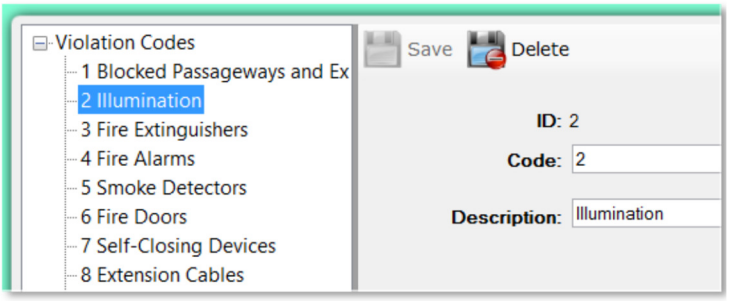
When you first click on **Edit Violation Codes**, you can add a new violation code.

To add a new code, fill in the **Code** and **Description** and click the **Save** button.



To edit an existing code, click on the code in the tree. You will then be able to edit the **Code** and **Description**. Click the **Save** button to save the changes.

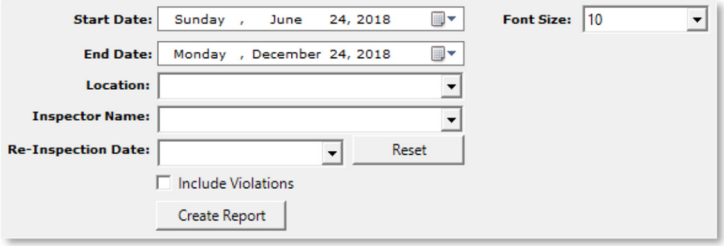
Click the **Delete** button to delete the violation code.



Reports

To run reports, select filter criteria then click the **Create Report** button.

The report creates a PDF of all fire inspections that match the filter criteria.



You can filter the report by **Start Date**, **End Date**, **Location**, **Inspector Name**, and **Re-Inspection** Date.

Check the **Include Violations** to include any violations recorded on inspections.

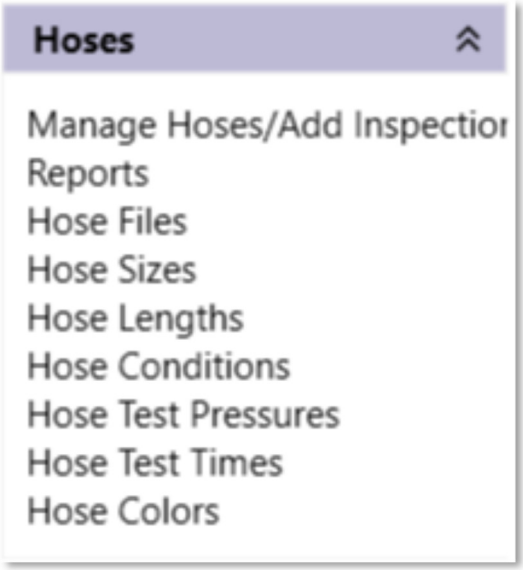
Select a **Font Size** to make the text on the report larger or smaller.

Click the **Reset** button to clear the filters.

Hoses Module

The **Hoses** module menu contains the following items:

Manage Hoses/Add Inspection
Reports
Hose Files
Hose Sizes
Hose Lengths
Hose Conditions
Hose Test Pressures
Hose Test Times
Hose Colors+

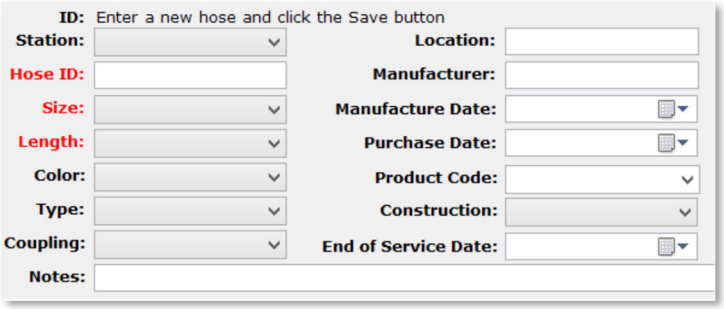


Manage Hoses/Add Inspection

Manage Hoses/Add Inspection is used to manage your hose inventory and to enter inspection results.

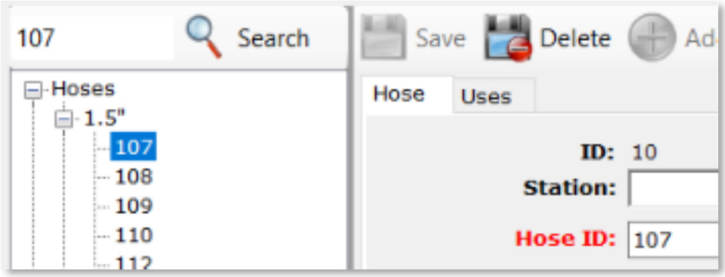
When you first click **Manage Hoses/Add Inspection**, you can add hoses.

To enter a new hose, fill out the new hose form and click **Save**. **Hose ID**, **Size**, and **Length** are required.



You can search for a hose by typing a keyword in the search box and clicking the **Search** button. The first hose with a name that contains the keyword will be displayed.

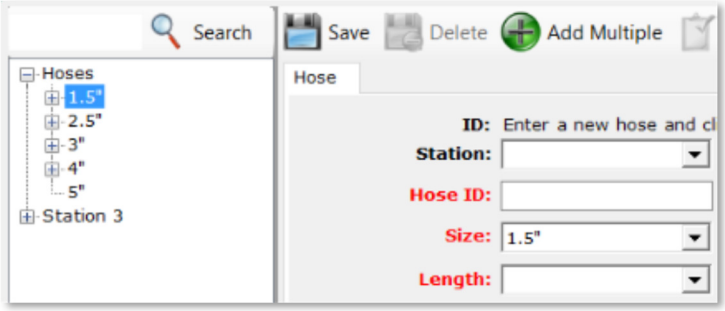
Click the **Search** button again or press the **Enter** key to display the next matching hose.



By default, **Manage Hoses/Add Inspection** only shows the last 30 days of inspections. Use the up and down arrows to display more or less. Use **0** to see them all.

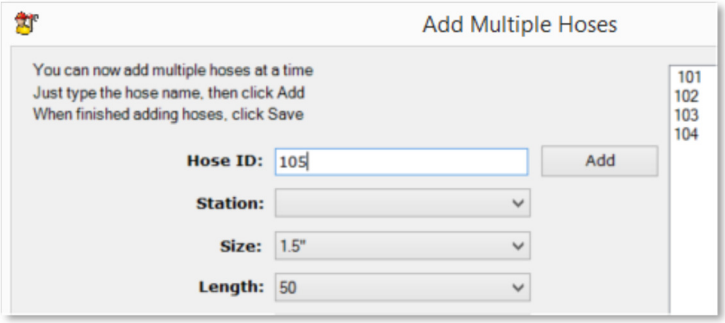
To add multiple hoses of the same size and length, expand the hose tree and click on a hose size.

Select a **Length** and then click the **Add Multiple** button.



In the **Add Multiple Hoses** dialog, you can add more than one hose at a time by filling out the **Hose ID** field and clicking the **Add** button. That **Hose ID** is added to the list. Repeat to add more hoses.

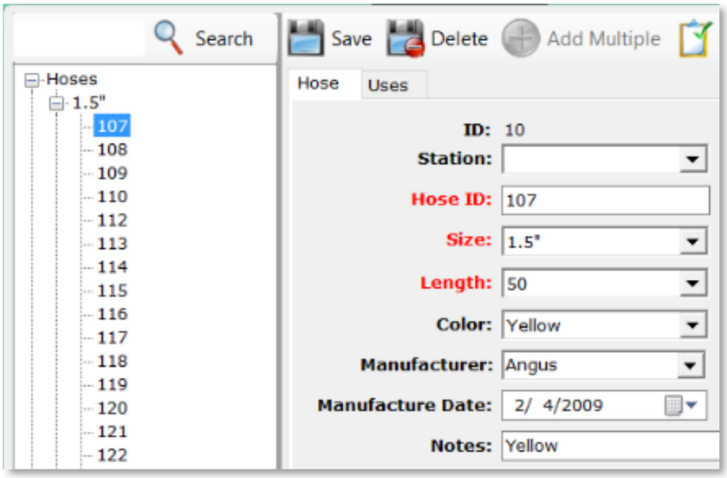
You can fill out **Station**, **Color**, **Type**, **Construction**, **Coupling**, **Location**, **Manufacturer**, **Product Code**, **Manufacture Date**, **Purchase Date**, and **Notes**. Each hose added to the list will have all these same properties.



Click the **Save** button to add these hoses to the database.

You can edit an individual hose by expanding the hose size in the tree and clicking on the hose.

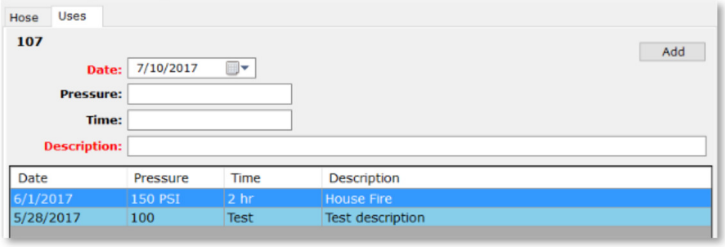
Delete the hose by clicking the **Delete** button.



You can record hose uses by clicking on the individual hose and selecting the **Uses** tab.

Fill out the use form and click the **Add** button to add the use to the grid.

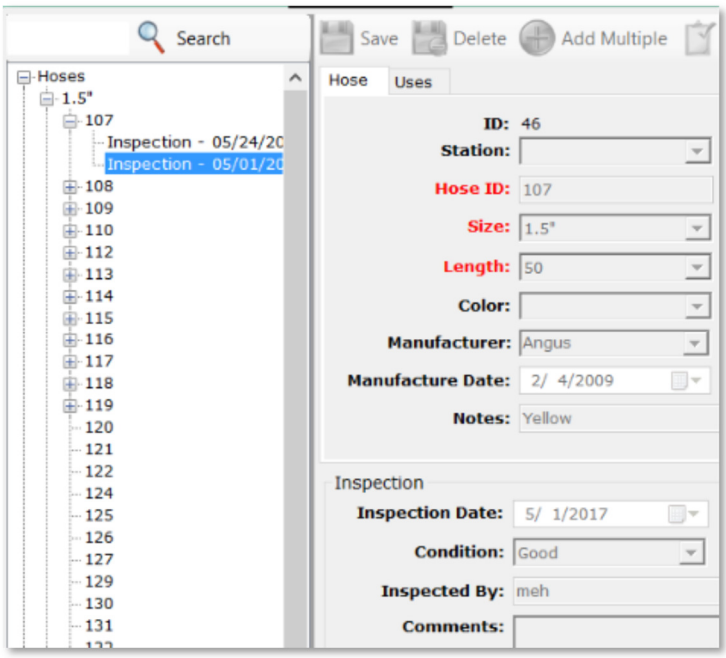
Date and **Description** are required.



You can view an inspection for a hose by expanding the hose name and clicking on the inspection.

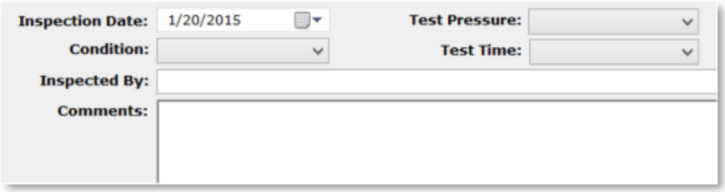
The regular hose properties like **Size**, **Length**, and **Color** are disabled in this view.

Click the **Create Report** button to render a PDF document for that inspection.



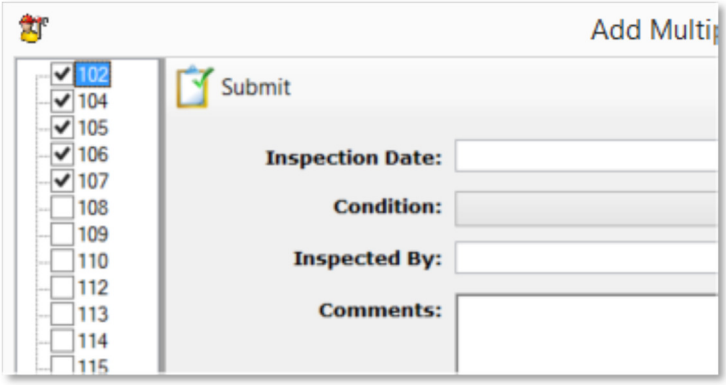
To add an inspection for a single hose, highlight that hose in the tree and click the **Add Inspection** button.

The inspection fields will become visible. Fill out the inspection and click the **Save** button to save the inspection.



To add multiple inspections for one hose size at one time, highlight a hose size and click the **Add Multiple Inspections** button.

Select the hoses you want to add an inspection for by selecting them in the list, fill out the inspections, and click the **Submit** button.



Reports

Reports available are **Blank Inspection Form** and **Hose Report**. To run reports, click the report name, select filter criteria, then click the **Create Report** button.

The **Blank Inspection Form** is used to create an inspection form for all hoses that can be printed off to record hose inspection results prior to entering them.

Hose	Size	Inspection Date	Condition	Test Time
102	1.5"			
104	1.5"			
105	1.5"			
106	1.5"			
107	1.5"			
108	1.5"			
109	1.5"			
110	1.5"			

The **Hose Reports** report is used to create a PDF document listing all the hoses that match the filter criteria.

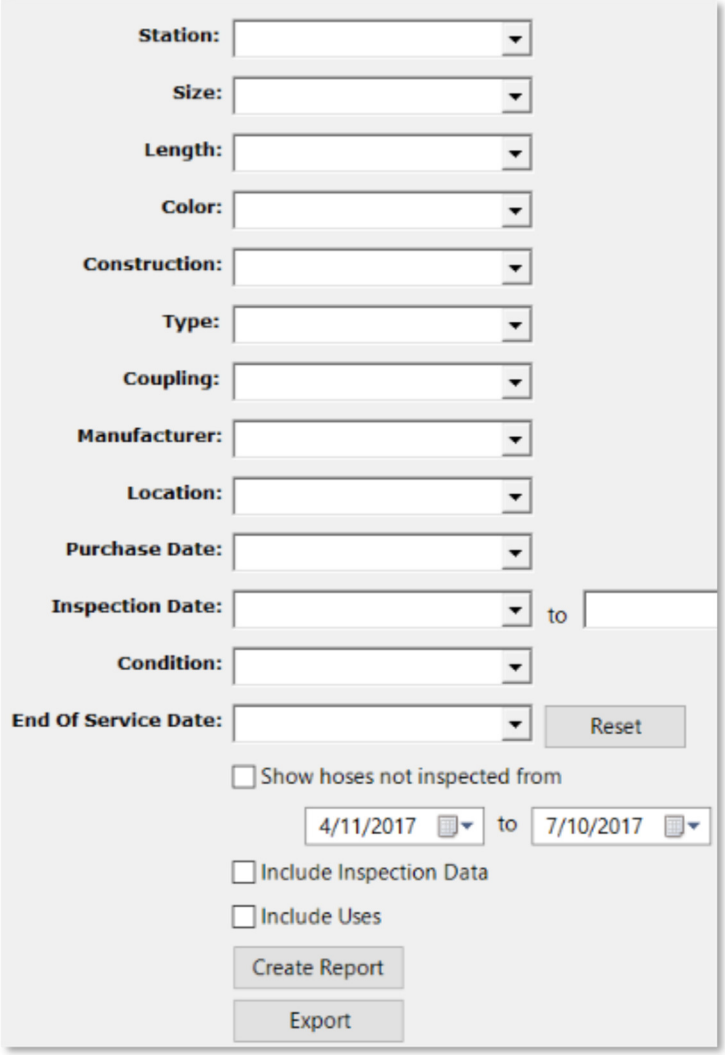
Check **Show hoses not inspected from** and pick a date range to include hoses not inspected during that time span.

Check **Include Inspection Data** to include the inspections for all hoses that match the filter criteria.

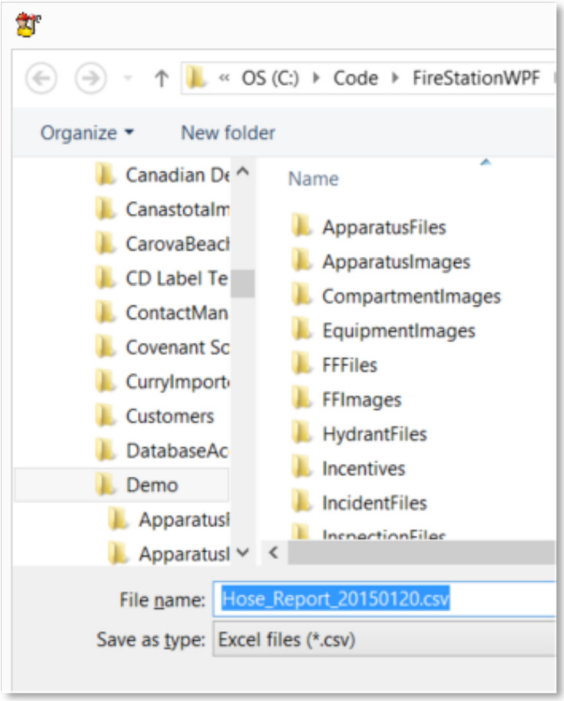
Check **Include Uses** to include the hose uses on the report.

Click the **Reset** button to clear the filters.

Click the **Create Report** button to create the report.



Click the **Export** button to create an Excel (.CSV) file with the standard hose fields as well as inspections for all hoses that match the filter criteria.



Hose Files

Use **Hose Files** to keep your hose documents, images, and files in one place.

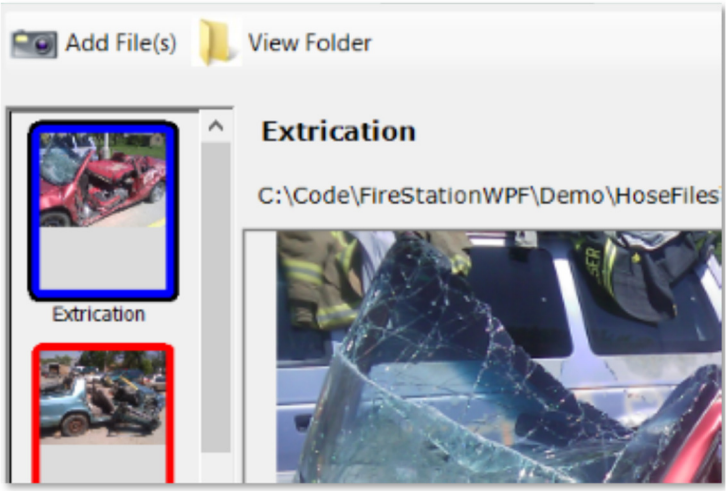
Click the **Add File(s)** button to browse for a file or multiple files.

Click the **View Folder** button to open a Windows Explorer window where these files are stored.

Image files like .BMP, .JPG, or .TIF files will display the image in the image viewer when selected in the thumbnail viewer.

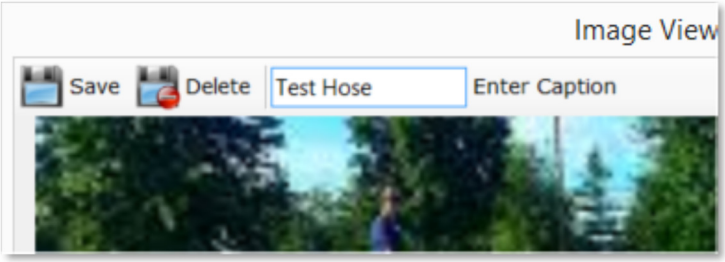
PDF files will display a generic PDF image and other files will display a generic file image.

Left-clicking on PDF and other files in the image viewer will open the file in the associated program for that type of file. For example, a .TXT file will open in Notepad and a .PDF file will open in Adobe Reader.



You can add captions to files in the thumbnail viewer by either left-clicking on an image file where the image is displayed or right-clicking on PDF or other files where the image is not displayed.

You can also delete files by using the **Delete** button.

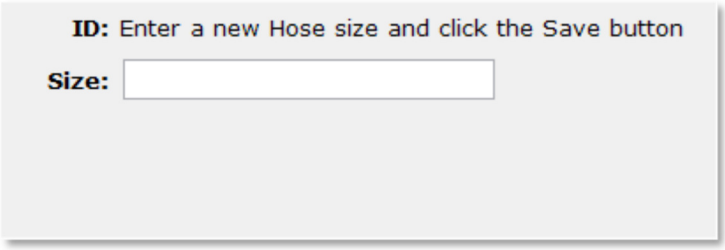


Hose Sizes

Hose Sizes is used to add, edit, and delete hose sizes.

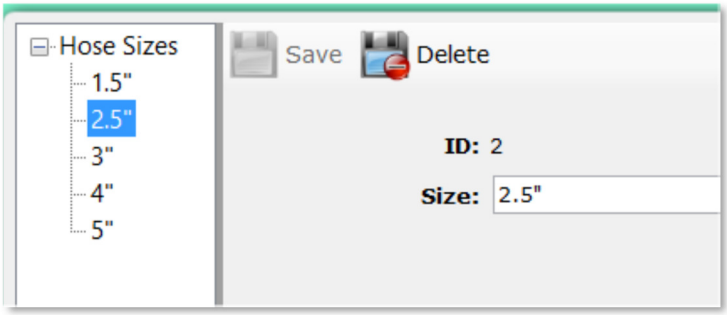
When you first click on **Hose Sizes** you can add a new hose size.

To add a new size, fill in the **Size** and click the **Save** button.



To edit an existing size, click on the size in the tree. You will then be able to edit the **Size**. Click the **Save** button to save the changes.

Click the **Delete** button to delete the size.

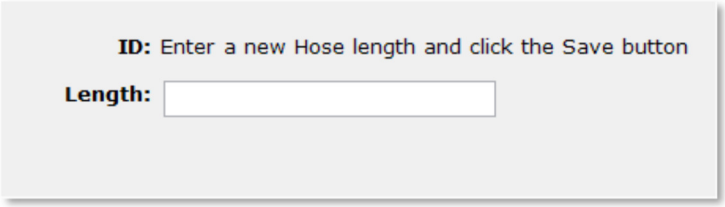


Hose Lengths

Hose Lengths is used to add, edit, and delete hose lengths.

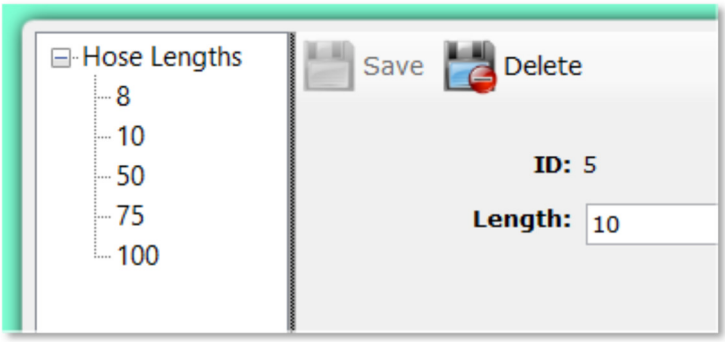
When you first click on **Hose Lengths** you can add a new hose length.

To add a new length, fill in the **Length** and click the **Save** button.



To edit an existing length, click on the length in the tree. You will then be able to edit the **Length**. Click the **Save** button to save the changes.

Click the **Delete** button to delete the length.

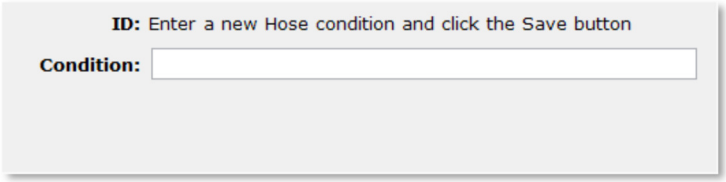


Hose Conditions

Hose Conditions is used to add, edit, and delete hose conditions.

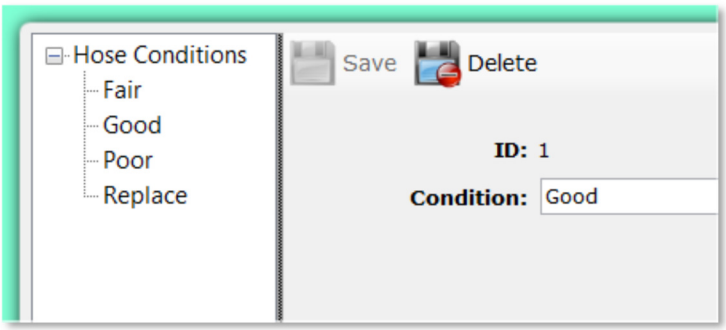
When you first click on **Hose Conditions** you can add a new hose condition.

To add a new condition, fill in the **Condition** and click the **Save** button.



To edit an existing condition, click on the condition in the tree. You will then be able to edit the **Condition**. Click the **Save** button to save the changes.

Click the **Delete** button to delete the condition.

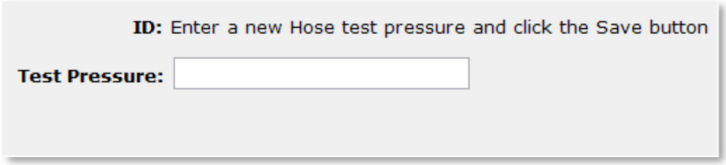


Hose Test Pressures

Hose Test Pressures is used to add, edit, and delete hose test pressures.

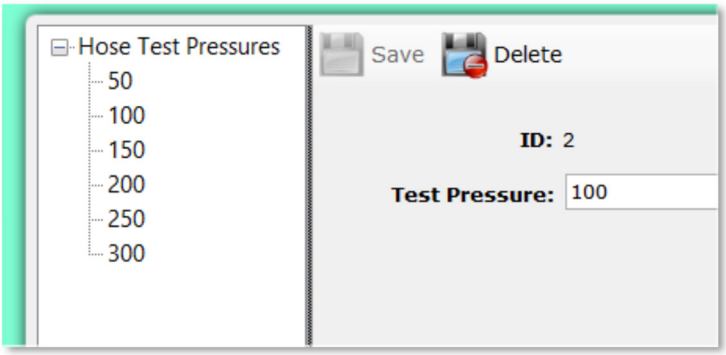
When you first click on **Hose Test Pressures** you can add a new hose test pressure.

To add a new test pressure, fill in the **Test Pressure** and click the **Save** button.



To edit an existing test pressure, click on the test pressure in the tree. You will then be able to edit the **Test Pressure**. Click the **Save** button to save the changes.

Click the **Delete** button to delete the test pressure.

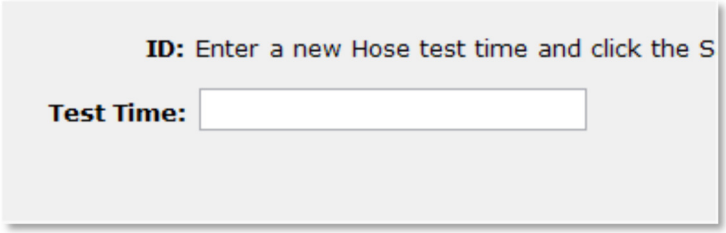


Hose Test Times

Hose Test Times is used to add, edit, and delete hose test times.

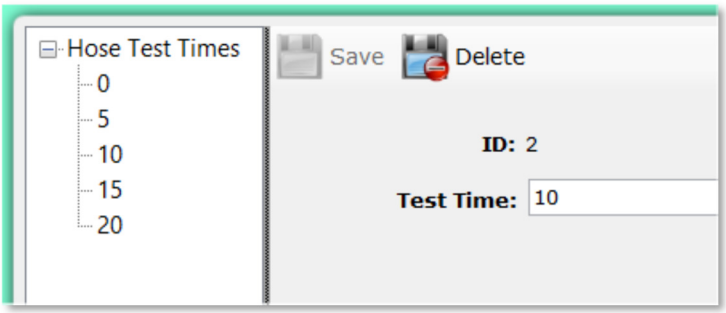
When you first click on **Hose Times** you can add a new hose test time.

To add a new test time, fill in the **Test Time** and click the **Save** button.



To edit an existing test time, click on the test time in the tree. You will then be able to edit the **Test Time**. Click the **Save** button to save the changes.

Click the **Delete** button to delete the test time.

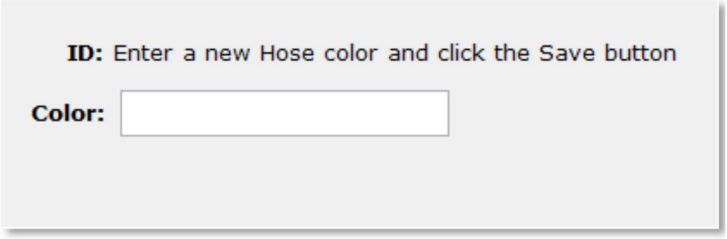


Hose Colors

Hose Colors is used to add, edit, and delete hose colors.

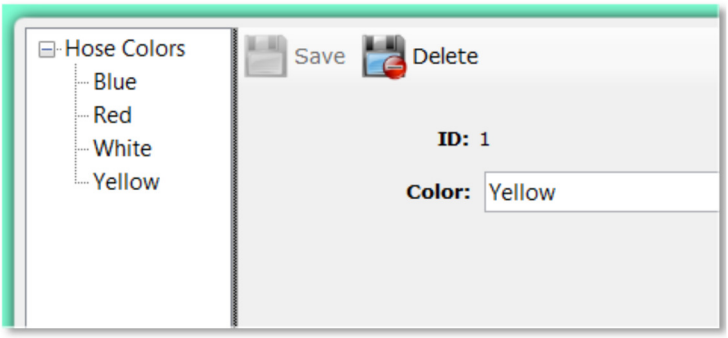
When you first click on **Hose Colors** you can add a new hose color.

To add a new color, fill in the **Color** and click the **Save** button.



To edit an existing color, click on the color in the tree. You will then be able to edit the **Color**. Click the **Save** button to save the changes.

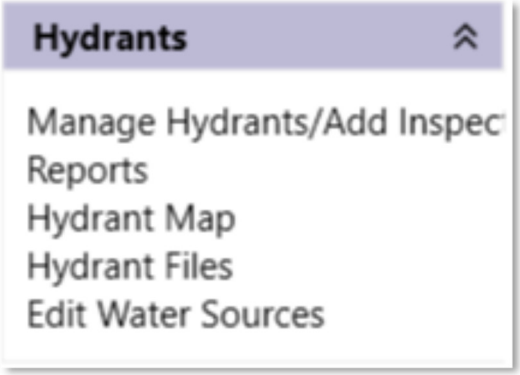
Click the **Delete** button to delete the color.



Hydrants Module

The **Hydrants** module menu contains the following items:

Manage Hydrants/Add Inspection
Reports
Hydrant Map
Hydrant Files
Edit Water Sources

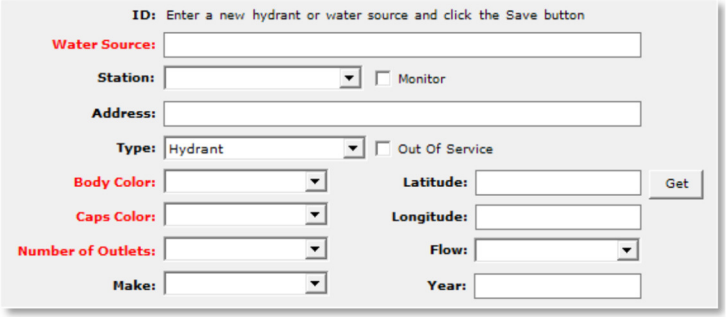


Manage Hydrants/Add Inspection

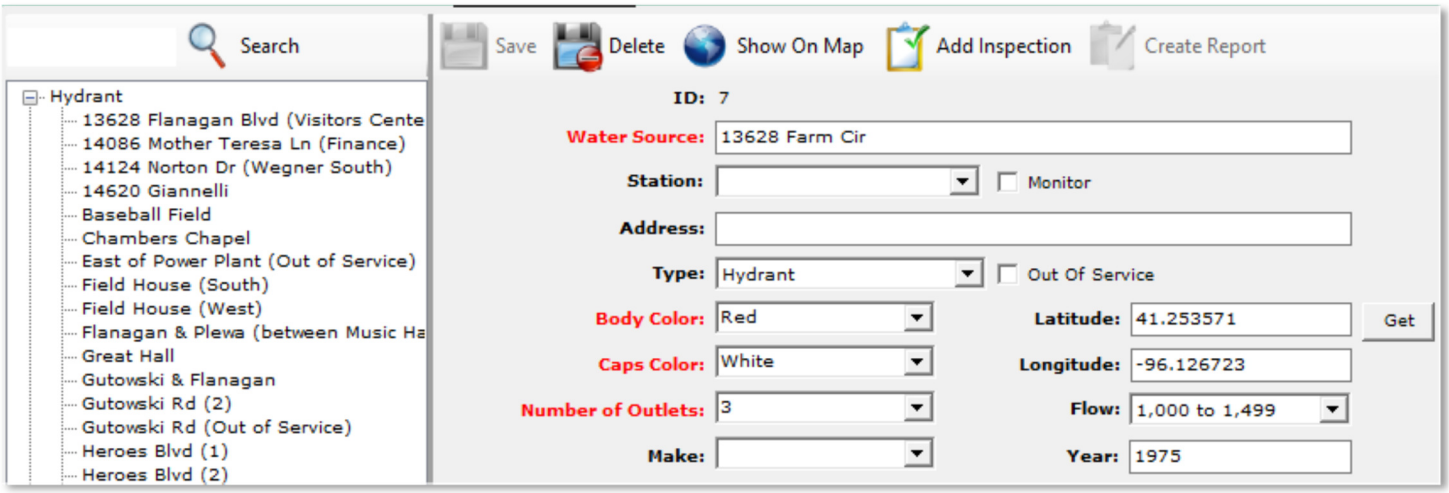
Manage Hydrants/Add Inspection is used to add, edit, and delete all your hydrants and water sources.

When you first click **Manage Hydrants/Add Inspection**, you can add a new water source.

To add a new water source, fill out the fields and click the **Save** button. For a hydrant, the **Water Source**, **Body Color**, **Caps Color**, and **Number of Outlets** must be filled in. For other water sources like cisterns or pools, only **Water Source** need be filled in.



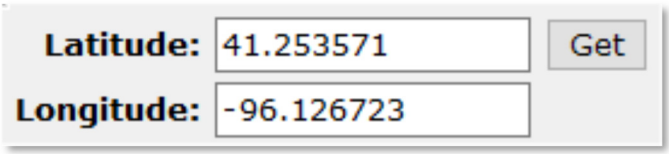
You can edit a hydrant/water source by clicking on it in the tree.



Latitude and **Longitude** are entered in decimal form and longitude is negative in the US.

For example, Omaha, NE is 41.25236, -95.99798.

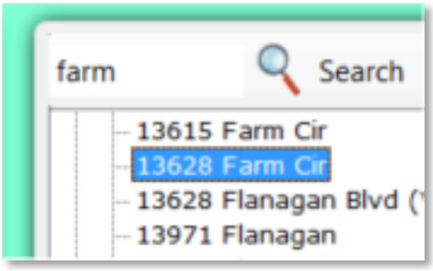
Click the **Get** button to automatically fill in the **Latitude** and **Longitude** based on what's in the **Address** box.



You can delete the water source by highlighting its name in the tree and clicking the **Delete** button or by right-clicking its name in the tree and selecting **Delete**.

You can search for a water source by typing a keyword in the search box and clicking the **Search** button. The first water source with a name that contains the keyword will be displayed.

Click the **Search** button again or press the **Enter** key to display the next matching water source.

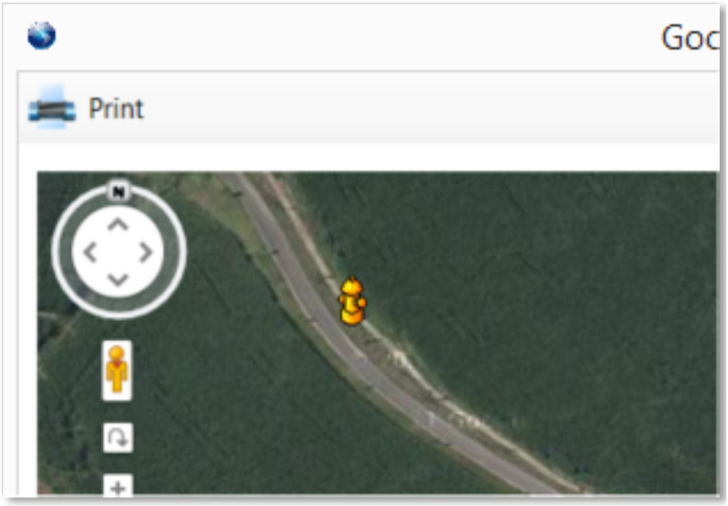


By default, **Manage Hydrants/Add Inspection** only shows the last 30 days of inspections. Use the up and down arrows to display more or less. Use **0** to see them all.

If **Latitude** and **Longitude** are entered, you can click the **Show On Map** button to bring up a Google map view of the water source.

The color of the hydrant icon is determined by the **Flow** selected.

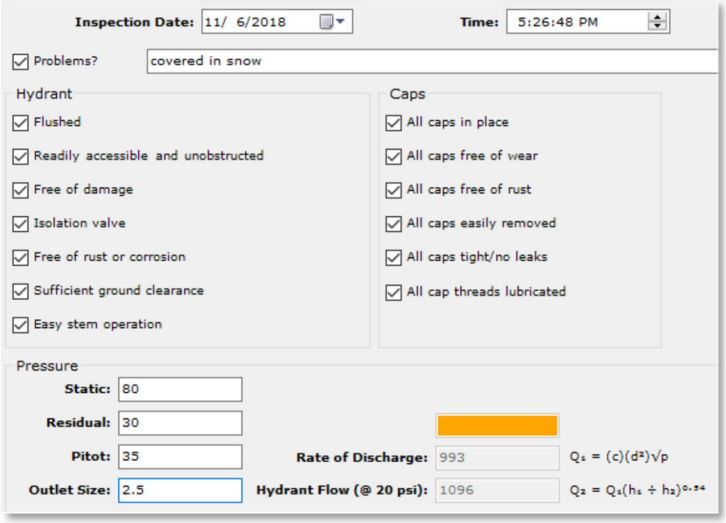
Below 500 GPM are red, 500-999 GPM are orange, 1000-1499 are green, and 1500+ GPM are blue.



You can add an inspection of a hydrant by highlighting it in the tree and clicking the **Add Inspection** button.

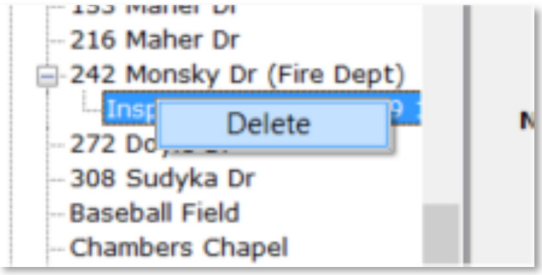
The inspection fields will become visible. Fill out the inspection and click the **Save** button to save the inspection.

Gallons per minute (**GPM**) is automatically calculated for you based on the pressure readings recorded.

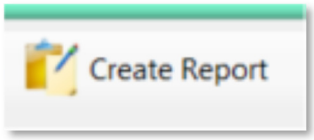


You can view an inspection for a hydrant by expanding the hydrant name and clicking on the inspection.

You can delete the inspection by right-clicking it in the tree and selecting **Delete**.



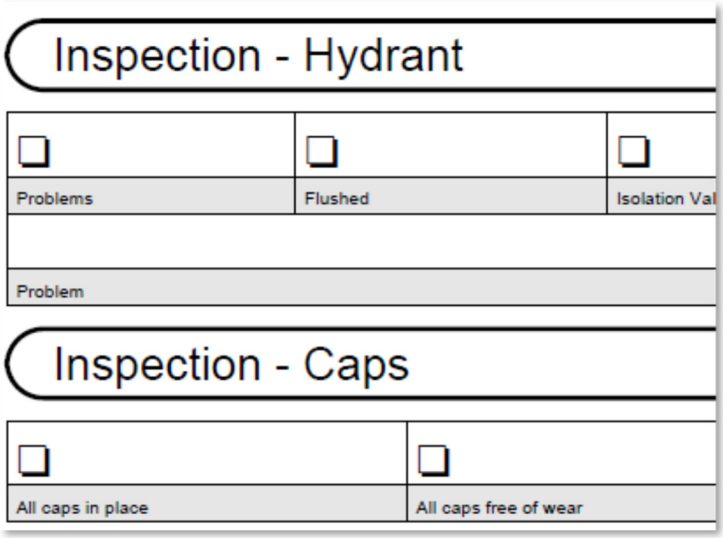
You can print out a hydrant inspection by clicking the **Create Report** button.



Reports

Reports available are **Blank Inspection Form** and **Hydrant Reports**. To run reports, click the report name, select filter criteria, and then click the **Create Report** button.

The **Blank Inspection Form** is used to create an inspection form for a hydrant that can be printed off to record hydrant inspection results prior to entering them into **Fire Station**.



The **Hydrant Reports** creates a PDF document listing all the hydrants that match the filter criteria.

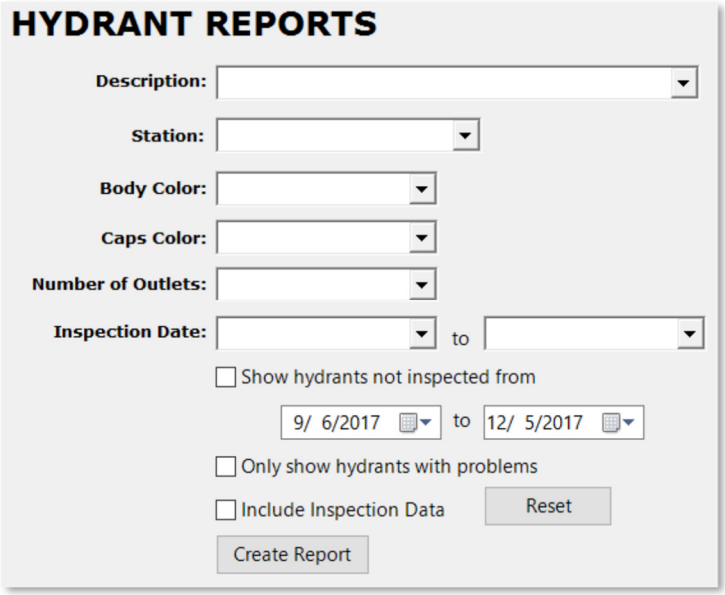
Check **Show hydrants not inspected from** and pick a date range to include hydrants not inspected during that time span.

Check **Only show hydrants with problems** to include hydrants that had problems reported in the inspection.

Check **Include Inspection Data** to include the inspections for all hydrants that match the filter criteria.

Click the **Reset** button to clear the filters.

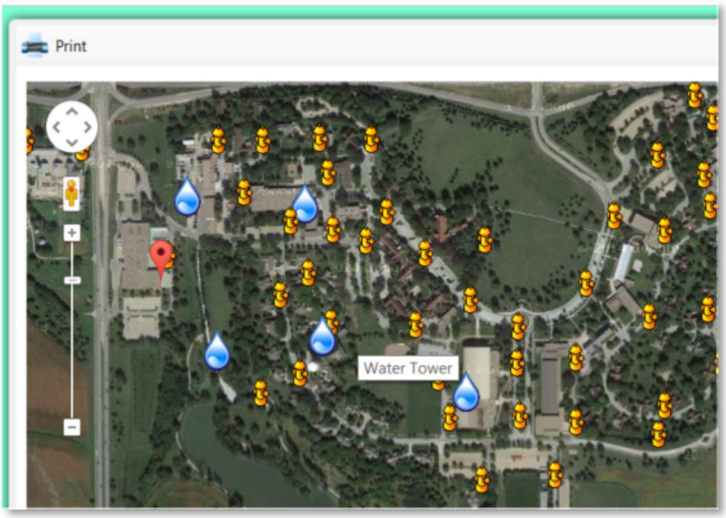
Click the **Create Report** button to create the report.



Hydrant Map

Hydrant Map is used to display a Google map of all water sources that have a latitude and longitude.

Hydrant icon colors correspond to the flow selected for the hydrant.



Hydrant Files

Use **Hydrant Files** to keep your hydrant documents, images, and files in one place.

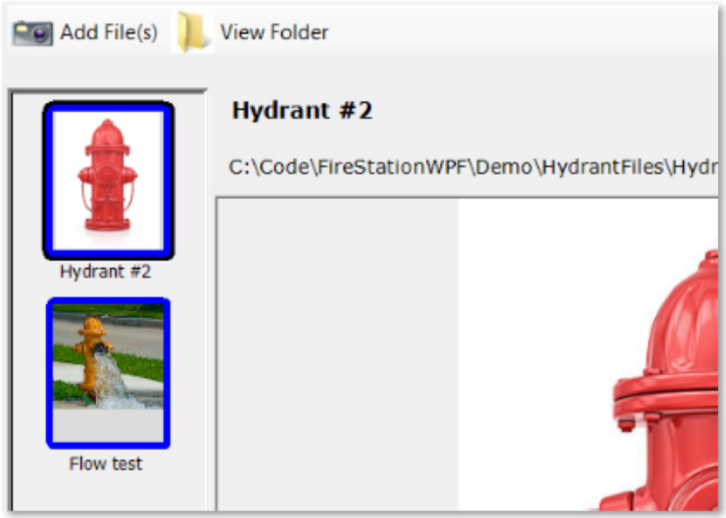
Click the **Add File(s)** button to browse for a file or multiple files.

Click the **View Folder** button to open a Windows Explorer window where these files are stored.

Image files like .BMP, .JPG, or .TIF files will display the image in the image viewer when selected in the thumbnail viewer.

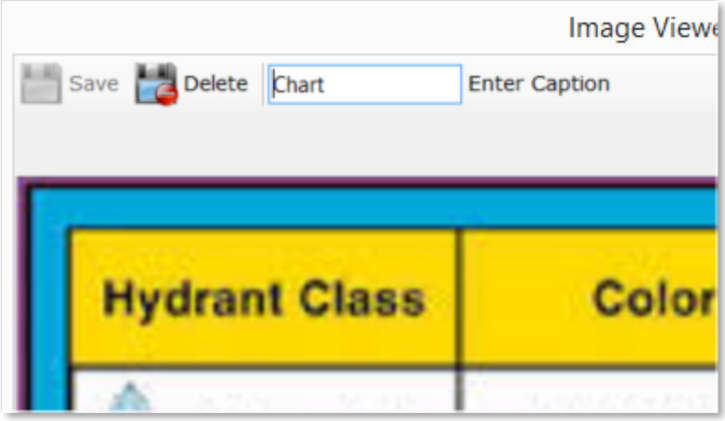
PDF files will display a generic PDF image and other files will display a generic file image.

Left-clicking on PDF and other files in the image viewer will open the file in the associated program for that type of file. For example, a .TXT file will open in Notepad and a .PDF file will open in Adobe Reader.



You can add captions to files in the thumbnail viewer by either left-clicking on an image file where the image is displayed or right-clicking on PDF or other files where the image is not displayed.

You can also delete files by using the **Delete** button.

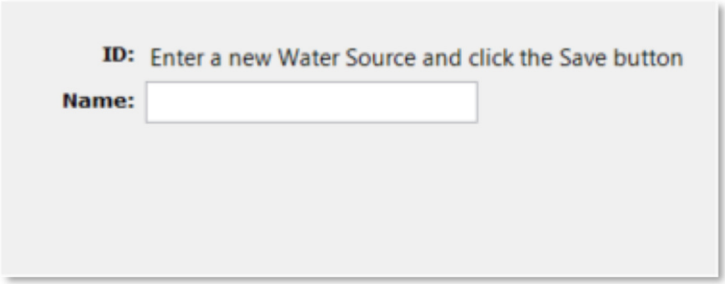


Edit Water Sources

Edit Water Sources is used to add, edit, and delete water source categories.

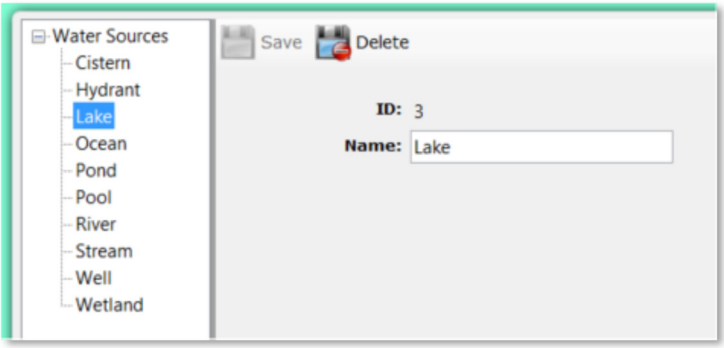
When you first click on **Edit Water Sources** you can add a new water source category.

To add a new water source category, fill in the **Name** and click the **Save** button.



To edit an existing water source category, click on the category in the tree. You will then be able to edit the **Name**. Click the **Save** button to save the changes.

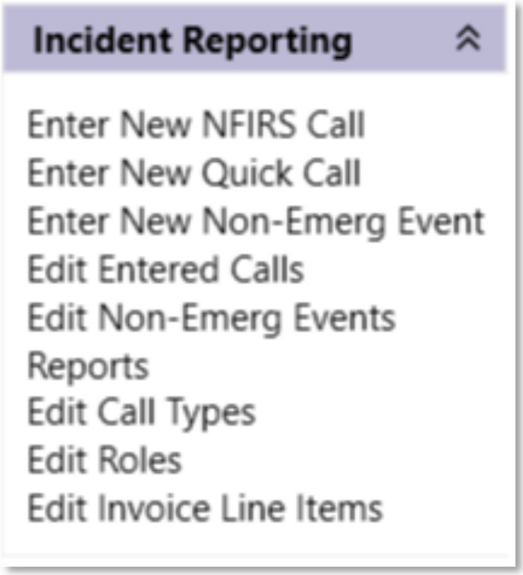
Click the **Delete** button to delete the water source category.



Incident Reporting Module

The **Incident Reporting** module menu contains the following items:

Enter New NFIRS Call
Enter New Quick Call
Enter New Non-Emerg Event
Edit Entered Calls
Edit Non-Emerg Events
Reports
Edit Call Types
Edit Roles
Edit Invoice Line Items

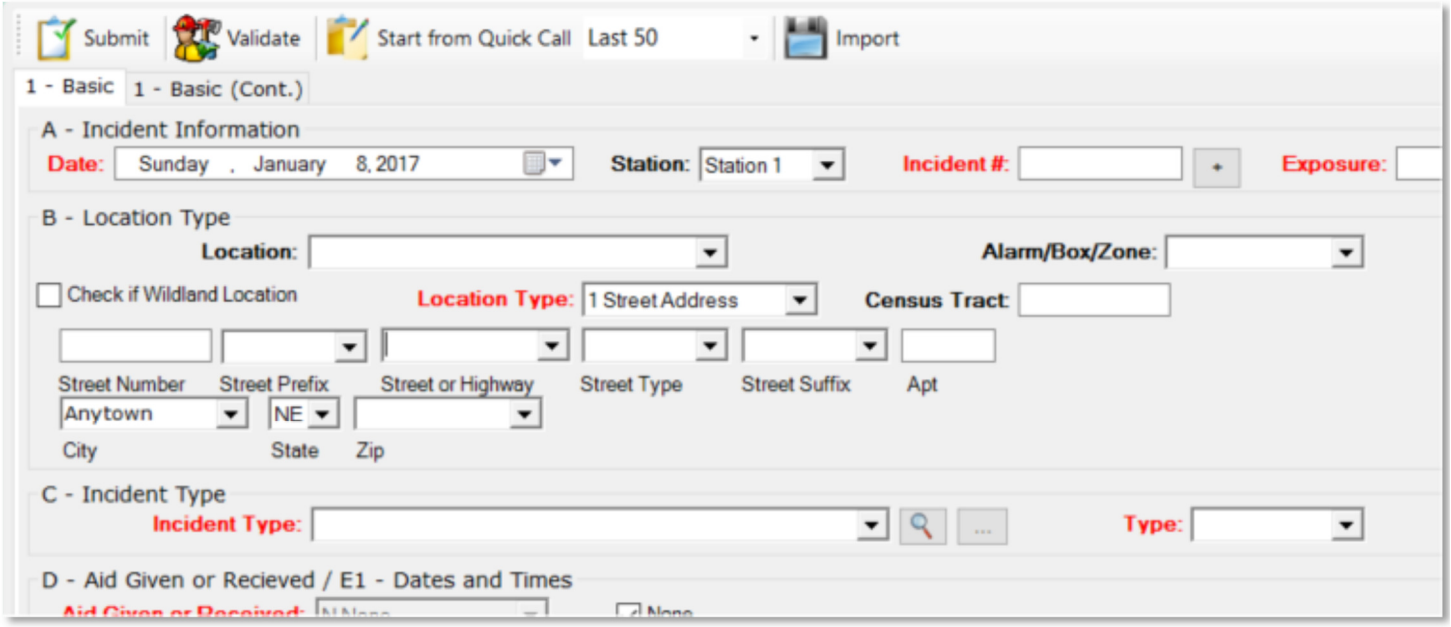


Enter New NFIRS Call

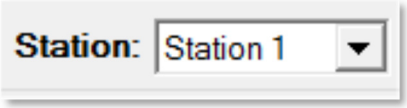
Enter New NFIRS Call is used to enter your run reports in the NFIRS 5.0 standard. This user guide will not cover the details of NFIRS reporting and what all the fields and codes mean, but will cover the functions built into **Fire Station** that validate the incident as well as make it easier to enter.

Enter New NFIRS Call is only available if **NFIRS 5.0 Reporting** is enabled. See **Admin**, **Manage Settings**, **Incident Reporting** tab for more information.

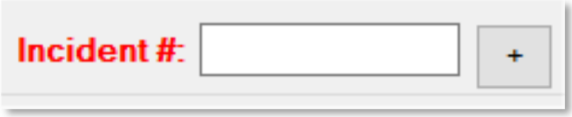
When you first click **Enter New NFIRS Call**, you can enter a new emergency incident starting with the **1 - Basic** tab. Fields with a red label are required.



If you select a **Station**, calls will be grouped by that station in **Edit Entered Calls**. Stations are setup in **Admin**, **Manage Settings**, **Incident Reporting** tab.



Incident numbers can only be digits and up to 7 digits in length.



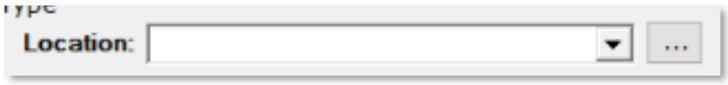
The auto generate button  will query the database for the largest previously entered incident number and add one to it. For example, if the last incident number entered was **1600025**, the next auto generated incident number will be **1600026**.

To reset the incident number at the beginning of the year, enter the incident number manually on the first call of the year where the first two digits are the year and then use the auto generate button for subsequent incidents. For example, for the first incident of 2016, manually enter **1600001** as the incident number. When the auto generate button is used on the next call, the incident number will be **1600002**.

When **Use Auto Incident Numbering** is enabled in **Admin**, **Manage Settings**, **Incident Reporting** tab, the incident number is filled in for you in the form of YY-XXXXX where YY is the current year and XXXXX is a

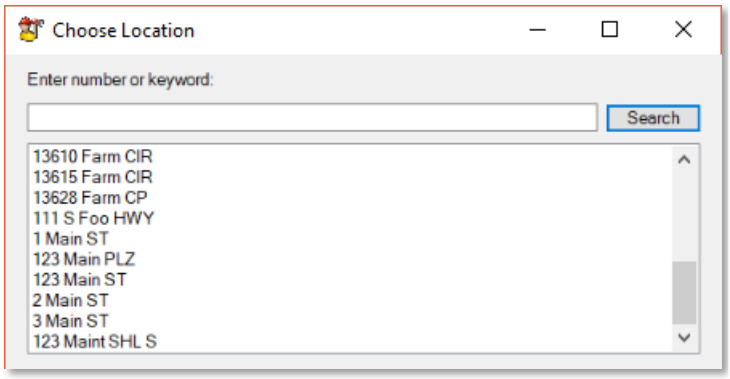
sequential number that starts at 00001 for the first call of the year.

The list of locations in the **Location** combo box are managed in the **PrePlanning** module under **Manage Locations**.

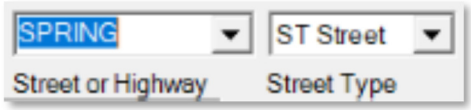


Note: The **Location** combo box is not visible if your license does not include **PrePlanning**.

Click the browse button ... to the right of **Location** to search for a location. You can choose the location from the list or type part of the address to narrow down the list. Double click on the address to select it.

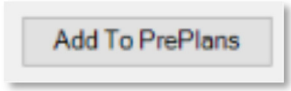


When you enter a **Street or Highway** name, it is remembered and will be available to pick from the list for the next incident entered. Also, the **Street Type** is remembered for a street and when that street is selected, the street type will be automatically selected if there is only one street name/type combination. For example, if Spring ST has been entered before and there are no other addresses like Spring AVE or Spring DR, **ST Street** will be automatically selected when you choose Spring.



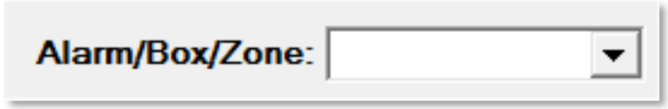
Cities and Zip codes are also remembered.

The **Add To PrePlans** button will add the currently filled in address as a new location to the **PrePlanning** module.

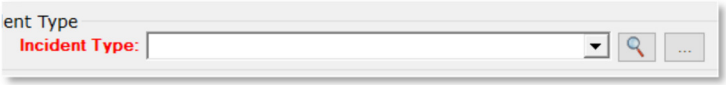


Note: The **Add To PrePlans** button is not visible if your license does not include **PrePlanning**.

The **Alarm/Box/Zone** combo box has a list of all alarm/box/zone entries for previous calls. To add a new entry, just type the name in the box.

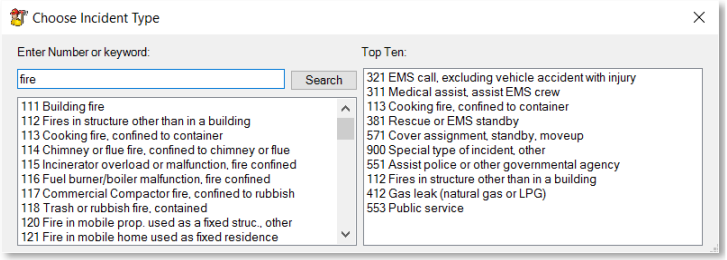


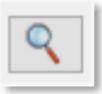
The **Incident Type** list contains all of the standard NFIRS incident types.



When starting a call, just the **1 – Basic** and **1 – Basic (Cont.)** tabs are visible, when you select an **Incident Type**, the appropriate tabs will become available. For example, when **111 – Building Fire** is selected, the **2 – Fire**, **3 – Structure Fire**, **6 – EMS**, and **9 – Apparatus / 10 – Personnel** tabs are visible.

Other tabs are available when certain fields are filled out. For example, the **11 - Arson** tab is visible when the **Cause of Ignition** is **1 Intentional** on the **2 – Fire** tab.



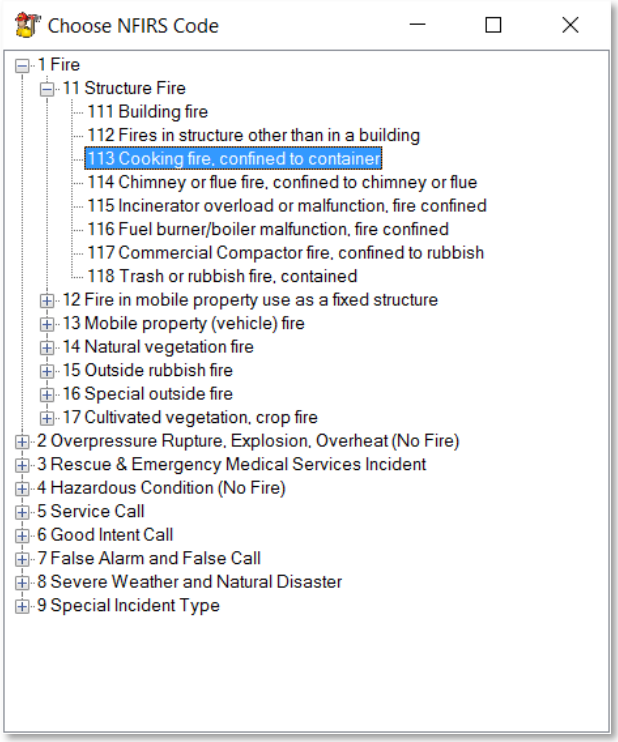


The search button to the right of **Incident Type** will bring up the **Choose Incident Type** dialog. You can search for an incident type by typing a number or keyword in the search box, then click the **Search** button.

You choose the incident type by double-clicking on an item in either list.

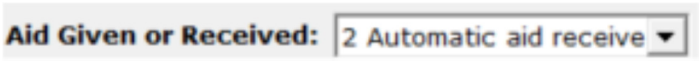
The ellipsis button to the right of the search button will bring up the **Choose NFIRS Code** dialog.

Double-click the type to choose it.

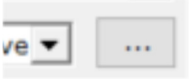


The list of call types is managed in **Incident Reporting**, **Edit Call Types**. Only call types where **Non-Emergency** is not checked are in the list for NFIRS calls.

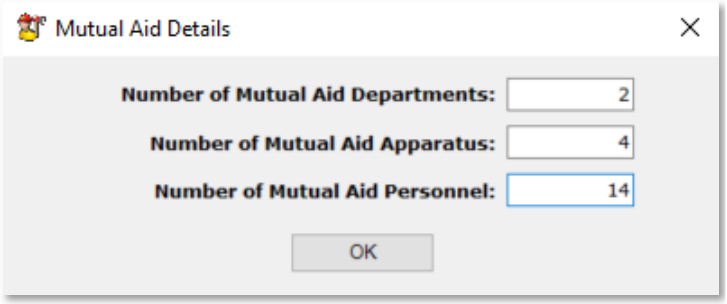
When **Aid Given or Received**



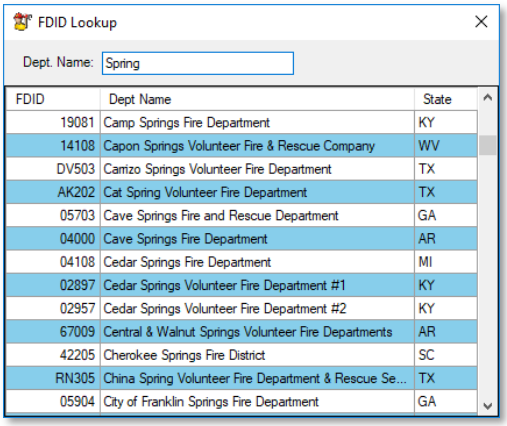
is set to **2 Automatic aid received**, the ellipsis button



is available. Click the ellipsis button to enter the number of mutual aid departments, apparatus and personnel. This data is used in the **Mutual Aid** report.

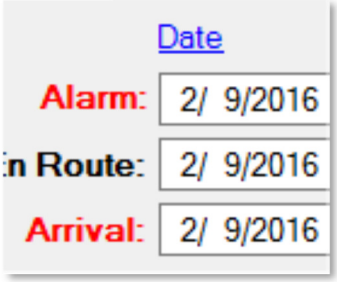


When Aid Given or Received is set to **3 Mutual Aid Given** or **4 Automatic Aid Given**, click the ellipsis button to look up the FDID of the department you were giving mutual aid to. Double-click the department name to fill in the **Their FDID** box.

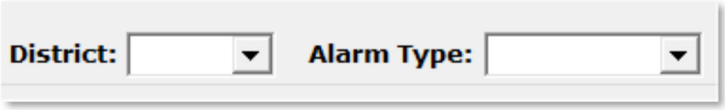


When a date is selected in the **A - Incident Information** section, the dates for **Alarm**, **En Route**, **Arrival**, **Controlled**, **Last Unit Cleared**, and **In Service** will all change to that date.

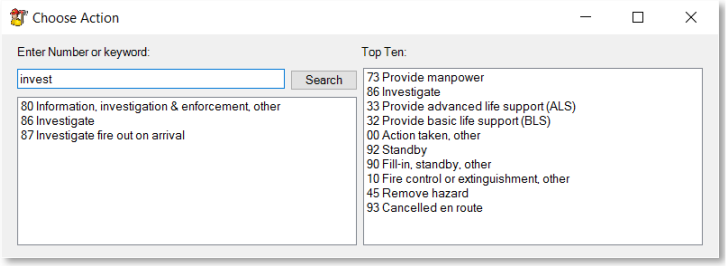
Another quick way to change all of the dates is to click the **Date** hyperlink above **Alarm** date and all the dates will change to the **Alarm** date.



The list of **Districts** and **Alarm Types** are managed in **Admin**, **Manage Settings**, **Incident Reporting** tab. See **Admin**, **Manage Settings** for more information.



The ellipsis button to the right of **Primary Action Taken**, **Secondary Action Taken**, and **Other Action Taken** will bring up the **Choose Action** dialog.



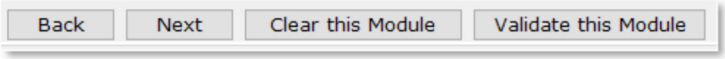
You can search for an action by typing a number or keyword in the search box, then click the **Search** button.

You choose the action by double-clicking on an item in either list.

The **Values** link under **Pre-Incident Value** is available when a **County GIS/Assessors** URL is entered in **Admin**, **Manage Settings**, **Incident Reporting** tab.

Click the **Values** link to bring up a web browser to lookup property values.

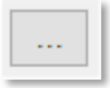
Click the **Back** button at the bottom of the tabs to move to the previous tab.



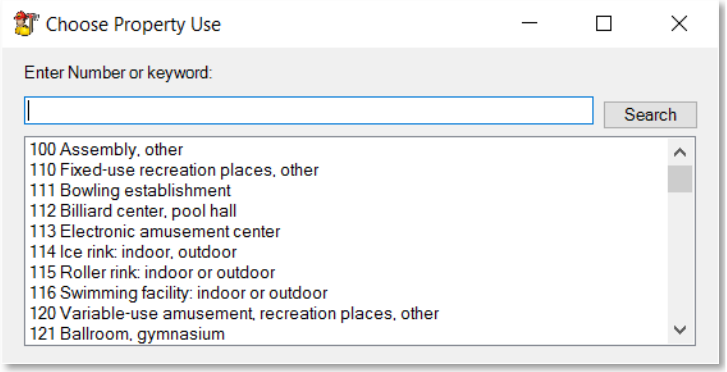
Click the **Next** button to move to the next tab to be filled out.

Click the **Clear this Module** to clear and reset the entire contents of the current tab.

Click the **Validate this Module** to validate just the current tab. If there are any validation errors, missing data, or NFIRS rule violations, a message will pop up and focus will be placed in the field that needs corrected.



The ellipsis button to the right of **Property Use** will bring up the **Choose Property Use** dialog.

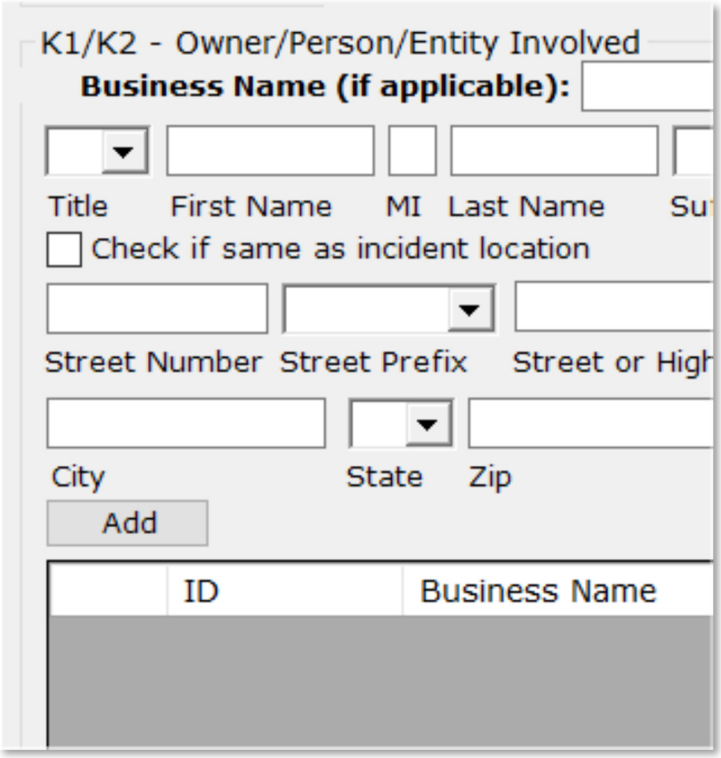


You can search for a property use by typing a number or keyword in the search box, then click the **Search** button.

You choose the property use by double-clicking on the item.

Some sections like **1 - Basic**, **K1/K2 – Owner/Person/Entity Involved** and **6- EMS**, **E1 – Age** through **N – EMS Disposition** require you to fill out the information, then click the **Add** button to add the current owner/person/entity/EMS patient to the grid below.

You can then fill out the information again and click **Add** to enter a second owner/person/entity/EMS patient.



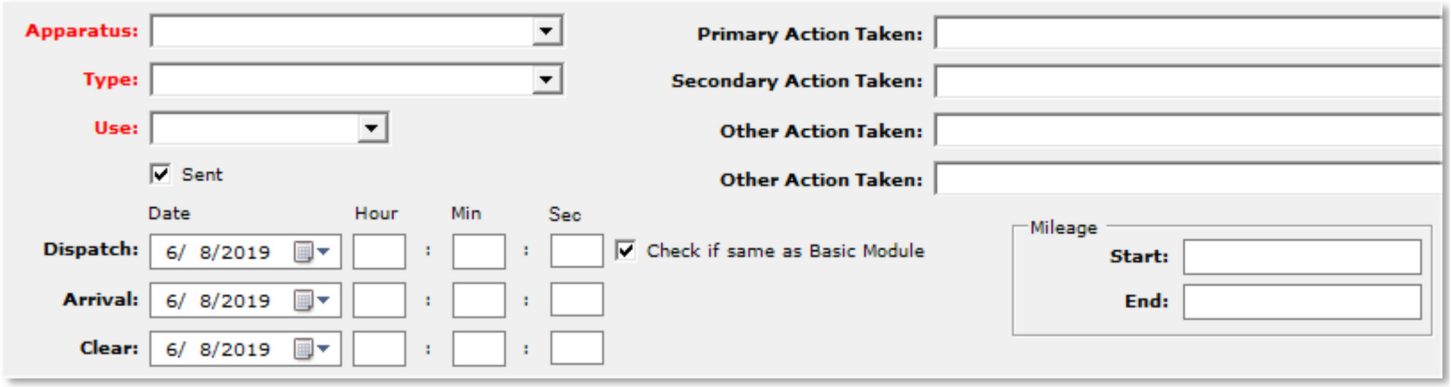
On the **9 – Apparatus / 10 – Personnel** tab, there are three steps to entering the apparatus and personnel that responded to the call.

First, in the **Apparatus** section, select the apparatus from the **Apparatus** list. The **Type** and **Use** will fill in automatically. If not, go to **Admin**, **Manage Settings**, **My Apparatus** tab to enter the **Type**, **Use**, and **NFIRS ID** for each truck.

The **Primary**, **Secondary**, and **Other Actions** will be filled in with the actions selected for the incident on the **1 – Basic** tab. Change these if the apparatus performed different actions.

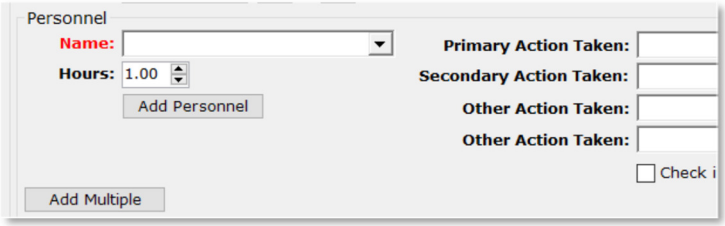
If the **Dispatch**, **Arrival**, and **Clear** times are the same as on the **1 – Basic** tab, check the **Check if same as Basic Module** check box. Otherwise, fill in the times for the apparatus.

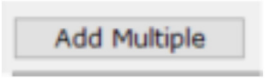
Enter the starting and ending mileage for the apparatus (if desired).



Second, select firefighters on that apparatus by selecting them from the **Name** list and clicking **Add Personnel** to add them one at time or by clicking the **Add Multiple** button.

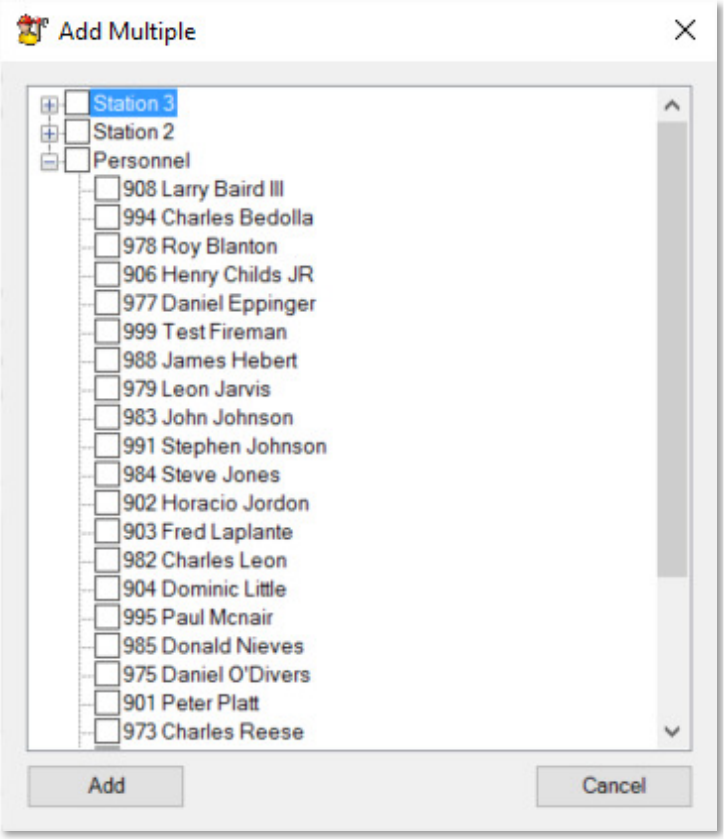
Note: If you use the **Add Multiple** option, they will all be added with the same actions.

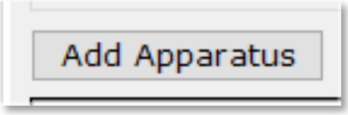


The **Add Multiple** button 

will bring up a dialog where you can select more than one firefighter at a time.

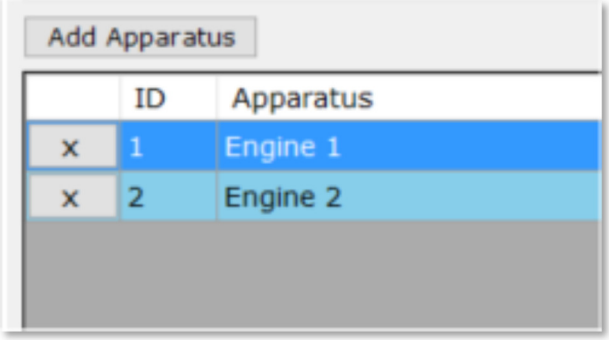
Personnel will be grouped by station if you have assigned them to a station.



Lastly, click the **Add Apparatus** button 

to add the apparatus and the assigned personnel to the grid below.

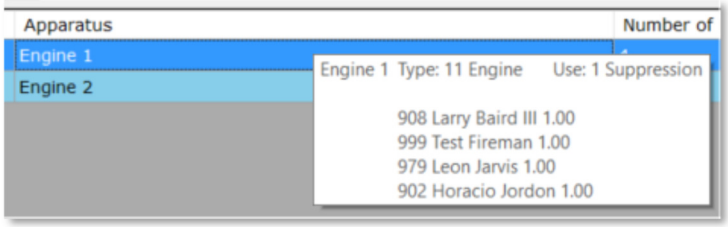
The apparatus *must* appear in the grid for the truck and the firefighters assigned to it to be saved to the call.



To see the personnel assigned to the apparatus click on the apparatus name in the grid. A tooltip with the apparatus information will briefly appear.

To delete the apparatus from the grid, click the **X** 

button on the row.

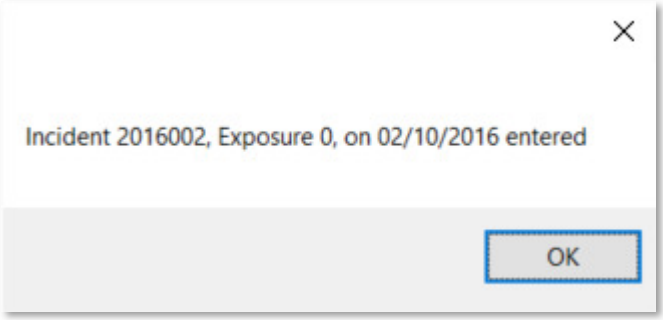


The **EMS**, **Vehicle(s)**, and **Other** tabs can be configured to be displayed in NFIRS calls by enabling them in **Admin**, **Manage Settings**, **Incident Reporting** tab.

Note: Information entered on these tabs is not sent to NFIRS.

When you are finished entering all the information for the incident, click the **Submit** button

to add it to the database.



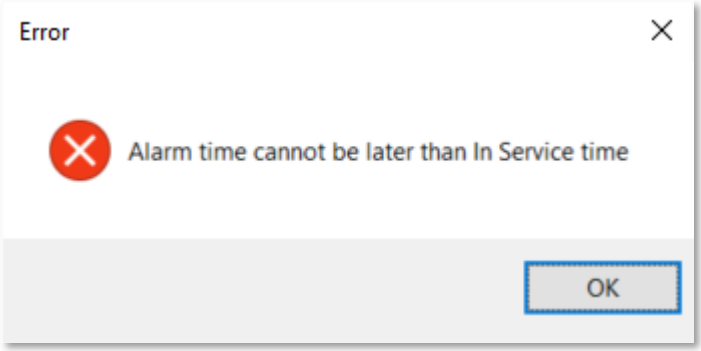
Note: The incident is not sent to NFIRS at this time. You must run the **NFIRS 5.0** report to do this. See **Incident Reporting**, **Reports** for more information.

When you click **Submit**, the entire incident is validated (just like clicking the **Validate** button) and if there are any errors, a message will tell you which field to correct.

If there are no errors, the incident is saved to the database and a confirmation message is displayed.

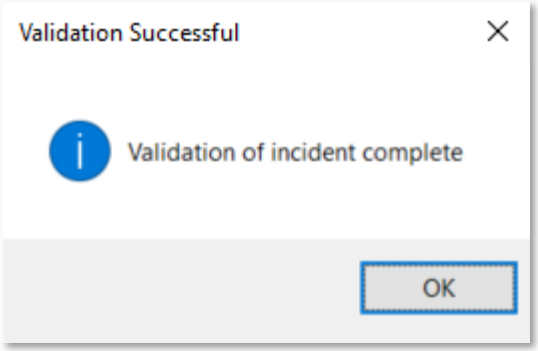
Clicking the **Validate** 

button will check the entire incident for missing data, errors, or NFIRS rule violations.



If there is a validation error, a message will pop up telling you which field needs correction. Click **OK** and you will be taken to that field.

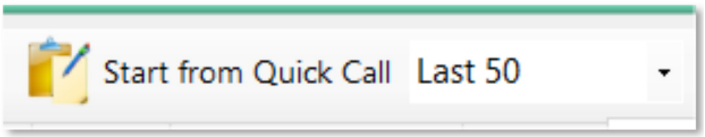
If no validation errors are detected, a message will display "Validation of incident complete".



When you enter a NFIRS call, if **Automatically enter incidents into Daily Log Activities** is checked in **Admin**,

Manage Settings, **Incident Reporting** tab, the incident is added to the activities tab of the daily log for the day of the incident.

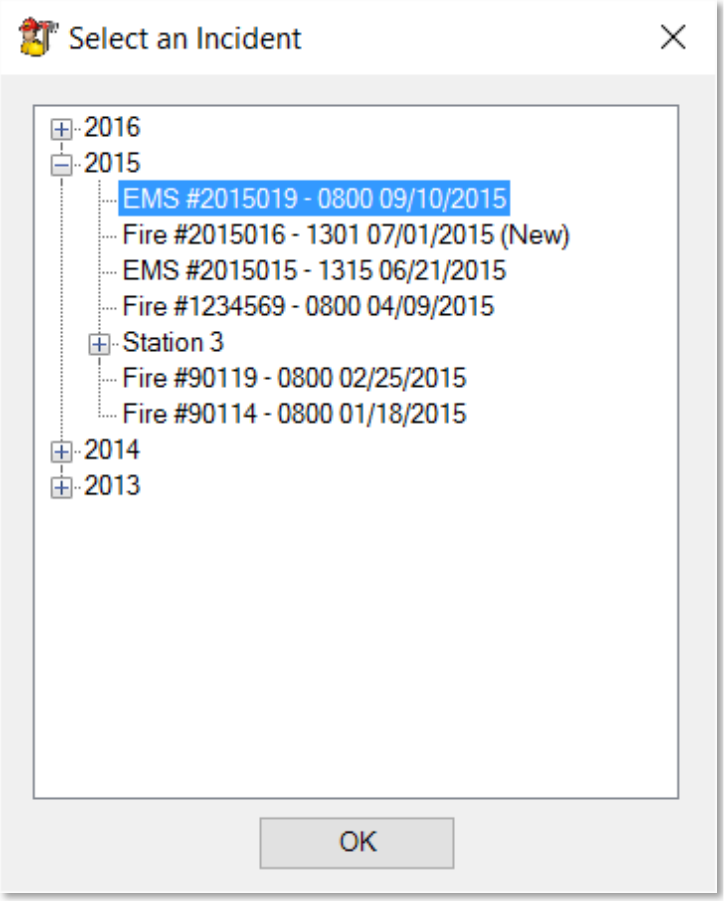
You can start a new NFIRS Call from a quick call by clicking the **Start from Quick Call** button.



The **Select an Incident** dialog will display the last 50, 100, 500 or all quick calls based on the selection.

Select the incident from the list and click **OK** to prefill the NFIRS call with all of the information entered in a quick call. You can then complete the NFIRS call as you normally do.

To quickly find the call in the list, you can enter the quick call incident number in the **Incident #** box on the **Enter New NFIRS Call** dialog. The quick call with the matching incident number will be highlighted in the list.



You can import NFIRS incident data by clicking the **Import** button.

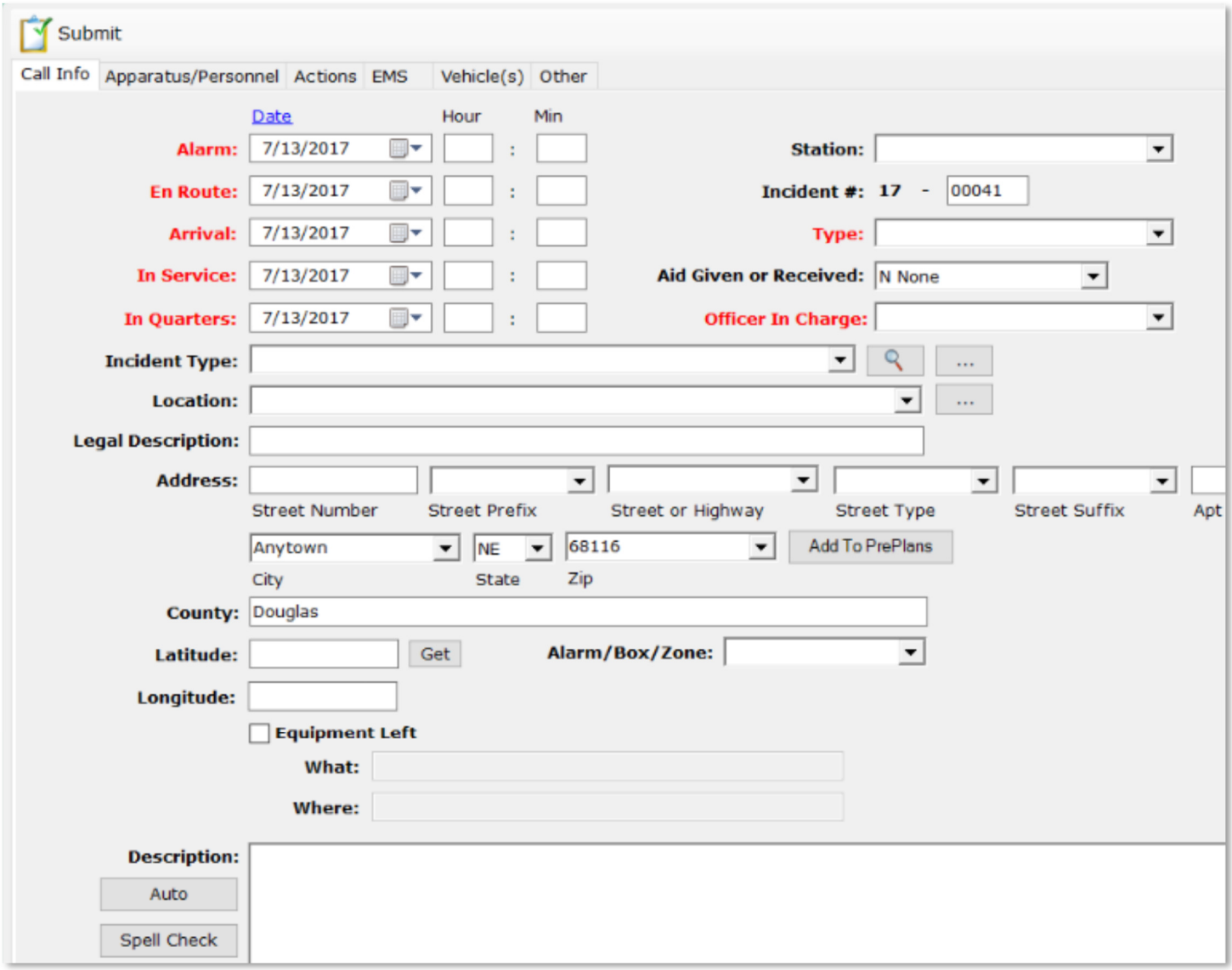
You will be prompted to select a file and a list of incidents read from the file will be displayed to verify the correct incidents are imported.

Enter New Quick Call

Enter New Quick Call is used to enter a run report. Quick calls are used to enter incident information if you are not planning to report to NFIRS and just want to be able to see how many calls your members make or if you want to start a call in the quick call format and convert it to a NFIRS call later when you have more time or if an officer is required to fill out the NFIRS Call.

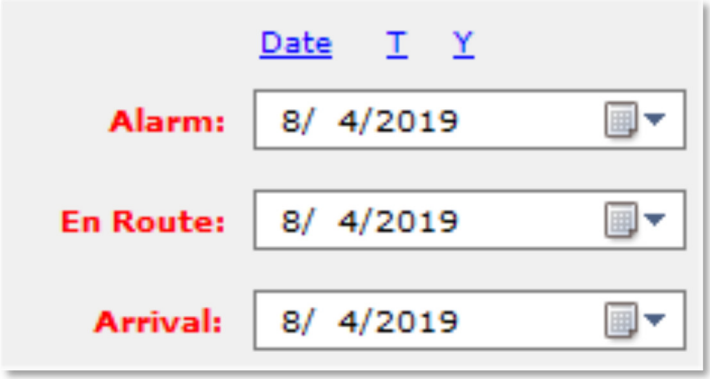
Quick calls are not reported to NFIRS when the **NFIRS 5.0** report is generated. See **Incident Reporting**, **Reports** for more information.

When you first click **Enter New Quick Call**, you can enter a new emergency quick call starting on the **Call Info** tab. Fields with red labels are required.

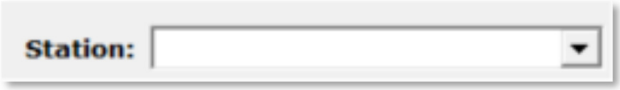


A quick way to change all of the dates is to click the **Date** hyperlink above **Alarm** date and all the dates will change to the **Alarm** date.

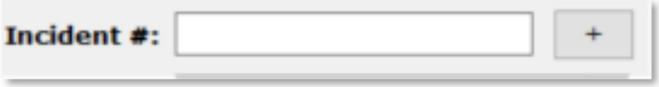
Click the **T** to change the **Alarm Date** to today and **Y** to change the **Alarm Date** to yesterday.



If you select a **Station**, calls will be grouped by that station in **Edit Entered Calls**. Stations are setup in **Admin**, **Manage Settings**, **Incident Reporting** tab.



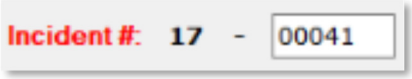
Incident numbers can only be digits and up to 7 digits in length.



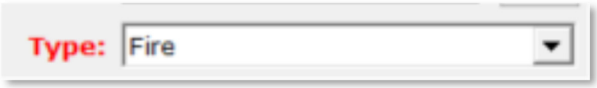
The auto generate button will query the database for the largest previously entered incident number and add one to it. For example, if the last incident number entered was **1600025**, the next auto generated incident number will be **1600026**.

To reset the incident number at the beginning of the year, enter the incident number manually on the first call of the year where the first two digits are the year and then use the auto generate button for subsequent incidents. For example, for the first incident of 2016, manually enter **1600001** as the incident number. When the auto generate button is used on the next call, the incident number will be **1600002**.

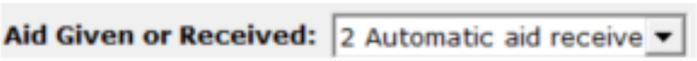
When **Use Auto Incident Numbering** is enabled in **Admin**, **Manage Settings**, **Incident Reporting** tab, the incident number is filled in for you in the form of YY-XXXXX where YY is the current year and XXXXX is a sequential number that starts at 00001 for the first call of the year.



The list of call types is managed in **Incident Reporting**, **Edit Call Types**. Only call types where **Non-Emergency** is not checked are in the list for quick calls.

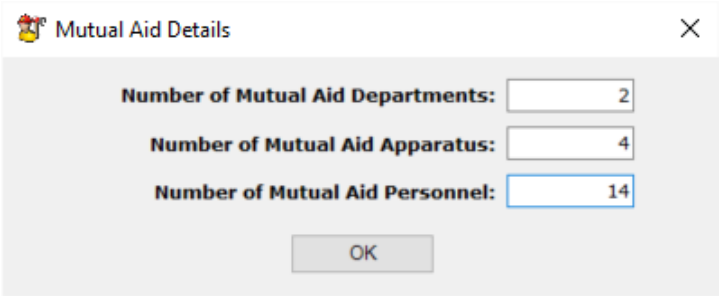


When **Aid Given or Received**



is set to **2 Automatic aid received**, the ellipsis button

is available. Click the ellipsis button to enter the number of mutual aid departments, apparatus and personnel. This data is used in the **Mutual Aid** report.

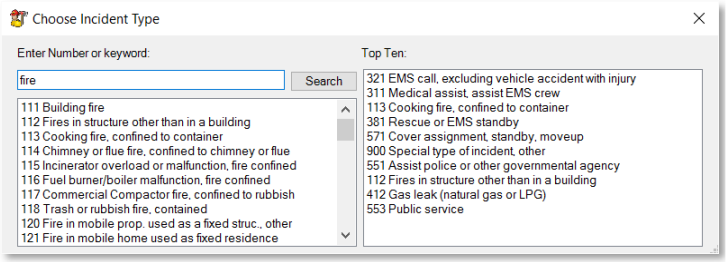


Only ranks that are designated as officers are available in this list. If you want all of your firefighters' names to appear in the list, you should check the **Officer** check box for all ranks.

See **Personnel**, **Manage Ranks** for more information.

The **Incident Type** list contains all of the standard NFIRS incident types.

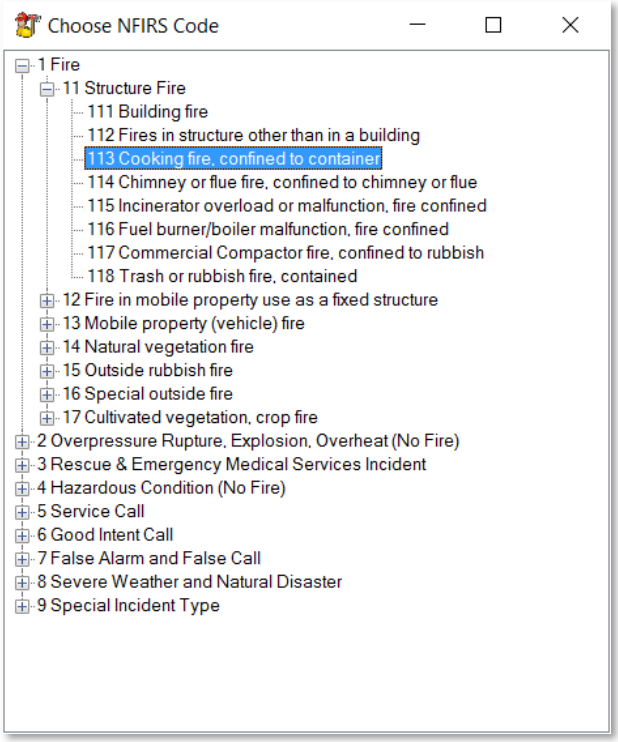
The search button to the right of **Incident Type** will bring up the **Choose Incident Type** dialog. You can search for an incident type by typing a number or keyword in the search box, then click the **Search** button.



You choose the incident type by double-clicking on an item in either list.

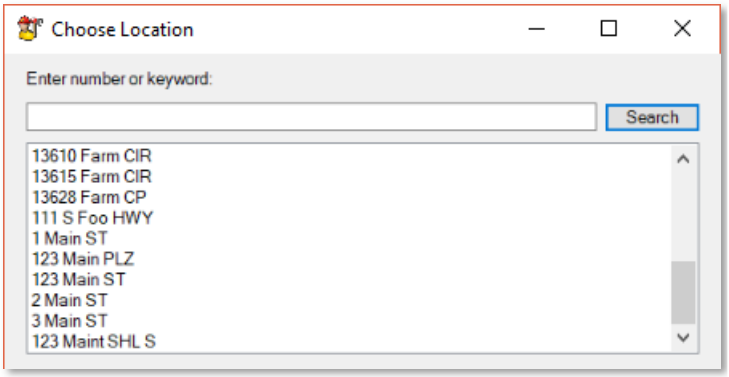
The ellipsis button  to the right of the search button will bring up the **Choose NFIRS Code** dialog.

Double-click the type to choose it.

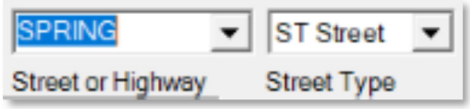


The list of locations in the **Location** combo box are managed in the **PrePlanning** module under **Manage Locations**. **Location** will not appear if you are not licensed for **PrePlanning**.

Click the browse button  to the right of **Location** to search for a location. You can choose the location from the list or type part of the address to narrow down the list. Double click on the address to select it.



When you enter a **Street or Highway** name, it is remembered and will be available to pick from the list for the next incident entered. Also, the **Street Type** is remembered for a street and when that street is selected, the street type will be automatically selected if there is only one street name/type combination. For example, if Spring ST has been entered before and there

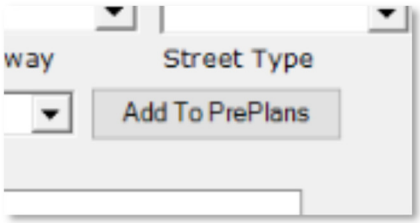


are no other addresses like Spring AVE or Spring DR, **ST Street** will be automatically selected when you choose Spring.

Cities and Zip codes are also remembered.

The **Add To PrePlans** button will add the currently filled in address as a new location to the **PrePlanning** module.

Note: The **Add To PrePlans** button is not visible if your license does not include **PrePlanning**.



Latitude and **Longitude** are entered in decimal form and longitude is negative in the US.

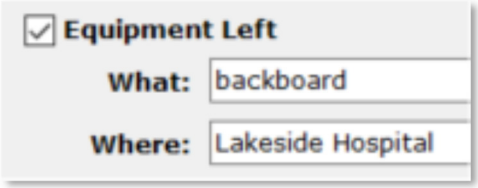
For example, Omaha, NE is 41.25236, -95.99798.

Use the **Get** button to automatically fill in **Latitude** and **Longitude** based on the address entered in **Street Number**, **Street Prefix**, **Street or Highway**, **Street Type**, and **Street Suffix**.

The **Alarm/Box/Zone** combo box has a list of all alarm/box/zone entries for previous calls. To add a new entry, just type the name in the box.

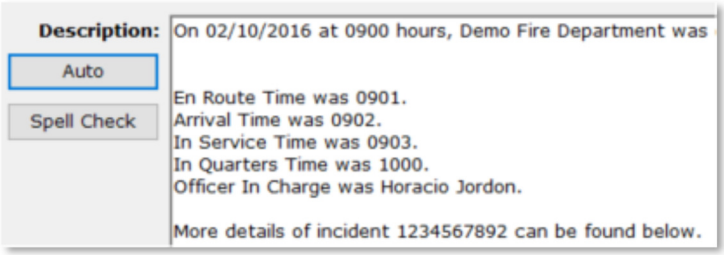
When the **Equipment Left** check box is checked, an email with what was left behind and where will go out to every notification setup to get apparatus check emails either **Always** or **Problems**.

See **Admin**, **Manage Settings**, **Notifications** tab for more information.

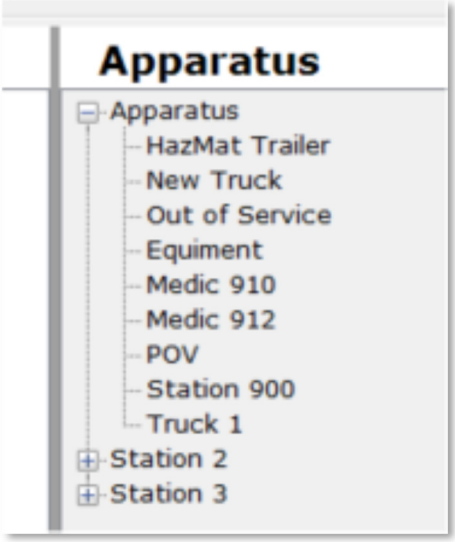


The **Auto** button will generate a generic description for the incident that includes the times, type of call and who attended. It is recommended to use the **Auto** button after filling out the rest of the call.

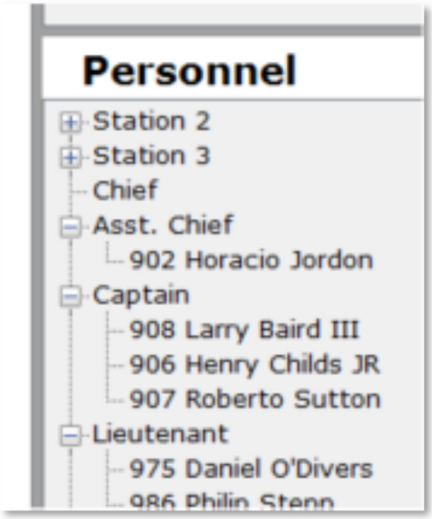
The **Spell Check** button will check the **Description** for spelling errors and will suggest corrections.



On the **Apparatus/Personnel** tab, add an apparatus by either double-clicking on it or dragging it to the **Attendees** pane.

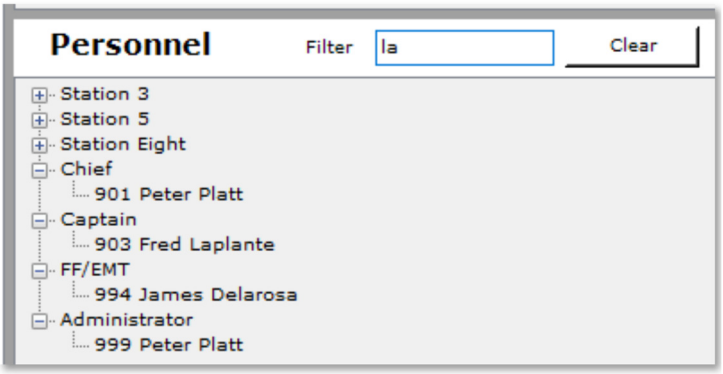


Add personnel by double-clicking on it (it will be added to the last apparatus added) or by dragging it to the **Attendees** pane.



You can drag and drop firefighters from one apparatus to another.

You can type a name or partial name in the filter to narrow down the list of personnel to just names that match. Click the **Clear** button to clear the filter.

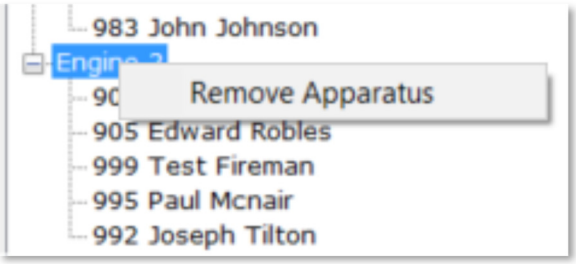


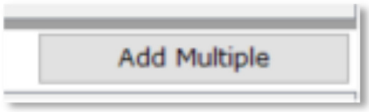
You can remove a firefighter from the **Attendees** by right-clicking on the firefighter and selecting **Remove Firefighter**.

The firefighter will be added back to the **Personnel** list.

You can remove an apparatus from the **Attendees** by right-clicking on the apparatus and selecting **Remove Apparatus**.

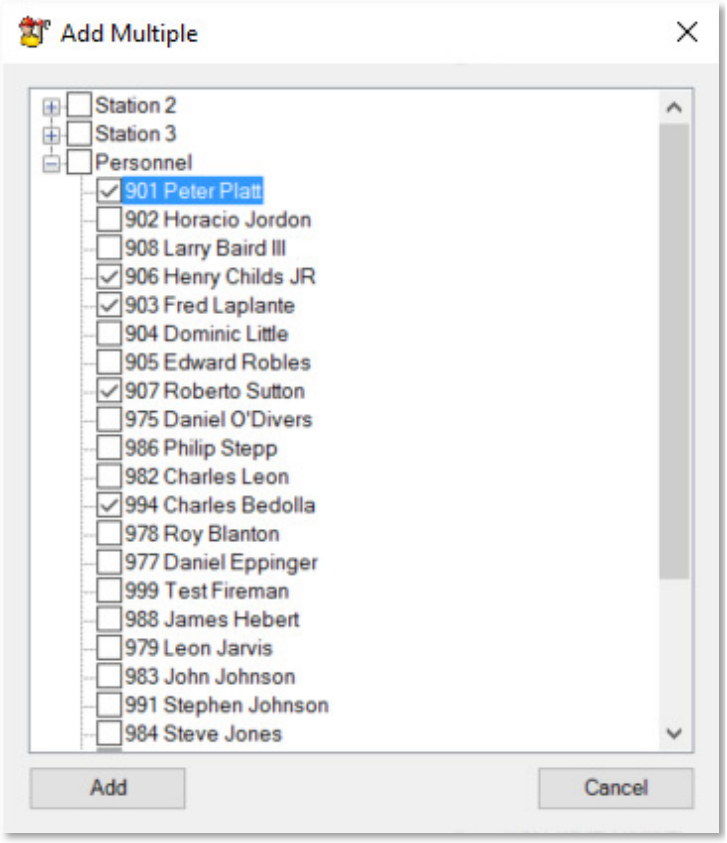
The apparatus and any firefighters will be added back to the **Apparatus** and **Personnel** lists.





The **Add Multiple** button will bring up the **Add Multiple** dialog where you can select more than one firefighter.

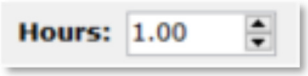
When you click the **Add** button, they will be added to the last apparatus added to **Attendees**.



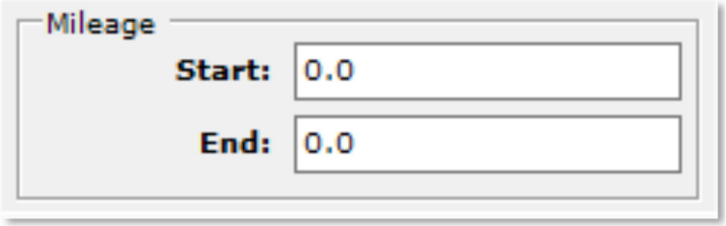
Each apparatus in **Attendees** can have individual information about them at the call. This information includes hours on the call, starting mileage, and ending mileage.

To edit this information, click on an apparatus name in the tree. The Hours and mileage controls appear below the tree.

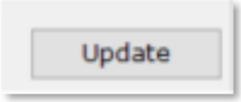
By default, apparatus are given the hours calculated from the **Alarm** time to the **In Quarters** time. To change this time, you can type the new time or use the up/down arrows to increase/decrease the time in quarter hour increments.



To keep track of mileage for the apparatus, enter the starting and ending mileage.



The **Update** button will change the **Hours** and mileage of the selected apparatus.

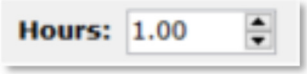


Note: You must click the **Update** button each time you edit an apparatus to record the changes.

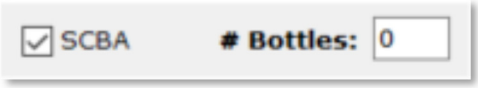
Each firefighter in **Attendees** can have individual information about them at the call. This information includes hours on the call, SCBA use and number of bottles used, as well as their role on the call.

To edit this information, click on a firefighter's name in the tree. The **Hours**, **SCBA**, and **Role** will appear below the tree.

By default, firefighters are given the hours calculated from the **Alarm** time to the **In Quarters** time. To change this time, you can type the new time or use the up/down arrows to increase/decrease the time in quarter hour increments.



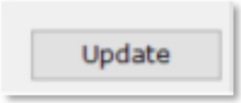
To keep track of SCBA and bottle use, check the **SCBA** checkbox and enter the number of bottles used.



This information is used in the **SCBA Use Report**. See **Incident Reporting**, **Reports** for more information.

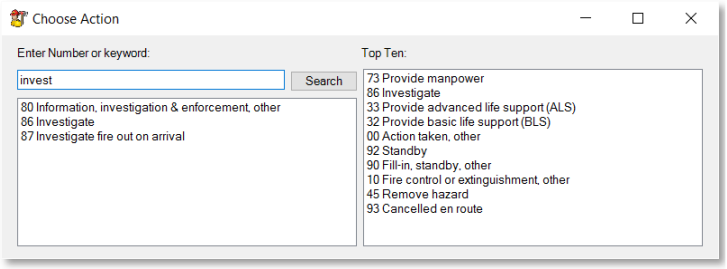
Roles are managed in **Incident Reporting**, **Edit Roles**.

The **Update** button will change the **Hours**, **SCBA** usage, and **Role** of the selected firefighter.



Note: You must click the **Update** button each time you edit a firefighter to record the changes.

The ellipsis button  to the right of **Primary Action Taken**, **Secondary Action Taken**, and **Other Action Taken** will bring up the **Choose Action** dialog.



You can search for an action by typing a number or keyword in the search box, then click the **Search** button.

You choose the action by double-clicking on an item in either list.

The **EMS** tab allows you to enter multiple patients. Fill out the **Demographics**, **Transport**, **History**, **Vital Signs**, and **Treatment** tabs then click the **Add Patient** button to add the patient to the grid below. Repeat to add additional patients.

Submit

Call Info | Apparatus/Personnel | Actions | EMS | Vehicle(s) | Inventory | Other

Demographics | Transport | History | Medical | Vital Signs | Treatment

Name: ...

Address: **Next Of Kin:**

City: **NOK Relationship:**

State/Province: **NOK Address/Phone:**

Zip/Postal Code: **Primary Insurance:**

Phone: **Secondary Insurance:**

DOB:

Male

Female

Add Patient (Enter patient Demographics, History, Medical, Vital Signs, and Treatment bef

	Patient	Name	DOB	Comm
x	1	John Smith	12/25/1988	

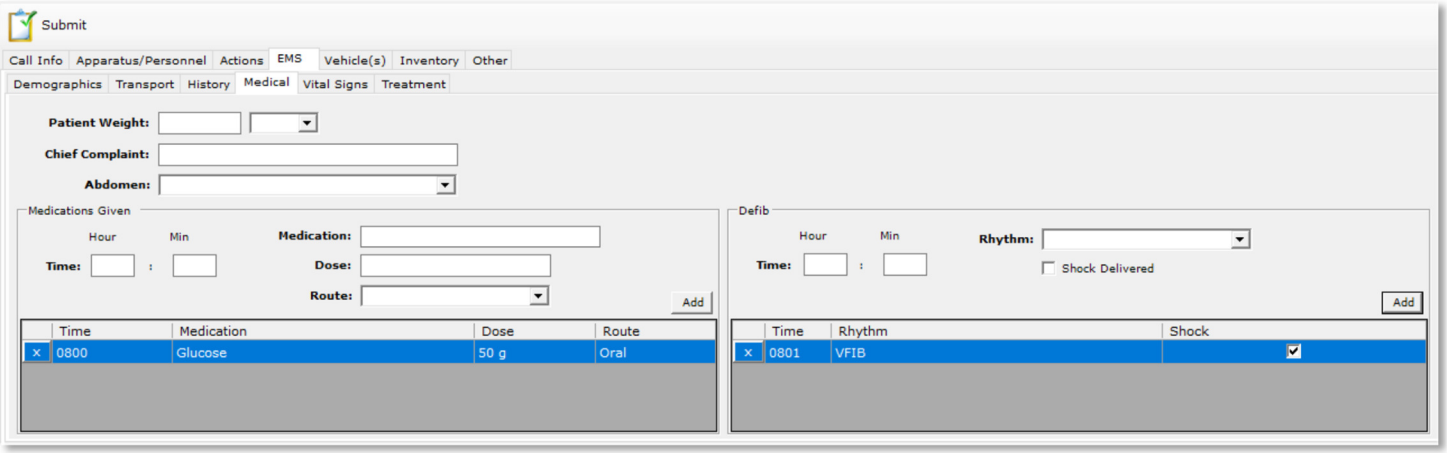
The ellipsis button ... to the right of **Name** allows you to search for previously entered patients

Click the X button on the row to delete the patient.

Choose Frequent Flier

Name	Address	City
Barbarah Loudmouth	122 Overton Ave.	Newton
George Costanza	Apt. 7	Unknown
Gigi Pickles	123 Main St.	Omaha
Jane Doe	111 N. 123rd Ave.	Spencer
Jane Doe	111 N. 123rd Ave.	Spencer
Joe Crabshack	Behind dumpster	Omaha

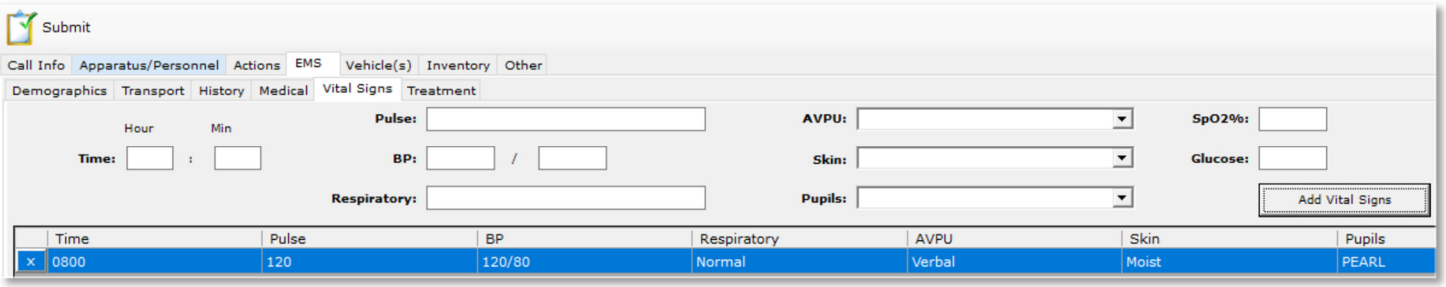
You can add multiple medications given or defib for a patient by filling out the **Medical** tab and clicking the appropriate **Add** button. Click the **X** button on the row to delete the medication given or defib.



You can add multiple vital signs for a patient by filling out the **Vital Signs** tab and clicking the **Add Vital Signs** button.

Click the **X** button on the row to delete the set of vital signs.

The **EMS** tab can be configured in **Admin**, **Manage Settings**, **Incident Reporting** tab to be displayed or hidden in Quick or NFIRS calls.

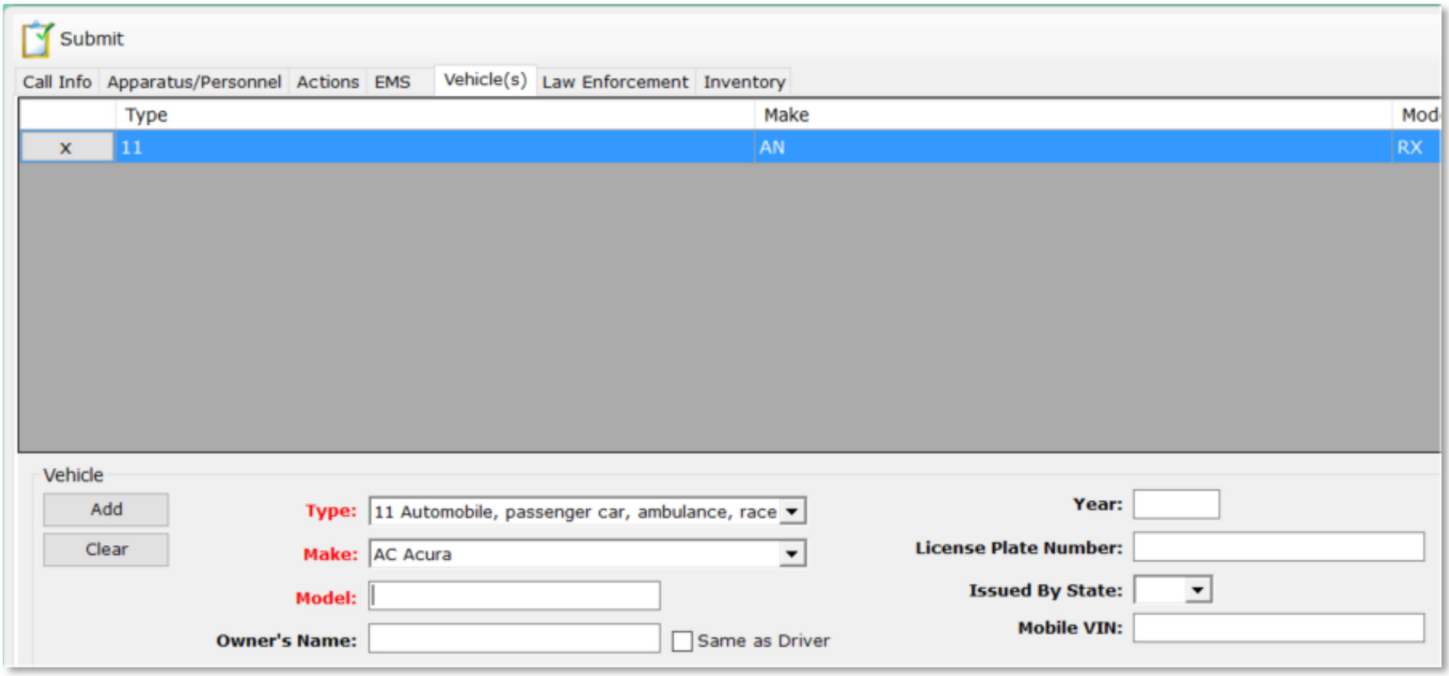


The **Vehicle(s)** tab allows you to enter multiple vehicles involved in the incident by filling out the fields and then clicking the **Add** button. Repeat to add additional vehicles.

The **Clear** button will reset all of the vehicle fields.

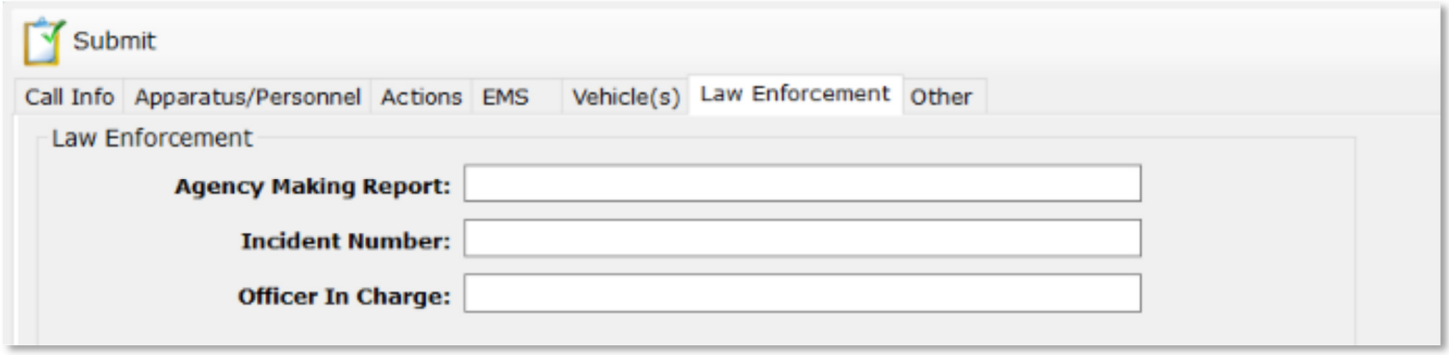
Click the **X** button on the row to delete the vehicle.

The **Vehicle(s)** tab can be configured in **Admin**, **Manage Settings**, **Incident Reporting** tab to be displayed or hidden in Quick or NFIRS calls.



The **Law Enforcement** tab allows you to enter Law Enforcement information about the call.

The **Law Enforcement** tab can be configured in **Admin**, **Manage Settings**, **Incident Reporting** tab to be displayed or hidden in quick calls.



The **Inventory** tab allows you to show what inventory items were used on the call. The list of inventory items are managed in the **Inventory** module. See **Inventory**, **Manage Inventory** for more information.

To add an inventory item to the list, select the inventory item, the **Quantity**, and click the **Add** button. When the incident is submitted, the inventory items will be removed from inventory.

If an inventory item is used on a call and causes it to drop below its alert threshold an email is sent out to the specified email group.

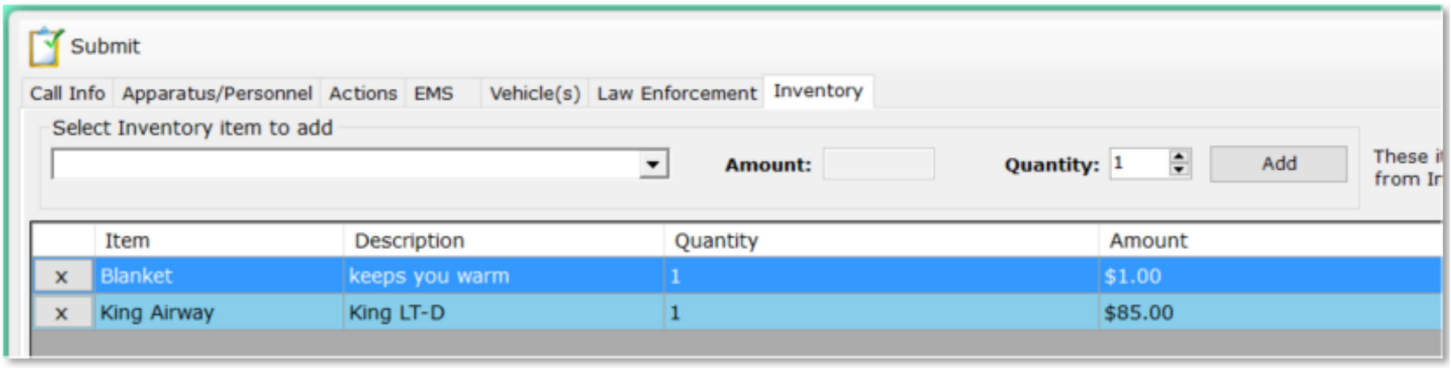
For example, there are 4 blankets in inventory with an **Alert #** of 2 and **Email Group** is set to **Default**. If 2 blankets

are added to a call, an email will be sent to the **Default** notification group about the blanket inventory running low.

See **Inventory**, **Manage Items** for more information about setting up inventory items and **Admin**, **Manage Settings**, **Notifications** for information on setting up **Email Groups**.

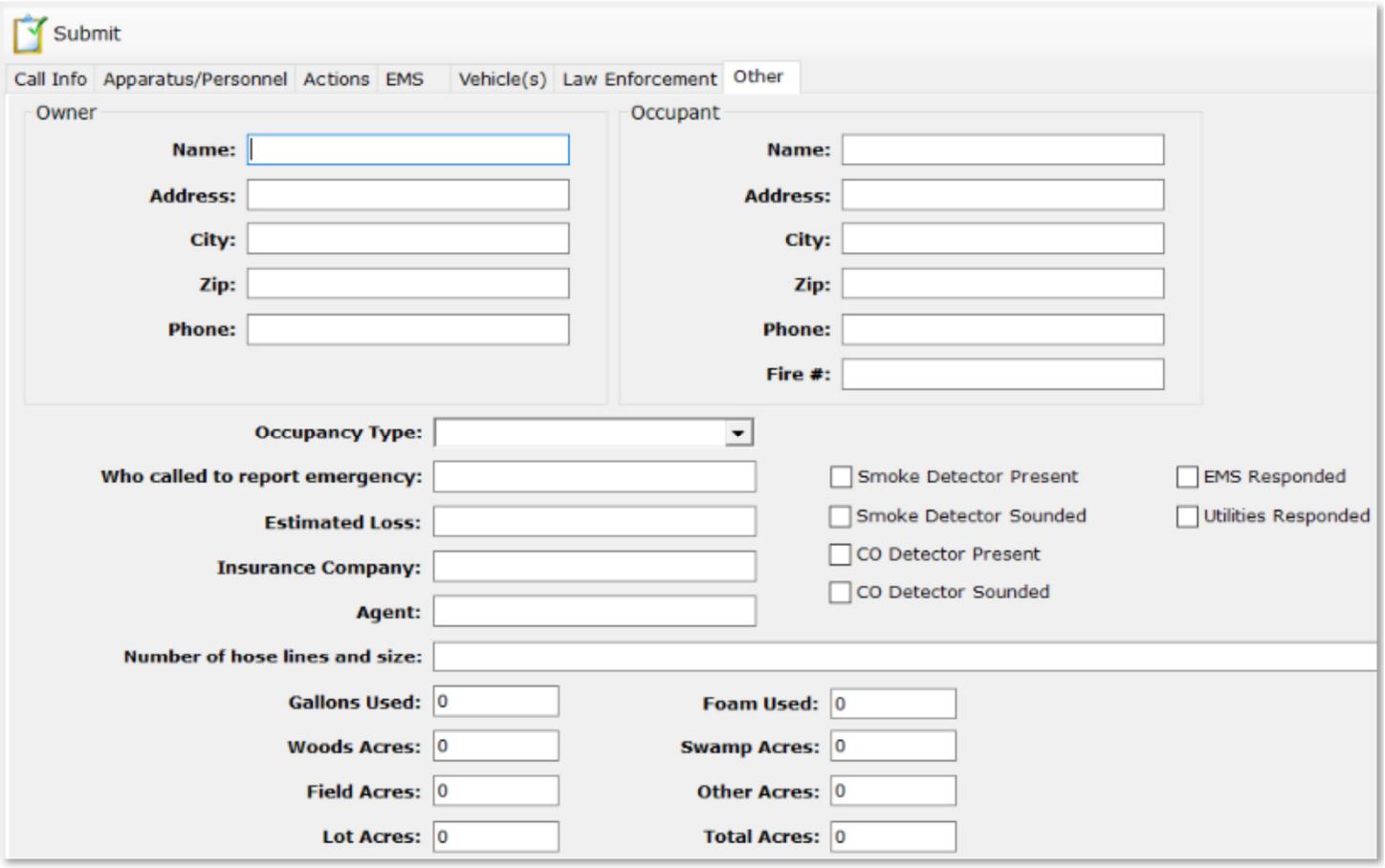
Click the **X** button on the row to delete the inventory item.

The **Inventory** tab can be configured in **Admin**, **Manage Settings**, **Incident Reporting** tab to be displayed or hidden in quick calls.



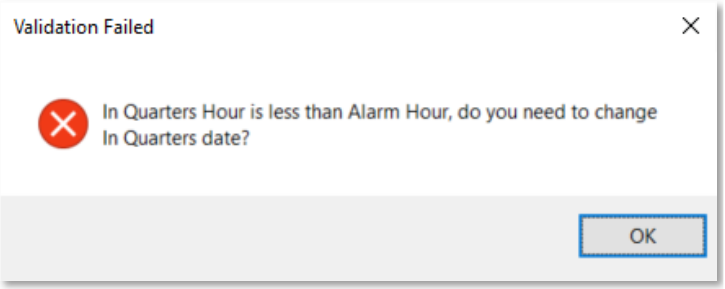
The **Other** tab allows you to enter more information about your calls like Owner/Occupant information, insurance information, CO2/Smoke detectors, gallons of water and foam used, and number of acres burned.

The **Other** tab can be configured in **Admin**, **Manage Settings**, **Incident Reporting** tab to be displayed or hidden in NFIRS and quick calls.

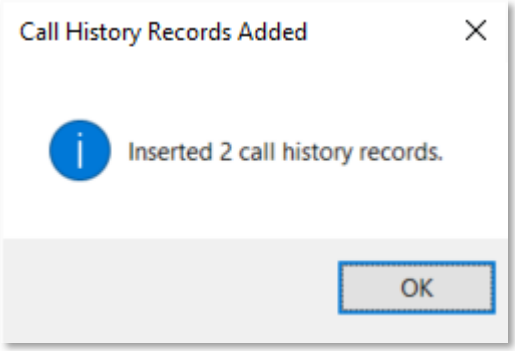


Clicking the **Submit** button will validate the entire incident for missing data or errors.

If there is a validation error, a message will pop up telling you which field needs correction. Click **OK** and you will be taken to that field.



If no validation errors are detected, a message will display about how many call history records (1 per firefighter on the call) were inserted.

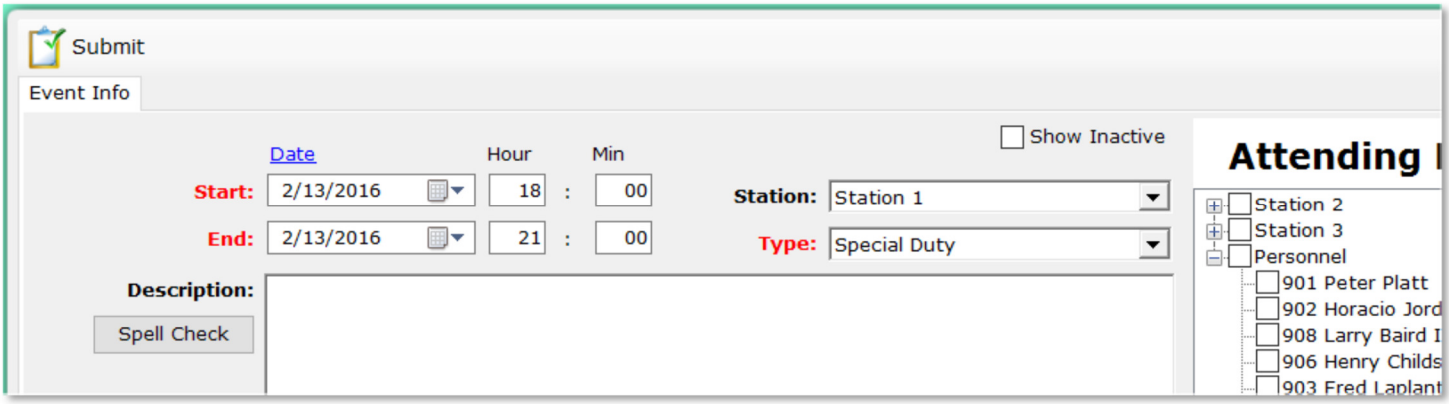


When you enter a quick call, if **Automatically enter incidents into Daily Log Activities** is checked in **Admin**, **Manage Settings**, **Incident Reporting** tab, the incident is added to the activities tab of the daily log for the day of the incident.

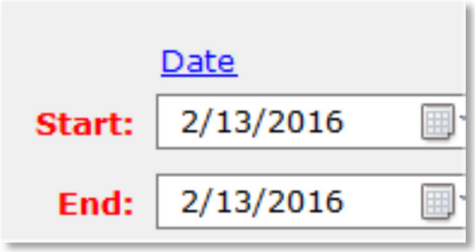
Enter New Non-Emerg Event

Enter New Non-Emerg Event is used to record and give credit to attending personnel for events like meetings, parades, funerals, or any other event type where the fire department was not dispatched.

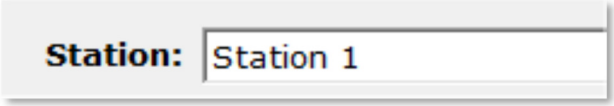
When you first click **Enter New Non-Emerg Event**, you can select the date/times, **Station**, **Type**, **Description** and **Attending Personnel** all in one place.
Fields with red labels are required.



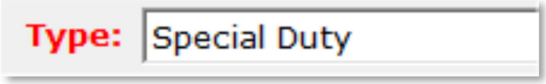
A quick way to change the **End** date to the **Start** date is to click the **Date** hyperlink above the **Start** date.



If you select a **Station**, events will be grouped by that station in **Edit Non-Emerg Events**. Stations are set up in **Admin**, **Manage Settings**, **Incident Reporting** tab.

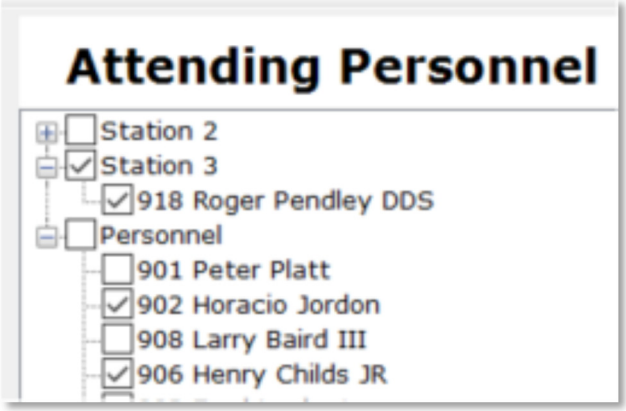


The list of call types is managed in **Incident Reporting**, **Edit Call Types**. Only call types where **Non-Emergency** is checked are in the list for non-emergency calls.

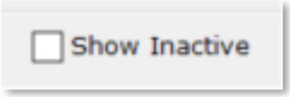


To indicate the personnel that attended the non-emergency event, check the box to the left of the name.

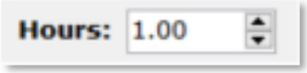
You can check the **Personnel** or the station nodes to quickly check everyone grouped under the node.



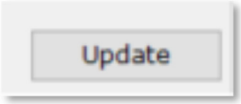
Checking the **Show Inactive** check box will add all of the non-active personnel to the list and enable them to be selected for attending the event.



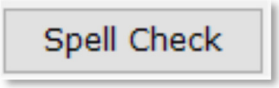
By default, firefighters are given the hours calculated from the **Start** time to the **End** time. To change this time, you can type the new time or use the up/down arrows to increase/decrease the time in quarter hour increments.



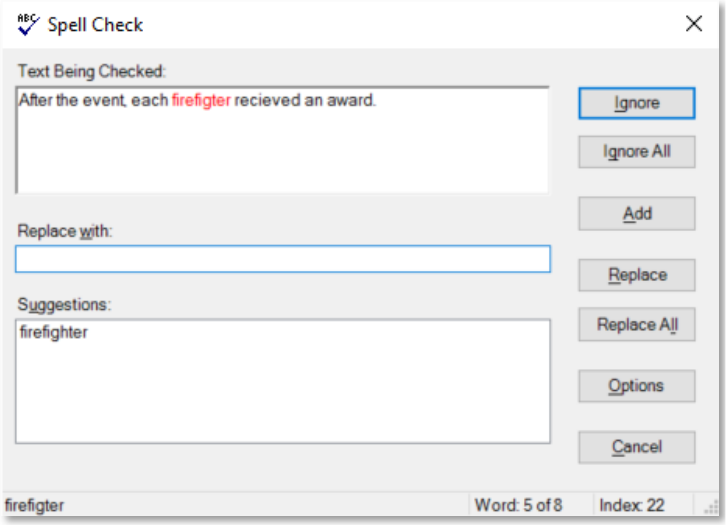
The **Update** button will change the **Hours** of the selected firefighter.



Note: You must click the **Update** button each time you edit a firefighter to record the changes.

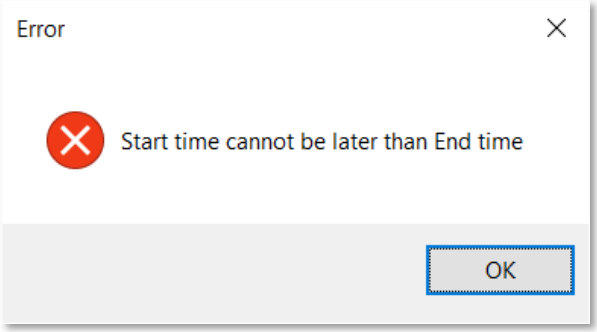


The **Spell Check** button will check the **Description** for spelling errors and will suggest corrections.

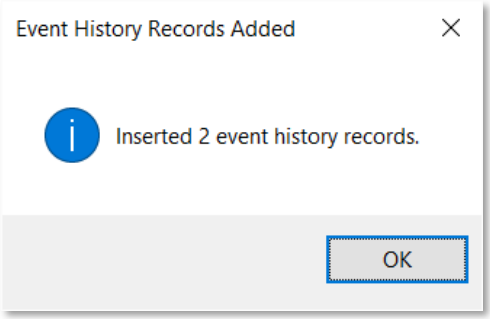


Clicking the **Submit** button will validate the entire event for missing data or errors.

If there is a validation error, a message will pop up telling you which field needs correction. Click **OK** and you will be taken to that field.



If no validation errors are detected, a message will display about how many event history records (1 per firefighter at the event) were inserted.



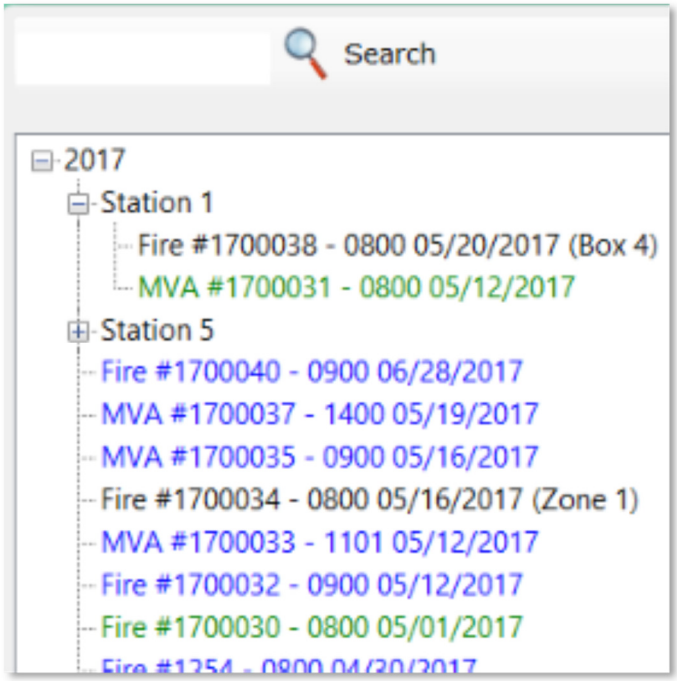
When you enter a quick call, if **Automatically enter incidents into Daily Log Activities** is checked in **Admin**, **Manage Settings**, **Incident Reporting** tab, the non-emergency event is added to the activities tab of the daily log for the day of the event.

Edit Entered Calls

Edit Entered Calls is used to edit emergency calls after they have been entered. You can print a copy of the report

in quick or NFIRS format, generate an invoice, submit the call to cost recovery companies, email the report, as well as attach files like images or other documents to the call.

When you first click **Edit Entered Calls**, you get a list of previously entered NFIRS and quick calls.



You can limit the calls in the list by adjusting the number of days that a call can be edited. See **Admin**, **Manage Settings**, **Incident Reporting** tab for more information.

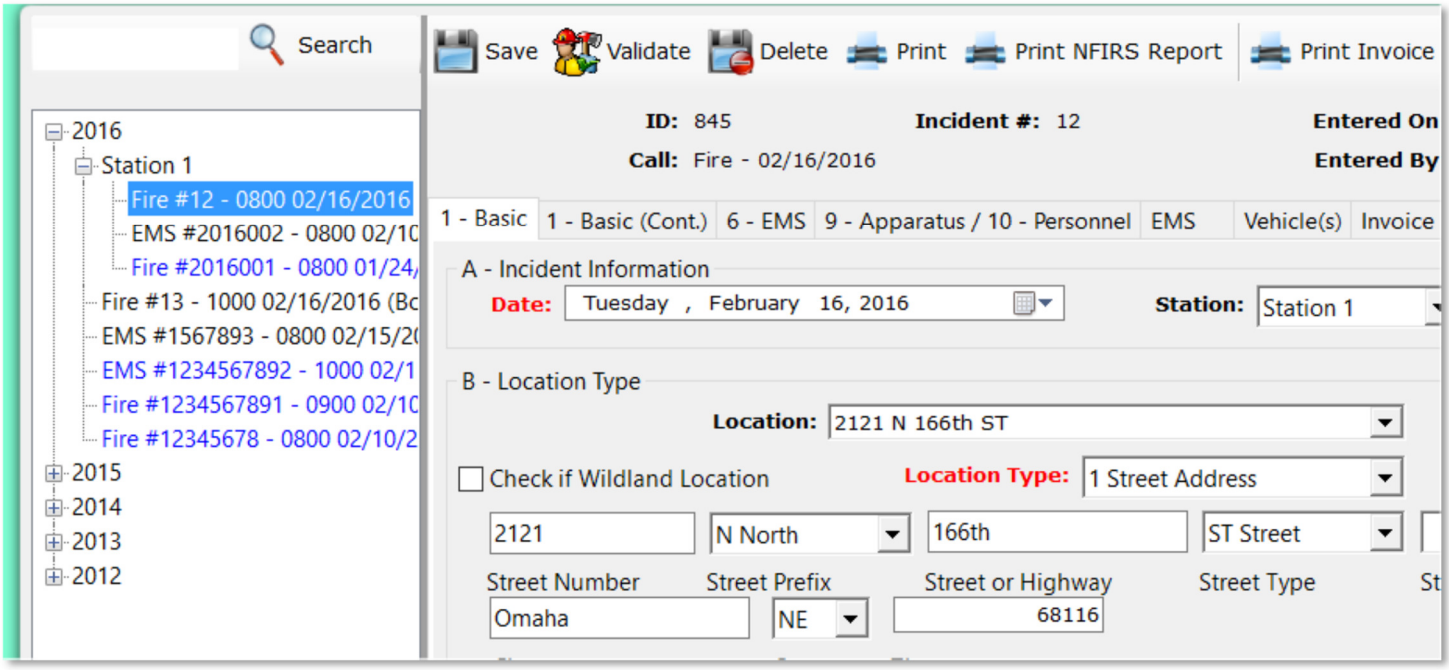
Calls are grouped by year and station and are displayed in the format of call type, incident number, alarm time, alarm date, and **Alarm/Box/Zone** in parentheses.

Quick calls are blue and NFIRS calls are in black. NFIRS calls that have been exported to the NFIRS 5.0 report are in green.

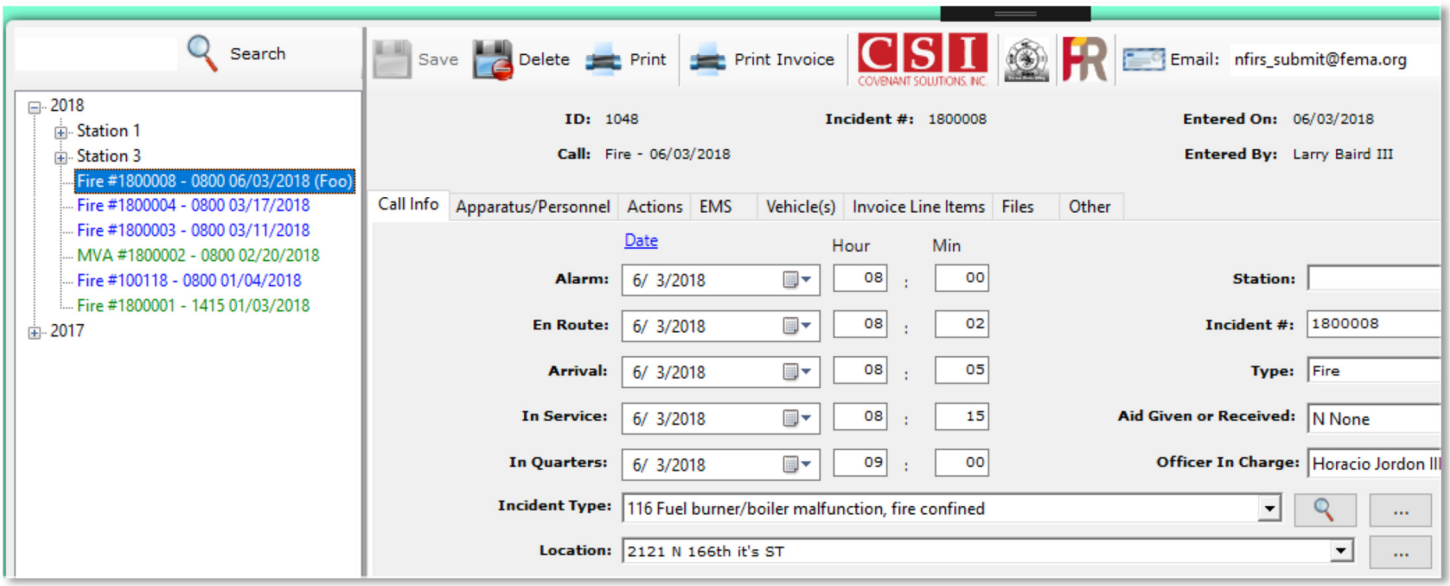
You can search incidents by incident number or keywords in the call description. Type the incident number or keyword in the search box then click the **Search** button. The first call in the list with an incident number or description that matches what was typed in the search box will be highlighted. Clicking on the **Search** button again or pressing the **Enter** key will highlight the next call that matches.

When you click on a NFIRS call to edit, all of the previously entered information is now available to review and change if necessary. Additional tabs for **Invoice Line Items** and **Files** are also available. If the call was a quick call first and then converted to a NFIRS call, the **EMS** and **Vehicle(s)** tabs are available if EMS patients or vehicles were added to the quick call.

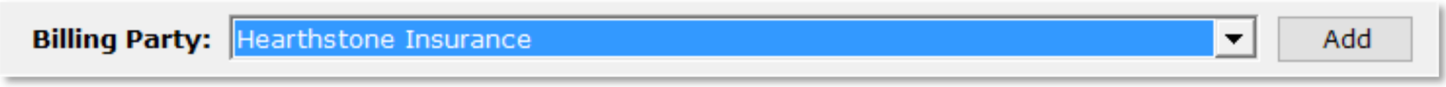
By default, **Edit Entered Calls** only shows the last X days of incidents where X is the number in **Admin**, **Manage Settings**, **Incident Reporting** tab, **Number of Days** setting. Use the up and down arrows to display more or less. Use **0** to see them all.

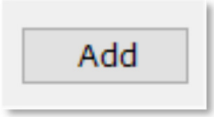


When you click on a quick call to edit, all of the previously entered information is now available to review and change if necessary. Additional tabs for **Invoice Line Items** and **Files** are also available.

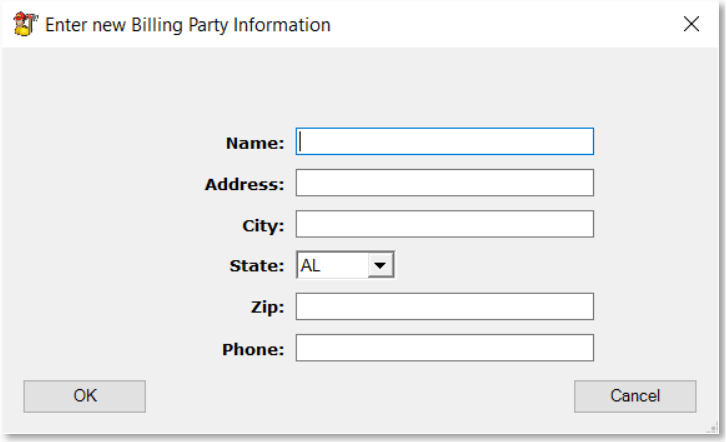


When editing quick calls, you can specify a **Billing Party**. When printing an invoice, this is who the invoice is billed to.

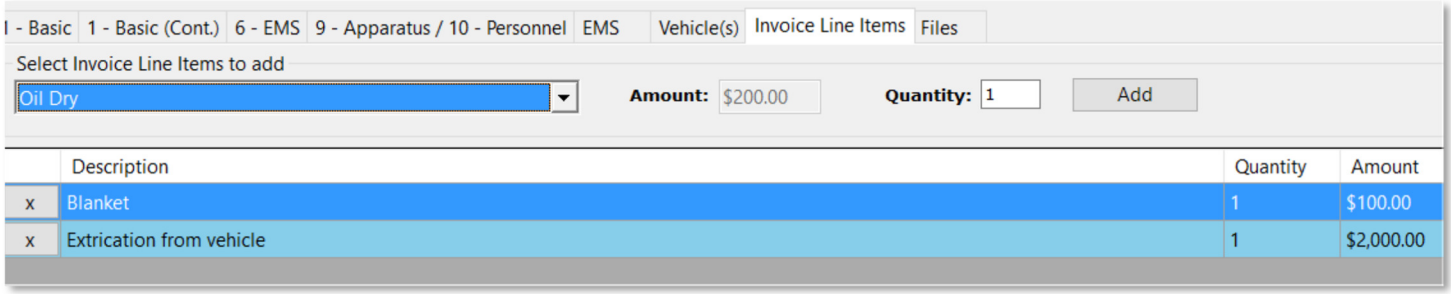




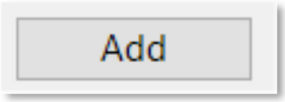
Click the **Add** button to the right of **Billing Party** to add a new billing party. It will be saved to the database and available when editing calls from then on.



The **Invoice Line Items** tab is used to add items that were used on a call and will show up on the invoice when printed.



To add an invoice line item, select it from the list, adjust the **Quantity**, and click the **Add** button.



Click the **X** button on the row to delete the item.

See **Incident Reporting**, **Edit Invoice Line Items** for more information on setting up these items.

Use the **Files** tab to attach documents, images, and other files to an incident.

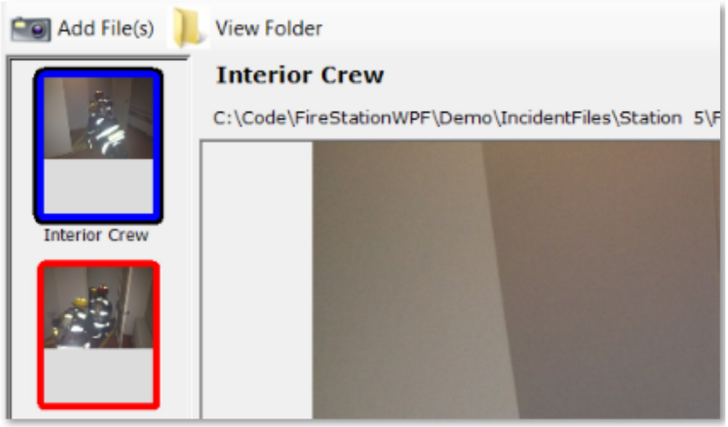
Click the **Add File(s)** button to browse for a file or multiple files.

Click the **View Folder** button to open a Windows Explorer window where these files are stored.

Image files like .BMP, .JPG, or .TIF files will display the image in the image viewer when selected in the thumbnail viewer.

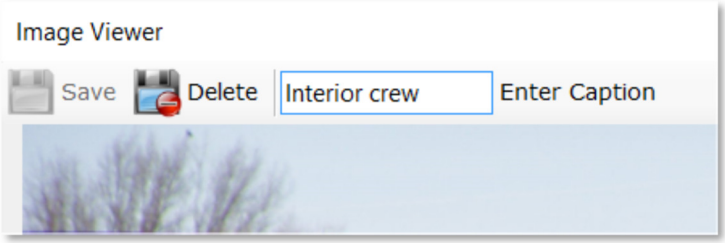
PDF files will display a generic PDF image and other files will display a generic file image.

Left-clicking on PDF and other files in the image viewer will open the file in the associated program for that type of file. For example, a .TXT file will open in Notepad and a .PDF file will open in Adobe Reader.

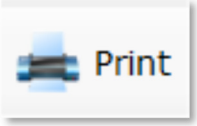


You can add captions to files in the thumbnail viewer by either left-clicking on an image file where the image is displayed or right-clicking on PDF or other files where the image is not displayed.

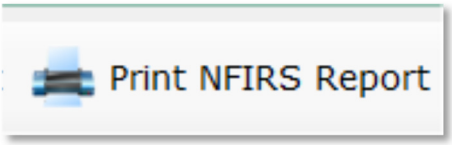
You can also delete files by using the **Delete** button.

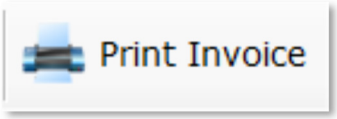


The **Print** button will render a PDF of the incident.



On NFIRS calls, the **Print NFIRS Report** button is available to render a PDF of the incident with all of the NFIRS information.





The **Print Invoice** button will create a PDF invoice for the incident.

The invoice and be sent to owners or insurance companies for cost recovery.

The invoice may include charges per incident (flat or hourly), charges per personnel based on rank (flat or hourly), charges per apparatus (flat or hourly), invoice line items, and local and state taxes.

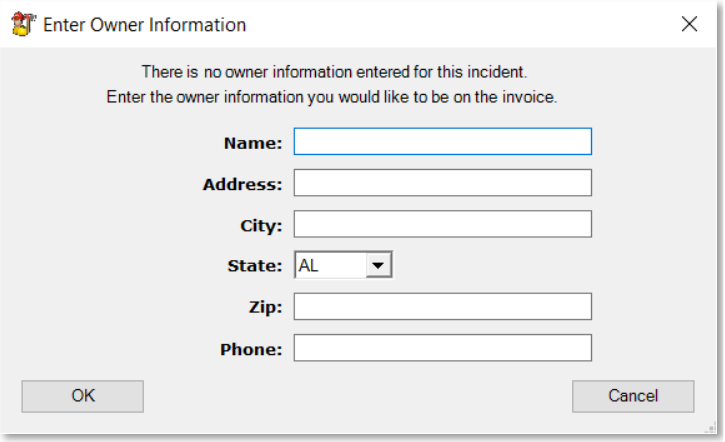
Hourly rates for incidents, personnel and apparatus can be rounded to the nearest quarter or full hour.

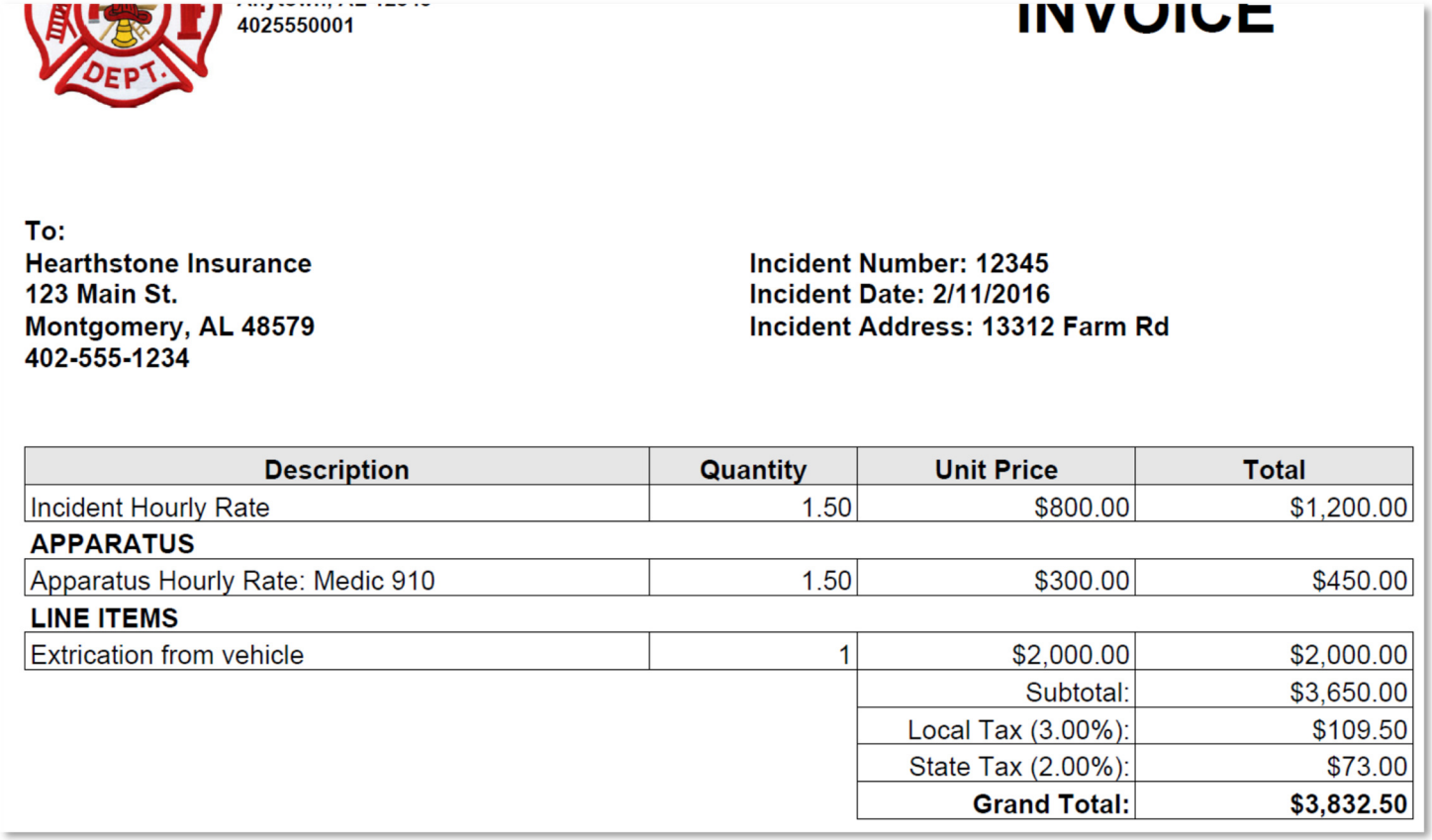
Invoice rates for incidents, personnel, apparatus and taxes are managed in **Admin**, **Manage Settings**, **Incident Reporting** tab.

If the billing party is not specified in a quick call or if the location selected does not have owner information filled out in the **PrePlanning** module, you will be prompted to enter the owner information before the invoice PDF is rendered.

Fire Station does not track these invoices or if any funds have been collected.

Here is a sample invoice.





4025550001

INVOICE

To:
Hearthstone Insurance
123 Main St.
Montgomery, AL 48579
402-555-1234

Incident Number: 12345
Incident Date: 2/11/2016
Incident Address: 13312 Farm Rd

Description	Quantity	Unit Price	Total
Incident Hourly Rate	1.50	$800.00	$1,200.00
APPARATUS			
Apparatus Hourly Rate: Medic 910	1.50	$300.00	$450.00
LINE ITEMS			
Extrication from vehicle	1	$2,000.00	$2,000.00
		Subtotal:	$3,650.00
		Local Tax (3.00%):	$109.50
		State Tax (2.00%):	$73.00
		Grand Total:	**$3,832.50**

The **CSI** button is used to email a PDF document of the incident to Covenant Solutions, Inc. for cost recovery.

Learn more about Covenant Solutions, Inc. at www.csrevenue.com.

This button is only visible if the logged in user has permission. See **Admin**, **Manage Permissions**, **Incident Reporting** tab for more information.

The **Fire Rescue Billing** button is used to email a PDF document of the incident to Fire Rescue Billing for cost recovery.

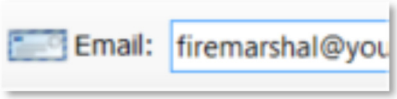
This button is only visible if the logged in user has permission. See **Admin**, **Manage Permissions**, **Incident Reporting** tab for more information.

The **Fire Recovery USA** button is used to send incident information to Fire Recovery USA.

This button is only visible if the logged in user has

permission. See **Admin**, **Manage Permissions**, **Incident Reporting** tab for more information.

The **Email** button will send a PDF of the incident to the entered email address.

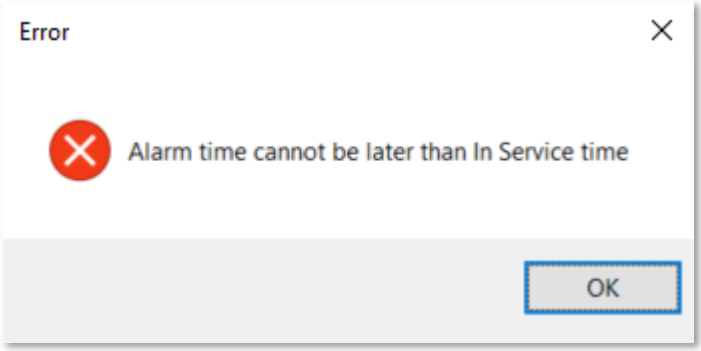


To delete an entered incident, click the **Delete** button.

For NFIRS calls, the **Validate** button

will check the entire incident for missing data, errors, or NFIRS rule violations.

If there is a validation error, a message will pop up telling you which field needs correction. Click **OK** and you will be taken to that field.



When you are finished editing all the information for the incident, click the **Save** button to update incident in the database.

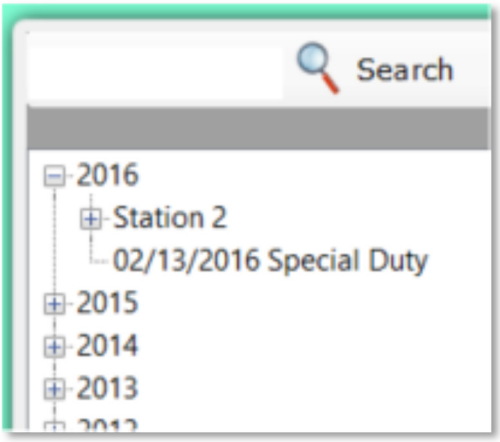
Edit Non-Emerg Events

Edit Non-Emerg Events is used to edit the non-emergency events entered in **Enter New Non-Emerg Event**.

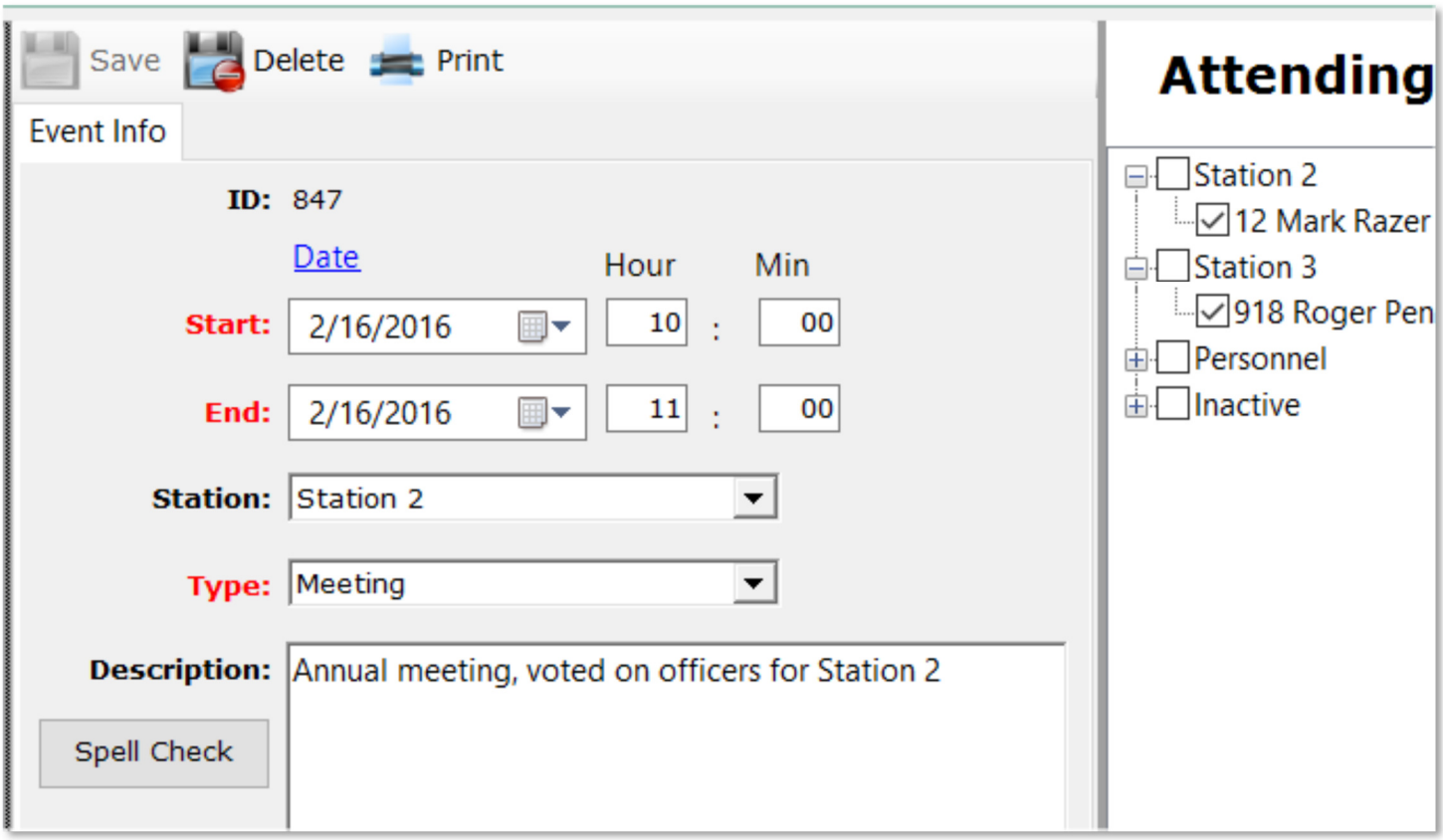
When you first click **Edit Non-Emerg Events**, you get a list of previously entered events.

Events are grouped by year and station and are displayed in the format of event date and call type.

You can search events by keywords in the event description. Type the keyword in the search box then click the **Search** button. The first event in the list with a description that matches what was typed in the search box will be highlighted. Clicking on the **Search** button or pressing the **Enter** key again will highlight the next event that matches.



When you click on a non-emergency event to edit, all of the previously entered information is now available to review and change if necessary.



The **Print** button will render a PDF of the event with the date/time, type of event, description and a place for all the attendees to sign.

To delete the event, click the **Delete** button.

The **Save** button will save and changed information to the database. It will only be enabled if something changed.

Reports

Reports is used to generate a variety of reports based on the incident and event data entered into the **Incident Reporting** module.

When you first click **Reports**, you get a list of reports available to run.

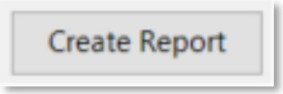
Available reports are:

Check In Sheet
Blank Incident Form
Call History Report
Call History Graph
Call Attendance Report
Incident Type Report
Year Summary Report
Man Hours Report
Call Distribution
Call Mapping
Calls At A Location Report
Average Response Time
Payroll Report
Mutual Aid Report
SCBA Use Report
Single Incident
NFIRS 5.0 Report
Loss Report
Water/Foam Usage Report
ISO Fire Alarm Report
Apparatus Mileage Report
Acres Burned Report

Each report has a different set of parameters you can choose to customize the report.

For example, the **Call History** report has **Start Date**, **End Date**, **Type**, **Station**, **Apparatus**, and **Alarm/Box/Zone**.

To generate a report, click the link for the report, select the parameters, and click the **Create Report** button.

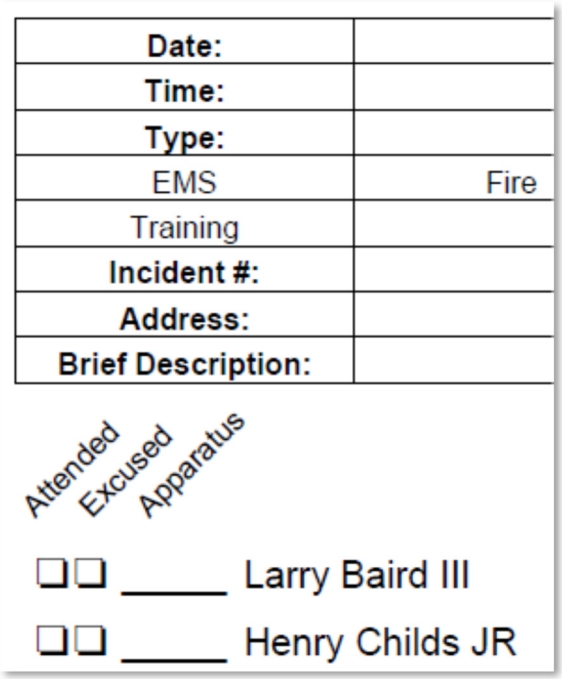


All reports are rendered as PDF files for you to print or save.

The **Check In Sheet** report will render a PDF document with a place to record the date, time, call type, incident number, address, and description.

There is also a list of all personnel and a place to mark each as attended or excused, as well as what apparatus they were assigned to.

You can filter this report by **Station**.



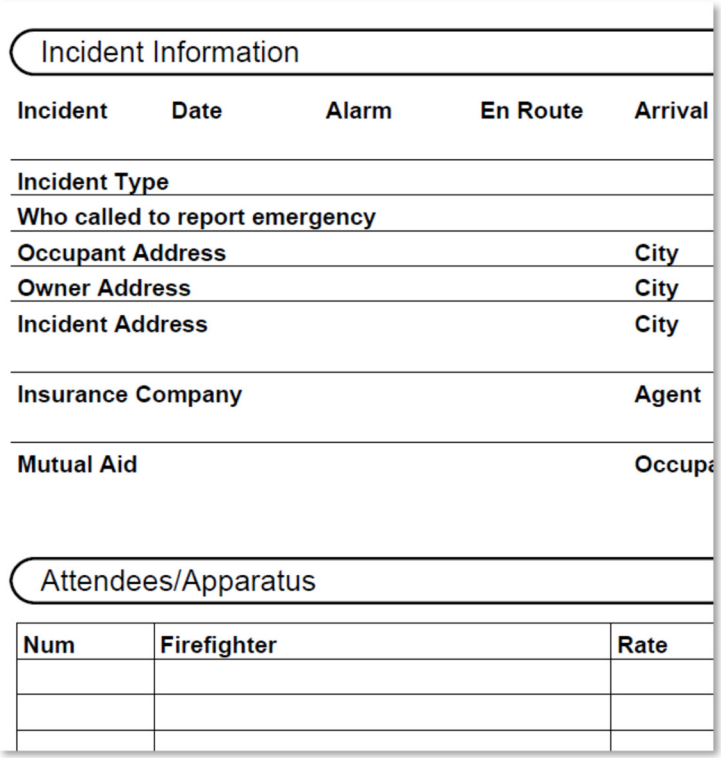
Date:	
Time:	
Type:	
EMS	Fire
Training	
Incident #:	
Address:	
Brief Description:	

Attended Excused Apparatus

❑❑ _____ Larry Baird III

❑❑ _____ Henry Childs JR

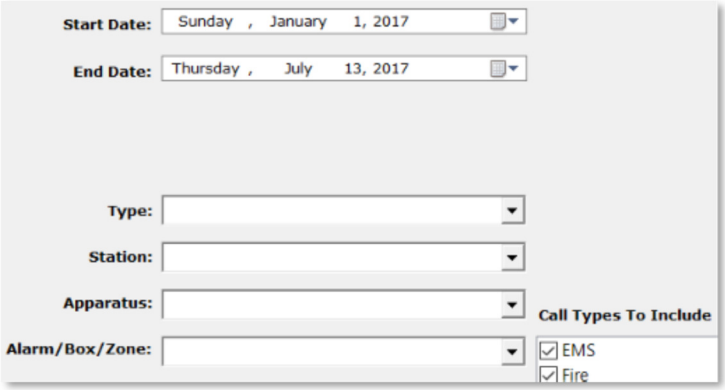
The **Blank Incident Form** report will render a PDF document that you can print out to be used to fill out for a call to be entered into **Fire Station**.



The **Call History** report will render a PDF document with a list of all incidents that match the filter criteria. The report lists date/time, type, incident number, primary action, address, number of attendees, and total time.

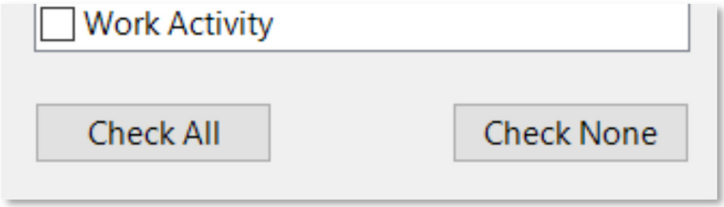
There is also a summary section that shows the total number of calls by type, average call attendance, and total time.

You can filter the report by **Start Date**, **End Date**, **Type**, **Station**, **Apparatus**, **Alarm/Box/Zone**, and **Call Types**.



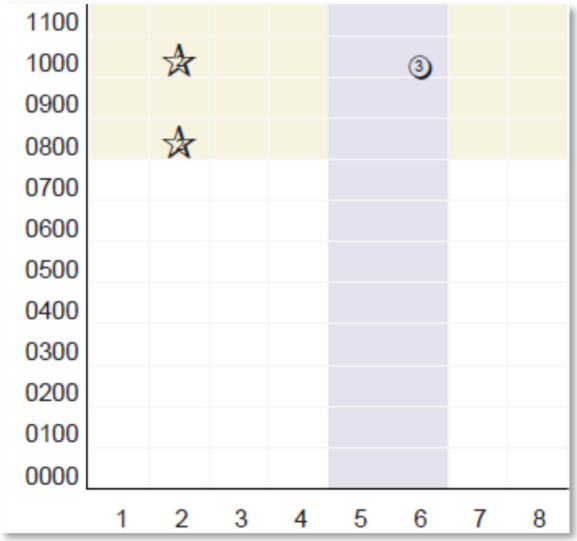
Click the **Check All** button below the list of **Call Types** to quickly select them all.

Click the **Check None** button below the list to quickly deselect them.



The **Call History Graph** report will render a PDF document that shows you, by month, when your calls happened. Special shading on the report show you weekdays from 8-5 and weekends.

You can filter this report by **Start Date**, **End Date**, individual firefighter, **Station**, **Apparatus**, and **Call Types**.

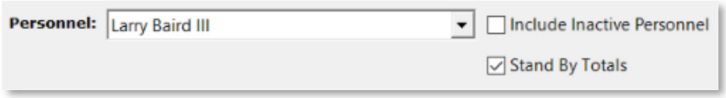


The **Call Attendance** report will render a PDF document that shows how many calls a firefighter made by call type and shows the percentage they made of the total calls.

You can filter the report by **Start Date**, **End Date**, **Personnel**, **Station**, **Alarm/Box/Zone**, and **Call Types**.

Name	EMS (19)	Fire (27)
Peter Platt	9 (47.4)	13 (48.1)
Fred Laplante	4 (21.1)	10 (37.0)
John Johnson	1 (5.3)	10 (37.0)

When you run the **Call Attendance** report and choose an individual firefighter, you check the **Stand By Totals** check box to get a summary of how many times that firefighter was on stand by for the calls.



Note: You must have an apparatus named "Stand By" and that firefighter must be assigned to the stand by apparatus on that call for the report to be accurate.

The **Incident Type** report will render a PDF document with the total number of calls by incident type sorted by NFIRS incident type.

You can filter the report by **Start Date**, **End Date**, **Station**, **Apparatus**, **Alarm/Box/Zone**, and **Call Types**.

Incident Type
111 Building fire
112 Fires in structure other
113 Cooking fire, confined t
115 Incinerator overload or
117 Commercial Compactor

The **Year Summary** report will render a PDF document with a list of all firefighters and their attendance by month with a column for total call attendance and percentage of total calls.

Name	Jan (1)	Feb (8)	Mar (0)
Larry Baird III	0	4 (50.0)	0 (0.0)
Test Fireman	0	4 (50.0)	0 (0.0)
Roy Blanton	0	3 (37.5)	0 (0.0)
Fred Laplante	1 (100.0)	1 (12.5)	0 (0.0)

You can pick which month the report begins and filter the report by **Year**, **Station**, **Apparatus**, and **Call Type**.

The **Man Hours** report will render a PDF document with the total number of hours by call type as well as a total number of hours.

Name	EMS	Hours
Peter Platt	9	02:15
Fred Laplante	4	05:00
John Johnson	1	01:45

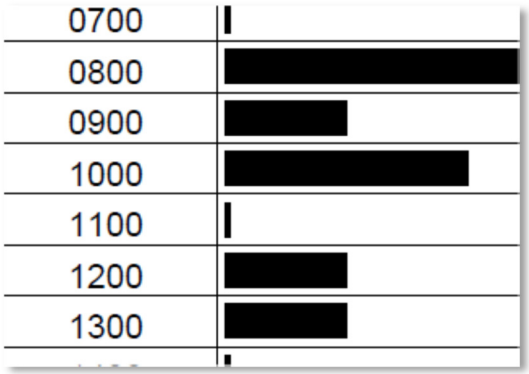
You can include the hours for training entered in the **Training** module (if you are licensed) by checking **Include Training Hours**.

Checking **Round To Nearest Hour** will round all hours up to the next full hour. For example, if a call lasted 1 hour 25 minutes, it will be added to the report as 2 hours.

Checking **Hours in Decimal** will display the total hours like 1.5 for an hour and a half instead of 1:30.

You can filter the report by **Start Date**, **End Date**, **Station**, and **Call Types**. You can also include inactive personnel by checking the **Include Inactive Personnel** checkbox.

The **Call Distribution** report will render a PDF document with a simple bar graph that shows when your calls occurred by hour.



You can filter the report by **Start Date**, **End Date**, **Station**, and **Apparatus**.

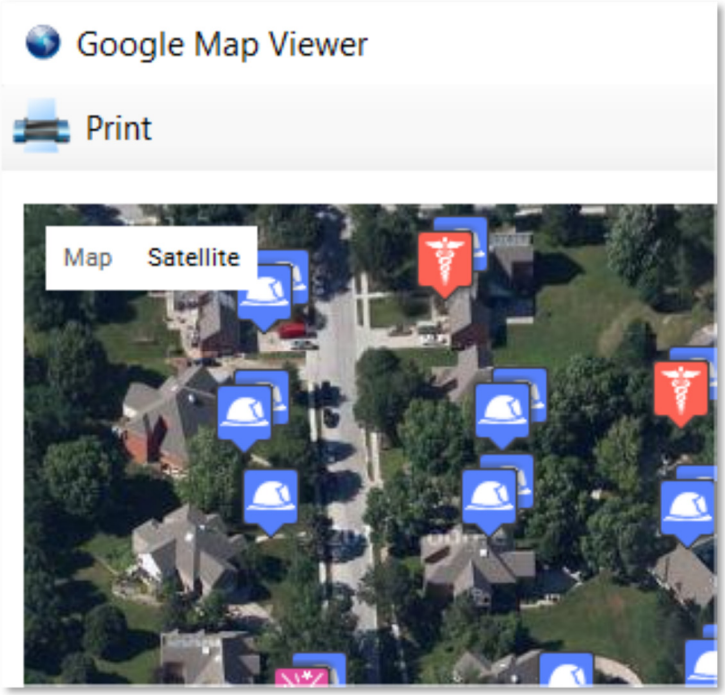
The **Call Mapping** report will create a Google Map with the locations of all calls with **Latitude** and **Longitude** filled out or at a location that has lat/long filled out.

When submitting call, **Fire Station** will try to fill out **Latitude** and **Longitude** automatically by using the address filled in and contacting Google Maps.

It will display Fire, EMS, and other calls with different icons.

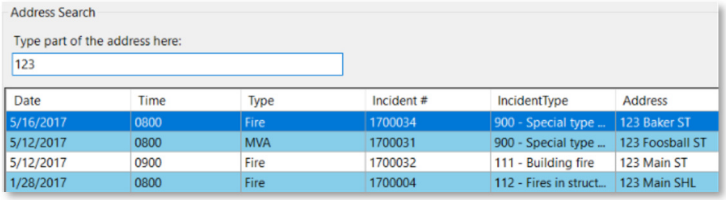
You can filter the report by **Start Date**, **End Date**, and **Station**.

Note: You must be connected to the Internet for this to work as the program connects to Google Maps.



The **Calls At A Location Report** will render a PDF document that lists all the calls for a given address or part of an address.

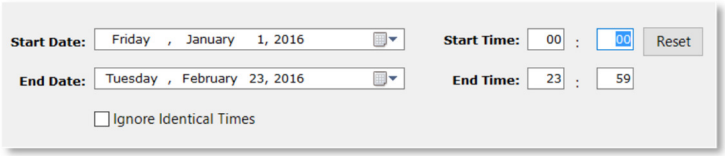
For example you can type in "123 Main" and get a list of all calls at 123 Main St, 123 Main Rd, etc.



The **Average Response Time** report will render a PDF document that calculates the average time, arrival time, and call lengths. Response time is the **Alarm** time to **En Route** time. Arrival time is **En Route** time to **Arrival** time. Call length is **Alarm** time to **In Quarters** time.

You can filter the report by **Start Date**, **End Date**, start and end time of day, **Station**, and **Call Types**.

Click the **Ignore Identical Times** check box to not include calls where the times are the same. For example, if the **Alarm** and **En Route** times are the same, the call will not be included in the average response time calculation.



The **Payroll** report will render a PDF document that will calculate the total pay due based on the payroll rates setup in **Edit Call Types**, and **Personnel**, **Manage Personnel**.

You can filter this report by **Start Date**, **End Date**, individual firefighter, **Station**, and **Call Types**.

Incident Type		
143 Grass fire		
Full Name	Hours	Pay
Peter Platt	2.00	$24.00
Fred Laplante	1.25	$12.50
Stephen Johnson	1.25	$12.50
John Johnson	1.25	$12.50
Leon Jarvis	1.25	$12.50
Count of Personnel: 5	7.00	$74.00

The **Mutual Aid** report will render a PDF document with the total number of calls where mutual aid was given or received.

You can filter this report by **Start Date**, **End Date**, individual firefighter, **Station**, **Apparatus**, and **Call Types**.

Mutual aid given - 3

Date	Incident #	Incident T
10/10/2013	562	142 Brush
2/12/2015	150003	611 Dispat
3/14/2016	1600150	111 Buildir

The **SCBA Use** report will render a PDF document that list each firefighter, the number of calls they used an SCBA, and the total number of bottles used.

This data is entered in quick calls. See **Incident Reporting**, **Enter New Quick Call** for more information.

You can filter this report by **Start Date**, **End Date**, individual firefighter, and **Call Types**.

☑ SCBA **# Bottles:** 2

The **Single Incident** report will render a PDF document for a single call. The report will be the same as if you clicked the **Print** button when editing the call.

Select the incident you want to print and click **Create Report**.

Incident: Fire #14222 - 1229 12/20/2014 (NFIRS)

The **NFIRS 5.0** report will create a text file with your incident information.

You can filter this report by **Call Types**.

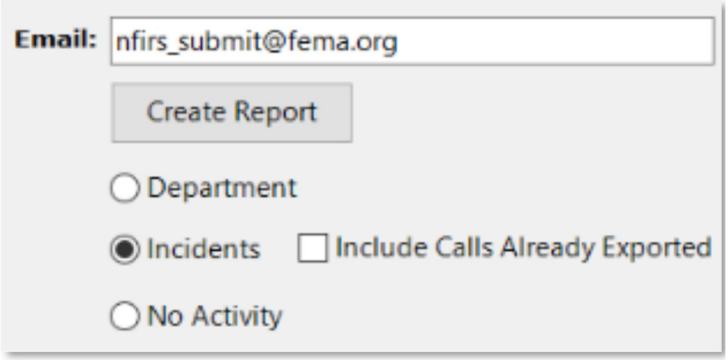
Use this report when sending your incidents to your state fire marshal or when using the **Bulk Import Utility** on the NFIRS website to submit your runs.

When you enter an email address in the **Email** box, the report is automatically sent as an attachment when you click **Create Report**.

Select **Incidents** when sending your incident reports and **Department** when initially setting up your department with NFIRS.

Check **Include Calls Already Exported** to include calls that have already been extracted with the NFIRS 5.0 report. Calls that have been exported will show up as green in **Edit Entered Calls**.

Select **No Activity** to generate a file to show you had no calls for the date range selected.



The **Loss Report** will render a PDF document with a list of any NFIRS calls with Property or Contents losses.

You can filter this report by **Start Date**, **End Date**, **Call Types**, **Station**, and **Alarm/Box/Zone**.

Date	Type	Incident #	Incident
02/15/2016 08:00	EMS	1567893	Special type
02/16/2016 10:00	Fire	13	Special type

Total calls with losses:	2
Total property losses:	26200
Total contents losses:	5400
Total losses:	31600

The **Water/Foam Usage Report** will render a PDF document with a list of any calls with **Gallons Used** and **Foam Used** filled out on the **Other** tab.

See **Admin**, **Manage Settings**, **Incident Reporting** tab for more information on enabling the **Other** tab in NFIRS and Quick calls.

You can filter this report by **Start Date**, **End Date**, **Station**, **Alarm/Box/Zone**, and **Call Types**.

Total calls with water/foam use:	3
Total Gallons Used:	265859
Total Foam Used:	2

The **ISO Fire Alarm Report** will render a PDF that will list all building fires and the apparatus that responded to them. This is used on an ISO pre-survey.

You can filter this report by **Start Date**, **End Date**, and **Station**.

#	Date	Time (24 Hour Format)	Firefighters	AA Firefighters & Apparatus	Responding Apparatus											
					Engine 213	POV	Stand By	Brush #3	Engine 1	Engine 930	Engine 931	Fire Chief's Car	Ladder 51	Medic 910	New Truck	POV
1	4/19/2018	0756	6				X		X							
2	4/24/2018	0800	4		X											
3	7/2/2018	0800	3													
4	9/5/2018	0800	11	16, 4			X		X							
5	9/26/2018	0800	5							X						

The **Apparatus Mileage Report** will render a PDF document grouped by apparatus with the mileage entered for each call as well as a total mileage.

You can filter this report by **Start Date** and **End Date**.

Engine 12

Date	Incident Number	Type	Mileage
5/26/2019	1900024	111 - Building fire	100.0
5/29/2019	1900023	111 - Building fire	10.3
		Total Mileage:	**110.3**

The **Acres Burned Report** will render a PDF document with a list of any calls with Acres Burned filled out on the **2 – Fire** or **8 – Wildland Fire** tabs.

You can filter this report by **Start Date**, **End Date**, **Station**, **Alarm/Box/Zone**, and **Call Types**.

Date	Type	Incident #	Incident Type	Address	Acres Burned
Sun 07/12/2015 10:00	Fire	1600009	170 Cultivated vegetation, crop fire, other		1.50
Fri 03/03/2017 08:00	Fire	1700010	142 Brush or brush-and-grass mixture fire	123 Main ST	4.00
Fri 10/26/2018 08:00	Fire	1800018	142 Brush or brush-and-grass mixture fire	123 Main ST	0.25

Edit Call Types

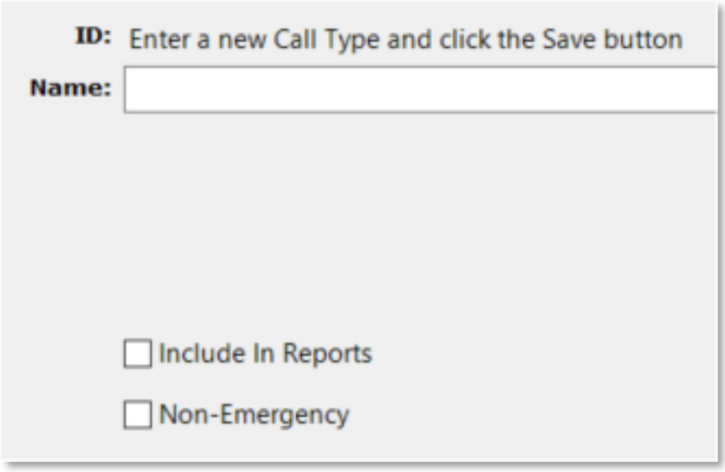
Edit Call Types is used to create emergency and non-emergency call types to categorize incidents and events at your fire department.

When you first click on **Edit Call Types** you can add a new call type.

To add a new call type, fill in the **Name**, **Points**, **Include In Reports**, **Non-Emergency** and click the **Save** button.

Check **Include In Reports** if you want this call type included by default in some reports. You always have the option to manually include the call type in reports.

Check **Non-Emergency** if this call type is not an emergency dispatched call type. It will not show up in the call type list in NFIRS or quick calls, but will when entering Non-Emergency events.



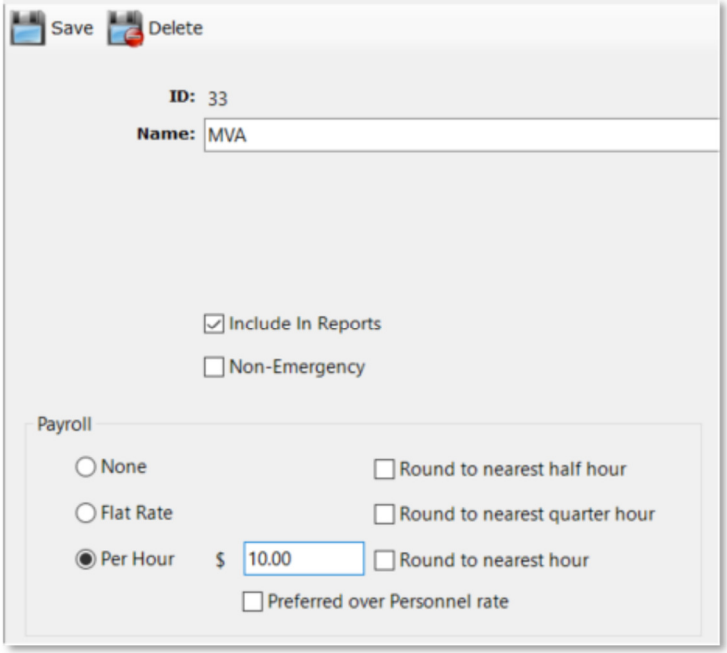
To edit an existing call type, click on the call type in the tree.

Payroll rates are available when editing a call type. They are used in the **Payroll** report when a firefighter does not have a **Call Rate** specified. See **Personnel**, **Manage Personnel** for more information.

To ensure the payroll rate for this call type is used in the **Payroll** report, check the **Preferred over Personnel rate** box.

Click the **Save** button to save the changes.

Click the **Delete** button to delete the call type.



Edit Roles

Edit Roles is used to manage the roles a firefighter can fulfill on a call.

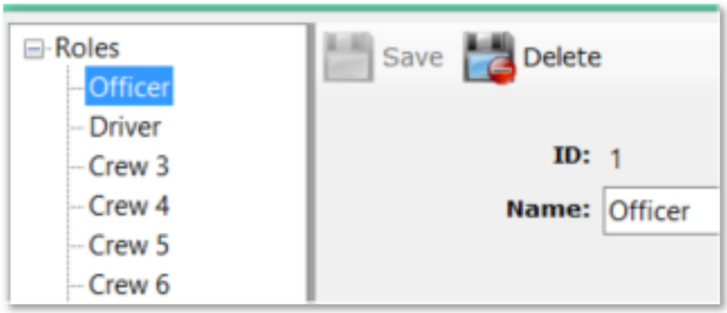
When you first click **Edit Roles**, you can add a new role.

To add a new role, fill in the **Name** and click the **Save** button.

To edit an existing role, click on the role in the tree.

Click the **Save** button to save the changes.

Click the **Delete** button to delete the role.

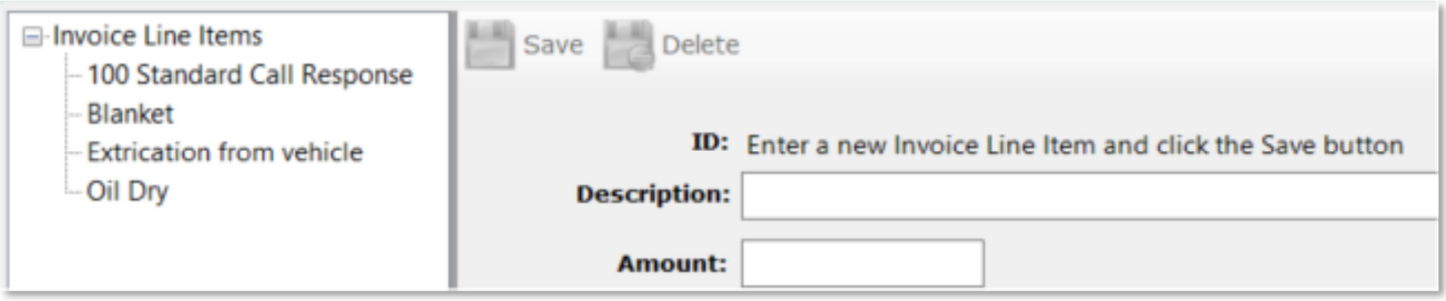


Edit Invoice Line Items

Edit Invoice Line Items is used to manage invoice line items and their costs.

When you first click **Edit Invoice Line Items**, you can enter a new invoice line item.

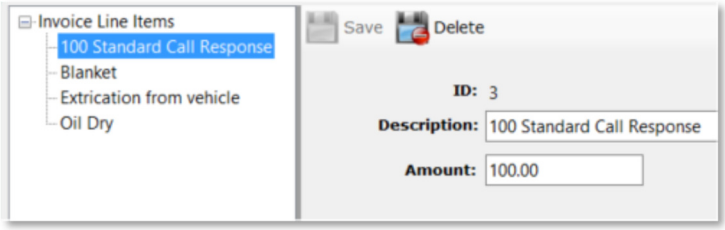
To add a new invoice line item, fill in the **Description** and **Amount** and click the **Save** button.



To edit an existing invoice line item, click on the item in the tree.

Click the **Save** button to save the changes.

Click the **Delete** button to delete the item.



Inventory Module

The **Inventory** module menu contains the following items:

Manage Inventory

Manage Inventory

Manage Inventory is used to add, edit, and delete all of your general department inventory that is not assigned to a firefighter or apparatus.

When you first click **Manage Inventory**, you get a list of all inventory items sorted by **Location**, **Item**, **Code**, **Serial Number**, **Item Size**, and **Description**.

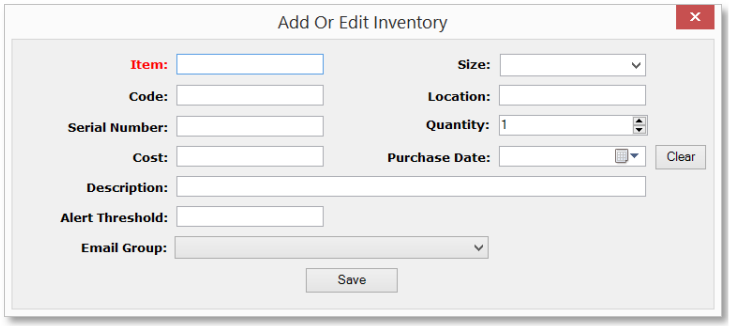
Click on any column header to sort by that column.

Item	Code	Serial Number	Size	Location	Description
King Airway	LT-D			EMS Supply Closet	King LT-D
Cot	21254			General	
Foo Bar	1235	12233	24"	General	breaks stuff
Foo Bar 1				General	
Cot	6083		MX	Medic 1	Stryker MX-PRO Bariatric Transpo
Cairns Helmet	4255			Station	5NA New Yorker Deluxe Leather
Hellfire Boots	2842		10	Station	Rubber Felt Insulated Boot, Lug S
Pro Tech Glov...	28246		L	Station	Titan Structural Glove, Long Cuff
Pro Tech Glov...	28247		XL	Station	Titan Structural Glove, Long Cuff

To add an inventory item, click the **Add** button.

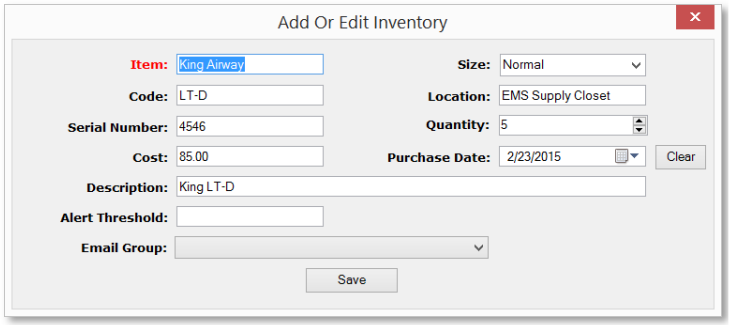
Fill out the **Add or Edit Inventory** form and click the **Save** button.

Alert Threshold and **Email Group** is used when entering inventory items used in the **Incident Reporting** module. See **Incident Reporting**, **Enter New Quick Call** for more information.



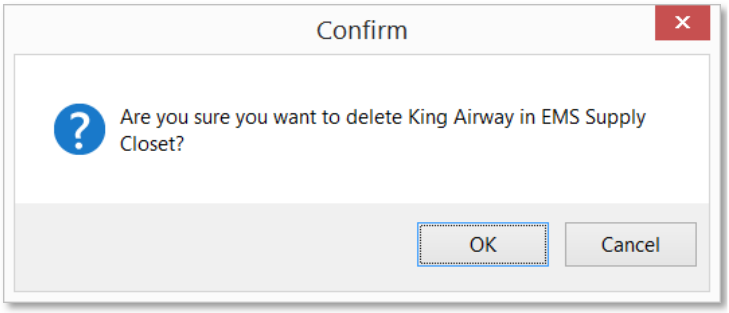
To edit an inventory item, select it in the grid and click the **Edit** button or double-click on the row.

Change any fields in the **Add or Edit Inventory** form and click the **Save** button.

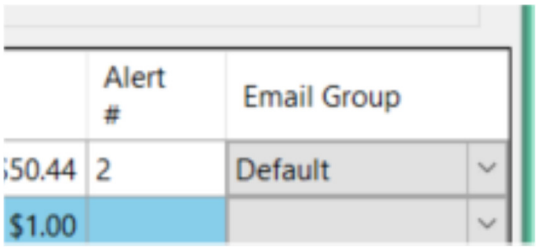


To delete an inventory item, select it in the grid and click the **Remove** button.

You will be prompted if you are sure you want to delete the item.



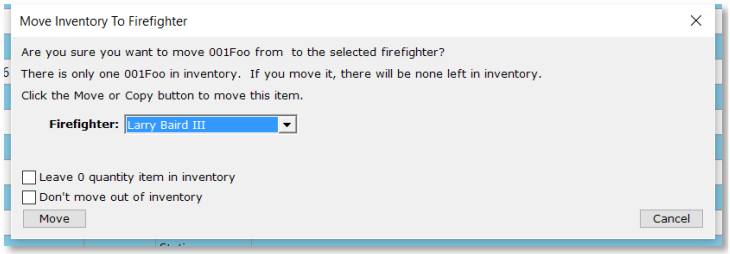
The **Alert #** and **Email Group** for the inventory item are used in the **Incident Reporting** module. If an inventory item is used on a call and causes it to drop below its **Alert #,** an email is sent out to the specified **Email Group**.



For example, there are 4 blankets in inventory with an **Alert #** of 2 and **Email Group** is set to **Default**. If 2 blankets are added to a call, an email will be sent to the **Default** notification group about the blanket inventory running low.

See **Incident Reporting**, **Enter New Quick Call** for more information about adding inventory items to calls and **Admin**, **Manage Settings**, **Notifications** for information on setting up **Email Groups**.

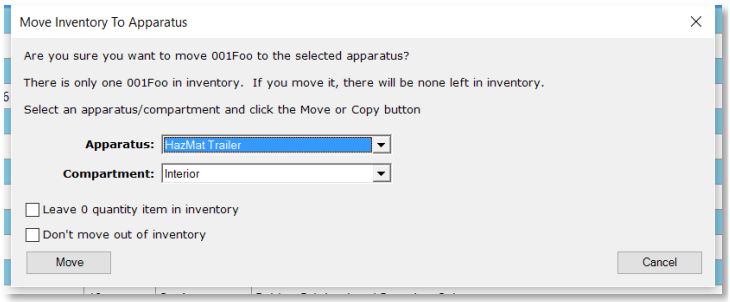
To move or copy an item from inventory to a firefighter's personal inventory, click the **Move to FF** button.



When there is only 1 of the inventory item, you can check the **Leave 0 quantity item in inventory** check box if you want to move the item to the firefighter but leave an entry in inventory with 0 as the quantity.

Check the **Don't move out of inventory** check box if you want to leave the item in general inventory and just want to copy it to the firefighter's personal inventory.

To move or copy an item from inventory to an apparatus, click the **Move to Apparatus** button.

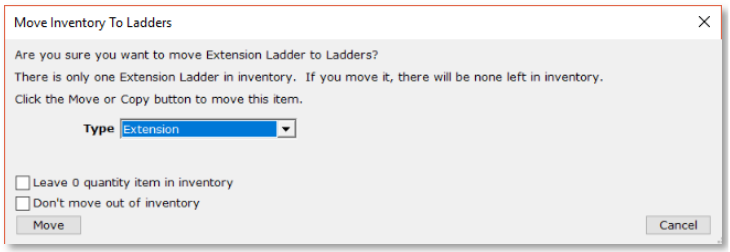


When there is only 1 of the inventory item, you can check the **Leave 0 quantity item in inventory** check box if you want to move the item to the apparatus but leave an entry in inventory with 0 as the quantity.

Check the **Don't move out of inventory** check box if you want to leave the item in general inventory and just want to copy it to the apparatus.

Note: You must be licensed for the **Apparatus Checks** module to see the **Move To Apparatus** button.

To move or copy an item from inventory to the **Ladders** module, click the **Move to Ladders** button. You must pick a ladder **Type**.

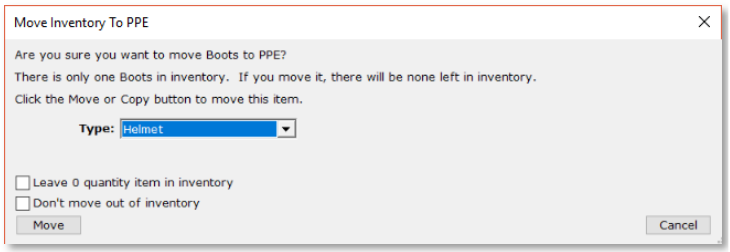


When there is only 1 of the inventory item, you can check the **Leave 0 quantity item in inventory** check box if you want to move the item to the apparatus but leave an entry in inventory with 0 as the quantity.

Check the **Don't move out of inventory** check box if you want to leave the item in general inventory and just want to copy it to the Ladders module.

Note: You must be licensed for the **Ladders** module to see the **Move To Ladders** button.

To move or copy an item from inventory to the **PPE** module, click the **Move To PPE** button. You must pick a PPE **Type**.

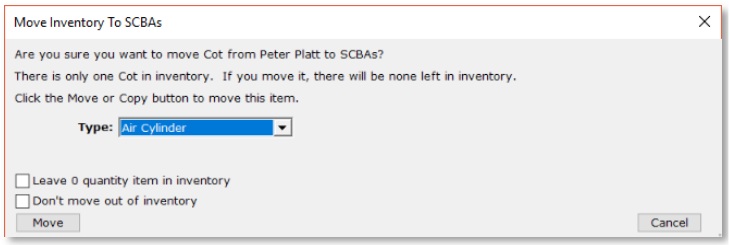


When there is only 1 of the inventory item, you can check the **Leave 0 quantity item in inventory** check box if you want to move the item to the **PPE** module but leave an entry in inventory with 0 as the quantity.

Check the **Don't move out of inventory** check box if you want to leave the item in general inventory and just want to copy it to the **PPE** module.

Note: You must be licensed for the **PPE** module to see the **Move To PPE** button.

To move or copy an item from inventory to the **SCBAs** module, click the **Move To SCBAs** button. You must pick an SCBA **Type**.



When there is only 1 of the inventory item, you can check the **Leave 0 quantity item in inventory** check box if you want to move the item to the **SCBAs** module but leave an entry in inventory with 0 as the quantity.

Check the **Don't move out of inventory** check box if you want to leave the item in general inventory and just want to copy it to the **SCBAs** module.

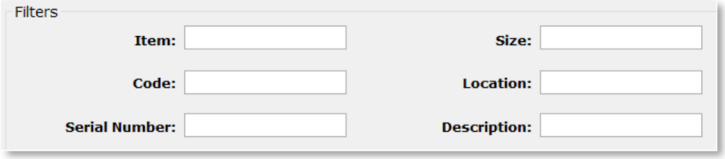
Note: You must be licensed for the **SCBAs** module to see the **Move To SCBAs** button.

The **Print** button will render a PDF report with all of the items currently in the grid.

Use **Filters** to narrow down the list of displayed inventory items.

Type or use a barcode scanner to fill in any filter and the list of inventory items will only display items that match.

Click the **Clear Filters** button to clear the **Item**, **Code**, **Serial Number**, **Size**, **Location**, and **Description** filters.



Ladders Module

The **Ladders** module menu contains the following items:

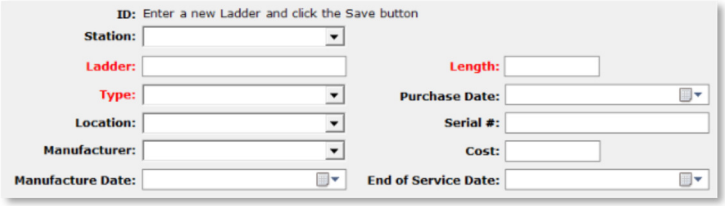
Manage Ladders/Add Inspections
Reports
Ladder Files

Manage Ladders / Add Inspection

Manage Ladders / Add Inspection is used to manage your ladder inventory and to enter inspection results.

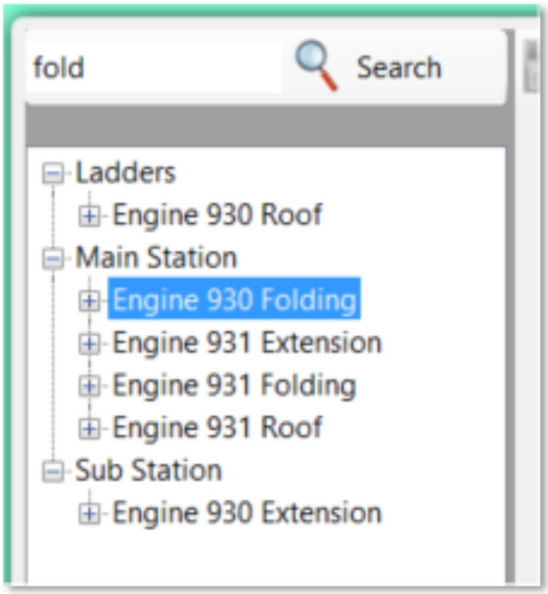
When you first click **Manage Ladders / Add Inspection**, you can add ladders.

To enter a new ladder, fill out the new ladder form and click **Save**. **Ladder** name, **Type**, and **Length** are required.



You can search for a ladder by typing a keyword in the search box and clicking the **Search** button. The first item with a name that contains the keyword will be displayed.

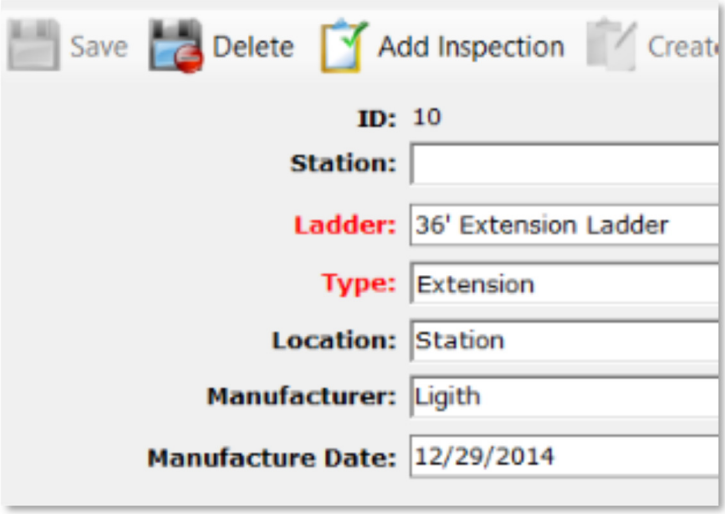
Click the **Search** button again or press the **Enter** key to display the next matching ladder.



By default, **Manage Ladders/Add Inspection** only shows the last 30 days of inspections. Use the up and down arrows to display more or less. Use **0** to see them all.

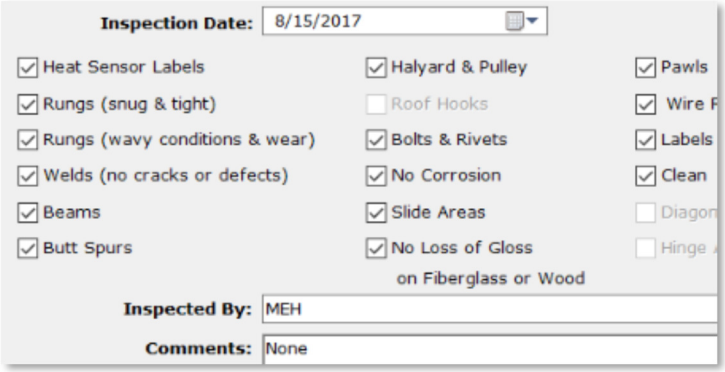
You can edit an individual ladder by expanding the **Ladders** or station nodes in the tree and clicking on the ladder.

Delete the ladder by clicking the **Delete** button or by right-clicking its name in the tree and selecting **Delete**.



To add a ladder inspection, highlight the ladder in the tree and click the **Add Inspection** button.

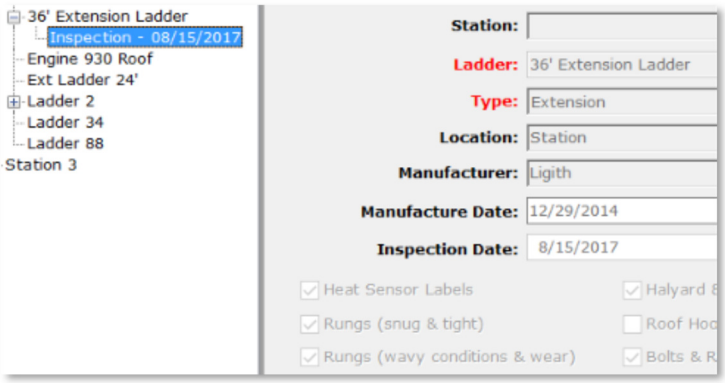
The inspection fields will become visible. Fill out the inspection and click the **Save** button to save the inspection.



You can view an inspection for a ladder by expanding the ladder name and clicking on the inspection.

The regular ladder properties like **Type**, **Length**, and **Location** are disabled in this view.

Click the **Create Report** button to render a PDF document for that inspection.

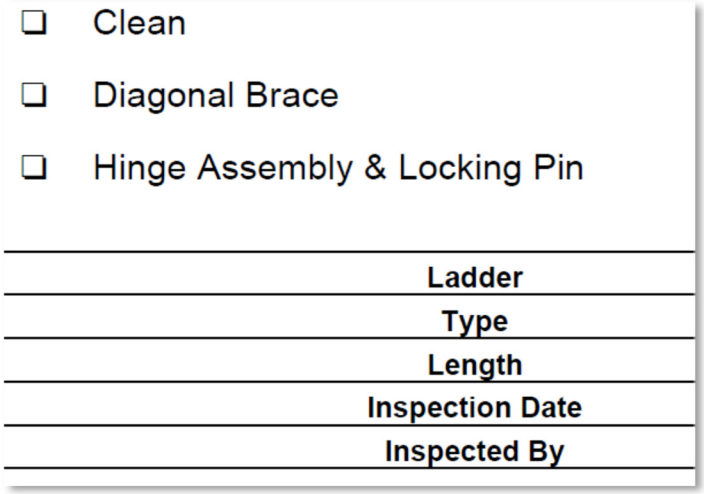


Reports

The reports available in the **Ladders** module are **Blank Inspection Form** and **Ladder Reports**. To run reports,

click the report name, select filter criteria, and then click the **Create Report** button.

The **Blank Inspection Form** is used to create an inspection form for a ladder that can be printed off to record ladder inspection results prior to entering them into **Fire Station**.



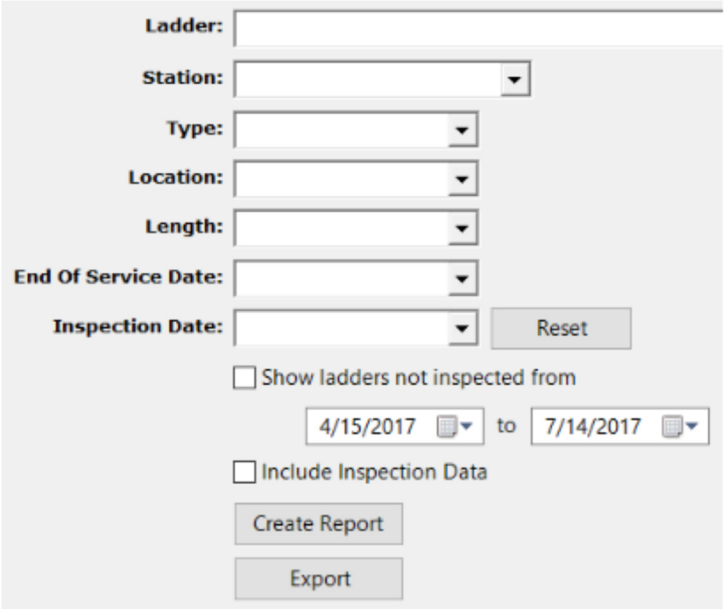
Ladder Reports are used to create a PDF document listing all the ladders that match the filter criteria.

Check **Show hoses not inspected from** and pick a date range to include ladders not inspected during that time span.

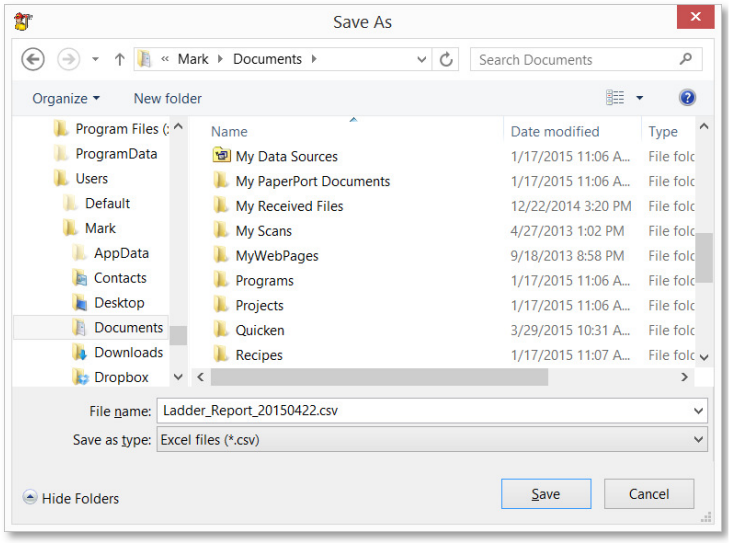
Check **Include Inspection Data** to include the inspections for all ladders that match the filter criteria.

Click the **Reset** button to clear the filters.

Click the **Create Report** button to create the report.



Click the **Export** button to create an Excel (.CSV) file with the standard ladder fields as well as inspections for all ladders that match the filter criteria.



Ladder Files

Use **Ladder Files** to keep your ladder documents, images, and files in one place.

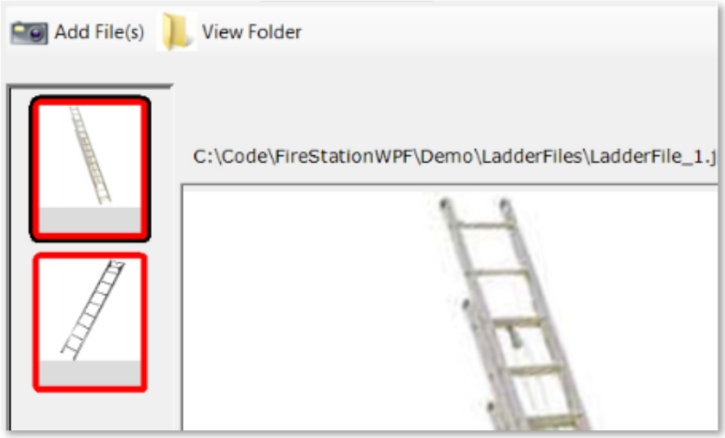
Click the **Add File(s)** button to browse for a file or multiple files.

Click the **View Folder** button to open a Windows Explorer window where these files are stored.

Image files like .BMP, .JPG, or .TIF files will display the image in the image viewer when selected in the thumbnail viewer.

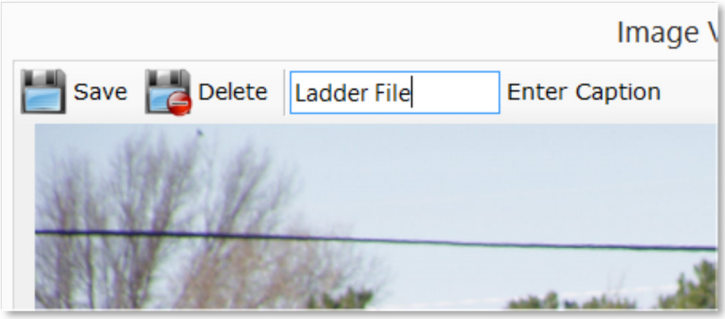
PDF files will display a generic PDF image and other files will display a generic file image.

Left-clicking on PDF and other files in the image viewer will open the file in the associated program for that type of file. For example, a .TXT file will open in Notepad and a .PDF file will open in Adobe Reader.



You can add captions to files in the thumbnail viewer by either left-clicking on an image file where the image is displayed or right-clicking on PDF or other files where the image is not displayed.

You can also delete files by using the **Delete** button.



PPE Module

The **PPE** module menu contains the following items:

Manage PPE / Add Inspection
Reports
PPE Files

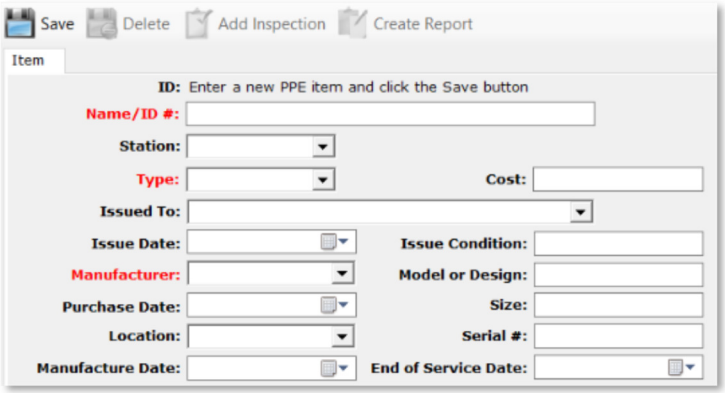
Manage PPE / Add Inspection

Manage PPE / Add Inspection is used to manage your PPE inventory and to enter inspection results.

When you first click **Manage PPE / Add Inspection**, you can add new PPE items.

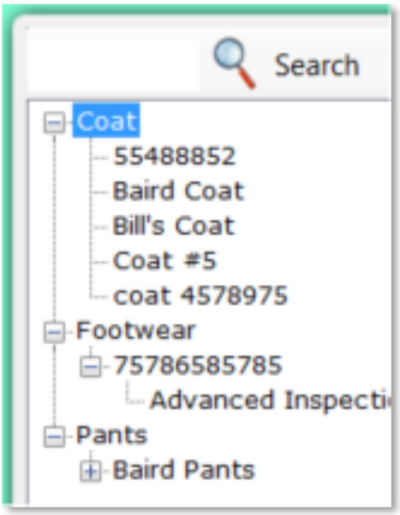
To enter a new PPE item, fill out the new PPE item form and click **Save**. **Name**, **Type**, and **Manufacturer** are required.

You can select the **Type** from the list or type in your own **Type**.



You can search for a PPE item by typing a keyword in the search box and clicking the **Search** button. The first item with a name that contains the keyword will be displayed.

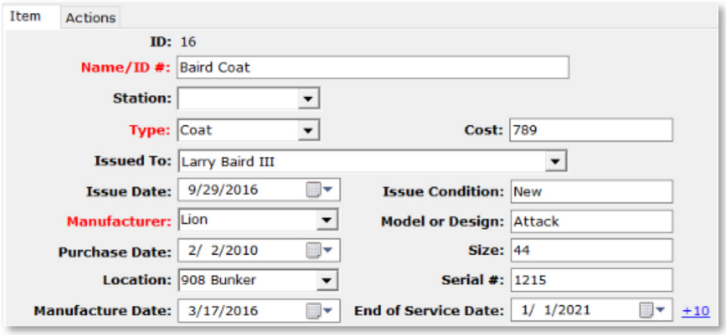
Click the **Search** button again or press the **Enter** key to display the next matching PPE item.



You can edit an individual PPE item by expanding the PPE type or station nodes in the tree and clicking on the PPE item.

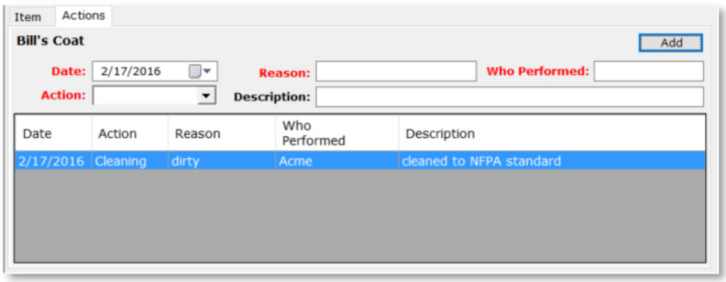
Click the +10 link to add 10 years to the **Manufacture Date** and fill in the **End of Service Date**.

Delete the PPE item by clicking the **Delete** button or by right-clicking its name in the tree and selecting **Delete**.



You can add actions like cleaning and disposal to individual PPE items by selecting it in the tree and viewing the **Actions** tab.

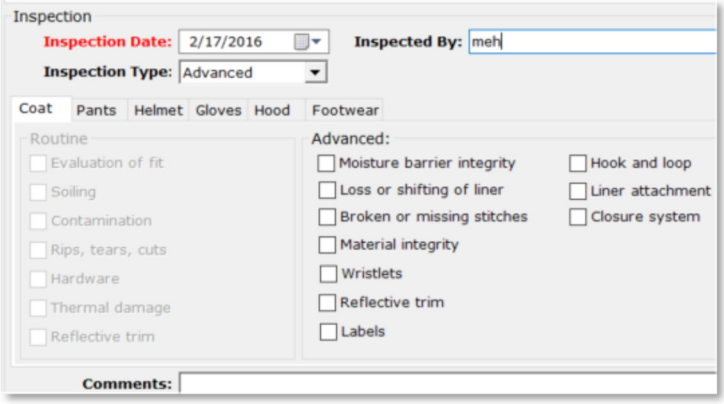
Fill out the **Date**, **Reason**, **Who Performed**, **Action**, and **Description** and click the **Add** button to add the action. Repeat to add additional actions.



To add a PPE inspection, highlight the PPE item in the tree and click the **Add Inspection** button.

The inspection fields will become visible. Fill out the inspection and click the **Save** button to save the inspection.

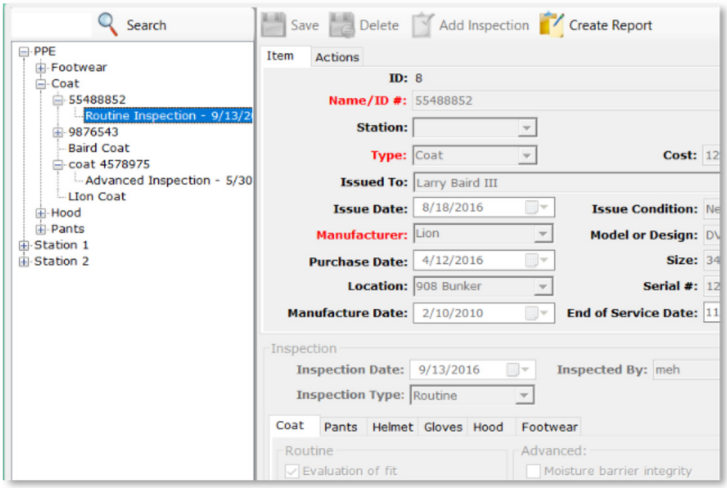
Note: The **Inspection Type** must be selected for the inspection fields to be enabled. Select **Routine** or **Advanced**.

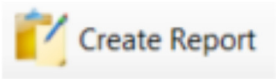


You can view an inspection for a PPE item by expanding the PPE item name and clicking on the inspection.

The regular PPE item properties like **Name, Type,** and **Manufacturer** are disabled in this view.

Click the **Create Report** button to render a PDF document for that inspection.

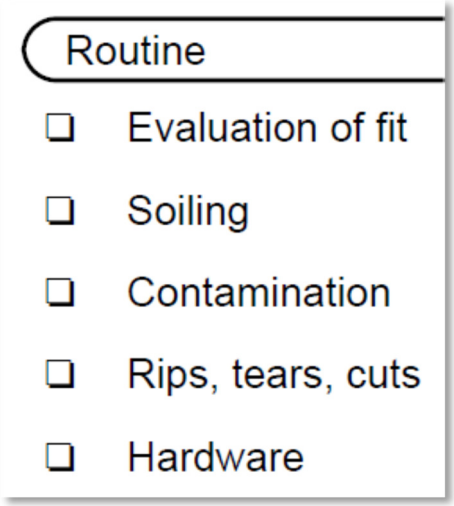




Reports

Reports available are **Blank Inspection Form** and **PPE Reports**. To run reports, click the report name, select filter criteria, and then click the **Create Report** button.

The **Blank Inspection Form** is used to create an inspection form for a PPE item that can be printed off to record PPE item inspection results prior to entering them into **Fire Station**.



PPE Reports are used to create a PDF document listing all the PPE items that match the filter criteria.

Check **Someone** to only include PPE that is issued to a firefighter.

Check **No One** to only include PPE that is not issued to a firefighter.

Check **Older Than** to include PPE with a **Manufacture Date** older than the date selected.

Check **Newer Than** to include PPE with a **Manufacture Date** newer than the date selected.

Check **Include if End of Service Date is on or before** to include PPE where its **End of Service Date** is on or before the selected **End of Service Date**.

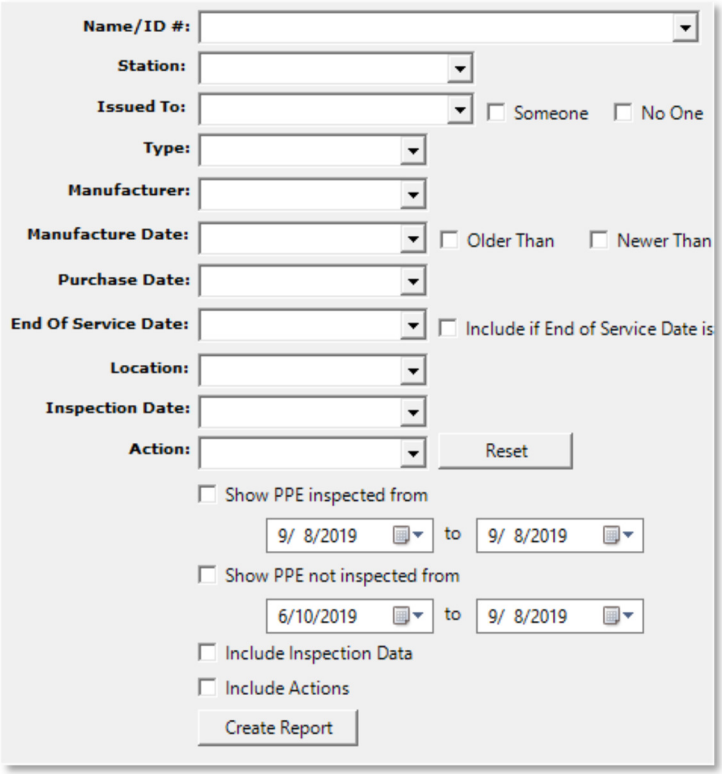
Click **Show PPE inspected from** and select a date range to include all PPE that have inspections recorded for the date range.

Check **Show PPE not inspected from** and select a date range to include all PPE that have no inspections recorded for the date range.

Check **Include Inspection Data** to include the inspections for all PPE items that match the filter criteria.

Check **Include Actions** to include the actions performed on all PPE items that match the filter criteria.

Click the **Reset** button to clear the filters.



Click the **Create Report** button to create the report.

PPE Files

Use **PPE Files** to keep your PPE documents, images, and files in one place.

Click the **Add File(s)** button to browse for a file or multiple files.

Click the **View Folder** button to open a Windows Explorer window where these files are stored.

Image files like .BMP, .JPG, or .TIF files will display the image in the image viewer when selected in the thumbnail viewer.

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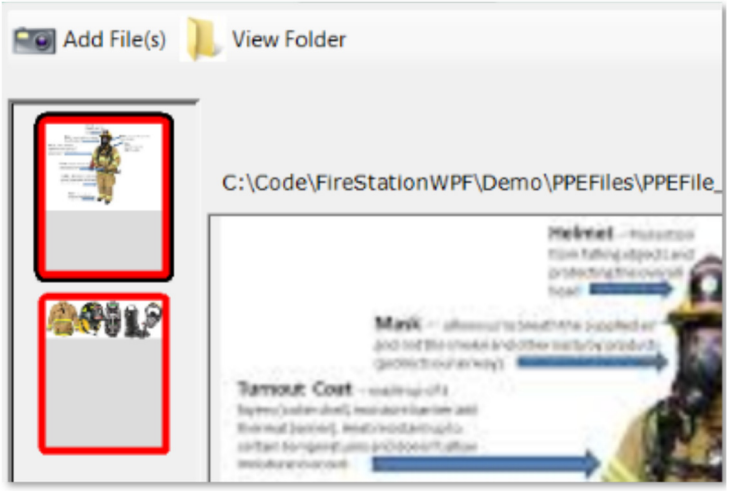

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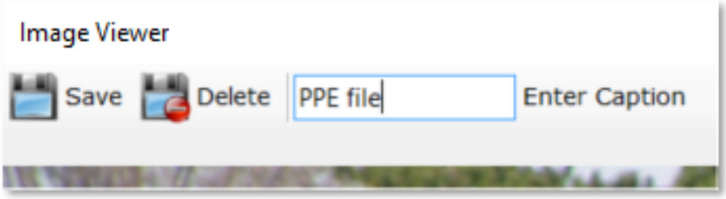
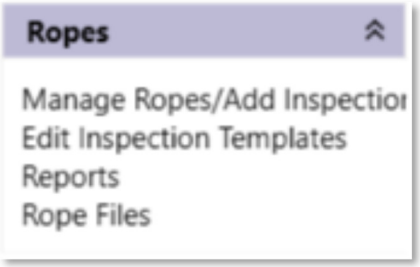


Ropes Module

The **Ropes** module menu contains the following items:

Manage Ropes/Add Inspection
Edit Inspection Templates
Reports
Rope Files

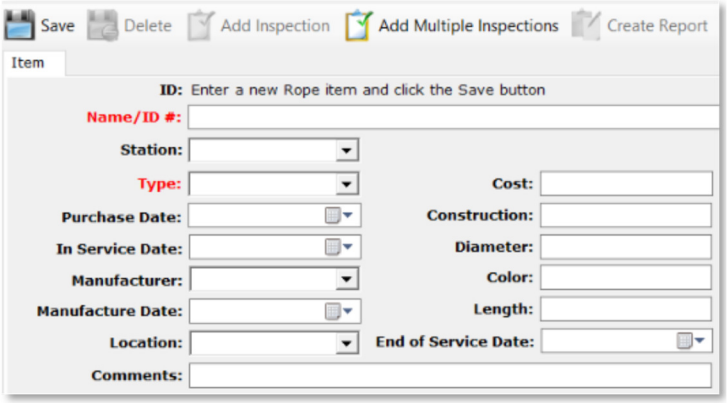


Manage Ropes/Add Inspection

Manage Ropes/Add Inspection is used to manage your rope inventory and to enter inspections, uses, and actions performed on your ropes.

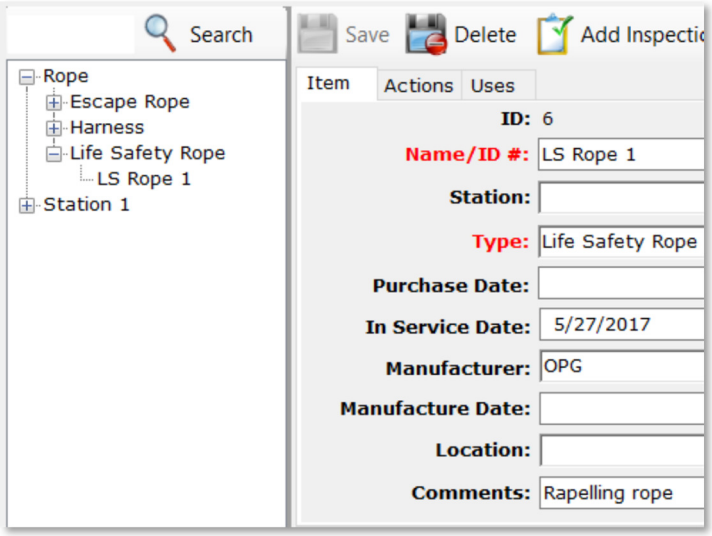
When you first click **Manage Ropes/Add Inspection**, you can add a new rope.

To enter a new rope, fill out the new rope form and click **Save**. **Name/ID #**, and **Type** are required.



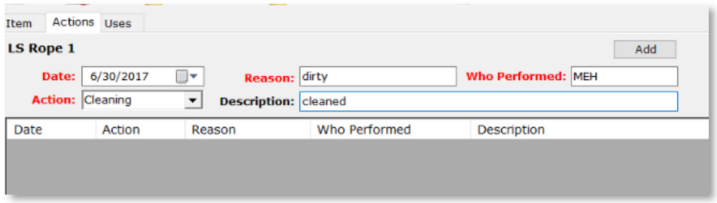
You can edit an individual rope by expanding the rope type in the tree and clicking on the rope.

Delete the rope by clicking on the **Delete** button.



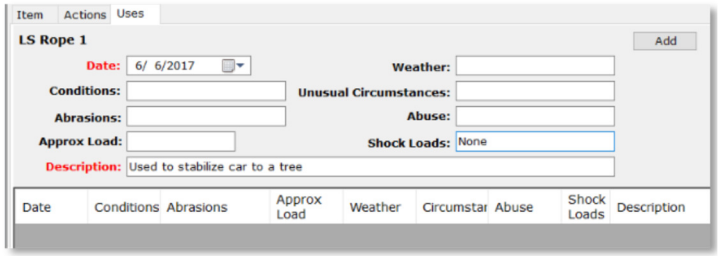
You can record actions performed on individual ropes by clicking on that rope and selecting the **Actions** tab.

Fill out the **Date**, **Reason**, **Who Performed**, and either type or select an **Action**. Description is optional. Click the **Add** button to add the action to the grid



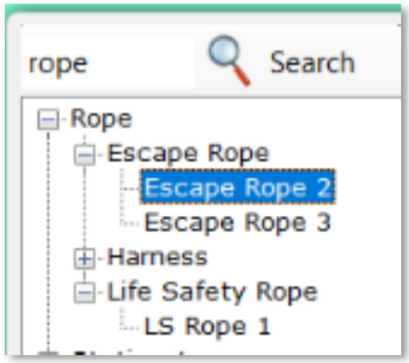
You can record the use of individual ropes by clicking on that rope and selecting the **Uses** tab.

Fill out the **Date** and **Description**, all other fields are optional and click the **Add** button to add the use to the grid.



You can search for a rope by typing a keyword in the search box and clicking the **Search** button. The first rope with a name that contains the keyword will be displayed.

Click the **Search** button again or press the **Enter** key to display the next matching rope.

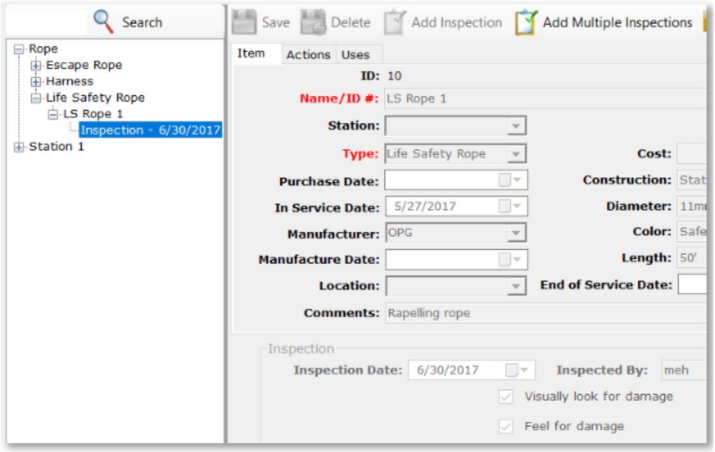


By default, **Manage Ropes/Add Inspection** only shows the last 30 days of inspections. Use the up and down arrows to display more or less. Use **0** to see them all.

You can view an inspection for a rope by expanding the rope name and clicking on the inspection.

The regular rope properties like **Type**, **Cost**, and **Length** are disabled in this view.

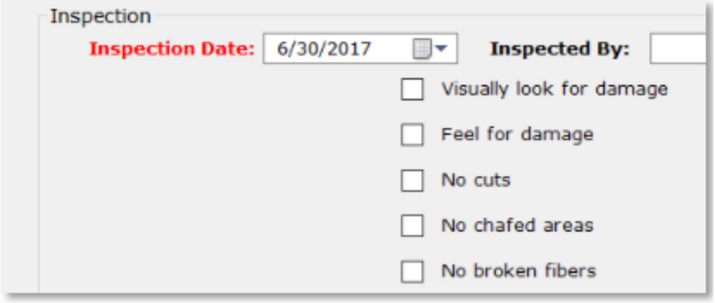
Click the **Create Report** button to render a PDF document for that inspection.



To add an inspection for a single rope, highlight that rope in the tree and click the **Add Inspection** button.

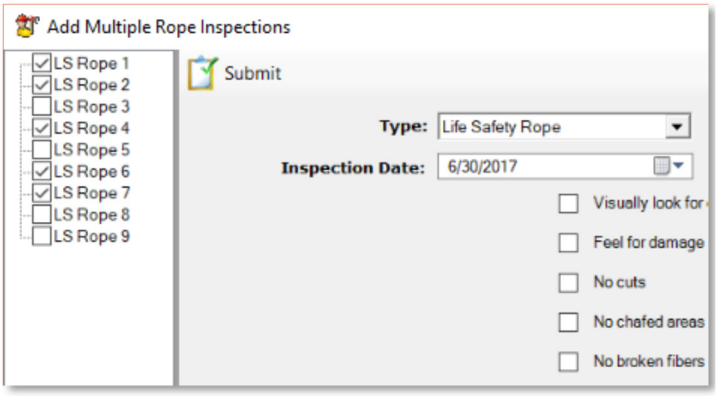
The inspection form will become visible. Fill out the inspection and click the **Save** button to save the inspection.

Note: The inspection from is setup in **Edit Inspection Templates**.



To add multiple inspections for a rope type, highlight a rope type and click the **Add Multiple Inspections** button.

Select the ropes you want to add an inspection for by selecting them in the list, fill out the inspection, and click the **Submit** button.



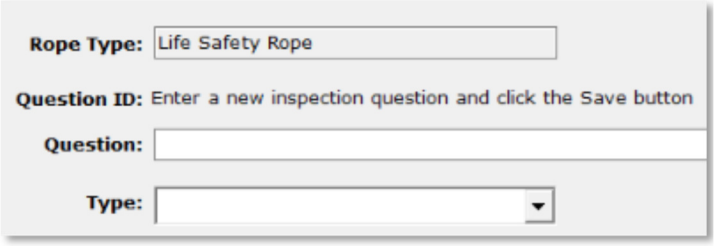
Edit Inspection Templates

With Edit Inspection Templates, you can setup inspection questions for each type of rope entered in **Manage Ropes**.

When you first click on **Edit Inspection Templates**, you will see a list of all the entered rope types.

When you click on a rope type in the tree, you can enter a new question. A question is either something that can be checked off or a field to fill out.

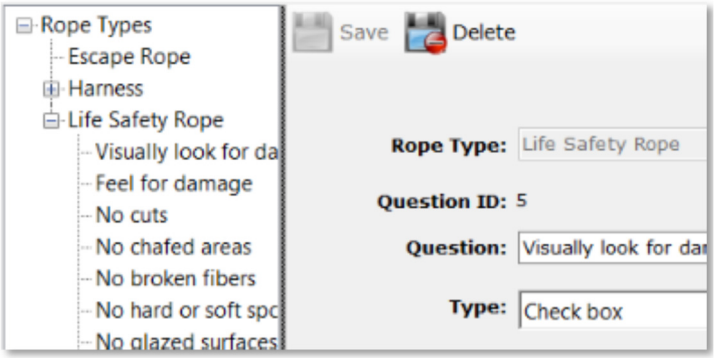
To add a new question, type it in the **Question** field and select the Type. The two types to choose from are **Check box** and **Fill In Blank**. Click the **Save** button to add the question to the template.



When questions are added to the template, the way the inspection form will be displayed when an inspection is entered is shown below where new questions are entered.

This is just for display purposes.

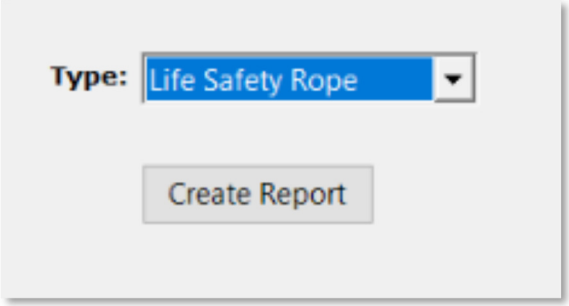
To edit or delete questions in a template, expand the template in the tree and select a question. You can change the **Question** or **Type** and click the **Save** button or click the **Delete** button to remove it from the inspection template.



Reports

Reports available are **Blank Inspection Form** and **Rope Reports**. To run reports, click the report name, select filter criteria, and then click the **Create Report** button.

The **Blank Inspection Form** is used to create an inspection form for a rope type that can be printed off to record inspection results prior to entering them into **Fire Station**.



Rope Reports are used to create a PDF document listing all the ropes that match the filter criteria.

Check **Show ropes not inspected from** and select a date range to include all ropes that have no inspections recorded for the date range.

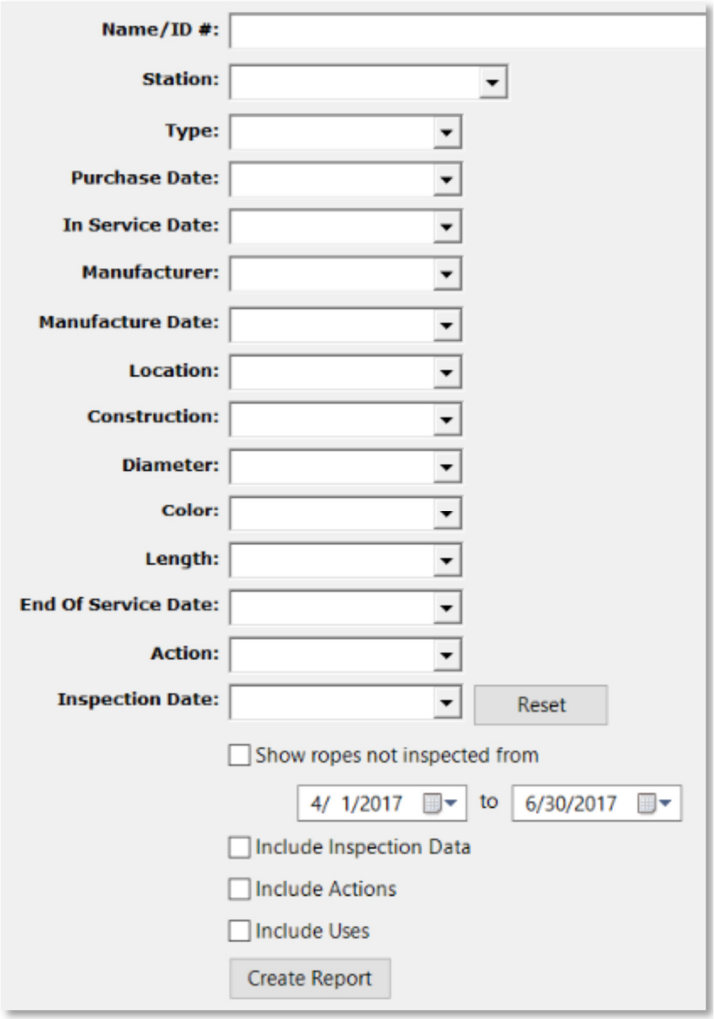
Check **Include Inspection Data** to include the inspections for all ropes that match the filter criteria.

Check **Include Actions** to include the actions on the report.

Check **Include Uses** to include the uses on the report.

Click the **Reset** button to clear the filters.

Click the **Create Report** button to create the report.



Rope Files

Use **Rope Files** to keep your rope documents, images, and files in one place.

Click the **Add File(s)** button to browse for a file or multiple files.

Click the **View Folder** button to open a Windows Explorer window where these files are stored.

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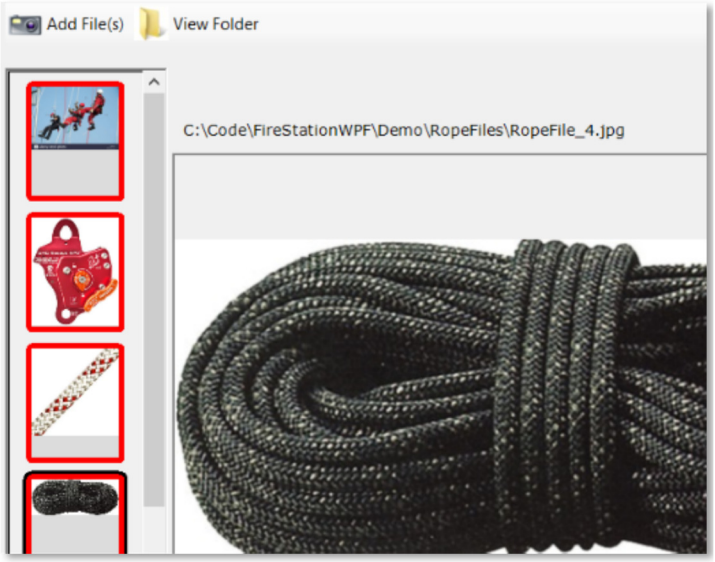

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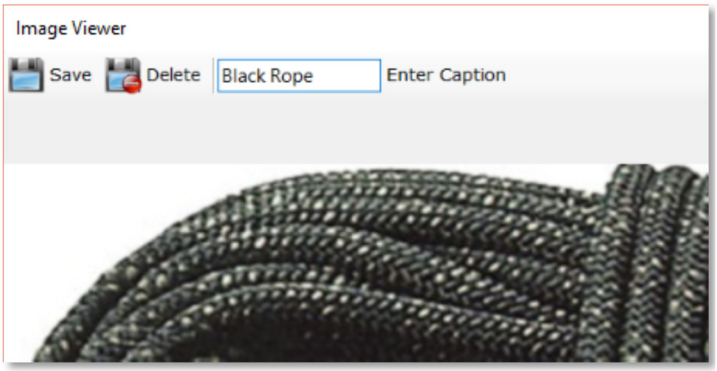
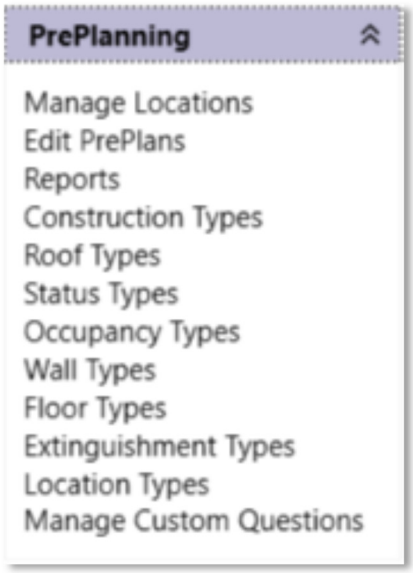


PrePlanning Module

The **PrePlanning** module menu contains the following items:

Manage Locations
Edit Preplans
Reports
Construction Types
Roof Types
Status Types
Occupancy Types
Wall Types
Floor Types
Extinguishment Types
Location Types
Manage Custom Questions

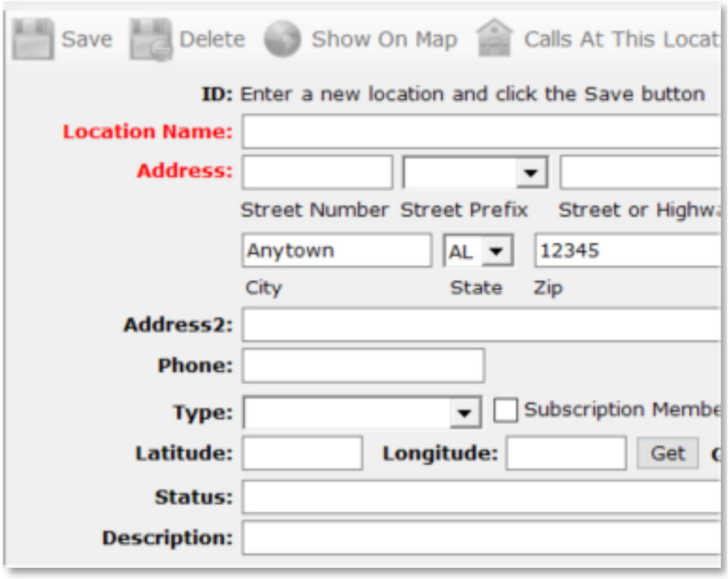


Manage Locations

Manage Locations is used to enter and edit all of the buildings and residences used in **Fire Station**. These locations are available in the **Locations** drop down when entering calls in the **Incident Reporting** module, the **Fire Inspections** module, and the **Subscriptions** module.

When you first click **Manage Locations**, you can enter a new location.

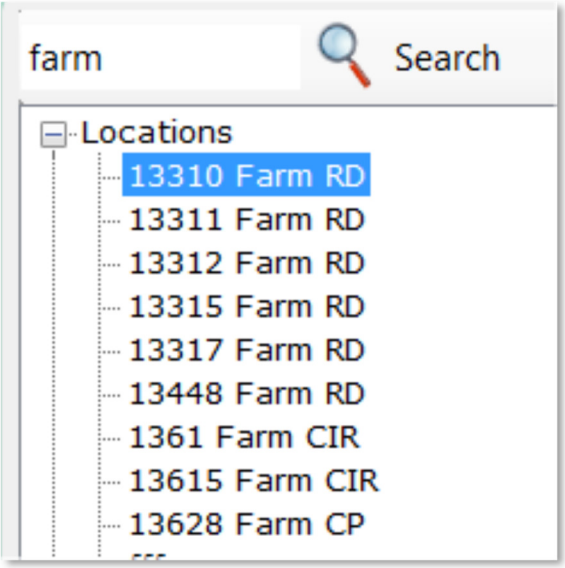
To enter a new location, fill out the new location form and click **Save**. **Location Name**, and **Address** are required.



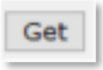
The locations will be sorted by address or location name. See **Admin**, **Manage Settings**, **PrePlanning** tab for more information.

You can search for a location by typing a keyword in the search box and clicking the **Search** button. The first item with a location name, rental company, or address that contains the keyword will be displayed.

Click the **Search** button again to display the next matching location.

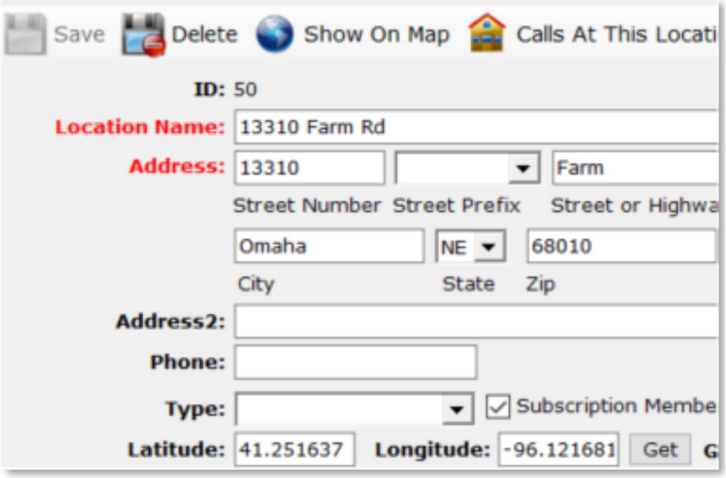


You can edit an individual location by expanding the **Locations** node or location type nodes in the tree and clicking on the location.

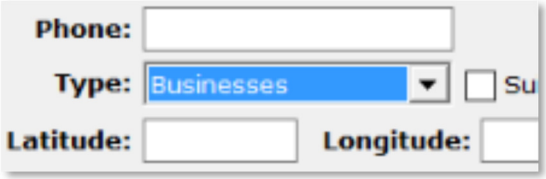
The **Get** button 

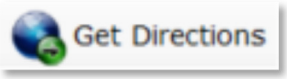
will fill in the **Latitude** and **Longitude** based on the address entered in **Street Number**, **Street Prefix**, **Street or Highway**, **Street Type**, **Street Suffix**, **City**, **State**, and **Zip**.

Note: You must be connected to the Internet for this to work as the program connects to Google Maps.



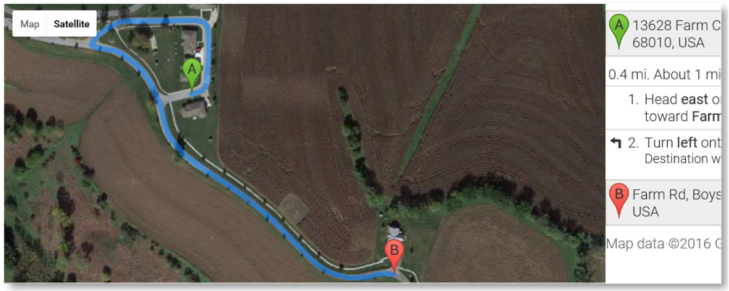
The locations can be grouped by type (Residence, Business, Churches, etc.) by selecting the **Type** when editing the location. See **Location Types** for more information.



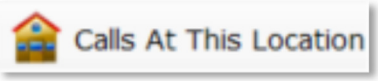


Click the **Get Directions** button to get turn by turn mapping directions from your fire station to the location.

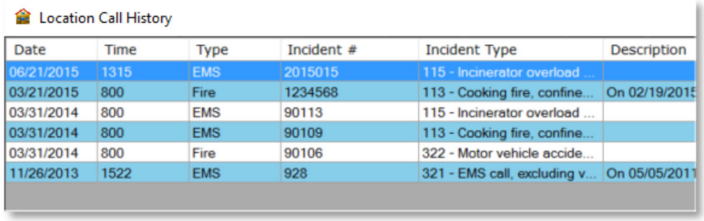
Note: Latitude and longitude must be filled in for the location as well as the station. See **Admin**, **Manage Settings**, **My FD** tab for more information. Also, you must be connected to the Internet.



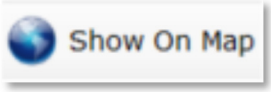
Click the **Calls At This Location**



button to get a list of calls that were dispatched to the currently selected location.

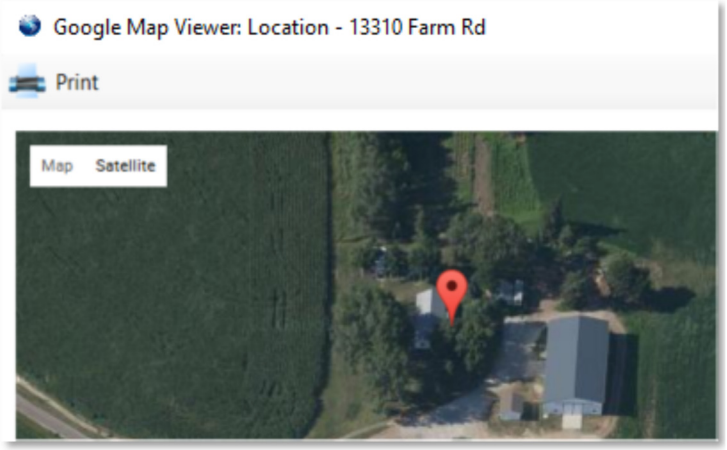


Date	Time	Type	Incident #	Incident Type	Description
06/21/2015	1315	EMS	2015015	115 - Incinerator overload ...	
03/21/2015	800	Fire	1234568	113 - Cooking fire, confine...	On 02/19/2015
03/31/2014	800	EMS	90113	115 - Incinerator overload ...	
03/31/2014	800	EMS	90109	113 - Cooking fire, confine...	
03/31/2014	800	Fire	90106	322 - Motor vehicle accide...	
11/26/2013	1522	EMS	928	321 - EMS call, excluding v...	On 05/05/2011

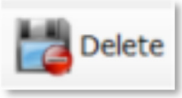


Click the **Show On Map** button to get satellite or map view of the location as well as any hydrants/water sources with latitude and longitude entered in the **Hydrants** module.

Note: You must be connected to the Internet for this to work as the program connects to Google Maps.



Delete the location by clicking the **Delete** button or by right-clicking its name in the tree and selecting **Delete**.



Click the **Save** button to save the changes.

Edit PrePlans

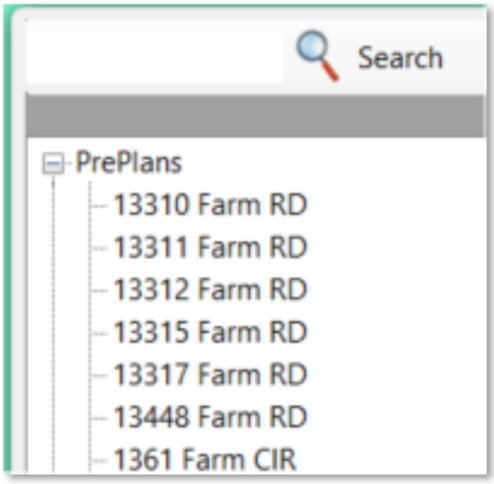
Edit PrePlans is used to manage the pre plans for all of the locations entered in **Manage Locations**.

When you first click **Edit PrePlans**, you can select a location to edit.

The locations will be sorted by address or location name. See **Admin**, **Manage Settings**, **PrePlanning** tab for more information.

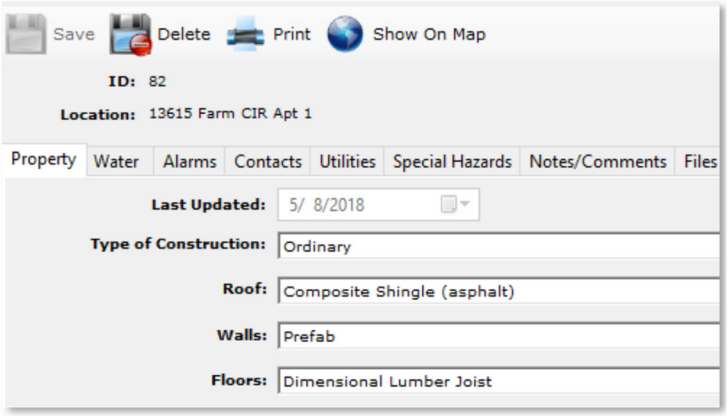
You can search for a location by typing a keyword in the search box and clicking the **Search** button. The first item with a location name, rental company, or address that contains the keyword will be displayed.

Click the **Search** button again to display the next matching location.



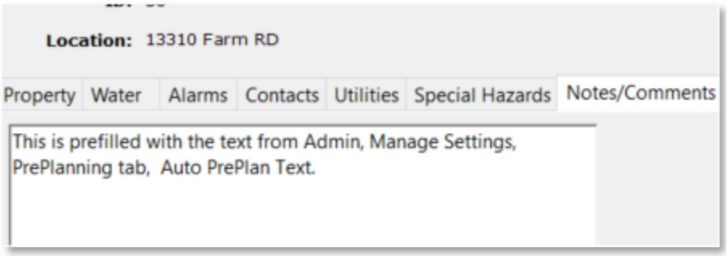
To enter a preplan for a location, select the location in the tree.

Fill out the **Property**, **Water**, **Alarms**, **Contacts**, **Utilities**, and **Special Hazards** tabs.

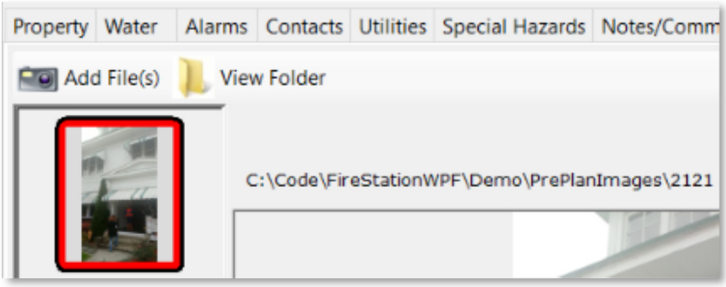


The **Notes/Comments** tab will be filled in with the **Auto PrePlan Text** if no notes/comments are entered.

See **Admin**, **Manage Settings**, **PrePlanning** tab for more information.



The **Files** tab allows you to keep document, images, and other files attached to the location's preplan.



Click the **Add File(s)** button to browse for a file or multiple files.

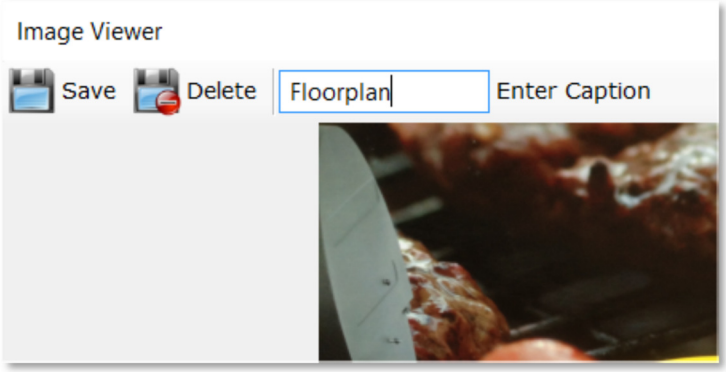
Click the **View Folder** button to open a Windows Explorer window where these files are stored.

Image files like .BMP, .JPG, or .TIF files will display the image in the image viewer when selected in the thumbnail viewer.

PDF files will display a generic PDF image and other files will display a generic file image.

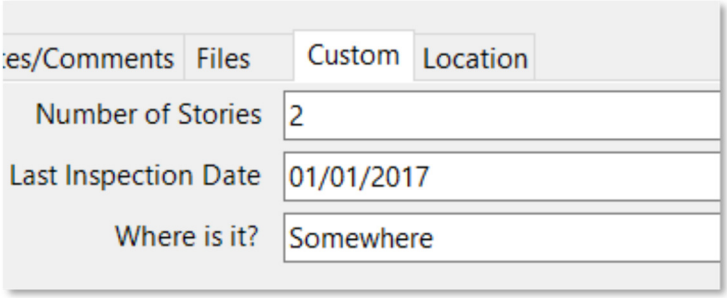
Left-clicking on PDF and other files in the image viewer will open the file in the associated program for that type of file. For example, a .TXT file will open in Notepad and a .PDF file will open in Adobe Reader.

You can add captions to files in the thumbnail viewer by either left-clicking on an image file where the image is displayed or right-clicking on PDF or other files where the image is not displayed.

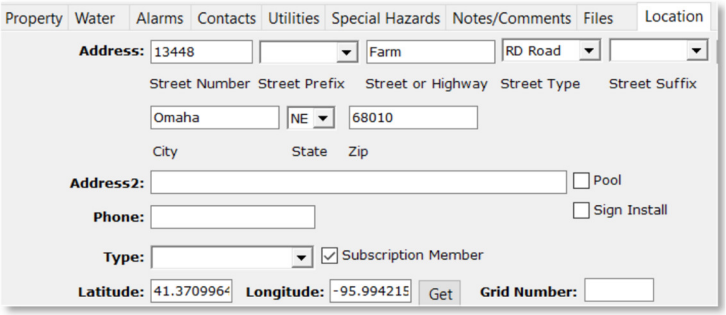


You can also delete files by using the **Delete** button.

The **Custom** tab stores the answers to the custom questions setup in **Manage Custom Questions**.

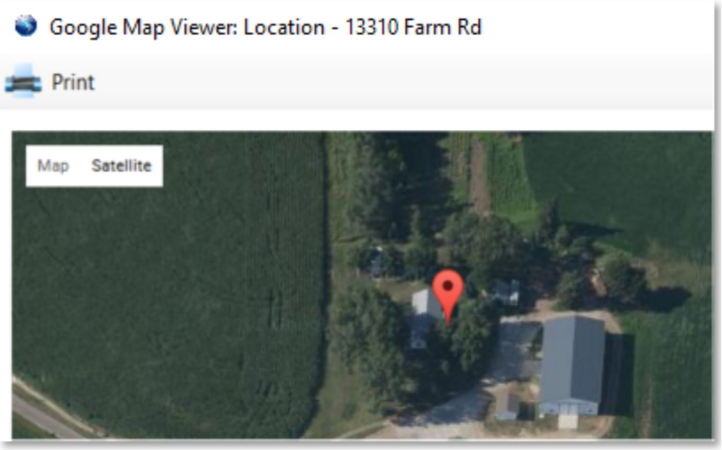


The **Location** tab is the same information that is on the **Manage Locations** screen for the location.

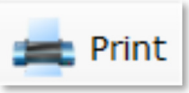


Click the **Show On Map** button to get satellite or map view of the location if **Latitude** and **Longitude** are filled in for the location.

Note: You must be connected to the Internet for this to work as the program connects to Google Maps.



Click the **Print** button to get a PDF of the location's preplan along with all attached images.

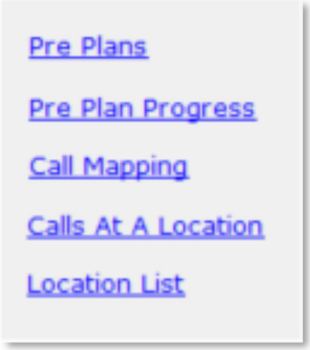


Delete the location by clicking the **Delete** button.

Click the **Save** button to save the preplan changes.

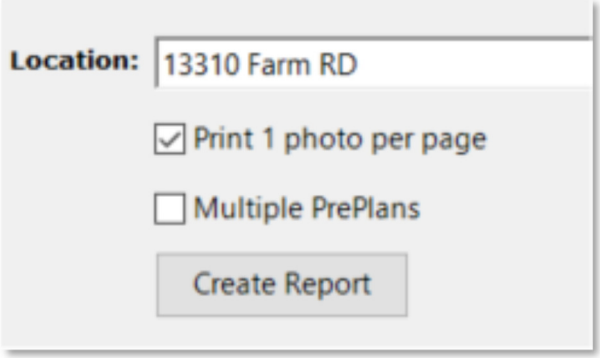
Reports

Reports available are **Pre Plans**, **Pre Plan Progress**, **Call Mapping**, **Calls At A Location** and **Location List**. To run reports, click the report name, select filter criteria, and then click the **Create Report** button.



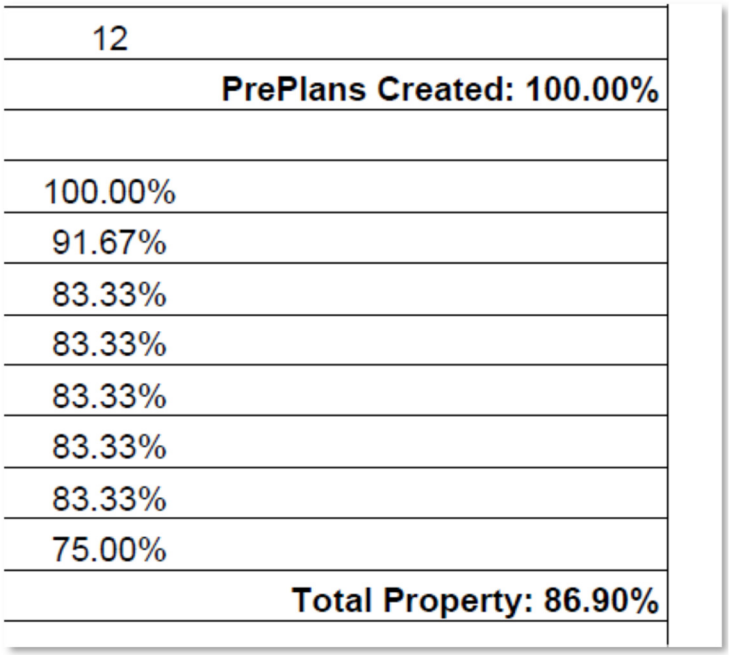
The **Pre Plans** report will print the preplan for the selected location. Click **Multiple PrePlans** to print more than one preplan at a time.

Select a **Font Size** to make the text on the report larger of smaller.



The **Pre Plan Progress** report give an overall view of the how many locations have preplans and how much information has been filled out.

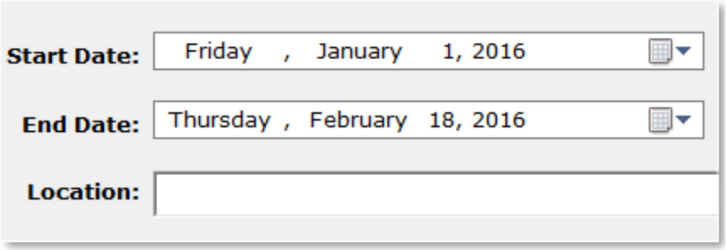
Select a **Font Size** to make the text on the report larger of smaller.



The **Location List** report will render a PDF with the location name and addresses of all the locations entered.

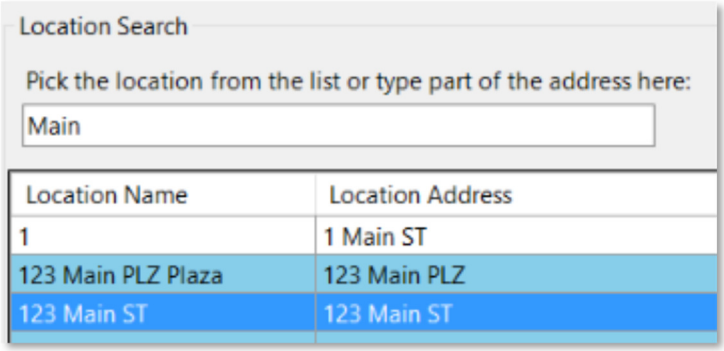
The **Call Mapping** report will display a map of all calls with latitude and longitude or at a location with lat/long that fit in the date range selected.

The **Calls At A Location** report will generate a PDF of either the top locations that have calls and the number of calls there, or the calls at a particular location if it is selected in the **Location** list.



You can run the **Calls At A Location** report by either selecting a location from the **Location** combo box or by using the **Location Search**. Type part of an address and the grid will fill in with locations that match. Click the desired location and then click the **Create Report** button.

Select a **Font Size** to make the text on the report larger of smaller.



The **Location List Report** will render a PDF of a list of all locations entered into PrePlanning.

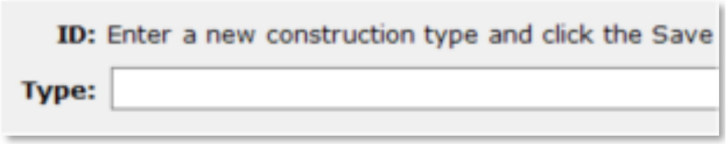
You can limit the list by **Has a Pool** and **Has a Storm Shelter**.

Construction Types

Construction Types is used to add, edit, and delete construction types used in **Edit PrePlans**, **Property** tab.

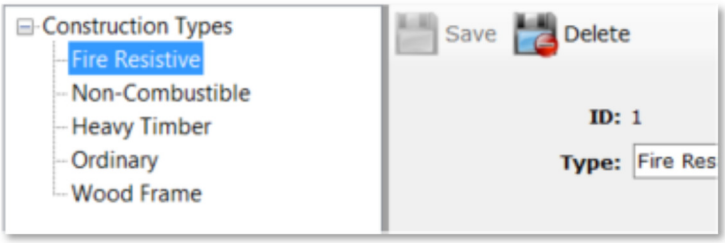
When you first click on **Construction Types** you can add a new construction type.

To add a new construction type, fill in the **Type** and click the **Save** button.



To edit an existing construction type, click on the type in the tree. You will then be able to edit the **Type**. Click the **Save** button to save the changes.

Click the **Delete** button to delete the construction type.

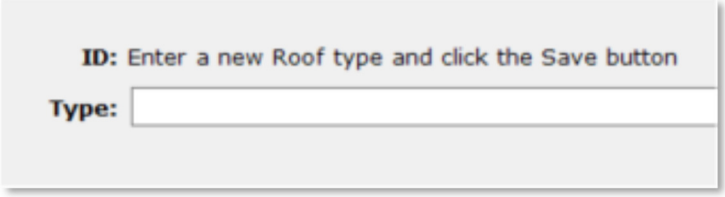


Roof Types

Roof Types is used to add, edit, and delete roof types used in **Edit PrePlans**, **Property** tab.

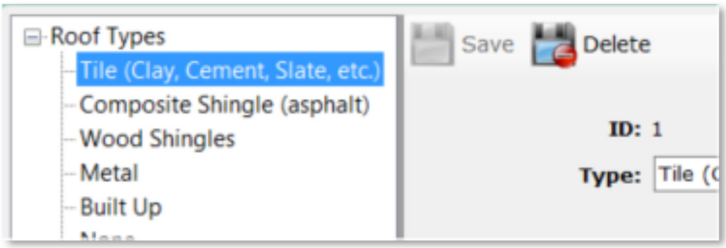
When you first click on **Roof Types** you can add a new roof type.

To add a new roof type, fill in the **Type** and click the **Save** button.



To edit an existing roof type, click on the type in the tree. You will then be able to edit the **Type**. Click the **Save** button to save the changes.

Click the **Delete** button to delete the roof type.

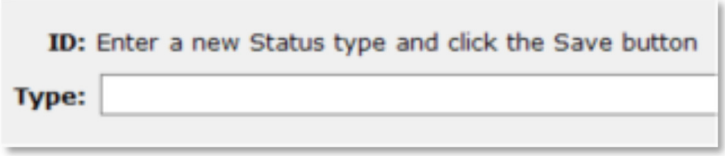


Status Types

Status Types is used to add, edit, and delete status types used in **Edit PrePlans**, **Property** tab.

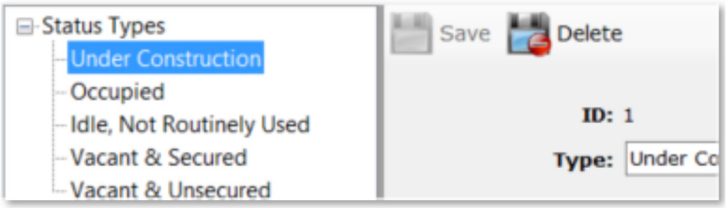
When you first click on **Status Types** you can add a new status type.

To add a new status type, fill in the **Type** and click the **Save** button.



To edit an existing status type, click on the type in the tree. You will then be able to edit the **Type**. Click the **Save** button to save the changes.

Click the **Delete** button to delete the status type.

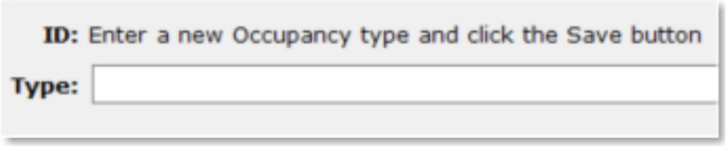


Occupancy Types

Occupancy Types is used to add, edit, and delete occupancy types used in **Edit PrePlans**, **Property** tab.

When you first click on **Occupancy Types** you can add a new Occupancy type.

To add a new occupancy type, fill in the **Type** and click the **Save** button.



To edit an existing occupancy type, click on the type in the tree. You will then be able to edit the **Type**. Click the **Save** button to save the changes.

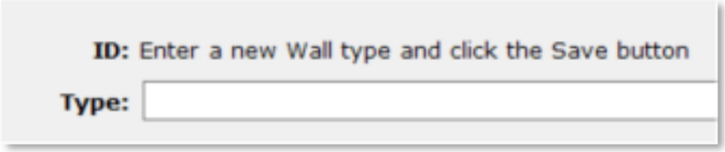
Click the **Delete** button to delete the occupancy type.

Wall Types

Wall Types is used to add, edit, and delete wall types used in **Edit PrePlans**, **Property** tab.

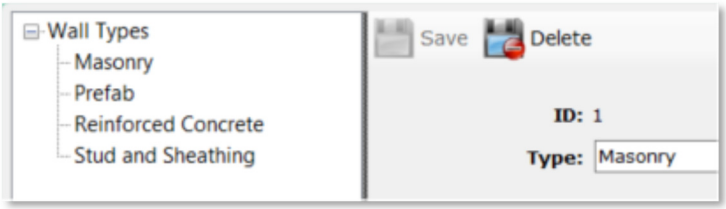
When you first click on **Wall Types** you can add a new wall type.

To add a new wall type, fill in the **Type** and click the **Save** button.



To edit an existing wall type, click on the type in the tree. You will then be able to edit the **Type**. Click the **Save** button to save the changes.

Click the **Delete** button to delete the wall type.

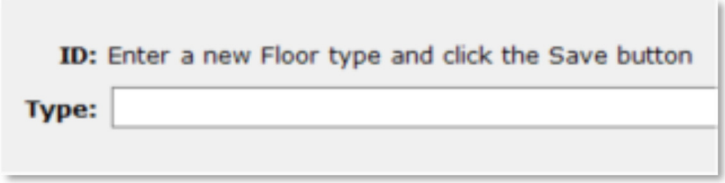


Floor Types

Floor Types is used to add, edit, and delete floor types used in **Edit PrePlans**, **Property** tab.

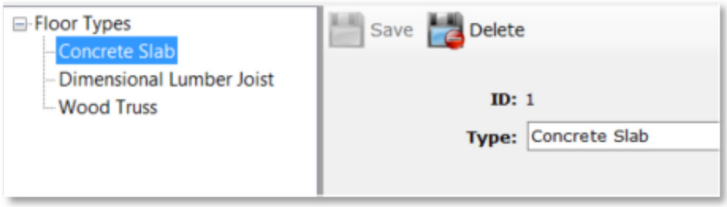
When you first click on **Floor Types** you can add a new floor type.

To add a new floor type, fill in the **Type** and click the **Save** button.



To edit an existing floor type, click on the type in the tree. You will then be able to edit the **Type**. Click the **Save** button to save the changes.

Click the **Delete** button to delete the floor type.

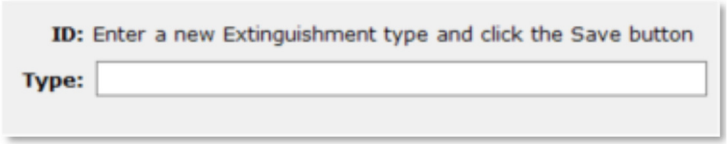


Extinguishment Types

Extinguishment Types is used to add, edit, and delete extinguishment types used in **Edit PrePlans**, **Property** tab.

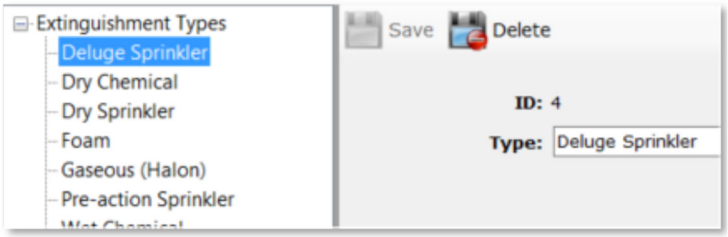
When you first click on **Extinguishment Types** you can add a new extinguishment type.

To add a new extinguishment type, fill in the **Type** and click the **Save** button.



To edit an existing extinguishment type, click on the type in the tree. You will then be able to edit the **Type**. Click the **Save** button to save the changes.

Click the **Delete** button to delete the extinguishment type.

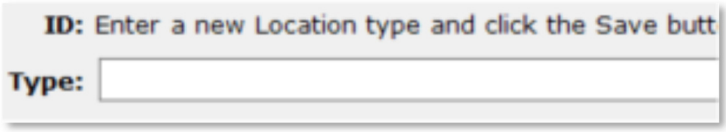


Location Types

Location Types is used to add, edit, and delete location types used to group locations and preplans.

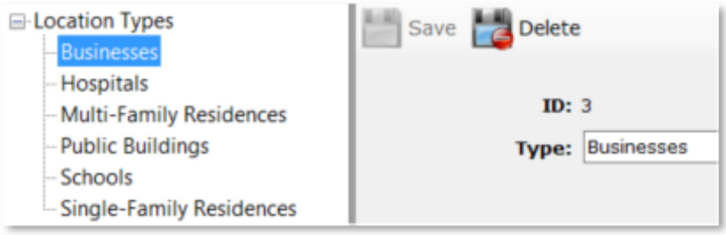
When you first click on **Location Types** you can add a new location type.

To add a new location type, fill in the **Type** and click the **Save** button.



To edit an existing location type, click on the type in the tree. You will then be able to edit the **Type**. Click the **Save** button to save the changes.

Click the **Delete** button to delete the location type.

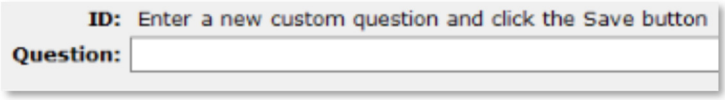


Manage Custom Questions

Manage Custom Questions is used to add, edit, and delete the custom information about a location that is not

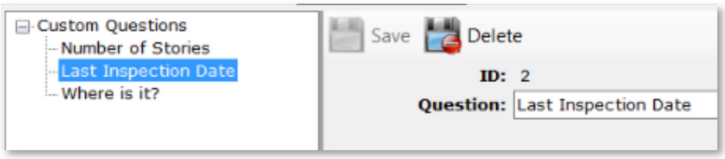
covered by the standard preplanning fields.

When you first click on **Manage Custom Questions** you can enter a new custom question. Fill in the **Question** and click the **Save** button.



You can edit an existing custom question by clicking on it in the tree and changing the **Question**, then clicking the **Save** button.

Click the **Delete** button to remove the custom question.

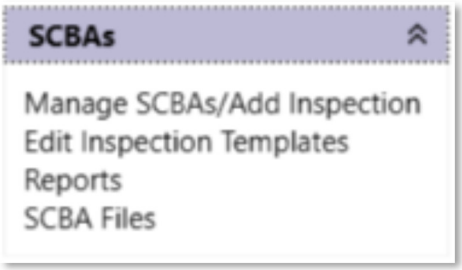


Note: It is recommended to not delete a custom question that already has been filled out for a location.

SCBAs Module

The **SCBAs** module menu contains the following items:

Manage SCBAs / Add Inspection
Edit Inspection Templates
Reports
SCBA Files

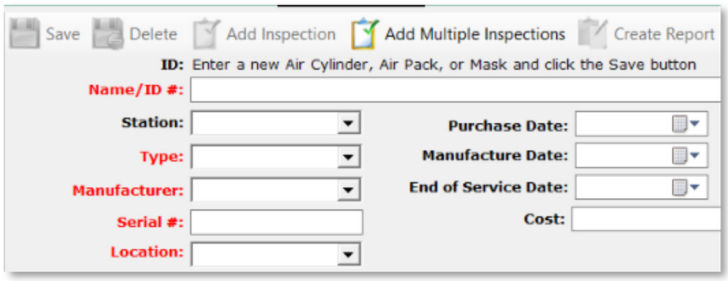


Manage SCBAs / Add Inspection

Manage SCBAs / Add Inspection is used to manage your air cylinders, air packs, masks and to enter inspection results.

When you first click **Manage SCBAs / Add Inspection**, you can add a new air cylinder, air pack or mask.

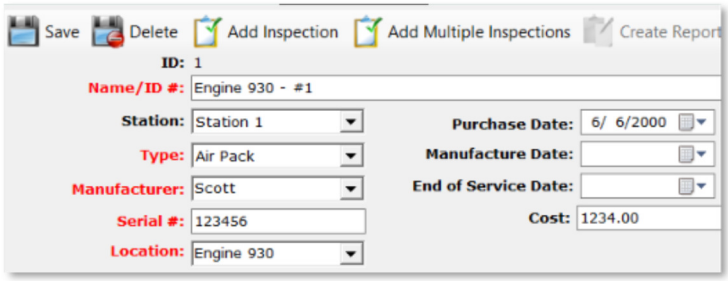
To enter a new item, fill out the new SCBA form and click **Save**. **Name/ID #**, **Type**, and **Manufacturer** are required.



You can edit an individual item by expanding the **Air Cylinder**, **Air Pack**, or **Mask** node in the tree and clicking on the item.

Delete the item by clicking the **Delete** button or by right-clicking its name in the tree and selecting **Delete**.

Click the  link to add 10 years to the **Manufacture Date** and fill in the **End of Service Date**.

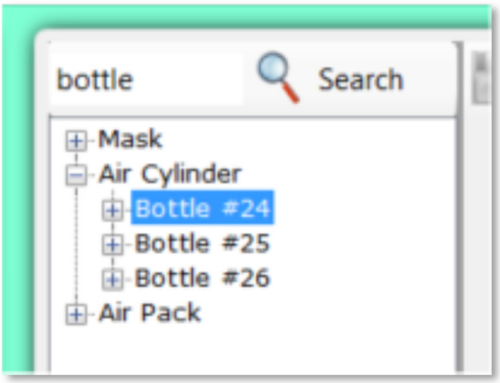


Note: The logged in user must have **Can Delete SCBAs** checked in their permissions to delete SCBAs or one of their inspections.

See **Admin**, **Manage Permissions**, **SCBAs** tab for more information.

You can search for an air cylinder, air pack, or mask by typing a keyword in the search box and clicking the **Search** button. The first item with a name that contains the keyword will be displayed.

Click the **Search** button again or press the **Enter** key to display the next matching item.

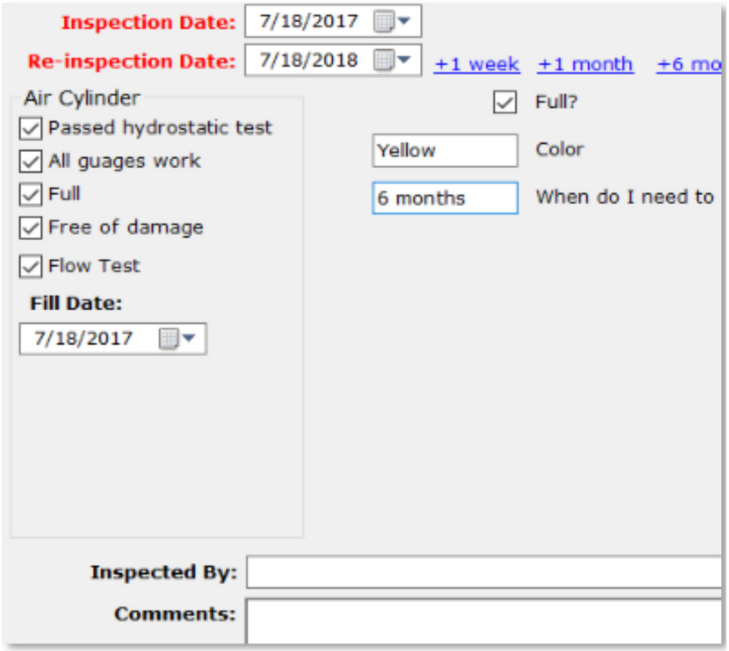


By default, **Manage SCBAs/Add Inspection** only shows the last 30 days of inspections. Use the up and down arrows to display more or less. Use **0** to see them all.

To add an inspection, highlight the item in the tree and click the **Add Inspection** button.

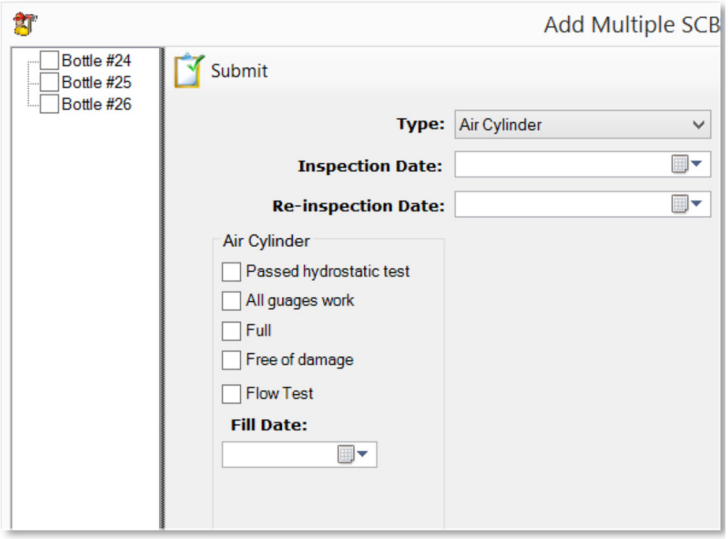
The inspection fields will become visible. Fill out the inspection and click the **Save** button to save the inspection.

Click the **+1 week**, **+6 months**, **+1Year**, **+3 Years**, or **+5 Years** links to automatically populate the **Re-Inspection Date**.



To add multiple inspections for air cylinders, air packs, or masks, click the **Add Multiple Inspections** button.

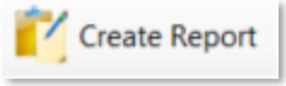
Select the air cylinders, air packs, or masks you want to add an inspection for by selecting them in the list, fill out the inspection, and click the **Submit** button.



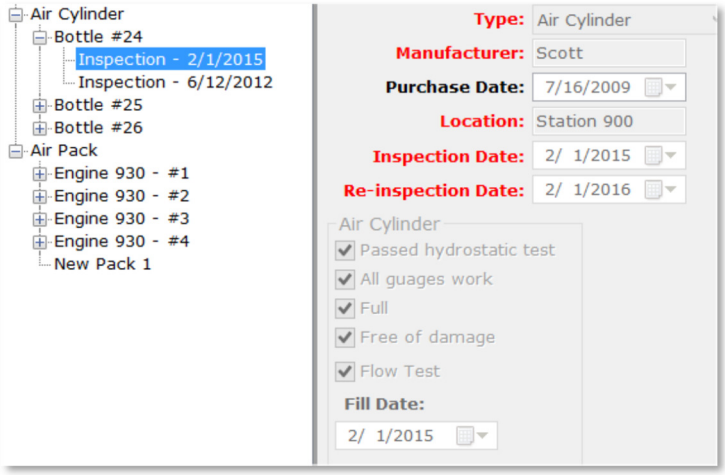
You can view an inspection for an item by expanding the item name and clicking on the inspection.

The regular SCBA properties like **Type**, **Manufacturer**, and **Location** are disabled in this view.

Click the **Create Report** button



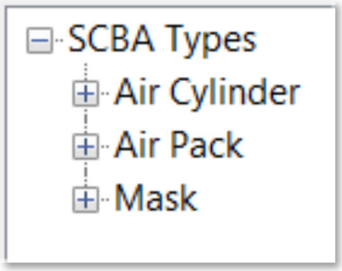
to render a PDF document for that inspection.



Edit Inspection Templates

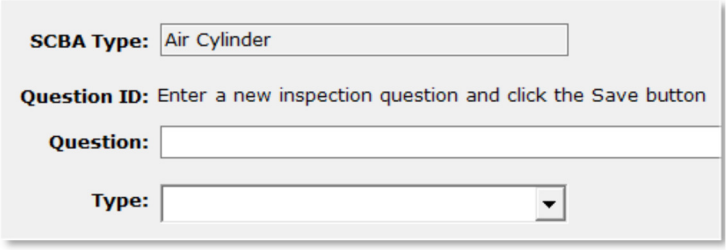
With **Edit Inspection Templates**, you can setup inspection questions for **Air Cylinders**, **Air Packs**, and **Masks** entered in **Manage SCBAs**.

When you first click on **Edit Inspection Templates**, you will see a list of all the SCBA types.



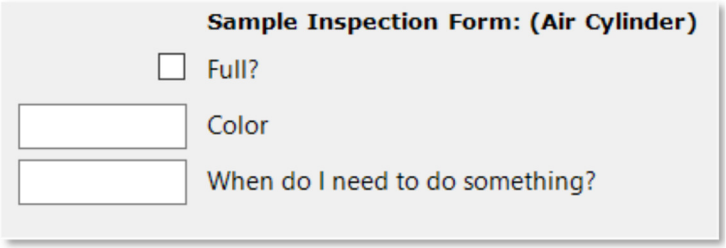
When you click on an SCBA type in the tree, you can enter a new question. A question is either something that can be checked off or a field to fill out.

To add a new question, type it in the **Question** field and select the **Type**. The two types to choose from are **Check box** and **Fill In Blank**. Click the **Save** button to add the question to the template.

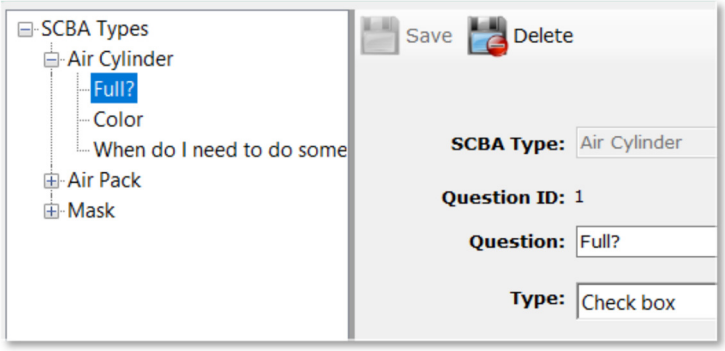


When questions are added to the template, the way the inspection form will be displayed when an inspection is entered is shown below where new questions are entered.

This is just for display purposes.



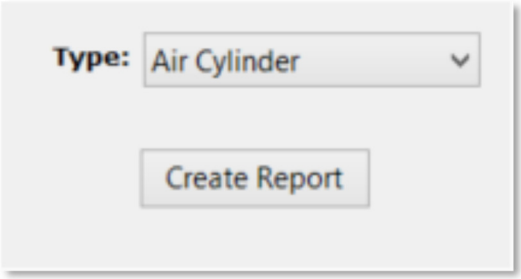
To edit or delete questions in a template, expand the template in the tree and select a question. You can change the **Question** or **Type** and click the **Save** button or click the **Delete** button to remove it from the inspection template.



Reports

Reports available are **Blank Inspection Form** and **SCBA Reports**. To run reports, click the report name, select filter criteria, and then click the **Create Report** button.

The **Blank Inspection Form** is used to create an inspection form for an air cylinder, air pack, or mask that can be printed off to record inspection results prior to entering them into **Fire Station**.



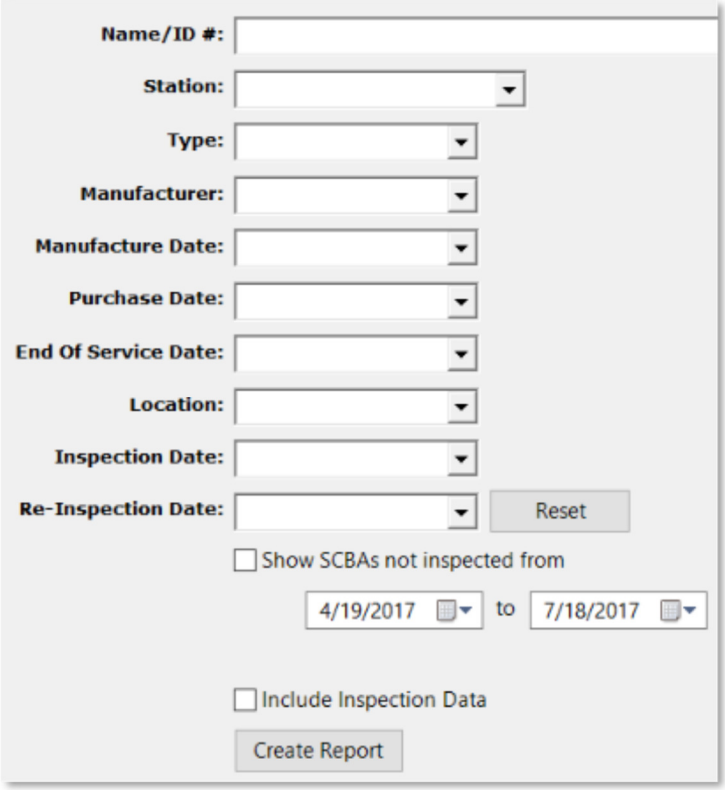
SCBA Reports are used to create a PDF document listing all the SCBAs that match the filter criteria.

Check **Show SCBAs not inspected from** and select a date range to include all SCBA items that have no inspections recorded for the date range.

Check **Include Inspection Data** to include the inspections for all SCBAs that match the filter criteria.

Click the **Reset** button to clear the filters.

Click the **Create Report** button to create the report.



SCBA Files

Use **SCBA Files** to keep your SCBA documents, images, and files in one place.

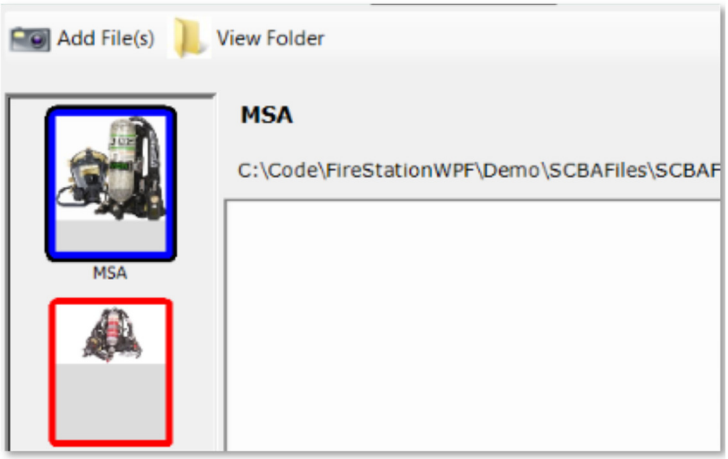
Click the **Add File(s)** button to browse for a file or multiple files.

Click the **View Folder** button to open a Windows Explorer window where these files are stored.

Image files like .BMP, .JPG, or .TIF files will display the image in the image viewer when selected in the thumbnail viewer.

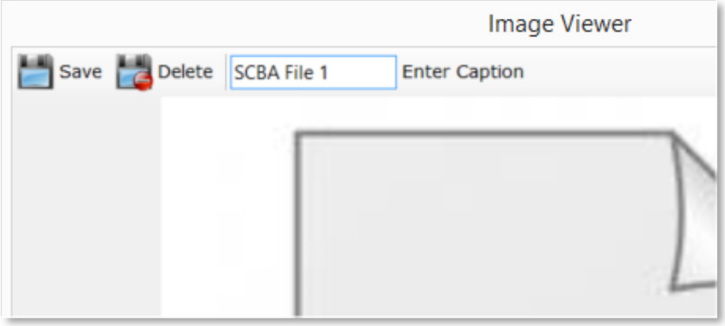
PDF files will display a generic PDF image and other files will display a generic file image.

Left-clicking on PDF and other files in the image viewer will open the file in the associated program for that type of file. For example, a .TXT file will open in Notepad and a .PDF file will open in Adobe Reader.



You can add captions to files in the thumbnail viewer by either left-clicking on an image file where the image is displayed or right-clicking on PDF or other files where the image is not displayed.

You can also delete files by using the **Delete** button.



Subscriptions Module

The **Subscriptions** module menu contains the following items:

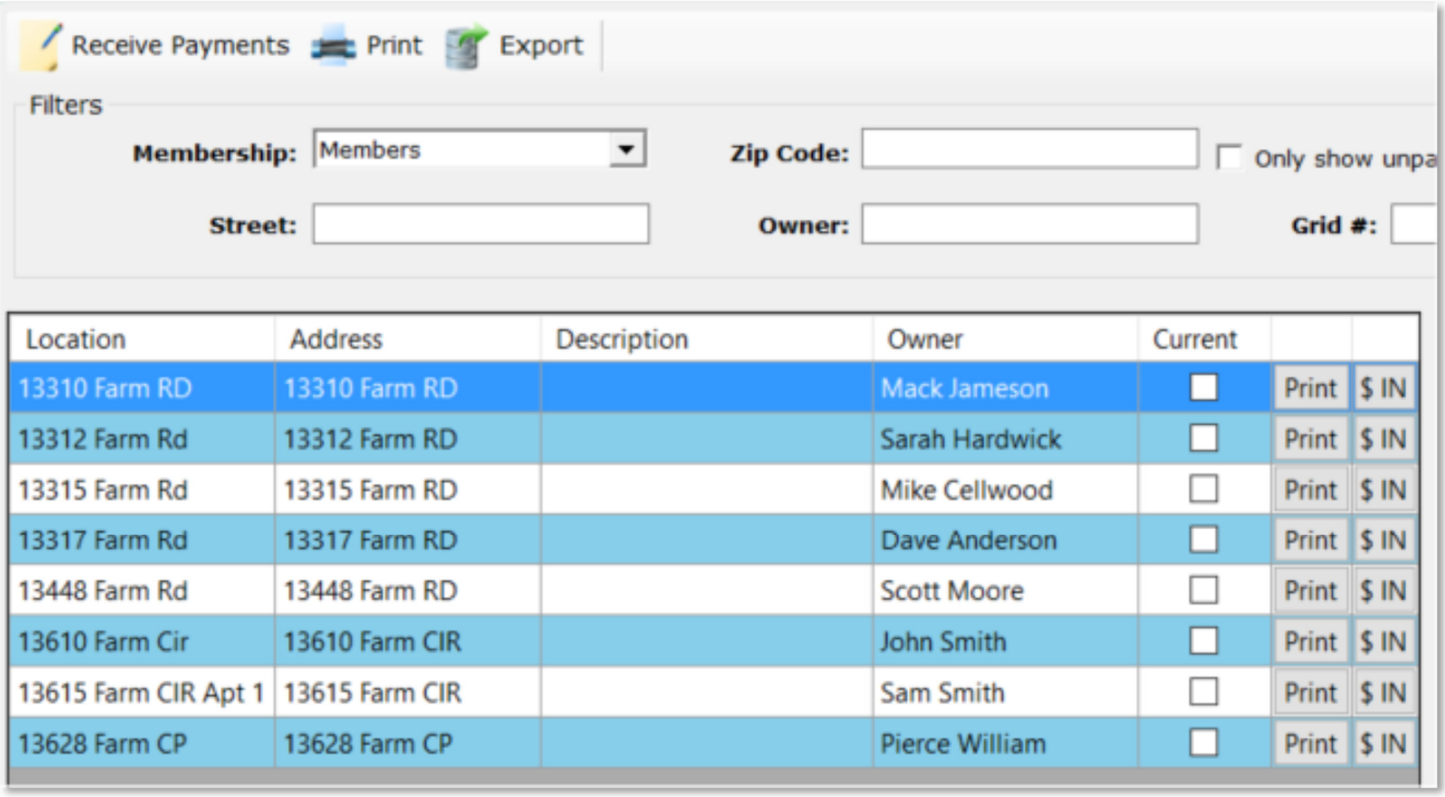
Manage Fire Dues
Reports

Manage Fire Dues

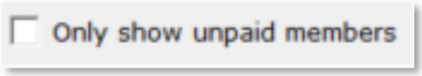
Manage Fire Dues is used to record donations or fire dues payments and to see who is current paying those dues.

When you first click **Manage Fire Dues**, you get a list of all locations setup in the **PrePlanning** module. See **PrePlanning**, **Manage Locations** for more information.

You can narrow down the list by changing the **Membership**, **Street**, **Zip Code**, **Owner**, or **Grid** filters.

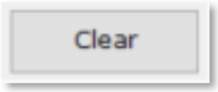


Check the **Only show unpaid members** to show only the locations that have not made a payment this fiscal period.



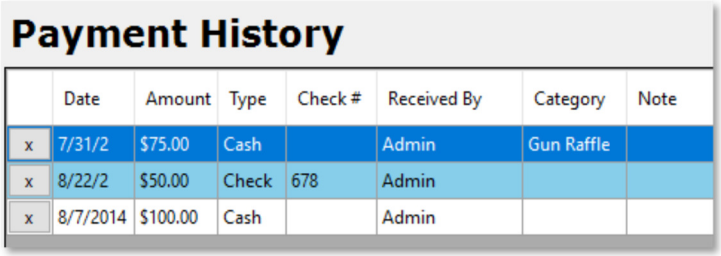
See **Admin**, **Manage Settings**, **Subscriptions** tab to setup the start of your fiscal year.

Click the **Clear** button to clear all of the filters.

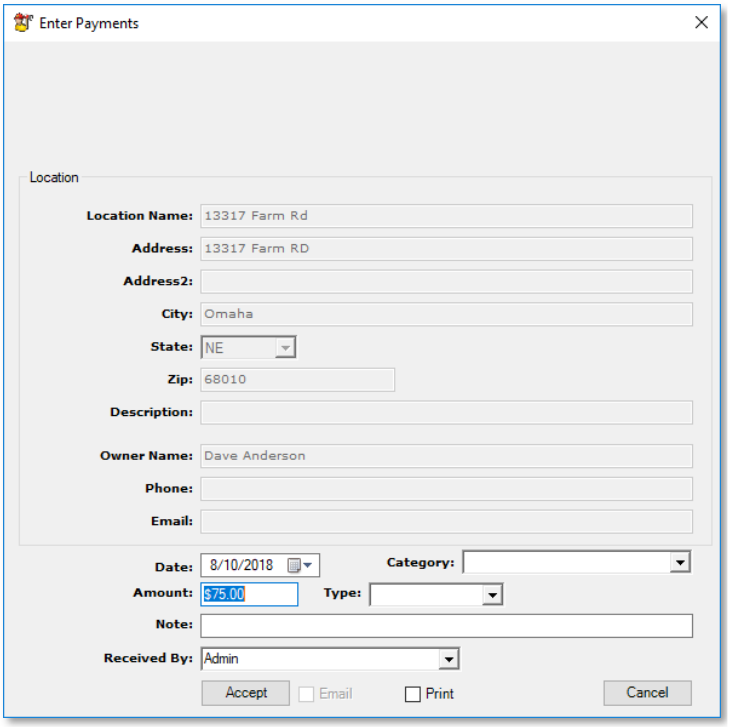


When you click on a row in the grid, you will see the location's payment history.

Click the **X** button on the row to delete the payment.



On each row, there is a **$ IN**  button. This button will bring up the **Enter Payments** screen for that location.



You can enter the **Date**, **Category**, **Amount**, **Type**, and **Note**.

Clicking the **Accept** button will enter the payment in the database.

If **Email** is checked, an email is sent to the owner. The body of the message is determined by the **Auto Email Text**. **Email** is not available if an email address is not entered for the location.

If **Print** is checked, a PDF document will be sent to the PC's default printer. The text on the receipt is determined by the **Auto Print Text**.

See **Admin**, **Manage Settings**, **Subscriptions** tab for more information on **Auto Email Text** and **Auto Print Text**.

On each row, there is a **Print** button. This will render a PDF document with the location and owner information as well as the location's payment history.

Owner

Name:	Mack Jameson
Address:	Farm
City:	Omaha
State:	NE
Zip:	68010
Phone:	345-345-1234
Email:	foo@bar.com

Payment History

Date	Amount	Type
2/18/2016	$10.00	Cash
3/2/2015	$50.00	Cash

The **Export** button will prompt you for the location to save a .CSV (comma separated values) file of all the locations currently in the grid.

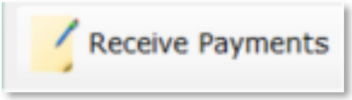
A	B	C	D	E	F	G	H	
ID	LocationN	Descriptio	Address	Address2	City	State	Zip	Stat
50	13310 Farm RD		13310 Farm RD		Omaha	NE	68010	
51	13312 Farm Rd		13312 Farm RD		Omaha	NE	68010	
53	13315 Farm Rd		13315 Farm RD		Boys Towr	NE	68010	
55	13317 Farm Rd		13317 Farm RD		Omaha	NE	68010	
52	13448 Farm Rd		13448 Farm RD		Omaha	NE	68010	
81	13610 Farm Cir		13610 Farm CIR		Omaha	NE	68010	

This file can then be used in a Word document using Mail Merge to create letters you can send to the locations.

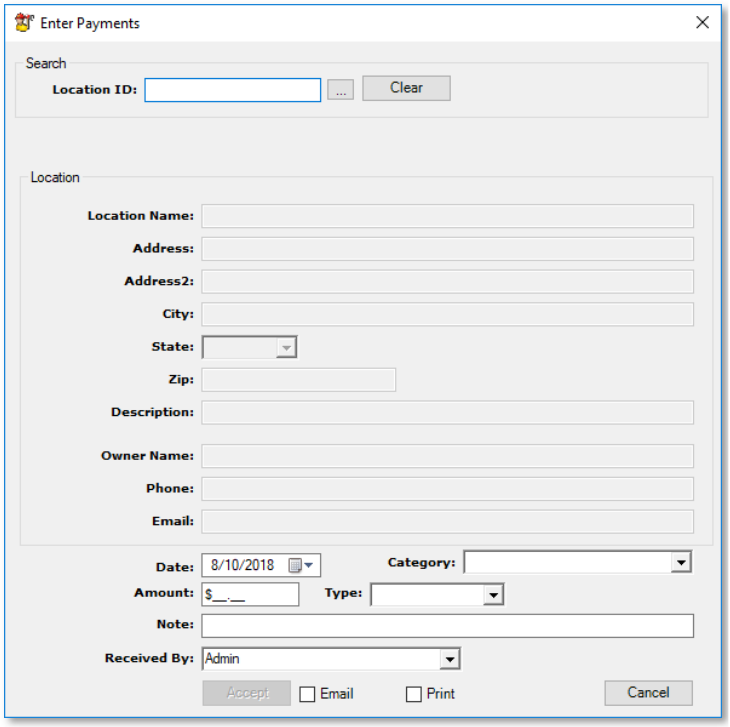
The **Print** button will render a PDF document with all of the locations currently in the grid. The list includes:

Location ID
Location Name
Address
City
State
Zip
Owner
Phone
Email

The **Receive Payments** button



will bring up the **Enter Payments** button. This will allow you to type or use a bar code scanner to enter the **Location ID** of the location that is remitting their fire dues.



If a matching location is found, the location information is displayed and you can enter the **Date**, **Category**, **Amount**, **Type**, and **Note**.

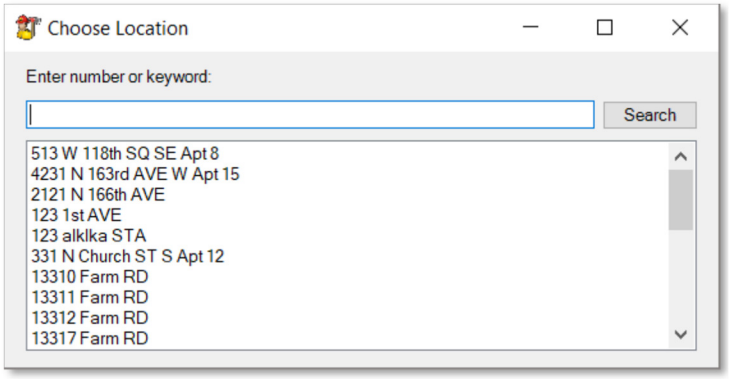
Clicking the **Accept** button will enter the payment in the database.

If **Email** is checked, an email is sent to the owner. The body of the message is determined by the **Auto Email Text**.

If **Print** is checked, a PDF document will be sent to the PC's default printer. The text on the receipt is determined by the **Auto Print Text**.

See **Admin**, **Manage Settings**, **Subscriptions** tab for more information on **Auto Email Text** and **Auto Print Text**.

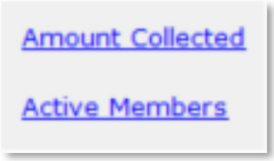
The ellipsis button to the right of **Location ID** will bring up the **Choose Location** dialog. You can type part of a location address to search for a location. Double-click on the location to select it.



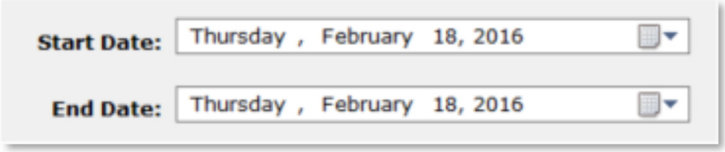
The **Clear** button will clear the currently populated location.

Reports

Reports available are **Amount Collected** and **Active Members**. To run reports, click the report name, select filter criteria, and then click the **Create Report** button.



The **Amount Collected** report will render a PDF document with a list of all payments collected in a given time span and the total dollar amount.



The **Active Members** report will render a PDF by street name and grid the number of current members and the percentage on that street or grid that are current.

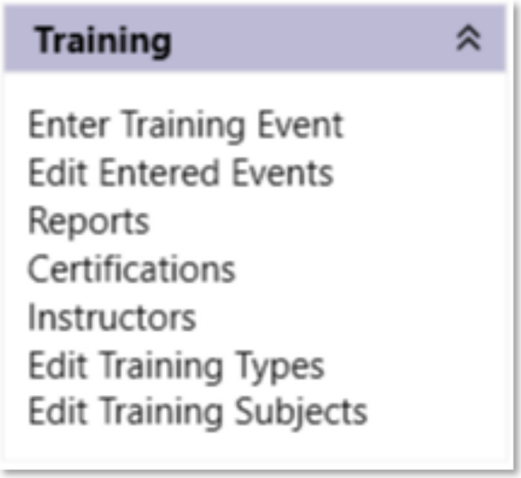
Total Members: 8
Active Members: 1 12.5%

Street	Total	Current	%
Farm CIR	3	0	
Farm CP	1	0	
Farm RD	6	1	16.7%
Main ST	1	0	
N 166th ST	1	0	

Training Module

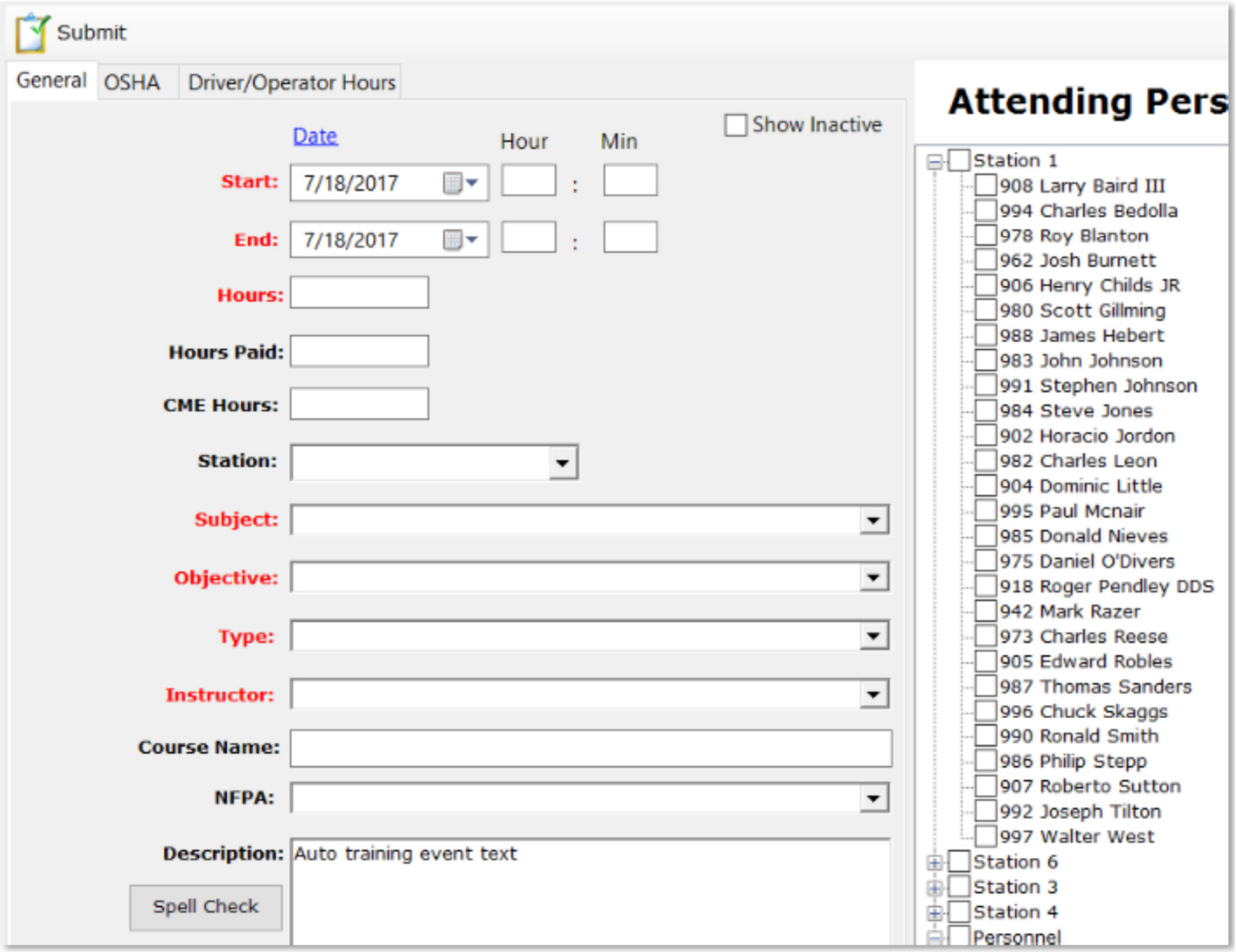
The **Training** module menu contains the following items:

Enter Training Events
Edit Entered Events
Reports
Certifications
Instructors
Edit Training Types
Edit Training Subjects



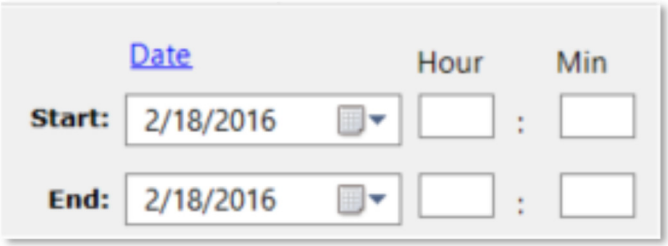
Enter Training Events

Enter Training Events is used to enter new training events.



Enter the **Start** and **End** hours in 24h format. For example, if training started at 6:00 pm and ended at 9:00 pm, start hour would be 18 and end hour would be 21.

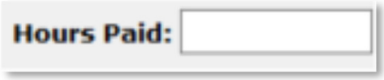
Click **Date** to quickly change the **End** date to the **Start** date.



Hours are calculated from the start and end date/times. However, you can enter a number of hours to override the calculated hours.

For example, a training event that spanned several days or weeks for a 20-hour certification could be entered as one training event with 20 hours entered.

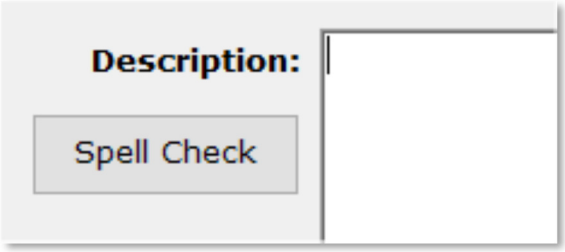
Hours Paid is used by the payroll report. See **Training**, **Edit Training Types** for more information.



If you select a **Station**, training events will be grouped by that station in **Edit Entered Events**. Stations are setup in **Admin**, **Manage Settings**, **Incident Reporting** tab.

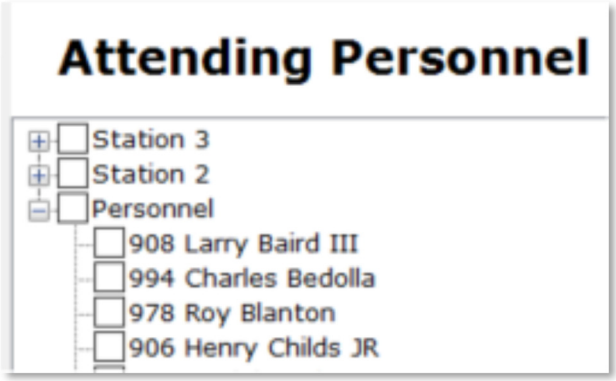
The **Description** will be prefilled with the **Auto Description Text**. See **Admin**, **Manage Settings**, **Training** tab for more information.

Click the **Spell Check** button to check the spelling of the description.

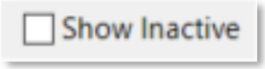


To indicate the personnel that attended the training event, check the box to the left of the name.

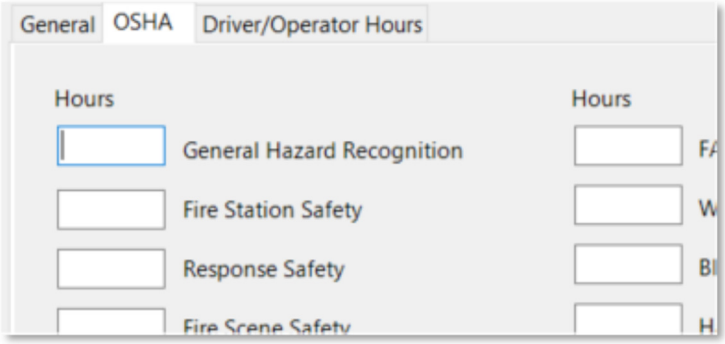
You can check the **Personnel** or the station nodes to quickly check everyone grouped under the node.



Checking the **Show Inactive** check box will add all of the non-active personnel to the list and enable them to be selected for attending the event.



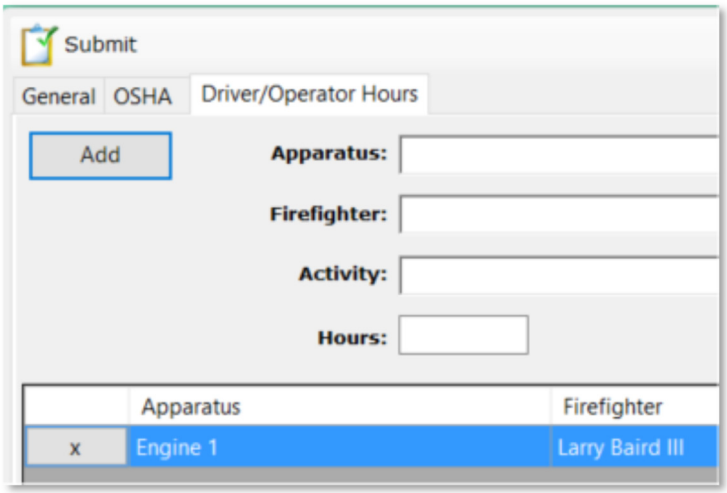
Enter OSHA hours on the **OSHA** tab.



Enter apparatus training hours on the **Driver/Operator Hours** tab.

Enter the **Apparatus**, **Firefighter**, **Activity**, and **Hours** and click the **Add** button. Repeat to add additional driver/operator hours.

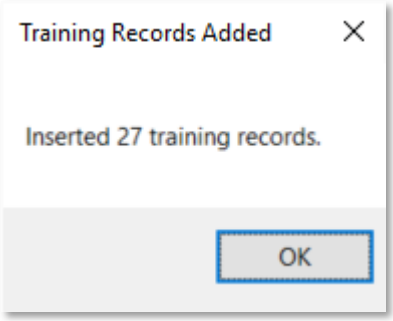
Click the **X** button on the row to delete the driver/operator hours entry.



Click the **Submit** button 

to save the training event to the database.

If no validation errors are detected, a message will display about how many training records (1 per firefighter at the event) were inserted.



When you enter a training event, if **Automatically enter training events into Daily Log Activities** is checked in **Admin**, **Manage Settings**, **Training** tab, the training event is added to the activities tab of the daily log for the day of the training event.

Edit Entered Events

Edit Entered Events is used to edit training events after they have been entered.

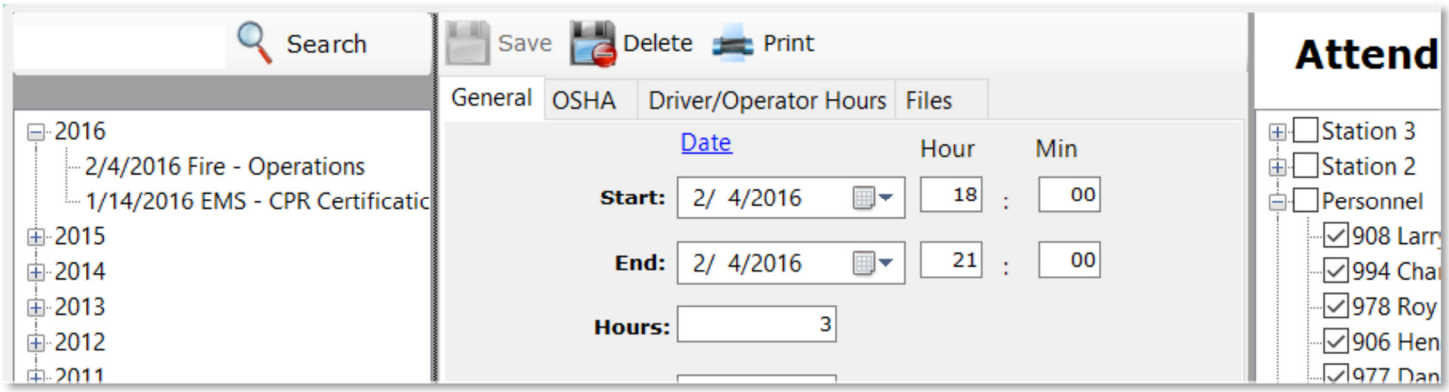
When you first click **Edit Entered Events**, you get a list of previously entered training events.

You can limit the events in the list by adjusting the number of days that an event can be edited. See **Admin**, **Manage Settings**, **Training** tab for more information.

Events are grouped by year and station and are displayed in the format of event start date and training type.

You can search training events by keywords in the event description. Type the keyword in the search box then click the **Search** button. The first event in the list with a description that matches what was typed in the search box will be highlighted. Clicking on the **Search** button again or pressing the **Enter** key will highlight the next event that matches.

When you click on a training event to edit, all of the previously entered information is now available to review and change if necessary.



Use the **Files** tab to attach documents, images, and other files to a training event.

Click the **Add File** button to browse for a file.

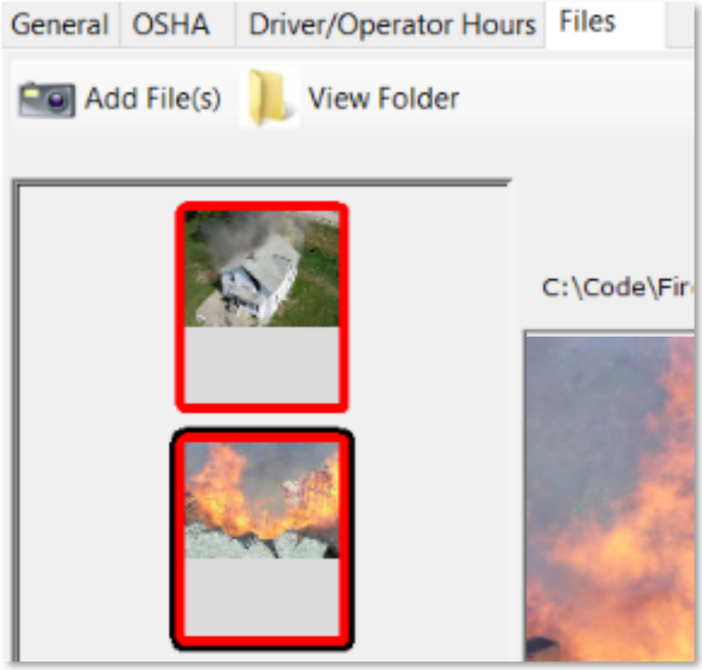
Training files are stored in subfolders by station.

Click the **View Folder** button to open a Windows Explorer window where these files are stored.

Image files like .BMP, .JPG, or .TIF files will display the image in the image viewer when selected in the thumbnail viewer.

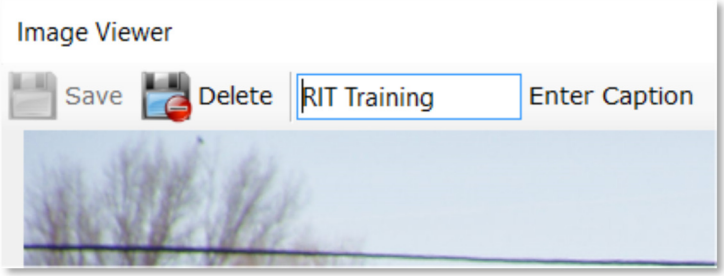
PDF files will display a generic PDF image and other files will display a generic file image.

Left-clicking on PDF and other files in the image viewer will open the file in the associated program for that type of file. For example, a .TXT file will open in Notepad and a .PDF file will open in Adobe Reader.

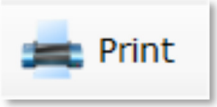


You can add captions to files in the thumbnail viewer by either left-clicking on an image file where the image is displayed or right-clicking on PDF or other files where the image is not displayed.

You can also delete files by using the **Delete** button.



Click the **Print** button to render a PDF overview of the training event that includes dates/times, OSHA hours, driver/operator hours and a place for each attendee to sign.



Click the **Delete** button to permanently delete the training event.

Click the **Save** button to save all of the changes made to the training event.

Reports

Reports is used to generate a variety of reports based on the training event data entered into the **Training** module.

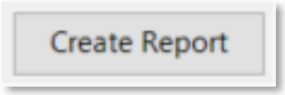
Available reports are:

Check In Sheet
Instructors
Training Overview
Training Records By Date, Name or Subject
OSHA Hours
Driver/Operator Hours
Year Summary
Certifications Matrix
Certifications
Payroll Report
Instructor Hours
ISO Training Report

Each report had a different set of parameters you can choose to customize the report.

For example, the **Training Overview** report has **Start Date**, **End Date**, **Instructor**, and **Station**.

To generate a report, click the link for the report, select the parameters, and click the **Create Report** button.



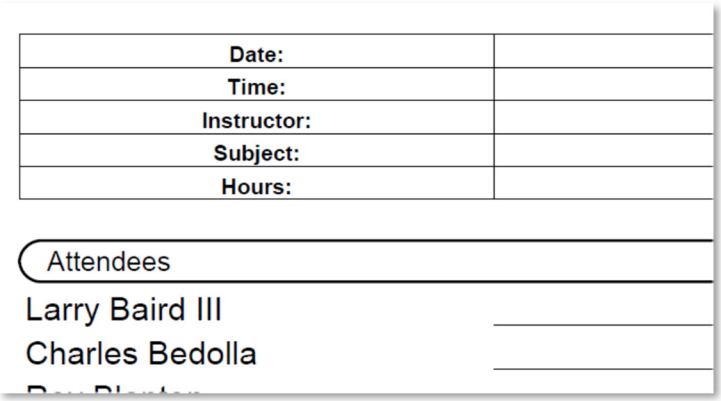
All reports are rendered as PDF files for you to print or save.

The **Check In Sheet** report will render a PDF document with a place to record the date, time, instructor, subject and hours.

There is also a list of all personnel and a place for them to sign.

Select a **Font Size** to make the text on the report larger of smaller.

You can filter this report by **Station**.



Date:	
Time:	
Instructor:	
Subject:	
Hours:	

Attendees
Larry Baird III
Charles Bedolla

The **Instructors** report will render a PDF document with a list of all instructors in the database and their contact information.

Select a **Font Size** to make the text on the report larger of smaller.

Name	Title	Contact Info
Ambulance Vendor	Firefighter / EMT	402-555-1111
Bill Bowes	Instructor	

The **Training Overview** report will render a PDF document with a list of all training events that match the filter criteria. It includes date, subject, instructor, and total hours.

You can filter the report by **Start Date**, **End Date**, **Instructor**, and **Station**.

Select a **Font Size** to make the text on the report larger of smaller.

Date	Subject	Instructor	Hours
1/14/2016	EMS - CPR Certification	Department Trainer	3
2/4/2016	Fire - Operations	Department Trainer	3
			Total Hours: 6

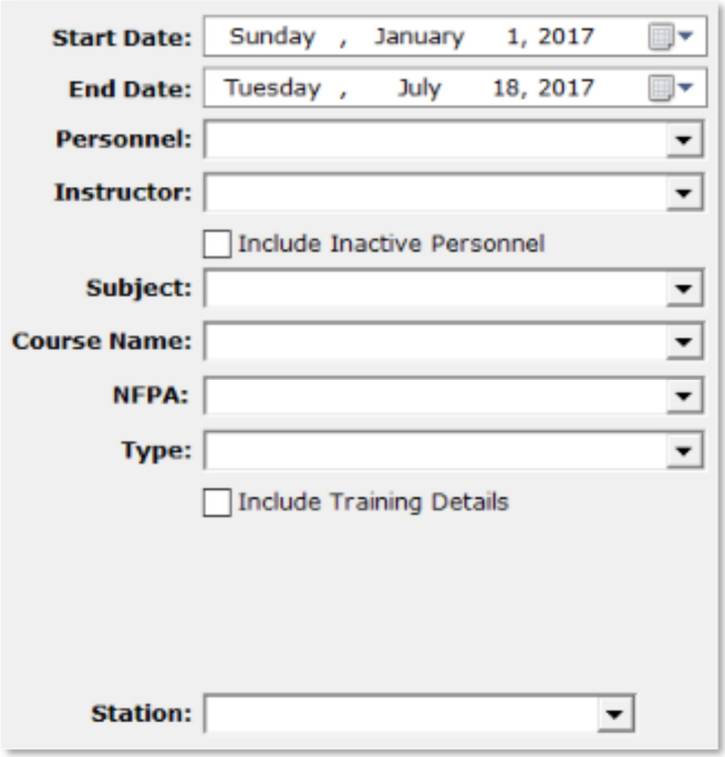
The **Training Records By Date, Name, or Subject** report will render a PDF document with a list of all training events that match the filter criteria. It includes date, firefighter name, subject, instructor, and hours.

You can filter the report by **Start Date**, **End Date**, **Type**, **Personnel**, **Instructor**, **Subject**, **Course Name**, **NFPA**, **Type**, and **Station**.

The **Include Inactive Personnel** check box will include the inactive personnel in the Personnel list.

The Subject list includes all of your training subjects as well as **All Fire** and **All EMS**. If you pick **All Fire**, the report will include all training events where the subject includes the word "fire". If you pick **All EMS**, the report will include all training events where the subject includes the word "EMS".

The **Include Training Details** check box will include the training event description on the report.



The **OSHA Hours** report will render a PDF document of the OSHA hours entered in training events for either everyone or an individual.

You can filter the report by **Start Date**, **End Date**, **Personnel**, and **Station**.

Name	General Hazard Rec	Fire Station Safety	Response Safety	Fire Scene Safety
Larry Baird III	0.00	0.00	0.00	0.00
Charles Bedolla	0.00	0.00	0.00	0.00
Roy Blanton	0.00	0.00	0.00	0.00
Henry Childs JR	0.00	0.00	0.00	0.00
Daniel Eppinger	0.00	0.00	0.00	0.00

The **Driver/Operator Hours** report will render a PDF document of the driver/operator hours entered in training events that match the filter criteria.

You can filter the report by **Start Date**, **End Date**, and **Personnel**.

Date	Apparatus	Driver Hours	Operator Hours
2/4/2016	Engine 1	4	
2/4/2016	Engine 1		2
		Total Driver Hours: 4	**Total Operator Hours: 2**

The **Year Summary** report will render a PDF document with a list of all firefighters and their attendance by month with a column for total training attendance and percentage of total training.

You can pick which month the report begins and filter the report by **Year**, and **Station**.

You can also choose to display just the number of training events (not hours) if you check the **Number of events, not hours** check box.

Name	Jan (3.00)	Feb (0.00)	Mar (5.00)
901 Peter Platt	0.00	0.00	0.00
902 Horacio Jordon III	0.00	0.00	0.00
903 Adam Smith	0.00	0.00	0.00
904 Dominic Little	0.00	0.00	5.00
905 Edward Robles	1.00	0.00	0.00

The **Certifications Matrix** report will render a PDF document that shows what certifications have been earned by your personnel. If no color is specified for the certification, a black dot will be used to indicate the firefighter has the certification.

You can filter the report by certification group and **Station**.

Name	Physical	EMT					Operator					Fire			
	Physical Exam	CPR	EMT-B	EMT-IV	EMT-I	EMT-P	FAE	Engineer	Drive Engine	Drive Tanker Half Full	Drive Tanker Full	FFI	FFII	IMS	Interior Attack
908 Larry Baird III															
972 Richard Bean															
994 Charles Bedolla															

The **Certifications** report will render a PDF document with a list of all certifications each firefighter has earned that includes certification date and expiration date.

Certification	Cert Date	Exp Date
EMT-B	04/20/2001	12/31/2112
FAE	07/11/2014	07/11/2019

You can filter the report by **Personnel**, **Station**, and certification group.

Select a **Font Size** to make the text on the report larger of smaller.

The **Payroll** report will render a PDF document that will calculate the total pay due based on the payroll rates setup in **Edit Training Types**, and **Personnel**, **Manage Personnel**.

Full Name	Hours	Pay
Larry Baird III	3.00	$15.00
Charles Bedolla	3.00	$15.00
Roy Blanton	3.00	$15.00
Henry Childs JR	3.00	$15.00

You can filter the report by **Start Date**, **End Date**, **Personnel**, and **Station**.

The **Instructor Hours** report will render a PDF document that lists the number of training events and total hours for each instructor.

You can filter the report by **Start Date**, and **End Date**.

Select a **Font Size** to make the text on the report larger of smaller.

Instructor	Training Events	Hours
Department Trainer	2	6

The **ISO Training Report** will render a PDF document that will calculate a summary of all training events with a training type where an **ISO Type** is selected. See **Edit Training Types** for more information.

You can filter the report by **Start Date**, and **End Date**.

Select a **Font Size** to make the text on the report larger of smaller.

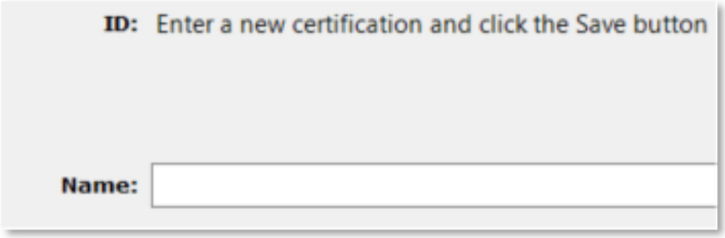
Name	Rank	Drill Training @ Facility	Company Training	Officer	Driver / Operator	Hazmat	Total
Larry Baird III	Captain	9.00	0.00	0.00	9.00	1.00	19.00
Charles Bedolla	FF/EMT	17.00	0.00	0.00	5.00	5.00	27.00
Roy Blanton	FF/EMT	17.00	0.00	6.00	7.00	5.00	35.00
Josh Burnett	FF/EMT	14.00	0.00	6.00	5.00	5.00	30.00

Certifications

Certifications is used to add, edit, and delete certifications used in **Personnel**, **Manage Personnel**, **Certifications** tab. You can also create certification groups.

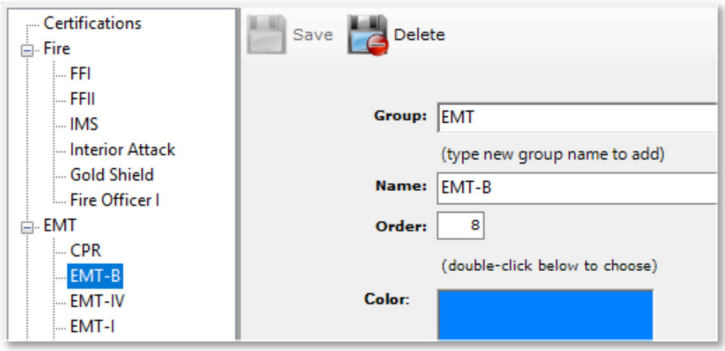
When you first click on **Certifications** you can add a new certification.

To add a new certification, fill in the **Name** and click the **Save** button.



To edit an existing certification, click on the certification in the tree. You will then be able to edit the certification.

If you want to group the certifications together, select a **Group** or type a new group name. For example, you could group EMT-B and EMT-P in an **EMT** group. This makes reporting on who is current with their certifications easier by narrowing down the certifications by group. See **Training**, **Reports**, **Certifications** report for more information.



Enter a number in **Order** to control where the certification is displayed on the **Certification Matrix** report.

Double-click on the **Color** box to select a color for the certification.

Click the **Save** button to save the changes.

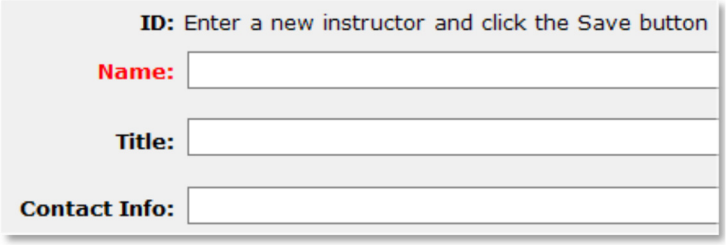
Click the **Delete** button to delete the certification or certification group.

Instructors

Instructors is used to add, edit, and delete instructors used when entering training events.

When you first click on **Instructors** you can add a new instructor.

To add a new instructor, fill in the **Name**, **Title**, and **Contact Info** and click the **Save** button. Only **Name** is required.

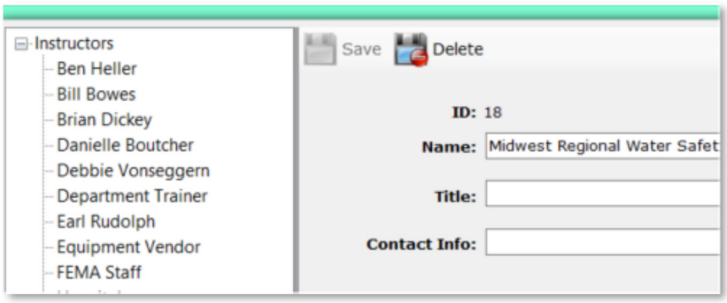


To edit an existing instructor, click on the instructor in the tree. You will then be able to edit the instructor.

Click the **Save** button to save the changes.

Click the **Delete** button to delete the instructor.

Note: You cannot delete an instructor that is tied to an entered training event.

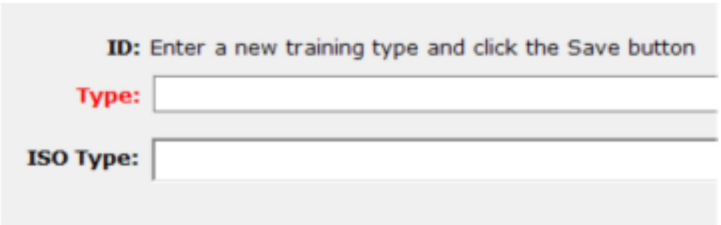


Edit Training Types

Edit Training Types is used to add, edit, and delete training types used when entering training events.

When you first click on **Training Types** you can add a new training type.

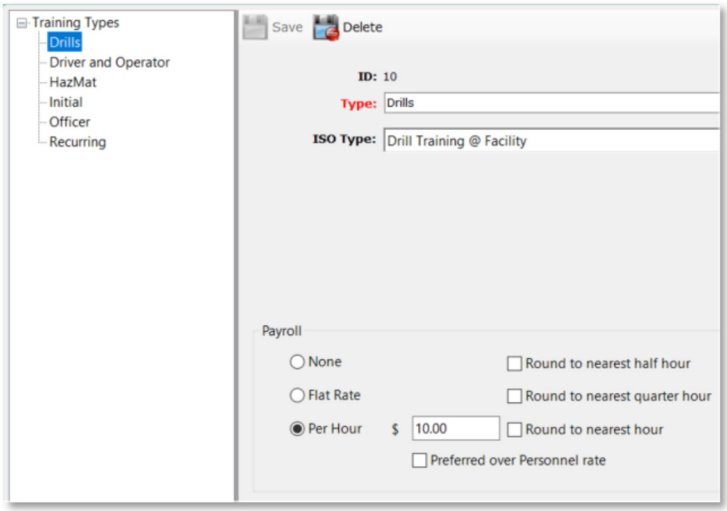
To add a new training type, fill in the **Type**, select the **ISO Type** (optional) and click the **Save** button.



To edit an existing training type, click on the type in the tree. You will then be able to edit the type.

Payroll rates are available when editing a training type. They can be a flat rate or per hour rate rounded to quarter, half, or full hours. They are used in the **Payroll** report when a firefighter does not have a **Training Rate** specified. See **Personnel**, **Manage Personnel** for more information.

To ensure the payroll rate for this training type is used in the **Payroll** report, check the **Preferred over Personnel rate** box.



Click the **Save** button to save the changes.

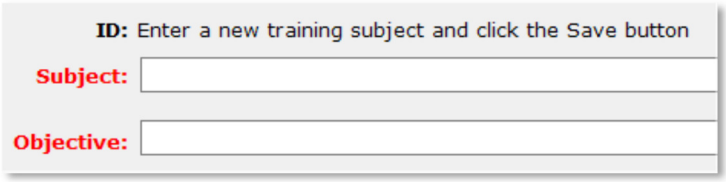
Click the **Delete** button to delete the instructor

Edit Training Subjects

Edit Training Subjects is used to add, edit, and delete training subjects used when entering training events.

When you first click on **Training Subjects** you can add a new training subject.

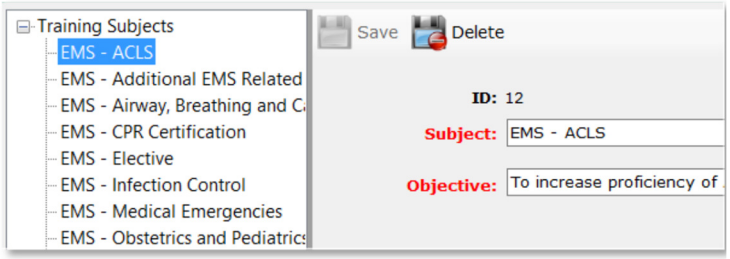
To add a new training subject, fill in the **Subject** and **Objective** and click the **Save** button. **Subject** and **Objective** are required.



To edit an existing training subject, click on the training subject in the tree. You will then be able to edit the training subject.

Click the **Save** button to save the changes.

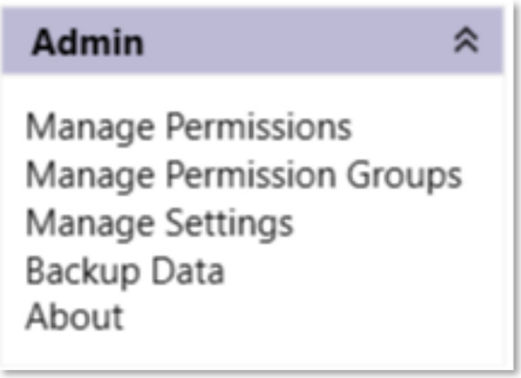
Click the **Delete** button to delete the training subject.



Admin

The **Admin** menu contains the following items:

Manage Permissions
Manage Permission Groups
Manage Settings
Backup Data
About



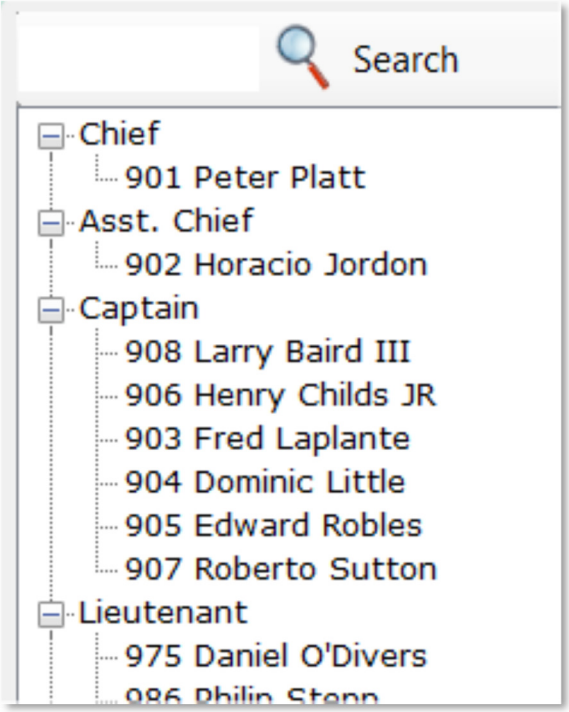
Manage Permissions

Mange Permissions is used to change the permission set of an individual. These permissions allow a firefighter to perform functions within the **Fire Station** program. If they do not have permission to perform a task, that menu item or entire module menu is hidden from them when they log in.

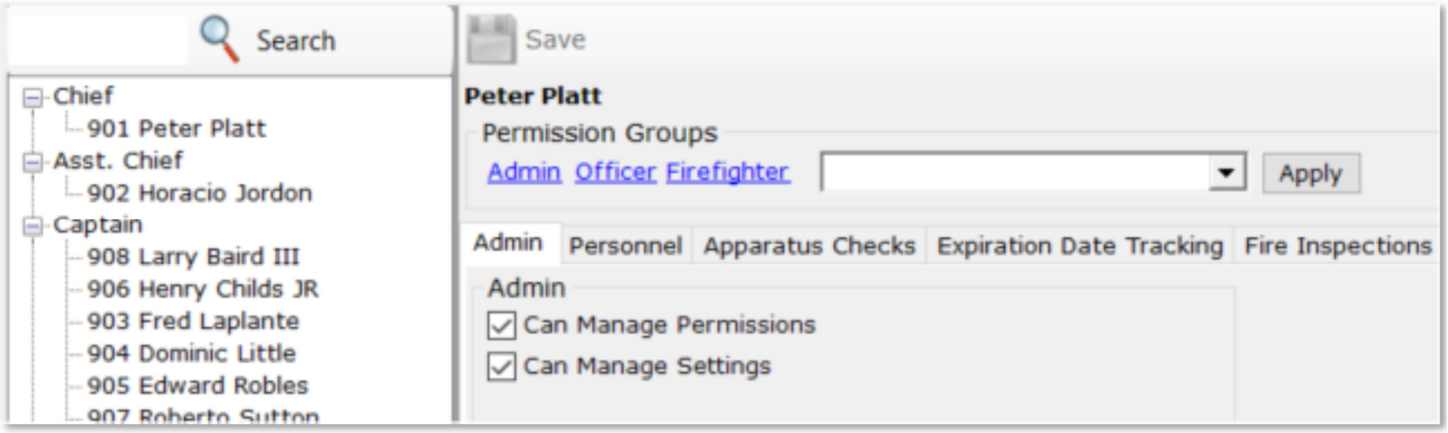
When you first click **Manage Permissions**, you get a list of firefighters entered in **Personnel**, **Manage Personnel**. Firefighters are grouped by station and rank and displayed in either **Dept ID** or **Last Name** order. See **Admin**, **Manage Settings**, **My FD** tab for more information on the sort order.

To edit a firefighter's permissions, click on their name in the tree and choose the appropriate permissions on each module tab.

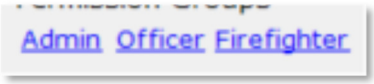
You can enter text into the search box and click the **Search** button and the first firefighter with a first or last that matches your search word will be highlighted. Pressing the **Enter** key will move to the next firefighter that matches



When you edit a firefighter's permissions, you can apply a **Permission Group** or edit the check boxes on the **Admin**, **Personnel**, and other module tabs.



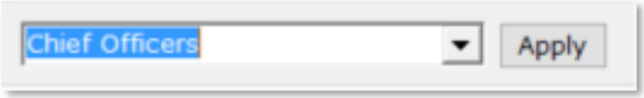
The **Admin** link will check all of the permission boxes on all of the tabs.



The **Officer** link will check some permissions in **Personnel** and some modules.

The **Firefighter** link will check some permissions in **Apparatus Checks**.

To give the selected firefighter the same permissions as a permission group, select the permission group and click the **Apply** button.



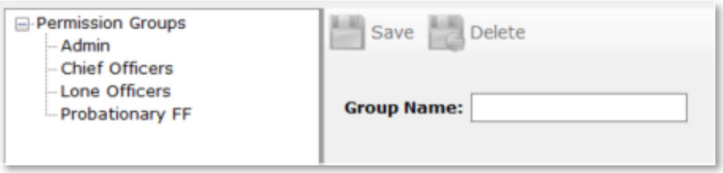
Click the **Save** button to save any changes to the permission set even when using the quick links or permission groups.

Manage Permission Groups

Manage Permission Groups is used to setup permission profiles for users of **Fire Station** to allow you to quickly change the permission of an individual firefighter.

When you first click on **Manage Permission Groups** you can add a new permission group.

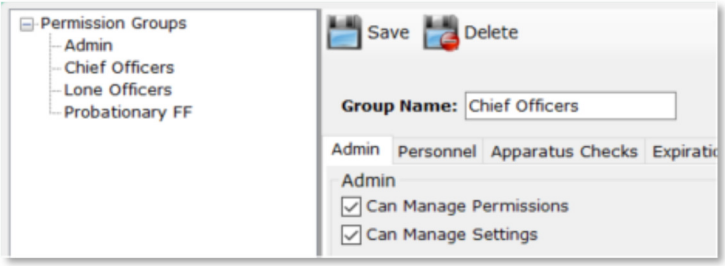
To enter a new permission group, fill out the **Group Name** and click **Save**.



To edit an existing permission group, click on the permission group in the tree. You will then be able to edit the **Group Name** and all of the permission tabs.

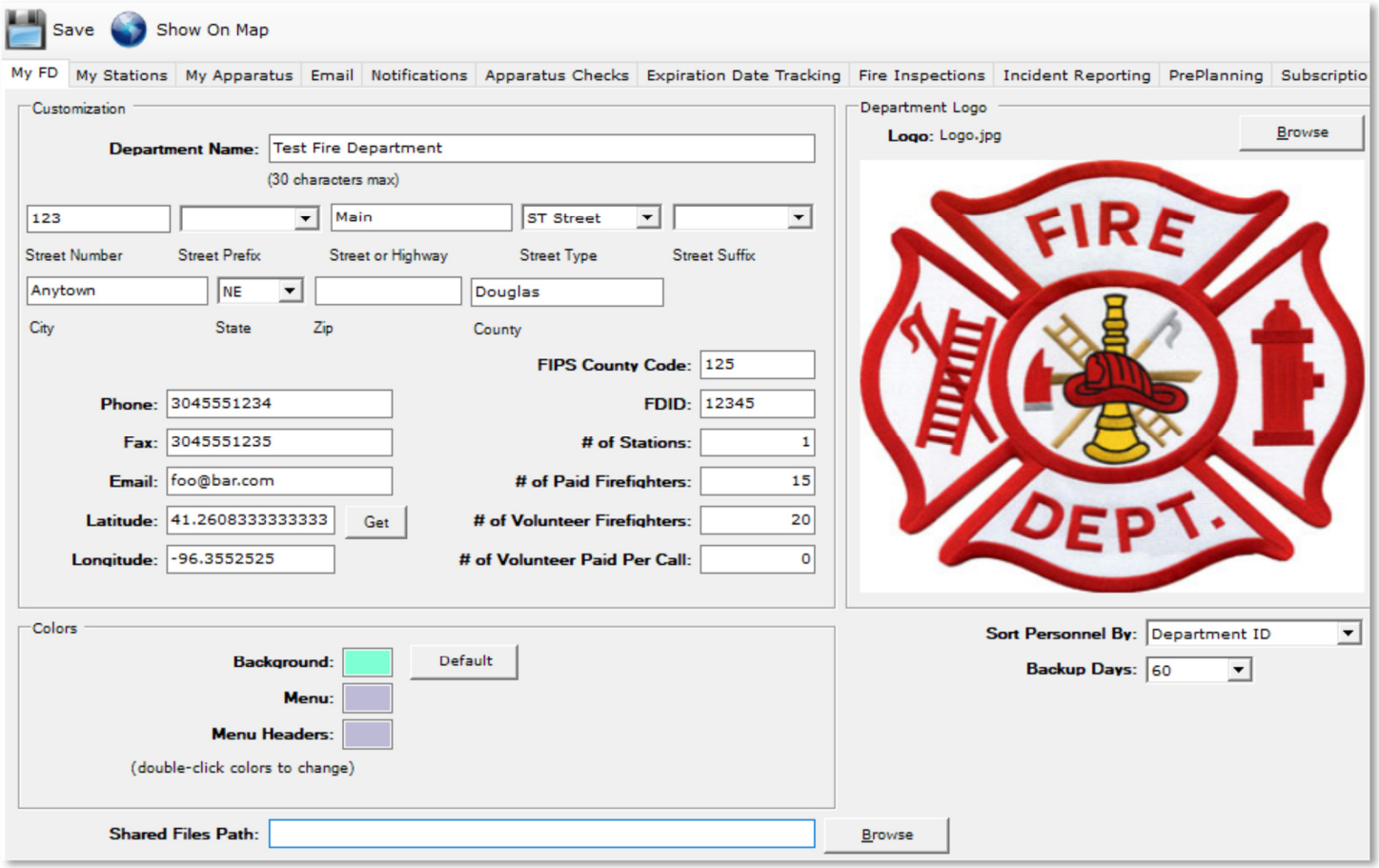
Click the **Delete** button to delete the permission group.

Click the **Save** button to save the changes made to the permission group.



Manage Settings

Manage Settings is used to edit the program settings for **Fire Station** and all of the other modules.



FDID is required if you are using NFIRS reporting in **Incident Reporting**.

The **Get** button 

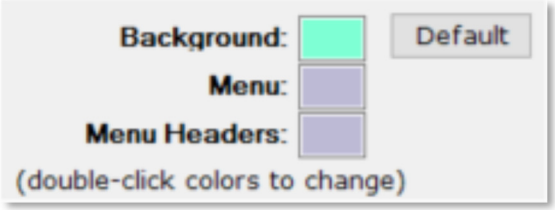
will fill in **Latitude** and **Longitude** based on the department address entered above.

Note: You must be connected to the Internet for this to work as the program connects to Google Maps.

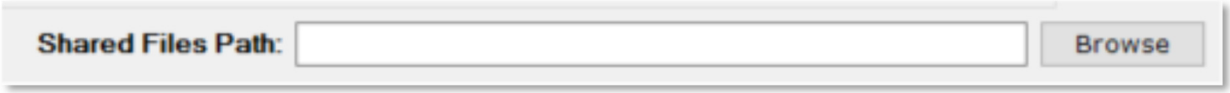
You can customize the appearance of the program by changing the **Background**, **Menu**, and **Menu Headers** colors.

To change a color, double-click on the color and select a new color.

Click the **Default** button to change the colors back to their default colors.



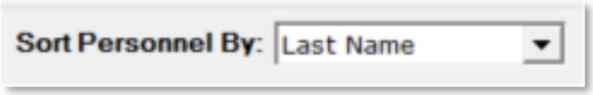
The **Shared Files Path** can be used when more than one PC is sharing the **Fire Station** database over a network. This will ensure that files attached to personnel, hydrants, incidents, training, or any other module are visible to all PCs.



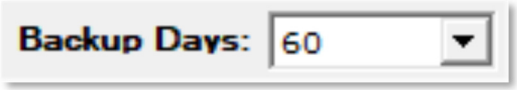
The **Department Logo** is displayed on all PDF reports generated and the lower left corner of the program.

Click the **Browse** button to select the logo file.

Sort Personnel By controls how your personnel are displayed in **Personnel**, **Incident Reporting**, and **Training**. You can select **Last Name** or **Dept ID**.



Backup Days controls the interval of how often the **Backup Data** window pops up when you first start **Fire Station**. It is strongly recommended that you backup your data to an external drive, USB drive, or network folder in case your PC's hard drive fails. This option is not available if you use MySQL or SQL Server.



The **My Stations** tab allows you to enter **Stations**, **Districts**, **Assignments**, and **Alarm Types**.

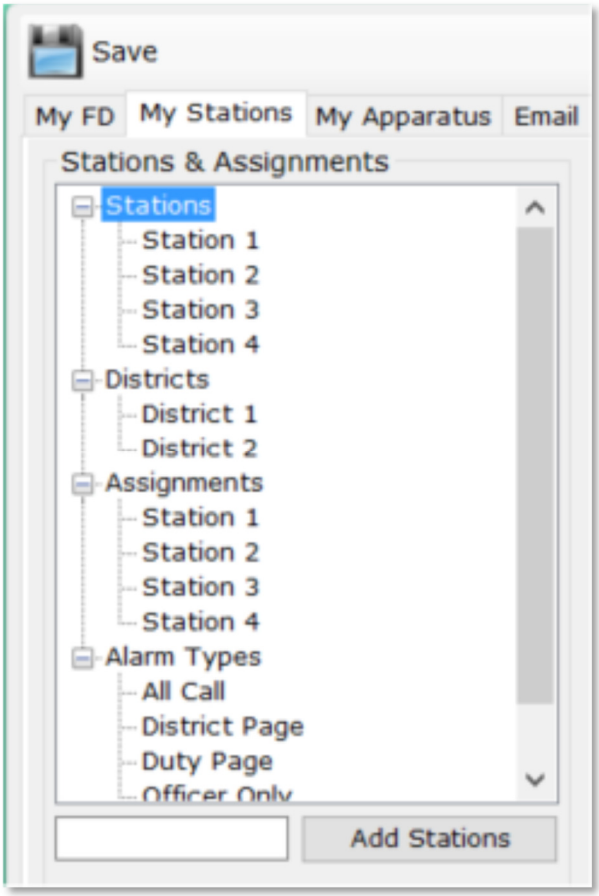
To add a **Station**, click **Stations** in the tree, type the station name below and click the **Add Station** button.

An **Assignment** of the same name is automatically added when a Station is added.

Districts and **Alarm Types** can be added here as well to be used in **Incident Reporting**, **Enter New NFIRS Call**.

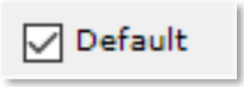
To add a **District** or **Alarm Type**, click **Districts** or **Alarm Types** in the tree, type the district or alarm type below and click the **Add District** or Add **Alarm Type** button.

If you need to rename or delete a **Station**, please contact support at 888-809-2673.



A station can be designated as the default station when entering a non-emergency event, a Quick Call, a NFIRS call, or a training event.

Check the **Default** check box when the station is selected to designate it as the default.



The **My Apparatus** tab allows you to enter apparatus used by your fire department.

To add an apparatus, type the name in the box at the bottom and click the **Add** button.

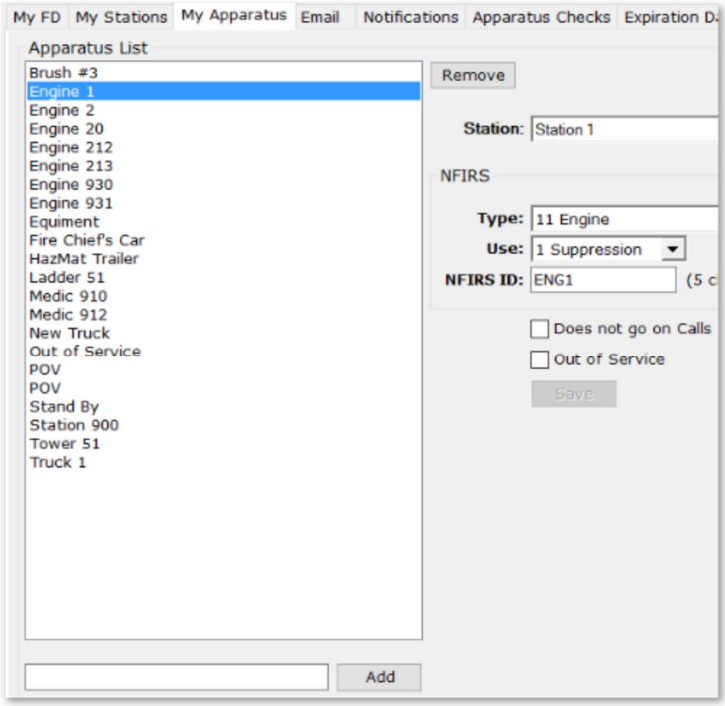
To edit the NFIRS information for that apparatus (if you have the **Incident Reporting** module), click on the apparatus name in the list, update **Station**, **Type**, **Use**, and **NFIRS ID** and click the **Save** button.

You can mark an apparatus out of service by checking the **Out of Service** check box. When and apparatus is out of service, it will be displayed on the **Home** screen.

When you check the **Does not go on Calls** check box, that apparatus will not show up in **Incident Reporting** to assign personnel to on a call.

To remove an apparatus, click on the apparatus name in the list and click the **Remove** button. Do NOT delete an apparatus if it is tied to an apparatus check or entered incident.

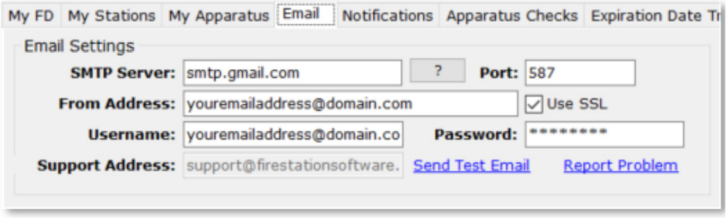
You can also add apparatus in **Apparatus Checks**, **Edit Inventory** (if you have the **Apparatus Checks** module). There are more options there such as VIN numbers and chassis and pump information.



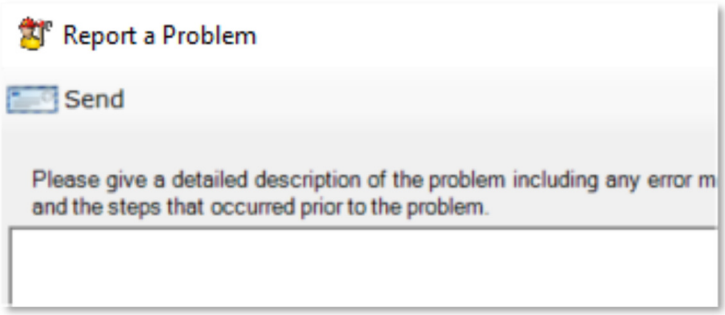
The **Email** tab is used to setup the email account that all notification emails are sent from. This should be an account that you own.

Click the **?** button for help on what settings to use for common email accounts.

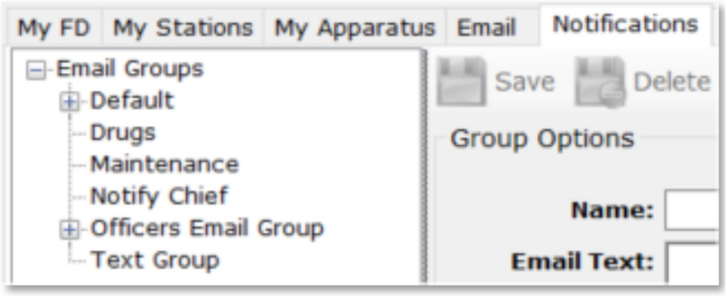
Click the **Send Test Email** link to send a test email to see if the account is working.



Click the **Report Problem** link to send an email to technical support (support@firestationsoftware.com). Be sure to include as much information about what you were doing in the program when the problem occurred and any error messages that popped up.

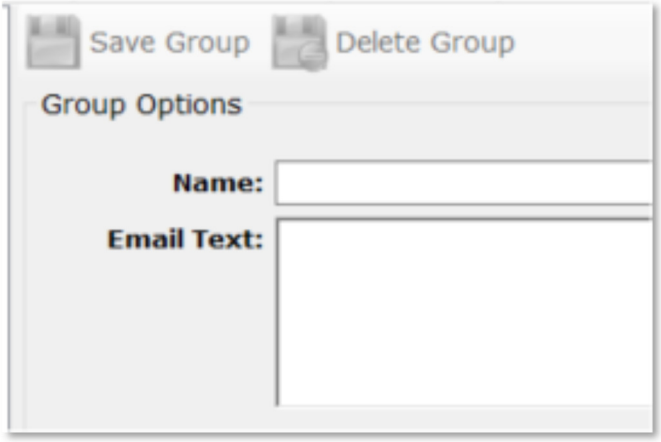


The **Notifications** tab allows you to setup email groups and individual email addresses to send notifications to. These notifications could be that an apparatus check has been done, a problem has been reported, an item is about to expire, or a general announcement.



To add a new notification group, click on **Email Groups** in the tree and fill in **Name** and **Email Text**. **Email Text** will be used as the subject for some emails that go out to the group.

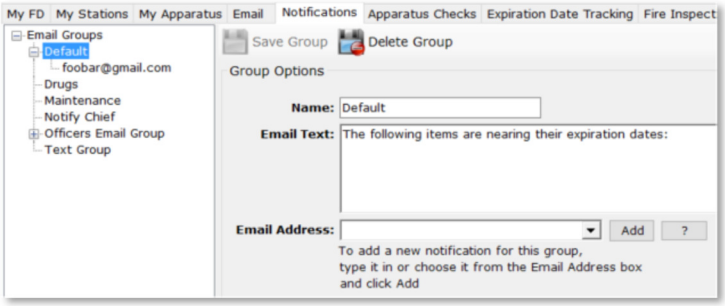
Click the **Save Group** button to add the group.



To edit a notification group, click on the group name in the tree.

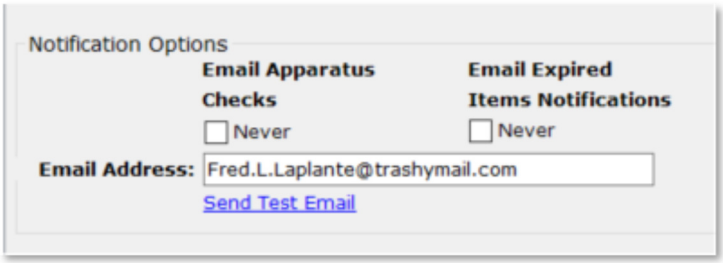
You can add email addresses to the group by choosing it from the **Email Address** box or by typing it there and clicking the **Add** button. The **Email Address** box is populated with the emails entered in **Personnel**, **Manage Personnel**.

You can delete a notification group by clicking on the group name and clicking the **Delete Group** button.



To edit the individual notification, expand the group in the tree and select the email address.

You can set **Email Apparatus Checks** to **Never**, **Always** or **Problems**. **Never** will not send any apparatus check emails to this address, **Always** will send an email every time an apparatus check is done, and **Problems** will only send an email when a problem is reported in the apparatus check.



You can set **Email Expired Items Notifications** to **Never** and **Always**. **Never** will not send an email to

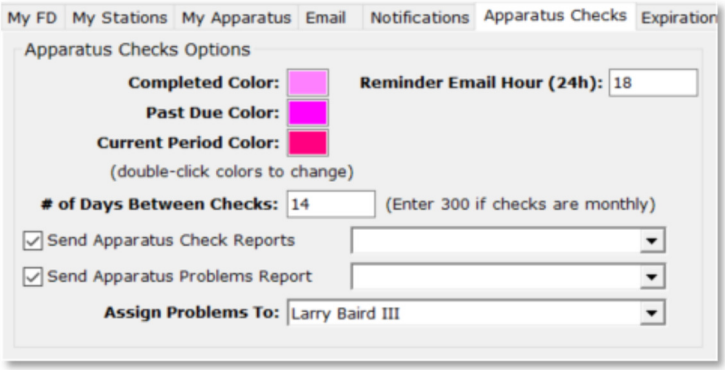
this address when an item is about to expire in the **Expiration Dates Tracking** module and **Always** will send an email when an item is about to expire.

Click the **Sent Test Email** link to send a test email this this address from the email address setup on the **Email** tab.

When you change any **Notification Options**, click the **Save Notification** button.

Click the **Delete Notification** button to delete the notification.

The **Apparatus Checks** tab configures the appearance of the apparatus check schedule, what group should be notified at the end of a check period, as well as who gets assigned problems when they are reported.



The colors on the apparatus check schedule can be changed by double-clicking on the color and choosing a new color.

See **Apparatus Checks**, **View Schedule** for more information on what the schedule looks like.

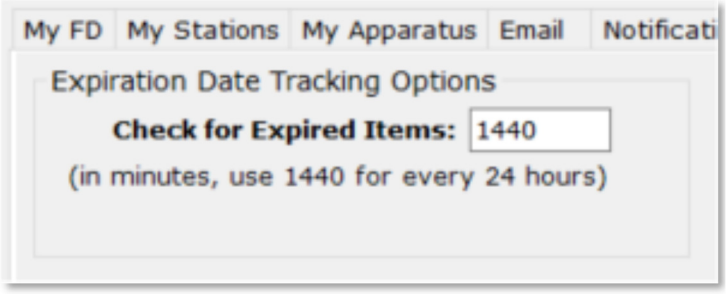
# of Days Between Checks is the time period that a check must be completed on the schedule, it can be set to a number of days or monthly.

Reminder Email Hour is the time of day an email will go out to the apparatus check group on the last day of the schedule if the check hasn't been completed yet.

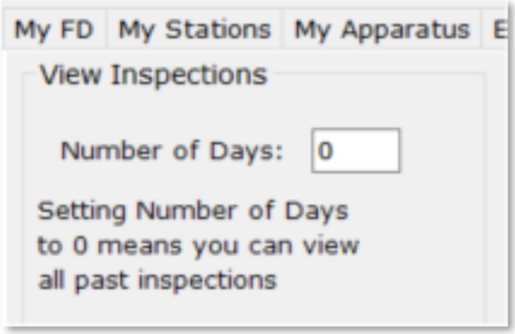
When an apparatus check schedule period is over, emails can go out with a report on if the checks were completed and which groups completed them as well as a report on any problems that are still unresolved. You can enable these emails to be sent out and which notification group receives these emails with **Send Apparatus Check Reports** and **Send Apparatus Problems Report**.

If you choose a firefighter in **Assign Problems To** that person will own all problems that are reported in **Apparatus Checks**, **View Problems**.

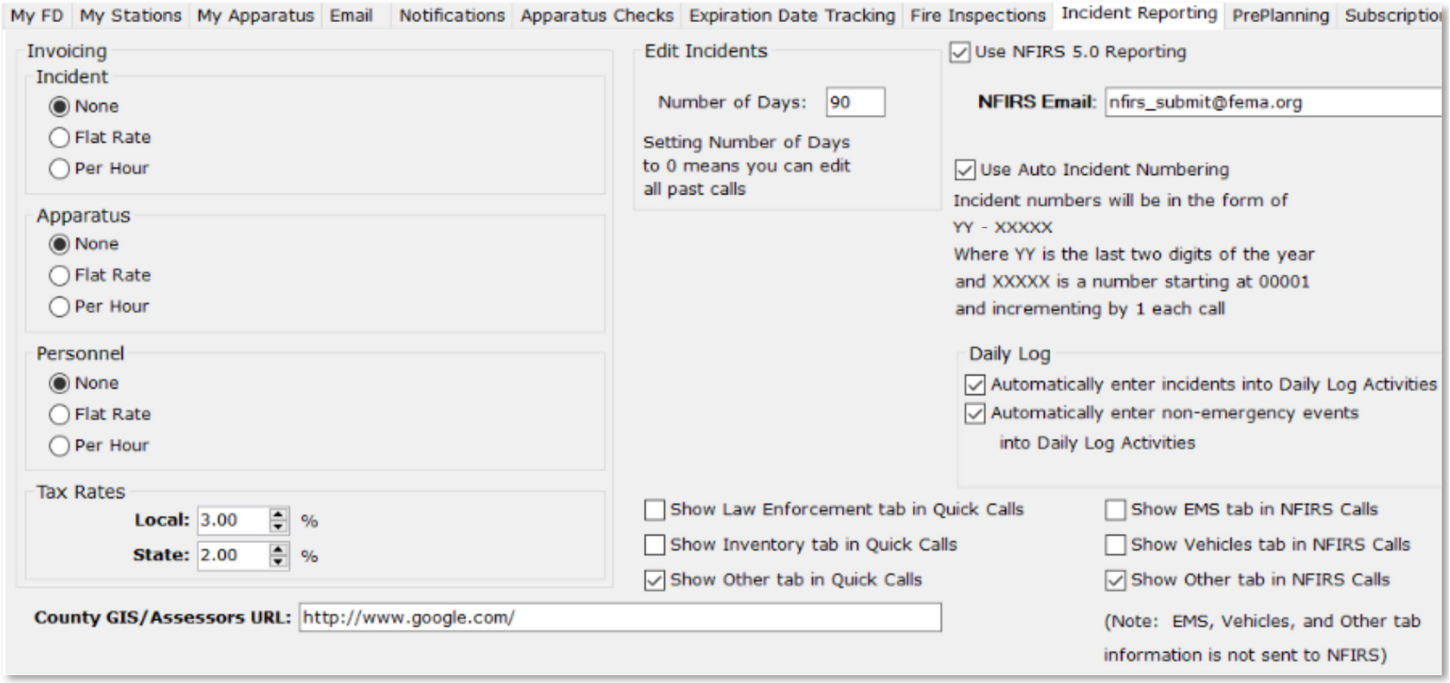
The **Expiration Date Tracking** tab allows you to specify the time, in minutes, the **Expiration Dates Notification** service checks for items about to expire. The default value is 1440 minutes, or 1 day.



The **Fire Inspections** tab has the setting for the number of days an already entered fire inspection can be viewed. This is useful if you have a lot of old inspections and it takes a while to load. Set **Number of Days** to 0 to see all past inspections.



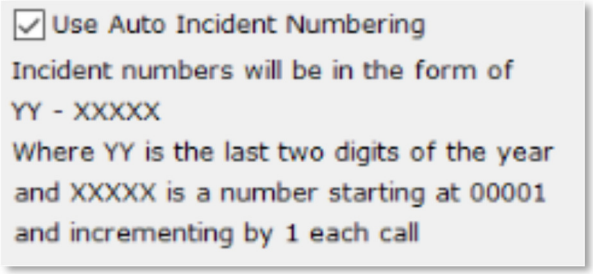
The **Incident Reporting** tab has options for NFIRS 5.0 reporting, invoicing, the number of days you can view past incidents, automatic incident numbering, daily log options, and which tabs are visible on Quick and NFIRS calls.



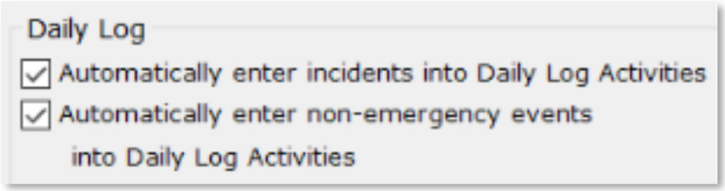
Check **Use NFIRS 5.0 Reporting** to enable entering calls in NFIRS 5.0 format.

The **NFIRS Email** setting is the default email address to send incident reports to. It is used in **Incident Reporting**, **Reports**, **NFIRS 5.0 Report** and when editing calls.

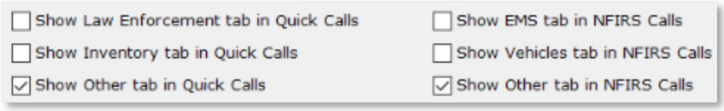
When Use **Auto Incident Numbering** is checked, the incident number for Quick and NFIRS calls is automatically entered in the form of YY – XXXXX. For example, the first call entered in 2017 will be 17 – 00001.



The **Daily Log** options control if calls and non-emergency events are automatically entered into the Daily Log Activities for the day the call or event is entered.



You can control which tabs are visible in Quick and NFIRS calls by checking the options for **Law Enforcement**, **Inventory**, **EMS**, **Vehicles**, and the **Other** tabs.



Note: The information on the **EMS**, **Vehicles**, and **Other** tabs is not sent to NFIRS. This information is for your internal tracking only.

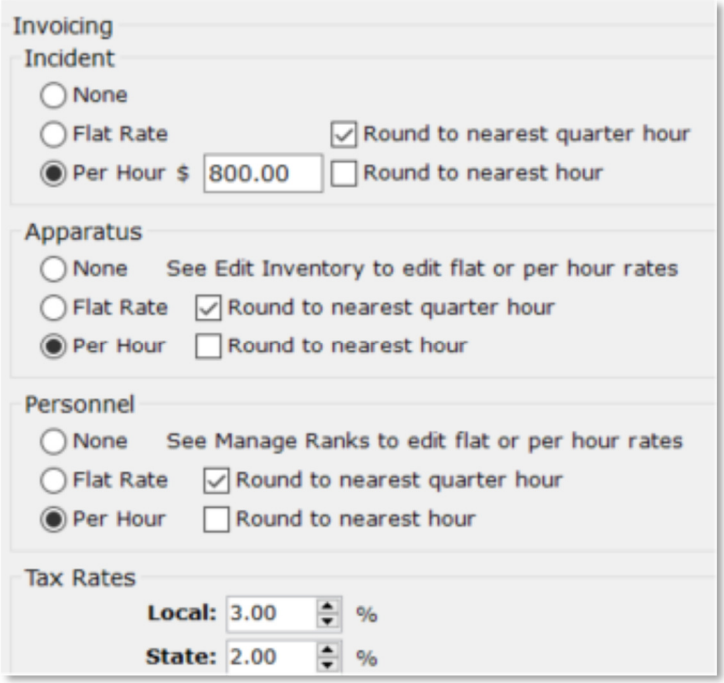
The invoicing options allow you to specify what the incident, apparatus, or personnel charge rate are when creating invoices in **Incident Reporting**.

The **Incident** rate can be **None**, **Flat** or **Per Hour** rounded to the nearest quarter hour or hour. You can specify the flat or per hour rate here.

The **Apparatus** rate can be **None**, **Flat** or **Per Hour** rounded to the nearest quarter hour or hour. You can edit the flat and per hour rates in **Incident Reporting**, **Edit Inventory**.

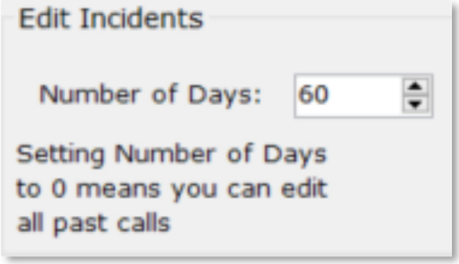
The **Personnel** rate can be **None**, **Flat** or **Per Hour** rounded to the nearest quarter hour or hour. You can edit the flat and per hour rates in **Personnel**, **Manage Ranks**.

The **Local** and **State** tax rates are added to your invoice totals when the invoice is generated.

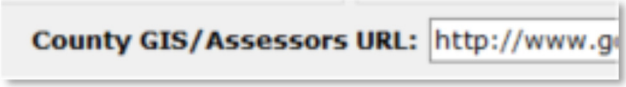


The **Number of Days** setting will limit the incidents you can edit in **Incident Reporting**, **Edit Entered Calls**. This can speed how fast those incidents load.

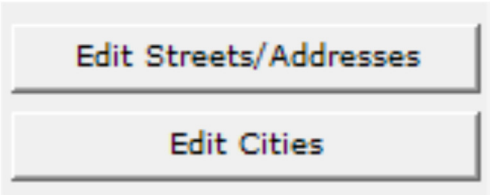
Set **Number of Days** to 0 to see all past incidents.



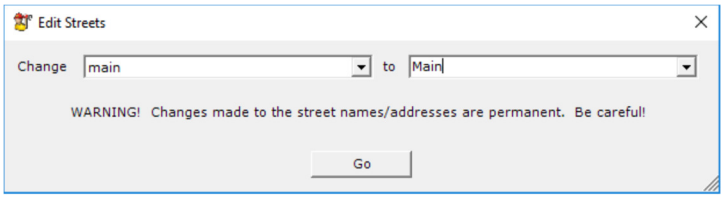
Enter a website in **County GIS/Assessors URL** to be able to look up values for properties when entering NFIRS calls.



The **Edit Streets/Addresses** and **Edit Cities** buttons will allow you to edit street names and addresses as well as cities from previously entered calls in the Incident Reporting module.

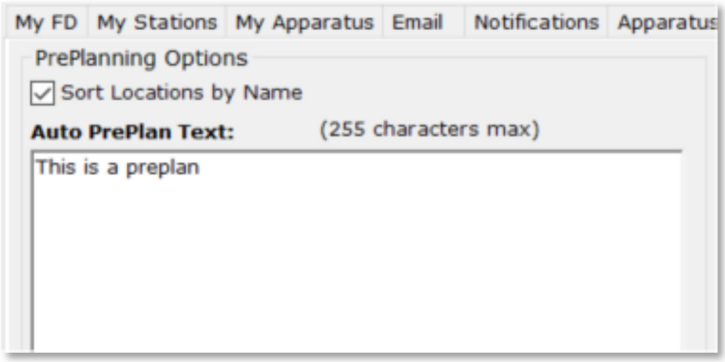


In this case, we are changing "main" to "Main" to fix the capitalization error when the call was first entered.



The **PrePlanning** tab has settings for how locations are displayed in the **PrePlanning** module and the text that is automatically put into the **Notes/Comments** tab for a preplan when it is created.

By default, locations are sorted by address. Click **Sort Locations by Name** to sort by the location name.



The **Subscriptions** tab has settings for the **Subscriptions** module.

The **Default Amount** is the dollar amount that is prefilled in when receiving payments.

Amount Mask can be **$##.##** or **$###.##**. Use **$##.##** if the default amount or the amount you normally collect is less than $100.

Adjust **Fiscal Period Start Date** to match your department's fiscal year.

The **Auto Print Text** is the message that is put on the automatically printed reciept when a payment is received.

The **Auto Email Text** is the message that is used in the email that is automatically sent when a payment is received.

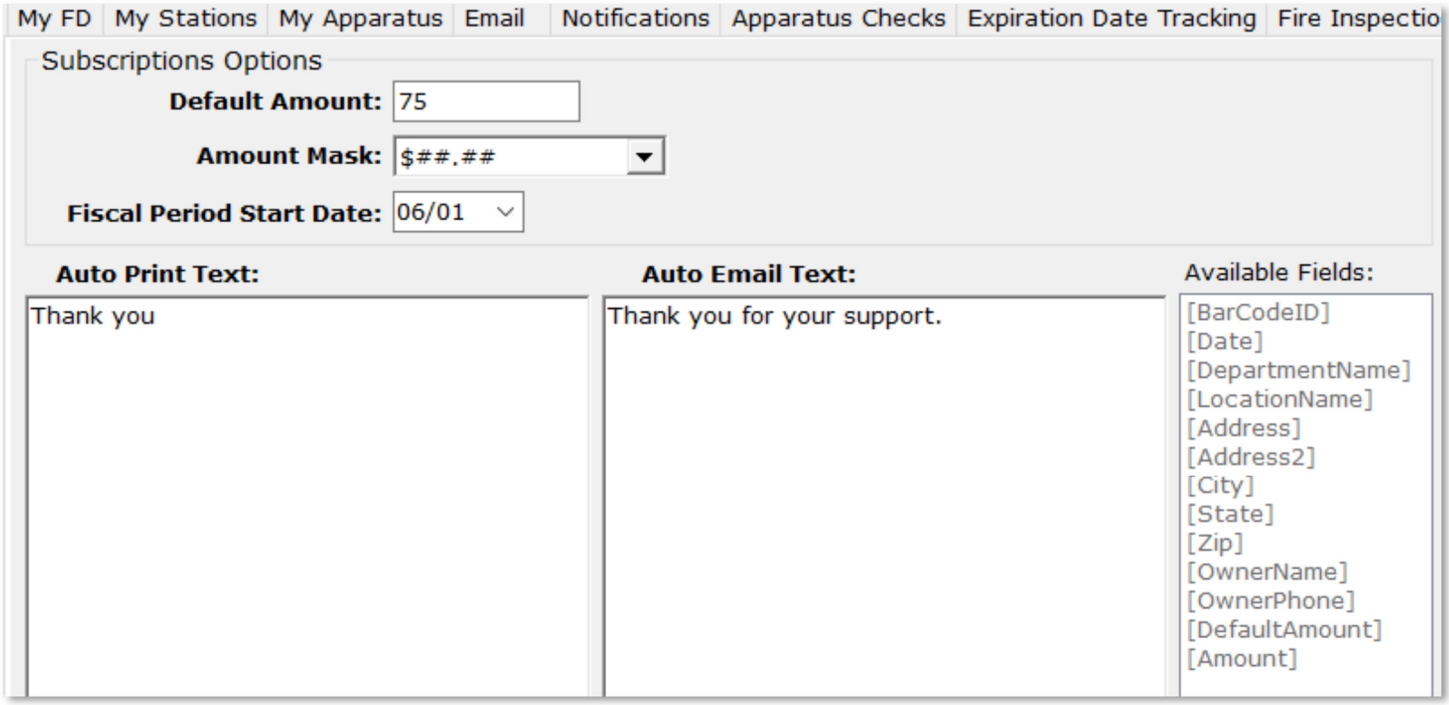
Auto Print Text and **Auto Email Text** can use token fields that will be substituted for the correct value when the document is printed or when the email is sent. See the **Available Fields** for a list of tokens you can use.

For example, if you use something like

"Dear [OwnerName], Thank you for your payment of [Amount]. [DepartmentName] appreciates your support."

it will be translated to

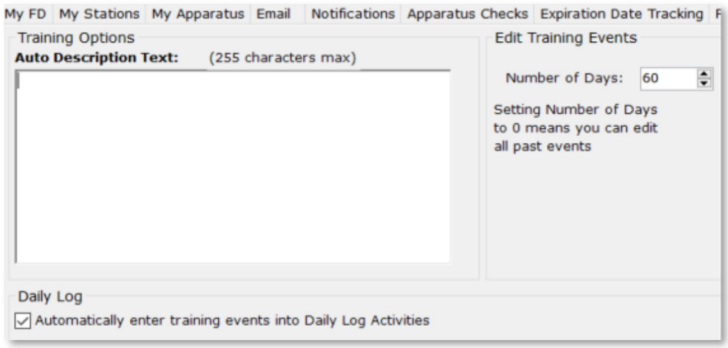
"Dear Fred Smith, Thank you for your payment of $75.00. Demo Fire Department appreciates your support."



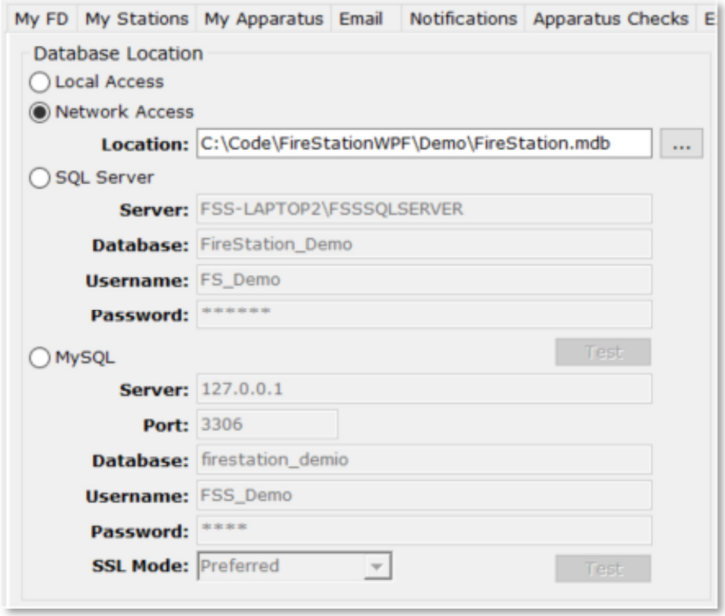
The **Training** tab has two settings for the description that automatically gets populated into new training events and the number of days you can edit training events.

The **Number of Days** setting is useful if you have a lot of training events entered and it takes a while for them to pull up. Set this to 0 to view all past training events.

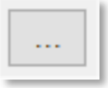
Check the **Automatically enter training events into Daily Log Activities** check box to automatically enter training events as an activity in the Daily Log



The **Database** tab is where you tell **Fire Station** where to find the database. The database can be **Local Access**, **Network Access**, **SQL Server**, or **MySQL**.

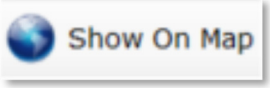


Local Access means that the program should look in the same directory as the FireStation.exe program. This is usually C:\Fire Station Software\Fire Station\.

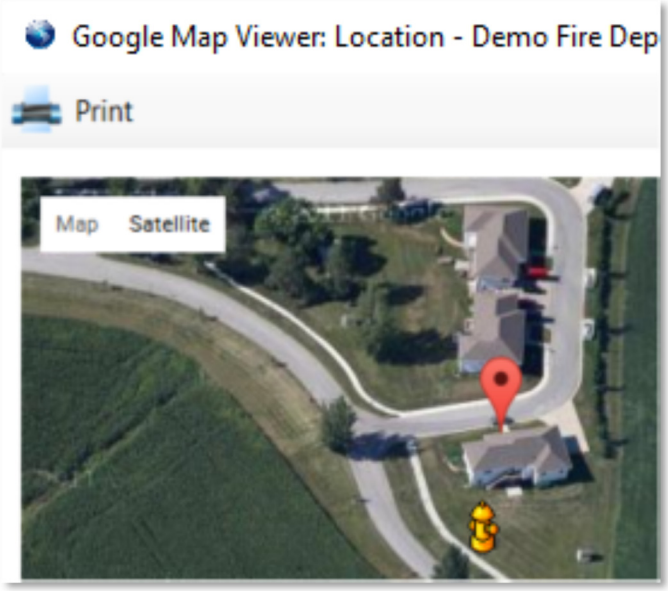
Network Access is used if you have the database file (FireStation.mdb) in a shared folder or on a network resource. Click the ellipsis button  to browse for the file.

SQL Server is used if you have your own Microsoft SQL Server running and have converted your database file to that format.

MySQL is used if you have your own Oracle MySQL server running or if you use our **Cloud Database Hosting** service.

Click the **Show On Map** 

button to get satellite or map view of your fire station based on the **Latitude** and **Longitude** as well as any hydrants and water sources entered in the **Hydrants** module.

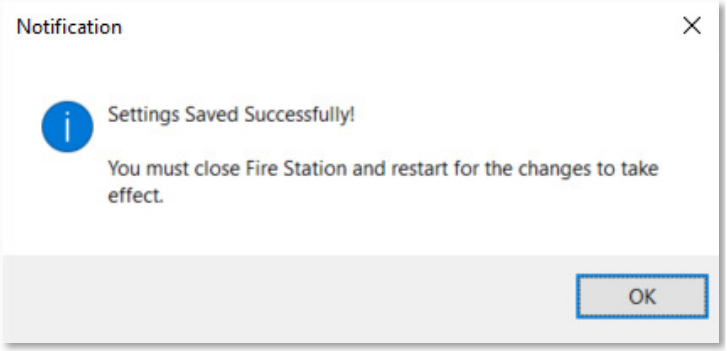


Note: You must be connected to the Internet for this to work as the program connects to Google Maps.

Click the **Save** button 

to save the settings on all the tabs.

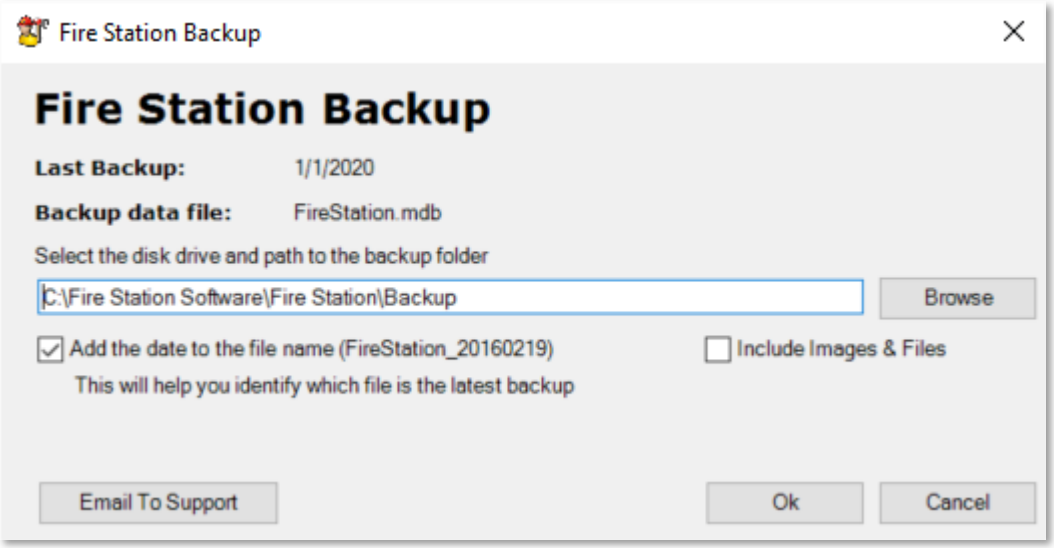
It is recommended to close the program and log in again after changing settings.



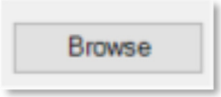
Backup Data

Backup Data is used to backup the **Fire Station** database to a USB drive, network drive, or other external drive so that if your PC crashes your data is not lost. If you haven't backed up your data in 30 days, the **Fire Station Backup** dialog will appear to remind you to backup your data each time you run **Fire Station** until a backup is done. It is recommeded to backup at least every week.

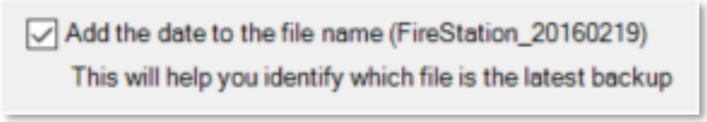
Note: This menu item will not be available if you are a subscriber to our **Cloud Database Hosting** service or use your own MS SQL Server or MySQL Server.



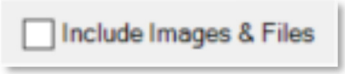
Use the **Browse** button to locate the USB, network, or external drive to back up your data to.



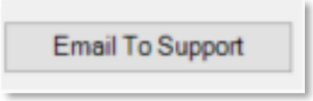
Check **Add the date to the file name** to add the current date to the backup file name. This makes it easier to see when you last backup was when looking at the file in Windows Explorer.



Check Include Images & Files to include all of the images, documents, and files attached to all of the various modules.



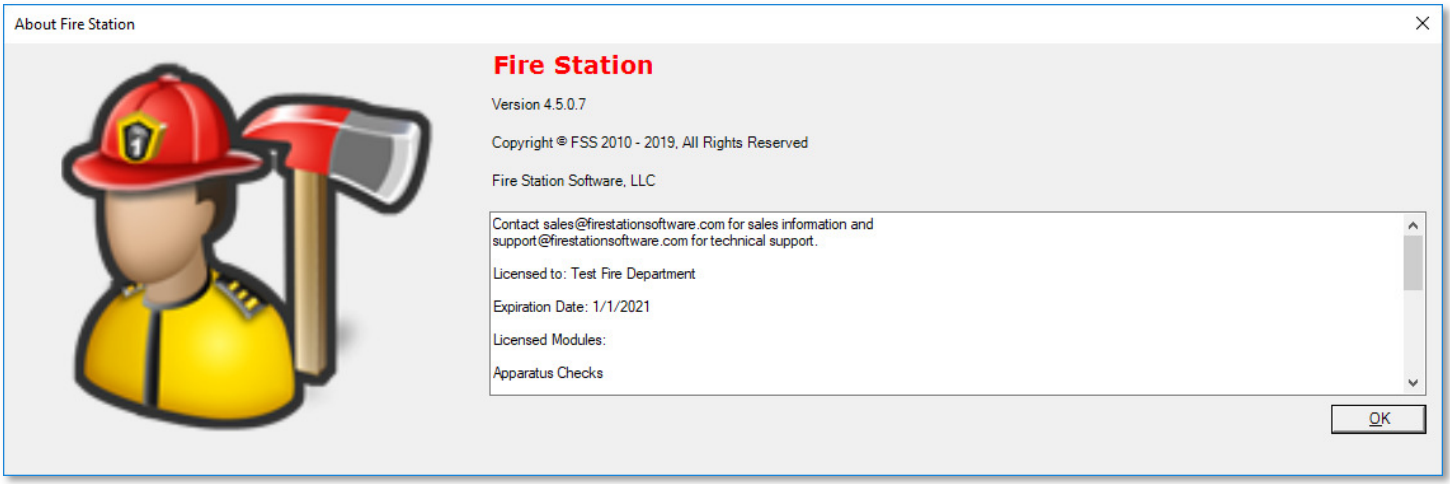
Click the **Email to Support** button to send a copy of your database to **Fire Station** support.



Note: Your email settings in **Admin**, **Manage Settings**, **Email** tab must be working properly for this to work.

About

About will bring up the **About** box which shows you the version number, who this copy of **Fire Station** is licensed to, the expiration date of the program, as well as the modules you currently have licensed.



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