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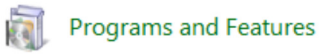
Fire Station Quick Start Guide

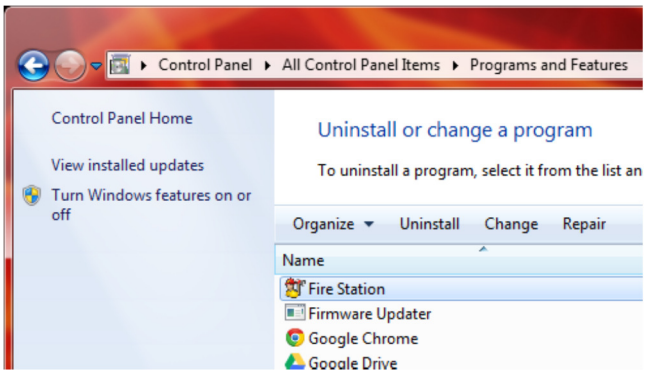
Step 1: Uninstall demo version of **Fire Station** (if installed)

If you've installed the demo version of **Fire Station**, you will need to uninstall it before installing the full version.



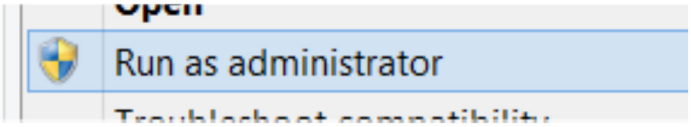
Go to your computer's **Control Panel** and select **Add or Remove Programs** (Windows XP) or **Programs and Features** (Windows 7).

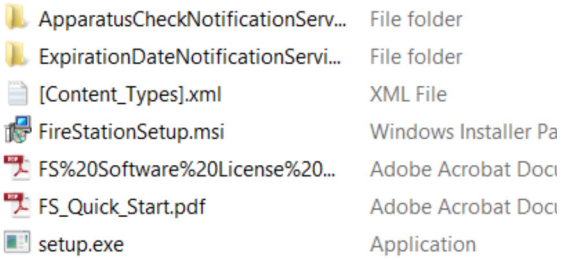
Scroll through the list until you find **Fire Station** and click on it and choose **Remove** (Windows XP) or click **Uninstall** (Windows 7).



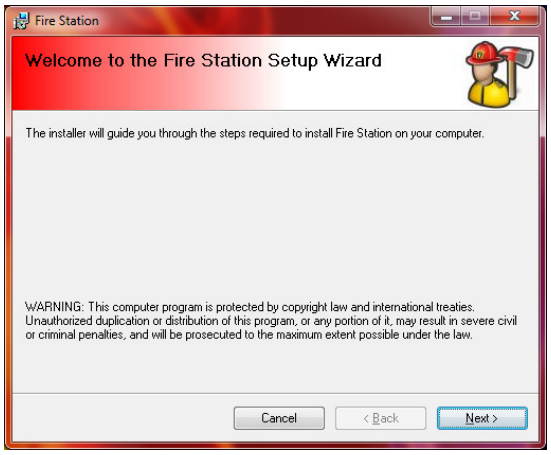
Step 2: Install **Fire Station**

Right-click the **Setup.exe** file and select **Run as administrator**.





The **Fire Station Setup Wizard** will guide you through the process of installing. Click **Next** to begin.



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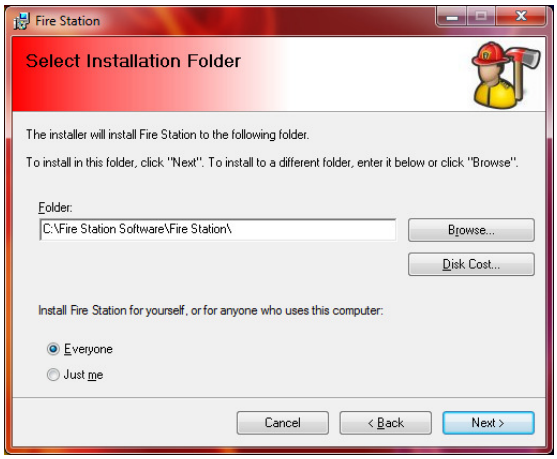
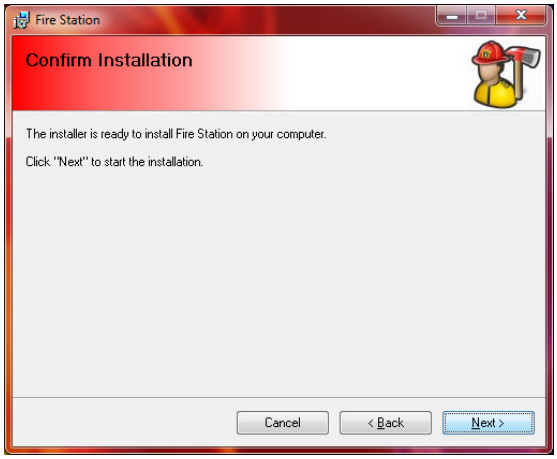
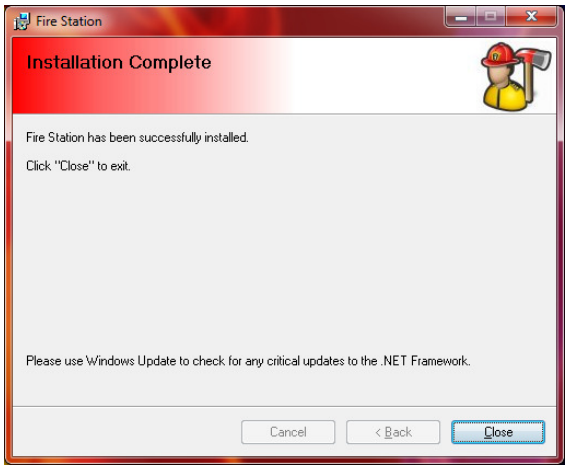
Click **Next** unless you want to install **Fire Station** in a location other than the default location.



Click **Next**.



Click **Close** to finish the installation.



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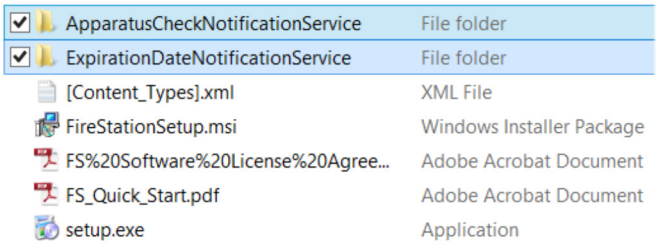
Step 3: Install services

If you've purchased the **Apparatus Checks** module or the **Expiration Date Tracking** module, the installation files for the Windows services that those modules require are included in the .ZIP file.



These services are programs that run in the background. The **Fire Station Apparatus Check Notification Service** sends out emails and reports for the Apparatus Checks module. Examples include reminder emails to complete a check on the schedule or to send the weekly apparatus problems email.

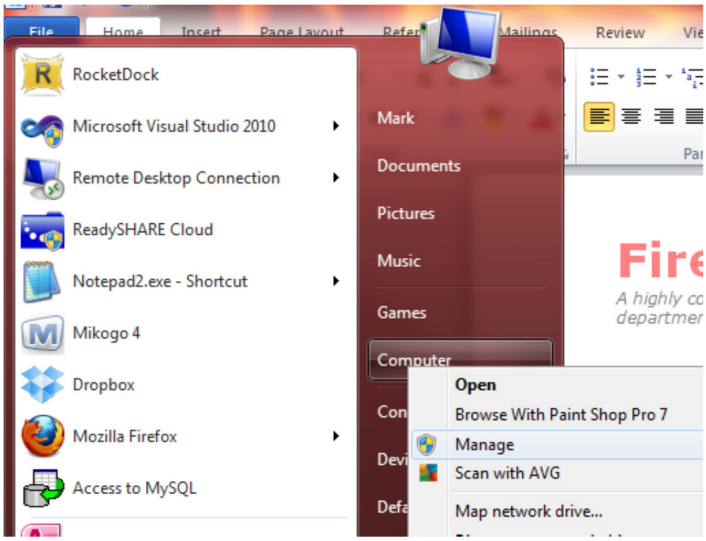
The **Fire Station Notification Service** sends out emails when items in the **Expiration Date Tracking** module are nearing their expiration dates or have expired.

The service(s) are installed the same way that **Fire Station** is. Right-click on the setup.exe in the service subfolder and select **Run as administrator** and follow the wizard to install it.

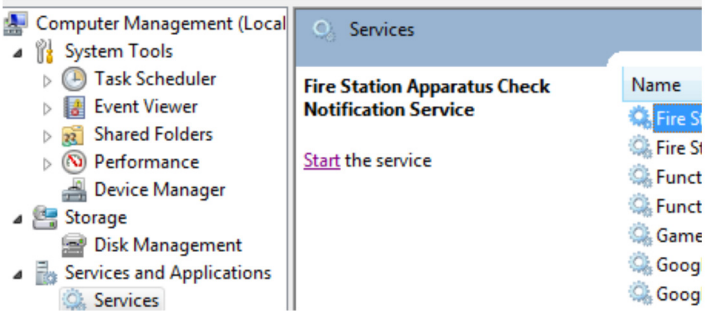
NOTE: You only need to install these services on one PC.

When the services are first installed, they are not set to automatically run as **Fire Station** requires setup of apparatus, groups, schedules, items to track, etc.

Once you have **Fire Station** setup, you can set the services to automatically start by configuring the services. The easiest way to do this is to click **Start** and right-click on **My Computer** (Windows XP) or **Computer** (Windows 7, 8) and select **Manage**.



Expand **Services** and find the services in the list. Right-click on the service name and select **Properties**.



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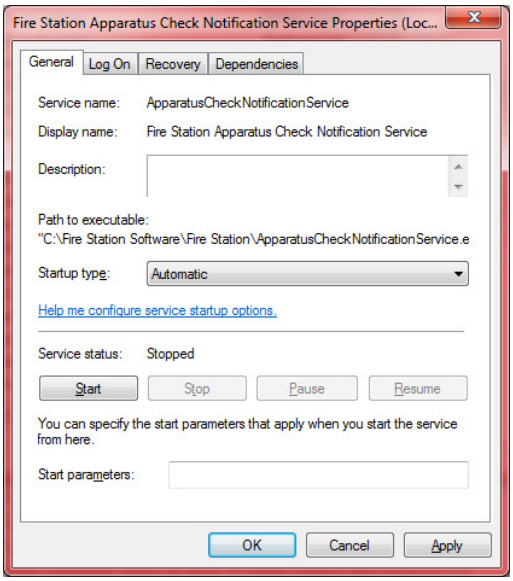
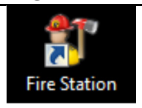
Change the **Startup type:** to **Automatic** and click **OK**. You can then click **Start** in "**Start the service**".



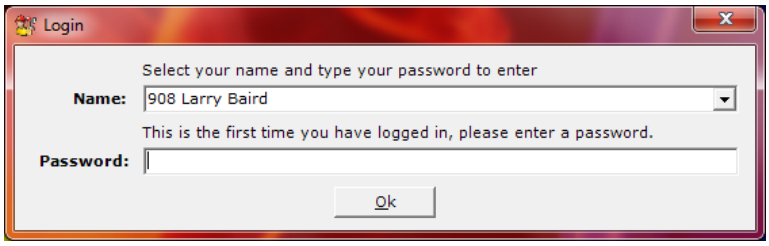
Step 4: Run **Fire Station** for the first time

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

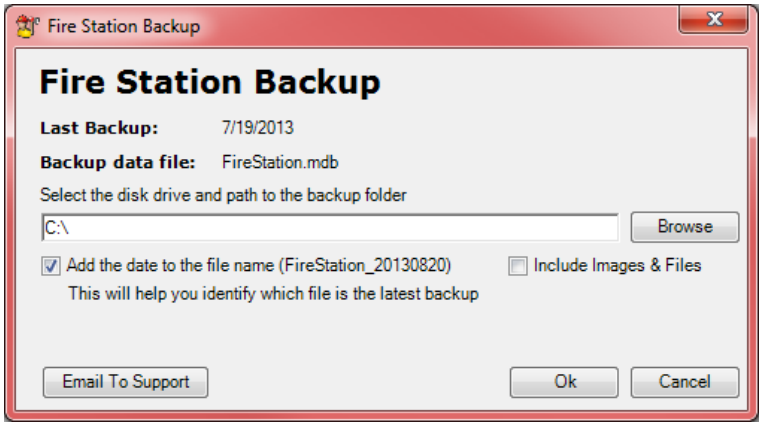


Log in by choosing your name from the list or typing your ID number in the **Name** box and pressing Enter.

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



Every 30 days, **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. 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.



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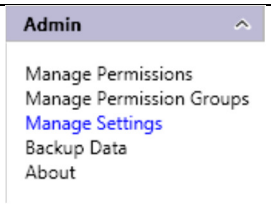
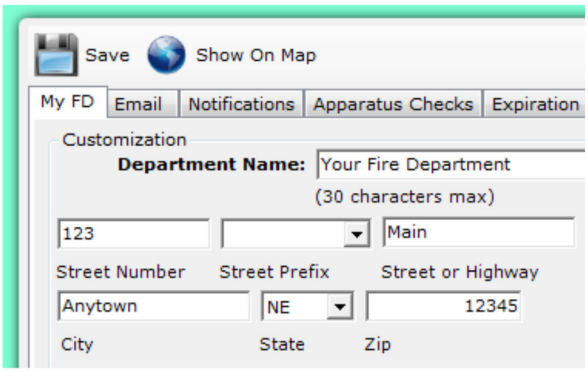
Step 5: Configuring Fire Station

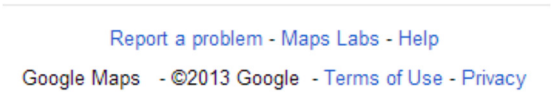
To configure **Fire Station**, expand the **Admin** section and select **Manage Settings**. If you don't see **Manage Settings** in the **Admin** section, you do not have the permission to access it. See the **Permissions** section below.



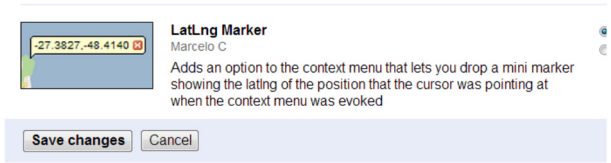
There are several tabs in **Manage Settings**. The first is **My FD**. The **My FD** tab is where you configure the department name, address and phone as well as the department logo and program color preferences. Latitude and Longitude can be acquired by using **Google Maps**.



To get latitude and longitude in Google Maps, log into Google Maps and enable the **LatLng Marker** tool in **Maps Labs**. You can access **Maps Labs** by clicking on **Maps Labs** in the bottom left corner.

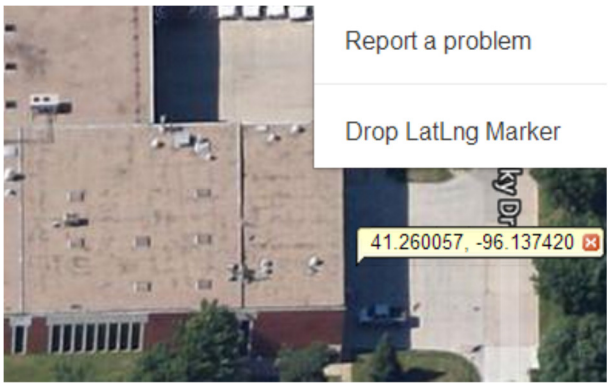


Enable these tools and click **Save Changes**.



You can now zoom into an area in **Google Maps** and right-click on the map and select **Drop LatLng Marker**.

This technique will be helpful for getting latitude and longitude for locations in the **PrePlanning** module.



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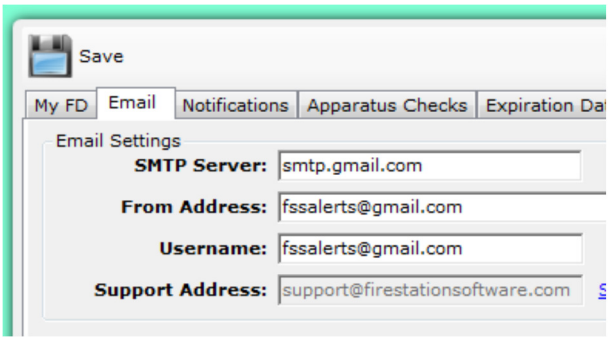
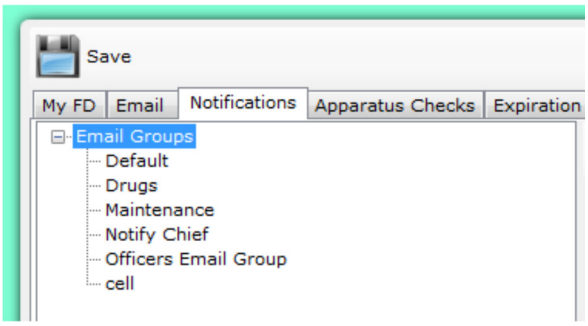
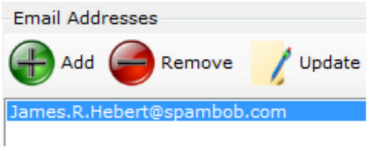
The **Email** tab is where you configure the email account that will send emails from the program. Emails are sent when an apparatus problem is reported, when an apparatus check is due, when items are about to expire, etc. The default (FSSAlerts) account is there as an example, you will need to use an account that you own.



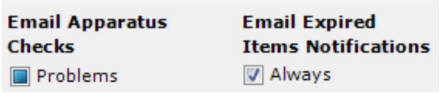
The Notifications tab is where your notification groups are set up. A notification group is a collection of email addresses.



To add an email address to a group, highlight the group in the Email Groups tree and then type the new email address or select it from the list (the list is all the email addresses from entered personnel). Then click the **Add** button.



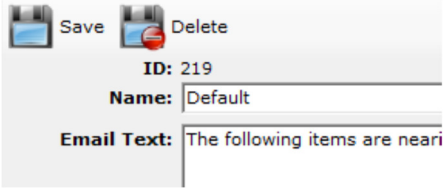
To subscribe this email address to get emails when apparatus checks are completed, when apparatus problems are reported, or when items are about to expire, highlight the name in the Email Addresses list, click the check box under **Email Apparatus Checks** and **Email Expired Items Notifications** until these are set correctly. The check box under **Email Apparatus Checks** can be **Never** (no emails), **Problems** (email when a problem is reported) or **Always** (always send an email when an apparatus check is completed.



Click the **Update** button, then click the **Save** button.

To add a notification group, click **Email Groups** in the **Email Groups** tree and enter the **Name** and **Email Text**, and click **Save**.

Make sure you click the **Save** button in the upper left as well.



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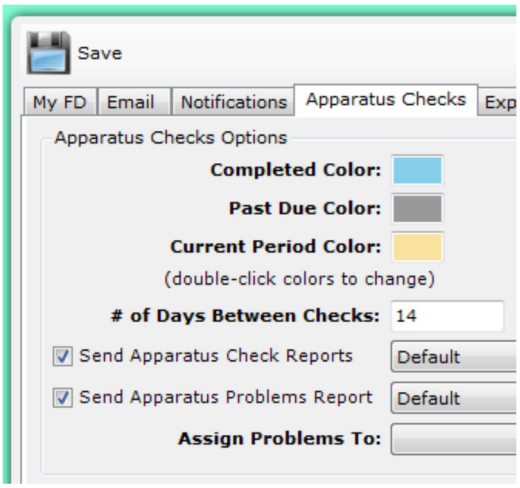
The **Apparatus Checks** tab is where options for the **Apparatus Checks** module are configured.



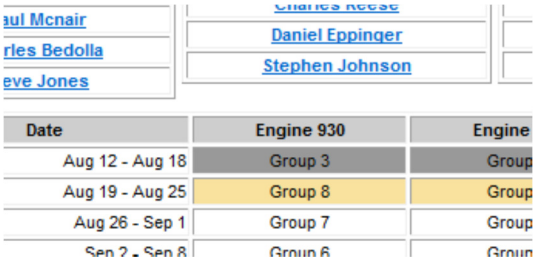
# of Days Between Checks is used when creating the schedule. It is the number of days given for a group to complete the check.

Send Apparatus Check Reports, when checked, will send an accountability email each schedule period summarizing which groups got their checks done. You can assign a notification group to get this email as well.

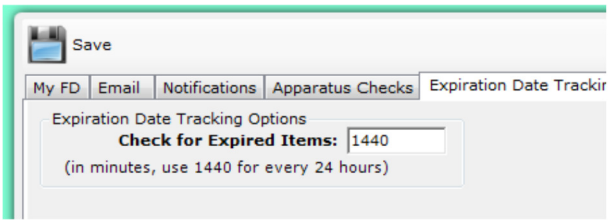
Send Apparatus Problems Report, when checked, will send an email with all unresolved apparatus problems each schedule period. You can assign a notification group to get this email.

Assign Problems To can be set to a single person so that all reported apparatus problems are assigned to that one person. If this is not set, then problem is assigned to the person in the apparatus check group with the highest rank.

Completed Color, **Past Due Color** and **Current Week Color** are the colors that appear on the Apparatus Checks schedule when it is created.



The **Expiration Date Tracking** tab is where you set the interval for the **Expiration Dates Notification service** to check for expired items. By default, this is set to once every 24 hours. This means that once a day, the service will check if any items are about to expire and if so, send an email.



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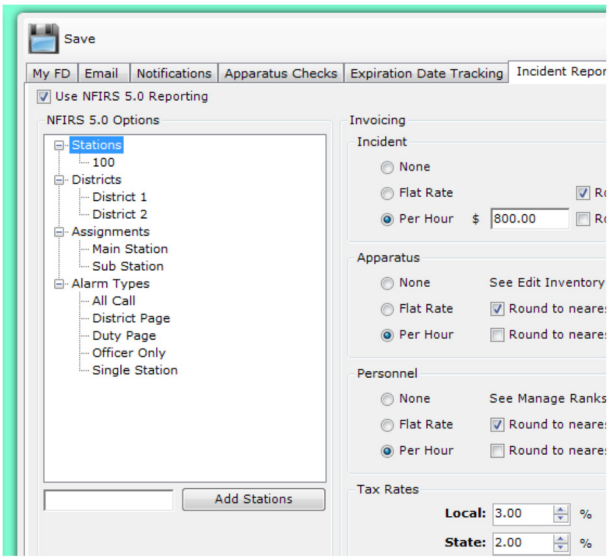
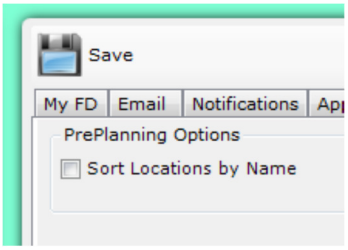
The **Incident Reporting** tab is where you configure settings for the **Incident Reporting** module.

Here you can add **Stations**, **Districts**, **Assignments**, and **Alarm Types**. To add, click on **Stations**, **Districts**, **Assignments** or **Alarm Types** in the tree, type the name in the box below, and click the **Add Stations**, **Add Districts**, **Add Assignments** or **Add Alarm Types** button.

You can also configure invoicing options for **Incidents**, **Apparatus** and **Personnel** as well as **Tax Rates**.



The **PrePlanning** tab is where you can change how locations are displayed in the **PrePlanning** module. If **Sort Locations by Name** is checked, locations will appear in order based on the name. If unchecked, they will be sorted by address.

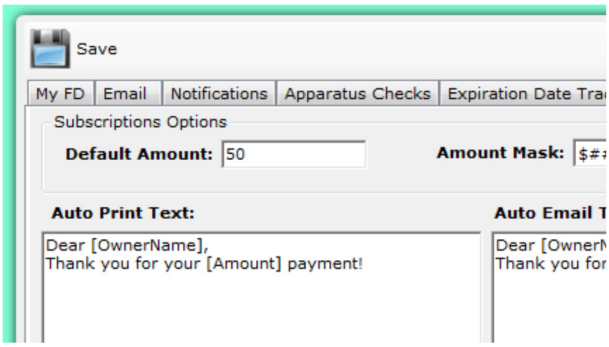


The **Subscriptions** tab is where you configure the **Subscriptions** (Fire Dues) module.

The **Default Amount** is the amount that is automatically filled in when entering a payment.

The **Amount Mask** can be set to either 2 digit dollar amount or 3 digits. This allows for faster keying of amounts received.

The **Auto Print Text** and **Auto Email Text** are templates for the printed or emailed text when a payment is received. You can use fields from the **Available Fields** list to create tokens in the text. When put into the templates, the tokens are replaced with the correct values.



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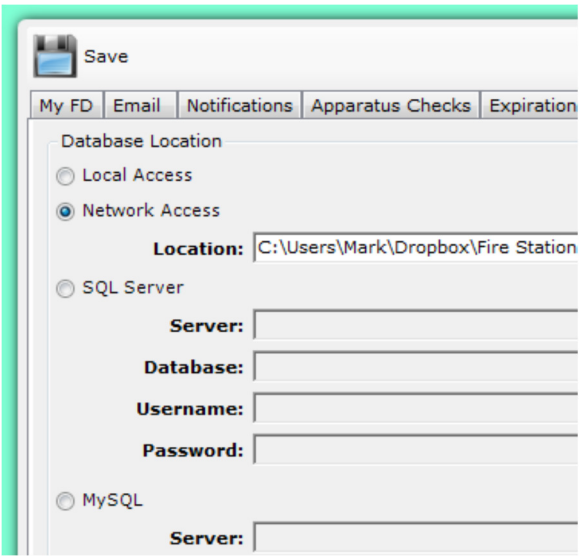
The **Database** tab is where you configure how **Fire Station** finds the database it should open.



If **Local Access** is selected, **Fire Station** looks in the current folder for the FireStation.mdb database.

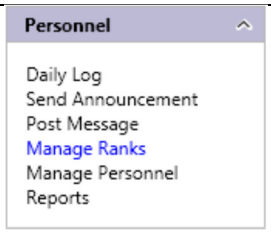
If **Network Access** is selected, **Fire Station** will open that specific database. Use the browse button (…) to find the FireStation.mdb. This is useful to share data between two or more computers. See the **FAQ** page on the www.firestationsoftware.com website for more information on data sharing.

If **SQL Server** is selected, **Fire Station** will open the SQL database specified by **Server**, **Database**, **Username**, and **Password**.

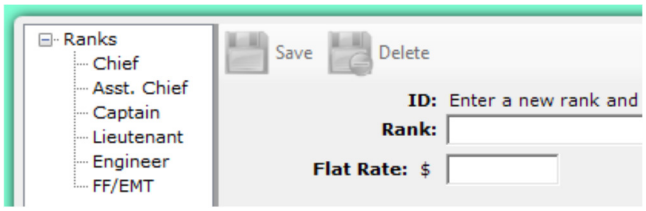
If **MySQL** is selected, **Fire Station** will open the MySQL database specified by **Server**, **Port**, **Database**, **Username**, and **Password**. This server can be local or in the Cloud. Fire Station Software offers Cloud database hosting. Contact sales@firestationsoftware.com for more information.

Step 6: Configuring Personnel

To configure department ranks, expand the **Personnel** section and select **Manage Ranks**. If you don't see **Manage Ranks** in the **Personnel** section, you do not have the permission to a access it. See the **Permissions** section below.

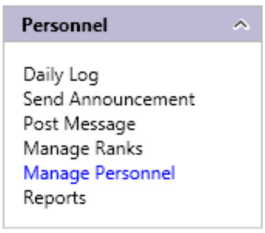


Here you can add, edit, or delete ranks. Depending on **Incident Reporting** invoicing options you can edit the **Flat Rate** or **Hourly Rate** (if enabled).



Be careful adding ranks as the order in which they are added is the order in which they will be displayed in **Fire Station**.

To configure personnel, expand the **Personnel** section and select **Manage Personnel**. If you don't see **Manage Personnel** in the **Personnel** section, you do not have the permission to access it. See the **Permissions** section below.



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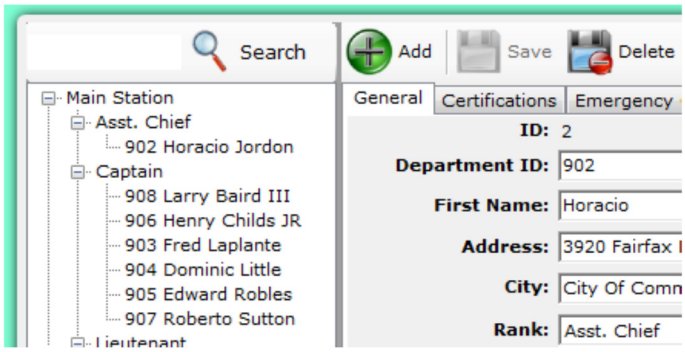
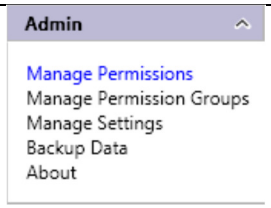
Here you can add, edit, or delete department personnel.

This includes their **General** information, **Certifications**, **Emergency Contacts**, **Immunizations**, **Employer**, **Insurance**, **Medical Preplan**, **Uniform Sizes**, **Background Check**, **Personal Inventory**, **Files**, and **Notes**.

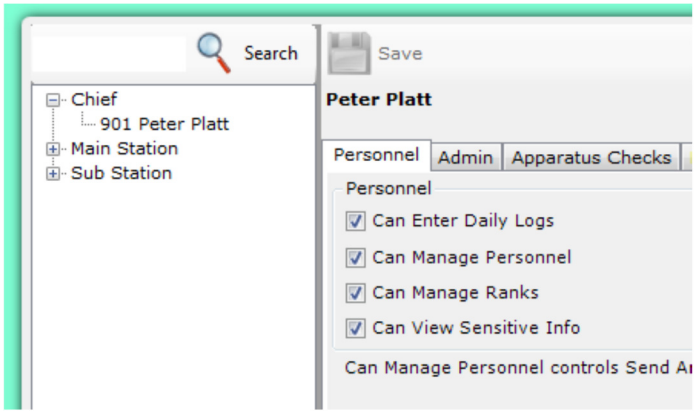


Step 7: Configuring Permissions

To configure permissions, expand the **Admin** section and select **Manage Permissions**.



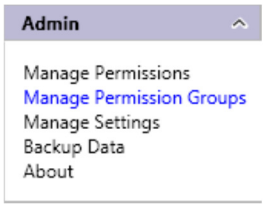
Select the person you need to change permissions for from the tree and go through each tab and check the applicable permissions. Make sure you click **Save**.



There are three preset permission sets; **Admin**, **Officer**, and **Firefighter**. You can click on any of those to quickly set the permissions for an individual.

Admin gives all permissions.

You can also create your own permission sets. Select **Manage Permission Groups** from the Admin menu.



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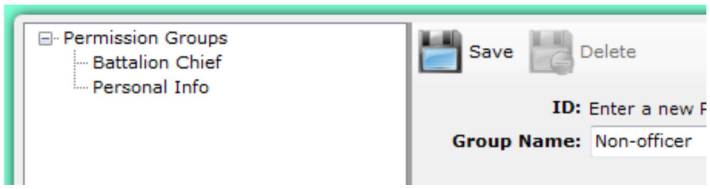
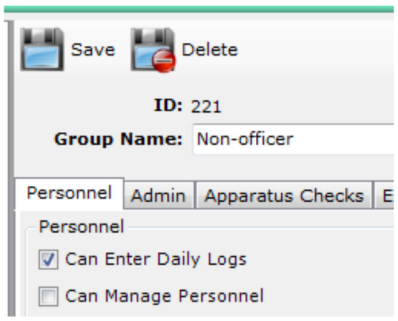
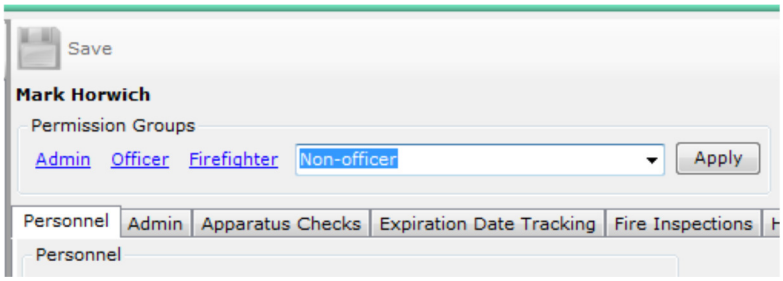
Enter a **Group Name** and click **Save**.



You can now click on the group name in the tree and assign permissions on each tab. Click **Save**.



Go back to **Manage Permissions**, select the person in the tree, pick the permission group, and click **Apply**. Be sure to click **Save**.



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