FIRE BRIDGE

AGENCY ADMINISTRATOR SETUP QUICK GUIDE: WISCONSIN

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CHAPTER 1

THE CONFIGURATION SECTION

1.1 Document Overview

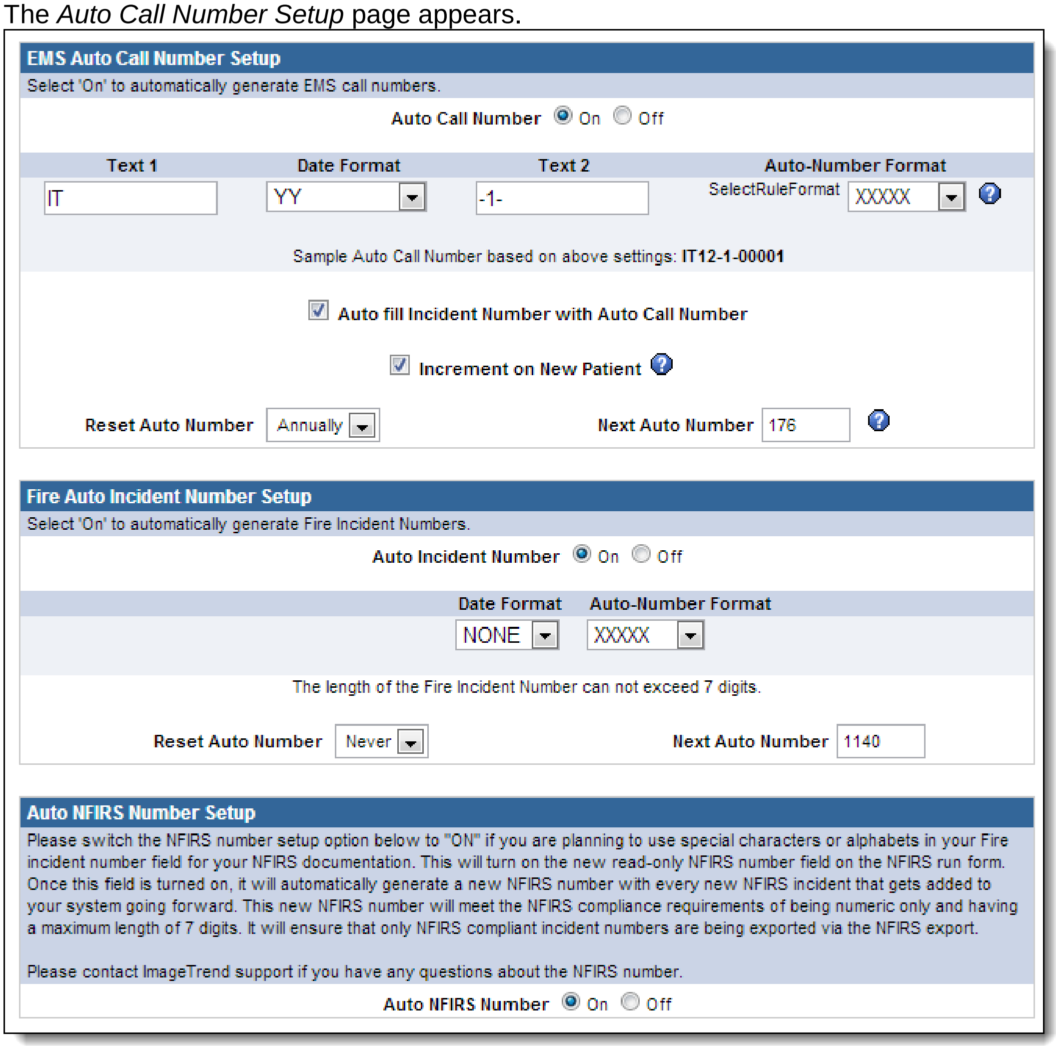
This guide is intended to provide complete instruction for administrators on the Wisconsin Fire Bridge in what needs to be done to set up your agency on the Fire Bridge.

1.2 Setting Up Automatic Call and NFIRS Numbers

You can set up a format for automatic call numbers, which will be added to each run form to ensure that no run form has the same number. Your format for auto call numbers should be different from any other agency's format.

You can also set the system to automatically assign a valid NFIRS number for runs if your incident number may contain letters or special characters.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Configuration > Auto-Call Number.* The *Auto Call Number Setup* page appears.



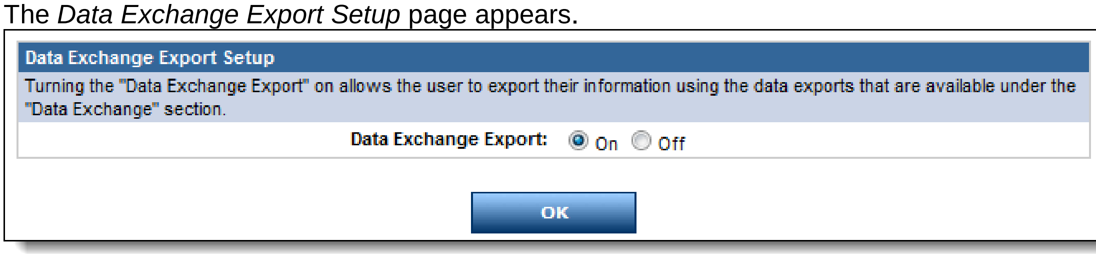
4. In the *Fire Auto Incident Number Setup* section, in the *Auto Incident Number* section, select *On.*
5. From the *Date Format* drop down menu, select the format for the date information that will be included in the call number.

6. From the *Auto-Number Format* drop down menu, select the number of digits that will be used at the end of the number.
   HINT: These numbers will automatically increase by one with each incident report that is entered.
7. To start the last numbers of the call number over at 0 based on a period of time, from the *Reset Auto Number* drop down menu, select how often to reset the number.
8. To manually set the next number that will be automatically generated, in the *Next Auto Number* text box, type the next number.
9. If your fire incident numbers will contain letters or special characters, to automatically generate a valid NFIRS number for those runs, in the *Auto NFIRS Number Setup* section, select *On.*
10. When finished setting up automatic number formats, to save the changes, click *Submit.*

1.3 Enabling and Disabling Exports for your Agency

If your agency exports information (e.g., to billing software), you may need to enable exports. This setting allows you to determine whether your service's information can be exported from the *Data Exchange* section of the Fire Bridge.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Configuration.*
   A sub-menu appears.
4. Under *Configuration,* select *Data Exchange Export.*
   The *Data Exchange Export Setup* page appears.



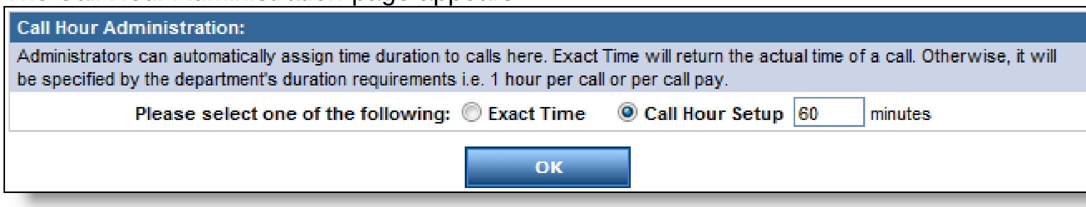
5. To enable your agency's information to be exported through the Data Exchange, select *On.*
   OR
   To prevent your agency's information from being exported through the Data Exchange, select *Off.*
6. When finished, click *OK.*
   The changes are saved.

1.4 Setting Up Call Hour Administration

Administrators can set whether this agency tracks calls by the exact amount of time spent on a call or assigns a set amount of time to each call.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Configuration.*
   A sub-menu appears.

4. Under *Configuration,* select *Call Hour.*
   The *Call Hour Administration* page appears.

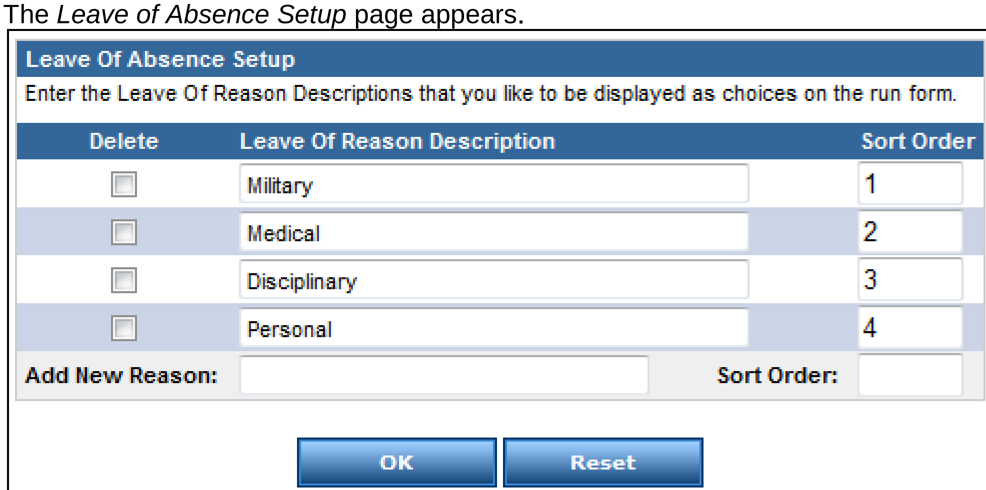


5. Select the desired call hour tracking option.
6. If the second option is selected, in the *Minutes* text box, type the desired number of minutes that should be assigned for each call.
7. Click *OK.*

1.5 Working with Leave of Absence Reasons

Administrators can add reasons for leaves of absence, which can then be used when recording a leave of absence on a staff member's profile.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Configuration.*
   A sub-menu appears.
4. Under *Configuration,* select *Leave Of Absence.*
   The *Leave of Absence Setup* page appears.

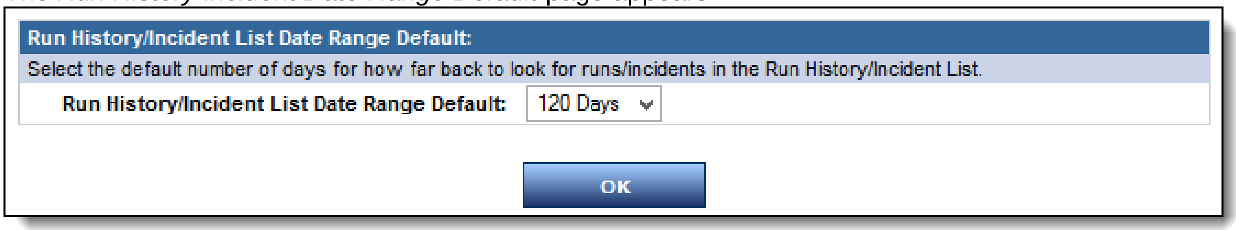


5. To add a new reason, in the *Add New Reason* row, type the reason and its desired order in the list of reasons.
6. Click *OK.*
7. To remove a reason, select the corresponding *Delete* checkbox.
8. Click *OK.*
9. To change a reason's information, in the text boxes, make the desired changes.
10. Click *OK.*

1.6 Setting a Default Date Range for Incident List Searches

When searching Incident List, a default date range automatically appears for the search. You can set up the length of time before the current date that should be automatically entered for searches.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Configuration.*
   A sub-menu appears.
4. Under *Configuration,* select *Run History/Incident List.*
   The *Run History Incident Date Range Default* page appears.

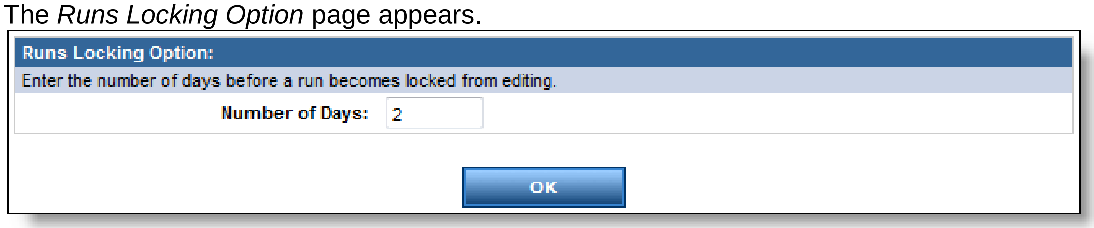


5. From the *Run History Incident Date Range Default* drop down menu, select the desired time period before the current date that should be selected as the default date range.
6. Click *OK.*

1.7 Setting Up Run Locking

You can choose to automatically lock runs for editing a certain number of days after they are created. If this option is not available, it may be set up by the system administrator in the *Administration* section.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Configuration.*
   A sub-menu appears.
4. Under *Configuration,* select *Run Locking.*
   The *Runs Locking Option* page appears.



5. In the *Number of Days* text box, type the number of days that should pass before a run is locked.
6. Click *OK.*

1.8 Setting Up Categories for Documents

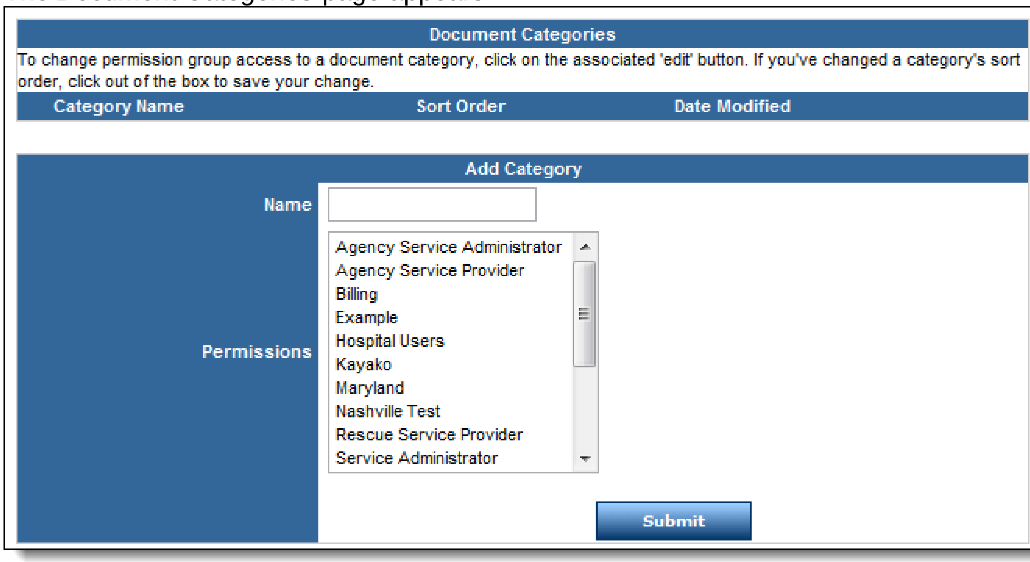
You can create categories to organize and control access to documents that you add to staff profiles. After setting up a new category, you can assign which permission groups should be able to access documents that are assigned to that category.

Adding a New Document Category

You can set up new document categories for your agency as needed.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Configuration.*
   A sub-menu appears.

4. Under *Configuration,* select *Document Categories.*
   The *Document Categories* page appears.



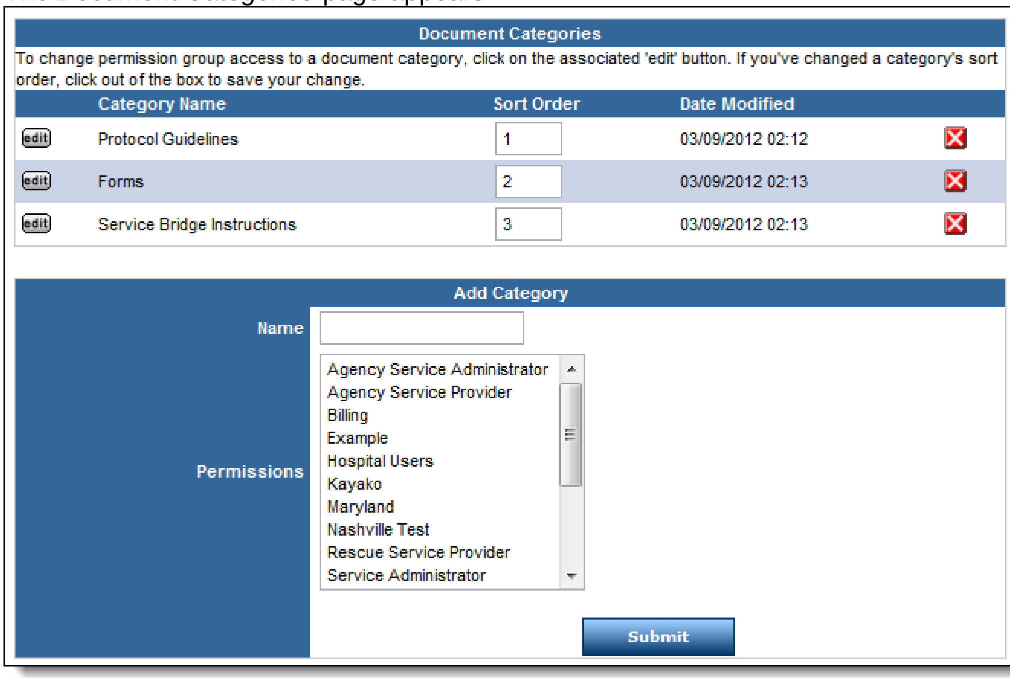
5. In the *Name* text box, type the name of the category.
6. In the *Permissions* scroll list, select all permission groups that should be able to view documents in this category.
   HINT: To select multiple permission groups, press and hold the *Ctrl* key while clicking each desired permission group.
7. Click *Submit.*
   The document category is saved.

Editing an Existing Document Category

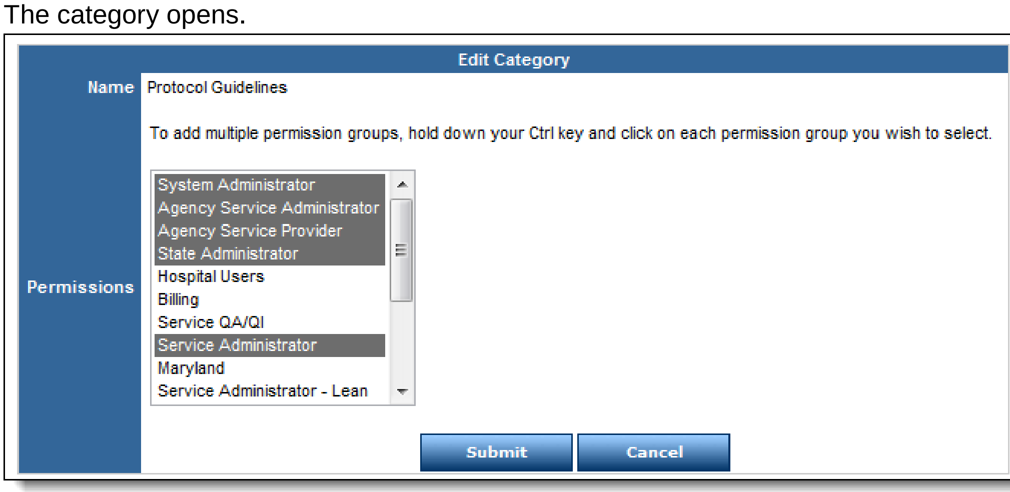
You can make changes to which permission groups can view documents in a category that has already been created.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Configuration.*
   A sub-menu appears.

4. Under *Configuration,* select *Document Categories.*
   The *Document Categories* page appears.



5. Click the *Edit* button for the category you want to work with.
   The category opens.



6. To select another permission group, press and hold the *Ctrl* key while clicking each desired permission group.
7. To remove access for a permission group that current has access to this category, click the name of that permission group.
   The permission group is deselected.
8. When finished, click *Submit.*
   The changes are saved.

CHAPTER 2

THE FIRE SECTION

2.1 Working with Special Study Questions

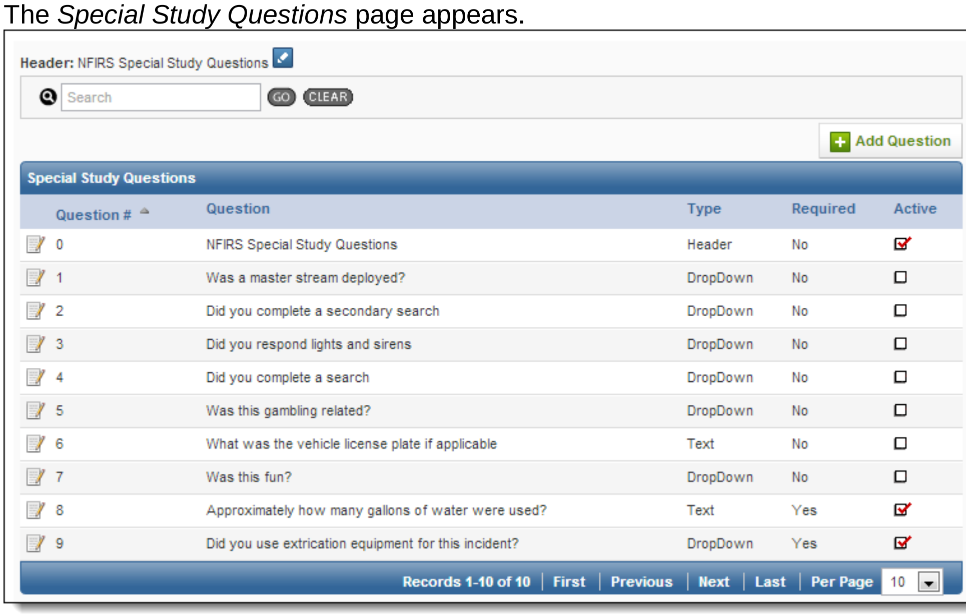
Administrators can create new questions and a section to include them on their agency's run form for fire. This allows a particular agency to gather data that is relevant to their agency but may not be already included in the form. Depending on permissions, all users will generally be able to view a list of these custom questions, but only administrators will be able to edit them or add new questions.

Organizing Custom Questions on Run Forms

Special study questions are collected in a single section on the fire run form, which the administrator can give an appropriate title. When creating and editing these custom questions, administrators can use the *Question #* text box to define the order of each question.

To change the title of the section for service defined questions:

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.
4. Under the *Fire* section*,* select *Special Study Questions.*
   The *Special Study Questions* page appears.



Question #	Question	Type	Required	Active
0	NFIRS Special Study Questions	Header	No	☑
1	Was a master stream deployed?	DropDown	No	☐
2	Did you complete a secondary search	DropDown	No	☐
3	Did you respond lights and sirens	DropDown	No	☐
4	Did you complete a search	DropDown	No	☐
5	Was this gambling related?	DropDown	No	☐
6	What was the vehicle license plate if applicable	Text	No	☐
7	Was this fun?	DropDown	No	☐
8	Approximately how many gallons of water were used?	Text	Yes	☑
9	Did you use extrication equipment for this incident?	DropDown	Yes	☑

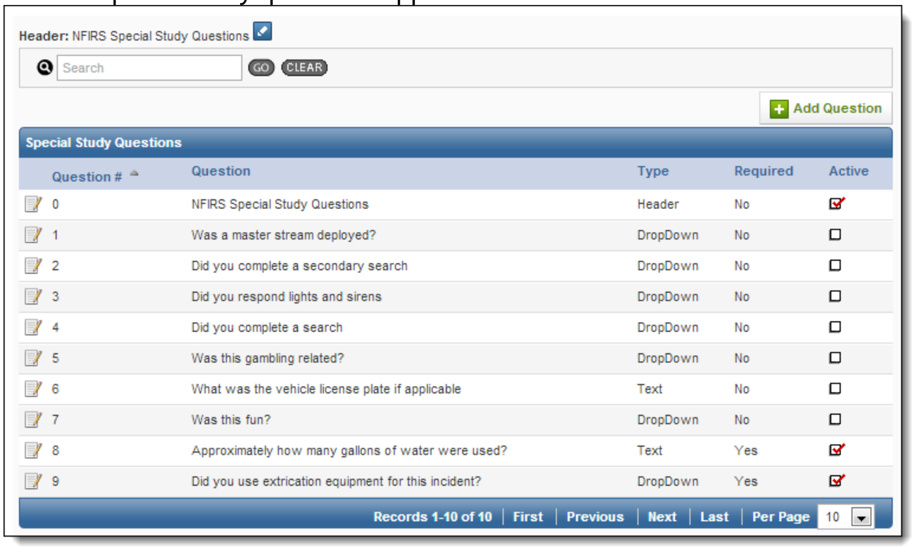
5. In the *Header* text box, type a name for the section.
6. Click *Submit.*

Viewing and Editing Special Study Questions

Administrators can view and edit service defined questions from the same place.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.

4. Under the *Fire* section, select *Special Study Questions.*
   A list of special study questions appears.



Header: NFIRS Special Study Questions

Search GO CLEAR

Add Question

Special Study Questions

	Question #	Question	Type	Required	Active
	0	NFIRS Special Study Questions	Header	No	☑
	1	Was a master stream deployed?	DropDown	No	☐
	2	Did you complete a secondary search	DropDown	No	☐
	3	Did you respond lights and sirens	DropDown	No	☐
	4	Did you complete a search	DropDown	No	☐
	5	Was this gambling related?	DropDown	No	☐
	6	What was the vehicle license plate if applicable	Text	No	☐
	7	Was this fun?	DropDown	No	☐
	8	Approximately how many gallons of water were used?	Text	Yes	☑
	9	Did you use extrication equipment for this incident?	DropDown	Yes	☑

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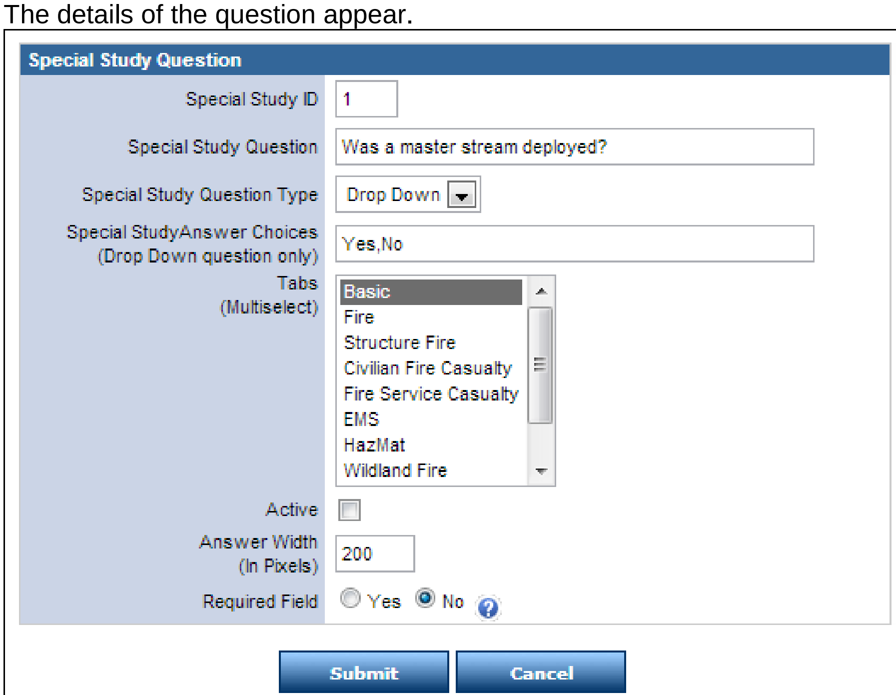
5. To view or edit a particular question, click the corresponding *View and Edit* icon .
   The details of the question appear.

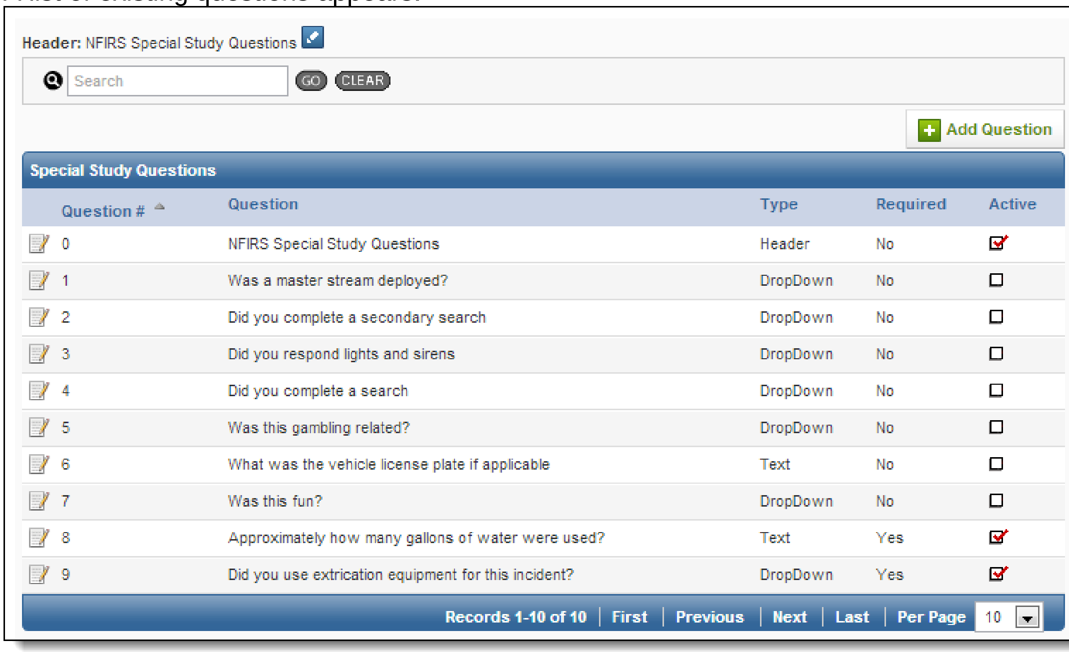


6. **OPTIONAL:** To change the question, available answers, or question setup,
   a. Use the provided fields to enter all information about the question.
      NOTE: For this option to appear on a run form, be sure to select the *Enabled* checkbox.
   b. When finished, to save the changes, click *Submit.*

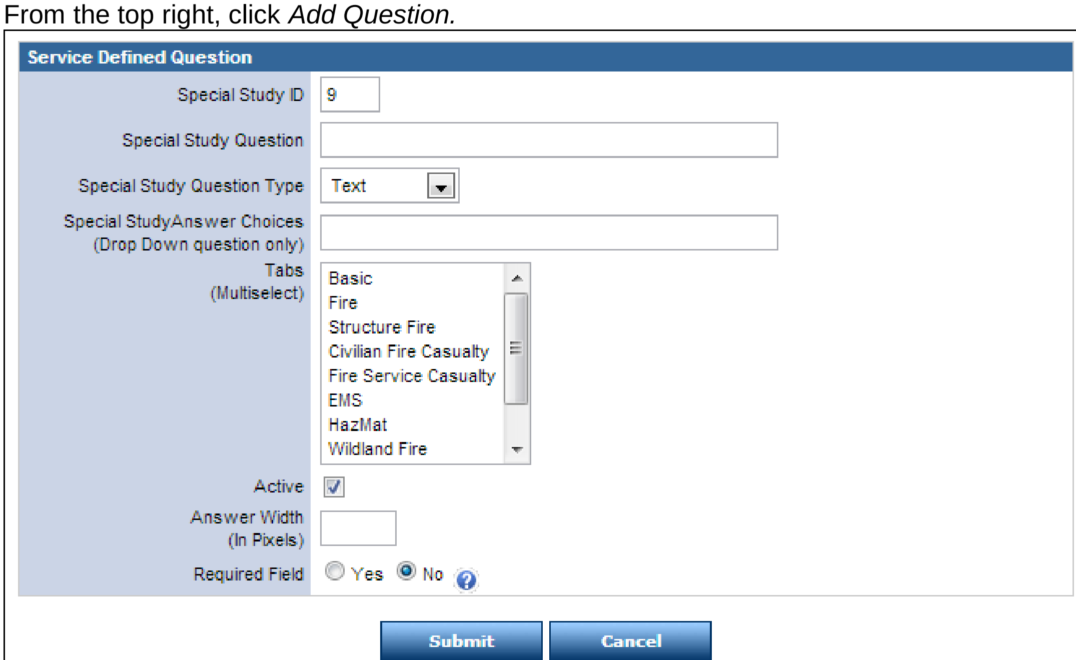
Adding a New Special Study Question

Only administrators can add a new special study question to the system.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.
4. Under the *Fire* section, select *Special Study Questions.*
   A list of existing questions appears.



5. From the top right, click *Add Question.*



6. Using the provided fields, enter all desired information for the vehicle.
   NOTE: This screen may look different based on the type of answer (e.g., text box or selecting from a predefined drop down menu) selected from the *Question Type* drop down menu.
   HINT: Selecting the *Active* checkbox will allow the question to appear on the run form.

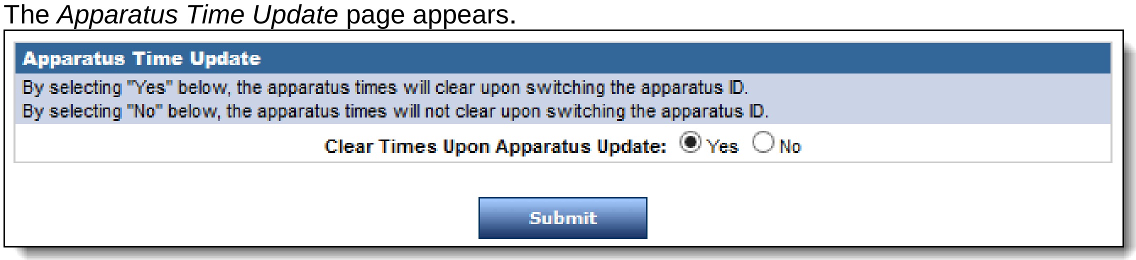
Selecting tabs in the *Tabs* scroll box will display this question on each of the selected run form tabs.

7. To mark this field as required so that it is marked with validation cues if left blank, in the *Required Field* section, select *Yes.*
8. When finished, to save the new question in the system, click *Submit.*
   To return to the list of questions without saving the new question, click *Cancel.*

2.2 Setting Automatic Apparatus Time Clearing

You can set your fire incident forms to automatically clear all apparatus times when someone changes the apparatus ID on the run form. This can help improve data quality by ensuring that providers are forced to update incorrect times.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.
4. Under the *Fire* section*,* select *Apparatus Time Updates.*
   The *Apparatus Time Update* page appears.



5. To automatically clear apparatus times when the apparatus ID is switched on a run form, select *Yes.*
   OR
   To keep apparatus times when the apparatus ID is switched on a run form, select *No.*
6. Click *Submit.*

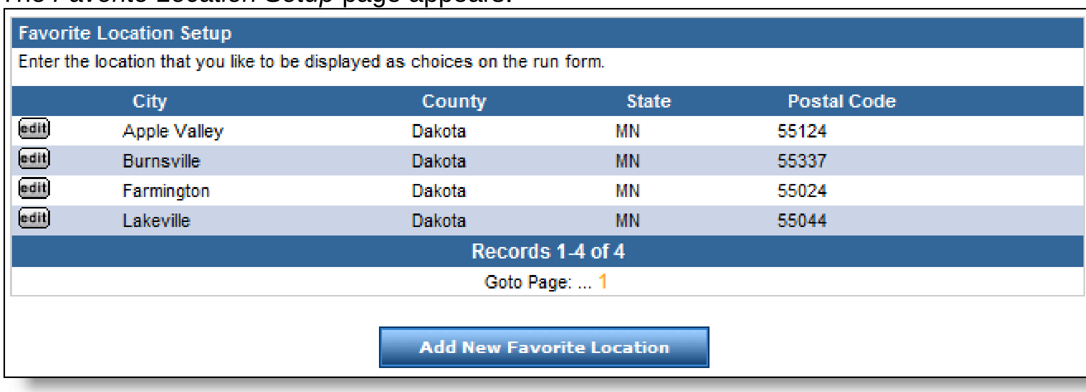
CHAPTER 3

THE SERVICE SECTION

3.1 Adding Favorite Locations

Favorite locations allow users to select a city from a list and automatically complete the county, state and postal code information in a run form. If users choose to look up a location, favorite locations will appear at the top of the list for easy entry.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.
4. Under *Service,* select *Favorite Locations.*
   The *Favorite Location Setup* page appears.



Favorite Location Setup

Enter the location that you like to be displayed as choices on the run form.

	City	County	State	Postal Code
edit	Apple Valley	Dakota	MN	55124
edit	Burnsville	Dakota	MN	55337
edit	Farmington	Dakota	MN	55024
edit	Lakeville	Dakota	MN	55044

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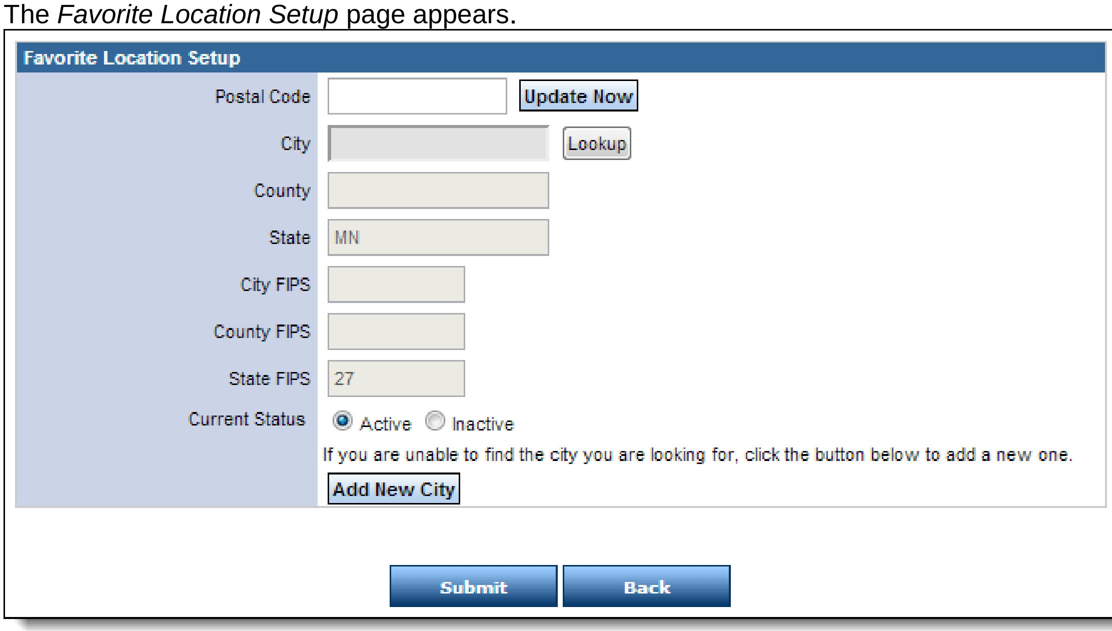
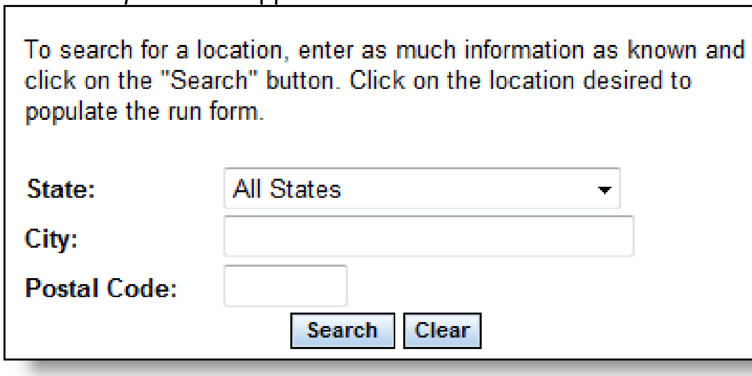
Add New Favorite Location

5. Click *Add New Favorite Location.*
   The *Favorite Location Setup* page appears.



6. In the *Postal Code* text box, type the zip code for the desired location.
7. To enter the remaining information, automatically based on the most commonly entered information for this zip code, select the *Check to populate City, County, State from Postal Code* checkbox.
   OR
   To enter the remaining information by searching for information related to a zip code,

a. Click *Lookup.*
   The *Lookup* window appears.



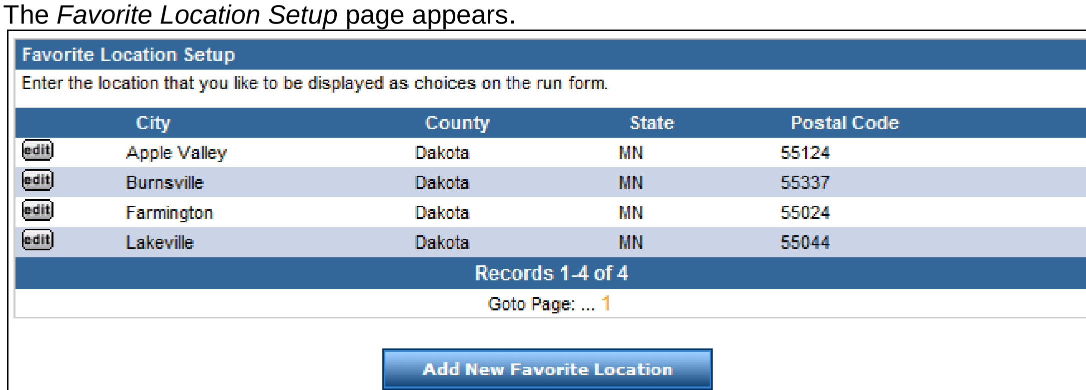
b. Using the provided fields, enter as much information as is known about the desired location.
c. Click *Search.*
   A list of matching locations appears.
d. Click the desired location.
   The fields are populated with the selected information.

8. In the *Current Status* section, select whether the location should currently be active or inactive.
   NOTE: Only administrators can re-activate an inactive record.
9. Click *Submit.*
   The location record is saved.

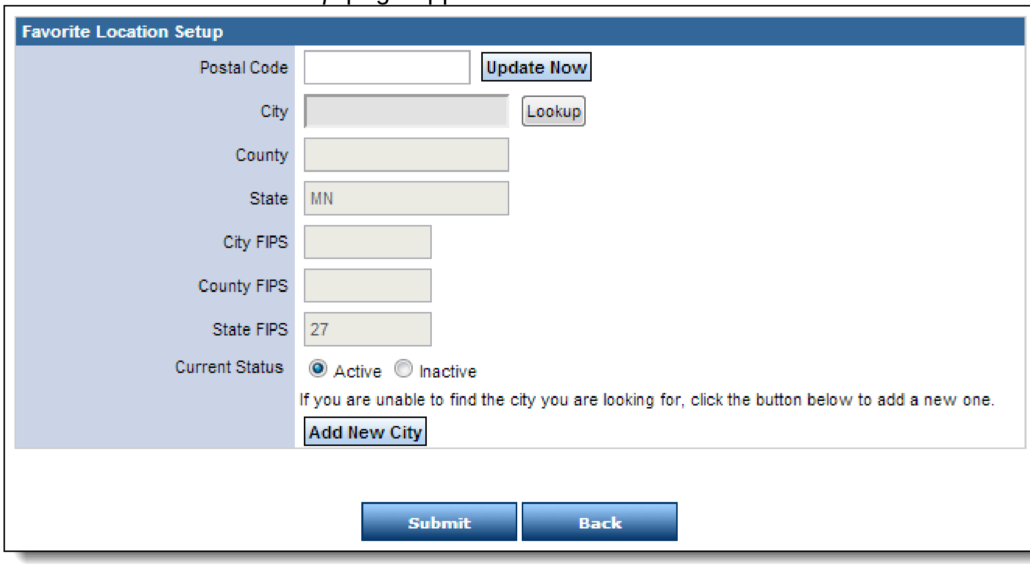
Setting Up a New City

If you need to set up a favorite location for a city that does not appear when you use the *Lookup* option, you can do so.

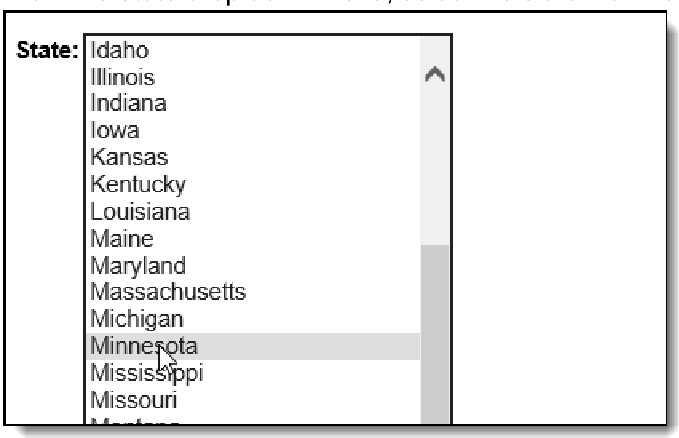
1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.
4. Under *Service,* select *Favorite Locations.*
   The *Favorite Location Setup* page appears.



5. Click *Add New Favorite Location.*
   The *Favorite Location Setup* page appears.



6. From the bottom of the page, click *Add New City.*
   The *Add New Favorite Location* window appears.
7. From the *State* drop down menu, select the state that the new city is in.



   Additional fields appear.

8. From the *County* drop down menu, select the county that the new city is in.

9. In the *City* text box, type the name of the city.
10. In the *Postal Code* text box, type the postal code for the city.
11. In the *City FIPS* text box, type the FIPS code of the city.

    NOTE: If you cannot find the correct FIPS code, enter *-25*.
12. Click *Populate Form.*

    The city information is entered into the form.
13. Click *Submit.*

    The new city is saved as a favorite location.

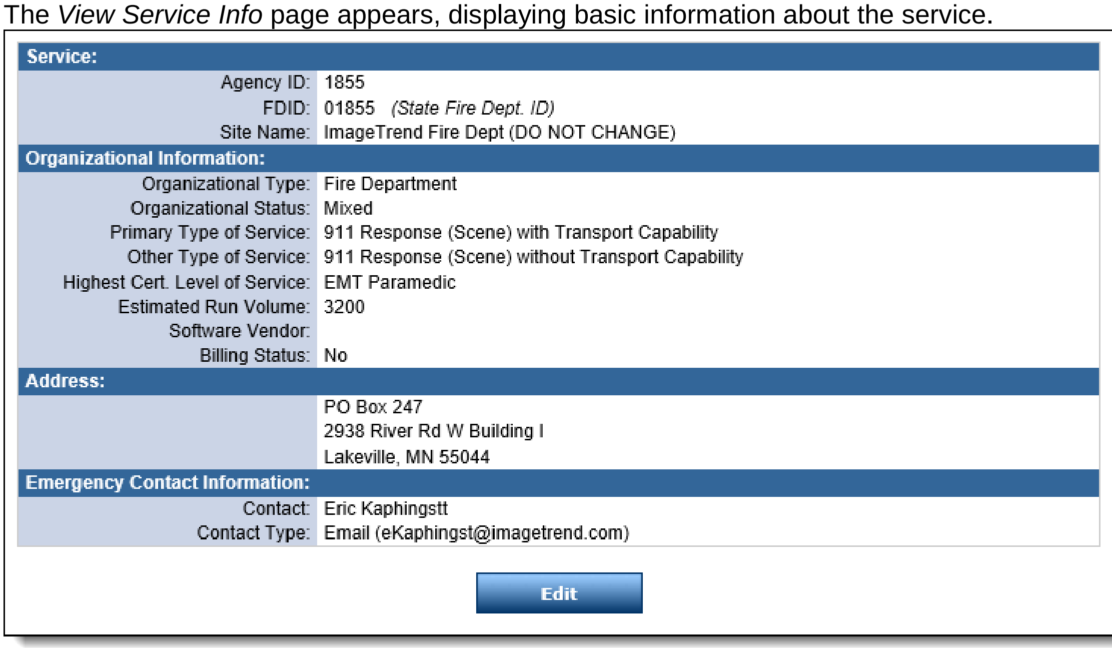
3.2 Viewing Basic Service Information

The system keeps a summary of your agency's contact and organizational information with the service profile.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Service.*

   A sub-menu appears.
4. Under *Service,* select *Service Information.*

   The *View Service Info* page appears, displaying basic information about the service.



Service:	
Agency ID:	1855
FDID:	01855 *(State Fire Dept. ID)*
Site Name:	ImageTrend Fire Dept (DO NOT CHANGE)
Organizational Information:	
Organizational Type:	Fire Department
Organizational Status:	Mixed
Primary Type of Service:	911 Response (Scene) with Transport Capability
Other Type of Service:	911 Response (Scene) without Transport Capability
Highest Cert. Level of Service:	EMT Paramedic
Estimated Run Volume:	3200
Software Vendor:	
Billing Status:	No
Address:	
	PO Box 247 2938 River Rd W Building I Lakeville, MN 55044
Emergency Contact Information:	
Contact:	Eric Kaphingstt
Contact Type:	Email (eKaphingst@imagetrend.com)

Edit

3.3 Editing Basic Service Information

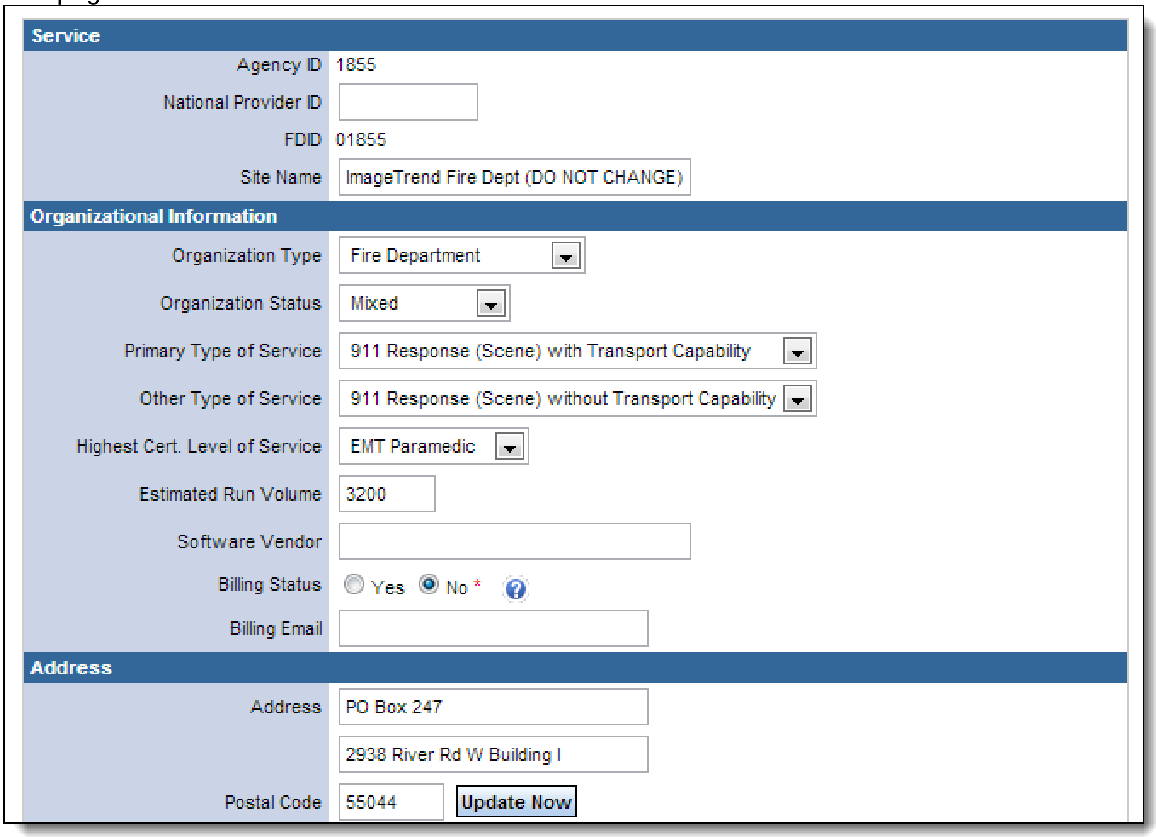
Service information is used to provide contact and identification information to any persons who may have access to the Fire Bridge or who receive exported data from the system. This is the information that appears in the *View Service Information* section.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Service.*

   A sub-menu appears.
4. Under *Service,* select *Service Information.*

   The *View Service Info* page appears, displaying basic information about the service.

5. From the bottom of the page, click *Edit.*
   The page becomes editable.



6. Using the provided fields, change or enter any information about the service.
7. When finished, to save the information, click *OK*.
   To return to the service information without making the changes, click *Cancel.*

3.4 Working with Stations

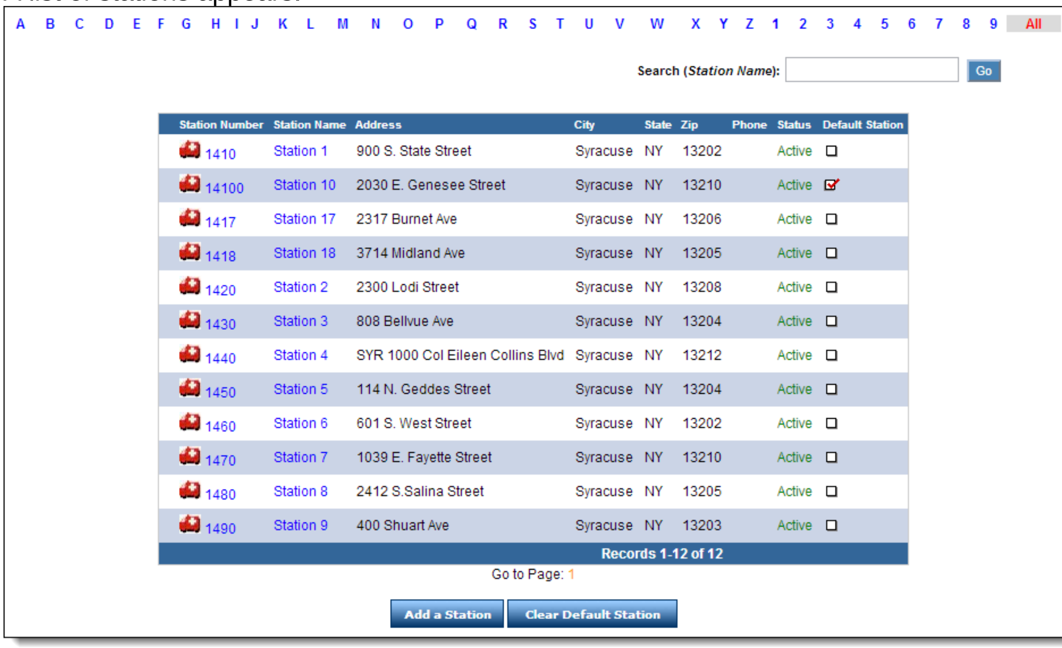
An agency can create profiles within Fire Bridge for multiple stations or divisions. Depending on the permission groups set up for that agency, most system users will be able to view the information for each station, but administrators can also change the station information or add a new station to the system.

Viewing and Editing Station Information

Administrators can view existing station information and, if necessary, change the information for a particular station.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.

4. Under the *Service* section, select *Stations.*
   A list of stations appears.


A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 All

Search (*Station Name*): Go

Station Number	Station Name	Address	City	State	Zip	Phone	Status	Default Station
1410	Station 1	900 S. State Street	Syracuse	NY	13202		Active	☐
14100	Station 10	2030 E. Genesee Street	Syracuse	NY	13210		Active	☑
1417	Station 17	2317 Burnet Ave	Syracuse	NY	13206		Active	☐
1418	Station 18	3714 Midland Ave	Syracuse	NY	13205		Active	☐
1420	Station 2	2300 Lodi Street	Syracuse	NY	13208		Active	☐
1430	Station 3	808 Bellvue Ave	Syracuse	NY	13204		Active	☐
1440	Station 4	SYR 1000 Col Eileen Collins Blvd	Syracuse	NY	13212		Active	☐
1450	Station 5	114 N. Geddes Street	Syracuse	NY	13204		Active	☐
1460	Station 6	601 S. West Street	Syracuse	NY	13202		Active	☐
1470	Station 7	1039 E. Fayette Street	Syracuse	NY	13210		Active	☐
1480	Station 8	2412 S.Salina Street	Syracuse	NY	13205		Active	☐
1490	Station 9	400 Shuart Ave	Syracuse	NY	13203		Active	☐

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Add a Station | Clear Default Station

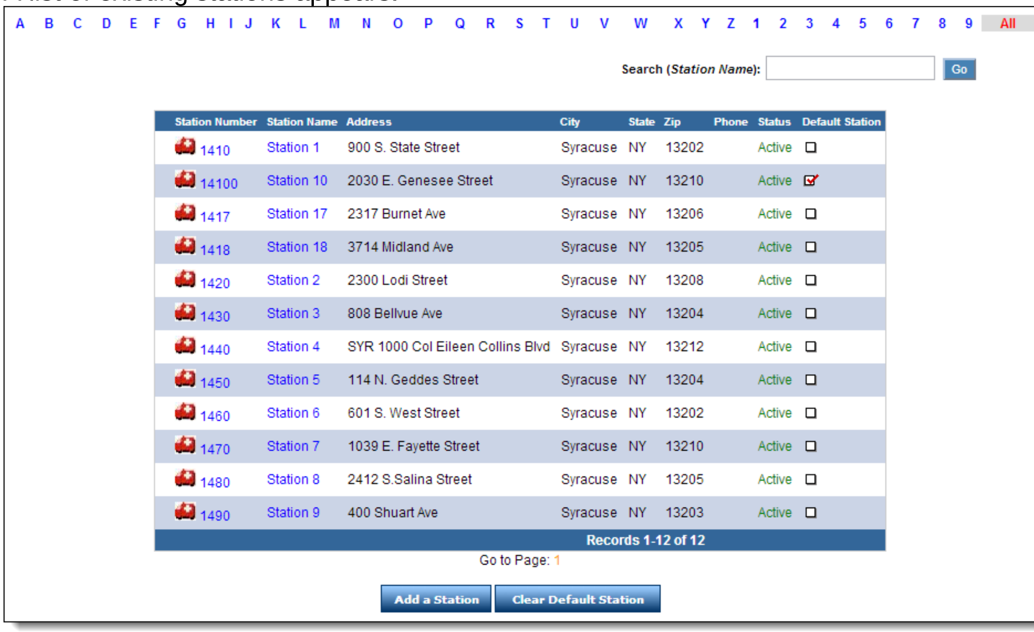
5. To view or edit information for a particular station, click the name, number or *Station* icon for that station.
   A summary of the station information appears.
6. **OPTIONAL:** To edit the station information,
   a. Click *Edit.*
   b. Using the provided fields, enter any new or different information desired.
   c. When finished, click *OK.*

Adding a New Station

Only administrators can add a new station to the system.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.

4. Under the *Service* section, select *Stations.*
   A list of existing stations appears.


A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 All

Search (*Station Name*): Go

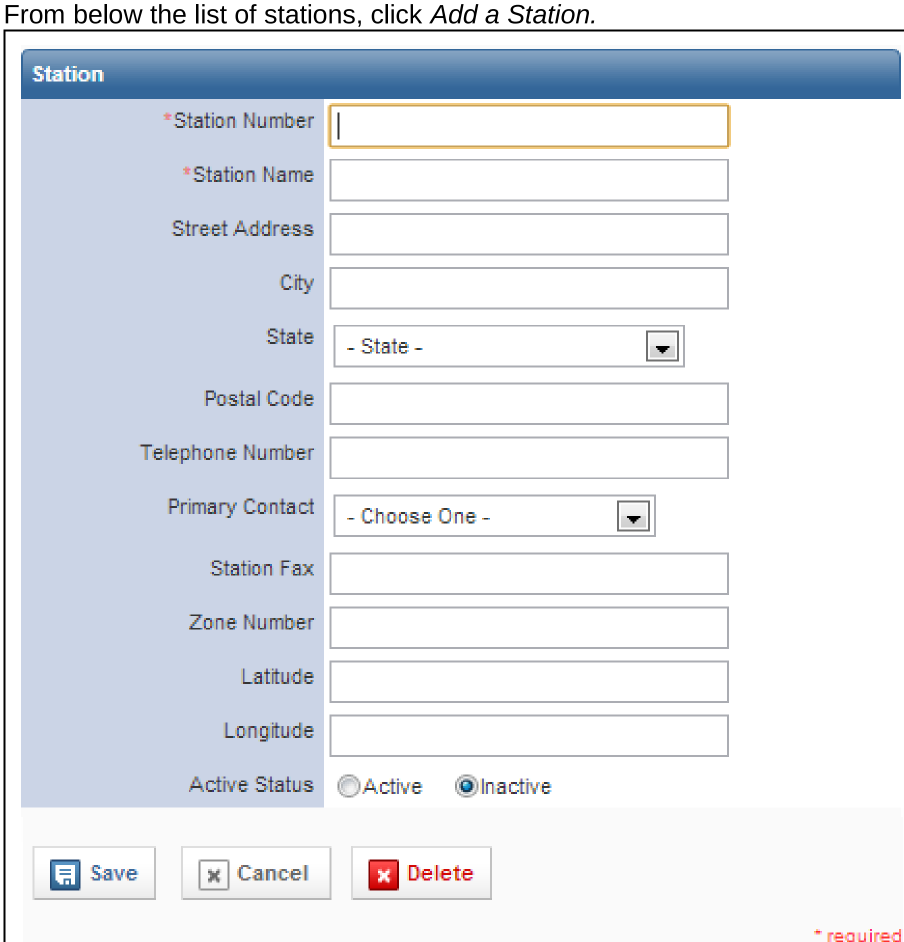
Station Number	Station Name	Address	City	State	Zip	Phone	Status	Default Station
1410	Station 1	900 S. State Street	Syracuse	NY	13202		Active	☐
14100	Station 10	2030 E. Genesee Street	Syracuse	NY	13210		Active	☑
1417	Station 17	2317 Burnet Ave	Syracuse	NY	13206		Active	☐
1418	Station 18	3714 Midland Ave	Syracuse	NY	13205		Active	☐
1420	Station 2	2300 Lodi Street	Syracuse	NY	13208		Active	☐
1430	Station 3	808 Bellvue Ave	Syracuse	NY	13204		Active	☐
1440	Station 4	SYR 1000 Col Eileen Collins Blvd	Syracuse	NY	13212		Active	☐
1450	Station 5	114 N. Geddes Street	Syracuse	NY	13204		Active	☐
1460	Station 6	601 S. West Street	Syracuse	NY	13202		Active	☐
1470	Station 7	1039 E. Fayette Street	Syracuse	NY	13210		Active	☐
1480	Station 8	2412 S.Salina Street	Syracuse	NY	13205		Active	☐
1490	Station 9	400 Shuart Ave	Syracuse	NY	13203		Active	☐

Records 1-12 of 12

Go to Page: 1

Add a Station | Clear Default Station

5. From below the list of stations, click *Add a Station.*

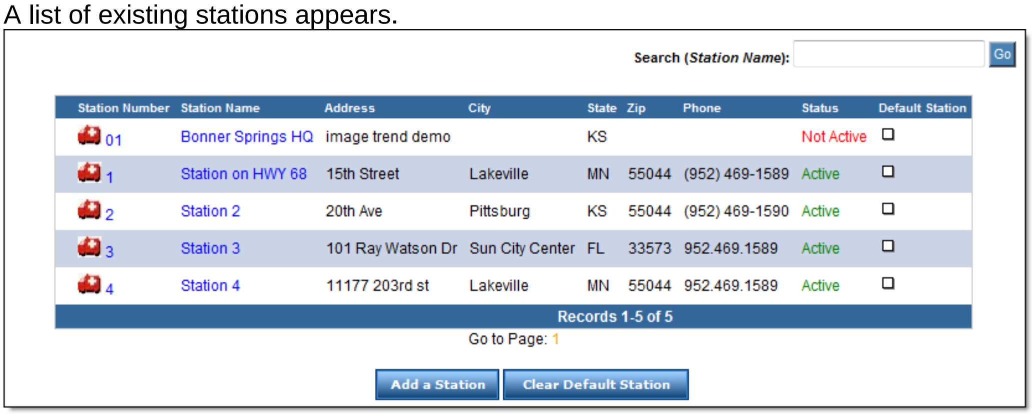


6. Using the provided fields, enter all desired information for the station.
   NOTE: Be sure to enter at least a station number and name and specify whether the station is active or inactive. Active stations can be worked with in the system, while inactive stations will have their information stored in the list of stations but will not appear anywhere else in the system.
7. When finished, to save the new station in the system, click *OK.*
   OR
   To return to the list of stations without saving the new station, click *Cancel.*

Setting a Default Station

A default station is the station that will automatically be selected on new run forms. Your service does not need to set a default station but can choose to do so to save data entry time. For this feature to work, the station you select as the default station must be active.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.
4. Under the *Service* section, select *Stations.*
   A list of existing stations appears.



Search (*Station Name*): Go

Station Number	Station Name	Address	City	State	Zip	Phone	Status	Default Station
01	Bonner Springs HQ	image trend demo		KS			Not Active	☐
1	Station on HWY 68	15th Street	Lakeville	MN	55044	(952) 469-1589	Active	☐
2	Station 2	20th Ave	Pittsburg	KS	55044	(952) 469-1590	Active	☐
3	Station 3	101 Ray Watson Dr	Sun City Center	FL	33573	952.469.1589	Active	☐
4	Station 4	11177 203rd st	Lakeville	MN	55044	952.469.1589	Active	☐

Records 1-5 of 5

Go to Page: 1

Add a Station | Clear Default Station

5. For the station to set as the default, in the *Default Station* column, click the checkbox.
   A check appears, indicating that this is now set as the default station.
6. **OPTIONAL:** To remove any settings controlling the default station,
   a. Click the *Clear Default Station* button.
      A confirmation dialog box appears.
   b. Click *OK.*
      The default station settings are removed and no station is set as the default.

3.5 Working with Vehicle Information

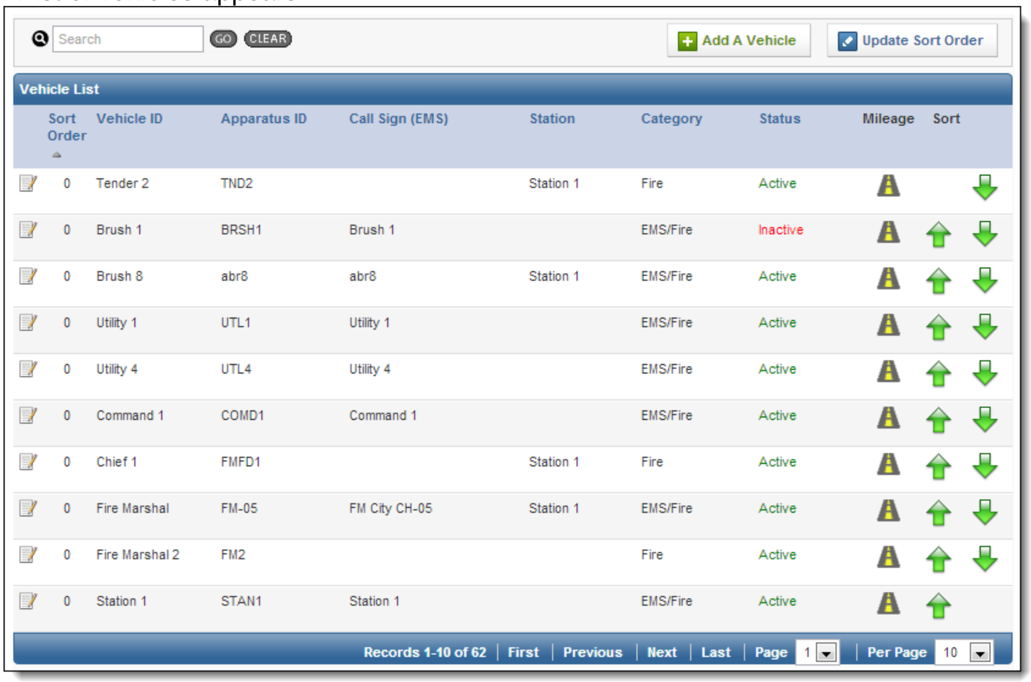
Run forms can document the vehicles that responded to an incident if the vehicle information has been added to the system. Depending on permissions, most system users will be able to view vehicle information, but only administrators will be able to change vehicle information or add or delete a vehicle. Vehicle profiles can also keep track of a vehicle's mileage for the year.

Viewing and Editing Vehicle Information

Administrators can view existing vehicle information and, if necessary, change the information for a particular vehicle.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.

3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.
4. Under the *Service* section, select *Vehicles.*
   A list of vehicles appears.



	Sort Order	Vehicle ID	Apparatus ID	Call Sign (EMS)	Station	Category	Status	Mileage	Sort
	0	Tender 2	TND2		Station 1	Fire	Active		
	0	Brush 1	BRSH1	Brush 1		EMS/Fire	Inactive		
	0	Brush 8	abr8	abr8	Station 1	EMS/Fire	Active		
	0	Utility 1	UTL1	Utility 1		EMS/Fire	Active		
	0	Utility 4	UTL4	Utility 4		EMS/Fire	Active		
	0	Command 1	COMD1	Command 1		EMS/Fire	Active		
	0	Chief 1	FMFD1		Station 1	Fire	Active		
	0	Fire Marshal	FM-05	FM City CH-05	Station 1	EMS/Fire	Active		
	0	Fire Marshal 2	FM2			Fire	Active		
	0	Station 1	STAN1	Station 1		EMS/Fire	Active		

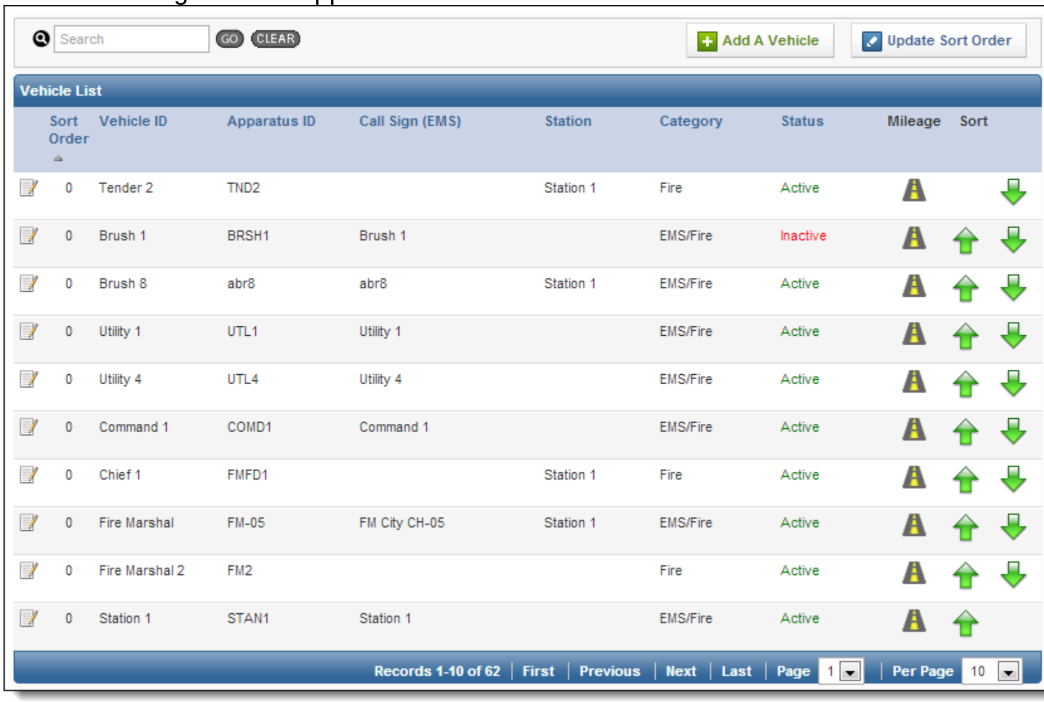
5. To view or edit information for a particular vehicle, click the *View and Edit* icon for that vehicle.
   A summary of the vehicle information appears.
6. **OPTIONAL:** To edit the vehicle information,
   a. Click *Edit.*
   b. Using the provided fields, enter any new or different information desired.
   c. When finished, click *OK.*

Viewing and Entering Vehicle Mileage

Administrators can keep track of a vehicle's mileage for each year using the Fire Bridge.

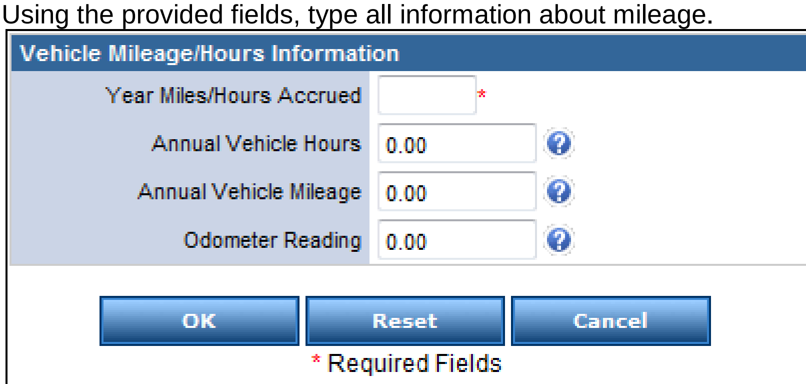
1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.

4. Under the *Service* section, select *Vehicles.*
   A list of existing vehicles appears.



Sort Order	Vehicle ID	Apparatus ID	Call Sign (EMS)	Station	Category	Status	Mileage	Sort
0	Tender 2	TND2		Station 1	Fire	Active		
0	Brush 1	BRSH1	Brush 1		EMS/Fire	Inactive		
0	Brush 8	abr8	abr8	Station 1	EMS/Fire	Active		
0	Utility 1	UTL1	Utility 1		EMS/Fire	Active		
0	Utility 4	UTL4	Utility 4		EMS/Fire	Active		
0	Command 1	COMD1	Command 1		EMS/Fire	Active		
0	Chief 1	FMFD1		Station 1	Fire	Active		
0	Fire Marshal	FM-05	FM City CH-05	Station 1	EMS/Fire	Active		
0	Fire Marshal 2	FM2			Fire	Active		
0	Station 1	STAN1	Station 1		EMS/Fire	Active		

5. For the appropriate vehicle, click the corresponding *Manage Mileage* icon.
   All mileage totals saved in the system appear.
6. **OPTIONAL:** To add information about mileage for a new year,
   a. Click *Add Entry.*
   b. Using the provided fields, type all information about mileage.



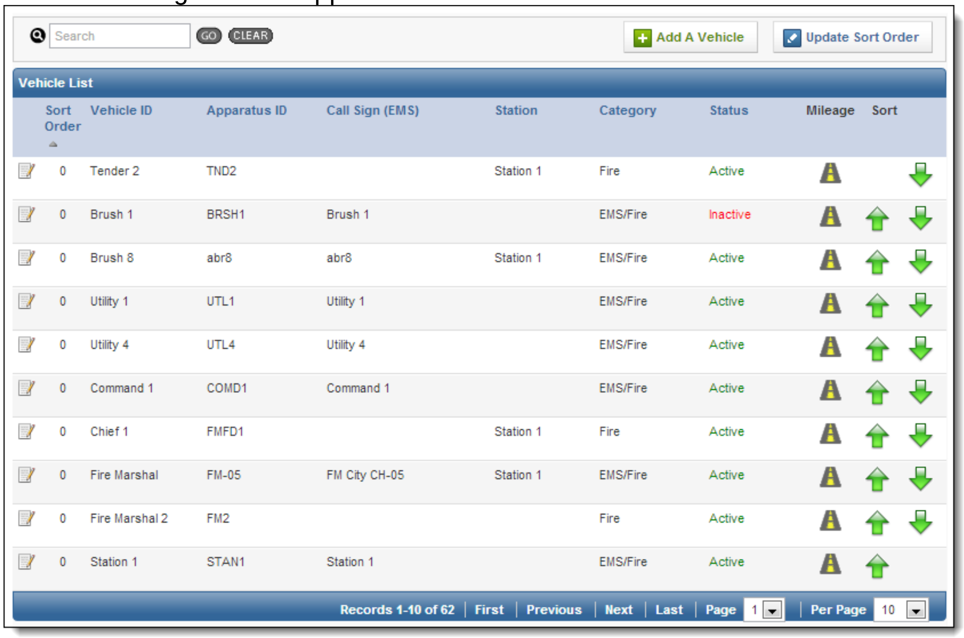
   c. To save the information, click *OK.*
      To clear all fields and start again, click *Reset.*
      OR
      To return to the list of mileage totals without saving, click *Cancel.*

Adding a New Vehicle

Only administrators can add a new vehicle to the system.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.

4. Under the *Service* section, select *Vehicles.*
   A list of existing vehicles appears.



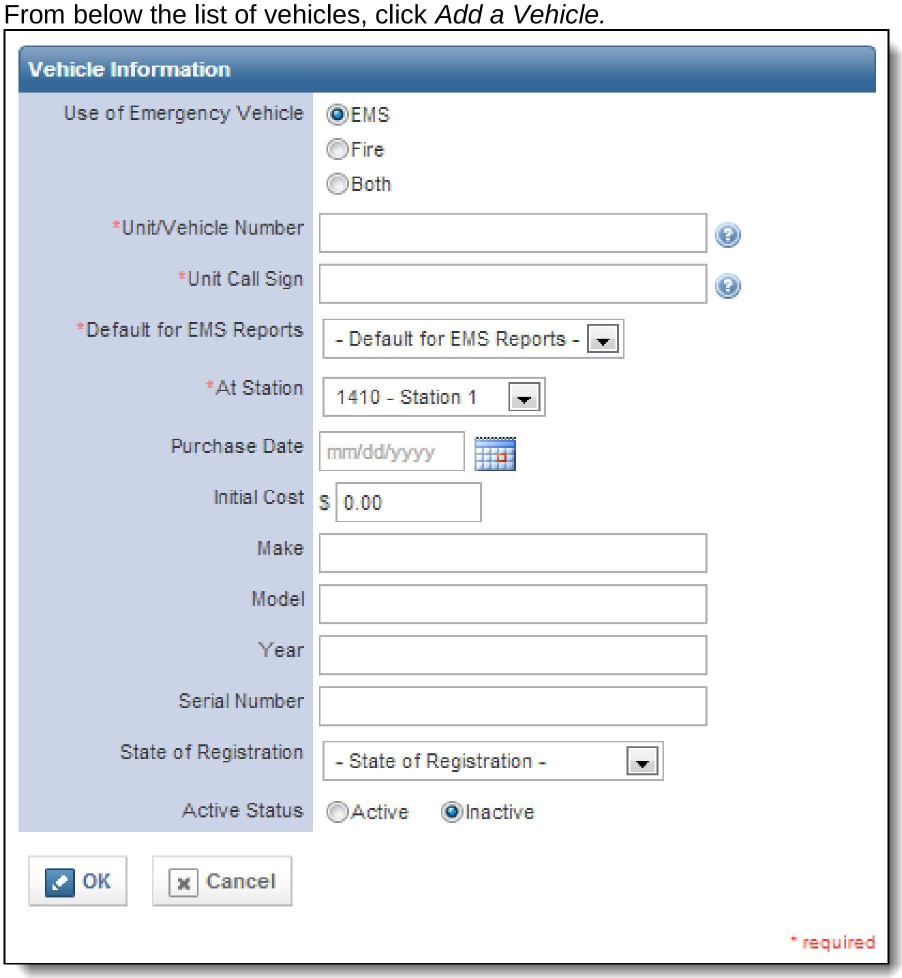
Search GO CLEAR Add A Vehicle Update Sort Order

Vehicle List

	Sort Order	Vehicle ID	Apparatus ID	Call Sign (EMS)	Station	Category	Status	Mileage	Sort
	0	Tender 2	TND2		Station 1	Fire	Active		
	0	Brush 1	BRSH1	Brush 1		EMS/Fire	Inactive		
	0	Brush 8	abr8	abr8	Station 1	EMS/Fire	Active		
	0	Utility 1	UTL1	Utility 1		EMS/Fire	Active		
	0	Utility 4	UTL4	Utility 4		EMS/Fire	Active		
	0	Command 1	COMD1	Command 1		EMS/Fire	Active		
	0	Chief 1	FMFD1		Station 1	Fire	Active		
	0	Fire Marshal	FM-05	FM City CH-05	Station 1	EMS/Fire	Active		
	0	Fire Marshal 2	FM2			Fire	Active		
	0	Station 1	STAN1	Station 1		EMS/Fire	Active		

Records 1-10 of 62 | First | Previous | Next | Last | Page 1 | Per Page 10

5. From below the list of vehicles, click *Add a Vehicle.*

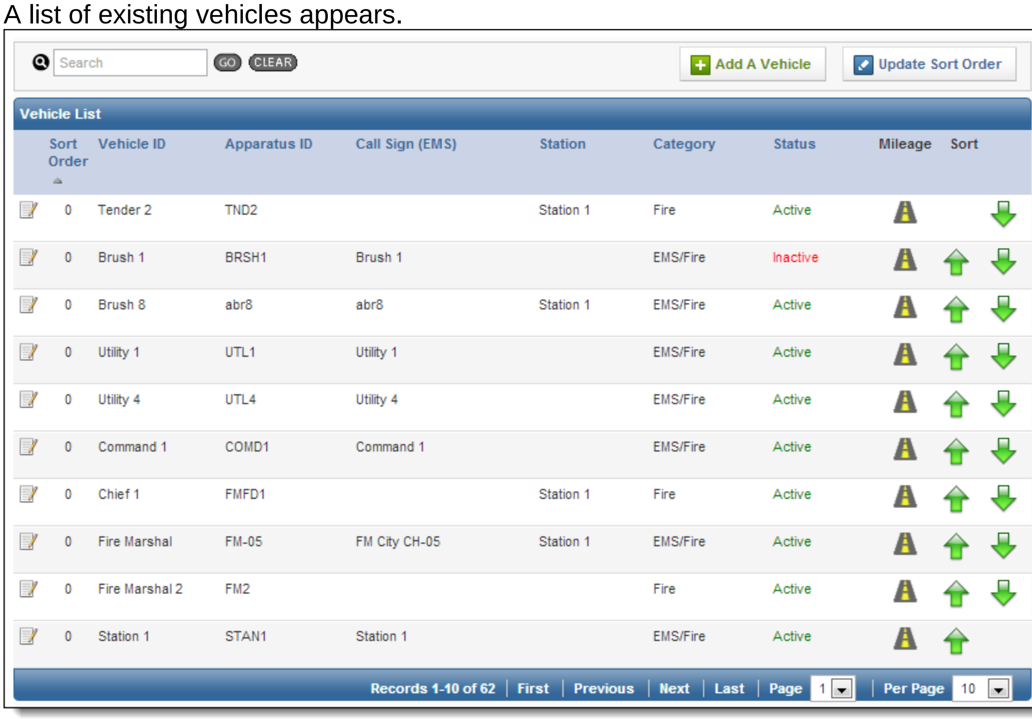


6. In the *Use of Emergency Vehicle* section, select the type of incident this vehicle is used for.
7. In the *Unit/Vehicle Number* text box, type the ID number of the unit.
8. In the *Unit Call Sign* text box, type the call sign of the unit used by dispatch.
9. From the *Default for EMS Reports* drop down menu, select the default vehicle type that should be applied when this vehicle is selected on EMS reports.
10. From the *At Station* drop down menu, select the station that this vehicle is used at.
11. In the remaining fields, enter any information about the vehicle that you would like to track.
12. In the *Active Status* section, select whether you want this vehicle to be active and available for use, or inactive and saved in the system only for reference.
13. When finished, to save the new vehicle in the system, click *OK.*
    OR
    To return to the list of vehicles without saving the new vehicle, click *Cancel.*

Changing the Order of Vehicles

You can update the order in which vehicles will appear on any list of vehicles by changing their sort order.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.
4. Under the *Service* section*,* select *Vehicles.*
   A list of existing vehicles appears.



Sort Order	Vehicle ID	Apparatus ID	Call Sign (EMS)	Station	Category	Status	Mileage	Sort
0	Tender 2	TND2		Station 1	Fire	Active		
0	Brush 1	BRSH1	Brush 1		EMS/Fire	Inactive		
0	Brush 8	abr8	abr8	Station 1	EMS/Fire	Active		
0	Utility 1	UTL1	Utility 1		EMS/Fire	Active		
0	Utility 4	UTL4	Utility 4		EMS/Fire	Active		
0	Command 1	COMD1	Command 1		EMS/Fire	Active		
0	Chief 1	FMFD1		Station 1	Fire	Active		
0	Fire Marshal	FM-05	FM City CH-05	Station 1	EMS/Fire	Active		
0	Fire Marshal 2	FM2			Fire	Active		
0	Station 1	STAN1	Station 1		EMS/Fire	Active		

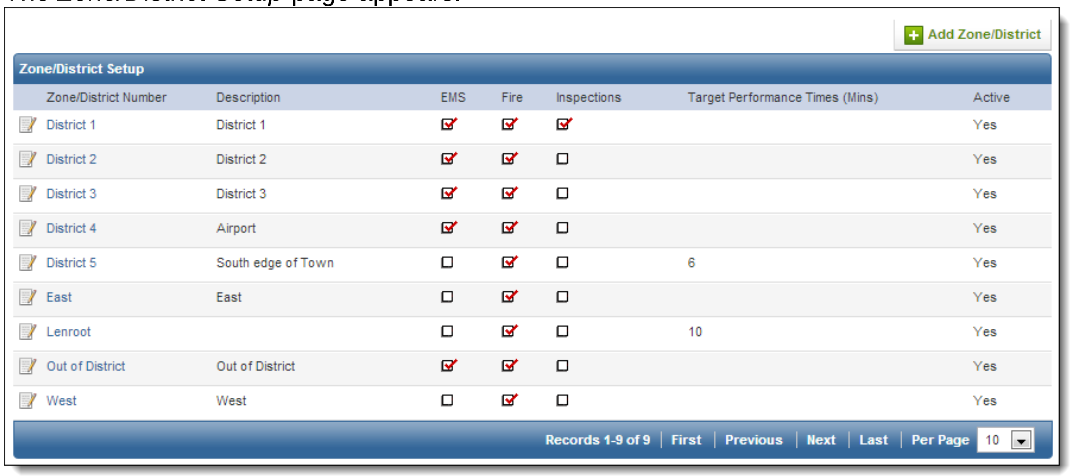
5. To move a vehicle up in the list of vehicles, click the *Up* arrow in the *Sort* column.
   The vehicle is moved up in the list.
6. To move a vehicle down in the list of vehicles, click the *Down* arrow in the *Sort* column.
   The vehicle is moved down in the list.

3.6 Working with Zones or Districts

Administrators can add or edit zone or district information and target performance time for use in run forms.

Adding a Zone or District Record

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.
4. Under the *Service* section, select *Zones/Districts.*
   The *Zone/District Setup* page appears.



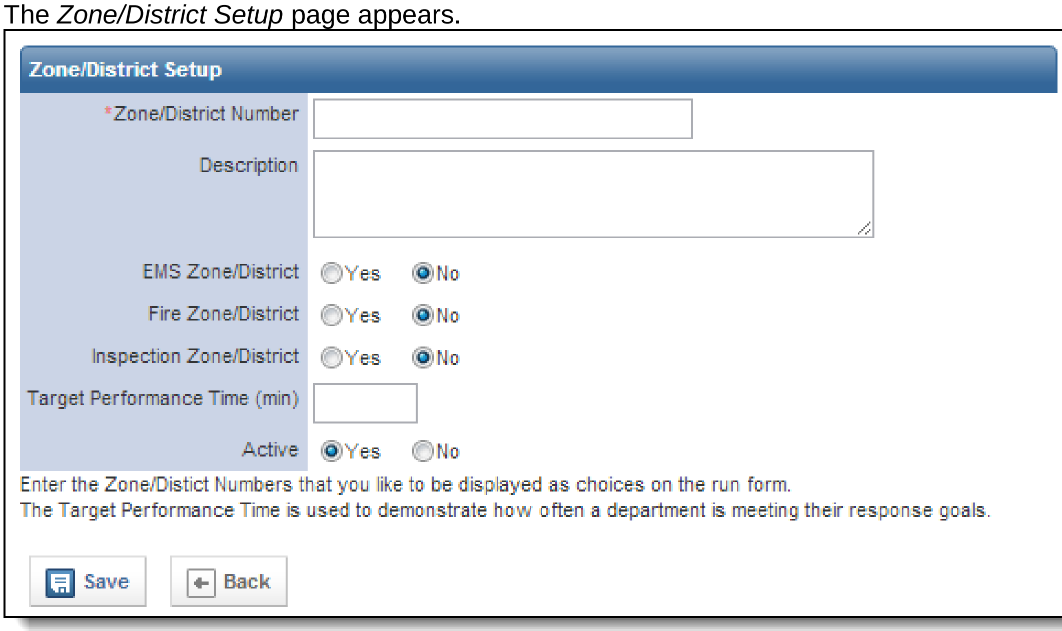
Add Zone/District

Zone/District Setup

Zone/District Number	Description	EMS	Fire	Inspections	Target Performance Times (Mins)	Active
District 1	District 1	☑	☑	☑		Yes
District 2	District 2	☑	☑	☐		Yes
District 3	District 3	☑	☑	☐		Yes
District 4	Airport	☑	☑	☐		Yes
District 5	South edge of Town	☐	☑	☐	6	Yes
East	East	☐	☑	☐		Yes
Lenroot		☐	☑	☐	10	Yes
Out of District	Out of District	☑	☑	☐		Yes
West	West	☐	☑	☐		Yes

Records 1-9 of 9 | First | Previous | Next | Last | Per Page 10

5. Click *Add Zone/District.*
   The *Zone/District Setup* page appears.

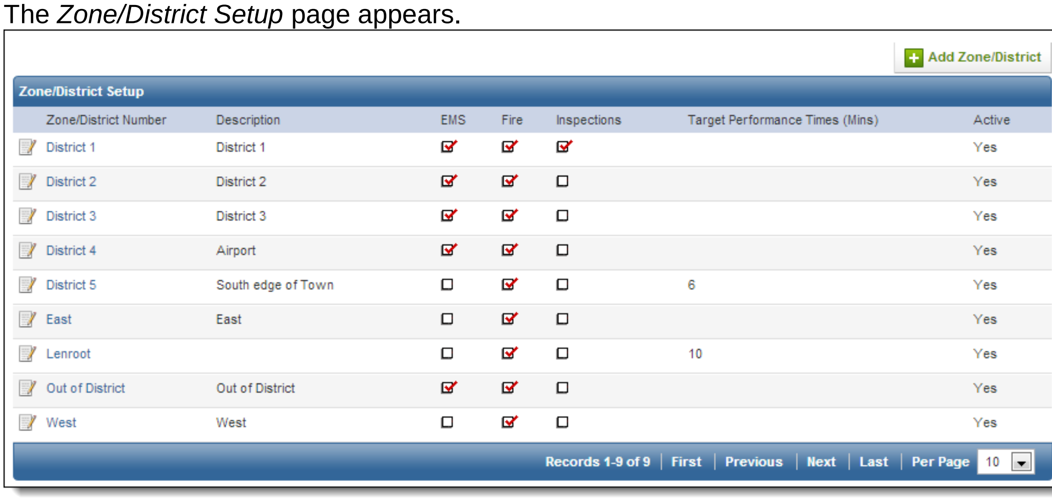


6. In the *Zone/District Number* text box, type the zone or district number.
7. In the *Description* text box, type any additional information about the zone.
8. In the *EMS Zone/District, Fire Zone/District* and *Inspection Zone/District* section, select whether this zone applies to EMS, fire or inspections.

9. In the *Target Performance Time* section, enter the number of minutes that this service should use as the target response time for calls within this zone.
10. In the *Active* section, select whether this zone should currently be active and available to select from run forms or inactive and saved for reference in the *Setup* tab.
11. When finished, click *Save.*
    The record is saved.

Editing a Zone or District Record

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.
4. Under the *Service* section*,* select *Zones/Districts.*
   The *Zone/District Setup* page appears.



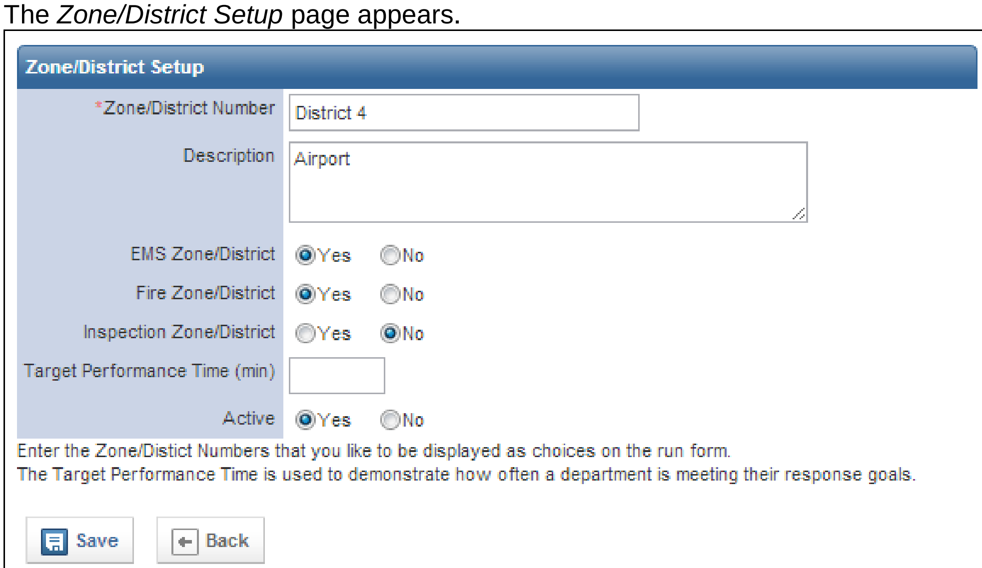
Add Zone/District

Zone/District Setup

Zone/District Number	Description	EMS	Fire	Inspections	Target Performance Times (Mins)	Active
District 1	District 1	☑	☑	☑		Yes
District 2	District 2	☑	☑	☐		Yes
District 3	District 3	☑	☑	☐		Yes
District 4	Airport	☑	☑	☐		Yes
District 5	South edge of Town	☐	☑	☐	6	Yes
East	East	☐	☑	☐		Yes
Lenroot		☐	☑	☐	10	Yes
Out of District	Out of District	☑	☑	☐		Yes
West	West	☐	☑	☐		Yes

Records 1-9 of 9 | First | Previous | Next | Last | Per Page 10

5. For the desired zone or district, click *edit.*
   The *Zone/District Setup* page appears.



6. Using the provided fields, make any desired changes.
7. When finished, click *Save.*
   The changes are saved.

CHAPTER 4

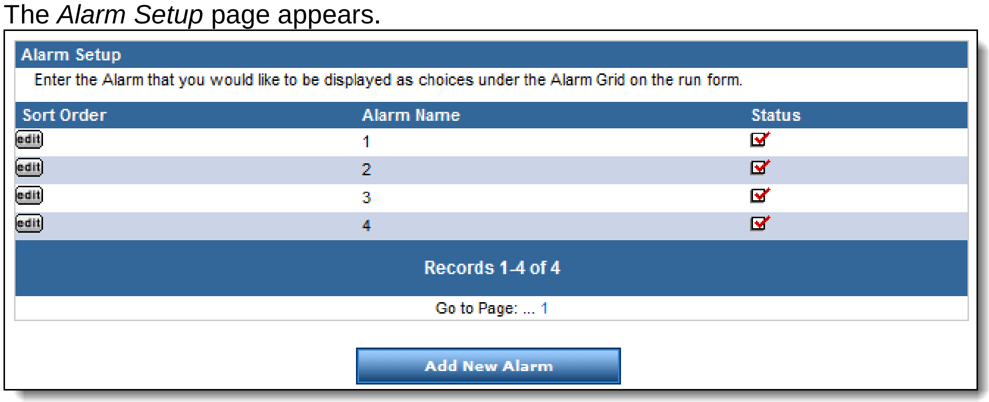
THE FIRE/NFIRS FORM SECTION

4.1 Working with Alarms

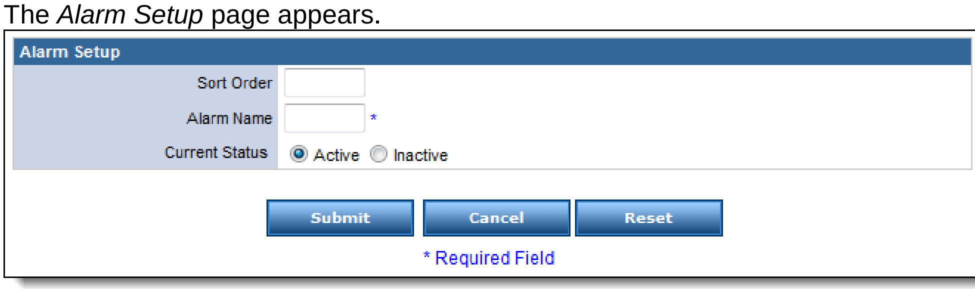
You can set up a list of all alarms that you want to be able to record on run forms under the *Alarm* grid, if used.

Adding a New Alarm

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.
4. Under the *Fire/NFIRS Form* section, select *Alarms.*
   The *Alarm Setup* page appears.



5. Click *Add New Alarm.*
   The *Alarm Setup* page appears.

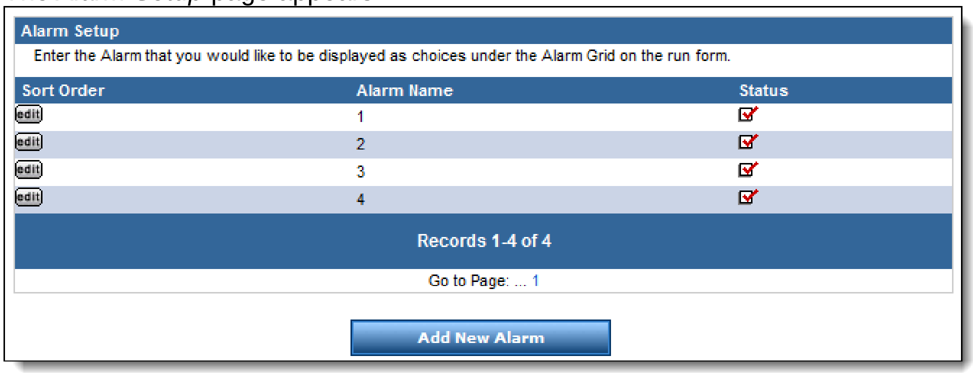


6. In the *Sort Order* text box, type a number corresponding to this alarm's desired position in the list of alarms (e.g., 1 for first).
7. In the *Alarm Name* text box, type the name of the alarm.
8. To mark this alarm as active and available for selection from the run form, in the *Current Status* section, select *Active.*
   OR
   To mark this alarm as inactive and available only for reference by administrators, in the *Current Status* section, select *Inactive.*
9. When finished, click *Submit.*
   The alarm record is saved.

Editing an Existing Alarm

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.

4. Under the *Fire/NFIRS Form* section, select *Alarms.*
   The *Alarm Setup* page appears.



5. For the alarm to edit, click the *Edit* button.
   The *Alarm Setup* page appears.

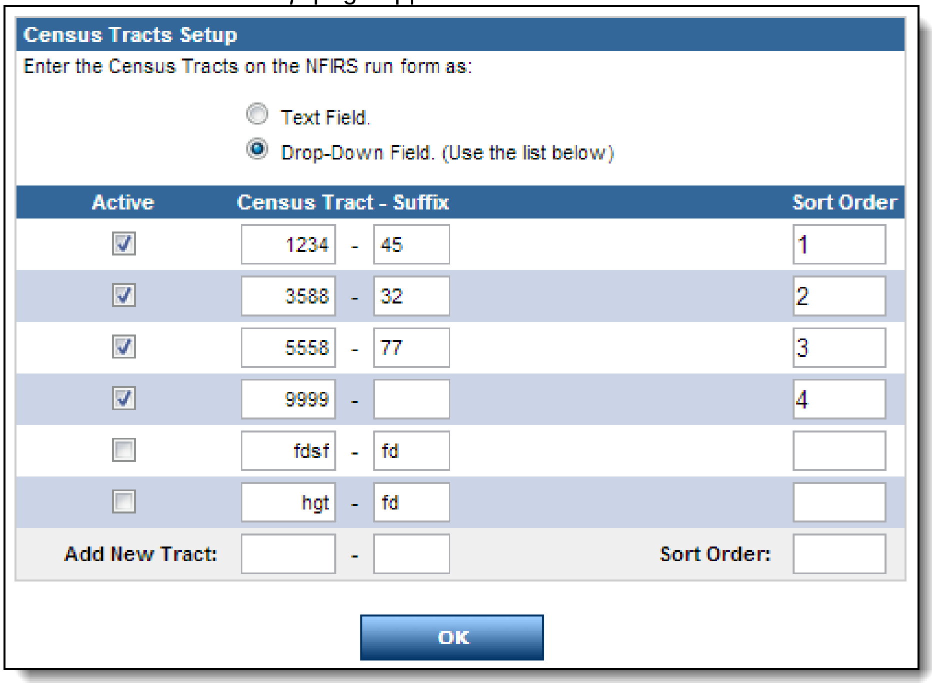
6. Make any desired changes.
7. Click *Submit.*
   The changes are saved.

4.2 Working with Census Tracts

You can set up the run form to request census tract information in either a text box or from a drop down menu that you can set up with the relevant census tracts.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.

4. Under the *Fire/NFIRS Form* section, select *Census Tracts.*
   The *Census Tracts Setup* page appears.



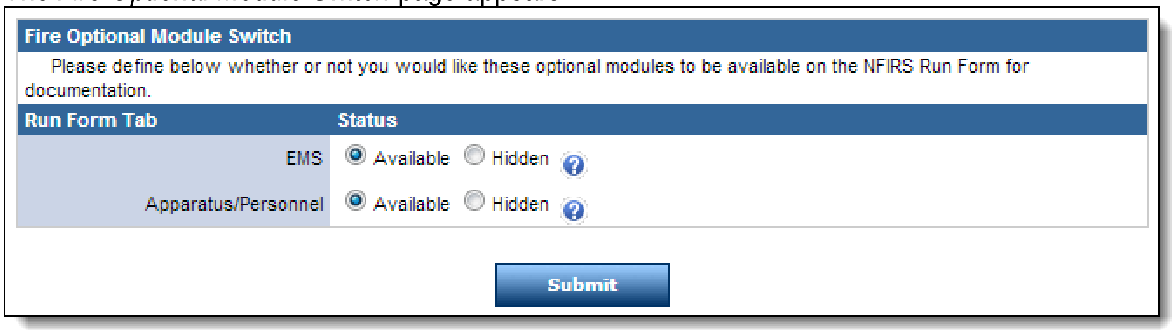
5. In the *Census Tracts Setup* section, select the way that census tracts should be entered into the run form.
6. **OPTIONAL:** If you chose to enter census tracts using a drop down menu, to add the options,
   a. In the *Add New Tract* text boxes, type the tract number.
   b. In the *Sort Order* text box, type the order in which this tract should be listed in relation to other tracts in the list.
   c. Click *OK.*
      New fields appear for another record.
   d. Repeat steps a–c until all desired records are added.
7. When finished, click *OK.*

4.3 Setting Up Optional Modules on Fire Run Forms

Service administrators can decide whether the *EMS* tab and the *Apparatus/Personnel* tab on the NFIRS form will be available for providers to fill out or whether they will always be hidden.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.

4. Under the *Fire/NFIRS Form* section, select *Fire Optional Module Switch.*
   The *Fire Optional Module Switch* page appears.



5. In the *EMS* and the *Apparatus/Personnel* sections, select whether these tabs should be available from NFIRS forms or hidden at all times.
   NOTE: If you choose to hide these sections but they are required, they will not be hidden.
6. When finished, click *Submit.*
   Your changes are applied.

4.4 Working with the Address Lookup Feature

The Address Lookup feature allows you to replace the standard *Incident Address* controls with tools for looking up addresses. This feature can both speed up data entry and eliminate spelling mistakes and accidental duplicates (e.g., one record for 123 1st Street and one record for 123 First St.). For NFIRS run forms, you can choose to enable the Address Lookup feature for street/highway names (which provides a *Lookup* button that providers can use to search through a list of street and highway names that you set up).

Before you turn the Address Lookup feature on, ImageTrend recommends that you set up your list of street and highway names or enter addresses for all occupants so that providers will have a list of names/addresses to select from when filling out forms.

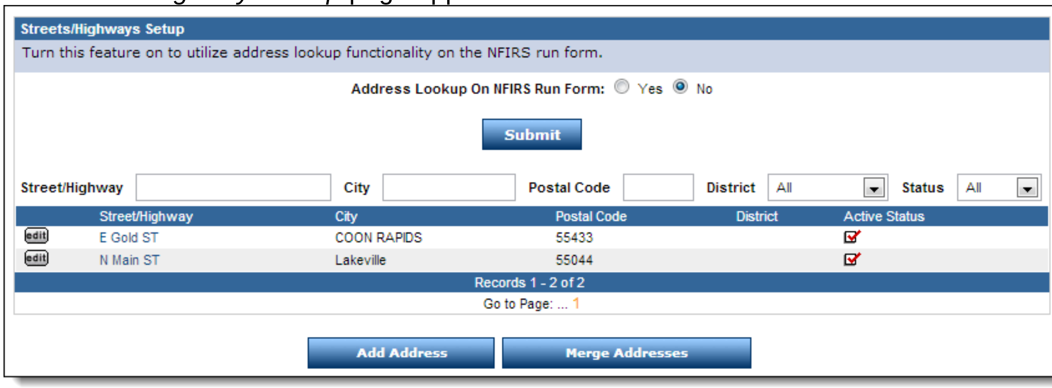
EXAMPLE:
This NFIRS run form has the Streets/Highways portion of the Address Lookup feature turned on.

Adding a Street Name

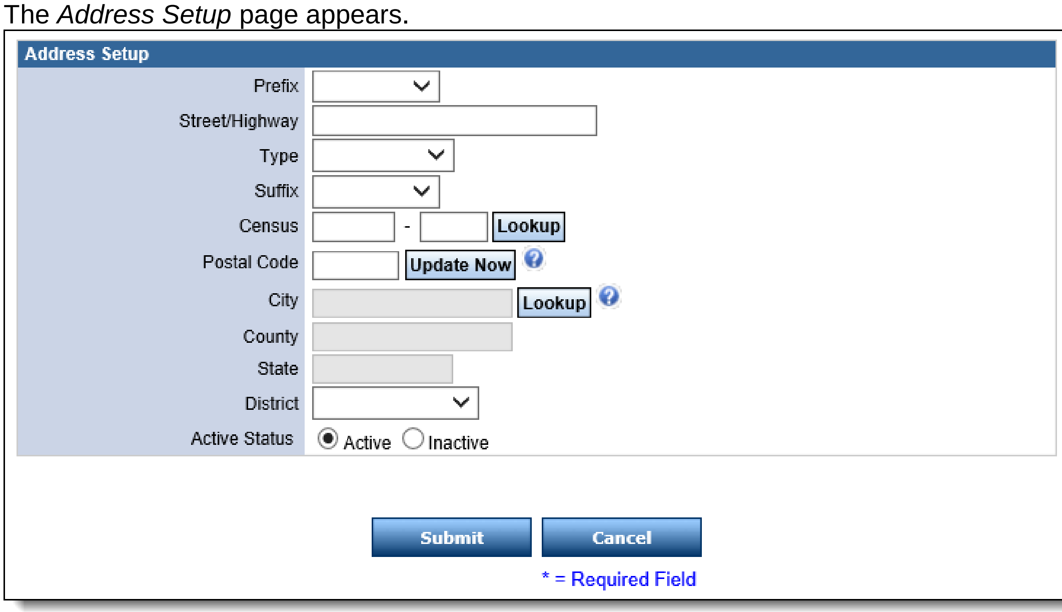
You can add street names manually until all the street and highway names that your agency might need to document are available.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.

4. Under the *Fire/NFIRS Form* section, select *Streets/Highways.*
   The *Streets/Highways Setup* page appears.



5. Click *Add Address.*
   The *Address Setup* page appears.



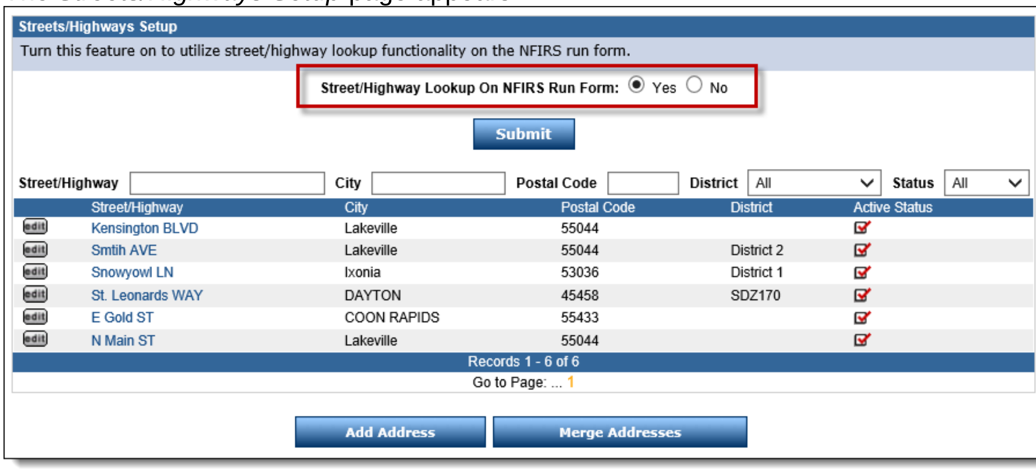
6. Using the provided fields, enter the appropriate information for the street or highway.
7. Click *Submit.*
   The street or highway name is added to the database.

Turning on the Street/Highway Lookup

You can enable the Streets/Highways portion of the Address Lookup feature for your NFIRS run forms after you have set up the streets that you want providers to be able to document.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.

4. Under the *Fire/NFIRS Form* section, select *Streets/Highways.*
   The *Streets/Highways Setup* page appears.



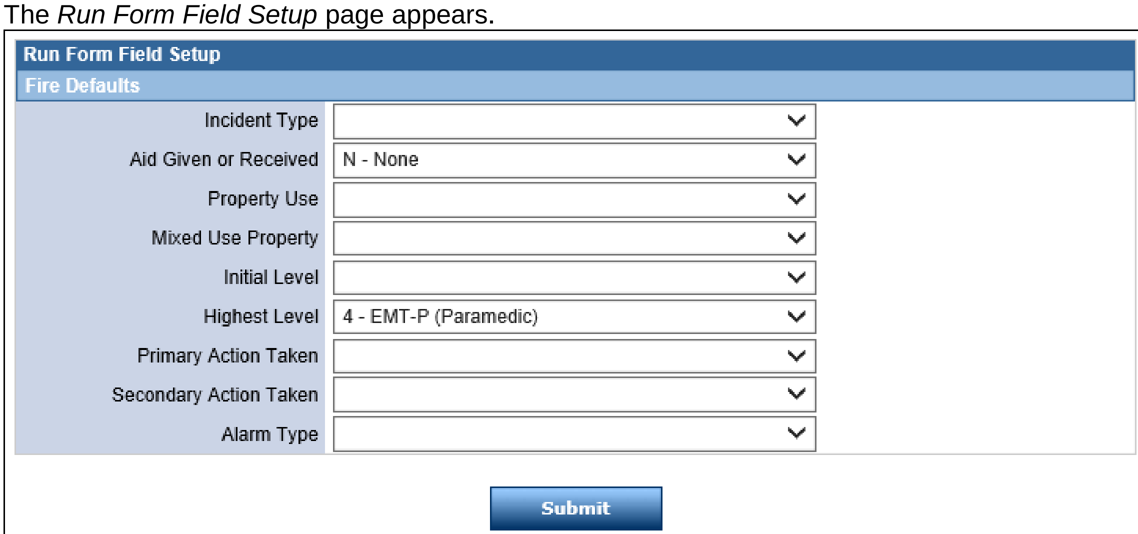
	Street/Highway	City	Postal Code	District	Active Status
edit	Kensington BLVD	Lakeville	55044		
edit	Smtih AVE	Lakeville	55044	District 2	
edit	Snowyowl LN	Ixonia	53036	District 1	
edit	St. Leonards WAY	DAYTON	45458	SDZ170	
edit	E Gold ST	COON RAPIDS	55433		
edit	N Main ST	Lakeville	55044		

5. In the *Address Lookup on NFIRS Run Form* section, select *Yes.*
   The Address Lookup feature is enabled.

4.5 Setting NFIRS Field Defaults

You can set default values for specific fields on your NFIRS run forms. These values will be applied by default to new NFIRS run forms that are created, although providers can change the values if needed. This can be a good way to speed up data entry time by ensuring that common values are already filled in.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.
4. Under the *Fire/NFIRS Form* section, select *NFIRS Field Defaults.*
   The *Run Form Field Setup* page appears.



5. Using the drop down menus, select the default value for each field that you want to have a default value set.
6. When finished, click *Submit.*
   The default values are set.

4.6 Working with Pay Rates

Administrators can set up pay rates for a variety of levels.

Adding a Pay Rate

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.
4. Under the *Fire/NFIRS Form* section, select *Pay Rates.*
   The *Pay Rates Setup* page appears.

Pay Rates Setup

Enter the pay rate Titles and their rates below.

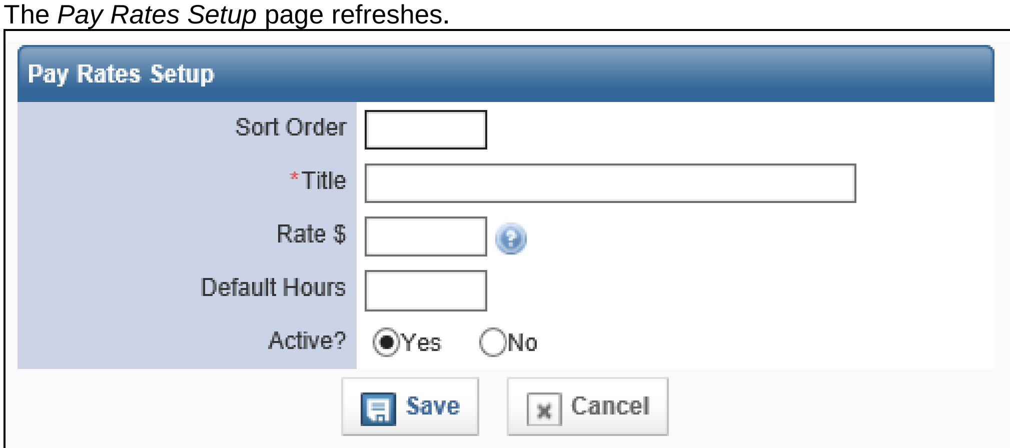
Sort Order	Title	Rate	Status
edit 1	CB3	$ 2.00	
edit 1	Standby	$ 10.00	
edit 2	CB2	$ 2.00	
edit 2	Paid Per Call	$ 12.50	
edit 3	Part-Time	$ 15.00	
edit 4	Paid per Call	$ 25.00	
edit 4	Run Points	$ 1.00	
edit 5	100 - Day Shift	$ 1.00	
edit 6	Night Shift	$ 1.00	
edit 6	Probationary	$ 5.00	
edit	Training	$ 20.00	

Records 1-11 of 11

Go to Page: ... 1

Add New Pay Rate

5. Click *Add New Pay Rate.*
   The *Pay Rates Setup* page refreshes.



6. In the *Sort Order* text box, type the order in which this rate should appear in the list of pay rates.
7. In the *Title* text box, type an identifying name for this pay rate.
8. In the *Rate* text box, type the rate of pay.
9. In the *Current Status* section, indicate whether this pay rate should be currently active and available for use.
10. When finished, click *Submit.*

Editing a Pay Rate

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.
4. Under the *Fire/NFIRS Form* section, select *Pay Rates.*
   The *Pay Rates Setup* page appears.

Pay Rates Setup

Enter the pay rate Titles and their rates below.

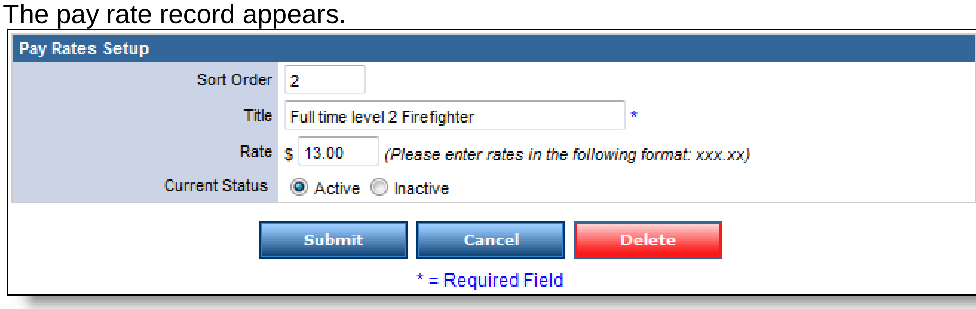
	Sort Order	Title	Rate	Status
edit	1	CB3	$ 2.00	✓
edit	1	Standby	$ 10.00	✓
edit	2	CB2	$ 2.00	✓
edit	2	Paid Per Call	$ 12.50	✓
edit	3	Part-Time	$ 15.00	✓
edit	4	Paid per Call	$ 25.00	✓
edit	4	Run Points	$ 1.00	✓
edit	5	100 - Day Shift	$ 1.00	✓
edit	6	Night Shift	$ 1.00	✓
edit	6	Probationary	$ 5.00	✓
edit		Training	$ 20.00	✓

Records 1-11 of 11

Go to Page: ... 1

Add New Pay Rate

5. For the desired pay rate, click *Edit.*
   The pay rate record appears.



Pay Rates Setup

Sort Order: 2

Title: Full time level 2 Firefighter *

Rate: $ 13.00 *(Please enter rates in the following format: xxx.xx)*

Current Status: Active / Inactive

Submit | Cancel | Delete

* = Required Field

6. Using the provided fields, make any desired changes.
7. When finished, click *Submit.*

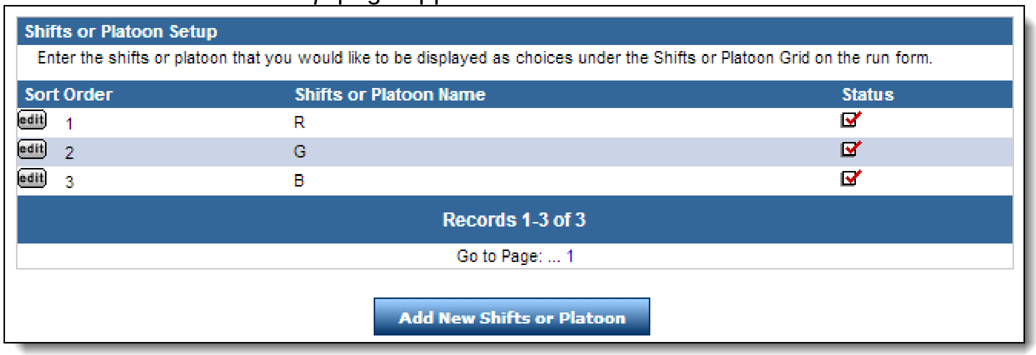
4.7 Working with Shifts and Platoons

You can set up a list of all shifts or platoons that you want to be able to record on run forms under the *Shifts or Platoons* grid, if used.

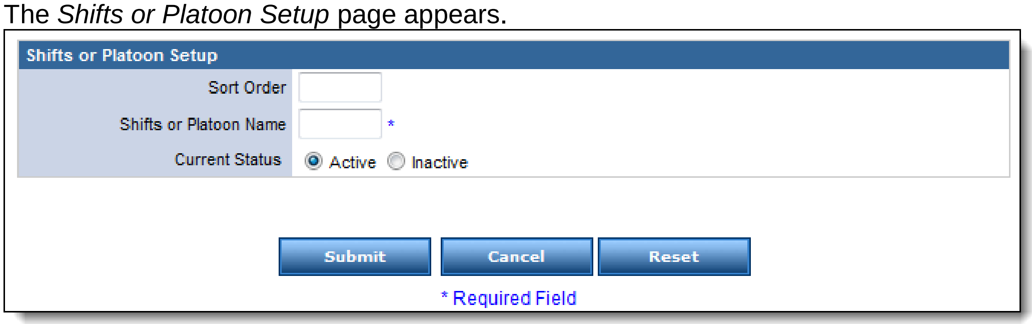
Adding a Shift or Platoon

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.

4. Under the *Fire/NFIRS Form* section, select *Shifts or Platoons.*
   The *Shifts or Platoon Setup* page appears.



5. Click *Add New Shifts or Platoon.*
   The *Shifts or Platoon Setup* page appears.

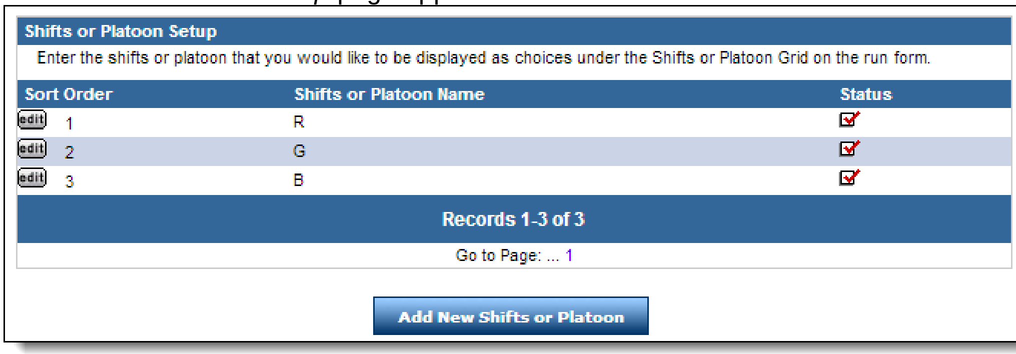


6. In the *Sort Order* text box, type a number corresponding to this shift/platoon's desired position in the list of shifts and platoons (e.g., 1 for first).
7. In the *Shifts or Platoon Name* text box, type the name of the shift/platoon.
8. To mark this shift/platoon as active and available for selection from the run form, in the *Current Status* section, select *Active.*
   OR
   To mark this shift/platoon as inactive and available only for reference by administrators, in the *Current Status* section, select *Inactive.*
9. When finished, click *Submit.*
   The shift/platoon record is saved.

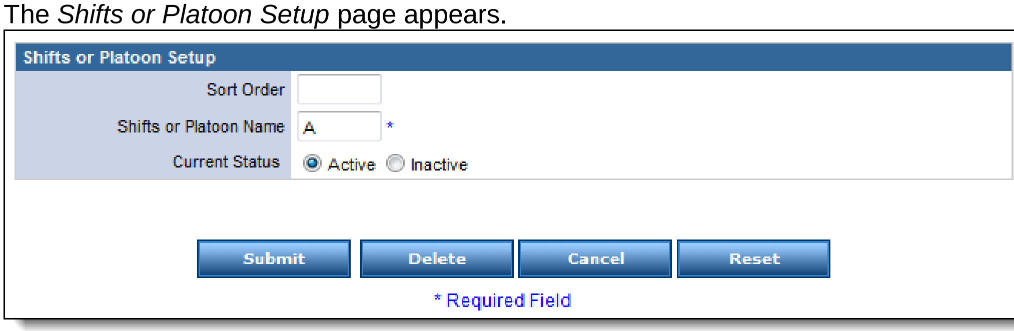
Editing a Shift or Platoon Record

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.

4. Under the *Fire/NFIRS Form* section, select *Shifts or Platoons.*
   The *Shifts or Platoon Setup* page appears.



5. For the shift/platoon to edit, click the *Edit* button.
   The *Shifts or Platoon Setup* page appears.

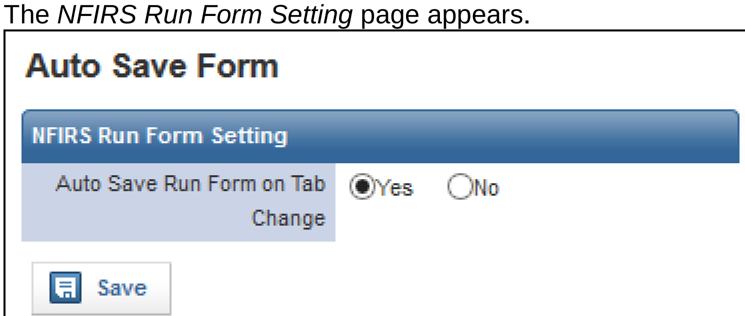


6. Make any desired changes.
7. Click *Submit.*
   The changes are saved.

4.8 Setting Automatic Saving between Tabs

You can set the dynamic run form to automatically save each time a user switches tabs in the run form.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.
4. Under *Fire/NFIRS Form,* select *Auto-Save After Switching Tabs.*
   The *NFIRS Run Form Setting* page appears.



5. To enable automatic saving whenever a user switches tabs, click *Yes.*
6. Click *OK.*
   The setting is saved.

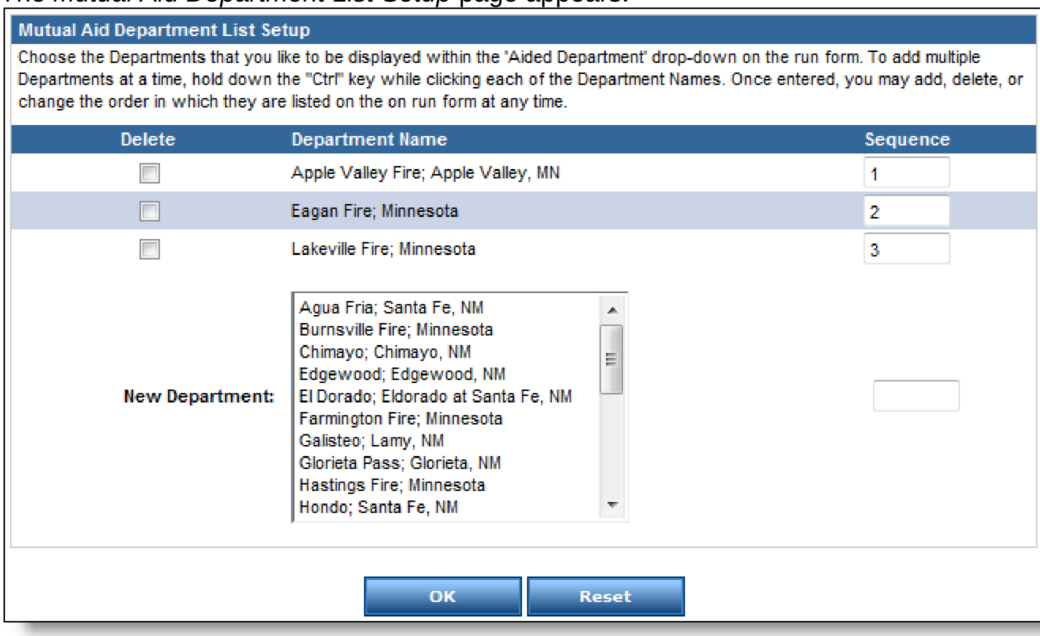
CHAPTER 5

THE SORTING PREFERENCES SECTION

5.1 Working with Mutual Aid Departments

Administrators can edit the list of departments that will be available from a run form as providing mutual aid.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Run Forms* section, select *Sorting Preferences.*
   A sub-menu appears.
4. Under the *Sorting Preferences* section*,* select *Mutual Aid Department List.*
   The *Mutual Aid Department List Setup* page appears.



5. To remove a department from the existing list, select the corresponding *Delete* checkbox.
6. To add a department to the list,
   a. From the *New Department* scroll list, select the department to add.
   b. To determine where this department will appear in the list, in the *Sequence* text box to the right, type the desired order.
      HINT: If no sequence is entered, this department will be added to the bottom of the list.
   c. Click *OK.*
7. To change the order of the departments, in the *Sequence* text boxes, type the desired new order.
8. When finished, click *OK.*

CHAPTER 6

OPTIONAL SETUP: FOR THE INSPECTIONS MODULE

6.1 Managing Contacts

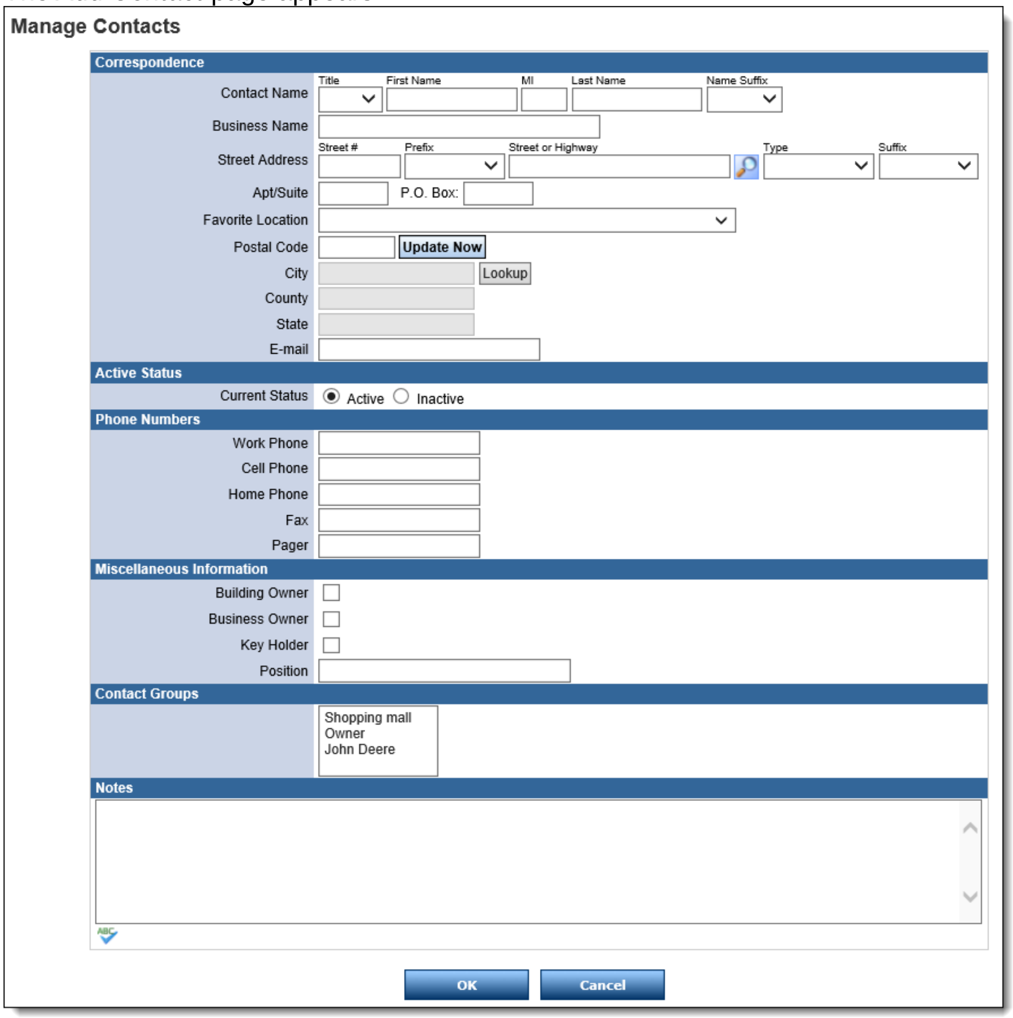
Whenever you create a contact record for a location or occupant, that contact record will be available both from the appropriate location and occupant profile and from the *Manage Contacts* section.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.
4. Under the *Fire* section*,* select *Contacts.*
   The *Manage Contacts* page appears.

Adding a Contact

You can add a new contact in this section without associating that contact with any location or occupant.

1. From the *Manage Contacts* page, click *Add Contact.*
   The *Add Contact* page appears.



2. In the *Contact Name* section, enter this contact's name.
3. In the *Business Name* text box, type the name of the business or organization this contact is with.
4. In the *Street Address, Apt/Suite* and/or *P.O. Box* fields, enter the contact's address.
   OR
   Use the lookup icon to search for an address.
5. From the *Favorite Location* drop down menu, select the appropriate city, county and state.
   OR
   a. In the *Postal Code* text box, type the zip code.
   b. Click *Update Now.*
6. In the *E-mail* text box, type this contact's email address.
7. In the *Active Status* section, select whether this contact should be active and visible to all users or inactive and only visible to administrators within this section.
8. In the *Phone Numbers* section, enter all known phone numbers for this contact.
9. In the *Miscellaneous Information* section, enter all additional information about this contact.
10. If your agency uses contact groups, in the *Contact Groups* section, select all groups that this contact should be included in.

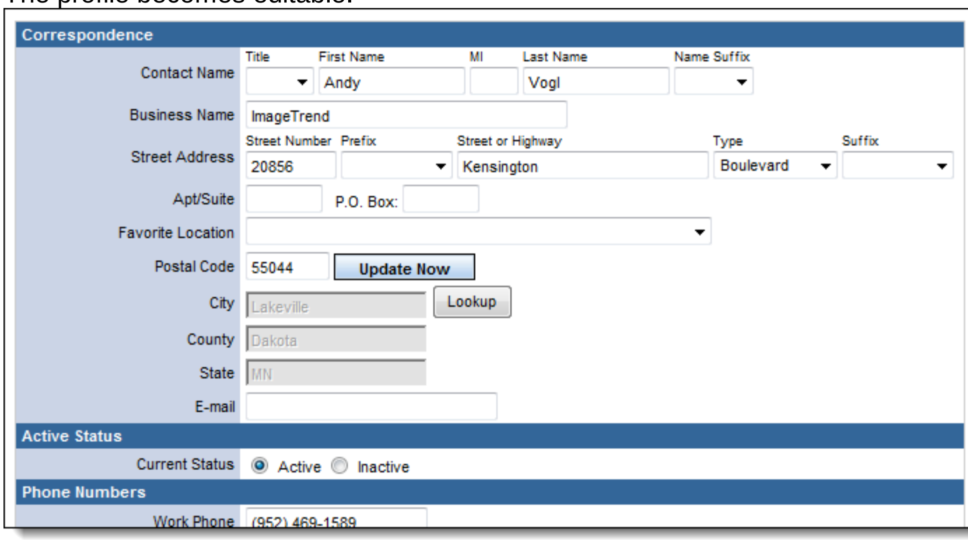
HINT: To select multiple groups, press and hold the *Ctrl* key while clicking each desired group.

11. In the *Notes* section, type any additional information.
12. Click *OK.*
    The contact is added to the system.

Editing a Contact Record

You can make changes to a contact record from the *Manage Contacts* page as well as from the occupant or location that the contact is associated with.

1. From the *Manage Contacts* page, click the name of the contact to edit.
   A summary of the contact's profile appears.
2. Click *Edit.*
   The profile becomes editable.

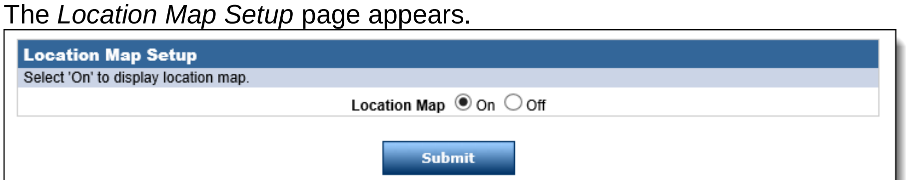


3. Make any desired changes to the contact's profile.
4. From the bottom of the page, click *OK.*
   The changes are saved.

6.2 Setting Up the Location Map

You can choose whether location profiles should automatically include a small map of the location.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.
4. Under the *Fire* section, select *Location Map.*
   The *Location Map Setup* page appears.



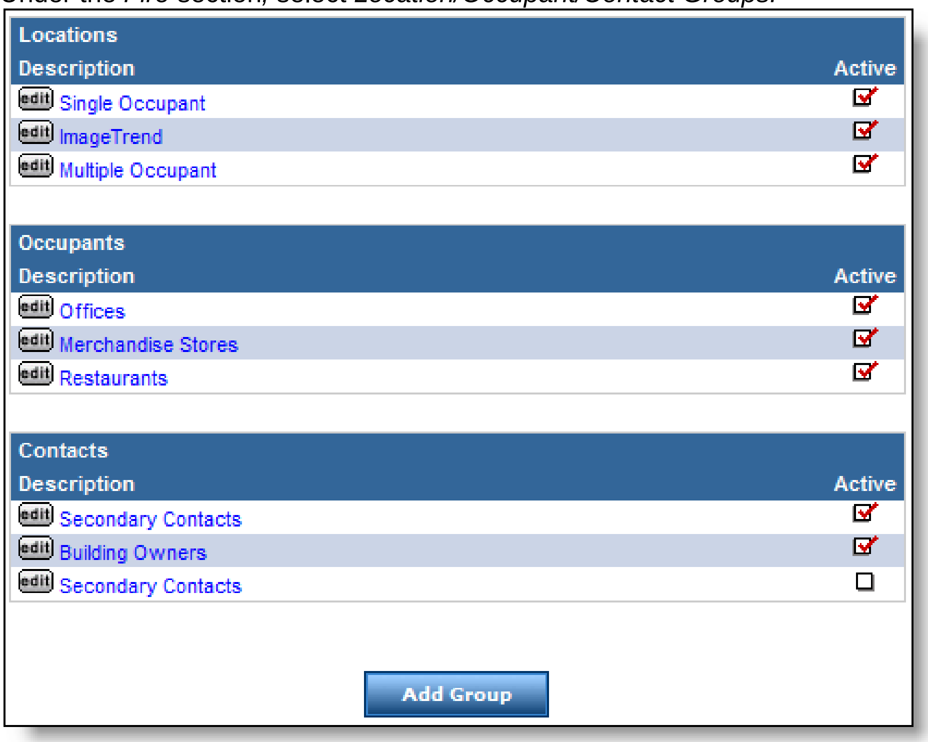
5. In the *Location Map* section, select whether the location map should be displayed or not.
6. When finished, click *Submit.*
   The changes are saved.

6.3 Working with Location/Occupant/Contact Groups

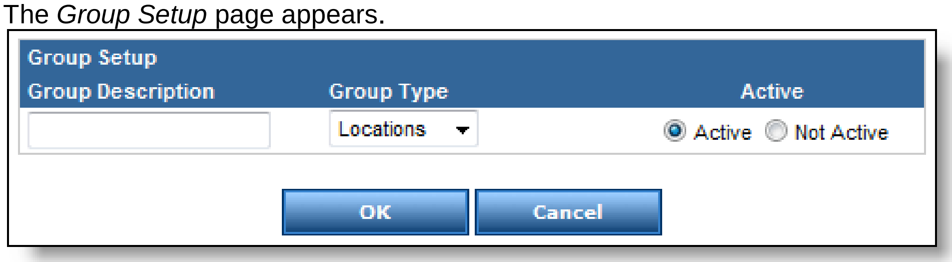
Location, occupant and contact groups provide your fire department with an organizational tool to help you manage locations, occupants or contacts that have something in particular in common. You can create as many groups as desired and assign records to those groups to help you find records that are related in some way.

Adding a Group

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.
4. Under the *Fire* section*,* select *Location/Occupant/Contact Groups.*



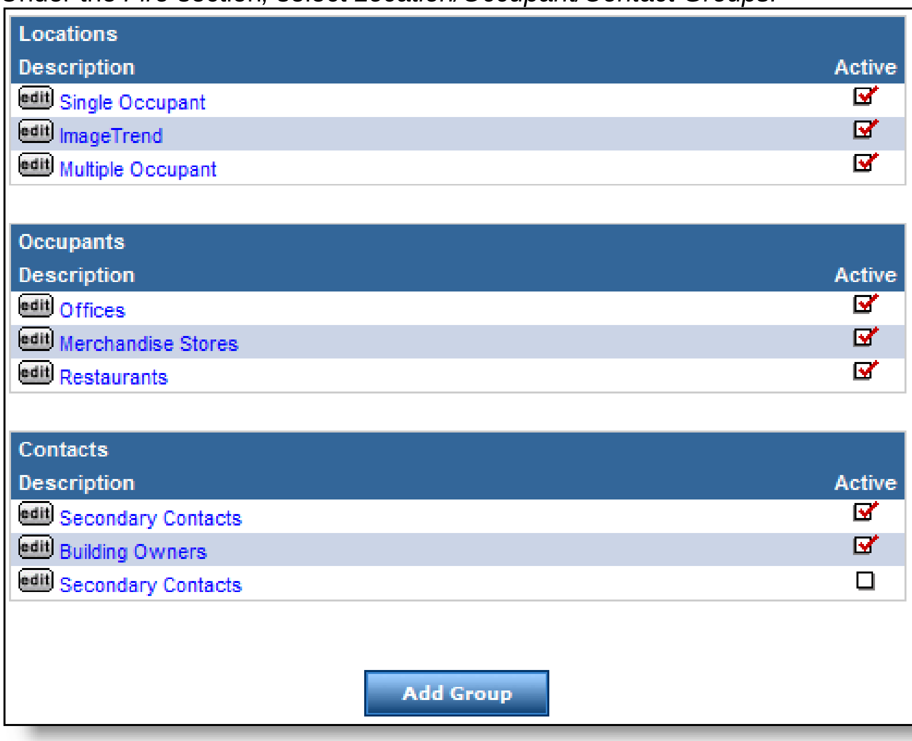
5. Click *Add Group.*
   The *Group Setup* page appears.



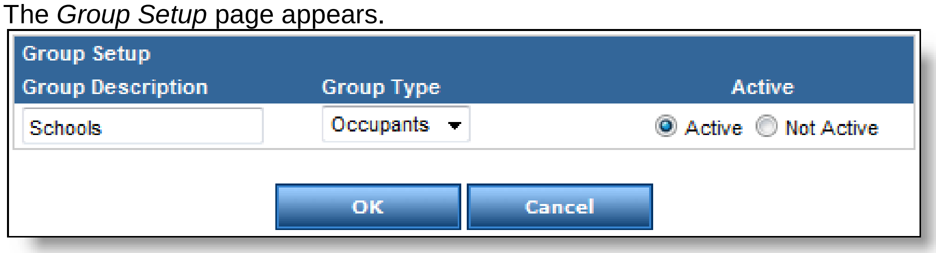
6. In the *Group Description* text box, type a name for the group.
7. From the *Group Type* drop down menu, select the type of records this group should organize.
8. In the *Active* section, select whether this group should currently be active and available for use.
9. When finished, click *OK.*
   The group is created.

Editing a Group

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.
4. Under the *Fire* section*,* select *Location/Occupant/Contact Groups.*



5. For the desired group, click *Edit.*
   The *Group Setup* page appears.



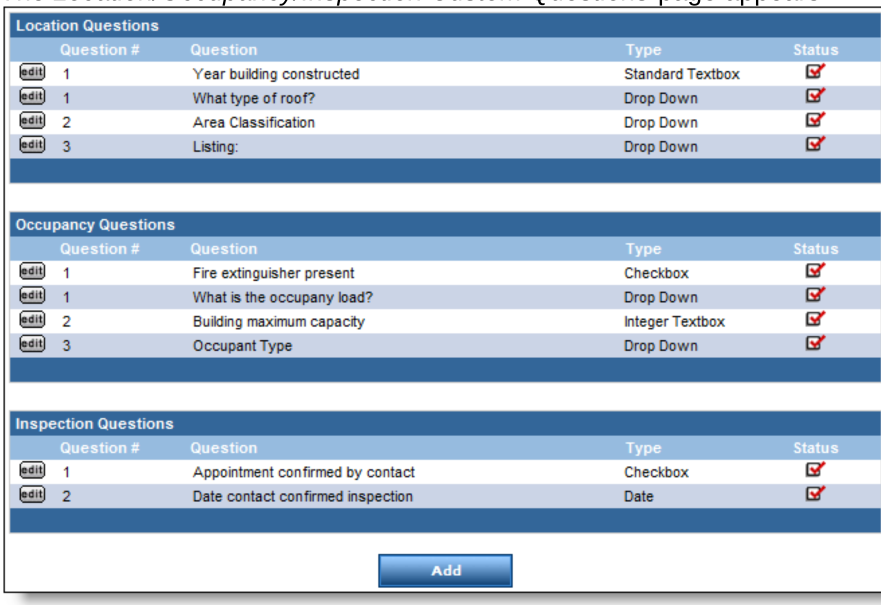
6. Using the provided fields, make any desired changes.
7. When finished, click *OK.*
   The changes are saved.

6.4 Working with Custom Location, Occupant and Inspection Questions

Adding a Location/Occupant/Inspection Question

Administrators can set up custom questions to gather information for location, occupant and inspection records. These questions will appear on the location, occupant or inspection profile, as appropriate.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.
4. Under the *Fire* section, select *Location/Occupancy/Inspections Custom Questions.*
   The *Location/Occupancy/Inspection Custom Questions* page appears.



Location Questions

	Question #	Question	Type	Status
edit	1	Year building constructed	Standard Textbox	
edit	1	What type of roof?	Drop Down	
edit	2	Area Classification	Drop Down	
edit	3	Listing:	Drop Down	

Occupancy Questions

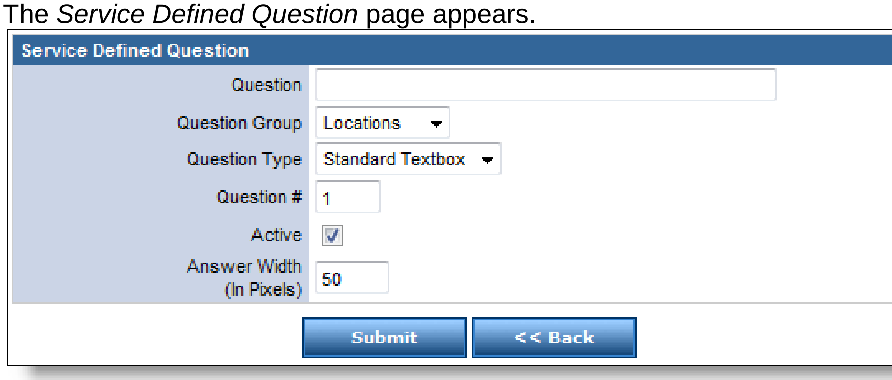
	Question #	Question	Type	Status
edit	1	Fire extinguisher present	Checkbox	
edit	1	What is the occupany load?	Drop Down	
edit	2	Building maximum capacity	Integer Textbox	
edit	3	Occupant Type	Drop Down	

Inspection Questions

	Question #	Question	Type	Status
edit	1	Appointment confirmed by contact	Checkbox	
edit	2	Date contact confirmed inspection	Date	

Add

5. Click *Add.*
   The *Service Defined Question* page appears.

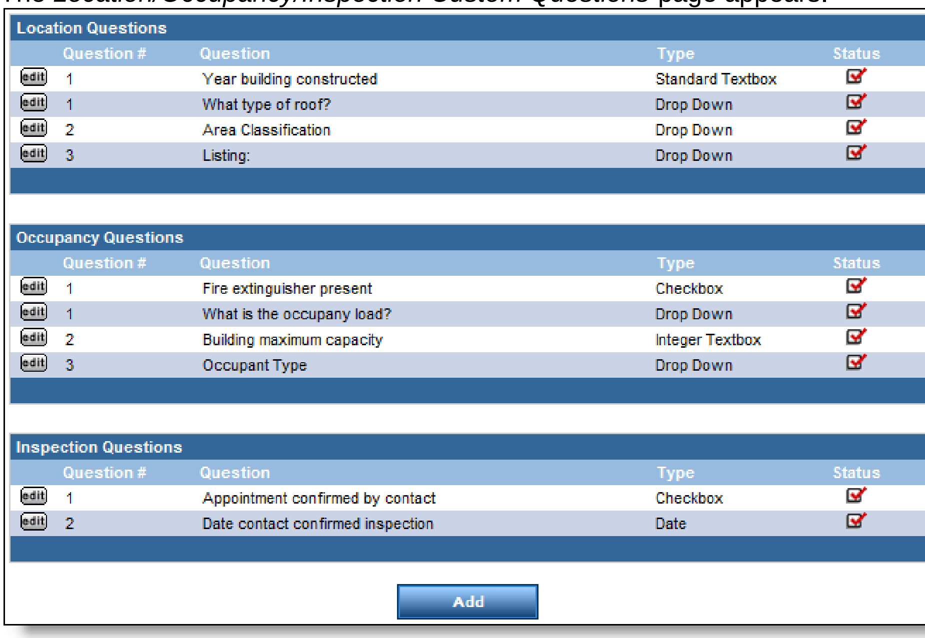


6. Using the provided fields, enter all desired information for the vehicle.
   NOTES:
   This screen may look different based on the type of answer (e.g., text box or selecting from a predefined drop down menu) selected from the *Question Type* drop down menu. Selecting the *Active* checkbox will allow the question to appear on the run form. Entering a number in the *Question #* text box will define the order in which the question will appear, relative to all other service defined questions.
   The *Question Group* drop down menu will determine which type of profile the question will appear on.
7. When finished, to save the new question in the system, click *Submit.*
   OR
   To return to the list of questions without saving the new question, click *Cancel.*

Editing a Location/Occupant/Inspection Question

Administrators can configure custom questions to gather information for location, occupant and inspection records. These questions will appear on the location, occupant or inspection profile, as appropriate.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.
4. Under the *Fire* section*,* select *Location/Occupancy/Inspections Custom Questions.*
   The *Location/Occupancy/Inspection Custom Questions* page appears.



Location Questions

	Question #	Question	Type	Status
edit	1	Year building constructed	Standard Textbox	
edit	1	What type of roof?	Drop Down	
edit	2	Area Classification	Drop Down	
edit	3	Listing:	Drop Down	

Occupancy Questions

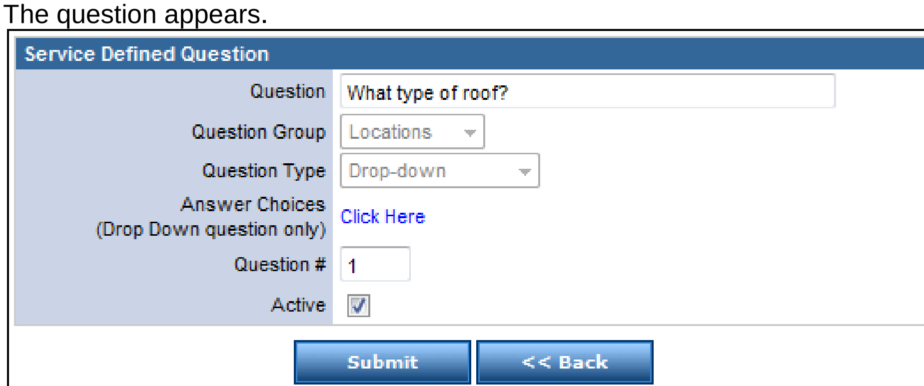
	Question #	Question	Type	Status
edit	1	Fire extinguisher present	Checkbox	
edit	1	What is the occupany load?	Drop Down	
edit	2	Building maximum capacity	Integer Textbox	
edit	3	Occupant Type	Drop Down	

Inspection Questions

	Question #	Question	Type	Status
edit	1	Appointment confirmed by contact	Checkbox	
edit	2	Date contact confirmed inspection	Date	

Add

5. For the desired question, click *Edit.*
   The question appears.



6. Using the provided fields, make any desired changes.
7. When finished, to save the changes, click *Submit.*

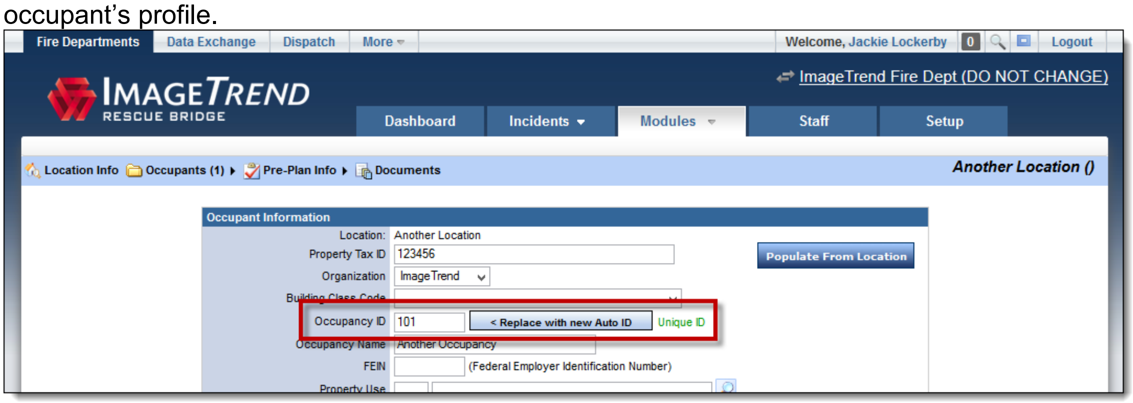
6.5 Managing Occupants

Existing occupant records can be sent to a new location if an occupant has moved. This will keep all information for the occupant current in the record without requiring re-entry of data. You can also set the system to automatically assign a unique ID to each occupant when prompted in an occupant record.

Setting Automatic Occupants ID

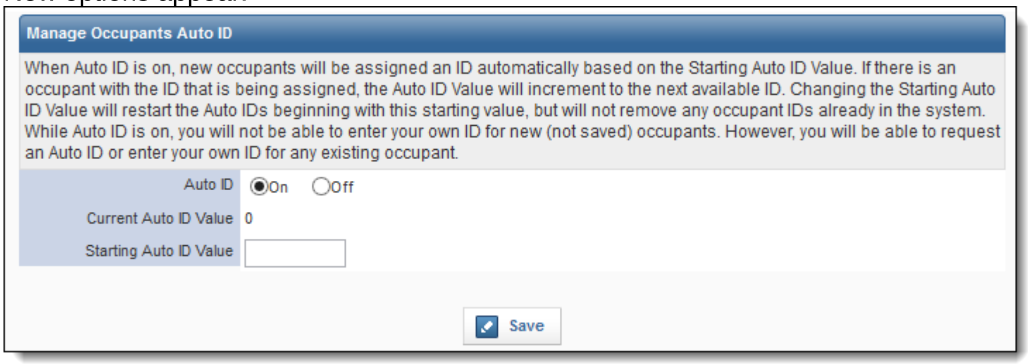
The automatic occupant ID number will increment with each occupant that is added, beginning at a starting number that you can set. If you change the starting number, occupants assigned an automatic ID after you make the change will begin over at the starting number you assign (or the next available number), but no existing numbers will be changed.

Example: When automatic occupant IDs are enabled, users can assign an auto ID in the occupant's profile.



1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.
4. Under the *Fire* section, select *Manage Occupants.*
   The *Manage Occupants* page appears.

5. To enable assigning auto ID numbers for occupant records, in the Manage Occupants Auto ID section, select *Yes*.
   New options appear.



6. Type the number that you want ID numbers to start being assigned at in the Starting Auto ID Value.

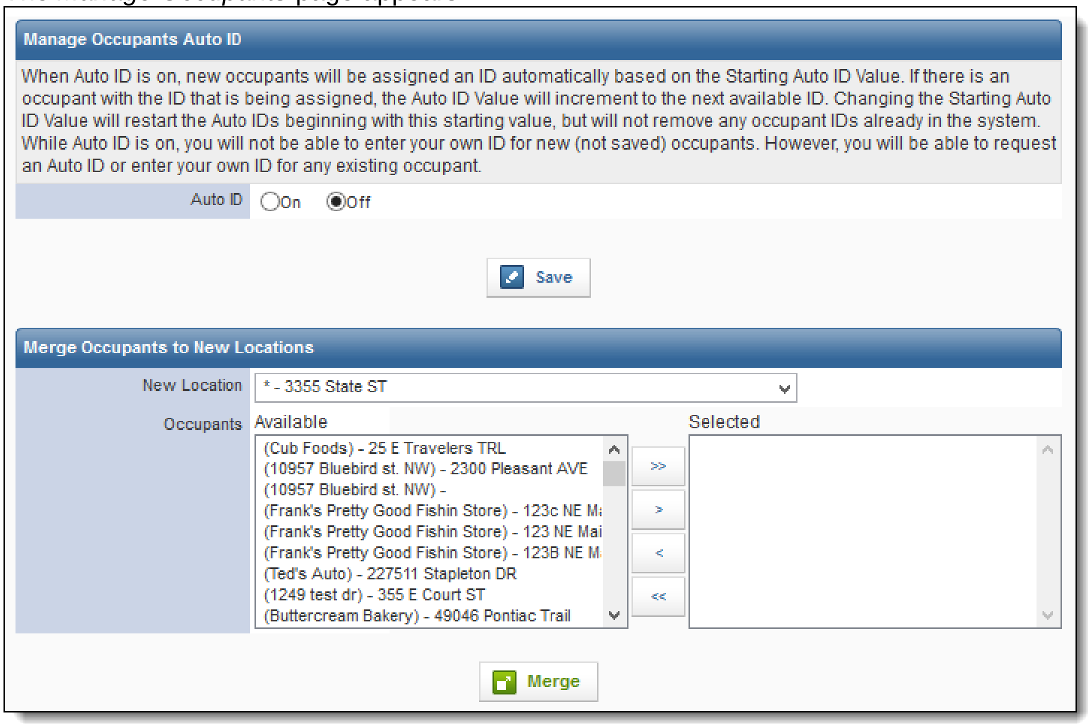
   HINTS:
   - If some auto numbers have already been assigned, the Current Auto ID Value field will display the next available number that would be automatically assigned.
   - This allows you to determine how many digits are contained in the auto numbers. For example, if you set “100” as the starting number, numbers will count up from 100 and contain 3 digits until you have at least 1000 records.
   - Auto numbers must be numeric.

7. Click *Save*.

Merging Occupants

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.

4. Under the *Fire* section, select *Manage Occupants.*
   The *Manage Occupants* page appears.



5. From the *New Location* drop down menu, select the location to which the occupant(s) should be moved.
6. From the *Occupants* scroll list, select the occupant(s) to move.
   HINT: To select multiple occupant records, press and hold *Ctrl* while clicking each desired record.
7. Click *Add*  .

8. Click *Merge.*
   The occupant records are merged.

CHAPTER 7

HELP AND SUPPORT

Help and Support

Before Contacting ImageTrend

Please have the following information accessible when calling ImageTrend:

- A description of your computer system.
- The name of your operating system and service pack version (if applicable).
- A description of what happened and what you were doing when the problem occurred.
- The exact wording of any error messages you see.
- Your company name and contact information.

Contacting ImageTrend

If you are unable to find the information needed to use Fire Bridge effectively, please consult ImageTrend in any of the following ways:

- EDS Support Phone (888) 730-3255
- Other Inquiries Phone (952) 469.1589
- Other Inquiries Toll-Free (888) 469.7789
- Fax (952) 985.5671
- Web http://support.imagetrend.com
- Email support@imagetrend.com

ImageTrend support services are available:

Monday – Friday
8:30 a.m. to 5:00 p.m. central time

Technical Support

For 24-hour technical support, ImageTrend provides online assistance through their website and email services:

- Web http://support.imagetrend.com
- Email support@imagetrend.com