



END OF YEAR TIPS

Re- Numbering Incidents for 2011

1. Auto Assign: If your department has the Incident number Auto Assign feature On, then when a new Incident is inserted, an incident number is automatically assigned.
2. This number is determined by the system taking the highest incident number you have entered in the current year and incrementing it by one.
3. Therefore, the first incident you enter in 2011 will automatically be assigned Incident Number 1.
4. To set your numbering for 2011, manually change the number of the first incident to your numbering format (i.e. from 1 to 2011001), then save the incident.
5. Subsequently entered reports will number accordingly (i.e. 2011002).

NOTE: If your Auto Assign feature is set to Off, a "0" appears in the Incident Number field and the number must be manually entered each time.

Incident Export

1. Open Incident Reporting.
2. From the Incident Reporting Menu, click Export Incidents.
3. Use the Calendars to select the desired date range for your export, i.e. Start Date 1/1/2010 and End Date 12/31/2010.
4. To ensure all incidents are exported, check the box labeled 'Include Previously Exported Incidents'.
5. Choose your Export Method.
 - a. Export To File – Creates a file which can be manually emailed or uploaded to a website.
 - b. Export To Email – Creates a file and uses your internet connection to send an email.
6. If Export To File is selected:
 - a. Click Browse to choose the location where the file will be saved and enter a name for the file, i.e. C:\2010Incidents.txt.
 - b. Click Save to return to the Export Incidents screen, then click Create Export to generate the file.
 - c. Once the export has been completed, you can email it to the appropriate local or state agency, or it can be uploaded to the appropriate website.
7. If Export To Email is selected:
 - a. Enter desired email address for where the export should be sent.
 - b. Enter your SMTP settings. If you don't know these details, please contact your Internet Service Provider.
 - c. Click Create Export to generate and email the file.

Printing Incident System Reports

Common end of the year reports include:

1. Personnel Response Statistics Summary – One line per person, including member’s Lookup ID, Full Name, Number of Incidents Attended, Percentage of Incidents Attended.
2. By Incident Type Summary (may also be called “By Type of Situation Found, Summary”) – Number of department calls by Incident Type, including total number of calls and total number of unique incident types.

Filtering Tips:

The below filters can be used on the above reports or any other reports from the Incident Reporting System Reports.

1. Creating an Incident Date filter:
 - a. Data To Filter- Incident Records
 - b. Field To Use- INCDATE
 - c. How To Filter- Between
 - d. Start Date- 1/1/2010
 - e. End Date- 12/31/2010
2. To filter for an entire calendar year:
 - a. Data To Filter- Incident Records
 - b. Field To Use- INCYEAR
 - c. How To Filter- =
 - d. Start Date- 2010

Printing Personnel System Reports

Common end of the year reports include:

1. Personnel Activity – Includes personnel activity from Incident Reporting, EMS, Training and Company Report. All types can be included in the same report for an overall total or a separate report can be printed for each activity type to obtain individual totals for each activity type. This report includes the most detail about each personnel activity record (i.e. incident number).
2. Personnel Activity, Summary – This report contains the same activity types mentioned above but includes less details about each personnel activity record.
3. Personnel Activity, Totals – This report contains the same activity types mentioned above but includes only totals for each person (no detail about each personnel activity record).
4. Personnel Activity-Graph – This graph displays each Personnel member's number of activities by Activity Type (i.e. Incident Reporting, EMS, Training, Company Report). A Summarized Graph of all personnel is included at the end of the report.

Filtering Tips:

The below filters can be used on the above reports or any others from the Personnel System Reports.

1. Creating a Comprehensive Activity Date filter:
 - a. Data To Filter- Personnel Activity Records
 - b. Field To Use- DATEOFACTIVITY
 - c. How To Filter- Between
 - d. Start Date- 1/1/2010
 - e. End Date- 1/1/2011
2. To filter for Training Activity only:
 - a. Data To Filter- Training Classes
 - b. Field To Use- Date of Class
 - c. How To Filter- Between
 - d. Start Date- 1/1/2010
 - e. End Date- 1/1/2011
3. To filter for Incident Reporting Activity only:
 - a. Data To Filter- Incident Records
 - b. Field To Use- INCDATE
 - c. How To Filter- Between
 - d. Start Date- 1/1/2010
 - e. End Date- 1/1/2011
4. To filter for only one department member:
 - a. Data To Filter- Personnel Activity Records
 - b. Field To Use- PERSONLOOKUPID
 - c. How To Filter- =
 - d. Start Date- [SELECT DEPARTMENT MEMBER FROM LIST]

DATE RANGE FILTERS

1. When filtering ANY System Report for a Date Range, it is recommended that you select the date from the dropdown list if it appears.
2. If your desired date does not appear, then the date should be manually typed into the Start or End Date box using the formats as shown above.
3. Not all date fields used for the End Date will be inclusive. The above examples are built to include all and only data from 1/1/2010 through 12/31/2010.
4. To ensure your report includes all and only activity for your desired date range, contact Support if you have questions.

CONTACT US

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