

## TRAINING OUTLINE

<ol style="list-style-type: none"> <li>1. System Setup             <ol style="list-style-type: none"> <li>1.1. User Account Creation</li> <li>1.2. Security Rights</li> <li>1.3. Department Information</li> <li>1.4. Backup Options</li> <li>1.5. Assign Personnel/Apparatus</li> </ol> </li> <li>2. Common Functionality             <ol style="list-style-type: none"> <li>2.1. Browse Tables</li> <li>2.2. Valid Entries Lists</li> <li>2.3. Field Properties</li> <li>2.4. User Defined Fields</li> <li>2.5. Files &amp; Pictures</li> </ol> </li> <li>3. Personnel Records             <ol style="list-style-type: none"> <li>3.1. Entering Personnel Records</li> <li>3.2. Inventory Records</li> <li>3.3. Navigating the Inventory Tree</li> <li>3.4. Entering Inventory Records</li> <li>3.5. Maintenance</li> <li>3.6. Scheduled Maintenance</li> <li>3.7. Details</li> </ol> </li> <li>4. Daily Log             <ol style="list-style-type: none"> <li>4.1. Browse Table Filtering</li> <li>4.2. Linking Records</li> <li>4.3. Station Coverage</li> </ol> </li> <li>5. Incident Reporting             <ol style="list-style-type: none"> <li>5.1. Entering Reports</li> <li>5.2. Templates</li> <li>5.3. Locking Reports</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>6. Training             <ol style="list-style-type: none"> <li>6.1. Building the Class Library</li> <li>6.2. Entering Class Records</li> </ol> </li> <li>7. Company Report             <ol style="list-style-type: none"> <li>7.1. Uses of Company Report</li> <li>7.2. Entering Company Reports</li> </ol> </li> <li>8. Locations             <ol style="list-style-type: none"> <li>8.1. Browse Table</li> <li>8.2. Entering Locations</li> <li>8.3. Inspections</li> <li>8.4. Pre-Planning</li> </ol> </li> <li>9. Hydrants             <ol style="list-style-type: none"> <li>9.1. Basic Hydrant Records</li> <li>9.2. Flow Tests</li> <li>9.3. Hydrant Inspections</li> </ol> </li> <li>10. Mapping             <ol style="list-style-type: none"> <li>10.1. Plotting Record Types</li> <li>10.2. Viewing Plotted Records</li> <li>10.3. Adding Streets &amp; Landmarks</li> </ol> </li> <li>11. System Reports             <ol style="list-style-type: none"> <li>11.1. Printing Reports</li> <li>11.2. Building and Saving Filters</li> </ol> </li> <li>12. Calendar</li> <li>13. Search Email</li> <li>14. Desktop Customization             <ol style="list-style-type: none"> <li>14.1. Adding Icons</li> <li>14.2. Docklets</li> </ol> </li> <li>15. Mobility</li> </ol>
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 or email [training@fireprograms.com](mailto:training@fireprograms.com).