

FireFighter Help Files

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Getting Started

If you are paid by the *Incident* rather than by the *hour on an incident*, start FireFighter with: "FFwin /c".

For more information on this please refer to the file "READ.ME" or to "Problems and Solutions" in this help file.

Password Protect:

If you want to Password Protect your records, select PassWord Protect on the Options menu. Enter the Password you want to use. Use a password that is more than 3 letters or numbers. Remember the password or write it down someplace safe otherwise you will not be able to access the program.

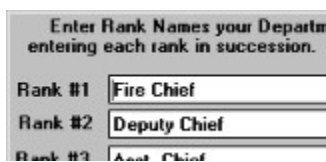
You do not have to use a password and if you decide at some later date you do not want to use the password you have entered, you can change the password by again selecting the Password Protect option and either leaving the text box blank or enter a new password. If you leave the text box blank and select OK you are no longer password protected and the program will not ask you for a password.

SETUP ROSTER:

Before starting to use FireFighter there are Three "setup" selections that will let you customize the program to your departments "Roster", "Incident" and "Training Module" standards. These "setup" selections must be saved before the Roster, Incident or Training Module categories can be implemented.

The program will warn you if you have not saved the "Setup Roster" to disk as soon as you begin to use the program. The file "(fire.ini)" will be saved in your windows directory. To continue without making any changes to the roster select "Setup Save".

Selecting "Roster" on the main menu will show the menu selection "Setup Roster". This selection will allow changing from the default rank names to any rank name your department uses.



Enter Rank Names your Department entering each rank in succession.	
Rank #1	Fire Chief
Rank #2	Deputy Chief
Rank #3	Asst. Chief

You can enter any rank name you want, but you must keep the ranks in the correct order for printing. In other words you must start with the highest rank in your department and end with the lowest rank in your department.

When you first look at the "Setup Rank" file, there will be 17 default names starting with the Fire Chief and ending with "Retired".

You can change any or all of these ranks as long as NO rank name is longer than 25 spaces.

NOTE:

YOU MUST SELECT "SAVE SETUP" EVEN IF YOU HAVE NOT MADE ANY CHANGES TO THE FILE.

The program will not let you save any Roster files unless you have used the

"Setup Roster" and selected the command button "Save Setup" at least one time. This will in turn save the ranks to a file called "fire.ini" in your windows directory.

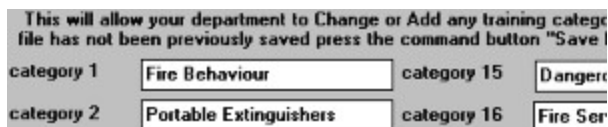
IMPORTANT:

If you are already using a FireFighter for Windows program previous to Version 1.10 you will have to EDIT all your previous roster entries to reflect the ranks that are in the fire.ini file.

USING THE TRAINING MODULE SETUP:

Select the main menu selection "Training". Select "Training Modules" and then the menu selection "Setup".

Setup will allow you to enter 28 different "Training Modules" or categories. Enter any or all of the categories you will use in your department and select "Save List".



This will allow your department to Change or Add any training category. If a file has not been previously saved press the command button "Save List".

category 1	<input type="text" value="Fire Behaviour"/>	category 15	<input type="text" value="Dangerous"/>
category 2	<input type="text" value="Portable Extinguishers"/>	category 16	<input type="text" value="Fire Services"/>

NOTE:

YOU MUST SELECT "SAVE SETUP" EVEN IF YOU HAVE NOT MADE ANY CHANGES TO THE FILE.

The program will not let you save any Training Module files unless you have used "Setup" and pressed the command button "Save Setup" at least one time. This will in turn write all the training modules to a file called "fire.ini" to your windows directory.

USING THE INCIDENT SETUP:

The Incident Setup will allow you to change the equipment names "Pumper", "Tanker", "Ambulance" and "Rescue"

These names can be changed to anything you want but must be ten letters or less.



<input type="checkbox"/> Pumper	<input type="checkbox"/> Ambulance
<input type="checkbox"/> Tanker	<input type="checkbox"/> Rescue

The Incident descriptions are for departments that wish to enter Incidents and Incident Codes using a designated description.



Incident Description and/or Code #.	
<input type="text" value="Basement Fire"/>	<input type="text"/>
<input type="text" value="Grass Fire"/>	<input type="text"/>

After entering your departments descriptions select SAVE.

The descriptions will now appear in a drop down box on the Incident form.

RETRIEVE YEAR:

This selection will allow you to 1.) Separate any previous years files.

2.) Get any previous years files.

The Incident and Training records can soon become unwieldy unless they are kept in some sort of yearly order. This selection will do just that.

***NOTE:
BACKUP ALL YOUR RECORDS BEFORE USING!***

If you have previous year(s) records to separate select: "Retrieve Year". then select "Separate Years".

After separating the previous year(s) records you can then enter the year of the record you want to see in your Training or Incident files and select "Get Incident or Training Record".

The separated files will have the year of the record as the first four letters plus "fire.rpt" if it is an Incident file or "prac.rpt" if it is a training report and "cmnt.dat" if it is a comment file. I.e. "1993fire.rpt", "1993prac.rpt" and "1993cmnt.dat".

Keep a backup copy of all these new files on a separate disk

Entering Roster Records

OPEN ROSTER:

To **ADD** a record select the clear button.

Enter the First and Last name. If you have two or more members with the same first and last names, you will have to make them unique. *e.g.; If you had three members with the name JIM BAKER they could be entered: JIM BAKER, J. BAKER, JAMES BAKER etc. This will in effect make each name unique.*

Press TAB to continue down the form, filling in the required information as you come to it.

You **MUST** fill in the form where it asks for a Training and Incident rate. *If you do not pay an hourly rate or Honorarium then place 0.00 in the text boxes.*

SETUP ROSTER:

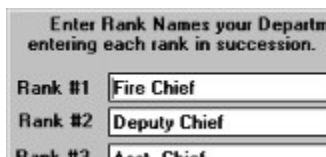
Before starting to use FireFighter there are two "setup" selections that will help you customize the program to your departments "Roster" and "Training Module" standards.

Selecting "Roster" will show the menu selection "Setup Roster". This selection will allow changing from the default rank names to any rank name your department uses.

You can enter any rank name you want, but you must keep the ranks in the correct order for printing. *In other words you must start with the highest rank in your department and end with the lowest rank in your department.*

When you first look at the "Setup Rank" file , there will be 17 default names starting with the Fire Chief and ending with "Retired".

You can change any or all of these ranks as long as **NO** rank name is longer than 25 spaces.



Enter Rank Names your Department
entering each rank in succession.

Rank #1	Fire Chief
Rank #2	Deputy Chief
Rank #3	Asst. Chief

NOTE:

YOU MUST SELECT "SAVE SETUP" EVEN IF YOU HAVE NOT MADE ANY CHANGES TO THE FILE.

The program will not let you save any Roster files unless you have used the "Setup Roster" and selected the command button "Save Setup" at least one time. This will in turn save the ranks to a file called "fire.ini" in your windows directory.

If you are already using a FireFighter for Windows program previous to Version

1.10 you will have to edit all your previous roster entries to reflect the ranks in the fire.ini file.

EDIT ROSTER:

To edit a record select the members name from the list box and TAB or click on the text box you want to change.

DELETE ROSTER:

Select the members name you want to delete and click the mouse or press <Enter>.

The delete button will then be enabled.

Remember once a record is deleted, it is no longer available in your files.

ROSTER FILE:

You can view or print out this file.

Training Records

OPEN TRAINING RECORDS:

To enter a members name in the training record, click on a name from the list box .

Important:

Be sure to enter the date of training correctly.

The form for this is MM-DD-YYYY meaning Month-Day-Year.

Click the icon(Video checklist) to view training sessions.

EDIT TRAINING:

To edit a training record , click the training session you want to change and then TAB or click the section you want to change and enter the new value.

ATTENDANCE/TRAINING:

Click the icon(Calculator) to view the attendance record.

Press <Enter> or click on the name of the firefighter's Attendance record you want to see.

This part of the program will give you the training sessions the firefighter has attended this year.

The program will pick out only this year's record and will disregard any previous years record.

Along with other useful information the program will give you the *SUB TOTAL* of all the records you look at.

Be sure not to select the same firefighter's name twice as this will give you a wrong Sub-total (similar to an adding machine).

If you do enter the same firefighter twice, you can select the button called "*Subtract*".

If you want to print out a report on each firefighter, select "*Print*".

The program will then print out a report for that firefighter. Do not select "*Print Total*" until you have printed **ALL** the names you want totals for.

TRAINING STATISTICS:

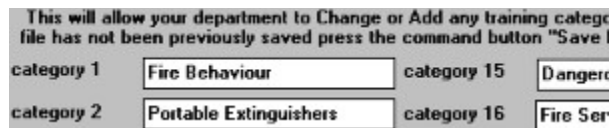
Click the icon(graph) to show training statistics.

Shows training statistics information.
This information can also be printed.

TRAINING MODULES:

Select the main menu selection "Training". Select "Training Modules" and the menu selection "Setup" on the top left hand corner of the training module menu.

Setup will allow you to add/enter 28 different "Training Modules" or categories. Enter any or all of the categories you will use in your department and then select "Save List".



This will allow your department to Change or Add any training categories. If a file has not been previously saved press the command button "Save List".

category 1	Fire Behaviour	category 15	Dangerous
category 2	Portable Extinguishers	category 16	Fire Services

NOTE:

YOU MUST SELECT "SAVE SETUP" EVEN IF YOU HAVE NOT MADE ANY CHANGES TO THE FILE.

The program will not let you save any Training Module files unless you have used "Setup" and pressed the command button "Save Setup" at least one time. This will in turn write all the training modules to a file called "fire.ini" to your windows directory.

USING THE TRAINING MODULES:

(Step 1:)

Click the name you want to enter into a Training Module.

(Step 2:)

You will see a list of training modules that are available on the left hand side of the screen.

(Step 3:)

Select the training module you want the selected name to be entered in and double click or press <Enter>.

(Step3A:)

If you are adding a record enter the number of training hours.

(Step 4:)

You will then be given a choice of "Adding" the name, "Deleting" the name, "Deleting the name from all modules" or "Re-Do"(starting over) the selection.

Please experiment with this section.

" Training Hours" will enter the number of hours training to complete this module.

"Add" will enter the firefighter in the training module you have selected.

"Delete" will take the name of the firefighter out of the module you have selected.

"Delete All" will take the name of the firefighter out of ALL the training modules.

"Show" will let you view all the records in the training module.

"RE-Do" will not enter anything into the training modules and will let you begin again.

"Print" will give you a print-out of all the firefighters and what training modules they have completed.

Incident Records

Click the icon(Burning House) to add or view incidents.

ADD INCIDENT:

Enter each section as you come to it.

When you get to the "Default hours", enter the **TOTAL** number of hours **PAYABLE** for that incident.

Enter hours in decimal form. e.g.; 1.0 for 1 hour, 1.5 for 1 1/2 hours, 2.75 or 2 3/4 hours etc.

Step 1:

Double click *ONLY* the names of the members that worked the *DEFAULT* hours. After these are all entered you can proceed to **Step 2.**

Step 2:

If you had members that did not work the *DEFAULT* hours, click the option button called change.

This will allow you to enter the number of hours for the members that worked the *NEXT LONGEST* hours.

E.g.; If you had an Incident where the default was 4 hours and you had 3 members that only worked for 2 hours, you would select the option button "*Change*" and then double click or press <enter> on the 2.0 hrs. in the list box, then select the members name(s) that worked 2.0 hours.

Repeat *Step 2* until you have all the firefighters entered with the correct hours.

If the list box called "Hours" is not applicable to the number of hours you need to enter, you can enter the hours manually in the top of the "Hours" box.

The program will let you enter 7 DIFFERENT HOURS per incident.

The program uses different codes for the default and the next longest hours...

These codes are... *(default hours), @(2nd longest hrs.), %(3rd longest hrs.), &(amp;4th longest hrs.), !(5th longest hrs.), #(6th longest hrs.) and \$(7th longest hrs)

Important:

If you do not find the hours you want to enter in the Hours column, you can type the hours in the top of the Hours box.

Enter hours in decimal form. e.g.; 1.0 for 1 hour, 1.5 for 1 1/2 hours, 2.75 for 2 3/4 hours etc.

You must enter the date of the incident correctly.

The form for this is MM-DD-YYYY meaning month-day-year.

The date on your computer must be correct also.

If you want to add a comment to the incident, select "Add Comment" .

After entering your comment select "OK".

When you are finished entering your incident record select the "Save" button.

OPEN INCIDENT:

This selection will allow you to EDIT or DELETE an incident record.

If you are ADDING a members name to a incident record, you must also add the time codes for that name.

These codes are... *(default hours), @(2nd longest hrs.), %(3rd longest hrs.), &(4th longest hrs.), !(5th longest hrs.), #(6th longest hrs.) and \$(7th longest hrs)

You must use this format: @Underwood Lance,*Doug Body, %Smith John,etc.

^ ^ ^ ^ ^ ^
<code><Name><comma >

Notice:

There are no spaces between any of the entries EXCEPT between the last name and the first name.

INDIVIDUAL/INCIDENT:

Click the icon(Calculator) to view individual incidents.

This will give you the Hours on Incidents the firefighter has attended this year, plus the percentage of incidents responded too.

The program will pick out only this years record and will disregard any previous years record.

If you are paid by the INCIDENT instead of by the HOUR and have started the program using FFWIN /C then the totals will reflect the per Incident costs.

There will be a total shown that reflects how much is owed the firefighter up to the present date, in the present calendar year.

The program will also SUB-TOTAL all the firefighter records you select .

Be sure not to select the same firefighter twice as this will then give you an incorrect sub-total.

If you do select the same firefighter twice, select the "*Subtract*" button to make a subtraction of the last record selected.

Select "*Print*" to make a print-out of the selected firefighters Incident/payment record.

DO NOT select "Print Total" until you have printed ALL the names you want totals for.

INCIDENT STATISTICS:

Click the icon(graph) to get statistical information.

Shows statistical Incident information.
This information can also be printed.

FIND INCIDENT:

If you want to find Incidents of a certain category this will do it.

Type in the Code Number or Category name of the incident.

Use only the Code number or use only the category name ie; If you looking for "Grass Fire" Type "Grass". If you want to find "Chimney Fire" type "Chimney" or if you use Code numbers type only the number.

These Incidents can also be printed by clicking on the Incident you wish to print.

Maintenance Records

Click the icon(screw driver) to view maintenance records.

Click the icon(Air Bottle) to view the air bottle records.

Click the icon(Hose) to view the hose records.

Click the icon(Ladder) to view the ladder records.

Enter Trucks, Compressors, Air Bottles, Ladders, Hose etc.

Note:

When entering Hose diameters use: 2.5 for 2 1/2" 1.5 for 1 1/2" etc.

Contacts

Use this to enter the names, addresses and phone numbers of Individuals you want to reference.

You can add, edit or delete with impunity.

Printing Records

This is self - explanatory and a little experimentation should have you printing in a few minutes.

Make sure your printer is turned on and you are at the top of the page.

Some of the files are made to print two, three and sometimes four records on 9 X 11 paper.

There is also a "*Printer Setup*" you can use if you have not already done this in the windows program manager.

The program uses "*Print Manager*" in windows for all printing.

Backing up your Records

The data files that need to be backed up on a regular basis are:

***Roster.dat
Comment.dat
Contact.dat
Dial.dat
FireInf.rpt
Practice.rpt
Maint.rpt
Hose.rpt
Ladder.rpt
Bottle.rpt
Case2.rpt***

Select "***Backup Data Files***" or the icon(copy).

Windows file manager can also be selected and used to backup your data files.

Backup your data files often!

Dialing a Record

Clicking the icon(telephone) will select the dialer.

You will need an installed modem to use this feature.

Select either Pulse or Tone dial.

Select either COM1 or COM2.
(COM2 will generally be the right choice)

The phone numbers of all members will be shown.

Select "*Open Phone Book*"
If you want to **ADD** a record select "*Add Record*"
Select "*Edit Record*" if you want to **EDIT** a record.
Select "*Delete*" if you want to **DELETE** a record.

When you are finished with the phone book select "*EXIT*".

When you need a phone number, click the name of the person you want to call and select the dial phone button.

You can also enter the number manually.

Changing Color

Select any color for the background and select "**SAVE**".

If you *do not* use "**SAVE**" the background color will return to the default color "**Dark Blue**".

Problems and Solutions

Record(s) won't show up in either "Training or Incident" .

This is probably due to a wrong date format. You must enter the date as follows MM-DD-YYYY . This means Month-Day-Year in the form 01-01-1994.

Can I change the "Roster Rank" to something else?

YES;

Please read the section: Getting Started

Can I change the Training Module category names to something else?

YES:

Please read the section: Getting Started

How should I save last years records?

Please read the section "Getting Started" for more information.

Our Department pays by the Incident rather than by the hour, is there a way to start the program so that the records and stats. reflect this?

Yes, start the program with the command FFWIN / C. To do this in windows, highlight the "flaming match" icon by clicking it once. Select "File" in the Program Manager and then select "Properties". This will show a menu with "Command Line". This is the command line to start FireFighter. You will have something like C:\FireWin\FFwin. Change the end of the line to read FFwin /c.

How can I turn OFF/ON the ICON reminders?

Select "Icon Reminder OFF/ON" on the options menu.

**FireFighter © is a copyrighted program
Registrations are the key to continued development of this program.**

