

CHAPTER 13

DAILY LOG

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13.A

Introduction to The Daily Log

The Daily Log Module acts as a tool to view a user-defined summary of daily Fire Hall activities including Inspections, Incidents, Checklists, Permits, Meetings and Training, and Public Education. In addition, users can add customized items to the log that are not recorded in other areas of the program.

13.B

Opening the Daily Log

To open the Daily Log Window, go to FirePro 2 → Personnel Management → **Daily Log**

Prior to using the Daily Log module and generating the associated reports, set up the Type and Sub-type lists by going to:



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The following is a sample of the Daily Log Window.

The screenshot shows the 'Daily Log' window with a table of activities and a configuration panel on the right. The table has columns for 'Begin', 'Type', and 'Sub-Type'. The configuration panel includes dropdowns for 'Station', 'Squad', 'Type', and 'Sub-Type', as well as date and time pickers for 'From' and 'To'. There are also buttons for 'Change Parameters' and 'Print List'.

Begin	Type	Sub-Type
MAY 1 08 00:00	Incident	Ambulance Assist
JAN 24 08 01:10	Incident	Ambulance Assist
JAN 18 08 00:00	Checklist	Pending
JAN 3 08 07:30	Incident	Vehicle Fire

The Daily Log Entry window has two distinct sections:

1. The list of all activities within specified parameters, (top).
2. The Daily Log entry/edit area, (bottom).

Double-clicking on any list item (that was created in another section of FirePro) will open that item in the window in which it was created, provided that the user has been granted permission to view that type of record. Records can then be viewed or edited, and relevant changes to the record will appear in the Daily Log list.

If the item was created on this window, a single or double-click will display the details in the bottom section of the window for viewing or editing.

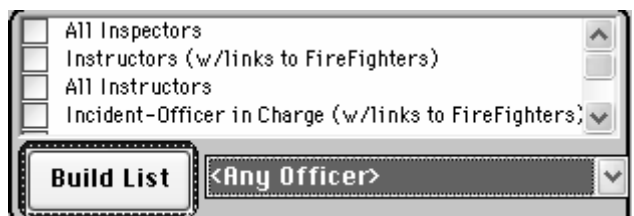
By default, the Daily Log window will open to the parameters of today's date/Any Station/All Types/All Sub-types. To change the parameters of the viewable list of activities (upper list) on the Daily Log, click on the Change Parameters button (**13.D.10**).

Daily Log Window Fields

List Parameter Section (top right section of window)

ONE OFFICER ONLY

When you are changing the parameters for viewing items (on the top list), one of the choices is the check box **One Officer Only**. Check this box to search for items with one specific officer, inspector, or trainer in the Daily Log summary. (Leave this box unchecked to include items for any officer, trainer or inspector.) The lists of officers etc. come from many areas of the program, and therefore a list must be built that narrows down the possible names to choose from. When the One Officer Only checkbox is activated, an inventory of possible lists of officer lists will appear, as shown in the screen shot below:



The Build List button will also become visible, along with a drop-down list, from which a selection of one officer can be chosen.

Select one or more of the checkboxes as the first step to building a list of Officers etc. so that you can make a selection of one officer. Next, click on the Build List button.

Items that include the phrase, "w/links to Firefighters" will only select officers etc. with names that are linked to a firefighter. When adding names to a list of Trainers for example, names that have been selected from the existing firefighters list will be linked to a firefighter, but those that have been typed in are not linked to a firefighter. Items with "All" will select every name that is listed (for the past 12 months), whether it is linked or unlinked to a firefighter.

Daily Log Entry section (bottom of window)

STATION:

If necessary, click on the station name and select the appropriate station from the pop-up list. The list below the name of the selected station shows the names of all entered firefighters from that station.

Note:

The data entry section must be completed and saved (by clicking OK) before selecting Firefighter names from the list.

Note:

The list of fire fighters from each station is created automatically from the information entered on the records of individual firefighters, [see Chapter 16]. To change any information on this list, go to the appropriate Fire Fighter record.

BEGIN/END

Enter a beginning and ending time/date for the event as needed.

TYPE/SUB-TYPE

Select items from the drop-down lists to classify the type/subtype of activity to be recorded.

To add/edit items on these lists go to:



20.75

OFFICER IN CHARGE

Type directly into this field, or select from the drop-down list of Officers. To add a firefighter's name to the list, go to the record for that firefighter from the firefighter's window (FirePro 2 → Firefighters) and click in the Officer Checkbox

NOTES

Add pertinent notes about this session in the Notes field.

REMINDERS

Click the reminder tab to add or view reminders for the daily log item.

Select the daily log item you want to add a reminder to.

Enter a due date, notify date and a message.

These reminders will show in the Reminders list window (see [chapter 26](#)).

THERE ARE 4 CUSTOM FIELDS THAT YOU CAN TITLE IN THE BOTTOM RIGHT CORNER OF THE WINDOW.

These four fields can be custom-named to accommodate your department's specific requirements for the Daily Log window. They will remain hidden until named.

To name the Custom Fields, go to:



20.C.100

13.C.TABS

13.C.TABS.10

FF In Attendance Tab

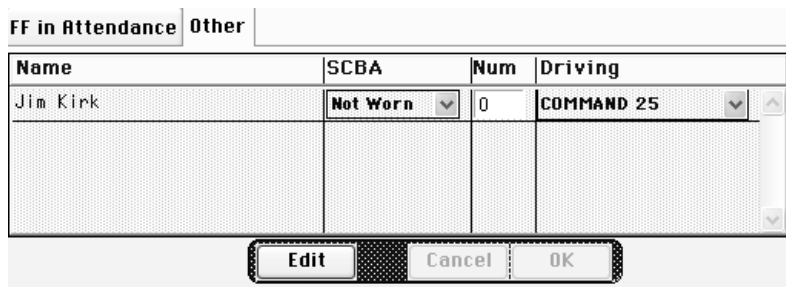


The screenshot shows a software interface with two tabs: "FF in Attendance" (selected) and "Other". On the left, there are two buttons: "Add to list -->" and "Remove from List". To the right is a list box containing the name "Jim Kirk".

When entering a Daily Log item, you can add Firefighters associated with the item in this section, either by double-clicking on the Firefighter, or by clicking on the Firefighter's name and clicking the "**Add To List**" Button.

13.C.TABS.20

Other Tab



The screenshot shows a software interface with two tabs: "FF in Attendance" and "Other" (selected). Below the tabs is a table with the following data:

Name	SCBA	Num	Driving
Jim Kirk	Not Worn	0	COMMAND 25

Below the table are three buttons: "Edit", "Cancel", and "OK".

The Other Tab is used to record information about SCBA Usage or Driving for each FF in Attendance. Click the "**Edit**" button

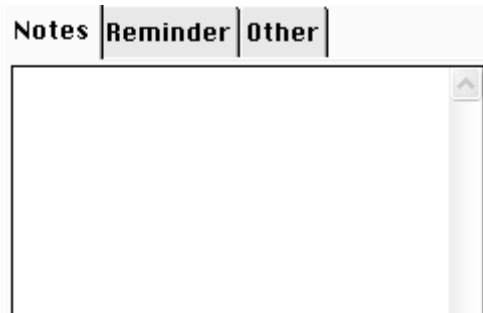
To learn more about recording Driving and SCBA usage, go to:



FirePro Tip O' the Week - Monitoring SCBA and Driving

13.C.TABS.30

Notes Tab



The screenshot shows a tabbed interface with three tabs: 'Notes', 'Reminder', and 'Other'. The 'Notes' tab is selected and active. Below the tabs is a large, empty rectangular text area for entering notes. A vertical scrollbar is visible on the right side of this text area.

The Notes Tab allows you to add notes to a Daily Log item.

13.C.TABS.40

Reminder Tab

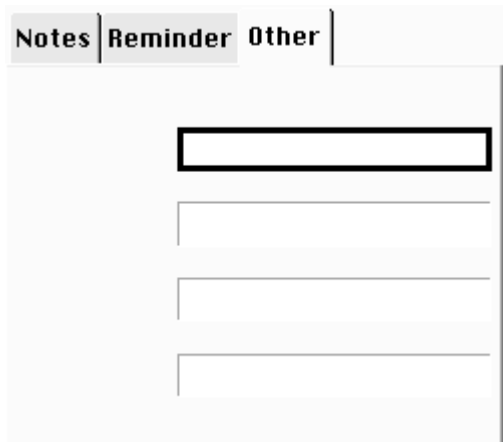


The screenshot shows a tabbed interface with three tabs: 'Notes', 'Reminder', and 'Other'. The 'Reminder' tab is selected and active. Below the tabs are two input fields: 'Due Date:' and 'Notify Date:'. Each field has a small calendar icon to its right. Below these fields is a large, empty rectangular text area for entering a reminder message. At the bottom of the tab is a button labeled 'Clear Reminder'.

The Reminder Tab allows you to create a Reminder for a Daily Log Item. You can enter a date that the Reminder is due, a date that the Reminder notifications start, and a Reminder message.

13.C.TABS.50

Other Tab



The Other Tab allows you to create up to 4 text fields with custom headings that can be used to record additional information about the Reminder.

To learn more about setting up the custom fields, go to:

 **20.75**

13.D

Daily Log Window Buttons

List Parameter Section (top right section of window)

13.D.10

Change Parameters

This will allow you to choose what records will be displayed in the list in the top left. You can change the date range, station, type and sub-type parameters. The type parameters list will include the default categories (*Incidents, *Inspections, *Check-lists, *Public Education, *Permits, *Meetings, *Training, *Work Party – indicated by an asterisk *), that come from other parts of the FirePro, and those types that have been custom created by your department.

Note:

The choice, "Daily Log Types" will include all types that can be entered on the Daily Log window. Choosing, "All types" will bring up a list that will include all types that are entered in other areas of the program as well. The sub-type list is based on the Type list chosen.

13.D.20

Print List

Click the Print List button to print the entire list displayed on the left side of the screen.

DAILY LOG ENTRY SECTION (BOTTOM OF WINDOW)

13.D.30

Add to list -->

Firefighters from the selected station are listed on the left side of the window. Click on a name to highlight it and then click the Add to List button to add that name to the attendees at an activity. Alternatively, you can simply double-click on the name.

Note:

The data entry section must be completed and saved (by clicking OK) before selecting Firefighter names from the list.

13.D.40

Remove from List

Remove a name from the attendees list by clicking on the name to select it, then clicking the Remove from List button.

Daily Log Reports

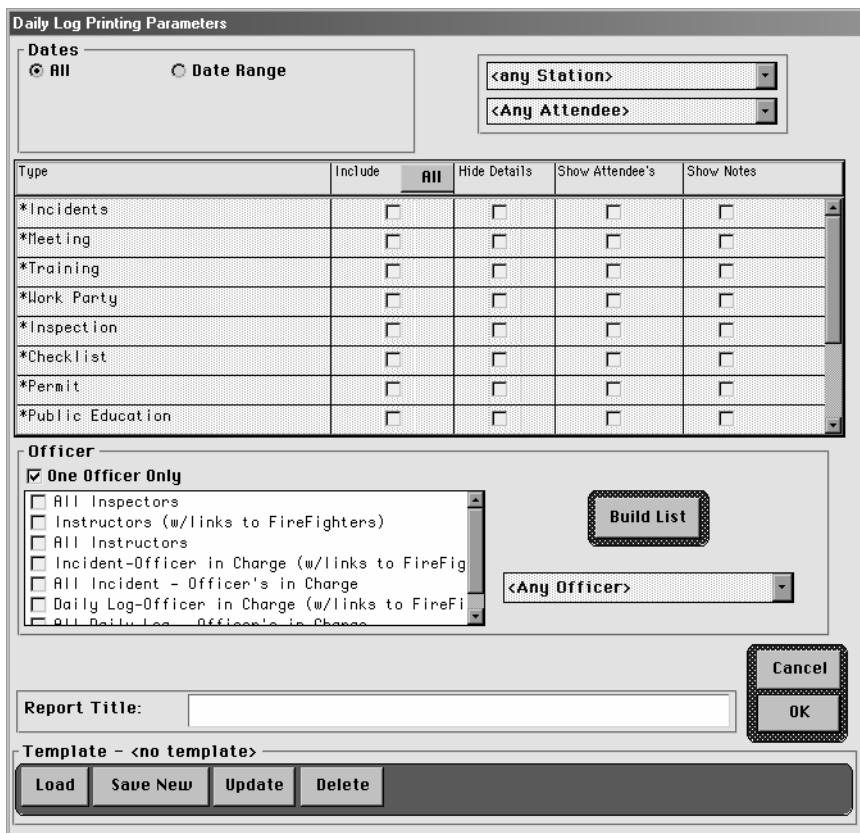
This section contains summarizes and describes all FP2 reports dealing with the Daily Log Module.

Management Report Menu ▶	Properties ▶	
Graphs ▶	By-Law Infractions ▶	
Custom Report	Inspections	
Export Data ▶	Inspection Checklists	
Search Fire Code	Smoke Alarms ▶	
	Incident Reports ▶	
	Public Education ▶	
	Building Permits ▶	
	Fire Permits ▶	
	Fire Fighters ▶	
	Training ▶	
	Personnel Management ▶	Overtime Hours Summary
		Overtime Hours Details
	Accounting ▶	
	Inventory ▶	Daily Log Details
	Payroll ▶	Daily Log Summary Report

Management Report Menu → Personnel Management → Daily Log Details

This option produces a report that shows detailed information about Daily Log items, and can be extensively customized through the Printing Parameters window.

You are able to select which Types of Daily Log items you want to include on the report, and which pieces of additional information you want displayed. You are able to generate this report for a station, individual firefighter or for a specific Officer.



Type	Include	Hide Details	Show Attendee's	Show Notes
*Incidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Work Party	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Public Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If an item type is included and none of the other options are selected, each record will print Date/Time and Officer/Inspector/Instructor.

To include all item types click on the **"ALL"** button in the **Include** column heading. If you select **"Hide Details"** for a *type*, you will only see a list of sub types with the number of records for each.

There are also options to show **Attending Fire Fighters** and **Notes**. For the Meeting, Training and Work Party item types the Show Notes option will display the bottom notes from the **"Desc. & Narrative"** button on the Meetings & Training window.

If you select the "**One Officer Only**" flag, a list of available officers will appear. Select the Officer lists that you want to choose an officer from, then hit the "**Build List**" button. You will then be able to select the Officer you want to generate the report for from the drop-down list below the **Build List** button.

Once you have set the parameters for your report, you can save the settings for use later by clicking the "**Save New Template**" button. Name your template and click "**OK**". This is useful if you have a report that you wish to run often – you don't have to set the parameters each time.

See Chapter **3.80** for more information on templates.



13.R.20

Management Report Menu → Personnel Management → Daily Log Summary Report

Produces a report summarizing the number of items entered in the Daily Log. The Printing Parameters window allows you to select which item types you want to display, and over what time frame.