

## CHAPTER 24

### INVENTORY

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## 24.A

### Introduction to Inventory

The inventory module enables you to maintain records for every piece of equipment and consumable inventory in your department. FirePro 2 can also monitor service and testing schedules, and link deployed inventory items to incident reports and individual fire fighters.

## 24.B

### The Inventory Entry Window

**Prior to entering inventory data, it is necessary to define categories, subcategories and locations under which to record inventory items. See:**



**20.50.10 Categories**



**20.50.20 Sub-Categories**



**20.50.30 Locations**

The inventory Entry Window is accessed through the FirePro 2 menu.

FirePro 2	Reports	Set-up	Maintenance
Properties		Ctrl+1	
Fire Fighters		Ctrl+2	
Standby Assignments		Ctrl+3	
Meetings & Training		Ctrl+4	
New Non-Property Incident			
Find Incident Report			▶
Find Inspection			▶
Find Inspection Checklist			
Building Permits			▶
Accounting			▶
Personnel Management			▶
Contact Manager			
<b>Inventory</b>		<b>Ctrl+6</b>	
Operational Guidelines		Ctrl+8	▶
Hydrant Information		Ctrl+7	
Reminders			
Messages			▶
Handheld			▶
✓ Set-Up Menu			
✓ Maintenance Menu			

**Inventory Entry**

Category: TRUCKS

Sub-Category: TRUCKS

Location: TRUCK BAY

Station: Station 1

Code: PUMPER 3

Symposium Unit Name

Serial #: 58765DFGH

Quantity: 1

Purchased:

Cost: 0.00

Invoice Costs	
1st hr Cost:	400.00
1/2hr Cost 1st 4 hrs:	190.00
1/2hr cost after 4 hrs:	120.00

Service Schedule Type	Last Serviced	Schedule	Service Due
oil change	JAN 16 07	every 3 months	APR 16 07
maintenance	MAY 5 07	every 6 months	NOV 5 07

Monitor Driving      Set Reminder if > 90 Days

Description:      Specifications:

Find by Category

Find by Location

Next      Previous

Add      Edit      Dup

Add +      Print

Service Records

Defects      Assigned

Picture      Links      0

Cancel      OK

Apparatus

Link to Incidents

Retired

Gas Mileage

### Inventory Entry Window Fields

#### **CATEGORIES**

Select the category from the list.

To create/edit the category list, go to:



**20.50.10 Categories**

#### **SUBCATEGORIES**

Select a subcategory from the list.

To create or edit your list of subcategories, go to:



**20.50.20 Sub-Categories**

#### **"OUT OF SERVICE"**

The "Out of Service" text will appear on an Inventory record only if it has been designated as such through the Defects window (**24.G.10**), or with the Retired checkbox.

#### **LOCATION**

Select a location from the list. While bigger items such as ladder trucks are hard to misplace, maintaining records on the usual physical location of the thousands of inventory items in your department can be invaluable.

To create a list of locations for inventory items, go to:



**20.50.30 Locations**

#### **CODE (CUSTOM LABEL)**

This will be the primary identifier for the inventory item. Make it as descriptive as possible. The Code field may be used as the parameter with which to find an inventory item, and must be unique for the chosen category & sub-category.

To change the title of the Code field, go to:



**20.C.120 Custom Label Title**

#### **SERIAL #**

Enter the serial number of the item. If there is a second number, enter it in the second space. The Serial # may also be used to find an inventory item.

#### **QUANTITY**

The number of the items this record represents.

**PURCHASED**

The date the item was purchased.

**COST**

The initial cost of the item.

**SERVICE SCHEDULE**

If you have entered service schedule data for items in this subcategory, (see 11.4.2), the program can automatically calculate the Service Due date. To set up this reminder, enter the actual date on which the item was last serviced under Service Schedule, in the "Inventory Entry" window

**APPARATUS**

Check this box and the Name entered in the Code field will appear in the Truck Chart Unit list. If the code of an inventory item that has the Apparatus box checked is changed on the inventory window, all of the Truck Chart Units that use that item by name will be changed to the new code. If the Apparatus checkbox is checked, an Apparatus Charges tab will appear on the Inventory window.

If you are a Symposium user, the "**SYMPOSIUM FIELD NAME**" field will come up if the Apparatus box is checked.

Code:	1-4
Symposium Unit Name	1-4

**LINK TO INCIDENTS**

Check this box to add this item to a list of equipment that can be selected using the "Inv. Used" button in Incident reports.

**RETIRED**

Check this box when an item is disposed of or no longer in use.

**MONITOR DRIVING**

Check this box to allow tracking of Fire Fighter's driving of this apparatus for incidents and training.

**The monitor driving box will only show if the inventory item is marked as "Apparatus" and the "Monitor Driving" checkbox is selected in the custom settings.**

**To use "Monitor Driving", see**



**20.C.40**

**SET REMINDER IF >**

For each apparatus that you want to monitor driving for, you will also need to enter the number of days for the reminder (if a firefighter is monitored for a particular truck, and hasn't driven it in the number of days specified. a reminder will be created).

**DESCRIPTION**

More information about the item as required.

***SPECIFICATIONS***

Specifications about this inventory item if required.

## 24.C.TABS

### Inventory Tabs

## 24.C.TABS.10

### Accounting Tab

The information in the accounting Tab is used to record additional financial information about an inventory item.

Accounting	Apparatus Charges
Expected Life:	<input type="text" value="0"/> Cost Index: <input type="text" value=""/>
Salvage Value:	<input type="text" value="0.00"/>
Curr. Replacement Value:	<input type="text" value="0.00"/>

#### **EXPECTED LIFE**

Enter the expected life of the inventory item in years.

#### **SALVAGE VALUE**

Enter the Salvage Value of the Inventory item in dollars.

#### **CURR REPLACEMENT VALUE**

Enter the current replacement value of the item, in dollars.

#### **COST INDEX**

This list indicates the time of cost index used to evaluate the item. CPI (Consumer Price Index) is used for manufactured goods, and ENR (Engineering News Record) is used for items built by the department.

## 24.C.TABS.20

### Apparatus Charges Tab

This tab appears if an item is flagged as an Apparatus.

Accounting	Apparatus Charges
1st hr Cost:	<input type="text" value="400.00"/>
1/2hr Cost 1st 4 hrs:	<input type="text" value="190.00"/>
1/2hr cost after 4 hrs:	<input type="text" value="120.00"/>

These costs are applied to the Incident Invoice. If a truck is selected from the Unit List on the Truck Chart window, the costs for that truck will go on the Incident Invoice.

**Inventory Entry Window Buttons**

**24.D.10**

**Find by Category**

Click the Find by Category button to bring up a list of all categories. Double-click on the category you wish to view, and either subcategories or inventory items that are not classified into a subcategory, will be listed. Double-click on a subcategory and the list will expand to include all the items in this subcategory. Double-click on an inventory item from the list and that item will be displayed in the inventory window.

**Note:**  
By default, retired items will not appear on the "Find by Category" or "Find by Location" lists. Selecting the "Show Retired Items" flag on either list will show retired inventory items with an "\*" to distinguish them from non-retired equipment and inventory.

**24.D.20**

**Find by Location**

Find by Location enables you to search for inventory using location as the defining characteristic. This list works in much the same way as Find by Category (**24.D.10**).

**24.D.30**

**Defects**

Use the "Defects" button to enter information on defective inventory items. For more information, see **24.G.10**

**24.D.40**

**Service Records**

Click Service Records for a window displaying details of the service history of the item. Click on a line to display relevant details in the Comments box. See **24.G.20** for more information on the Service Records window.

## 24.D.50

Assigned

If the Assigned button is not grayed out, and has blue text, click to view links to either the Fire Fighter to whom the item is assigned, or to Incident Reports involving the deployment of the item.

Double click on the line entry to go to the appropriate record.

## 24.D.60

Gas Mileage

Click the Gas Mileage button to track mileage information. This button is hidden unless the inventory item is marked as an Apparatus.

See **24.G.40** for more information.

**Inventory Entry Window Action Menu**

Action	
Add	Ctrl+A
Edit	Ctrl+E
Add Many	Ctrl+M
Duplicate	
<hr/>	
List by Category	Ctrl+T
List by Location	Ctrl+L
Find	Ctrl+F
Next	Ctrl+N
Previous	Ctrl+R
<hr/>	
Delete	
<hr/>	
Print Details	Ctrl+P
Incidents using this Inventory item	
<hr/>	
Service Records	Ctrl+S
<hr/>	
Update Service Schedule for Many Inventory Items	

**Action → Incidents Using this Inventory Item**

Prints a list of incident reports linked to this inventory item.

**Action → Update Service Schedule for Many Inventory Items**

Use this Action menu item to update service record dates for multiple (sub-category) inventory items at one time. For more information, see **24.G.30**

Other Inventory Windows

24.G.10

Defects Window

The mandatory fields for the Defect window are "Reported" (date), "Defect Type", "Explanation", and "Reported By" (name).

**LIST OF ALL DEFECTS FOR THIS INVENTORY ITEM**

The top left section of the window summarizes the defect history of this inventory item (**REPORTED, NUMBER & DEFECT**). Click on a line item to view or edit this item.

**REPORTED BY**

Select the squad, name of the firefighter who reported the defect, and the firefighter who verified the report.

You may select a squad that is different from the squad that the "Reported By" Fire Fighter belongs to. If a Fire Fighter is already selected and you change the squad, FirePro will ask if you wish to keep the Name. If you choose yes, the existing Name will be added to the new squad list, regardless if the Fire Fighter is part of that squad.

**NUMBER**

Once a number is first entered in this field, the next defect entered will automatically be numbered in sequence (numbers should be YY-NNNN format, ie: 06-0001). To change to a new year, simply edit the number when entering the first defect in a new year.

To turn automatic numbering on or off, see



**20.C.120.C Use Auto Numbering**

**PRIORITY**

Select the priority of the defect from the drop down list

To populate or edit the Priority list, see



**20.50.50.40 Priority**

**DEFECT TYPE**

Select from the drop-down list of possible defects.

To edit/populate the defect type list, see:



**20.50.50.10 Defect Types**

**ACTION**

Select from the drop-down list of possible actions being taken to deal with the defect.

To edit/populate the action list, go to:



**20.50.50.20 Action Taken**

**CONTRACTOR**

Select from the drop-down list of contractors, or type directly into this field.

To edit/populate the contractor list, go to:



**20.50.50.30 Contractors**

**TAKEN OUT OF SERVICE**

Enter the date that this inventory item was taken out of service. Doing so will insert "Out of Service" text on the Inventory Entry window related to this specific item.

**BACK IN SERVICE**

Enter the date that this inventory item came back into service. Provided that this is no later than today's date, this will remove the "Out of Service" text from the Inventory Entry window related to this item.

**Defects Window Action Menu**

**Action → Find**

Find allows you to search for the defects you want by dates, priority, or defect number(s) for all inventory items. If more than one defect matches your search criteria, a window will open listing all the defects found. Double click on the item you wish to view or click on the "Show Details" button to open the selected item.

**Action → Print Current Defect**

Print current defect allows you to print the defect that is displayed in the current inventory defects window.

**Action → Print Defects for Current Inventory Item**

Print Defects for Current Inventory item will print a summary of all the defects that are shown in the Inventory Defects Window for the current inventory item.

**Service Records Window**

Click on "Add" to add a new record or "Edit" to change an existing record. Enter Date and Cost in the appropriate fields, and Comments, if needed.

DATE	TYPE	COST
DEC 2 05	new valve	78.23
JAN 30 06	repair	50.00

128.23

COMMENTS  
comments about the repair go here

Buttons: Add, Edit, Delete, Cancel, OK

Click on line for comments

***TYPE***

Choose to enter text directly into this field, or select from a drop-down list.

**To populate/edit the type drop-down list, see:**



**20.50.40**

**Update Reminder Dates Window**

The Update Reminder Dates Window is accessed through the Action Menu from the Inventory Entry Window (**24.E**)

Type	Last Serviced	Schedule	Service Due
Hydro-Static		every 60 months	
Replace O rings		every 24 months	
re-paint		every 36 months	

Inventory records to change	
BA 101	
BA 102	

<input checked="" type="checkbox"/> Add Service Records			
Date:	15 JUN 06	Comments:	
Type:	Testing		
Cost:	0		

**CATEGORY**

Choose the category to update.

**SUB-CATEGORY**

Choose the sub- category to update. A list of all items in that sub-category will appear below. To add items to the Service Records to change list, double-click on any items in that sub-category that require updating, or highlight them and click on the Add to List button. Only one sub-category can be changed at one time.

**ADD SERVICE RECORDS**

Click this box (after clicking the "Set fields to be changed" button) to bring up more editable fields. Entries in these fields will carry forward to the Service Records window for each inventory item selected. (**24.G.20**)

### Set fields to be changed

Once sub-category items have been selected and added to the Service Records to Change list, click on the Set fields to be changed button to enter a date in the Last Serviced date field. Enter new dates for any Types of this sub-category, as required. This date will apply to all these selected items and this will alter the Service due date for these items. Click "OK" to confirm the Service Schedule changes.

### Write dates NOW

Once the Service Schedule Changes have been confirmed, click the Write Dates NOW button to update the inventory items and associated reminders. Note that blank dates will not be updated.

### Reset Lists

Changes to the list can be re-set to their original settings at any point up until the Write Dates NOW button has been clicked.

### Note:

Access to this action menu item is controlled by the **Edit** checkbox for **Inventory→Defects & Service Rec.** in the **Passwords** menu.

**For more information about the Passwords Menu, go to:**



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**Gas Mileage**

Clicking the Gas Mileage button (**24.D.60**) will open the gas mileage window. Enter the information as indicated to calculate your gas mileage.

Date	Odometer	Litres	Amount	Km/Ltr
MAR 23 2007	13987	100.00	120.00	14.00
MAR 5 2007	12587	100.00	120.00	0.00

Buttons: Edit, Cancel, OK

## Inventory Reports

### Inventory Item Report

Print

Click the print button on the Inventory Entry Window to print a written report for this inventory item. Choose to include any of the following information: Description, Specifications, Service records, and Service schedule.

Quant	Code	Serial #	Purchased	Cost
1	BA 101	46752WE112		550.00
<b>Service Schedule:</b>				
Last Hydro-Static		JUN 6 04	Next Scheduled Hydro-Static	JUN 6 09
Last Replace O rings		MAY 2 05	Next Scheduled Replace O rings	MAY 2 07
Last re-paint		DEC 3 02	Next Scheduled re-paint	DEC 3 05
<b>Service Records</b>				
DEC 2 05	new valve	78.23	comments about the repair go here	
JAN 30 06	repair	50.00	We fix it - fixed it	
Grand Total Service		50.00		

This report will not show retired inventory items.



**Reports → Inventory Report**

Produces a report listing all inventory items in the database.

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Page 1

**For Demonstration Only**

Fire Chief: Fire Chief  
1234 Main St., Your Town LOS 1M0

<u>Category</u>	<u>Sub-Category</u>	Item Code	Serial #	Cost
<i>Location</i>				
<b><u>AIR TANKS</u></b>				
	<u>OXYGEN</u>			
<i>TRUCK BAY</i>				1,000.00
		Total for Sub-Category	OXYGEN	1,000.00
<b><u>S.C.B.A.</u></b>				
<i>COMPRESSOR ROOM</i>		BA 101	46752WE112	550.00
<i>COMPRESSOR ROOM</i>		BA 102	559934SE	485.00
		Total for Sub-Category	S.C.B.A.	1,035.00
		Total for	AIR TANKS	2,035.00

**CLOTHING**



## Reports → Management Reports → Inventory → Inventory Information

Produces a customized report by category, location, or range of purchase dates.

Define the parameters of your report in the "Inventory Printing Parameters" window.

Inventory Printing Parameters

Parameters Results

All Categories  
 One Category only  
 One Sub-Category only

Any Purchase Date  
 Range of dates

All Locations  
 One Location Only  
 One Station Only  
 One Group Only

Do Not Print Retired Items  
 Print Retired Items

Include Description  
 Include Specifications  
 Include Service Records  
 Include Service Schedule

Sort By  
 Category  
 Location  
 Date Purchased

Cancel OK

Report Title: Enter a Title for Your Report

### **ALL CATEGORIES / ONE CATEGORY ONLY / ONE SUB-CATEGORY ONLY**

If you select One Category Only or One Sub-Category Only, additional choices will be displayed in drop down lists.

### **REPORT TITLE**

Enter the title that will appear at the top of your report.

**For Demonstration Only**

**Fire Chief: Fire Chief**  
**1234 Main St., Your Town LOS 1M0**

Quant	Code	Serial #	Purchased	Cost
<b>AIR TANKS - OXYGEN</b>				
1			MAR 2 2006	1,000.00
<b>AIR TANKS - S.C.B.A.</b>				
1	BA 101	46752WE112		550.00
1	BA 102	559934SE		485.00
<b>CLOTHING -</b>				
BOOTS				
<b>CLOTHING - PROTECTIVE CLOTHING</b>				
BG-01				
BG-02				
<b>Description:</b> Bunker Gear				
<b>EXTRACATION - LARGE TOOLS</b>				
1	JAWS 01	23543-567MN	MAR 2 2005	5,000.00



## 24.R.40

### Reports → Management Reports → Inventory → Inventory Scheduled Service

Produces a report listing service dates for a set of inventory items.

The "Scheduled Service Printing Parameters" window is similar to the "Inventory Printing Parameters" window. (See **24.R.30**)

After selecting parameters, click OK and a window entitled "Choose Service Type" will appear.

**Choose Service Type**

**All Types**

**Type 1**    Hydro-Static

**Type 2**    Replace O rings

**Type 3**    re-paint

**Type 4**

**Any Service Date**

**Range of Service dates**

**Cancel**    **OK**

Select the type of service you wish to be included in your report.

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## AIR TANKS

### OXYGEN

#### **Hrdrotest**

Code	Serial #	Location	Qty	Service Due	Cost
		TRUCK BAY	0		0.00

### S.C.B.A.

#### **Hydro-Static**

Code	Serial #	Location	Qty	Service Due	Cost
BA 101	46752WE112	COMPRESSOR ROOM	0	JUN 6 09	0.00
BA 102	559934SE	COMPRESSOR ROOM	0	FEB 3 02	0.00

#### **Replace O rings**



**Reports → Management Reports → Inventory → Inventory Defects**

Produces a report listing defects for the inventory item selected. You have the option of printing the full details or of a summary of the selected defects.

APR 13 06	<b>For Demonstration Only</b>			Page 1
	Fire Chief: Fire Chief 1234 Main St., Your Town LOS 1M0			
<b>Inventory Defects</b>				
<b>Category:</b>	AIR TANKS			
<b>Inventory Item Code:</b>	BA 101			
<b>Number:</b>	05-001	<b>Priority:</b> 60	<b>Defect Type:</b>	Regulator
<b>Explanation:</b>	Regulator not working smoothly			
<b>Reported:</b>	MAY 1 05	<b>Action Taken:</b>	MAY 5 05	<b>Defect Closed:</b> JUN 1 05
<b>Taken Out of Service:</b>	MAY 1 05		<b>Back in Service:</b>	JUN 1 05
<b>Reported By:</b>	Dave Johnson		<b>Squad:</b>	Sq 1
<b>Verified:</b>	Skip Cooper			
<b>Action:</b>	Sent to Manufacture for repair		<b>Action By:</b>	Dave Johnson
<b>Contractor:</b>				
<b>Work Done:</b>	Manufacture replaced regulator			
<b>Action Verified By:</b>	Skip Cooper			
<b>Number:</b>	05-002	<b>Priority:</b> 80	<b>Defect Type:</b>	Back Pack
<b>Explanation:</b>	Buckle missing			
<b>Reported:</b>	JUL 1 05	<b>Action Taken:</b>	JUL 3 05	<b>Defect Closed:</b> JUL 6 05
<b>Taken Out of Service:</b>	JUL 1 05		<b>Back in Service:</b>	JUL 6 05