

CHAPTER 29 - REMINDERS

29.A

Introduction to Reminders

FirePro 2 has a reminder system for tracking important dates and occasions.

Reminders are generated automatically from the Inventory (See Service Schedule in Chapter **24**), Fire Fighters (**16.C.TABS.20**) and Incident (**6.C.TABS.A.30**) sections of FirePro 2.

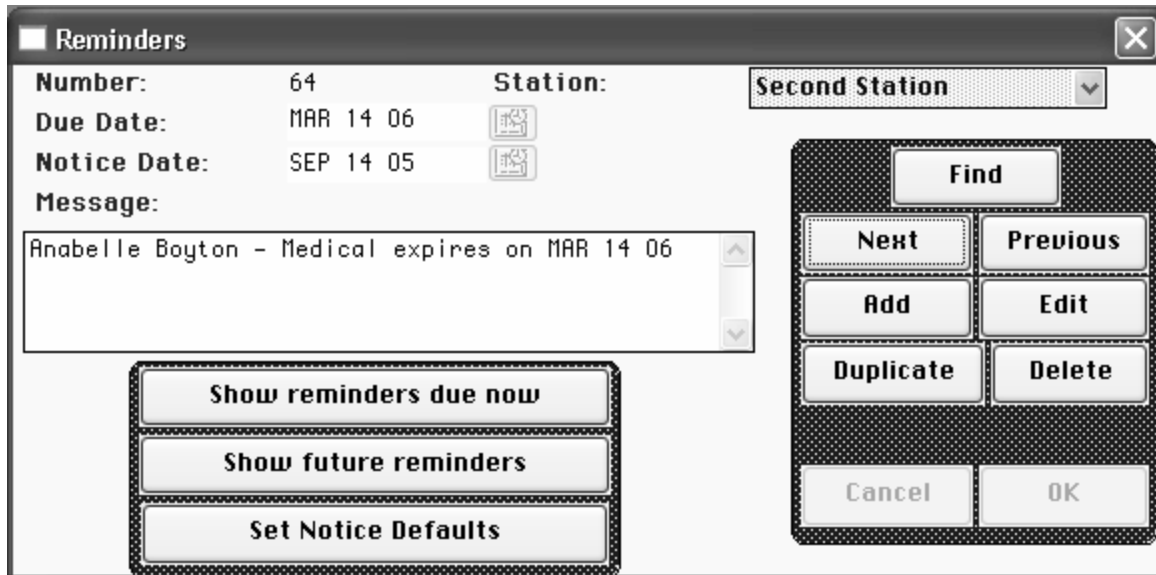
You may also enter reminders manually.

29.B

The Reminder Windows

To access the reminders window, go to FirePro 2 → Reminders

FirePro 2	Reports
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	
Inventory	Ctrl+6
Operational Guidelines	Ctrl+8 ▶
Hydrant Information	Ctrl+7
Reminders	



View the reminders in the system or click "Add" to enter a new reminder.

Reminder Window Fields

NUMBER

Automatically assigned number.

DUE DATE

The date stipulated for action on this reminder.

NOTICE DATE

The date that this reminder will be posted on the reminder list (**26.G.10**).

MESSAGE

The details of the reminder

Reminder Window Buttons

29.D.10



Show reminders due now

Displays a list of anything due now or overdue and not deleted (the same list that is displayed after you have entered your password, when opening FirePro 2). See [26.G.10](#) for more information on this window.


29.D.20



Show future reminders

To see reminders for a future period, click on this button. It will search for reminders based on the notice date that is within the selected date range.

29.D.30



Set Notice Defaults

Click to set or edit defaults. See [26.G.20](#) for more information on this window.

Reminder Action Menu

Many of the action menu items are perform the same functions as the buttons on the Reminder Window.

Action	
<u>A</u> dd	Ctrl+A
<u>E</u> dit	Ctrl+E
<hr/>	
<u>F</u> ind	Ctrl+F
<u>N</u> ext	Ctrl+N
<u>P</u> revious	Ctrl+R
<hr/>	
<u>D</u> elete	
<hr/>	
Re-create all Reminders	
<hr/>	
<u>S</u> how Reminders	Ctrl+S

Action → Re-create all Reminders

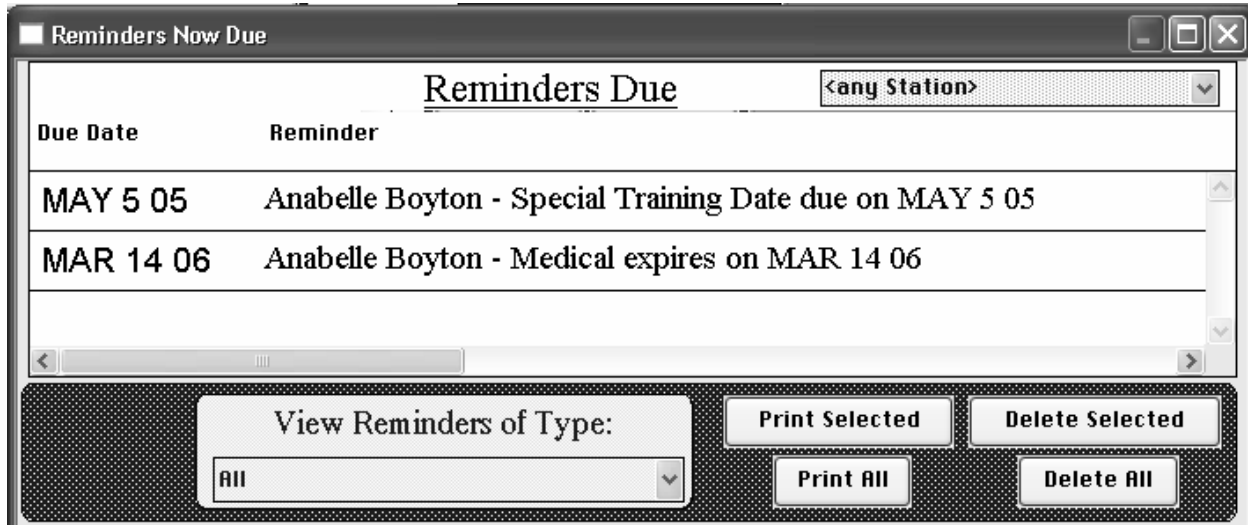
Use this command if you have altered any of the Notice Defaults (see [26.G.20](#)), or if for any reason you think that not all reminders are showing up.

Other Reminder Windows

29.G.10

Reminders Now Due

The Reminders now Due window is accessed from the **"Show Reminders Due"** button (**26.D.10**) on the reminder window or from "Show Reminders" on the Action menu.



From this window, you can view reminders that are due as well as print or delete reminders.

This is the same window that comes up automatically when you sign in to FirePro 2, (if you have that option turned on in passwords)

To automatically see the "Reminders Now Due" window when signing on to FirePro 2, see:



70.C.10 - During Startup, prompt for the following report

Notice in Months for New Reminders

This window is accessed from the "Set Notice Defaults" button ([26.D.30](#)) on the Reminders Window. Set or edit the defaults for the reminders to suit the needs of your department.

Category	Value	Unit
Years of Service:	6	months
CPR:	6	months
First Aid:	6	months
Medical:	6	months
Special Training Date:	1	months
Drivers License:	0	months
Inventory Service:	1	months
Incident Reports:	0	months

Note

When auto reminders are created, the notice date is calculated using these values. If at any point, you change one of these numbers, you should "re-create" the reminders so that they will reflect the new values.



Reports

The following reports can be produced using buttons on the Reminders Due window.



Print All

Print all reminders or reminders showing in the list.



Print Selected

Print specified reminders using the Print Selected button. Prior to clicking this button, select items to print by clicking on line items while holding down the "Ctrl" key.



Reports → Management Report Menu → Reminders.

This report shows reminders for individual firefighters. You can choose the date range, an individual firefighter, station or all firefighters to print for.

In order for anyone other than the administrator to run this report you will have to give them Management Reports permissions in the Passwords window.