

# FP2 - TIP 'O THE WEEK #125 PRINTING & EXPORTING DATA

This Tip replaces Tip O the Week #86 - Exporting Data

Hi Everyone,

We're sitting in the office in Nelson enjoying the sunshine and finding it hard to believe that we got several inches of snow last weekend. I had my patio furniture and barbecue out on the deck and was getting ready for springtime, but I didn't get any grilling done. Of course, the snow also meant that I didn't have to work on the yard – mixed blessing, I guess.

Doug's been happy, though – he gets to mountain bike one day and back-country ski the next. I have yet to get the bike out myself, but I'm planning a ride this coming weekend, assuming we don't get more snow.

On a more business-related front, springtime means we have to start thinking about wildland fires. It's a local tradition in the Kootenays to burn off dead grass and ground cover in the spring. The volunteer department I belong to (Tarrys Fire Rescue) has already had a few calls about people burning, but we haven't had to deal with anything out-of-control yet. Hopefully things will stay that way for us and for all of you!



## **Welcome New Client**

We'd like to welcome the newest FirePro client, Pemberton Fire Rescue. Pemberton is here in BC, about 20 minutes north of Whistler on Highway 99. This volunteer department has about 30 firefighters, led by Chief Russ Mack. The department was officially chartered in 1969 and serves the 8,000 people in the Village of Pemberton and surrounding area.

Pemberton purchased FirePro for their Bylaw and Fire Prevention Officer, Ben Hansler. Their set-up is interesting because they aren't using many of the "standard" FirePro modules. Pemberton is using FirePro for fire inspections, smoke alarm records, by-law infractions and public education - no incident reporting or training records here.

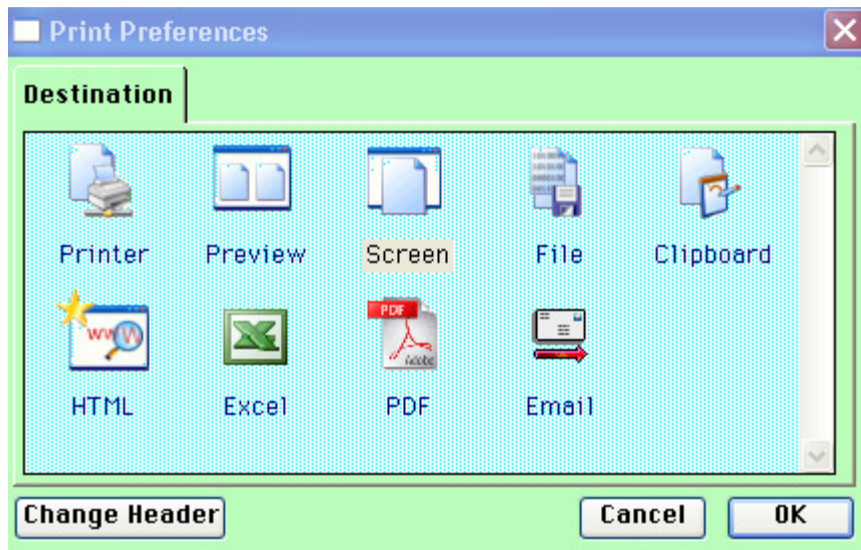
If you want to contact Pemberton Fire Rescue or share tips on using FirePro, you can sent them an email at: [pfr@pemberton.ca](mailto:pfr@pemberton.ca)



## **Printing and Exporting Data**

Entering data can be a time-consuming process, but the rewards for all that work are the reports and data outputs that you can create. Once a report has been completed, you have a number of options as to how you want the report to print.

Sending the report to the screen with the Preview option or directly to the printer are commonly used, but there are several other options available.



**Printing to a File** will create a text (.txt) file. A number of different programs, including Excel, have the ability to import or utilize text files.

**Printing to the Clipboard** allows you to subsequently paste the report into another program, which can be handy if you need to quickly transfer the information into a program like Word for further editing.

**Printing to HTML** creates the report as an html (web-format) document, which is great if you need to post information to a website. One thing to remember about printing to html is that html doesn't use page breaks (think web page), so printed html documents can sometimes look a bit different.

**Printing to Excel** creates a spreadsheet file with the report data; however, only certain reports translate well into Excel - usually the list-style ones. Using the Data Export option will usually provide cleaner spreadsheets. Other options for moving data to Excel include pasting from a clipboard print, or printing the report to the screen, left-clicking and dragging the selection box around the report text and copying and pasting to the spreadsheet. (It's amazing but that one really works.)

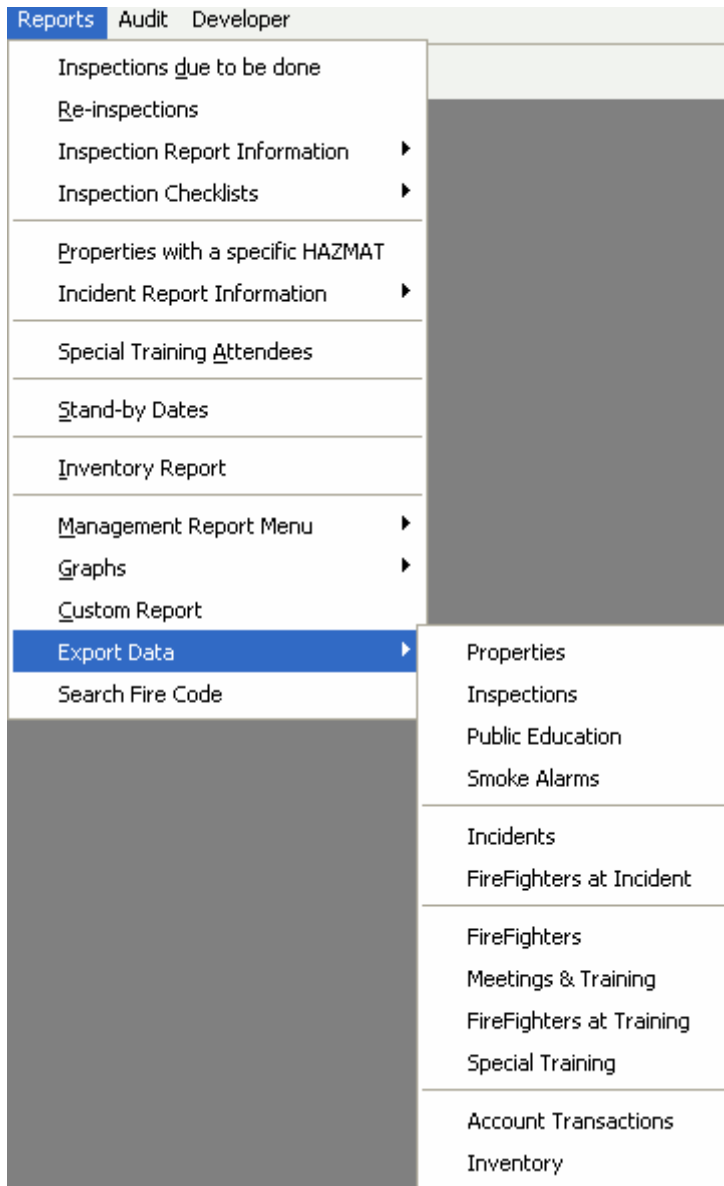
**Printing to PDF** is a quick way to create permanent copies of reports that can easily be archived on your computer, emailed or printed at a later time. If you don't have the PDF option on your Print Parameters, ask us about purchasing the PDF printer device.

**Printing to Email** requires that the FirePro email function be set-up (a pop-up will tell you how if it isn't). If it is, this option will create an email with the report as an attached PDF document (or html if PDF is not available). You can set up mailing lists or use email addresses from the FirePro Contact Manager, firefighter records or property contacts.

## Exporting Data

Sometimes, you'll need to generate a spreadsheet from FirePro data - possibly for the municipal council or a regional authority. The best way to do this is the Export Data options.

To access the Export Data options, go to the Reports Menu, and open the Export Data menu.



Data can be exported from the following areas of the FP2 program:

- Properties
- Inspections
- Public Education
- Smoke Alarms
- Incidents
- FireFighters at Incident
- Firefighters

- Meetings and Training
- FireFighters at Training
- Special Training
- Account Transactions
- Inventory

When you select one of these options, you will see a printing parameter window, similar to the one you see when printing reports. This window will look different depending on which module you are exporting from, and allows you to determine which records you want to be used for the data export.

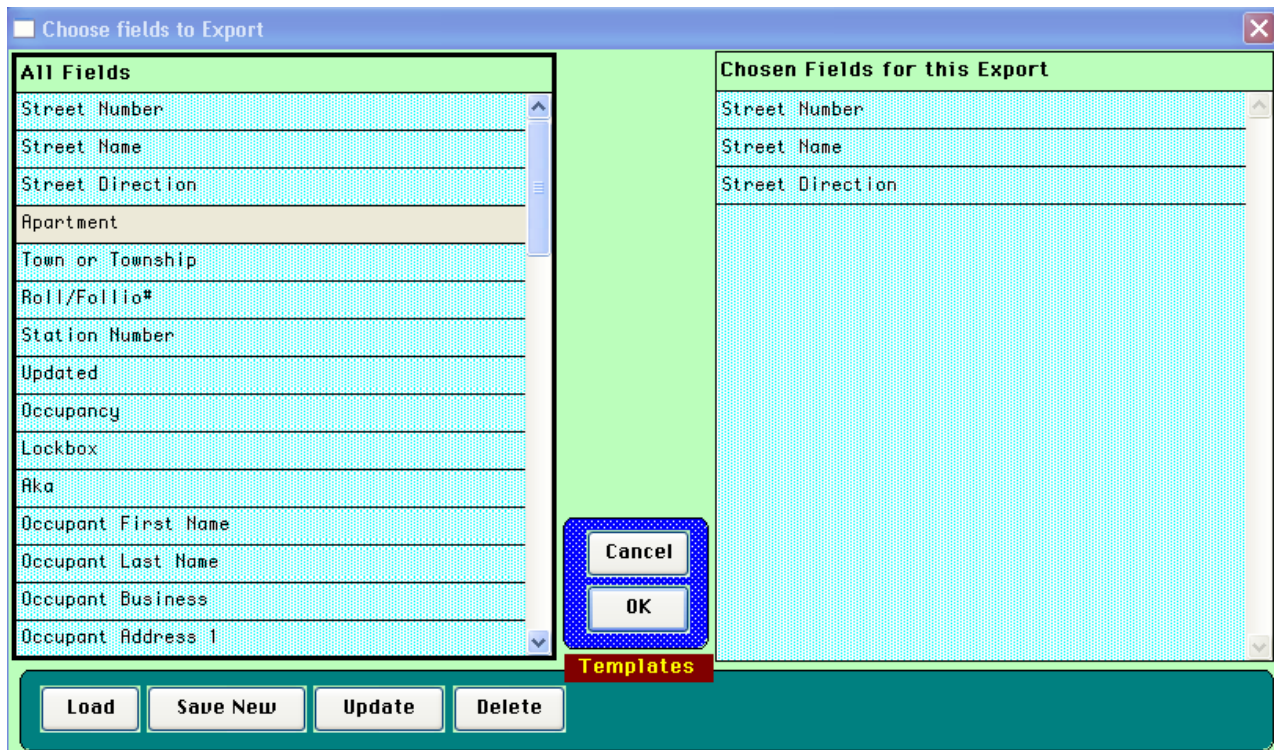
The example below shows the Property Printing Parameters window:

*Remember - if you are going to be exporting this data on a regular basis, you can save your parameters as a Template so you don't have to enter them next time.*

Once the Printing Parameters window has been completed, Click "OK". A new window called "Choose fields to Export" will appear. This window lists all the available fields from your selected records on the left, and the fields that this data export will use on the right.

To export the data, select the field you want by finding them on the "All Fields" column, clicking on them, and dragging and dropping them onto the "Chosen Fields for this Export" on the right. Items in the right column will display from left to right on the spreadsheet, and can be re-ordered by dragging and dropping

items within this section.



*Remember - you can create templates to store your export fields and order here as well. If you're going to use this export regularly (even if it's only once a year), save the template and save some time.*

When you click "OK", you will be asked for a file name and path for saving the file. The file is saved as a .csv file, which can be opened by any spreadsheet program. It may take a few tries to get exactly what you need, and if you're having trouble getting the right data fields, try going back to the module that the data is being exported from and checking the names on the fields that you want.



### Quote of the week:

"An education isn't how much you have committed to memory, or even how much you know. It's being able to differentiate between what you know and what you don't."

*Anatole France*



### Contacting us?

For all tech support, please send the emails to [fp2tech@ingenioussoftware.com](mailto:fp2tech@ingenioussoftware.com)

For administration or accounting, e-mail [anne@ingenioussoftware.com](mailto:anne@ingenioussoftware.com)

For training, e-mail [Jeremy at fp2train@ingenioussoftware.com](mailto:Jeremy at fp2train@ingenioussoftware.com)

You may also call us anytime at 866-352-9495. If for some reason you are unable to reach us, an alternate contact number is: 416-238-5333.

**If you'd like to see previous tips, you can view them online at**

[http://www.ingenioussoftware.com/Tips\\_index.htm](http://www.ingenioussoftware.com/Tips_index.htm)

**To view or download the FirePro 2 User Manual, go to:**

<http://www.ingenioussoftware.com/downloadman.htm>

If you have a general question that you want to ask the other users of FirePro or if you want to share some advice, please feel free to send to the list that the tip comes through to you on –

[fp2townhall@ingenioussoftware.net](mailto:fp2townhall@ingenioussoftware.net) – remember that everyone on the list will get your e-mail, so use this with discretion. When you reply to a message received on the list, your message will go only to “fireprotech” , unless you change the “to” field. So, if you want everyone to see your reply, change the address to [fp2townhall@ingenioussoftware.net](mailto:fp2townhall@ingenioussoftware.net)

**Please let other users of FirePro in your department know about the e-mail list too! They can subscribe to the list by simply sending a blank email to**

[fp2townhall-subscribe@ingenioussoftware.net](mailto:fp2townhall-subscribe@ingenioussoftware.net)

**We welcome all users and appreciate everyone's input.**

Enjoy the week ahead!

Jeremy