

# FP2 - TIP 'O THE WEEK #145

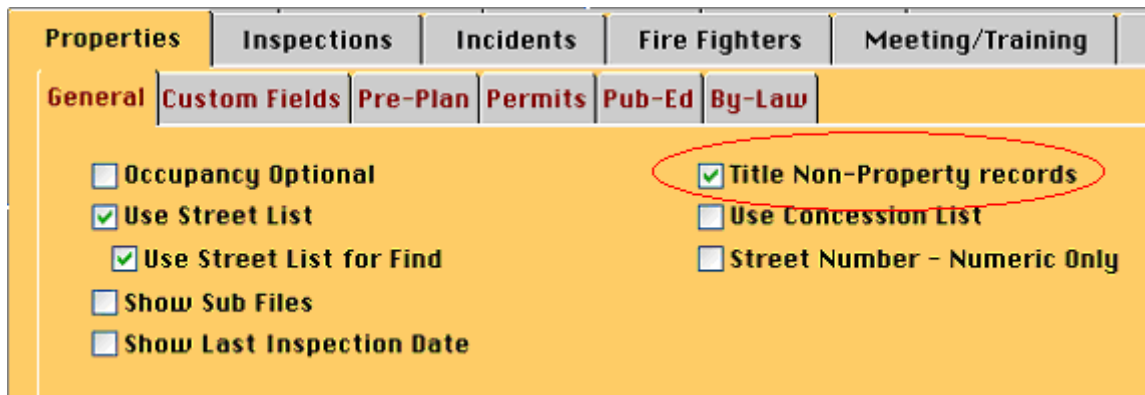
## NON-PROPERTY RECORDS



### Non-Property Records

Everyone has calls that don't have specific addresses; highway accidents, grass fires, that sort of thing. You can keep these kinds of non-property incident organized by creating Titled Non-Property records. These non-property records function a lot like your regular property records in that you can attach incidents, inspections, pictures to them, but they are much more customizable than property records.

When working with Non-Property records, the first thing to check is whether or not they are turned on. You can go to the Set-up→Custom Settings→Property Tab→General Tab, and ensure that the "Title Non-Property records" checkbox is turned on.



Once Titled Non-Property records are selected, you can start building a list of non-property records.

To see a current list of your non-property records, go to the FirePro2→Properties module; select the Action menu option, followed by the Find Non-Property Record option:



This will display a list of all your non-property records. If you want to see one, double-click on it.



### Planning Non-Property Records

It is possible to build your non-property record list as you go, creating them when you need them, but our recommendation is to build as much of your non-property list as possible at once. This method has several advantages: first, it allows you to plan out your non-property record structure, ensuring that you will get the information that you need out of them. Second, it reduces the chance of duplicating locations or records.

There are several things that you should keep in mind when planning and creating your non-property records:

1) Think about what you want to know. Sitting down with a pen and paper and saying "what would we like to know about our MVA and non-property call-outs?" is a great way of starting this process. The answers here will guide your decision making further down the line, and will make it easier to answer other questions that come up by giving you some big-picture goals to work towards.

2) Non-Property records can be as specific or as general as you need. This means that you can create a non-property record called "Motor Vehicle Accidents" for general usage, or create one called "MVA's at Intersection of First and Tenth". It's up to you decide what you want to get of these records. Likely, you will decide on a level of detail that is somewhere between these two extremes.

3) Non-property records can have Geo Codes assigned to them. This allows you to tie multiple property and non-property records together for reporting purposes. If you have urban and rural areas, for example, you can create Urban and Rural Geo Codes and assign them to the appropriate non-property records.

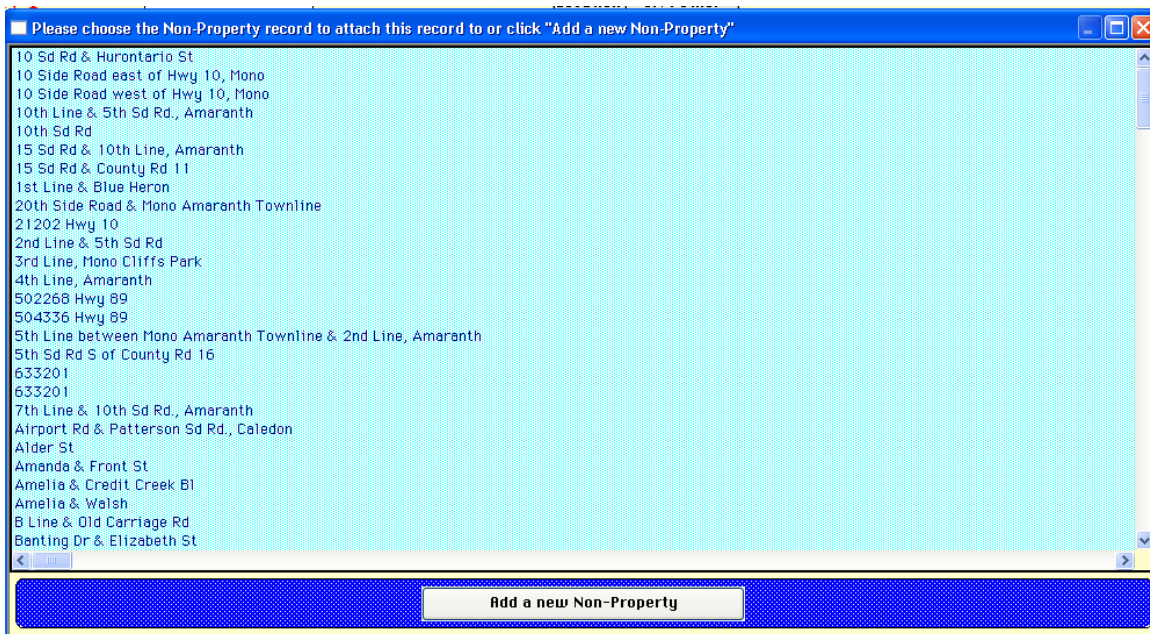
4) Each non-property record has a Primary and Secondary Name. These names can be different, both show up on the Non-Property record list, and link to the same record. They are used for areas that may have multiple names. Intersections are a good example. If you create a record with " First and Tenth Intersection " as the Primary Name, and " Tenth and First Intersection " as the Secondary, both names will link to the same record, ensuring consistency in organization.



### **Attaching Non-Property Incidents**

Non-property incidents are attached to non-property records *after* they are created, unlike regular incidents, where you find the property record first, and then create the incident.

To create a non-property incident and attach it to a non-property record, go to the FirePro2→New Non-Property Incident option. Fill in the basic incident information, and hit "OK". The first time you save the new non-property incident, you will be taken to the Non-property record list, where you can double-click on a non-property record to attach the incident.



If necessary, you can create a new non-property incident in this window - but remember, if you create it, you must still double-click it afterwards to attach the incident to it. If you don't, and exit this window, your incident will be deleted, so be careful.