

FP2 - TIP 'O THE WEEK #147 USING REPORT PARAMETERS



Using FP2 Report Parameters

FP2 Reports are one of the most powerful parts of the program, but the sheer number of options in the Report Parameter screens can be a bit overwhelming. This tip is intended to give you a overview of how report parameters work, and provide some useful tips to make report generation easier.

There are literally dozens of different reports available in FP2, and the number balloons to hundreds when the various report parameters are factored in. This can make finding the report you want difficult, but there are a few guidelines you can follow to make the process easier.

First, determine what you want the report to show you – “I want to see a list of all the training sessions this month, and the names of everyone who attended”, for example. This should tell you right away where you want to start looking for the report. Because we are looking for training sessions, we should start in the Training Management reports.

If we wanted a report that listed all Firefighters with the training sessions that they attended, we should look in the Firefighters Managements Reports. The perspective of the report – what sort of records you want determines which menu you should find the report under.

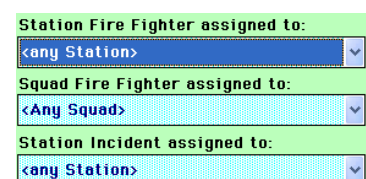
The next thing to look for in the reports is keywords. Things like “attendance”, which means “everyone that attended a session” or “by”, which indicates how a report is sorted or organized. The “Checklists by Property Type” report, for example, gives you the total number of inspection checklists performed for each Property Type.

Don't be afraid to go in and run test reports – it's good to have a general idea of what most of the reports do. Sometimes, they give you information that you didn't even know you could get.



Once you have identified the report that you need, you'll probably be offered some report parameters. Date is the most common parameter, and the preset Date Ranges can be very helpful there. Just selecting a date range option, and FP2 will automatically calculate the date range, relative to the current day. Remember, if you use a preset date range on a Report Template, the date will re-calculate each time you run the report.

Another Parameter that you will use frequently is the Station or Department parameter. Some reports will



actually have 2 Station or Department parameters – Station Firefighter Assigned To and Station Session Assigned To. The difference here is that each incident or training session is assigned to a particular Station, but Firefighters from other stations can be assigned to that session.

So if you want to get a list of all firefighters that attended incidents at Station 1, select Station 1 from the “Station Incident assigned to:” list, and not the “Station Fire Fighter assigned to:” list. The Squad (or platoon) assigned to parameter can also be useful here, but be sure to remember how you are organizing your squads. Some departments create station records called “Squads”, so you would have to use the Station parameter to correctly search for those records.

Incident Report Printing Parameters

General

All Report Types

Response Time

Area & Sub-Area

Response Type

Fire Report Dates

Dollar Loss

Dollar Saved

Responders

Alarm Time

Total Time

Include

Owner Information

Occupant Information

Property Notes

Fire Fighters Involved

Output

Report

Summary Only

List

Sort By

Date

Response Type

Search Parameters

Report Printing Options

Output Options

Sort Options

When you are looking at the Report Parameters page, there are several different areas, which do different things. The radio buttons and lists on the left are search parameters, and determine which records are included in the report.

The checkbox items on the right are report printing options, and determine which information from the selected records is displayed on the report.

The Output radio buttons determine the type of report that is created. The List option displays a list of FP2 records within the program, not a printed report. You are able to double-click on the lines of the list to open the records directly

The Sort By radio buttons determine how the records and information is sorted on the report.

By selecting the appropriate report, and understanding how the report, printing, output and sorting parameters work, it's possible to generate almost any report in FP2. And remember, if you managed to create a report that you like, save the Template (See Tip of the Week #105 – Report Templates)