

FP2 - TIP 'O THE WEEK #151 ELECTRONIC REPORT TRANSMISSION

There are a lot of reasons that using FP2 is useful for a department, but next to compensation, nothing is quite so important as reporting. The reporting structure varies from province to province, but filling out reports is pretty much universal – everyone has a provincial body that they report to, in one way or another.

FP2 does it's best to streamline the reporting process by offering electronic report transmission wherever possible. This means that you can create electronic files and either email them or upload them directly to a government website, speeding up the reporting process and ensuring that you don't have to re-enter records that you have already entered in FP2.

The first step to creating an electronic transmission happens automatically, while you are creating an Incident report. FP2 checks the Response Type and other info in the incident record, and determines if it's an incident that must be reported to the provincial authority. If it is reportable, then a "Transfer" checkbox is turned on in the Transfer Tab on the top right corner of the Incident record.

Created	Transferred	
Date Transferred:	<input checked="" type="checkbox"/>	Transfer

FP2 will also "Validate" the incident, checking it against the provincial requirements to ensure that all mandatory information has been filled out. Unfortunately, we can't check that the information is accurate, only that it's all been filled out – accuracy, you have to handle yourself.

Once you are ready to submit incidents electronically, go to the Reports→Mgt Report Menu→Create <Province> Transmission File. You will then be asked for a cut-off date. When you select a cut-off date, all incidents with a "Transfer" flag turned on that occur on or before the cut-off date, will be included in the electronic transmission file.

FP2 will then re-run the validation process on all incidents that are included in the electronic transmission, and display a list of incidents with missing information.

Incomplete Incidents - Please fix this before running this report		
Number	Created By	Message
09-001	THE CHIEF	Initial Personnel not filled in; Estimated Distance not filled in;
09-002	THE CHIEF	The more information screen has not been filled; Initial Personnel
09-002a	THE CHIEF	The more information screen has not been filled; Dollar Loss has no
09-004	THE CHIEF	Agent Applied not filled in; Under Control Time not filled in; Stc
09-005	WILLIAM SHARING	Dollar Loss has not been entered; Township not filled in; Initial
09-006	THE CHIEF	The more information screen has not been filled; Dollar Loss has no
09-007	THE CHIEF	Initial Personnel not filled in; Estimated Distance not filled in;
09-008	WILLIAM SHARING	The more information screen has not been filled; Township not fille

You can double-click any of these incidents to go directly to the incorrect incident, where you can update the record with the mandatory information. There are several things to remember about this list:

- 1) You will not be able to transfer any records electronically until all the records in the transfer are complete.
- 2) Updating a record from the Incomplete Incidents list will not update the list. The record will stay visible until you re-run the "Create Transmission File" option.
- 3) Once you have completed all the incidents on the list, you must re-run the "Create Transmission File" option to create an electronic transmission file.

Once a transmission file has been created, you will receive a pop-up message that will tell you the name and file location of the file to be sent/uploaded. You will also receive a "do you want to mark these reports as sent?" message. Clicking "Yes" will remove the "Transfer" flag from all included incident reports, ensuring that they are not transmitted again in the future.

Depending on your provincial authority, there may be additional steps after the reporting file is created.

BC – upload the file to the OFC website.

AB – email the files to AEMA.

AB (AAIMS) – upload the files on the AAIMS website.

ON – as of the 81.08 update, FP2 has the option of emailing the electronic files directly to the OFM, if email is set up for FP2. Otherwise you need to email the two files using your regular email program.