

# FP2 - TIP 'O THE WEEK #77

## FINDING AN ADDRESS



### Finding an Address

The Property window is the central window in the FirePro 2 system. Getting to know your way around it is vital to your ability to make the best use of the FP2 program. While the Properties window is really pretty straightforward, its many links to other critical information can make it appear to be more complex.

How do you find an address on a street that you are not sure of the spelling on or that you forget the exact name of? I know this could easily happen to me! I might remember that the address was 1712 Fa something or another street. Was it Davies? Davis? Well, here's how you can find it!

From the property screen, click the "Find" button.



Alternately, select "Find" from the action menu on the property window. One other way is to use the keyboard shortcut "Ctrl+F".

Action	
<u>A</u> dd	Ctrl+A
Add Non-Property record	
<u>E</u> dit	Ctrl+E
Duplicate	
Find Non-Property record	
<u>N</u> ext	Ctrl+N
<u>P</u> revious	Ctrl+R
<u>D</u> elete Property	
Merge Property	
Change to a Non-Property record	
List	Ctrl+L
<b>Find</b>	<b>Ctrl+F</b>
<u>P</u> rint Details	Ctrl+P
<u>P</u> rint Incident Reports	Ctrl+I
Change Street Name List	
Clear Preplans	
Clear all HAZMATs	

This will bring up the following window:

3 properties found for DAVIES

St Name	St #	Occupant Last	Occupant First	Owner Last	Owner First	Sub Files
DAVIES	444	Brown	Dan			(1 incidents)
DAVIES	445	Brown	Susan	Brown	Susan	(2 incidents 1 checklists)
DAVIES	1234	Starfish	Patrick	Starfish	Patrick	

Print: Report, List, Checklists

Find By: Address/Name/Roll/Folio #, Other Parameters, All

0 Selected: Remote, View, Clear, Add To, Remove Selected

Sort/Display List: Address Find, Show Details

Address | Name | Roll/Folio # | Date Updated

Street #:  Street Name: DAVIES Type:

Direction:  Suite #:  Town or Township:

Starts With  Starts With

(Only a partial street name or a Town/Township is mandatory. All other information is optional)

Search on:  Civic Add.  Rural Add.

OK Cancel

The address tab is selected by default. If you wish to search by Name, Roll/Folio#, or Date Updated, click the appropriate tab. For the purpose of today's tip, we're focusing on the Address tab.

In the Street Name field near the bottom left of the window, you can select the street name from the drop down list – although if your list is very long, this can be somewhat cumbersome.

You can also just start typing the first few letters in the Street Name field and FirePro will bring up streets matching what you have typed so far.

Or, as in the example above where it could be one of a number of streets in your jurisdiction, you can click the "Starts With" box and type the first few letters of the street in the street name field and click "OK". You will get a list of all addresses matching your search criteria, or if there is only one match you may get the address you are looking for first try and FirePro 2 will take you directly to the property window for the address.

Street name (or a partial street name) is the only required field to perform an address search. You can use street numbers if you like, or just like the street name, a partial street number by clicking the "Starts With" box.

You can look at your search results anytime by clicking the "List" button on the property screen. This list will stay in place until you do a new search, even if you go to other parts of the program.

### Here's a quick tip when entering a new address in FirePro 2!

If you are adding a new address on the property screen you can also just start typing the first few letters in the Street Name field and FirePro will bring up streets matching what you have typed so far.

If you have a totally new street name to add, go to:

Maintenance → Edit Pop-up Lists → Address Pop-ups → Street Names, or Action → Change Street Name List (from the Property window).



### Quote of the week:

"My experience has taught me that a man who has no vices has damned few virtues." -- Abraham Lincoln