

# FP2 - TIP 'O THE WEEK #45

## REMINDERS WINDOW



### FirePro 2 → Reminders window

If you are anything like me, you need a good reminder system to be sure nothing gets forgotten! Fortunately, FirePro 2 has a system in place to help you with reminders for your department (it won't remind you to pick up milk on the way home or help you find your car keys though – you are on your own for that!).

The “**Reminders Due Now**” window automatically opens up each time you log into FirePro 2 and will show you the reminders by their respective due dates (provided you have that turned on in the password menu – Startup → Passwords).

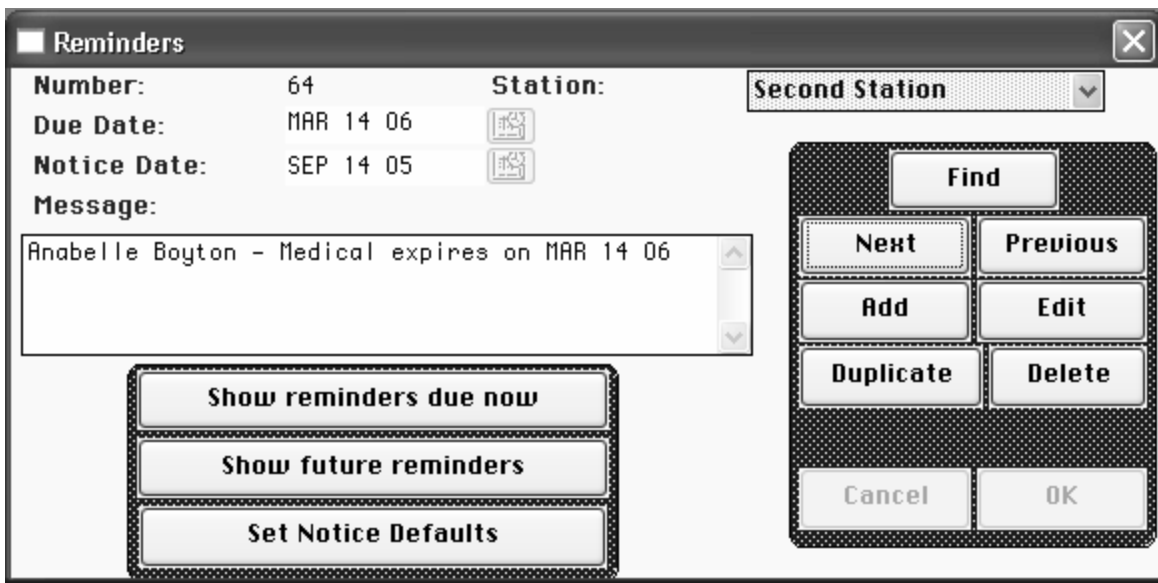
**During Startup prompt for the following reports:**

Other Reports | My Inspections

- Reminders
- Inspections Due to be Done
- Outstanding Inspections
- Print Reported Defects

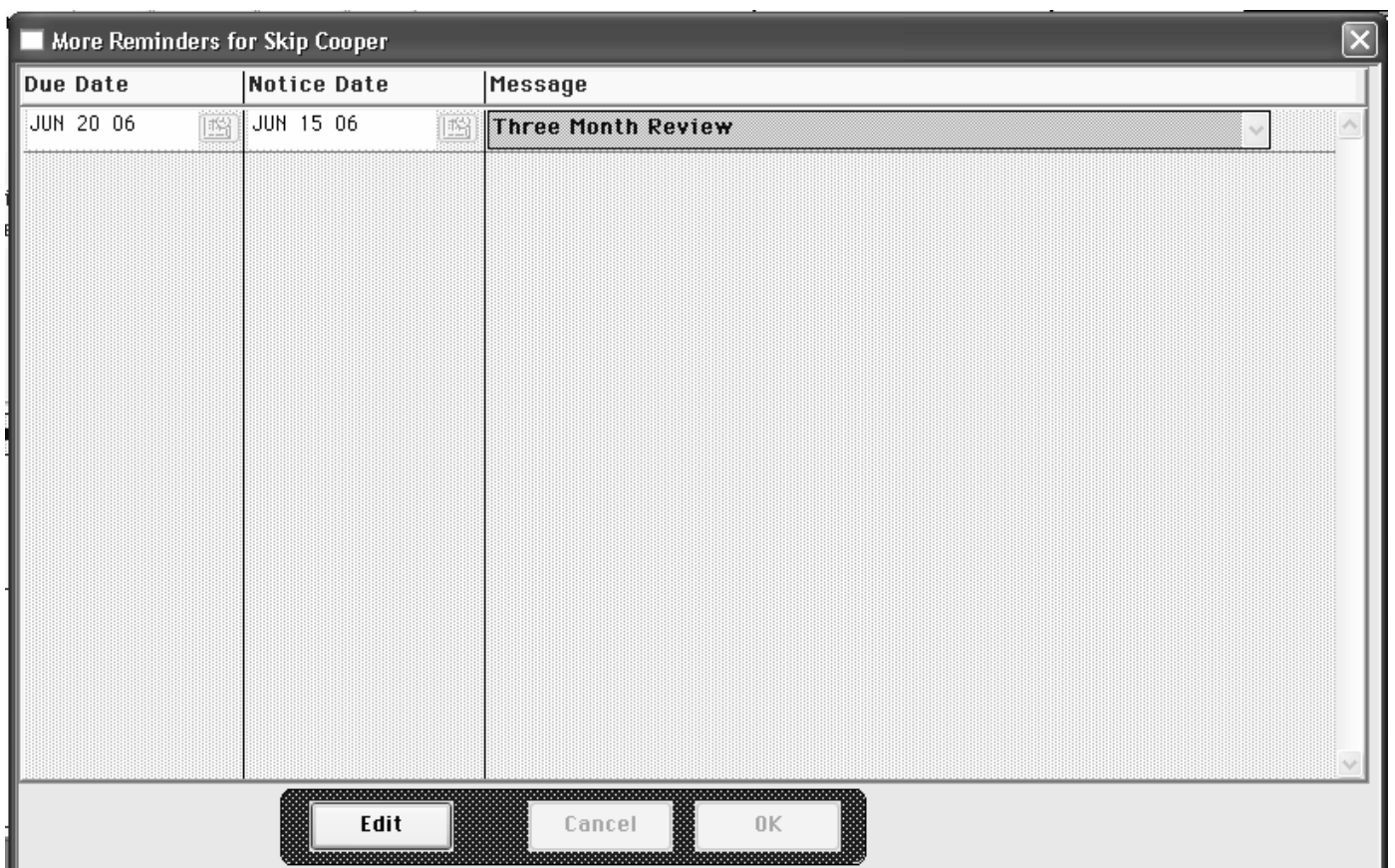
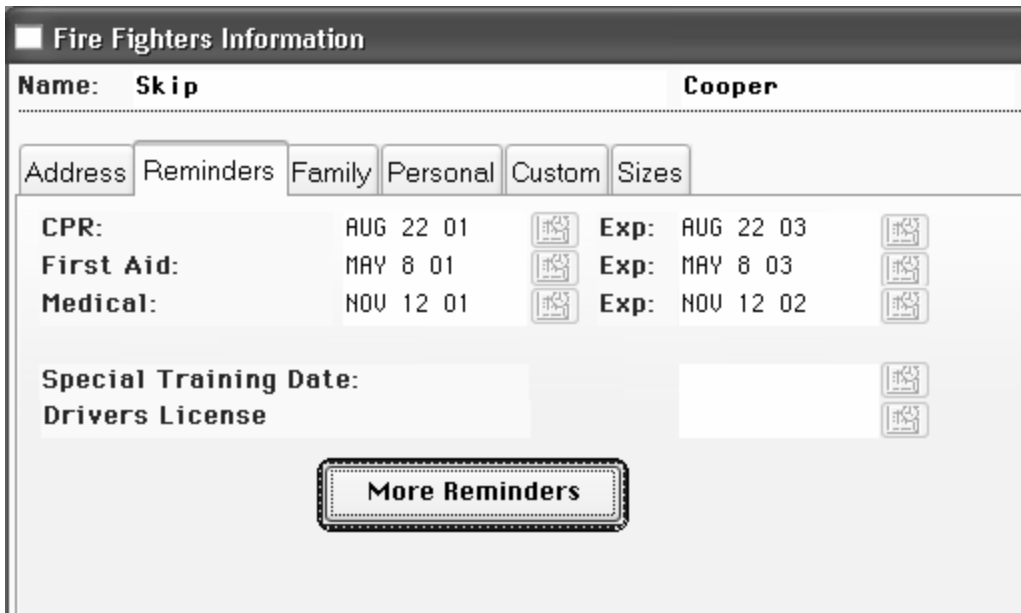
However, there is functionality with reminders beyond this window. To access the main reminders window, go to:

| FirePro 2 Reports         |          |
|---------------------------|----------|
| Properties                | Ctrl+1   |
| Fire Fighters             | Ctrl+2   |
| Standby Assignments       | Ctrl+3   |
| Meetings & Training       | Ctrl+4   |
| New Non-Property Incident |          |
| Find Incident Report      | ▶        |
| Find Inspection           | ▶        |
| Find Inspection Checklist |          |
| Building Permits          | ▶        |
| Accounting                | ▶        |
| Personnel Management      | ▶        |
| Contact Manager           |          |
| Inventory                 | Ctrl+6   |
| Operational Guidelines    | Ctrl+8 ▶ |
| Hydrant Information       | Ctrl+7   |
| Reminders                 |          |



Reminders are generated automatically from the Inventory, Fire Fighters and Incident sections of FirePro 2.

On the Fire Fighter window, there is also a button called "More Reminders" that allows you to enter any other reminders you wish for a particular fire fighter. These are reminders that will come up one time only. For example, if you have a new firefighter that you need to do a 3 month review with, or if you need to do a one year exam, you could enter the reminder here.

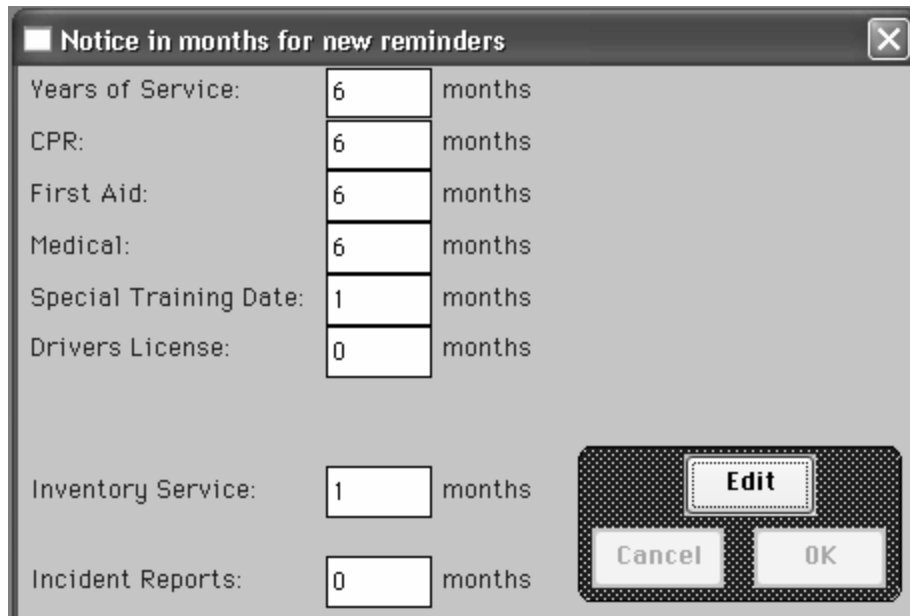


You may also enter any reminder manually on the Reminder Window itself.

On the reminders window, you can view reminders currently in the system, or access other reminder windows using the buttons.

The features/buttons we will look at today are **“Set Notice Defaults”** and **“Show future reminders”**.

Click on the **“Set Notice Defaults”** button to open the “Notice in months for new reminders” window.



| Reminder Type         | Value | Unit   |
|-----------------------|-------|--------|
| Years of Service      | 6     | months |
| CPR                   | 6     | months |
| First Aid             | 6     | months |
| Medical               | 6     | months |
| Special Training Date | 1     | months |
| Drivers License       | 0     | months |
| Inventory Service     | 1     | months |
| Incident Reports      | 0     | months |

Here you can set or edit the defaults for the reminders to suit the needs of your department. You can decide how far in advance you would like to be reminded of certain events.

When automatic reminders are created, the notice date is calculated using these values. If at any point, you change one of these numbers, you should "re-create" the reminders so that they will reflect the new values. To do this, go to: Action → Re-create all Reminders.

Click the **“Show future reminders”** button to view only those reminders coming due within the specified range of dates.

For example:

If you have the CPR field set to “6” you will automatically be reminded six months in advance of those requiring CPR training. This can help you with scheduling the training sessions.

If you know that you will be a holding training session only two times each year, you can look at future reminders to see who will need the training at the next session. So, if you are having sessions on May 25 and November 25, you would look to see who has a reminder set between now and November 25 – those people would have to attend the May 25 session as the November 25 session would occur after their ticket expires and be too late for them.



Quote of the week:

“At twenty a man is full of fight and hope. He wants to reform the world. When he is seventy he still wants to reform the world, but he knows he can't.”  
*Rodney Dangerfield.*