

FP2 - TIP 'O THE WEEK #84

RETIRING A FIREFIGHTER & FIREFIGHTER DISPLAY ORDER



Retiring a FireFighter

When a firefighter retires from your department or leaves for any reason, it is essential that their records remain intact in FirePro 2 since their record is linked to historical Incidents, Inspections, Payroll, Meetings and Trainings, and many other components of the FP2 program. Just deleting their record would alter important data.

However, you will want to make their records inactive so that their name no longer appears in firefighter's lists etc. You will also want to record the date of their departure from the fire department.

Recording that a firefighter has left your department is simple:

1. Open the Firefighter's record. Click Edit.
2. Go to the Personal Tab, and enter a date into the "retired" field.

The screenshot shows the 'Fire Fighters Information' window for a firefighter named Skip Cooper. The 'Personal' tab is active, and the 'Retired' field is set to APR 3 07. The 'Find by Station' window is open, showing a list of firefighters including Skip Cooper, William Sharing, Dave Johnson, Jerry Jones, and Suzie Johnson. The 'Station' dropdown is set to Station 1.

The firefighter's name will no longer appear in firefighters lists.

Finding a Retired FireFighter's Record

A retired firefighter's record can be accessed through the use of the "Find" button on the firefighter's window.

You may also view a list of retired firefighters by selecting *Retired in the "Find by Station" drop down list (in versions 74.5 or newer)

The screenshot shows the 'Find by Station' window with the 'Station' dropdown menu open. The dropdown list includes 'Station 1', 'Second Station', and '*RETIRED'. The '*RETIRED' option is selected, and a mouse cursor is pointing at it.

Returning Firefighters

What do you do if you have a firefighter return to the job after you have "retired" them in FirePro?

This is fairly easy! Just change the date hired to the date of their return, clear the retired date field, and fill in the previous months of service based on their previous employment with the department. If the previous months of service is not showing, go to Set Up → Custom Settings → Firefighters and click the "Show Previous Months of Service" box.

Changing the Display Order

You can change the display order of all firefighter lists by going to:

Set Up → Custom Settings → Firefighters

and selecting an option from the drop down list in the "Fire Fighters Lists" field.

The screenshot shows the 'Custom Settings' dialog box with the 'Fire Fighters' tab selected. The dialog is organized into several sections:

- Field Titles:** Includes fields for Initials, Equipment #, Work Phone, Custom text, and Dates (Hep B, Date 2, Date 3). There are also input fields for Sizes.
- Reminder date titles:** A table with columns for title and expiration (Exp):

CPR	Exp: 12
First Aid	Exp: 24
Medical	Exp: 12
Special Training Date	Exp: 0
Drivers License	
- Text Field:** A single text input field labeled 'Text field'.
- Fire Fighter Lists:** Contains two dropdown menus: 'Order List by' (set to 'Rank - Initials') and 'Display List as' (set to 'First - Last').
- Checkboxes:** A list of options with checkboxes:
 - Show Previous Months of Service
 - Show Squad list
 - Use Multiple Pictures
 - Monitor SCBA
 - Monitor Driving
- Set Reminder if > 30 Days:** A numeric input field set to 30.

On the right side of the dialog, there are three buttons: 'Edit', 'OK', and 'Cancel'.



Quote of the week:

"A dictatorship would be a heck of a lot easier, there's no question about it."
George W. Bush