

FP2 - TIP 'O THE WEEK # 42

UPDATE REMINDER DATES FOR MANY FIRE FIGHTERS



Update Reminder Dates for many FF

If you need to update reminder dates for a group of firefighters, you do not need to go into each firefighter record individually. From the Fire fighters information window you can access the action menu below.

Action → Update Reminder Dates for many FF

Action	
Add	Ctrl+A
Edit	Ctrl+E
Add Many	
<hr/>	
Find	Ctrl+F
Next	Ctrl+N
Previous	Ctrl+R
<input checked="" type="checkbox"/> Hide Retired Firefighters	
<hr/>	
Delete	
<hr/>	
Print Details	Ctrl+P
Print Inventory Assigned	
Print Shift Changes	
Print Modules and Components Signed Off	
<hr/>	
Update Reminder Dates for many FF	

This action item will open a new screen that allows you to update any of the date entries for any group of firefighters, including all custom date fields you have entered through the set-up window.

Update Reminder dates for many Firefighters
✕

Station: **Station 1**

- Skip Cooper
- William Sharing
- Dave Johnson
- Jerry Jones
- Suzie Johnson

CPR: APR 25 06 Exp: APR 25 07

First Aid: Exp:

Medical: Exp:

Special Training Date:

Drivers License:

Date 1:

Date 2:

Fire Fighters' records to change

- Skip Cooper
- Dave Johnson
- Suzie Johnson

Set Dates to be changed

Click the **"Set Dates to be changed"** button and enter in the dates that you want changed in the upper right hand portion of the window. If a date is

left blank, the corresponding date on the Firefighter Window will be left as it is.

For example, if your department has just completed CPR training, you can change the dates for all fire fighters that attended the training while leaving all other dates as they are (as above).

Select the firefighters whose records you need to change from the list on the left. Click the **"Add to List"** button to add them to the Fire Fighters records to change list at the bottom center of the window. Click **"Write Dates NOW"** to update those records.



Quote of the week:

"Only a fool tests the depth of the water with both feet." - *African Proverb*