

# FP2 - TIP 'O THE WEEK #100

## ASSIGNING INVENTORY TO A FIREFIGHTER



### Assigning Inventory to a Firefighter

If you want to keep track of inventory items that are used by an individual firefighter only, you can assign these items to them.

The screenshot shows the 'Fire Fighters Information' window for a firefighter named Skip Cooper. The window is divided into several sections:

- Name:** Skip Cooper
- Address:** 2110 Water Street, City: Your Town, Prov: ON, Postal: LOL 0L0
- Phones:** Home: 666-1111, Work: 666-6112, Other: , Other2:
- E-Mail:** scooper@email.com
- Rank:** Deputy Chief (dropdown)
- Station:** Station 1 (dropdown)
- Squad:** Sq1 (dropdown)
- Initials:** SC
- Updated:** AUG 10 06
- Buttons:** Find, Print, Next, Previous, Add, Edit, Add +, Cancel, OK
- Menu:** Meetings/Training, Special Training, Incidents, Links (0), Payroll, Standby, Letters, Injuries, Subjects Signed Off, **Inventory Assigned** (circled), Exams & Promos, Pictures (0)
- Find by Station:** Station 1 (dropdown), List: Skip Cooper, William Sharing, Dave Johnson, Jerry Jones, Suzie Johnson
- NOTES:** Empty text area

From the Fire Fighters Information window, click the "Inventory Assigned" Button. This will open the Inventory Assigned window (below)

The screenshot shows the 'Inventory assigned to Skip Cooper' window. It features a table with the following data:

Code	Category	Sub Category	Comments
BOOTS	CLOTHING		
BG-01	CLOTHING	PROTECTIVE CLOTHING	

Below the table is a 'Comments' text area and a set of buttons: Add, Edit, Delete, Cancel, OK.

This window shows any inventory items assigned to a particular firefighter.

To add an inventory item to the list for this firefighter, click the "Add" button to open the Inventory Entry window (as follows).

**Find the inventory item for the expense**

Category: AIR TANKS

Sub-Category: S.C.B.A.

Location: COMPRESSOR ROOM

Station: Station 1

Code: BA 101

Serial #: 46752WE112

Quantity: 1

Purchased:

Cost: 550.00

Service Schedule Type	Last Serviced		Schedule	Service Due
Hydro-Static	JUN 6 06		every 60 months	JUN 6 11
Replace O rings	MAY 2 06		every 24 months	MAY 2 08
Air Change	DEC 3 03		every 3 months	MAR 3 04

Description: Specifications:

Find by Category

Find by Location

Next Previous

**Continue**

Add Edit Dup

Print

Defects Assigned

Picture 0

Cancel OK

Apparatus  
 Link to Incidents  
 Retired

You can find the inventory item you are looking for by using the "Find by Category", "Find by Location", "Next" or "Previous" buttons. If it is a new item, you can "Add" it to the inventory window at this time. When you find (or add) the inventory item you wish to link to the firefighter, click the "Continue" button. This will add the item to the firefighter record and take you back to the "Inventory Assigned" window.

To remove an item that is no longer used by the firefighter, select the item on the "Inventory Assigned" window and click the "Delete" button. This will remove the item from that firefighter's record while still leaving it as an active inventory item so it can be assigned to another firefighter if need be.



**Quote of the week:**

"Get excited and enthusiastic about your own dream. This excitement is like a forest fire - you can smell it, taste it, and see it from a mile away."

*Denis Waitley*