FP2 - TIP 'O THE WEEK #16
CUSTOM LISTS ON THE INCIDENTS WINDOW

The three custom lists available on the Incidents Report window will only be visible if they have been activated. So, if you're reading this week's tip and wondering what lists we're carrying on about, it's likely that yours have not yet been set up. Here's a chance to decide if your Incident Reports would benefit from the addition of one, or several, extra list fields.

These lists offer a chance for your department to customize the information available on your department's Incident Report to accommodate your specific requirements. Once activated, they will appear as drop-down lists just below the existing series of list fields on the Incidents Window. The first step is to name the Custom List fields, and this is done through the set-up menu.

NAMING THE CUSTOM LISTS FIELDS

1. From the set-up menu, select ***System Information***. Click on the ***Custom Settings*** Button.

2. Choose the ***Incidents Tab***, and then the ***Custom Fields*** Sub-tab.

3. Name the Custom Lists that will appear on your Incident Report in the fields entitled, "***Custom List 1 (2, 3) Title"*** For the sake of example, I'm going to call Custom List 1 "*Mutual Aid",* Custom List 2 *"Teams at Incident"* and Custom List 3 "*Incident Status*".

4. Now that we have named the custom fields, we need to populate the drop-down lists. To do this, go to the Maintenance Menu, select <u>Edit Pop-up lists</u> → <u>Other Incidents Lists</u> → <u>Whatever you have named Custom List 1</u> (this would be Mutual Aid in the above example). This will open a window that requires you to list the items you wish to appear in that drop-down list. Once this first list is complete, go back to the Maintenance Menu and follow the same procedure to populate all of the lists that were named in Step 3.

5. When you open an Incident report, the Custom field(s) will be there, ready for you to choose an item from those drop-down list(s) you created.

It is also important to note that each of these three fields is used differently in FP2 reports. This information will help you in deciding which list to use for each type of information that you want to track.

- The data you insert in **Custom List 1** will subsequently become a list that you can choose from in the reports accessed through Management Report → Incident Reports. This means that when you run the Incident Report, you can choose to print the reports that match one item from this list. (So, using the example above, I could use any one of the Mutual Aid list items as a report parameter).

- A statistical report pertaining to **Custom List 2** can be accessed through Management Report→ Incident Reports → Statistics based on …..Whatever you have named Custom List 2. This report will be divided up by the components of this list. It shows the response times of incidents for each of the items in the list and you can specify that the report show the percent that are under a certain threshold measured in seconds.

- Data inserted in the **Custom List 3** field**,** will print on the incident report (as will the others) but this field is not used in any other specific reports.