

FP2 - TIP O' THE WEEK #68

FINDING PROPERTIES



Finding a Property

This week's subject is a big one – and while we covered it a short while ago (tip 57), some things have changed. We figured it was a good topic to do again as it is important to have a good understanding of how to find properties, thus making it easier to use FirePro 2.

From the property window, click on the **"List"** or **"Find"** buttons to open the following window:

St #	St Name	St Type	Dir	Apt	Township	Occupant First	Occupant Last	Occupant Business	Owner First	Owner Last	Owner Business	AKA
13	MAIN	DRIVE	N		ANOTHER CITY							
13	MAIN	DRIVE	N	102	ANOTHER CITY							
642	MAIN	LANE			YOUR TOWN			Your Town Library			Your Town Library	Your
123	MAIN	STREET			YOUR TOWN	Dave	Brown		Dave	Brown		
131	MAIN	STREET			YOUR TOWN			Fairview Theatre	James	Duck	Theatres Are Us	Capi
888	MAIN	STREET			YOUR TOWN	Joe	DiMaggio	Your Bowlorama	Joe	DiMaggio	Your Bowlorama	Joe'

Print | **Find By** | **0 Selected** | **Sort/Display List**

Report | List | Checklists | Address/Name/Roll/Folio # | Other Parameters | All | Remote | View | Clear | Add To | Remove Selected | Show Details

Address | Name | Roll/Folio # | Date Updated

Street # | Street Name | Type | Direction | Suite # | Town or Township

Starts With | Exact Street

(Only a partial street name or a Town/Township is mandatory. All other information is optional)

Search on: Civic Add. Rural Add.

OK | Cancel

Clicking the **"List"** button brings up the list of all properties from the last find and does not show the find fields below. Click the **"Address/Name/Roll/Folio#"** button to reveal these "Find" tabs and fields.

Clicking the **"Find"** Button on the property window opens the window with the "Address", "Name", "Roll/Folio#" and "Date Updated" tabs displayed at the bottom of the window.

Your search results will display in the upper portion of the window. Double click on a selected Property address or click the **"Show Details"** button to go to that property record.

The list will remain until it is cleared, enabling you to go back to these properties at any time by clicking the **"List"** button on the property window.

Find by

Click on the "Address/Name/Roll/Folio#" button to show the lower tabs on the window and find a property matching your criteria.

Address

Note: Only a partial street name or town/township is required in the Find by Address window. Enter as much or as little information as you choose.

Completing other fields will further define search results. (The less you enter, the more likely you will include the address that you are looking for.)

STREET NUMBER

If known, enter the street number (if the "Starts With" checkbox is checked, the system will find all properties that start with that number. ie: if you put in 10 it will find 10, 100, 1010, 102 etc...)

STARTS WITH

If you check this box and enter a number in the number field, the system will find all properties with numbers that start with those digits.

STREET NAME

Entering just the first few letters of a street name can be sufficient to yield a list of properties on all streets that start with those letters (if the Exact Street checkbox is unchecked).

EXACT STREET

If you check this box, your search will be successful only if you have entered the street name exactly as it appears in the desired property record.

TYPE

Optionally indicate if it is a road, avenue, street etc.

DIRECTION

Optionally indicate the direction (ie: N, NW, S, SW etc)

SEARCH ON:

Define search parameters by checking the appropriate box. Check "Civic Address" to search by street #, street name, etc. Check Rural Address to search on the fields Lot # and Line/Con.

When you have entered your search criteria, click the "OK" button. If more than one match is found, a list will be generated. Double click on a line item to view that Property record.

Name

Clicking on the "Name" tab will open the following window:

The screenshot shows a search window with the following elements:

- Four tabs at the top: "Address", "Name" (selected), "Roll/Folio #", and "Date Updated".
- A row of three checkboxes: Find by Occupant's Business Name, Find by Owner's Business Name, and Find by AKA Name.
- A second row of checkboxes: Find by Occupant's Last Name and Find by Owner's Last Name.
- Radio buttons for "Starts With" (selected) and "Contains".
- A "Name:" text input field.
- An "Optional" section with a dropdown menu for "Town or Township:" and a "First Name:" text input field.
- Two buttons: "OK" and "Cancel".

FIND BY

Define the fields to be searched by checking one or more of these boxes.

STARTS WITH

Consistent with the boxes checked, enter part of or all of the beginning of an occupant's business name or last name, an owner's business name or last name, or an AKA.

CONTAINS

Clicking in "Contains" will allow you to conduct a search using the search-criteria of any part of a name. (For example, entering the letters "mann" would allow you to find "Lehmann's Automotive" and "Wilma Hermannov".) This search will require more time than the "Starts With" option.

TOWN OR TOWNSHIP

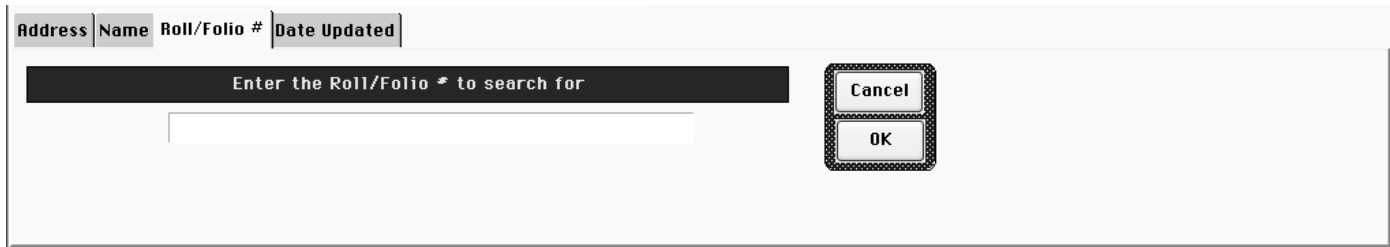
If desired, narrow the search by selecting the Town or Township.

FIRST NAME

If desired, narrow your search by entering a first name or initial.

Roll/Folio

Clicking on the "Roll/Folio" tab will open the following window:



Enter the Roll/Folio number you wish to search for and click ok.

If you have re-named the Roll/Folio field, this tab will be titled with the name you have given the field.

Date Updated

Clicking on the "Date Updated" tab will open the following window:



This will search for all properties that have been entered or updated within the range of specified dates. Enter the date range you wish to search for and click ok.

Other Parameters

Other Parameters

Search for properties by a set of parameters (ie: Occupancy type or Incident History) as specified on this window.

Property Printing Parameters

All
 One Occupancy Type Only
 One Occupancy Class Code Only

All
 With Incident Report History
 Specific Response Type
 Group of Response Types

Incident Report Dates
 Any Date
 Date Range

Only print properties with Pre-Plans

<any geographic area>
<any Station>
<any category>

All Town/Townships
 One Town/Township

Cancel
OK

Templates
Load Save New Update Delete

Selected

You can save lists of properties for use at a later time. In the "# Selected" box, there is a drop down list of all property titles and buttons. If you choose to have multiple lists, choose the list you want to work with.

The number in the "# Selected" is the number of properties in the currently selected save list.

"View" will display the contents of the list in the upper list section of the window.

"Clear" will remove all properties from the selected list.

"Add to" will add any properties selected in the upper list to the selected saved list.

"Remove Selected" will remove the selected properties from the currently selected list.

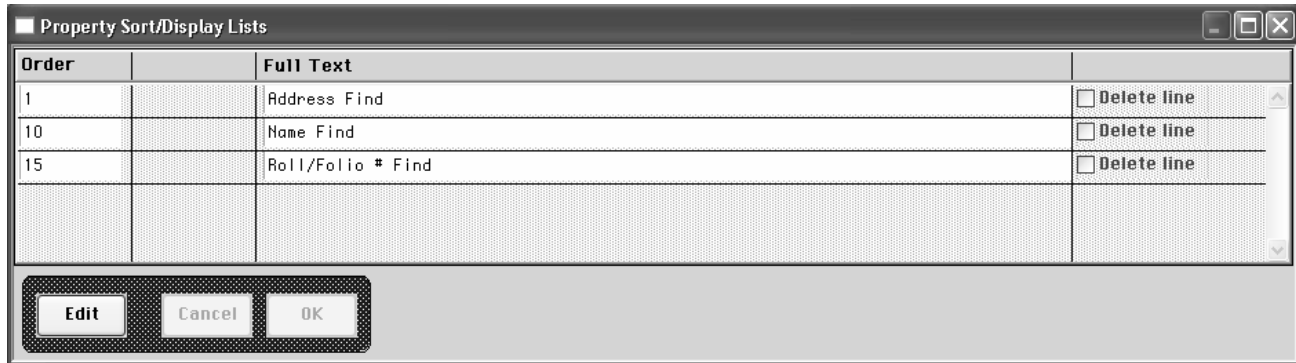
Sort/Display List

Select from the drop down list the way in which the properties will be sorted and displayed. This feature allows you to customize your sorts to best suit your needs.

To set up new display list styles, go to:

MAINTENANCE → EDIT POP UP LISTS → PROPERTY → SORT/DISPLAY STYLE NAMES

This is used for naming the sort display styles used to sort & display property information on the property find window.

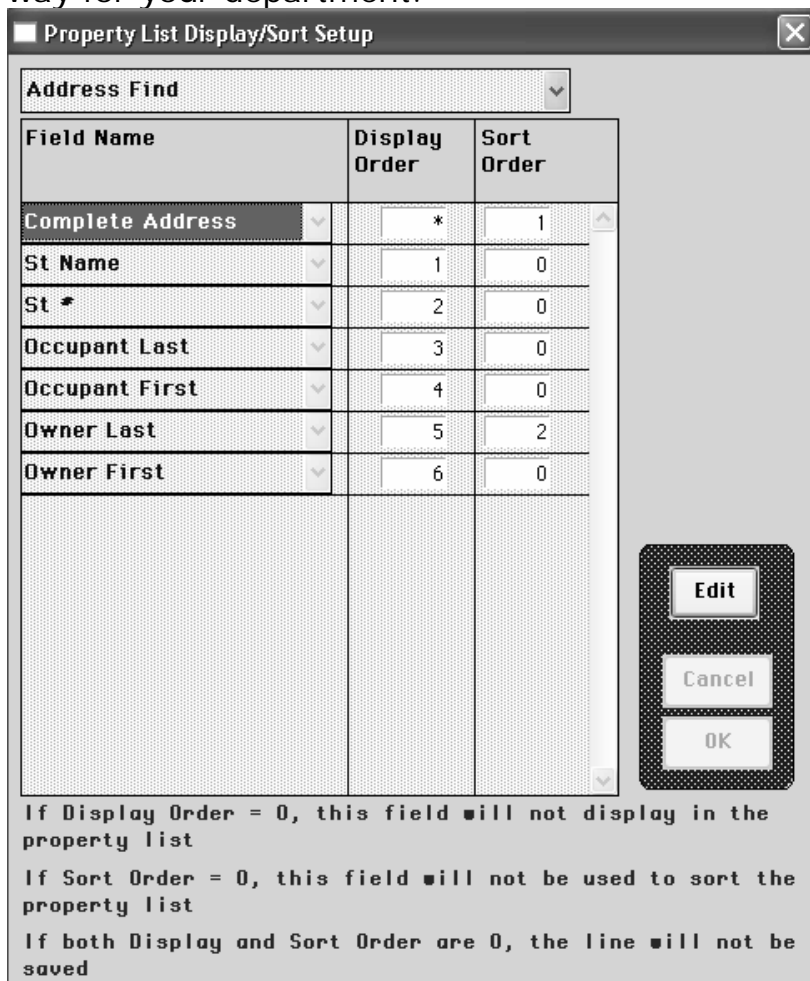


The Style name with the lowest number in the order column will be the default sort/display list.

Once you have your style names set, you can set the definitions by going to:

MAINTENANCE → EDIT POP UP LISTS → PROPERTY → SORT/DISPLAY STYLE DEFINITIONS

This is used for setting up styles to sort & display property information in the best way for your department.



- The drop down list at the top of the window shows the current sort/display style that you will be working with. To work with a different style, select it from the drop down menu at the top of the window.
- The display order determines the order of the columns from left to right.
- The sort order determines the order that the Property records will be sorted by from the top to the bottom of the list.

In this example, everything will be sorted by complete address (as it is #1)

Note that "Complete address" has an "*" in the display order field. This indicates that this information can not be displayed in your search results, but can be used for sorting purposes. "Complete Address" gives you a quick way of sorting by the complete address rather than having to select each component of the address separately.

Property List Display/Sort Setup

Name Find

Field Name	Display Order	Sort Order
Complete Address	*	4
Occupant First	1	2
Occupant Last	2	1
Occupant Business	3	3
AKA	4	0
Township	10	0

If Display Order = 0, this field will not display in the property list
 If Sort Order = 0, this field will not be used to sort the property list
 If both Display and Sort Order are 0, the line will not be saved

In this example, the results will be sorted by occupant's last name, followed by occupant's first name etc. The results will be displayed with occupant last name in the first column, occupant first name in the second column etc.

Once you have set up your definitions set, you can quickly sort your search results by any of your definitions.



Quote of the week:

"Courage is not the absence of fear, but rather the judgment that something else is more important than fear" - *Ambrose Redmoon*