

# FP2 - TIP 'O THE WEEK #99 INVENTORY USED AT INCIDENTS



## Inventory used at Incidents

FirePro 2 allows you to track inventory used at incidents for informational purposes (see chapter 6 of the manual for more on incidents). By linking inventory to incidents, you can then run inventory reports for a period of time to show where the inventory was used. When setting up your inventory items, if you wish to be able to link them to incidents, be sure the “Link to Incidents” checkbox is checked on the Inventory window.

Type	Last Serviced	Schedule	Service Due
Maintenance	MAR 2 07	every 12 months	MAR 2 08

### Inv. Used

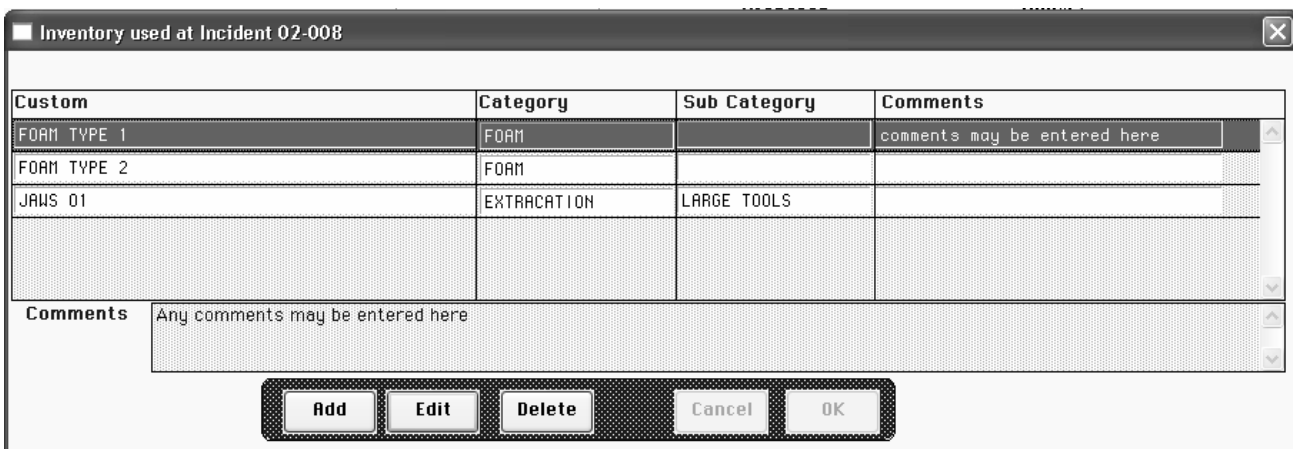
Clicking on the “Inventory Used” button on the Incidents window will open the following window:

Custom	Category	Sub Category	Comments

Click the “Add” button to add inventory items to this incident. This will bring up a list of all inventory items sorted by category and sub-category where the “Link to Incidents” checkbox is checked on the Inventory window.



From this window, select the item that you wish to add to this incident by double clicking on it. Add comments such as how the item was used for each item. Click the "Delete" button to remove the selected item from the list.



If you Double-Click on any line of this list when you are not in add or edit mode, this item will open the inventory window, with this inventory item displayed. Here you may make any notes or changes to this item, or you may decide to add a new inventory item.

To run a report on an inventory item to see which incidents it was used at, open the inventory window, find the item, and select "Print Linked Incident Reports" from the Action menu.

Action	
<u>A</u> dd	Ctrl+A
<u>E</u> dit	Ctrl+E
A <u>dd</u> <u>M</u> any	Ctrl+M
Duplicate	
List by <u>C</u> ategory	Ctrl+T
<u>L</u> ist by Location	Ctrl+L
<u>F</u> ind	Ctrl+F
<u>N</u> ext	Ctrl+N
<u>P</u> revious	Ctrl+R
<u>D</u> elete	
<u>P</u> rint Details	Ctrl+P
<u>P</u> rint Linked Incident Reports	



**Quote of the week:**

"The only thing money gives you is the freedom of not worrying about money."  
*Johnny Carson*