

# FP2 - TIP 'O THE WEEK #51

## LISTS ON THE INSPECTION WINDOW



### Using Lists on the Inspection Window

Several windows in FirePro 2 have a "List" button:

- Inspections
- Inspection Checklists
- Building Permits
- Invoices

For now, we are going to look at the list buttons on the Inspection window, as the lists all essentially work the same way.

Item	Ref. #	Contravention	Corrective Action
20		For effective fire fighting, proper access to buildings must be maintained. Fire route and No Parking regulations	
30		To prevent the public, employees or workers in a building from being trapped, all exits and access to exits must	
0			



Clicking the "List" button opens a window with a list of wordings to choose from (much like the window below). This can save you considerable time as all you need to do is double click on a line item to add it to your inspection, rather than type a big long description manually. After you add the selected wording, you can modify it to suit your particular situation.

You can select the group that you want to view and get the wording from the drop down list (ie: this window is showing the "General" list.)

## Using Lists

In order to use the list button, you need to be sure that the "Hide Contravention List Button" box is unchecked.

Go to:

SetUp → Custom Settings → Inspections Tab → Inspections Sub-Tab

The screenshot shows the 'Custom Settings' window with the 'Inspections' sub-tab selected. The 'Checklists' section is active, showing various configuration options. On the right side, the 'Edit', 'OK', and 'Cancel' buttons are visible.

**Custom Settings**

OG | Smoke Alarms | Hydrants | Daily Log | Messages | Other

Properties | Inspections | Incidents | Fire Fighters | Meeting/Training | Accounting

General | Inspections | Checklists

Signature Default: Contact

Corrective Actions Title: Corrective Action

Add Contravention Notes to: Just notes, no printing

Service Date Title: Service Date

Printed Inspection Report:

- Hide Station
- Hide Signature Line
- Print Contraventions in bold
- Use Station Address
- Include Occupancy
- Show Time

Show Inspection Number

- Number Manually
- Auto-Number yy-nnn
- Auto-Number yy-nnnn

Reminder to print multiple copies

Hide Contravention List Button

Edit  
OK  
Cancel

To set up or change the wording for the lists, go to:

Maintenance → Edit Fire / Building Codes

The screenshot shows the 'Maintenance' menu with the 'Edit Fire/Building Codes' option selected. The sub-menu is open, showing various options for editing codes and lists.

Maintenance

- Rebuild Account balances
- Edit Pop-up Lists
- Edit Hazardous Materials
- Edit Fire/Building Codes**
- Import Data
- Data Updates
- Purge Old Data
- Custom Dictionary
- Pre-Plan Titles
- Permits
- Special Wording on Reports
- Registered PPCs

Fire/Building Codes

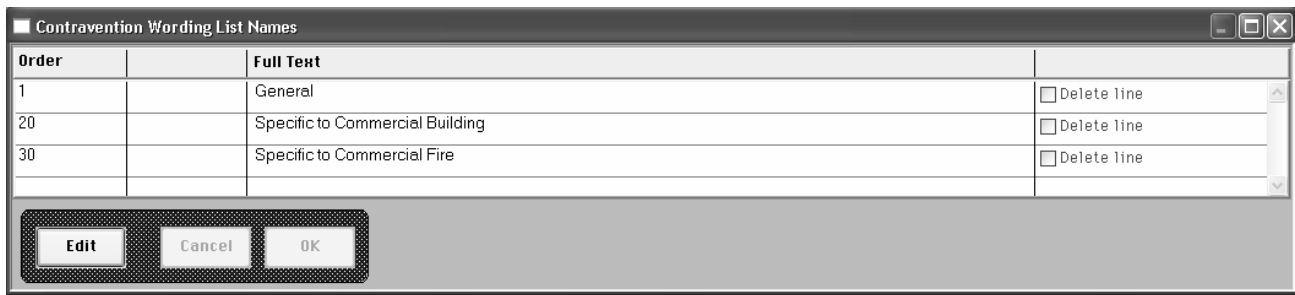
- Parts
- Sections
- Sub-Sections
- Index
- Contravention List Names**
- Contravention Lists
- Corrective Action List Names
- Corrective Actions Lists

From here you can edit both the Lists and the List Names for Contraventions and Corrective Actions.

There is only one set of Contravention and Corrective Action wording in FirePro 2 and it covers both the Fire & Building Codes. Design the List Names to organize these items in whatever way makes the most sense for your department.

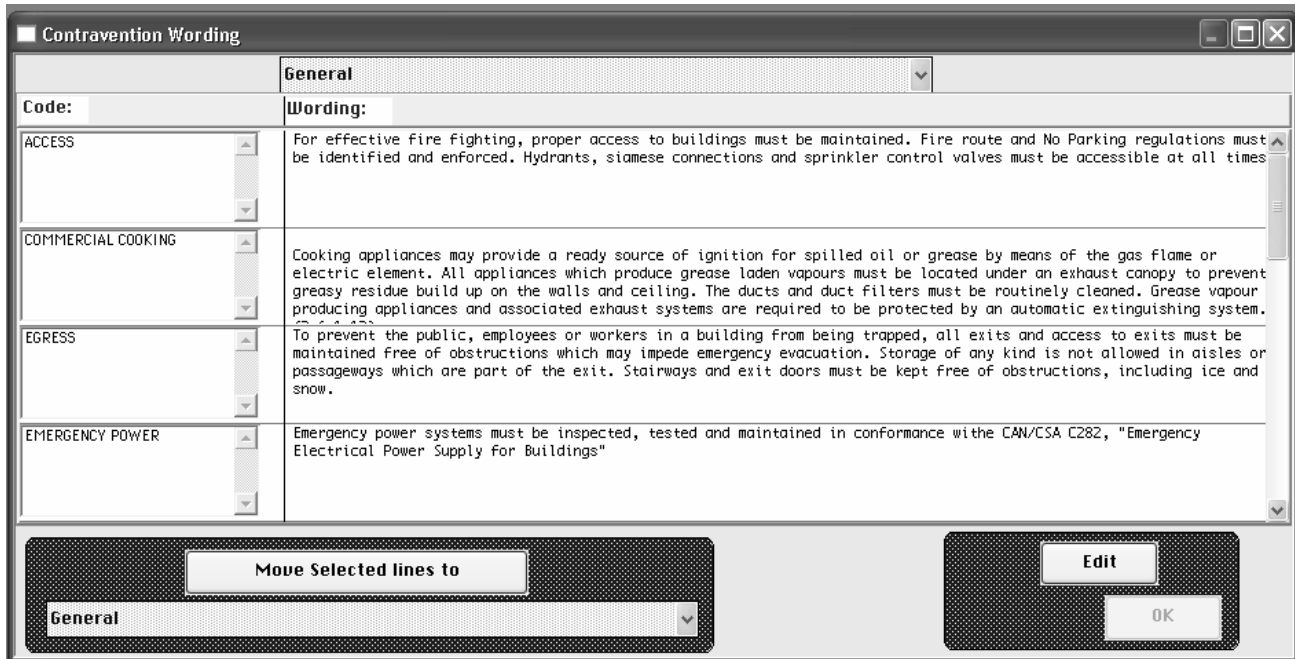
**Maintenance → Edit Fire/Building Codes → Contravention List Names**

You can edit the Contravention Stock Wording List Titles here. The list names enable you to sort the items into related groupings.



**Maintenance → Edit Fire/Building Codes → Contravention Lists**

You can edit the wording of the Contravention Lists of the Fire/Building Code here.



You can change the list you are looking at by selecting it from the top drop down menu (in the above example, "General" is the list currently being viewed/edited)



Choose the Contravention category list name to which selected items are to be moved, then click this button to move list items from one category list to another. For example, if there is an item that makes more sense in a different list, you may wish to move it so you can find it quickly and easily, rather than having it in with unrelated items.

**Maintenance → Edit Fire/Building Codes → Corrective Action List Names**

You can edit the Corrective Action List names for Inspections here. The window works the same as the one shown above for the Contravention List Names.

**Maintenance → Edit Fire/Building Codes → Corrective Action List**

You can edit the wording on the Corrective Action Lists for Inspections here. The window works the same as the one shown above for the Contravention List.

**To set up / edit the lists for the other windows, go to:**

**Maintenance → Edit Pop Up Lists → Inspection Checklists, Invoice Lists or Building Permit lists → Edit Stock Wording Titles**

**Maintenance → Edit Pop Up Lists → Inspection Checklists, Invoice Lists or Building Permit lists → Edit Stock Wording**



**Quote of the week:**

"Electricity can be dangerous. My nephew tried to stick a penny into a plug. Whoever said a penny doesn't go far didn't see him shoot across that floor. I told him he was grounded."

Tim Allen

