

## FP2 - TIP 'O THE WEEK # 10

### STAND-ALONE, PRIMARY, AND SECONDARY PROPERTY TYPES

The consensus in the office this week is that we're seriously overdue on offering you all a Tip of the Week that deals with the Property types on the Properties window. The mysterious concepts of Stand-Alone, Primary and Secondary obviously need to be exposed once and for all. It is a complex topic, and I admit, 'twas not my first choice for this week's tip, or any week's tip for that matter. But duty calls, and so here we go.

To begin with, the truth is that most properties can be classified as Stand Alone. Whew - thank goodness for that. Stand Alone properties are ones that require no linking to other properties – the detached house, the farm, the restaurant downtown for example. It is possible to classify all properties as Stand Alone and avoid the complexities involved in the Primary/Secondary system, but OK I admit, this will create some pretty severe limitations in your records-keeping, so we're not going to recommend that route.

The Primary/Secondary system is designed to offer a way to classify properties such as malls and apartment buildings that represent one structure that includes a number of secondary areas. These secondary areas of the main building (apartments within an apartment building, or stores within a mall for example) are linked to the main (primary) property record and so can all be accessed from this "master" record. It is therefore possible to get an overall picture of all Incidents and Inspections that have occurred under that one roof.

So, let's get down to the brass tacks - here's how and when to set-up a Primary/Secondary Property Classification.

#### **PRIMARY**

Let's use a fictitious apartment building to demonstrate how and why you would classify a property as Primary. Imagine that you just attended a fire at apartment 201 in an apartment building located at 111 Main Street (The Maryann Apartments).

You return to the station and want to input the Incident into FirePro2, but the apartment (both the building and the apartment itself) are not entered in the program yet. To use the Primary/Secondary system of recording properties, you will need to make two entries in FirePro 2. The first entry will be the Primary one.

First, you will need to enter the entire building (The Maryann Apartments at 111 Main Street) as the Primary Property. Choose Primary from the drop-down list of Property type options.

## **NOTE:**

*Primary properties will not have any Incidents or Inspections directly attached to them. All Incidents and Inspections associated with the Maryann Apartments will then be classified as Secondary properties through entries made in relationship to individual apartments within the apartment building.*

*However, the Primary record will display a number beside the Incidents and Inspections buttons that summarizes all the incidents and inspections that have taken place at the secondary addresses at that primary address.*

## **SECONDARY**

The second entry will be a secondary one. Using the same example as above, we now need to enter the Incident at Apt. 201 in the Maryann apartments. This apartment is classified as Secondary because it represents a portion of a primary building. Classifying it as Secondary will link it to the Primary property record.

First, open a new Property window, and complete the property record making sure that.....

- a) the address information for this apartment is unique (usually the addition of the suite/apartment number (#201) will take care of this) and
- b) that the property is classified as "Secondary".

Once "Secondary" has been selected as the property type, a drop-down list of all primary properties in the system will open. Click on the drop-down arrow and choose the primary property to which the new secondary property is to be linked. In our example, we would choose the Maryann apartments at 111 Main Street.

So, now that you have established a link to the Primary property, a new button will appear on the secondary window entitled, "Go to Primary". Click on this to open the Primary property.

Notice also that once there are secondary properties associated with a primary, the Primary record will then contain a button entitled, "Show Secondaries". If there is only one secondary record, clicking on this button will take you directly to that record. If there are a number of secondary records, clicking on this button will open a List of all properties linked to the Primary record. Double click on the one you wish to access.

## **NOTE:**

*A secondary property record should also be set up for common usage area within the Primary building. This could include stairwells, lobbies, bathrooms, hallways, etc.*

We're hoping that this slightly wordy explanation of the Primary/Secondary options will help to de-mystify this part of FirePro 2 and actually make it a useful tool for your department's records management.