

FP2 - TIP 'O THE WEEK #20

THE LINKS BUTTON

The **Links** button appears on several windows in FirePro 2 (such as Properties, Incidents, and Firefighters). Its purpose is to provide direct access to other stored files (such as word processing, spreadsheets, or CAD Maps) that are linked to (associated with) a given FP2 window. The number to the right of the Links button indicates the number of Linked files that are attached to this record.

There are 3 options to choose from when deciding where to store the linked files accessed through the **Links** button. Deciding which option to choose will depend upon your department's particular computer configuration. Unless your department's computer(s) arrangement changes, a Links option only has to be chosen once. So, let's look at the list of options and examine the circumstances under which each alternative would be the best fit for a department.

LINKS OPTIONS

To choose one of the options described below, go to the Set-up menu, and choose Custom settings → Other Tab. If you click on the Links field's drop-down list, these three options will be listed:

1. Do not use Links folder
2. Create shortcuts in Links folder and
3. Copy files to Links folder

OPTION 1 – Do not use Links folder

This is the default setting, so if you do nothing at all to alter the Links settings through the Set-up menu, this is the option that will automatically be available. This default option is appropriate for departments that have FirePro installed on one computer, or if all the files you will be linking are stored on a server.

OPTION 2 – Create shortcuts in links folder

Choose "Create shortcuts in Links folder" if your department has more than one computer using FirePro 2, and the linking files are stored on one or more of the computers using FP2. If you choose this option, you will still add, edit and change links the same way as before, but a pointer will be stored in the new Links folder in the FirePro folder. Links created this way can be created and opened on any computer.

Note that the first time you add a link or change the file for a link after choosing the "Create Shortcuts in Links Folder" option, you may get a warning from windows about a "Malicious Script". You will need to authorize this script to run for the link to work. Unfortunately, this warning gives the false impression that performing this action will cause the plague, but you'll have to trust us on this one – it won't! In the area of the malicious script window that

asks, "What do you want to do?", select "Authorize this Script" from the drop-down list.

OPTION 3 – copy files to links folder

The third option is to "Copy files to links folder". This option is specifically for those of you who have a laptop computer that you copy your department's data file to for viewing purposes, or if you are running FirePro 2 over a VPN and the linked files are on any other computer other than the VPN server. Choosing this option will automatically create a "Links" folder in the same folder where you store your datafile. This will copy the complete file that you are linking to the Links folder, so it could grow to be a very large folder.

When you copy the data file to your laptop you will need to also copy the "Links" folder, if you want to open the links from there. When copying your data file, put the Links folder in the same folder as your data file on your laptop.

When you choose this option you will be asked if you want to copy all existing linked files to the links folder. Say "YES" to take all the links that have been created to date and copy them to the new Links folder.