

FP2 - TIP 'O THE WEEK #75

UPDATING MULTIPLE INVENTORY ITEM DATES



Updating Service Dates for a Group of Inventory Items.

Often, you will want to update multiple inventory items at one time. You can do this quickly and easily in FirePro 2!

Go to:

FirePro → Inventory

FirePro 2 Reports	
Properties	Ctrl+1
Fire Fighters	Ctrl+2
Standby Assignments	Ctrl+3
Meetings & Training	Ctrl+4
New Non-Property Incident	
Find Incident Report	▶
Find Inspection	▶
Find Inspection Checklist	
Building Permits	▶
Accounting	▶
Personnel Management	▶
Contact Manager	
Inventory	Ctrl+6
Operational Guidelines	Ctrl+8
Hydrant Information	Ctrl+7
Reminders	
Messages	▶
Set-Up Menu	
Maintenance Menu	

Go to Action → Update Service Schedule for Many Inventory Items

Action	
<u>A</u> dd	Ctrl+A
<u>E</u> dit	Ctrl+E
Add <u>M</u> any	Ctrl+M
Duplicate	
<hr/>	
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
<hr/>	
<u>D</u> elete	
<hr/>	
<u>P</u> rint Details	Ctrl+P
Print Linked Incident Reports	
<hr/>	
<u>S</u> ervice Records	Ctrl+S
<hr/>	
Update Service Schedule for Many Inventory Items	

Select the category you are dealing with (i.e.: on my example, it's Trucks)

Update Reminder dates for many Inventory Items

Category: **TRUCKS**

Sub-Category: **TRUCKS**

PUMPER 3
UNIT 25

Add to list -->

Add Service Records

Service Schedule Type	Last Serviced	Schedule	Service Due
oil change		every 3 months	
maintenance		every 6 months	

Inventory records to change

PUMPER 3
UNIT 25

Set fields to be changed

Write fields NOW

Reset Lists

Cancel OK

Select the items from the list that you want to change the reminder dates for or add service records to (by double clicking on them in the left hand column, or by holding down your shift key and selecting multiple items and then clicking the add to list button)

Click on the **"Set Fields to be changed"** button. Enter the new Last Serviced dates for these records.

If you want to add service records to these properties, click the **"Add service records"** box. Enter the date, type, cost, and any notes.

Click **"Ok"**

Click **"Write Fields NOW"** to create service records for each inventory item on the list. **The records will not be added / changed without clicking this button.**

Update Reminder dates for many Inventory Items

Category: TRUCKS

Sub-Category: TRUCKS

PUMPER 3
UNIT 25

Type	Last Serviced	Schedule	Service Due
oil change	JAN 16 07	every 3 months	APR 16 07
maintenance		every 6 months	

Inventory records to change

PUMPER 3
UNIT 25

Set fields to be changed

Write fields NOW

Reset Lists

Cancel OK

Add to list -->

Add Service Records

Date: 16 JAN 07

Type: Testing

Cost: 0

Comments: Any comments my be entered here...

Now, when you look at a record, the changes will be there 😊

Inventory Entry [X]

Category: TRUCKS

Sub-Category: TRUCKS

Location: TRUCK BAY

Station: Station 1

Custom: PUMPER 3

Symposium Unit Name

Serial #: 58765DFGH

Quantity: 1

Purchased:

Cost: 0.00

Invoice Costs

1st hr Cost:	400.00
1/2hr Cost 1st 4 hrs:	190.00
1/2hr cost after 4 hrs:	120.00

Service Schedule

Type	Last Serviced	Schedule	Service Due
oil change	JAN 16 07	every 3 months	APR 16 07
maintenance	JUN 5 06	every 6 months	DEC 5 06

Monitor Driving Set Reminder if > 90 Days

Description: Specifications:

Find by Category

Find by Location

Next Previous

Add Edit Dup

Add + Print

Defects

Service Records

Picture Links

Cancel OK

Apparatus
 Link to Incidents
 Retired

Click the "Service Records" button to view the records detail.

Service Records for PUMPER 3

DATE	TYPE	COST
DEC 3 00	fixed oil pan	86.73
JAN 1 01	tune-up	246.21
JAN 16 07	Testing	0.00

332.94

Click on line for comments

COMMENTS

Any comments my be entered here...

Add
Edit
Delete

Cancel OK



Quote of the week:

"I went to a fight the other night, and a hockey game broke out."

Rodney Dangerfield