

# FirePoint 8

## Setup & Quick Tour



## Records Management System

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# 1 Installing FirePoint

## Here's how to install your FirePoint demo

The FirePoint demo has been furnished on CD.

1. Insert the CD into your computer's CD drive.
2. Press the "Start" button in the lower-left corner of your Windows screen.
3. Select "My Computer"
4. Open the CD drive "FirePoint 8" by double-clicking on it.
5. Double-click on the installer executable as shown below.

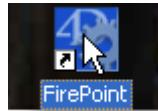


Follow the instructions that appear on the screen. The installer will place the FirePoint demo in the Program Files folder on the C: drive by default. But you can install it anywhere you wish.

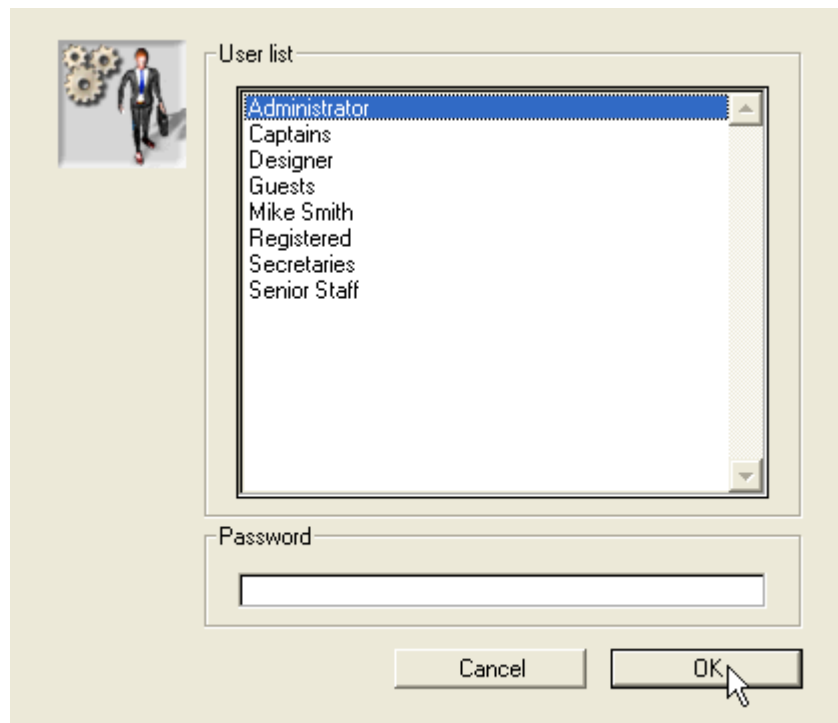
## 2 Starting FirePoint

### Here's How to Start FirePoint

Starting FirePoint is easy. Simply look for the FirePoint icon (shortcut) on your computer's desktop. Double-click on the icon to start FirePoint.



FirePoint starts with a password dialog like the one below. The "Administrator" password gives you full access to FirePoint. As the Administrator you may configure FirePoint by setting user passwords, assigning privilege groups, setting-up preferences, editing pop-up lists and entering records in background files such as vehicle lists, etc.



To enter FirePoint the first time click once on the "Administrator" user name. Then press the "OK" button. There is no Administrator password required until you establish one.

FirePoint passwords are case-sensitive. If FirePoint ever refuses to accept your valid password chances are your caps lock key is depressed. You are therefore entering

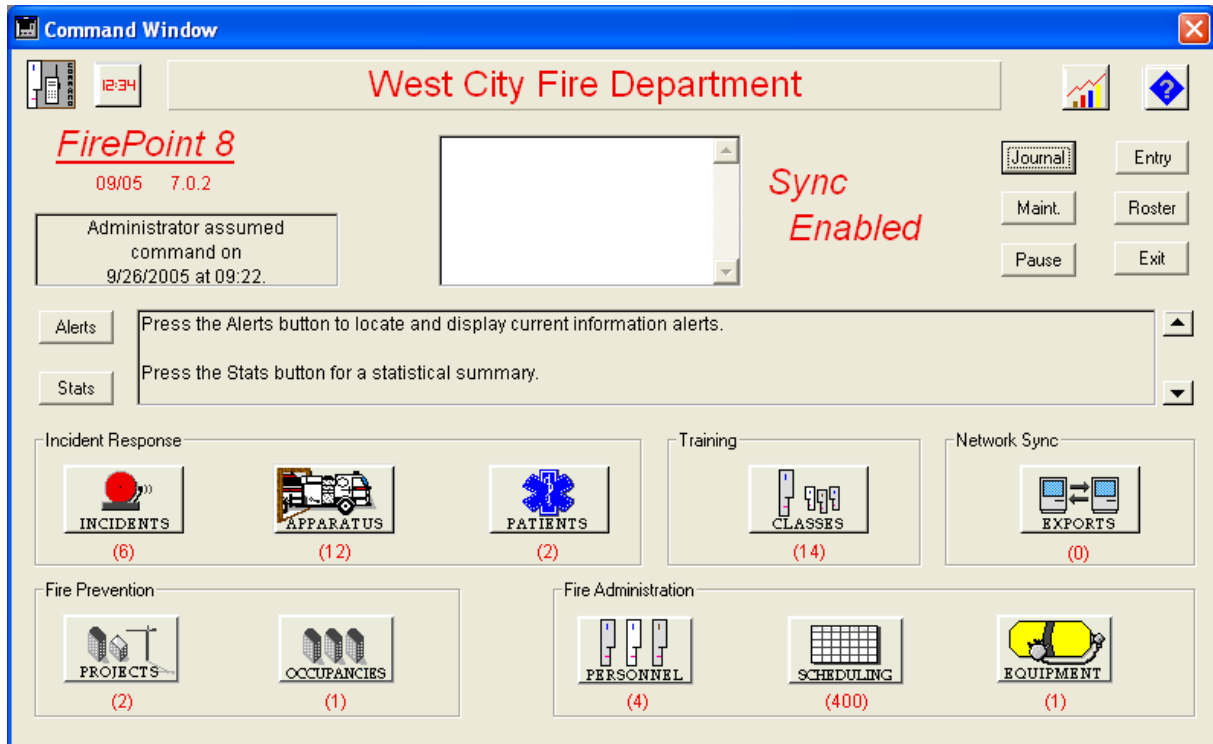
an incorrect password without knowing it. Release the caps lock key and FirePoint will accept your correctly typed password.

If you are using FirePoint in the demo mode a demo screen will appear to allow you to enter license information. Otherwise, FirePoint will immediately open it's **Command Window**.

### 3 FirePoint's Command Window

#### Welcome to FirePoint's Command Window

This is FirePoint's Command Window.



FirePoint's Command Window controls FirePoint. The Command Window appears when FirePoint is started and remains available until the user exits FirePoint.

Your fire department's name appears at the top of the Command Window. The name of the current user is displayed on the left along with the date and time the user signed-into FirePoint.

The **Journal** is a narrative of fire department activities automatically assembled from FirePoint records. You may print a Journal by pressing the **Journal** button. Ad hoc Journal entries may be made by pressing the **Entry** button.

The **Maint** button is reserved for the Administrator. It allows access to hidden support files and configuration operations.

The **Roster** button allows entry of station and vehicle assignments at the start of a shift. This feature speeds entry of Apparatus & Classes records during the shift's tour of duty.

The **Pause** button allows the current user to freeze the screen. No further data entry

is allowed until a password is entered. Pause can also be used to pass command from one user to another without having to exit FirePoint.

The **Exit** button is used to exit FirePoint.

In the lower part of the Command Window are two rows of icons. These icons represent FirePoint applications. The red numbers near the application icons tell you how many records are in each of the applications.

If an application has been installed its icon will appear. If an application has not been installed its icon will not be visible. Icons will also appear and disappear based on local **password** and **denials** settings.

When you click on a button in the top row you automatically open a window that runs the application you choose. For example, click on the Incidents icon and FirePoint will open a window displaying a list of incident records.



Co.	Incident #	Exp.	Date	Time	Location	Incident Type	BDistrict	Shift	App
56	0000171	000	04/13/2005	13:45	250 E Fells WAY N 109	651 Smoke scare, odor of sm		B	MDF
52	0000170	000	04/11/2005	23:10	472 Forrest ST	113 Cooking fire, confined to c	01	B	MDF
56	0000169	001	04/11/2005	20:30	140 Main ST	111 Building fire	03	B	
52	0000169	000	04/11/2005	20:30	1125 Main ST	111 Building fire		B	
54	0000168	000	04/11/2005	00:32	203 S Westchester AVE Apt.	141 Forest, woods or wildland	03	A	MDF
54	0000167	000	04/10/2005	14:53	869 E Pleasant ST	111 Building fire	05	A	MDF

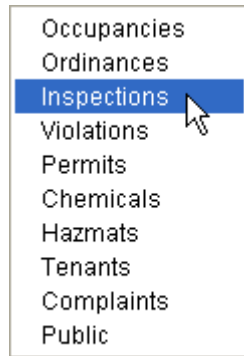
Each application window you start is called a "process". Near the bottom of the Incidents list view you see a tab entitled **Incidents (1)**. This is the first incident process available for use. This tab will appear in any subsequent processes you



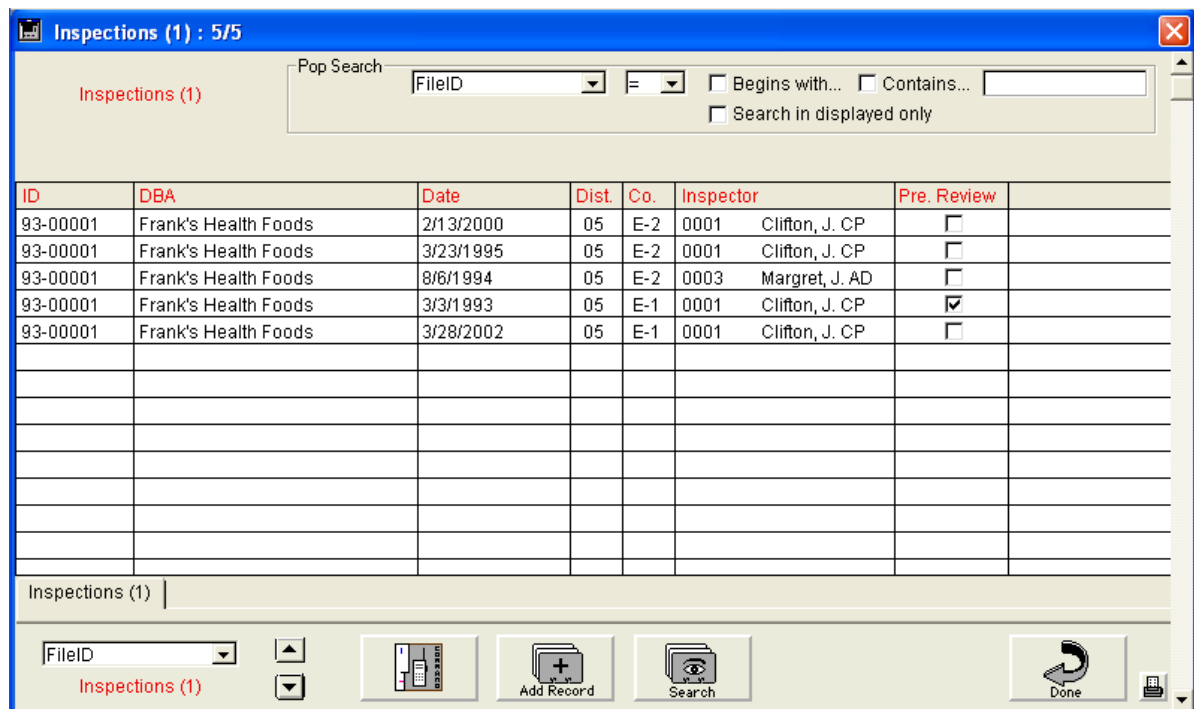
start. Simply click on the tab to access the process.

You may start multiple processes for a single application. You may also start multiple processes in different applications.

Each button on the bottom row allows access to multiple applications. Click on the **Occupancies** button and keep the mouse button pressed down. You will see a pop-up list of applications associated with the Occupancies module.



To edit Inspection records simply move the cursor down the list of Occupancies applications. When you reach Inspections release the mouse button and FirePoint will start the Inspections application.



When a process has been started it's name appears on a tab in each application's

"list view". Like in the Incidents list view you can see the **Inspections (1)** tab at the bottom of the Inspections list view above. To move from process to process simply click on the process tab you wish to access.

But there are other ways to get around too. If you wish to move from a process to the Command Window, simply press the **Command icon**.



Once you are in the Command Window you may move to any open process by clicking on the process name in the **process list**.

The process list appears when one or more processes are active. The process list will always include the option to close all process windows. Here's a process list that displays two Incident processes and one Inspection process.



That's a quick overview of the Command Window. One feature that will prove useful throughout your FirePoint experience is the Help button.



Most FirePoint layouts provide a context sensitive help button. Look for the "?" icon button. This button will provide immediate information on the layout as well as specific instructions from this documentation.

## 4 NFIRS Reporting Step-by-Step

### NFIRS 5 Data Entry Views Made Easy

Here's all the information you need to enter an Incidents report in NFIRS 5 Alive. At the Command Window press the Incidents button once.



The Incidents list view will appear.

Co.	Incident #	Exp.	Date	Time	Location	Incident Type	BDistrict	Shift	App
56	0000171	000	04/13/2005	13:45	250 E Fells WAY N 109	651 Smoke scare, odor of sm		B	MDF
52	0000170	000	04/11/2005	23:10	472 Forrest ST	113 Cooking fire, confined to c	01	B	MDF
56	0000169	001	04/11/2005	20:30	140 Main ST	111 Building fire	03	B	
52	0000169	000	04/11/2005	20:30	1125 Main ST	111 Building fire		B	
54	0000168	000	04/11/2005	00:32	203 S Westchester AVE Apt.	141 Forest, woods or wildland	03	A	MDF
54	0000167	000	04/10/2005	14:53	869 E Pleasant ST	111 Building fire	05	A	MDF

Press the **Add Record** button. The Incidents data entry view appears. Note how FirePoint structures the Incidents application to look nearly identical to an NFIRS 5 data entry form.

The screenshot shows a software window titled "New Record for Incidents (1)" for the "West City Fire Department". The window contains a form with several sections:

- Section A:** Contains fields for FDID (12345), State (CA), Incident Date (09/26/2005), Station (HQ), Incident No. (0000201), and Exposure (000). There are also radio buttons for "Delete", "Change", and "No Activity", and a "NFIRS-1 Basic" button.
- Section B:** Contains location selection options (Street Address, Intersection, In front of, Rear of, Adjacent to, Directions, National Grid) and address fields (Number: 1500, Prefix: N, Street: Pacific, Type: BLVD, Suffix: ). It also includes fields for City (West City), State (CA), Zip Code (99955), and Census (123456). There are checkboxes for "Address on Wildland Form" and "Occupancy".
- Dispatch:** A dropdown menu labeled "1st Company to Arrive on Scene" is set to "E-1".
- Completed Modules:** A list of modules with checkboxes, including Fire-2, Structure-3, Civ. Casualty-4, Fire Casualty-5, EMS-6, Hazmat-7, Wildland-8, Apparatus-9, Personnel-10, and Arson-11.

This is page 1 of the **Basic form** used in NFIRS 5. Notice you can move from field to field by pressing the Tab key. Fields with **default values** are colored in blue. Fields entered manually are black. The red line under the Street field indicates a **search field**. Simply enter the first few letters of the street name and press the Street button to locate matching streets. Matches will automatically complete other related fields based on data entered in the Streets table.

If the incident occurred in an occupancy you should put a check mark in the Occupancy field. This will allow you to select the occupancy record and save you time since all address / district information pertaining to the occupancy will be imported automatically.

The **NFIRS 5 modules** are listed on tabs at the top of the **Basic form**. For many incidents all you need to complete is the Basic form. If you have a fire, however, you will have to complete at least one additional fire form depending on the type of fire encountered.

Notice the list of modules on the right side. It shows no modules have been completed. This list will remain visible whenever you are entering Incident information.

Enter information in each field using the **down-arrow** buttons to pick options from a list.

When you are finished entering information on page 1, press the **Next** button to

begin entering information on page 2.

Date	Time
09/26/2005	16:12:43
09/26/2005	16:17:22
09/26/2005	16:28:33
09/26/2005	16:48:34

ID#	Value

Resp Time: 4.65  
Duration: 35.85

Notice when selecting **Incident Type** a hierarchical list is presented. First select the category then the specific Incident Type code within the category.

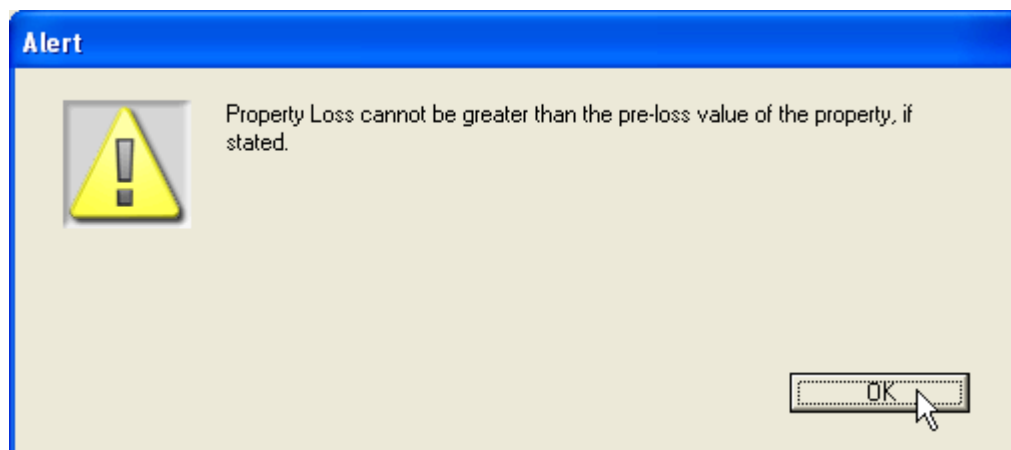
Notice when you select **Aid Given** fields will appear or disappear as required by your selection.

FirePoint calculates and stores your **Response Time** and **Duration**.

Notice the **Completed Modules** area on the right. Because this is a vehicle fire you see the Fire module in red. Red indicates the Fire Module is now required.

Press the Next button to move to the next page.

Notice, if you entered the required information as above FirePoint generates an error message.



FirePoint performs an error check each time you move from page to page. This makes sure the current page is accurate before you are allowed to move on to the next page.

Complete page 4 by making entries in the appropriate areas.

**New Record for Incidents (1)** 6 of 6 West City Fire Department

Basic | Fire | Structure | Hazmat | Wildland | Arson | Map | F/f | Civ | Apparatus | Patients | Photos | \*

Page 1 | Page 2 | Page 3 | Page 4

**Completed Modules**

- Fire-2
- Structure-3
- Civ. Casualty-4
- Fire Casualty-5
- EMS-6
- Hazmat-7
- Wildland-8
- Apparatus-9
- Personnel-10
- Arson-11

**H1 Casualties**

None

Deaths Inj.

F/f

Civ.

**H2 Detector** 2

Detector Alerted

Occupants? (If Confined Fire)

1  Yes

2  No

U  Unknown

**H3 Hazmat Release** N

N  None

1  Natural Gas-slow leak

2  Propane Gas < 21 lb.

3  Gasoline-veh. tank

4  Kerosene-portable

5  Diesel Fuel/Oil-port

6  Household Solvent

7  Motor Oil-eng/port

8  Paint < 55 gal.

0  Special Hazmat Action or spill >=55 gal

**I Mixed Use Property** NN

NN  Not Mixed

10  Assembly Use

20  Education Use

33  Medical Use

40  Residential Use

51  Row of Stores

53  Enclosed Mall

58  Business & Resid.

59  Office Use

60  Industrial Use

63  Military Use

65  Farm Use

00  Other Mixed Use

J Property Use 962 Residential street, road or residential driveway

**NFIRS 5 Status**

1500 N Pacific BLVD

Passenger vehicle fire

**Completed Modules**

- Fire-2
- Structure-3
- Civ. Casualty-4
- Fire Casualty-5
- EMS-6
- Hazmat-7
- Wildland-8
- Apparatus-9
- Personnel-10
- Arson-11

Cancel Save Previous Next

Complete remaining pages by pressing the Next button.

This is Page 8 of the Basic module. Unless your **FirePoint Administrator** has set-up an optional additional page of user defined fields, this will be the last page of the Basic module.

Notice applicable module tabs are beginning to activate at the top of the screen. If your FirePoint Administrator has set-up an **automatic narrative** simply select it from the list of available narratives. Here the only available automatic narrative is for "All Building Fires".

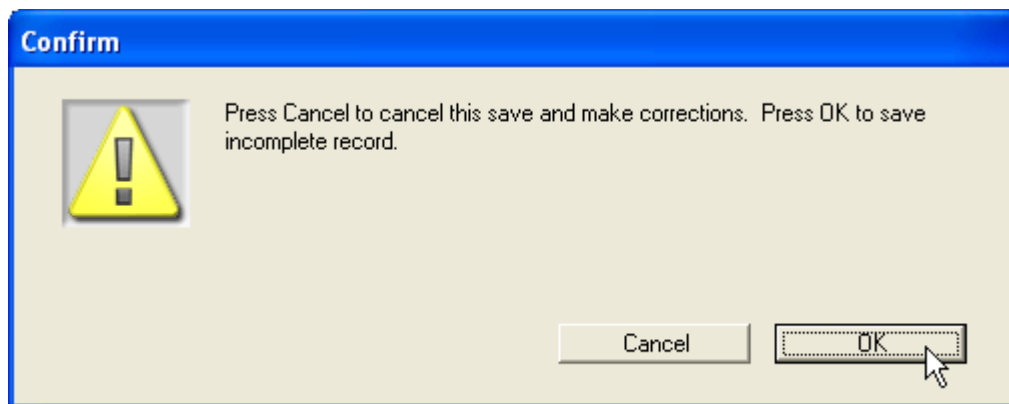
If you have a long narrative you can get extra room by pressing the **Expand** button. The **Check Spelling** button will perform a spell-check on the narrative you've entered.

If there's a Next button in the lower-right the FirePoint Administrator has set-up a **Supplemental data entry page**. Complete that page then press the Save button. Otherwise, press "Save" to complete the basic module.

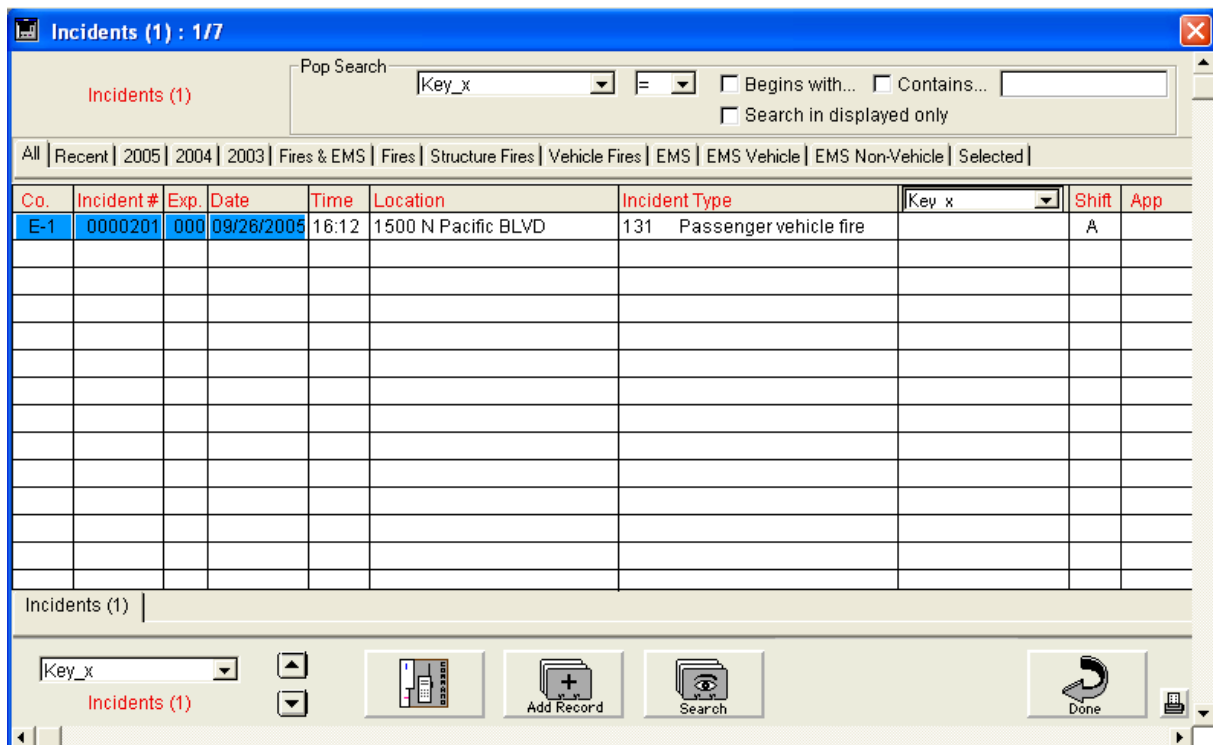
Notice when you attempt to save an incomplete record you get an error message that informs you the fire module is required. You can then press the Fire tab and enter the required information in the Fire module just like you entered the information in the Basic module.

You may, however, choose to save the incomplete record. If you choose this option you will see the following choice box.





It's a real convenience being able to save incomplete records especially when you are tight on time. However, incomplete records should not be allowed to accumulate. To make sure you are aware of incomplete Incident records FirePoint marks each incomplete record with an unmistakable blue color.



Co.	Incident #	Exp. Date	Time	Location	Incident Type	Shift	App
E-1	0000201	0000	09/26/2005	16:12	1500 N Pacific BLVD	131 Passenger vehicle fire	A

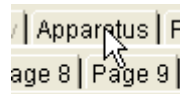
To complete the incomplete incident simply double-click on the incident to open it and begin data entry.

Notice FirePoint tells you exactly why the incident is incomplete in red letters.

\* FIRE MODULE IS  
INCOMPLETE

Press the **Fire** tab to complete the Fire Module in the four pages of Fire data. When you are done press the Save button in the Fire Module and the Save button in the Basic form.

Since most fire departments track the response of individual Apparatus to incidents it's now time to enter that data. Notice each incident has at least one piece of responding apparatus. To enter Apparatus press the **Apparatus** tab.



You will soon see the area where you may enter the response of one or more pieces of Apparatus. This is the Apparatus list view for this incident.

Press the **Add** button.



As soon as the Add button is pressed FirePoint creates an Apparatus record using Incident data to automatic complete fields with default data. To view the Apparatus record simply double-click on the Apparatus record you just created.

Apparatus						Add	Delete
Veh.	Station	Due	Date	Time	Action Taken		
E-1	01	1	9/26/2005	16:12	11 Extinguish		

This is page one of the Apparatus data entry area. Most of the required fields have already been completed.

**Incidents (1) : 1/7** West City Fire Department

Apparatus 1 of 1

Company Information | Responder Information

FDID: 12345 CA

Incident No.: 2005 0000201 Exp.: 000

Alarm Date: 09/26/2005 Alarm Time: 16:12:43

Vehicle ID: E-1 Sta.: 01 Type: 11

Dispatch:  Same as Alarm Date 09/26/2005 16:12:43

Enroute: (Optional for NFIRS 5 used in NFPA 1710 calcs) 16:13:15

Arrival:  Same as Alarm Date 09/26/2005 16:17:22

Clear:  Same as Alarm Date 09/26/2005 16:48:34

In Qtrs: (Optional for NFIRS 5 used in off-duty pay calcs) 16:55:12

1, 2 or 3(rd) Due: 1 Code: 3

Apparatus Use: 1

1  Suppression

2  EMS

0  Other

Call Processing: 0

Response Time: 4.65

Duration: 35.85

Action #1: 11 Extinguish

Action #2: 12 Salvage & overhaul

Action #3:

Action #4:

Dispatch

Cancel Save Next

Makes sure all fields are completed properly then press the Next button.

This is page 2 of the entry form.

**Incidents (1) : 1/7** West City Fire Department

Apparatus 1 of 1

Company Information | Responder Information

Press blue F11 button to select responders from a list

OR

Load pre-set Roster

Vehicle Roster

OR

Enter responder ID's

By ID's Only

Edit Pay and Points

Pay & Points

**Responders 2** Delete

Employ ID	Responder's Name	Off-Duty	Duration	Hrs
0001	Clifton, J. CP	<input type="checkbox"/>	35.85	0
0004	Milewski, J. LT	<input type="checkbox"/>	35.85	0

Comments: Automatic Fire Operations

Check Spelling

Cancel Save Previous Save

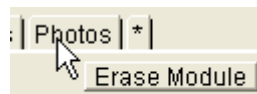
If you press the blue icon you can select responding personnel from a list. Simply click on those personnel who responded on the piece of Apparatus. When the selection has been made the personnel will appear in a list on the right side of the screen. Each individual **Responder** record may be edited by double-clicking on it, if necessary. Press the **Save** button to save the Apparatus record.

You may, if you wish, simply enter ID numbers rather than selecting responding personnel from a list. Press the **By ID's Only** button. If your fire department pays for off-duty responses use the **Pay & Points** button to enter payroll or point information.

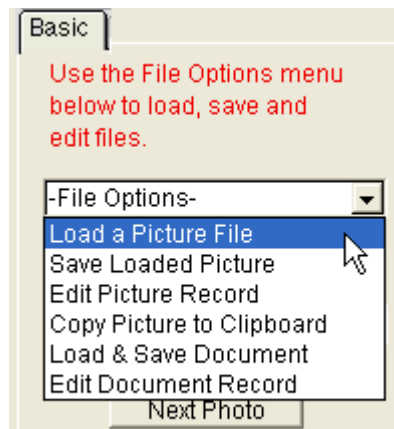
You may select an automatic narrative from above the Comments area. Otherwise type your comments and then press the **Check Spelling** button to check spelling. Press the **Save** button to Save the Apparatus record.

At the Apparatus list view you may enter additional apparatus. When complete press the **Save** button to return to the Basic area.

If you wish to attach a photograph to an incident press the **Photos** button.



In the **Photo detail area** use the drop-down option to select **Load a Picture File**.



The loaded picture will appear on the screen. If the picture is acceptable select the **Save Loaded Picture** option to save the picture. You may edit an existing (saved) picture by selecting **Edit Picture Record**. If you wish to copy an existing picture into a report for pasting into Microsoft Word or any other program simply select the **Copy Picture to Clipboard** option.

In addition to photos FirePoint allows you to associate documents, such as critical

incident reports, with specific incidents. Simply select the **Load & Save Document** option and find the file you wish to associate with this incident. Existing document records may be edited by selecting **Edit Document Record**.

Press the **Basic** or **Return** button to return to the Basic module.

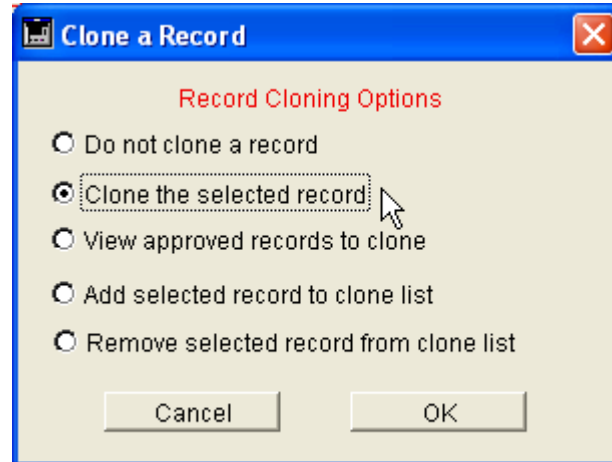
Once in the Basic area press the **Save** button to save the entire incident.

Each time you press a button FirePoint performs an error check. If everything is OK the record will be save. You will see the new record at the top of the Incidents list view.

If you wish to **print** one or more incidents from the Incidents list view simply click on the incident records you wish to print then press the print icon in the lower right corner of the screen. Select the option to do a **Quick Report** printout.

### Record Cloning Saves Time

All FirePoint Incidents and Patients records may be cloned. To clone information in an existing record into a new record click once on the record you wish to clone, then press the **Add Record** button. Here's what you will see.



If you select the second option default information will be copied to the new record. You may also establish and manage a list of approved records for cloning false alarms, system malfunctions, car fires, or anything else you wish.

### Entering New and Exposure Records

The **New** option in the Enter menu works like the Add Record button. If you wish to add an **Exposure** to an incident, click on the incident to select it, then select

## Exposure.

### Approving Records

Some fire departments may wish to have upper-level officers **approve** Incidents, Patients and Classes records after they have been entered by on-duty personnel. For this task FirePoint utilizes the **App.** column on the far right side of the output layout. Click once on the record you wish to approve. Now press the invisible button located above the print icon and to the right of the Done button. When the dialog appears enter the three character initials you wish to display in the Approval (App.) column. The approval function only operates for users in the Captains group or above.

### That's the Quick Tour

If you would like a more in-depth introduction you can consult the documentation ".pdf" on the installation CD.

Also, please feel free to call our Sales department for any sales or technical information you may require.

**End2End, Inc. Sales**

**(800) 274-8168**

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