



Professional Fire Software Control Center

*Inventory*  
*Training Manual*

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# Getting Started

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## ? *Different Parts of FIRECentral:*

**Menu Bar** – From the menu bar you can access different modules, view help contents, or exit FIRECentral.

**Tabs** – Click on the Tabs to move to different modules.


**Buttons** – Click on the buttons to access different parts of FIRECentral.


## ? *How do I Receive Help?*

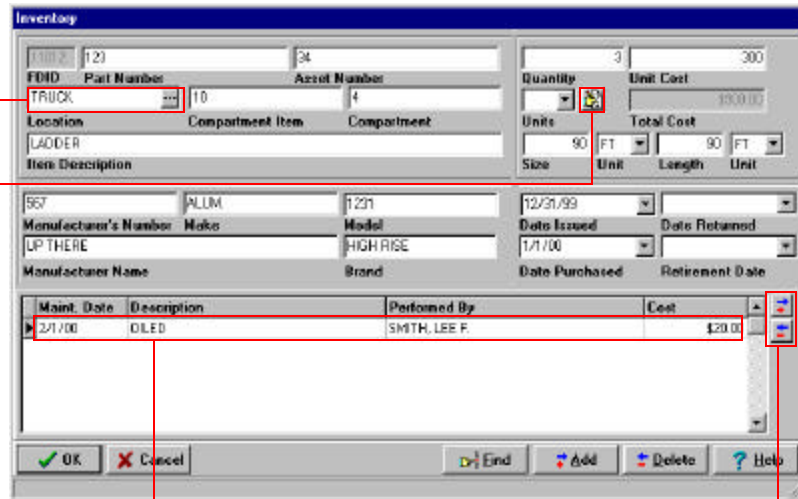
- F1 will display help throughout the software.
- Help located on the “menu bar”
- Help buttons located at the bottom of different screens throughout the program.
- Can contact us at our Web site and email:  
[www.firecentralsoftware.com](http://www.firecentralsoftware.com)  
[support@firecentralsoftware.com](mailto:support@firecentralsoftware.com)

# *Different Parts of Inventory*

## Inventory

Click the  to select a location for the piece of inventory.

Code Editor – Click the  to add, view, or edit unit codes.







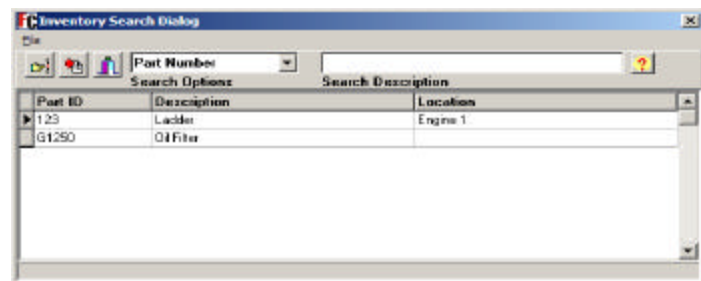
The screenshot shows the 'Inventory' form with various fields and a table. Red boxes and lines highlight specific areas: a dropdown arrow in the 'Location' field, a dropdown arrow in the 'Code Editor' section, and a table row with maintenance records. The table has columns: Maint. Date, Description, Performed By, and Cost. The first row shows '2/1/00', 'OILED', 'SMITH, LEE F.', and '\$20.00'. The bottom of the form has buttons: OK, Cancel, End, Add, Delete, and Help.

Double click on the Inventory Maintenance item to view

 Add maintenance record  
 Delete maintenance record

## Inventory Search Form


-  search for an existing inventory
-  select the marked item
-  exit the Inventory Search Dialog
-  inventory help




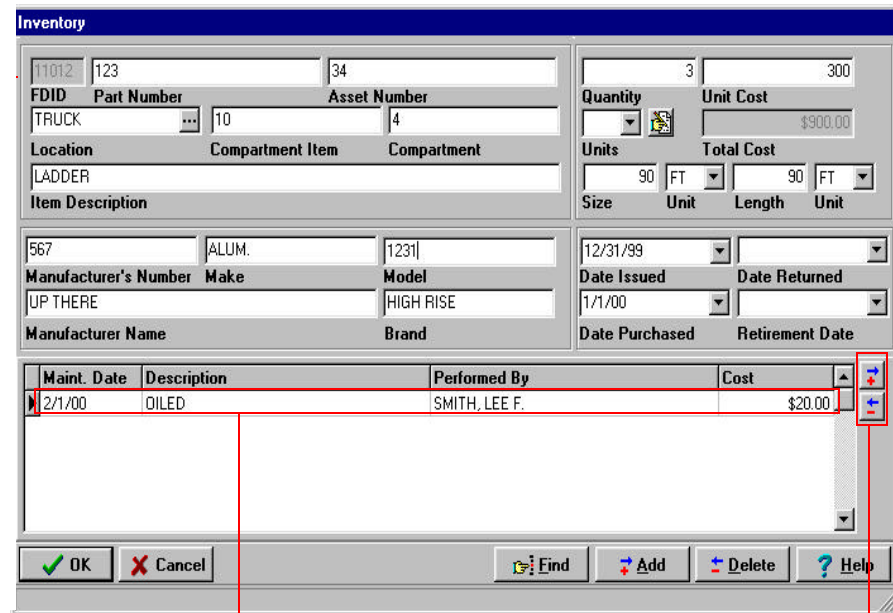
The screenshot shows the 'Inventory Search Dialog' form. It has a 'Part Number' dropdown and a 'Search Description' field. Below these is a table with columns: Part ID, Description, and Location. The first row shows '123', 'Ladder', and 'Engine 1'. The second row shows 'G1250', 'Oil Filter', and 'Engine 1'. The bottom of the form has buttons: OK, Cancel, End, Add, Delete, and Help.

This window is used to search for Inventory. Enter the information to search by in the Search Description field, then double click on the inventory item to view or edit.

# Inventory

Click the  to select a location for the piece of inventory.

**Code Editor** – Click the  to add, view, or edit unit codes.



Double click on the Inventory Maintenance item to view.

 Add maintenance record  
 Delete maintenance record

## FDID

### Definition

Fire Department Identification (FDID). A unique identifier assigned by the state to identify a particular fire department within the state. The FDID must be exactly fire digits.

### Entry

Use this field to enter your Fire Department Identifier, as assigned by your state.

## PART NUMBER

### Definition

A number assigned to each piece of equipment.

### Entry

Enter the part number associated with the piece of equipment.

## ASSET NUMBER

### Definition

Internal number assigned to keep track of a specific piece of equipment.

### Entry


Enter the fixed asset number for the specific piece of equipment.

## LOCATION

### Definition

Identifies the current location of the piece of equipment.

### Entry

Click on the  to select the location of the piece of equipment.

**Note:** Refer to page 3 for more help on Equipment Location Editor!

## COMPARTMENT ITEM

### Definition

Identifies the compartment item.

### Entry

Enter the compartment item in the field provided. This can be an alpha or numeric entry.

## COMPARTMENT

### Definition

Identifies the compartment in which the item is located.

### Entry

Enter the compartment in which the item is located. Alpha or numeric entry.

# ***Inventory Record Cont.***

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## **ITEM DESCRIPTION**

### ***Definition***

A description of the current item or piece of equipment.

### ***Entry***

Enter the description of the current item of piece of equipment.

## **QUANTITY**

### ***Definition***

Identifies the quantity of the current piece of equipment.

### ***Entry***

Enter the quantity of the current piece of equipment.

## **UNIT COST**

### ***Definition***

Identifies the cost of the current piece of equipment.

### ***Entry***

Enter the cost of the current piece of equipment.

## **UNITS**

### ***Definition***

Units is used to identify what the cost is based on. Example: EA = Each, IN = Inches.

### ***Entry***

Click on the drop down list and select the correct unit.

## **SIZE**

### ***Definition***

This field is used to identify the size of the piece of equipment if it applies.

### ***Entry***

Enter the size of the piece of equipment.

## **UNIT**

### ***Entry***

Click on the drop down list & select the unit.

## **LENGTH**

### ***Definition***

This field is used to identify the length of the piece of equipment if it applies.

### ***Entry***

Enter the length of the piece of equipment.

## **MANUFACTURER'S NUMBER**

### ***Definition***

Identifies the number assigned to the piece of equipment by the manufacturer.

### ***Entry***

Enter the manufacturer's number.

## **MAKE**

### ***Definition***

Refers to company that manufactured the piece of equipment.

### ***Entry***

Enter the make of the piece of equipment.

## **MODEL**

### ***Definition***

Refers to the model name or number assigned to the equipment by the manufacturer. If there is no specific model name or number, use the common physical description.

### ***Entry***

Enter the model of the equipment.

## **MANUFACTURER NAME**

### ***Definition***

The name of the manufacturer, company, or person who designed the piece of equipment.

### ***Entry***

Enter name of the manufacturer.

## **BRAND**

### ***Definition***

A trademark or distinctive name identifying a product or a manufacturer.

### ***Entry***

Enter the brand of the piece of equipment.

# ***Inventory Record Cont.***

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## **DATE ISSUED**

### ***Definition***

Identifies the date that the equipment was issued.

### ***Entry***

Enter the month, day, and year in which the equipment was issued then press the Tab Key. The year should be in a 4-digit format or you can click on the drop down list and a calendar will appear. Click on the left and right arrows at the top of the calendar to select the month, then double click on the day you wish to select. You can also click on the month or the year at the top of the calendar and select a month or year that way as well.

## **DATE RETURNED**

### ***Definition***

Identifies the date that the equipment was issued.

### ***Entry***

Enter the month, day, and year in which the equipment was returned.

## **DATE PURCHASED**

### ***Definition***

Identifies the date that the equipment was purchased.

### ***Entry***

Enter the month, day, and year in which the equipment was purchased.

## **RETIREMENT DATE**

### ***Definition***

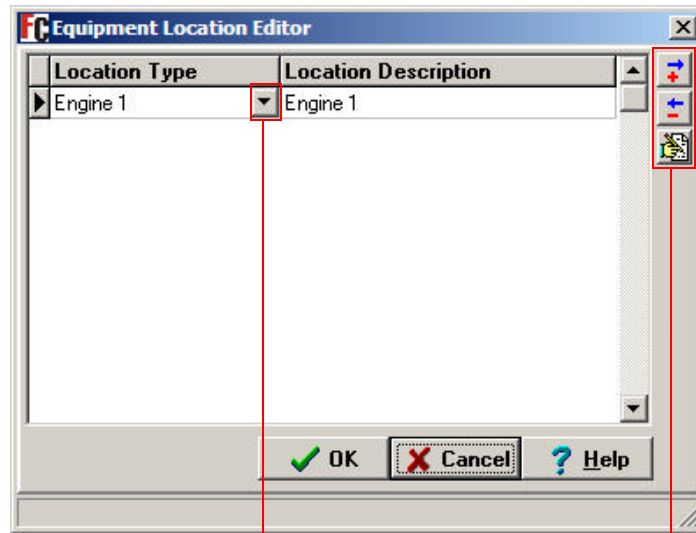
Identifies the date that the equipment was retired.

### ***Entry***

Enter the month, day, and year in which the equipment was retired.

# *Equipment Descriptor Editor*

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**Location Type** – Click here to select a location type.

+ add location type  
- delete location type  
edit location type codes

**This window is used to add, edit and delete equipment locations.**



# Inventory Maintenance

**Maintenance Performed–**  
Click here to select the type  
of maintenance performed.

The screenshot shows the 'Inventory Maintenance' window. It has a title bar with a close button. Below the title bar, there are two dropdown menus: 'Maintenance Date' (showing 2/10/2000) and 'Maintenance Performed' (showing OILED). Below these are two text boxes: 'Performed By' (showing 102) and 'Name' (showing LEE SMITH). Below these are two more text boxes: 'Cost' (showing Routine maintenance) and 'Remarks'. At the bottom are three buttons: 'OK' (with a green checkmark), 'Cancel' (with a red X), and 'Help' (with a question mark). Red boxes and lines highlight specific areas: a box around the 'Maintenance Performed' dropdown with a line pointing to the callout; a box around the 'Performed By' text box with a line pointing to the callout; and a box around the 'Maintenance Performed' dropdown with a line pointing to the callout.

**Performed By–** Click here  
to select personnel who  
performed maintenance.

**Maintenance Codes –**  
Click here to edit mainte-  
nance codes.

## MAINTENANCE DATE

### Definition

Identifies the date that the maintenance was performed.

### Entry

Enter the month, day, and year in which the maintenance was performed then press the Tab Key. The year should be in a 4-digit format or you can click on the drop down list and a calendar will appear. Click on the left and right arrows at the top of the calendar to select the month, then double click on the day you wish to select. You can also click on the month or the year at the top of the calendar and select a month or year that way as well.

## MAINTENANCE PERFORMED

### Definition

Identifies what type of maintenance was performed on the piece of equipment.

### Entry

Click on the drop down list and select the type of maintenance that was performed on the piece of equipment.

## PERFORMED BY

### Definition

Identifies the person who performed the maintenance on the piece of equipment.

### Entry

Click on the ... just to the right of the performed by field and select the personnel member who performed the maintenance.

## COST

### Definition

This field is used to identify the cost if one was associated with the maintenance on this piece of equipment.

### Entry

Enter the cost in the field provided.

## REMARKS

### Definition

The “Remarks” section is an area for comments associated with this piece of equipment.

### Entry


Enter any remarks, operations, or unusual conditions with this piece of equipment.

# *How to Add & Search for Inventory Records*

## ? *How to Add Inventory Records*

- 1) From the FIRECentral **Toolbar** click on **Services Tab**,  
Next click on the 1st icon, **View/Edit Equipment Records**.
- 2) **Inventory** window is displayed. Click the **Add** button to add a new Inventory record. Enter the correct information starting with **Part No.** field Press the Tab key to move from field to field. When finished entering information click the **Add** button to save or the **Ok** button to save and exit.

## ? *How to Edit Unit Codes*

- 1) From the FIRECentral **Toolbar** click on **Services Tab**,  
Next click on the 1st icon, **View/Edit Equipment Records**
- 2) **Inventory** window is displayed. Click the **Add** button to add a new Inventory record or the **Find** button to open existing record.
- 3) Click on the edit button just to the right of the **Units** field. **Edit Button**
- 4) Click the **Insert** button to add a new code, enter a code and description,  then click the **Ok** button.
- 5) When finished entering information click the **Add** button to save or the **Ok** button to save and exit.

## ? *How to Search for Records*

- 1) From the FIRECentral **Toolbar** click on **Services Tab**,  
Next click on the 1st icon, **View/Edit Equipment Records**
- 2) **Inventory** window is displayed. Click the **Find** button.
- 3) **Inventory Search Dialog** is displayed. Click on the **Search Options** drop down list and select the search option.  
*Note: You can use the Search Description field to type in what you are searching for.*
- 4) When you have located the inventory record you are searching for. Double click on the record to open it.
- 5) When finished entering information click the **Add** button to save or the **Ok** button to save and exit.

# ***How to Delete Inventory Records***

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## ? ***How to Delete Inventory Records***

- 1) From the FIRECentral **Toolbar** click on **Services Tab**,  
Next click on the 1st icon, **View/Edit Equipment Records**
- 2) **Inventory** window is displayed. Click the **Find** button.
- 3) **Inventory Search Dialog** is displayed. Click on the **Search Options** drop  
down list and select the search option.  
*Note: You can use the Search Description  
field to type in what you are searching for.*
- 4) When you have located the inventory record you are searching for. Double  
click on the record to open it.
- 5) Click the **Delete** button. Finally click the **Yes** button to confirm the delete.

