

**Grant County EMS  
Firehouse Administrator's  
Handbook**

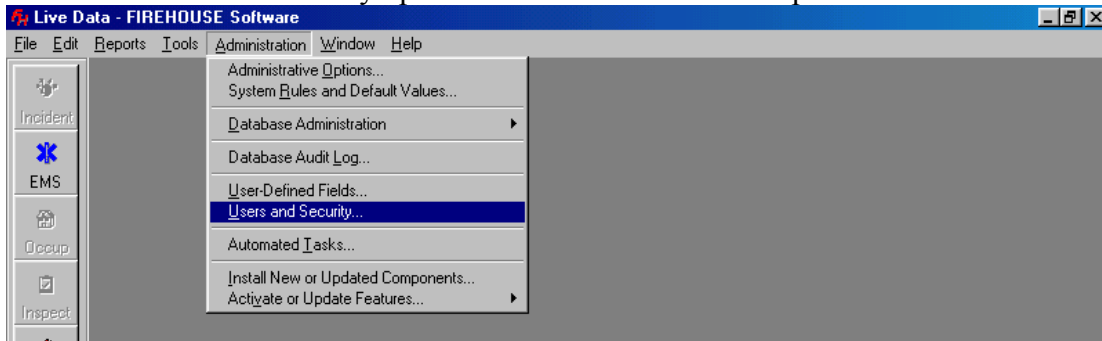
Last Updated 12/27/01

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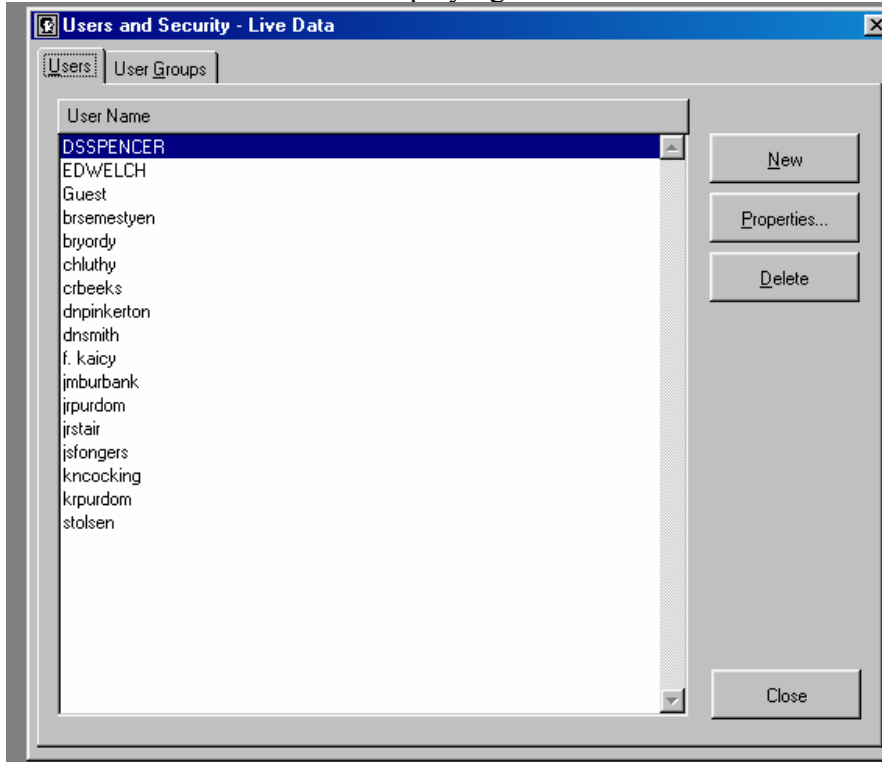
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## Setting up users

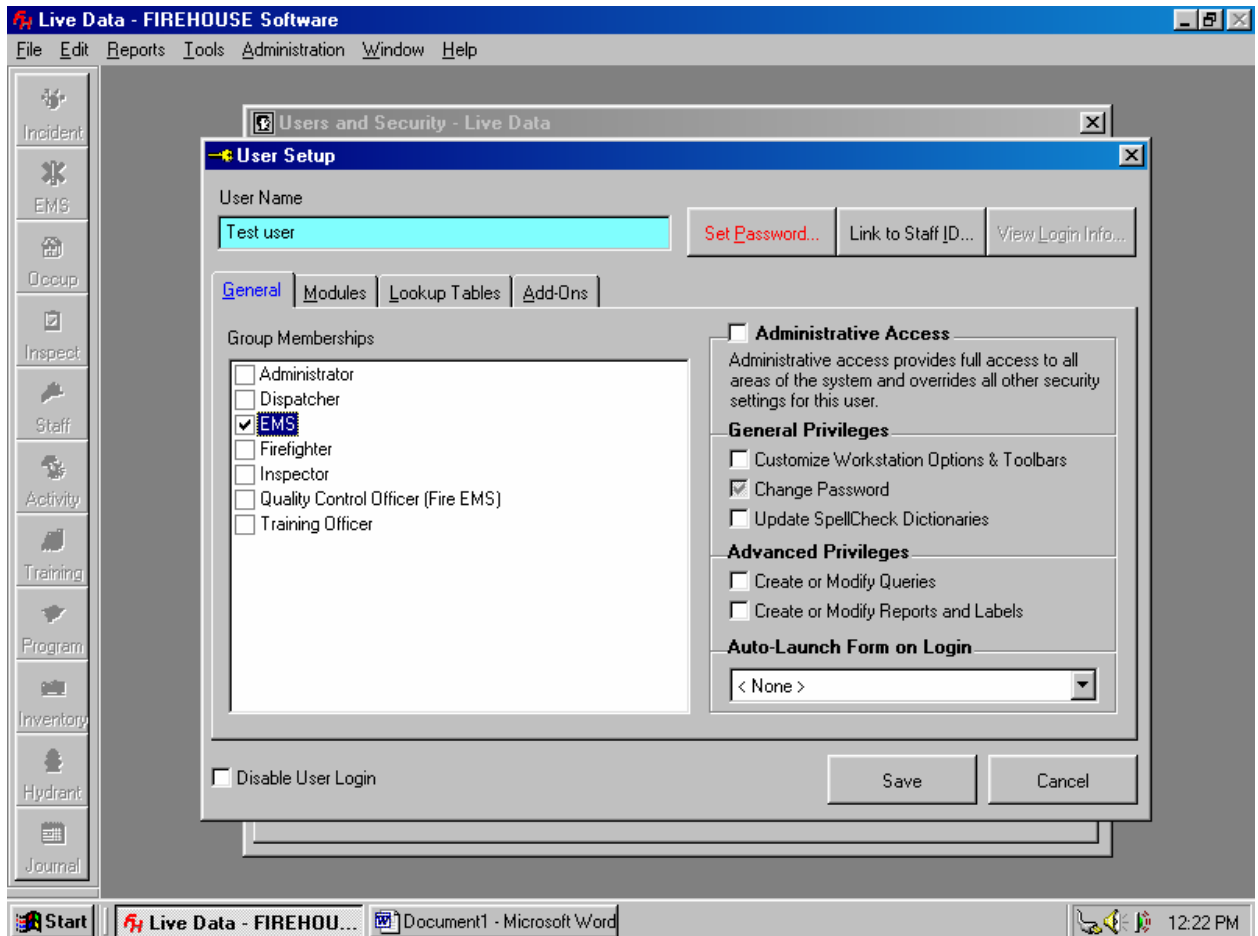
1. Login to Firehouse Using your username and password.
2. Select the Users and security option from the Administration pull-down menu.



3. You will then see a window displaying current user accounts established.



4. Click on the "New" button to add a user. Enter the user name and assign the name to the EMS group. If the user is to have Administrative privileges assign them to the Administrative group and NOT the EMS group. User names can be any combination of letters and numbers. The login on procedure is NOT case sensitive so you can login using upper or lower case letters. To assign a user to a group, click on the box in front of the group to create a check mark in the box.



5. Assign the initial password for the user by clicking on the “Set Password” button.
6. Click on the “Link to Staff ID” button. **This step must be done for chart auditing purposes.** Scroll through the list to find the individual to whom you are assigning the user name. Double click on his/her name. When you are returned to the User Setup window, click on the Save button. You have now successfully added a new user.

**NOTE:** If the staff person you are looking for is not in the list of staff. Please contact Dawn Harness at GCEMS to receive a unique staff ID for this person before adding them to the database.

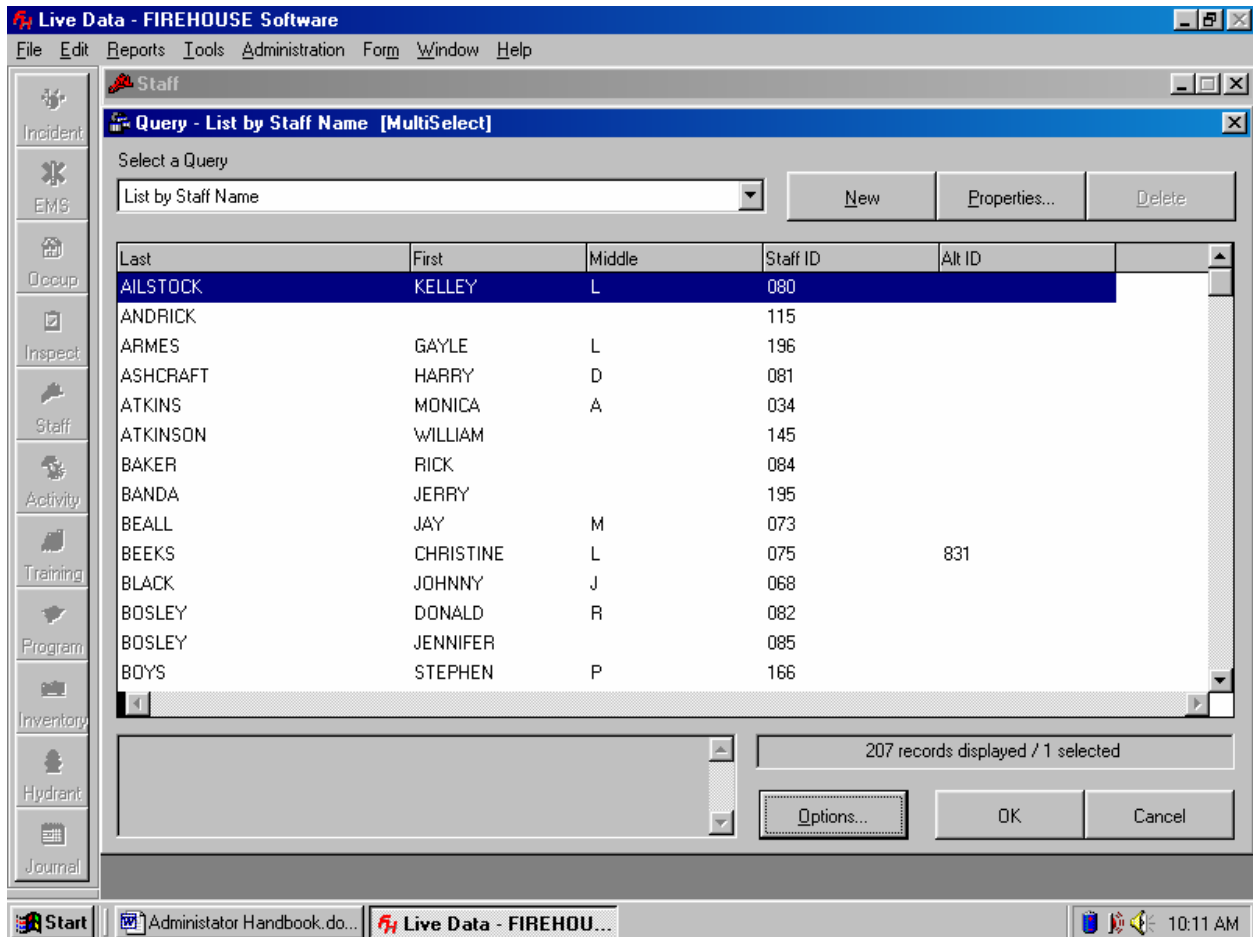
## Adding Staff

1. Before entering a new staff member you **MUST** contact Grant County EMS and receive a unique staff ID# for the individual.
2. Launch Firehouse and log in.
3. Click on the Staff button on the tool bar. A blank entry form for entering staff information will be opened.
4. Begin entering the appropriate staff information. The minimum information required is first and last name and staff ID.
5. Assign the individual to the appropriate station (i.e. 14 for Medic 14, 06 for Medic 6). It is also advised that every unit member is assigned to your station. This will allow filtering of the staff list so that only your personnel are listed in various pull down menus.

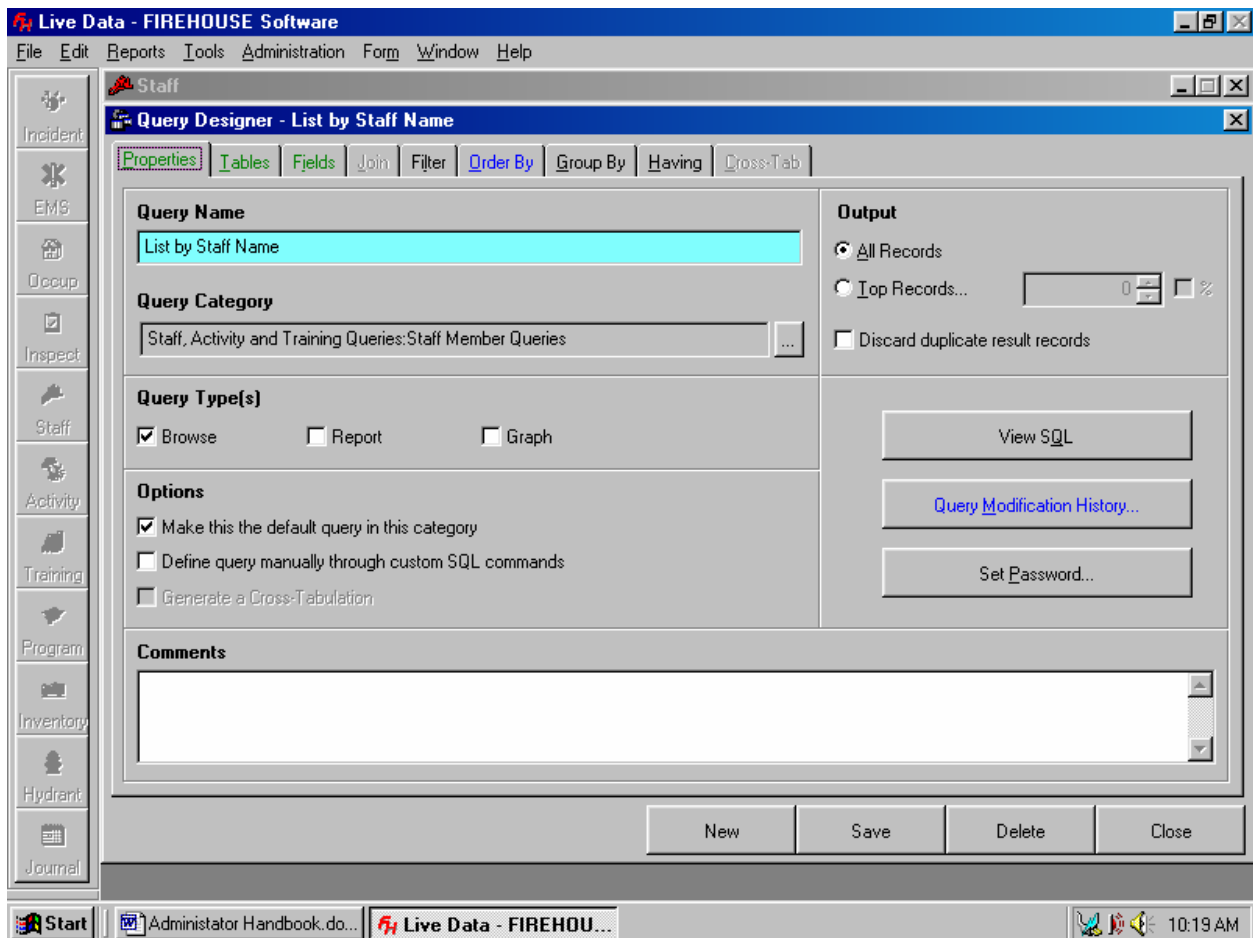
## Filtering the Staff List

\*\*\*NOTE Individuals running on your unit **MUST** be assigned to your station before establishing a filter.\*\*\*

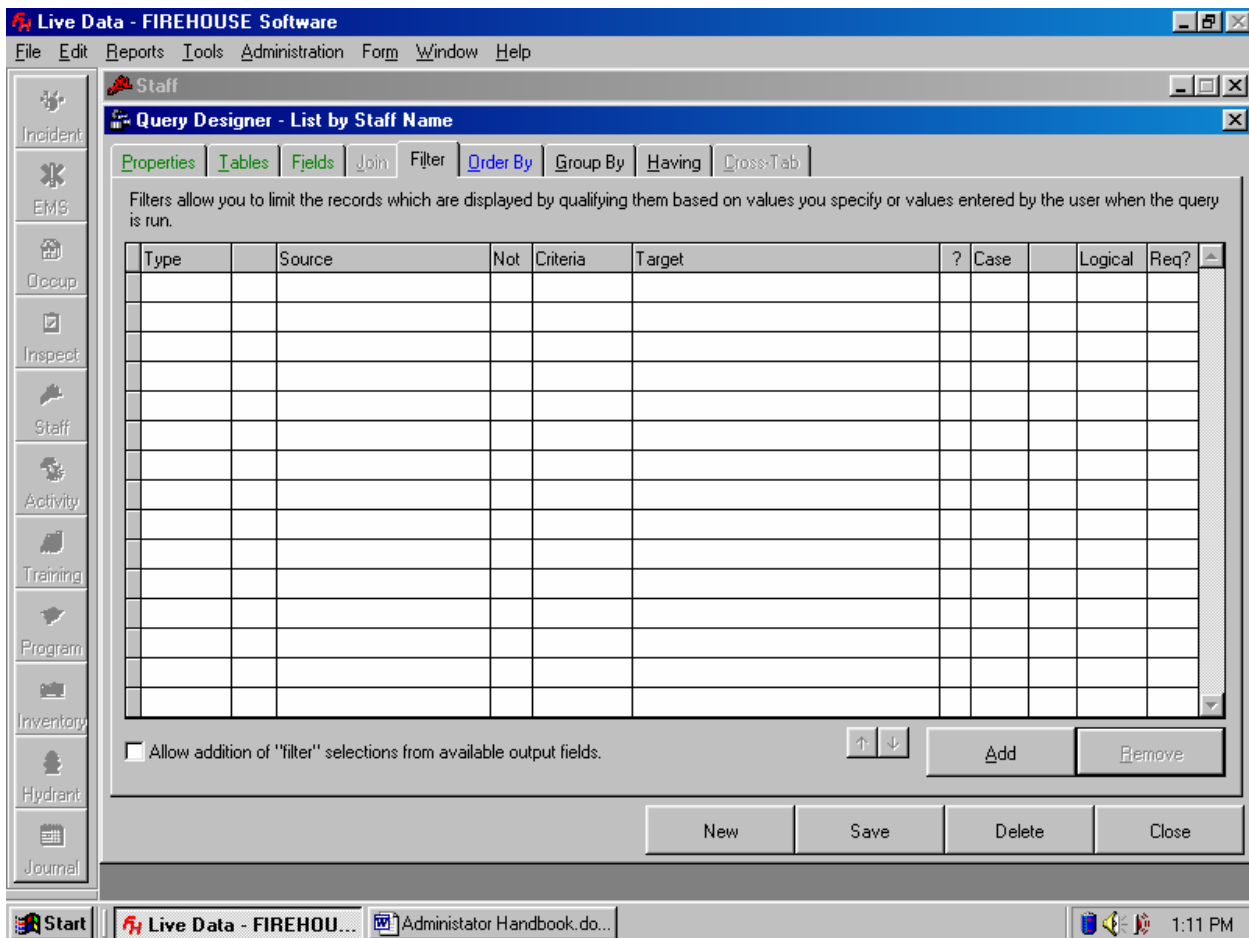
1. Login to Firehouse and click on the staff button on the menu bar.
2. Click on the “Browse” button on the bottom of the staff form.
3. The screen will look similar to this.



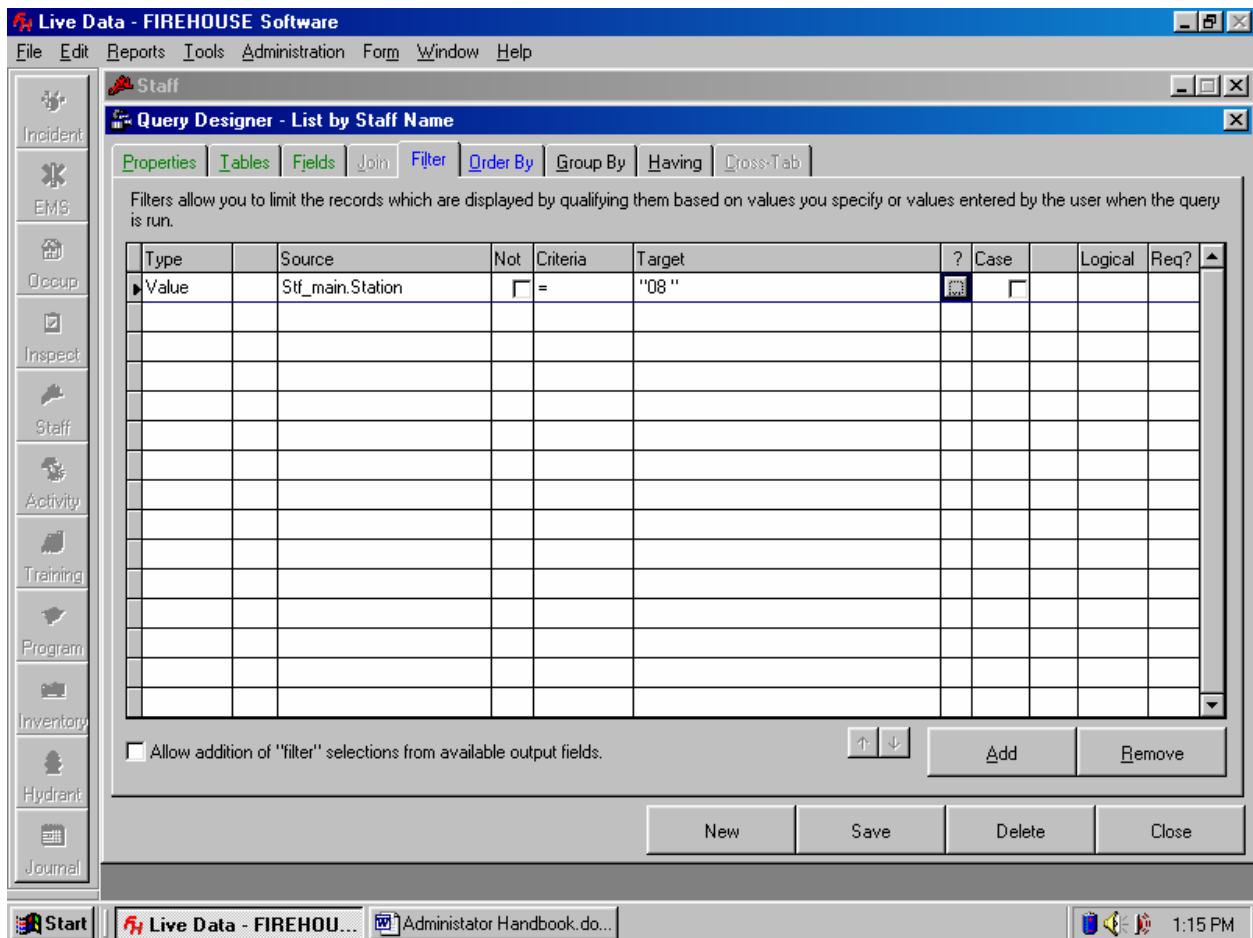
4. Click on the “Properties” button.
5. Click on the “Filter” tab.



6. The following screen will be displayed.

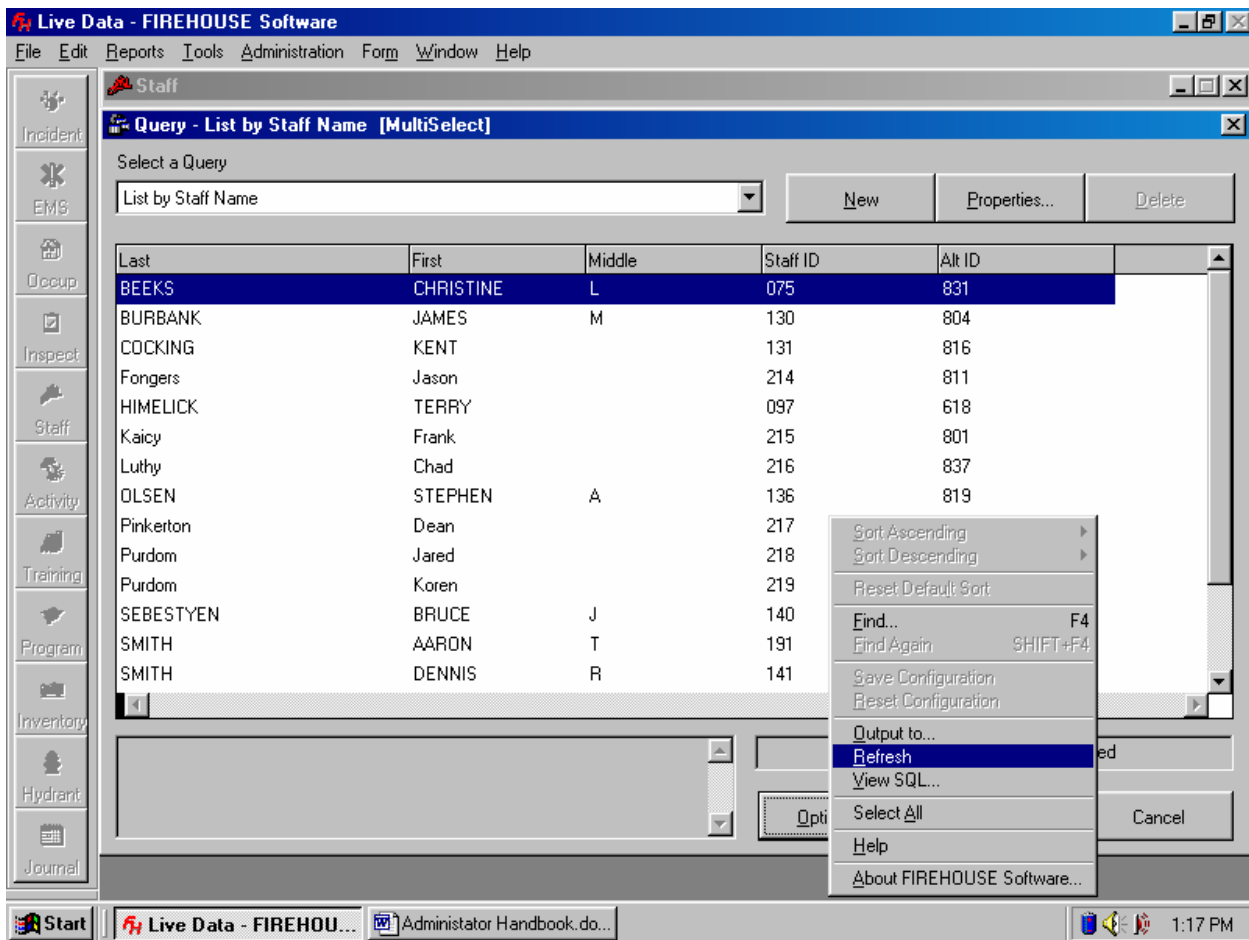


7. Click on the “Add” button to add a filter.
8. The information entered should look like this, where the target value is your particular medic # (i.e. “14”, “09”).



9. After entering the information, click on the “Save” button then the close button.
10. To refresh the display with the new filter applied, click on the “Options” button and select Refresh.

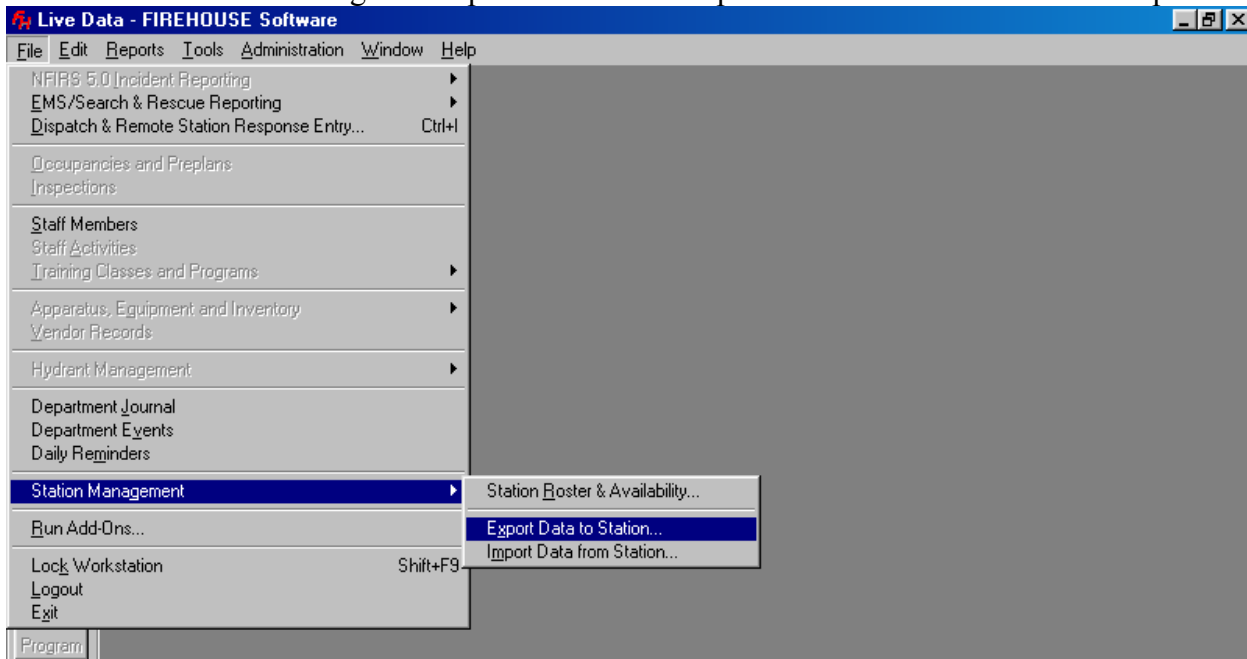




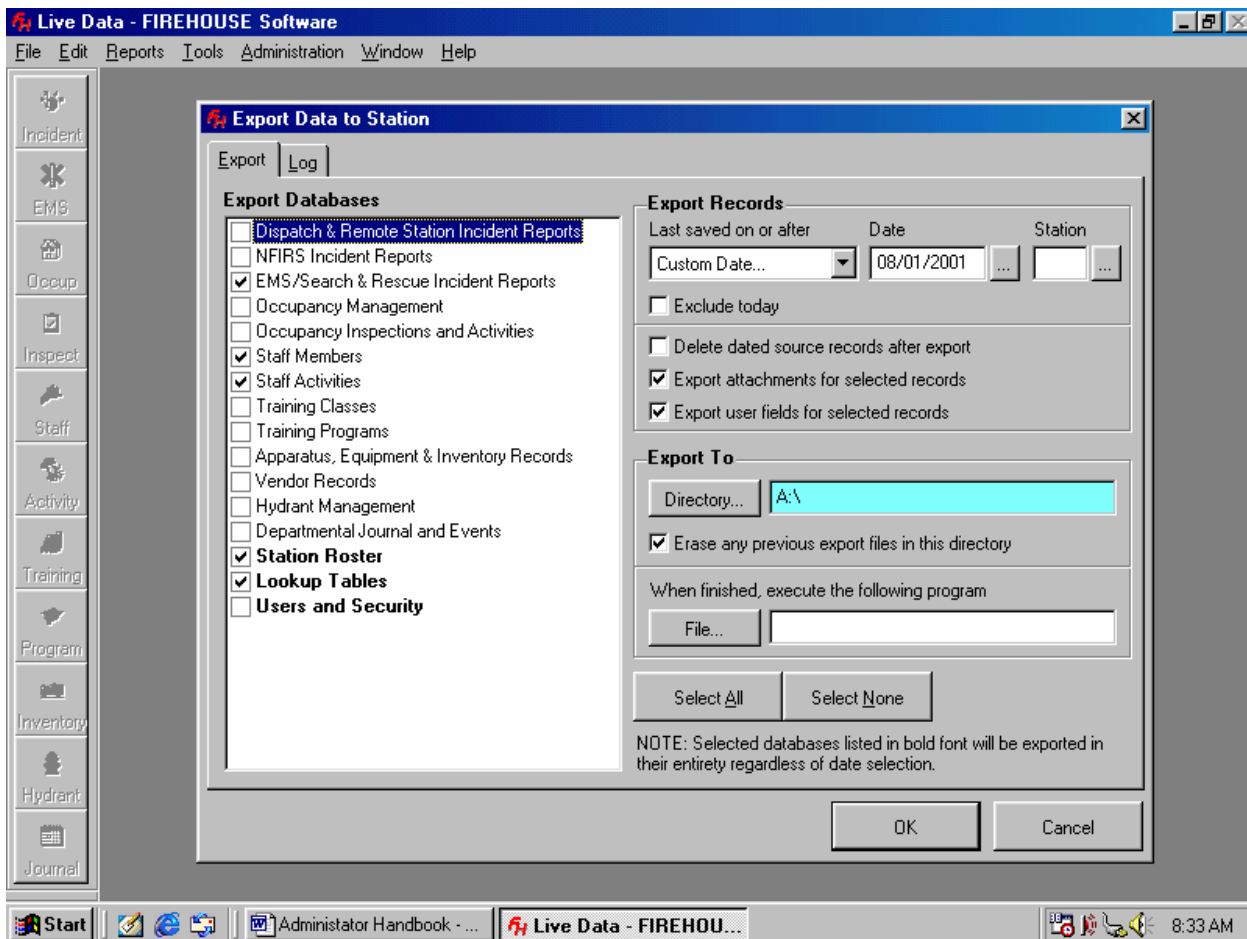
11. To remove the filter to view the entire list, go back to the filter screen and click on the “Remove” button, then click on the “Save” button.

## Exporting completed run charts to Grant County EMS.

1. Select the station management option from the File pull down menu. Then select “Export Station Data”



The following screen will be displayed.



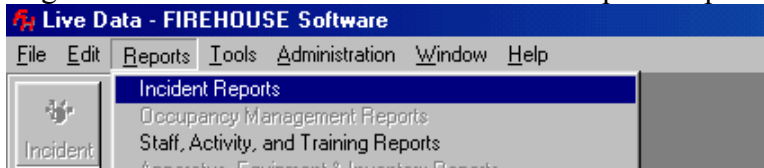
2. Check **ONLY** the categories that are checked in the example above.
3. Enter the beginning date from which you want to export run chart information. For example enter the date 08/01/2001 to export all run charts from Aug 1, 2001 to the present. In other words enter the first day of the month for which you wish to export information.
4. Set the export directory to A:\
5. Be sure there is a **blank** floppy disk in the disk drive.
6. Click the “OK” button. The exporting process may take several minutes. Be patient!!
7. When prompted if you wish to view the export log, select “No”
8. This process creates a file with the file name “FHExpo.FH5”
9. Submit the file to Grant County EMS on disk or e-mail it as an attachment to [ems@grantcounty.net](mailto:ems@grantcounty.net). Be sure the disk or e-mail CLEARLY indicates what unit is submitting the report.

### Printing Monthly Run Summary

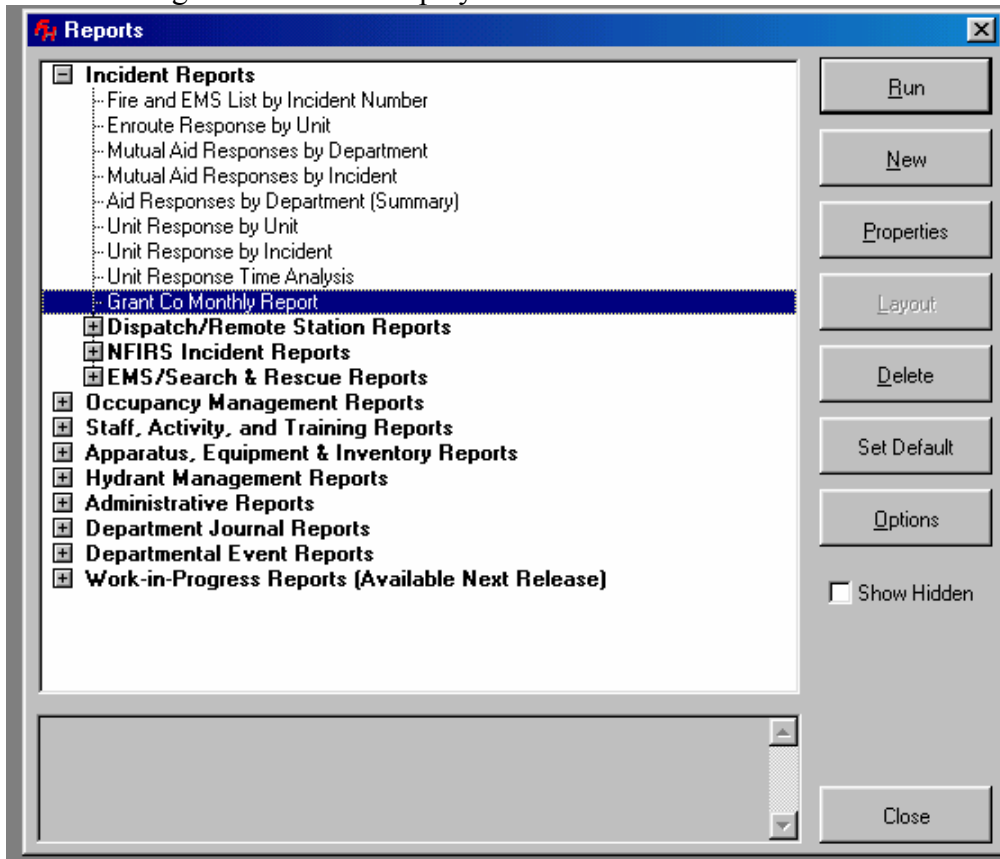
Beginning January, 2002 this procedure MUST be used for printing and submitting ALL run reimbursement claims.

\*\*\*NOTE\*\*\* You need to run two copies of this report

1. Log into Firehouse and select the “Incident Reports” option from the Reports pull down menu

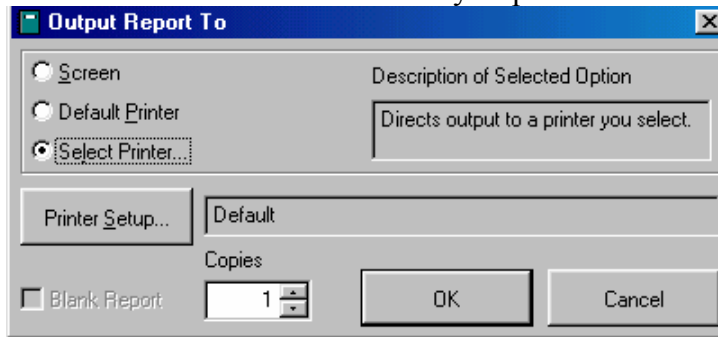


2. The following screen will be displayed.



If the “Incident Reports” category is not expanded, click on the + to expand the category.

3. Double click on “Grant Co Monthly Report.”

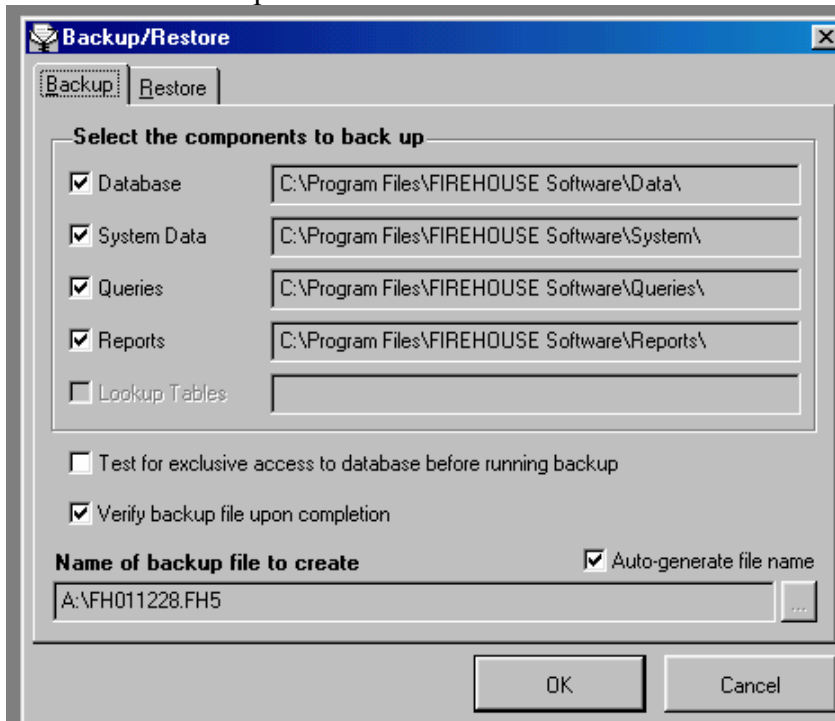


This dialogue box will appear. Click on the “Select Printer” option. Select the printer to which the laptop is connected, then click on “OK.”

4. After confirming the printer, click “OK” on the dialogue box. The report should begin printing.

## Backing up Fire House

1. Periodically you will be prompted to back up the database. Go to the “Tools” pull down menu and select “Backup/Restore.” You will need a number of blank 3.5” **blank** floppy disks for this operation.
2. Be sure the “Backup” tab is to the front.



3. Be sure the name of the backup file begins with A:\. If it does not, uncheck “Auto-generate file name” and click on the lookup button to select the A: drive.
4. Click on “OK” and follow the on screen instructions.

## **Technical Support**

For technical support, please contact Edwin Welch. Please do not contact Firehouse technical support. For cost and coordination purposes, it is important to have only one individual who maintains contact with technical support.

Contact Information:

Edwin Welch

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998-5523 W

[edwelch@bpsinet.com](mailto:edwelch@bpsinet.com)