

# Manage Apparatus Inventory

Watch this video for an overview of how to manage your apparatus inventory in Fire Station and Fire Station+.

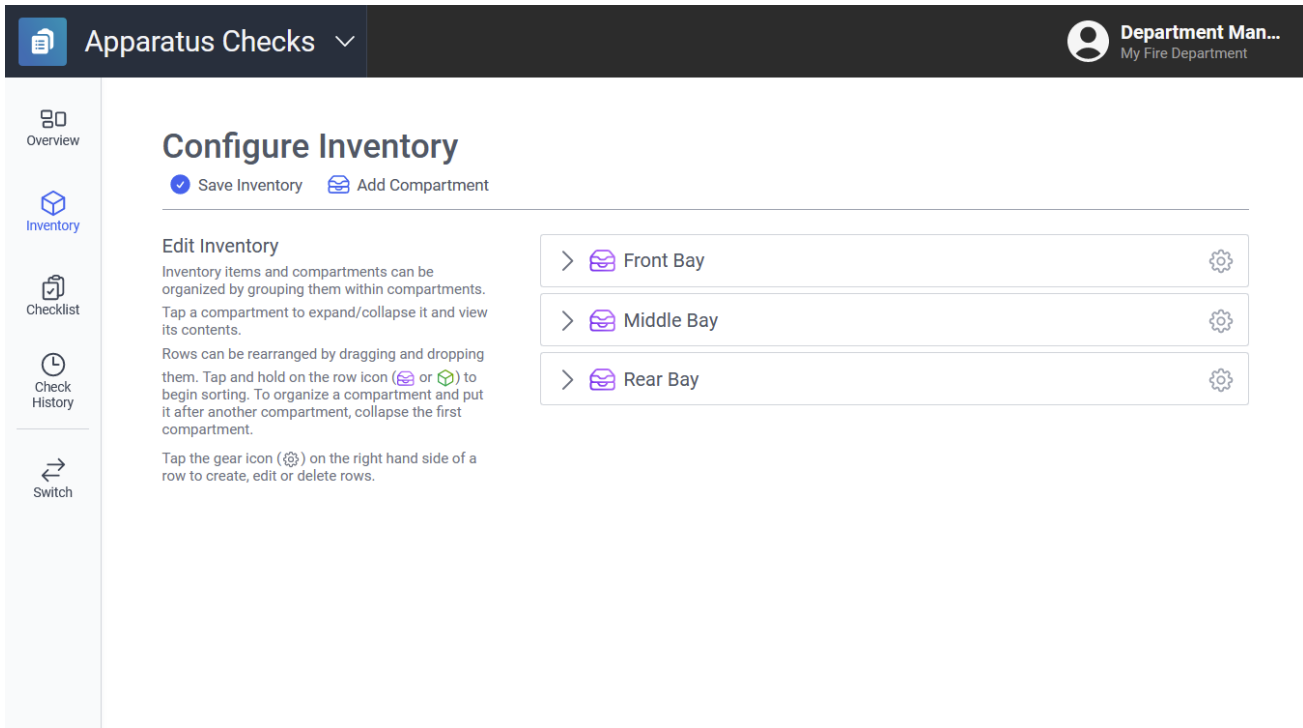
## Saving Changes

You need *Apparatus Manager* permissions to make these changes.

You can set up and configure compartments and items stored on an apparatus. Additionally, you can upload photos of compartments and items for reference when conducting an apparatus check.

1. On a browser, go to <https://apparatus-checks.platform.firestationsoftware.com/select-apparatus>. You may need to sign in.
2. Select the apparatus you want to view.
3. In the left menu select *Inventory*.
4. Add, update, organize, or delete compartments and items.
5. Click "Save Inventory" at the top of the page.

You must click "Save Inventory" to save your changes before leaving the page. If you do not click this button, your changes will be lost.



# Add Compartments

There are two types of compartments: top-level compartments and sub-compartments. Top-level compartments are listed directly under the apparatus. These compartments show up for assignment when conducting an apparatus check. Sub-compartments go inside other compartments and help you organize complex inventory hierarchies.

## Top-Level Compartments

1. At the top of the *Inventory* page, click the "Add Compartment" button.
2. Fill out the form details.
3. Click "Confirm" at the bottom of the modal dialog.
4. Click "Save Inventory" at the top of the page.

# Configure Inventory

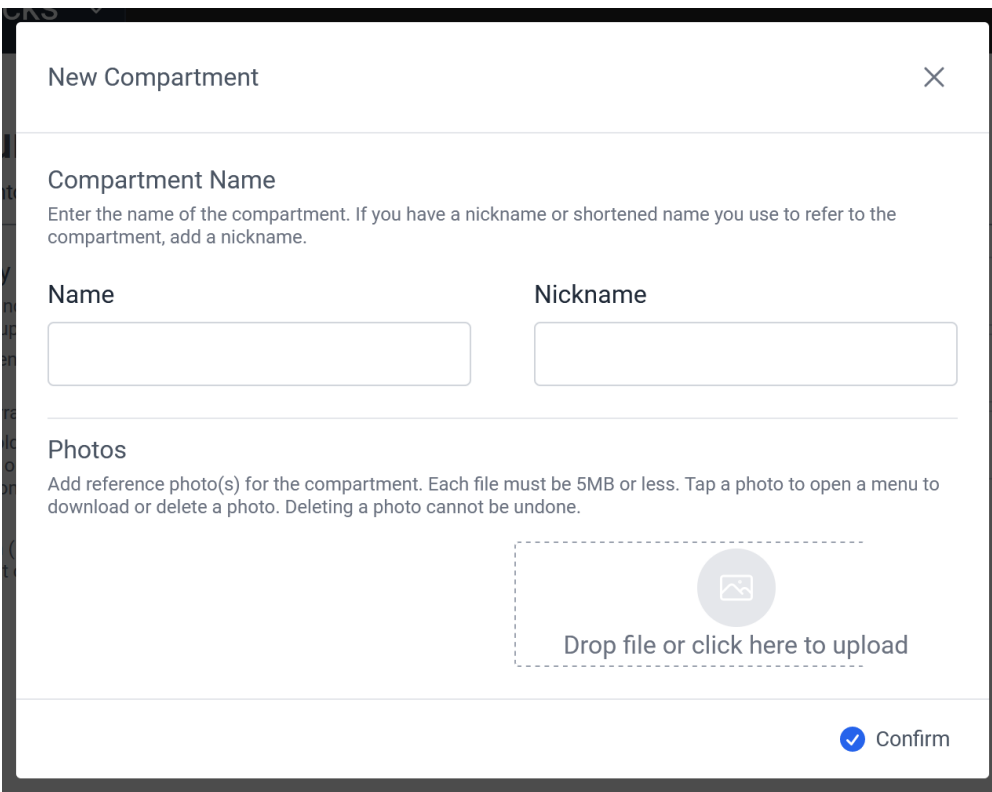
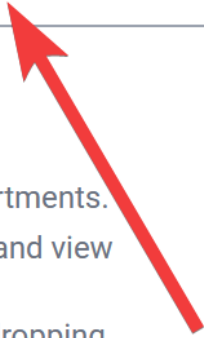
 Save Inventory  Add Compartment

## Edit Inventory

Inventory items and compartments can be organized by grouping them within compartments.

Tap a compartment to expand/collapse it and view its contents.

Rows can be rearranged by dragging and dropping



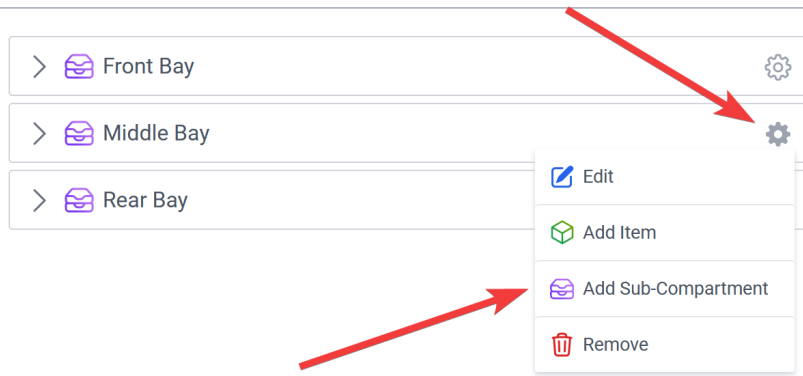
The screenshot shows a modal dialog titled "New Compartment" with a close button (X) in the top right corner. The dialog contains the following sections:

- Compartment Name**: A text input field with a placeholder "Enter the name of the compartment. If you have a nickname or shortened name you use to refer to the compartment, add a nickname." Below this are two sub-fields: "Name" and "Nickname", each with its own text input box.
- Photos**: A section with the text "Add reference photo(s) for the compartment. Each file must be 5MB or less. Tap a photo to open a menu to download or delete a photo. Deleting a photo cannot be undone." Below this text is a dashed rectangular box containing a circular icon with a picture symbol and the text "Drop file or click here to upload".
- Confirm**: A button at the bottom right with a checkmark icon and the text "Confirm".

The Name field is required, and we recommend that you enter a fully descriptive name. The Nickname field is not required but we recommend you enter an abbreviated or commonly used name.

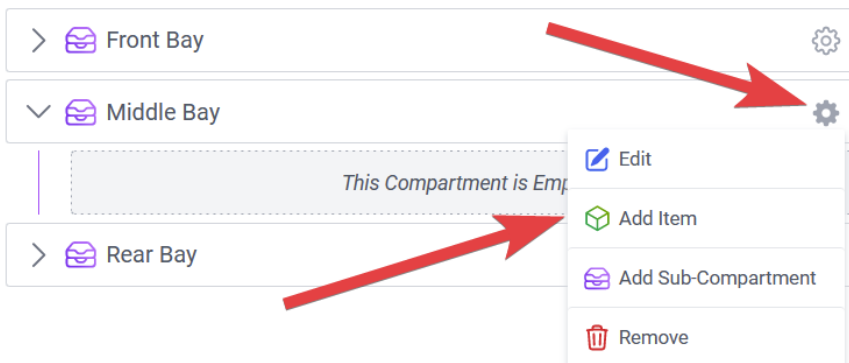
## Sub-Compartments

1. Follow the steps above to create at least one compartment.
2. Click the gear button on the right side of a compartment.
3. Select "Add Sub-Compartment"
4. Fill out the form details.
5. Click "Confirm" at the bottom of the modal dialog.
6. Click "Save Inventory" at the top of the page.



## Add Items (Equipment)

1. Follow the steps above to create at least one compartment.
2. Click the gear button on the right side of a compartment.
3. Select "Add Item"
4. Fill out the form details.
5. Click "Confirm" at the bottom of the modal dialog.
6. Click "Save Inventory" at the top of the page.



Back

New Inventory Item

Item Name

Enter the name of the item. If you have a nickname or shortened name you use to refer to the item, add a nickname.

Name

Nickname

Additional Information

Add additional information about the item for reference.

Serial Number

Code

Purchase Date

Cost

Size

Location

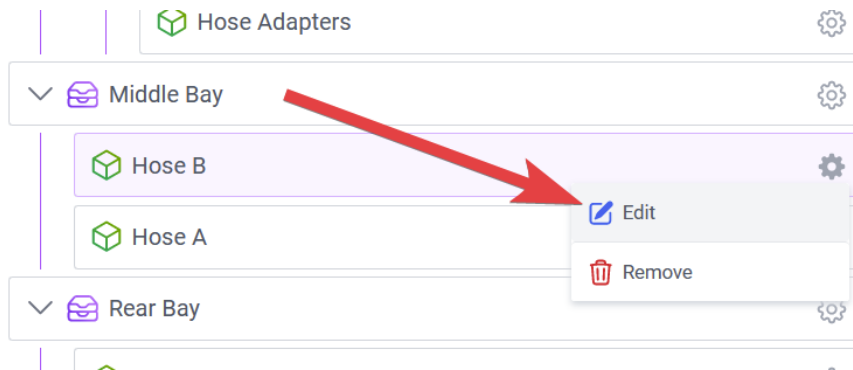
Description

The Name field is required, and we recommend that you enter a fully descriptive name. The Nickname field is not required but we recommend you enter an abbreviated or commonly used name.

## Upload Photos

You can upload photos to compartments or items that have been added.

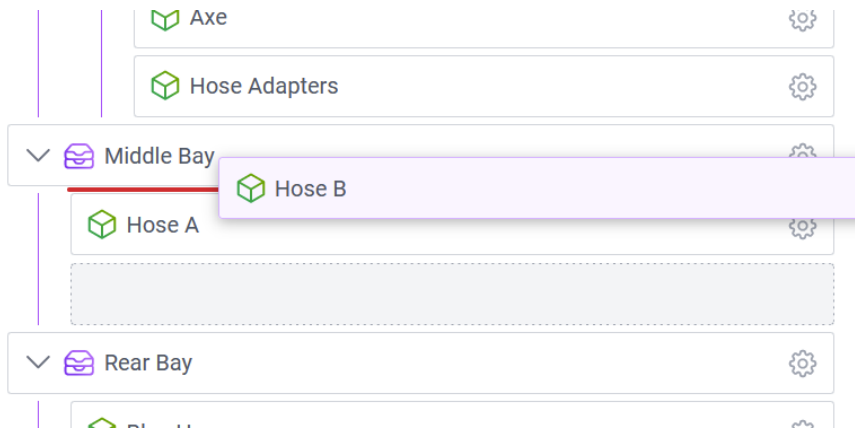
1. Click the gear button on the right side of a compartment or item.
2. Select "Edit".
3. In the *Photos* section of the form, click the file input to select a photo, or drag and drop a photo onto the input from your file system.
4. Click "Confirm" at the bottom of the modal dialog.
5. Click "Save Inventory" at the top of the page.

A screenshot of a modal form titled 'Edit Compartment' with a close button (X) in the top right corner. The form has two main sections: 'Compartment Name' and 'Photos'. The 'Compartment Name' section includes a description: 'Enter the name of the compartment. If you have a nickname or shortened name you use to refer to the compartment, add a nickname.' Below this are two input fields: 'Name' (containing 'Middle Bay') and 'Nickname' (empty). The 'Photos' section includes a description: 'Add reference photo(s) for the compartment. Each file must be 5MB or less. Tap a photo to open a menu to download or delete a photo. Deleting a photo cannot be undone.' Below the description is a dashed box containing a circular icon with a picture symbol and the text 'Drop file or click here to upload'. A red arrow points from the 'Photos' section to this upload area. At the bottom right of the form is a 'Confirm' button with a checkmark icon.

# Organize Inventory

You can reorder compartments and items, as well as move them in and out of other compartments:

1. Click and hold on the icon or name of the compartment or item row to begin dragging it.
2. As you drag the row around, a red line will appear. Release your mouse to drop the row at this location.
3. When you are done, click "Save Inventory" at the top of the page.

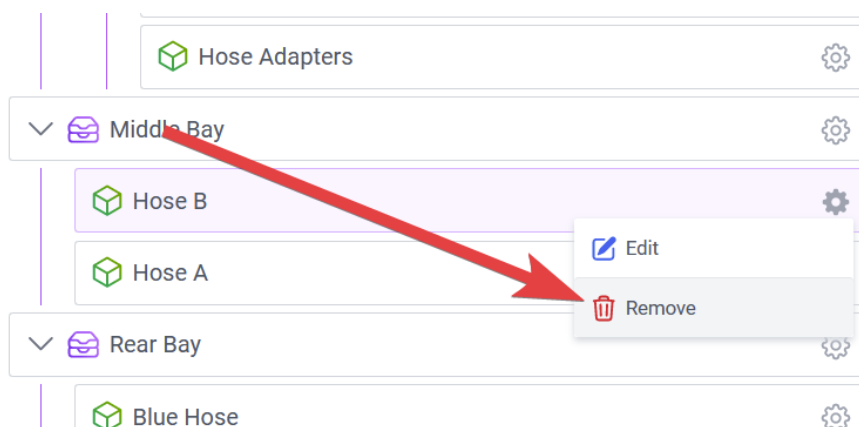


You may need to click the arrow icon on the left of the compartment to expand it and view or organize its contents. You cannot move a compartment or item into another compartment while it is collapsed. If you drop the row below the collapsed compartment, it will place the row after the compartment instead of inside.

## Delete Inventory

1. Click the gear button on the right side of a compartment or item.
2. Select "Remove".
3. Click "Save" at the bottom of the modal dialog to confirm.
4. Click "Save Inventory" at the top of the page.

If you delete a compartment, anything it contains will be deleted as well.



# Compatibility with Fire Station Desktop

## Nicknames

The Name field is used in Fire Station+ and Fire Station Desktop, but the Nickname is only used in Fire Station+ . For example, an item with the name "A.1. Hose" and with the nickname "Hose" will show up as "Hose" in the Fire Station+ but will show up as "A.1. Hose" in Fire Station Desktop.

### Item Name

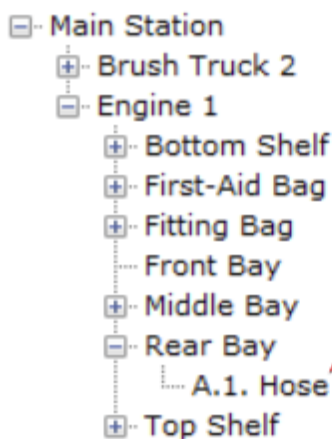
Enter the name of the item. If you have a nickname or shortened name you use to refer to the item, add a nickname.

Name

A.1. Hose

Nickname

Blue Hose



## Sub-Compartments

Fire Station Desktop does **not** support sub-compartments. All compartments and sub-compartments appear top-level compartments in the Fire Station Desktop.

For this reason, we recommend you use a naming pattern for sub-compartments that indicates it is contained in another compartment. You can enter the compartment name as the Nickname in Fire Station+ . This makes it possible to indicate sub-compartment hierarchies in Fire Station Desktop while keeping names simple in Fire Station+ .

### Example:



This sub-compartment is nicknamed "First-Aid Bag" and is located inside the "Rear Bay" compartment.

Compartment Name

Enter the name of the compartment. If you have a nickname or shortened name you use to refer to the compartment, add a nickname.



Name



Rear Bay: First-Aid Bag


Nickname

First-Aid Bag

Here is how the compartment appears in Fire Station+ vs Fire Station Desktop:

▼  Rear Bay 

 Blue Hose 

>  First-Aid Bag 