Fire Station Software Getting Started Guide

Personnel Module - Adding Ranks/Adding Personnel in the desktop software

- Personnel -> Manage Ranks
  - Rank Field. Enter a new rank.
  - Set the ISO Rank, Officer in Charge and display order.
  - Save when complete.
- Personnel -> Manage Personnel
  - Click the **+Add** button.
  - Add the Department ID, First Name, Last Name, Rank and Email Address.
  - Click OK when complete and click YES to confirm adding the personnel member.

Apparatus Checks Module - Adding individual Apparatus

- Click on Edit Inventory, click **+Add New Apparatus**.
- From the pop up enter the apparatus Name, Type, Use and NFIRS ID. Click OK when complete.
- Once added you will see a tree of your apparatus. You can now add Compartments and Items.
  - Click on an apparatus and click **New Compartments**, click Save.
  - Click New Compartment to add specific compartment of the apparatus, Save when complete.
  - The Compartment/s will now be displayed on the tree.
  - Click a Compartment from the tree to add then click **New Item**. A pop-up box will display where you can add multiple items that are in the compartment.
  - All apparatus, items and compartments of a compartment will display for Apparatus Checks in both the desktop and Apparatus Checks HUB feature to complete and submit checks.
- The above completed details will display for conducting checks in both the desktop software and Apparatus Checks in the HUB.

Permissions and inviting Personnel to establish FSSID Login Credentials

All personnel/members will need to set up FSSID login credentials associated with their email address.

Desktop Software - Permissions:

- Go to Admin > Manage Permissions

- Click on the personnel's name. A tab for each module you carry will display. Click each module tab and add a check mark for the permissions to give the personnel/member. Once complete click Save.

HUB FSSID Invite and Permissions:

- Click on Invite. Personnel with an email in the desktop software will show. Click the check box of each personnel and then at the lower page select permission level for the HUB. Send Invitation.
- Permissions may vary between members so send separate invitations as needed.

Fire Station Software Desktop and HUB Fire Station+ User Guide

- https://docs.firestationsoftware.com

For any questions or additional assistance please contact :

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