

Incident Reporting Settings

Incident Number Length

By default, incident numbers are only 7 digits long. Incident numbers can be increased to a maximum of 9 digits. To enable/disable this feature:

1. Sign in to Fire Station Desktop.
2. In the left menu, select *Admin > Manage Settings*.
3. Select the *Incident Reporting* tab.
4. On the right side of the panel, select/deselect the checkbox labeled "Allow 9-digit Incident Numbers".
5. Click the "Save" button at the top of the page.

NFIRS 5.0 only supports 7-digit incident numbers. For this reason NFIRS calls do not support the new 9-digit incident numbers. If you convert a quick call with a 9-digit incident number into a NFIRS call, the NFIRS incident number must be changed to 7-digits before the call can be validated.

The screenshot shows the 'Incident Reporting' settings page. On the left, there are sections for 'Invoicing' (Incident, Apparatus, Personnel, Tax Rates, Invoice Address) and 'Edit Incidents' (Number of Days, Setting Number of Days). The main area on the right is titled 'Incident Reporting' and contains the following settings:

- ☒ Use NFIRS 5.0 Reporting
- NFIRS Email:
- ☒ Use Auto Incident Numbering
- Incident numbers will be in the form of YY - XXXXX
- Where YY is the last two digits of the year and XXXXX is a number starting at 00001 and incrementing by 1 each call
- ☐ Allow 9-digit Incident Numbers (highlighted with a red box and a red arrow)
- Daily Log
 - ☒ Automatically enter incidents into Daily Log Activities
 - ☒ Automatically enter non-emergency events into Daily Log Activities
- Show Law Enforcement tab in Quick Calls ☐
- Show Inventory tab in Quick Calls ☐
- Show Other tab in Quick Calls ☐
- Show EMS tab in NFIRS Calls ☐
- Show Vehicles tab in NFIRS Calls ☐
- Show Other tab in NFIRS Calls ☐
- (Note: EMS, Vehicles, and Other tab information is not sent to NFIRS)

At the bottom, there are buttons for 'Edit Streets/Addresses' and 'Edit Cities', and a field for 'County GIS/Assessors URL'.

Revision #3

Created 4 September 2024 22:54:48 by Wesley Naslund

Updated 4 September 2024 23:03:00 by Wesley Naslund