

RedNMX System

General Setup

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Introduction

This manual describes in detail how to setup the RedNMX System for your department. You must have general setup rights to access this area. 90% of this setup is done by Alpine tech personnel prior to usage. You can access the setup by selecting the main menu choice **System**, then selecting the sub menu choice **Setup**.

Tab: General

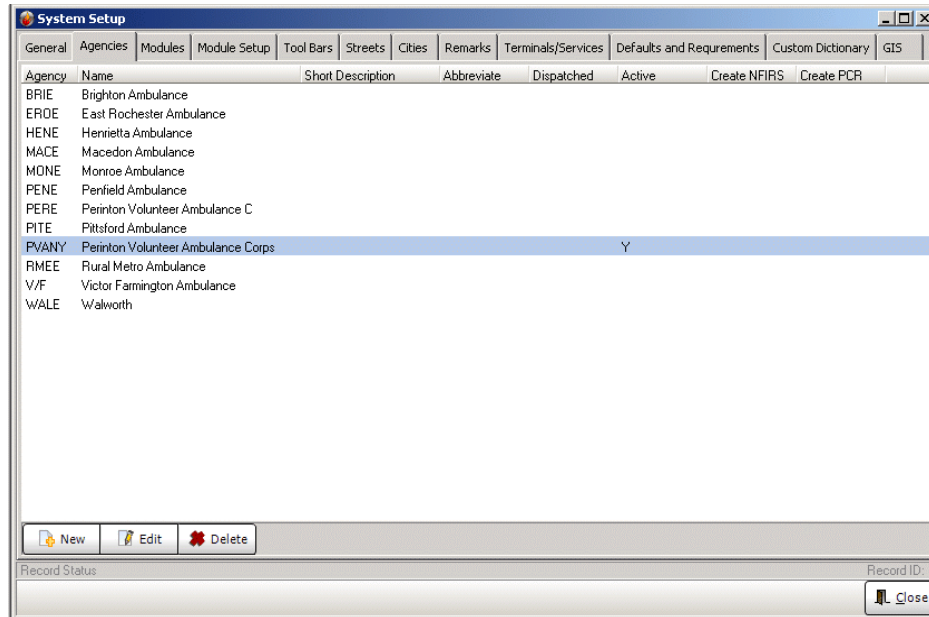
Select the General Tab to setup the following items:

Field Name	Description	Module	Comments
Crystal Reports Directory	This directory holds all of the Crystal Reports .rpt files.	CRYSTAL	It is recommended that you use the network UNC entry. (\\<directory>)
Initial Startup User	Enter the user code that you want to automatically start up as.	SEC	Remember, this does not require a login at start up, so it should be a low security user.
Multi Agency System	Field determines if you system operates in a multi agency format.	REDNMX	This is setup by Alpine tech personnel
Use multi field street name	Field determines if you are going to use the street suffix, direction, prefix etc.	REDNMX	This applies to several modules including incidents, inspections, and Geo file. This is setup by Alpine tech personnel
Use Docked Tool Bar	Field determines if you are going to use the docked tool bar connected to the main tool bar.	REDNMX	This is available as opposed to a floating tool bar that is always in front. This is setup by Alpine tech personnel
SDI Forms	Field determines if the program runs in an SDI format, IE the main form resides up top.	REDNMX	This is setup by Alpine tech personnel
Time Server Computer	Field designates the computer name for clock syncing. Additional notes found in the Time Clock Synchronization.	REDNMX	This field will execute an application net time \\<Server Name> /set /y where Server Name is the actual name of the server, like BFDSEVER.

Tab: Agencies

Select this tab to enter all agencies that your department interacts with. This table is used through out the system:

- Mutual aid agencies in the NFIRS Report.
- Department assignments.



Agencies Tab: General Information

The following fields are entered in the

Section	Field	Description	Requirement	Comments	Example
General Info	Agency Number	The four or five digit number representing the agency.	Required.	This must be unique.	12345
General Info	Name	The full name of the agency.	Required.	Enter the full name.	Brighton Fire Department
General Info	Short Description	A short description of the agency.	Required.	Enter a short description	Brighton
General Info	Abbreviate	The abbreviation of the agency	Required.	This should be unique.	BFD
The following fields are utilized by multi jurisdictional systems.					
General Info	Active Agency	This field designates that the selected department is participating in the use of the system. For example, they have incidents, personnel and training records entered in the system.	N/A	Check this to allow for generating events for this department	Y or N
The following fields are utilized by both dispatch and multi jurisdictional systems. This section is setup by Alpine tech personnel.					

General Info	Mutual Aid Agency	Determines if this department will be listed in the lower right fire department list found in the dispatch command screen.	N/A	Check this to include this department in the mutual aid listing	Y or N
General Info	Generate NFIRS	Check this off to generate an NFIRS report if this department is dispatched.	N/A	N/A	

Mutual Aid Fire Department Entry. General instructions to enter Mutual Aid Fire Departments (NFIRS section D).

1. Log into RedAlert with System Set Up access.
2. Select the System menu on the top toolbar.
3. Select the Set Up menu from the options available. If Set Up is not visible, you do not have security for this action.
4. Select the Agencies tab.
5. Choose the New button on the lower left corner.
6. Enter the following:
 - Agency Number (five digit Fire Department Identification number).
 - Name. Common name for the Mutual Aid department.
7. Verify entry by opening an incident and selecting the Primary Agency drop down box in NFIRS Section D.

Agencies Tab: Companies and Battalions

Select this tab to enter the companies and battalions for the selected agencies. The companies are used in the personnel module and incident reporting. These are different from station locations or apparatus. Example companies include Fire Police, Company 1, and Rescue Company.

This table is displayed and tracked in several places. For example:

- Personnel Entry. Personnel can be assigned to one or many companies.
- Company Response on Incidents. Several departments track which company responded to the call.
- Non Incident Response. One or many companies can attend the non incident event.

Tab: Streets

Select this tab to access the master street list used throughout the program.

- Press the New button to add a new street.
- Press the Edit button to edit a current street.
- Press the Delete button to delete a current street.

Only enter valid street names in the system. The rules apply:

- Enter only one record per street. Do not enter different abbreviation or alias names in the primary street table. The alias table is used for this purpose.
- Delete all auto transferred street names. Auto transferred street names are street records that were converted from your original system. Examples include name like OPP ELM STREET, XSTR MAIN ST, 888-900 WEST AVE. Delete all of these records.
- Delete all streets that are place names. Examples include LIBRARY, POST OFFICE etc.

Please note that changing the street names in this setup will not change the street names in the history tables. The streets table is used in several modules:

- Incident Reporting
- Property / Preplan / Geo File
- Inspection Management
- Permit Management
- Computer Aided Dispatching

Alias Street Names

The following instructions describe how to enter the alias names for a street. Alias names are used for middleware interfaces like a county CAD system that have different names for your streets. Examples include

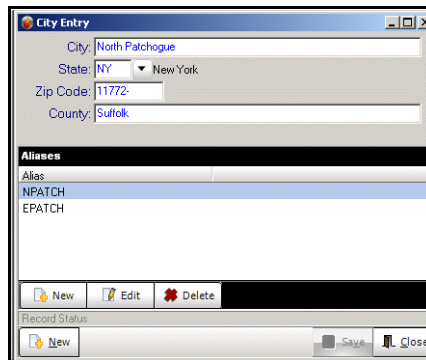
Your Street Name (Street entry)	County CAD Street Name (Alias entry)
CLINTON STREET	CLINTON ST
FIRST AVENUE	1ST AVE
FIRST AVENUE	FIRST AVE
NORTH MAIN STREET	N MAIN ST

In order for CAD Interfaces to work properly and be able to access your address data, the aliases must be entered.

Note that when using the Call Taker screen or address look up screen to search addresses, using the alias, you MUST type the full alias name. For example a street is listed in the street index as North Main Street. You add the alias N MAIN ST - When the call taker screen or the property search screen, you must type N MAIN ST if the alias is to be found.

Tab: Cities

Select this tab to enter city name, state and zip codes. This table is used by several modules including the incident reporting, property preplan geo file and PCR reporting.



It is recommended that you be case consistent. For example, if you are going to use capitols, use capitols for every city and alias.

Tab: Cities Aliases

Enter aliases for use in CAD Interfaces. Several CAD Systems send abbreviated city names. The above example shows how **EPATCH** is an alias for **North Patchogue**.

Tab: Remarks

Select this tab to enter the Narrative Default Values for select tables and fields.

Field	Description	Requirement	Comments	Example
Primary Table	Primary table to set the default narrative.	Required.	Select table from the pick list.	NFIRS Main.
Field Name	The field name.	Required.	Select field from the pick list. Only character fields are applicable.	NARR
Description	A description of the narrative.	Required.	Enter a short description	Automatic alarm, nothing showing.
Narrative	This is the field that will be transferred to the narrative when it is selected.	Required.	Enter the computer narrative	Automatic alarm at residential address. Checked scene, turned over to owner.

Tab: GIS

Select this tab to enter the GIS global setup.

Field Name	Description	Module	Comments
Map Code	The map code determines which mapping directory and layer set will be used by your system.	GIS	This is setup by Alpine tech personnel