

## SCBA

### Usage

#### Table on Contents

Introduction .....	2
Entry Screen .....	2
Inspection Schedule .....	3
Inspection History .....	4
Inspection History: Check List .....	5

## Introduction



### SCBA Management Icon

This manual describes how to use the SCBA Management Module.

## Entry Screen

Refer to the General Inventory Module for information on the following tabs:

- General Information. This box holds the inventory number, location etc.
- Purchasing. This tab holds the cost of the bottle, and purchase dates.
- Work Order. Refer to the work order user manual.

### Inspection Schedule

Select the Inspection tab to enter the inspection schedule and history. Press the new button in the inspection browse to add a schedule record.

The following fields are entered in the SCBA Inspection Entry.

Field Name	Description	Requirement	Comments	Example
Inventory #	Unique ID number of the	Required	This field is automatically entered.	100
Inspection Type	Type of inspection found in the inspection setup.	Required	Use the drop down box to select an inspection type.	Monthly Inspection
Additional	Free form text.	Optional	N/A	Done by Probies
Warning Days	Number of days from last inspection to warning is thrown.	Required	Enter the minimum number of days between the inspections.	25 - Month 180 - Bi-Annual 360 - Annual
Required Days	Number of days from last inspection to Required warning is thrown.	Required	Enter the maximum number of days between the inspections.	35 - Month 190 - Bi-Annual 375 - Annual
Notes	Additional notes describing inspection.	Optional.	Unlimited size.	N/A

### Inspection History

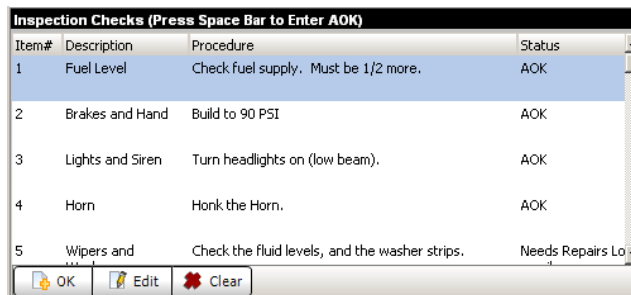
This section covers how to enter inspections for an SCBA inventory item. Select the **Inspection** tab, then press the new button in the Inspection History browse. This will bring up the inspection entry.

The following fields are entered in the SCBA Inspection History.

Field Name	Description	Requirement	Comments	Example
Inventory #	Unique ID number of the	Required	This field is automatically entered.	100
Inspection Type	Type of inspection found in the inspection setup.	Required	Use the drop down box to select an inspection type.	Monthly Inspection
Date	Date of Inspection	Required	Enter the date in the space provided.	01/10/2008
Additional	Free form text.	Optional	N/A	Done by Probies
Vendor	Vendor that conducted the inspection.	Optional	Use the drop down box to select the value.	N/A
Personnel	Personnel that conducted the inspection.	Optional	Use the drop down box to select the value.	N/A
Status	Status of the inspection.	Optional	Use the drop down box to select the value.	N/A
Labor Length	Length of the inspection.	Optional	N/A	N/A
Labor Total	Cost of the labor	Optional	N/A	N/A
Total Cost	Cost of the inspection	Optional	N/A	N/A
Notes	Free form text.	Optional	N/A	N/A

### Inspection History: Check List

This section covers how the inspection check list works. The Check List system allows for the ability to record every inspection item for the select inspection type.



Item#	Description	Procedure	Status
1	Fuel Level	Check fuel supply. Must be 1/2 more.	AOK
2	Brakes and Hand	Build to 90 PSI	AOK
3	Lights and Siren	Turn headlights on (low beam).	AOK
4	Horn	Honk the Horn.	AOK
5	Wipers and	Check the fluid levels, and the washer strips.	Needs Repairs Lo

OK Edit Clear

Follow these steps to use the check list system.

1. Highlight the first inspection item.
2. If the inspection item passed, press the space bar. This will enter the default passing status.
3. If the inspection item failed, press the Edit button. This will bring up the edit window where you can enter the status and a brief narrative of what was wrong.