

Inventory Usage

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Introduction



Inventory Icon

This user manual chapter describes how to use the general inventory module.

Inventory Entry

Items can be added to inventory from a number of places.

- General Inventory Menu
- Personnel Record
- Apparatus Record
- SCBA Inventory
- Hose Inventory

This section covers general inventory only. Please refer to the specific sections of the user manual for detailed information about Apparatus, Hose and SCBA inventory. Note that all inventory is entered into the system in the same manner, however Apparatus, hose and SCBA inventory are not displayed within the general inventory module.

Follow these steps to enter inventory from the main menu.

1. While viewing the main menu, select the Auxiliary menu choice. This will display the inventory buttons.
2. Click on the **Inventory** icon. This will display the inventory browse screen.
3. From here, you can add, edit and delete inventory.

Inventory Entry Screen

Refer to the inventory header for field definitions of the header. The following is a summary for each field found in the General Inventory Data section found in the **General Inventory** Tab.

Field Name	Description	Requirement	Comments	Example
Size	Size of the inventory	Optional	Enter in the size of the inventory. This is a free form text field.	Large
Quantity	Quantity of the inventory.	Optional	Enter the quantity in the space provided.	1
Service Interval	Service Interval for the inventory	Not used.	This field is no longer used.	N/A
Include in Fuel	Include in Fuel Usage Entries	Optional	Check this field off to include this inventory as an item in the fuel usage entry.	Y

Replicating Inventory

Follow these steps to replicate inventory.

- Step 1. Click on the Inventory Icon to bring up the inventory browse.
- Step 2. Highlight the inventory item that is to be duplicated. Right click the mouse button and select the Replicate choice.
- Step 3. Enter the number of times to be duplicated.
- Step 4. Update the new inventory items. Correct the serial number and inventory number.

Appendix I: Inventory Header

The inventory header is the same for all primary inventory types. It is found in the General Information section on the top of General Inventory, Apparatus, Hose, SCBA, or Station entries.

Field Name	Description	Requirement	Comments	Example
Agency	Enter the agency number in the space provided.	Yes	This field is only visible for multi jurisdictional systems.	12345
Inventory Number	Enter the inventory number in the space provided.	Optional. This field should also be unique.	Although this field is optional, several inventory items are to generic to have a number. It is not required that this field be unique, but optional.	2881221
Sub Type	Enter the sub type in the space provided.	Recommended.	You can add to this list if you have inventory setup rights.	Turnout Gear
Description	Enter the description in the space provided.	Recommended.	You can add to this list if you have inventory setup rights. This list is only for rapid entry	Boots
Location	Use the lookup to access the location tree.	Recommended.	Use the tree menu to find the location.	Fire Station->Station 1
Serial Number	Enter the serial number in the space provided.	Recommended.	None	128875897123123
Manufacturer	Enter the manufacturer in the space provided.	Recommended.	None	Ranger
Model	Enter the model number in the space provided	Recommended	None	6314
Include in Fuel?	Check the box if fuel usage will be tracked for this item	Recommended	If fuel usage box is checked, the item will be included in appropriate drop down menus and fuel usage reports.	None, check box only.