

# Runs And Rosters

Version 1.01

Fire Department Record Keeping System



For Small And Medium Size Fire Departments

User Guide



# STOP STOP STOP READ THIS FIRST!!!!

Contrary to human nature where we like to assemble gas grills without reading the directions and install and run software without reading anything about the program first, we strongly recommend that you spend a few moments here reading the core instructions before you dive into this program and realize you can't swim. The software is extremely easy to use provided that you set the software up correctly and follow some simple rules. Doing this will greatly relieve frustration for both of us. You being the customer, and us being the technical support team here at Knightlite who is available weekdays from 8:00 AM - 8:00 PM Eastern Time.

Here is the laundry list of steps that must be followed BEFORE you start clicking around this software program.

- 1) Unlike other Knightlite titles where you have to delete the demo version before using the full version, the full version of Runs and Rosters can be installed over the demo version.
- 2) Before using the many features of Runs and Rosters you must first set up a few program parameters, such as the name of your Fire Department, names of your engines, and various other information fields that will be needed to run the software.
- 3) You must enter information about your members. That would include information such as their names and addresses, E-mail addresses, status with the department, such as - Are they a driver? Are they an officer? Information such as that.

Once this is done, then you can start using the various features included in this software product.

Rules.

- 1) There is only one real rule here. Never delete the first record in any of the databases until you have at LEAST 1 record saved. Once one record has been recorded then the Record Number 0 can be deleted. Do not write over Record 0. Simply add a new record and then delete Record 0.

That's it. Those are the steps you have to follow first. Now read below for details on how to do all this.

## Introduction:

Runs and Rosters is a record keeping software program designed for small to medium size volunteer fire departments. The software has the ability to track fire calls, create run forms, track firefighter attendance, inventory individual personal protective and other equipment, calculate "pay-per-call" fire pay, monitor medical certification expiration dates, print street directories that give directions from the firehouse to every street in town, print mailing labels, address department newsletters, create various directories including phone and E-mail directories, send e-mails to firefighters, bulk e-mail to selected groups of members or all members, and much more. The software is easy to set up, easy to use, and easy to maintain. It is user-friendly, intuitive, and does not require any kind of learning curve. Simply set the program up and immediately start using it.

Unlike most software companies these days where there are disappearing manuals, disappearing tech support, and disappearing customer service, Knightlite prides itself on maintaining a high standard of customer service. 2006 marks our 10th year in business, and every year we have been in business we have strived to deliver our customers the best products and support we can muster up. That includes supplying our customers with a printed user guide such as this one. If you follow this user guide and actually read it you can get a great deal out of Runs and Rosters, and dramatically reduce the need to call Knightlite Tech Support. But in case you do need to call, you will not have to sift through the pages of this user guide searching for an elusive tech support number. Here it is 203 598-3838.

So lets get started using this software.

# License Agreement - Stop Read Please!

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License Agreement:

Runs And Rosters

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## Installation:

### CD Rom Installation

- 1) Double click on My Computer
- 2) Double click on the icon that represents your CD Rom Drive.
- 3) Double click on setup

This will start the software installation program. Follow the instructions on the screen. Please note, you are asked to enter a Installation Key number for the software you are installing. This number is printed on a sticker inside your CD Rom case. **DO NOT LOSE THIS NUMBER.** You will need it for all future installations.

The Cd also contains the User Guide In Adobe Acrobat format. You can open a print out a new User Guide in case you lose the one that was shipped with your software.

Your CD also contains the full versions of all Knightlite Software's Fire and EMS Study Software. If you would like to purchase any of this software all you have to do is call up Knightlite at 1-800-707-9875 and order an Unlocking Key.

The Knightlite titles are listed under a folder called Full Versions. If you would like to demo any of this software before purchasing it, all titles are available at the Knightlite website - <http://www.knightlite.com>.

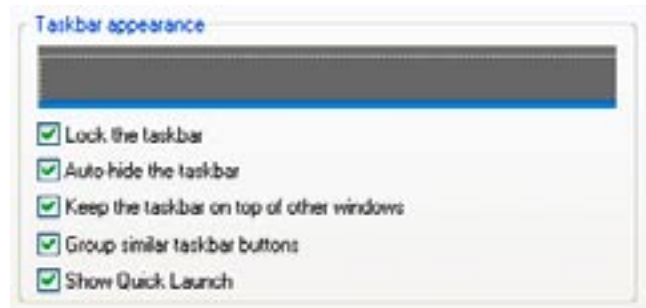
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## What Else Should I Do Before Using This Software?

Before using this software package you should check two additional settings on your computer.

1) Make sure the Windows Taskbar is set to Auto Hide. Without being set to Auto hide, the Taskbar will block the navigational buttons at the bottom of many of the screens that allow you to move from record to record. When set to Auto hide, the Taskbar will be taken out of the way of these buttons, allowing you to easily navigate through your records. To set the Windows Taskbar to Auto Hide follow the instructions below.

- A) Right Click on an empty section of your Taskbar.
- B) A pop up menu will appear.
- C) Click Properties.
- D) Check Auto-hide the taskbar.
- E) Click Apply.



2) The optimum screen resolution for running Runs And Rosters is 1024 x 768 Pixels. But it will also run well at 800 x 600 Pixels. To change the screen resolution follow these directions.

- A) Right Click anywhere on the Windows Desktop, and a pop up menu will appear.
- B) Click on Properties, and a window will pop up.
- C) Click on the Settings tab.
- D) In the Screen Area section, slide the slider to the left or right until the screen area is 1024 x 768 Pixels.
- E) Click Apply.

The screen will then resize. When Windows asks you whether or not you would like to keep these settings, click Yes, or Windows will restore to your previous settings.



## Creating A Password

The first time you run Runs and Rosters you will be asked to create a password. This allows you to protect the software from unauthorized use. Choose a password that you will remember and record it somewhere so you can access it in case you happen to forget what it is. In the event that the password is permanently lost, you can make arrangements with Knightlite Software to reset your password.

When creating the password, you are asked to enter it twice. Your password is then encrypted and saved. You must use the password every time you start the software so it is wise to use something that is fairly easy to enter. You can not turn off the password function, but if need be you can use something very simple such as entering the “\” symbol which is located right above the Enter key. That way you can just press “\” and then Enter, to get into the program.

You can also change the password at anytime to a new password by first, entering the old password and then clicking the Change Password button.



## Registering Runs And Rosters

In order to keep using Runs and Rosters, you must first activate and register the software with Knightlite. The Licensing Agreement allows you to install this software on 3 of your department-owned computers at one time. In order to Register the Software, you must first obtain the Key Code that the program generates when first installed on your machine.

Start the software up. When the “splash screen” disappears you will see the “Contents” screen. On the top left hand corner there is a

This Is Your Key Code.



To register the software click on the Register button. This will take you to the Registration window. (See below)



To register the software go to the following web page <http://www.knightlite.com/register> or call Toll Free at 1-800-707-9875. You will be asked for the four digit Key Code. Knightlite will then provide you with the registration code. Enter that in the box labelled “Enter Your Registration Key,” then click Update. The software will then be registered. Once registered, you will not be asked to enter the registration key again.

## Table Of Contents Window



After you have entered your password the first screen you will see is the Table Of Contents window. This gives a full view of all the major sections of the software program. If you run the mouse over the various section options, the image on the contents page will change showing you what the window looks like if you click on it. This makes it easier to navigate the software. On the bottom of the screen will scroll in red letters the last called recorded into the system, giving you the date, type, location and call number. To select any of the sections simply click on the section label.

**Members:** A database of member information including name, address, phone, e-mail, Roster name, pay rate, department status, medical certification expiration dates and other information about the member.

**Gear And Equipment:** A database of gear and other equipment such as pagers that have been issued to your members.

**Full Department Roster:** A quick link to print out the entire fire department roster that can be used as a check list for attendance.

**Rosters:** An area of the software where a variety of different directories and rosters can be easily printed out. Also newsletter address labelling and address labels can be printed in this section as well.

**Run Forms:** A database of all fire and ambulance calls your department has responded to. Also allows you to record the names of all firefighters who attended the call. Add members to the call roster by simply double clicking on their name from the list of firefighters.

**Search Member Statistics:** This section will tabulate and display the fire call attendance of all your members between any two dates that you choose. It will report the number of calls a member responded to, the pay rate per call, the amount of pay due the member calculating the number of calls times the pay rate, the percentage of calls the member attended vs the number of total calls during the period, and the number of calls a member missed.

**Search Call Statistics:** This section can create a report that shows what types of calls your department responded to between two predetermined dates that you select. It lists the type of call, number of calls of that type, and its percentage when compared to the other calls that were responded to.

**Street Directions:** A database of all streets in your town can be created, and a field to give turn-by-turn directions from the firehouse. You can then print out directories in alphabetical order and place these directories aboard your apparatus for officers and drivers.

**E-mail Members:** This is a bulk e-mail sender that allows you to send bulk e-mail to your entire department, groups within your department or a single e-mail address.

**Setup:** Sets up Runs and Rosters with default information about your department and its members. This is where we will start in the next section.

## Setting Up Runs And Rosters:

Setting up Runs and Rosters right from the start is a key step in utilizing this software program. The software is useless unless it knows something about your fire department. This should be where you start when you first run the program. After you enter your password the main Table of Contents screen will appear. Click on the option Setup located under the image on the bottom right hand side of the screen.



Click Setup To Enter Information About Your Fire Department

The screenshot shows the "Default Settings" window with several sections:

- Department Information:** Dept Name: Middlebury Volunteer Fire Depart, Address: Tucker Hill Fd, City: Middlebury, State: CT, Zip: 05762, Phone: 555-0687, Fax: 555-7045, Department Email Server: mail.snet.net, Department E-Mail Address: fire@middleburyfire.org
- Member Status Options:** Chief (10), Deputy Chief (9), Captain (8), Lieutenant (7), Non Line Officer (6), Active Member (6), Veterans (6), Apprentice (0), Ambulance (12), Civil Defense (0), Ladies Auxiliary (0)
- Apparatus Names:** Engine 1, Engine 2, Engine 3, Engine 4, Engine 5, Engine 6, Truck 1, Rescue 1, FD 11, FD 12, Boat
- Checkbox Fields:** Title For Checkbox Blank, OSHA Compliancy, Bloodborne Pathogens, HazMat Awareness, Physical, Incident Management System, Lung Testing, Lockout/Tagout
- Medical Certifications:** MRT, EMT-Basic, EMT-Intermediate, Paramedic
- Misc. Call Fields:** Misc1, Misc2, Misc3, Misc4
- Training:** Fire Fighter I, Fire Fighter II, Company Officer, Pumping Apparatus Driver/Operator, Aerial Apparatus Driver/Operator
- Call Received From:** 911, PD, State Police, Alarm, Other

Buttons at the bottom: More Defaults, Update, Exit.

Entering information about your fire department on the Setup window is self explanatory, but lets just go through the entire process. In the first box you enter the name of your department, the street address, city state, zip, phone, and fax. You are also asked to enter the Department E-mail Server. What's this? If your departments' computer is attached to the Internet and you would like to have the option to send bulk e-mails to your members, or even just single e-mail messages to your members, the software needs to know something about how e-mail is sent over the Internet from your computer. The e-mail server is the setting you set your e-mail account in order to send out e-mail messages over the Internet. If you are using Outlook Express to send e-mail you can find this information by starting Outlook Express and clicking on Tools > Accounts. Then click on the Mail tab. Click the Properties button, and then click the Servers tab.



The Outgoing mail (SMTP) address is what we need. Copy the one from your Outlook window, and not the sample one we have displayed to the left.

We will also need your department's e-mail address. This should be displayed here. Enter this into the box that is labelled, "Department E-Mail Address."

Next set up how your department receives fire calls. This information will be entered in the Call Received From box. In the example we have on the previous page we have your typical ways fire departments receive emergency calls, such as 911, police department (PD), State Police, automatic alarms. Enter the information that is relevant to the way your fire department receives calls.

#### Member Status Options:

This box is important because it gives you the ability to differentiate your members from each other and set up a ranking system. If your department pays it members with a "Paid-On-Call" system, this allows you to setup a Pay Rate based on what status a member holds in the department. Our example of the Middlebury Volunteer Fire Department has a Chief, Deputy Chiefs, Captains, Lieutenants, Non-line Officers (such as the Secretary and Treasurer), Active Members (Regular members), Veteran members, Apprentices (Probies) Ambulance Auxiliary, Civil Defence (Junior Fire Department) and Ladies Auxiliary. You can set this up anyway you want. The software gives you 12 classifications. Set the Pay Rate depending on how much a member receives per call. This information allows the software to easily calculate Fire Pay based on how many calls the member responded to during a set period of time, multiplied by his/her fire pay.

#### Training:

In this box you enter the different types of training a member could have, so the software can record such training in an individuals record. This should be strictly fire training. EMS training is recorded in another box. We have such courses as Fire Fighter I/II, Company Officer, Driver/Operator etc... Enter the training your department offers.

#### Apparatus Names:

Enter the names of the different pieces of apparatus that are used by your department. The program allows you to enter 15 different pieces of apparatus. This information will merge with the run forms and show which apparatus rolled on any particular call.

### Check box Fields:

This box is a user-defined box where your department can enter any information that you want to track about any particular member. The Middlebury Volunteer Fire Department chose to use these fields to track OSHA Compliancy for each member. You can use our defaults or change them to whatever you would like to track.

### Medical Certification:

Enter the various medical certifications recognized by your department. This will merge with the member's personal information and allow you to track medical certifications within your department. The software can actually tell you whose EMT-B's certification is going to be due and how many days until the certification expires.

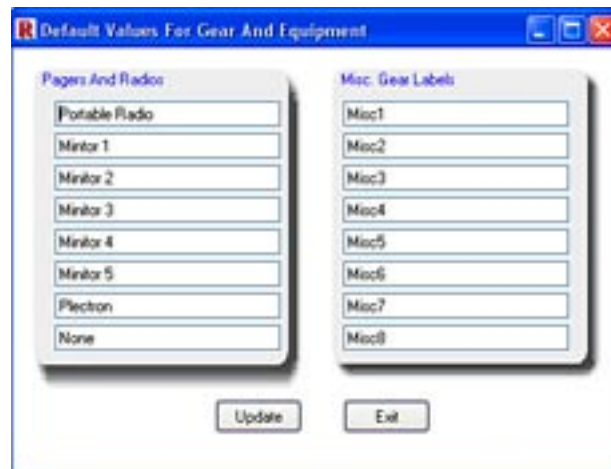
### Misc. Call Fields:

On the Run Form screen there is an option for Misc. Calls. If your department runs unique types of calls, you can setup fields that will match the type of calls that you run. Under the Run Form window, the software has 13 different types of Incident Types. A Misc. Call is one of the categories. The fields for that category as set up in this section.

To save the default values to your computer, click on Update.

### More Defaults:

To setup other default values for the software click on the More Defaults button.



This window allows you to add more default values to your software. These have to do with setting up the Running Gear And Equipment values.

### Pagers And Radios:

Runs and Rosters lets you keep track of the running gear that is issued to your members. Most of the default values for the Running Gear windows have already been set up by Knightlite, but fields such as pagers and radios should be set up by you. Enter the types of pagers and radios that are issued to your members. The types of pagers have already been listed here by the Middlebury Volunteer Fire Department as a guide. Change these fields to suit the needs of your own department.

### Misc. Gear Labels:

It is impossible for us to speculate every piece of gear or equipment that can be issued to the firefighter, and that is why we have Misc. fields here. You can enter a field that we don't have already listed under the Gear And Equipment window.

## Entering Member Information:

The screenshot shows a software window titled 'Main Form' with a menu bar (File, Edit, Search, Output, Help). The form is divided into several sections:

- Personal Information:** Record Number (37), First Name (Joe), MI. (K), Last Name (Johnson). Address 1 (1445 Main Street), Address 2 (empty), City (Middletown), State (CT), Zip (05762), Home Phone (203-674-6545).
- Contact Information:** Call Phone (203-475-9748), Text Message (2035451111@message), E-Mail (joe28982@bcei.com).
- Family/Spouse:** First Name Of Spouse (Linda), Emergency Contact Person (Linda Johnson), Emergency Phone (203-879-6124).
- Medical/Personal:** Medication / Allergies (None), Date Of Birth (11/17/68), Member Since (1995).
- Firefighter Details:** Roster Name (Johnson, J), Current Status (Active Member), Fire Pay Rate/Call (\$6.00), Driver (checked), Officer (unchecked), Run Form? (checked).
- OSHA Compliance:** Bloodborne Pathogens (checked), HazMat Awareness (checked), Physical (checked), Incident Management System (checked), Lung Testing (checked), Lockout/Tagout (checked).
- Medical Certifications:** EMT-Basic (selected), Exp. Date (12/30/06), 363 Days Until Exp. CPR Certified (checked), Exp. Date (12/30/06), 353 Days Until Exp.
- Training:** Fire Fighter I (selected, 10/20/06), Fire Fighter II (selected, 05/04/02), and two empty rows.
- Notes:** A large empty text area.
- Navigation:** Buttons for First, <Back, >Next, Last, Exit, New, Save, Delete, and Search Roster Name.

The next step in setting up the Runs and Rosters software is to enter information about your members. This can be a time-consuming process and you may elect not to enter all the information that can be recorded. However you must enter some primary information in order for the software to work correctly. That includes the firefighter's name, address and phone number. If you want to be able to send e-mails to your members, you must enter an e-mail address in this section as well. The software also has the capability to send a text message to a member's cell phone if you have the member's text message e-mail address. Name of Spouse, Emergency Contact Person, Emergency Phone, Medication/Allergies, Date of Birth, and Member Since fields are all important fields but not necessary to make the software function correctly.

### Other Important Fields:

#### Roster Name:

This is the name that will appear on all the rosters and on the run forms. All reports are generated using the Roster Name. Normally, the Roster Name should be the firefighter's last name followed by a comma, and then the firefighters first name...i.e.. Johnson, J.

#### Current Status:

Use this field to assign a status to the member. The member status fields were established by you in the Setup window. In the example illustrated above John, J's status was assigned using the combo box and his status was assigned as Active Member. Once the status is selected, the Fire Pay Rate/Call is automatically filled in by the software. In this case Johnson, J gets \$6.00 per call. The software will remember that and will be able to determine firefighter Johnson's Fire Pay between any two selected dates.

#### Driver Check box.

When checked, this box will mark firefighter Johnson as a driver and his name will be added to the list of drivers on the run form windows.

#### Officer:

If firefighter Johnson was an officer this check box should be checked. This allows the software to determine who is an officer and who is not. The officer list appears in the Run Form window, as well as allowing the user to send specific e-mails to only officers in the E-mail window, and the ability to print out Rosters of officers in the Roster window.

#### Run Form:

This check box indicates whether or not the firefighter's Roster Name should be added to the run form. Every fire department has social or veteran members who no longer run on apparatus. Having a large list of inactive members makes filling out run forms a little more tedious. These names can be eliminated from run forms so the only names listed are the ones that actually attend fire calls. If a member is no longer active, unchecking the box will erase his/her name from the run form roster. If a member becomes active again, checking the box will return the name back to the roster.

#### Medical Certifications:

The medical certifications that are recognized by your department were established in the Setup window, and this information is displayed here. In our example firefighter Johnson is an EMT-B. If you enter the expiration date of the EMT, the software will calculate the number of days until the certification expires. The same also holds true for the CPR Certification. Enter the expiration date and the software will determine how many days until that certification expires as well. If the certification has already expired the number that is displayed will be a negative, reporting the number of days since the expiration had passed.

#### The Misc. Fields - Labelled Here As OSHA Compliancy:

This was a user-labelled field section established in the Setup window. We chose to use OSHA Compliancy in our example, but you can change these fields to anything you want in the Setup window.

#### Training:

The Training filed allows you to keep track of training a particular firefighter has undertaken. The fields were established in the Setup window, and you can add the certification dates here.

#### Entering Information Into The Records:

If you have used any of Knightlite Software's other products you will know that we use navigational buttons to move from one record to the next. In order to prevent you from accidentally deleting critical information we lock the records so they can not be edited. To unlock the database click on Options, and then click on Unlock Records. You can also press CTRL - U. This will also unlock the records. To lock the records back up again click on Option > Lock Records, or CTRL - L. You can also lock the records by simply exiting the window.

Once the records are unlocked three buttons become available to you. They include the New, Save, and Delete buttons. To add a new record to the database click on NEW. Enter the appropriate information. To save the record simply click SAVE. To delete a record, navigate to the record you would like to delete with the First, Back, Next, or Last buttons, and click Delete. Once a record has been deleted, it can not be restored.

#### IMPORTANT:

The software is shipped with 1 record in each database. This includes the Member database. **DO NOT DELETE RECORD #0 UNTIL YOU HAVE CREATED AND SAVED AT LEAST ONE RECORD.** Once you have created one or two records you can go ahead and delete record number 0. There should always be at least one record in the database.

## Searching For Records:

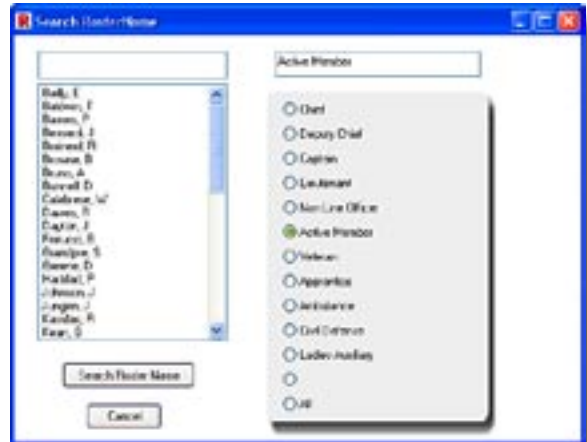
You can search the Members database for a particular member from the Search menu.

### Search Roster Name:

When you click on this option a search window appears.

When first opened all the Roster Names are listed. You can search for a particular Status by selecting one of the option buttons on the box on the right. The Roster Names will then be listed in the List Box on the left. Double click on a name and the record will be displayed on the screen. You can also single click on the name and then click on the Search Roster Name button.

Click the All option button will reset the database to display all names on the roster.



### Search By Last Name:

Clicking this feature will open up a dialog box. Enter the firefighter's last name and click OK. The software will return all records that match the last name you typed in.

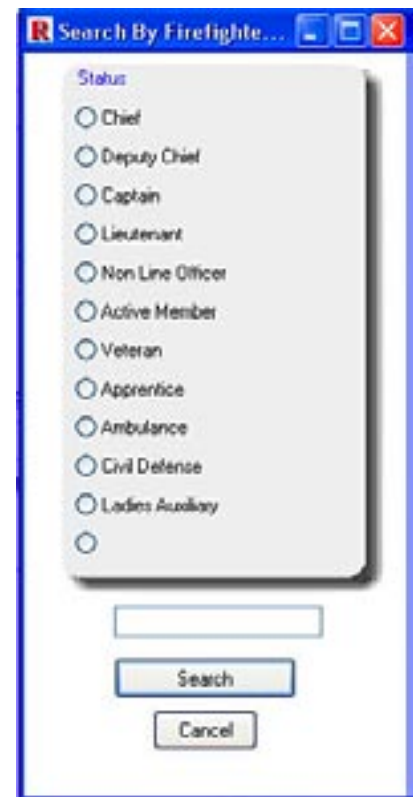
### Search By Status:

Displays the Status window. Select the appropriate fire fighter status and click OK. The software will return all records matching that status. For example if you click on the Officers option button, then click Search, the software will return all the database records for all the officers in your department.

The database can be reset at any time by simply clicking on Reset Database from the Search menu.

### Print Record:

You can print a single record containing all the information about that firefighter from the File menu. The software will then display the record in a Print Preview window. (see below).



### Print All Displayed Records:

This feature will print all displayed records currently being displayed in the recordset. For instance if you search for all Active Members, the software will return all members who have an Active Member status assigned to them. You then click Print All Displayed Records, and the software will print only those records found in the last search.

### Search For Certification Expiration Dates:

Another powerful feature of the Runs and Rosters software is the ability to search for medical certification expiration dates. This feature is accessed from the Search menu, and displays the screen shown below.



Runs and Rosters can track standard medical certification as well as CPR certifications. You can search the database of members by clicking on one of the option buttons displayed on the screen. These include All, Expired, 30 Days, 60 Days, and 90 Days. You can then print out this information for reference.

Runs and Rosters helps your medical staff plan when to hold recertification classes and prevents any of your members from having their certifications lapse.



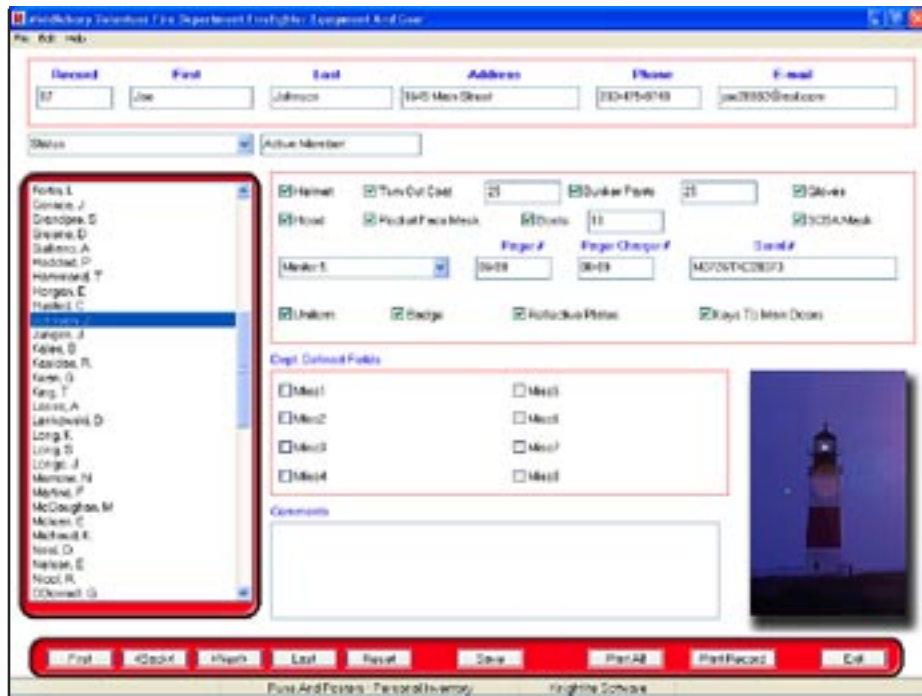
### E-Mail Member:

The E-mail Member function allows you to send a quick e-mail to any single member's e-mail address. This option is accessed through the Options menu. The software will read the member's e-mail address and enter it into the recipient box. Simply add your subject, the text of your message, and click Press To Send. Note: You must have an Internet connection in order to send e-mail to members.

To send e-mail to multiple members, specific groups of members, or the entire fire department use our Bulk E-mail Tool in the E-mail Members window.

## Gear And Equipment Window:

The Gear And Equipment window is an extension of the Members window. The Members database is incorporated into the Gear database, so there is no need to enter information again for any particular member. It will be filled in for you.



When you open the Gear And Equipment window you will see a list box displaying all the members in the department. To record a member's gear inventory, you need only click on the member's name and his/her gear inventory is displayed. To add information to the database simply type it in and click Save.

To scroll through the various records click the Reset button and then you can use the First, Back, Next, Last navigational buttons on the bottom of the screen.

The Gear window comes with some standard fields. It is assumed that all fire departments will issue turnout coats, bunker pants, helmets, etc... however Runs and Rosters allows you to add your own user-defined fields to the database as well. The Dept. Defined Fields are created when you accessed the Setup window. Shown here is simply Misc.1, Misc.2, etc... but you can change these fields to your own department specific fields in the Setup window.



## Printing Records:

You can print out a single record or you can print out the entire gear inventory using the Print buttons on the bottom of the screen, or accessing the print commands from the File menu.

## Full Department Roster

The Full Department Roster window gives you a quick roster of your entire fire department. The listing is in this format -

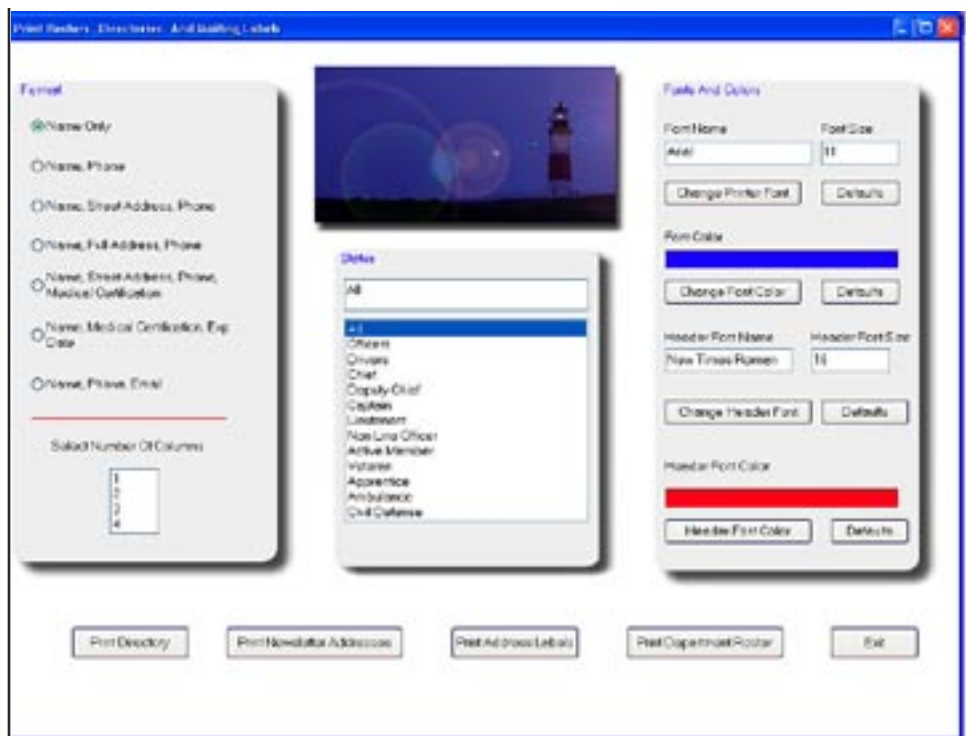
( ) Johnson, J

The brackets make it easy to use the roster to check off names for work details, drills, meetings or other functions in which an attendance roster is needed.

The default listing is in black type, but the font, font colors, header font and header colors can be modified and printed under the Rosters window.



## Rosters



The Rosters window has a great many features that will assist in a variety of functions. This includes the ability to print out a variety of directories, newsletter addresses, address labels, and the entire department roster.

### Print Directories:

There are 7 different directories Runs and Rosters can print out. You can format how these directories are displayed by selecting the number of columns in the Select Number Of Columns list box. The way the information is formatted largely depends on what you are

printing out. You choose the type of directory you would like to print by selecting the appropriate option button in the Format box. The types of directories are listed below:

Name Only - Simply prints a list of all firefighters in your department. This will look the best if you select 3 or 4 columns as the format to be printed.

Name, Phone - This makes a quick and easy phone directory of all your members.

Name, Street Address, Phone

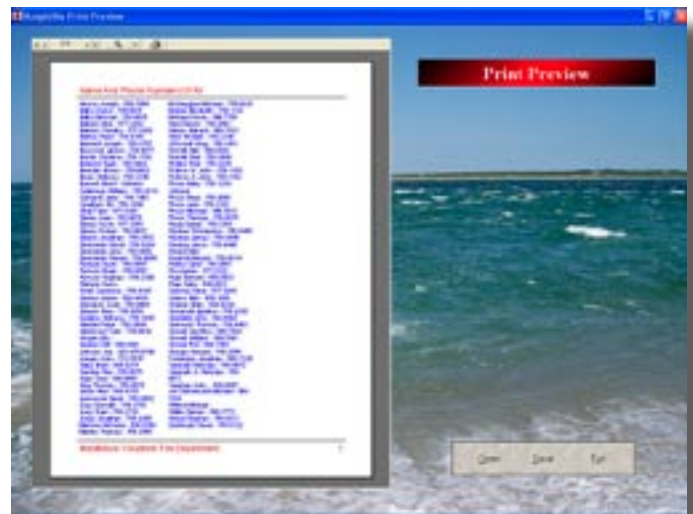
Name Full Address, Phone

Name, Street Address, Phone, Medical Certification

Name, Medical Certification, Expiration Date - Prints out a list of all your firefighters with medical certification, and tells you when their certifications will expire.

Name, Phone, E-mail - A phone and e-mail directory.

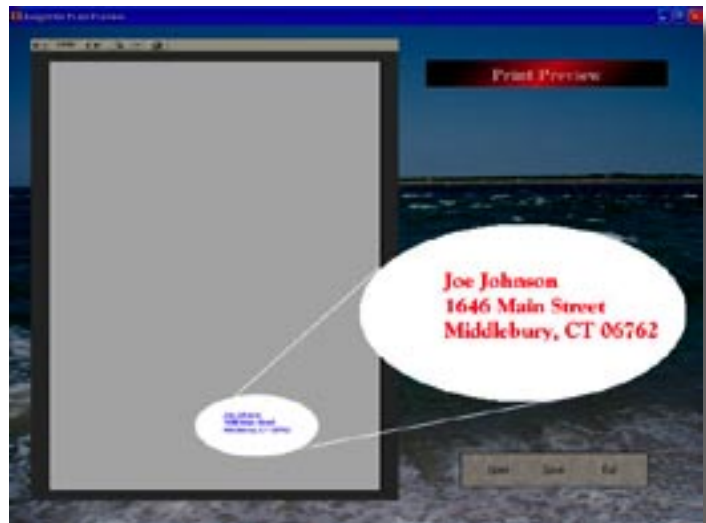
You can modify your roster directories by selecting the group of members you would like to have listed. This is done by selecting the member's status from the Status box. For instance if you want to have a directory of the name, medical certification, and certification expiration date of the members of your Ambulance corps, you could quickly do so by doing the following. Click Ambulance from the Status box. Then select Name, Medical Certification, Exp. Date from the Format box. You would then get a listing of all the members in your ambulance corps, what their medical certification is, and when they expire. All with just three clicks of the mouse.



### Print Newsletter Addresses:

If your department prints out newsletters or other correspondents to members where the newsletter is folded and thirds, stapled together and addressed with a label, you can use the handy Print Newsletter Addresses function to print the member's address directly on the newsletter itself. This does not only save time, but also money as you do not need to use labels. You can also target which group of members will get the newsletter. For instance, you are going to hold a driver safety drill in the coming week, and you want to notify all your drivers by mail and urge them to attend. You click on the Drivers option button and then Print Newsletter Addresses. Two clicks of the mouse and your done.

Need to remind all your officers of an Officer's Meeting? Click Officers on the Status box, then click Print Newsletter Addresses. There is no easier way to quickly and easily print newsletter addresses to targeted groups within your department than this little function.



## Print Address Labels:

If you need to use envelopes and you want to print standard Avery address labels, you can use the Print Address Labels function. Simply select the targeted group from the Status box, and click on Print Address Labels.



## Print Department Roster:

This will print the full fire department roster similar to what was previously discussed in the Full Department Roster window section. The software prints the roster names ordered by status with brackets in front of the roster name, so it can be used as an attendance check off list.



## Changing Colors, Fonts, And Type Size.

You can modify the look of your directories and mailing labels by changing the font, type size, and colors of your fields.



The font for both the header and the body text can easily be changed in Runs and Rosters. Simply select the color, font name, and font size from the Fonts And Colors box. You can reset these values to the default values at any time by clicking on any of the Defaults buttons.

## Run Forms:

One of the main components of Runs and Rosters is the ability to record fire and ambulance calls. The Run Forms window is designed to replace your standard run form with an electronic run form. It records most of the information found on a standard run form. It will also record the names of the fire fighters who responded to the call.

Runs and Rosters breaks down calls into 13 distinct incident types. These types can be broken down further to match more specific incident types. But the general incident types include the following:

CO Alarm, Fire Alarm, HazMat Incident, Misc.. Call, Misc Rescue, Motor Vehicle Collision, Motor Vehicle Fire, Motor Vehicle Rescue, Mutual Aid, Search And Rescue, Structure Fire, and Wildland Fire.

For each incident type, the software will generate a different group of fields that matches that incident type.

## Recording A Run:

Entering information about a run is a two part process. The first part of the process is to enter information about the call itself. The second part is to record the names of the firefighters who responded to the call. This way Runs and Rosters will be able to keep track of your firefighter's Fire Pay, and their Attendance Record.

To create a new call follow this procedure.

1) Select Options on the menu and then click on Unlock Records. This will activate the New button.

2) Click the New button.

3) The first field you want to fill in is the Case Number field. Use what ever format you use in your department for assigning case numbers to your calls. Do not confuse this with the Call ID. The software generates the Call ID and it should not be changed. All information about the call is assigned to that Call ID. To move to the next field you can either use the Tab Key or simply press Enter.

4) The next field is a drop-down box which lists the Incident Type. Click the down arrow and a list of Incident Types will be displayed. Select the one that matches the type of call you responded to. You will notice that when you change the incident type you will also be changing the fields under the group of blue boxes. Knightlite has assigned fields to match the type of call you attended.

5) Select from the Received From drop-down box how the call was received. The default values were established earlier under the Setup window.

6) Select the Officer In Charge. When you set up your members database there was a check box that would indicate whether or not a particular firefighter was an officer. All firefighters who have the Officer check box checked will appear in this drop-down box.

7) In the first blue box you will enter the day of the week the call occurred, the date (Note the date is filled in for you), alarm time, arrival, and time cleared.

8) The second blue box relates to information about a specific type of call, and the location of the call. Record the Specific Incident Type, the Location of the call, and the phone number if you wish. If you are unsure of a spelling of a street we linked the Street database with this section so you can lookup the street names easily. For example, lets say you don't remember how to spell Whittemore Rd., and the call occurred at 65 Whittemore Rd.. All you have to do is type in 65 and then click the Directory button, and a window will open showing all of the street names in your town. Scroll through the list until you find Whittemore Rd and then click the Add To Run Form button. Double clicking on the street name will accomplish the same thing.

9) Add which pieces of apparatus responded to the call and which drivers drove which pieces. This can be done easily by clicking on the drop-down box and selecting the appropriate driver. Once the driver's name has been selected a check will be placed in the check box next to the apparatus name. Apparatus names were assigned to these boxes when you ran through the Setup window. The software will also count each piece of apparatus that was driven and display that information in the Number Of Engine Responding box.



responded to the call. When this information is saved the tally of firefighters will be added to the run form window in to the Num. Of FD Personnel Responding box. If you make a mistake and add the wrong firefighter to the roster, simply double click on the firefighter's name in the center column and Runs and Rosters will ask you if you really want to remove the firefighter's name from the call roster. Clicking Yes will remove the name. You can also highlight the firefighter's name in the center column and then click Delete Firefighter From Call. That will accomplish the same thing. If you want to start over you can click on Clear Form, and the roster will be reset. When completed click Save.

Note: The only firefighters that will appear on the Run Form Roster are those you selected by checking the "Run Form?" check box in the Members window. If a firefighter's name does not appear on the run form roster, go back to the member's section and ensure their name has a check mark on the "Run Form?" check box. Likewise members who no longer respond to calls can be removed from the run form roster by unchecking their names.

You can print out the roster of responding firefighters by clicking on the Print button. What we normally will do is to print the run form on one side of a piece of paper and then flip the page over and print the roster on the other side.

After you have printed the roster, click Exit which returns you to the Run Form window. You will see that the tally of firefighters has been recorded in the Num. Of FD Personnel Responding. You can then print out the run form by clicking on the Print button.

You can also view a list of the firefighters who responded to the call without going to the Run Form Roster by clicking on the Show Roster button. You can toggle between seeing the responding personnel and the list of apparatus by clicking this button.

Case Number, Case Number, Incident Type, Date	Case Number: 05 - 221 Structure Fire Monday - 12/05/2005
Alarm Time, Arrival Time, Cleared Scene, Received By	Alarm Time: 13:15 Arrival Time: 13:23 Cleared Scene: 14:15 Received By: Other
Location Of Call	Structure Incident Type: 116 - Other Residential Ignition Name: Jeff Fogarty Location: 45 1st Street No. Phone:
Description Of Structure	Construction Type: Wood Frame Structure Type: Residential Number Of Stories: 2 Level And Area Of Origin: Basement Estimated Square Footage:
General Information About The Call	Number Of Alarms: 1 Multiple Appliances Involved In Ignition: Off Main Area Generating The Most Smoke: Heating Unit Source Of Origin: Heating Flames did NOT spread beyond the room of origin. Smoke spread beyond the room of origin.
Personnel And Apparatus Responding Listing Driver's Name	Number Of Fire Fighters Responding: 11 Number Of Responding Apparatus: 1 Responding Apparatus And Driver: Eagle 3 Demaree, R
Injuries And Deaths	Number Of Injuries FD: Number Of Injuries Other: Number Of Deaths FD: Number Of Deaths Other: Damage Estimated In Dollars: Financial Loss:
Actions Taken By Fire Department, And Cause	Primary Action Taken: 11 - Extinguish Fire Additional Action Taken: 51 - Ventilate of smoke Additional Action Taken: 55 - Investigate Suspected Cause: Fireplace in attic area - delayed ignition
Summary Of Incident	Brief Summary: FD extinguished on all fire in kitchen. Discharged smoke from basement with fire. Instead of hot smoke escape by work down and down. Red tagged kitchen and left off oil supply. Owner contacted oil company to see about tank.
Officer In Charge And An Area To Add Officer's Signature	Officer In Charge: Demaree, R Officer Signature: _____

Roster Of Responding Firefighters  
Should Be Printed On The  
Reverse Side Of The Run Form

## Search Member Statistics:

There is no easier way to keep track of the attendance records of your firefighters, and ambulance personnel as well as pay-per-call fire pay then Runs And Rosters. This window allows you to search between any two dates and immediately generate a report showing the member's name, number of calls attended, fire pay per call, total pay, percentage of calls attended, and number of calls missed.

To create a report simply click on a starting date, then on an ending date and the software will generate a report. So if your fire department pays firefighters twice a year with the first payment period between January and June, click on January 1st on the top calendar and June 30th on the bottom calendar. The software will list all the calls your fire department responded to between the dates and the names of the firefighters who responded to the calls. The total number of calls responded to will be listed in the Total # Of Calls box. Note: firefighters who did not attend any calls will not appear on the list. A firefighter needs to attend at least one call to be listed.

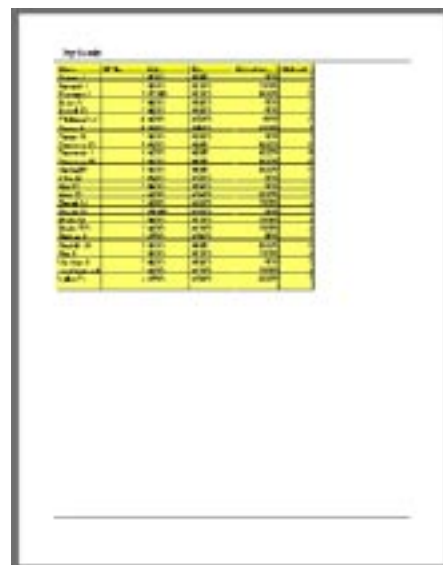
If you would like to search the attendance record of just one firefighter, select his/her name from the Select Firefighter drop-down box. Only the information about that firefighter will be displayed. To display the entire department, select All from the drop down box.

Name	# Calls	Rate	Pay	Percentage	# Missed
Amson, J	3	\$0.00	\$0.00	58%	3
Barnard, J	3	\$0.00	\$12.00	33.33%	4
Bastardo, J	1	\$12.00	\$12.00	16.67%	5
Brown, A	3	\$0.00	\$18.00	58%	3
Demall, D	3	\$0.00	\$18.00	58%	3
DeGrasse, W	0	\$0.00	\$0.00	100%	0
Dean, E	0	\$0.00	\$0.00	83.33%	1
Dean, R	3	\$0.00	\$18.00	58%	3
Demaris, O	1	\$0.00	\$0.00	16.67%	5
Demaris, J	1	\$0.00	\$0.00	16.67%	5
Demaris, H	1	\$0.00	\$0.00	16.67%	5
Hedford, P	1	\$0.00	\$0.00	16.67%	5
Kales, B	3	\$1.00	\$27.00	68%	3
Keel, D	3	\$0.00	\$18.00	58%	3
Kerr, R	4	\$0.00	\$24.00	66.67%	2
Kerr, N	3	\$0.00	\$18.00	33.33%	4
Kerr, P	3	\$18.00	\$54.00	58%	3
Knock, M	3	\$0.00	\$12.00	33.33%	4
Knock, T J	3	\$0.00	\$12.00	33.33%	4
Knock, J	3	\$0.00	\$12.00	58%	3
Knock, L E	1	\$0.00	\$0.00	16.67%	5
Roy, J	3	\$0.00	\$12.00	33.33%	4
Vaughts, J	3	\$0.00	\$18.00	58%	3
Van Kesteren, J	3	\$0.00	\$12.00	33.33%	4
Wilco, D	4	\$2.00	\$28.00	66.67%	2

You can print reports out by clicking the Print button.

The top calendar will always remember the last date you selected. For instance if you start your fire pay cycle on January 1st and set your calendar to January 1st, every time you access this screen the top calendar will display the date January 1st, until you change it to another date.

The bottom calendar will always display the current date when you access this window.



## Search Call Statistics:

This section of Runs and Rosters will search the Run Form database and create a report of all calls your fire department responded to during the period between two dates, and list them by Incident Type as specified by the Run Form. Some fire departments release to newspapers a report of their weekly or monthly activity. This is a quick way to generate such a report.

To generate a report simply click on a starting date on the top calendar and an ending date on the bottom calendar. The call statistics will be displayed in the Call Table. The table will display the Incident Type, Number Of Calls for that particular incident, and the Percentage Of Calls showing what percentage of that particular incident type your department responded to between your two dates in relation with the total number of incidents during that period. The total number of calls will be displayed in the Total # Of Calls box.

To display the Run Forms for those calls simply click the Display Call button. You will be switched to the Run Forms window where you can scroll through all the calls between the two dates you selected using the navigation buttons. To display a specific Call Type, click on the Select Call Type drop down box, and click on the specific incident type. Then click on the Display Calls button to display only those calls between the two days that match your specific incident type. You can reset the software to display all calls by clicking on All from the Select Call Type drop down box.

Call Statistics For The Period From: 12/04/2005 To: 12/11/2005

Call Type	Number Of Calls	Percentage Of Calls
CO Alarm	0	.%
Fire Alarm	2	40.%
HazMat Incident	0	.%
Medical Call	0	.%
Misc. Call	0	.%
Misc. Rescue	0	.%
Motor Vehicle Collision	1	20.%
Motor Vehicle Fire	0	.%
Motor Vehicle Rescue	1	20.%
Mutual Aid	0	.%
Search And Rescue	0	.%
Structure Fire	1	20.%
Wildland Fire	0	.%

Buttons: Display Calls, Print Summary, Print Statistics, Exit

## Print Summary:

You can print out a summary of all the calls you have attended between the two dates that you selected by clicking the Print Summary button. The report will list the call case number, day of the week, date, incident type, and the address or location of the incident. The report header will list the two dates that you searched between.



officers always know where they are going.

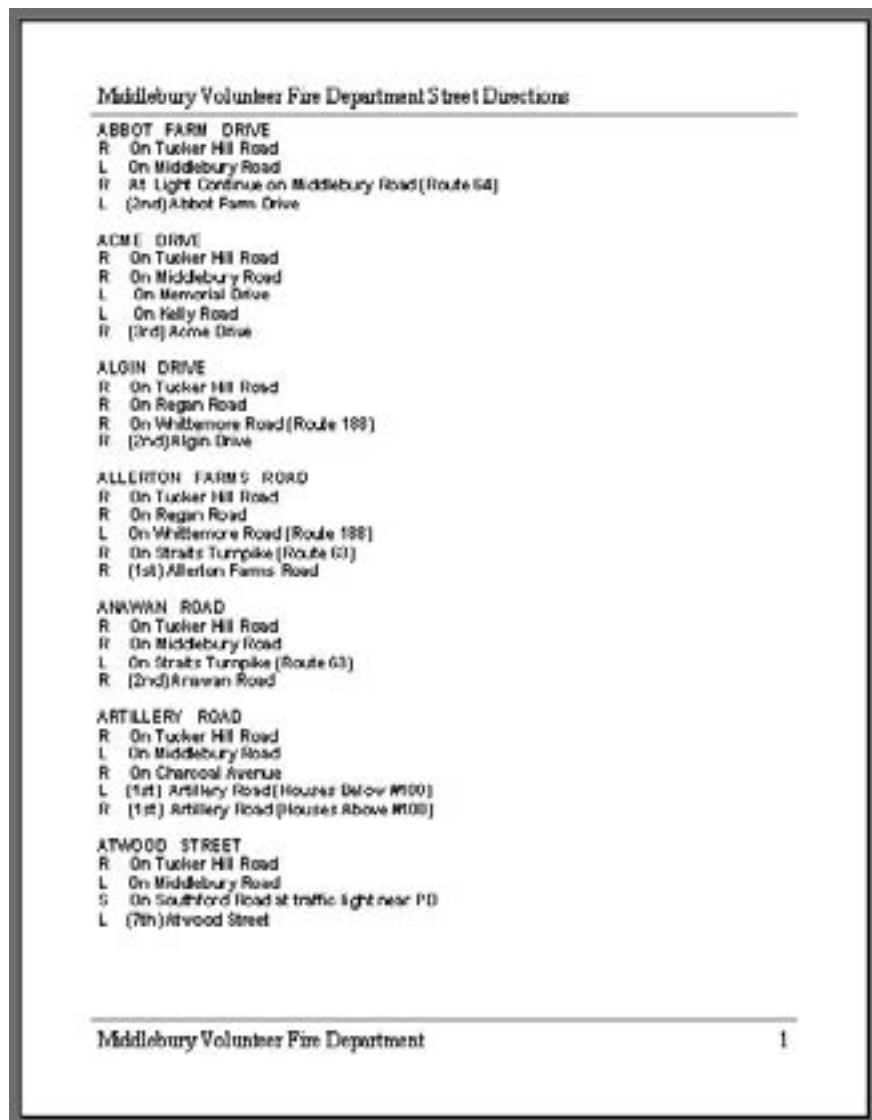
To enter a new address click on the New button. Enter the street name into the Street Name box and then type the directions from your firehouse to the street. To save the record click Save. Important - Do not delete record number 0 until you have added at least one street to the database.

Once added the street name will be added to the list box on the right hand side of the screen. To view the directions to that street, simply click on the street name and the directions will be displayed. You don't need to enter the streets in alphabetical order. Runs and Rosters will sort your street names and list them in alphabetical order for you.

To print out directions to any given street, click on the Print Directions button.

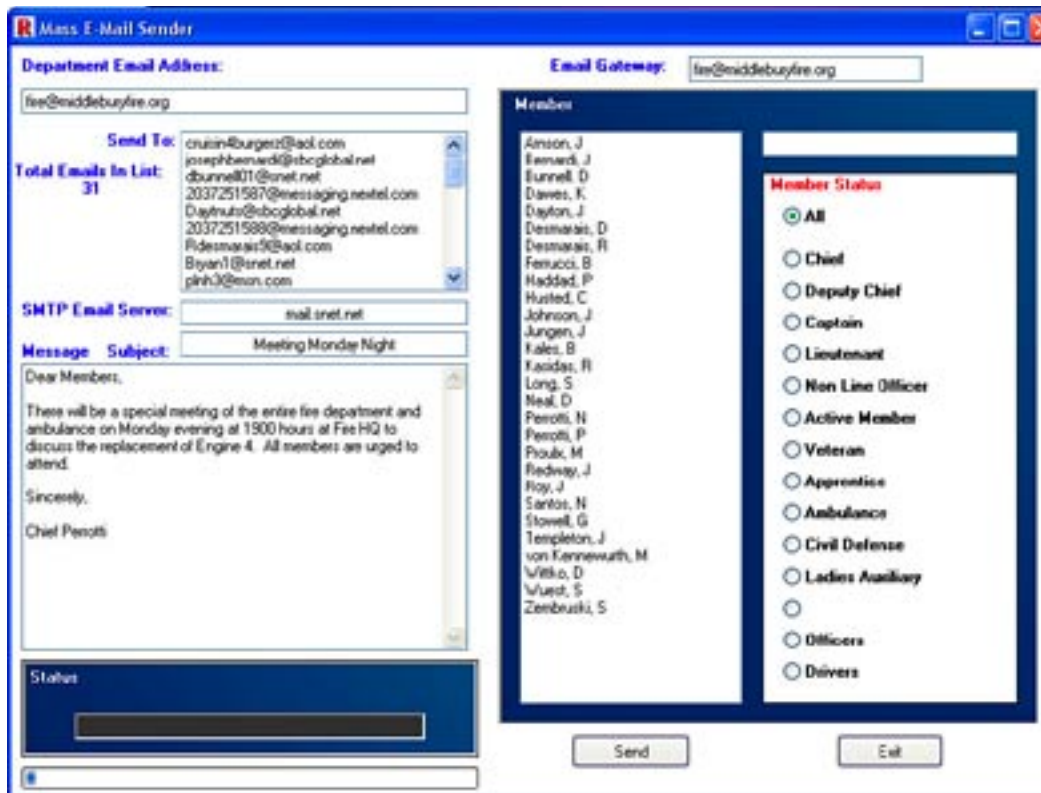
Runs and Rosters also can print out an entire directory of street directions. To do this, click on Print Directory. If in the future more streets are built in your town, just add the street name to the database and reprint the directory, Runs and Rosters will put every street in alphabetical order so you do not have to move streets around and insert the new street name and directions.

If you ever have to delete, select the street name from the list box and click the Delete button. If a street is renamed, you can change the street name to the new street name by first selecting the old street name, then changing the street name title in the Street Name box, and then click Save. The database will sort the streets and list them in the proper alphabetical order.



## E-mail Members:

Besides using radios and pagers a great way to communicate with your members is through e-mail. As the internet grows and as the use of wireless devices increases, e-mail represents a powerful method to communicate information to specific groups within your department at a relatively quick rate. Text messages can also be sent to member's cell phones allowing communications to get through even if the member is outside the normal radio range of a pager. The software is setup to give you a variety of options as to what groups the



e-mail is sent to. For instance, if you want to notify all the officers that there will be an officer's meeting on Monday night, you simply click Officers, under the Member Status box. Only the officers will receive the e-mail message that you send. To send e-mail to all members, click All, and your message will be sent to everyone who has an e-mail address recorded in their member database file.

When you setup each member's information in the Member's window you were given the opportunity to enter an e-mail address, and cell phone text message address as part of your member's information database. If you did enter these addresses they will be listed in the list box located in the center of the screen. When you setup the software you were also asked to enter the department's e-mail address and e-mail SMTP server address. These should be displayed on the screen. The e-mail address should be listed in both the Department E-mail Address box and in the E-mail Gateway box. The SMTP address should be listed in the SMTP E-mail Server box. If they do not appear here go back to the Setup window and enter that information.

In order for your bulk mail to work properly you need to start your e-mail program and be connected to the Internet. If you are using Outlook Express make sure it is running before you attempt to send any e-mail. Important: The bulk e-mailer will only work properly if you have a legitimate e-mail address stored. If somehow it is not a the normal e-mail format such as - johnsonj@middleburyfire.org then the program will just hang there and stop on the address that is not in a valid format.

## Sending E-mail Messages:

To send an e-mail message first select which group within the department you would like to target. If you are sending it to everyone, make sure the All option button is selected. If you are sending a message to just the Drivers, click the Drivers option button. Next enter the subject of your e-mail into the Subject box. Type in your e-mail message into your Message box. Send the e-mail off to members by clicking the Send button. The e-mail is sent through the Runs and Rosters software one message at a time. You track the progress of your activity by viewing the Status box. When the software has completed sending the e-mail it will display a message indicating so.

## Using Runs And Rosters To Track EMS Calls:

The primary use of Runs and Rosters is to track fire calls, but it also can be used to log medical calls as well. The Medical Call field lists normal information that would be found on an EMS Run Form. Additional information about the patient, his/her insurance could be recorded in the Summary section of the run form.

Medical Call										
Chief Complaint	Patient's Age And Sex	Location Type	Allergies							
Chest Pain	63 Male	Medical	None							
Time1	BP1	Pls1	Res1	Time2	BP2	Pls2	Res2	Pupils	Skin	Chest
1532	160/100	100	24	1545	162/98	100	20	Normal	Sweaty	Wheezes
Patient's Medications		Glasgow	Past Medical History							
Nitro			Past Cardiac Condition							

Runs and Rosters can track pay-per-call EMS pay as well using all the same tools used to track pay for your firefighters.

## Backing Up Your Data:

The data that you store in this program is very important so it is important for you to back up your data. The data used in Runs and Rosters is stored in an Access database file. If you installed the software using the default values this file should be located at C:\Program Files\Runs And Rosters\roster.mdb. That is the file you should back up. You should back up this file on a daily basis to prevent losing data.

## Obtaining Technical Support:

Unlimited Free Technical Support Is Available From Knightlite Software Through The Following Ways.

**Telephone Support**  
**(203) 598-3828**  
**Monday - Friday**  
**8:00 AM - 8:00 PM Eastern Time**  
**Weekends By Chance**

**Internet Support:**  
**Troubleshooting**  
<http://www.knightlite.net/trouble>

**Send Us A Message At**  
<http://www.knightlite.com/tech>

## Updates:

Maintenance updates are available free from Knightlite as a download from our website. In other words if we improve the software under the current version, you will get the updated software for free. Full Version Upgrades that include new features can be purchased by registered customers at a reduced rate.

Knightlite values your opinion. If you have any suggestions as to how we could improve this program, please feel free to contact us at e-mail@knightlite.com.

# Incident Types At A Glance

**CO Alarm**

Construction Type:  Structure Type:  # Stories:  Level And Area Of Detector:  Area Of Origin/Reading:

Make Of Smoke Detector:  Model:  CO (ppm):  HC (ppm):  O2 (%):  Suspected Source Of CO:

Serial Number Of Detector: 
 Only One Company Notified?  Was The Alarm Reset?

**Fire Alarm**

Construction Type:  Structure Type:  # Stories:  Level And Area Of Origin:  Estimated Square Footage:

Make Of Smoke Detector:  Model:  Key Holder's Name:

Name Of Alarm Company: 
 Alarm Company Notified For Maintenance?  Was The Alarm Reset?

**Hurt/Not Hurt**

Level Of Incident:  Materials Involved:

DOT Guidelines ID Number:  DOT Guidelines Guide Number:  Other Information:

MSDS Product Identification:  Wind Direction:  Weather:

**Medical Call**

Chief Complaint:  Patient's Age And Sex:  Location Type:  Allergies:

Time1: BP1: P1: Res1: Time2: BP2: P2: Res2: Pupils:  Skin:  Chest:

Patient's Medications:  Glucose:  Past Medical History:

**Misc. Call**

Nature Of Call:

Equipment Used:  Misc1:  Misc2:

Misc3:  Misc4:

**Misc. Rescue**

Nature Of Rescue:  Location:

Equipment Used:  Hazards:

Extrication Start:  Extrication Completed:  # Of Patients:  Weather:

**Motor Vehicle Collision**

Vehicle Registration:  Date:  Year:  Make:  Model:  Hours:

VIN:  Equipment Used:

Type Of Fluid Leaking:  # Of Patients:  # Of Vehicles:  Weather:

**Motor Vehicle Fire**

Vehicle Registration:  Date:  Year:  Make:  Model:

VIN:  Owner's Name:

Other Information:

**Motor Vehicle Rescue**

Vehicle Registration:  Date:  Year:  Make:  Model:  Hours:

VIN:  Equipment Used:

Extrication Start:  Extrication Completed:  # Of Patients:  # Of Vehicles:  Weather:

**Motor Vehicle Rescue**

Vehicle Registration:  Date:  Year:  Make:  Model:  Hours:

VIN:  Equipment Used:

Extrication Start:  Extrication Completed:  # Of Patients:  # Of Vehicles:  Weather:

**Search And Rescue**

Average Sq. Miles Involved:  Description Of Terrain:

Number Of Search Parties:  Areas Searched:

Weather:

**Structure Fire**

Construction Type:  Structure Type:  # Stories:  Level And Area Of Origin:  Estimated Square Footage:

Number Of Alarms:  Equipment Involved In Ignition:  Material Generating The Most Smoke:

Source Of Ignition: 
 Did Flame Spread Beyond The Room Of Origin?  Did Smoke?

**Wildland Fire**

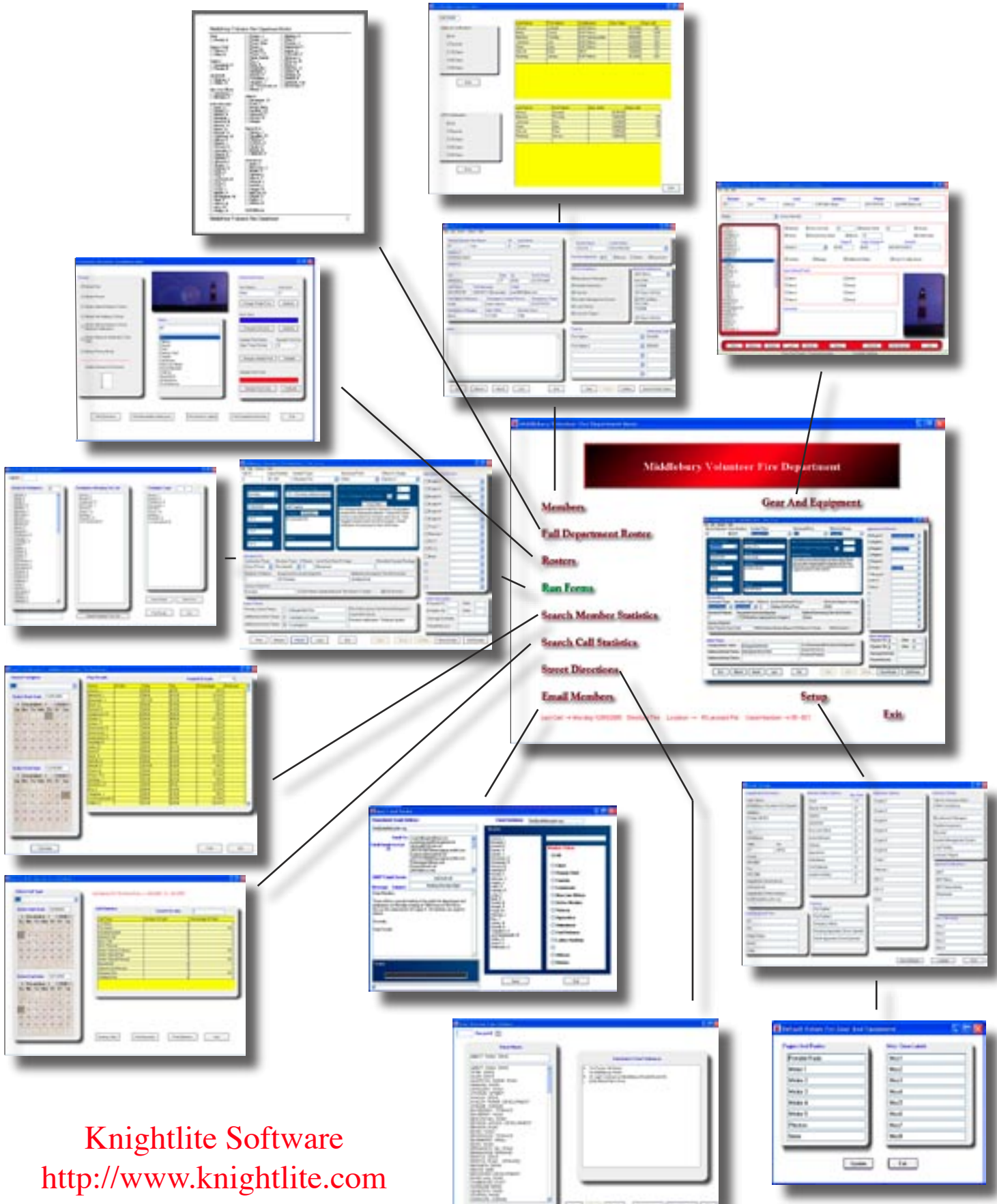
Average Involved:  Description Of Terrain:

Mutual Aid Teams Or State Fire Fighters Responding:  Source Of Ignition:

Weather:

13 Different Incident Types Are Accessible Under The Runs Window

# Runs And Rosters Windows At A Glance



**Knightlite Software**  
<http://www.knightlite.com>

