

Below are the quick steps to get your system ready to report incidents to the state.

Quick Steps To Start Using FIREHOUSE Software (FH)	Description	For More Information
1. Install FIREHOUSE Software		See the Installation and Introduction Guide for installation instructions.
2. Add Users	To add a user, access the Administration menu, Users and Security... option. Type a <i>User Name</i> , then press Set Password... and type a password. Confirm the password, press OK , then Save . The user name and password entered is ready to be used.	Press F1 with the User Setup form displayed for additional information about the form.
3. Add Codes	<p>Add the following minimum required codes:</p> <p><i>To The Incident Report Codes Table:</i> Apparatus or Resource Type, Response Codes</p> <p><i>To The Staff Activity and Training Codes, Activity Codes group:</i> Staff Activity Types</p> <p><i>To System-Wide Codes Table:</i> Units And Under Cities, States, ZIP Codes: Cities And Under Streets: Streets</p> <p>Add additional codes as needed.</p>	See Access Lookups starting on page Setup 1-11 for instructions on accessing and adding lookup codes.
4. Department Setup	Enter departmental information into FH	See Administration Options starting on page Setup 4-2.
5. Add Staff Members	Add staff member records	See Enter Staff Record starting on page Tutorial 2-2.
6. Add Incidents	Add incident reports	See Enter Incident Reports starting page Tutorial 3-1.
7. Export Department Information to State	Export department information to state, and you're ready to export incident reports to state.	See Export Department Information starting page 8-2.