Editing a Fire Report

1. Log into Fire Department Directory using your Username and Password.

2. Once logged in, select the My Account: Department’s Name tab.

3. Once you have selected My Account: Department’s Name tab, click on the Fire Reports tab.
4. In order to edit a fire report, click on the fire report name you wish to edit.

5. Clicking on the fire report name opens the Edit Incident Report: Incident Name page. Click on the green start button to continue to edit the report.
6. In the General Info Tab any information on the incident report can be change or updated. When finished updating information click on the next button to continue on.

7. If your response type was wildland/grass fire then information obtaining to this can be edit in this section. If your response type is one of the other selections move on to number 8. When finished click on the green next button.
8. The next section is where cost information can be edited and updated. Once, finished updating please click on the green next button.

9. After updating all information in the incident report, the review section can be used to double check everything before submitting. If all information is correct, click on the green finish button to update all edits done in the report. If information needs to be change the prev button can be used to go back to where information needs to be changed. Screen view on page 5.

10. Once the report is resubmitted with edits and updates by clicking on the finish button. This screen will appear. If this screen is not displayed edited information has not been applied to the report.
Edit Incident Report: Fire-1 (1)

Contact Information:
Fire department: Testing VFD (4436)
Contact person: Your Name
Contact phone: 970-458-7306

Incident Information:
Incident name: Fire-1
Start date: 6/29/2010
Address: 444 Woodland
City: College Station
Zip code: 77840
Incident loc(lat): N 30.684169
Incident loc(lon): W -96.350998
Response type: Wildfire
Was this incident in your primary response area? Yes
Total number of departments/agencies responding: 1
Was the Texas Forest Service involved in this response? No

Wildland Fire Information:
Acres: 25.90
Cause: Debris burning
Subcause: Brush/hedge burning
# Homes saved: 1
# Other saved: 0
# Near misses: 0
# Entrapments: 0
Ownership: Private

Cost Information:

<table>
<thead>
<tr>
<th>TYPE OF TRUCK RESPONDING</th>
<th>SIDE CLASS</th>
<th># FIRE TRUCKS</th>
<th>TOTAL EQ HDG (ALL UNITS)</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire engine</td>
<td>&lt; 1250 GPM</td>
<td>2</td>
<td>2.00</td>
<td>150.00</td>
</tr>
<tr>
<td>Fire engine</td>
<td>&gt;= 1250 GPM</td>
<td>1</td>
<td>0.50</td>
<td>37.50</td>
</tr>
<tr>
<td>Equipment van/Command vehicle</td>
<td>NA</td>
<td>1</td>
<td>1.00</td>
<td>19.00</td>
</tr>
</tbody>
</table>

FIREIGHTERS:
Volunteers: 15, Cost: 3.00
Paid: 2, Cost: 10.00

OTHER COSTS DESCRIPTION:
40 ft Truck Mounted Aerial Lift (2 hours): 8486, Cost: 13.50
5 Gallons Class A Foam: 0, Cost: 150.00

Total cost: $470.00

General Information:
Comments/Cost justification (optional):