

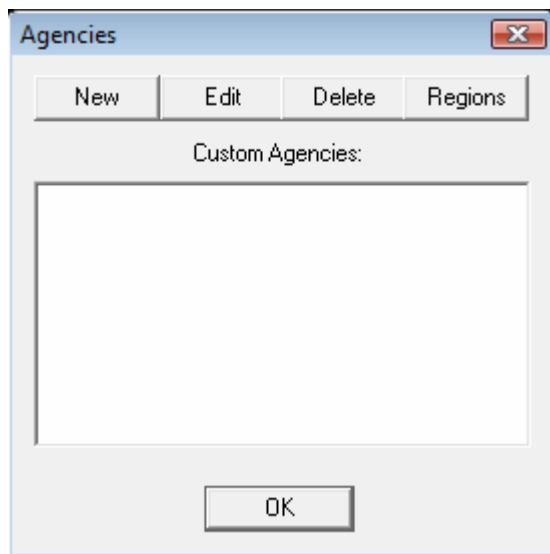
FFP Tech Tip: Defining Custom Agencies

FireFamily Plus allows you to define custom Agencies, Regions, Units and Subunits for use with fire occurrence data.

These definitions are used for associating fires with a SIG or station, and for importing fire data from your custom data files. When creating these definitions you need to know two main things: the names of the units and the codes of the units as found in the import files. If your import files do not contain codes for regions, units, or subunits, go ahead and assign a dummy code. This will enable you to select the desired region, unit and/or subunit as a default for the entire file when importing fires data.

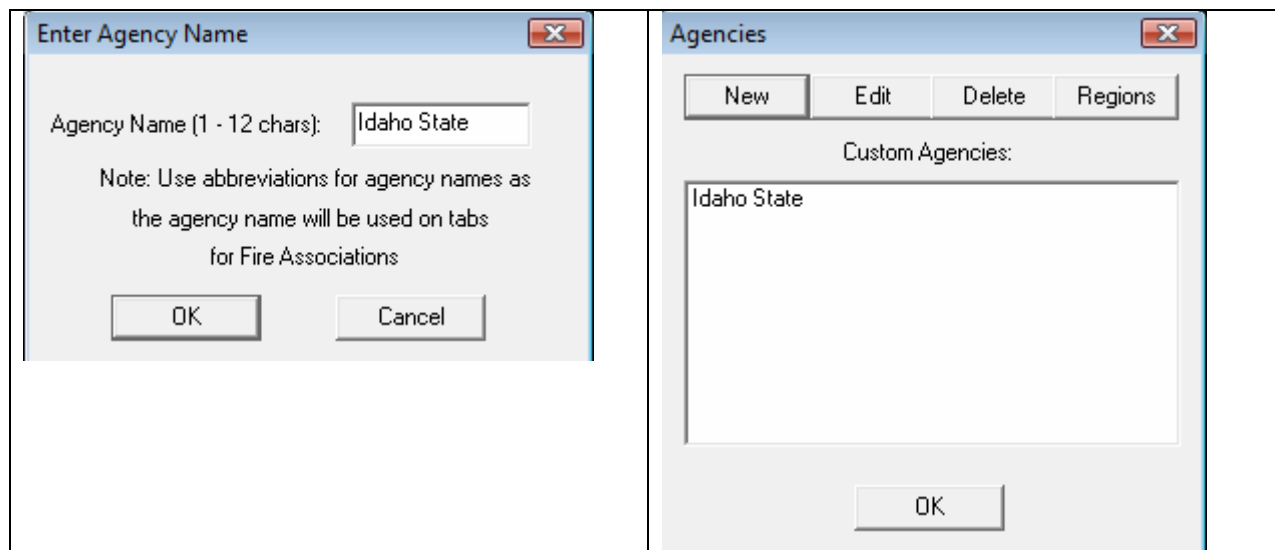
Agencies, regions, units and subunits have a tree-like structure. i.e. an agency is made up of regions, a region consists of units, and a unit is divided into subunits. When defining agencies, the **region level is mandatory** for the agency to be usable for importing fire data. You need to define units and subunits only if necessary for your agency.

Select Data → Agencies. The following dialog box appears:



This dialog box lists all of your custom created agencies, if any. These agencies are listed by name. In fact, that's all there is to an agency besides an internal code FireFamily Plus keeps to identify that agency. The following options are available:

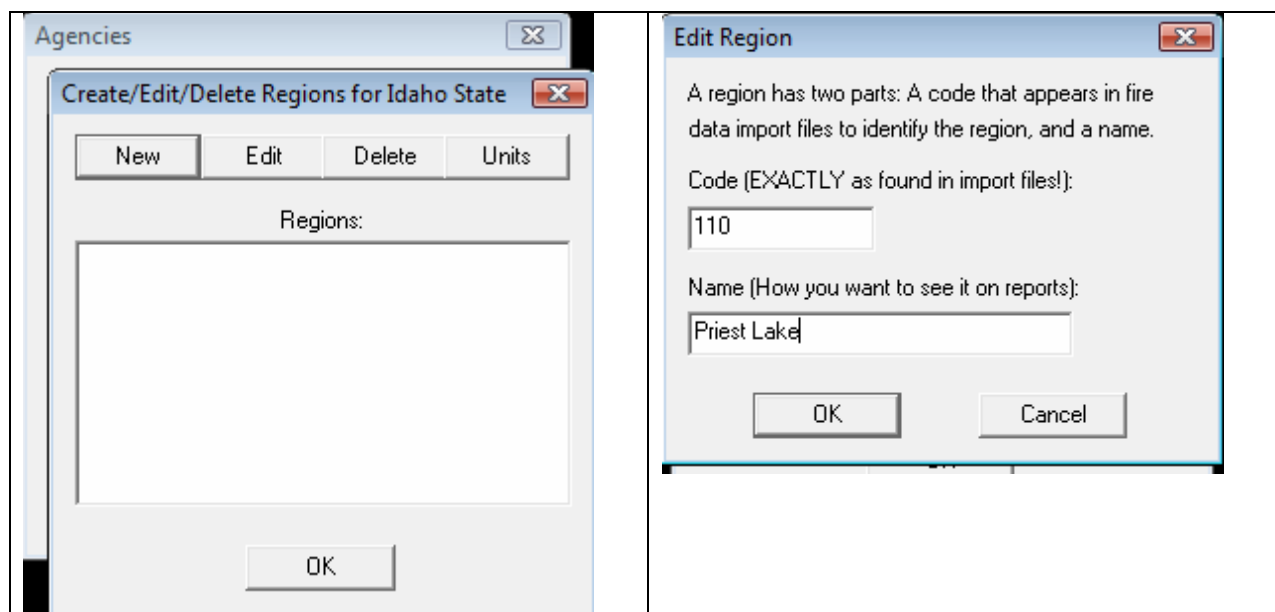
New: Used to create a new agency. When selected a dialog appears prompting you to enter the name of the agency. Enter the name and Select **OK**. This causes FireFamily Plus to create a record and internal ID for the new agency.



Edit: Select **Edit** to edit the name of the currently selected agency in the list.

Delete: Select **Delete** to delete the currently selected agency in the list. This option will also delete all regions, units, and subunits for that agency.

Regions: Select **Regions** to view/edit/create regions for the **currently selected agency** in the list. This dialog box displays the regions for the agency. Regions have two main parts: The code for the region as it appears in your import files, and the name of the region. Region codes should be unique for an agency, and all regions codes should contain the same amount of characters. The following dialog boxes appear:



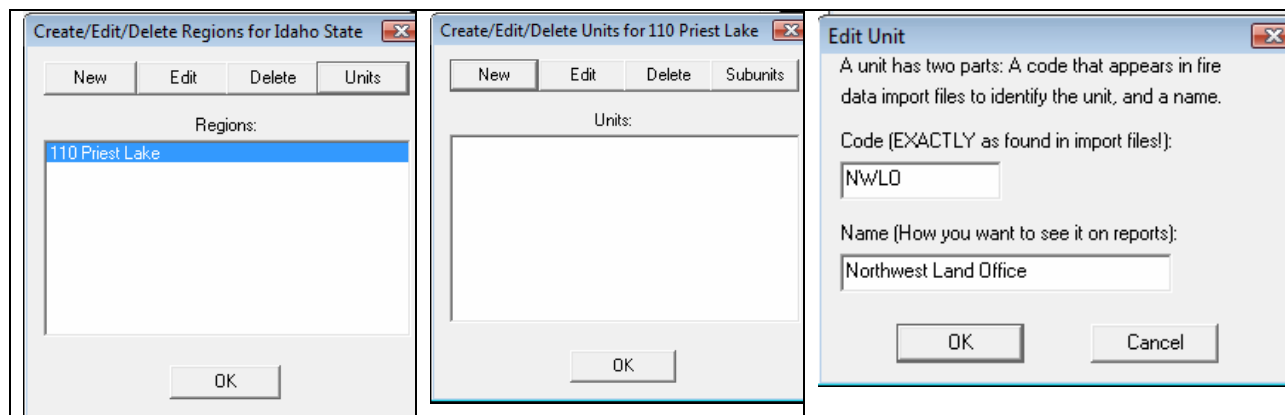
The following options are available:

New: Select **New** to create a new region. A dialog appears prompting you for the code and name of the region. Make sure the region code is unique for the agency and that all of the codes you enter have the same length.

Edit: Used to edit the code and or name of the currently selected region.

Delete: Select **Delete** to delete the currently selected region. All units and subunits of the region will be deleted as well.

Units: Select **Units** edit\view\create units for the selected region. The following dialog boxes appear:



This dialog displays the units for the region. Units have two parts: A fixed length code that uniquely identifies the unit, and a name. The code should be entered exactly as it will appear in your import files. The following options are available:

New: Select **New** to create a new unit for the region. A dialog appears prompting you for the code and name of the unit.

Edit: Select **Edit** to edit the code or name of the selected unit.

Delete: Select **Delete** to delete the selected unit. All of the unit's subunits will be deleted as well.

Subunits: Select **Subunits** to view\edit\create subunits for the **selected unit**. Subunits can be created in the same fashion as the Regions and Units.

Click the **OK** button to close each dialog box when done.