



My Account Tab

1. By clicking on the My Account: Fire Department tab, you can access your Account Info, Personnel, Fire Reports, Equipment, TFS Assistance, and File Uploads.

A screenshot of the Fire Department Directory website's "My Account" page. The page title is "Fire Department Directory" and the user is logged in as "Welcome, yourname". A navigation bar contains tabs for "Home", "Directory", "My Account: Testing VFD" (which is circled in red), "My Depts", and "Incident Reports". Below the navigation bar, the page is titled "My Account: Testing VFD" and has sub-tabs for "Account Info", "Personnel (2)", "Fire Reports", "Equipment", "TFS Assistance", and "File Uploads (3)". The "Account Information" section includes an "Edit" button and a "Last updated: 2/14/2011 3:18:00 PM" timestamp. The account details are as follows:

Account status: Waiting	Listed in FDD?: Yes
FD Name: Testing VFD	County:
Chief name: Chief Name	
Contact: Your Name	
Contact position: Your Name	Physical addr:
Mailing addr:	
Latitude: 30.637015	Longitude: -96.3285
[Show map]	
Phone: 555-555-5555	Fax: 555-555-5555
Email:	Website:
Type: Volunteer	Paid (FF): 0
Vol (FF): 2	Active vol (FF): 1
Other (non-FF): 0	Admin/staff: 0
Report under or NFIRS? No	
For internal use:	
ID:	Tax ID:
NFIRS ID:	Charter ID:
Commission ID ¹ :	TRRN provider:



2. Under the **Account Info** tab, you can change any **Account Information**. To do so, click on the **Edit** button at the top of screen.

The screenshot shows a web interface for "My Account: Testing VFD". At the top, there are several tabs: "Account Info", "Personnel (0)", "Fire Reports", "Equipment", "TFS Assistance", and "File Uploads (0)". The "Account Info" tab is selected. Below the tabs, the "Account Information" section is displayed. An "Edit" button is circled in red. The account information includes: Account status: Waiting; FD Name: Testing VFD; Chief name: Chief Name; Contact: Your Name; Contact position: Your Name; Mailing addr: ; Physical addr: ; Latitude: 30.637015; Longitude: -96.3285; Phone: 555-555-5555; Fax: 555-555-5555; Email: ; Website: ; Type: Volunteer; Paid (FF): 0; Vol (FF): 0; Active vol (FF): 0; Other (non-FF): 0; Admin/staff: 0; Report under or NFIRS? No. At the bottom, there is a section for "For internal use:" with fields for ID, NFIRS ID, Commission ID, Tax ID, Charter ID, and TRRN provider. A "Last updated: 1/12/2011 11:22:00 AM" timestamp is visible in the top right corner of the account information area.

3. This will bring you to the Manage FD Account Information screen. You can update or edit information for your Fire Department from this screen. Once information has been updated, select **Update** and you will be directed back to the **Account Info** tab. If you do not need to change any information, you can select **Cancel** and it will direct you back to the **Account Info** tab. To update ID numbers please contact support at ok.firereports@ag.ok.gov or call (405) 522-6158.



Manage FD Account Information

FD Name:

County:

Chief name:

Contact:

Contact position:

Mailing addr:

Physical addr:

Latitude:

Longitude:

(Please note: The latitude and longitude are geocoded from the physical address if their values are left blank.)

[Show map]

Phone:

Fax:

Email:

Website:

Type:

Paid (FF):

Vol (FF):

Active vol (FF):

Other (non-FF):

Admin/staff:

Report under or NFIRS?

- To view your Personnel or to manage User Accounts in Fire Department Directory, click on the **Personnel** tab. In order to edit a user, click on the **Edit** link. To add a user to Fire Department Directory, select the **Add user** link.

My Account: Testing VFD

Account Info | **Personnel (2)** | Fire Reports | Equipment | TFS Assistance | File Uploads (0)

Personnel

Department Type: Volunteer

Paid (firefighters): 0

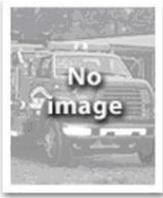
Volunteer (firefighters): 2

 Active volunteers: 1

Other responders (non-firefighters): 0

Admin/staff: 0

Total: 2

 Fire Chief

User Accounts (2)

		USERNAME	NAME	EMAIL	FIRE DEPT	LAST ACTIVITY
Edit	Delete	yourname1	your name		Testing VFD	2/14/2011
Edit	Delete	yourname	Your Name		Testing VFD	2/14/2011

Add user +



Note: To change the number of firefighters, responders, or staff, you will click on the **Account Info** tab and click **Edit**. This allows you to change the number of Personnel in your fire department.

5. When you click on **Edit** next to your username, you will be able to manage user account. From this screen, you can change your password, phone number, email address, and other information. When changing your password, type in your old password, new password, and confirm by typing in new password again. Once finished, click on **Update Account**. When changing your User Profile information, select the field you need to change. Once complete, select **Update Profile**.

A screenshot of a web form titled "Manage User Account". The form is divided into two main sections: "Login Account Information" and "User Profile".
Login Account Information:
- Username: yourname (with a small eye icon for visibility)
- Old password: Insert old password (with a small eye icon)
- New password: Insert new password (with a small eye icon)
- Confirm: Insert new password
- Buttons: "Update account" and "Cancel" (a mouse cursor is pointing at "Update account")
User Profile:
- FD ID: 4436
- Full name: Your Name
- Contact name: Your Name
- Contact phone: (empty field)
- State: (dropdown menu with a small eye icon)
- Lat: 30.63701500
- FD name: Testing VFD
- Email: (empty field)
- Contact email: (empty field)
- County: (dropdown menu)
- Lon: -96.32850000
- Buttons: "Update profile" and "Cancel"



- In the **Fire Reports** tab, you can edit an existing fire report, print a fire report, or add a new fire report. To edit a fire report, click on the **Fire Name** and you will be able to edit the fire report. To print a fire report, click on the **printer icon** and Acrobat Adobe Viewer will open with the fire report. You can save or print the report through Acrobat Adobe View. To add a report, click on the **Add fire report** link and follow the steps to add a new fire. (See also Submitting a Fire Report for step-by-step direction.)

My Account: Testing VFD

Account Info | Personnel (2) | **Fire Reports** | Equipment | TFS Assistance | File Uploads (1)

Most Recent Fire Reports

FIRE NAME	START DATE	RESPONSE TYPE	ACRES
Fire-1	6/29/2010	Wildfire	25.00
Testing	1/1/2010	Wildfire	10.00
			35.00

[Add fire report +](#)

Fire Reports Statistics

Feb ▾ 2011

	For Month	For Year
Wildland Calls:	0	0
Acres:	0	0
Vehicle Calls:	0	0
HazMat Calls:	0	0
Structure Fires Calls:	0	0
EMS Calls:	0	0
Search /Rescue Calls:	0	0
Other Calls:	0	0
TOTAL CALLS:	0	0

- In the **Equipment** tab, you can add your equipment by clicking on the **Add equipment** link.
(See Adding Equipment for further instructions on adding equipment for your fire department.)

Fire Department Directory STATE OF OKLAHOMA



My Account: Testing VFD

Account Info Personnel (2) Fire Reports **Equipment** TFS Assistance File Uploads (3)

Equipment
Equipment Inventory (3)

	IMAGE	USER_DESC	DESC	TYPE	YEAR	VEH SIZE	TANK SIZE	PUMP	FEPP	OPER	DATE UPDATED	TO TRRN
Edit Delete		Foam Unit	Foam Tender, Firefighting	Type I	1995		500		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/24/2011	xfer
Edit Delete		#2190	Track Dozer	Other	2005				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/14/2011	xfer
Edit Delete		E-3230	Engine, Fire	Type III	2004	2 ton	600	500	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/14/2011	xfer

Add equipment +
Export data as **Excel**

TRRN Inventory (0)
No data

- When exporting equipment into a spreadsheet, select which format you want to export the file into. There are three format options to export the file into, including an **Excel** spreadsheet, **XML**, or **CSV** file format. In the drop-down box, select either format. Next, click on the **Export Data** button.

My Account: Testing VFD

Account Info Personnel (2) Fire Reports **Equipment** TFS Assistance File Uploads (3)

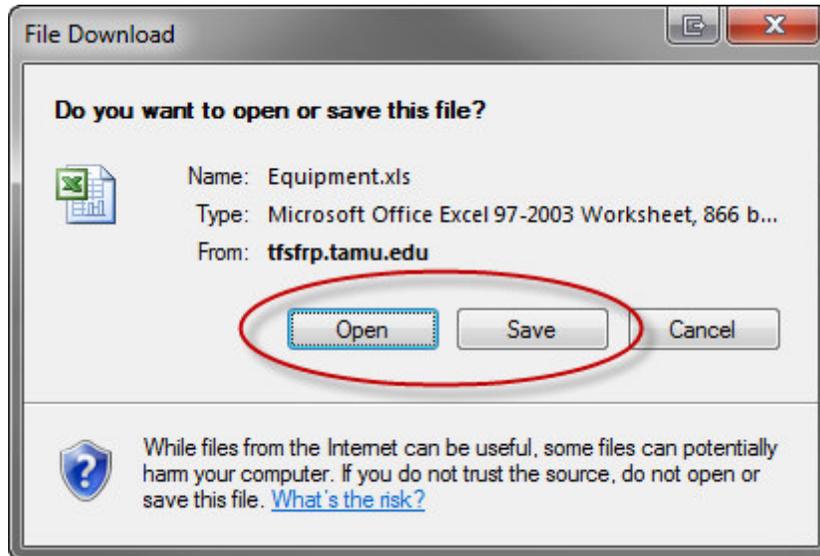
Equipment
Equipment Inventory (3)

	IMAGE	USER_DESC	DESC	TYPE	YEAR	VEH SIZE	TANK SIZE	PUMP	FEPP	OPER	DATE UPDATED	TO TRRN
Edit Delete		Foam Unit	Foam Tender, Firefighting	Type I	1995		500		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/24/2011	xfer
Edit Delete		#2190	Track Dozer	Other	2005				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/14/2011	xfer
Edit Delete		E-3230	Engine, Fire	Type III	2004	2 ton	600	500	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/14/2011	xfer

Add equipment +
Export data as **Excel**

TRRN Inventory (0)
No data

When you click on the **Export data** button, a new window will appear. You can choose to either **Open** or **Save** the file. If you select **Open**, it will open the file in the format you selected. If you choose **Save**, it will ask you to save the file to a specific location.





9. In the **File Uploads** tab, you can upload pictures to be displayed in the directory. The types of pictures available to be uploaded include fire station, fire chief, members (group photo), response area, or other. (See Uploading a Picture for further instructions on how to upload.)

My Account: Testing VFD

Account Info Personnel (0) Fire Reports Equipment TFS Assistance **File Uploads (0)**

File Uploads

Upload resource: Browse...

Title:

Type: Choose one...

Description:

Uploaded Files

No data