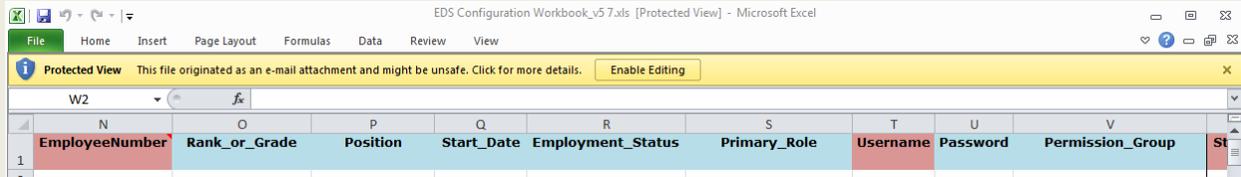


Filling Out the workbooks 2.0 – ImageTrend Data Workbook/Rescue Bridge Data Workbook

When you open the spread sheet the first thing you need to do, *if it appears*, is click the Enable Editing button, otherwise the program will not allow you to enter the information.



The screenshot shows the Microsoft Excel interface for a file named 'EDS Configuration Workbook_v5 7.xls' in Protected View. A yellow warning bar at the top states: 'Protected View This file originated as an e-mail attachment and might be unsafe. Click for more details. Enable Editing'. Below the warning bar, the spreadsheet grid is visible. The first row contains column headers: 'EmployeeNumber', 'Rank_or_Grade', 'Position', 'Start_Date', 'Employment_Status', 'Primary_Role', 'Username', 'Password', and 'Permission_Group'. The 'EmployeeNumber' and 'Username' columns are highlighted in a reddish color, indicating they are mandatory fields. The row number '1' is visible on the left side of the grid.

All boxes that are reddish color are mandatory fields! Please start entering data in the first row below the column headings.

FDID# = 5 digit number issued by SFMO... i.e. 11325

- **NOT, 30002F**

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1 – Intro

ImageTrend Data Workbook:

2/3 – Staff

4 – Stations

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7 – Streets/Highways

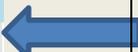
8 – Hydrants/Locations

9 – Occupants

10: Getting the info to the right place

Start with the **Staff tab**

A	B	C	D	E
Last_Name	First_Name	Middle_Name	Email	Address



Column N, EmployeeNumber is the **GFSTC Employee number**

N
EmployeeNumber

For ALL staff, insert an email. This is used for password reset.

If email is not available:

- Insert generic department/station email
- Insert my email, imagetrend@sfm.ga.gov

D
Email

(This does NOT apply if you use the GEMSIS ImageTrend for EMS. You will have the same login)

Columns T-V, choose a Username for logon. An automatic initial password will be selected, then at login you will be asked to create a new password.

****Leave the "Password" Column Blank (It is the Blacked out column)****

Choose from the following username templates (Examples):

- **First name _ last name (blake_beckham) *This one is Suggested***
- First initial _ Last name (b_beckham)
- First initial last name (bbeckham)
- Last name _ first initial (Beckham_b)

T	U	V
Username	Password	Permission_Group

Choose from the following **Permission Groups**:

- EMS/Fire Service Administrator
 - Add/Edit/Delete/Setup/Staff
- EMS/Fire Service Officer
 - Add/Edit/Delete, No Access to Staff/Setup
- EMS/Fire Service Provider
 - Add/Edit Only
- Fire Service Provider
 - Add/Edit Only
- Fire Service Officer
 - Add/Edit/Delete, No Access to Staff/Setup
- Fire Service Administrator
 - Add/Edit/Delete/Setup/Staff
- Fire Chief (Read Only)
 - Read Only, Can access/create reports
- Fire/EMS Chief (Read Only)
 - Read Only, Can access/create reports

EMS/Fire Service... = Departments who complete ePCR's and NFIRS reports.

Fire Service... = Fire only Departments

Column W (State Certification Level) has a drop down list. In the box under the heading, use the drop down arrow to the right

This is EMS Certification only. Fire Certifications will be added once in the database.

W	X
State_Certification_Level	State_Certification_ID

Column AD Primary Service ID is the **FDID** of the main department they are employed by. If you only work for one station please enter that FDID for this is a **Mandatory** field.

AD
Primary_Service_ID

Column AE, AF, and AG are if you have more than one department combined. Add the FD name here if they work for multiple FD's

Stations Tab



All columns A-H needs to be completed.

****Column B** must be filled, in order to populate Column O on the “vehicles” Tab ******

	A	B	C	D	E	F	G	H
	Station_Number	Station_Name	Address	City	State	Postal_Code	Phone	Service_ID

Column A is a single number (1-20)

Column B is the name of the station (i.e. Station 2 or Foggybottom Station)

Column C - G are self-explanatory.

If adding an address/city/state, there MUST be a " Postal_Code" to go with it

Column H is the FDID number

H	I
Service_ID	Zone

This is the Agency ID of the service that owns/uses this station

Ignore Zone!

On the **Vehicles tab**; you may have to (on right side of screen) scroll up on the spread sheet till you get to the top

Column A has a drop down list you will choose Fire which will black out Column C "Call_Sign"

Call_Sign = EMS/Ambulance Information

	A	
1	Vehicle_Category	Un
2		

	A	B	C
1	Vehicle_Category	UnitNumber	Call_Sign
2	Fire		

Column B is the vehicle number. If you look in the right corner there is a little red tag if you click on the words Unitnumber a box will appear with description

B	C	D
UnitNumber	Ca	

This is the unique ID number of the unit which is specific for each vehicle; typically the VIN associated with the vehicle.

In **Column's D, E, G and H** there are drop down list to choose correct answer.

D	E	F	G	H
Vehicle_Resource_and_Category_Type	Mutual_Aid_Type	Apparatus_ID	FIRE_Apparatus_Type	Primary_Use

Column F has the information box, click on the words Apparatus ID it will give you a brief description of what is requested here. i.e.: E-10, T-22 etc.

Column M if you click on the words it will tell you *this field is only required if the Vehicle Category is EMS or Both* so yours should be Fire so this is not necessary. Please refer back to Vehicles Row A

M	N	O	P	Q
EMS_Default_Use				

This field is only required if the Vehicle Category is 'EMS' or 'Both'

Column N is your **FDID**

Column O *Populates from the Stations Tab, Column B.*

N	O
Service_ID	This is the AgencyID of the Service that owns the vehicle

Station_Name	This is the station name that owns the vehicle

SAVE:

At this point you are almost finished. I will need you to go up to your file at top on left and click save as Make sure you save it where you can find it. Your desktop would be the easiest.

Rescue Bridge Data Import Workbook:

Streets/Highways

Column A: Service ID = FDID #

A
Service_ID

Columns B – E: Address Info.

B	C	D	E
Prefix	StreetName	StreetType	Suffix

Prefix/Suffix: Cardinal Directions (i.e. North/South/Northwest/Southeast)

Column F: Census, only applicable if you use it already

Columns G – J: Address Information.

Zip Code must be filled in

Column K: Zone, used to separate areas of the streets.

Hydrants

Column A: Service_ID is **FDID#** (If you haven't caught on already)

Column H: Can be exact address, or general location

Locations (for Inspections/Pre-Plans)

Location vs. Occupants

Location = Address of business/Never changes

Occupant = Business within the Location/businesses change over time

B	C	D	E	F	G	H
Name	Code	Street_Number	Street_Prefix	Street_Name	Street_Type	Street_Suffix
28 Main St		28		Main	St	

Column A: Service_ID is **FDID#**

Column B: Name = Location Name (Use the Address, View Above)

Column C: Code is the numbering system for the occupants. If you don't use one, make one (i.e. 00001, 00002, 00003... etc.)

Do not fill in the Suite numbers/Letters for locations

Occupants (for Inspections/Pre-Plans)

A	B	C	D	E
ServiceID	Location_Name	Occupant_Name	Property_	Occupancy_ID
	28 Main St	Verizon		
	28 Main St	Starbuck's		

Column A: Service_ID is **FDID#**

Column B: Location_Name is the same thing you placed in Column B on the locations (“Name”)

Column C: Occupant_Name is the physical business. You CAN have more than 1 occupant in the same location (i.e. Strip Malls, 1 address, and multiple businesses.)

Column E: Occupancy_ID is the Coding System for the Businesses. If you don’t use one, make one (i.e. 00001, 00002, 00003... etc.)

How to export/import data to and from your current vendor:

1. Export data from your current vendor into an Excel Spreadsheet
Data should only include the items needed on the workbooks.
2. Notice the fields, in your export and in the workbook, are not labeled the exact same. You will have to copy and paste your data from the exported file into the workbook into the correct fields.
3. **DO NOT CHANGE THE HEADINGS IN THE WORKBOOK**
4. Call Blake Beckham @ 470-725-5722 if you have any issues

Previous Incident Importing:

Once fully active on Imagetrend, here is the best option for your previous incidents

1. Keep files on old computer in storage
 - a. Find one computer to house/backup all of your previous incidents/vendor software
 - b. Save everything to this computer
 - c. Label the outside of the computer for future reference (i.e. Firehouse incident reports 01/01/2001 – 09/01/2015)
 - d. Place computer in storage, until needed

****All previous incidents are already on the Federal server ****

SAVE:

At this point you are almost finished. I will need you to go up to your file at top on left and click save as Make sure you save it where you can find it. Your desktop would be the easiest.

All you need to do now is open your email, and send it [Here](#). **Don't forget to attach the file.**