



# **MB Fire Departments User Guide to FDM**

**Quick Guide to manage your online fire reporting system.**

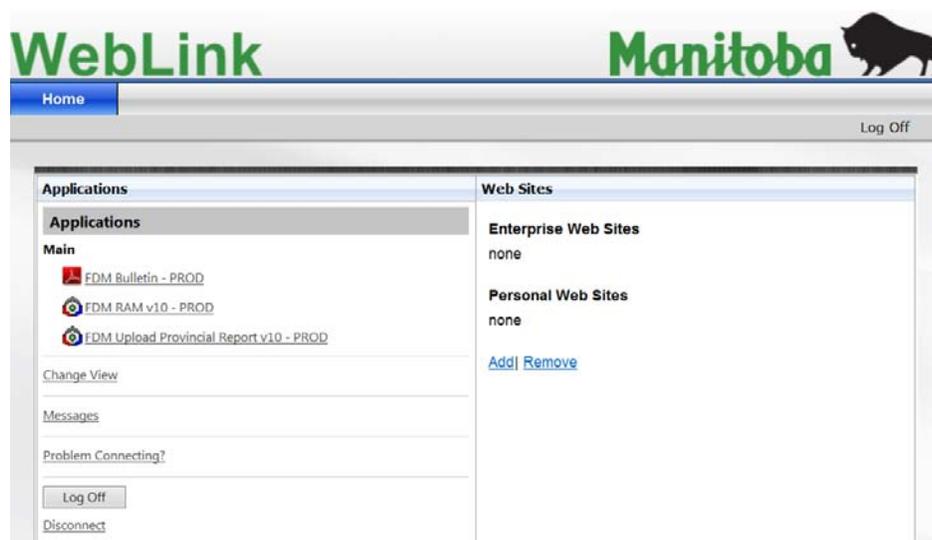


## Logging onto the Manitoba Server and FDM

1. Using the Internet Explorer browser, go to the Weblink log on site:  
<https://weblink.gov.mb.ca/vpn/index.html>



2. Enter assigned User Name, Password, and Passcode (using your assigned keyfob).
3. To run FDM you will need the Citrix web base program installed on your computer.
  - a. If this is not installed, the system should prompt you to download the software. Please follow the wizard to install Citrix.
  - b. If Citrix is already installed and the system still prompts you to download software, choose the option “Already Installed”.
  - c. If installed, you should see 3 FDM Icons under the Application section as below.

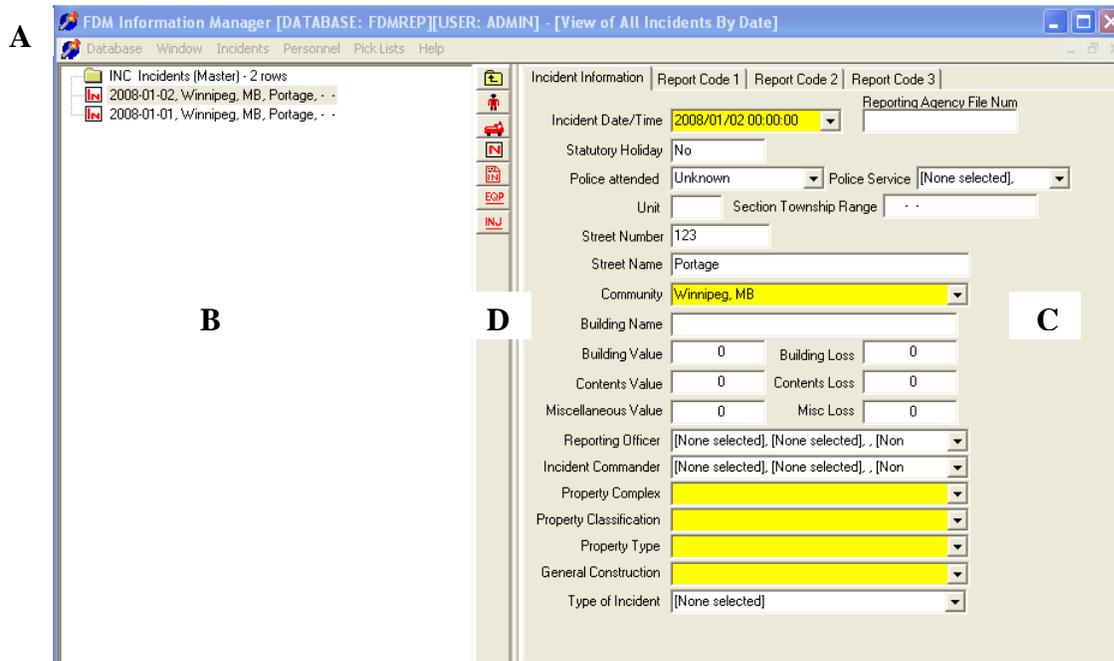


- Choose FDM RAM V10 PROD to access your database. This will open up the FDM Log on screen as below:



- Enter User ID (LOCK#) and Password.
- If a Client File Security screen pops up, choose Full Access and click Ok button

## FDM Window/Screen Items



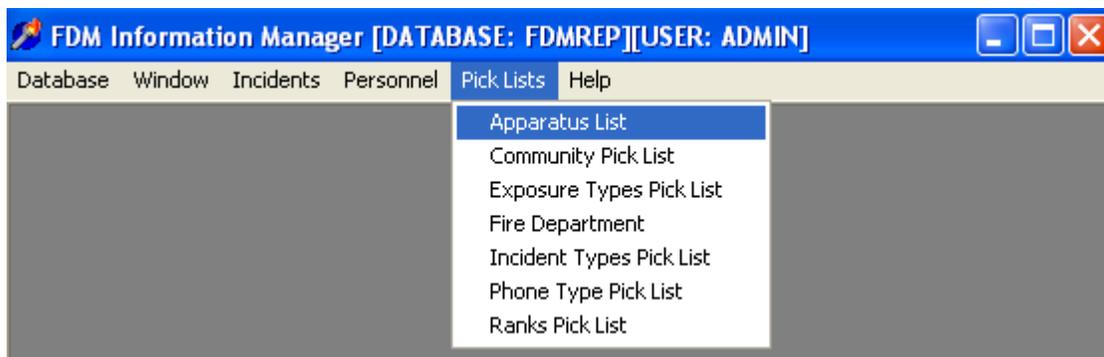
- A – Top Menu Bar** – Lists categories for various filter searches
- B – Tree view** - Lists a group of records (incidents) corresponding to a specific view or filter
- C – Work Area** – Show detailed information for a specific record (incident)
- D – Center Icon Bar** – Icons that open folders within the tree view area to capture additional information for a record (incident). Includes: owner/occupants, remarks, attendees, casualties, and or equipment involved.

## Initial FDM Set up (Apparatus/Personnel)

Departments are responsible for creating and maintaining their own apparatus and personnel data within their system. These two lists should be initially created before any incident information is entered into the database.

### 1. Entering Apparatus Information

1. Choose **Pick List** from Top Menu Bar and choose **Apparatus List**



2. Right click on the Tree view area (left side of the screen) to bring up menu and choose **New**.
3. Enter in **Apparatus Name** and click **Ok** button
4. Assign a unique **Unit Number** to Apparatus

### 2. Entering Attendees/Members Information

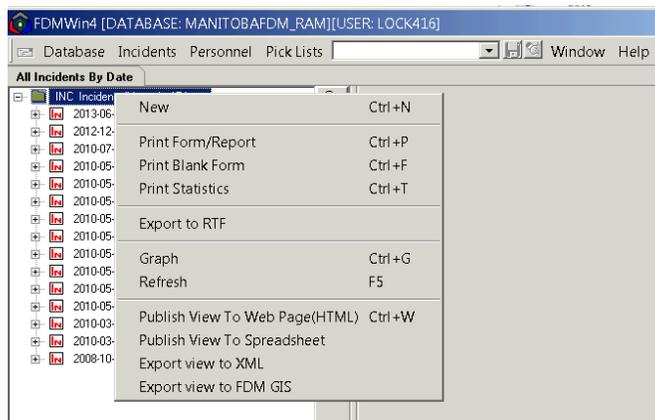
1. Choose **Personnel** from Top Menu Bar and choose **Employee List**



2. Right click on the Tree view area (left side of the screen) to bring up menu and choose **New**.
3. Enter **Surname, First Name, Rank,** and **Department** then click on the **Ok** button.
4. Continue to enter information onto the Work area (right side of the screen) which will include Status, Birth Date, Unit (if you have more than one FD in your area, Address Information
5. Click on the **Phone Icon** 
6. This will expand the employee record in the Tree view area. Right click on the **PRS. Phone Numbers** folder and choose **New** from the pop up menu.
7. Enter Employee **Phone Number** and **Number Type** and then click on the **Ok** button.
8. Repeat steps 6 & 7 to add additional phone numbers.

## Fire Reports - Entering Incident Information

1. Click on **Incident** from the top menu bar
 
2. Choose and click on **All Incidents By Date**
3. **Right click** anywhere in the Tree view area to bring up the a menu and choose **New**



4. Select Community, enter Date/Time of Incident (YYYY/MM/DD hh:mm:ss (24hr clock) format) enter township if applicable (NE 01-01-01W format), enter Street Name if applicable and enter Street Number. Click **OK** button once all information is entered. This will open up the Work Area where you can continue to enter incident information.
5. On the Incident Information Tab continue entering information. You can use the mouse or tab key to move from field to field.

**Incident Information Tab:**

<b>Field Name</b>	<b>Manual Ref Page #</b>
Incident Date/Time (auto filled from step 4)	PG 8
Reporting Agency File Num	PG 8
Statutory Holiday	PG 8
Police Attended	PG 10
Police Service	PG 10
Unit	
Section Township Range (auto filled from step 4)	PG 8
Street Number (auto filled from step 4)	PG 8
Street Name (auto filled from step 4)	PG 8
Community (auto filled from step 4)	PG 8
Building Name	
Building Value	PG 10
Content Value	PG 10
Miscellaneous Value	PG 10
Building Loss	PG 10
Content Loss	PG 10
Miscellaneous Loss	PG 10
Reporting Officer	
Incident Commander	
Property Complex	PG 11
Property Classification	PG 15
Property Type	PG 53
General Construction	PG 54
Type of Incident	(drop-down list)

- Continue through the rest of the tabs (Report Code 1, Report Code 2, Report Code 3) and enter in data. You should now see your report in full on the right hand side of the screen. Find the menu bar dividing the left side and the right side of the screen.

**Report Code 1 Tab:**

Building Height	PG 55
Ground Floor Area	PG 56
Number of Occupants	PG 57

Value at Risk	PG 58
Year of Construction	PG 59
Date of last Inspection	PG 60
Manual Fire Protection	PG 61
Sprinkler Protection	PG 62
Sprinkler Operation	PG 63
Automatic Fire Detection	PG 64
Smoke Alarm Operation	PG 65
Outside Fire Protection	PG 66

**Report Code 2 Tab:**

Fire Service	PG 67
Initial Detection	PG 68
Transmission of Alarm	PG 69
Response of First Vehicle	PG 70
Action Taken	PG 71
Method of Fire Control	PG 72
Level of Origin	PG 74
Area of Origin	PG 75
Occupant / Area of Origin	PG 85
Act or Omission	PG 86
Igniting Object	PG 89
Fuel or Energy	PG 100
Form of Heat	PG 101

**Report Code 3 Tab:**

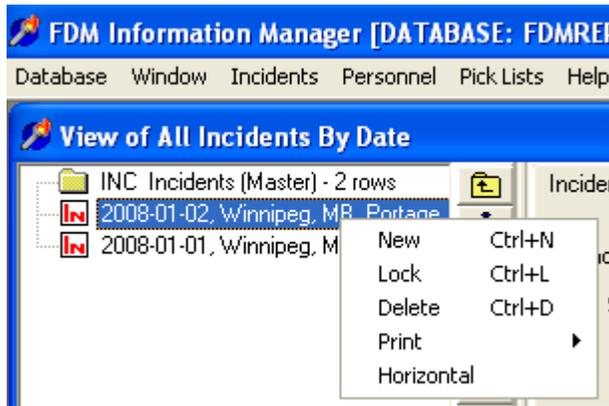
Material First Ignited	PG 102
Extent of Fire	PG 114
Extent of Damage	PG 115
Flame Spread Interior	PG 116
Flame Spread Vertical	PG 117
Flame Spread Horizontal	PG 118
Smoke Spread Avenue	PG 119
Total Deaths (Male/Female/Child) -	PG 120
Total Injuries (Male/Female/Child) -	PG 120
Num Rescued before FD Arr -	PG 120
Num Rescued by FD -	PG 120
Mutual Aid Department	PG 121
Provincial Report Submission Date (auto filled once locked)	

7. **Identify** if there are any remarks, names, vehicle/equipment, apparatuses and personal that you want to add to your report. (We recommend that you try to add a short description in the remarks section to help us better code the incident)
8. Click the corresponding **icon** from the center icon bar. This will bring up a folder within the Tree view area under your incident record. Select then right click on the corresponding folder to bring up a menu and choose new.

ICON	Folder Name	Description	Instructions
	<b>INC Attendees</b>	List of FD members who attended the scene. Use the New multiple selection then choose Transfer criteria to pull up list.	- Choose from drop down list
	<b>INC Apparatus Responding</b>	List of FD apparatus brought to the scene. Use the New multiple selections then choose Transfer criteria to pull up list.	- Choose from drop down list
	<b>INC Name</b>	Owner/Occupant name	-Surname, Given Name, Contact Type, Click Ok. - Continue to enter info on individual on the right side of screen FDM Manual Reference PG 9
	<b>INC Remarks Internal</b>	Remarks regarding incident	-Enter title (file number)and click Ok - Click on the right hand of the box and start entering comments
	<b>INC Equipment</b>	Equipment damaged by the incident (Vehicles, Farm Equipments, Boats, ATVs, Snowmobiles, Aircrafts	- Choose drop down arrow and click on Description/Type of equipment - Enter License, Make, Model, Serial Number and Year Mfg if available then Click Ok button.
	<b>INC Injuries (PROV)</b>	Information on any death or injuries caused by incident – PG 123-125	-Enter Surname and Given Name then Click Ok button. -On the right side of screen choose Status of Injured Person and then enter Age, Sex, Date of Birth. To complete the rest of the code see PG 123-125

## Locking Reports

Once you verify that all the information entered is correct, you can lock document. Select the record from the Tree view area of the screen and then **right click** to pull up menu. Choose **Lock** and confirm to proceed. Once record is locked no changes can be made on the report.



Enter your next fire incident. If there are no more fire reports, you can proceed in submitting the report to the OFC.

## Printing Reports

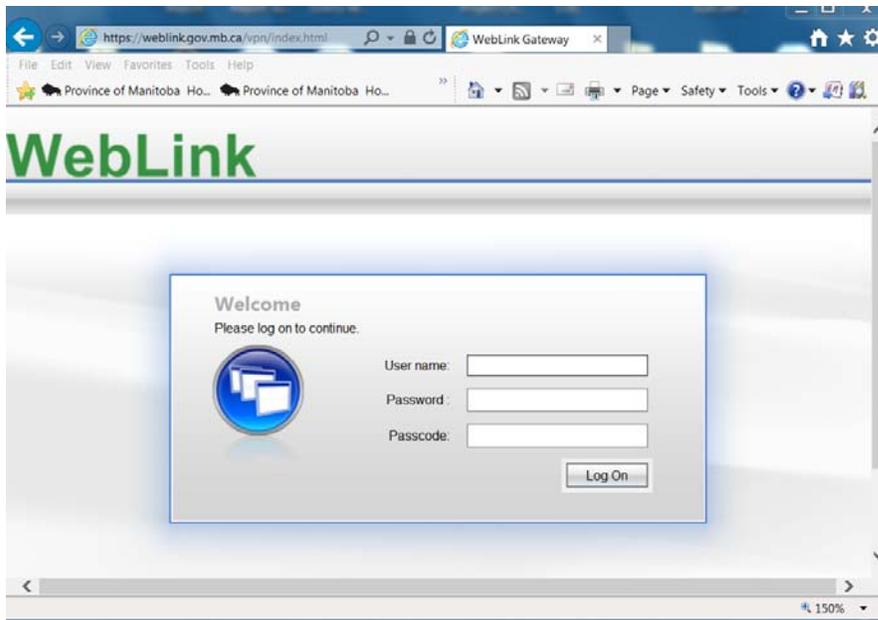
From the Tree view area, select the record you wish to print. Right click to open up menu and choose Print then Print Form. For a full report choose Incident Report otherwise for a summary report choose Incident Summary. Click Ok. From the Report Setup screen set option to printer and then click Ok. Please note, although FDM works with most printers, there are a few that it does not recognize. If you are unable to print a report, please contact our office for assistance.

## Deleting Reports

From the Tree view area, select the record you wish to delete then right click and choose Delete. You also can select a record and hit the delete button on your keyboard. Remember a report is deleted the information erased cannot be retrieved, thus always ensure the correct record is selected when removing reports. As well, once a report is locked it can no longer be deleted.

## Submitting Reports to the Provincial Fire Database System

1. Using the Internet Explorer browser, go to the Weblink log on site:  
<https://weblink.gov.mb.ca/vpn/index.html>



2. Enter assigned User Name, Password, and Passcode (using your keyfob).
3. Click on the FDM Upload Provincial Report
4. If a Client File Security screen pops up, choose Full Access and click Ok button
5. A Data Transfer Progress screen will appear. Click on the Run button to upload info.
6. Once the information has been transferred, you can exit the Weblink screen.

### **Additional Tips:**

- Try to enter the incident reports into the system as soon as possible. This way the information is still fresh in your memory and if you require additional info, it will be easy to attain from the involved parties.
- If you are unsure of a code for a specific field, code the field 0 or unknown and leave remarks in the remark section.
- A report should not take you more than 10 minutes to complete. If you are experiencing difficulties please contact our office at 945-2001 for assistance.