
MEMORANDUM

TO: ALL DRIVERS, Lyons Fire Department
FROM: Dan DiSanto, Program Administrator
SUBJECT: LFD Record System Update (revision: 23-09-06-FR) / Microsoft Outlook
DATE: Saturday, September 23, 2006
CC:

In order to conserve ink and paper, a new version of the *LFD Record System* has been designed. This updated version will allow us to view the Calls for Service (CFS) without printing each report after being completed.

Effective today's date, you will no longer print the **Duty Report** after its completion. However, on the bottom of the report, (to the right of the **Driver on Duty** field) you will notice an **Update Button**. Prior to closing the Duty Report, or entering a second report, click the **Update Button**. A message box will appear stating "*This C.F.S. Has Been Added*". Click "OK" and either close or go on to the next report. You will notice a check mark appear next to the button confirming that the update was completed. This is the only change within the program.

To allow you the ability to see previous jobs, selected information from each CFS is automatically transferred to Microsoft Outlook's Calendar. This program starts automatically with the computer and should never be closed out. When you look at the calendar, you will notice different colored boxes along with the Nature of Call and Location address. These colors help to easily identify the nature of the incident (*see the included color legend*). If you double click on each box, a screen will appear giving you additional information for each call.

If you should have any questions, concerns, problems or suggestions, please feel free to contact me.

Calendar color legend:

- Red = Fire Related
- Blue = EMS
- Green = Cellar Pump
- Gray = Investigations
- Orange = Rescue Related
- Turquoise = Wires Down
- Brown = Hazardous Condition
- Purple = Other
- Aqua = Stand-By
- Tan = Training