



# REGIONAL DISTRICT of Fraser-Fort George

## FDM RMS User Guide

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### Other Events Module



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# Administrator Contacts

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Please direct all questions and requests to [fire@rdffg.bc.ca](mailto:fire@rdffg.bc.ca). Emails are monitored by all FDM administrators. Refer to **Basic Navigation & Use** for additional contact information.

## Introduction

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This document describes how to perform tasks specific to the Other Events Module (EVNT). The tabs and fields available in this module may change over time, so contact your FDM administrator if you require clarification about what they mean. For help on how to perform general functions such as adding new records and entering data, refer to **Basic Navigation & Use**.

## Overview

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The Other Events Module allows you to track all the volunteer events and activities that your department holds, attends or participates in that fall outside of incidents or training. You can record the number of volunteer hours accumulated by each member.

*Before using this module you must:*

1. Set up your [Other Event Types Pick List](#).

The screenshot displays a web-based form for creating an event record. The form includes the following fields:

- Event Title: Data Entry
- Event Date: 05/14/2013
- Event Type: Administration, BER
- Station: [None selected], [None selected], NA
- Location: (empty text box)
- Approved By: (red bar)

Below the form are three tabs: Instructions, Attendees, and Notes. The Instructions tab is selected and contains the following text:

Instructions

1. Create a new record or select an existing record to be completed.
2. Proceed through each tab and complete data entry. The Attendees tab must be completed in order to record the number of hours each employee attended.
3. Once complete, lock the record by right clicking on it and choosing "Lock". If all the required fields have been entered correctly, the record will lock. If not, a message will appear indicating the missing data.
4. Find the missing data and fill it in. Try locking the record again.

*Record details section:*

<b>Component</b>	<b>Purpose</b>	<b>Centre Icon Bar</b>
<b>General Info Section</b>	Basic event information.	n/a
<b>Attendees Tab</b>	Members who participated in volunteer activity or event.	n/a
<b>Notes Tab</b>	Additional notes about activity or event.	n/a

## **1 Setting Up Your Other Event Types Pick List**

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Before using the Other Events Module you will need to set up your Other Event Types Pick List. The list contains all the activities or events that members of your department participate in. The pick list is populated with a generic list of events that you can modify as needed. Please note that you will require the security rights to modify pick lists to do this.

*To set up your pick list:*

1. Under the Pick Lists menu, click on Other Event Types Pick List.
2. Add, remove or modify the necessary events.

## **2 Completing & Locking a Record**

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1. Work through the tabs and fill out the fields you require.
2. Lock the record to make it read-only.

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