



# REGIONAL DISTRICT of Fraser-Fort George

## FDM RMS User Guide

---

### Properties Module



Revised: July 24, 2014

# Contents

---

Contents.....	1
Administrator Contacts.....	2
Introduction .....	2
Overview .....	2
1 Inspectable Properties .....	4
2 Sub-properties .....	4
3 Vital Information.....	5
4 Archiving Properties.....	5
Index.....	6

# Administrator Contacts

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

This document describes how to perform tasks specific to the Properties Module (PRF). 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

The Properties Module allows you to record information about businesses in your department's response area.

Properties entered in the Properties Module are used in the Inspections Module. In addition, properties are transferred from FDM RMS to FDM CAD and become searchable by the dispatchers. For this reason, **it is important that your property records are accurate.**

Master Property Name	[None], , 0, [None selected], , , [None]	IsArchived	<input type="checkbox"/>
Building Name	Amanda's Bakery	ID	5947747
Address	555 1ST, AVE., PRINCE GEORGE, BC		
Unit	House Suffix	Postal Code	-
Department Link	Pineview Fire, PIN		

Instructions: [Property Identification](#) | [Fire Protection](#) | [Property Services](#)

**Important Note:** Column headings highlighted in yellow represents information that is transferred over to the CAD database and is important information that is made available to the dispatcher at the time of a 9-1-1 call.

In order for the 9-1-1 call to find a matching RMS property record in the database, it is very important that you maintain good property records.

**Please ensure the following:**

1. Verify the civic address is correct by consulting with your municipality or regional district before entering property addresses.
2. Ensure the civic address does not already exist in the RMS Property Master table under a different Building Name. If it does, create a new Property Alias record using the old Building Name, then update the Building Name with the new name on the main form.
3. Property Contact, Haz-Mat and Vital information are kept up to date.

**NOTE: All fields where the label has been highlighted yellow are transferred to FDM CAD. All properties also become searchable by the dispatchers. In CAD, property information is linked by address and will be pulled when that address is selected by the dispatcher. If the property address does not match exactly with the address imported into CAD by your FDM administrator, the property information will not be pulled. For this reason it is important to maintain current and accurate property records. Confirm property addresses with your municipality or regional district if unsure.**

A screenshot of a form with three input fields. The labels 'Phone Type', 'Number', and 'Local' are highlighted in yellow. The 'Phone Type' dropdown menu is set to 'Business'. The 'Number' text box contains '(555) 555-5555'. The 'Local' text box is empty.

*Record details section:*

Component	Purpose	Centre Icon Bar
General Info Section	Basic property information.	n/a
Property Identification	Building class, use, etc.	n/a
Fire Protection	Property features related to fire protection.	n/a
Property Services	Available services (lockbox, air conditioning, etc.)	n/a

*Accessible from Centre Icon Bar only:*


Component	Purpose	Centre Icon Bar
PRF Property (Master) – Sub-properties	View sub-properties linked to master property.	
PRF Contacts	Property contact info, phone numbers (sub-table)	
PRF Haz-Mat	Hazardous materials stored on property.	
PRF Vital Information	Vital information important during an incident at property.	
PRF Property Aliases	Previous business names.	
PRF Notes	Additional notes about property.	
PRF Construction	Construction details, materials and additional notes (sub-table)	
PRF Storage Tanks	Storage tanks located on property.	
PRF Public Education	Public events held by department at property.	
INC Incidents	Incidents that have occurred at property. DO NOT ADD RECORDS.	

# 1 Inspectable Properties

If your department conducts property inspections, you can mark properties as inspectable by checking the Inspectable checkbox under the Property Identification tab. This allows you to filter inspectable from non-inspectable properties. Please note that leaving the Inspectable box unchecked does not prevent inspections from being created for that property in the Inspections Module. It is strictly for the purpose of filtering your properties.

# 2 Sub-properties

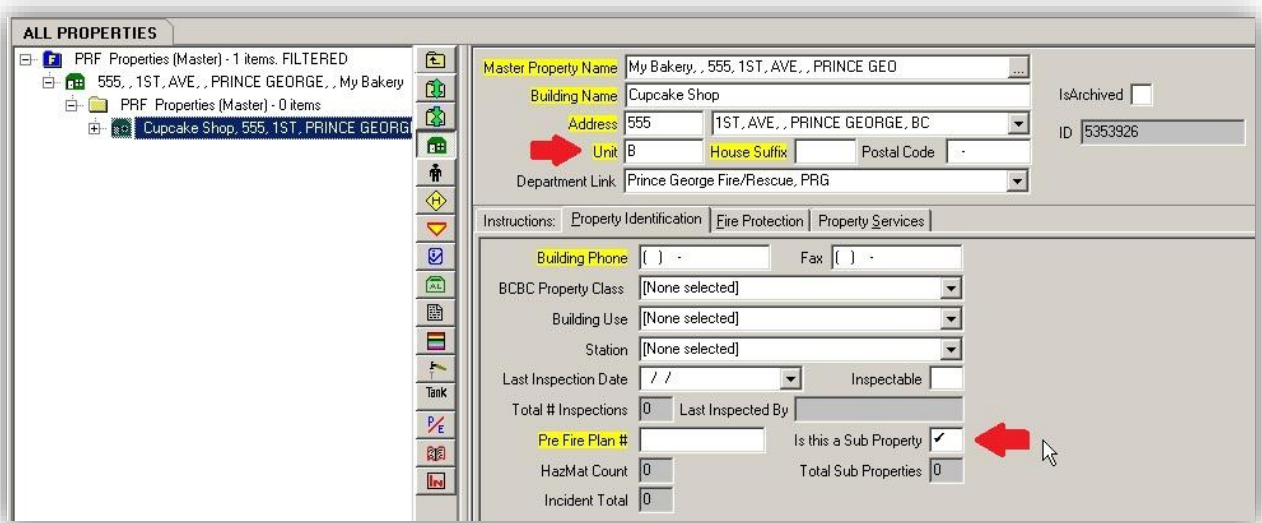
Properties that have units/suites are master properties (e.g. a mall). Each unit/suite is a sub-property, and the overall building is the master property. You can organize your properties by grouping sub-properties under their master properties.

1. If it does not already exist, create a record for the master property.
2. Click the PRF Property (Master)  button in the Centre Icon Bar.
3. Create a new record in the subfolder for the sub-property.

**NOTE: FDM RMS will not allow you to add a property with the same address as an existing property, therefore the address of a sub-property must either contain a unit or house suffix, or be entirely different from the master property's address.**

**Ex. Master Property: 555 Main St  
Sub-property: 555B Main St or B, 555 Main St or 557 Main St**

4. For the sub-property record, navigate to the Property Identification tab.
5. Check the Is this a Sub Property box. This is for filtering your properties.



**NOTE: Sub-properties may be grouped under master properties, but they are still considered to be individual properties. The details of the master property will not trickle down to the sub-property. All sub-properties are inspected separately from their master property in the Inspections Module.**

### 3 Vital Information

If there is information about a property that your department should be aware of in the case of an incident, add it under the PRF Vital Information button in the Centre Icon Bar. If the property information is successfully pulled, the dispatcher will receive an alert and can view the attached details.

Property Link My Bakery, 555, 1ST, AVE, PRINCE GEO  
Effective Date 04/12/2013 10:26:09 ExpiryDate / / : :  
Type vital information here...

### 4 Archiving Properties

If there are properties you no longer have an interest in, you can archive these properties without actually deleting the records.

1. Open the ALL PROPERTIES view and select the property to be removed.
2. In the details section of the record, check the IsArchived checkbox.

Once a property has been archived, it will be removed from the ALL PROPERTIES view. If you need to reinstate the property, open the Archived Properties view, select the property and uncheck the IsArchived box.

Master Property Name [None], 0, [None selected], [None]  
Building Name My Bakery  
Address 555 1ST, AVE, PRINCE GEORGE, BC  
Unit House Suffix Postal Code -  
Department Link [None selected], NA  
IsArchived   
ID 5353925

# Index

---

**A**

Administrator Contacts.....2

Archiving Properties .....5

**C**

Centre Icon Bar Sub-Tables.....3

**F**

FDM RMS to FDM CAD Transfer .....2, 3

**I**

Inspectable Properties .....4

**M**

Master Properties .....4

**P**

Properties Module.....2

Properties Module Tabs .....3

**S**

Sub-properties .....4

**V**

Vital Information .....5

**Y**

Yellow Highlighted Fields.....3