Initial Log-In Procedures

For ECFR Firehouse Web

ECFR FH Web Log-In Procedure

- Firehouse Web can be accessed from any internet connected CPU. You do not have to be inside the county network.
- To access Firehouse Web for ECFR, do the following.
  - Go to: http://fh.co.escambia.fl.us/fhweb/
  - This can be accessed as a "Link" from the county home page, or entered manually.

ECFR FH Web (Initial Screen) Displayed

ECFR FH Web Log-In Procedure

- On the initial log-in screen, Click on the following:
  - For ALL Windows based CPU's, use the "Active X" selections.
  - If you do not plan to print anything, select "Active X – No Printers".
  - If you do plan to print, select "Active X – All Printers". This will show a list of all available printers when needed, allowing you to select the correct one.
  - If you have a dual or split screen CPU, select "Active X – Multi Monitor". This will keep the display on only 1 screen, and still allow printing.
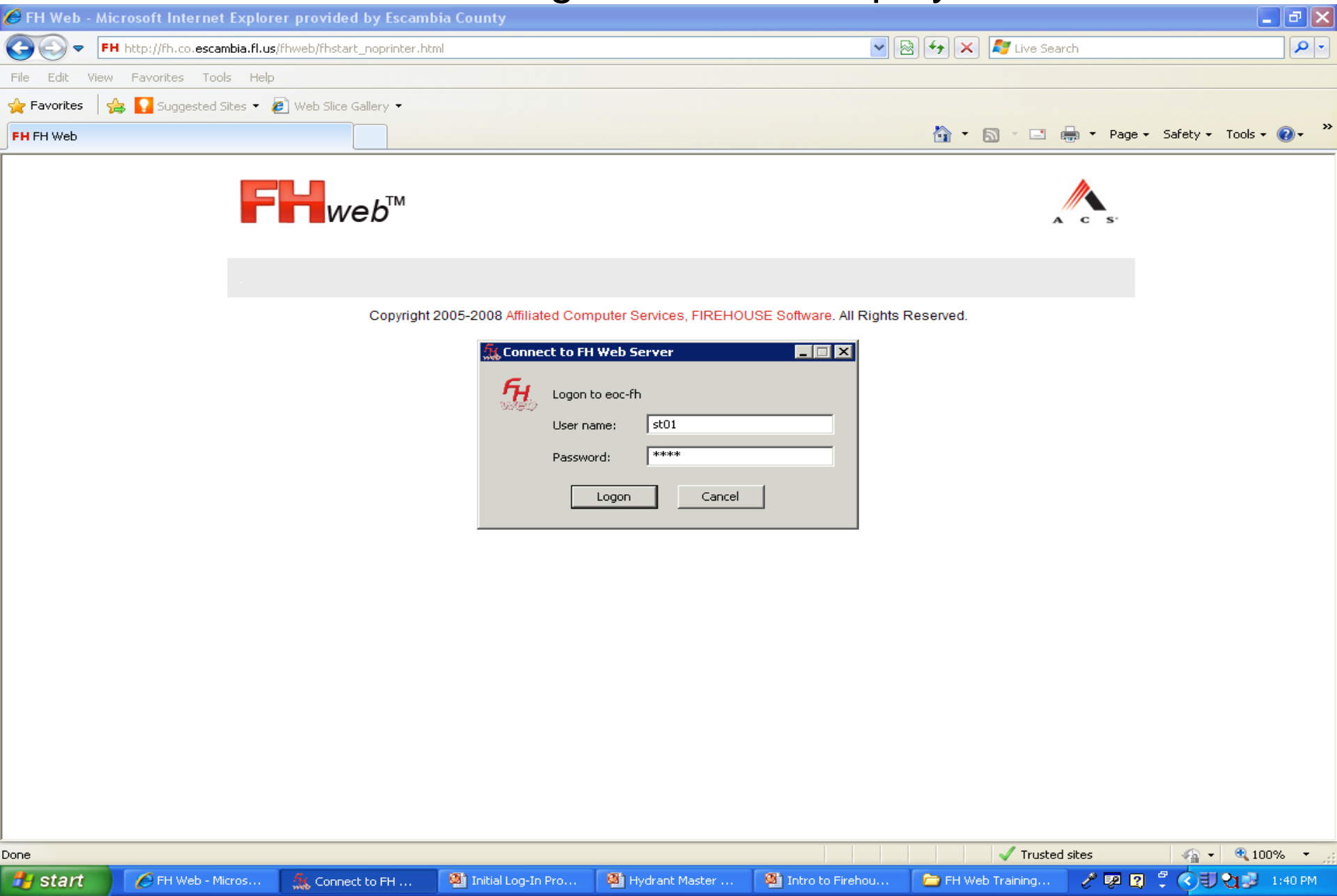
ECFR FH Web Log-In Procedure

- For non-windows based CPU's, you must use the "Java" selections at the bottom of the list.

    - This method should only be used if necessary. The "Java" version is slower and does not display as large as the "Active X", making data entry more difficult.

    - Some newer versions of Windows do not automatically accept "Active X" controls, and will prompt you with a warning screen asking if it is ok to install.

    - You must select "yes" or "run" and allow "Active X" controls to install, the 1st time you run FH Web.

ECFR FH Web Log-In Procedure

- Once you make your selection, the "Station Log-In" screen will appear. Use the following to log-in:
  - For all operations personnel, enter (st) + the (2 digit) station number you are at, lower case, for username and password.
  - Station 1 = (st01) (st01)
  - Station 15 = (st15) (st15)
  - Admin = (fsadmin) (fsadmin)
  - Inspections = (fsinsp) (fsinsp)

"Station Log-In" Screen Displayed

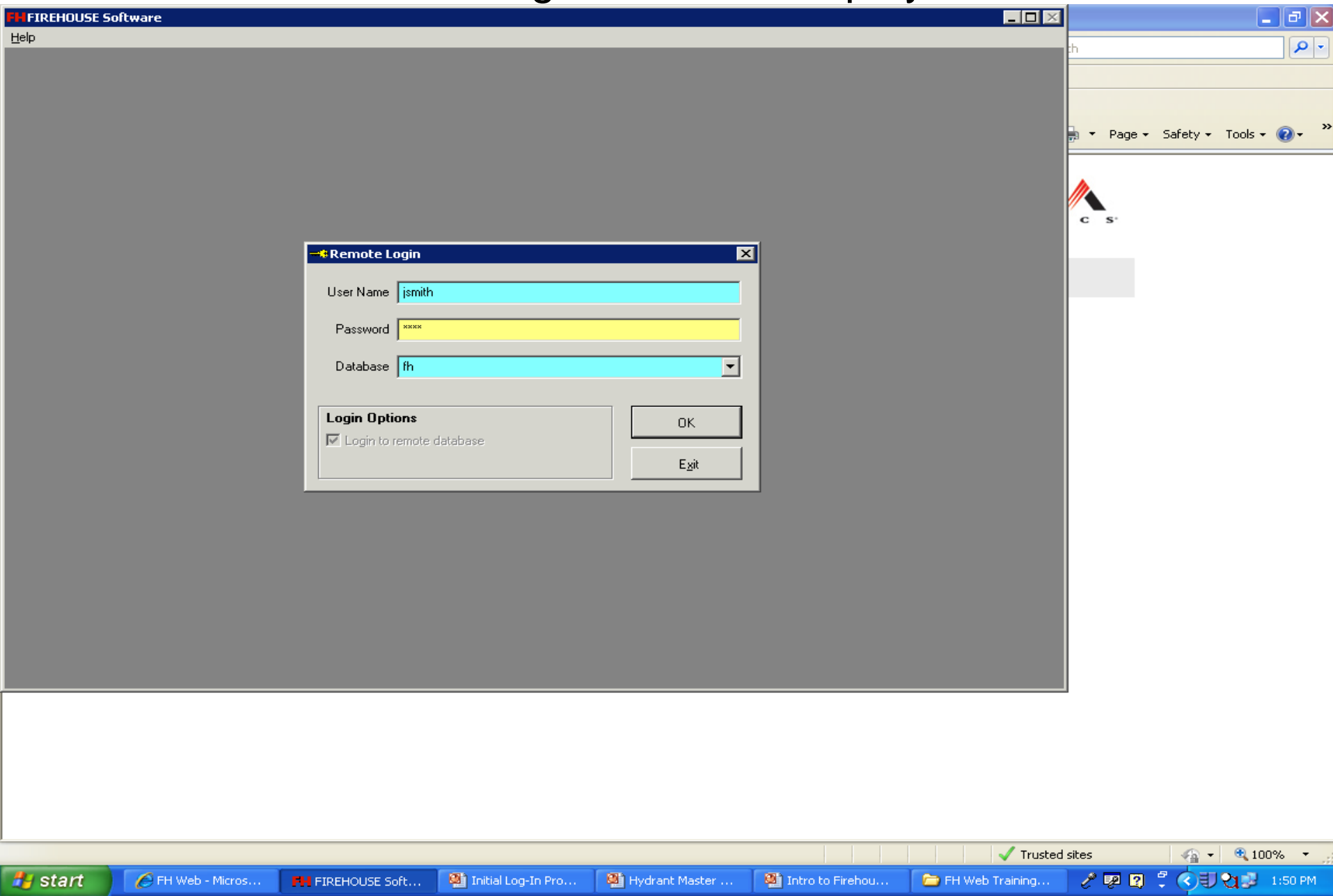# ECFR FH Web Log-In Procedure

- The purpose of the "Station Log-In" screen is to make the data at your station the "default" for the session.
  - This will save you time when searching for Apparatus, Personnel, Calls, Training etc.
  - All of the "default" search queries and rosters will be from the station you logged in at.
  - You can log in to any station, from anywhere. Just remember, the "default" data will be the station number you enter, on log-in.

ECFR FH Web Log-In Procedure

- Individual "User Log-In Screen".
  - Once you enter the "Station Log-In" data, you will be taken to the User Log-In. This screen is where you enter your personal username and password.
  - All new members should be set-up in the system as follows:
    - Username= Lowercase (1st initial, last name) No spaces.
    - Password= (1234)
  - You will be prompted to change your password on initial log-in.
  - For some older users, their username was (1st initial, middle initial, 1st five of last name).
  - If you are unable to log-in, please e-mail us and we will verify your account.

"User Log-In" screen Displayed

ECFR FH Web Log-In Procedure

- For training purposes, we have a "Training" database, that can be used for practice without corrupting or damaging live data. To log-in to the training database do the following:
  - From the "User Log-In" screen, go to the bottom line that says "Database".
  - Change the database from (fh) to (FH_Training).
  - Use 1 of the following to log-in:
    - Username: (trainingdc), (traininglt), or (trainingff) based on rank you wish to have "practice access" at.
    - Password (1234)

Display of "Training Version" Log-In Screen

ECFR FH Web Log-In Procedure

- The "Training" version, will not corrupt "live" data, and can be used by anyone safely for practice.
  - You will also not be able to log-in to this database with your real password. This will prevent users from "accidently" logging-in to the wrong database to enter "live" data.
  - Data stored in "training" accidently will not be available in the real version of FH Web, so ONLY use it for practice if needed.

ECFR FH Web Log-In Procedure

- Once you complete the "User Log-In", the "Main" FH Web screen will display.

  - From here you can access all available functions within FH Web.

  - The "Default" initial view includes a blank "NFIRS" report and "Department Journal". You may close these if not needed.

  - See All: (Individual Section's Users Guides) for more information.

FH Web "Main Screen" on start-up is Displayed

ECFR FH Web Log-In Procedure

- This concludes this Users Guide.
  - For more info on "Log-In" procedures, contact FH Web Administration.