

Fire Daily Reports

Dashboard: www.cityofmadison.com/user

Fire Daily Reports allow you to automatically post to Fire website. The *Fire Daily Reports* system allows you to add three links with a title, upload images and documents.

Enter a Daily Report

Click “**Create**” next to “Fire Daily Reports.”

Enter the following:

1. **Title:** Enter title that should display.
2. **Narrative Content:** Add content of report. You are able to preview, paste from a Word Document, bold, italicize, link, and add lists.
 - a. **Edit Summary:** By clicking the Edit Summary link, you can enter a short 150 character summary of the release that will be displayed on the main Fire website. If you do not enter a Summary; the first 150 characters of the Report content are used instead.
3. **Contacts:** Enter the Name, Phone Number and Email of any desired contacts.
4. **Incident Type:** Select the fire incident type (i.e. Structure, Outdoor, Candle, etc.).
5. **Dispatch, Arrival & Controlled:** Enter Date and Time, following the required format.
 - a. Date format: **DD/MM/YYYY**. A calendar will appear when you click in the Date field to assist.
 - b. Time format: **H:mm am/pm**. 3pm will NOT be accepted, 3:00pm will be.
6. **Address:** Only provide to the block.
7. **Links:** Informational links that support the Report. After posting your report, check your links to make sure that they work.
 - a. **For example**, your title would be “Smoke Alarm Information” with the URL of www.cityofmadison.com/fire/your-safety/smoke-alarms . When the Report displays, it will create the link as: [Smoke Alarm Information](#)
8. **Images:** You can upload up to two images.
9. **Attachments:** You can add up to two attachments. Acceptable files are PDFs, Word documents, and Excel spreadsheets.

When you are finished, be sure to save your changes! Scroll to the bottom of the page, and click “**Save**”. This will publish the report.

Edit a Daily Report

1. Click “**Manage**” next to “Fire Daily Reports.”
2. Find the Report that you would like to edit, and click the “**Edit**” link.
3. Make desired changes, and click “**Save**.”

Contact:

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