

Springdale Fire Department

Policy & Procedures Manual

Volume 5 – General

Section 501 – Miscellaneous

501.2 – Printing a “Knox Box Master List” Report

While in Firehouse left click on Reports at the top left of the page and complete the following steps:

- Scroll down to the Favorite Reports heading. Then move over to the secondary list and locate the report titled “Knox Box Master List.”
- Left click on Knox Box Master List. This will display the screen titled *Output Report To*. Choose the location for the report to be sent, i.e. screen or printer etc. Then left click OK or press enter.
- The screen titled query parameters – Knox Box Master List will appear. If you left click OK a report will be run containing all Knox Boxes located in the city. You may also choose only a specific district by left clicking on the “Button” located on the district line. A drop down menu will appear from which to choose a district. Choose and highlight your selection then click OK, or double click the selection. Once completed you will return to the query parameters menu.
- Left click OK or press enter.
- The Knox Box report will now run and display at the location you selected.