

STATE OF IDAHO
DEPARTMENT OF LANDS



GOLD'S FIRE BUSINESS SYSTEM
FSO TRAINING MANUAL

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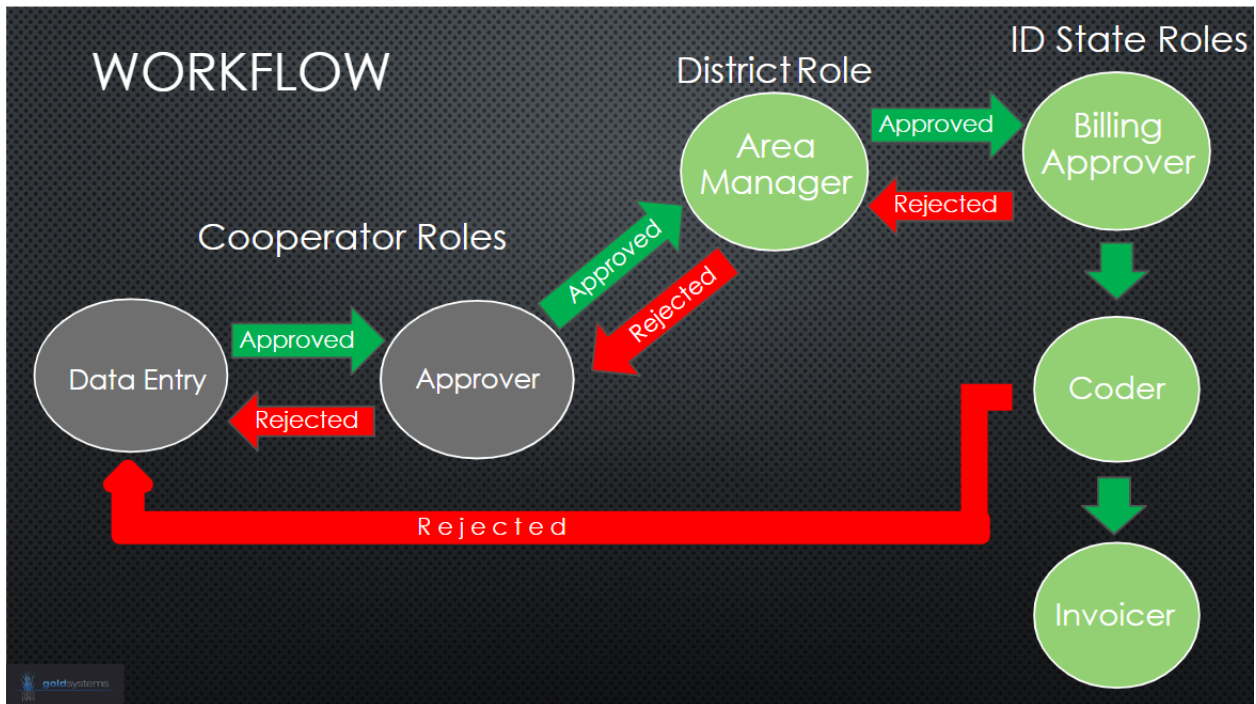
FBS Overview

FBS provides for the tracking and summarizing of expenses and responsibility for fires. FSO users are able to create fire bills to then submit to District & State roles for approval.

Training Video: [Overview](#)

Workflow

The image below details the workflow in FBS. The Data Entry user creates and approves a bill and the Approver user has the capability to approve or reject that bill. If approved at the FSO level, it moves through the approval/rejection workflow at the district and state level.



Personnel / Equipment Setup

In order to create Fire Bills, FSO users will first need to upload their ICMA and personnel rates and information to the site. Templates will be provided for the initial data upload.

Maintaining the equipment and personnel rates and information is the responsibility of the Personnel / Equipment Setup role.

Training Video: [Personnel/Equipment Setup - ICMA](#)

Training Video: [Personnel/Equipment Setup - Employees](#)

Data Entry

After equipment and personnel details have been uploaded to the site, FSOs are now able to create Fire Bills for submission. This is the responsibility of the Data Entry user.

Training Video: [Data Entry](#)

Approver

After Data Entry submits a Fire Bill, the bill will move through the approval process. The first step of approval is at the FSO level. This is the responsibility of the Approver user.

Training Video: [Approver](#)

Templates

After reviewing the training videos, reach out to Molly at FBS for copies of the Personnel and Equipment Templates. Instructions for completing the templates are provided on the template documents and in the training videos.

Training Video: [Templates](#)

Next Steps & Contact Information

After the templates are filled out and you are ready to access your FBS login information, send the completed templates to Molly at FBS. FBS will upload your data and provide the login information.

FBS Contacts

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IDL Contacts

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Link to Full Training Session

[Full Training Session](#)