

OP IQ How-to

With Pictures

Inventory and your supply room

The background features a white space on the left and a complex, abstract geometric pattern on the right. This pattern is composed of overlapping, semi-transparent triangles and polygons in various shades of blue, ranging from light sky blue to deep navy blue. The shapes are layered, creating a sense of depth and movement.

9:05



Golder Ranch Fire District

Welcome to Operative IQ Front Line,
click on a module below to get started



PERFORM INSPECTION



NARCOTICS MANAGEMENT



SERVICE DESK TICKETS



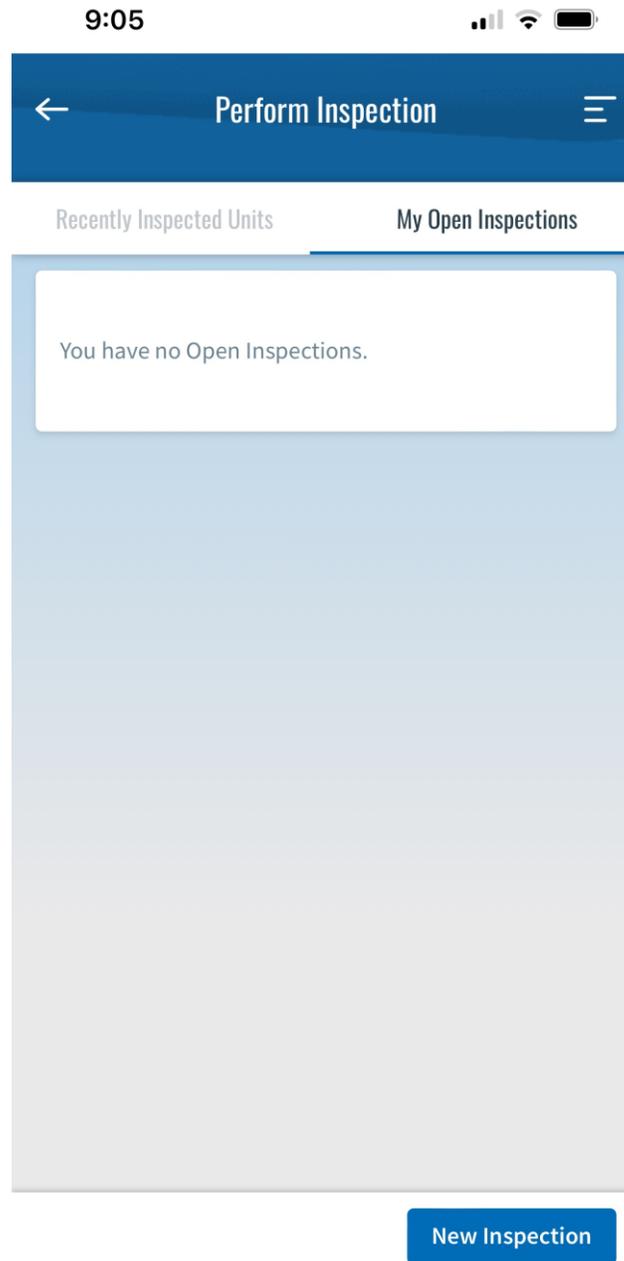
SUBMIT REQUISITION



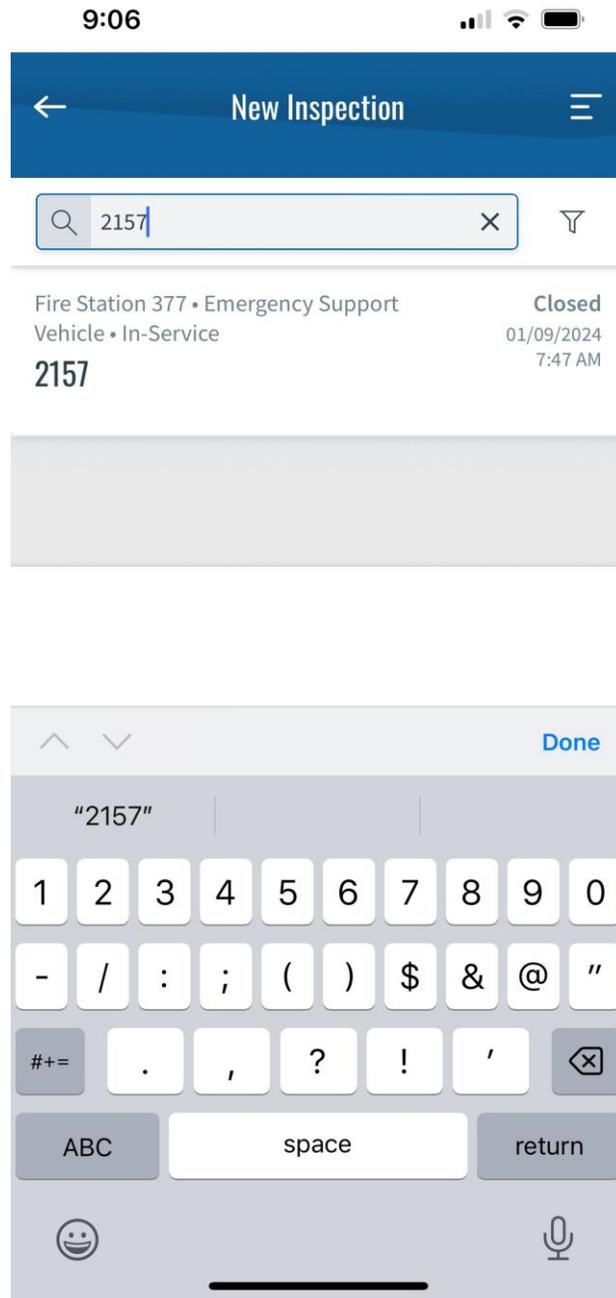
MY ASSETS



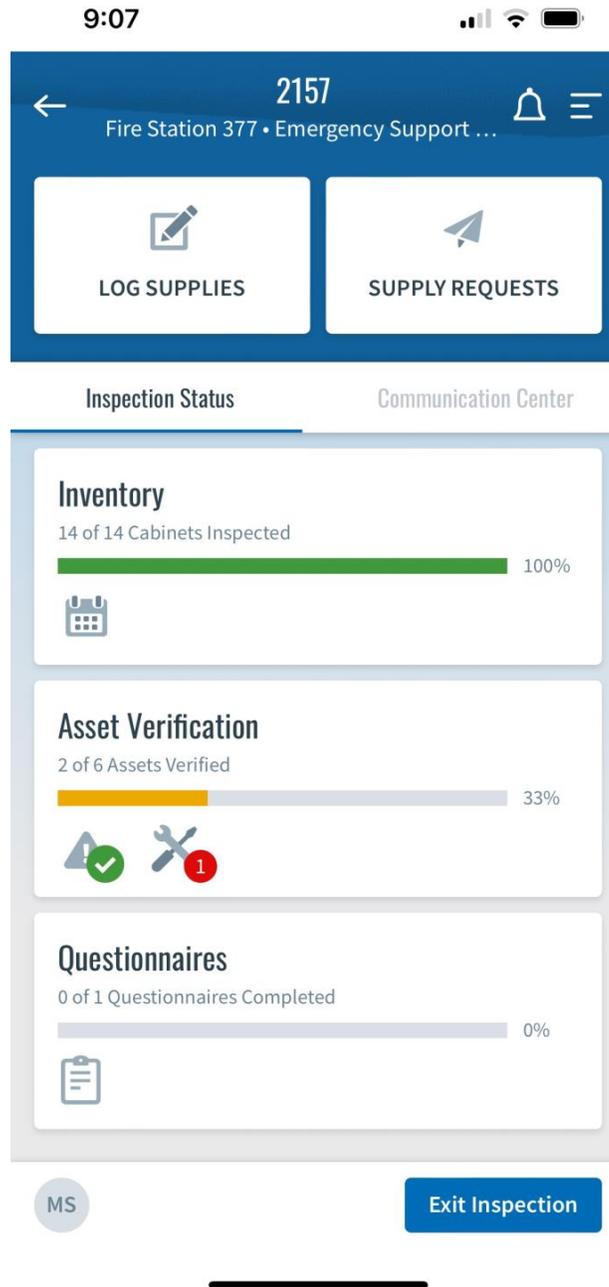
- a. Routine checks and inventory replacement
 - i. When checking EMS inventory on units, if an item is deficient, mark the correct number of items on the inventory
 - ii. After truck inventory is completed, exit the inspection and do temporary logoff to send the inventory to your supply room, items will be automatically be removed from your supply room
 - iii. DO NOT use “Supply request” to move inventory stocked at your station.
 - iv. If an item not stocked at your station is marked as deficient in your supply room, OplQ will create a supply request. Please notify your captain so that they can process the request from a hub station



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9:18

Jump Bag Main Compartment To...
Jump Bag

Misc-Ring Cutter (EA)

PAR
1

On-Hand
- 1 +

Trauma-Trauma Shears (EA)

PAR
1

On-Hand
- 0 +

Misc-Penlight (EA)

PAR
1

On-Hand
- 1 +

Oxygen-Wrench (Small Nylon)
(EA)

PAR

Set to PAR Save

Inventory automatically removed from your supply room

Mark as missing



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Logging Supplies Used



9:07



2157
Fire Station 377 • Emergency Support ...

LOG SUPPLIES

Supply Requests

Do not use “Supply Requests” for items missing during truck check

Inspection Status Communication Center

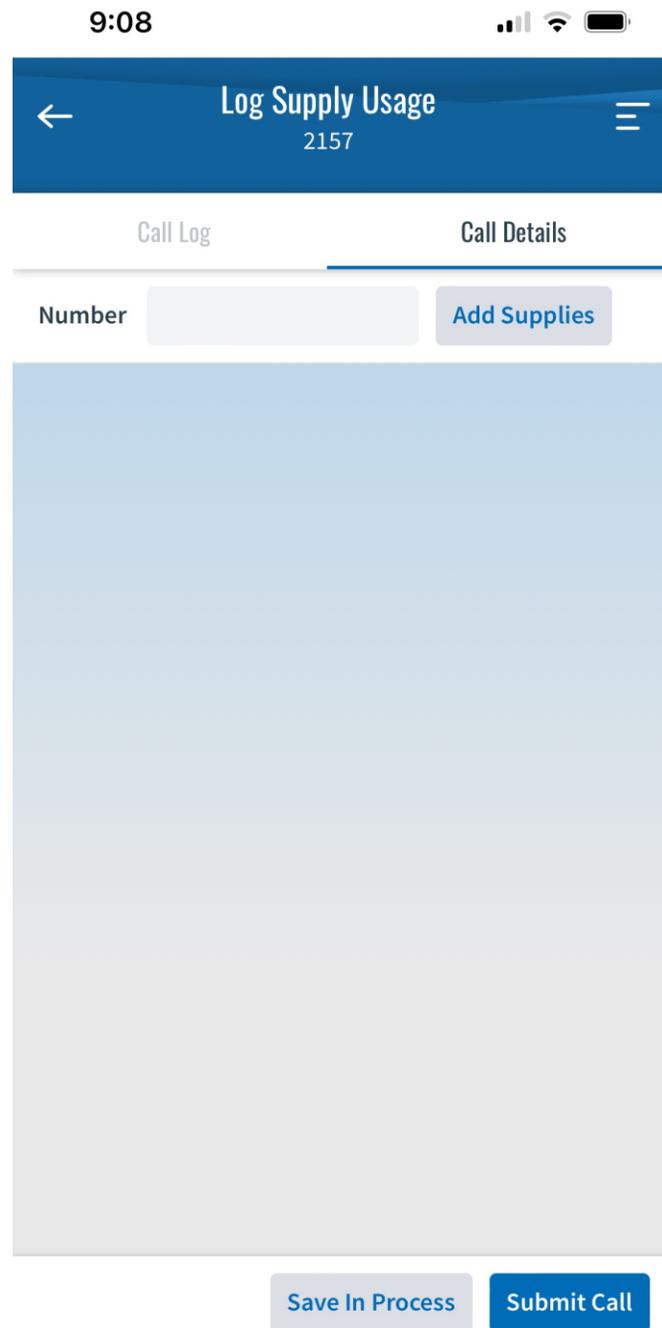
Inventory
14 of 14 Cabinets Inspected
100%

Asset Verification
2 of 6 Assets Verified
33%

Questionnaires
0 of 1 Questionnaires Completed
0%

MS Exit Inspection

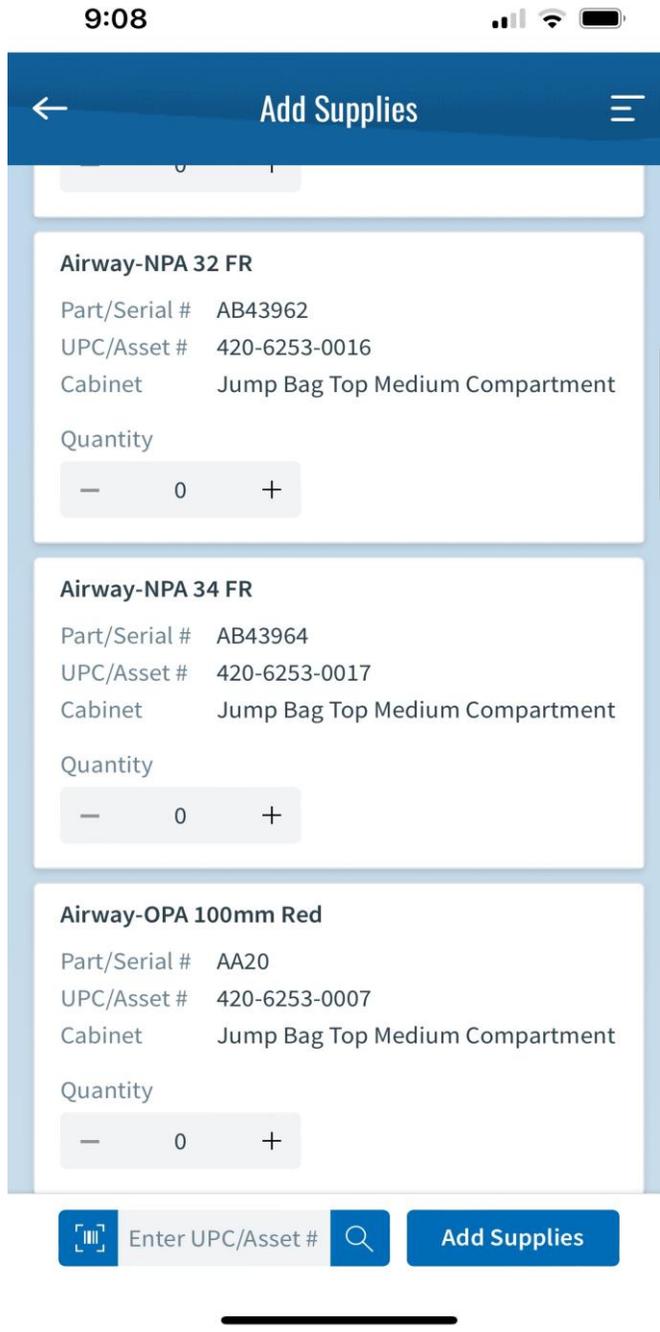
- a. After every call
 - i. Logging supplies used
 1. Under your unit inventory inspection in OpiQ frontline
 2. Click log supplies
 3. Enter the call number
 4. Enter supplies used
 5. Submit call
 6. If there are supplies in the process of being logged, they will be submitted when exiting the inspection



Enter call number 

 Then add supplies

- a. After every call
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9:08 📶 📶 🔋

←
☰

Log Supply Usage

2157

Call Log
Call Details

Number

Add Supplies

Sort by

Description ▼

↑

Cardiac-Zoll X ECG Paper

Part/Serial # EL17437

Cabinet Zoll Monitor Back Pockets 🗑️

Lot #	Exp. Date
—	—

Qty

—

+

✔️ Changes to Call Log 12345 saved successfully
✕

Save In Process
Submit Call

- a. After every call
 - i. Logging supplies used
 1. Under your unit inventory inspection in OplQ frontline
 2. Click log supplies
 3. Enter the call number
 4. Enter supplies used
 5. Submit call
 6. If there are supplies in the process of being logged, they will be submitted when exiting the inspection



Logging supplies on a call (and take from a hub)

You would use this if you are restocking after a call from a hub station



9:07 📶 🔋

2157

Fire Station 377 • Emergency Support ...


LOG SUPPLIES


SUPPLY REQUESTS

Inspection Status Communication Center

Inventory

14 of 14 Cabinets Inspected

100%



Asset Verification

2 of 6 Assets Verified

33%



Questionnaires

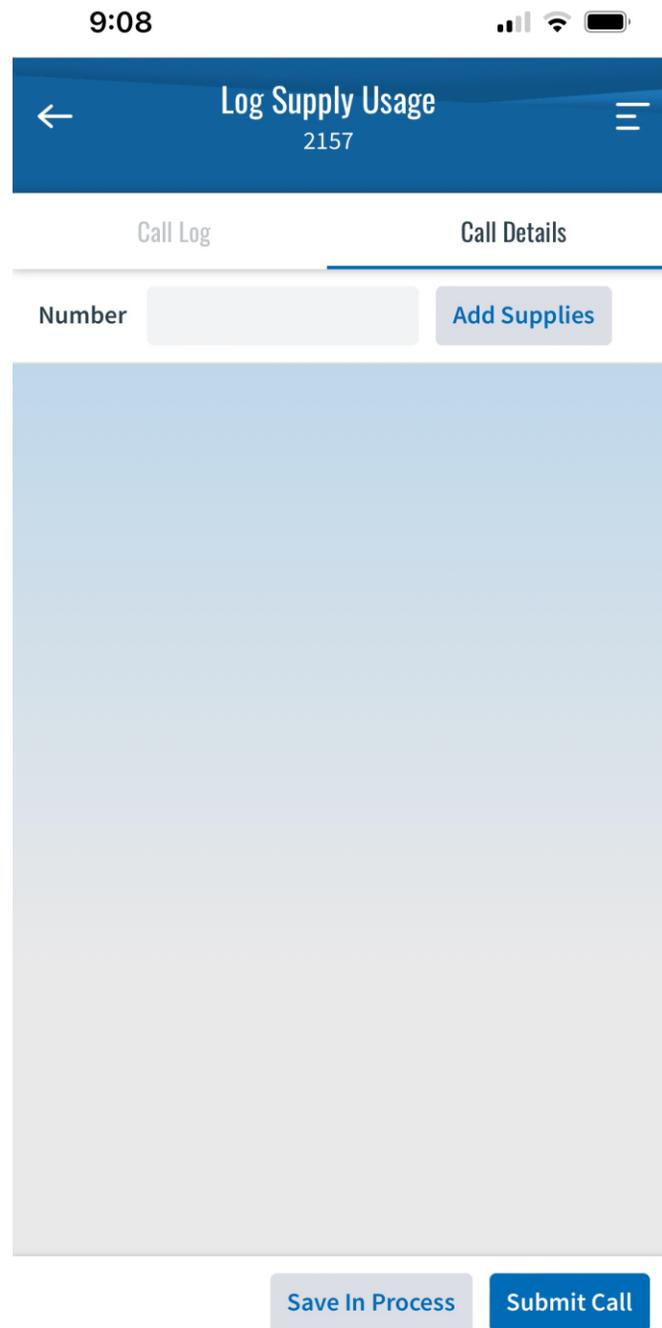
0 of 1 Questionnaires Completed

0%



MSExit Inspection

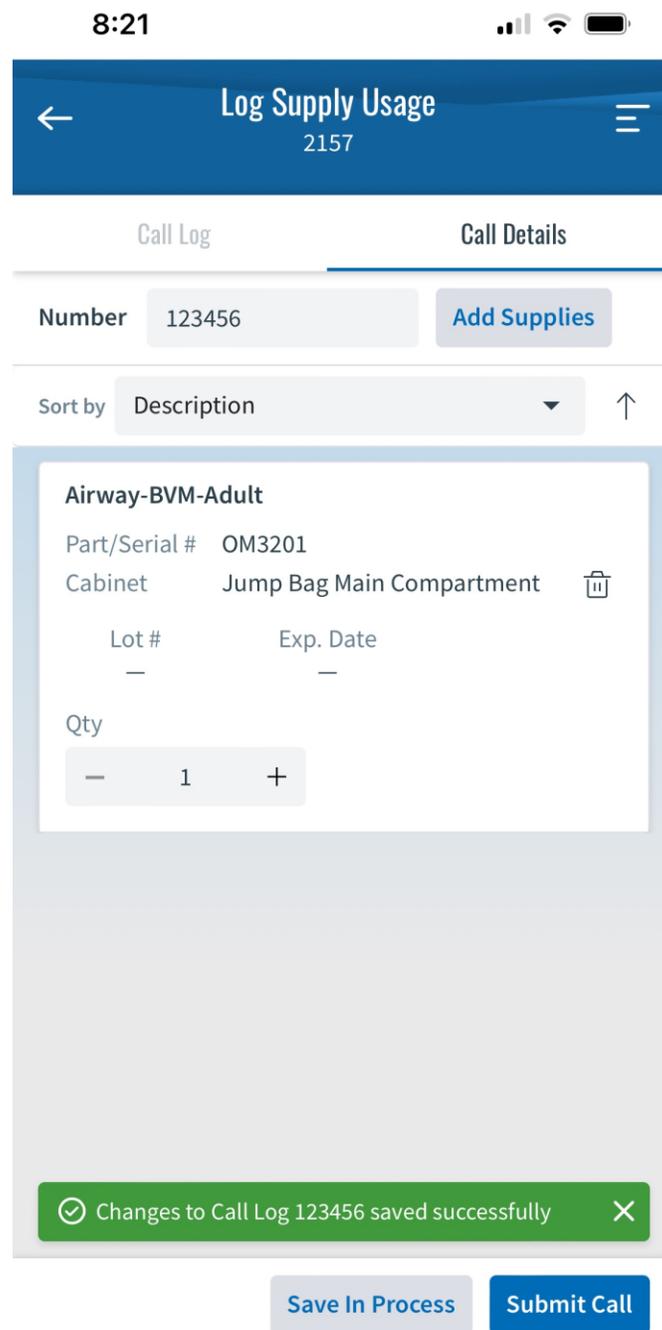
- i. After a call (like a code)
1. Under your unit inventory inspection in OplQ frontline
 2. Click log supplies
 3. Enter the call number
 4. Enter supplies used
 5. Submit call
 6. Go to the supply requests button
 7. Find the request that was submitted
 8. Change the station to the appropriate hub station
 9. Hit “submit”



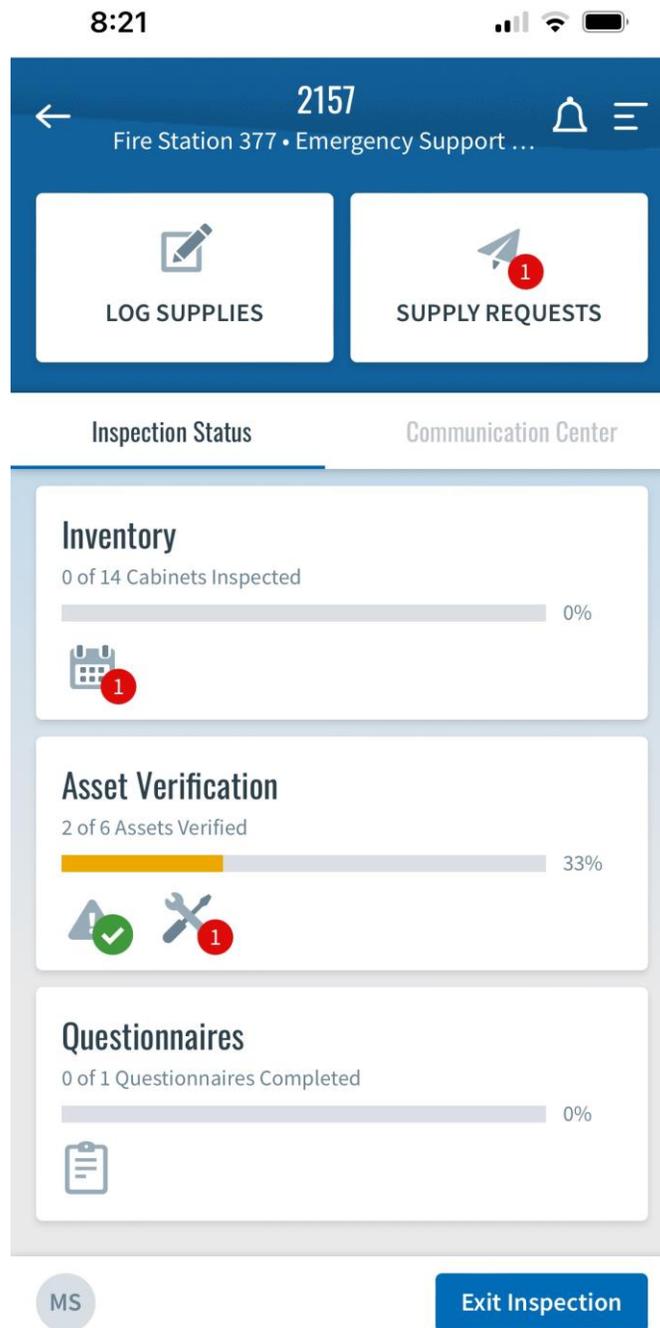
Enter call number 

 Then add supplies

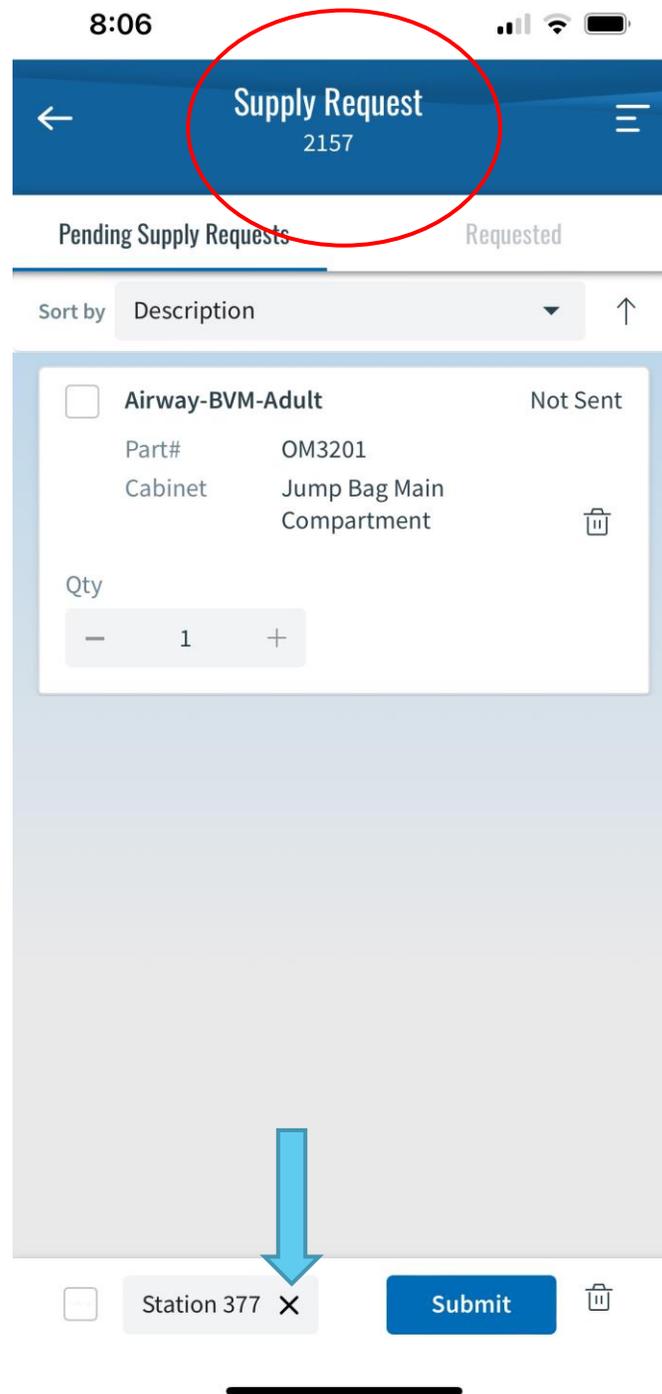
- i. After a call (like a code)
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8:06

Supply Request
2157

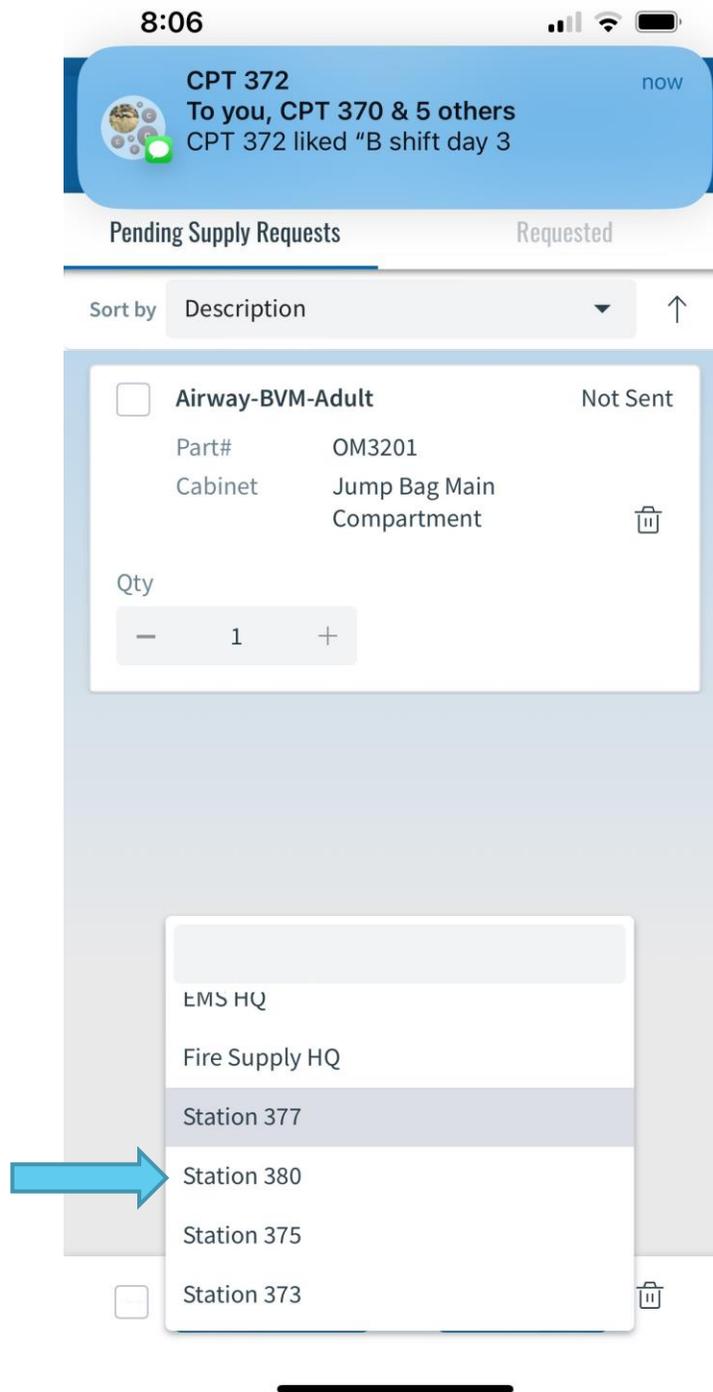
Pending Supply Requests Requested

Sort by Description

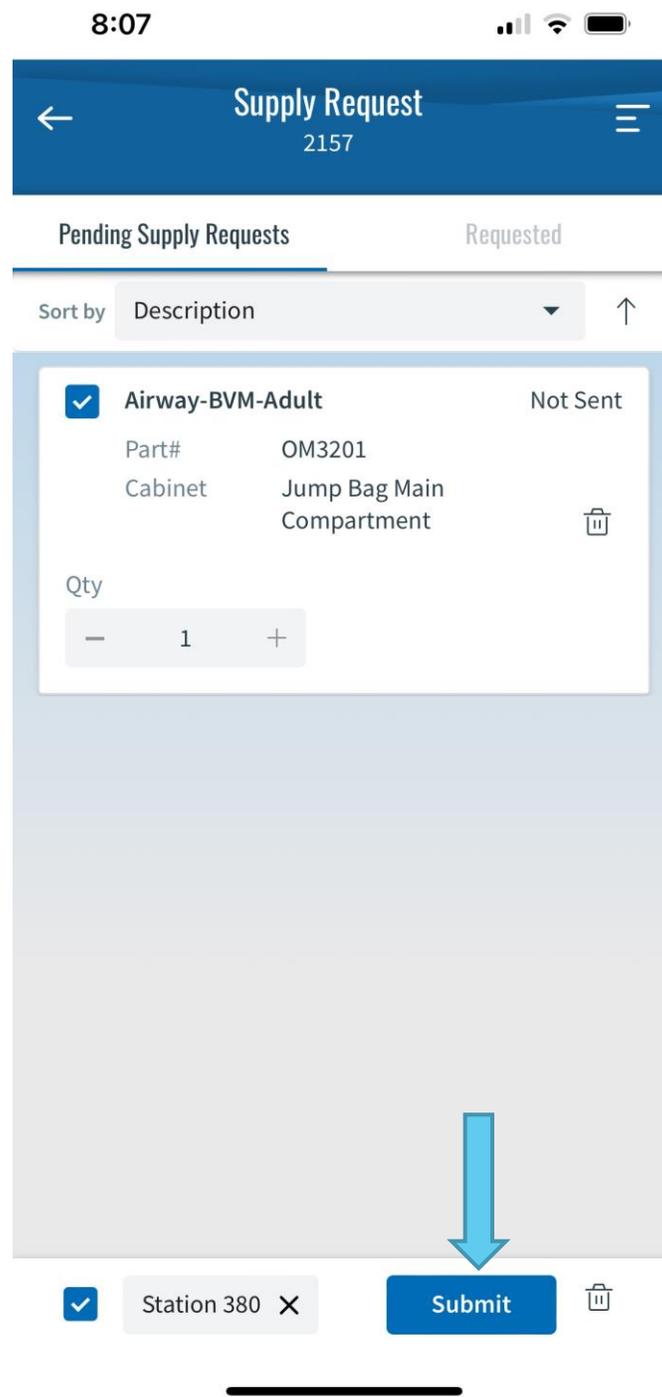
<input type="checkbox"/>	Airway-BVM-Adult	Not Sent
Part#	OM3201	
Cabinet	Jump Bag Main Compartment	
Qty	<input type="text" value="1"/>	

Select sta...

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New PO's

OPERATIONS | GOLDER RANCH FIRE DISTRICT | MICHAEL SEEGMILLER

KNOWLEDGE CENTER | FRONT LINE | STATUS BOARD | LOGOUT

Purchasing | Inventory | Assets | Units | Narcotics | Service Desk | Reports

PURCHASE ORDERS | PARTS & ASSETS | SERVICES | INVENTORY LEVELS

Purchase Orders New Integrated Supplier Search Orders

Search Clear Total: 40 Page 1 50 Rows

Date	Purchase Order #	Supplier	Supply Room	Total	Attachments	Dept Code	Budget Code	Invoice Number	Status	Next Step
01/12/2024 08:22 AM	120211	Life Assist	Station 376	\$186.60		420	6253-EMS		Open	Receive
01/12/2024 06:45 AM	120210	Life Assist	Station 377	\$215.10		420	6253-EMS		Open	Receive
01/12/2024 06:42 AM	120209	Life Assist	Station 373	\$215.90		420	6253-EMS		Open	Receive
01/11/2024 07:30 PM	120208	Life Assist	Station 380	\$710.47		420	6253-EMS		Open	Receive
01/11/2024 06:02 AM	120194	Life Assist	Station 380	\$153.66		420	6253-EMS		Open	Receive
01/11/2024 06:00 AM	120193	Life Assist	Station 370	\$120.58		420	6253-EMS		Open	Receive
01/10/2024 12:47 PM	120189	Life Assist	Narcotics- 380	\$200.80		420	6253-EMS		Open	Receive
01/10/2024 10:47 AM	120185	Life Assist	Narcotics- 370	\$300.20		420	6253-EMS		Open	Receive
01/10/2024 08:02 AM	120177	Life Assist	Station 375	\$131.63		420	6253-EMS		Open	Receive
01/10/2024 06:51 AM	120175	Life Assist	Station 379	\$211.56		420	6253-EMS		Open	Receive
01/10/2024 06:04 AM	120173	Life Assist	Station 377	\$222.38		420	6253-EMS		Open	Receive
01/09/2024 07:53 PM	120172	Life Assist	Station 374	\$108.64		420	6253-EMS		Open	Receive
01/09/2024 06:46 PM	120171	Life Assist	Station 373	\$293.03		420	6253-EMS		Open	Receive
01/09/2024 05:30 PM	120170	Life Assist	Station 380	\$287.49		420	6253-EMS		Open	Receive
01/09/2024 06:26 AM	120166	Life Assist	Station 370	\$286.17		420	6253-EMS		Open	Receive
01/05/2024 03:58 PM	120151	Life Assist	Station 375	\$289.53		420	6253-EMS		Open	Receive
01/05/2024 06:56 AM	120146	Life Assist	EMS HQ	\$330.55		420	6253-EMS		Open	Receive
01/03/2024 07:35 AM	120111	Life Assist	Station 376	\$273.52		420	6253-EMS		Open	Receive
01/02/2024 06:17 AM	120071	Life Assist	Station 370	\$142.76		420	6253-EMS		Open	Receive
12/31/2023 06:51 AM	120065	Life Assist	Station 376	\$169.86		420	6253-EMS		Open	Receive
12/30/2023 08:02 PM	120063	Life Assist	Station 380	\$353.38		420	6253-EMS		Open	Receive

a. Submitting a PO
(Should be checked daily)

i. Log in to Op IQ online

ii. Go to purchasing tab → purchase orders

iii. Click “new”

iv. Select your supply room and select the supplier as life assist

v. Fill in the dept code (420-EMS) and Budget code (6253 – EMS) and input the date

vi. If the order is for more than \$100 – save the draft and submit for approval, EC’s will approve the order

Purchase Order Details

Purchase Order #:	
Previous Order #:	120214
Supply Room:	Station 377
Supplier:	Life Assist
Account:	Golder Ranch Fire District - 85739FD

Custom Fields

Dept Code:*	420	Select option
Budget Code:	6253-EMS	Select option
Invoice Number:		
Total Invoice Cost:		
Date:*	01/12/2024	

Comments

Filter Options

Category:	All Categories
Subcategory:	

Purchase Order Parts Setup

<input type="checkbox"/>	Supplier Name	Description	Part Number	Manufacturer	GL Code	PAR	4 Weeks Usage	On Hand	Expiring	Pending Request	On Order	Order	UOM	Price	Total
<input type="checkbox"/>	Life Assist	Airway-CPAP-Adult (Pulmodyne)	OC4602NC		GL	2	0	1	0	0	1	0	EA (1)	\$75.560	\$0.000
<input type="checkbox"/>	Life Assist	Airway-Nebulizer Adult	OM2765N		GL	2	0	1	0	0	1	0	EA (1)	\$10.800	\$0.000

Ship To

Station 377
Attn: Station 377
355 E. Linda Vista
Oro Valley, AZ 85704, United States

Ship From

Life Assist
11277 Sunrise Park Drive
Rancho Cordova, CA 95742

Order Summary

Part Total:	\$0.000
Tax:	\$0.000
Shipping:	\$0.000
Order Total:	\$0.000

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Purchase Order Details Back Edit Print Send for Approval Cancel

Purchase Order Details	
Purchase Order #:	120215
Supply Room:	Station 377
Supplier:	Life Assist
Account:	Golder Ranch Fire District

Custom Fields	
Dept Code:	420
Budget Code:	6253-EMS
Invoice Number:	
Total Invoice Cost:	
Date:	01/12/2024

Comments

Order Status	
Next Step:	Send for Approval 
Created Date:	01/12/2024 09:38:02 AM MT
Receive in Supply Room:	<input type="checkbox"/> ENABLED
Status:	Draft

Ship To	
Station 377	
Attn: Station 377	
355 E. Linda Vista	
Oro Valley, AZ 85704, United States	

File Attachments	
<input type="checkbox"/>	File Name

Order Total	
Part Total (Open):	\$2.000
Part Total (Received):	\$0.000
Part Total (Ignored):	\$0.000
Tax:	\$0.000
Shipping:	\$0.000
Order Total:	\$2.000

Show Received Parts ENABLED

Purchase Order Parts													Validate	Check Availability	Setup
Description	Part Number	GL Code	Stock Location	On Hand	Pending Request	Ordered	Received	Open	Price	Total	Status	Notes			

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 - iii. Click “new”
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Receiving PO's

Search Clear Total: 40 Page 1 50 Rows

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01/10/2024 08:02 AM	120177	Life Assist	Station 375	\$131.63		420	6253-EMS		Open	Receive
01/10/2024 06:51 AM	120175	Life Assist	Station 379	\$211.56		420	6253-EMS		Open	Receive
01/10/2024 06:04 AM	120173	Life Assist	Station 377	\$222.38		420	6253-EMS		Open	Receive
01/09/2024 07:53 PM	120172	Life Assist	Station 374	\$108.64		420	6253-EMS		Open	Receive
01/09/2024 06:46 PM	120171	Life Assist	Station 373	\$293.03		420	6253-EMS		Open	Receive
01/09/2024 05:30 PM	120170	Life Assist	Station 380	\$287.49		420	6253-EMS		Open	Receive
01/09/2024 06:26 AM	120166	Life Assist	Station 370	\$286.17		420	6253-EMS		Open	Receive
01/05/2024 03:58 PM	120151	Life Assist	Station 375	\$289.53		420	6253-EMS		Open	Receive
01/05/2024 06:56 AM	120146	Life Assist	EMS HQ	\$330.55		420	6253-EMS		Open	Receive
01/03/2024 07:35 AM	120111	Life Assist	Station 376	\$273.52		420	6253-EMS		Open	Receive
01/02/2024 06:17 AM	120071	Life Assist	Station 370	\$142.76		420	6253-EMS		Open	Receive
12/31/2023 06:51 AM	120065	Life Assist	Station 376	\$169.86		420	6253-EMS		Open	Receive
12/30/2023 08:02 PM	120063	Life Assist	Station 380	\$353.38		420	6253-EMS		Open	Receive

Find the correct PO #



a. Receiving a shipment

- i. When ANY SIZED order arrives at the station it needs to be received into the OpiQ system
- ii. Find the PO # on the shipping papers – if no shipping papers present, see if the order can be matched to an open PO by the contents of the order
- iii. Find the corresponding PO and select “receive”
- iv. Click the boxes next to the items contained in the shipment – if the item is listed as backordered on the shipping papers, do not receive the item into your supply room.
- v. Select “receive” for the selected items
- vi. If required by OpiQ, enter in expiration dates and lot numbers (enter lot numbers exactly as written on packaging with capital letters and hyphens)

Order By:	Steven Drury
Custom Fields	
Dept Code:	420
Budget Code:	6253-EMS
Invoice Number:	
Total Invoice Cost:	
Date:	01/05/2024

Comments

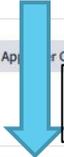
Appr Comments

Station 375
 Attn: Station 375
 12125 N Woodburne Ave
 Oro Valley, AZ 85755, United States

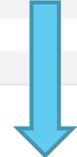
File Attachments	Add	Delete
<input type="checkbox"/>	File Name	

Order Summary	
Part Total (Open):	\$82.800
Part Total (Received):	\$20.000
Part Total (Ignored):	\$0.000
Tax:	\$0.000
Shipping:	\$0.000
Order Total:	\$289.530

Then click receive



Select the items to receive



Purchase Order Parts																
<input type="checkbox"/>	Description	Part Number	Manufacturer	Category	Subcategory	GL Code	Stock Location	On Hand	Pending Request	Ordered	Received	Open	Receive	UOM	Supplier Status	Notes
<input type="checkbox"/>	Airway-BVM-Adult Timing Light	OM1000TL		Medical Supplies	Oxygen			5	0	1 EA (1)	1 EA (1)	0	<input type="checkbox"/>	EA (1)		
<input type="checkbox"/>	IV-Needle 23g	IT4290		Medical Supplies	IV			8	0	1 EA (1)	1 EA (1)	0	<input type="checkbox"/>	EA (1)		
<input type="checkbox"/>	IV-Syringe 3ml	It26200		Medical Supplies	IV			10	0	7 EA (1)	7 EA (1)	0	<input type="checkbox"/>	EA (1)		
<input type="checkbox"/>	IV-Tubing 10 Drop	IV1083		Medical Supplies	IV			14	0	7 EA (1)	7 EA (1)	0	<input type="checkbox"/>	EA (1)		
<input type="checkbox"/>	Medication-Normal Saline 1000ml	SL7800-09		Medical Supplies	Medications			11	0	5 EA (1)	5 EA (1)	0	<input type="checkbox"/>	EA (1)		
<input type="checkbox"/>	Misc-Penlight	PL1008		Medical Supplies	Diagnostic			1	0	1 EA (1)	1 EA (1)	0	<input type="checkbox"/>	EA (1)		
<input type="checkbox"/>	PPE-Gloves Extra Large (1 Box)	GL690XL		Medical Supplies	PPE			5	0	2 BX (1)	2 BX (1)	0	<input type="checkbox"/>	BX (1)		
<input type="checkbox"/>	PPE-Gloves Large (1 Box)	GL690L		Medical Supplies	PPE			10	0	4 BX (1)	4 BX (1)	0	<input type="checkbox"/>	BX (1)		
<input type="checkbox"/>	Transport-Blanket	BS880-GREY		Medical Supplies	Transport			0	0	1 CS (20)	0 CS (20)	1	<input type="checkbox"/>	CS (20)		
<input type="checkbox"/>	Transport-Mega Mover	BS800		Medical Supplies	Transport			5	0	5 EA (1)	5 EA (1)	0	<input type="checkbox"/>	EA (1)		
<input type="checkbox"/>	Trauma-C-Collar Adult	CXACE		Medical Supplies	Trauma			4	0	1 EA (1)	1 EA (1)	0	<input type="checkbox"/>	EA (1)		

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- vi. If required by OpiQ, enter in expiration dates and lot numbers (enter lot numbers exactly as written on packaging with capital letters and hyphens)

Supply Requests

The background features a complex, abstract design of overlapping, semi-transparent blue polygons. The colors range from light sky blue to deep navy blue. The shapes are primarily triangles and quadrilaterals, creating a dynamic, layered effect that is most prominent on the right side of the page.

Supply Request Summary Requisition History

Unit Supply Requests					Reroute	Reject
<input type="checkbox"/>	Supply Room	Unit	Unit Location	Last Request	Pending Requests	
<input type="checkbox"/>	Station 376	EN376 EMS Gear	Fire Station 376	01/12/2024 08:01 AM MT	1	
<input type="checkbox"/>	EMS HQ	Station 375 Medication Machine		01/11/2024 08:26 PM MT	6	
<input type="checkbox"/>	EMS HQ	Station 380 Medication Machine		01/11/2024 04:57 PM MT	5	
<input type="checkbox"/>	Station 373	1601	Fire Station 373	01/11/2024 02:59 PM MT	1	
<input type="checkbox"/>	Station 380	LD380 EMS Gear	Fire Station 380	01/11/2024 11:58 AM MT	2	
<input type="checkbox"/>	Station 380	1801	Fire Station 380	01/11/2024 10:47 AM MT	3	
<input type="checkbox"/>	Station 372	0001	Fire Station 372	01/11/2024 10:04 AM MT	1	
<input type="checkbox"/>	Station 372	EN372 EMS Gear	Fire Station 372	01/11/2024 10:03 AM MT	1	

Requisitions							Reroute	Reject
<input type="checkbox"/>	Supply Room	Requisition Type	Requisition For	Part Type	Crew Name	Last Request	Pending Requests	
<input type="checkbox"/>								

i. Supply requests are under the inventory tab → supply requests

ii. Re routing – if your crew tells you they have requested an item that is not stocked at your station

1. Check with the hub station you will be pulling from to confirm they have the part on hand.

2. Go to supply requests and locate the unit and specific request and open it.

3. Select the part you are requesting and reroute to the appropriate hub station

4. Go back to the supply requests and find the same request, open it and approve it.

5. Get the part from the hub station

OPERATIONS MENU | GOLDR RANCH FIRE DISTRICT | MICHAEL SEEGMILLER

KNOWLEDGE CENTER | FRONT LINE | STATUS BOARD | LOGOUT

Purchasing | **Inventory** | Assets | Units | Narcotics | Service Desk | Reports

RECEIVE INVENTORY | TRANSFER INVENTORY | ISSUE INVENTORY | SUPPLY REQUEST | CYCLE COUNTING | LOAD KITS | SUBMIT REQUISITION

Manage Supply Request Back Accept Reject Reroute Back Order Print

Request Location

Supply Room: Station 376

Unit Number: EN376 EMS Gear

Unit Location: Fire Station 376 (Station 376)

Supply Request

<input type="checkbox"/>	Quantity	On Hand	Part Description	Cabinet	Crew Member	Date/Time	Supply Location	Status
<input type="checkbox"/>	1	0	Airway-ET Tube 7.0 CUFFED	!	Airway Bag Airway Kit Traditional	Jose Zuniga	01/12/2024 08:01 AM MT	Back Order

- i. Supply requests are under the inventory tab → supply requests
- ii. Re routing – if your crew tells you they have requested an item that is not stocked at your station
 1. Check with the hub station you will be pulling from to confirm they have the part on hand.
 2. Go to supply requests and locate the unit and specific request and open it.
 3. **Select the part you are requesting and reroute to the appropriate hub station**
 4. Go back to the supply requests and find the same request, open it and approve it.
 5. Get the part from the hub station

OPERATIONS MENU | GOLDR RANCH FIRE DISTRICT | MICHAEL SEEGMILLER

KNOWLEDGE CENTER | FRONT LINE | STATUS BOARD | LOGOUT

Purchasing | **Inventory** | Assets | Units | Narcotics | Service Desk | Reports

RECEIVE INVENTORY | TRANSFER INVENTORY | ISSUE INVENTORY | **SUPPLY REQUEST** | CYCLE COUNTING | LOAD KITS | SUBMIT REQUISITION

Manage Supply Request Back Accept Reject Reroute Back Order Print

Request Location

Supply Room: Station 376

Unit Number: EN376 EMS Gear

Unit Location: Fire Station 376 (Station 376)

Supply Request

<input checked="" type="checkbox"/>	Quantity	On Hand	Part Description
<input checked="" type="checkbox"/>	1	0	Airway-ET Tube 7.0 CUFFED

Reroute Supply Request

Supply Room to Send Request

- EMS HQ
- Narcotics- 370
- Narcotics- 375
- Narcotics- 380
- REMS Supply Room
- Station 370
- Station 372
- Station 373
- Station 374
- Station 375 ←
- Station 376
- Station 377

Date/Time	Supply Location	Status
01/12/2024 08:01 AM MT		Back Order

- i. Supply requests are under the inventory tab → supply requests
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OPERATIONS MENU | GOLDRANCH FIRE DISTRICT | MICHAEL SEEGMILLER

KNOWLEDGE CENTER | FRONT LINE | STATUS BOARD | LOGOUT

Purchasing | **Inventory** | Assets | Units | Narcotics | Service Desk | Reports

RECEIVE INVENTORY | TRANSFER INVENTORY | ISSUE INVENTORY | **SUPPLY REQUEST** | CYCLE COUNTING | LOAD KITS | SUBMIT REQUISITION

Manage Supply Request Back Accept Reject Reroute Back Order Print

Request Location

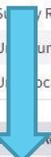
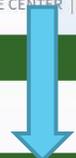
Supply Room: Station 375

Unit Number: EN376 EMS Gear

Unit Location: Fire Station 376 (Station 376)

Request

<input type="checkbox"/>	Quantity	On Hand	Part Description	Cabinet	Crew Member	Date/Time	Supply Location	Status
<input type="checkbox"/>	1	8	Airway-ET Tube 7.0 CUFFED	!	Airway Bag Airway Kit Traditional	Jose Zuniga	01/12/2024 08:01 AM MT	Pending



OPERATIONS MENU | GOLDR RANCH FIRE DISTRICT | MICHAEL SEEGMILLER

KNOWLEDGE CENTER | FRONT LINE | STATUS BOARD | LOGOUT

Purchasing | **Inventory** | Assets | Units | Narcotics | Service Desk | Reports

RECEIVE INVENTORY | TRANSFER INVENTORY | ISSUE INVENTORY | SUPPLY REQUEST | CYCLE COUNTING | LOAD KITS | SUBMIT REQUISITION

Manage Supply Request Back Accept Reject Reroute Back Order Print

Request Location

Supply Room: Station 375
 Unit Number: EN376 EMS Gear
 Unit Location: Fire Station 376 (Station 376)

Supply Request

<input checked="" type="checkbox"/>	Quantity	On Hand	Part Description
<input checked="" type="checkbox"/>	1	8	Airway-ET Tube 7.0 CUFFED

× Select Expiration Date / Lot Number Submit Cancel

Amount: 1

Part Description	Expiration Date	Lot Number	On Hand	Quantity
Airway-ET Tube 7.0 CUFFED	02/13/2025	1504642	4	1
Airway-ET Tube 7.0 CUFFED	12/04/2025	1505109	4	

Date/Time: 01/12/2024 08:01 AM MT | Supply Location: ^ | Status: Pending

- i. Supply requests are under the inventory tab → supply requests
- ii. Re routing – if your crew tells you they have requested an item that is not stocked at your station
 1. Check with the hub station you will be pulling from to confirm they have the part on hand.
 2. Go to supply requests and locate the unit and specific request and open it.
 3. Select the part you are requesting and reroute to the appropriate hub station
 4. Go back to the supply requests and find the same request, open it and approve it.
 5. Get the part from the hub station

Cycle Count

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the page, creating a modern, layered effect. The rest of the page is a plain white background.

Cycle Counting

Supply Room: Station 377

Part Type: Supply Parts Kits Fleet Parts Catalog Assets

Search Total: 110 Page 1 50 Rows << < > >>

Station 377 Room Inventory Setup									
Description	Part #	Category	Subcategory	Stock Location	Price	PAR	On Hand	Last Cycle Count	
Airway-CPAP-Adult (Pulmodyne)	OC4602NC	Medical Supplies	Oxygen		\$75.560	2 EA	1	12/15/2023 5:54 PM MT	
Airway-CPAP-Adult Large- Mask Only (Pulmodyne)	OC7030	Medical Supplies	Oxygen		\$28.640	2 EA	3	12/15/2023 5:54 PM MT	
Airway-ETCO2 Intubation (T-Piece)	PO54454	Medical Supplies	Diagnostic		\$5.280	4 EA	4	12/15/2023 5:55 PM MT	
Airway-ETCO2 NC with Oxygen Tubing-Adult	PO54459	Medical Supplies	Diagnostic		\$7.800	40 EA	23	12/15/2023 5:56 PM MT	
Airway-ETCO2 NC with Oxygen Tubing-Pediatric	PO54460	Medical Supplies	Airway		\$7.360	6 EA	5	12/15/2023 5:59 PM MT	
Airway-Lubricant	BJ8999	Medical Supplies	Airway		\$0.060	10 EA	11	12/15/2023 5:57 PM MT	
Airway-Nebulizer Adult	OM2765N	Medical Supplies	Oxygen		\$10.800	2 EA	1	12/15/2023 5:57 PM MT	
Airway-Nonrebreather Adult	OM1060	Medical Supplies	Oxygen		\$2.380	10 EA	8	12/15/2023 5:57 PM MT	
Airway-Suction-Tubing and Handle	OH0006T	Medical Supplies	Airway		\$6.040	2 EA	2	12/15/2023 5:58 PM MT	
Cardiac-ECG-Prep Razors	IN845	Medical Supplies	ECG		\$0.410	3 EA	81	12/15/2023 5:59 PM MT	
Cardiac-Zoll X ECG Paper	EL17437	Medical Supplies	ECG		\$3.930	10 EA	9	12/15/2023 5:59 PM MT	
Glucometer- 2x2 Gauze	BA8042	Medical Supplies	Trauma		\$0.082	2 BX	26	12/15/2023 6:00 PM MT	
IFC-Disinfecting Wipes	AL1160	Medical Supplies	IFC		\$10.500	3 EA	3	01/05/2024 6:14 PM MT	
IFC-Emesis Bags	PA3933	Medical Supplies	IFC		\$0.700	24 EA	36	12/15/2023 6:01 PM MT	
IFC-Emesis Basin 600 ml	PA57	Medical Supplies	IFC		\$0.350	1 EA	3	12/15/2023 6:01 PM MT	
IFC-Large Biohazard Bag	BH108	Medical Supplies	IFC		\$0.240	25 EA	25	12/15/2023 6:01 PM MT	

a. Cycle count removal

- i. Captains and promoted personnel can also remove inventory from a hub station utilizing the cycle count feature
- ii. After removing the inventory from a hub station, the captain will go into the cycle count for that supply room and will adjust inventory levels

b. Monthly cycle count

- i. When a cycle count is required, the captain under their log in will go under inventory → cycle counting → supply room
- ii. Each item in inventory should be physically counted and expirations dates and lot numbers should be updated
- iii. Each item in inventory should be opened and saved whether the count changes or not.

Description	Part #	Category	Subcategory	Stock Location	Price	PAR	On Hand	Last Cycle Count
Airway-Nebulizer Adult	OM2765N	Medical Supplies	Oxygen		\$10.800	2 EA	1	12/15/2023 5:57 PM MT
Airway-Nonrebreather Adult	OM1060	Medical Supplies	Oxygen		\$2.380	10 EA	8	12/15/2023 5:57 PM MT
Airway-Suction-Tubing and Handle	OH0006T	Medical Supplies	Airway		\$6.040	2 EA	2	12/15/2023 5:58 PM MT
Cardiac-ECG-Prep Razors	IN845	Medical Supplies	ECG		\$0.410	3 EA	81	12/15/2023 5:59 PM MT
Cardiac-Zoll X ECG Paper	EL17437	Medical Supplies			\$3.930	10 EA	9	12/15/2023 5:59 PM MT
Glucometer-2x2 Gauze	BA8042	Medical Supplies				2 BX	26	12/15/2023 6:00 PM MT
IFC-Disinfecting Wipes	AL1160	Medical Supplies			\$10.500	3 EA	3	01/05/2024 6:14 PM MT
IFC-Emesis Bags	PA3933	Medical Supplies			\$0.700	24 EA	36	12/15/2023 6:01 PM MT
IFC-Emesis Basin 600 ml	PA57	Medical Supplies			\$0.350	1 EA	3	12/15/2023 6:01 PM MT
IFC-Large Biohazard Bag	BH108	Medical Supplies			\$0.240	25 EA	25	12/15/2023 6:01 PM MT
IFC-Sani Hand Gel	AL2104	Medical Supplies			\$0.990	5 EA	6	12/15/2023 6:01 PM MT
IFC-Sani Hand Gel Bag-In-Box Refill	AL48	Medical Supplies			\$8.940	2 EA	2	12/15/2023 6:02 PM MT
IFC-Sani Hand Wipes	AL353A	Medical Supplies			\$7.560	4 EA	5	12/15/2023 6:02 PM MT
IFC-Sanizide Plus Disinfectant Refill	AL4815	Medical Supplies			\$29.670	2 EA	9	12/15/2023 6:02 PM MT
IFC-Sanizide Plus Disinfectant Spray Bottle	AL4810	Medical Supplies			\$11.010	2 EA	4	12/15/2023 6:02 PM MT
IFC-Sharps Shuttle Small	ISDART	Medical Supplies			\$1.520	5 EA	5	12/15/2023 6:04 PM MT
IFC-Surgical Mask (Box)	IC91018	Medical Supplies			\$0.250	4 BX	7	12/15/2023 6:03 PM MT
IV-Arm Board Pediatric	IV90D	Medical Supplies			\$0.510	1 EA	2	12/15/2023 6:03 PM MT
IV-Carpule Holder	DR0005-05	Medical Supplies			\$0.030	2 EA	9	12/15/2023 6:10 PM MT
IV-Catheter 14G	IT2594	Medical Supplies			\$1.610	4 EA	9	12/15/2023 6:05 PM MT
IV-Catheter 16G	IT1136	Medical Supplies			\$2.860	6 EA	7	12/15/2023 6:05 PM MT
IV-Catheter 18G	IT1131	Medical Supplies			\$2.860	15 EA	7	12/27/2023 1:25 PM MT
IV-Catheter 20G	IT1130	Medical Supplies			\$2.860	20 EA	13	12/15/2023 6:07 PM MT
IV-Catheter 22G	IT1128	Medical Supplies			\$2.860	6 EA	6	12/15/2023 6:07 PM MT
IV-Catheter 24G	IT1127	Medical Supplies			\$2.860	4 EA	5	12/15/2023 6:13 PM MT
IV-IV Lock	IV83092	Medical Supplies	IV		\$1.860	25 EA	9	01/03/2024 6:50 AM MT
IV-Needle 18g	IT5918	Medical Supplies	IV		\$0.480	10 EA	10	12/15/2023 6:19 PM MT
IV-Needle 20g	IT4284	Medical Supplies	IV		\$0.370	10 EA	13	12/15/2023 6:12 PM MT
IV-Needle 23g	IT4290	Medical Supplies	IV		\$0.370	10 EA	9	12/15/2023 6:12 PM MT
IV-Needle Filter	IT5117	Medical Supplies	IV		\$0.560	10 EA	21	12/15/2023 6:17 PM MT
IV-Normal Saline Flush 10ml	DR1010	Medical Supplies	IV		\$1.333	30 EA	34	12/27/2023 1:25 PM MT

Confirm On Hand Quantity Cancel PO History Add Row Save

IV-Catheter 18G

Quantity	UOM	Expiration Date	Lot Number
7	EA	04/01/2027	J3D773

On Hand	Expected	Adjustment
7	7 EA	0 EA

Comments

Supply Room Settings

Supply Room: Station 377

Location: [Select Location](#)

PAR: 15

Reorder Point: 10

- a. Cycle count removal
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 - i. When a cycle count is required, the captain under their log in will go under inventory → cycle counting → supply room
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Default Supply Room

-  **Purchasing**
- Inventory**
- Assets
- Units
- Narcotics
- Service Desk
- Reports

- RECEIVE INVENTORY
- TRANSFER INVENTORY
- ISSUE INVENTORY
- SUPPLY REQUEST
- CYCLE COUNTING**
- LOAD KITS
- SUBMIT REQUISITION

Cycle Counting Remove Expired Parts (1) Receive Transfers

Cycle Counting

Supply Room: Station 377

Part Type: Supply Parts Kits Fleet Parts Catalog Assets

Search Total: 110 Page 1 50 Rows << < > >>

Station 377 Room Inventory Setup									
Description	Part #	Category	Subcategory	Stock Location	Price	PAR	On Hand	Last Cycle Count	
Airway-CPAP-Adult (Pulmodyne)	OC4602NC	Medical Supplies	Oxygen		\$75.560	2 EA	1	12/15/2023 5:54 PM MT	
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IFC-Large Biohazard Bag	BH108	Medical Supplies	IFC		\$0.240	25 EA	25	12/15/2023 6:01 PM MT	

- a. How and when to change default supply rooms
 - i. If you swap into a different ambulance, the captain will contact the EC to change the units default supply room
 - ii. If the supply room is not changed, the ambulance will be pulling supplies from the wrong location with truck checks
 - iii. EC's only will go the admin menu in OpiQ (click the gear button) Units → Units → select the appropriate unit, change default supply room

a. How and when to change default supply rooms

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The screenshot shows the OpiQ system interface. At the top, the navigation bar includes 'ADMINISTRATION MENU', 'GOLDER RANCH FIRE DISTRICT', and 'MICHAEL SEEGMILLER'. On the right, there are links for 'KNOWLEDGE CENTER', 'FRONT LINE', 'STATUS BOARD', and 'LOGOUT'. Below this is a dark blue navigation bar with tabs for 'Purchasing', 'Inventory', 'Assets', 'Units', 'Narcotics', 'Service Desk', and 'Crew'. The 'Units' tab is selected, and a sub-menu is open with options for 'UNITS', 'CABINETS', and 'CABINET TYPES'. A search bar is located above the table, with a 'Total: 1' indicator and pagination controls. The table below has columns for Unit Number, Unit Type, Default Supply Room, Vehicle Type, Unit Location, Service Status, Year, Make, Model, VIN, License Plate, Inventory Management, Fleet Management, and Status. A 'Setup' button is in the top right of the table area. A red arrow points to the 'Units' tab in the navigation bar, and another red arrow points to the 'Unit Number' column header. A third red arrow points to the 'Default Supply Room' column for the unit with ID 1701.

Unit Number	Unit Type	Default Supply Room	Vehicle Type	Unit Location	Service Status	Year	Make	Model	VIN	License Plate	Inventory Management	Fleet Management	Status
1701	Ambulance Type 1	EMS HQ	Ambulance Type 1	Fleet Reserve line	In-Service	2016	Ford	F450 / Build 361392	1FDUF4GT5GED*	G-931HL	Enabled	Enabled	Enabled

ADMINISTRATION MENU | GOLDER RANCH FIRE DISTRICT | MICHAEL SEEGMILLER

KNOWLEDGE CENTER | FRONT LINE | STATUS BOARD | LOGOUT

Purchasing Inventory Assets **Units** Narcotics Service Desk Crew

UNITS CABINETS CABINET TYPES

Unit Management Back Save Apply Copy

Unit Number: L701

Unit Information

Division:*	Main Division
Unit Type:*	Ambulance Type 1
Home Location:	Fleet Reserve line
Unit Location:	Fleet Reserve line
Default Supply Room:*	EMS HQ

Image Upload

NO IMAGE AVAILABLE

Vehicle Information

Vehicle Type:*	Ambulance Type 1
Year:	2016
Make:	Ford
Model:	F450 / Build 361392
VIN:	1FDUF4GT5GED49090 Get Year, Make, Model
License Plate:	G-931HL
Price:	
Purchase Date:	<input type="text"/>
Decommission Date:	<input type="text"/>
General Ledger Number:	

Service Status

Service Status:	In-Service
Service Status Updated:	01/03/2024 08:18:42 AM MT

Comments

Custom Fields

Unit assignment:	Reserve
PCWYN SERIAL NUMBER:	

Licensing

Inventory Management:	<input checked="" type="checkbox"/> ENABLED
Fleet Management:	<input checked="" type="checkbox"/> ENABLED

System Information

Created On:	04/01/2018 10:40 PM MT
Created By:	Adam Hastings
Last Modified On:	01/03/2024 02:50 PM MT
Last Modified By:	Mike McDade

Dispatch Board

Activate Unit:	<input checked="" type="checkbox"/> ENABLED
Reported Issue:	No

- a. How and when to change default supply rooms
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