

Ashburn Volunteer  
Fire & Rescue Department

# Alpine Hours Navigation

#NeighborsHelpingNeighbors



# Hours Recording of Volunteer Time

## 6

- The Hours System starts on November 1, 2025, for Service Year 2026
- A Service year is November 1 to October 31
- 120 hours are required to qualify for a service credit in addition to many other benefits
- Hours in excess of 120 hours are placed in a bank
  - Every 1000 hours accumulated in the bank buys 1 additional year of service.
- Banked Points will be converted (1 point = 2 hours) to Banked Hours at the end of Service Year 2026.
- No more 3 category requirements, the categories are for data purposes only
- No more conversions
- No more double dipping (earning time for being on-duty and doing training during the shift)
- Elected and Appointed positions receive an additional 10 hours per Service Year; this is a flat 10 hours and NOT per position.

# Scheduling Changes with Hours Recording

## 6

Scheduling continues to work the same as it did under the Points System with the addition of new categories.

Volunteer Members can now be scheduled as:

- Operational Duty
- Operational On-Call
- Operational Stand by Event
- **Support Services Duty**
- **Support Services On-Call**
  - Note – Support services standby and from chase/home are recorded in the non-incident entry

# Point vs Hours Categories

6

Point Category	Hours Category	Hour Category Description
Other	ADM	Administrative Duty
Meeting	County Station OTH	Loudoun County Meetings Vol Company Meeting Other Meetings
NA	SUP	Support Services Duty (not assigned to a duty crew)
CLSEMS CLSFIRE CLSHTR CLSOTH	IA LCFR SPA	Interagency Training LCFR Training State or Private Agency Training
TRNG	IH	In house training hours

**Note: the secondary categories will change based on the Primary Category selection**

# Non-Incident Changes with Hours Recording

## 6

Entries starting November 1, 2025, must use the new categories

The old point categories have **PTS** in the description. If these are used for any activity on or after November 1, 2025, you will not receive credit for the entry.

Code 1	Description	Agency
ADM	Administrative Duty	
CLSEMS	PTS EMS Classes	
CLSFIRE	PTS Fire Classes	
CLSHTR	PTS HTR Classes	
CLSOTH	PTS Other Classes	
COUNTY	PTS Loudoun County meetings	
IA	Interagency Training	
IATI	Interagency Trainer/Instructor	
IH	In House Training	
IHTI	In House Trainer/Instructor	
LCFR	LCFR Training	
LCFRTI	LCFR Trainer/Instructor	
MEET	PTS C/D - Meetings	

Code 1	Description	Agency
OTH	Other meetings	
OTHER	PTS - Other non-emergency activities	
PUBED	PTS Public Education	
SPA	State or Private Agency Training	
SPATI	PTS Trainer/Inst. State or Private	
STATION	PTS Vol. Company meetings	
SUP	Support Services Duty	
TCHNG	PTS E3/4 - Taught Class as Instructor	
TRNG	PTS E1/2 - Drills/Training	

# Hours Categories

6

## Category ADM - Administrative

Administrative duties (e.g., administrative officer duties, record keeping, HR, finance, data entry, IT, membership, websites, purchasing, insurance, applying for grants, audits, e-mails, etc.)

Select “ADM” from the “**Primary Type**” dropdown

Non Incident and Training Entry

### Non Incidents Entry System

General Attendance Comments

**General Information**

FDID: 10706 ▼ Ashburn Volunteer Fire Department

Primary Type: ADM ▼ Administrative Duty

Secondary Type: ▼

Description: [Green Check] [Red X] Search [Blue Box] 1 Click on Column enabled Search

**Location and Code**

Code	Description	Ag
FUND	Fundraising	
OTH	Other	
PROJ	Project Development	
PUBED	Public Education	
REC	Recruitment	
RET	Retention	
SEM	Station Equipment Maintenance	

Then select the correct type of effort from the “**Secondary Type**” dropdown.

# Hours Categories

6

## Category COUNTY – Loudoun County Meetings

Meetings called and time typically entered by County personnel

Select “COUNTY”  
from the “**Primary  
Type**” dropdown

Non Incident and Training Entry

### Non Incidents Entry System

General Attendance Comments

#### General Information

FDID: 10706 ▼ Ashburn Volunteer Fire Department

Primary Type: COUNTY ▼ Loudoun County meetings

Secondary Type: ▼

Description: [Checkmark] [X] Search [ ] 1 Click on Column to enabled Search

#### Location and Code

Code	Description	Agency
ADC	Administrative Operations Committee	
EC	Executive Committee Meetings	
EMSOC	EMS Operations Committee	
FOC	Fire Operations Committee Meetings	
OTHERC	Other County Meetings	

Then select the correct type of meeting from the “**Secondary Type**” dropdown.

# Hours Categories

6

## Category STATION – Vol Company Meetings

Meetings called by station personnel

Non Incident and Training Entry

**Non Incidents**  
Entry System

General Attendance Comments

**General Information**

FDID: 10706 ▼ Ashburn Volunteer Fire Department

Primary Type: STATION ▼ Vol. Company meetings

Secondary Type: ▼

Description: ☐ ☒ Search  1 Click on Column to enabled Search

**Location and Code**

	Code	Description	Agency
Location:	MM	Monthly Volunteer Company Membership	
Other Location:	OTHERS	Other Vol Company Meeting	

Select "STATION" from the "Primary Type" dropdown

Then select the correct type of meeting from the "Secondary Type" dropdown.

# Hours Categories

6

## Category OTH – Other Meetings

Meetings called by external (not Loudoun County or Station) personnel.

Select “OTH” from the “**Primary Type**” dropdown

Non Incident and Training Entry

**Non Incidents**  
Entry System

General Attendance Comments

**General Information**

FDID: 10706 Ashburn Volunteer Fire Department

Primary Type: OTH Other meetings

Secondary Type:

Activity Description

**Location and Code**

Code	Description	Ager
OTHER	This is used for all other types of classes	

Location:

Other Location:

Then select the correct type of meeting from the “**Secondary Type**” dropdown.

# Hours Categories

6

## Category IA– Interagency Training

Training by agency other than or jointly with Loudoun County or Station

Select “IA” from the “**Primary Type**” dropdown

Non Incident and Training Entry

### Non Incidents Entry System



General Attendance Comments

#### General Information

FDID: 10706 ▼ Ashburn Volunteer Fire Department

Primary Type: IA ▼ Interagency Training

Secondary Type: ▼

Description:   Search  1 Click on Column to enabled Search

#### Location and Code

Location: EMS

Other Location: FIRE

Code	Description	Agency
1	Used for EMS related classes	
FIRE	Used for Fire related classes	
OTHER	This is used for all other types of classes	

Then select the correct type of Training from the “**Secondary Type**” dropdown.


# Hours Categories

6

Category IATI– Interagency Trainer/Instructor

Trainer/Instructor for training by agency other than or jointly with Loudoun County or Station

Select “IATI” from the “**Primary Type**” dropdown



## Non Incidents

Entry System

General

Attendance

Comments

General Information

FDID: 10706

Ashburn Volunteer Fire Department

Primary Type: IATI

Interagency Trainer/Instructor

Secondary Type:

Description:

Location and Code

Location:

Other Location:

Code	Description	Agency
EMS	Used for EMS related classes	
FIRE	Used for Fire related classes	
OTHER	This is used for all other types of classes	

Then select the correct type of Training from the “**Secondary Type**” dropdown.

# Hours Categories

6

## Category IH– In House Training

Training delivered by the Station

Non Incident and Training Entry

**Non Incidents**  
Entry System

General Attendance Comments

**General Information**

FDID: 10706 ▼ Ashburn Volunteer Fire Department

Primary Type: IH ▼ In House Training

Secondary Type: ▼

Description: [Checkmark] [X] Search [ ] 1 Click on Column to enabled Search

**Location and Code**

Code	Description	Agency
EMS	Used for EMS related classes	
FIRE	Used for Fire related classes	
OTHER	This is used for all other types of classes	

Select "IH" from the "Primary Type" dropdown

Then select the correct type of Training from the "Secondary Type" dropdown.

# Hours Categories

6

Category IHTI– In House Trainer/Instructor

Trainer/Instructor for Training delivered by the Station

Select “IHTI” from the “**Primary Type**” dropdown

Non Incident and Training Entry

## Non Incidents Entry System

General Attendance Comments

### General Information

FDID: 10706 ▼ Ashburn Volunteer Fire Department

Primary Type: IHTI ▼ In House Trainer/Instructor

Secondary Type: ▼

Description: [Green Checkmark] [Red X] Search [Blue Box] 1 Click on Column to enabled Search

### Location and Code

Location: EMS

Other Location: FIRE

Code	Description	Agency
EMS	Used for EMS related classes	
FIRE	Used for Fire related Classes	
OTHER	This is used for all other types of classes	

Then select the correct type of Training from the “**Secondary Type**” dropdown.

# Hours Categories

6

## Category LCFR – LCFR Training

Training delivered by LCFR – time will be typically entered by LCFR

Select “LCFR” from the “**Primary Type**” dropdown

Non Incident and Training Entry

**Non Incidents**  
Entry System

General Attendance Comments

**General Information**

FDID: 10706 ▼ Ashburn Volunteer Fire Department

Primary Type: LCFR ▼ LCFR Training

Secondary Type: ▼

Description: [Green Check] [Red X] Search [Blue Box] 1 Click on Column to enabled Search

**Location and Code**

Location: EMS

Other Location: FIRE

Code	Description	Agency
EMS	Used for EMS related classes	
FIRE	Used for Fire related classes	
OTHER	This is used for all other types of classes	

Then select the correct type of Training from the “**Secondary Type**” dropdown.

# Hours Categories

6

## Category LCFRTI – LCFR Trainer/Instructor

Trainer or Instructor for Training delivered by LCFR – time will be typically entered by LCFR

Select “LCFRTI”  
from the “**Primary  
Type**” dropdown

Non Incident and Training Entry

**Non Incidents**  
Entry System

General Attendance Comments

**General Information**

FDID: 10706 ▼ Ashburn Volunteer Fire Department

Primary Type: LCFRTI ▼ LCFR Trainer/Instructor

Secondary Type: ▼

Description: ☐ ☐ Search  1 Click on Column to enabled Search

**Location and Code**

Code	Description	Agency
EMS	Used for EMS related Classes	
FIRE	Used for Fire related classes	
OTHER	This is used for all other types of classes	

Then select the correct type of  
Training from the “**Secondary  
Type**” dropdown.

# Hours Categories

6

## Category SPA – State or Private Agency Training

Training delivered by State or Private Agencies

Non Incident and Training Entry

**Non Incidents**  
Entry System

General Attendance Comments

**General Information**

FDID: 10706 ▼ Ashburn Volunteer Fire Department

Primary Type: SPA ▼ State or Private Agency Training

Secondary Type: ▼

Description: ☒ ☒ Search  1 Click on Column to enabled Search

**Location and Code**

Code	Description	Agency
EMS	Used for EMS related classes	
FIRE	Used for Fire related classes	
OTHER	This is used for all other types of classes	

Select "SPA" from the "Primary Type" dropdown

Then select the correct type of Training from the "Secondary Type" dropdown.

# Hours Categories

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Category SPATI– Trainer/Inst. State or Private Agency

Trainer or Instructor for Training delivered by State or Private Agencies

Select “SPATI”  
from the “**Primary  
Type**” dropdown

Non Incident and Training Entry

**Non Incidents**  
Entry System

General Attendance Comments

**General Information**

FDID: 10706 ▼ Ashburn Volunteer Fire Department

Primary Type: SPATI ▼ Trainer/Inst. State or Private Agency

Secondary Type: ▼

Description: [Green Checkmark] [Red X] Search [ ] 1 Click on Column to enabled Search

**Location and Code**

Code	Description	Agency
EMS	Used for EMS related classes	
FIRE	Used for Fire related classes	
OTHER	This is used for all other types of classes	

Then select the correct type of  
Training from the “**Secondary  
Type**” dropdown.

# Hours Categories

6

## Category SUP– Support Services Duty

Support Services from Home or on Standby – not assigned to a duty crew

Select “SUP” from the “**Primary Type**” dropdown

Non Incident and Training Entry

### Non Incidents Entry System

General Attendance Comments

#### General Information

FDID: 10706 ▼ Ashburn Volunteer Fire Department

Primary Type: SUP ▼ Support Services Duty

Secondary Type: ▼

Description: ☐ ☐ Search  1 Click on Column to enabled Search

Code	Description	Agency
CHH	From Chase/Home	
STDBY	Stand By Event	

Location: CHH

Other Location: STDBY

Then select the correct type of effort from the “**Secondary Type**” dropdown.

# Accessing Alpine from a Personal Computer

## 6

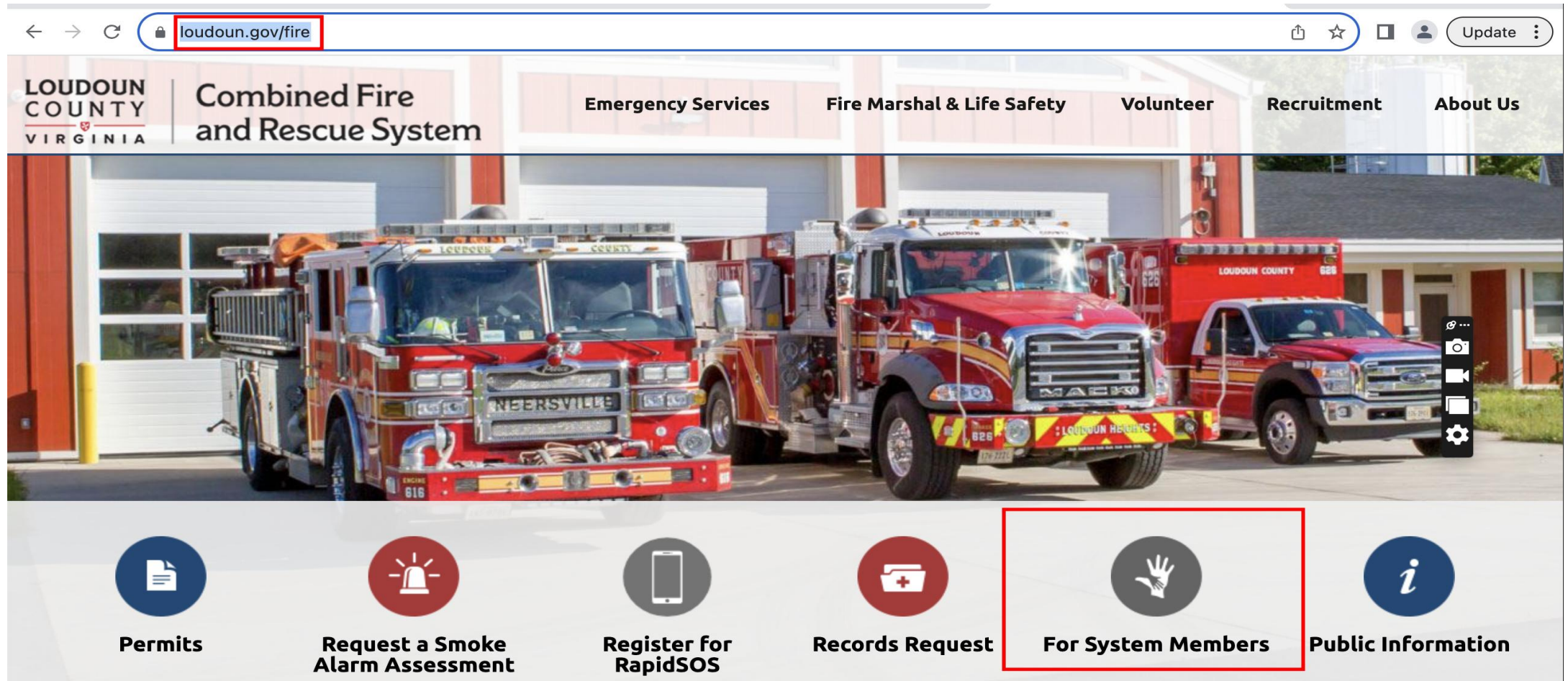
I recommend to use a different internet browser to log into the County Outlook and Teams from what you use to log into the AVFRD Outlook email and Teams.

For example, I use Microsoft Edge to log into AVFRD email and Teams and Chrome to log into the County email, Teams and Alpine.

# Accessing Alpine from a Personal Computer

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Go to <https://www.loudoun.gov/fire> website



Scroll down  
and click on  
For System  
Members

# Accessing Alpine from a Personal Computer

6

Click on External  
Network Access  
(VMWARE)

LOUDOUN COUNTY VIRGINIA Combined Fire and Rescue System

Emergency Services Fire Marshal & Life Safety Volunteer Recruitment About Us

Home › Departments & Offices › Fire & Rescue › About Us › For System Members

**For System Members**

[AgencyWeb \(Orion\)](#)

[ALS Preceptor/Mentor Resources](#)

[External Network Access \(VMware\)](#)

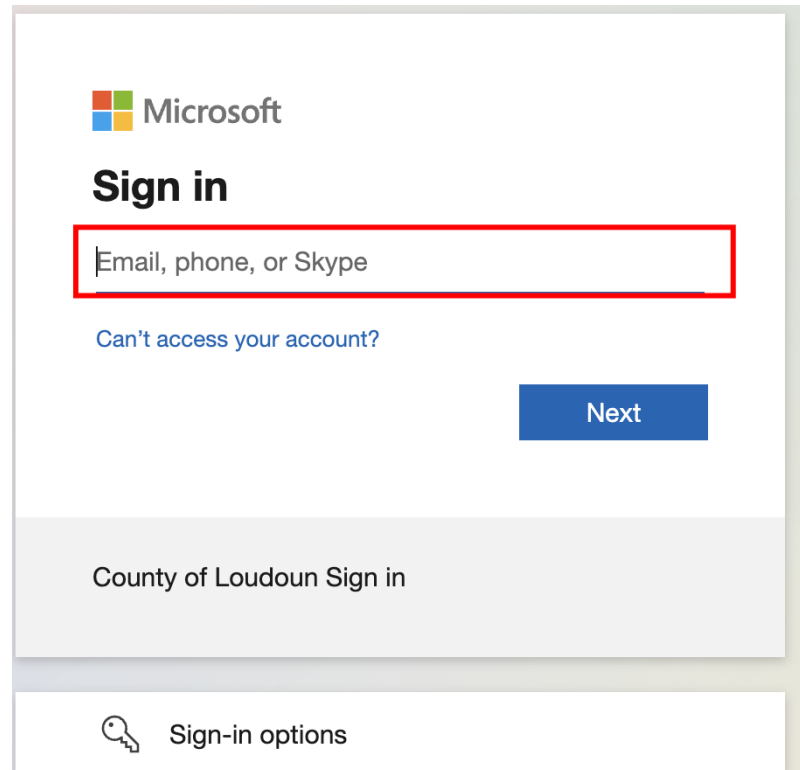
ALS Preceptor/Mentor Resources

[External Network Access \(VMware\)](#)

# Accessing Alpine from a Personal Computer

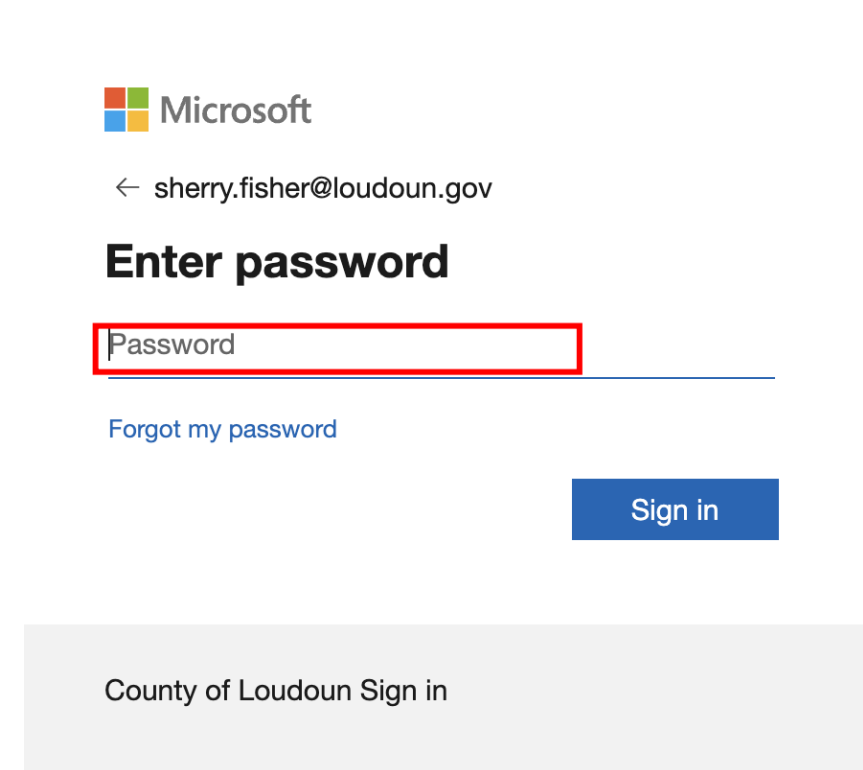
6

Enter your Loudoun County Email Address



The screenshot shows the Microsoft sign-in interface. At the top is the Microsoft logo. Below it is the text "Sign in". A text input field is highlighted with a red border, containing the placeholder text "Email, phone, or Skype". Below the input field is a link that says "Can't access your account?". To the right of the input field is a blue button labeled "Next". At the bottom of the page, there is a footer area with the text "County of Loudoun Sign in" and a link with a key icon labeled "Sign-in options".

Enter your Loudoun County Email Password

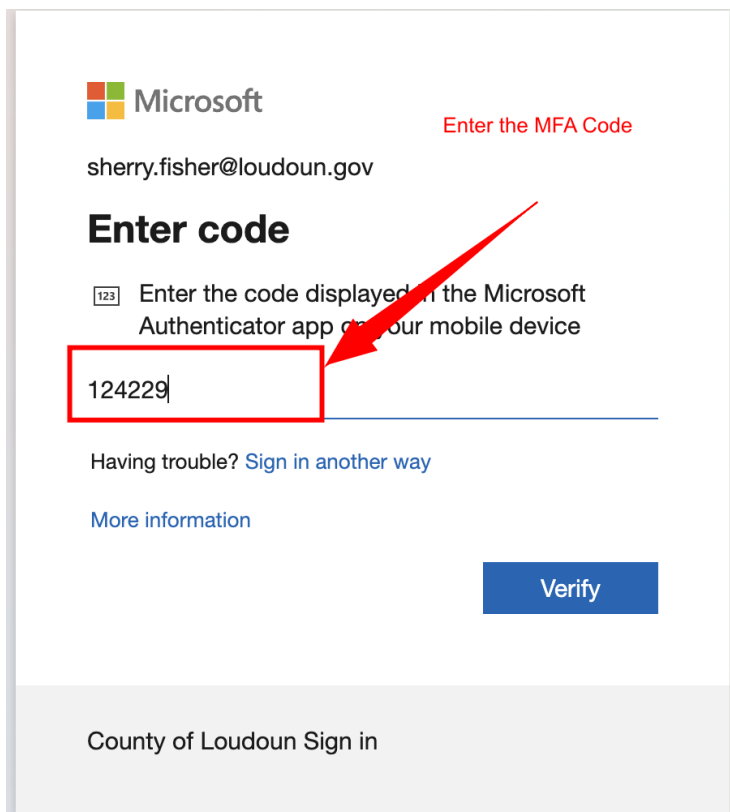


The screenshot shows the Microsoft "Enter password" screen. At the top is the Microsoft logo. Below it is the email address "sherry.fisher@loudoun.gov" with a back arrow to its left. The text "Enter password" is displayed. A text input field is highlighted with a red border, containing the placeholder text "Password". Below the input field is a link that says "Forgot my password?". To the right of the input field is a blue button labeled "Sign in". At the bottom of the page, there is a footer area with the text "County of Loudoun Sign in".

# Accessing Alpine from a Personal Computer

6

Enter the MFA (Multi Factor Authentication ) Code



Microsoft

sherry.fisher@loudoun.gov

**Enter code**

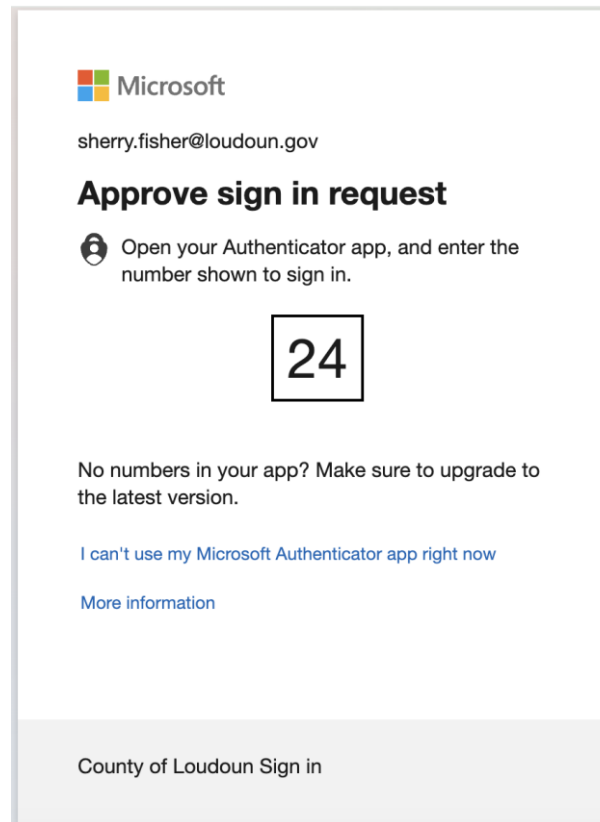
Enter the code displayed in the Microsoft Authenticator app on your mobile device

124229

Verify

County of Loudoun Sign in

OR



Microsoft

sherry.fisher@loudoun.gov

**Approve sign in request**

Open your Authenticator app, and enter the number shown to sign in.

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No numbers in your app? Make sure to upgrade to the latest version.

I can't use my Microsoft Authenticator app right now

More information

County of Loudoun Sign in

Click on Yes



Microsoft

sherry.fisher@loudoun.gov

**Stay signed in?**

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

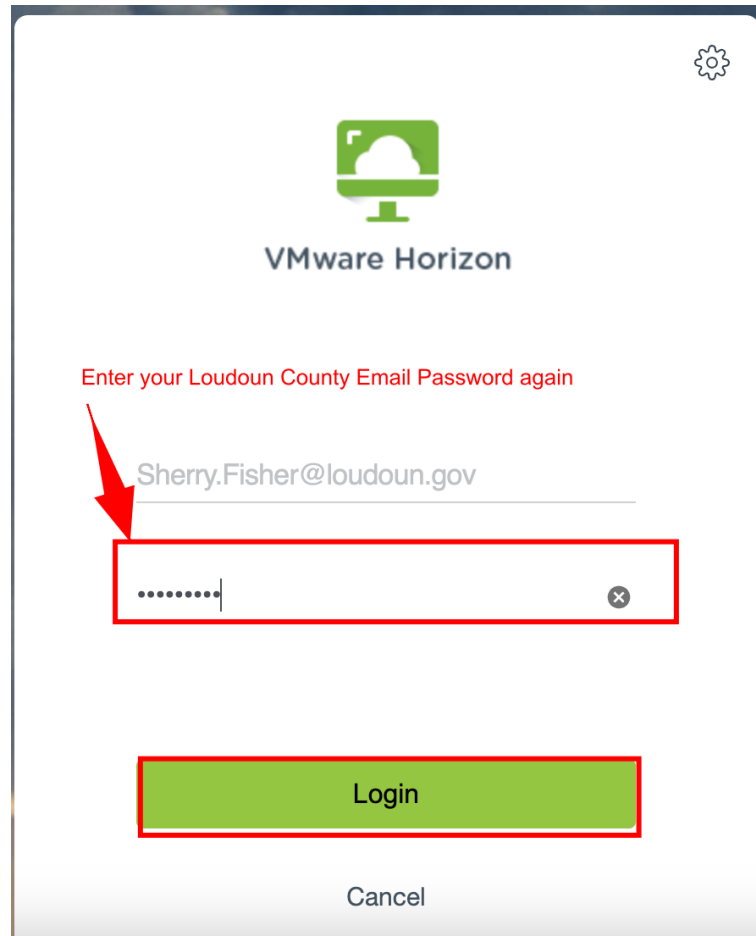
No Yes

County of Loudoun Sign in

# Accessing Alpine from a Personal Computer

6

Enter your Loudoun County  
Email and password again

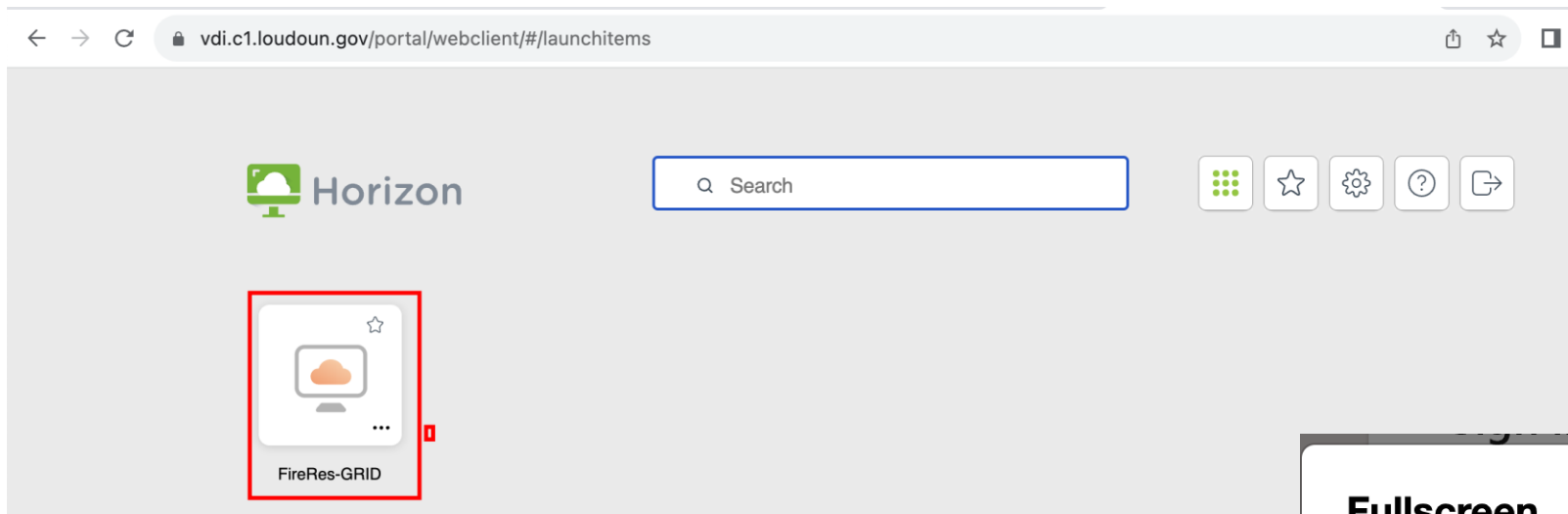


The image shows a VMware Horizon login window. At the top, there is a green icon of a monitor with a cloud inside, and the text "VMware Horizon" below it. Below this, a red instruction "Enter your Loudoun County Email Password again" is displayed. Underneath, the email address "Sherry.Fisher@loudoun.gov" is entered in a text field. Below the email field is a password field containing several dots, which is highlighted with a red rectangle. A red arrow points to the password field. At the bottom, there is a green "Login" button and a "Cancel" link. A red bracket on the right side of the dialog box indicates the email and password fields.

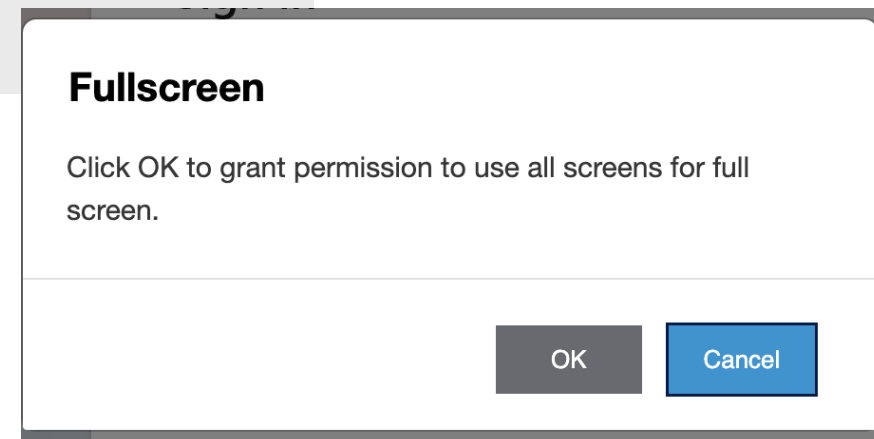
# Accessing Alpine from a Personal Computer

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Click on the FireRes-GRID icon



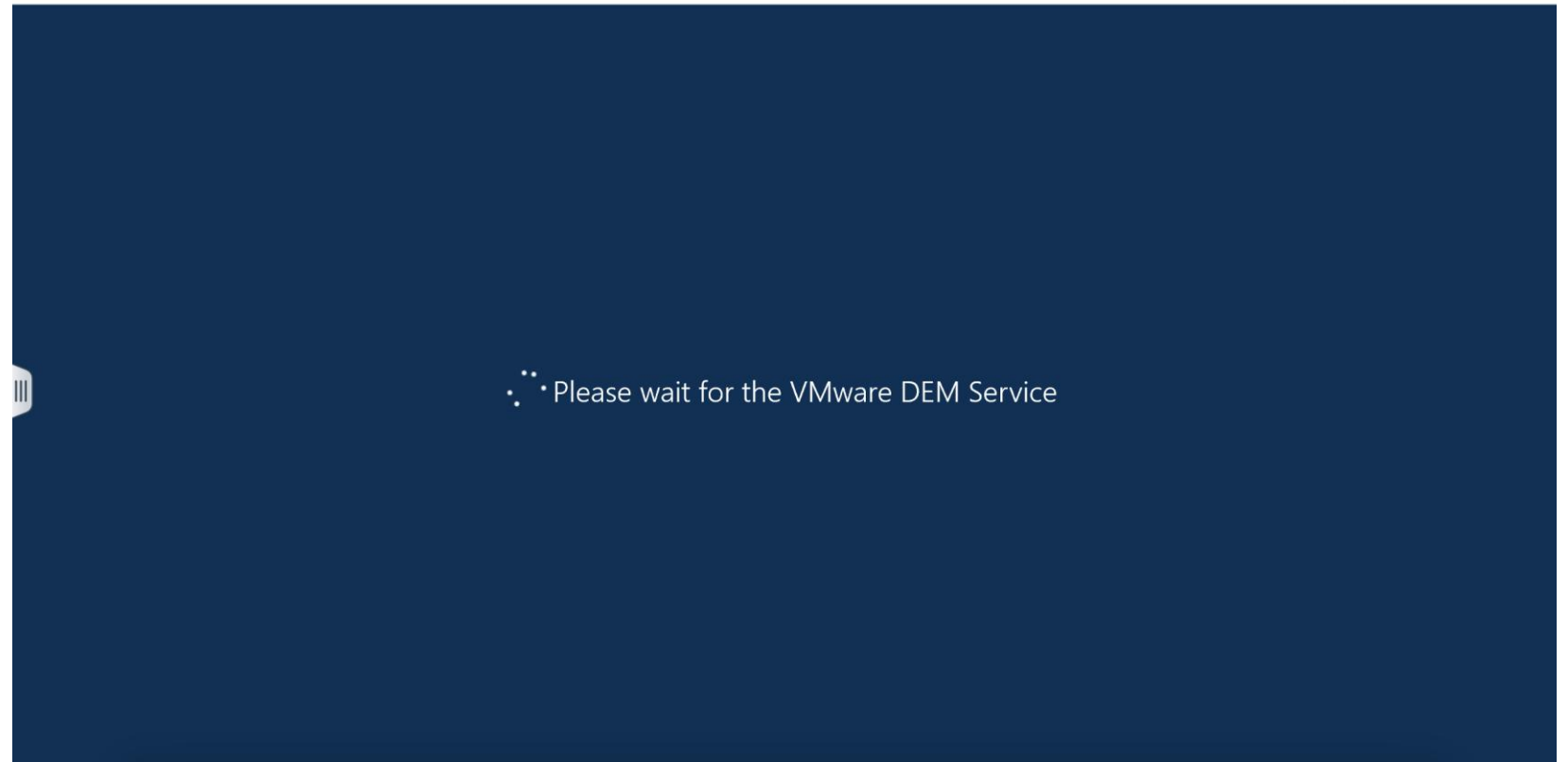
Click on Cancel if you want your menus to still be visible when the desktop loads



# Accessing Alpine from a Personal Computer

## 6

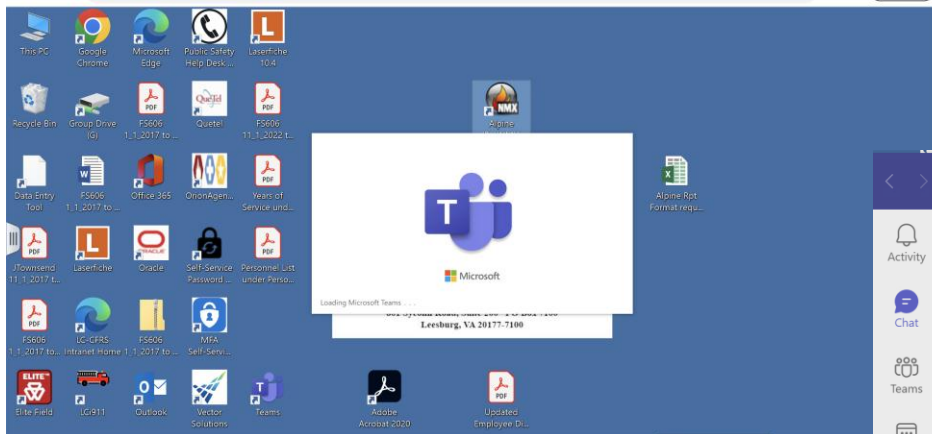
It may take some time for the virtual desktop to open



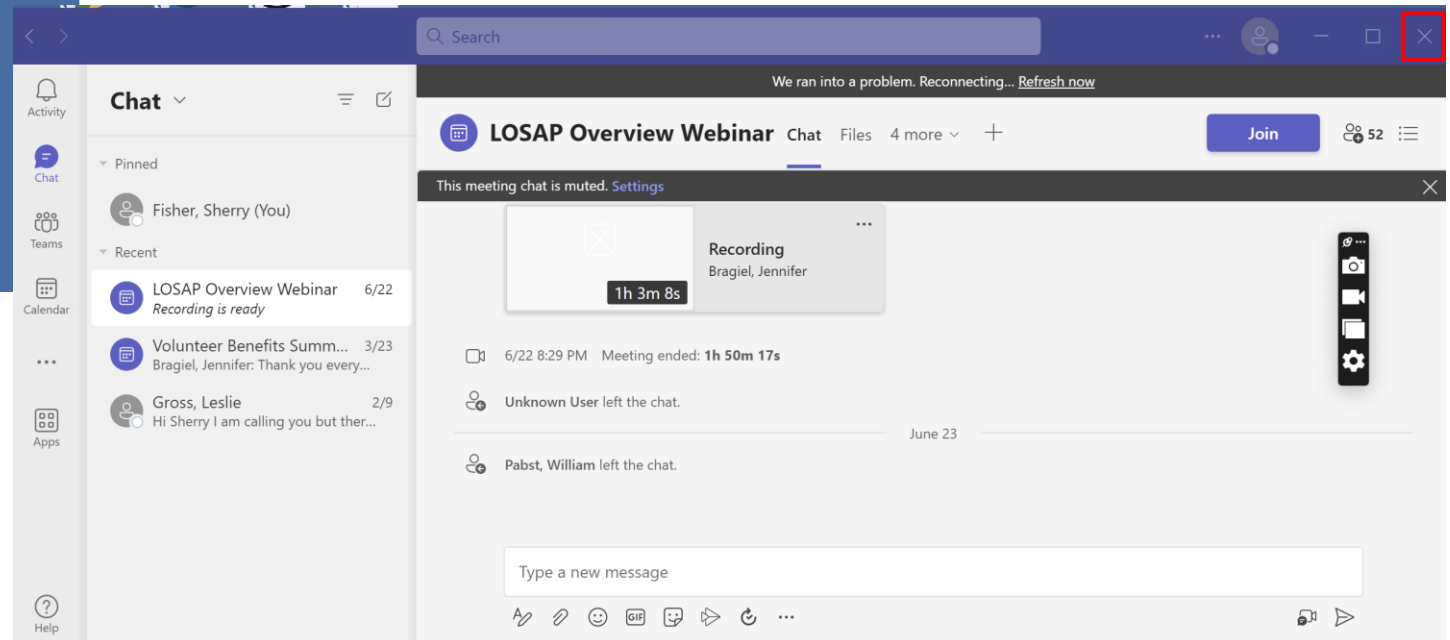
# Accessing Alpine from a Personal Computer

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Teams will open



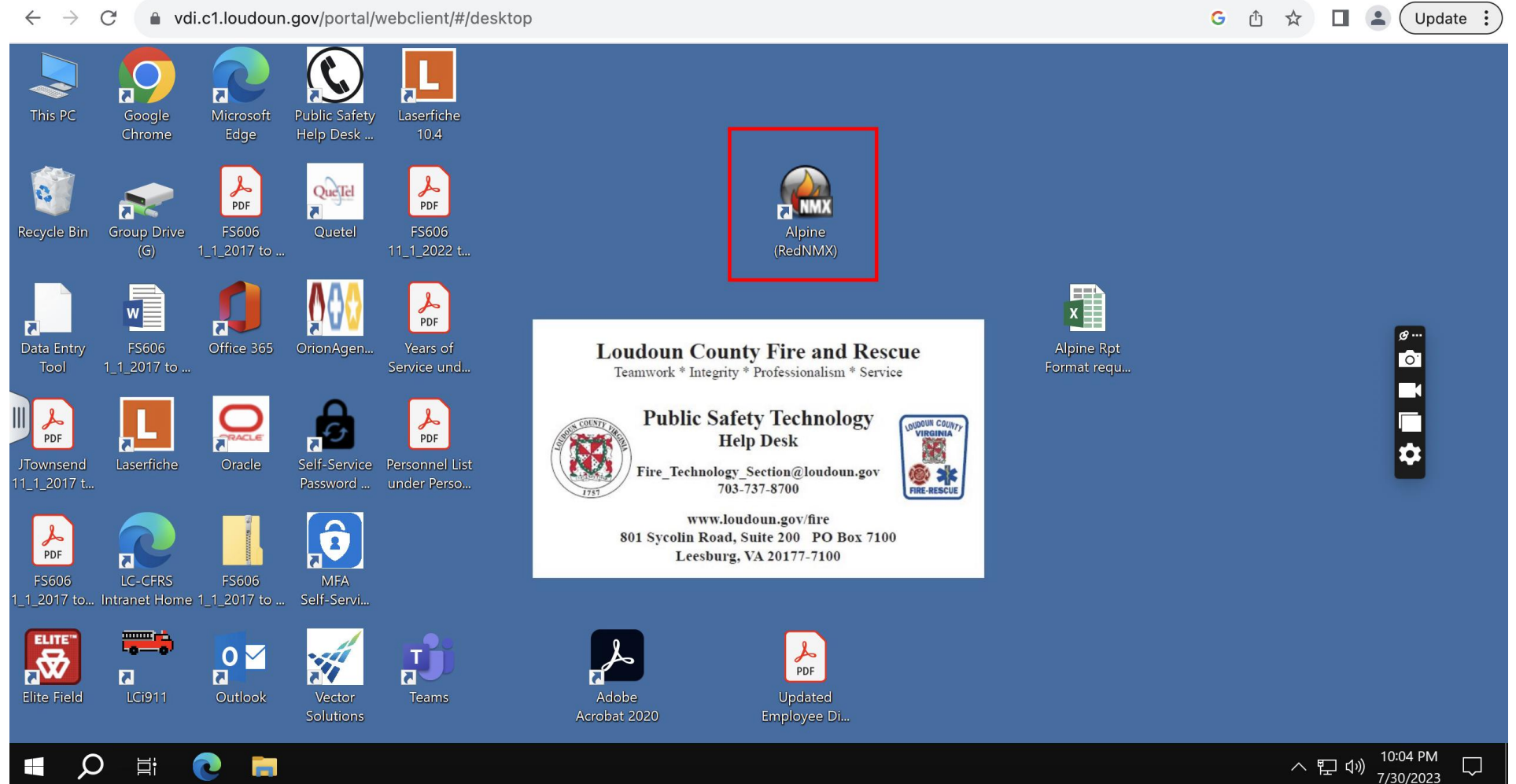
Teams can be closed by clicking on the X in the upper right-hand corner or it can be left running.



# Accessing Alpine from a Personal Computer

6

Click on the  
Alpine  
RedNMX icon

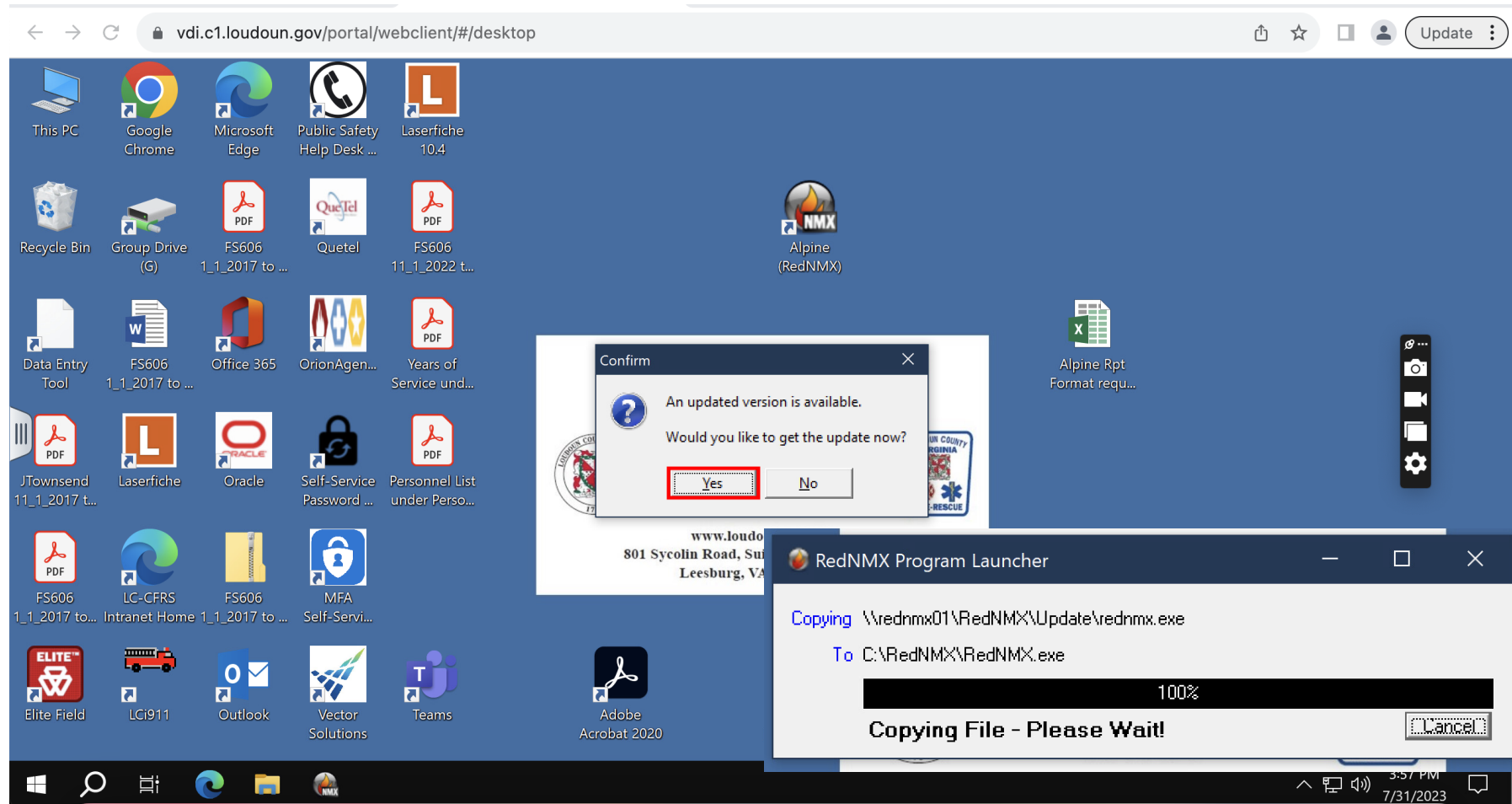


# Accessing Alpine from a Personal Computer

6

Click on Yes to update Alpine if prompted

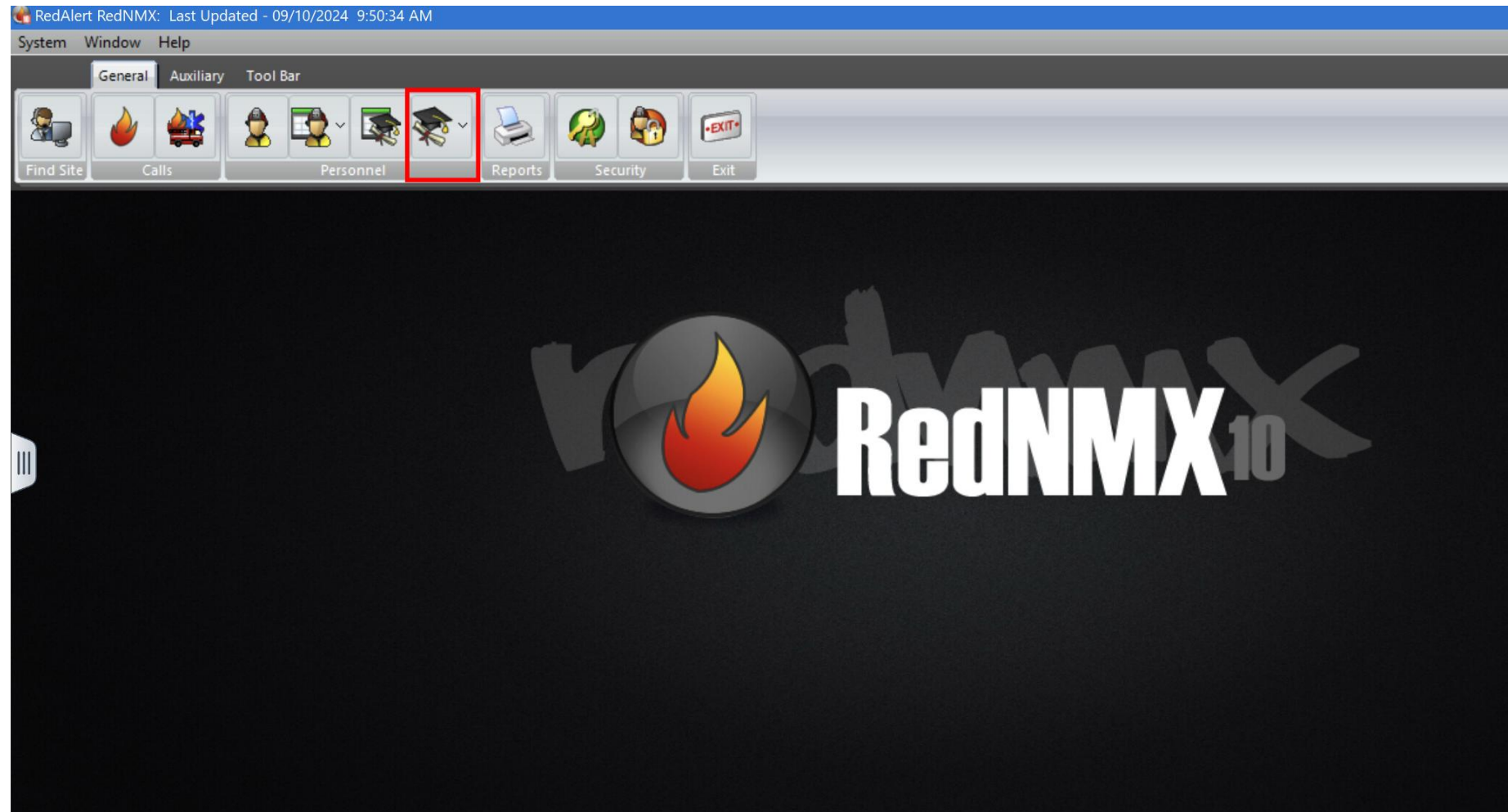
You will see a RedNMX Program Launcher that should run quickly



# Input Volunteer Hours into Alpine

6

Click on the Mortar Board with the Diploma - Department Events and Training



# Input Volunteer Hours into Alpine

6

Click on the 'New' button

vdci.c1.loudoun.gov/portal/webclient/#/desktop

Loudoun County Fire and Rescue: Non Incidents

Ref#	Agency	Date and Time	Description	Primary Type	Secondary Type	Location	Length	Point LOSAP Value
79933	10706	06/23/2024 17:00	Assistant Chief Administrative	F - Other non-emergency activities	Admin Activity (Chaplain,		1.00	0.33 NONEVENT
74589	10706	12/31/2023 00:00	Treasurer - Weeks worth of	F - Other non-emergency activities	Admin Activity (Chaplain,	Fire Station 606	12.00	4.00 NONEVENT
72277	10706	12/30/2023 00:00	President - Weeks Worth of	F - Other non-emergency activities	Admin Activity (Chaplain,	Fire Station 606	23.98	7.99 NONEVENT
74588	10706	12/24/2023 00:00	Treasurer - Weeks worth of	F - Other non-emergency activities	Admin Activity (Chaplain,	Fire Station 606	12.00	4.00 NONEVENT
72276	10706	12/23/2023 00:00	President - Weeks Worth of	F - Other non-emergency activities	Admin Activity (Chaplain,	Fire Station 606	23.98	7.99 NONEVENT
72045	10706	12/20/2023 17:15	Crew Shift Prep	F - Other non-emergency activities	Other Event	Fire Station 606	0.75	1.00 NONEVENT
74587	10706	12/17/2023 00:00	Treasurer - Weeks worth of	F - Other non-emergency activities	Admin Activity (Chaplain,	Fire Station 606	12.00	4.00 NONEVENT
72275	10706	12/16/2023 00:00	President - Weeks Worth of	F - Other non-emergency activities	Admin Activity (Chaplain,	Fire Station 606	23.98	7.99 NONEVENT
74586	10706	12/10/2023 00:00	Treasurer - Weeks worth of	F - Other non-emergency activities	Admin Activity (Chaplain,	Fire Station 606	12.00	4.00 NONEVENT
72274	10706	12/09/2023 00:00	President - Weeks Worth of	F - Other non-emergency activities	Admin Activity (Chaplain,	Fire Station 606	23.98	7.99 NONEVENT
74584	10706	12/03/2023 00:00	Treasurer - Weeks worth of	F - Other non-emergency activities	Admin Activity (Chaplain,	Fire Station 606	12.00	4.00 NONEVENT
72273	10706	12/02/2023 00:00	President - Weeks Worth of	F - Other non-emergency activities	Admin Activity (Chaplain,	Fire Station 606	23.98	7.99 NONEVENT

Find Records by Search Criteria | Clear Search Criteria Fields | Print the above Query | Export Data to a CSV File | Save Search Settings for Use Later | Select Sort Order | Event Start Date, Descending

Reference Number:   
Date Range, Lower, Upper:  /  /   
Description:  ☒ Allow partial search  
Primary Type:   
Secondary Type:   
Location:   
LOSAP:

☒ All Agencies  
☐ Aldie Volunteer Fire Department  
☐ Arcola Volunteer Fire Department  
☒ Ashburn Volunteer Fire Department  
☐ Fire Marshal  
☐ Frederick County MD Division of Fire and Rescue  
☐ Hamilton Volunteer Fire Department  
☐ Hamilton Volunteer Rescue  
☐ Jefferson County Emergency Services  
☐ Leesburg Volunteer Fire Department  
☐ Loudoun County Fire & Rescue

**New** | Edit | Print | Delete | Maximum Number Records for Query: 1000 | Close

# Input Volunteer Hours into Alpine

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Click on the drop down by Primary Type and select the correct category that matches the effort you are recording time for

The screenshot displays the 'Non Incidents Entry System' window. The 'General' tab is active, showing 'FDID: 10706' and 'Ashburn Volunteer Fire Department'. The 'Primary Type' dropdown is open, showing a list of categories. The 'Secondary Type' section is also visible, showing a list of categories. The 'Location and County' section is partially visible. The 'Personnel Involved' section is also visible. The 'Ref# 128061' is displayed in the top right corner. The bottom of the window features a toolbar with buttons for 'New', 'Edit', 'Delete', 'Search', 'Add Event', 'Find', 'Audit', 'Calendar Icon', 'Print', 'Save', and 'Close'.

Code	Description	Agency
ADM	Administrative Duty	
CLSEMS	PTS EMS Classes	
CLSFIRE	PTS Fire Classes	
CLSHTR	PTS HTR Classes	
CLSOTH	PTS Other Classes	
COUNTY	PTS Loudoun County meetings	
IA	Interagency Training	
IATI	Interagency Trainer/Instructor	
IH	In House Training	
IHTI	In House Trainer/Instructor	
LCFR	LCFR Training	
LCFRTI	LCFR Trainer/Instructor	
MEET	PTS C/D - Meetings	

# Input Volunteer Hours into Alpine

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Click on the drop down by Secondary Type and select the correct sub-category

Non Incident and Training Entry

**Non Incidents**  
Entry System

Ref# 128027

General Attendance Comments

**General Information**

FDID: 10706 Ashburn Volunteer Fire Department

Primary Type: ADM Administrative Duty

Secondary Type: ▼

Description: ☒ ☒ Search  Click on Column to enabled Search

**Location and Code**

Location: FUND Fundraising

Other Location: OTH Other

PROJ Project Development

PUBED Public Education

REC Recruitment

RET Retention

SEM Station Equipment Maintenance

**Personnel Involved**

Type

Length (Hours): 0.00 ☒ Calc

Start Date / Time: / / ☒ : Same

End Date / Time: / / ☒ : Same

New Edit Delete Search

Add Event Find Audit

Calendar Icon ☒ Print Save Close

# Input Volunteer Hours into Alpine

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- 1) You must enter an Activity Description to identify the entry on detail reports
- 2) You can add additional detail on the Comments tab to document multiple activities performed in a single day/time entry
- 3) Click on the Location drop down and select the appropriate location where the effort was performed

“FS606” is Ashburn Station 6

“OTHR” would be used for home

Non Incident and Training Entry

**Non Incidents**  
Entry System

Ref# 128030 Enter description of the volunteer activity

General Attendance **Comments**

**General Information**

FDID: 10706 Ashburn Volunteer Fire Department

Primary Type: ADM Administrative Duty

Secondary Type: OTH Other

Description: Enter description of the volunteer activity

**Location and Companies**

Location: OTHR Location

Other Location: Search Click on Column to enabled Search

Code 1	Description 2
FLT	Fleet
FMD	Fire Marshals Office
FRTA	Fire Rescue Training Academy
FS601	Fire Station 601
FS602	Fire Station 602
FS603	Fire Station 603
FS604	Fire Station 604
FS605	Fire Station 605
FS606	Fire Station 606
FS607	Fire Station 607
FS608	Fire Station 608
FS609	Fire Station 609
FS610	Fire Station 610

**Dates and Time**

Start Date / Time: / / : : [G] [G]

End Date / Time: / / : : [G] [G] Same

Length (Hours): 0.00 [G] Calc

**Service Awards and Points**

Personnel Involved

Type

New Add Event

Save Close

# Input Volunteer Hours into Alpine

6

1) Enter the Start Date/Time

Enter the End Date/Time  
(military format)

2) Click on the CALC button and it  
will calculate the Length(Hours),

3) Click on the Attendance tab to  
enter the person(s) that  
performed the activity you are  
entering time for

Non Incident and Training Entry

**Non Incidents** Entry System **Ref# 128030** Enter description of the volunteer activity

General Attendance Comments

**General Information**

FDID: 10706 Ashburn Volunteer Fire Department

Primary Type: ADM Administrative Duty

Secondary Type: OTH Other

Description: Enter description of the volunteer activity

**Dates and Time**

Start Date / Time: 10/13/2025 09:00

End Date / Time: 10/13/2025 13:00 Same

Length (Hours): 4.00 Calc

**Location and Companies**

Location: OTHR Other Location

Other Location:

**Service Awards and Points**

**Personnel Involved, Training, Officer In Charge, Etc**

Type	Last Name	First Name	Misc Name	Current Rank	Length
------	-----------	------------	-----------	--------------	--------

New Edit Delete Search

Add Event Find Audit Calendar Icon Print Save Close

# Input Volunteer Hours into Alpine

6

You will now receive an error message if you try to save the record or move to the Attendance tab without populating the:

1. Secondary Type
2. Description
- 3 Start and End time

The screenshot displays the 'Non Incidents Entry System' interface. The 'General' tab is selected, showing fields for 'General Information' and 'Dates and Time'. The 'Secondary Type' field is marked with a red circle '1', the 'Description' field with a red circle '2', and the 'Start Date / Time' field with a red circle '3'. An error message dialog box titled 'Rednmx' is open, stating: 'You cannot save the record. The following fields are required: Secondary Type Required, Description Required, End Time Required, Start Time Required'. The 'OK' button is visible at the bottom of the dialog.

Non Incident and Training Entry

**Non Incidents**  
Entry System

General Attendance Comments

**General Information**

FDID: 10706 ▼ Ashburn Volunteer Fire Department

Primary Type: ADM ▼ Administrative Duty

Secondary Type: 1 ▼

Description: 2

**Dates and Time**

Start Date / Time: / / [calendar icon] : [time icon] 3

End Date / Time: / / [calendar icon] : [time icon] [checkmark] Same

Length (Hours): 0.00 [checkmark] Calc

**Location and Companies**

Location: ▼

Other Location: [highlighted yellow]

**Rednmx**

You cannot save the record. The following fields are required:  
Secondary Type Required  
Description Required  
End Time Required  
Start Time Required

OK

# Input Volunteer Hours into Alpine

6

You can enter the Attendance by clicking on the Firefighter button to take Attendance

The screenshot displays the 'Non Incident and Training Entry' window. At the top, it says 'Non Incidents Entry System' and 'Ref# 128030 Enter description of the volunteer activity'. Below this are three tabs: 'General', 'Attendance' (highlighted with a red box), and 'Comments'. The main area is titled 'Personnel Attendance' and contains a table with columns: ID, Last Name, First, Length, Point, and Attend Type. The table is currently empty. At the bottom, there is a toolbar with several buttons. A red box highlights a button with a firefighter icon and the text 'Press this to access roster to take Attendance'. Other buttons include 'New', 'Edit', 'Delete', 'Search', 'Attending 0', 'Manpower 0.00', 'Access Schedule', 'Copy from Previous Event', 'Total Length from Classes or Evolutions', 'Update Attendance with Length and Point Values', 'Add Event', 'Find', 'Audit', 'Calendar Icon', 'Print', 'Save', and 'Close'.

Once you have checked all attendees click on the close button

38

# Input Volunteer Hours into Alpine

6

- 1) You may also enter attendance by clicking on the New button
- 2) Clicking on the drop down beside the ID Number field
- 3) Enter the last name of the person you are entering time for
- 4) Double click on the appropriate NAME

The screenshot displays the 'Non Incidents Entry System' interface. The main window is titled 'Non Incidents Entry System' and 'Ref# 128030 Enter description of the volunteer activity'. The 'Attendance' tab is selected. The 'Personnel Attendance' section shows a table with columns for ID, Last Name, and First Name. The 'LOSAP Attendance Data' section shows a table with columns for ID Number, Duration (Hours), Point Value, and Attendance Type. The 'Loudoun County Po' section shows a table with columns for Event LOSAP Type and Point Definition. The 'New' button is highlighted with a red box and a circled '1'. The 'ID Number' dropdown menu is highlighted with a red box and a circled '2'. The search field contains the text 'FISHER' and is highlighted with a red box and a circled '3'. The row for '57891 FISHER SHERRY' is highlighted with a red box and a circled '4'.

ID	Last Name	First
57973	FISHER	GARY
57891	FISHER	SHERRY
58970	FIUME	MATTHEW
51714	FLETCHER	RONALD
59175	GANDHI	SHARVI
58161	GAYDOS	THOMAS
58311	GHANMA	VICTORIA
58743	GILMAN	THELMA
59255	GOWDA	MAYUR
50816	GRAHAM II	WILLIAM
59225	GRASER	NATALIE
59172	GREEN	KRISTEN
58620	GROSS OVALLE	LESLIE

# Input Volunteer Hours into Alpine

6

You no longer need to populate the Attendance Type with 'LOSAP'

Note: The Point Value and Attendance Type fields will be removed from the screen after closeout of the 2025 Service year.

The screenshot displays the 'Non Incident and Training Entry' application window. The main title bar reads 'Ref# 128030 Enter description of the volunteer activity'. The interface is divided into several sections:

- Personnel Attendance:** A table with columns for ID, Last Name, and First. It is currently empty.
- LOSAP Attendance Data:** This section contains the following fields:
  - ID Number: 57891 (with a dropdown arrow) and FISHER (with a dropdown arrow).
  - Duration (Hours): 4.00
  - Point Value: 0.00 (highlighted with a red box) and a 'Recalculate Point Value' button (also highlighted with a red box).
  - Attendance Type: (empty dropdown menu)
  - ☐ Suppress Fdid Filter
- Loudoun County Point Calculation:** This section includes:
  - Event LOSAP Type: (empty dropdown menu)
  - Point Definition: A list of event types and their corresponding point calculations:
    - MT. 1 Point per regardless of Length
    - TRDR. Length \* 2/3
    - INHOUSE. Length \* 1/2
    - NONEVENT. Length \* 1/3
    - ADMFUNC. Length \* 1/3
    - TEACHING. Length \* 4/3

The bottom of the window features a toolbar with various icons and buttons, including 'New', 'Edit', 'Delete', 'New', 'Audit', 'Save', 'Close', 'Access Schedule', 'Press this to access roster to take Attendance', 'Copy from Previous Event', 'Total Length from Classes or Evolutions', 'Update Attendance with Length and Point Values', 'Add Event', 'Find', 'Audit', 'Calendar Icon', 'Print', 'Save', and 'Close'.

# Input Volunteer Hours into Alpine

6

- 1) Click on Save and you will see the entry in the Personal Attendance window.
- 2) You can add another person to the Attendance screen in this method by clicking on the New button and repeating slides 28 and 29
- 3) You should see an additional entry/name listed in the Personal Attendance window after you click on Save

Non Incident and Training Entry

**Non Incidents**  
Entry System

Ref# 128030 Enter description of the volunteer activity

General Attendance Comments

**Personnel Attendance**

ID	Last Name	First	Length	Point	Attend Type
57891	FISHER	SHERRY	4.00	0.00	3

Non Incident Training Entry

**LOSAP Attendance Data**

ID Number: 57891 FISHER ☐ Suppress Fdid Filter

Duration (Hours): 4.00

Point Value: 0.00

Attendance Type:

**Loudoun County Point Calculation**

Event LOSAP Type:

Point Definition: MT. 1 Point per regardless of Length  
TRDR. Length \* 2/3  
INHOUSE. Length \* 1/2  
NONEVENT. Length \* 1/3  
ADMFUNC. Length \* 1/3  
TEACHING. Length \* 4/3

New Edit Delete

Access Schedule Pre

Add Event Find Audit

2 New 1 Save Close

025 17:25:20

Non Incident and Training Entry

**Non Incidents**  
Entry System

Ref# 106686 Virginia Fire Chief Association - Volunteer Summit

General Attendance Comments

**Personnel Attendance**

ID	Last Name	First	Length	Point	Attend Type
57973	FISHER	GARY	9.00	6.00	LOSAP Credit
57891	FISHER	SHERRY	9.00	6.00	LOSAP Credit

# Input Volunteer Hours into Alpine

6

Click on Yes if you are prompted to save changes to the new record even if you had previously clicked on Save.

The screenshot displays the 'Non Incidents Entry System' window. The title bar reads 'Non Incident and Training Entry'. The main header shows 'Ref# 128030 Enter description of the volunteer activity'. Below this are tabs for 'General', 'Attendance', and 'Comments'. The 'Attendance' tab is active, showing a 'Personnel Attendance' table with columns: ID, Last Name, First, Length, Point, and Attend Type. A single record is listed: ID 57891, Last Name FISHER, First SHERRY, Length 4.00, Point 0.00. A 'Confirm' dialog box is overlaid in the center, asking 'Save changes to this new record?' with 'Yes', 'No', and 'Cancel' buttons. The 'Yes' button is highlighted with a red box. At the bottom of the window, there is a toolbar with various icons and buttons. The 'Save' button, represented by a green floppy disk icon, is highlighted with a red box.

ID	Last Name	First	Length	Point	Attend Type
57891	FISHER	SHERRY	4.00	0.00	

Confirm

Save changes to this new record?

Yes No Cancel

New Edit Delete Search Attending 1 Manpower 4.00

Access Schedule Press this to access roster to take Attendance Copy from Previous Event Total Length from Classes or Evolutions Update Attendance with Length and Point Values

Add Event Find Audit Calendar Icon Print Save Close

# Input Volunteer Hours into Alpine

6

Another example of what the attendance record may look like.

If entries were added using the Roster button, LOSAP Credit will default

If entries were manually entered using the 'NEW' button, the Attend Type will be blank on the screen and LOSAP Credit will be applied

ID	Last Name 1	First 2	Length	Point	Attend Type
57485			1.00	0.00	LOSAP Credit
58961			1.00	0.00	LOSAP Credit
58856			1.00	0.00	LOSAP Credit
57891			1.00	0.00	

# Reporting

## 6

Points Report	Hours Report Equivalent	Hours Category Description	Report Location	Report Usage
IPS	IHS	Individual Hours Summary	Printer icon & Personnel/ Print button	Individuals
DHR	DAR	Detailed Activity Report	Printer icon & Personnel/ Print button	Individuals
AIPS	AIHS	Admin Individual Hours Summary	Personnel/ Print button	Pts Coordinators & Vol Leadership
PSR	HSR	Hours Summary Report	Personnel/ Print button	Pts Coordinators & Vol Leadership

# Reporting – Individual Hours Summary

6

Click on the Printer  
Icon



# Reporting – Individual Hours Summary (IHS)

## 6

Open the **Personnel** Folder and double-click the IHS

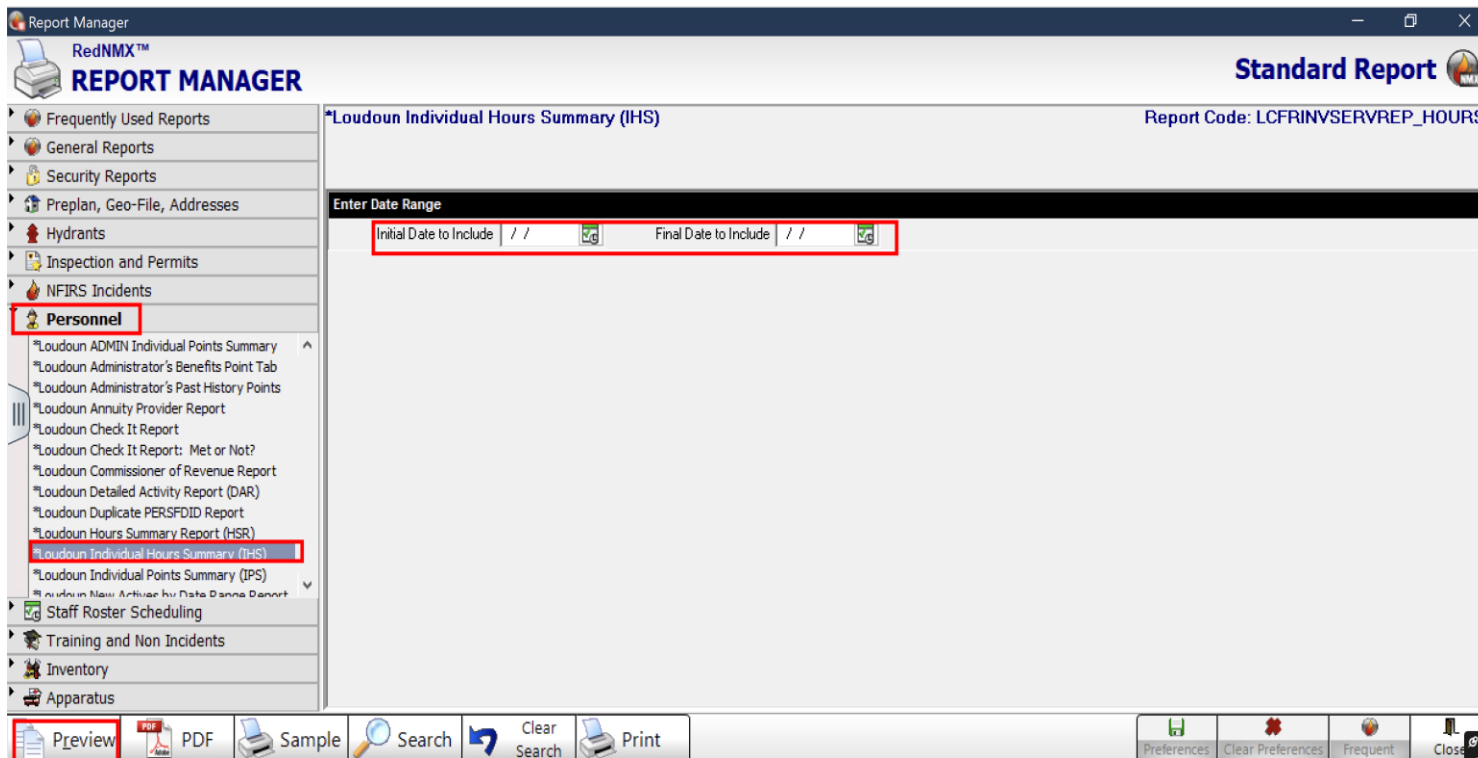
Enter the desired date range and click “Preview.”

Note: Service year runs from:

11/01/XX to 10/31/XX

Note: Individual members can run this report at any time and displays a member’s hours per month per category, with totals noting whether the hours requirement was met for the service year.

Includes a signature line for the member and president. The members’ signature indicates concurrence of year hours totals and if they met hours requirement.



# Reporting – Individual Hours Summary (IHS)

6

This is an example of the report:

A: Officer Hours (max 10 hours per category)

B: Operational Duty


C: Support Services Duty

D: Administrative Duty

E: Training

F: Trainer/Instructor


G: Meeting



Loudoun County Combined Fire and Rescue System

Individual Hours Summary (IHS)

From 11/01/2024 to 10/17/2025



NAME	MEMBER ID	DATE OF BIRTH	AGE					
Month, Year	(A) Officer Hours (10 Hours Maximum per category)	(B) Operational Duty	(C) Support Services Duty	(D) Administrative Duty	(E) Training	(F) Trainer/Instructor	(G) Meeting	Total Credited Hours
November	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
January	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
February	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
April	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00
June	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
July	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
August	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
September	0.00	0.00	0.00	16.00	0.00	0.00	1.00	17.00
October	0.00	0.00	0.00	7.00	0.00	0.00	0.00	7.00
Totals	0.00	0.00	0.00	23.00	1.00	0.00	1.00	25.00

Member of:

FOID

Start Date

End Date

Company Name

Status

10706

10/07/2019

Ashburn Volunteer Fire Department

Active

Total Hours:25.00

Total Hours:25.00  
Less 1 Year Service:120  
Banked Hours:0.00

Did Not Meet 120 hours requirement.

I understand that I did not meet the 120 hours category requirement.

Volunteer's Signature

Date

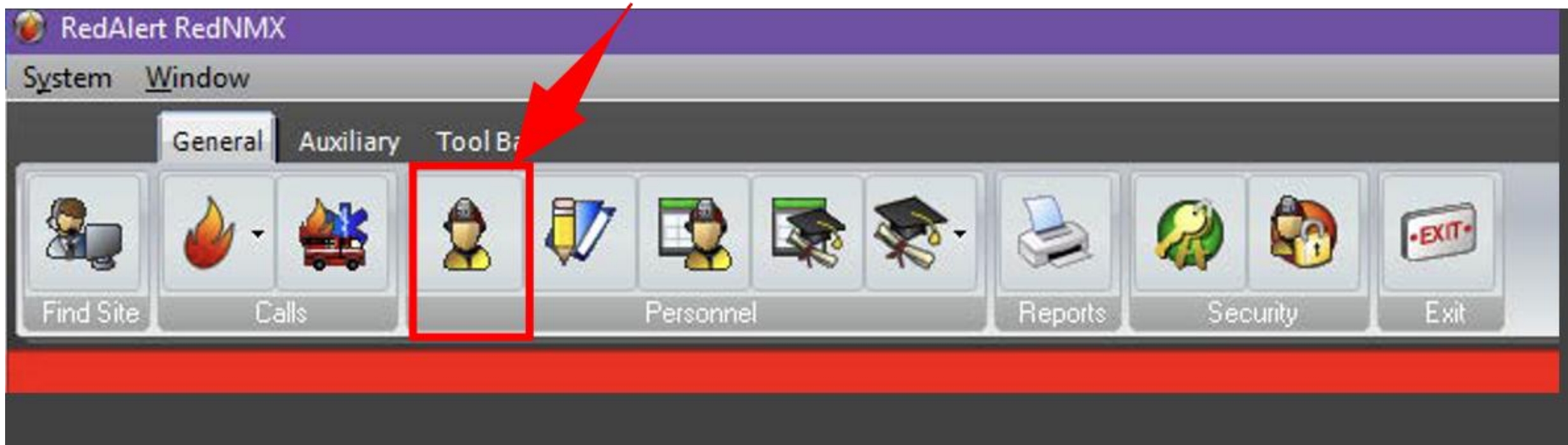
President's Signature

Date

# Reporting – Detailed Activity Report (DAR)

6

Lists all of the activity that comprises a member's Point Summary Report  
Click the "View Personnel" icon.



# Reporting – Detailed Activity Report (DAR)

6

Personnel Record Edit

**PERSONNEL MANAGEMENT** 59999 VOLUNTEER RED V ALPINE

**General** Schedule Medical Confidential Notes Attend Inventory Training History Recruitment / Qualifications Documents

**General**

Last Name: ALPINE First: VOLUNTEER RED M: V  
Address: 104 Sycolin Road  
City: Leesburg State: VA Zip: 20176- Jurisdiction:   
Email: 2nd Email: red.alpine@loudoun.gov

**Contact Information**

Home Phone: 703-771-5375 Pager: - - Emergency Phone: - -  
Work Phone: - - Mobile: - - Notify Name:

**Department Information**

ID #: 59999 Total Years of Service: 0.00

**Current Agency Affiliation**

Agency	Agency Name	Membership Type	Agency Status	Status Start Date	Status End Date	Include in Incident or Scheduling	Include in Non Incident
10710	Lucketts Volunteer Fire Department	Operational	Active	10/28/2018		Y	Y

**Agency Status History**

Agency	Agency Name	Membership Type	Agency Status	Comment	Status Start	Status End Date	Incident / Scheduling
10710	Lucketts Volunteer Fire Department	Operational	Active		10/28/2018		Y

New Find Audit Security Print Save Close

On the “Personnel Management” screen, click PRINT in the lower right corner.

# Reporting – Detailed Activity Report (DAR)

6

- 1) Enter the appropriate dates in the “Date Range” boxes
- 2) Check the box next to “Loudoun Detail Activity Report (DAR),”
- 3) Click the adjacent “Preview” button

The program will compile all of the records that contribute to the member’s hours accrual; this may take a minute or two depending on the number of records.

RedAlert Report Generator

Personnel Master Table Reports

**Date Range**

Enter Initial Date ..... 11/01/2024 [✓] 1

Enter Final Date ..... 10/31/2025 [✓]

**Select Report Sections**

<input checked="" type="checkbox"/> Individual Summary	Preview
<input type="checkbox"/> Individual Event History	Preview
<input type="checkbox"/> Medical Summary	Preview
<input type="checkbox"/> NFIRS Attendance Only	Preview
<input type="checkbox"/> Complete Personnel History	Preview
<input type="checkbox"/> Loudoun Detail History Report (DHR)	Preview
<input type="checkbox"/> Loudoun Personnel History (4 Column)	Preview
<input checked="" type="checkbox"/> Loudoun Detailed Activity Report (DAR)	Preview 3
<input type="checkbox"/> Loudoun Individual Point Summary (IPS)	Preview
<input type="checkbox"/> Loudoun Individual Hours Summary (IHS)	Preview 4

2

Print PDF Setup Save Cancel



- 4) You can also run the Individual Hours Summary (IHS) from this screen.

# Reporting – Detailed Activity Report (DAR)

6

The report displays each entry displaying:

1. Event Number
2. Description
3. Length
4. Credited Hours
5. If the credited hours are zero, it is due to overlapping date/time entry and 'double dipping' is no longer allowed
6. If ACO is in the Length/Credited Hours, the Attendance record was entered with 'Attend, No Points'

Detailed Activity Report (DAR)									
		Name: FISHER, SHERRY State: 57891			Initial Date: 11/01/2024 Final Date: 10/31/2025				
Loudoun County Department of Fire & Rescue		1			2		3		
Agency	Activity Type	Activity Type 2	Event Number	Start	End	Description	Length	Credited Hours	4
10700	Training	Vector Solutions	145607	05/15/2025 00:00:00	05/15/2025 01:00:00	FY25 HIPAA Training Policy Acknowledgment	1.00	1.00	
10705	Administrative Duty	ADM-OTH	127960	09/21/2025 08:00:00	09/21/2025 16:00:00	Test 1	8.00	8.00	
10705	Meetings	STATION/OTHERS	127965	09/21/2025 16:00:00	09/21/2025 17:00:00	Test 3	1.00	1.00	
10705	Administrative Duty	ADM-OTH	127955	09/25/2025 08:00:00	09/25/2025 13:00:00	Test 1 added	5.00	5.00	
10705	Meetings	STATION/OTHERS	127964	09/25/2025 08:00:00	09/25/2025 09:00:00	Test 2	1.00	0.00	5
10705	Administrative Duty	ADM-OTH	127968	09/29/2025 08:00:00	09/29/2025 11:00:00	Test for Hours	3.00	3.00	
10705	Administrative Duty	ADM-OTH	128013	10/08/2025 08:00:00	10/08/2025 11:00:00	Work the Open House	3.00	3.00	
10705	Meetings	STATION/OTHERS	128034	10/13/2025 10:00:00	10/13/2025 11:00:00	Meeting at Station	1.00	1.00	
10705	Training	IN-OTHER	128044	10/14/2025 18:00:00	10/14/2025 19:00:00	Internal Training	1.00	1.00	
10705	Administrative Duty		128035	10/18/2025 07:00:00	10/18/2025 09:00:00	Test for ACO	2.00	2.00	
10705	Administrative Duty		128038	10/18/2025 09:07:00	10/18/2025 10:00:00	test	0.88	0.88	
10705	Administrative Duty		128039	10/18/2025 11:00:00	10/18/2025 12:00:00	test again	1.00	1.00	
*10705	Administrative Duty	ADM-OTH	128041	10/18/2025 17:00:00	10/18/2025 18:00:00	Test for ACO - selecting Attend, No Point	ACD	ACD	6

# Reporting – Detailed Activity Report (DAR)

## 6

The last page summarizes the event type by activity entry – not by A-F category

1

\* Designates an event attendance entry with errors or one entered after close out  
Total Events with errors or after Close Out: 1

2

Activity Type	Length	Credited
Operational Duty	0.00	0.00
Support Services Duty	0.00	0.00
Administrative	23.88	22.88
Training	2.00	2.00
Trainer/Instructor	0.00	0.00
Meeting	3.00	2.00
Officer or Rank	0.00	0.00
Grand Total	28.88	26.88

\*Length displays the actual time of the activity. Credit displays volunteer time that is being counted toward your Service Credits.  
Length and credit will not match if an activity overlaps with another activity.

1. If there are errors on the report, you will see this message with the number of entries that are in error.

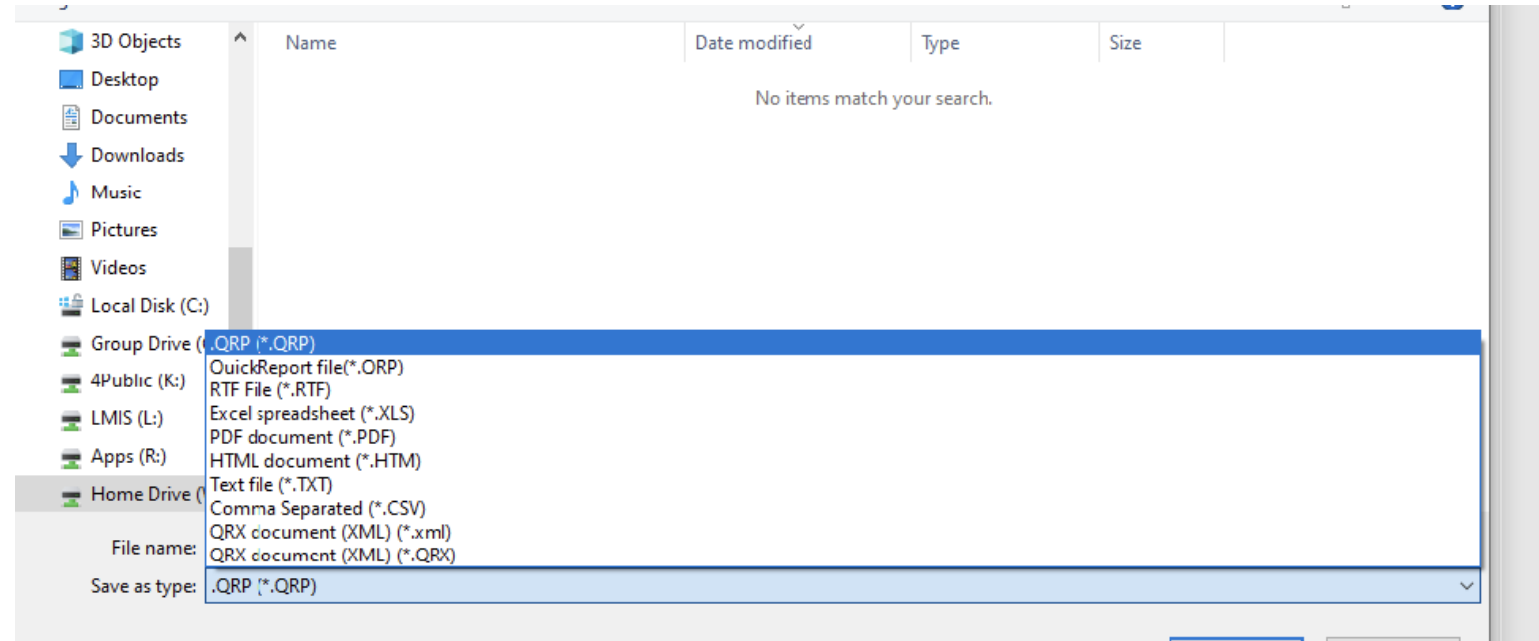
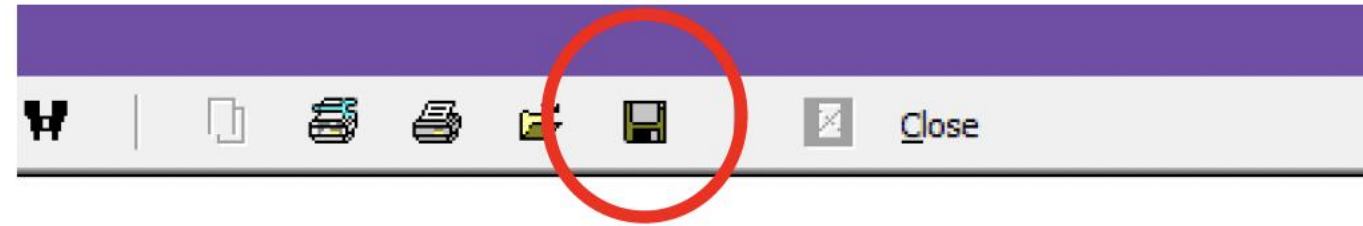
2. Detail line items summarized by category

# Reporting – Detailed Activity Report (DAR)

6

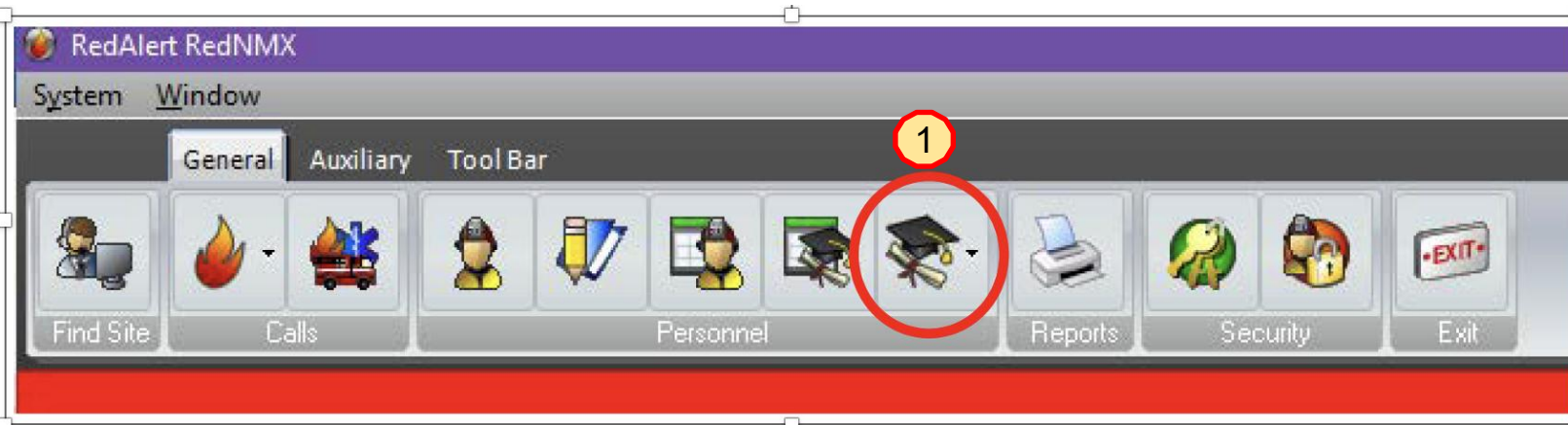
Information may be saved into different formats so that data can be cross-checked to confirm all activity is entered correctly.

Click on the disc icon then select the format you wish to use.



# Reviewing and Correcting Errors

6

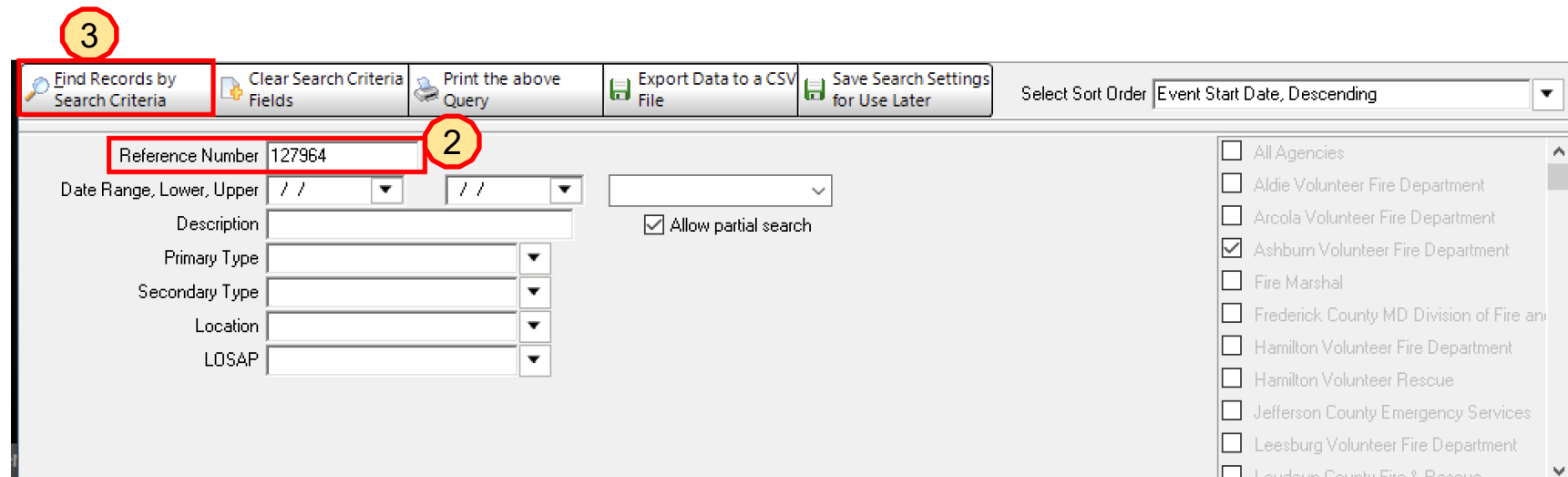


To research discrepancies, record the Event Number

1) Click on the Mortar Board with the Diploma - Department Events and Training

2) Enter the event number in the "Reference Number" box found in the Detail History Report

3) Click Find Records by Selection Criteria button



# Reviewing and Correcting Errors

6

**Loudoun County Fire and Rescue: Non Incidents**  
Search Engine

Ref#	Agency	Date and Time	Description	Primary Type
128063	10706	10/21/2025 14:22	test	Administrative
128041	10706	10/19/2025 17:00	Test for APCD - selection	Administrative

- 1) Double click on the record
- 2) Date/times incorrect /same – Length (Hours) are zero

Non Incident and Training Entry

**Non Incidents**  
Entry System

Ref# 128065 Test

General Attendance Comments

**General Information**

FDID: 10706 Ashburn Volunteer Fire Department

Primary Type: ADM Administrative Duty

Secondary Type: OTH Other

Description: Test

**Dates and Time**

Start Date / Time: 10/21/2025 15:37

End Date / Time: 10/21/2025 15:37 Same

Length (Hours): 0.00 Calc

**Location and Companies**

Location: OTHR Other Location

Other Location:

**Personnel Involved, Training, Officer In Charge, Etc**

Type	Last Name	First Name	Misc Name	Current Rank	Length
------	-----------	------------	-----------	--------------	--------

New Edit Delete Search

Add Event Find Audit

Calendar Icon Print Save Close

# Reviewing and Correcting Errors

6

Click on the Attendance Tab

This will display the attendees of the of the event and how many hours they earned.

Non Incident and Training Entry

**Non Incidents**  
Entry System

Ref# 128041 Test for ACO

General Attendance Comments

**Personnel Attendance**

ID	Last Name	First	Length	Point	Attend Type
57891	FISHER	SHERRY	1.00	0.00	Attend, No Point

If the Attend Type = 'Attend, No Point', you should double click the line item.

Change the Attendance Type value to LOSAP Credit.

Non Incident Training Entry

**LOSAP Attendance Data**

ID Number: [Redacted] ☐ Suppress Fdid Filter

Duration (Hours): 20.00

Point Value: 6.67

Attendance Type: LOSAP

**Loudoun County Po**   Search [Redacted]  Click on Column to enabled Search

Event LOSAP Type: Code 1 Description 2

ATT	Attend, No Point
LOSAP	LOSAP Credit

# Reviewing and Correcting Errors

6

1) You can also highlight the Personnel Attendance line item and delete if you cannot edit the line by double clicking or clicking on the Edit button.

2) You will then need to re-enter the line by clicking 'New' if you have to delete the attendance record instead of correcting it.

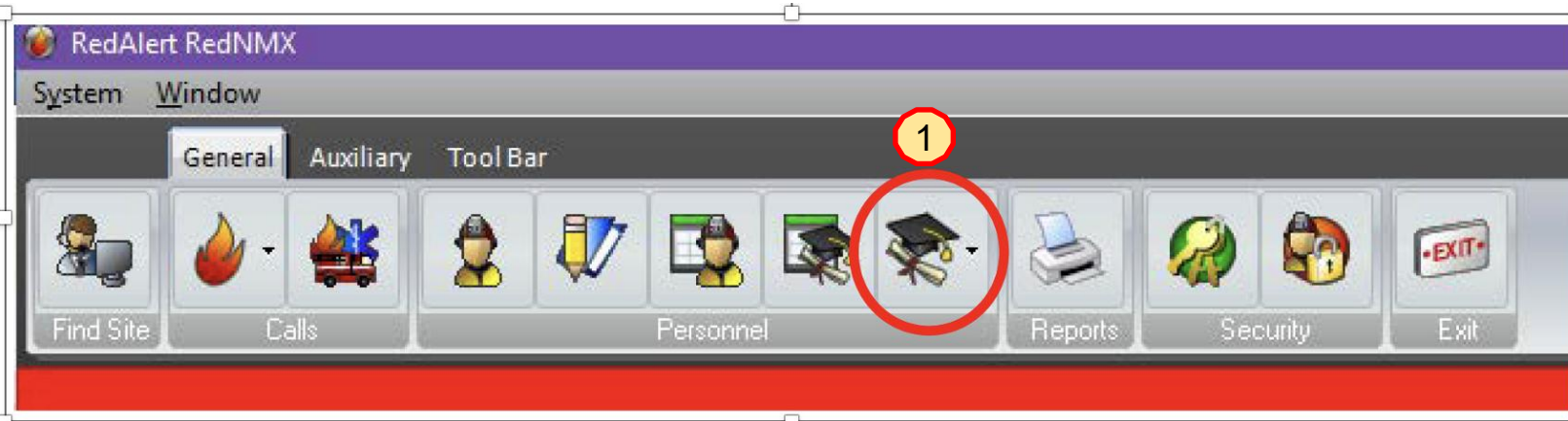
The screenshot displays the 'Non Incidents Entry System' interface. At the top, the title bar reads 'Non Incident and Training Entry'. Below it, the main header shows 'Non Incidents Entry System' on the left and 'Ref# 128063 tet' on the right. A tabbed interface has 'General', 'Attendance', and 'Comments' tabs, with 'Attendance' currently selected. The 'Personnel Attendance' section contains a table with the following data:

ID	Last Name	First	Length	Point	Attend Type
57891	FISHER	SHERRY	1.63	0.00	

Below the table, there is a toolbar with several buttons. The 'New' button (labeled with a circled '2') and the 'Delete' button (labeled with a circled '1') are highlighted with red boxes. Other buttons include 'Edit', 'Search', 'Attending 1', and 'Manpower 1.63'. At the bottom of the interface, there are additional buttons: 'Add Event', 'Find', 'Audit', 'Calendar Icon', 'Print', 'Save', and 'Close'.

# Deleting an Entry in Alpine

6



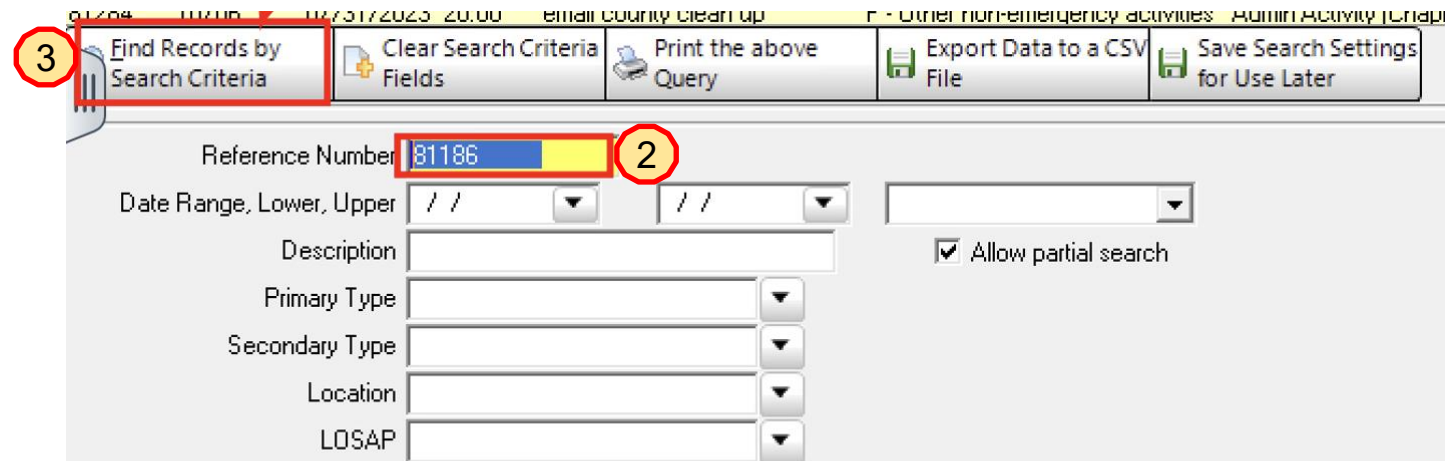
To delete an entry, record the Event Number

1) Click on the Mortar Board with the Diploma - Department Events and Training

2) Enter the incident number for the entry that needs to be deleted

3) Click on the Find Records by Selection Criteria button

Note: See the report section to see how to run the Detail Activity Report that will provide all incident numbers for all time entry



\*Only Points Coordinators will be able to delete entries

# Deleting an Entry in Alpine

6

Click on the Delete button\*

Loudoun County Fire and Rescue: Non Incidents

Ref#	Agency	Date and Time	Description	Primary Type	Secondary Type	Location	Length	Point LOSAP Value
81344	10706	07/31/2023 17:00	Set up Founder's Hall for Red	F - Other non-emergency activities	Admin Activity (Chaplain,	Fire Station 606	1.00	0.33 NONEVENT

Find Records by Search Criteria | Clear Search Criteria | Print the above Query | Export Data to a CSV File | Save Search Settings for Use Later | Select Sort Order | Event Start Date, Descending

Reference Number: 81344  
Date Range, Lower, Upper: // // ☐ Allow partial search  
Description:   
Primary Type:   
Secondary Type:   
Location:   
LOSAP:   
☐ All Agencies  
☐ Alde Volunteer Fire Department  
☐ Arcola Volunteer Fire Department  
☒ Ashburn Volunteer Fire Department  
☐ Fire Marshal  
☐ Frederick County MD Division of Fire an  
☐ Hamilton Volunteer Fire Department  
☐ Hamilton Volunteer Rescue  
☐ Jefferson County Emergency Services  
☐ Leesburg Volunteer Fire Department  
☐ Loudoun County Fire & Rescue

New | Edit | Print | **Delete** | Maximum Number Records for Query: 1000 | Query returned 1 records. | Close

Click on Yes to Confirm Deletion and record will be deleted

Loudoun County Fire and Rescue: Non Incidents

Ref#	Agency	Date and Time	Description	Primary Type	Secondary Type	Location	Length	Point LOSAP Value
81344	10706	07/31/2023 17:00	Set up Founder's Hall for Red	F - Other non-emergency activities	Admin Activity (Chaplain,	Fire Station 606	1.00	0.33 NONEVENT

Find Records by Search Criteria | Clear Search Criteria | Print the above Query | Export Data to a CSV File | Save Search Settings for Use Later | Select Sort Order | Event Start Date, Descending

Reference Number: 81344  
Date Range, Lower, Upper: // // ☐ Allow partial search  
Description:   
Primary Type:   
Secondary Type:   
Location:   
LOSAP:   
☐ All Agencies  
☐ Alde Volunteer Fire Department  
☐ Arcola Volunteer Fire Department  
☒ Ashburn Volunteer Fire Department  
☐ Fire Marshal  
☐ Frederick County MD Division of Fire an  
☐ Hamilton Volunteer Fire Department  
☐ Hamilton Volunteer Rescue  
☐ Jefferson County Emergency Services  
☐ Leesburg Volunteer Fire Department  
☐ Loudoun County Fire & Rescue

New | Edit | Print | Delete | Maximum Number Records for Query: 1000 | Query returned 1 records. | Close

Confirm

Delete Record

**Yes** | No

\*Only Points Coordinators will be able to delete entries

# Closing Alpine

6

Click on Exit  
to close  
Alpine



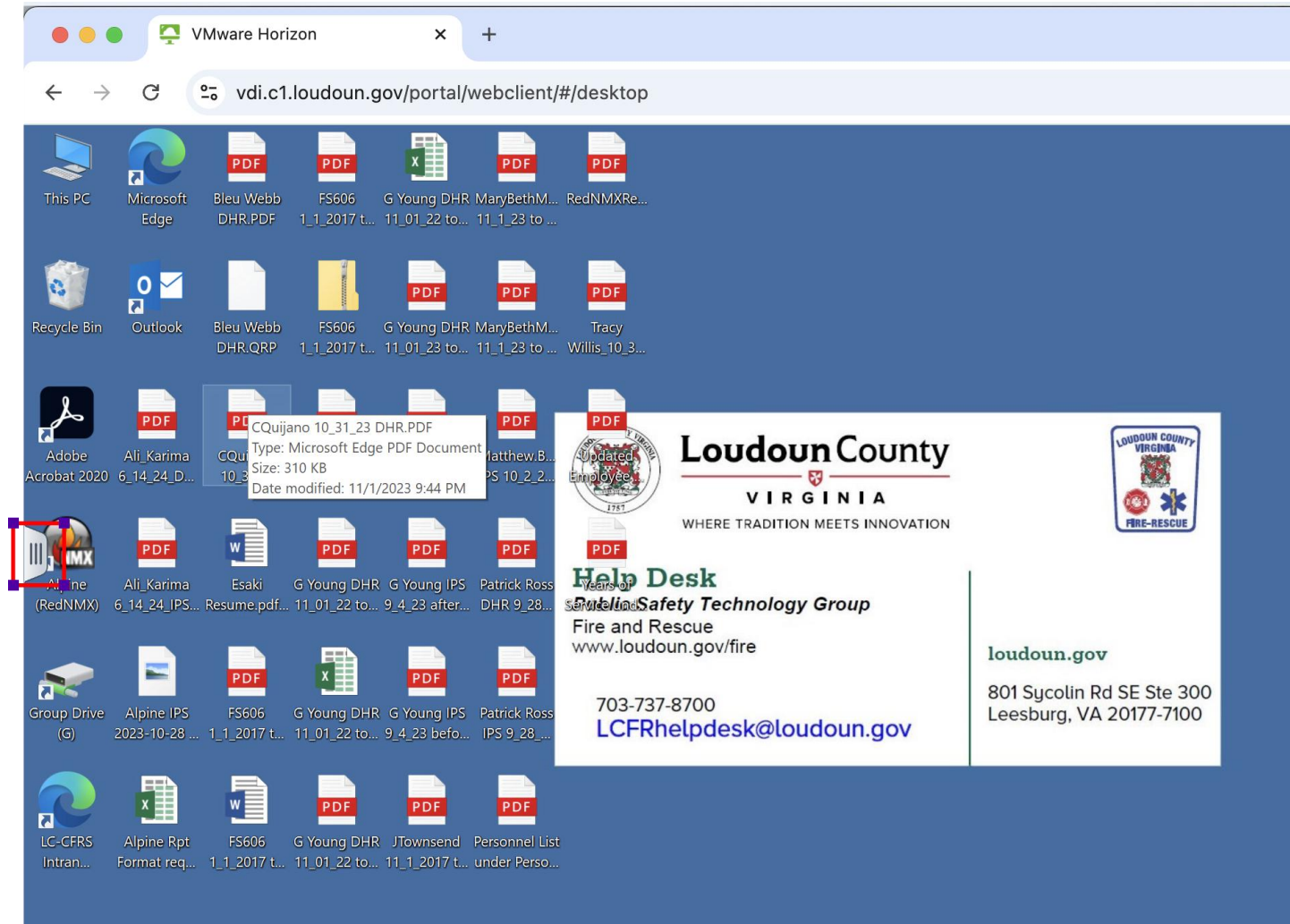
# Logging Out of the Virtual Desktop

6

To close the virtual desktop, click on the three vertical lines icon



on the left side of the screen



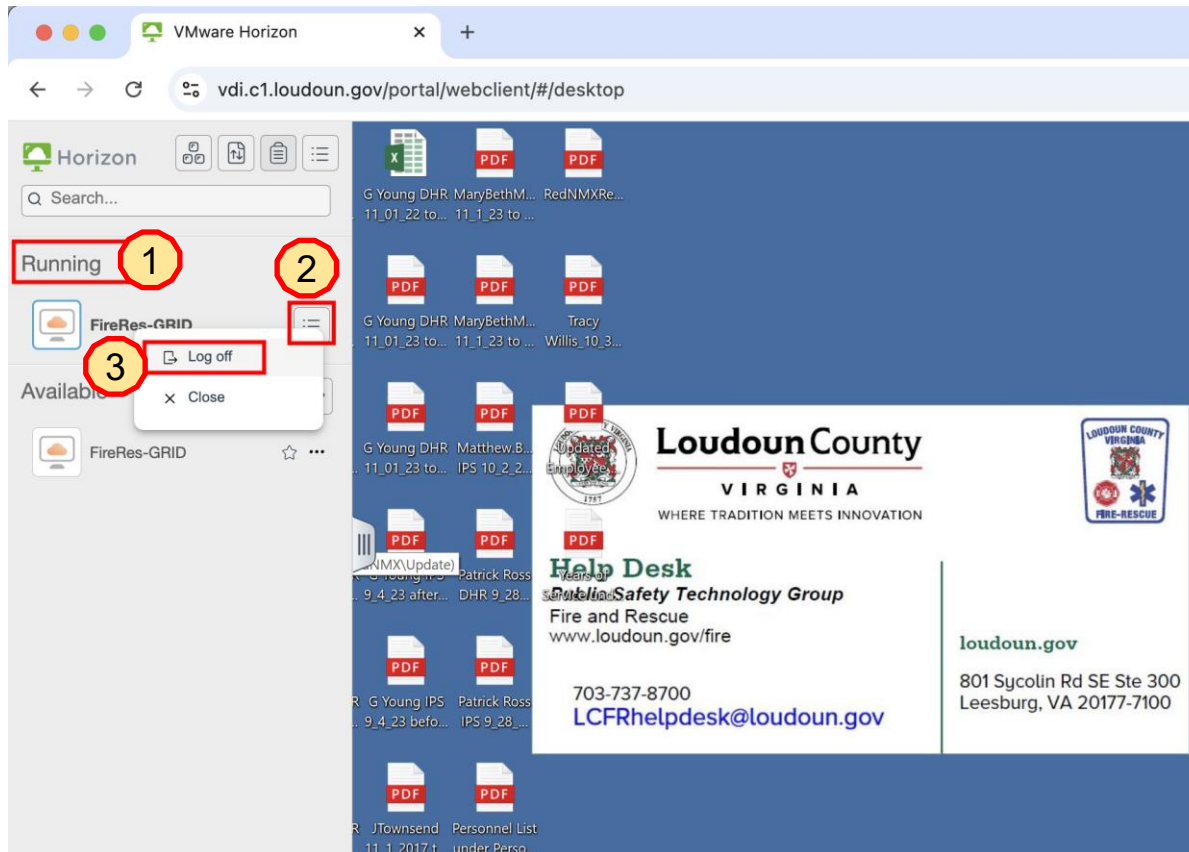
# Logging Out of the Virtual Desktop

6

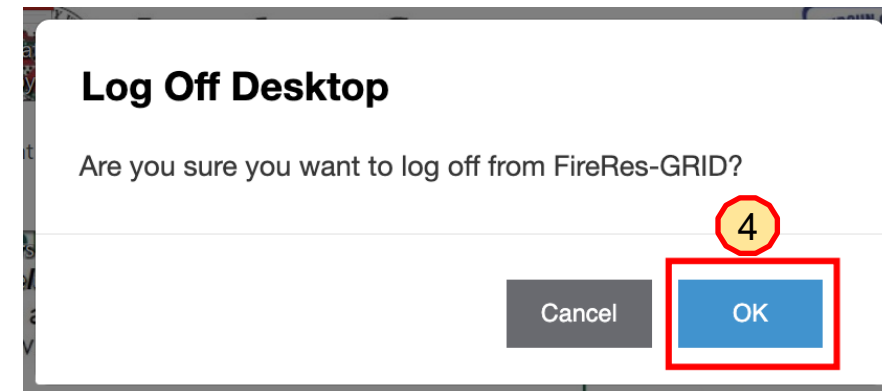
1) On the FireRes-Grid that is bolded and shows as "Running"

2) Click on the three horizontal lines

3) click on Log off



4) Click on OK



5) Click on Close and close the browser

