

How to Set Up Field Bridge Xpress

Once your agency is set up to use Field Bridge Xpress (FBX), there are several steps you may want to complete to make it faster and easier for you to use and access FBX.

What you Need

In order to get started using FBX, you will need several pieces of information from your service or system administrator, including:

- The URL for your agency's FBX
- Your organization ID
- Your username and password

 **NOTE:** This will be the same as the username and password you already use to log in to the Field Bridge, Service Bridge, State Bridge and/or Rescue Bridge for your agency.

In addition, your device should be connected to the Internet while you initially set up FBX.

Accessing FBX

If you are using the Safari browser, please keep in mind that you cannot use FBX if you have private browsing enabled. Private browsing prevents caching, which will prevent you from accessing the run form correctly.

1. Using the browser for your device, navigate to the URL for FBX.
The *Login* page appears.



2. In the *Organization* text box, type the organization ID.
3. In the *User* text box, type your username.
4. In the *Password* text box, type your password.

5. Click *Sign In*.
The *Home* page appears.
6. If prompted, increase the storage capacity for your device.

Setting Up Home Screen Icons

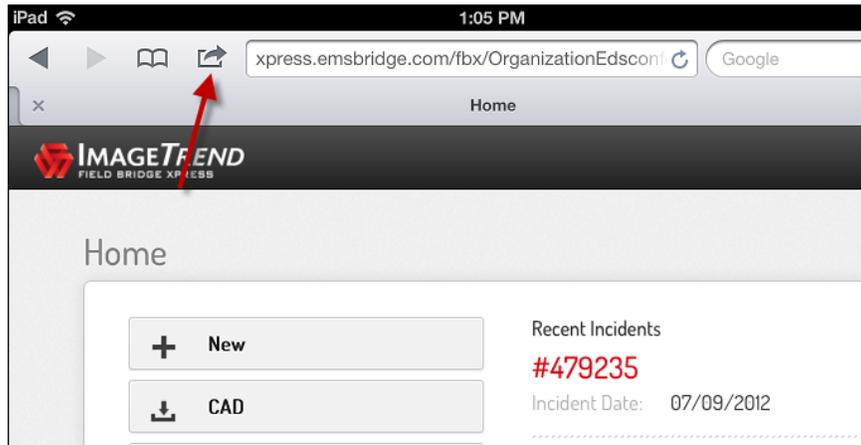
To make it easy to access FBX quickly, you can add a shortcut to your device's home screen. The process of adding a home screen icon is different for each device; however, following are instructions on completing these steps for several common devices.

If this device is being used to access FBX for multiple agencies, you should set up a home screen icon for each agency.

Setting Up Home Screen Icons: for iPad

The following steps will help you to set up a shortcut to FBX on most iPads.

1. Log in to FBX and access the Home page.
2. From the browser's toolbar, click the *Options* icon.



A pop up menu appears.

3. Click *Add to Home Screen*.
A pop up window appears.
4. Enter a name for this bookmark.

 **HINT:** If you will be adding bookmarks to this device to access FBX for multiple agencies, be sure that the name clearly identifies which agency this shortcut will be for.

5. Click *OK*.
The bookmark is added to the home screen.

Setting Up Home Screen Icons: for Android

The following steps will help you set up a shortcut to FBX on most Android devices.

1. Log in to FBX and access the Home page.

2. Click the *Menu* button on your device.



The menu appears.

 **NOTE:** If your device does not have a *Menu* button, use the tools available on your device to open the menu.

3. Select *Add To*.

A pop up window appears.

4. Click *Bookmark*.

The *Bookmark this page* page appears.

5. In the *Label* text box, enter a name for this shortcut.

 **HINT:** If you will be adding bookmarks to this device to access FBX for multiple agencies, be sure that the name clearly identifies which agency this shortcut will be for.

6. Click *Done*.

The FBX site is added to the bookmarks for your browser.

7. Click the *Menu* button on your device again.

The menu appears.

8. Click *Bookmarks*.

9. Tap and hold on the new bookmark you created for FBX.

A pop up menu appears.

10. Click *Add shortcut to home*.

The shortcut is added to your home page.

Before Using FBX Offline

FBX can be accessed and used offline, and when you connect again your incidents can be posted. However, before using FBX offline, you need to make sure you have the most updated version. To do this:

1. Log in to FBX.
2. From the Home page, click *About*.

If your device is up to date, a message will provide you with that information.

