



Fire Safety Reporting User Manual

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Introduction

The level of detail needed when entering data into pharOS means that the information available is very comprehensive. Reports can be as simple or complex as necessary. This manual gives the user the tools to interrogate the database and save commonly-used Queries.

Types of Report:

There are 3 levels of reporting within pharOS.

Reporting Windows

There are standard windows which provide reports to be run with little or no user intervention. At the most basic level a reporting window would load, for example, all personnel who are due for a medical.

Most windows however will allow for search criteria to be entered in order to restrict the results. These generally include a date range, and may include options to restrict location, rank, post type (ie Whole Time, Retained, APTC) or service number/person's name. This type of report is always specific to the individual modules and will be covered in detail in the corresponding manuals.

QueryBuster

This is the next level in complexity, which also means greater flexibility. Query Busters are standard reports that are published by SOPHTLOGIC. The fields and search criteria can be defined by the user.

User Defined Reporting

This offers the greatest flexibility, but requires a higher level of competency. Reports have to be generated by choosing the tables, fields and search criteria.

User Defined Reporting

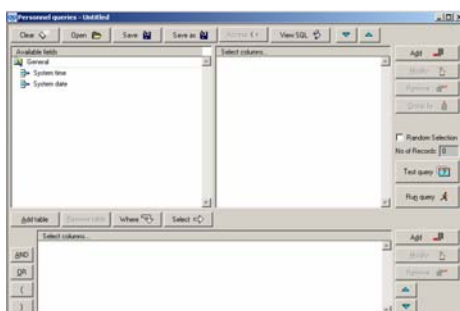
Query Manager is designed for specific 'commonly used' Queries that are set up by Sophtlogic. User Defined Reporting offers the greatest flexibility, but requires a higher level of competency. Reports have to be generated by choosing the 'Tables', 'Fields' and 'Search Criteria'.

The 'Fire Safety', 'Personnel' and 'Training Queries' windows have been designed for use by advanced users e.g. those with some knowledge of structured query language (SQL). The design assumes some knowledge of database table structures and query formulation.

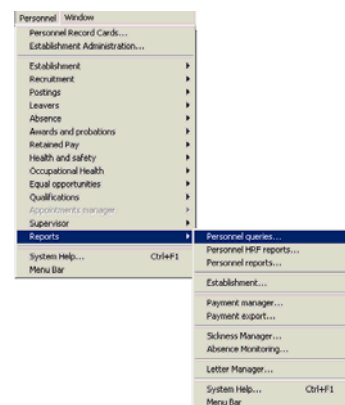
Within 'Pharos' there are three ways to use 'User Definable' Queries – **'Fire Safety' / 'Personnel' and 'Training'**. The concept of the queries are exactly the same, so instead of repeating this process three times I have shown you how to access each one but gone into detail using the 'Fire Safety Reporting' queries.

Personnel Queries

- Click onto the 'Personnel'
- Scroll down to 'Reports'
- Click onto 'Personnel Queries'

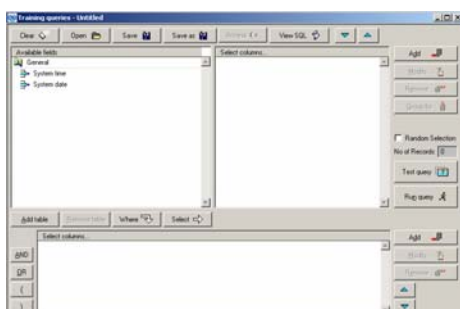


The 'Personnel Queries' window will appear

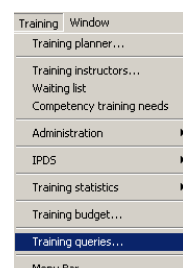


Training Queries

- Click onto the 'Training'
- Click onto 'Training Queries'



The 'Training Queries' window will appear

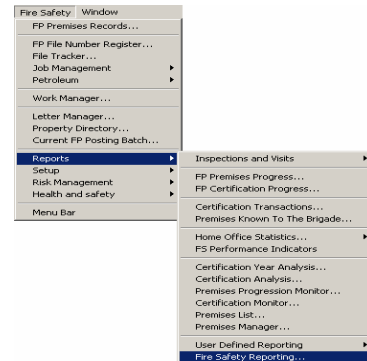


As you can see the windows are exactly the same only the tables were information is kept, will be different.

Fire Safety Reporting (Queries)

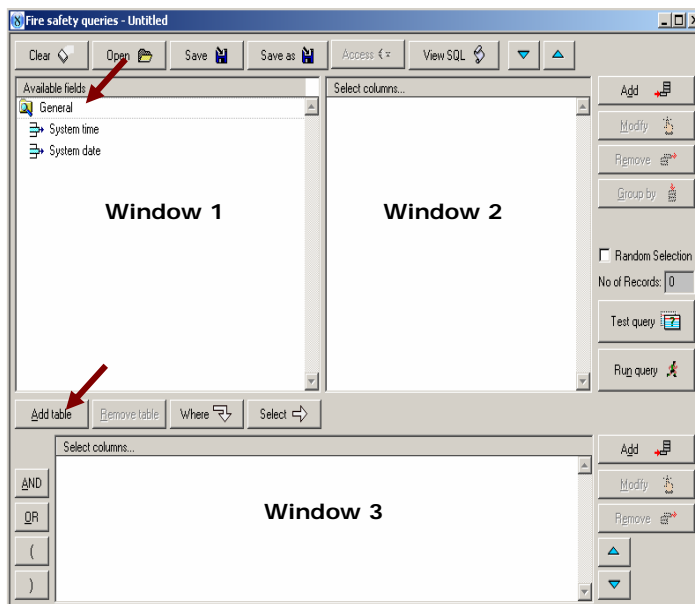
This option allows the user to build user defined reports. This is a very powerful tool, but requires an understanding of how the database is made up.

- Click onto Fire Safety/Prevention
- Scroll down to Reports
- Click onto Fire Safety Reporting



The Fire Safety Reporting window will open

As you can see you have three windows

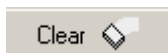


Available Fields - Window 1 - gives you all the available tables and sub-tables within the Fire Safety, Personnel and Training.

Selected Columns – Window 2 – By using the Select button you can create the columns that you want the information to appear in on the Report.

Selected Columns – Window 3 – this is where you define the query by using the 'Where', 'AND' and 'OR' options.

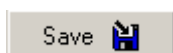
Before we go any further, let's see what the icons do in the toolbar



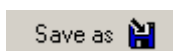
The 'Clear' icon will remove all text that has been entered into all of the windows




The 'Open' icon will open the 'Libraries' where your queries will be saved



The 'Save' icon will save your query



The 'Save As' icon will allow you to save your query under a 'New Name'

	The 'Structured Query Language' (SQL) executed when the query is run
	The 'Arrow' icons allow you to move the fields up and down the window
	The 'Add' icon at the top, allows you to add another column – at the bottom, allows you to add a field
	The 'Modify' icon at the top, allows you to make changes to the columns – at the bottom, allows you to modify the query
	The 'Remove' icon at the top, allows you to remove the fields – at the bottom, allows you to remove the line of the query
	The 'Group' by icon allow you to add another column
	The 'Test Query' icon allows you to test if there is any data behind the query and ensures that the query has been formulated correctly prior to execution
	The 'Run Query' icon allows you to run the query to return data
	The 'Add Table' button allows you to add another field folder to available fields
	The 'Remove Table' button allows you to remove the field folder from available fields
	The 'Where' button allows you to select the fields you want to break down your query
	The 'Select' button moves the chosen field and move it from the left window to the right
	The 'AND' button tells your query that you want data back for 'X <u>AND</u> Y <u>AND</u> Z'
	The 'OR' button tells your query that you want data back for 'X <u>OR</u> Y'
	The 'Brackets' buttons allows you to break the query into more detail
	

When you are creating a query its good to write down what it is you want the system to search for and return to you

Creating a Library

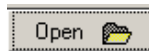
The Fire Safety Reporting (FRS) system allows the user to section the information held within the system and 'Save' the query in a Library, access to which is completely user-definable.

Users with access to books within these Libraries may then construct and 'Save Queries' and transport the data from those queries into other applications (such as Microsoft Excel) where it may be formatted in any way that the host applications allow.

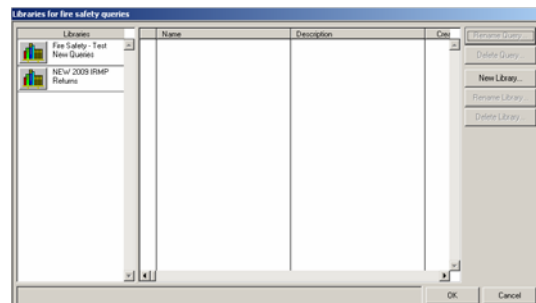
The 'Fire Safety Reporting' makes full use of graphical user interface facilities and data is made available using common English terms rather than cryptic computer terminology. There is no need for users of the system to learn query languages.

Within Fire Safety Queries,

- Click onto the 'Open' icon



As you can see there is already a list of 'Libraries'



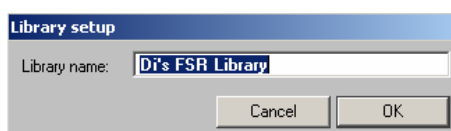
Add a Library

- Click onto the 'New Library' button

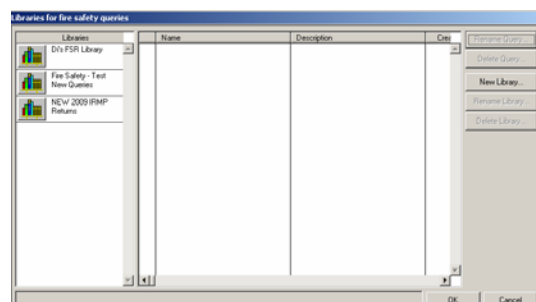


The 'Library Setup' box will appear

- Enter the 'Name' of your library
- Click onto the 'OK' button



As you can see, 'Di's FSR Library' is now been inserted into the Libraries list.



Create a Query

What is the Question you want to ask the system???

First you need to work out what data you want the Query to return as the two examples shown below

I want to create a Query that shows –

Q1: Premises that have had an Audit but have NO Inspection Calendar Entry

For this Query to work we will need all of what is displayed below

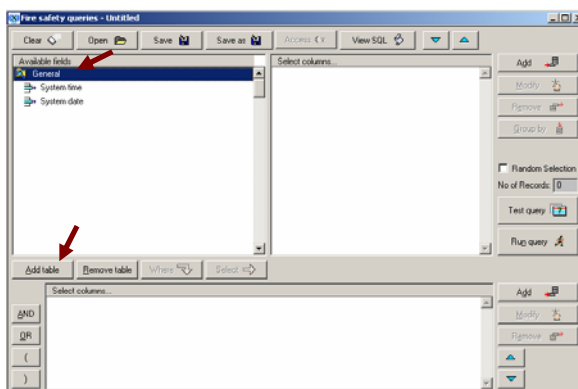
Availability Tables:	Selected Columns:	Defined Selected Columns:
Premises	File Number	Value Return Code equal to AUDIT
Inspection	Name	And
Inspection Type	Address	Value of Finish Date is Greater than and equal to 1/4/09
Integrated Risk Code	Finish Date	And
Inspection Calendar (+)	FSEC Group	Value of Date of Inspection Is Empty
	Supplementary Line Number	
	Date of Inspection	

Let's go through this Query Step by Step

First we need to enter our tables into the 'Available Fields' window

AVAILABILITY TABLES: window one

In the 'Fire Safety Queries' window you will see the option of 'General' in the left hand Available Fields window (1) with two sub options of



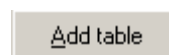
System Time – is the time the query was created

System Date - is the date the query was created

These are defaults

To bring up more fields – this is so we can define the query

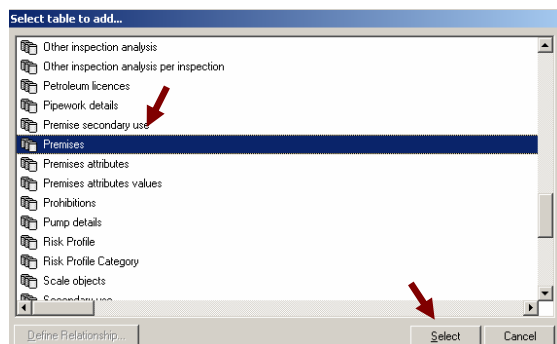
- Highlight the option of 'General' folder
- Click on 'Add Table' button at bottom of window 1



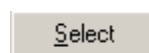
This will open up the 'Available Fields' option window, which is a list of 'All Tables' of 'Search Criteria' available.



Under the 'General' folder you will be given the list of all the Tables available within 'Fire Safety Reporting'. All the other folders will only have sub-tables that are linked to that particular field.



- Select a 'Table' that you wish 'Search' on by highlighting i.e. 'Inspections'
- Click onto the 'Select' button

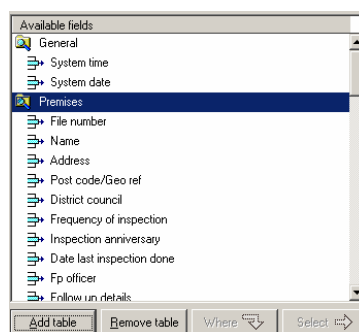


As you can see 'Premises table and all the sub-fields within that table has appeared in the 'Available Fields' window (1).

'Add' more 'Tables'

Adding Additional Tables to the Query

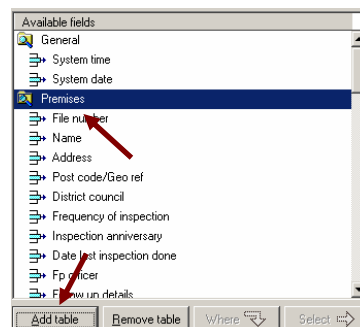
Here is where you will link the tables together

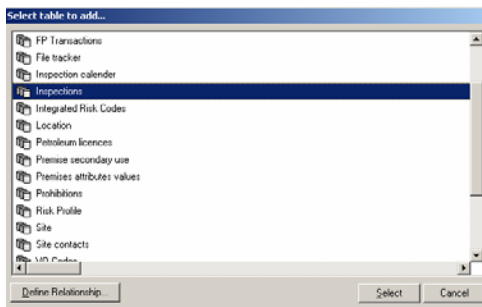


Once a table has been selected you can not use the 'General' folder again. The reason for this is you now need to link the tables to each other for your query to work.

- Click onto the 'Premises' folder
- Click on 'Add Table' button at bottom of window 1

- Select 'Inspection Type'





The 'Tables' that are 'Linked' to the 'Premises' table will appear, as shown

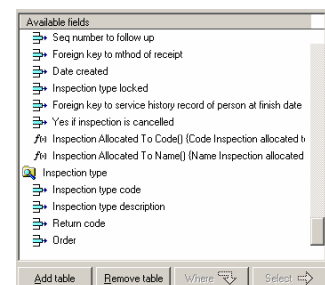
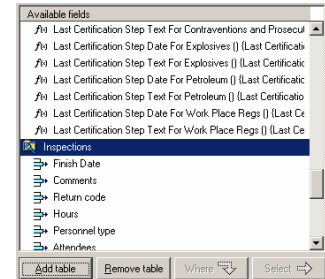
- Click onto the Select button

Inspections will attach itself to the bottom of the Premises table list

Repeat the above instruction but this time...

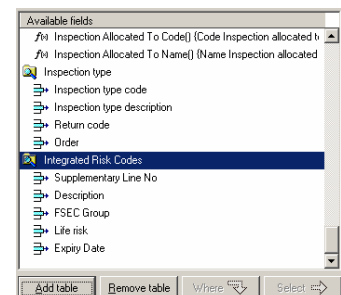
- Click onto the Inspections folder
- Click onto Add Table
- Select Inspection Type

Inspection Type will attach itself to the bottom of the Inspections table list

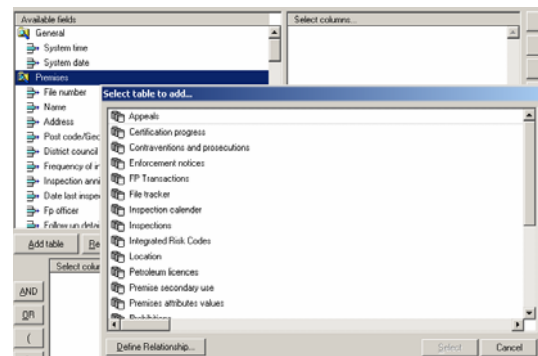


- Click onto the Premises folder
- Click onto Add Table
- Select Integrated Risk Code

Integrated Risk Code will attach itself to the bottom of the Premises table list



- Click onto the Premises folder
- Click onto Add Table
- Click onto Define Relationship button



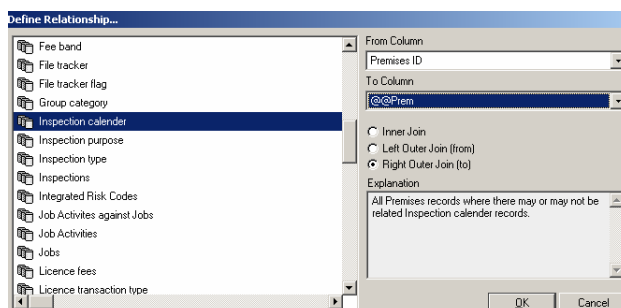
Define Relationship Button

'Define Relationship' does two functions... It allows you to link stand alone tables/data to other tables (attributes) within the system and/or use the 'Inner Join' / 'Out Join' options.

The 'Define Relationship' window will appear

On the left of the window there is a list of all the tables that are in the 'Fire Safety Reporting' window.

- Scroll down to the table
- Select Inspection Calendar

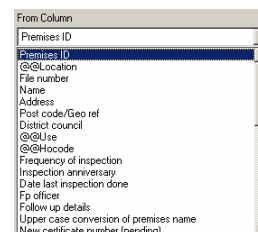


Let me explain the window in a little more detail, the first part...

From Column

The 'From Column' is a list of all the tables that are linked to the 'Premises' folder in 'Available Fields' window (window1) you want to link a table to.

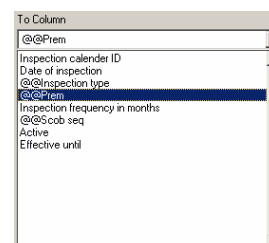
- From Column > Select Premises ID



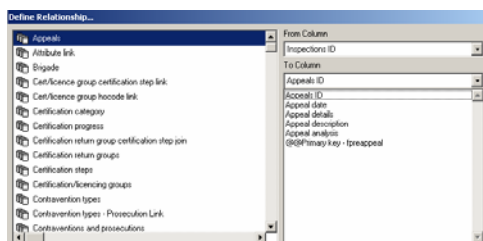
To Column

The 'To Column' is a list that will change depending what folder you choose on the left of the Define Relationship box. This is where you link the table to the table in the 'From' option.

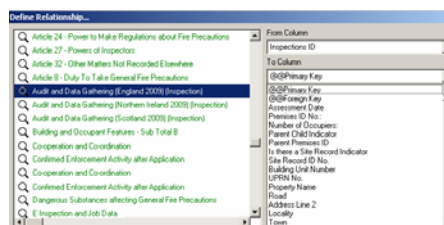
- To Column > Select Prem@@



As you can see in the two examples below, the 'To Column' is different depending on what is selected from the list on the left of the window.



Linking the 'Inspection ID' to the 'Appeals ID' in the 'Premises' option.



Linking the 'Inspection ID' to the 'Primary Key' in the 'Audit and Data Gathering (England 2009) (Inspection)' attribute option.

This is where you join the stand alone tables e.g. 'Audit Form' 'Health and Safety', 'Recruitment', 'Attributes' or 'Equal Opportunity' etc to a defined field.



'Fire Safety' tables are not stand alone tables they are linked within the system so this part of 'Define Relationship' may not apply to the query.

INNER JOIN and OUTER JOIN

The second part of 'Define Relationship'; 'Inner Join' and 'Outer Join', does apply to 'Fire Safety'. Look at the right hand side of this window there are 3 option buttons. These are called 'Join' buttons. Each option will have an 'Explanation' box with a brief description of what the 'Inner Join' options do

INNER JOIN

The 'INNER JOIN' only acts on rows were 'All Inspection' / 'Premises' / 'Job Activities' etc... records where there are related 'Premises Records'.

OUTER JOIN

The 'LEFT OUTER JOIN (FROM)' only acts on rows were 'All Inspection' / 'Premises' / 'Job Activities' etc... records where there may or may not be related 'Inspection Records.'

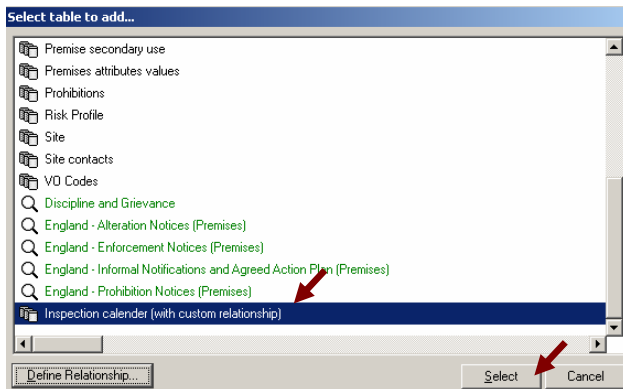
The 'RIGHT OUTER JOIN (TO)' only acts on rows were 'All Inspection Records' where there may or may not be related to any 'Inspection' / 'Premises' / 'Job Activities' etc....'

- Click onto Right Outer Join (to) option

Once you have finished setting up the 'Defined Relationship'

- Click onto the 'OK' button

As you can see the 'Defined Relationship' Inspection Calendar has appeared at the bottom of the list



- Click onto the 'Table'
- Click onto the 'Select' button



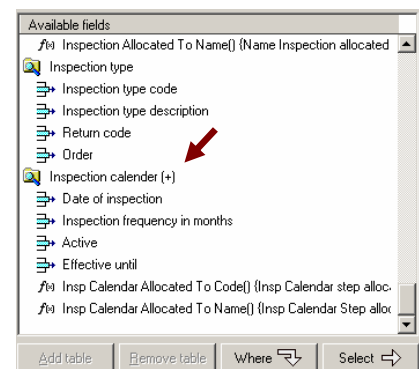
The window will automatically defaults to the top of the Available Fields list.

- Scroll down the left hand column

Inspections Calendar { + } will attach itself to the bottom of the Inspection Type table list

One difference...

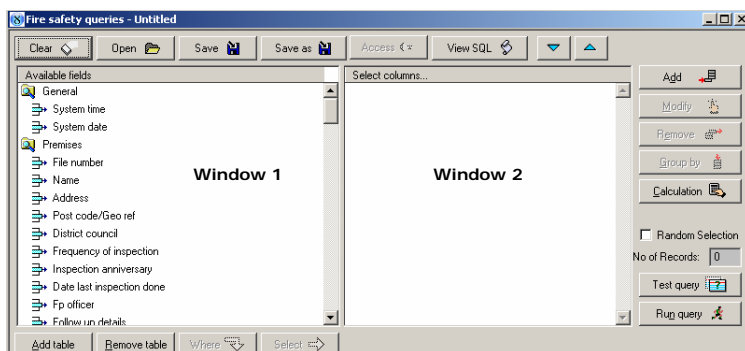
There is a plus (+) sign next to the Premises folder. This means that this table is linked to the Available field.



Even though 'Integrated Risk Code' table is linked to the 'Premises' table it may not be linked within the system setup. Knowing what tables are linked to and what sub-options are associated to what table go to 'Fire Safety Reporting Tables and Links Manual' to see the full listings of all 'Tables' and 'Attribute Groups' that are in the 'Fire Safety Reporting Queries'.

It is also important to have a very good knowledge of the system setup and know where the data can be pulled from when creating these queries from 'Fire Safety Reporting'

SELECTED COLUMNS: window two



To create the 'Report' you first have to select the information that you wish to return in report columns from the left window (1) into the right window (2).

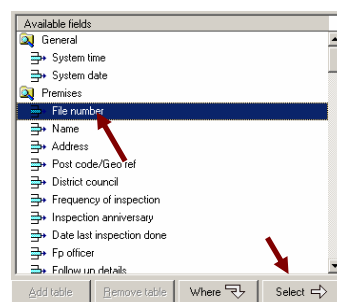
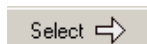
This is done by – for this example query

Within the 'Premises' folder

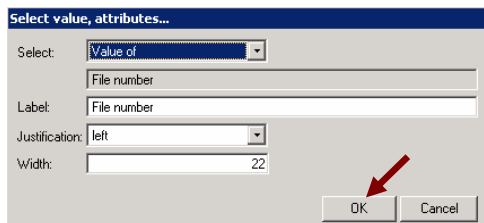
- Double click onto the 'File Number' sub options

Or

- Click onto and highlight the 'File Number' sub options
- Click onto the 'Select' button

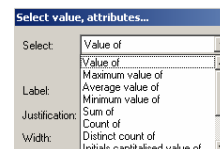


The 'Select Value, Attributes' window will appear

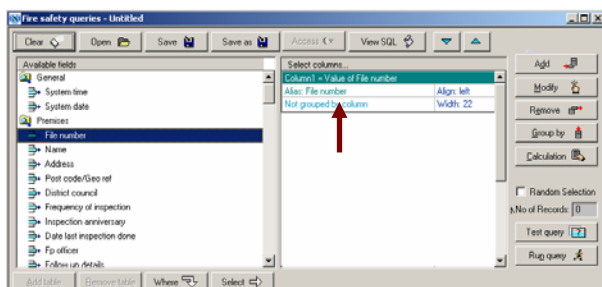


- Select drop down arrow gives you options to

'Value Of', 'Minimum', 'Average', 'Maximum Value Of', 'Sum Of', 'Count Of' etc...



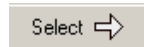
- The 'Label' box allows you to change the heading name for that column
- 'Justification' drop down arrow will allow you to align the data
- 'Width' allow you to change the character length which determines the width of column in report.
- Click onto the 'OK' button



As you can see the 'File Number' has appeared in the 'Select Column' window (2) on the right.

Within the Premises folder

- Click onto Name > Value of
- Click onto the Select button



This will open up the 'Select Value Attributes' window

Select value, attributes...

Select: Replaced or value of

Name

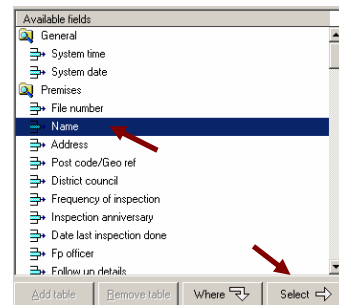
Label: Name

Justification: left

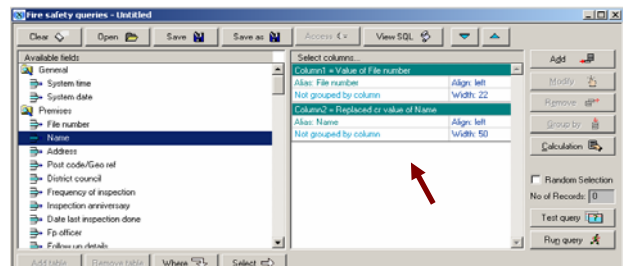
Width: 50

OK Cancel

- Click onto the 'OK' button



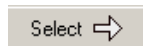
As you can see the 'Name' has appeared as column 2 under the 'File Number' column



By following the steps explained above...

Premises folder

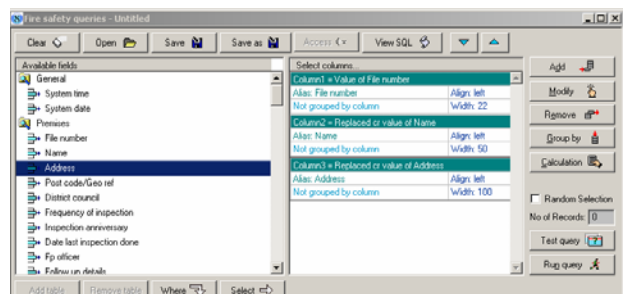
- Click onto Address > Value of
- Click onto the Select button



This will open up the 'Select Value Attributes' window

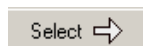
- Click onto the 'OK' button

As you can see 'Address' has appeared as column 3 under the 'Name' column



Inspections folder

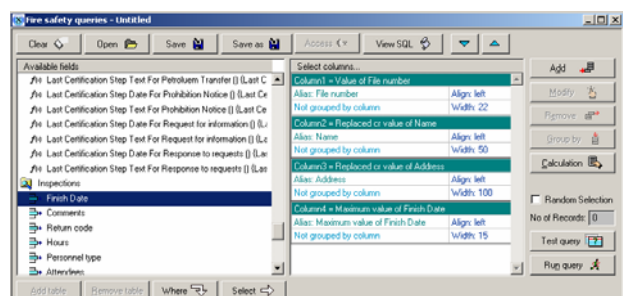
- Click onto Finish Date > Maximum Value of
- Click onto the Select button



This will open up the 'Select Value Attributes' window

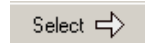
- Click onto the 'OK' button

As you can see 'Finish Date' has appeared as column 4 under the 'Address' column



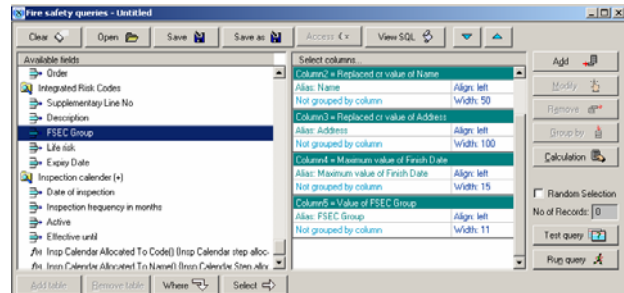
Integrated Risk Codes folder

- Click onto FSEC > Value of
- Click onto the Select button



This will open up the 'Select Value Attributes' window

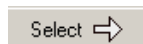
- Click onto the 'OK' button



As you can see 'FSEC' has appeared as column 5 under the 'Finish Date' column

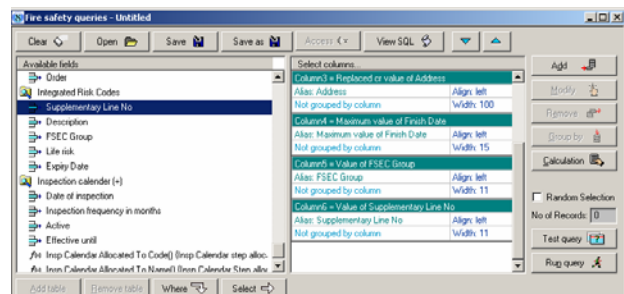
Integrated Risk Codes folder

- Click onto Supplementary Line Number > Value of
- Click onto the Select button



This will open up the 'Select Value Attributes' window

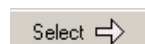
- Click onto the 'OK' button



As you can see 'Supplementary Line Number' has appeared as column 6 under the 'FSEC' column

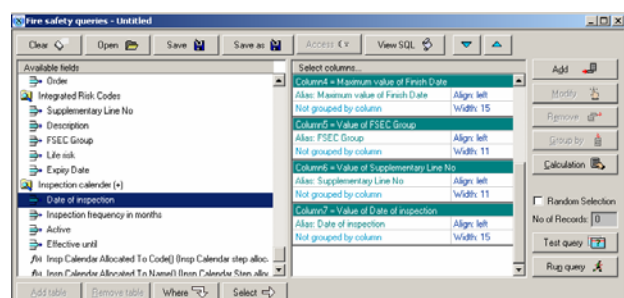
Inspection Calendar { + } folder

- Click onto Date of Inspection > Value of
- Click onto the Select button



This will open up the 'Select Value Attributes' window

- Click onto the 'OK' button

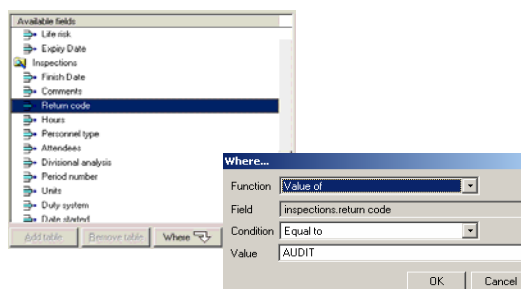


As you can see 'Date of Inspection' has appeared as column 7 under the 'Supplementary Line Number' column

Define Selected Columns – Where:

In the Inspections folder

- Click onto Return Code
- Click onto the Where button
- Condition – Equal to
- Value – AUDIT
- Click onto the 'OK' button



Add / OR Buttons

When using the **OR / AND** buttons you need to ask yourself what the question you're trying to ask is...

Use the And / Or buttons to breakdown your Query

AND = Surnames beginning with the letter S **AND** Location containing the letter N

OR = Surnames beginning with the letter S **OR** Location containing the letter N

() = You would use the brackets if you are giving more than one option – For example



Year = 2007

(Year = 2007 **AND** Location = A)

OR

OR

(Type = A **AND** Location = B)

(X = Y **AND** A = B)

The **AND** button gives does not give you an option it wants all data within 'Where' i.e.

Inspections where the Value of 'Finish Date' is 'Greater than or equal to' '01/04/08' **AND** Value of 'Finish Date' is 'Less than or equal to' '31/03/09'

The **OR** button gives you conditions and usually us the brackets to separate the options i.e.

Inspections where the (Value of 'Finish Date' is 'Greater than or equal to' '01/04/08' **AND** Value of 'Finish Date' is Less than or equal to' 31/04/08)

OR

Inspections where the (Value of 'Date' is 'Greater than or equal to' '01/08/08' **AND** Value of 'Date' is Less than or equal to' 31/08/08)

Add in a Query Line

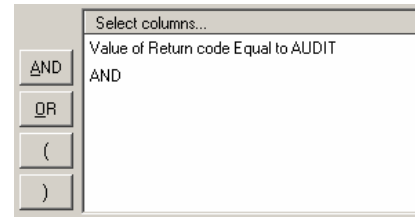
- Click onto either the **AND** / **OR** button

For this example I am using the **AND** button



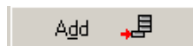
You can either:-

- Click onto the table through window (1) then
- Click onto the 'Where' icon



Or you can...

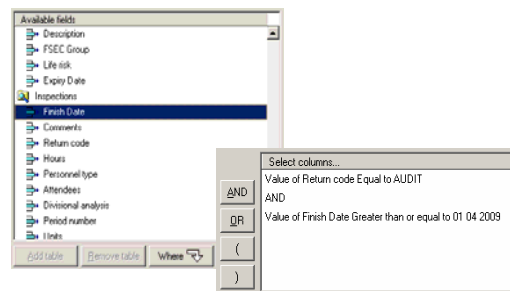
- Click on the 'Add' button
- Select another option from 'Available Fields' window



Either way

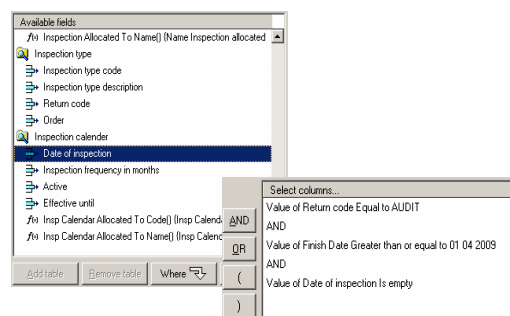
In the Inspections folder

- Click onto Finish Date
- Click onto the Where button
- Condition – Greater than or equal to
- Value – 01/04/09
- Click onto the 'OK' button



In the Inspection Calendar folder

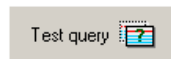
- Click onto 'Date of Inspection'
- Click onto the Where button
- Condition – Is Empty



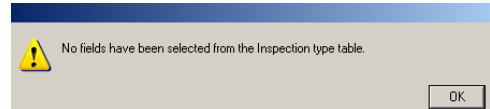
Test and Run Query Buttons

To 'Test Query'

- Click onto the 'Test Query' button



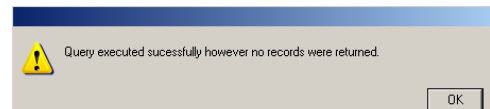
A dialog box may pop up saying you have not used anything from tables that was selected in the 'Available Fields' window. You might not have used anything from that table in the column window (2) but did use one or so of the fields from the table in the 'Where' window (3) or it was part of the linking of tables. Either way...



- Click onto the OK button

If there are no records to pull back which meet the search criteria entered, a message will appear as follows:

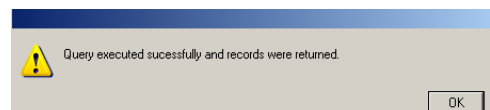
This lets you know not to run query as there are no records returned



- Click onto the OK button

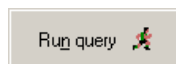
If there are records to return

A dialog box will appear letting you know that there were records returned



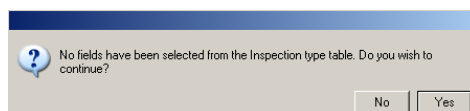
- Click onto the 'OK' button

- Click onto the 'Run Query' button



Same as above

- Click onto the Yes button



The system will now search all the records for the answer for your query. Depending on the size of the query, this could take a little while...

As you can see in this example I had 89 records returned.

Total number of records = 89

File number	Name	Address	File number	Maximum value of Fresh Date	FREC Group	Supplementary Line No.	Date of inspection
42/01576	Alf Light	Woodward Road Killybegs	42/01576	01/12/2009 00:00	R	80603	02/10/09
C1/00401	The Alexandra	184-186 North Lane Booterstown	C1/00401	29/09/2009 00:00	L	80701	02/10/09
C4/00443	Monument Building - Pier Head	Monument Place - City Centre Liverpool	C4/00443	09/10/2009 00:00	S	80701	02/10/09
C4/00522	Path Primary School	Path Street Linton Manxside	C4/00522	19/11/2009 00:00	M	81401	02/10/09
C4/00529	Kerrington Community Sports	Edubine Drive Liverpool	C4/00529	29/09/2009 00:00	P	815001	02/10/09
E1/01375	Industrial Pollution Systems Unit	10 Lane Green Business Park Euxlerik St H	E1/01375	06/10/2009 00:00	T	80715	02/10/09
E3/00020	Hutton Art and Sport Centre	Seel Road Hutton Manxside	E3/00020	20/11/2009 00:00	M	81401	02/10/09
E3/00025	Hutton Civic Suite	Civic Way Hutton Manxside	E3/00025	19/11/2009 00:00	K	80703	02/10/09
E3/00468	The Gate	620 Phoenix Drive Hutton Manxside	E3/00468	30/11/2009 00:00	S	80701	02/10/09
E3/00846	St Agnes Parish Centre	89 St Marys Road Hutton Manxside	E3/00846	03/11/2009 00:00	L	812107	02/10/09
E3/01730	Indigo	Chelby Road Hutton Manxside	E3/01730	09/09/2009 00:00	T	82841	02/10/09
E4/00280	Holy Family Parish Club	Hall Lane - Corston Villages	E4/00280	16/10/2009 00:00	L	812107	02/10/09
E4/00280	St Andrews Pinched Club	Pathway - Hutton Manxside	E4/00280	06/10/2009 00:00	L	812107	02/10/09
E5/00401	Camel R C College	Perceval Road - St Helens Manxside	E5/00401	02/11/2009 00:00	J	812707	02/10/09
E6/00073	Universal Drop Equipment	16 Woodland Road - Knowlsey Industrial Park R	E6/00073	02/12/2009 00:00	R	80203	02/10/09
E6/00140	TDC Plant Control Chemicals	Penrhyn Road - Knowlsey Manxside	E6/00140	24/11/2009 00:00	S	80201	02/10/09
E6/00298	St Marys Catholic Club	Kennelwood Avenue - Killybegs Manxside	E6/00298	09/11/2009 00:00	L	812107	02/10/09
E6/00404	Watercote Sports and Social Club	Richard Heathcote Drive - Killybegs Manxside	E6/00404	09/11/2009 00:00	L	812107	02/10/09
E6/00629	The New Johnny Todd	Whitefield Drive Killybegs Manxside	E6/00629	26/11/2009 00:00	L	812107	02/10/09
E6/01405	T & P Travel Transport	Woodward Road Killybegs Manxside	E6/01405	02/12/2009 00:00	T	80602	02/10/09
N1/00023	Warehouse - Factory cent 027	Dunnebridge Road Northerton Booterstown	N1/00023	07/10/2009 00:00	R	80203	02/10/09
N1/00117	Julia - BMO	Ormeau Road Antine - Liverpool	N1/00117	29/10/2009 00:00	N	80417	02/10/09
N1/00118	Natko Foodstore (MO)	Ormeau Lane - Booterstown	N1/00118	27/10/2009 00:00	N	80417	02/10/09
N1/00202	Ltd Stores	Northway Maghull Liverpool Manxside	N1/00202	19/10/2009 00:00	N	80817	02/10/09
N1/00217	Irish Banded Village Hall	Lady Green Lane Victoria Road New Strand Ld	N1/00217	09/10/2009 00:00	N	812103	02/10/09
N1/00406	A&B	Park Lane West Northerton Booterstown	N1/00406	30/10/2009 00:00	N	80817	02/10/09
N1/00485	Pumpkin	Leadbeth Road Booterstown	N1/00485	12/10/2009 00:00	N	812103	02/10/09
N1/02003	Hancock	Unit 3 Verity Road Booterstown	N1/02003	18/09/2009 00:00	T	82841	02/10/09
N2/00026	Mathematics Volo	Unit 10 Ormeau Road Antine - Liverpool	N2/00026	19/11/2009 00:00	N	80417	02/10/09
N2/00029	B & S Retail (DIY)	Ormeau Road Antine - Liverpool Manxside	N2/00029	11/11/2009 00:00	N	80417	02/10/09
N2/00070	Viktor Building Supplies Ltd	Ormeau Road Antine - Liverpool Manxside	N2/00070	16/10/2009 00:00	N	80817	02/10/09
N2/00073	S&S Solar	Unit 10 Ormeau Road Antine - Liverpool Manxside	N2/00073	28/10/2009 00:00	N	80817	02/10/09
N2/00090	Maki & Spencer	Unit 4 Placecourse Retail Park Ormeau Road	N2/00090	12/11/2009 00:00	N	80801	02/10/09
N2/00094	Bodo	Unit 9B Placecourse Retail Park Antine	N2/00094	27/10/2009 00:00	N	80801	02/10/09
N2/00098	Nest	Unit 5 Beeches Drive Ormeau Road Antine R	N2/00098	29/10/2009 00:00	N	80815	02/10/09
N2/00137	A & S Patis & Saus Ltd	Placecourse Industrial Estate Ormeau Road Ant	N2/00137	21/10/2009 00:00	N	80417	02/10/09
N2/00154	PC World Placecourse Retail	Ormeau Road Antine - Liverpool Manxside	N2/00154	17/11/2009 00:00	N	80417	02/10/09
N2/00195	Handbase Ltd	Unit 2 Ormeau Road Antine - Liverpool	N2/00195	22/10/2009 00:00	N	80417	02/10/09

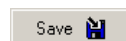
To close the results window

- Click onto the 'X' in the top right hand corner

Saving Queries

To enable to be save the query that you have just created for retrieval and subsequent execution at a later date

- Click the 'Save' button



The Save Query window will display

The system defaults to the first field 'Query Name'

- Enter an appropriate 'Name' of the query being saved
- Enter a 'Brief Description' of the query

Rename Query

Query name:
Files that have had an Inspection but have no Calendar entry

Query description:
This query shows all Premises, within the date range, that have had an Audit but the Inspection Calendar base date and frequency has not been setup - this premises will not be picked up in Work Manager.

Query status: ☐ Private ☒ Public ☐ View

Library:
D:\s Reporting Library

OK Cancel

Position the cursor in the 'Query Status' field

The system defaults to 'Private'



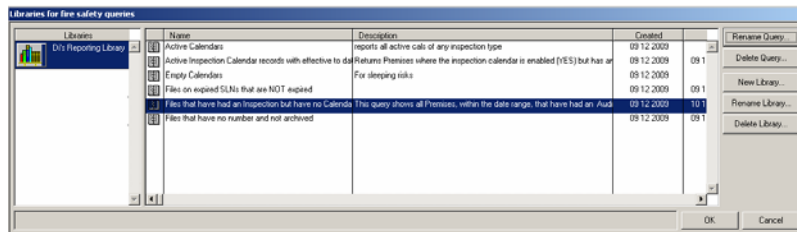
If however, the query is to be accessible to all users

- Select 'Public' option

The 'Public' option allows all users within the allocated department to see and use the query.

- Click onto the 'Library' folder
- Click the 'OK' button to 'Save' the query.

A query has been formulated and 'Saved' for retrieval at a later date.



REMEMBER...

Users can change the query but must remember to always '**SAVE AS**' this will give the user the option to give the amended query a new name. By clicking onto the '**SAVE**' icon the user will overwrite the query...

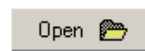
The system will return to the 'Fire Safety Queries' window and the heading will have changed from 'Untitled' to the name you 'Saved' the query at.



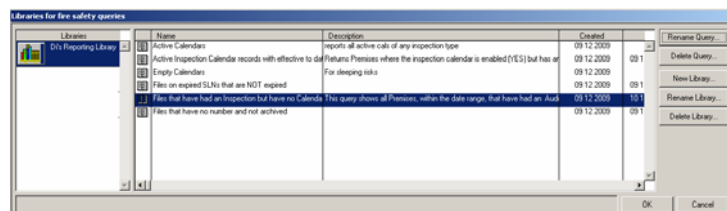
View / Open a Saved Query

To 'View' or 'Open' the 'Saved' query

- Click onto the 'Open' button
- Click onto the 'Library' you saved the query in



As you can see the query you created and saved is in the 'Library'



Notice there is four columns

- Name: This is the 'Name' of the query
- Description: This is the 'Brief Description' about the query
- Created: This is the 'Date' the query was created
- Last Run: This is the 'Date' of the last time this query was opened and 'Last Run'

- Click onto the 'OK' button to close the window

Let's take a look at another query

Q2: How many and type of Inspections performed on all properties within the past year

For this Query to work we will need all of what is displayed below

Availability Fields (Tables):	Selected Columns:	Define Selected Columns
Premises	FSEC Group	Value of Date Greater than or Equal to 01 04 2007
Inspections	Supplementary Line No	AND
Integrated Risk Codes	Description	Value of Date Less than or Equal to 31 03 2008
Inspection Type	Finish Date	
Location		Change the dates to suit your question

AVAILABILITY TABLES: window one

Let's go through this Query Step by Step

First we need to enter our tables into the 'Available Fields' window



- Highlight the option of 'General' folder
- Click on 'Add Table' button at bottom of window 1

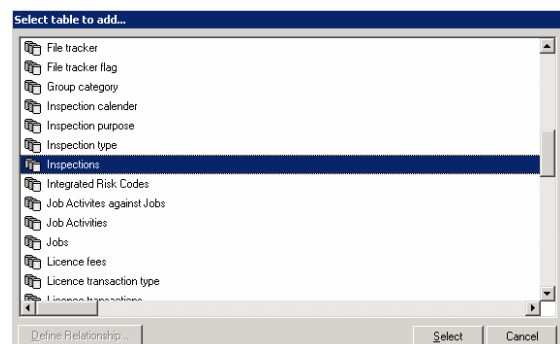
Add table

Once a table has been selected you can not use the 'General' folder again. The reason for this is you now need to link the tables to each other for your Query to work.

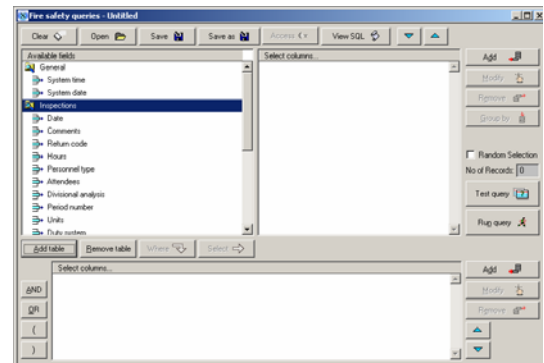
Here is where you will link the tables

- Select a Table that you wish search on by highlighting i.e. 'Inspections'
- Click onto the 'Select' button

Select



As you can see 'Inspections' table and all the sub-fields within that table has appeared in the 'Available Fields' window (1).

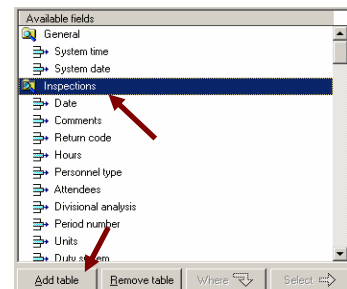
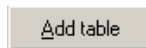


Under the 'General' folder you will be given the list of all the Tables available within Fire Safety Reporting. All the other folders will only have tables that are linked to that particular table.

Adding Additional Tables to the Query

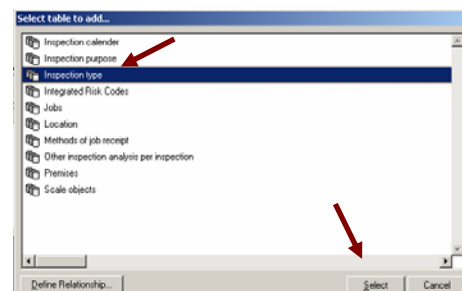
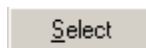
From the Inspections folder

- Highlight 'Inspections' folder
- Click onto 'Add Table' button



This will open up the 'Available Fields' option window, which is a list of All Tables of Search Criteria Available

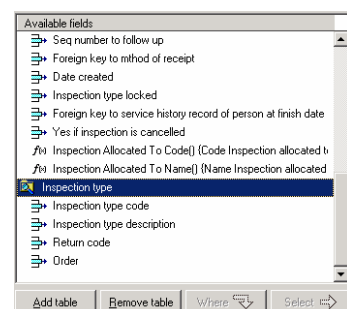
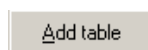
- Select 'Inspection Type'
- Click onto the 'Select' button



As you can see 'Inspections Types' and all the sub options associated to the table has now appeared under 'Inspections' in the 'Availability Fields' window.

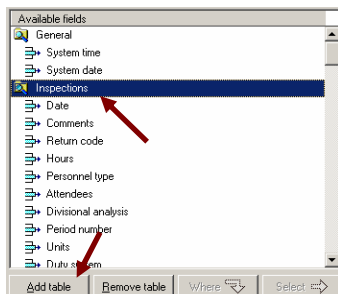
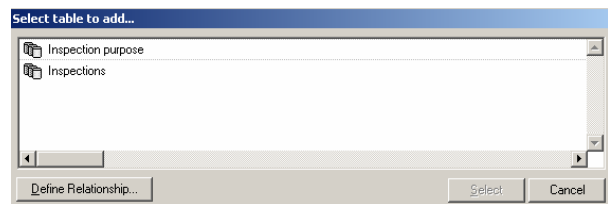
We now need to enter the 'Integrated Risk Code' folder.

- Click onto the 'Inspections' folder
- Click onto the 'Add Table' button

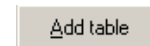


You will see that the 'Integrated Risk Code' table is 'NOT' linked to the 'Inspections Types' table.

- Click onto the Cancel button

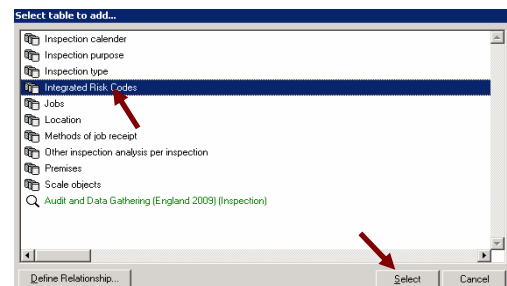


- Scroll up the page
- Click onto the 'Inspections' folder
- Click on 'Add Table' button

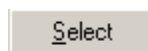


The tables that are 'Linked' to the 'Inspections' table will appear, as shown

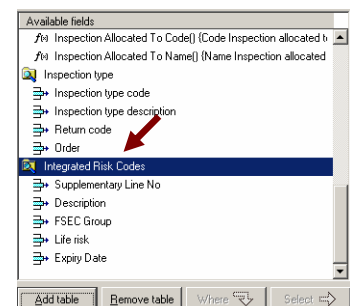
As you can see there aren't as many sub-tables as there was in the 'General' table this is because the 'General' folder is a generic folder that displays ALL of the tables within the Fire Safety Reporting window. The Inspection folder only displays what has been linked to that particular table. Same with the 'Premises' 'Inspection Types', 'Locations' etc... folders



- Select Integrated Risk Code
- Click onto the Select button

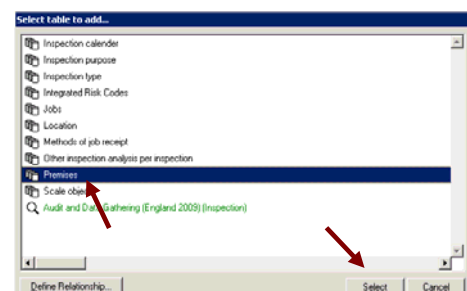
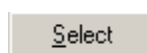
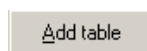


As you can see 'Integrated Risk Code' and all the sub options associated to the Table has now appeared under 'Inspection Type' in the 'Availability Fields' window.



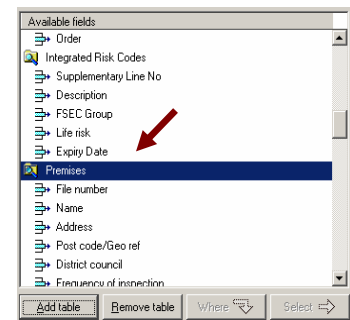
From the 'Inspections' folder

- Highlight 'Inspections' folder
- Click onto Add Table
- Select 'Premises'
- Click onto the Select button



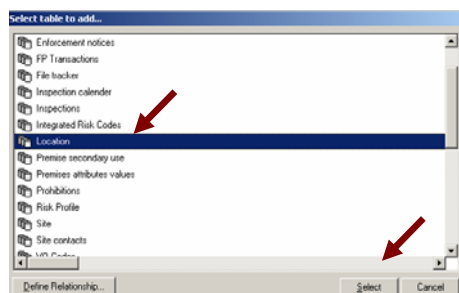
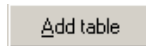
Even though Premises is linked to the 'Integrated Risk Code' table it may not be linked within the system setup. Knowing the System Setup is very important when creating these Queries form Fire Safety Reporting.

As you can see Premises and all the sub options associated to the Table has now appeared under Integrated Risk Code in the 'Availability Fields' window.

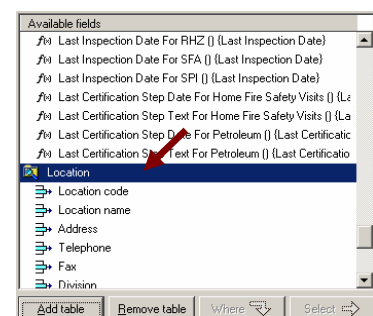
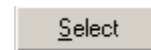


From the 'Premises' folder

- Highlight 'Premises' folder
- Click onto Add Table



- Select 'Locations'
- Click onto the Select button



As you can see 'Location' and all the sub options associated to the Table has now appeared under 'Premises' in the 'Availability Fields' window.

Now we have inserted all the tables we need to use

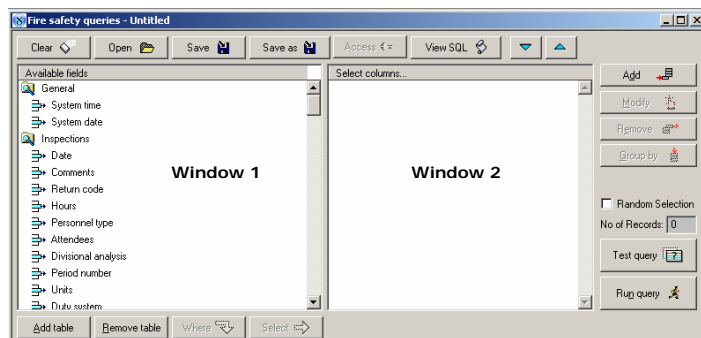
We now need to 'Select' the 'Columns' in which the data will be displayed under within the 'Query Report'



To know what Tables are linked to and what sub-options are associated to what table go to 'Fire Safety Reporting Tables and Links Manual' to see the full listings of all Tables and Attribute Groups that are in the Fire Safety Reporting Queries. It is also important to have a good knowledge of the setup system and know where the data can be pulled from.

SELECTED COLUMNS: window two

To create the report you first have to select the information that you wish to return in report columns from the 'Available Fields' window (1) into the 'Select Columns' window (2).



This is done by

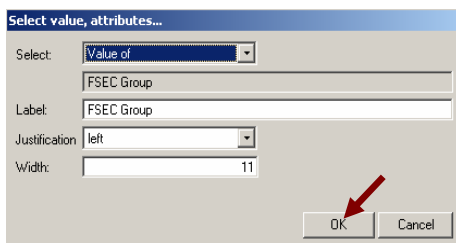
- With in the 'Integrated Risk Code' folder
- Double click onto the 'FSEC Group' sub menu options (on the left)

Or

- Click onto and highlight the 'FSEC Group' sub menu options (on the left)
- Click onto the 'Select' button

Select ➡

The 'Select Value, Attributes' window will appear

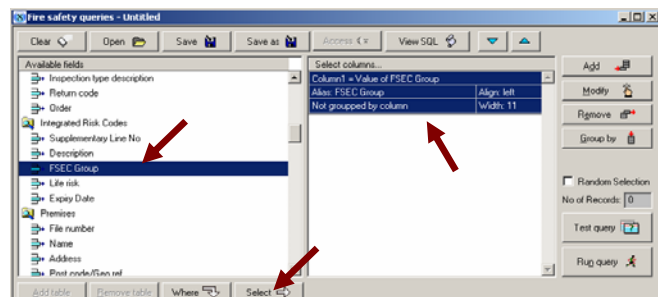


This will open up the 'Select Value Attributes' window where it allows you to change the character length which determines the width of column in the report.

The 'Label' box allows you to change the heading for that column.

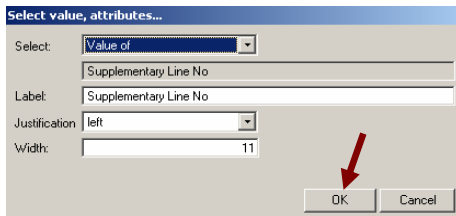
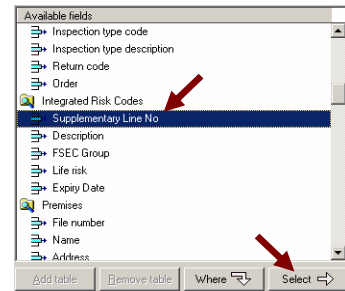
- Click onto the 'OK' button

As you can see the 'FSEC Group' has appeared in the 'Select Column' window (2) on the right.



- With in the 'Integrated Risk Code' folder
- Click onto the 'Supplementary Line No' sub menu option
- Click onto the 'Select' button

Select ➡

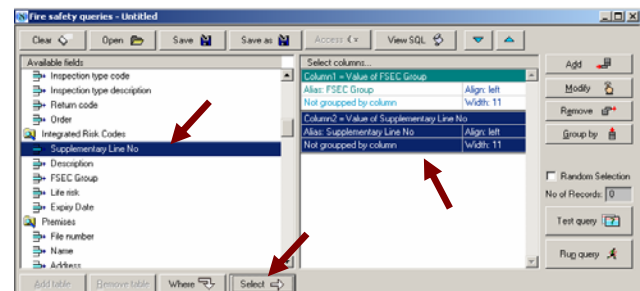


This will open up the 'Select Value Attributes' window where it allows you to change the character length which determines the width of column in the report.

The Label box allows you to change the heading for that column.

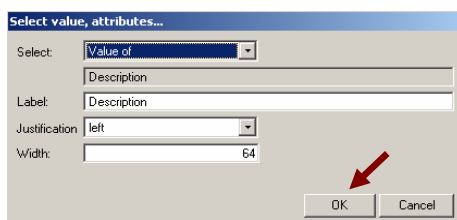
- Click onto the 'OK' button

As you can see the 'Supplementary Line No' has appeared as column 2 under the 'FSEC Group' column



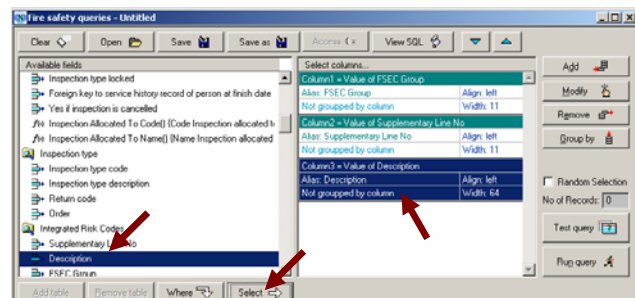
- With in the Integrated Risk Code folder
- Click onto and highlight the 'Description' sub menu options
- Click onto the 'Select' button

Select ➡



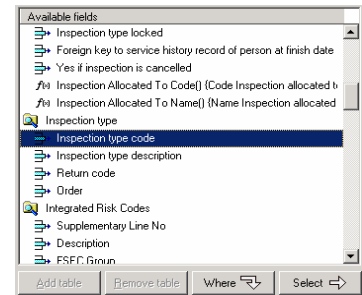
- Click onto the OK button

As you can see 'Description' has appeared as column 3 under the 'Supplementary Line No'



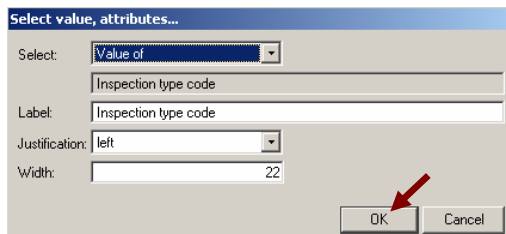
- With in the Inspection Type' folder
- Click onto and highlight the 'Inspection Type Code' sub menu options
- Click onto the 'Select' button

Select ➡



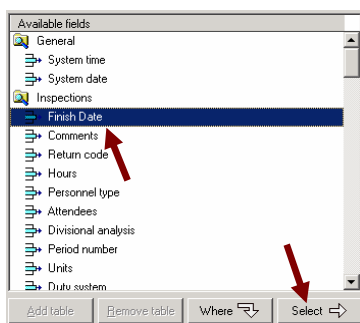
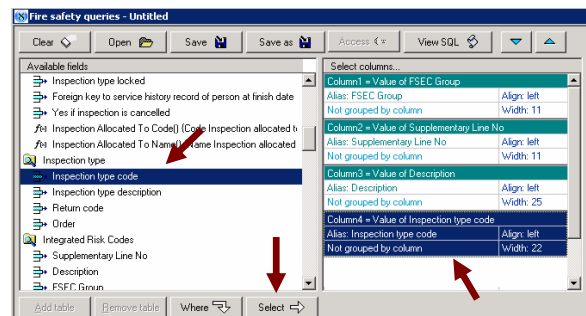
This will open up the 'Select Value Attributes' window where it allows you to change the character length which determines the width of column in the report.

The Label box allows you to change the heading for that column.



- Click onto the 'OK' button

As you can see 'Inspection Type Code' has appeared as column 3 under the 'Description' column



- Click onto the 'Inspections' folder
- Click onto 'Finish Date' sub menu option
- Click onto the 'Select' button

Select ➡

Date Range

The 'Date Range' fields are referencing the date attribute identified as a 'Reference Date'.

It would be usual to only set one date as a 'Reference Date' in a single query. If multiple 'Reference Dates' are used both dates will need to fall within the 'Date Range' defined.

E.g. where the 'Inspection Created Date' and 'Inspection Finish Date' falls within the 'Date Range' set.

If you enter a 'Date' criteria to your query the 'Select Value, Attributes' window will be a little different – as shown

This dialog box gives you the option to choose a different 'Reference Date'

The default is 'Within Date Range'

If you do wish to change this

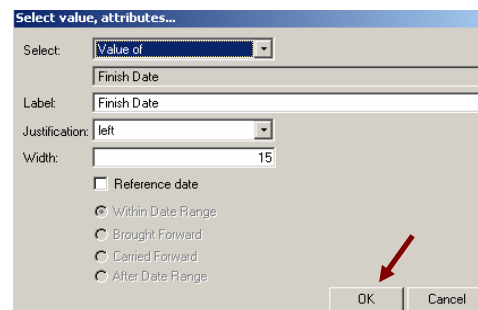
- Click onto the 'Reference Date' box

This will activate the options

- Select one of the options

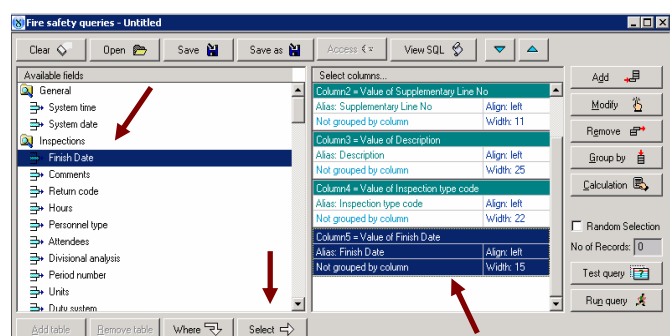
To grey out the other options

- Remove the tick from the 'Reference Date' box
- Click onto the 'OK' button



As you can see the 'Date' has been entered as the forth column

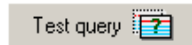
At this stage, not all queries need to be defined or set to a date range.



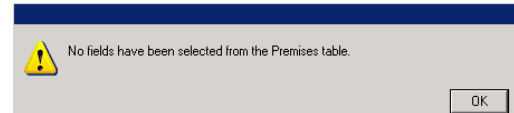
Test and Run Query Buttons

To 'Test Query'

- Click onto the 'Test Query' button



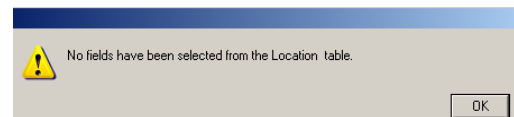
This dialog box will pop up if you have selected a table from Available Fields (window 1) but have not used it within the Selected Columns (window 2).



- Click onto the 'OK' button

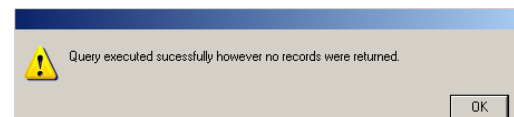
Another dialog box will appear

- Click onto the 'OK' button



If more, repeat the process

If there are no records to pull back which meet the search criteria entered, a message will appear as follows:

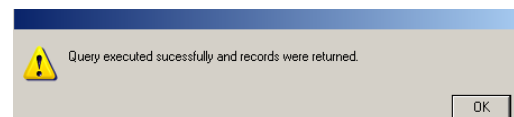


This lets you know not to run Query as there are no records returned

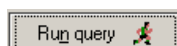
- Click onto the OK button

If there are records to return

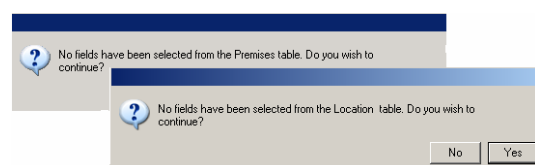
A dialog box will appear letting you know that there were records returned



- Click onto the 'OK' button
- Click onto the 'Run Query' button



Similar dialog boxes will appear, informing you that 'No fields have been selected...'



Total number of records = 158052

FSEC Group	Supplementary Line No	Description	Inspection type code	Finish Date
C15	C15	House In Multi Occ - Flats	SP1	20 06 2005 00:00
C15	C15	House In Multi Occ - Flats	SP1	30 06 2005 00:00
E25A1	E25A1	other Workplace	SP1	26 10 2009 00:00
E25B	E25B	Explosives Mode B Registered	SP1	22 10 2002 00:00
E25B	E25B	Explosives Mode B Registered	SP1	19 10 2001 00:00
E25B	E25B	Explosives Mode B Registered	SP1	15 10 2004 00:00
E25B	E25B	Explosives Mode B Registered	SP1	11 11 2003 00:00
E25B	E25B	Explosives Mode B Registered	SP1	17 12 2002 00:00
D27R	D27R	Other Pressures open to the public	FUI	28 10 2003 00:00
D27R	D27R	Other Pressures open to the public	SP1	12 06 2009 00:00
E25B	E25B	Explosives Mode B Registered	SP1	05 10 2001 00:00
E25A	E25A	Other Petroleum Work	PLJ	30 05 2002 00:00
E25A	E25A	Other Petroleum Work	PLJ	31 05 2002 00:00
E25B	E25B	Explosives Mode B Registered	SP1	30 10 2002 00:00
E25B	E25B	Explosives Mode B Registered	SP1	06 11 2001 00:00
E25B	E25B	Explosives Mode B Registered	SP1	22 10 2002 00:00
E25A	E25A	Licensed Store Public	FUI	14 12 2001 00:00
E25A	E25A	Licensed Store Public	BRG	20 12 2001 00:00
A4	A4	Shop	FUI	20 06 2006 00:00
A4	A4	Shop	SP1	25 10 2006 00:00
E25A	E25B	Licensed Store Public	FUI	23 04 2002 00:00
A4	A4	Shop	FUI	28 10 2003 00:00
A4	A4	Shop	FUI	26 03 2007 00:00
A4	A4	Shop	SP1	21 10 2005 00:00
A4	A4	Shop	SP1	03 11 2005 00:00
A4	A4	Shop	SP1	21 02 2006 00:00
A4	A4	Shop	SP1	07 04 2006 00:00
A2	A2	Factory	FUI	05 10 2005 00:00
A2	A2	Factory	REI	16 08 2005 00:00
A2	A2	Factory	REI	28 02 2006 00:00
A2	A2	Factory	FUI	27 01 2003 00:00
A3	A3	Office	SP1	12 12 2002 00:00
A3	A3	Office	BRG	30 06 2004 00:00
A3	A3	Office	REI	16 11 2004 00:00
A3	A3	Office	SP1	10 07 2001 00:00
A3	A3	Office	REI	09 07 2001 00:00
A3	A3	Office	BRG	15 09 2004 00:00
C3	C3	Nursing Home	FUI	11 07 2003 00:00

As you can see in this example, there are 158052 records have returned

Showing all 'FSEC Group' with the 'Type of Inspections' they have had and which ones have or don not have a 'Finish Date'.

DEFINE SELECT COLUMN: window three

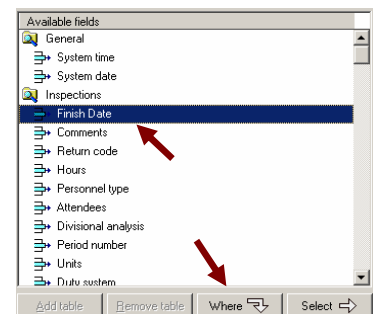
Now you need to enter search conditions to run the report and limit extent of data returned

Remember, the question we were asking was...

How many and type of Inspections performed on all properties within the past year?

In Available Fields

- Click onto and highlight 'Finish Date' in the Available Fields (window 1) under the table of 'Inspections'.
- Click on the 'Where' button



This will open the value 'Where' window

Where...

Function: Value of

Field: inspections.finish date

Condition: Equal to

Value: |

OK Cancel

The 'Function' box is always defaulted to 'Value of'

- Click onto the Functions Arrow

A drop down menu of options will appear

A drop down list will appear > change if necessary

For this query we want the 'Function' on 'Value Of' option

Where...

Function: Value of

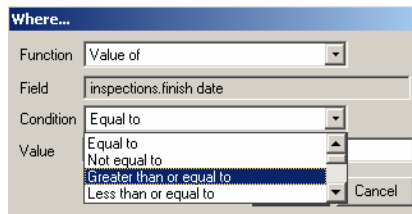
Field: Value of

Condition: Upper case value of

Value: Mid value (substr(3,3))

The Condition is always defaulted to 'Equals to'

- Click onto the Conditions Arrow
- A drop down menu of options



Equals to	= Numbers / Dates
Not equals to	= Numbers / Dates
Greater that or equals to	= Numbers / Dates
Less than or equals to	= Numbers / Dates
Begins with	= Text
Ends with	= Text
Contains	= Text
Is empty	= Leave Blank
Is not empty	= Leave Blank
Does not begin with	= Text
Does not end with	= Text
Does not contain	= Text

For a Date Range: 'Greater that or equals to' and 'Less than or equals to' is commonly used

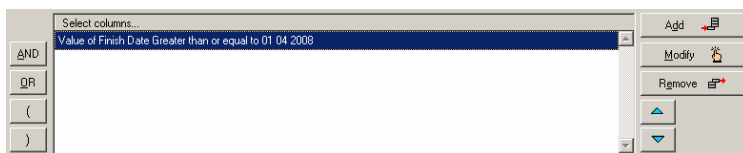
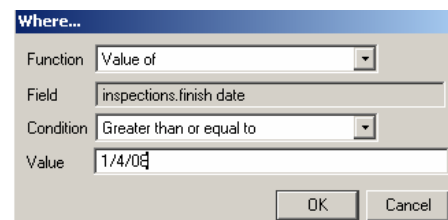
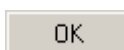
For Text: 'Begins with' or 'Contains' are commonly used

Enter a Date Range

If you wanted to enter a Date Range between 1st April 08 to 31st March 09

In the Conditions box you need to

- Choose '**Greater than or equal to**' option
- Enter the 'Finish Date'
- Click onto the OK button



As you can see in the 'Where' window (3) the 'Date Range' has appeared.

To add another line to the query you first need to add a 'AND' / 'Or' to the query window

Add in a Query Line

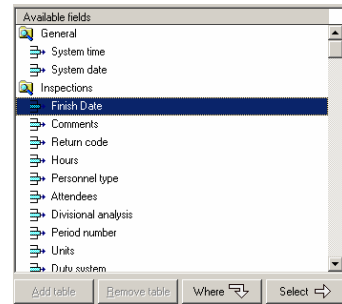
- Click onto either the **AND** / **OR** button

For this example I am using the **AND** button



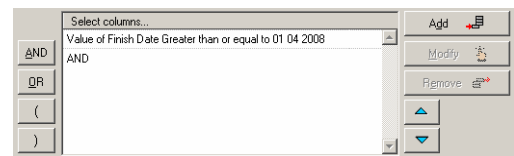
You can either:-

- Click onto the table through window (1) then
- Click onto the 'Where' icon



Or you can...

- Click on the 'Add' button
- Select another option from 'Available Fields' window



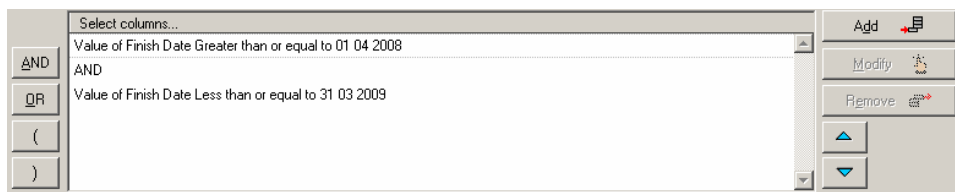
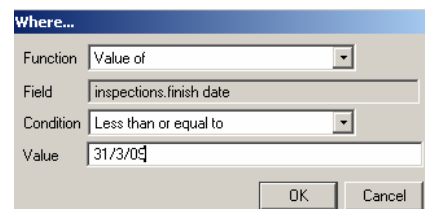
Either way

- Click onto 'Inspections' folder
- Click onto 'Finish Date' table

The 'Where' box will appear

In the Conditions box you need to

- Select '**Less than or equal to**' option
- Enter the (end) 'Finish Date'
- Click onto the OK button



- Click onto the Run button

Total number of records = 11751

FSEC Group	Supplementary Ld	Description	Inspection type code	Finish Date
A	C1001	Hospital	FUI	16.02.2009 00:00
A	C1001	Hospital	PLI	22.08.2008 00:00
N	B0817	Shop	SPR	21.12.2008 00:00
N	B0817	Shop	BRG	27.05.2008 00:00
P	D2702	Other Premises open to the public	CL AUDIT	10.12.2008 00:00
P	D2702	Other Premises open to the public	FUI	11.02.2009 00:00
L	D2104	Licensed Premise	SPR	03.11.2008 00:00
L	D2104	Licensed Premise	SPR	23.04.2008 00:00
N	A0417	Shop	SPR	31.12.2008 00:00
N	A0417	Shop	SPR	09.12.2008 00:00
L	D2105	Licensed Premise	CL AUDIT	23.10.2008 00:00
N	B0807	Shop	FUI	12.11.2008 00:00
E298	E298	Explosives Mode B Registered	SPR	04.11.2008 00:00
E298	E298	Explosives Mode B Registered	SPR	03.11.2008 00:00
E298	E298	Explosives Mode B Registered	SPR	10.10.2008 00:00
D	C1502	Purpose built flatlet occupied as an HMO	CL AUDIT	14.10.2008 00:00
D	C1502	Purpose built flatlet occupied as an HMO	FUI	15.04.2009 00:00
N	B0808	Shop	FUI	06.02.2009 00:00
N	B0808	Shop	FUI	02.02.2009 00:00
N	B0808	Shop	SPR	30.04.2008 00:00
N	B0808	Shop	CL AUDIT	03.12.2008 00:00
S	B0701	Office	BRG	13.05.2008 00:00
S	B0701	Office	BRG	29.09.2008 00:00
F7	F7	Fire Investigation	CL MSC	20.11.2008 00:00
L	D2102	Licensed Premise	CL AUDIT	23.10.2008 00:00
N	B0802	Shop	FUI	12.11.2008 00:00
F7	F7	Fire Investigation	CL MSC	20.08.2008 00:00
L	D2107	Licensed Premise	CL AUDIT	17.06.2009 00:00
F	A0101	Hotel	BRG	19.02.2009 00:00
L	D2107	Licensed Premise	FUI	17.03.2009 00:00
F7	D2107	Fire Investigation	CL AUDIT	20.05.2008 00:00
H	C1202	Other Sleeping Accommodation	CL MSC	23.10.2008 00:00
F7	F7	Fire Investigation	SPR	14.01.2009 00:00
F7	F7	Fire Investigation	CL MSC	02.01.2009 00:00
F7	F7	Fire Investigation	CL MSC	23.07.2008 00:00
S	B0701	Office	PLI	05.11.2008 00:00
S	B0701	Office	PLI	29.11.2008 00:00

This time there are 11751 records returned showing the same as before but only the records where a 'Finish Date' was within the date range that was entered.

This type of query you can use the 'Count of'

Count Of

'Count of' will count how many records they are to be counted e.g. How many Inspections for each FSEC Group

- Double click onto the "Inspection Type Code" column
- Click onto the 'Inspection Type Code' column
- Click onto the 'Modify' icon

The 'Select' box is a drop down box which defaults to the 'Value Of'

Column	Value	Alias	Align	Width
Column1	Value of FSEC Group	Alias: FSEC Group	Align: left	Width: 11
Column2	Value of Supplementary Line No	Alias: Supplementary Line No	Align: left	Width: 11
Column3	Value of Description	Alias: Description	Align: left	Width: 64
Column4	Value of Inspection type code	Alias: Inspection type code	Align: left	Width: 10
Column5	Value of Finish Date	Alias: Finish Date	Align: center	

- Click onto the 'Select' arrow

A dropdown menu will appear

Select value, attributes...

Select: Value of

Label: Value of

Justification: Sum of

Width: Distinct count of

- Click onto 'Count Of'

This will allow the query to 'Count' how many; in this case, 'Inspection Types' were made for each 'FSEC Group'.

- 'Count Of' has now appeared into the 'Select' box

I have also changed the

- 'Justification' to 'Centre'
- 'Width' from '10' to '8'
- Click onto the 'OK' button

Select value, attributes...

Select: Count of

Label: Count of Inspection type code

Justification: center

Width: 8

OK Cancel

Select columns...

Column1 = Value of FSEC Group	Align: left
Alias: FSEC Group	Width: 11
Column2 = Value of Supplementary Line No	Align: left
Alias: Supplementary Line No	Width: 11
Column3 = Value of Description	Align: left
Alias: Description	Width: 64
Column4 = Count of Inspection type code	Align: center
Alias: Count of Inspection type code	Width: 8
Column5 = Value of Finish Date	Align: center
Alias: Finish Date	Width: 11

As you can see the changes to the 'Inspection Type Code', in column 4, have been changed.

- Click onto the 'Run Query' button

Total number of records = 6073

For safety queries

FSEC Group	Supplementary Line No	Description	Count of Inspection type code	Finish Date
X	J120	Other Locations	1	01 04 2008 00:00
H	C1302	Sect 72 Built Act purpose built flats = under 4 storeys	6	01 04 2008 00:00
N	A04018	Shop	1	01 04 2008 00:00
B	C0902	Care Home	1	01 04 2008 00:00
P	C2601	Other Premises open to the public	1	01 04 2008 00:00
N	A0401	Shop	5	01 04 2008 00:00
F	A0101	Hotel	2	01 04 2008 00:00
P	C2501	Other Premises open to the public	1	01 04 2008 00:00
H	C1601	Other Sleeping Accommodation	3	01 04 2008 00:00
E28A	E288	Licensed Store Public	4	01 04 2008 00:00
G	G6018	Non Inspection Work	54	01 04 2008 00:00
L	C2107	Licensed Premise	1	01 04 2008 00:00
D	C1301	Sect 72 Built Act purpose built flats = 4 storeys & c	2	01 04 2008 00:00
N	B0009	Shop	1	01 04 2008 00:00
T	E2501	Other Workplace	1	01 04 2008 00:00
E28B	E284	Explosives Made & Registered	1	01 04 2008 00:00
P	C2004	Other Premises open to the public	1	01 04 2008 00:00
B	C0901	Care Home	3	01 04 2008 00:00
T	B0001	Other Workplace	2	01 04 2008 00:00
S	B0701	Office	1	01 04 2008 00:00
T	K0105	Other Workplace	1	01 04 2008 00:00
R	B0603	Factory or Warehouse	2	01 04 2008 00:00
B	C0504	Care Home	1	01 04 2008 00:00
L	C2101	Licensed Premise	6	01 04 2008 00:00
F7	F7	Fire Investigation	1	01 04 2008 00:00
X	J130	Other Locations	1	01 04 2008 00:00
N	B0001	Shop	7	01 04 2008 00:00
J	C2707	Further Education	1	02 04 2008 00:00
P	C2501	Other Premises open to the public	1	02 04 2008 00:00
H	B0009	Shop	1	02 04 2008 00:00
H	C1601	Other Sleeping Accommodation	1	02 04 2008 00:00
H	C1302	Sect 72 Built Act purpose built flats = under 4 storeys	3	02 04 2008 00:00

As you can see 6073 records have returned. The 'Inspection Type' has been counted for each 'FSEC Group'.

The 'Inspection Type Code' heading has changed to 'Count of Inspection Type Code' and is now centred

Let's add another 'Count of'

- Double click onto the 'Finish Date' column
- Click onto the 'Finish Date' column
- Click onto the 'Modify' icon

Select columns...

Column2 = Value of Supplementary Line No	Align: left
Alias: Supplementary Line No	Width: 11
Column3 = Value of Description	Align: left
Alias: Description	Width: 64
Column4 = Count of Inspection type code	Align: center
Alias: Count of Inspection type code	Width: 8
Column5 = Value of Finish Date	Align: left
Alias: Finish Date	Width: 11

The 'Select' box is a drop down box which defaults to the 'Value Of'

- Click onto the 'Select' arrow

A dropdown menu will appear

- Click onto 'Count Of'

Select value, attributes...

Select: Value of

Label: Value of

Justification: Sum of

Width: Count of

This will allow the query to 'Count' the; in this case, 'Finish Date'

- 'Count Of' has now appeared into the 'Select' box
- Click onto the 'OK' button

Select value, attributes...

Select: Count of

Label: Finish Date

Justification: Count of Finish Date

Width: left

Reference date: ☐

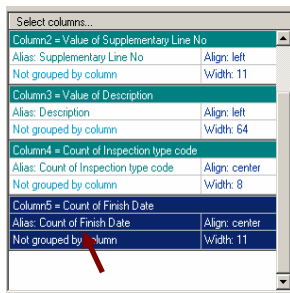
Within Date Range: ☒

Brought Forward: ☐

Carried Forward: ☐

After Date Range: ☐

OK Cancel



As you can see the changes to the 'Finish Date', in column 5, have been changed.

- Click onto the Run icon

total number of records = 180

FSEC Group	Supplementary Line	Description	Count of Inspection type code	Count of Finish Date
F1	F1A	Attendance at Display/Exhibition	1	1
B	C0909	Case Home	2	2
B	C0908	Case Home	6	6
B	C0906	Case Home	61	61
B	C0905	Case Home	6	6
B	C0904	Case Home	12	12
B	C0903	Case Home	28	28
B	C0902	Case Home	38	38
B	C0901	Case Home	298	298
E29A	E29E	Directed Tanks	18	18
C9	C9B	Disabled Persons Home	1	1
E29B	E29A	Explosives Mode A Registered	44	44
E29B	E29B	Explosives Mode B Registered	132	132
A2	A2	Factory	1	1
R	A0103	Factory or Warehouse	225	225
R	K0103	Factory or Warehouse	11	11
R	K0101	Factory or Warehouse	99	99
R	G0103	Factory or Warehouse	3	3
R	B0603	Factory or Warehouse	156	156
F7	F7	Fire Investigation	238	238
F4A	F4A	FS Talks - General	3	3
F2	F2	FS Talks - Home	88	88
J	D2108	Further Education	32	32
J	D2707	Further Education	47	47
J	D2708	Further Education	2	2
J	D2709	Further Education	46	46
D27	D27B	Halls - Public, Community etc	1	1
G	C1503	HMO, Houses converted to flats	88	88
PS	PS	Home Fire Safety Risk Inspection	2	2
C9	C9C	Homes for Mentally Handicapped	1	1
C	C1504	Homes in Multiple Occupation (HMO), Tenement	2	2
A	C1001	Hospital	220	220
E	C1002	Hospital	11	11
E	C1401	Hotel	60	60
F1	F1B	Hot Spot & Leaflet Campaign	1	1

In this example, there are now 180 records have returned counting how many 'Inspection Type Code' and how many with 'Finish Date' for each 'FSEC Group'.

e.g. FSEC E28 > 29 inspection type > 12 on the same finish date

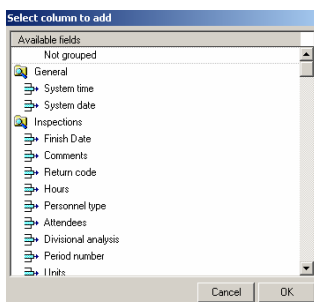
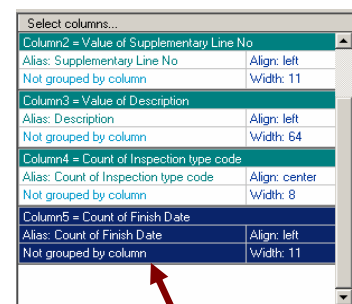
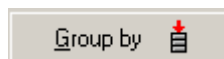
The 'Finish Date' heading has changed to 'Count of Finish Date'.

Let's make this query easier to understand by using the Grouping the query

Group By

Usually a Query will show the data in the columns you have selected. 'Group By' allow you to create a 'Three Dimensional' Query. To do a 'Three Dimensional Report', meaning you will have headings down the side (Y axis) and the headings along the top (X axis) use the 'Group By' button. Like a line chart.

- Click and highlight the 'Finish Date' Column
- Click onto the 'Group By' button

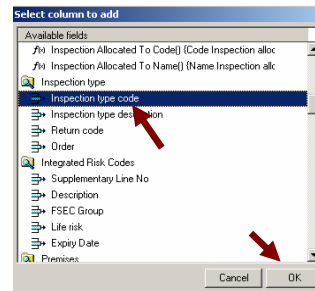


The 'Select Column to Add' window will appear

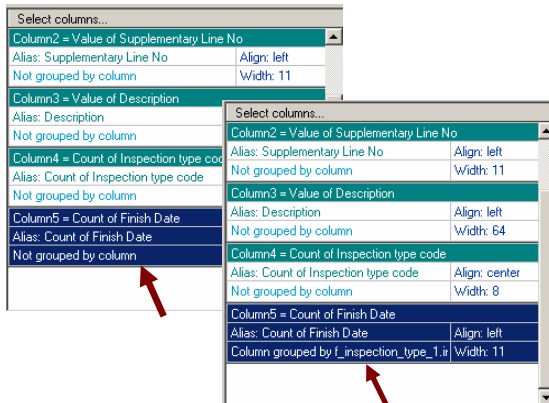
Notice the tables available in this window are the same tables you selected in Availability Fields (window one).

For this example:

- Scroll down to 'Inspection Types'
- Click onto 'Inspections Type Code'
- Click onto the 'OK' button



Once you have selected all of your tables / columns it should look something like the example below



The selected field will now show in right window (2), (selected columns window)

Repeat this until you have entered in all headings for columns that you wish to be displayed in report.

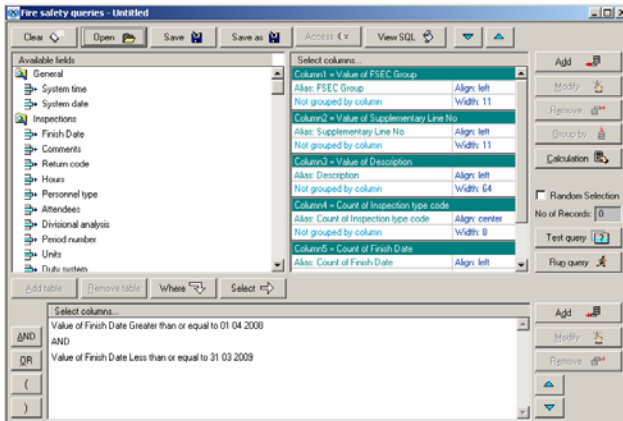
- Run the Report

You will still see the 180 records that have returned like before, except the system has entered the 'FSEC Groups' down the side of the page and the 'Inspection Codes' across the top of the page, giving you a 'Count by' (total) of each 'Inspection Type'. And the row 'Grouped' the data by 'Inspection Types' – giving each inspection its own column.

Total number of records = 180																	
Fire safety queries																	
FSEC Group	Supplementary Line	Description	Count of Inspection type code	AUDIT	BRG	CLAUDIT	CLMSC	DPI	FUI	FUL	GCD	PLI	PRE	REI	SPI		
F1	F1A	Attendance at Display/Exhibition	1	0	0	0	1	0	0	0	0	0	0	0	0		
B	C0908	Care Home	6	0	0	3	0	0	0	0	0	0	0	0	3		
B	C0905	Care Home	6	0	4	0	0	0	1	0	0	0	0	0	1		
B	C0904	Care Home	12	0	0	3	0	0	1	0	0	0	0	0	8		
B	C0903	Care Home	28	0	3	10	0	0	1	0	0	1	0	0	13		
B	C0902	Care Home	38	0	5	11	0	0	7	0	0	1	0	0	14		
B	C0906	Care Home	61	0	2	23	0	0	9	0	0	0	0	0	27		
B	C0909	Care Home	2	0	0	1	0	0	0	0	0	0	0	0	1		
B	C0901	Care Home	298	0	52	66	0	0	49	0	0	3	0	0	128		
E28A	E28E	Derelect Tanks	18	0	0	0	0	0	4	0	0	0	0	0	14		
C9	C9B	Disabled Persons Home	1	0	0	1	0	0	0	0	0	0	0	0	0		
E29B	E29A	Explosives Mode A Registered	44	0	0	0	0	0	0	0	0	1	0	0	43		
E29B	E29B	Explosives Mode B Registered	132	0	3	0	0	0	2	0	0	1	0	0	126		
A2	A2	Factory	1	0	0	0	0	0	0	0	0	0	0	1	0		
R	B0603	Factory or Warehouse	156	0	45	7	0	0	20	0	0	7	0	0	77		
R	G0103	Factory or Warehouse	3	0	2	0	0	0	0	0	0	0	0	0	1		
R	K0101	Factory or Warehouse	99	0	36	5	0	0	24	0	0	5	0	0	29		
R	A0203	Factory or Warehouse	225	0	40	32	0	0	34	0	0	5	0	0	114		
R	K0103	Factory or Warehouse	11	0	4	0	0	0	3	0	0	0	0	0	4		
F7	F7	Fire Investigation	238	0	0	0	238	0	0	0	0	0	0	0	0		
F4A	F4A	FS Talks - General	3	0	0	0	3	0	0	0	0	0	0	0	0		
F2	F2	FS Talks - Home	88	0	0	0	88	0	0	0	0	0	0	0	0		
J	D2708	Further Education	2	0	1	1	0	0	0	0	0	0	0	0	0		
J	D2108	Further Education	32	0	6	7	0	0	5	0	0	0	0	0	14		
J	D2709	Further Education	46	0	18	1	0	0	4	0	0	7	0	0	16		
J	D2707	Further Education	47	0	30	0	0	0	3	0	0	1	0	0	13		
D27	D27B	Halls - Public, Community etc	1	0	0	1	0	0	0	0	0	0	0	0	0		
G	C1503	HMD: Houses converted to flats	88	0	1	0	0	0	0	0	0	0	0	0	88		
F6	F6	Home Fire Safety Risk Inspection	2	0	0	0	2	0	0	0	0	0	0	0	0		
C9	C9C	Home for Mentally Handicapped	1	0	0	0	0	0	0	0	0	1	0	0	0		
C	C1504	Houses in Multiple Occupation [HMO]	2	0	0	0	0	0	1	0	0	0	0	0	1		
A	C1002	Hospital	11	0	3	3	0	0	3	0	0	0	0	0	2		
A	C1001	Hospital	220	0	105	7	0	0	36	0	0	9	0	0	63		
E	A0101	Hotel	60	1	10	15	0	0	7	0	0	0	0	0	27		
F1	F1B	Hot Spot & Leaflet Campaign	1	0	0	0	1	0	0	0	0	0	0	0	0		
F	A0102	Hotel	9	0	1	1	0	0	1	0	0	0	0	0	6		
F	C1612	Hotel	40	0	4	8	0	0	12	0	0	1	0	0	15		
F	A0101	Hotel	357	0	33	48	1	0	134	0	0	14	0	0	127		
G	C140R	Homes converted to Flat	50	0	21	0	0	0	3	0	0	0	0	0	26		

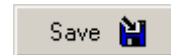
Saving Queries

To enable queries to be saved for retrieval and subsequent execution at a later date



Once the Query has been created

- Click the 'Save' button



The Save Query window will display

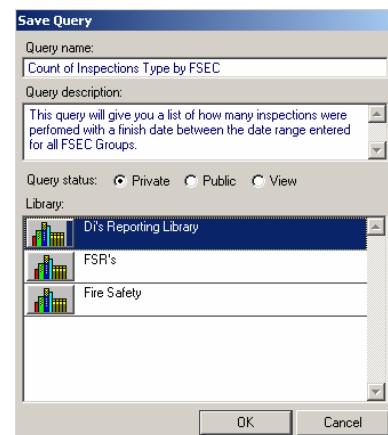
The system defaults to the first field 'Query Name'

- Enter an appropriate 'Name' of the query being saved
- Enter a 'Brief Description' of the query
- Position the cursor in the 'Query Status' field

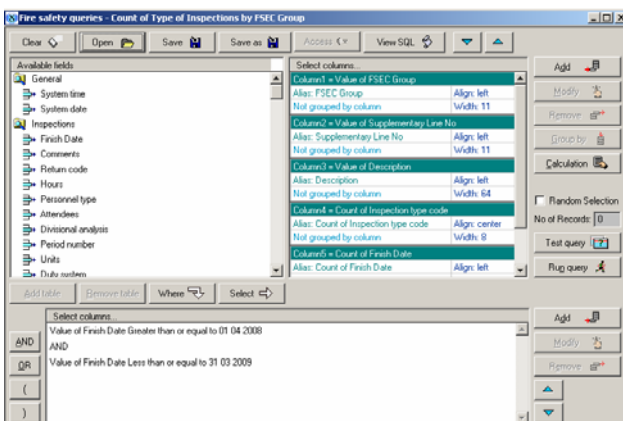
The system defaults to 'Private', if however the query is to be accessible to all users



- Select 'Public' option
- Click onto the 'Library' folder
- Click the 'OK' button to 'Save' the query.

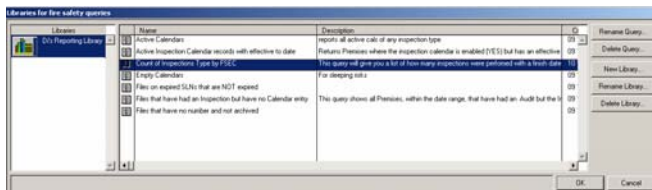


The system returns to the 'Fire Safety Queries' window

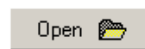


A query has been formulated and 'Saved' for retrieval at a later date.

To 'View' the 'Saved' query



- Click onto the 'Open' button



- Click onto the 'Library' you saved the query in

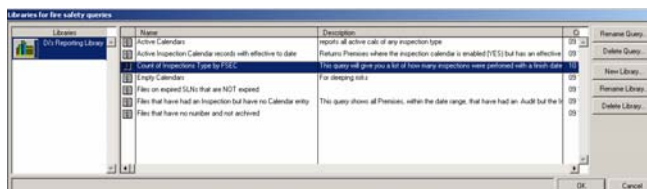
As you can see the query you created and saved is in the 'Library'

Save As - Duplicate Amended Queries

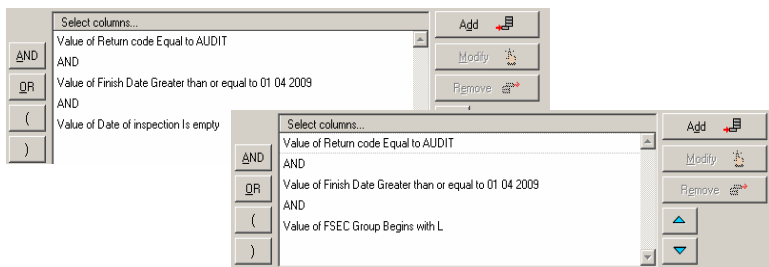
To enable queries to be 'Duplicated' / 'Amended' queries using the same kind of data but allowing you to amend, add, delete columns etc... And re-save under a new name.

Open the original Query

- Click onto the 'Open' icon
- Click onto the 'Library' the query is saved in
- Select the 'Query'
- Click onto the 'OK' button



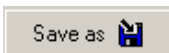
This will re-open the 'Saved' query



- Make the 'Amendments' to the query

In the example above I have removed the 'Date of Inspection' and added FSEC Groups L

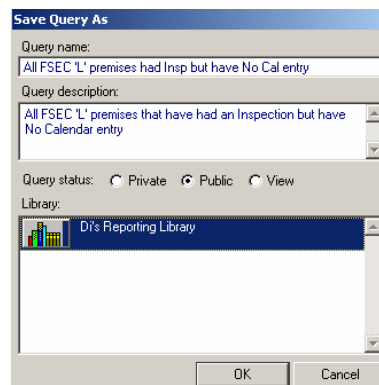
- Click the 'Save As' button



The 'Save as' window will display

The system defaults to the first field 'Query Name'

- Enter an 'NEW' name of the query being saved
- Enter a 'Brief Description' of the NEW query



If you would like to change the 'Status' of the query...

- Select 'Private' or 'View' option
- Click onto the Library Folder
- Click the 'OK' button to Save the Query.

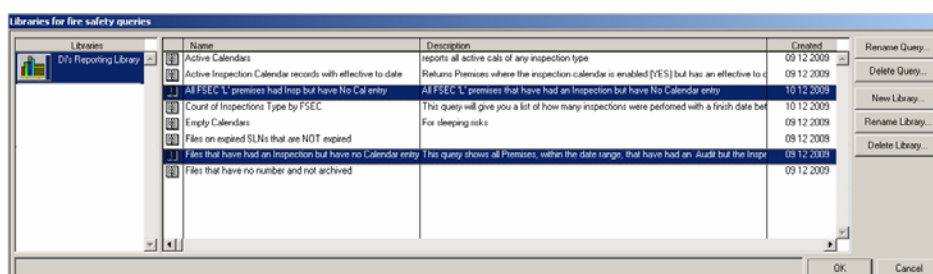
The system returns to the 'Fire Safety Queries' window

As you can see the query name has changed



- Click onto the 'Open' icon

You should have both of the queries in the saved library – as shown below

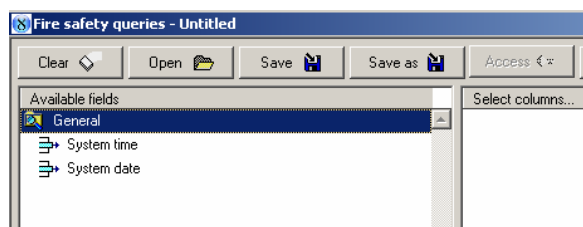


To make any additional amendments, changes to the Queries repeat the previous pages.

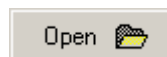
Opening Existing Queries

The query window has been modified to include the query description, the date the query was created and the date the query was last run. The query list now features sortable columns.

To enable the viewing and subsequent selection of Queries previously 'Saved'



- Click on the 'Open' button

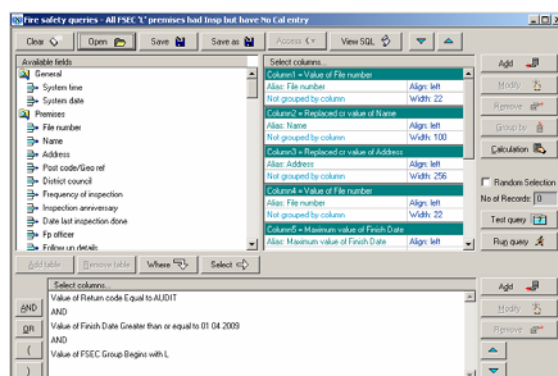
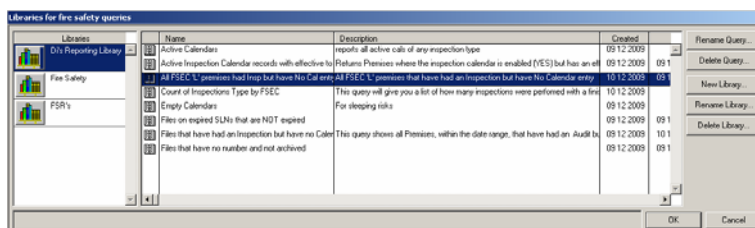


The 'Libraries for Fire Safety Queries' window will display

- Click onto the 'Library Name' on the left hand side of the window

The Queries Saved to the highlighted Library will appear

- Highlight the relevant Query
- Double click on the query
- Or Click onto the 'OK' button



The query will appear in the FSQ window for you to execute, amend etc...



The Fire Safety Reporting, Personnel Queries, Training Queries and Operational Queries are exactly the same window just they reference different database tables enabling different type Queries to be created.

Printing & Exporting Facilities from the Brown Clipboard

The following section describes how to use the standard 'Printing and Exporting' facilities which are incorporated in the majority of windows e.g. 'Fire Safety Queries Window'.

From the 'Executed' query

Total number of records = 22

PSEC	Gr	Supplier	Description	Count of Inspectors	BRG	CAS	CLAUDIT	CLFHFS	CLHSC	CLNEW	EDU	FUI	FUL	HOU	LIC
A	A		Hospitals	81	4	2	23	0	0	0	1	4	0	2	1
B	B		Care Homes	42	2	3	28	0	0	0	1	0	1	1	1
C	C		Houses of Multiple Occupation (HMO) Tenement	33	1	1	24	0	0	0	1	0	0	1	1
D	D		High Rise Flats Purpose Built >= 4 Storeys	17	1	1	8	0	0	0	1	0	0	1	1
E	E		Hotels	14	1	1	4	0	0	0	1	0	0	2	1
F	F		Hotels	14	1	1	7	0	0	0	1	0	0	0	1
G	G		Houses Converted to Flats	9	0	0	5	0	0	0	0	0	0	0	1
H	H		Other Sleeping Accommodation	10	1	0	3	0	0	0	1	0	0	1	1
J	J		Further Education	3	0	0	3	0	0	0	0	0	0	0	0
K	K		Public Buildings	4	0	0	4	0	0	0	0	0	0	0	0
L	L		Licensed Premises	24	0	1	12	1	1	0	1	0	0	2	2
M	M		Schools	13	0	0	4	0	0	0	1	0	0	2	2
N	N		Shops	26	1	2	8	0	0	0	1	0	0	3	2
P	P		Other Premises Open to the Public	21	1	2	4	0	0	0	1	0	0	3	2
R	R		Factories and Warehouses	20	1	2	4	0	0	0	1	0	0	2	2
S	S		Offices	23	1	0	5	0	0	0	1	0	0	3	2
T	T		Other Workplaces	15	1	2	3	0	0	0	2	0	0	1	1
Z	Z		Community Fire Safety Property	3	0	0	2	0	1	0	0	0	0	0	0
Z	Z	A0101	Hotel	2	0	0	0	0	0	0	0	1	0	0	0
A2	A2		Factory	1	0	0	0	0	0	0	1	0	0	0	0
A3	A3		Office	1	0	0	0	0	0	0	0	1	0	0	0
A4	A4		Shop	6	0	0	2	0	0	1	0	3	0	0	0

In the top left hand corner

- Click onto the 'Brown Clipboard' icon

The standard printing and export facilities, represented by the 'Brown Clipboard' icon include the following facilities:

Modify Column Layout:

Print Report:

Send to MS Excel:

MS Excel Formatting Options:

Send To .csv File...:

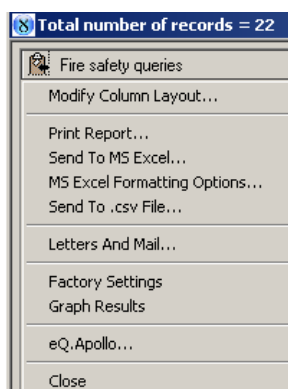
Letters and Mail:

Factory Settings:

Graph Results:

eQ Apollo:

Close:



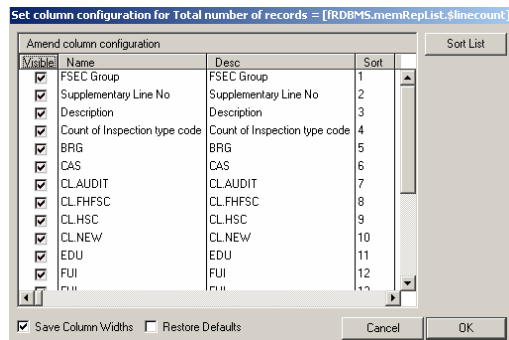
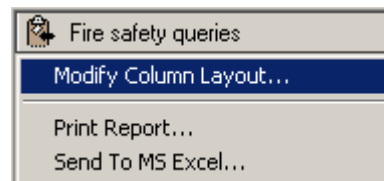
How to Modify Column Layout

Please refer to the 'Brown clipboard' button entitled 'Fire Safety Queries'

- Click the 'Brown clipboard' button

A drop down menu will display

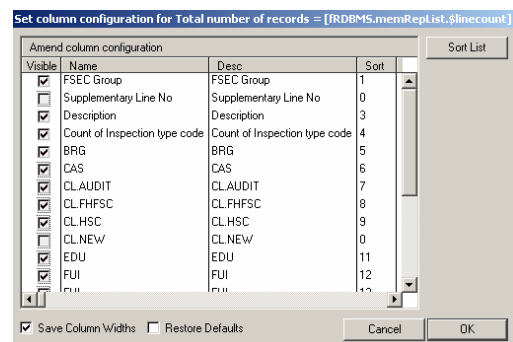
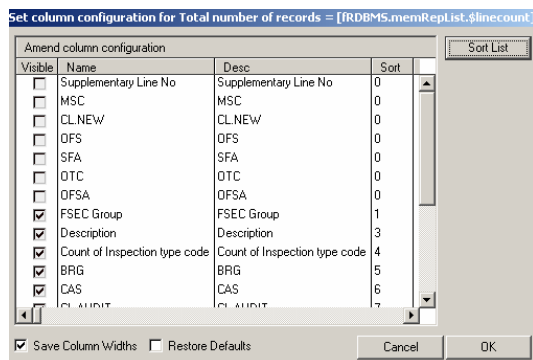
- Click onto 'Modify Column Layout'



Depending on the columns checked will depend on the columns visible in the 'Fire Safety Queries' result window

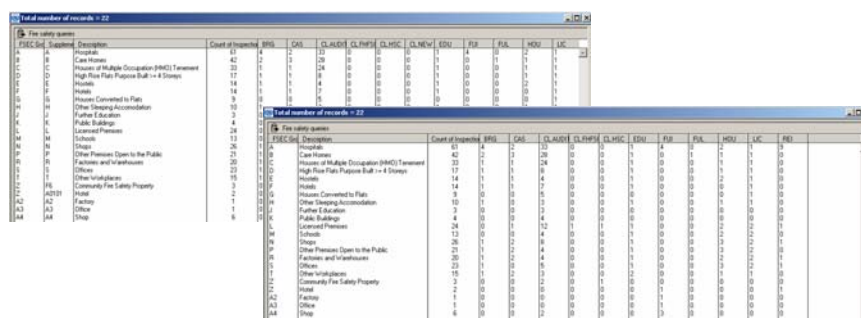
i.e. only the above checked columns will display as so:

Remove the Ticks from the check boxes of the columns you 'Do Not' want displayed



The 'Sort List' button will ascend 'Sort' column in ascending order

- Click onto the OK button



As you can see the columns that had the ticks removed are now hidden

Restore Defaults check box by ticking this box it will put the ticks back into all the check boxes all columns will be visible.

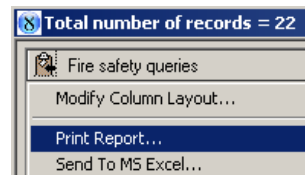
How to Print a Report

Please refer to the 'Brown clipboard' button entitled 'Fire Safety Queries'

- Click the 'Brown clipboard' button

A drop down menu will display

- Select the second option 'Print Report'

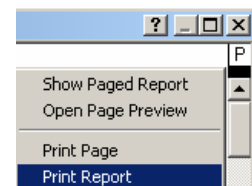


The system will automatically generate a report of the information currently displayed.

FSEC Group	Supplemental Location	Count of Inspection	Code	CAS	CLAUDIT	CLPHFSC	CLHSC	CLNEW	EDU	FUR
A	A	Hospitals	61	4	2	33	0	0	1	4
B	B	Care Homes	42	2	3	28	0	0	1	0
C	C	Houses of Multiple Occupation (HMO) Tenement	33	1	1	24	0	0	1	0
D	D	High Rise Flats Purpose Built >= 4 Storeys	17	1	1	8	0	0	1	0
E	E	Hotels	14	1	1	4	0	0	1	0
F	F	Hotels	14	1	1	7	0	0	1	0
G	G	Houses Converted to Flats	9	0	0	5	0	0	0	0
H	H	Other Sleeping Accommodation	10	1	0	3	0	0	1	0
J	J	Further Education	3	0	0	3	0	0	0	0
K	K	Public Buildings	4	0	0	4	0	0	0	0
L	L	Licensed Premises	24	0	1	12	1	1	0	1
M	M	Schools	13	0	0	4	0	0	1	0
N	N	Shops	26	1	2	6	0	0	1	0
P	P	Other Premises Open to the Public	21	1	2	4	0	0	1	0
R	R	Factories and Warehouses	20	1	2	4	0	0	1	0
S	S	Offices	23	1	0	5	0	0	1	0
T	T	Other Workplaces	15	1	2	3	0	0	2	0
Z	Z	Community Fire Safety Property	3	0	0	2	0	1	0	0
A2	A2	Hotel	2	0	0	0	0	0	0	1
A3	A3	Factory	1	0	0	0	0	0	0	1
A4	A4	Office	1	0	0	0	0	0	0	1
A4	A4	Shop	6	0	0	2	0	0	1	0

Please note the information included in the 'Print' or 'Export' will be the data retrieved from the single or multiple searches previously performed.

- To print the report click the 'P' button positioned in the top right hand corner of the window.



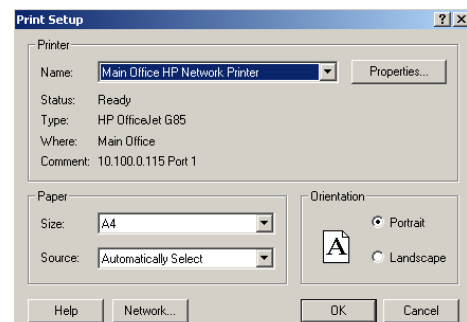
A drop down menu will display.

- Click onto 'Print Report'

The 'Print setup' window will display.

Please note the 'Print Setup' window defaults to the printer previously specified as the default printer via the 'Settings', 'Printers' option of the 'Start' button of Windows.

- Click the 'OK' button to print the report.



The system returns to the screen report.

When the report has been viewed and is no longer required.

- Double click the '8' button positioned in the top left hand side of the window or click onto the 'X' button positioned at the top right hand side of the window.

The system returns to the 'Fire Safety Queries' window.

How to Format MS Excel Options

Go to the 'Brown clipboard' button e.g. entitled 'Fire Safety Queries'

- Click the 'Brown clipboard' button

A drop down menu will display

- Select 'MS Excel formatting options'

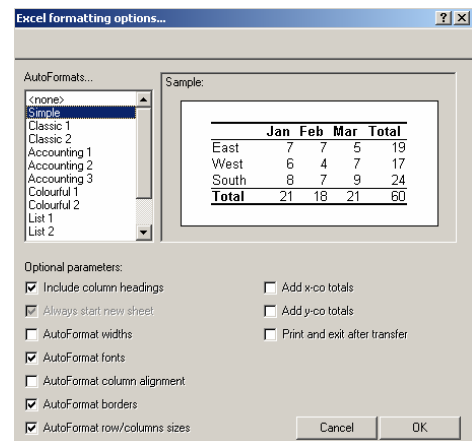


The system will open the 'Excel formatting options' window

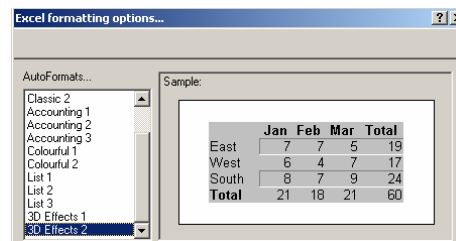
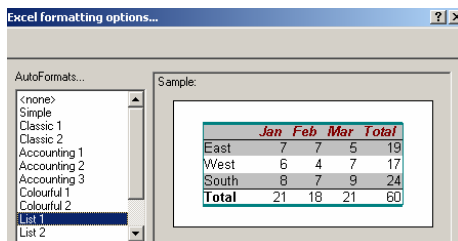
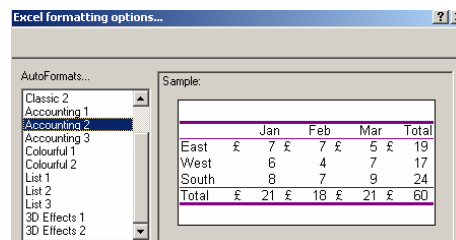
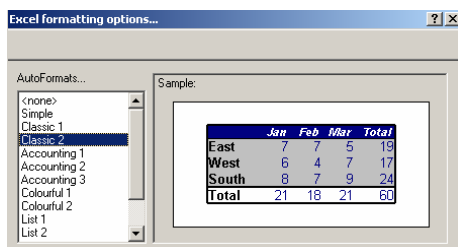
- Go to the 'Auto formats' list display

The 'AutoFormat' highlighted will display in the 'Sample' preview field

- Select the required 'Auto format' option.
- Click the 'OK' button if the Excel Formatting Options require saving.



Please note: the 'Excel Formatting' option that is selected will not be visible until the 'Send to MS Excel' facility has been used. As shown in the examples on the next page.



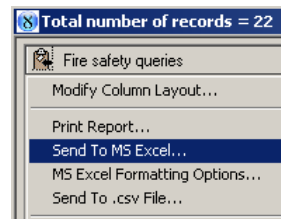
How to Send to MS Excel

Go to the 'Brown clipboard' button e.g. entitled 'Fire Safety Queries'.

- Click the 'Brown clipboard' button

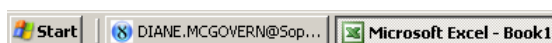
A drop down menu will display

- Select 'Send to MS Excel'



The system will automatically open 'Microsoft Excel' which will be visible on the task bar at the bottom of the window display.

- Click the 'Microsoft Excel' button



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1																					
2	A	A	Hospitals	61	4	2	33	0	0	1	4	0	2	1	1	1	1	1	1	1	1
3	B	B	Care Homes	42	2	3	28	0	0	1	0	1	1	1	1	1	1	1	1	1	1
4	C	C	Houses of Multiple Occupation (HMO) Tenement	33	1	1	24	0	0	1	0	0	1	1	1	1	1	1	1	1	1
5	D	D	High Rise Flats Purpose Built >= 4 Storeys	17	1	1	8	0	0	1	0	1	1	1	1	1	1	1	1	1	1
6	E	E	Hostels	14	1	1	4	0	0	1	0	0	2	1	0	2	0	1	0	1	1
7	F	F	Hotels	14	1	1	7	0	0	1	0	0	1	0	0	1	1	1	1	1	1
8	G	G	Houses Converted to Flats	9	0	0	5	0	0	0	0	0	0	1	0	1	0	1	0	1	1
9	H	H	Other Sleeping Accommodation	10	1	0	3	0	0	1	0	0	1	1	0	0	2	1	0	0	1
10	J	J	Further Education	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	K	K	Public Buildings	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	L	L	Licensed Premises	24	0	1	12	1	1	0	1	0	0	2	2	0	1	1	1	1	1
13	M	M	Schools	13	0	0	4	0	0	1	0	0	2	2	0	1	2	1	0	0	1
14	N	N	Shops	26	1	2	8	0	0	1	0	0	3	2	0	4	1	2	1	1	1
15	P	P	Other Premises Open to the Public	21	1	2	4	0	0	1	0	0	3	2	0	3	1	1	0	3	1
16	R	R	Factories and Warehouses	20	1	2	4	0	0	1	0	0	2	2	0	3	2	1	1	1	1
17	S	S	Offices	23	1	0	5	0	0	1	0	0	3	2	0	2	3	2	1	3	1
18	T	T	Other Workplaces	15	1	2	3	0	0	0	2	0	0	1	1	0	2	0	0	3	1
19	Z	F6	Community Fire Safety Property	3	0	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0
20	Z	A0101	Hotel	2	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
21	A2	A2	Factory	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
22	A3	A3	Office	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
23	A4	A4	Shop	6	0	0	2	0	1	0	3	0	0	0	0	0	0	0	0	0	0

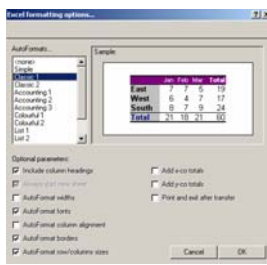
Microsoft Excel will open and the information in the 'Fire Safety Queries' results window will now be displayed in a 'Microsoft Excel' spreadsheet.

In this example the headings have not been included...

If this is the case, go to 'MS Excel Formatting Options' make sure there is a tick in the 'Include Column Headings' check box in the 'Optional Parameters' or click onto one of the 'Auto Formats' e.g. 'simple'.

Microsoft Excel - Book1																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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Below are a few 'MS Excel Formatting Options' examples.



'Class 1' layout



'List 1' layout

How to send data to CSV files

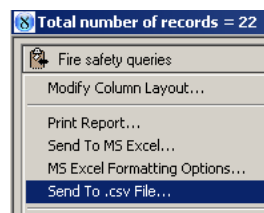
(Comma separated values – this is a text file that will open in Excel by default but can also be opened with a simple text editor, such as notepad. This is a standard file type for imports into other applications, such as Access.)

Go to the 'Brown Clipboard' icon e.g. entitled 'Fire Safety Queries'

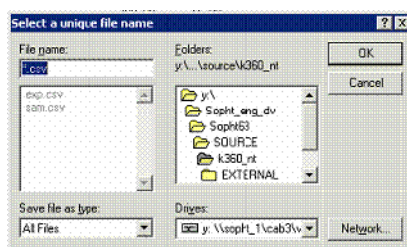
- Click the 'Brown Clipboard' button

A drop down menu will display

- Select 'Send to .csv file'



Upon selecting '.csv', you will be prompted as to where you want to save the file to.



- Enter a location and name for the file
- Click onto the 'OK' button

You will see a working message and then Excel will open and the new file will be displayed.



PLEASE NOTE:

The default location when you start a new session is the application folder, but once you have changed this once and saved it will bring up the last save location.

If you do not enter the extension '.csv' after the file name, this will automatically be added.

You cannot enter a file name that already exists. If you wish to replace a file – delete it before you run this export.

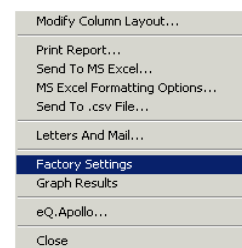
How to return to Factory Settings

When the modify column layout has been modified and there is a requirement to revert to the original layout, this can be achieved by selecting the 'Factory Settings' menu option on the brown clipboard icon.

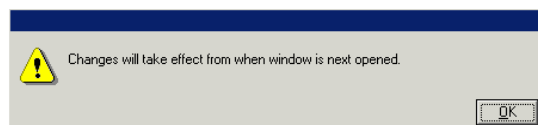
Example:

Modify Column layout

- De-select the columns that you do not wish to be displayed by un-checking the relevant checkboxes
- Select 'Factory Settings' from the 'Fire Safety Queries' results window brown clipboard.



The following message will be displayed



All Columns will then be displayed on the Fire Safety Queries results window once the window has been closed and re-opened.

When the report has been viewed and is no longer required.

- Double click the '8' button positioned in the top left hand side of the window or the 'x' positioned at the top right hand side of the window.

The system returns to the 'Fire Safety Queries' window.

These Features are currently not available.

Letter and Mail, Graph Results and eQ Allolo