SOPHTLOGIC

Fire Safety Administration and Reports
Dumfries & Galloway
2010
User Manual

For more information:
E: diane.mcgovern@sophtlogic.com
T: 01473 255552

Introduction

The SOPHTLOGIC Fire Safety system is a fully featured module for the support and maintenance of activities and records associated with both Legislative and Community Fire Safety.

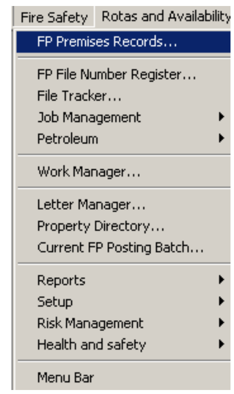
Features of the FS Safety System

- Detailed Premises Record Cards including Support for Multi-Occupancy
- Full details of all Inspections and Visits
- Details of all events associated with a Premises File include – Prohibition Notice – Appeals – Improvement Notice – Licences and Prosecutions
- User defined Events Calendar and bringing forward system (this may be used for scheduling other Inspection & Visits)
- Detailed analysis of non-Fire Safety activities
- User defined form generation for capture and recording of any information related to Premises
- Integration Capabilities to Command & Control Mobilising system for purposes of incident recording against Premises records
- User defines Letter and Template generation and integration
- Integrated Document Management and Tracking System
- Mobile Technology combining the ability for Officers to download Fire Safety files onto hand-held computers and to use those computers to record inspections results and activities including HFSC forms & Fire Safety Audit inspection forms. Disconnected technology allowing users to take offline, Inspections Schedules and to process and upload inspection results to the main database once back online.
- Full support of the changes and implementation of the Fire (Scotland) Act 2005 with full mobile solution to Audit Form completion.
- Fire Safety Audit
- FS Configuration and Attributes

FP Premises Record Card

Creating a FP Premises

To create and maintain unique Premises Records, to which array of Fire Safety related functions can be associated.



On the Global Navigator Menu

- Click onto the Fire Safety / Fire Prevention Button

The Fire Safety button will now appear in the toolbar at the top of your screen

- Click onto FP Premises Records

Firstly, let us have a look at what each one of these buttons do

Find: Allows a single search for a FP Premises Record use the Next & Back button to scroll through the records

Insert: Use to insert new Premises Record Card

Archive: Record Cards is sent to an Achieved list

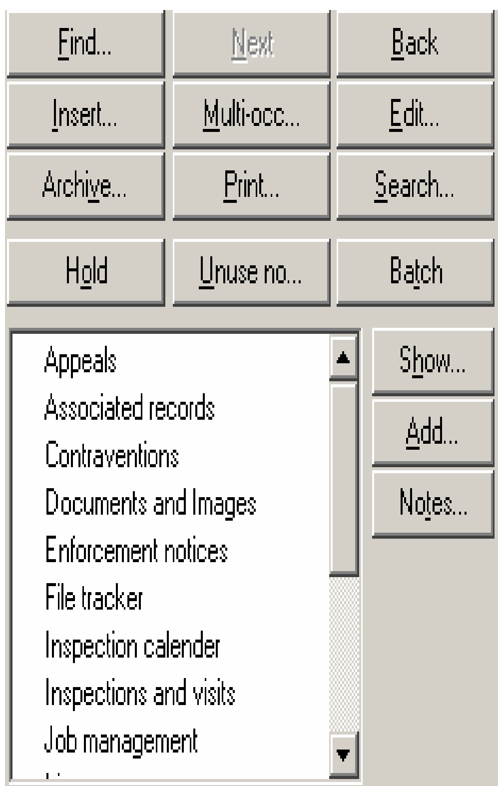
Hold: Puts a record Card on Hold – will stop inclusion into routine inspection programme

Next: Scrolls to the next available Premises Record Card

Multi-Occ: Enter Multi Occupied Record Cards within one building

Print: Allows printing of on screen details

Unuse No.: allows you to re-use a File number from an obsolete or derelict Property



Back: Scrolls back to the previous Premises Record Card

Edit: Allows information on the Premises Record to be amended

Search: allows multiple search results which is presented in a list format

Batch: Allows you to create a bulk Inspection to an Officer

Show: A window will appear at the bottom with the information from the Sub-Menus

Add: Add a new any sub option record which is highlighted

Notes: Make any necessary notes

Sub Menus: Headings for information. '+' means there is information within that Sub Menu

Sub Menus

The Sub Menus is were the information about the Premises is stored, you can set up different Sub Menus through by creating ‘Attribute Groups’.

The scroll list on the right hand side of the FP Premises Record Cards (PRC) – as shown.

- Use the Scroll bar arrows to move up and down the list
- Click onto the heading
- Click onto Show button

Attribute Groups within the Sub Menu

Within the Sub Menu box you may see headings with three different colours, Black, Blue and Green. The reason for this is that some of the Sub-menus are Attribute Groups:

Black Attribute: - Options that are hard **coded by Sophtlogic** – here you can add information

e.g. Appeals, Contraventions, Document & Images, Enforcement Notices, Inspection Calendar, Inspection & Visits, Job Management, Licenses, Prohibition Transactions, Prosecutions, Risk Profile, Site Contact…

Green Attribute: – Attributes gives you the ability to view Inspection Results / Information – Inspection/Stats

Only ‘Fire Safety Audit’ / ‘Home Fire Safety Checks’ Information from the ‘Inspections Types’ will appear in the Green Attribute. You can not add any data from the sub menu option, you must go to ‘Inspections and Visits’ > Click onto Inspections > Select the Inspection > Click onto Reports. The Inspection form will appear to where you can enter the Inspection details onto the form. The Inspection information that was entered onto the form will appear in the Premises Record Card sub menu, in green, under the Attribute name you created.

For the Inspection Form / Audit form to be active you will need to select the Type of Inspections and what FSEC code(s) are linked to this Premises – Click onto the Inspections button > Select the Type of Inspection > Click onto the OK button > Click onto the IRC Config button > Select the FSEC Code(s) > Click onto the OK button.

Blue Attribute: – **Premises/Personnel** Attributes means that there is a form attached to this Attribute were you can store information for future use.

The Attribute is accessible from the Premises Record Card sub menu. By clicking onto the Add button you will be able to enter data into the form, collecting information for future use. E.g. alterations Notices, Articles/Sections, Prohibition Notices, Number of Floors, Alarm Systems, Prosecutions & Appeals

For FSEC code(s) to be linked to this Premises - Click onto the IRC Config button > Select the FSEC Code(s) > Click onto the OK button.

Search for a Premises

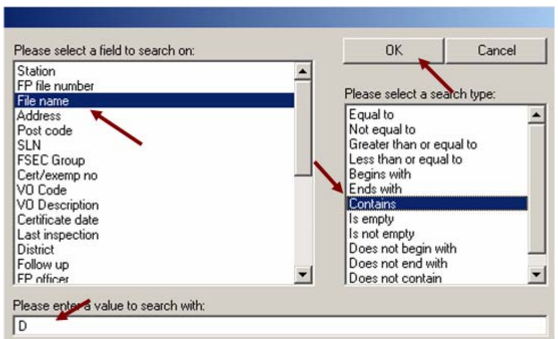
First you will need to Search the Premises Record Card to see if the Premises exists in the system

To Search for a Premises Record Card

- Click onto the Search button 

The Search box will appear – looks identical to the Find but it's functionalities are different.

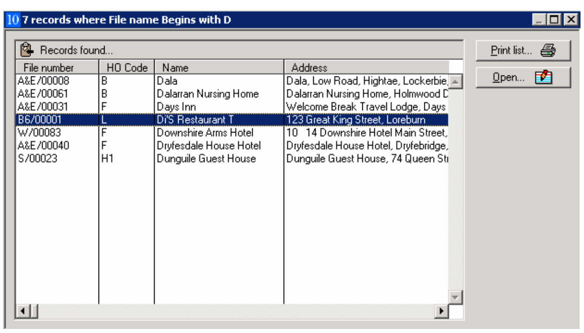
Choose one of the Search options in the left window



I have….

- Clicked onto File Name
- Enter a Keywords in the value box - I have entered 'D'
- Select Contains
- Click onto the OK button

The Search will look for all Premises Records containing the letter 'D'

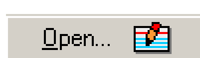


As you can see seven records containing 'D' have appeared in the Search window

Choose the Premises Record you are looking for

- Double Click onto the Premises Record

Or

- Click onto the Open button 

To close this window you will need to click onto the 'X' in the top right hand corner

Find a Premise

The Find button works in a very similar way to the Search button except the Find button will not give you a list of Premises it will bring up, in the Premises Record Card, the first record beginning with that letter / number. If the premise showing is not correct, you will need to use the back and next buttons to scroll through the premises. The Find is good if you know the File Number or Name of the Premises. The Search is good to give an option of Premises.

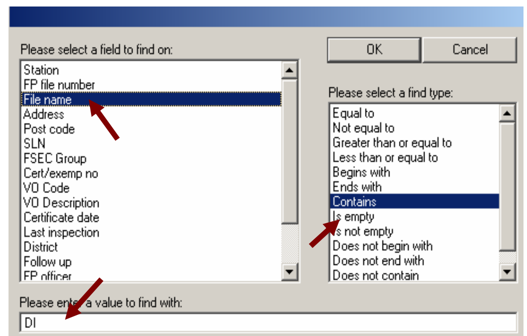
To Find a Premises Record Card

- Click onto the Find button

The Find box will appear

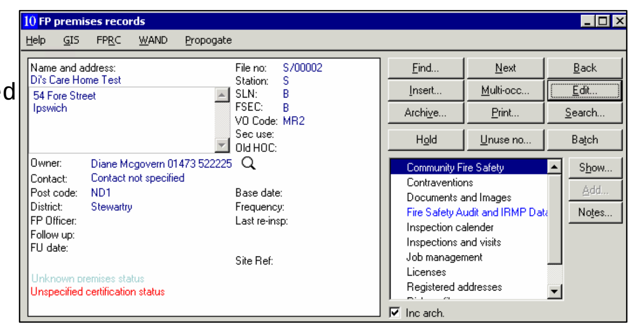
Choose one of the search options in the left window

- Select a Field
- Select a type - Contains or Begins with
- Enter the precise details i.e. a File Number or a Name in the value box - I have entered 'Di'
- Click onto the OK button



The Find will go to the first Premises Records starting with 'Di'

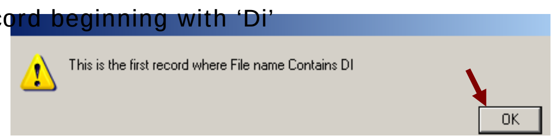
As you can see the



The first Premises Record that begins with 'Di' has appeared in the FP Premises Record Card.

- Click onto the 'Back' button

A dialog box will appear letting you know that this is the first record beginning with 'Di'



- Click onto the OK button
- Click onto the Next button

You will be able to scroll through all Premises beginning with the letter 'Di' – and use the Back button to scroll back.

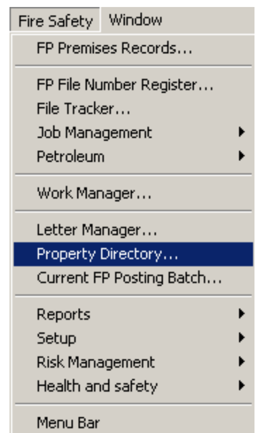
If the Premises you are looking for is **NOT** in the Premises Record Card, you will need to go the Property Directory.

To Create a New Premises

When entering Premises into the Premises Record Card you need to use the Property Directory window

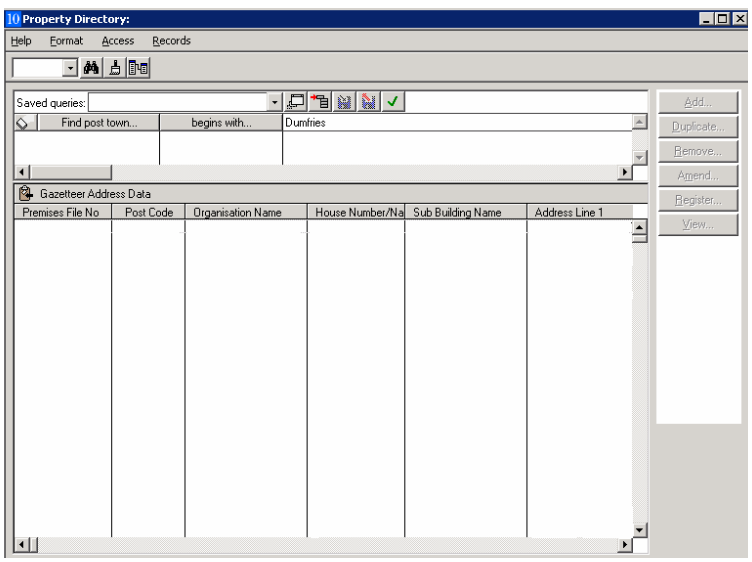
Property Directory

For some FRS's the collection of addresses will be populated via a third party Gazetteer. Within this window, you will select a Gazetteer Address Record and associate it against a Premises Record Card, which you will create via the 'Register' button, in addition to adding a SLN / FSEC, VO code, Station etc.



- Click onto Fire Safety
- Scroll down and Click onto Property Directory

The Property Directory window will appear



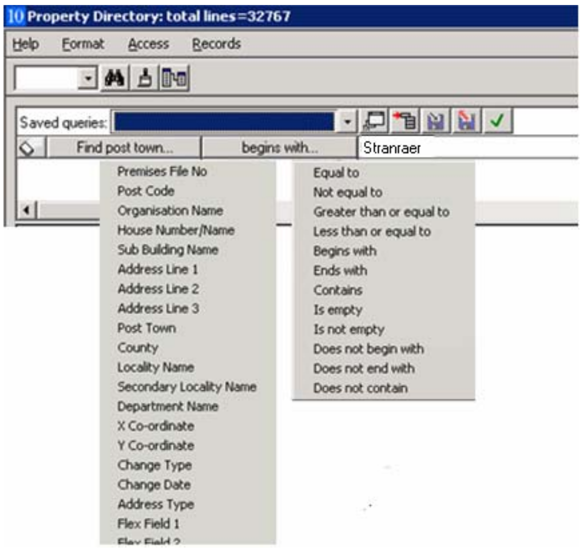
When opened the window will be blank

If you click onto the Green Tick <u>without doing a Search</u>, the gazetteer will load every single property within the third party system, which could take a *<u>very very</u>* long time to load... This is <u>NOT RECOMMENDED</u>

Let's SEARCH for a Premises / Postcode / Post Town

Search for an Address

This is the best way to use the Gazetteer; plus it's a lot faster to search for a Premises. Using the Search function allows you to find the Post Code / Address / Street / Business that you want to link into the Premises Record Card.

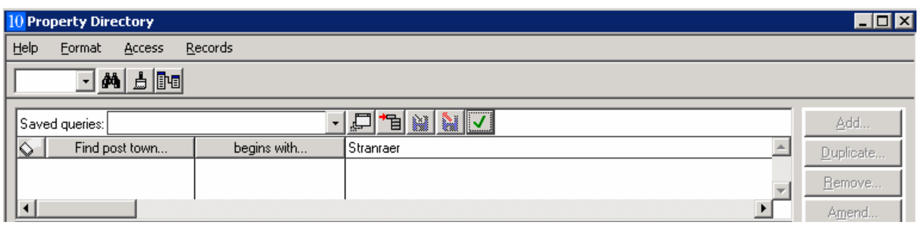


- Click onto the box that shows 'Find Premises File No.

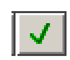
A drop down list will appear

- Choose one of the options you want to search by
- Repeat the process for the box showing 'Equals To'
- Enter in the box what you are looking for – e.g. Post Code, Street, Post Town etc…

For my search I have entered a criteria for Post Town – begins with – 'Stranraer'

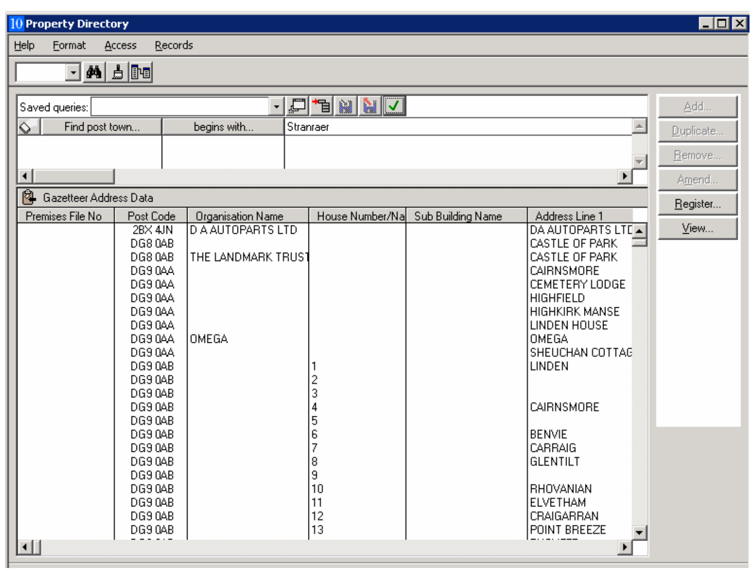


- Click onto the Green Tick



As you can see the third party Gazetteer has returned 9007 Premises Records within the Post Town of 'Stranraer' have appeared within the Property Directory Gazetteer window

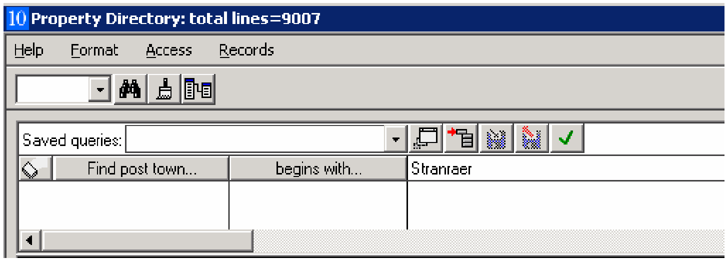
Now you need to 'Find' the Premises you want to 'Register' to the 'Premises Record Card'… this could take a while with so many to look through. Or you can define the Query more



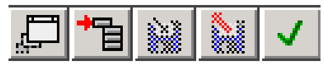
Remember, DO NOT Just click onto the Green Tick you will be telling the third party Gazetteer to load <u>ALL</u> Premises Records within its system… and that will take absolutely ages to return…

Multiple Searches

As you can see on the last page I have done a search for all of the premises in the Post Town of 'Stranraer' the Gazetteer has returned 9007 properties. Now I want to define the search to all the Properties that are in 'Portpatrick'. You can define your searches by using Post Codes, Street Names etc …



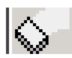
Above the search box there is a toolbar

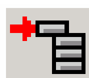


 Finder

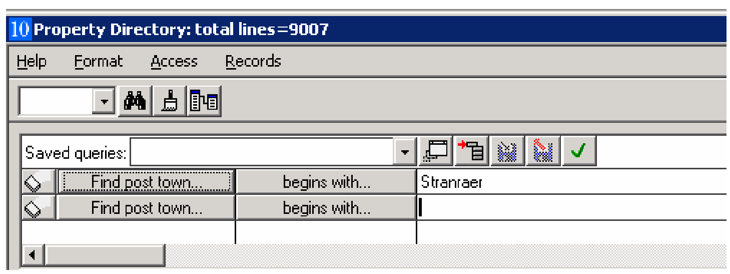
 Start the Search

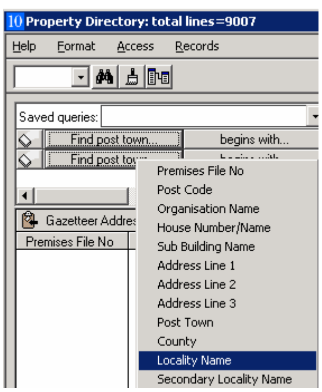
 Add another Search Row

 Clear the whole Search line

- Click onto the 'Insert a Row' icon 

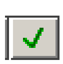
As you can see another search row has appeared

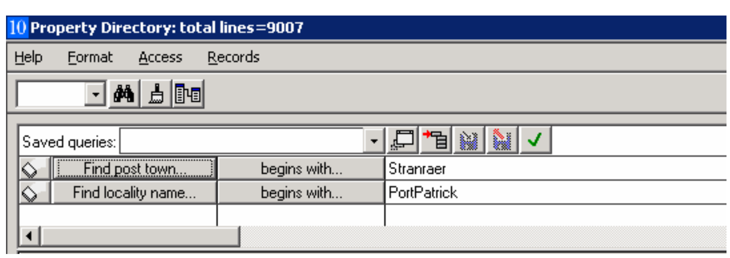


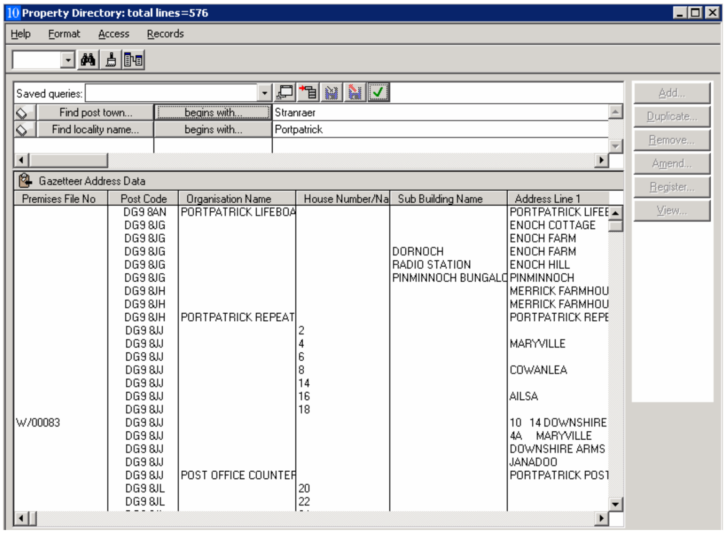


- Click onto the first drop down List
- Select one of the Options within the list

In the second drop down list

- Select one of the options
- Enter the Search criteria
- Click onto the Green Tick 

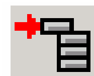




As you can see we now have 576 records returned

If you would like to define the report further

- Click onto the 'Insert a Row' icon

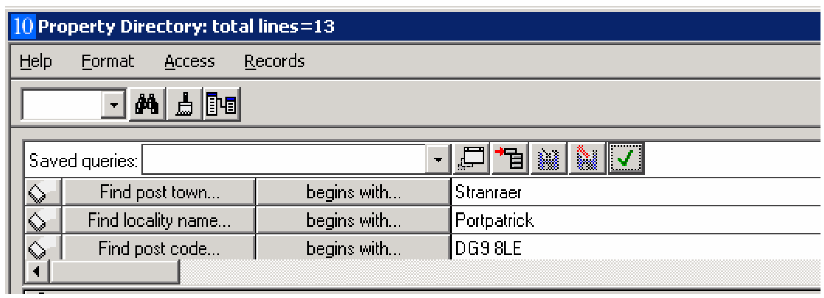


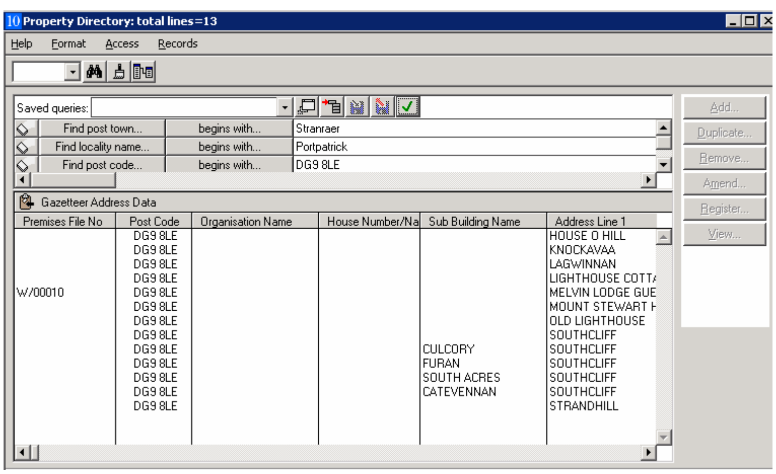
- Select the options from the drop down list

I have chosen 'Post Code'

- Enter the Search Criteria

I have entered postcode DG9 8LE





As you can see the third party Gazetteer has returned 13 premises.

By searching just by post code, again could take a while depending how many properties are within that Post Code,

Breaking the search down makes it easier to find the address(s) you are looking for.

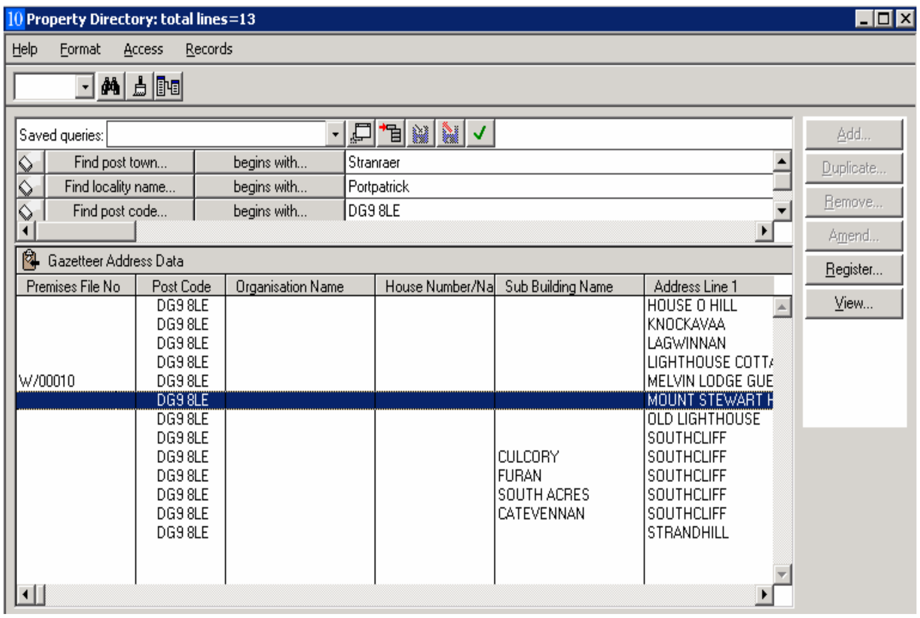
Now you have found the Address you will need to register the address to the Premises Record Card

Registering an Addresses to the Premises Record Card

As the data is coming from a third party Gazetteer, you will not be able to add a property via this window – this is why the 'Add' 'Duplicate' Remove' and 'Amend' buttons are greyed out.

The 'Register' and View' buttons are active, to where you can assign a Station, SLN / FSEC Code etc to the Premises.

Within the Property Directory window



Some of the Gazetteer Address Data may have 'Premises File No', this means that the Station and SLN / FSEC and VO codes have been assigned to the Premises Record Card.

As you can see within this example, only one out of the 13 Premises found is registered to the Premises Record Card. The address I am referring to has a 'Premises File No' (W/00010) assigned to the address on the Gazeteer.

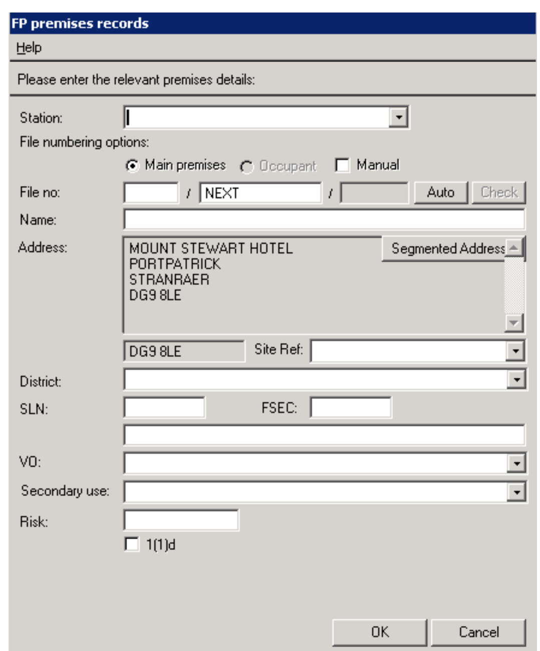
If there is no 'Premises File No' assigned to a Premises

- Click onto a Gazetteer Address that has 'NO' Premises File No.

- Click onto the Register button

The FP Premises Record Card will open

Notice that the Address, Post Code has already been entered



Assign a Station, File No., Name, District, SLN/FSEC code, VO code, UPN

Enter a Station

- Click into the Station box
- Enter a letter or the Name of the Station or District

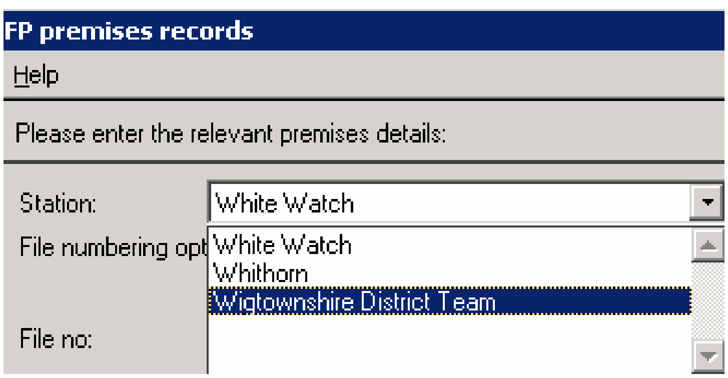
Note: all Commercial Premises will be registered under District Area. Home Fire Safety Checks will be Station Ground

If you use a letter

The first Station beginning with that letter / initials will appear

If it is not the correct Station

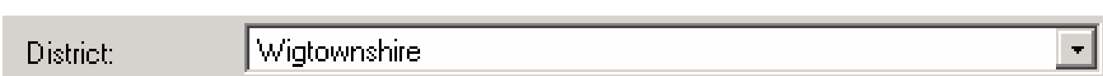
- Click onto the tab key on your keyboard or the Auto button



A list of Stations starting with that letter will be in the drop down list – as shown

- Double click and Select the station

As you can see a letter has now appeared in the File Number and a District has automatically appeared in the District box



The Fire Safety system provides three numbering mechanisms: 'Main Premises', 'Occupant' and 'Manual'

The File Numbering Options

MAIN PREMISES The '***Main Premises'*** is applied to ***Single Occupier Premises*** only.

OCCUPANT The '***Occupant***' numbering is applied to ***Multiple Occupancy Premises*** only. It is for this reason the 'Occupant' radio button is disabled. If Multiple Occupancy Premises records need to be entered this is performed via the 'Multi Occ' function. (pg 25)

MANUAL The '***Manual'*** numbering enables user to enter '***Fire Safety Premises File Number'*** manually. To eliminate the possibility of creating Premises records with duplicate file numbers a validation facility is now in place. **This will be monitored by your DBA - DO NOT TICK INTO THIS BOX**

Once a Station has been selected

- The File Numbering Options will default to 'Main Premises'
- The 'File Number' will be automatically allocated.

As you can see the first box under File Number a letter has appeared – this is the code for the Station (in my example the station is Wigtownshire District Team). The second box says 'Next'. This will change to a number once the window has been refreshed as shown in my example below 'W/00001'.

Do not close the window until you have competed all of the information.

Enter Name of Premises

This is usually used to put the business name or Occupancy - not a person's name. The reason for this is that in residential properties people move regularly and maintaining who the occupier is can be very time consuming. In Residential Properties some Brigades will enter the Occupier in the Site Contact – Sub menu in FP PRC – this also keeps a record on who had previously lived in that property.

In the Name Box

- Enter the Name of the Premises

If this is a private residence most brigades will enter 'Occupant' in this box

The Address and Post Code has already been entered by the Gazetteer and will be greyed out

To View the data that came from the Gazetteer

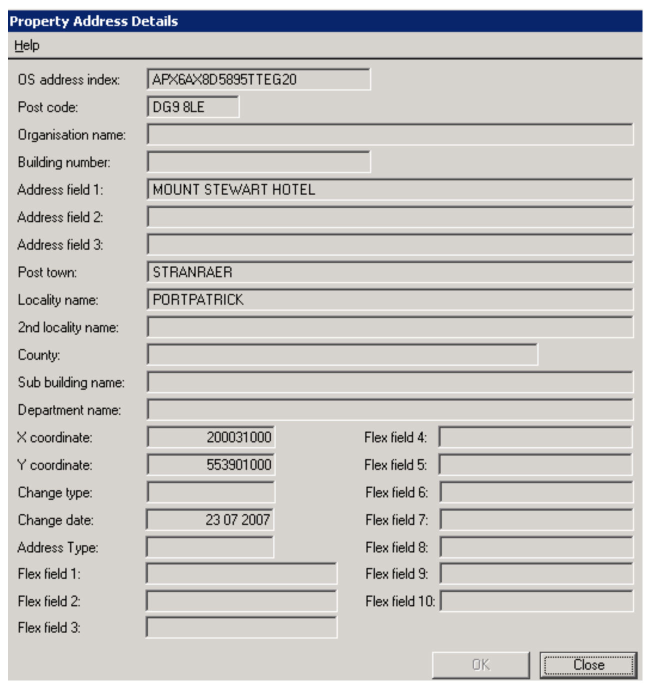
- Click onto the Segmented Address button

As you can see the information form the Gazetteer will appear within the Location window.

You will not be able to amend any of the detail as it has come from a third party.

Once you have finished viewing the data

- Click onto the Closed button



The View button will also allow you to View the data that came from the Gazetteer

FSEC / SLN and VO Codes

The **Site Ref** –

SLN – (Supplementary Line Number) Has been derived from the old 'Home Office' Code and is a further breakdown from the VO codes

FSEC – (Fire Service Emergency Cover) is the 'Type of Building' i.e. Schools, Hospitals, Shops, Factories, Hotels, Sport Centres etc

VO – (Valuation Office) further breakdown of the FSEC Code

Risk – Enter the VMDS UPRN Number

For Example:

You are inspecting a 'Sports Centre' which is the main building and will have a '**FSEC**' code assigned to it**;** which would be FSEC Code **'K',** but within the Sports Centre there could be 10 different businesses / departments e.g. Swimming Pools, Tennis Courts, Gym, Café, Shop and so-on… each one will need a VO code.

Now under the 'old' Home Office Codes all of these facilities would have all come under 'Sports Centre'.

Today – those codes have been broken down…

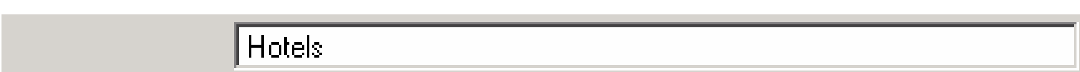
- If you know the SLN / FSEC enter it into the box

Either one is fine, the SLN will show the Old Home Office Code and the FSEC will show the New Code

- Hit onto the Tab Key on your keyboard

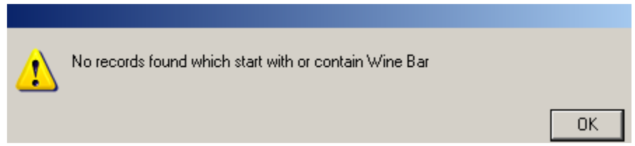
A list or a description of the code will appear in the box below

- Double click on the description or one of the descriptions from the list



If you type in the wrong SLN / FSEC or Description you will get a dialog box pop up saying there are no records found appear if no records have been found starting with what you entered in the box

- Click onto the OK button

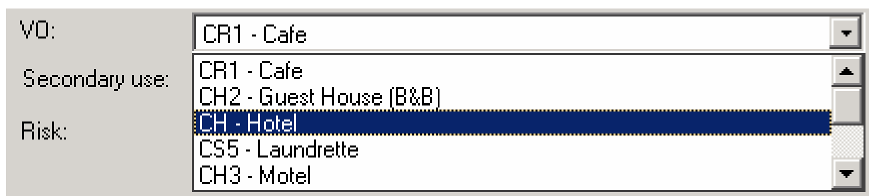


If this dialog box appears, type in another type of what the Premises is – I have entered ‘F’ into the SLN box and an ‘F’ appeared in the FSEC box and Licensed Premises in the box below.

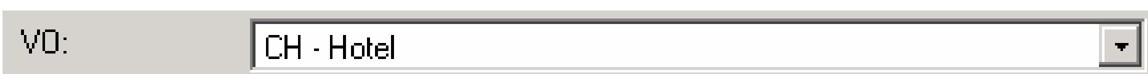
Once you enter the SLN / FSEC code, the first ‘VO’ code; with in the list, will automatically appear in the box

- Click onto the VO arrow

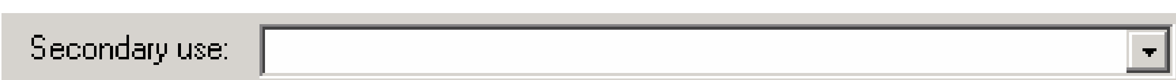
A drop down list or VO codes will be available to choose from.



- Choose the correct VO Code
- Click onto the OK button



The Secondary Use button is only used if there is another business within the Premises e.g. the Guest house also runs a Riding Stable business from the same address.



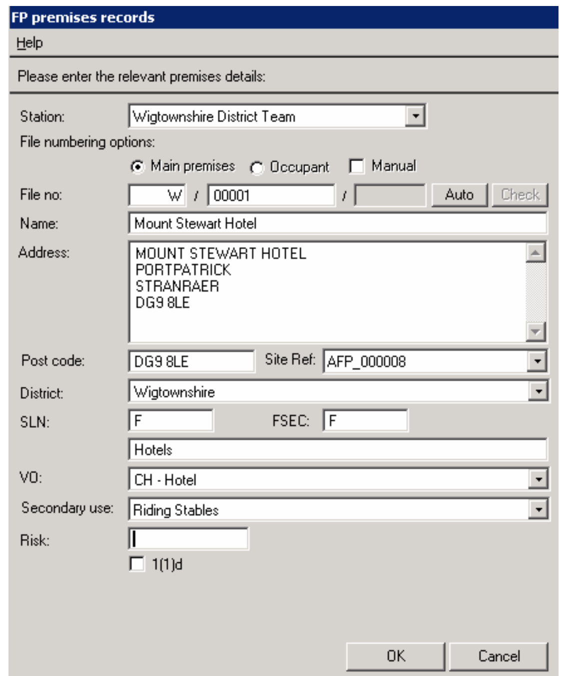
- Type the business into the box

A drop down menu will appear with options to choose from

- Double Click onto one of the options. E.g. Riding Stables

- Enter the VMDS UPRN number and 'tick' the 1i(d) box

Depending on your setup some Brigades will use Numbers others will use Letters = H (high risk), M (medium risk), L (low risk)

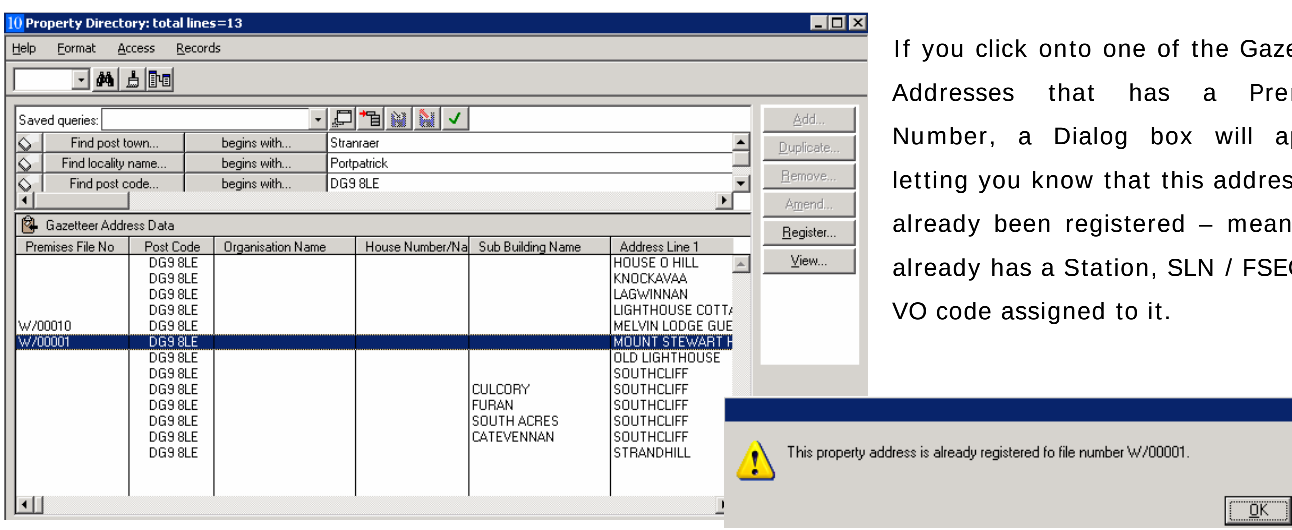


Once you have completed filling out the FP Premises Record Card

- Click onto the OK button

You should now be back to the Property Directory window

As you can see a Premises File Number (W/00001) has appeared, meaning this Premises is now been assigned to the FP Premises Record Card

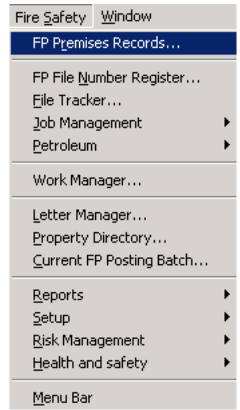


If you click onto one of the Gazetteer Addresses that has a Premises Number, a Dialog box will appear letting you know that this address has already been registered – meaning it already has a Station, SLN / FSEC and VO code assigned to it.

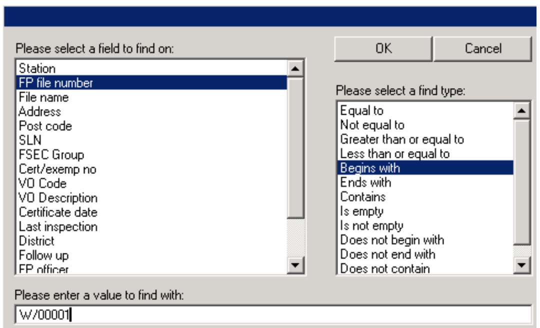
Once completed

- Click onto the OK button

Lets go and have a look at the FP Premises Record Card



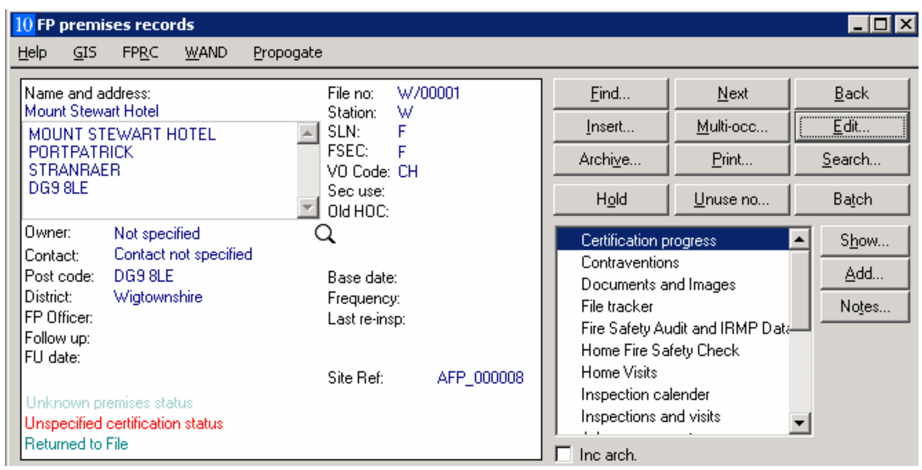
- Click onto Fire Safety
- Click onto FP Premises Record Card



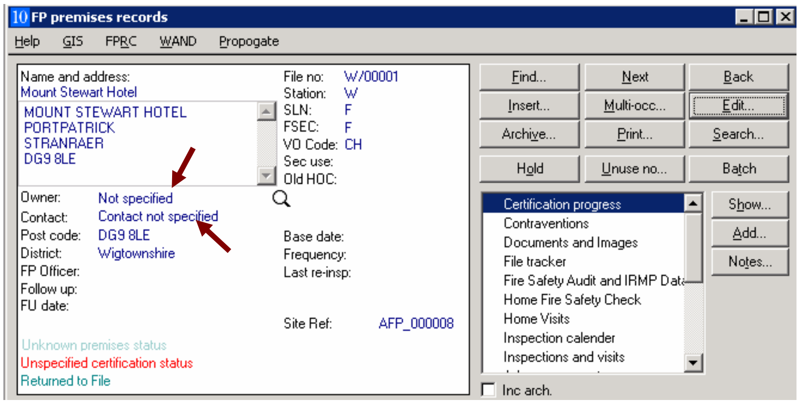
- Click onto Find button 

- Enter the File No that was assigned to the Premises in the Property Directory
- Click onto the OK button

As you can see, the information on the Premises has now been entered into the Premises Record Card.



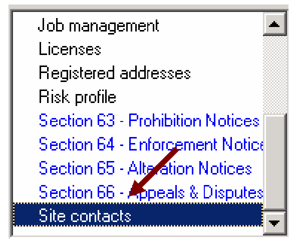
Owner & Contact Details



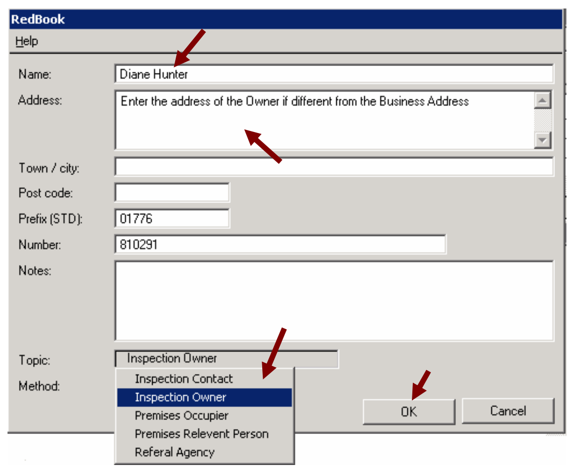
As you can see, the information you have just entered is in the FP Premises records.

There is no Name Specified for the Owner or Contact.

To Enter a Owner



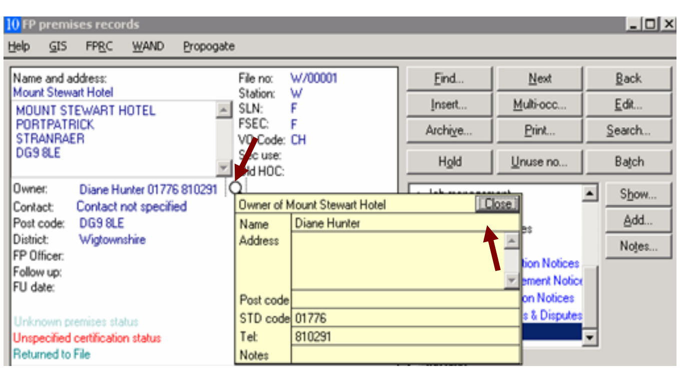
- Go to the Sub Menu
- Click onto Site Contacts
- Click onto the Add button



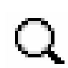
- Enter the name of the Owner
- Enter the address – if different
- Enter a Telephone Number
- Enter any Notes
- Choose a Topic
- Choose a Method
- Click onto the OK button

This will enter the details in the 'Owner' row.

You will see the contact details that you have just entered and a magnify glass appearing next to the Owner contact details.



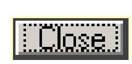
- Click onto the Magnifying Glass



Details of the 'Owner' will appear in a yellow box – as shown above –

To remove the box

- Click onto the 'Close' button



As you can see I have chosen, for the

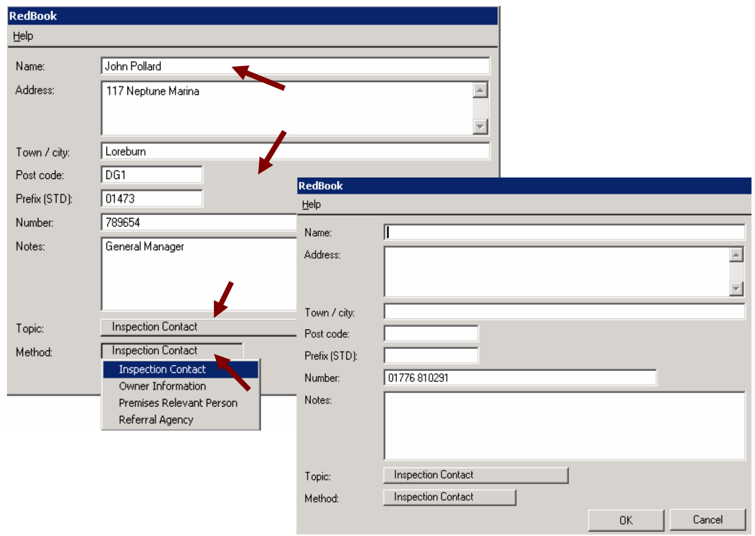
Topic - 'Inspection Owner' this lets me know the Owners details

Method - 'Owner Information' this lets me know what's the best method of Contact; Email, Agency, Inspection Contact, or use the Owners Information.

To Enter a Contact

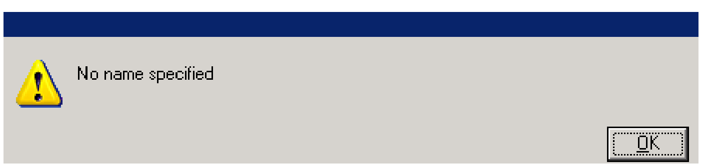
Say there is an Owner but he/she is not always available and there is a Manager or another Relevant Person on site.

Enter another Contact onto the system.



- Follow the instructions above

- Click onto the Topic button
- Enter 'Inspection Contact'
- Click onto the Method button
- Enter 'Inspection Contact'
- Click onto the OK button

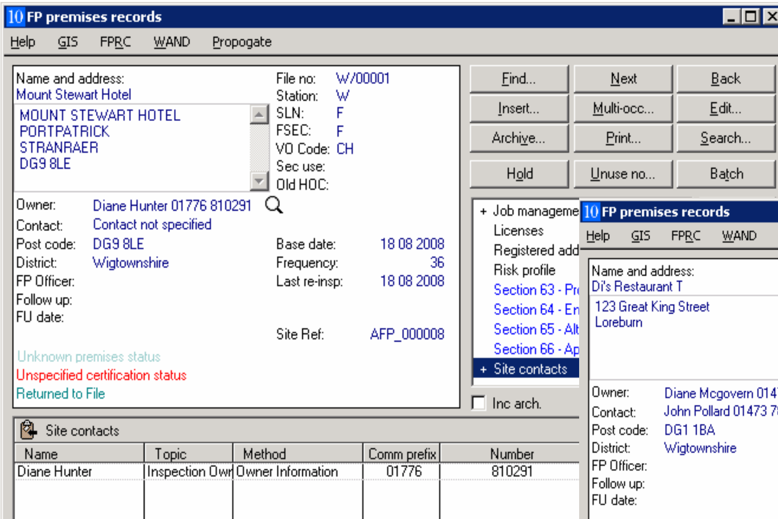


You need to enter a name otherwise a dialog box will appear to prompt you.

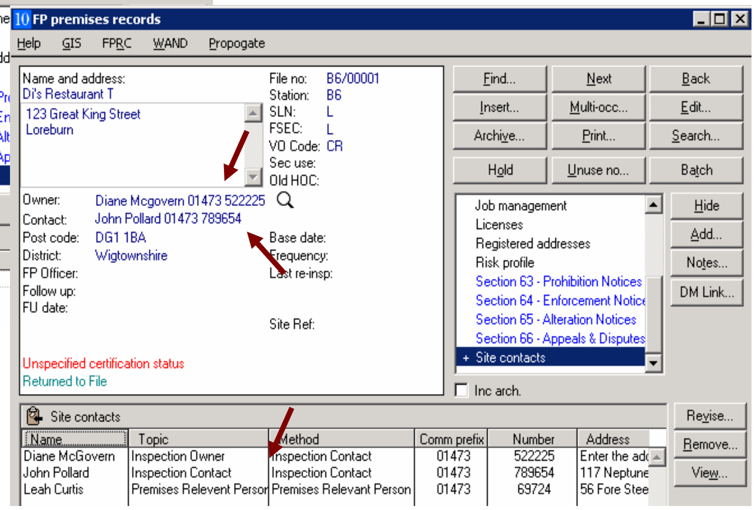
You should now be back in the Premises Record Card

- Click onto the Show button

As you can see, the ‘Site Contact’ window will appear below the ‘FP Premises Record Card’



The Owners name has appeared in the FP PRC ‘Site Contact’ window



In my other example there are now three entries in the ‘Site Contacts’ window – I have also entered a ‘Relevant Person’ this will not show in the main Premises window.

This will only show the Owner and Contact.

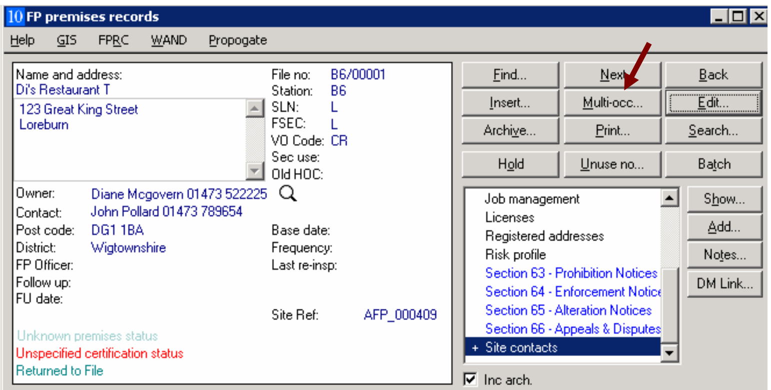
To setup the Redbook Site Contacts drop down list – go to File – Navigation – Tools & accessories – Digital Directories – Click onto Redbook Communications Folder – Add - for Method – Click onto Redbook Topics Folder - Add for Topics.

Creating a Multi-Occ Premises

Multi-Occ is buildings with more than one business inside. For example, Bluewater (Parent) would be classed as a Multi-Occ building. Each store (Child) within Bluewater would need a separate ‘Premises Record Card’ and maybe a different ‘FSEC’ / ‘VO’ code.

From the Gazetteer or the FP PRC, find the Premises

Find the Premises that you want to set as a ‘Multi Occ’



To enter the businesses/flats within this building

- Click the ‘Multi Occ’ button

Do not search for these buildings within the Gazetteer they wont be there, only the main premise will be in the Gazetteer

The ‘FP Premises Records’ window will display and replicate data previously entered on the Main Premises Record, with the exception of the ‘File Numbering Options’ section.

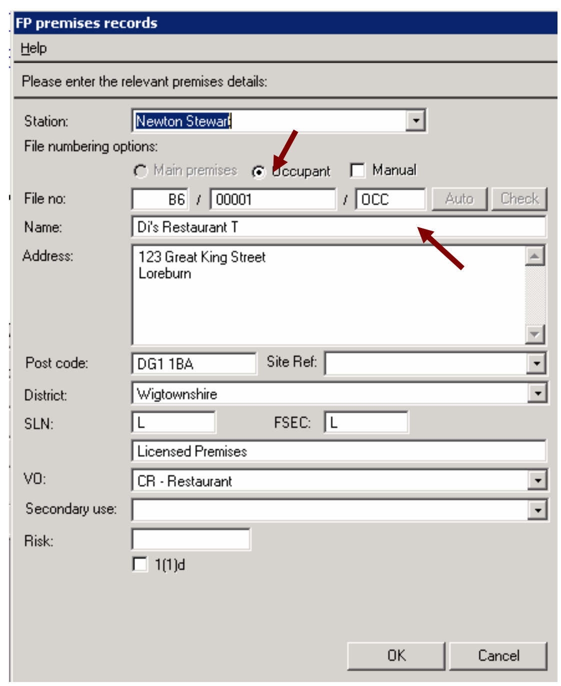
The ‘**Main Premises**’ - File Numbering is applied to ‘**Single Occupancy**’ Premises only.

But as you can see, the ‘File Numbering’ has now changed from ‘**Main Premises**’ to ‘**Occupant**’ and ‘**OCC**’ has appeared in the box after the file number.

The File Number is displayed as **‘B6/00001/OCC’**

When entering other businesses to a Multi Occ

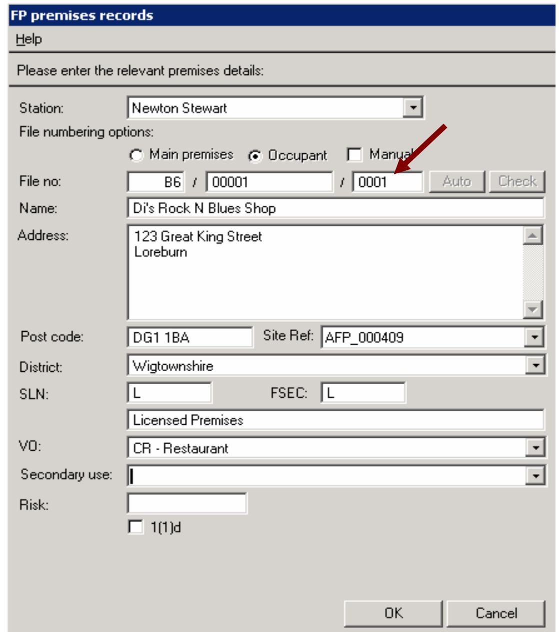
- Enter the New Name of the business
- Change the SLN/FSEC and VO Codes



When entering other flats to a multi Occ

- The Name always says ‘Occupant’
- In the Address – Change the Flat Number only

The system returns to the ‘FP Premises Records’ window displaying the Multiple Occupancy Record previously entered.



As you can see the File No has changed from **B6 / 00001 / OCC** to **B6 / 00001 / 0001**

Depending on the nature of the business

If you need to change the SLN / FSEC code

- Enter the code into the SLN / FSEC box

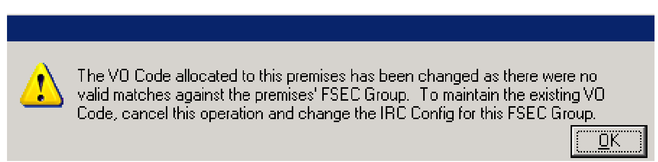
Or

- Enter a category in the blank box under the SLN / FSEC boxes

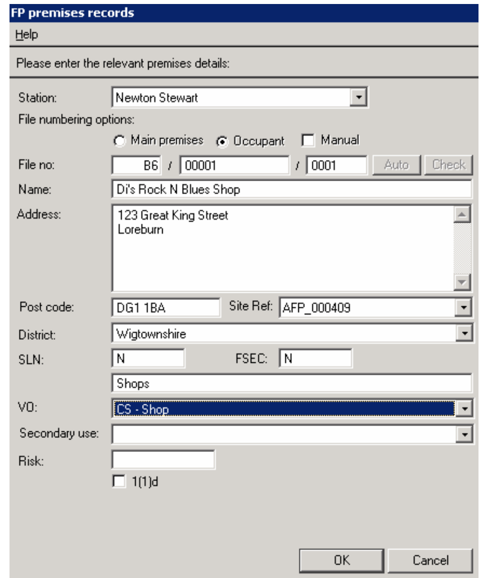
- Press the Tab key on your keyboard

A dialog box will appear letting you know that you are about to change the VO code / FSEC group

- Click onto the OK button



Notice the SLN / FSEC codes have now changed to 'N'



- Click onto the VO Arrow

A drop down list of VO options will appear

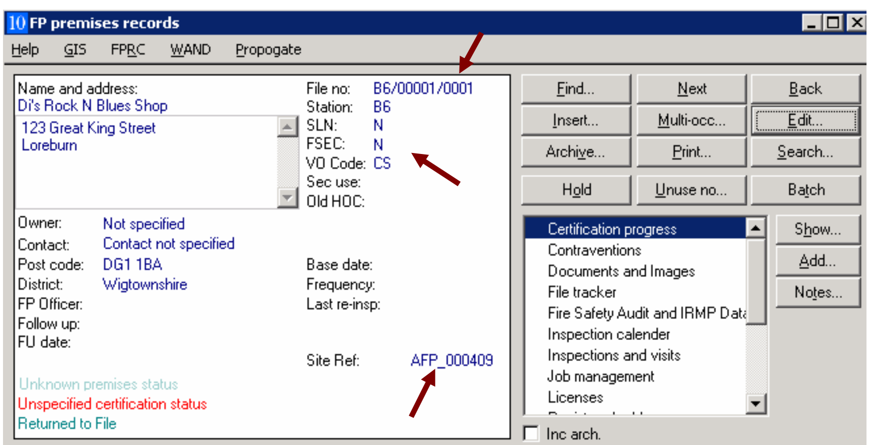
- Choose one of the options

As you can see the Name, SLN/FSEC and VO codes have changed.

Refresh the window and the system will enter a Site Ref.

- Click onto the OK button

As you can see a new Premises Record Card has been created



Look at the File no. It has changed again but this time to B6/00001/**0001**

- Click onto the Edit button

As you can see the box that had '**OCC**' will now has '**0001**' entered instead and a Site Ref number has appeared.

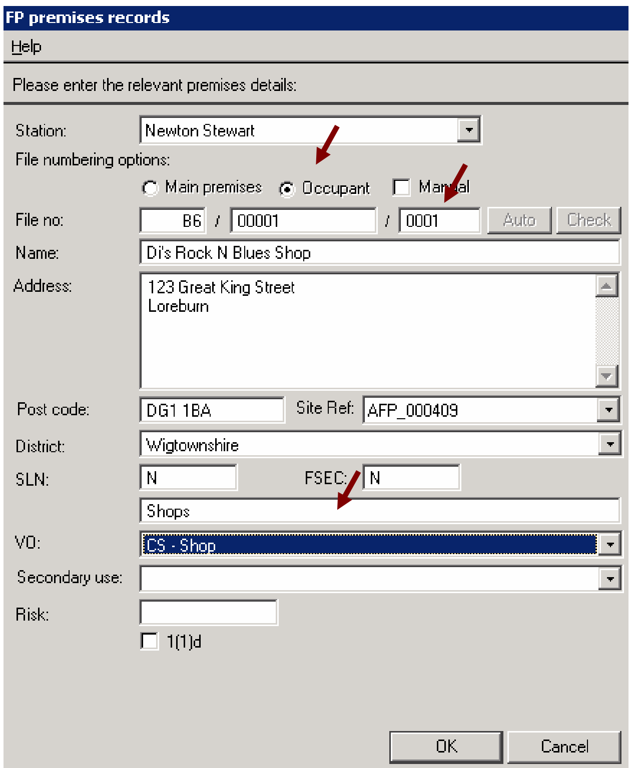
Each Multi-Occ you add to B6/00001/ the 0001 will change to 0002, 0003 and so-on

Editing 'Main' and 'Multiple Occupancy' Premises Records

If you need to modify a Premise, like change the Station, Name, SLN / FSEC code, VO codes, enter a Risk Rating… you can do this by using the Edit button.

- Click the 'Edit' button 

The 'FP Premises records' window will display



The system will highlight previously entered text.

- Modify data as required.
- Repeat this procedure for all fields requiring modification.

NOTE: It would not be advisable to modify the 'File Numbering Option' currently in use, as this could affect the validity and integrity of Premises data.

To save the modified 'Premises Record' data

- Click the 'OK' button

The system returns to the 'FP Premises Records' window.

Inspections and Visits

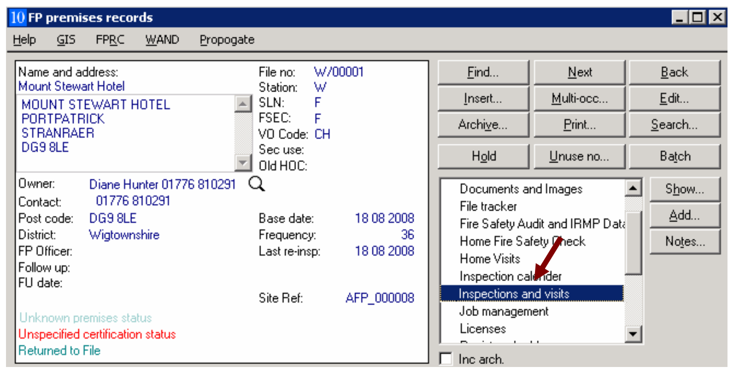
To enable the accurate recording of Inspections and Visits, e.g. The Inspection Recording 'Travel' and 'Admin Time' associated to the Inspection or Visit. A variety of jobs can be associated to a single Inspection and Visit record. Also once a job has been created and allocated to an Officer, the Officer will receive the job when they log onto the system and download the jobs to their WAND tablet or in Paper Form – Progress Slip (Job sheet).

Creating a Job

If the required Premises record is not displayed please refer to 'Searching for a Premises Record Card / Finding a Premises Record Card' sections.

The Premises Record Card should now display the Premises you are looking for.

In the FP Premises Record Card



- Go to the Sub Menu
- Select Inspections and Visits

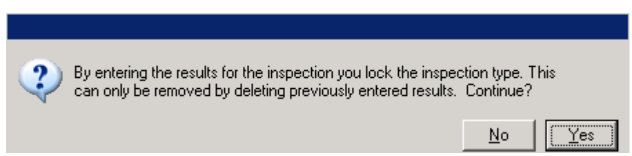
You can either

- Click onto the Show button
- Select a Job that has been previously created

This will open the Inspections & Visits window

- Click onto the Results button

Dialog box will appear

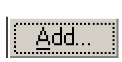


- Click onto the Yes button

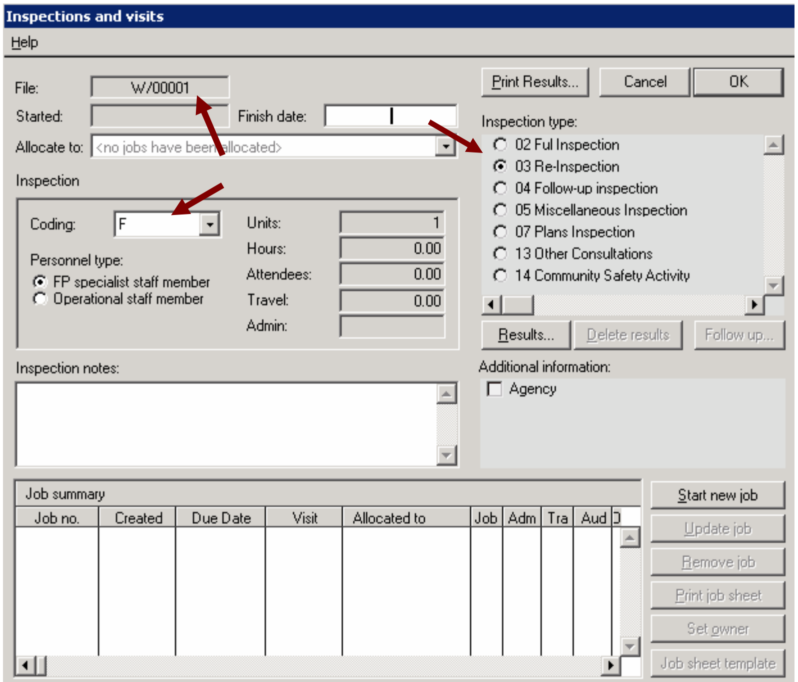
This will open the Audit form

OR

- Click onto the Add button



The system will display 'Inspection and Visits' records associated to the selected Premises Record



The Inspections and Visits window will appear

As you can see, the 'File' number has been assigned to the Inspection Record.

The 'Coding' is the FSEC Code

Inspection Types:

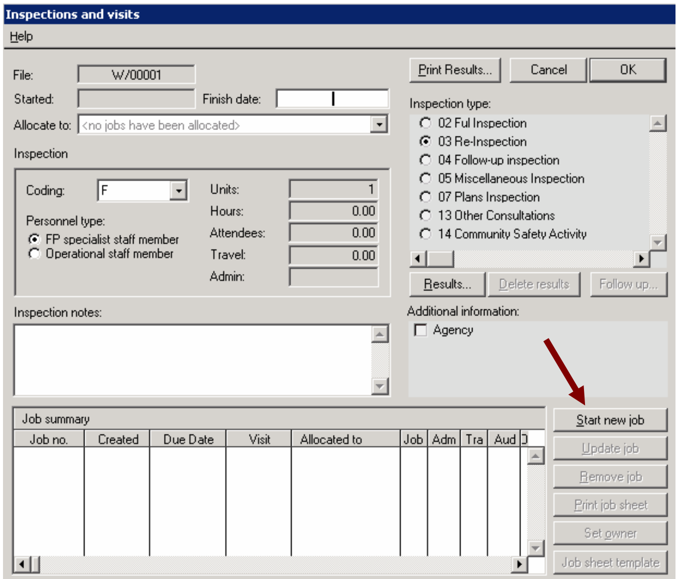
When creating a Job you need to choose the Type of Inspection that is about to be conducted. These 'Inspection Types' are linked to Attribute Groups.

Below is a example of the Type of Inspection you can set up within the Inspection Types and Integrated Risk code folders.

Full Inspection	Re-Inspection	Follow-up Inspection
Home Fire Safety Checks	Plans Inspection	Community Safety Activity
Miscellaneous Inspections	Other Consultation	

Some of these Inspection Visits will have 'Results' forms behind them others will just be for the reason of the job i.e. hours spent on phone calls etc.

Within Inspection and Visits Jobs window you can also allocate ‘Other Job Activities’ this will record hours for School Activity, Talks, Phone Calls, Educational Visits, Leaflets, Other Admin etc.



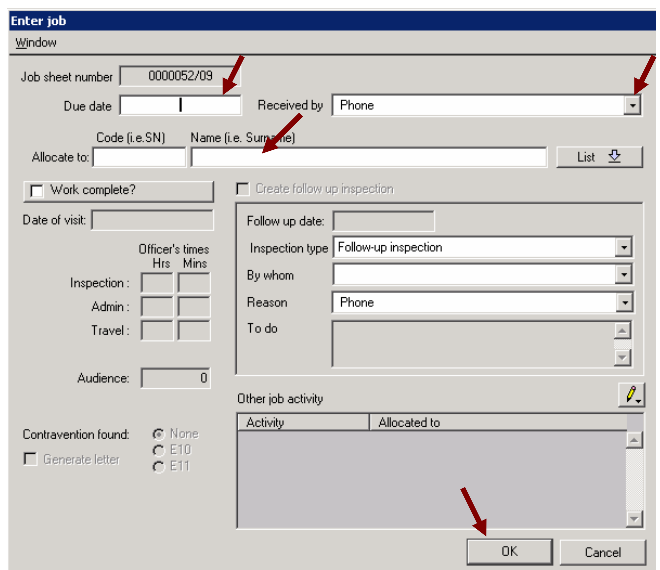
- Click onto the Type of Inspection you want the job to be conducted under: i.e. Re-Inspection

Assigning ‘Other Job Activities’ options will be available once you click the Start New Job button …

- Click onto the Start New Job button

In Due Date box

- Enter the Date of the Job



If you hit the tab key – on your keyboard - it will automatically enter Today’s Date and move onto the ‘Received By’ box

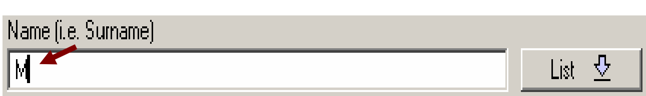
The ‘Received By’ box is how the job was sent to you either by Email, Facsimile, Post some brigades use Email others use Post, this is user definable.

- Received By – Click onto the arrow and choose an option

If you know the Service Number of the Officer

- Enter the Service Number in the Code (i.e. SN) box

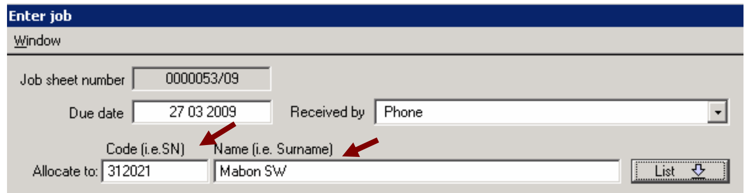
If you are not sure of the Officers Service Number, Post, Watch or Location is but know the Surname or first letter.



- Enter a Surname in the Name box
- Click onto the ‘Tab’ key on your keyboard

The first Surname beginning with that initial will appear in the box.

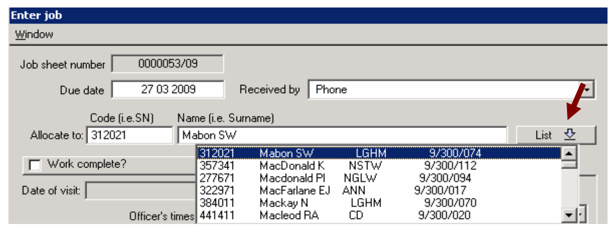
If it is NOT the right Service Number / Name you are looking for



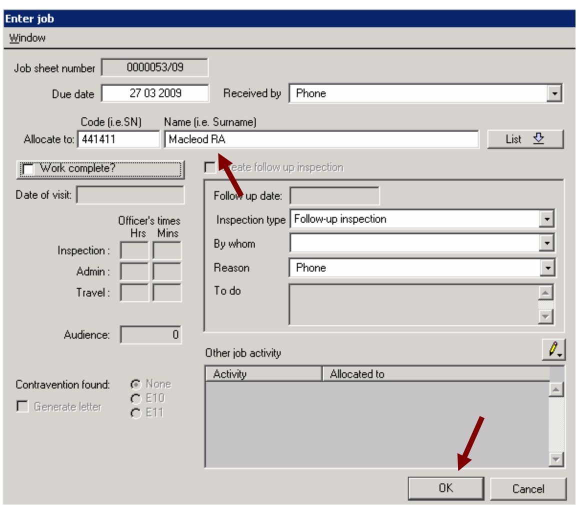
<u>DO NOT</u> click onto the List button until you have entered something into the 'Allocated To' box(s)

- Click onto the List button 

All the Officers beginning with the letter you entered – I entered 'M' – will appear in the list



- Double click onto the Officer you are looking for



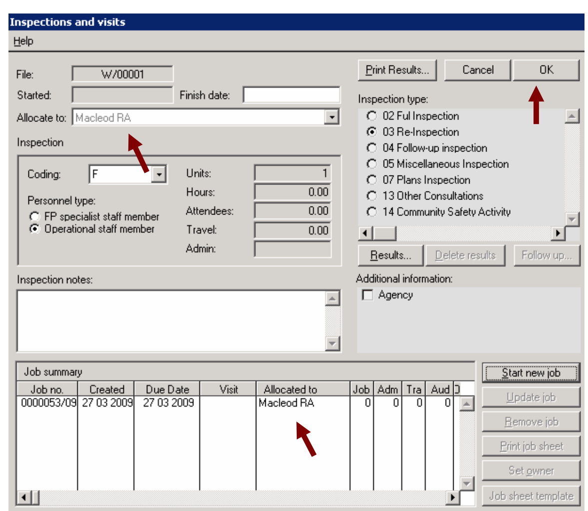
The Officer Name and Code will appear in the boxes

- Click onto the OK button

You should now be back in the Inspection and Visits window

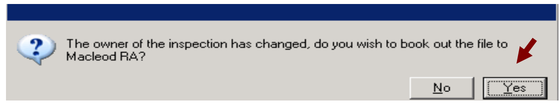
As you can see in the Inspection and Visits window the job has been allocated and is in the Job summary window at the bottom of the page.

- Click onto the OK button

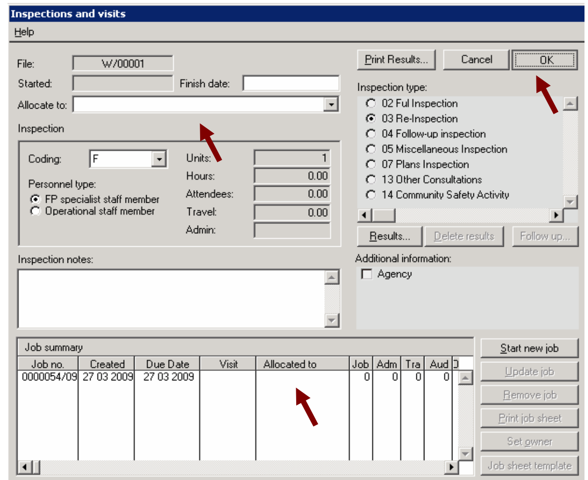


A dialog box may appear asking you ‘the owner of the inspection has changed….

- Click onto the yes button



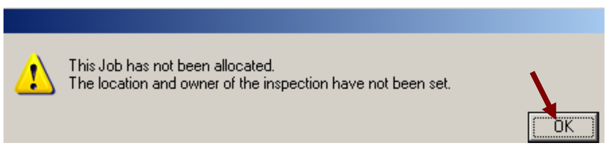
Inspection Not Been Allocated



If the ‘Allocated To’ box is empty within the Inspections and Visits window this means the job, when it was created was not Allocated to an Officer. If this is the case:- Can also be Allocated to a Post / Watch / Location.

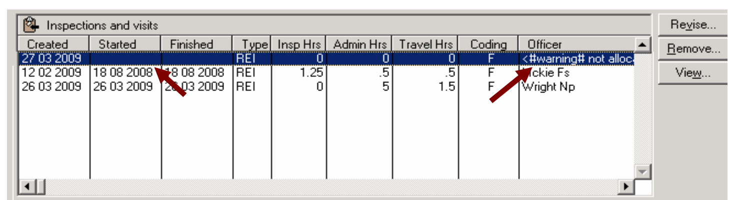
When you click OK in the ‘Job window

You may get a dialog box saying



- Click OK

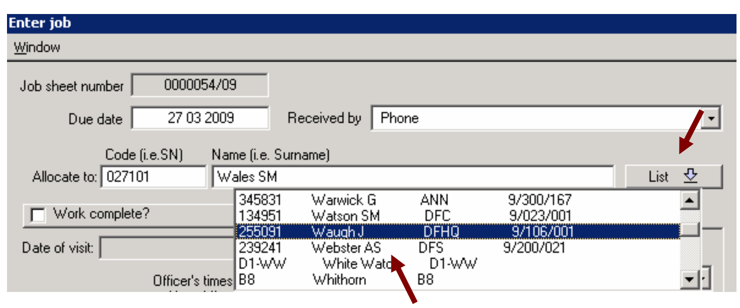
As you can see in the Premises Record Card the Inspection has not been allocated or scheduled. A warning sign will appear once page has been refreshed.



Go back into the Job summary window

- Click onto the Inspection
- Click onto the Revise button
- Click onto the Job
- Click onto the ‘Update Job’ button

- Click onto the List
- Select an Officer
- Click onto the OK button

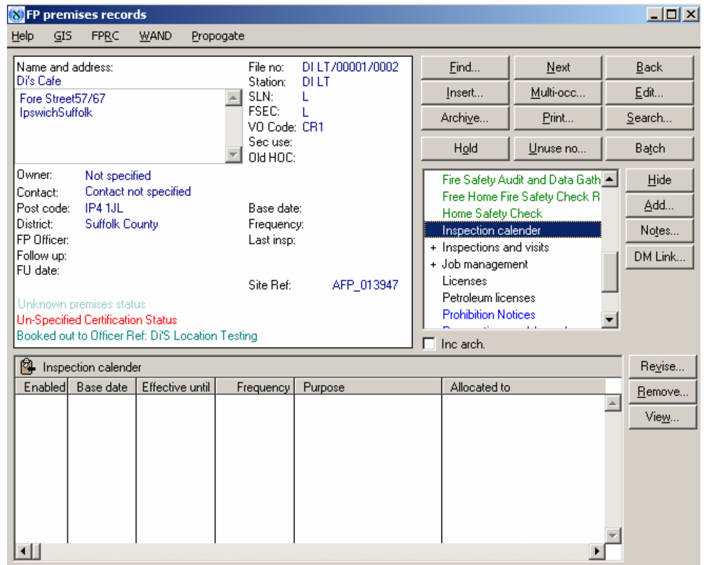


As you can see, the selected Officer has now been allocated the job

You cannot fill in anything else until the job has been completed

Recording Of Inspection Calendar

The Inspection Calendar is an effective mechanism for Programming Inspections and pending work. It also enable the recording of all ‘Programmed’ work. Inspection Calendar will calculate the date that Inspections are to be performed this is predetermined by the **‘Base’** date and **‘Frequency’** entered. Programmed Inspections usually allocated – During Performances, Home Fire Safety and is usually allocated to Stations or left blank.



- Open the Premises Record
- Go to the ‘Sub Record’, options
- Select ‘Inspection Calendar’.
- Click the ‘Show’ button

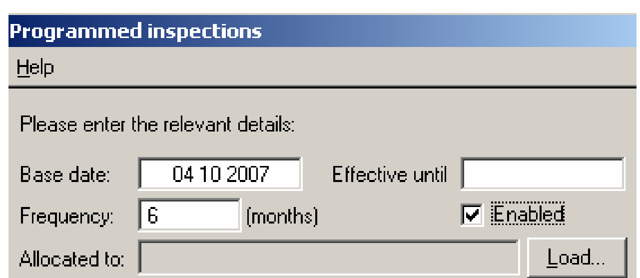
The ‘Inspection Calendar’ records associated to the selected Premises Record Card will appear within the window, as you can see there are no records associated with this PRC.

Adding Inspection Calendar Records

- Click the ‘Add’ button

The ‘Programmed Inspections' window will display

The base date defines the starting date for all ‘Programmed Work’ the subsequent frequency entered will commence from the base date set.



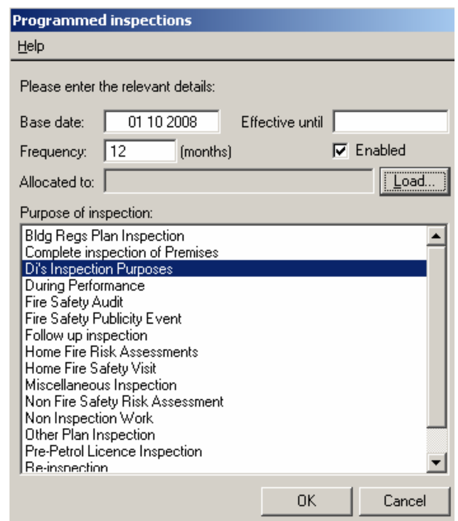
- Enter the ‘Base Date’ that re-inspections are to be calculated. (this will be the date of the next Inspection)
- In the 'Effective Until' field **Leave this blank** – the only time you enter a date into this box is when the initial frequency is to cease.
- Check the 'Enabled' check box.
- Enter the frequency, which the re-inspections are to occur, for example 6, 12 or 36 months as appropriate.

When amending the frequency within the Inspection Calendar Record only then you will enter a end date into the Effective Until box and remove the tick form the Enabled box. Then create another Programmed Inspection with a new Frequency.

For example:- A 'Programmed Inspection' has been created for a low risk Premises at a 'Frequency' of '36' months. If it is then necessary to alter the 'Frequency' of the 'Programmed Inspection' to occur every '12' months. When changing from one frequency to another remember to take the tick out of the 'Enable' box and enter an 'Effective Date'. This will disable the present one and activate the new one. A new 'Inspection Calendar' record should now be created at the new 'Frequency' of '12'. This eliminates problems previously associated to historical data.

NOTE: It is important to note the re-inspection date is an accumulation of the 'Base Date' and the 'Frequency' entered. If the 1st re-inspection is required for 1st October 2007 at a 'Frequency' of '12' months, the 'Base Date' entered would need to be 01 10 2006.

- Select an Inspection Purpose

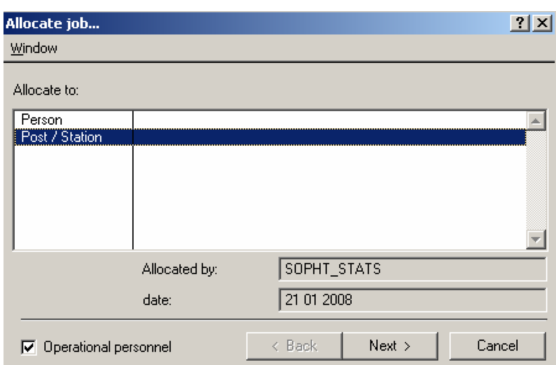


Please refer to the 'Allocated to' entry field.

This provides users with the facility to allocate programmed work to 'People', 'Posts', 'Locations' or 'Watches'

- Click the 'Load' button. 

The 'Allocate job' window will display



The 'Allocated by' field is automatically updated with the name of the user allocating the programmed work.

The 'date' field is automatically updated with the current date

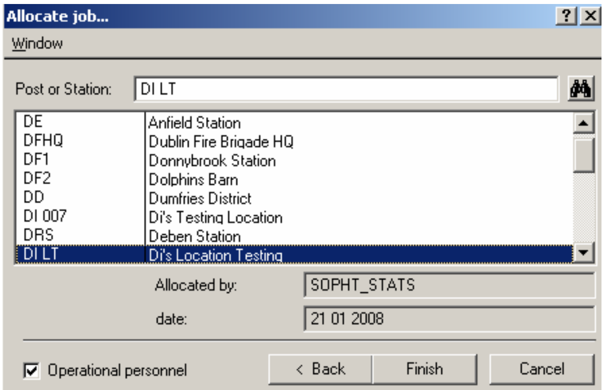
- Select and highlight the required 'Allocate To' option e.g. 'Station'.

The system will only look at the 'Fire Safety' personnel unless the 'Operational Personnel' check box is checked and if the 'Allocated To' option 'Post / Station' is selected.

This will ensure only Operational Personnel posted to the selected station will be available for selection.

- Click the 'Next' button 

The ‘Allocate Job’ window will display



If there is a need to return to the previous window display:

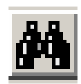
- Click the ‘Back’ button.

The ‘Allocated by’ field is automatically updated with the name of the user allocating the programmed work.

The ‘date’ field is automatically updated with the current date.

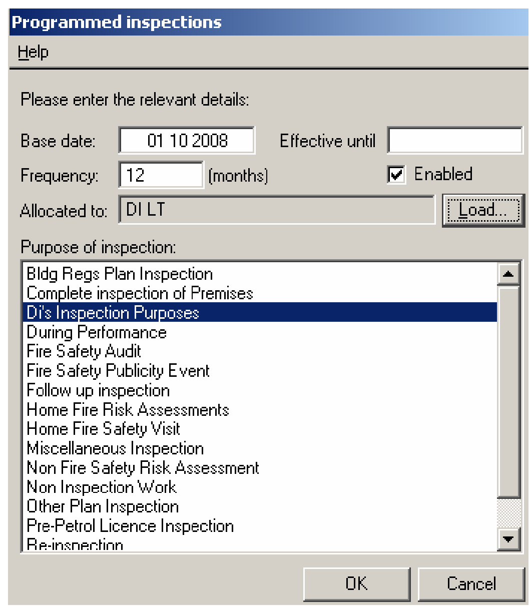
The system defaults to the first entry field ‘Station’.

- Enter the Station to whom the programmed work is to be allocated as previously allocated by the ‘Personnel’ department
- Click the ‘Search’ button represented by binoculars



The system will retrieve all records corresponding to the criteria entered

- Select and highlight the Station
- Click the ‘Finish’ button

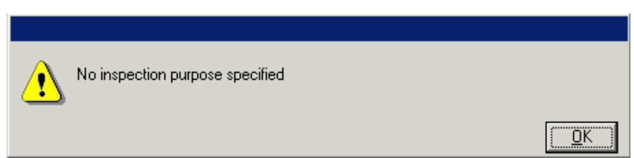


The system returns to the ‘Programmed inspections’ window, the ‘Allocated to’ field is updated with the selected Station.

- Click the ‘Cancel’ button to exist without saving changes
- Click the ‘Ok’ button to save the ‘Programmed Inspection entered

NOTE: If an inspection purpose has not previously been selected the following help message will display ‘No inspection purpose specified’.

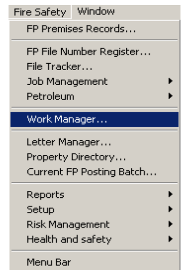
- Click onto the OK button



Go to Work Manager

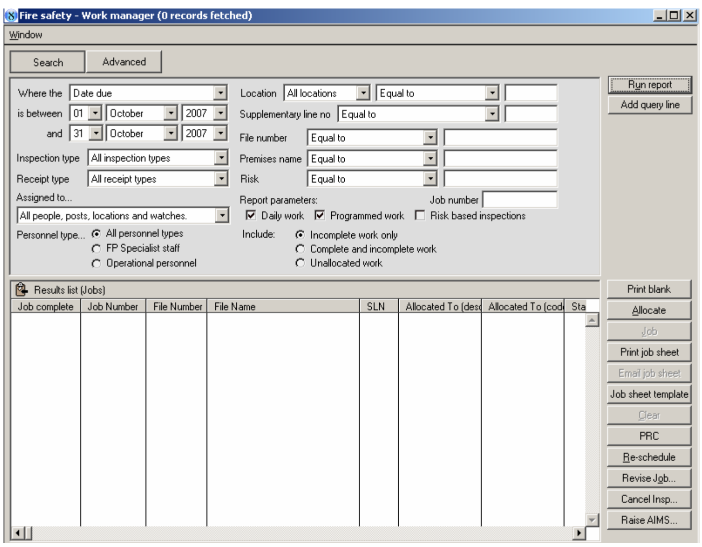
Work Manager

Work Manager enables staff to allocate and schedule work to Officers in advance. It also enables Brigades to identify work left outstanding from the previous month and provides the mechanism for rescheduling and re-allocation. Ideally, the list of 'Daily' and 'Programmed' work should be empty at the end of the current month. If work remains 'Red' (allocated) it should be rescheduled and brought forward to the next month. Alternatively, the 'Due Date' could be altered via the 'Inspections and Visits' window. When using Work Manager today; mid January, staff will be looking to allocate work for March, this gives a five week notice that an Officer needs to do an Inspection and gives time to send out letters to the Occupier/Owner of the Inspection and to make an appointment.



- Click onto Fire Safety
- Scroll down and Click onto Work Manager

The Fire Safety work Manager window will appear



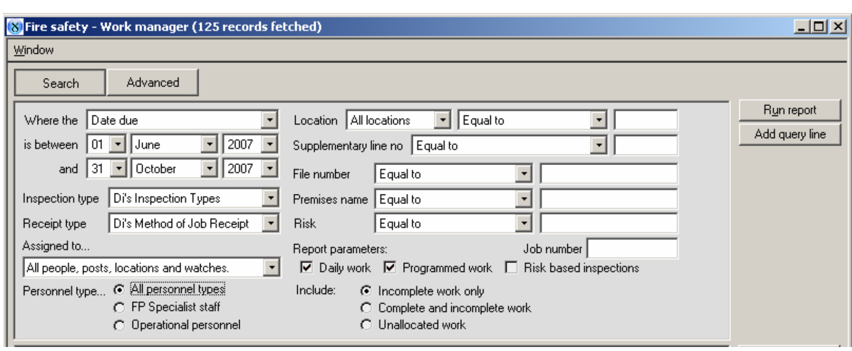
Search and Advanced Methods

Work Manager now provides two alternative interfaces from which data can be retrieved: ‘Search’ and ‘Advanced’.

Search Tab

Provides you with the ability to define the criteria on which the return could be ‘Complete’ or ‘Incomplete’ work by selections made from drop down lists.

You can choose any of the options for your search by clicking onto the arrows.

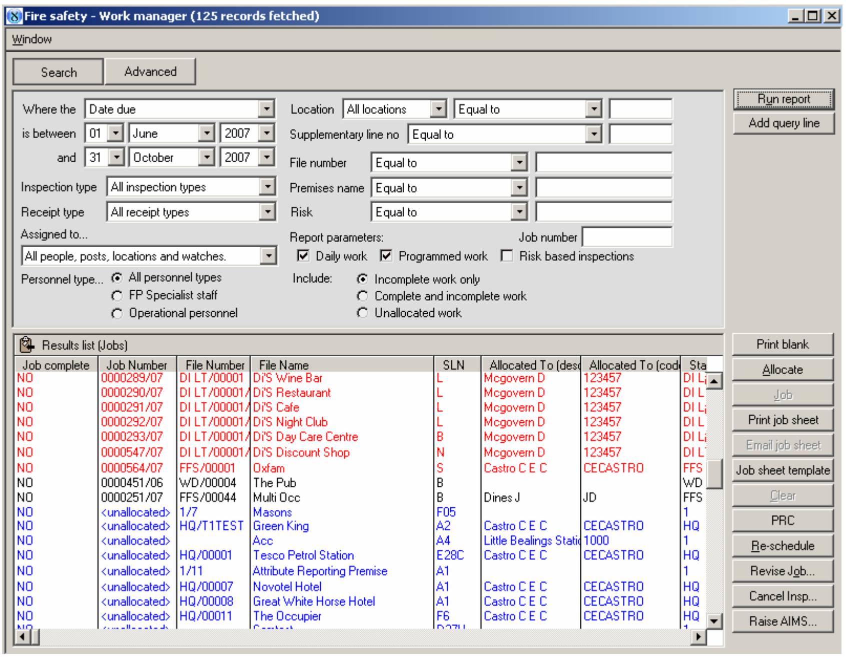


- Enter the date criteria you want the search to be between.

To add/amend the 'Inspection Type' or 'Receipt Type' drop down list go to Fire Safety – Setup – Fire Safety Configuration – 'Inspection Type' folder or 'Methods of Job Receipts'.

Once you are satisfied with the criteria for your search

- Click onto the 'Run Report' button



As you can see here I used

- Date Due
- 1st June to 31st October 07
- Re-inspection
- All receipt types

As you can see I have 125 records in the 'Results List' (jobs)

Some of the results are in Red, Black and others are in Blue – to understand what the colours indicate go to the Work Manager Key Colour & Status.

Work Manager Key Colour & Status

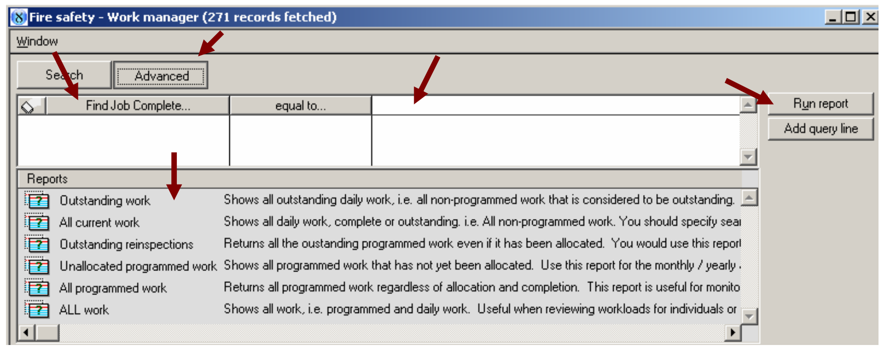
Blue – **Complete = No**	**Unallocated and Inactivated**, no Job number assigned and therefore does not exist as an Inspection in the Inspection and Visits Sub Menu Option against the Premises.
Blue	Records have been **generated by Inspection Calendar** records being created and act as a **reminder** for work that should be allocated and carried out based on this, they are **deemed outstanding** regardless of whether the due date has been exceeded or not as they are reminders of work scheduled. This due date is the base date plus frequency record against the Inspection criteria.
Red – **Complete = Yes**	These are Jobs which have been **allocated and activated** (Job number assigned and recorded as an inspection in the Inspection and Visits sub menu option of the PRC) yet have exceeded the due date and have not yet been completed.
Black – **Complete = Yes**	Work that has been **allocated and completed** regardless of whether the work was completed on or after the due date.
Black – **Complete = No**	Work, which has been **allocated, not yet completed**, but has not been exceeded. Its due date and is netherless outstanding as it has been scheduled to be done.
Red and **Black**	Inspection Jobs were either originally generated as a programmed inspection or manually entered via the Inspection and Visits sub menu option.

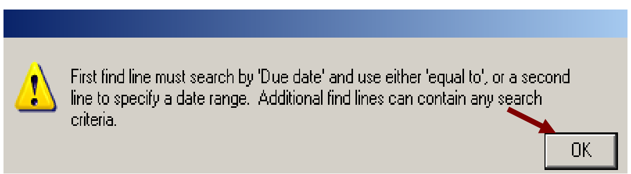
Advanced Tab

'Advanced' method suitable for users who have a **Good Understanding of Fire Safety System** in respect of programmed and un-programmed work.

As you can see, in the 'Reports' window there is a list of different type of prepared reports

- Change the search to 'Due Date'
- Enter a date into the Search box
- Click onto one of the Reports
- Click onto the 'Run Report button





If you do not enter a date a dialog box will appear as shown

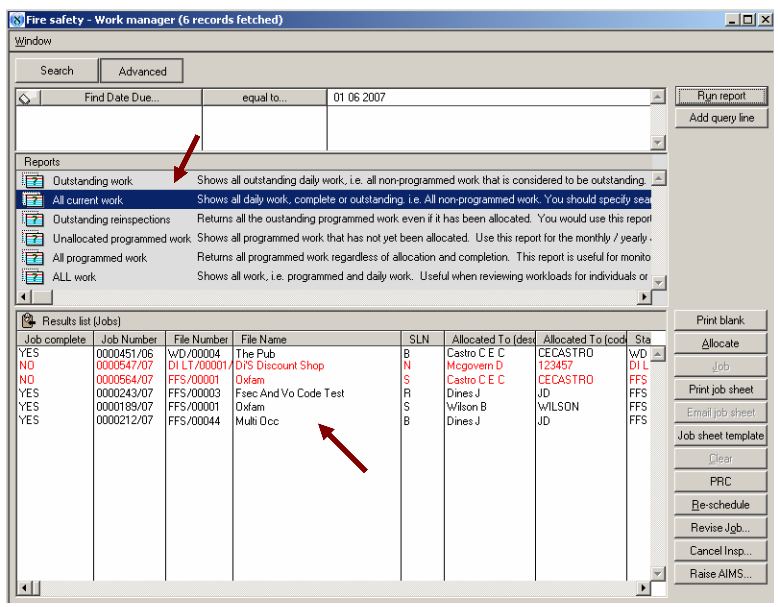
- Enter a date
- Click onto the OK button

The information that comes back are only for the date of the 01/06/07.

If you want a broader search use greater than '>01/06/07' or less than '<01/06/07'.

As you can see, I have chosen the 'All Current Work' reports.

Any outstanding reports will appear in the Results List (jobs) window



On the next page is a more detailed definition of what the reports will show

Outstanding Work: **Shows all outstanding daily work** i.e. all non programmed work that is considered outstanding. The 'Jobs' displayed in the 'Outstanding work' report are all manual jobs created via the 'Inspections and Visits' sub record option of the 'FP Premises Records' window,

All Current Work: **Shows all daily work,** complete or outstanding i.e. all non programmed work. The 'Jobs' displayed in the 'All current work' report includes all work, which has been created manually (i.e.) created via the 'Inspections and Visits' sub record option of the Premises record card.

Outstanding Re-Inspections: **Returns all outstanding programmed** work even if it has been allocated (This report can be used to monitor programmed work, please note a date range must be defined)

Unallocated programmed work: **Shows all programmed work** that has not yet been allocated. All programmed work, which has not been created and thus remains unallocated.

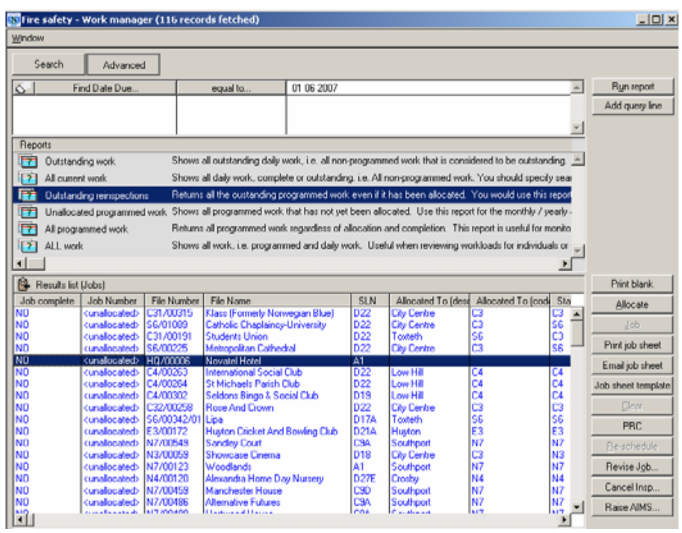
All Programmed work: **Returns all programmed work** regardless of allocation and completion
All real work (i.e.) those jobs created via the 'Inspections and visits' facility which, are complete.
All programmed work which, has not been allocated.
All programmed work which, has been allocated, but is incomplete.

All work: **Shows all work** i.e. programmed and daily work. This report is suitable for reviewing individual or station workloads, please note a date range must be defined.
All real work (i.e.) those jobs created via the 'Inspections and visits' facility which, are complete.
All programmed and un-programmed work not yet allocated.
All allocated incomplete programmed and un-programmed work

Allocating Jobs: **To enable all work** e.g. 'Daily' and 'Programmed' to be allocated to a 'Person', 'Post' or 'Location'. The system acknowledges work as 'virtual' until such time that it is allocated. Until work has been allocated inspection details will not be included in the 'Inspection history'. A 'Slip' or 'Job sheet' can not be printed until work has been allocated. The system will display all work corresponding to the search criteria entered and the report selected (i.e.) 'Outstanding re-inspections'.

Allocating Work

The 'Work Manager' window incorporates a variety of selection mechanisms. The system provides the facility to allocate work to 'People', 'Posts', 'Watch' and 'Locations' The system design enables the user/ Brigade to choose whether the ownership of work (i.e.) the person, post or location alters when the start or finish dates are updated.



NOTE: The system also enables work to be allocated to no-one i.e. No Person, Post or Location Details have been entered in the 'Allocated To' field, it is still possible to 'Print the Progress Slip'.

Allocating Work to Posts

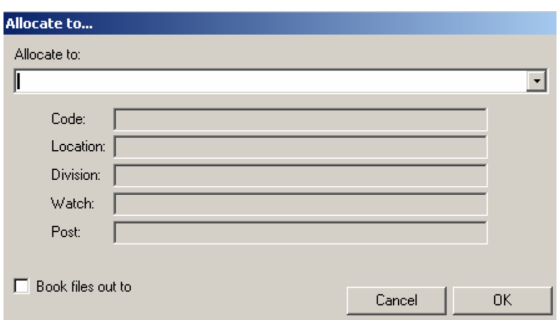
Allocation of work to a Post, it will link to the individual who occupies the specified post at either the time the inspection started or was finished, as indicated by the associated service history records.

Allocating Work to Locations

Allocating work to locations would usually only be used for the batch allocation of ‘OPS’ work, or is an efficient and effective method of distributing work to Fire Safety Area Divisions. The system will link to a person or post by locating the first highest-ranking officer at the location (i.e.) station to which the work has been allocated.

- Click the ‘Allocate’ button.

The ‘Allocate To’ window will display



The system defaults to the ‘Allocate to’

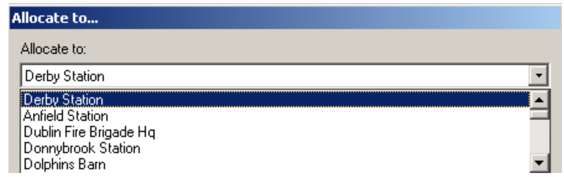
- Enter details of the ‘Post’, ‘Person’, ‘Watch’ or ‘Location’ or enter an letter

- Press the Tab key

NOTE: If more than one record corresponds to the criteria entered, details of the first record will update associated fields – as shown on the next page.

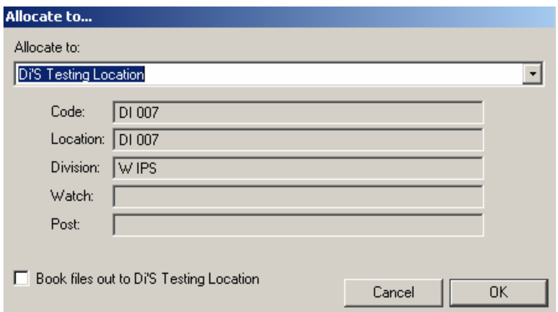
To view other records corresponding to the criteria entered

- Click onto the arrow

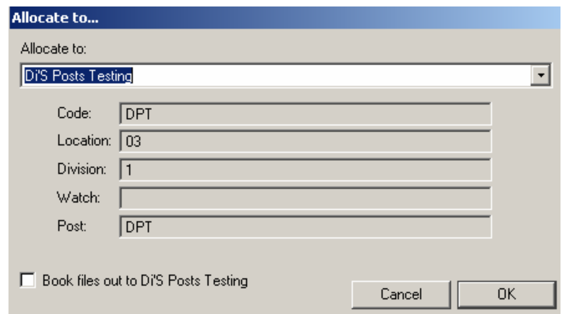


A drop down list of alternative records will display

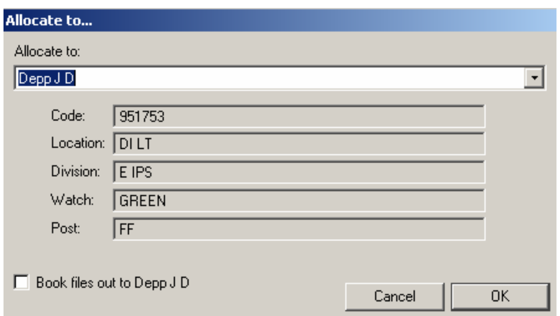
Select and highlight as required



Here is an example of the ‘Location’ that has been chosen



Here is an example of the ‘Post’ that has been chosen



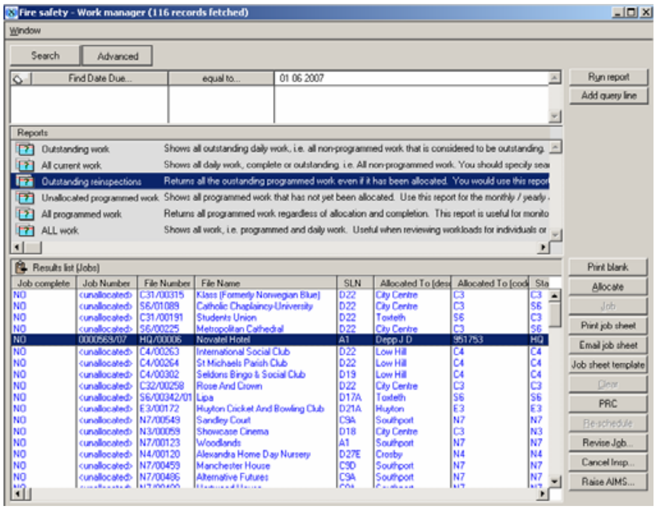
Here is an example of the ‘Person’ that has been chosen

The system will update the ‘Code’, ‘Location’, ‘Division’, ‘Watch’ and ‘Post’ details

Click into the ‘Book Files Out To’ option

The ‘Book Files Out to’ check box should be checked if a record is to update ‘File Tracker’ enabling an accurate representation of file locations to be maintained.

- Click onto the OK button



As you can see the job that is highlighted has now got a 'Person' (Depp JD) allocated to it. Where it said <unallocated> a Job number has appeared.

If you click away the job will change from '**Blue**' (unallocated and inactivated) to '**Red**' (allocated and activated & recorded as an inspection in the Inspection & Visits option).

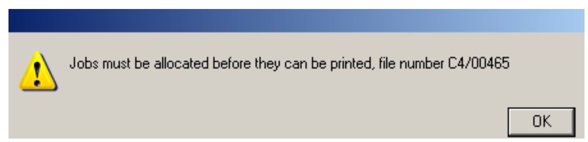
Printing 'Slips' or 'Job Sheets'

To enable the Printing of 'Progress Slips' or 'Job Sheets', which can then be distributed to Inspecting Officers, whom can complete the printed form when inspecting a Premises.

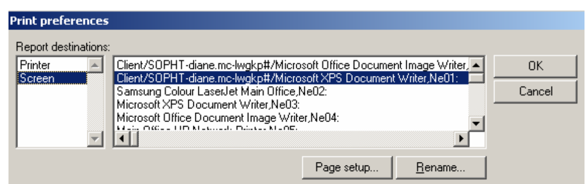
Select and highlight the record, requiring the production of a job sheet

- Click the 'Print job sheet' button

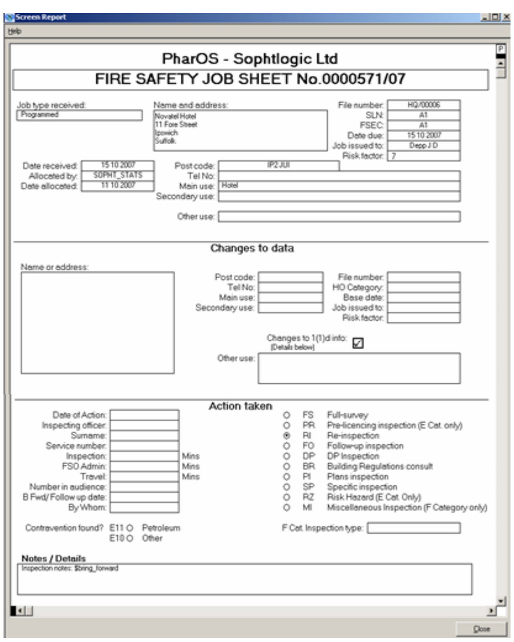
If the job has not been allocated a dialog box will appear – as shown



The 'Print preferences' window will display:



- Select and highlight the 'screen' or 'printer'
- Click onto the 'Ok' button



To print or view the 'Fire Safety Job Sheet' report as previously specified.

The report will generate to screen or print to the default printer as previously instructed.

When the viewing of the report is complete

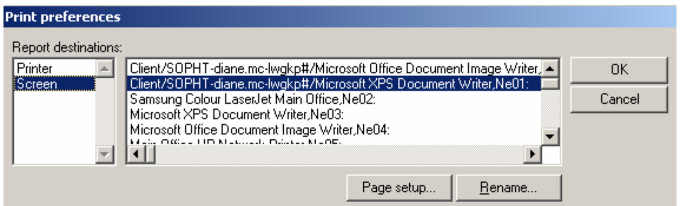
- Double click the Pharos '8' or '10' button located in the top right hand corner
- The system returns to the 'Work Manger' window.

Printing Blank Job Sheets

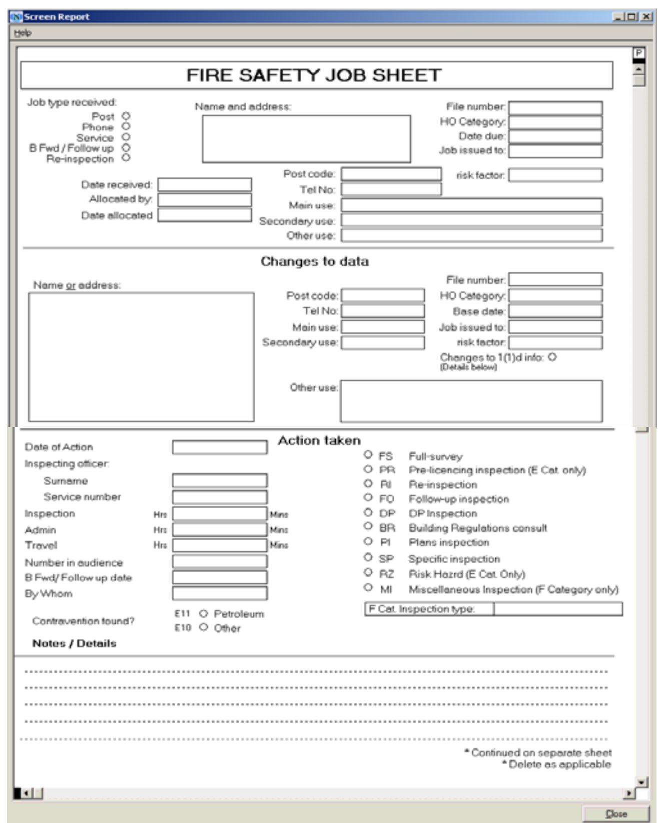
The system will display all work which corresponds to the search criteria entered and the report selected (i.e.) 'Outstanding work'.

- Click the 'Print blank' button 

The 'Print preferences' window will display:



- Select and highlight the desired print destination (e.g.) screen or printer
- Click onto the 'Ok' button, to print or view the 'Fire Safety Job Sheet' report



As you can see the 'Blank' Job Sheet is slightly different than the Allocated Job Sheet.

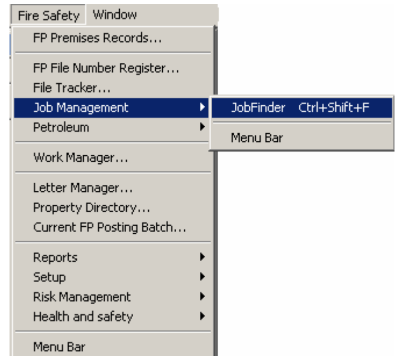
When the viewing of the report is complete

- Double click the '8' or '10' button located in the top right hand corner
- The system returns to the 'Work Manger' window.

Remember - Work Manager works in conjunction with the Inspection Calendar

Job Management

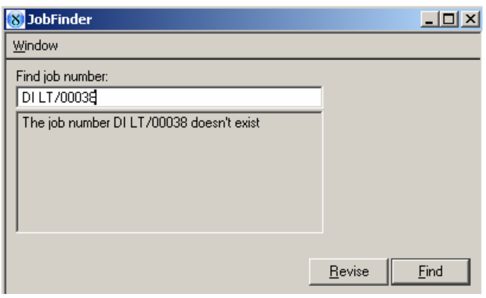
Job Management is used to find Inspection jobs that are due, outstanding or completed within a date range. The Job number is the Inspection job number not the FS Premises Number/Code.



To access Job Management:-

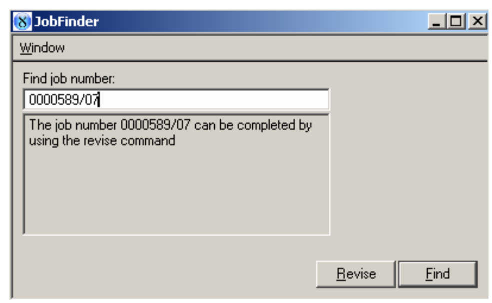
- Click onto Fire Safety
- Scroll down to Job Management
- Click onto Job Finder

The Job Finder window will appear



- Enter the Job Number into the Find box
- Click onto the Find button

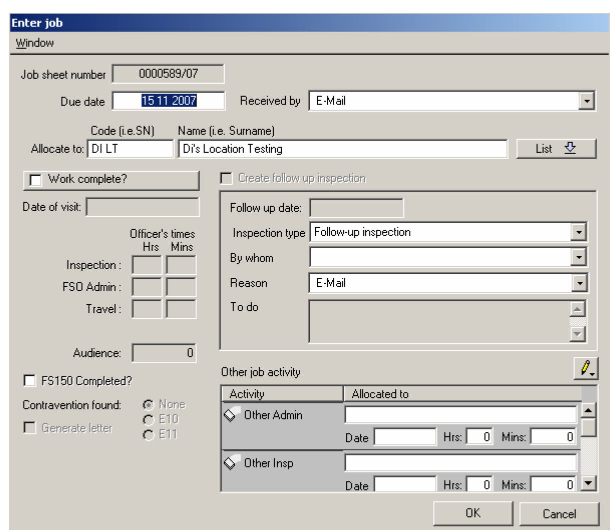
If the job no longer exists – an error message will appear in the greyed box under the find box



If a message appears saying 'the job number X doesn't exist' this could mean the job (inspection) has been cancelled or deleted.

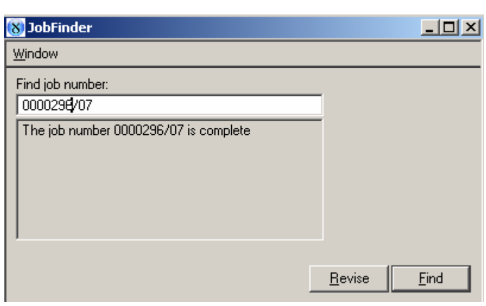
If a message appears saying 'the job number X can be completed by using the revise command'.

- Click onto the Revise button



The Job page window will open to where you can Complete, Amend the job

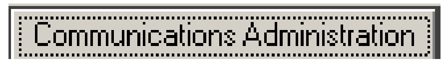
For a job (inspection) that has been completed a message will appear.



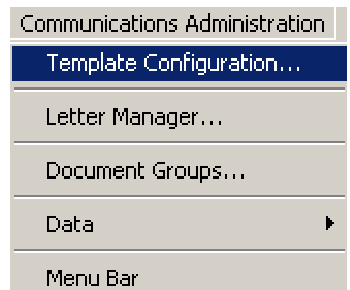
Communication Administration

This document sets out how to use the SOPHTLOGIC template facility. In various parts of the system, it is possible to set up Microsoft Word Templates to use in conjunction with the SOPHTLOGIC system to enable the user to automatically produce a Word documents containing data held in the MIS database.

- Go into Global Navigator
- Click onto the Communication Administration

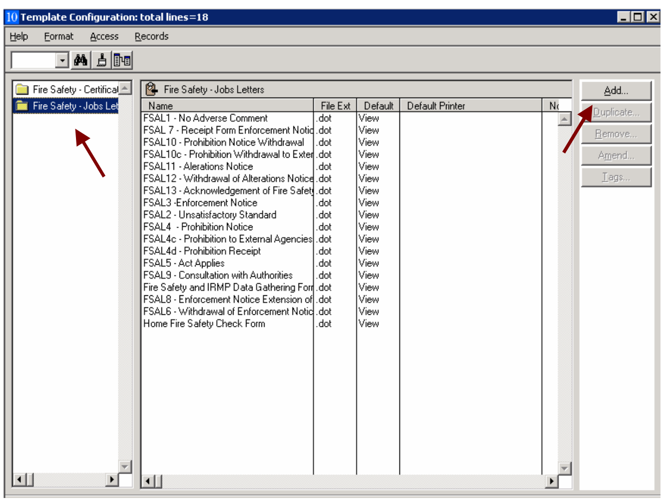


Set Up Fire Safety - Job Letters



- Click onto Template Configuration
- Click onto Fire Safety Job Letters folder

The Template configuration window will appear

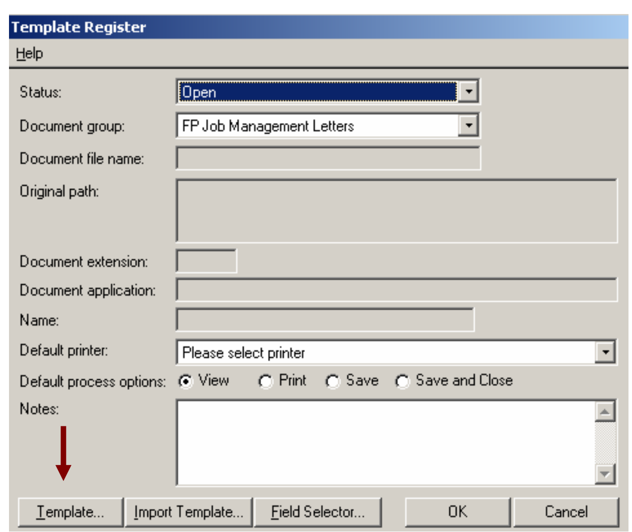


Any information that have previously been entered will appear in the main window.

You can use the existing templates or create your own

- Click onto the Add button

The Template Register window will open

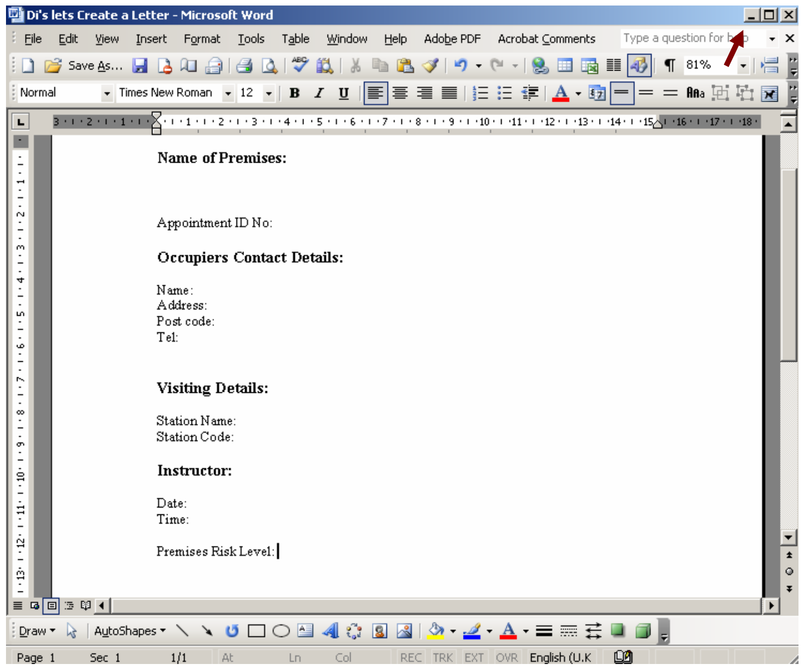


- Click onto the Template Button

A Template Name box will appear

- Enter the Name of your Template Letter
- Click onto the OK button

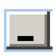
MS Word will open a blank page



Type out the outline of your letter leaving blanks were you want the Fields to be entered.

Once you have typed out your letter

Do not close this window – to minimise it

- Click onto the  in the top right hand corner

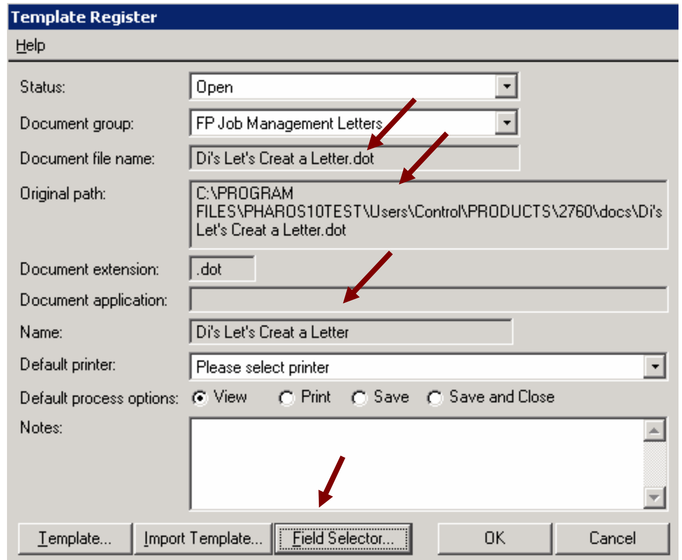
To Enter the Fields

Go back to the Template Register window

- Click onto the PharoS button in the Start toolbar at the button of your screen

The Word screen will disappear to the Start Toolbar at the bottom of your screen

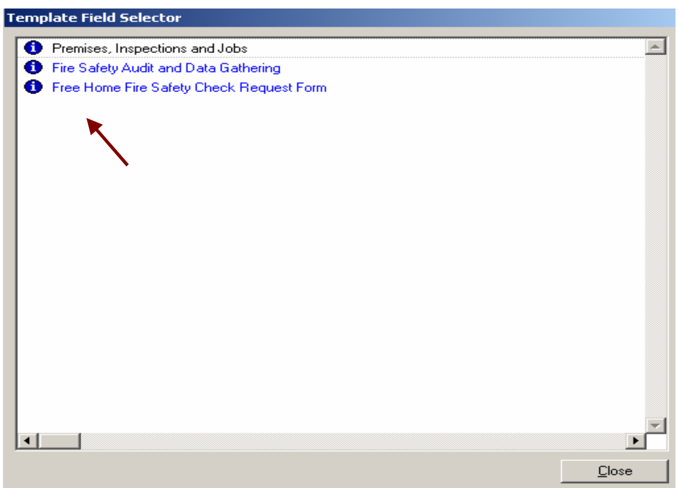
As you can see the link to your Template has been entered in the 'Original Path' box

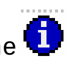


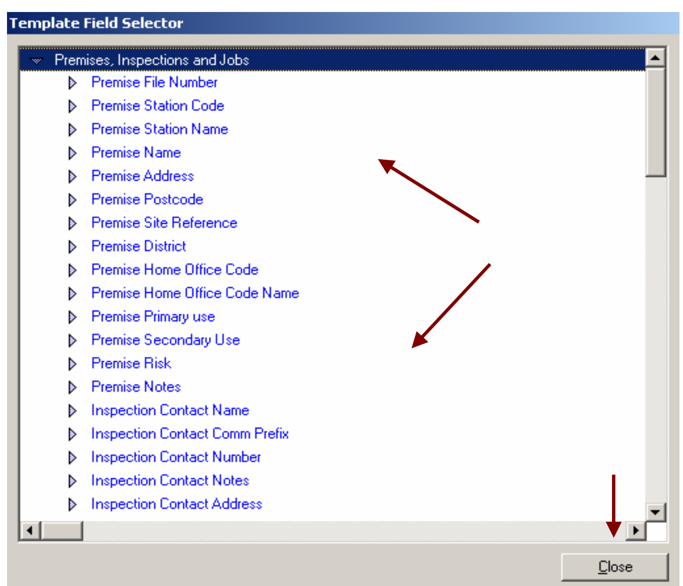
The Name of the Template you are creating has been entered into the 'Document File Name' and 'Name' box

- Click onto the Field Selector button

The 'Template Field Selector' box will open



- Double Click onto the  icon



A list of Field Sectors will appear

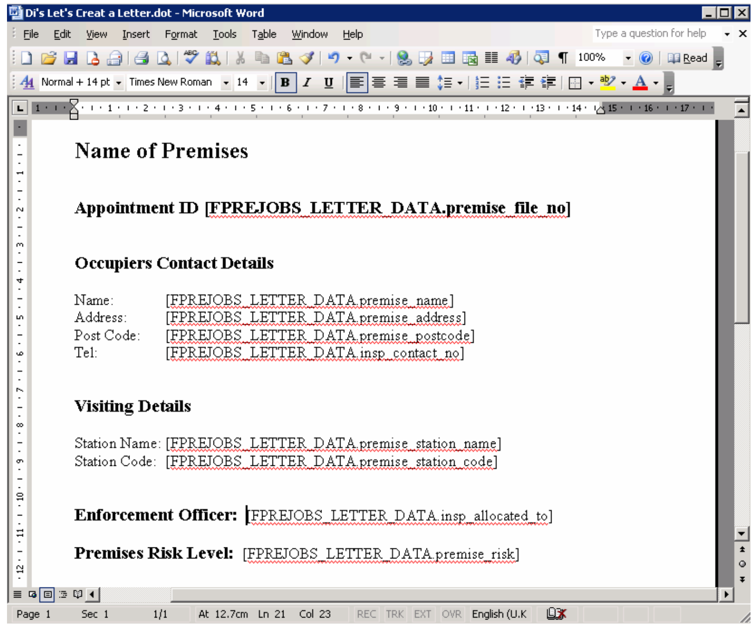
- The sub-menus will appear

Need to ensure the cursor is positioned where the field is to inserted

- Double Click onto the Fields that are to be inserted into your Template Letter

- Repeat until letter is completed

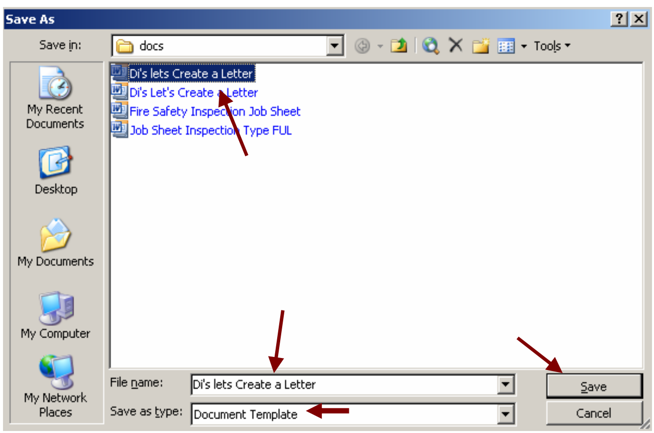
The word screen will appear each time a sub-menu – Field - has been entered.



As you can see the 'Template Letter' is complete. The Fields and the text have been entered.

Remember to put a space between Text and Coding.

Once you have completed creating your Template Letter



- Click onto 'Save As' button in the toolbar

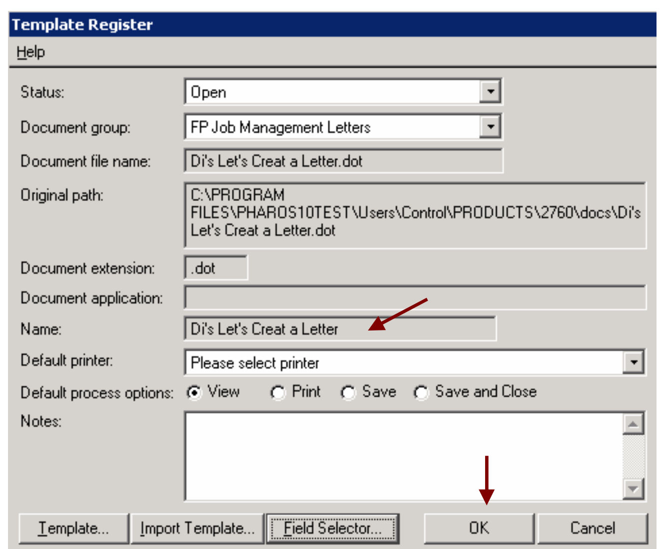
- Click onto the Template you named earlier
- Click onto Save button

Make sure the 'Save As Type' says 'Document Template' otherwise you will not be able to find the letter

Go back to the Template Register window

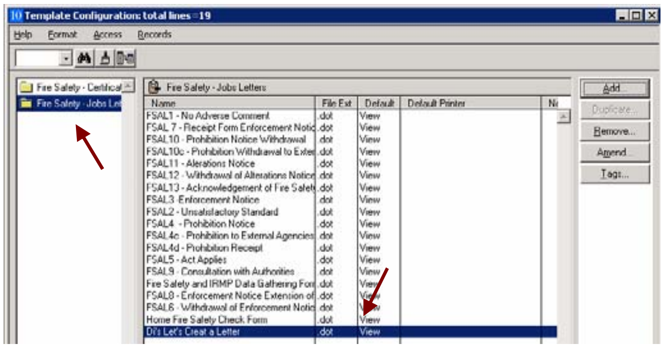
As you can see your letter has now been entered into the Template Register

- Click onto the OK button



Notice the Word and Template Register window has now disappeared and returned to the Template Configuration window.

In the Template Configuration Window



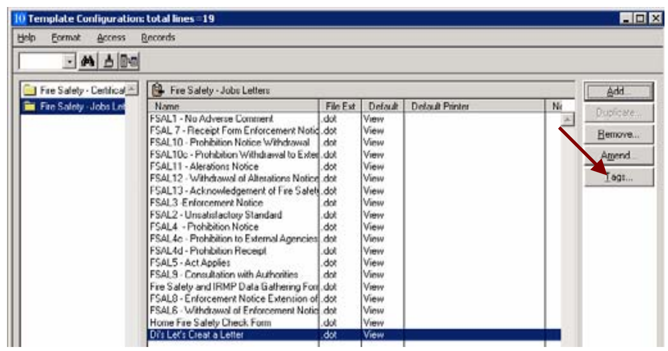
- Click onto the Fire Safety – Jobs Letter folder

Your letter Template is now in the Fire Safety – Jobs Letters Folder in the Template Configuration

Tags Button

Tag defines at which point you want a letter to be triggered. If you want to Tag a Letter Template to a particular Station, Postcode, Status, you need to add a 'Tag Value'. This 'Tag Value' has to be the same coding as what you would use in the FP Premises Record.

- Select a Letter Template
- Click onto the Tags button

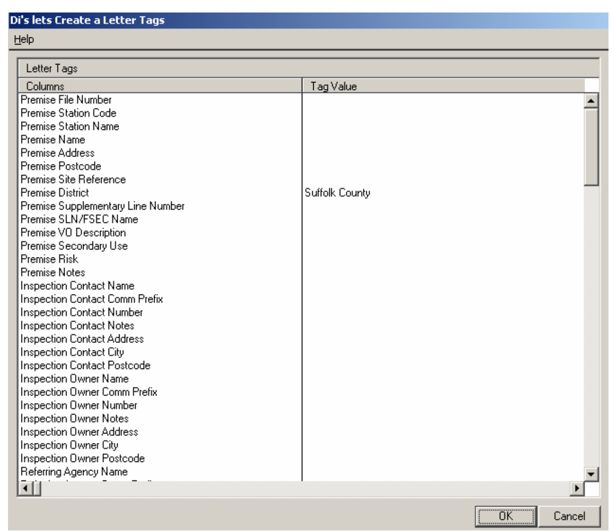


When setting a tag to a letter (tag button) the best fields to tag in FS and Training would be, Fire Safety is probably the inspection types or Premises district, whereas Training possibly Course Code or Rank Type

In the Tag Value column

- Enter the Code
- Click onto the OK button

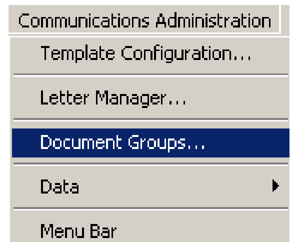
This letter will only activate when a Premises within the 'Suffolk County' is created.



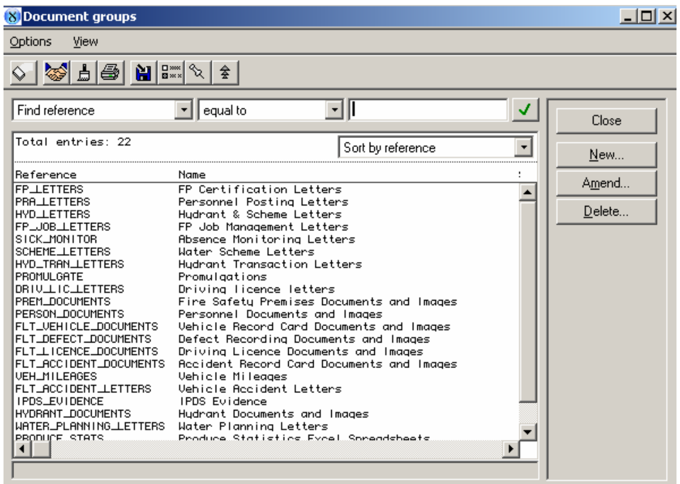
Document Groups

The Document Groups is a method of grouping documents together.

- Click onto the Communications Administration
- Click onto Document Groups



The Document Groups window will appear

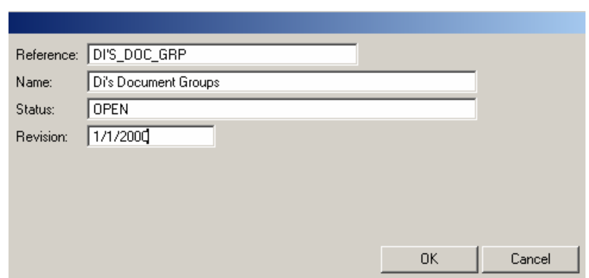


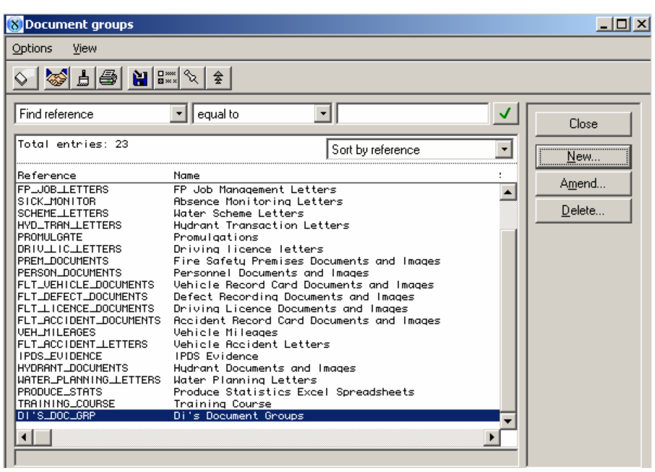
As you can see any pervious entries will appear in the Document Groups window –as shown -

To enter a new Document Group

- Click onto the New button

- Enter a Reference – like a code
- Enter a Description of the Reference
- Status is defaulted to Open
- Enter a date in the Revision box for when you want to review the Document Group
- Click onto the OK button





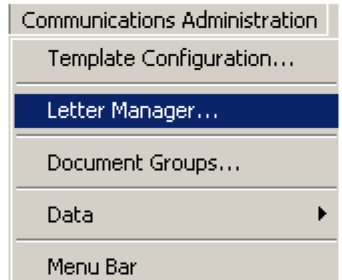
As you an see the entry you have just created is now in the Document Groups list.

Sophtlogic usually sets Document Groups up for you – this may be privileged access if so please contact your Administrator

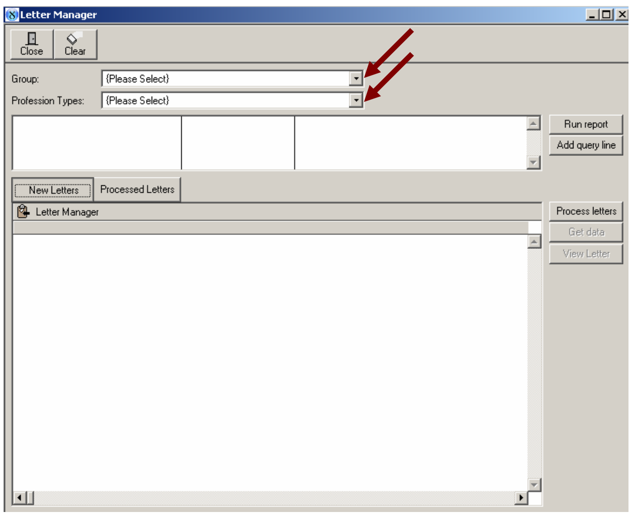
Letter Manager

Letter Manager is used for printing out multiple letters at a time, for example: You can activate a letter by clicking onto Job Letter Template within Work Manager.

- Click onto the Communications Administration
- Click onto Letter Manager



The Letter Manager window will appear

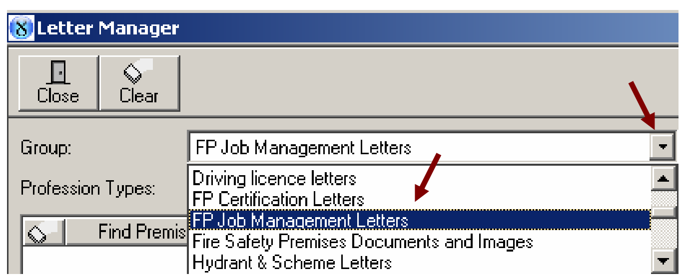


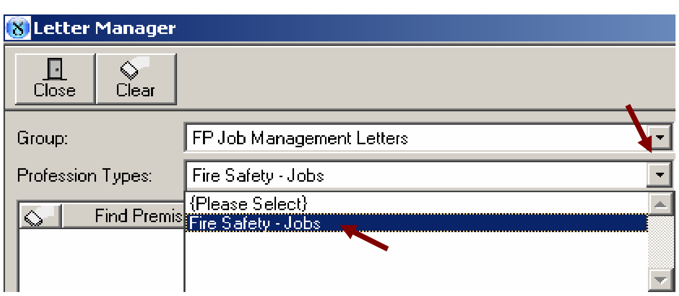
Click onto the arrows and

- Select a Group
- Select a Profession Types

The Group drop down list will have a list of Groups to choose from

- Click onto the Group arrow
- Double Click onto the Group





Profession Types are the letters that are within that Group

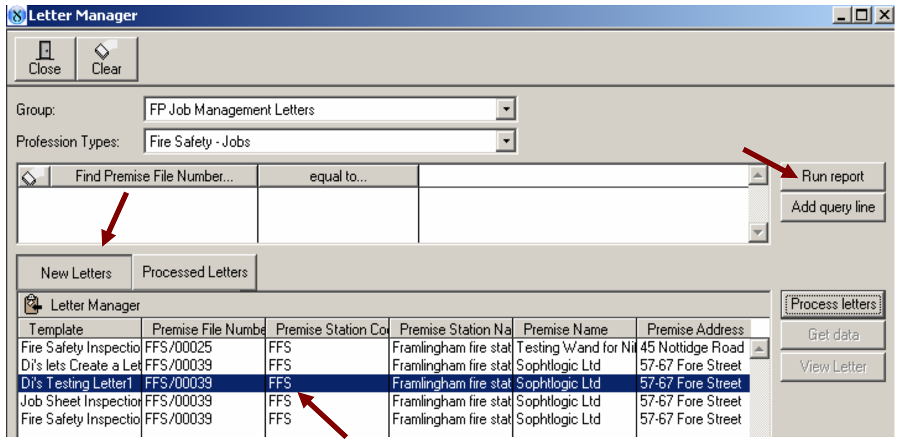
- Click onto the Profession Types Arrow
- Select a Profession Types

Only Jobs with the same template can be printed together.

If there is only one ‘Profession Type’ in the list the system will default to that type otherwise there will be a list to choose from Both Groups and Profession Types need to be set up by an engineer as they correspond to parts of the system where the letters functionality has been added.

- Click onto the ‘Run Report’ button 

As you can see all ‘Letters’ that are linked to the Group and Profession Types, will appear under the ‘New Letter’ Tab in the ‘Letter Manager’ window below. As shown.

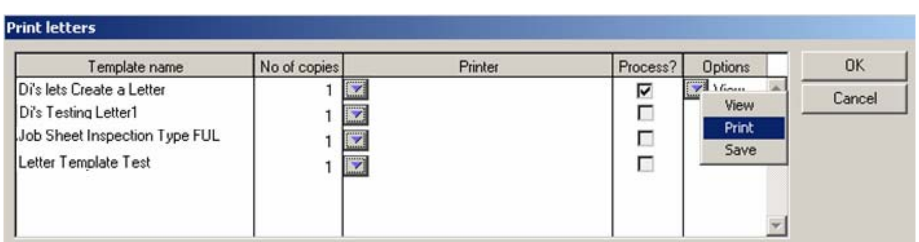


- Click onto the Process Letters button 

When you process a letter you will get a dialog box appear ‘Process 1 Letter’ message pop up on the window. If you select Yes, the record will go into the ‘Processed Letters’ tab.

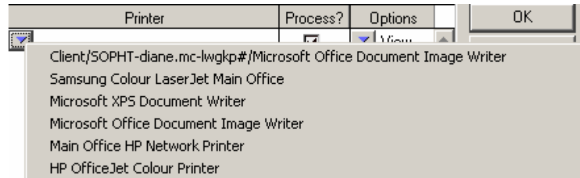
- Click onto the Yes button

A ‘Print Letters’ window will appear with your letter



To Print the letter, firstly you need to select a printer

- Click onto the 'Printer' arrow button



You may have a selection of Printer(s) to choose from – depending on your system –

- Click onto the chosen printer

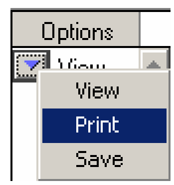
As you can see the printer is now displayed in the Printer column

To process the letter

- Click into the Process box – a tick will appear in the box

Under the Options column

- Click onto the Options arrow button

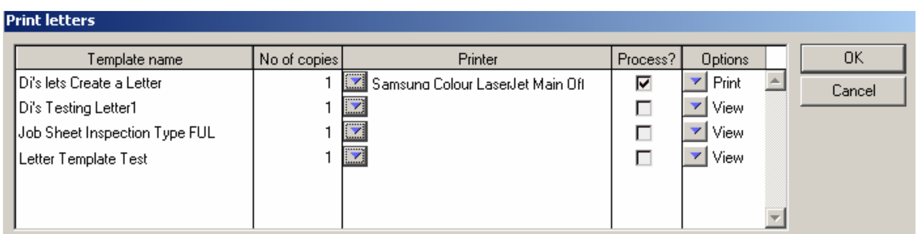


As you can see, you have three options.

View – this lets you preview the letter before printing

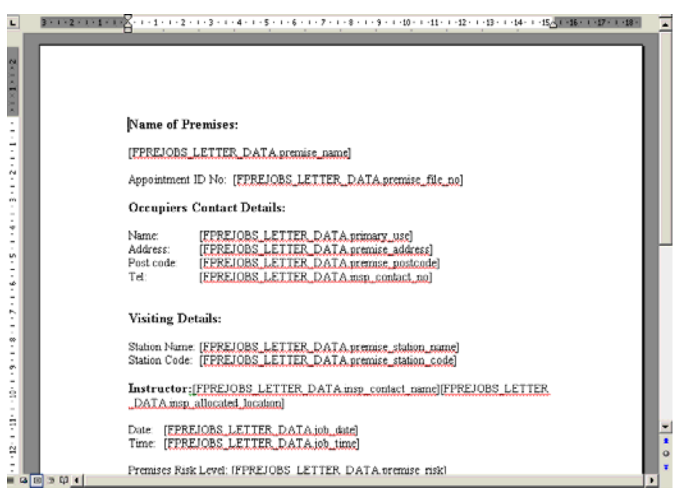
Print – this allows you to print the letter

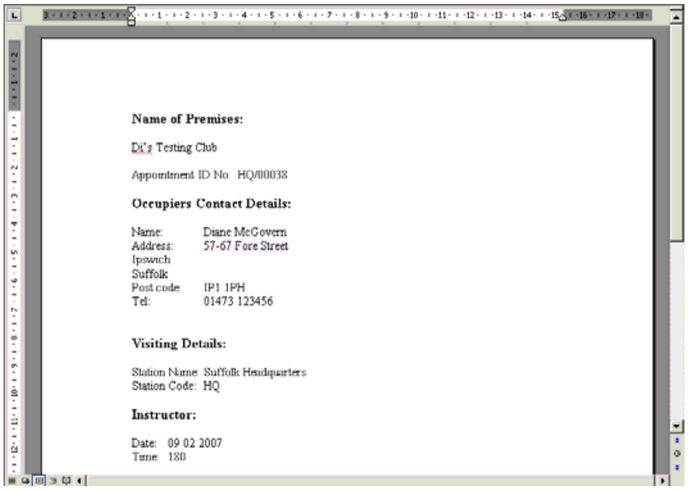
Save – this allows you to save the letter



- Click onto the 'Print' arrow button
- Click onto the OK button

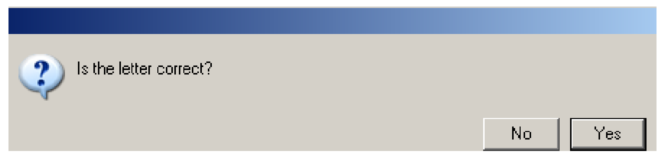
The letter will appear in code – as shown -





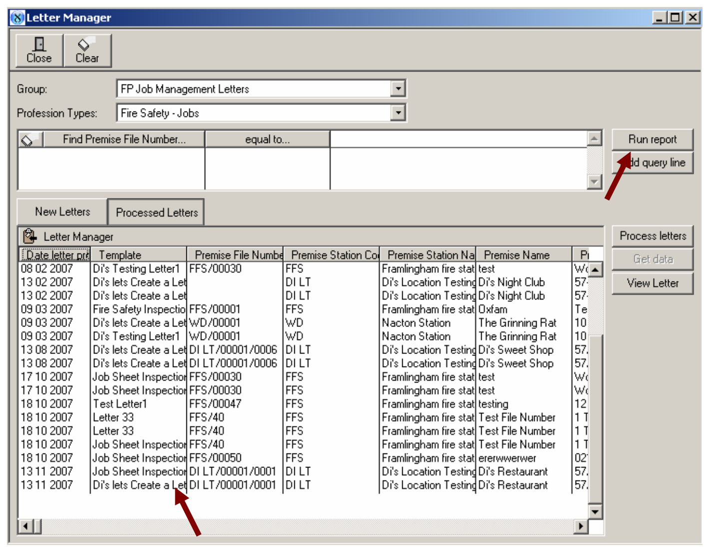
The coding will then start to change to text – as shown

Another dialog box will appear asking if the 'letter is Correct'



- Click onto the Yes button

The Letter will disappear and you will go back to the 'Letter Manager' window.



- Click onto the 'Processed Letter' tab
- Click onto 'Run Report'

Notice the letter you have just 'Processed' has now moved from the 'New Letters' tab window to the 'Processed Letters' window.

To setup or Amend Letters go to - Communication Administration - Template Configuration – Fire Safety – Jobs Letters

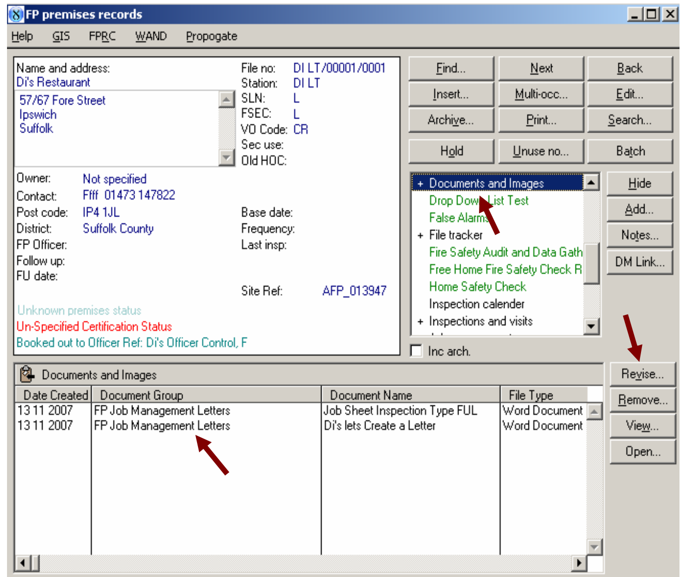
How to Check Your Letter

A record will also appear in the Document and Images sub option of a record card. E.g. if you print a job sheet template for an inspection and visit, a record will be added to the 'Documents and Images' sub option of the Premises record card, same functionality occurs if you successfully Print a Letter then a record will appear in the 'Documents and Images' sub option in the Personnel Record Card. If you select No, or you don't process a letter i.e at the time of doing a Letter, the record will stay in the 'New Letters' tab.

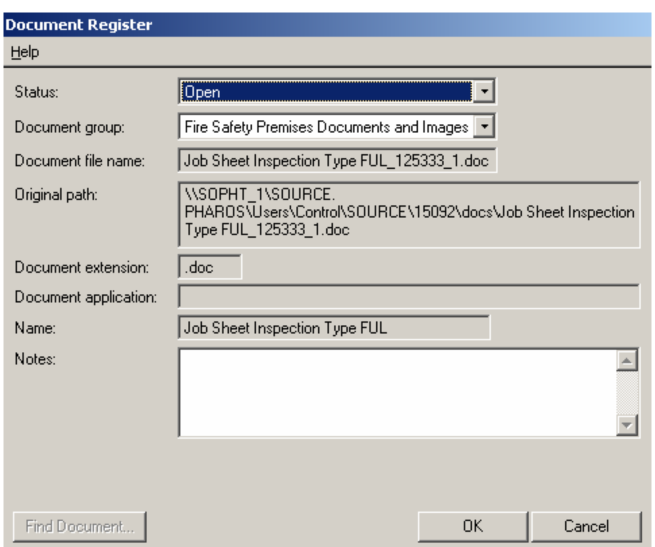
- Click onto Fire Safety
- Click onto FP Premises Record Card

The FP Premises Record Card will appear
In the Sub-menu

- Click onto 'Documents and Images
- Click onto the Show button
- Click onto the letter
- Click onto the Revise button



The Document Register window will open



Information about the letter will appear

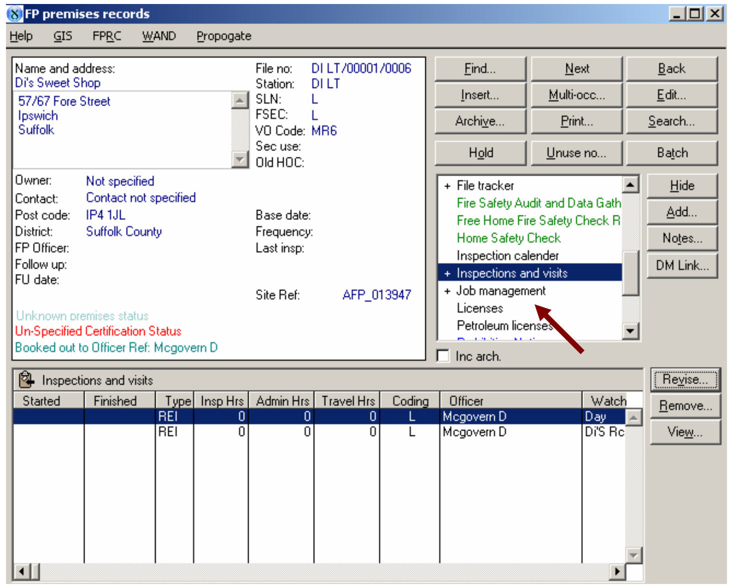
- Click onto the OK button

Another way to check if the letter is coming up in the 'Print Letter' options, go to…

Within the FP Premises Record Card

- Click onto the Inspections and Visits sub-option

The Inspections and Visits window will appear



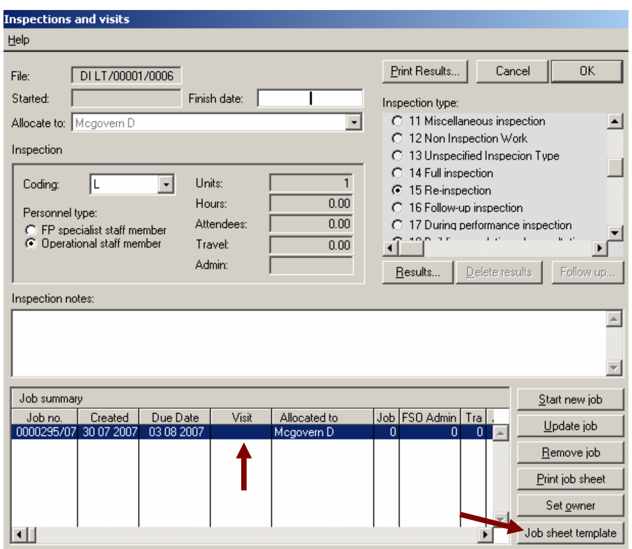
In the Job Summary window

- Click onto the Job
- Click onto the Job Sheet Template button

In the Sub-menu

- Click onto 'Inspections and Visits'
- Click onto the Show button
- Click and highlight the Job
- Click onto the Revise button

The Inspections and Visits window will appear

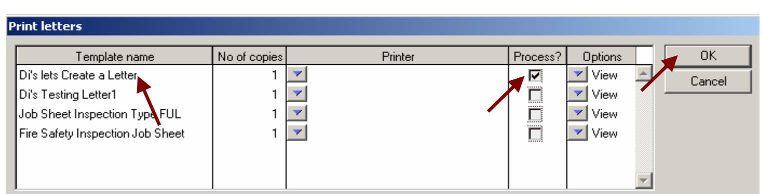


In the Job Summary window

- Click onto the Job
- Click onto the Job Sheet Template button

Print Letters box will open

- Click onto your Template Letter
- Click into the Process box
- Click OK



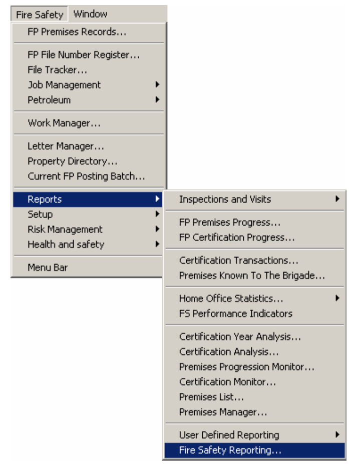
The rest of this process is the same as above

Fire Safety Reporting

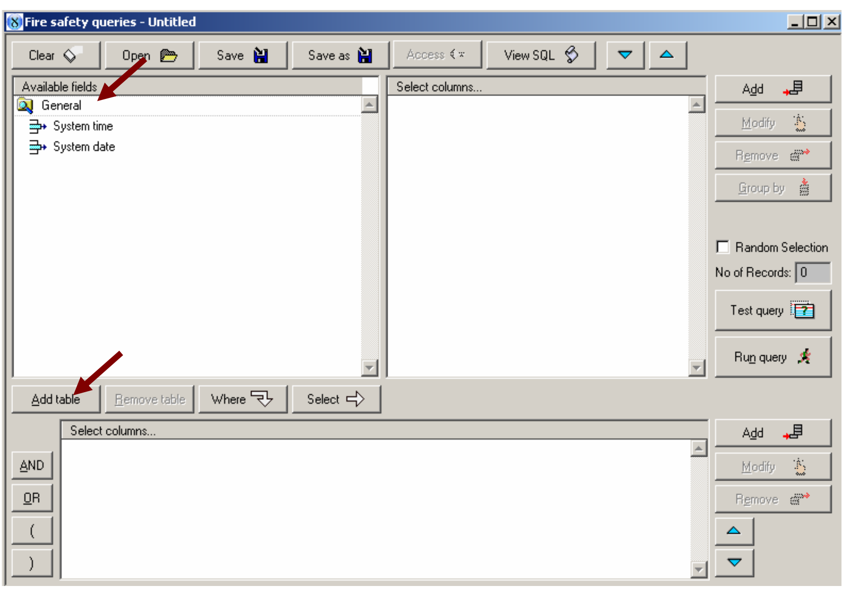
Creating Queries via ‘Fire Safety Queries’

Prior to using the ‘User Defined Reporting’ facility, queries must have been constructed and saved via ‘Fire Safety Reporting’ or a Query Buster. It is these saved queries to which the report attributes are joined enabling a report to be formulated using multiple saved queries, the results of which can be ‘Added’, ‘Subtracted’, ‘Divided’ or ‘Multiplied’.

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

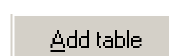


The Fire Safety Reporting window will open

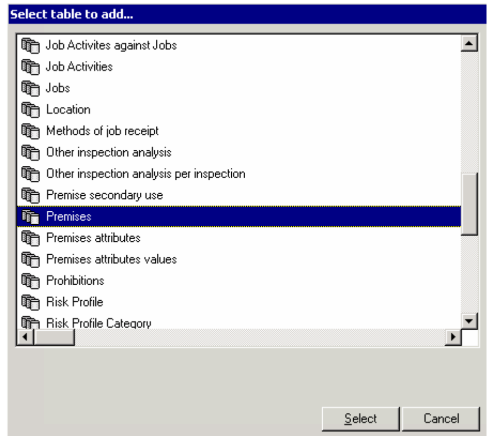


In the ‘Fire Safety Queries’ window you will see the option of ‘General’ in the left hand Available fields window with two sub options of ‘System time’ and ‘system date’,

- Highlight the option of ‘General’
- Click on ‘Add Table’ button at bottom of window

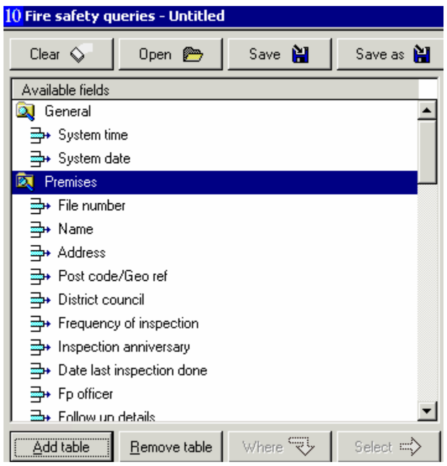


This will open up the ‘available fields’ option window, which is a list of all headings of search criteria available.



- Click onto ‘Premises’
- Click onto the ‘Select’ button

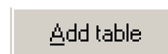
You should be back in the Fire Safety Query window

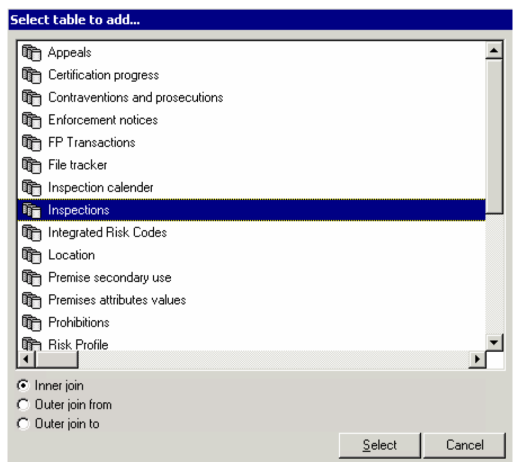


As you can see the Premises Inspections table and fields have been entered in the Available Fields window

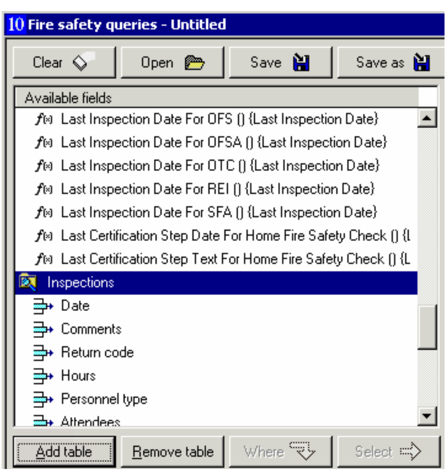
Let’s add another Table

- o Click onto Add Table button





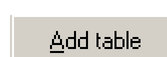
- Click onto ‘Inspections’
- Click onto the ‘Select’ button



Again the Inspections table and fields have been entered in the Available Fields window

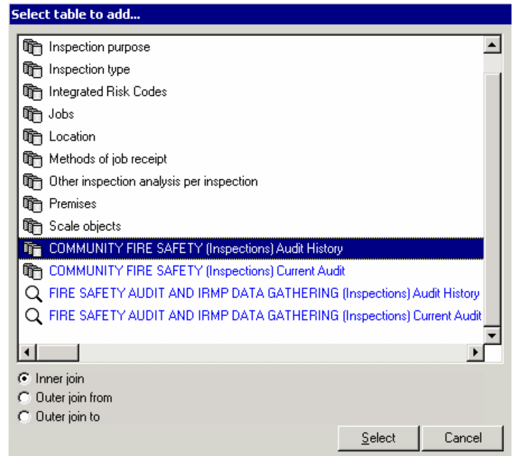
Let’s add one more Table

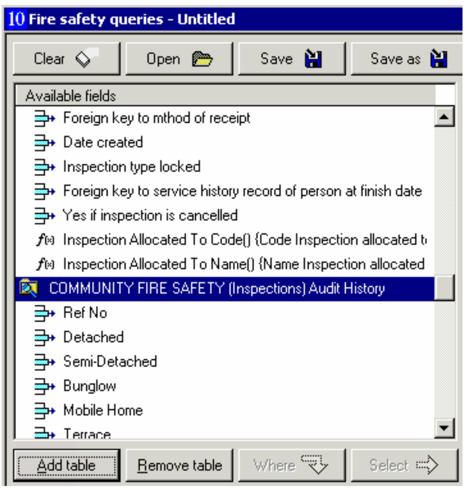
- o Click onto Add Table button



- Click onto ‘Community Fire Safety’ (Inspections) Audit History

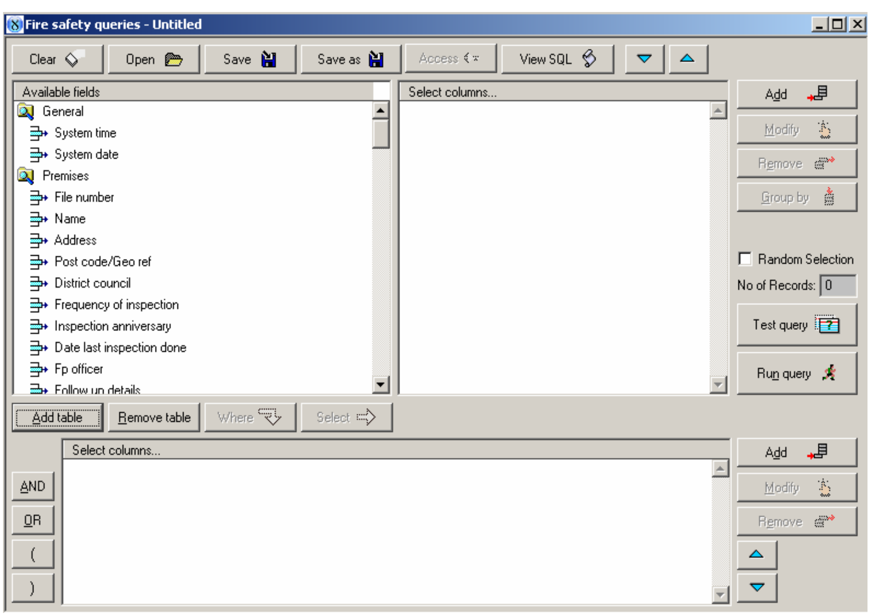
- Click onto the ‘Select’ button





Again the Inspections table and fields have been entered in the Available Fields window

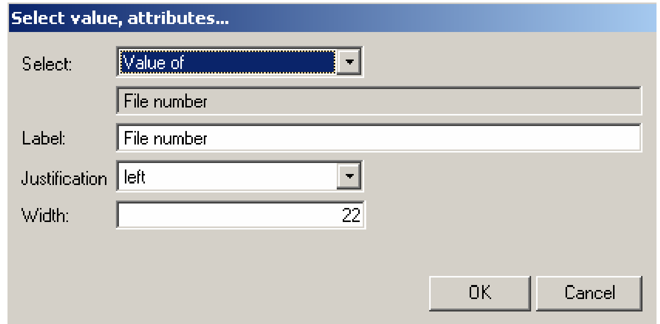
This table will now show up on your main report ‘Available Fields’ window with a choice of sub menu options i.e. ‘File Number’, ‘File Name’, ‘Address’



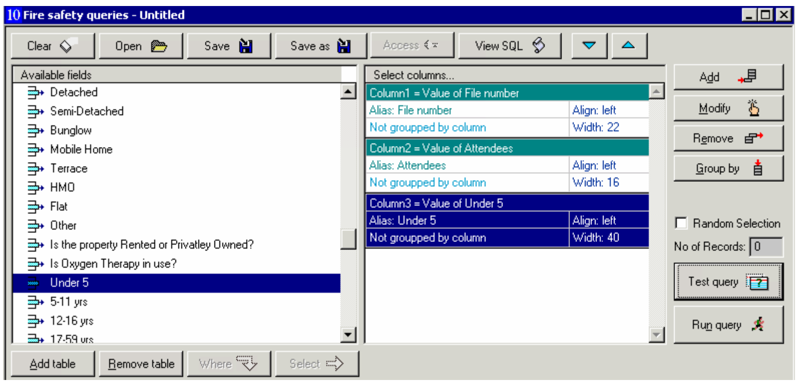
To create the report you first have to select the information that you wish to return in report columns from the left window into the right window.

This is done by selecting and double clicking the sub menu options on left or highlighting and clicking the ‘Select’ button i.e. File Number,

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 report, then Ok this window.



- Click onto the OK button



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

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

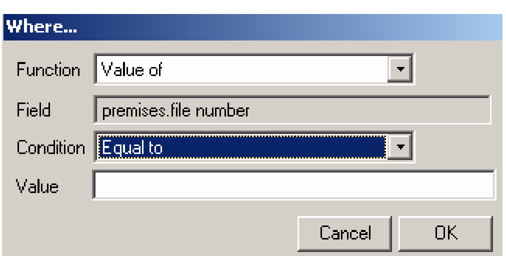
Here I have selected File Number, Value of Attendees and

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

i.e. You want to know how many premises have a ‘File Number’ that ‘begins with’ ‘N’ ‘and’ are a ‘Value of Attendees’ ‘Greater or Equal to 0’ ‘and’ a ‘Value of under 5’.

To do this you need to highlight ‘File Number’ in the Available Fields window under the heading of ‘Premises’

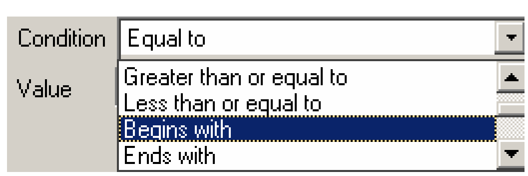
- o Click on the ‘Where’ button



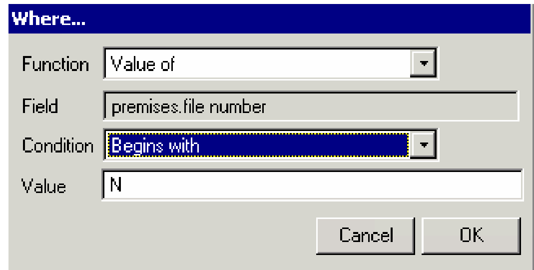
This will open the value ‘Where’ window

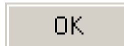
In this window you

- Click onto the Condition arrow
- Select i.e. ‘Begins with’

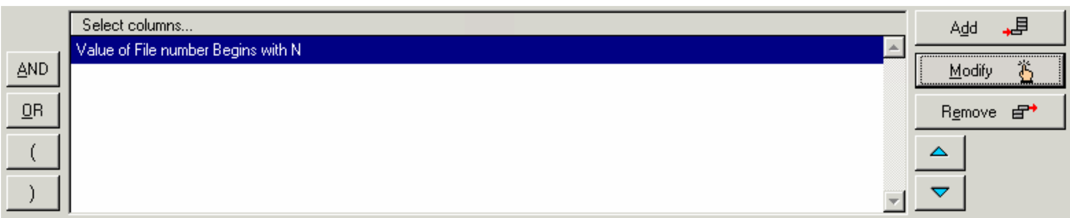


- Add in ‘Value’ i.e. ‘N’, once you have entered in this information



- Click onto the ‘Ok’ button 

This value will now show in the bottom window of the Fire Safety Queries window.



To add in another Query line

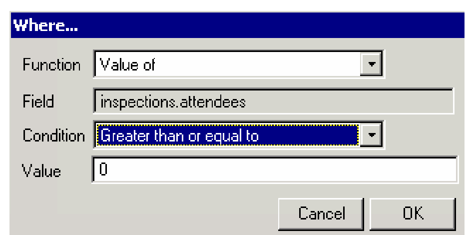
If the query being run was to return all those Premises where the ‘File Number’ begins with ‘N’ ‘**AND**’ the ‘Value of Attendees Greater or Equal to 0’’ **OR** a ‘Value of under 5’ you would select the ‘OR’ button instead of ‘AND’.

- Click onto the **AND** button 

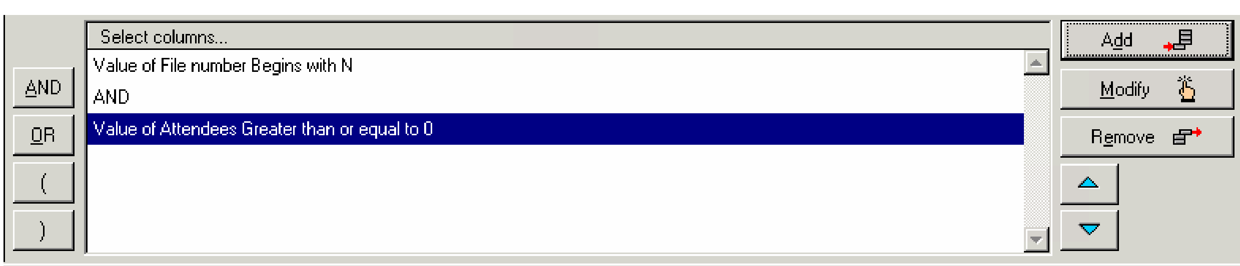
- Select another option from ‘Available Fields’ window

- Click on ‘Where’ button

- Enter in Condition and value i.e. ‘Greater or Equal to’ e.g. ‘Value of Attendees’.



When you have added in as many conditions as required you are ready to run your query

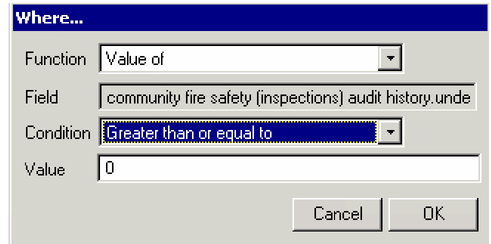


- Click onto the **OR** button

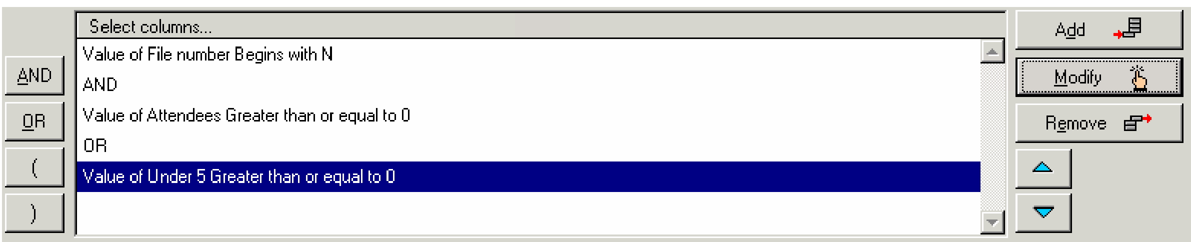
- Select another option from ‘Available Fields’ window

- Click on ‘Where’ button

- Enter in Condition and value i.e. ‘Greater or Equal to’ e.g. ‘Value of under 5’.

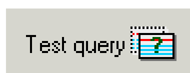


When you have added in as many conditions as required you are ready to run your query



First test your query, to do this

- Click on ‘Test Query’ button.



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

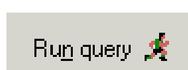
‘Query executed successfully however no records were returned’

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

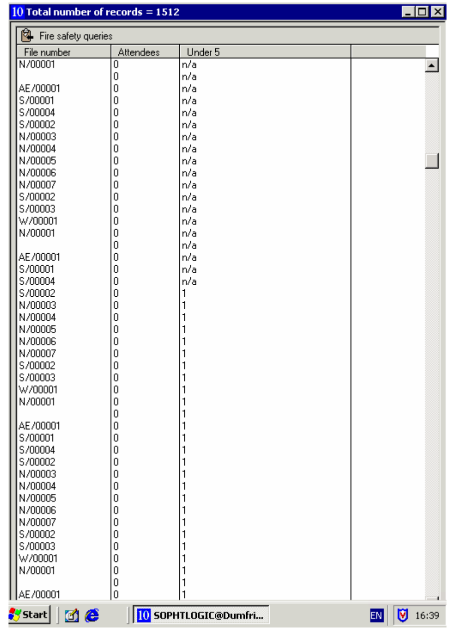
If a message is shown saying

- Click onto the OK button

- Click on ‘Run Query’ button



This will open up your report on query written



10 Total number of records = 1512

Fire safety queries

File number	Attendees	Under 5	
N/00001	0	n/a	
	0	n/a	
AE/00001	0	n/a	
S/00001	0	n/a	
S/00004	0	n/a	
S/00002	0	n/a	
N/00003	0	n/a	
N/00004	0	n/a	
N/00005	0	n/a	
N/00006	0	n/a	
N/00007	0	n/a	
S/00002	0	n/a	
S/00003	0	n/a	
W/00001	0	n/a	
N/00001	0	n/a	
	0	n/a	
AE/00001	0	n/a	
S/00001	0	n/a	
S/00004	0	n/a	
S/00002	0	1	
N/00003	0	1	
N/00004	0	1	
N/00005	0	1	
N/00006	0	1	
N/00007	0	1	
S/00002	0	1	
S/00003	0	1	
W/00001	0	1	
N/00001	0	1	
	0	1	
AE/00001	0	1	
S/00001	0	1	
S/00004	0	1	
S/00002	0	1	
N/00003	0	1	
N/00004	0	1	
N/00005	0	1	
N/00006	0	1	
N/00007	0	1	
S/00002	0	1	
S/00003	0	1	
W/00001	0	1	
N/00001	0	1	
	0	1	
AE/00001	0	1	

File Number - Begins with - N

AND

Value of Attendees - Greater or Equal to – 0

OR

Value of under 5 - Greater or Equal to - 0

Here is a basis example

10 Total number of records = 7

Fire safety queries

File number	Address
N/00003	175 Some Street Some Town
N/00004	56 Another Road Another Town
N/00005	98 Another Road Another Town
N/00006	37 Another Road Another Town
N/00007	25 Another Road Different Town
N/00001	1234 Some Street Some Town
	159 Another Street Another Town

File Number - Begins with - N

AND

Address – Contains - Another

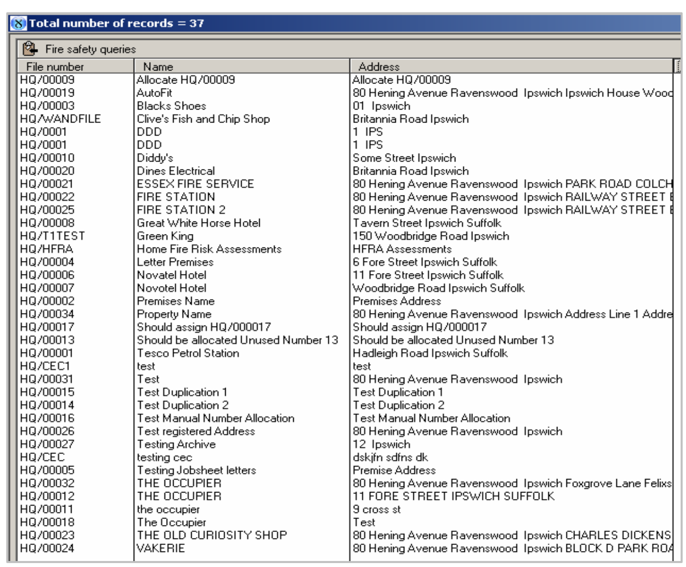
This example is an outcome of a Query I ran on our Demo System

The criteria I asked for was

File Number – Begins With – DI

OR

Value of Address – Contains – Ipswich



Total number of records = 37

Fire safety queries

File number	Name	Address
HQ/00009	Allocate HQ/00009	Allocate HQ/00009
HQ/00019	AutoFit	80 Hening Avenue Ravenswood Ipswich Ipswich House Wooc
HQ/00003	Blacks Shoes	01 Ipswich
HQ/WANDFILE	Clive's Fish and Chip Shop	Britannia Road Ipswich
HQ/0001	DDD	1 IPS
HQ/0001	DDD	1 IPS
HQ/00010	Diddy's	Some Street Ipswich
HQ/00020	Dines Electrical	Britannia Road Ipswich
HQ/00021	ESSEX FIRE SERVICE	80 Hening Avenue Ravenswood Ipswich PARK ROAD COLCH
HQ/00022	FIRE STATION	80 Hening Avenue Ravenswood Ipswich RAILWAY STREET
HQ/00025	FIRE STATION 2	80 Hening Avenue Ravenswood Ipswich RAILWAY STREET
HQ/00008	Great White Horse Hotel	Tavern Street Ipswich Suffolk
HQ/T1TEST	Green King	150 Woodbridge Road Ipswich
HQ/HFRA	Home Fire Risk Assessments	HFRA Assessments
HQ/00004	Letter Premises	6 Fore Street Ipswich Suffolk
HQ/00006	Novatel Hotel	11 Fore Street Ipswich Suffolk
HQ/00007	Novotel Hotel	Woodbridge Road Ipswich Suffolk
HQ/00002	Premises Name	Premises Address
HQ/00034	Property Name	80 Hening Avenue Ravenswood Ipswich Address Line 1 Addre
HQ/00017	Should assign HQ/000017	Should assign HQ/000017
HQ/00013	Should be allocated Unused Number 13	Should be allocated Unused Number 13
HQ/00001	Tesco Petrol Station	Hadleigh Road Ipswich Suffolk
HQ/CEC1	test	test
HQ/00031	Test	80 Hening Avenue Ravenswood Ipswich
HQ/00015	Test Duplication 1	Test Duplication 1
HQ/00014	Test Duplication 2	Test Duplication 2
HQ/00016	Test Manual Number Allocation	Test Manual Number Allocation
HQ/00026	Test registered Address	80 Hening Avenue Ravenswood Ipswich
HQ/00027	Testing Archive	12 Ipswich
HQ/CEC	testing cec	dskjfn sdfns dk
HQ/00005	Testing Jobsheet letters	Premise Address
HQ/00032	THE OCCUPIER	80 Hening Avenue Ravenswood Ipswich Foxgrove Lane Felixs
HQ/00012	THE OCCUPIER	11 FORE STREET IPSWICH SUFFOLK
HQ/00011	the occupier	9 cross st
HQ/00018	The Occupier	Test
HQ/00023	THE OLD CURIOSITY SHOP	80 Hening Avenue Ravenswood Ipswich CHARLES DICKENS
HQ/00024	VAKERIE	80 Hening Avenue Ravenswood Ipswich BLOCK D PARK ROA

Reference Date

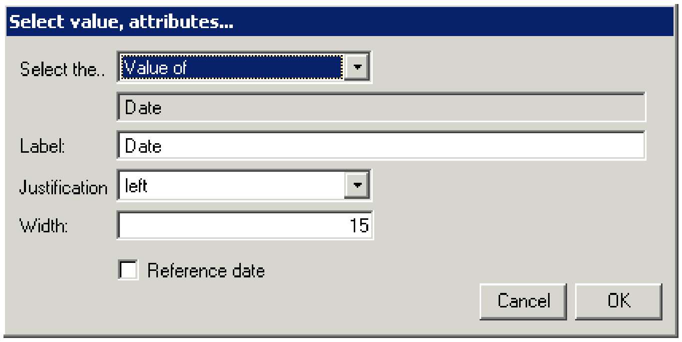
A 'Date Range' must be entered when a report is run. Where a 'Reference Date' has been set, the date range entered will be based upon the reference date of the records in the joined query.

NB: It is not mandatory that a reference date is defined when a query is formulated.

A 'Reference date' check box has been added to the 'Select value, attributes' window of 'Fire Safety Queries' where the data type of the attribute selected is of type 'Date'.

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.

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'.

The standard printing and export facilities, represented by the 'Brown clipboard' button include the following facilities:

Modify column layout
Print report
Send to MS Excel
MS Excel formatting options
Send to .csv file...
Factory Settings

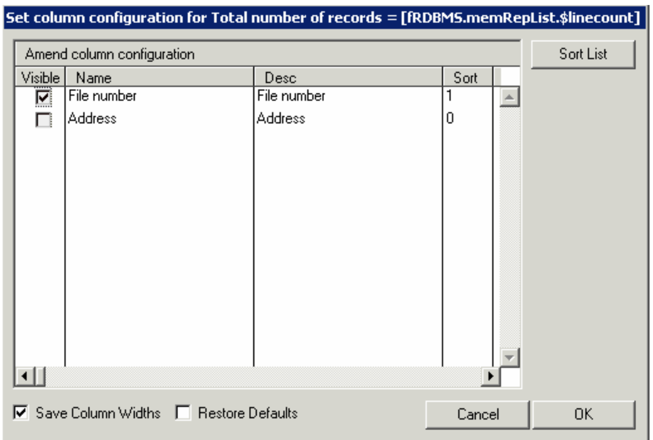
In window formats which display more than one 'Brown clipboard' button e.g. 'Fire Safety Queries' the information included in the 'Printing' or 'Exporting' facilities will be the data positioned in the display directly below the button.

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



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:

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.

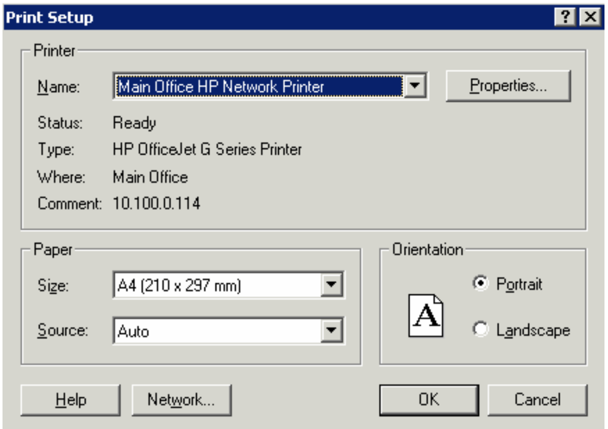
Please note the information included in the 'Print' or 'Export' will be the data retrieved from the single or multiple searches previously performed.

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

A drop down menu will display.

- Select the 'Print report' option.

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 the ‘x’ positioned at the top right hand side of the window.

The system returns to the ‘Fire Safety Queries’ window.

How to Send to MS Excel

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

- Click the ‘Brown clipboard’ button 

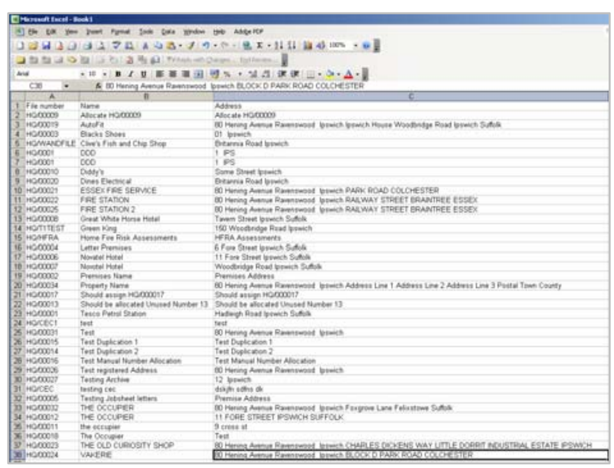
A drop down menu will display

- 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

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



Headings will be included in the export when selecting the format type of ‘simple’. Please see ‘How to format MS Excel options’.

How to Format MS Excel Options

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

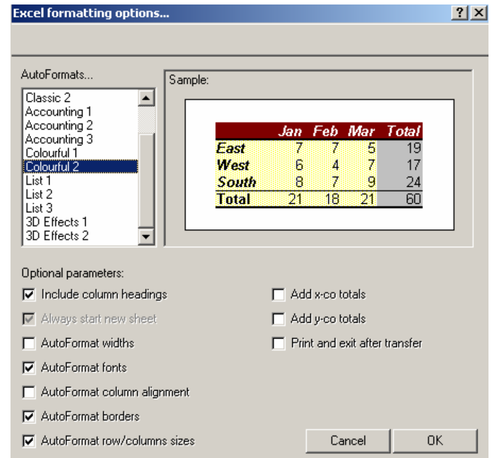
- Click the ‘Brown clipboard’ button

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.

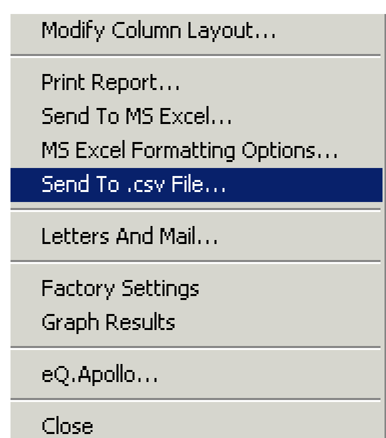
Please note the 'Excel formatting option' selected will not be visible until the ‘Send to MS Excel’ facility has been used.

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’ button e.g. entitled ‘Personnel Queries’

- Click the ‘Brown clipboard’ button

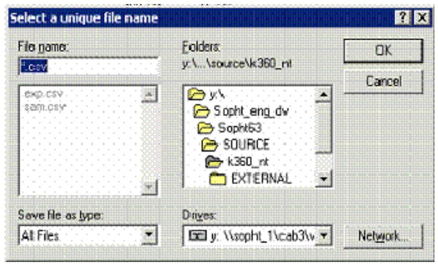


A drop down menu will display

- Select ‘Send to .csv file’

Upon selecting “.csv” from the dropdown list, 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



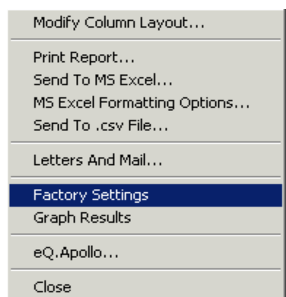
You will see a working message and then Excel will open and the new file will be displayed.

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

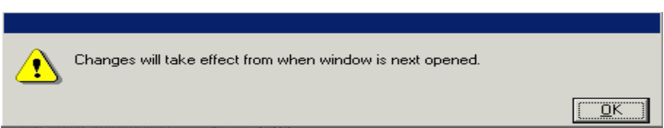
When the modify column layout has been modified and there is a requirement to revert to the original layout, this can be achieved by selecting the 'Factory Settings' menu option on the brown clipboard icon. Example:

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

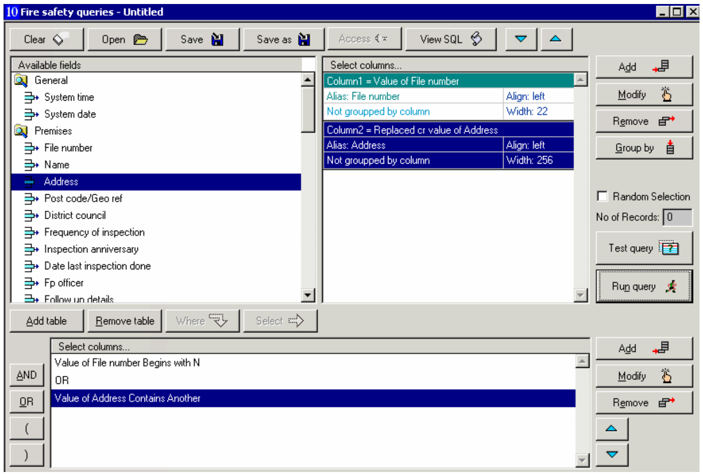


All Columns will then be displayed on the Fire Safety Queries results window once the window has been closed and re-opened

Saving Queries

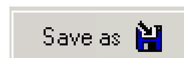
To enable queries to be saved for retrieval and subsequent execution at a later date

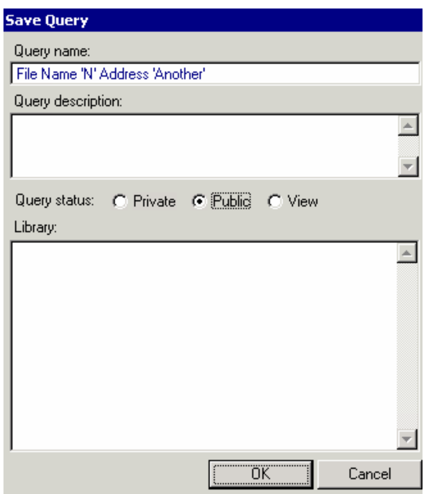
Once the query has been created



- Click the 'Save' button

If you are amending a Query use the Save As icon instead. This gives you the option to rename the query



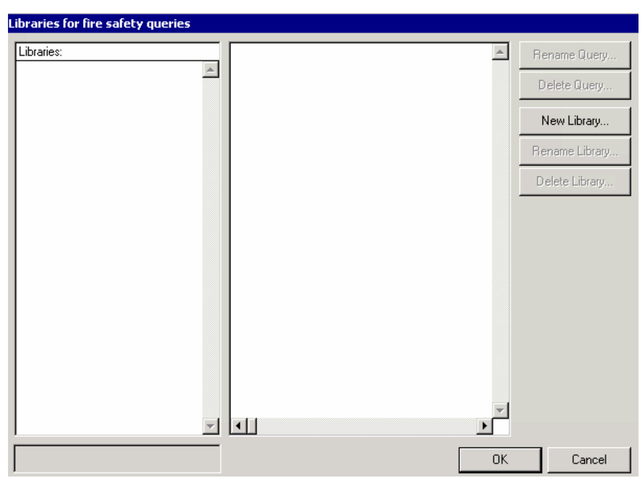


The 'Save as' window will display

As you can see there are no libraries to save your query in

If you filled in these boxes and Clicked OK a dialog box will appear saying…

To Create a Library



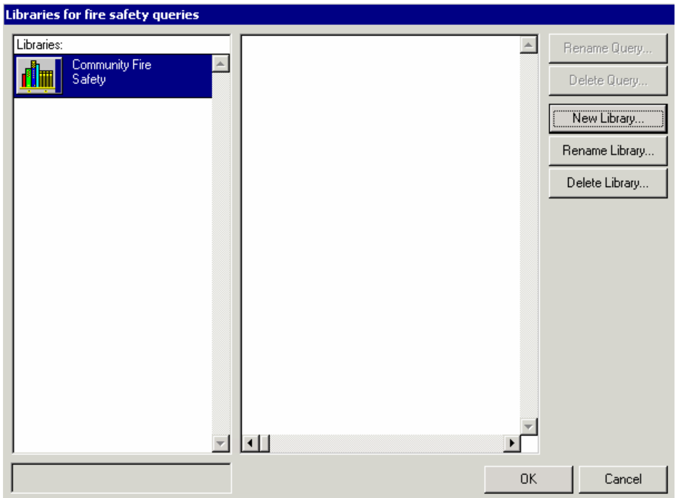
- Click onto the Open icon

Libraries for Fire Safety Queries will pop up

- Click onto New Library

The Library Setup box will appear

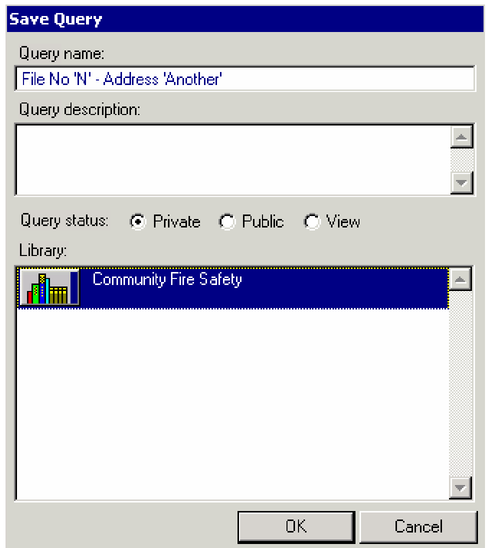
- Enter a Library Name
- Click onto the OK button



As you can see you have now created a Library (folder) to put your Queries into

Once you have finished Creating your Libraries

- Click onto the OK button



- Enter an appropriate name of the Query being saved
- Enter a Description of the Query

This will help to know exactly what information the Query will hold

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

- Click into the 'Public' option

- Click the 'Ok' button to save the query.

The system returns to the 'Fire safety queries' window

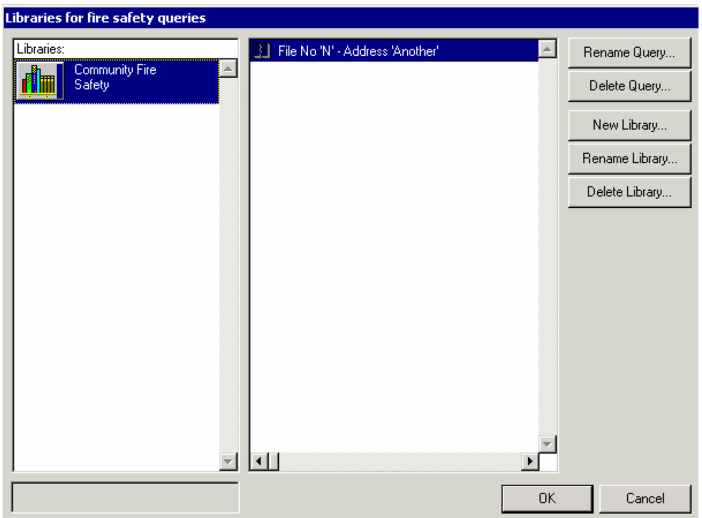
The query has been formulated and saved for retrieval at a later date.

Opening Queries

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

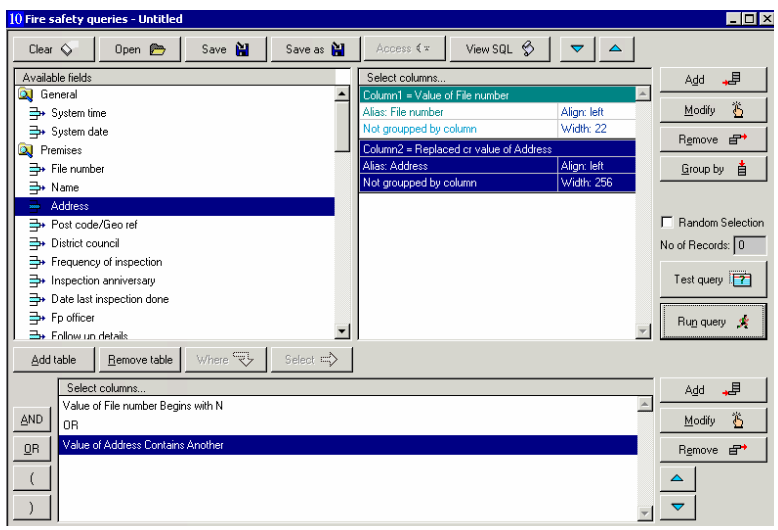


Select relevant library

- 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 saved query is then displayed



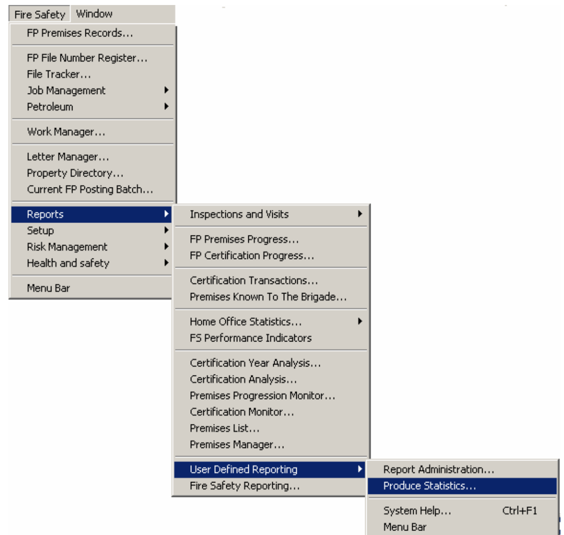
- Click the ‘Run query’ button

The system will execute the ‘saved’ query

ORM Returns – Fire Safety Statistics

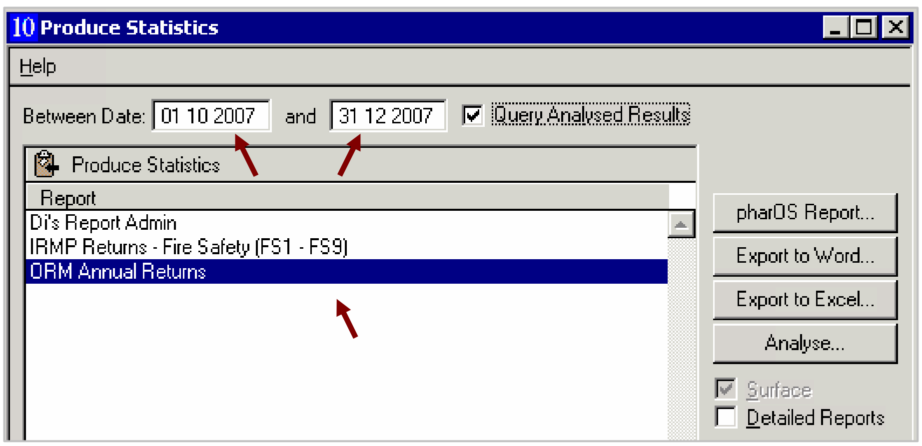
The Orm's Returns are Audits and Outcomes for Statistics that are used to breakdown the amount of Notices and outcomes of those Notices.

To check the Orm's Returns



- Click onto Fire Safety
- Scroll down to Reports
- Scroll over and down to User Defined Reporting
- Click onto Produce Statistics

The Produce Statistics window will appear

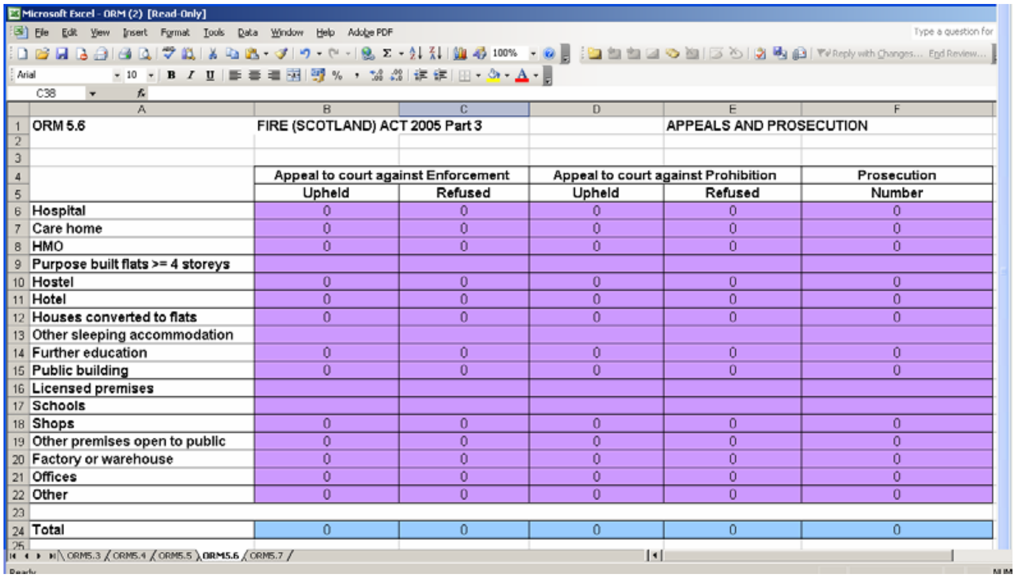


Select a date between the first of the month to the present day

- Export to Excel

A building Report box will appear

As you can see the results for that date range has appeared in the Excel Spreadsheet.



ORM 5.6	FIRE (SCOTLAND) ACT 2005 Part 3			APPEALS AND PROSECUTION	
	Appeal to court against Enforcement		Appeal to court against Prohibition		Prosecution
	Upheld	Refused	Upheld	Refused	Number
Hospital	0	0	0	0	0
Care home	0	0	0	0	0
HMO	0	0	0	0	0
Purpose built flats >= 4 storeys					
Hostel	0	0	0	0	0
Hotel	0	0	0	0	0
Houses converted to flats	0	0	0	0	0
Other sleeping accommodation					
Further education	0	0	0	0	0
Public building	0	0	0	0	0
Licensed premises					
Schools					
Shops	0	0	0	0	0
Other premises open to public	0	0	0	0	0
Factory or warehouse	0	0	0	0	0
Offices	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0

At the bottom of the page there are Five Tabs, each with there own statistics

To view / print the breakdown of each Article Statistics

- Click onto the tabs

There are Five Spreadsheet each one has its own statistics

ORM 5.3	Community Fire Safety Activities
ORM 5.4	Enforcement Activities
ORM 5.5	Alterations Notices
ORM 5.6	Appeals and Prosecutions
ORM 5.7	External consultation Received