



Fire Safety Work Manager  
Build 2059  
User Manual

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## Allocating Inspections via Work Manager

Work Manager has been enhanced to enable 'Fire and Rescue Services' to develop, and prioritise, a programme of work that will assist in the delivery of fire safety inspections of any type on any premise. These inspections could be scheduled for the coming months or years. It would be possible for assessments / inspections to be scheduled by type of premise, postcode or risk for allocation to 'Fire Safety Officers'.

For example if the 'Fire and Rescue Service' could decide to focus on the premises that constitute the greatest risk to life, ensuring that 'Fire Safety Audits' are scheduled for completion on the following premises types first: 'Hospitals', 'Care Homes', 'HMOs', 'Purpose Built Flats >4 Stories', 'Hostels', 'Hotels' and those 'Licensed' under the 'Licensing Act 2003'. This can now be achieved by use of 'Work Manager'.

Work Manager can also be used to utilise fire safety inspecting officers' time more efficiently e.g. allocation of inspections on e.g. a postcode which means one or more officers can assess premises in the same vicinity and share transport.

The following changes have been made to Work Manager:

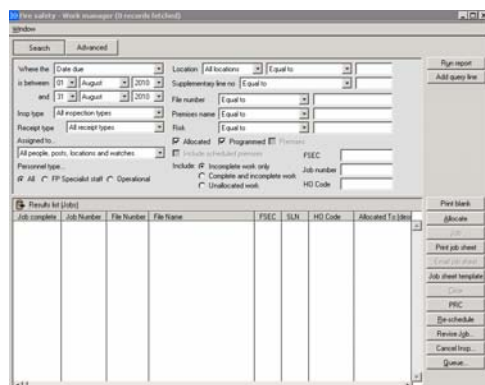
- Inclusion of all Premises (and properties from 3rd party gazetteers/property registries) – delivered by the addition of a 'Premises' and 'Include scheduled premises' check box on the Work Manager's search criteria.
- The facility to search directly on FSEC group.
- Allocation of premises/properties in bulk by use of Work Manager's Allocate function. e.g. ability to select multiple premises by FSEC Group for a division and allocate to district manager for reallocation.
- Addition of override "Due Date" on the Allocation windows allows users to specify the planned due date for premises allocated via Work Manager
- Inspection Type drop down list has been re-ordered alphabetically
- NB: Archived Inspection Types will be listed at the bottom of the list
- FSEC Group, Previous Inspection and Next Inspection have been added to the 'Results list'.

### To Open 'Work Manager'

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



The 'Fire Safety Work Manager' window will appear



In the 'Search' tab - there are a variety of options to use for your search criteria.

In the 'Advanced' tab you will find a list of pre-made queries, all you need to do is enter a date range (more details on page 48).

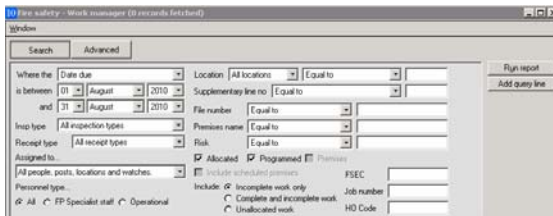
Let's take a look at the Search & Advanced Methods in more detail.

## 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' or 'Unallocated' 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.

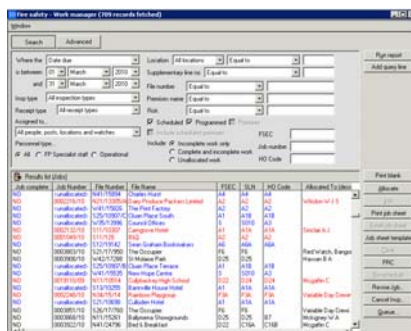


To add/amend the 'Inspection Type' or 'Receipt Type' drop down list go to Fire Safety – Setup – Fire Safety Configuration – 'Inspection Type' folder or 'Methods of Job Receipts'. (pg 11)

Some of the results will be in 'Turquoise', 'Red', 'Black' and others are in 'Blue' – the 'Work Manager Key Colour & Status' will explain what the colours indicate.

### Work Manager Key Colour & Status

<b>Turquoise</b>	List of Premises (Virtual Jobs). These can be allocated like programmed work. Once the premises have been allocated then the colour will change from Turquoise to Black – meaning the Premises is now a Job.
<b>Blue – Complete = No</b>	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.
<b>Blue</b>	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.
<b>Red</b>	These are allocated job that is overdue. This can include jobs generated from inspection calendar
<b>Black – Complete = Yes</b>	Work that has been allocated and completed regardless of whether the work was completed on or after the due date. Can include programmed work
<b>Green</b>	Allocated work that's not yet completed. Excludes overdue work



If you click onto the 'Run Report' button with only a date range and no search criteria, all records will appear that are allocated or programmed inspections. the premises box will be greyed out.

- Click onto the 'Run Report' button

As you can see the jobs that have been set up in 'Inspection and Visits' will appear in this list.

### ***Listing Premises***

If the 'Premises' check box is selected in 'Work Manager' this will return all premises in the 'Property Directory'. Premises will be identified by the Type = 'PRE', Method of Job Receipt = 'Premises' and will be coloured turquoise.

By default, premises where an inspection is due after or on the start of the reporting date range are excluded from the results. Where an inspection type is selected in the search criteria, this is then used as the basis for the next and previous inspection dates.

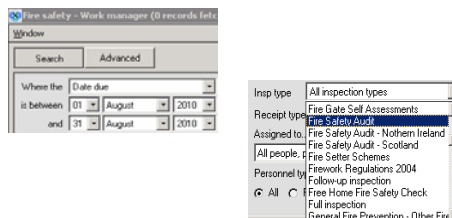
**This is a great way to catch up on the 'Backlog' of any premises that have not been inspected.**

However, if the 'Include scheduled premises' check box is checked – all premises will be returned regardless of whether the job has been scheduled (i.e.) has a Due Date [matching the inspection type if selected].

### Usage Scenario: Allocate Jobs to Inspect and Audit All 'High Risk' Premises

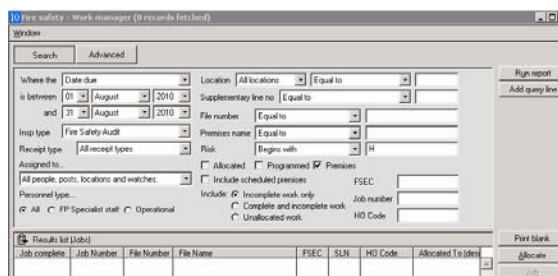
## Set up your 'Search Criteria'

- Enter a 'Date Range' e.g. 01/08/10 – 31/08/10
- Enter an 'Inspection Type' equal to 'Fire Safety Audit'



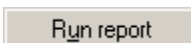
For 'Inspection Type' setup, go to page 10

- Risk field > 'Begins' with 'H'
- Remove the checks from the 'Allocated' and 'Programmed' boxes
- Select 'Premises' check box



Once you are satisfied with the criteria for your search

- Click onto the 'Run Report' button

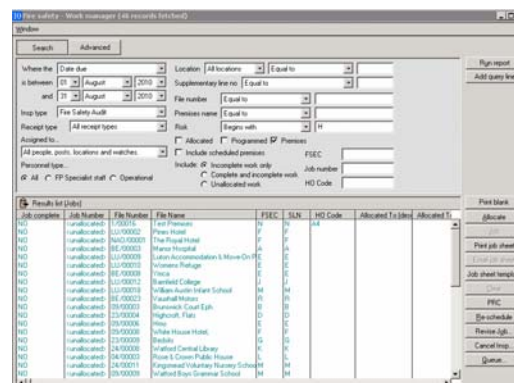


Please note the selection of the 'Inspection Type' is important as it is the 'Inspection Type' selected that will be allocated to the 'Fire Safety Inspecting Officer' when the job is allocated. It also acts as a filter when determining the next and previous inspection dates.

In this example, 'Work Manager' has returned 46 records in the 'Results List' window of all premises which are 'High Risk' with in the date range specified.

The premises returned will be coloured 'Turquoise' colour.

(Turquoise Premises are Virtual Jobs. These can be allocated like programmed work. Once the premises have been allocated then the colour will change from Turquoise to Black – meaning the Premises is now a Job).



There are new columns that have been added to Work Manager

Using the scroll bar at the bottom of 'Work Manager'

- Scroll across the page until you come to 'Previous Insp' and 'Next Insp' columns

Results list (Jobs)											Print blank
Job complete	To look	Station	Address	Ins type	Prev Insp	Next Insp	Division	Type	Purpose	M	Allocate
NO		LU	10 67 Pine Street, Ipswich	CL AUG17	13 11 2009						Allocate
NO		LU	10 Marsh Road, Luton	CL AUG17							Job
NO		NBO	1 Mill Street, Luton	CL AUG17							Print job sheet
NO		BE	Church End Biddenham, Cam	CL AUG17							Print job sheet
NO		LU	40 Russell Place, Luton	CL AUG17							Print job sheet
NO		LU	122 Terrington Road, Luton	CL AUG17							Job sheet template
NO		BE	45-49 Tavistock Street, Bedford	CL AUG17							Print
NO		LU	New Bedford Road, Luton	CL AUG17							Print
NO		LU	Culverhouse Road, Luton	CL AUG17							Print
NO		BE	Culver House Technical Centre	CL AUG17							Print
NO		BE	62 Stratford Road, Watford	CL AUG17	30 09 2009						Print
NO		23	42 Address Lane 1, Address Lane	CL AUG17							Print
NO		23	30 Village Road, Watford, Herts	CL AUG17	10 11 2009						Print
NO		23	28 Upper Road, Watford, Herts	CL AUG17							Print
NO		23	115 Carlebury Way, Stevenage	CL AUG17	11 11 2009						Print
NO		244	42 Address Lane 1, Stevenage	CL AUG17							Print
NO		DM	Gossoms End, Berkhamstead	CL AUG17							Print
NO		244	Stamford Road, Hemel Hempstead	CL AUG17	09 07 2010						Print
NO		23	Pickmansworth Road, Watford	CL AUG17	15 10 2009						Print

The '**Previous Insp**' column returns the most recent 'Finish Date' of the last completed 'Inspection' entered of the selected 'Inspection Type'.

The '**Next Insp**' column will return the 'Due Date' of the next 'Inspection' scheduled specified by the selected 'Inspection Type'.

The most recent inspection is dictated by the end date of the date range specified. For example if the date range for the report is entered as 01/12/2010 – 31/12/2010 the system would look for the last completed inspection [specified by the inspection type if selected] that occurred before the 31/12/2010. This ensures inspections completed within the reporting period are included in the results.

The next inspection date is dictated by the next earliest due date [matching the inspection type if selected] that's scheduled after the 01/12/2010. This also ensures work scheduled in the selected reporting period is included in the results.

**Please note: If the reporting date range starts before the date of the previous inspection the 'Previous Insp' column will be blank.**

If the 'Include scheduled premises' check box is checked the results will include premises where an inspection has been scheduled [matching the inspection type if selected] after the reporting period's start date.

☒ Include scheduled premises

If the reporting period's end date is after the date of the next inspection the 'Next Insp' column will be blank. This allows for multiple forward allocation of work the same premises. i.e. planned audits over several years.

**To allocate these 'High Risk' premises to 'Inspecting Officers'**

## Allocating / Reallocation 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.

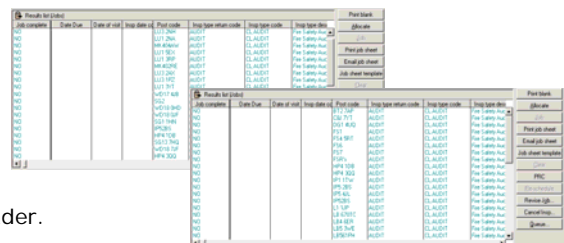
## Allocating Work to Locations

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.

## Scenario: sort work geographically for reallocation to inspecting officers.

To ascend records into 'Ascending' order by 'Post Code'

- Scroll across till you come to the 'Post Code' column
- Click onto the 'Post Code' column header



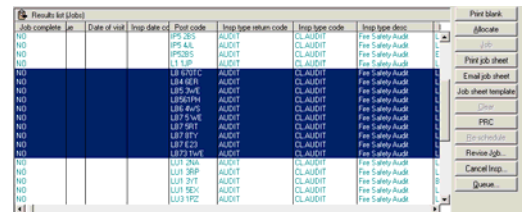
The 'Results list' should be sorted by 'Post Code' using the column header.

The work can then easily be allocated in block (using multiple selection) and the allocate function. As shown.

- Click onto the first record
- Hold the left mouse key down
- Scroll down the 'Results' list

Once you have reached the block of records you want to assign

- Let go of the left mouse button

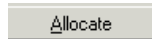


The 'Results' list should be highlighted

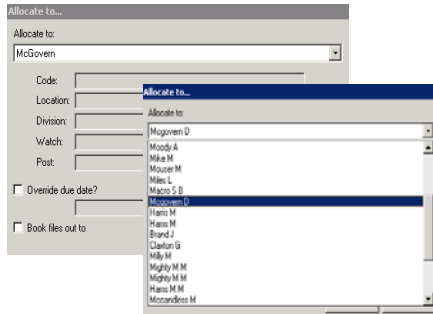
## How to Allocate an Inspection:

The 'Premise' requiring audits should be highlighted (using ctrl+click, shift+click)

- Select the 'Allocate' button



The 'Allocate To' window will display



The system defaults to the 'Allocate To'

- Enter the 'Post', 'Person', 'Watch' or 'Location' or enter a letter the 'Premises' will be allocated to.

In this example, I am entering allocating to a 'Person'

To view other records corresponding to the criteria entered

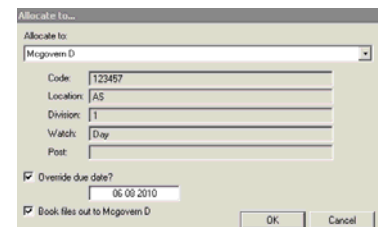
- Click onto the 'Tab' button on your key board – if there is more than one name a drop down list will appear



**NOTE: If more than one record corresponds to the criteria entered, details of the first record will update associated fields**

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

- Check into the 'Override Due Date' check box
- Enter the 'Date' the 'Inspection is Due' i.e. 06/08/2010



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 into the 'Book Files Out To' option
- Click onto the 'OK' button



**Please Note: When allocating work from premises records the system requires you to enter a due date when allocating. The allocation of the Inspections via 'Work Manager' will create a new 'Inspection' and associated Job – with a due date as previously defined on the 'Premises Record'. The job will also will be added to the 'To Do' list of the 'Inspecting Officers' tablet if using 'WAND'.**



As you can see, the 'Job Number' will have changed from '<unallocated>' to a 'Job Number' and the 'Inspecting Officers' name has appeared in the 'Allocated To' column.

If you click away the job will change...

**For a Premises:** from 'Turquoise' (unallocated Premises) to 'Green' (Allocated Job)

Job Number	Allocated To	Station	Address	Ins type	Prev Insp	Disse	Method (CL)	Days Due	Dis
123456	John Doe	123	123 Main Street, London, UK	CLAUDET	12/09/2010	SSG4	12/09/2010	12/09/2010	12/09/2010
123457	John Doe	124	124 Main Street, London, UK	CLAUDET	12/09/2010	SSG4	12/09/2010	12/09/2010	12/09/2010
123458	John Doe	125	125 Main Street, London, UK	CLAUDET	12/09/2010	SSG4	12/09/2010	12/09/2010	12/09/2010

**For a Job:** from 'Blue' (unallocated and inactivated) to 'Red' (allocated and activated & recorded as an inspection in the 'Inspection & Visits' option).

Find results - search messages (3 records matched)

Search: Advanced

Where the Date Range is between: 12/09/2010 and 12/09/2010

Location: All locations Equal to

File number: Equal to

Inspection type: Fire Safety Audit

Person name: Equal to

Precept type: All receipt types

Risk: Engage with

Assigned to: All people, points, locations and watches

Include: ☒ Allocated ☒ Programmed ☐ Premises

Personal type: ☒ All ☐ PP Specialist staff ☐ Operational

Include: ☐ Complete and incomplete work ☐ Job number ☐ Job Code

Results for (Job):

Job Number	Allocated To	Station	Address	Ins type	Prev Insp	Disse	Method (CL)	Days Due	Dis
123456	John Doe	123	123 Main Street, London, UK	CLAUDET	12/09/2010	SSG4	12/09/2010	12/09/2010	12/09/2010
123457	John Doe	124	124 Main Street, London, UK	CLAUDET	12/09/2010	SSG4	12/09/2010	12/09/2010	12/09/2010
123458	John Doe	125	125 Main Street, London, UK	CLAUDET	12/09/2010	SSG4	12/09/2010	12/09/2010	12/09/2010

- Make sure the 'Date Range' is the same 'Date Range' you allocated your premises
- Remove the tick from the 'Premises' check box
- Click into the 'Allocated' and 'Programmed' check boxes

If you would, like to select different premises within the 'Results' list hold the 'Ctrl' key down and 'Left' click onto each individual premises.

Job Number	FSEC	SLN	HD Code	Allocated To	Allocated To	Station	Address	Ins type	Prev Insp	Disse
123456	K	K		John Doe	123	123 Main Street, London, UK	CLAUDET	12/09/2010	SSG4	12/09/2010
123457	L	L		John Doe	124	124 Main Street, London, UK	CLAUDET	12/09/2010	SSG4	12/09/2010
123458	N	N		John Doe	125	125 Main Street, London, UK	CLAUDET	12/09/2010	SSG4	12/09/2010

**Here are a few examples of allocation:**

Allocate to:

Allocate to: Bourne Fire Station

Code: 004

Location: 004

Division: SSG4

Watch:

Post:

☒ Overide due date? 01 08 2010

☒ Book Her out to Bourne Fire Station

OK Cancel

Here is an example of the 'Location' / 'District' that has been chosen and assigned for the first of this month. The Premises will change from 'Turquoise' (unallocated premises) to 'Red' (overdue job) the 'Due Date' is before today's date

[illegible]

Allocate to: **Bourne Fire Station**

Code: D04

Location: D04

Division: SSG4

Watch:

Post:

☒ Override due date? 05 08 2010

☒ Book files out to Bourne Fire Station

OK Cancel

Here is an example of the 'Location' / 'District' that has been chosen and assigned for next month. The Premises will change from 'Turquoise' (unallocated premises) to 'Green' (allocated job)

[illegible]

Allocate to...

Allocate to: McGovern D

Code: 123457

Location: AS

Division: T

Watch: Day

Post:

☒ Divide due date? 06/08/2010

☒ Book files into McGovern D

OK Cancel

Here is an example of the 'Person' that has been chosen and assigned for next day. The Premises will change from 'Turquoise' (unallocated premises) to 'Green' (allocated job)

[illegible]

Allocate to:

Allocate to: Station Officer

Code: FSS1N010

Location: FSS1EFT

Division:

Watch:

Post: FSS1ND

☒ Overwrite due date? 15 08 2010

☒ Book files into to Station Officer

OK Cancel

Here is an example of the 'Post' that has been chosen and assigned for next week. The Premises will change from 'Turquoise' (unallocated premises) to 'Green' (allocated job)

[illegible]

Allocate to...

Allocate to: Bourne Fire Station

Code: D04

Location: D04

Division: SSG4

Watch:

Post:

☒ Override due date? 01/09/2010

☒ Book files to Bourne Fire Station

Code: D04

Location: D04

Division: SSG4

Watch:

Post:

☒ Override due date? 01/10/2010

☒ Book files to Bourne Fire Station

OK Cancel

Here is an example of the 'Location' / 'District' that has been chosen and assigned for next month.

Job	Address	Ins type	Phone Insured	Company	Method	Job Status	Days Done	Days of work	Insured dates	First call
NO1	High Street, Loutham, County LK	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO2	East 1st, LK	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO3	High Street, Loutham, County LK	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO4	1 The Grange, Loutham, County LK	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO5	Highfields Road, County LK	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO6	Pennington, Loutham, County LK	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO7	Castle Vrip, County LK	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO8	19 Inceston Road, Loutham, County LK	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO9	High Street, Loutham, County LK	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO10	14 Whitford Drive, Ashby de la Zouche, Leics	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO11	1 Mid Street, Loutham, County LK	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO12	121, Mansfield Road, Loutham, County LK	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO13	48-49 Farnham, Farnham, Leicestershire, Leics	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO14	48-49 Farnham, Farnham, Leicestershire, Leics	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO15	East Prestonville, Leicestershire, Leics	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO16	115, Leicestershire, Leics	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO17	Unimproved Road, Northfield, Leicestershire, Leics	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO18	42, Ashby Lane, Northfield, Leicestershire, Leics	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO19	Insurance Fee Station, DOW	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO20	Insurance Fee Station, DOW	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO21	Insurance Fee Station, DOW	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO22	Insurance Fee Station, DOW	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO23	Insurance Fee Station, DOW	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO24	Insurance Fee Station, DOW	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO25	Insurance Fee Station, DOW	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO26	Insurance Fee Station, DOW	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/2014
NO27	Insurance Fee Station, DOW	CL	01453 610101	15044	Plumbers	Completed	01/08/2014	01/08/2014	15/08/2014	15/08/201

The Premises will change from Turquoise' (unallocated premises) to 'Green' (allocated job)

Once the 'Premises' have been allocated, the premises is now classed as a potential inspection and once refreshed will disappear from the 'Premises' list and appear in the 'Allocated' list.

## Re-Allocating the Allocated Premises

- Make sure the date range is the same date range you allocated to your premises (e.g. August)
- Remove the tick from the 'Premises' check box
- Click into the 'Allocated' and 'Programmed' check boxes
- Click onto the 'Run Report' button

As you can see in my example all 'Audits' due for 'High Risk Premises' for the month of 'August' have appeared

In this example I have changed the date range to the following month. (September)

And the month after (October)

These 'Inspections' are now ready to be 'Re-Allocated' to 'Fire Safety Officers' who are based at the 'Location' specified.

When allocating future work it is advisable to allocate to a 'Location' / 'Division' as the 'Inspecting Officer' may no longer be with the 'Brigade' or moved to another 'Post'. Work Manager is a great way to manage and prioritise, a programme of work (bulk) that will assist in the delivery of fire safety inspections of any type of premises, postcode or risk for allocation to 'District Managers' for reallocation. These inspections can be scheduled for the coming months or years by override 'Due Date' allowing the users to specify the plan due date of the inspections.

Here is an exercise to assign a bulk of future work to a location(s). Allocating Inspections in 'Work Manager' can be done for individual premises.

## **Exercise One: All 'High Risk' premises to be audited over the next six months.**

In the 'Search' criteria (pg 6)

1. Enter your 'Date Range'
2. Enter 'Inspection Type' > 'Fire Safety Audit'
3. Remove the ticks from the Allocated and Programmed check boxes
4. Click onto the Premises check box
5. Enter Begins with > 'H' in the Risk field
6. Click onto the 'Run Report' button
7. Ascend by 'Post Code'
8. Select a bulk of premises
9. Click onto the Allocated button (pg 9)
10. Select a Station / Division / Area
11. Click into the 'Override Due Date' check box
12. Enter a date into the 'Override Due Date' > first of the month e.g. August (change month accordingly)
13. Click into the 'Book Files out to (station name)' check box
14. Click onto the 'OK' button
15. Select another Bulk of premises
16. Repeat steps 9 – 14 > in the 'Override Due Date' enter the next month
17. Select another Bulk of premises
18. Repeat steps 9 – 14 > in the 'Override Due Date' enter the next month

You should now have premises allocated by different months to a location

i.e

- 12 premises for September
- 12 premises for October
- 12 premises for November > so-on...

At the beginning of each month the District Manager or Administrator can assign the outstanding inspections for that month to the 'Inspecting Officers'

- Open Work Manager (pg 5)
- Enter a Date Range (the system will default to the current month)
- Click onto the 'Run Report' button
- Select a bulk of premises
- Click onto the Allocated button
- Select the 'Inspecting Officer'
- Click into the 'Override Due Date' check box
- Enter a date into the 'Override Due Date' > (change month accordingly)
- Click into the 'Book Files out to (officers name)' check box
- Click onto the 'OK' button

The 'Inspections' that were entered have now be 'Re-Allocated' to individual 'Inspecting Officers'

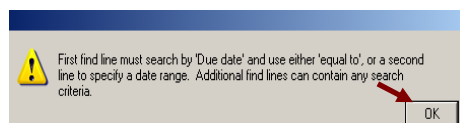
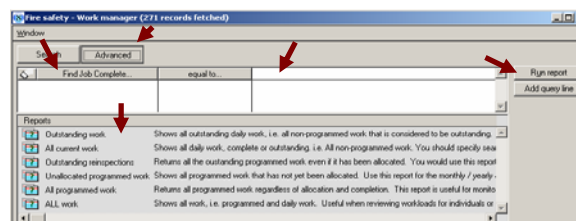
## Advanced Tab

Provides you with 'Advanced Queries' 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

Run report



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

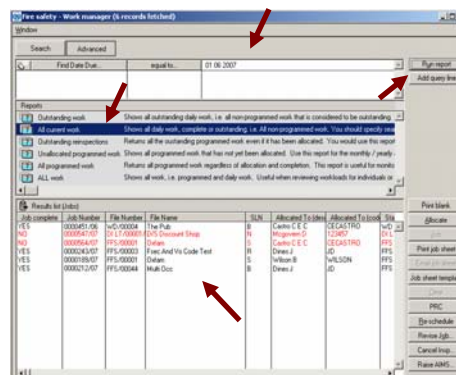
- Enter a Date
- Click onto the OK button

The information that comes back is only for the date(s) entered

If you want a broader search use greater than > 31/03/09 or less than <01/04/10.

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

Any outstanding jobs 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'.