SOPHTLOGIC

Fire Safety Setup - ICT Staff
Dumfries & Galloway
2010
User Manual

For more information:

E: diane.mcgovern@sophtlogic.com

T: 01473 255552

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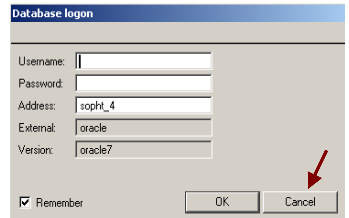
Access / Start Up MIS

- Double click onto the Pharos icon  

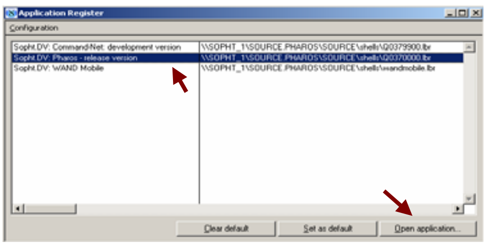


You may get a Database Logon box appear - if so –

This box is the log in box for Sophtlogic technicians.

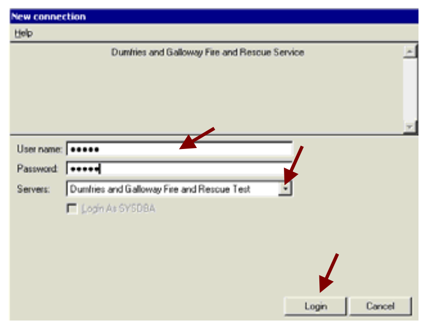
- Click the Cancel button –

The Application Register window will open



The Application Register sometimes gives you more than one option to choose from, if this is the case

- Click onto the Pharos option
- Click onto the Open Application button



- Enter your Username
- Enter your Password

- Click onto the Servers arrow
- Click onto a Station

If you only work at the one Brigade, then this option should be defaulted to your brigade.

- Click onto the Login button

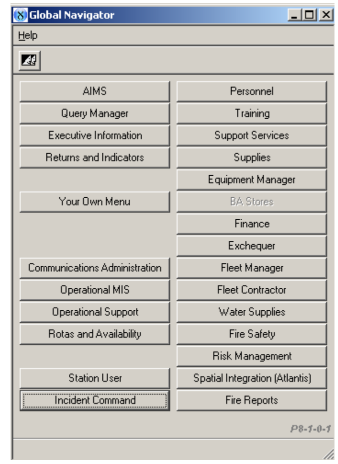
Depending on your Privileges

You may get a Select Office box appear – if so:

- Select an Office
- Click OK

The Global Navigator window will appear on your screen

Access Fire Safety Module

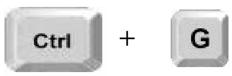


Global Navigator

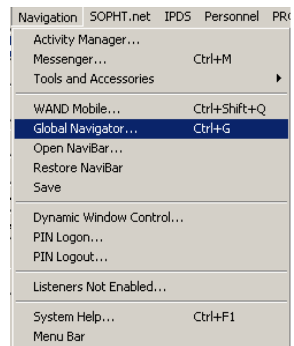
The Global Navigator is the main menu of the system, providing access to each module. A user will only be able to access parts of the system that they have privileges for.

The Global Navigator can be accessed at any time by

- Pressing Ctrl & G on your keyboard at the same time



or by going to:



Navigation Global Navigator

- Enter a Module into the Menu Toolbar

On the Global Navigator menu

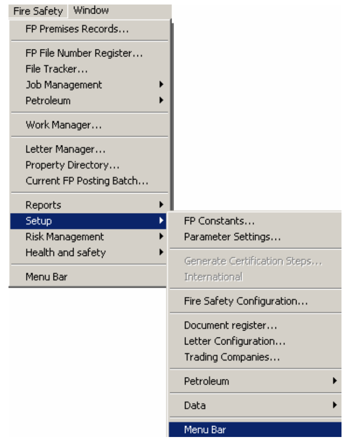
- Click onto one of the Fire Safety button

The corresponding module will appear in the toolbar: As shown

This gives the user (you) a shortcut access to the sub-menus under that module

Adding Shortcuts to the Menu Toolbar

Depending on your privileges, you may be able to add shortcuts to your menu bar.

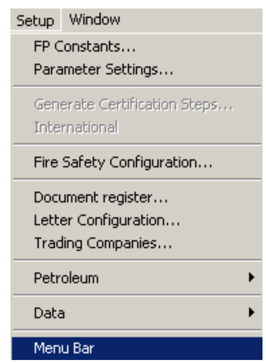


- Click the left mouse button onto ‘Fire Safety’
- Move your mouse down to ‘Setup’
- Move your mouse to the right
- Move down and left click onto the ‘Menu Bar’

You have now added ‘Setup’ to your menu bar.

This now gives you shortcut access to anything within ‘Setup’

- Remove a Module from the Menu Toolbar



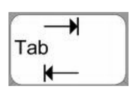
- Left click onto the module you want to remove from the menu toolbar
- Move your mouse down the list of options
- Left click onto the Menu Bar

The menu bar is at the bottom of majority of the drop down menus

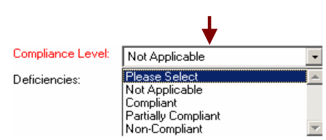
Follow the same procedure as shown above to close any modules or sub-menus

TIPS – moving around the form:

When entering data into the system:



- Use the Tab key on your keyboard to jump from box to box



Alternatively, use the Scroll arrows to scroll up / down the form

another way to scroll around your a drop down list…

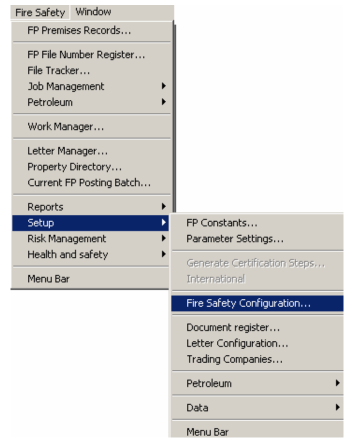
- Click inside the box
- Use the arrow keys on your keyboard to move up and down the list

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.

Fire Safety Configuration

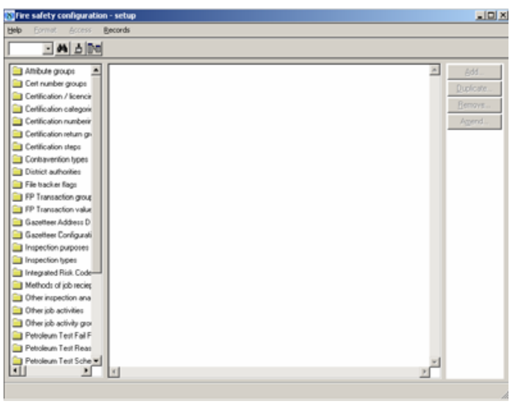
- On the Global Navigator Menu
- Click onto the Fire Safety / Fire Prevention Button

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



- Click onto Fire Safety
- Scroll down to Setup
- Click onto Fire Safety Configuration

Fire Safety Configuration window will appear



As you can see there are many folders on the left hand side of the window

Lets go through the relevent folders

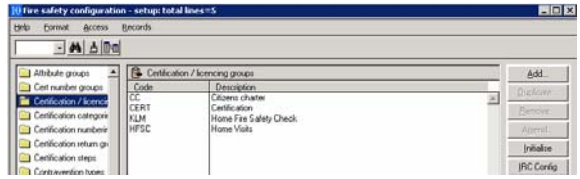
***** Certification folders are mainly used for Home Fire Safety *****

Certification/Licensing Group

The ‘Certification/Licensing Group’ sets up the Groups in the Certification Steps folder

- Click onto the ‘Certification/Licensing Group’ folder

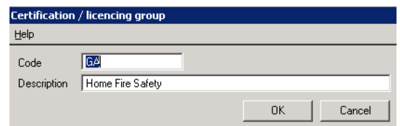
Any information that has been previously entered will appear in this window.



To enter a ‘Certification/Licensing Group’

- Click onto the Add button

The ‘Certification/Licensing Group’ window will appear



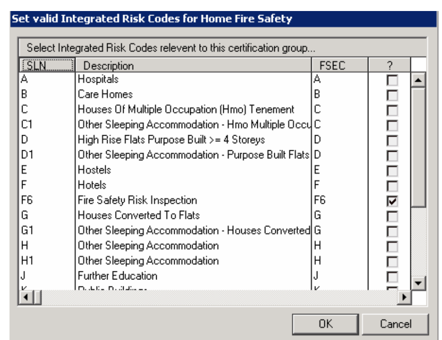
- Enter a Code
- Enter a Description of the Code
- Click onto the OK button

As you can see the ‘Certification/Licensing Group’ you have entered is now in the list

To assign a FSEC Code

- Click onto the IRC Config button

The Integrated Risk Code window will appear



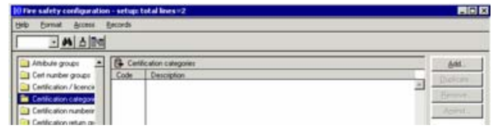
- Tick into the relevant FSEC box
- Click onto the OK button

The ‘Certification/Licensing Group’ you have just entered will appear in Certificate Steps folder ‘Applies To Which Groups’ field.

Certification Category

The ‘Certification Category’ sets up the ‘Category’ drop down list in the Certification Steps folder

- Click onto the Certification Category folder

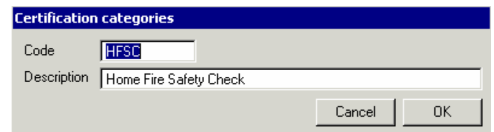


Any information that has been previously entered will appear in this window.

To enter a ‘Certification Category’

- Click onto the Add button

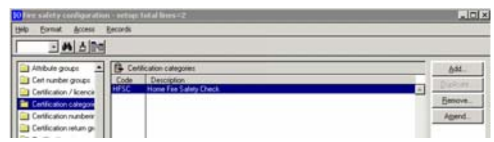
The ‘Certification Category’ window will appear



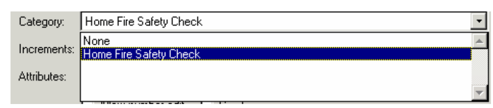
- Enter a Code
- Enter a Description of the Code

Click onto the OK button

As you can see the ‘Certification Category’ you have entered is now in the list



The ‘Certification Category’ you have just entered will appear in Certificate Steps folder ‘Category’ drop down list



Certification Return Groups

The ‘Certification Return Groups’ sets up the ‘Affects Return Group’ field in the Certification Steps folder

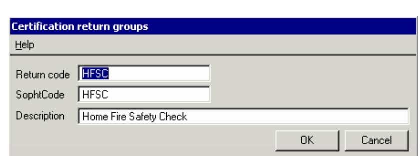
- Click onto the ‘Certification Return Groups’ folder

Any information that has been previously entered will appear in this window.

To enter a ‘Certification Return Groups’

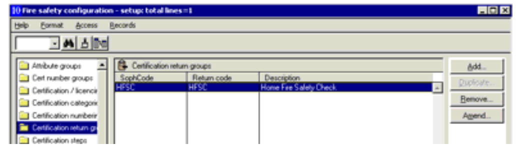
- Click onto the Add button

The ‘Certification Return Groups’ window will appear



- Enter a Code
- Enter a Description of the Code
- Click onto the OK button

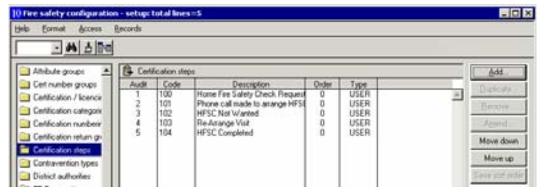
As you can see the 'Certification Return Groups' you have entered is now in the list



The 'Certification Return Groups' you have just entered will appear in Certificate Steps 'Affects Return Groups' box.

Certification Steps

- Click onto the 'Certification Steps' folder

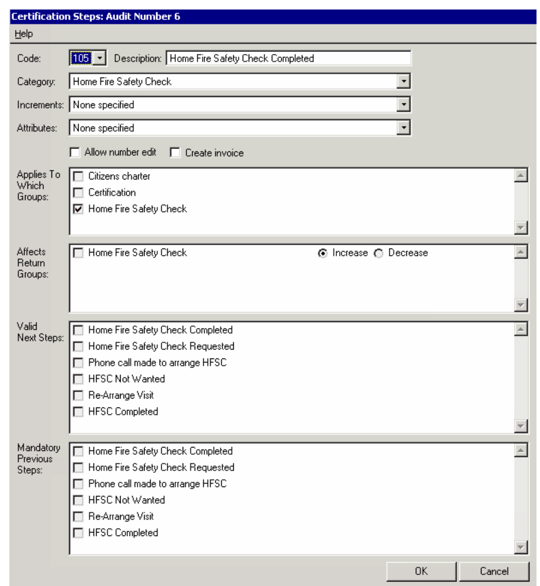


Any information that has been previously entered will appear in this window.

To enter a 'Certification Steps'

- Click onto the Add button

The Certification Steps window will appear

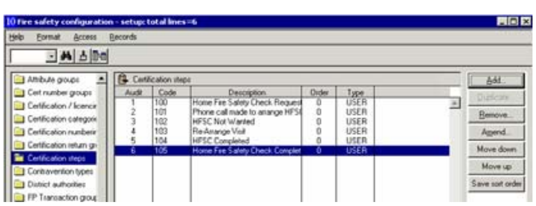


As you can see the folders you have just set up are all within this window

- Enter a Description
- Choose a Category

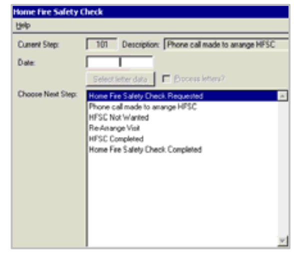
Within the Applies to Which Groups

- Click into the Home Fire Safety Check box
- Click onto the OK button

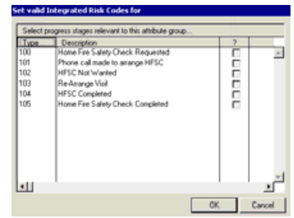


As you can see the entry you have just created has now been entered at the bottom of the list within the Certificate Steps window

The ‘Certification Step’ you have just entered will appear in FP Premises Record Card - Home Fire Safety Check Sub Menu – Add – Choose Next Step.

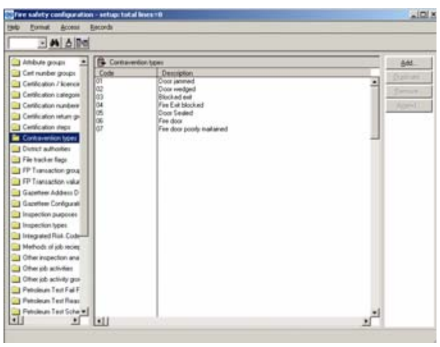


The ‘Certification Step’ you have just entered will also appear in Fire Safety Configuration – Attribute Groups –Progression.



Contravention Types

The Contravention Types enable the recovery of user definable Contraventions.



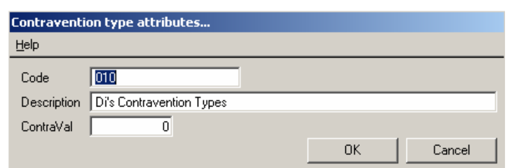
Within the Fire Safety Configuration window

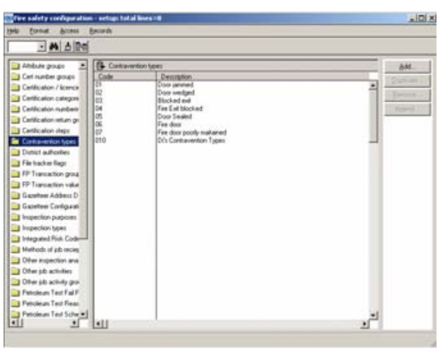
- Click onto Contravention Types folder

All entries that have been previously entered will appear in the Contravention Types window

- Click onto the Add button

- Enter a Code
- Enter a Description of the Code
- Enter a ContraVal - Points value
- Click onto the OK button





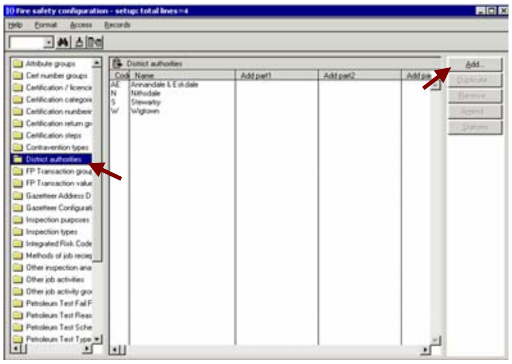
As you can see the entry you have just entered is now at the bottom of the Contravention Types list

To see where the Contravention Types will be displayed - Go to FP Premises Card - Contravention sub menu – Click on Add button – Click onto the Type arrow.

District Authorities

The District Authorities a County could be covered by several District Authorities which can cover multiple Stations. District Authorities entered will populate the District Field of the premises insert window based on the station selected.

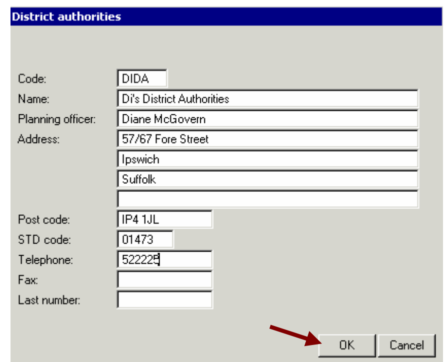
Within the Fire Safety Configuration window



- Click onto District Authorities folder

All entries that have been previously entered will appear in the District Authorities window

- Click onto the Add button



- Enter a Code
- Enter a Description of the Code in the Name box
- Enter the Planning Officer
- Enter the Address, Post code, Tel & Fax number
- STD Code is usually the telephone area code i.e. 01473
- Click onto the OK button

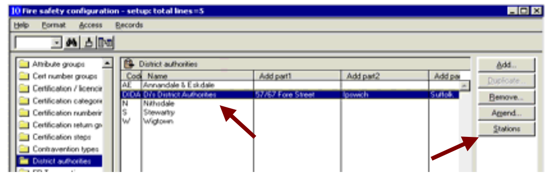
As you can see the entry you have just entered is now at the bottom of the District Authorities list.

To see where the District Authorities will be displayed, Go to FP Premises Configuration > Districts folder > click onto the Station button , associate the District with the appropriate Station(s).

Setting up Brigades and Organisations

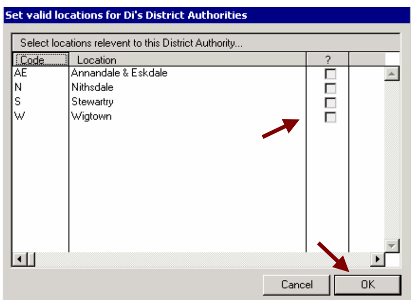
Within this section you can set up the Locations of the Fire Brigades within your District; i.e. addresses, telephone numbers etc. You will also learn how to set up the Organisations list; which displays the area(s) the Brigades(s) are in.

Let's start by



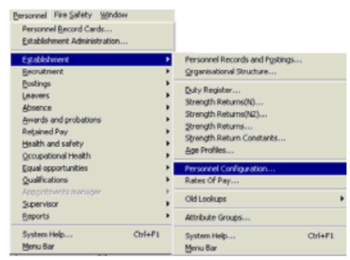
- Click onto the District
- Click onto the Stations Button

The Valid Locations window will appear



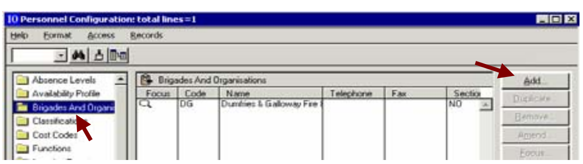
Within here you need to tick on the Station(s) that are in the District you are setting up

If the Station(s) is not in this window….



- Go to the Golbal Navigator
- Click onto the Personnel button
- Click onto Establishment
- Click onto Personnel Configuration

The Personnel Configuration window will appear



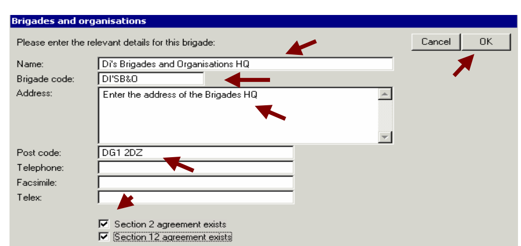
Click onto the Brigades And Organisations Folder

Any Brigades that have been previously entered will appear within this window.

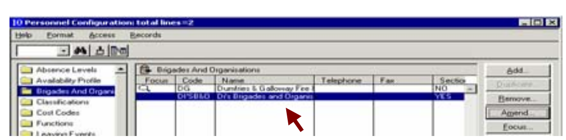
To add more Brigade HQ's

- Click onto the Add button

- Enter the Name of the Brigade Headquarters
- Enter the Code for the Brigade
- Enter the Address
- Enter The post Code
- Enter Telephone Number

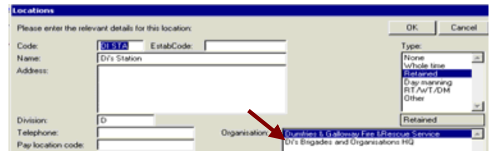


Tick 'Section 2 and 12 agreement Exisits' boxes if this Brigade has agreed to 'Attend Incidents Over the Boarder', when called out.



As you can see the entry you have now been entered in the Brigades and Organisation folder.

The entry you entered is in the Brigades and Organisations' folder is now assessable in the 'Organisations' box in the 'Locations' folder.

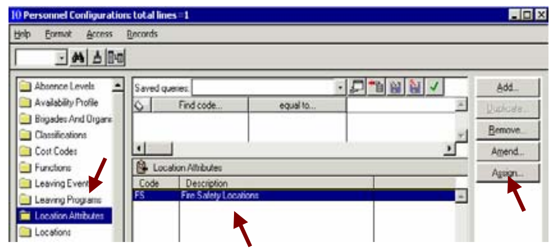


Setting up Locations

Linking Location to Attributes

When you are setting up or adding a Location (Brigade), you need to set up the Location Attributes first.

- Click onto the Location Attributes Folder



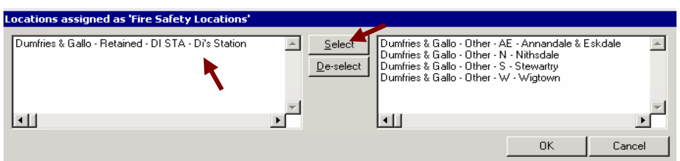
Within the Location Attributes window there may be some options to choose from.

- Click onto the Location Attribute

You now need to Assign a Location to the 'Fire Safety Locations'

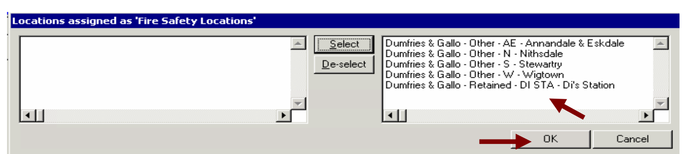
- Click onto the Assign button 

The Location assign window will appear



Here you can assign as many Stations to that District

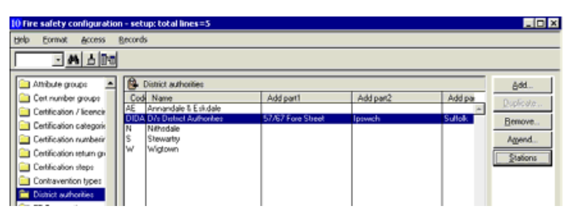
- Click onto the Station
- Click onto the Select button 



As you can see, the Station has now appeared into the window on the left.

Once you have finished selecting the Stations

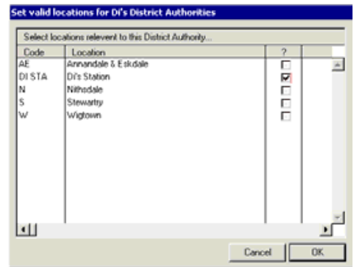
- Click the OK button



Let's go back to the Fire Safety Configuration Window

- Click onto District Authorities
- Click onto one of the Districts
- Click onto Stations

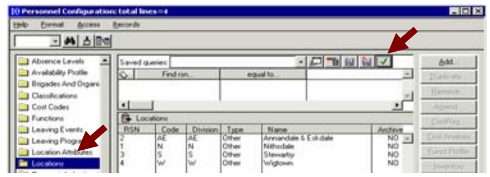
As you can see the Station I entered in Locations is now in the Valid Stations window



- Click onto the Station
- Click the OK button

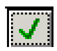
Setup / Attaching Locations

Once you have setup your District and Brigades and Organisation you need to attach the Stations within that District.



- Click onto the Locations Folder

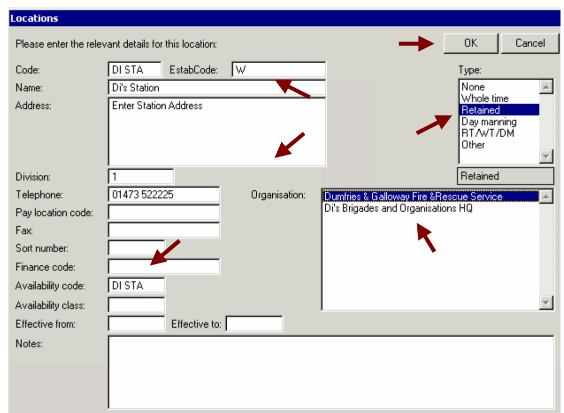
The Locations window will be blank

- Click onto the Green Tick icon 

Any Stations that have been previously entered will appear within this window.

To add more Stations

- Click onto the Add button 



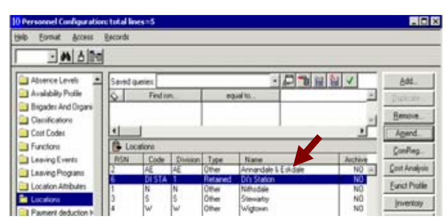
- Enter a Code & Estab Code
- Enter the Name of the Location
- Enter the Brigade Address
- Choose a Type
- Enter a Division
- Enter a Telephone Number
- Choose an Organisation

This is what you entered in the Brigade & Organisation Folder

- Enter a Availability Code

This allows you to see the Availability for that station, within the Availability window

- Click onto OK



As you can see 'Di's Station' is now been entered into the Locations window within the Locations folder

Gazetteer Address Data

The gazetteer is a central database of addresses for keeping addresses standardised. It can be used to look up addresses within each sub system, e.g. Fire Safety, Water, Personnel etc.

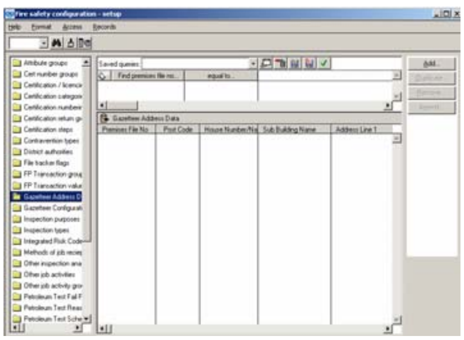
NLPG – National Land and Property Gazetteer
OSNI – Ordinance Survey from N. Ireland
UPRN – Unique Property Reference Number

The brigades would like the functionality to link to the comma separated NLPG with lookups. This is done through Atlantis but not all brigades are live with this as yet.

Atlantis allows you to attach other types of data to the address to build up a profile in the manner of a premises record card. The views of the profile are then configured to display only the required data depending on the group looking at it.

There is an address cleansing function for the gazetteer which attaches the UPRN number to the address.

In order to provide gazetteer data for a brigade, it is necessary to acquire the gazetteer database, import the data and then cleanse it.



The Gazetteer Address Data are Addresses that have been entered when jobs have been set up for inspections

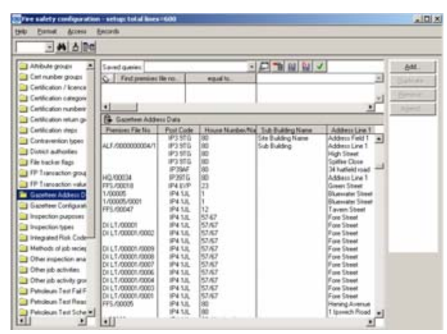
Within the Fire Safety Configuration window

- Click onto Gazetteer Address Data folder
- Enter a Search Criteria e.g. post code, town street

There could be thousands addresses returned

Click onto the Green Tick icon 

All entries that have been previously entered will appear in the Gazetteer Address Data window.



As you can see the addresses of the Inspections that were set up by FP Premises Record Card, Inspection & Visits sub option are all now in the Gazetteer.

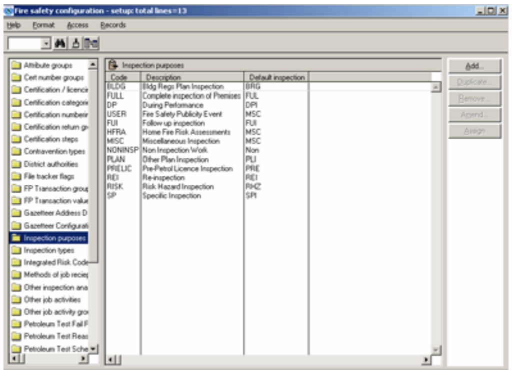
DO NOT set up the addresses in this window go through FP Premises Record Card, Sub Option.

The Gazetteer Configuration is set up to enables the fields to be set as non-mandatory / mandatory in the segmented address window. This section is set up by Sophtlogic Engineers

Inspection Purposes

This is used to add Inspection Purposes that mirror the Inspection Types.

Within the Fire Safety Configuration window

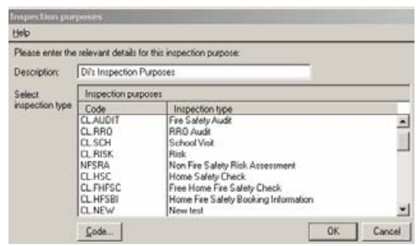


- Click onto Inspection Purposes folder

All entries that have been previously entered will appear in the Inspection Purposes window

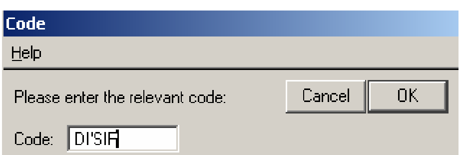
- Click onto the Add button

The Inspection Purpose window will appear

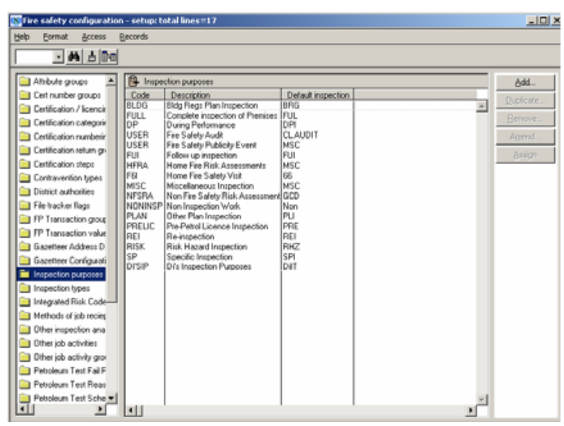


- Enter the Inspection Purpose in the Description box
- Click onto the Code button

- Enter a Code (usually of the description)



- Click onto the OK button on the Code window
- Click onto the Close button on the Inspection Purpose window

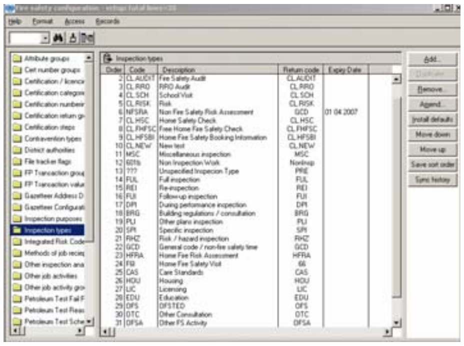


As you can see the entry you have just entered is now at the bottom of the Inspection Purposes list

Need to associate an Inspection Purpose to an Inspection Type.

Inspection Types

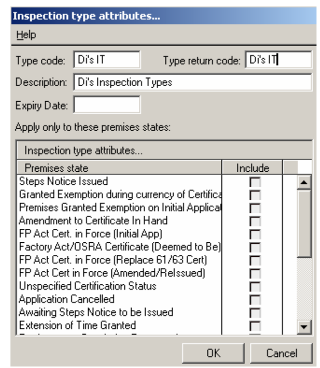
Within the Fire Safety Configuration window



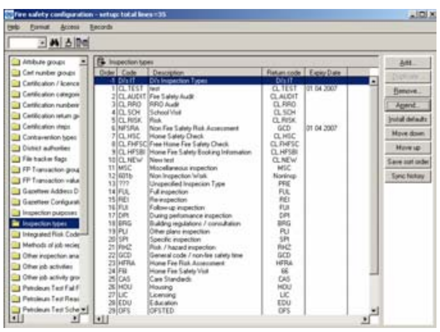
- Click onto Inspection Types folder

All entries that have been previously entered will appear in the Inspection Types window.

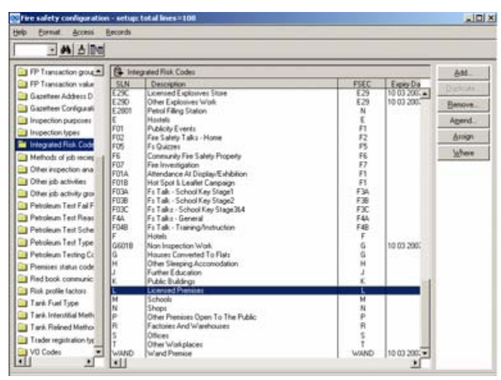
- Click onto the Add button



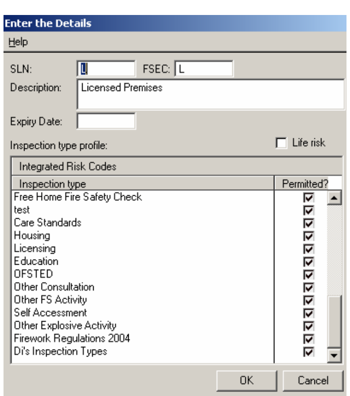
- Enter a Type Code
- Type Return Code (usually the same as Type Code)
- Enter a Description of the Code
- Enter a Expiry Date – if needed
- Tick the box(s) you want this Inspection Type to include
- Click onto the OK button



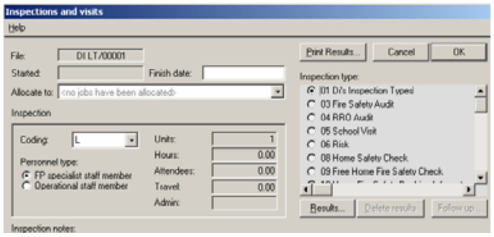
As you can see the entry you have just entered is now at the top of the Inspection Types list.



- Now go to Integrated Risk Code folder
- Click onto the SLN (FSEC) code
- Click onto Amend

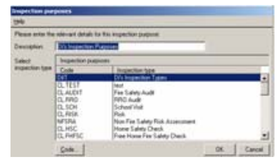


- Click onto the Inspection Type Permitted
- Click onto the OK button



The Inspection Type will appear in the Inspection Type window within the Inspections and Visits window

To see where else the Inspection Types will be displayed



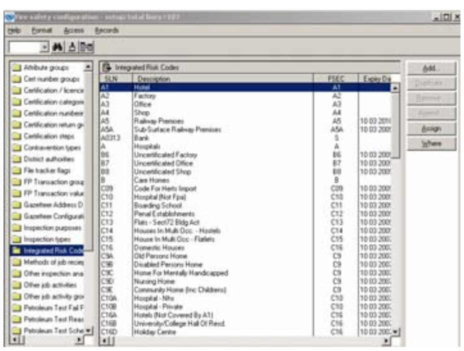
Go to Inspection Purposes folder – Click on Amend – Di's Inspection Types will be in the Select Inspection Type list.

Go to Integrated Risk Codes folder – Click on Amend – Di's Inspection types will be in the Integrated Risk Codes list.

Integrated Risk Codes

The Integrated Risk Code is used for coding types of businesses – SLN – FSEC codes

Within the Fire Safety Configuration window



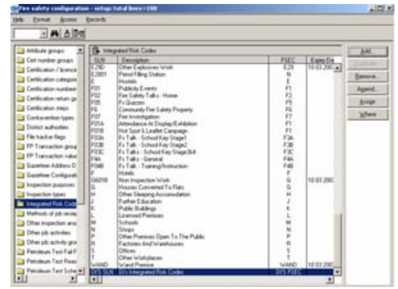
- Click onto Integrated Risk Codes folder

All entries that have been previously entered will appear in the Integrated Risk Codes window

- Click onto the Add button

- Enter a SLN Code – provides ability for more detailed breakdown of the FSEC code
- Enter a FSEC Code – will be supplied by DCLG
- Enter a Description of the Code
- Select a Inspection Risk Code
- Click onto the OK button

As you can see the entry you have just entered is now at the bottom of the Integrated Risk Codes list

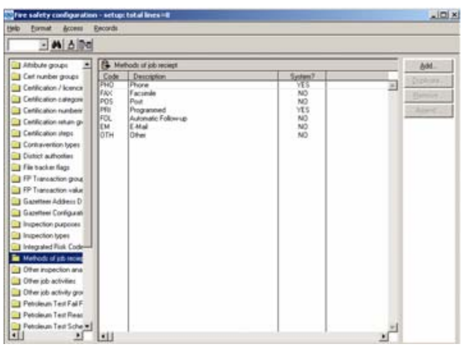


To see where the Integrated Risk Codes (SLN & FSEC) will be displayed on Premises Record Card Referenced in Reports, Inspections etc.

Method of Job Receipt

Method of Job Receipt are enables the recordings of how details of a the job were received.

Within the Fire Safety Configuration window

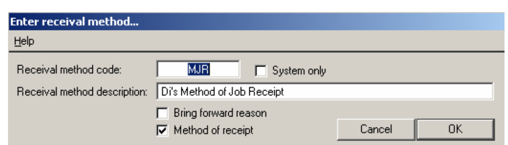


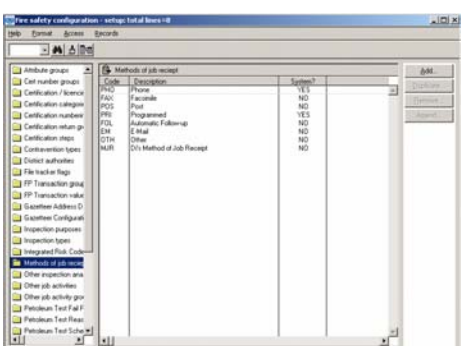
- Click onto Method of Job Receipt folder

All entries that have been previously entered will appear in the Method of Job Receipt window

- Click onto the Add button

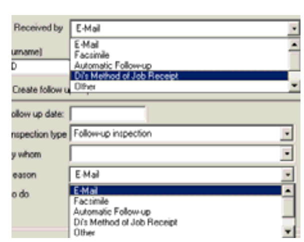
- Enter a Code
- Enter a Description of the Code
- Click onto the OK button





As you can see the entry you have just entered is now at the bottom of the Method of Job Receipt list

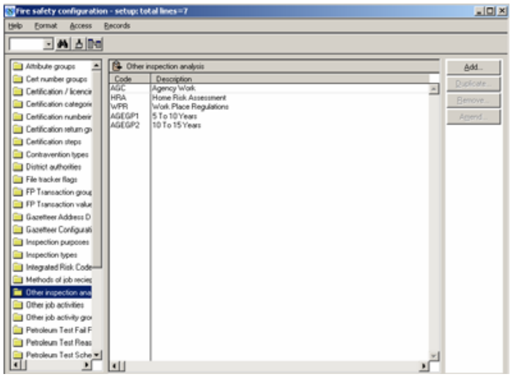
To see where the Method of Job Receipt will be displayed in Inspection & Visits – Job Received By field and Follow Up Inspection box.



Other Inspection Analysis

Other Inspection Analysis is a further breakdown of Inspection Types

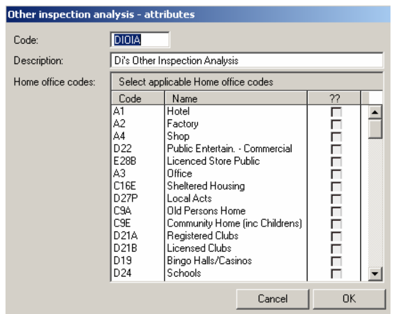
Within the Fire Safety Configuration window



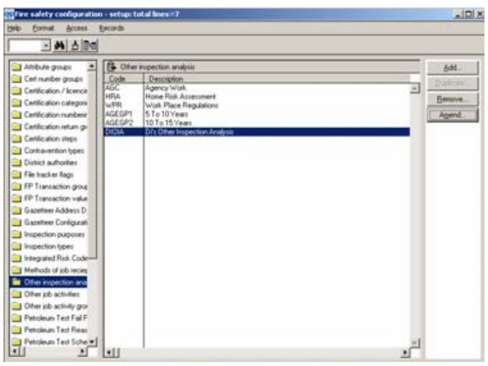
- Click onto Other Inspection Analysis folder

All entries that have been previously entered will appear in the Other Inspection Analysis window

- Click onto the Add button



- Enter a Code
- Enter a description of the Code
- Click onto the OK button

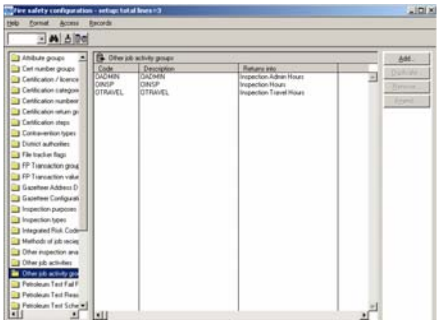


As you can see the entry you have just entered is now at the bottom of the Other Inspection Analysis list.

To see where the Other Inspection Analysis will be displayed in the updated Inspections & Visits – Additional Information Inserts Checkboxes

Other Job Activity Groups

Other Job Activity Groups are the Groups for the Other Job Activities



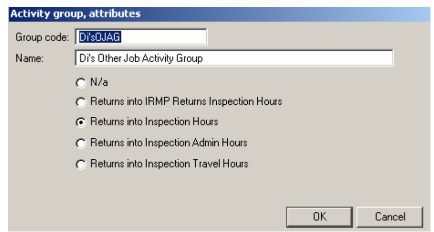
Within the Fire Safety Configuration window

- Click onto Job Activity Groups folder

All entries that have been previously entered will appear in the Job Activity Groups window

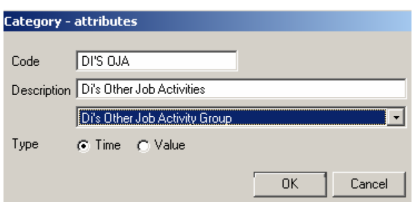
- Click onto the Add button

- Enter a Group Code
- Enter a Name - Description of the Code
- Select one of the Options



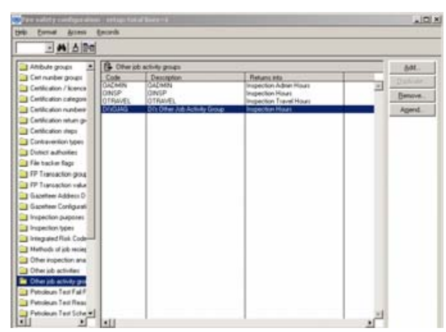
These options determine whether the times entered against the Job Activity associated to this Group are updated

e.g. Inspection Hours field in the Job window - Inspection, Travel, Admin … are to be returned to the IRMP returns



- Click onto the OK button

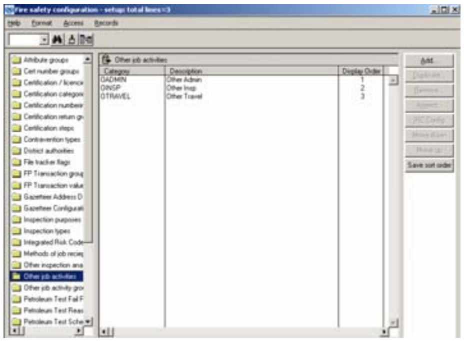
As you can see the entry you have just entered is now at the bottom of the Job Activity Groups list



Other Job Activities

Other Job Activities enables the recording of additional time e.g. planning time or number of leaflets sent out, phone calls made etc. The time can be occurred to the Officers Inspection hours.

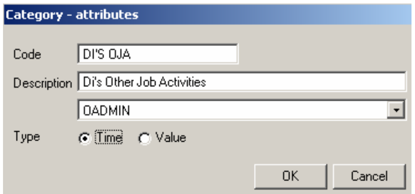
Within the Fire Safety Configuration window



- Click onto Other Job Activities folder

All entries that have been previously entered will appear in the Other Job Activities window

- Click onto the Add button

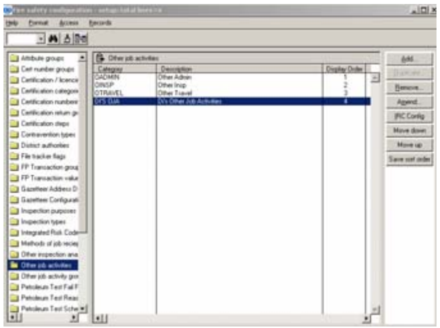


- Enter a Code
- Enter a Description of the Code

Time = Records Hours and Minutes

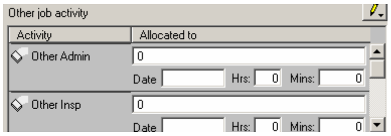
Value = Records Number

- Click onto the OK button



As you can see the entry you have just entered is now at the bottom of the Other Job Activities list

To see where the Other Job Activities will be displayed – Inspection & Visits – Start New Job - Other job Activity



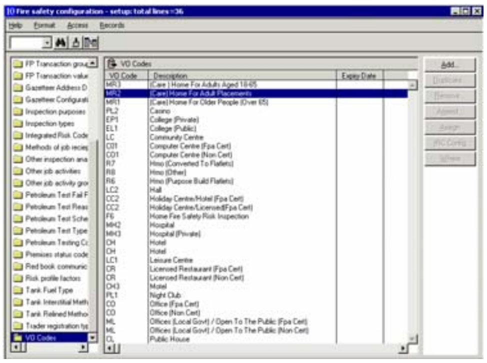
VO Codes

VO Codes (Valuation Office) further breakdown of the FSEC Code. For example - You are Inspecting a ‘Sports Centre’, within the ‘Sports Centre’ there are ‘Tennis Courts’, ‘Swimming Pool’, and ‘Gym’ etc. Now under the ‘Old’ ‘Home Office Codes’ all of these facilities would all come under ‘Sports Centre’.

Today – those codes have been broken down…

‘FSEC’ (SLN) is the code for the ‘Sports Centre’ but within that, Sports Centre there could be 10 different VO codes under one roof. Theres now a ‘VO’ code for ‘Swimming’, ‘VO’ code for ‘Tennis Courts’, and ‘VO’ code for the ‘Gym’ and so-on.

Within the Fire Safety Configuration window

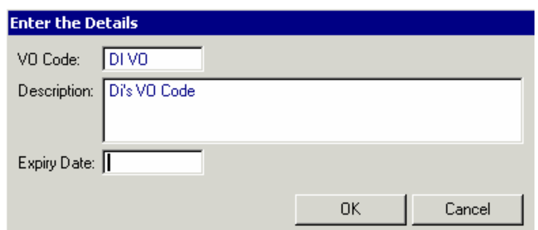


- Click onto VO Codes folder

All entries that have been previously entered will appear in the VO Codes window

- Click onto the Add button

- Enter a VO Code
- Enter a Description of the VO Code

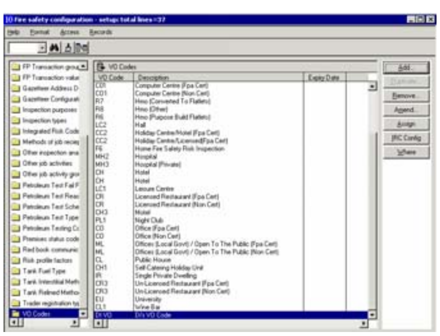


If this VO Code is no longer needed

- Enter a Expiry Date

Usually this is left blank

- Click onto the OK button



As you can see the entry you have just entered is now at the bottom of the VO Codes list

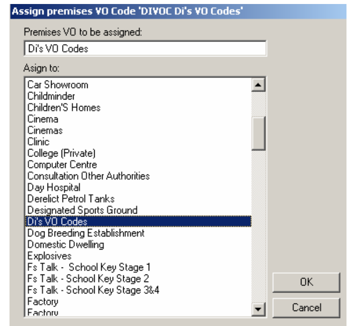
To assign the Premises VO Code

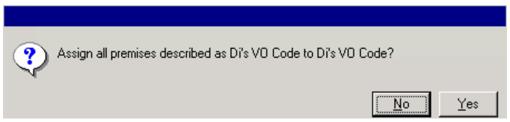
- Click onto the Assign button

Assign Premises window will appear

- Assign the VO Code

- Click onto the OK button





You may get a dialog box pop up asking you if you want to 'Assign all premises described as Di'v VO Code to Di's VO Code'.

- Click onto the Yes button

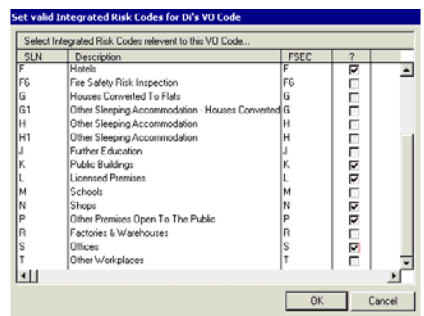
To Link the Premises VO Code to a valid Integrated Risk Code that is relevant to the VO Code

- Click onto the IRC Config button

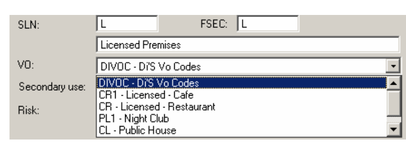
Integrated Risk Code window will appear

- Select the codes that are relevant to the VO Code

- Click onto the OK button



To see where the VO Codes drop down list will be displayed go to Fire Safety – Insert button - FP Premises Record Card



Fire Safety Premises Record Card

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.

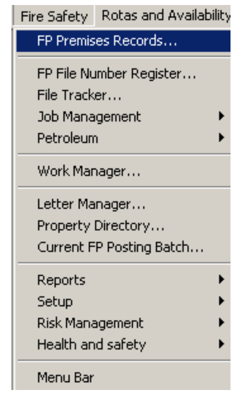
Features of the FS Safety System

- 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 (fireSpace) 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

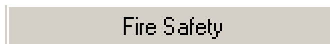
Creating a FP Premises

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

On the Global Navigator Menu



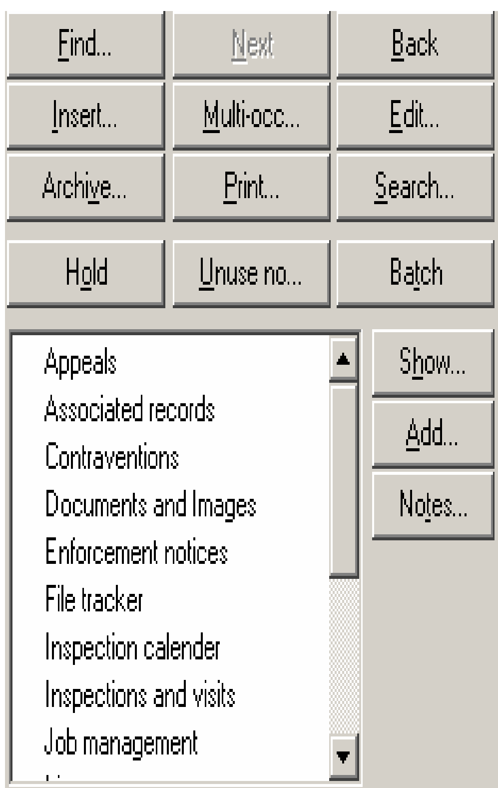
- Click onto the Fire Safety / Fire Prevention Button



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

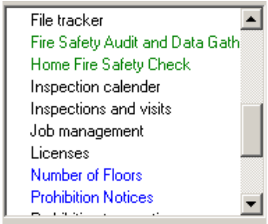
Show: A window will appear at the bottom with the information from the Sub-Menus

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

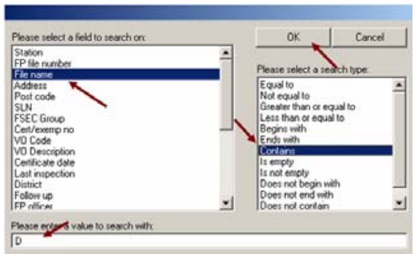
To Search for a Premises Record Card

- Click onto the Search button 

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

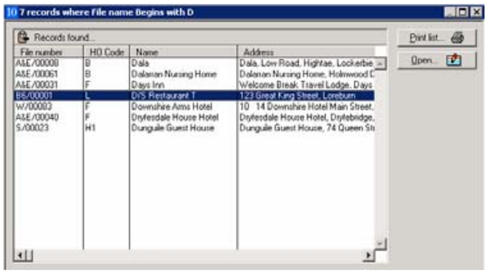
Choose one of the Search options in the left window

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

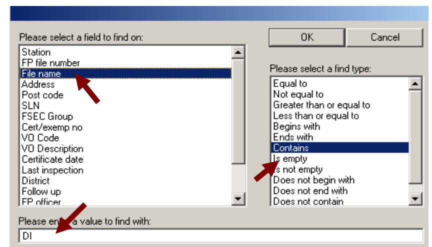
The Find button works in a very similar way to the Search button except the Find button will not give you a list of Premises it will bring up, in the Premises Record Card, the first record beginning with that letter / number. If the premise showing is not correct, you will need to use the back and next 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

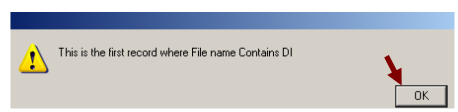
The Find will go to the first Premises Records starting with 'Di'

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

FP Premises Record Card

From the 'Global Navigator'

- Click onto 'Fire Safety' button 

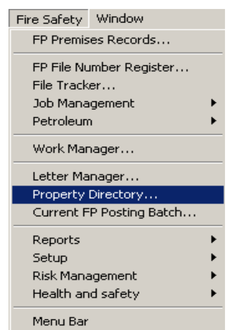
This will now appear in the toolbar

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

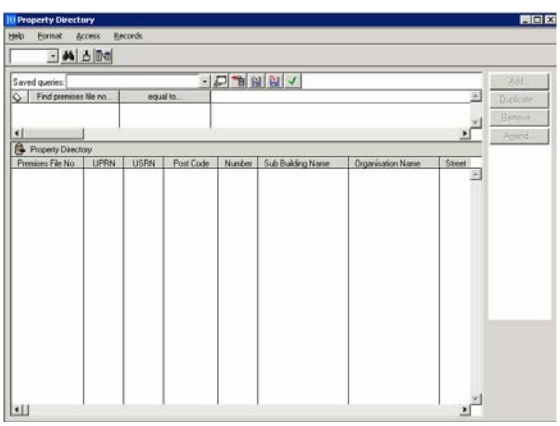
Property Directory

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

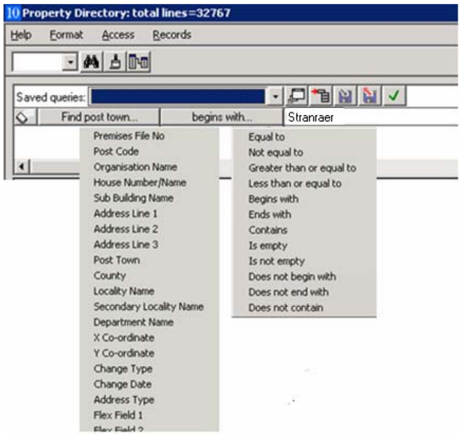
If you click onto the Green Tick without doing a Search, the Gazetteer will load every single property within the third party system, which could take a very very long time to load...

This is NOT RECOMMENDED

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.

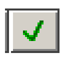


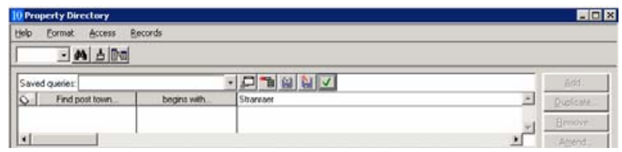
- Click onto the box that shows 'Find Premises File No.

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…

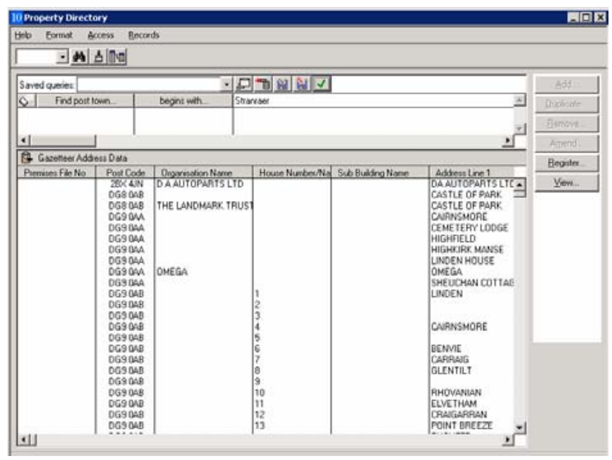
For my search I have entered a criteria for Post Town > begins with > 'Stranraer'

- 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 Gazetteer Address Data window

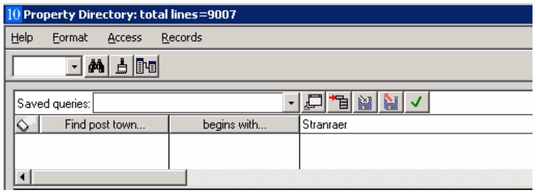
Now you need to 'Find' the Premises you want to 'Register' to the 'Premises Record Card'… this could take a while with so many to look through. Or you can define the Query more



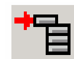
Remember, DO NOT Just click onto the Green Tick you will be telling the third party Gazetteer to load ALL Premises Records within its system… and that will take absolutely ages to return…

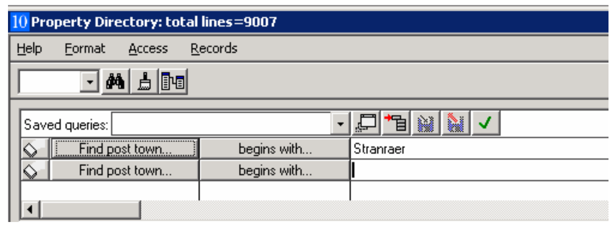
Multiple Searches

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 32767 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

- Click onto the 'Insert a Row' icon 

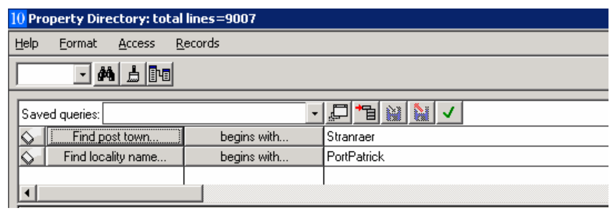


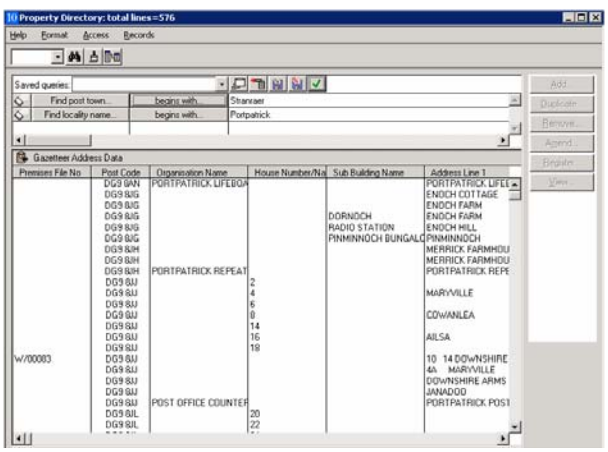
As you can see another search row has appeared

- 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

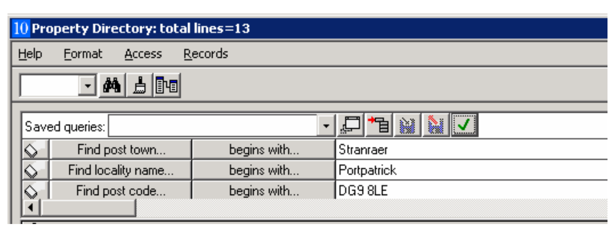
- Click onto the 'Insert a Row' icon

- Select the options from the drop down list

I have chosen 'Post Code'

- Enter the Search Criteria

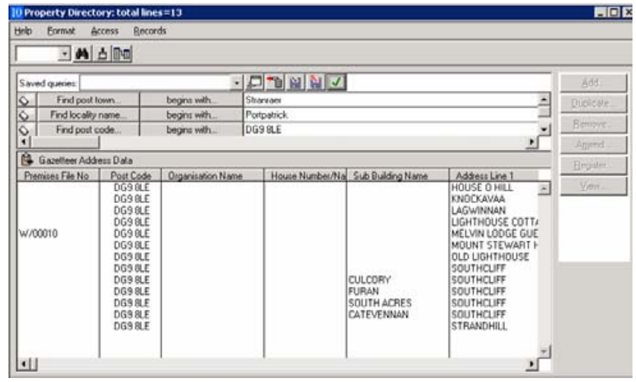
I have entered postcode DG9 8LE



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

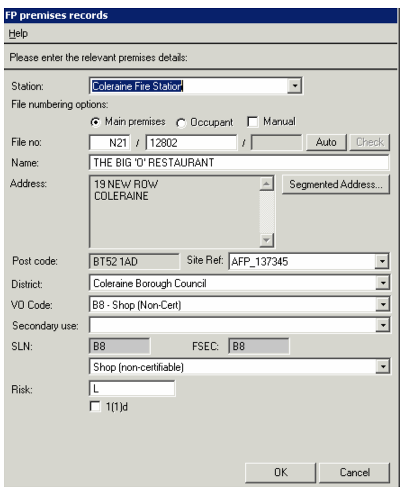
By searching just by post code, again could take a while depending how many properties are within that Post Code,

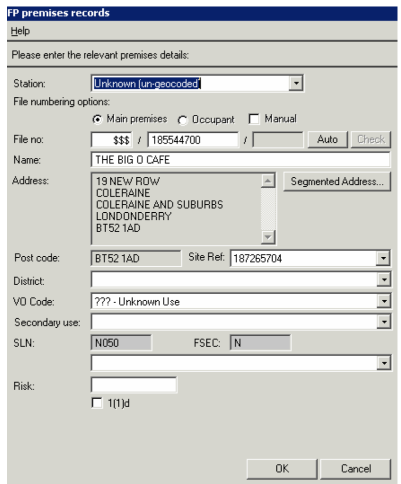
Breaking the search down makes it easier to find the address(s) you are looking for.



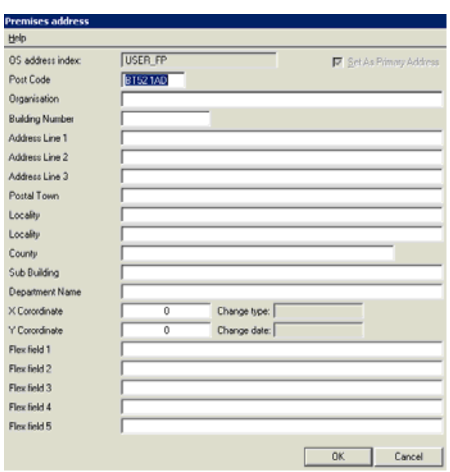
Now you have found the Address you will need to register the address to the Premises Record Card

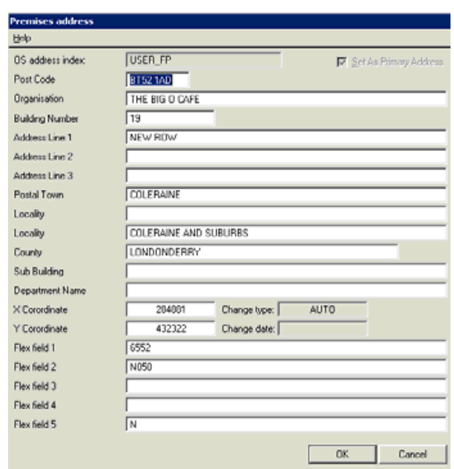
As you can see there are differences between the non-gazetteer and the gazetteer premises





- Click onto the 'Segmented Address' button





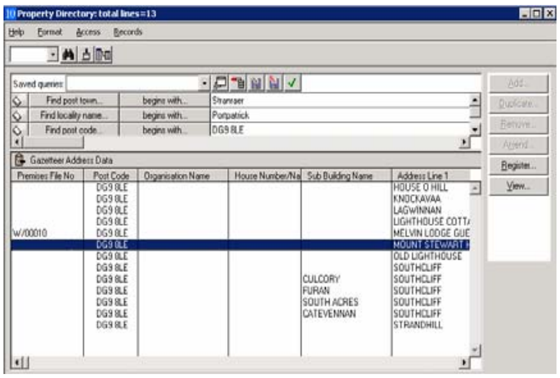
As you can see the premises imported by the Gazetteer has more address information

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



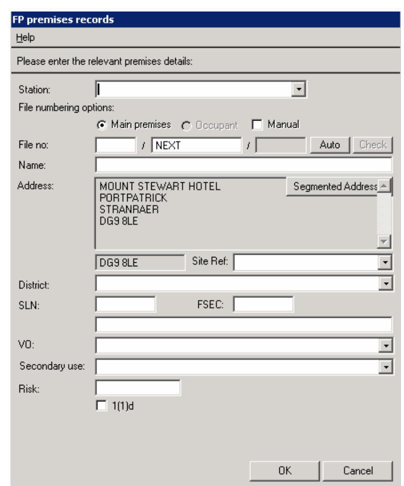
Some of the Gazetteer Address Data may have 'Premises File No', this means that the Station and SLN / FSEC and VO codes have been assigned to the Premises Record Card.

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

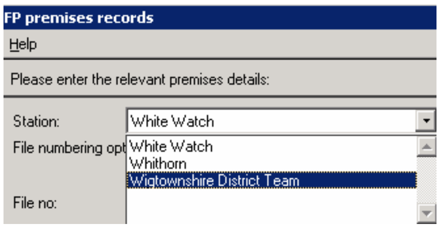
Note: all Commercial Premises will be registered under District Area. Home Fire Safety Checks will be Station Ground

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

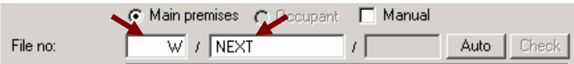
MAIN PREMISES The '***Main Premises'*** is applied to ***Single Occupier Premises*** only.

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.

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.

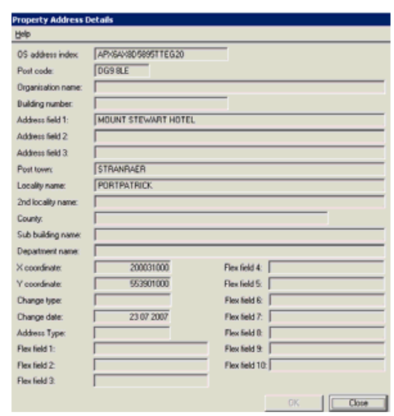
- Enter the Name of the Premises

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'.

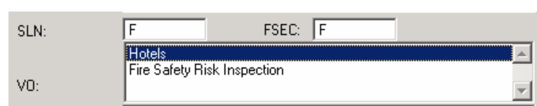
Today – those codes have been broken down…

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

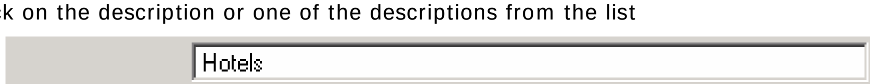
Either one is fine, the SLN will show the Old Home Office Code and the FSEC will show the New Code

- Hit onto the Tab Key on your keyboard

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

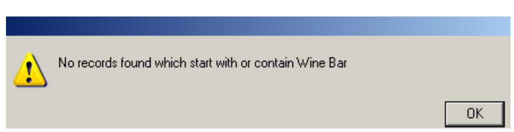


- Double click on the description or one of the descriptions from the list



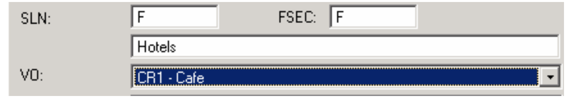
If you type in the wrong SLN / FSEC or Description you will get a dialog box pop up saying there are no records found appear if no records have been found starting with what you entered in the box

- Click onto the OK button



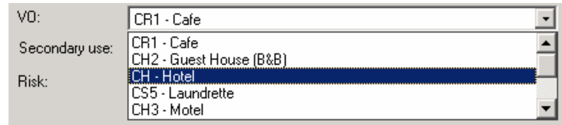
If this dialog box appears, type in another type of what the Premises is – I have entered 'F' into the SLN box and an 'F' appeared in the FSEC box and Licensed Premises in the box below.

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



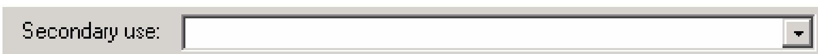
- Click onto the VO arrow

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



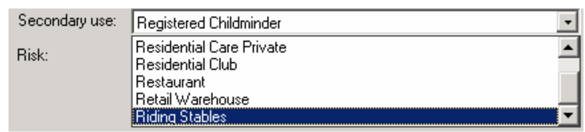
- Choose the correct VO Code
- Click onto the OK button

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.

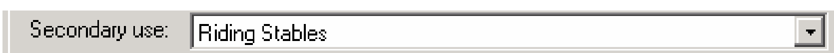


- Type the business into the box

A drop down menu will appear with options to choose from



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



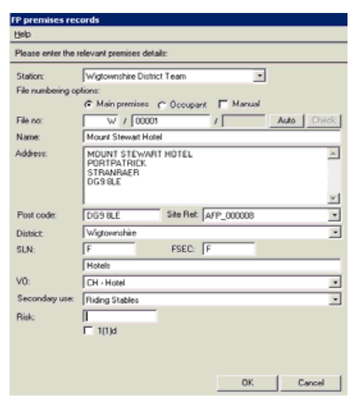
- Enter the VMDS UPRN number and 'tick' the 1i(d) box

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

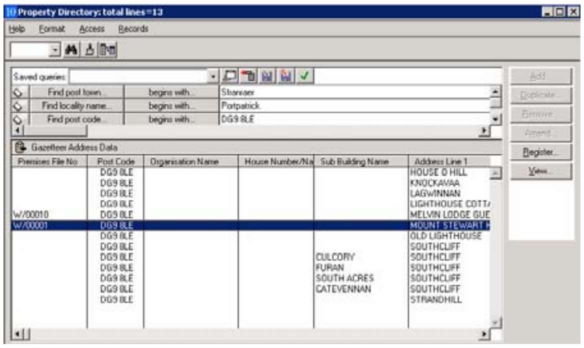
Once you have completed filling out the FP Premises Record Card

- Click onto the OK button

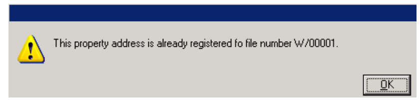
You should now be back to the Property Directory window



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.

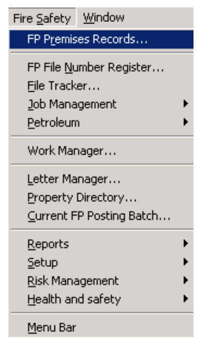


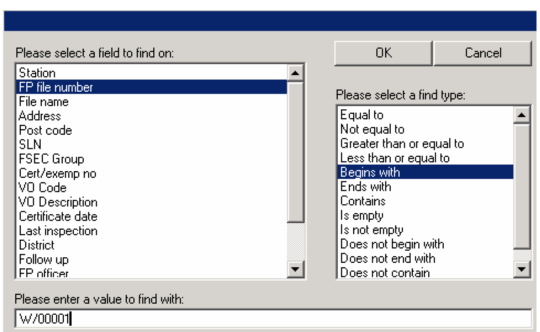
Once completed

- 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

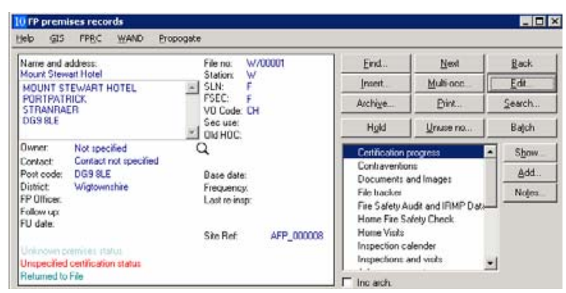




- Click onto Find button 

- 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.

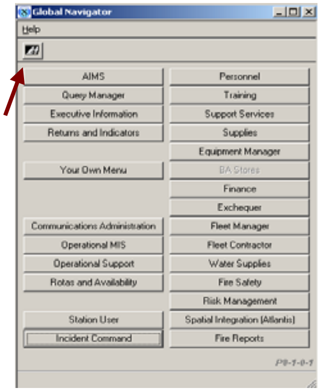
Users Setup

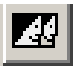
This manual explains how to Efficiently Manage Access to the Sophtlogic pharOs system in order to maintain the highest level of Data Integrity and conform to the Data Protection Act. Generally, **Post Codes** (**recommended**) are used as the **User Name** for the system. This means that if a person moves into an existing Post the Privileges for that Post will have already been set up and all that needs to be changed is the Passwords. You can have a person in a certain post and give extra Privileges by using the '**Users**' option instead of the '**Profiles**' option, otherwise, you would have to set up all the Privileges to each individual User each time someone Joins and Leaves the Post – very time consuming; especially if you have a high turn over, and it is very easy to mistakenly give the wrong Privileges to a User. By setting up the Privileges to the **Post Code**; as this only has to be done once, and move the person in and out of the Post, fewer mistakes will occur.

Setting Up a New User Post Code

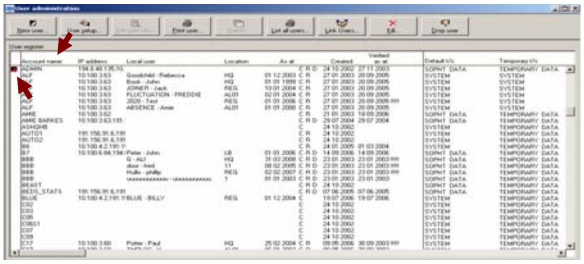
As a Database Administrator (DBA) you will be able to set up a New User/Post Codes, Allocate / Change Offices/Departments and set up the Privileges to the Users Post Code.

At the top of the Global Navigator menu press the User Administration button - this is a 'two faces' icon



- Click onto the Two faced icon 

The User Administration window will open

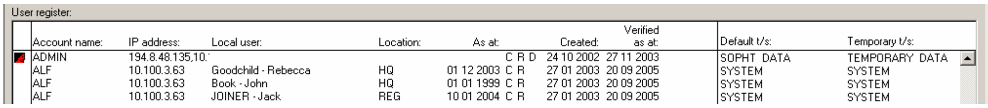


I will explain what each icon does within the toolbar as we go along…. page 5

- You can click onto the column heading to order the list
  - If there is more than one person in a Post then the Account may appear more than once
  - Account Name is the Oracle Account name that is assigned to a User (Post Name)
- On the left-hand side, pictures will be shown to indicate who is logged in at the moment:

 means that the user has one session open

 means that the user has more than one session open

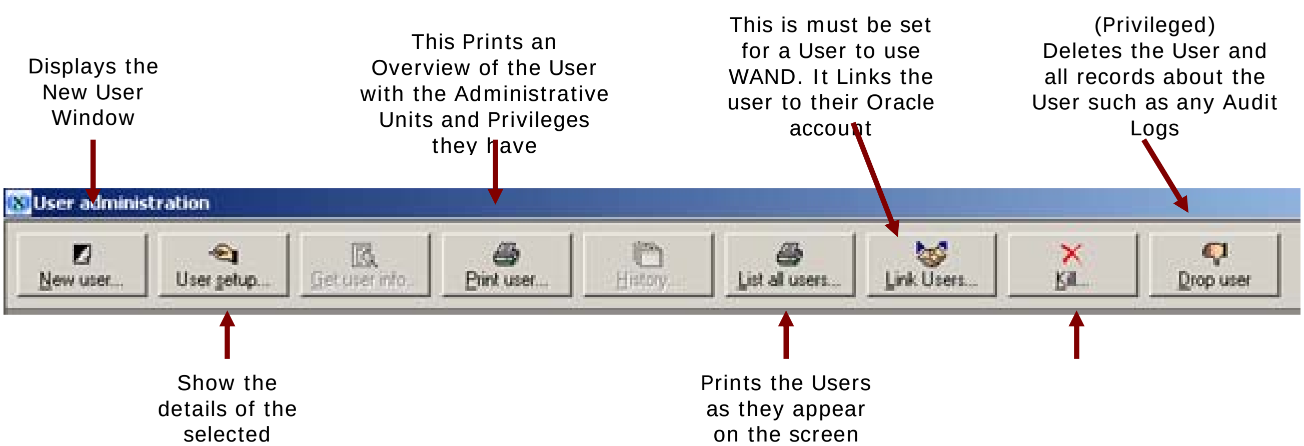


User register:

Account name:	IP address:	Local user:	Location:	As at:		Created:	Verified as at:	Default t/s:	Temporary t/s:
ADMIN	194.8.48.135,10.				C R D	24 10 2002	27 11 2003	SOPHT DATA	TEMPORARY DATA
ALF	10.100.3.63	Goodchild - Rebecca	HQ	01 12 2003	C R	27 01 2003	20 09 2005	SYSTEM	SYSTEM
ALF	10.100.3.63	Book - John	HQ	01 01 1999	C R	27 01 2003	20 09 2005	SYSTEM	SYSTEM
ALF	10.100.3.63	JOINER - Jack	REG	10 01 2004	C R	27 01 2003	20 09 2005	SYSTEM	SYSTEM

Heading	Description
Account name	User name (Post Code)
IP address	IP Address of local machine where this account last connected
Local user	If this account is for an occupied post then this will show the name of the person currently in this post
Location	Location of person
As at	Date this person started their current post
C	**Connect** – allows the user to have access to the database. Should always be set to **Yes**
R	**Resource** – allows the user to use database resources. Should always be set to **Yes**
D	**DBA** – explained below
Created	Date account created
Verified as at	Date password last changed
Default tablespace	Should always be set to **USER_DATA** – if not then you may experience errors when creating the account
Temp tablespace	In previous versions of Oracle it was possible to specify the temp tablespace, but it now must be set to **TEMPORARY_DATA**

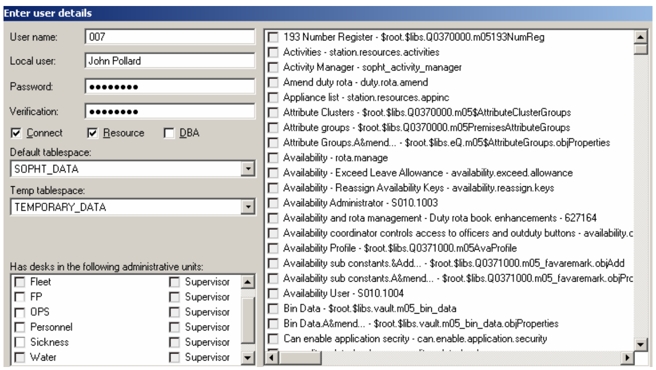
User Administration Toolbar



New User

When you setup a New User, it is recommended to set up the Persons User name as a Post Code, this will pick up the person that is assigned to that Post; if there is a person in that post… The reason for this is to make life easier. If you set up by individual name you will have to set up those persons Privileges every time someone joins/leaves the Brigade. By doing it by Post Code, the Privileges are already set up you just assign the new user to the post. You can add additional Privileges to a person by using the Persons name…

- Click onto New User icon if you are setting up a new personnel
- Enter the Post Code as the User Name



- Hit the tab key on your keyboard

The system will pick up the person that is in that post and put them in the Local User box.

- Enter a Password
- Enter a Verification of the Password

The Connect allows the user to have access to the Database. Should always be set to Yes

- Click into the Connect check box

The Resource allows the user to use Database Resources. Should always be set to Yes

- Click into the Resource check box

DBA - Database Administrator

DBA stands for Database Administrator. Users that are flagged as DBAs have access to every part of the system, effectively bypassing the privilege system. Only DBAs can perform the functions within this document.

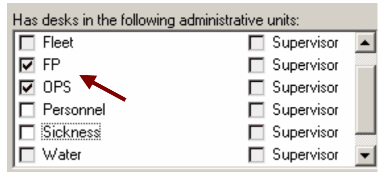
As DBAs have access to all parts of the system, only a very limited number of users should be given this level. Only those people that need to perform the functions within this document should be DBAs, it is possible to allocate privileges to all other users to allow them restricted access to the relevant modules and functionality.

Only click into the 'DBA' box if the User have access to every part of the system

Assign Additional ‘Offices’ (Departments) to a User

These offices are assigned to the user/post to access the library and the published queries within the library.

Within the users window



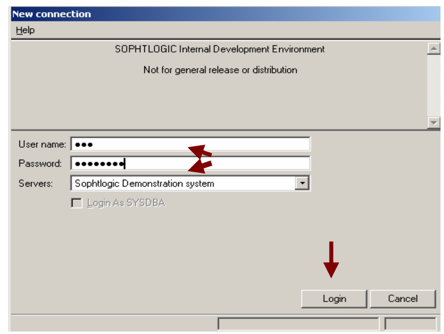
- Click into the ‘FP’ and ‘OPS’ check boxes
- Click onto the OK button

This will close the user set up window

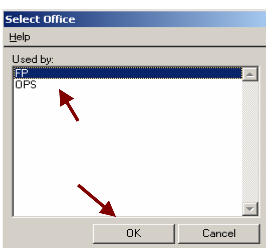
To see the selected offices (departments) you will need to log in as the **‘New User’**

- Open a new session

The **‘New Connections’**, window will appear



- Enter your Username
- Enter your Password
- Click onto the Login button



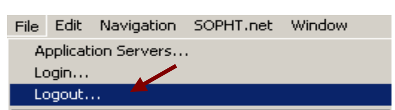
As you can see the two ‘Offices’ (departments) that were on the ‘Select Office’ window

When you first started up PharOs (as shown) the Officers (departments) that have been allocated to you will appear in the box – as shown. In this example there are Two Officers (departments) assigned.

- Click onto the Ok button

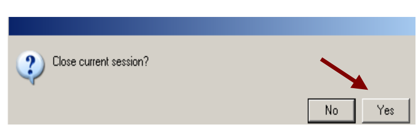
Global Navigator will be greyed out – this is because the ‘new User’ has not be assigned to a privilege profile

Now let’s **LOG OUT** the system



- Click onto File
- Scroll down and click onto Logout

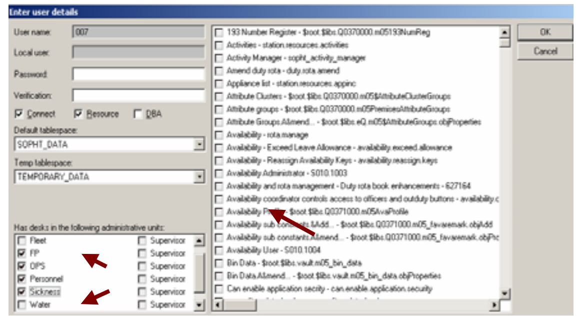
A dialog box will appear asking if you want to close the current session



- Click onto the Yes Button

Go back to the DBA window

I have now clicked into more of the boxes to give the User more access to different ‘Offices’ (departments).

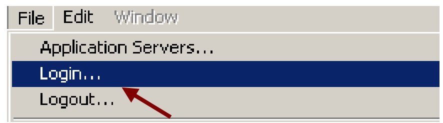


The list on the left hand side will populate automatically when you put personnel into certain profiles.

- Click OK button

Log back on to the New Users window

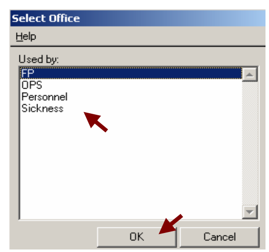
- Click onto File
- Scroll down and click onto **LOGIN**



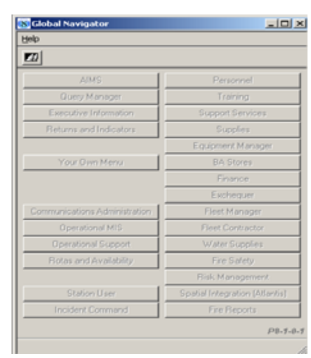
Let’s see if Personnel, Sickness have been added to the Office window.

As you can see, you have successfully added more ‘Offices’ (departments) for the user to access.

- Choose one of the ‘Offices’ (departments)
- Click onto the OK button



The Offices allocated within the ‘Select Office’ box specifies the Query Busters and User Defined Queries a User has access to.



So far all we have done is link the user to a location and assign departments to the User account.

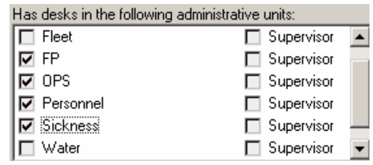
When you log out > login the ‘Global Navigator’ will still be greyed out

Now we need to assign the queries / privileges to the user

Setting Query Buster Libraries

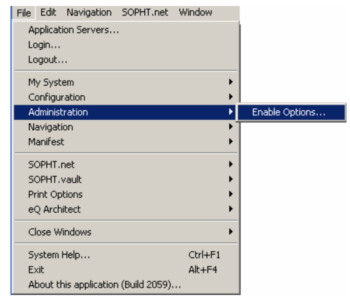
When allowing what Queries the Fire Safety Services wants the Post / User to see, you will need to set up the Query Buster Library. This allows the user to access the Queries within the Library which is linked to the Administration Unit (departments). This also links them to receive group emails.

When you have set up the Administration Units desks (departments) in the User Administration setup window, you now need to set up the Query Library.



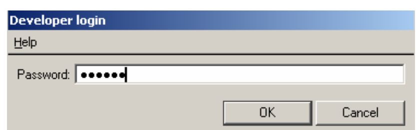
Depending on your Privileges you must be logged into the Administration to access the drop down menu list…

- Click onto File
- Scroll down to Administration
- Click onto the Enable Options



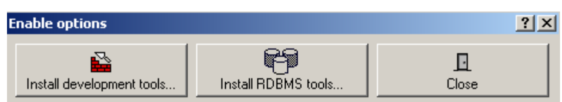
A Developer Login dialog box will appear

- Enter the Password



The Enable Option box will appear

- Click onto the Close icon



The other buttons are for the Developers

If a User does not have a Privilege for an option then it will either not be displayed, the option will be greyed out or upon selecting an option a message will appear explaining that the user does not have permission to use the relevant option.

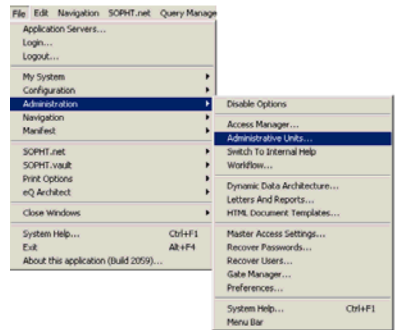
By Control & Clicking on options as a standard user or as a DBA (not logged into development tools) this will tell the user what the Code is of the Privilege they do not have.

Administrative Units

This specifies the Query Busters and User Defined Queries a user has access to. The Administrative units should be reflective of the physical units/departments within the brigade. It is possible to have more than one unit for each department – for example you may have a Personnel System Owner unit and a Personnel User unit. Administrative Units are allocated to users via the User Administration window.

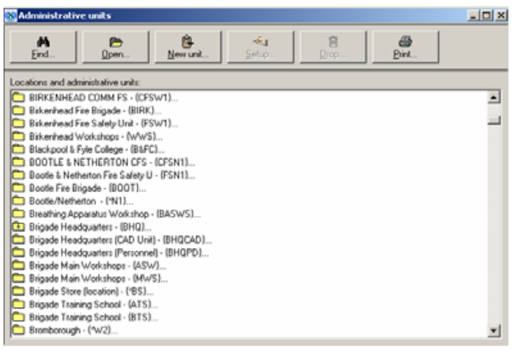
As mentioned previously, Administrative Units determine which Queries and Reports can be viewed by a User. These are generally setup for each Department within the Organisation.

Once you have accessed the drop down menu



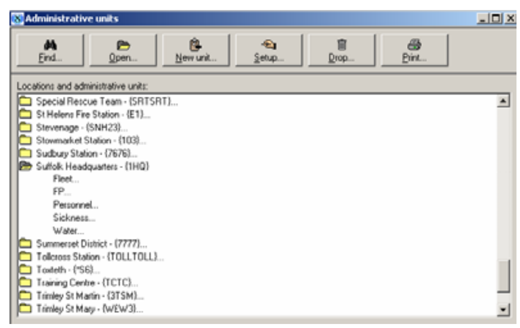
- Click onto File
- Select Administration
- Click onto Administration Units

Administration Units window will appear



Within this window are the Locations

As you can see some of the folders have **+** on them. This is to let you know that some of the Location Folders have more than one Administration Units desks (departments) linked to it.



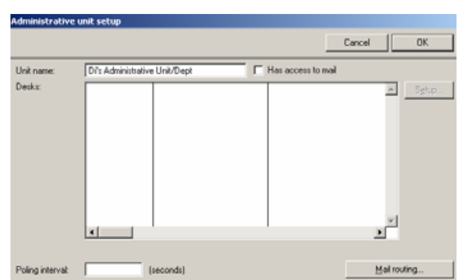
- Double Click on one of the Folders with the **+** on it

The list of Administration Units Desks (departments) for that Location will appear.

Add a Department to a Location

To add a Department to a Location

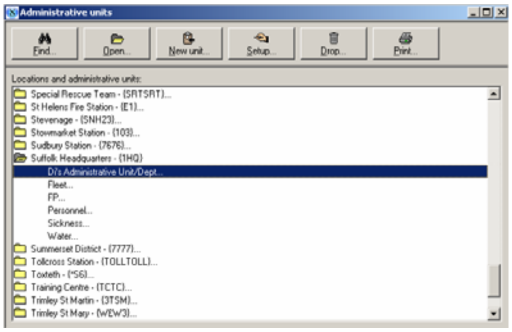
- Click onto the New Unit icon 



- Enter the name of the new Department Name

If you want the user to receive the group email

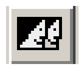
- Put a tick in the Has Access to Mail box
- Click onto the OK button

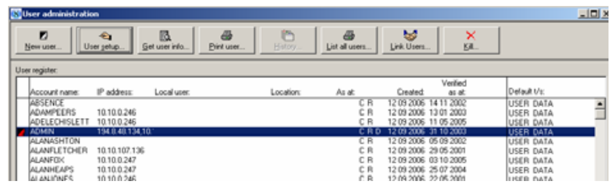


As you can see the New Department that you have just entered has appeared in the list under that Location

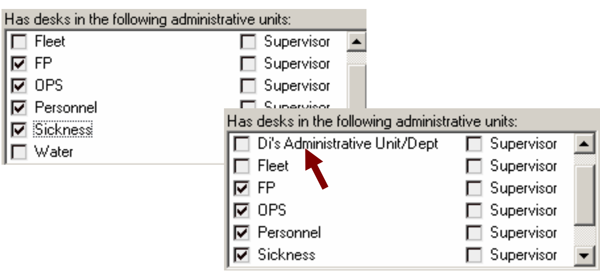
Now go back into User Administration

- Click onto the Two Faces icon
- Find the User
- Click onto the User Setup icon





As you can see in the Administrative Units the New Department has now appeared



- Now tick into the box of the New Department

You will need to refresh the system

Now let's **LOG OUT** the system

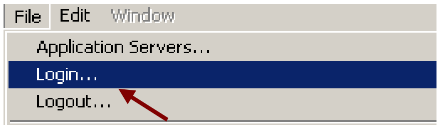
- Click onto File
- Scroll down and Click onto Logout

A dialog box will appear asking if you want to close the current session

- Click onto the Yes Button

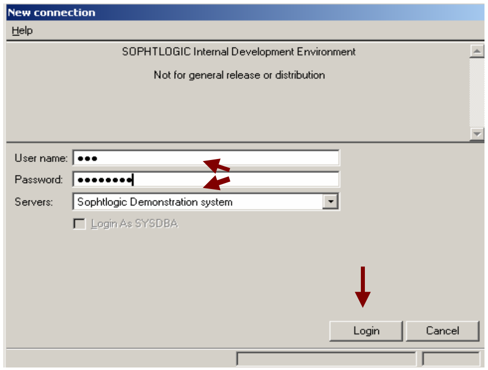
Now let's LOG back ON to the system.

- Click onto File
- Scroll down and click onto LOGIN



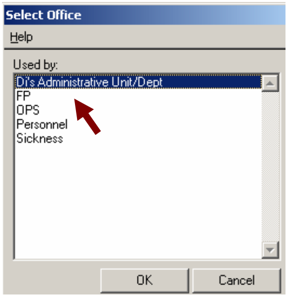
The 'New Connections', window will appear

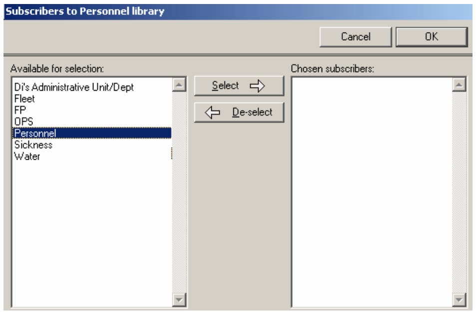
- Enter your Username
- Enter your Password
- Click onto the Login button



As you can see the department you had entered is now in the Office List

- Click onto the new Department
- Click onto the OK button





The department/office will also appear in the Subscribes library window in Query Buster

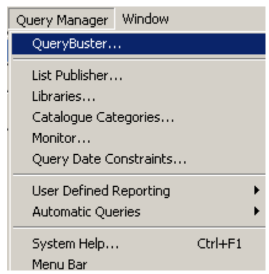
Linking the Department to the Query Library

Based on what Queries the Fire and Rescue Service wants their staff to see, the Administrator/DBA need to link the user to the 'Query Library'.

On Global Navigator

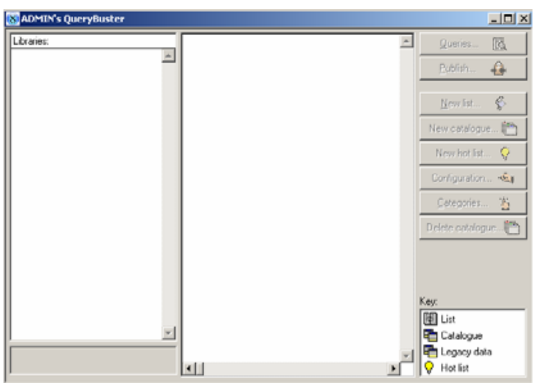
- Click onto Query Manager button

This will appear in the toolbar



- Click onto Query Manager
- Click onto Query Buster

The Query Buster window will appear



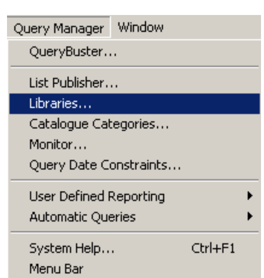
As you can see there is no User Definable List of Libraries within the Query Buster Libraries

This means the User Definable List of Libraries which are created to reflect Departments can not see any Queries from other Departments

You will need to set up the User Definable List of Libraries so that the User/Post is allowed to access

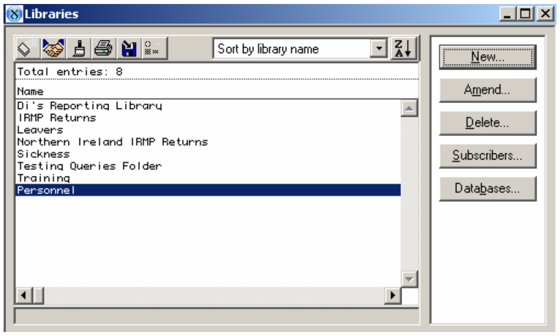
To do this

Close the Query Buster window



- Click onto Query Manager
- Click onto Query Libraries

The Libraries window will appear



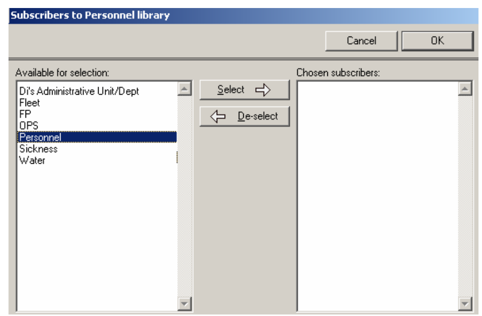
Within the window the User Definable List will appear

- Click onto one of the options in the User Definable List
- Click onto the Subscribes button

Within the Subscribers window

On the ‘Available for Selection’ list (left) are all the Admin Unit Departments that are in the Administrative Users window

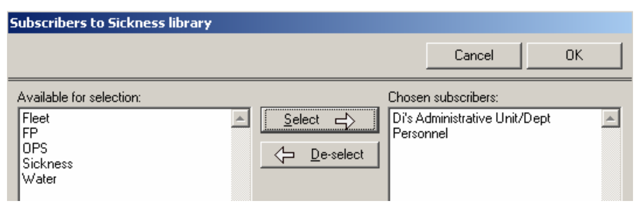
- Click onto the Department that you set up earlier
- Click onto the Select button



This will move the option chosen from the ‘Available for Selection’ list on the left of the window to the ‘Chosen Subscribers’ list ion the right of the window

Repeat this process until you have selected all the departments the ‘New’ Department can see/access

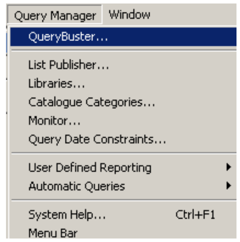
- Click onto the OK button



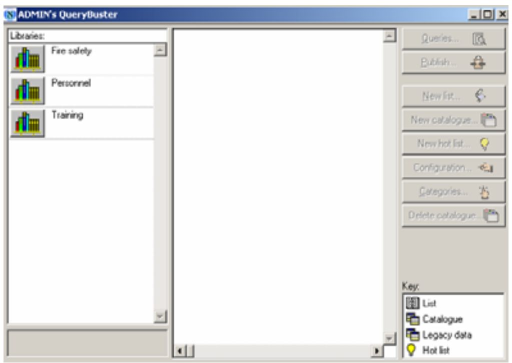
This is the same process to remove Query Access from a Department. Just select the ‘De-Select’ button

Re-open Query Buster

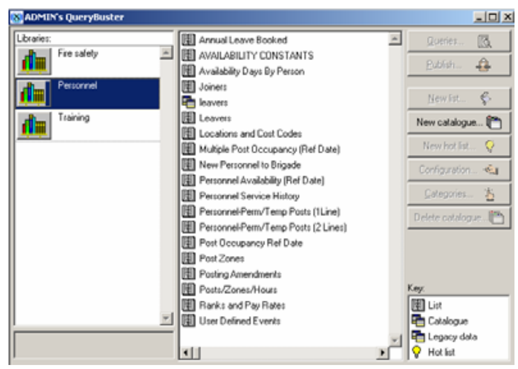
- Click onto Query Manager
- Click onto Query Buster



The Query Buster window will appear



You have now given the Department access to see Queries from other Departments.



- Click onto one of the Department icon

Any Queries that have been set up will associate to that Library

Three steps to check that the Query Library has worked

1. Have a look of what Administration Units the User Name/ Post Code has access to – (Two Faces Icon)
2. Setup and/or assign the Department to the User/Post – (Privilege Profile)
3. Subscribe the Query Buster Library to the Departments – (Library)
4. In Query Buster you should see the Libraries – (Query Buster)

Privileges

A privilege allows a User or Group of Users access sections of the system. Privileges are broken down into the following groups:

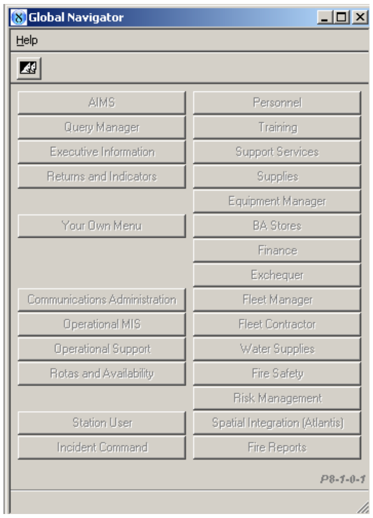
- Modules
- Menu options
- Buttons
- Functionality

User Administration - Privileges

The User Administration window shows a list of all the Privileges within the system. Although this can be used to View and Amend a person's Privileges, this is **NOT** the most efficient way to do so, as many mistakes can occur.

Setting Up New User Privileges

You have now set up the **Post Codes** and the **User** has been assigned to that **Post.**



If you log on with the **User Name / Post Code** and **Password** for that User.

The Global Navigator window will appear.

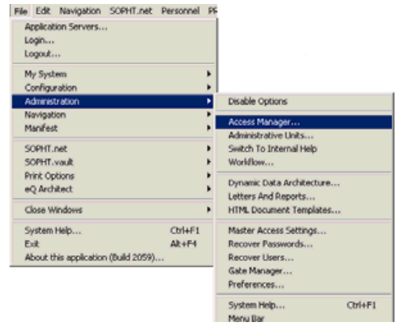
As you can see everything is greyed out.

This is because you have No Privileges set up under your User Name/ Post Code.

Now you need to set up the Privileges to the User Name/ Post Code.

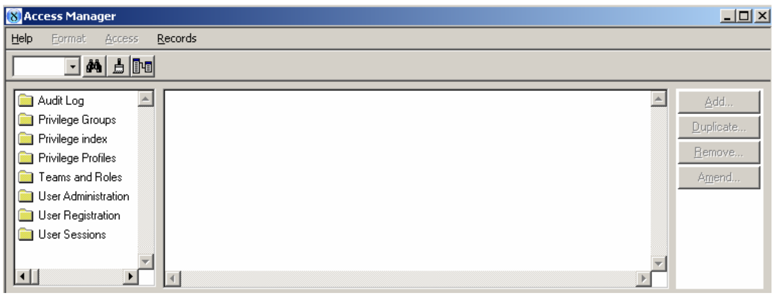
To Set Up the Privileges you now need to go back into Administrator and go to Access Manager… Remember - In order to allocate Privileges, you must be logged into the Administrative Tools: pg

Access Manager



- Click onto File
- Click onto Administration
- Scroll over and Click onto Access Manager

The Access Manager window will appear



Audit Log This gives a full history of when users have Logged into the Database.

Privilege Index All the Privileges within the system that can be set up to a Profile or User

Privilege Profiles Privileges are associated to Profiles and then Profiles are associated to Users

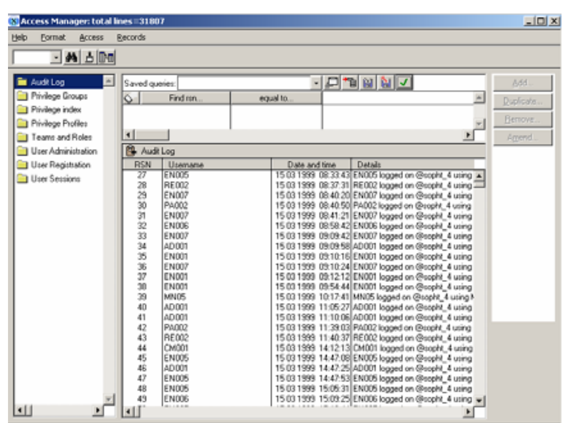
User Administration This functionality replicates that of the previously mentioned User Administration window.

User Registration This shows every User/Post and their Password.

User Sessions This shows all open Sessions on the Database.

Firstly, let's go through each folder and see what they do…

Audit Log



This gives a full history of when users have logged into the database.

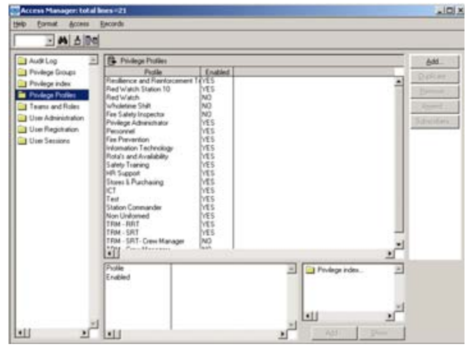
To access the list

- Click onto the Audit Log folder
- Click onto the Green Tick

Privilege Profiles

The most efficient way to manage Privileges is by creating Privilege Profiles. This is a grouping mechanism – **Privileges** are associated to **Profiles** and then **Profiles** are associated to **Post Codes/User Names**. **'Profiles'** generally relate to physical Offices (departments) within the Organisation i.e. Training, Personnel, Fire Safety, Fleet, ICT etc.... An Office (department) may require a number of Privilege Profiles.

There may be an Administrator Profile that can setup all of the Static/Lookup data and a Standard User.

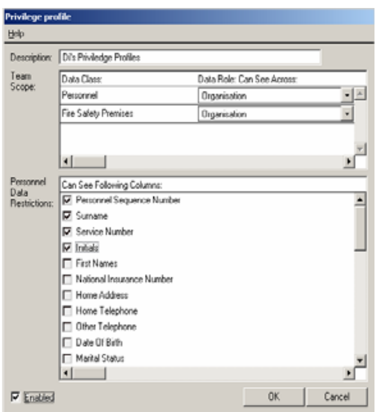


As you can see a list of Privilege Profiles has appeared

To Add, Amend or View another Privilege Profile

- Click onto the Add or Amend button

The Privilege Profile window will appear



In the Description box

- Enter the Name for the Privilege Profile

This could be Retained Watch Officers – FS District Managers – Control Room Supervisor – Station Managers – Watch Officers – FS Inspecting Officers - Fleet Management Group – Whole Time - Personnel – Sickness Report Administration - Operational IPDS Users – Central Crewing Office - Training Staff - ICT Dept - Occ Health Staff – Accounts Staff – etc...

The Personnel Data Restrictions determines which fields this User will be able to amend on the Personnel Record Card.

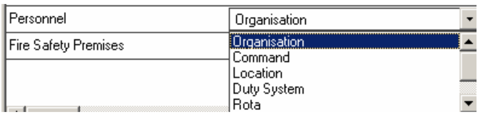
These are Mandatory columns

Personnel Sequence Number	Surname	Service Number
Initials	Upper Case Convention of Surname	Support Service Code
Scale - Mileage Category	Pin Number	

- To enable anymore columns – a check box you must be selected by ticking the boxes.

The Information Control Section determines what records a user in this profile can see – this forms the basis of the 'Who Can See' what Functionality. By default this will be set to Organisation so that the user will be able to see Personnel and Fire Safety Premises across the whole Organisation.

The options are Organisation, Command, Location, Duty System, Rota, Post, Duty System Type.



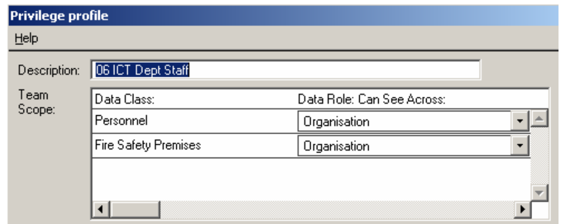
On the next page are a few examples

Below are some examples of what Post Codes / Users will lint to which Team Scope in Privileges Profile.

Personnel: **Organisation**

Fire Safety Premises: **Organisation**

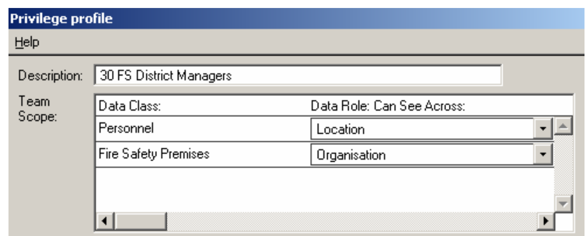
ICT Dept Staff / Equal Opps / Account Staff / Water Staff / Line Manager / Retained Watch Officers / Divisional Managers / Control Room Staff / Training Staff / Fleet Management Group / Central Crewing Office / Occ Health Staff / Personnel / CHR Transaction Team / Support Service Staff / Control Room Supervisor / Principal Officers Group / Principal Off / Admin Supp / Planning, Performance & Policy / Health & Safety / Fleet Workshop / Fleet Administration…

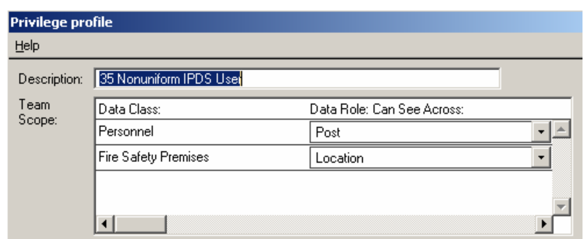


Personnel: **Location**

Fire Safety Premises: **Organisation**

FS District Managers / Inspection Officers / Station Managers / Watch Officers / Administration Team / Admin Support /

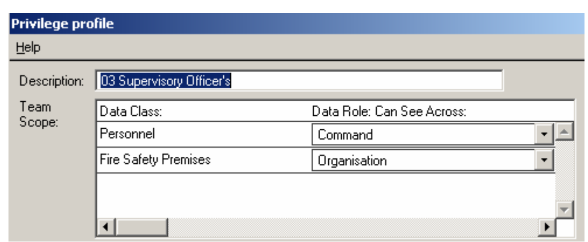




Personnel: **Post**

Fire Safety Premises: **Location**

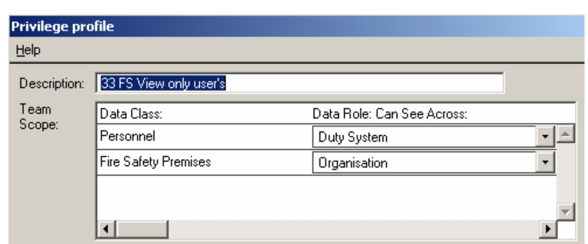
Non-Uniform IPDS Users



Personnel: **Command**

Fire Safety Premises: **Organisation**

Supervisory Officer's



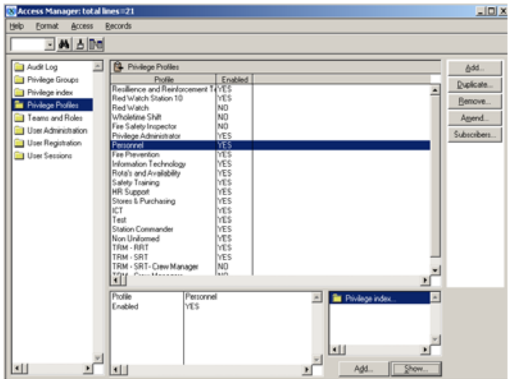
Personnel: **Duty System**

Fire Safety Premises: **Organisation**

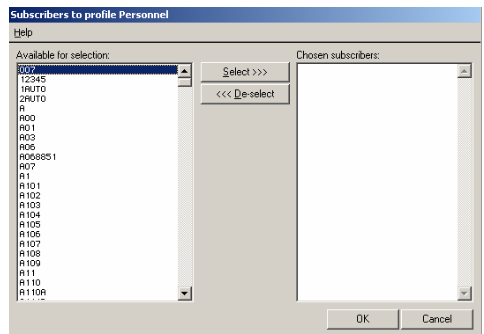
FS View Only User's

Subscribers

There is a Subscriber option on the right which allows Post/Users to be attached to the Selected Profile Office (Department).



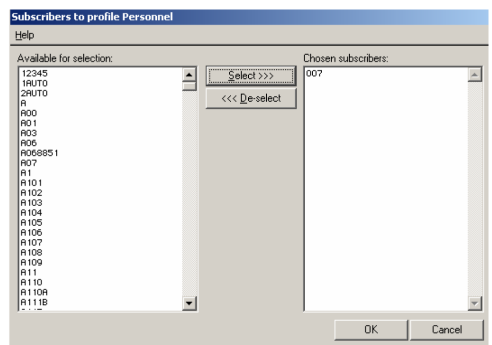
- Click onto the Privilege Profile options
- Click onto the Subscribers button



In the window on the right are the Post Codes/User Names

To select the Post Code/User Name you want to be allocated to this Privilege Profile

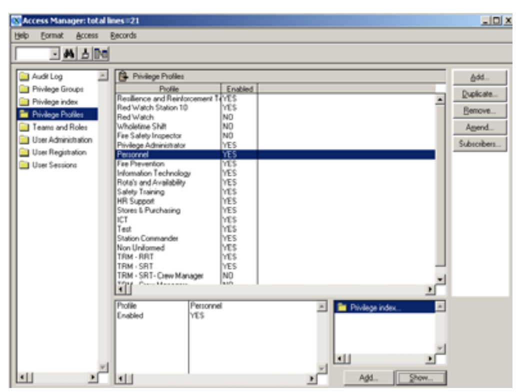
- Click onto the Post Code/User Name
- Click onto the Select button



Multiple Users can be selected by dragging the mouse over the list, or by using control or shift while clicking.

- Click on to the OK button

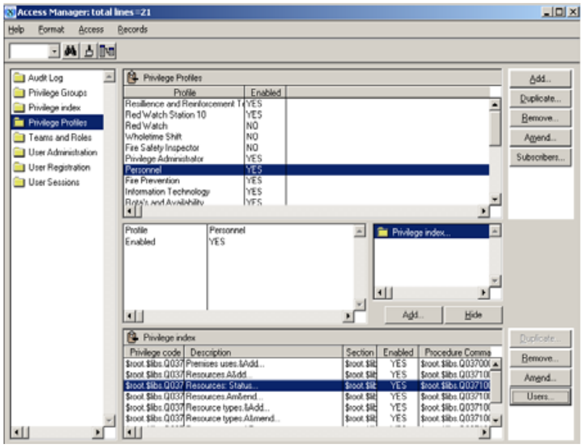
These are the Post Codes/User Names that are allocated to the Profile



The **Privilege Index** sub-option will list all of the privileges attached to selected profile.

- Click onto the Privilege Index folder
- Click onto the Show button

This should not be used to allocate Privileges to the Profile.

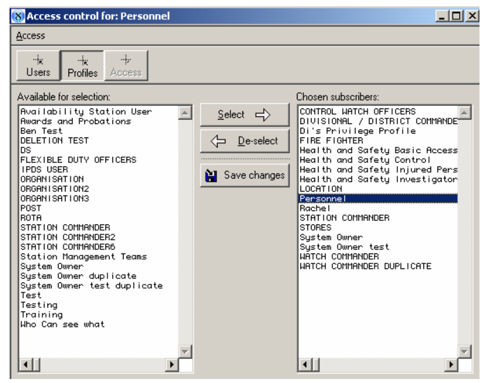


This example shows the Profile for - Personnel

- Click onto the show button

The Privileges that have been allocated to this User/Post will display in the window at the bottom – as shown

- Click onto the Privilege
- Click onto the Users button



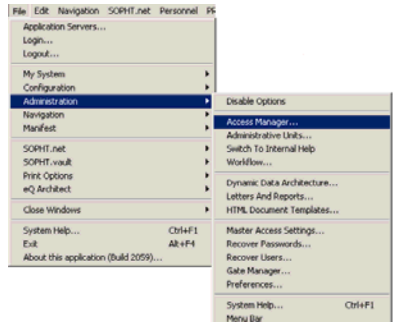
Here it will show what User/Post has been assigned

Notice the 'Profiles' List in the 'Available Selection' is the same as the Privilege Profile List

Under a New Privilege Profile there will be no Privileges allocated – This must be done within Privilege Index and Control Click option.

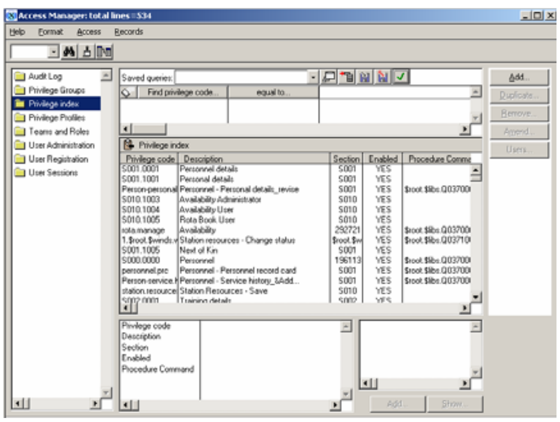
Privilege Index

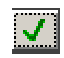
The Index Privileges are the Coding you need to set up to access the Privileges for all Sections, Buttons, Sub Menu etc within the system.



- Click onto File
- Scroll down to Administration
- Click onto Access Manager

Access Manager Window will appear

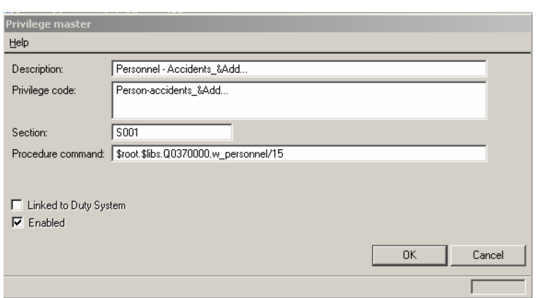


- Click onto Privilege Index folder
- Click onto the Green Tick icon 

A list of all privileges functionality, which were previously set up, will appear – as shown -

- Click onto one of the Privileges
- Click onto the Amend button

You will notice that the control & click privileges appear in this list.



If the sub-Menu option is not in the list then you need to set up the coding –

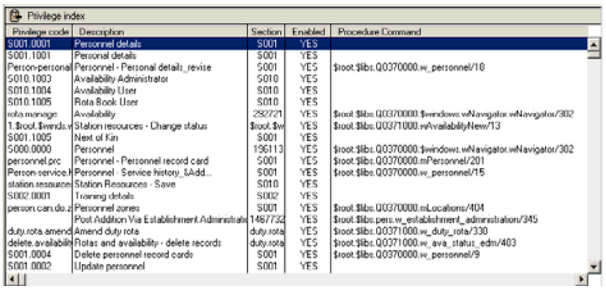
- Click onto the Add button

Please Call Sophtlogic before attempting to do this…It wouldn't be usual for Fire & Rescue Services to setup or amend their own Privileges – it is usual for Sophtlogic Support to set them up and for the FRS just to allocate them.

Each Privilege will have its own coding – as shown in the tables below

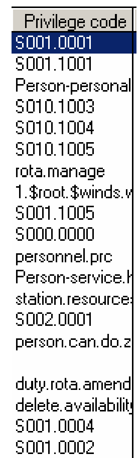
What each column means

Field	Description
Privilege Code	This is the code that is used to identify the privilege. For existing control & click privileges, this should not be changed. For manual privileges this must be entered exactly
Description	Free text description
Section	pharOS is broken down into modules. Each module has it's own Section code. See below
Enabled	This must always be selected for current privileges. Old privileged can be turned off or archived
Procedure Command	If this privilege was created via the control & click method, this will show the line of code which created the privilege. This is for debugging purposes and should not be manually changed
Linked to Duty System	Old functionality



Privilege code	Description	Section	Enabled	Procedure Command
S001.0001	Personnel details	S001	YES	
S001.1001	Personal details	S001	YES	
Person-personal	Personnel - Personal details_revise	S001	YES	$root.$libs.Q0370000.w_personnel/18
S010.1003	Availability Administrator	S010	YES	
S010.1004	Availability User	S010	YES	
S010.1005	Rota Book User	S010	YES	
rota.manage	Availability	292721	YES	$root.$libs.Q0370000.$windows.wNavigator.wNavigator/302
1.$root.$winds.w	Station resources - Change status	$root.$w	YES	$root.$libs.Q0371000.wAvailabilityNew/13
S001.1005	Next of Kin	S001	YES	
S000.0000	Personnel	196113	YES	$root.$libs.Q0370000.$windows.wNavigator.wNavigator/302
personnel.prc	Personnel - Personnel record card	S001	YES	$root.$libs.Q0370000.mPersonnel/201
Person-service.h	Personnel - Service history_&Add...	S001	YES	$root.$libs.Q0370000.w_personnel/15
station.resource:	Station Resources - Save	S010	YES	
S002.0001	Training details	S002	YES	
person.can.do.z	Personnel zones	S001	YES	$root.$libs.Q0370000.mLocations/404
	Post Addition Via Establishment Administratio	1467732	YES	$root.$libs.pers.w_establishment_administration/345
duty.rota.amend	Amend duty rota	duty.rota	YES	$root.$libs.Q0371000.w_duty_rota/330
delete.availabilit	Rotas and availability - delete records	duty.rota	YES	$root.$libs.Q0371000.w_ava_status_edm/403
S001.0004	Delete personnel record cards	S001	YES	$root.$libs.Q0370000.w_personnel/9
S001.0002	Update personnel	S001	YES	

Each Module has a 'Section Code'



Section Code	Module
S001	Personnel
S002	Training
S003	Water
S004	Support Services
S005	Finance
S006	Fire Safety
S010	Rotas and Availability
S011	Operational MIS
S012	Mobilisation Interface
S034	Fleet
S035	Fire Reporting

In the table on the right there is a list of the Section Codes.

As you can see the Section Codes are used in the Privilege Code column.

Each 'Section Code' starts off with an S then a number.

There are some privileges which need to be allocated manually. Sometimes these allow access to groups of functionality, rather than having to allocate lots of individual privileges. Other manual privileges might include personal preferences on how the system operates the ability to over-ride system validation etc.

These codes are the Sub- Menu option codes. You must use code **S000.0000** to view the Sub-Menu in the **Personnel Record Card** and **Fire Safety –Premises Record Card**

This relates to all main Privilege Profiles for example: **Training** S000.0001 – **Fleet Manager** S034.0001 –**Station User** S010.0002 – **Finance** S005.0001 - **Fire Prevention** S006.0001 – **Query Library** S042.0001 – **Stores** S004.0002 – **Support Services** S004.0001 – **Water Supplies** S003.0001 – **Strategy** S079.0001 - **Fleet Contractor** S034.1001 –

Others will have – **Availability** rota.manage – **Operational MIS** ops.mis – **Fire Reports** fire.reports – **Incident Command** inc.comm – **Equipment Manager** equip.manage - **Exchequer** exch.access – **Communications Administrator** communications.administrator – **Your Own Menu** your.own.menu

The Main Privilege Profile Headings (above), in the Procedure Command, all end in

…$window.wNavigator.wNavigator/302

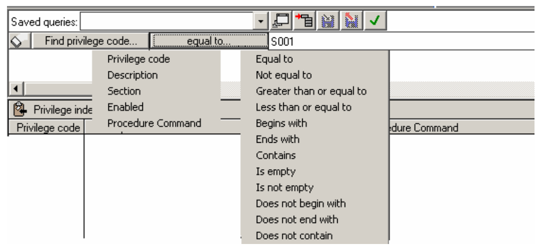
The **Coding** below is for **Premises Record Card**.

Privilege Code	**Description**
S000.0000	**If user does not have this then Personnel Record Card will be read-only**
S001.0002	Update Personnel
S001.0004	Delete Personnel Record Cards
S001.1001	Personal Details
S001.1002	Service History
S001.1003	Posting Amendments
S001.1005	Next of Kin
S001.1006	Employer details
S001.1007	Mileage Claims
S001.1008	Sickness, Sickness Interviews, Absence
S001.1009	Accidents
S001.1010	Qualifications
S001.1011	Awards and Commendations
S001.1012	Probations
S001.1013	Display Ethnic Origin on PRC
S001.1014	Dependants
S001.1015	Contact Details
S001.1016	User Defined Events
S001.0017	Search Personnel Record Cards
S001.1018	Salary History
S001.1019	Sickness Interviews
S001.1020	Absence
S001.1021	Retained Pay Lite
S001.1031	Skill Profile
S001.1041	Medical Calendar and Medical Referrals
S001.1042	Medical Records
S002.1001	Training records (Section code S002)
Personnel.employment.conditions	Employment Conditions
Personnel.scale.issue	Scales of Issues
Personnel.pay.ref	Pay Reference
Personnel.competence	Role Based Competency
Personnel.payroll.history	Payroll History
Personnel.tui.accounts	TUI Accounts
Personnel.sickness.monitoring	Sickness Monitoring
Personnel.religious.belief	Religious Beliefs
Personnel.documents.images	Documents and Images

Search for a Privilege

To enter the Sub-Menu Option in the Premises Record Card (PRC) you first need to set up the privileges.

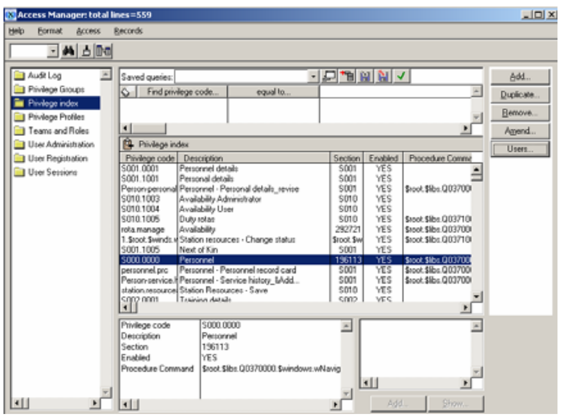
To do this…



- Choose your search criteria

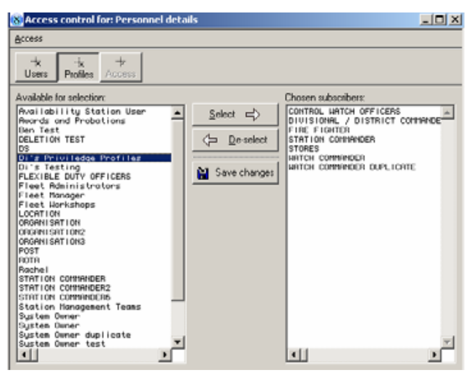
From the list above

- Enter the Section code or description
- Click onto the Green Tick 



A list will appear that is associated with the search

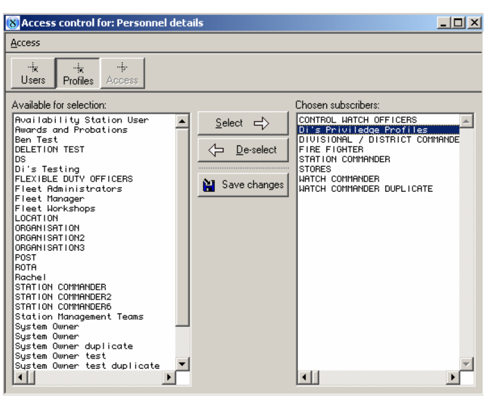
- Click onto the Privilege you want to assign
- Click onto the Users button



The Access Control window will appear

- Look for the Post Code / Users

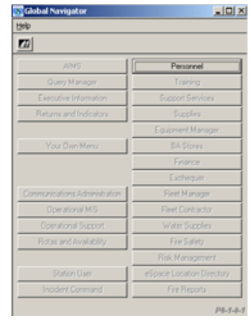
- Click onto the Select button



- Click onto the Save Changes button

- Click onto the **X** in the top right corner

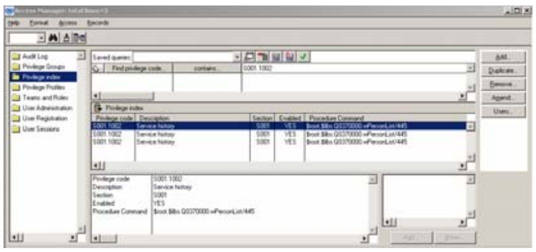
Log back into the Users account



As you can see the ‘global Navigator is now showing access to the Personnel button

Go back to the DBA account

Add another Privilege Sub-Menu



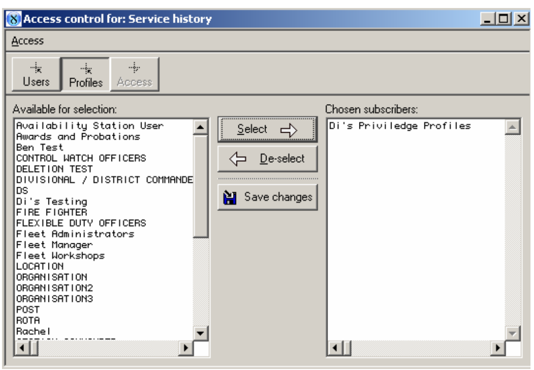
- Choose your search criteria

From the code list above

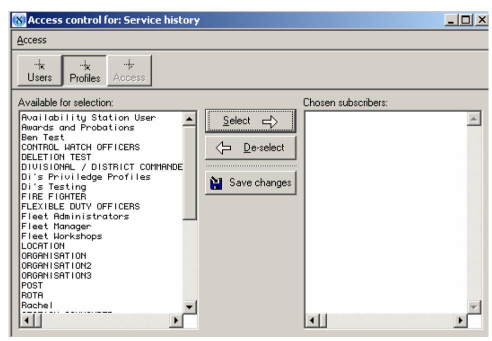
- Enter the Section Code or Description
- Click onto the ‘Green Tick’ button

- Highlight a Privilege
- Click onto the Users button

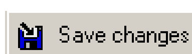
The Access Control window will appear



- Look for the Post Code / User
- Click onto the Select button



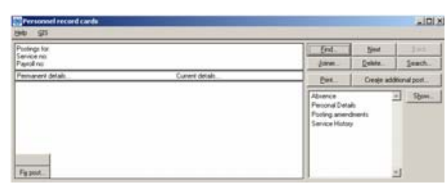
- Click onto the Save Changes button



- Click onto the **X** in the top right corner

To check to see if the Privileges are appearing into the PRC Sub-Menu window

Again you would need to re-login to see the privileges previously assigned



- Open Premises Record Card

As you see the Privileges are in the PRC Sub-Menu window

Keep repeating this process until you have set up all the Sub-Menu Privileges

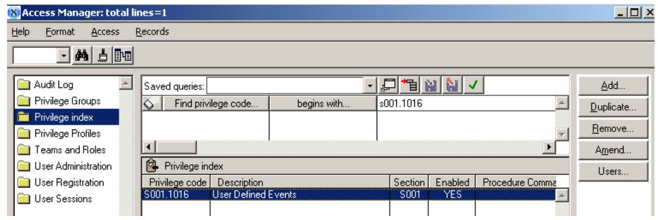
Sub-Menu Privileges

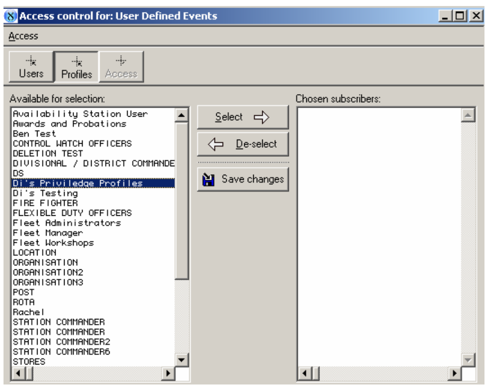
Once you have setup the new Post Code

You now need to assign the Sub-Menu Privileges

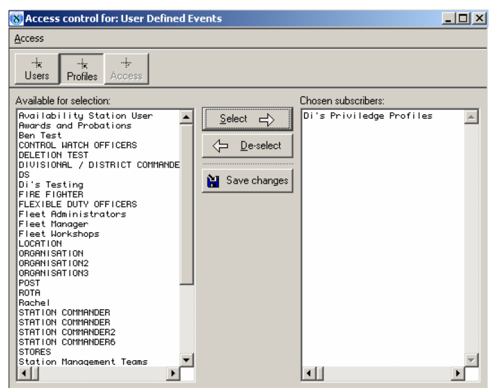
- Click onto File
- Click onto Administration
- Click onto Access Manager
- Click onto Privilege Index

- Search for a Sub-Menu
- Click onto the Sub-menu
- Click onto the Users button

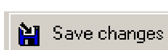




- Click onto the Profile
- Click onto the Select button



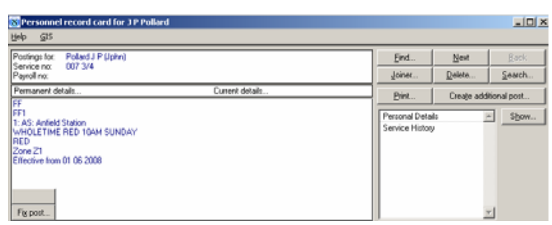
- Click onto the Save Changes button



To check that the Sub- menu has now come available to the User

Log in as the New User

Make sure the User that you are logging in as is linked to the Posting



- Click onto Personnel
- Click onto Personnel Record Card (PRC)

The Sub-Menu will be in the Sub-Menu window

Control & Click Privileges

Most menu options and buttons within the system are Control & Click Privileged.

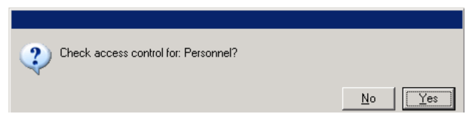
From the Global Navigator

- Hold down the Control button on the keyboard
- Click onto the module you want to allocate.

In my example, I clicked onto the Personnel Button – this will enable the Personnel Module Option. Most menu options will have privileges of their own e.g. 'Personnel Configuration', Postings Diary etc…

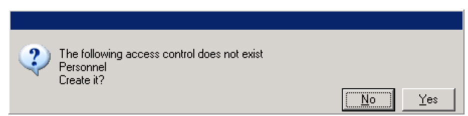
You can define the access by Ctrl Click on the individual topics within Personnel

A dialog box will appear



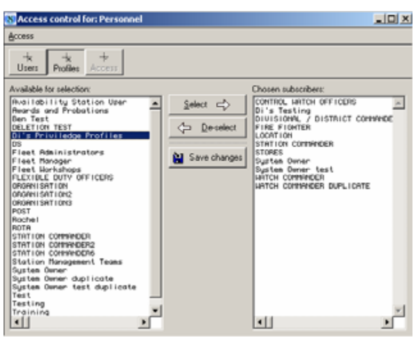
- Click onto the Yes button.

If the privilege does not exist then the user will be prompted:



Upon selecting Yes the following window will appear.

This is the standard Privilege Allocation window:



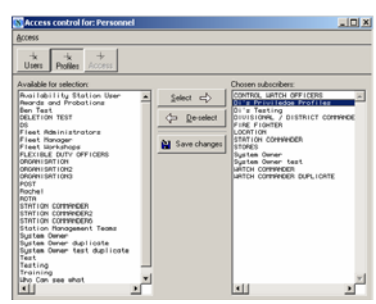
This window allows the allocation of individual Users and Profiles.

Multiple lines can be selected by dragging the mouse across records, or by using control or shift while clicking.

In the right hand side window is a list of all the Privilege Profiles

- Find the Privilege Profile that you set up
- Click onto your Privilege Profile

- Click onto the Select button

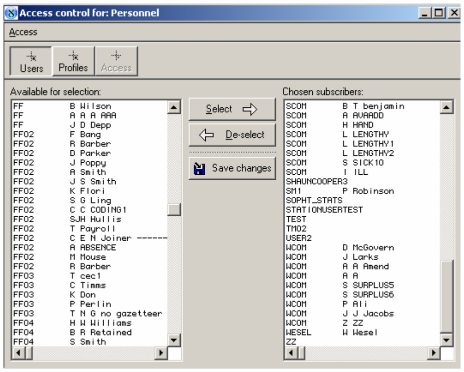


This will move the Privilege Profile from the list in the right side window to the list in the left side window.

- Click onto the 'Save Changes' button

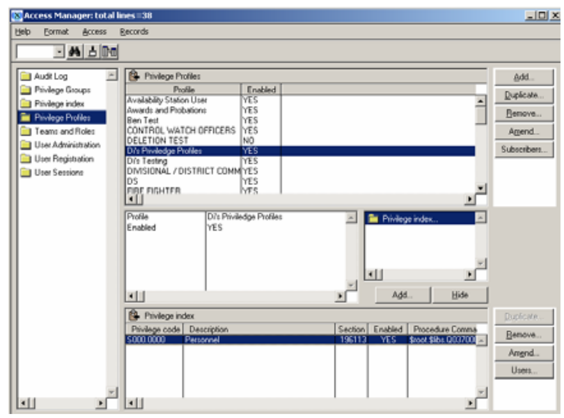
You **MUST** click the Save Changes button before closing this window.

- Click onto the X to close the window 



It is advised that wherever possible profiles are used rather than allocating privileges to users.

As you can see you can also allocate the privilege to individual Users. But this is not recommended...

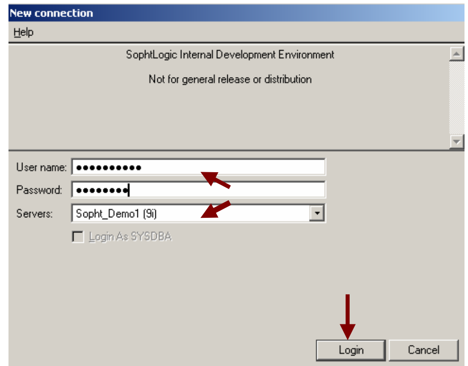


As you can see in access Manager - Privileges Profile folder - Privileges Index window – the Personnel Privilege has been added to the Post Code / User

All the people who were allocated to the Privilege Profile you set up will now be able to access the Personnel Module

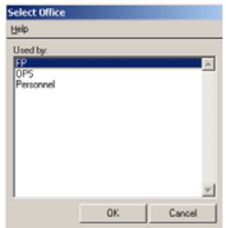
Checking Users Privilege Access

To check if the User has access to the Personnel Module



- Double click onto the Pharos icon
- Enter the Users - Username and Password
- Click onto the Login button

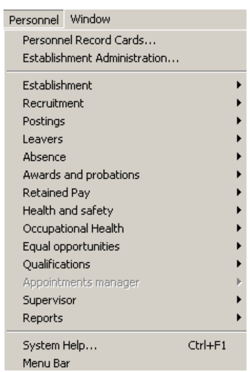
The Select Office will appear



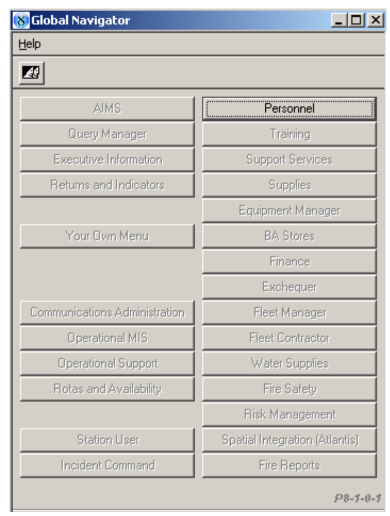
Notice Personnel has now been added to the Select Office window – remember this is for Queries

- Click onto the OK button

As you can see the Personnel button is no longer greyed out



You can see the sections but if you click on any of them you will not be able to access them unless they have been Privileges to the User



Let's say you don't want the User to have full access to the Personnel Module and only have access to the Premises Record Card (PRC)

To have full access all the individual personnel privileges would have had to be assigned to the user or profile. **To remove a Privilege go to page 71**

Control & Click Privileges on Personnel Record Card

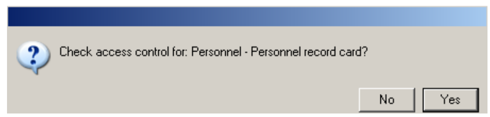
In Global Navigator

- Click onto Personnel button

The Personnel will appear in the toolbar

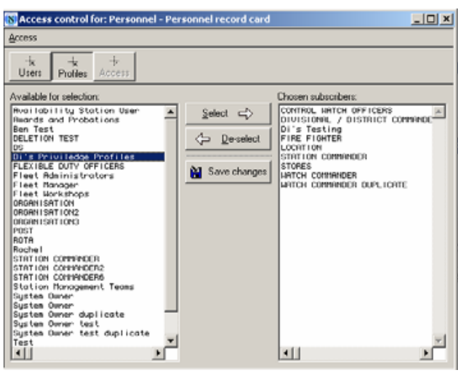
- Ctrl Click onto the Personnel Record Card

A dialog box will appear

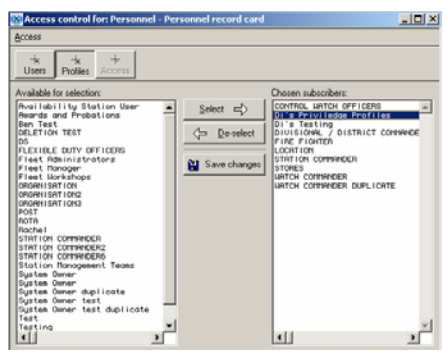


- Click onto the Yes button.

The access control window will appear



- Select the Post Code / User
- Click onto the Select button



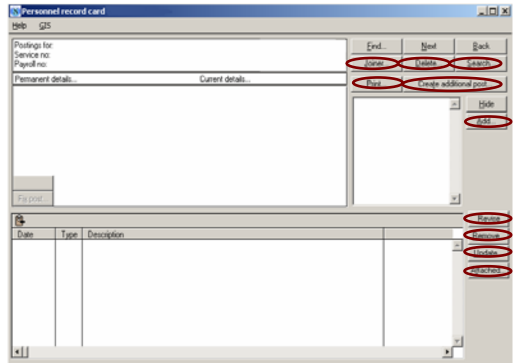
- Click onto Save Changes button

- Click onto the **X** to close the window

You will need to repeat the process by clicking onto each button, section etc to give the User the privileges within the system.

All of the buttons circled are privileged. For each sub-option, each sub-option button has a separate privilege.

All privileges, regardless of how they are allocated, are stored in the same place with a code and description. These can be viewed via:



Once you have set up the privileges to the Post Code / User, you will need to set up the sub-menu options with in Privilege Index

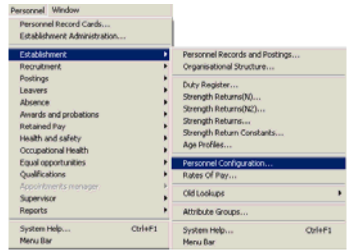
To set up the Sub-Menu options within PRC

Control & Click Privileges on Type 5 windows

Control & Clicking on menu options will bring up this Access Control window.

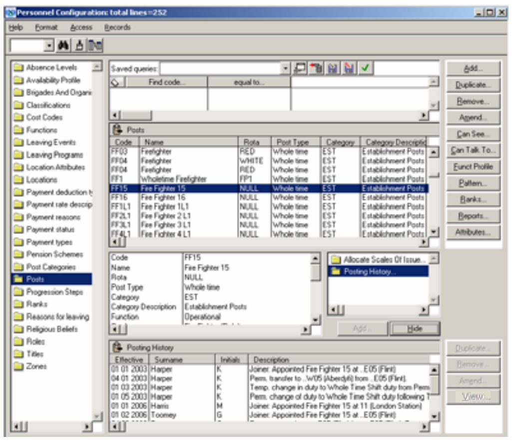
Type 5 windows are used throughout the system as a standard for setting up lookup data.

An example of this type of window:



- Click onto the Personnel button
- Scroll down to Establishment
- Scroll over and Click onto Personnel Configuration

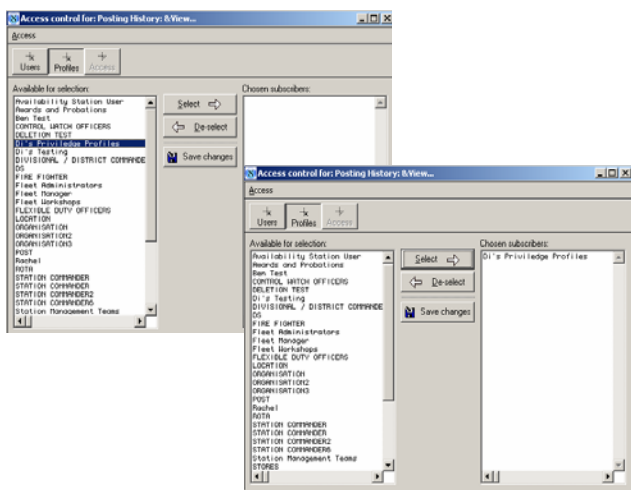
This is a Type 5 window



By Control Clicking on the buttons you can activate this Privilege to the User

- Hold down the control button
- Click onto one of the buttons (I have clicked onto the View button)
- Click onto the Select button

- Click onto the Save Changes button



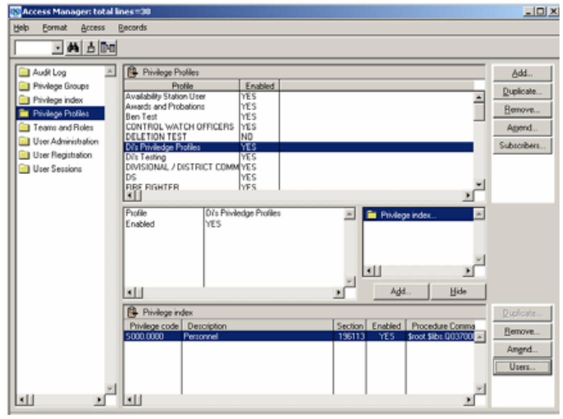
You should now be back in the Main Type5 window

- Click onto the button you Control & Clicked on

You should now be able to access that button

A non DBA can't assign Control Click Privileges, a DBA would already have all required privileges. Therefore in the example above you would need to logon as the User who has been assigned the privilege.

Remove a Privilege from a Post Code / User

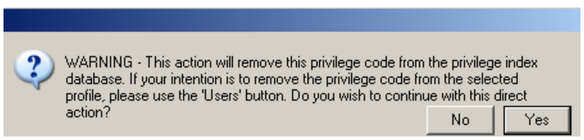


Within Access Manager

- Click onto Privilege Profiles folder
- Select the Post Code / User
- Click onto Posting Index Folder
- Click onto the Privilege

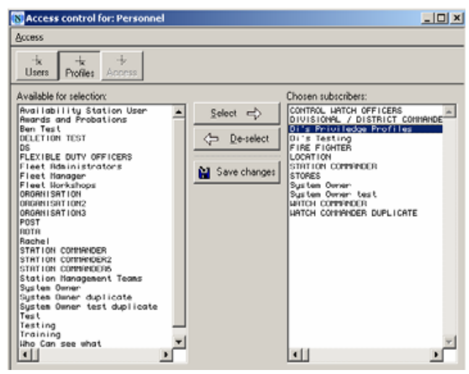
Do not Click onto the Remove button, but if you do

A dialog box will pop up



Warning you not to use this button to remove privileges and to use the Users button

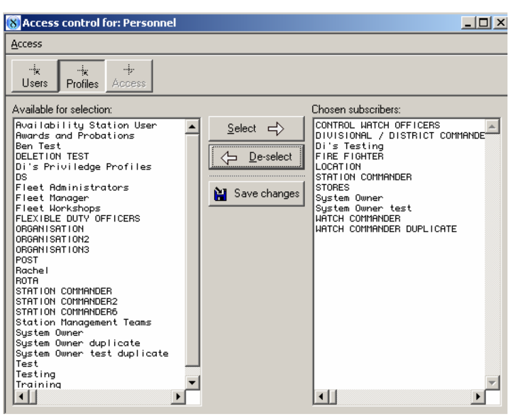
- Click onto the NO button
- Click onto the Users button



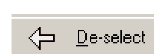
The access control window will appear

In the Left hand side window

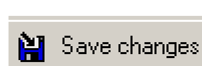
- Click onto the Post Code / User



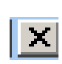
- Click onto De-Select button



- Click onto the Save Changes button



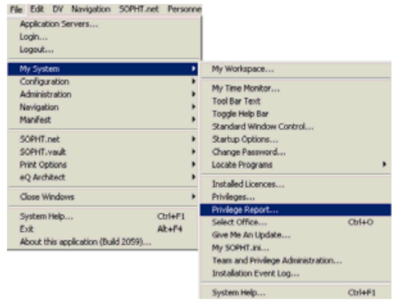
- Click onto the '**X**' in the top right hand corner to close the window



Privilege Report

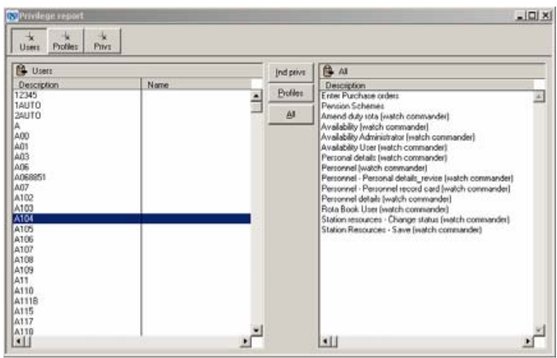
The Privilege Report is a good functionality to check who's in what Post and who has what Privileges

- Click onto File
- Scroll down to My System
- Click onto Privilege Report



This report can display the following:

For a User

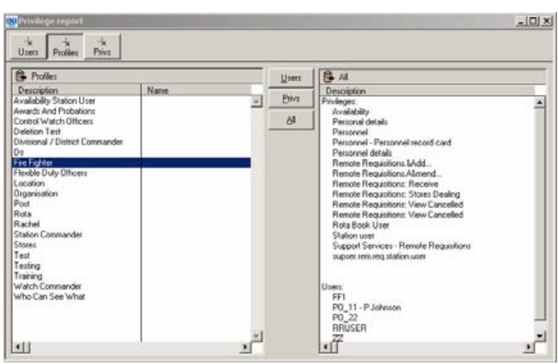


By default all Profiles are displayed to locate a User select the Users button

This will show all the Profile and Privileges associated to the selected User

Button	Will Show
Ind privs	Privileges that have been allocated directly to the selected user
Profiles	The profiles that the selected user is part of
All	All of the privileges that this user had, both individually allocated and allocated to the profiles which this person is in

For a Profile

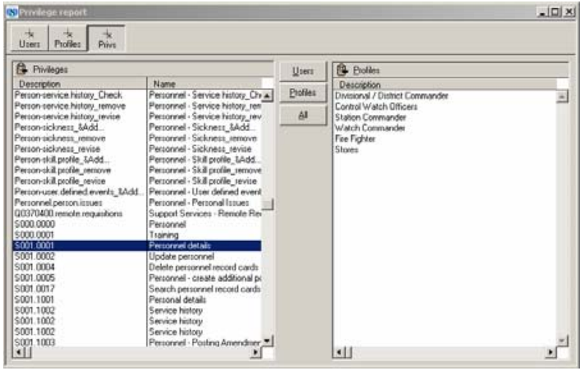


Selecting the 'Profiles' button displays a list of all Privilege Profile setup in the system

This will show the all Users are Privileges associated to the selected Profile

Button	Will Show
Users	Users that are part of the selected profile
Privs	Privileges associated to the selected profile
All	Both of the above

For a Privilege



Selecting the 'Privileges' button displays a list of all privilege setup in the system.

This will show the all Users and Profiles associated to they selected Privileges

Reporting Problems

There are 3 main types of problem that users are likely to experience:

Data is not being returned as expected –eg reports missing off some records
Error messages – eg Server object cannot be found
Software bugs – a series of events causes the system to not perform as expected

The procedure when a problem is found should be as follows:

- Make a note of the exact record that caused the problem – for a problem with a person make a note the service number and surname – ideally a screenshot can be taken (Print Screen and then paste into e-mail)
- Note the location of the window or report where the problem occurred
- Try to go back into the record and see if the problem can be recreated

If it is a problem with data not being returned as expected

- Check to make sure the setup related to that record has been done correctly
- Specify whether the problem found is preventing the user from working
- Report the problem

It is up to the IT department to specify how they want support issues to be handled. There are various options:

- All correspondence to go directly from the user to SOPHTLOGIC
- All correspondence to go directly from the user to SOPHTLOGIC, but IT are CC'd
- Users send problem to IT who log the problem and then send to SOPHTLOGIC, then SOPHTLOGIC can go directly to the user for more information if necessary
- All correspondence goes through IT

Options 2 and 3 seem to work best.

When SOPHTLOGIC receive a problem, an LSN (Log Serial Number) will be created and sent back. This is the SOPHTLOGIC reference for the issue and should be quoted when enquiring about any outstanding issues.

The problem will may be rectified in one of the following ways:

- User error – a member of the SOPHTLOGIC team will contact the user and inform them of why the problem occurred and, if necessary, will either correct the data or inform the user of how to do this.
- Data problem – SOPHTLOGIC will rectify the data that is incorrect and investigate what has caused the problem.
- Error messages – it may be necessary for SOPHTLOGIC to align the database (see alignment section)
- Software bug – depending on urgency.
- If urgent – the test system will be patched and the user will be asked to test the problem there. If the problem is rectified then it will be copied out to the relevant users if not urgent – the problem will be rectified in the next release of the software.

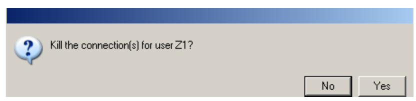
To Kill a Users Connection

To Kill the connection for the Post Code - my example is postcode Z1

- Click onto the Kill icon

A dialog box will appear asking you are you sure you want to Kill all Connections for the User

- Click onto the Yes button



To Drop a User

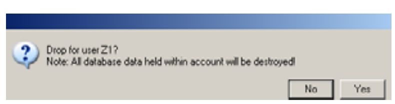
This is Privileged access, I would NOT recommend you use this button, unless you really know what you are doing. By using the Drop User you will loose all information to do with the User. If you do want to 'Drop User'

Please contact Sophtlogic before doing so.

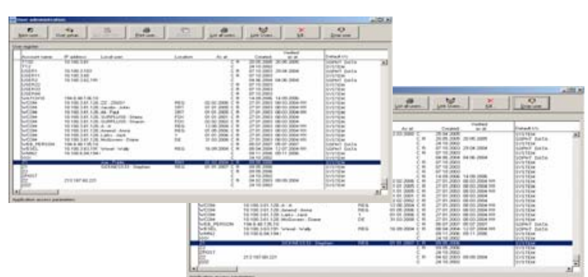
- Click onto the Drop User icon

A dialog box will appear asking you are you sure you want to kill all connections for the User

- Click onto the Yes button



As you can see the Post Z1 and Joe Public have disappeared



The privileges are

Privilege Code	Section	Description
can.drop.users	S001	Show the Drop User button
can.exclude.non.dba	S001	Show the Exclude non DBA’s from logon check box
can.enable.application.security	S001	Show the Application security enabled check box

Application Security Enabled

If selected the privilege system is turned off. Every user then has access to everything, effectively becoming DBAs. This should never get used and SOPHTLOGIC would recommend that nobody be given this privilege.

Exclude non DBA’s from logon

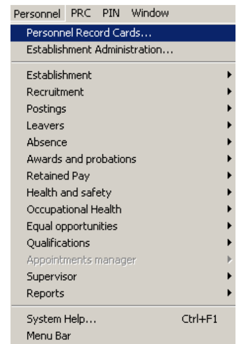
This option restricts access to the system to DBA’s only. This should be set before an update or new release is to be rolled out.

Creating a TUI Account

fireSpace uses SOPHTLOGIC's Trusted User Account Interface (TUI). The SOPHTLOGIC's TUI hold account and licence information on public servers hosted by SOPHTLOGIC. Upon access the fireSpace client, the system will authenticate the user based on the Windows account name and user domain name. This information can be overridden for instances where access is required from machines not joined to a domain. For successful authentication, client networks must enable anonymous access to www.safeashouses.net over http.

Firstly you need to confirm that the User has an active and valid Trusted User Interface (TUI) Account.

Checking your TUI Account

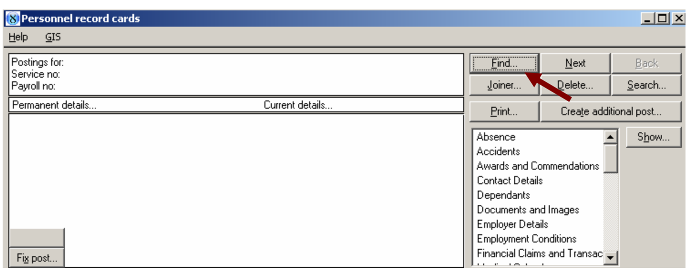


- Check your TUI Account is Setup

Global Navigator

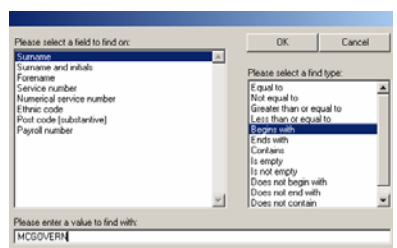
- Click onto the Personnel button
- Click onto the Personnel Record Card

The Personnel Record Card will appear



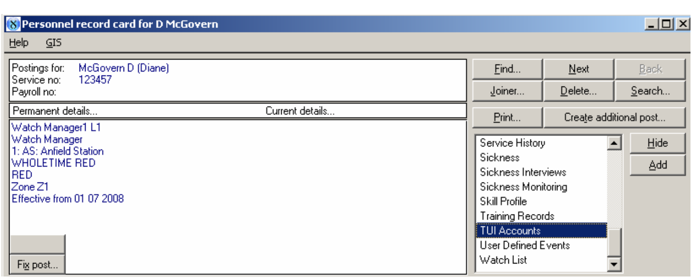
To Find the required User

- Click onto the Find button



- Enter the 'Surname' of the person
- Click onto the OK button

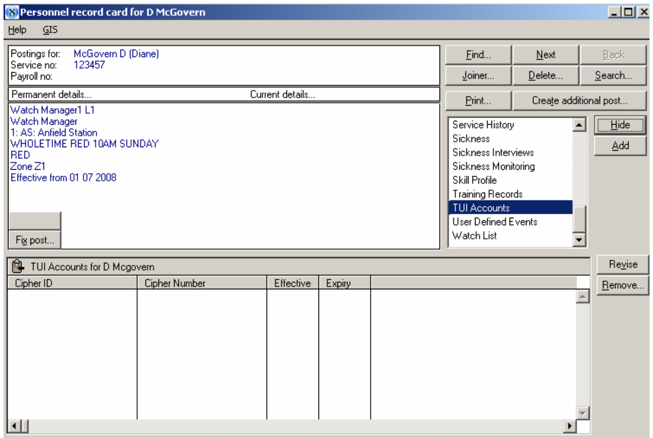
As you can see the information of the person will appear in the Personnel Record Card (PRC)



Within the submenu option

- Click onto the TUI Accounts
- Click onto the Show button

In this example, there is no TUI Account that has been set up



If there is not an entry in this menu option, please speak to your DBA / Administrator.

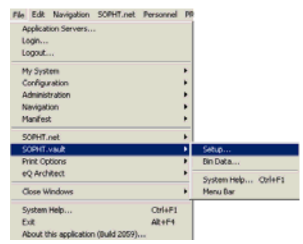
If you are the DBA and have the Privileges to set-up the TUI Account, go to the next page.

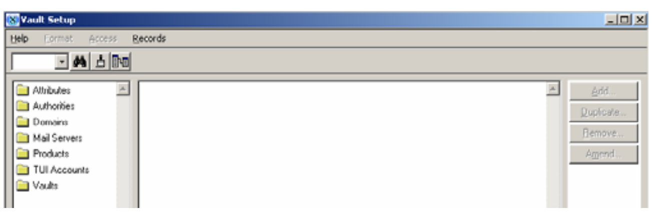
Setting-Up a TUI Account *this is privileged*

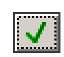
If the User does not have an active and valid 'Trusted User Interface' (TUI) account follow the next steps

Setting up a TUI account depends on the Privileges that is assigned to you.

- Go to File
- Click onto Sopht.Vault
- Click onto Setup

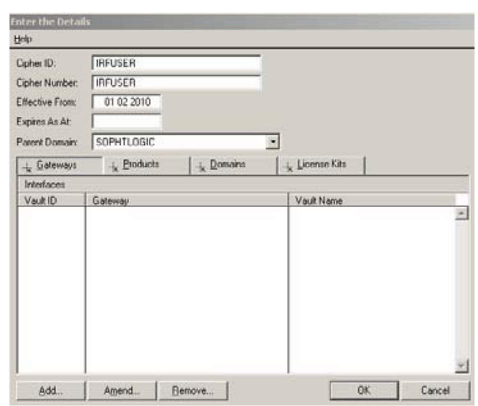




- Click onto TUI Account folder
- Click onto the Green Tick 
- Click onto the Add button

To enter the 'TUI Account' detail

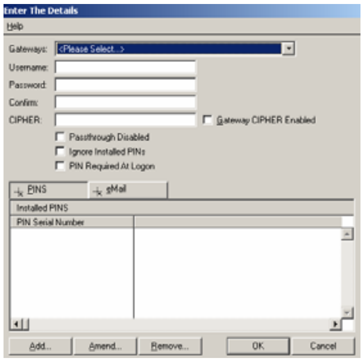
- Enter a 'Cipher ID' – usually the 'Users Name' in lower case
- Enter a 'Cipher Number' – usually the 'Users Name' in uppercase
- Enter the 'Effective From' date
- Leave the 'Expires As At' blank
- The 'Parent Domain' should automatically be enter



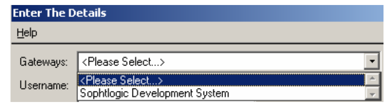
To setup the ‘Gateways’

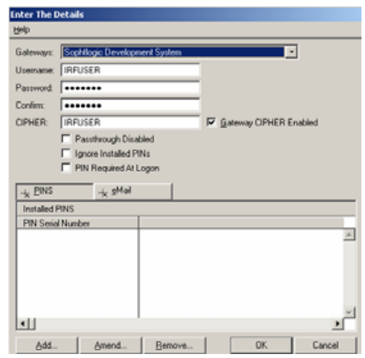
- Click onto the ‘Add’ button

The ‘Enter The Details’ window will appear

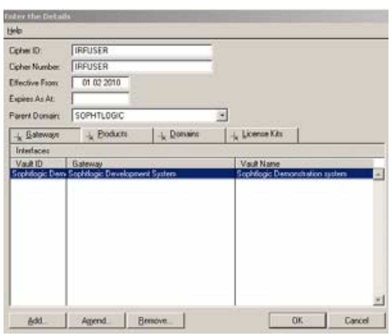


- Click onto the ‘Gateways’ arrow
- Click onto the ‘Gateway’





- Enter a Username
- Enter a Password
- Confirm the Password
- Click into the Gateway CIPHER Enabled box



fireSpace – WAND2

Inspecting officers have been using the WAND1 application on Tablet PC's to complete electronic Audits utilising the first National Audit and Data Gathering Form issued by CFOA in 2006. However it was recognised that in order to facilitate migration to the new version of the Audit Form, significant changes would need to be made to the WAND1 interface on the Tablet PC's.

SOPHTLOGIC new fireSpace WAND2 product makes interface easier to use especially when entering data into the form allowing the system to populate, calculate and grey out parts/sections of the form automatically, working from rules and solutions that have been developed in the background. The toolkit includes but is not restricted to broad areas of functionality that gives you more control of the work allocated onto the Tablet PC (Check-In) including the ability to Complete and/or Cancel Allocated work and Create Follow-Up Audits (Check-Out) in line with CFOA recommendations and collects additional functionality to better inform the IRMP returns.

The important point to note is that the fireSpace functionality can be developed, expanded and most importantly customised without the need for the deployment upheaval associated with new software releases. If a new version of fireSpace becomes available, when a user accesses fireSpace, they will be notified that an application update is available to download.

fireSpace is a web based application. For installation and updates you must be able to access the Internet either thru WIFI or Ethernet. For downloading and uploading of Jobs ("Check In", "Check Out"), you must be able to access the Intranet either thru a WIFI or Ethernet connection. (provided at service premises via Tablet PC connection points).

You DO NOT need Internet access to fill out the Audit Form(s).

Installing fireSpace to your PC/Tablet

FRS Personnel will need to download the fireSpace client from a SOPHTLOGIC website to all PC's/Tablet's that will need to access the Audit Forms.

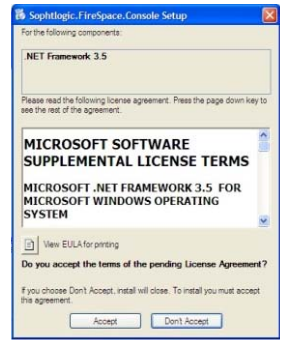
You might need to contact your Administrator when installing fireSpace onto your tablet – This may be a privileged access only.

If you do have the Privilege to install fireSpace…

- Go to website – www.safeashouses.net/publishing/firespace/windows
- Click onto the Install button 

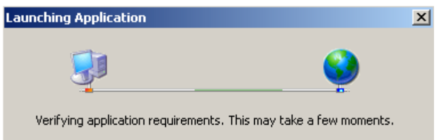
A ‘File Download’ window will appear asking would you like to ‘Run’ or ‘Save’ this file

- Click onto Run button



A Microsoft licensing agreement will appear.

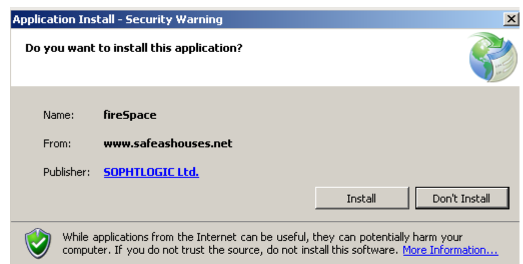
- Click onto the Accept button



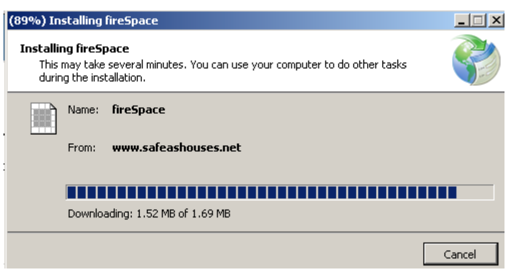
A Launching Application box will appear for a few seconds then it will disappear

An ‘Application Install’ window will then appear asking would you like to Install this application

- Click onto the Install button

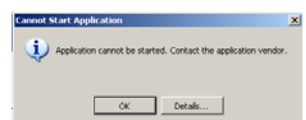


The ‘Installing fireSpace’ window will appear



This will install the fireSpace application to your Tablet / PC You may get a dialog box appear stating you ‘Can-not Start Application’, if this appears.

- Click onto the OK button
- Contact your Administrator



If Successful, fireSpace will appear in the Start menu option on your PC / Tablet

Open and Updating fireSpace

When you open fireSpace, the system will need to do an update; e.g. new functionalities, amendments etc…

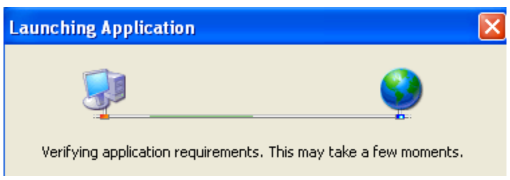
From you Tablet PC

- Click onto Start
- Click onto Programs
- Click onto SOPHTLOGIC
- Click onto fireSpace

Or

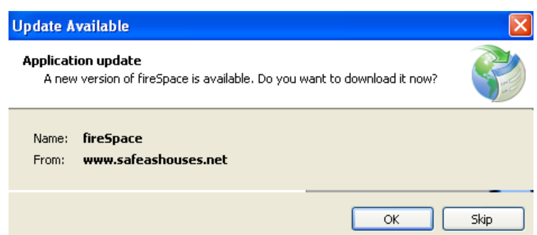
- Click onto Start
- Click onto fireSpace

Make sure you are connected to the Internet



A Launching Application box will appear for a few seconds to check if there are any Updates to fireSpace, then it will disappear

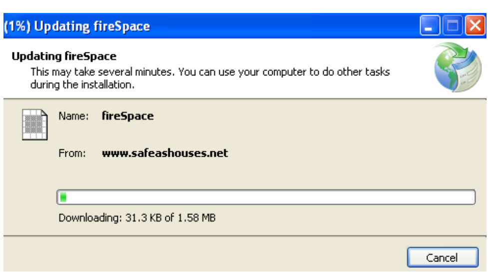
If there are Updates to fireSpace



An Update window will then appear asking would you like to update the version you have of FireSpace

- Click onto OK button

The Updating window will appear



This will update the files and open fireSpace

This will only take a few seconds

Place fireSpace Icon Onto The Desktop – this is for convenience

But in doing this, when updates are taken for fireSpace this will delete the shortcut form the desktop during installation of the new version and it will be necessary to repeat the procedure below to re-instate the shortcut onto the desktop.

- Click onto Start
- Click onto Programs
- Click onto Sophtlogic
- Right Click onto FireSpace
- Click onto Send To
- Click onto Desktop (create shortcut)

As you can see the fireSpace icon has appeared onto your desktop

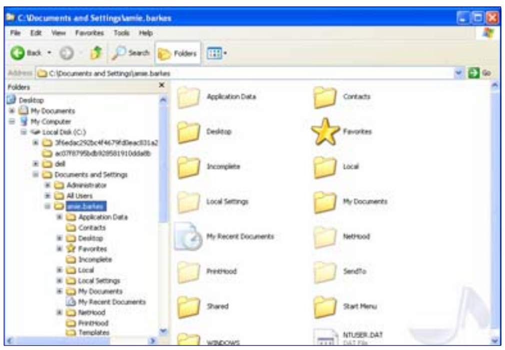
- Click onto the fireSpace icon

Removing fireSpace from Windows Explorer

Updating new version of fireSpace is sometime a good idea. To remove all Wand Icons from windows explore and reload fireSpace

- Click onto the Start button
- Select All Programs
- Select Accessories
- Click onto Window Explorer

The Windows Explorer window will appear

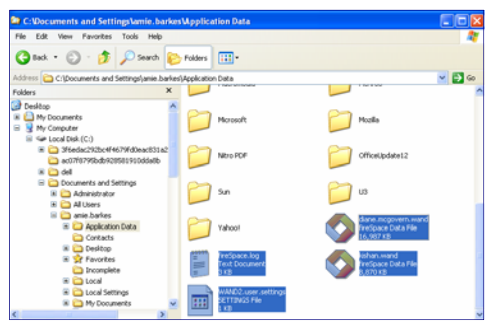


- Click onto My Computer
- Click onto Local Drive (C:)
- Click onto Document and Settings

- Double click onto the Application Data folder – even though it looks like it is faded out

Within Application Data folder

- Scroll to the bottom of the page
- Click on and Highlight the fireSpace / WAND folders

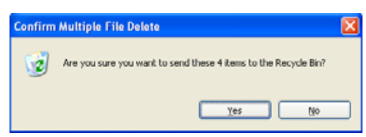


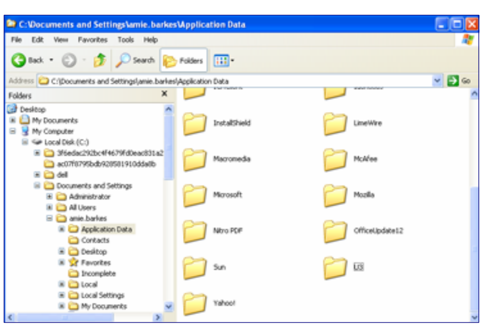
Hold down the Ctrl button left mouse click onto the folders

- Click onto the Delete button on the keyboard

A dialog box will appear asking if you want to 'delete' these items

- Click onto the 'Yes' button



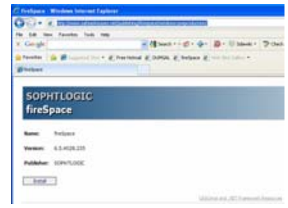


As you can see the icons have disappeared

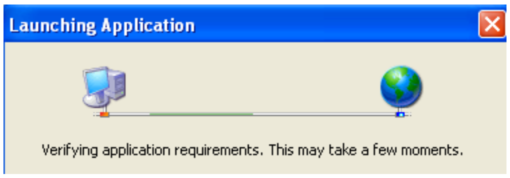
For this exercise DO NOT CLOSE Windows Exploer

Make sure you are connected to the Internet

If you do have the Privilege to install fireSpace…

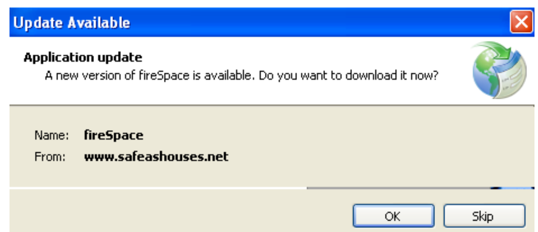


- Go to website – www.safeashouses.net/publishing/firespace/windows
- Click onto the Install button 



A Launching Application box will appear for a few seconds to check if there are any Updates to fireSpace, then it will disappear

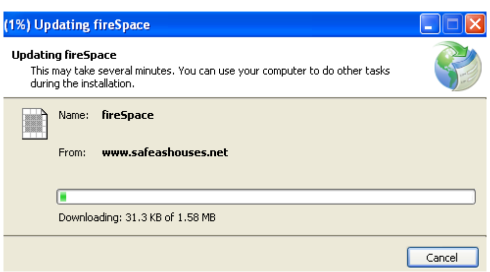
If there are Updates to fireSpace



An Update window will then appear asking would you like to update the version you have of FireSpace

- Click onto OK button

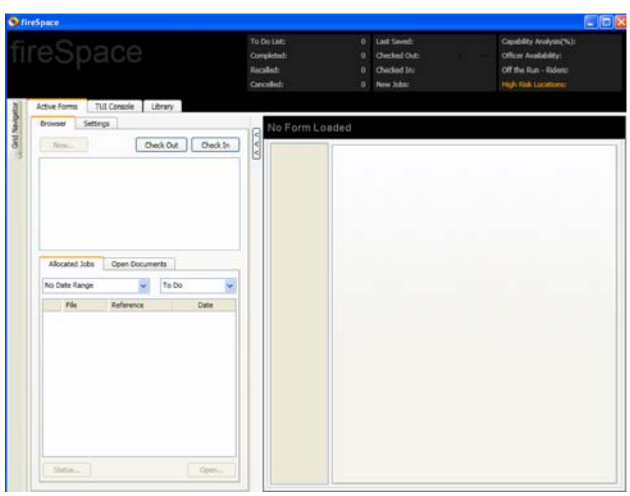
The Updating window will appear



This will update the files and open fireSpace

This will only take a few seconds

FireSpace will now open

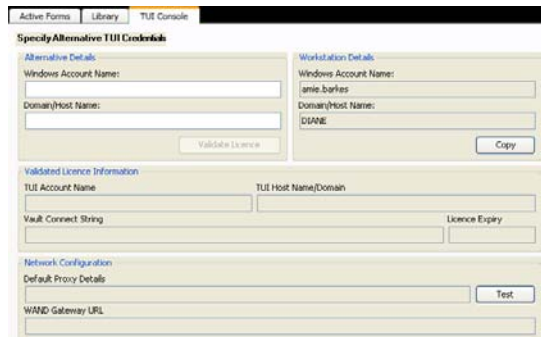


TUI Console Tab

fireSpace uses SOPHTLOGIC's Gateway Server, Trusted User Account Interface (TUI) console which holds Account and Licensing Information on public serves hosted by SOPHTLOGIC. Upon accessing fireSpace client, the system will authenticate the User based on the Windows Account Name (Username) and User Domain name from the Operating System. This information can be overridden for instance where access is required from machines not joined to a Domain.

Remember your tablet PC must be connected to the network via the Ethernet port (available via Tablet PC connection points), before you can carry out the following Licensing and Checkout procedures.

- Click onto the 'TUI Console' Tab



The 'Specify Alternative TUI Credentials' window will appear

By Entering your Windows Account Name (username) and Domain/Host Name the system will check to see if your Account details are valid to obtain a Valid Licence. This will ensure that you have the privileges to access fireSpace, and download any Jobs that have been allocated.

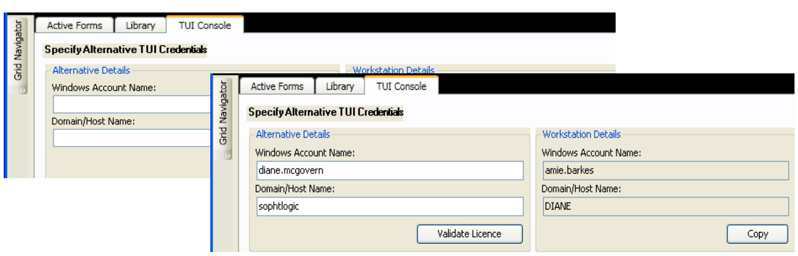
This only has to be done when the application is first used.

Copy Button: 

The Copy Button allows some Brigades to 'Copy' the TUI Credentials from the 'Work Station Details' box on the right to the 'Alternative Details' box on the left.

Validate Licence Button: 

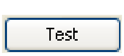
The Validate button allows you to check for a valid licence for that user



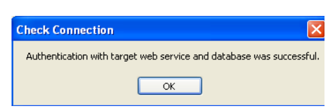
- Enter the 'Windows Account Name (your User Name)
- Enter the Domain Name e.g. ECFRS, ADMINNT, SOPHT_DV

The Domain Name is usually the same as the Domain/Host name in the 'Workstation Details' box

- Click onto the Validate Licence button

Test Button 

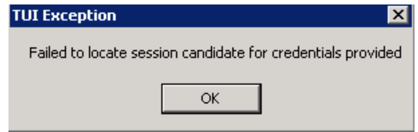
The Test button allows you to check authentication with the target web service and database

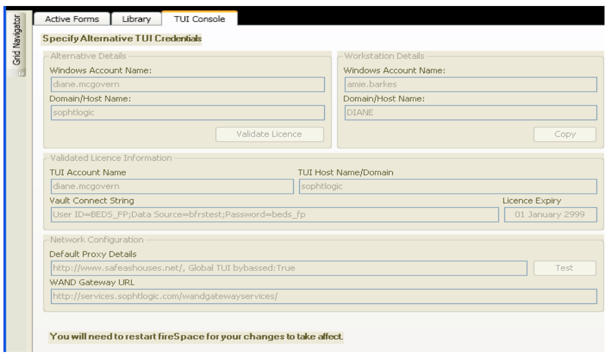


NOTE: The TUI console now only ever removes the current details on a success validation. This means that if a user inadvertently Copies the TUI credentials from the Operating System, the underlying licence will not be affected unless they successfully overwrite the licence with another.

Additionally, the system now detects for changes in the credentials before enabling the Validate licence button, this is intended to further prevent users inadvertently retrying to validate an active licence.

If this dialog box appears this means that the person you are trying to Validate does not have a 'TUI Account' set up within Strategy. This is setup by SOPHTLOGIC. Please contact your Administrator is this occurs.





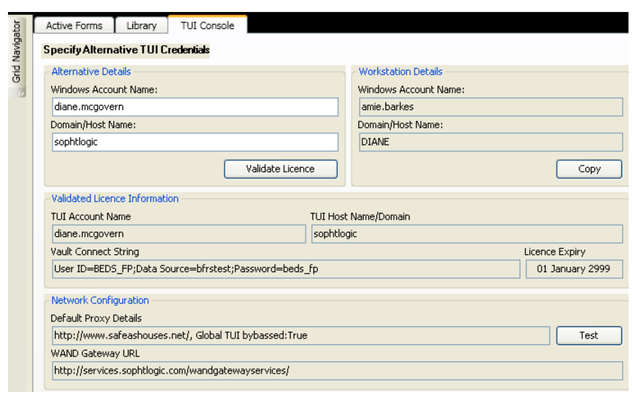
The program will retrieve your credentials from the server and the "Validated Licence Information" and "Network Configuration" boxes will fill and then be greyed out.

If these details verify the User has the privileges to access fireSpace, the User is then cached on the machine until such time as the License expires or the details require changing.

WAND Gateway services, here is an overview. Once the Licence has been validated fireSpace communicates with the WAND Gateway services which are installed at the site. The WAND Gateway is used by fireSpace to dynamically integrate and exchange data between multiple FRS datastores.

You will need to restart fireSpace for your changes to take affect.

- Close the fireSpace window
- Click onto fireSpace icon (shown on page 14)
- Click onto the TUI Console tab



As you can see the Licensing information and the expiry date of the Licence has been activated.

Library Tab

WAND2 is a forms toolkit that comes with fireSpace. It too requires access to services hosted as SOPHTLOGIC in order to use the Library functions. The Library functions provide a simple mechanism for deploying forms (e.g. Fire Safety Audit and Data Gathering) to clients' systems.

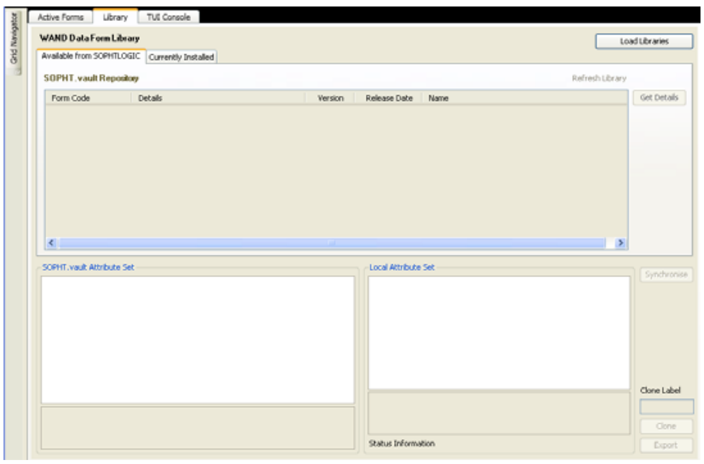
The WAND Data Form Library allows users to synchronise form data to the database that their TUI is configured to.

Users are able to see the forms currently available from SOPHTLOGIC and the forms currently on their database along with what version they are currently running.

Before Jobs can be downloaded you will need to load the forms form Sophtlogic to WAND Data Form Library.

This facility allows different forms to be made available for access via fireSpace and the Tablet PC. For example, Home Fire

Safety Visits, Audit forms for Scotland and Northern Ireland



- Click onto the Load Libraries tab

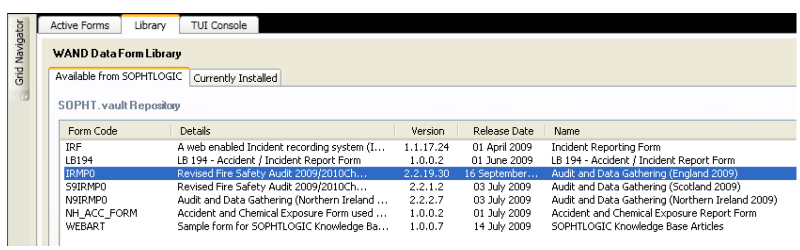
The system will default to 'Available from SOPHTLOGIC'

t
a
b

- Click onto the Load Libraries button

As you can see a list of forms will appear

The window will show the 'Form Code', 'Details' and the 'Version' of the form.

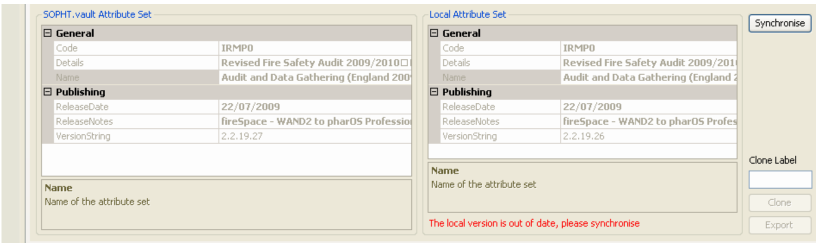


It also shows the Date the form was 'Released' and the 'Name' of the form.

- Click onto 'Audit and Data Gathering (England 2009)
- Click onto the 'Get Details' button

If the Library file (Audit Form in this instance), is up to date all boxes will fill and a message **"The local version is up to date"**, will be displayed at the bottom of the window.

If the Library version is out of date the message **"The local version is out of date please synchronise"** will be displayed and it will be necessary to carry out synchronisation to load the new version.

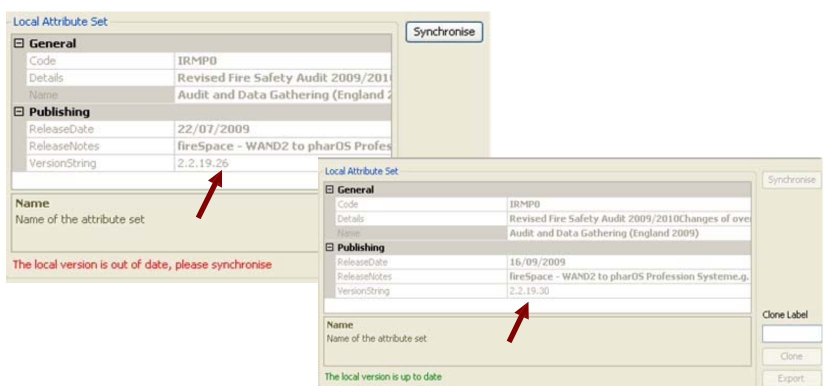


- Click on the Synchronise button

During the synchronisation process the form data is copied from SOPHTLOGIC's source data so if any changes are made or if any changes are required synchronisation of the form data is essential to ensure the user receives the latest version.

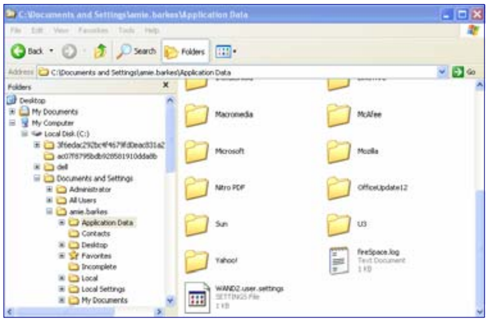
This may take a little while (10–15 seconds), after a short delay the new Library file will load and **"The local version is up to date"** will be displayed. As shown below.

As you can see in the Publishing box > Version String row, has changed from; the old version - 2.2.19.26 to the new version - 2.2.19.30



***** Ensure you are connected to the network *****

Go back to Windows Explorer



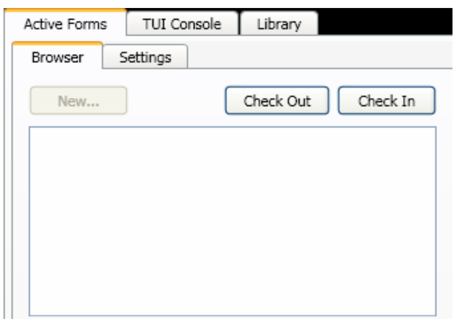
At the bottom of 'Application Data' folder two fireSpace documents have appeared

For this exercise – DO NOT close Windows Explorer

Let's go back to fireSpace

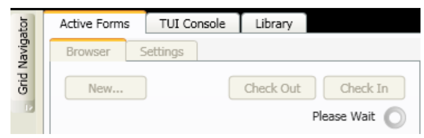
Within the fireSpace window

- Click onto the 'Active Forms' Tab

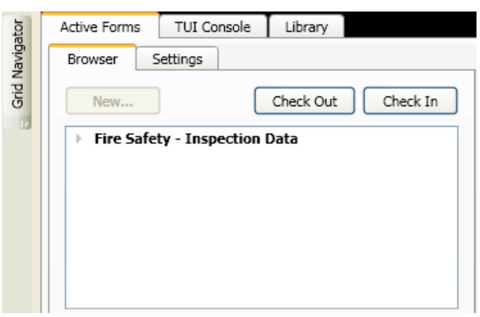


- Click onto the 'Check Out' button

fireSpace will deactivate and grey out and a 'Please Wait' icon will appear

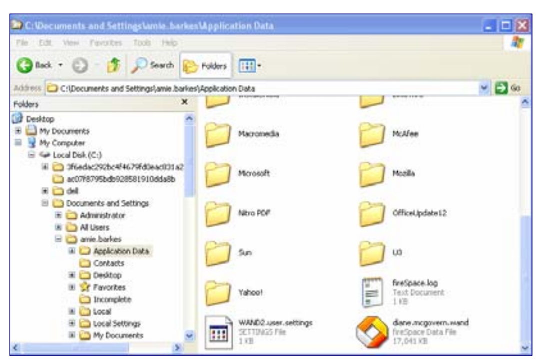


Depending on what your privileges are will depend what appears in the fireSpace windows



Once fireSpace has loaded it will activate the page

Go back to Windows Explorer



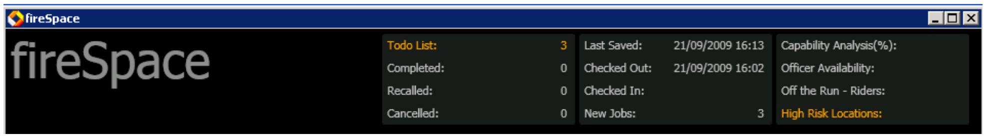
At the bottom of 'Application Data' folder two fireSpace documents have appeared

fireSpace is refreshed and reloaded

How Does fireSpace Work

Let's take a look at what each display field, tabs, buttons and drop down menus are used for.

At the top of your fireSpace window there are three columns: -

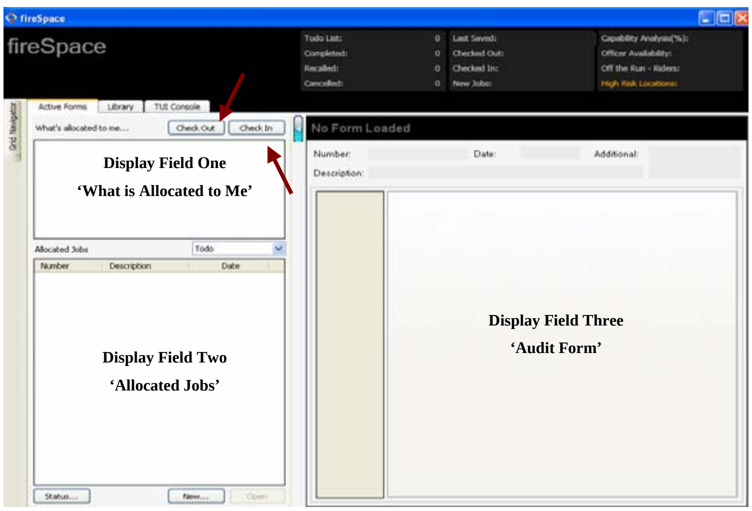


Column One: Allows you to see, how many 'Jobs' are in your 'ToDo', 'Completed', 'Recalled' and 'Cancelled' list

Column Two: Allows you to see, When 'Jobs' were 'Last Saved', 'Checked In/Out' and how many 'New Jobs'

Column Three: Allows you to see, % of 'Capability Analysis', 'Officer Availability', 'Riders off the Run' and 'High Risk' of the Locations.

As you can see there are three tabs '**Active Audit**' '**Library**' and '**TUI Console**'



The '**Active Audit**' tab is were the jobs and Audit Form will be displayed

The '**Library'** tab is were you update new versions of the audit form

The '**TUI Console**' tab is were you have to register your account to obtain a valid licence

The '**Check Out**' button - Downloads jobs that have been allocate to the 'Station/Watch/Location'

The '**Check In**' button - Uploads the 'Completed Jobs' to the main datastore

fireSpace also has three Display Fields:

Display Field 1 – What is Allocated to Me – *Displays downloaded forms in most cases this will display 'Audit and Data Gathering (Scotland 2009)'*

Display Field 2 – Wand Mobile – Allocated Jobs – *Displays Jobs – depending on the drop down list selected e.g. 'ToDo', 'Completed', 'Recalled' etc.*

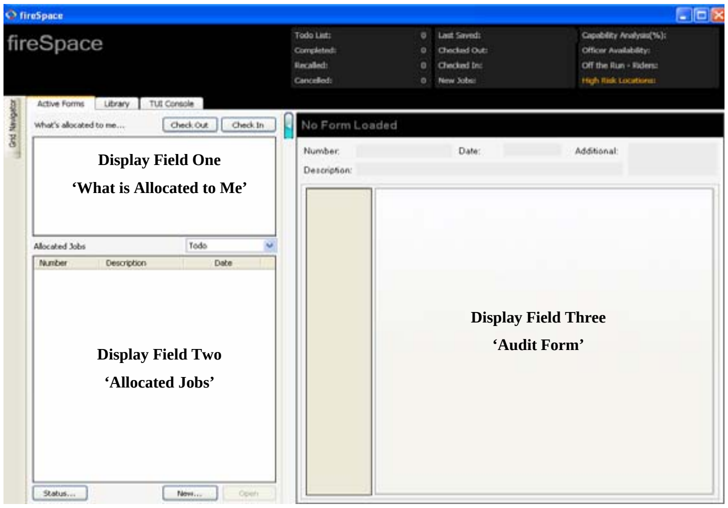
Display Field 3 – Audit Form – *Displays the data form selected in 1*

Let's have a look at the 'TUI Console' Tab

Active Forms Tab

Let's have a closer look at the 'Active Forms' display fields

The 'Active Forms' tab is were the jobs and audit form will be displayed



- Click onto the 'Active Forms' Tab

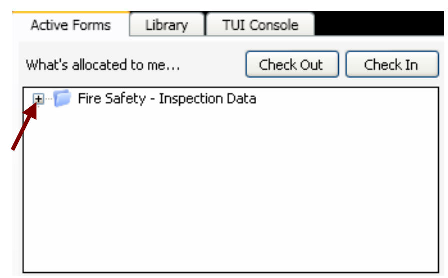
If there is no data in the 'What is Allocated to Me' display field (1)

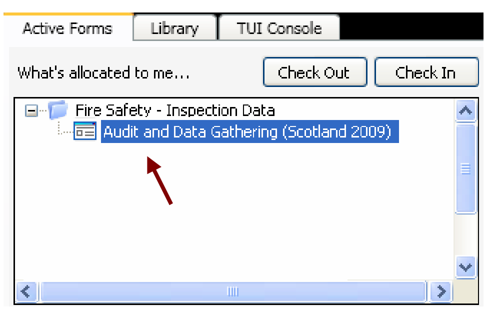
- Click onto the '**Check Out'** (download) button

This will display the 'Fire Safety – Inspection Data'

As you can see there is a '**+**' next to the 'Fire Safety – Inspection Data' folder

- Click onto the '**+**' next to the folder



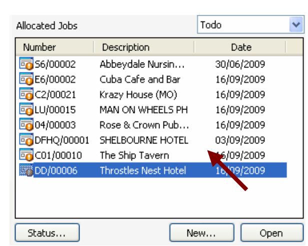


The 'Audit Data Gathering (Scotland 2009)' option will appear underneath

- Click onto the 'Audit Data Gathering (Scotland 2009)'.

In the 'ToDo' List

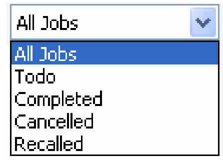
As you can see all 'Jobs' which are incomplete, still to do or have been allocated will appear in the 'Allocated Jobs' display field (2)



All Jobs List

To manage / view the workload in different folders

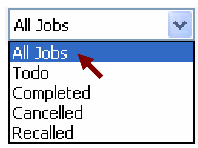
- Click onto the 'All Jobs' arrow



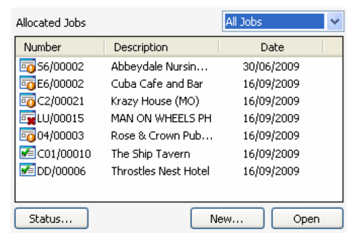
A drop down list will appear with five options to choose from:

All Jobs:	List of jobs that are 'still to do', 'not yet finished', 'Completed', 'Cancelled' and 'Recalled'
ToDo:	List of jobs that are 'not yet finished' and 'still to do'
Completed:	Lists of jobs that have been 'Completed' - will upload to the main datastore when 'Check-In' selected
Cancelled:	Lists of jobs that have been 'Cancelled' - will upload to the main datastore when 'Check-In' selected
Recalled:	Lists of jobs that have been unable to upload to the main datastore when 'Check-In' was selected

All Jobs List

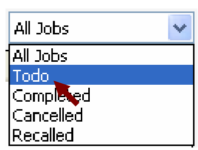


- Click onto the 'All Jobs' arrow
- Select 'All Jobs' option from the drop down list



As you can see in this example, there is a list of 'All Jobs' - 'Completed' 'ToDo' and 'Cancelled'

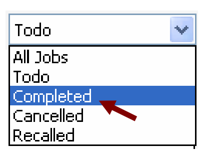
ToDo List



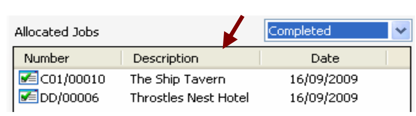
- Click onto the 'All Jobs' arrow
- Select 'ToDo' option from the drop down list

As you can see in this example, there is a list of All Jobs still left 'ToDo'

Completed List

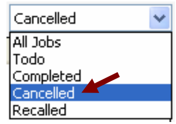


- Click onto the 'All Jobs' arrow
- Select 'Competed' option from the drop down list

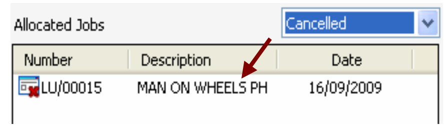


As you can see in this example, the 'Completed Job' will be identified by a '**Green Tick**'.

Cancelled List

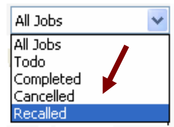


- Click onto the ‘All Jobs’ arrow
- Select ‘Cancelled’ option from the drop down list

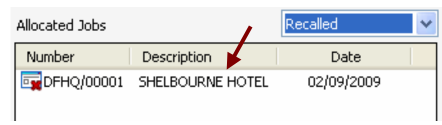


As you can see in this example, the ‘Cancelled’ job will be identified by a ‘**Red Cross**’.

Recalled List

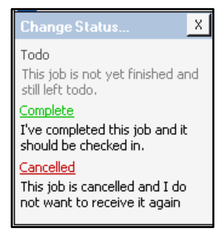


- Click onto the ‘All Jobs’ arrow
- Select ‘Recalled’ option from the drop down list



The ‘Recalled’ jobs list will display all jobs that have ‘Failed’ to ‘Check-In’

Status Button



To change the ‘Status’ of a job from ‘ToDo’ to ‘Completed’ or ‘Cancelled’

- Click onto the ‘Status’ button

A List of three options will appear

To Do: Jobs that are not yet finished and still to do

Completed: Jobs can not be ‘Completed’ unless all ‘Mandatory Fields’ have been filled in. A dialog box will appear to show what mandatory fields are still left to do before the ‘Completed’ job can be moved to the ‘Completed’ list and uploaded (Check-In) to the datastore which will then update the Premises Record Card.

Cancelled: Jobs that have been ‘Cancelled’ will be moved to the ‘Cancelled’ list and uploaded (Check-In) to the datastore and update the ‘Premises Record Card’ as a ‘Cancelled Audit’.

Each Job that is ‘Completed’ or ‘Cancelled’ should be

- Selected in the ‘All Jobs’ list
- Click onto the ‘Status’ Button
- Click onto the ‘Completed’ or ‘Cancelled’ option

The ‘Completed’, or ‘Cancelled’ job will disappear from the ‘ToDo’ list and appear in the ‘Completed’ or ‘Cancelled’ list – both of these lists will clear when you ‘Check-In’.

Any jobs that didn’t successfully upload to the datastore will appear in the ‘Recalled’ list in the ‘All Jobs’ drop down menu. Reasons may be – the values entered are to large for the field lengths set.

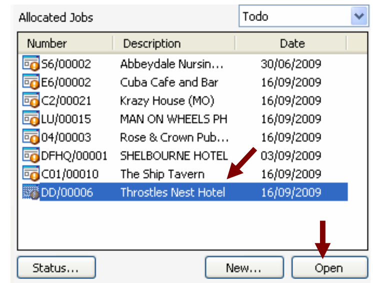
Audit Form Display Field

In the 'Allocated Jobs' display field (2)

- Click onto a 'Job'
- Click onto the 'Open' button

OR

- Double Click onto a 'Job'

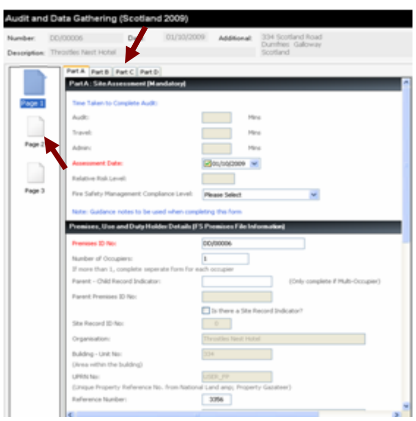


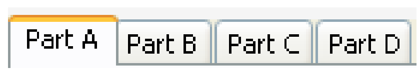
As you can see the audit form for the premises selected will appear in the audit form display field (3)

At the top of the window the details of the premises will appear

Parts and Pages

The audit form is also divided into 'Four Parts';





Part A: Site Assessment (Information primarily for Fire Safety File and FSEC)

Part B: Fire Safety Audit (Assessing Compliance with Fire Safety Order (FSA))

Part C: Calculation of Relative Risk Rating and Risk Level

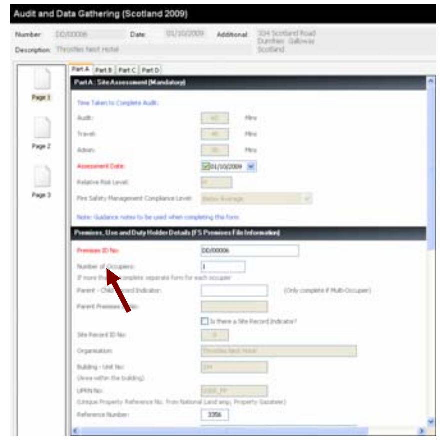
Part D: Operational Site Specific Risk Information (where appropriate)

Within Part A, B, C & D, are Pages

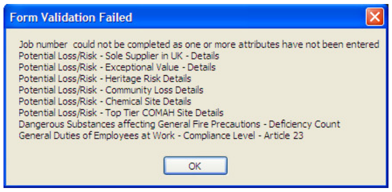
Part A: - 'Three Pages' – page 1 - 3
Part B: - 'Five Pages' – page 4 - 8
Part C: - 'Four Pages' – page 9 - 11
Part D: - 'Eight Pages' – page 12 - 19

- To view different 'Parts' of the form > Click onto the 'Tabs'.
- To view the 'Pages' within the 'Tabs' > Click onto the 'Pages'

The ‘Audit Form’ will be displayed in the centre of display field (3).



Anything in ‘**Red’** means it is a ‘**Mandatory**’ field and must be filled in. If you miss any of the ‘**Mandatory**’ fields you will be allowed to continue with the form but you will ‘**NOT’** be able to ‘Complete’ the form until these fields have been filled in.

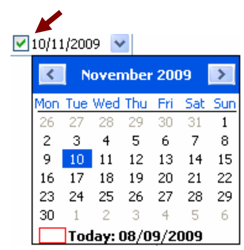


The ‘Form Validation Failed’ will flag that a ‘**Mandatory**’ field has not been ‘Completed’.

In addition, there are a number of look-up tables and flowcharts which the ‘Enforcement Officer’ may need to consult during the process.

For initial audits of premises, ‘Parts A, B, and C’ should normally be completed for all ‘Occupancies’ (subject to each individual FRA policy) and where appropriate ‘D’. This will result in an individual inspection regime for each premises in accordance with ‘Risk Rating’ and ‘Fire Safety Management’.

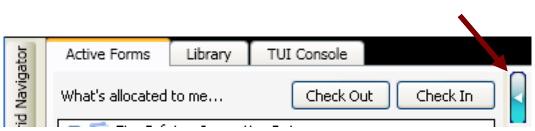
Confirming the Date and Time



Within the ‘Date’ field, a date will automatically appear. To verify that this ‘Date’ and (in some parts of the form) ‘Time’ is correct

- You must tick the check box where there is a ‘Date’.

Changing the Width of the Audit Form



Next to the ‘Check In’ button there is a ‘Blue Arrow’ button

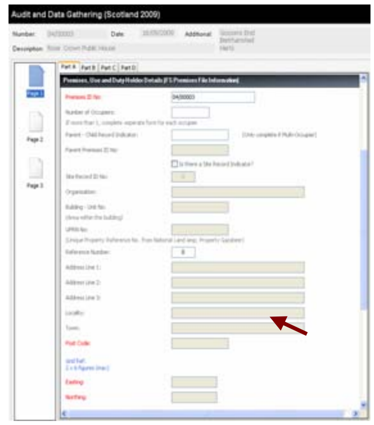
As you can see the ‘What is Allocated’ and ‘Allocated Jobs’ windows (1 & 2) have disappeared and the audit form is the width of the whole page

- Click back onto the ‘Blue Arrow’ button

The ‘What is Allocated’ and ‘Allocated Jobs’ display field (1 & 2) will reappear

Segmented Address

Not all ‘Brigades’ have a ‘Segmented Address’ button (depends on the MIS version and license you have with SOPHTLOGIC) or the use of a ‘Gazetteer’…so this section may not apply to you.

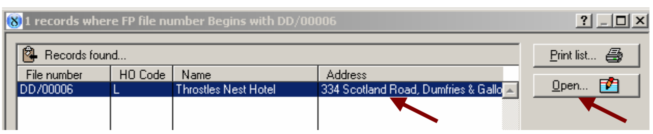


When you open the audit form – in fireSpace – the premises details and the ‘Easting’ and ‘Northing’ fields are automatically entered into the audit form.

If this is not the case, this means the ‘Gazetteer’ or ‘Users’ has not populated/entered the correct address fields/details in the ‘Segmented Address’ within the ‘Premises Record Card’.

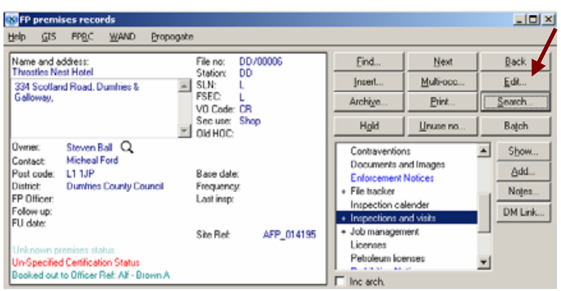
If this is the case… ‘Open the Premises Record Card’

- Click onto ‘Fire Safety’
- Click onto the ‘Premises Record Card’
- Click onto the ‘Search’ button



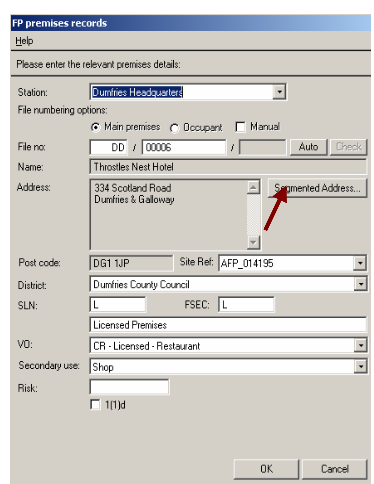
- Click onto the ‘Premises’
- Click onto the ‘Open’ button

The premises will appear in the record card



Even though the address is showing on the record card, it needs to be correctly entered in the ‘Segmented Address’ for fireSpace to pick it up and populate the fields in the audit form.

- Click onto the ‘Edit’ button

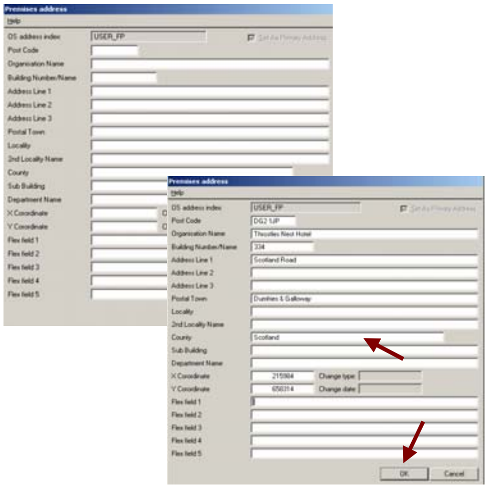


Again you can see the ‘Name’ and ‘Address’ details are in the ‘Address’ box

This may be correct, but has it been correctly entered in the ‘Segmented Address’ window?

- Click onto the ‘Segmented Address’ button

The ‘Premises Address’ window will open

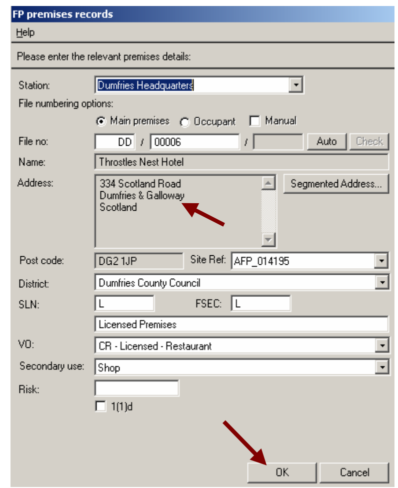


As you can see in this example the fields are blank

If you do not use a ‘Gazetteer’:

- Enter the ‘Premises Details’
- Enter the ‘Easting’ and ‘Northing’ fields
- Click onto the ‘OK’ button

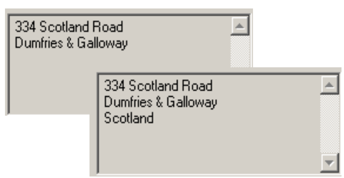
Alternatively, the fields within the ‘Segmented Address’ will be automatically entered



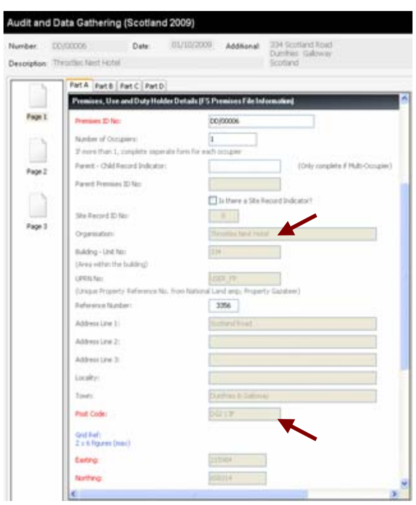
As you can see the address details – if different – have been updated

As you can see in my example, I have added Scotland into the ‘Premises Address’, which is now showing in the ‘FP Premises Records Address’ field.

- Click onto the ‘OK’ button



You will need to re-fresh fireSpace for the updates to take effect

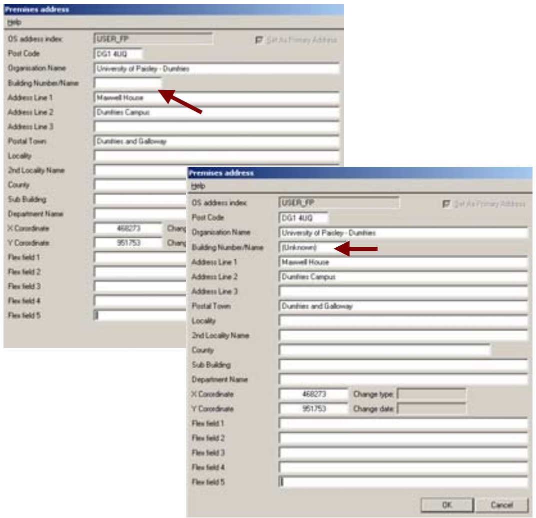


- Close ‘fireSpace’
- Re-Open ‘fireSpace’
- Click onto the ‘Check-Out’ button
- Click onto the ‘Fire Safety – Inspection Data’
- Click onto ‘Audit and Data Gathering (Scotland 2009)’
- Click onto the ‘Job’
- Click onto the ‘Open’ button

The audit form for the job selected will appear in window (3) on the right of the screen

As you can see the ‘Address’, ‘Northing’ and ‘Easting’ fields will automatically be populated with the ‘Segmented Address’ data.

Missing Building Number / Name



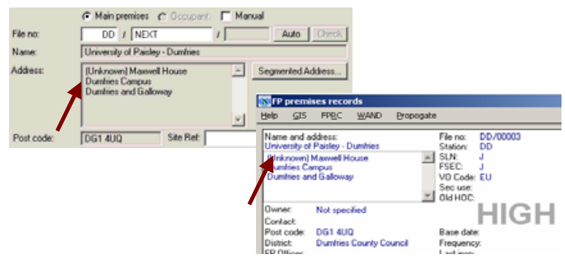
All premises should have a ‘Building Number / Name’

If you come across Premises where there is ‘**No**’ ‘Building Number / Name’

In the ‘Building Number / Name’ field, type in ‘(Unknown)’ or enter a ‘0’ into the box

This is also a good way to do a ‘Search/Query’ on all premises that do not have a ‘Building Number / Name…’

As you can see the ‘(Unknown)’ or ‘0’ will appear where a ‘Building Number /Name’ would usually appear.



Minimising / Maximising fireSpace

- To ‘Minimise’ a window click onto the middle icon

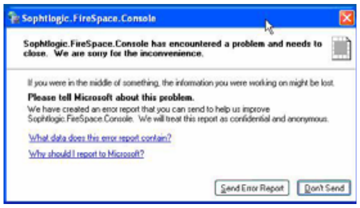
- To ‘Maximise’ a window click onto the middle icon

WAND2 automatically ‘Saves’ data that has been entered when the fireSpace application closed.

Deleting WAND2.wand File

Description of Fault:

When opening the fireSpace product from either the programs menu \ desktop shortcut, or when installing a new installation a user may be presented with the following window:



Resolution:

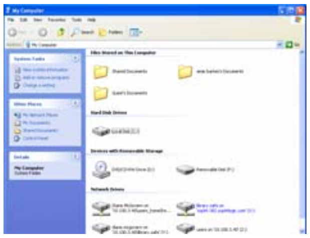
This error can be resolved by deleting the WAND2.wand file from the users profile folder and then reopening the application.

To delete the wand file you must ensure you can see hidden files and folders. You must also ensure the application is closed.

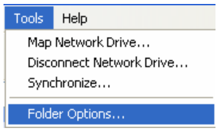
This can be done by going to

- Click onto the Start button
- Click onto My Computer

This will open ‘My Computer’ window

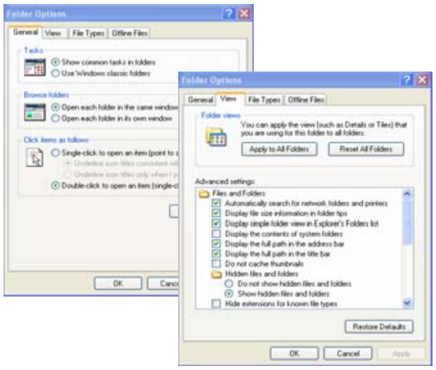


In the Toolbar at the top of the window



- Click onto the Tools
- Click onto Folder Options

The Folder Options window will appear



- Click onto the View tab

In the advanced Settings field

- Click onto the Files and Folders (this should already be open)
- Hidden Files and Folders

If not already selected

- Select ‘Show hidden files and folders’
- Click onto the OK button

In the XP version of windows this file can be found in:

C:\Documents and Settings\”username”\Application Data\WAND2.wand

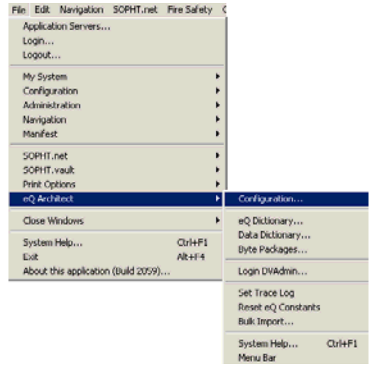
In the Vista version of windows this can be found in:

C:\AppData\Roaming\WAND2.wand

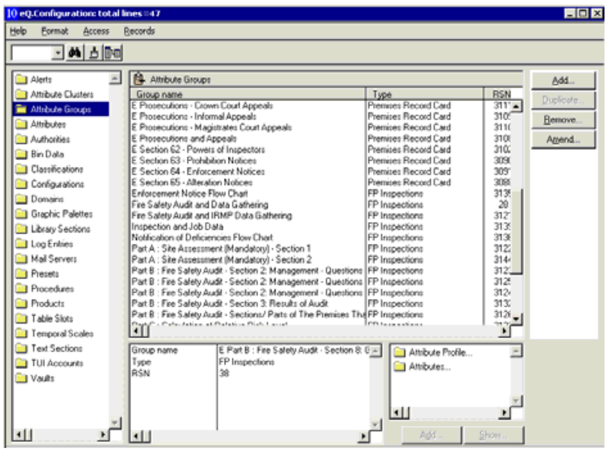
Attribute Groups

Attributes are sub-menus that you can set up. You can create an Attribute Group for it to appear in to the Sub-Menu within the Premises Record Card or for it to attach to an Inspection Record. Attribute Groups need to be linked to a Integrated Risk Code (FSEC Group) and to an Inspection Type (if it's an Inspection Attribute).

- On Global Navigator
- Click onto File
- Click onto eQ Architect
- Click onto Configuration

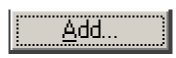


eQ Configuration window will appear



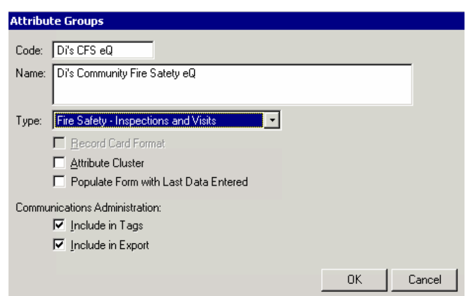
To Add an attribute Group in to the Sub-Menu within the Premises Record Card

- Click onto the Add button



The Attribute Groups window will appear

- Enter a Code
- Enter the name of the Code
- Click onto the Type arrow

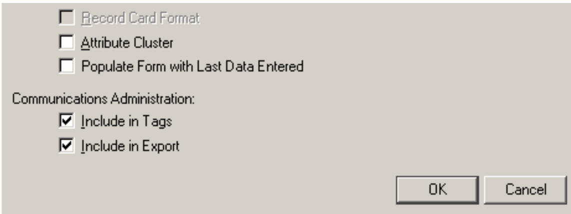


FS Inspection & Visits – add data into a form

FS Premises Record Card – view data

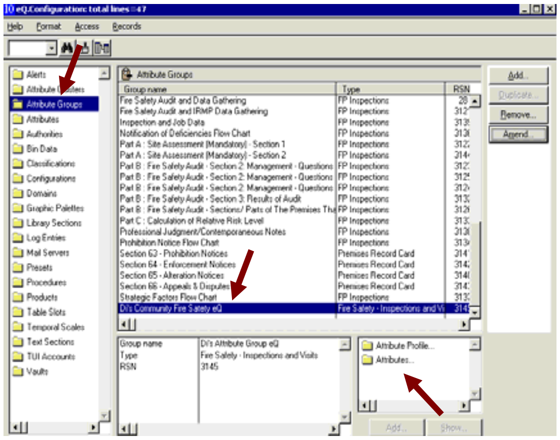
- Select one of the options

As you can see there are five options to choose from



The Record Card Format	This option is hard coded so will always be greyed out
The Attribute Cluster	An Attribute Cluster is a group of Attribute Groups and in the RRO Audit form each Attribute Group acts as page within a Attribute Cluster, which forms the whole document. You will see on the Record Card not the Attribute Group names but the Cluster name. (go to page 40 more info on Attribute Clusters)
Populate Form with last Data entered	This option uses data that has been previously saved.
Include in Tags	The “include in tags” tick box will allow the attribute group to appear in the Communications Administration, Template Configuration, (highlight item in window and Tags button should appear) Tags list. This will allow commands to be created that will for example, prompt with a letter to be printed on entry of information into the attribute group. This function is used to prompt which letters can be printed and when. The tag value is used to set default printing options. Tags will slow the system down and so shouldn’t be used unless really necessary
Include in Export	The ‘Include in Export’ checkbox will determine whether the data entered against the attribute group is exported into the word template. When creating the template and selecting which fields are required in the ‘Field Selection’ window all attributes in the Attribute Group will appear in the ‘Available Fields’ window off the template entry window.

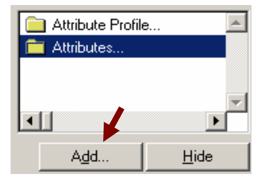
- Click into the boxes that are appropriate
- Click onto the OK button



As you can see the Attribute Group has now appeared in the 'Attribute Groups' list

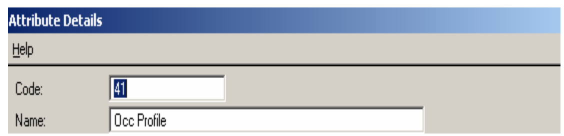
- Click onto your 'Attribute Groups'

The 'Attributes' folder is where you create the columns within the Premises Record Sub Menu



- Click onto the 'Attribute' folder
- Click onto the 'Add' button

The Attribute Details window will appear



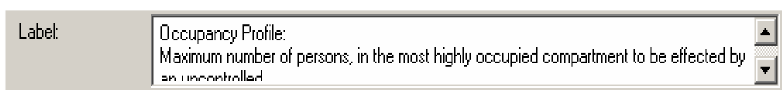
- Enter a Code

The Code field is not seen on the form so can just be used to state the order of the Attribute or the order it was created. It can be left blank.

- Enter a Name

The Name field can also be anything, but generally can be the same as the label

- Click into the Label



Whatever you enter in this box will appear on the form it can be the same as the name or if you want to make a statement you would enter it in the Label box as shown below.

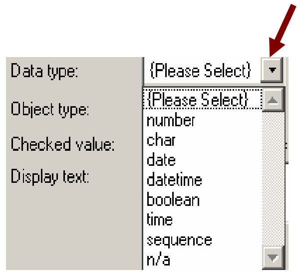
- Enter a Post Label

The Post Label field will display after the entry field on the form.

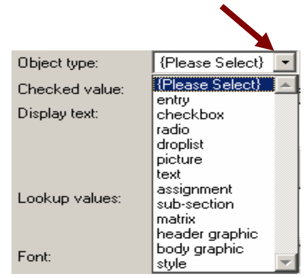
To add a descriptive paragraph, select N/A and Text, then type the paragraph into the Label field

The Data type is the field type, for example a Number or a Date, or in the Case of a Title, N/A Char and Entry will give a free text entry box. For this type of field it is necessary to set the max characters. If set to 0 the max characters defaults to a relatively low number which may cause problems, however it should not be set higher than 2000. Entering a Data Type may grey out some of the rest of the form.

- Click on the Data Type arrow
- Select one of the Options

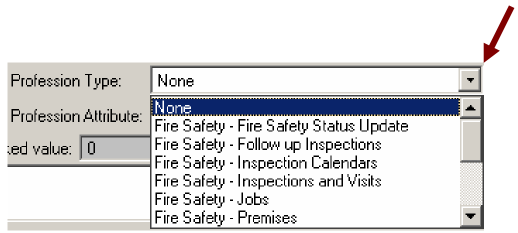


- Click onto the Object Type box arrow
- Select one of the Options

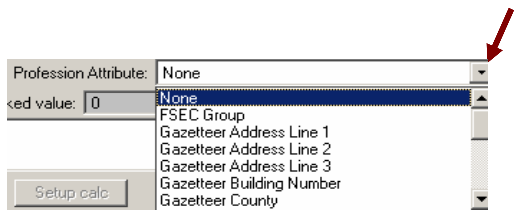


Depending what Profession Type you choose will depend what will be shown in the Profession Attributes drop down list.

- Click onto the Professional Type arrow
- Select one of the options



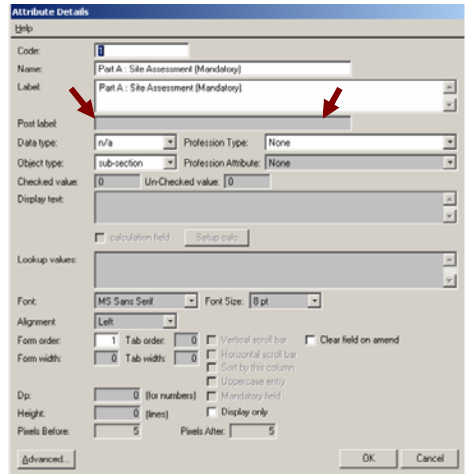
- Click onto the Professional Attributes arrow
- Select one of the option



The Display box is used to activate any coding

For more details on how to setup the Form Order, width, height etc

Within this window you can see that the **Heading**



Data type is Set to = **N/A**

Object Type = **Sub-Section**

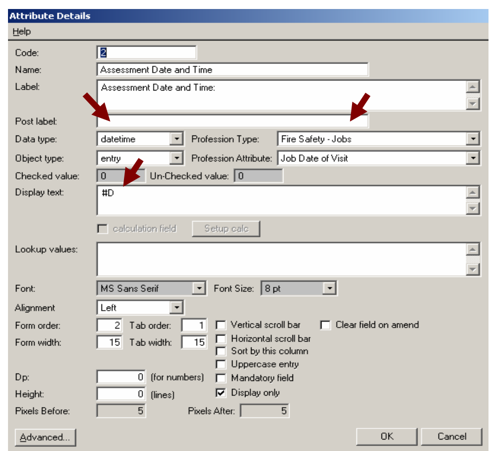
Profession Types = **None**

Profession Attributes = **None**

The rest of the window is greyed out this is because the Data Type is set to N/A

This is how it looks on the form

Within this window you can see that the **Date and Time**



Data type is Set to = **Datetime**

Object Type = **Entry**

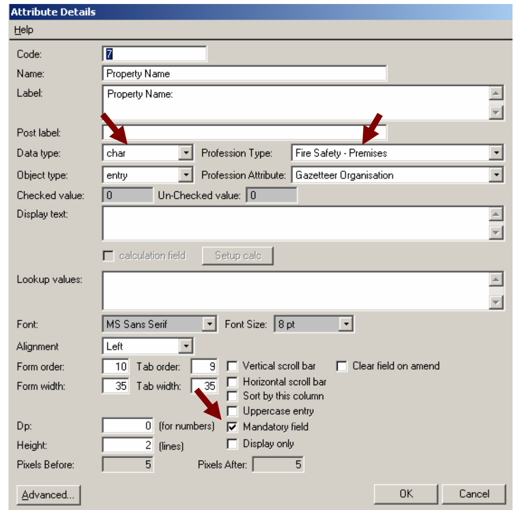
Profession Types = **Fire Safety Jobs**

Proffesion Attributes = **Job Date of Visit**

Display Type = **#D**

This is how it looks on the form

Within this window you can see that the data automatically entered and **Mandatory**



Data type is Set to = **Char**

Object Type = **Entry**

Profession Types = **Fire Safety Premises**

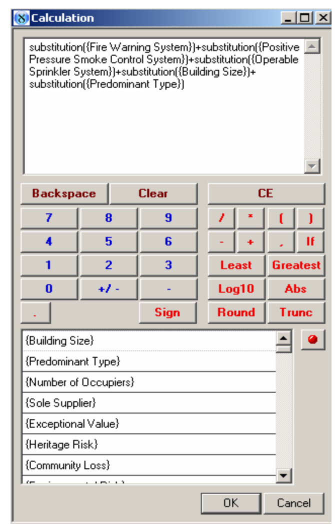
Profession Attributes = **Gazetteer Organisation**

Within this entry the Mandatory Field has been ticked, this means that this field MUST be filled out before you can go onto the next page. The heading will also be in Red.

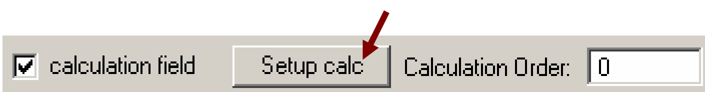
The Property name; in this case, will automatically look up and insert the address into this field either from the FP Record Card or by the Gazetteer

This is how it looks on the form

Tick the **Calculation** Field box and other selected Attributes should appear when the 'Setup Calc' button is clicked. This window allows you to select different Attributes and set up Rules for Calculations to be performed on their values.



- To add an Attribute to part of a Calculation
- Click onto the Setup Calc button

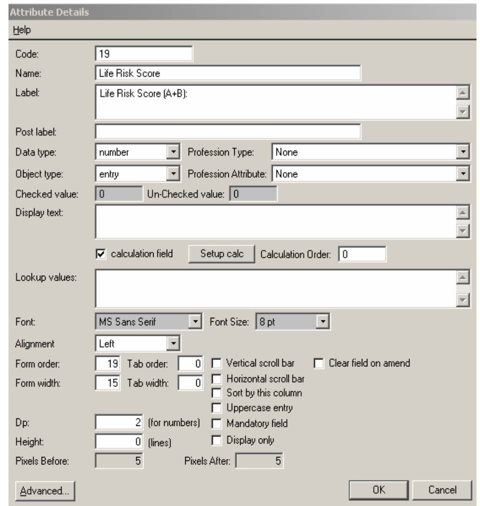


- Click onto one of the expressions in the bottom window
- Click onto the red Dot icon
- Click onto the + sign button
- Click onto another expression

Once you have finished

- Click onto the OK button

Within this window you can see that the **Calculations**



Data type is Set to = **Number**

Object Type = **Entry**

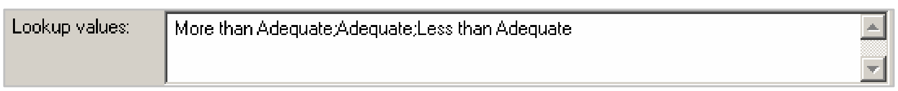
Profession Types = **None**

Profession Attributes = **None**

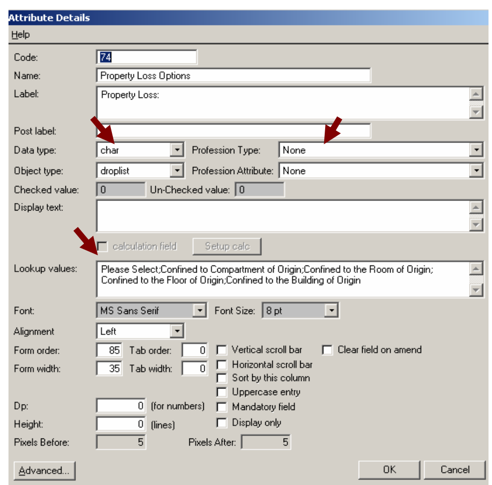
Calculations Field = **Tick**

This is how it looks on the form

To create **'Look Up Values'** that can be selected by Radio buttons or in Drop Down Lists it is necessary to enter each list item in the order you want the to appear in the display Text Fields, separating them with a semi colon. (;) For drop down lists, the first item on the list should always be "Please Select".



Within this window you can see that the **Drop Down Menu**



Data type is Set to = **Char**

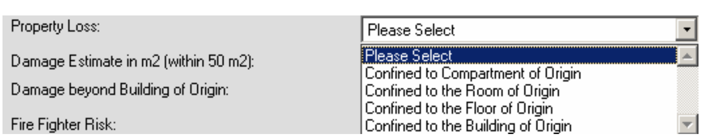
Object Type = **Droplist**

Profession Types = **None**

Profession Attributes = **None**

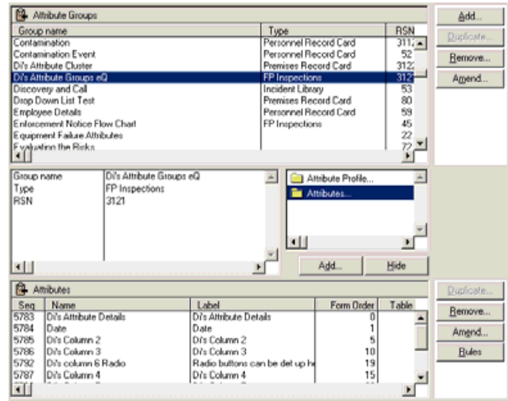
LookUp Values = **Text to go in the Dropdown List**

This is how it looks on the form

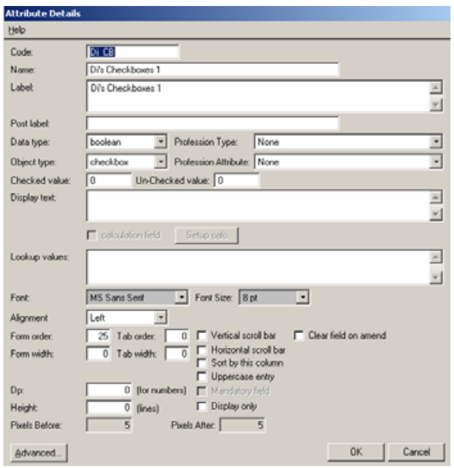


To set up **Check boxes** on your form

- Click onto the Attribute Group
- Click onto the Attribute folder
- Click onto the Add button



The Attribute Details window will open



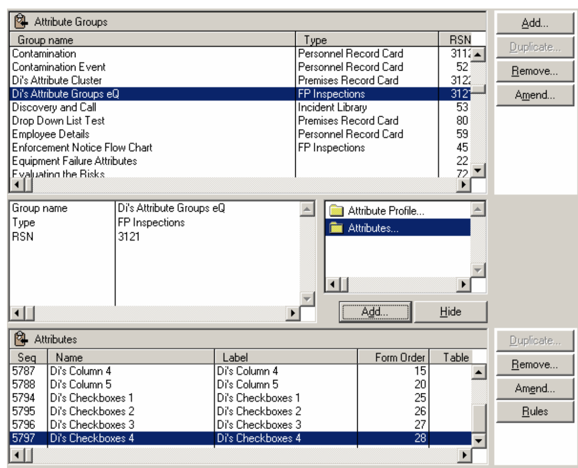
Data type is Set to = **Boolean**

Object Type = **Checkbox**

Profession Types = **None**

Profession Attributes = **None**

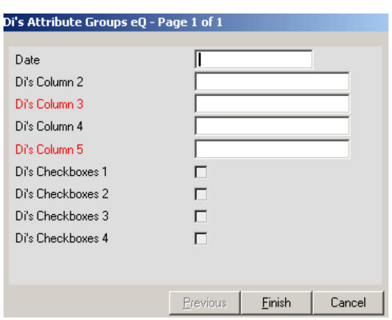
- Click onto the OK button



Set up as many as needed for your form

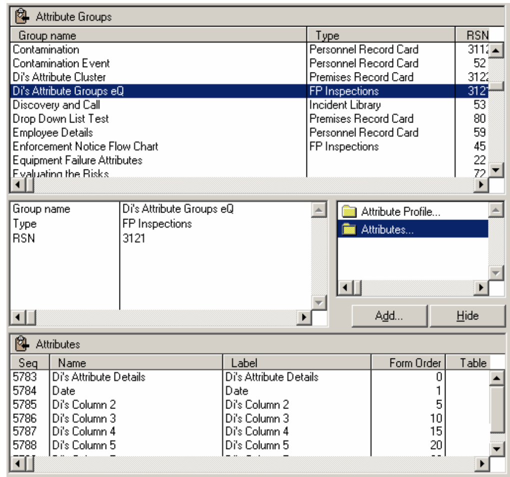
I have set up four Checkboxes

This is how it looks on the form

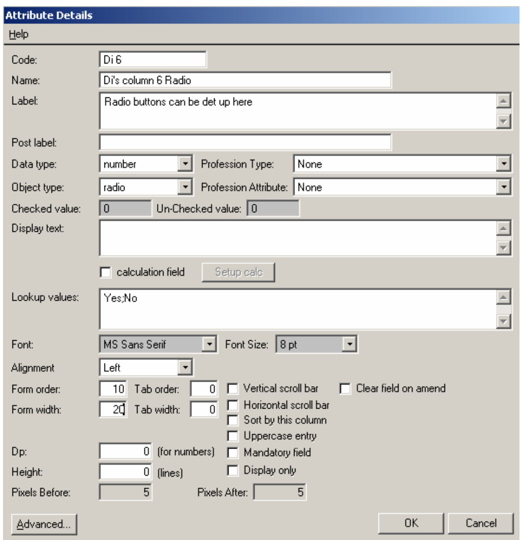


How to Create Rules

Rules can also be set up to grey out other attributes in the form or auto populate information from one attribute to another.



- Highlight the Attribute Groups submenu window
- Click onto the Attribute Folder
- Click onto the Add button



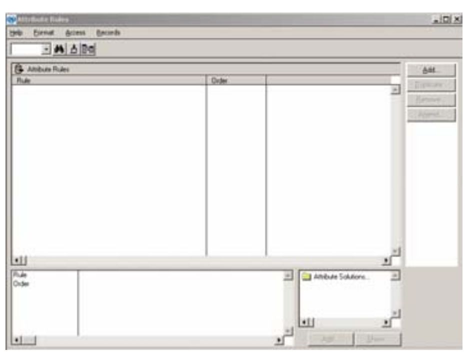
Fill in the Attribute Details

- Add a Code
- Add a Name of the Code
- Enter a Label – if needed
- Set Data Type to = Number
- Set Object Type to = Radio
- LookUp Value = enter Yes;No
- Set up your Form Order and Width
- Click onto the Ok button

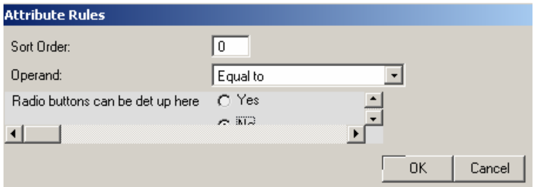
You should be back to the Attribute window

- Highlight the Attribute
- Click the Rules button on the right hand side.

- Click Add button

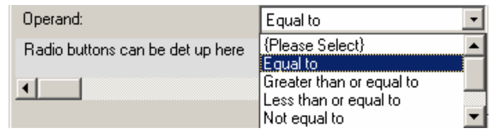


The Attribute Rules window will appear

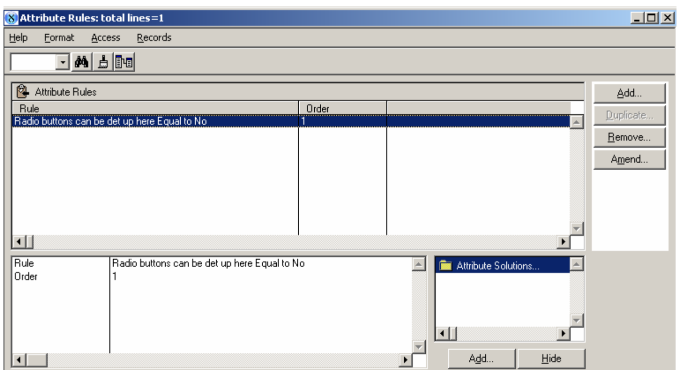


- Click onto the Operand arrow
- Select one of the options

- Click into the Radio button you want the Rule to apply to
- Click onto the OK button

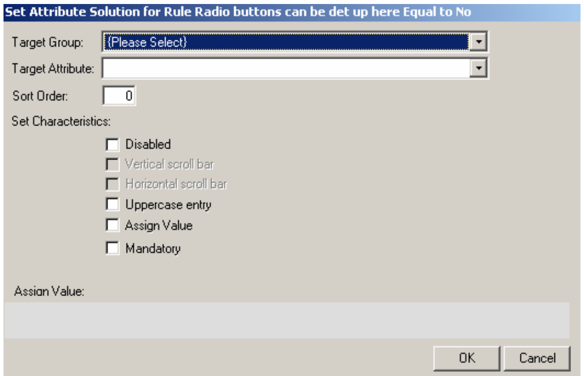


This will bring you back to the Attribute Rules window

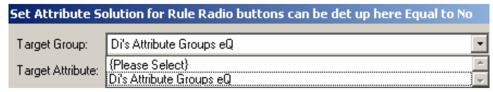


- Click onto the Attribute Rule
- Click onto the Attribute Solutions folder
- Click onto the Add button

The Set Attribute Solution For Rule Button window will appear

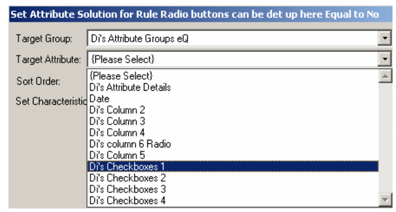


- Click onto the Target arrow



- Choose an Attribute Group

- Click onto the Target Attribute arrow



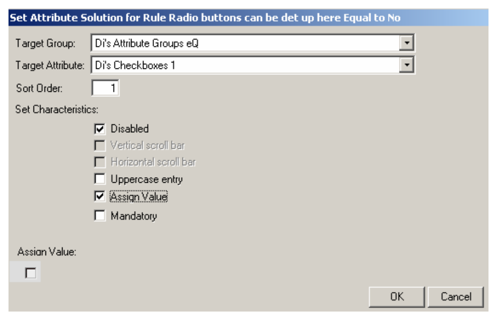
- Select the Attribute you want to set the Rule too

Here you can change the Lookup Value and set Characteristics

I have set this Rule to be

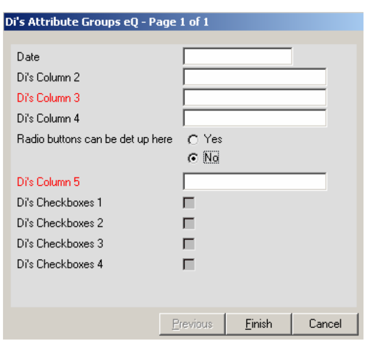
- Disabled
- Assign Value

Reason for this is I want the Checkboxes to be greyed out if the value is No



- Click onto the OK button

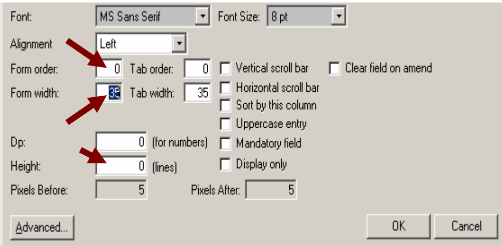
This is how it looks on the form



-

As you can see by selectin the ‘NO’ radio button it has greyed out the Checkbox options

Form Order – order you want the columns



The form order field allows you to set a value for each Attribute in the list dependant on where you would like it to appear on the form. On initial Attribute set up it is sensible to allow a space of a few numbers between each field to allow the addition of more

Attributes in the middle of the group at a later date without having to re number every Attribute.

- To remove an Attribute from a Group, set the form order to **0**.
- Form Width sets the Width of the Entry Field.

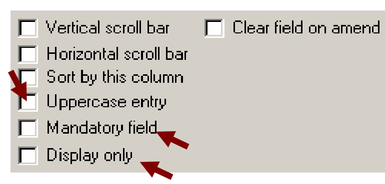
This should be set to the widest list item for drop down lists but no wider than 35. The standard field size is 12. Do NOT leave this at 0.

- Tab Order – order you want the Tabbing to go

Form height only applies to Character Fields where it is possible to increase the reading window size. Otherwise the default is a single row high.

- Upper case entry tick box

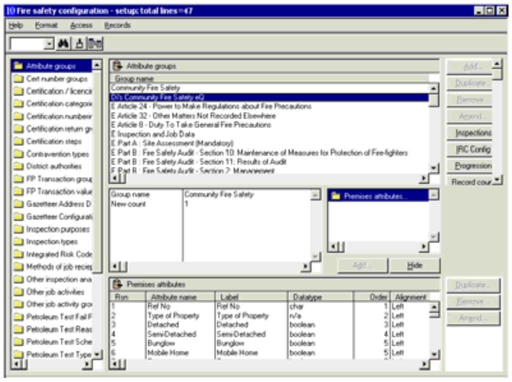
Is for Post Codes and sort by this column is an instruction for the sub menus to sort alphabetically by the attribute selected. Mostly used for Surnames Addresses etc.



To view the RRO form and see any changes made within the Attribute Groups, go to Fire Safety, FP Premises Records, Search for a Premises, Click on Inspections and Visits Sub Option, Click Add, Select FS Audit Inspection Type, Click Results button. Outside of the Audit Form, Attribute Groups will appear in Blue in the Record Card Submenu.

By setting up the profession type, it identifies the attribute as the last step in the job and therefore when the field is entered it auto closes the job. This could be a final date field, or a “Complete” tick box.

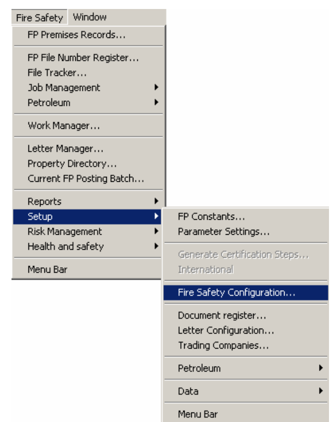
- List of options – make the question Mandatory or a Display Field etc
- Click onto the OK button



Repeat this until you have created all your columns for this ‘Attribute Groups’ as shown.

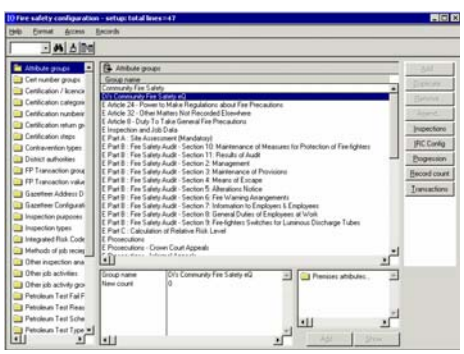
Activate the Attribute within the Sub Menu

To activate the Attribute Groups within the Sub Menu within the FP Premises Record Card or Inspection records



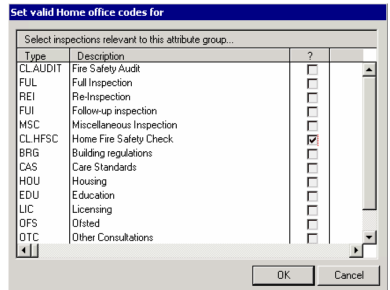
- Click onto ‘Fire Safety’
- Scroll down to ‘Set Up’
- Scroll over and Click onto ‘Fire Safety Configuration’

The Fire Safety Configuration window will appear



- Click onto the Attribute Groups folder
- Click onto the Attribute Group
- Click onto Inspections button

The Inspections window will appear

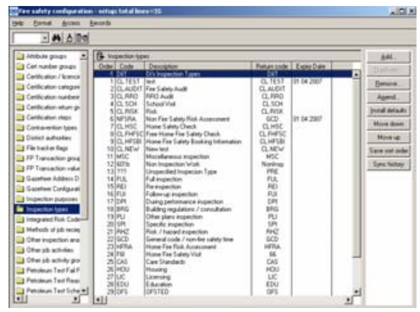


Type	Description	?
CLAUDIT	Fire Safety Audit	☐
FUL	Full Inspection	☐
REI	Re-Inspection	☐
FUI	Follow-up inspection	☐
MSC	Miscellaneous Inspection	☐
CLHFSC	Home Fire Safety Check	☑
BRG	Building regulations	☐
CAS	Care Standards	☐
HOU	Housing	☐
EDU	Education	☐
LIC	Licensing	☐
OFS	Ofsted	☐
OTC	Other Consultations	☐

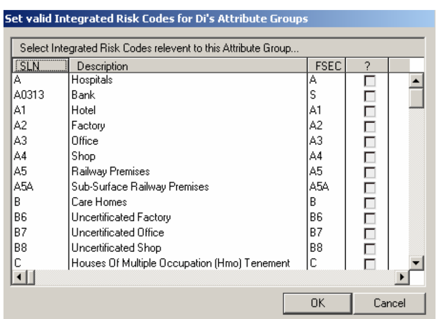
The Inspection type you select in this window is linked to the Attribute Group

- Select the Inspection Type Option(s) that are relevant to your Attribute Group.
- Click onto the OK button

The list that is in this Inspections window is setup in Fire Safety Configuration – Inspection Types folder.



The IRC Config (Integrated Risk Code Configuration) lets you know what type of Premises is linked to your Attribute Group by linking the FSEC code to the Attribute Group. i.e. Hospital, Factory, Shops etc



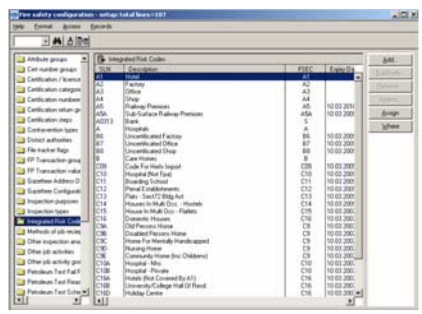
SLN	Description	FSEC	?
A	Hospitals	A	☐
A0313	Bank	S	☐
A1	Hotel	A1	☐
A2	Factory	A2	☐
A3	Office	A3	☐
A4	Shop	A4	☐
A5	Railway Premises	A5	☐
A5A	Sub-Surface Railway Premises	A5A	☐
B	Care Homes	B	☐
B6	Uncertificated Factory	B6	☐
B7	Uncertificated Office	B7	☐
B8	Uncertificated Shop	B8	☐
C	Houses Of Multiple Occupation (Hmo) Tenement	C	☐

- Click onto the IRC Config button

Select a valid Integrated Risk Code that are relevant to your Attribute Group

- Click onto the OK button

To Setup 'IRC Config' go to Fire Safety Configuration – Integrated Risk Codes folder



- Click onto Fire Safety
- Click onto FP Premises Record

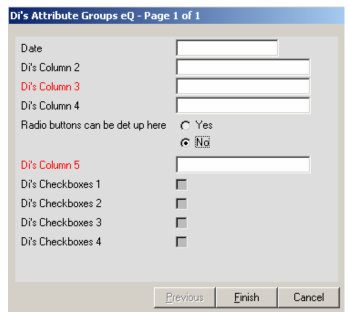
Find a Premises

Your Attribute Groups should be in the FP-Premises Record Card Sub-Menu.

The attribute we just created is in 'Green' (Inspection Attributes gives you the ability to view information – Inspection) so you can only view the information under this Attribute

As you can see I have created a form with the

1 Date
4 Columns
2 Radio buttons
4 Checkboxes

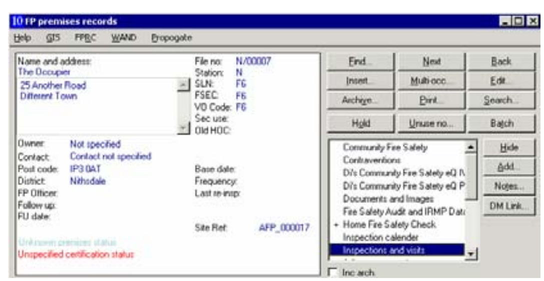


Even though you have created the outline of the form you will only be able to view (green in the sub menu) the information that has been entered somewhere else within the system. To activate the form (blue in the sub menu) you need to link it to Inspections…

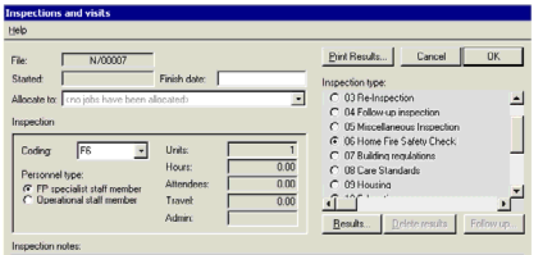
Blue – Premises Attributes means that there is a form attached to this Attribute
Black – Options that are hard coded by Sophtlogic – here you can add information
Green – Inspection Attributes gives you the ability to view information - Inspection

Within the Premises Record Card

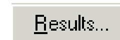
- Click onto Inspections and Visits option
- Click onto the Add button



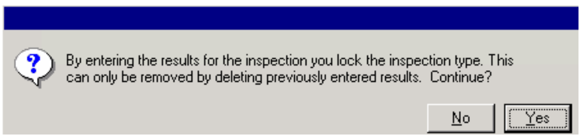
The Inspections and Visits window will appear



Within the Inspection Types box

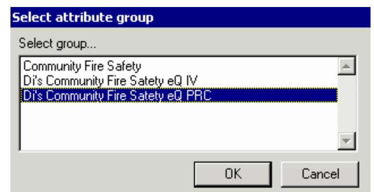
- Click 'Home Fire Safety Check' option
- Click onto the Results button 

You may get a dialog box pop up



- Click the Yes button

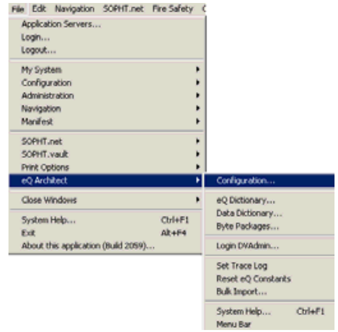
The 'Select attribute Groups' window will appear with the Attribute Groups you set up



Attribute Cluster

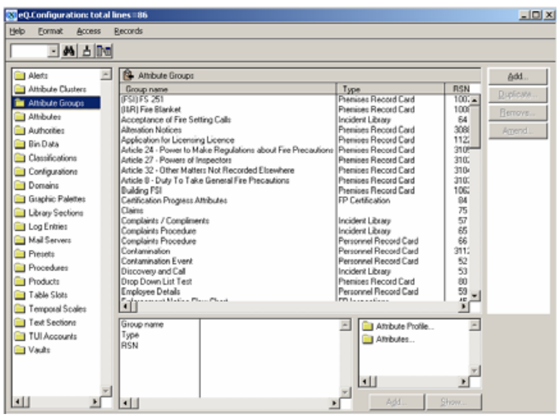
Attributes are linked together to form groups, which make a section of the RRO form for example.

An attribute cluster is a group of attribute groups and in the RRO audit form each group is a page within a cluster which forms the whole document.



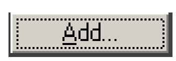
- On Global Navigator
- Click onto File
- Click onto eQ Architect
- Click onto Configuration

eQ Configuration window will appear



To Add an Attribute Group in to the Sub-Menu within the Premises Record Card

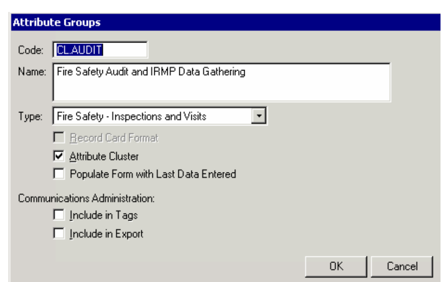
- Click onto the Add button



The Attribute Groups window will appear

The code field should be left blank, unless creating attribute groups for WAND or Atlantis, in which case the code needs to be "CL."

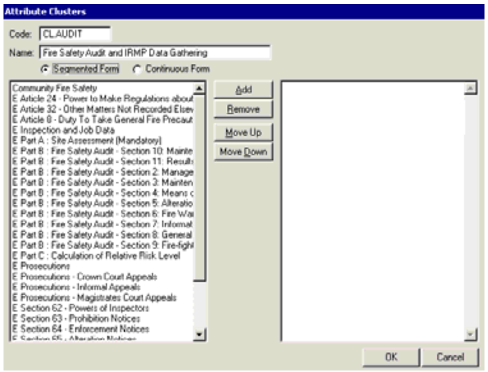
- Enter the name of the group
- Click onto the Type arrow
- Select the module area within the type drop down menu.
- Click onto the Attribute Cluster box
- Click onto the OK button



(It is not possible to add new types without further development work.)

Within the eQ Configuration

- Click onto Attribute Clusters folder
- Click onto the Attribute Cluster
- Click onto the Clusters button

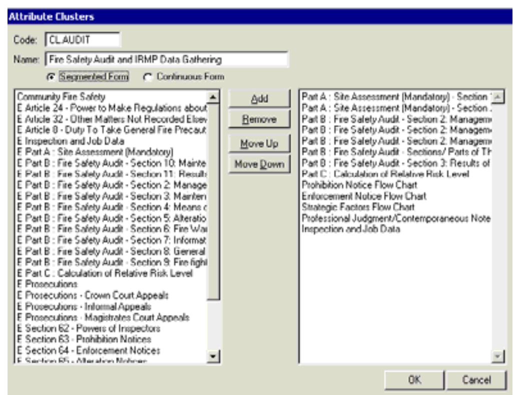


As you can see the Attribute Clusters Groups are listed in the left hand column

To select the groups you want in this Cluster

- Click onto the Attribute Group
- Click onto the Add button

Once you have finished selecting the Attribute Groups



Use the 'Move up' and 'Move down' buttons to put your Attribute Groups in the order you want the Cluster to be read/displayed.

- Click onto the OK button