

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

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FIELDS ARE STILL LEFT TO DO BEFORE THE 'COMPLETED' JOB CAN BE MOVED TO THE 'COMPLETED' LIST AND UPLOADED (CHECK-IN) TO THE J	
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ATTRIBUTE CLOSTER	

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

ð

• 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

Select Office
Help
Used by:
Absence Monitoring
Fire Safety HFRA
HR Support Information Technology
Macc Operational Planning
Personnel Rota's & Availability
Safety Training Centre
Training
OK Cancel



🔽 Ber

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

File Edit Navigation SOPHT.net Fire Safety Window

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

AIMS	Personnel
Query Manager	Training
Executive Information	Support Services
Returns and Indicators	Supplies
	Equipment Manager
Your Own Menu	BA Stores
	Finance
	Exchequer
Communications Administration	Fleet Manager
Operational MIS	Fleet Contractor
Operational Support	Water Supplies
Rotas and Availability	Fire Safety
	Risk Management
Station User	Spatial Integration (Atlantis)
Incident Command	Fire Reports

Navigation	SOPHT.net	IPDS	Personnel	PR
Activity N	lanager			
Messeng	er	0	Itrl+M	
Tools and	Accessories			≁
WAND M	obile	C	Itrl+Shift+Q	
Global Na	vigator	(Itrl+G	
Open Na	viBar			
Restore I	VaviBar			
Save				
Dynamic	Window Cont	rol		
PIN Logo	n			
PIN Logo	ut			
Listeners	Not Enabled.			
System H	lelp	(Itrl+F1	
Menu Bar				

Fire Safety

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

Click the left mouse button onto 'Fire Safety'

Adding Shortcuts to the Menu Toolbar

- 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.

File Edit Navigation SOPHT.net Fire Safety Setup Window

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.

Tab

4



Fire Safety Window

FP Premises Records.

Setup	Window
	ionstants meter Settings
	erate Certification Steps rnational
Fire	Safety Configuration
Lett	ument register er Configuration ling Companies
Petr	oleum 🕨
Data	a 🕨
Men	u Bar





Fire Safety Configuration

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

Fire Safety

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

File Edit Navigation SOPHT.net Fire Safety Window

- 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

<u>A</u>dd...



The 'Certification/Licensing Group' window will appear

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

Certification	/ licencing group
Help	
Code	64
Description	Home Fire Safety
	OK Cancel

A Eormat Access B	jecords			
Ambute groups	Cetificatio	n / licencing groups		Add.
Cert number groups	Code	Description		
a second second	CC CERT	Citizent charter Cetification	<u> </u>	Amore
Entitication categoria	KLM	Home Fire Safety Check	-	
	HFSC GA	Home Visits Home Fire Salety		Append
Certification return go	un	nuterile saley		Initialize
Certification steps Contravention types				JRC Config

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.

IRC Config



Certification Category

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

Add...

• 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

Fire safety configuration	n - setup: total lines #2	alci a
Help Earnal Access	Becords	
A AN		
Athèule groupe	Cetification categories	âdd.
Cet number groups	Code Description	Dickow
Centication category		Ermet.
Certification number		Against
Cetification return re-		

ΟK

Cancel

ertific Code

Code HFSC Description Home Fire Safety Check

ALAN

Home Fire Safety Check

Category

Attributes

Inc

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

Add...

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

- M 600					
Ambule goups	Cetification	ifun golge		-	645.
Cert number groups Certification / Icence Certification categore	SophCode	Raturn code	Bracipton	2	Datar.
Cetification number				1	Agend.

Certification	return groups		
Help			
Return code			
SophtCode	HFSC		
Description	Home Fire Safety Check		
		OK	Cancel

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

 By the solution solution of the solution of

Affects Return Groups:	Home Fire Safety Check.	€ Increase C Decrease	×
			-1

- H 5 M

- 🗆 ×

Add.

Moveup

USER USER USER

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

OK Cancel



The 'Certification Step' you have just entered will also appear in Fire Safety

Current Step:	101 Description: Phone call made to arrange HFSC
Date:	
	Select letter data
Choose Nest Step:	Nome Fire Safety Check, Reconsted Phone call models on sangle HPSC HPSC Not Warited Re-Assay Vial WSC Concellend Home Fire Safety Check, Completed

 Steel progress stages relevant to this abbut goop...

 Target Description
 Could Reputed abbut goop...

 10
 Provide Steel Steel

Contravention Types

The Contravention Types enable the recovery of user definable Contraventions.

Configuration – Attribute Groups – Progression.



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

<u>A</u>dd...

- 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.

Geb .		
Date		
Type	Please Select	
Isb Number	Please Select Block of Eur	
Prosecutions	INS Contraction Types	
Details	Door Sealed Door Wedged Fee Door	

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

District authoriti	ies
Code:	DIDA
Name:	Di's District Authorities
Planning officer:	Diane McGovern
Address:	57/67 Fore Street
	Ipswich
	Suffolk
Post code:	IP4 1JL
STD code:	01473
Telephone:	522225
Fax:	
Last number:	
	OK Cancel

Add..



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

<u>S</u> tations	

Help Format Access	Becon	ds				
- M 5 N	1					
🔄 Altribute groups 🛛 💌	1	District authorities				Add
Cert number groups		d Name	Add part1	Add part2	Add per	Duploate
Certification / licencia	AE	Annandale & Eskdale			~	Tobaccasa
Certification category	DO DO	A D7s District Authorities Nithodale	57/67 Fore Street	lpswich	Sullok.	Benove.
Certification numberir	s	Stewarty				Amend.
Certification return ge	Ŵ	Wigtown				
Certification steps			N			Station
Contravention types						
District authorities		1				

The Valid Locations window will appear

Code	Location Annandale & Eskdale		?	
ΑE	Annandale & Eskoale Nithsdale			<u> </u>
N				
5	Stewartry			
N	Wigtown	-		

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

elo Eormat Access	Becords						
Absence Levels	-		Organisations		1		êdd.
Availability Profile	Focus	DG	Name Dumfries & Galloway Fire 8	Telephone	Fax	Section NO A	Diplición
Classifications	10	100					Bernove
Cost Codes		I					Amend
Functions		I					Focus

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.

Add...



Help Bormat Access I	Becords						
- 4 5 DO							
Absence Levels	B Digt	ades And C	Organisations		31	1.5	êdd.
Availability Profile	Focus	Code	Name Durstees & Galloway Fire I	Telephone	Fax	Sector	Dustowe
Brigades And Organs	-	015010	Dr's Brigades and Drganis		-	YES	Bernove.
Cost Codes							Amend
C Exections			K				



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

Locations		
Please enter the rele	vant details for this location:	OK. Cancel
Code:	EstabCode:	Type:
Name:	Dr's Station	None 🖂
Address:		Whole time Retained
		Day manning
		RT/WT/DM Other
		<u>×</u>
Division:	0	Retained
Telephone:	Organisation	Dumities & Galoway Fire &Rescue Service
Pay location code:		Dr's Brigades and Organisations HQ
T by second code.		

口書の思く

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.

Assign...

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



- Click onto the Station
 - Click onto the Select button

<u>S</u>elect

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



lp Eormat Access	Becord	8				
- <u>A</u> 5 00						
Attribute group:		District authorities				êdd
Cert number groups	Cox	5 Name	Add part1	Add part2	Add par	Dealasta
Certification / licencia	AE	Annandale & Eskdale			~	Doplicata.
Certification categoria	DIDA	A Drs District Authorities	57/67 Fore Street	Ipswich	Sullok	Bemove
	N	Nithodale Stewartu				Annual
Certification numberir	ŵ	Widtown				Amend
Certification return gr	1"	and Arrested				Stations
Certification steps						
Contravention types						

	Leaving Programs	FS Fire Salety Locations	
ocations'			

- A 5 80

Finda

Absence Levels

Classification Cost Codes

Here you can assign as many Stations to that District

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

٠

Enter a Telephone Number •

Enter a Availability Code

Click onto OK

This is what you entered in the Brigade & Organisation Folder

Choose an Organisation

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

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

O Personnel Configuration	n: total lin	es=5					- 6
gelo Earnat Access	Becorde						
· M 6 M	1						
🗀 Absence Levels 📃 🚊	Saved o	ueries .	_	_	1000		644
🔁 Avalability Picilie	6	Find to	n		al to	-	Duricare
Bigade: And Digani							Benove
Classifications	1					10,00	-
Cost Codes	and the second	ations	_	_		- 12	Agend.
Leaving Events	RSN	Code	La		Name	Actes	Confleg_
	PON	AE	Division	Other	Annandale & Eskdale	NO =	Cost Analysi
Leaving Programs	6	DISTA	1	Retaned	Dris Station	NO	
Location Attributes	1	N	N	084	Nithodale	NO NO	Eunct Ptolle
Locatoria	3	Ś	S.	Other	Stewarty	NO	Inventory

Locations				
Please enter the rele	vant details for this location:		\rightarrow	OK Cancel
Code:	DI STA EstabCode:	W	_	Туре:
Name:	Di's Station			None 🔺
Address:	Enter Station Address		_	Whole time Retained
				Day manning BT/WT/DM
				Other
				<u></u>
Division:	1			Retained
Telephone:	01473 522225	Organisation:	Dumfries & Galloway Fire & R	escue Service 🛛 🔺
Pay location code:			Di's Brigades and Organisati	ons HU
Fax:				
Sort number:			N 1	
Finance code:				
Availability code:	DI STA			
Availability class:			J	Ŧ
Effective from:	Effective to:			
Notes:				





- Add...

J

41 소 18

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.

Altibule goups 📩	Saved queries				2		<u>641.</u>
Cet number groups	G Find premium	fle ret.	equila.				
Certification / licence Certification Latergon	1000		1.1 2			21	
Centication numbers	×1.000					e li	1
Certification return ge	Careten Add	en Data					
Certification steps	Premines File No	Prot Code	House Number/Na	Sub Building Name	Addess Line 1	_	
Contravention types						34	
District authorities						1.1	
File backer flags							
FP Transaction group							
FP Transaction value							
Gapetreer Address D							
Gazeteer Configurati							
Impection purposes							
Inspection types							
Integrated Risk Code							
Methods of sits more							
Other impection ana							
Other job activities							
Other job activity pro-							
Petroleum Text Fall F							
Patoleum Text Reas							
Petoleun Test Reas						-1	
	11					•	

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



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

deleterated Research and the	- setup: total li lecords			
Attribute groups	Code Dep	surposes	Default inspection	 Add
Certification (Section Control (Control (Contro)	PLDG IIIdg I FULL Comp DP Duriny USER Fre S FUI Folov HFRA Home MISC Misce MISC Misce NONINSP Non I PLAN Drher PRILUC Pre-P REI Re-In RISK Risk I	Regs Plan Inspection dete inspection of Ptemises g Performance Safety Publicity Event w up inspection e Fire Risk Assessments ellaneous Inspection	BRG	 Doplove Benove Activity

Click onto Inspection Purposes folder

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

Click onto the Add button

<u>A</u>dd...

The Inspection Purpose window will appear

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

<u>C</u>ode...

•

• Enter a Code (usually of the description)

Code	
Help	
Please enter the relevant code:	Cancel OK

- Ubb

 Please enter the selevant details for this inspection purpose:

 Desclation:
 D11 Inspection Purposes

 Select
 Code

 Repetition type
 Expection type

 CL RFO
 Final-school type

 LL RFS
 Rink

 LL RFS
 Rink

 LL RFS
 Final-school type

 LL RFS
 Final-school type

 LL RFS
 Final-school type

 LL RFS
 Home Stady Deck.

 LL RFS
 Home Final-School type.

 LL RFS
 Less type type.

 LL RFS
 Less type.

 LL RFS
- 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.

elp Eormat Access	Becords				
· # 500					
Attribute groups 📃 🔺	P Inspe	ction purposes			Ådd.
Cert number groups	Code	Description	Default inspection		Duplical
Certification / licencie	BLDG	Bidg Regs Plan Inspection	BRG	×	Tobaca
Certification category		Complete inspection of Ptemises During Performance	IFUL		
Certification numberin		Fire Safety Audit	CLAUDIT		Amend
Certification return gr	USER	Fire Safety Publicity Event	MSC		
Certification steps	FUI	Follow up inspection Home Fire Risk Assessments	FUI		Assig
Contravention types		Home Fire Hisk Assessments Home Fire Salety Visit	MSC R6		
District authorities	MISC	Miscellaneous Inspection	MSC		
	NFSRA	Non Fire Safety Risk Assessment			
File tracker flags		Non Inspection Work. Other Plan Inspection	Non		
FP Transaction group		Pre-Petrol Licence Inspection	PRE		
FP Transaction value	REI	Re-inspection	REI		
🚞 Gazetteer Address D	RISK SP	Risk Hazard Inspection	RHZ		
🚞 Gozetteer Configurati		Specific Inspection D/s Inspection Purposes	SPI		
Inspection purposes	or off	ALL REPORTS AND ALL REPORTS			
Inspection types					
Integrated Risk Code					
Methods of job recies					
Other inspection ana					
Other job activities					
Dther job activity grov					
Petroleum Test Fail F					
Petroleum Test Reas Petroleum Test Sche					

Inspection Types

Within the Fire Safety Configuration window

- # 5 Pd						
Anbute groupi	B Inspection to			2		êdt.
Cert number groups	Dider Code	Description Fee Safety Audit	Return code	Expiry Date		
Cetilication / licence	3 0.880	RPD Aug	CLAUDII CLARO		-	Benove
Certification calegosis	4 CL SCH	School Visit	CL SOH			
Certification numberin	5 CL RISK	Fish	CL.RISK		10	Agend
Certification lettern ge-	E NFSFLA 7 CL HSC	Non Fee Safety Rick Assessment Home Safety Oxeck	DCD CL HSC	01 04 2007		Instal delauto
Certification steps	II CL FHFSI	Free Hone Fae Salety Check	CL FHIPSC			
Contravention types	9 CL.HFS8		CL.HF58I			Move down
District authorities	10 CL.NEW 11 MSC	New test Miscellaneous inspection	CL.NEW MSC			Moveup
File backer face	12 6015	Non Impection Walk	Noring			Save out out
FP Transaction group	13 777	Unspecified Inspectors Type	PRE			
IP Transaction value	14 FUL 15 RD	Full respection Re-expection	PLK, PLD			Spect Rechtery
Gazetteer Address D	15 PEL 16 FL	February intection	PLD FUE			
Gazetteer Configurati	17 0/1	During performance inspection	DPt			
I Impection purposes	18 ERG	Building regulations / consultation	BRG			
Impection types	19 PU 20 SPI	Other plans inspection Specific inspection	PLI			
I Integrated Risk Code	21 FHZ	Risk / hazard inspection	RHZ			
	22 GCD	General code / non-fae salety time	GCD .			
Methods of job recirg	23 HFFA	Home Fee Rick Assessment	HEBA			
0 he injection ana	24 FB 25 CAS	Home Fire Salety Viol Care Standards	66 CAS			
Other job activities	25 HOU	Houghd	HOU			
Other job activity gro-	27 UC	Licensing	LIC			
Pétsieun Test Fail F	28 EDU 29 DFS	Education	EDU		-	
Petoleum Test Fleas	29 015	DFSTED Other Consultation	OFS			
Petoleun Test Sche ×	31 OF54	Other FS Activity	OFSA		-1	

• Click onto Inspection Types folder

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

Click onto the Add button

<u>A</u>dd...

- 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

Inspection type attribut	25		
Help			
Type code: Di's IT	Type return c	ode: Di's IT	
Description: Di's Inspection	Types		
Expiry Date:			
Apply only to these premises	states:		
Inspection type attributes			
Premises state		Include	
Steps Notice Issued			
Granted Exemption during c			
Premises Granted Exemptio			
FP Act Cert. in Force (Initial			
Factory Act/OSRA Certifica		- E	
FP Act Cert. in Force (Repla	ce 61/63 Cert)		
FP Act Cert in Force (Ameni	ied/Relssued)		
Unspecified Certification Sta	itus		
Application Cancelled			
Awaiting Steps Notice to be	Issued		
Extension of Time Granted			_
	OK	Car	ncel



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

Enter the Det	ails			
Help				
SLN:	U	FSEC: L		
Description:	Licensed Pre	emises		
Expiry Date:				
Inspection type	a profile:			Life risk
Integrated R	isk Codes			
Inspection ty	pe			Permitted?
Free Home Fir	e Safety Chec	*		× •
test				<u> </u>
Care Standard	ls			N
Housing				ব
Licensing				
Education				
OFSTED				
Other Consult				
Other FS Activ				
Self Accessm				
Other Explosiv				
Firework Regu Di's Inspection				- 3
Dis inspection	1 Types			M 🗸
			OK	Cancel

FP Transaction group.	rtegrated Flisk Codes			. 646.
FP Transaction value SUN	Description	FSEC	Expery Dia	
Gatelleer Address D E290	Licensed Eigkosves State Other Eigkosves Work	E29 E29	10 03 200.	1100000
Gazettee Configurati E200	Petrol Filing Station	8.02 N	10 03 200	Benove
Inspection purposes E	Hosteli	£		Apend
Inspection types F01 F02	Publicity Events Faie Safety Talka - Home	自殺	1.1	Arrig
Integrated Rick Code FOR	Fi Quizzes	F5		
Methods of job recies F6	Conexurity Fee Salety Property	F6	- C.	When
Other inspection ana F07 F01A	Fire Investigation Attendance At Display/Exhibition	F7 F1		
Other job activities	Hot Spot & Leaflet Campaign	F1		
Other job activity grov F03A	Fs Talk - School Key Stage1	F3A		
Petroleum Test Fal F F038 F03C	Fs Talk - School Key Stage2 Fs Talkz - School Key Stage314	F38 F3C		
Petroleum Test Reas F44	Fs Talks - General	F44		
Petroleum Test Sche F048	Fs Tak - Traning/Instruction	F4B		
Petroleum Test Type	Hotels Non Inspection Watk	6	10 03 200	
Petoleum Tecting Cc G	Houses Converted To Flats	ă	10 00 200	
Premises status code	Other Sleeping Accomodation	н		
Red book communic	Further Education Public Buildings	1		
Risk profile factors	Licensed Prenistes	1 L		
Tank Fuel Type N	Schools Shops	M N		
Tarik Interstitial Methy P	Other Phenices Open To The Public	P		
Tarik Relined Metho	Factories And Watehouses	R		
Trader registration by	Offices	5		

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

•	Enter a FSEC Code – will be
•	Enter a Description of the C

- Click onto the OK button

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

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

To see where else the Inspection Types will be displayed

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

Integrated Risk Codes

DI LT/00001

Finish (

Print Results...

ſ

Cancel

.

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

(Lung)

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

Add..

Click onto the Add button



e supplied by DCLG

- Code
- Select a Inspection Risk Code



SLN I	PSEC	
Description		
E aprile D alles	6	
Inspector type profile		C Lines
hing and Risk Co.		(
		Persited
Propercient type Free Hume Free Lale	ly Deck	E .
led Can Stanleds		
Cen Standards		1 2
Licensing		
Education		F
OFUTED		
Other Consultation		D
Other FS Activity Left Accessment		E
Other Explosive Acti		CCC.
	2004	

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

<u>A</u>dd...

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

Enter receival method			
Help			
Receival method code:	MJR System only		
Receival method description:	Di's Method of Job Receipt		
	Bring forward reason		
	Method of receipt	Cancel	OK



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.

Received by	E-Mail	5
umame)	E-Mail Facsimile	-
D	Automatic Follow-up Di's Method of Job Receipt	_
Create follow u	Other	
ollow up date:		
nspection type	Follow-up inspection	٠
y whom		•
eason	EMai	-
o do	E-Mail Factimile	-
	Automatic Follow-up D/s Method of Job Receipt	_
	Dis Mendo of 300 Necept	-

Other Inspection Analysis

Other Inspection Analysis is a further breakdown of Inspection Types

Within the Fire Safety Configuration window

ire safety configuration - sets p Eornat Access Encords		
- A 500		
Attubute groups 🔺 📴 (Iher inspection analysis	Add
Cert number groups Code		Duplost
Cetification / licencia AGC	Agency Work	×
Certification categoria WPR	Home Rick Assessment Work Place Regulations	Eemove
Cetification numberir AGE0	P1 STo 10 Years	
Certification return on AGEO	P2 10 To 15 Years	
Certification steps		
Contravention types		
District authorities		
File tracker flags		
FP Transaction group		
FP Transaction value		
Gazetteer Address D		
Gazetteer Configurati		
Inspection purposes		
Inspection types		
Integrated Risk Code		
Methods of job recies		
Other inspection ana		
Other job activities		
Other job activity grov		
Petroleum Test Fail F		
Petroleum Test Reas		
Petroleum Test Sche		-1
	1	1

Enter a description of the Code

Click onto the OK button

Enter a Code

•

.

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

<u>A</u>dd...



	Fire safety configuration - setup: total lines: 7 Ib Format Access Records			
- M A Da				
Anbute goues 🔳 🖪	Other supection analysis	8dd.		
Cert number groups	ode Description	Deter		
Certification / Icencia	C Agency Walk M. Home Rick Assessment			
	PR Work Place Regulations	Benove		
	action 5 To 10 Years	Agrend		
	IEGP2 10 To 15 Years 04 0/1 Other Inspector Analysis			
Certification steps	on prone estevalue and			
Contravention types				
District authorities				
Ele tacker fags				
FP Transaction group				
IP francaction value				
Gazetteer Address D				
Gazetteer Conligueat				
inspection purposes				
inspection types				
Integrated Rick Code				
Methods of job recies				
Other inspection anal				
Other job activities				
Other job activity gros				
Petroleum Test Fail F				
Petroleum Tect Reas				
Petroleum Text Sche		-1		
J 2 4				

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



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

iroup code:	D'sOJAG
lame:	Di's Other Job Activity Group
	C N/a
	C Returns into IRMP Returns Inspection Hours
	 Returns into Inspection Hours
	C Returns into Inspection Admin Hours
	C Returns into Inspection Travel Hours

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

C	ategory -	attribute	5		
	Code	DI'S OJA			
1	Description	Di's Othe	r Job Activities	 	
		Di's Othe	r Job Activity Group		-
	Туре	Time	C Value		
				 пк	Cancel

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

<u>A</u>dd...

- Enter a Code
- Enter a Description of the Code

Time = Records Hours and Minutes Value = Records Number

Click onto the OK button

Category -	attributes
Code	DI'S OJA
	Di's Other Job Activities
	OADMIN
Туре	© Time ⊂ Value
	0K Cancel

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

the formal decreas	Becards			
- M 5 80				
Anbule goups 🔳	Churge a	Selec	-11	646
Cet number groups	Category	Ownerghion	Display Date	S Daw or D
Cetification / Icerce	ONSP	Other Admin Other Inip	1 2	Bencon.
Certification categore	OTRAVEL	Other Tiavel	3	and the second second
Cethcation number	OFS BAR	DVs Other 5(8 Activities		Agend.
Catilication return ge				IFIC Config
Certification steps				Maxe down
Contravention types				
District authorities				Maneup
File backer flags				Save set ade
FP Transaction-goug				
Gaptieer Address D				
Gazetteer Addeus D				
Inpediat pupper				
Inspection types				
Integrated Risk Code				
Mathada of job recies				
Other respection ana				
Offer all activities				
Other ids activity gas				
Patroleum Text Fall F				
Petroleum Test Reas Petroleum Test Scherer				4
1 1	11		1	4

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	Se la compañía de la comp
Ч	3

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

Other job activity		<i>V</i> .
Activity	Allocated to	
🛇 Other Admin	0	_
	Date Hrs: 0 Mins:	0
🛇 Other Insp	0	
	Date Hrs: 0 Mins:	0 -

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

<u>A</u>dd...

- 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
 <u>Assign</u>

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

IRC Config

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

SLN:	L FSEC: L
	Licensed Premises
VD:	DIVOC - Di'S Vo Codes
Secondary use:	DIVOC - D/S Vo Codes
Risk:	CR - Licensed - Restaurant PL1 - Night Club
	CL - Public House

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

Fire Safety

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

<u>F</u> ind	<u>N</u> ext	<u>B</u> ack
Insert	<u>M</u> ulti-occ	<u>E</u> dit
Archi <u>v</u> e	<u>P</u> rint	<u>S</u> earch
H <u>o</u> ld	<u>U</u> nuse no	Ba <u>t</u> ch
Appeals	▲ S <u>h</u> ow	
Associated re	<u>A</u> dd	
Contraventions Documents and Images		Notes
Enforcement r		
File tracker		
Inspection ca		
Inspections a		
Job managem	•	

 Fire Safety
 Rotas and Availability

 FP Premises Records...

 FP File Number Register...

 File Tracker...

 Job Management

 Petroleum

 Work Manager...

 Letter Manager...

 Property Directory...

 Current FP Posting Batch...

 Reports

 Setup

 Health and safety

 Menu Bar

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.

File tracker
Fire Safety Audit and Data Gath
Home Fire Safety Check
Inspection calender
Inspections and visits
Job management
Licenses
Number of Floors
Prohibition Notices

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
 <u>Search...</u>

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



Pecords fo	und			Dint list.
File number A&E /00000 A&E /00061 A&E /00031	HD Code B B F	Dala Dalarian Nursing Home Days Inn	Address Dala, Low Road, Hightae, Lockerbie Dalastan Nursing Home, Holmwood C Welcome Break Travel Lodge, Days	Open.
BEX00001 W/00003 AXE/00040 S/00023	F F H1	OYS Restaurant 1 Downshine Annel Hotel Dryferddale House Hotel Dunguale Guest House	126 Gregel King Steel, Leokom 10 14 Boenhalte Note Man Steel. Dufender House Hotel, Diyfebridge, Durgele Guert House, 74 Queen Ste	

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.

Find...

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

 54 Line Store
 150,0
 1

 94 Line Store
 100,0
 1

 94 Line Store
 1
 1

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

<u>B</u>ack

<u>N</u>ext

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

This is the first record where File name Contains DI

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.

 Next
 Back

 Back
 Back



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.

	- <u>M 5 Do</u>			
Saved	Find post town	begins with	Stranraer	1
<u>.</u>	Premises File N Post Code Organisation N House Number, Sub Building No Address Line 1 Address Line 2 Address Li	- Not arme Gree Name Less End Con Is e Is n Doe ality Name Doe	al to equal to than or equal to than or equal to than or equal to tains swith tains for to empty to empty s not begin with s not end with s not contain	
	X Co-ordinate Y Co-ordinate Change Type Change Date Address Type Flex Field 1		- -	

• 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



Property Directory					
elp Eormat Access B	ecords				
···					
Saved queries:					
Find post town	begins with	Stranser	-		
			~1	Brittor	
•			1	Attend.	

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

· M A	0×0					
Saved queries		· P				Add
Find post town	-	begins with Strai	nraer		*	Duplicate
					-1	- 五HINDYL
4		1.0.0			<u> </u>	Armend
Gazetteer Address Parmises File No	Data Post Code	Organisation Name		Sub Building Name	Address Line 1	Register
	28X 4N DG8 DA8 DG9 DAA DG9 DAA DG9 DAA DG9 DAA DG9 DAA DG9 DAA DG9 DAA DG9 DAA DG9 DAA DG9 DAB DG9 DAB DG9 DAB DG9 DAB DG9 DAB DG9 DAB DG9 DAB DG9 DAB DG9 DAB DG9 DAB	D A AUTOPARTS LTD THE LANDMARK TRUS	123456789101112		DA AUTOPARTS LTC. CASTLE OF PARK CASTLE OF PARK CASTLE OF PARK CASTLE OF PARK CARNED DIGGE HIGHRED HIGHRED HIGHRED HIGHRED HIGHRED HIGHRED CARNASMORE BENNE CARNASMORE BENNE CARNASMORE BENNE CARNASMORE	<u>V</u> ew



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 ...

10 Property Directory: total lines=9007	
Help Format Access Records	
	Above the search box there is a toolbar
Saved queries:	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



0 Property Directory: tota	l lines=9007	
<u>H</u> elp <u>F</u> ormat <u>A</u> ccess	<u>R</u> ecords	
- <u>M</u> 5 PT		
Saved gueries:	-	
· · ·		
Find post town	begins with	Stranraer
Find post town	begins with	1
4		

10 Property Directory: total lines=9007					
Help Format Access R	ecords				
· M 1 [10					
Saved queries:	•				
Find post town	begins with	Stranraer			
Find locality name	begins with	PortPatrick			
•					

Saved queries:						Add
Find post town	n_ [transaet	0		Duplcate
Find locality nar	ne	begins with P	ortpatrick			Benzye
•	_					Agend
Gazetteer Address	Data					and the second of the
and the second second second second second second	Post Code	Organisation Name	House Number/Na	Sub Building Name	Address Line 1	Braster
w/700003.	DG984G DG984G DG984G DG984G DG984G DG984H DG984H DG984H DG984H DG984H DG984L DG984L DG984L DG984L DG984L DG984L DG984L DG984L DG984L DG984L DG984L DG984L	PORTPATRICX REPE POST OFFICE COUNT	AT 2 4 6 1 1 4 16 18	DORNOCH Aguid Station Priminnoch Bungald	PORTENTICULETE ENDOL TARM ENDOL BADA ENDOL RAM ENDOL RAM ENDOL RAM PORTINIC FAMILE PORTINICATION PORTINICATION MARYNULE COWINSHIE ALSA 10 14 DOWNSHIE ALSA 10 14 DOWNSHIE AN SA 10 14 DOWNSHIE DOWNSHIE AN SA 10 14 DOWNSHIE AN SA 10 14 DOWNSHI	

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



10 Property Directory: total lines=13						
Help Eormat Access Records						
Saved queries:						
\diamond	Find post town	begins with	Stranraer			
Find locality name begins with Portpatrick						
Find post code begins with DG9 8LE						

• 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.

- A							
Saved queries:			.0				\$66.
S Find post I	town	begins with	Strane	301		*	Dubleave
S Find locality	name	begins with	Portpa	trick			
Find post of	code	begins with	DG98	LE		-1	Benove
	1					1	Amend
🖇 Gazelfeer Add							Bepater
Premises File No	Post Code DG9 8LE DG9 8LE DG9 8LE DG9 8LE	Organisation Na			Sub Building Name	Address Line 1 HOUSE O HILL KNOCKAVAA LAGWINNAN LIGHTHOUSE COTTA MELVIN LODGE GUE	<u>V</u> an

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

FP premises rea	cords				
Help					
Please enter the relevant premises details:					
Station:	Coleraine Fire Station				
File numbering options:					
	📀 Main premises 🕐 Occupant 🔲 Manual				
File no:	N21 / 12802 / Auto Check				
Name:	THE BIG 'O' RESTAURANT				
Address:	19 NEW ROW Segmented Address				
	<u> </u>				
Post code:	BT52 1AD Site Ref: AFP_137345				
District:	Coleraine Borough Council				
V0 Code:	B8 - Shop (Non-Cert)				
Secondary use:	•				
SLN:	B8 FSEC: B8				
	Shop (non-certifiable)				
Risk:	L				
	🗖 1(1)d				
	0K Cancel				

FP premises rec	ords					
Help						
Please enter the relevant premises details:						
Station:	Unknown (un-geocoded					
File numbering op	tions:					
	Main premises C Occupant □ Manual Manual					
File no:	\$\$\$ / 185544700 / Auto Check					
Name:	THE BIG O CAFE					
Address:	19 NEW ROW SUBURDS COLERANIE AND SUBURDS LONDONDERRY BT52 TAD					
Post code:	BT52 1AD Site Ref: 187265704 •					
District:	×					
V0 Code:	7?? - Unknown Use					
Secondary use:	•					
SLN:	N050 FSEC: N					
Risk:	۲ ۲ (۱۱) ا					
	OK Cancel					

• Click onto the 'Segmented Address' button

Segmented Address...

Premises address		Premises addre	55
Help		Help	
OS address index:	USER_FP F Set As Primary Addres	OS address index	USER_FP 🔽 Set As Primary Address
Post Code	BTS2 TAD	Post Code	BTS2 TAD
Organisation		Organisation	THE BIG D CAFE
Building Number		Building Number	19
Address Line 1		Address Line 1	NEW ROW
Address Line 2		Address Line 2	
Address Line 3		Address Line 3	
Postal Town		Postal Town	COLERAINE
Locality		Locality	
Locality		Locality	COLERAINE AND SUBURBS
County		County	LONDONDERRY
Sub Building		Sub Building	
Department Name		Department Name	,
X Corordinate	0 Change type:	× Corordinate	204001 Change type: AUTO
Y Corordinate	0 Change date:	Y Corordinate	432322 Change date:
Flex field 1		Flex field 1	6552
Flex field 2		Flex field 2	N050
Flex field 3		Flex field 3	
Flex field 4		Flex field 4	
Flex field 5	,	Flex field 5	N
	, 		OK Cancel
	OK. Cancel		UK. Cancel

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.

<u>A</u> dd
<u>D</u> uplicate
<u>R</u> emove
A <u>m</u> end

<u>R</u>egister... ⊻iew...

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

· #								
Saved queries			. 5	1 1 1 1 V			1	
S Find post	own	begins with	\$40	ntaet				Duplicate.
Find locality		begins with		patrick.			1-	Return.
C Find post o	ode.	begins with	106	BRE		2	4 -	Areend
Gazetteer Add	err Data		_				t i i	
Premises File No	Post Code	Organisation Na	ce.	House Number/Na	Sub Building Name	Address Line 1	14	Register
w/00010	DG9 8LE DG9 8LE DG9 8LE DG9 8LE DG9 8LE DG9 8LE					HOUSE O HILL KNOCKAVAA LAGWINNAN UGHTHOUSE COTTA MELVIN LODGE GUE KOUNT STEWART		⊻iew
	DG9 8LE DG9 8LE DG9 8LE DG9 8LE DG9 8LE DG9 8LE				CULCORY FURAN SOUTH ACRES CATEVENNAN	OLD LIGHTHOUSE SOUTHOLIFF SOUTHOLIFF SOUTHOLIFF SOUTHOLIFF SOUTHOLIFF	Ì	

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.

FP premises records

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

<u>R</u>egister...

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

Help							
Please enter the relevant premises details:							
Station:							
File numbering op	tions:						
	💿 Main premises 🕐 Occupant 🔲 Manual						
File no:	/ NEXT / Auto Gheck						
Name:							
Address:	NOUNT STEWART HOTEL Segmented Address D PORTAPATIEK STRANRAER DG3 8LE						
	DG9 8LE Site Ref:						
District:							
SLN:	FSEC:						
V0:							
Secondary use:							
Risk:							
	□ 1(1)d						
	OK Cancel						

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

FP premises records	
Help	
Please enter the relevant premises details:	A list of Stations starting with that letter will be in the drop down list – as shown
Station: White Watch File numbering opt White Watch White or Wigtownshire District Team	Double click and Select the station
File no:	

Auto.

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

District:	Wigtownshire	•	
-----------	--------------	---	--

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

The File Numbering Options	File numbering options:				
3 1	C Main premises	C Occupant	🗖 Manual		

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

	• Main premises C 0	ccupant 🔲 Manual		
File no:	W / 00001	1	Auto	Check

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.

	Main premises C Decupant 🔲 Manual	As you can see the first box under File Number a letter has appeared
File no:	W / NEXT / Auto Check	- 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'.

	 Main premises 	C Occupant	🗖 Manual		
File no:	W / 00001	1	1	Auto	Check

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.

Mount Stewart Hotel Name: Enter the Name of the Premises

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

Address:	MOUNT STEWART HOTEL PORTPATRICK STRANRAER DG9 8LE	Segmented Address 🔺
	DG9 8LE Site Ref:	•

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 ٠

Segmented Address...

jelp		
OS address index	APX6AX8D5895TTEG20	
Post code:	DG9 8LE	
Organisation name:		
Duilding number:		
Address field 1:	MOUNT STEWART HOTEL	
Address field 2		
Address field 3:		
Post town:	STRANRAER	
Locally name:	PORTPATRICK	
2nd locality name:		
County:		
Sub building name:		
Department name:		
X coordinate:	200031000	Flex field 4:
Y coordinate:	553901000	Flex field 5:
Change type:		Flow field 6:
Change date:	23 07 2007	Flex field 7:
Address Type:		Flex field 0:
Flex field 1:		Flox field 9:
Flex field 2:		Flex field 10:
Flex field 3:		_

⊻iew...

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:

А

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	SLN:	F	FSEC: F
list or a description of the code will appear in the box below	SLN:	F FSEC	2 F
	V0:	Fire Safety Risk Inspection	v

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

Hotels

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

No records found which start with or contain Wine Bar	
	OK

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

SLN:	F FSEC: F
	Hotels
V0:	CR1 - Cafe

Click onto the VO arrow •

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

V0:	CR1 - Cafe
Secondary use:	CR1 - Cafe CH2 - Guest House (B&B)
Risk:	CH - Hotel
	CH3 - Motel

•	Choose the correct VO Code	

Click onto the OK button •

V0: CH - Hotel -

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.

	•
Secondary use:	Registered Childminder
Risk:	Residential Care Private
	Restaurant Retail Warehouse
	Riding Stables
	1005
Hisk	: 4005 🔽 1(1)d

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 ٠

You should now be back to the Property Directory window

riease enverine	elevant premises details:
Station:	Wigtownshire District Team
File numbering of	
	C Main premises C Occupant IT Manual
File no:	W / 00001 / Auto Ched
Name:	Mount Stewart Hotel
Address:	MOUNT STEWART HOTEL PORTPATRICK STRANRAER DG98LE
Post code:	
District:	DG9 8LE Site Ref. AFP_000008
SLN:	F FSEC: F
SUNC	Free F
V0:	
Secondary use:	Riding Stables
Risk:	1
	□ 1(1)d

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

Saved queries:				1		
S Find post I	Circle 1	brains with	Sharran		-	Dodicate
S Find locality		begins with_	Portpatrick			1.1.0-0.1.
S Find post o		begins with	DG98E		-	8mm
1	1				1	Amend
🚱 Gazetteer Address Data						Begister
Premises File No	Poit Code DG9 0LE DG9 8LE DG9 8LE DG9 8LE	Organisation Nam	e House Number/Na	Sub Building Name	Address Line 1 HOUSE 0 HILL KNOCKAVAA LAGWINNAN LIGHTHOUSE CDTT/	Yer.
w//00010	DG9 BLE				MELVIN LODGE GUE	
w/00001	06988 D6988 D6988 D6988 D6988 D6988 D6988 D6988 D6988 D6988			CULCORY FURAN SOUTH ACRES CATEVENNAN	MOUNT STEWARTH OLD LIGHTHOUSE SOUTHCLIFF SOUTHCLIFF SOUTHCLIFF SOUTHCLIFF SOUTHCLIFF STRANDHILL	

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.

4	This property address is already registered to file number W/00001.
	Fire Safety Window
	FP Premises Records
	FP File Number Register
	Eile Tracker
	Job Management
	Petroleum •
	Work Manager
	Letter Manager
	Property Directory
	⊆urrent FP Posting Batch
	Reports •
	Setup
	Risk Management Health and safety
	Menu Bar
Click onto	Find button <u>Find</u>
Entor the	File No that was assigned to the Dro

- 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



- 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.

Name and a Mount Stee		File no: W/ Station: W	/00001	End	Next	Back
	IEWART HOTEL	- SLN: F		Insert.	Multiocc	Edit
PURTPATH		FSEC: F V0 Code: CH	e	Archige	Dint.	Search
DG9 8LE		Sec use:		Hgld	Unuse no	Bajck
Owner: Contact: Post code: District: FP Officer: Follow up: FU date:	Not specified Contact not specified DG9 8LE Wigtownshire	Q Base date: Frequency: Last re-insp:		Home Fire S	ons and Images kudit and IFIMP Dat. afety Check	Shore Adde Node
	centification status	Site Ref:	AFP_000008	Home Visits Inspection c Inspections	alender	-

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

	User pelags		List of users	La line Ka	Que see	
Internegations				Manage	12	
decount name	Pattern Lordiner	Location	44.00	Constant and	Detect 1/4	Temporen 1/2
AUF AUF AUF AUF AUF AUF AUF AUF AUF AUF	D = 000000 D = 000000 D = 000000 D = 000000 D = 00000 D = 0000 D = 000 D = 00 D = 000 D = 00 D = 00 D = 00	HG HG ALOT ALOT	C R D T1 12 2003 C R T1 11 1198 C R T1 01 12004 C R T1 01 2004 C R G1 01 2006 C R G1 01 2006 C R G1 01 2006 C R C R D C R C R C R C R C R C R C R C R	24 16 2002 27 11 2003 27 01 2003 20 09 2006 27 07 0705 20 09 2006 27 09 2005 20 09 2006 27 09 2002 20 09 2006 27 09 2003 20 09 2006	CONTONA SYSTEM SYSTEM SYSTEM SYSTEM SYSTEM SYSTEM SOPHT DALA SOPHT DALA SYSTEM SYSTEM SYSTEM	TEMPORAPY DATA SVITEM SVITEM SVITEM SVITEM SVITEM SVITEM TVITEM TVITEM TVITEM TVITEM TVITEM TVITEM TUPOPANY DATA TEMPOPANY DATA TEMPOPANY DATA
DE B.7 DEB DEB DEB DEB DEB DEC STATS	10,100,42,191,37 10,100,4,04,194,194ae - Jahny Gaos - Aud Hullo - Jahny Hullo - Jahny Hullo - Jahny Hullo - Jahny Hullo - Jahny Hullo - Jahny	18 11 11 11 11 11	C R 61 01 2006 C R D 11 03 2006 C R D 11 03 2007 C R D 12 02 2007 C R D 12 02 2007 C R D 11 01 2003 C R D C R D C R D	24 10 2002	SUPER DATA SUPER DATA SUPER DATA SUPER DATA SUPER DATA SUPER DATA SUPER DATA	TEMPORARY DATA TEMPORARY DATA TEMPORARY DATA TEMPORARY DATA TEMPORARY DATA TEMPORARY DATA TEMPORARY DATA
81.05 (32) (32) (32) (32) (32) (32) (32) (32)	10.100.42.191.7.6LUE - BLLY	HES	11 12 2004 C 11 0 C C C C C C C C C C C C C C C C C C C	00 00 2006 19 00 2006 24 19 2002 24 19 2002 00 06 2005 20 09 2003 999	SYSTEM SYSTEM SYSTEM SYSTEM SYSTEM SYSTEM SYSTEM SYSTEM	TEMPORARY DATA TEMPORARY DATA TEMPORARY DATA TEMPORARY DATA TEMPORARY DATA TEMPORARY DATA TEMPORARY DATA



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

Use	r register:									
							Verified			
	Account name:	IP address:	Local user:	Location:	As at	Created:	as at:	Default t/s:	Temporary t/s:	
	ADMIN	194.8.48.135,10).'		CRD	24 10 2002 2	27 11 2003	SOPHT DATA	TEMPORARY DATA	•
I 1	ALF	10.100.3.63	Goodchild - Rebecca	HQ	01 12 2003 C R	27 01 2003 2	20 09 2005	SYSTEM	SYSTEM	
	ALF	10.100.3.63	Book - John	HQ	01 01 1999 C R	27 01 2003 2		SYSTEM	SYSTEM	
	ALF	10.100.3.63	JOINER - Jack	REG	10 01 2004 C R	27 01 2003 2	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
С	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	Should always be set to USER_DATA – if not then you may experience errors when creating the
tablespace	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



Enter user det	ails			
User name:	007		T	193 Number Register - \$root.\$libs.Q0370000.m05193NumReg
Local user:	John Pollard			Activities - station.resources.activities Activity Manager Activity Manager - sopht_activity, manager
Password:	•••••		- 1	Amend duty rota - duty.rota.amend
Verification:	•••••		- 12	Appliance list - station.resources.appinc Attribute Clusters - \$root.\$libs.Q0370000.m05\$AttributeClusterGroups
Connect	Resource DE	3A		Attribute groups - \$root.\$libs.Q0370000.m05PremisesAttributeGroups
Default tablespa				Attribute Groups A&mend \$root.\$libs.eQ.m05\$AttributeGroups.objProperties Availability - rota.manage
SOPHT_DATA	A	1		Availability - Exceed Leave Allowance - availability.exceed.allowance
Temp tablespace	ce:			🗖 Availability - Reassign Availability Keys - availability reassign keys
TEMPORARY			- I	Availability Administrator - \$010.1003
1		-	- 1	Availability and rota management - Duty rota book enhancements - 627164
				Availability coordinator controls access to officers and outduty buttons - availability.c
				Availability Profile - \$root.\$libs.Q0371000.m05AvaProfile
Has desks in th	e following administrative ur	nits:	_	Availability sub constants.&Add \$root.\$libs.Q0371000.m05_favaremark.objAdd
Fleet	🗖 9	upervisor 🧧		Availability sub constants.A&mend \$root.\$libs.Q0371000.m05_favaremark.objPrc
E FP	🗖 S	upervisor		Availability User - S010.1004
D OPS	🗖 S	upervisor		🔲 Bin Data - \$root.\$libs.vault.m05_bin_data
Personnel	E 9	upervisor		Bin Data.A&mend \$root.\$libs.vault.m05_bin_data.objProperties
Sickness	🗖 S	upervisor -		🔲 Can enable application secrity - can enable application security
Water	🗖 S	upervisor	1	

• 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

Cancel

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

пк

• 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



File Edit Navigation SOPHT.net Window

Application Servers...

Login...



Has desks in the following administ	rative units:	
Fleet	🔲 Supervisor	
FP FP	🔲 Supervisor	
OPS V	🔲 Supervisor	
Personnel	🔲 Supervisor	
Sickness	🔲 Supervisor	
🗖 Water	🔲 Supervisor	•

•

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

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.

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

Choose one of the 'Offices' (departments)

Click onto the OK button

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

Click OK button

Log back on to the New Users window

Scroll down and click onto LOGIN

Click onto File

File	Edit	Window					
Application Servers							
Login							
Lo	ogout.	🔨					





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

Developer login		
Help		
Password:		
	OK	Cancel

Enable options			? ×
Install development tools	Install RDBMS tools	L Close	

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.

1	File	Edit	Navigation	SOPHT.net	Window		
	Ŀ	oplicat ogin					
	м	ly Syst	em			•	
	A	dminis	tration			٠	Enable Options
		lavigat Ianifes				+	
	s	OPHT.	vault			}	
	P	rint On	tions			- F	

Ctrl+F: Alt+F4

Has desks in the following administrative units:

Fleet

🗹 OPS

Water

eO Architect

Close Window

About this ap

Personnel

✓ Sickness

🔽 FP

Supervisor

🔲 Supervisor

🔲 Supervisor

🔲 Supervisor

🔲 Supervisor

Supervisor

٠

-

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





File Edit Navigation SOPHT.net Query Man

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



A	e	. 0	۹	1	Birl)	
End	Open	New unit	Setup	<u>D</u> top	Env		
locations and admin	istrative units:						
🗀 Special Rescu	e Team - (SRTSP	ηT)					-
🗀 St Helens Fire S							
🗀 Stevenage - (S							
🗀 Stowmarket St							
Sudbury Station							
🖻 Suffolk Headqu							
	istrative Unit/Dep	e					
Fleet							
FP							
Personnel							
Sickness.							
Water							
Summerset Dist							
	n - (TOLLTOLL).						
D Toxteth - (*S6)							
Training Centre							_
Trimley St Marti Trimley St Mary							

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



register.							
Account name:	IP address:	Local user:	Locati	n: As at	Created	Venified t as at	Default Us:
ABSENCE				C	B 12 09 200	5 14 11 2002	USER DATA
ADAMPEERS	10.10.0.246			ć	B 12 09 200	5 13 01 2003	USER DATA
ADELECHISLETT	10.10.0.246			Č.	B 12 09 200	5 11 05 2005	USER DATA
10MN	194.0.40.134.10			Ć.	R D 12 09 200	5 31 10 2000	USER DATA
ALANASHTON				C		5 05 09 2002	USER DATA
LANFLETCHER	10.10.107.136			C	R 12 09 200	5 29 05 2001	USER DATA
ALANFOK	10.10.0.247			C	B 12 09 200	5 03 10 2005	USER DATA
ALANHEAPS .	10.10.0.247			C	R 12 09 200	5 25 07 2004	USER DATA
AL ANLION FC	10100246			C	B 12.09.200	5 22 05 2001	USER DATA

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

las desks in the following Fleet	Supervisor	
FP FP	🗖 Supervisor 🦷	
🔽 OPS	Supervisor	
 Personnel Sickness 	Has desks in the following administr	ative units:
Water	🔲 Di's Administrative Unit/Dept	🗖 Supervisor 🔺
	Fleet	Supervisor
	FP FP	Supervisor
	PS OPS	Supervisor
	Personnel	🔲 Supervisor
	Sickness	🗖 Supervisor 🔻

• 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

File Edit Navigation SOPHT.net Window Application Servers... Login... 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



File Edit Window

Login... Logout...

Application Servers...

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

Query Manager Window	I.					
QueryBuster						
List Publisher						
Libraries	Libraries					
Catalogue Categories						
Monitor						
Query Date Constraints	s					
User Defined Reporting	j 🕨 🕨					
Automatic Queries	•					
System Help	Ctrl+F1					
Menu Bar						

Query Manager

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
 - <u>S</u>ubscribers...

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

AIMS	Personnel
Allino	
Query Manager	Training
Executive Information	Support Services
Returns and Indicators	Supplies
	Equipment Manager
Your Own Menu	BA Stores
	Finance
Î	Exchequer
Communications Administration	Fleet Manager
Operational MIS	Fleet Contractor
Operational Support	Water Supplies
Rotas and Availability	Fire Safety
	Risk Management
Station User	Spatial Integration (Atlantis)
Incident Command	Fire Reports

Access Manager

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



The Access Manager window will appear

🔀 Access Manager	
Help Format Access Records	
- <u>44</u> <u>5</u> Do	
Audit Log Privilege Groups Privilege Groups Privilege Profiles Teams and Roles User Administration User Registration User Sessions	Add Duploate Remove Amend

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

N Access Manager: total li				
Help Format Access	Records			
- A 5 DO				
🖬 Audit Log 🛛 🗖	Saved ou	nin:	- 🖓 🍽 🗑 🔽	Add.
Privilege Groups		Find ran	equal to	
Privilege index	0	Find ron	equal to	<u>D</u> uplicate
Privilege Profiles				Berrove
	1			
Teams and Roles			<u></u>	Aggend
User Administration	🔁 Aud	tLog		
User Registration	RSN	Usemane	Date and time Details	
User Sessions	27	EN005	15 03 1999 08:33:43 EN005 logged on @copht_4 using .	
	28 29 39 37 32	RE002	15 03 1999 08:37:31 RE002 logged on @copht_4 using	
	22	EN007 PA002	15 03 1993 08:40.20 EN007 logged on @sophi_4 using 15 03 1993 08:40.50 PA002 logged on @sophi_4 using	
	30	EN002	15 03 1999 08.41:21 EN007 logged on @copht_4 using	
	31	ENOOP	15 03 1999 08:58:42 EN007 logged on @sopht_4 using 15 03 1999 08:58:42 EN006 logged on @sopht_4 using	
	33	EN005	15 03 1999 09:09:42 EN007 logged on (Popph 4 using	
	34	40001	15 03 1999 09:09:58 AD001 logged on (Popph 4 using	
	35	EN001	15 03 1993 03:10:16 EN001 logged on Glopph 4 using	
	36	EN007	15 03 1999 09:10:24 EN007 logged on @scoht_4 using	
	37	EN001	15 03 1999 09:12:12 EN001 logged on @soph1 4 using	
	30	EN001	15:00 1999 09:54:44 EN001 logged on @sopht_4 using	
	39	MN05	15.03 1999 10:17:41 MN05 logged on @sopht_4 using h	
	-40	AD 001	15.03 1999 11:05:27 AD:001 logged on @copht_4 using	
	41	AD 001	15 03 1999 11:10:06 AD001 logged on @copht_4 using	
	42	PA002	15 03 1999 11:39 03 PA002 logged on @coph_4 using	
	43	RE002	15 03 1999 11:40:37 RE002 logged on @sopht_4 using	
	44 45	CM001	15 03 1999 14:12:13 CM001 logged on @copht_4 using	
	45	EN005 40.001	15 03 1999 14:47:08 EN005 logged on @sopht_4 using	
	46	AD1001 EN005	15 03 1993 14:47.25 AD001 logged on @cophl_4 using 15 03 1999 14:47:53 EN005 logged on @cophl_4 using	
	48	EN005	15 03 1999 15:05:31 EN005 logged on @sopht_4 using 15 03 1999 15:05:31 EN005 logged on @sopht_4 using	
	49	EN005	15 03 1999 15:09:25 EN006 logged on 09 oppl_ 4 using +1	
11 E	Шř	1211000		

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.

Personnel	Organisation -	Fire Safety Premises	Organisation 💌	
Fire Safety Premises	Organisation		Organisation	On the next page are a few
	Location		Location	examples
	Rota		T	

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

Organisation Fire Safety Premises: Organisation

Personnel:

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

Privilege pro	ofile		
Help			
Description:	06 ICT Dept Staff		
Team Scope:	Data Class:	Data Role: Can See Across:	
Scope:	Personnel	Organisation	-
	Fire Safety Premises	Organisation	-
			~
			Þ

Supp / Planning, Performance & Policy / Health & Safety / Fleet Workshop / Fleet Administration...

Personnel:	Location	Privilege pro <u>H</u> elp	ofile		
Fire Safety Premises:	Organisation	Description:	30 FS District Managers		
		Team Scope:	Data Class:	Data Role: Can See Across:	
		scope.	Personnel	Location	
FS District Managers / Inspection Officers / Station Managers /			Fire Safety Premises	Organisation	•
Watch Officers / Administ	ration Team / Admin Support /		•		T

	ofile				
Demonstrat	Deat	Help			
Personnel:	Post	Description:	35 Nonuniform IPDS User		
Fire Safety Premises:	Location	Team Scope:	Data Class:	Data Role: Can See Across:	
		scope.	Personnel	Post	▼ ▲
			Fire Safety Premises	Location	-
Non-Uniform IPDS Users					
			•		▼ ►
		Privilege pro	ofile		
		Help			
Personnel:	Command		03 Supervisory Officer's		
Fine Cofety Dremsings	Onneniestien	Team Scope:	Data Class:	Data Role: Can See Across:	
Fire Safety Premises:	Organisation	·	Personnel	Command	▼ ▲
			Fire Safety Premises	Organisation	<u>•</u>
Supervisory Officer's					x
			•		
		Privilege pro	ofile		
Personnel:	Duty System	Help			_
		Description:	33 FS View only user's		
Fire Safety Premises:	Organisation	Team Scope:	Data Class:	Data Role: Can See Across:	
			Personnel	Duty System	<u> </u>
FS View Only Hearts			Fire Safety Premises	Organisation	•
FS View Only User's					x 1
			•		Þ

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
 - Subscribers...

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

Select >>>

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.

Access		
-ix -ix -i≠ Users Profiles Access		
Available for selection: Availability Station User		Chosen subscribers:
Awards and Probations	± <u>S</u> elect =>	DIVISIONAL / DISTRICT COMMANDE
Ben Test DELETION TEST	De-select	Di's Privilege Profile FIRE FIGHTER
DS FLEXIBLE DUTY OFFICERS		Health and Safety Basic Access Health and Safety Control
IPDS USER	Save changes	Health and Safety Injured Pers
ORGANISATION ORGANISATION2	a save changes	Health and Safety Investigator
ORGAN I SAT LON3 POST		Personne I Bache
ROTA		STATION COMMANDER
STATION COMMANDER STATION COMMANDER2		STORES Sustem Owner
STATION COMMANDER6		Sýstem Owner test
Station Management Teams Sustem Owner		WATCH COMMANDER DUPLICATE
System Owner duplicate		WHICH COMPILER DOPETCHTE
System Owner test duplicate		
Testing		
Training Who Can see what		
	-	*

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

File Edit Navigation SOPHT.net Personne	I PF	
Application Servers		
Login		
Logout		
My System		
Configuration		
Administration	•	Disable Options
Navigation		Access Manager
Manifest		Administrative Linits
SOPHT.net		Switch To Internal Help
SOPHT.vault		Workflow
Print Options		
eQ Architect		Dynamic Data Architecture Letters And Reports
Close Windows	•	HTML Document Templates
		TTTS: Document, remplaces.co
System Help Ctrl+F	L.	Master Access Settings
Exit Alt+F4		Recover Passwords
About this application (Build 2059)		Recover Users
	_	Gabe Manager
		Preferences
		System Help Ctrl+F1
		Mercu Bar

Access Manager Window will appear

Access Manager: total li	nes=\$34					
elp Eormat Access	Records					
- A 5 M						
Audit Log	Saved queries:			a (a (.		<u>A</u> dd
Privilege Groups Privilege index	G Find priv	lege code equal to			*	<u>D</u> uplicate
Privilege Profiles					-	Bemove
Teams and Roles	•				2	Amend
User Administration	🚱 Privilege in	5ex				Users
User Registration	Privilege code	Description	Section	Enabled	Procedure Comme	
User Sessions	\$001.0001 \$001.1001	Personnel details Personal details	\$001 \$001	YES	4	
	Person-personal S010.1003	Personnel - Personal details_revise Availability Administrator	\$001 \$010	YES	\$root.\$lbs.Q03700	
	5010.1003	Availability User	\$010	YES		
	S010.1005	Rota Book User	S010	YES		
	rola.manage	Availability Station resources - Change status	292721 \$root.\$w	YES	\$root, \$lbs:Q03700 \$root, \$lbs:Q03710	
	S001.1005	Next of Kin	\$1000.\$W	YES	\$1000.\$105.003710	
	\$000.0000	Personnel	196113	YES	\$rook.\$lbs:Q03700	
		Personnel - Personnel record card	\$001	YES	\$tool.\$lbs.Q03700	
	Person service.	Personnel - Service history_&Add Station Resources - Save	\$001 \$010	YES	Stool, Sibe.Q03700	
	S002 0001	Training details	5010	YES	-	
	I				2	
	Privilege code		-		-	
	Description		_			
	Section					
	Enabled Procedure Com	hand				
					*	
-			- L	•		
41 F	<1		• •		L. Show	

- 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.

Privilege master	
Help	
Description:	Personnel - Accidents_&Add
Privilege code:	Person-accidents_&Add
Section:	\$001
Procedure command:	\$root.\$libs.Q0370000.w_personnel/15
Linked to Duty Sys	tem
	OK Cancel

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
	Personnel details	S001	YES	
	Personal details	\$001	YES	
Person-personal	Personnel - Personal details_revise	\$001	YES	\$toot.\$libs.Q0370000.w_personnel/18
5010.1003	Availability Administrator	S010	YES	
\$010.1004	Availability User	S010	YES	
\$010.1005	Bota Book User	S010	YES	
iota manage	Availability	292721	YES	\$root.\$libs.Q0370000.\$windows.wNavigator.wNavigator/302
1. Sroot. Swinds.v	Station resources - Change status	\$1001.\$w	YES	\$root.\$libs.00371000.wAvailabilityNew/13
\$001,1005	Next of Kin	S001	YES	
\$000.0000	Personnel	196113	YES	\$toot.\$libs.Q0370000.\$windows.wNavigator.wNavigator/302
personnel.prc	Personnel - Personnel record card	S001	YES	\$root.\$libs.Q0370000.mPersonnel/201
Person service.	Personnel - Service history &Add	\$001	YES	\$root.\$lbs.Q0370000.w personnel/15
station resources	Station Resources - Save	S010	YES	
S002.0001	Training details	S002	YES	
person can do z	Personnel zones	S001	YES	\$1001.\$lbs:00370000.mLocations/404
,	Post Addition Via Establishment Administrativ	1467732	YES	\$root.\$libs.pers.w_establishment_administration/345
dutu rota amend	Amend duty rota	duty.rota	YES	\$root.\$lbs.Q0371000.w_duty_rota/330
	Rotas and availability - delete records	duty rota		\$root.\$libs.Q0371000.w ava status edm/403
	Delete personnel record cards	\$001	YES	\$root \$lbs.Q0370000.w personnel/9
	Update personnel	S001	YES	

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

		Filwiege code j
		S001.0001
		S001.1001
		Person-personal
		S010.1003
		S010.1004
		S010.1005
		rota.manage
		1.\$root.\$winds.v
		S001.1005
		S000.0000
		personnel.prc
		Person-service.
		station.resource:
		S002.0001
		person.can.do.z
		duty.rota.amend
f	the	delete.availabilit
"	the	S001.0004
		S001.0002

Privilege code

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

Each Module has a 'Section Code'

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									
\$000.0000	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



Saved queries:

Find privil

Privilege inde

Privilege code

ode...

Privilege code

Procedure Co

Description Section Enabled equal t



The Access Control window will appear

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





A list will appear that is associated with the search

Click onto the Privilege you want to assign

- 🚨 🖀 🔛 🗸

Not equal to Greater than or equal to Less than or equal to

S001 Equal to

Begins with Ends with Contains

Does not contain

Is empty Is not empty Does not begin with Does not end with

Click onto the Users button

	11
:	Users
:	03013
š	



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

						ĺ	ļ	ş	5	1	E		1	ş	ş													
•		•												•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

📔 Save changes

The Access Control window will appear

Access control for: Service history	
ccess	
Hint Hard Hard Hard Hard Hard Hard Hard Hard	
vailable for selection:	Chosen subscribers:
HWards and Probations Ben Test DELETION TEST DIVISIONAL / DISTRICT COMMANDE	DI's Priviledge Profiles

Click onto the Save Changes button

Click onto the X in the top right corner

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

<u>S</u>elect 🚽



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





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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



Access			
rik rij- Users Profiles Access			
Available for selection:		Chosen subscribers:	
Reat Lobility Station User Reards and Probations Bon Test WICH OFFICERS DUISIONEL / DISTRICT COMMENCE OUTSIONEL / DISTRICT COMMENCE OF Testing FIRE FlortER FLEXELE DUTY OFFICERS Flext Making Strators Flext Making Strators DOWN COMMENCER STATION COMMENTER STATION COMMENTER STATION COMMENTER STATION COMMENCER STATION COMMENTER STATION COMM	Select \Rightarrow \Rightarrow De-select Save changes	Di's Priviledge Profiles	N

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)

Help GIS				
Postings for: Pollard J P (Jphn)		End	Next	Back
Service no: 007 3/4 Payrollino:		Joiner	Delete	Search
Permanent details	Current details	Print	Create add	itional post
FF T-AS-Anield Station WHOLETINE RED 10AM SUNDAY RED Zone Z1 Elfective from 01 06 2008		Personal Detai Service History		- <u>Show</u>

ord card for 3 P Pollard

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.

P Check access control for: Personnel?

The following access control does not exis Personnel Create it?

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

Select 🚽

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





No Yes

<u>No</u><u>Y</u>es

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

🗙 Access Manager: total li	ines=38	_10 ×
Help Format Access	Becords	
- <u>A</u> 500		
Add Log Add Log Add Log Phology Degree Phology Degree Tear and files Tear and files Tear and files Use Ansistation Use Ansistation Use Sensore	Philips Philips Philips Philips	Add Dupleata Benove Argend Subscriber
	Printage code Description Section Enabled Procedure Comma 5000.0000 Personnel 195/112 VE:S doot Sibs: 0007000 ar	Benove Arright
2		Users
<u> </u>	LU	

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

Personnel	Window		
Personn	el Record Cards		
Establish	ment Administration		
Establish	nment		Þ
Recruitm	nent		۲
Postings			۲
Leavers			۲
Absence	•		۲
Awards	and probations		۲
Retained	d Pay		۲
Health a	nd safety		Þ
Occupat	ional Health		Þ
Equal op	portunities		۲
Qualifica	ations		۲
Appointr	ments manager		Þ
Supervis	or		۲
Reports			۲
System I	Help	Ctrl+F1	
Menu Ba	ar		
Menu Ba	ar		

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

lp .	
9	
AIMS	Personnel
Query Manager	Training
Executive Information	Support Services
Returns and Indicators	Supplies
	Equipment Manager
Your Own Menu	BA Stores
	Finance
	Exchequer
Communications Administration	Fleet Manager
Operational MIS	Fleet Contractor
Operational Support	Water Supplies
Rotas and Availability	Fire Safety
	Risk Management
Station User	Spatial Integration (Atlantis)
Incident Command	Fire Reports

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



Click onto Save Changes button



• Click onto the X to close the window





 BIANE.MCGOVERN@Sopht_Demo1 (9i) (Build 2059)

 File
 Edit
 Navigation
 SOPHT.net
 Personnel
 Window

Personnel



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 same place with a code and description. These can be viewed via:



the

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

Select =

🗇 De-select



Select

De-select

•[[

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

Remove...



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



X

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

De-select

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
-------	------

Application Servers Login Logout	
My System	My Workspace
Configuration Administration Navigation Manifest	My Time Monitor Tool Bar Text Topple Help Bar Standard Window Control
SOFHT.net SOFHT.vault Print Options	Starbup Options Change Password Locate Programs
eQ Architect Close Windows	Installed Licences Privileges
System Help Ciri+F1 Exit Alt+F4 About this application (Build 2059)	Privilege Report Select Office Ctrl+O Give Me An Update My SOPHT.ini Team and Privilege Administration Installation Event Log
	System Help Ctrl+F1



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

Kill the connection(s) for user Z1?	
	No Yes

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







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 Accoui	nt			Personnel PRC PIN Personnel Record C Establishment Admit	ards
Check your TUI Account is Setup				Recruitment Postings Leavers Absence Awards and probati	ns F
Global Navigator				Retained Pay Health and safety Occupational Health Equal opportunities Qualifications	
Click onto the Personnel button			Personnel	Appointments mana Supervisor Reports	ger 🕨
Click onto the Personnel Record C	ard			System Help Menu Bar	Ctrl+F1
The Personnel Record Card will appear					
Personnel record cards Help GIS					
Postings for: Service no: Paytoli no:	Eind <u>N</u> ext Joiner Delete	Beck Search	To Find the required l	Jser	
Permanent detais Current detais	Absence Accidents Awards and Commendations Contact Details Dependants Documents and Images	Iditional post	Click onto the	e Find button	<u>F</u> ind
Fig post	Employer Details Employment Conditions Financial Claims and Transac	· -	Please select a field to find on:	OK Canc	el 1
• Enter the 'Surname' of the person	1		Sumone divisio Sumone editori Forenane Service number Manetol genote number Manetol genote number Potol code (publicaturitye) Pogoli number	Please select a find type: Equal to Not equal to Ginater than or equal to Lets than or equal to Evolution Ends with Contains	-
Click onto the OK button			Please enter a value to find with: MCGOVERN	Listender Listender Does not begin with Does not end with Does not contain	-
As you can see the information of the pers	on will appea	r in the	Personnel Record Card	(PRC)	
Personnel record card for D McGovern Help GIS		<u>_</u> D×			
Postings for: McGovern D (Diane) Service no: 123457 Payrol no:	<u>Eind N</u> ext Joiner <u>D</u> elete	Beck	Within the submenu c	ption	
Permanent details Watch Manageri L1	Print Create ad	lditional post	Click onto the	e TUI Accounts	
Watch Manager 1. AS: Anriked Station WHOLETIME RED RED Zone 21 Effective from 01 07 2008	Service History Sickness Sickness Interviews Sickness Monitoring Skill Profile	▲ <u>H</u> ide <u>A</u> dd		e Show button	
	Training Records TUI Accounts User Defined Events Watch List			S <u>h</u> ow	

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Fig post...

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

🔀 Vault Setup	
Help Cormat Access Records	
A BR	
Altibules Altibules Controls Domoin Mail Serves Products Tul Accounts Voults Voults	



- 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

inter The C Help	etails					
Gatemays:	<please se<="" th=""><th>lect></th><th></th><th></th><th></th><th></th></please>	lect>				
Username:	<u> </u>			-		
Password						
Confirm:						
CIPHER:				Г <u>Б</u> ан	way CIPHER	Enabled
	Passtwo	ough Disabled	1			
		nstalled PINs				
		puired At Logo	m			
+ PINS	+	_ sMail				
Installed						
PIN Seria	Number					
						<u>ل</u> ے
1						•

Enter a Username

Enter a Password Confirm the Password

Click into the Gateway CIPHER Enabled box

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•

- Click onto the 'Gateways' arrow
- Click onto the 'Gateway'

inter The Details				
Help				
Gateways:	<please select=""></please>	Ŧ		
Username:	CPlease Select> Sophtlogic Development System	Å		

Т

Password, Control Password, CIPHER Enables CIPHER: IRANSER Postbackd CIPHER: IRANSER Passthrough Disabled FIPN Regard AL Logon (1) Instate PBIS Instate PBIS PBIS

Add... Amend... Bemove... OK

Enter The Details

•

Cipher ID:	IRFUSER			
Cipher Number	IRFUSER			
Effective Footx	01 02 2010			
Expires As At				
Parent Domain:	SOPHTLOGIC		3	
- Bateways	-k Boducts	- Domains	-is License Kits	
Interfaces			Same at	
Vault ID	Gateway	201	Vault Name	11
sternoge Den	Sophtlagic Development	X OF DRAM	Sophilogic Demonstration apr	Jean -
				2

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 <u>Internet</u> 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.

lf	you	do	have	the	Privilege	to	install	
fire	Space	ə						

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



_) - 🖹 📓 🏠 🔎 Search 🤶 Favorites
idress 😰 http:	//www.safeashouses.net/publishing/firespace/windows/
0000	
	ITLOGIC
fireS	
	pace
fireS	pace

TreSpace - Microsoft Internet Explorer provided by SOFHTLOG

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

Tile Download - Security Warning X Do you want to run or save this life? • Click onto Run button Name: Hotp.axe • Security Type: Application, -9588 Type: Application, -9588 • From: www.safeshouses.ret	Run	Sophtlogic.FireSpace.Console Setup For the following components NET Framework 3.5 Passe mad the following lowne agreement. These the page down key to see the res of the agreement.
Run Seve Cancel While files from the internet can be useful, this file type can patientally herm your computer. If you do not trut the source, do not fund or save this achieve. <u>This a line set</u> A Microsoft licensing agreement will applied	ppear.	MICROSOFT WINDOWS OPERATING SUPPLEMENTAL LICENSE TERMS MICROSOFT WINDOWS OPERATING SYSTEM
Click onto the Accept button Accept		Wew EULA for printing Do you accept the terms of the pending License Agreement? Fyou chose Don't Accept. Initial will close. To initial you must accept the agreement. Accept Don't Accept Don't Accept
Launching Application		
Verifying application requirements. This may take a few moments.	I appear for a few s	econds then it will disappear
	Application Install - Security Warnin	ng 🗶
Verifying application requirements. This may take a few moments.	Application Install - Security Warnin	ng 🗶
Verifying application requirements. This may take a few moments. An 'Application Install' window will then appear asking would you like to	Application Install – Security Warnin Do you want to install this applica	ng 🗶 tion?
Verifying application requirements. This may take a few moments.	Application Install - Security Warnin Do you want to install this applica Name: fireSpace	ng 🗶 tion?
Verifying application requirements. This may take a few moments. An 'Application Install' window will then appear asking would you like to	Application Install - Security Warnin Do you want to install this application Name: fireSpace From: www.safeashouses. Publisher: SOPHTLOGIC Ltd. While applications from the Intel	ng 🗶 tion?

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

Cannot St	art Application
(i)	pplication cannot be started. Contact the application vendor.
~ ·	
	OK Details

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

Cancel

•

Name: fireSpace

www.safeashouses.net

Downloading: 1.52 MB of 1.69 MB

From:

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



Westwas Tepherer Westwas Tepherer Westwas Tepherer Westwaste Office Word 2003 Westwaste Designs Connection Westwaste Designs Westwas	Pry Compare Pry Compare Pry Compare Pry Compare Control Process Control Process Pry Compare Control Process Pry Compare Pry Compare
All grograms	Dan

Make sure you are connected to the Internet

Launching Application	×
Ş	9
Verifying application requirement	s. This may take a few moments.

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	

Update A	vailable	×
	ion update version of fireSpace is available. Do you want to download it now?	A state
Name: From:	fireSpace www.safeashouses.net	
	ОК	Skip

•

Click onto OK button

The Updating window will appear

(1%) Updating fireSpace		
Updating fireSpace This may take several minutes. You can use your computer to do other tasks during the installation.	Ś	This will update the files and open fireSpace
Name: fireSpace		
From: www.safeashouses.net		This will only take a few seconds
Downloading: 31.3 KB of 1.58 MB		
(Cancel	

Place fireSpace I con 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

	Caracteria and		C Accestator	
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	Through Office Live Addres	1		
By utart	All Alling FOF Professional	- 1		

The Windows Explorer window will appear

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Y Computer You Local Datk (C) K Sidedac290bc4f4679fdDeac031a		Desktop	Favortes				
act/78/795bd9/29581910dda8b action of the second	E	Incomplieta	Cocal				
Al Users Al Users Additional Station Application Data	6	Local Settings	My Documents				
Contacts III Desitop III 🛠 Prevortes	C	My Recent Documents	NetHood				
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My Recent Documents My Recent Documents More Retricod Pretricod	2	Shared	Sat Henu				
C Templates	i 🖻	watcows	NTUSER DAT				

- 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



• Click onto the 'Yes' button

C:Wocuments and Settings\amie.bar	kesMpplication Data		
File Edit View Pavorites Tools Help			2
3 tack + 🐑 · 🎓 🔎 Search	Polders		
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Folders			
Desktop My Documents My Computer My Computer G G G G G G G	TrotalSheld	LineWire	
 3/5edac2/t2bc4f4679fd0eac831a2 act/70795bd920501910dda0b dell 	Macromedia	Makee	
Documents and Settings Administrator All Users	Microsoft	Mozila	
Application Data Contacts	Nitro PDF	CfficeUpdate12	
Consistence Constant Constant	📁 sun	📁 🚥	
In Cocal Settings In Cocal Settings In Documents	Vahool		
د	-		



Multiple File Delete	×
Are you sure you want to send these 4 items to the Rec	.yde Bin?
	No

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 - <u>www.safeashouses.net/publishing/firespace/windows</u>

Install

Click onto the Install button



Launching Application	X
<u></u>	i
Verifying application requirements	. This may take a few moments.

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

Update A	vailable	×
	ion update version of fireSpace is available. Do you want to download it now?	Ŷ
Name: From:	fireSpace www.safeashouses.net	
	ОК	Skip

Click onto OK button

The Updating window will appear



FireSpace will now open



TUI Console Tab

fireSpace uses SOPHTLOGIC's Gateway Server, <u>Trusted User Account</u> 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.

	Workstation Details
Windows Account Name:	Windows Account Name:
	amle barkes
Domain/Host Name:	Doman/Host Name:
	DIANE
Validate Licence	Сору
Validated Licence Information	
TUE Account Name TUE	Host Name/Domain
Vault Connect String	Licence Expiry
Jauk Connect String	Ucence Expiry
Valit Connect String	Lionce Expiry

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

Copy Button:

Сору

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

Validate Licence Button:

Validate Licence

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

the second	3	Active Forms	Library	TUI Cor	nsole						
Mawing	Interfaces nue	Specify Altern	ative TUI C	redentials							
Ę	2	- Alternative De	tails		_		W	orkstation Details			
	2	Windows Acco	unt Name:		ator	Active Form	is Library	TUI Console			
		Domain/Host N	lamo		Naviga	Specify Alt	ernative TUI C	redentials			
		Domain/Host N	lame:		Grid P	Alternative	e Details			- Workstation Deta	ls
						Windows A	Account Name:			Windows Account	Name:
						diane.mc;	jovern			amie.barkes	
						Domain/Ho	st Name:			Domain/Host Nam	e:
						sophtlogic				DIANE	
									Validate Licence		Сору

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

Check Connection
Authentication with target web service and database was successful.
ОК

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.

TUI Exception	×
Failed to locate session candidate for o	credentials provided
ОК	

Alternative Details	Workstation Details
Windows Account Name:	Windows Account Name:
diane.mcgovern	amie.barkes
Domain/Host Name:	Domain/Host Name:
sophtlogic	DIANE
	Validate Licence
Validated Licence Information	
TUI Account Name	TUI Host Name/Domain
diane.mcgovern	sophtlogic
Vault Connect String	Licence Exp
User ID-BEDS_FP;Data Source-bfrstest;Pa	assword-beds_fp 01 Janua
Network Configuration	
Default Proxy Details	
http://www.safeashouses.net/, Global TUI	bybassed:True
WAND Gateway URL	

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

Specify Alternat	tive TUI Cr	edentials		
Alternative Details Windows Account Name: diane.mcgovern DomanjHost Name: Sophilogic				Workstation Details Windows Account Name:
				amie.barkes
				Domain/Host Name:
				DIANE
		Valid	late Licence	
Validated Licence	e Informatio	n		
TUI Account Nar	ne		TUI Hos	st Name/Domain
diane.mcgovern	i		sophtic	logic
Vault Connect St	ring			Licence Expiry
User ID=BEDS_	FP;Data So	urce=bfrstest;Passwo	ord=beds_fp	01 January
Maharada Can Barr	racion			
Network Configu				
Default Proxy De			1	
Default Proxy De	eashouses.	net/, Global TUI byba:	ssed:True	T

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

ator	/	Active Forms	Library	TUE Console					
Grid Navigator	,	WAND Data I	Form Librar	,					Load Libraries
B	ſ	Available from	SOPHILOGI	Currently Installed					
3	l	SOPHT.vau	lt Repositor	,				Refresh Libr	ary
	I	Form Code		Details	Version	Release Date No	me		Get Details
	l								
	l								
									~
	L	<							5
		SOPHT.vault A	Attribute Set			Local Attribute Set			Synchronise
									Clone Label
									Cone
						Status Information			

Click onto the Load Libraries tab

The system will default to 'Available from SOPHTLOGIC'

- t
- a b
- Click onto the Load Libraries button

Load Libraries

As you can see a list of forms will appear

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

ator	A	ctive Forms Libra	ry TUI Console						
Grid Navigator	١	WAND Data Form Library							
Available from SOPHTLOGIC Currently Installed									
		SOPHT. vault Repo	eitan						
		501111.vadicitepo	skory						
		Form Code	Details	Version	Release Date	Name			
		Form Code IRF	Details A web enabled Incident recording system (I	Version 1.1.17.24	Release Date 01 April 2009	Name Incident Reporting Form			
			A web enabled Incident recording system (I LB 194 - Accident / Incident Report Form						
		IRF	A web enabled Incident recording system (I	1.1.17.24	01 April 2009	Incident Reporting Form			
		IRF LB194	A web enabled Incident recording system (I LB 194 - Accident / Incident Report Form	1.1.17.24 1.0.0.2	01 April 2009 01 June 2009	Incident Reporting Form LB 194 - Accident / Incident Report Form			
		IRF LB194 IRMP0	A web enabled Incident recording system (I LB 194 - Accident / Incident Report Form Revised Fire Safety Audit 2009/2010Ch	1.1.17.24 1.0.0.2 2.2.19.30	01 April 2009 01 June 2009 16 September	Incident Reporting Form LB 194 - Accident / Incident Report Form Audit and Data Gathering (England 2009)			
		IRF LB194 IRMPO 59IRMPO	A web enabled Incident recording system (I LB 194 - Accident / Incident Report Form Revised Fire Safety Audit 2009/2010Ch Revised Fire Safety Audit 2009/2010Ch	1.1.17.24 1.0.0.2 2.2.19.30 2.2.1.2	01 April 2009 01 June 2009 16 September 03 July 2009	Incident Reporting Form LB 194 - Accident / Incident Report Form Audit and Data Gathering (England 2009) Audit and Data Gathering (Scotland 2009)			

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.

SOPHT.vault Attribute Set		Local Attribute Set		Synchronise	
🗉 General		🖂 General		Synchronise	
Code	IRMPO	Code	IRMPO		 Click on the Synchronise buttor
Details	Revised Fire Safety Audit 2009/2010□	Details	Revised Fire Safety Audit 2009/201		• CIICK OFFICE SYNCHIOUSE DULLO
	Audit and Data Gathering (England 200		Audit and Data Gathering (England 2		
Publishing		Publishing			
ReleaseDate	22/07/2009	ReleaseDate	22/07/2009		
ReleaseNotes	fireSpace - WAND2 to pharO5 Profession	ReleaseNotes	fireSpace - WAND2 to pharO5 Profes		
VersionString	2.2.19.27	VersionString	2.2.19.26		
		Name		Clone Label	Synchronise
Name		Name of the attribute s	et		
Name of the attribute set				Clone	
		The local version is out o	of date, please synchronise	Export	

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.

SOPHT.vauk Attribute Set		Local Altribute Set		
🗄 General		🗄 General		
Cride	DRMPG	Code	10.509	
Detale	Revised Fire Safety Audit 2009/2010Ch	Details	Revised Fire Safety Audit 2009/2010Changes of ove	
	Audit and Data Gathering (England 200		Audit and Data Gathering (England 2009)	
E Publishing		E Publishing		
ReleaseDate	16/09/2009	RefeaseOata	16/09/2009	
ReleaseNates	fireSpace - WAND2 to pharD5 Profession	Releaseficites	BreSpace - WAND2 to pharD5 Profession Systeme.g.	
- Versundhing	2.2.19.30	VersionString	2.2.19.30	
				Clone Label
		Name Name of the attribute set		
Name .				
Name of the attribute set				Oore
		The local version is up to date		

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.

2.2.1 30



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

Go back to Windows Explorer

C:Viocoments and Settings Semie b				- 🗆 🗶
File foll Veter Families Tools Hell	p. i			27
Gast · O · 👌 Dearch	Polders	· ·		
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Folders	×			
Desitop My Documents My Computer My Computer w we Local Disk.(C;)	10	Macromedia	Moles	
 3 3/16edac2%0c#457#d0eac833 ac07679%bdb%25581910ddad6 ac07679%bdb%25581910ddad6 		Mcrosoft	Moole	
Cocuments and Settings Administrator Administrator Administrator	0	Natro PD#	OfficeUpdate12	
anie bailes Application Data Contacts		Sin	eu	
Desktop Favorites Dirconglete	0	Tahool	Freipace.kg Text.Cocument 110	
I local I Coal Settings I Documents		WWD2-user-settings SETTIN2578e 110		

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

Active Forms TUI Console Library Browser Settings New Check Out Check In	Click onto the 'Check Out' button	Check Out
	fireSpace will deactivate and grey out and a 'Please Wait' icon will appear	Active Forms TUI Console Library Browser Settings New Check Out Check In Please Wait

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





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: -

SpireSpace					_ 🗆 🗵
fireConce	Todo List:	Last Saved:	21/09/2009 16:13	Capability Analysis(%):	
TIPESpace	Completed:	Checked Out:	21/09/2009 16:02	Officer Availability:	
	Recalled:	Checked In:		Off the Run - Riders:	
	Cancelled:	New Jobs:		High Risk Locations:	

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

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

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



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

Check In

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

All Jobs Todo

Completed Cancelled

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' 'ToD

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'.

All Jobs	~
All Jobs	
Todo	
Completed	
Cancelled	
Recalled	

Number	Description	Date	
56/00002	Abbeydale Nursin	30/06/2009	
00002 E6	Cuba Cafe and Bar	16/09/2009	
00021 📷	Krazy House (MO)	16/09/2009	
04/00003	Rose & Crown Pub	16/09/2009	
	Rose & crown ab	10/03/2003	

New..

Allocated Jobs		Completed	~
Number	Description	Date	
🗲 C01/00010	The Ship Tavern	16/09/2009	
MD/00006	Throstles Nest Hotel	16/09/2009	

Allocated Jobs		All Jobs
Number	Description	Date
■ 56/00002	Abbeydale Nursin	30/06/200
50 E6/00002	Cuba Cafe and Bar	16/09/200
002/00021	Krazy House (MO)	16/09/200
🙀 LU/00015	MAN ON WHEELS PH	16/09/200
04/00003	Rose & Crown Pub	16/09/200
🗺 C01/00010	The Ship Tavern	16/09/200
🗾 DD/00006	Throstles Nest Hotel	16/09/200

Status...

Open

Recalled		0/05 🔟
	-	00/6E
		0/C2
Do' and 'Cancelled'		🕎 LU/0
		04/00
		🕶 C01/
		🗾 DD/0

~

Todo	*
All Jobs	
Todo	

Cancelled

Recalled



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.

Status...

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.



All Jobs All Jobs Todo Completed

ancelled

Allocated Jobs		Cancelled	×
Number	Description	Date	
🕎 LU/00015	MAN ON WHEELS F	PH 16/09/2009	

Allocated Jobs		1	Recalled	Y
Number	Description		Date	
TRANSIDE DE HQ/00001	SHELBOURNE H	DTEL	02/09/2009	

Change Status... X Todo This job is not yet finished and still left todo. <u>Complete</u> I ve completed this job and it should be checked in. <u>Cancelled</u> This job is cancelled and I do not want to receive it again



Audit Form Display Field

			Allocated Jobs		Todo	*
In the 'Al	located Jobs' display field (2)		Number	Description Abbeydale Nursin Cuba Cafe and Bar Krazy House (MO)	Date 30/06/2009 16/09/2009 16/09/2009	
	Click onto a 'Job' Click onto the 'Open' button	Open	C2/00021 C3 LU/00015 C3 O4/00003 C3 OFHQ/00001 C3 C01/00010 C3 DD/00006	MAN ON WHEELS PH Rose & Crown Pub	16/09/2009 16/09/2009	
• [Double Click onto a 'Job'		Status	N	lew Ope	en

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

Audit and Data Gathering (Scotland 2009)					
Number:	DD/00006	Date:	16/09/2009	Additional:	344 Scotland Road, Dumfries Galloway
Description:	Throstles Nest Hotel				barrinos dalorray

Parts and Pages

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



Part A	Part B	Part C	Part D
--------	--------	--------	--------

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

page 1 - 3
page 4 - 8
page 9 - 11
page 12 - 19

Page 1	
Page 2	
Page 3	

- 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.

or more attributes have not been entered stails tails
,
etails
re Precautions - Deficiency Count
pliance Level - Article 23

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

Click back onto the 'Blue Arrow' button

ator	Active Forms	Library	TUI Console							
id Navigator	What's allocated	to me	Check Ou	It Check In	Next to the 'Check	In' button	there	is a 'Bl	ue Arrow'	butto
							Audt and	Data Gathering (Northe	m iteland 2009)	
As y	you can see	e the 'W	/hat is Allo	cated' and 'Allo	cated Jobs' windows	(1 & 2)	3 X.	Designment Des	MUNICIPAL Andread of Games In	in, hege
hav	e disappear	ed and	the audit fo	orm is the width	of the whole page		ner:	Part & Part & Part E (Part E) Part	antrag and an	
					~		1	Presses, Die and Sproge	and the second sec	-

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

115	PatA [Pats PatC PatD)	
	PartA: SiteAssessment [Mandatory]	
Page 1	Time Talien to Complete Audit:	
175	Autt:	- el dev
	Travel.	Here Para
Page 2	Adven 1	the state of the s
11.4	Assessment Colle	Elet (2002009 💌
	Palative Roll Level.	le
Page 3	Pers Salaty Hanagement Compliance Lovell	ness is engr
	Note: Galaxies notes to be used when you	and the first
	Premises, Use and Duty Holder Details	
	Designation of the second second second	
	Presson II) No.	DC-100006
	Number of Occupiers:	4
	P new there couples appears for the Perent - Old a cord industry.	
	and the second se	(Only complete # Multi-Occupier)
	Payerd Pressure (1998)	
		L In these a Site Fecced Indicator?
	Site Paniel 32-14c	
	Organistan	Proceeding April 144.4
	Building - Unit No.	
	(Area influentia building)	
	UPIN No. Categor Property Reference No. From Nate	Land Je-
	Calence Radar	3396

Audit and Data Gathering (Scotland 2009)





Provide Longite sprach by to tak super byte fail have been and the set of the board part from the set of the

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

	8 1 records whe	<u>?</u> _ 🗆 ×			
ſ	🔒 Records fou	nd			Print list 🎒
I	File number	HO Code	Name	Address	Open 📝
I	DD/00006	L	Throstles Nest Hotel	334 Scotland Road, Dumfries & Gallo 🛌	pen
l					

The premises will appear in the record card

- Click onto the 'Premises'
- Click onto the 'Open' button

😵 FP premises records				_ O ×
Help GIS FPRC WAND Propo	ogate			
Name and address: Throstles Nest Hotel 334 Scotland Road, Dumfries & Galloway,	File no: DD/00006 Station: DD SLN: L FSEC: L	Eind Insert	Next Multi-occ Print	Back
Owner: Stewen Ball Q	V0 Code: CR Sec use: Shop Oid HOC:	Hgld	Unuse no	Batch
Uvines: Steven Ball Q Contact: Micheal Ford Post code: L1 TJP District: Dum/fries County Council FP Officer: Follow up: Follow up:	Base date: Frequency: Last insp:	Contravention Documents a Enforcement • File tracker Inspection ca • Inspections a	nd Images Notices lender	Show Add Nojes DM Link
Unknown premises status Un-Specified Certification Status Resked out to Officer Ref. AF - Brown A	Site Ref: AFP_014195	+ Job managen Licenses Petroleum lice		_ _

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

Segmented Address...

Help	
Please enter the r	elevant premises details:
Station:	Dumfries Headquarters
File numbering op	tions:
	Main premises C Bocupant
File no:	DD / 00006 / Auto Check
Name:	Throstles Nest Hotel
Address:	334 Scotland Road Dumfries & Galoway
Post code:	DG1 1JP Site Ref: AFP_014195
District:	Dumfries County Council
SLN:	L FSEC: L
	Licensed Premises
V0:	CR - Licensed - Restaurant
Secondary use:	Shop
Risk:	
	□ 1(1)d
	OK Cancel



The 'Premises Address' window will open

remises address Bib	 _			
DT address index Post Code Digensiation Name Nakling Number Name Nakling Number Name Nakling Turne Statut Turne Sanality		🗗 Satta Perga Jaki		
nd Locally Name ounly ub Building	Premases address		-	
Department Name X Cancodevale V Cancodevale Piere field 1 Piere field 2 Piere field 3 Piere field 4 Piere field 5	C 01 addess index C Part Code Organisation Name Exiding Nunder-Name Address Line 1 Address Line 2 Address Line 3 Printa Town Locally 2nd Locally Name	USER_PP D-G2 1/P Thouses Next Hare 214 Scotland Road Dumhen 1/Salkovey		F. Serie Construction
	2012 Codary Health County Sub Building Department Name X Consolence Ples Initi 2 Ples Initi 2 Ples Initi 2 Ples Initi 3 Ples Initi 4 Ples Initi 4		Diange type:	

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

h PartA Parts Part C Part	10
Concernation of the second sec	toldes Details (FS Premises File Information)
pr 1 Premiues 20 No:	20(00006
Nation of Occupiers	
2 more than 1, complete in	penale form for each occupier
Parent - ChildRecord Index	tor: (Only complete if Hulti-Occupie
Parent Prennies ID No.	
No. Contraction	Is there a Site Record Indicator?
She Record ID No.	
pr 3 Organisation	Theoretics field field
Building - Linit No:	214
(Area within the building)	
UPRIN Net	1287 JP
(Unique Property Reference	a No. from National Land amp: Property Gabateer)
Reference Number:	3396
Address Line 1	terrory Read.
Address Line 2:	
Address Line 3	
Localey	
Tawn.	Distriction & Coloma
Paul Code:	D4212F
Grid Heft 2 x 6 Righter (mail)	
Entro	and the later of t
carry	and a second sec

- 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

OS address index:	USER FP		E .			
Post Code	DG1 4UQ					
Organization Name	University of Paisle	ui - Dumbie	4	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	-	
Eukling Number/Name		-				
Address Line 1	Manuel House	W.			1	
Address Line 2	Dunities Camput	-			-	
Address Line 3					1	
Postal Town	Dunties and Galo	inter			1	
Locally					1	
2nd Locally Name	-		Premises address	_	4	
Courty		_	Help		_	
Sub Building			OS address index	USER FP		P (14 Auromay Salara
Department Name			Past Code	DG1 4UQ		M. Darker Land Support
X Corordinate	468273	Own		University of Pasle		
Y Corosdinate	951753	Charg		[Unknown]	ry - Crantnes	
Flex field 1		1120012	Addess Line 1	Manuel House		
Fire field 2			Addess Line 1 Addess Line 2	Dunifier Camput		
Flex field 3			Address Line 2	Dunner Canput		
Flex field 4			Postal Town	Dunities and Galk		
Fies field 5	1			Dunmes and Galo	ondy .	
			Locality	-		
			2nd Locality Name County			
				-		
			Sub Building Department Name			
				-		
			X Corredinate X Corredinate	468273	Change type:	
			Y Corordinate Film field 1	361753	Charige date:	
				-		
			Fire field 2	-		
			Flex Seld 3	-		
			First Sold 4	0		
			Flex field 5	1		

All premises should have a 'Building Number / Name'

If you come across Premises where there is ' $\underline{\textbf{No}}$ ' '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

2 Ma Company			
0-000			
anne (the country	Here Manual and Then Languages		- 0-
	Dent Susers	an before the and	
Marchen () Marchen Marchen	Nord Child Dennes		
D contract			
Climber .	Carl Constant	Caracterization (*)	
	Etter theman	State of Contract on State	
	Contraction of the	(

Coloriset	My Documents
Callina Durrent	My Recent Documents
	D Ny Pictures
W Paint	ny Marine
Windows Explorer	🗐 Hy Computer
-	My Network Places
Persself Office Word 2003	- Control Famel
San Renote Desiting Correction	Set Program Access and Callends
S trefpace	Carred In +
Catulatin	Henry and Farms
-	() the set hapert
Hadle Feelos	D Seath
Adde Faade 7	10 sn
All grograms	
	🖉 Log Celt 🔟 Syn Cell Computer
If start Example	Laut. Direigues Drive

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).

- 0 ×

8dd.

Bemove.

Amend...

- On Global Navigator •
- Click onto File

- M 5 Bm

Alerts

Altribute

Attributes

Alerts Attribute Cluster

- Click onto eQ Architect
- Click onto Configuration .

eQ Configuration window will appear

Crown Court Informal App

Magistrates and Appeals

Attribute Groups



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

Click onto the Add button

Add	

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

 RSN

 311"▲

 3111

 3111

 3100

 3100

 3005

 3025

 3025

 312

 20

 312

 3133

 3133

 3133

 3134

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 Authobies
 Br Date
 Configurations
 Configurations
 Configurations
 Domains
 Graphic Palettes
 Log Entities
 Mail Servers
 Procedures
 Products
 Table State
 Temporal Scales
 Tot Sections
 Tull Accounts wers of Ins Flow Cha Ĩ E Part B : Fire Safety Audit - Section 8: 6 -Group 🔁 Attribute Profi TUI Account Vaults --11 ъ П × 1

As you can see there are five options to choose from



- 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 This option uses data that has been previously saved.
- entered
- 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

- A 5 D0					
Alerts	Attribute Grou	¢1			Add.
Altribute Lasters	Group name		Туре	RSN	Duplicate -
Attribute Groups	Fire Safety Audit a		FP Inspections	28 🔺	Mababas
Attibutes		nd IRMP Data Gathering	FP Inspections	312	Benove
	Inspection and Job	ciencies Flow Chart	FP Inspections	313	_
Authorities		ciencies Flow Uhart sment (Mandatory) - Section 1	FP Inspections FP Inspections	313(Agend .
Bin Data		sment (Mandatory) - Section 2	FP Inspections	314	
Classifications		Audit · Section 2: Management · Questions		312	
Configurations		Audit - Section 2: Management - Questions		312	
Domains		Audt - Section 2: Management - Questions		312	
		Audt - Section 3: Results of Audit	FP Inspections	313	
Graphic Palettes		Audt - Sections/ Parts of The Premises The		3126	
Library Sections		n of Relative Risk Level	FP Inspections	313	
LogEnties	Professional Judge Prohibition Notice 1	nent/Contemporaneous Notes	FP Inspections FP Inspections	313(
Mail Servers	Section 63 - Prohit		Premises Record Card	31.9	
Prepets	Section 64 - Enfor		Premises Record Card	314	
	Section 65 - Altera		Premises Record Card	314	
Procedures	Section 66 - Appen		Premices Record Card	314	
Products	Strategic Factors F		FP Inspections	313	
Table Slots	Di's Community Fire	e Satety eQ	Fire Safety - Inspections and \	vi 314	
Temporal Scales	1			<u> </u>	
Text Sections	Group name	Dr's Attribute Group eQ	Attribute Profile	-	
TUI Accounts	Type	Fire Safety - Inspections and Visits	Attibutes		
Vaults	RSN	3145	Andores		
A DOKE					

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



• Enter a Name

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

• Click into the Label

Label: Occupancy Profile: Maximum number of persons, in the most highly occupied compartment to be effected by an uncontrolled	▲ ▼
--	--------

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.

Occupancy Profile:
Maximum number of persons, in the most highly occupied compartment to be effected by an uncontrolled
fire within 30 minutes assuming no evacuation.

• 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.

		Þ
[A <u>d</u> d	<u>H</u> ide

Attribute Profile.

ŀ	Attribute Details		
	Help		
I	Code:	81	
	Name:	Occ Profile	

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

Data type: {Please Select} ▼ Object type: number Checked value: char date Display text: datetime boolean time sequence n/a ▼



/

- 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	Profession Type:	None	-
			None Fire Safety - Fire Safety Status Update	
•	Select one of the options	ted value: 0	Fire Safety - Follow up Inspections Fire Safety - Inspection Calendars Fire Safety - Inspections and Visits Fire Safety - Jobs Fire Safety - Premises	_
•	Click onto the Professional Attributes arrow			✓
		Profession Attribute:	None	-
•	Select one of the option	ked value: 0	None FSEC Group Gazetteer Address Line 1 Gazetteer Address Line 2 Gazetteer Address Line 3 Gazetteer Building Number	
The D	isplay box is used to activate any coding	o samp dato	Gazetteer County	•

Display text:	#D	*
		-



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 $\ensuremath{\mathsf{N/A}}$

Attribute Detail Helo	
Code:	0
Name:	Part A : Site Assessment (Mandatory)
Label	Part A : Site Assessment [Mandatory]
Post label:	
Data type:	n/a Profession Type: None
Object type:	sub-section Profession Attribute: None
Checked value:	0 Un-Checked value: 0
Display test:	-
	calculation field Setup calo
Lookup values:	A Y
Font:	MS Sans Senif Font Size: 8 pt
Alignment	Left -
Form order:	1 Tab order: 0 Certical scroll ber Clear field on amend
Form width:	Tab widh: For Force Sort By this column
	Uppercase entry
Dp:	(for numbers) T Mandatory field
Height	0 (lines) Display only
Pixels Before:	5 Pixels After: 5
<u>å</u> dvanced	OK Cancel

This is how it looks on the form

Part A : Site Assessment (Mandatory)

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

ttribute Details	
<u>H</u> elp	
Code:	
Name:	Assessment Date and Time
Label	Assessment Date and Time:
Post label:	
Data type:	datetime Profession Type: Fire Safety - Jobs
Object type:	entry 🖌 💌 Profession Attribute: Job Date of Visit
Checked value:	0 Un-Checked value: 0
Display text	#D
	×
	Calculation field Setup calc
Lookup values:	
	<u>_</u>
Font:	MS Sans Serif Font Size: 8 pt
Alignment	Left
Form order:	2 Tab order: 1 🔽 Vertical scroll bar 🔽 Clear field on amend
Form width:	15 Tab width: 15 Horizontal scroll bar Sort by this column
	Uppercase entry
Dp:	0 (for numbers) T Mandatory field
Height	0 (lines) 🔽 Display only
Pixels Before:	5 Pixels After: 5
Advanced	OK. Cancel

This is how it looks on the form

Assessment Date and Time:

23 01 2008 15:47

to

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

Property Name:

Testing Productive Hours - DIV = 2

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

substitution Pressure S Sprinkler S	Calculation				
Backspa	ce	Clear		CE	
7	8	9		111	
4	5	6	- +	, If	
1	2	3	Least	Greatest	
0	+/ -	· ·	Log10	Abs	
•		Sign	Round	Trunc	
(Building Si	ze}			<u> </u>	
(Predomina	nt Type}				
{Number of	Occupiers	}		_	
(Sole Supp	ier}			_	
(Exceptiona	al Value}			_	
(Heritage R	isk}			_	
(Community	Loss}			_	
(m.).				_	



Attribu Help Code: 7 Name Property Name Label: Property Name 4 -Post label Data type Profession Type: Fire Safet Profession Attribute: Gazett • Object type entry Checked value Checked value: 0 Display text: * Lookup value: * -MS Sans Serif Font Size: 8 pt Font: Alignmen Clear field on amend rtical scroll bar Form order Horizon tal scroll bar Sort by this column Form width 35 Dn endatoru fielo Height: Display only Pixels Befor OK Cancel Advanced...

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

		_
Code:	19	
Name:	Life Risk Score	
Labet	Life Risk Score (A+B):	
Post labet		
Data type:	number Profession Type: None	_
Object type:	entry Profession Attribute: None	_
Checked value:	0 Un-Checked value: 0	
Display text:		_
	Calculation field Setup calc Calculation Order: 0	
Lookup values:		-
Font	MS Sans Serif Font Size: B pt	
Alianment	Left	
2		
Form order:	19 Tab order: 0 Vertical scroll bar Clear field on amend	
Form width:	15 Tab width: 0 Honzontal scroll bar Sort by this column	
	Uppercase entry	
Dp:	2 (for numbers) 🔲 Mandatory field	
Height:	0 (lines) Display only	
Pixels Before:	5 Pixels After: 5	

This is how it looks on the form

Life Risk Score (A+B):	-4.00

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".

Lookup values:	More than Adequate;Adequate;Less than Adequate	A
		-

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

Attribute Details	
Help	
Code:	74
Name:	Property Loss Options
Label:	Property Loss:
	<u></u>
Post label:	
Data type:	char Profession Type: None
Object type:	droplist Profession Attribute: None
Checked value:	0 Un-Checked value: 0
Display text:	×
	<u>v</u>
2	Calculation field Setup calc
Lookup values:	Please Select;Confined to Compartment of Origin;Confined to the Room of Origin;
	Confined to the Floor of Origin,Confined to the Building of Origin
Font	MS Sans Serif Font Size: 8 pt
Alignment	Left
Form order:	85 Tab order: 0 T Vertical scroll bar Clear field on amend
Form width:	35 Tab width: 0 Horizontal scroll bar
	Sort by this column
Dp:	0 (for numbers) Mandatory field
Height:	0 (lines) Display only
Pixels Before:	5 Pixels After: 5
Advanced	0K Cancel

This is how it looks on the form

Property Loss:

Fire Fighter Risk:

Please Select Please Select Confined to Compartment of Origin Confined to the Room of Origin Confined to the Floor of Origin Confined to the Building of Origin Damage Estimate in m2 (within 50 m2): Damage beyond Building of Origin:

To set up Check boxes on your form

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

<u>A</u>dd...

The Attribute Details window will open

Attribute Details	s	
Help		
Code:	Di CB	
Name:	Dis Checkboxes 1	
Labet	Di's Checkbaxes 1	×
Post label:		
Data type:	boolean Ptofession Type: None	٠
Object type:	checkbox Profession Attribute: None	•
Checked value:	0 Un-Checked value: 0	
Display text:		*
	Calculation field Setup calc	
Lookup values:		×
Font	MS Sans Senit Font Size: 8 pt	
Alignment	Left	
Form order:	25 Tab order: 0 F Vertical scroll bar F Clear field on amend	
Form width:	Tab widh: 0 Horizontal scroll bar Sort by this column	
Dρ	0 (for numbers) T Mandatory field	
Height	0 (lines) T Display only	
Pixels Before:	5 Pixels After 5	
Advanced	ок (с	ancel

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

Di's Attribute Groups eQ	- Page 1 of 1		
Date			
Di's Column 2			
Di's Column 3			
Di's Column 4			
Di's Column 5			
Di's Checkboxes 1			
Di's Checkboxes 2			
Di's Checkboxes 3			
Di's Checkboxes 4			
	Previous	<u>F</u> inish	Cancel



	ttribute Groups				<u>A</u> dd
Group	p name		Туре	RSN	Duralisata
Contar	nination		Personnel Record Car	∃ 3112 ▲	Duplicate
Contar	mination Event		Personnel Record Car		Remove
	tribute Cluster		Premises Record Card	3122	<u></u> omoro
	tribute Groups eQ		FP Inspections	312	Amend
	ery and Call		Incident Library	53	
)own List Test		Premises Record Card	80	
	yee Details		Personnel Record Car		
	ement Notice Flow		FP Inspections	45	
	nent Failure Attribu	tes		22 72 ▼	
F valua	ating the Risks				
· II					
Group	name D	i's Attribute Groups eQ	🔄 📄 Attribute Pr	ofile 🔺	
Туре	F	P Inspections	Attributes		
RSN	3	121	Autoutes		
			•		
•			Add	Hide	
A 1	ttributes				Duplicate
-	1				Dupicate
Seq 5787	Name Dis Column 4	Label Di's Colum		Order Table	Remove
5787 5788	Di's Column 4 Di's Column 5	Di's Colum Di's Colum		15 20	
5788 5794	Drs Column 5 Drs Checkhoxes			20	Amend
5794 5795	Di's Checkboxes			26	Rules
5795 5796	Di's Checkboxes			26	nules
	Di's Checkboxes			28	
5797 •	DIS CHECKDOXES	4 Dis clied			

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.

(A) 107 1 0

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



📴 AI	tribute Groups							
	name			Туре				RSN
Contan	nination			Person	nel Reco	ord Card		311. 🔺
Contan	nination Event			Personnel Record Card			52	
	ribute Cluster			Premises Record Card			312	
	ribute Groups e	2			ections			312
	ery and Call				it Library			53
	own List Test				es Reco			80
	ee Details				nel Reco	ord Card		59
	ement Notice FI			FP Insp	ections			45
	ient Failure Attri	outes						22
Evalua	tinn the Risks			1				45 22 72 ▼
•								•
Group	name	Di's Attribute Groups	eQ		🗎 Attri	bute Pro	file	
Type		FP Inspections					10	_
BSN 3121				Attri	butes			
								V
					•			
•		I		•	A	.dd	1	<u>H</u> ide
A	tributes							
Sea	Name		Lahel			Form C)rder	Table
5783	Di's Attribute I)etails	Di's Attribute De	etails			0	
5784	Date		Date				il	_
5785	Di's Column 2		Di's Column 2				5	
5786	Di's Column 3		Di's Column 3				10	
5787	Di's Column 4		Di's Column 4				15	
5788	Di's Column 5		Di's Column 5				20	-
€ ∏	1		1		- I			

Attribute Help Code Di 6 Di's column 6 Radio Name Radio buttons can be det up here A 7 Label Post label: Profession Type: None Data type: number Object type radio Profession Attribute: None Un-Checked value: 0 Checked value: 0 <u>_</u> Display text -Calculation field Setup calc . Lookup values: Yes;No -MS Sans Serif 💌 Font Size: 8 pt 💌 Font • Alignment Left 10 Tab order: Vertical scroll bar Clear field on amend Form order: 0 [20 Tab width: 0 Horizontal scroll bar Form width: Uppercase enwy
 (for numbers)
 Mandatory field
 (fines)
 Display only Dp: Height: Pixels After: Pixels Before: OK Cancel Advanced...

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

<u>R</u>ules

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

<u>A</u>dd...



SOPHTLOGIC - COMMERCIAL IN CONFIDENCE

The Attribute Rules window will appear

Attribute Rules			
Sort Order:	0		
Operand:	Equal to	•	
Radio buttons can be det up here	C Yes	-	
<u> </u>	∞ M2	<u>•</u>	
		ок	Cancel

- 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

Operand:	Equal to 💽
Radio buttons can be det up here	{Please Select}
	Not equal to

This will bring you back to the Attribute Rules window

🚷 Ati	tribute Ru	es: total	lines=1							_ 🗆 ×
Help	Eormat	Access	Records							
	• \$) <u>6</u> [r	1							
8	Attribute Ru	iles								<u>A</u> dd
Ru	e		p here Equal to			Drder				Duplicate
Fiau	lo buttons ci	an be det u	p nere Equal to	NO					<u> </u>	Remove
										Amend
										A <u>m</u> enu
									-	
									•	
Rule Orde		Rac	lio buttons can	be det up here E	qual to No		*	💼 Attribute Solu	ions 🔺	
Urde	n .	- P								
								•		
							-			
								A <u>d</u> d	<u>H</u> ide	

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

A<u>d</u>d...

The Set Attribute Solution For Rule Button window will appear

Set Attribute S	iolution for Rule Radio buttons can be det up here Equal to No
Target Group:	{Please Select}
Target Attribute:	·
Sort Order:	0
Set Characterist	ics:
	Disabled
	Vertical scroll bar
	🗖 Horizontal scroll bar
	Uppercase entry
	Assign Value
	Mandatory
Assian Value:	
	OK Cancel

Click onto the Target arrow

•

•

Set Attribute Se	olution for Rule Radio buttons can be det up here Equal to No
Target Group:	Di's Attribute Groups eQ
Target Attribute:	{Please Select}

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

l arget Gr	up: Di's Attribute Groups eU	_
Target At	ibute: {Please Select}	-
Sort Orde	Drs Attribute Details	4
Set Chara	steetistic John Dis Column 2 Dis Column 3 Dis Column 6 Radio Dis column 6 Radio	
	Drs Checkboxes 1 Drs Checkboxes 2 Drs Checkboxes 3 Drs Checkboxes 4	

Set Attribute Solution for Rule Radio buttons can be det up here Equal to No

Set Attribute Se	olution for Rule Radio buttons can be det up here Equal to No
Target Group:	Di's Attribute Groups eQ
Target Attribute:	Di's Checkboxes 1
Sort Order:	1
Set Characteristic	35.
	V Disabled
	Vertical scroll bar
	F Horizontal scroll bar
	Uppercase entry
	🔽 Assign Value
	Mandatory
Assian Value:	
	OK Cancel

Form Order – order you want the columns

-		-		
Font:	MS Sans Serif 🔄	Font Size: 8 pt	_	
Alignment	Left 🔹			
Form order:	0 Tab order: 0	Vertical scroll bar	🔲 Clear field on amend	
Form width:	Tab width: 35	Horizontal scroll bar		
		Sort by this column		
· · · · · · · · · · · · · · · · · · ·		Uppercase entry		
Dp:	0 (for numbers)	Mandatory field		
Height:	0 (lines)	🔲 Display only		
Pixels Before:	5 Pixels.	After: 5		
Advanced			OK	Cancel

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.

🔲 Vertical scroll bar	🔲 Clear field on amend
🔲 Horizontal scroll bar	
Sort by this column	
Uppercase entry	
Mandatory field	
🔲 Display only	



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

Inspections

The Inspections window will appear

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



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	the format Access	Excela
	- A A De	
The list that is in this Inspections window is setup in Fire Safety Configuration – Inspection Types folder.	Andream page: Andream page: Contraction grapment Contraction page: Contraction and page: Contraction when page: Contrest page: Contraction when page: Contraction when page:	Constant spen Constan

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		
В	Care Homes	В		
B6	Uncertificated Factory	B6		
B7	Uncertificated Office	B7		
88	Uncertificated Shop	B8		
C	Houses Of Multiple Occupation (Hmo) Tenement	С		-

Click onto the IRC Config button

IRC Config

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.

IP premises records				
No gis ppec white	Propogate			
Name and address	File no. N/00007	End.	Nest	Back
The Occupier 25 Another Boad	Station: N = SLN: F6	jruet	Hubicce.	Edit.
Different Town	PSEC F6 V0 Code F6	Auchige	Pirt_	Search.
	Secure ON HOC	Hgkt	Unuse no.	Batch
when Not specified whet Contact not spec		Community		- Hide
tut code: IP3 0AT	Base date:		Contraventions Di's Community Fire Satety eQ N	
istrict Nithodale P Officer:	Frequency Last re-inits	DVs Conesu	nity Fire Satety eQ P	
ollow up: U date		Documents Fire Salety /	and Images kudit and IFIMP Dati	DM LHA
U date.	Site Ref. AFP_00001		alely Check.	
Inspected certilication status		Inspections		-1
		T inc arch		
Community Fire Safety	010			(i) Reput
Dealed Date Entered B	ly Ref No	Detached		Berow.
				Veg_
				Evet
				-
11			2	ř

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

i's Attribute Groups eQ - Pa	age 1 of 1		
Date Di's Column 2 Di's Column 3 Di's Column 4			
Radio buttons can be det up h	ere C Yes © Na		
Di's Column 5			
Di's Checkboxes 1			
Di's Checkboxes 2			
Di's Checkboxes 3			
Di's Checkboxes 4			
	Previous	<u>F</u> inish	Cancel

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

Nome and address: The Docupier	File no: N/00007 Station: N	End.	Next	Back
25 Another Road	SUN: FG	Insert	Multiocc	Edit
Different Town	FSEC F6 V0 Code: F6	Archige_	Bint_	Search
	Sec use:	Hgld	Unuse no	Bajch
Owner: Not specified Contact: Contact not specified Politocie: IP3 DAT District: Nithodale PD Officer FD Offic	Base date: Frequency: Last re insp: Site Ret AFP_000017	Di's Commu Documents	ins hty Fire Satety eQ N inty Fire Satety eQ P and Images wdit and IRMP Dati afety Check	Hide Add Notes DM Line

The Inspections and Visits window will appear

de		
ile: N/00007 Nated:	Finish date:	Print Results Cancel OK
lacate to: Trio jobs have been ald spection Coding: F8 • Personel type: C FP specialistaff member C Developed staff member	Units: 1 Hours: 0.00 Travet 0.00	C 03 Re-Inspection C 04 Follow up impection C 04 Follow up impection C 05 Modelmencu Impection C 05 Modelmencu Impection C 05 Notificity of the State Official C 07 Reliation C 08 Care Standards C 03 Housing C 03 H

Within the Inspection Types box

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

<u>R</u>esults...

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

Select attribute group
Select group
Community Fire Safety
Di's Community Fire Satety eQ IV Di's Community Fire Satety eQ PRC
-
OK Cancel
OK Cancel

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

· # 5 N	d				
Alets	efs 🖆 🕒 🚱 Attribute Groups				
Attribute Clusters	Group name	Type	RSN		
Attribute Groups	(FSI) FS 251	Premises Record Card	100.4	Robertage	
Allabules	(ILPI) Fire Blanket	Premises Record Card	100		
	Acceptance of Fire Setting Calls Alteration Notices	Incident Library Premines Record Card	64 — 308		
Authorities	Application for Licensing Licence	Premises Record Lard Premises Record Card	3.8		
Bin Data	Article 24 - Power to Make Regulations about Fire Precaution		310		
Classifications	Article 27 - Powers of Inspectors	Premises Record Card	310		
Configurations	Article 32 - Other Matters Not Recorded Elsewhere	Premises Record Card	3104		
Domains	Article 8 - Duty To Take General Fire Precautions	Premises Record Card	310;		
	Duilding FSI	Premises Record Card	106;		
Graphic Palettes	Certification Progress Attributes	FP Certification	84		
Library Sections	Clains		75		
Log Entries	Complaints / Compliments Complaints Procedure	Incident Library Incident Library	57		
Mail Servers	Complaints Procedure	Personnel Record Card	65		
	Companya Procedure	Personnel Record Card	311:		
Presets	Contamination Event	Personnel Record Card	52		
Procedures	Discovery and Cal	Incident Library	53		
Products	Drop Down List Test	Premises Record Card	80		
Table Slots	Employee Details	Personnel Record Card	59 -1		
Temporal Scales	T State Barrier Barrier	Inn Lassacias	1.1		
Text Sections	Group name	Atribute Profile	1		
TUI Accounts	Type		-		
Vaults	BSN	Atributes			
A AGM2					

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

• Click onto the Add button

Add...

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

Attribu	oute Groups	
Code:		
Name:	e: Fire Safety Audit and IRMP Data Gathering	
Type:	Fire Safety - Inspections and Visits	
	Record Card Format	
	Attribute Cluster	
	Populate Form with Last Data Entered	
Comm	nunications Administration:	
	🔲 Include in Tags	
	Include in Export	
		er le i l
		OK Cancel

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

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

· 44	5 010				
🗎 Alets	A	Altribute (Chusters		Add
Attribute Clusters		Code CLAUDIT	Name Fire Safety Audt and IRMP Data Gathering		Duplicate.
Attribute Groups		FSR7 CLAUDIT	E Prosecutions and Appeals Fire Safety Audit and Data Gathering	~	Bemove.
Authorities					Amend
🚞 Bin Data					Clusters



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

