Hilti CFS-DM

Firestop Documentation Manager

Instructions for use

January 2016

Contents

chapter 1

HOW TO START

Congratulations

You have just signed-up to use the Hilti Firestop Documentation Manager Software CFS-DM to simplify firestop documentation in your facility or project. There are three basic steps for using the software, project setup, capturing penetration information and creating a report.

This Start-up guide is designed to help you understand how to best set up your first project based on your project needs.

Step 1	Step 2	Step 3
		
Prepare the project	**Record the penetration**	**Create a report**

The information in this guide provides suggestions on different ways to establish and understand how to setup a project and document. It will explain each aspect of the software and allow you to maximize the functions of users, trade needs, and various levels of documentation, report building and project sharing. Each user will have unique needs for their project or facility.

License Users

You are a Back Office user. You will be the main contact/manager responsible for managing the project on CFS-DM software. You have the ability to control all functions for each project. You may assign Mobile users to help document penetrations in the field.

Type of User	Description	Functions
Back Office	A Back Office user controls and manages all projects in the CFS-DM software. You can use your login credentials to login to both the Back Office website and Mobile device. You can be logged in at the same time.	• Add/edit/delete project and penetrations • Create reports • Assign/delete Mobile users • Edit "My Company" information • All Mobile user functions
Mobile	A Mobile user is assigned to selected projects to capture penetration information. You can only login to a mobile device.	• Add/edit penetration • Add Photos • Scan/assign QR codes to penetrations • Locate penetrations on 2D plans

Types of contractors

How do different types of contractors document?

Type of Contractor	
Firestop Specialty Contractor	FSC‘s are generally on many different projects documenting firestop due to the owner request to differential their level of service and professionalism from other FSCs. An FSC can be the owner of a CFS-DM license that manages and delivers reports to project GCs or Healthcare facility managers, or they can be added to an existing CFS-DM license as mobile users to document specific work.
General Contractor	General Contractors usually use one license on a large construction project. Incorporating CFS-DM software may be required by the owner for managing firestop installation during the construction phase and later as a maintenance tool for future modifications. The GC can assign a project to different sections of the project or building and assign each trade as mobile users to document the firestop installed by each relative trade.
Healthcare Facility	Facility Managers typically use the CFS-DM software to manage the firestop conditions for either a single hospital building or facility campus. The Healthcare Facility may use the software to only document deficiencies as they occur in the facility or document all penetrations. The CFS-DM software can be integrated into a Work Permit process to help document the pending or complete work for each permit. A final report can be created using the CFS-DM software and included in the final Work Permit report to prove the work was completed correctly and on time.

Project Management

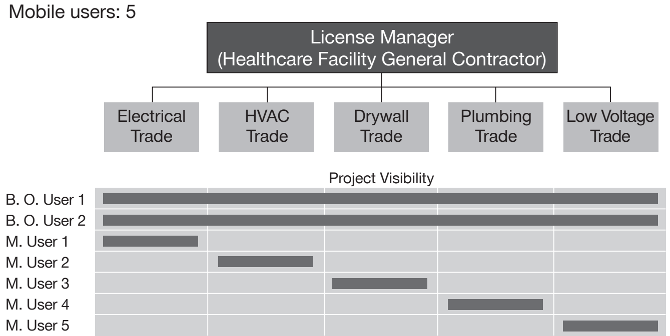
A CFS-DM software license can be used to manage information organized in a variety of situations.

FSC Scenario: A single license is used by one FSC to manage different projects. Each project may consist of a job or building in which firestop installation is being performed.

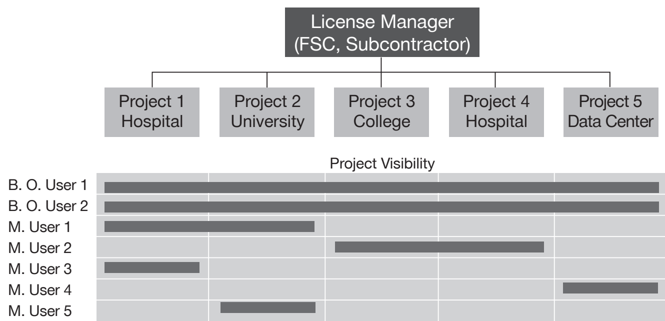
Healthcare Facility Scenario: A single license is used by a hospital to manage different buildings on a hospital campus. Each project would represent a building within the campus. A single license is used by a hospital to manage one facility and each project is used to manage the work performed by different trades in that facility.

General Contractor Scenario: A single license is used by the GC to manage one construction project. Each project within the software would be used to track the firestop performed by each trade. The license could then be passed onto the building owner or facility manager to be used as a maintenance tool for future retrofitting of penetrations.

Scenario: Single license, singe project
(large construction project or hospital facility)
Back office users: 2
Mobile users: 5

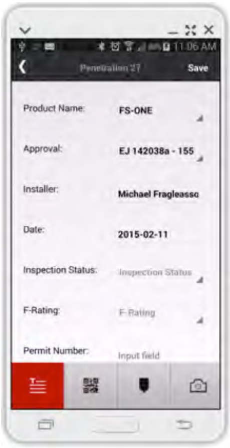


Scenario: Single license, multiple projects
Back office users: 2
Mobile users: 5



Level of documentation required

How much information will be documented per penetration on your project or facility?

Information documented for each penetration	Attributes	Record with QR code	Locate on 2D plan	Capture a photo
Full Documentation	X	X	X	X
Simple Documentation	X	X		
Verifier Documentation	X			
Material Needed		QR code labels	2D life safety plan	
				

What information is required to be documented for each penetration?

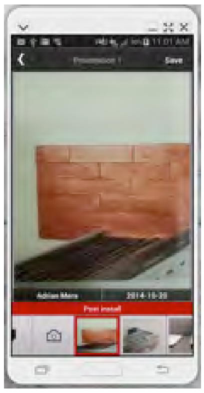
CFS-DM offers different documentation options to match project requirements.

Attributes: Each project will require different information to be recorded about each penetration. The CFS-DM software automatically includes basic information based on who is logged into the mobile device. Other information is reloaded into projects such a firestop products and UL systems. The Back Office user creating the project determines which additional attributes are needed to create reports relevant to the project needs. We have provided several suggestions for custom attributes.

Automatically Generated	Pre-loaded Attributes	Custom attribute suggestions
• Installer's name • Date of installation • Hierarchy level (Building, Floor, Wing, Room, Wall)	• Product name: All Hilti Firestop Products • Approval: All Hilti UL Systems (Project specific EJs)	• Work Permit # • Inspection Status • Firestop Status • Service • Subcontactor Name • F-Rating • Assembly Type

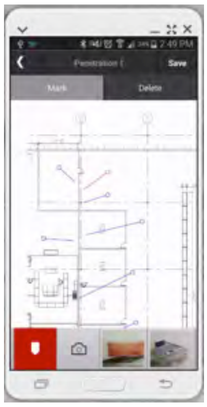
Hilti products and UL Systems are already preloaded into the CFS-DM for each project. If a project requires Engineering Judgment (EJs), these documents can be added to the project and to penetrations on a project basis.

Photos




Photos can be used to record the state of the penetration. The CFS-DM software allows the mobile user to capture up to 7 photos per penetration. These photos can then be assigned as pre-installation, which is commonly used to include in facility survey of outstanding work, or as a post-installation to prove the firestop was installed on location.

2D Plan



Locating the penetration on a 2D Plan allows the user to know exactly where the penetration is located in the building. This option can be performed independently for each penetration by selecting the “marker” icon. The marker bubble can be created, moved or deleted for accommodating adjacent bubbles.

The bubble is automatically numbered upon synchronization with the cloud.

Quick reference code (QR code)

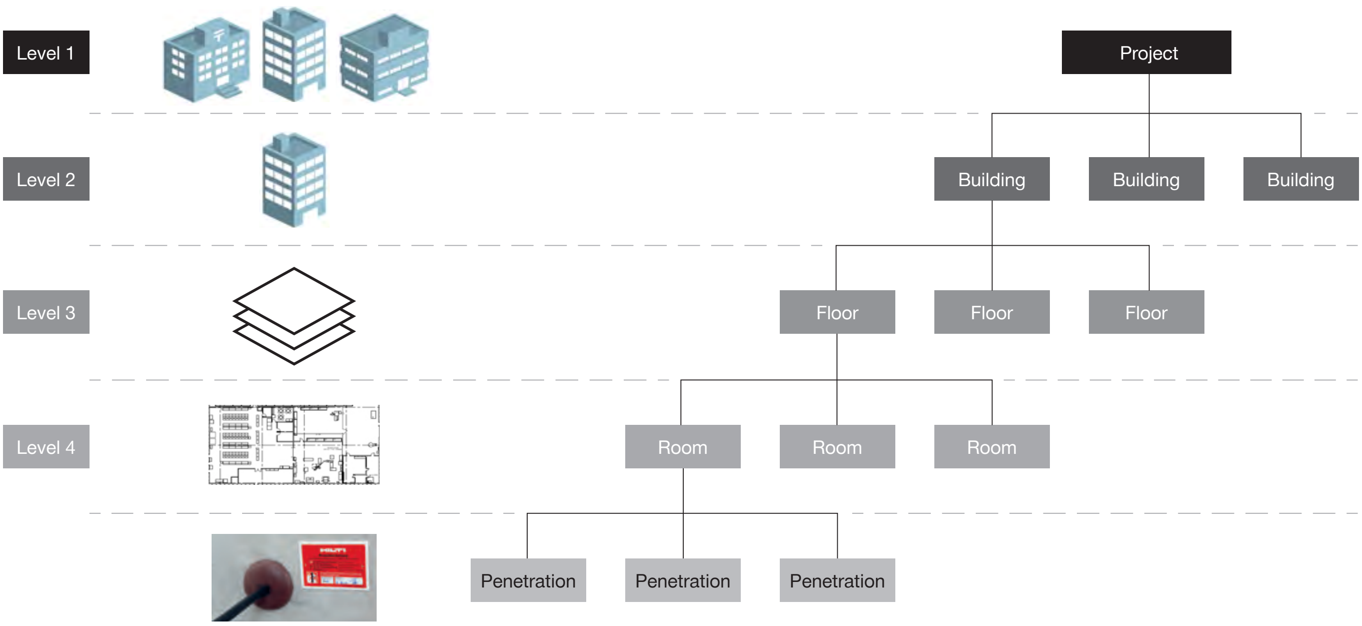
QR code labels are used to identify the penetration. By scanning QR code using the CFS-DM software, the physical penetration can be connected to the virtual penetration in the project. This feature allows the user to instantly retreive uptodate information on each penetration. Common information includes UL system, firestop product used, installer name, date installed, etc. The labels can be used on one or two sides of the wall. The single label will have a unique QR code and is used to identify one penetration on one side of the wall. A multiple label (3 set) will have 3 matching QR codes that allow the user to place the same label on two sides of the wall, which when scanned will identify one same penetration on either side of the wall.


Label

Label	Description	Matching QR codes	Sample	Single side of wall	Double side of wall (underside of ceiling grid)
Identification sticker QR set	Large adhesive label set	3		No	Yes
Identification sticker QR small	Single small adhesive label	1		Yes	No
Identification plate QR	Single large hard plastic	1		Yes (hanging)	No

Project layout (Hierarchy)

As you build your projects as the Back Office user, the CFS-DM software will ask you to determine the project hierarchy. The user has the option of laying out the project into and up to 3 levels. For example the building maybe laid out in a building, floor, room orientation. The Back Office user must understand the layout of a project and choose the best hierarchy for their project. Knowing how the final reports will be created can help determine the project hierarchy. For example, will the reports be divided by building, wing, floor, firezone, etc. Here is a list of typical levels into which projects are divided. (Remember the CFS-DM software offers up to 4 levels)



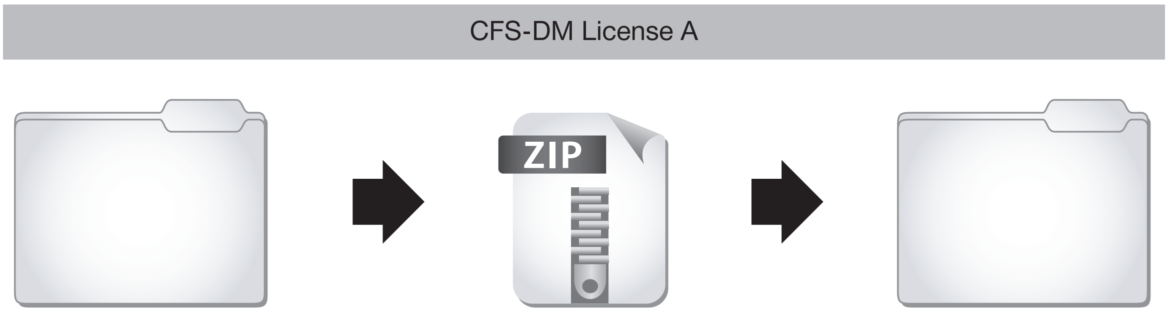
Hierarchy Level	Example 1 (Typical)	Example 2	Example 3
Level 1 (Project)	Building	Wing	Floor
Level 2	Floor	Floor	Room
Level 3	Room	Firezone or Wing	Wall direction (N, E, S, W)
Level 4	Empty	Room	Empty

NOTE: Level names cannot be changed once project is created.

Sharing a project

Projects can be shared through the export/import feature in the Back Office platform. A contractor can create the project under a license and then pass the project along to another contractor or owner who owns a different license.

- Report frequency and content (weekly, monthly) (completed work, pending work)
- Format of report (excel spreadsheet, standard PDF, 2D plan)



Export: Project A

Create Zip file for a project
- Project needs
- Archive
- Relieve storage space

Import: Project A

Export: Project A

Create Zip file for a project
- Transfer project to owner
- Share project update
- Combine projects

Import: Project A

You are ready! Create the first project.

Use the information you just read to help set up your first project. Follow the steps listed in the back office and mobile chapters of the user manual.

chapter 2

DESKTOP APPLICATION

Welcome email and desktop application

Your account and login information

After you have ordered the Hilti CFS-DM Firestop Documentation Manager software, you will receive an e-mail that your account was successfully created, along with information on how to access your account.

From: HAG Firestop Doc Manager
Sent: Thursday, February 05, 2015 3:47 PM
To: John Smith
Subject: Welcome to the Hilti CFS-DM Firestop Documentation Manager

Dear John Smith,

Welcome to the Hilti CFS-DM Firestop Documentation Manager!

Your new account was created. Please review your account and order details below:

Company Name: Tristate Firestop
Registered E-Mail Address: john.smith@tristatefirestop.com
Password: abcde
You have ordered the following subscription plan from us: CFS-DM Basic
User Type: Backoffice User

The prices for the different subscription plans are as follows:
- Demoversion (limited to 30 days, max 5 penetrations) (free)
- Basic with 5000 penetrations (xx$ per month/xx$ per year)
- Premium with 20000 penetrations (xx$ per month/xx$ per Year)

This e-mail does not constitute a binding order. In order to enter into a subscription agreement under the subscription plan indicated above, please login to the back-office application and mobile application with the following links using the above account details. During the first login you will be asked to agree to the terms and conditions of the subscription agreement.

Using this account information, please login to the Back-office application and mobile application with the following links.

- **Visit Back-office Application:** https://cfs-dm.hilti.com
- **Download Mobile Application for Android Phones and Android Tablets: Google Play Store or** https://play.google.com/download.xxx
- **Download Mobile Application for iPhone and iPad:** https://itunes.apple.com/us/app/download.xxx

For further assistance contact the Firestop Documentation Team
1. For Product Technical Support call 800-879-6695 or email cfs-dm@hilti.com
2. For Customer Service call 800-879-8000

Best Regards,
Hilti CFS-DM Firestop Documentation Manager Team

To be able to implement and run the CFS-DM Hilti Firestop Documentation Manager, the following minimum system requirements apply:
Mobile Applications:
- Apple® iPhone® iOS 7 or iOS 8
- Apple® iPad® iOS 7 or iOS 8
- Tablet/Smartphone Android™ Version 2.3 up to version 4.4
- Your phone needs to have a connection over WiFi or 3G/4G netword to the Internet to synchronize data. Additional cost for internet data traffic might apply from your service provider
Online Application:
- MS Internet Explorer®: Newest version
- Google Chrome™: Newest version
- Mozilla Firefox®: Newest version

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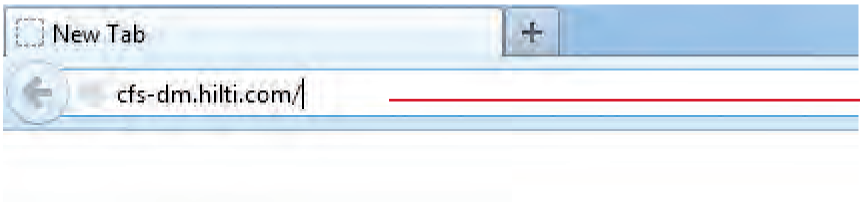
1. **Initial e-mail information:** user created successfully.

2. **Account confirmation:** your e-mail address and password. **WARNING:** Please do not forward your password to non-authorized persons.

3. **Your LOGIN information:** **First link:** login with this link from your PC Internet browser to access the software **Second link:** to download the app for mobile use, click on the appropriate link. There are two different links – one for Apple® devices and one for Android™ devices.

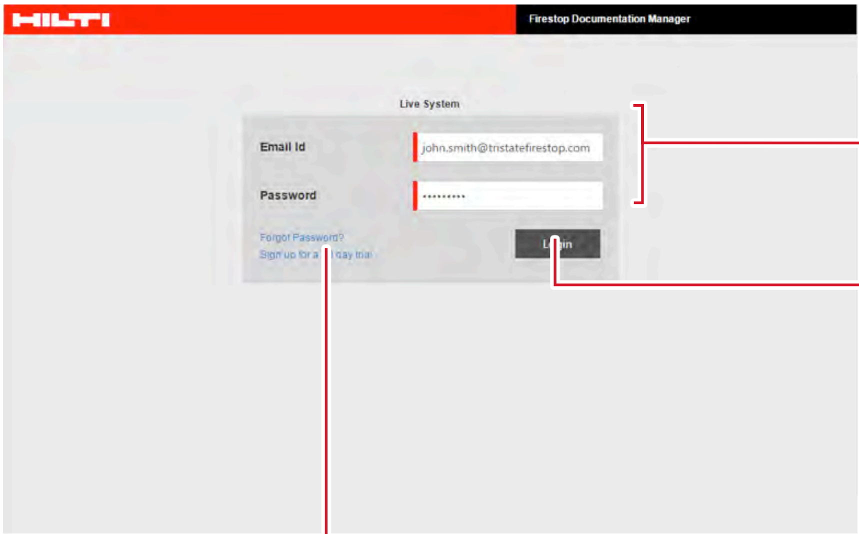
Login to your desktop application

To start your online desktop application, enter the respective URL link into your navigation bar.



1. Copy or write the desktop application link from your e-mail onto your navigation bar.

Congratulations: welcome to the Hilti Firestop Documentation Manager.



2. Enter your registered e-mail address and your password from your e-mail into the respective fields.

3. Click "Login."

If you forgot your password, click on the link and you will be instructed to register for a new password.

The basic desktop screen “Projects”

The basic desktop screen offers some key functionalities.

Project icon:
Overview of your projects and create a new project.

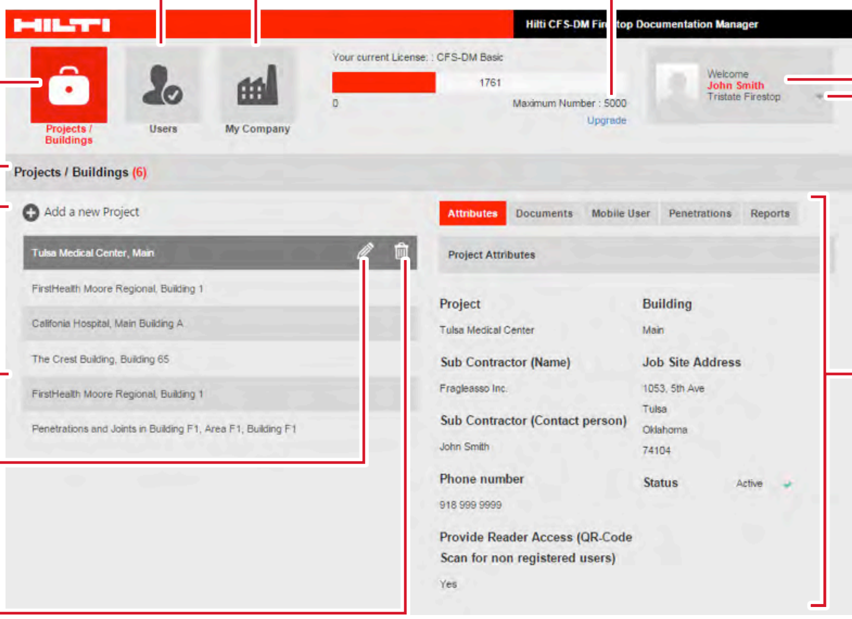
User icon:
Overview and creation of your authorized desktop and mobile users.

My Company icon:
Your company data, logo, and license information.

Your current license and how many penetrations / data volume you have actually used.

Your name and photo, which you may upload optionally via user settings.

Click on arrow to change your user settings



Your number of captured projects.

Click on ⊕ to add a new project or building.

Overview of all your projects / buildings.

Here you may edit your project attributes or delete a project.

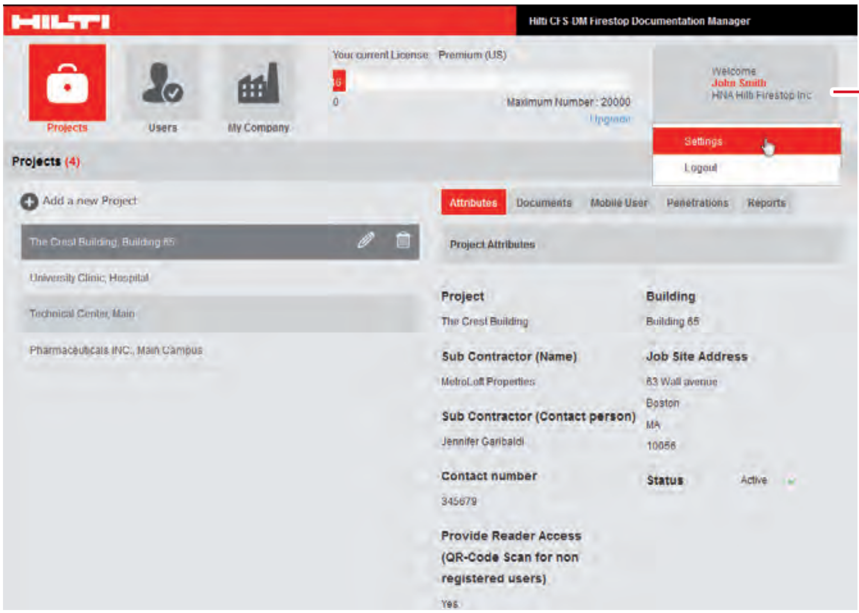
Delete a project. Status of project must be set as inactive before it is possible to delete it (Attributes, Status).

This field shows and offers all activities when clicking on a specific project:

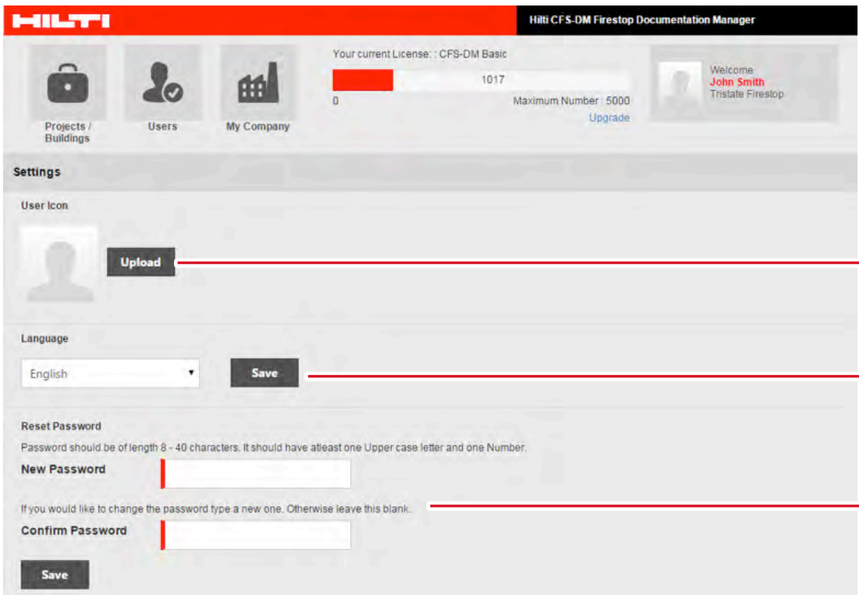
- Project attributes
- Documents
- Mobile user for this project
- Penetrations
- Reports

User settings

First, define your user settings.



1. Place your mouse on this field and click on the little arrow, then click "Settings."



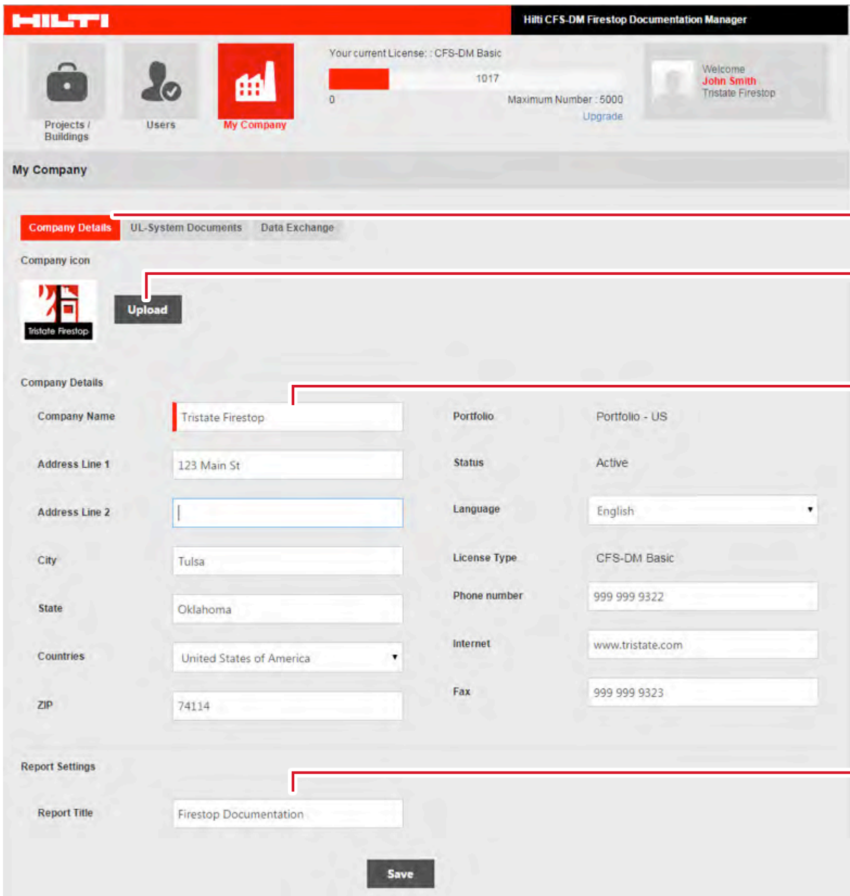
2. Upload your personal picture. To upload click "Browse..." and select a picture from your personal files and "Upload."

3. Select language from available parameters.

4. Reset password.

Define your company and upload documents

Under “My Company,” you may provide information for your company profile. This is important, as this information will also be shown on your reports. You may upload approval documents and listings as well.



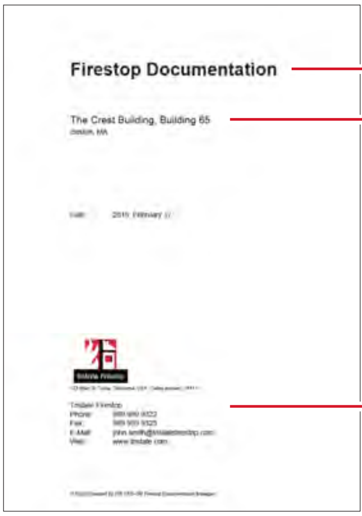
1. Click the “Company Details” icon.
2. Upload your company logo from your personal files if desired. Browse your files, click on your logo and upload.
3. Enter all your company data in the respective fields.

   Only fields marked in red are required. Other data is not mandatory. You can always go back later and change the data.

   Enter your personalized report title, which will appear on the cover page of your report.
4. Save your input.

Export of Report:

The data entered in “My Company” will be included in the front page of the report.



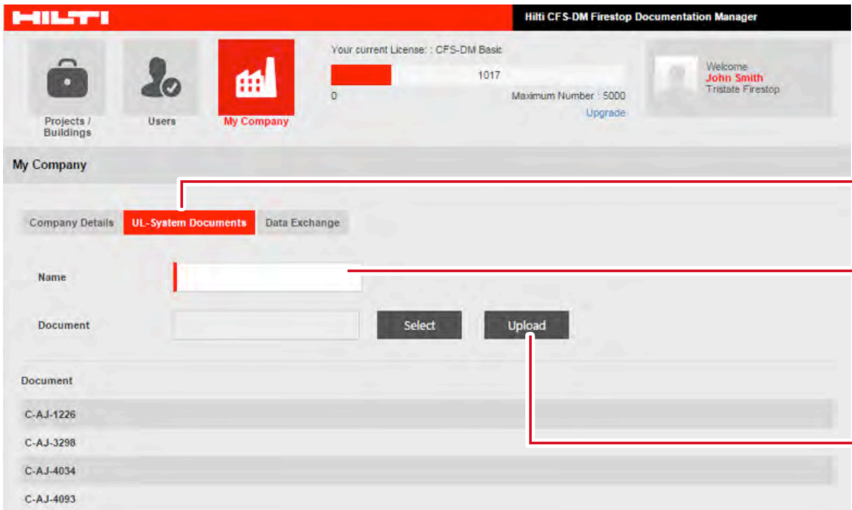
Report title

Project name

Company details

Under “My Company,” you may also upload all approval documents (Ex. Engineering Judgment Document), listings and other important documents which you will need for your documentation. PDF format is required.

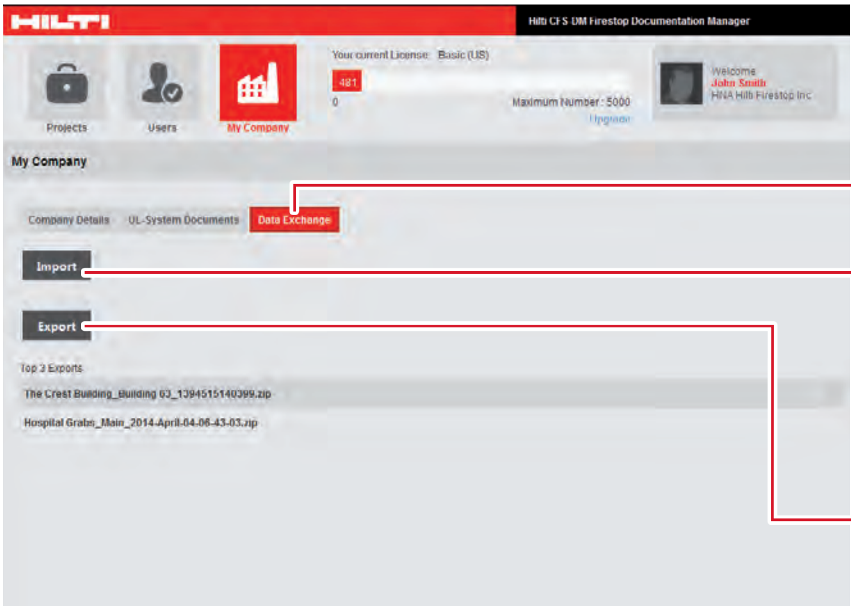
The Engineering Judgment documents and non Hilti UL-Systems may be uploaded here and later added in a specific project. See page 26.



1. Click the “Documents” icon to enable upload of your documents.
2. Label or name your documents.

   All Hilti relevant main approvals documents and listings are uploaded automatically.
3. You may also search for documents in your personal files, label them and upload them into the Documentation Manager.

   The list of documents will be shown on the screen.

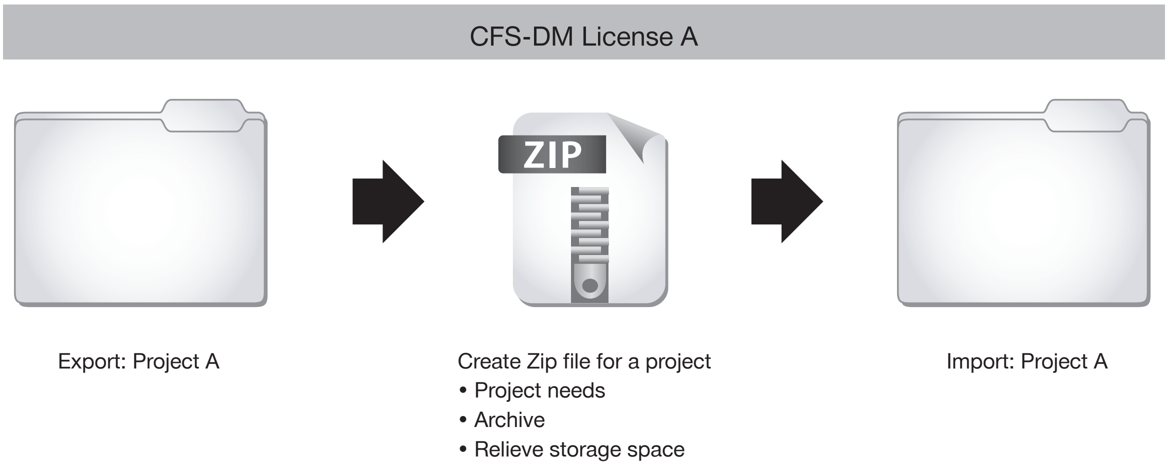


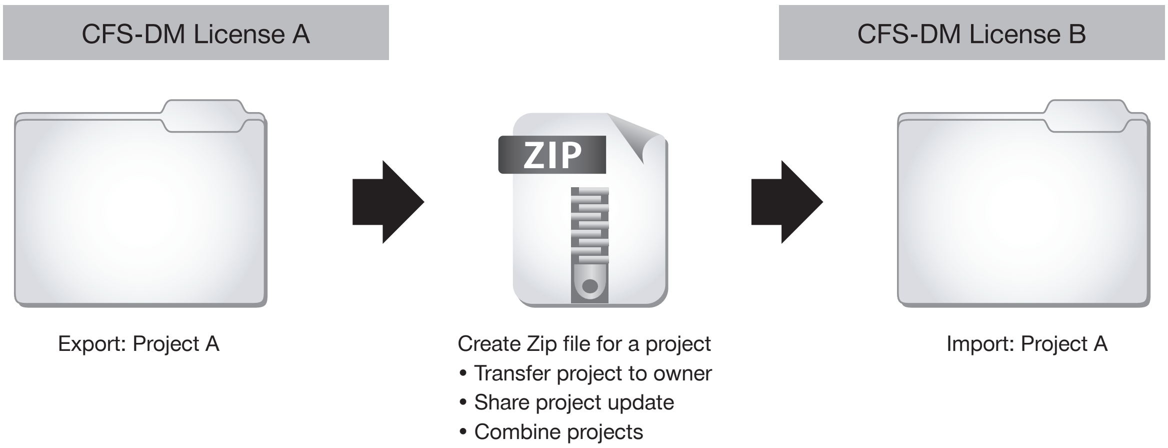
1. Click the “Data Exchange” icon to enable import and export of project information.
2. In case you want to upload a project which you received from another client, you can import this file here.

   ATTENTION: you need to use a zip-file created by the Hilti Firestop Documentation Manager.
3. In case you want to forward all project information to another client or user, click export and a ZIP-file is generated. Using this ZIP file, the next user or client can again import the project data into their Hilti Firestop Documentation Manager.

Sharing a project:

Projects can be shared through the “export / import” feature in “My Company”.





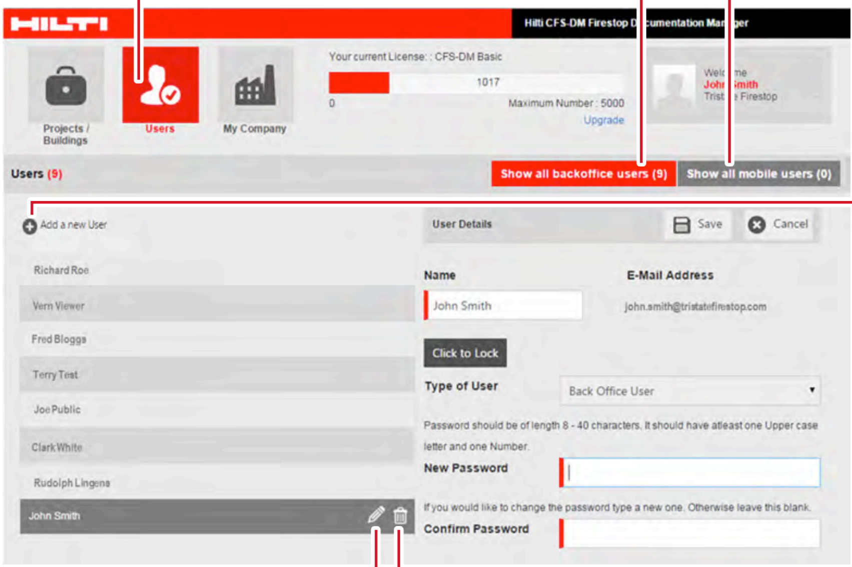
Define the users

Create users who will have the authorization to use the Documentation Manager desktop (BO) and/or their mobile devices.

Once authorized, you can manage all desktop and mobile users under the “Users” tab.

By clicking on the desktop user (BO) icon , you will see an overview of all your defined desktop (BO) users.

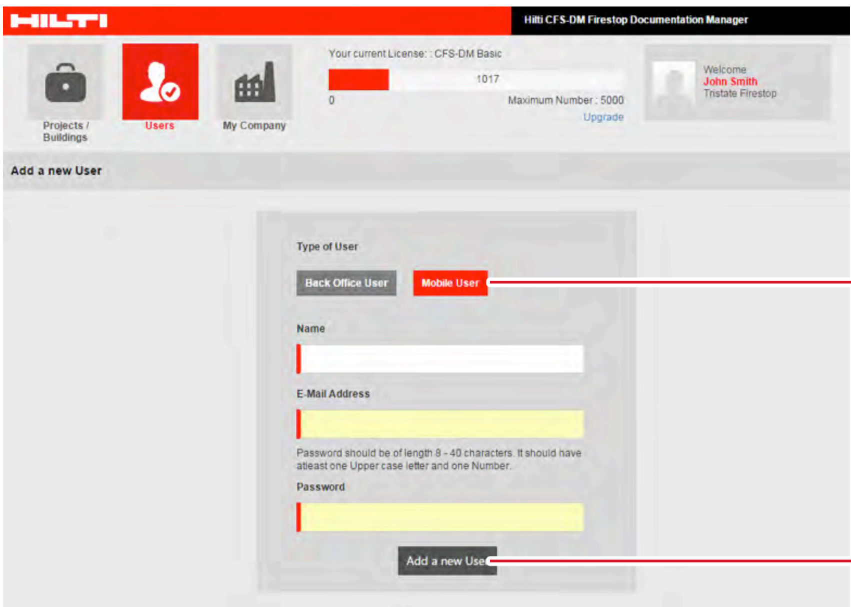
By clicking on the mobile user icon, you will see an overview of all your defined mobile users.



1. Click the ⊕ “Add a new User” icon to reach this screen.

Delete

Edit user



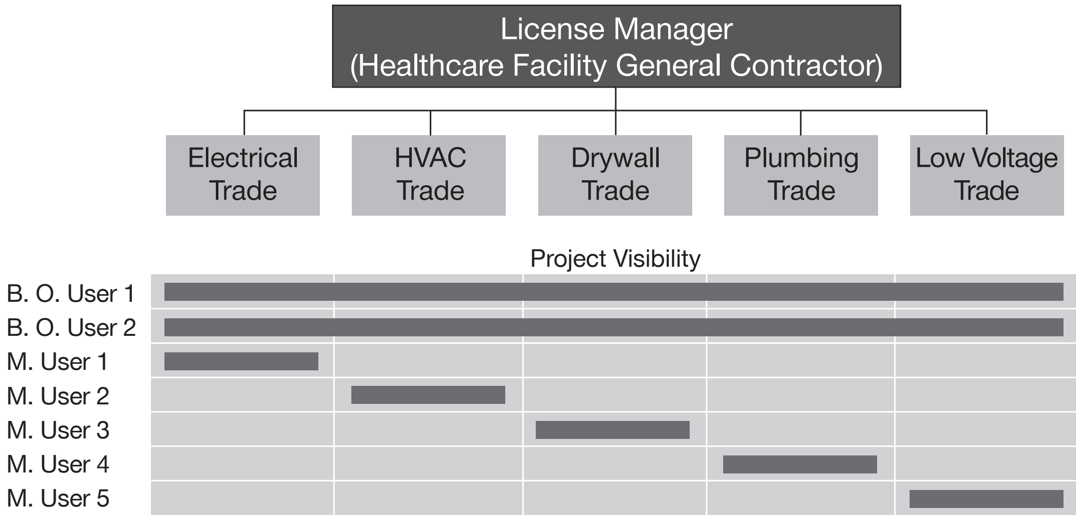
2. Select type of user, include name, e-mail and password of the users you want to create. All information is required.

HINT: Default to mobile user.

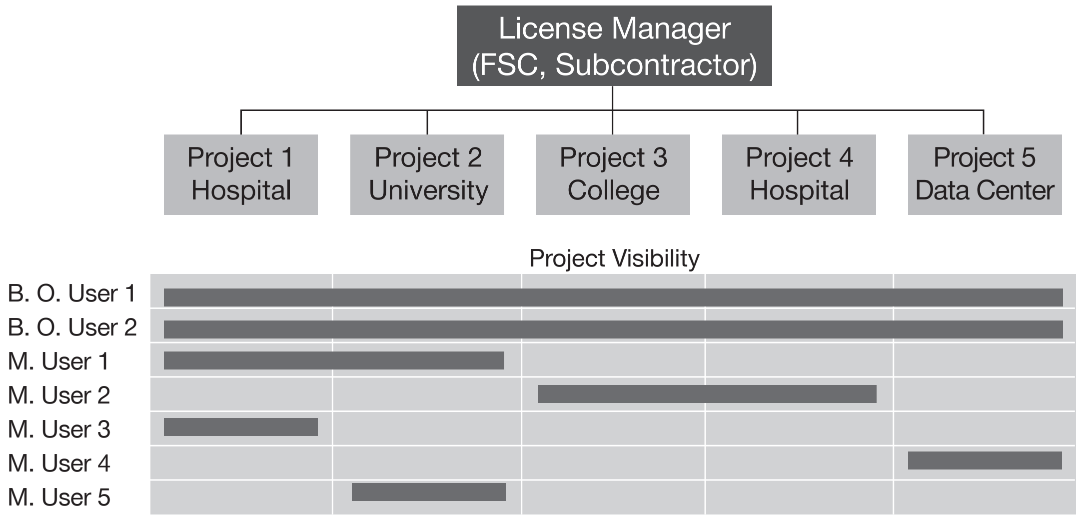
3. Click “Add a new User.” A confirmation email with login information is then sent to the newly created user.

Project management:

Scenario: Single license, single project

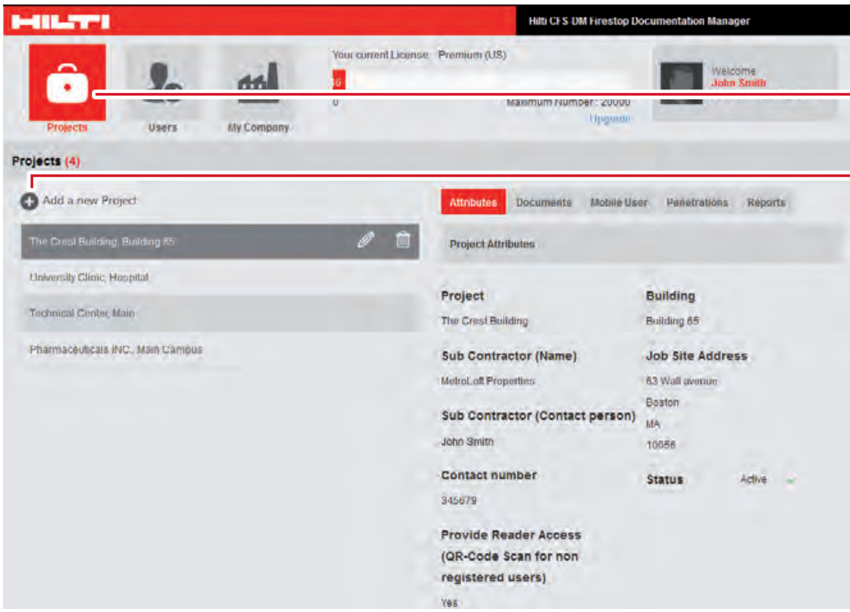


Scenario: Single license, multiple projects



Create a project

Now everything is set up and ready for projects. With this important step you can start your documentation work within your projects, buildings and facilities.
Let us get started by adding the first new project.



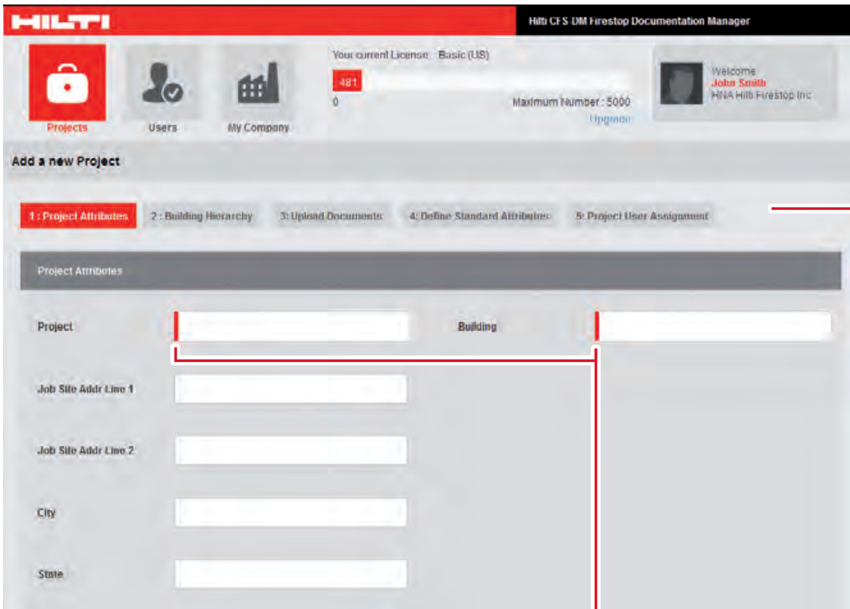
1. Click the “Project” icon.

2. Click ⊕ “Add a new Project” to start.

All active projects will be shown here. By scrolling down they may easily be selected and edited.

ATTENTION: by deleting a project, all information regarding that project will be deleted and cannot be restored.

To create a project, you will have several options and you may define multiple items you would like to capture. Here is the first screen you will see and the key functionalities.



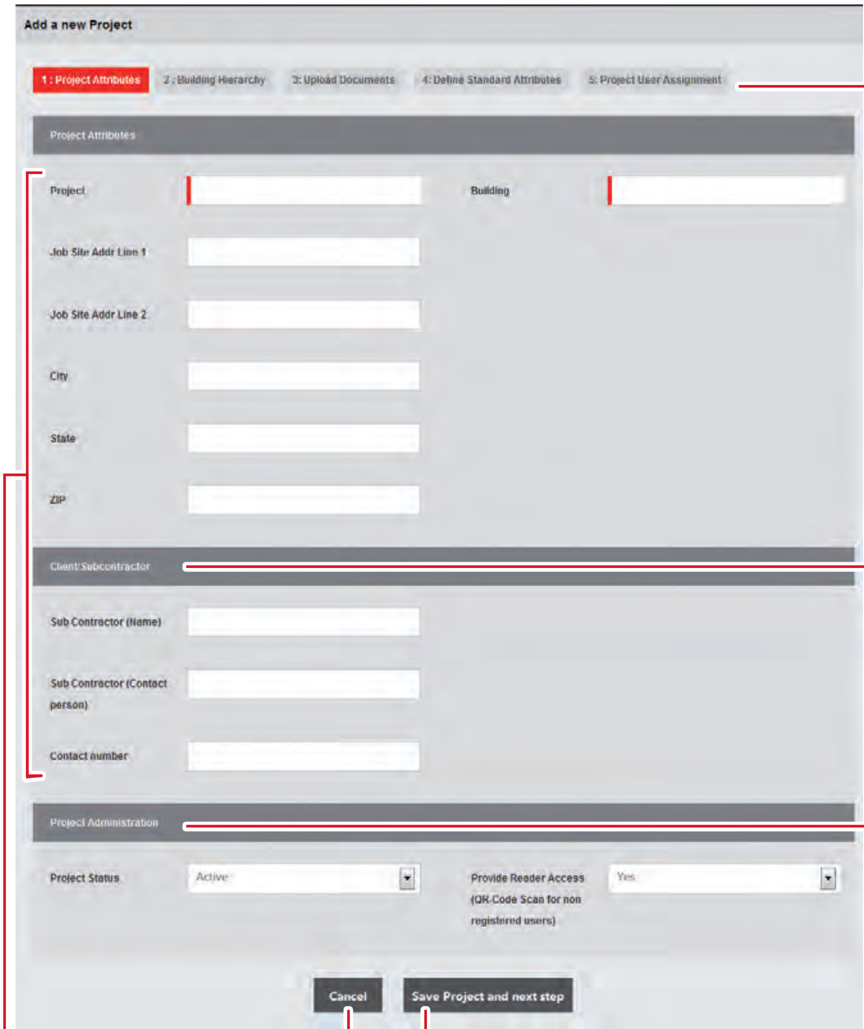
red = mandatory

As a guideline to create your project, follow these 5 steps:

1. **Project Attributes:** here you may define all attributes to document specific to the project.
2. **Building Hierarchy:** here you may structure your project or building or facility into different substructures for a better overview.
3. **Upload Documents:** here you may upload additional documents and 2D plans if required.
4. **Define Standard Attributes:** here you may define all information to capture in your documentation.
5. **Project user Assignment:** here you may define project specific users.

Create a project, step 1

Step 1 offers you the opportunity to define the attributes, values and other relevant information when documenting your project and creating a report in a later step.



1. On the project/building level you may define the project name, jobsite or building name and address, city, state and zip code.

   Only the two red marked fields are required; all other information is optional.

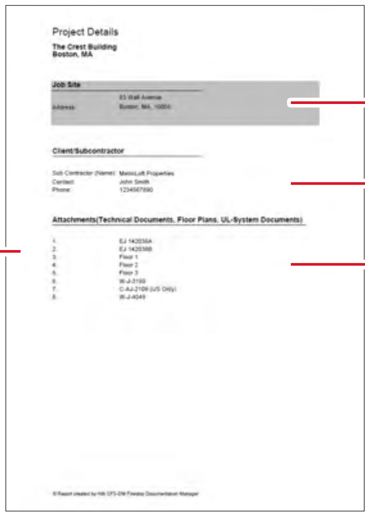
2. If you scroll down further, you may also add the names, companies, client numbers and other information which might be of value for your documentation.

   All this information is optional.

3. At the bottom of the page, you will find further information for this project: Project status "Active" means that all the defined users and especially mobile users may actively document the Firestop penetrations.
   You may also provide a "Reader Only" access which means that a user may only use the QR code and access relevant information, but may not change or document anything.

4. The "Cancel" feature, allows you to delete the information. The "Save" feature, allows you to save the data and proceed to step 2.

Export of Report: Project Details



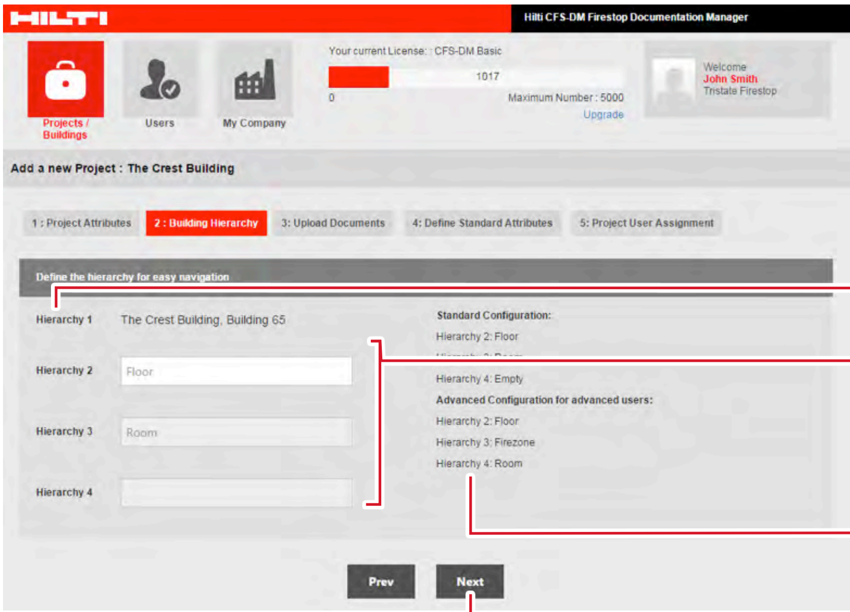
Job site

Subcontractor

Attachments

Create a project, step 2

Step 2 offers you the opportunity to structure your project, building or facility. You will have different options and you may include in total 4 additional substructures or, as it is called here, "Levels."



ATTENTION: Can only change hierarchy title on this step. It is not possible to change anything later.

Step 2 is called "Building Hierarchy."

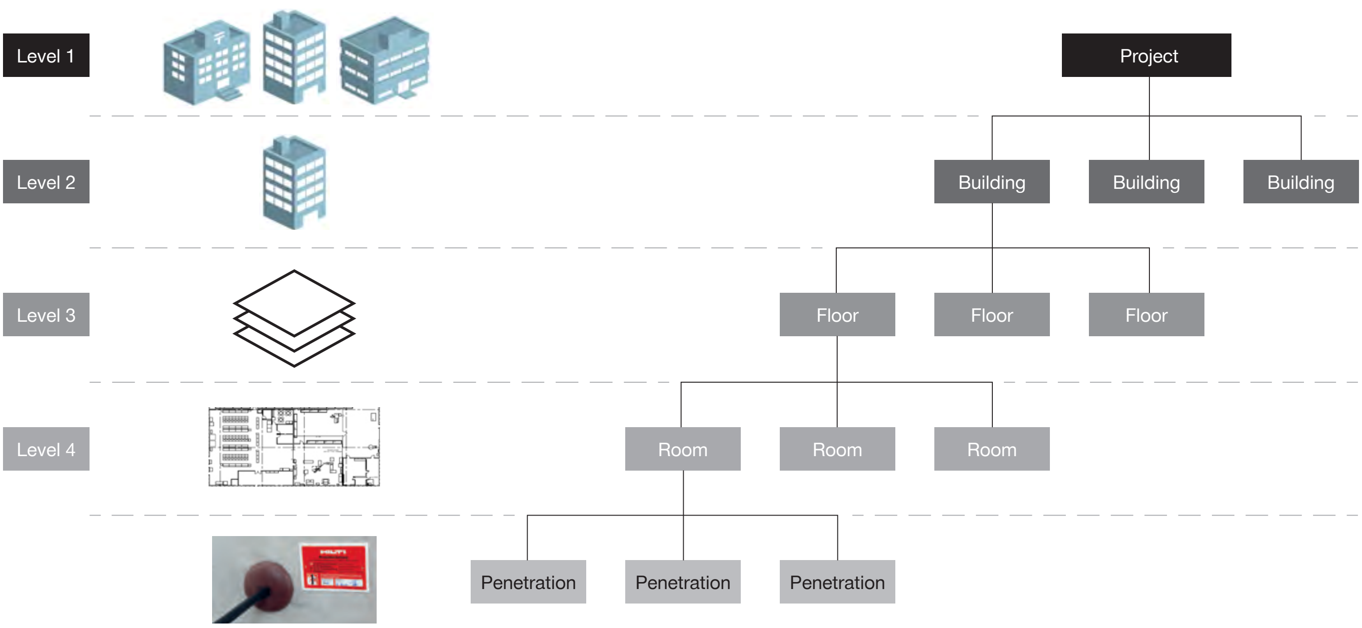
1. Level 1 was previously defined by naming your project or building in Step 1.
2. Enter the level you want to add for your project or building.

   This leveling is optional. You may also include only 1 or 2 additional levels.

   To support you, here are two examples which you may take for your own structure.
3. If you have done step 2, click "Next" and go to step 3.

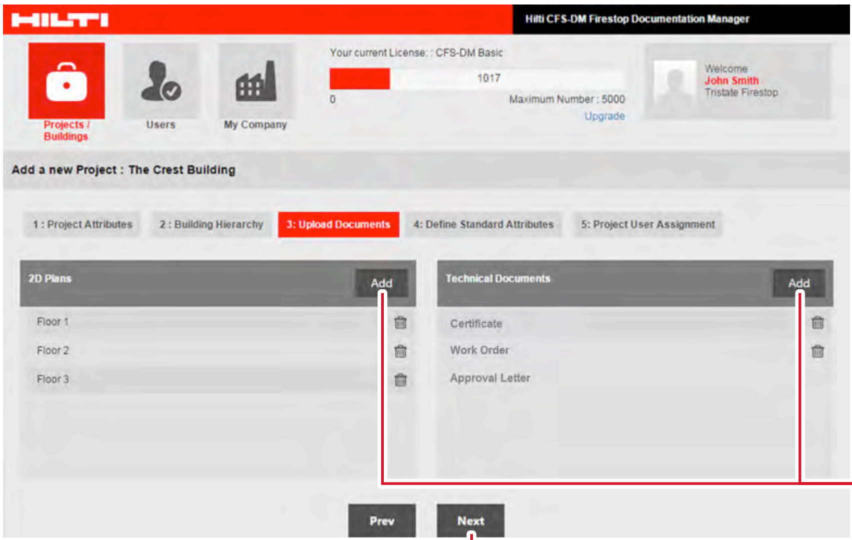
ATTENTION: only insert the names of each level. Do not input the values for each level such as 1, 2, 3, 4 for floor numbers or 101, 102, 103, 104 for room numbers.

Project Layout (Hierarchy):



Upload documents, step 3

Step 3: Upload Documents allows you to add 2D plans and technical documents to your project. 2D plans will appear on the mobile device for locating the penetrations. They can be in both color and black and white and less than 2MB in size. Technical documents loaded in this section will appear in the final report when you select the “technical document” box in the report manager. Documents included in this section are approval letters, work orders and certificates.



Step 3 is called “Upload Documents.”

1. If needed, you may upload approvals, listings or other project relevant documents, e.g. certificates of conformity or work orders.

2. If you want to mark the penetration locations, you may upload a 2D plan.

3. To start the upload option, simply click “Add.”

ATTENTION: uploaded documents need to be in PDF-format.

The uploading of documents or 2D plans is optional. If you do not need to do this step, click “Next” and skip to step 4.

How to upload technical documents and 2D Plans

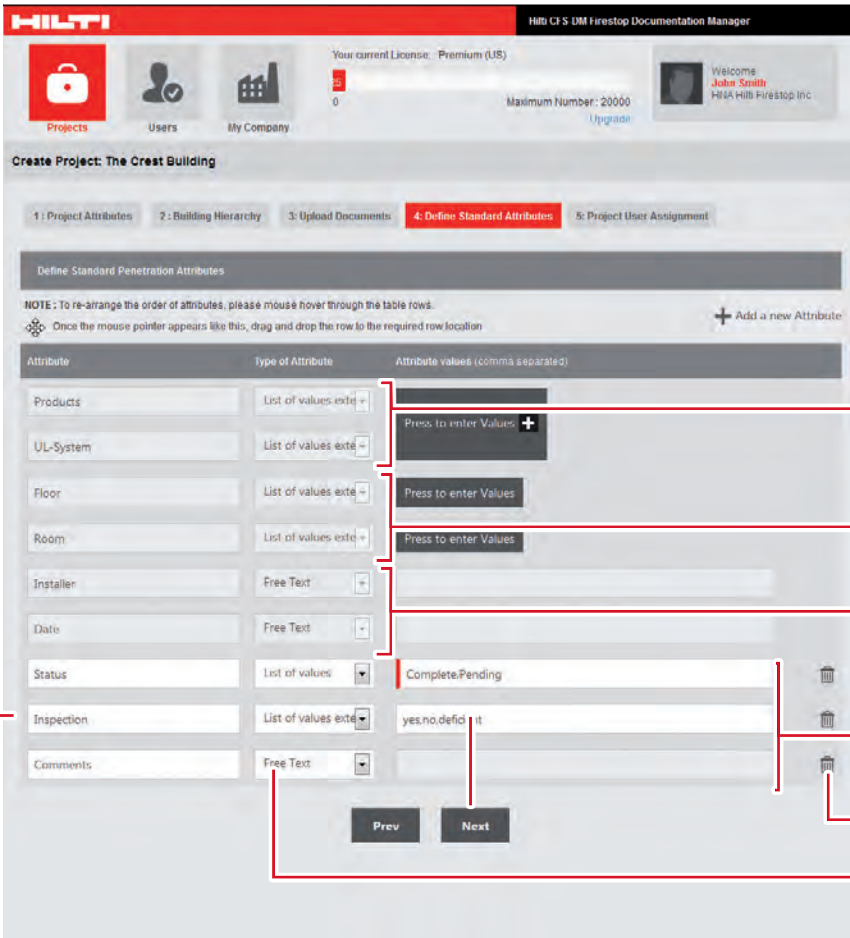
4. Once you click “Add,” this screen will pop up and you may search through your drives by clicking “Browse...”. Select the file, give it a name (compulsory) and click “Upload.”

Export of Report: Attachments

Note: Other attachments include letters, certificates, work orders, etc.

Define standard penetration attributes, step 4

Step 4 offers you the opportunity to define your Firestop project level and penetration attributes. This step is very important as it defines which criteria and which values you want to capture when documenting your Firestop penetrations on your project. This step defines which data you may document with your mobile device on the jobsite in the building. These settings cannot be edited later anymore.



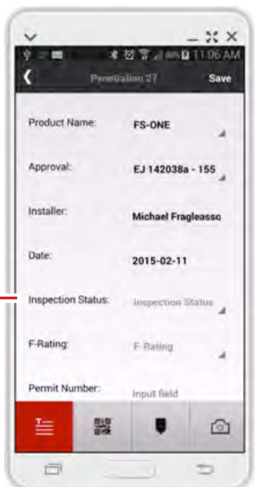
Step 4 is called "Define Standard Attributes."

1. You may add additional info to the existing fields, add new attributes, define list of values and delete attributes.
2. The first two gray fields are pre-defined with all relevant Hilti products and approvals. You may enter new or more products.
3. These fields appear only when you have defined the levels of the Building Hierarchy.
4. These fields are defined according to the individual who is documenting the penetrations (installer name and date).
5. These fields can be customized and added by clicking ✚ "Add a new Attribute."
6. You may delete certain attributes.
7. For each attribute you may define values: free text, list of values and list of extendable values. (Values must be separated by commas.)

NOTE : To re-arrange the order of attributes, hover mouse through the table rows. Once the mouse pointer appears like this ✥, drag and drop the row to the required row location.

NOTE: Attributes are saved from job to job

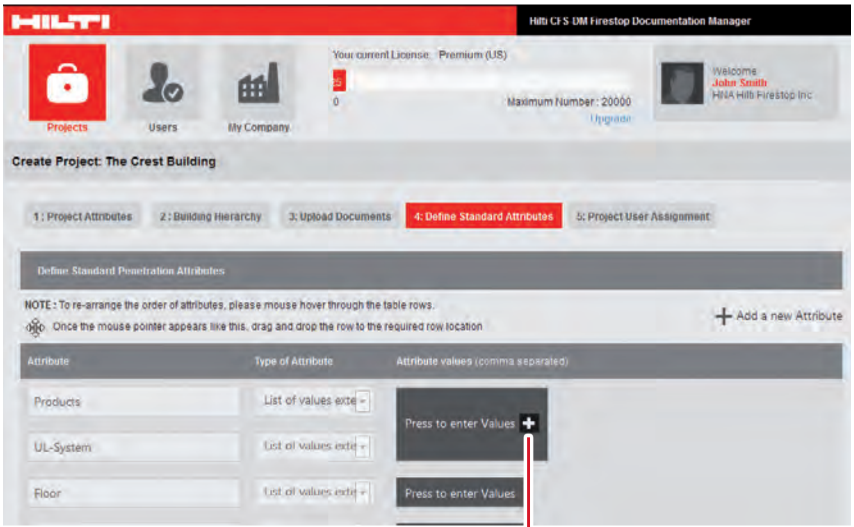
Attributes appear on Phone for Mobile User



Define standard penetration attributes, step 4

Below is information on how to enter products and approvals.

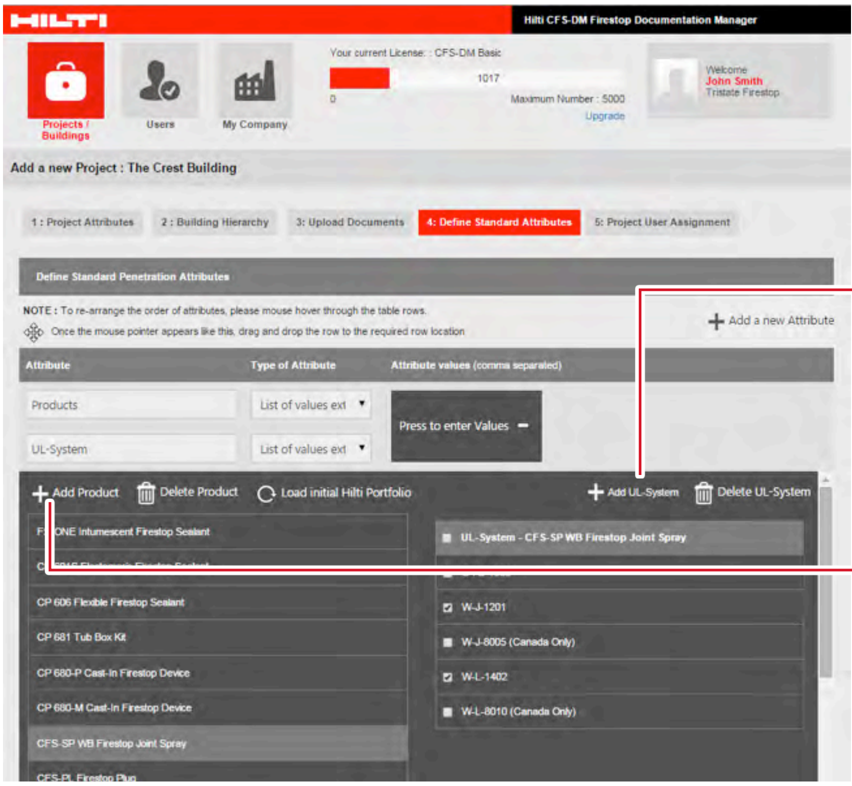
Add and delete products



For added simplicity, all Hilti Firestop products are preloaded in the system. Approvals and listings relevant to each product are linked and included.

How to enter a new product.

1. Click ⊕ to enter values.

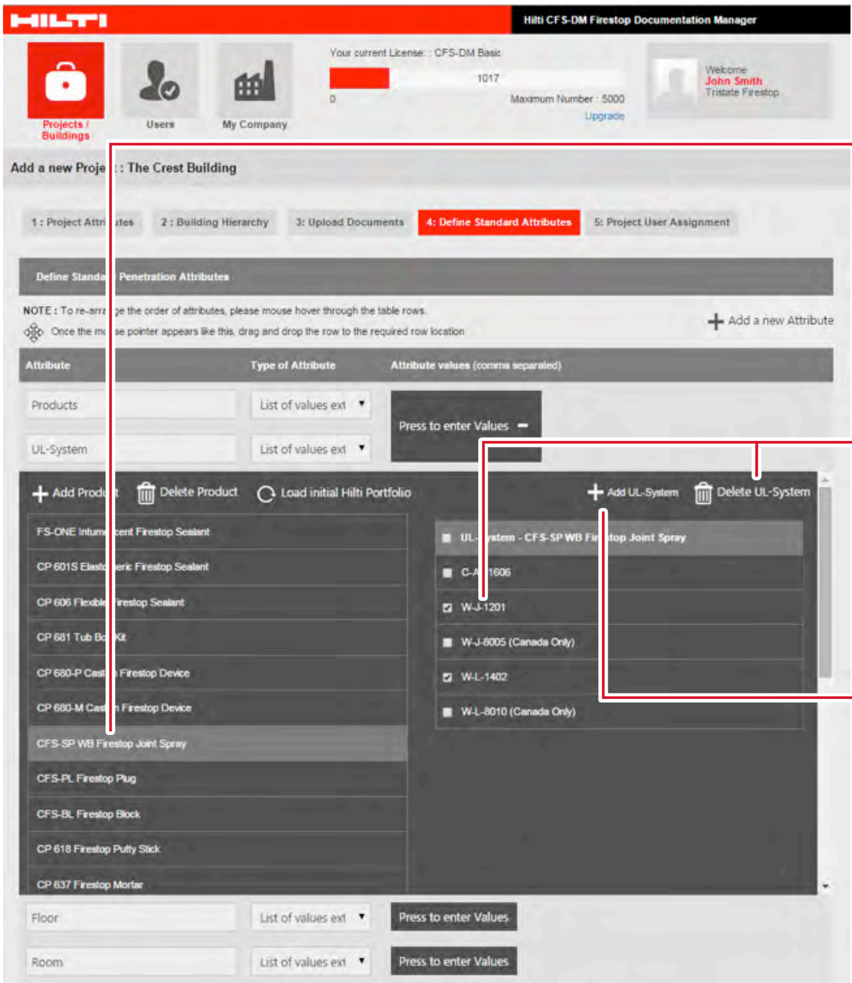


Add UL System

2. Next, you may add or delete a product by simply clicking the respective icon.
3. Click ⊕ "Add Product;" a new field will open. Enter the name to add the new product.
4. Add the respective approval/listing document if required.

NOTE: all included additional products will automatically be saved and appear again a new project is created. If you do not prefer this option, click "Reset" to reset product and approval range to reload the original Hilti product portfolio.

Add and delete UL-Systems

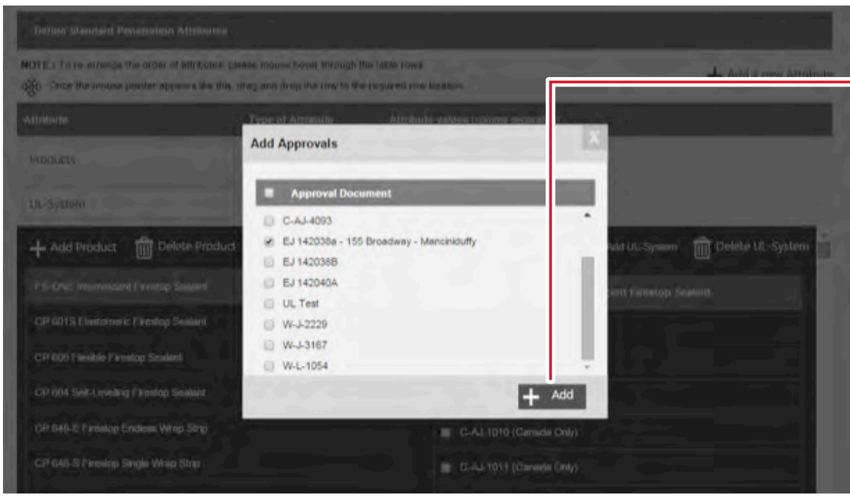


Select a product, on the right side all UL-Systems appear

To delete a UL-System, tick the box and click delete UL-System. Deleted attributes will not be visible in the mobile solution.

1. To add a UL-System, click +“Add UL-System” and window will open to add approvals.

2. Choose the approved document to add.

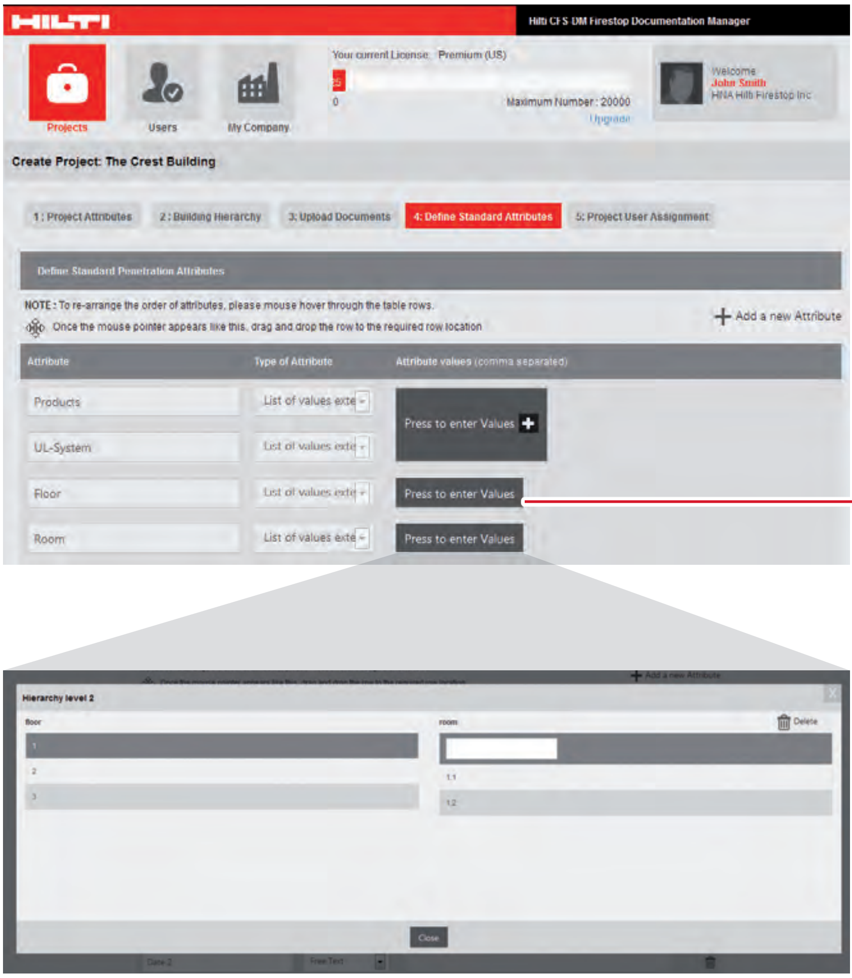


3. Select the approval and click “+Add.”

NOTE: To add new Engineering Judgment documents and non-Hilti UL-Systems first upload the documents under “My Company”.
See page 16.

Define building hierarchy, step 4

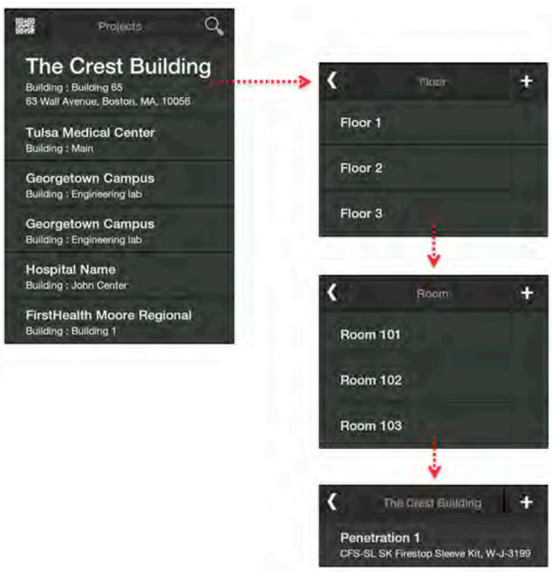
Below is information on how to enter a list of floors and rooms.
These settings can be edited later again within the project in the section "Penetrations".
Edit the Hierarchy (Predefined under step 2, Building Hierarchy)



1. Click the “Press to enter Values” icon.

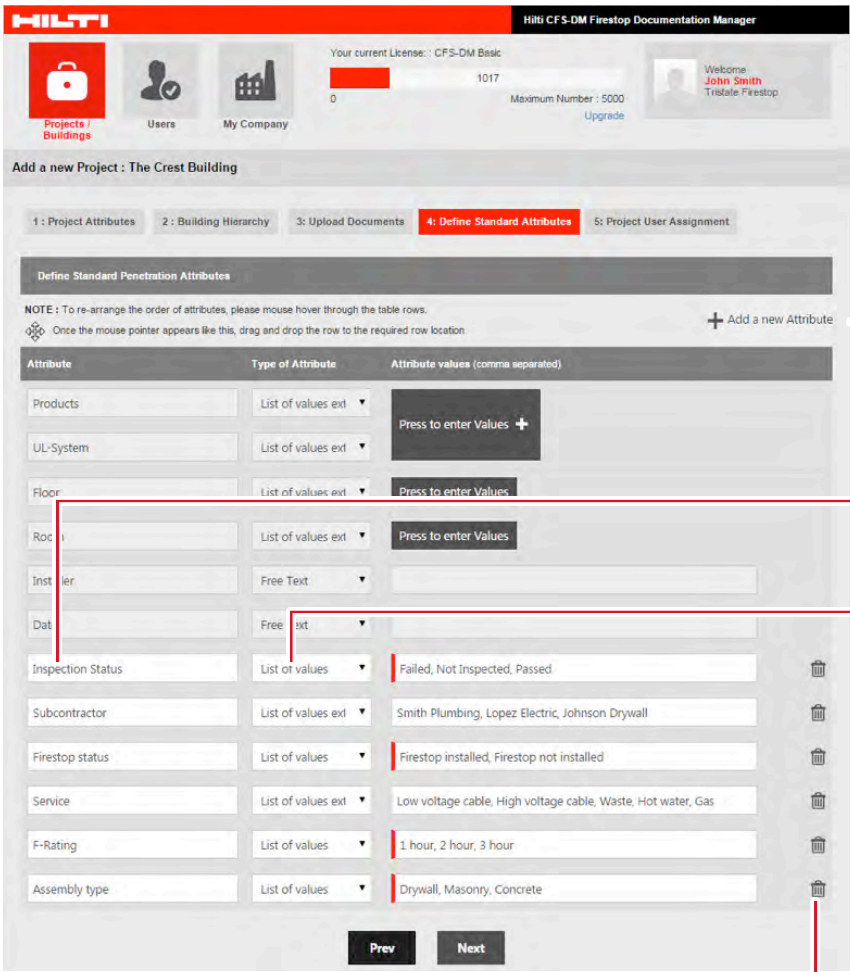
2. Type in the floor and room numbers separately on each line. Confirm each entry by clicking enter.

The building hierarchy defined here will later be shown in the app as the basic project screen



Define custom attributes, step 4

In Step 4, the following info describes how to enter other penetration attributes and all information which should be included during documentation of your penetrations.



In addition to products and approvals / listings you may enter, add and activate other penetration related attributes. This information is optional and provides the opportunity for you to enter more content for your documentation.

1. If you would like to include more attributes, just click "Add a new attribute," and a new field will open automatically.

2. Include the attribute you want to have documented.

3. You are given a choice of three options when doing the documentation later on the jobsite:
   - **Free text:** gives you the option to write a comment.
   - **List of values:** you may define different values. Always seperate values with a comma (e.g.: 1,2,3,4,5). The mobile user may simply choose from these defined values.
   - **List of values extendable:** you may include a list of values. On the jobsite, mobile users may add other values.

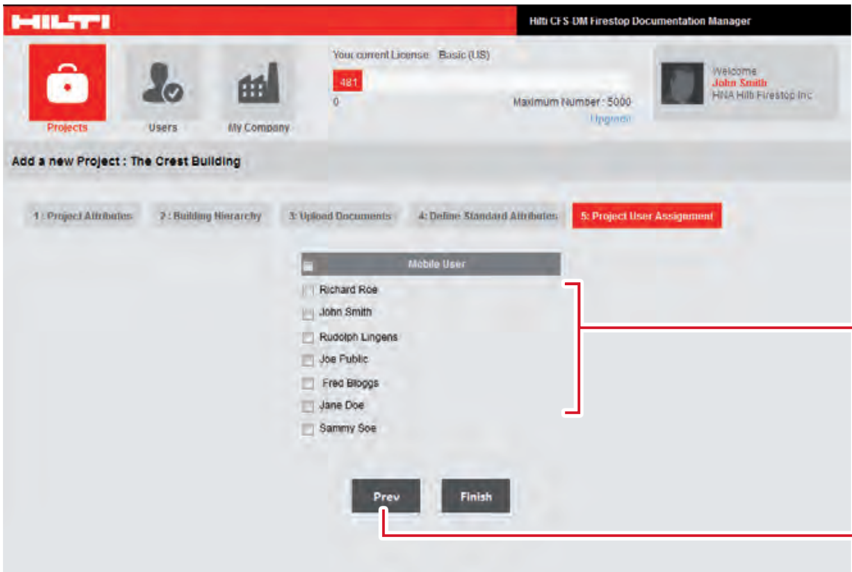
   Additional attributes may be deleted at any time.

Create attributes that will help filter project information later when creating reports.

Define project user assignments, step 5
...and finish the project setup

Step 5: “Project User Assignment.” With this last step, you may define and delegate authorized mobile software users to the current project.

It is only possible to assign user to projects which have been defined as mobile users under “Users”. See page 10.



Step 5: Project User Assignment

1. All your assigned users appear in a list and you may easily select the users you want to assign to this specific project by clicking on the respective name.

If you need to edit, click “Prev” and you will go back to the previous steps.

Now you have finished all major steps to define your project. You completed all 5 basic steps and the project is now defined and you are ready to go.

Once you click “Finish”, you are ready to go! Your project is now displayed as an official project and all your assigned users (mobile and desktop) may start working on the documentation immediately.

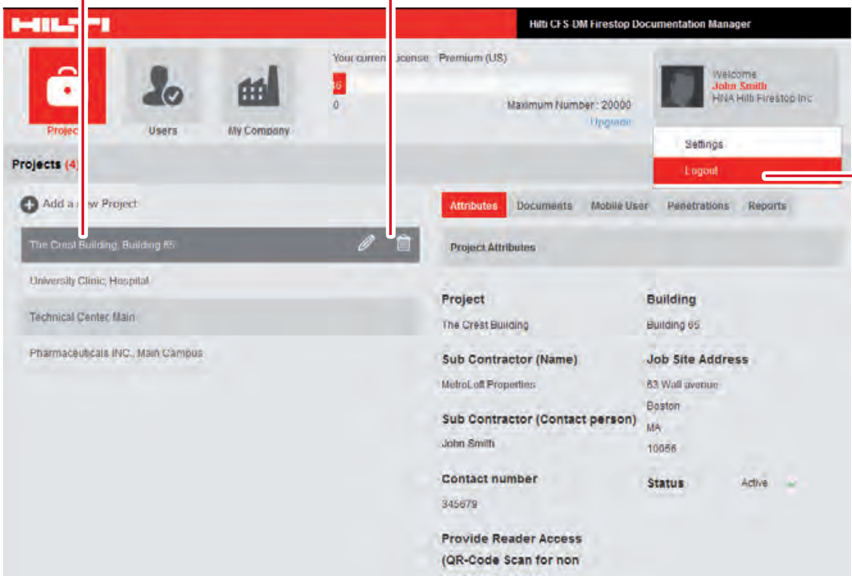
Starting screen and Logout

Once you have finished your project / building setup, you automatically return to the start screen.

You may edit, add, change or work on the content. Once obsolete, delete the project.

Your newly created project is now shown in your project list.

ATTENTION: once deleted, the project information cannot be retrieved!

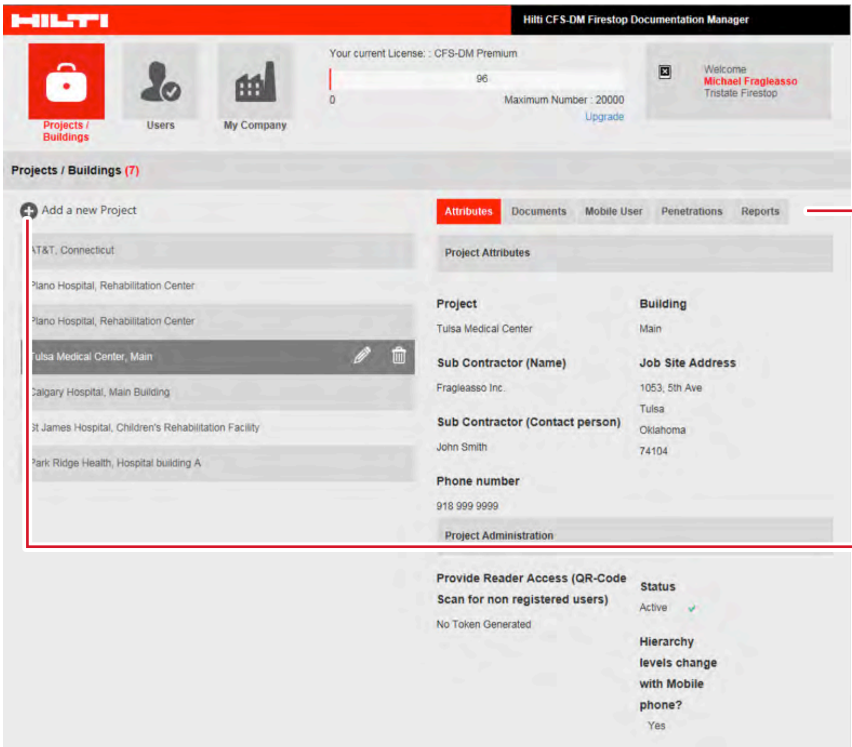


To log out, go to the upper right field, click on the little arrow and click “Logout.”

Edit project and penetration information

Now you may work and document your Firestop penetrations.
As soon as your mobile users document penetrations locally with their smartphone or tablet, you are immediately able to see their work online once the captured information, pictures or other data is synchronized.

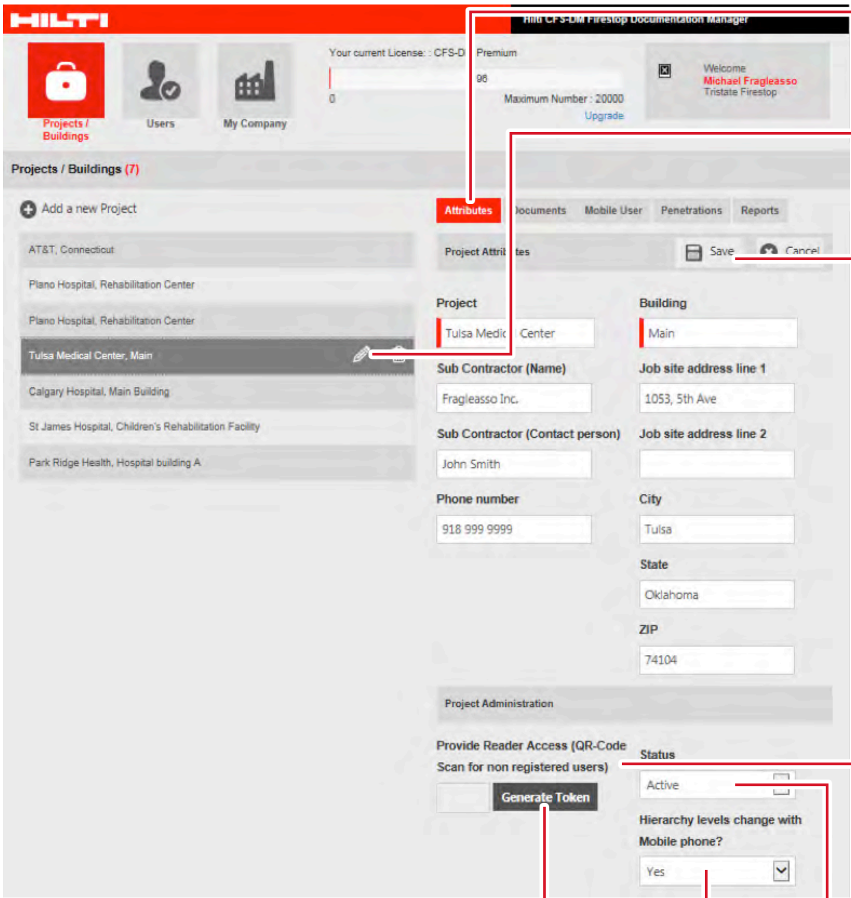
Attributes



The starting screen shows and offers all activities when clicking on a specific project. Here you have 5 possible activities including the creation of your project report.

- Project attributes
- Documents
- Mobile user for this project
- Penetrations
- Reports

Should you need to create a new project, just click "Add a New Project" and start the five basic steps again (see previous pages "Create a Project" of this instruction booklet).



1. Click on the icon “Attribute” and you are able to see all Attribute pertinent information.
2. Click on the “Edit” icon and you have the possibility to edit the information in the respective fields.
3. Click “Save” to save all changes or “Cancel” in case you do not want to change your input.

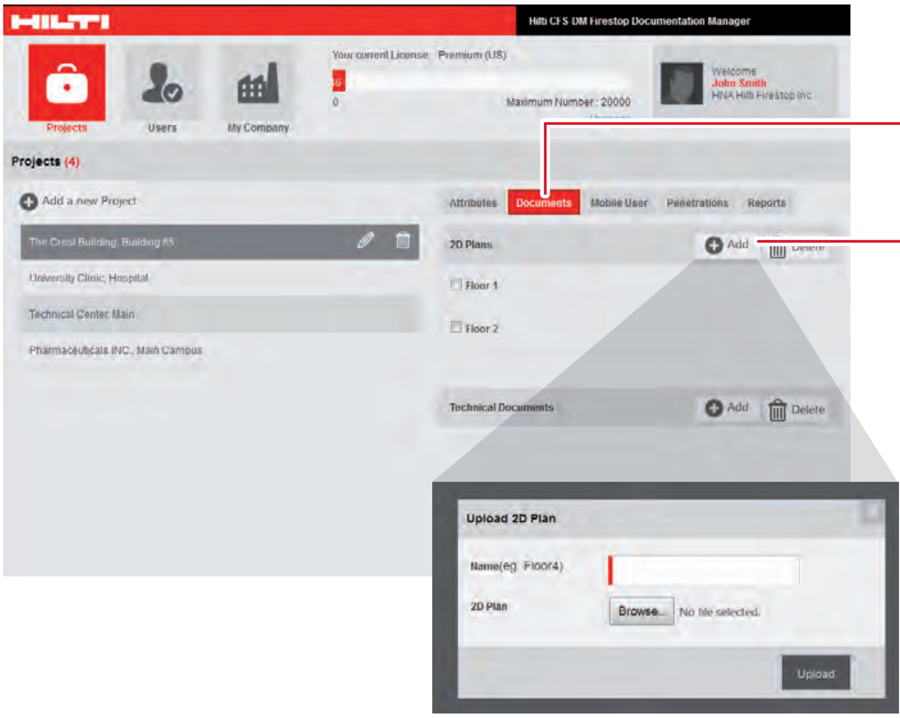
This option controls the accessability of the penetration information using the QR code. Selecting “Yes” allows the penetration information to be read by anyone using a generic QR code scanner. Select “No” and the information is only accessible to individuals assigned to the project using the CFS-DM app.

If you need to freeze all mobile activities of this project, just set the status on “inactive”.
If you want to delete a certain project, the project status has to be set on “inactive.”

Add hierarchy level
Allows Mobile Users to add hierarchy levels on their devices (i.e. adding additional floor or rooms in the project). Select “Yes” to allow and “No” to deny.

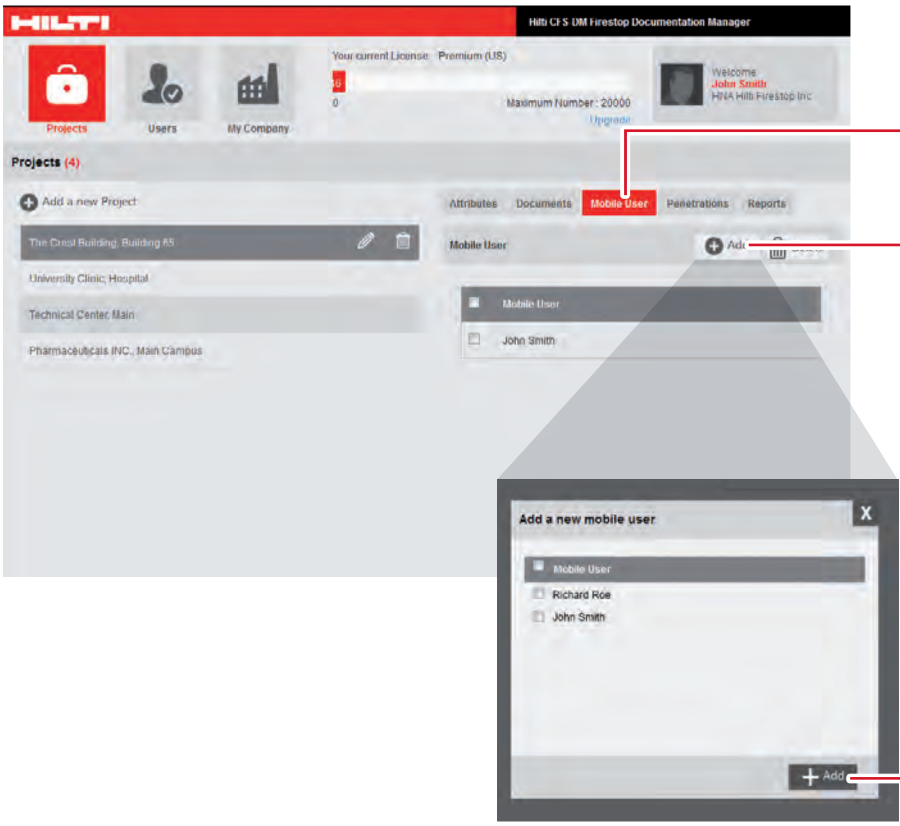
Add token text
Generate a token to allow non-registered users access to penetration information. They must enter the token when they scan a CFS-DM QR Code label with a generic QR Code reader app on their mobile device.

Documents



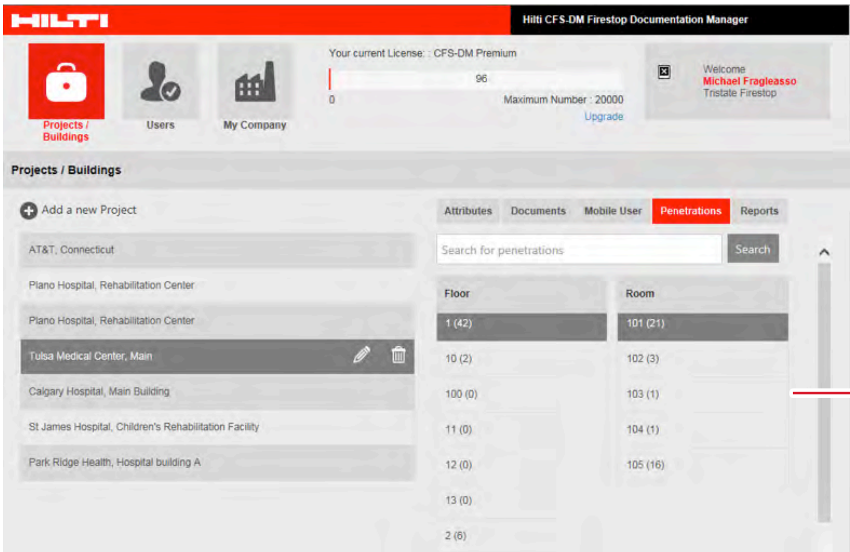
1. Click on the icon “Documents” and you are able to see all relevant information.
2. Once you see the overview, you may add or delete 2D plans per defined floor level and you may add or delete technical documents, approvals or listings.
3. When you want to add a new 2D plan or technical document, a new window opens and you may upload the 2D plan or document.
   Enter the name and upload the file PDF by clicking on “Upload.”

Mobile user



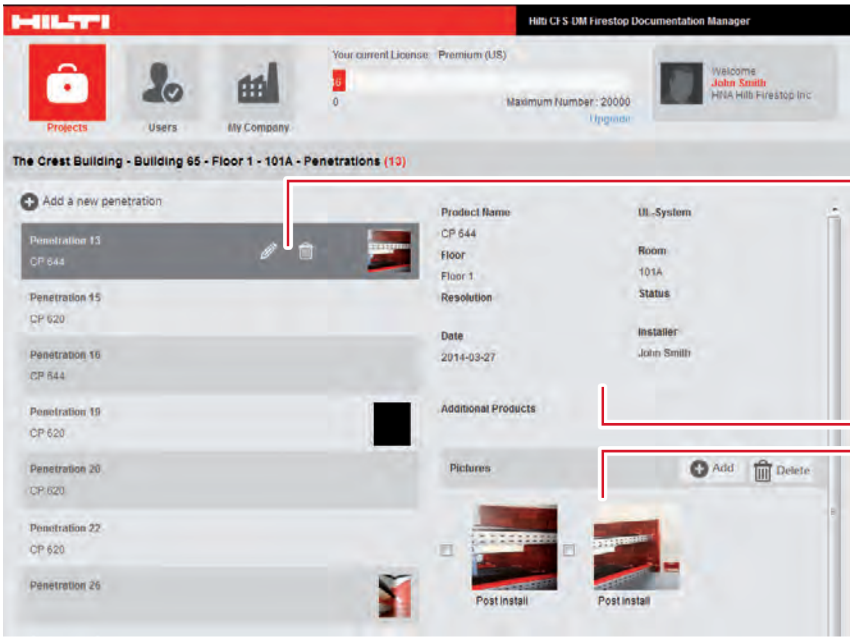
1. Click on the icon “Mobile User” and you may add a new mobile user or delete a mobile user.
2. When you want to add a new mobile user, click on “Add.”
3. Add a new mobile user and click “Add.”

Penetrations



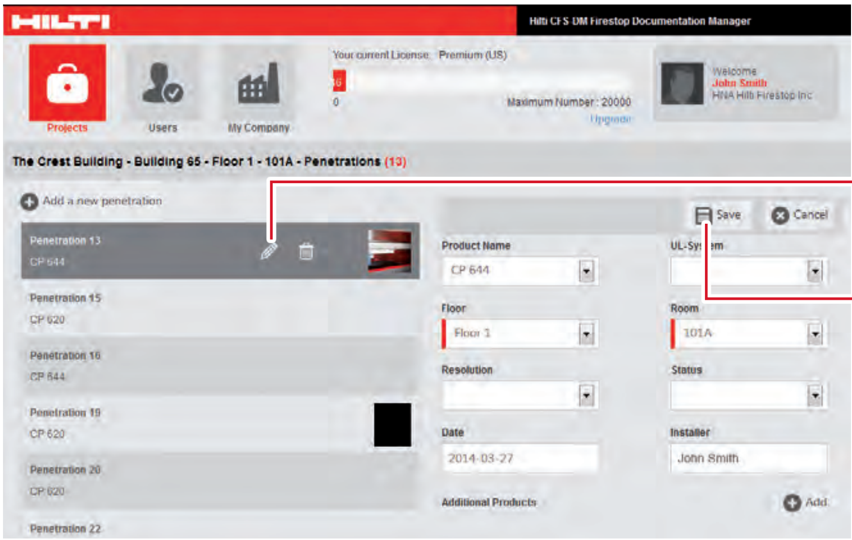
1. Click on each room to see the penetrations within that room.

NOTE: to search for a specific penetration (number or name) you may use the search field.



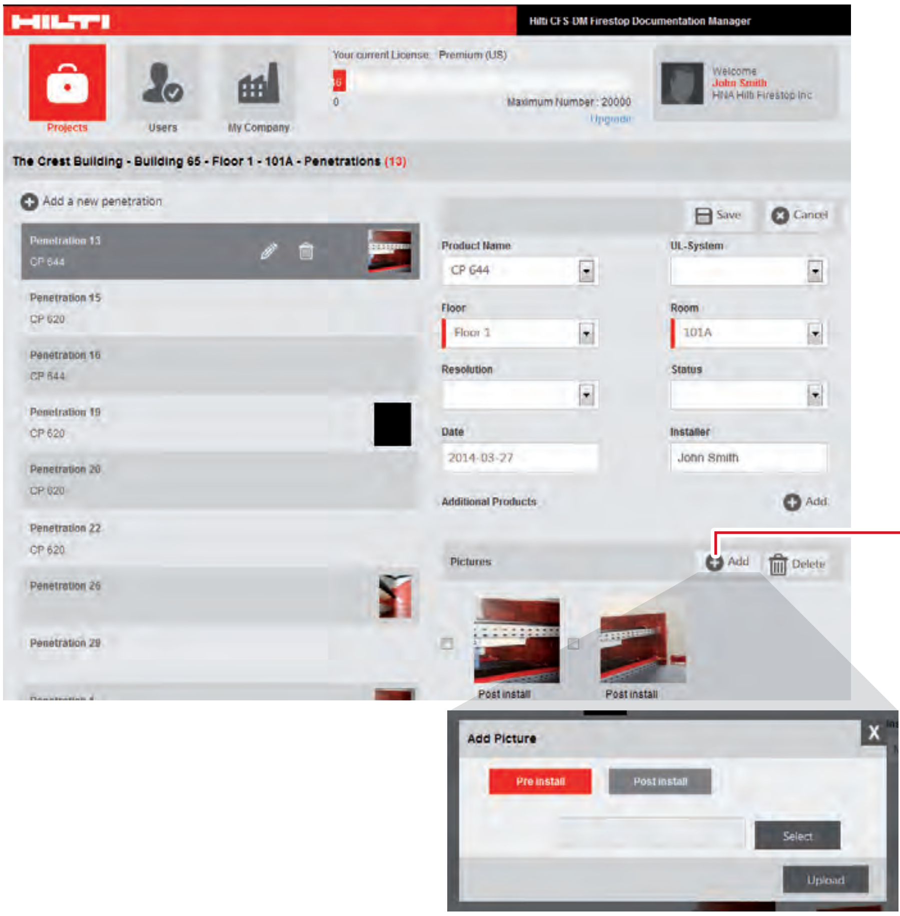
2. Here you see all the captured Firestop penetration details for your selected hierarchy level.
   Now you may edit or delete the penetrations.

3. By clicking on the respective penetration, you may view all information for that penetration:
   - Attributes
   - Pictures



4. Click on “Edit” and you are able to edit, change or add attributes as a desktop user.

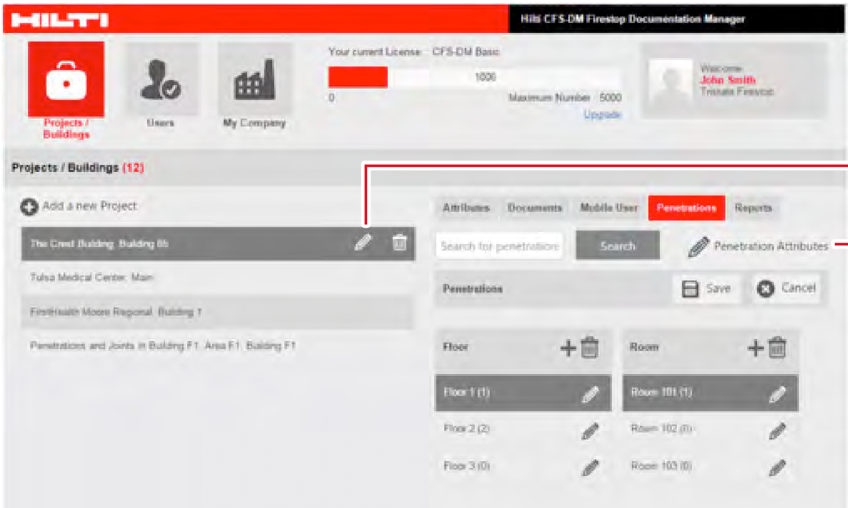
Save your changes by clicking on the “Save” icon.



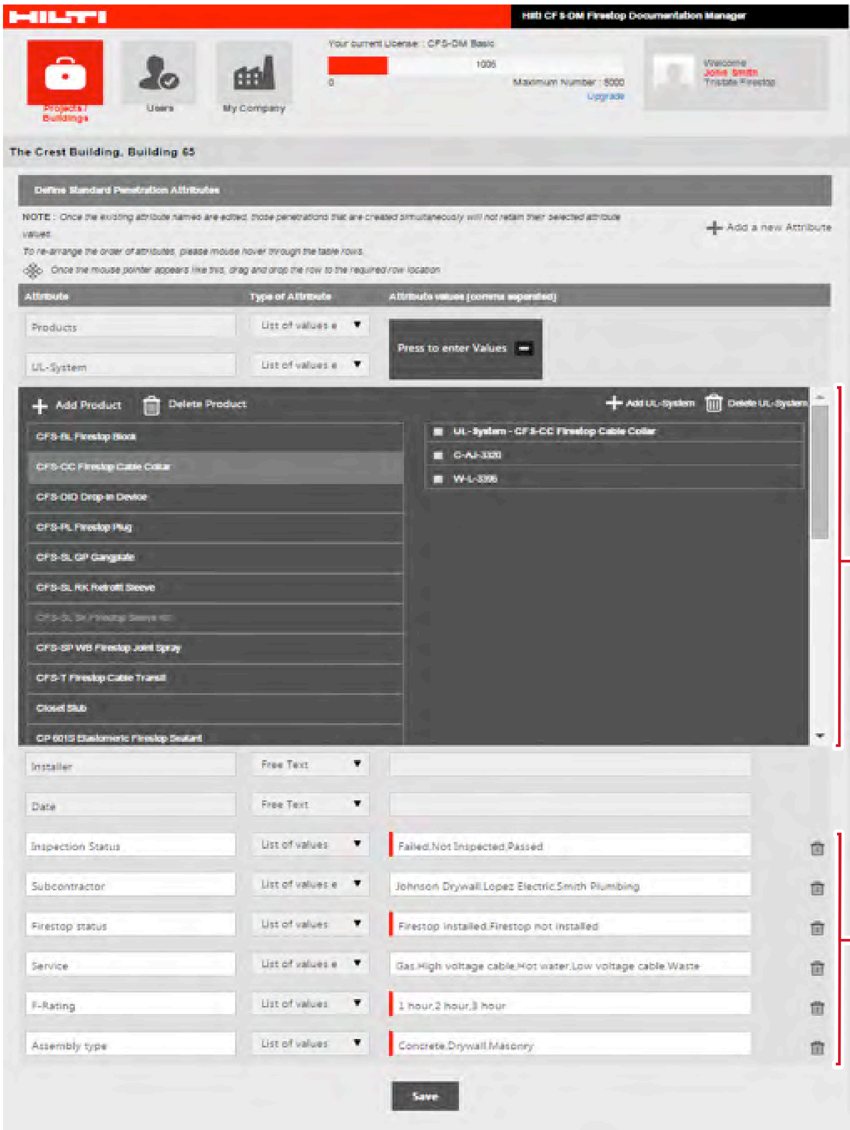
5. You may add a new picture or delete an existing picture.

6. To upload a picture, a new window opens and you may upload a picture from your personal files.

Project attributes



1. Click here to edit the penetrations.
2. Click on “Penetration Attributes” to view and edit the penetration attributes.

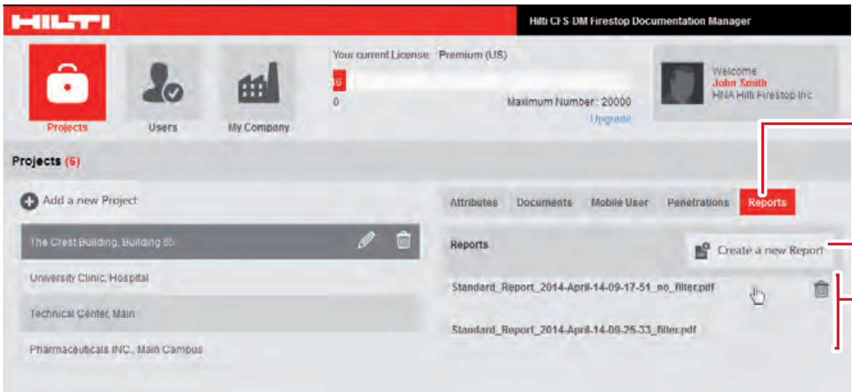


Edit products and UL-Systems.

Edit custom attributes.

Create a report using filters

To create a report, you have multiple possibilities.

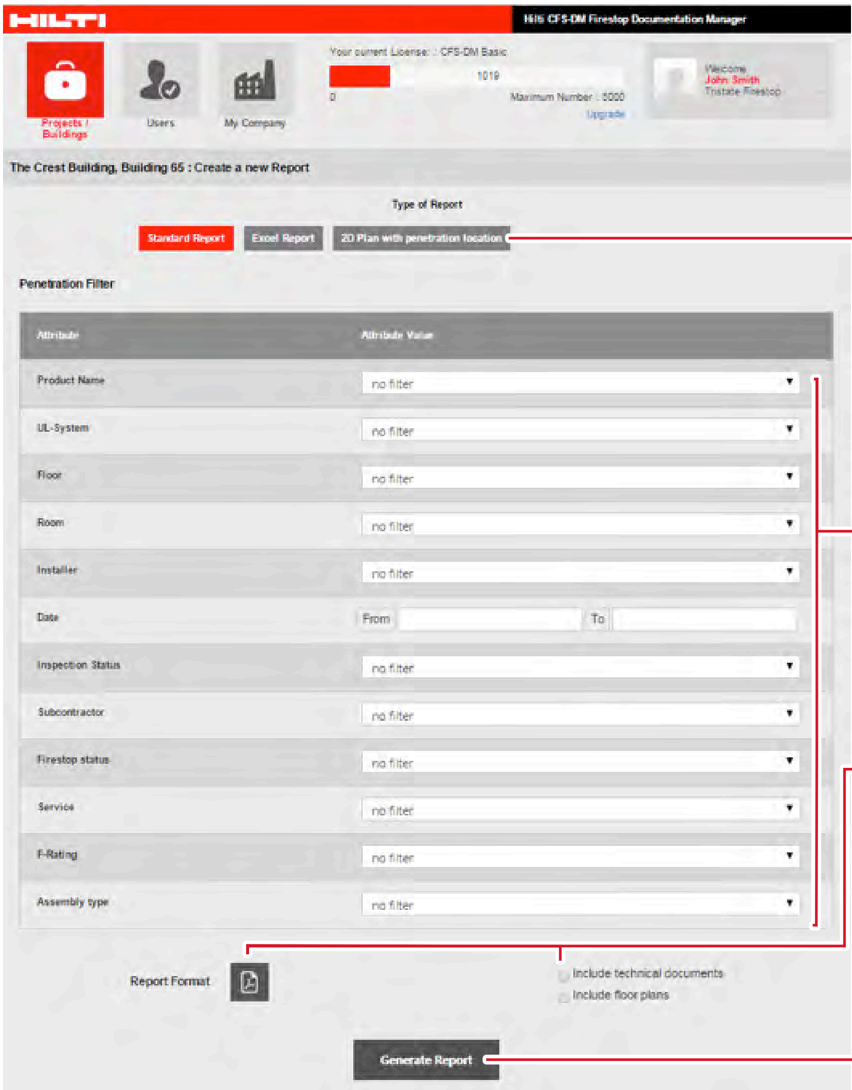


1. Click on “Reports.”
2. Click on the icon “Create a new Report.”

   Here you’ll see a list of all created reports. This enables you to create a history of reports (e.g. for each year, semester or inspection cycle).
   When you hover over a report, a delete symbol appears.

   ATTENTION: by deleting a report, the report will be completely deleted and may not be restored.

NOTE: you may download the report into your personal folders and then delete the report if needed.



1. To create a new report, the following screen opens.

   You will see a list of all your defined attributes for your project or building.
2. You may decide the type of report:
   - Standard report: cover pages and one page per penetration and attachments (pdf).
   - List report: a list of attributes in excel format.
   - 2D floor plan: print out your uploaded 2D plan including the markers made by the mobile users.
3. Decide which content (attributes) you want to include in your report. If you want to display a special value only in your report, set the filter accordingly.
4. In the standard report, you have the choice to define the format and whether to include technical documents (letter, certificates, work orders) and the 2D plans as attachments.
   Select the tech documents to include approvals and EJ’s in the report.
5. Click “Generate Report.” A new report will be generated. This may take a few minutes. The generated report will be automatically stored in the sofware and may be reviewed or printed anytime.

Overview report

Front page

Report title

Project name

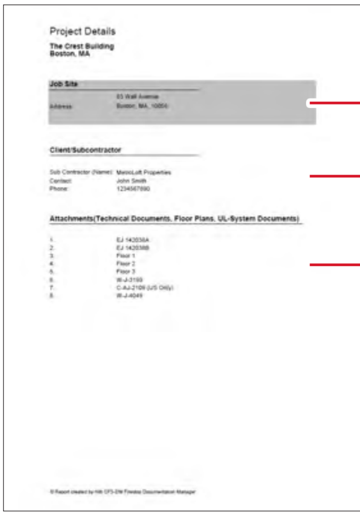
Company details

Project details

Job title

Subcontractor

Attachments



Penetration

Penetration details

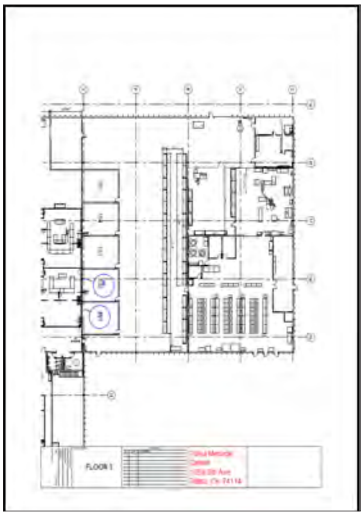
Pictures

Penetration

Overview report: Attachments

Engineering judgement

2D plan



Technical documents (Work orders, Certificates, Approval letters)

chapter 3

MOBILE APPLICATION

Your mobile application

Mobile application, Welcome email with login

Use your mobile device to perform documentation of Firestop applications on the jobsite or in a building. After ordering the Hilti CFS-DM Firestop Documentation Manager software, you will receive access information in an e-mail.

From: HAG Firestop Doc Manager
Sent: Thursday, February 05, 2015 3:47 PM
To: John Smith
Subject: Welcome to the Hilti CFS-DM Firestop Documentation Manager

Dear John Smith,

Welcome to the Hilti CFS-DM Firestop Documentation Manager!

Your new account was created. Please review your account and order details below:

Company Name: Tristate Firestop
Registered E-Mail Address: john.smith@tristatefirestop.com
Password: abcde
You have ordered the following subscription plan from us: CFS-DM Basic
User Type: Backoffice User

The prices for the different subscription plans are as follows:
- Demoversion (limited to 30 days, max 5 penetrations) (free)
- Basic with 5000 penetrations (xx$ per month/xx$ per year)
- Premium with 20000 penetrations (xx$ per month/xx$ per Year)

This e-mail does not constitute a binding order. In order to enter into a subscription agreement under the subscription plan indicated above, please login to the back-office application and mobile application with the following links using the above account details. During the first login you will be asked to agree to the terms and conditions of the subscription agreement.

Using this account information, please login to the Back-office application and mobile application with the following links.

- **Visit Back-office Application:** https://cfs-dm.hilti.com
- **Download Mobile Application for Android Phones and Android Tablets: Google Play Store or** https://play.google.com/download.xxx
- **Download Mobile Application for iPhone and iPad:** https://itunes.apple.com/us/app/download.xxx

ANDROID APP ON Google play

Available on the App Store

For further assistance contact the Firestop Documentation Team
1. For Product Technical Support call 800-879-6695 or email cfs-dm@hilti.com
2. For Customer Service call 800-879-8000

Best Regards,
Hilti CFS-DM Firestop Documentation Manager Team

To be able to implement and run the CFS-DM Hilti Firestop Documentation Manager, the following minimum system requirements apply:
Mobile Applications:
- Apple® iPhone® iOS 7 or iOS 8
- Apple® iPad® iOS 7 or iOS 8
- Tablet/Smartphone Android™ Version 2.3 up to version 4.4
- Your phone needs to have a connection over WiFi or 3G/4G netword to the Internet to synchronize data. Additional cost for internet data traffic might apply from your service provider
Online Application:
- MS Internet Explorer®: Newest version
- Google Chrome™: Newest version
- Mozilla Firefox®: Newest version

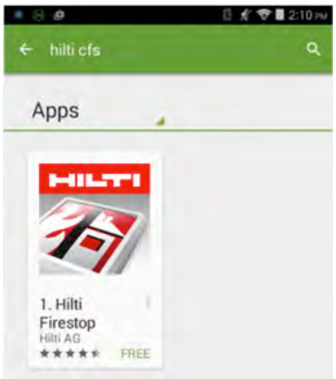
Apple iPhone and iPad, Android, Galaxy Camera are trademarks of the respective companies. Internet Explorer, Google Chrome, Mozilla Firefox are trademarks of the respective companies

1. **Initial e-mail information:** user created successfully.
2. **Account confirmation:** your e-mail address and password. **WARNING:** Please do not forward your password to non-authorized persons.
3. **Your LOGIN information:** **First link:** login with this link from your PC Internet browser to access the software **Second link:** to download the app for mobile use, click on the appropriate link. There are two different links – one for Apple® devices and one for Android™ devices.

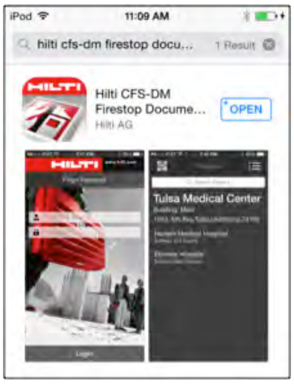
Login to your mobile application

To start your mobile application, download the respective Hilti CFS-DM Firestop Documentation Manager file. The download procedure might vary dependent on your mobile device.

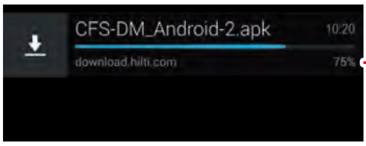
Download app from app store



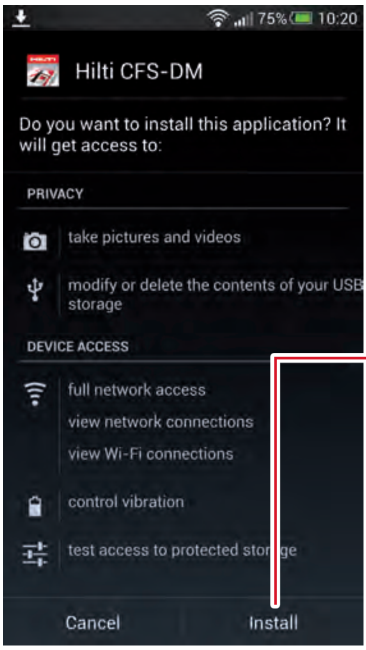
For Android

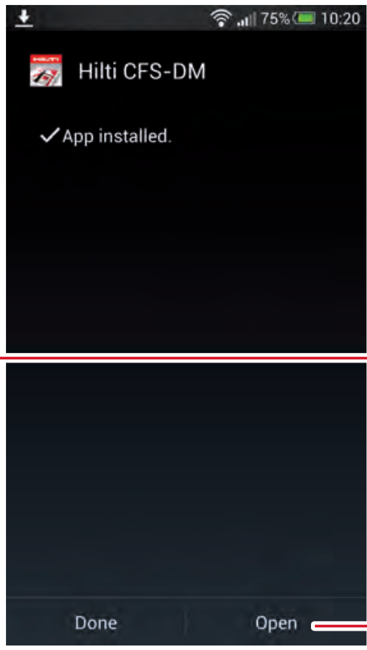


For iPhone



1. Once tapped, the App will automatically download. The download icon indicates the download process.



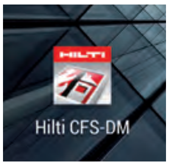


2. After the download is complete, select the file and tap “Install.”

3. Once the App is installed, open the App.

Start the mobile application

You may now start the application.



4. Locate the Hilti CFS-DM App on your mobile phone. Tap on the icon to open the application.

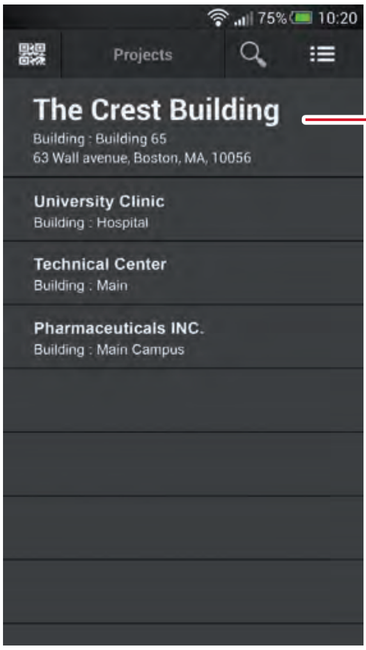
5. The App login screen will open with two fields blank. Enter the login criteria (registered e-mail address and password) from your login email. The App will store your login information.

6. Tap “Login.” The synchronization process may take a few seconds.

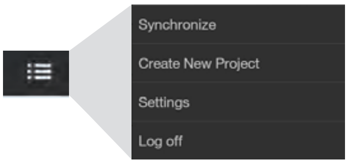
Start the mobile application, user settings

Welcome to the Firestop Documentation manager mobile application. You may now start to document your Firestop penetrations with all available features.

All projects are visible for Back Office Users. Mobile User only see the projects they are assigned to.



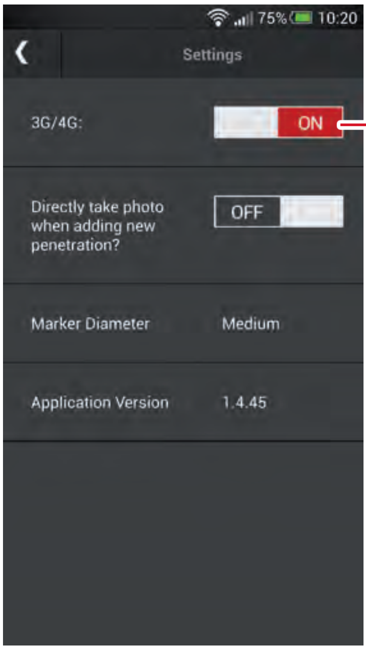
The App will then take you to the Projects Page. Any projects that have been loaded or created by the Desktop User will appear on this screen. You may select a project and begin documenting penetrations.



1. Tap the settings icon of your mobile device to open and review the settings.

   The exact location of this icon might vary depending on your mobile device.

   You may also create a completely new project via your mobile device if needed.

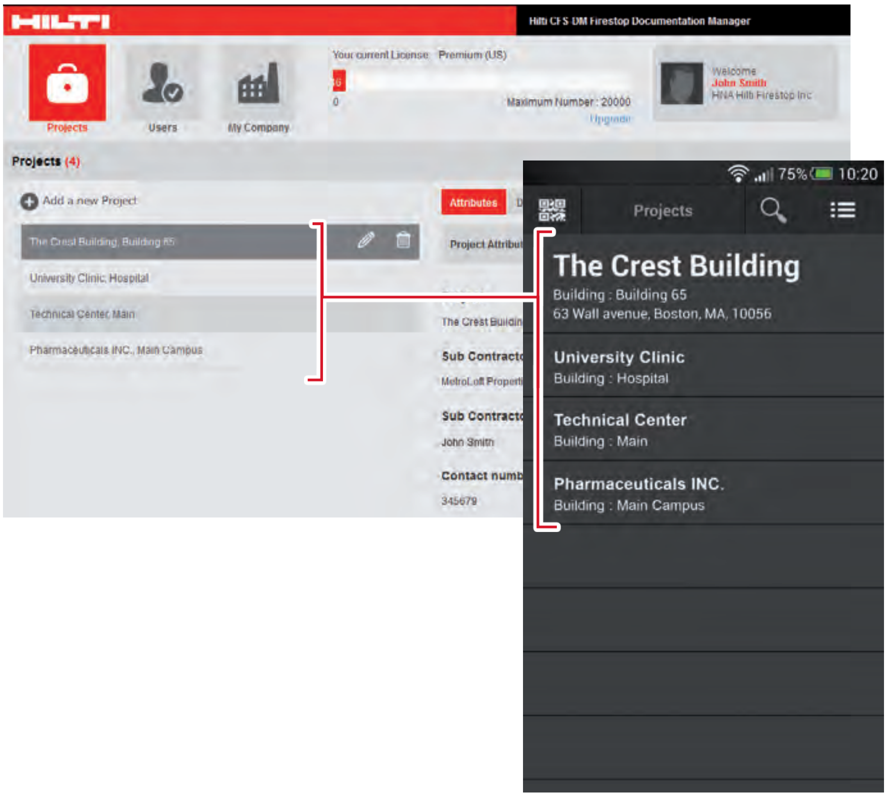


In the settings you may:

- Define your preferred language
- If required, start 3G/4G connection
- Decide whether you want a picture taken before or after creating a new penetration
- Define the size of a marker in your 2D plan (see instructions later)

Synchronization of the project information

From this screen, you can capture your penetrations to document attributes, scan a QR Code which is printed on the identification plates/stickers, take pictures, or set the markers in your 2D plan. All these activities are optional and are dependent on documentation requirements for a specific project or building.

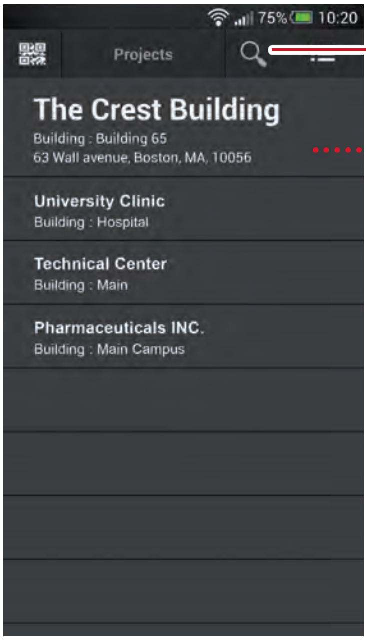


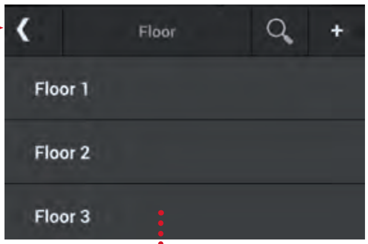
All information is automatically synchronized as soon as you have an internet connection.
The App also synchronizes all the data and all projects from your Desktop application to the mobile phone whenever the phone is online.

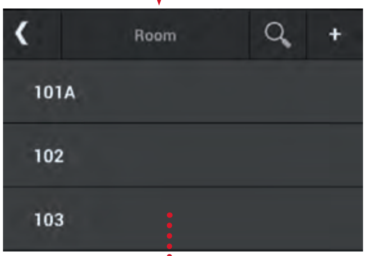
The basic project screen

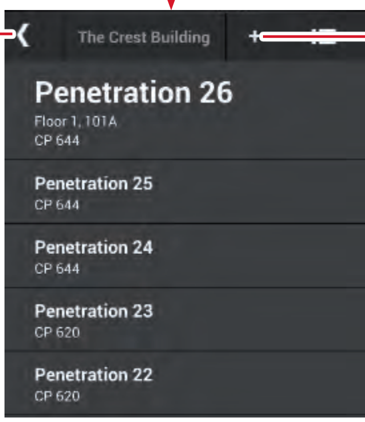
The basic functions of your project screen and how to navigate input fields to create a new penetration.

If you need to search for a specific project or penetration (e.g. if you have too many lines on your mobile device), just tap on the "Search" icon and enter a search word to find your specific project or penetration.









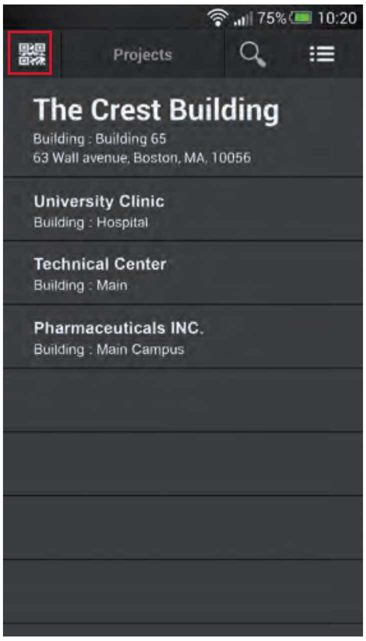
1. Select a project.
2. To reach further project levels, just continue to tap the respective fields
3. Once you reach your penetration level, you'll find a list of all captured penetrations. By tapping on a specific penetration, you will find all data, pictures and attributes.

Here you may go back one step.

Here you may create a new penetration.

Retrieval of penetration information

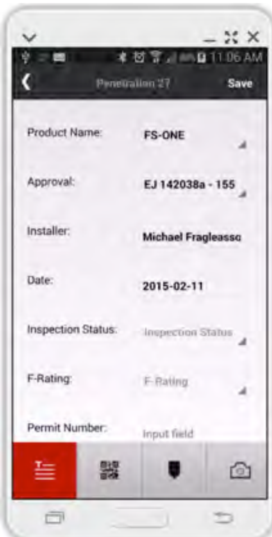
To show existing QR coded projects, tap on the “QR Code” icon on the home screen. The QR scanner will open. Scan the QR code of the penetration label and you will then receive the respective penetration information.



Penetration with Label

Scan QR Code of Penetration

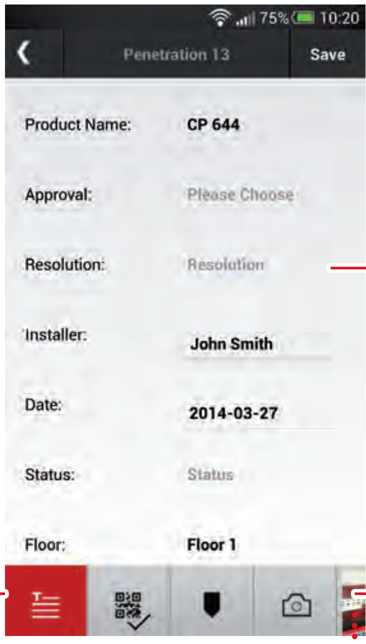
See the Penetration Details



The basic penetration screen

The basic functions of your project screen with all functionalities.

Attributes:



See information of all relevant and defined penetration attributes here. Scroll down for further data.

You may enter, change or adapt new information into the respective fields. Then tap “Save” to capture your new information.

There are four basic functionalities:

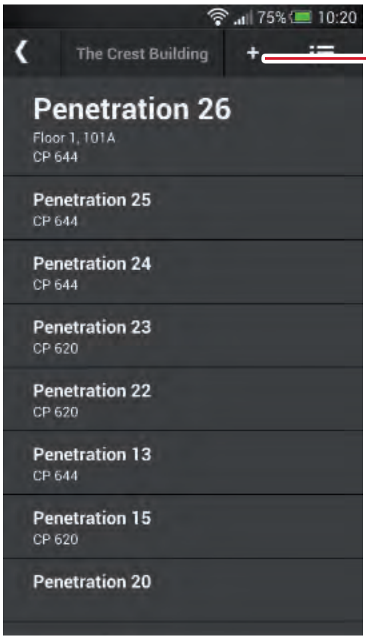
1. **Penetration attributes.** List of all relevant information.
2. **Scan QR code** of the id plates or stickers. This opens your QR Code scanner. A specific QR code is linked to the specific penetration.
3. If a **2D plan** is available (uploaded in your desktop applications) set a simple marker.
4. Take a **picture** (photographer‘s name and date automatically stored).

If there are already saved pictures for a specific penetration, you can see them by sliding on this field. Tap on the picture and you will see the picture details, incl. date and photographer information.
As soon as you take a picture it will also be displayed here for easy access.

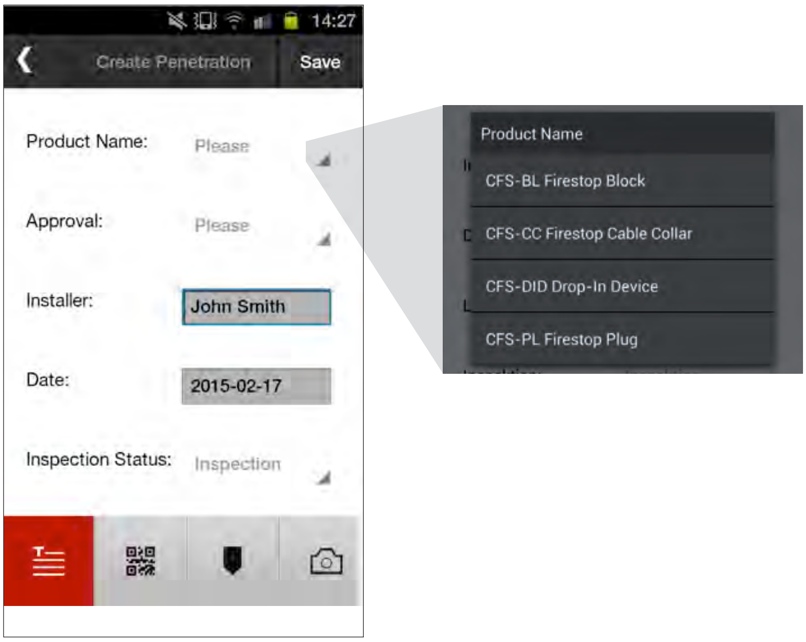
NOTE: Up to 7 photos can be recorded for each penetration

Create a new penetration, capture information

Create and/or document a new penetration in just a few steps.



1. Tap the ⊕ icon to create or document a new penetration.

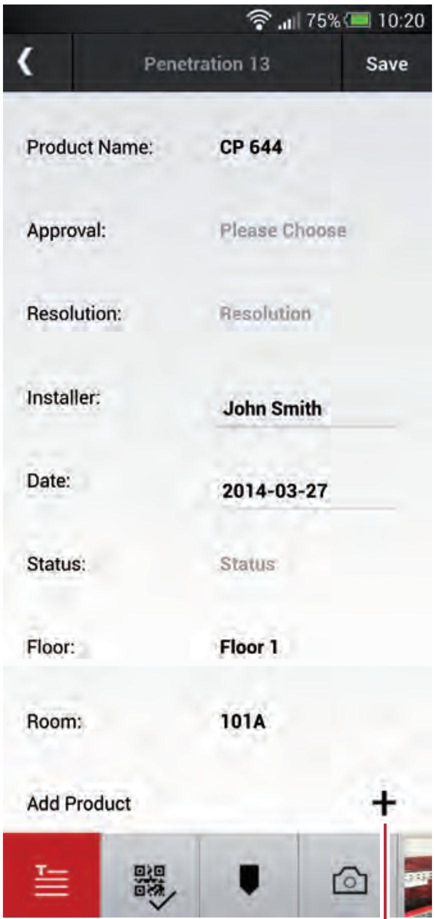


2. Enter all data by tapping on the respective fields.
3. When tapping on an attribute, a new box opens dependent on which content was defined in the desktop application. Simply tap on it and enter text as necessary.

   If you are finished (no more pictures or QR codes), then save your information. You will return to the penetration list to create the next penetration if required.

Specific attributes are explained here. Except "Product Name" and "Approval/ Listing," all other input fields of these attributes are optional. This is up to each customer to define in the desktop application.

The following input fields are examples and serve as an example on what information may be covered.



Product name: input of the installed Firestop product. A list of all main available Hilti products are automatically uploaded.

Approval / Listing: input of the approval document, UL listing or EJ document. Whenever a specific product name is entered, a list of related approvals or listings is automatically shown to support a fast input for the customer.

Installer: is automatically captured via the mobile application user.

Date: is automatically captured via the mobile application user.

Floor, room, etc.: all pre-set project or building levels can be located quickly and are clearly shown here.

If you want to add more attributes, this may easily be done. Two examples:
Firestop status: examples might be if the job is done, or if the work is still pending etc. This serves as an easy overview for the backoffice user.
Inspection: this could be an important attribute as here an inspector or auditor may input whether a penetration is inspected, deficient or not yet checked.

Here you may add other products or components relevant to this specific penetration. Just tap ✚. The pre-installed product list appears again. You may also add other products.

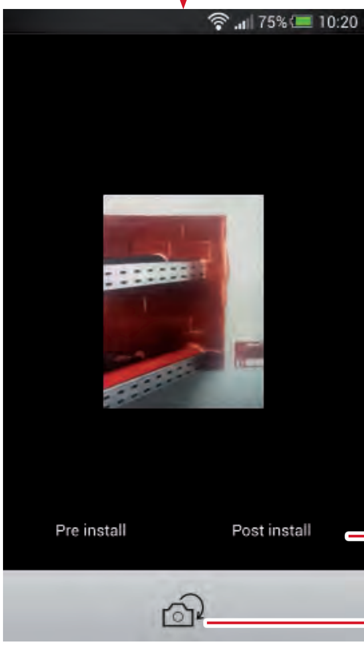
Create a new penetration, take a picture

Take pictures quickly and easily.

4. Tap on the “Picture” icon.

   The camera opens and you may take a picture of your penetration.
   You have two additional choices:
   - To select a picture from your mobile device gallery, tap on the bottom left icon.
   - You can also skip the photo selection step by tapping on the bottom right icon.

5. To take a picture, tap on the middle icon. Once the picture is taken, it is automatically saved.



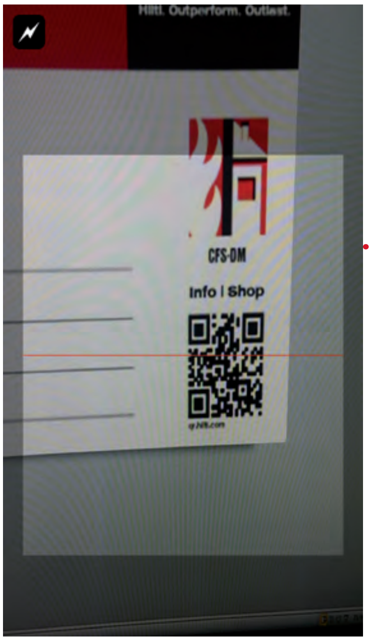
6. Before the picture is saved, you may choose pre- vs. post-installed picture

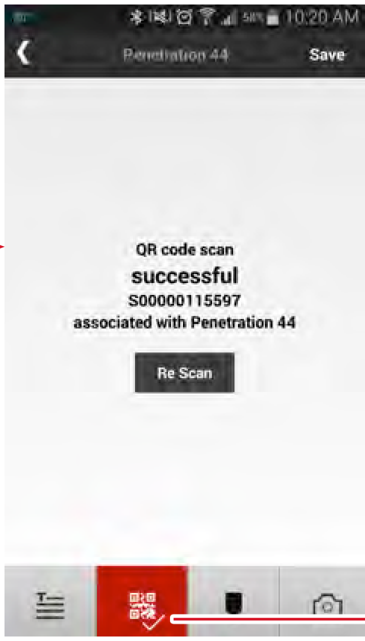
   If you need to retake the picture, tap this icon.

Create a new penetration, scan QR code

Another important function is to link a QR code which is printed on the identification plate or sticker with the penetration. Each QR code is unique.

1. Tap on the “QR code” icon.





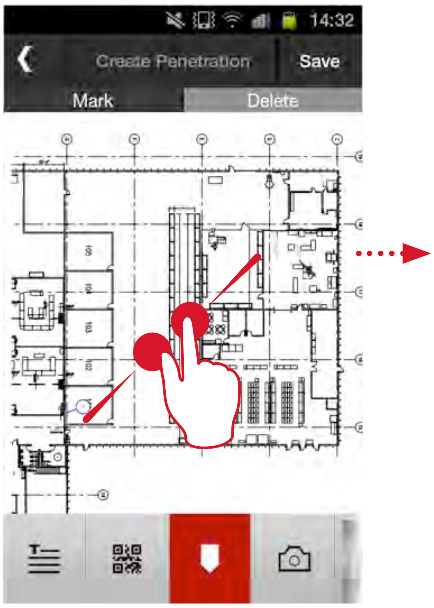
2. Scan the QR code. The message “QR code scan successful” will appear. The unique QR code number appears on the app which allows for easy verification.

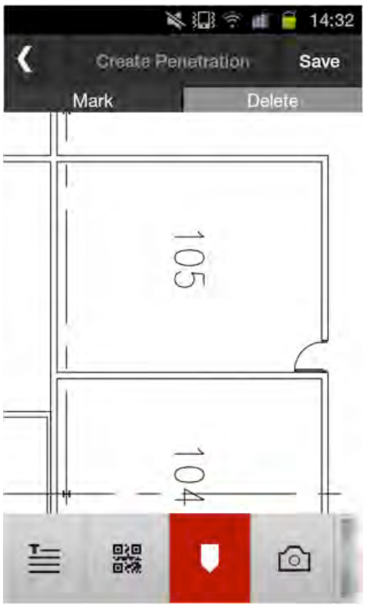
3. Once the message “QR code scan successful” appears, a little tick on the bottom icon indicates that a QR code is clearly linked to this specific penetration.

Create a new penetration, set a marker

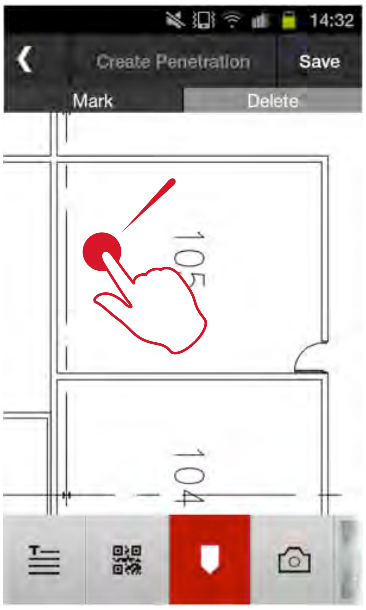
If you have uploaded a 2D plan (pdf) in your back office application dedicated to a specific level of the project or building, you can now upload this 2D plan and set a marker which indicates the location of a penetration.

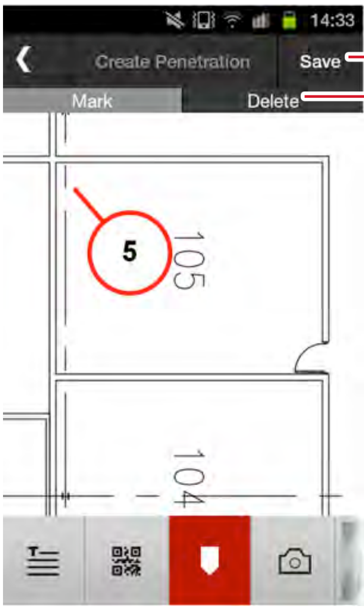
1. Tap on the “2D plan” icon.





2. Zoom in the exact room or location.





3. To set your marker, tap “Mark.” Point with your finger exactly to the location within the plan and **slowly** draw a line away from the point. The marker will be set and automatically linked with the number of this specific penetration.

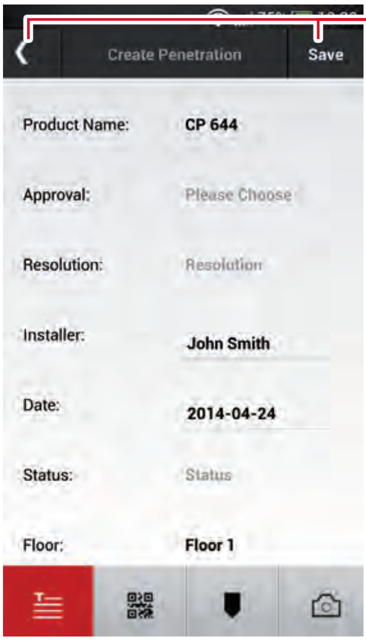
4. Save your input.

5. To delete a marker, select delete.

Finish your documentation

Once you have finished all documentation work on the jobsite or in the building, synchronize the data through an online connection. This enables the desktop user to view all data online and live. Respectively, you will be able to view all data (attributes, pictures) once you are logged on to your desktop application.

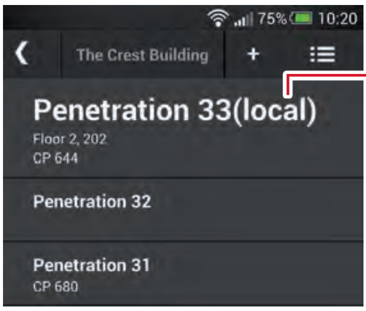
The data storage volume is dependent on your mobile device and may vary from device to device.



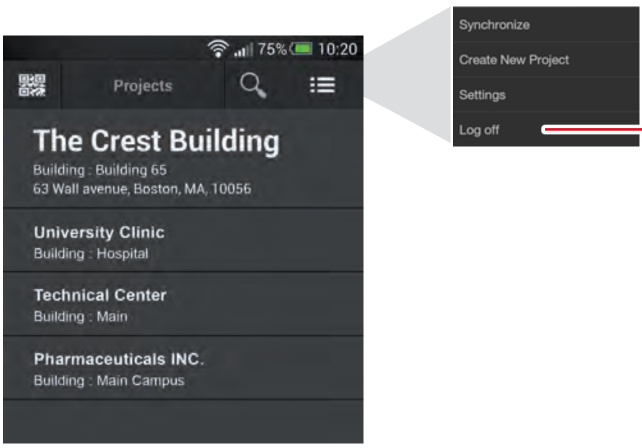
Go back to the basic project screen. Remember to always save your inputs.

ATTENTION: do not log out (via settings) unless data is synchronized. If you have no internet connection, you will be asked whether your data is synchronized before logging out.

Normally, synchronization is done automatically once you have internet connection.



If you have captured information and your data is not yet synchronized, it will be marked with the word “local.” Once it is synchronized the word “local” will disapear.



Go to settings and log out.

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