



System Administration
Attribute Groups
Build 2055
User Manual

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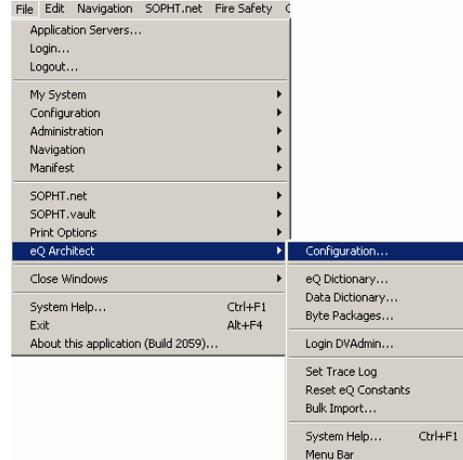
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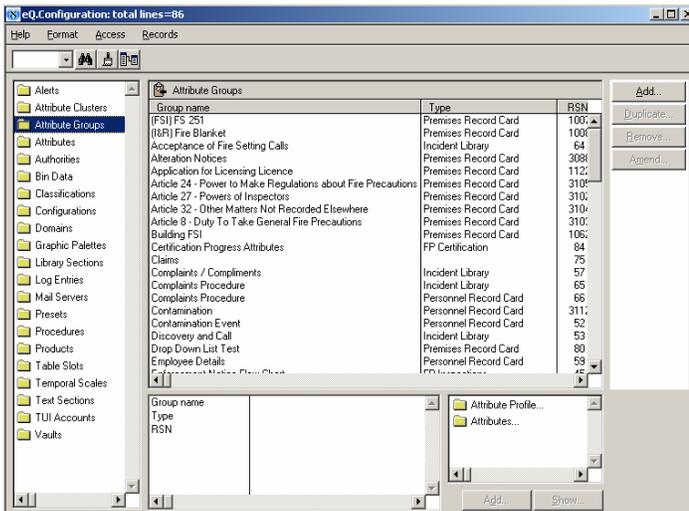
Attribute Groups

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 Personnel Record Card.

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



eQ Configuration window will appear

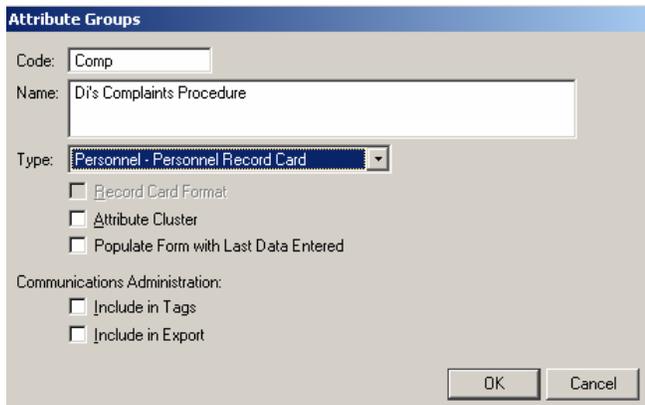


To Add an attribute Group in to the Sub-Menu within the Personnel Record Card

- Click onto the Add button



The Attribute Groups window will appear



- Enter a Code
- Enter the name of the Code
- Click onto the Type arrow
- Select one of the options



There are many options to choose from in the Type Dropdown list – few examples on the next page.

When setting up an Attribute Group you need to let the system know where to display this form. By selecting one of the options the form will be displayed in that selection type only.

Here are the main two you will be setting up.

Personnel

There is only one selection here for Personnel

Personnel – Personnel Record Card



This means any Attribute groups you set up will appear in the Personnel Record Card Sub Menu option – as shown



Fire Safety

As you can see there are three options to choose from

- Fire Safety - Certification
- Fire Safety – Inspection and Visits
- Fire Safety – Premises Record Card



If you choose Fire Safety – Inspection and Visits, the form will be in the Inspections & Visits window in the Inspection Types sub menu. this will also as a view option on the Premises Record Card (in Green – as shown in the example below).

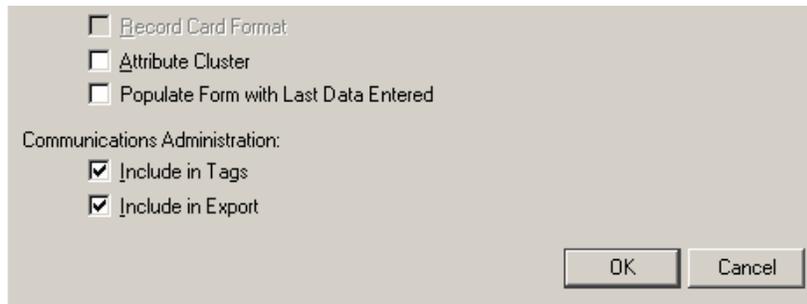


If you choose Fire Safety – Premises Record Card, the form will be in the Premises Record Card – in Blue – as shown. These are the main two you will be using.



Health & Safety, Recruitment, Ops Mis, Fleet, Water are displayed under there headings – as shown

As you can see there are five options to choose from



The Record Card Format This option is hard coded so will always be greyed out

The Attribute Cluster An Attribute Cluster is a group of Attribute Groups and in the RRO Audit form each Attribute Group acts as page within an 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 20 more info on Attribute Clusters)

Populate Form with last Data entered This option uses data that has been previously saved.

Include in Tags The “include in tags” tick box will allow the attribute group to appear in the Communications Administration, Template Configuration, (highlight item in window and Tags button should appear) Tags list. This will allow commands to be created that will for example, prompt with a letter to be printed on entry of information into the attribute group.

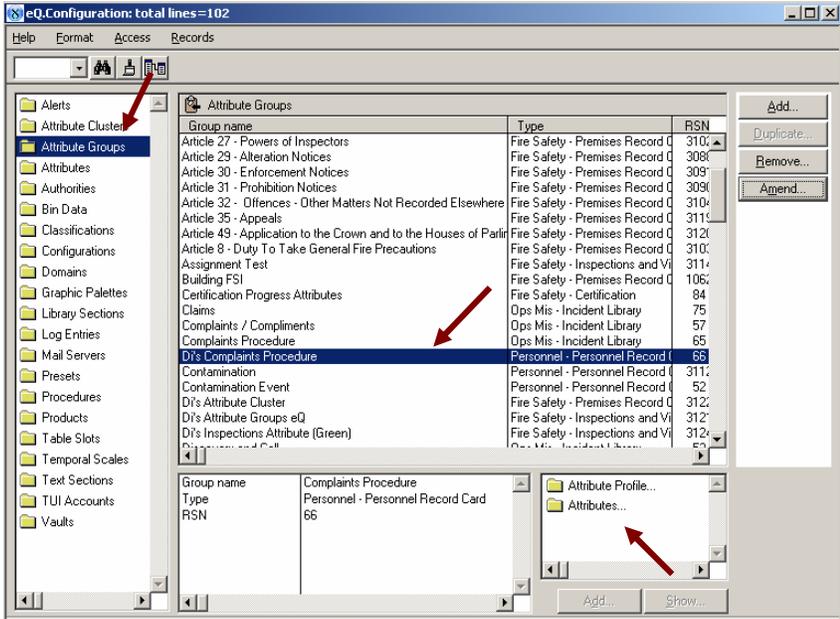
This function is used to prompt which letters can be printed and when. The tag value is used to set default printing options. Tags will slow the system down and so shouldn't be used unless really necessary

Include in Export The 'Include in Export' checkbox will determine whether the data entered against the attribute group is exported into the word template. When creating the template and selecting which fields are required in the 'Field Selection' window all attributes in the Attribute Group will appear in the 'Available Fields' window off the template entry window.

- Click into the boxes that are appropriate or leave blank
- Click onto the OK button

As you can see the Attribute Group has been entered into the Personnel Record Card Sub Menu – in Blue.



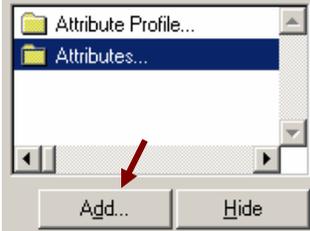


As you can see the Attribute Group has now appeared in the 'Attribute Groups' list

- 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

Attribute Details

Help

Code:

Name:

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

- Enter a Name of the Attribute

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

Label

- Click into the Label

Label:

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

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.

Post Label

- Enter a Post Label

Post label:

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

Column Two - Service Number Post Label - Enter Any Infor

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

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

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

The first screenshot shows a 'Data type' dropdown menu with options: number, char, date, datetime, boolean, time, sequence, n/a. A red arrow points to the dropdown arrow. Below it is an 'Object type' dropdown menu with options: entry, checkbox, radio, droplist, picture, text, assignment, sub-section, matrix, header graphic, body graphic, style. A red arrow points to the dropdown arrow.

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

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

The screenshot shows 'Profession Type' set to 'None' and 'Profession Attribute' set to 'Personnel - Personnel Record Card'. A red arrow points to the dropdown arrow for 'Profession Type'.

If there is any Profession Attributes in the drop down list

- Select one of the option

The screenshot shows the 'Profession Attribute' dropdown menu with options: None, FSEC Group, Gazetteer Address Line 1, Gazetteer Address Line 2, Gazetteer Address Line 3, Gazetteer Building Number, Gazetteer County. A red arrow points to the dropdown arrow.

Display Text

The Display box is used to activate any coding

Form Order

This is the order you want the columns

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

Headings

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

Data type is Set to = **N/A**
 Object Type = **Sub-Section**
 Profession Types = **None**
 Profession Attributes = **None**

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

- Click onto the OK button

This is how it looks on the form

Part A - Heading

Date and Time

Within this window you can see that the Date and Time

Data type is Set to = Date
 Object Type = **Entry**
 Profession Types = **Personnel Record Card**
 Profession Attributes = **None**
 Display Type = **#D**

Set up your Form Order and Width
 Click onto the OK button

If you want Date and Time showing then enter **DateTime**

This is how it looks on the form

Data Columns

Within this window you can see that the **Data** entered i.e. Name, First Line of Address, and Phone Number etc...

Data type is Set to = Char
 Object Type = **Entry**
 Profession Types = **Personnel Record Card**
 Profession Attributes = **None**

If you want to setup i.e. a Phone number Column

Data type is Set to = Number
 Object Type = **Entry**
 Profession Types = **Personnel Record Card**
 Profession Attributes = **None**

Set up your Form Order and Width
 Click onto the OK button

Mandatory Data

Within this window you can see that the **Data** **Automatically** entered and **Mandatory**

Data type is Set to = Char
 Object Type = **Entry**
 Profession Types = **Personnel Record Card**
 Profession Attributes = **None**

Set up your Form Order and Width
 Click onto the OK button

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.

This is how it looks on the form

Calculations

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. This is usually used in Fire Safety.

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

Data Type is Set to = Number

Object Type = **Entry**

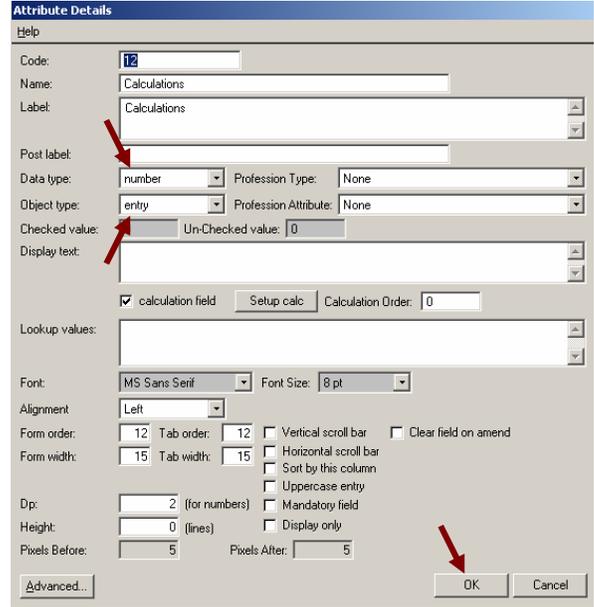
Profession Types = **None**

Profession Attributes = **None**

Calculations Field = **Tick**

Set up your Form Order and Width

Click onto the OK button



To add an Attribute to part of a Calculation

- Click onto the Setup Calc button

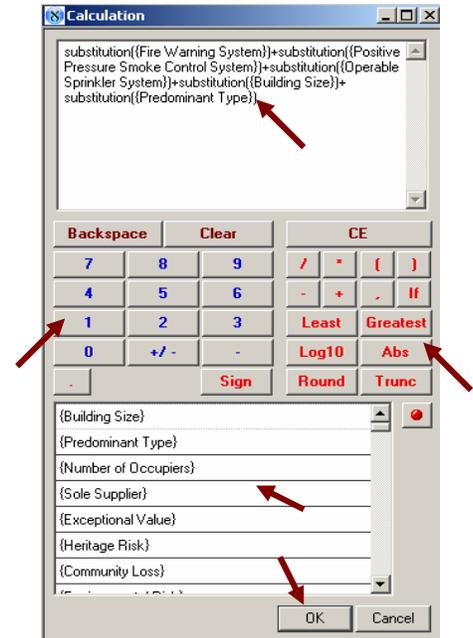


Click onto one of the expressions in the bottom window

Click onto the red Dot icon

Click onto the + sign button

Click onto another expression



Once you have finished

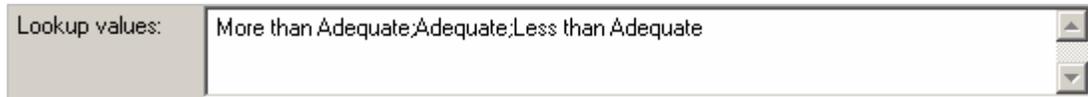
Click onto the OK button

This is how it looks on the form



Look Up Values

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 them 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".

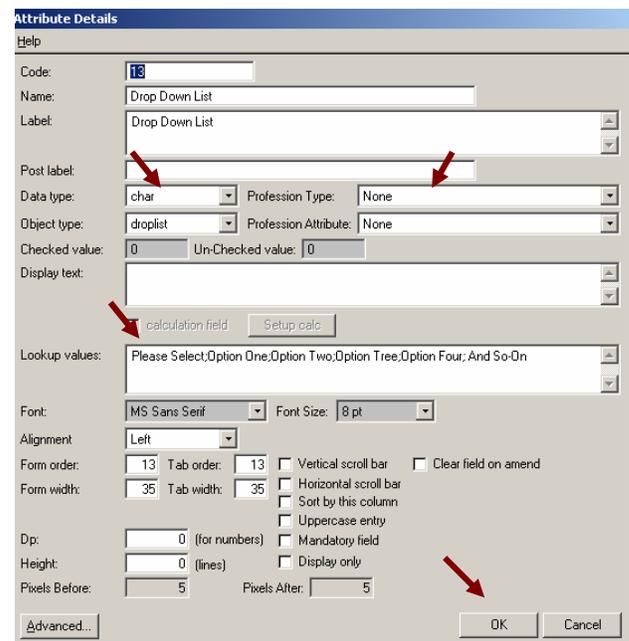


Lookup values: More than Adequate;Adequate;Less than Adequate

Drop Down List

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 into the Dropdown List**
- Set up your Form Order and Width
- Click onto the OK button



Attribute Details

Code: 13

Name: Drop Down List

Label: Drop Down List

Post label:

Data type: char Profession Type: None

Object type: droplist Profession Attribute: None

Checked value: 0 Un-Checked value: 0

Display text:

Lookup values: Please Select;Option One;Option Two;Option Three;Option Four; And So-On

Font: MS Sans Serif Font Size: 8 pt

Alignment: Left

Form order: 13 Tab order: 13 Vertical scroll bar Horizontal scroll bar Clear field on amend

Form width: 35 Tab width: 35 Sort by this column Uppercase entry

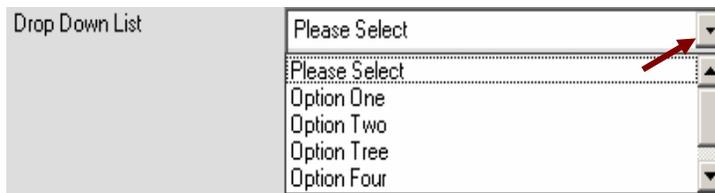
Dp: 0 (for numbers) Mandatory field

Height: 0 (lines) Display only

Pixels Before: 5 Pixels After: 5

Advanced... OK Cancel

This is how it looks on the form



Drop Down List

Please Select

Please Select

Option One

Option Two

Option Three

Option Four

Radio Button

To set up **Radio Buttons** on your form

Fill in the Attribute Details

- Set Data Type to = **Number**
- Set Object Type to = **Radio**
- Profession Types = **None**
- Profession Attributes = **None**
- LookUp Value = enter **Yes;No**

Set up your Form Order and Width
Click onto the Ok button

This is how it looks on the form

Vertical & Horizontal Scroll Bar

To set up **Vertical Scroll Bar** – Max Characters on your form

The Attribute Details window will open

- Data Type is Set to = **Char**
- Object Type = **Entry**
- Profession Types = **None**
- Profession Attributes = **None**
- Max Characters = **500** (amount of words)
- Dp = **250** (amount of numbers)
- Height = **4** (size of the box)

Set up your Form Order and Width
Click onto the Ok button

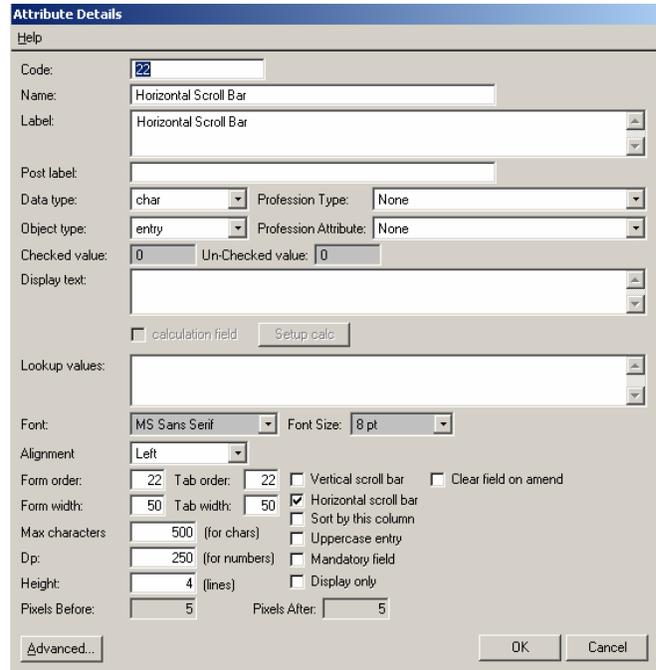
This is how it looks on the form

To set up **Horizontal Scroll Bar** – Max Characters on your form

The Attribute Details window will open

- Data Type is Set to = Char
- Object Type = **Entry**
- Profession Types = **None**
- Profession Attributes = **None**
- Max Characters = **500** (amount of words)
- Dp = **250** (amount of numbers)
- Height = **4** (size of the box)

Set up your Form Order and Width
Click onto the Ok button



This is how it looks on the form



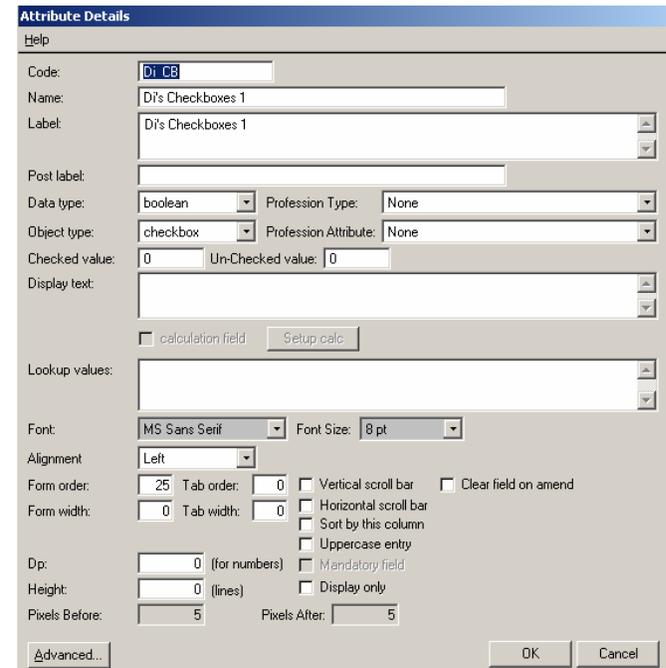
Check Boxes

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

The Attribute Details window will open

- Data Type is Set to = Boolean
- Object Type = **Checkbox**
- Profession Types = **None**
- Profession Attributes = **None**

Set up your Form Order and Width
Click onto the OK button



This is how it looks on the form



Set up as many as needed for your form. - I have set up four Checkboxes

This is how it all looks on the form

Di's Attribute Details - Main Heading

Date: 14/04/2008

Enter The Name Of Your Next Heading

Column One - Name:

Column Two - Service Number: Post Label - Enter Any Information

Mandatory Data

Calculations: 0.00

Drop Down List: Please Select

Enter The Name Of Another Heading Here

Radio Button: Yes No

Vertical Scroll Bar:

Another Column:

Column - Phone Number: 0

Horizontal Scroll Bar:

Checkbox 1:

Checkbox 2:

Checkbox 3:

Checkbox 4:

Buttons: Previous, Finish, Cancel

I have set up four Checkboxes

This is how it all looks on the form

Attribute Groups

Group name	Type	RSN
Contamination	Personnel Record Card	311
Contamination Event	Personnel Record Card	52
Di's Attribute Cluster	Premises Record Card	312
Di's Attribute Groups eQ	FP Inspections	312
Discovery and Call	Incident Library	53
Drop Down List Test	Premises Record Card	80
Employee Details	Personnel Record Card	59
Enforcement Notice Flow Chart	FP Inspections	45
Equipment Failure Attributes		22
Evaluating the Risks		72

Buttons: Add..., Duplicate..., Remove..., Amend...

Attributes

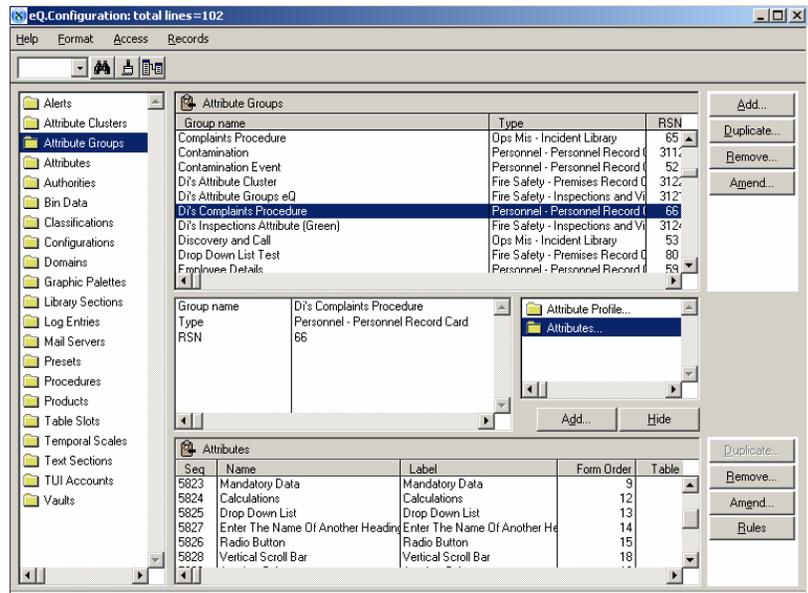
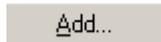
Seq	Name	Label	Form Order	Table
5787	Di's Column 4	Di's Column 4	15	
5788	Di's Column 5	Di's Column 5	20	
5794	Di's Checkboxes 1	Di's Checkboxes 1	25	
5795	Di's Checkboxes 2	Di's Checkboxes 2	26	
5796	Di's Checkboxes 3	Di's Checkboxes 3	27	
5797	Di's Checkboxes 4	Di's Checkboxes 4	28	

Buttons: Duplicate..., Remove..., Amend..., Rules

How to Create Rules

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

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



When setting up a Rule you can either use the Radio button or the Check boxes

Fill in the Attribute Details

- Add a Code
- Add a Name of the Code
- Enter a Label – if needed
- Set Data Type to = **Number**
- Set Object Type to = **Radio**
- LookUp Value = enter **Yes;No**

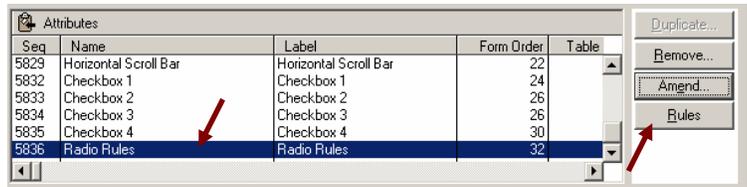
- Set up your Form Order and Width
- Click onto the Ok button

The 'Attribute Details' dialog box is shown with the following configuration:

- Code: 32
- Name: Radio Rules
- Label: Radio Rules
- Post label: (empty)
- Data type: number
- Profession Type: None
- Object type: radio
- Profession Attribute: None
- Checked value: 0
- Un-Checked value: 0
- Display text: (empty)
- Lookup values: Yes;No
- Font: MS Sans Serif, Font Size: 8 pt
- Alignment: Left
- Form order: 32, Tab order: 32
- Form width: 20, Tab width: 20
- Height: 0 (lines)
- Pixels Before: 5, Pixels After: 5

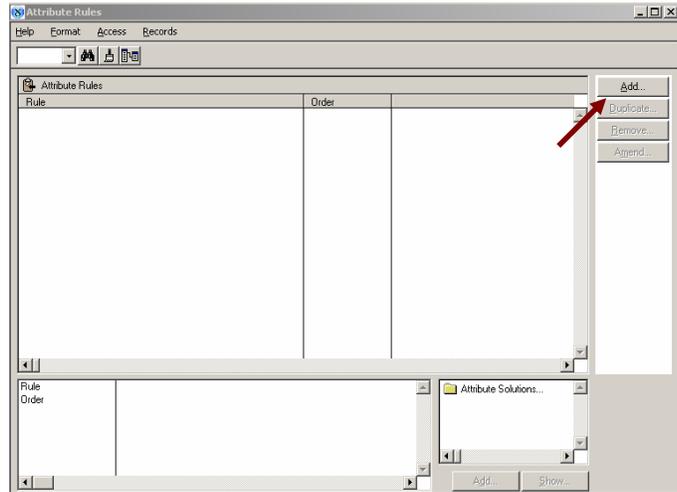
You should be back to the Attribute window

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

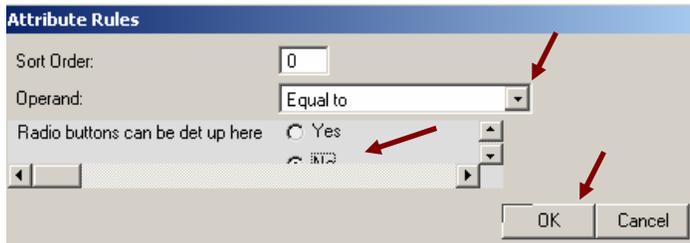


The Attribute Rules window will appear

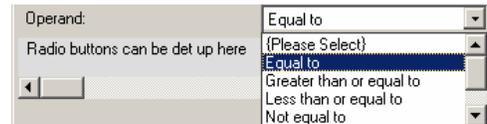
- Click Add button



The Attribute Rules window will appear

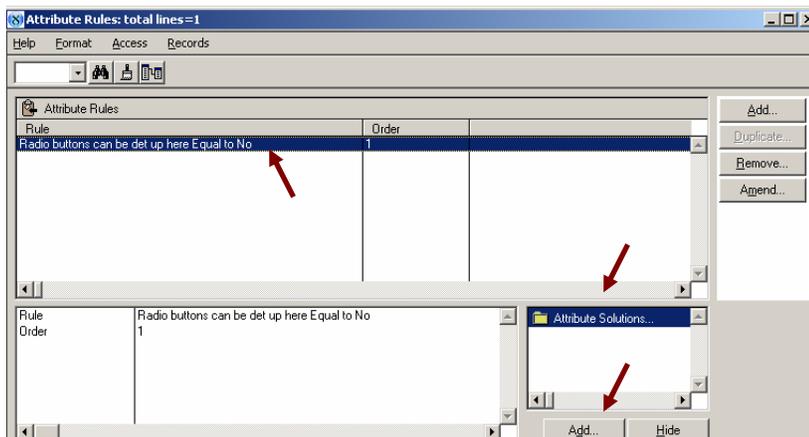


- Click onto the Operand arrow
- Select one of the options



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

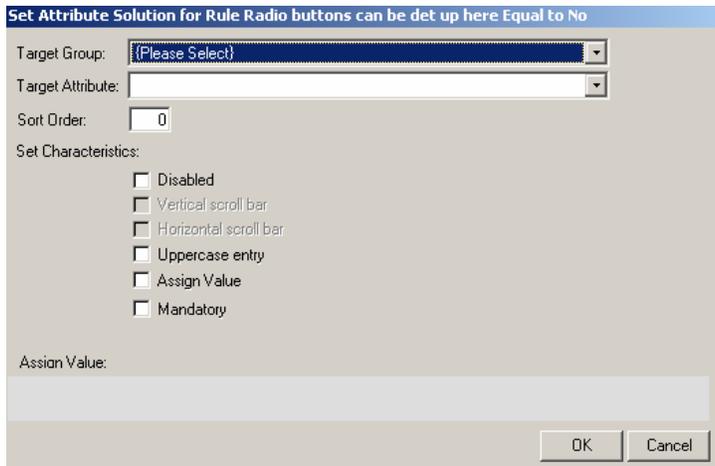
To Set Attribute Solution For Rule Button



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

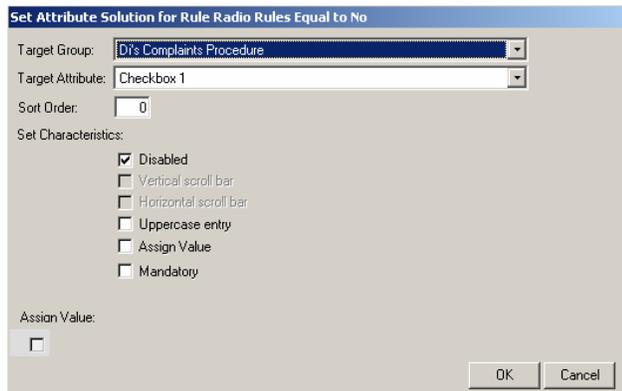


The **Set Attribute Solution For Rule Button** window will appear



- Select the Attribute you want to set the Rule too

Here you can change the Lookup Value and set Characteristics



Repeat the process until all check boxes are selected

As you can see in the bottom window I have repeated the process four times.

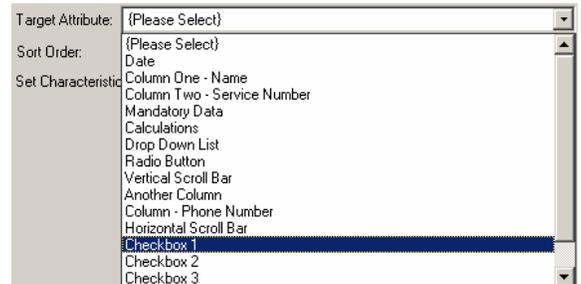
Once you have completed setting up the Rule

- Click onto the X in the top right hand corner

- Click onto the Target arrow



- Choose an Target Group
- Click onto the Target Attribute arrow

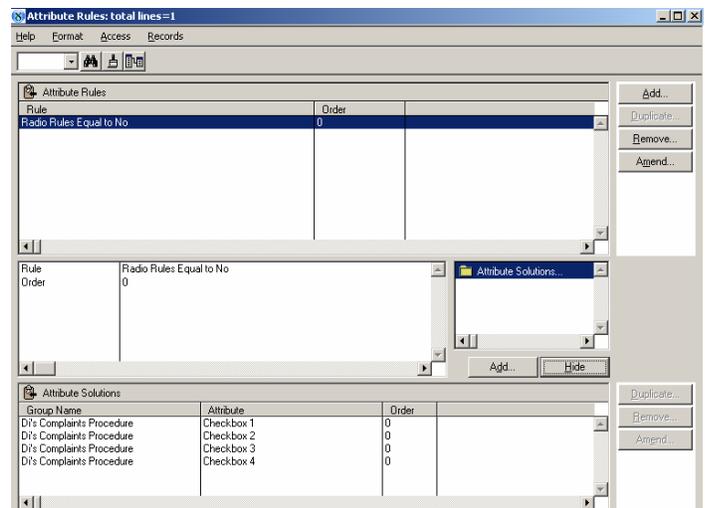


I have set this Rule to be

- 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 selecting the 'NO' radio button it has greyed out the Checkbox and Scroll Bar options.

But

The Radio Rules button is after the Check boxes

To move them around remember I said when you do the Order of the Attribute don't do 1,2,3,4 etc do 1,4,7,10 etc the reason for this is if you do need to move an Attribute around you don't have to re do all the numbers. I will show you what I mean...

At the moment the Radio Rules button is after the Check boxes

The Radio Rules are number 32 the four Check boxes are between 24 - 30

Seq	Name	Label	Form Order	Table
5829	Horizontal Scroll Bar	Horizontal Scroll Bar	22	
5832	Checkbox 1	Checkbox 1	24	
5833	Checkbox 2	Checkbox 2	26	
5834	Checkbox 3	Checkbox 3	26	
5835	Checkbox 4	Checkbox 4	30	
5836	Radio Rules	Radio Rules	32	

The Horizontal Bar is 22

This means I can move the Radio Rules Between Horizontal Bar and Check Box 1.

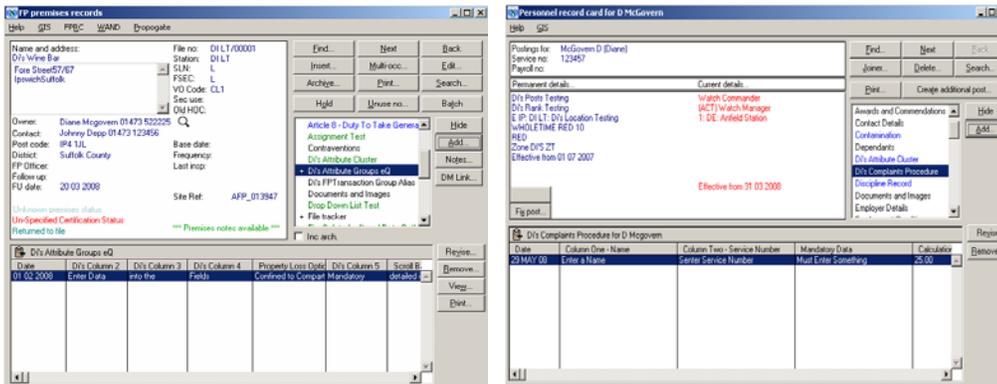
- Click onto Radio Rules
- Click onto the Amend button
- Change the Code, Form / Tab Order to a number in between where you want it to go – I have put 23
- Click onto the OK button

Go to your Personnel Record Card – if it is already open refresh the record by using the next / back buttons

- Click onto you're Attribute Group
- Click onto the Add button

As you can see I have clicked into the No box and it has greyed out the check boxes

The Record Cards



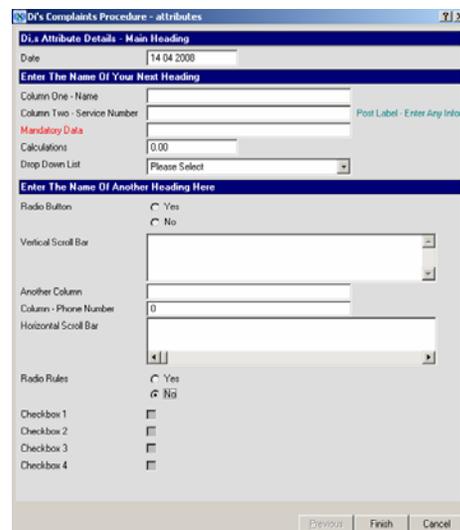
- Click onto Fire Safety / Personnel Record Card
- Open a FP Premises Record / Personnel Record

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

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

As you can see I have created a form with the

- 3 Headings
- 1 Date
- 4 Columns – 1 Mandatory - 1 Number
- 1 Drop Down List
- 4 Radio buttons – 2 with Rules
- 4 Checkboxes
- 1 Scroll Bar
- 1 Horizontal Scroll Bar



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...



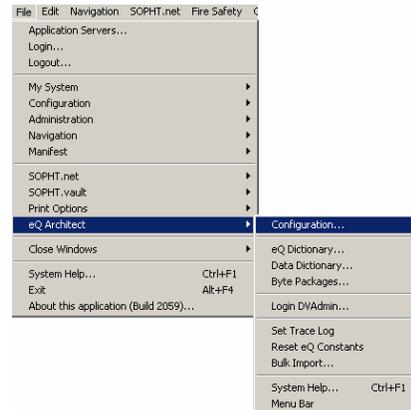
- Blue** – Premises/Personnel Attributes means that there is a form attached to this Attribute
- Black** – Options that are hard coded by Sophtlogic – here you can add information
- Green** – Attributes gives you the ability to view information – Inspection/Stats

Attribute Cluster

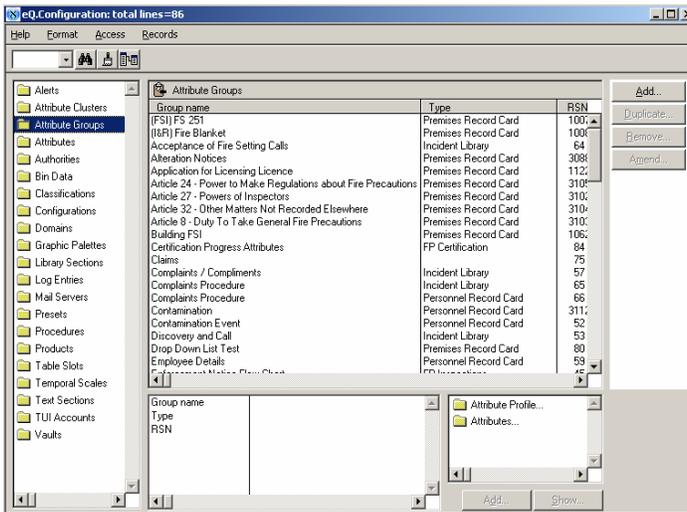
Attributes are linked together to form groups, which make a section of the RRO form for example.

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

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



eQ Configuration window will appear



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

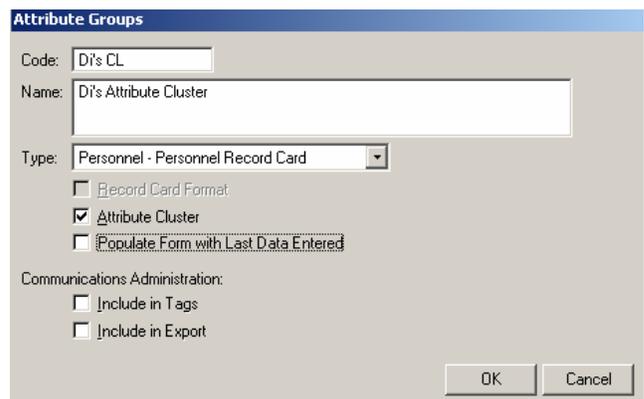
- Click onto the Add button



The Attribute Groups window will appear

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

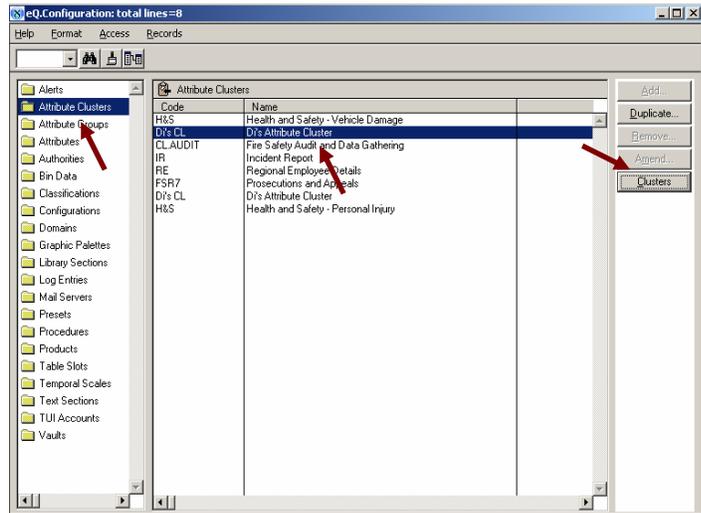
- Enter the name of the group
- Click onto the Type arrow
- Select the module area within the type drop down menu.
- Click onto the Attribute Cluster box
- Click onto the OK button



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

Within the eQ Configuration

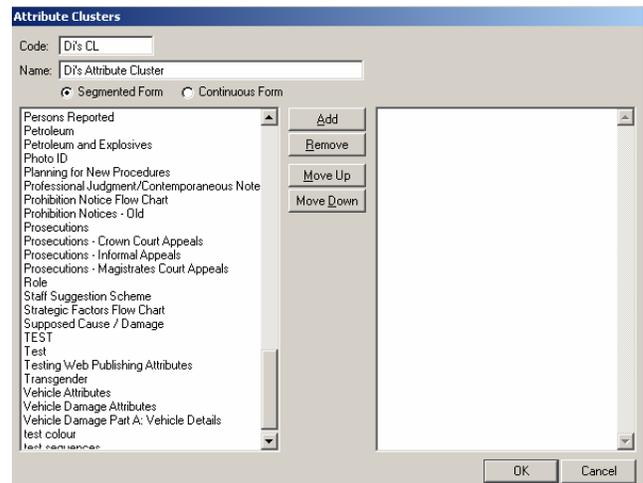
- Click onto Attribute Clusters folder
- Click onto the Attribute Cluster
- Click onto the Clusters button



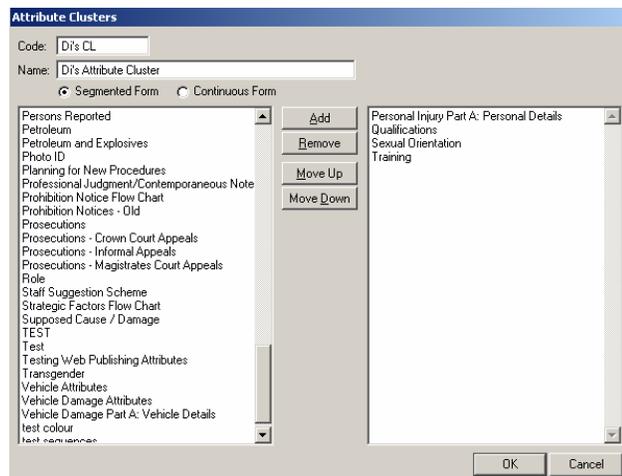
As you can see the Attribute Clusters Groups are listed in the left hand column

To select the groups you want in this Cluster

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



Once you have finished selecting the Attribute Groups



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

- Click onto the OK button

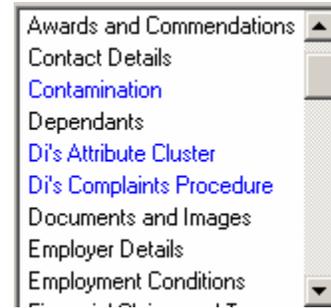
Go back to the Premises Record Card and if open - Refresh

Within the Sub Menu

You should see the Cluster that you have just set up

- Click onto the Cluster
- Click onto the Add button

The information you have requested within the cluster will appear



Depending on the form you may have a straight forward form or one were you have to click onto the next button

Here are a few examples

