

System Administration Attribute Groups Build 2055 User Manual

For more information: E: diane.mcgovern@sophtlogic.com T: 01473 255552

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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

Attribut	e Groups					
				•	Enter	a Code
Code:	Comp			•	Enter	the name of the Code
Name:	Di's Complaints Procedure			•	LINCI	
				•	Click o	onto the Type arrow
Type:	Personnel - Personnel Record Card			•	Select	one of the options
	<u>Becord Card Format</u>					
	Attribute Cluster					(
	Populate Form with Last Data Entered				Type:	Personnel - Personnel Record Card
Commur	nications Administration: Include in Tags Include in Export	ОК	Cancel			Health and Safety - III Health Health and Safety - Near Miss Health and Safety - Vehicle Damage Ops Mis - Incident Library Personnel - Personnel Record Card

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

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*

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

Type: Personnel - Personnel Record Card

Health and Safety - III Health
Health and Safety - Near Miss
Health and Safety - Vehicle Damage
Ops Mis - Incident Library
Personnel - Personnel Record Card

Di's Complaints Procedure

Employment Conditions Financial Claims and Transac

Grievance Records Medical Calender Medical Records

Discipline Record Documents and Images Employer Details ٠

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

<u>B</u> ecord Card Format <u>Attribute Cluster</u> Populate Form with Last Data Entered	
Communications Administration: Include in Tags Include in Export	
	OK Cancel

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 This option uses data that has been previously saved.

Data entered

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

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

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

- Click into the boxes that are appropriate 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.



8	🚷 eQ.Configuration: total lines=102						
H	elp <u>F</u> ormat <u>A</u> cce	ess <u>R</u>	tecords				
	• M 占	1-0					
Ir	Alerts		Attribute Groups				Add
Ш	🚞 Attribute Cluster		Group name		Туре	RSN	Duplicate
	🚞 Attribute Groups		Article 27 - Powers of I	nspectors	Fire Safety - Premises Record 0	3102	Dupiloate
Ш	Attributes	_	Article 29 - Alteration N Article 20 - Enforcement	lotices at Nationa	Fire Safety - Premises Record U Fire Safety - Premises Record 0	2091	<u>R</u> emove
Ш	🔲 Authorities		Article 30 - Eniorcement	Notices	Fire Safety - Premises Record 0	3090	Amend
Ш	🔲 Rin Data		Article 32 · Offences ·	Other Matters Not Recorded Elsewhere	Fire Safety - Premises Record 0	3104	
Ш	🔄 Diri Data		Article 35 - Appeals		Fire Safety - Premises Record C	311	
Ш	Liassifications		Article 49 - Application	to the Crown and to the Houses of Parlin	Fire Safety Premises Record 0	312(
Ш	Configurations		Article 8 - Duty To Tak	e General Fire Precautions	Fire Safety - Premises Record u Fire Safety - Inspections and Vi	310.	
Ш	🚞 Domains		Building FSI		Fire Safety - Premises Record 0	1062	
Ш	🚞 Graphic Palettes		Certification Progress A	Attributes	Fire Safety - Certification	84	
Ш	🚞 Library Sections		Claims		Ops Mis Incident Library	75	
Ш	🚞 Log Entries		Complaints / Complime	ints	Ups Mis - Incident Library	5/	
Ш	Mail Servers		Di's Complaints Procedure	hure 🖌	Personnel - Personnel Record (66	
Ш	Presets		Contamination		Personnel - Personnel Record (3112	
Ш	📄 Procedures		Contamination Event		Personnel - Personnel Record (52	
Ш	Diadaata		Di's Attribute Cluster	8	Fire Safety - Premises Record 0	3122	
Ш			Di's Inspections Attribute	u te (Green)	Fire Safety - Inspections and VI	312	
Ш	Table Slots		Discours Attribu	ke (dicerij	O = Mic Turcident Channel	512° -	
Ш	📄 Temporal Scales						
Ш	📄 Text Sections		Group name	Complaints Procedure	Attribute Profile		
Ш	📄 TUI Accounts		Туре	Personnel - Personnel Record Card	Attributes		
Ш	🚞 Vaults		RSN	66			
Ш							
Ш						-	
		-					
	•	Þ	•		Add <u>S</u>	how	

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

The Attribute Details window will appear

• Enter a Code



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

• Enter a Name of the Attribute

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

Label:

Label

• Click into the Label

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

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



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

📋 Attribute Profi	le 📐		
💼 Attributes			
•			
A <u>d</u> d	<u>H</u> ide		

Post Label

Enter a Post Label Post label: Post Label - Enter Any Instruction Here

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.



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

Click onto the Professional Type arrow	Profession Type:	None		•
Select one of the options	Profession Attribute:	None Personnel -	Personnel Record Card	* *
·]
Click onto the Professional Attributes arrow	Profi ked v	ession Attribute: alue: 0	None	
If there is any Profession Attributes in the drop down	list		Gazetteer Address Line 1 Gazetteer Address Line 2 Gazetteer Address Line 3	
Select one of the option	S	etup calc	Gazetteer Building Number Gazetteer County	-

Display Text

The Display box is used to activate any coding

Display text:	#D	*
		∇

Form Order

This is the order you want the columns

Font:	MS Sans Serif 💽 Font Size: 8 pt 💌	
Alignment	Left	
Form order:	🔭 🛛 Tab order: 📃 🛛 🗖 Vertical scroll bar 🛛 🗖 Clear field on amend	
Form width:	Tab width: 55 Horizontal scroll bar Sort by this column	
Dp:	0 (for numbers) T Mandatory field	
Height:	🛑 0 (lines) 🗖 Display only	
Pixels Before:	5 Pixels After: 5	
Advanced	OK Cancel	

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

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

Headings

1			
Within this window you can see that the Heading	Name:	Di,s Attribute Details - Main Heading	
	Label:	Di,s Attribute Details - Main Heading	1
			1
	Post label:		-
	Data type:	n/a Profession Type: None	
Data type is Set to = N/A	Object type:	sub-section su	1
Object Type = Sub-Section	Checked value:	0 Un-Checked value: 0	
	Display text:	<u> </u>	
Profession Types = None			1
Profession Attributes = None		calculation field Setup calc	
	Lookup values:	<u></u> ≜	1
			1
The rest of the window is graved out this is because	Font:	MS Sans Serif Font Size: 8 pt	
The rest of the window is greyed out this is because	Alignment	Left	
the Data Type is set to N/A	Form order:	Tab order: Vertical scroll bar Clear field on amend	
	Form width:	O Tab width: O I Fonzontal scroll bar Sort by this column	
	-	Uppercase entry	
Click onto the OK button	Dp:	U (for numbers) Mandatory field	
	Height: Pivele Refore:	5 Pixels After 5	
	T Meis Delute.		
This is how it looks on the form	Advanced	OK Cancel]

Attribute Details

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**

Attribute Details	
Help	
Code:	2
Name:	Date
Label:	Date
Post label:	
Data type: 🔪	date Profession Type: Personnel - Personnel Record Card
Object type:	entry Profession Attribute: None
Checked value:	0 Un-Checked value: 0
Display text:	#D
	Calculation field Setup calc
Lookup values:	A
Font:	MS Sans Serif Font Size: 8 pt
Alignment	Left
Form order:	1 Tab order: 1 🔽 Vertical scroll bar 🖵 Clear field on amend
Form width:	15 Tab width: 15 Horizontal scroll bar
	Sort by this column Uppercase entry
Dp:	0 (for numbers) Mandatory field
Height:	0 (lines) 🗖 Display only
Pixels Before:	5 Pixels After: 5
Advanced	OK Cancel

This is how it looks on the form

Date

14 04 2008

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

Attribute Details	
Help	
Code:	4
Name:	Column One - Name
Label:	Column One - Name
Post label:	
Data type: 🛌	char Profession Type: Personnel - Personnel Record Card
Object type:	entry Profession Attribute: None
Checked value:	0 Un-Checked value: 0
Display text:	
	Calculation field Setup calc
Lookup values:	×
Font	MS Sans Serif 💽 Font Size: 8 pt 💌
Alignment	Left
Form order:	4 Tab order: 4 🗖 Vertical scroll bar 🗖 Clear field on amend
Form width:	35 Tab width: 35 Horizontal scroll bar Scolumn
Dp:	0 (for numbers) T Mandatory field
Height:	0 (lines) Display only
Pixels Before:	5 Pixels After: 5
<u>A</u> dvanced	OK Cancel

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

Mandatory Data

ALL 1. 1. D. I. 1.	
Help	5
Code:	4
Name:	Mandatory Data
Label:	Mandatory Data
Post label:	
Data type:	char Profession Type: Personnel - Personnel Record Card
Object type:	entry Profession Attribute: None
Checked value:	0 Un-Checked value: 0
Display text:	
	Calculation field Setup calc
Lookup values:	
Font:	MS Sans Serif Font Size: 8 pt
Alignment	Left
Form order:	5 Tab order: 5 🔽 Vertical scroll bar 🔲 Clear field on amend
Form width:	35 Tab width: 35 📙 Horizontal scroll bar
	Sort by this column
Dp:	0 (for numbers) 🔽 Mandatory field
Height:	0 (lines) Display only
Pixels Before:	5 Pixels After: 5
Advanced	OK Cancel

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.

Attribute Details

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 <u>H</u>elp Code: 12 Name Calculations Label Calculation -Post label: Data type: number Profession Type: None Object type entry Profession Attribute: None Un-Checked value: 0 Checked value: <u>▲</u> Display text: ✓ calculation field Setup calc Calculation Order: 0 **^** Lookup values: • ▼ Font Size: 8 pt Font MS Sans Serif • Alignment Left • 12 Tab order: 12 🔲 Vertical scroll bar 🔲 Clear field on amend Form order 🔲 Horizontal scroll bar 15 Tab width: 15 Form width: Sort by this column Uppercase entry Dp: Display only Height: 0 (lines) Pixels Before 5 Pixels After: ОΚ Cancel Advanced...

substitution({Fire Warning System})+substitution({Positive Pressure Smoke Control System})+substitution({Operable Sprinkler System})+substitution({Building Size})+

Clear

9

6

3

Sign

Υ.

Calculation

Backspace

7

4

1

0

{Building Size} {Predominant Type}

{Number of Occupiers} {Sole Supplier}

{Exceptional Value}

{Heritage Risk} {Community Loss}

substitution({Predominant Type}),

8

5

2

+/

To add an Attribute to part of a Calculation

Click onto the Setup Calc button
 Calculation field
 Setup calc
 Calculation Order: 0

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

I

Click onto the OK button

This is how it looks on the form

ife Risk Score (A+B):	-4.00	
	1.00	

<u>- 🗆 ×</u>

CE

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Least

Log10

Round

OK

()

If

Greatest

Abs

Trunc

-

Cancel

1 .

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 the to appear in the display Text Fields, separating them with a semi colon. (;) For drop down lists, the first item on the list should always be "Please Select".

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

Drop Down List

Within this window you can see that the **drop down** menu

	Accribace Decails		
	<u>H</u> elp		
	Code:		
Data Type is Set to = Char	Name:	Drop Down List	
Object Type = Droplist	Label:	Drop Down List	4
Profession Types = None	Post label:		
	Data type:	char Profession Type: None	-
Profession Attributes = None	Object type:	droplist Profession Attribute: None	•
LookUp Values - Text to go into the	Checked value:	0 Un-Checked value: 0	
Lookop values - Text to go into the	Display text:		
Dropdown List		calculation fieldCeture calc	
	Leelus velves		
Set up your Form Order and Width	Lookup values:	Hease Select; Uption Une; Uption Two; Uption Tree; Uption Four; And So-Un	~ -
Click onto the OK button	Font:	MS Sans Serif 💌 Font Size: 8 pt 💌	
	Alignment	Left	
	Form order:	13 Tab order: 13 Vertical scroll bar Clear field on amend	
	Form width:	35 Tab width: 35 Tab width: 35 Sort by this column	
	Dev	Uppercase entry	
	Up: Height:	(incr numbers) Mandatory held	
	Pixels Before:	5 Pixels After: 5	
	Advanced	OK Cance	al

and the second second

This is how it looks on the form

Drop Down List	Please Select	•
	Please Select	· · · · · · · · · · · · · · · · · · ·
	Option One	
	Option Two	
	Option Tree	
	Option Four	•

Radio Button

				Attribute Details				
To set up Radio Buttons on your form			orm	Help				
	·	5		Code:	15			
				Name:	Radio Button			
Fill i	n the Attribute Details			Label:	Radio Button			4
				Post label:				
	Set Data Type to =	Number	r	Data type:	number 🔹	Profession Type: None		•
				Object type:	radio	Profession Attribute: None		•
	Set Object Type to	= Radio		Checked value:	0 In-Chec	ked value: 0		
	Profession Types =	None		Display text:				A V
	Profession Attribute	es = Non	e		Calculation field	Setup calc		
LookUp Value = enter Yes;No		No	Lookup values:	Yes;No			4	
				Font:	MS Sans Serif	▼ Font Size: 8 pt		
	Set up your Form C	order and	Width	Alignment	Left •			
				Form order:	15 Tab order:	15 Vertical scroll bar	Clear field on amend	
	Click onto the UK bi	utton		Form width:	20 Tab width:	20 Forizontal scroll bar		
				Der	0 (for numb	Uppercase entry		
Thic	is how it looks on the f	orm		Up. Height		Display only		
11115	IS NOW IT IOOKS OF THE I	UIII		Pixels Before:	5	Pixels After: 5		
	Radio Button	O Yes		Advanced		,	ок	Cancel
		O No						

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

Vertical Scroll Bar

Code:	
Name:	Scroll Bar
Label:	Scroll Bar
Post label:	
Data type:	char Profession Type: None
Object type:	entry Profession Attribute: None
Checked value:	0 Un-Checked value: 0
Display text:	
	Calculation field Setup calc
Lookup values:	
Font:	MS Sans Serif Font Size: 8 pt
Alignment	Left
Form order:	30 Tab order: 6 🔽 Vertical scroll bar 🗂 Clear field on amend
Form width:	50 Tab width: 0 Fort by this solution
Max characters	500 (for chars) Uppercase entry
Dp:	250 (for numbers) 🔲 Mandatory field
Height:	4 (lines) Display only

To set up Horizontal Scroll Bar - Max Characters on your form

The Attribute Details window will shop			
The Attribute Details window will open	Help		
	Code: 22		
	Name: Horizontal Scroll Bar		
Data Type is Set to = Char	Label: Horizontal Scroll Bar		
Object Type = Entry	Post label:		
Profession Types = None	Data type: char Profession Type: None		
	Object type: entry Profession Attribute: None		
Profession Attributes = None	Checked value: 0 Un-Checked value: 0		
Max Characters = 500 (amount of words)	Display text:		
Dp = 250 (amount of numbers)	Calculation field Setup calc		
Height = 4 (size of the box)	Lookup values:		
	Font: MS Sans Serif 💌 Font Size: 8 pt 💌		
	Alignment Left 💌		
	Form order: 22 Tab order: 22 🔽 Vertical scroll bar 🗍 Clear field on amend		
Set up your Form Order and Width	Form width: 50 Tab width: 50 🔽 Horizontal scroll bar		
	Max characters 500 (for chars) TUppercase entry		
Click onto the Ok button	Dp: 250 (for numbers) Mandatory field		
	Height: 4 (lines) Display only		
	Prixels Berore: 1 5 Prixels After: 1 5		
	Advanced OK Cancel		

This is how it looks on the form

Having what Casell Day	
Holizontal Scioli Bar	

Check Boxes

To set up Check boxes on your form	Code: Name:	Di CB Di's Checkboxes 1
	Label:	Di's Checkboxes 1
The Attribute Details window will open	Post label:	
	Data type:	boolean Profession Type:
	Object type:	checkbox Profession Attribut
Data Type is Set to - Boolean	Checked value:	0 Un-Checked value: 0
Data Type is Set to - Doblean	Display text:	
Object Type = Checkbox		
Profession Types - None		Calculation field Setup calc
riolession rypes – None	Lookup values:	
Profession Attributes = None		
	Font	MS Sans Serif 💽 Font Size:
	Alignment	Left
Set up your Form Order and Width	Form order:	25 Tab order: 0 Vertical
	Form width:	0 Tab width: 0 Horizont
Click onto the UK button		Upperca
	Dp:	0 (for numbers) T Mandato

Help	
Code:	Di CB
Name:	Di's Checkboxes 1
Label:	Di's Checkboxes 1
Post label:	
Data type:	boolean Profession Type: None
Object type:	checkbox Profession Attribute: None
Checked value:	0 Un-Checked value: 0
Display text:	
	Calculation field Setup calc
Lookup values:	
Font	MS Sans Serif Font Size: 8 pt
Alignment	Left
Form order:	25 Tab order: 0 Vertical scroll bar Clear field on amend
Form width:	0 Tab width: 0 Horizontal scroll bar Soft by this column
Dp:	0 (for numbers) Mandatory field
Height:	0 (lines) 🗖 Display only
Pixels Before:	5 Pixels After: 5

This is how it looks on the form

Checkbox 1 Checkbox 2 Checkbox 3 Checkbox 4

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

 \Box

This is how it all looks on the form

🚷 Di's Complaints Procedure	- attributes		? ×
Di,s Attribute Details - Mai	h Heading		
Date	14 04 2008		
Enter The Name Of Your N	ext Heading		
Column One - Name			
Column Two - Service Number		Post Label - Enter Any	/ Infor
Mandatory Data			
Calculations	0.00		
Drop Down List	Please Select	•	
Enter The Name Of Anothe	r Heading Here		
Radio Button	C Yes		
	C No		
Vertical Scroll Bar		A	
		V	
Another Column			
Column - Phone Number	0		
Horizontal Scroll Bar			
Checkbox 1			
Checkbox 2			
Checkbox 3			
Checkbox 4			
	Previou	s Finish Can	cel

I have set up four Checkboxes

This is how it all looks on the form

Group name Type RSN Contamination Personnel Record Card 3112 Personnel Record Card 312 Discovery and Call Incident Library Drop Down List Test Premises Record Card Endozeneret Notice Flow Chart Premises Record Card Fvelue Attributes 72 v Fvelue Attributes 72 v Forum name D's Attribute Groups eQ Type FP Inspections RSN 3121 Add Hide Pois Column 4 15 Step Name Label Form Order Table Step Name Label Form Order Table Step Name Label Form Order Table Step Name D's Checkboxes 1 Step Name D's Checkboxes 2 Step Checkboxes 2 D's Checkboxes 4 Step C	🙆 At	tribute Groups						<u>A</u> dd
Contamination Event Personnel Record Card 3112 Dis Attribute Cluster Personnel Record Card 52 Premises Record Card 52 Premises Record Card 312 Dis Attribute Cluster 312 Dis Attribute Cluster 312 Discovery and Cal Incident Library 53 Drop Down List Test Personnel Record Card 80 Employee Detaits Personnel Record Card 59 FP Inspections 45 Equipment Failure Attributes 22 Evaluation the Risks 72 Type FP Inspections 3121 Attributes. Seq Name Label Form Dide Table 5787 Dis Column 4 51 S788 Dis Column 4 515 Column 5 20 F734 Dis Column 4 515 Column 5 20 F735 Dis Column 4 515 Column 5 20 F736 Dis Column 5 20 F737 Dis Checkboxes 2 Dis Checkboxes 3 27 F737 Dis Checkboxes 4 28 F737 Dis Checkboxes 5 F737 Dis Checkboxes 4 28 F737 Dis Checkboxes 5 F737 Dis Checkboxes 4 F737 Dis Checkboxes 5 F737 Dis Checkboxes 5 F737 Dis Checkboxes 4 F737 Dis Checkboxes 4 F737 Dis Checkboxes 4 F737 Dis Checkboxes 4 F737 Dis Checkboxes 4 F738 Dis Checkboxes 5 F738 Dis Checkboxes 5	Group	name			Туре		RSN	DueBeete
Contamination Event Personnel Record Card 52 Dis Attribute Groups eQ FP Inspections 312 Dis Attribute Groups eQ FP Inspections 312 Dis Overy and Call Incident Library 53 Drop Down Lis Test Personnel Record Card 80 Employee Details Personnel Record Card 53 Endopee Details Personnel Record Card 53 Evaluation the Risks 77 74 Group name D's Attribute Groups eQ Attributes 74 Type FP Inspections Hide Europeent Haile Stattributes 73 121 Attributes Europeent Haile Stattributes 121 Incident Library 1312 Europeent Haile Stattributes 121 Incident Library 1312 Europeent Haile Stattributes 121 Incident Library 1312 Europeent Haile 1312 St	Contam	iination			Personnel R	ecord Card	3112 🔺	Dupicate
Dis Attribute Cluster Dis Attribute Storeps sQ FP Inspections Dis Attribute Storeps sQ FP Inspections FP Inspec	Contam	ination Event			Personnel R	ecord Card	52	Bemove
01's Attribute Groups eQ FP Inspections 312 Discovery and Call Incident Library 53 Discovery and Call Incident Library 63 Employee Detais Premises Record Card 80 Endocement Notice Flow Chat Premises Record Card 80 Equipment Falure Attributes Premises Record Card 80 Equipment Falure Attributes 72 72 Image: State	Di's Attr	ribute Cluster			Premises Re	cord Card	312:	<u></u> omoro
Discovery and Call Diro Down Lifest Employee Details Employee Details Exployee D	Di's Attr	ribute Groups el	Q		FP Inspectio	ns	312	Amend
Drop Down List Test Premises Record Card 80 Employee Details Personnel Record Card 53 Enforcement Notice Flow Chart 22 Equipment Falure Attributes 22 Type FP Inspections 22 Type FP Inspections 3121 Attributes Profile Type FP Inspections 3121 Attributes Attributes Add Hide Dis Column 4 Dis Column 4 15 S786 Dis Column 5 Dis Checkboxes 1 25 S787 Dis Checkboxes 2 Dis Checkboxes 3 27 S797 Dis Checkboxes 4 Dis Checkboxes 4 28	Discove	ery and Call			Incident Libr	ary	53	
Employee Details Personnel Record Card 59 Environment Notice Flow Chart Equipment Failure Attributes 72 Evaluation the Risks 72 Group name D's Attribute Groups eQ Type FP Inspections RSN 3121 Attributes Attributes Attributes Attributes Attributes Attributes Attributes Attributes Attributes Attributes Attributes Attributes Attributes Attributes Attributes Attributes Attributes Attributes Benove Attributes Seq Name Label Form Order Table 5787 Dris Column 5 Di's Column 4 D's Column 5 Di's Column 5 5784 Di's Column 5 5784 Di's Column 5 5795 Di's Checkboxes 1 Checkboxes 2 D's Checkboxes 3 D's Checkboxes 3 Checkboxes 4 D's Checkboxes 4 Checkboxes 4 Ch	Drop D	own List Test			Premises Re	cord Card	80	
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5734 Di's Checkboxes 1 25 5735 Di's Checkboxes 2 26 5736 Di's Checkboxes 3 27 5737 Di's Checkboxes 4 Di's Checkboxes 4	5788	Di's Column 5		Di's Column 5		20		Amend
5795 D's Checkboxes 2 26 5796 D's Checkboxes 3 27 5797 D's Checkboxes 4 28	5794	Di's Checkbox	ies 1	Di's Checkboxes	1	25		
5796 D'is Checkboxes 3 D'is Checkboxes 3 27 5797 D'is Checkboxes 4 Di's Checkboxes 4 28	5795	Di's Checkbox	ies 2	Di's Checkboxes	2	26		<u>R</u> ules
5797 Di's Checkboxes 4 28	5796	Di's Checkbox	ies 3	Di's Checkboxes	3	27		
	5797	Di's Checkbox	tes 4	Di's Checkboxes	4	28	-	

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

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

Δlerts	Attribute Groups			
Attribute Clusters	Group name	1	Tupe	BSN
Attribute Groups	Complaints Procedure		Ops Mis - Incident Library	65 A Dup
Attributes	Contamination		Personnel · Personnel Record	311.7 <u>B</u> em
Autodies	Contamination Event		Personnel - Personnel Hecord I Fire Safety - Premiers Record I	52
Authorities	Di's Attribute Groups e0		Fire Safety - Fremises Hecord u Fire Safety - Inspections and Vi	312: Am
📃 Bin Data	Di's Complaints Procedure		Personnel - Personnel Record (66
Classifications	Di's Inspections Attribute (Green)		Fire Safety - Inspections and Vi	3124
Configurations	Discovery and Call		Ops Mis - Incident Library	53
🚞 Domains	Drop Down List Test		Fire Safety - Premises Record 0	80
🗀 Graphic Palettes			reisinnei - reisinnei Bedditti	•
Library Sections	Second and a line second	tata Deservativa		
Log Entries	Tupe Dis Compi	Bersonnel Becord Card	Attribute Profile	<u> </u>
Dig Linuies	BSN 66	T ersonner necora cara	Attributes	
Presets				T
Procedures			I	
Products				
🚞 Table Slots		Þ	Add	Hide
🚞 Temporal Scales	BL Attributes			Dum
🚞 Text Sections	Can Name	Lakal	Erry Order	T-H-
TUI Accounts	5823 Mandatoru Data	Mandatoru Data	Form Urder	<u>Rem</u>
C Vaulte	5824 Calculations	Calculations	12	
- + dako	5825 Drop Down List	Drop Down List	13	
	5827 Enter The Name Of Anoth	er HeadingEnter The Name C	Df Another He 14	<u></u> <u>B</u>
	5826 Radio Button	Radio Button	15	
T	5826 Radio Button 5828 Vertical Scroll Bar	Radio Button Vertical Scroll Bar	15 18	•

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

	Attribute Details		
Fill in the Attribute Details	Help		
	Code:	32	
	Name:	Radio Rules	
Add a Code	Label:	Radio Rules	A
Add a Name of the Code	Post label:	I	7
Enter a Label – if needed	Data type:	number Profession Type: None	•
	Object type:	radio Profession Attribute: None	-
Set Data Type to = Number	Checked value:	0 Un-Checked value: 0	
Set Object Type to = Radio	Display text:		4
LookUp Value = enter Yes;No		Calculation field Setup calc	
	Lookup values:	Yes:Nd	<u> </u>
Set up your Form Order and Width	Font:	I MS Sans Serif ▼ Font Size: 8 pt ▼	<u> </u>
Click onto the Ok button	Alignment	Left	
	Form order:	32 Tab order: 32 🗖 Vertical scroll bar 📄 Clear field on amend	
	Form width:	20 Tab width: 20 Horizontal scroll bar	
		Uppercase entry	
	Dp:	0 (for numbers) Mandatory field	
	Height:	0 (lines) Display only	
	Pixels Before:	5 Pixels After: 5	
	Advanced	ок с	ancel

You should be back to the Attribute window

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

<u>R</u>ules



The Attribute Rules window will appear

Click Add button



The Attribute Rules window will appear

Attribute Rules				
Sort Order:	0			
Operand:	Equal to		-	
Radio buttons can be det up here	O Yes	/ :		,
		•		1
			OK	Cancel

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

Operand:	Equal to
Radio buttons can be det up here	{Please Select}
Ⅰ	Greater than or equal to
	Not equal to

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

To Set Attribute Solution For Rule Button

🚷 Attribute Rules: total lines=1 _ 🗆 🗵 <u>H</u>elp <u>Format</u> <u>A</u>ccess <u>R</u>ecords - M 占 🔤 Attribute Rules Add... Rule Radio but Order <u>D</u>uplicate... <u>R</u>emove... Amend... • Rule Orde Radio buttons can be det up here Equal to No 🔼 📄 Attribute Solu . J 7 <u>H</u>ide A₫d

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

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

The Set Attribute Solution For Rule Button window will appear

Set Attribute Solution for Rule Radio buttons can be det up here Equal to No	
Target Group: (Please Select) Target Attribute: Sort Order: Disabled Vertical scroll bar Horizontal scroll bar Uppercase entry Assign Value Mandatory	Click onto the Target arrow Target Group: (Please Select) Target Attribute: (Please Select) (Please Sele
Assian Value:	Click onto the Target Attribute arrow
OK Cancel	Target Attribute: {Please Select}

- Select the Attribute you want to set the Rule too
- t Order: {Please Select} Date Characteristic Column Two - Service Number Mandatory Data Calculations Drop Down List Radio Button Vertical Scroll Bar Another Column Column - Phone Number Horizontal Scroll Bar Checkbox 1 Checkbox 2 Checkbox 3

Here you can change the Lookup Value and set Characteristics

Set Attribute S	olution for Rule Radio Rules Equal to No		
Target Group:	Di's Complaints Procedure	F	
Target Attribute:	Checkbox 1	-	
Sort Order:	0		
Set Characteristi	28:		
	✓ Disabled		
	🔽 Vertical scroll bar		
	Horizontal scroll bar		
	Uppercase entry		
	🗖 Assign Value		
	Mandatory		
Assian Value:			
		OK	Cancel

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

- M 📩 🔤					
Attribute Rules					Add
Rule		Order			-
Radio Rules Equal to No		0		<u>~</u>	Duplicate
					Remove
					Amend
				_	
1					
• • • • • • • • •					
Cule Radio Rule	es Equal to No		🔺 💼 Attribute S	iolutions	
Rule Radio Rule Order 0	es Equal to No		Attribute S	iolutions	
Aule Radio Rule Order 0	es Equal to No		Atribute 9	iolutions	
Aule Radio Rule Inder D	es Equal to No		Attribute S	iolutions	
Rule Radio Rule Order 0	es Equal to No		Attribute S	iolutions	
Aule Radio Rule Order 0	es Equal to No		Attribute S	iolutions	
Sule Radio Rule Order O	es Equal to No		Attribute S	> iolutions ▲ >	
LU Radio Rule Inder 0	es Equal to No		Attribute S	iolutions	Dunlipate
Attribute Solutions	es Equal to No		Attribute S	iolutions	Duplicate
Auto Inder Attribute Solutions Group. Name	as Equal to No Altribute Checkbox 1		Attribute S	iolutions	Duplicate <u>R</u> emove
	es Equal to No Altribute Checkbox 1 Checkbox 2		Cricler 0 0	Solutions	Duplicate <u>R</u> emove Amend
Aute Inder Attribute Solutions Group, Name To Complants Procedure To Complants Procedure To Complants Procedure To Complants Procedure	st Equal to No Altribute Altribute Deschox 1 Deschox 2 Deschox 3 Deschox 4		Cricles	≥olutions ←	Duplicate <u>R</u> emove Amend
Attribute Solutions Sicoup Janes Source Procedure Sicoup Janes Sicoup	es Equal to No Attribute Direckbox 1 Checkbox 2 Checkbox 3 Checkbox 4		Cider	× volutions × v Lide	Duplicate <u>R</u> emove Amend

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

This is how it looks on the form

🚷 Di's Complaints Procedure	e - attributes	<u>?</u> ×	
Di,s Attribute Details - Mai	n Heading		
Date	14 04 2008		
Enter The Name Of Your N	lext Heading		
Column One - Name			
Column Two - Service Number		Post Label - Enter Any Infor	
Mandatory Data			
Calculations	0.00		
Drop Down List	Please Select]	
Enter The Name Of Anothe	er Heading Here		
Radio Button	• Yes		
	C No		
Vertical Scroll Bar			
		<u> </u>	
Another Column			
Column - Phone Number	0		As you can see by selecting the 'NO' radio button it
Horizontal Scroll Bar			
			has greyed out the Checkbox and Scroll Bar options.
0 U 4			
Checkbox I			
Checkbox 2			But
Checkbox 3			
Badio Bules	G Yes		
The first states	O No		The Padia Pulas button is after the Check boyes
			The Radio Rules button is after the check boxes
	Previous	Finish Cancel	
	Tourse		

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

Checkbox 1 Checkbox 2 Checkbox 3 Checkbox 4 Radio Rules C No

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

🙆 Attributes					
Seq	Name	Label	Form Order	Table	Pomouo
5829	Horizontal Scroll Bar	Horizontal Scroll Bar	22		<u>n</u> emove
5832	Checkbox 1	Checkbox 1	24	_	Amend
5833	Checkbox 2	Checkbox 2	26		
5834	Checkbox 3	Checkbox 3	26		<u>R</u> ules
5835	Checkbox 4	Checkbox 4	30		1
5836	Radio Rules	Radio Rules	32	_	
	1			Þ	

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

Attribute Details	
Help	
Code:	23
Name:	Radio Rules
Label:	Radio Rules
Post label:	
Data type:	number Profession Type: None
Object type:	radio Profession Attribute: None
Checked value:	0 Un-Checked value: 0
Display text:	A N
	calculation field Setup calc
Lookup values:	YesNo 💌
Font:	MS Sans Serif 🔹 Font Size: 8 pt 💌
Alignment	Left
Form order:	23 Tab order: 23 🗖 Vertical scroll bar 🗖 Clear field on amend
Form width:	20 Tab width: 20 Horizontal scroll bar Sort by this column
D	Uppercase entry
Up.	(in numbers) Mandatory neid
Divels Defere	[Ines] [Display only
mixels defore:	j o Pixeis Arter: j o
<u>A</u> dvanced	OK Cancel

🕈 Di's Complaints Procedur	- attributes	<u>? ×</u>
Di,s Attribute Details - Mai	Heading	
Date	14 04 2008	
Enter The Name Of Your N	ext Heading	
Column One - Name		
Column Two - Service Number		Post Label - Enter Any Infor
Mandatory Data		
Calculations	0.00	
Drop Down List	Please Select	•
Enter The Name Of Anothe	r Heading Here	
Radio Button	C Yes	
	C No	
Vertical Scroll Bar		A
		V
Another Column		
Column - Phone Number	0	
Horizontal Scroll Bar		
Radio Rules	O Yes	
	• No	
Checkbox 1		
Checkbox 2		
Checkbox 3	_	
Checkbox 4		
		1 1
	Previou	us Finish Cancel

The Record Cards

TP premises records			_ [] ×	SPersonnel record card for D McG	overn			
Help GIS FFBC WAND Bropogate				Help GIS				
Name and address: File no: DI LT/00001	End	Next	Back.	Postings for: McGovern D (Diane)		End	Next	Back.
Fore Street57/67	Inset	Multi-occ	<u>E</u> dR	Payrolino:		gloiner	. Delete	Search
IpswchSuttok Patul L V0 Code: CL1	Archige	Print	Search	Pemanent details	Current details	Pirt.	Create add	ional post
Sec use:	Hgld	Unuse no	Bajch	Di's Posts Testing Di's Rank, Testing	Watch Commander (ACT) Watch Manager	- Amarch an	of Commendations	1 Hole
Owner: Diane Mcgovern 01473 522225 Q	Article 8 - Duty	To Take Genera	▲ Hide	E IP: DI LT: D/s Location Testing WHOLETIME RED 10	1: DE: Antield Station	Contact D	etal:	
Contact: Johnny Depp 01473 123456 Post code: IP4 1JL Base date:	Assignment Te	eat	Add	RED Zone DIS ZT		Contamin	ation	
District Sullok County Frequency:	Di's Attribute C	i Juster	Nojes	Effective from 01 07 2007		Di's Amb	ute Cluster	
Follow up:	+ Di's Attribute G Dis EPT unser	troups eQ ction Group Alias	DM Link			Di's Conp	Sants Procedure	
F0 date: 20 03 2008 Site Ref: AFP_013947	Documents an	d Images			Effective from 31 03 2008	Documen	ks and images	
Unknown premises status Un Specified Castlin ative Status	+ File tracker	t Test	-1	Fig post		Employer	Details	1
Returned to file *** Premises notes available ***	Linc arch		-	Di's Complaints Procedure for D Mo	govern			Regise
Di's Attribute Groups eQ			Regise	Date Column One - Name	Column Two - Service Number	Mandatory Data	Calculation	Bemove
Date Di's Column 2 Di's Column 3 Di's Column 4 Propert	y Loss Optic Di's Col	umn 5 Scroll E	Bemove	23 MAY 08 Enter & Name	Senter Service Number	Must Enter Something	200	·
01022000 Enterbala Into the Freids Commen	a to compare manoaro	iy denailed	Vie <u>w</u>					
			Print					
			-1					d
			<u> </u>	I			1	

- 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

🔀 Di's Complaints Procedur	e - attributes			١×
Di.s Attribute Details - Mai	n Heading			
Date	14 04 2008			
Enter The Name Of Your N	ext Heading			
Column One - Name				
Column Two - Service Number			Post Label - B	nter Any Infor
Mandatory Data				
Calculations	0.00			
Drop Down List	Please Select			
Enter The Name Of Anothe	er Heading Here			
Radio Button	C Yes			
	C No			
Vertical Scroll Bar				*
	1			
				*
Another Column				
Column - Phone Number	0			_
Horizontal Scroll Bar				
				-
Radio Rules	C Yes			
	@ No			
Checkbox 1	F			
Checkbox 2	F			
Checkbox 3	п			
Checkbox 4	п			
	Ere	vidus	Finish	Cancel

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



Blue – Premises/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

I	8	Q.Configuration: to	tal li	nes=86			_ 🗆 ×
	Help	D Eormat Acces	s R	ecords			
İ	Г	- #4 ±1	hal				
ł							
		Alerts	^	Attribute Groups			<u>A</u> dd
		Attribute Clusters		Group name	Туре	RSN	Duralizata
	P	Attribute Groups		(FSI) FS 251	Premises Record Card	100.	Dublicate
		Allehalee		(I&R) Fire Blanket	Premises Record Card	100	Bemove
		Attributes		Acceptance of Fire Setting Calls	Incident Library	64	
	-	Authorities		Alteration Notices	Premises Record Lard	3080	Amend
		🛿 Bin Data		Application for Licensing Licence Adiate 24 Device to Make Descriptions shout Fire Department	Premises Record Lard	210	
		Classifications		Article 27 - Power to make negatations about hite necaduloris	Premises Record Card	310	
		Configurations		Article 32 - Other Matters Not Becorded Elsewhere	Premises Record Card	310	
		Configurations		Article 8 - Duty To Take General Fire Precautions	Premises Record Card	310:	
	-	Domains		Building FSI	Premises Record Card	1062	
		Graphic Palettes		Certification Progress Attributes	FP Certification	84	
	C	Library Sections		Claims		75	
		Log Entries		Complaints / Compliments	Incident Library	57	
		Log Enaices		Complaints Procedure	Incident Library	65	
	-	Mail Servers		Complaints Procedure	Personnel Record Card	66	
		Presets		Contamination	Personnel Record Lard	5112	
		Procedures		Discovery and Call	Incident Library	52	
		Products		Dron Down List Test	Premises Becord Card	80	
		Table Class		Employee Details	Personnel Becord Card	59	
		able Slots		Enforcement Marine Flam Chart	Im	1 i i i i i i i i i i i i i i i i i i i	
		Temporal Scales					
		Text Sections		Group name	Attribute Profile		
		TUI Accounts		Type	Attributes		
				RSN	Annoules		
	17	- + duits					
						_	
			-				
	4				Add	Show	

File Edit Navigation SOPHT.net Fire Safety C Application Servers... Login.. Logout... My System Configuration Administration Navigation Manifest SOPHT.net SOPHT.vault Print Options eQ Archite • Close Windows eQ Dictionary. Data Dictionary. System Help.. Ctrl+F1 Byte Packages Alt+F About this application (Build 2059). Login DVAdmin. Set Trace Log Reset eQ Constants Bulk Import... System Help... Ctrl+F1 Menu Bar

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.)

Attribu	te Groups
Code:	Dis CL
Name:	Di's Attribute Cluster
Type:	Personnel - Personnel Record Card
	<u>R</u> ecord Card Format
	Attribute Cluster
	Populate Form with Last Data Entered
Commu	inications Administration:
	🗖 Include in Tags
	Include in Export
	OK Cancel

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

🚯 Di's Attribute Cluster - attributes						
1. Name Of Person	I					
2. Age Of Person	0 Years					
3. Date Of Birth						
		Previous	Next	Cancel		
		T-191000				

🕈 Regional Emplo	yee Details - attributes	? ×
Employee Details		
Sumame:		
Forenames:		
Age:	0	
Gender:	C Please select	
	C Male	
	C Female	
Address:		<u> </u>
		V
Ethnic Origin:	Please select	
Enrollment Date:		
Substantive Rank:		
Next of Kin Deta	ils	
Surname:		
Forenames:		
Relation:	Please select	
Address:	A	
Home Telephone:	0	
Mobile Telephone:	0	
	Previous Next	Cancel