Fire Safety System

1 — Last update: 2017/01/19

PSI2000 Ltd

Table of Contents

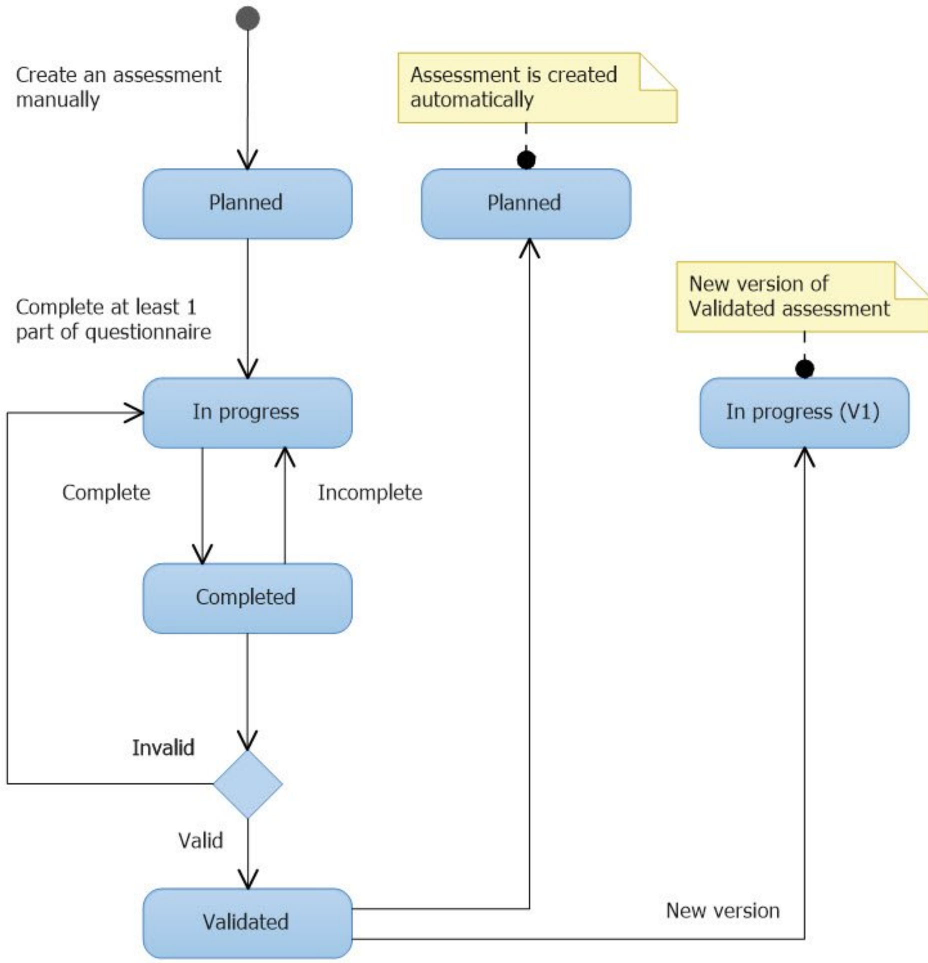
INTRODUCTION

The manual provides information on how to use the Fire Safety System (FSS).

QUICK START GUIDE

After clicking on any of the links below use the back page button on your browser to get back to the original page.

1. Make sure you have a user login i.e. username and password. If you do not know your username and password, talk to your system administrator. If you are the administrator see how to Add Users;
2. Make sure you know what Role has been assigned to your user name. For more information see Roles
3. A user with the role Fire Safety Officer can Create, Update, Complete, Validate Assessment, Open, Update and Complete Actions during Assessment;
4. A user with the role Fire Safety Team can Open, Update and Complete Actions.
5. To see how you can complete the activities click on the relevant Action link from the Roles and Actions table below;
6. To see what activities are possible and which screens are available for a Role click on the relevant Role link from the Roles and Actions table below;
7. From the creation of an Assessment to the validation, each Assessment will have a different status. More information is provided in the Assessment Status section.



8. From the creation of an Action to the completion, each Action will have a different status. More information is provided in the Action Status section.

Roles and Actions:

Roles	Actions
Fire Safety Officer	Create an Assessment
Fire Safety Officer	Update Assessment
Fire Safety Officer	Complete Assessment
Fire Safety Officer	Validate Assessment
Fire Safety Team / Fire Safety Officer	Open Action
Fire Safety Team / Fire Safety Officer	Update Action
Fire Safety Team / Fire Safety Officer	Complete Action

EXAMPLE WALK THROUGH

FSO Creates first Assessment for a Property

This workflow describes how an Assessment is created for a Property for the first time.

> ✻ After clicking on any of the links below use the back page button on your browser to get back to the original page.

In this workflow a User with the Role of Fire Safety Officer creates an Assessment.

1. Login to the FSS application;
2. Create an Assessment;

FSO Completes Assessment

This workflow describes how an Assessment is completed.

✻ After clicking on any of the links below use the back page button on your browser to get back to the original page.

In this workflow a User with the Role of Fire Safety Officer completes an Assessment.

1. Login to the FSS application;
2. Search for an Assessment;
3. Enter data for Assessment
4. Complete the Assessment;

FSO Team Receives Notification for Assessment Validation

This workflow describes how the Fire Safety Officer receives a Notification for Validating an Assessment.

> After clicking on any of the links below use the back page button on your browser to get back to the original page.

In this workflow all Users with the Role of Fire Safety Officer receive a notification when an Assessment is Completed.

FSO Validates Assessment

This workflow describes how an Assessment is validated.

> ✻ After clicking on any of the links below use the back page button on your browser to get back to the original page.

In this workflow a User with the Role of Fire Safety Officer validates an Assessment.

1. Login to the FSS application;
2. Validate an Assessment.

FSS Plans the Next Assessment after Validation

This workflow describes how the Fire Safety System creates the next Assessment after an Assessment is validated.

> ✻ After clicking on any of the links below use the back page button on your browser to get back to the original page.

1. As soon as an Assessment is Validated, FSS creates the next Assessment for the Property.
2. The date of Next Assessment is calculated based on a business rule.

> ✻ The business rule for setting the next Assessment date is configurable.

Action Notification is sent to FST Team Leaders

This workflow describes how the Fire Safety Officer receives a Notification about new Actions.

> ✻ After clicking on any of the links below use the back page button on your browser to get back to the original page.

1. As soon as an Assessment is validated by a Fire Safety Officer, a notification is sent to the Team Leader for all Teams with the Action assigned;
2. The Fire Safety System creates an Action for every Significant Finding / Defect flagged as Non Compliant;
3. The Information entered for the Significant Finding / Defects is used to populate the required information for Actions.

FST Starts implementing the Actions

This workflow describes how a Fire Safety Team updates the Actions.

After clicking on any of the links below use the back page button on your browser to get back to the original page.

In this workflow a User with Role of Fire Safety Team updates an Action.

1. Login to the FSS application;
2. Search for an Action;
3. Update Action.

FST Completes Actions

This workflow describes how a Fire Safety Team completes the Actions.

> After clicking on any of the links below use the back page button on your browser to get back to the original page.

In this workflow a User with the Role of Fire Safety Team completes an Action.

1. Login to the FSS application;
2. Search for an Action;
3. Complete Action.

FSO Notifications

This workflow describes how FSS notifies Fire Safety Officers.

> After clicking on any of the links below use the back page button on your browser to get back to the original page.

A Notification is sent to all Fire Safety Officers for:

- Overdue start Assessment. This notification is repeated every 14 days.
- Overdue completion Assessment. This notification is repeated every 14 days.
- Assessment completed pending validation. This notification is repeated every 14 days.
- Assessment to be started within next 14 days.

FST Notification

This workflow describes how FSS notifies the Fire Safety Team.

> ✻ After clicking on any of the links below use the back page button on your browser to get back to the original page.

A Notification is sent to all Fire Safety Teams for:

- Overdue start Action. This notification is repeated every 14 days.
- Overdue completion Action. This notification is repeated every 14 days.
- As soon as Assessment is Validated FST Leader receives notifications on all Actions created.

FSO starts the next Assessment for a Property

This workflow describes how an Assessment is completed.

> After clicking on any of the links below use the back page button on your browser to get back to the original page.

In this workflow a User with the Role of Fire Safety Officer completes an Assessment.

1. Login to the FSS application;
2. Search for an Assessment;
3. Complete Assessment

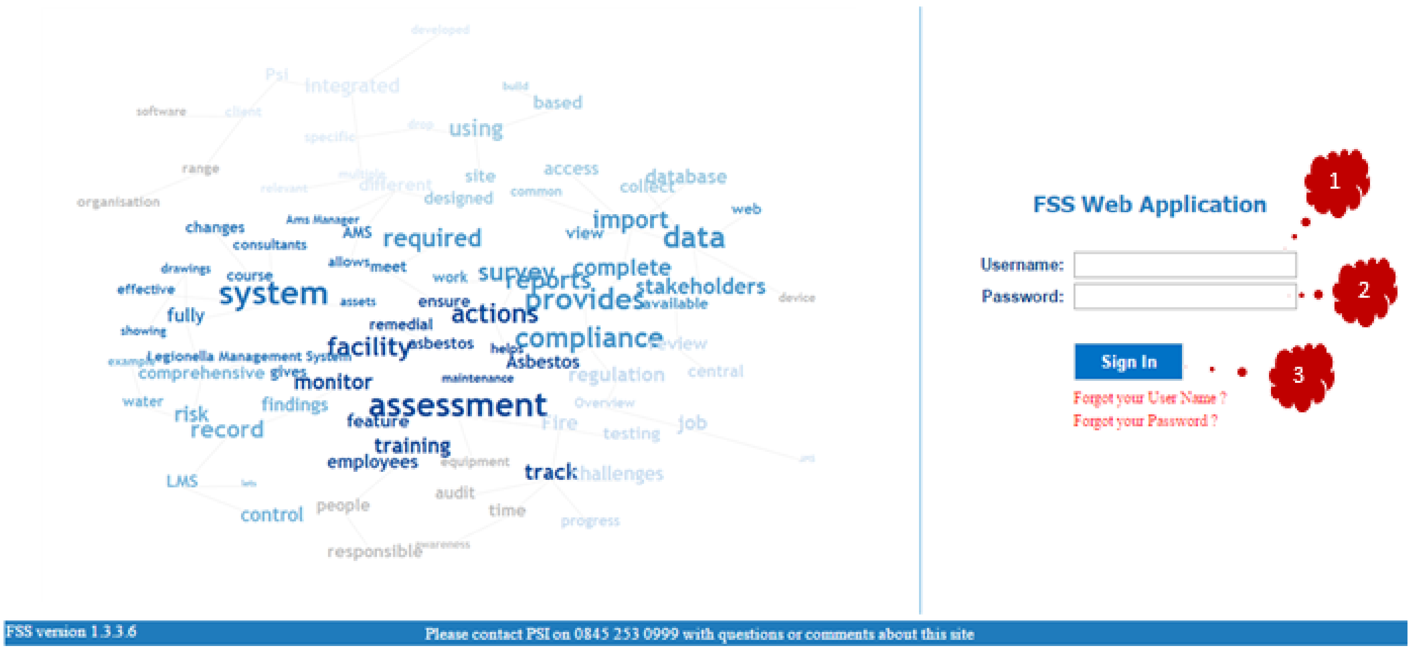
> After the first Assessment for a Property, all previous Actions for Assessment Sections are viewable by the FSO during the completion of the new Assessment.

LOGGING ON

The **Fire Safety System**, for short **FSS**, is an entirely web based application.

> ✻ To access the application for your organisation you need to have a **URL**. You can obtain information about the URL from your **System Administrator**.

The login screen will open as shown below:



1. Enter the **Username**
2. Enter the **Password**
3. Click on **Sign In**

FORGOT USER NAME

If the **Username** is forgotten it can be recovered by the user, following the steps below:

1. Click on **'Forgot your User Name?'**

The **Password Recovery** screen appears:

1. Enter the **email address**. The email address must be the one that is saved in the user profile.
2. Click on **Send**.

An **email** with the Username will be sent to the user.

FORGOT PASSWORD

If the **Password** is forgotten it can be recovered by the user, following the steps below:

1. Click on **Forgot your password?**

The **Password Recovery** screen appears;

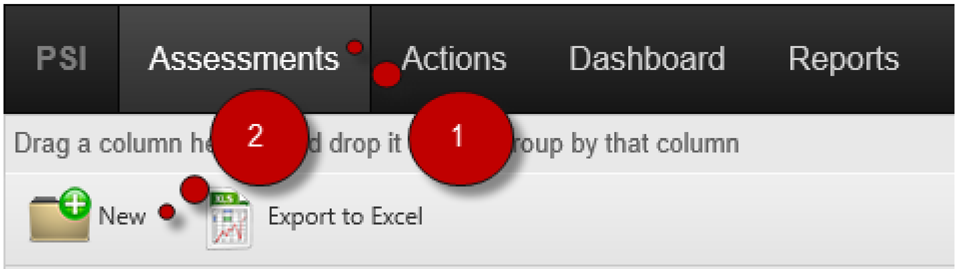
1. Enter the **Email**
2. Click **Send**

An email will be sent to the user's email address with a code that needs to be entered.

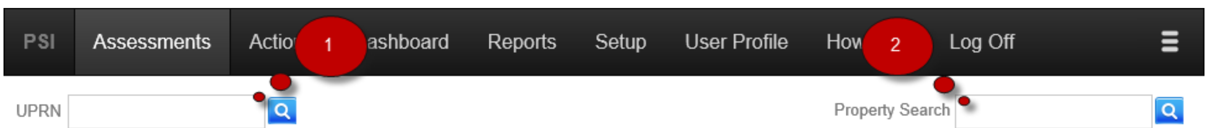
Once the Code is entered a screen will appear to change the password, when the password is changed, the user can log into the application using the new password.

HOW TO

HOW TO CREATE ASSESSMENT



1. Select the Assessments from the Main menu.
2. Click on New.

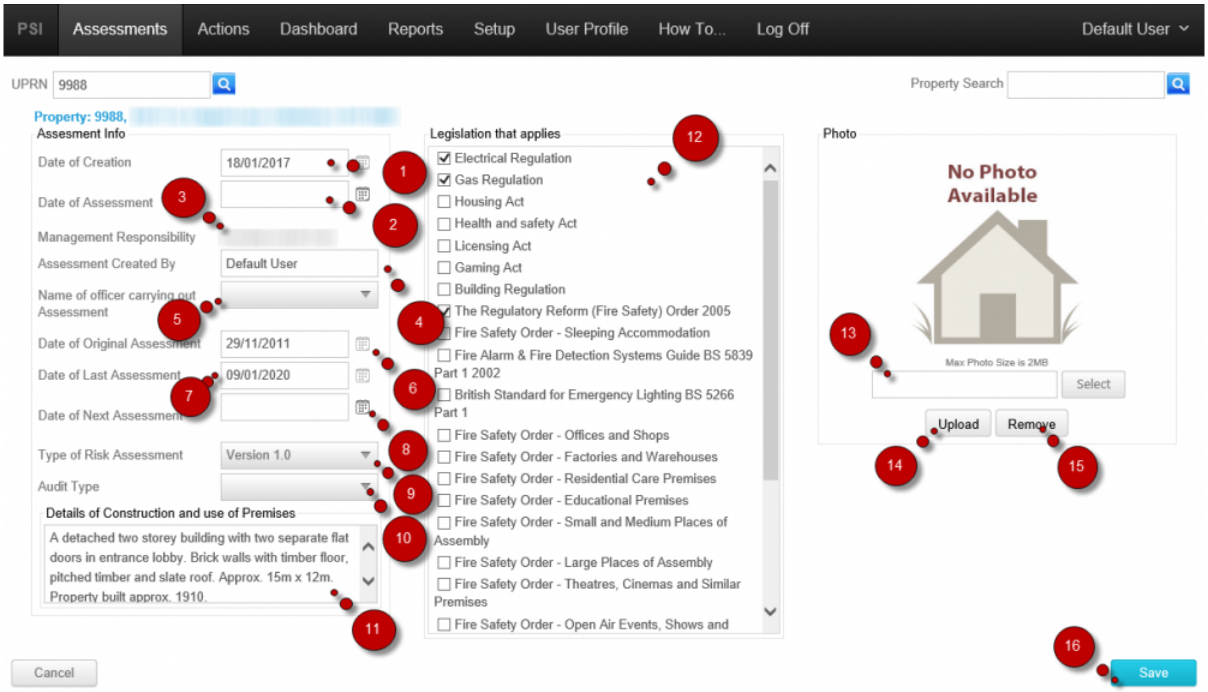


A new form should appear where you should be able to locate your property on which you would like to create an assessment.

If you know the property's UPRN number, then simply enter it in the uprn field and press enter.

1. If you do not know the property's UPRN then click the magnifying glass where you can browse through all of the properties within the system.
2. You can also perform a quick property search by typing in any attribute you remember of the property you would like to assess in this field.

Assessment Information



1. Date of Creation – This field is populated by the system upon creation of the assessment.
2. Date of Assessment – This has to be entered by the user.
3. Management Responsibility – This field is is populated by the system, it determines which division is responsible for this property.
4. Assessment Created By – This field contains the name of the user who is creating the assessment.
5. Name of officer carrying out Assessment – This field displays all the fire safety officers within the system.
6. Date of Original Assessment – This field is populated by the system, it shows the date of the first assessment for selected property,
7. Date of Last Assessment – This field is populated by the system, it shows the date of the last assessment for selected property,
8. Date of Next Assessment – This field shows the date assigned to this property for when it will be assessed again.
9. Type of Risk Assessment – This field contains an available library of risk assessments, selection of these, determines the default sections and assessment questions for the assessment.
10. Audit Type – This field you can choose an audit type for assessment.
11. Details of Construction and use of Premises – This is a free text box, you can insert any other neccesary details of the assessment there,

12. Legislation that applies – This section you can choose which legislations apply for the property you would like to assess.
13. Photo Upload – This allows you to select a photo for the selected property
14. Upload – Uploads and sets the selected photo for the selected property
15. Remove – Removes a property photo
16. After you have inserted all the necessary information, press the save button to create the assessment.

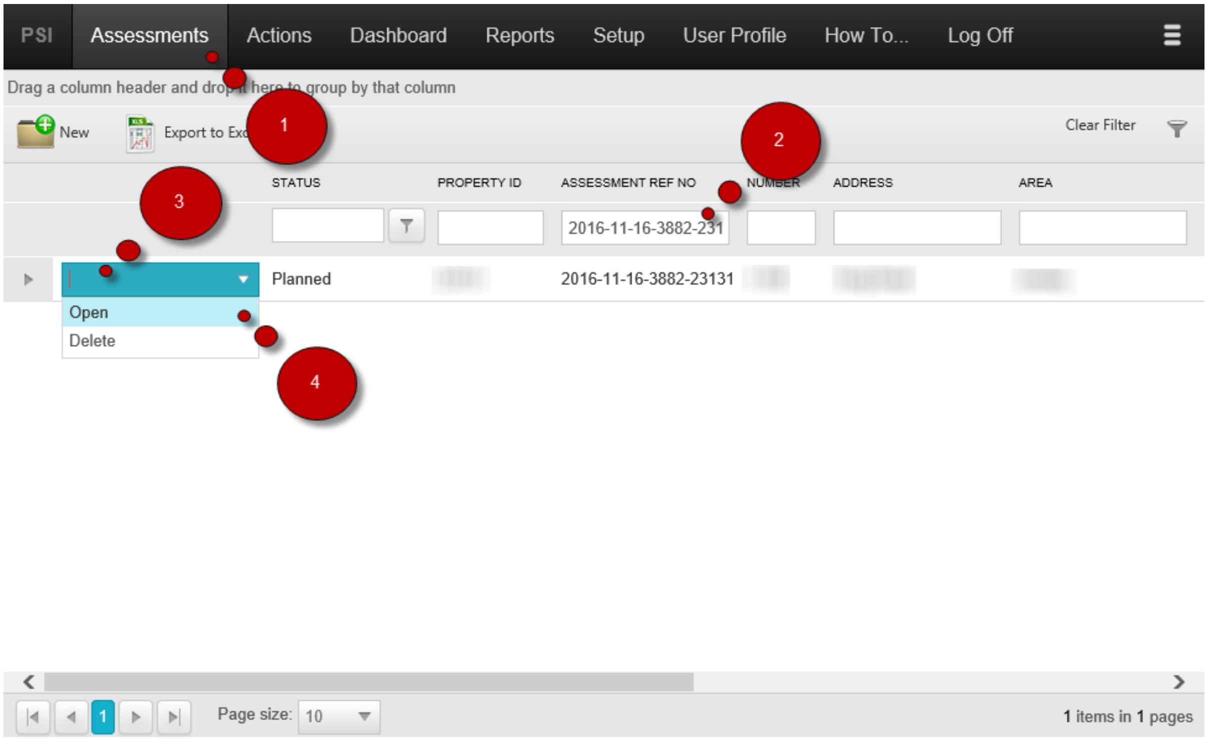
Your assessment should now appear in the assessments list.

> ✻ The Management Responsibility field is configured by the Administrator. This is an attribute of a Property,

> ✻ The date of next Assessment is derived from the property Attribute. This is configured by Date of Next Assessment Rule . To configure this speak with Administrator.

> ✻ As soon as Assessment is saved the User is transfered to Assessment List and the new Assessment is highlighted

HOW TO OPEN ASSESSMENT



1. Click on Assessment;
2. Search for an Assessment
3. Click on Dropdown
4. Click on Open.

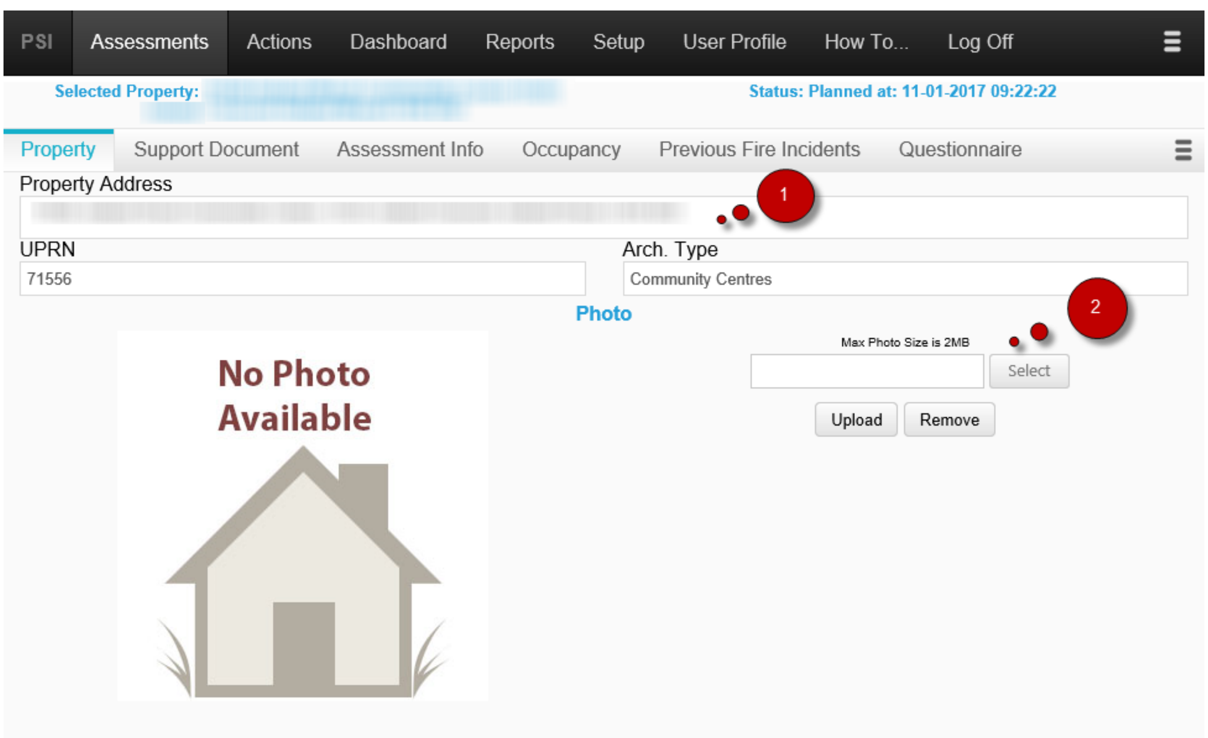
HOW TO ENTER ASSESSMENT DATA

On this page, you will learn how to insert information into your assessment for a property. Below is the list of topics that this article will consist of -

-Property
-Support Document
-Assessment Info
-Occupancy
-Previous Fire Incidents
-Questionnaire
-Risk Assessment
-Fire Equipment
-Actions

Property

This tab shows the property information this assessment is being made on.

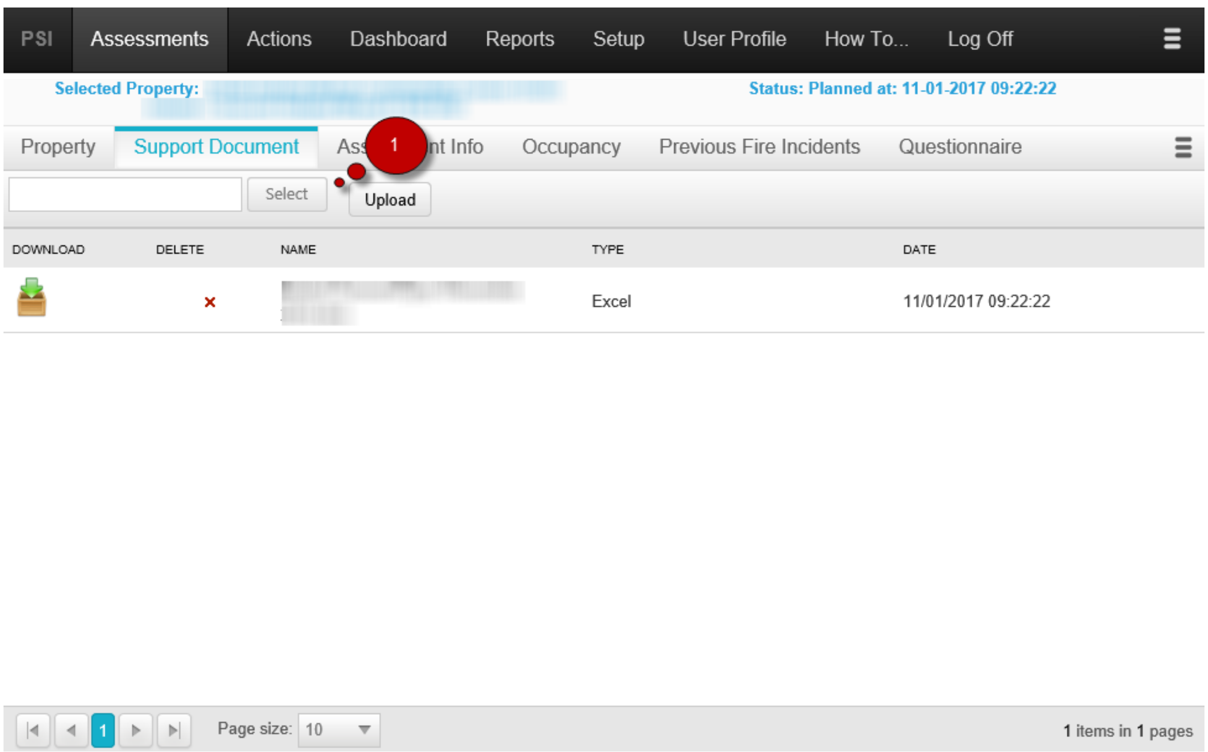


1. Property Address is configurable. To configure information on Property Address speak with the Administrator.

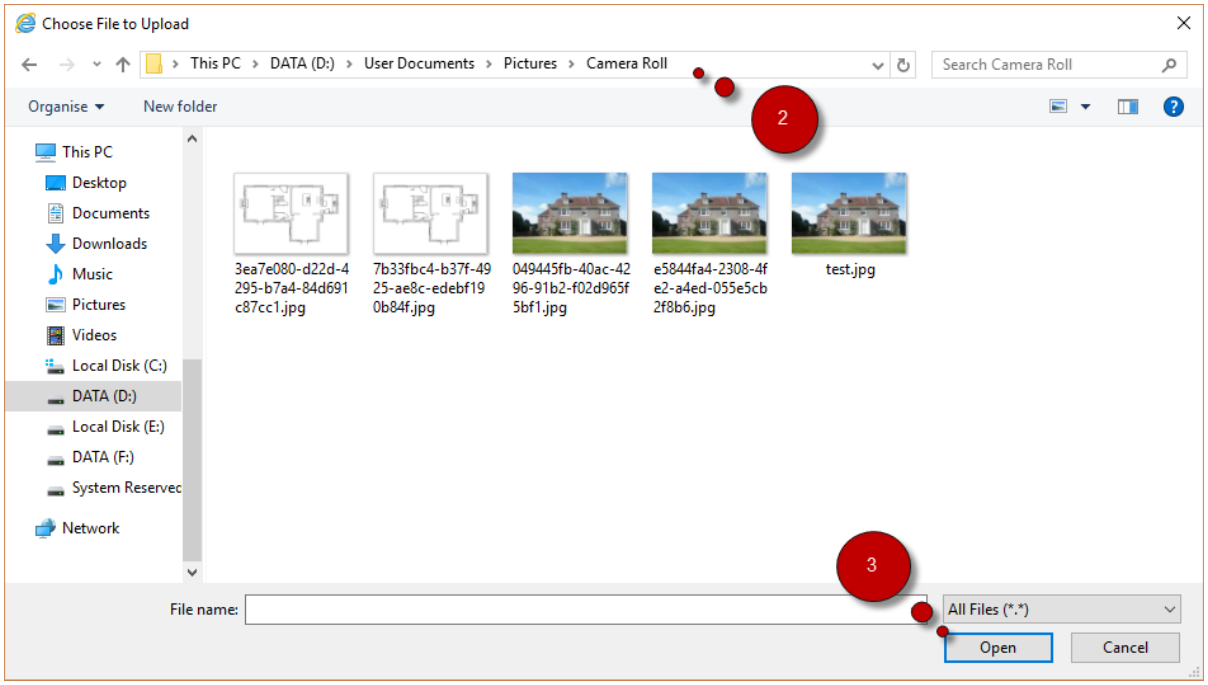
2. You can insert and update a property photo by clicking here and selecting a photo to upload, After you have selected a photo, please press the upload button to upload the photo to the system.

Support Document

In this tab, you can insert the support documents you would like. These will be attached onto this assessment



1 Press Select

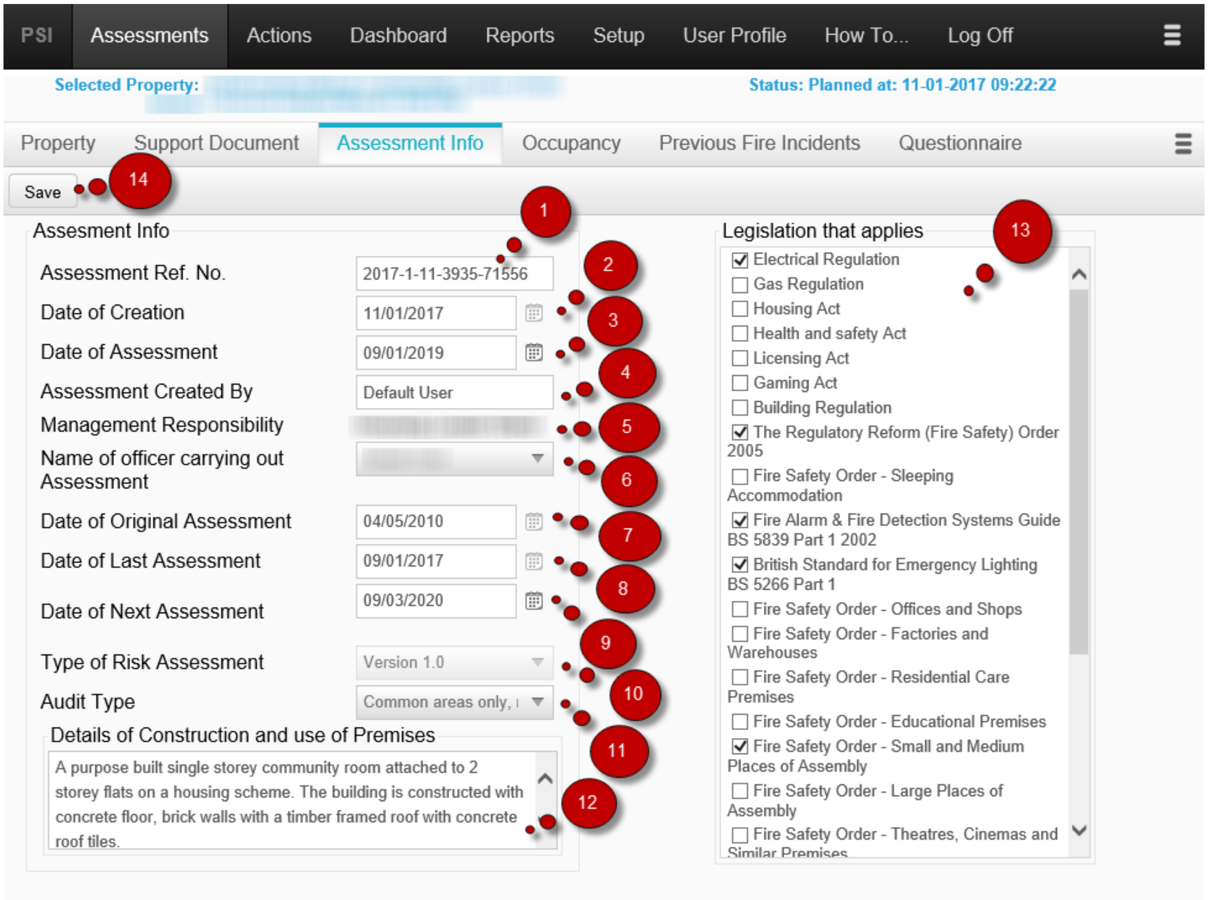


2 Locate the file you would like to attach, and press open.

3 After so, press upload to upload the file to the system.

Assessment Info

Assessment Information is displayed that was entered during Creation. Some of this information can be altered in this section.



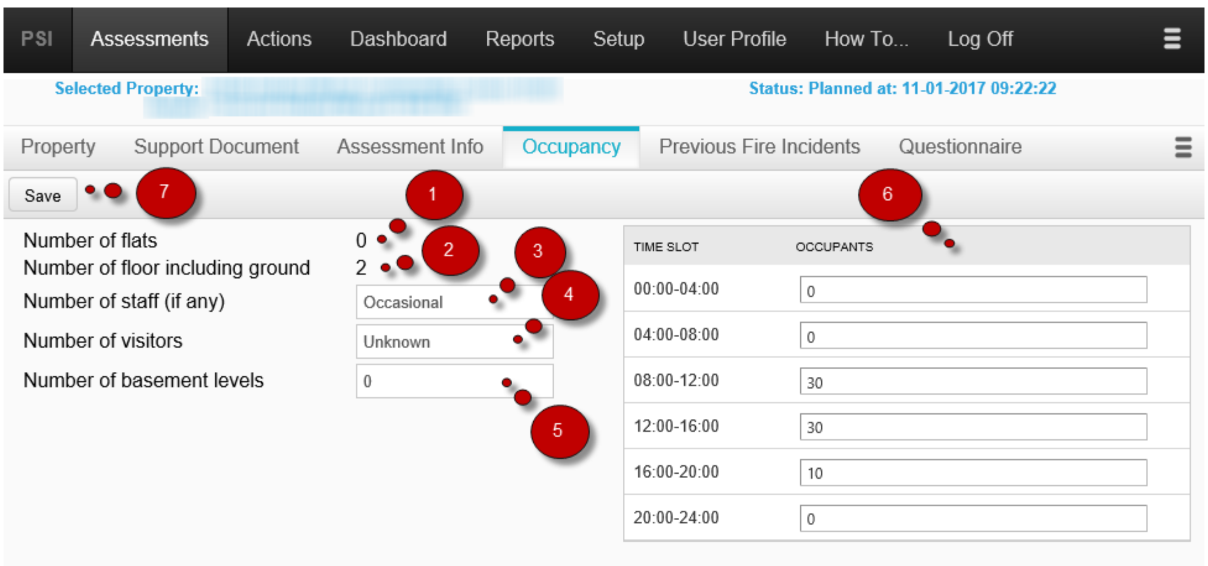
1. Assessment Ref.No – This number is automatically generated by the system and cannot be changed.
2. Date of Creation – This is the date when the assessment for this property was created, this cannot be changed.
3. Date of Assessment – This is the date of the actual assessment, this can be altered by pressing on the calender sign and selecting a new date,
4. Assessment Created By – This field shows who created the assessment, it cannot be changed.
5. Management Responsibility – This field cannot be changed.
6. Name of officer carrying out Assessment – This displays who will be carrying the assessment, this field can be altered.
7. Date of Original Assessment – This field cannot be changed.
8. Date of Last Assessment – This field cannot be changed.
9. Date of Next Assessment – This field can be changed by selecting the calender icon and choosing a new date for the assessment.
10. Type of Risk Assessment – This cannot be changed.
11. Audit Type – This can be changed.
12. Details of Construction and use of Premises – This can be changed and more information can be added.

13. Legislation that applies – New options can be selected here and updated, or de-selected.
14. Save button – After you have made your changes, press the save button to update the assessment with the latest information.

> ✻ Property Address is configurable. To configure information on Property Address speak with Administrator.

> ✻ Button "Save" and "Save and Close" might not be visible if Auto Save feature is turned on in User Profile.

Occupancy

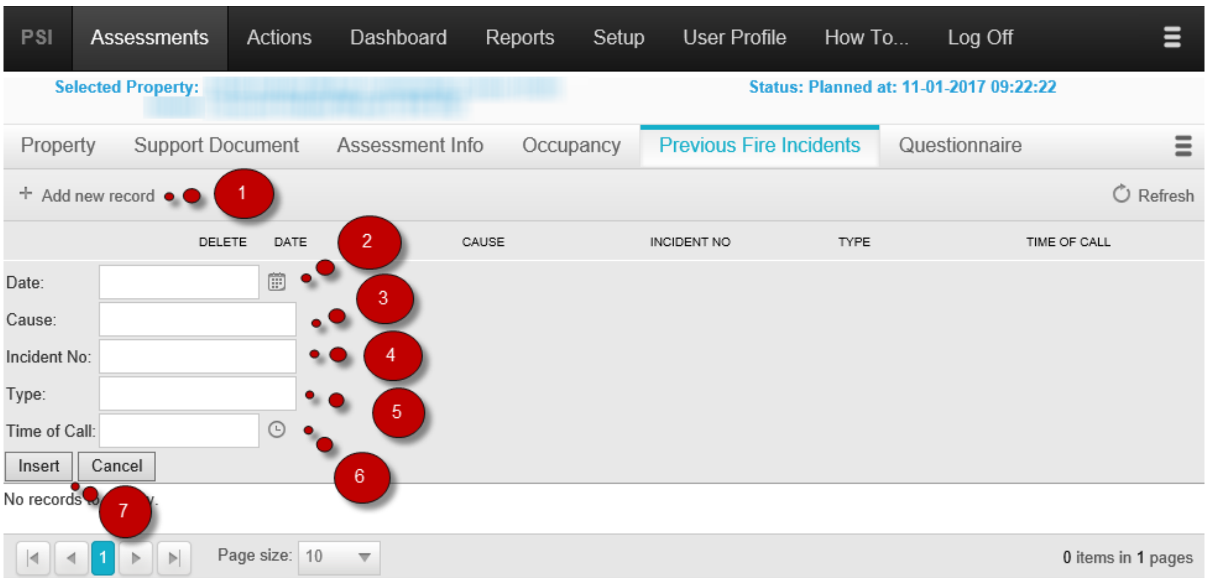


1. Displays the number of flats for the selected property. This cannot be changed.
2. Displays the number of floors within the selected property. This cannot be changed.
3. Displays the number of staff for the selected property. This can be altered by simply entering a new value in.
4. Displays the number of visitors for the selected property. This can be altered by simply inputting a new value in.
5. Displays the number of basement levels for the selected property. This can be altered by simply inputting a new value in.
6. Displays the number of people using the property at different times during the day. This can be altered by simply entering values in each time slots.

7. After you have inputted all the information, do not forget to press save to update or save the information on this tab.

> ✻ Number of flats and number of floor are attribute of the Property. To configure this speak with the Administrator.

Previous Fire Incidents



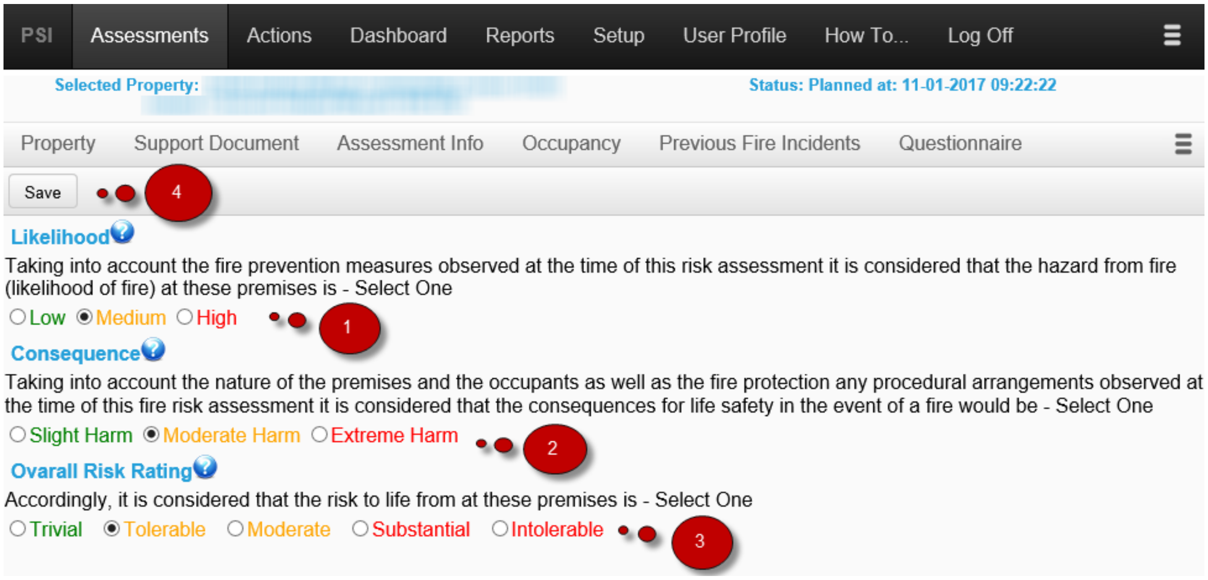
1. To insert a new record, press the add a new record label
2. Insert the date of the incident
3. Insert the cause of the incident
4. Insert the incident Number
5. Insert the type of incident.
6. Insert the time of call of the incident.
7. After you are done with entering the data, press the insert button

Your fire incident should be populated in the system.

Questionnaire

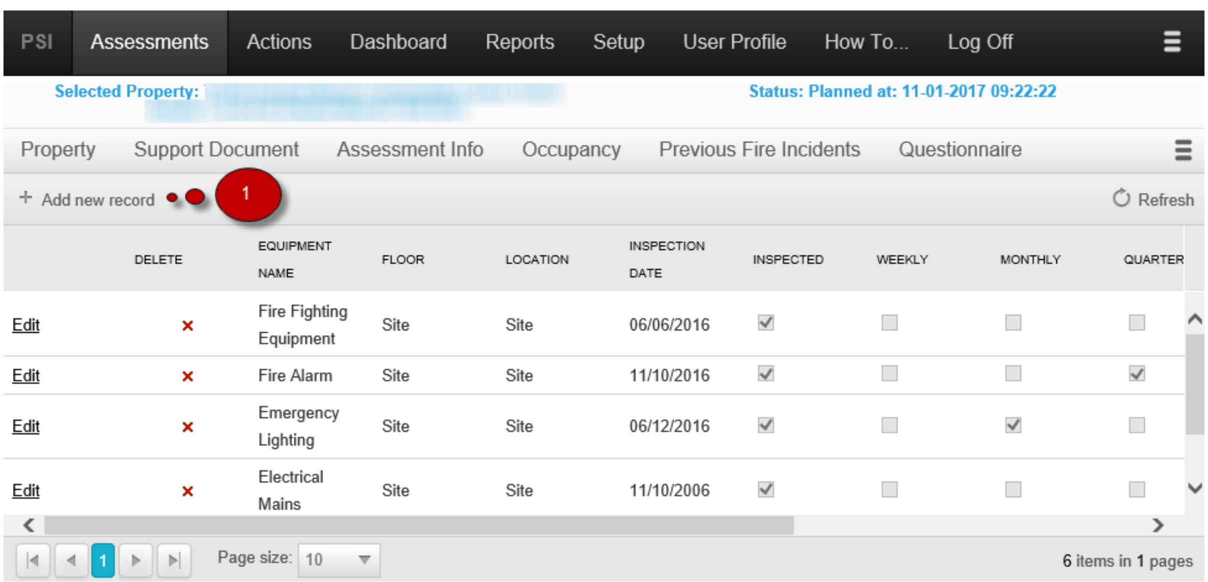
View the following topic to know how to enter the Questionnaire: [Enter Questionnaire]

Risk Assessment

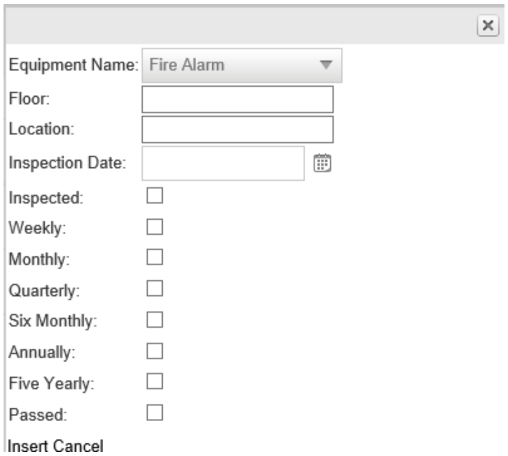


1. Select the Likelihood for the risk
2. Select Consequence
3. Select Overall Risk Rating for the Assessment
4. Click ‘Save’

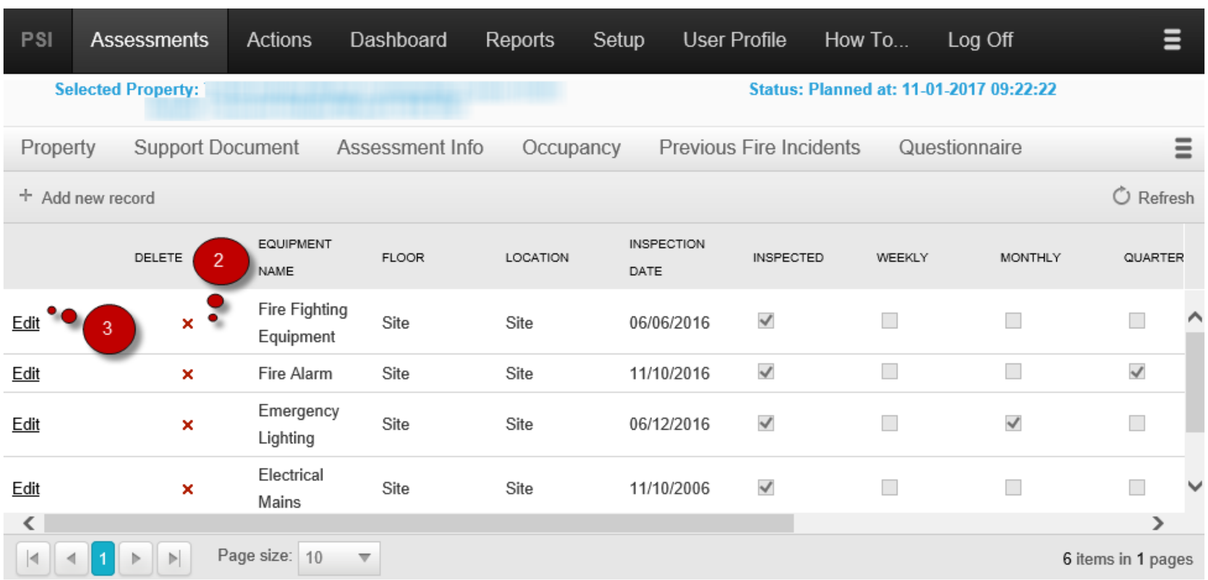
Fire Equipment



1. To add new fire equipment press the add new record label.

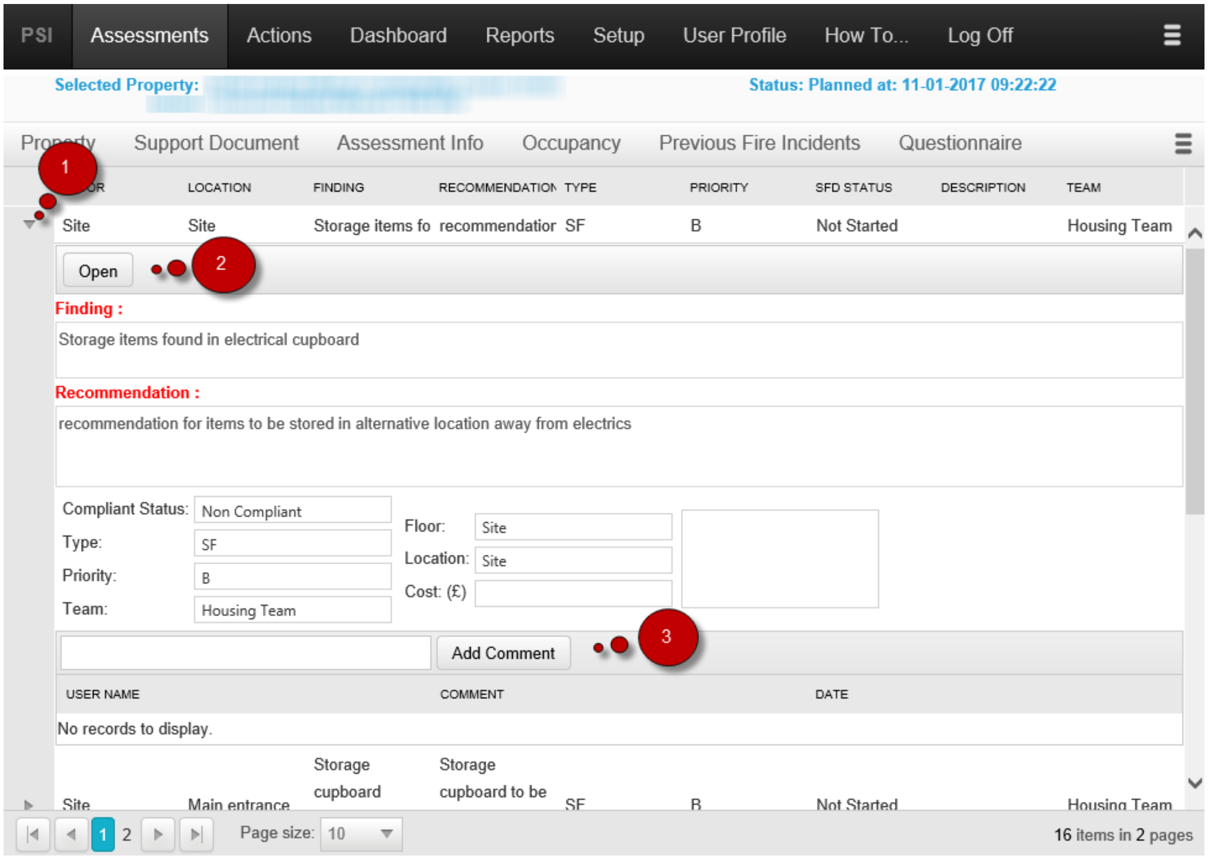


After inserting all the information about the equipment, press the insert button and the item will be stored in the database



2. You can delete your fire equipment item by clicking the red x button next to it.
3. You can edit your fire equipment item by clicking the edit button.

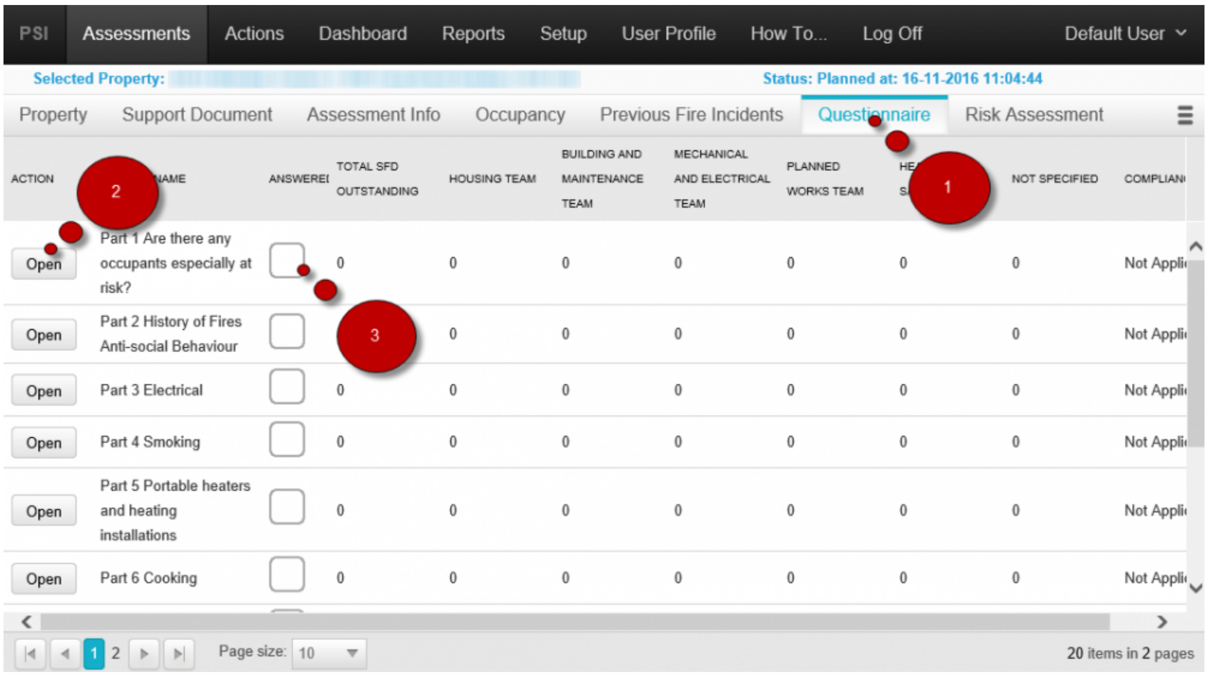
Actions



1. Press the triangular icon to expand the Action
2. Press Open to open the Action
3. You can add a comment onto the action by inserting text here and pressing the insert button

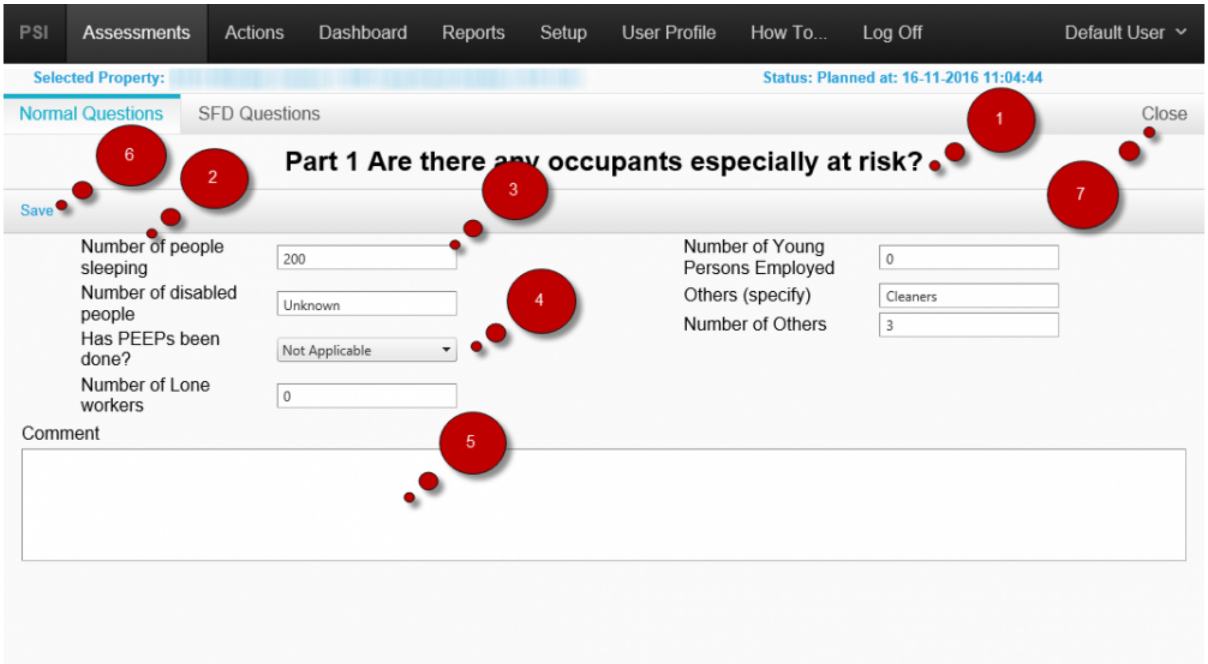
HOW TO ENTER ASSESSMENT QUESTIONNAIRE

To Open a Section to Complete it



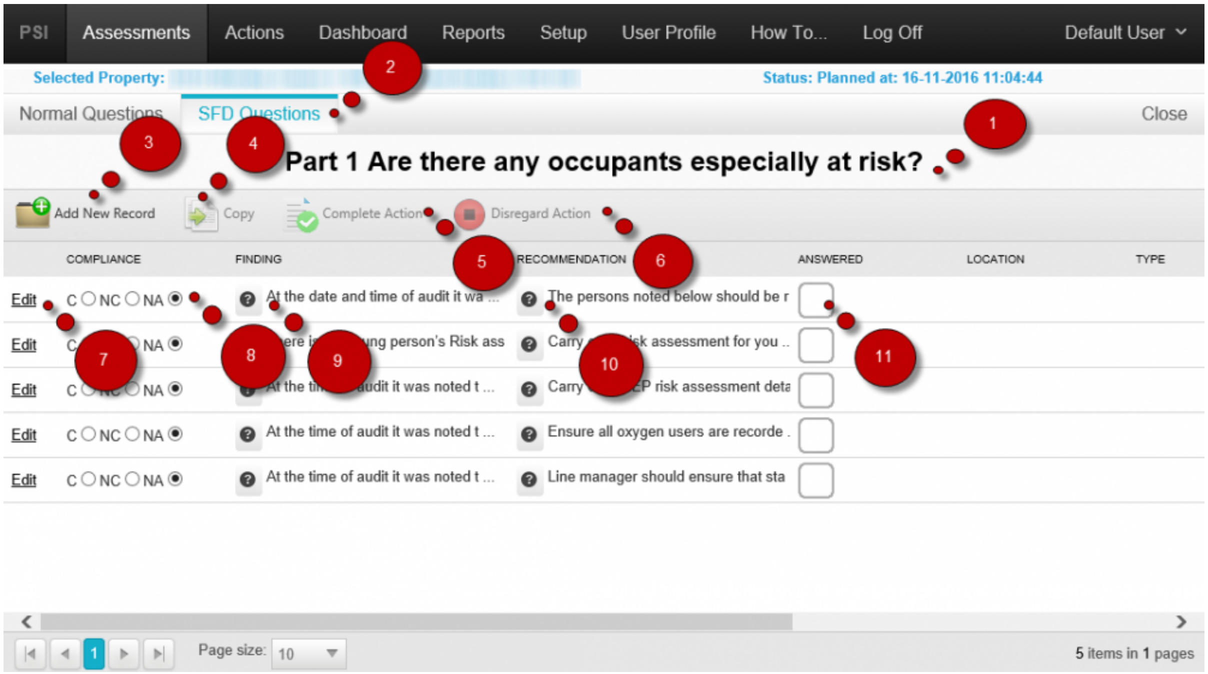
1. Select ‘Questionnaire’
2. Click Open to Open a Section
3. Click Answered Box to mark all the Significant Findings and Defects in the section as Answered. If answered you can click again to clear all the answers

Open section will show the Normal Questions



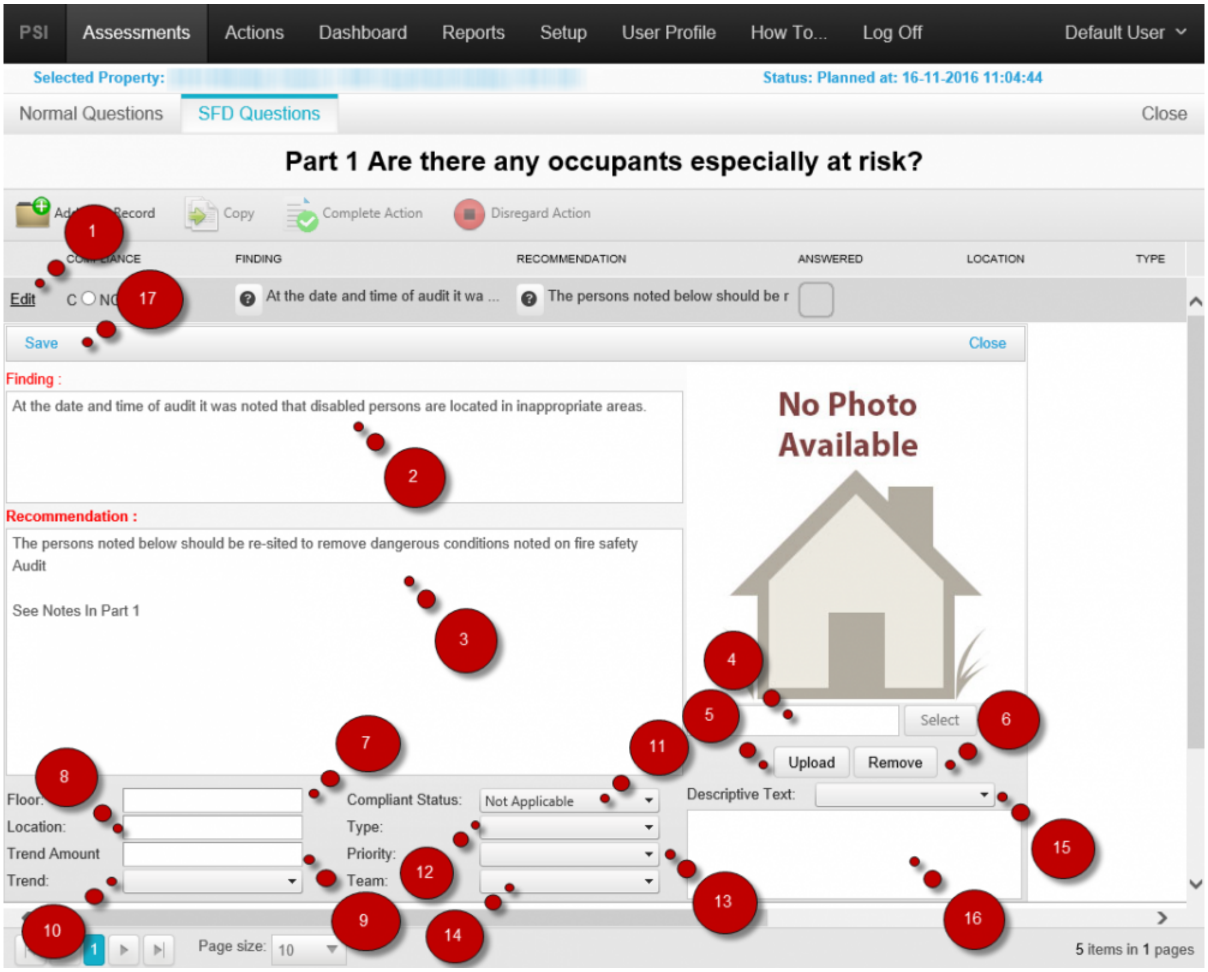
1. Assessment Section name
2. Normal Question “Question”
3. Normal Question Text Type Input
4. Normal Question Select Type Input
5. Normal Question Multiline Text Input
6. Normal Question ‘Save’ Button
7. Close Section Button

Significant Findings within a Section



1. Assessment Section Name
2. Select to View the SFD Questions
3. Click to Add new SFD
4. Select a SFD and Click to Copy its Details
5. Select to Complete a Non Compliant Action (Only available for SFD that have been marked as Non Compliant and Validated in a Previous Assessment)
6. Select to Disregard a Non Compliant Action (Only available for SFD that have been marked as Non Compliant and Validated in a Previous Assessment)
7. Click to Edit a SFD
8. To edit a SFD, for Compliance use the “C” option, for Non Compliant use “NC” and for Not Applicable use “NA”. Edit will be opened if “NC” option is selected to fill in all the details.
9. Description of the Findings. Click the question mark to view the full text.
10. Description of the Recommendation. Click the question mark to view the full text.
11. Status for the Assessment Section Question. A tick means that the Question is completed. By default all Findings are set to “NA”. If this is the appropriate selection for a specific Findings, click on the status icon to change it to completed
12. Click to Close the SFD List

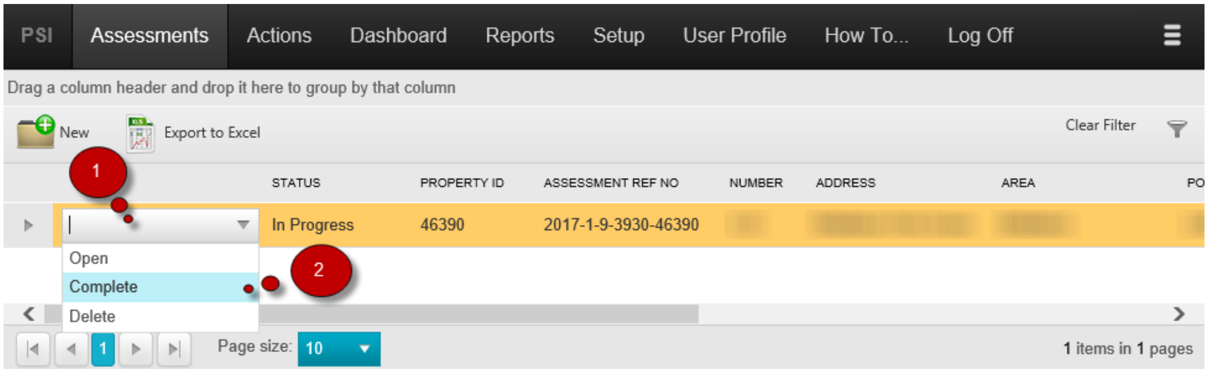
To Enter details of a Significant Finding and Defect



1. Click to Edit an SFD Item;
2. The Finding describes the nature of what is identified;
3. The Recommendation describes how the Findings should be dealt with;
4. Click to select a photo file for the Finding;
5. Click Save to save the selected photo;
6. Click to Remove the attached photo from SFD;
7. Floor describes the floor of the Finding;
8. Location describes the Location of the Finding;
9. Trend Amount is used to indicate how many Trend Items are being recorded;
10. Trend is used for categorisation of the Finding;
11. The Compliance Status represents the Status in terms of compliance. This is linked to the options on the Assessment Section list;
12. The Type represents the category for the Finding;
13. Priority describes the urgency for dealing with the Finding. For definition of options see Action Priority;

14. The Team represents the team responsible for dealing with the Finding;
15. Click on the drop down to see the list of pre defined Descriptive Texts for the selected Finding;
16. Enter/edit a Descriptive Text to describe the Finding and Recommendation;
17. Click Save to save the Significant Finding or Defect;

HOW TO COMPLETE ASSESSMENT



1. Click on the drop down options for the Assessment
2. Select “Complete”

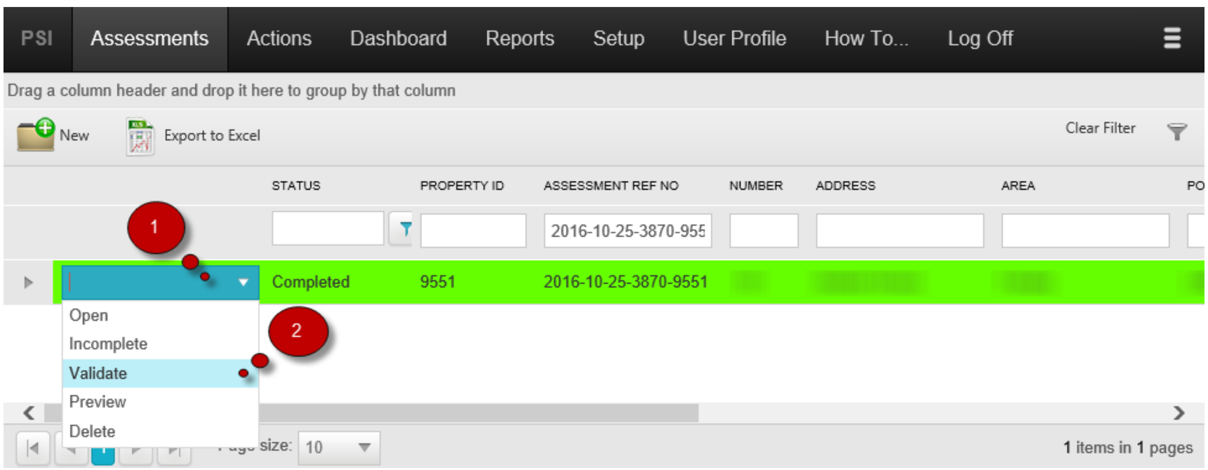
> The status of the Assessment will change to “Completed”.

HOW TO VALIDATE ASSESSMENT

An Assessment can be Validated from Assessment List.

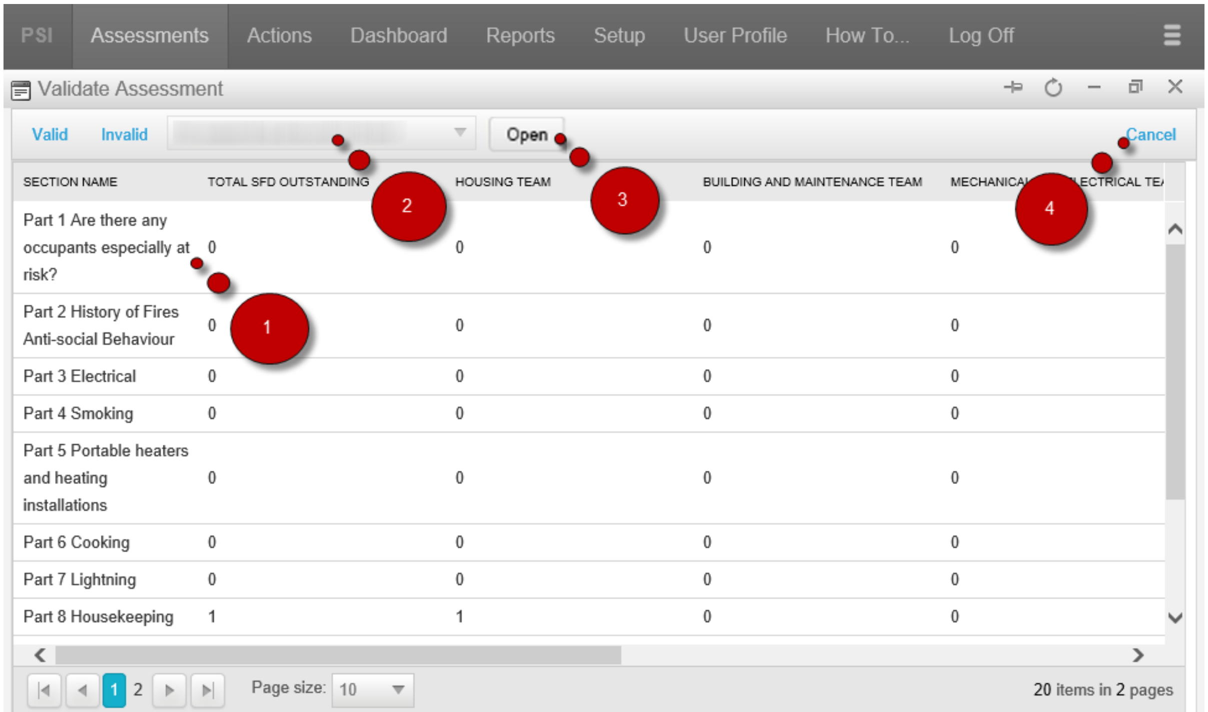
> Please make sure to check all the Assessment Information. See View Assessment Information

To Validate



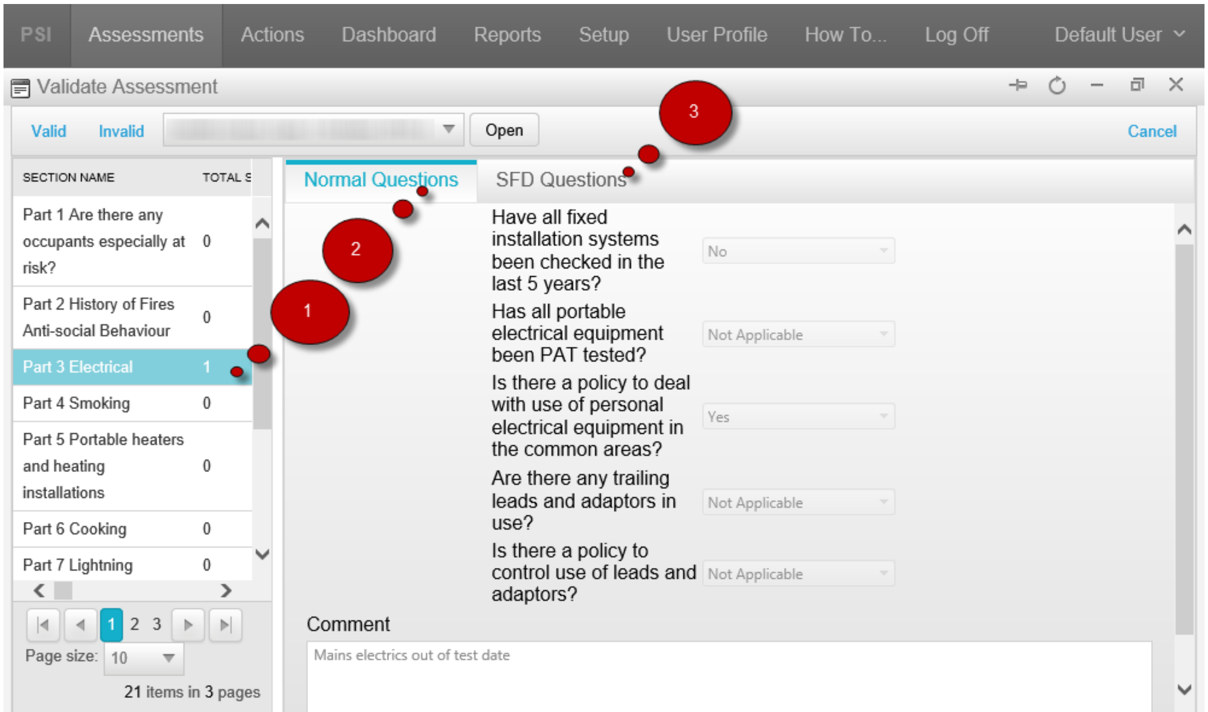
1. Click on the drop down options for the Assessment.
2. Select Validate.

Validation Screen will open



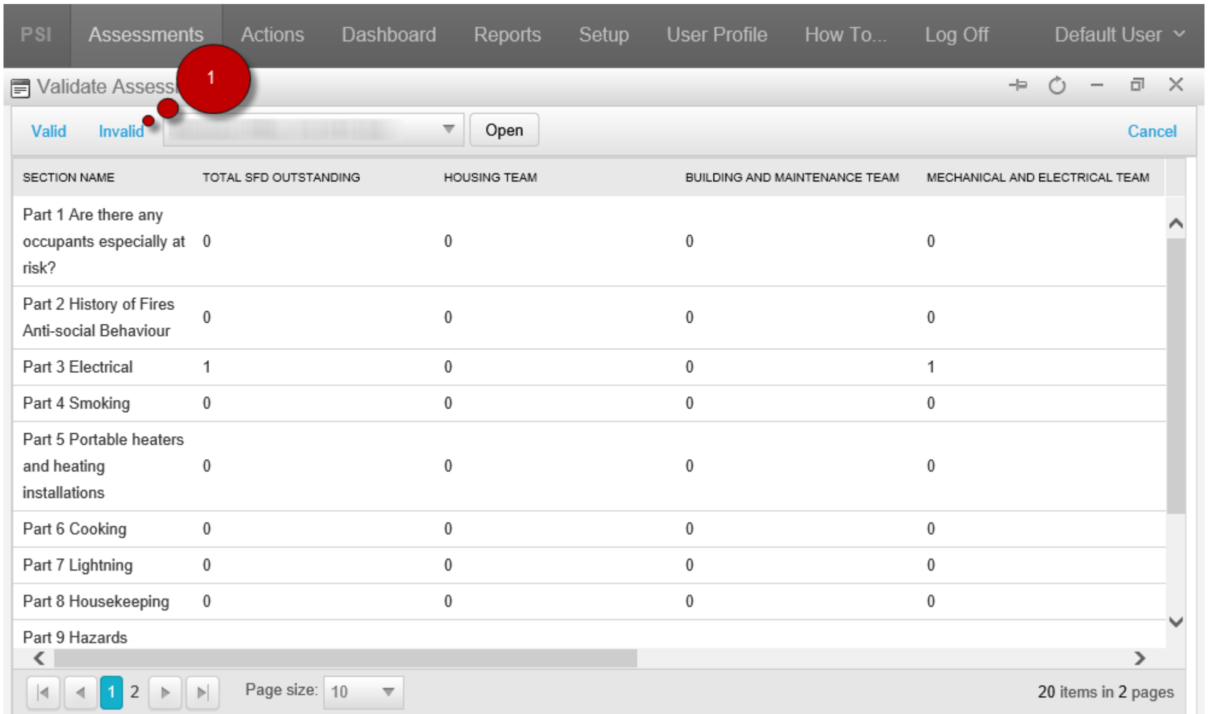
1. Section to Validate for Assessment;
2. Select any Supporting Documents available for an Assessment;
3. Click to Open the Selected Supporting Document
4. Click ‘Cancel’ to Close The Validation;

To Inspect the Assessment Results

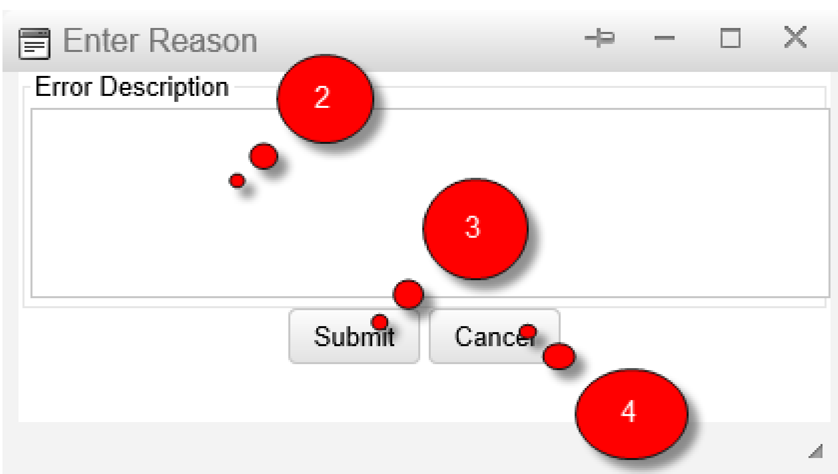


1. Click a Section to expand the Section Questions;
2. Select to View the Answers for Normal Questions;
3. Select to View the Answers for SFD Questions;

To Invalidate the Assessment



1. Click ‘Invalid’



2. Enter reason
3. Click Submit
4. Click Cancel to Cancel the Invalidation

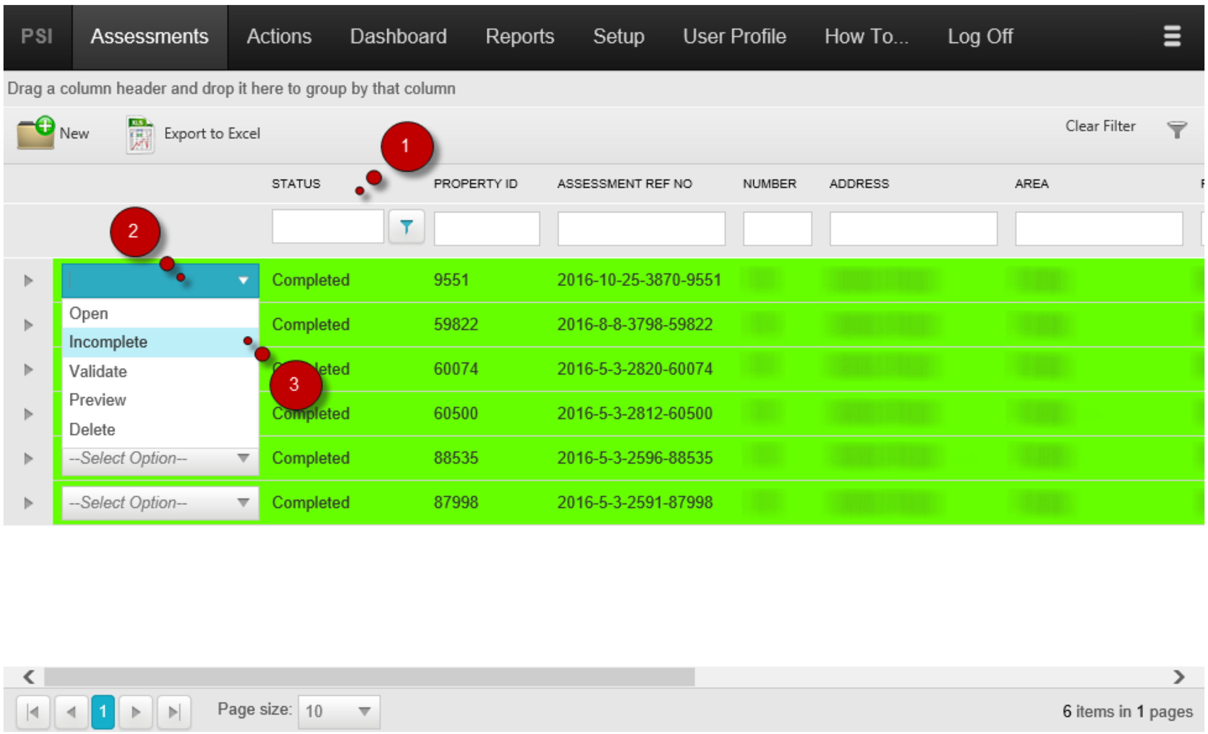
! You cannot Validate an Assessment that has been Completed by you.

✻ As soon as the Assessment is Validated. The next Assessment is created with the status of Planned. Calculation of Next Assessment Date is configurable. Please speak with your system Admin. See Next Assessment Date

✻ After validation an e-mail notification is sent. E-mail Notification is configurable. Please speak with your system Admin. See Email Notification.

HOW TO INCOMPLETE ASSESSMENT

When Assessment’s status is Completed, but user wants to edit information in the assessment, Option Incomplete from drop down options box needs to be selected



1. [Search for Completed Assessment]
2. Select Action Dropdown
3. Select Incomplete

Status of Assessment will change back to In Progress and will allow Editing

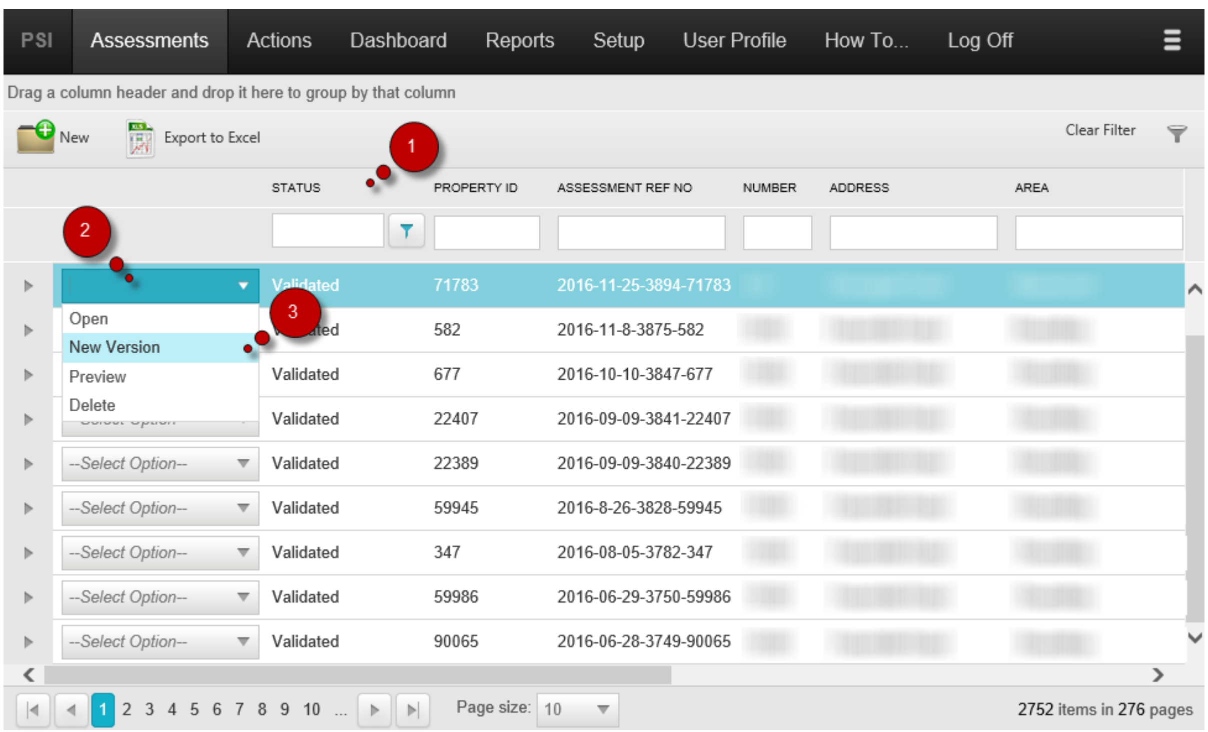
HOW TO CREATE A NEW VERSION FOR ASSESSMENT

To create a new version for an Assessment, this is available only from the latest validated assessment for a property. All information from a previous version validated assessment will be copied to new version assessment. This function is used if, by accident, any of the information in the Validated Assessment was incorrect and needs to be changed.

Creating a new version of an Assessment is possible in two ways: selecting New Version from the drop down box in the [Assessment List](#) or clicking New Version on the [Assessment Info page](#)

1 [Search for a Validated Assessment](#)

Option drop down in the Assessment List

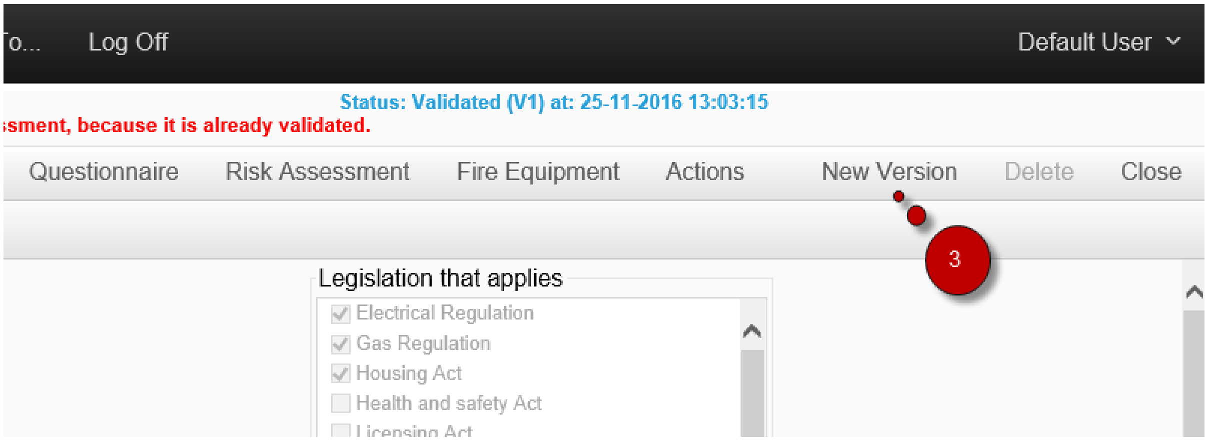


2 Click on the Option Drop down

3 Select “New Version”

Assessment Info page

2 Open Validated Assessment

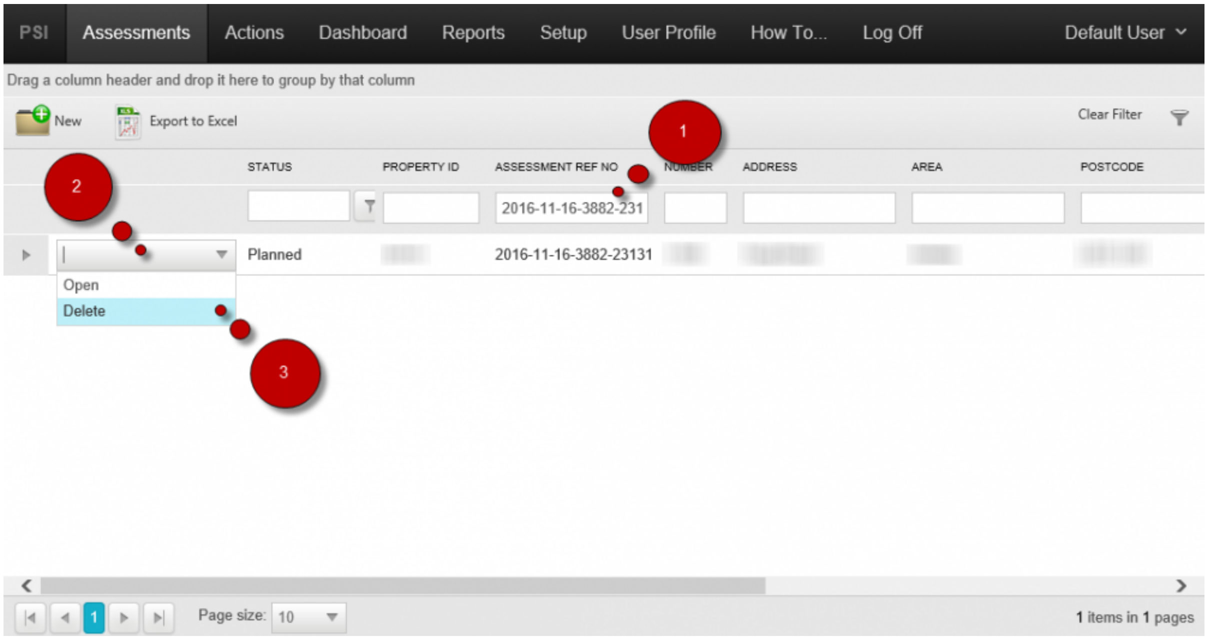


3 Click “New Version”

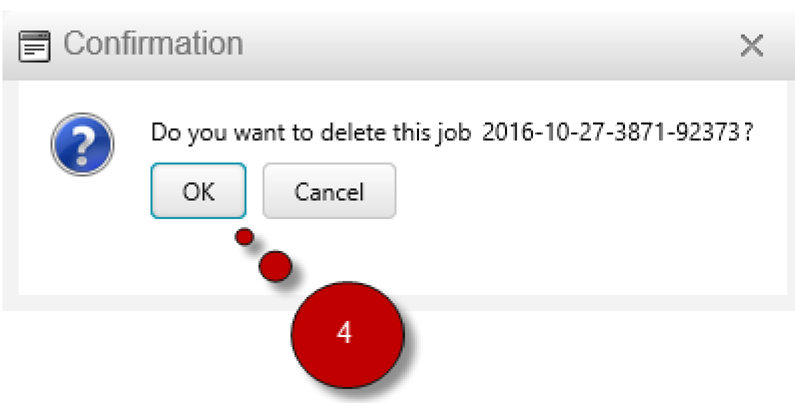
New Assessment is created and added to the Assessment List

> New Version Assessments are created with the status ‘In Progress’. In addition, it adds the version of the assessment (e.g. ‘In Progress (V1)’)

HOW TO DELETE ASSESSMENT



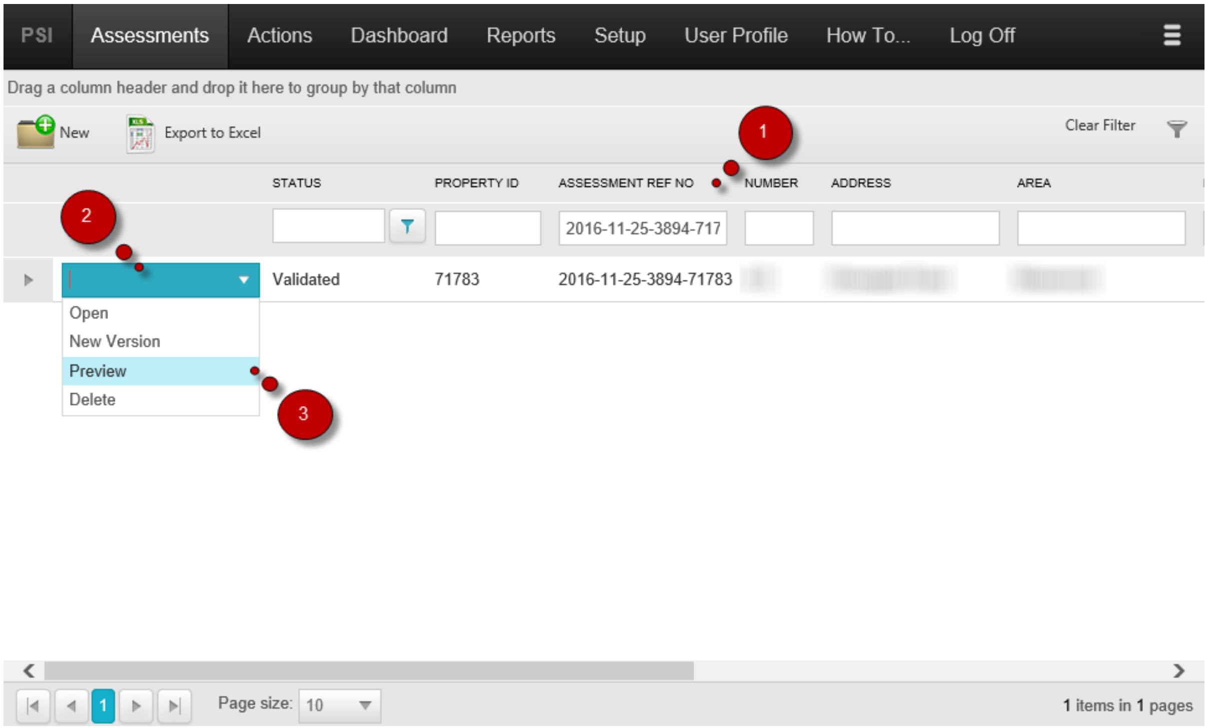
1. Search for an Assessment
2. Click on Dropdown
3. Select ‘Delete’.



4. Click ‘OK’

The assessment and all the relevant information that belongs to the assessment is removed from the system.

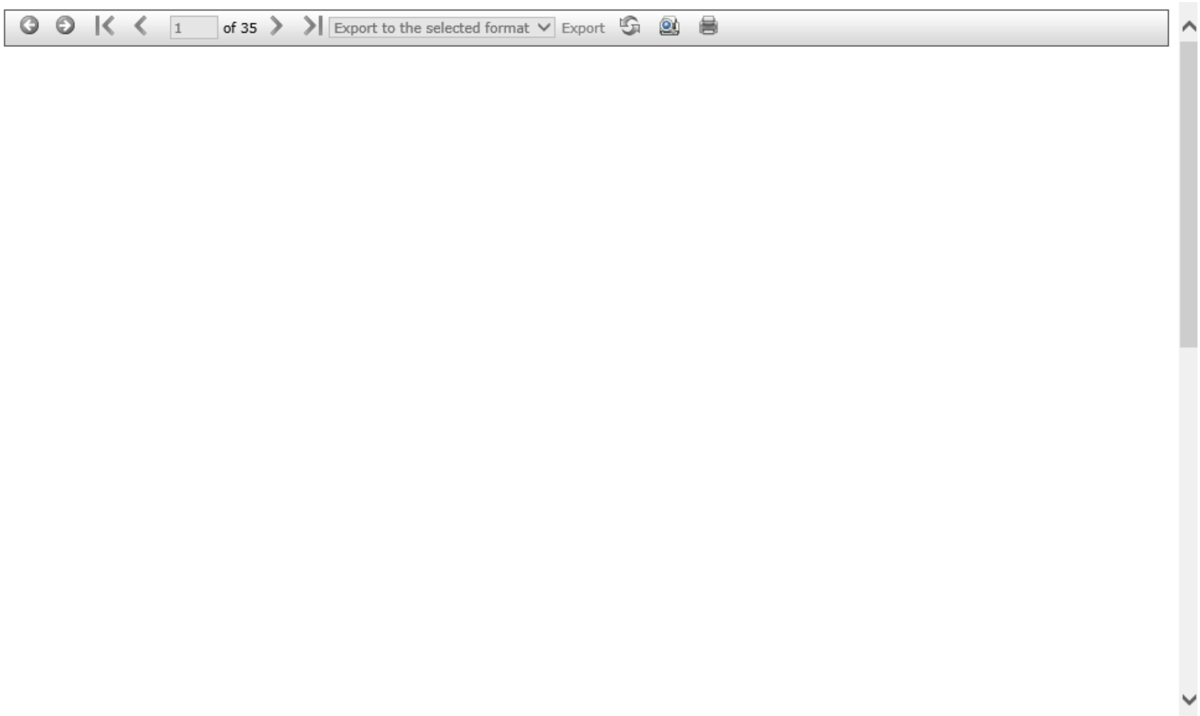
HOW TO PREVIEW ASSESSMENT



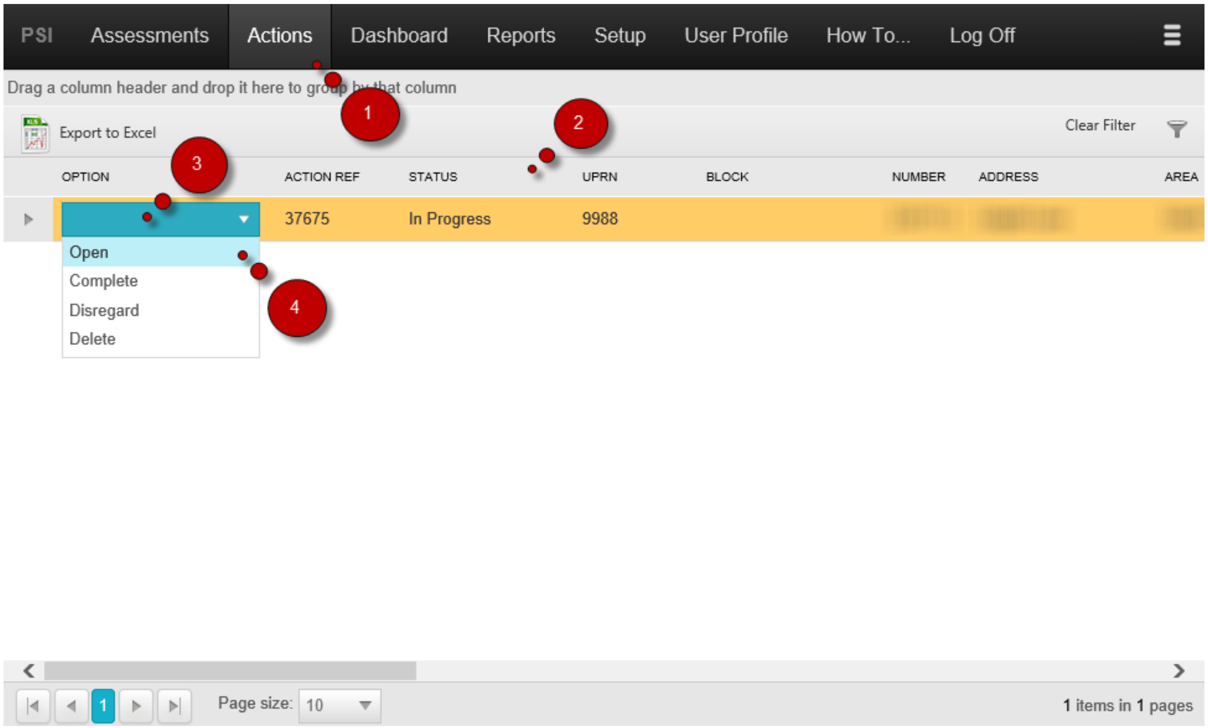
1. Search for an Assessment
2. Click on Dropdown
3. Click Preview

Assessment Preview Report will open

For the Preview Report template please contact support@psi2000.com to configure the template for your system


1
of 35
Export to the selected format
Export

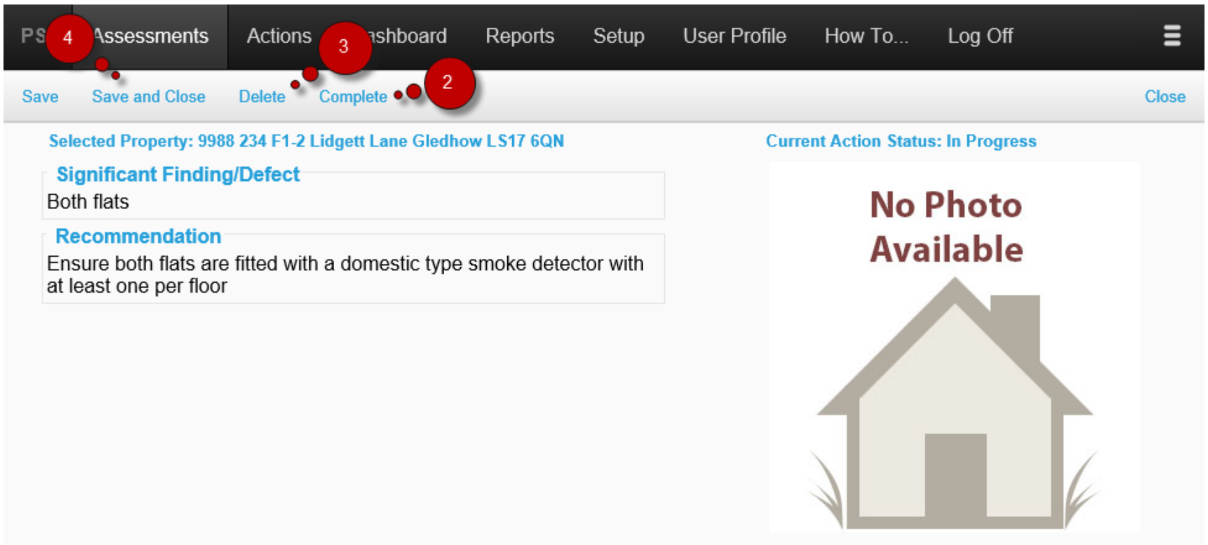
HOW TO OPEN ACTION



1. Select Action
2. [Search for an Action]
3. Click Dropdown
4. Select Open

HOW TO UPDATE ACTION

1 Open Action

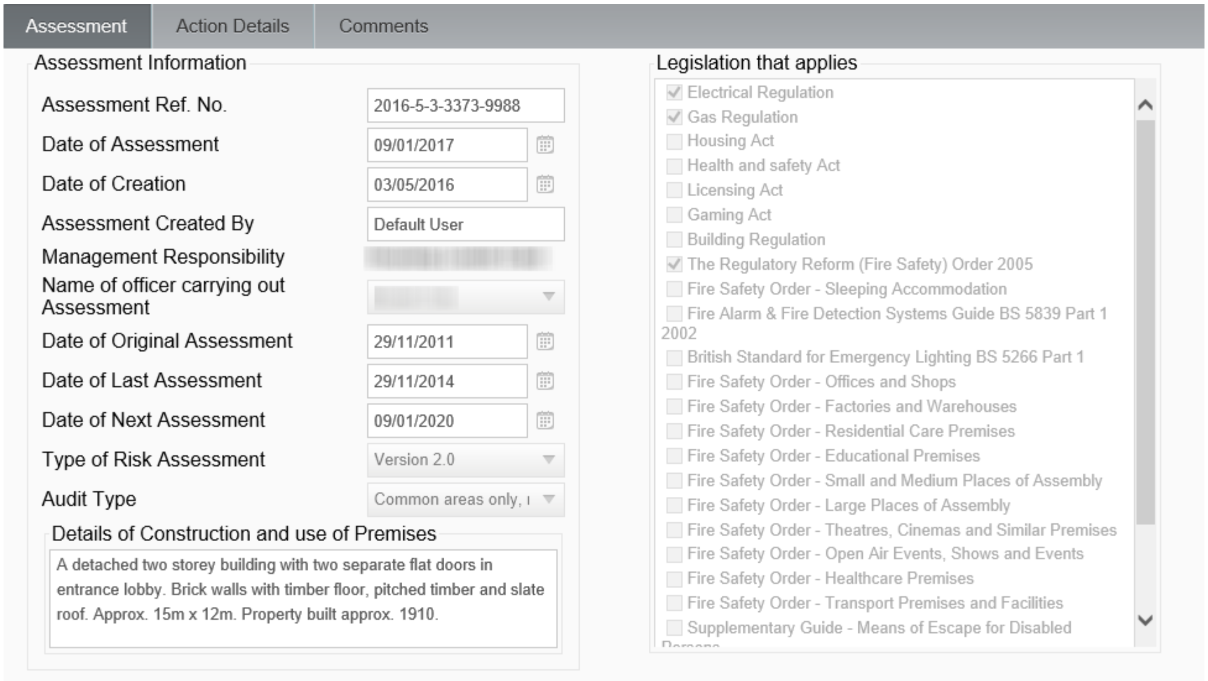


2 Completing action
3 Deleting action
4 Saving and closing the action

By scrolling down, we see 3 tabs which hold more information about the action :

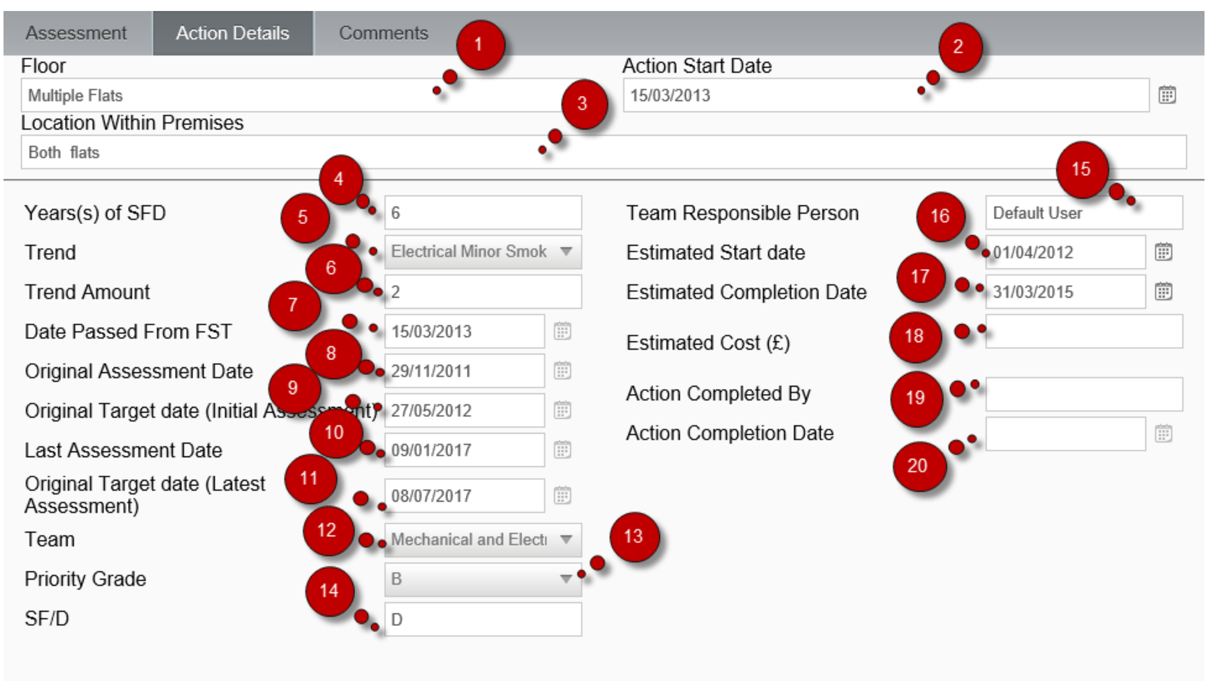
- **Assessment**
- **Action Details**
- **Comments**

Assessment



None of the assessment details can be edited

Action Details

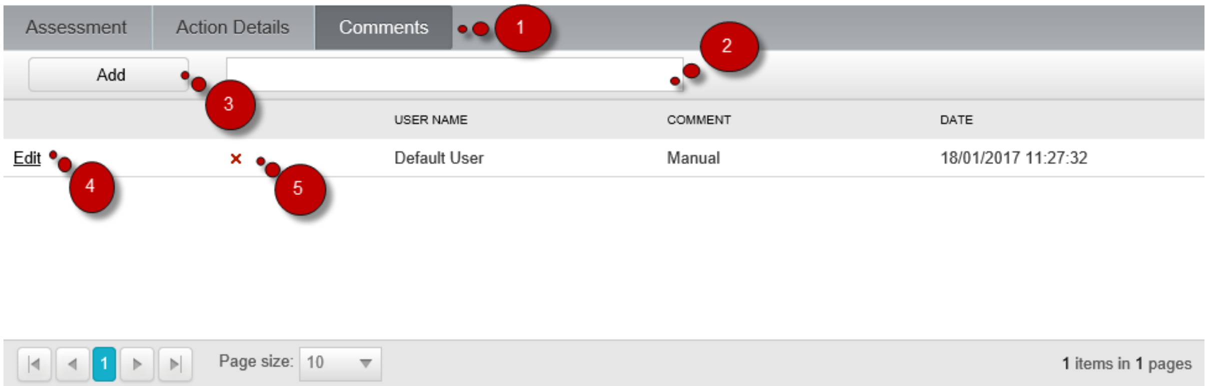


Make sure the action details tab is selected

1. Floor information is obtained from Assessment and is read only for all roles.
2. Action Start Date can be modified by pressing the calendar icon.
3. Location within Premises information is obtained from Assessment and is read only for all roles
4. Year(s) of SFD information is obtained from the Assessment and is read only. This is derived from two values that are in the Assessment i.e. the year of the Original Assessment Date, and the year of the current Assessment. (For Example, Orignal Date is 2010 and Current Date is 2014, so this value would be Year(s) of Defect, 2010 to 2014 = 4. This is read only for all roles
5. Trend information is obtained from the Assessment and is ready only. This can only be updated by the Fire Safety Officers who can edit this on their permission level
6. Trend amount. This is only updated by the Fire Safety Officers who can edit this on their permission level
7. Date passed from FST is the date the Action was created. Actions are created as soon as the Assessment is Validated. This is the date the Assessment is Validated and is read only for all roles.
8. Original Assessment Date information is obtained from the Assessment and is ready only. The Original Assessment Date is the Assessment date of the first Assessment for the Property that Significant Finding/Defect was identified.
9. Original target Date (initial Assessment) is the suggested due start date for this action as provided in the first Assessment and is read only. Initial Target Date = Initial Assessment Date + Priority Duration;
10. Last Assessment Date is the date of the last Assessment for the Property and is read only;
11. Original target Date (last Assessment) is the suggested due start date as modified on the last Assessment for the property and is read only. Latest Target Date = Latest Assessment Date + Priority Duration
12. Team information is obtained from the Assessment and is read only. This is only updated by the Fire Safety Officers who can edit this on their permission level;
13. Priority Grade information is obtained from the Assessment and is read only. This is only updated by the Fire Safety Officers who can edit this on their permission level
14. SF/D indicates significant findings and defects.
15. Team Responsible Person which is obtained from the Assessment is read only. This information is obtained from the Team assigned to an Actions. Each Team has a Team Leader that is responsible for all Actions assigned to the Team. This is only updated by the Fire Safety Officers who can edit this on their permission level;
16. Estimated Start Date is the estimated start date for implementation of the Action. This date is used for Notification.
17. Estimated Completion Date is the due completion date for the Action. This date is used for Notification and for creating the Monthly Variation reports;
18. Estimated Cost (£) information is obtained from Assessment and is read only;
19. Action Completed By displays the person who completed the action.

20. Action Completion Date displays the date when the action was completed.

Comments



1. Click on the Comment Tab.
2. Enter the text.
3. Click on Add – A comment should appear in the list.
4. Press the Edit label to edit the comment
5. Press the red cross to delete* the comment.

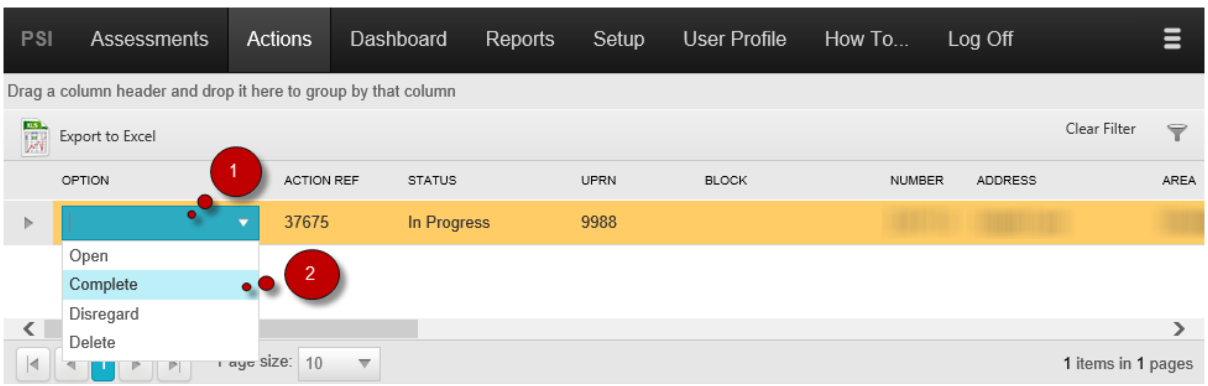
> Delete function is dependant on permission level.

HOW TO COMPLETE ACTION

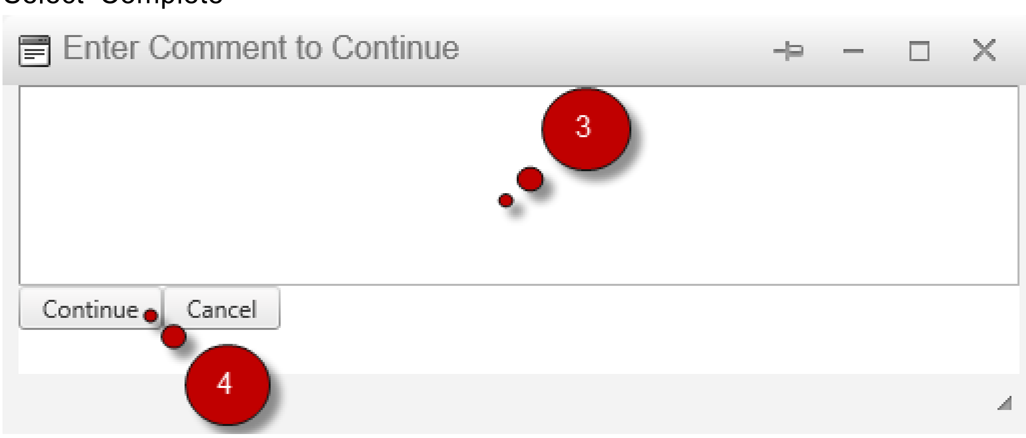
The Complete Action is only available if the status of the Action is In Progress

There are two ways of completing an action
- Quick Action Complete
- Completion Inside the Action Form

Quick Action Complete



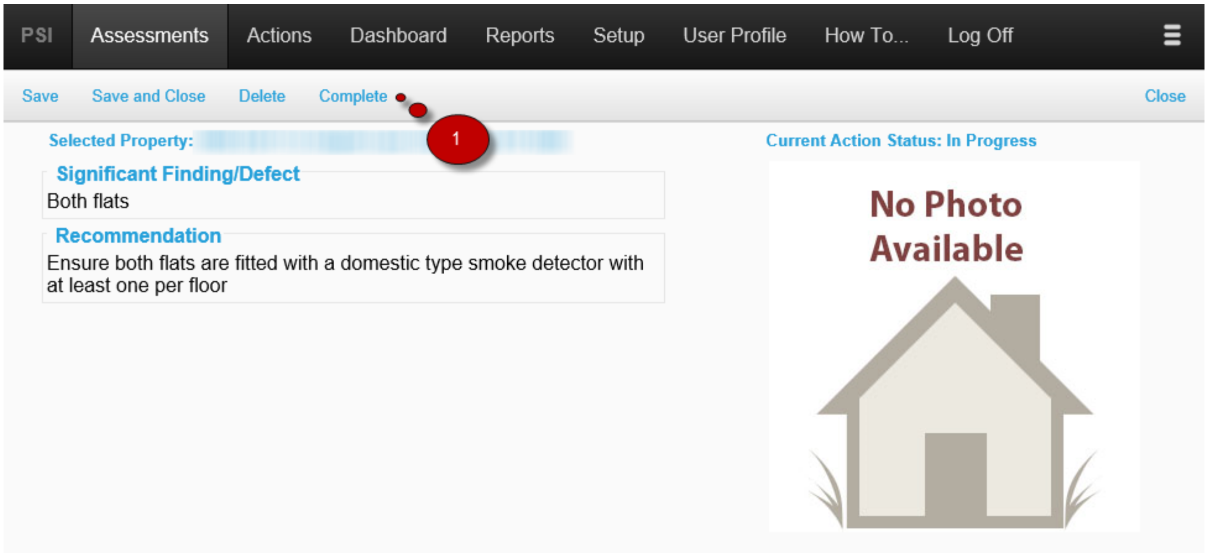
1. Click on drop down options for the Action
2. Select 'Complete'



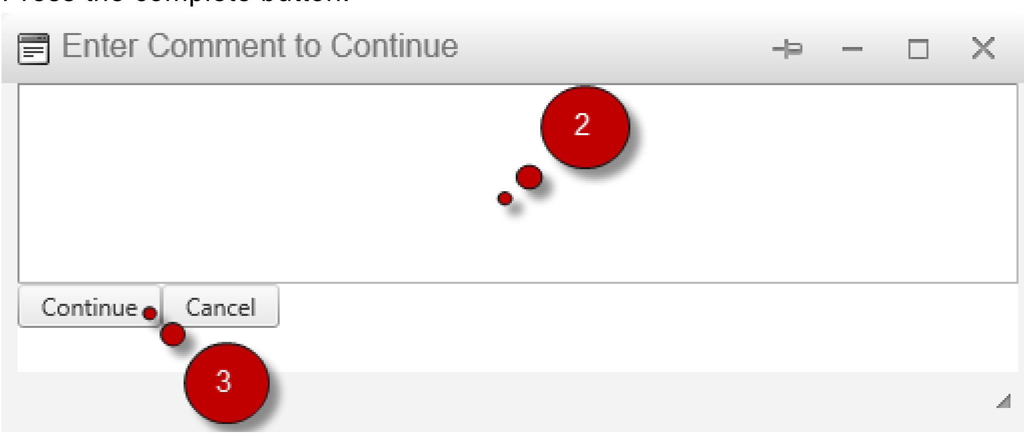
3. Enter a comment for completion
4. Click 'Continue'

Completion Inside the Action Form

Open the action you would like to complete



1. Press the complete button.



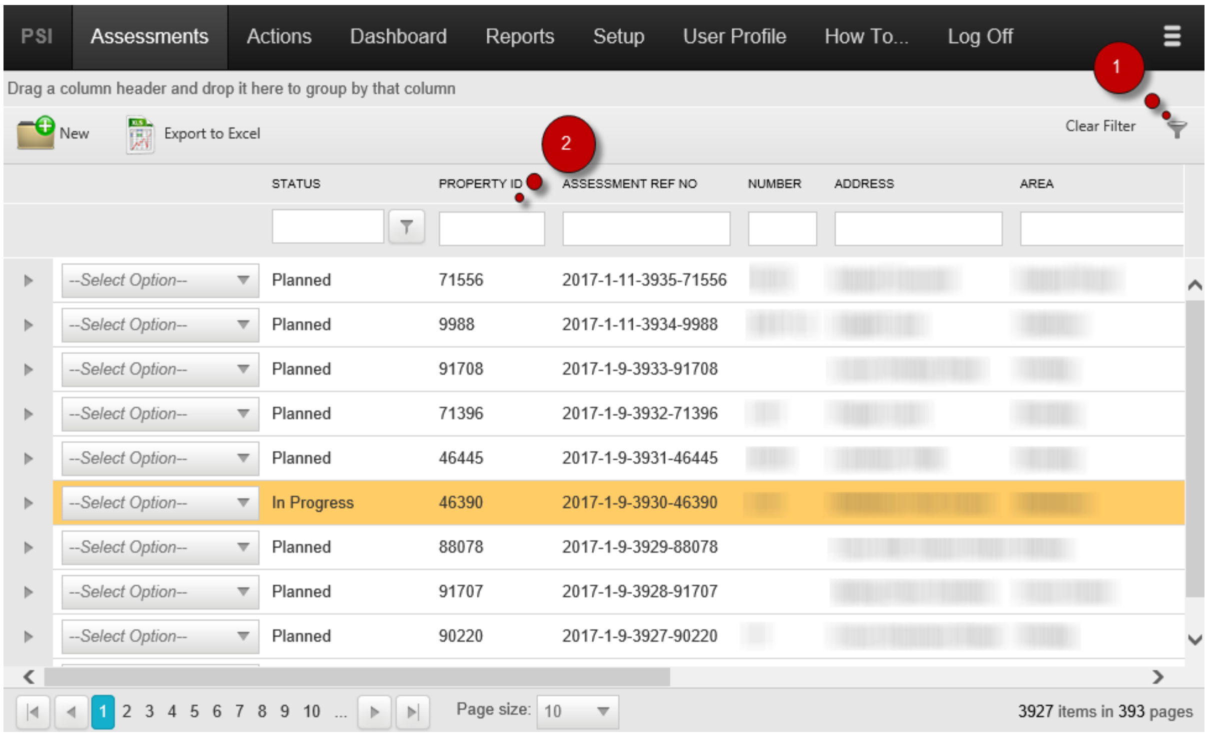
2. Enter a comment for completion
3. Click ‘Continue’

> ✻ When an Action is completed information on the User logged on the system, is entered in Action Completed By.

> ✻ When an Action is completed the current date is entered in the Action Completion Date.

HOW TO SEARCH FOR ASSESSMENT

Search is possible on All columns displayed on the Grid.

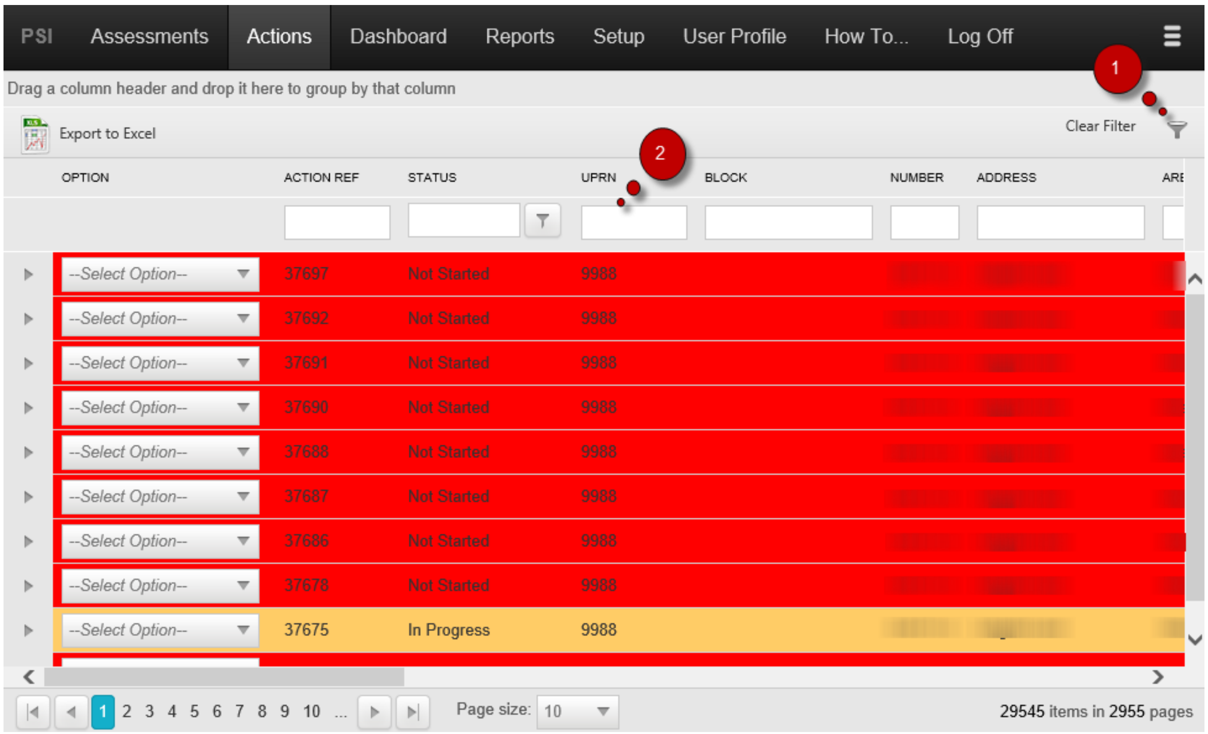


1. Click on the filter icon
2. Enter a value into the filter fields and press the “Enter” key

For more filter options view [Grid]

HOW TO SEARCH FOR ACTION

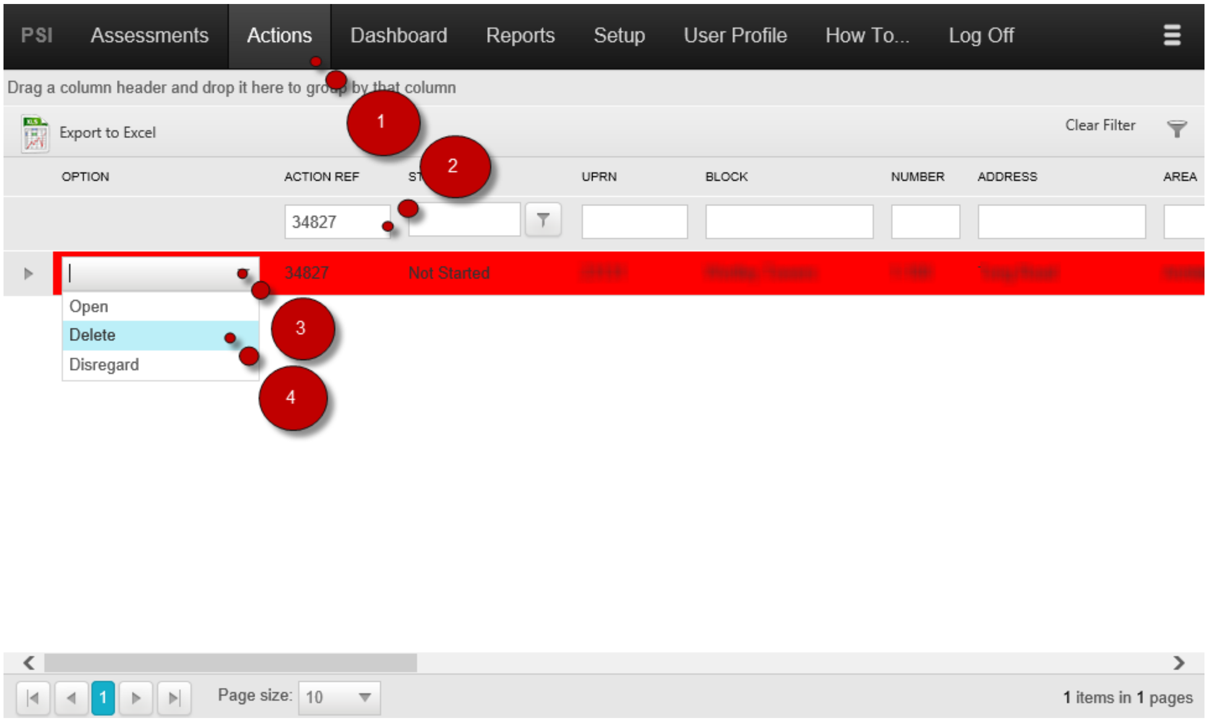
Search is possible on All columns displayed on the Grid.



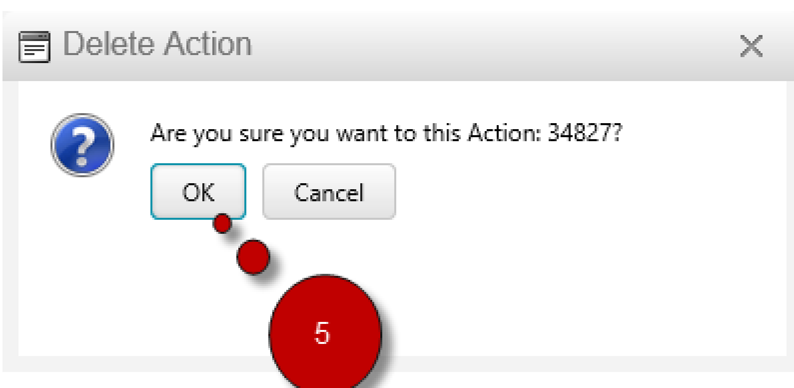
1. Click on the filter icon
2. Enter a value into the filter fields and press the “Enter” key

For more filter options view Grid

HOW TO DELETE ACTION



1. Select Action
2. [Search for an Action]
3. Click on Dropdown
4. Select Delete



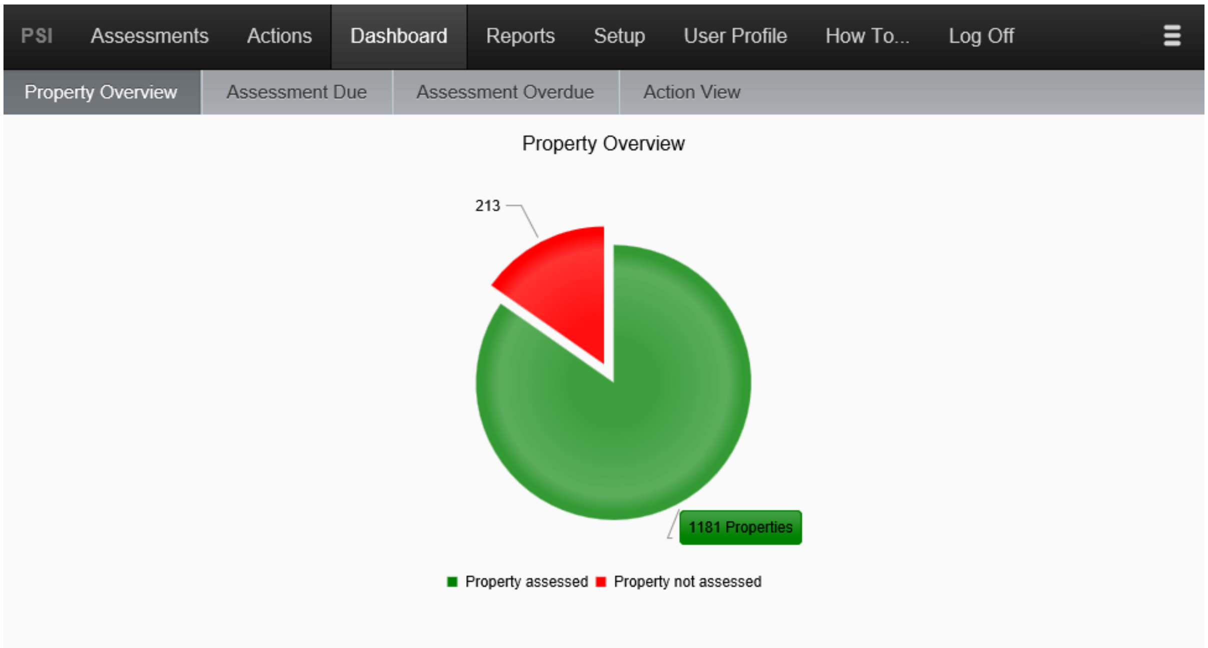
5. Click ‘OK’

DASHBOARD

[Property Overview]
[Assessment Due]
[Assessment Overdue]
[Action View]

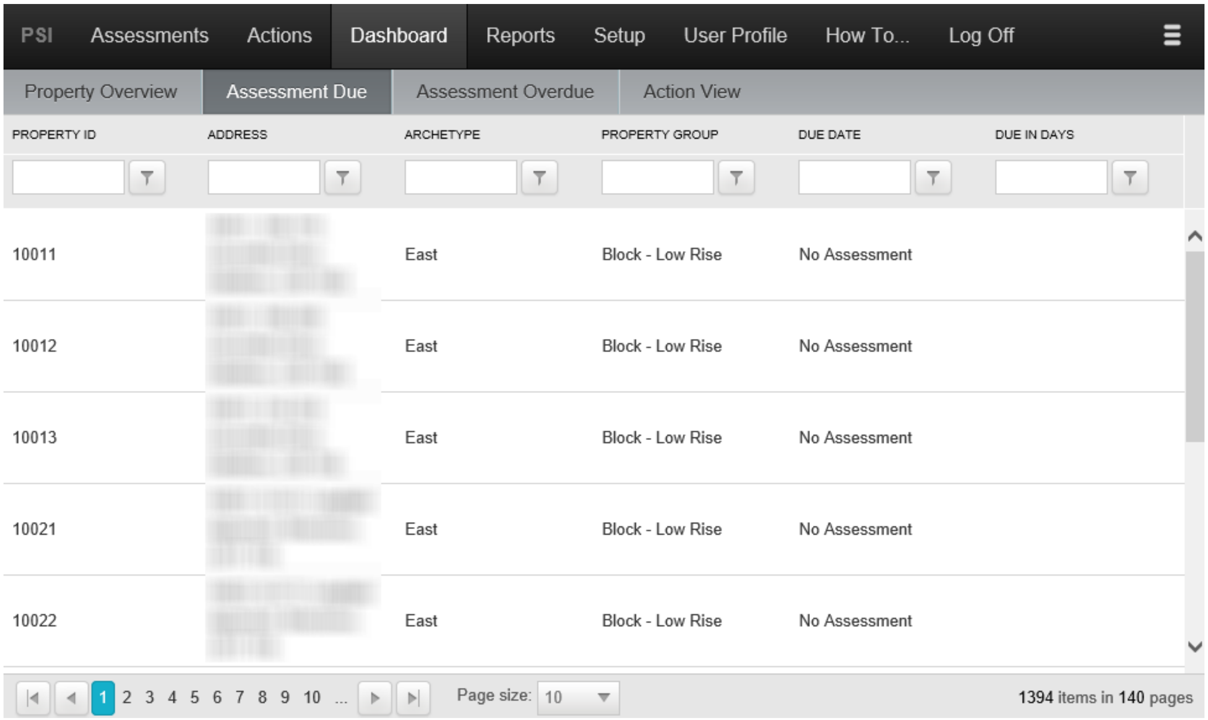
Property Overview

Property Overview displays a pie chart that shows how many properties are assessed



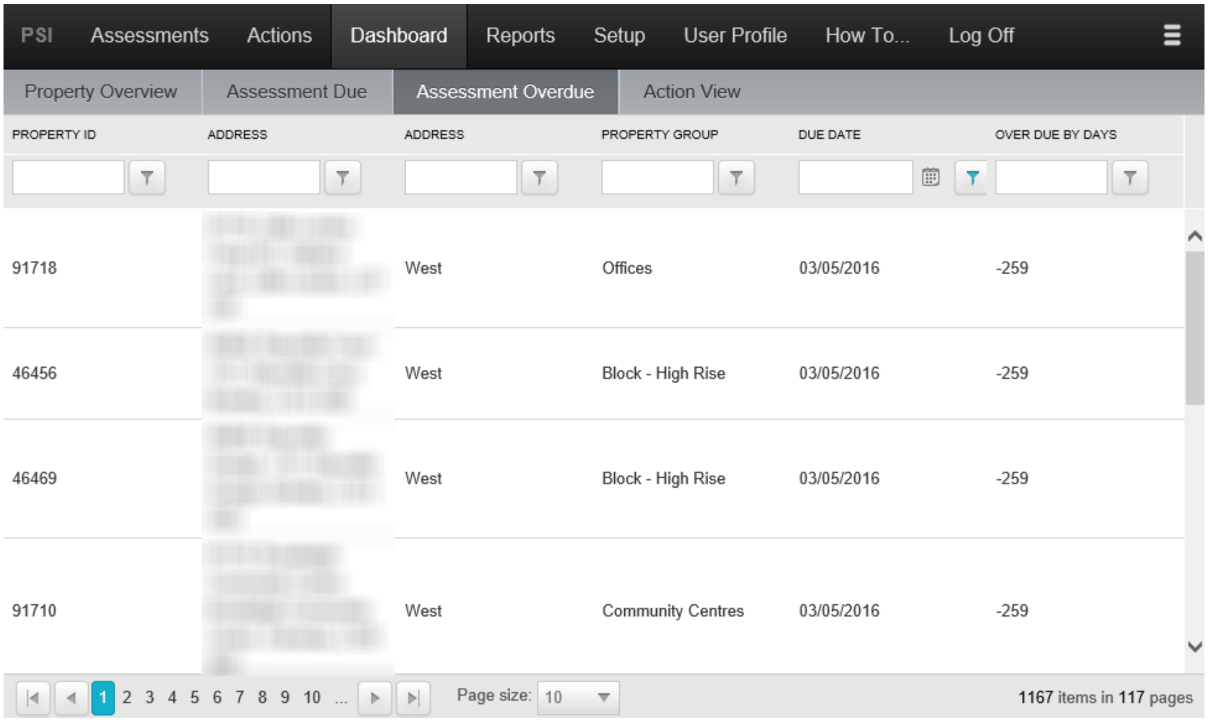
Assessment Due

The Assessment Due tab displays a list of assessments for properties that are planned but not started and are due to start.



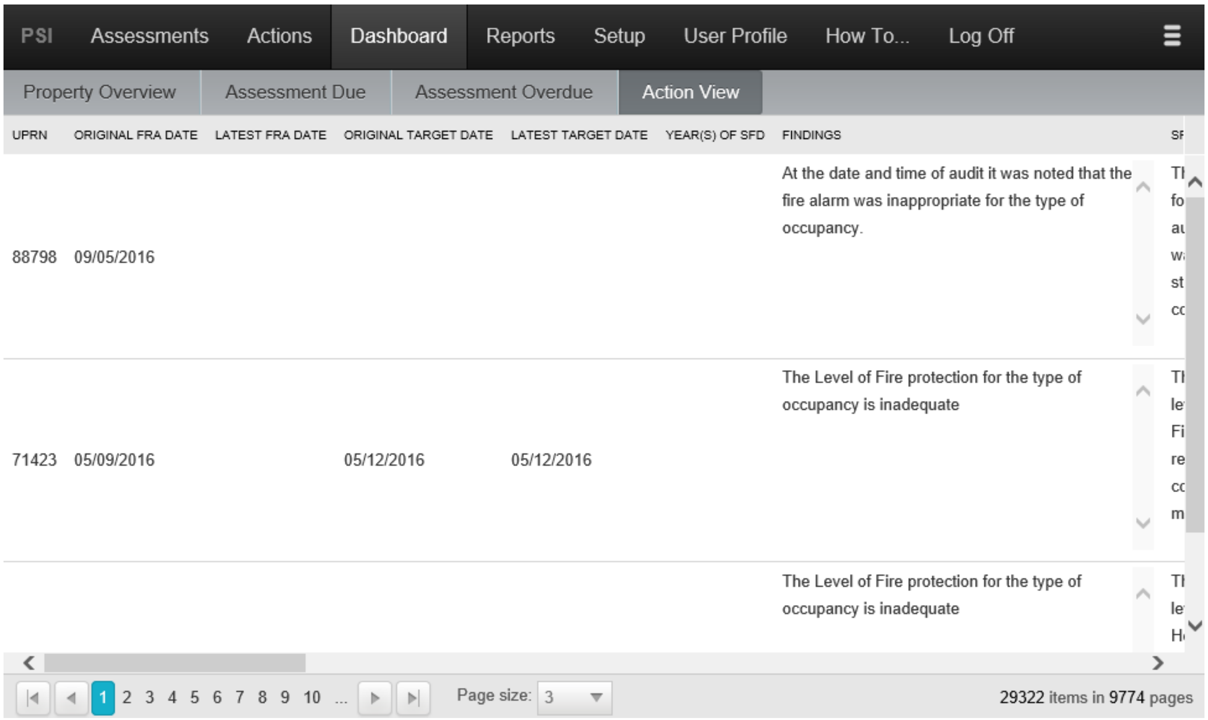
Assessment Overdue

The Assessment Overdue tab displays a list of assessments for properties that are planned but not started and are overdue to start.



Action View

The Action View displays all the latest Action Information with all the details.



REPORTS

Report are generated using Excel templates by querying data from the database. To configure the templates, please contact the Administrator.

SETUP

The following settings are accessible by Admin users:

- USERS
- TEAMS
- CONFIGURATION
- PROPERTIES
- QUESTIONNAIRE TEMPLATES
- DESCRIPTIVE TEXTS

The following settings are only managed by PSI

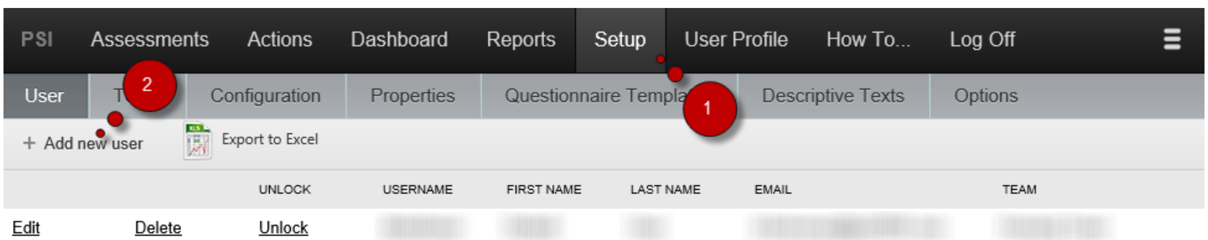
- COMPLIANCE RULES
- E-MAIL NOTIFICATION
- GROUPS
- NEXT ASSESSMENT DATE

USERS

How to alter users in the System.

This page consists of the following guides :
How to …
-Create a new user
-Update a user
-Delete a user
-Unlock a user

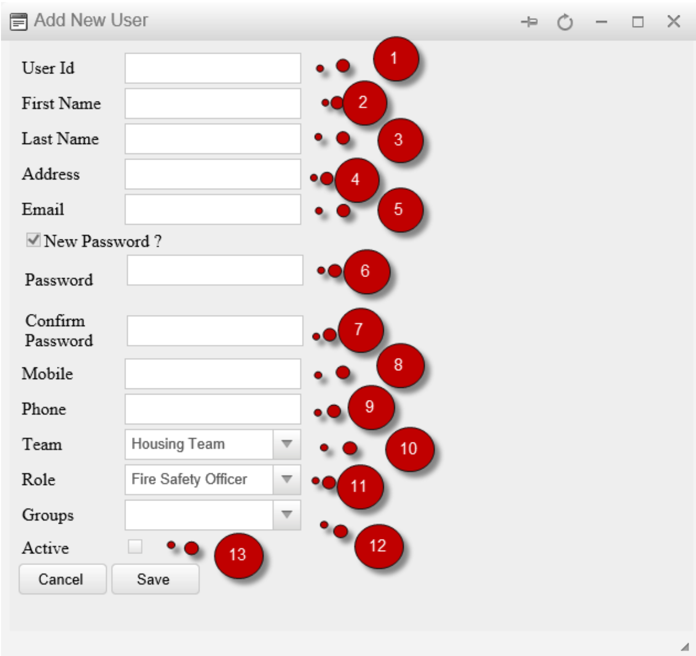
How to create a new user –



1. Click on Setup from the main menu;
2. Click “Add new user” to create a new user;

You will be presented with a new form where you will be asked to insert the information about the user you would like to insert in the system.

User Information

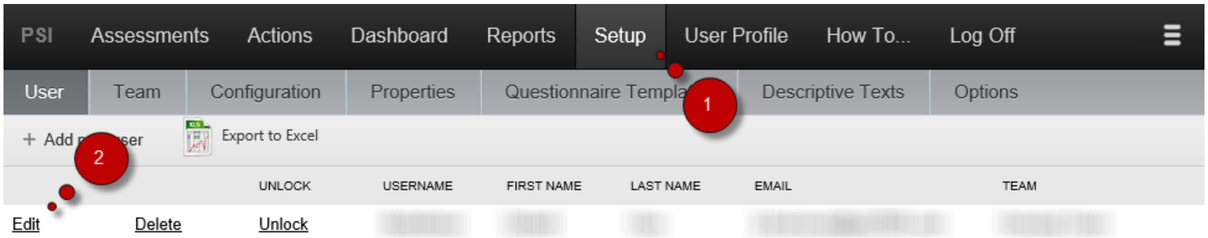


1. User id used for accessing FSS;
2. First Name of the user;
3. Last Name of the user;
4. Address for the user;
5. E-mail of the user. The e-mail is used for notification;
6. Password used for accessing FSS;
7. When changing the password, the password is entered here to ensure the correct password is saved;
8. Mobile number for the user;
9. Main phone number for the user;
10. Team that user belongs to. Actions are assigned to Teams during the Assessment;
11. Role determines what part of the system the user can access. Possible Roles are FSO (Fire Safety Officer), FST (Fire Safety Team) and Admin ;
12. Group determines which properties the user has access to. Information for Group is derived from Property Attributes imported into the system.
13. Active controls the user access to the system, if unchecked the user will not be able to log in into the system.

> To obtain information on the Property Attribute used for the Group, speak with Administrator.

After you have entered the data, press the save button and the user will be created and added to the system.

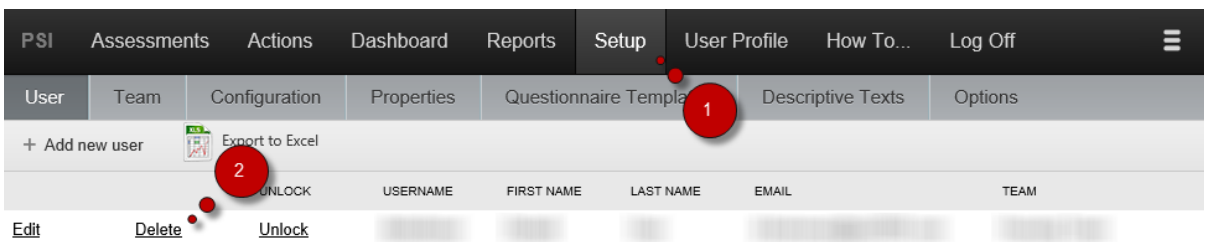
How to update a user –



1. Click “Setup”
2. Click on the “Edit” label

A form will appear where you should have editable fields which you should be able to edit. After updating the information of the user, press the save button.

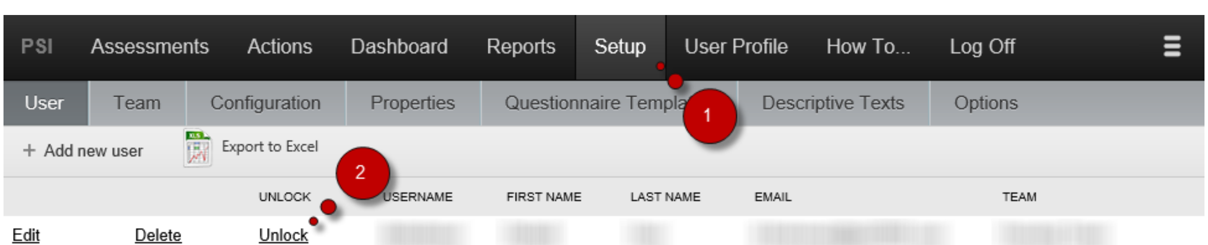
How to delete a user –



1. Click “Setup”
2. Click the “Delete” label

A form will appear with the users information. There will be a delete button which you would press if you want to delete the user from the system.

How to unlock a user –



1. Click “Setup”
2. Click the “Unlock” label

After pressing the unlock label, the selected user should be unlocked from the system.

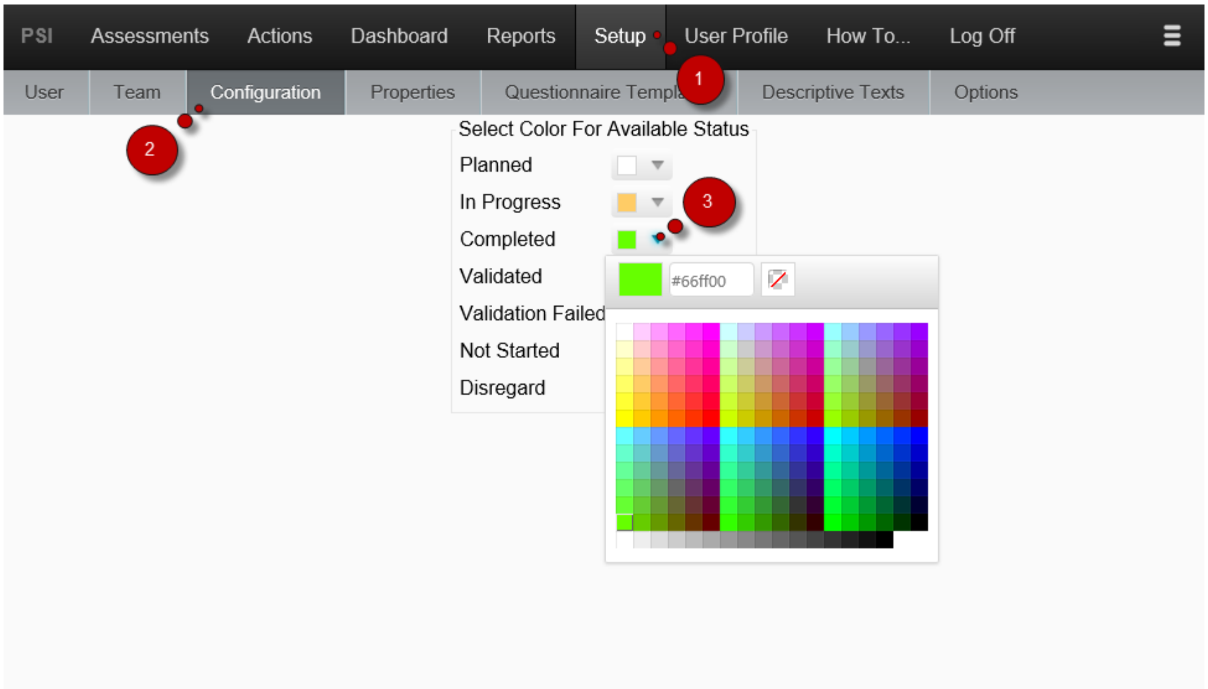
TEAMS

- Teams are used for allocating responsibility for implementing the Actions.
- Each Team has a Team Leader.
- When an Action is allocated to a Team, all notifications are sent to the Team Leader for the Team.

> To configure Teams speak with the Administrator.

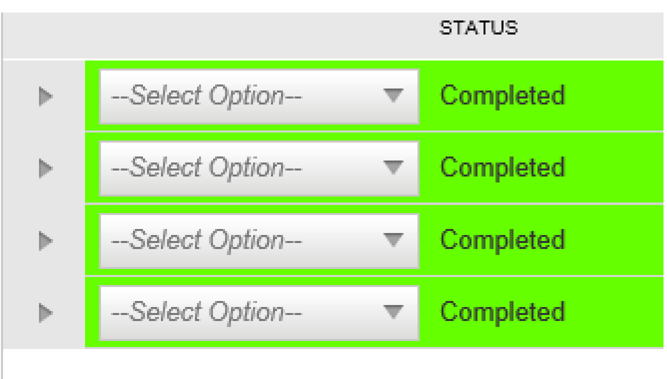
CONFIGURATION

Here you can configure the colour of the foreground of assessments and actions



1. Browse to the Setup tab
2. Select the Configuration tab
3. Select the status on which you would like to alter the colour

Example :

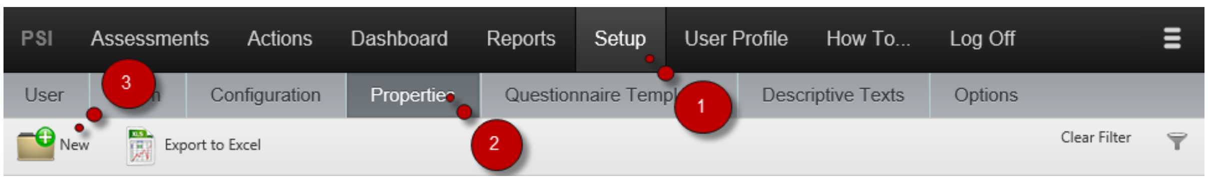


PROPERTIES

Properties can be added, edited and deleted within the properties setup tab.

Adding new properties
Editing properties
Deleting properties

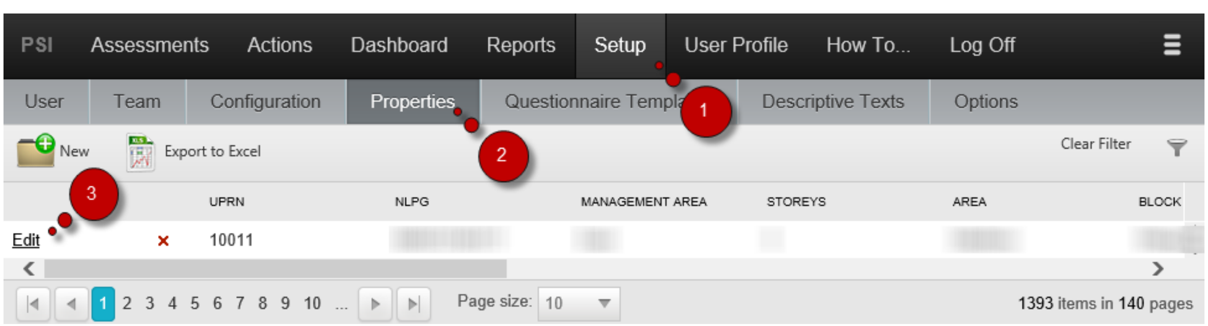
Adding new properties



1. Select setup
2. Select properties
3. Press “New”

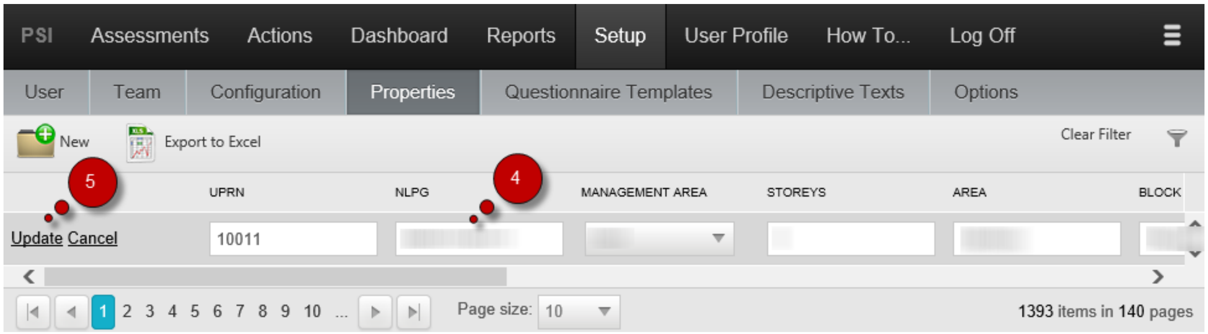
4. Fill in all of the required information
5. Click “Insert”

Editing properties



1. Select setup
2. Select properties

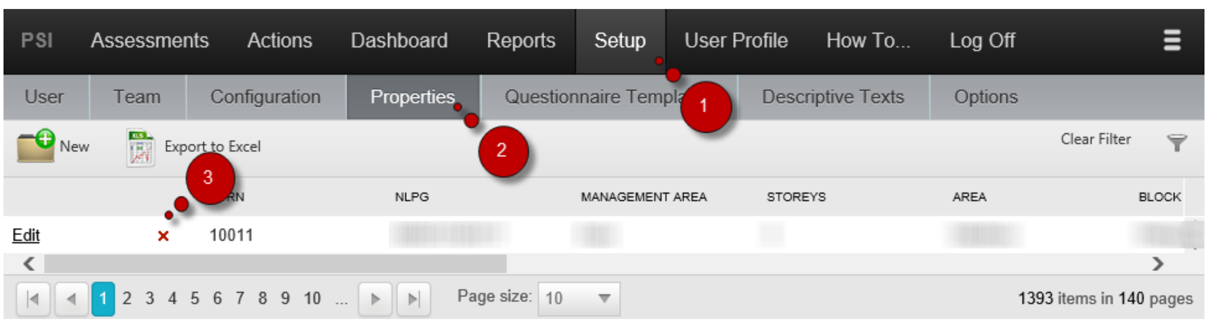
3. Click on “Edit”



4. Edit any* desired field
5. Click “Update”

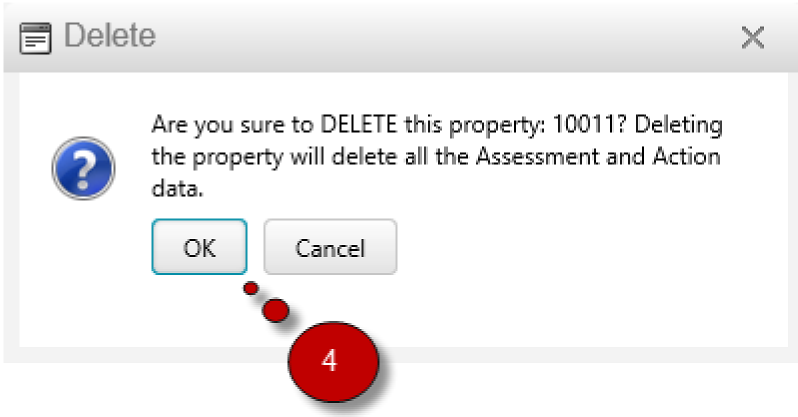
> UPRN of the property cannot be changed. Please delete and add the property to change the UPRN.

Deleting properties



1. Select setup
2. Select properties

3. Press the red cross next to a property you would like to delete



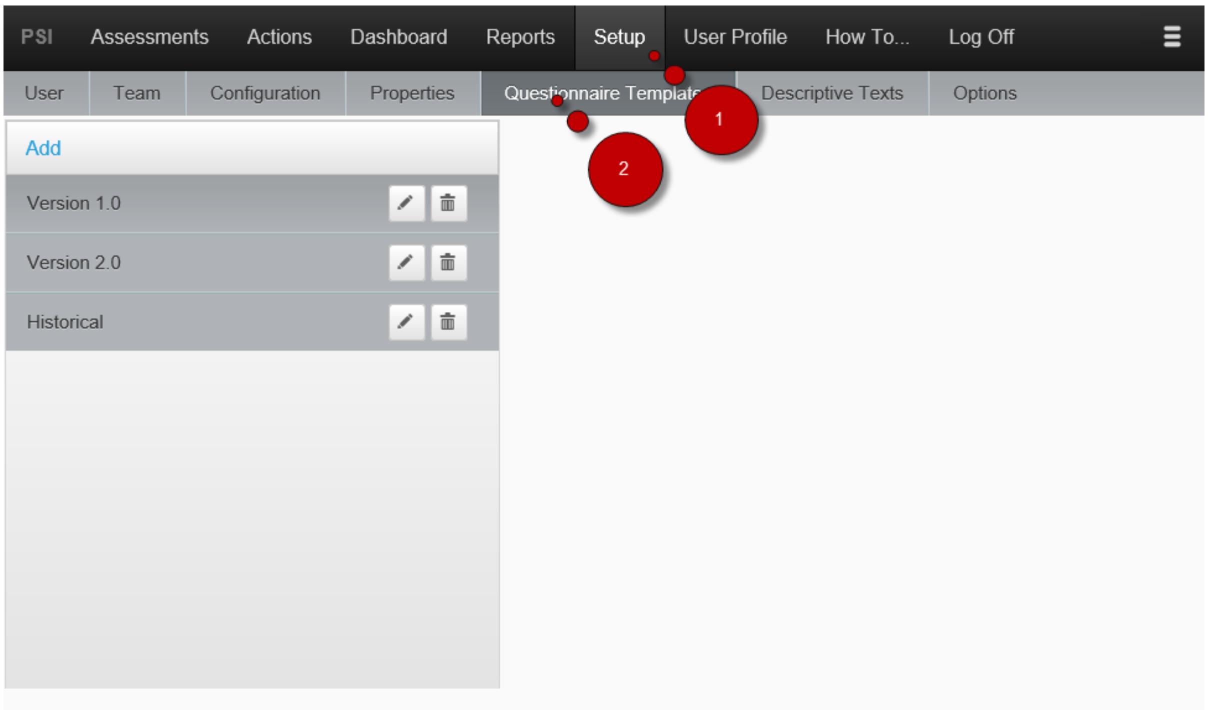
4. Click “OK” !

! After pressing ok, the property and its assessments and actions will be deleted

QUESTIONNAIRE TEMPLATES

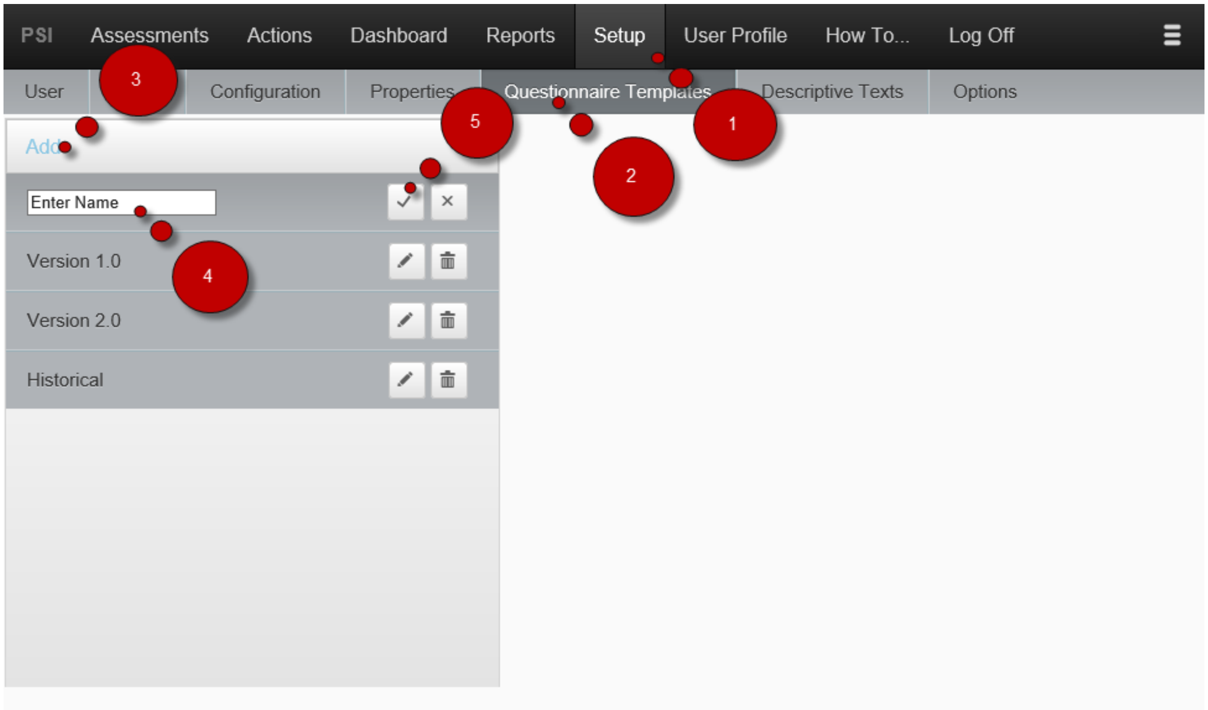
Questionnaire Templates are used for Assessments. The selected template for an Assessment determines the default entry required for the Assessment to be applicable for completion.

To View the Templates:



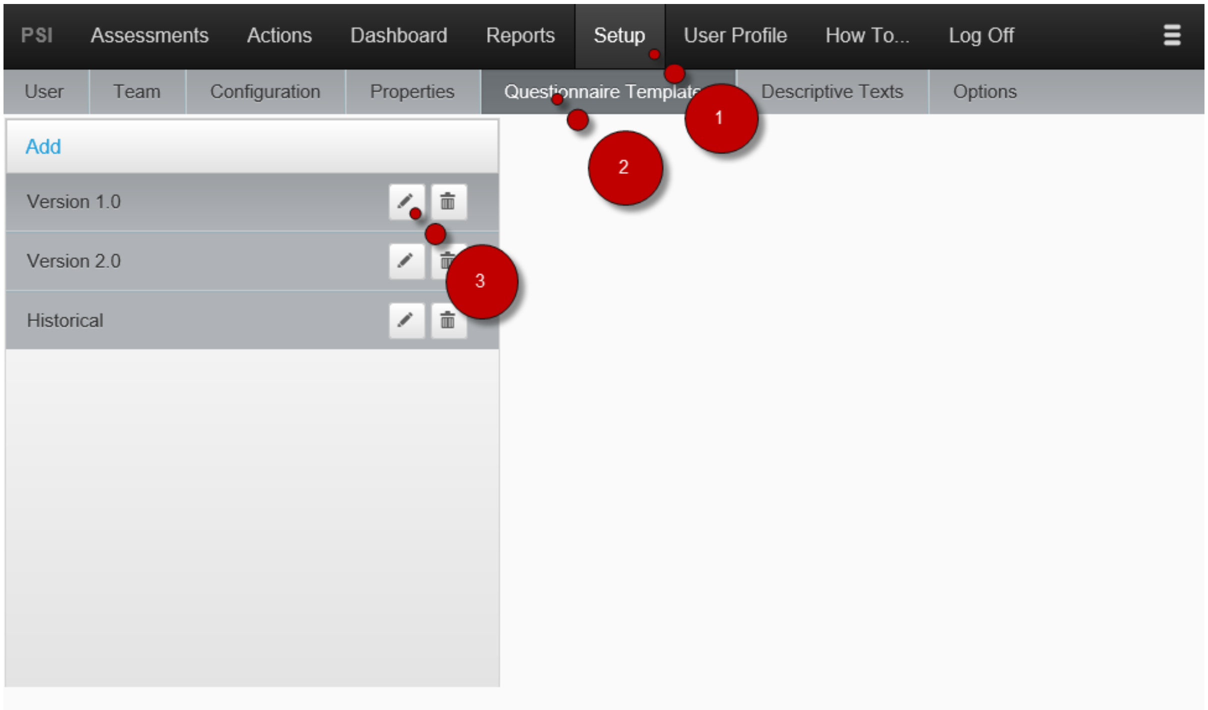
1. Select Setup
2. Select Questionnaire Templates

To Add a Template

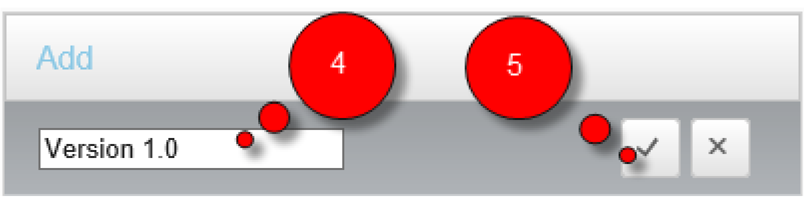


1. Select Setup
2. Select Questionnaire Templates
3. Click ‘Add’
4. Enter Name
5. Click OK Icon

To Edit a Template



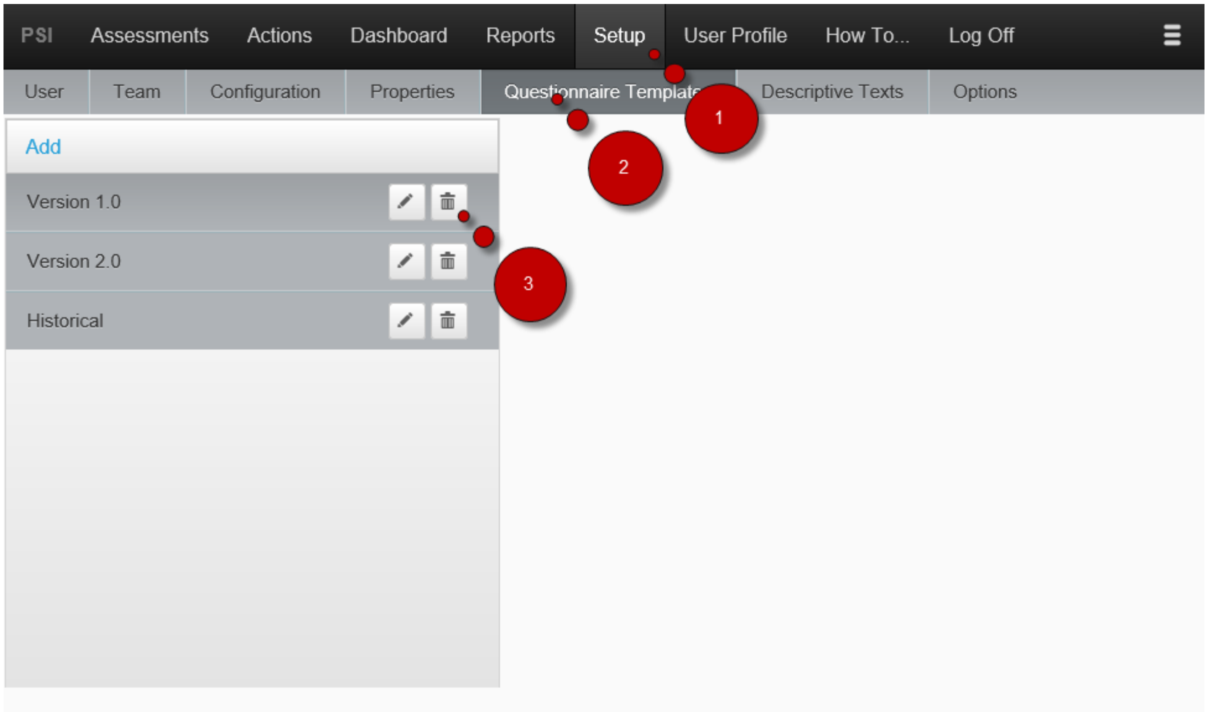
1. Select Setup
2. Select Questionnaire Templates
3. Click Edit Icon



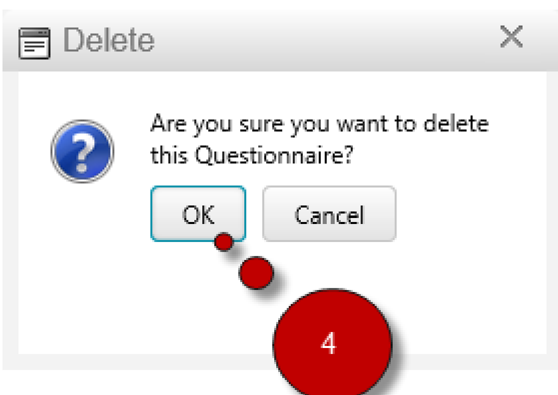
4. Edit Name
5. Click OK Icon

To Delete a Template

The questionnaire will fail to delete if any Assessments are using the Template



1. Select Setup
2. Select Questionnaire Templates
3. Click Delete Icon



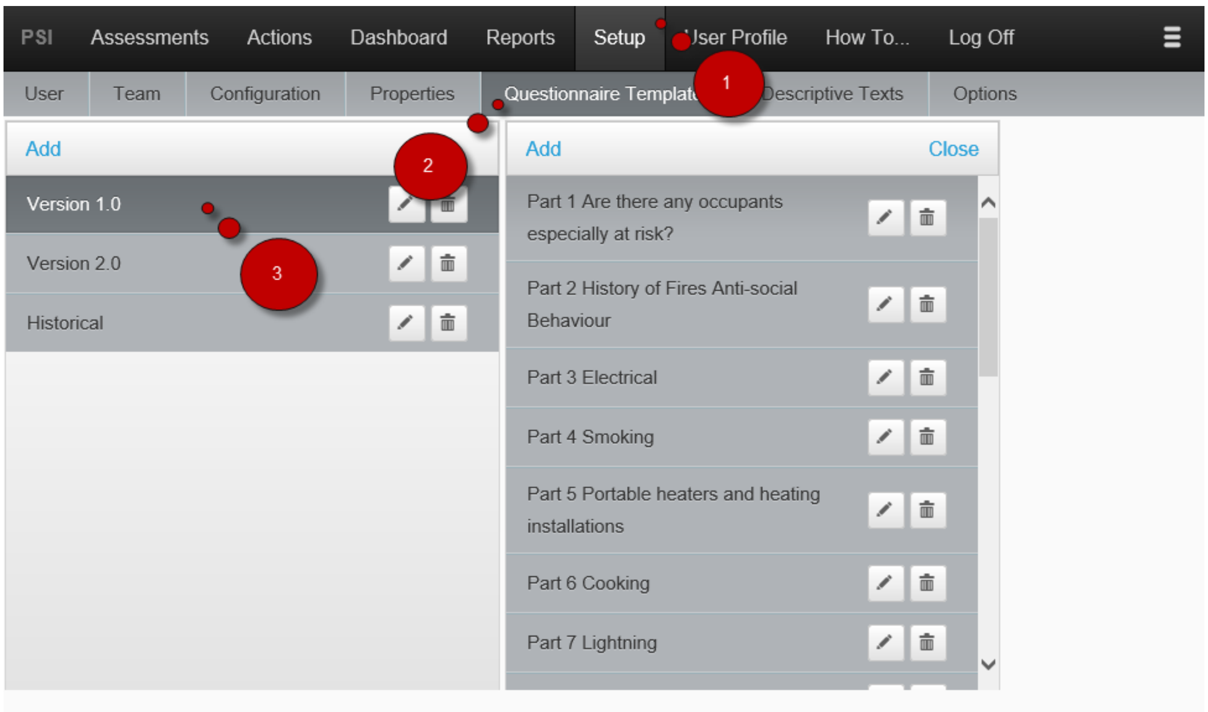
4. Click 'OK'

Related Topics
[Questionnaire Sections]()
[Significant Findings and Defects]()
[Normal Questions]()

Questionnaire Sections

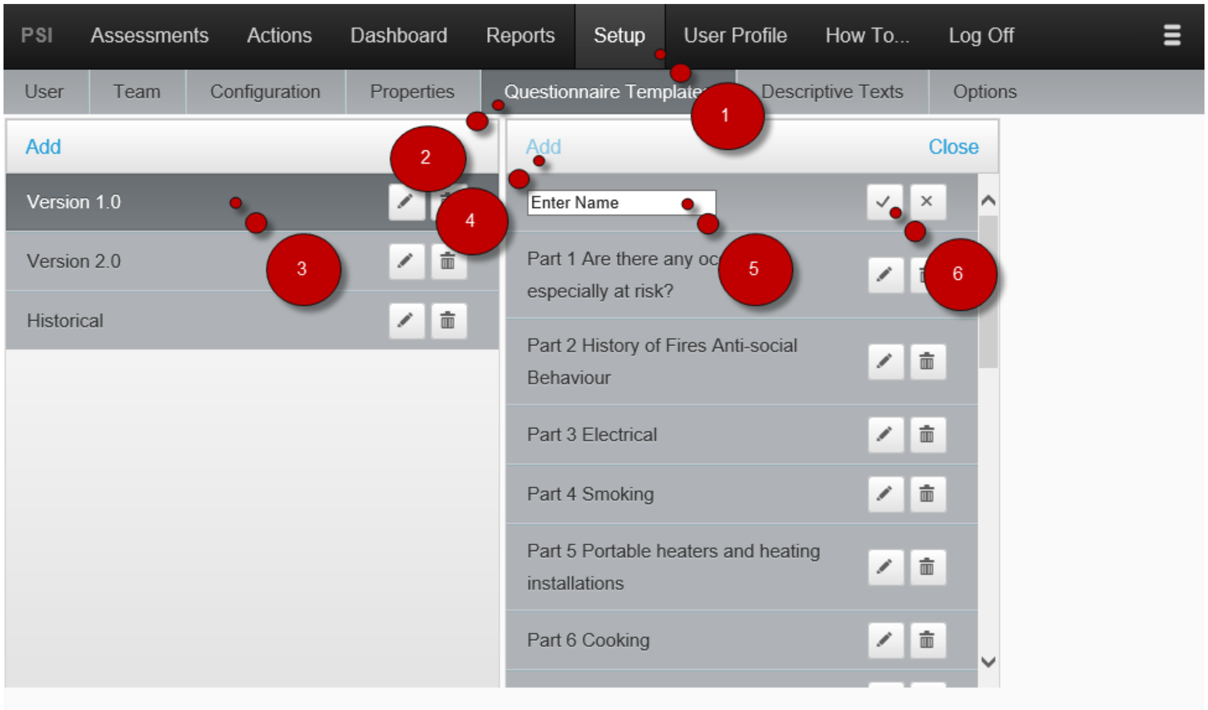
Questionnaire Sections define the groups of Significant Findings and Defects and Normal Questions that will be shown in the Assessment

To View the available Sections:



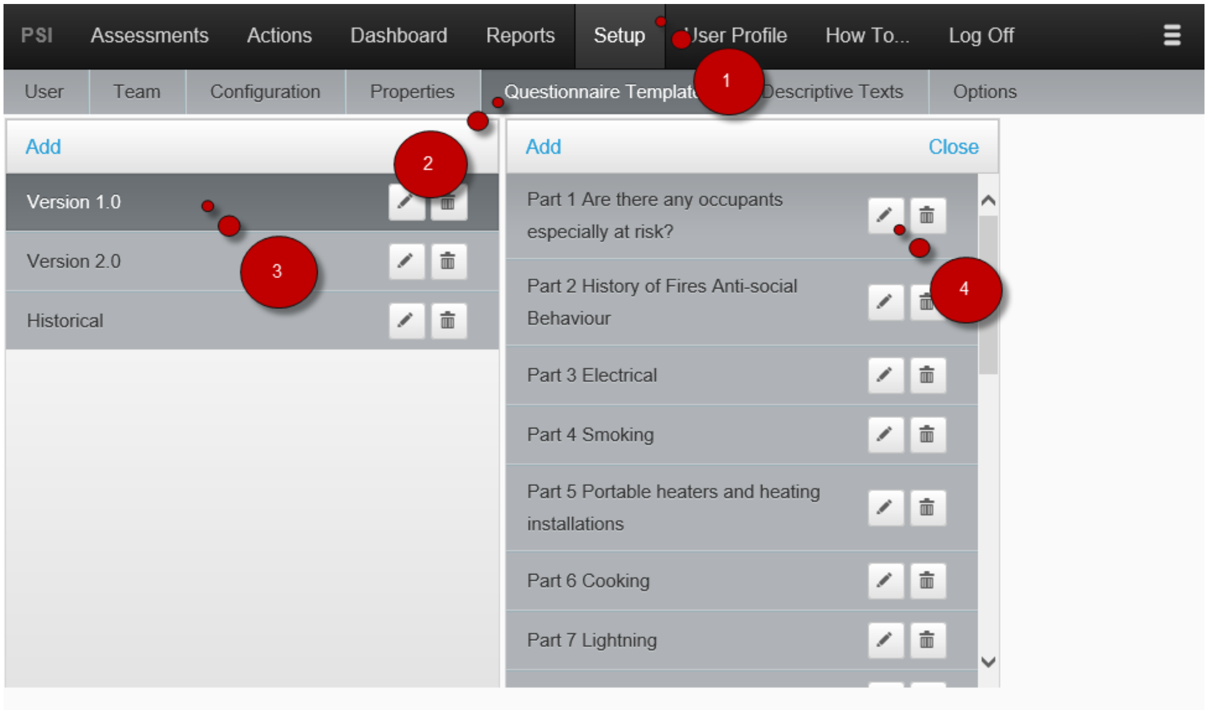
1. Select Setup
2. Select Questionnaire Templates
3. Select a Questionnaire

To Add a Section

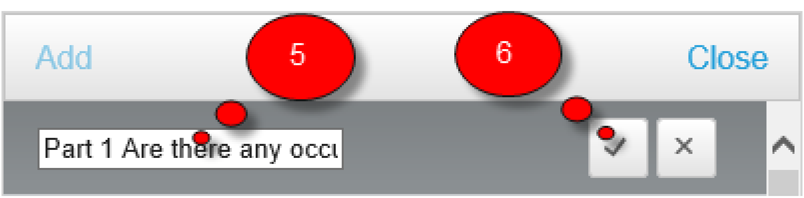


1. Select Setup
2. Select Questionnaire Templates
3. Select a Questionnaire
4. Click ‘Add’
5. Enter a Section Name
6. Click OK Icon

To Edit a Section

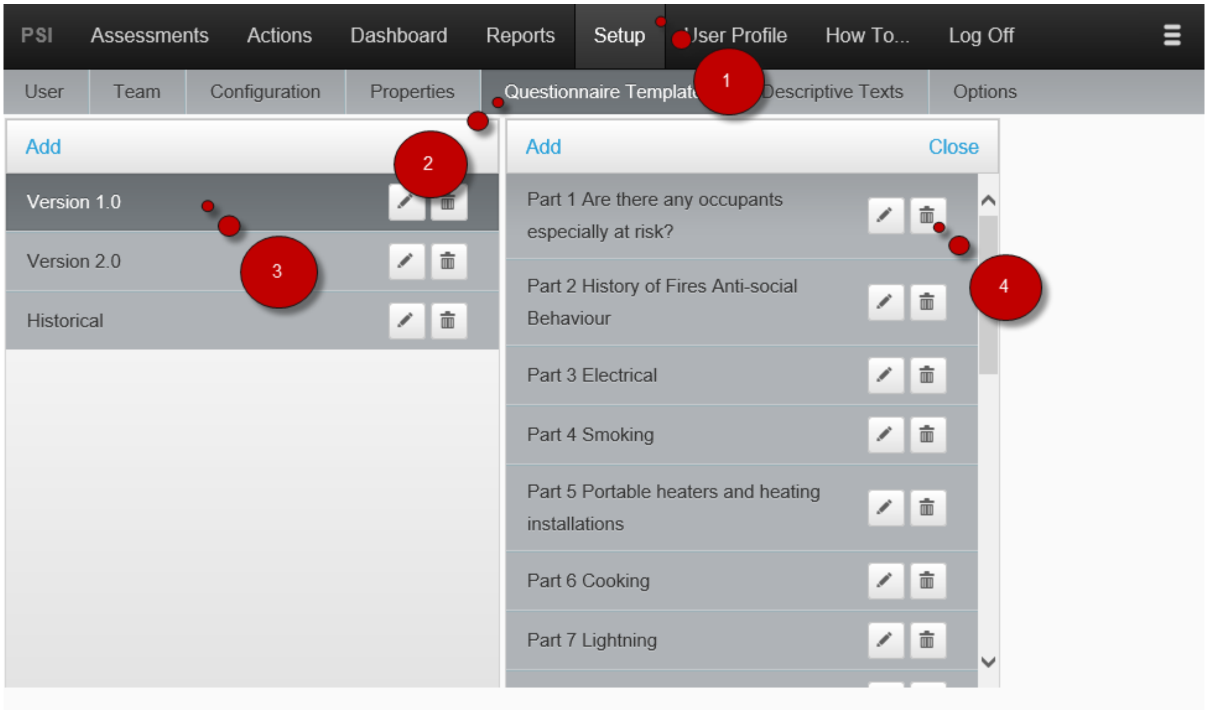


1. Select Setup
2. Select Questionnaire Templates
3. Select a Questionnaire
4. Click Edit Icon

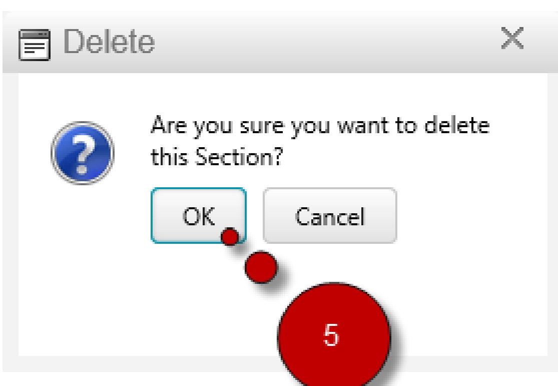


5. Edit the Section Name
6. Click OK Icon

To Delete a Section



1. Select Setup
2. Select Questionnaire Templates
3. Select a Questionnaire
4. Click Delete Icon

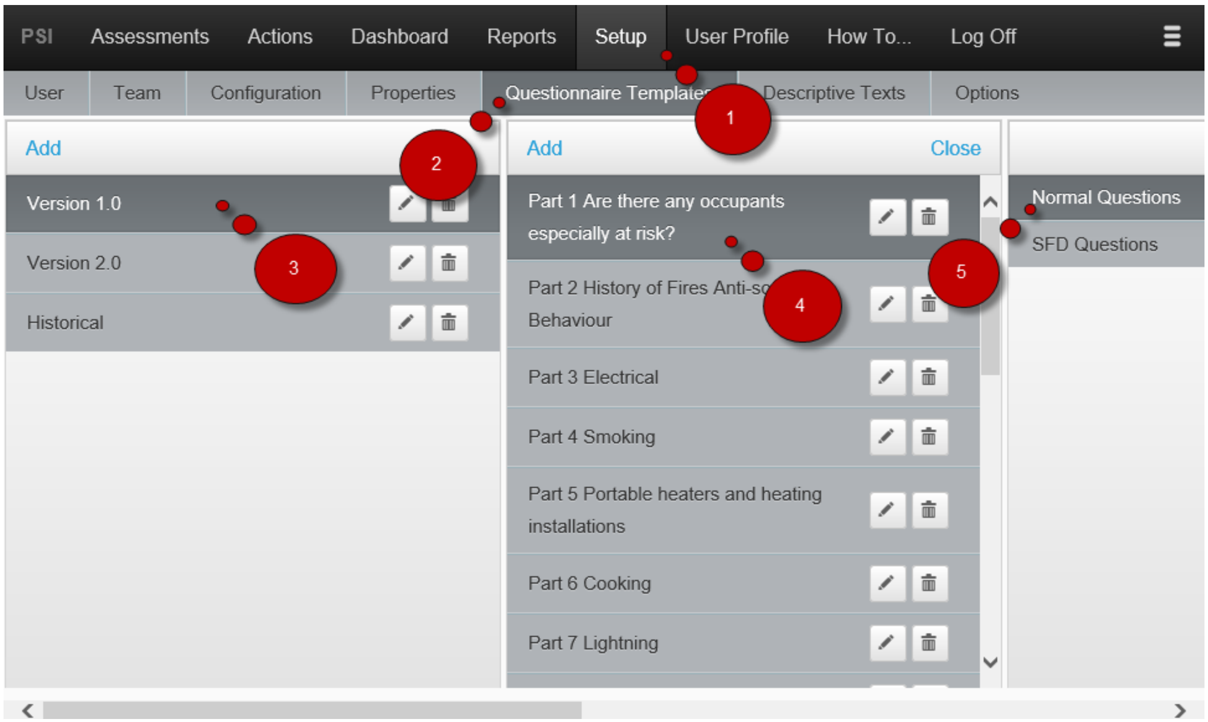


5. Click ‘OK’

Normal Questions

Normal Questions templates appear on opening a Section in an Assessment

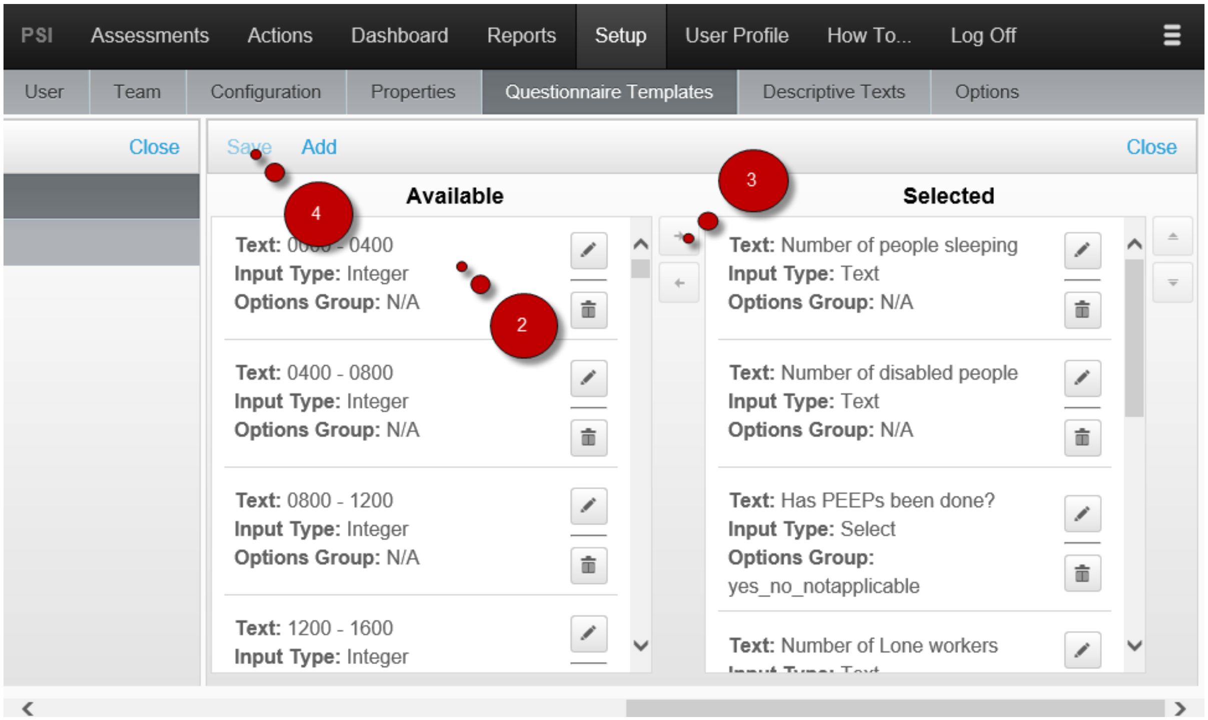
To View Normal Question Templates for a Section



1. Select Setup
2. Select Questionnaire Templates
3. Select a Questionnaire
4. Select a Section
5. Select ‘Normal Questions’

To Select a Normal Question for a Section

1 Navigate to Normal Question Templates



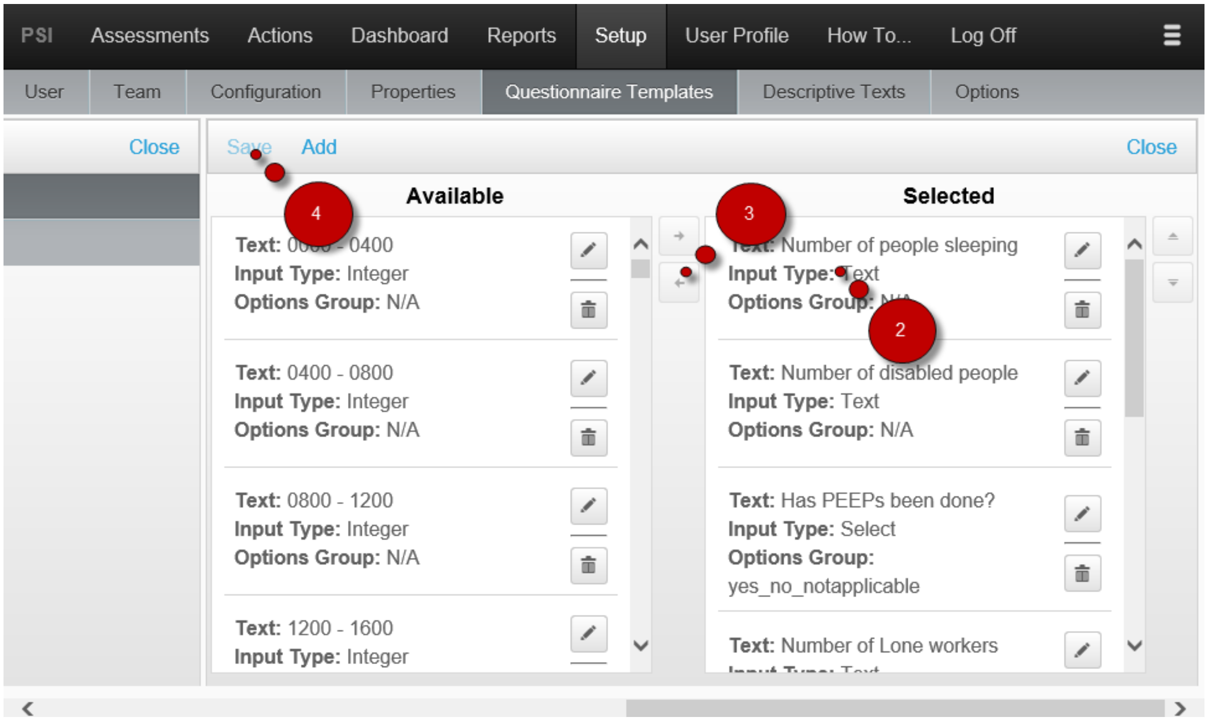
2 Select an Item from Available List

3 Click ‘Right Arrow’ Icon to Add to a Section

4 Click ‘Save’

To Remove a Normal Question from a Section

1 Navigate to Normal Question Templates



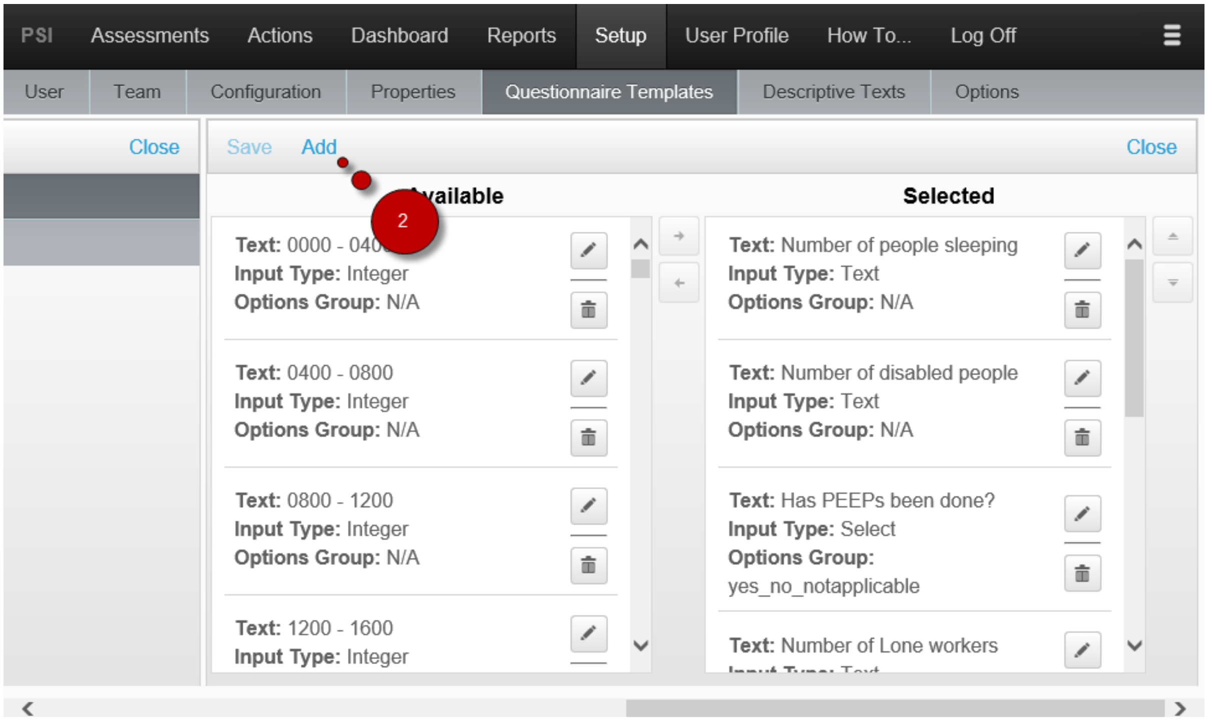
2 Select an Item from Selected List

3 Click ‘Left Arrow’ Icon to Remove from a Section

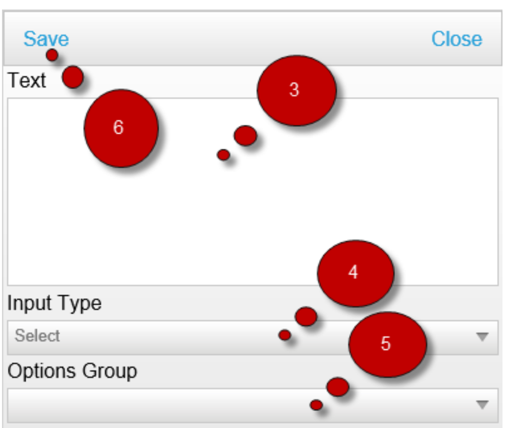
4 Click ‘Save’

To Add New Normal Question

1 Navigate to Normal Question Templates



2 Click 'Add'



3 Enter Question Text

4 Select Input type for Answer

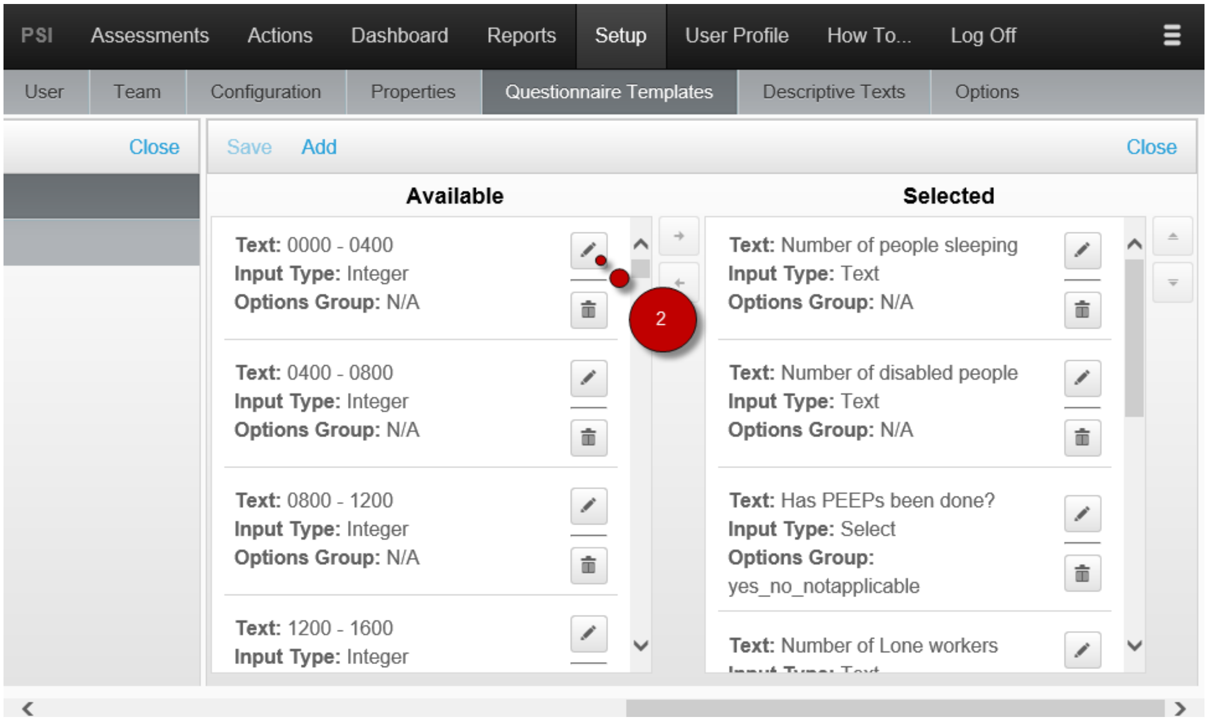
5 Select Option Group (Only Applicable for Input Type 'Select')

7 Click 'Save'

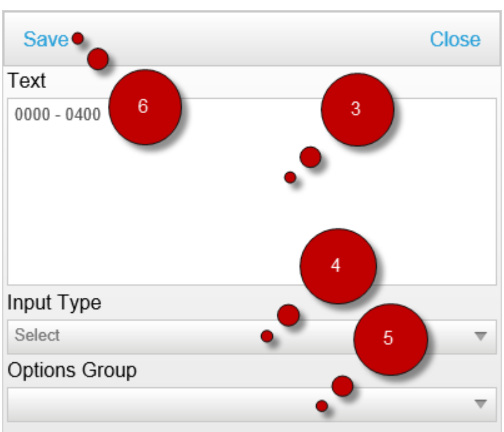
To Edit a Normal Question

✻ Changes will be reflected on all Sections where the Edited Normal Question is Selected

1 Navigate to Normal Question Templates



2 Click Edit Icon



3 Edit Question Text

4 Select Input type for Answer

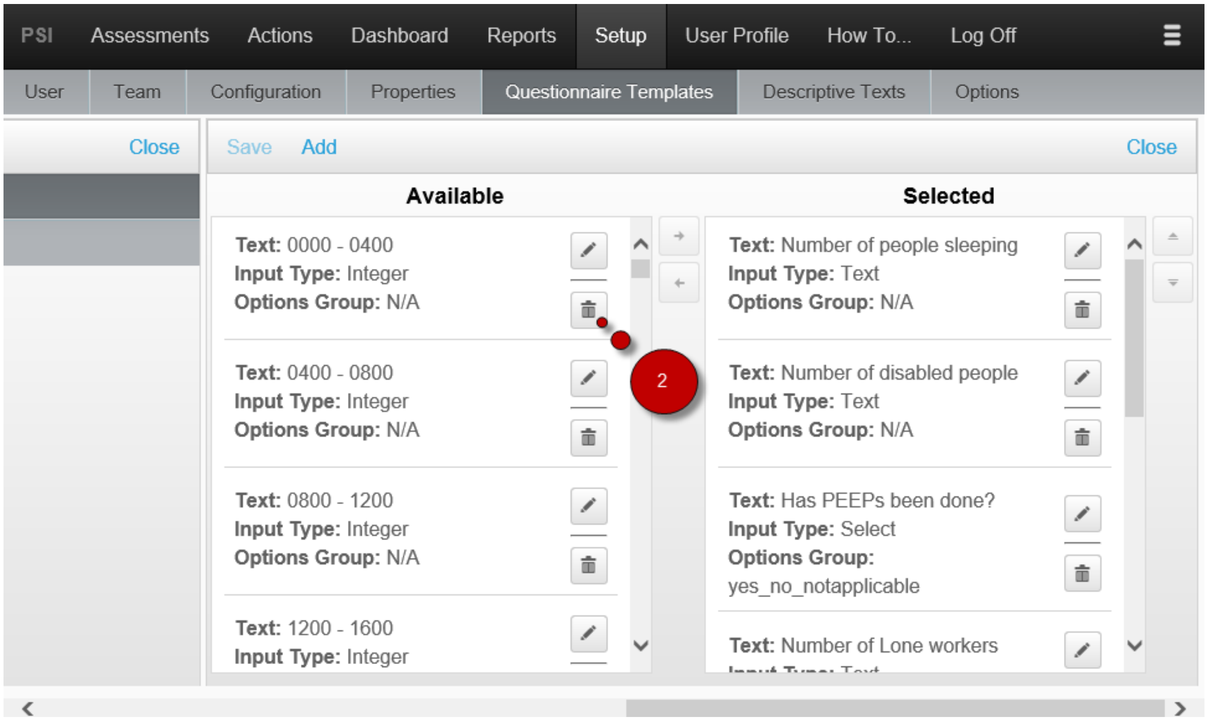
5 Select Options Group (Only Applicable for Input Type ‘Select’)

6 Click ‘Save’

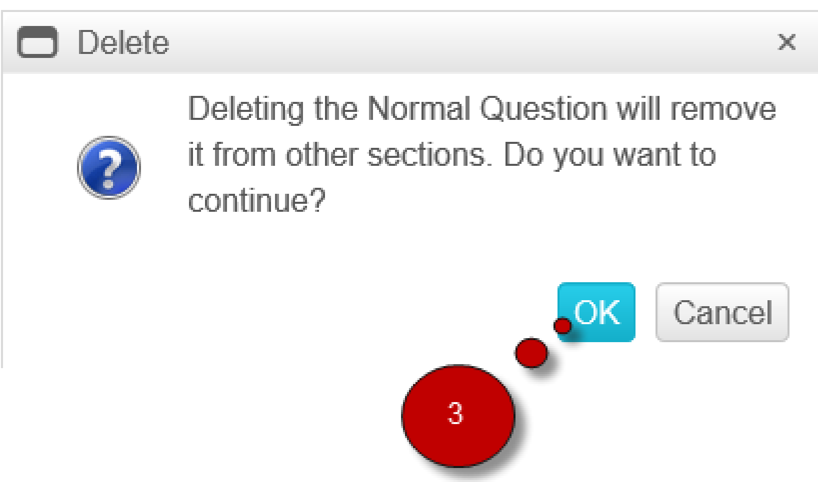
To Delete a Normal Question

✻ Deleted Item will be removed on all Sections where the Normal Question is Selected

1 Navigate to Normal Question Templates



2 Click Delete Icon



3 Click ‘OK’

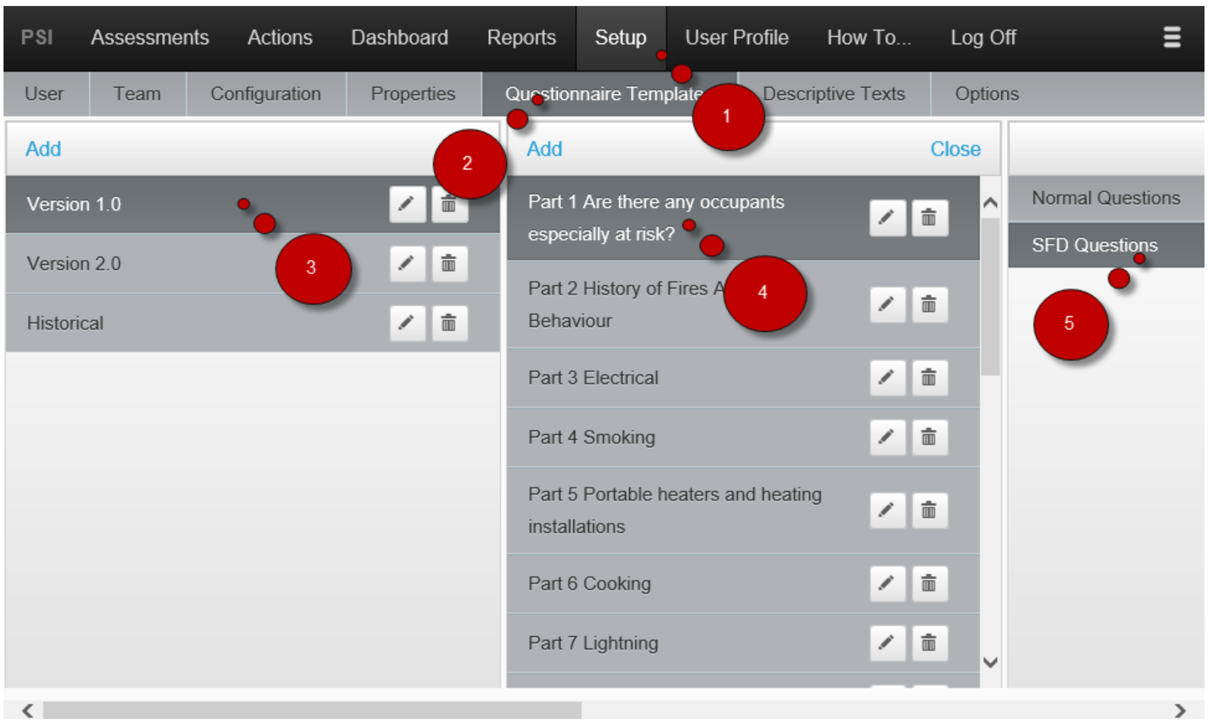
Related Topics

Options

Significant Findings and Defects

Significant Findings and Defects define the Templates that appear when opening a Section within an Assessment Questionnaire

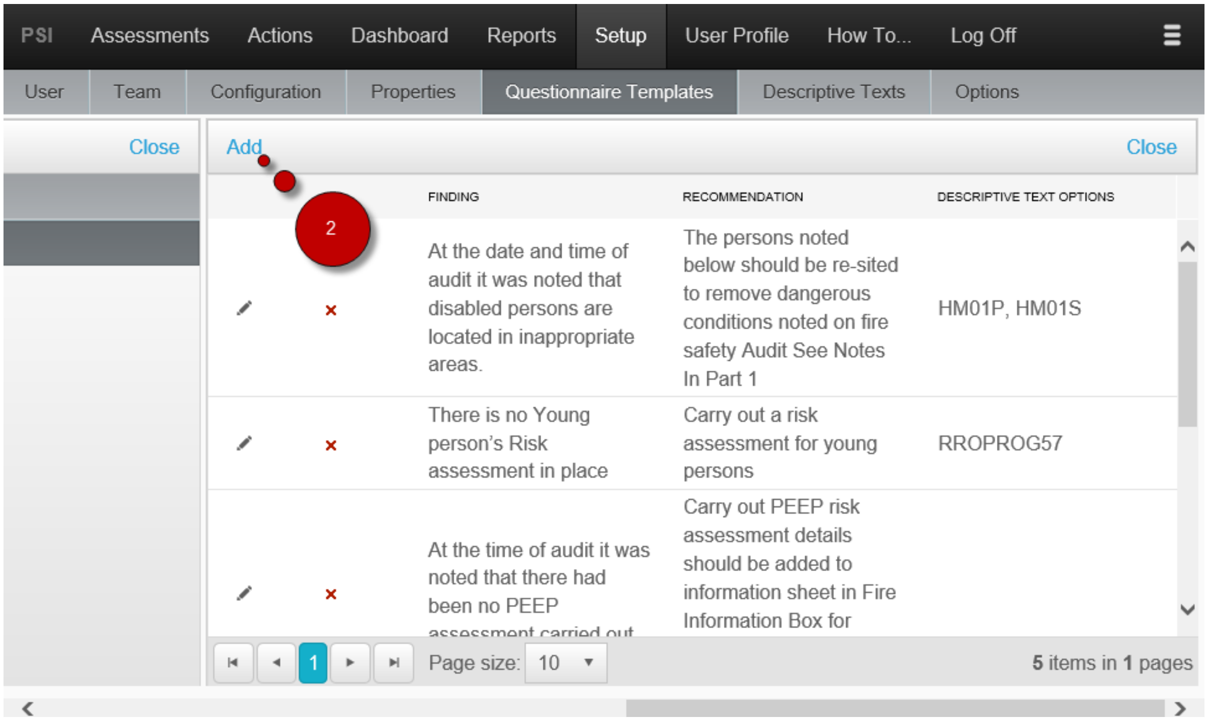
To View available Templates for a Section



1. Select Setup
2. Select Questionnaire Templates
3. Select a Questionnaire
4. Select a Section
5. Select ‘SFD Questions’

To Add a SFD Template to a Section

1 Navigate to SFD Templates



2 Click 'Add'

3 Enter the Finding Text

4 Enter the Recommendation Text

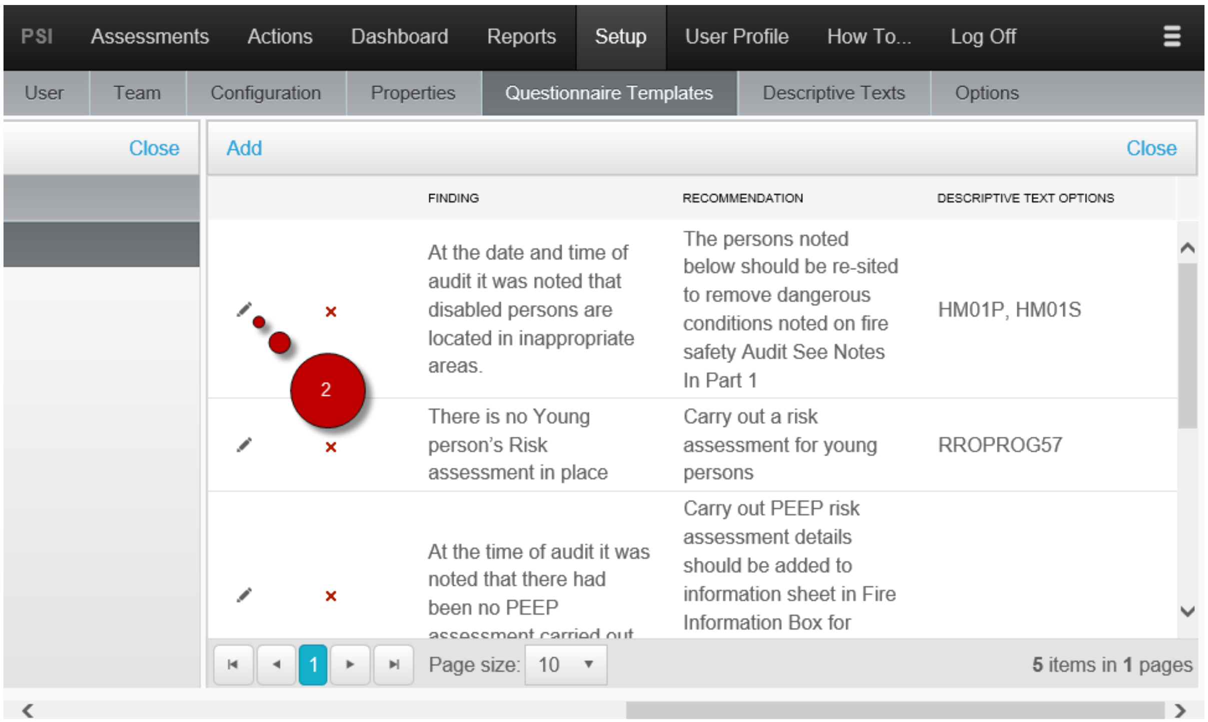
5 Select a relevant Descriptive Text option

6 Click “Right Arrow” Icon

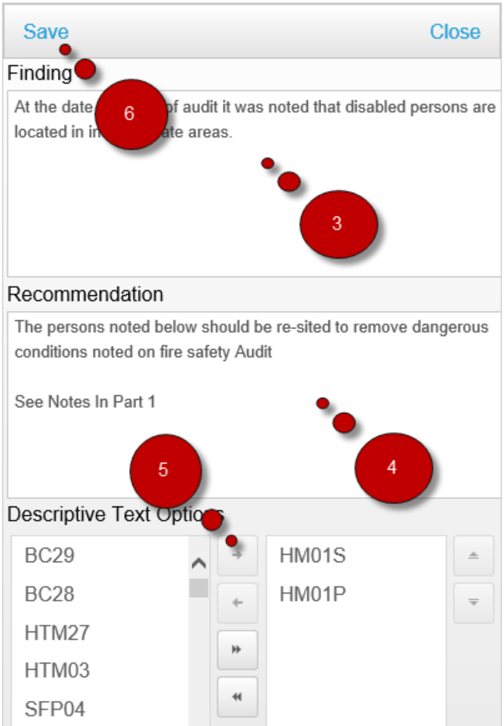
7 Click ‘Save’

To Edit a SFD Template

1 Navigate to SFD Templates



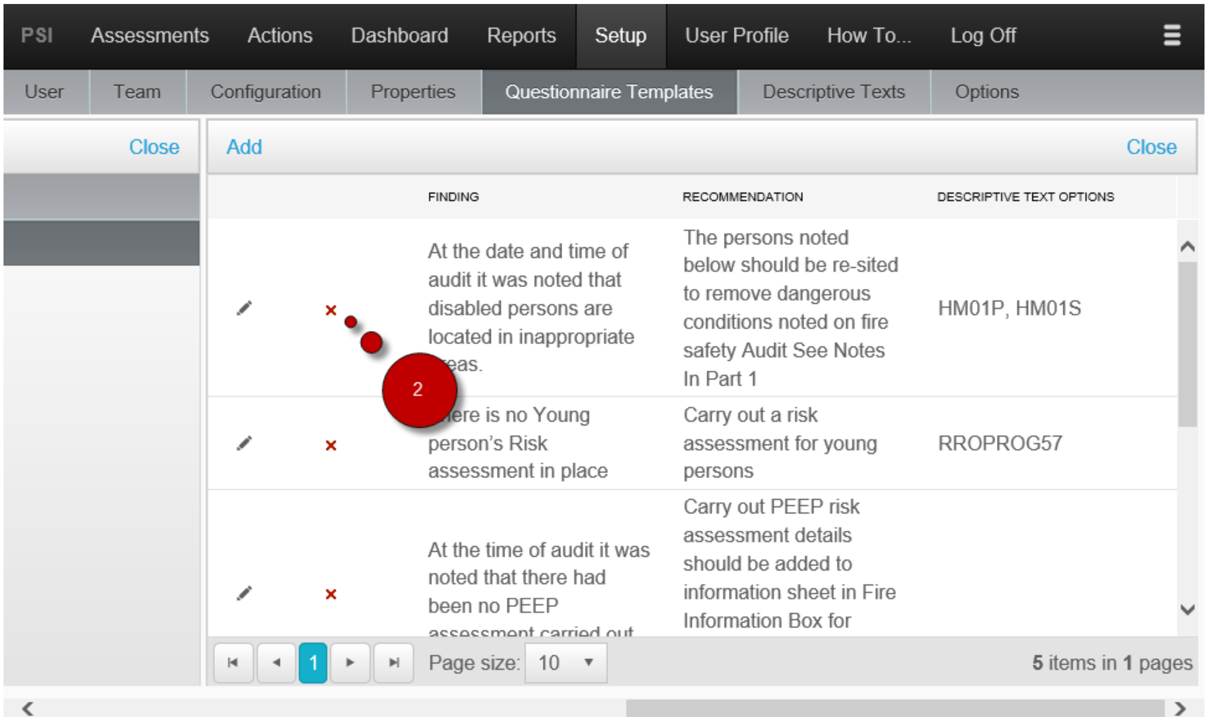
2 Click Edit Icon



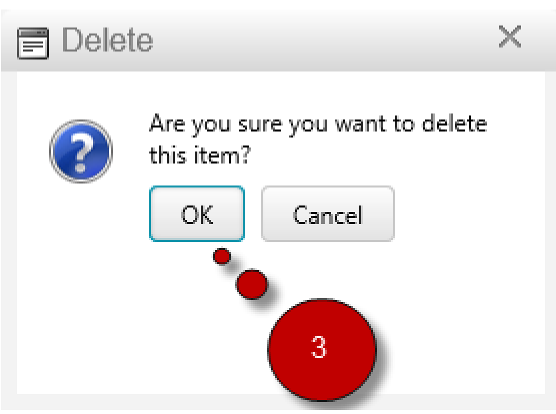
3 Edit the Finding Text
4 Edit the Recommendation Text
5 Edit the relevant Descriptive Text Options
6 Click ‘Save’

To Delete a SFD from Template

1 Navigate to SFD Templates



2 Click Delete Icon



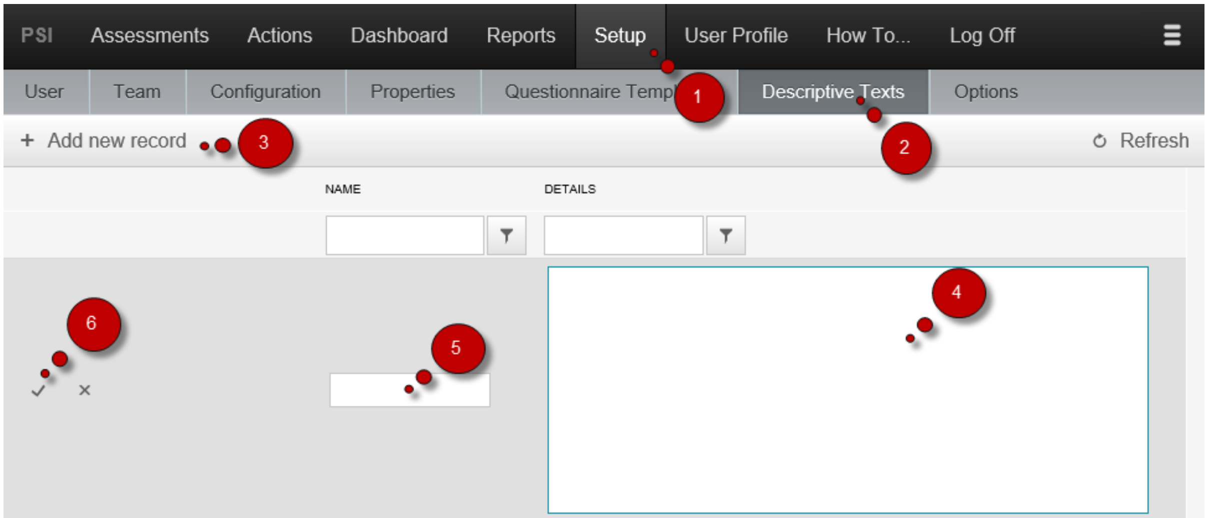
3 Click 'OK'

Relevant topics

[DESCRIPTIVE TEXTS]()

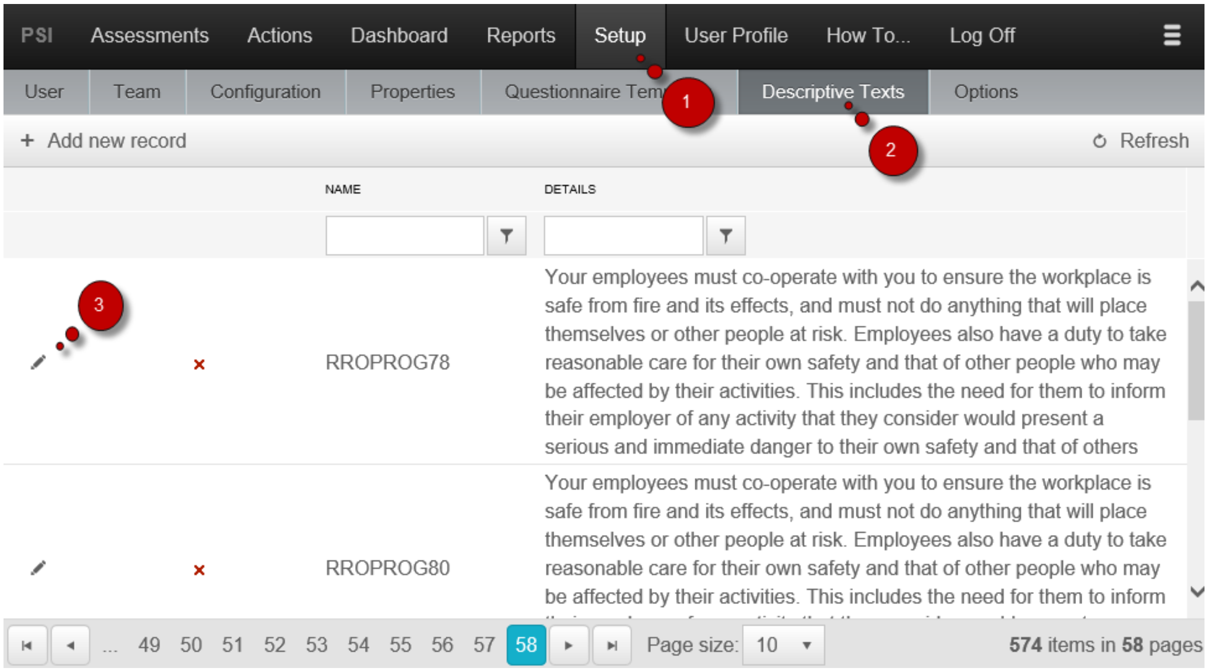
DESCRIPTIVE TEXTS

Add

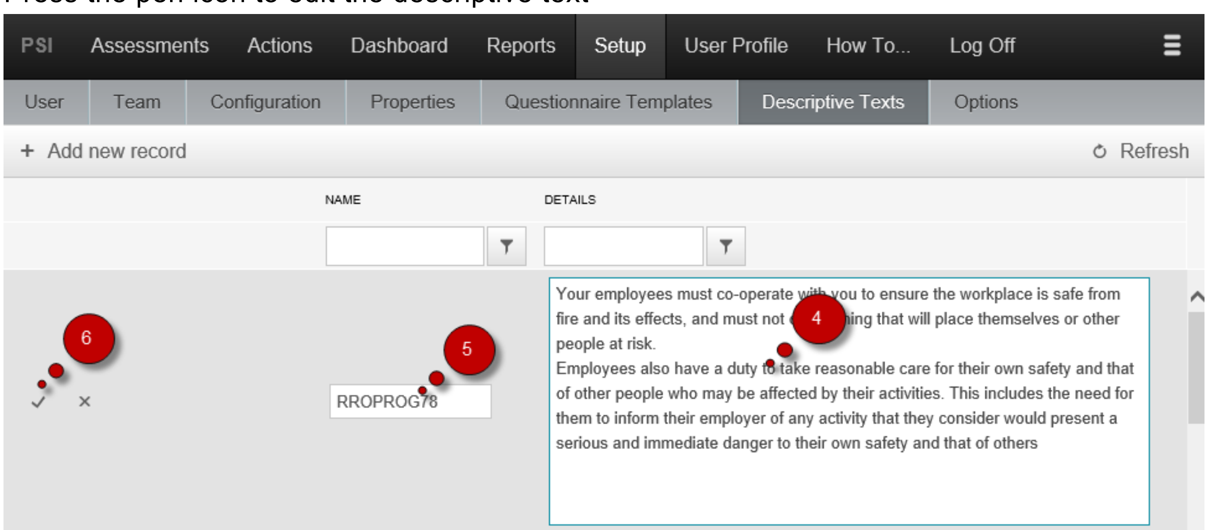


1. Press the Setup tab
2. Press the Descriptive Texts tab
3. Press the 'Add new record' button
4. Add details of your Descriptive Text
5. Add a name for your Descriptive Text
6. Press the tick icon to insert your new Descriptive Text

Edit

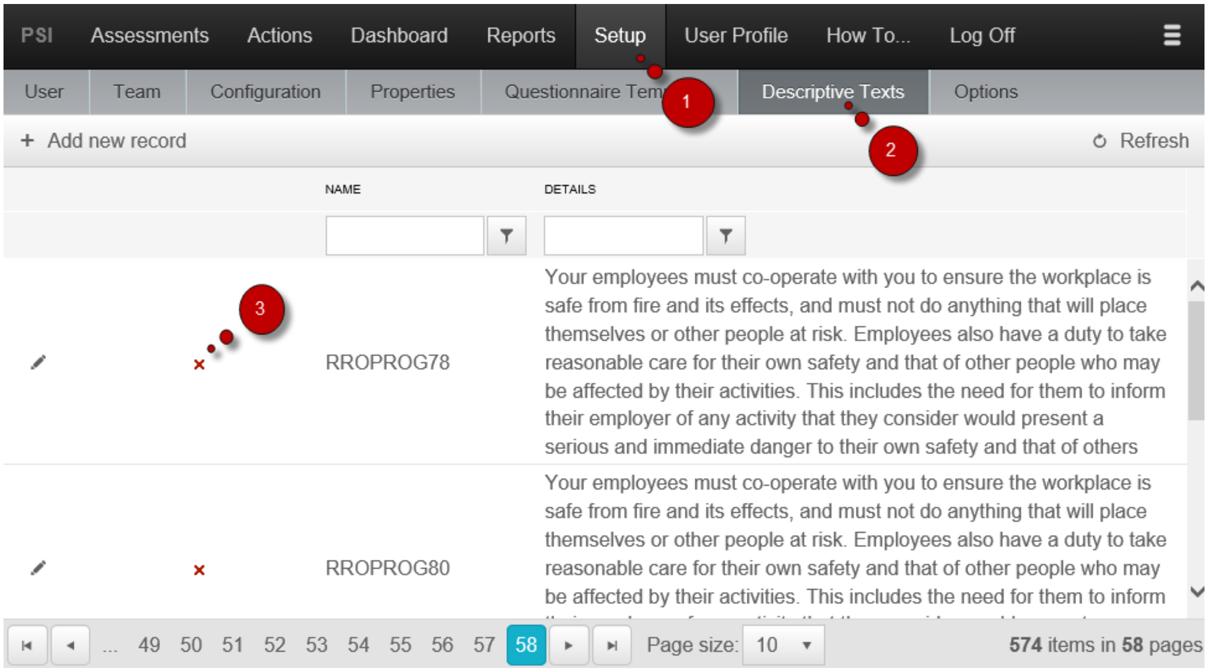


1. Press the Setup tab
2. Press the Descriptive Texts tab
3. Press the pen icon to edit the descriptive text

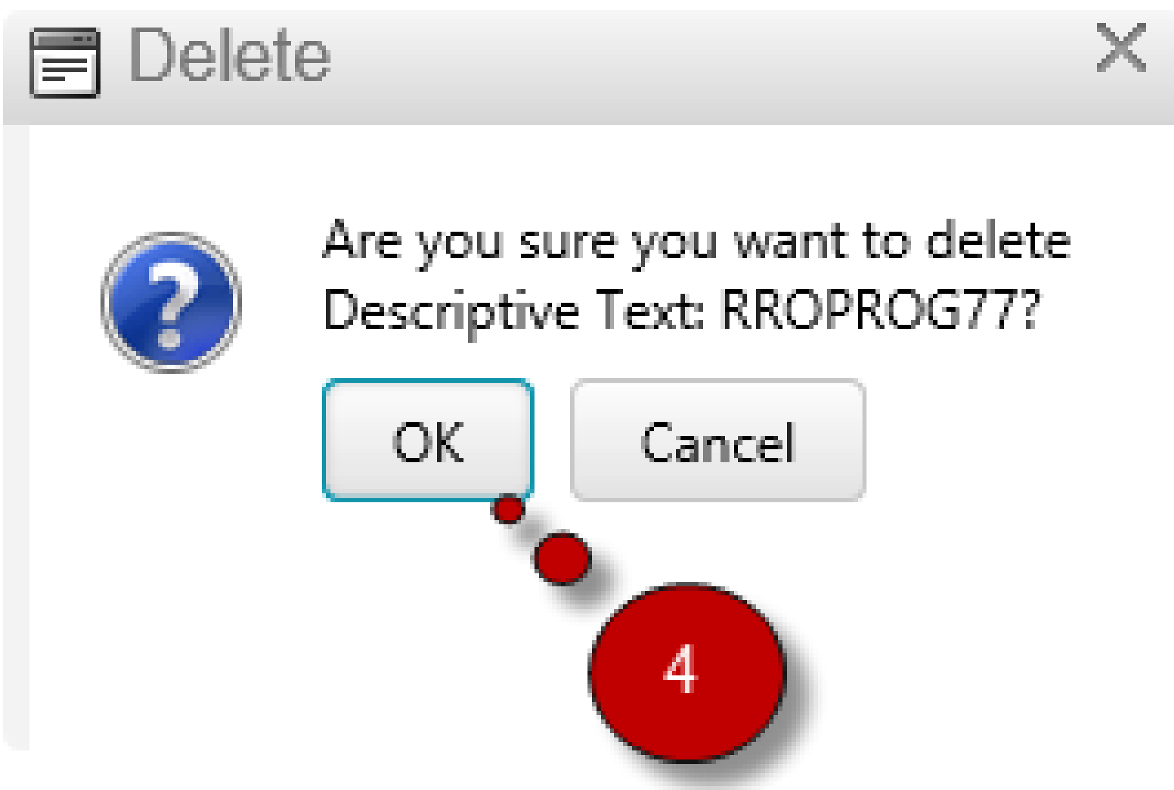


4. Edit the name of the descriptive text
5. Edit the details of the descriptive text
6. Press the tick icon to update the descriptive text

Remove



1. Press the Setup tab
2. Press the Descriptive Texts tab
3. Locate the descriptive text you would like to delete and press the red cross icon



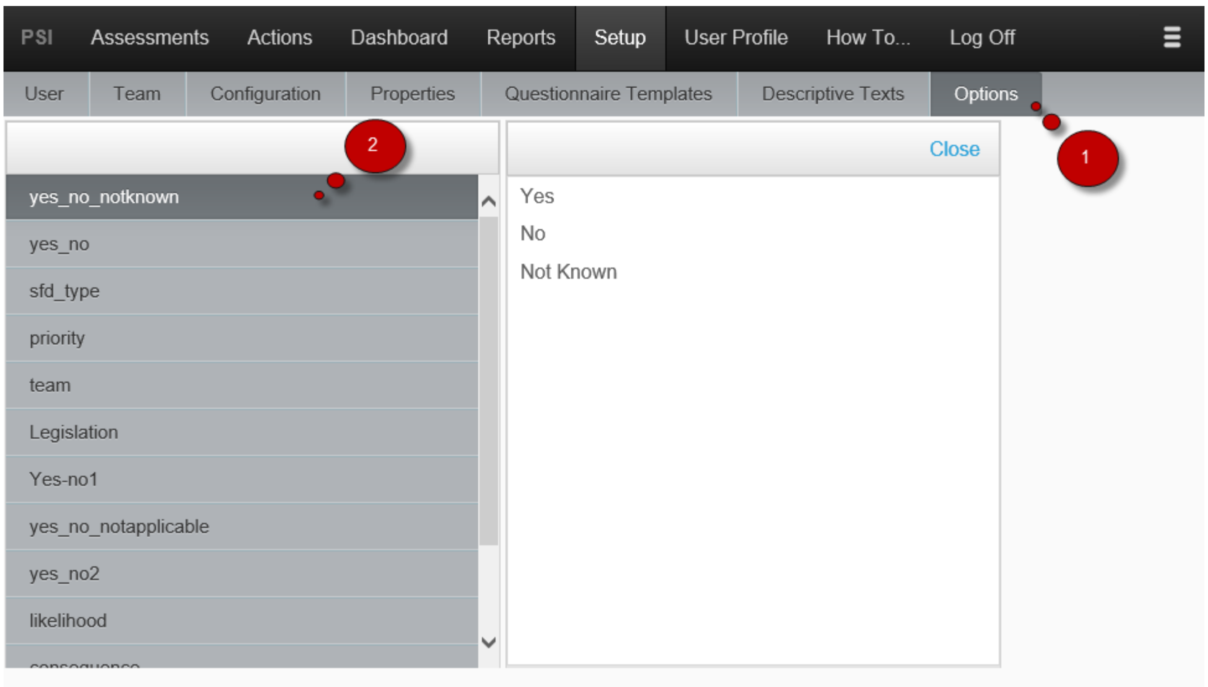
4. Press “OK” to delete the descriptive text !

! All SFD templates that use this item in their configuration will be removed

OPTIONS

Options are used for setting the values for Normal Question configuration.

View available values



1. Select Options
2. Select Option Group

COMPLIANCE RULE FOR ASSESSMENT SECTION

The following rule is used for determining if within an assessment a section is compliant or not:

1. If, out of the group of questions, one or more is listed as ‘Not Compliant’, then the overall status for that part will be ‘Not Compliant’, regardless if there are any other questions listed as ‘Compliant’, or ‘Not Applicable’;
2. If, out of the group of questions, one or more is listed as ‘Compliant, but the rest are listed as ‘Not Applicable’, then that part should be listed as ‘Compliant’;
3. If, all questions in a part are ‘Not Applicable’, then that part should be ‘Not Applicable’.

E-MAIL NOTIFICATION

Assessment Notification Rule

FSS uses templates for constructing the text for the notification. The text can be configured. To configure the text speak with Administrator.

	Fire Safety Officer	Fire Safety Team	Admin
Planned			
In Progress			
Completed	✔*		
Validated	✔**		

*Notification is sent to all Fire Safety Officers, except the one who has completed the Assessment

**Notification is sent to the Fire Safety Officer who completed the Assessment

**When Validation Failed Action is used notification is sent to the Fire Safety Officer who completed the Assessment

Action Notification Rule

	Fire Safety Officer	Fire Safety Team – Team leader	Admin
Not Started		✔	

In progress			
Completed		✔	

Assessment Overdue Notification Rule

Assessment over due Start

Any notification of impending Assessments is notified to the Fire Safety Officers within 14 days of undertaking the Assessment.
Any delayed or overdue Assessments are still noted to the Fire Safety Officers, this is done on a fortnightly/monthly basis to allow for future off system planning.

Action Overdue Notification Rule

Any notification of any outstanding or overdue completions is sent to the Responsible Officer on a fortnightly/monthly cycle.
This is in the form of a summary table showing outstanding items for each priority grade.

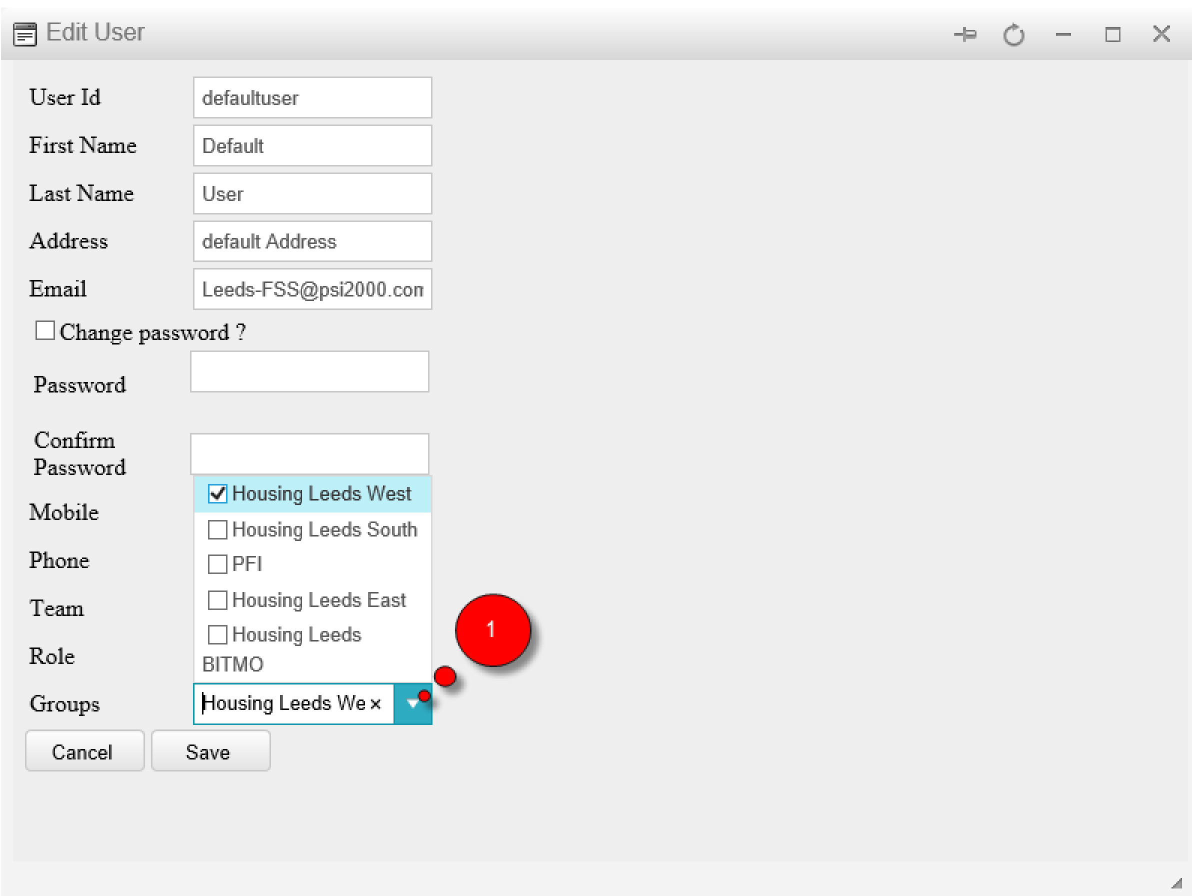
To configure the Notification rule speak with Administrator.

GROUPS

- The Group information is used when creating Users.
- Group information is obtained from Property Attribute.
- Group information is used to determine which user can have access to which properties;

✻ To change the Group information speak with Administrator.

Example:



1. Select relevant Group(s) for a user, then proceed with Adding or Editing a User

NEXT ASSESSMENT DATE

As soon as the Assessment Date is entered, the Assessment Date for the next assessment is calculated.

> ✻ The date of the next assessment is configurable. To change the configuration for the next assessment date, speak with the Administrator.

The next assessment date uses the Property Attribute (i.e. Archetype) for calculating the next assessment date. By default the following rule is used:

Archetype	Add Months
Block – High Rise	14
Block – High Rise Sheltered	14
Block – Low Rise	36
Block – Low Rise Sheltered	14
Block – Medium Rise	14
Community Centres	14
Offices	12
Service Buildings	14

GLOSSARY

ACTION

Actions are created from identified Significant Findings/Defects during an assessment. Actions are allocated to Teams for Implementation. Each Team has a Team Leader responsible for the implementation of actions. Other examples of attributes of Actions are:

- Estimated Start Date;
- Estimated Completion Date;
- Priority Grade;
- Team;
- Action Completion Date
- Action Completed By

ACTION PRIORITY

The Action Priority is configured to show four grades. They are;

- A Very High Priority – Work to be implemented immediately or within 24 hours
- B High Priority – Work to be completed within 6 months
- C Medium Priority – Work to be completed within 12 months
- D Low Priority – works to be included in Capital Programmes

ASSESSMENT

ASSESSMENT is the process of collecting various information. During this process the Assessment form is used. The assessment form has many sections. For example:

- Property
- Assessment Info
- Support Document
- Occupancy
- Previous Fire Incidents
- Risk Assessment
- Questionnaire. The Questionnaire contains a list of Assessment Sections and Assessment Questions.

ASSESSMENT SECTION

Assessment Questionnaire is made up of a number of sections. The sections are defined in the Assessment Template. Sections represent a list of topics required for assessing during an Assessment.

ASSESSMENT SECTION QUESTION

Assessment Sections are made up of Assessment Section Questions. Each Question represents a potential Significant Finding / Defect and possible recommendation. During the Assessment, the assessor will use the default Questions to collects data about potential Significant Findings/Defects within a Property.

ASSESSMENT TYPE

Assessment Types store information on potential Assessment Sections and Assessment Section Questions. By selecting an Assessment Type, the Fire Safety System can display different Sections and Questions for an Assessor to complete.

COMPLIANCE LEVEL

During an Assessment the assessor uses the Compliance Level to report the status of Significant Findings/ Defects within a Property. Possible options are:

- Compliant
- Non Compliant
- Not Applicable

PRIORITY

The Priority is entered by the Assessor during the Assessment for each Significant Finding / Defect.

SIGNIFICANT FINDINGS & DEFECTS

The Significant Finding/Defect is identified during an Assessment. After validating an Assessment all Significant Findings/Defects are used to create Actions.

TEAM

The Team represents a group of users responsible for the implementation of Assessments and/or Actions.

STATUS

ACTION

ASSESSMENT

ACTION

- **Not Started**
- **In Progress**
- **Completed**

ACTION – NOT STARTED

As soon as an assessment is validated, the information recorded during the assessment for each Significant Finding and Defect are used to create an Action. The status of all Actions at the time of creation is “Not Started”.

ACTION – IN PROGRESS

For an Action to have a status of “In Progress”, the Fire Safety Team or the Fire Safety Officers have to enter an Action Start Date in the action details page.

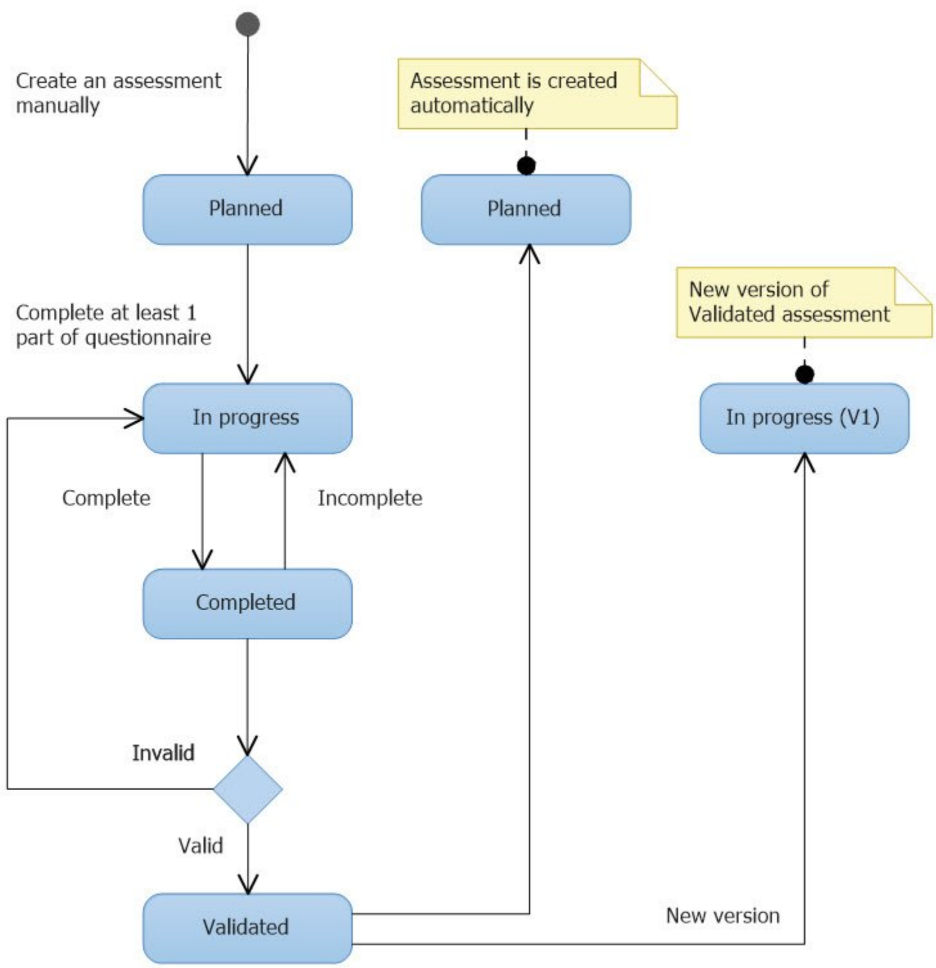
ACTION – COMPLETED

For an Action to have a status of “Completed”, the Fire Safety Team or the Fire Safety Officers select “Completed” from the Action List drop down options or in the Action Detail page.

> Fire Safety Officers, also have an ability to complete previously found actions during an assessment.

ASSESSMENT

- Planned
- In Progress
- Completed
- Validated



ASSESSMENT-PLANNED

At the time of creation the assessment has “Planned” status. Assessments are created either by the Fire Safety Officer selecting the “New” action or after validating an existing Assessment. On validation of an existing assessment, the system generates the next assessment with the status of “Planned”.

> * The Date of the Next Assessment is determined by system configuration. To configure this date contact your system Administrator.

ASSESSMENT-IN PROGRESS

As soon as the assessment sections are edited, the assessment status changes to “In Progress”

ASSESSMENT-COMPLETED

An assessment with “In Progress” status is changed to “Completed” when the Fire Safety Officer selects the “Complete” option. For an assessment to have “Completed” status all Assessment Sections should have been answered by the Fire Safety Officer.

ASSESSMENT-VALIDATED

An assessment has status “Validated” when a Fire Safety Officer selects the “Validate” option.

> ✻ All assessments with the status of “Validated” can no longer be changed. If there is a changes required, New Version option should be used.

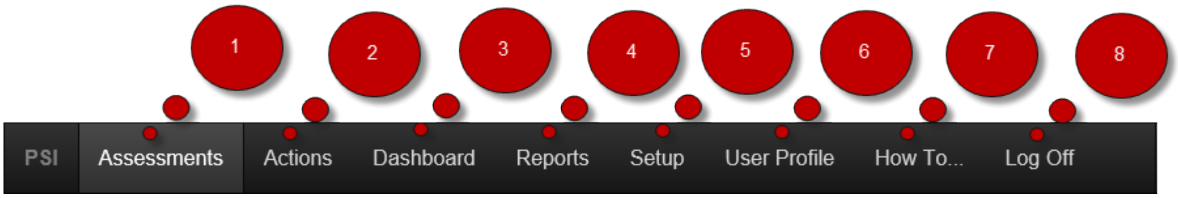
ROLES

Admin

What screens can be accessed.

What actions are available.

User Interface – Admin



1. Assessments – to access the Assessment List
2. Actions – to access the Action List
3. Dashboard – to access the Dashboard
4. Report – to access the Reports
5. Setup – to access the Setup
6. User Profile – to access the User Profile
7. How To… – to open the FSS Manual
8. Log Off – to log off from the system

Action – Admin

Assessment

	Open	Complete	Validate	New Version	Preview	Delete	Incomplete
Planned	✔					✔	
In progress	✔	✔				✔	
Completed	✔*		✔		✔	✔	✔
Validated	✔*			✔	✔	✔	

* Assessment with Status “Validated” and “Completed” can only be open for View.

Action

	Open	Complete	Delete	Incomplete
Not Started	✔		✔	
In progress	✔	✔	✔	
Completed	✔*		✔	✔

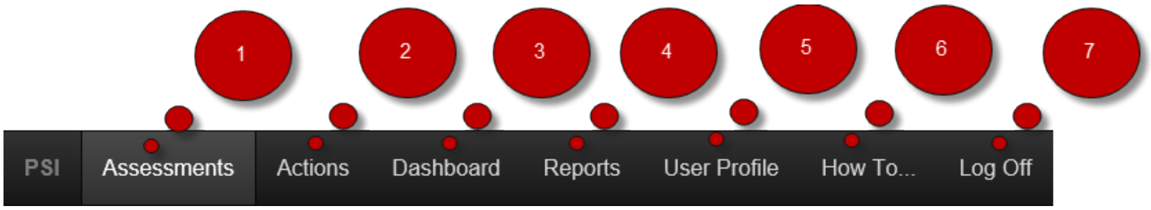
* Action with Status Completed can only be open for View.

Fire Safety Officer

What screens can be accessed.

What actions are available.

User Interface – Fire Safety Officer



1. Assessments – to access the Assessment List
2. Actions – to access the Action List
3. Dashboard – to access the Dashboard
4. Report – to access the Reports
5. User Profile – to access the User Profile
6. How To… – to open the FSS Manual
7. Log Off – to log off from the system

Action – Fire Safety Officer

Assessment

	Open	Complete	Validate	New Version	Preview	Delete	Incomplete
Planned	✔					✔	
In progress	✔	✔				✔	
Completed	✔*		✔		✔	✔	✔
Validated	✔*			✔	✔	✔	

* Assessment with Status “Validated” and “Completed” can only be open for View.

Action

	Open	Complete	Delete	Incomplete
Not Started	✔			
In progress	✔	✔		
Completed	✔*			✔

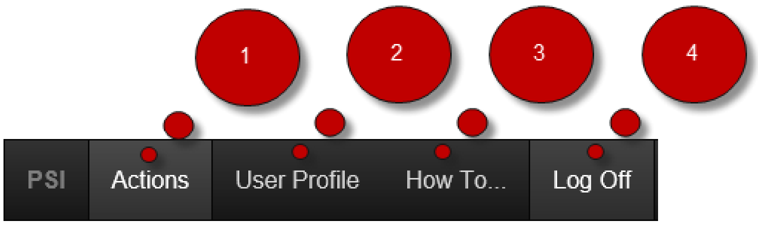
* Action with Status Completed can only be open for View.

Fire Safety Team

What screens can be accessed.

What actions are available.

User Interface – Fire Safety Team



1. Actions – to access the Action List
2. User Profile – to access the User Profile
3. How To… – to open the FSS Manual
4. Log Off – to log off from the system

Action – Fire Safety Team

Assessment

	Open	Complete	Validate	New Version	Preview	Delete	Incomplete
Planned							
In progress							
Completed							
Validated							

Action

	Open	Complete	Delete	Incomplete
Not Started	✔			
In progress	✔	✔		
Completed	✔*			✔

✻ Action with Status Completed can only be open for View.

USER INTERFACE

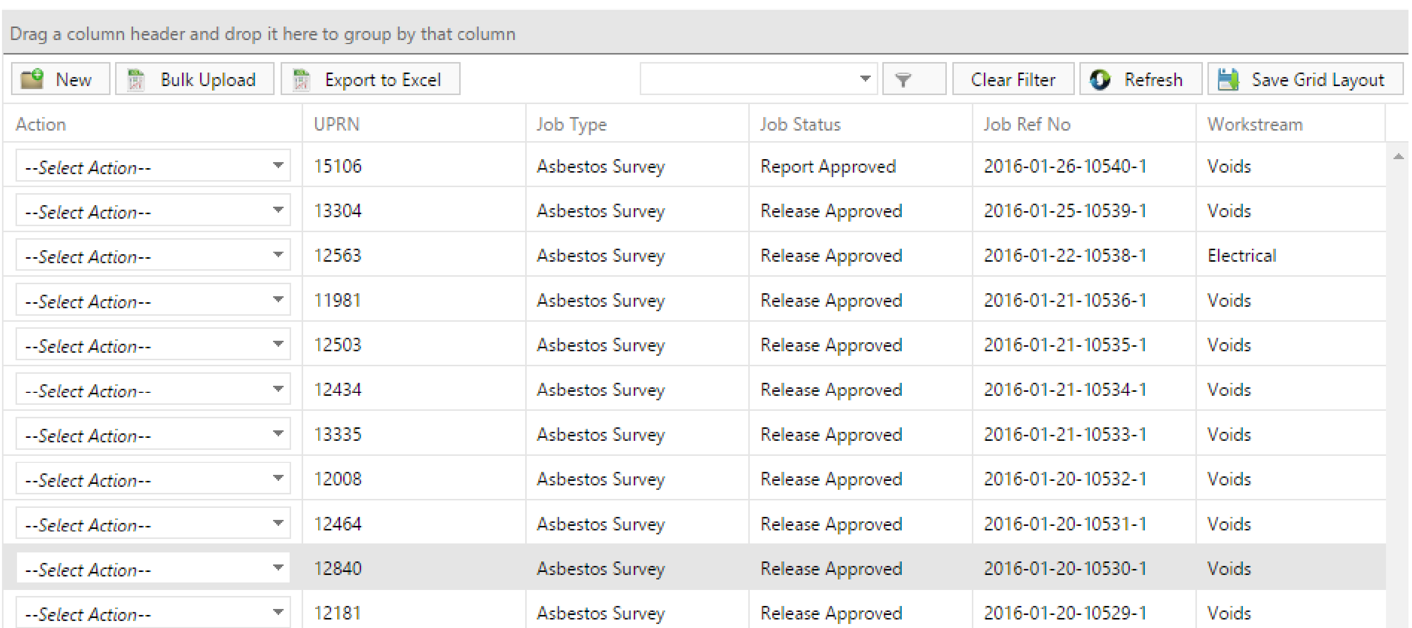
This sections contains information how to use different types of controls in the application

GRID

> ✻ Grid, in the images below is used for example purposes, therefore, the display may be different, however, the functionality is the same

- The “Grid” control is used on many pages.
- The “Grid” displays information in tabular format.
- Each “Grid” has a number of “Columns” and each “Column” has a label.
- Each “Grid” also has ‘Save Grid Layout’ option that allows the user to choose the columns that should be displayed on the page.

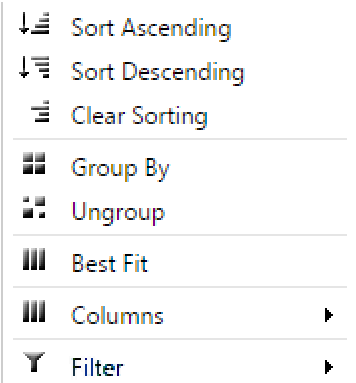
> ✻ Please note that not all grid layouts are editable, therefore the Save Grid Layout button is not always available.



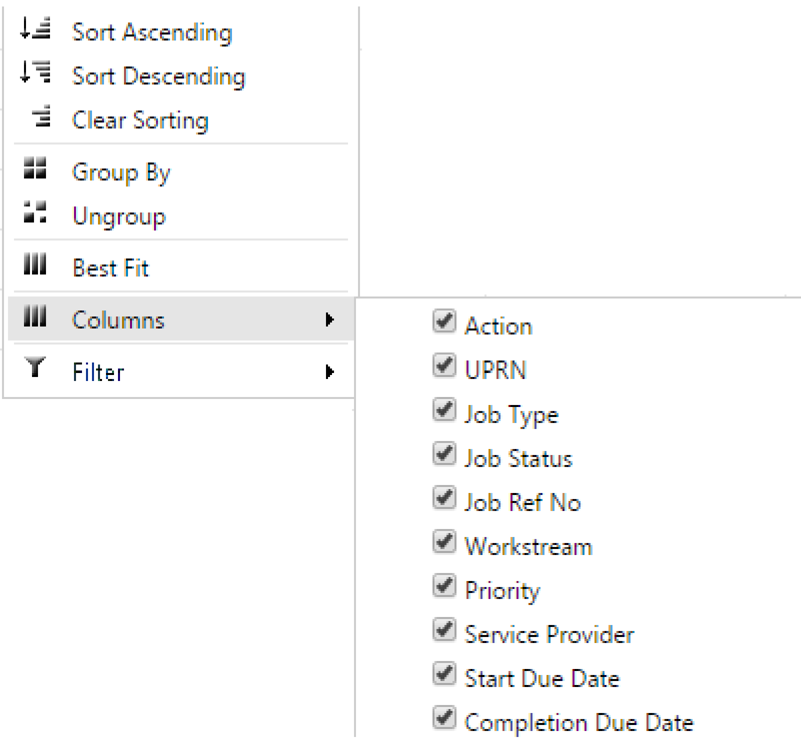
Action	UPRN	Job Type	Job Status	Job Ref No	Workstream
--Select Action--	15106	Asbestos Survey	Report Approved	2016-01-26-10540-1	Voids
--Select Action--	13304	Asbestos Survey	Release Approved	2016-01-25-10539-1	Voids
--Select Action--	12563	Asbestos Survey	Release Approved	2016-01-22-10538-1	Electrical
--Select Action--	11981	Asbestos Survey	Release Approved	2016-01-21-10536-1	Voids
--Select Action--	12503	Asbestos Survey	Release Approved	2016-01-21-10535-1	Voids
--Select Action--	12434	Asbestos Survey	Release Approved	2016-01-21-10534-1	Voids
--Select Action--	13335	Asbestos Survey	Release Approved	2016-01-21-10533-1	Voids
--Select Action--	12008	Asbestos Survey	Release Approved	2016-01-20-10532-1	Voids
--Select Action--	12464	Asbestos Survey	Release Approved	2016-01-20-10531-1	Voids
--Select Action--	12840	Asbestos Survey	Release Approved	2016-01-20-10530-1	Voids
--Select Action--	12181	Asbestos Survey	Release Approved	2016-01-20-10529-1	Voids

- Click on any of the “Columns” to apply sorting to the data displayed on the “Grid”.

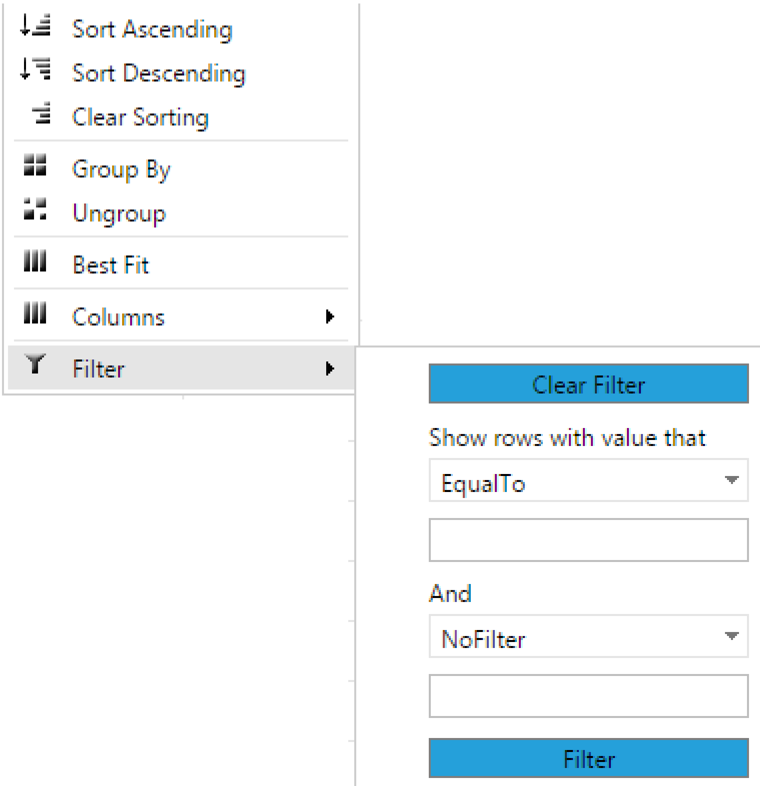
- Place the “mouse” on any of the “Columns” and click on the right key. This will bring up a list of other functions available for the “Grid”.



- Click on the “Columns” to add/remove columns to/from the “Grid”.

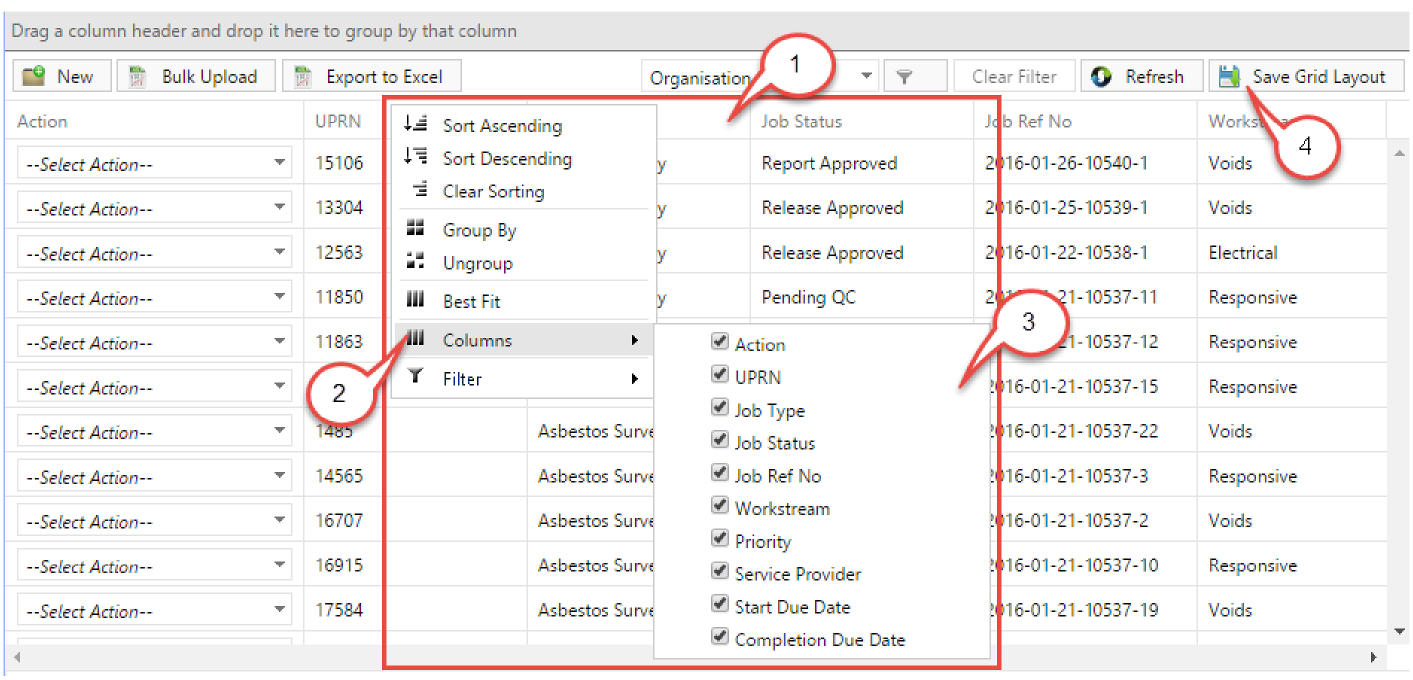


- Click on the “Filter” to apply filter to the data displayed on the “Grid”.



- Click on the Group by and the data will be grouped by the column selected.

Choosing columns to be displayed on the Grid.



To be able to add or remove columns on the grid follow the steps below:

1. Right click on any grid’s header. List of options appear.
2. Hover mouse over ‘Columns’.
3. Tick the column(s) that you would like to be visible on the grid.
4. Click on ‘Save grid layout’ button to save the setting.

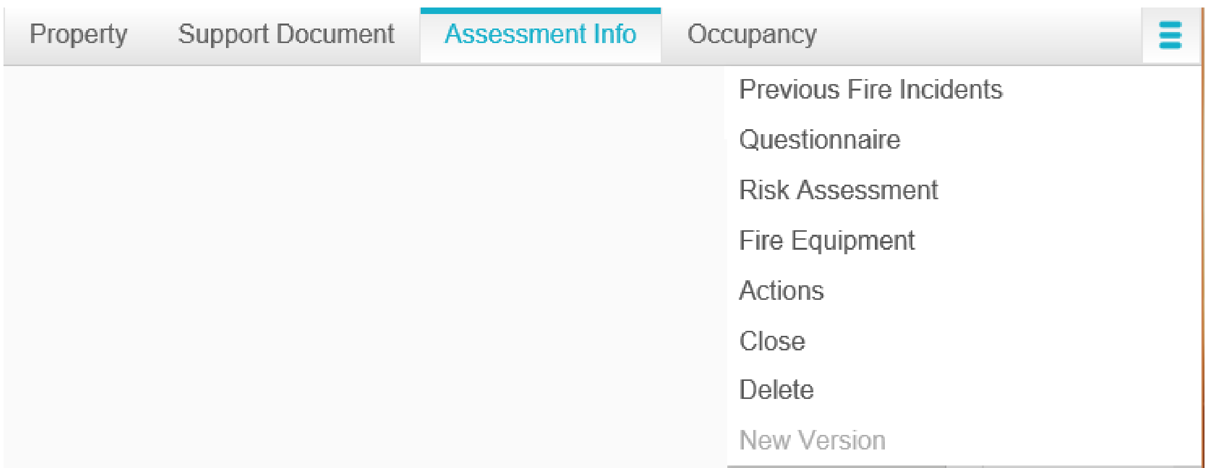
The grid should display all your selected columns.

By ticking column(s) can be made visible or by un-ticking can be made invisible.

MENU

Menu contains tabs that open different types of content

On smaller resolution or with a lot of items the menu will appear with a more button



Sometimes certain functions are disabled and will appear like in the image below