



Fire Safety Work Manager  
Build 2059 - SP14  
User Manual

For more information:

E: [diane.mcgovern@sophtlogic.com](mailto:diane.mcgovern@sophtlogic.com)

T: 01473 255552

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# Work Manager

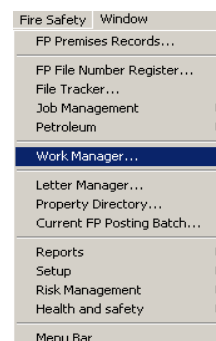
Work Manager has been enhanced to enable Fire and Rescue Services to develop, and prioritise, a programme of work that will assist in the delivery of fire safety inspections of any type on any premise. These inspections could be scheduled for the coming months or years. It would be possible for assessments / inspections to be scheduled by type of premise, postcode or risk for allocation to Fire Safety Officers.

For example if the Fire and Rescue Service could decide to focus on the premises that constitute the greatest risk to life, ensuring that Fire Safety Audits are scheduled for completion on the following premises types first: Hospitals, Care Homes, HMOs, purpose built flats >4 stories, hostels, hotels and those licensed under the Licensing Act 2003. This can now be achieved by use of Work Manager.

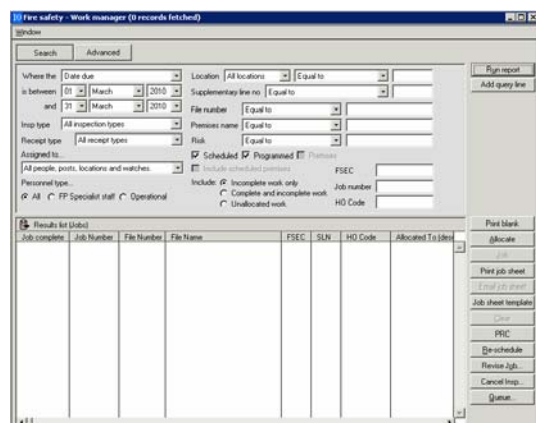
Work Manager can also be used to utilize fire safety inspecting officers' time more efficiently e.g. allocation of inspections on e.g. a postcode which means one or more officers can assess premises in the same vicinity and share transport.

The following changes have been made to Work Manager:

- Inclusion of all Premises (and properties from 3<sup>rd</sup> party gazetteers/property registries) – delivered by the addition of a 'Premises' and 'Include scheduled premises' check box on the Work Manager's search criteria.
  - The facility to search directly on FSEC group.
  - Allocation of premises/properties in bulk by use of Work Manager's Allocate function. e.g. ability to select multiple premises by FSEC Group for a division and allocate to district manager for reallocation.
  - Addition of override "Due Date" on the Allocation windows allows users to specify the planned due date for premises allocated via Work Manager
  - Inspection Type drop down list has been re-ordered alphabetically
  - NB: Archived Inspection Types will be listed at the bottom of the list
  - FSEC Group, Prev Insp and Next Insp have been added to the 'Results list'.
  - Bulk emailing of Job sheets e.g. ability to select multiple jobs to be emailed
- Click onto Fire Safety
  - Scroll down and Click onto Work Manager



The Fire Safety Work Manager window will appear



Search and Advanced Methods

Work Manager now provides two alternative interfaces from which data can be retrieved: 'Search' and 'Advanced'.

## Search Tab

Provides you with the ability to define the criteria on which the return could be 'Complete' or 'Incomplete' or 'Unallocated' work by selections made from drop down lists.

You can choose any of the options for your search by clicking onto the arrows.

- Enter the date criteria you want the search to be between.



To add/amend the 'Inspection Type' or 'Receipt Type' drop down list go to Fire Safety – Setup – Fire Safety Configuration – 'Inspection Type' folder or 'Methods of Job Receipts'.

Some of the results are in Turquoise, Red, Black and others are in Blue – the Work Manager Key Colour & Status will explain what the colours indicate.

### Work Manager Key Colour & Status

Turquoise	List of Premises not Jobs. Once the premises has been allocated then the colour will change from Turquoise to Black – meaning the Premises is now a Job
Blue – Complete = No	Unallocated and Inactivated, no Job number assigned and therefore does not exist as an Inspection in the Inspection and Visits Sub Menu Option against the Premises.
Blue	Records have been generated by Inspection Calendar records being created and act as a reminder for work that should be allocated and carried out based on this, they are deemed outstanding regardless of whether the due date has been exceeded or not as they are reminders of work scheduled. This due date is the base date plus frequency record against the Inspection criteria.
Red – Complete = Yes	These are Jobs which have been allocated and activated (Job number assigned and recorded as an inspection in the Inspection and Visits sub menu option of the PRC) yet have exceeded the due date and have not yet been completed.
Black – Complete = Yes	Work that has been allocated and completed regardless of whether the work was completed on or after the due date. Premises
Black – Complete = No	Work, which has been allocated, not yet completed, but has not been exceeded. Its due date and is nevertheless outstanding as it has been scheduled to be done.
Red and Black	Inspection Jobs were either originally generated as a programmed inspection or manually entered via the Inspection and Visits sub menu option.

As you can see the Jobs that have been set up in Inspection and Visits will appear in this list

## Listing Premises

If the 'Premises' check box is selected 'Work Manager' will return all premises in the property directory. Premises will be identified by the Type = 'PRE', Method of Job Receipt = 'Premises' and will be coloured turquoise.

By default premises where an inspection is due after or on the start of the reporting date range are excluded from the results. Where an inspection type is selected in the search criteria, this is then used as the basis for the next and previous inspection dates.

However, if the 'Include scheduled premises' check box is checked – all premises will be returned regardless of whether the job has been scheduled (i.e.) has a Due Date [matching the inspection type if selected].

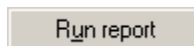
### Usage Scenario: allocate jobs to inspect and audit all High Risk

Search for

- Inspection Type equal to 'Fire Safety Audit'
- Risk field Begins with 'H'
- Premises check box must be checked for a given date range.

Once you are satisfied with the criteria for your search

- Click onto the 'Run Report' button



Please note the selection of the Inspection Type is important as it is the 'Inspection Type' selected that will be allocated to the 'Fire Safety Inspecting Officer' when the job is allocated. It also acts as a filter when determining the next and previous inspection dates.

Work Manager has returned 5407 records in the 'Results List' (jobs) window of all premises which are High Risk.

Job complete	Job Number	File Number	File Name	FSEC	SAN	HD Code	Allocated To
NO	unallocated	N4219550	1-3 Learning Solutions Centre	C16	C16B	C16B	
NO	unallocated	N4219550	Praine House	C16	C16B	C16B	
NO	unallocated	N4219531	Claremont Park Guest House	C16	C16A	C16A	
NO	unallocated	N4219537	Guest House	C16	C16A	C16A	
NO	unallocated	N4219501	The Club	C16	C16A	C16A	
NO	unallocated	N4219507	Guest House	C16	C16A	C16A	
NO	unallocated	N4219502	Dwelling	C16	C16B	C16B	
NO	unallocated	N4214980	John Schmeer	C16	C16B	C16B	
NO	unallocated	N4219521	Guest House	C16	C16A	C16A	
NO	unallocated	N4219515	Bed & Breakfast	C16	C16A	C16B	
NO	unallocated	N4218424	Bangalore	C16	C16B	C16B	
NO	unallocated	N4214813	Overland Housing	C16	C16B	C16B	
NO	unallocated	N4219336	Curran House	C16	C16A	C16A	
NO	unallocated	N4219383	Lillies Living Home	C9	C9C	C9C	
NO	unallocated	N4218223	Coast Roads Guest House	C16	C16A	C16A	
NO	unallocated	N4219292	Hillside	C16	C16A	C16A	
NO	unallocated	N4211831	Curran Community Centre	A5	A5	A5	
NO	unallocated	N4219234	Praine House	C9	C9B	C9B	
NO	unallocated	N4219292	Private Dwelling	C16	C16B	C16B	

The premises returned will be coloured turquoise.

To allocate these High Risk Premises to officers

## There are new columns that have been added to Work Manager

The 'Previous Insp' column returns the most recent\* finish date of the last completed Inspection entered of the selected inspection type.

The 'Next Insp' column will return the due date of the next\* inspection scheduled specified by the selected inspection type. The most recent inspection is dictated by the end date of the date range specified. For example if the date range for the report is entered as 01/03/2009 – 31/03/2009 the system would look for the last completed inspection [specified by the inspection type if selected] that occurred before the 31/03/2009. This ensures inspections completed within the reporting period are included in the results.

The next inspection date is dictated by the next earliest due date [matching the inspection type if selected] that's scheduled after the 01/03/2009. This also ensures work scheduled in the selected reporting period is included in the results.

Please note: If the reporting date range starts before the date of the previous inspection the 'Previous Insp' column will be blank.

If the 'Include scheduled premises' check box is checked the results will include premises where an inspection has been scheduled [matching the inspection type if selected] after the reporting period's start date.

If the reporting period's end date is after the date of the next inspection the 'Next Insp' column will be blank. This allows for multiple forward allocation of work the same premises. i.e. planned audits over several years.

Job complete	Allocation	Allocated To (cod)	Station	Address	Ins type	Prev Insp	Next Insp	Division
NO	ation	W35	W35	64a Rainey Street, Magheralek	CL.HFSC			W
NO	check	HFSC	W35	108 Queens Avenue, Maghera	CL.HFSC			W
NO			W41	32 Cherryville, Enniskillen	REI			W
NO		3364	W41	Charterhill Road, Enniskillen	BRG	04 02 2009	01 06 2010	W
NO			W41	Carybridge, Lisbellaw	REI			W
NO		3364	W41	Derrychara Road, Enniskillen	???			W
NO		3448	W41	5-7 Belmore Street, Enniskillen	BRG	01 06 2001		W
NO			W41	Erne Road, Enniskillen	REI			W
NO			W41	Lackaboy Industrial Estate, Ter	REI			W
NO			W41	Tully, Churchill	REI			W
NO	tion	W41	W41	21 Moybane Road, Enniskillen	CL.HFSC			W
NO		3364	W41	Brewster Park, Enniskillen	???			W
NO		3448	W42	Killadeas, Enniskillen	FUI	14 05 2008		W
NO		3137	W42	Boa Island Road, Kesh, Co. Fe	BRG			W
NO		3364	W42	Ivinestown	???			W
NO		4025	W43	1 The Drills, Gurteen Road, Ga	CL.HFSC			W
NO		3448	W44	Brookborough Road, Lisnask	BRG	25 02 2010		W
NO			W45	43.45 Main Street, Fivemiletow	REI			W
NO		4025	W45	44 Nelson Park, Fivemiletown	CL.HFSC			W

Print blank

Allocate

Job

Print job sheet

Email job sheet

Job sheet template

Clear

PRC

Re-schedule

Revise Job...

Cancel Insp...

Queue...

## Allocating / Reallocation Work to Inspecting Officers

The 'Work Manager' window incorporates a variety of selection mechanisms. The system provides the facility to allocate work to 'People', 'Posts', 'Watch' and 'Locations'. The system design enables the user/ Brigade to choose whether the ownership of work (i.e.) the Person, Post or Location alters when the Start or Finish Dates are updated.

Allocating Work



**NOTE:** The system also enables work to be allocated to no-one i.e. No Person, Post or Location details have been entered in the 'Allocated To' field, it is still possible to 'Print the Progress Slip'.

### Allocating Work to Posts

Allocation of work to a Post, it will link to the individual who occupies the specified post at either the time the inspection started or was finished, as indicated by the associated service history records.

### Allocating Work to Locations

Allocating work to locations would usually only be used for the batch allocation of 'OPS' work, or is an efficient and effective method of distributing work to Fire Safety Area Divisions. The system will link to a Person or Post by Locating the first highest-ranking Officer at the Location (i.e.) Station to which the work has been allocated.

**Usage Scenario:** sort work geographically for reallocation to inspecting officers.

The 'Results list' should be sorted by 'Post Code' using the column header.

- Scroll till you come to the 'Post Code Column'

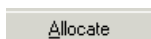
The work can then easily be allocated in block (using multiple selection) and the allocate function. As shown below.

Job complete	Job Number	File Number	File Name	FREQ	STN	HD Code	Allocated To (id)
NO	unallocated	E12/12275	St Josephs	C16	C16B	C16	
NO	unallocated	E12/20290	Malmeson Hotel	A1	A1A	A1A	
NO	unallocated	E12/11842	Hilton Hotel	A1	A1A	A1A	
NO	unallocated	E12/10273	Mayfield Leisure Centre	B7	B7	B7	
NO	unallocated	E12/20445	Goshan Tea Ltd	B7	B7	B7	
NO	unallocated	E12/22444	Duham House	C16	C16B	C16B	
NO	unallocated	E12/11017	Ferry Inn	A1	A1A	A1A	
NO	unallocated	E12/15292	House/Offices	C16	C16B	C16B	
NO	unallocated	E23/22410	Bed & Breakfast	C16	C16B	C16B	
NO	unallocated	E13/15157	Nile Dwellings	C16	C16B	C16B	
NO	unallocated	E13/15174	Private Dwelling	C16	C16B	C16B	
NO	unallocated	E13/12035	Faith House	C9	C9E	C9E	
NO	unallocated	E13/12226	Widdelburn Park/Pavilion	A5	A5	A5	
NO	unallocated	E13/10138	Lakeside	C9	C9C	C9C	
NO	unallocated	E13/13135	Kilmore	C16	C16A	C16A	
NO	unallocated	E13/15247	Fragaly Community Centre	A5	A5	A5	
NO	unallocated	E13/17263	The Occupier	C9	C9E	C9E	
NO	unallocated	E13/12694	Pines Residential Home	C9	C9E	C9E	
NO	unallocated	E13/17392	The Occupier	F6	F6	F6	

### How to allocate:

The 'Premise' requiring audits should be highlighted (using ctrl+click, shift+click)

- Select the 'Allocate' button



Job complete	Date of visit	Insp date	Post code	Insp type return code	Insp type code	Insp type desc
NO			B11 3GH	AUDIT	AUDIT	Fire Safety Audit
NO			B11 3GH	AUDIT	AUDIT	Fire Safety Audit
NO			B11 3HR	AUDIT	AUDIT	Fire Safety Audit
NO			B11 4DE	AUDIT	AUDIT	Fire Safety Audit
NO			B11 60R	AUDIT	AUDIT	Fire Safety Audit
NO			B11 6DU	AUDIT	AUDIT	Fire Safety Audit
NO			B11 6NB	AUDIT	AUDIT	Fire Safety Audit
NO			B11 6BU	AUDIT	AUDIT	Fire Safety Audit
NO			B110	AUDIT	AUDIT	Fire Safety Audit
NO			B110 0AF	AUDIT	AUDIT	Fire Safety Audit
NO			B110 0BN	AUDIT	AUDIT	Fire Safety Audit
NO			B110 0BW	AUDIT	AUDIT	Fire Safety Audit
NO			B110 0DA	AUDIT	AUDIT	Fire Safety Audit
NO			B110 0DH	AUDIT	AUDIT	Fire Safety Audit
NO			B110 0ER	AUDIT	AUDIT	Fire Safety Audit
NO			B110 0EU	AUDIT	AUDIT	Fire Safety Audit
NO			B110 0GV	AUDIT	AUDIT	Fire Safety Audit
NO			B110 0HF	AUDIT	AUDIT	Fire Safety Audit

. The 'Allocate To' window will display

The system defaults to the 'Allocate to'

- Enter details of the 'Post', 'Person', 'Watch' or 'Location' or enter an letter
- Press the Tab key



**NOTE: If more than one record corresponds to the criteria entered, details of the first record will update associated fields – as shown on the next page.**

To view other records corresponding to the criteria entered

The 'Allocate To' window will display –

- Enter the name of the 'Fire Safety Inspecting Officer' to whom the job is to be allocated to.
- Click onto the Tab button on your key board – if there is more that one name a drop down list will appear

The system will update the 'Code', 'Location', 'Division', 'Watch' and 'Post' details

- Check the 'Override due date' check box and enter the date the job is due i.e. 01/05/2010

The 'Book Files Out to' check box should be checked if a record is to update 'File Tracker' enabling an accurate representation of File Locations to be maintained.

- Click into the 'Book Files Out To' option
- Click onto the OK button

Please Note: When allocating work from premises records the system requires the you to enter a due date when allocating. The allocation of the jobs via 'Work Manager' will create a new 'Inspection' and associated Job – with a due date as previously defined on the 'Premises record. The job will also will be added to the 'To Do' list of the Inspecting Officers tablet if using fireSpace/WAND2.

As you can see the 'job Number' has changed from '<unallocated>' to a Job number and the Inspecting officers name has appeared in the 'Allocated To' column.

Job complete	Job Number	File Number	File Name	FSEC	SLN	HO Code	Allocated To	Inspecting Officer
NO	0005021/10	E12/22735	St Josephs	C16	C16B	C16B	Marshall S D	
NO	0005022/10	E12/20290	Malnason Hotel	A1	A1A	A1A	Marshall S D	
NO	0005023/10	E12/11842	Hilton Hotel	A1	A1A	A1A	Marshall S D	
NO	0005024/10	E12/10373	Mayfield Leisure Centre	B7	B7	B7	Marshall S D	
NO	0005025/10	E12/20445	Graham Tiso Ltd	B7	B7	B7	Marshall S D	
NO	0005026/10	E12/22444	Durham House	C16	C16B	C16B	Marshall S D	
NO	0005027/10	E12/11017	Juys Inn	A1	A1A	A1A	Marshall S D	
NO	0005028/10	E12/15292	House/Offices	C16	C16B	C16B	Marshall S D	
NO	0005029/10	E23/22418	Bed & Breakfast	C16	C16B	C16B	Marshall S D	
NO	0005030/10	E13/15157	Nihe Dwellings	C16	C16B	C16B	Marshall S D	
NO	0005031/10	E13/15157	Private Dwelling	C16	C16B	C16B	Marshall S D	

If you click away the job will change

- For a Premises: from 'Turquoise' (unallocated Premises) to 'Black' (allocated Job)
- For a Job: from 'Blue' (unallocated and inactivated) to 'Red' (allocated and activated & recorded as an inspection in the Inspection & Visits option).

Job complete	Job Number	File Number	File Name	FSEC	SLN	HO Code	Allocated To	Inspecting Officer
NO	[unallocated]	E12/13862	Shop Mobily Multi Developments	B8	B8	B8		
NO	[unallocated]	E12/11533	Markets Community Centre	A5	A5	A5		
NO	0005021/10	E21/22735	St Josephs	C16	C16B	C16B	Marshall S D	
NO	0005022/10	E12/20290	Malnason Hotel	A1	A1A	A1A	Marshall S D	
NO	0005023/10	E12/11842	Hilton Hotel	A1	A1A	A1A	Marshall S D	
NO	0005024/10	E12/10373	Mayfield Leisure Centre	B7	B7	B7	Marshall S D	
NO	0005025/10	E12/20445	Graham Tiso Ltd	B7	B7	B7	Marshall S D	
NO	0005026/10	E12/22444	Durham House	C16	C16B	C16B	Marshall S D	
NO	0005027/10	E12/11017	Juys Inn	A1	A1A	A1A	Marshall S D	
NO	0005028/10	E12/15292	House/Offices	C16	C16B	C16B	Marshall S D	
NO	0005029/10	E23/22418	Bed & Breakfast	C16	C16B	C16B	Marshall S D	
NO	0005030/10	E13/15157	Nihe Dwellings	C16	C16B	C16B	Marshall S D	
NO	0005031/10	E13/15157	Private Dwelling	C16	C16B	C16B	Marshall S D	
NO	[unallocated]	E13/12595	Faith House	C9	C9E	C9E		
NO	[unallocated]	E13/12226	Weddeburn Park/Pavilion	A5	A5	A5		
NO	[unallocated]	E13/10138	Lakeside	C3	C3C	C3C		
NO	[unallocated]	E13/13135	Kilmar	C16	C16A	C16A		
NO	[unallocated]	E13/15247	Finghy Community Centre	A5	A5	A5		
NO	[unallocated]	E13/17363	The Occupier	F6	F6	F6		

Here are a few examples of allocation:

Allocate to:  
 Allocate to: Ballywalter Fire Station  
 Code: S24  
 Location: S24  
 Division: S  
 Watch:  
 Post:  
 Override due date? 1/5/2014  
 Book files out to Ballywalter Fire Station  
 OK Cancel

Here is an example of the 'Location' / 'District' that has been chosen

Allocate to:  
 Allocate to: **DYS Posts**  
 Code: A021  
 Location: COMD05  
 Division: 1  
 Watch: Non U APTC  
 Post: A021  
 Override due date? 1/5/14  
 Book files out to DYS Posts  
 OK Cancel

Here is an example of the 'Post' that has been chosen

Allocate to:  
 Allocate to: Marshall S D  
 Code: 8126  
 Location: COMD05  
 Division: \*  
 Watch: Non U APTC  
 Post: A021  
 Override due date? 1/5/14  
 Book files out to Marshall S D  
 OK Cancel

Here is an example of the 'Person' that has been chosen

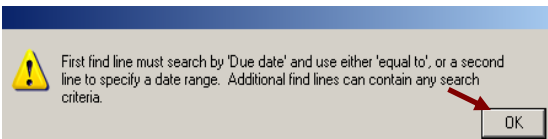
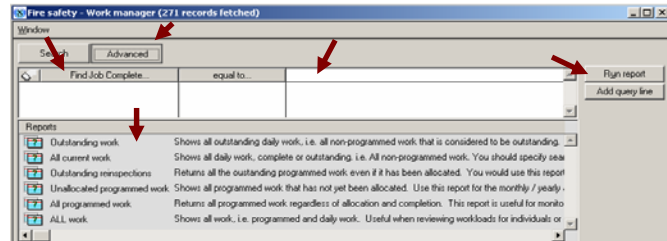
## Advanced Tab

Provides you with 'Advanced Queries' suitable for users who have a Good Understanding of Fire Safety System in respect of programmed and un-programmed work.

As you can see, in the 'Reports' window there is a list of different type of prepared reports

- Change the search to 'Due Date'
- Enter a Date into the Search box
- Click onto one of the Reports
- Click onto the 'Run Report button

Run report



If you do not enter a Date a dialog box will appear as shown

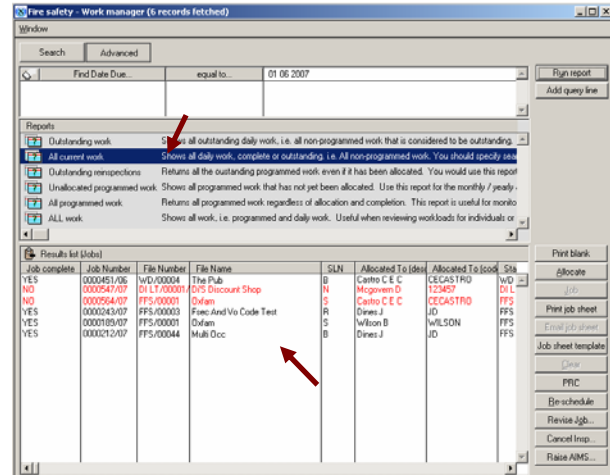
- Enter a Date
- Click onto the OK button

The information that comes back is only for the date(s) entered

If you want a broader search use greater than '>31/03/09' or less than '<01/04/10'.

As you can see, I have chosen the 'All Work' reports.

Any outstanding jobs will appear in the Results List (jobs) window



On the next page is a more detailed definition of what the reports will show

- Outstanding Work:** Shows all outstanding daily work i.e. all non programmed work that is considered outstanding. The 'Jobs' displayed in the 'Outstanding work' report are all manual jobs created via the 'Inspections and Visits' sub record option of the 'FP Premises Records' window,
- All Current Work:** Shows all daily work, complete or outstanding i.e. all non programmed work. The 'Jobs' displayed in the 'All current work' report includes all work, which has been created manually (i.e.) created via the 'Inspections and Visits' sub record option of the Premises record card.
- Outstanding Re-Inspections:** Returns all outstanding programmed work even if it has been allocated (This report can be used to monitor programmed work, please note a date range must be defined)
- Unallocated programmed work:** Shows all programmed work that has not yet been allocated. All programmed work, which has not been created and thus remains unallocated.
- All Programmed work:** Returns all programmed work regardless of allocation and completion  
All real work (i.e.) those jobs created via the 'Inspections and visits' facility which, are complete.  
All programmed work which, has not been allocated.  
All programmed work which, has been allocated, but is incomplete.
- All work:** Shows all work i.e. programmed and daily work. This report is suitable for reviewing individual or station workloads, please note a date range must be defined.  
All real work (i.e.) those jobs created via the 'Inspections and visits' facility which, are complete.  
All programmed and un-programmed work not yet allocated.  
All allocated incomplete programmed and un-programmed work
- Allocating Jobs:** To enable all work e.g. 'Daily' and 'Programmed' to be allocated to a 'Person', 'Post' or 'Location'. The system acknowledges work as 'virtual' until such time that it is allocated. Until work has been allocated inspection details will not be included in the 'Inspection history'. A 'Slip' or 'Job sheet' can not be printed until work has been allocated. The system will display all work corresponding to the search criteria entered and the report selected (i.e.) 'Outstanding re-inspections'.