



FIRE
User Manual



Version Control

Version Number	Date	Changed by
1	5 th February 2015	Nicola Latter
2	6 th October 2015	Nicola Latter
3	19 th November 2015	Nicola Latter
4	2 nd December 2015	Nicola Latter
5	14 th January 2016	Nicola Latter
6	23 rd February 2016	Nicola Latter
7	16 th March 2016	Nicola Latter
8	21 st April 2016	Nicola Latter
9	12 th October 2016	Nicola Latter
10	7 th December 2016	Nicola Latter
11	7 th March 2017	Nicola Latter
12	30 th March 2017	Nicola Latter
13	28 th June 2017	Nicola Latter
14	20 th July 2017	Nicola Latter
15	6 th December 2017	Nicola Latter
16	31 st May 2018	Nicola Latter

Table of Contents

Introduction	5
Software Requirements (PC)	6
Access the FIRE App	11
Download and Open a Job	12
Setup Site / Asset Data	15
Create a Building / Level	15
Create an Asset Plan	17
Add a Map to the Asset Plan	18
Add a Photo to the Asset Plan	19
Create a Floor plan	20
Assign a Template	21
Add Assets to the Plan	22
Add Asset Details	23
Copy Asset Details	25
Create Multiple Plans for One Level	27
Testing Assets	28
Open Asset Details	28
Using the Barcode / Asset ID	28
Testing using the Asset Plan	31
Testing using the Table View	32
Asset Not Found	33
Pass an Asset	35
Fail an Asset	36
Failed Assets	38
Rectify Issues	38
Supply a Replacement Part	39
Add Replacement Part	41
Fail / Replace a Fire Extinguisher	43
Table View	46
View the Test Status of Assets	47
Using Table View	47
Using the Asset Plan	47
View Last Test Results	48
Delete Test Data	49
Reporting	50
Complete a Level	51

Re-open a Completed Level.....	52
Sign Offs	53
Upload Test Results and Complete a Job	57
Upload Data	57
Complete a Job.....	58
View Data in the Portal	59
Change Assets	60
Edit Asset Data.....	60
Relocate an Asset	60
Change an Asset Plan	63
Add Assets	63
Move Assets.....	64
Re-size an Asset Icon.....	64
Change the Walk Order	65
Delete Assets	66
Recover a Deleted Asset.....	67
Delete an Asset Plan	69
Print the Asset Plan	69
Close the FIRE App	70
F.A.Qs	71
Troubleshooting	72

Introduction

FIRE is the test system for fire safety equipment. It is part of the AIRS suite of apps which also includes Neo and EEL.

FIRE is an app running on a Windows based tablet.

This document details how to use the FIRE app.

REFER TO THE 'AIRS INSTALLATION GUIDE' FOR INSTRUCTIONS ON SETTING UP THE APP.

Use the link on the website:

www.datatransformation.com.au/Software/neo/neo.html

Software Requirements (PC)

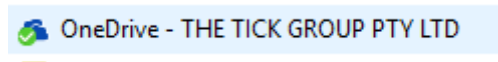
IMPORTANT

Ensure the following requirements are fulfilled on the PC to avoid data loss or corruption.

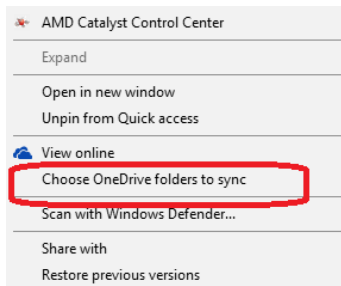
1. If OneDrive is not being used, stop synchronising with OneDrive.
2. If the PC is only being used for test and tagging, uninstall the antivirus software.
3. If the antivirus software is required, exclude the AIRS files from the antivirus check.
4. Ensure the Fire app is closed before shutting down the PC.

How to stop the PC synchronising with OneDrive

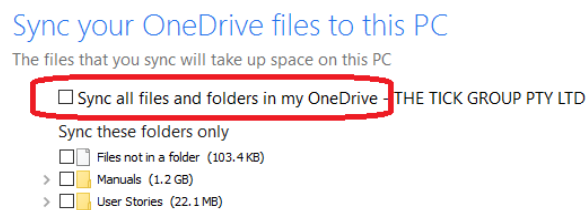
1. In File Explorer, right click on the OneDrive folder.



2. Select **Choose OneDrive files to sync** from the menu.



3. Uncheck **Sync all files and folders in my OneDrive**.

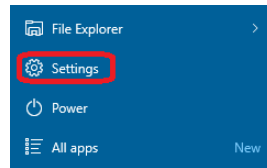


4. Click **OK**.

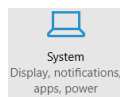
How to uninstall the antivirus software

1. Click the 'Start' icon .

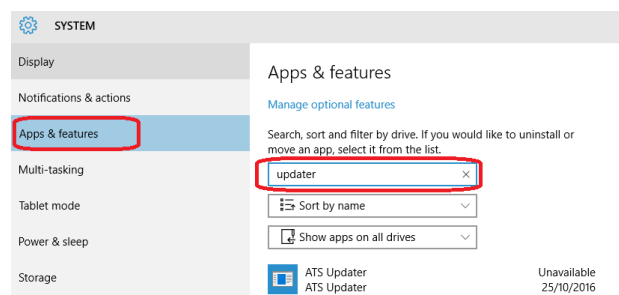
2. Click **Settings**.



3. Click **System**.

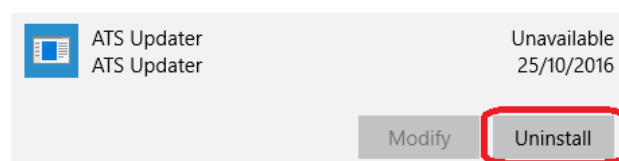


4. Select **Apps and Features** from the menu.



5. Enter a search term for the antivirus software, for example Windows Defender.

6. Click on the required program name in the list.

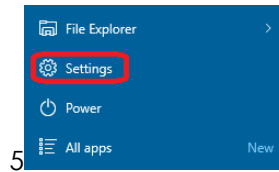


7. Click **Uninstall**.

How to exclude AIRS from the antivirus check

1. Click the 'Start' icon .

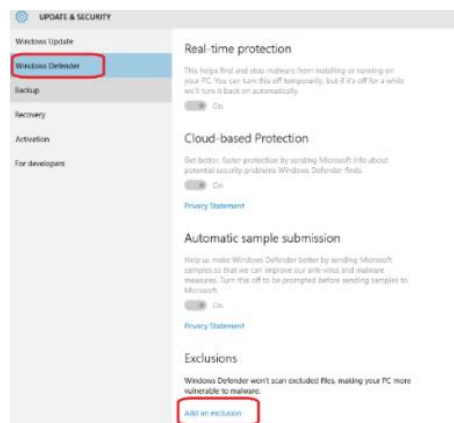
2. Click **Settings**.



3. Click **Update & Security**.

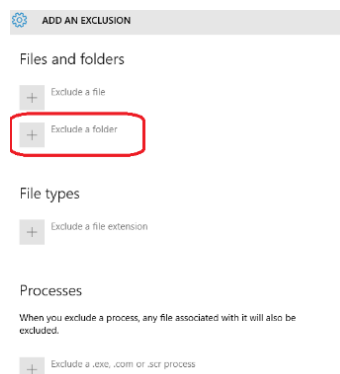


4. Select **Windows Defender** from the menu (or the relevant antivirus program).



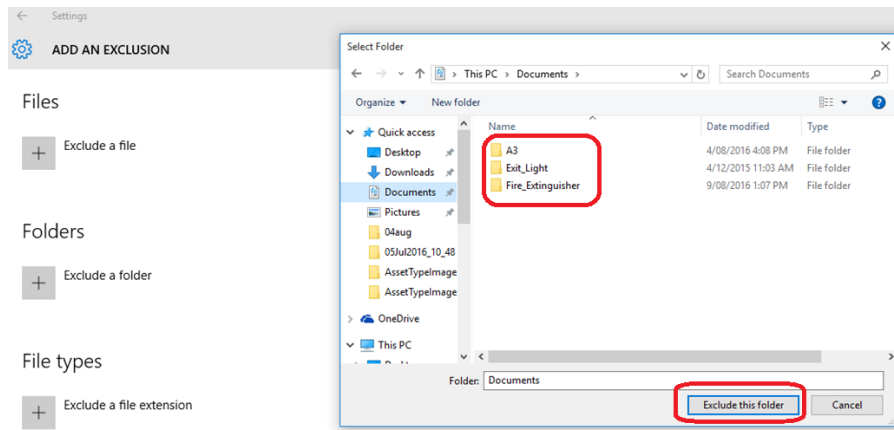
5. Select **Add an exclusion**.

6. Select **Exclude a folder**.



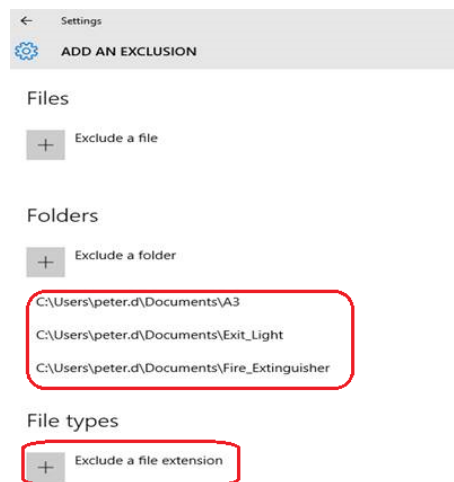
7. Select the 'A3' folder from Documents (My Documents),

8. Click **Exclude this folder**.

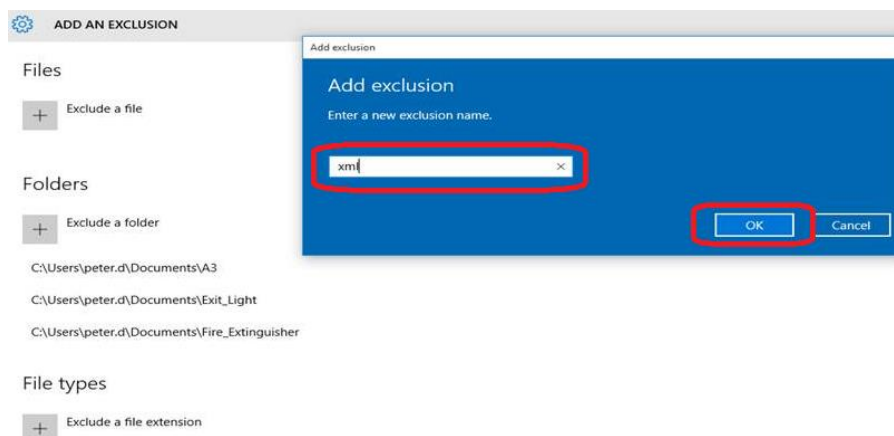


9. Repeat the above steps for the **Fire_Extinguisher** and **Exit_Light** folders.

10. Folders will be listed as excluded.



11. Select **Exclude a file extension**.

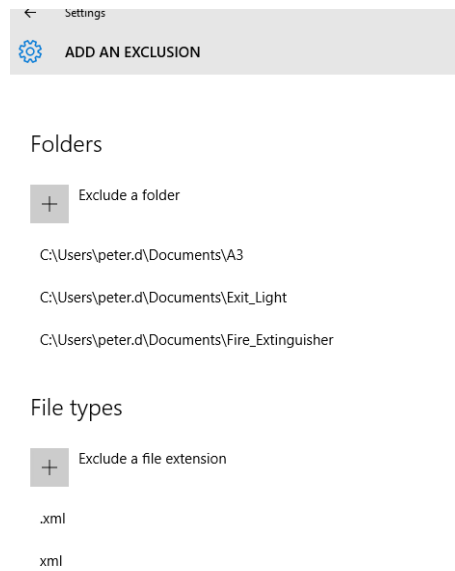


12. Enter type **xml**.

13. Click **OK**.

14. Repeat for type **.xml**.


15. File extensions are listed as excluded.



Access the FIRE App

1. Ensure the tablet is connected to Wi-Fi / mobile data.



2. Press on the icon .

3. A logon screen opens.

4. Enter a User ID and password as provided.

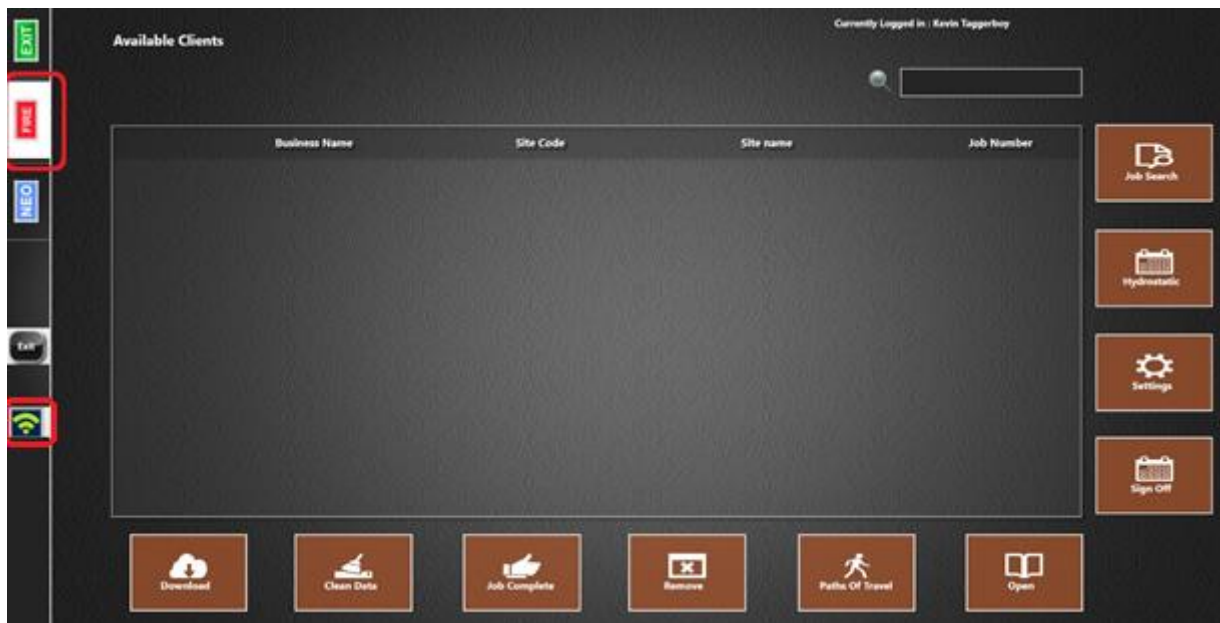
5. Press **Log In**.

6. The AIRS suite opens.

7. On the left side of the screen, press on the 'FIRE' tab.



8. The 'Available Clients' screen opens.

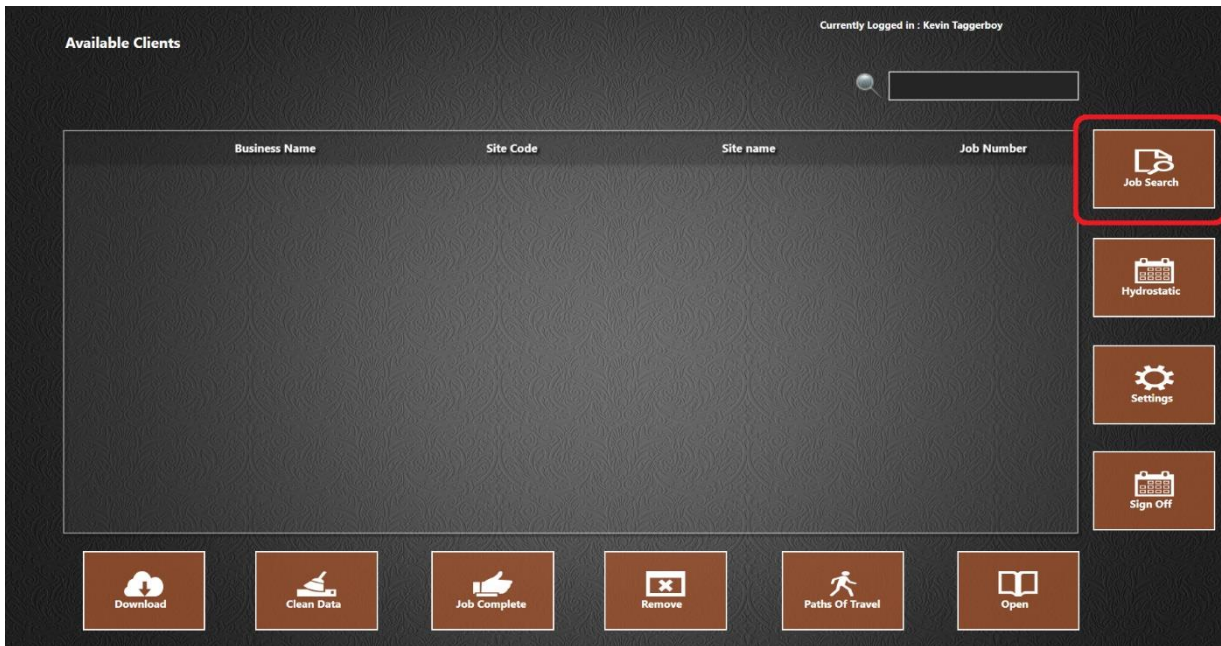


Note: Ensure the Wi-Fi icon is green. If it is red, click on the icon to reconnect.

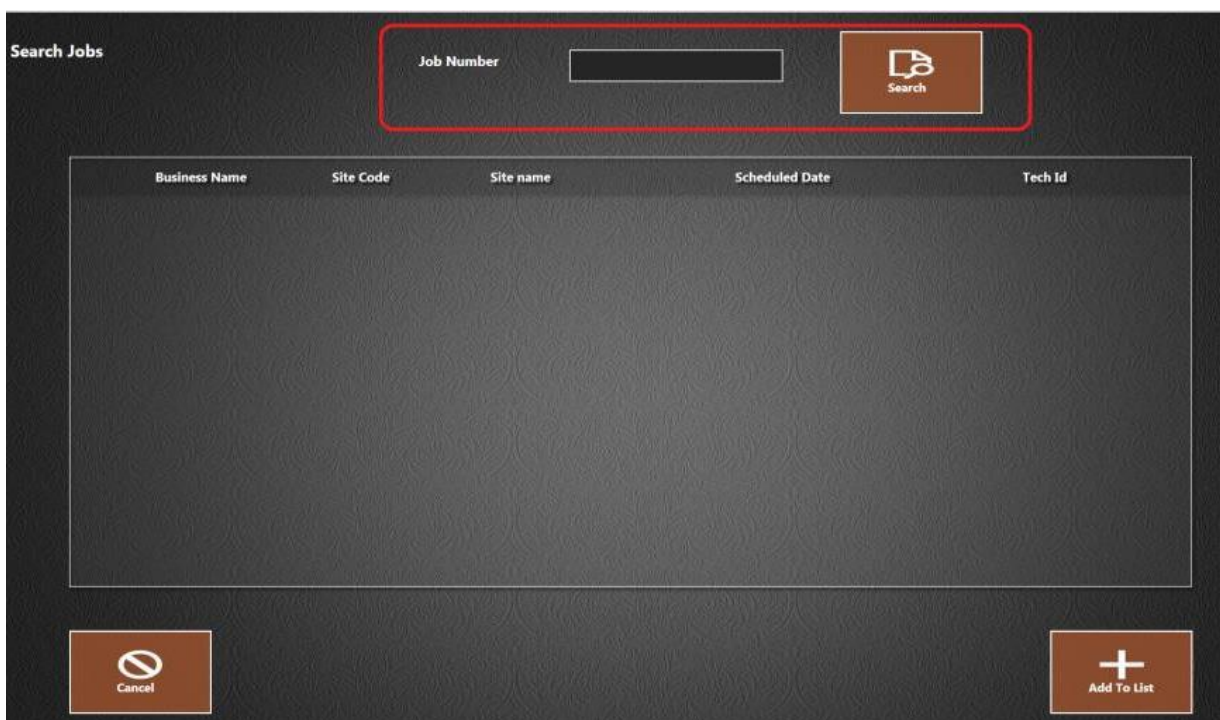
Download and Open a Job

Use this section if the required job is not listed on the 'Available Clients' screen.

1. Press 

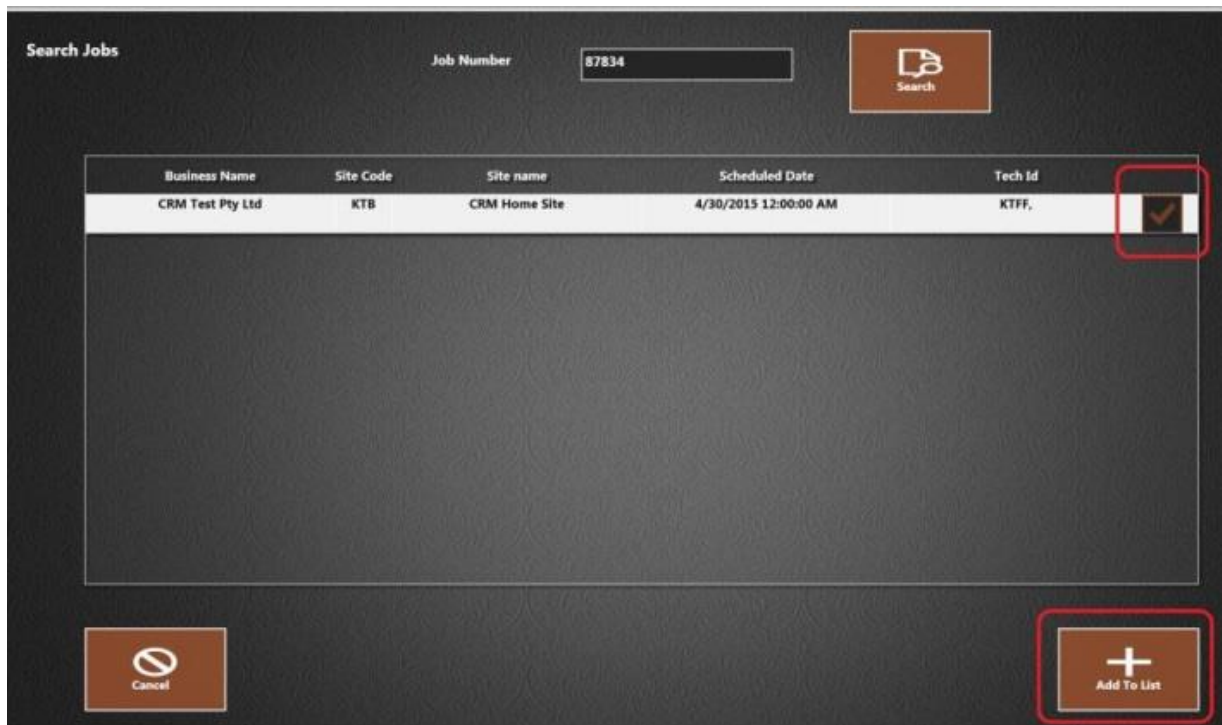


2. The 'Search Jobs' screen opens.



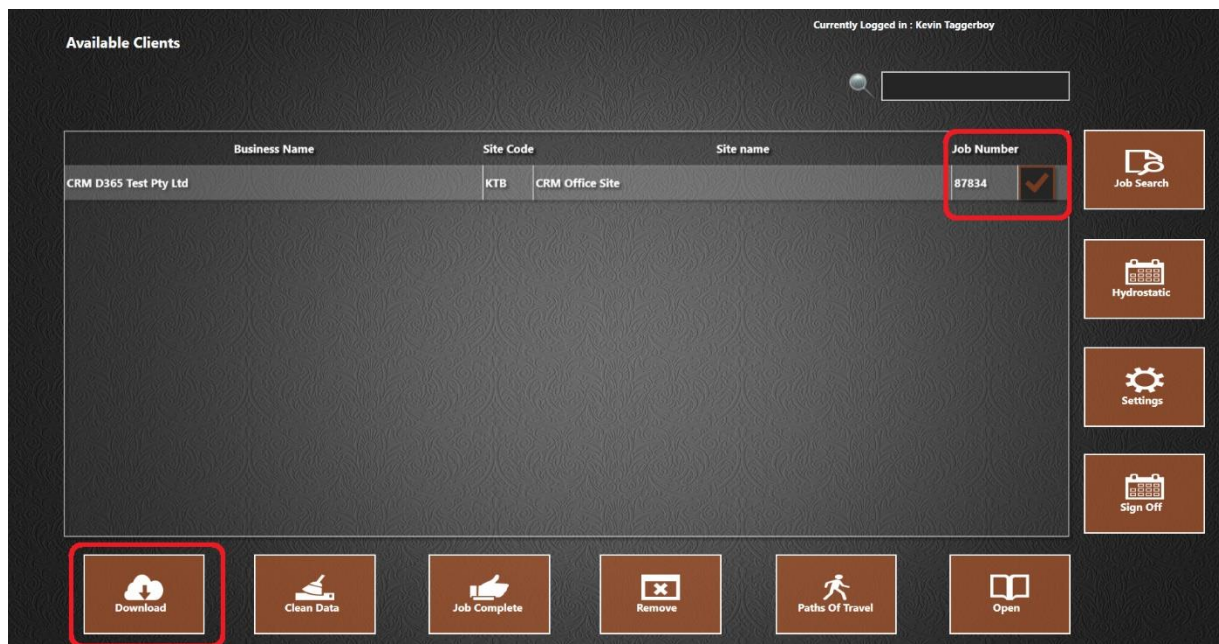
3. Enter the job number in the 'Job Number' box at the top of the screen.

4. Press . The job displays in the list.



5. Press in the checkbox to select the job.

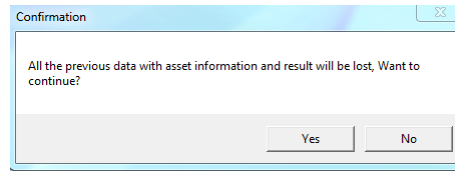
6. Press . The 'Available Clients' screen opens displaying the job.



7. Ensure the job is selected.

8. Press .

9. Press **Yes** on the following confirmation message:



10. Press **OK** on the 'Download Completed' message.

11. Press .

12. The 'Selected Clients Building Area' screen opens displaying site information for the job.



Note: If the required building or site information does not appear, refer to the section '[Setup Site / Asset Data](#)'.

Setup Site / Asset Data

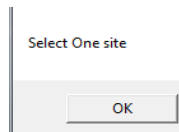
Create a Building / Level

1. On the 'Selected Clients Building Area' screen, press in the checkbox to select the site.

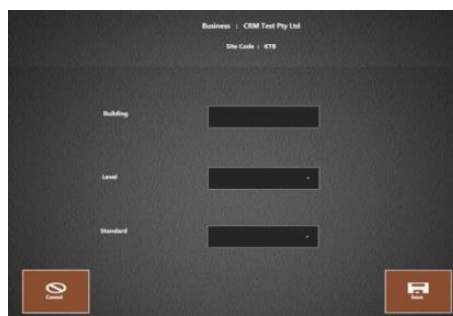


2. Press  **New**.

Note: It is necessary to select a site before pressing **New**. Otherwise the following error appears:

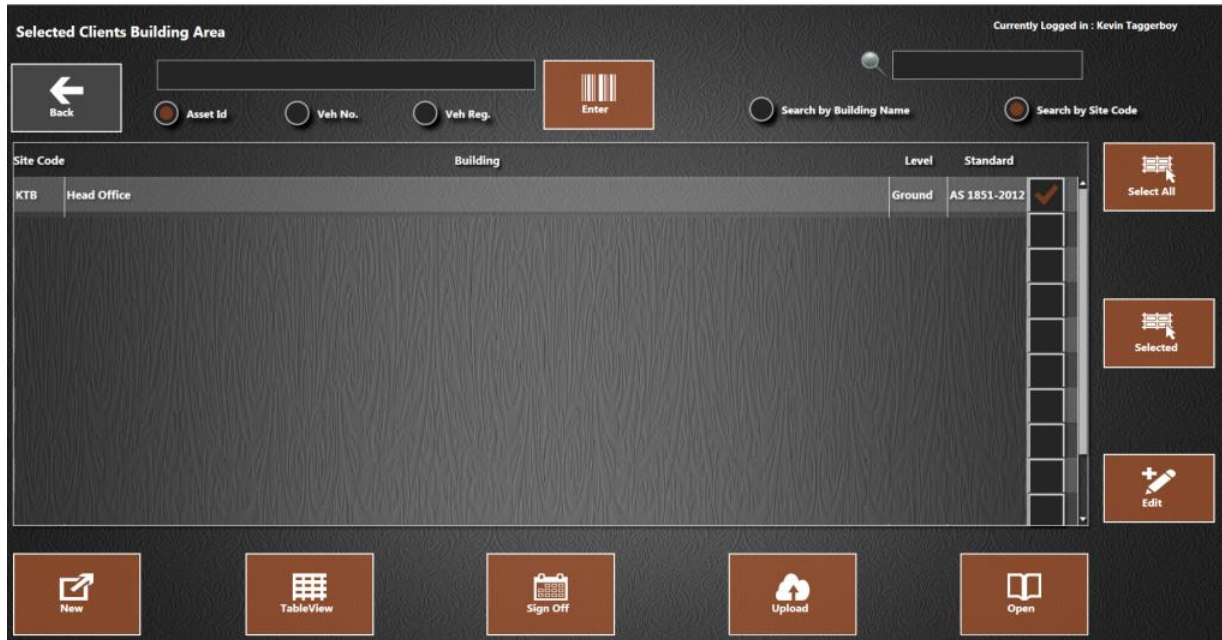


3. Enter the building, level and test standard using the on-screen keyboard or the dropdown menus.



4. Press .

5. The building is listed on the 'Selected Clients Building Area' screen.



6. Repeat for all buildings / levels.

7. Create an asset plan for each level. Refer to the section '[Create an Asset Plan](#)'.

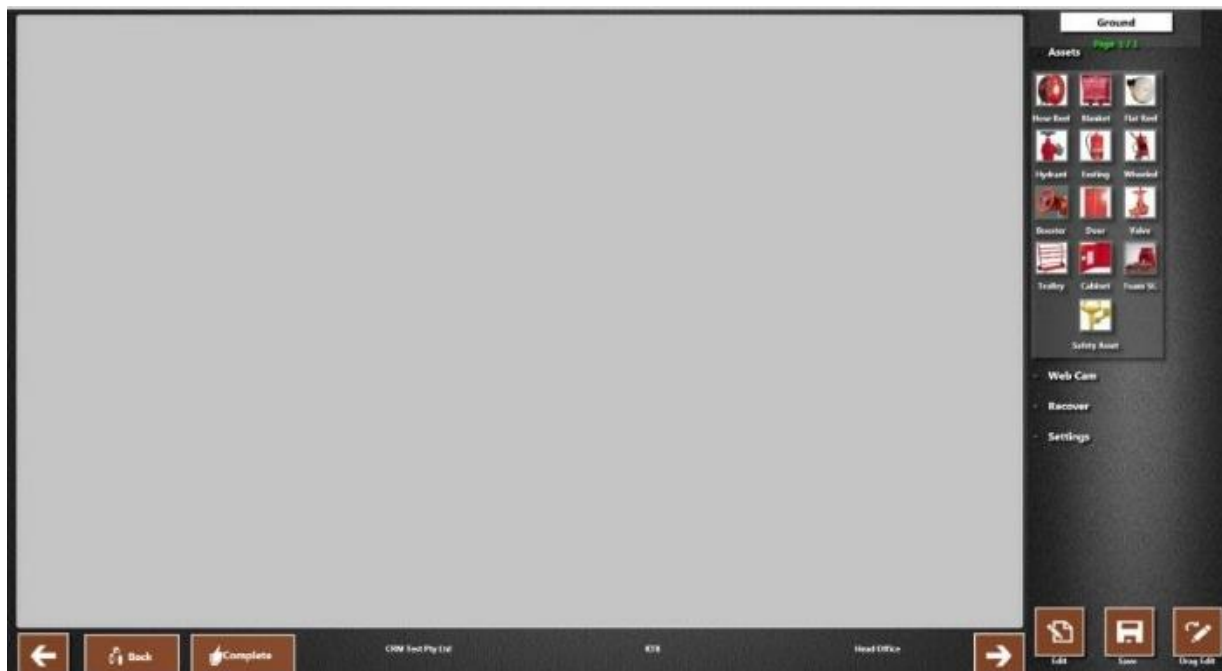
Create an Asset Plan

1. On the 'Selected Clients Building Area' screen, press in the checkbox to select a level.



2. Press  Open.

3. The asset plan screen opens.



Add a Map to the Asset Plan

If a map of the test area is available, it is possible to add this to the asset screen to show the location of the assets.

1. Press **Settings** on the asset plan.



2. Press **Add Map**.

3. Locate the external file of the map.

4. Press **Open**.

5. The map is applied to the asset plan. Example map:



Add a Photo to the Asset Plan

Use the webcam to capture an image to be used as the background for the asset plan. An example would be to photograph a building layout (e.g. an emergency evacuation diagram). The assets can be added in the correct location.

1. Press **Web Cam** on the asset plan.
2. The following icons appear:



Press to start the webcam.

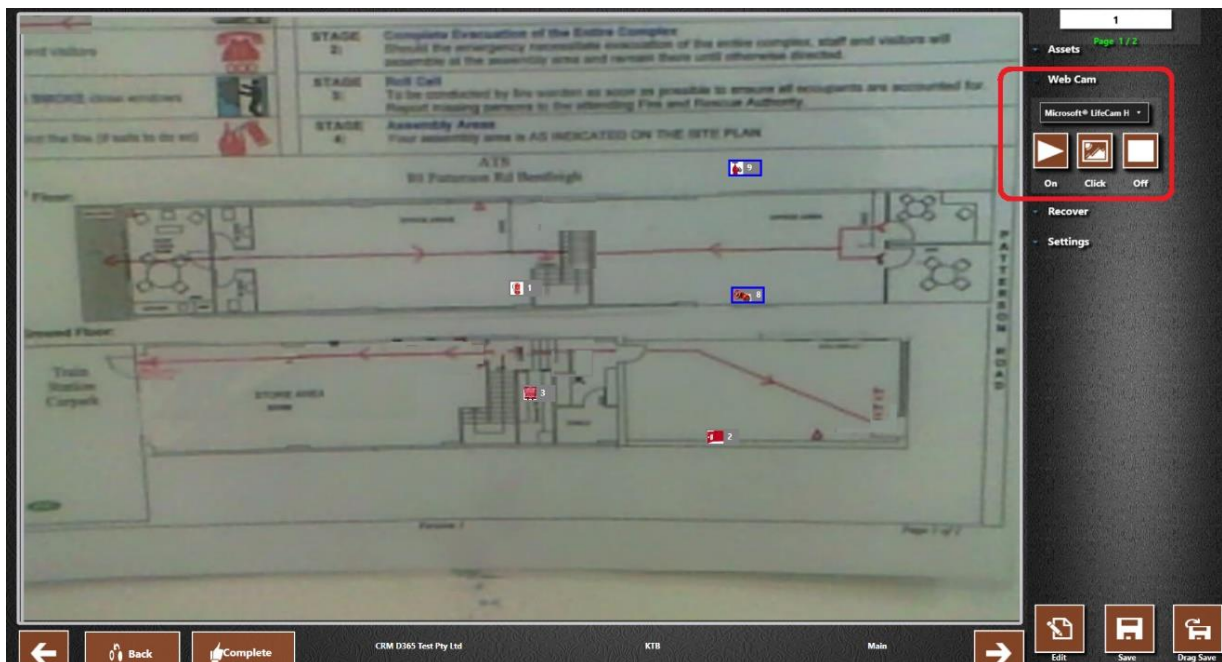


Press to take a photograph.





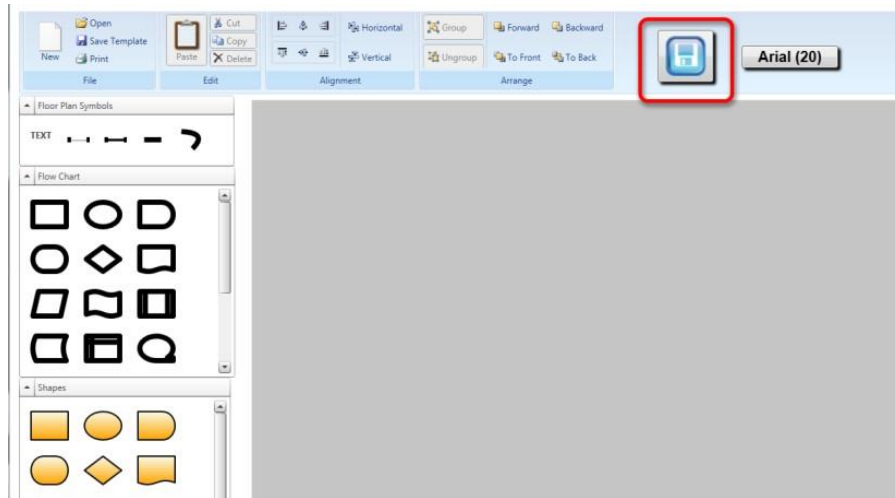
Press to stop the webcam


3. The photograph automatically appears as the background on the asset plan.



Create a Floor plan

1. Press  on the asset plan.
2. Press . The 'Floor plan editor' window opens.

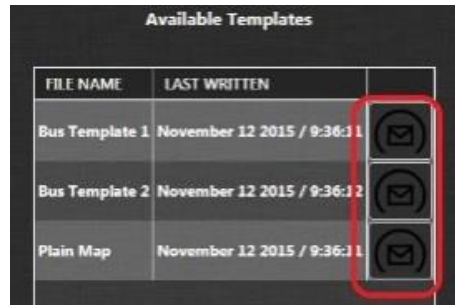


3. Create the floor plan as required by dragging the shapes / floor plan symbols onto the plan.
4. Press  at the top of the screen to save the floor plan.
5. Press **Yes** on the confirmation message.
6. The new floor plan is automatically applied to the asset plan. Example floor plan:



Assign a Template

1. Press **Settings** on the asset plan.
2. Press **Templates**.
3. In the pop-up window, press in a checkbox to select the required template.

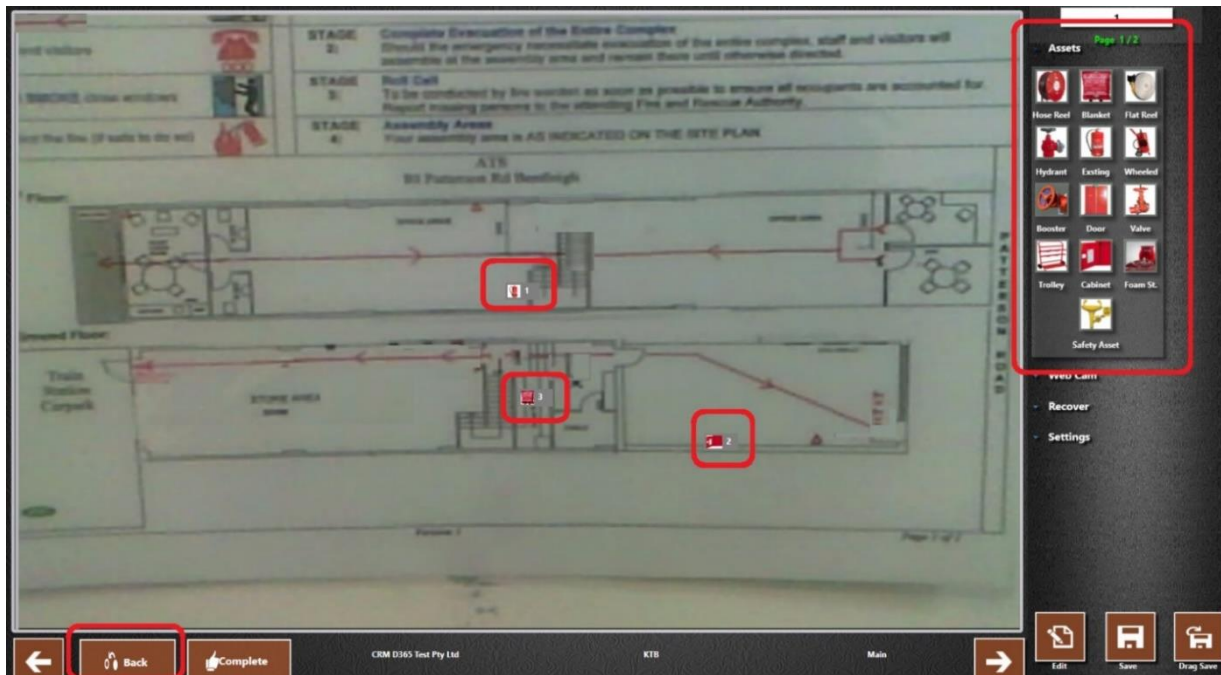


4. The new template is automatically applied to the asset plan. Example template:



Add Assets to the Plan

1. Press **Assets** on the asset plan.
2. Press and hold on the required asset type from the right-hand box and drag to the relevant location in plan.



3. Repeat for all assets.
4. It is now necessary to add details for each asset on the plan.

Add Asset Details

1. On the asset plan, press or click on an asset icon to open the asset details screen. A screen similar to the following is displayed:

Site Code: KTB , Building: New Office1 , Level : GND

Asset ID No: 09876

Floor: GND

Room: Lab

Location: Adjacent Entry

Make: ATS

Tag Color: Red (selected), Yellow

Status: Active

Vehicle Id No: [Empty]

Vehicle Reg: [Empty]

Client Asset Id: TYPE (highlighted)

Size: 9.0

Unit: It

Rating: 3A:30B

Stored Pressure Foam AFFF

Time Frame: 6 Month

Test Standard: AS 1851-2012

Test Result Pass

Buttons: Cancel, Change Level, Copy, Paste, Copy To, Save (highlighted)



Notes:

- Fields on this screen differ depending on the asset type.
 - The 'Floor' and 'Test Standard' fields default to the standard assigned to the building / level.
2. Complete all required fields using the onscreen keyboard or the dropdown menus where available.
 3. Press **TYPE** to open a shortcut window. Press to select the Type, Size, Rating and Unit fields.

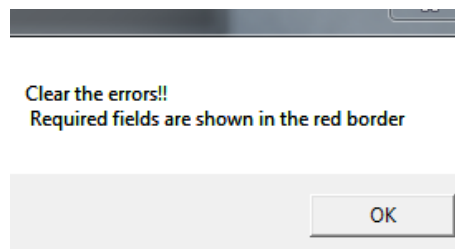
Type	Rating	Size	Unit
AB(E) Dry Chemical Extinguisher with hose		1.0	kg
Stored Pressure Foam AFFF		1.5	It
Stored Pressure Foam ATC		2.0	
B(E) Extinguisher		2.3	
CO2 Extinguisher		2.5	
Wet Chemical Extinguisher		4.5	
Sapphire MRI Extinguisher		9.0	
Stored Pressure Water		5.0	
		7.0	
		6.0	


Buttons: Save, Cancel

IMPORTANT: Verify all information entered matches the exact details of the actual asset.

4. Press  to close the 'Type' window.
5. Press  once all details are complete.




Note: Some fields are compulsory and must be completed before saving. If the following error occurs, fill in the required fields. Compulsory fields are shown with a red outline when saving. Compulsory fields differ depending upon the asset type.



6. The asset plan screen displays again.
7. Repeat for all assets.
8. Press  once all asset details are completed to return to the 'Selected Clients Building Area' screen. The circuit plan is automatically saved.

Copy Asset Details


Copy and Paste Details to One Asset

1. Open the asset details to copy from.
2. Press .
3. Press .
4. Open the asset to copy the details to.
5. Press .

Note:

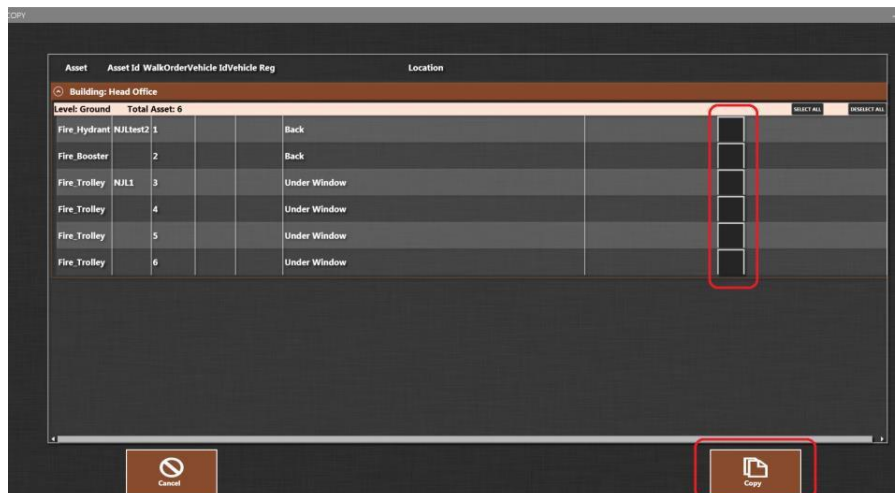
The 'Paste' button will be inactive if:




- a) 'Copy' has not been pressed on another asset
- b) Pasting details to a different asset type. Asset types must be the same.

6. Details are copied from asset to asset.
7. Complete any further required details.
8. Press .

Copy Details to Multiple Assets

1. Open the asset details to copy from.
2. Press .
3. On the pop-up window, press in the checkboxes to select which assets to copy the details to.




4. Press .
5. Details are copied from asset to asset.
6. Press  on the asset details screen.
7. Press  once all asset details are completed to return to the 'Selected Clients Building Area' screen. The circuit plan is automatically saved.

Create Multiple Plans for One Level

1. Press  on the asset plan.



2. Press .

3. An empty plan screen opens.


4. Repeat the steps for creating an asset plan.

5. The number of plans for the level is indicated in the top right corner of the screen. For example, 'Page 1 / 2' means there are 2 plans for the selected level.



6. Use the arrows in the bottom corners of the screen to scroll between the plans.



7. Press  once all asset plans are completed to return to the 'Selected Clients Building Area' screen. The circuit plan is automatically saved.

Testing Assets

Open Asset Details

Using the Barcode / Asset ID

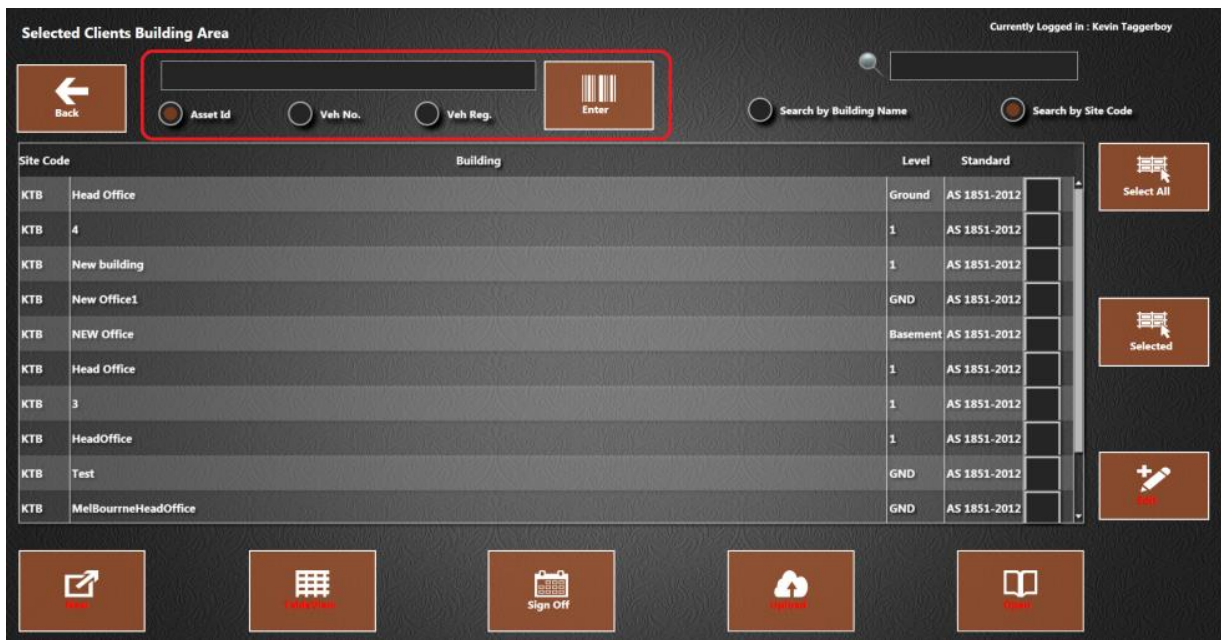
Scanning the barcode is the quickest and easiest way of accessing asset details. This can be done on either the 'Selected Clients Building Area' screen or asset plan.

a) On the 'Selected Clients Building Area'

1. Use the barcode scanner to scan the asset barcode.

Or:


Manually enter the barcode / asset ID and press  Enter.

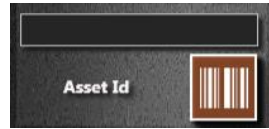


Note: Use the radio buttons to enable search by Asset ID, Vehicle Number or Vehicle Registration.




b) On the Asset Plan

1. Press .
2. The search box opens at the bottom of the icons.



3. Use the barcode scanner to scan the asset barcode.

Or:

Manually enter the barcode / asset ID and press .

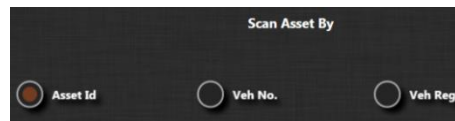
Note: If the asset ID is not found, refer to the section '[Asset Not Found](#)'.

How to Change the Default Search Criteria

Option 1 – On the 'Available Clients' screen - press .

Option 2 – On the asset plan - press  then press .

1. Use the radio buttons to enable search by Asset ID, Vehicle Number or Vehicle Registration.



2. Press .

3. The default search on the 'Selected Clients Building Area' screen and asset plan is changed.

Testing using the Asset Plan

1. Press on an icon on the asset plan.



2. Asset details are displayed.




Notes:

- If multiple plans are open, use the arrows in the corner of the screen to scroll between plans. The business, site and building details are displayed at the bottom of the screen.
- If multiple plans exist for one building, this will be indicated in the top right corner. For example, 'Page 1 / 2' means there are 2 plans for the selected building.

Testing using the Table View



1. Press  next to the asset on the table view screen.


Open	Asset ID No	Asset Name	Floor	Location	Make	Asset Type	Rating	This service level	Next Service level	Next Test Due	Result	FailDetails	Comments
	KTBF10001	Fire Extinguisher	GND	Office	Flamestop	Stored Pressure Foam ATC 3A:30B	2	1	Feb-2016	Not Tested			
	KTBF10000	Fire Extinguisher	GND	Office	Flamestop	Stored Pressure Foam AFFF 3A:30B	2	1	Jan-2016	Not Tested			
	PeterPan	Fire Booster	GND	Newer Land	Australian	Booster Point	1	2	Jan-2013	Not Tested			
	Telesbell	Fire Extinguisher	GND	Tree 3	Australian	Stored Pressure Foam ATC 3A:30B	1	2	Apr-2016	Not Tested			
		Fire Hose Reel								Not Tested			
		Fire Blanket								Not Tested			
		Flat Fire Hose								Not Tested			
		Fire Booster								Not Tested			

Navigation bar: Back, scroll arrows, 1 to 10 of 17, edit, delete, Level Complete

Note: Only 10 assets are displayed on one screen. Use the scroll arrows to move between pages. The number of assets on the level is displayed.

2. Asset details are displayed.

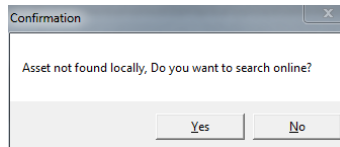
Site Code: KTB , Building: New Office1 , Level : GND FireExtinguisher 3

Asset ID No	09876	Vehicle Id No	
Floor	GND	Vehicle Reg	
Room	Lab	Client Asset Id	
Location	Adjacent Entry	TYPE	Stored Pressure Foam AFFF
Make	ATS	Size	9.0 It
Tag Color	Red <input checked="" type="radio"/> Yellow <input type="radio"/>	Rating	3A:30B 
Status	Active		
New supply	<input type="checkbox"/>	Aggressive Environment	<input type="checkbox"/>
This Service Level	1 <input type="radio"/> 2 <input checked="" type="radio"/> 4 <input type="radio"/> 0 <input type="radio"/>	Next Service Level	1 <input checked="" type="radio"/> 2 <input type="radio"/> 4 <input type="radio"/> 0 <input type="radio"/>
		Hydrant Data	Confirm <input type="checkbox"/>
		Month Jul	Test Standard AS 1851-2012
		Year 2020	Test Result Pass <input type="checkbox"/>

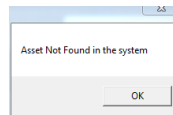
Navigation bar: Cancel, Change Level, KTB-New Office1-GND, Copy, Print, Copy To, Attach, Save

Asset Not Found

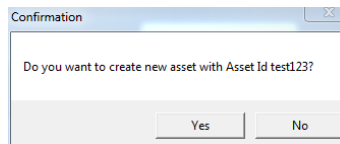
1. The following message appears if the asset number cannot be found in the database:



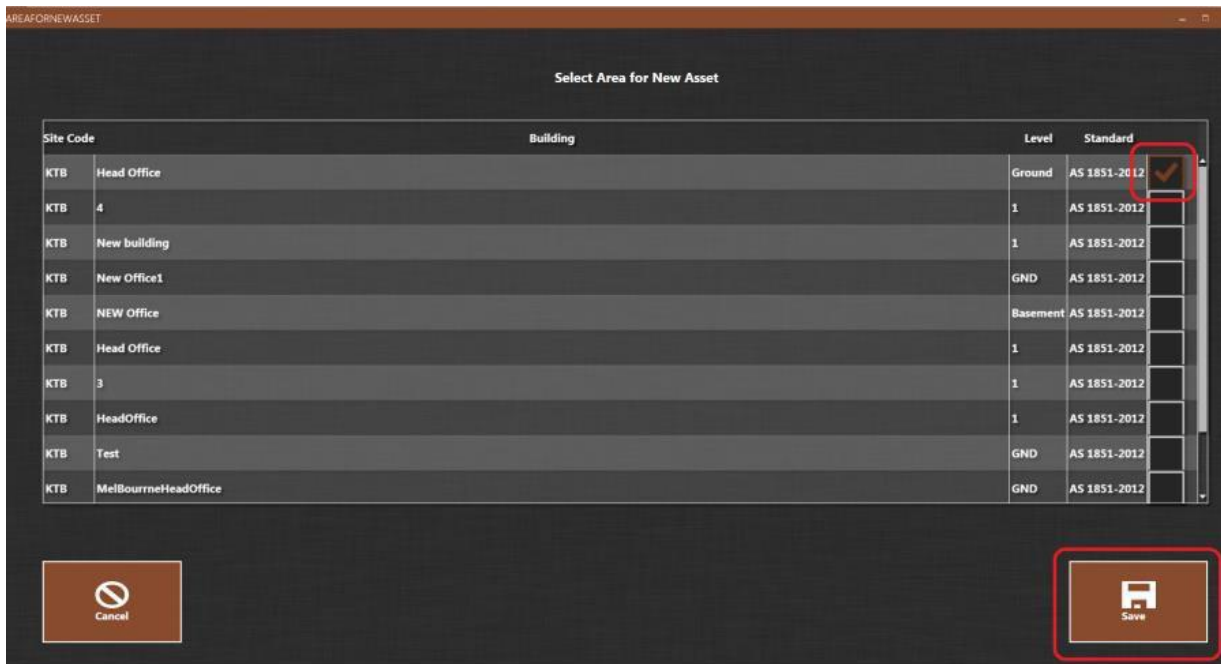
2. Press **Yes** to check if the asset is found at another site. If it is, refer to the section '[Relocate an Asset](#)'.
3. The following message appears if the asset is still not found:



4. Press **OK**.
5. The following message appears:

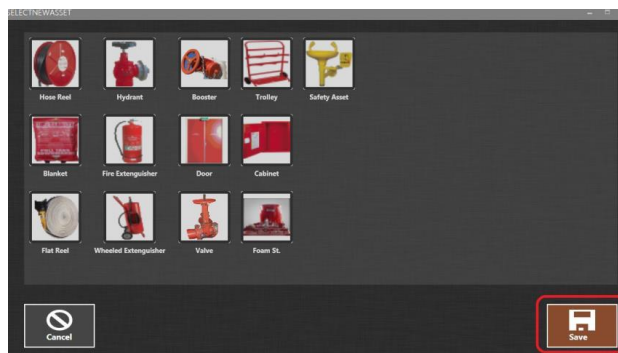


6. Press **Yes** if the asset is required. Otherwise press **No**.
7. Select the location for the asset.



8. Press .

9. Select the asset type from the window that opens.



10. Press .

11. Enter asset details as per section 'Add Asset Details'.

Pass an Asset

1. On the asset detail screen, press in the 'Confirm' checkbox to accept the chosen 'Test Standard'.

IMPORTANT: Verify all asset information matches the exact details of the asset before continuing.

Site Code: KTB , Building: MelBourneHeadOffice , Level: GND

WheeledExtinguisher 6

Asset ID No: KTBFA10026.1

Floor: GND

Room: Workshop

Location: Workshop

Make: Amerex

Vehicle Id No: [Empty]

Vehicle Reg: [Empty]

Client Asset Id: [Empty]

TYPE: ABE Mobile Wheeled Extinguisher

Size: 30 kg

Tag Color: Red (selected) Yellow

Status: Active

New supply: [Empty] Aggressive Environment: [Empty]

Time Frame: 6 Month

This Service Level: 1 (selected) 2 (selected) 4 (selected) 0 (selected)

Next Service Level: 1 (selected) 2 (selected) 4 (selected) 0 (selected)


Hydrostatic Date: [Empty]

Confirm: [Checked]

Test Standard: AS 1851-2012

Test Result Pass: [Checked]

Buttons: Cancel, Change Level, KTB-MelBourneHeadOffice-GND, Copy, Parts, Copy To, Action, Save

2. Press the 'Test Result Pass' checkbox.
3. Select the tag colour if required.
4. Press .

Fail an Asset

1. On the asset details screen, press in the box 'Confirm' to accept the chosen 'Test Standard'.

IMPORTANT: Verify all asset information matches the exact details of the asset before continuing.

Site Code: KTB , Building: MelBourneHeadOffice , Level: GND

WheeledExtinguisher 6

Asset ID No: KTBFFA10026.1

Floor: GND

Room: Workshop

Location: Workshop

Make: Amerex

Size: 30 kg

TYPE: ABE Mobile Wheeled Extinguisher

Status: Active

Confirm: Test Standard: AS 1851-2012

Time Frame: 6 Month

Hydrostatic Date: Month: Jan, Year: 2013

Buttons: Cancel, Change Level, Copy, Print, Copy To, Action, Save

2. Press .
3. Press in the 'Required' checkbox to select the relevant action required from the 'Action' list.

WheeledExtinguisher 6

Failed

Replacement Part	Part No	Total Qty	Last Replaced Date	Edit
Date Tag - AS 1851 - Metal	WDT			
Extinguisher Location Sign	SILS			
Ring - Date Tag	WDR			
Date Tag - AS 1851 - Adhesive	WDTS			

Comments:

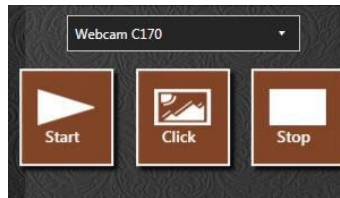
Action:

Action	Required	Rectified
CHECK the extinguisher is conspicuous, readily accessible and in its assigned location	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHECK that the anti-tamper device is intact.	<input type="checkbox"/>	<input type="checkbox"/>
CHECK that the extinguisher is clean and the operating instructions are legible	<input type="checkbox"/>	<input type="checkbox"/>
CHECK that the service tag or label is firmly attached to the extinguisher	<input type="checkbox"/>	<input type="checkbox"/>
CHECK that the extinguisher, including any attachments, is not damaged (see AS 2337.1).	<input type="checkbox"/>	<input type="checkbox"/>
CHECK that the exterior of the extinguisher is not pitted or otherwise damaged by corrosion (see Clause 10.2.5 and AS 2337.1).	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Save, Return, Clear All, Start, Click, Stop

Note: The 'Action' list changes depending on the asset type.

- The status of the asset is shown at the top of the screen and automatically changes to 'Fail'.
- Use the 'Comments' box to add details of the failure, recommendations on how to fix and which parts are required.
- Use the webcam to capture images of the failed asset. The images appear in the column on the left side of the window. A maximum of 2 images is allowed.



Press to start the webcam.



Press to take a photograph.



Press to stop the webcam.

- Press .

8. The asset detail screen displays.

9. Ensure the appropriate service levels are assigned.



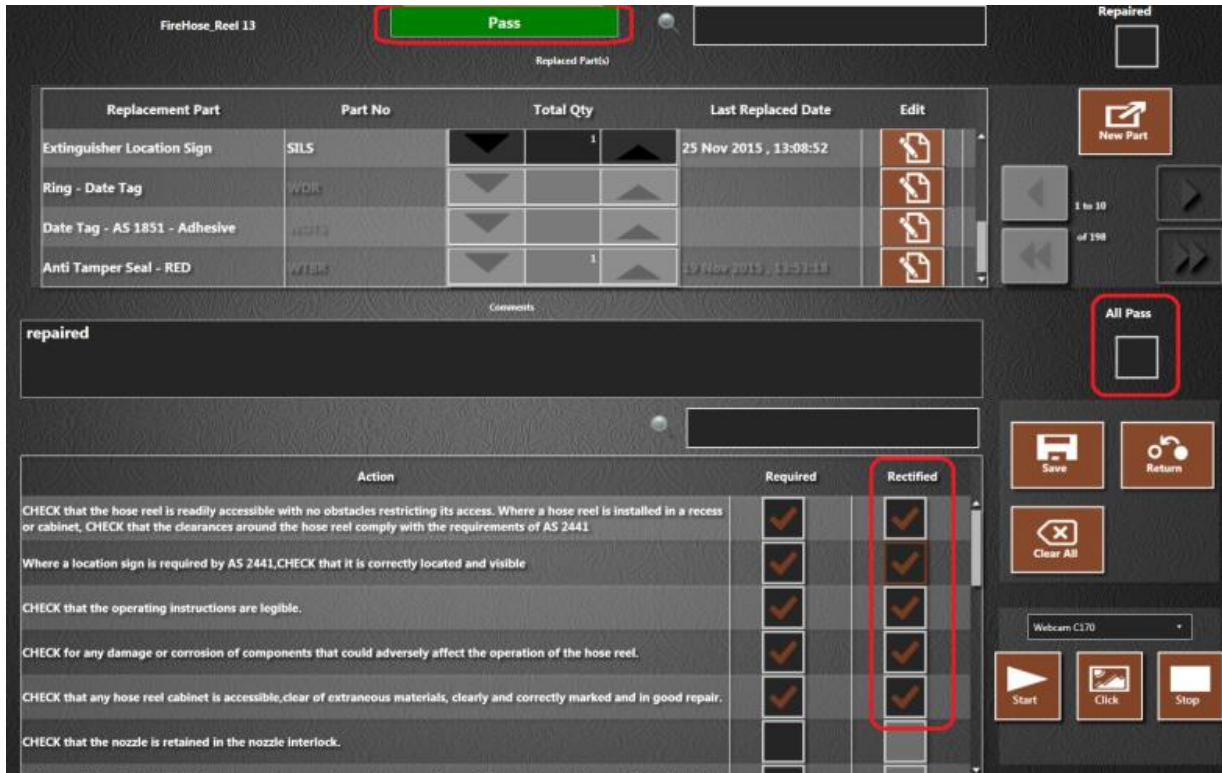
- Press .


Note: There is no 'Fail' button to press. The only way of marking the asset as a fail is by selecting a required action.

Failed Assets

Rectify Issues

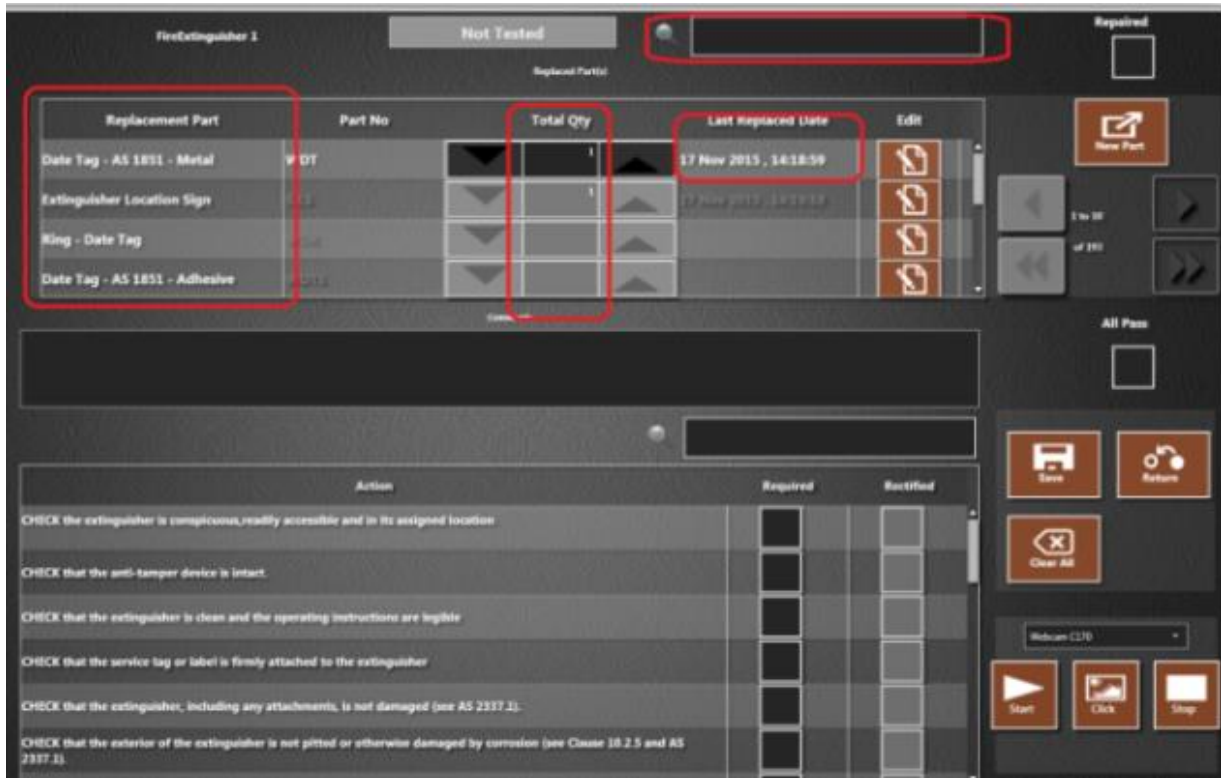
1. On the action screen, press in the 'Rectified' checkbox against the required action.




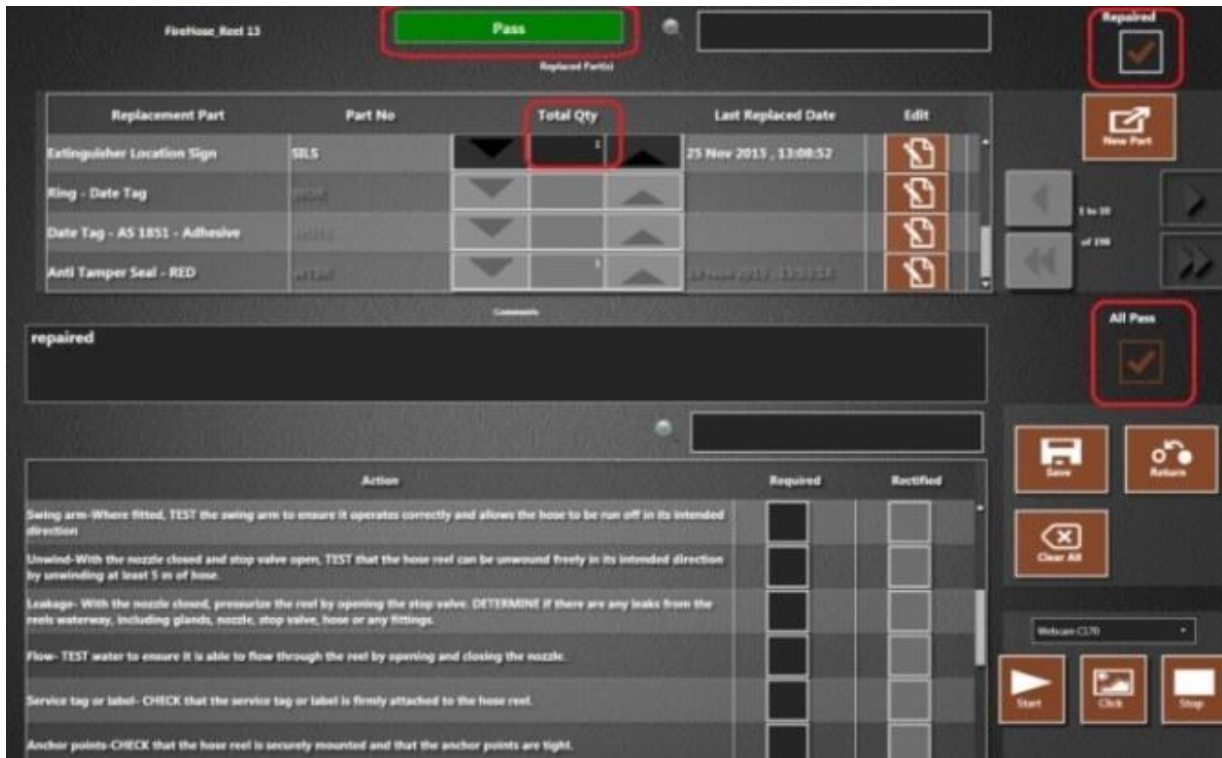
2. Select multiple actions if required.
3. If all issues are rectified press in the 'All Pass' checkbox.
4. The status changes to 'Pass' once all actions are rectified.
5. Press .

Supply a Replacement Part

1. On the action screen, scroll through the replacement part list to find the required part. Or use the search field at the top to search the list.



2. Enter the quantity of replacement parts.
3. Press . The 'Last Replaced Date' is automatically date and time stamped when the asset is saved.
4. The asset details screen displays.
5. Supplying a part does not change the pass / fail status of the asset. If the asset now passes the test, press in the 'All Pass' checkbox. The status changes to 'Pass'.



6. Press in the 'Repaired' checkbox to indicate the asset has been repaired.

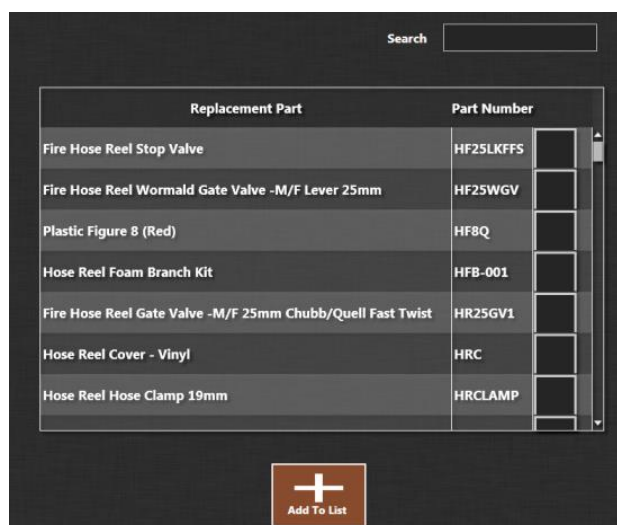
Add Replacement Part

Use this section if a replacement part does not exist in the parts list when repairing an asset.

1. Press  on the action screen.



2. Scroll through the list to find the required part. Or use the search field at the top of the window.



3. Press in the checkbox to select the part(s) to add to the list.

4. Press  .

5. The selected parts will be added to the list.

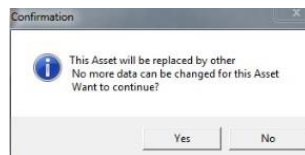
Fail / Replace a Fire Extinguisher

1. On the asset detail screen, change the status using the dropdown arrow. Select 'Condemned'.

The screenshot shows the asset detail screen for a fire extinguisher. The status dropdown is highlighted with a red box and set to 'Condemned'. A 'Condemned And Replace' button is also highlighted. The screen displays various fields for asset information, including Asset ID No (A12345), Floor (1), Room (GND), Location (Workshop), Make (Amerex), and Type (AB(E) Dry Chemical Extinguisher with hose). There are also buttons for 'Cancel', 'Change Level', 'Copy', 'Paste', 'Copy To', 'Action', and 'Save'.

2. Press .

3. A message appears:



4. Press **Yes**.
5. A new asset is now created for the replacement extinguisher. Enter the new fire extinguisher asset ID in the 'Asset ID No' box.

Site Code: KTB , Building: Main , Level : 1

Asset ID No: **A12345NEW** (highlighted in red)

Vehicle Id No: (empty)

Floor: 1

Vehicle Reg: (empty)

Room: GND

Client Asset Id: (empty)

Location: Workshop

TYPE: AB(E) Dry Chemical Extinguisher with hose

Make: Amerex

Size: 1.5 kg

Tag Color: Red (selected), Yellow

Rating: 1A:20B:E

Status: Active (selected), Condemned And Replace

New supply: Aggressive Environment:

Time Frame: 6 Month

This Service Level: 1 (selected), 2, 4, 0

Next Service Level: 1, 2 (selected), 4, 0

Hydrostatic Date: (empty)

Confirm:


Test Standard: AS 1851-2012

Test Result Pass:

Buttons: Cancel, Change Level, KTB-Main-1, Copy, Paste, Copy To, Action, **Save** (highlighted in red)

- The asset being replaced is indicated at the top in red.
- Verify all the information on screen matches the exact details on the fire extinguisher. For example:



- Press .
- The new asset for the fire extinguisher is now setup.
- The condemned asset becomes inactive. No further changes are allowed. The replacement asset is indicated:

Site Code: KTB , Building: Main , Level : 1 FireExtinguisher 0

Asset ID No	A12345	Vehicle Id No	
Floor	1	Vehicle Reg	
Room	GND	Client Asset Id	
Location	Workshop	TYPE	AB(E) Dry Chemical Extinguisher with hose
Make	Amerex	Size	1.5 kg
Tag Color	<input checked="" type="radio"/> Red <input type="radio"/> Yellow	Rating	1A:20B:E
Status	Condemned <input type="checkbox"/> New supply <input type="checkbox"/> Aggressive Environment	Replaced By Asset ID A12345NEW	<input type="button" value="Edit"/> <input type="button" value="Replace"/> <input type="button" value="Time Frame"/>
This Service Level 1 <input checked="" type="radio"/> 2 <input type="radio"/> 4 <input type="radio"/> 0 <input type="radio"/>	Next Service Level 1 <input type="radio"/> 2 <input checked="" type="radio"/> 4 <input type="radio"/> 0 <input type="radio"/>	<input type="button" value="Hydrostatic Date"/> Month Year	<input type="checkbox"/> Confirm Test Standard AS 1851-2012 <input type="checkbox"/> Test Result Pass

Table View

Use the table view to display asset data in grid format instead of using the asset plan.

1. On the 'Selected Clients Building Area' screen, press in the checkbox to select a level.

2. Press .

3. The table view screen opens:



Open	Asset ID No	Asset Name	Floor	Location	Make	Asset Type	Rating	This service Level	Next Service level	Next Test Due	Result	FailDetailsComments
	KTBF10001	Fire Extinguisher	GND	Office	Flamestop	Stored Pressure Foam ATC 3A:30B	3A:30B	2	1	Feb-2016	Not Tested	
	KTBF10000	Fire Extinguisher	GND	Office	Flamestop	Stored Pressure Foam AFFF 3A:30B	3A:30B	2	1	Jan-2016	Not Tested	
	PeterPan	Fire Booster	GND	Never Land	Australian	Booster Point		1	2	Jan-2013	Not Tested	
	Tinkerbelle	Fire Extinguisher	GND	Tree 3	Australian	Stored Pressure Foam ATC 3A:30B	3A:30B	1	2	Apr-2016	Not Tested	
		Fire_Hose_Reel									Not Tested	
		Fire_Blanket									Not Tested	
		Flat_Fire_Hose									Not Tested	
		Fire_Booster									Not Tested	

Uses of table view:

- View test results. Refer to the section '[View the Test Status of Assets](#)'.
- Change asset details. Refer to the section '[Edit Asset Data](#)'.
- Complete a level. Refer to the section '[Complete a Level](#)'.

4. Press  to return to the 'Selected Clients Building Area' screen.

View the Test Status of Assets





The test status of assets is displayed on the table view screen, asset plan and the test report (refer to the section '[Reporting](#)').

Using Table View

1. On the 'Selected Clients Building Area' screen, press in a checkbox to select a building.

2. Press .

3. The table view screen opens displaying the test results in the 'Results' column.

Open	Asset ID No	Asset Name	Floor	Location	Make	Asset Type	Rating	This service Level	Next Service level	Next Test Date	Result	FailDetails
	AAA1234	Fire Extinguisher	1	Door	Flamestop	AB(E) Dry Chemical Extinguisher with hose 2A:40B:E		1	2	Jan-2013	Fail	CHECK the extinguisher is conspicuous, readily accessible and its assigned location
	KTBF10002.1	Fire Extinguisher	1	Workshop	Amerex	AB(E) Dry Chemical Extinguisher with hose 2A:40B:E		1	2	Jan-2013	Pass	
		Fire_Door									Not Tested	
		Fire_Hydrant									Not Tested	

Using the Asset Plan

1. Open the asset plan.



2. The test status is indicated by the colour of the icon:

- Green = passed asset
- Red = failed asset
- Grey = asset not tested

View Last Test Results

1. Press **Settings** on the asset plan.



2. Press **Last Test**.

3. The plan background changes to red. The last test status of the assets is displayed.




4. Press **Last Test** again to toggle back to current results.

Delete Test Data

To delete the last test results:

1. Press the 'Test Result Pass' checkbox on asset details screen to remove the tick.



Or press  on the action screen.

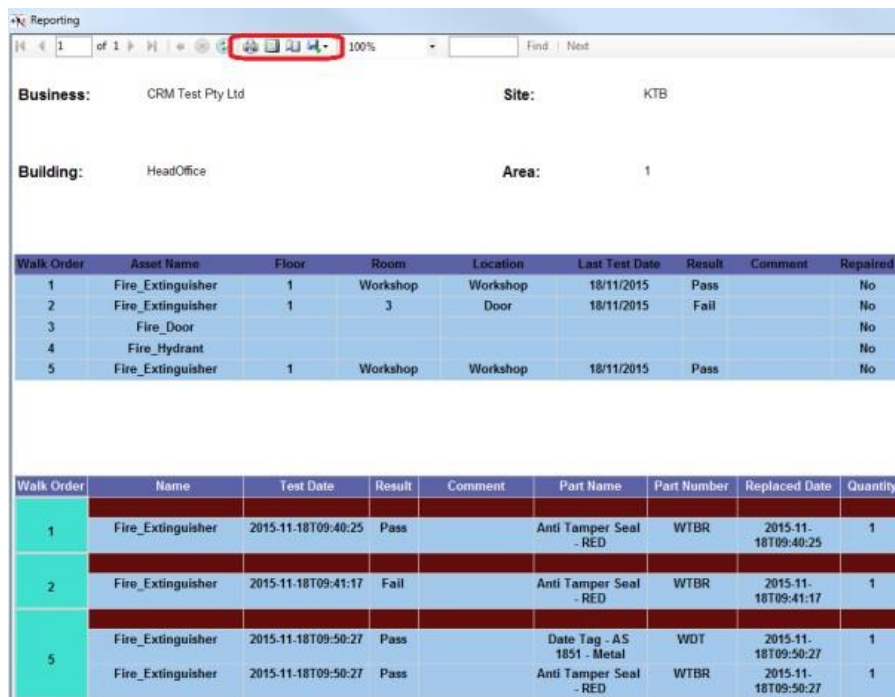
2. Press **Yes** on the confirmation message.

Reporting

1. Press  on the asset plan.

2. Press .

3. A report window opens showing the test result data. The top half shows the test results in general. The bottom half shows assets that have been repaired. For example:



The screenshot shows a 'Reporting' window with a toolbar at the top containing icons for print, save, and export. The window displays the following information:

Business: CRM Test Pty Ltd **Site:** KTB
Building: HeadOffice **Area:** 1

Walk Order	Asset Name	Floor	Room	Location	Last Test Date	Result	Comment	Repaired
1	Fire_Extinguisher	1	Workshop	Workshop	18/11/2015	Pass		No
2	Fire_Extinguisher	1	3	Door	18/11/2015	Fail		No
3	Fire_Door							No
4	Fire_Hydrant							No
5	Fire_Extinguisher	1	Workshop	Workshop	18/11/2015	Pass		No

Walk Order	Name	Test Date	Result	Comment	Part Name	Part Number	Replaced Date	Quantity
1	Fire_Extinguisher	2015-11-18T09:40:25	Pass		Anti Tamper Seal - RED	WTBR	2015-11-18T09:40:25	1
2	Fire_Extinguisher	2015-11-18T09:41:17	Fail		Anti Tamper Seal - RED	WTBR	2015-11-18T09:41:17	1
5	Fire_Extinguisher	2015-11-18T09:50:27	Pass		Date Tag - A5 1851 - Metal	WDT	2015-11-18T09:50:27	1
	Fire_Extinguisher	2015-11-18T09:50:27	Pass		Anti Tamper Seal - RED	WTBR	2015-11-18T09:50:27	1

4. Use the toolbar at the top of the page to print, save or export the report to Excel, PDF or Word.

5. Use the cross in the top right corner to close the report window. This is necessary to return to the app.

Complete a Level

Once all required assets have been tested, it is necessary to complete each level.

Note: Assets displayed in grey on the asset plan have NOT been tested.

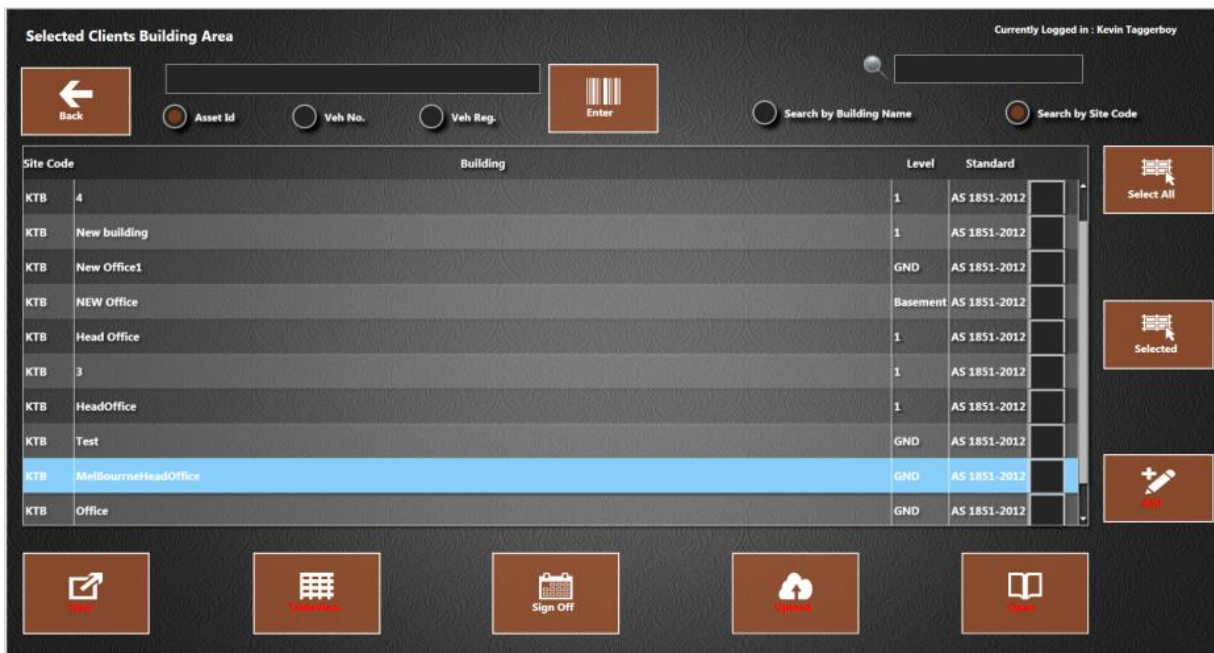
1. There are 2 ways of completing a level:

a) On the asset plan screen press  Complete

b) On the table view screen, press  Level Complete.

2. The 'Selected Clients Building Area' screen is displayed.

3. Completed levels are highlighted in blue.



The screenshot displays the 'Selected Clients Building Area' interface. At the top, it shows the user is logged in as 'Kevin Taggerboy'. Below the header, there are search filters for 'Asset Id', 'Veh No.', and 'Veh Reg.', along with a search bar and buttons for 'Search by Building Name' and 'Search by Site Code'. The main area contains a table with columns for 'Site Code', 'Building', 'Level', and 'Standard'. The table lists several buildings, with the 'MelBourneHeadOffice' row highlighted in blue, indicating it is completed. On the right side, there are buttons for 'Select All', 'Selected', and 'Add'. At the bottom, there are five navigation buttons: 'Home', 'Menu', 'Sign Off', 'Upload', and 'Help'.

Site Code	Building	Level	Standard
KTB	4	1	AS 1851-2012
KTB	New building	1	AS 1851-2012
KTB	New Office1	GND	AS 1851-2012
KTB	NEW Office	Basement	AS 1851-2012
KTB	Head Office	1	AS 1851-2012
KTB	3	1	AS 1851-2012
KTB	HeadOffice	1	AS 1851-2012
KTB	Test	GND	AS 1851-2012
KTB	MelBourneHeadOffice	GND	AS 1851-2012
KTB	Office	GND	AS 1851-2012

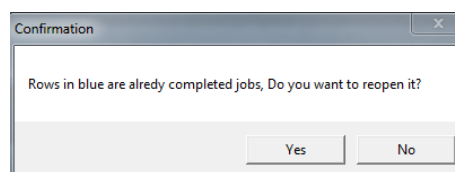
Re-open a Completed Level

It is possible to re-open a level before uploading.

1. On the 'Selected Clients Building Area' screen, press in the checkbox to select the completed level (blue).


2. Press .

3. The following message appears:



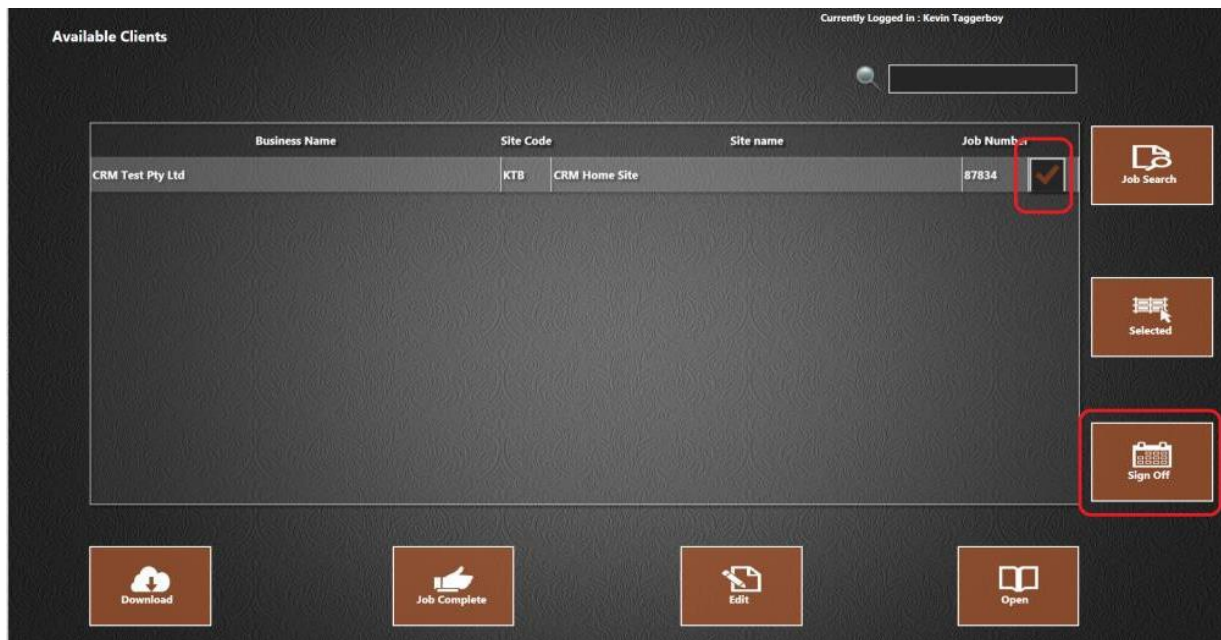
4. Press **Yes**.
5. The level is re-opened and no longer appears in blue.
6. Make the required changes and complete the level as above.

Sign Offs

1. Once testing is complete, press  on the 'Selected Clients Building Area' screen.



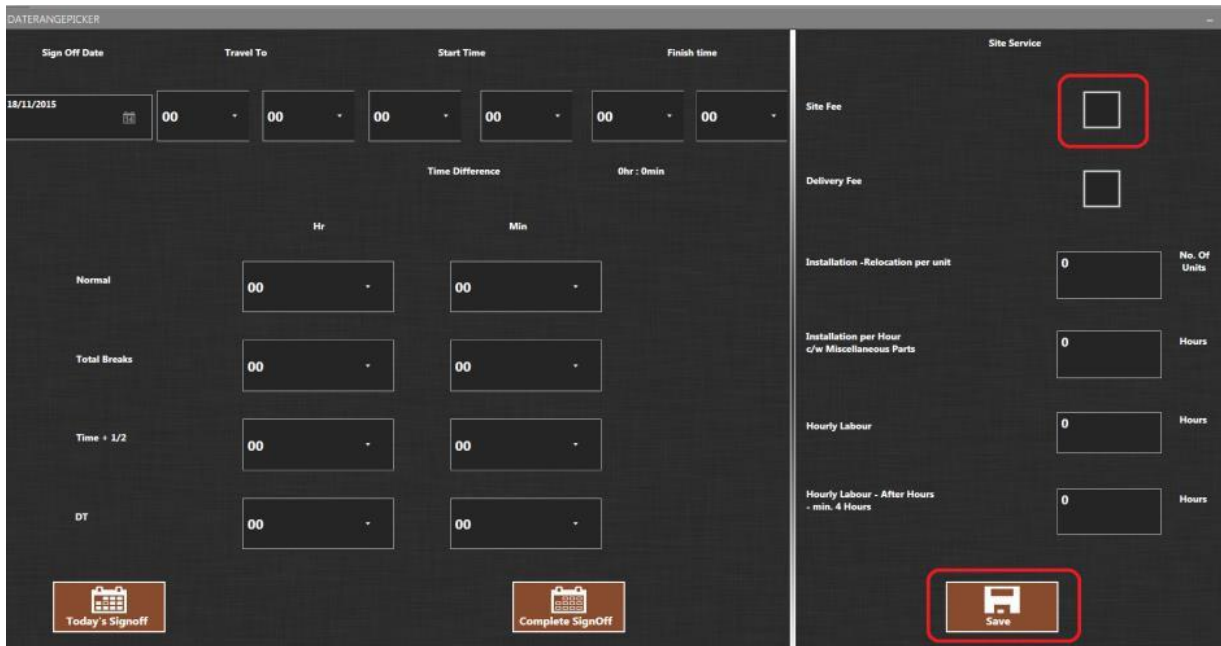
2. The 'Available Clients' screen is displayed. Press in the checkbox to select the job number.



3. Press




4. The following screen opens:



5. Press in the checkbox to select 'Site Fee'.

6. Press  Save.

7. Complete all relevant time and labour information.

8. Press  Today's Signoff to sign-off for the day. This is used if the job runs over several days.

Or:

Press  Complete SignOff to sign-off a completed job.

9. The test certificate screen opens:

Back

Date: 09 March 2016 Job Number: 87834

Company: CRM Test Pty Ltd

Address: CRM Home Site Suite 123 CRM Avenue 1-2 CRM Highway Crmville VIC

Contact: Telephone:

Special Instructions:

Service:

Equipment Type	Size	Unit	Quantity
Total Service Units: 0			

New Supply / Exchange:

Equipment Type	Size	Unit	Quantity
Total New Supply Units : 0 . Total Exchange Units: 0			

Spare Parts:

Description	Quantity	Yes	No	N/A
House/keeping OK		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Labels Legible		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
PaintWork Ok		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Locations Ok		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Hostil Environment		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Signage Ok		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Hoses disc p/test		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Survey Required		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Comments:

The information within this certificate is correct at the time of testing.

Quotes Required

Technician Client

Save Sign Clear Save Sign Clear


Tech Name: Client Name:

Email To: CC Email To Tech:


Back Save Save & Email

10. Enter details as required. 'Contact' and 'Email to' fields are compulsory fields.

11. Ensure the checkbox 'Quotes Required' is selected if assets need to be fixed.

12. Press  to send to the ATS office only.

Or:

Press  to send to the client, the ATS office and the technician (if selected in Settings).

13. Press  (at the top or bottom of the form) once complete.

Default Technician Email Address

1. There are 2 ways of entering an email address for a technician:

Option 1 – On the 'Available Clients' screen - press  .

Option 2 – On the asset plan - press  then press  .

2. In the pop-up window, enter the technician's email address in 'Tech Email' field.



3. Press the 'cc Data to Technician' checkbox. The email address will automatically default into the sign-off form to the technician.

4. Press  .

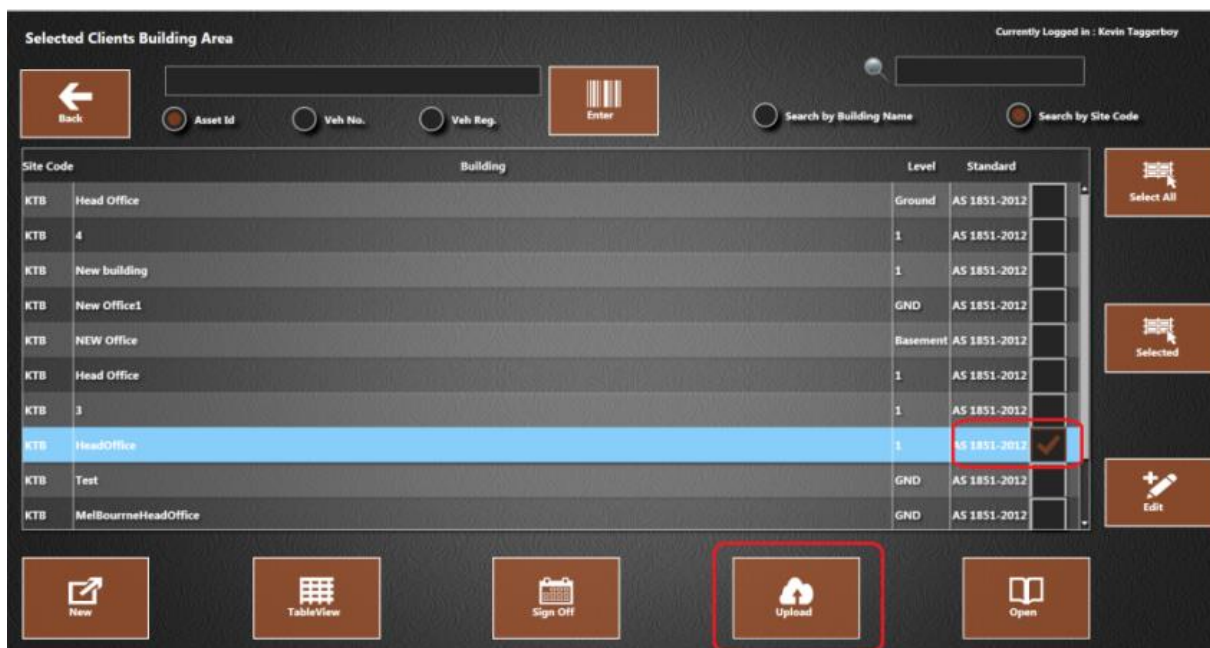
Upload Test Results and Complete a Job



Test results are initially saved locally on the tablet. It is necessary to upload the data into the database.

Upload Data

IMPORTANT: Ensure all required levels and timesheets have been completed before uploading or test data could be lost.

1. Press in the checkbox to select each completed level. Completed levels are highlighted in light blue.

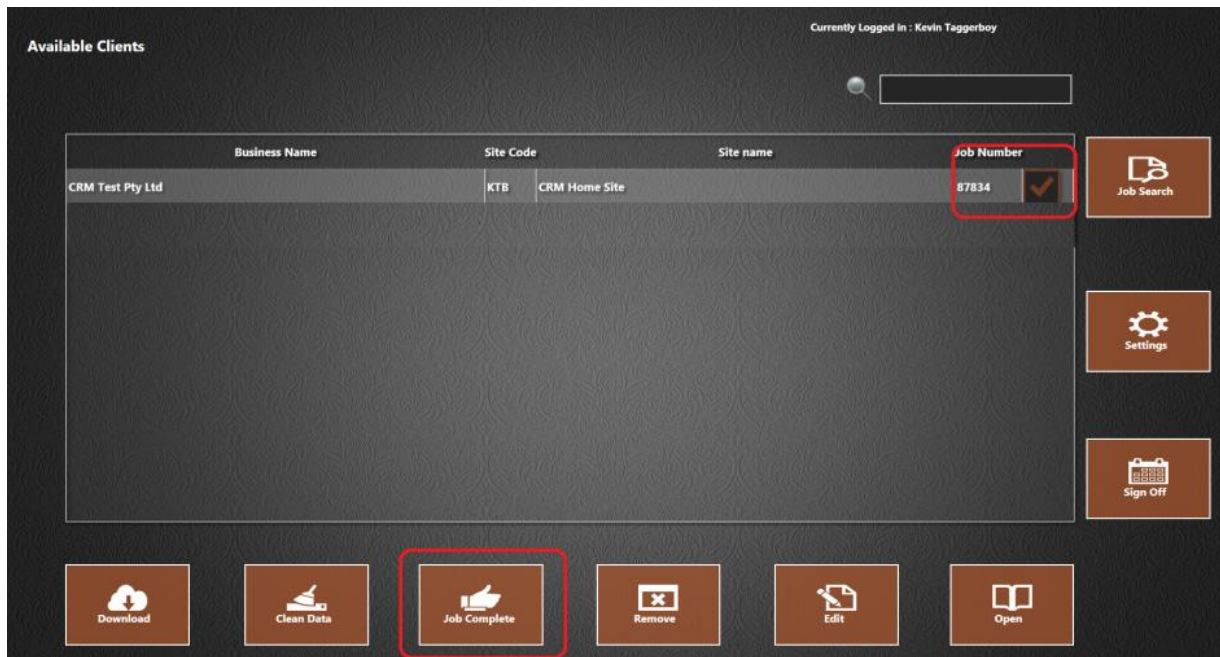


2. Press  .
3. A 'File Upload Completed' message appears. Press **OK**.
4. The completed level(s) disappears from the list.
5. Once all required levels are uploaded, press  in the top left of the window.
6. The 'Available Clients' screen displays and the job can be completed.

Complete a Job

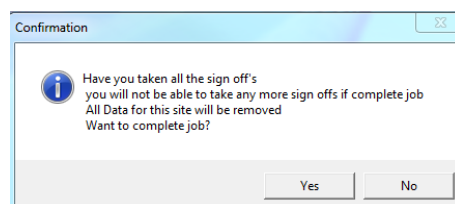
IMPORTANT: Ensure all levels are uploaded before completing the job. Otherwise all test data will be lost.

1. On the 'Available Clients' screen, press in the checkbox to select a job.



2. Press  Job Complete.

3. The following message displays:



4. Press **No** if sign offs are still to be completed. Refer to the section ['Sign Offs'](#) to complete.

Or:

Press **Yes** to confirm sign offs are done.

5. The job disappears from the list.



View Data in the Portal

Once a job is uploaded and completed, it is possible to view asset data and run reports in the AIM Portal.

Refer to the 'Aim Portal User Manual' for further details.

Change Assets

Edit Asset Data

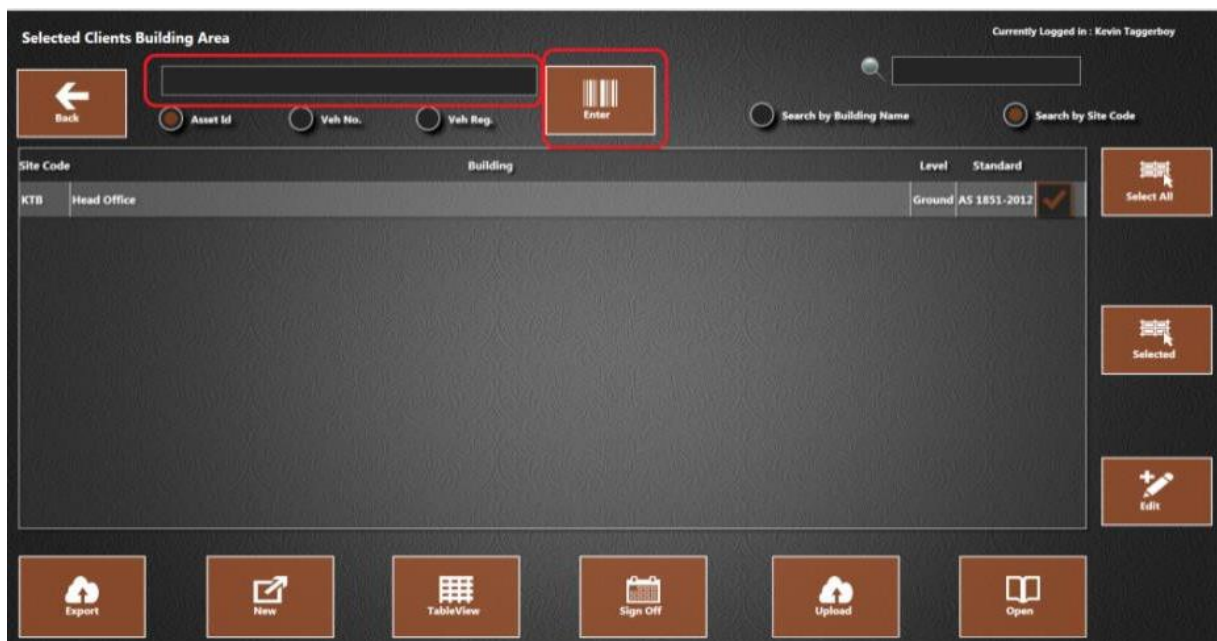
1. Open the asset details from either:
 - a) Table view screen - press  next to the required asset.
 - b) Asset plan – press on an asset icon.
2. Make the required changes.
3. Press .

Relocate an Asset

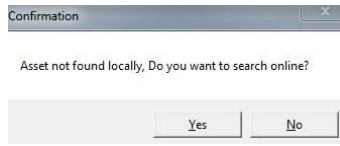
It could be possible that when the asset details are displayed, the asset is marked as being in an incorrect location. There are 2 ways of moving the asset.

Relocate to a Site

1. Download job data for the site where the asset is to be moved to.
2. Scan the barcode on the asset using the barcode scanner or enter the barcode number manually.



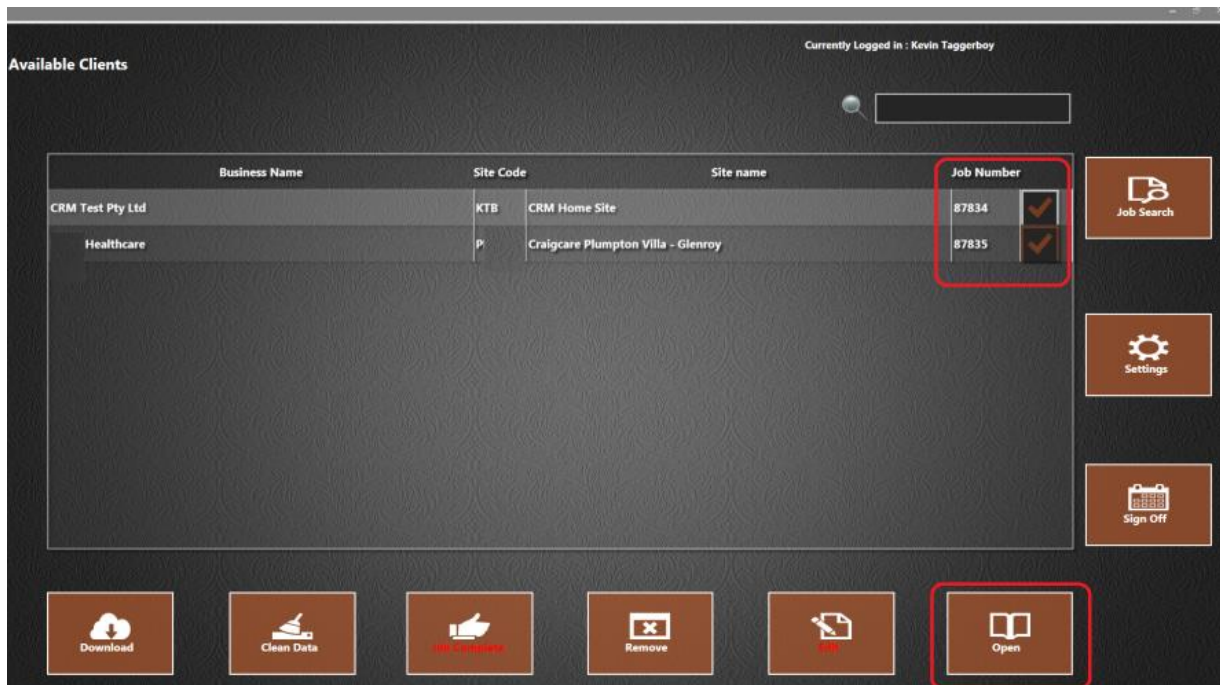
3. The following message appears:



4. Press **Yes**.
5. If the asset is found at another site, a message appears indicating where it has been located.
6. Press **Yes** to move the asset to the current site.
7. Check the asset plan / table view to verify the asset is now in the correct location.

Relocate from a Site

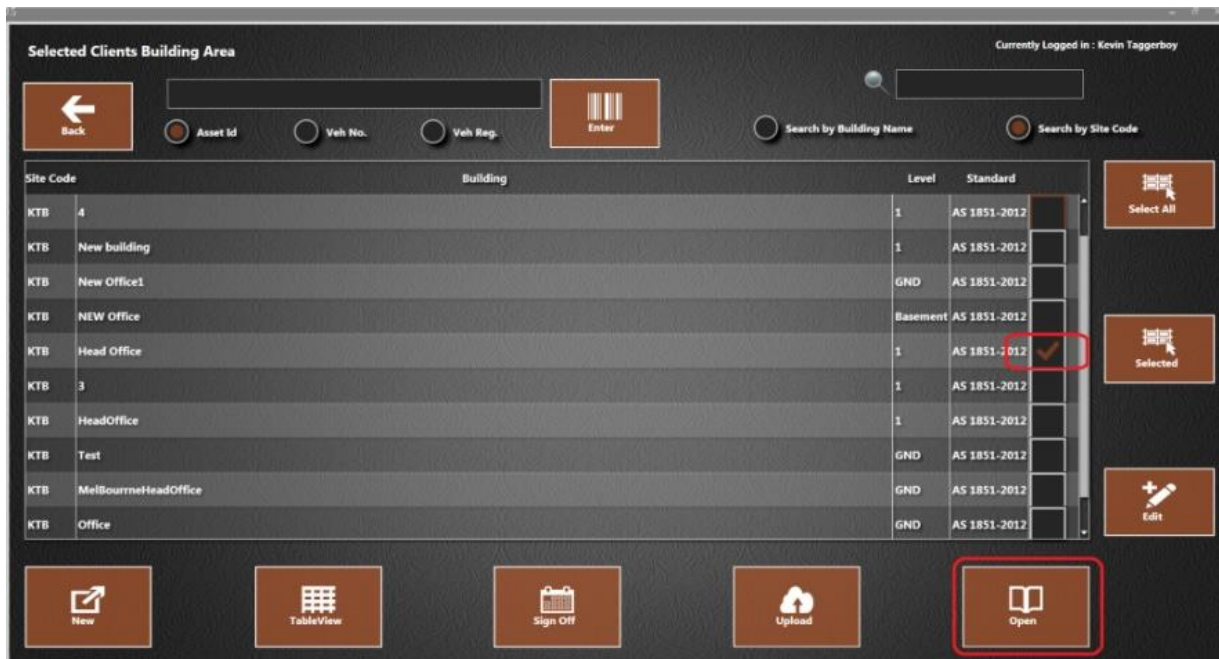
1. On the 'Available Clients' screen, download jobs for the sites where the asset is being moved from and to.
2. Press in the boxes to select the relevant sites.



3. Press  **Open**.

4. Site data for both jobs is opened.

5. Select the current location of the asset.

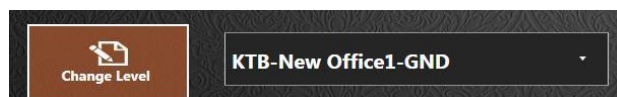


6. Press  Open.

7. The asset plan opens. Press on the asset to be moved.

8. The asset details screen opens.

9. At the bottom of the screen, use the dropdown arrow to open a menu showing available locations based on the sites downloaded.



10. Select the location and press  Change Level.

11. The asset plan displays. The asset has been removed and relocated to the chosen location.

12. Verify the asset now shows on the correct asset plan.



Change an Asset Plan

Add Assets

Assets can be added on the asset plan screen. It is not possible to add assets on the table view screen.

1. Press and hold on an asset type from the right-hand box and drag to the relevant location on the asset plan.



2. Repeat for all assets.
3. Once all assets are in place on the plan, press  Save.
4. Press on an asset icon to enter details. Refer to the section '[Add Asset Details](#)'.
5. Press  Back in the bottom left of the screen to return to the 'Selected Clients Building Area' screen.

Tips:



Drag Edit

Press to enable immediate editing of assets without having to save the plan.




Drag Save


Press to save the plan if 'Drag Edit' is enabled (toggles between Drag Edit / Drag Save).

Move Assets




1. On the asset plan, press  in the bottom right of the screen.
2. Press an asset to select it.
3. The corners are highlighted in blue.




4. Drag to the required location.
5. Repeat for all required assets.
6. Press  in the bottom left of the screen to return to the 'Selected Clients Building Area' screen.

Re-size an Asset Icon




1. On the asset plan, press  in the bottom right of the screen.
2. Press an asset to select it.
3. The corners are highlighted in blue.



4. Press and drag a corner to change the size.
5. Repeat for all required assets.
6. Press  in the bottom left of the screen to return to the 'Selected Clients Building Area' screen.

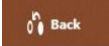
Change the Walk Order

1. On the asset plan, press .

2. Press .

3. Press the asset to be first in the walk order. The number changes to 1.

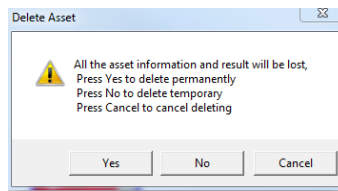
4. Continue pressing on assets in the required sequence. The number assigned to the asset changes accordingly.

5. Press  in the bottom left of the screen to return to the 'Selected Clients Building Area' screen.

Delete Assets

Assets can be deleted from the asset plan but not the table view screen.

1. On the asset plan, press and hold or right-click on the asset to be deleted.
2. Press **Delete** on the menu that opens.
3. The following message appears:



4. To permanently delete an asset, press **Yes**. The asset disappears from the plan.

Or:

To temporarily delete an asset, press **No**.

5. If temporarily deleting, enter a reason in the pop-up box:



6. Press .

7. The asset disappears from the plan.

Note: Walk order is adjusted accordingly. For example, if number 1 is deleted, the asset in number 2 place changes to 1, number 3 to 2 etc.

Recover a Deleted Asset

If an asset has been temporarily deleted from an asset plan, it is possible to retrieve the asset. If an asset has been permanently deleted it is not possible to recover it.

Recovery can be done from either the asset plan or table view screen.

From the asset plan screen

1. Press .



2. Press .

3. The 'Recover' window opens.



4. Press in the checkbox to select the asset to be recovered.

Note: It may be necessary to scroll right in the pop-up box to view the checkbox.

5. Press .


6. The asset reappears on the asset plan.

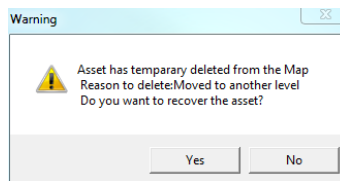
7. The walk order number assigned will be the end of the numbering sequence. For example, if there are 4 assets on the plan and then an asset is recovered, it will be assigned walk order 5. To change the walk order, refer to the section '[Change the Walk Order](#)'.


From the Table View screen

If assets have been temporarily deleted, the following message displays on the table view screen:





1. Press  next to the asset to be recovered.
2. The following message appears:





3. Press **Yes** to recover.
4. The asset detail screen is displayed. Make changes if required.
5. Press .
6. The table view screen is displayed.
7. The asset is listed in the table view screen but no longer in red.

Delete an Asset Plan


It is necessary to delete each individual asset from a plan before deleting the plan. Assets must be permanently deleted, not temporarily. Refer to the section '[Delete Assets](#)' to delete all assets. It is then possible to delete the plan.

1. Press  on the asset plan.
2. Press .
3. Press **Yes** on the confirmation message.
4. The plan is deleted.

Print the Asset Plan

1. Press  on the asset plan.
2. Press .
3. Select the required printer on the pop-up window.
4. Press **Print**.


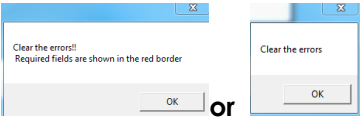
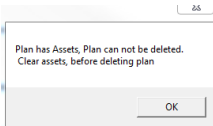
Close the FIRE App

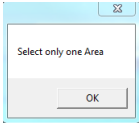
1. Press  on the left side of the screen to close the app.
2. The FIRE app (and the AIRS suite of apps) automatically closes.

F.A.Qs

QUESTION	ANSWER
How to install Team Viewer.	Download from website: www.teamviewer.com/en/index.aspx
How to download the latest ATS Updater.	Download from the website: www.datatransformation.com.au/Software/updater/updater.htm
How to uninstall the ATS Updater.	Start - Settings – System – Apps & Features Search for ATS Updater Click on the program name. Click Uninstall .

Troubleshooting

PROBLEM	CAUSE	SOLUTION
<p>Error when logging on:</p> 	<p>User ID and / or password are incorrect.</p>	<p>Ensure the user ID and password are correct.</p>
<p>Unable to start the app.</p>	<p>Antivirus software is restricting access to necessary files.</p>	<p>Refer to the section 'Software Requirements (PC)'.</p>
<p>Data corruption.</p>	<p>Antivirus software is restricting access to necessary files.</p>	<p>Refer to the section 'Software Requirements (PC)'.</p>
<p>Unable to access printers.</p>	<p>Antivirus software is restricting access to necessary files.</p>	<p>Refer to the section 'Software Requirements (PC)'.</p>
<p>Wi-Fi icon is red.</p>	<p>Antivirus software is restricting access to necessary files.</p>	<p>Click on the Wi-Fi icon to retry the connection.</p>
<p>Error when saving asset data:</p> 	<p>Required data is missing.</p>	<p>Mandatory fields are shown with a red outline.</p> <p>Complete the data and save.</p>
<p>Error when deleting an asset plan:</p> 	<p>The plan has assets on it.</p>	<p>Delete individual assets before deleting the plan.</p> <p>Refer to the section 'Delete Assets'.</p>
<p>Asset plan is empty but unable to delete the plan.</p>	<p>The plan has assets that have been temporarily deleted.</p> <p>It is necessary to permanently delete all assets from the plan.</p>	<p>Recover the assets - refer to the section 'Recover Deleted Assets'.</p> <p>Permanently delete the assets – refer to the section "Delete Assets".</p> <p>Delete the plan</p>

PROBLEM	CAUSE	SOLUTION
<p>The 'Action' button is inactive on the asset detail screen.</p>	<p>The test standard has not been confirmed.</p>	<p>Press in the 'Confirm' checkbox. The 'Action' button will become active.</p>
<p>The 'Paste' button is inactive on the asset detail screen.</p>	<p>There is no data available to paste.</p>	<p>Copy the required data and the 'Paste' button will become active.</p>
<p>Data not uploading or downloading.</p>	<p>Date format could be incorrect on the tablet. It is likely to be set to month – day – year.</p> <p>No internet connection.</p>	<p>Ensure the date format is set to day - month-year on the tablet.</p> <p>Ensure the tablet is connected to the internet.</p>
<p>Error when selecting levels / opening table view:</p> 	<p>It is only possible to view data for one level in the table view.</p>	<p>Select only one level.</p>

Any other problems call the ATS office on 1300 ATS NOW (1300 287 669).

Please ensure internet access is available, as Team Viewer is usually required to assist with any issues remotely.