



**FIRE**  
**Paths of Travel**



# Version Control

Version Number	Date	Changed by
1	19/09/2018	Nicola Latter

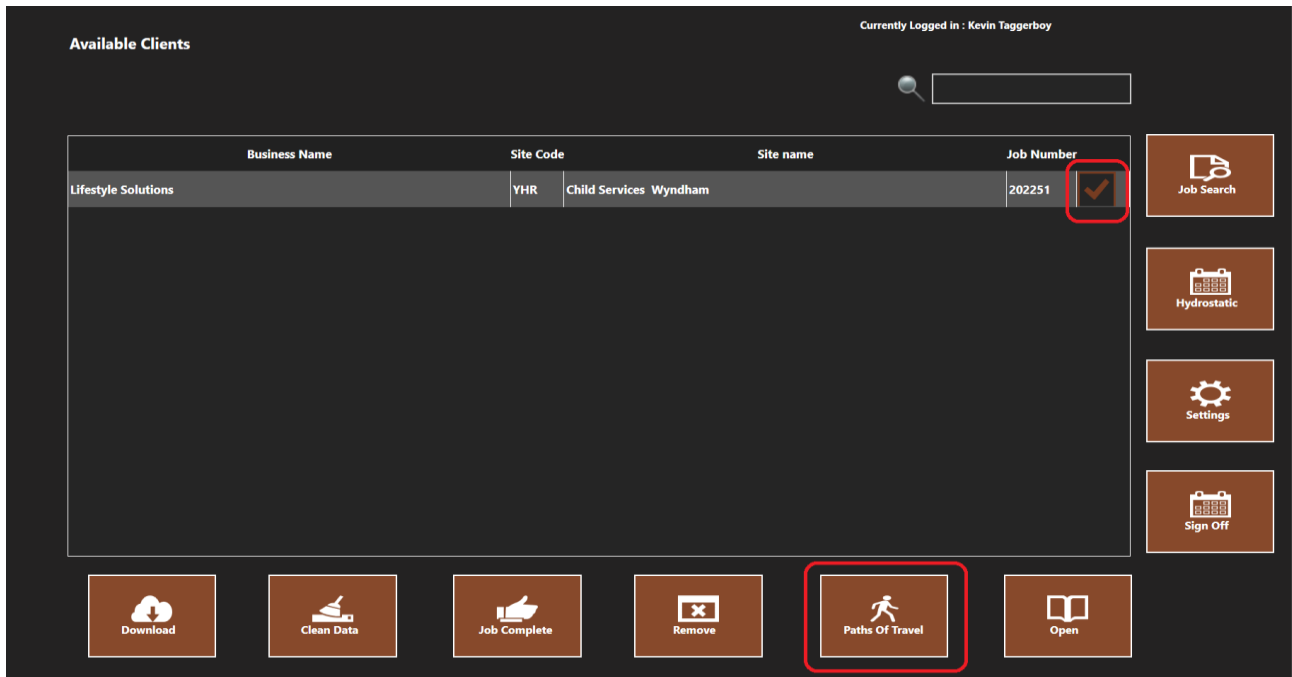
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# Download Paths & Fire Doors

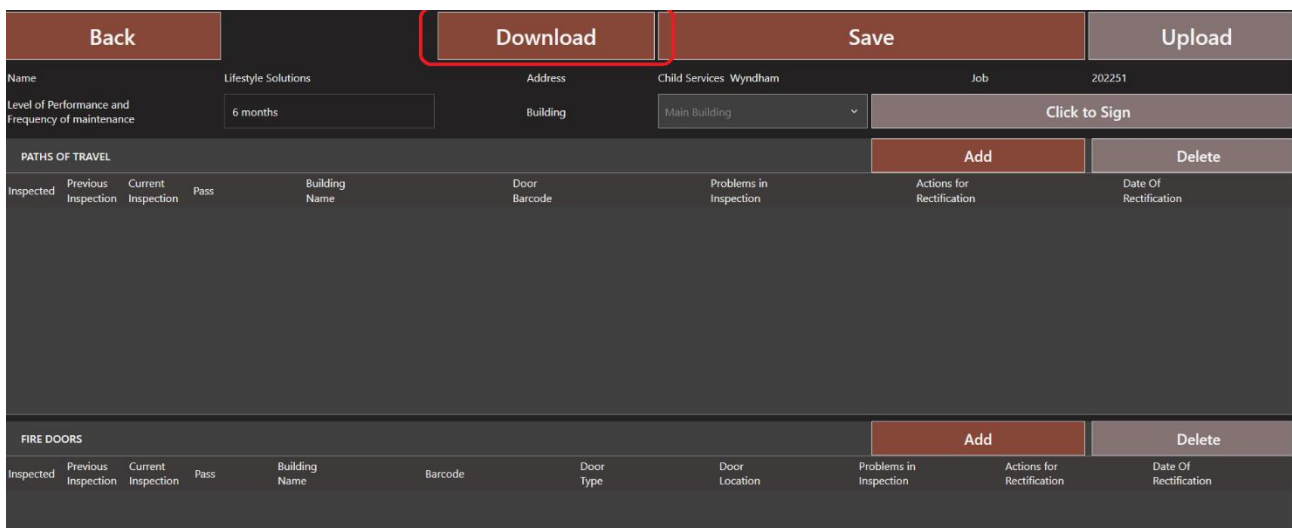
1. Select a job.

2. Press .

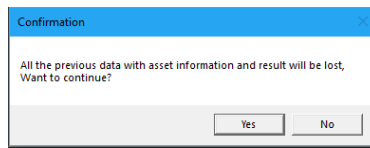


3. The 'Paths of Travel' screen opens.

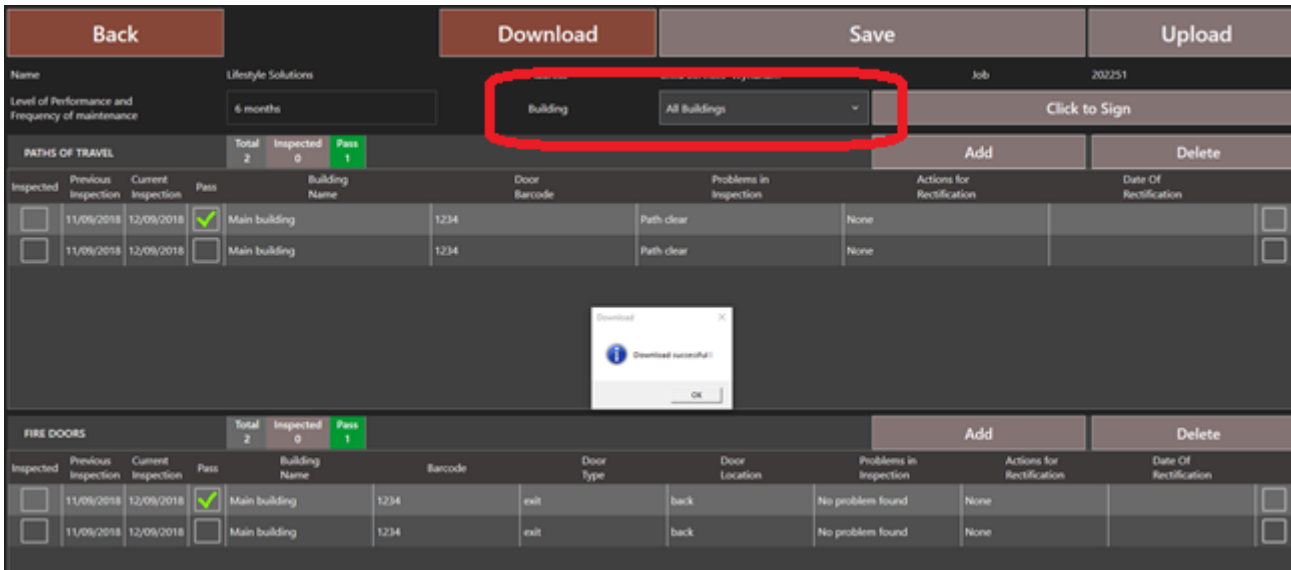
4. Press .



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



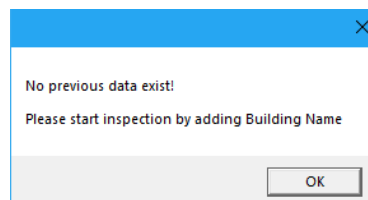
6. Paths of Travel and Fire Door data will appear if it exists.



7. Ensure the correct building is selected before continuing.

**Note: The screen will be inactive until a building is chosen.**

8. If no data has been created, the following message appears:



9. Press **OK** and follow the instructions in the '[Create a Path / Fire Door](#)' section.

# Create a Path / Fire Door


1. Ensure the test frequency is correct.

<b>Back</b>		<b>Download</b>		<b>Save</b>		<b>Upload</b>				
Name: Lifestyle Solutions		Address: Child Services Wyndham		Job: 202251						
Level of Performance and Frequency of maintenance: 6 months		Building: <input type="text" value="New Building Name"/>		<b>Click to Sign</b>						
<b>PATHS OF TRAVEL</b>						<b>Add</b>	<b>Delete</b>			
Inspected	Previous Inspection	Current Inspection	Pass	Building Name	Door Barcode	Problems in Inspection	Actions for Rectification	Date Of Rectification		
<b>FIRE DOORS</b>						<b>Add</b>	<b>Delete</b>			
Inspected	Previous Inspection	Current Inspection	Pass	Building Name	Barcode	Door Type	Door Location	Problems in Inspection	Actions for Rectification	Date Of Rectification

2. Enter a building name.

Building	<input type="text" value="New Building Name"/>
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3. Press .

Building	<input type="text" value="Main Building"/>	
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4. Select **Add** in the 'Paths of Travel' section.

<b>PATHS OF TRAVEL</b>						<b>Add</b>	<b>Delete</b>	
Inspected	Previous Inspection	Current Inspection	Pass	Building Name	Door Barcode	Problems in Inspection	Actions for Rectification	Date Of Rectification

5. A path appears.

<b>PATHS OF TRAVEL</b>				Total	Inspected	Pass	<b>Add</b>		<b>Delete</b>		
Inspected	Previous Inspection	Current Inspection	Pass	1	0	0	Building Name	Door Barcode	Problems in Inspection	Actions for Rectification	Date Of Rectification
<input type="checkbox"/>		12/09/2018	<input type="checkbox"/>				Main Building		Path clear	None	<input type="checkbox"/>

6. Press in the **Door Barcode** field and enter the barcode. Press Enter.

PATHS OF TRAVEL				Total	Inspected	Pass	Add		Delete	
Inspected	Previous Inspection	Current Inspection	Pass	Building Name	Door Barcode	Problems in Inspection	Actions for Rectification	Date Of Rectification		
<input type="checkbox"/>		12/09/2018	<input type="checkbox"/>	Main Building	123456	Path clear	None			

7. Select **Add** in the 'Fire Doors' section.

FIRE DOORS				Add		Delete				
Inspected	Previous Inspection	Current Inspection	Pass	Building Name	Barcode	Door Type	Door Location	Problems in Inspection	Actions for Rectification	Date Of Rectification

8. A fire door appears.

FIRE DOORS				Total	Inspected	Pass	Add		Delete	
Inspected	Previous Inspection	Current Inspection	Pass	Building Name	Barcode	Door Type	Door Location	Problems in Inspection	Actions for Rectification	Date Of Rectification
<input type="checkbox"/>		12/09/2018	<input type="checkbox"/>	Main Building				No problem found	None	

9. Press in the **Barcode** field and enter the barcode.

**Note:** The barcodes on the path and the fire door should be the same.

FIRE DOORS				Total	Inspected	Pass	Add		Delete	
Inspected	Previous Inspection	Current Inspection	Pass	Building Name	Barcode	Door Type	Door Location	Problems in Inspection	Actions for Rectification	Date Of Rectification
<input type="checkbox"/>		12/09/2018	<input type="checkbox"/>	Main Building	123456	Enter Door Type	Enter Door Location	No problem found	None	<input type="checkbox"/>

10. Enter the **Door Type** and **Door Location**. Press Enter.

Back
Download
Save
Upload

Name: Lifestyle Solutions      Address: Child Services Wyndham      Job: 202251

Level of Performance and Frequency of maintenance: 6 months      Building: Main building      Click to Sign

PATHS OF TRAVEL				Total	Inspected	Pass	Add		Delete	
Inspected	Previous Inspection	Current Inspection	Pass	Building Name	Door Barcode	Problems in Inspection	Actions for Rectification	Date Of Rectification		
<input type="checkbox"/>	19/09/2018	19/09/2018	<input type="checkbox"/>	Main building	1234	Path clear	None			

FIRE DOORS				Total	Inspected	Pass	Add		Delete	
Inspected	Previous Inspection	Current Inspection	Pass	Building Name	Barcode	Door Type	Door Location	Problems in Inspection	Actions for Rectification	Date Of Rectification
<input type="checkbox"/>	19/09/2018	19/09/2018	<input type="checkbox"/>	Main building	1234	Exit	Back	No problem found	None	<input type="checkbox"/>

11. Repeat for all paths and fire doors.

12. Press .

**Note:** Every path must have a door.



## Delete a Path / Fire Door

1. Select the path or fire door. A cross appears.

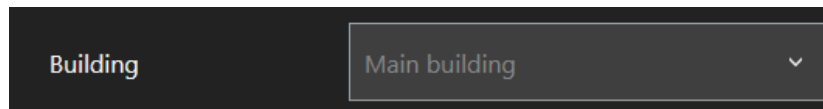
Back		Download		Save		Upload		
Name	Lifestyle Solutions		Address	Child Services Wyndham		Job	202251	
Level of Performance and Frequency of maintenance	6 months		Building	Main building		Click to Sign		
PATHS OF TRAVEL			Total	Inspected	Pass	Add		Delete
	1	0	0					
Inspected	Previous Inspection	Current Inspection	Pass	Building Name	Door Barcode	Problems in Inspection	Actions for Rectification	Date Of Rectification
<input type="checkbox"/>	11/09/2018	12/09/2018	<input type="checkbox"/>	Main building	1234	Path clear	None	

2. Press **Delete**.

## Inspection

1. Ensure the correct building is selected. Use the dropdown to select a building.

**Note:** The screen will be inactive until a building is chosen.

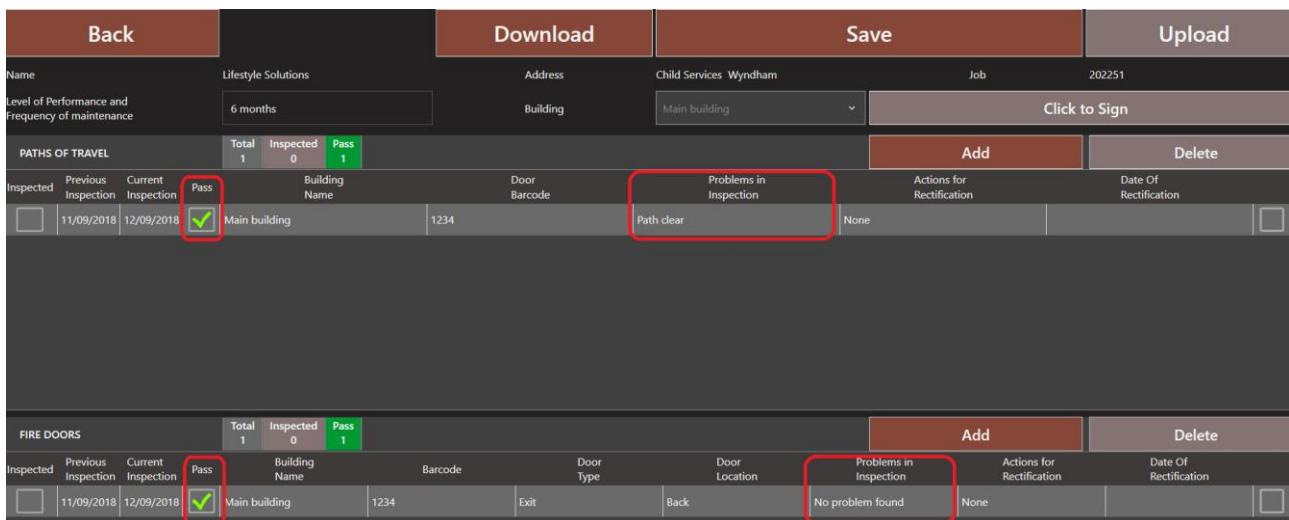


A dark-themed interface showing a 'Building' label on the left and a dropdown menu on the right. The dropdown menu is open, displaying 'Main building' with a downward-pointing arrow to its right.

2. Carry out the inspection as required.

## Inspection Pass

1. If the path and / or the fire door are clear, press in the **Pass** field. A green tick appears.



The screenshot shows a complex interface with several sections. At the top, there are buttons for 'Back', 'Download', 'Save', and 'Upload'. Below these are fields for 'Name' (Lifestyle Solutions), 'Address' (Child Services Wyndham), and 'Job' (202251). A 'Level of Performance and Frequency of maintenance' field is set to '6 months'. A 'Building' dropdown menu is set to 'Main building'. A 'Click to Sign' button is visible. The 'PATHS OF TRAVEL' section has a summary table with 'Total' 1, 'Inspected' 0, and 'Pass' 1. Below this is a table with columns: 'Inspected', 'Previous Inspection', 'Current Inspection', 'Pass', 'Building Name', 'Door Barcode', 'Problems in Inspection', 'Actions for Rectification', and 'Date Of Rectification'. A row is shown for 'Main building' with barcode '1234', 'Path clear' in the 'Problems in Inspection' field, and 'None' in 'Actions for Rectification'. The 'FIRE DOORS' section also has a summary table with 'Total' 1, 'Inspected' 0, and 'Pass' 1. Below this is a table with columns: 'Inspected', 'Previous Inspection', 'Current Inspection', 'Pass', 'Building Name', 'Barcode', 'Door Type', 'Door Location', 'Problems in Inspection', 'Actions for Rectification', and 'Date Of Rectification'. A row is shown for 'Main building' with barcode '1234', 'Exit' as 'Door Type', 'Back' as 'Door Location', and 'No problem found' in the 'Problems in Inspection' field. Red boxes highlight the 'Pass' field with a green tick in both sections and the 'Problems in Inspection' field in both sections.

2. If required, change the default text in the **Problems in Inspection** field.
3. Press **Save**.
4. Follow the instructions in the '[Upload Data](#)' section.

## Inspection Fail

1. If there is a problem with the path and / or fire door, enter the details in the **Problems in Inspection** field.
2. Enter the actions required to resolve the issue in the **Actions for Rectification** field.

The screenshot displays a software interface for inspection data entry. At the top, there is a navigation bar with buttons for 'Back', 'Download', 'Save', and 'Upload'. Below this, a form contains fields for 'Name' (Lifestyle Solutions), 'Address' (Child Services Wyndham), and 'Job' (202251). There are also fields for 'Level of Performance and Frequency of maintenance' (6 months) and 'Building' (Main building). A 'Click to Sign' button is present.

The interface is divided into two main sections: 'PATHS OF TRAVEL' and 'FIRE DOORS'. Each section has a summary row with 'Total', 'Inspected', and 'Pass' counts. Below these are tables for data entry.

**PATHS OF TRAVEL Table:**

Inspected	Previous Inspection	Current Inspection	Pass	Building Name	Door Barcode	Problems in Inspection	Actions for Rectification	Date Of Rectification
<input type="checkbox"/>		12/09/2018	<input type="checkbox"/>	Main building	1234	Obstacles in the path	Remove obstacles	

**FIRE DOORS Table:**

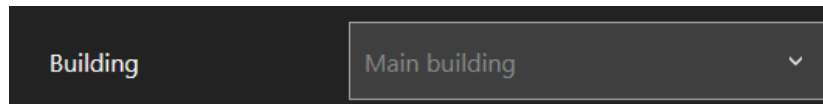
Inspected	Previous Inspection	Current Inspection	Pass	Building Name	Barcode	Door Type	Door Location	Problems in Inspection	Actions for Rectification	Date Of Rectification
<input type="checkbox"/>	11/09/2018	12/09/2018	<input type="checkbox"/>	Main building	1234	Exit	Back	Obstacles by the door	Remove obstacles	

3. Press **Save**.
4. Follow the instructions in the '[Upload Data](#)' section.

## Rectify Problems

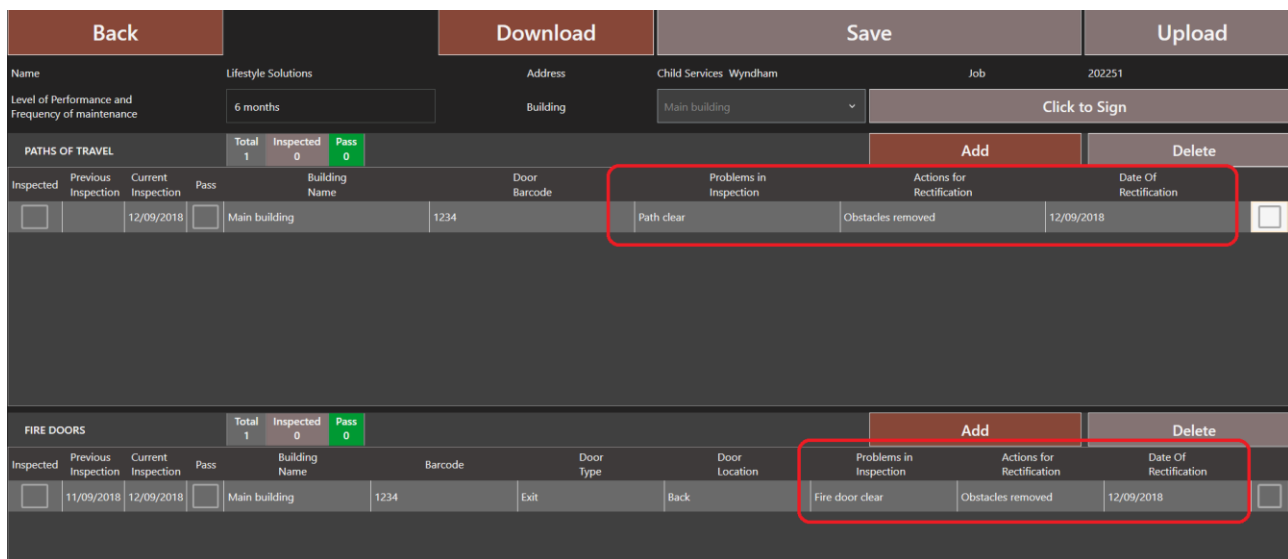
1. Follow the instructions in the ['Download Paths & Fire Doors'](#) section to download the data if required.
2. Ensure the correct building is selected. Use the dropdown to select a building.

**Note:** The screen will be inactive until a building is chosen.



A dark-themed interface element showing a label 'Building' on the left and a dropdown menu on the right. The dropdown menu is open, displaying the text 'Main building' and a downward-pointing arrow.

3. Change the details in the **Problems in Inspection** field.
4. Enter details of the resolution in the **Actions for Rectification** field.
5. Enter the date the problem was rectified.



The screenshot shows a software interface with a top navigation bar containing 'Back', 'Download', 'Save', and 'Upload' buttons. Below this is a form with fields for 'Name' (Lifestyle Solutions), 'Address' (Child Services Wyndham), and 'Job' (202251). A 'Level of Performance and Frequency of maintenance' field is set to '6 months'. A 'Building' dropdown menu is set to 'Main building'. A 'Click to Sign' button is visible. Below the form are two data tables. The first table is titled 'PATHS OF TRAVEL' and has columns for 'Inspected', 'Previous Inspection', 'Current Inspection', 'Pass', 'Building Name', 'Door Barcode', 'Problems in Inspection', 'Actions for Rectification', and 'Date Of Rectification'. A row is shown with 'Main building' and '1234' in the first two columns, and 'Path clear', 'Obstacles removed', and '12/09/2018' in the last three columns. The second table is titled 'FIRE DOORS' and has columns for 'Inspected', 'Previous Inspection', 'Current Inspection', 'Pass', 'Building Name', 'Barcode', 'Door Type', 'Door Location', 'Problems in Inspection', 'Actions for Rectification', and 'Date Of Rectification'. A row is shown with 'Main building' and '1234' in the first two columns, 'Exit' and 'Back' in the next two columns, and 'Fire door clear', 'Obstacles removed', and '12/09/2018' in the last three columns. Red boxes highlight the 'Problems in Inspection' and 'Actions for Rectification' fields in both tables.

6. Follow the instructions in the ['Inspection Pass'](#) section.

## Upload Data

When the inspection is complete (regardless of pass or fail) it is necessary to signoff the inspection and upload the data to the portal. **At least one path and one door must be selected to upload.**

PATHS OF TRAVEL		Total	Inspected	Pass
Inspected	Previous Inspection	1	1	1
12/09/2018	12/09/2018			
✓				

FIRE DOORS		Total	Inspected	Pass
Inspected	Previous Inspection	1	1	1
12/09/2018	12/09/2018			
✓				

1. Press in the **Inspected** field for the path **AND** fire door. A tick appears indicating this will be uploaded.

**Note: The screen will be inactive until a building is chosen.**

2. Press **Click to Sign**.
3. Sign in the box.

Signature

Cancel Erase Save

Technician Name : Kevin Taggerboy

Please Sign above

4. Press **Save**.

5. Signature is displayed at the top.



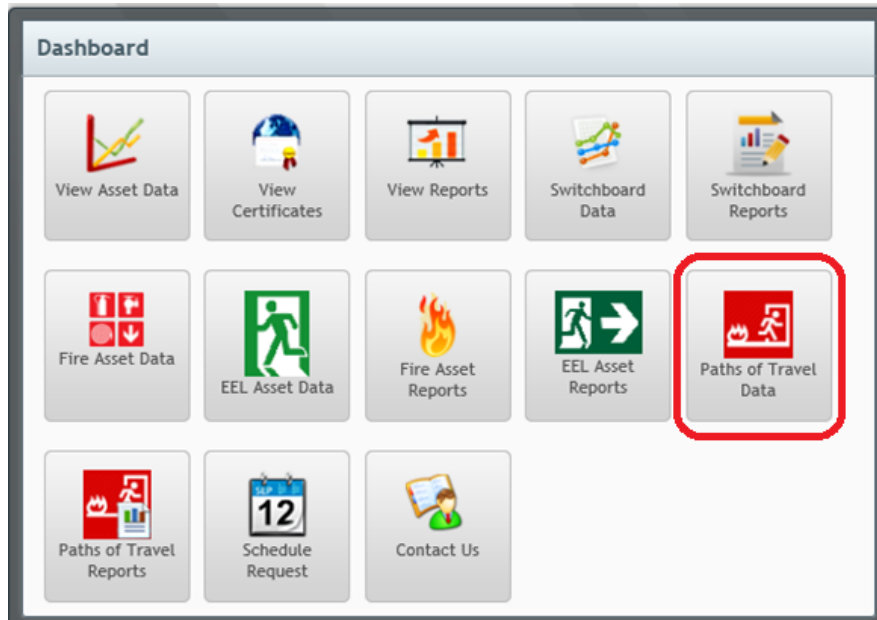
6. Press **Upload**.

**Note: It is not possible to upload the data until a signature has been entered.**

7. The inspections disappear from the list.

# View Test Results

1. Logon to the AIM Portal.
2. Select **Paths of Travel Data** from the Dashboard.



3. Uploaded inspections are displayed.

Asset Type	Address	Level of Performance	Last Inspection Date	Result
Paths of Travel to Exits	Child Services Wyndham	6 months	11/09/2018 14:43:39	Pass
Fire Doors	Child Services Wyndham	6 months	11/09/2018 14:44:55	Pass

4. Drill down into the required data.

Asset Type	Address	Level of Performance	Last Inspection Date	Result						
Paths of Travel to Exits	Child Services Wyndham	6 months	11/09/2018 17:31:08	Fail						
Building Name: Main building										
Inspection Date	Building Name	Result	Barcode	Door Type	Door Location	Inspection Problems	Rectification Actions	Rectification Date	Technician	Job Number
11/09/2018 17:31:08	Main building	Fail	1234			Path clear	None		Kevin Taggerboy	202251
11/09/2018 14:43:39	Main building	Pass	1234			Path clear	None		Kevin Taggerboy	202251
Fire Doors					Child Services Wyndham	6 months	11/09/2018 17:31:09	Fail		
Building Name: Main building										
Inspection Date	Building Name	Result	Barcode	Door Type	Door Location	Inspection Problems	Rectification Actions	Rectification Date	Technician	Job Number
11/09/2018 17:31:09	Main building	Fail	1234	exit	back	No problem found	None		Kevin Taggerboy	202251
11/09/2018 14:44:55	Main building	Pass	1234	exit	back	No problem found	None		Kevin Taggerboy	202251

## Troubleshooting

PROBLEM	SOLUTION
Unable to add or edit a path or door	<ul style="list-style-type: none"> <li>• Ensure a building is selected.</li> </ul>
Unable to click in the Pass field	<ul style="list-style-type: none"> <li>• Ensure a building is selected.</li> </ul>
Unable to do the signoff	<ul style="list-style-type: none"> <li>• Ensure a building is selected.</li> <li>• Ensure the data is saved</li> <li>• Ensure at least one path <b>and</b> one door are selected.</li> </ul>
Unable to select the path / door for upload	<ul style="list-style-type: none"> <li>• Ensure a building is selected.</li> </ul>
Upload button is inactive.	<ul style="list-style-type: none"> <li>• Ensure the data is saved.</li> <li>• Ensure at least one path <b>and</b> one door are selected.</li> </ul>
Unable to upload	<ul style="list-style-type: none"> <li>• Ensure sign-off is done.</li> </ul>
Unable to select a different building	<ul style="list-style-type: none"> <li>• Ensure the data is saved.</li> </ul>
Save button is inactive	<ul style="list-style-type: none"> <li>• No changes have been made.</li> <li>• At least one path <b>and</b> one door must be created.</li> </ul>
Unable to delete a path or door	<ul style="list-style-type: none"> <li>• Ensure a building is selected.</li> <li>• Ensure the path or door is selected using the checkbox at the end of the item.</li> </ul>