

FIRE ALARM SCHEDULER

User Manual

Version 1.5

May 2, 2018

FIRE ALARM SCHEDULER

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FIRE ALARM SCHEDULER

MAJOR SYSTEM COMPONENTS

The system is broken into three major areas:

HOME PAGE

This provides a summary look at each location, providing the client name, location address, business type, date of the last test, date the next test is due, cost, location type, Box # (if available), frequency of the testing, owner name, owner phone, contact name, and contact phone. From the home page, you can record when a test is performed.

CLIENT DATA ENTRY

When a contract with a new client has been procured, the system will allow you to record information about the client, the client's locations and record any testing that has occurred.

REPORTING

This section provides a way to access a list of locations based on different time periods based on the date of the next test:

- All – list all testing to be conducted
- Pending – list all locations that have not had an inspection completed
- Overdue – list all tests that have a Next Test date prior to the first of the current month
- A twelve-month running list starting in the current month and projecting out 12 months.

For example, in the following example, today's date is March 28, 2018. The links for Mar through Dec will show test scheduled in this calendar year, but Jan & Feb will be for 2019.

Report: June 2018

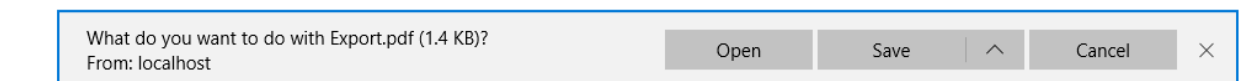
Select Filter: All (6) | Pending (2) | Overdue (0) | Jan (0) | Feb (0) | Mar (0) | Apr (0) | May (0) | Jun (2) | Jul (0) | Aug (2) | Sep (0) | Oct (0) | Nov (0) | Dec (0) | [Print](#)

Client Name	Business Name	Address	Business Type	Next Test	Cost	
Estero Family Chiropractic	Estero Family Chiropractic	21740 S Tamiami Trail, #103, estero, FL, 33928	Medical Office Building	06/01/2018	125.00	Quick Record
Target Stores	Target	8040 Mediterranean Drive, Estero, FL, 33928	Retail Store	06/25/2018	125.00	Quick Record

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The address information on this screen provides a link to Google Maps for the particular location. Clicking this link will open a new browser window (when viewing on a computer) with the location address selected.

Print capability is provided to create a pdf of the records on the screen. Clicking the Print button will prompt the user to view the report or save it to disk.



Opening the file will yield a report consisting of:

- Client Name
- Business Name
- Address of the location
- Business Type
- Next Test scheduled date.

Client Name	Business Name	Address	Business Type	Next Test
Estero Family Chiropractic	Estero Family Chiropractic	21740 S Tamiami Trail, #103, ester, FL, 33928	Medical Office Building	06/01/2018
Target Stores	Target	8040 Mediterranean Drive, Estero, FL, 33928	Retail Store	06/25/2018

GETTING STARTED

The system is a web application, meaning it exists in the internet cloud allowing access to the system from any computer/mobile device with an internet connection. At the time of this printing, it has been validated to work on Microsoft Edge, Microsoft Internet Explorer and Firefox.

You can access the web application by typing the following in the address bar:

<http://fasschedule.azurewebsites.net/>

CREATING A LOGIN ACCOUNT

The system has a security model to only allow users who have registered with the site to access the site. When you access the system for the first time, you will be presented with the following screen.

Fire Alarm Scheduler

Log in - Use a local account to log in

Email

Password

☐ Remember me?

Log in

[Register as a new user](#)

In order to access the restricted areas of the system, you need to create an account. Click the **Register as a new user** link to create the account.

REGISTER AS A NEW USER

Fire Alarm Scheduler

Create a new account to access the application. All fields required.

First Name

Last Name

Account

Demo

▼

Email

Password

Confirm password

Register

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Enter your First Name, Last Name in the appropriate locations.

The ACCOUNT represents the company that you are working for. Be sure to select the proper account as you are limited to one account on the system. For demonstration purposes, you may access the system through the DEMO account.

You will be required to enter an email account which will be used as your username to access the system .

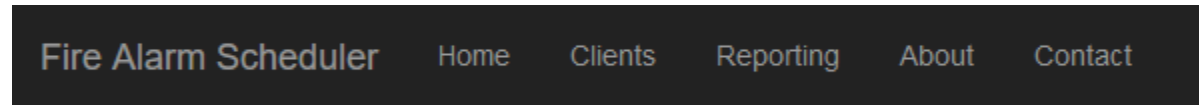
The password must be:

- At least 6 characters long
- Have at least one non letter or digit character
- Have at least one digit (0-9)
- And at least on uppercase letter.

All fields are required, so once you have completed all the fields, click the **Register** button

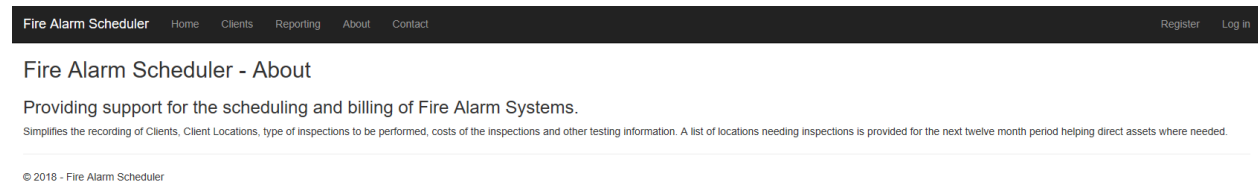
MAIN MENU

The system menu is displayed at the top of the screen.

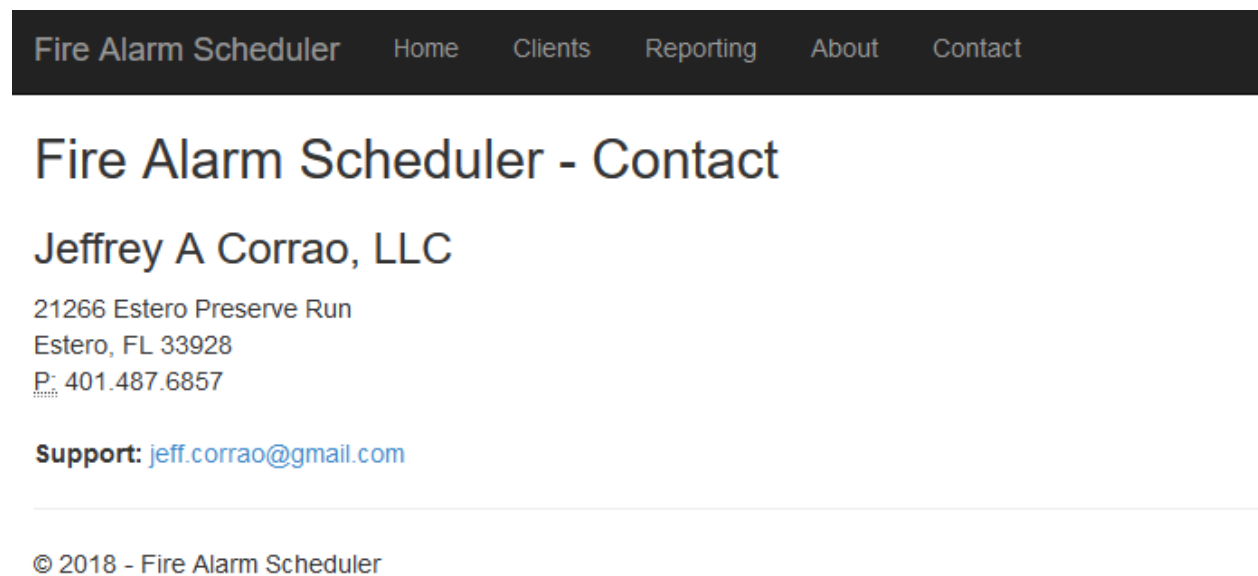


Anyone can access the About and Contact screens without creating a login account.

ABOUT



CONTACT



HOME SCREEN

The home screen shows a summary of locations with the associated information from the last test, and next test. It is important to note that the information shown here is based on locations, so the client and location must exist.

This screen can be accessed by clicking the Fire Alarm Scheduler link (first item in the menu) or by clicking the Home link.

Fire Alarm Scheduler
Home
Clients
Reporting
About
Contact
Administration
Help
Hello Administrator User!
Log off

Fire Alarm Scheduler

[Hide Search](#)

Select Name:
Select User:
Search Date By: Last Test
Date Range:
through
Search
Print

1

Name	Address	Business Type	Last Test	Next Test	Cost	Location Type	Box #	Frequency	Owner	Owner Phone	Contact	Contact Phone	
Esterio Family Chiropractic	21740 S Tamiami Trail, #103, ester, FL, 33928	Medical Office Building	03/01/2018	06/01/2018	125.00	Local		Quarterly	Dr. Larry Wallen	239-676-9116	Dr. Larry Wallen	239-676-9116	Record Test
Publix	21301 S Tamiami Trail, Estero, FL, 33928-2943	Supermarket			100.00	Local		Quarterly	George W. Jenkins				Record Test
Publix	20311 Grande Oak Shoppes Blvd, Estero, FL, 33928-7662	Supermarket	02/25/2018	08/25/2018	100.00	Local		SemiAnnual	George W. Jenkins				Record Test
Publix	19100 S Tamiami Trail, Fort Myers, FL, 33908-1011	Supermarket			100.00	Local		Quarterly	George W. Jenkins				Record Test
Target Stores	8040 Mediterranean Drive, Estero, FL, 33928	Retail Store	03/25/2018	06/25/2018	125.00	MB	2984	Quarterly	George Dayton	612-304-6073			Record Test
Target Stores	10000 Gulf Center Drive, Fort Myers, FL, 33913-8961	Retail Store	02/01/2018	08/01/2018	125.00	MB	3878	SemiAnnual	George Dayton	612-304-6073			Record Test

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The screen is paged, meaning the first 20 locations will be displayed with controls to access the next 20 and so on.

The address information on this screen provides a link to Google Maps for the particular location. Clicking this link will open a new browser window (when viewing on a computer) with the location address selected.



You can also filter criteria by entering data in any of the provided search parameters. By default, the filter is shown. To hide the filter, you can click the [Hide Search](#) link.

Fire Alarm Scheduler

[Hide Search](#)

Select Name:
Select User:
Search Date By: Last Test
Date Range:
through
Search
Print

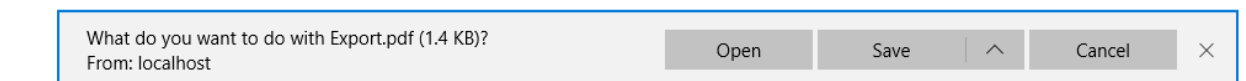
Once hidden, you can view the search by clicking the [Show Search](#) link.

Fire Alarm Scheduler

[Show Search](#)

The records returned will be those that meet all the criteria entered. For example, if you entered a P in the SELECT NAME field and a date range from 2/1/2018 through 3/1/2018, you will get all records where the Name field starts with the letter P and the Last Test Date falls within the month of February 2018. The criteria are applied when you click the SEARCH button. To clear the search parameters, delete the values entered and select the -- Select -- entry in the Select User dropdown.

The system provides the capability to print the selected records to a pdf based on the search criteria that has been entered. Clicking the Print button will prompt the user to view the report or save it to disk.



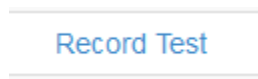
Opening the file will yield a report consisting of:

- Client Name
- Address of the location
- Business Type
- Last Test date
- Next Test scheduled date
- Location Type
- Frequency

You may also save the pdf to a location that you choose.

Client Name	Address	Business Type	Last Test	Next Test	Location Type	Frequency
Estero Family Chiropractic	21740 S Tamiami Trail, #103, estero, FL, 33928	Medical Office Building	03/01/2018	06/01/2018	Local	Quarterly
Publix	21301 S Tamiami Trail, Estero, FL, 33928-2943	Supermarket	n/a	n/a	Local	Quarterly
Publix	20311 Grande Oak Shoppes Blvd, Estero, FL, 33928-7662	Supermarket	02/25/2018	08/25/2018	Local	SemiAnnual
Publix	19100 S Tamiami Trail, Fort Myers, FL, 33908-1011	Supermarket	n/a	n/a	Local	Quarterly
Target Stores	8040 Mediterranean Drive, Estero, FL, 33928	Retail Store	03/25/2018	06/25/2018	MB	Quarterly
Target Stores	10000 Gulf Center Drive, Fort Myers, FL, 33913-8961	Retail Store	02/01/2018	08/01/2018	MB	SemiAnnual

From here you can also record a test for a location by clicking the **Record Test** link.



This will take you to the record test screen for the selected location.

RECORD A TEST

This screen allows you to record a test event for a location.

Record Test for 11 Allen Avenue, Pawtucket, RI, 02860

Test

Date of Test

Status

Select Test Result



Note

Create

[Back to List](#) | [Home](#)

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The Date of Test and Status fields are required. Status can be Passed or Failed. A note field is provided for any notes that you would like to record for a test.

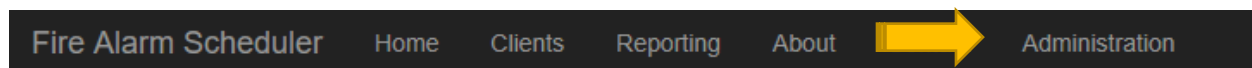
SYSTEM ROLES

The system is designed to provide user access based on the needs of the user. The following table describes the system functions and indicates which role is allowed to access that function.

Function	Administrator	User
Home Page – List	Yes	Yes
Home Page – Record Test	Yes	Yes
Client – List	Yes	Yes
Client – Create New	Yes	No
Client – Edit Client	Yes	No
Client – Details	Yes	Yes
Client – Delete	Yes	No
Location – List	Yes	Yes
Location – Create New	Yes	No
Location – Edit Location	Yes	No
Location – Details	Yes	Yes
Location – Delete	Yes	No
Location – Transfer Locations	Yes	No
Test – List	Yes	Yes
Test – Create New	Yes	Yes
Test – Edit	Yes	Yes
Test – Details	Yes	Yes
Test – Delete	Yes	Yes
Reporting – List	Yes	Yes
Reporting – Quick Record	Yes	Yes
Administration – List	Yes	No
Administration – Create New	No	No
Administration – Edit Account	No	No
Administration – Details	Yes	No
Users – List	Yes	No
Users – Edit	Yes	No
Users – Details	Yes	No

SYSTEM ADMINISTRATOR

An administrator will have access to an additional menu item allowing an administrator to set user access to the system.



LIST OF ACCOUNTS

The list of accounts is limited to the account that the user is associated with. Therefore you are only allowed to see/modify account users related to the account that you are part of. The account is set when you register for the system as previously described in the **REGISTER AS A NEW USER** section.

Fire Alarm Scheduler

Home

Clients

Reporting

About

Contact

Administration

Hello Administrator User1

Log off

Account List

Name	Address	Address	City	State	ZipCode	Owner Name	Owner Phone	Note	eMail	Effective	Expiration	Access Granted
Demo	21266 Estero Preserve Run		Estero	FL	33928	Jeffrey A Corrao	401-487-6857		jeff.corrao@gmail.com	01/01/2018		<input checked="" type="checkbox"/> Edit Details Users

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DETAILS

The details section shows all relevant information about the selected Account.

Details

Accounts

Name	Demo
Address	21266 Estero Preserve Run
Address	
City	Estero
State	FL
ZipCode	33928
Owner Name	Jeffrey A Corrao
Owner Phone	401-487-6857
Note	
eMail	jeff.corrao@gmail.com
Effective	01/01/2018
Expiration	
Access Granted	<input checked="" type="checkbox"/>
Edit Back to List	

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USERS

The administrator can list the current users of the system for the account associated with the administrator.

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Home

Clients

Reporting

About

Contact

Administration

Hello Administrator User1

Log off

Users

User Name	First Name	Last Name	Access Enabled	
AdministratorUser@gmail.com	Administrator	User	<input checked="" type="checkbox"/>	Edit Details
BasicUser@gmail.com	Basic	User	<input checked="" type="checkbox"/>	Edit Details
SuperUser@gmail.com	Super	User	<input checked="" type="checkbox"/>	Edit Details

[Back to Account List](#)

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DETAILS

Selecting the details link, the administrator can view the information about the selected user. From here, the administrator can choose to edit the information about the user.

Details

Users

User Name	BasicUser@gmail.com
First Name	Basic
Last Name	User
Access Enabled	<input checked="" type="checkbox"/>

[Edit](#) | [Back to List](#)

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EDIT USER

The information provided in the edit screen is the same as the Details screen. The administrator is allowed to edit the information about the user.

Fire Alarm Scheduler Home Clients Reporting About Contact Administration

Edit

User

User Name	BasicUser@gmail.com
First Name	<input type="text" value="Basic"/>
Last Name	<input type="text" value="User"/>
Access Enabled	<input checked="" type="checkbox"/>
	<input type="button" value="Save"/>

[Back to List](#)

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This can be used if the user has made an error when registering in the First Name or Last Name fields. The Access Enable flag is set to true by default when the user registers. This field can be used to prevent the user from accessing the system but will maintain the user information in the system. If set to false, the user will no longer be allowed to access the system. When the user attempts to login, a message will be presented to the user as described in the following image.

Fire Alarm Scheduler

Log in - Use a local account to log in

• This account has been disabled. Please contact your Administrator for access.

Email

NewUser@gmail.com



Password



☐ Remember me?

Log in

[Register as a new user](#)

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Once the administrator has determined that access should be provided to the user, they would set the Access Enabled indicator to true in the **EDIT USER** section.

USER PROFILE

The user profile can be accessed by any user of the system. It is accessible by clicking the link in the main menu as shown below. In this case, the user's name is Administrator User! By clicking here, the user can access items to change.



Hello Administrator User!

Log off

When you click this link, you will be presented with the following display.

Fire Alarm Scheduler - Manage

Change your account settings

Password: [\[Change your password \]](#)

User Information

First Name	<input type="text" value="Administrator"/>
Last Name	<input type="text" value="User"/>
<input type="button" value="Save"/>	

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CHANGE YOUR PASSWORD

The request to change your password will provide controls for the user to accomplish this action without administrator support. Entering all necessary information will modify the user password

Fire Alarm Scheduler - Change Password

Change your account Password here

Current password	<input type="password"/>
New password	<input type="password"/>
Confirm new password	<input type="password"/>
<input type="button" value="Change password"/>	

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USER INFORMATION

As with the change password functionality, the user can modify their recorded first name and last name. Both of these fields are required.

Fire Alarm Scheduler - Manage

Change your account settings

Password: [\[Change your password \]](#)

User Information

First Name	<input type="text" value="Administrator"/>
Last Name	<input type="text" value="User"/>
<input type="button" value="Save"/>	

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CLIENTS, LOCATIONS AND TESTS

The system is relational meaning that a connection exists between CLIENTS and LOCATIONS and between LOCATIONS and TESTS. So a CLIENT can have one or more LOCATIONS and a LOCATION can have one or more TESTS. In order to record a test, you must first enter a client **and** a location.

If you can envision a tree where there is a relationship between the trunk, the branches and the leaves. The client is the trunk, the locations are the branches and the tests are the leaves.

CLIENTS

The clients represent the entity that is paying for the inspections to be completed or the client. It represents the party that requests and subsequently pays for the inspection work to be completed.

CLIENT LIST

You can access the client list through the main menu.

Fire Alarm Scheduler

→

Clients Reporting About Contact Administration Help

Fire Alarm Scheduler

Select Name: | Select User: --Select-- | Select Last Test Date Range: through

As with the Home Screen, the client list will display 20 items at a time. The controls are provided which allow you to page through the total list of clients and search for a particular client.

Clients

 Search By Name[«](#) [«](#) [1](#) [»](#) [»](#)

Name	Address	Address	City	State	ZipCode	Owner	Owner Phone	eMail	Note
Client A	123 Main Street		Estero	FL	33928	Jeff Corrao	401-487-6857	jeff.corrao@gmail.com	Edit Details Locations Delete
Client B	234 Main Street	Suite 1	Estero	FL	33928	David	239-555-2345	jeff.corrao@gmail.com	Edit Details Locations Delete

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CREATE NEW

Administrative privileges are required for this action.

The system provides the capability to create a new client. To repeat what was mentioned before, the client represents the organization that is requesting the inspections and the one that will be billed for the work completed.

The only field required is the Client Name. It is strongly recommended that address information is also recorded to allow for future system enhancements.

Create

Client

Name	<input type="text"/>
	The Name field is required.
Address	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
ZipCode	<input type="text"/>
Owner	<input type="text"/>
Owner Phone	<input type="text"/>
eMail	<input type="text"/>
Note	<input type="text"/>
	<input type="button" value="Create"/>

[Back to List](#)

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EDIT

Administrative privileges are required for this action.

Editing a client follows the same rules as when a new client is entered. The only required field is the Name although it is recommended that all fields available are recorded. When you edit a client, the current information available for the client is populated in the display. Once the appropriate information has been entered, save the client for further processing.

Edit

Client

Name	<input type="text" value="Client A"/>
Address	<input type="text" value="123 Main Street"/>
Address	<input type="text"/>
City	<input type="text" value="Estero"/>
State	<input type="text" value="FL"/>
ZipCode	<input type="text" value="33928"/>
Owner	<input type="text" value="Jeff Corrao"/>
Owner Phone	<input type="text" value="401-487-6857"/>
eMail	<input type="text" value="jeff.corrao@gmail.com"/>
Note	<input type="text"/>
	<input type="button" value="Save"/>

[Back to List](#)

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DETAILS

The details functionality provides a read-only listing of the current information for the client. You may access the EDIT functionality as previously described by clicking the Edit link.

Details

Client

Name	Client A
Address	123 Main Street
Address	
City	Estero
State	FL
ZipCode	33928
Owner	Jeff Corrao
Owner Phone	401-487-6857
eMail	jeff.corrao@gmail.com
Note	

[Edit](#) | [Back to List](#)

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DELETE

Administrative privileges are required for this action.

The Delete client functionality should only be used when you are confident that this information will never be required. THERE IS NO UNDO FOR THIS ACTION! All information about the client will be deleted including locations and tests.

Delete

Are you sure you want to delete this?

Client

Name	Client A
Address	123 Main Street
Address	
City	Estero
State	FL
ZipCode	33928
Owner	Jeff Corrao
Owner Phone	401-487-6857
eMail	jeff.corrao@gmail.com
Note	

[Delete](#) | [Back to List](#)

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LOCATIONS

LOCATION LIST

You may access the list of locations that exist for a client by clicking the Locations link on the Client list.

[Edit](#)  [Locations](#) | [Delete](#)

Locations for Client B

Name	Address	Address	City	State	ZipCode	Contact	Contact Phone	Business Type	Location Type	Box #	Frequency	Cost	Note
Publix	20311 Grande Oak Shoppes Blvd		Estero	FL	33928-7662			Market	Local		Quarterly	100.00	Edit Details Tests Delete
Publix	21301 S Tamiami Trail	Suite 200	Estero	FL	33928-2943			Market	MB	3423	SemiAnnual	150.00	Edit Details Tests Delete

[Create New](#) | [Back to Client List](#)

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CREATE NEW

Administrative privileges are required for this action.

Creating a location for the client has some additional features not present in the client create. COPY DATA FROM CLIENT will pre-load the Name and Address fields that currently exist for the client. You are permitted to modify these fields as necessary before saving the location. The following fields are required to be entered before a location can be successfully saved:

- Address (only the first address field is required)
- City
- State
- Business Type – represents the primary business activity
- Location Type – describes the type of fire alarm system at the location (Local or MB)
- Frequency – How often are inspections required (Quarterly or SemiAnnual). This field is used in the determination of the Next Test field for a location based on the date of the last time the location was inspected.
- Cost

Create location for Client B

☐ Copy data from client

Name	<input type="text"/>
Address	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
ZipCode	<input type="text"/>
Contact	<input type="text"/>
Contact Phone	<input type="text"/>
Business Type	<input type="text"/>
Location Type	<input type="text" value="Select Location Type"/>
Box #	<input type="text"/>
Frequency	<input type="text" value="Select Frequency"/>
Cost	<input type="text"/>
Note	<input type="text"/>
	<input type="button" value="Create"/>

EDIT

Administrative privileges are required for this action.

Editing a location is similar to editing a client. The system will present the existing information for the location and the user will be able to modify as necessary before saving the information.

DETAILS

The details screen provides a read-only view of the location information. You are able to access the Edit screen if you have the necessary system privileges.

DELETE

Administrative privileges are required for this action.

As with the Client delete, you must use some caution when deleting locations. THERE IS NO UNDO FOR THIS ACTION! Completing this action will remove the location and all associated testing for the location.

TRANSFER LOCATIONS TO A DIFFERENT CLIENT

Administrative privileges are required for this action.

The system provides the capability to move locations from one client to another without losing the existing testing data. For example, if a location is sold from Client A to Client B, you would transfer the locations and be able to maintain the historical testing records. As a note, both clients must exist in the system before attempting to transfer the locations. To access the transfer functionality, select a client and view the locations for the client that currently owns the locations.

Clients

Search By Name

<< < 1 > >>

[Create New](#)

Name	Address	Address	City	State	ZipCode	Owner	Owner Phone	eMail	Note
Estero Family Chiropractic	21740 S Tamiami Trail	#103	ester	FL	33928	Dr. Larry Wallen	239-676-9116		Locations Delete
Publix	PO Box 407		Lakeland	FL	33802-0407	George W. Jenkins			Edit Details Locations Delete
Target Stores	1000 Nicollet Mall		Minneapolis	MN	55403	George Dayton	612-304-6073		Edit Details Locations Delete

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The Transfer Locations link is next to the Create New link.

Locations for Estero Family Chiropractic

[New](#) | [Transfer Locations](#)

Name	Address	Address	City	State	ZipCode	Contact	Contact Phone	Business Type	Location Type	Box #	Frequency	Cost	Note
Estero Family Chiropractic	21740 S Tamiami Trail	#103	ester	FL	33928	Dr. Larry Wallen	239-676-9116	Medical Office Building	Local		Quarterly	125.00	Edit Details Tests Delete

[Back to Client List](#)

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Click the Transfer Locations link to access the transfer screen.

Transfer Locations

Client: Estero Family Chiropractic, 21740 S Tamiami Trail, #103, ester, FL, 33928

Select Client To Move Locations To:

-- Select Client --

Select Locations To Transfer

Select To Transfer	Name	Address	Address	City	State	ZipCode	Business Type
<input type="checkbox"/>	Estero Family Chiropractic	21740 S Tamiami Trail	#103	ester	FL	33928	Medical Office Building

[Save](#)

[Back to Location List](#)

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The screen consists of three areas:

1. The current client selected – Where the locations currently exist.
2. The new client – Where the locations are being transferred to.
3. The list of locations – Here is where you would select the locations to transfer.

The process is to select the new client, select the locations to transfer and then record the transfer by clicking the **SAVE** button. In order to complete the transfer of locations, you must select a client to

transfer the locations to. If a client has not been selected, an error message is displayed and the Save button is disabled.

Transfer Locations

Client: Estero Family Chiropractic, 21740 S Tamiami Trail, #103, ester, FL, 33928

Select Client To Move Locations To:

-- Select Client --

Please select a client to transfer the locations to before proceeding!



Select Locations To Transfer

Select To Transfer	Name	Address	Address	City	State	ZipCode	Business Type
<input type="checkbox"/>	Estero Family Chiropractic	21740 S Tamiami Trail	#103	ester	FL	33928	Medical Office Building

Save



TESTS

TEST LIST

The test list presents the user with all associated testing that has occurred at the location.

Tests for Publix

Date of Test	Status	Note
03/22/2018	Passed	Edit Details Delete

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CREATE NEW

Create New allows the user to record information about a test for a particular location. This screen can be accessed by selecting the Create New link on the Test list or by clicking the Record Test on the Home screen.

Record Test for 20311 Grande Oak Shoppes Blvd, Estero, FL, 33928-7662

Test

Date of Test	<input type="text" value="03/22/2018"/>
Status	<input type="text" value="Passed"/> ▼
Note	<input type="text"/>
<input type="button" value="Create"/>	

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The system will pre-populate the Date of Test to today's date and set the status to Passed. The user has the ability to modify these fields before saving the information for the location. The Note field allows recording any inspection notes related to the location.

EDIT

DETAILS

The Details screen provides a read-only presentation of the test data for the location.

DELETE

As with the Location Delete, you must use some caution when deleting Tests. THERE IS NO UNDO FOR THIS ACTION! Completing this action will remove the test information for the location.