

State Fire Marshal Inspection Portal User Guide

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1. Getting Started

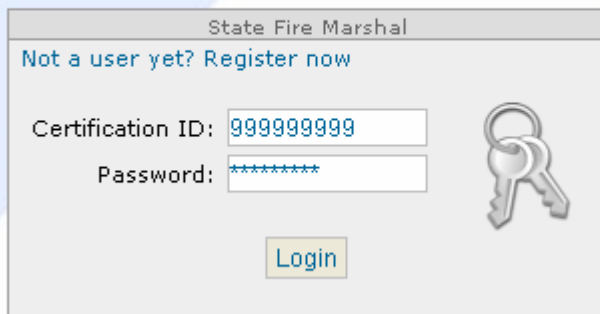
1.1 Anyone who uses the system must have a registered userid (also called a certification ID) and password. It's important that each individual who uses the system has their own userid and password as the system tracks the entries that each user makes.

1.2 Certified Inspectors must use their certification number. Other users of the system such as administrative assistants and administrative users may choose a combination of letters and/or numbers for their userid (also called a certification ID).

1.3 In addition to a userid and password please fill out the business contact information forms. This information is required by the State Fire Marshal's office but it will not be used for anything other than the reporting process.

Figure 1.A

Welcome to the State Fire Marshal Inspection Report Web Portal.



The screenshot shows a login window titled "State Fire Marshal". It contains a link "Not a user yet? Register now" in blue. Below this are two input fields: "Certification ID:" with the value "999999999" and "Password:" with "*****". To the right of the password field is a key icon. At the bottom is a "Login" button.

Figure 1.B



The screenshot shows the "SFM Inspection Report Portal - Account registration*" page. It features the State of Florida seal on the left. The main content area includes a language selection dropdown set to "English / US" and an "Inspector Certification Number*" input field containing "999999999". A "Submit" button is located below the input field.

Figure 1.C

SFM Inspection Report Portal - Account registration*

Inspector Certification Number* 999999999

Password

Re-enter password

First name

Last name

Business Address*

City

State ▼

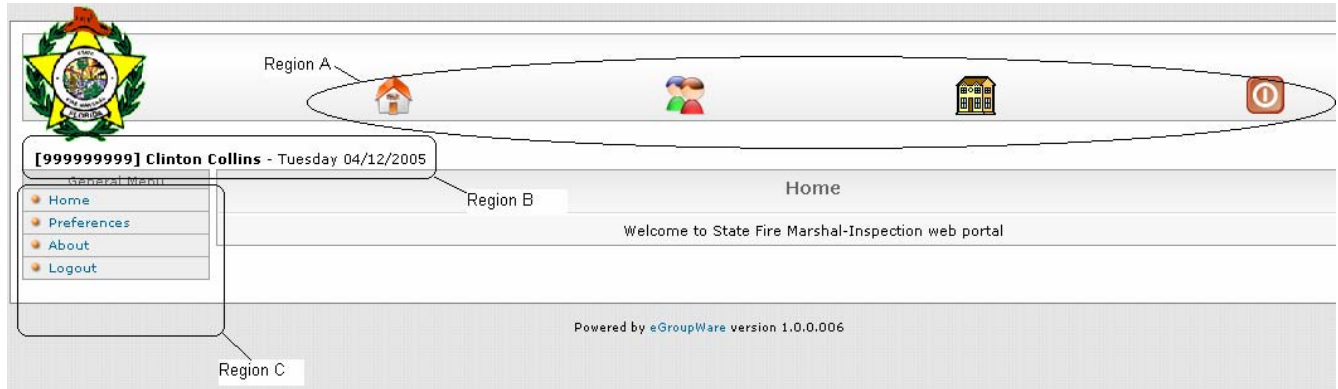
ZIP/Postal

Phone

E-Mail

2. Filing An Inspection Report

Figure 2.A



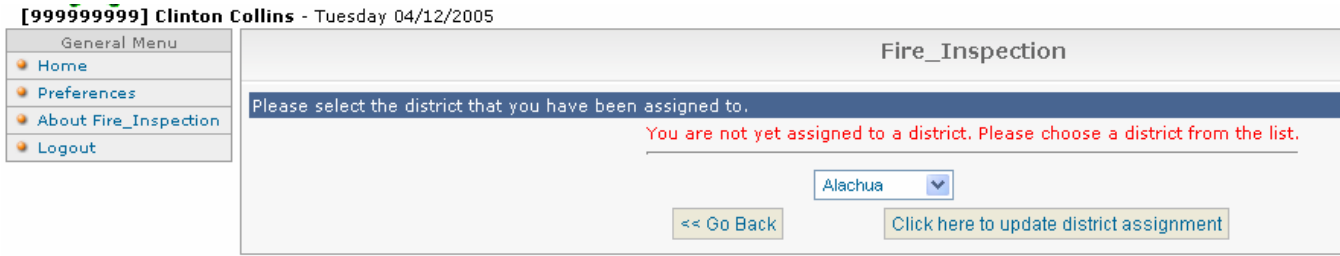
2.1 This system was built on top of an open source application called Egroupware. We have written a custom software module within the Egroupware architecture. This allows us to quickly add new functionality and leverage the efforts of other open source developers. Region A contains the application icons that are installed for your userid. The one that looks like a school house is the inspection report application. The one that looks like two people having a conversation is the address book application. The address book application is there for your convenience. You do not have to use it to file inspection reports.

2.2 Region B shows who is currently logged into the system and the session date.

2.3 Region C is a navigation menu. Home takes you to this screen. Preferences allow you to change some of the settings for your userid and it's where you change the password for your account. There are a few things under preferences you might want to change (like displaying time in 12 versus 24 hour format). But, it is not necessary to change any of these settings to use the system to file a report. About is an information screen. Logout allows you to tell the system you are finished with this session. Logging out is a good practice but nothing will be harmed if you forget. The system will automatically close your session after 1 hour of inactivity.

2.4 The very first time you use the inspection application you will see a screen like Figure 2.B. You have one opportunity to pick your primary inspection district. It's very important to choose the right district. If you make a mistake here you will have to have an administrator correct it. Currently, that is BEBR.

Figure 2.B



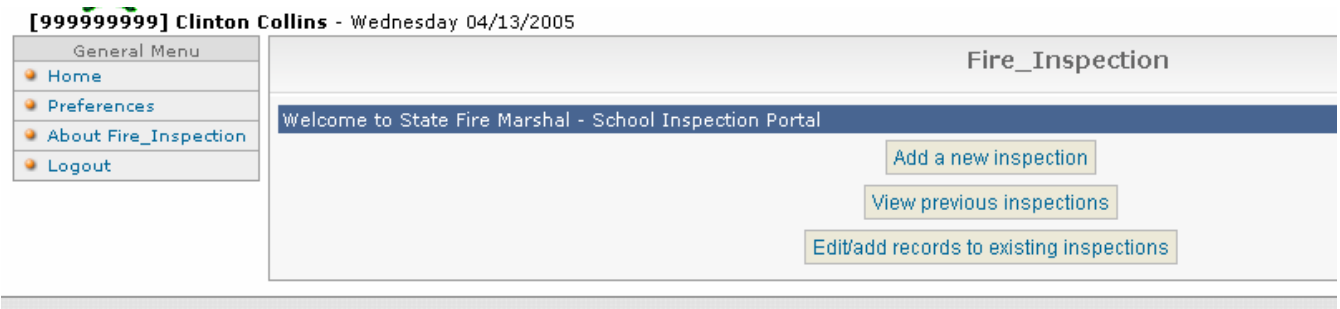
2.5 If you are authorized to inspect multiple districts it will be necessary for an administrator to add you to the additional districts. Or, if you move from one district to another it will be necessary for an administrator to change your district. Currently, that is BEBR.

2.6 An inspector or someone who is filing reports on behalf of inspectors will only have access to the schools and facilities in the district or districts they are responsible for inspecting.

2.7 If you will be filing reports on behalf of inspectors, you will need to contact a site administrator to get the access to the administrative application. The administrative application will allow you to file report a report on behalf of an inspector. Currently, the site administrator is BEBR.

2.8 Once you have selected or been assigned to your district or districts the screen will look like Figure 2.C when you select the inspection report application.

Figure 2.C



2.8 After selecting "Add a new inspection" you will select the district that contains the school or facility for this report. Then, the screen will look like Figure 2.D.

Figure 2.D

The screenshot shows a web application interface for 'Fire_Inspection'. At the top left, there is a user profile for '[999999999] Clinton Collins' and the date 'Wednesday 04/13/2005'. A 'General Menu' is visible on the left with options: Home, Preferences, About Fire_Inspection, and Logout. The main form area is titled 'Fire_Inspection' and contains the following fields and options:

- A header instruction: 'Enter the inspection details in the box provided'.
- 'Inspector ID' text box containing '999999999'.
- 'School List' dropdown menu showing 'CAMP CRYSTAL LAKE - 6724 CAMP CRYSTAL ROAD'.
- Three checkboxes for inspection types: 'State Inspection' (unchecked), 'School Inspection' (unchecked), and 'Local Inspection' (checked).
- 'Second inspector' dropdown menu showing 'Inspector not available -see notes'.
- 'Notes' text area containing the text: 'Balaji is a programmer not an inspector. But, he came along to see if Camp Crystal Lake is a safe place.'
- 'Inspection Date' text box containing '04/01/2005' with a calendar icon.
- 'Add and continue...' button.

2.9 Select the school and the type of inspection/s. In the case of joint inspections, multiple inspection types will be selected. Next, select a second inspector. The list will only show other inspectors who are authorized to do inspections in the district you previously selected for this report. If the inspector is not available in the list you may select “Inspector not available –see notes”. Listing a second inspector is not required.

2.10 The note field allows you to include whatever additional information you want to appear in the final report. Adding a note here is not required. It can be useful for including the names and certification numbers of all the inspectors who worked on this inspection.

2.11 If you are in a training session and you want to submit the report for practice or training be sure to check the “Practice only” button. All reports that are marked for practice will be deleted from the system during a system maintenance window and will not be included in tabulations with official report data. Thus, at some point you will not have access to your practice reports after they are deleted. System maintenance will almost always happen in the early morning hours when it is least likely that the system will be in use. The site administrator will announce system maintenance windows at least one week ahead of the planned downtime and will provide an estimate for the duration of the downtime.

2.12 Finally, select a date for this inspection report and the select “Add and continue”. The screen will now look like figure 2.E.

Figure 2.E

Fire_Inspection

CAMP CRYSTAL LAKE - 6724 CAMP CRYSTAL ROAD : 2005-04-01

Building name/number: 15 - PERMANENT

Room number: 35

Violation group: 0900 - HVAC

Violation: 0902 - IMPROPER WIRE IN RETURN AIR PLENUM

Serious violation:

Code ref: (Format : 000-00.00.00)

Notes: Hundreds of pounds of non-plenum network cable was found in the air plenum. It must be removed and replaced with proper cable. The facility has asked for up to 2 years to be in compliance.

Previous times cited: 0

Anticipated compliance date: 04/13/06

Add above violation

2.13 Select the building and provide the room number where the violation was observed. If possible provide the FISH number for the room number. If the building you are inspecting is not available in the building list select “0 – Building N/A – See notes”. Then, provide as much information as you can about the building and room location in the note for this violation.

2.14 Violations are grouped into 14 major categories. Within each category there are detailed descriptions of the most common violations. Make your best effort to find a violation code that best describes the violation you have observed. If you absolutely can not find a suitable violation code you may use the UNK code. This should be very rare.

2.15 Using your training and judgment, you can classify any violation as “serious”. If you classify a violation as “serious” you must cite a code reference and provide a note explaining the situation. Notes and code citations for non-serious violations are optional.

2.16 If the violation has been noted in a previous report **in the same location** provide that information in the “Previous times cited” field.

2.17 Provide the “anticipated compliance date” and select “Add above violation”.

2.18 As you add violations to the report, you will see them added at the bottom of this data entry screen. The screen will look like figure 2.F.

Figure 2.F

[View/edit violation detail records](#)
 (* Report will open in a new browser window)

[Acknowledge inspections and exit](#)

Report details.

Serial	Ref	Code	Desc	Bldg	Room	Compl	Cited	Notes
No	000-00.00.00	0299	MEANS OF EGRESS OTHER	13	Area 51	2005-04-13	0	I was locked out a could not even inspect this building! There is a large sign on the door in hand writing that says "Danger! Hazardous materials. Go away!" What are they hiding in there????
No	000-00.00.00	0902	IMPROPER WIRE IN RETURN AIR PLENUM	15	35	2006-04-13	0	Hundreds of pounds of non-plenum network cable was found in the air plenum. It must be removed and replaced with proper cable. The facility has asked for up to 2 years to be in compliance.

Total records: 2

2.19 If you make a mistake and want to correct a violation you have entered select the “View/edit violation detail records” button. The screen will look like figure 2.G in a new browser window.

Figure 2.G

Comp Date (yyyy-mm-dd)	Previously cited	Notes	Ref	Actions
2006-04-13	0	Hundreds of pounds of non-plenum network cable was found in the air plenum. It must be removed and replaced with proper cable. The facility has asked for up to 2 years to be in compliance.		
2005-04-13	0	I was locked out a could not even inspect this building! There is a large sign on the door in hand writing that says "Danger! Hazardous materials. Go away!" What are they hiding in there????		

2.20 Click on the trash can item to delete the violation record that contains the error. Then, close the browser window and re-add the violation with the correct information.

2.21 If you need to take a break or get interrupted in the middle of completing the report you can always logout and come back to the report to finish it. The report will be available for viewing but not editing only after you make the acknowledgments and finalize the report.

2.22 When you have completed adding all the violation details to the report, select the “Acknowledge inspections and exit” button. The screen will look like figure 2.H.

Figure 2.H

Fire_Inspection

Please acknowledge the respective statements

I hereby certify that the district has complied with section 1013.12(1)(b), F.S.

I hereby certify that the local authority having jurisdiction has complied with section 1013.12(2)(b), F.S.

I hereby certify that the required fire drills have been completed as of this inspection date.

(Or)

Acknowledgement N/A.

[Acknowledge and exit](#)

[Exit without acknowledging](#)

This inspection will be locked for editing when you press the acknowledge button. You can exit this application without submitting if there are more edits to be performed. If after acknowledging you need to edit the records please contact an administrator from the State Fire Marshal office.

2.23 Make the appropriate acknowledgements for this inspection and select the “Acknowledge and exit” button to finalize and submit this inspection report to the State Fire Marshal reporting system. If you are not ready to finalize the report, select the “Exit without acknowledging” button and finalize the report at a later time. You will not lose any of the data you have entered into system for this report.

3. Contact Information / Notes

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