

CHAPTER 7 REMOTE

REMOTE INSPECTIONS & CHECKLISTS

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7.Remote.A

Remote Inspections & Remote Checklists

These are optional add-on programs to take FirePro 2 on the road for inspections.

From here you can copy over properties and their inspection history from the main data, create new properties and/or inspection reports. You can also view picture titles and notes on the remote. When the inspections are complete the changes can be copied over to the main system.

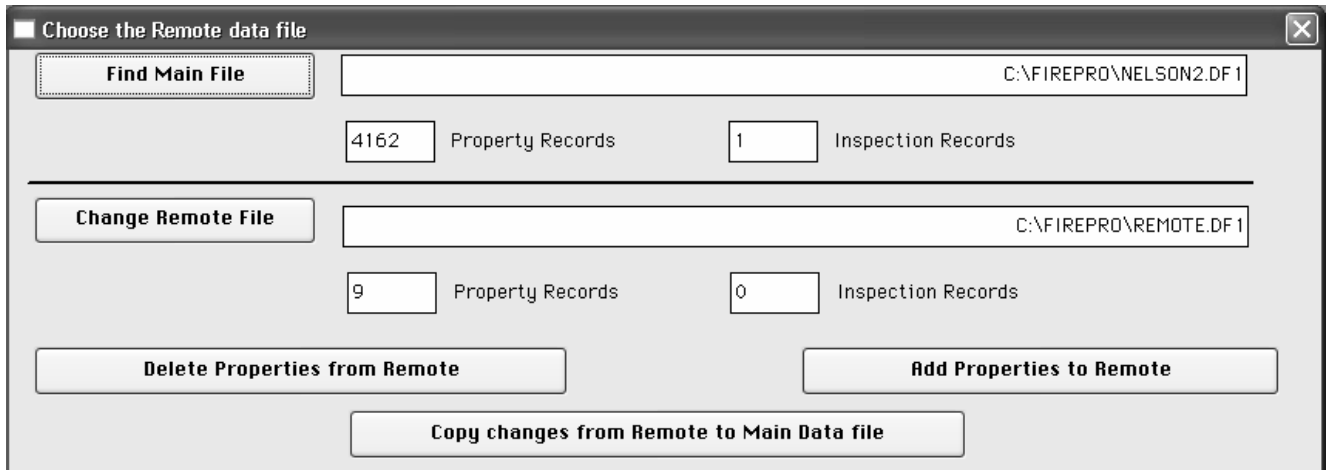
On the laptop, start the program FP2_Remote.lbs If you are asked to find your data file while you are opening the program, find C:\FirePro\Remote.df1.

When you first open up the program FP2_Remote.lbs, you need to enter a password. Enter the password 456.

You will be able to update these passwords with the passwords from your main system

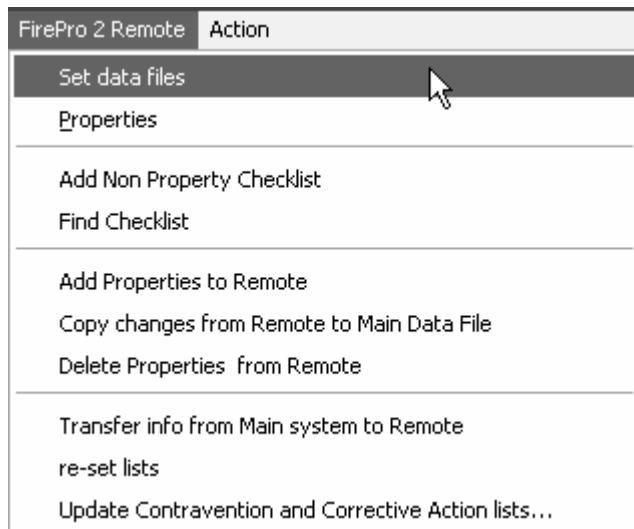
(see  **70.A.**)

The next window that comes up is the data file locator. It shows you the status of your data files.



File Path	Property Records	Inspection Records
C:\FIREPRO\NELSON2.DF1	4162	1
C:\FIREPRO\REMOTE.DF1	9	0

You can access this window anytime from the file menu (FirePro 2 Remote) as shown below.



Note:

First time users

This information will also be in the e-mail you receive when purchasing the module.

To use the remote system, be sure that the files are set up as follows:

On the laptop create a new folder called C:\FirePro.

In that directory put the files FP2_Remote.lbs, Remote.df1, and FireHelp.df1. The file Remote.df1 will be given to you when you purchase the module.

To bring files back and forth between the Remote & Main files, the laptop will need to be connected on a network to the main computer. You also need a copy of Omnis to run the system on your laptop.

Adding Electronic Signatures to your inspections and checklists

You can add an electronic signature to your remote inspections if you are using a tablet computer.

Most tablets have a program called Sticky Notes found at:

Start → Program Files → Tablet PC → Sticky Notes

You can have people write their signature on the Sticky Note window. Click the copy icon.

Open the inspection you are getting a signature for and click on Edit.

Go to the Signature tab and click on the signature field. Paste the signature here. The date and time are included with the signature.

On the Sticky Notes window, click on the X icon to clear the signature as it will not be cleared when you close the program. If you need to remove a signature, click on the clear Signature button. To change a signature, you will have to clear the old signature first.

7.Remote.D

Remote Buttons

7.Remote.D.10



Click on one of these buttons to change the files being used. Once this is set-up the first time, you normally shouldn't have to change these.

The main file is your main data file for Firepro. The laptop must be connected to the main network or computer that the main data file is saved on, if you are transferring files.

The remote file will be "Remote.df1" and is found on the laptop in the firepro folder.

7.Remote.D.20



This brings up a complete list of all properties in your main FirePro 2 program. See [7.Remote.G.10](#) for more on this window.

You have the option to choose which properties (and their inspections) to copy from the remote to the main data file.

See:



20.C.20.20

"Select Properties to Copy from Remote to Main" checkbox

Note:

When you transfer a property to the remote, that property and all of the inspections and checklists that were transferred with it will be marked as checked out. When a property is checked out it can not be edited or deleted on the main computer nor can you add or edit Pre-Plan information.

You can edit an inspection or checklist that is checked out but you will be warned that any changes could be overwritten. If that inspection is also changed on the remote the changes you make on the main computer will be lost.

Also see: [7.Remote.D.30](#)

7.Remote.D.30

Copy changes from Remote to Main Data file

Clicking this button copies all changes made on the remote system to the main system. After you have run this you should delete the properties from the Remote system (see **7.Remote.D.40**).

You also have the option to keep a property (and all its linked files) on the remote if any of its inspection checklists being transferred has a status of pending.

To keep a property (and all it's linked files) on the remote if any of it's inspection checklists being transferred has a status of pending, see:



20.C.20.40

Note:

When you copy changes from the remote to the main computer, any properties and all inspections updated will be unlocked. If you have a switch turned on that keeps pending checklists on the remote those properties will stay checked out and locked.

When you delete a property from the remote, that property will be unlocked.

Also see: **7.Remote.D.20**

7.Remote.D.40

Delete Properties from Remote

This will delete the selected properties from the Remote system. Be sure to copy the changes to the main system first. If you have made changes to any properties and have not copied the changes to the main system, FirePro will prompt you with the changes and ask you to confirm the delete.

(See **7.Remote.D.30**).

7.Remote.E

The FirePro 2 Remote Menu

FirePro 2 Remote	Action
	Set data files
	Properties
	Add Non Property Checklist
	Find Checklist
	Add Properties to Remote
	Copy changes from Remote to Main Data File
	Delete Properties from Remote
	Transfer info from Main system to Remote
	re-set lists
	Update Contravention and Corrective Action lists...

7.Remote.E.5

Add Non Property Checklists

You can add a checklist even if you have not transferred the property to the remote first. This will add a checklist to a temporary property that has a checklist template of all checklist items.

Checklist for

Date: MAR 8 07 Inspector: Simon Grypma Reason: Routine

Contacted: Suzy Smith Position: Phone: 250-555-1234

Status: Pending Satisfactory Unsatisfactory

Address: 123 Main Street

Notes: Owner Occupant Contact NO Signature


Last Inspection: SIMON GRYPMA

Checklist Items	Satisfactory
Exit Signs	<input checked="" type="checkbox"/>
Pull Stations	<input checked="" type="checkbox"/>
Exit Lights	<input checked="" type="checkbox"/>
Automatic Detection	<input checked="" type="checkbox"/>
Electrical Lighting	<input checked="" type="checkbox"/>
Emergency Generator	<input checked="" type="checkbox"/>
Fire Pump	<input checked="" type="checkbox"/>
Smoke Control Equipment	<input checked="" type="checkbox"/>
Laundry Equip. Filters, Duct	<input checked="" type="checkbox"/>

Other Info Requested -

Edit Delete Print Cancel OK

Enter an address in the address field. This will be used when printing, and when transferring the checklist to the main computer.

If you have the switch "Title Non Properties" turned on (see  20.C.10.10), this temporary property will have the title "Temporary property for adding checklists without a property". Otherwise it will appear as a blank property with no address. To find a non property checklist, either go to the temporary property or go to, FirePro2 Remote → Find Checklist (see below). The address you entered will appear in the address column.

When you transfer data back to the main system you will be asked to find the property to attach the non property checklist to. This will open the property list window where you can find the property on the main computer. Select the property and click the

"Attach" button. The checklist template will not be transferred with the checklist. The checklist will use whatever template is attached to the property selected. Any non satisfactory lines, or lines with additional information (such as text) will show even if they are not included in the property's template. If there is owner, occupant or contact info on the selected property, the checklist information will be updated.

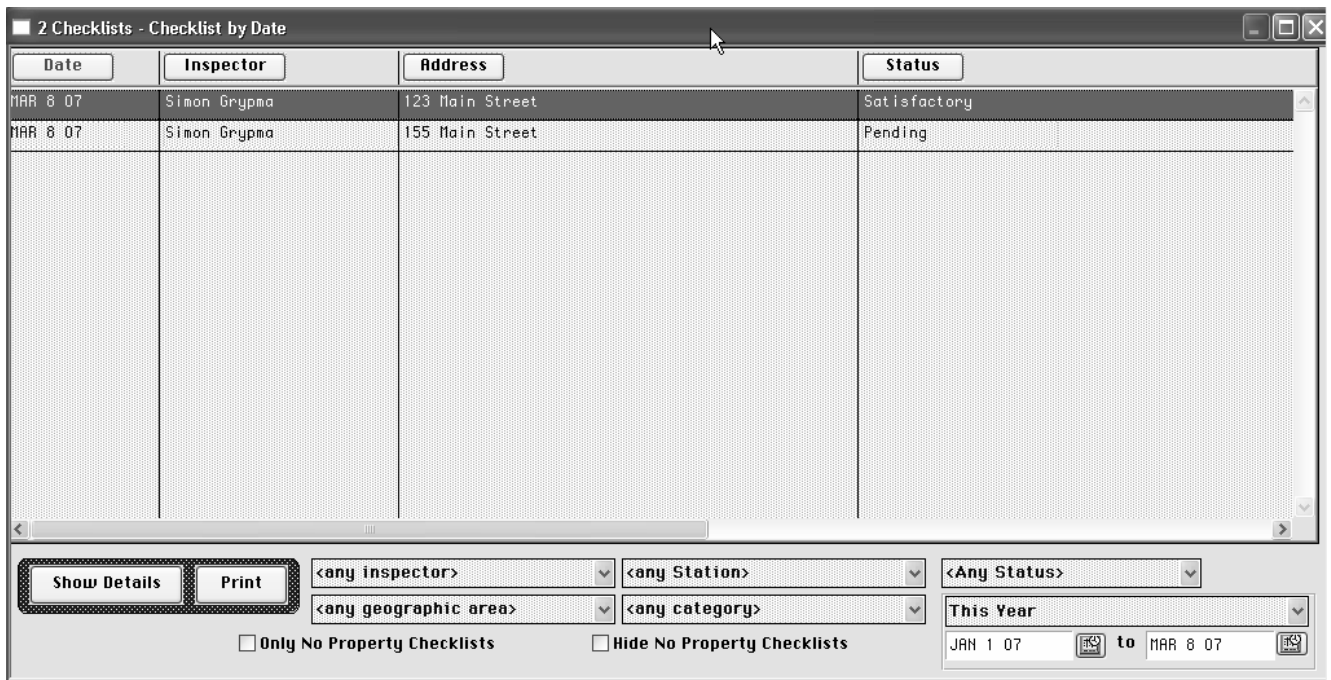
Note:

Inspections or Checklists created on the Remote (either property or non-property) will have an "On Remote" note that appears in the top corner next to the creator's name.

[7.Remote.E.7](#)

[Find Checklist](#)

This menu option opens a window where you can search for checklists in the remote system. Double click a line item to open that checklist.



[7.Remote.E.10](#)

[Set data files](#)

This menu item opens up the window shown above in [7.Remote.A](#)

[7.Remote.E.20](#)

[Properties](#)

This will open up the Properties window as in **5.B**. This is where you can add properties & inspection reports. Also see **7.Remote.G.20** for information on finding properties.

7.Remote.E.30

Add Properties to Remote

See **7.Remote.D.20** above

7.Remote.E.40

Copy changes from Remote to Main Data File

See **7.Remote.D.30** above

7.Remote.E.50

Delete Properties from Remote

See **7.Remote.D.40** above

7.Remote.E.60

Transfer Info from Main system to Remote

This will copy over many of the settings from the main data file to the remote, including the current passwords and fire code information/changes. This should be run after Set-up or Maintenance changes have been made on the main system, to keep them both up to date.

7.Remote.E.70

Re-set lists

If you find that any of the lists are not working correctly, select this and they should re-set themselves. Note that if any items are missing from lists though, you probably want to run "Update Info from Main system to Remote" (see 7.Remote.D.60)

7.Remote.E.80

Update Contravention and Corrective Action Lists

This will copy the Contravention and Corrective Action Lists from the main data file to the remote. It will delete any existing list items and replace them with the updated ones.

7.Remote.G

Other Remote Windows

7.Remote.G.10

Property List Window

Address	Occupant	Owner	Inspections
724 NELSON	Dairy Queen	Shirley Wolbaum	0
Hwy 3a NELSON	Pacific Insight Electronics	Pacific Insight Electronics	0
114 ANDERSON Street		Benthien, Leanne	0
116 ANDERSON Street		Chaychuk, Evelyn	0
120 ANDERSON Street		Tushingham, Earl	0
123 ANDERSON Street	Seven - 11 Food Store	Petra-Canada Inc (7-11) Nelson	0
124 ANDERSON Street		Harper, Shelley Marie Ann	0
202 ANDERSON Street		Heaton, Victor & Marie	0
206 ANDERSON Street		Hogan, Patrick & Margaret	0
208 ANDERSON Street		Hodgins, Florence E	0
209 ANDERSON Street	B.C Government Liquor Store	Canada Safeway	0
210 ANDERSON Street		Hecker, Kathy L	0
211 ANDERSON Street	CANADA Safeway	Canada Safeway Limited Inc. No. A59394	0
211 ANDERSON Street	Star Bucks	Canada Safeway	0
212 ANDERSON Street		Oke, William, Life Estate	0
216 ANDERSON Street	Panago	Seminoff, Michael & Sandra	0
216 ANDERSON Street	Rabco Pawnbrokers Closed	Mike Semenoff	0
220 ANDERSON Street		Mcadams, Ian E	0
224 ANDERSON Street		Stewart, William & Olga	0

From the property list window you can select any properties that you want to add to your Remote data file. To select a number of properties at once, you can click on one property and then while holding the Ctrl button down you can click on other properties you want to add. Then click the **"Add selected properties and their inspection reports to the remote data file"** button.

Note:

On the remote, the list of primary properties on the property window will show the primary property address that is in the main system. However, the "Go to Primary" button will only work if that primary property record has been transferred to the remote.

Click the **"Show Saved"** button to show all saved properties from the main FirePro data file. Select the properties you wish to transfer to the laptop, and click the **"Add selected properties and their inspection reports to the remote data file"** button.

When viewing the saved properties, the **"Show Saved"** button changes to **"Show all"** allowing you to go back to see all properties.

When transferring properties to the remote, if a primary property is being transferred, you will be asked if you want all of the secondary properties as well. If you say yes, all secondary properties for that primary property will also be transferred to the remote.

When you are finished, close the window.

Note

When you add properties to the remote inspections, all of the inspections, inspection checklists, and incidents associated with the properties will also be copied to the remote.

Before using the checklists on the remote, you will need to run (on the remote system) FirePro2 Remote → Update from main system to remote (see **7.Remote.E**). This needs to be done the first time you use the system as well as after any system settings (including the Master Checklist) have been changed.

Note:

Any checklists for Properties that have been changed or added, will be copied back to the main system when you run FirePro2 Remote → Copy Changes to Main Data File (see **7.Remote.D.30**)

7.Remote.G.20

Property Search Window

The property search window on the remote system is very much like the property search window in the main system (see [5.G.10](#))

The screenshot shows a window titled "9 properties" with a table of property data and search controls below it.

St #	St Name	St Type	Dir	Apt	Township	Occupant First	Occupant Last	Occupant Business	Owner First	Owner Last	Owner Business	AKA
402	BAKER	STREET		205	NELSON	Alex	Atamanenko	NDP Candidate Office			Nelson Trading Co...	
402	BAKER	STREET		206	NELSON	Ernie	Mason	Appleyard and Co...			Nelson Trading Co...	
402	BAKER	STREET		208	NELSON	Ian	Mason	Kootenay Real Est...			Nelson Trading Co...	
405	BAKER	STREET			NELSON	GREG	MARKEN	GW MARKEN APPRAISAL			ROYAL BANK	
405	BAKER	STREET		1	NELSON	Greg	Stacey	R.G.Stacey, Barri...			Royal Bank Of Canada	
421	BAKER	STREET			NELSON			Poulin Agencies Ltd.			Cleveland, Carol	
425	BAKER	STREET			NELSON			M.R.B. Block			Poulin Agencies M...	
431	BAKER	STREET			NELSON	Greg	Allen	Ted Allen's Jewel...			Poulin Agencies M...	
441	BAKER	STREET			NELSON			Craft Connection			A. Olender	

Below the table are search controls:

- Print:** Report, List, Checklists
- Find By:** Address/Name/Roll/Folio #, Hide Future, All
- 18 Selected:** Remote (dropdown), View
- Sort/Display List:** Address Find (dropdown), Show Details
- Search Fields:** Street #, Street Name (BAKER), Type, Direction, Suite #, Town or Township
- Search on:** Civic Add. (selected), Rural Add.
- Buttons:** OK, Cancel

Hide Future

On the remote system, you have the option to hide properties that have inspections due in the future or have no inspection due date by clicking on the "Hide Future" button. This is useful if you download many properties and inspections at one time.


To set the number of days in the future you want as the cut off date for hiding inspections, see



20.C.20.40

7.Remote.R

Reports

For reports, see Chapters 7 (Inspections)  **7.R.10** and 8 (Inspection Checklists)  **8.R.10**.

Printer Set-up

When printing using FirePro 2 Remote, a "remote" printer can be set as the current printer. (This will only work in Windows)

When in remote go to:

File → Report Page Set-up → Reports → Printer Set-up

Choose the desired printer. This printer will then automatically be selected instead of the default printer and will remain the current printer for remote even if FirePro 2 is exited and re-opened. Note that this does not change the Windows default printer. This feature may be useful for Windows Operating systems that do not have the ability to set the default printer according to the location of the computer.