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FH Mobile Inspections & Occupancies Installation and Introduction Guide

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Chapter 1

Overview

This guide contains everything you need to know to install, configure, and use FH Mobile Inspections & Occupancies.

We urge that all FH Mobile Inspections & Occupancies users read this guide.

NOTICE
Evaluation Users

We distribute evaluation copies so you can freely evaluate this program under actual service conditions. Install FH Mobile on any computer or network at your department (see “System Requirements” later in this chapter). If there are no computers available at your department, a department member’s personal computer at home will do. The installation program creates a fully functional system with all modules available to install on your hard disk. The evaluation will run for 90 days after installation.

About This Guide

This guide is designed to give you an overview of the FH Mobile Inspections & Occupancies product and to provide instructions to install, configure, and use the software.

Important Terms

Throughout this guide, certain terms are used:

- ‘FH Mobile Inspections & Occupancies’ is a mobile computer application for performing Occupancy/property inspections and collecting/updating premise, contact, and preplan information.
- ‘Mobile computer’ is the mobile computer where FH Mobile Inspections & Occupancies is installed.
- ‘FH database’ is an FH installation where occupancy records are entered. The FH Mobile Inspections & Occupancies installation on the mobile computer needs to have access to the FH database to create a local copy of records and lookups used by FH Mobile Inspections & Occupancies on the mobile computer.
- 'Synchronize' is the process of transferring information from your FH database to FH Mobile Inspections & Occupancies records, and transferring FH Mobile Inspections & Occupancies records that are marked for export to your FH database.
- 'Action Plan' is the feature designed for FH Mobile products to allow users to configure the layout of display grids used for record entry.

System Requirements

FH Mobile Inspections & Occupancies requires the following:

- Mobile computer with:
  - Windows® 2000, Windows® XP (Windows XP Tablet PC Edition is recommended), or Windows Vista Business Edition.
  - 600MHz Pentium III compatible processor or higher
  - 512 MB available RAM (we recommend 1GB or more).
  - 2 GB available hard disk space (your requirements may be greater depending on the number of records you synchronize and the size of embedded attachments. We recommend 4 GB of free disk space).
  - 800 by 600 minimum video resolution (we recommend at least1024 by 768).
  - Connection to FH standard or FH Enterprise database version 7.2. or greater. The connection only needs to be available during synchronization.
  - If you run FH Enterprise, you can also optionally maintain a wireless connection between FH Mobile Inspections & Occupancies and your FH Enterprise database. When *Real-Time Wireless* is enabled a wireless connection can be used to update staff scheduling (optional purchase) and auto generate permit numbers.

How FH Mobile Inspections & Occupancies Works

FH occupancy records, scheduled and historical inspections, staff members, and applicable lookups are transferred from FH to the mobile computer to be used by FH Mobile Inspections & Occupancies. FH Mobile Inspections & Occupancies is designed to be used by fire inspectors and staff performing inspections of occupancies, add scene drawings, give access to any references typically required for inspections and risk assessment, and to add/edit occupancy related information records.

Once the inspection is completed in FH Mobile Inspections & Occupancies and you synchronize FH Mobile Inspections & Occupancies with the FH database, the imported information can be reviewed for quality control purposes in FH. Future scheduled inspections can be created automatically if necessary.

Chapter 2

Install

This chapter details FH Mobile Inspections & Occupancies installation and licensing procedures.

Installing FH Mobile Inspections & Occupancies

You install FH Mobile Inspections & Occupancies on the mobile computer and separately license the mobile computer to access records in your FH database.

To Install FH Mobile Inspections & Occupancies On Mobile Computer

- If you are installing FH Mobile on a Windows 2000 or Windows XP workstation, log on to the mobile computer as an administrator and complete the following steps:

  NOTICE
  Restart

  You should close all open applications before installing FH Mobile Inspections & Occupancies and disable active virus software. You may be prompted to restart your computer during the install. We recommend **Yes** if prompted, before continuing with the installation.

  - From the Windows **Start** menu, **Control Panel** option.
  - Choose **Add or Remove Programs**. The **Add or Remove Programs** form is displayed.
  - Press **Add New Programs** then press **CD or Floppy**.
  - Insert the FH Mobile CD. If the FH Mobile installation menu is automatically displayed, select the menu **Exit** option.
  - Press **Next>**, press **Browse**, then select **`FHMobile_Setup.EXE`**, then press **Open**.
  - Press **Finish**. The **FH Mobile Setup** form is displayed.
- If you are installing FH Mobile on a Windows Vista workstation, log on to the mobile computer as an administrator and complete the following steps:

  NOTICE
  Windows Vista User Account Control

  Windows Vista has an option turned on by default that will make FH work improperly. We recommend turning off the User Account Control before installing FH. Go to the **Start** Button, *Control Panel* option, then *User Accounts* option. You should see a link titled *Turn User Account Control on or off*. Uncheck the box to turn this feature off. This will require a restart of the computer.

  - Insert the FH Mobile CD into the appropriate drive. A FIREHOUSE Software Mobile installation menu is automatically displayed.

  NOTICE
  Autorun Disabled

  If autorun is disabled, select the **Start** button, *Search* option. Type **Run** to open the *Run* command window. Type ***`n:\autorun`*** (where *n* is the CD drive letter) then press **OK**. The installation window is displayed. You can also double-click the CD drive icon.

- Press **Install FIREHOUSE Software Mobile Client Applications** optionof the installation menu. The **FH Mobile Setup** form is displayed.
- Press **Next**. Complete installation by following prompts and selecting desired options then pressing **Next**. Available installation options vary based on the configuration, but could include the following pages:

NOTICE
SQL 2005 Express Components

An instance of Microsoft SQL Server 2005 Express Edition and Windows system components can be selected to be installed during the installation. The component installation will take several minutes. If an instance of a previous version of SQL Server is detected by the installer, you will have a choice to upgrade to SQL Server 2005 Express. We recommend upgrading to increase the database size maximum.

- *User Information*. Personalize the installation with your name and organization, and specify whether the FH Mobile application can be used by all users that access the computer (select *Anyone who uses this computer*) or only by the user currently logged in to the workstation (select *Only for me (USERNAME)*).
- *Destination Folder*. Change the destination folder from the default (**`C:\Program Files\FIREHOUSE Software Mobile\`**) only if needed. FHMobile must be installed to a location on C:\.
- *Select Features*. Accept the default selection unless you have a specific reason to change.
- *Microsoft SQL Server Security*. Select the minimum Windows security level required to view FH Mobile Inspections & Occupancies records. We recommend *Standard User* to ensure everyone can access FH Mobile Inspections & Occupancies.
- *SQL Server Database Settings*. If this page is displayed, a previous installation was identified. Check *Install a new blank database* if you are starting over (all settings are lost). Check *Update the existing database* to install an updated database but save settings.
- *Read Me Information*. Important installation notes are displayed.

NOTICE
Database Instance

Synchronized records from the FH database (standard or FH Enterprise) are stored in an MS SQL database on the mobile computer that FH Mobile Inspections & Occupancies uses. For workstations that already include an SQL server, an additional database instance is created for the local FH Mobile application database.

- Press **Next**.
- Press **Finish**.
- Press **Yes** when prompted to restart the computer.

FH Mobile Inspections & Occupancies is installed and ready to be licensed.

To License Mobile Computer

- If you are installing FH Mobile on a Windows 2000 or Windows XP workstation, log on to a workstation with administrative rights where an installation of the FH standard or FH Enterprise software is activated.
  - From the Windows **Start** menu, select the **Control Panel** option.
  - Choose **Add or Remove Programs**. The **Add or Remove Programs** form is displayed.
  - Press **Add New Programs** then press **CD or Floppy**.
  - Insert the FH Mobile CD.
  - Press **Next>** then **Browse** to display the **Browse** dialog. Change the *Files of Type* to “Programs”, select **`FHMobile_LicMgr.EXE`**, then press **Open**.

NOTICE

Adding Workstations

Do not run **`FHMobile_LicMgr.EXE`** from the CD more than once. To add workstations after the initial set up, run the **`FHMobLic.EXE`** in the FH root directory (**`C:\Program Files\FIREHOUSE Software`** by default, yours may be different).

  - Press **Finish**.
- If you are installing on a Windows Vista workstation, log on to a workstation with administrative rights where an installation of the FH standard or FH Enterprise software is activated.
  - Insert the FH Mobile CD into the appropriate drive. A FIREHOUSE Software Mobile installation menu is automatically displayed.
  - Press **Install the FIREHOUSE Software Mobile License Manager.** The **Welcome** form is displayed.
- Locate the FH installation:
  - If you know where your FH program is installed, check *Skip automatic search for existing installations* then press **Next>**. The default FH location is displayed if available. If you need to specify a different FH location, press **Browse**, locate the FH installation, then press **OK**.
  - If you do not know where your FH program is installed, leave *Skip automatic search for existing installations* unchecked, then press **Next** to have the installation search and list FH installations (the process may take several minutes).
- Press **Next>** then specify the evaluation licenses you wish to install. Do not select an evaluation license if you have purchased a license.
- Press **Next>**. The **Installation Complete** form is displayed.
- Press **Run FIREHOUSE Software Mobile License Manager**.
- Type the *User Name* and *Password* for the FH database, then press **OK**.
- Apply license:
  - If you selected an evaluation license above, you are prompted to apply the evaluation activation file. Press **Yes** to activate the evaluation license then skip to the numbered step below.

- If you have purchased FH Mobile Inspections & Occupancies and received an activation diskette, press **Activate FH Mobile License File...**
  - Insert the **FH Mobile Activation Diskette**, locate the **`FHMobile.LIC`** file located on the diskette, then press **OK**.
- If you have purchased FH Mobile Inspections & Occupancies and received an activation code number, press **Enter Activation Code...**
  - Type the *Serial Number* and *Activation Code* in the fields provided, then press **OK**.

1. Press **Add**, then determine the mobile computer name that will run FH Mobile applications. To determine the mobile computer name if you do not know it:
   - Highlight the mobile computer's Windows *My Computer* desktop icon, right-mouse click, then select **Properties**.
   - Select the *Computer Name* tab. The *Full computer name:* value lists the mobile computer's computer name.
2. Type the mobile computer name. If the name includes a period, use the name to the left of the first period.
3. Press **OK**. The workstation is added. Repeat numbered steps until all mobile computer names using FH Mobile Inspections & Occupancies are added. You must be licensed for each workstation listed.

- Press **Close**.
- Press **Finish**.

You are ready to use FH Mobile Inspections & Occupancies. Note that you are prompted to synchronize.

Chapter 3

Use FH Mobile Inspections & Occupancies on the Mobile Computer

FH Mobile Inspections & Occupancies is an FH application that runs on your mobile computer for performing occupancy/property inspections and collecting/updating occupancy related information in the field. FH Mobile Inspections & Occupancies is specifically designed to be used in the field with a simple synchronization process for updating the FH database with inspection and occupancy records.

Configuring FH Mobile Inspections & Occupancies

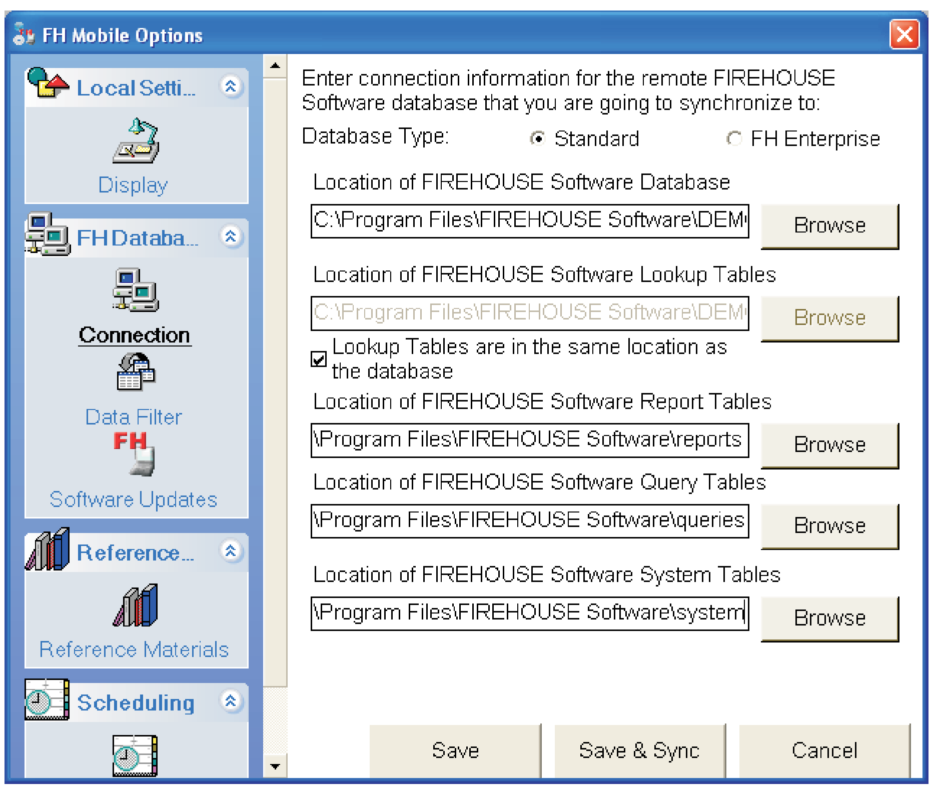
There are global and inspection configuration options that control FH Mobile Inspections & Occupancies behavior.

About Global Configuration Options

Global options include display options that specify the desktop appearance, connection options, filter options, and update options for all FH Mobile applications. Global options are applied to all FH Mobile products installed on the mobile computer.

The connection options define where the FH database is located. The mobile computer must be licensed to complete this process. You need to set connection options when you first access the FH Mobile Inspections & Occupancies application.

After specifying global connection options, you can specify display or filter options, and set reference material locations. Local Settings Display options control the overall appearance of the FH Mobile Inspections & Occupancies desktop. Settings include the font size,

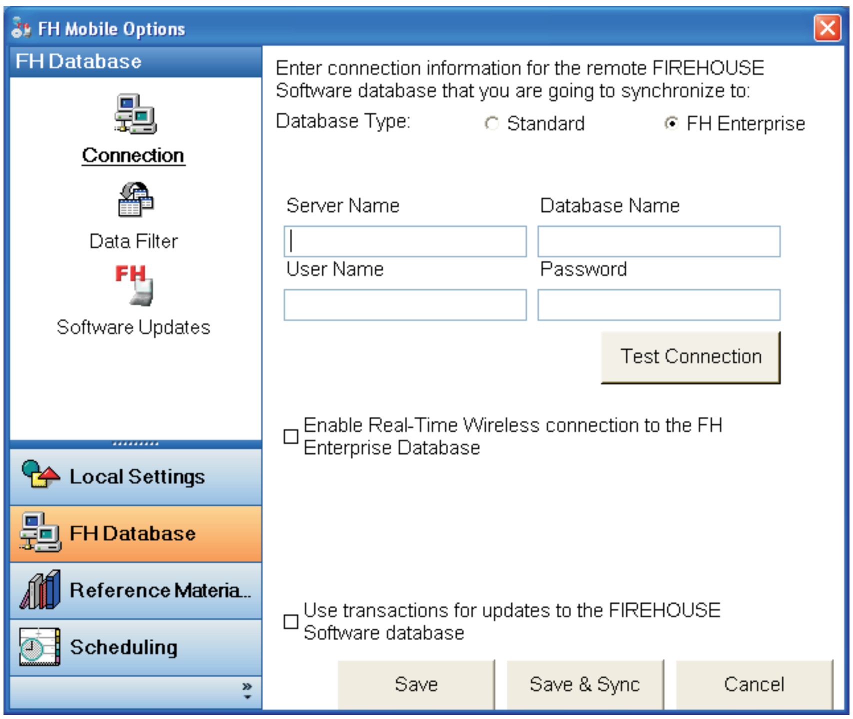


First, you will need to set up a connection to the FH database via the Tools & Options area, then you can control the appearance and set other options.

navigation bar theme and spacing of text in the application workspace. Filter options can be specified so that only occupancy records from specified stations and districts are included when synchronizing records.

To Set Connection Options (First Time)

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option.
- The first time you access FH Mobile Inspections & Occupancies, you are prompted to enter database information. Press **OK**. The **FH Mobile Options** form is displayed with the *FH Database* section **Connection** option displayed.
- Select *Standard* or *FH Enterprise*.



  - If *Standard*, specify the database location, lookup tables (by default, your lookup database is in the same location as the database, but yours may be different), and the location of the system database.
  - If *FH Enterprise*, specify the server name and database name, and your user name and password.
    - Check *Enable Real-Time Wireless Connection to the FH Enterprise Database* if you have a wireless connection and wish to check for the most up-to-date scheduling (if available) and for linking to specific FH database information when initiating FH Mobile Inspections & Occupancies records.

- Check *Use transactions for updates to the FIREHOUSE Software database* for transaction support. Transaction processing enables multiple system actions to be treated as a single step, simplifying certain recovery procedures should errors arise. If one of the values in the update transaction fails to be saved, none of the other transaction values are applied (that is, your FH Mobile Inspections & Occupancies records are not applied to your FH database).
- Press **Save & Sync**.
- Press **Yes** to prompts (if prompted).

To Set Display Options

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option.
- Select the **Tools & Options** area **Global Options** option. The **Local Settings** navigation and **Display** options should be displayed by default.
- Specify **Font** style. Larger sizes are easier to view but also take up extra space.
  - Select a font size (*11 point* is the default).
  - Check *Bold Labels* to bold-face field and button names.
  - Check *Bold Data* to bold-face field values.
- Select a **Navigation Bar Theme**. The navigation area for the **FH Mobile Options** form changes to match the current selection. *Navigation Pane View* is the default.
- Select **Navigation Bar Image Size**. *Small* will display more information in a smaller area and potentially minimize scrolling, but may be difficult to read in certain environments. *Large* is the default.
- Select **Data Grid Row Height**. Data grid row height specifies spacing between information in data grids (for example, task lists). *32 point* is the default.
- Press **Save**.

To Change Connection Options

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option.
- Select the **Tools & Options** area **Global Options** option.
- Select the **FH Database** navigation bar then click the **Connection** icon.

See the procedure 'To Set Connection Options (First Time)' on the previous page for a description of options.

To Set Filter Options

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option.
- Select the **Tools & Options** area **Global Options** option.
- Select the **FH Database** navigation bar then click the **Data Filter** option.
- Type the station or stations to include. If adding multiple stations, add a comma (",") after the first station then type the additional station code.
- Type the district or districts to include. If adding multiple districts, add a comma (",") after the first district then type the additional district code.
- Press **Save**.

To Set Update Options

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option.
- Select the **Tools & Options** area **Global Options** option.
- Select the **FH Database** navigation bar then click the **Software Updates** option.
- Select the method to distribute FH Mobile Inspections & Occupancies updates to mobile computers when they are available:
  - Select *Never prompt to update (I will install updates manually)* to never download an FH Mobile Inspections & Occupancies update from the server to a mobile workstation.
  - Select *Prompt to update only when performing a full sync* to check for an FH Mobile Inspections & Occupancies update and to prompt only during a full synchronization (the option will not prompt to update FH Mobile Inspections & Occupancies when *Enable Real-Time Wireless Connection to the Enterprise Database* is active and an occupancy record is updated).
  - Select *Prompt to update on any sync (Full or Real-time)* to check for FH Mobile Inspections & Occupancies updates any time records are synchronized. Note that this could slow down a wireless connection.
- Press **Save**.

To Specify Central Reference Materials Location

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option.
- Select the **Tools & Options** area **Global Options** option.
- Select the **Reference Materials** navigation bar then click the **Reference Materials** option.

NOTICE
Minimize Included Files

All files and subdirectories in the central reference material location are copied to the FH Mobile computer by the synchronization process and are displayed in the **Reference Materials** area. Only include files that are likely to be used.

- Specify the central reference materials location:

NOTICE Accessibility

The central reference material location needs to be accessible to all FH Mobile workstations that will synchronize with the FH database.

More information about the central reference material location and how to add a central reference folder is available. See 'Accessing Reference Materials' on page 61.

  - If the folder already exists, press **Browse**, select the folder, then press **OK**.
  - If the folder does not exist, press **Browse**, select a drive that is accessible to all FH Mobile workstations (at least at the time of synchronization), then press **Make New** Folder, type the central reference materials folder name, then press **OK**.
- Select the appropriate copy option:
  - *Only copy new or changed files from server* to copy files from the server to the FH Mobile computer.
  - *Copy new or changed files from the server, and delete files in the local folder that are not on the server* to remove files located in the local FH Mobile reference folder that are not included in the central location.

NOTICE File Distribution

If files are potentially useful at ALL FH Mobile computers, be sure to copy the file to the central location.

- Press **Save**.

To Specify Global FH Staff Scheduling or Integrate FH Roster with Available Personnel

A connection to the FH database is required and the FH database needs to include staff roster information to update FH Mobile Inspections & Occupancies with roster information.

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option.
- Select the **Tools & Options** area **Global Options** option.
- Select the **Scheduling** navigation area **Schedule & Roster** option.
- Select the FH Roster integration:
  - Check *Calculate On-Duty Using Roster* to list all FH roster personnel in the **Add Resources** list.
  - Check *Calculate On-Duty Using Schedule* and specify the *Schedule Name* to list all scheduled (as indicated in the specified FH Staff Scheduling record) personnel in the **Add Resources** list.

- Press **Save**.

About FH Mobile Inspection Options

Inspection Options control various FH Mobile Inspections & Occupancies features including , general inspecting options for defaulting actions and prompts, color settings, and security.

To Set General Options

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option. FH Mobile Inspections & Occupancies is opened.
- Select the **Tools & Options** area **Inspection Options** option.
- Select the **General Options**.
- Select the *Default Inspector* to default into new inspections created in the field. Scheduled inspections already in the database may already have an inspector established.
- Check *Prompt User to Recheck Previous Violations* to prompt users to display previous existing violations for the occupancy**.**
- Check *Default Recheck Date with Most Recently Entered Recheck Date* to insert the most recently used *Recheck Date* for a failed inspection item when *Violation Noted - Schedule Recheck* is selected.
- Check *Default Repaired Date to System Date* to insert the computer system date when *Violation Repaired* is selected.
- Press **Action Plans** to establish Action Plan configuration.
- Check *Download embedded attachments to this computer during sync* to download attached files related to occupancy and inspection records. (This option can lengthen sync speed time, depending on the size of the attachments.)
- Enter a numerical value in the field *Download all of the completed inspections from the last X number of days. (0 is all completed)* for the sync to download from the FH database all of the completed inspections for the previous # of days.
- Press **Save**.

NOTICE
Purge Records

The FH Mobile Inspections & Occupancies data tables continue to collect records as synchronizations and data entry are performed. The **Purge** button is available to purge all Inspection and Occupancy related records from the FH Mobile database. You may wish to periodically purge these tables for data security reasons or database volume size. This feature should only be used after a synchronization has been performed and FH Mobile

Inspections & Occupancies data has been verified in the FH database to ensure data is not lost.

To Set Color Settings

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option. FH Mobile Inspections & Occupancies is opened.
- Select the **Tools & Options** area **Inspection Options** option. .
- Choose *Color Settings*.
- Select the *Top Panel Color* value. A distinct top panel color helps identify a specific FH Mobile application when more than one is available (for example, select FH Mobile Inspections & Occupancies when FH Mobile Preplans is also running).
- Specify the color setting to display for *Fields* and *Groups* settings. Default field settings match FH desktop default color settings.
- Press **Save**.

To Set Security Option

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option. FH Mobile Inspections & Occupancies is opened.
- Select the **Tools & Options** area **Inspection Options** option.
- Choose the **Security** option.
- Check *Require Login* to require the user to enter an FH login user and password to access FH Mobile Inspections & Occupancies.
- Press **Save**.

When the security option is enabled, FH Mobile Inspections & Occupancies will verify all occupancy and inspection security settings to confirm the user logging in has the proper rights for data entry, modification and usage. Users with View rights only to certain areas (EG: Occupancy Permits) will not be able to add or edit existing records in those specific areas. Security changes must be made in FIREHOUSE Software, then FH Mobile must be re-synchronized.

About Master Workstations

You can assign a specific mobile computer as the 'master' computer used to set global options. Options set up at the master computer are sent back to the FH database and distributed out to each FH Mobile workstation that synchronizes. When a master workstation is assigned, the following options are not accessible at the non-master FH Mobile workstations:

- Global settings for:
  - Schedule & Roster selections
  - Software Updates selection
  - Location of shared reference materials folder
- Inspection Application Settings:
  - Security
  - Inspections Action Plan Field Display and Sequence

To Assign Master FH Mobile Workstation

- From the Windows **Start** menu, select the **Programs** folder **FIREHOUSE Software** folder **FIREHOUSE Software Mobile License Manager** option. The **FH Mobile License Manager** form is displayed.
- Select 'FH Mobile Inspections & Occupancies' in the *Select Mobile Application* field.
- Select the mobile workstation to assign as a master, then press **Set as Master**.
- Press **OK** to prompt.
- Press **Close**.

When the FH Mobile Inspections & Occupancies master workstation synchronizes with the FH database, all master settings are 'pushed' to FH then 'pulled' to the non-master mobile workstations as they synchronize with FH. Non-master FH Mobile workstations will not be able to modify the settings via their FH Mobile global and inspection settings.

To Clear FH Mobile Master Assignment

- From the Windows **Start** menu, select **Programs** folder **FIREHOUSE Software** folder **FIREHOUSE Software Mobile License Manager** option. The **FH Mobile License Manager** form is displayed.
- Select 'FH Mobile Inspections & Occupancies' in the *Select Mobile Application* field.
- Select the master mobile workstation, then press **Clear Master**.
- Press **Close**.

The FH Mobile Inspections & Occupancies master options are retained but changes to former master mobile workstation are not 'pushed' to FH and all FH Mobile workstations (including the former master) will not be able to modify the settings. To assign a new master FH Mobile workstation, all FH Mobile master options must be removed (see next procedure).

To Delete FH Mobile Master Options

- From the Windows **Start** menu, select **Programs** folder **FIREHOUSE Software** folder **FIREHOUSE Software Mobile License Manager** option. The **FH Mobile License Manager** form is displayed.
- Select 'FH Mobile Inspections & Occupancies' in the *Select Mobile Application* field.
- Select the master mobile workstation, then press the *Configuration Settings* tab.
- Highlight the configuration setting to remove, then press **Remove**. Note that all settings need to be removed. Settings that are not removed will not be replaced with settings from a new master and will not be modifiable at the FH Mobile workstation.
- Press **Close**.

Using FH Mobile Inspections & Occupancies

Once FH Mobile Inspections & Occupancies is installed, licensed, and global options have been set, you are ready to use FH Mobile Inspections & Occupancies.

Synchronizing Data

Synchronization is the process of copying FH records from the main database (FH standard or FH Enterprise) to an FH Mobile Inspections & Occupancies database located on the mobile computer, and moving completed FH Mobile Inspections & Occupancies incidents back to the FH database. Synchronization overwrites existing data in either the FH database or FH Mobile database, depending on the direction the sync is being performed. If records are edited on the FH Mobile computer, then a new synchronization to the mobile computer is performed without the edited records first being synchronized back to the FH database, then those changes will be lost.

We recommend synchronizing your FH Mobile Inspections & Occupancies every time you return from an inspection. Even if *Enable Real-Time Wireless connection to the FH Enterprise Database* is enabled, you should synchronize often to ensure that the latest records are used and to optimize FH Mobile Inspections & Occupancies speeds (when a record is updated via wireless, there is a lag time as the record is reviewed and uploaded from the FH database). Records marked as *Hidden* in FH are not included in the synchronization.

The following is synchronized between your FH database and FH Mobile Inspections & Occupancies:

- Occupancy building construction information
- Occupancy owners and contacts
- Occupancy permits
- Occupancy preplan information & alerts
- Occupancy chemical inventory
- Occupancy onsite/hazardous materials
- Occupancy nearest hydrant locations
- Occupancy storage tanks
- Received and scheduled inspections
- Completed historical inspections
- Outstanding previous violations
- Inspection checklists

- Staff members
- Accounting Master records (if Accounts Receivable module enabled)
- Scheduling information
- Applicable lookups

You can also set up a central 'synchronization' folder for additional files that support Inspections & Occupancies records. When specified, FH Mobile will copy files located in the central location to the FH Mobile computer. These files include:

- Images available for inserting in drawings
- Occupancy and inspection attached files

You must set up a central folder that can be accessed from the FH Mobile computer during synchronization. See 'To Specify Central Reference Materials Location' on page 15 for the steps to set up a central reference folder.

To Manually Synchronize Data Outside FH Mobile Inspections & Occupancies

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Sync Data** option.
- The **Summary** tab will be displayed with the items applied for synchronization. To add sync options not listed in the summary:
  - Select the **Inspection** tab and check *Download Inspection Information (/INS)* to populate FH Mobile Inspections & Occupancies with information from FH.
    - Check *Download Previously Signed Inspection Signatures (/INSSIGN)* to populate previous completed inspections with signed captured signatures.
    - Check *Upload Inspection Information (/INSPush)* to synchronize any existing FH Mobile Inspection & Occupancy records to the FH database. Check *Generate Reivew List (Conflicts will always be written) (/GEN)* to also generate a reviewable list of the uploading details of inspection and occupancy records as the records are populated in the FH database. The review list provides details of the information being changed in the FH datbase by the synchronization of the FH Mobile database.
  - Select the **Lookup** tab to check *Download Lookup Tables and Supporting Information (/Lookup)* and *Download Street Names (/Street)* to populate FH Mobile Inspections & Occupancies with lookup code values and street values from FH supporting information.
    - Check *Delete Downloaded Street Names (/DelStreet)* to purge the existing street names lookup table list if a previous sync was performed which included street names that should not be in your mobile database.
- Press **OK**.
- If no filtering has been set up, you are prompted. Press **Yes**. Records are synchronized.

NOTICE
Sync Error

If there is an error while data is being synchronized, FH Mobile Inspections & Occupancies will be closed and the original local FH Mobile Inspections & Occupancies database is restored. You should determine what interrupted the synchronization (e.g., lost connection), resolve, and run the synchronization again.

- When the synchronization is finished, the **Synchronization Success** dialog is displayed. Press **OK**.

Synchronization creates a log file viewable from the **Reports & Forms**. The log will chart sync errors and summaries of complete synchronizations. The log will only retain information up to 60 days. Log information beyond 60 days old is purged.

To Synchronize Data from Command Prompt (No Dialogs)

The sync options can be performed from a Windows command prompt if desired. The command prompt can be performed for individual options or will all options assumed. Individual option values are noted in parentheses at teh end of the synchronization checkbox descriptions in *Sync Options*.

- From the Windows **Start** menu, select **Run...** then type "**<*install directory*>\FHMOBILE_SYNC.EXE" /Q** in the *Open:* field where *<install directory>* is the directory where FH Mobile Inspections & Occupancies is installed. **C:\Program Files\FIREHOUSE Software Mobile** is the default install directory. Your install directory may be different.

  The individual option values for synchronizing via comand prompt are:

  - /Q = Quiet sync with no prompts displayed before or after the synchronization process.
  - /INS = *Download Inspection Information*
  - /INSSIGN = *Download Previously Signed Inspection Signatures*
  - /INSIMPORT = *Download Inspection Information from FH Export*
  - /INSPush = *Upload Inspection Information*
  - /GEN = *Generate Review List (Conflicts will always be written)*
  - /Lookup = *Download Lookup Tables and Supporting Information*
  - /Street = *Download Street Names*
  - /DelStreet = *Delete Downloaded Street Names*
- Press **OK.**
- If no filtering has been set up, you are prompted. Press **Yes**. Records are synchronized.

NOTICE
Automate Sync

Automate the synchronization using an automated scheduling application, and use the command line above to ensure the synchronization runs without any user intervention required. If you do this, we recommend reviewing the synchronization log to verify that the synchronization occurred.

To Manually Synchronize Data Inside FH Mobile Inspections & Occupancies

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option.
- Select the *Tools & Options* navigation bar **Synchronize Data** option.
- The **Summary** tab will be displayed with the items applied for synchronization. To add sync options not listed in the summary:
    - Select the **Inspection** tab and check *Download Inspection Information (/INS)* to populate FH Mobile Inspections & Occupancies with information from FH.
        - Check *Download Previously Signed Inspection Signatures (/INSSIGN)* to populate previous completed inspections with signed captured signatures.
        - Check *Upload Inspection Information (/INSPush)* to synchronize any existing FH Mobile Inspection & Occupancy records to the FH database. Check *Generate Reivew List (Conflicts will always be written) (/GEN)* to also generate a reviewable list of the uploading details of inspection and occupancy records as the records are populated in the FH database. The review list provides details of the information being changed in the FH datbase by the synchronization of the FH Mobile database.
    - Select the **Lookup** tab to check *Download Lookup Tables and Supporting Information (/Lookup)* and *Download Street Names (/Street)* to populate FH Mobile Inspections & Occupancies with lookup code values and street values from FH supporting information.
        - Check *Delete Downloaded Street Names (/DelStreet)* to purge the existing street names lookup table list if a previous sync was performed which included street names that should not be in your mobile database.
- Press **OK** to prompt.
- If no filtering has been setup, you are prompted. Press **Yes**. Records are synchronized.

NOTICE

Sync Error

If there is an error while data is being synchronized, FH Mobile Inspections & Occupancies will be closed and the original local FH Mobile Inspections & Occupancies database is restored. You should determine what interrupted the synchronization (for example, a lost connection), resolve, and run the synchronization again.

- Press **OK** to prompt.

To Export Selected Occupancies and Inspections from FIREHOUSE Software

FH Mobile Inspections & Occupancies can be populated with selected occupancy and inspection records from FIREHOUSE Software if users wish to limit the number of records being loaded.

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software** folder **FIREHOUSE Software 7** option.
- Login in with a valid user name and password.
- From the **File** menu, select **Inspections** then **Export Occupancy Data to Mobile Device...** option.
- Press **Select Occupancy/Inspection Records to Export**. The preset occupancy query of available records is displayed.

NOTICE
Query Selection

The selected query can be set to choose from Occupancy or Inspections browse queries. To set the query to use, proceed in FIREHOUSE Software to the Administration menu, Administrative Options. Select the Occupancy Tab, Other sub tab. Choose 'Occupancy Master Queries' or 'Inspection Queries' from the *Select Query Category* field. Then, select an available browse query from the drop down list in the *Select Query* field. If no query is chosen, all browse queries for the selected module will be available on the export wizard. Check *Allow user to select a different query* to allow the exporting user to change the query if necessary. Leave unchecked if you wish to lock the specific query for use.

- Multi-select the records desired to export to FH Mobile Inspections & Occupancies. Press **Next**.
- Select the FH Mobile computer(s) to export the selected occupancies and inspections to. Press **Next**.
- Press **Finish**.
- Press **Close**.

The records exported are now ready for importing into FH Mobile. On the next synchronization attempt for the chosen mobile device, the user must check *Download Inspection Information from FH Export (/INSIMPORT)* in the **Sync Options** to include the exported records.

Review Log for Synchronized Occupancy Data

The synchronization of occupancy and inspection records can be monitored through two logs within FIREHOUSE Software.

To Review Pending Occupancy Export Data to Tablet PC

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software** folder **FIREHOUSE Software 7** option.
- Login in with a valid user name and password.
- From the **File** menu, select **Inspections** then **Review Pending Occupancy Export Data to Tablet PC...**
- Choose a mobile computer in the *Tablet PC Name* field.
  - If any items should not be exported to the Tablet PC on the next synchronization, highlight the item then select **Remove**.
- Press **Close** when finished.

To Review Imported Occupancy Data from Tablet PC

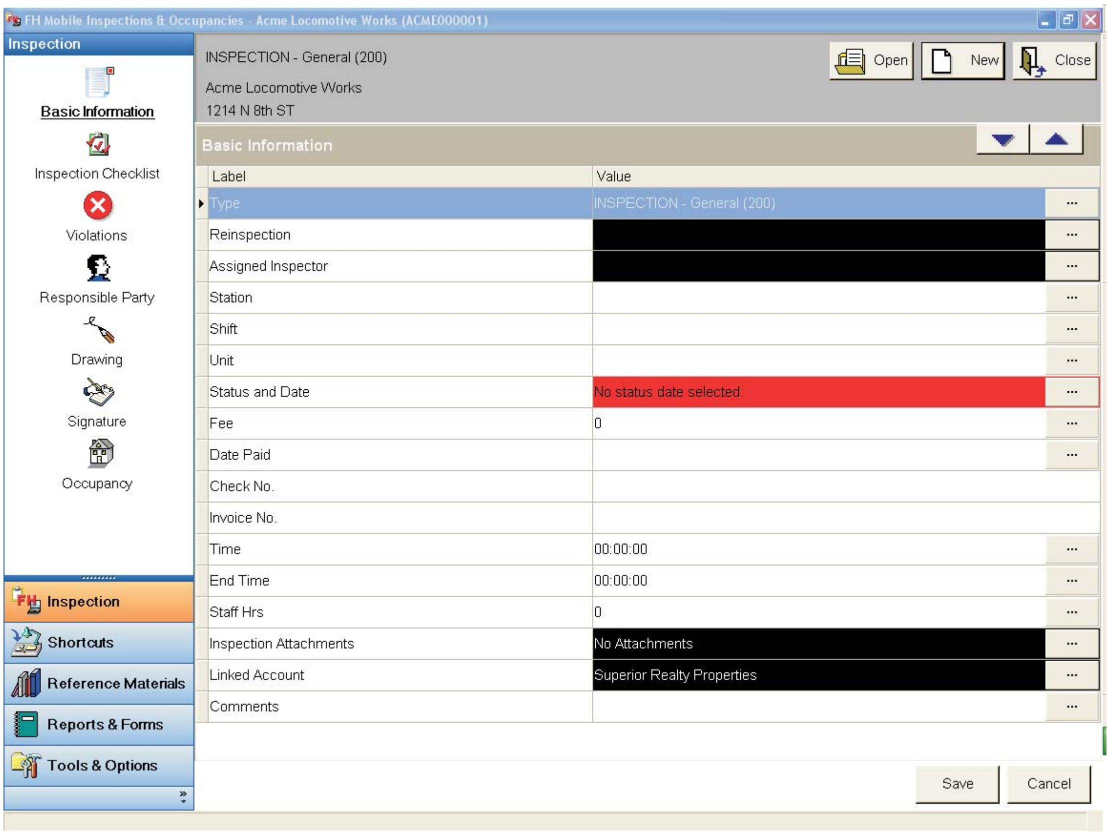
- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software** folder **FIREHOUSE Software 7** option.
- Login in with a valid user name and password.
- From the **File** menu, select **Inspections** then **Review Imported Occupancy Data from Tablet PC...**
- Choose a mobile computer in the *Tablet PC Name* field.
- Press **Close** when finished.

Understanding the FH Mobile Inspections & Occupancies Workspace

The FH Mobile Inspections & Occupancies workspace is designed to give users the ability to inspect occupancies from a checklist, as well as add individual violations when necessary. All downloaded occupancy details can be reviewed, edited, and uploaded back to the FIREHOUSE Software database to maintain an up-to-date record of the occupancy.

Overview of Inspections

The main *Inspection* area workspace displays a list of fields for basic inspection information, with single click access to customized inspection checklists, individual violation entry, responsible party information for the inspection, and electronic signature capturing tools. Inspections can be linked to and associated cost recovery account for billing purposes

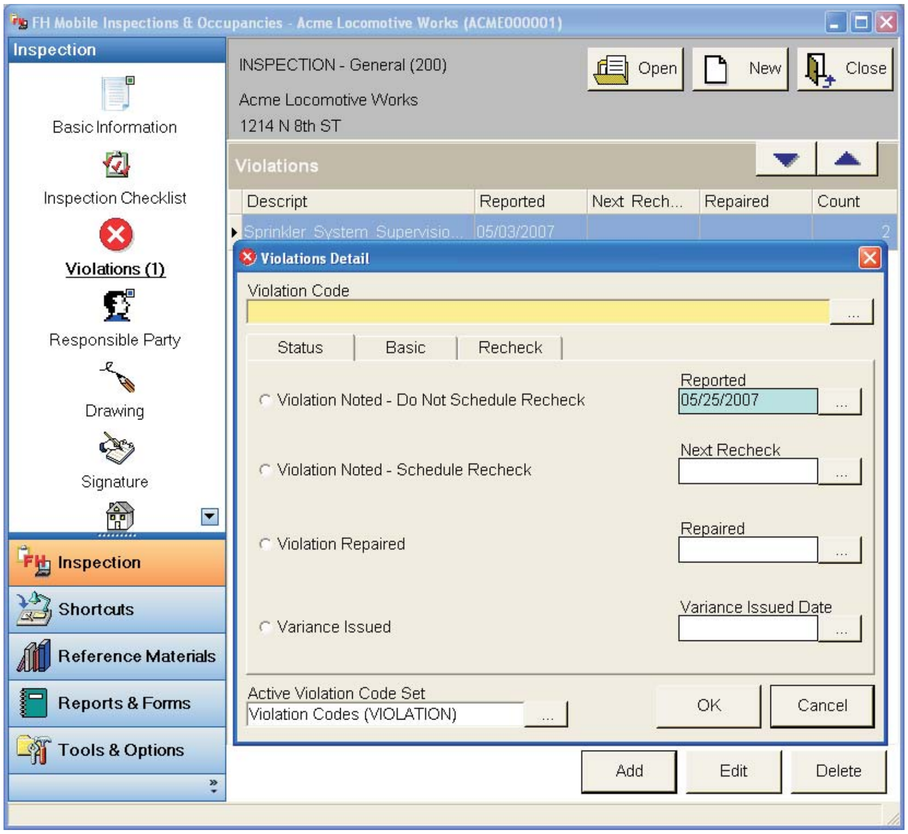


Overview of Inspection Checklist

Inspection Checklists are lists of defined occupancy codes which guide an inspector through the inspection process. The checklists are developed with local established standards for code enforcement, allowing the inspector to note when the occupancy is: in compliance (Passed), has violated a code (Fail), not required to enforce a code (N/A), or the item status is not inspectible at the time (Unknown).

Overview of Inspection Violations

Violations are a list of occupancy safety codes the inspector has noted as not in compliance (failed) with the individual code definition during this inspection or from previous inspections. Code violations can be noted for a future recheck, marked as repaired, or noted with no recheck necessary. Inspectors can issue a variance for violated codes as well.



Overview of Inspection Responsible Party

The Responsible Party is the person responsible for the occupancy at the time of inspection. Address, phone and email contact options can be entered. This person may or may not be in attendance at the time of the inspection. This person may or may not be one of the occupancy contacts. Contacts can be copied in from the master occupancy record.

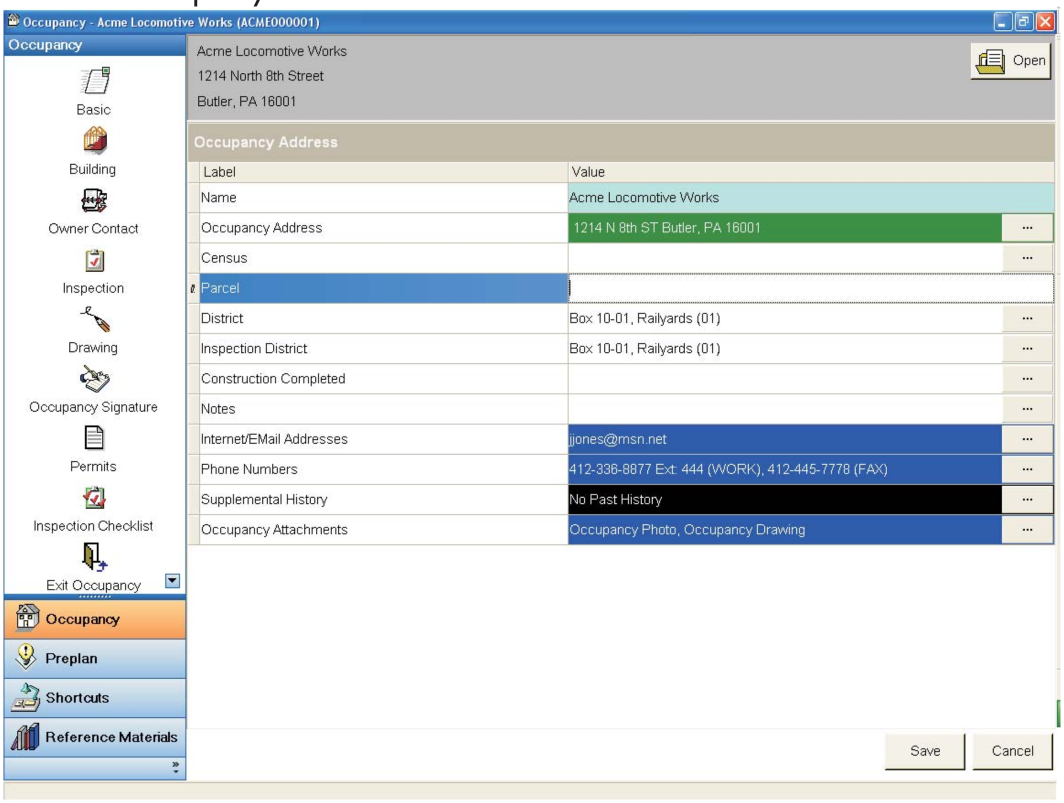
Overview of Inspection Drawings

Add a sketch of the inspection scene using the standard drawing tools, or insert other graphics from external sources (BMP, GIF, JPG, and PNG). Standard graphics from Emergency Response Symbology (Version 2, released July 14, 2004) are included with FH Mobile Incident Command. The graphics are available in the Images folder (if FH Mobile Incident Command is installed).

Overview of Inspection Signature

Signatures can be captured electronically on mobile computers supporting touch screen based writing. The signatures can be captured on user chosen FH report forms for inspection documentation. The signature will be retained with the inspection record in the FH database.

Overview of Occupancy Basic

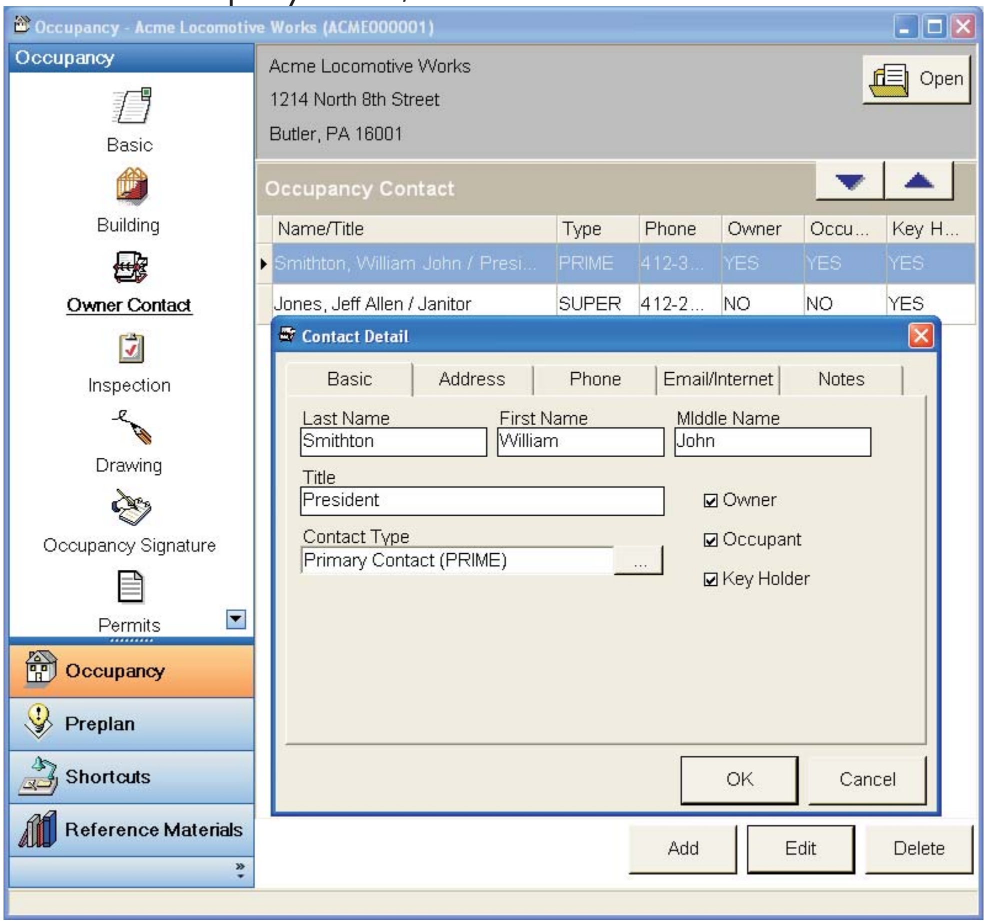


Occupancy Basic Information contains the name and address details for a building or part of a building inspection records and activities will be tracked by the department. Supplemental occupancy history, general occupancy notes, and attached files will be available to add or edit.

Overview of Occupancy Building

Occupancy building information includes vital specifications about the building like property use, building structure design, detector information, and automatic extinguishing systems, and information used to calculate needed fire flow. The building information is used for risk assessment for general public access as well as emergency response teams.

Overview of Occupancy Owner/Contacts



Occupancy owner and contact records are vital for being able to communicate with the necessary persons. Contact records, including address, phone, and email information can be added, edited, and deleted for the occupancy. Contacts can be given special designations of Owners, Occupants, and Key Holders.

Overview of Occupancy Signature

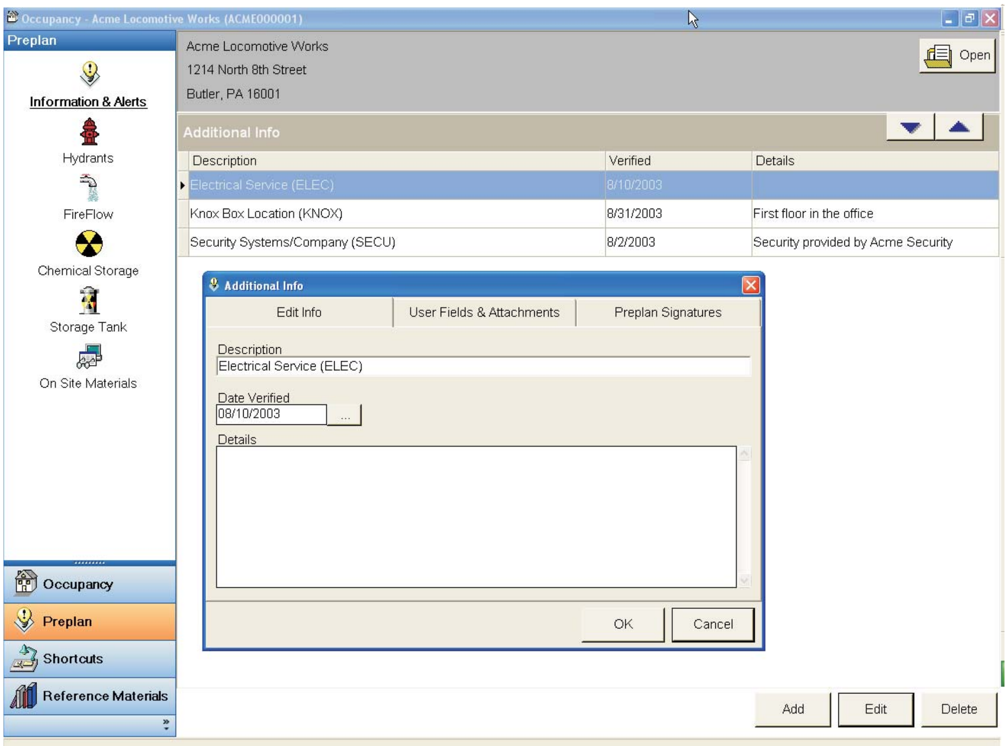
Signatures can be captured electronically on mobile computers supporting touch screen based writing. The signatures can be captured on user chosen FH report forms for occupancy documentation. The signature will be retained with the occupancy record in the FH database. Occupancy signatures can be captured on forms independent of the inspection.

Overview of Permits

Permits can be issued for the occupancy. Inspections can be performed to confirm whether permits are up-to-date for preplans and risk assessment.

Permits can be added, edited, and deleted. The user will be able to set dates for issuing, effective, and expiration of the permit, along with linking the permit to an associated cost recovery account for billing purposes.

Overview of Preplan Information & Alerts



Preplan information and alerts can include a variety of important occupancy preplan information. The Additional Info will allow the user to enter a verification date for the preplan item. With an area for *Details*, you can include information such as directions, notes, or specifications related to the selected preplan code.

Overview of Hydrants

A read only view of hydrant records in the FIREHOUSE Software database nearest to an occupancy will be listed as part of the occupancy preplan. Hydrants from the FH database can be attached as new to the preplan if necessary, or detached if the hydrant record should be removed.

Overview of Fire flow

A read only view of the values to calculate needed fire flow for the occupancy will be displayed as part of the occupancy preplan. Needed fire flow is an estimate of the amount of water that should be available for a specific occupancy. The required fire flow GPM figure is calculated based on a formula developed by ISO (Guide for Determination of Needed Fire Flow, 2001).

Overview of Chemical Storage

Chemical Storage is used to maintain a complete inventory of chemicals stored at the occupancy. Existing chemical storage records can be edited or deleted. New chemical records can be added from the list of chemical lookup codes in the FH database.

Overview of Storage Tanks

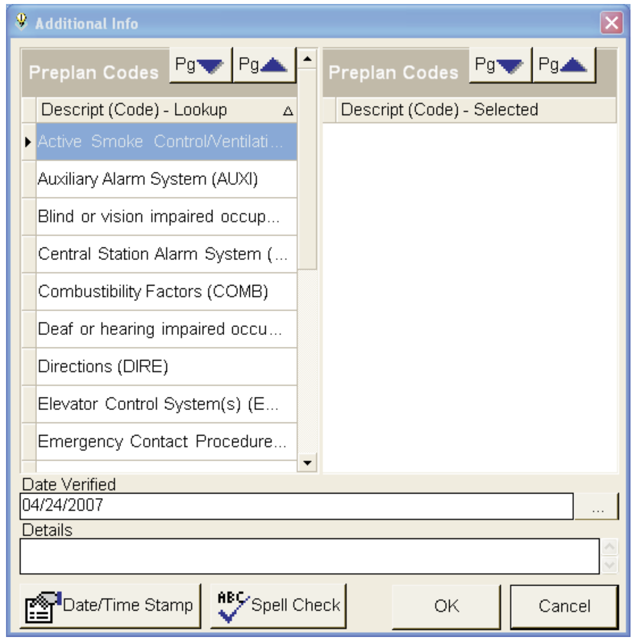
Storage tank records are a valuable tool for preplans and risk assessment. Storage tank records provide construction details and contents. Existing storage tank records can be edited or deleted. New records can be created with just a description, or complete tank details can be included.

Overview of On-Site Materials

On-Site Materials/Products records note the *Material Description* and *Use Description* for occupancy preplans and risk assessment. Existing materials/products can have their use description edited, or the record deleted entirely. New records require a material and use description from the available lookup code list.

Navigating and Interface Basics

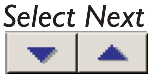
FH Mobile Inspections & Occupancies is designed to be used in a mobile environment, with oversized command buttons and a 'drag-and-drop' interface. An example of drag-and-drop is adding Preplan Code Information and Alerts, where you select a preplan code from the Preplan Codes lookup, left mouse-click and hold, then drag the highlighted code to the Preplan Codes - Selected and release the left mouse button. FH Mobile Inspections & Occupancies is also designed for tablet computers. On a touch screen, tapping on an Preplan code lookup value and dragging while maintaining contact with the screen, then releasing in the area to add the preplan performs the same 'drag-and-drop' action.



'Drag and Drop' Basics

	With a mouse:	On a tablet (touch screen):
Select:	Position cursor over item to select, then left mouse-click and hold.	Point at item to select, press and hold.
Drag:	Use mouse to move selected item to area the selected item is to be added to.	Drag selected item to area the selected item is to be added to, maintaining pressure on the screen.
Drop:	Release the left mouse button.	Move the pointer off the screen.

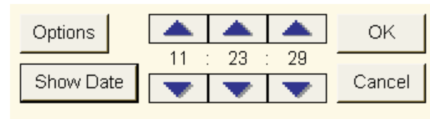
Select Next or Previous Records in Data Grids



When up and down arrows are available, press to move the cursor or selected record up/down. For example, press the down arrow in the *Task* area to select the next task down.

Time Entry Tool

There are time fields throughout FH Mobile Inspections & Occupancies. You can type times directly into time fields, or use a time input form. Press and press the up and down arrows above and below the time fields to increase and decrease the times. Press **Options** then select **Now** to insert the current system time. Press **OK** to insert the time into the time field.



Time Input Panel

Record Saving and Synchronization

Once you close an FH Mobile Inspections & Occupancies inspection The record is marked for export. An incident is closed by pressing **Close** then **Yes** to the **Incident Closed** prompt. All inspection and occupancy that are changed are synchronized back to the FH database are locked in the.

Starting New Inspections

A FH Mobile Inspection record can be initiated at the scene. The inspection you create in FH Mobile Inspections & Occupancies can create a new inspection in FH.

To Initiate a New Inspection

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option. The FH Mobile Inspections & Occupancies main window is displayed.
- Press **New**.
- Select the *Occupancy Name* lookup button to browse a list of occupancy records or type an occupancy name.
- Press **Select** to choose the occupancy.
- Select the *Inspection Type* lookup button to browse a list of inspection type codes or type, or type an inspection code number or description.
- Press **OK** to select the inspection type code.
- Press **OK**.

The inspection is created.

To Open an Existing Inspection

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option. The FH Mobile Inspections & Occupancies main window is displayed.
- Press **Open**.

- Scroll to browse a list of occupancy records or type an occupancy name in the *Search for Value* field. Use the drop down arrow on the *Search In* to adjust the filter view control.
  - Check *Show complete inspection history* to display all received, scheduled, and completed inspection records.
- Press **Select** to open the highlighted record.

To Close an Inspection

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

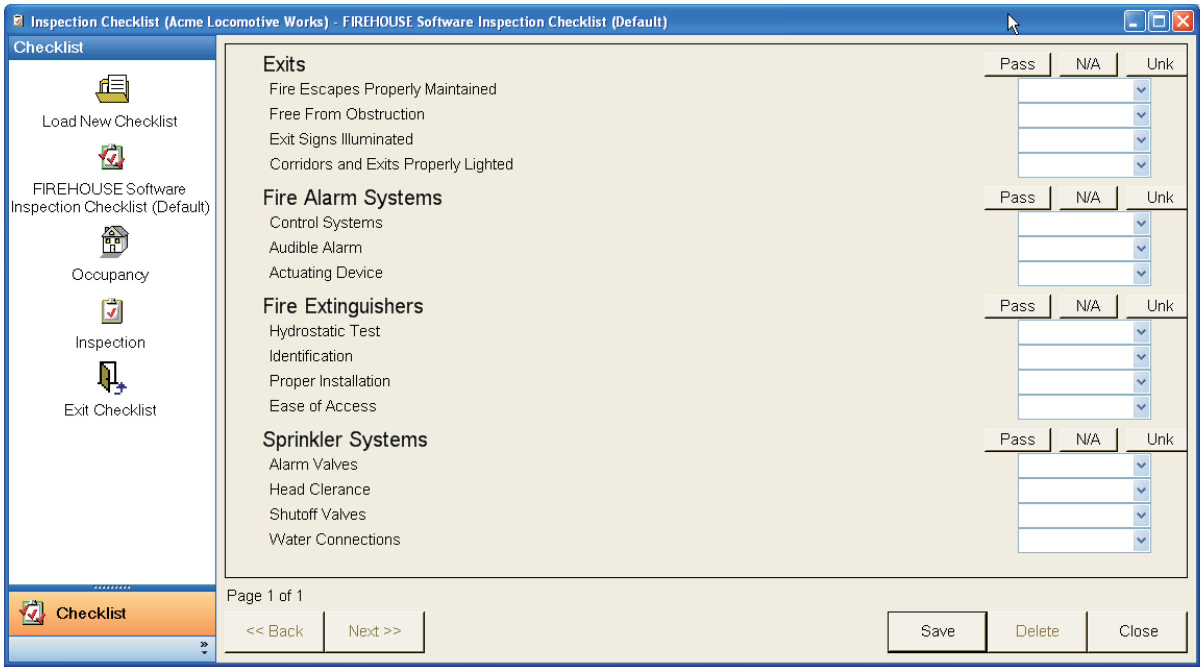
- Press **Close**.

Perform Inspection with Checklist

Inspection Checklists are lists of defined occupancy codes which guide an inspector through the inspection process. The checklists are developed with local established standards for code enforcement, allowing the inspector to note when the occupancy is: in compliance (Passed), has violated a code (Failed), not required to enforce a code (N/A), or the item status is not inspectible at the time (Unknown). Additional checklists can be loaded for use if necessary.

Overview of Inspection Checklist Area

The *Inspection Checklist* area displays checklist items grouped by their pre-assigned checklist category groups. The default checklist for the inspection type automatically populates in the view. Navigate through multi-page checklists using the <<*Back* and *Next* >> buttons. A checklist can be saved and closed at any time once any required individual checklist items have been marked with a performed choice. When a checklist is completed and synchronized with the FH database, the checklist will be available for viewing only from the FH Inspections module. Once FH Mobile Inspection checklists are synchronized back to the FH database, the checklist cannot be edited.



To Add an Additional Checklist to the Inspection

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Inspection Checklist** option. The **Inspection Checklist** area is displayed.
- Press **Load New Checklist**.
- Highlight the desired inspection checklist.
- Press **OK**.

To Remove a Checklist from Inspection

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Inspection Checklist** option. The **Inspection Checklist** area is displayed.
- Select the inspection checklist you wish to delete listed in the navigation bar.
- Press **Delete**.
- Press **Yes** to confirm you wish to delete the checklist from the inspection.
- Select **Exit Checklist** to close the **Inspection Checklist** area.

To Mark a Checklist item as Passed

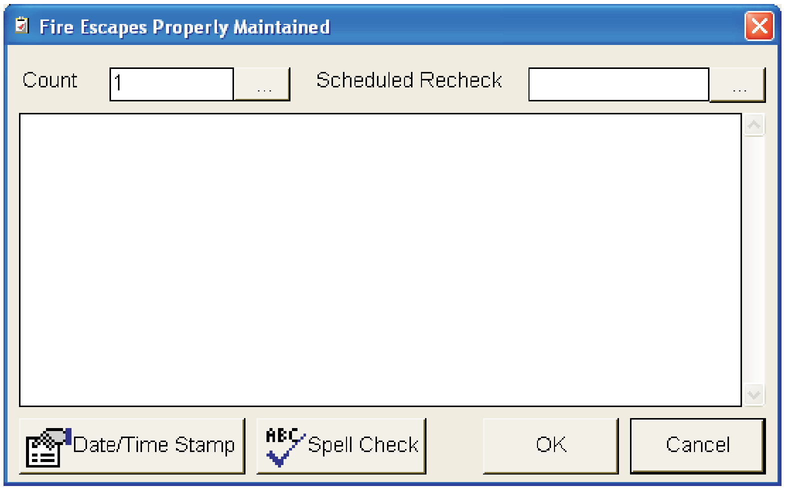
With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Inspection Checklist** option. The **Inspection Checklist** area is displayed.
- Select the drop down arrow for the checklist item, then press **Pass**.
  - To mark all checklist items in a checklist category as passed, Press the **Pass** button above the field for the first checklist item in the category.
- Repeat the process for each checklist item field until all items in compliance with the checklist are marked.
- Press **Save**.
- Press **Close** when finished.

To Mark Checklist item as failed

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Inspection Checklist** option. The **Inspection Checklist** area is displayed.
- Select the drop down arrow for the checklist item, then press **Fail**. The checklist item detail will open.
- Specify the *Count* value for the number of times the item was violated. The default value is set to one.



- Type or select the lookup button to set the *Scheduled Recheck* date.
- Enter additional detail notes related to the failed item if necessary.
  - Press **Date/Time Stamp** to automatically add the computer system date and time to the documented notes.
  - Press **Spell Check** to perform an optional spell check on the documented notes.
- Press **OK** to save.
- Repeat the process for each checklist item field until all failed items with the checklist are marked.
- Press **Save**.

- Press **Close** when finished.

A failed inspection checklist item will populate a violation detail record in FH Mobile Inspections & Occupancies with the scheduled recheck date and the notes entered.

To Mark item as Not Applicable

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Inspection Checklist** option. The **Inspection Checklist** area is displayed.
- Select the drop down arrow for the checklist item, then press **N/A**.
  - To mark all checklist items in a checklist category as Not Applicable for this inspection, Press the **N/A** button above the field for the first checklist item in the category.
- Repeat the process for each checklist item field until all items not applicable in the checklist for this inspection are marked.
- Press **Save**.
- Press **Close** when finished.

To Mark Checklist Item as Unknown

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Inspection Checklist** option. The **Inspection Checklist** area is displayed.
- Select the drop down arrow for the checklist item, then press **Unknown**.
  - To mark all checklist items in a checklist category as Unknown for their status of this inspection, Press the **Unknown** button above the field for the first checklist item in the category.
- Repeat the process for each checklist item field until all items with an unknown inspectible status in the checklist for this inspection are marked.
- Press **Save**.
- Press **Close** when finished.

To Close Inspection Checklist area

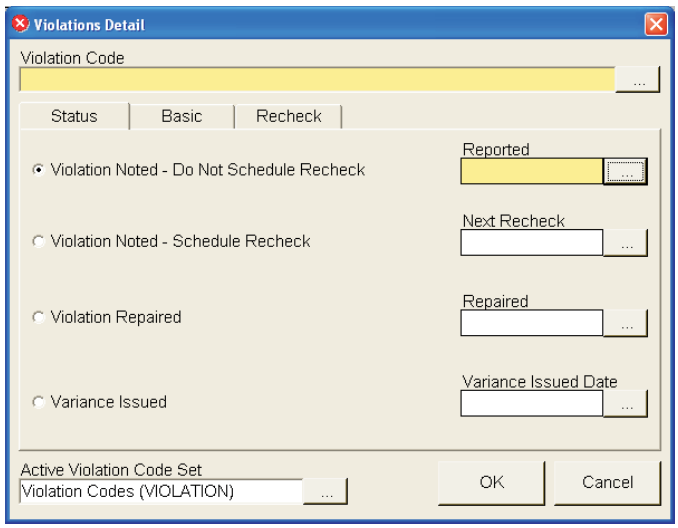
With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection) and **Inspection Checklist** area displayed:

- Press **Save** then **Close** to close the checklist.

- Press **Exit Checklist** when all checklist for this inspection have been completed.

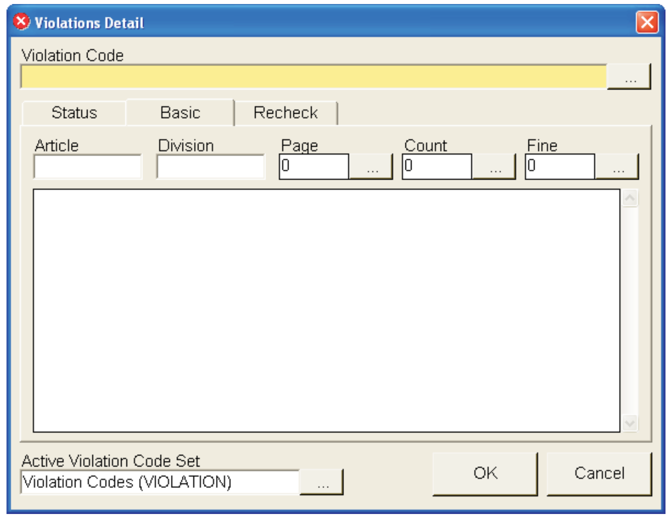
Reporting/Reviewing Individual Violations

FH Mobile Inspections & Occupancies displays the individual violation records created from previous inspections where violations were reported, from the inspection checklist items marked as failed, and when an inspector chooses to add a violation manually. The violation detail provides several options to choose for the violation items' status and code enforcement information.



- *Active Violation Code Set* - This field identifies the violation code set the violation code was selected from. When adding a new violation record, the inspector can change the active violation code set to access other violation codes as needed. Multiple violation code sets can be used for inspections.
- *Violation Noted - Do Not Schedule Recheck*. This status indicates the violation code is noted and is not necessary to schedule a recheck for compliance. The *Reported* date must be populated to document when the violation was found.
- *Violation Noted -Schedule Recheck*. This status indicates the violation code is noted and a reinspection of the occupancy is necessary for this violation. A future date will be required in the *Next Recheck* field. Marking this violation code to schedule a recheck will trigger FH to create a future reinspection record when FH Mobile is synchronized with the FH database.
- *Violation Repaired*. This status indicates the violated inspection code item has been repaired. A date will be required in the *Repaired* field. Violations from previous inspections which are marked as repaired in this inspection will populate a repaired date on the violation record in the previous inspection when FH Mobile is synchronized with the FH database.
- *Variance Issued*. This status indicates a variance was issued for the violation code reported. A *Variance Issued Date* is required when a variance is given. A variance can be defined several ways. Check your local or state agency for when a variance may be issued for a violation code.

- *Basic Information*. The *Basic* tab of a violation detail record has several fields which could populate from values set with the violation code lookup values established in the FH database, or used to document details and notes by the inspector.
- *Actual Recheck*. The *Recheck* tab of a violation detail record provides a view only *Scheduled* field for the date a reinspection for the violation. A field for the *Actual Recheck* can be used if the reinspection of a violation is not on the scheduled reinspection date.



1) "Article" - is for the article location where details of the violation code can be found in the inspection code set publication.
2) "Division" - is for the division information provided for the violation code of the inspection code set publication.
3) "Page" the page location where details of the violation code can be found in the code set publication.
4) "Count" the number of times the specific violation code was noted as failed.
5) "Fine" the monetary value charged to the occupancy for the individual violation not in compliance.

To Add Individual Violations

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Violations** option.
  The **Violations** area is displayed.
- Press **Add**.
- Type or select the lookup button to enter a value in the *violation code*.
- Select the correct violation code *status* item.
- Type or select the lookup button to enter a corresponding *date* for the chosen status.
- Press **OK**.

To Edit an Existing Violation

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Violations** option. The **Violations** area is displayed.
- Highlight the violation record in question then press **Edit**.

- Press **OK** when editing is complete.

To Delete a Violation

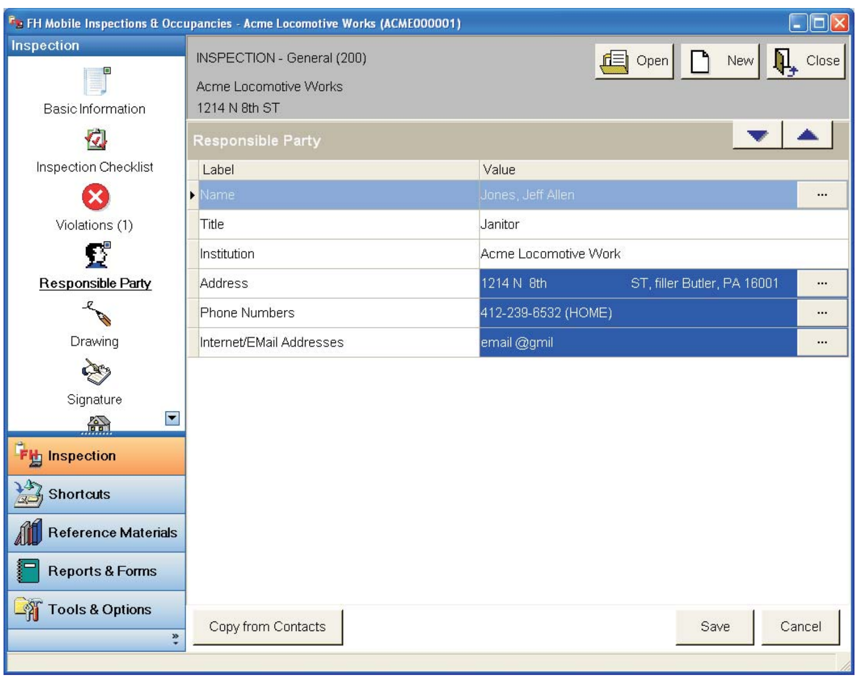
With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Violations** option. The **Violations** area is displayed.
- Highlight the violation record to remove then press **Delete**.
- Select **Yes** to prompt message.

Deleting a violation record in FH Mobile Inspections & Occupancies that is populated from a scheduled inspection from the FH database will trigger a delete action of the violation record when the synchronization is performed.

Adding a Responsible Party

A responsible party is the person responsible for the occupancy at the time of inspection. Address, phone and email contact options can be entered. This person may or may not be in attendance at the time of the inspection, and may or may not be one of the occupancy contacts.



To Add a Responsible Party

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Responsible Party** option. The **Responsible Party** area is displayed.
- Press the lookup button to open the detail view for the chosen field. Select **Add** when necessary for fields where multiple values can be entered.
- Press **Close** for the detail view when data entry for the field is completed.
- Press **Save**.

To Add a Responsible Party from Occupancy Contacts

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Responsible Party** option. The **Responsible Party** area is displayed.
- Press **Copy from Contacts** to display a list of occupancy contact records associated to this occupancy.
- Highlight the desired contact record then press **OK.**
- Press **Save**.

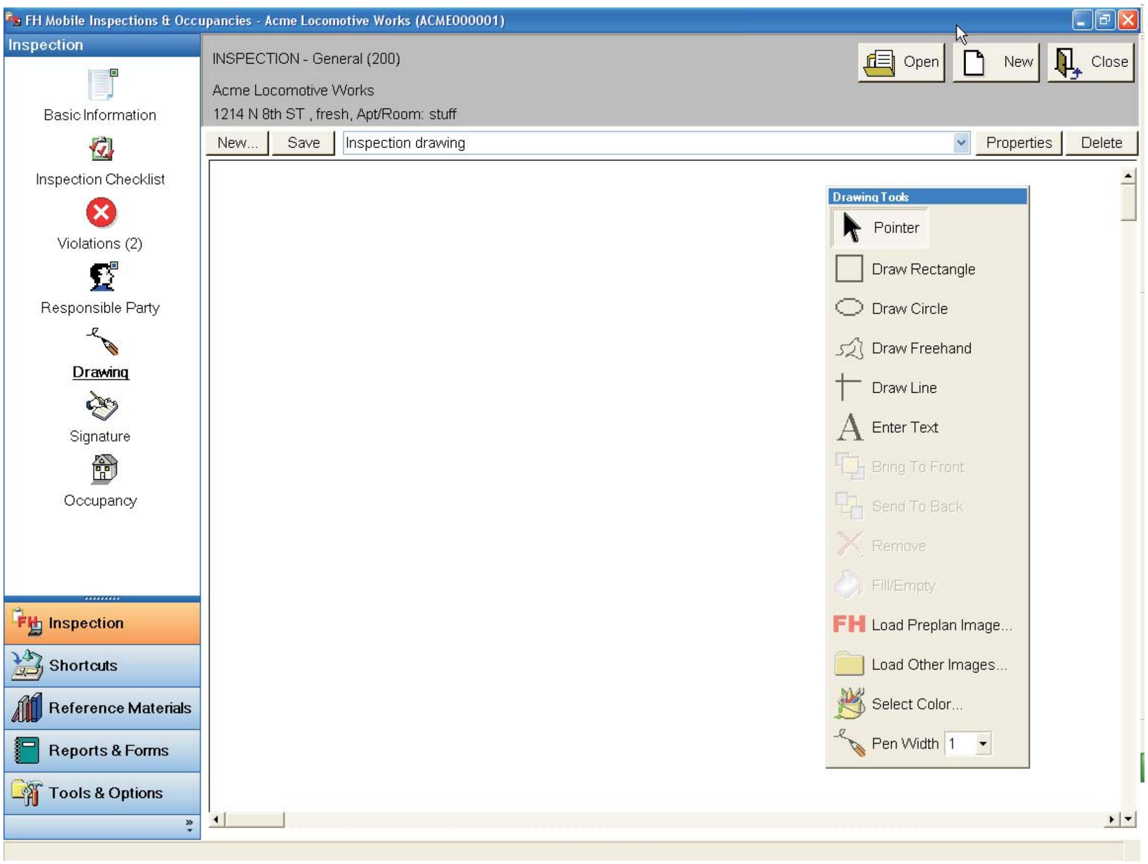
To Delete a Responsible Party

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Responsible Party** option. The **Responsible Party** area is displayed.
- Press the lookup button to open the detail view for the chosen field. Remove the contents of the field as needed. Select **Remove** when necessary for fields where multiple values can be deleted.
- Press **Close** for the detail view when data removal is completed.
- Press **Save**.

About Inspection and Occupancy Drawings

A picture is worth a thousand words. A drawing of the occupancy, no matter how crude, will help express important details about the inspection and can be attached to the FH inspection and occupancy record.



You have the following tools:

Pointer. When selected, you can select objects in the drawing or left mouse-click and hold, then drag to include area then release the left mouse button to select all objects in the area.

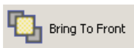
Rectangle. When selected, draw a rectangle by placing the cursor in the area where you want to include a rectangle, left mouse-click and hold, then drag to size, then release the left mouse button.

Circle. When selected, draw a circular object by placing the cursor in the area where you want to include the circle, left mouse-click and hold, then drag to size, then release the left mouse button.

Pen. When selected, draw a freehand line by placing the cursor in the area where you want to start the freehand line, left mouse-click and hold, draw freehand line, then release the left mouse button.

Line. When selected, draw a straight line by placing the cursor in the area where you want to start the straight line, left mouse-click and hold, then drag to size, then release the left mouse button.

Text. When selected, create a text box by placing the cursor in the area where you want to include the text box in, left mouse-click and hold, drag to the size you want the text box to be, then release the left mouse button. The **Enter Text** form is displayed so you can type the text to include.

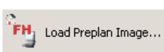


Bring To Front. Only available when an object is selected, press to bring the selected object to the front. Use if the selected object is obscured by another object.

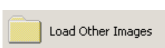
Send To Back. Only available when an object is selected, press to send the selected object to the back. Use if the selected object should be obscured by another object.

Delete. Only available when an object is selected, press to delete selected object.

Fill/Empty. When selected, fill a rectangle or circle object by placing the cursor inside the rectangle/circle object you want to fill, then left mouse-click. Uses whatever color specified via the **Color** button (below).

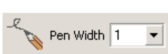


Load Preplan Image. Press to load images from FH Mobile Preplans into the drawing. Only available if FH Mobile Preplans is available, and the FH Mobile Inspections & Occupancies record needs to be associated with a FH Mobile Preplan record.



Load Other Image. Press to load images located in the FH Mobile Inspections & Occupancies image directory (**`C:\Program Files\FIREHOUSE Software Mobile\Images`** by default) into the drawing.

Color. Press to specify color to use for fills and new objects.



Pen Width. Select the drop down arrow and select a 1, 2, 4, or 8 pixel outline width for new objects.

To Add/Modify Drawing Objects

The various actions available to drawing are detailed below. With the drawing displayed:

To Add New Drawing

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspection** area **Drawings** option. The **Drawings** area is displayed.
- Press **New**. The **Drawing Properties** form is displayed.
- Input a *Drawing Name:*.
- Specify a **Drawing Size:**
    - Select *Fit to Current Window* to use the current dimensions of the drawing space. All objects need to fit onto the displayed draw area.
    - Select *8.5 x 11* to make the drawing standard paper size. The drawing will fit on a standard size sheet of paper, but you will likely need to scroll to view all the objects in FH Mobile Inspections & Occupancies.
    - Select *8.5 x 14* to make the drawing standard legal size. The drawing will fit on a standard legal sized sheet of paper, but you will likely need to scroll to view all the objects in FH Mobile Inspections & Occupancies.
    - Select *11 x 17* to make the drawing standard ledger size. The drawing will fit on a standard ledger sized sheet of paper, but you will likely need to scroll to view all the objects in FH Mobile Inspections & Occupancies.
- Select *Portrait* or *Landscape*. Portrait will use the longer measurement for height (selection not available if **Fit to Current Window** was selected).
- Press **Save**.

To Access Existing Drawing

With the inspection initiated:

- Select the **Inspection** area **Drawing** option. The **Drawings** area is displayed.
- Press the drop-down arrow to the left of the **Properties** button and select the drawing to open.

The various actions available to drawing are detailed below.

NOTICE
Touch Screen Sensitivity

On a touch screen, left-mouse click and hold is replaced with pointing, pressing and dragging. If the dragging action does not produce results, you may need to adjust the sensitivity setting for your screen. Consult the instructions provided by the touch screen manufacturer for the steps to adjust touch sensitivity.

To Add a Rectangle

- Display drawing ('To Add New Drawing' on page 44 or 'To Access Existing Drawing' on page 45).
- Press the **Draw Rectangle** tool button.
- Move the cursor to the area of the drawing where you wish to start the object.
- Left mouse-click and hold, then drag to the area you wish to end the object.

- Release the left mouse button. The object is added to the drawing.

To Add a Circle

- Display drawing ('To Add New Drawing' on page 44 or 'To Access Existing Drawing' on page 45).
- Press the **Draw Circle** tool button.
- Move the cursor to the area of the drawing where you wish to start the object.
- Left mouse-click and hold, then drag to the area you wish to end the object.
- Release the left mouse button. The object is added to the drawing.

To Add a Pen (Free Hand) Line

- Display drawing ('To Add New Drawing' on page 44 or 'To Access Existing Drawing' on page 45).
- Press the **Draw Freehand** tool button.
- Move the cursor to the area of the drawing where you wish to start the object.
- Left mouse-click and hold, then drag to the area you wish to end the object.
- Release the left mouse button. The object is added to the drawing.

To Add a Straight Line

- Display drawing ('To Add New Drawing' on page 44 or 'To Access Existing Drawing' on page 45).
- Press the **Draw Line** tool button.
- Move the cursor to the area of the drawing where you wish to start the object.
- Left mouse-click and hold, then drag to the area you wish to end the object.
- Release the left mouse button. The object is added to the drawing.

To Add Text

- Display drawing ('To Add New Drawing' on page 44 or 'To Access Existing Drawing' on page 45).
- Press the **Enter Text** tool button.
- Move the cursor to the area of the drawing where you wish to start the text box object.
- Left mouse-click and hold, then drag to the area you wish to end the object.
- Release the left mouse button. The **Enter Text** form is displayed.
- Type the text to include in the text box, then press **OK**.

To Edit Drawing Text

- Display drawing ('To Add New Drawing' on page 44 or 'To Access Existing Drawing' on page 45).
- Press the **Enter Text** tool button.
- Move the cursor to the text area on the drawing and click. The **Enter Text** form is displayed.
- Type the text to include in the text box, then press **OK**.

To Bring Object to Front

- Display drawing ('To Add New Drawing' on page 44 or 'To Access Existing Drawing' on page 45).
- Select object.
- Press the **Bring to Front** tool button.

The selected object is brought to the front (if it is a solid fill object it will obscure objects it is 'above').

To Send Object to Back

- Display drawing ('To Add New Drawing' on page 44 or 'To Access Existing Drawing' on page 45).
- Select object.
- Press the **Send to Back** tool button.

The selected object is sent to the back (if solid fill objects are on 'top' of it, the selected object is obscured).

To Delete Object(s)

- Display drawing ('To Add New Drawing' on page 44 or 'To Access Existing Drawing' on page 45).
- Select object.
- Delete the object:
  - If you are not using a keyboard, press the **Remove** tool button.
  - If you are using a keyboard, press the **`Delete`** keyboard key.

The selected object is deleted.

To Flood Object With Color

- Display drawing ('To Add New Drawing' on page 44 or 'To Access Existing Drawing' on page 45).
- Press the **Select Color** tool button, then specify a color.
- Press the **Fill/Empty** tool button.
- Position the paint can cursor inside object to fill, then click the left mouse.

To Load Preplan Image

- Display drawing ('To Add New Drawing' on page 44 or 'To Access Existing Drawing' on page 45).
- Select the **Load Preplan Image...** tool button, then select the preplan image.

To Load Other Image Onto Drawing

- Display drawing ('To Add New Drawing' on page 44 or 'To Access Existing Drawing' on page 45).

NOTICE
Selecting an Image

Double-clicking an image to be added to the drawing will open the image in the default application associated with the image format. To add the image to the FH Mobile Inspections & Occupancies drawing, select (do not double-click) and drag it to the drawing area.

- Select the **Load Other Images...** tool, locate the image to add, then select, drag, and drop onto the drawing.

To Add Images for Drawings

FH Mobile Inspections & Occupancies will allow default images that can be inserted into drawings. You can add additional BMP, GIF, JPG, PDF or PNG images. Using Windows Explorer:

- Open the folder containing the image(s) to add to FH Mobile Inspections & Occupancies **`Images`** directory.
- If necessary, use Windows Search:
  - From the Windows **Start** button, choose the **Search** option **For Files or Folders** option.
  - Type the file name to find.
  - Press **Search**.
- Highlight the file or folder you want to copy.
- Select the Windows Explorer **Edit** menu **Copy** option.
- Open the **`C:\Program Files\FIREHOUSE Software Mobile\Images`** folder on the mobile computer.
  - If this folder does not exist, highlight the FIREHOUSE Software Mobile folder, select the Windows Explorer **File** menu **New** option. Choose **Folder**.
  - Name the folder *Images*.
- Select the Windows Explorer **Edit** menu **Paste** option.
- All files in the **`C:\Program Files\FIREHOUSE Software Mobile\Images`** folder on the mobile computer are displayed when the **Incident** area *Drawings* section **Load Other Image** button is pressed.

To Specify Fill Image Color

- Display drawing ('To Add New Drawing' on page 44 or 'To Access Existing Drawing' on page 45).
- Select the **Select Color...** option.
- Select a color, then press **OK**.

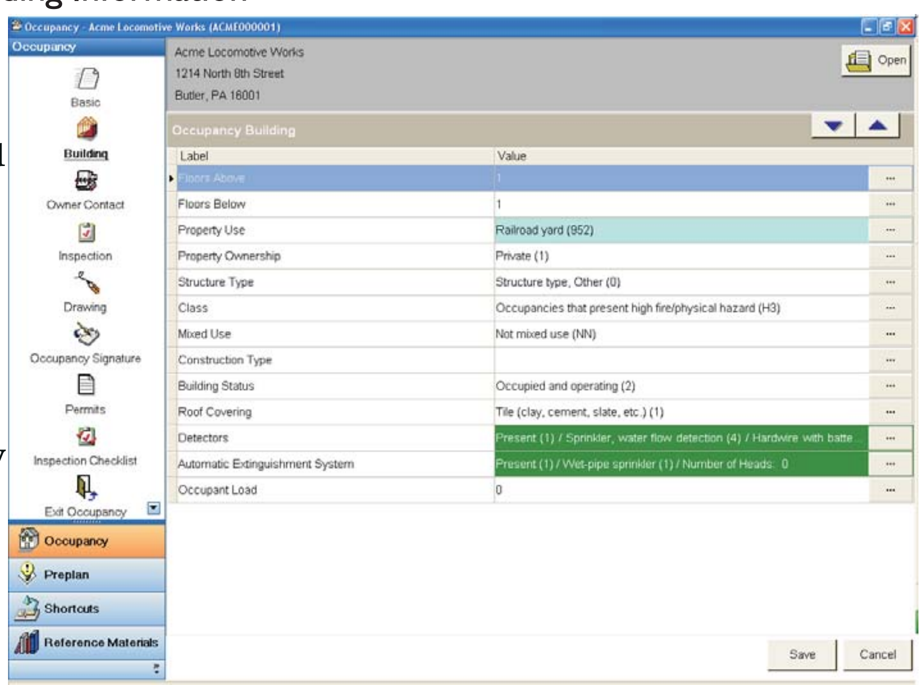
New objects added to the drawing use the selected color.

To Specify Pen Width

- Display drawing ('To Add New Drawing' on page 44 or 'To Access Existing Drawing' on page 45).
- Select the **Pen Width** tool button drop down.
- Select a pen width value:
  - "1" is a narrow 1 pixel width line.
  - "2" is a medium 2 pixel width line.
  - "4" is a wide 4 pixel width line.
  - "8" is an extra wide 8 pixel width line.

New objects added to the drawing will use the specified pen width.

Occupancy Building Information



Occupancy records include basic building information and building structure details. This information is especially valuable for risk assessment for public safety and emergency responders. Data entered in the available fields will be added, updated or deleted when FH Mobile Inspections & Occupancies is synchronized with the FH database.

A log of the changes after synchronization can be reviewed in FIREHOUSE Software (see 'To Review Imported Occupancy Data from Tablet PC' on page 25 for the steps to access the review log).

To Add Basic Occupancy Information

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Basic** option. The *Occupancy Address* information is displayed.
- Press the lookup button to open the detail view for the chosen field. Select **Add** when necessary for fields where multiple values can be entered.
- Press **Close** for the detail view when data entry for the field is completed.
- Press **Save**.
- Press **Exit Occupancy** to close the **Occupancy** area.

To Edit Basic Occupancy Information

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Basic** option. The *Occupancy Address* information is displayed.
- Type or press the lookup button to enter the value for the chosen field.
- Press **Close** for the detail view when data entry for the field is completed.
- Press **Save**.
- Press **Exit Occupancy** to close the **Occupancy** area.

To Delete Basic Occupancy Information

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Basic** option. The *Occupancy Address* information is displayed.
- Press the lookup button to open the detail view for the chosen field.
- Remove the contents of the field as needed. Select **Remove** when necessary for fields where multiple values can be deleted.
- Press **Close** for the detail view when data removal is completed.
- Press **Exit Occupancy** to close the **Occupancy** area.

To Add Building Information

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Building** option. The *Occupancy Building* is displayed.
- Press the lookup button to open the detail view for the chosen field. Select **Add** when necessary for fields where multiple values can be entered.
- Press **Close** for the detail view when data entry for the field is completed.
- Press **Save**.
- Press **Exit Occupancy** to close the **Occupancy** area.

To Edit Building Information

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

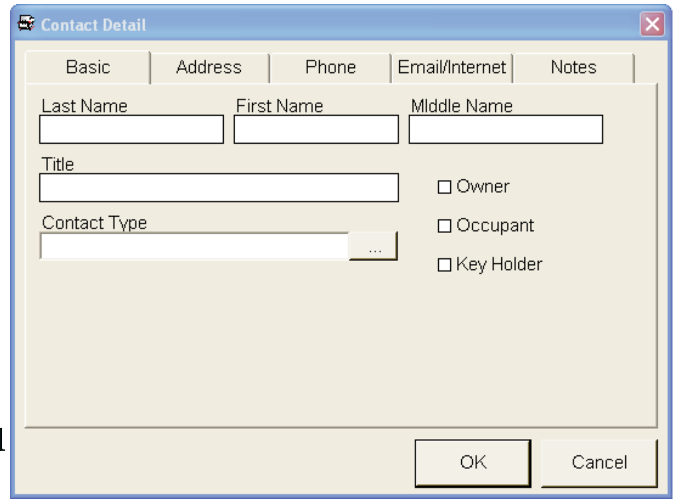
- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Building** option. The *Occupancy Building* is displayed.
- Type or press the lookup button to edit the value for the chosen field.
- Press **Save**.
- Press **Exit Occupancy** to close the **Occupancy** area.

To Delete Building Information

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Building** option. The *Occupancy Building* is displayed.
- Press the lookup button to open the detail view for the chosen field.
- Remove the contents of the field as needed.
- Press **Close** for the detail view when data removal is completed.
- Press **Save**.
- Press **Exit Occupancy** to close the **Occupancy** area.

Occupancy Owners and Contacts



Occupancy contact records include basic information, address, phone and email contact methods, contact types, and designations. Data entered in the available fields will be added, updated or deleted when FH Mobile Inspections & Occupancies is synchronized with the FH database. A log of the changes after synchronization can be reviewed in FIREHOUSE Software (see 'To Review Imported Occupancy Data from Tablet PC' on page 24 for the steps to access the review log)

To Add Owner Contact

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Owner Contact** option. The *Occupancy Contact* list is displayed.
- Press **Add**. Select **Add** when necessary for tabs where multiple values can be entered.
- Press **OK** when finished adding the contact.
- Press **Exit Occupancy** to close the **Occupancy** area.

To Edit Owner Contact

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

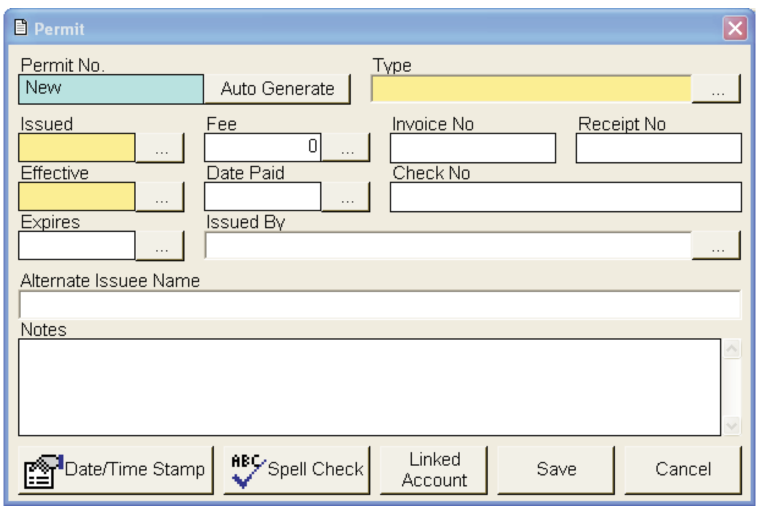
- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Owner Contact** option. The *Occupancy Contact* list is displayed.
- Highlight a contact record and press **Edit**.
- Select **Add** or **Remove** when necessary for tabs where multiple values can be entered.
- Press **OK.**
- Press **Exit Occupancy** to close the **Occupancy** area.

To Delete Owner Contact

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Owner Contact** option. The *Occupancy Contact* list is displayed.
- Highlight a contact record then press **Delete**.
- Press **Yes** to the confirmation prompt.
- Press **Exit Occupancy** to close the **Occupancy** area.

Permits



Occupancy permit records include permit number, type, and dates for issuing, effective and expiration. Permit numbers should be entered manually. If a permit number is not entered, the next available permit number will be used by FIREHOUSE Software when the FH Mobile data is synchronized to the FH database. Auto-generating permit numbers is available if the FH Mobile global option for *Enable Real-Time wireless connection to the FH Enterprise Database* is enabled and a live connection to the FH database is available. Data entered in the available fields will be added, updated or deleted when FH Mobile Inspections & Occupancies is synchronized with the FH database. When a permit number is entered in FH Mobile and that permit number already existed in the FH main database, the synch process will return an error, logging the issue in the sync log. A log of the changes after synchronization can be reviewed in FIREHOUSE Software (see 'To Review Imported Occupancy Data from Tablet PC' on page 24 for the steps to access the review log). The permit record will not be created in the FH main database, but will be left in the FH Mobile database until it can have a unique permit number assigned to it.

To Add a Permit

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Permits** option. The *Permits* list is displayed.
- Press **Add**.
- Enter the required fields then press **Save**.
- Press **Exit Occupancy** to close the **Occupancy** area.

To Edit an Existing Permit

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Permits** option. The *Permits* list is displayed.
- Highlight a permit record and press **Edit**.
- Press **Save** when completed.
- Press **Exit Occupancy** to close the **Occupancy** area.

To Delete a Permit

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Permits** option. The *Permits* list is displayed.
- Highlight a permit record then press **Delete**.
- Press **Yes** to the confirmation prompt.
- Press **Exit Occupancy** to close the **Occupancy** area.

To Renew a Permit

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Permits** option. The *Permits* list is displayed.
- Highlight a permit record then press **Renew.**

- Confirm or set the *Issue Date*.
- Choose between *Auto-Generate the new permit number* or *Use a specific Permit number* to set the permit number.
- Check *Use the default permit fee and calculate expiration date based on length specified in the lookup table* to have the expiration date automatically calculate with the renewal.
- Check *Carry the notes from the current permit forward to the new permit* if notes should be carried forward to the renewed permit.
- Type or press the lookup button to set the staff member issuing the renewed permit.

- Press **OK**.
- Press **Exit Occupancy** to close the **Occupancy** area.

Preplan

Preplan information is used for occupancy inspections as well as incident responses, and can be critical to keep updated. Data entered in the available fields will be added, updated or deleted when FH Mobile Inspections & Occupancies is synchronized with the FH database. A log of the changes after synchronization can be reviewed in FIREHOUSE Software (see 'To Review Imported Occupancy Data from Tablet PC' on page 25 for the steps to access the review log)

To Add Information & Alerts

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Preplan** area **Information & Alerts** option. The *Additional Info* list is displayed.
- Press **Add**.
- Click or drag and drop the desired preplan code to the *Descript (Code) - Selected* side.
- Enter the *Date Verfied*.
- Enter any additional notes in *Details*.
- Press **OK** when completed.

To Edit Information & Alerts

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Preplan** area **Information & Alerts** option. The *Additional Info* list is displayed.
- Highlight a additional info record and press **Edit**.
- Press **OK** when completed.

To Delete Information & Alerts

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Preplan** area **Information & Alerts** option. The *Additional Info* list is displayed.
- Highlight a additional info record then press **Delete**.
- Press **Yes** to the confirmation prompt.

To View Nearest Hydrant Record

NOTICE
View Only

The displayed information is in a view only format. The information cannot be added through FH Mobile Inspections & Occupancies and must be added/edited in the FH database. Only *Notes* and *Distance* can be added to nearest hydrant records. The notes are stored with the nearest hydrant information, and not appended to the hydrant record in the FH database.

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Preplan** area **Hydrants** option. The *Hydrant Information* fields and values will be displayed.
- Use the navigation arrows to view multiple hydrants attached to this occupancy record if more than one are attached.
- Press **Save** if comments were added to *Notes* or *Distance*.

To Attach Additional Nearest Hydrant Record

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Preplan** area **Hydrants** option. The *Hydrant Information* fields and values will be displayed.
- Press **Attach Hydrant**. A list of available hydrants will be displayed.
- Highlight an available hydrant then press **OK**.
- Press **Save** if comments were added to *Notes*.

To Detach a Hydrant Record

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Preplan** area **Hydrants** option. The *Hydrant Information* fields and values will be displayed.
- With the hydrant displayed you wish to remove from the occupancy, press **Detach Hydrant**.
- Press **Yes** to the confirmation prompt.

To View Needed Fire Flow Information for Occupancy

NOTICE
View Only

The displayed information is in a view only format. The information cannot be added through FH Mobile Inspections & Occupancies and must be added/edited in the FH database.

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Preplan** area **Fire Flow** option. The *Needed Fire Flow* fields and values will be displayed.

To Add Chemicals Stored Record

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Preplan** area **Chemical Storage** option. The *Chemical Information* fields and values will be displayed.
- Press **Add**.
- Type or select lookup button for the *Chemical Name*.
  - Choose the desired lookup table group to locate the chemical code to use.
  - Highlight the chemical code then Press **OK**.

NOTICE
Choosing Chemical Name

The *Chemical Name* is the unique identifier for each chemical record. Once it is chosen, the field is locked. If a chemical name is chosen incorrectly, the chemical record must be deleted to start a fresh chemical record.

- Enter the required values in the chemical fields to complete the chemical record.
- Press **Save**.

To Edit Chemicals Stored Record

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Preplan** area **Chemical Storage** option. The *Chemical Information* fields and values will be displayed.
- Use the navigation arrows to view multiple chemicals attached to this occupancy record if more than one are included.
- Edit the chemical record as needed.
- Press **Save** when completed.

To Delete Chemicals Stored Record

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Preplan** area **Chemical Storage** option. The *Chemical Information* fields and values will be displayed.
- Use the navigation arrows to view multiple chemicals attached to this occupancy record if more than one are included.

- With the chemical record displayed you wish to remove from the occupancy, press **Delete**.
- Press **Yes** to the confirmation prompt.

To Add Storage Tanks Record

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Preplan** area **Storage Tank** option. The *Tank Information* fields and values will be displayed.
- Press **Add**.
- Enter the *Description* for the tank. Complete any additional required fields. The record will be deleted if the description is not entered.
- Press **Save** when completed.

To Edit Storage Tanks Record

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Preplan** area **Storage Tank** option. The *Tank Information* fields and values will be displayed.
- Use the navigation arrows to view multiple storage tanks attached to this occupancy record if more than one are included.
- Edit the storage tank record as needed.
- Press **Save** when completed.

To Delete Storage Tanks Record

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Preplan** area **Storage Tank** option. The *Tank Information* fields and values will be displayed.
- Use the navigation arrows to view multiple storage tanks attached to this occupancy record if more than one are included.

- With the storage tank record displayed you wish to remove from the occupancy, press **Delete**.
- Press **Yes** to the confirmation prompt.

To Add On Site Materials Record

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Preplan** area **On Site Materials** option. The *On Site Materials* fields and values will be displayed.
- Press **Add**.
- Select the drop down arrow to select a material code or description. The record will be deleted if the material code description is not entered.
- Select the drop down arrow to select a use code or description.
- Press **Save** when completed.

To Edit On Site Materials Record

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Preplan** area **On Site Materials** option. The *On Site Materials* fields andvalues will be displayed.
- Highlight the On Site Material record to edit, then press the drop down arrow to make a change for the material or use.
- Press **Save** when completed.

To Delete On Site Materials Record

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Preplan** area **On Site Materials** option. The *On Site Materials* fields and values will be displayed.
- Highlight an On Site Materials record then press **Delete**.
- Press **Yes** to the confirmation prompt.

Billing Inspections/Occupancies to Linked Accounts

FH Mobile Inspections & Occupancies gives a user the ability to link inspections and permits to account records of the Accounts Receivable module of FIREHOUSE Software (licensed separately). Inspections and permits linked to an account can have an invoice generated in the FH database after synchronization is completed.

To Link an Inspection to an Account

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Linked Account** lookup button.
- Browse the Linked Account detail view and highlight the correct account record to bill for the inspection.
- Press **OK**.
- Press **Save** when finished with the inspection.

To Remove a Linked Account from an Inspection

NOTICE
Removing Linked Account

A linked account reference can only be removed if the 'payment responsibility' was not already established in the FH database.

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Linked Account** lookup button.
- Press **Reset to Default**.
- Press **Save** when finished with the inspection.

To Link a Permit to an Account

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Occupancy** area **Permits** option.
- Highlight the permit to link and press **Edit**.
- Select the **Linked Account** button.

- Browse the 'Bill to...' detail view and highlight the correct account record to bill for the inspection.
- Press **OK**.
- Press **Save** when finished with the permit.

To Remove a Linked Account from a Permit

NOTICE
Removing Linked Account

A linked account reference can only be removed if the 'payment responsibility' was not already established in the FH database.

With the inspection started (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Inspections** area **Occupancy** option. The **Occupancy** area is displayed.
- Select the **Occupancy** area **Permits** option.
- Highlight the permit to link and press **Edit**.
- Select the **Linked Account** button.
- Press **Reset to Default**.
- Press **Save** when finished with the permit.

Accessing Reference Material

Your department may have developed standard operating procedures, images for insertion into Inspections & Occupancies drawings, or have other reference material that will need to be referred to in the course of operations. For your convenience, FH Mobile Inspections & Occupancies installs the 2004 Emergency Response Guide. All reference material is stored in a Windows directory named **`Reference`** located in the FH Mobile program directory (**`C:\Program Files\FIREHOUSE Software Mobile`** by default). The files must be in a format that can be viewed by applications installed on the mobile computer. You can specify a central location where reference files are stored and distributed to FH Mobile equipped computers. You can optionally configure attachments, images, and map directories.

To Access Reference Material

- From the Windows **Start** menu, select **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option. FH Mobile Inspections & Occupancies is opened.
- Select the **Reference Materials** area. Available reference materials are listed.
- Click on the listed reference material to display.

To Add Reference Materials to Central Location

Using Windows Explorer:

- Locate the file you wish to add to the reference folder. If necessary, use Windows Search:
  - From the Windows **Start** button, select the **Search** option **For Files or Folders** option.
  - Type the file name to find.
  - Press **Search**.
- Highlight the file or folder you want to copy.
- Select the Windows Explorer **Edit** menu **Copy** option.
- Open the central reference material location specified in FH Mobile global options.
- Select the Windows Explorer **Edit** menu **Paste** option.

When FH Mobile is synchronized with the FH database, the file modification dates are compared. When the modified dates are different or when a file is included in the central location that is not included in the FH Mobile reference folder, the file from the central reference material folder is copied to the FH Mobile computer.

NOTICE
File Comparison

When file modification dates are different, the file from the central location is copied to the FH Mobile reference folder even when the most recently modified file is located in the FH Mobile reference folder. To distribute changed reference files to all FH Mobile computers, place modified reference files in the central location.

All files in the **`C:\Program Files\FIREHOUSE Software Mobile\Reference`** folder on the mobile computer are displayed in the **Reference Materials** area.

To Add Images Subdirectory to Central Location

NOTICE Default Images	FH Mobile Inspections & Occupancies includes basic default images that can be inserted into inspections cccupancy drawings. Complete the following procedure only if you have additional images to insert in FH Mobile Inspections & Occupancies drawings.

Using Windows Explorer:

- Open the central reference material location specified in FH Mobile global options.

See 'To Specify Central Reference Materials Location' on page 16 for the steps to specify the central location.

- Select the Windows Explorer **File** menu **New** option **Folder** option.
- Type "Images".

NOTICE Images	We recommend copying all files in the FH Mobile **`Images`** folder to the central location **`\Images`** subdirectory. If *Copy new or changes files from the server, and delete files in the local folder that are not on the server* is selected in FH Mobile Global options and the default images are not included in the central location, the default images are deleted in the FH Mobile Images folder and replaced with the files in the central **`Images`** folder.

All files in the **`C:\Program Files\FIREHOUSE Software Mobile\Images`** folder on the mobile computer are displayed in the **Reference Materials** area.

To Add Occupancy Attachments Subdirectory to Central Location

NOTICE Attachments	Complete the following procedure only if you have FH Mobile Preplans installed and attachments to review .

Using Windows Explorer:

- Open the central reference material location specified in FH Mobile global options.

See 'To Specify Central Reference Materials Location' on page 16 for the steps to specify the central location.

- Select the Windows Explorer **File** menu **New** option **Folder** option.
- Type "Attachments".

All files in the **`C:\Program Files\FIREHOUSE Software Mobile\Attachments`** folder on the mobile computer are accessed by FH Mobile Preplans records with attached files.

Accessing Inspection and Occupancy Reports and Forms

Reports and forms that detail the FH Mobile Inspections & Occupancies records are available.

To Review Last Inspections & Occupancies Modifications and Synchronization Dates

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Reports & Form** area, **Synchronization Log** option.

To Print FH Reports

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- Select the **Reports & Form** area, **FH Reports** option.
- Select a report form. Press **Preview** if you wish to view the report form before printing.
- Press **Print** to send to the printer.
- Select the desired printer then press **OK**.

To Capture Signature on FH Report form

With the inspection initiated (see 'To Initiate a New Inspection' on page 34 for the steps to start a new inspection):

- In the **Inspections** area select the **Signature** option, or select the **Reports & Form** area **FH Reports** option
- Select a report form.
- Select **Convert to Signature** to prepare the report for signature capture.
- Capture the signature on the screen using the tablet pen.
- Press Save .
- Press **OK** to prompt to save the signature on form.
- Press **Close** when finished.

Using Tools and Options

The steps to set up global FH Mobile options and FH Mobile Inspection options are detailed earlier in this chapter, starting on page 12. The synchronize data process is detailed on page 24.

To Open an Inspection

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option. The FH Mobile Inspections & Occupancies main window is displayed.
- Select the **Tools & Options** area.
- Press **Open**. The **Search** form is displayed.
  - The *Search For Value* and *Search In* fields work together. Type a *Search For Value* and select the area to search in:
    - "Inspector" is the assigned *Inspector* for an inspection.
    - "Address" is the Inspections & Occupancies *Address* and *Address 2* values.
    - "Station" is the Inspections & Occupancies *Station* code value.
    - "Shift" is the Inspection *Shift* value.
    - "Unit" is the Inspection *Unit* value.
    - "Occupancy Name" is the Inspections & Occupancies *Name* value.
    - "Scheduled Date" is the Inspection *Status and Date* value designated as 'Scheduled'.
    - "Received Date" is the Inspection *Status and Date* value designated as 'Received'.
- Check *Show complete inspection history* to display all inspection history records.
- Select record to open then press **Select**.

To Delete an Inspection

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option. The FH Mobile Inspections & Occupancies main window is displayed.
- Select the **Tools & Options** area.
- Press **Delete Records**. The **Delete Inspection** form is displayed.
- Select records to delete then press **Remove**.
- Press **Close**.

To Toggle between Low Light and Normal Views

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option. The FH Mobile Inspections & Occupancies main window is displayed.
- Select the **Tools & Options** area.
- Select **Normal View/Low Light View**:
  - When you select **Low Light View**, the background is changed to black with white text to optimize the FH Mobile workspace for low light situations.
  - When you select **Normal View**, the background is changed to normal colors.

To Lock System

The feature for Lock System is available only when *Require Login* is enabled in FH Mobile Inspection Options. (see 'To Set Security Options' on page 18 for the steps to enable security.)

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option. The FH Mobile Inspections & Occupancies main window is displayed.
- Select the **Tools & Options** area.
- Select **Lock System**. A user name and password prompt window will appear. A user must enter a valid FH username and password to reenter FH Mobile Inspections & Occupancies.

Accessing Workspace Shortcuts

You can access shortcuts to displayt he completion status, show all or limited view fields, and change between low light and normal view.

Display Completion Status for FH Mobile Inspections

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option. The FH Mobile Inspections & Occupancies main window is displayed.
- Select the **Shortcuts** area **Completion Status** option. A list of incomplete or invalid fields is displayed.
  - Press **View Unprocessed Rules** to verify if any rules could not be processed.
  - Press **Recheck Status** to have the rules validate any changes made.

- Press **Close**.

Change to Show All Fields/Limited Fields

- From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Inspections & Occupancies** option. The FH Mobile Inspections & Occupancies main window is displayed.
- Select the **Shortcuts** area, then select the appropriate option.
  - If FH Mobile Inspections & Occupancies is currently in show all fields mode, select the **Show Limited Fields** option.
  - If FH Mobile Inspections & Occupancies is currently in show limited fields mode, select the **Show All Fields** option.

Chapter 4

Troubleshooting

This chapter lists potential issues you may encounter using FH Mobile Inspections & Occupancies.

Issues on the Mobile Computer

Below are some potential issues you may encounter while using FH Mobile Inspections & Occupancies:

Records Not Synchronized

If you are prompted that records did not synchronize, we recommend rerunning the data synchronization.

Synchronization Does Not Run From Inside FH Mobile Inspections & Occupancies

Check that the **`FHMOBILE_SYNC.EXE`** is in the main install directory. It is a separate application to allow it to be run independently from the FH Mobile Inspections & Occupancies application, and if it is not in the install directory it will not work.

Licensing Expired Evaluations

If the evaluation expires and then you purchase an FH Inspections & Occupancies license, you will be unable to get into FH Mobile Inspections & Occupancies, even after licensing the product. You need to run the synchronization from the Windows **Start** button, **Programs** option **FIREHOUSE Software Mobile** option, then select the **Sync Data** option.

Uninstalling FH Mobile Inspections & Occupancies

If you need to uninstall FH Mobile EMS from a mobile computer because FH Mobile EMS is no longer used on that mobile computer, the FH Mobile

Microsoft SQL Server 2005 Express Edition instance used by FH Mobile EMS is still installed and active. If memory and space is limited on the mobile computer, you should uninstall the FH Mobile Microsoft SQL Server 2005 Express Edition instance:

- From the Windows **Start** menu, select **Settings**>**Control Panel** then double-click **Add or Remove Programs**.
- Highlight **Microsoft SQL Server 2005**, then press **Remove**.
- Select the FH Mobile instance to remove, then press **Next>**. Follow any remaining prompts to complete the uninstallation.
- Close the **Add or Remove Programs** form.