

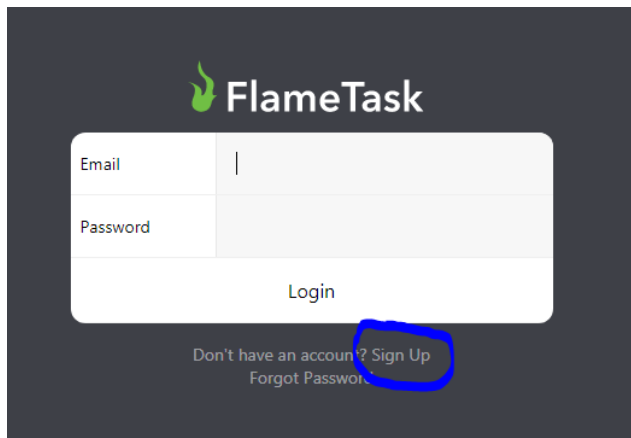
FlameTask^{Pro}

What is Flametask ?

Flametask is a system to keep track of Scheduled and Non-Schedule maintenance for equipment.

It consists of a web based component and a mobile component. This manual's audience is for who sets up the system initially

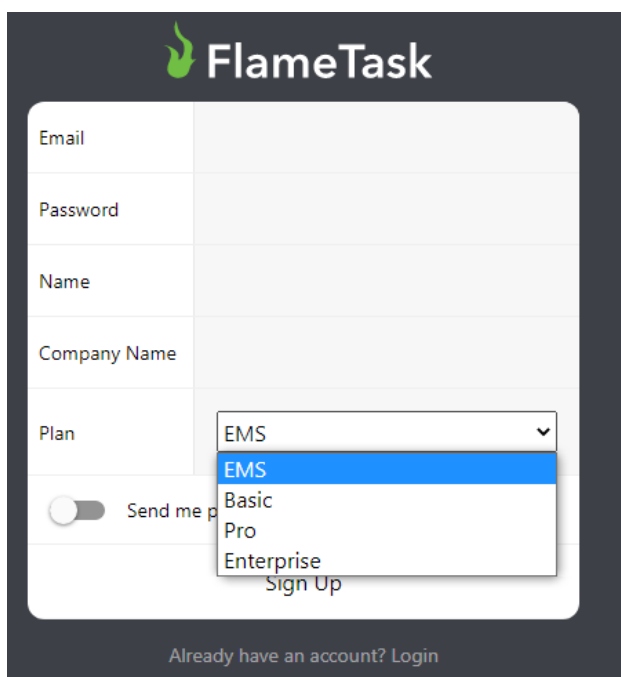
The sign-up and the setup is done through the web based system.



Logging In

The first screen is the web login page. The main administrator can log in or sub accounts can log in also.

For a new instance click Sign Up

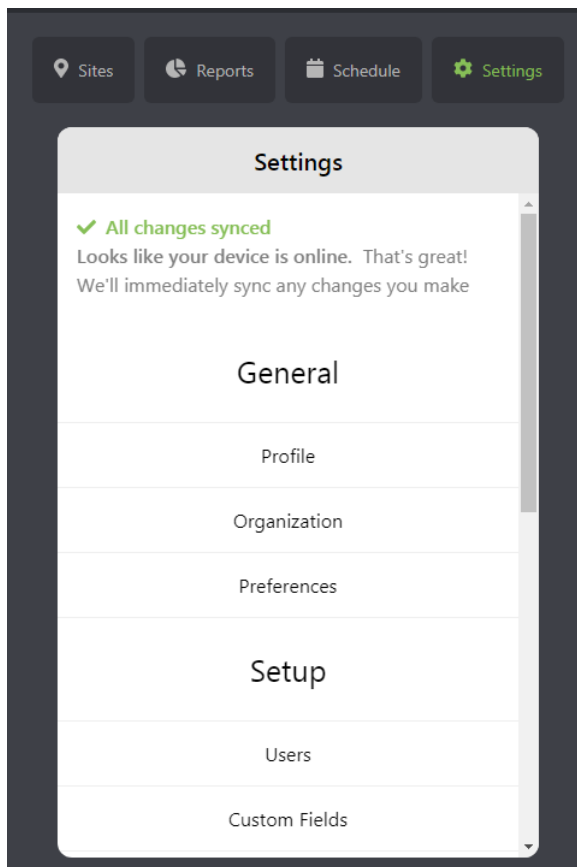


Sign up

Enter the email, password to log in, your name, the company or organization name, the plan, and the toggle to send promotional emails.

The Plan will dictate the options available as well as the monthly subscription price.

Then click Sign Up.



Settings Menu

Profile -This is where the logged in user can change their name, email or password.

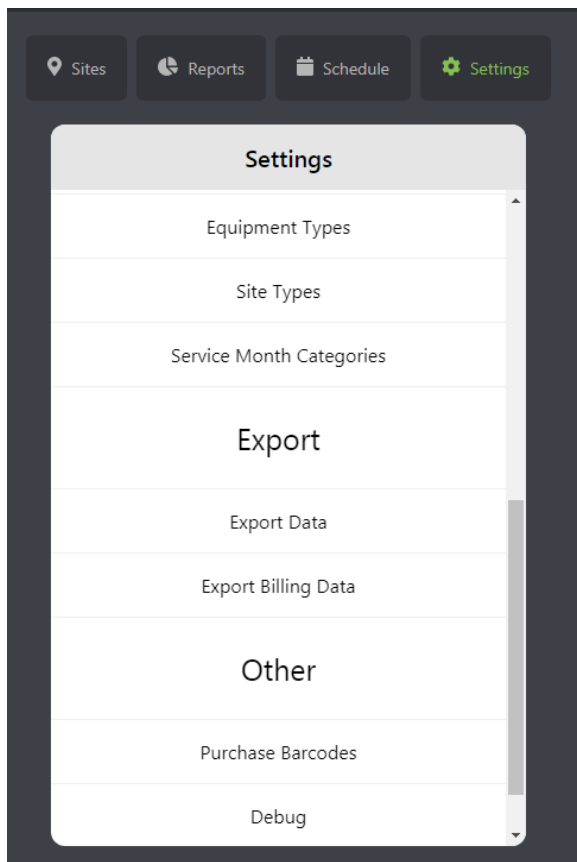
From the initial screen at the locations click on the settings tab.

Organization – This has basic information such as company name and overall options

Preferences – has some options specific for your company described more in detail later.

Users – Other than the main system administrator this is where all users and their permissions are set up.

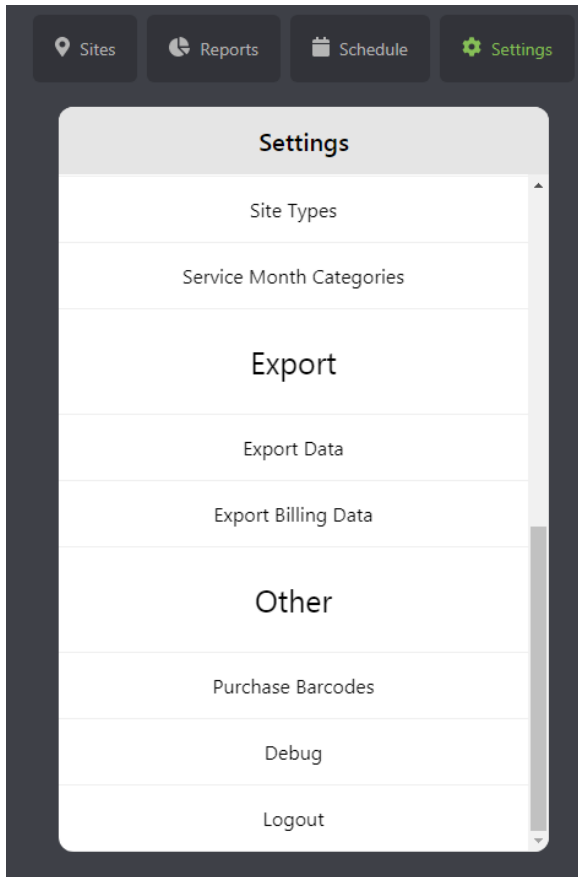
Custom fields – To define other fields for locations, models, and equipment, over and above the out of the box fields. This adds to the versatility of this system.



Equipment Types & Services – Initially to set up overall categories of equipment, such as Dry Chemical Extinguisher, or Co2 Extinguishers, or Fire Alarms etc. Within this option are other menus to define scheduled and non-scheduled services as well as questionnaires.

Models – Are defined in the equipment types option. All equipment is entered using a model. This model primarily contains the equipment type. There are other fields such as size, type, manufacturer, and other custom fields.

Service Month Categories – The is used more for equipment service providers that define service months for a specialized type of equipment.

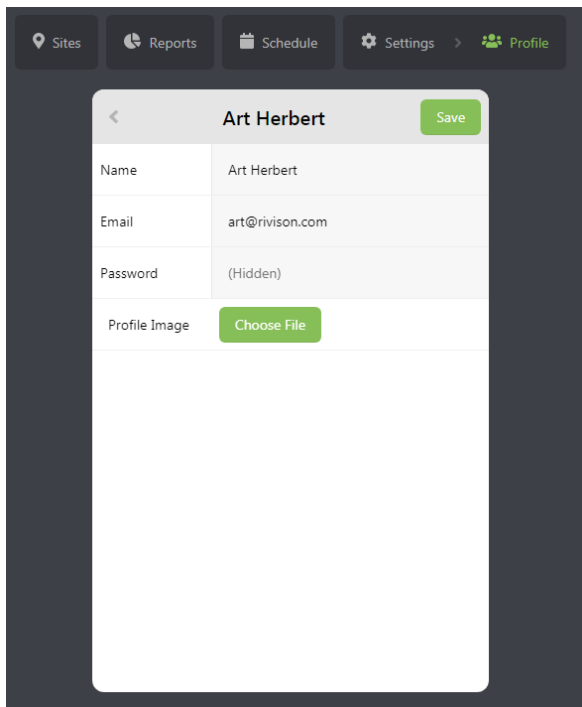


Settings Menu Continued

Export Billing Data – This would be for equipment service providers. Inspections and services done for specific types and sizes will be exported which can be imported by other systems.

Debug – Would be requested by technical support in case of a problem

Logout – Normally the system will stay logged in even when exiting the browser but Logout will go back to the login screen for another user to log in.



Profile

This is where the logged in user can change the name, email or password.

The screenshot shows the 'Organization' screen with a navigation bar at the top containing 'Sites', 'Reports', 'Schedule', and 'Settings'. The main content area is titled 'Company Information' and contains a form with the following fields:

Company Name	Rivison Inc
Email	art@rivison.com
Phone Number	
Country	Canada
State / Province	Ontario
City	
Postal Code	
Address	

A green 'Save' button is located in the top right corner of the form.

Organization Screen

Sync scheduled locations only (mobile) – If turned off all data for all locations will be synced when there is an internet connection. In the case of equipment service providers may want to turn this option on as suppliers may want to turn this on as they may have 4000 customers. To sync this many sites / locations would create some lag on the system.

The company name and email was set up in the initial setup phase.

Type in the phone number (optional)

Select the Country and State / Province. This is for subscription billing and taxation.

The screenshot shows the 'Organization' screen with a navigation bar at the top containing 'Sites', 'Reports', 'Schedule', and 'Settings'. The main content area is titled 'White Label' and contains a form with the following fields:

Country	Canada
State / Province	Ontario
City	
Postal Code	
Address	
Background Color	
Logo	Choose File
Portrait LetterHead	Choose File
landscape LetterHead	Choose File

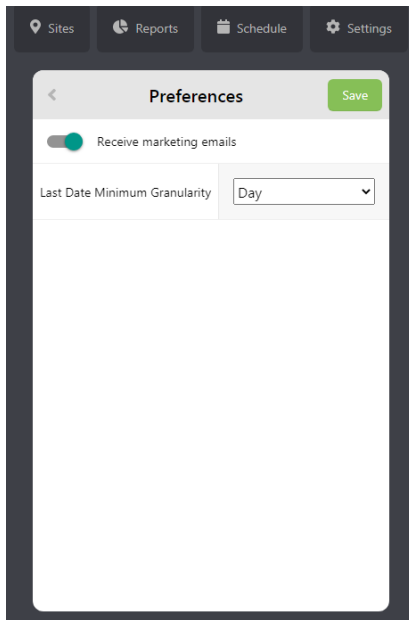
A green 'Save' button is located in the top right corner of the form.

Organization Continued

Type in the city, postal code / zip code, and address.

Some of these options are dependent on the plan selected.

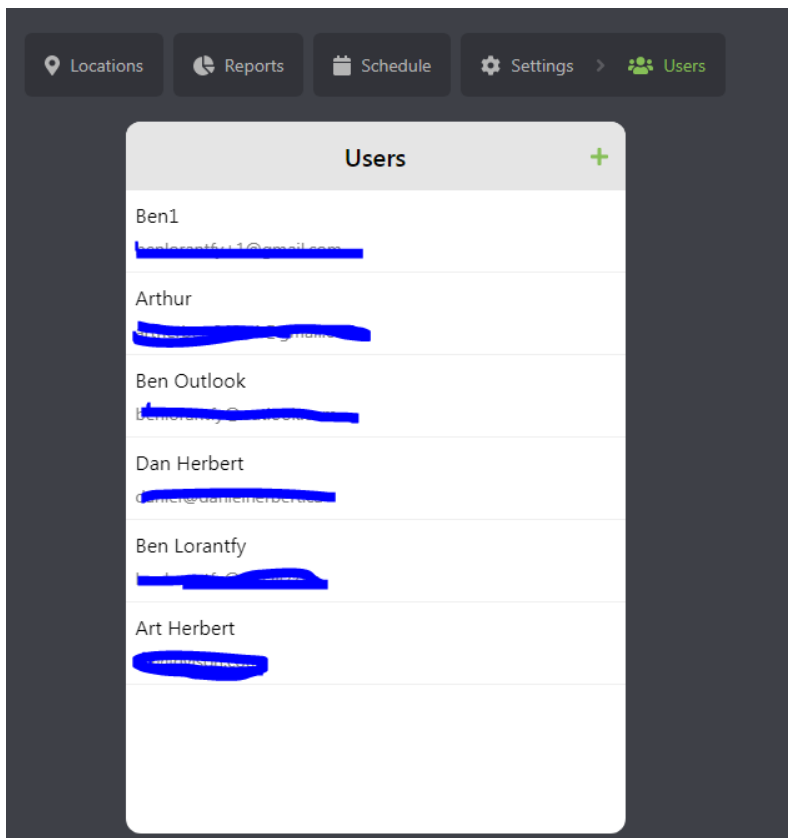
For letterheads for reports and logo on the system screen. Click on Choose file and then browse and pick the file for the letterhead or logo.



Preferences

Can turn on receive marketing email to receive emails. Normally people don't turn those on but we don't normally send out a lot of unnecessary emails. This would be a good way to stay on top of technology to see if there is another integrating product that is available the you have been thinking about would be a good idea and useful.

Last Date Minimum Granularity – What is the minimum frequency that last dates should be in. On the inspection report you probably don't want to see the exact second that it was inspected. Probably the day would be good enough.

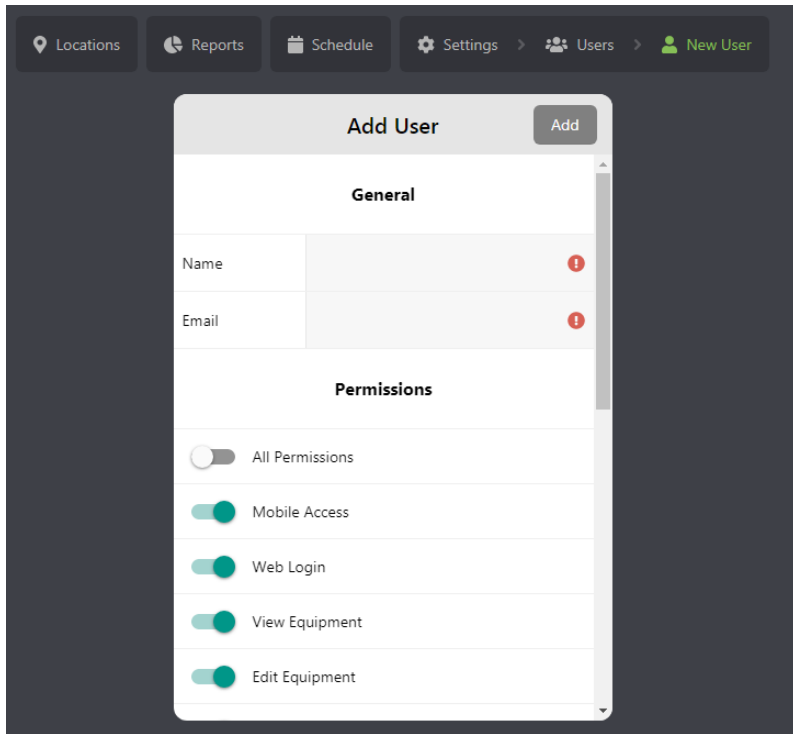


Adding Users

This is the screen to set up or edit users. Use the + sign in the upper right-hand corner to add a new user.

When setting up a new user of this site there is no option to input a password. This system will send an email to the user and the user can set up the password themselves.

Notice the bread crumbs at the top. To the right of settings is users which is the screen that you're on. To go back to the settings main menu just click on the settings button.



Adding Users

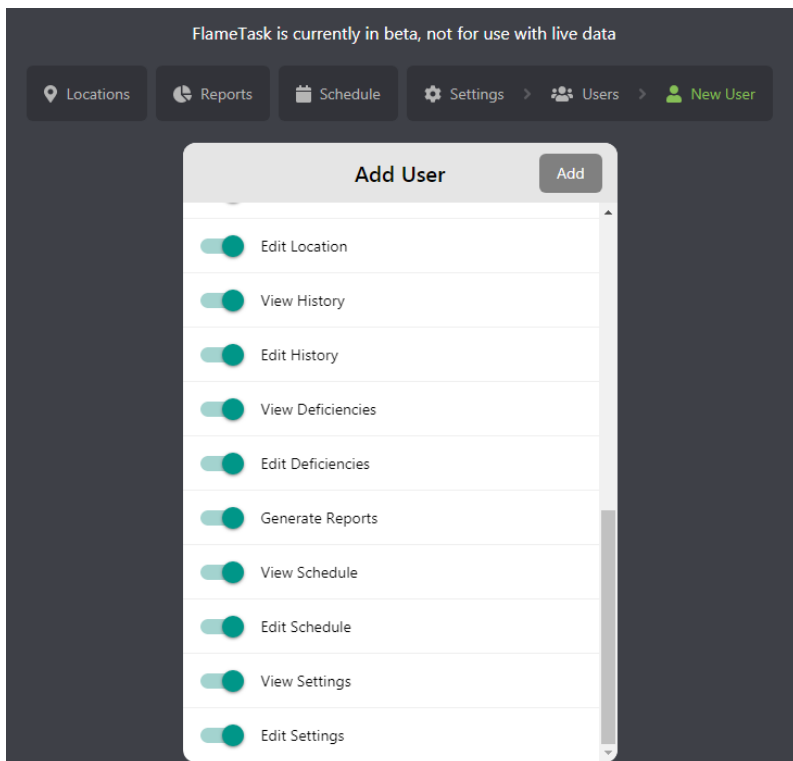
The first screen is the mobile login page. This is where access permissions are set.

There is no password on this screen. After adding the user an email will send to the user with a link to set the password.

Mobile access allows access through the mobile app.

Web Login is the same but through the web site.

The view equipment allows read only while the edit equipment allows edit permissions to change information of equipment.



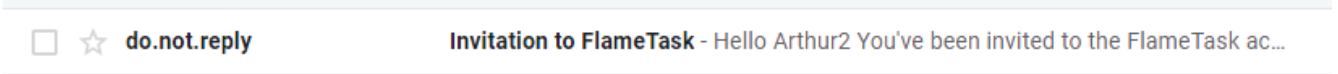
Add Users Continued

These options are self-explanatory.

They give access to various functions in Flametask.

If Turn on all permission and back off then each permission will have to be set again.

After adding the user that user will receive an email to accept the invitation and set up their password.

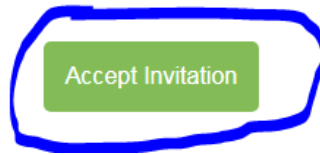


The user will open the email and see this dialogue to accept the invitation to accept the invite

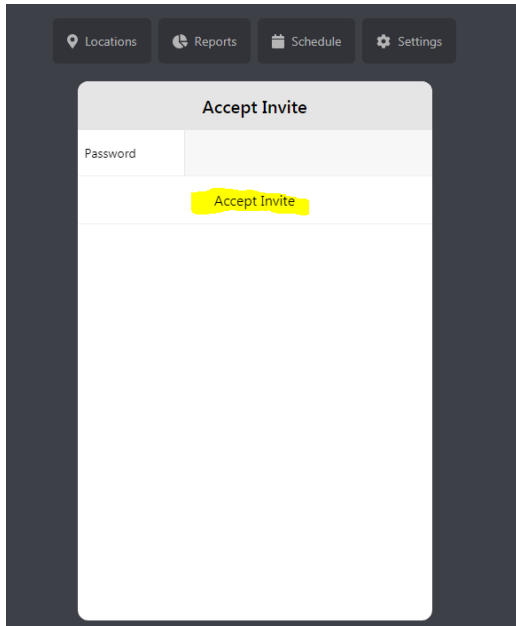


Hello Arthur2

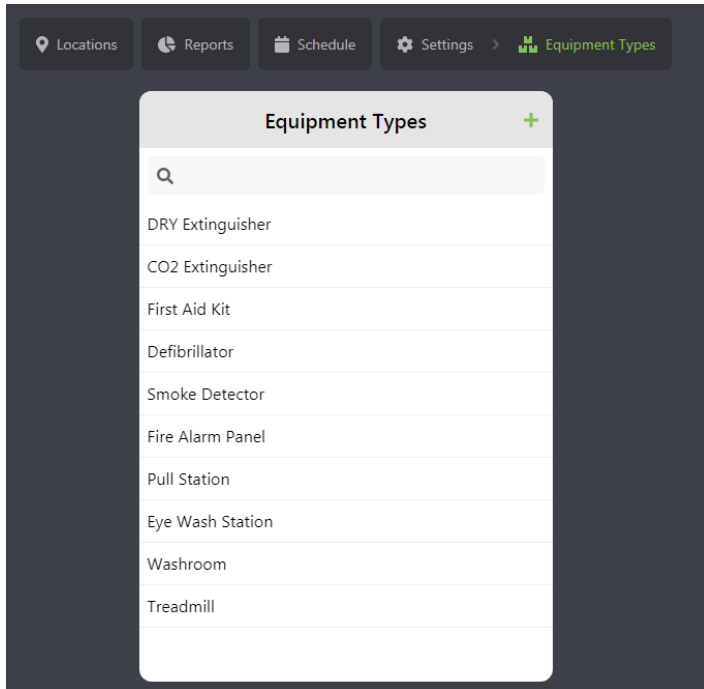
You've been invited to the FlameTask account by Art Herbert.



Enter a password and click on Accept Invite. This will set up the user. The system will then log out where the user can try and test the login process



Will have to go through the option and payment screen also.



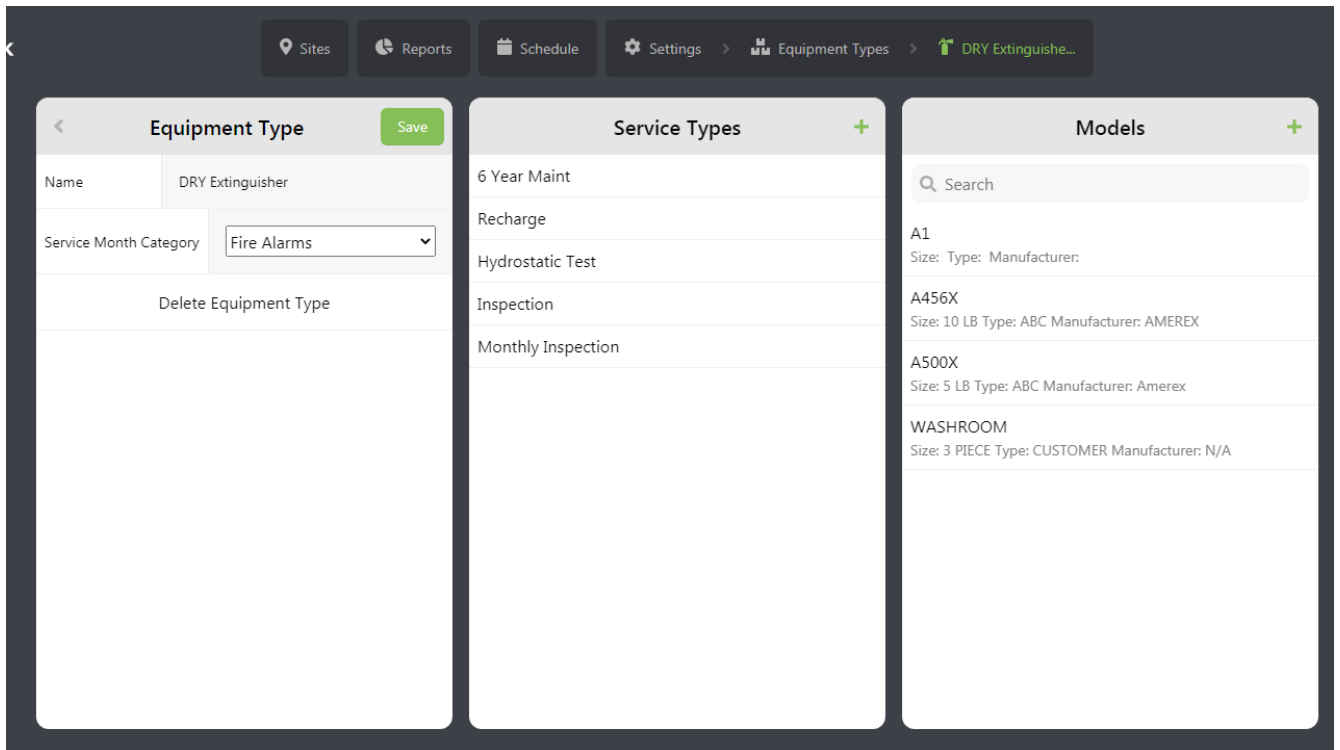
Equipment Types

The equipment types screen is where to define all of the major equipment types / categories. They are divided so that the various types of inspections and services are different between the equipment types.

For example Dry Chemical extinguishers have 6 Year Maintenance services where Co2 Extinguishers do not. Also the Hydrostatic test on a Dry Chemical Extinguisher is 12 Years versus 5 years for a Co2 extinguisher.

Click on one of the Equipment Types to open up the definition of the Equipment Types definition screen

Notice the bread crumbs on the menu bar. To get back to the settings menu or the Equipment Types menu just click on the tab. The Service Types screen in the middle is where services can be defined specifically for the Equipment type on the left screen. On the right side of the screen is where to define the models for that equipment type.

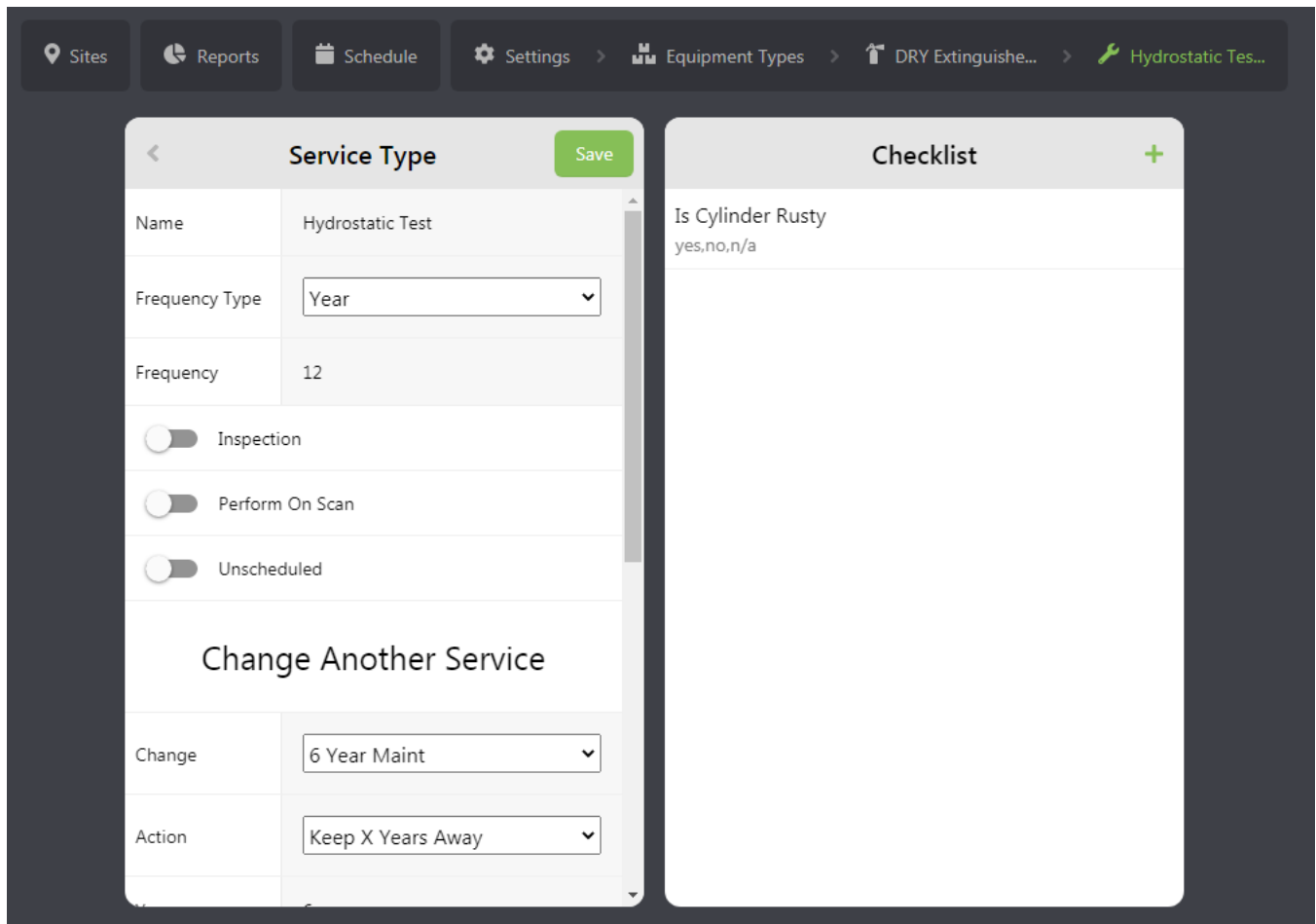


The screenshot shows a mobile application interface for editing an equipment type. At the top, there is a header bar with a back arrow on the left, the title "Equipment Type" in the center, and a green "Save" button on the right. Below the header, the form is divided into sections. The first section has a label "Name" and a text input field containing "DRY Extinguisher". The second section has a label "Service Month Category" and a dropdown menu currently showing "Fire Alarms". Below these fields is a button labeled "Delete Equipment Type". The bottom half of the screen is a large, empty white area.

Equipment Types Screen – Service Months

The optional field is a drop down for the service month category. This is more for equipment service providers that would like to keep certain kinds of inspections, and services within a given month as it may require a specific skill set for a technician. Once equipment is defined that has a model for that relates to a service month definition, that location can be set to a particular month. All equipment that relate to this service month will always be reset to this month.

For example, if there is a service month for “Fire Alarm”, a model called “FA-100” Fire alarm panel, a location that has equipment using this model can be set for February, or something. Similarly, a different service month for Fire Systems may be set for June



In this example this is defining a service called Hydrostatic test for Dry Chemical Extinguishers.

The frequency is 12 Years.

There are several other options. To toggle on "Update on Scan" means that when you simply scan the equipment barcode it will update the dates for the inspection. Hydrostatic Test is an optional service so you have to press the button for Hydrostatic test to advance the date and create the activity in the log.

The toggle for Inspection is to list the pending inspections on the inspections due tab or the service due tab.

If the toggle for repair is off it is treated as a PM where it will have last date done or next date done. If toggled to unscheduled the last date done, next date done and frequency will be unavailable. This is for repairs or observations that when pressed by the user will just log an activity. For example: "Recharge". This will log an activity of Recharge as of the activity date in the history logs for reporting purposes.

Disabled by default is for Monthly inspections if you normally just do yearly inspections. This means that Monthly inspections is the exception. If so then use this option.

Change another service is primarily used when defining 6 year maintenance. It will be described more on the next page. It is left open as it may be used for other purposes also.

The questionnaire / check list is in the rights pane. This is optional but if populated will ask for every time that inspection / service is performed. This will be described more in detail shortly.

Change Another Service

Change	6 Year Maint
Action	Keep X Years away
Years	6
Billing	
SKU	
Delete	

Option for services to change other services

This feature can be used for a variety of purposes but one way to explain this is to review an example.

In fire extinguisher service when A Six Year Maintenance is performed it just advances 12 years which should be 6 years past the Hydrostatic test. However, when you do a Hydrostatic Test it should advance by 12 years and make sure the six year maintenance is 6 years behind, but if before today's date advance to 6 years past.

To accomplish this see the screen to the left.

Add Question Add

General

Question	Is Cylinder Rusty
Options (comma separated)	yes,no,n/a
<input checked="" type="checkbox"/> Allow Text Input	

Add Questionnaires

If you want to have a checklist when performing add a question to the associated inspection or service.

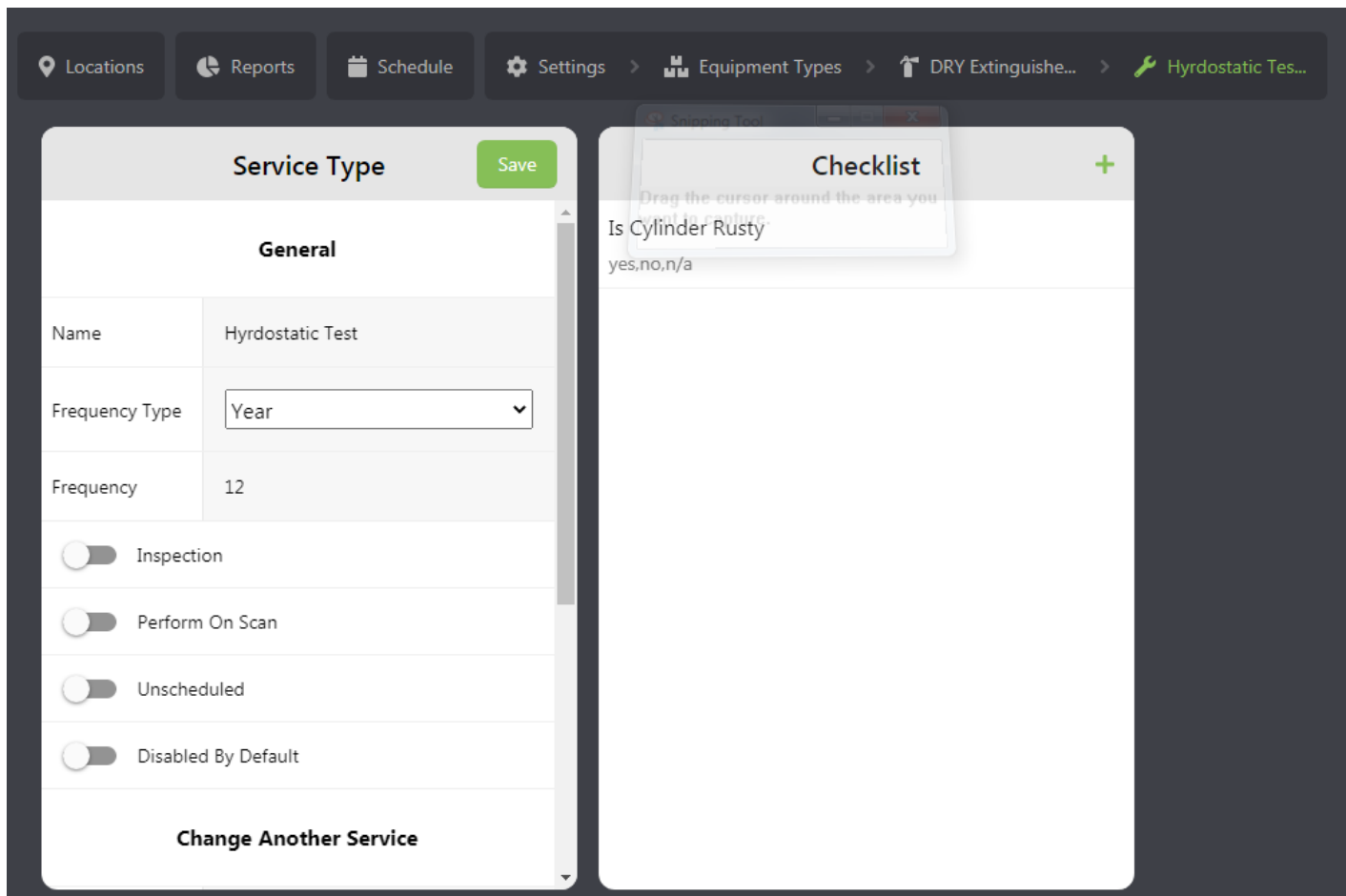
In this example the question will be Is Cylinder Rusty. The user can answer Yes or no or n/a

This can allow text input. This question might be something like "Enter Pressure"

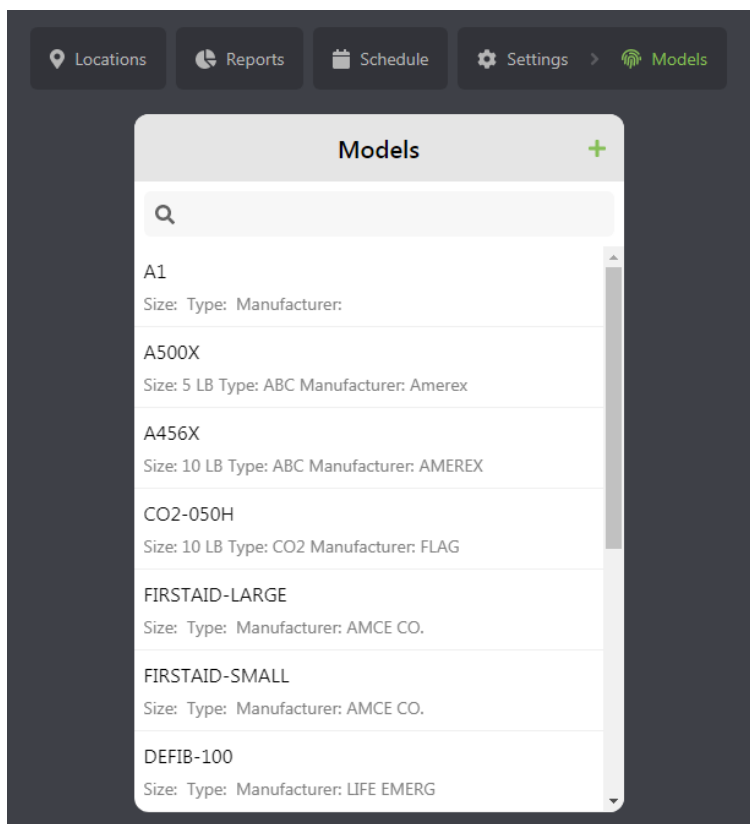
This will come in useful for user reporting such as "Fire Alarm reporting"

It also shows up in the history activity for the equipment.

In this example when you do a Hydrostatic test it will ask if the cylinder is rusty. The user can answer year and then in the note can say "Needs to be replaced". This is just an example of what can be done.



Define all of the models of equipment being used.



Adding Models

This is a list of all the models in your system. Can search for models in the search bar. Can search by model name, size, type, or any of the field information. For example, you can search for "Dry Chemical"

To edit a model, click on the model. To add a model, click on the + sign in the upper right-hand corner.

Use the slide bar to scroll to see the rest of the models.

When you add equipment, you don't have to specify the equipment category eg) Dry Chemical or size, type, or manufacturer. When you add equipment specify the model name and then the system know the rest.

By specifying the equipment type / category, the system knows what service types to associate with the equipment. IN the end, when the user specifies the model name, the system basically knows the rest.

Model Information	
Model Number	A500X
Model Information	
Size	5 LB
Type	ABC
Manufacturer	Amerex
Billing	
New SKU	
Used SKU	
Delete Model	

Model information

The fields, such as size, type, and manufacturer all get related to the equipment when equipment gets added using relating to this model.

The fields are actually versatile and can be set differently for the business requirement.

Size, type, and manufacturer is typical for fire equipment and a lot of types of equipment as well.

If the business inspects electrical motors the fields may be something like, "horse power" , "RPM", voltage, and manufacturer or something.

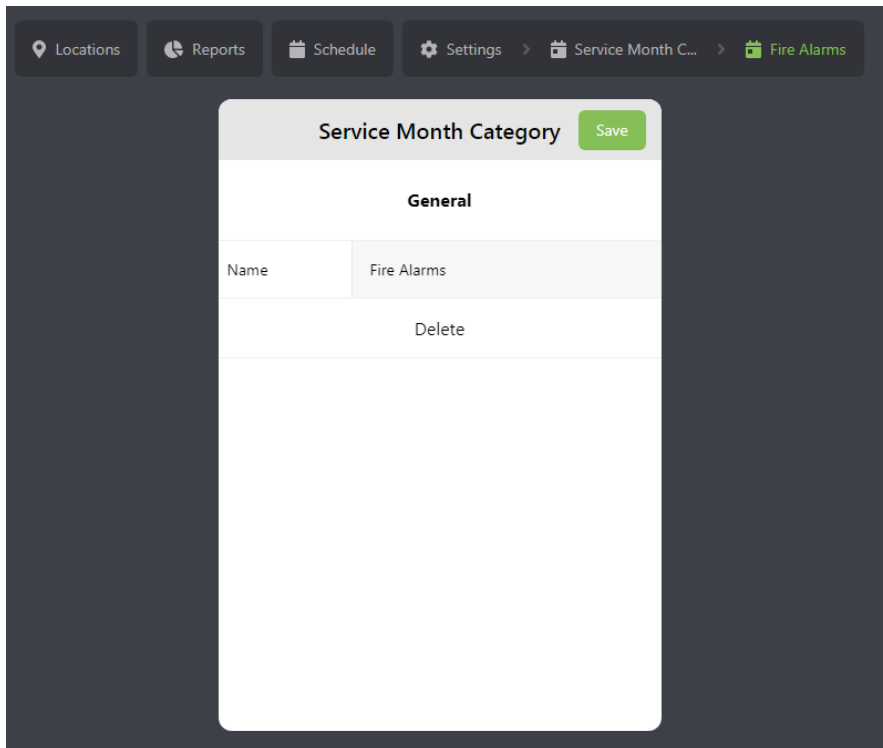
The New SKU, and Used SKU are use sot that when you export billing data, it can export these billing codes to integrate with an accounting system for billing.

Add Service Month Category	
General	
Name	Fire Alarms

Service Months

The user of service months was described in the adding model's section of this manual. You can keep types of equipment in set months for locations for doing the service.

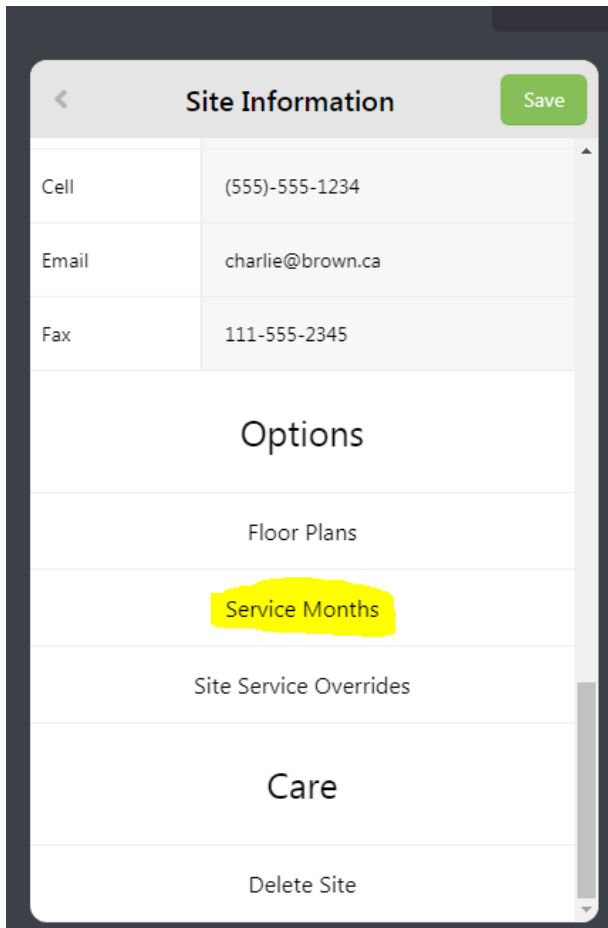
Click on Add to add the service month category

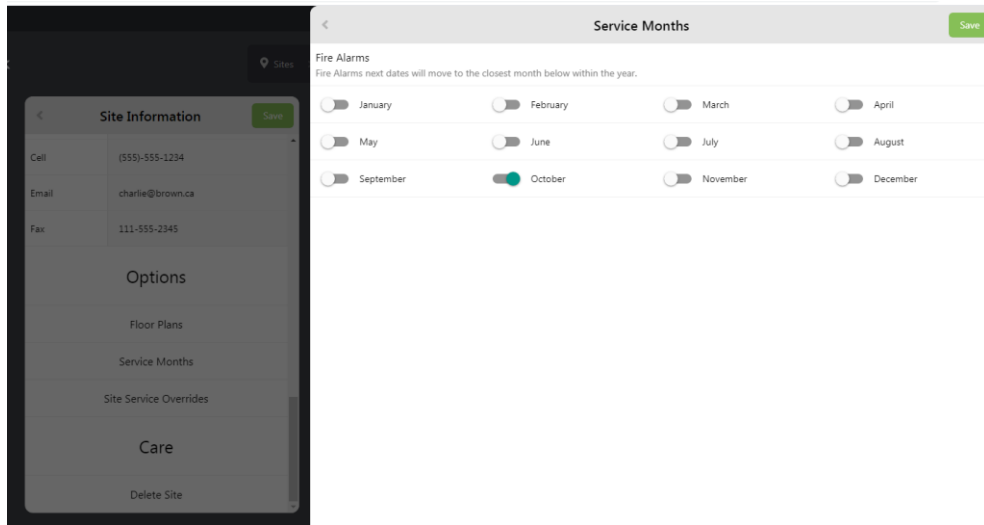


Edit / Delete Service month

IF the service month needs to be removed edit the service month and then click on delete.

To actually set a service month click on the site then Service Months as shown.

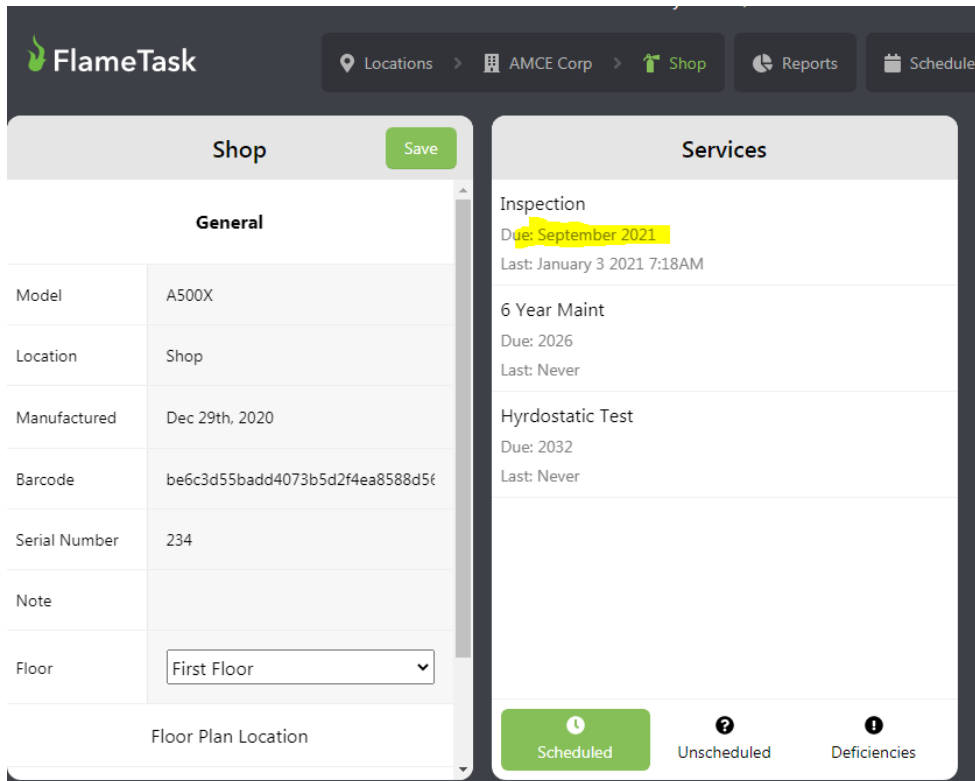




Setting a service Month

Note that service months are optional. It is only used if certain equipment types are to be done in a particular month. For example, Fire Hydrants have to be done in the spring.

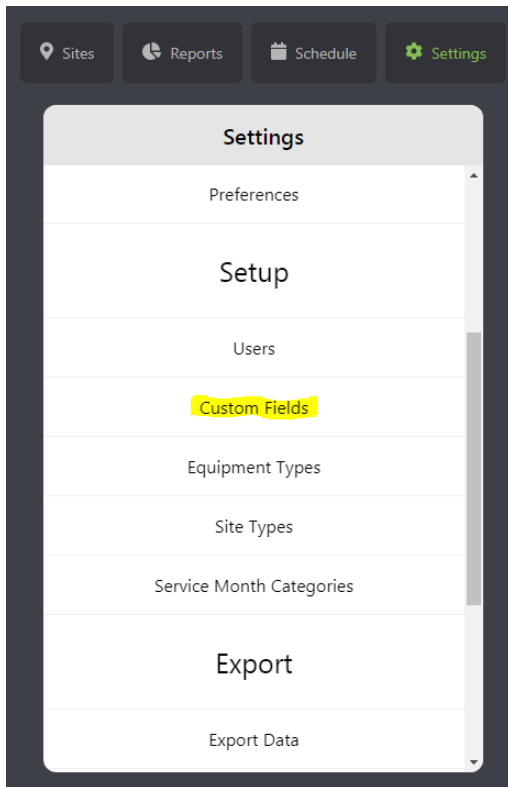
After opening up the dialogue for service months for a particular location, toggle on the month(s) that the inspections / services are to fall in.



How Service Months Work

Fire suppressions systems are to be done every 6 months. For example, if they are due in January and June, and the inspection was done late in February the next time to be done would normally be in July due to the 6 months, but because of these service months would be due in June.

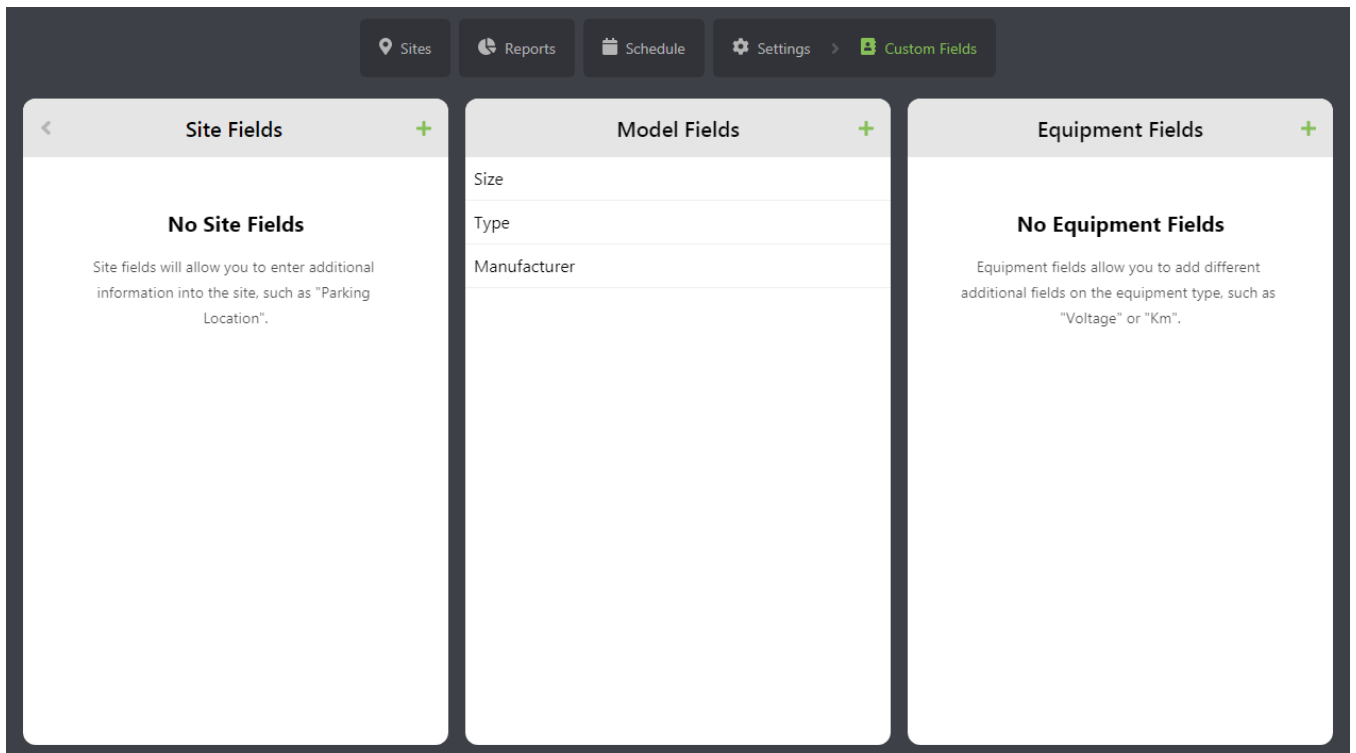
Earlier it was discussed about how custom fields could be used in the Model setup. This can be done for Locations, Models and Equipment Fields.



Examples of site fields that could be added might be “Customer PO Number”

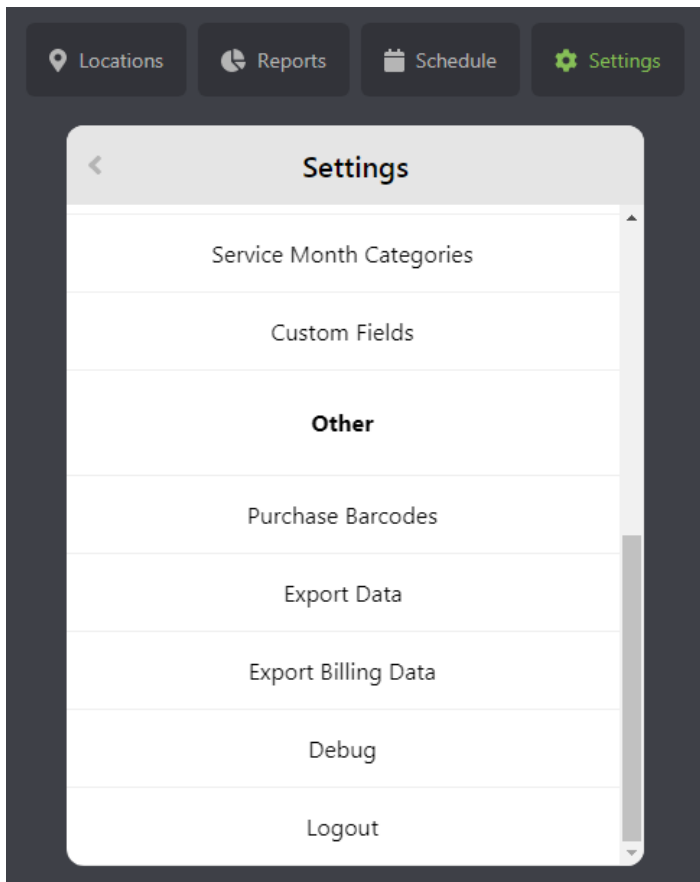
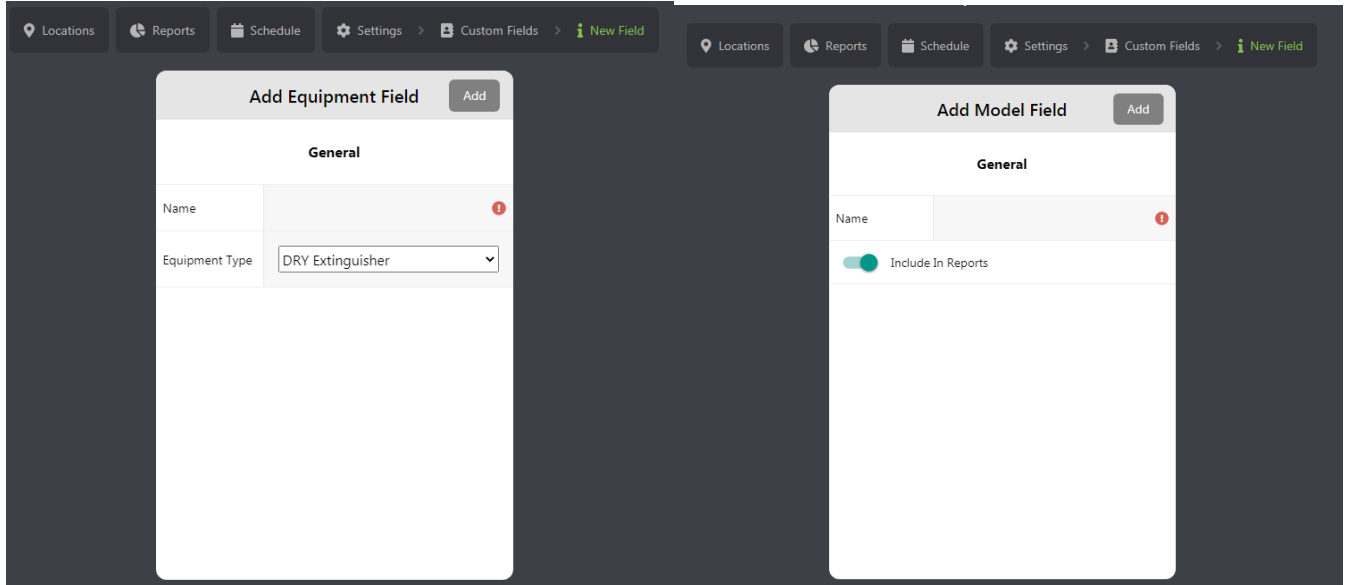
An example of Model Fields might be “Color”, “RPM”, “Horse Power” etc.

An example of equipment fields might be “Number of Fuse Links”



The add equipment field is specific to an equipment type.

The add a field to the model has an option to include the data in the reports, such as the inspection report.



Other Setting Options

Purchase barcodes will open up an email dialogue to send away for a quotation for barcode labels.

Export data will download a JSON file which will export all data such as equipment information, activities etc.

Export Billing Data – This will download a JSON file which will export activity which may integrate with other systems such as billing and accounting systems. This is useful for equipment service providers.

Debug may be used when request by technical support in the case of a technical problem.

When you exit the system, unless you clear the browser cache the system will stay logged in as the current user. Click on Logout to logout and go to the login screen. This will allow a different user to log in with different credentials and rights.