

micad portals3

Release notes

07/07/2023

Document Version 2.0



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Introduction to Portals 3

This guide relates only to Portals 3.

This guide provides an overview of the new features of Portals 3. We will update this document as the App develops. Features and fixes will be listed on the last pages with each iterative release.

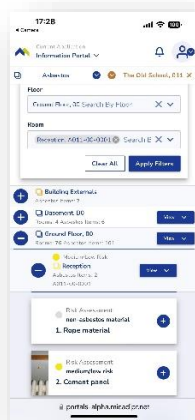
What are Micad Portals

Portals is a collaboration tool for estates data. Portals is single point of access via WWW to share and collaborate with partners and services providers, in a read only view. The data and files are accessible by desktop PC and mobile devices. The data from the Micad IPR can be shared by way of 'choosing your topic', generally this is by discipline. Each topic is visible by way of large icon/buttons shown on the front screen after login – we call these Portal Tiles. Users intuitively choose their subject matter by way of clicking the Tile. The next required criteria for data access is the location. A building selector search will reveal the location and data provided against each Tile. Tiles are specific Apps that deliver data tailored to the topic. Some Tiles offer further filters may help refine access to the result

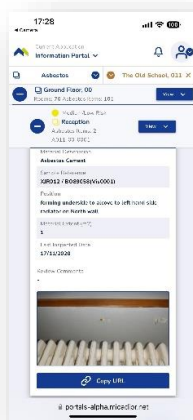
What's new in Portals 3 since Portals 1 & 2

1. New technology many legacy limitations are removed
2. Unified 3rd generation UI
3. Unified centralised security with IPR or 'Single Micad' login and SSO
4. The data displayed is live immediately – no manual data syncs
5. Integrated CADi Viewer
6. Integrated Micad360 Viewer (Documents App tile)
7. Mobile support with responsive design
8. Multi tenancy architecture
9. New flexible URL structures facilitate sharing and integration with third parties
10. Unambiguous link sharing reduces human error with QR codes
11. Access more IPR data than ever before
12. Superior and more durable backend infrastructure

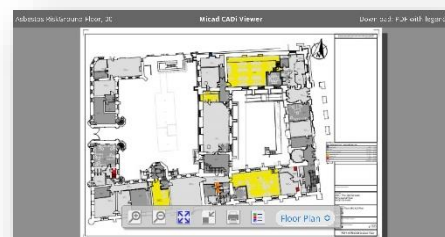
A great new Mobile UI on phones



App 'like' features



An Asbestos item review



CADi Viewer DWG plans and service layouts

Full screen views on a tablet

Camera 15:35 Thu 1 Dec 100%

portals-beta.micadipr.net

Current Application: Information Portal

Cliff Wallworth Administrator [airedale]

Asbestos Ward 019, Zone B-7

Asbestos Portal

Ward 019, Zone B-7

REGISTER DOCUMENTS USEFUL LINKS

Building Summary

This Building Contains Asbestos

Floors	Rooms	Asbestos Items
1	138	57

(null)

High Risk	0	Medium Risk	3	Medium/Low Risk	35	Low Risk	19
Non-Asbestos Material	115	NSMI	1	Unsurveyed	69		

Building Register

Floor: Building Externals Search by Floor X Room: Search by Room Clear All Apply Filters

Building Externals Asbestos Items: 4

1. Cement panels

Risk Assessment: Low Risk No Certificates

Material Description: A.C - Asbestos Cement Review Comments

Sample Reference: RefBS17762

Position: To skylights

Material Extent (lm): 100

Last Inspected Date: 13/01/2022



2. Putty sealant

Risk Assessment: Low Risk No Certificates

Material Description: Putty Review Comments

Sample Reference: RefBS17763

Position: To skylights

Material Extent (lm): 1

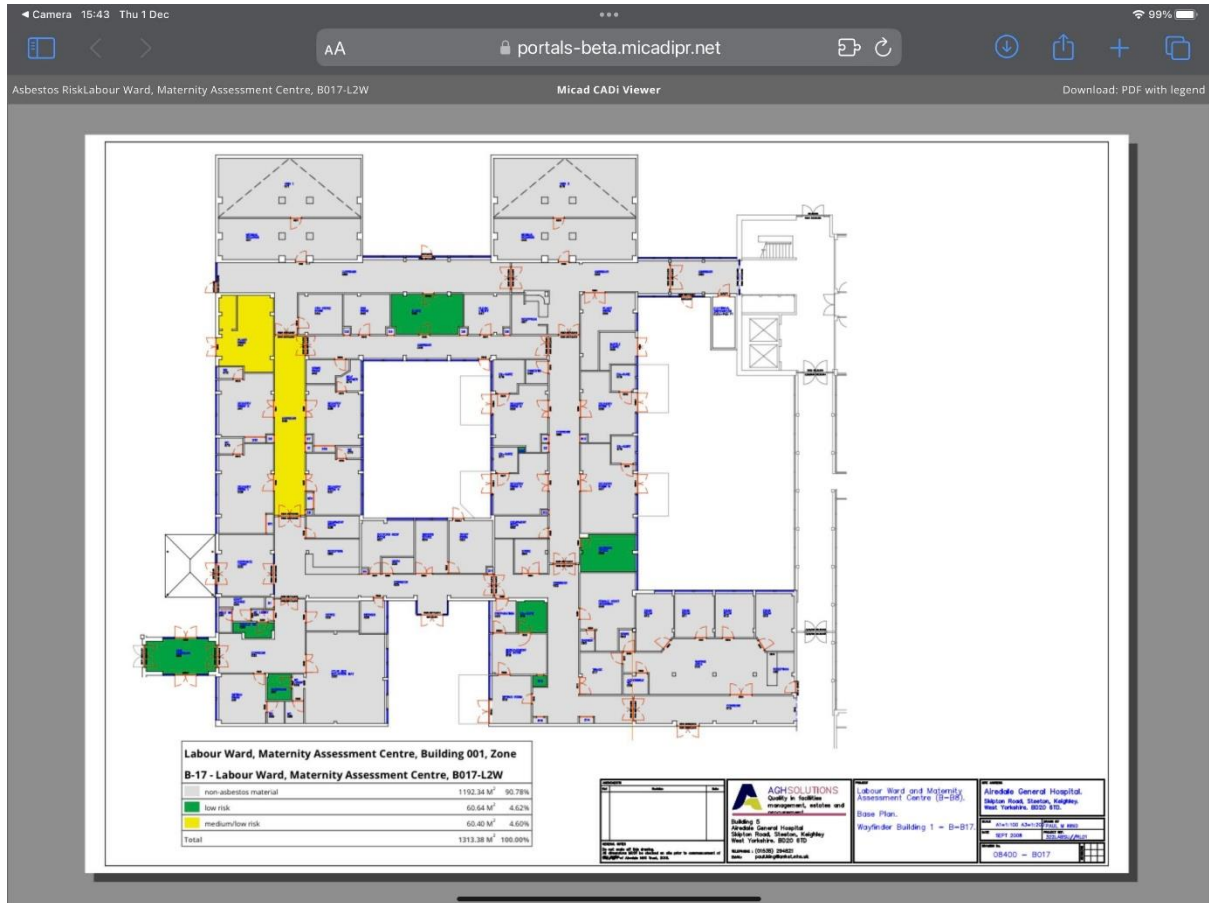
Last Inspected Date: 13/01/2022



Designed with mobility in mind, the tablet offers full the functions of desktop

CADi Viewer feature with mobile gesture control

Full screen mode on Tablet and Mobile



Smooth single finger Pan, pinch Zoom, full access to original CAD drawings & service layouts while mobile

Getting started with Portals 3, functions and usability

Portals 3 getting started.

[Future Tiles in development](#)

Micad SFM

[Micad Portals web address](#)

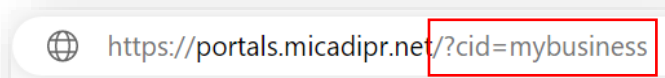
When you are issued with the web address for the Micad Portals, there will be a consideration to note and bookmark, your client ID.

<https://portals.micadipr.net>

Each client has a unique client ID. This ID is appended and visible in any shared URL so you should ask users to bookmark together with the ID. Saving the ID will negate future and extra keyboard labour, as it is passed through during the opening link.

?/cid=

Note. If the ID is omitted the system will request the client ID.



Bookmark the URL and ID when you see this format. Or issue a QR code with the fully prepared URL.

Assumptions

- Client has a mature and up to date IPR portfolio (Portals uses IPR data)
- Client will decide on their own building names/codes appropriately named that unfamiliar users may find way to access the correct property with ease.
- Client facilitates access to the Portal
- Client will create and administer user accounts
- Client will set up users with access to the location and content for users and parties
- Client is responsible for maintaining paid up subscriptions licence in advance

User rights, configuration, requirements and best practice

Portal data originates from the Micad platform of products. The Micad platform consists of primary products IPR, FM, SFM and Audit. IPR has its own set of modules as well. All Micad products will be served via a single point login. If you are adding a user to a core product such as IPR and you want them to use Portals 3 via the same login, check the boxes so that they can connect to the Portal. The user list is common from IPR to Portals, there's no need to two separate accounts. A user's Email address forms the primary method for authentication.

The screenshot shows a configuration form with the following sections and options:

- IPR access**: ☐ None ☒ Subscriber ☐ Publisher ☐ Master Publisher ☐ Administrator
- Portals access** (highlighted with a red box): ☐ None ☒ Viewer ☐ Administrator
- MAC access**: ☐ None ☒ Subscriber ☐ Publisher ☐ Administrator
- RUM Portal access**: ☒ None ☐ User ☐ Administrator
- Micad FM access**: ☒ None ☐ User ☐ Administrator
- Micad FM Mobile access**: ☒ None ☐ User
- Micad FM Customer Portal access**: ☒ None ☐ User
- Micad FM Resource Portal access**: ☒ None ☐ User
- SFM Desk access**: ☒ None ☐ User ☐ Administrator
- SFM Portal access**: ☒ None ☐ User
- SFM Mobile access**: ☒ None ☐ User

At the bottom, there are three buttons: **Submit** (blue), **Reset** (grey), and **Cancel** (grey).

From the IPR user list, An IPR Admin will grant Portal access for participants that plan to use Portals 3

Setting up users

Portals data is read only data so there are just two levels of user rights in Portals. Only one role should be handed out to users. There are no further granular roles of access required from the primary product. The Portal allows or restricts access by way of user account configuration within the Portal itself.

Administrator User

The administrator account is only used by our client, the host of IPR. This account allows access to configure and monitor users. Users are the recipients for the client data. Do not grant Admin rights to Portals users outside of your organisation.

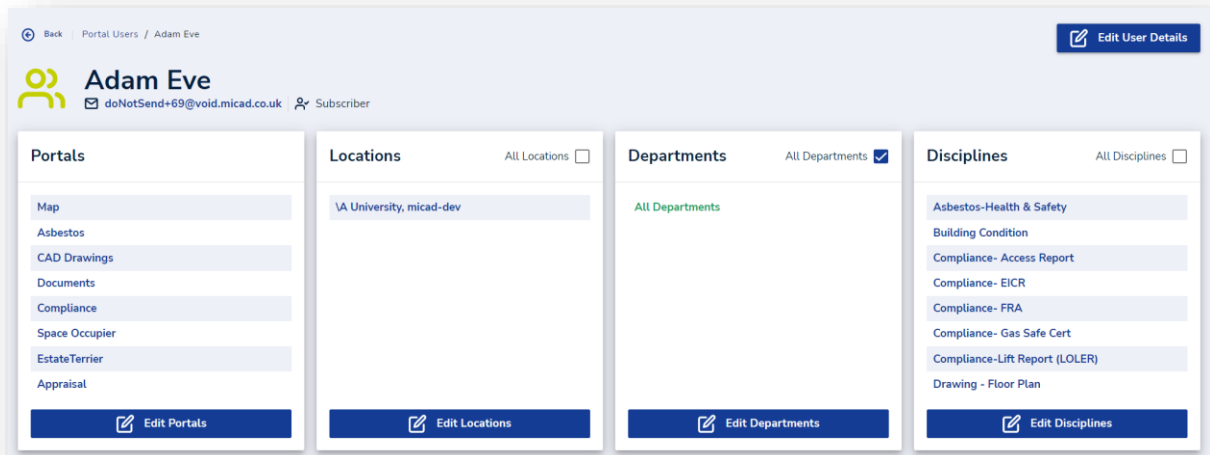
Subscriber User (Viewers)

This account type is the target user, the viewer of data your organisation will share.

User configuration within the Portal

From the Portals Administrative tile choose Portal Users. The filters at the top of the page will allow you to search. Each user may be configured using the Portals, Locations, Departments and Disciplines.

Note. Use the **Locations** settings to refine the property list that is exposed. Perhaps a user will only ever work with a few buildings, or you may want to exclude old Demolished properties being listed on the portal at all.



From the Portal grant users rights to Portal Apps, set location(s), department and disciplines they will see

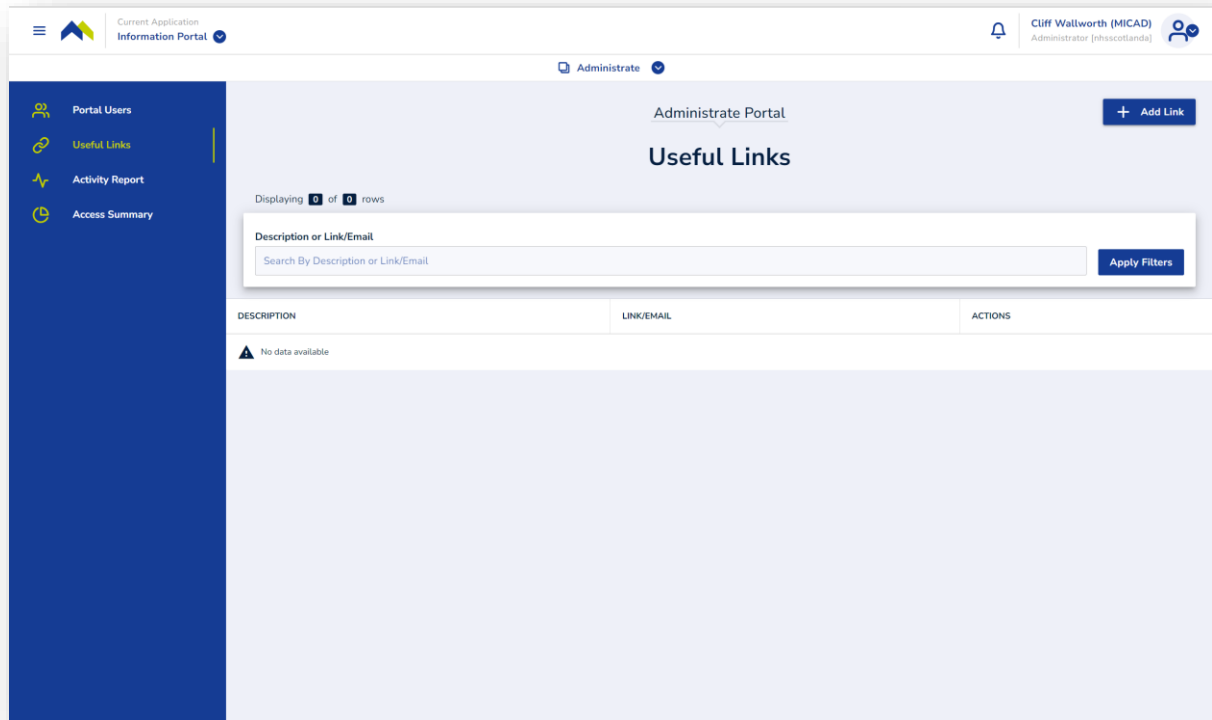
Be careful if you are opening up to "All", some Tile Apps such as Documents, will open up access every document to your users. Use the Disciplines configuration to fine tune access to documentation that's recorded in your IPR. You are reminded to be diligent with security.

Note. Set up a second user as test account with only Viewer rights. Using that second check what you can access as you have configured for a Portals 3 recipient.

Note. From within IPR you can set up as many Disciplines as you need. If there's only some specific documents you want to share, set them in IPR against a discreet and relevant discipline. Allow only that discipline in your Viewer configuration.

Adding web links to portals

You can add supporting off site links to your Portals. This is useful for providing reference material, policy documents and email address to support your users.



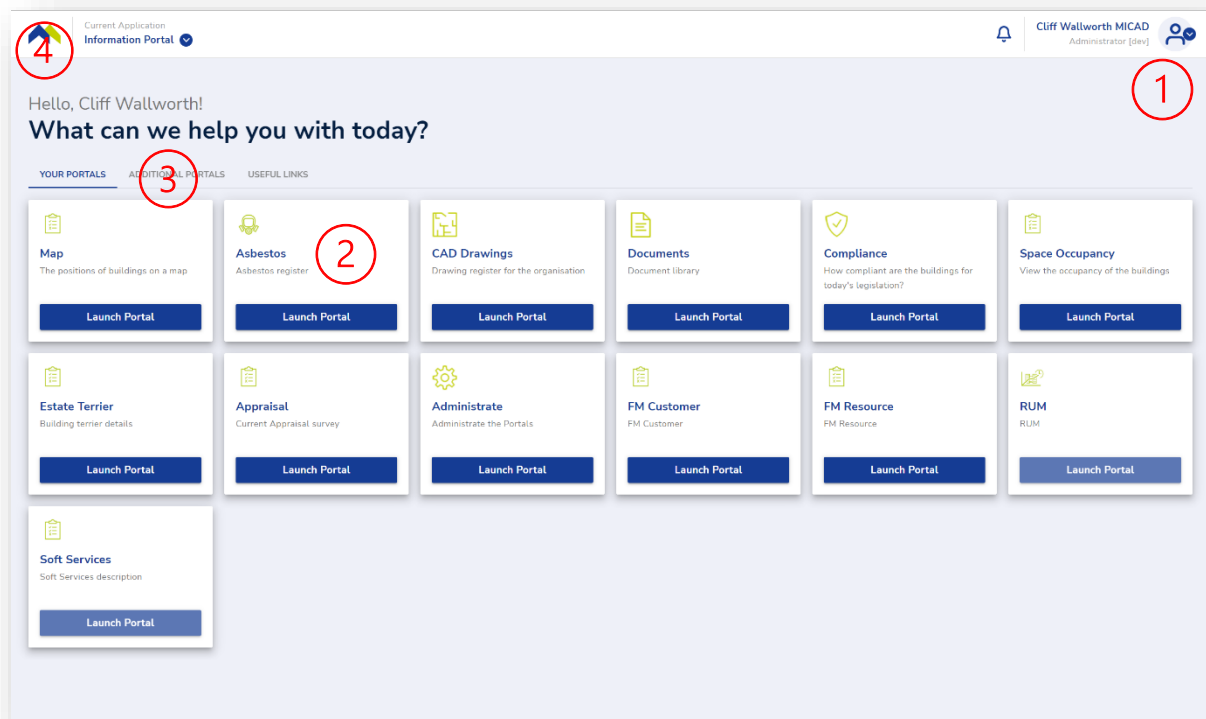
From the Administrator left menu, Click Useful Links and choose + Add Link in the top right corner.

A screenshot of the 'Add A Link' modal form. The form has a title bar with 'Add A Link' and a close button (X). It contains two text input fields. The first field is labeled 'Description' and contains the text 'HSE HSG264 The Asbestos Survey Guide'. The second field is labeled 'Link/Email' and contains the URL 'https://www.hse.gov.uk/pubns/priced/hsg264.pdf'. At the bottom of the form is a large blue button labeled 'Add Link'.

Click Add link to save the record. These Links become visible in the Asbestos Tile App.

Portals 3 homepage

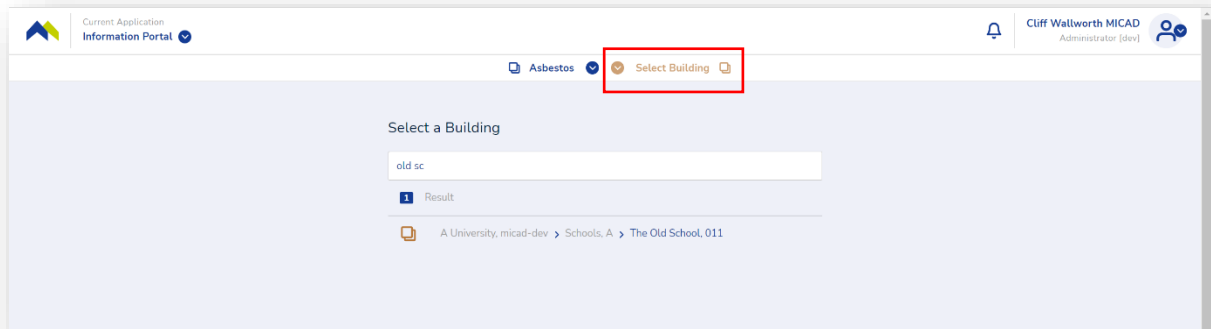
From the homepage as a Client Administrator, you can access the data and configure the users.



1. Your login details, use the down arrow to access and edit your own credentials, software release information and these release notes. Observe the client ID will show in brackets. This helps Micad during support requests.
2. Portal Tile, each topic has its own tile. Greyed tiles and ? icons are future development (these will not be visible on live client systems)
3. Additional Portals will show Tiles that are ready for deployment and that could complement your data set. These additional Tiles are apps that require addition subscription. You can trial any Tile app from this library by contacting your account manager.
4. Home page link

Searching for a building

Once you have selected a Tile App, click on the Select building



Type out the building name. This does not need perfect verbatim input, as you have typed a couple of character a list will reveal a count of results, Buildings within the property portfolio. You can use codes if you know them.

Click on the building listed in the results.

Note. The search process is the same for each of the Tile Apps.

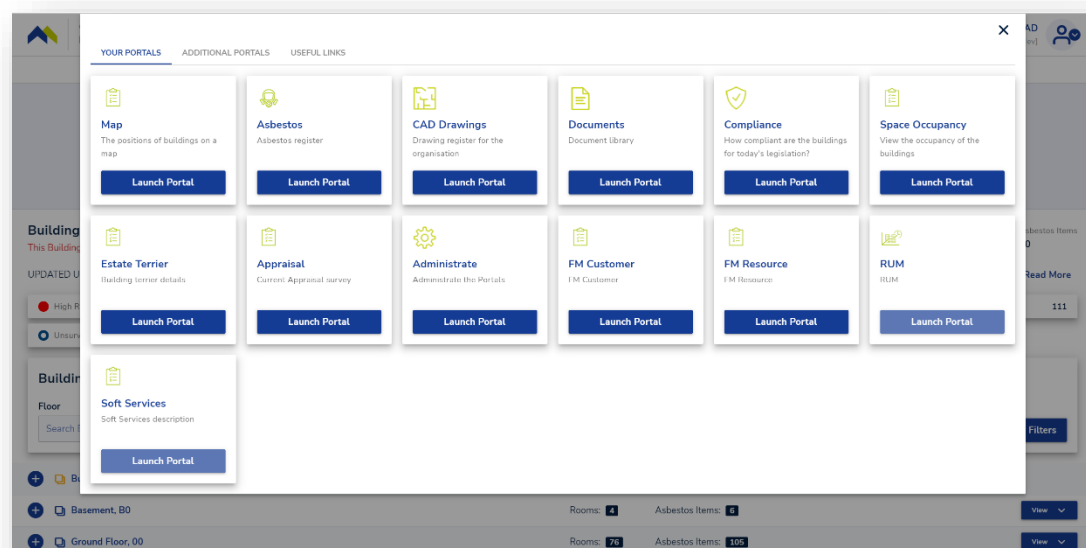
Switching to another building via Search

You can stay on topic but change building while you are reviewing by clicking Building Search again.



Switching to another Tile App while in the same building

You can also switch topic while remaining in the same building as you are reviewing.



Asbestos Tile App Register

The screenshot displays the 'Asbestos Portal' for 'The Old School, 011'. The interface includes a top navigation bar with the 'Current Application Information Portal' and a user profile for 'Cliff Wallworth MICAD'. The main header shows the building name and a 'REGISTER' button. Below this, a 'Building Summary' section indicates 'This Building Contains Asbestos' and provides a risk breakdown: 1 High Risk, 5 Medium Risk, 45 Medium/Low Risk, 5 Low Risk, 105 Non-Asbestos Material, and 113 NSMI. A 'Building Register' section allows filtering by floor and room. The 'Building Externals' section lists areas like 'Basement, B0' and 'Ground Floor, 00'. The 'Reception' section shows a 'Medium/Low Risk' assessment with 2 asbestos items. Two detailed material entries are shown: '1. Rope material' (Non-Asbestos Material) and '2. Cement panel' (Medium/Low Risk). The 'Cement panel' entry includes a photograph of the material. The bottom section lists 'Stair 1' and 'Lift 1' with their respective asbestos item counts.

1 The Old School, 011

2 REGISTER

3 Building Summary

4 Floors: 12, Rooms: 278, Asbestos Items: 56

5 High Risk: 1, Medium Risk: 5, Medium/Low Risk: 45, Low Risk: 5, Non-Asbestos Material: 105, NSMI: 113

6 Building Register

7 Building Externals

8 1. Rope material

9 2. Cement panel

10

The Asbestos Tile App is very specifically designed to present the current data from the IPR Asbestos Module in a nontechnical format.

1. Current location as selected via search
2. Asbestos Register, Documents and Useful links
(Live data from the Register, Legacy survey reports as Documents, Links to the HSE or your own policies)
3. Location notes
4. Property and asbestos statistics
(Counts of rooms and items help build a clear picture of coverage)
5. Risk legend Key with counts and location status with counts
(Item breakdown by risk)
6. Location filters (You can set more than one room in view) – and share the URL when collaborating with colleagues)
7. Building structure levels and navigation
Expand the hierarchy using the + - icons.
If there are CAD plans, you can view the drawings as a Standard or graphic report.
(Floors and rooms are classed as Internal, so we have added a pseudo External entry, it is not a floor level with in IPR but a place holder that helps communicate the concepts of external items)
8. Risk assessment cards
9. Certificates
You can have multiple files attached here
10. Photos and carousel gallery
You can have multiple photos attached here, when there's more than one a carousel view will open on top of the Risk assessment card

Asbestos Tile App Documents

There are circumstances where you may have existing documents (Consultant generated literature), they can be in any format but generally they appear as PDF copies of legacy building surveys. Perhaps these are not up to date, say Archive asbestos reports from a survey carried out 10 years back. Any of these files can be aligned with your current records and can be accessed via the **Asbestos - Documents Tab**.



The Asbestos Documents tab can be used for sharing original literature, certificates and legacy survey reports

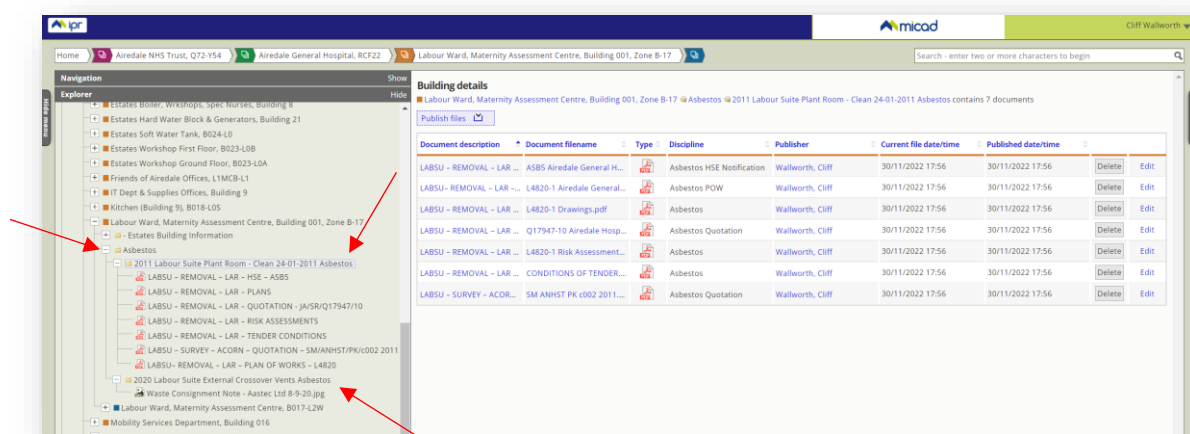
Preparing IPR for Asbestos documents

Documents will be listed Automatically in this section under the following criteria:

- An IPR folder name contains the word “Asbestos” created at Building/Block level only – no other level
- There can be more than one folder if needed
- The folder can be a sub folder if needed

Set up IPR in this regard and Portals will reveal all documents within these folders alongside your live register data.

You can have structured folders such as a top-level Archive Asbestos Reports, then within Asbestos Reports, Asbestos Surveys 2009, Asbestos Photos, Asbestos removal certificates etc. The key word is “Asbestos” in the IPR folder name. All documents within will be revealed via this specific purpose Portals **Asbestos Documents Tab**.



Organise your IPR folders, use relevant descriptions and disciplines meaningful to Portal users

Sharing asbestos related documents in Portal

FOLDER	NAME & DISCUSSION	DISCIPLINE	TYPE	PUBLISHER	PUBLISH DATE	
Asbestos > 2011 Labour Suite Plant Room - Clean 24-01-2011 Asbestos	ASB5 Airedale General Hospital.pdf LABSU - REMOVAL - LAR - HSE - ASB5	Asbestos HSE Notification	PDF	Cliff Wallworth	30/11/2022 17:56:24	Open
Asbestos > 2011 Labour Suite Plant Room - Clean 24-01-2011 Asbestos	L4820-1 Drawings.pdf LABSU - REMOVAL - LAR - PLANS	Asbestos	PDF	Cliff Wallworth	30/11/2022 17:56:24	Open
Asbestos > 2011 Labour Suite Plant Room - Clean 24-01-2011 Asbestos	Q17947-10 Airedale Hospital - Quote.pdf LABSU - REMOVAL - LAR - QUOTATION - JA/SR/Q17947/10	Asbestos Quotation	PDF	Cliff Wallworth	30/11/2022 17:56:24	Open
Asbestos > 2011 Labour Suite Plant Room - Clean 24-01-2011 Asbestos	L4820-1 Risk Assessment.pdf LABSU - REMOVAL - LAR - RISK ASSESSMENTS	Asbestos	PDF	Cliff Wallworth	30/11/2022 17:56:24	Open
Asbestos > 2011 Labour Suite Plant Room - Clean 24-01-2011 Asbestos	CONDITIONS OF TENDER.pdf LABSU - REMOVAL - LAR - TENDER CONDITIONS	Asbestos	PDF	Cliff Wallworth	30/11/2022 17:56:24	Open
Asbestos > 2011 Labour Suite Plant Room - Clean 24-01-2011 Asbestos	SM ANHST PK c002 2011.pdf LABSU - SURVEY - ACORN - QUOTATION - SM/ANHSTPKc002 2011	Asbestos Quotation	PDF	Cliff Wallworth	30/11/2022 17:56:24	Open
Asbestos > 2011 Labour Suite Plant Room - Clean 24-01-2011 Asbestos	L4820-1 Airedale General Hospital Approved POW.pdf LABSU - REMOVAL - LAR - PLAN OF WORKS - L4820	Asbestos POW	PDF	Cliff Wallworth	30/11/2022 17:56:24	Open
Asbestos > 2020 Labour Suite External Crossover Vents Asbestos	Waste Consignment Note - Aastec Ltd 8-9-20.jpg Waste Consignment Note - Aastec Ltd 8-9-20.jpg	Asbestos Disposal	JPG	Cliff Wallworth	30/11/2022 17:56:24	Open

In the Portal the Asbestos folders content will be pulled through and appear like this

Be sure to allocate and name the documents in the IPR folder so that the files make sense and will complement your live asbestos register. Make sure they do not contain outdated information that could contradict the current situation. Don't let the Documented information out compete the Register and become single sole source of asbestos records.

If you have many documents, use the **Filters** to refine the view.

Asbestos labels with QR

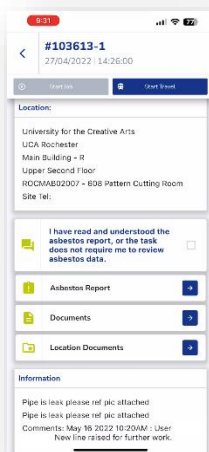
You can share the direct links to Portals if you generate labels with QR code URLs. Any portals item can follow this use case. You can print labels and apply them to the main entrances of buildings with a direct link to the Asbestos Register for the whole building. Or you can link direct to the ACM.

Scan the Asbestos QR label with phone or tablet

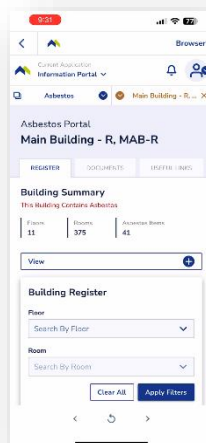
Directly view specific ACMs in the register

Micad FM App link through to Portal 3 Asbestos

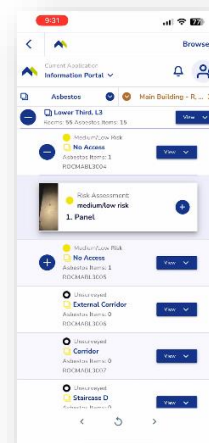
The Micad FM Mobile App v1.0.8 is now compatible with Portals 3 for viewing a buildings asbestos register. Viewing the register in Portals 3 now uses the same account/email used to login to the FM app making it even easier to setup mobile operatives to access more Micad products



From Micad FM click Asbestos Report



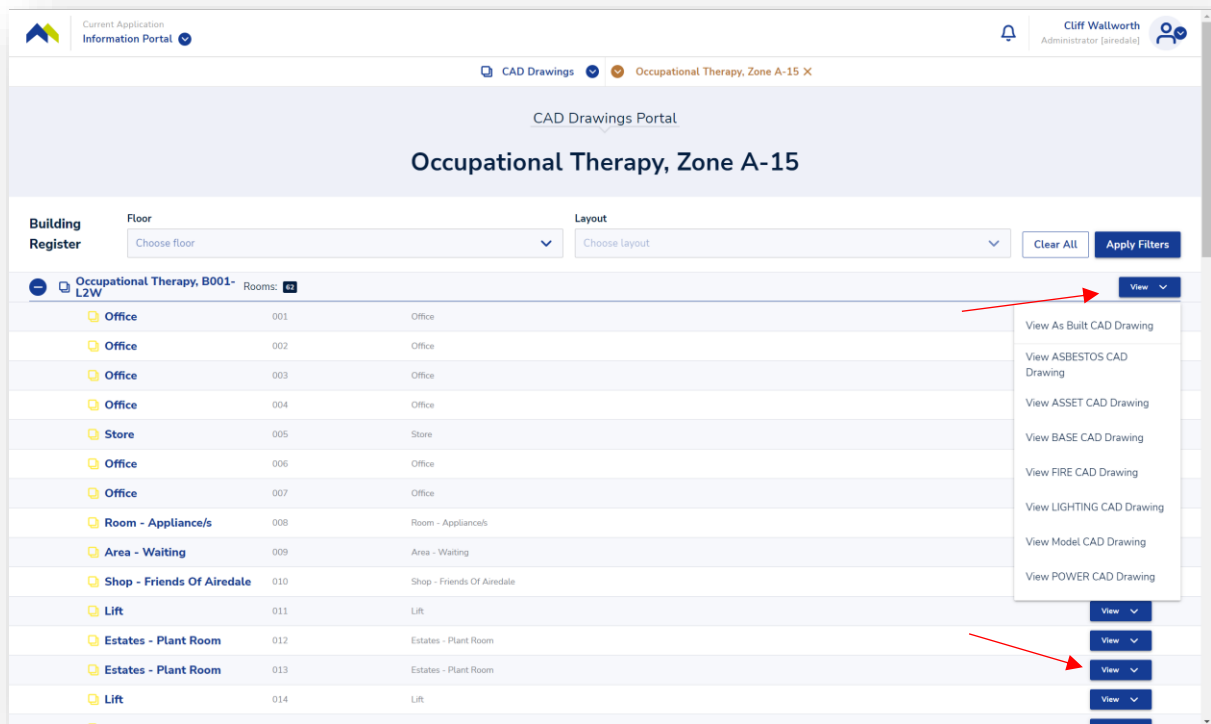
Observe the register building summary and warnings



Review the building details and rooms that relate to your works

CAD Drawings tile

The CAD Drawings app, grants access to the As-Built floor plans within IPR and Portals will provide the full interaction with any layouts that might be set up within the master as-built. This is particularly useful where service layouts may be required.



Use the View buttons to access the service layouts or to highlight a room on a plan

Tips for preparing your CAD plans

You can provide portal users with some great quality drawings via Portal. But the value and user experience can be enhanced if the CAD technicians create uniform view and content. Such as, layout that support paper size presentations for 'general' office use, A3 layouts with large text. It's likely your audience won't have A1/A0 plotters or 30" high resolution screens. Consider making views of both A3 and A1/A0 if there are large floors. One size does not suit all, provide options by way of view within the layouts. Add, your service layouts to each DWG and use common naming conventions so that trade staff experience is unambiguous.

Do

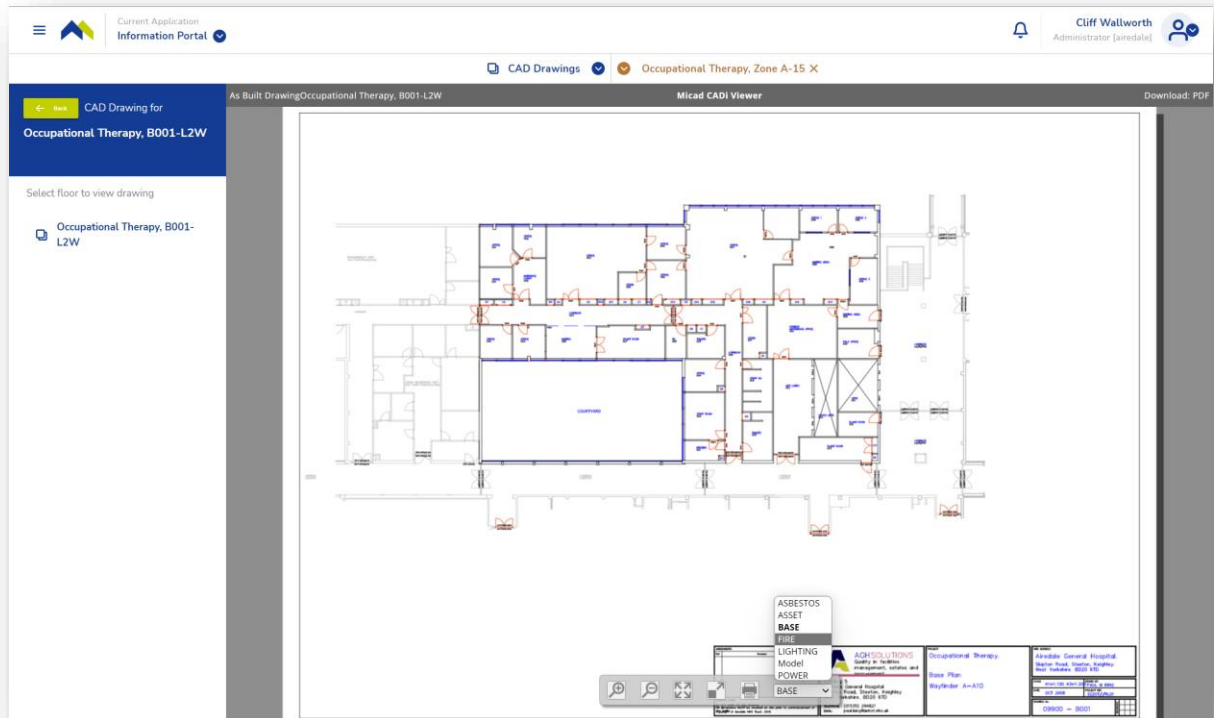
- keep the plans up to date
- Standardise tile blocks
- Create layout views and scaled options for reviewers

Don't

- Save an As-built DWG in IPR on the Model layout tab.

Want really HQ drawings?

Portals produces HQ PDFs straight from the original DWG. If you need original large format renders from any layout of the DWG, use the Layout and download features in CADi Viewer.



The CADi Viewer controls also allow you to switch layouts and download the original PDF

Access to any CAD DWG files

If your users need to see DWG files that are not the as-built floor plans then these can be accessed as your would 'Documents' from any location within IPR. Any DWG file can be downloaded using the Documents Open link.

Current Application
Information Portal

Documents Occupational Therapy, Zone A-15

Documents Portal

Occupational Therapy, Zone A-15

Displaying 1 of 1 rows

Filters 1

Location: Search By Location

Folder: Search By Folder

Name or Description: Search By Name or Description

Discipline: Search By Discipline

Type: DWG Search By Type

Publisher: Search By Publisher

Publish Date: Search By Publish Date

Clear All Apply Filters

LOCATION	FOLDER	NAME & DESCRIPTION	DISCIPLINE	TYPE	PUBLISHER	PUBLISH DATE	
Airedale NHS Trust, Q72-Y54 > Airedale General Hospital, RCF22 > Occupational Therapy, Zone A-15 > Occupational Therapy, B001-L2W	Root	Occupational Therapy A-A10 09900 B001.dwg Occupational Therapy A-A10 09900 B001.dwg	CAD Drawing	DWG	Paul King	04/11/2021 09:04:10	Open

Records per page: 10 1-1 of 1

Use the Documents App to retrieve a copy of any original file from within IPR

From the Documents Tile app select the building and choose DWG from the Type list. Click Open to receive the original DWG published within IPR.

Micad360 images (Documents)

We have introduced support for 360 images within the Documents Tile app. You will find there's a Micad360 document type

The screenshot shows the 'Documents Portal' interface for 'ACAD'. A search filter dropdown is open, showing 'Micad360' and 'Micad360 Search By Type'. The main table lists documents with columns: LOCATION, FOLDER, NAME & DESCRIPTION, DISCIPLINE, TYPE, PUBLISHER, PUBLISH DATE, and actions. The 'TYPE' column shows 'Micad360' for all entries. The 'PUBLISH DATE' column shows '16/01/2023 17:51:06' for the first three entries and '16/01/2023 17:50:47' for the last entry. The 'actions' column has 'Open' and 'Open Micad360' buttons. A red arrow points to the 'Micad360 Search By Type' filter, and another red arrow points to the 'Open Micad360' button for the last entry.

LOCATION	FOLDER	NAME & DESCRIPTION	DISCIPLINE	TYPE	PUBLISHER	PUBLISH DATE	
360 walk through > UHB ACAD > ACAD > Lower Ground > 001.001	360 pics > 001 photos	AZYF5637.jpg AZYF5637.jpg	None	Micad360	Cliff Wallworth MICAD	16/01/2023 17:51:06	Open Open Micad360
360 walk through > UHB ACAD > ACAD > Lower Ground > 001.001	360 pics > 001 photos	IKQL3103.jpg I'm a walk through, click me	None	Micad360	Cliff Wallworth MICAD	16/01/2023 17:50:28	Open Open Micad360
360 walk through > UHB ACAD > ACAD > Lower Ground > 001.001	360 pics > 001 photos	MOHP9681.jpg MOHP9681.jpg	None	Micad360	Cliff Wallworth MICAD	16/01/2023 17:51:00	Open Open Micad360
360 walk through > UHB ACAD > ACAD > Lower Ground > 001.001	360 pics > 001 photos	VUMV7348.jpg VUMV7348.jpg	None	Micad360	Cliff Wallworth MICAD	16/01/2023 17:50:47	Open Open Micad360

Records per page: 10 1-4 of 4

Use the Type dropdown to quickly identify the 360 photos

Note: The Micad360 attribute is not a bespoke file type for Micad, it's an attribute awarded by IPR when it recognises the JPG or JPEG image is a 360 photo created by a 360 camera.

A 360 image is not specifically a 'type' but an attributed image that are made from two square fisheye images, stitched side by side termed 'Equirectangular' and have a 2:1 image ratio.

Portals Documents, offers two modes to open the 360 file. The Open button will show the image in its native format.



A native 360 image appears as a double 'fisheye' without the aid of the Micad360 viewer

Micad360 photos, markers and walkthroughs

You can put together as many walkthroughs as you need using IPR so it's good to plan the topic or use case based on what you want to offer the onlookers. Many users imagine one photo per room and then all photos become interlinked. This is not necessarily the case. The use case in the images below was a survey to capture services visible just before final fit. While the building is not yet complete and occupied the opportunity was to identify the services visually so that the imagery would support future maintenance. There are many use cases for situational photos so when you are planning, think ahead about the verbal narrative to be added in photo markers, use disciplines and captions texts to assist trade staff or occupants as users.

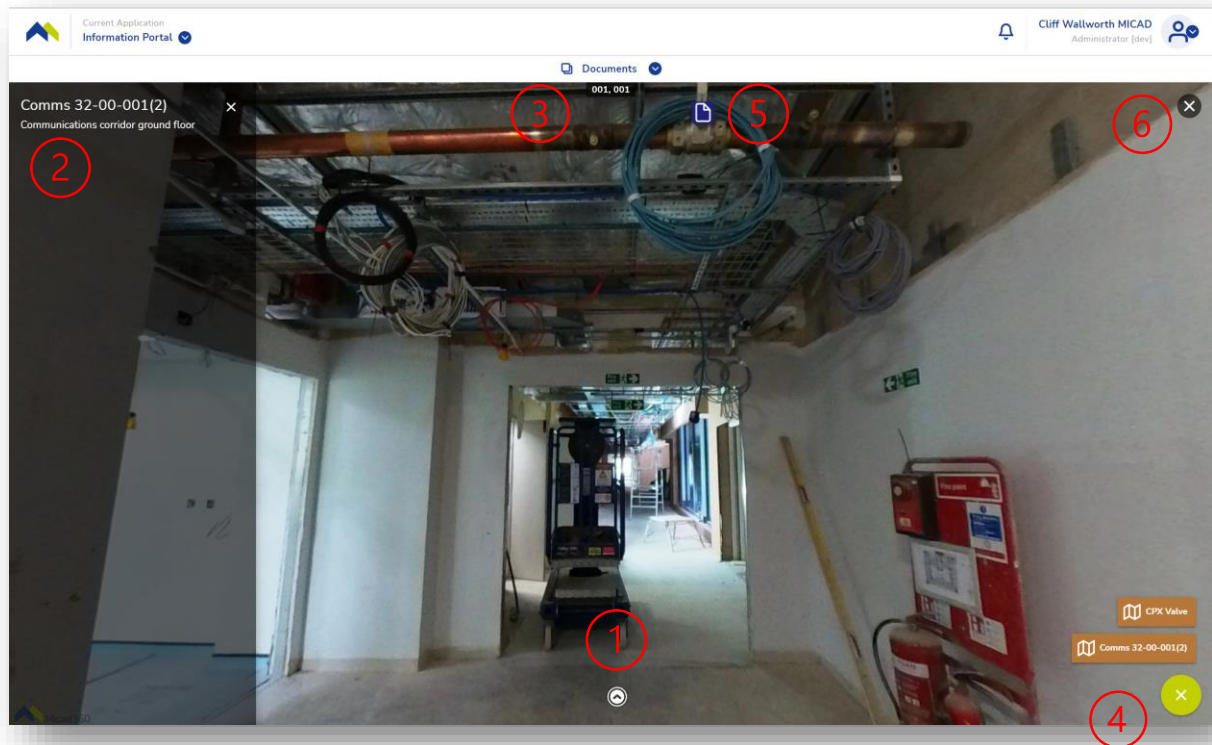
If you have created walkthroughs in IPR these are visible and become interactive within the Portal. Portals are the 'shop window' for Micad360 walkthroughs.

The screenshot displays the 'Documents Portal' for 'ACAD'. It features a search and filter interface at the top with fields for Location, Folder, Name or Description, Discipline, Type, Publisher, and Publish Date. Below the filters is a table listing 360 photos. Each row includes a breadcrumb trail, folder path, filename, discipline, type (Micad360), publisher (Cliff Wallworth MICAD), publish date, and two interactive buttons: 'Open' and 'Open Micad360'. A red arrow points to the 'Open Micad360' button for the second row. The interface also shows 'Displaying 4 of 4 rows' and 'Records per page: 10'.

LOCATION	FOLDER	NAME & DESCRIPTION	DISCIPLINE	TYPE	PUBLISHER	PUBLISH DATE	
360 walk through > UHB ACAD > ACAD > Lower Ground > 001.001	360 pics > 001 photos	AZYF5637.jpg AZYF5637.jpg	None	Micad360	Cliff Wallworth MICAD	16/01/2023 17:51:06	Open Open Micad360
360 walk through > UHB ACAD > ACAD > Lower Ground > 001.001	360 pics > 001 photos	IKQL3103.jpg I'm a walk through, click me	None	Micad360	Cliff Wallworth MICAD	16/01/2023 17:50:28	Open Open Micad360
360 walk through > UHB ACAD > ACAD > Lower Ground > 001.001	360 pics > 001 photos	MOHP9681.jpg MOHP9681.jpg	None	Micad360	Cliff Wallworth MICAD	16/01/2023 17:51:00	Open Open Micad360
360 walk through > UHB ACAD > ACAD > Lower Ground > 001.001	360 pics > 001 photos	VUMV7348.jpg VUMV7348.jpg	None	Micad360	Cliff Wallworth MICAD	16/01/2023 17:50:41	Open Open Micad360

Click Open Micad360 to active the 360 interactive viewer

Using the left mouse button, hold it down button and spin round the 360 interactive photos. Use the mouse scroll wheel to zoom in on visual content captured by the camera.

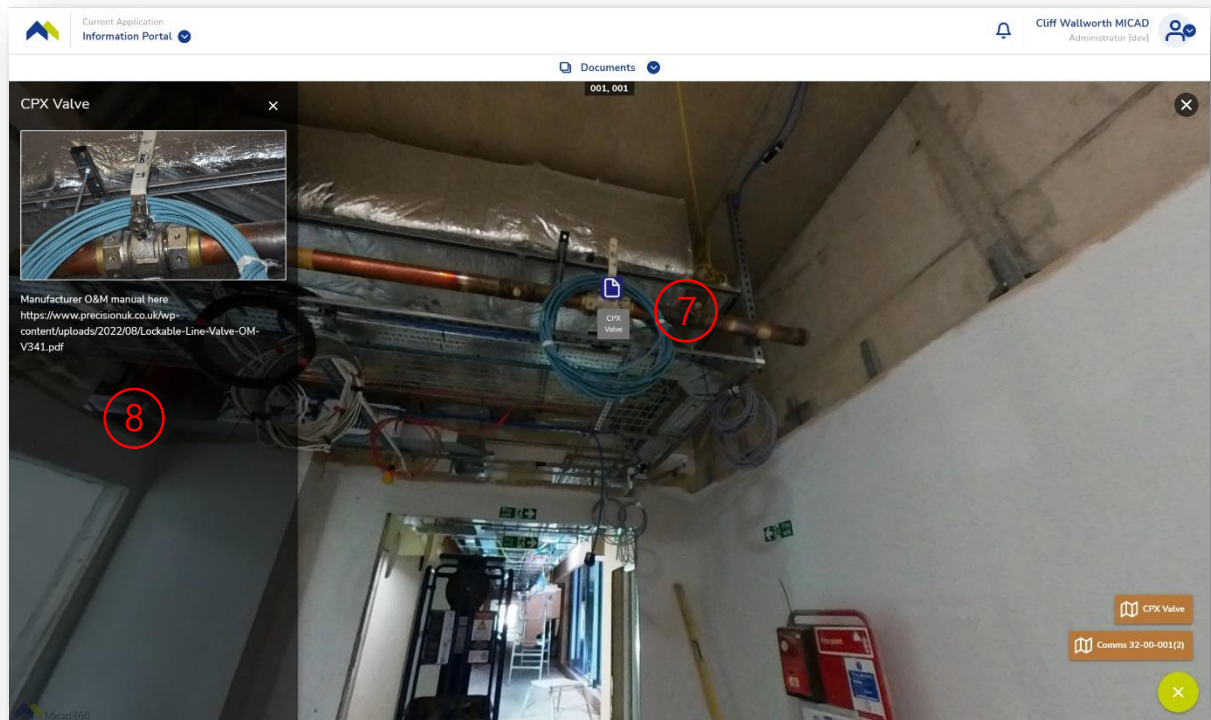


The Micad360 viewer showing navigation mode

1. Navigation marker, click this to move to the next linked 360 photo (*the image shows we will move to 32-00-001(2), photo 2 of 3 in room 001*)
2. Navigation marker attribute data Caption and Description
3. Location name and code (*the image shows room 001, 001 – name and code from IPR*)
4. Use The menu to quickly find markers that appear in the 360 photos (Clicking an item pans the images round placing it in your central line of sight)
5. An 'Information' marker links to points or interest or assets (*the image shows an asset captured a during a visual walkthrough survey*)
6. Exit the viewer to return to the Documents app.

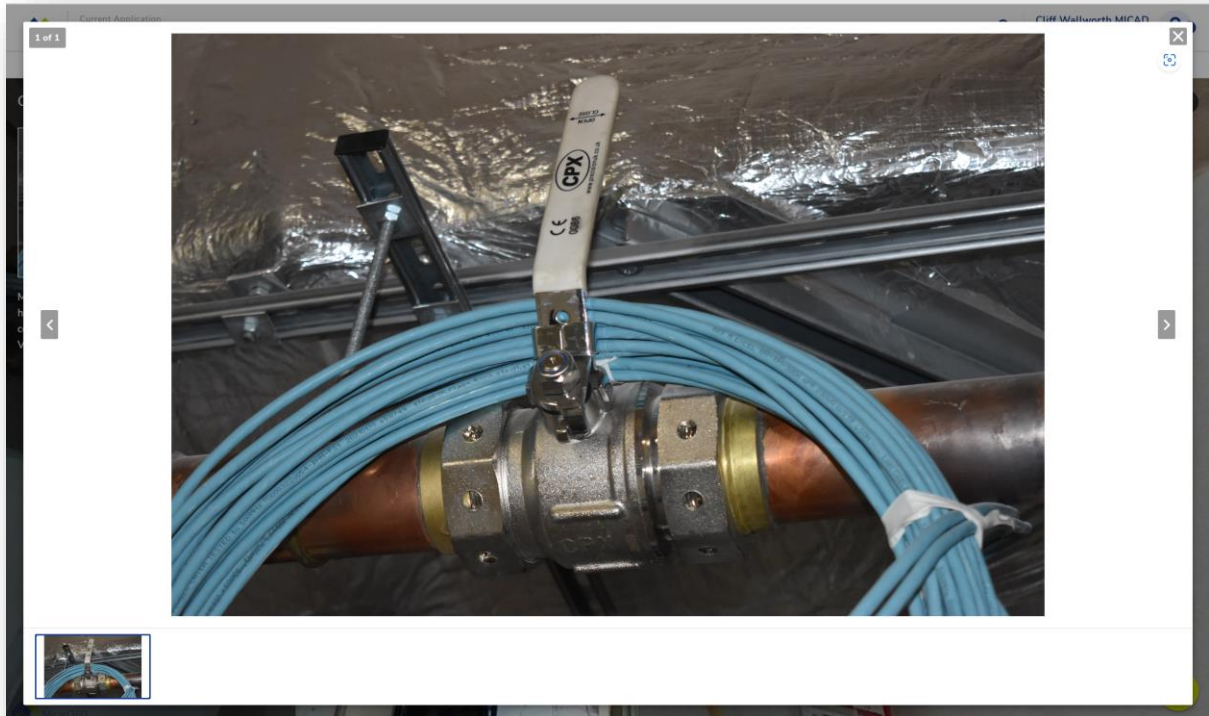
Information markers

An information marker is used to unlock further detail from within the situational 360 photos. Use these markers in IPR to build information rich visual stories. Captions, descriptions and previews are used to emphasise the collaborative environment.



Information markers complement your 360 photo datasets. If you navigate via The menu (4) a target photo will be previewed along with the Marker (2) caption and description text.

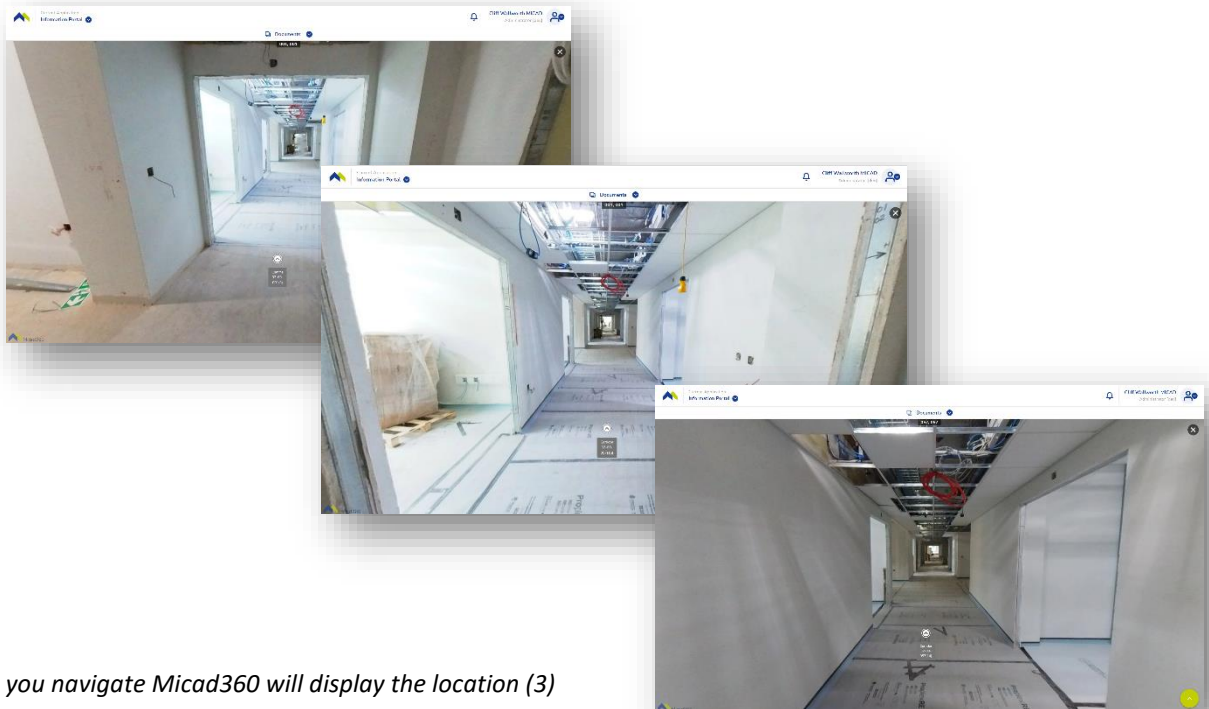
7. Information marker *(Item used here links to DSLR JPG photo in IPR)*
8. Information marker Caption, description and photo preview *(Valve photo shows web link to manufacture's O&M manual)*



Click on the preview photo review full screen

Walkthrough navigation

Click the Navigation markers (1) to walk through the rooms of IPR.

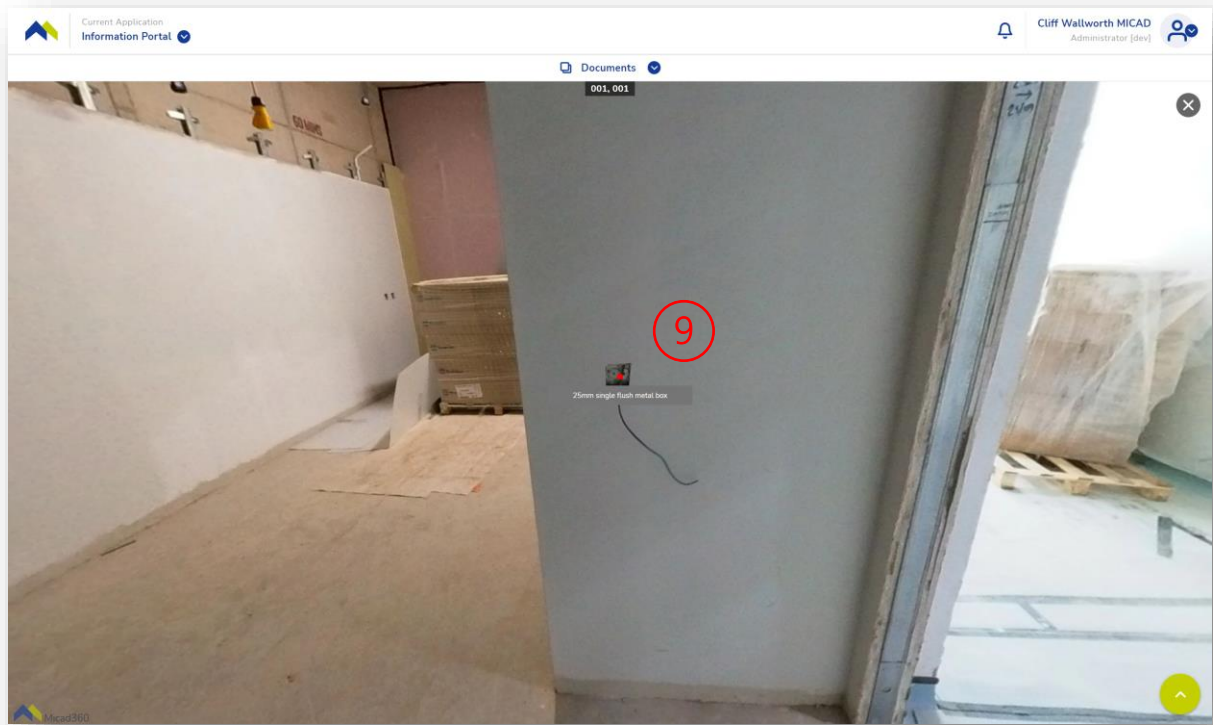


As you navigate Micad360 will display the location (3)

Marker hot spots

Annotation markers

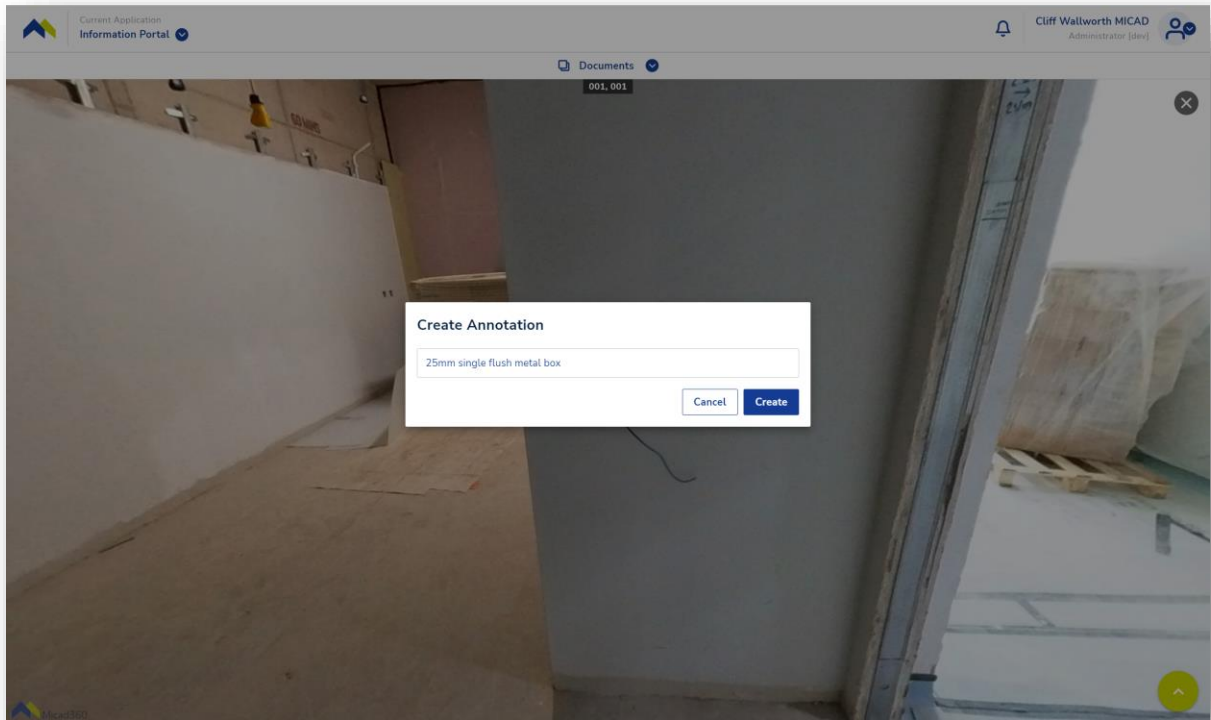
The Micad360 viewer helps your users communicate particular points of interest. This quick Annotation tool creates immediate hyperlinks to an exact point inside the photo. Users can share these computer-generated discreet links so that they don't introduce human error while attempting to verbalise location information.



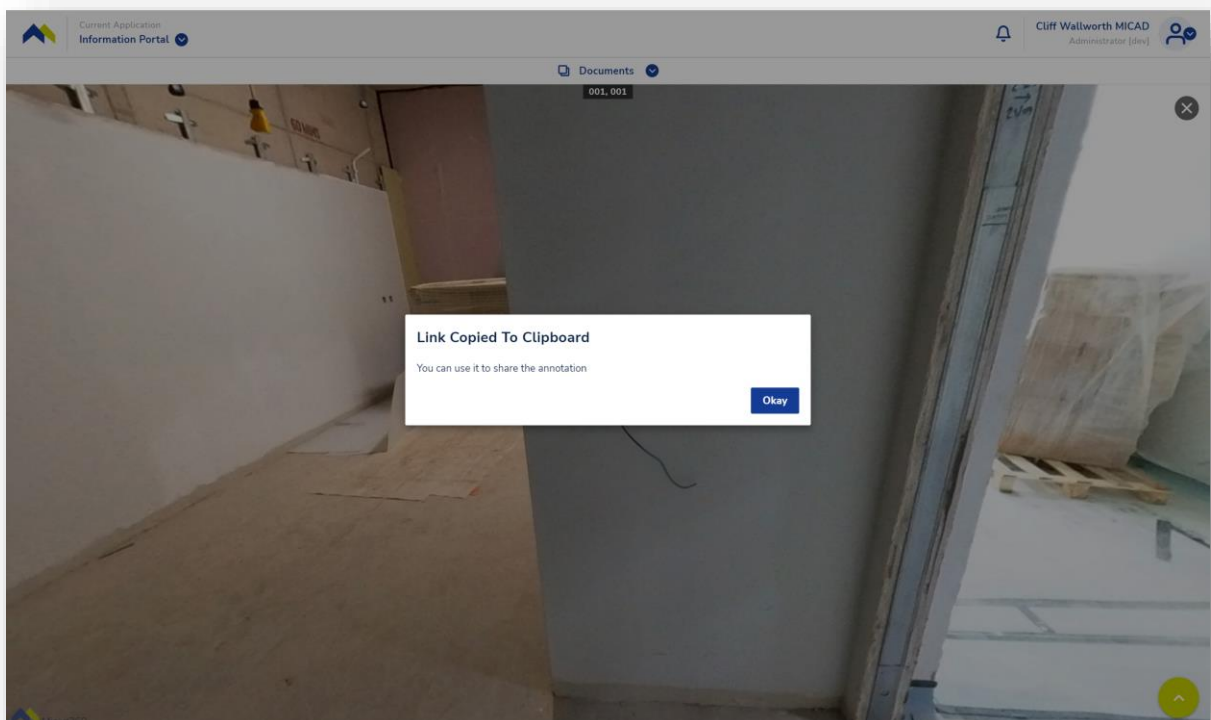
Users can create and share links that zoom to the exact item or artefact in review

9. Annotation markers for 360 photos (*Item to be shared is an electrical switch box*)

Double click the photo to position the marker



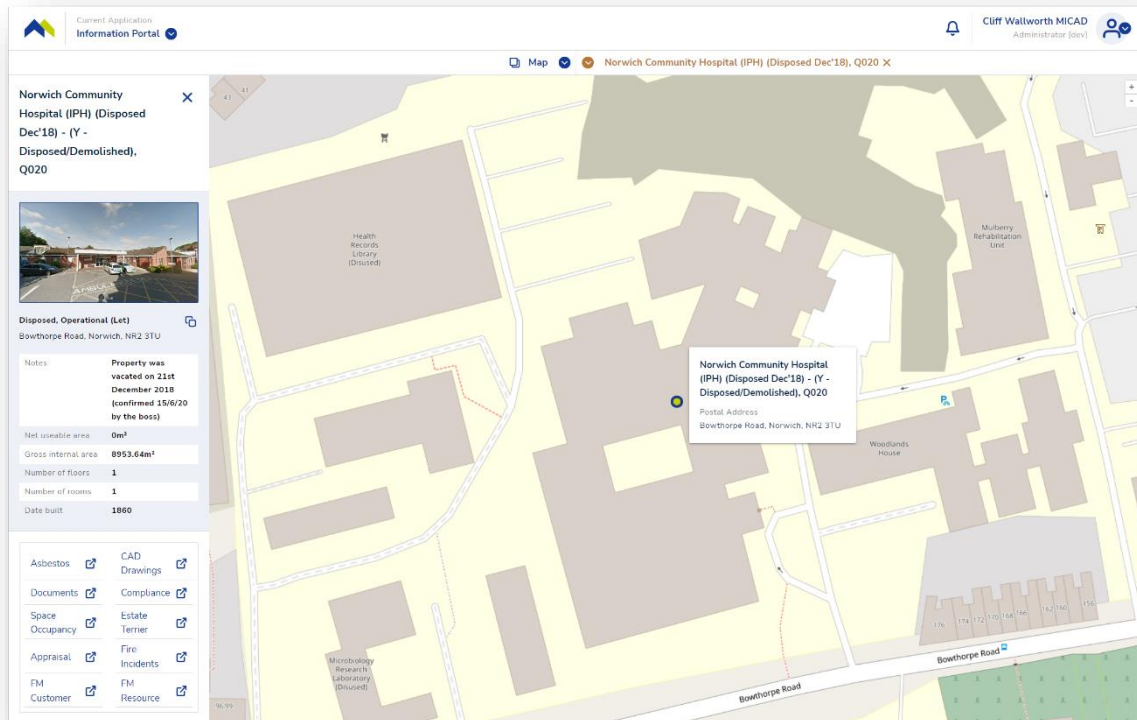
Type the annotation message, then click create.



The discreet web address has now been copied to your clipboard ready to be shared with colleagues or added to documents. The recipient will click the link and Micad360 pan round the 360 and show Annotation marker and text.

Maps

If you choose to access the building data via a Map, use the Maps app. If you are not sure of the exact property name or code, perhaps you will peruse, a street or nearby landmark to get you to your data.



Maps offer interactive value to users unfamiliar with your property, Terrier data drives portal maps

Note. If you don't see Map pins, your IPR administrator create them by dragging buildings onto the correct coordinates using the IPR Map view

Search or click on the building or hover over markers to review. To access the Portals tiles, use the direct links in the left desktop menu.

Maps via mobile



Tap the pin clusters to zoom in



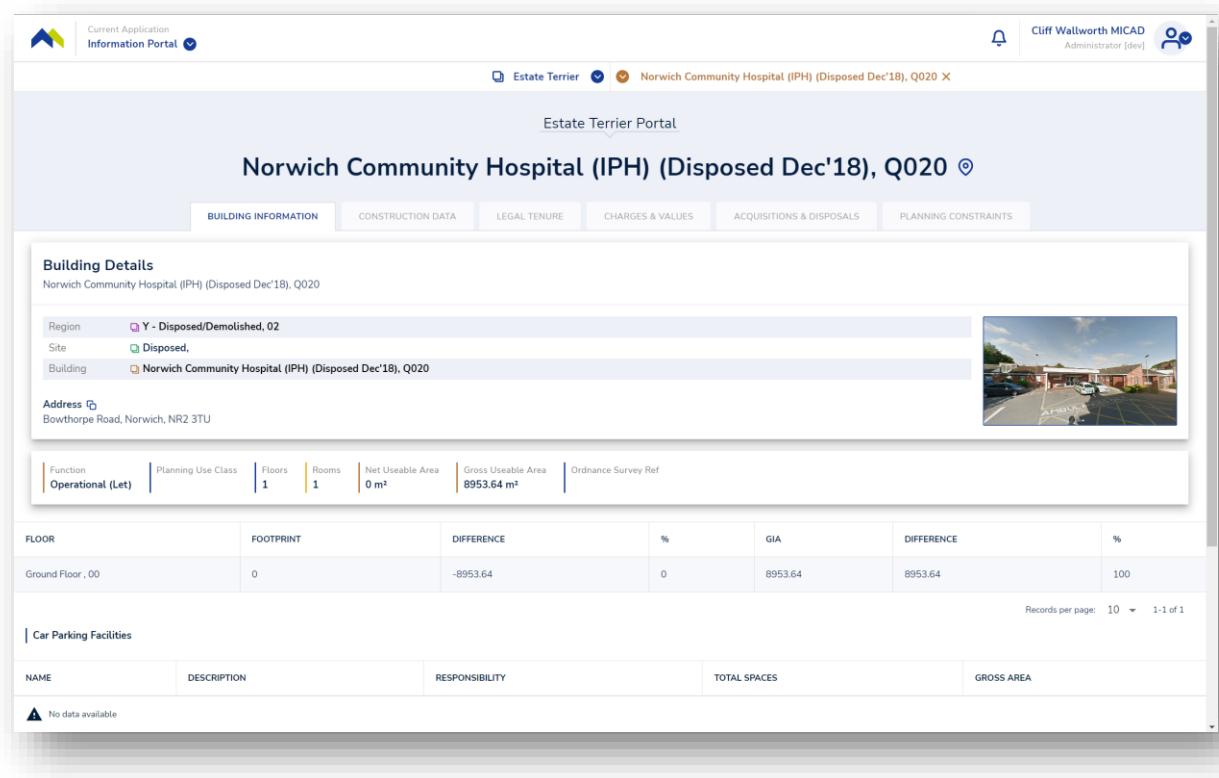
Tap the pin to open the menu



Tap the App tiles for data access

Estate Terrier

Use the terrier data from IPR, block level to build summary data for portal users. Terrier data is often a very static library and committed to paper.



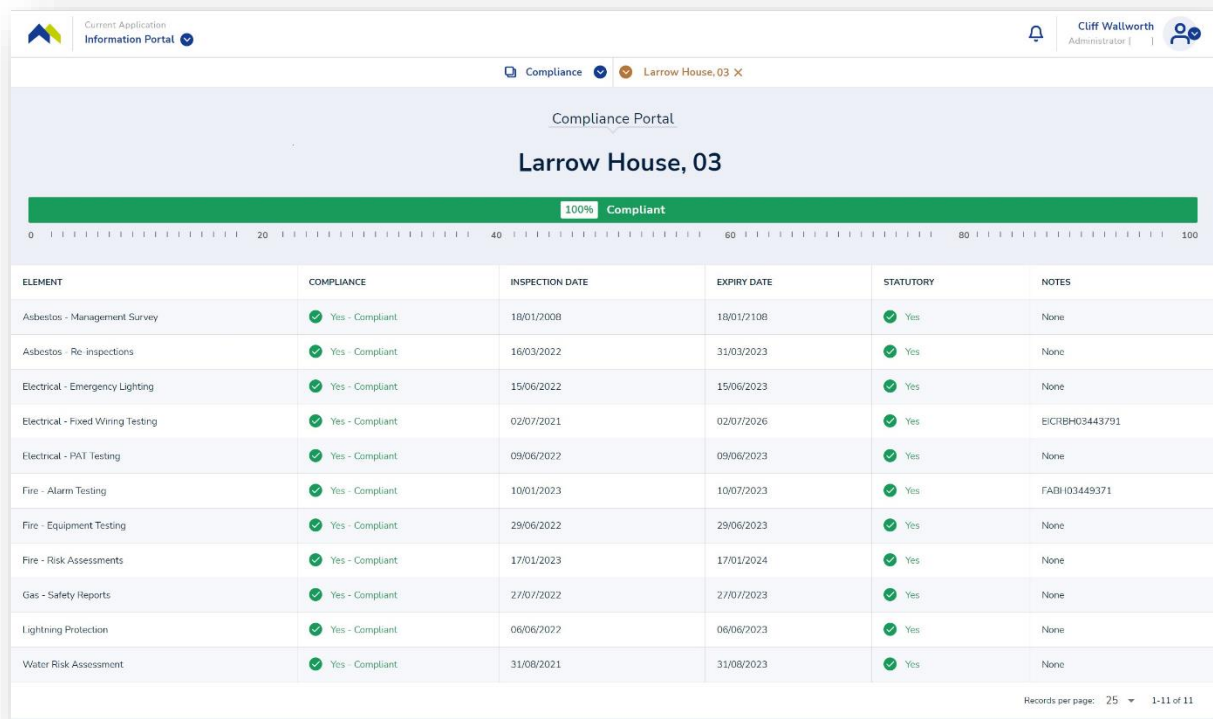
Use the Terrier app tile to share hard to access paper archive materials

Compliance

Use the compliance tile app to share with your high-level performance stats with your stakeholders:

- Board members
- Compliance Officer
- Estates Managers
- Sub Contractors
- Maintenance Staff
- Estates Officers
- Fire Safety Advisors
- Team Leaders

Each element is reported accurately and comprehensively under a comparable performance gauge



Compliance data from IPR's compliance module can be reviewed by your stakeholders

The compliance Portal App provides access to Health and Safety information you need to share:

- Offered digitally and securely
- From a single source of truth
- Always available to people who need the information (and in emergency)
- Presented in a way that person can understand

Space Occupancy Tile App

Use the Space Occupancy app to provide transparency records for departments use of space within the organisation. In many cases receipts of data are not formally aware of their organisation's hierarchy.

The screenshot displays the 'Space Occupancy Portal' interface. At the top, there are navigation links for 'Space Occupancy' and 'Select Building'. Below this, a breadcrumb trail shows the hierarchy: 'Academic Units > School of Arts and Humanities > Faculty of Making Stuff'. A search bar is present with the text 'Department' and a dropdown menu showing 'Academic Units > School of Arts and Humanities > Faculty of Making Stuff Search By Department'. An 'Export Excel' button is located on the right side of the search bar.

REGION NAME	REGION CODE	SITE NAME	SITE CODE	BUILDING NAME	BUILDING CODE	FLOOR NAME	FLOOR CODE	SPACEOCCUPANCYROOMNAME	ROOM CODE	TYPE	SCHOOL (TIER 1)	FACULTY (TIER 2)	DEPARTMENT (TIER 3)	SUB DEPARTMENT (TIER 4)	SHARE	AREA
A University	micad-dev	Uttarian Site	US	North East Road	S048	Ground Floor	00	7 Store	S048-00-0004	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	5.18m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	Ground Floor	00	6 Office	S048-00-0005	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	10.34m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	Ground Floor	00	5 Custodian's Office	S048-00-0008	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	21.45m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	Ground Floor	00	3 Faculty Board Room	S048-00-0013	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	33.07m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	First Floor	01	7	S048-01-0004	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	8.43m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	First Floor	01	4	S048-01-0005	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	27.46m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	First Floor	01	8	S048-01-0006	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	3.56m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	First Floor	01	5	S048-01-0008	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	19.92m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	First Floor	01	6	S048-01-0009	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	17.74m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	First Floor	01	Store	S048-01-0013	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	3.22m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	First Floor	01	Faculty Manager Office	S048-01-0017	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	17.73m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	First Floor	01	Administration Office - Reception	S048-01-0018	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	17.54m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	First Floor	01	Administration Office	S048-01-0019	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	21.7m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Office 5	S048-02-0006	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	9.61m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Office 4	S048-02-0007	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	17.95m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Office 6	S048-02-0008	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	9.56m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Office 3	S048-02-0009	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	26.49m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Office 7	S048-02-0010	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	9.27m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Office 2a	S048-02-0014	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	26.13m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Store 2a	S048-02-0015	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	0.73m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Office 2	S048-02-0016	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	11.28m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Office 1	S048-02-0017	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	12.34m ²
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Store 1	S048-02-0018	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	0.5m ²
A University	micad-dev	Uttarian Site	US	Convent Hall	S049	Ground Floor	00	Social Area	S049-00-0001	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	247.37m ²
A University	micad-dev	Uttarian Site	US	Convent Hall	S049	Ground Floor	00	Trustee's Security	S049-00-0002	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	13.89m ²

Records per page: 25 | 1-25 of 70 | < > >>

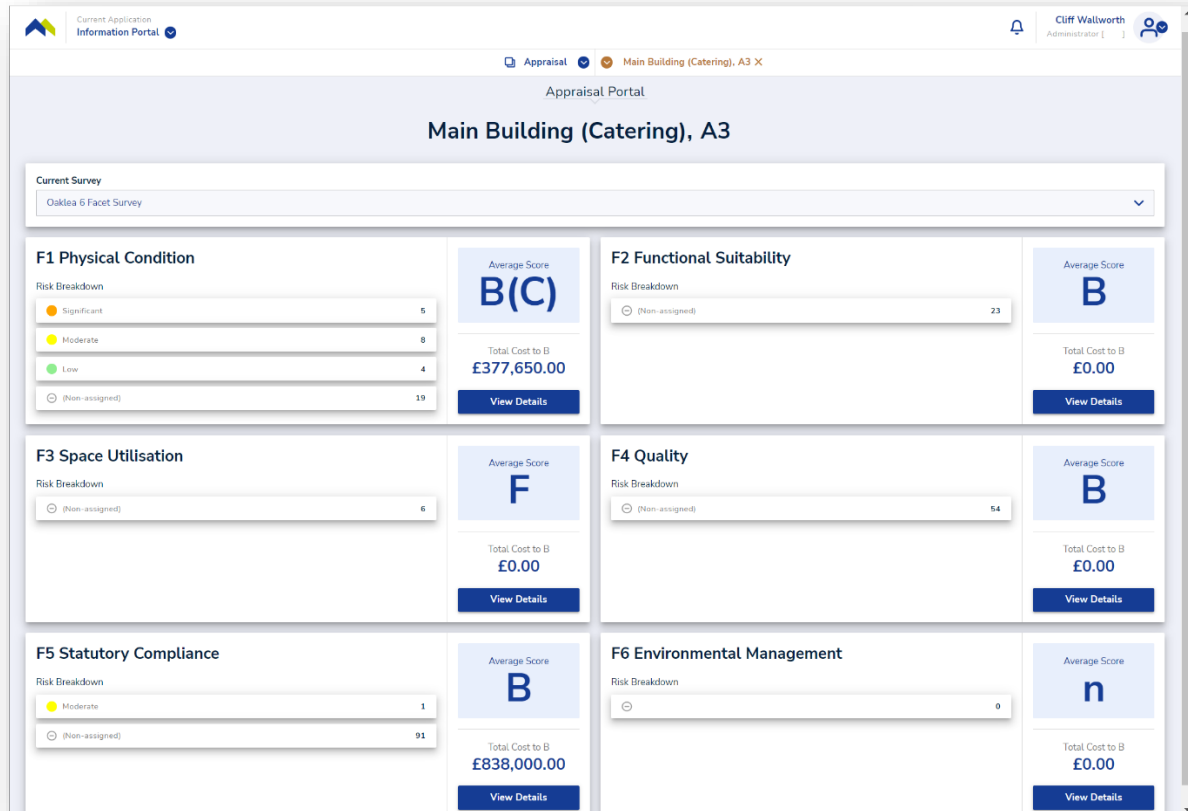
Users can review space used by any department and export the data to Excel

Typical recipients:

- Board members
- Human Resource Managers/Partners
- Finance
- Strategic space managers
- Academic staff
- Timetabling managers
- Accommodation managers
- Building occupants
- General staff

Appraisal Tile App

Use the Appraisal app tile to review high level property appraisal data.

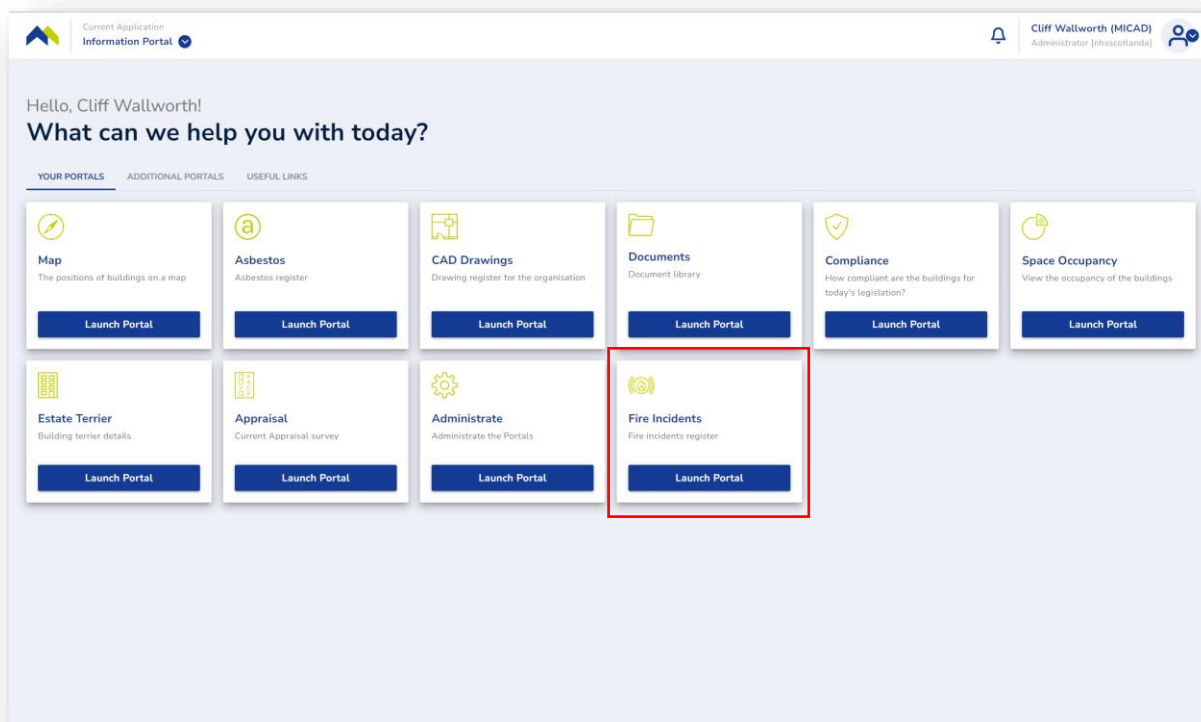


Property appraisal template data is aggregated by building within the appraisal app tile

- Board members
- Facilities Managers
- Maintenance Supervisors
- Strategic Asset Managers
- Building Occupants
- Health & Safety
- Emergency Services
- Valuers
- Compliance Manager
- Asbestos Surveyor
- Fire Officer
- Information Officer/CAFM
- Projects Officer/Manager
- DDA Officers
- Finance Managers
- Risk Managers
- Surveyors/Consultants

Fire Incidents Tile App

The Fire Incidents tile App is modular option for the Micad Portals 3 platform. It has been designed specifically for quick access from a WWW portal. It is currently the only Portals 3 application that allows data entry.



The Fire incidents App Tile is visible for uses that are granted access by the system administrator.

Note. For uses that will frequently log incident, bookmark the App direct using link to the tile page.

Fire Incidents has its own set of discreet User Roles. These roles are not related to the User Types of the Portal.

Role Name	User Actions/Rights
Basic	User is, front-of-house/desk operator. The first line in creating the incident record. Can edit initial incident records, created by self or others in same role. Can not add full Incidents or Actions. Can not sign off Actions or Incidents
Officer	Qualified authority for all aspects of the incident. User can, log new incidents, change all data. This user will follow up with full details to validate the full Incident. Can create and sign off all Actions. Can sign off Incidents.

Note. Users require a Fire Incident role to participate with data in this App. By default new users are granted access a Basic.

Fire Incidents home screen

The home screen provides access to the core functions. Bookmark this page for quick repeat access.

The screenshot shows the 'Fire Incidents Portal Overview' page. It features a left-hand navigation menu with options like 'Quick Add', 'Full Add', and various status filters (All, Reported, Validated, Signed Off, Completed, UFAS, Fire). The main area displays a table of incident records. Numbered callouts highlight key features: 1. Quick Add/Full Add buttons; 2. Status filters; 3. Search bar; 4. Sub-filters (Reported, Validated, Completed); 5. Table Settings/Roles; 6. Incident list table; 7. Page counts/indexing; 8. Incident list Data export button.

STATUS	INCIDENT NUMBER	LOGGED BY	DATE/TIME	SITE	BUILDING	CAUSE OF ACTIVATION	OCCUPIED
Reported	10003	Cliff Sky Wallworth	06/07/2023	Queen Margaret Hospital	Energy Centre, Workshops, Laundry, Medical Records Storage		No
Validated	10002	Cliff Wallworth (MICAD)	05/07/2023	Adamson Hospital	Administration Building	TBA	Yes
Reported	10001	Ewan Hodgson	05/07/2023	Dovecot Clinic	Dovecot Main Block	hot	No
Completed	10000	Ewan Hodgson	05/07/2023	Cuscor Dental Access Centre	EAMS Imported - Site & External Areas	smok	Yes

1. Use either Quick or Full Add to create an incident
2. Status filters help rapidly refine the view of the Incident list
3. Use the Search feature to retrieve any text within the Incident list
4. Sub filters can be used in conjunction with Status filters to separate UFAS from Fires
5. The Roles feature is displayed for Portals users of the Type Administrator
6. The Incident list in most recent incident at the top, Sort order by clicking column heading
7. Page counts and indexing, 10 rows by default
8. Incident list Data export

Search and Filter

This close-up shows the search and filter interface. It includes a search bar labeled 'Search All Fields', a date range filter set to '07/06/2023 - 06/07/2023', and an 'Apply Filters' button.

1. Use the Search feature to find any text displayed in the Incident list table.
2. Date filters allow you to refine the Incident list view based on Incident Date/Time
3. Use X and then Click Apply to clear search and date filters.

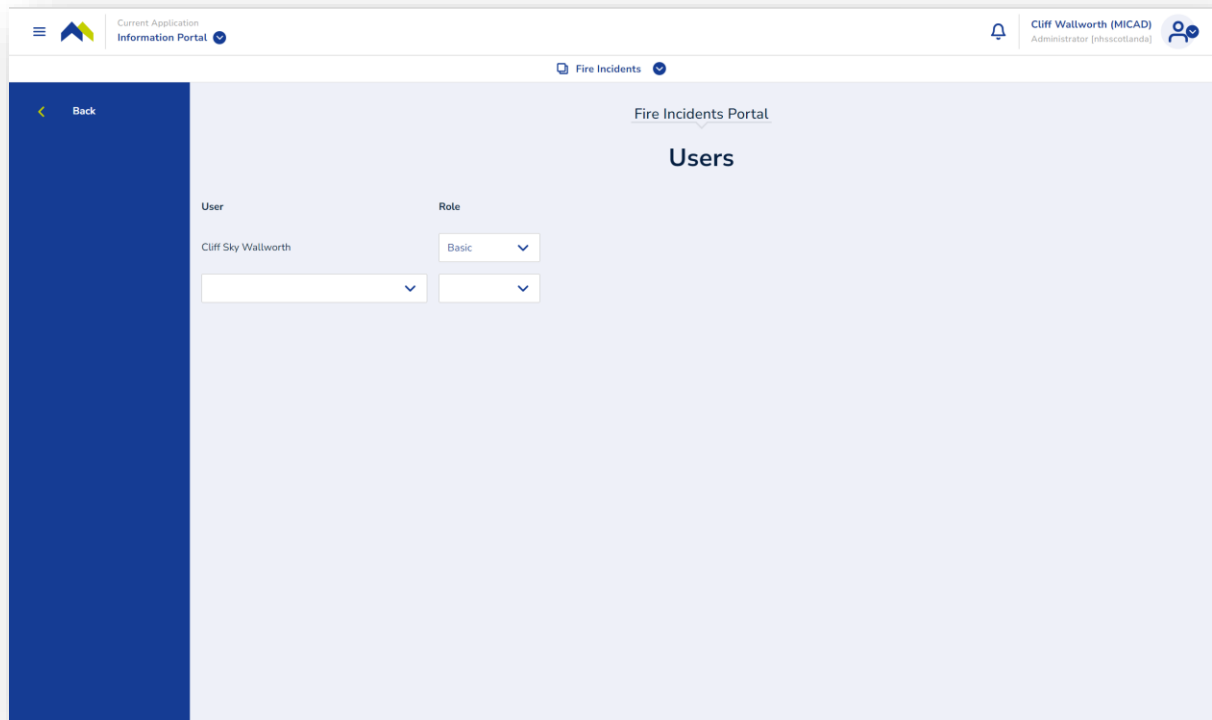
Incident QR Code

Fire Incidents getting started

Fire Incident tile App is an optional subscription to Micad Portals.

Users and Roles

Set up your users accounts in the Portal and then assign those user Roles. A Portals system administrator creates user accounts.



From the Fire Incidents home screen left menu, click on Roles.

For each, start typing a Username and the system will quickly reveal text matches from the users of Portals. Select a Role commensurate for each.

The screenshot shows the 'Fire Incidents Portal' interface. On the left is a dark blue sidebar with a 'Back' button. The main area is light blue and titled 'Users'. It contains a table with two columns: 'User' and 'Role'. The table lists three users: 'Cliff Sky Wallworth' with role 'Basic', 'Cliff Wallworth (MICAD)' with role 'Officer', and 'Ewan Hodgson' with role 'Officer'. Below the table are two empty dropdown menus for adding new users and roles. The top navigation bar includes a logo, 'Current Application Information Portal', a 'Fire Incidents' tab, and a user profile for 'Cliff Wallworth (MICAD) Administrator [phscotland]'.

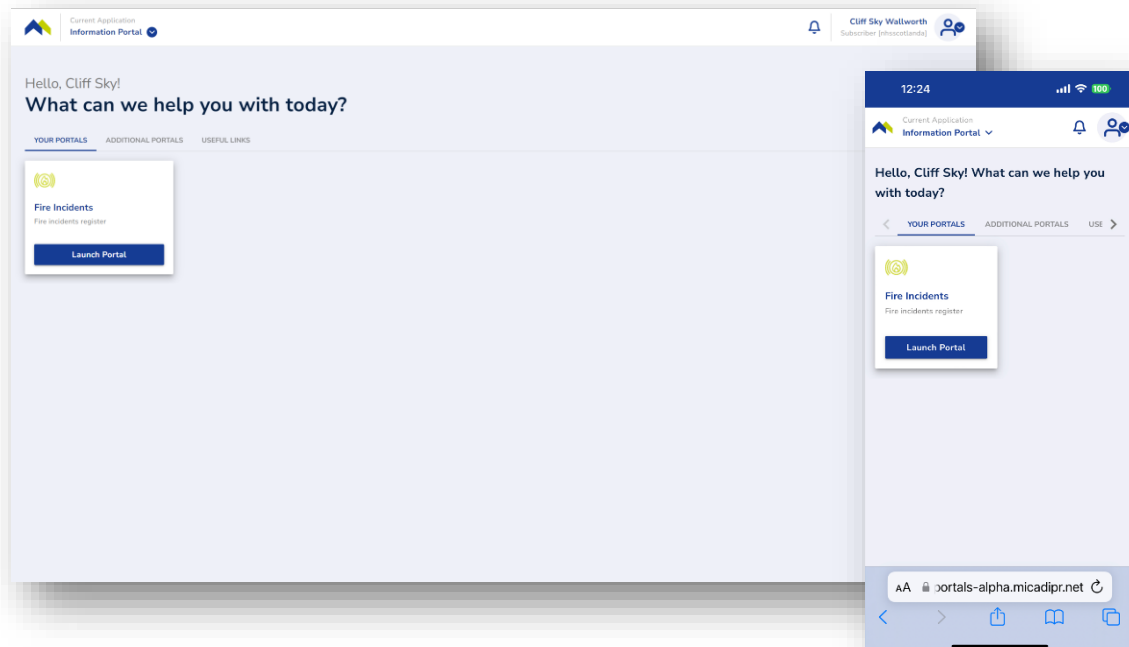
User	Role
Cliff Sky Wallworth	Basic
Cliff Wallworth (MICAD)	Officer
Ewan Hodgson	Officer

Three Portal user accounts are set up with Fire Incident roles

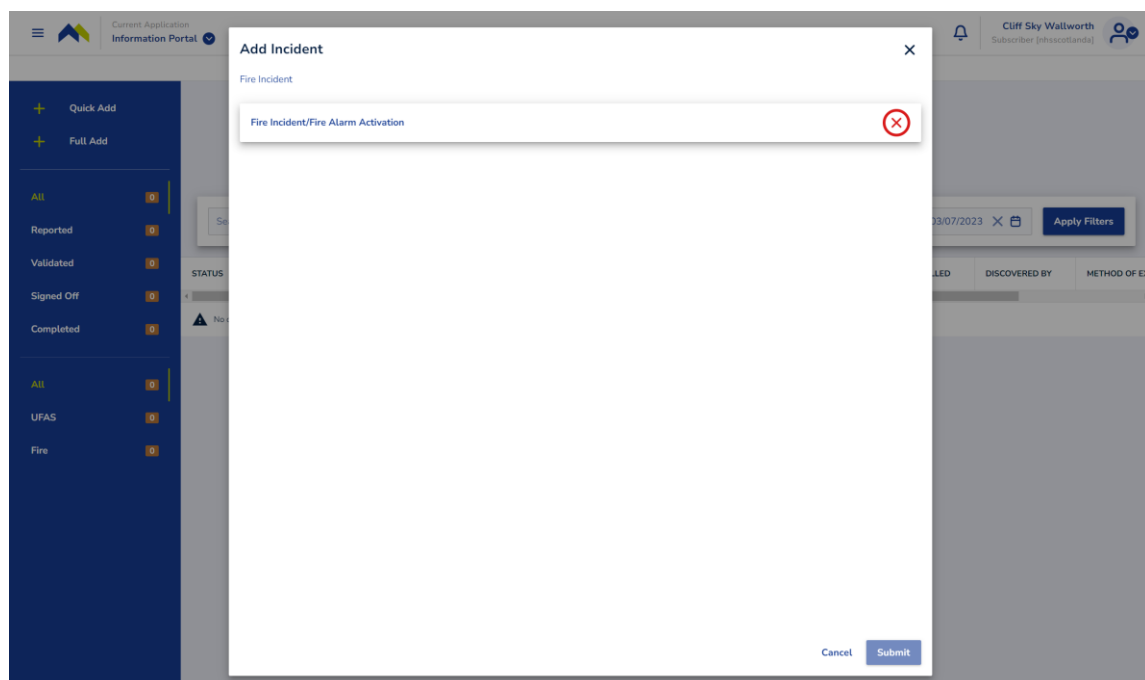
The system saves these changes immediately, there's no need to submit. Press Back to return to the Fire Incidents home screen.

Logging an Incident (Basic and Officer Roles)

A front of house user might log incidents on behalf of others. They would generally create most incident tickets but do not necessarily need to be qualified to fill out a full incident and/or its follow up assessments and actions. For this user, the Basic Role required.



You can also access and log incidents via mobile device



From the left menu, click Quick or Full Add. The Add Incident popover appears, it's showing the completion status of for the data behind each card. The Red X means there's zero data. Once data is fully applied to all the mandatory fields behind the card, the status will show a Green tick.

Click on the card to start the incident.

Fill out the Incident form. There are mandatory responses required in order to meet the minimum informational requirements, so an incomplete incident cannot be saved. Any further data fields can be updated later once information becomes available to an Officer.

The system will validate each of the fields where data is retrieved. The system provides date and time controls to ease keyboard labour and reduce human error.

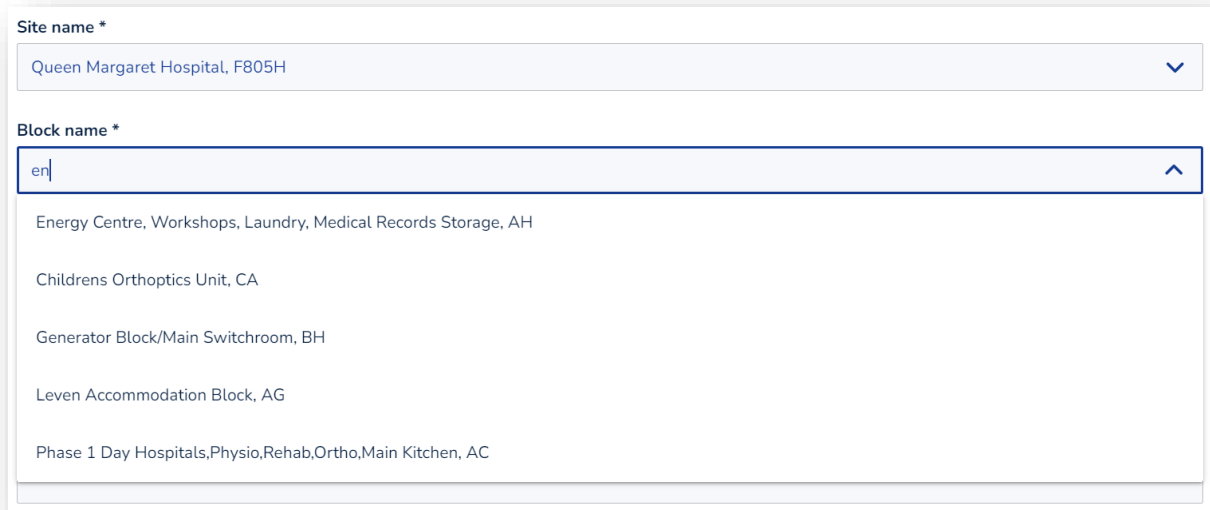
Controls and validation

Date of incident *

One single click on the Clock icon, will input the date and time right now. Click the Calendar if there's a specific Date and Time required.

Pick the Date, click Next and set the Time for Hours and Minutes. Click Close when done

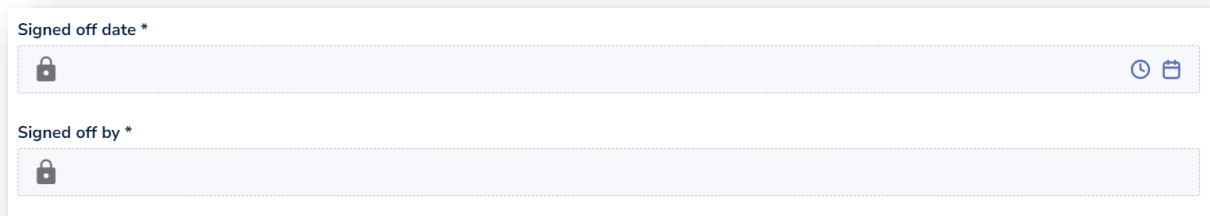
The property list uses lookups, you can type two or more characters to prompt the system to reveal the list. Use the name or property code to find the correct location.



The screenshot shows a form with two sections. The first section, labeled 'Site name *', contains a text input field with the value 'Queen Margaret Hospital, F805H' and a dropdown arrow on the right. The second section, labeled 'Block name *', contains a text input field with the value 'en' and a dropdown arrow on the right. Below the input field, a list of suggestions is displayed: 'Energy Centre, Workshops, Laundry, Medical Records Storage, AH', 'Childrens Orthoptics Unit, CA', 'Generator Block/Main Switchroom, BH', 'Leven Accommodation Block, AG', and 'Phase 1 Day Hospitals,Physio,Rehab,Ortho,Main Kitchen, AC'.

Note. If a property is not listed, you should contact your principal property manager (IPR is the master source property names and codes). All property should be recorded in the system. Unwarranted ad-hoc text cannot be used to reference a location.

Some data fields require elevated rights before they can be edited.



The screenshot shows a form with two sections. The first section, labeled 'Signed off date *', contains a text input field with a padlock icon on the left and a clock icon on the right. The second section, labeled 'Signed off by *', contains a text input field with a padlock icon on the left.

A padlock (and a subtle dotted outline) is a locked data field that wont allow input or edits under the current User Role.

Fill out the incident form and then click Next.

Add Incident

×

Fire Incident > Fire incident/fire alarm activation

Logged by *

Cliff Sky Wallworth

Job title *

Tactical Advisor

Date of Incident *

06/07/2023 11:12

Site name *

Queen Margaret Hospital, FB05H

Block name *

Energy Centre, Workshops, Laundry, Medical Records Storage, AH

Location of incident *

Basement undercroft

Cause of activation (if known)

Contact email *

ta@micad.co.uk

Contact phone number

Back

Next

Add Incident

×

Fire Incident

Fire Incident/Fire Alarm Activation

✓

Cancel

Submit

Click Submit to record the Incident.

The confirmation of successful save or update is shown in the QR code title



The incident has been created and the incident number has been system generated. The system shows you a link that you can copy (Click the chain icon) or you can scan the QR if you want to capture it on your mobile devices. Click on Close to return to the Incidents list.

Your new incident will be visible as the top row in the Incidents list.

The new incident will show a Status of Reported.

STATUS	INCIDENT NUMBER	LOGGED BY	DATE/TIME	SITE	BUILDING	CAUSE OF ACTIVATION	OCCUPIED
Reported	10003	 Cliff Sky Wallworth	06/07/2023	Queen Margaret Hospital	Energy Centre, Workshops, Laundry, Medical Records Storage		 No

If you need change anything, or add further information, Click anywhere on the row for the incident and make the changes as required.

Detailing the Incident (Officer Role only)

To fill out the remaining content of the Incident, the elevated user account is required.

Current Application: Information Portal

Cliff Wallworth (MICAD) Administrator [nhs.scotlands]

Fire Incidents Select Building

Fire Incidents Portal Overview

Search All Fields 07/06/2023 - 06/07/2023 Apply Filters Export CSV

STATUS	INCIDENT NUMBER	LOGGED BY	DATE/TIME	SITE	BUILDING	CAUSE OF ACTIVATION	OCCUPIED
Reported	10003	Cliff Sky Wallworth	06/07/2023	Queen Margaret Hospital	Energy Centre, Workshops, Laundry, Medical Records Storage		No
Validated	10002	Cliff Wallworth (MICAD)	05/07/2023	Adamson Hospital	Administration Building	TBA	Yes
Reported	10001	Ewan Hodgson	05/07/2023	Dovecot Clinic	Dovecot Main Block	hot	No
Completed	10000	Ewan Hodgson	05/07/2023	Cupar Dental Access Centre	EAMS Imported - Site & External Areas	smoke	Yes

Records per page: 10 1-4 of 4

Table Settings Roles

To edit the Incident, Click anywhere on the row in the Incident list. Use the filters in the left menu or search for a keyword relating to the Incident.

The Officer adds the remaining details to the incident and can edit initial Fire Incident/Fire Alarm Activation card if needed.

Editing Incident 10003 [X]

Fire Incident

Fire Incident/Fire Alarm Activation	✓
Incident And Investigation Report	✗
Sign Off	✗
Action Plan	✗

Cancel Submit

The incident is made up from 4 'cards' each shows an X or Tick completeness indicator

To fill out the remaining Incident content. Click on the second card, Incident and Investigation.

Editing Incident 10003 [X]

Fire Incident > Incident and investigation report

Completed by *
Cliff Wallworth (MICAD)

Date of investigation *
06/07/2023

Primary use of the building *
Boiler house

Location of the incident *
Circulation area

Was the building occupied at the time of incident
☒

Type of incident *
☒ Fire
☐ UFAS

999 call made
☒

Time of 999 call *
06/07/2023 12:50

Were the fire service alerted via an ARC
☐

Back Next

Scroll down the form to complete all fields. Click Next when done.

The Officer will aim to provide the remaining information for the Incident And Investigation Report

Editing Incident 10003

×

Fire Incident

Fire Incident/Fire Alarm Activation	✓
Incident And Investigation Report	✓
Sign Off	✗
Action Plan	✗

CancelSubmit

Once all mandatory fields are entered, the Card will qualify as complete and show a Green Tick. Press Submit when done.

Note. The Incident and investigation Report can be filled out piecemeal, as additional data becomes available you can come back and update the information.

The Officer should fill out the Incident details to meet the minimum requirements. Each data field marked with an asterisk (*) is required for completion.

Editing Incident 1

Fire Incident > Incident and investigation report

Completed by *
Cliff Wallworth

Date of investigation *
04/07/2023

Primary use of the building *
Boiler house

Location of the incident *
Circulation area

Was the building occupied at the time of incident
☒

Type of incident *
☐ Fire
☒ UFAS

Device type activated *
Smoke detector

999 call made
☒

Time of 999 call *
04/07/2023 13:58

Were the fire service alerted via an ARC
☒

Was the internal switchboard notified
☒

Is the building exempt from call challenging
☐

Fire service attendance
☒

Time fire service arrived *
04/07/2023 13:37

NHS category of the incident *
Unwanted Fire Alarm Signal (UFAS)

Number of people evacuated from room/ward/department of origin *
3

Have there been previous UFAS incidents in the last 6-month period within this building
☒

Has the Fire Risk Assessment been reviewed
☒

Fire alarm maintenance provider notified
☒

Incident responders attended
☒

Provide a narrative with full details of the incident *
Will follow up with full document later

BackNext

This typical UFAS incident has all mandatory fields and some optional content filled out

Editing Incident 2

×

Fire Incident > Incident and investigation report

Completed by *

Ewan Hodgson

Date of investigation *

04/07/2023

Primary use of the building *

Health centre

Location of the incident *

Circulation area

Was the building occupied at the time of incident

☒

Type of incident *

☒ Fire
 ☐ UFAS

999 call made

☒

Time of 999 call *

04/07/2023 13:55

Were the fire service alerted via an ARC

☐

Was the internal switchboard notified

☒

Time fire service arrived *

04/07/2023 14:20

Fire discovered by *

Person/manual call point

Method of extinguishment *

Portable firefighting equipment

Fire extinguished by *

Other person

Cause of fire *

Naked flame

Number of people evacuated from room/ward/department of origin *

50

Did the fire spread beyond the room/ward/department of origin

☐

Number of people evacuated from beyond room/ward/department of origin *

0

Was there any smoke spread to areas remote from the room/ward/department of origin

☒

If yes provide details *

Some smoke between offices

Were there any injuries

☐

Were there any RIDDOR reporting injuries

☐

Have there been previous fire incidents in the last 6-month period within this building

☒

Name of NHS Fire Safety Advisor that attended incident *

Ewan Hodgson

Has the Fire Risk Assessment been reviewed

☒

Fire alarm maintenance provider notified

☒

Incident responders attended

☒

Did active fire systems operate correctly

☒

Has all fire fighting equipment and active fire systems been serviced and reinstated

☒

Provide a narrative with full details of the incident *

Report will be pasted in here

Back

Next

This typical Fire incident has all mandatory fields and some optional content filled out

The Officer can create and/or sign off any Incident record.

The screenshot shows a web form titled "Editing Incident 10003" with a close button (X) in the top right corner. Below the title is a breadcrumb trail: "Fire Incident > Sign Off". The form contains two required fields: "Signed off date *" with a calendar icon and "Signed off by *" with a dropdown arrow. At the bottom right, there are "Back" and "Next" buttons.

Click Next to the Action Plan.

Adding Actions

The screenshot shows the same web form titled "Editing Incident 10003" but with the "Action Plan" tab selected. The breadcrumb trail is "Fire Incident > Action Plan". The first section is "Are there actions required? *" with two radio buttons: "Yes" (selected) and "No". Below this is an "Action Point" section with a card that says "Add Action Point" and a plus (+) icon. At the bottom right, there are "Back" and "Next" buttons.

If there are any Actions to be added, Check the Yes radio button to reveal the Add Action Point card. Click the + (Plus) icon.

Fill out the Action Point details as required.

Editing Incident 10003

Fire Incident > Action Plan > Action Point

Details of action required *

Attend site and report back

Named persons responsible for action *

James Brown

Timescale for action *

31/08/2023

Action complete and date *

Done

Add Another

Click Add Another to keep adding Actions.

Editing Incident 1

Fire Incident > Action Plan > Action Point

Details of action required *

Review the FRA

Named persons responsible for action *

Steve Davies

Timescale for action *

Week commencing 5th August 23

Action complete and date *

Done

Add Another

Click Done to save and exit the Action Plan card

Once you return to the Action Plan, you will see the Action Points you have added.

The screenshot shows the 'Editing Incident 10003' form with the 'Action Plan' tab selected. The breadcrumb trail is 'Fire Incident > Action Plan'. A required question 'Are there actions required?' has 'Yes' selected. Under the 'Action Point' section, there are two existing action points: 'Action Point 1 - Attend Site And Report Back' and 'Action Point 2 - Review FRA', both marked with a red 'X' icon. Below them is an 'Add Action Point' button with a '+' icon. At the bottom right, there are 'Back' and 'Next' buttons.

Editing Incident 10003

Fire Incident > Action Plan

Are there actions required? *

☒ Yes

☐ No

Action Point

Action Point 1 - Attend Site And Report Back		
Action Point 2 - Review FRA		
Add Action Point		

Back Next

If there are no further Actions to be added, Click Next.

The screenshot shows the 'Editing Incident 10003' form with the 'Fire Incident' tab selected. The breadcrumb trail is 'Fire Incident'. There are four items in the list: 'Fire Incident/Fire Alarm Activation' and 'Incident And Investigation Report' are marked with green checkmarks, while 'Sign Off' and 'Action Plan' are marked with red 'X' icons. At the bottom right, there are 'Cancel' and 'Submit' buttons.

Editing Incident 10003

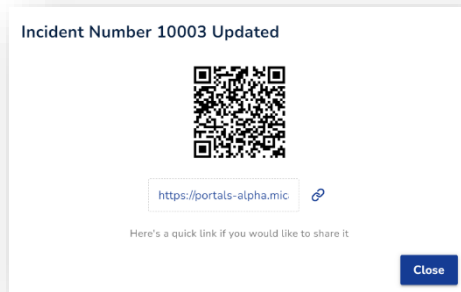
Fire Incident

Fire Incident/Fire Alarm Activation	
Incident And Investigation Report	
Sign Off	
Action Plan	

Cancel Submit

Click Submit to save your work.

You are finally presented with confirmation of the saved data, the QR code and link are presented at the point of a successful update to the Incident.



The QR title shows, Incident Number 1 updated. You can scan and share the link with others.

The screenshot shows the "Fire Incidents Portal" Overview page. It includes a sidebar with filters for status (All, Reported, Validated, Signed Off, Completed) and type (All, UFAS, Fire). The main area displays a table of incidents with columns: STATUS, INCIDENT NUMBER, LOGGED BY, DATE/TIME, SITE, BUILDING, CAUSE OF ACTIVATION, and OCCUPIED. The table shows four incidents, with the first one (10003) being Validated.

STATUS	INCIDENT NUMBER	LOGGED BY	DATE/TIME	SITE	BUILDING	CAUSE OF ACTIVATION	OCCUPIED
Validated	10003	Cliff Wallworth (MICAD)	06/07/2023	Queen Margaret Hospital	Energy Centre, Workshops, Laundry, Medical Records Storage		Yes
Validated	10002	Cliff Wallworth (MICAD)	05/07/2023	Adamson Hospital	Administration Building	TBA	Yes
Reported	10001	Ewan Hodgson	05/07/2023	Dovecot Clinic	Dovecot Main Block	hot	No
Completed	10000	Ewan Hodgson	05/07/2023	Cupar Dental Access Centre	EAMS Imported - Site & External Areas	smok	Yes

Observe the Status of Incident number 10003. The Status shows Validated because the Incident and investigation report have been filled out to the mandatory requirements.

The left menu filters and counts are also updated.

Sign off (Officer Role only)

The Officer will access and can edit all data within the four Cards and is the only person qualified to sign off Actions and the whole incident. It is the Officers aim to sign off Incidents created by users of the Basic role

Editing Incident 10003

Fire Incident

Fire Incident/Fire Alarm Activation	✓
Incident And Investigation Report	✓
Sign Off	✗
Action Plan	✗

Cancel Submit

Note. Sign off can take place in any order you wish.

Sign off

There are two stages to sign off, you can aim for settling outstanding actions. This would be to Sign off all Actions and then Sign off the whole Incident. Alternately, you can Sign off the Incident and leave Actions pending. The Status icons in the Incident list will inform you of the progress, from Reported to Completed.

Key to status

Reported	Reported	New incident record, awaiting data to fulfil the assessment
Validated	Validated	Incident has been assessed and updated by qualified person
Signed Off	Signed Off	Incident has full and qualified data, is signed off by qualified person but has open outstanding actions
Completed	Completed	Incident has full and qualified data, is signed off, all actions closed

Sign off Actions

Click on Action Plan card to review, step through each Action point.

The screenshot shows the 'Editing Incident 10003' form with the 'Action Plan' tab selected. The breadcrumb trail is 'Fire Incident > Action Plan'. A section titled 'Are there actions required? *' has the 'Yes' radio button selected. Below this is the 'Action Point' section, which contains a list of three items: 'Action Point 1 - Attend Site And Report Back', 'Action Point 2 - Review FRA', and 'Add Action Point'. The first two items have a red cross icon and a close button (X) on the right, indicating they are open actions. The 'Add Action Point' item has a plus icon (+) on the right. At the bottom right of the form are 'Back' and 'Next' buttons.

Open Actions are those marked with a Red Cross icon. Click on an Action Point row.

The screenshot shows the 'Editing Incident 10003' form with the 'Action Point' tab selected. The breadcrumb trail is 'Fire Incident > Action Plan > Action Point'. The form contains several fields: 'Details of action required *' with the value 'Review FRA'; 'Named persons responsible for action *' with the value 'James Brown'; 'Timescale for action *' with the value '31/08/2023'; and 'Action complete and date *' with the value '06/07/2023'. Each of the last three fields has a calendar icon on the right. At the bottom right of the form are 'Done' and 'Add Another' buttons.

To complete this action, add the date of completion, Click Done to save.

Repeat this Completion process for all remaining actions.

Editing Incident 10003

Fire Incident

Action Plan

Are there actions required? *

☒ Yes

☐ No

Action Point

Action Point 1 - Attend Site And Report Back

✓

✕

Action Point 2 - Review FRA

✓

✕

Add Action Point

+

Back

Next

For each completed action, a Green Tick icon will show. Click Next

Editing Incident 10003

Fire Incident

Fire Incident/Fire Alarm Activation

✓

Incident And Investigation Report

✓

Sign Off

✕

Action Plan

✓

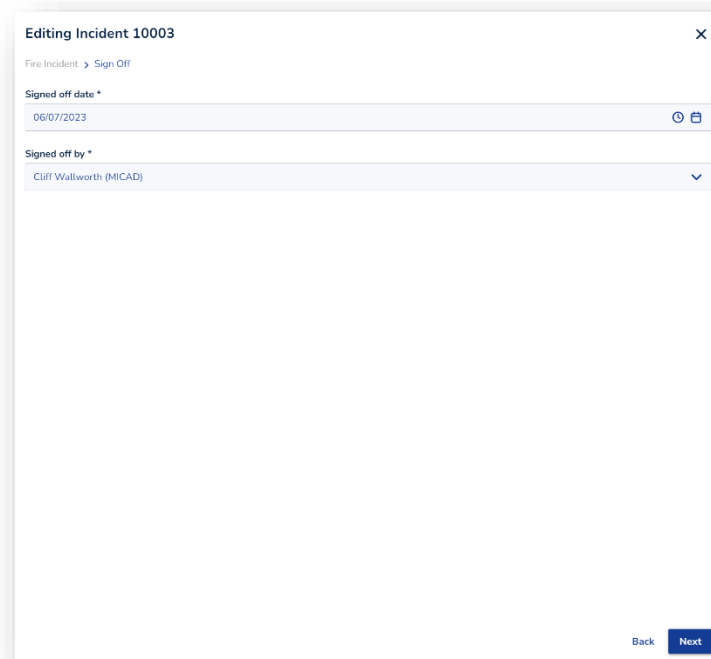
Cancel

Submit

To save and exit the Action Plan, Click Submit.

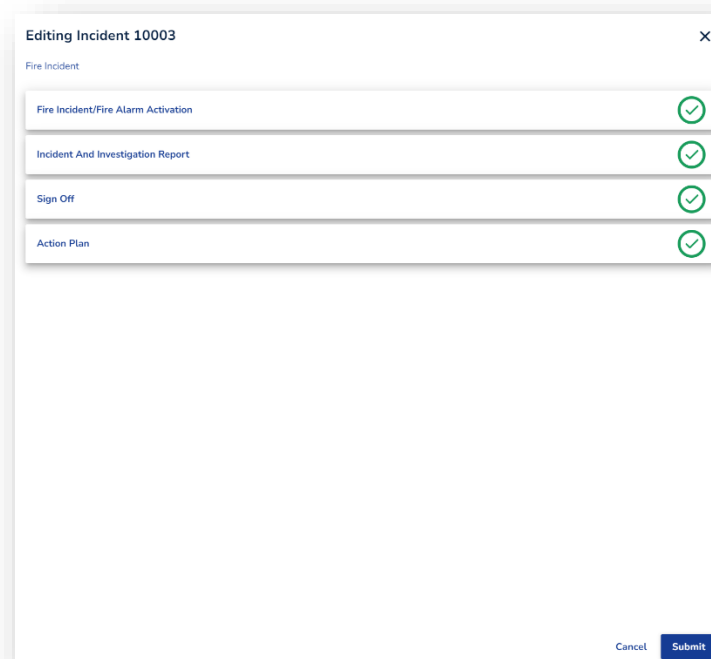
Sign off Incident.

To Sign off the Incident, click the Sign Off card



The screenshot shows a web form titled "Editing Incident 10003". Below the title is a breadcrumb "Fire Incident > Sign Off". The form has two main sections: "Signed off date *" with a date input field containing "06/07/2023" and a calendar icon, and "Signed off by *" with a dropdown menu showing "Cliff Wallworth (MICAD)". At the bottom right, there are "Back" and "Next" buttons.

The Sign Off process is completed by adding a date and selecting the responsible person. Click Next until you see all cards with Green ticks.



The screenshot shows the same "Editing Incident 10003" form, but now it displays a checklist of four items, each with a green checkmark in a circle to its right: "Fire Incident/Fire Alarm Activation", "Incident And Investigation Report", "Sign Off", and "Action Plan". At the bottom right, the buttons are now "Cancel" and "Submit".

To save and exit the Action Plan and Sign Off, Click Submit.

The saved data is confirmed once you see the Incident Number Updated QR code in popover message. Click Close.



You are now returned to the Incident list. The Status and left menu filter counts will now be updated.

The screenshot shows the "Fire Incidents Portal" Overview page. The left sidebar has a blue background with white text and icons. The main content area has a light blue header with "Fire Incidents Portal" and "Overview". Below the header is a search bar and a date range filter. The table below has columns for STATUS, INCIDENT NUMBER, LOGGED BY, DATE/TIME, SITE, BUILDING, CAUSE OF ACTIVATION, and OCCUPIED. The table contains four rows of incident data. The first row has a status of "Completed" (orange) and a "Yes" occupancy status. The second row has a status of "Validated" (yellow) and a "Yes" occupancy status. The third row has a status of "Reported" (blue) and a "No" occupancy status. The fourth row has a status of "Completed" (orange) and a "Yes" occupancy status.

STATUS	INCIDENT NUMBER	LOGGED BY	DATE/TIME	SITE	BUILDING	CAUSE OF ACTIVATION	OCCUPIED
Completed	10003	Cliff Wallworth (MICAD)	06/07/2023	Queen Margaret Hospital	Energy Centre, Workshops, Laundry, Medical Records Storage		Yes
Validated	10002	Cliff Wallworth (MICAD)	05/07/2023	Adamson Hospital	Administration Building	TBA	Yes
Reported	10001	Ewan Hodgson	05/07/2023	Dovecot Clinic	Dovecot Main Block	hot	No
Completed	10000	Ewan Hodgson	05/07/2023	Cupar Dental Access Centre	EAMS Imported - Site & External Areas	smok	Yes

Incident number 1003 now shows Completed in Orange.

Alternatively, if you have chosen to Sign off the Incident and leave actions open then this is also a legitimate scenario.

Current Application

Information Portal

Cliff Wallworth (MICAD)

Administrator [info@scotland.nhs.uk]

Fire Incidents

Select Building

Fire Incidents Portal

Overview

Search All Fields

07/06/2023 - 06/07/2023

Apply Filters

Export CSV

STATUS	INCIDENT NUMBER	LOGGED BY	DATE/TIME	SITE	BUILDING	CAUSE OF ACTIVATION	OCCUPIED
Signed Off	10004	Cliff Wallworth (MICAD)	06/07/2023	Cameron Hospital	Haig House		Yes
Validated	10003	Cliff Wallworth (MICAD)	06/07/2023	Queen Margaret Hospital	Energy Centre, Workshops, Laundry, Medical Records Storage		Yes
Validated	10002	Cliff Wallworth (MICAD)	05/07/2023	Adamson Hospital	Administration Building	TBA	Yes
Reported	10001	Ewan Hodgson	05/07/2023	Dovecot Clinic	Dovecot Main Block	hot	No
Completed	10000	Ewan Hodgson	05/07/2023	Cupar Dental Access Centre	EAMS Imported - Site & External Areas	smok	Yes

Records per page: 10 1-5 of 5

Quick Add

Full Add

All 5

Reported 1

Validated 2

Signed Off 1

Completed 1

All 5

UFAS 4

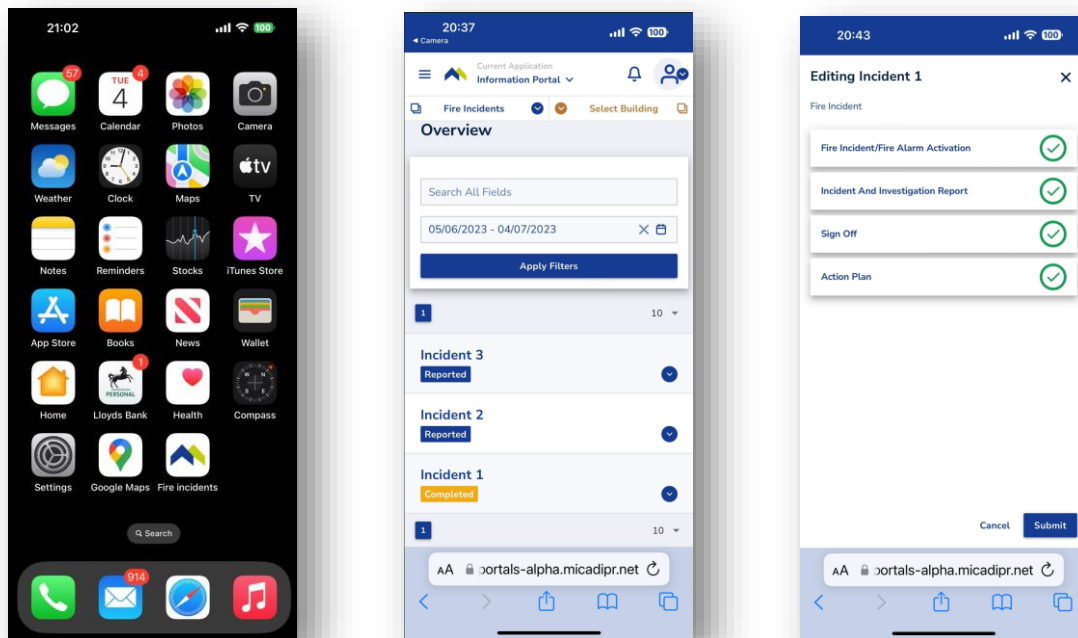
Fire 1

Table Settings

Roles

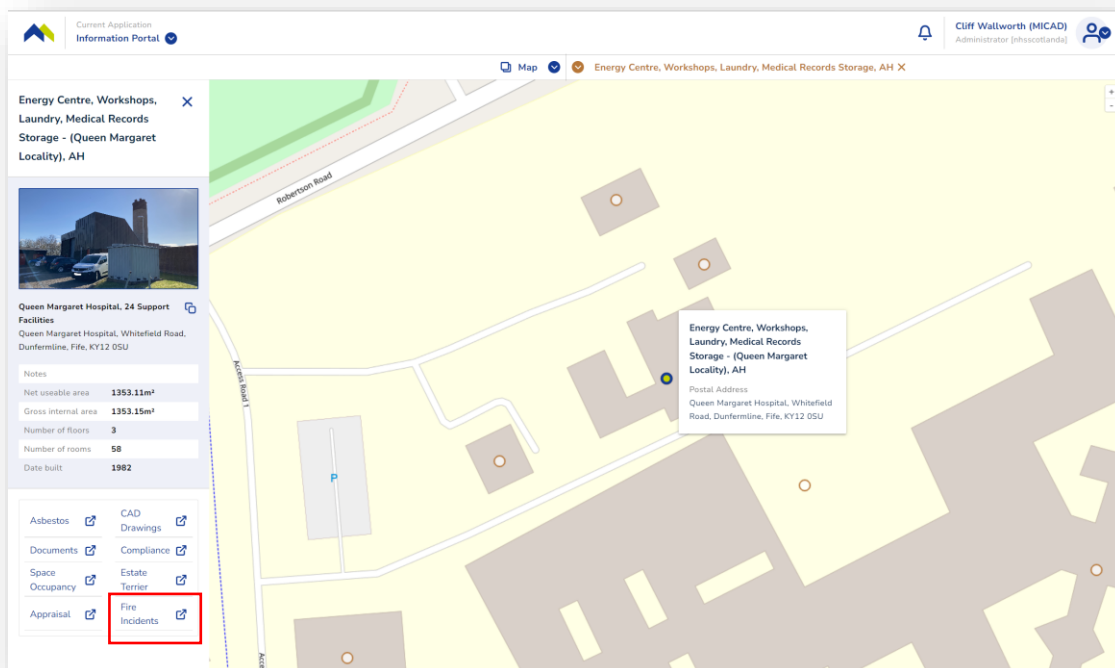
Additional methods to access to the Fire Incidents App

Save the direct URL to your phone or tablet.



On an Apple iPhone save the URL to your home screen, name the App Fire incidents.

From the Portals Map, click on the building and then click Fire Incidents. If you are logging a new incident, the correct site and building details will be already filled out as you open the new incident.



Portals features and fixes.

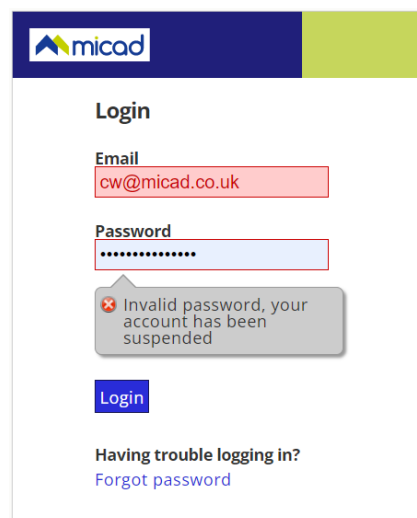
Major GA release 1.0.15026 02/03/23

This release is the introduction of the final app tiles. Compliance, Terrier, Maps, Space Occupancy and Appraisal. It also includes the following features and fixes for the previous release 1.0.14858

9665 Security enhancement. User login counts failed attempts, and adopts a '3 strike and out'. New features are added to "Unsuspend" users.

*We have added further login security with 'Anti hammer'. To prevent repeated password guessing attempts. This method is put in place to expose these attempts. **A genuine user can release themselves with a password reset.** If your users fail password input 3 times, their account will be suspended. There are two choices to free a suspended account, in this order to mitigate:*

- 1. They should click Reset password (from the login page) and create a new password – then restart the login process again with their fresh credentials*
- 2. For unsolicited attempts, a Portals Admin can review and choose to release the account under Users > Select the user > Edit user > Unsuspend*



Account suspended is a security feature, ask users to perform password reset (Click Forgot password)

- 9171 P3 Asbestos - QR Code not taking user to the respective asbestos tile
- 9209 MSelect style + missing params
- 9220 P3 Asbestos - Calendar date range select missing
- 9221 P3 Asbestos - Page not found error in Asbestos
- 9243 P3 Documents - SP/API changes to enable global document search
- 9244 P3 Documents - Enable global document search
- 9270 P3 Documents - Revert changes back with building search for Documents

- 9282 Add release notes link to about page
- 9318 P3 - Space Occupancy - Data not populating correctly based on various Columns
- 9319 P3 - Space Occupancy - User requires export to excel functionality
- 9328 P3 - Space Occupancy - View On Drawings link is not working
- 9331 P3 - Space Occupancy - Shared room Area is incorrect
- 9360 P3 building Search upgrade feature

Feature request by several clients having used Portals 2. Need to see the sites in the list some clients have duplicated building names across sites.

- 9172 P3 - API error message flashing on portals login
- 9270 P3 Documents - Revert changes back with building search for Documents
- 9258 P3 Documents - Location text field to be added to Filters

Allow global search of documents in IPR at all 5 locations. Region Site Block Floor and room

- 9244 P3 Documents - Enable global document search

Display nnn,nnn documents if necessary. Boundary test using page breaks

- 9243 P3 Documents - SP/API changes to enable global document search
- 9221 P3 Asbestos - Page not found error in Asbestos
- 9220 P3 Asbestos - Calendar date range select missing

- 9173 P3 Asbestos - Colour code mismatch in Asbestos portals with respect to the Review band scheme in IPR

Users of Portals 2 were able to have different colour banding schemes than was set up in the Asbestos Module. This is confusing and inconsistent so has been unified now.

- 9172 P3 - API error message flashing on portals login
 - 9171 P3 Asbestos - QR Code taking user to the respective asbestos tile
- URL sharing provides direct link to any given ACM*

- 9170 P3 – Create Client ID pass through feature cid=clientid

Beta test user feedback, request passthrough on URL to negate the need to type a client ID

- 9166 P3 Asbestos - Asbestos items thumbnails missing for items with images
- 9158 P3 Asbestos - Texts unaligned for asbestos items on the Mobile Browser
- 9157 P3 Asbestos - Floor/Room filters unaligned in Mobile Browser

Pull up keyboard on phone during search

- 9156 P3 Asbestos - Unable to preview the photos of asbestos item in Mobile Browser

9089 P3 Asbestos - Opening a building details using shared url not working on browsers other than Chrome

9088 P3 - Portals not filtered based on Viewer and Administrator on the dashboard

9069 P3B Adminstrate - Activity Report page not loading correctly

9068 P3B Adminstrate - Portal User page not loading correctly

9062 P3B - Options in Current Application selection on the Home screen is not functional

9061 P3 Asbestos - Scrolling through the building details is not smooth on Web App mobile

Remove bouncy slippery feel when viewed on phone

9046 P3 - When logged out, User is re-directed to the Client System ID page for the cases with URL with Client System ID

8969 P3 CAD Drawings identify room on drawing not working

Fix an issue where the left menu did not show a red marker against the list of rooms

8966 P3b carousel view for desktop to resize the images by height and/or width so the viewer does not go off screen

8958 P3 Asbestos register cards alignment and highlight

8948 P3 Asbestos desktop search results are being masked by forms completion of the browser

8942 P3 Asbestos - Unable to exit from building search when no building is selected

8938 P3 Asbestos, mobile use photos breaking page and alignment

8874 P3B and P3A build regression, not showing attachments check the builds please

8873 P3A Regression from P3B, Documents and Description need CR to separate

8836 P3b Compliance portal data % incorrect

Fixed an issue where Compliance percentage complete was incorrect

8781 P3B Asbestos, Building Externals row is showing Awaiting drawing

Building externals has is own representation in P3 Asbestos – there should be no offer of a drawing

8743 P3B mobile responsive design for building searches

On a mobile phone (and tablet) make sure the UI respects rotation and offers keyboard on search requests

8742 P3 ID key has become case sensitive

Deal with case sensitive client id

8661 P3 Asbestos Drawing Identify room on plan in red - Red does not show in the left menu

8660 P3 Asbestos photo viewer behaviour not consistent

Create a new photo carousel viewer - make this mobile responsive too

8658 P3 - User notification for various user actions

8601 P3 Asbestos - 'Identify room on CAD Drawing' for a room without any drawing available

8599 P3 Asbestos - Unable to expand the asbestos items using + button on the rooms tree

8574 P3 - User not logged out when the session is terminated

8573 P3 - Standardise the options for user dropdown menu

8572 P3 Administrate - Portal users filter parameters not working correctly

8569 P3 Asbestos - Changing the building from the Asbestos portal not working

8568 P3 Asbestos - Invalid data on CADi viewer for newly created rooms

8051 P3 login from link share without the need for a Client ID

7904 P3 Asbestos graphic report legend sort order is not set

Fixed and issue where the legend shows that display order is different than IPR

Features and fixes (February 2023) 1.0.14858

9510 P3 login is halted at "Redirecting" message

9522 P3 Terrier, file paths incorrect causes 404

9550 P3 User rights wildcard

New feature for Administrators to allow all access (wildcard access allowing all to Locations Departments and disciplines)

9558 P3 Maps - After building selected switching back to Map not working

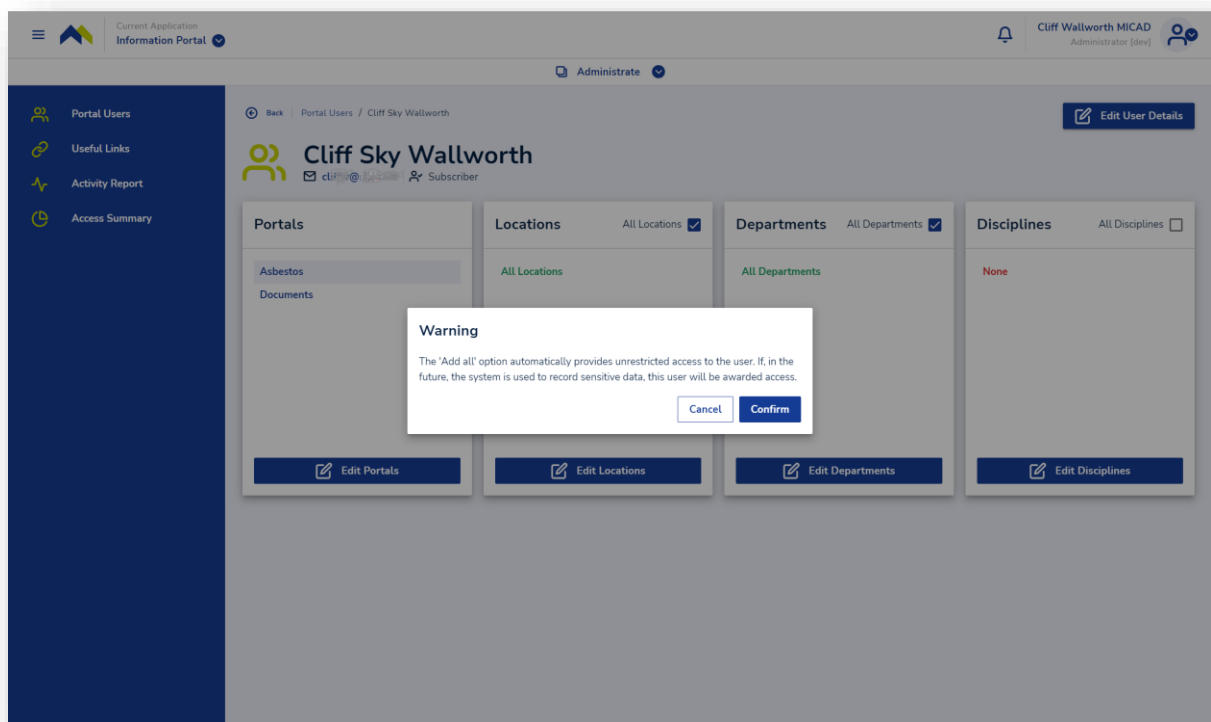
9565 P3 360 linked images (Walkthroughs) dont display an image

9567 P3 Documents Folder filter does not work

9456 P3 Portals users page shows Organisation as none

9462 P3 Documents -remove the '-All--' config feature from Disciplines

Changes and fixes for reported issues by users. A new All option is provided with clarified implications of document sharing. Users traditionally have allowed 'All', we have added a confirmation message when administrators choose this option.



9467 P3 Maps - No Hover needed when the menu is enabled for buildings

9468 P3 Maps - Hover label is not visible properly in the map borders

9469 P3 Maps - Building details header should be greyed out

9470 P3 Maps - Close button needed for menu popup

9471 P3 Maps - Buildings search needed for Maps

New feature introduced with Maps on Portals 3.

9475 P3 Terrier, areas difference by % figures not correct

9476 P3 Terrier, External spaces data format incorrect

9478 P3 Terrier, Statutory Regulations shows no data

9479 P3 Terrier, wrong title under Construction data tab

9480 P2 Terrier, file pass through via API issues on all tabs

9481 P3 Terrier, charges and values broken

9482 P3 Terrier, all date formats to be consistent (DD/MM/YYYY)

9484 P3 Maps, open the map initial view should zoom to pin boundary

9488 P3 Micad360 attribute to be recognised by Document filters

New to Portals. This feature to introduce support for Micad360 photos from IPR. This feature will provide access to single or multiple (linked images that form walkthroughs)

9505 Create and apply portalUserStorage.findByUserId function

9529 P3, inactive tiles links to Micad website

9537 P3 Map security, click menu offers links should obey user rights

9541 P3 Maps, markers toggle state is inconsistent

9571 P3 360 Viewer basic functionality for MVP

New read only viewer for Micad360 interaction. Provides hot spot markers for users of the portals to exchange views during collaboration.

9568 P3 Maps cosmetics of on click menu

Features and fixes (April 2023) 1.0.15438

App Version 1.0.15438 12/04/2023 12:49:51

API Version 1.0.15416 06/04/2023 15:16:55

In this release Maps and Terrier tile Apps have been made mobile friendly. For Terrier the table views expand horizontally where needed on the phone portrait view. Maps has been restyled to accommodate the App menu, this slides from the bottom of the view on the phone. New pin clusters provide a better feel when you see clustered pins (pins that show numbers - clusters). You can pinch gesture or just tap the clusters as they 'explode' you are zooming in.

- 9894 P3 CADi Graphic report with legend download not working
- 9769 P3 Maps - Mobile support cluster pins cant return from the Map to Home once clicked
- 9870 P3 All photo paths, Seems some links are malformed to files
- 9403 SQL fixes for estate terrier portal
- 9700 P3 Maps, add trap feature to search that deals with buildings with no pins set up
- 9720 P3 Maps & Terrier, where users did not add photos to their IPR show (Awaiting photos)
- 9721 P3 Appraisal, add a new filter for selecting Facet(s)
- 9849 P3 Activity log recording the wrong ID
- 9879 P3 Asbestos, some photos resulted in bad links caused issue with Asbestos reviewing (expand collapse rooms)

Features and fixes (June 2023) 1.0.15952

App Version 1.0.15952 App 14/06/2023 10:55:44

API Version 1.0.15965 API 14/06/2023 03:30:46

In this release we have mainly added new features. The building search feature overall attracted a lot of attention. Clients are asking to list search hits for site names then, list all buildings, the rationale here is that users don't always know the building names or codes. To achieve this we have restyled the response for the results firming optics that the site is 'matched'. There's some improvements on the asbestos 'cards' the sort order has a listed priority to highest risk first. A client asked for the survey project ID to be shown along side the simple to help with survey tracking accountability. Also note, an expand all feature has been added to the room filter.

Departmental graphical reports are now available via Space Occupancy.

9765 P3 Space occupancy by building and graphic reports links

Restored feature from Portals 2. This is available in the results table for Space occupancy

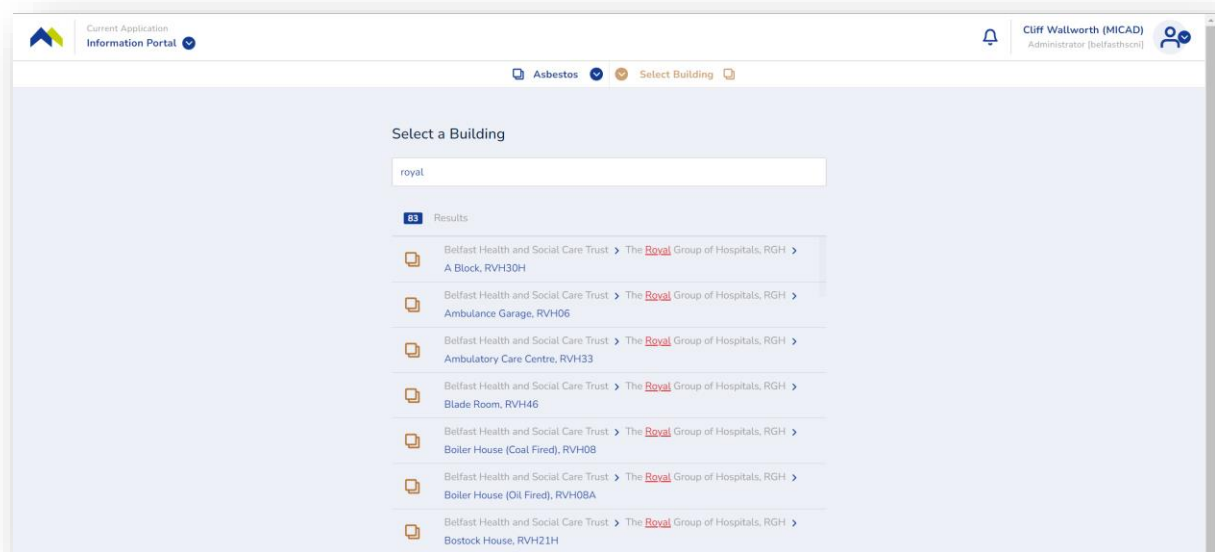
9895 P3 Asbestos, photo file names with brackets {} wont show on Desktop or mobile

9931 P3 Asbestos, Sample number is getting reference prefix all the time

This was logged as an issue with portals, but turned out to be an Asbestos Register issue. That's fixed as per IPR 3.8 rollout.

8887 P3 Search improvement to allow wider range location matching

A popular and frequent request. Users are asking to find buildings if they only know the site name, to then choose from a list.



This new concept highlights the site name from the grey text, yet offers a list of buildings for consideration. The user must still select a building.

9373 P3 Location text for floors are untidy when long names exist.

Some really long names for floors made these lists look untidy. We have expanded the width.

9376 P3 - Asbestos - Building/Floor/Room names unaligned when its lengthy

9671 P3 Documents, Micad360 mobile needs a solution for hot spot annotation

For those with 360 photos in IPR, you can now add hot spots on a mobile too. Great for sharing unambiguously while out on site.

9707 P3 Space occupancy drop down has no X to clear previous searches

9871 P3, Asbestos CAD view call does not get back button link

9912 P3 - Maps - Unhandled error when switching back to maps portals from any other portals with no location pin

9927 P3 Asbestos, items cards display in Date order, change to Risk order

Good user feedback, order of Asbestos cards is now highest first. Mobile users on small screen see red first rather than scrolling. Descending order of risk makes sense.

9928 P3 Asbestos, add Survey refence to asbestos card

Feature request added

9956 P3 Asbestos, expand all rooms on one floor

Feature request added. Under room filter you can expand all rooms with asbestos in one go.

9967 P3 Useful links feature - Delete is not working

Fixed an issue where you cant delete a link if you add one

9970 Update Portals Icons

10252 P3 Search result hits not highlighting unless Case is correct

Red text to appear as hit results

9915 P3 Maps, text overspill on desktop left menu Notes

END