



## Release notes

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Document Version 2.5



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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. Keep an eye on the Features and fixes section below in last pages with each iterative release.

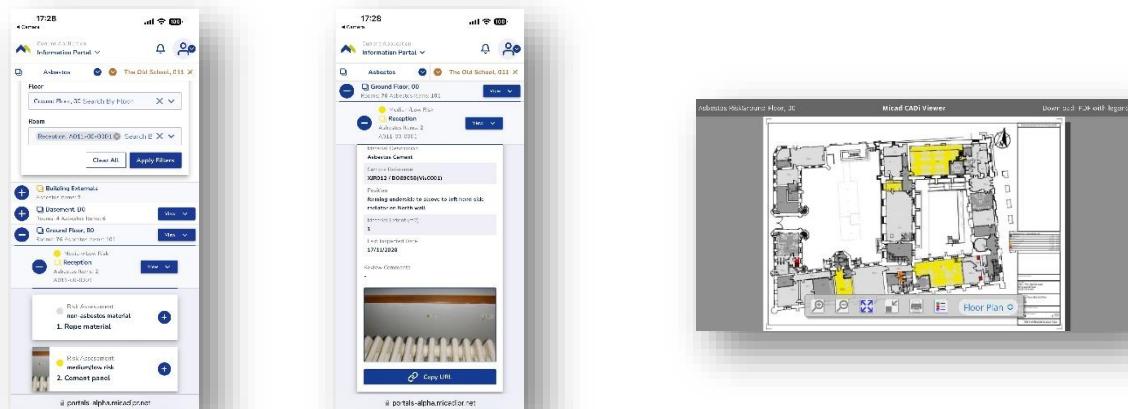
### What are Micad Portals

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 3<sup>rd</sup> 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

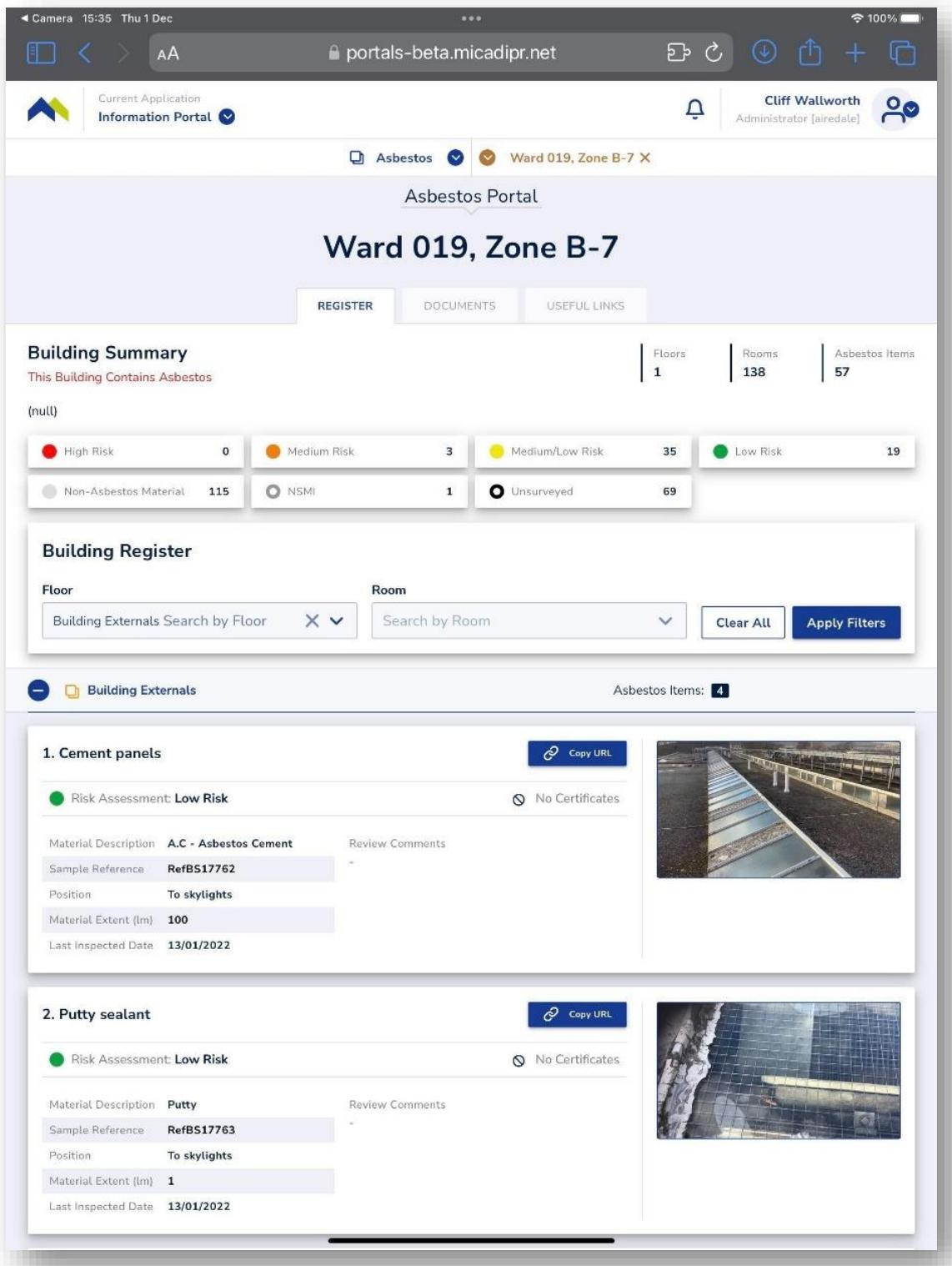


App 'like' features

An Asbestos item review

CADi Viewer DWG plans and service layouts

## Full screen views on a tablet



The screenshot shows a tablet displaying the Asbestos Portal application. The top navigation bar includes the camera icon, time (15:35 Thu 1 Dec), a refresh icon, and a 100% battery icon. The address bar shows the URL [portals-beta.micadipr.net](https://portals-beta.micadipr.net). The header also displays the 'Information Portal' logo, the current application 'Information Portal', and the user 'Cliff Wallworth' (Administrator [airedale]). Below the header, the 'Asbestos' and 'Ward 019, Zone B-7' filters are selected. The main content area is titled 'Asbestos Portal' and 'Ward 019, Zone B-7'. It features a 'Building Summary' section with a table showing 1 floor, 138 rooms, and 57 asbestos items. Below this is a 'Building Register' section with 'Floor' and 'Room' search filters. Two detailed items are listed: '1. Cement panels' and '2. Putty sealant', each with a description, risk assessment (Low Risk), sample reference, position, material extent, and last inspected date (13/01/2022). Each item also includes a 'Copy URL' button and a 'No Certificates' note. To the right of each item is a small image related to the material.

**Building Summary**

This Building Contains Asbestos

	Floors	Rooms	Asbestos Items
(null)	1	138	57

**Building Register**

**1. Cement panels**

Risk Assessment: **Low Risk**

Material Description: **A.C - Asbestos Cement**

Sample Reference: **RefBS17762**

Position: **To skylights**

Material Extent (l/m): **100**

Last Inspected Date: **13/01/2022**

**2. Putty sealant**

Risk Assessment: **Low Risk**

Material Description: **Putty**

Sample Reference: **RefBS17763**

Position: **To skylights**

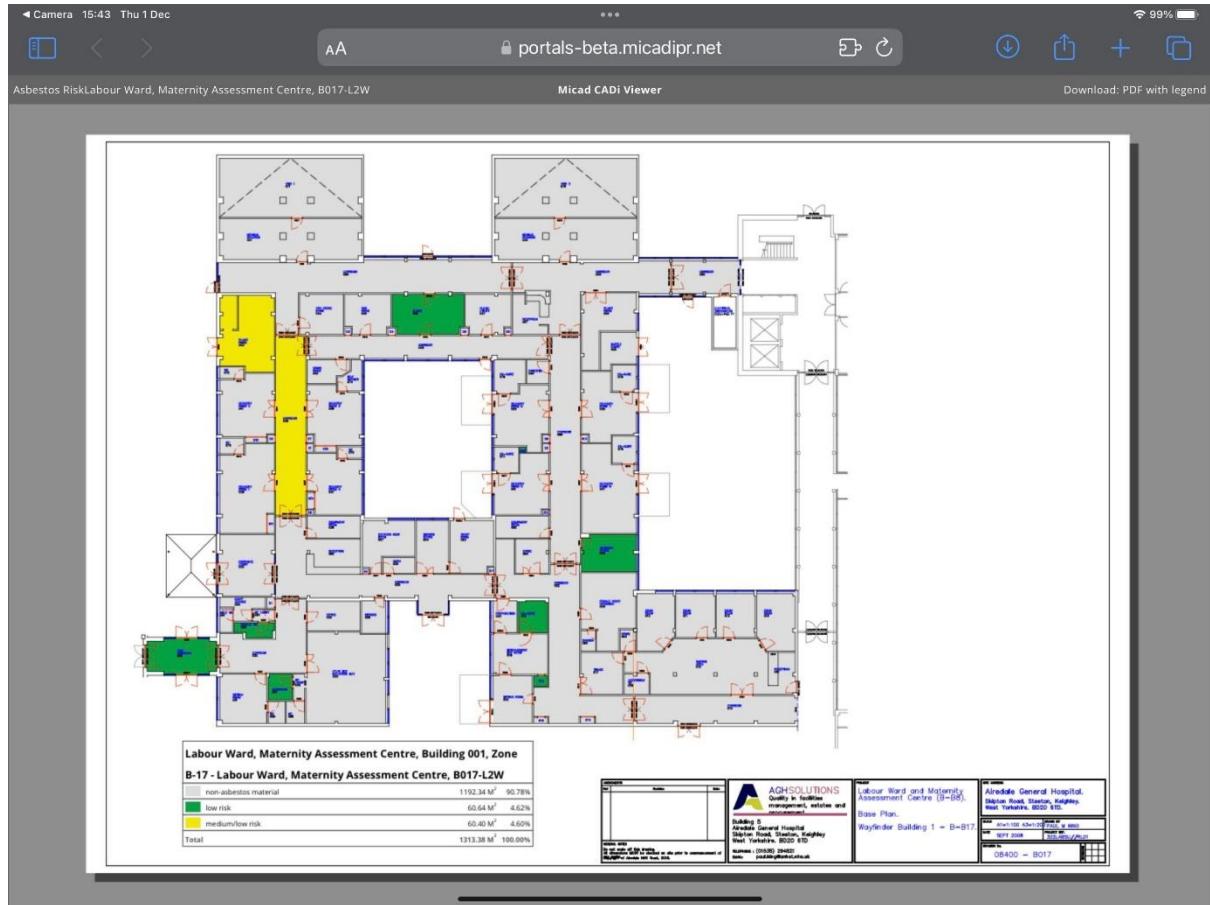
Material Extent (l/m): **1**

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 RUM

Micad Soft Services

[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.



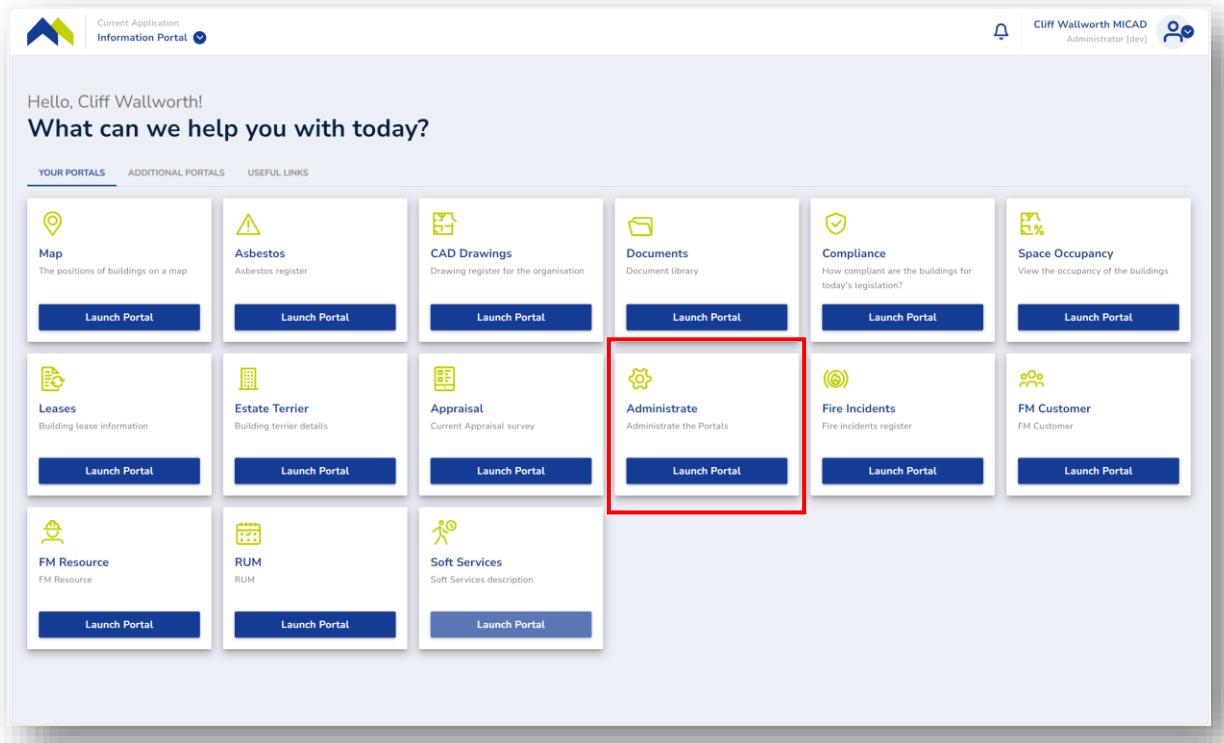
Bookmark the URL and ID when you see this format. Or issue a QR code with the fully prepared URL.

## 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

## Administrate Tile App

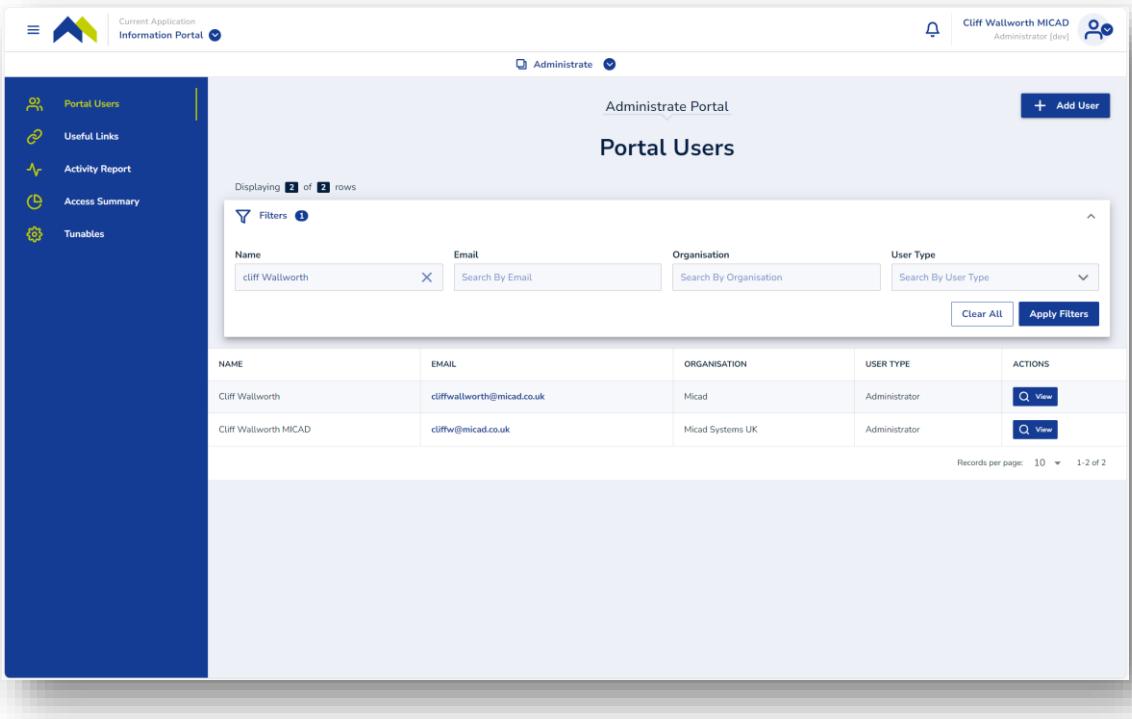
As a Portals Administrator, the Administrate Tile App will appear. An administrator has the tools to set up users and provide access. Tools are also provided to all monitoring of activity and set preferences.



Administrator rights are provided solely to allow our clients to set up users and grant rights of access to the data for all of the viewers. Viewers are your audience in all cases.

**Note.** As a system Administrator, no instance exists where Administrator rights need to be granted to Portals users.

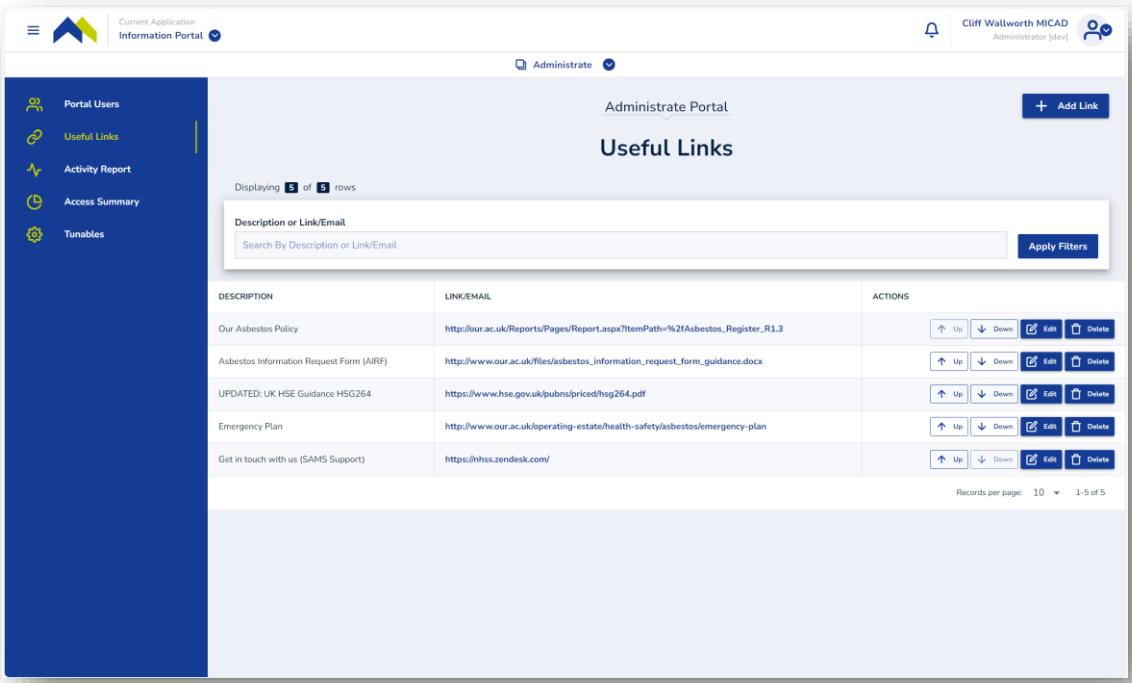
## Portals users



The screenshot shows the 'Portal Users' page within the 'Information Portal' application. The left sidebar includes links for 'Portal Users', 'Useful Links', 'Activity Report', 'Access Summary', and 'Tunables'. The main area is titled 'Portal Users' and displays a table of users. The table columns are 'NAME', 'EMAIL', 'ORGANISATION', 'USER TYPE', and 'ACTIONS'. Two users are listed: 'Cliff Wallworth' (Email: cliffwallworth@micad.co.uk, Organisation: Micad, User Type: Administrator) and 'Cliff Wallworth MICAD' (Email: cliffw@micad.co.uk, Organisation: Micad Systems UK, User Type: Administrator). A filter bar at the top allows searching by Name, Email, Organisation, and User Type. Buttons for 'Clear All' and 'Apply Filters' are present. The bottom right of the table shows 'Records per page: 10' and '1-2 of 2'.

Use the filters to review and manage your users

## Useful links

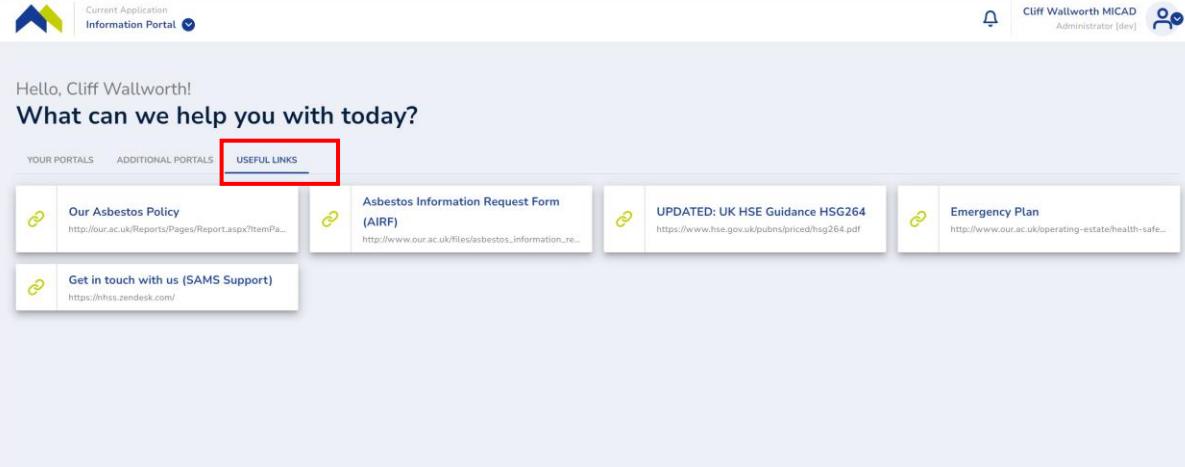


The screenshot shows the 'Useful Links' page within the 'Information Portal' application. The left sidebar includes links for 'Portal Users', 'Useful Links', 'Activity Report', 'Access Summary', and 'Tunables'. The main area is titled 'Useful Links' and displays a table of links. The table columns are 'DESCRIPTION', 'LINK/EMAIL', and 'ACTIONS'. Five links are listed: 'Our Asbestos Policy' (Link: http://our.ac.uk/Reports/Pages/Report.aspx?ItemPath=%2fAsbestos\_Register\_R1.3), 'Asbestos Information Request Form (AIRF)' (Link: http://www.our.ac.uk/files/asbestos\_information\_request\_form\_guidance.docx), 'UPDATED: UK HSE Guidance HSG264' (Link: https://www.hse.gov.uk/pubs/priced/hsg264.pdf), 'Emergency Plan' (Link: http://www.our.ac.uk/operating-estate/health-safety/asbestos/emergency-plan), and 'Get in touch with us (SAMS Support)' (Link: https://hss.samsupport.com/). A filter bar at the top allows searching by Description or Link/Email. Buttons for 'Clear All' and 'Apply Filters' are present. The bottom right of the table shows 'Records per page: 10' and '1-5 of 5'.

If there's accompanying offsite reference material related to your data, you can add these as links. The links are made visible in the Asbestos tile App and on the Portals home page.

## Useful links access

Your offsite links are made visible in the on Portals home page and Asbestos tile App

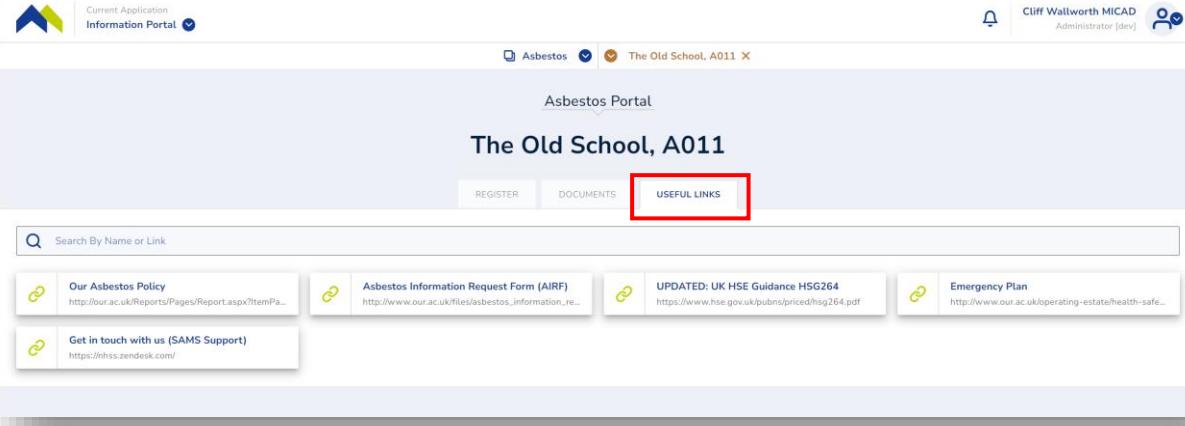


Hello, Cliff Wallworth!

**What can we help you with today?**

YOUR PORTALS ADDITIONAL PORTALS **USEFUL LINKS**

<a href="http://our.ac.uk/Reports/Pages/Report.aspx?ItemPa...">Our Asbestos Policy</a> http://our.ac.uk/Reports/Pages/Report.aspx?ItemPa...	<a href="http://www.our.ac.uk/files/asbestos_information_re...">Asbestos Information Request Form (AIRF)</a> http://www.our.ac.uk/files/asbestos_information_re...	<a href="https://www.hse.gov.uk/pubs/priced/hsg264.pdf">UPDATED: UK HSE Guidance HSG264</a> https://www.hse.gov.uk/pubs/priced/hsg264.pdf	<a href="http://www.our.ac.uk/operating-estate/health-safe...">Emergency Plan</a> http://www.our.ac.uk/operating-estate/health-safe...
<a href="https://hss.zendesk.com/">Get in touch with us (SAMS Support)</a> https://hss.zendesk.com/			



Asbestos Portal

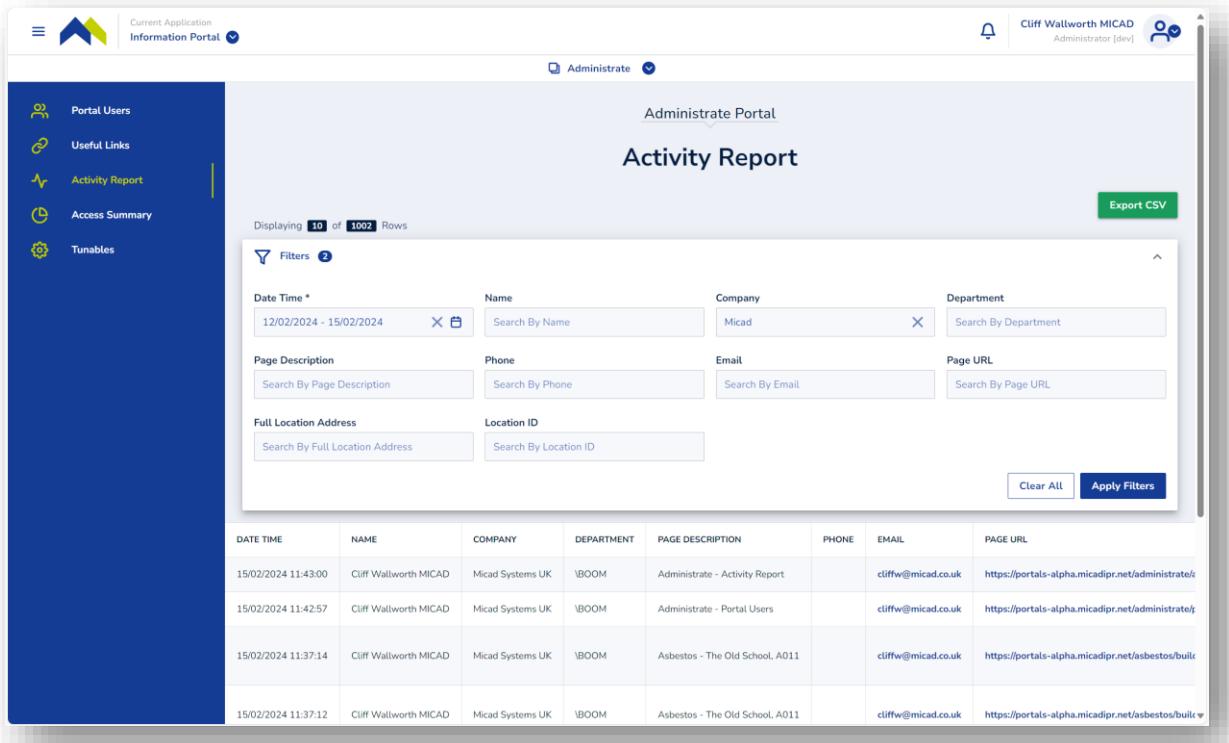
**The Old School, A011**

Asbestos **USEFUL LINKS**

<a href="http://our.ac.uk/Reports/Pages/Report.aspx?ItemPa...">Our Asbestos Policy</a> http://our.ac.uk/Reports/Pages/Report.aspx?ItemPa...	<a href="http://www.our.ac.uk/files/asbestos_information_re...">Asbestos Information Request Form (AIRF)</a> http://www.our.ac.uk/files/asbestos_information_re...	<a href="https://www.hse.gov.uk/pubs/priced/hsg264.pdf">UPDATED: UK HSE Guidance HSG264</a> https://www.hse.gov.uk/pubs/priced/hsg264.pdf	<a href="http://www.our.ac.uk/operating-estate/health-safe...">Emergency Plan</a> http://www.our.ac.uk/operating-estate/health-safe...
<a href="https://hss.zendesk.com/">Get in touch with us (SAMS Support)</a> https://hss.zendesk.com/			

## Activity Report

The activity report tracks every mouse click. As an administrator you can review each of them, you can click the link a viewing user had previously seen. You will see exactly what they viewed, step by step.



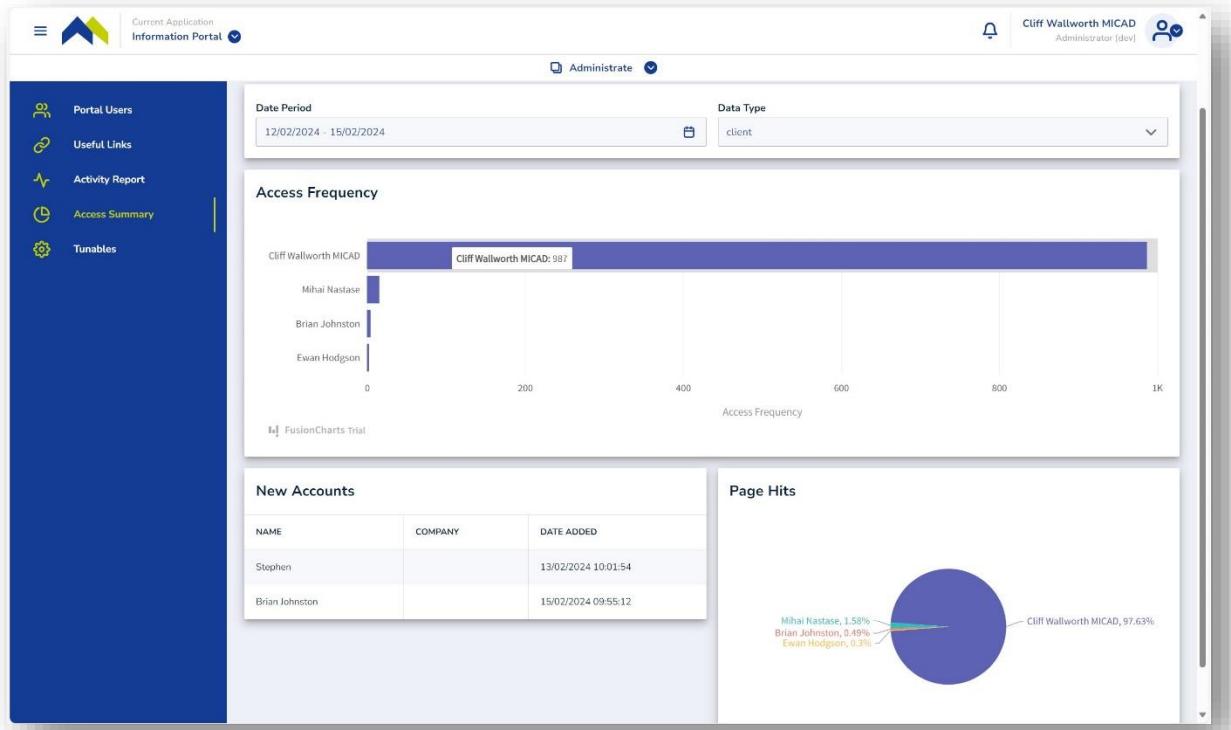
DATE TIME	NAME	COMPANY	DEPARTMENT	PAGE DESCRIPTION	PHONE	EMAIL	PAGE URL
15/02/2024 11:43:00	Cliff Wallworth MICAD	Micad Systems UK	\BOOM	Administate - Activity Report		cliffw@micad.co.uk	<a href="https://portals-alpha.micadipr.net/administate/">https://portals-alpha.micadipr.net/administate/</a>
15/02/2024 11:42:57	Cliff Wallworth MICAD	Micad Systems UK	\BOOM	Administate - Portal Users		cliffw@micad.co.uk	<a href="https://portals-alpha.micadipr.net/administate/">https://portals-alpha.micadipr.net/administate/</a>
15/02/2024 11:37:14	Cliff Wallworth MICAD	Micad Systems UK	\BOOM	Asbestos - The Old School, A011		cliffw@micad.co.uk	<a href="https://portals-alpha.micadipr.net/asbestos/building/">https://portals-alpha.micadipr.net/asbestos/building/</a>
15/02/2024 11:37:12	Cliff Wallworth MICAD	Micad Systems UK	\BOOM	Asbestos - The Old School, A011		cliffw@micad.co.uk	<a href="https://portals-alpha.micadipr.net/asbestos/building/">https://portals-alpha.micadipr.net/asbestos/building/</a>

Use the Activity Report to track user access. The comprehensive filters allow you to narrow down on a specific individual or company.

The Export feature can be used to extract the results an at table view.

## Access Summary

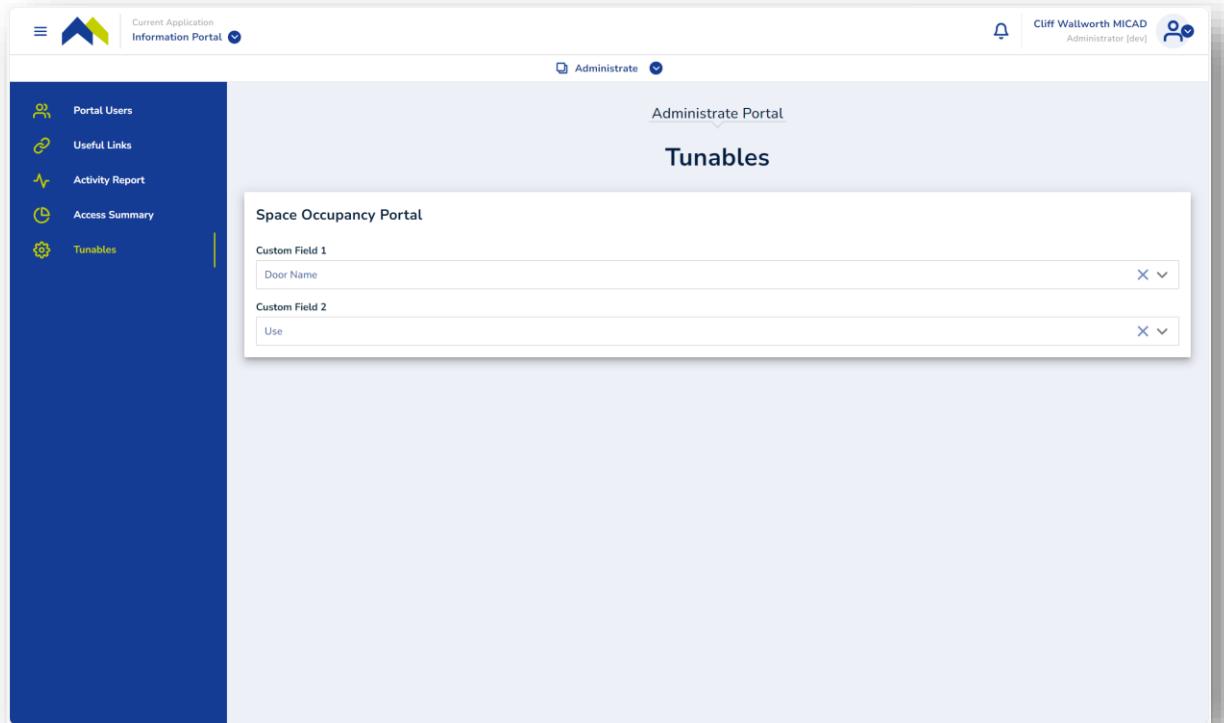
These tools are ideal for making sure that your data is being used. Simple and easy access to health and safety data is essential, data consumption tools help support your accountability as data providers.



Use the Access summary to identify data usage. You can filter the chart views by either an individual or a company name.

**Note.** Make sure that your user accounts have their company/organisation recorded

## Tunables



The screenshot shows the 'Tunables' section of the Administrate Portal. On the left, a sidebar lists 'Portal Users', 'Useful Links', 'Activity Report', 'Access Summary', and 'Tunables'. The main area is titled 'Space Occupancy Portal' and contains two input fields: 'Custom Field 1' (set to 'Door Name') and 'Custom Field 2' (set to 'Use'). The top navigation bar includes 'Current Application' (Information Portal), 'Cliff Wallworth MICAD Administrator [dev]', and a user icon.

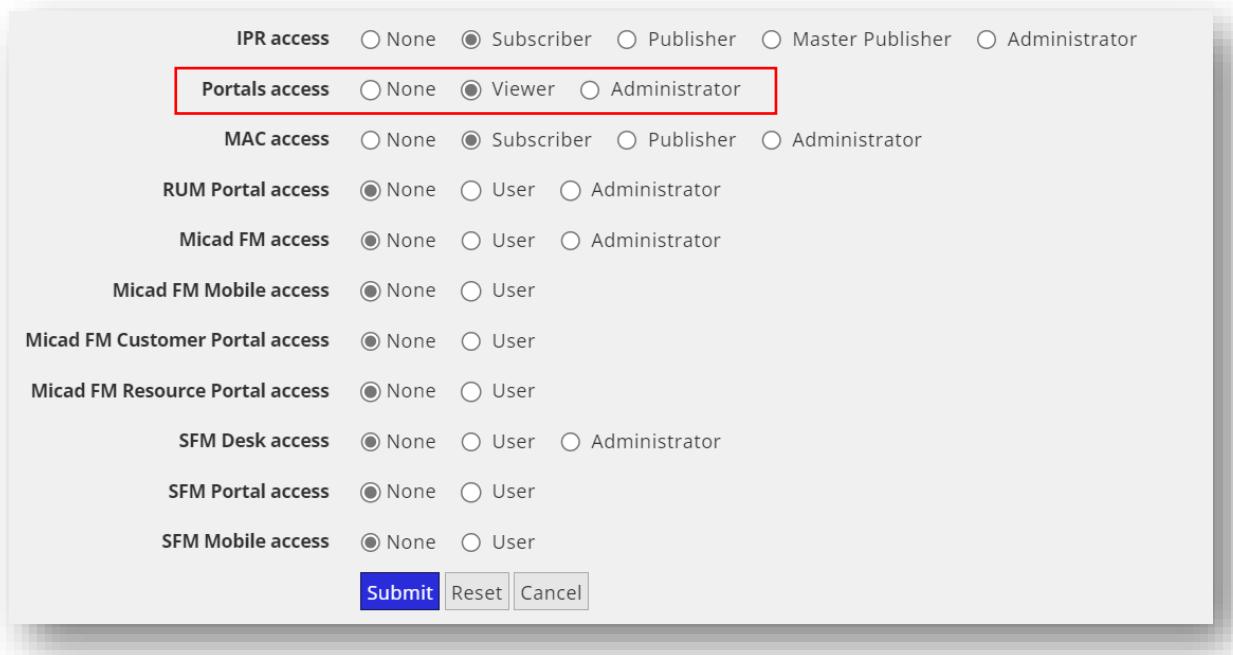
This section is used to provide a presences configuration for portals. At this moment one option exists for Space Occupancy.

### [Space Occupancy meta data](#)

We have added the ability for the Space Occupancy results table to show extended room data. This are the room based attributes found in IPR. You can include up to 2 fields of your own meta data within the results table.

## 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.



IPR access	<input type="radio"/> None	<input checked="" type="radio"/> Subscriber	<input type="radio"/> Publisher	<input type="radio"/> Master Publisher	<input type="radio"/> Administrator	
Portals access	<input type="radio"/> None	<input checked="" type="radio"/> Viewer	<input type="radio"/> Administrator			
MAC access	<input type="radio"/> None	<input checked="" type="radio"/> Subscriber	<input type="radio"/> Publisher	<input type="radio"/> Administrator		
RUM Portal access	<input checked="" type="radio"/> None	<input type="radio"/> User	<input type="radio"/> Administrator			
Micad FM access	<input checked="" type="radio"/> None	<input type="radio"/> User	<input type="radio"/> Administrator			
Micad FM Mobile access	<input checked="" type="radio"/> None	<input type="radio"/> User				
Micad FM Customer Portal access	<input checked="" type="radio"/> None	<input type="radio"/> User				
Micad FM Resource Portal access	<input checked="" type="radio"/> None	<input type="radio"/> User				
SFM Desk access	<input checked="" type="radio"/> None	<input type="radio"/> User	<input type="radio"/> Administrator			
SFM Portal access	<input checked="" type="radio"/> None	<input type="radio"/> User				
SFM Mobile access	<input checked="" type="radio"/> None	<input type="radio"/> User				
<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold; font-size: 10pt; margin-right: 5px;" type="button" value="Submit"/> <input style="border: 1px solid #ccc; padding: 2px 10px; font-size: 10pt; margin-right: 5px;" type="button" value="Reset"/> <input style="border: 1px solid #ccc; padding: 2px 10px; font-size: 10pt;" type="button" value="Cancel"/>						

*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 Administrate 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.

The screenshot shows the 'Edit User Details' page for a user named 'Adam Eve'. The top navigation bar includes 'Back', 'Portal Users', and the user's name 'Adam Eve'. The user's email is listed as 'doNotSend+69@void.micad.co.uk' and they are marked as a 'Subscriber'. The main content area is divided into four sections: 'Portals', 'Locations', 'Departments', and 'Disciplines'. Each section has a list of items and a 'Edit' button. The 'Portals' section lists: Map, Asbestos, CAD Drawings, Documents, Compliance, Space Occupier, EstateTerrier, and Appraisal, with an 'Edit Portals' button. The 'Locations' section lists 'VA University, micad-dev' with an 'Edit Locations' button. The 'Departments' section lists 'All Departments' with an 'Edit Departments' button. The 'Disciplines' section lists: Asbestos-Health & Safety, Building Condition, Compliance- Access Report, Compliance- EICR, Compliance- FRA, Compliance- Gas Safe Cert, Compliance- Lift Report (LOLER), and Drawing - Floor Plan, with an 'Edit Disciplines' button. A blue 'Edit User Details' button is located in the top right corner of the page.

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

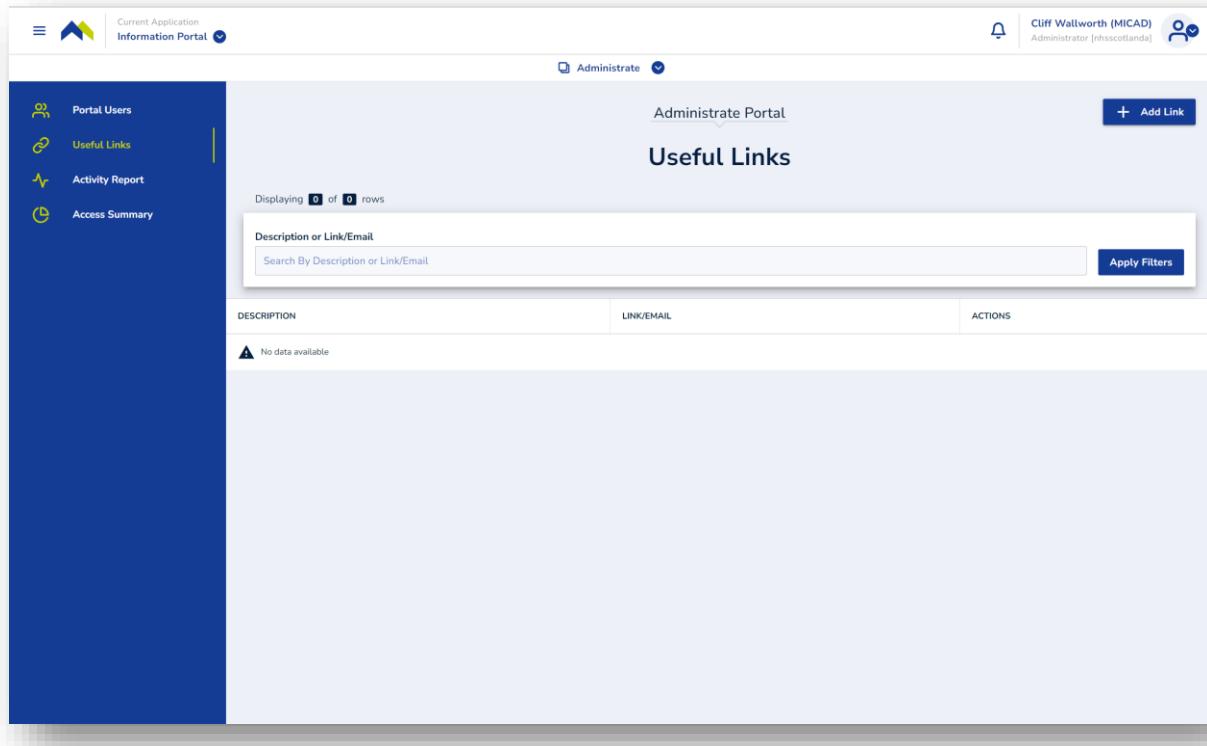
**Be careful if you are opening up to “All”, some Tile Apps such as Documents, will open up access every document to your users. Use the Disciplines configuration to fine tune access to documentation that’s recorded in your IPR. You are reminded to be diligent with security.**

**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.**

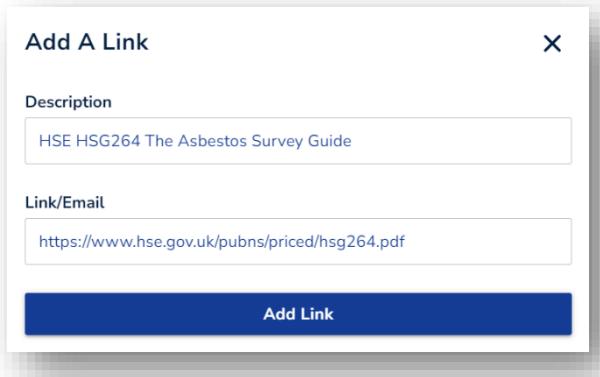
## Adding web links to portals

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.



The screenshot shows the 'Useful Links' page within the Administate Portal. The left sidebar has a dark blue background with white icons and text: 'Portal Users', 'Useful Links' (which is highlighted in blue), 'Activity Report', and 'Access Summary'. The main content area has a light blue header with the title 'Useful Links'. Below the header is a search bar with the placeholder 'Search By Description or Link/Email' and a 'Apply Filters' button. A message 'Displaying 0 of 0 rows' is shown. A table with three columns ('DESCRIPTION', 'LINK/EMAIL', 'ACTIONS') is present, with a note 'No data available' above it. In the top right corner of the main area, there is a blue button labeled '+ Add Link'.

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

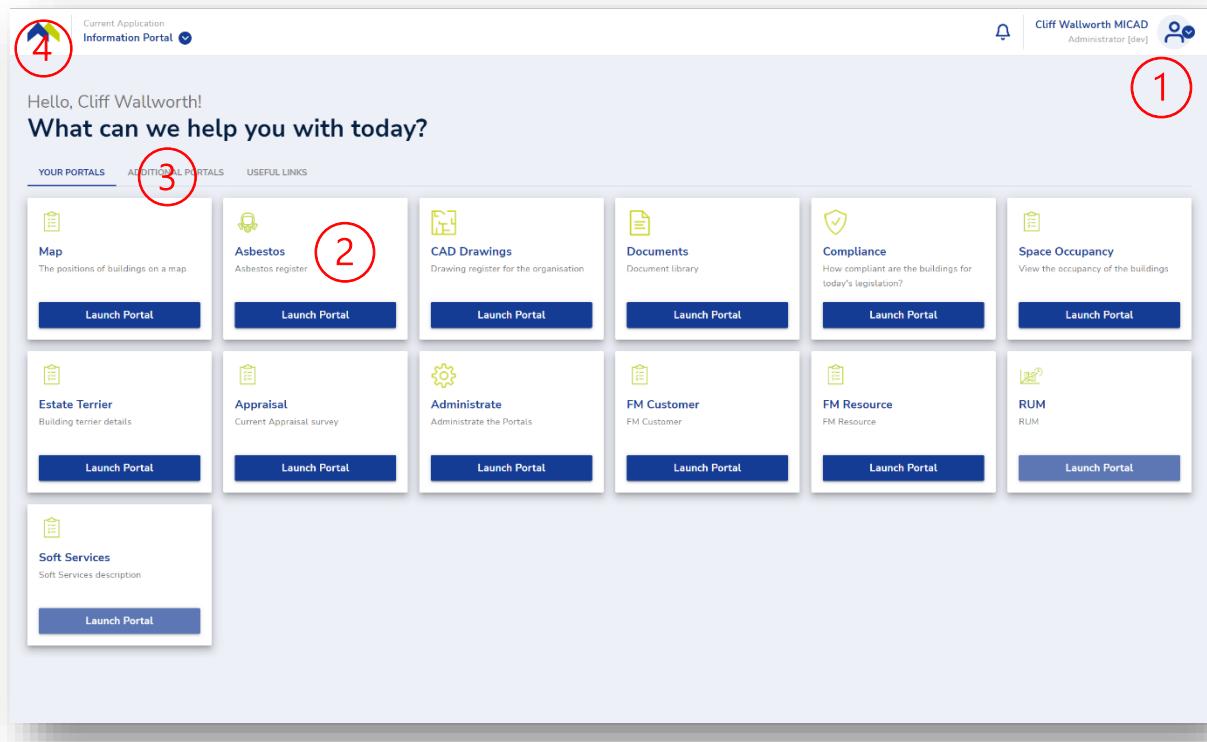


The dialog box is titled 'Add A Link'. It contains two input fields: 'Description' with the value 'HSE HSG264 The Asbestos Survey Guide' and 'Link/Email' with the value 'https://www.hse.gov.uk/pubns/priced/hsg264.pdf'. At the bottom is a blue 'Add Link' button.

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

## Portals 3 homepage

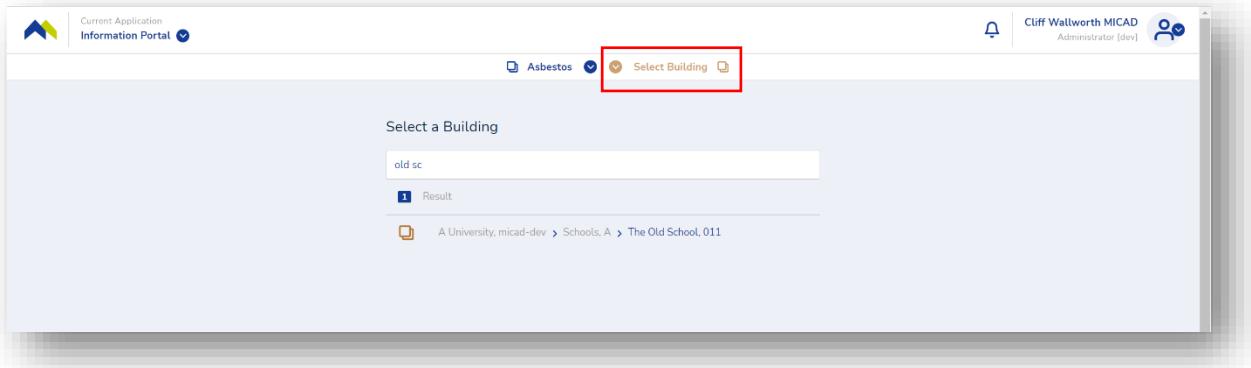
The from the homepage as a Client Administrator, you can access the data and configure the users.



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



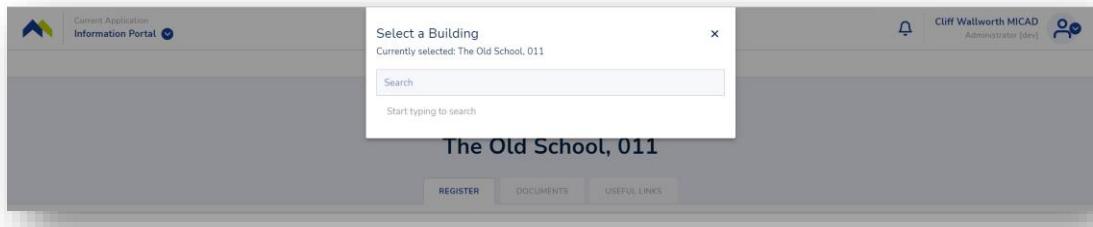
Type out the building name. This does not need perfect verbatim input, as you have typed a couple of character a list will reveal a count of results, Buildings within the property portfolio. You can use codes if you know them.

Click on the building listed in the results.

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

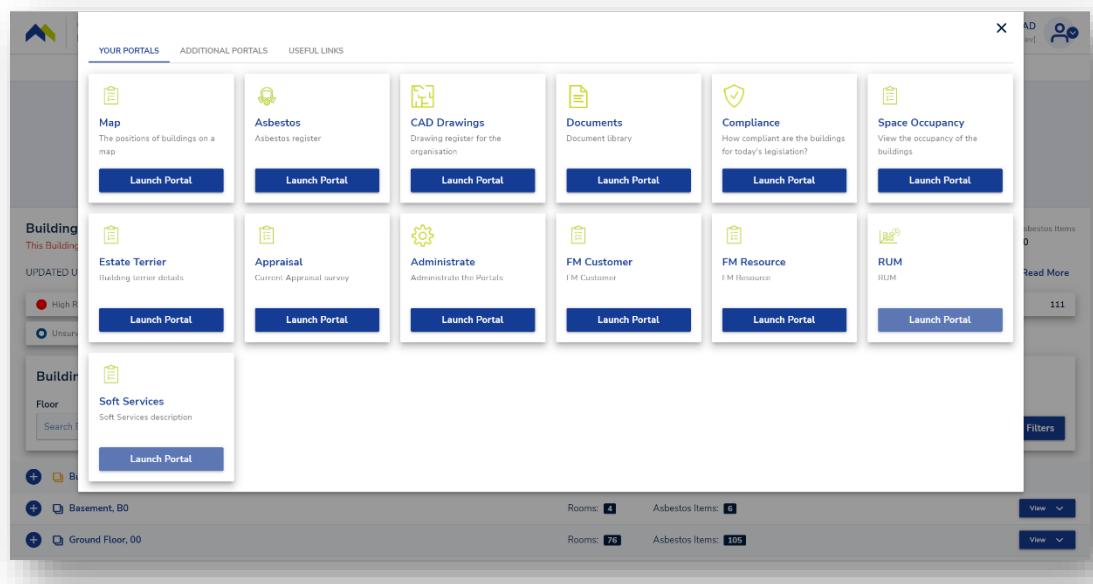
## Switching to another building via Search

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 shows the Asbestos Tile App Register interface. At the top, there is a header with the 'Current Application Information Portal' logo, a dropdown for 'Asbestos' and 'The Old School, 011', a notification bell, and a user profile for 'Cliff Wallworth MICAD Administrator [dev]'. Below the header, the main content area is titled 'Asbestos Portal' and shows 'The Old School, 011'.

**Building Summary:** This building contains asbestos (circled 3). It has 12 floors, 278 rooms, and 56 asbestos items. The register shows the following risk distribution (circled 5):

- High Risk: 1
- Medium Risk: 5
- Medium/Low Risk: 45
- Low Risk: 5
- Non-Asbestos Material: 165
- NSMI: 113
- Unsurveyed: 91

**Building Register:** The register lists floors and rooms with asbestos items (circled 6). The floors include:

- Building Externals: Asbestos Items: 2
- Basement, B0: Rooms: 4, Asbestos Items: 6
- Ground Floor, 00: Rooms: 76, Asbestos Items: 101
- Reception: Medium/Low Risk, Asbestos Items: 2, A011-00-0001

**Asbestos Items:** The register details two items (circled 8 and 9):

- 1. Rope material:** Risk Assessment: Non-Asbestos Material. Material Description: Non Asbestos Containing Material. Sample Reference: JR010 / B089056. Position: forming seal to metal box on North wall. Material Extent (m<sup>2</sup>): 1. Last Inspected Date: 24/10/2005. Review Comments: 6 - No asbestos detected. No further asbestos related actions required.
- 2. Cement panel:** Risk Assessment: Medium/Low Risk. Material Description: Asbestos Cement. Sample Reference: XJR012 / B089058(Vis0001). Position: forming underside to alcove to left hand side radiator on North wall. Material Extent (m<sup>2</sup>): 1. Last Inspected Date: 17/11/2020. Review Comments: -.

**Image:** A photograph of a wall with a white, ribbed material (circled 10) is shown next to the cement panel entry.

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 within 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*

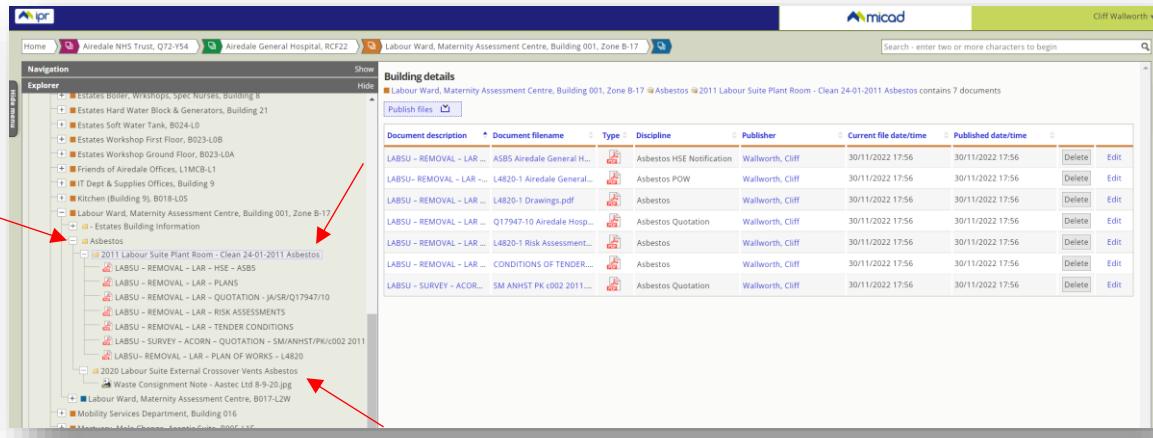
## Preparing IPR for Asbestos documents

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**.



The screenshot shows the IPR interface with the following details:

**Navigation:** The 'Explorer' sidebar shows a tree structure of IPR folders. A red arrow points to the 'Asbestos' folder under 'Labour Ward, Maternity Assessment Centre, Building 001, Zone B-17'. Another red arrow points to a sub-folder '2011 Labour Suite Plant Room - Clean 28-01-2011 Asbestos' within the 'Asbestos' folder.

**Building details:** The main content area shows a table of documents. The table has columns: Document description, Document filename, Type, Discipline, Publisher, Current file date/time, and Published date/time. Each row represents a document entry.

Document description	Document filename	Type	Discipline	Publisher	Current file date/time	Published date/time
LABSU - REMOVAL - LAR ... ASBS Airedale General H...	L4820-1 Airedale General...	Asbestos HSE Notification	Asbestos POW	Wallworth, Cliff	30/11/2022 17:56	30/11/2022 17:56
LABSU - REMOVAL - LAR ... L4820-1 Drawings.pdf	L4820-1 Drawings.pdf	Asbestos	Asbestos	Wallworth, Cliff	30/11/2022 17:56	30/11/2022 17:56
LABSU - REMOVAL - LAR ... Q17947-10 Airedale Hosp...	Q17947-10 Airedale Hosp...	Asbestos Quotation	Asbestos Quotation	Wallworth, Cliff	30/11/2022 17:56	30/11/2022 17:56
LABSU - REMOVAL - LAR ... L4820-1 Risk Assessment...	L4820-1 Risk Assessment...	Asbestos	Asbestos	Wallworth, Cliff	30/11/2022 17:56	30/11/2022 17:56
LABSU - REMOVAL - LAR ... CONDITIONS OF TENDER...	CONDITIONS OF TENDER...	Asbestos	Asbestos	Wallworth, Cliff	30/11/2022 17:56	30/11/2022 17:56
LABSU - SURVEY - ACOR ... SM ANHST PK c002 2011...	SM ANHST PK c002 2011...	Asbestos Quotation	Asbestos Quotation	Wallworth, Cliff	30/11/2022 17:56	30/11/2022 17:56

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

## Sharing asbestos related documents in Portal

The screenshot shows the 'Asbestos Portal' interface. At the top, there are tabs for 'REGISTER', 'DOCUMENTS' (which is selected), and 'USEFUL LINKS'. Below the tabs, the title 'Labour Ward, Maternity Assessment Centre, Building 001, Zone B-17' is displayed. The main content area is titled 'Documents' and shows a list of 8 documents. Each document entry includes the folder path, name, description, discipline, type, publisher, and publish date. A 'Filters' button is located at the top of the document list. Red arrows point to the 'Filters' button and the list of documents.

FOLDER	NAME & DESCRIPTION	DISCIPLINE	TYPE	PUBLISHER	PUBLISH DATE
Asbestos > 2011 Labour Suite Plant Room - Clean 24-01-2011 Asbestos	ASBS5 Airedale General Hospital.pdf LABSU - REMOVAL - LAR - HSE - ASBS5	Asbestos HSE Notification	PDF	Cliff Wallworth	30/11/2022 17:56:24
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
Asbestos > 2011 Labour Suite Plant Room - Clean 24-01-2011 Asbestos	Q17947-10 Airedale Hospital - Quote.pdf LABSU - REMOVAL - LAR - QUOTATION - JA/SR/Q1/94/10	Asbestos Quotation	PDF	Cliff Wallworth	30/11/2022 17:56:24
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
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
Asbestos > 2011 Labour Suite Plant Room - Clean 24-01-2011 Asbestos	SM ANHST PK c002 2011.pdf LABSU - SURVEY - ACORN - QUOTATION - SM/ANHSTIPK/c002 2011	Asbestos Quotation	PDF	Cliff Wallworth	30/11/2022 17:56:24
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
Asbestos > 2020 Labour Suite External Crossover Vents Asbestos	Waste Consignment Note - Asotec Ltd B-8-20.jpg Waste Consignment Note - Asotec Ltd B-8-20.jpg	Asbestos Disposal	JPG	Cliff Wallworth	30/11/2022 17:56:24

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.

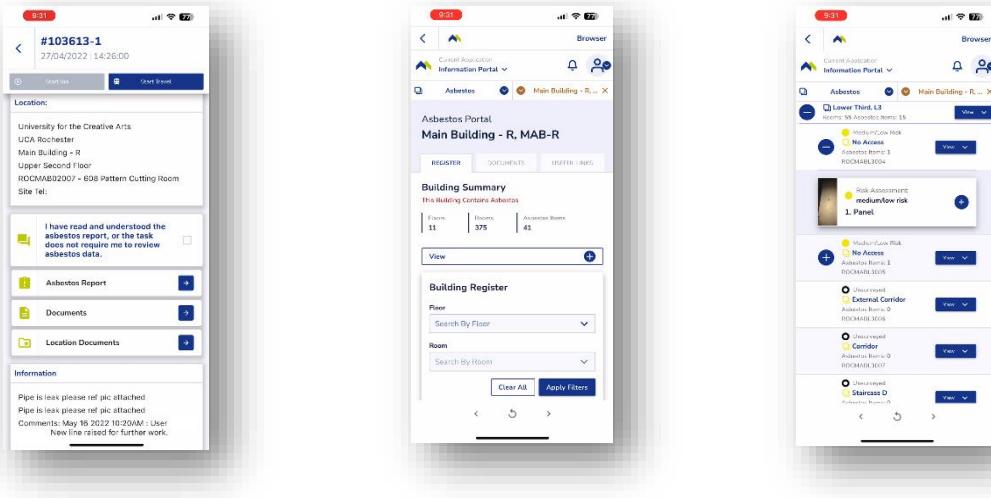
The image shows a physical asbestos warning label and a mobile phone screen. The label features a large 'a' logo, a red warning box with 'WARNING CONTAINS ASBESTOS', and a QR code. The text on the label reads: 'For further information please contact the Estates Department on #4827' and 'Do not remove this label.' A red arrow points from the label to the mobile phone screen. The mobile phone screen displays the 'Asbestos' section of the 'Labour Ward, Maternity Assessment Centre, Building 001, Zone B-17' portal, showing a list of ACMs.

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



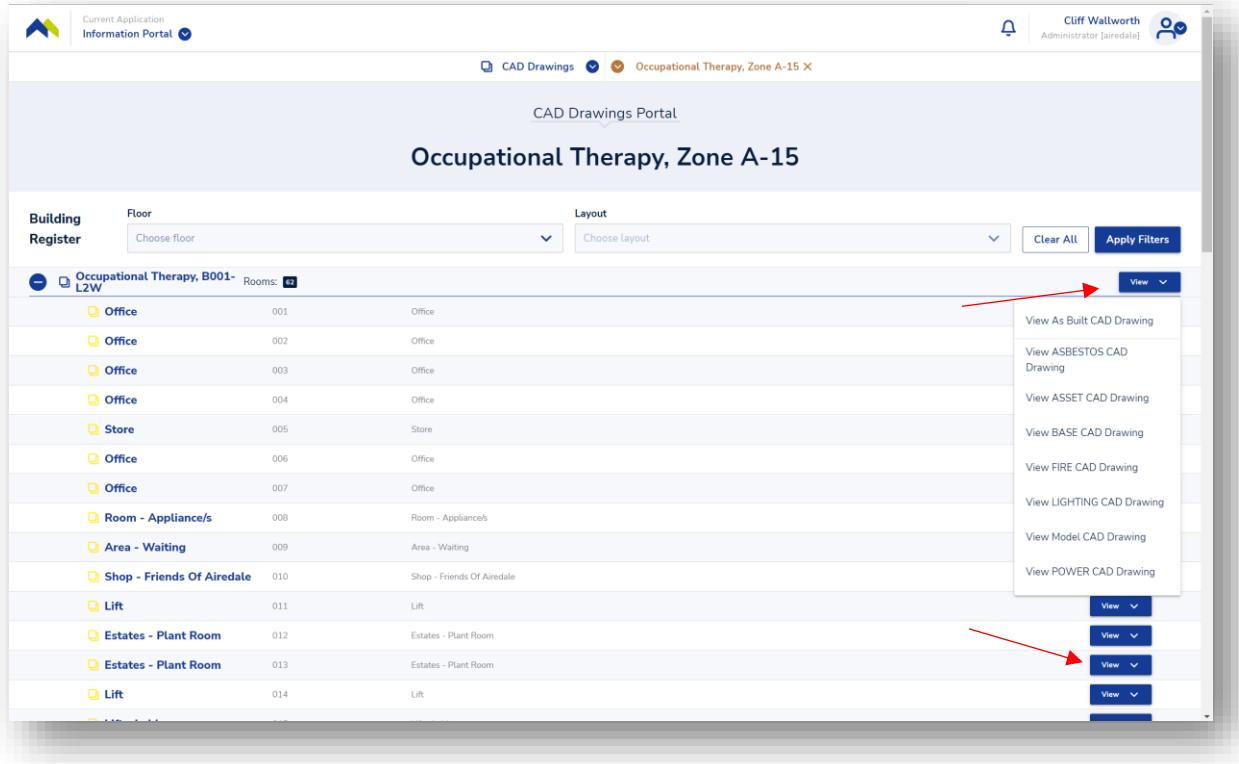
From Micad FM click Asbestos Report

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.



The screenshot shows the 'Occupational Therapy, Zone A-15' section of the CAD Drawings Portal. The list of rooms includes:

Room Type	Room Number	Room Description	Actions
Office	001	Office	View
Office	002	Office	View
Office	003	Office	View
Office	004	Office	View
Store	005	Store	View
Office	006	Office	View
Office	007	Office	View
Room - Appliance/s	008	Room - Appliance/s	View
Area - Waiting	009	Area - Waiting	View
Shop - Friends Of Airedale	010	Shop - Friends Of Airedale	View
Lift	011	Lift	View
Estates - Plant Room	012	Estates - Plant Room	View
Estates - Plant Room	013	Estates - Plant Room	View
Lift	014	Lift	View

*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

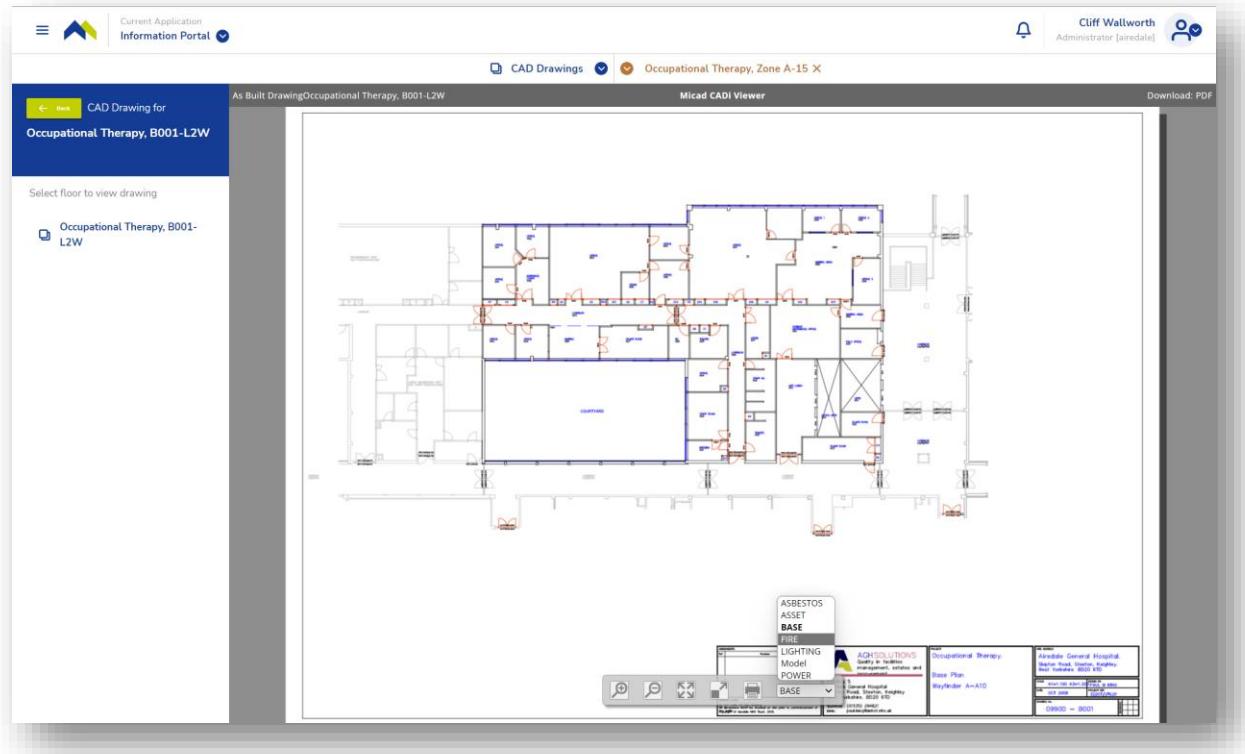
- keep the plans up to date
- Standardise tile blocks
- Create layout views and scaled options for reviewers

#### Dont

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

Want really HQ drawings?

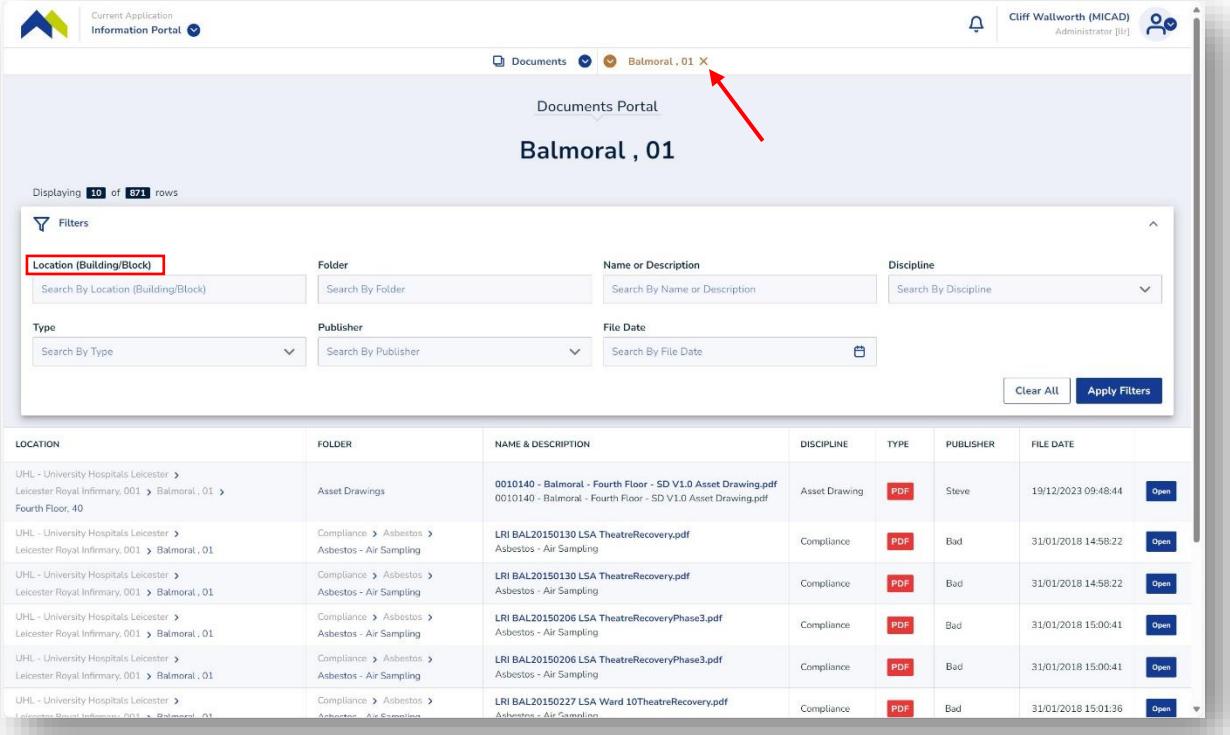
Portals produces HQ PDFs straight from the original DWG. If you need original large format renders from any layout of the DWG, use the Layout and download features in CADi Viewer.



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

## Documents Tile App

Use the documents tile app to access the published content of IPR. As you enter the search executes for the selected Building/Block. You can refine your search using the filters accordingly.

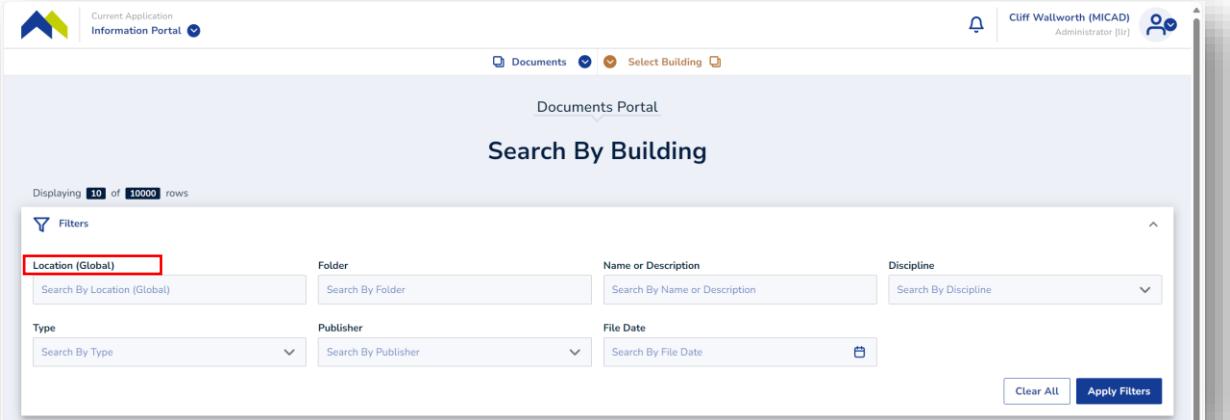


The screenshot shows the 'Documents Portal' interface. At the top, there is a search bar with the text 'Balmoral, 01 X'. Below the search bar is a 'Filters' section with several search fields: 'Location (Building/Block)', 'Folder', 'Name or Description', 'Discipline', 'Type', 'Publisher', and 'File Date'. The 'Location (Building/Block)' field is highlighted with a red border. Below the filters is a table listing documents. The table has columns: LOCATION, FOLDER, NAME & DESCRIPTION, DISCIPLINE, TYPE, PUBLISHER, and FILE DATE. The data in the table is as follows:

LOCATION	FOLDER	NAME & DESCRIPTION	DISCIPLINE	TYPE	PUBLISHER	FILE DATE
UHL - University Hospitals Leicester > Leicester Royal Infirmary, 001 > Balmoral, 01 > Fourth Floor, 40	Asset Drawings	0010140 - Balmoral - Fourth Floor - SD V1.0 Asset Drawing.pdf 0010140 - Balmoral - Fourth Floor - SD V1.0 Asset Drawing.pdf	Asset Drawing	PDF	Steve	19/12/2023 09:48:44
UHL - University Hospitals Leicester > Leicester Royal Infirmary, 001 > Balmoral, 01	Compliance > Asbestos > Asbestos - Air Sampling	LRI BAL20150130 LSA TheatreRecovery.pdf Asbestos - Air Sampling	Compliance	PDF	Bad	31/01/2018 14:58:22
UHL - University Hospitals Leicester > Leicester Royal Infirmary, 001 > Balmoral, 01	Compliance > Asbestos > Asbestos - Air Sampling	LRI BAL20150130 LSA TheatreRecovery.pdf Asbestos - Air Sampling	Compliance	PDF	Bad	31/01/2018 14:58:22
UHL - University Hospitals Leicester > Leicester Royal Infirmary, 001 > Balmoral, 01	Compliance > Asbestos > Asbestos - Air Sampling	LRI BAL20150206 LSA TheatreRecoveryPhase3.pdf Asbestos - Air Sampling	Compliance	PDF	Bad	31/01/2018 15:00:41
UHL - University Hospitals Leicester > Leicester Royal Infirmary, 001 > Balmoral, 01	Compliance > Asbestos > Asbestos - Air Sampling	LRI BAL20150206 LSA TheatreRecoveryPhase3.pdf Asbestos - Air Sampling	Compliance	PDF	Bad	31/01/2018 15:00:41
UHL - University Hospitals Leicester > Leicester Royal Infirmary, 001 > Balmoral, 01	Compliance > Asbestos > Asbestos - Air Sampling	LRI BAL20150227 LSA Ward 10TheatreRecovery.pdf Asbestos - Air Sampling	Compliance	PDF	Bad	31/01/2018 15:01:36

## Global document searching

To search Globally, toggle (Click the X) next to the selected Building/Block. Observe the Location Search switches to Global. You can now, type in full or partial text that with your property portfolio.



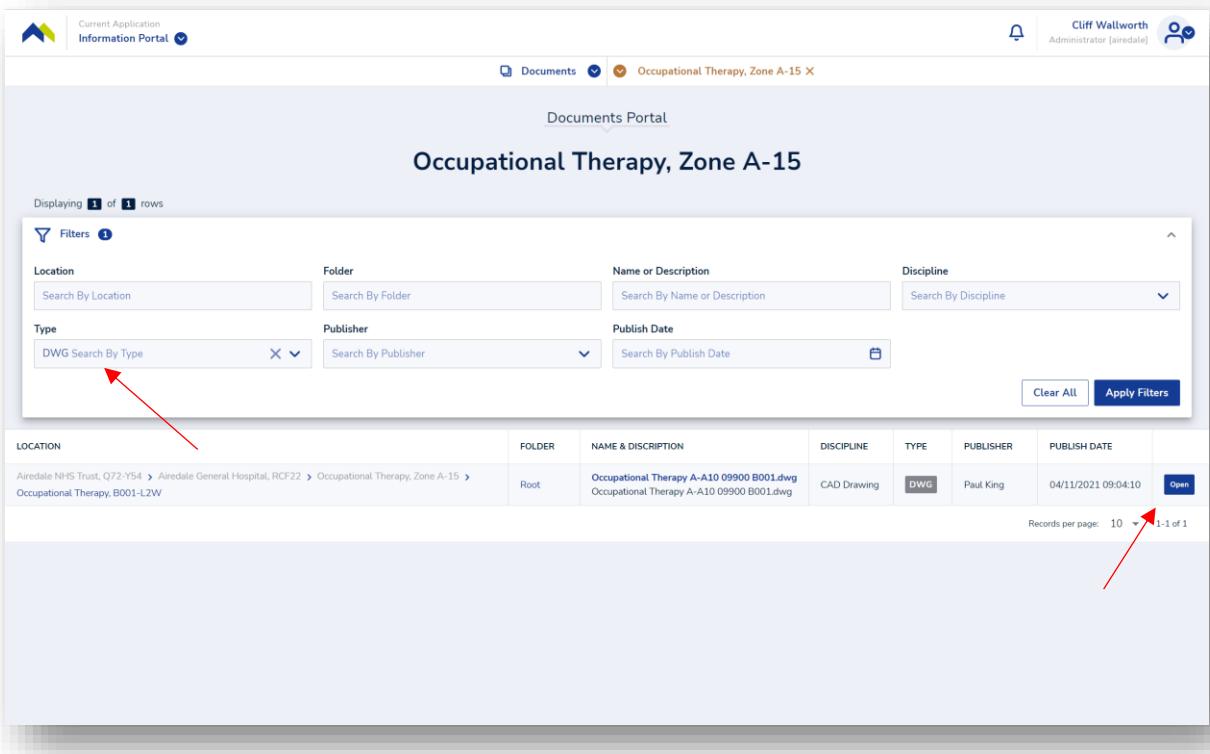
The screenshot shows the 'Documents Portal' interface. At the top, there is a search bar with the text 'Select Building X'. Below the search bar is a 'Filters' section with several search fields: 'Location (Global)', 'Folder', 'Name or Description', 'Discipline', 'Type', 'Publisher', and 'File Date'. The 'Location (Global)' field is highlighted with a red border. Below the filters is a table listing documents. The table has columns: LOCATION, FOLDER, NAME & DESCRIPTION, DISCIPLINE, TYPE, PUBLISHER, and FILE DATE. The data in the table is as follows:

LOCATION	FOLDER	NAME & DESCRIPTION	DISCIPLINE	TYPE	PUBLISHER	FILE DATE
UHL - University Hospitals Leicester > Leicester Royal Infirmary, 001 > Balmoral, 01 > Fourth Floor, 40	Asset Drawings	0010140 - Balmoral - Fourth Floor - SD V1.0 Asset Drawing.pdf 0010140 - Balmoral - Fourth Floor - SD V1.0 Asset Drawing.pdf	Asset Drawing	PDF	Steve	19/12/2023 09:48:44
UHL - University Hospitals Leicester > Leicester Royal Infirmary, 001 > Balmoral, 01	Compliance > Asbestos > Asbestos - Air Sampling	LRI BAL20150130 LSA TheatreRecovery.pdf Asbestos - Air Sampling	Compliance	PDF	Bad	31/01/2018 14:58:22
UHL - University Hospitals Leicester > Leicester Royal Infirmary, 001 > Balmoral, 01	Compliance > Asbestos > Asbestos - Air Sampling	LRI BAL20150130 LSA TheatreRecovery.pdf Asbestos - Air Sampling	Compliance	PDF	Bad	31/01/2018 14:58:22
UHL - University Hospitals Leicester > Leicester Royal Infirmary, 001 > Balmoral, 01	Compliance > Asbestos > Asbestos - Air Sampling	LRI BAL20150206 LSA TheatreRecoveryPhase3.pdf Asbestos - Air Sampling	Compliance	PDF	Bad	31/01/2018 15:00:41
UHL - University Hospitals Leicester > Leicester Royal Infirmary, 001 > Balmoral, 01	Compliance > Asbestos > Asbestos - Air Sampling	LRI BAL20150206 LSA TheatreRecoveryPhase3.pdf Asbestos - Air Sampling	Compliance	PDF	Bad	31/01/2018 15:00:41
UHL - University Hospitals Leicester > Leicester Royal Infirmary, 001 > Balmoral, 01	Compliance > Asbestos > Asbestos - Air Sampling	LRI BAL20150227 LSA Ward 10TheatreRecovery.pdf Asbestos - Air Sampling	Compliance	PDF	Bad	31/01/2018 15:01:36

You can expand criteria to focus in the documentation throughout IPR. Click Apply filters when done.

## 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.



Documents Portal

### Occupational Therapy, Zone A-15

Displaying 1 of 1 rows

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	<a href="#">Open</a>

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

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	<a href="#">Open</a> <a href="#">Open Micad360</a>
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	<a href="#">Open</a> <a href="#">Open Micad360</a>
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	<a href="#">Open</a> <a href="#">Open Micad360</a>
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 17:50:49	<a href="#">Open</a> <a href="#">Open Micad360</a>

*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.

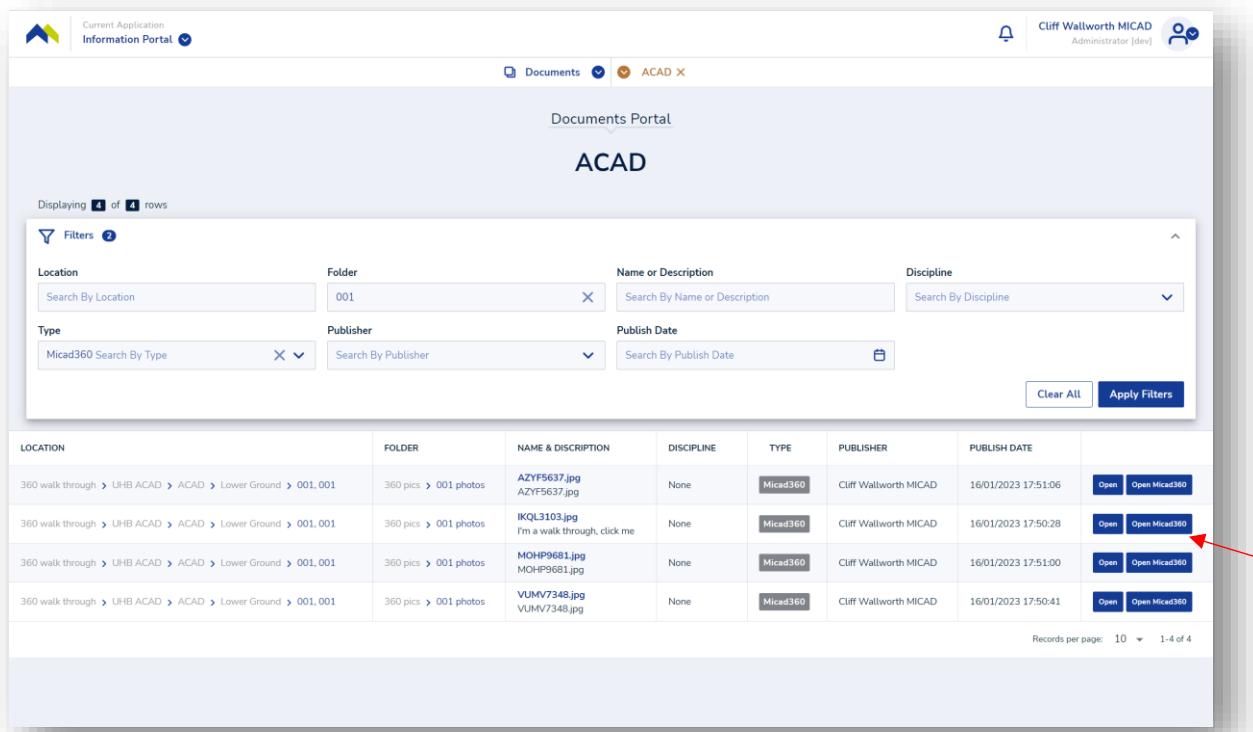


*A native 360 image appears as a double 'fisheye' without the aid of the Micad360 viewer*

## Micad360 photos, markers and walkthroughs

You can put together as many walkthroughs as you need using IPR so its 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 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 the these are visible and become interactive within the Portal. Portals is the 'shop window' for Micad360 walkthroughs.

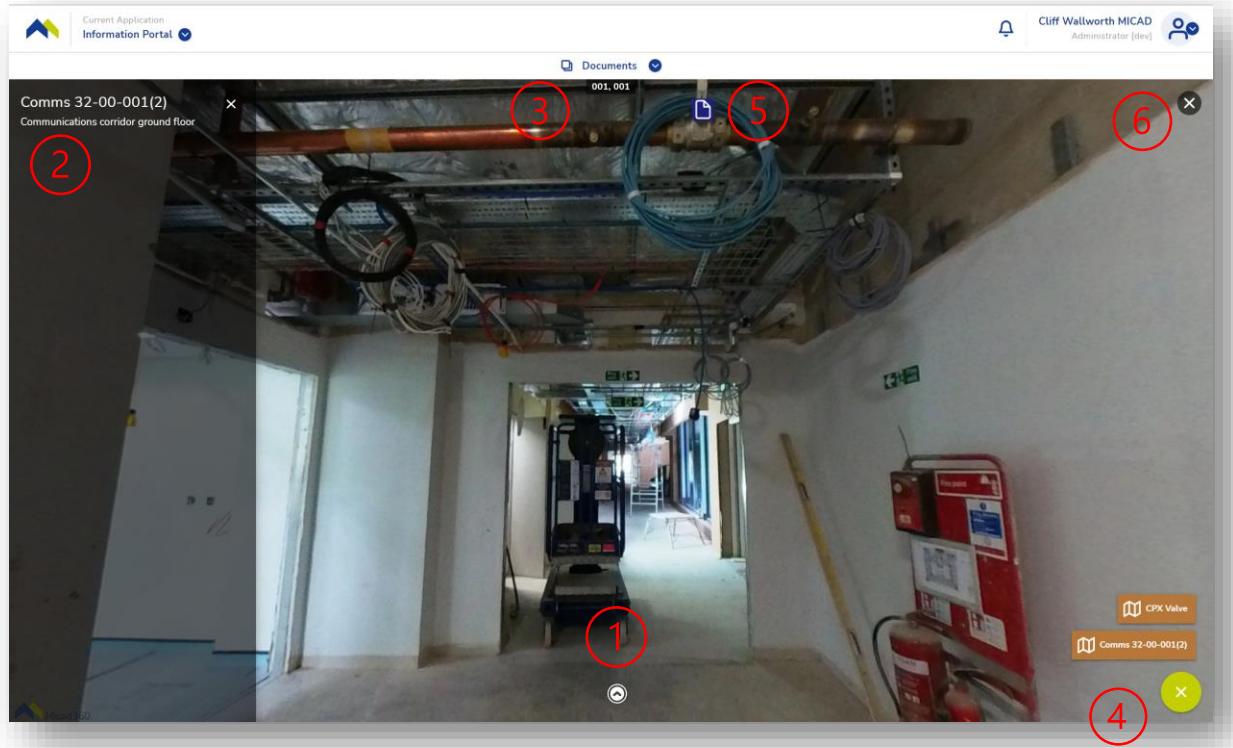


The screenshot shows the 'Documents Portal' for the 'ACAD' discipline. The interface includes a search bar, filters for Location, Folder, Name or Description, Discipline, Type, Publisher, and Publish Date. The main table lists four 360 walkthroughs with columns for Location, Folder, Name & Description, Discipline, Type, Publisher, Publish Date, and two 'Open' buttons. A red arrow points to the 'Open Micad360' button for the third item in the list.

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	<a href="#">Open</a> <a href="#">Open Micad360</a>
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	<a href="#">Open</a> <a href="#">Open Micad360</a>
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	<a href="#">Open</a> <a href="#">Open Micad360</a>
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	<a href="#">Open</a> <a href="#">Open Micad360</a>

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.

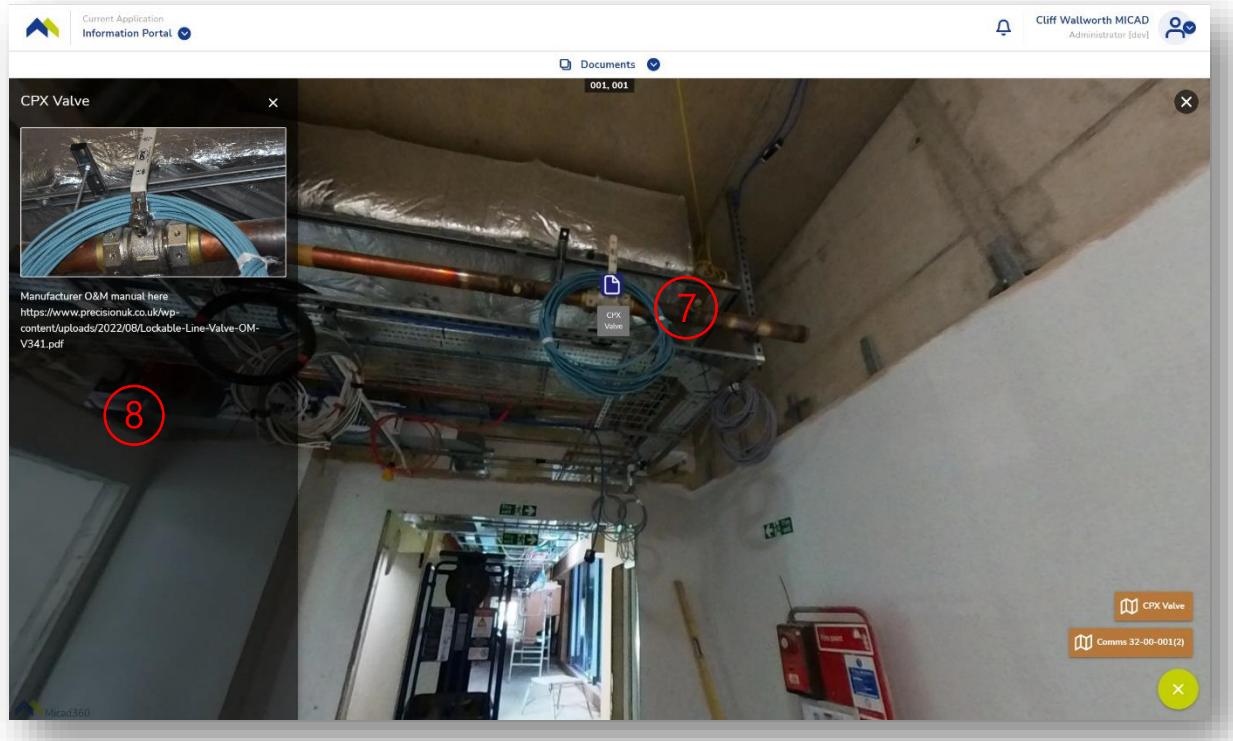


*The Micad360 viewer showing navigation mode*

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 of interest or assets (*the image shows an asset captured 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.

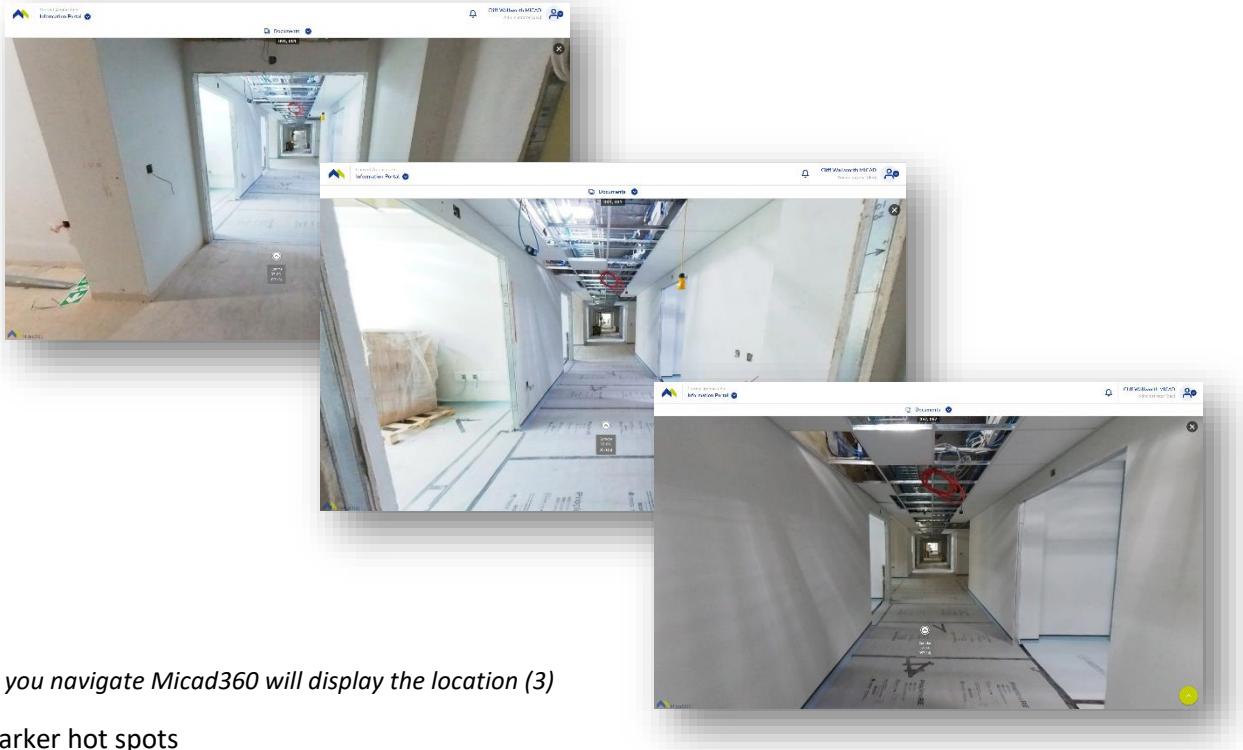
7. Information marker (*Item used here links to DSLR JPG photo in IPR*)
8. Information marker Caption, description and photo preview (*Valve photo shows web link to manufacturer's O&M manual*)



*Click on the preview photo review full screen*

[Walkthrough navigation](#)

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

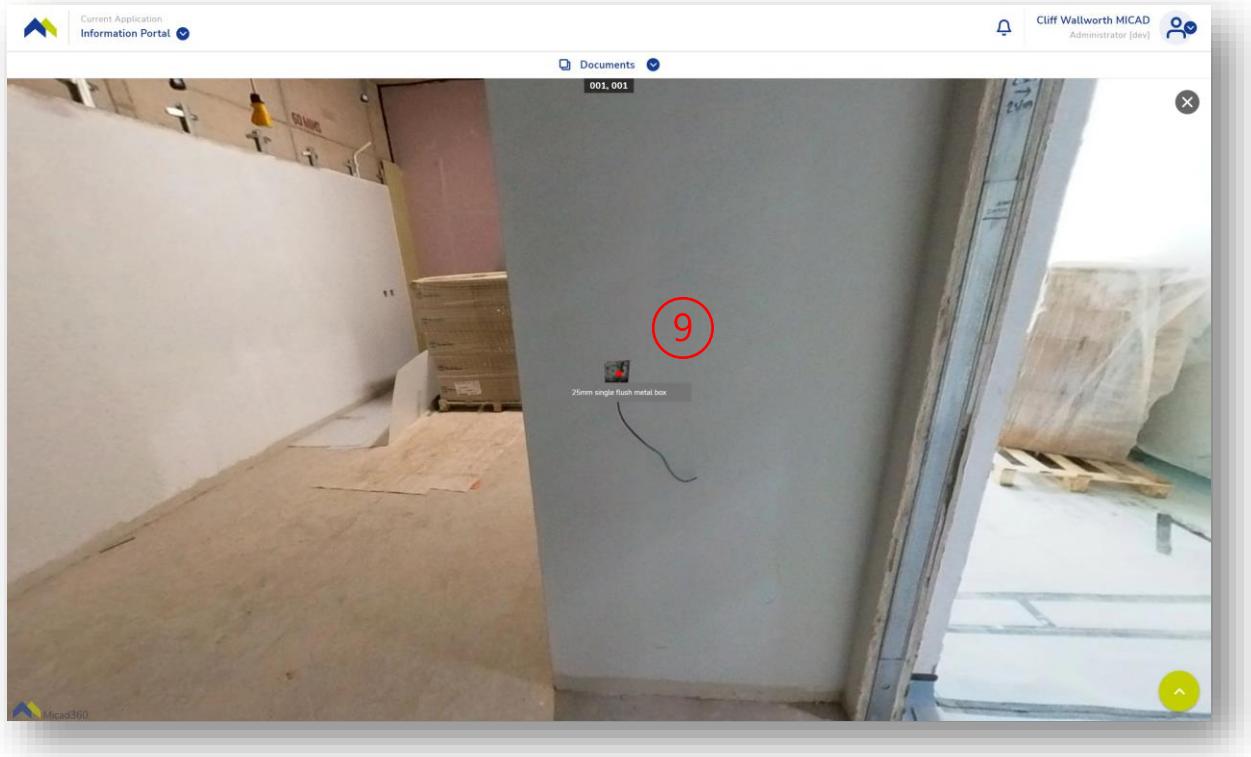


*As you navigate Micad360 will display the location (3)*

[Marker hot spots](#)

## Annotation markers

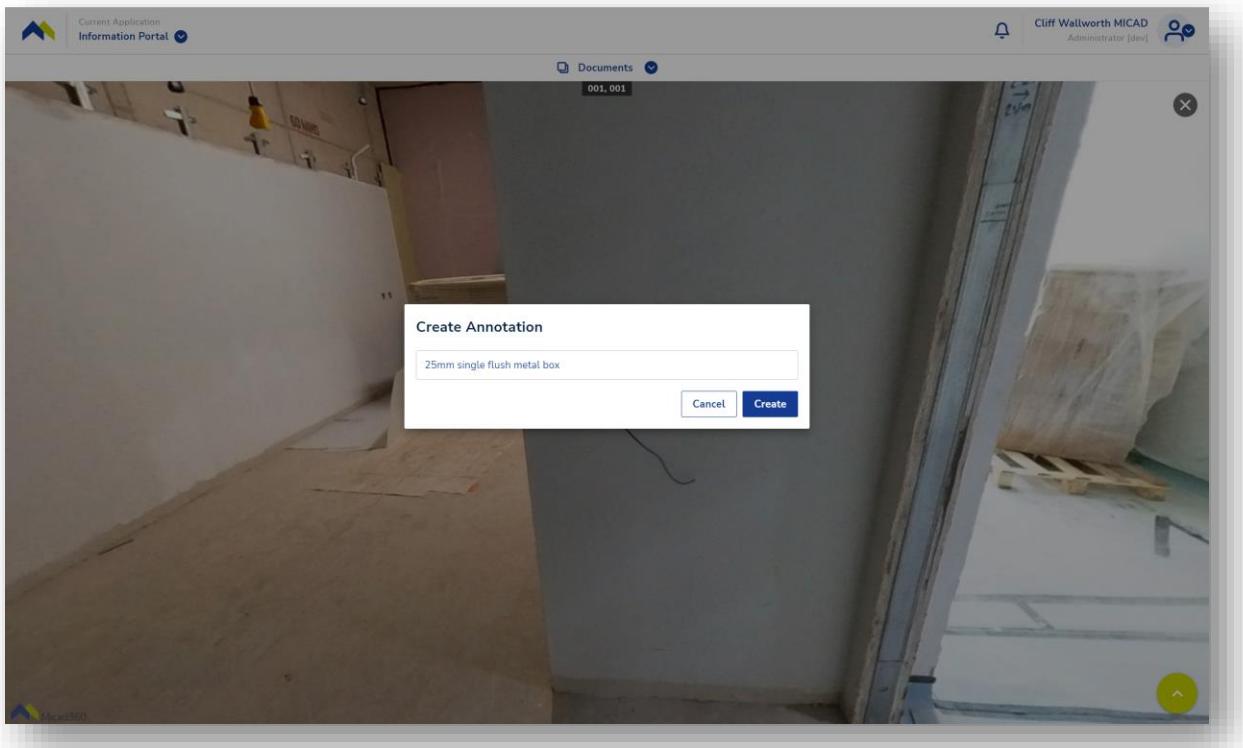
The Micad360 viewer helps your users communicate particular points of interest. This quick Annotation tool creates immediate hyperlinks to an exact point inside the photo. Users can share these computer-generated discreet links so that they don't introduce human error while attempting to verbalise location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



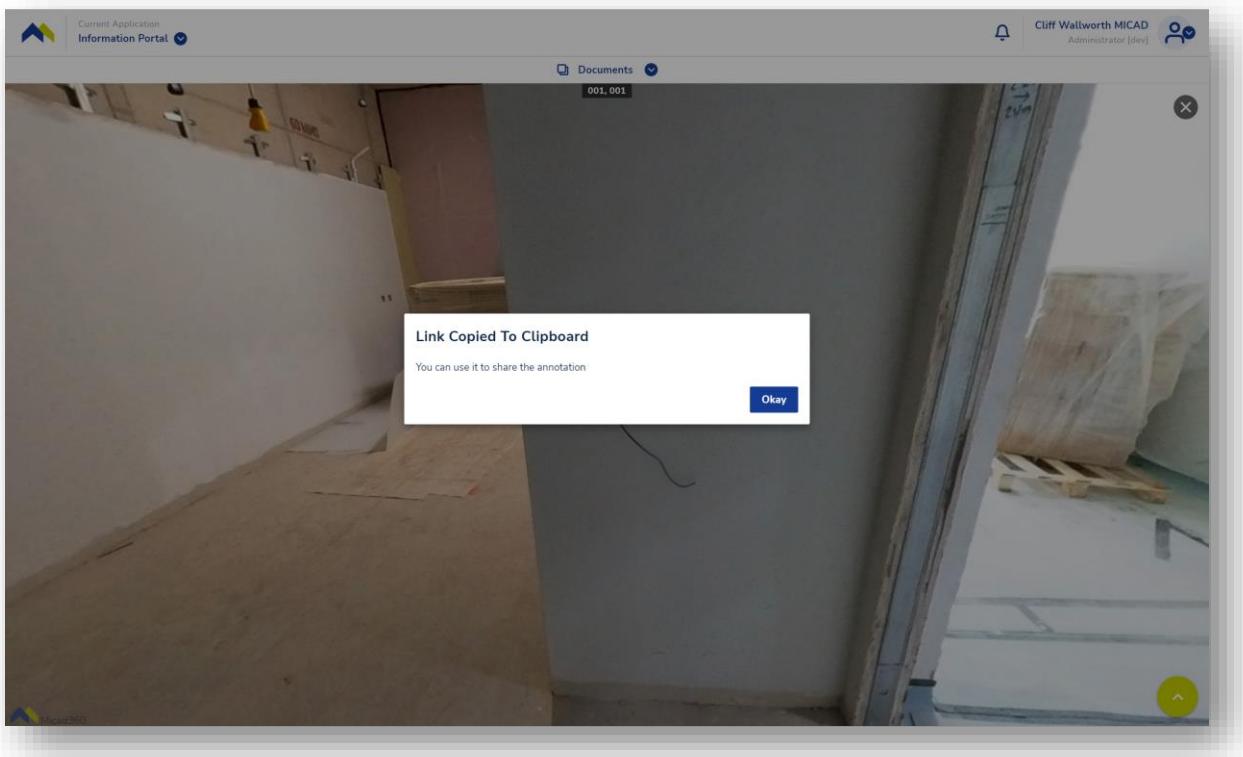
*Users can create and share links that zoom to the exact item or artefact in review*

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

Double click the photo to position the marker



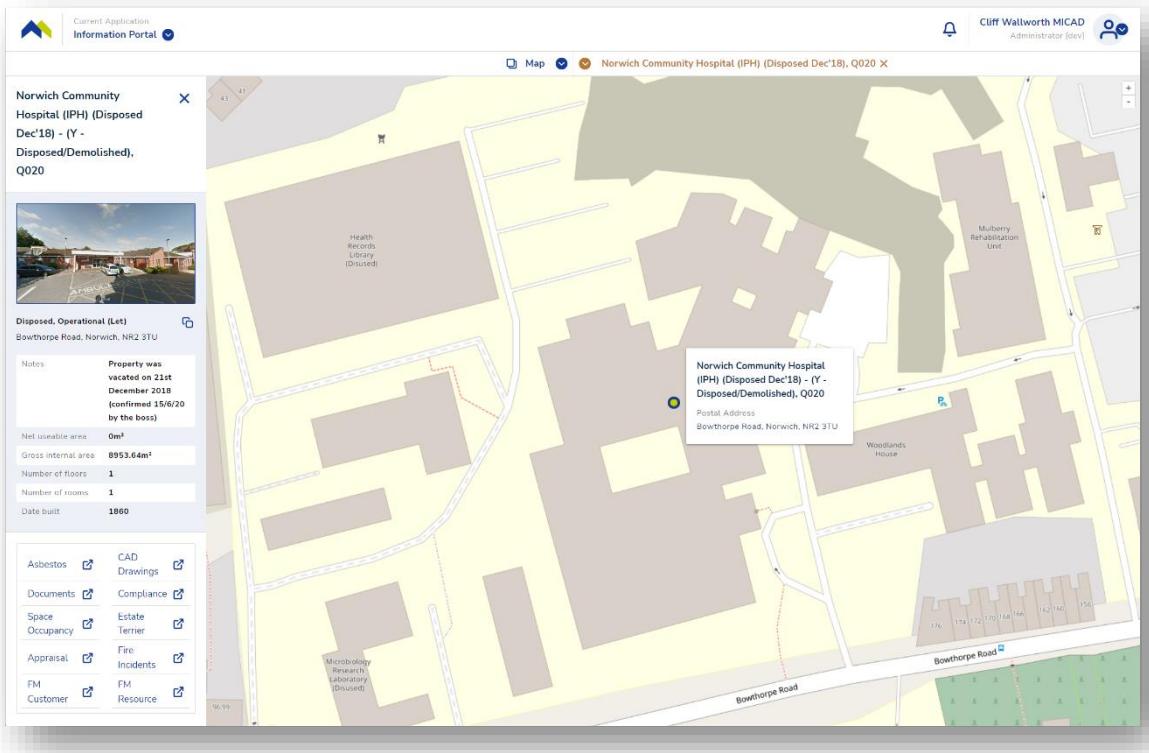
Type the annotation message, then click create.



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



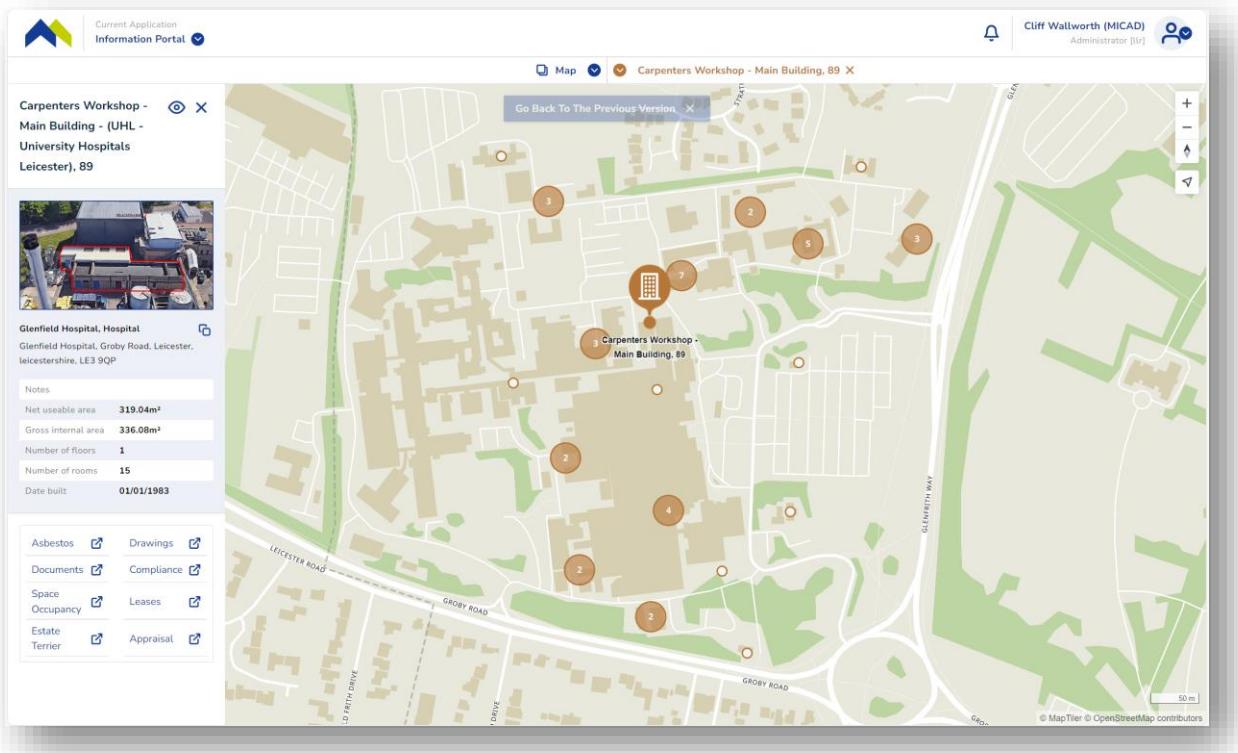
Tap the pin to open the menu



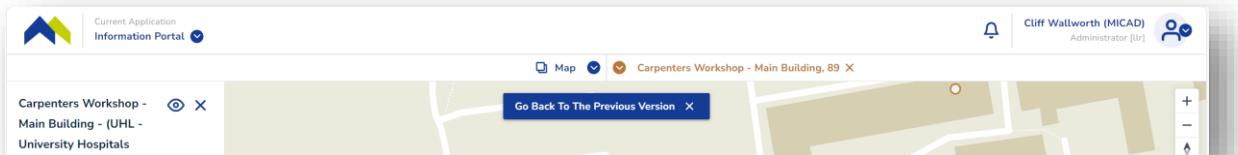
Tap the App tiles for data access

## New Maps version (Introduced to Portals 3 February 2024)

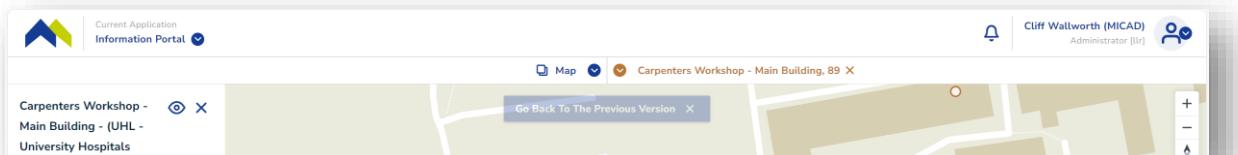
We are improving maps in IPR and Portals, moving towards introducing more overlayed IPR detail. In this new version we needed to change the map overlay technologies that provide more technical capabilities. The first step in this evolution you will see some useful location and zooming filters in a new left-hand menu. [Open Street Maps as the provider](#).



A map feature button will offer an option to choose either legacy map or switch to the new version.

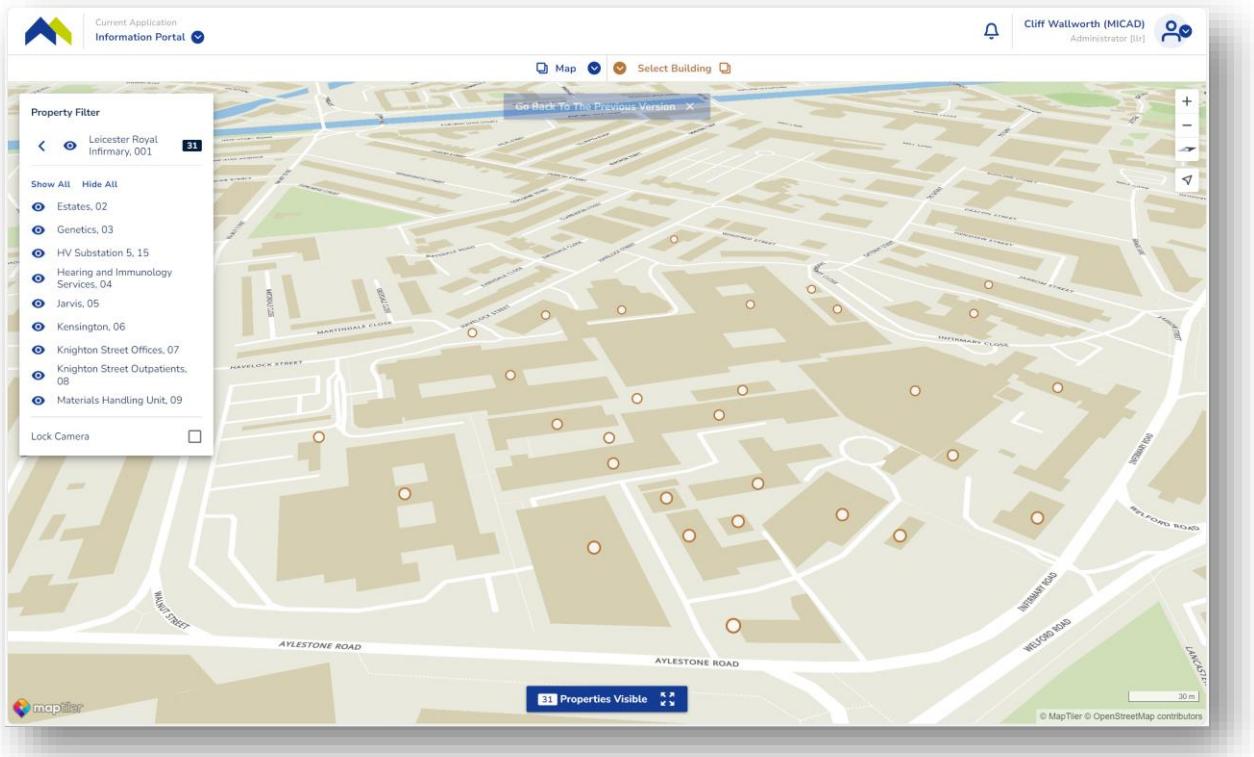


The option button will fade out after a few seconds. The choice to stay or switch is stored on browser of the local device. Restarting the browser will show the option switches again. In future release we intend to remove the legacy maps



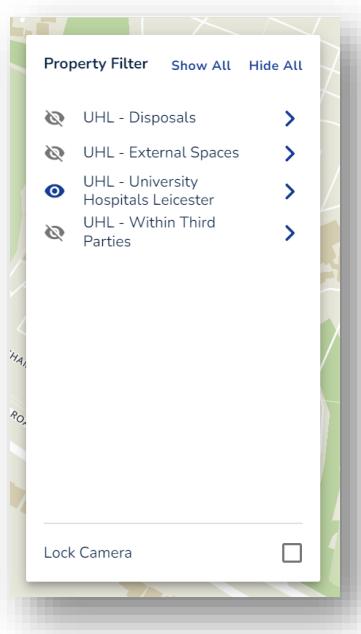
## New Maps property filters and zoom controls

Use the Property Filter to refine your view

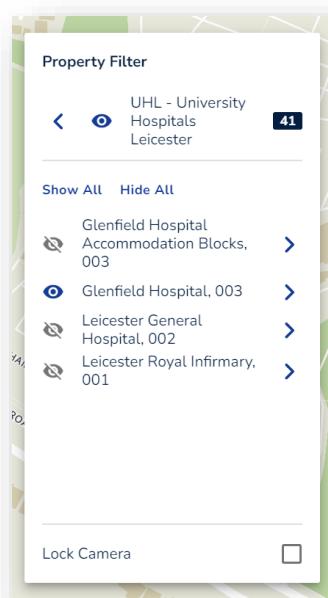


The filters control the map pin visibility. When the Camera lock is off the map will atomically zoom and reposition to the property selected.

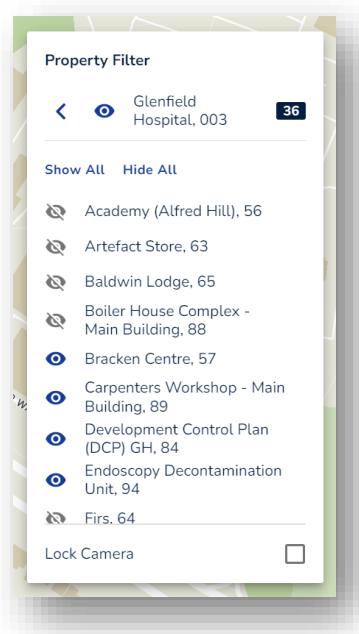
**Note.** It is our intention to move from the older map technology. While we are in transition, we have made sure that the new map URL format remains compatible. The new maps feature will replace and supersede the original Portals 3 map.



Region/Organisation level



Site level



Building/Block level

## 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.

Building Details

Norwich Community Hospital (IPH) (Disposed Dec'18), Q020

Region	Y - Disposed/Demolished, 02
Site	Disposed,
Building	Norwich Community Hospital (IPH) (Disposed Dec'18), Q020

Address: Bowthorpe Road, Norwich, NR2 3TU

Function	Planning Use Class	Floors	Rooms	Net Usable Area	Gross Usable Area	Ordnance Survey Ref
Operational (Let)		1	1	0 m <sup>2</sup>	8953.64 m <sup>2</sup>	

FLOOR	FOOTPRINT	DIFFERENCE	%	GIA	DIFFERENCE	%
Ground Floor , 00	0	-8953.64	0	8953.64	8953.64	100

Records per page: 10 1-1 of 1

Car Parking Facilities

NAME	DESCRIPTION	RESPONSIBILITY	TOTAL SPACES	GROSS AREA
▲ No data available				

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

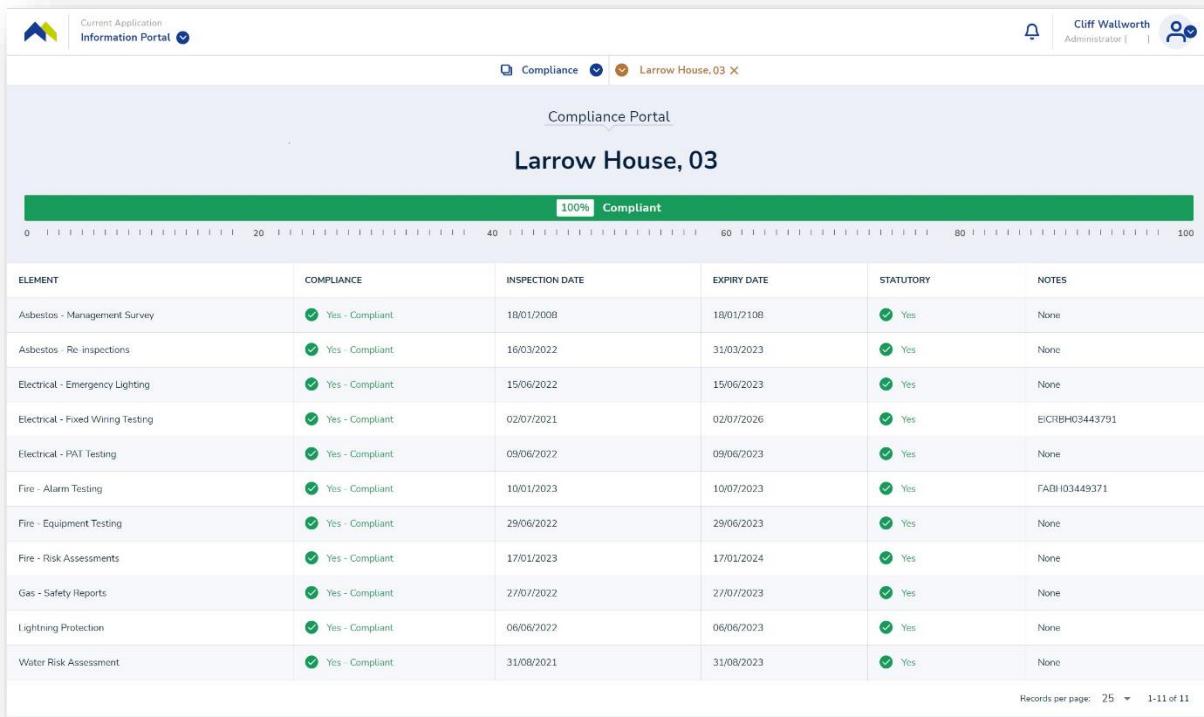


# Compliance

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



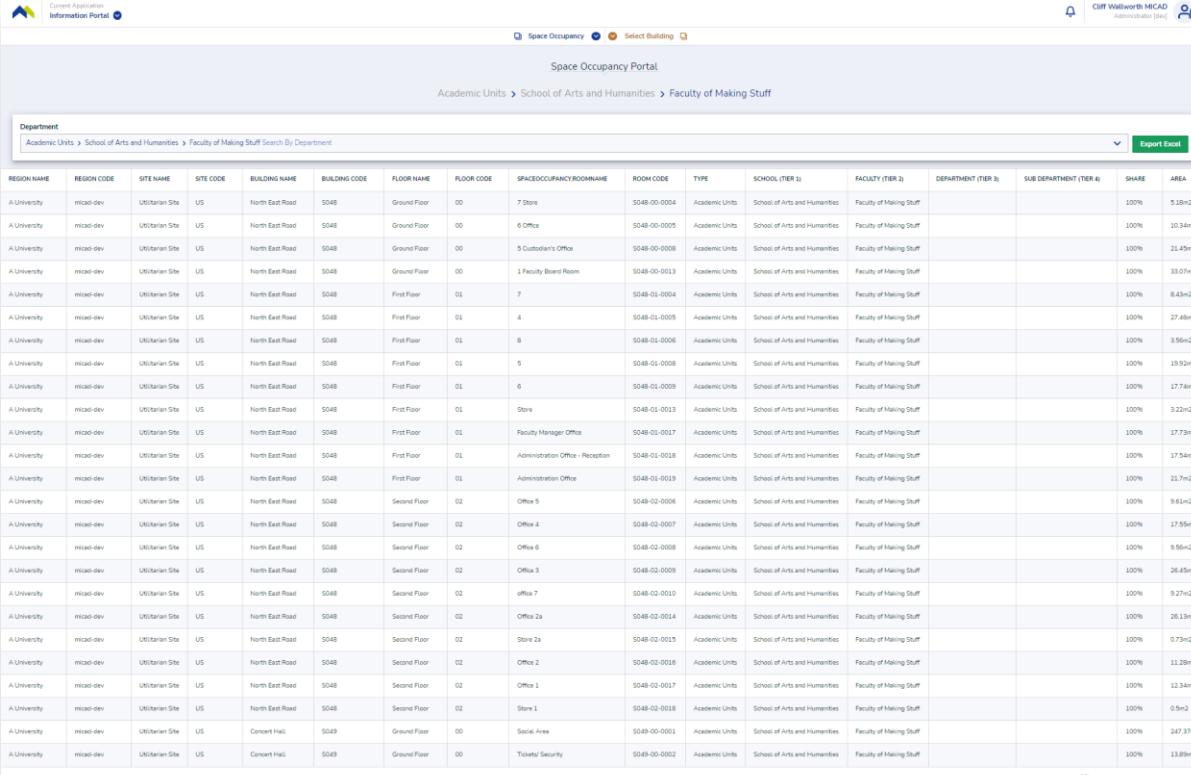
*Compliance data from IPR's compliance module can be reviewed by your stakeholders*

The compliance Portal App provides access to Health and Safely 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 shows a web-based application titled 'Space Occupancy Portal'. The header includes the 'Current Application Information Portal' logo, a search bar with 'Space Occupancy' and 'Select Building' buttons, and a user profile for 'Cliff Wallworth MCAD Administrator [sys]'. The main content area displays a table of space usage data. The table has the following columns: 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, and AREA. The data is organized into rows representing different rooms and their details. At the bottom of the table, there is a footer with 'Records per page: 25' and '1-25 of 70'.

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	mcad-dev	Utilitarian Site	US	North East Road	SO48	Ground Floor	00	7 Store	SO48-00004	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	5.18m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	Ground Floor	00	6 Office	SO48-00-0005	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	10.34m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	Ground Floor	00	5 Custodians Office	SO48-00-0008	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	21.45m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	Ground Floor	00	1 Faculty Board Room	SO48-00-0013	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	33.07m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	First Floor	01	7	SO48-01-0004	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	8.43m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	First Floor	01	4	SO48-01-0005	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	27.48m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	First Floor	01	8	SO48-01-0006	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	3.96m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	First Floor	01	5	SO48-01-0008	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	19.92m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	First Floor	01	6	SO48-01-0009	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	37.74m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	First Floor	01	Store	SO48-01-0013	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	3.22m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	First Floor	01	Faculty Manager Office	SO48-01-0017	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	17.73m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	First Floor	01	Administration Office - Reception	SO48-01-0018	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	17.54m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	First Floor	01	Administration Office	SO48-01-0019	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	21.71m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	Second Floor	02	Office 5	SO48-02-0006	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	9.61m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	Second Floor	02	Office 4	SO48-02-0007	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	17.95m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	Second Floor	02	Office 6	SO48-02-0008	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	9.96m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	Second Floor	02	Office 3	SO48-02-0009	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	26.45m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	Second Floor	02	Office 7	SO48-02-0010	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	9.27m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	Second Floor	02	Office 2a	SO48-02-0014	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	26.13m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	Second Floor	02	Store 2a	SO48-02-0015	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	0.73m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	Second Floor	02	Office 2	SO48-02-0016	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	11.28m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	Second Floor	02	Office 1	SO48-02-0017	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	12.34m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	North East Road	SO48	Second Floor	02	Store 1	SO48-02-0018	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	0.5m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	Concert Hall	SO49	Ground Floor	00	Social Area	SO49-00-0001	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	247.37m <sup>2</sup>
A-University	mcad-dev	Utilitarian Site	US	Concert Hall	SO49	Ground Floor	00	Ticket/ Security	SO49-00-0002	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	13.89m <sup>2</sup>

*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.

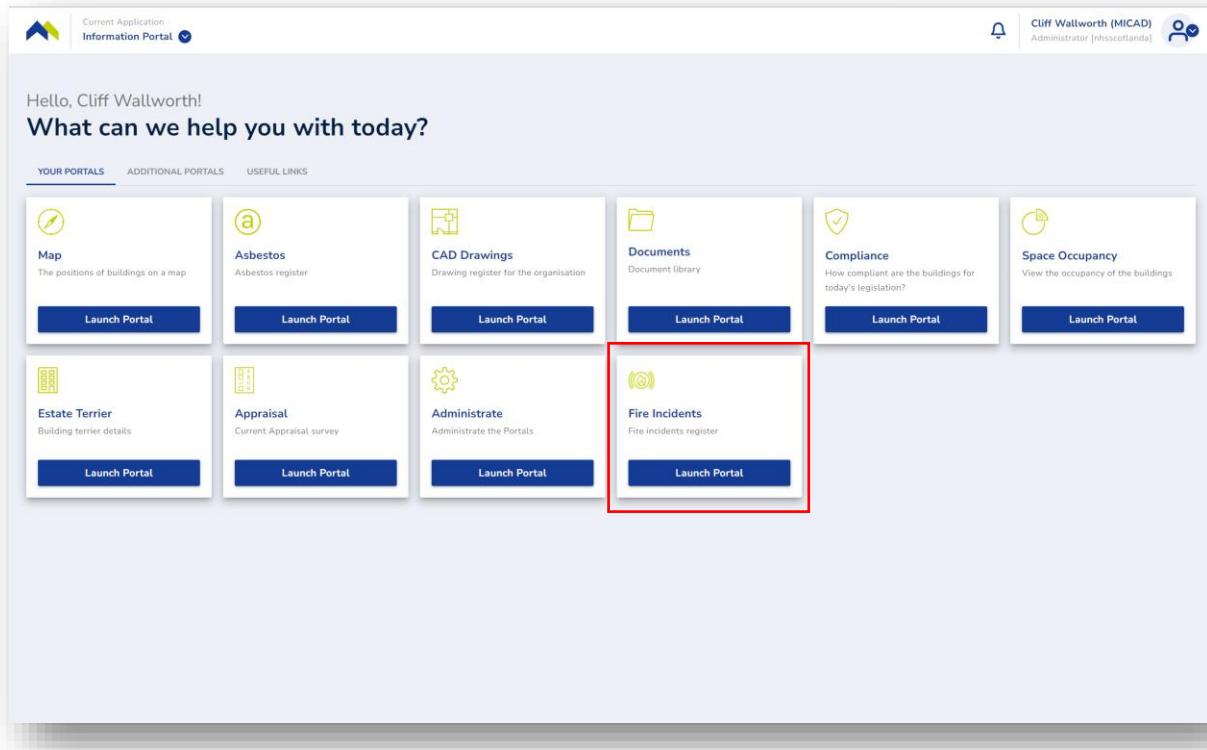
Category	Average Score	Risk Breakdown	Total Cost	Action
F1 Physical Condition	B(C)	5 Significant, 8 Moderate, 4 Low, 19 (Non-assigned)	£377,650.00	View Details
F2 Functional Suitability	B	23 (Non-assigned)	£0.00	View Details
F3 Space Utilisation	F	6 (Non-assigned)	£0.00	View Details
F4 Quality	B	54 (Non-assigned)	£0.00	View Details
F5 Statutory Compliance	B	1 Moderate, 91 (Non-assigned)	£838,000.00	View Details
F6 Environmental Management	n	0 (Non-assigned)	£0.00	View Details

*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/CAFIM
- 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. The left sidebar has 'Quick Add' and 'Full Add' buttons (1). Below them are status filters: 'All' (4), 'Reported' (1), 'Validated' (1), 'Signed Off' (0), 'Completed' (1), 'All' (4), 'UFAS' (3), and 'Fire' (1). The main area shows a table of incidents with columns: INCIDENT NUMBER, LOGGED BY, DATE/TIME, SITE, BUILDING, CAUSE OF ACTIVATION, and OCCUPIED. A search bar (3) and date range (07/06/2023 - 06/07/2023) are at the top. Buttons for 'Apply Filters' and 'Export CSV' are on the right. Red circles numbered 2, 5, 6, 7, and 8 point to the status filters, the table settings, the most recent incident, the page counts, and the 'Apply Filters' button respectively.

INCIDENT NUMBER	LOGGED BY	DATE/TIME	SITE	BUILDING	CAUSE OF ACTIVATION	OCCUPIED
10003	Cliff Sky Wallworth	06/07/2023	Queen Margaret Hospital	Energy Centre, Workshops, Laundry, Medical Records Storage		<input checked="" type="checkbox"/> No
10002	Cliff Wallworth (MICAD)	05/07/2023	Adamson Hospital	Administration Building	TBA	<input checked="" type="checkbox"/> Yes
10001	Ewan Hodgson	05/07/2023	Dovecot Clinic	Dovecot Main Block	hot	<input checked="" type="checkbox"/> No
10000	Ewan Hodgson	05/07/2023	Cupar Dental Access Centre	EAMS Imported - Site & External Areas	simonk	<input checked="" type="checkbox"/> 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 screenshot shows a simplified search and filter interface. It includes a 'Search All Fields' input field, a date range selector (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

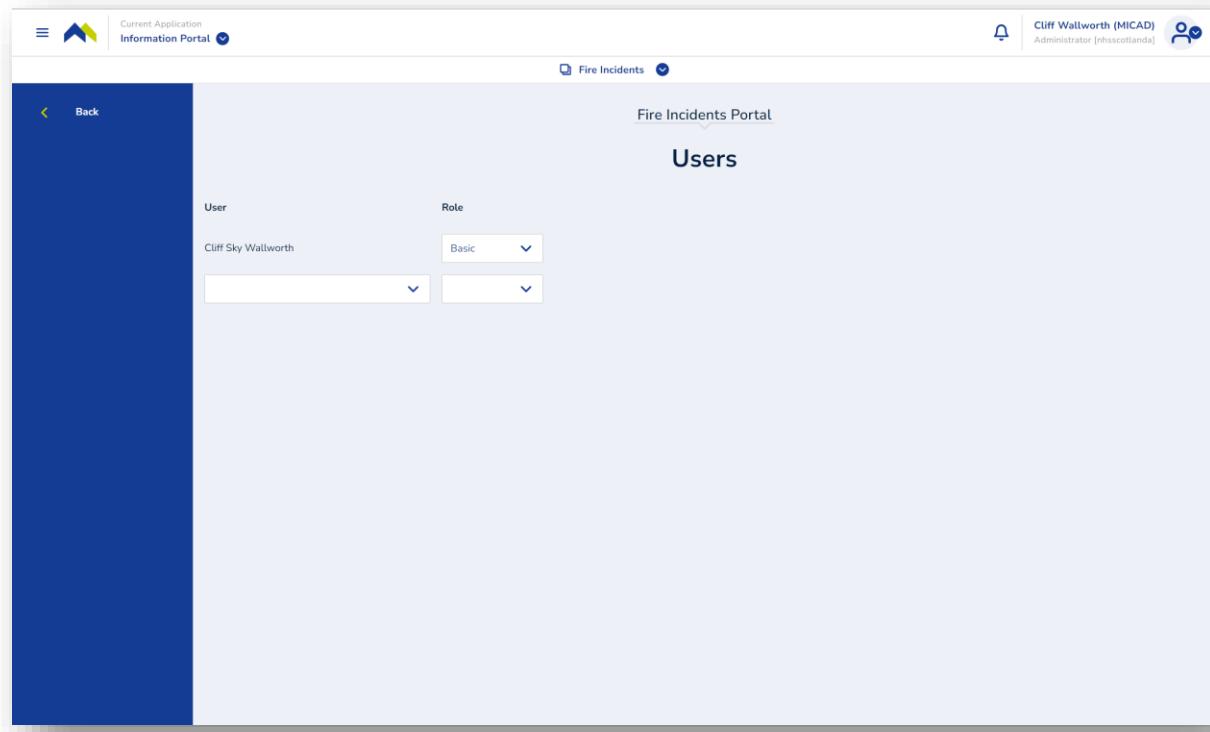
## Fire Incidents getting started

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

The Fire Incidents Portal (FIP) is a web portal for logging incidents. From the national property portfolio a simple template format validates input and reduces the chance in asking for additional information before determining fire service attendance. The system recognises high risk premises and determines those that will be exempt from call challenging. Incidents that require follow up actions may be logged with appropriate stakeholders. As central register, data analysis, action follow up and frequent offenders are all visible from one portal.

### Users and Roles

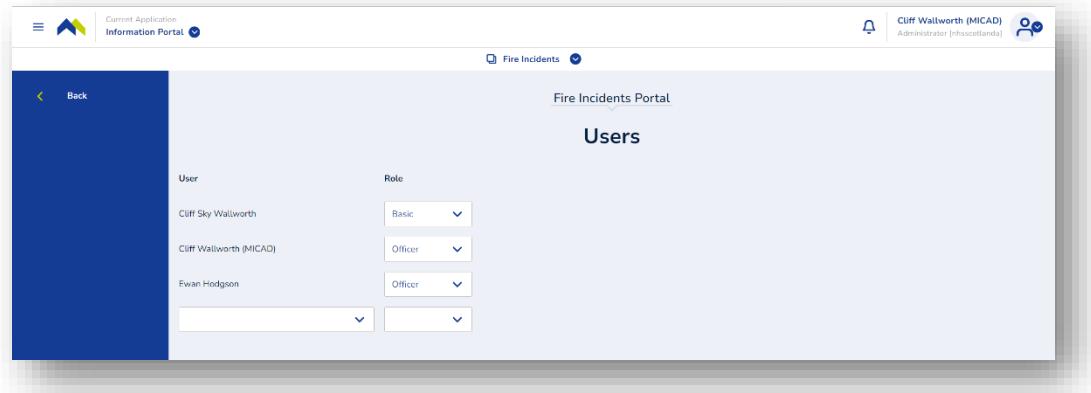
Set up your users accounts in the Portal and then assign those user Roles. A Portals system administrator creates user accounts.



User	Role
Cliff Sky Wallworth	Basic

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.

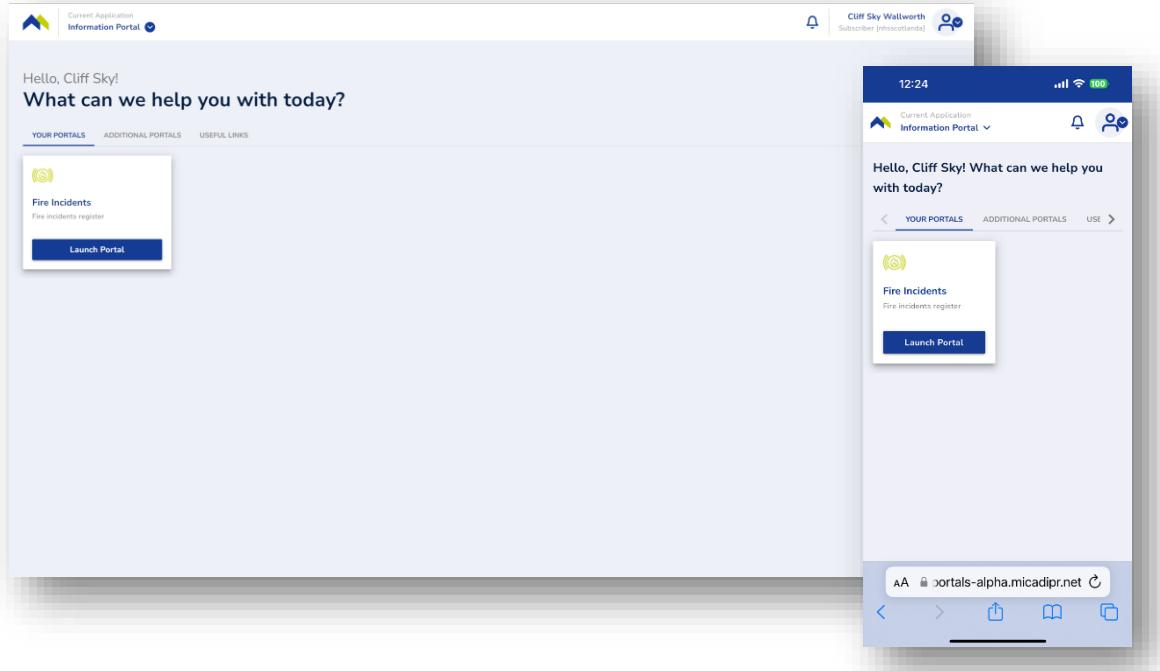


*Three Portal user accounts are set up with Fire Incident roles*

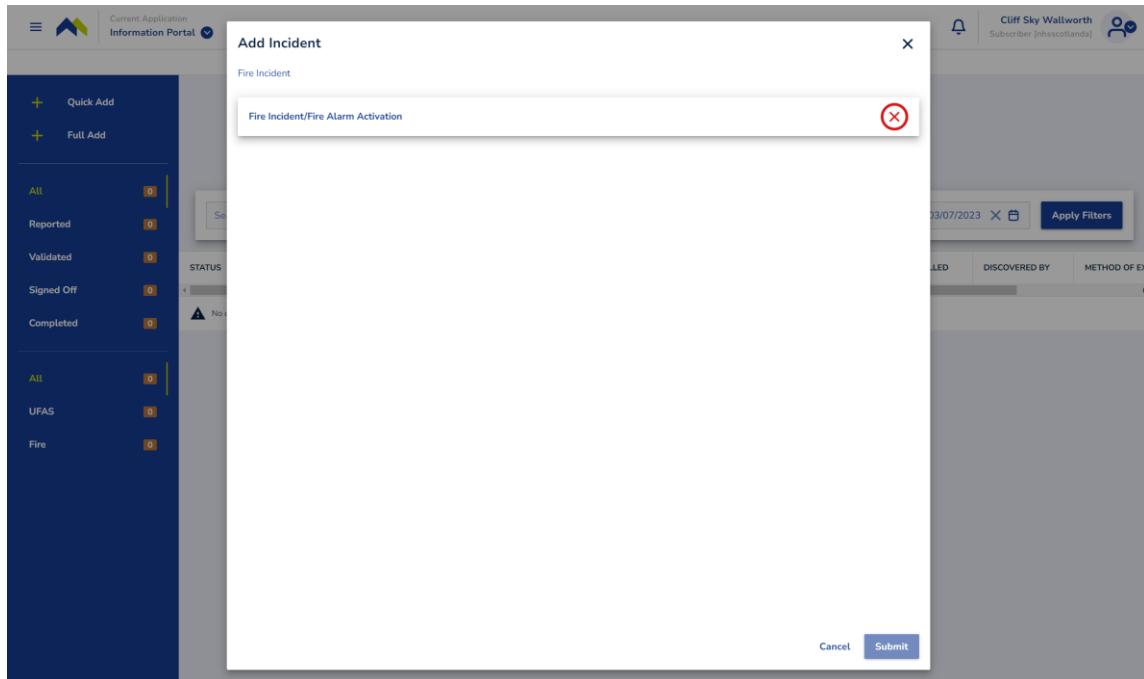
The system saves these changes immediately, there's no need to submit. Press Back to return to the Fire Incidents home screen.

## 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 screenshot shows the 'Add Incident' dialog box over a background of the application's interface. The dialog box contains fields for 'Logged by' (Cliff Sky Wallworth), 'Job title' (Tactical Advisor), 'Date of incident' (06/07/2023 11:12), 'Site name' (Queen Margaret Hospital, F805H), 'Block name' (Energy Centre, Workshops, Laundry, Medical Records Storage, AH), 'Location of incident' (Basement undercroft), 'Cause of activation (if known)' (empty), 'Contact email' (ta@micad.co.uk), and 'Contact phone number' (empty). The background shows a list of incidents on the left and a table on the right with columns for ACTIVATION, OCCUPIED, and PEOPLE EVACUATED.

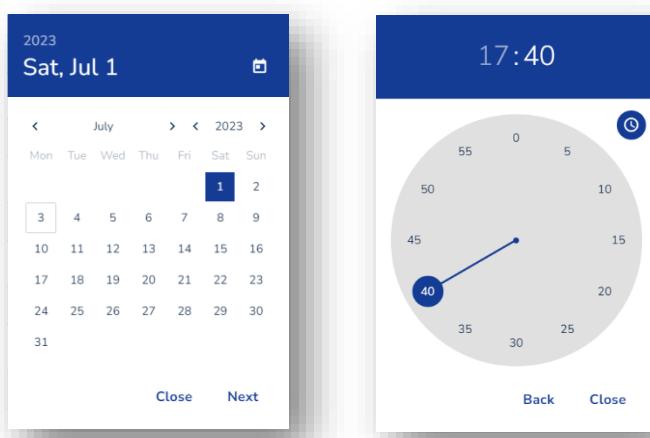
The system will validate each of the fields where data is retrieved. The system provides date and time controls to ease keyboard labour and reduce human error.

### Controls and validation

Date of incident \*

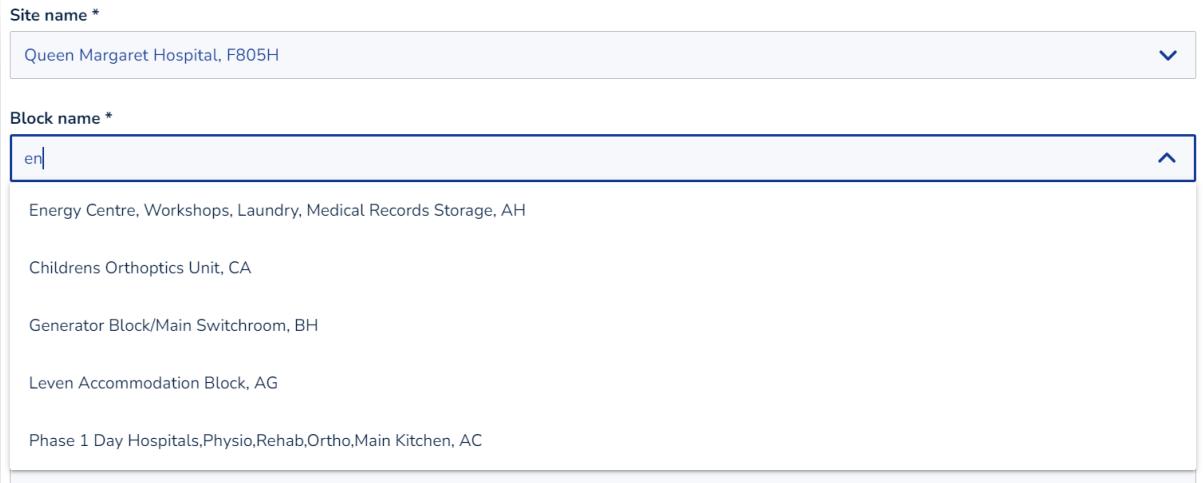
03/07/2023 13:56 🕒 🗓

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.



Site name \*

Queen Margaret Hospital, F805H

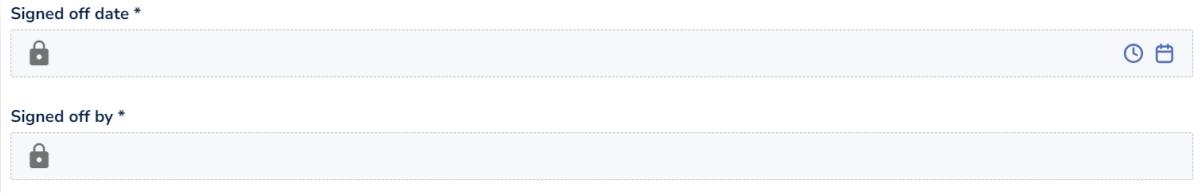
Block name \*

en

- Energy Centre, Workshops, Laundry, Medical Records Storage, AH
- Childrens Orthoptics Unit, CA
- Generator Block/Main Switchroom, BH
- Leven Accommodation Block, AG
- 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.



Signed off date \*

Signed off by \*

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, F805H

Block name \*

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

Location of incident \*

Basement undercroft

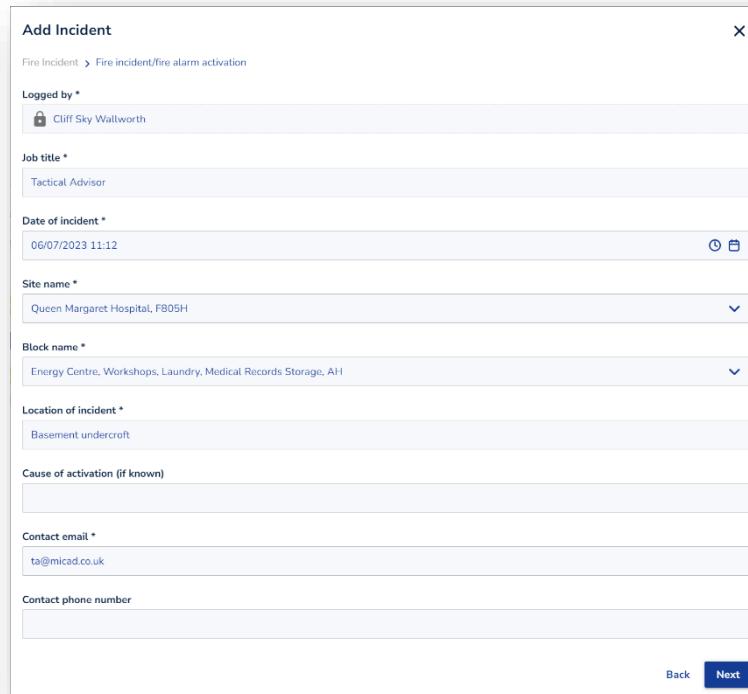
Cause of activation (if known)

Contact email \*

ta@micasd.co.uk

Contact phone number

Back **Next**

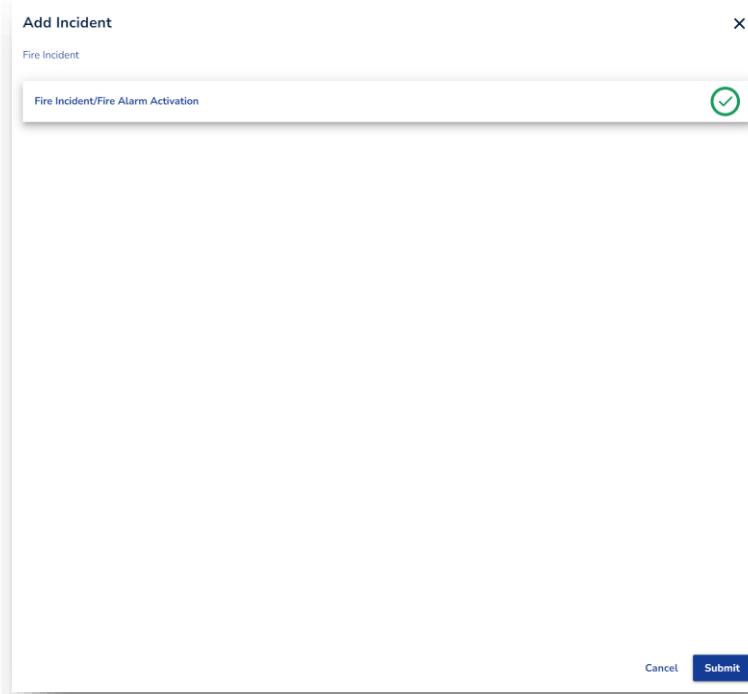


**Add Incident**

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.

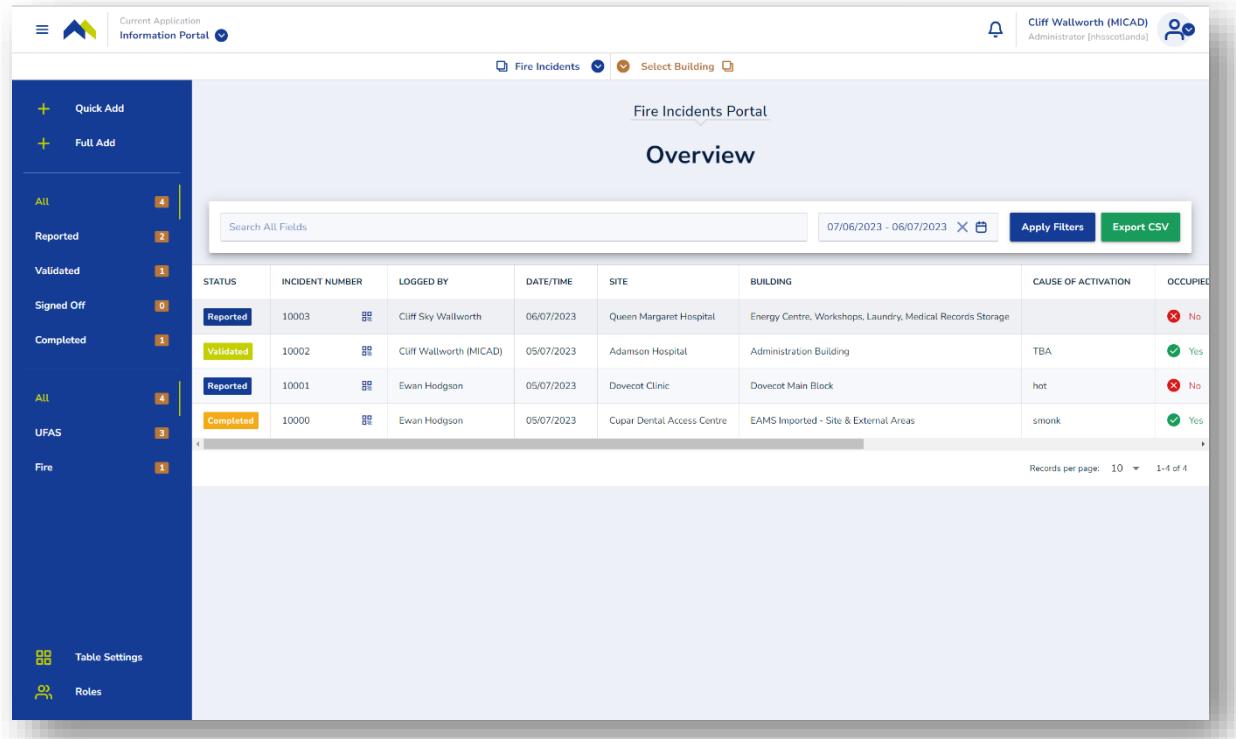
The new incident will show a Status of Reported.

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		<input checked="" type="checkbox"/> 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.



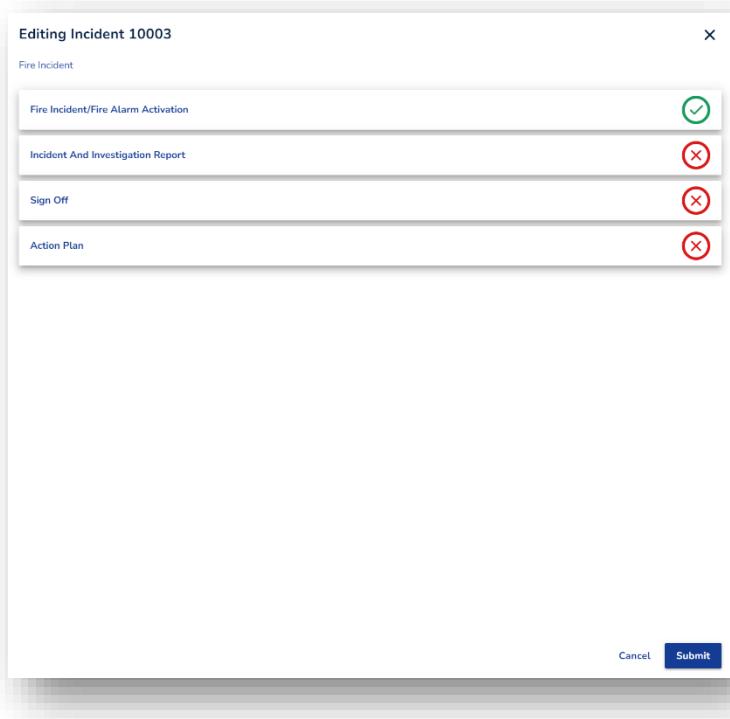
The screenshot shows the 'Fire Incidents Portal' Overview page. The left sidebar contains filters for 'Reported' (2), 'Validated' (1), 'Signed Off' (0), 'Completed' (1), 'UFAS' (3), and 'Fire' (1). The main table lists four incidents:

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	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No
Validated	10002	Cliff Wallworth (MICAD)	05/07/2023	Adamson Hospital	Administration Building	TBA	<input checked="" type="checkbox"/> Yes
Reported	10001	Ewan Hodgson	05/07/2023	Dovecot Clinic	Dovecot Main Block	hot	<input checked="" type="checkbox"/> No
Completed	10000	Ewan Hodgson	05/07/2023	Cupar Dental Access Centre	EAMS Imported - Site & External Areas	smonk	<input checked="" type="checkbox"/> Yes

Filters at the bottom: Records per page: 10 ▾ 1-4 of 4

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.



*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

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

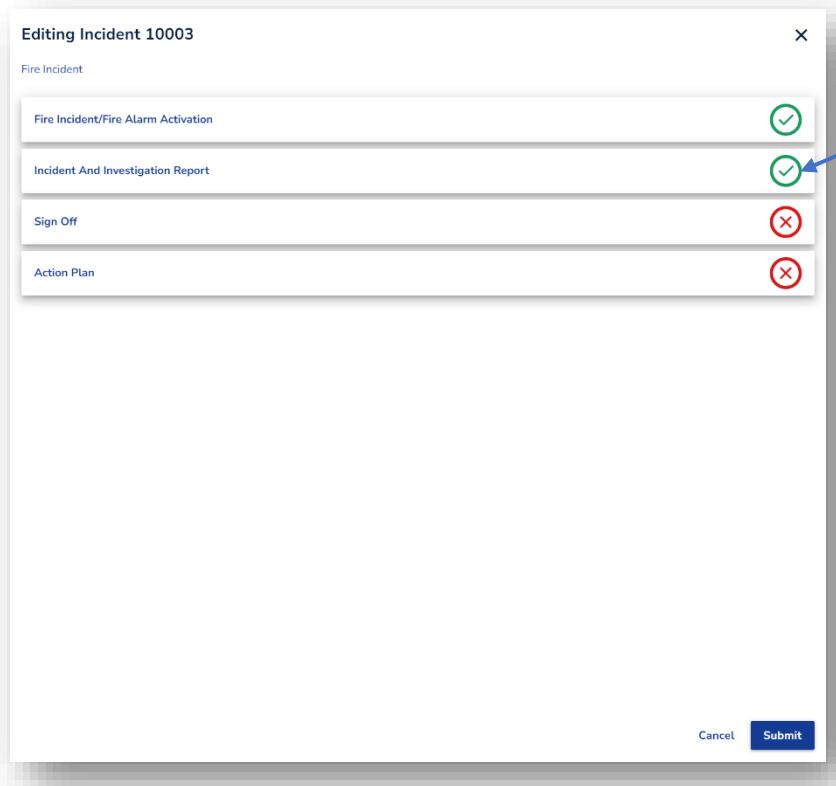
Were the fire service alerted via an ARC

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



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

[Back](#) [Next](#)

*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

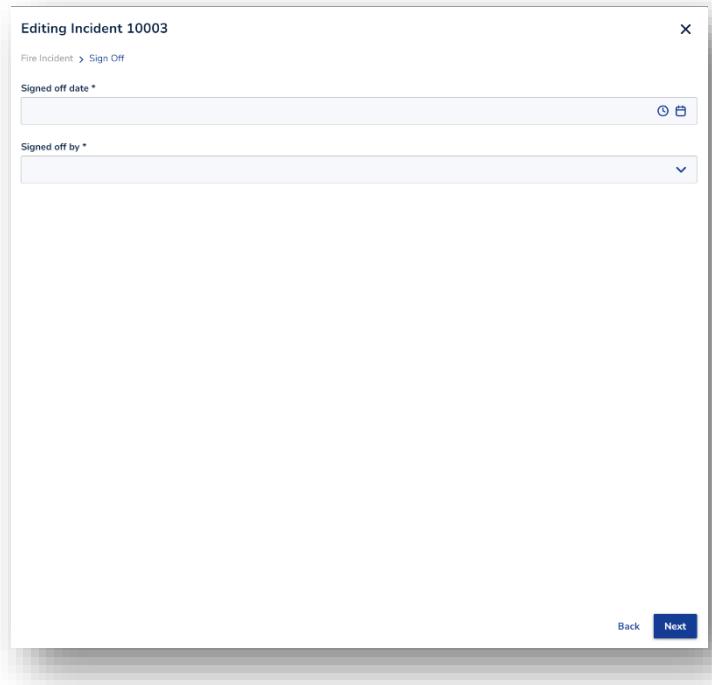
Provide a narrative with full details of the incident \*

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.



Editing Incident 10003

Fire Incident > Sign Off

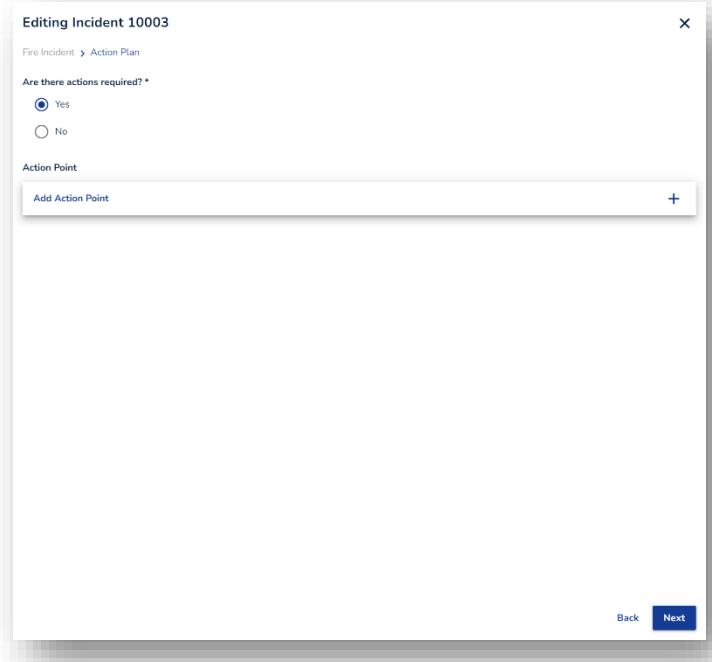
Signed off date \*

Signed off by \*

Back **Next**

Click Next to the Action Plan.

### Adding Actions



Editing Incident 10003

Fire Incident > Action Plan

Are there actions required? \*

Yes

No

Action Point

Add Action Point **+**

Back **Next**

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

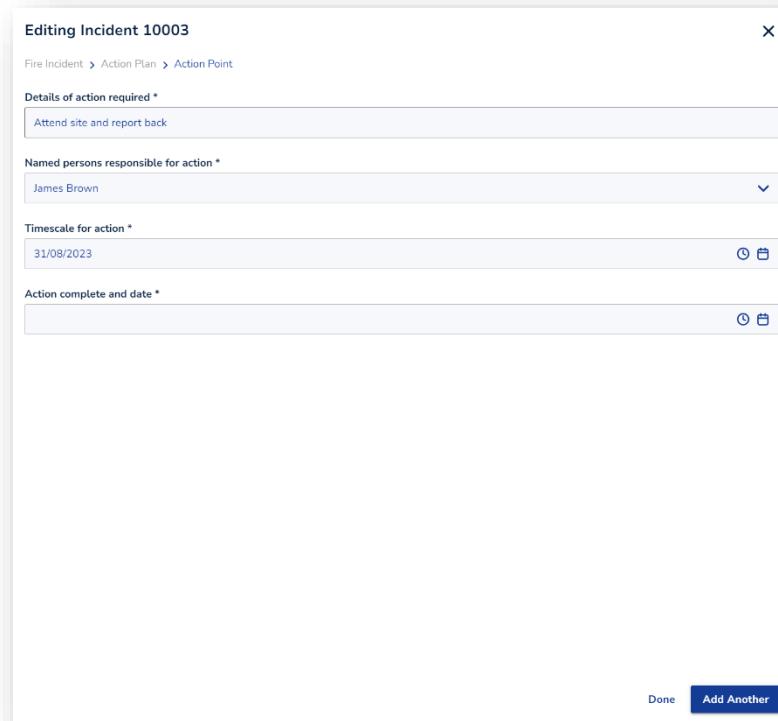
**Details of action required \***  
Attend site and report back

**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

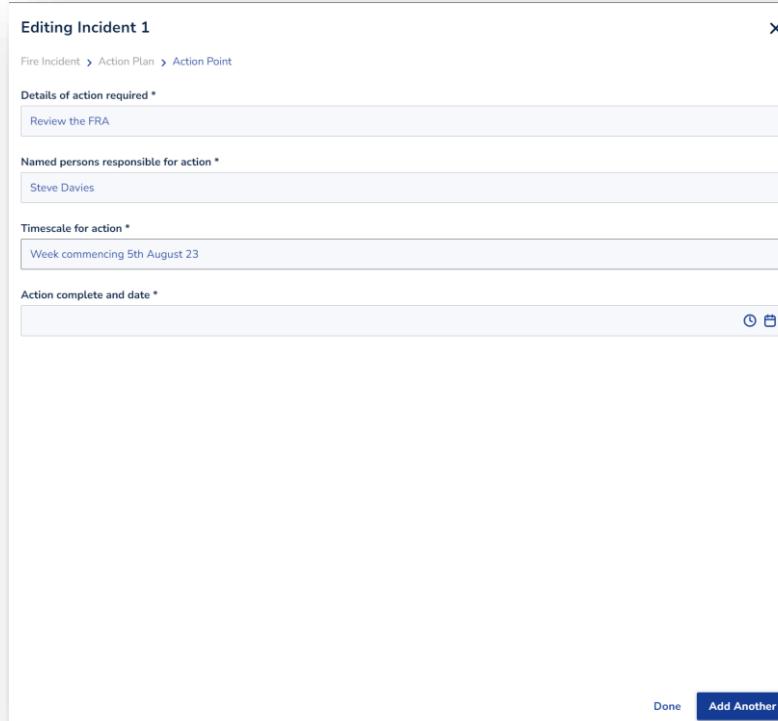
**Details of action required \***  
Review the FRA

**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.

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.

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.

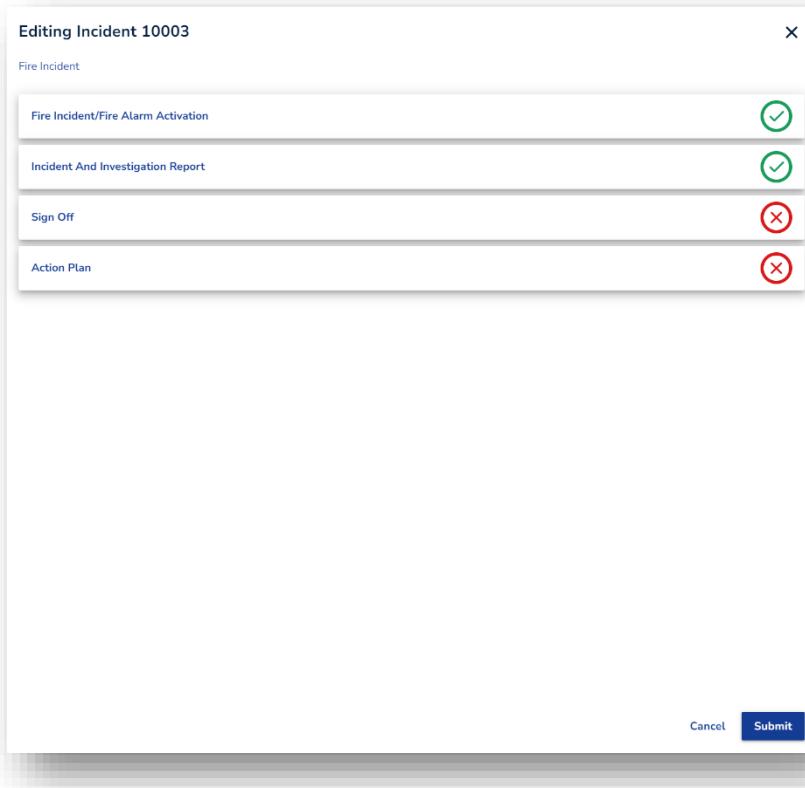
STATUS	INCIDENT NUMBER	LOGGED BY	DATE/TIME	SITE	BUILDING	CAUSE OF ACTIVATION	OCCUPIED
Validated	10003	Cliff Wallworth (MICAD)	06/07/2023	Queen Margaret Hospital	Energy Centre, Workshops, Laundry, Medical Records Storage		Yes
Validated	10002	Cliff Wallworth (MICAD)	05/07/2023	Adamson Hospital	Administration 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	smonk	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



**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.

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

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

Editing Incident 10003

Fire Incident > Action Plan > Action Point

Details of action required \*

Review FRA

Named persons responsible for action \*

James Brown

Timescale for action \*

31/08/2023

Action complete and date \*

06/07/2023

Done Add Another

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

Editing Incident 10003

Fire Incident > Sign Off

Signed off date \*

06/07/2023

Signed off by \*

Cliff Wallworth (MiCAD)

Back Next

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.

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 and Sign Off, Click Submit.

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

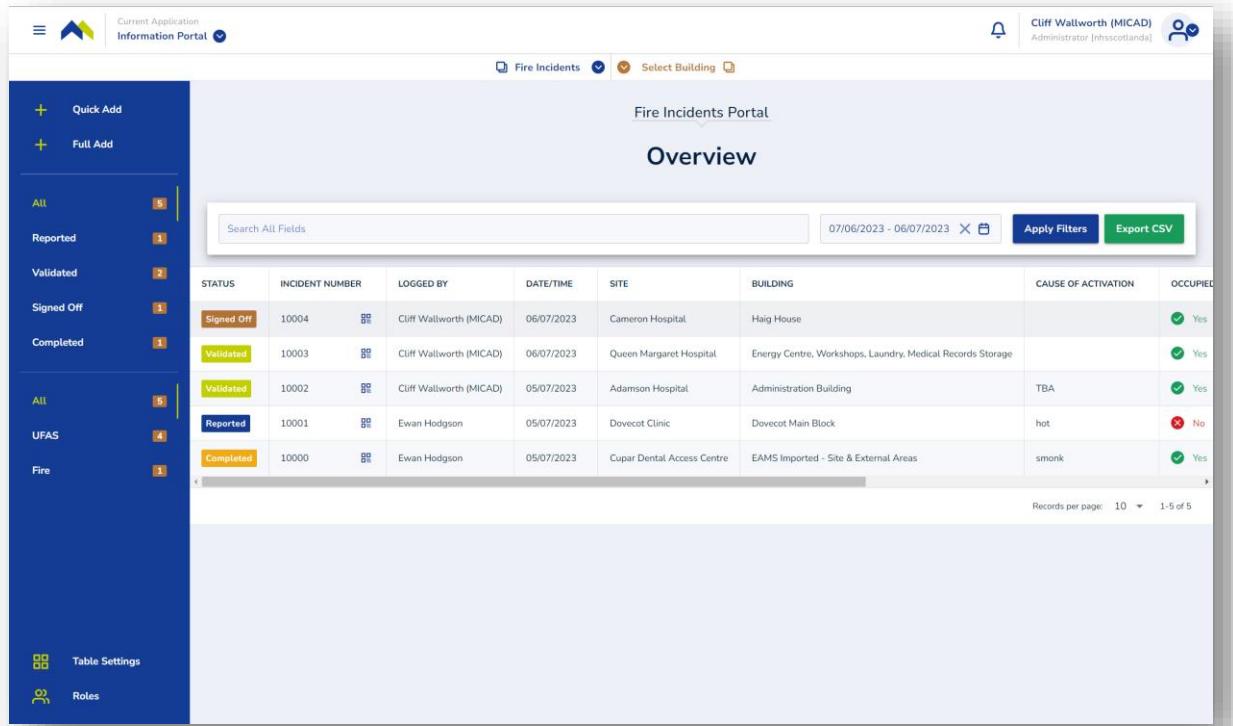


You are now returned to the Incident list. The Status and left menu filter counts will now be updated.

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	Gupar Dental Access Centre	EAMS Imported - Site & External Areas	smonk	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.



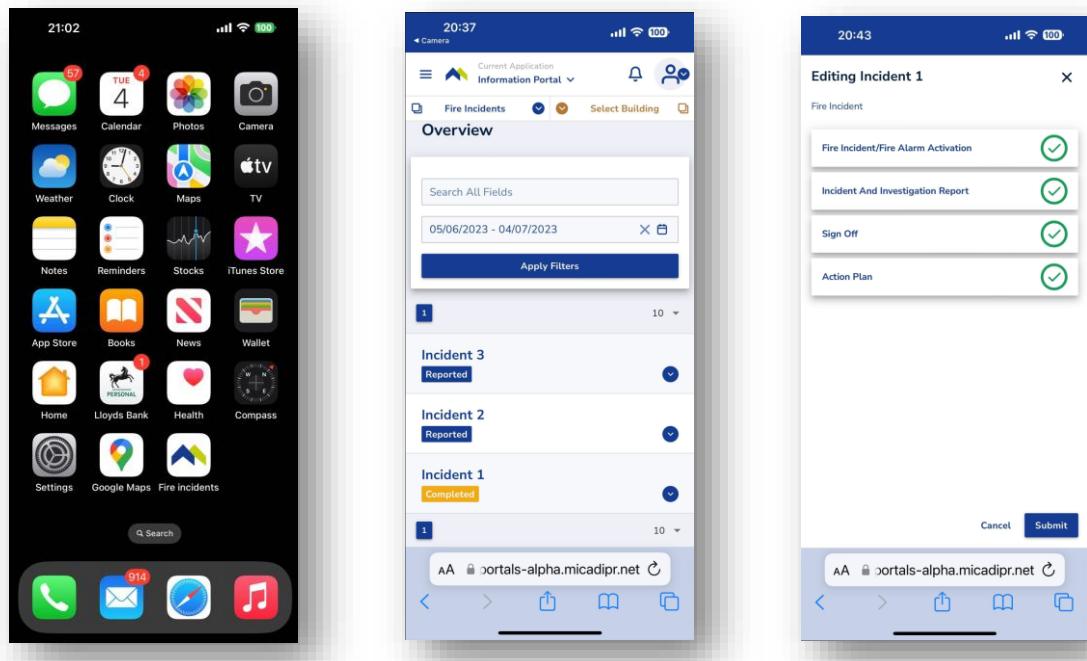
The screenshot shows the 'Fire Incidents Portal' Overview page. The left sidebar has a 'Quick Add' and 'Full Add' button, and a list of categories: All (5), Reported (3), Validated (2), Signed Off (1), Completed (1), All (5), UFAS (4), and Fire (3). The main area has a search bar, date range (07/06/2023 - 06/07/2023), and buttons for 'Apply Filters' and 'Export CSV'. The table lists incidents with the following data:

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	smonk	Yes

Records per page: 10 1-5 of 5

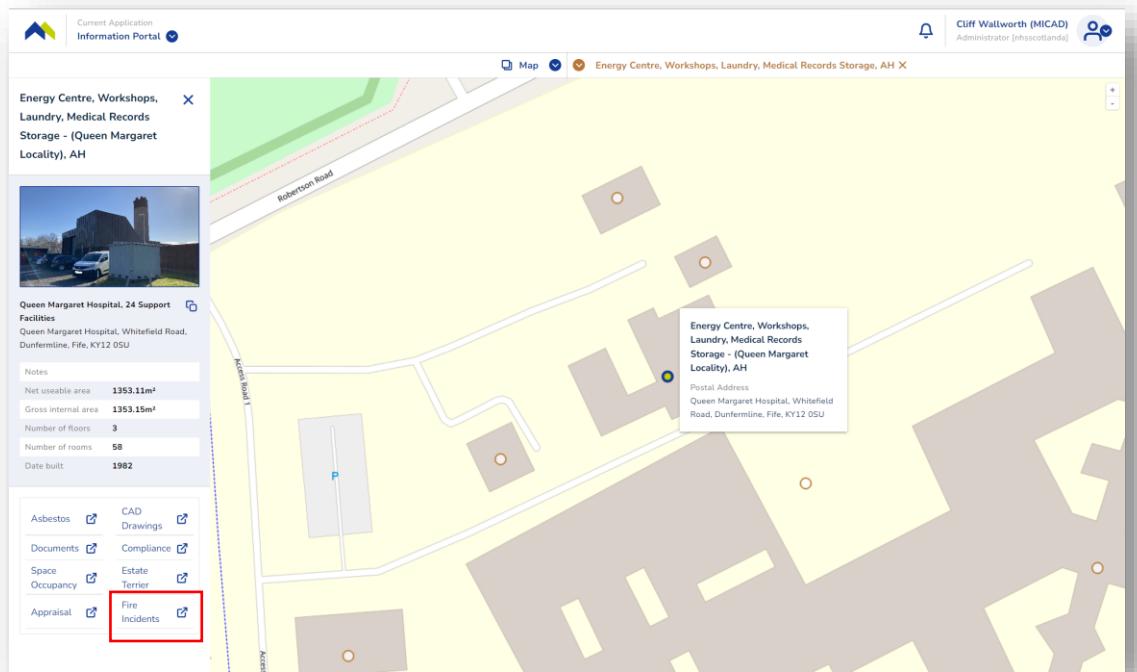
## Additional methods to access to the Fire Incidents App

Save the direct URL to your phone or tablet.



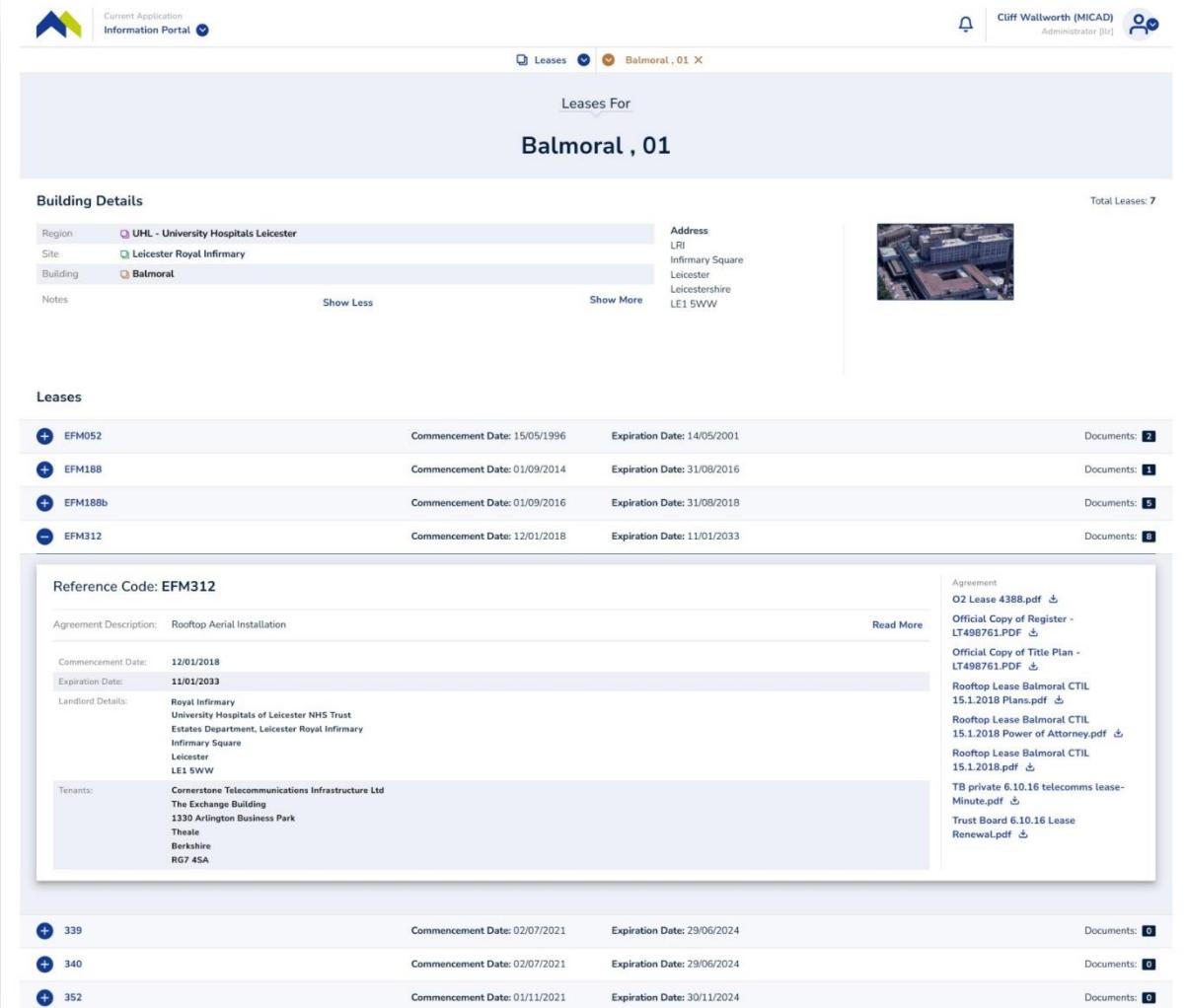
On an Apple iPhone save the URL to your home screen, name the App Fire incidents.

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.



## Leases Tile App

The Leases App data is visible if covered by your subscription. The Leases App is accessible from the main portals screen and Map pin.



The screenshot shows the Leases Tile App interface. At the top, there is a header with the Current Application Information Portal logo, a bell icon, and the user name Cliff Wallworth (MICAD) Administrator (0). Below the header, the page title is "Leases For Balmoral , 01".

**Building Details**

Region	UHL - University Hospitals Leicester	Address	LRI
Site	Leicester Royal Infirmary	Infirmary Square	Leicester
Building	Balmoral	Leicestershire	LE1 5WW

Notes [Show Less](#) [Show More](#)

**Leases**

+	Commencement Date	Expiration Date	Documents
EFM052	15/05/1996	14/05/2001	2
EFM188	01/09/2014	31/08/2016	1
EFM188b	01/09/2016	31/08/2018	3
EFM312	12/01/2018	11/01/2033	8

**Reference Code: EFM312**

Agreement Description: Rooftop Aerial Installation	<a href="#">Read More</a>
Commencement Date: 12/01/2018	
Expiration Date: 11/01/2033	
Landlord Details:	Royal Infirmary University Hospitals of Leicester NHS Trust Estates Department, Leicester Royal Infirmary Infirmary Square Leicester LE1 5WW
Tenants:	Cornerstone Telecommunications Infrastructure Ltd The Exchange Building 1330 Arlington Business Park Theale Berkshire RG7 4SA

Agreement  
O2 Lease 4388.pdf ↗  
Official Copy of Register - LT498761.PDF ↗  
Official Copy of Title Plan - LT498761.PDF ↗  
Rooftop Lease Balmoral CTIL 15.1.2018 Plans.pdf ↗  
Rooftop Lease Balmoral CTIL 15.1.2018 Power of Attorney.pdf ↗  
Rooftop Lease Balmoral CTIL 15.1.2018.pdf ↗  
TB private 6.10.16 telecomms lease-Minute.pdf ↗  
Trust Board 6.10.16 Lease Renewal.pdf ↗

+	339	Commencement Date: 02/07/2021	Expiration Date: 29/06/2024	Documents: 0
+	340	Commencement Date: 02/07/2021	Expiration Date: 29/06/2024	Documents: 0
+	352	Commencement Date: 01/11/2021	Expiration Date: 30/11/2024	Documents: 0

*Leases will show key static content and attachments in the Portal*

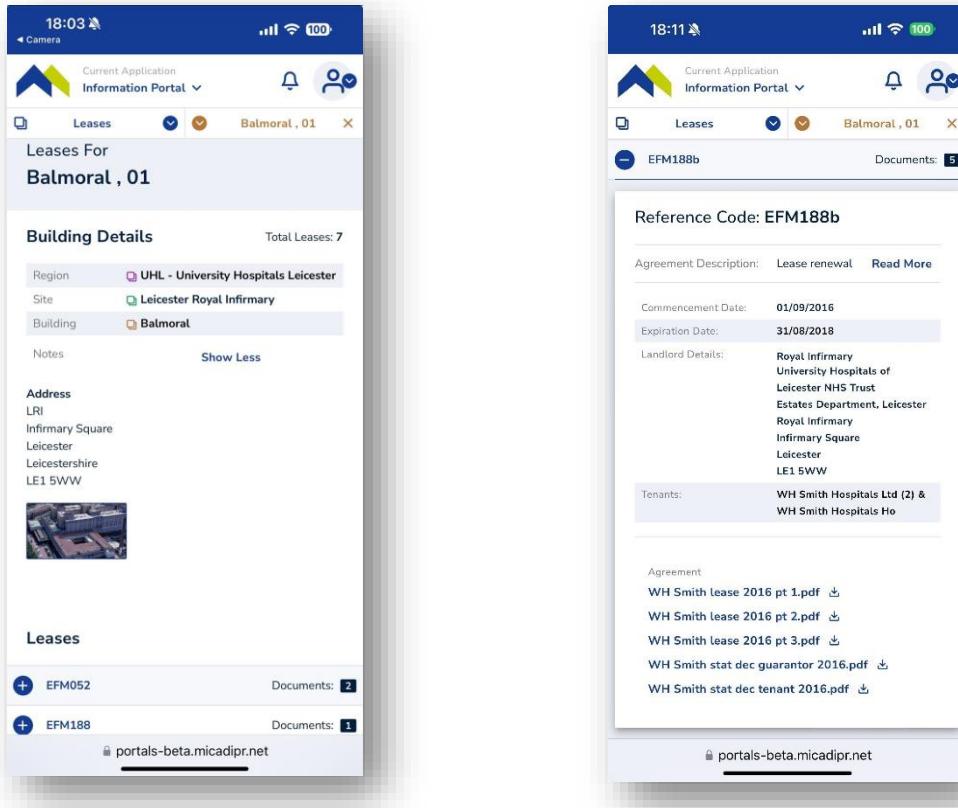
**Note** A Lease will show in Portals when the IPR Leases module has one or more Rooms/Areas allocated within the actual Agreement record. To check your Lease, go to Property section of the Lease in the Micad Leases Module.

- Board members
- Strategic Asset Managers
- Valuers
- Finance Managers

There's a select audience for Lease data, most likely restricted to internal managers. **Be mindful of the sensitivity of data content, especially within the attached documents of the Lease agreements.**

## Leases on Mobile

### Example of the user experience on mobile phone



**Leases For Balmoral, 01**

**Building Details** Total Leases: 7

Region: UHL - University Hospitals Leicester  
Site: Leicester Royal Infirmary  
Building: Balmoral

Notes: [Show Less](#)

**Address**  
LRI  
Infirmary Square  
Leicester  
Leicestershire  
LE1 5WW

**Leases**

- + EFM052 Documents: 2
- + EFM188 Documents: 1

**Reference Code: EFM188b**

Agreement Description: Lease renewal [Read More](#)

Commencement Date: 01/09/2016  
Expiration Date: 31/08/2018

Landlord Details:  
Royal Infirmary  
University Hospitals of  
Leicester NHS Trust  
Estates Department, Leicester  
Royal Infirmary  
Infirmary Square  
Leicester  
LE1 5WW

Tenants:  
WH Smith Hospitals Ltd (2) &  
WH Smith Hospitals Ho

Agreement  
WH Smith lease 2016 pt 1.pdf  
WH Smith lease 2016 pt 2.pdf  
WH Smith lease 2016 pt 3.pdf  
WH Smith stat dec guarantor 2016.pdf  
WH Smith stat dec tenant 2016.pdf

Comprehensive mobile user interface

Tap the download icon to view each document

## Portals features and fixes.

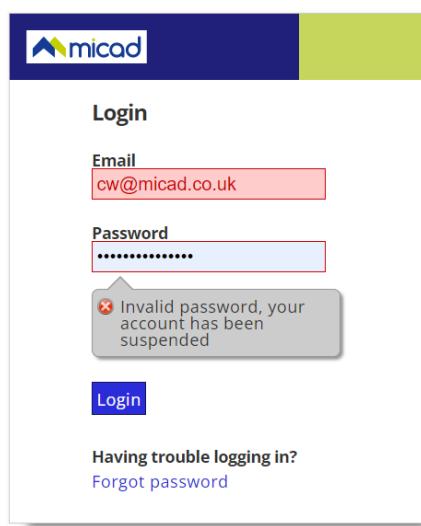
Major GA release 1.0.15026 02/03/23

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 Administrate - Activity Report page not loading correctly

9068 P3B Administrate - 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 its 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

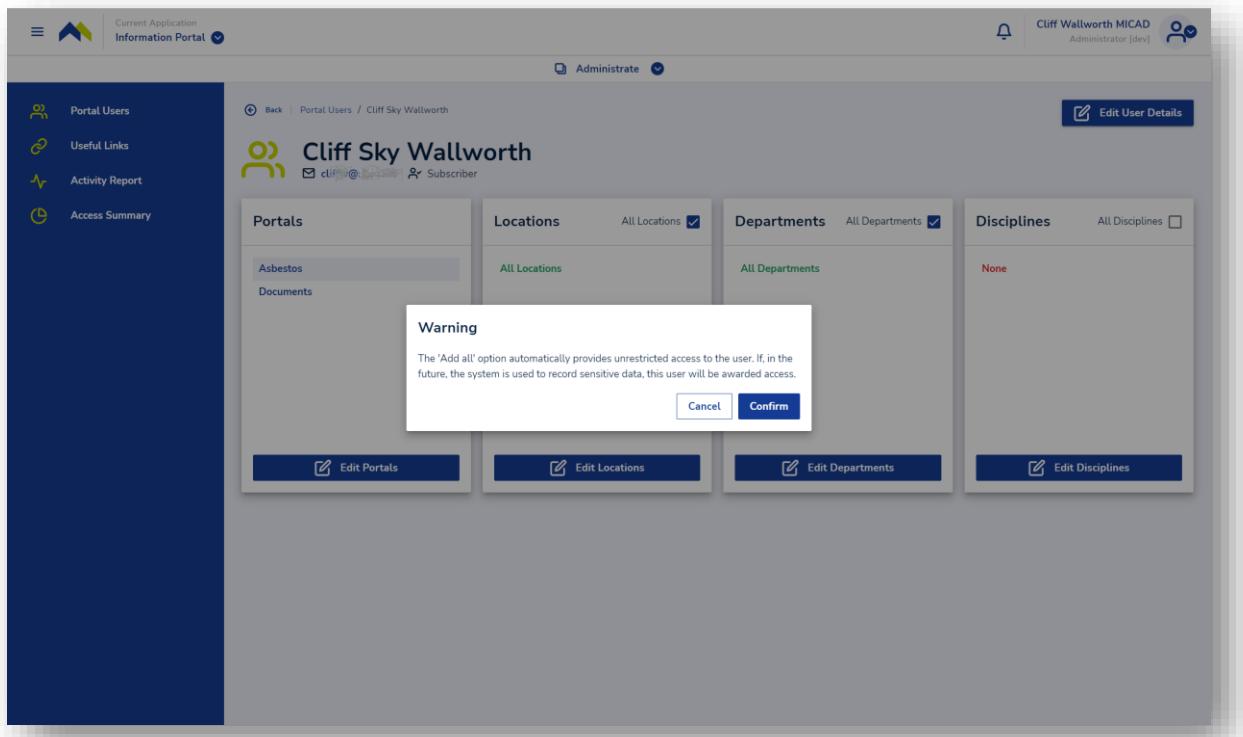
9565 P3 360 linked images (Walkthroughs) dont display an image

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.findUserId 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*

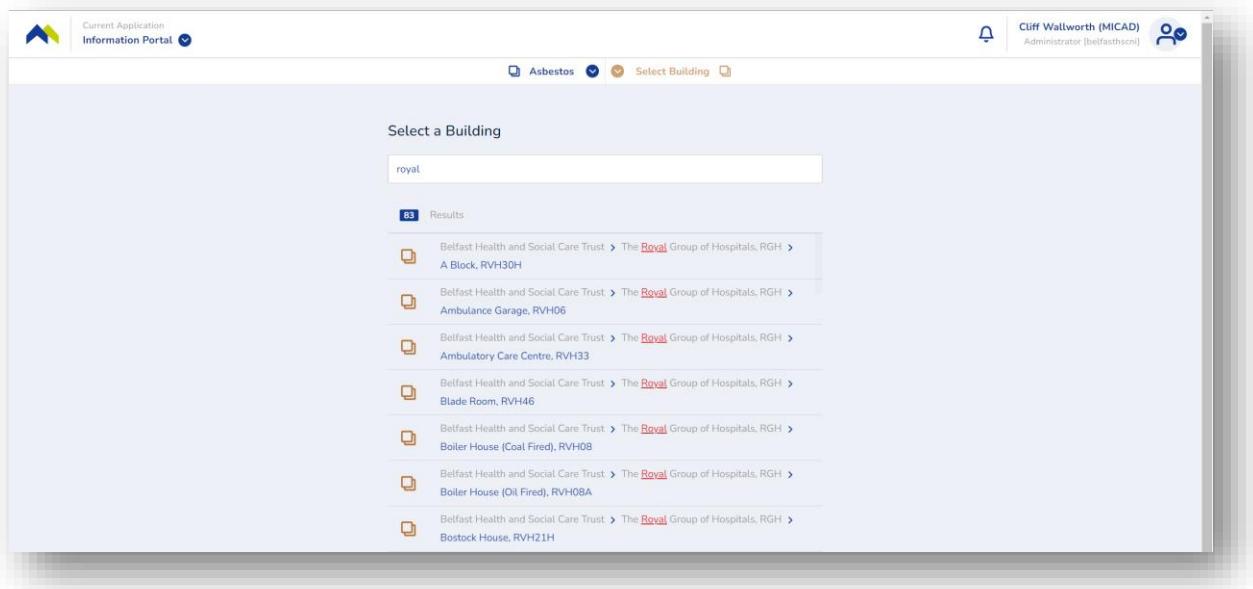
9895 P3 Asbestos, photo file names with brackets {} wont show on Desktop or mobile

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

## Features and fixes (January 2024) 1.0.19232

App Version 1.0.19232 25/01/2024 17:26:18

API Version 1.0.19194 23/01/2024 13:49:11

In this release we have introduced a Leases application. For those clients that have the Micad Leases module, you can now choose to share (some) of the headline information and documentation.

11258 New Leases App for Portals 3

10552 P3 User activity report list page - add Export CSV feature to page

*New feature requested by users. Use case to track records for Portals use and evidence access has taken place.*

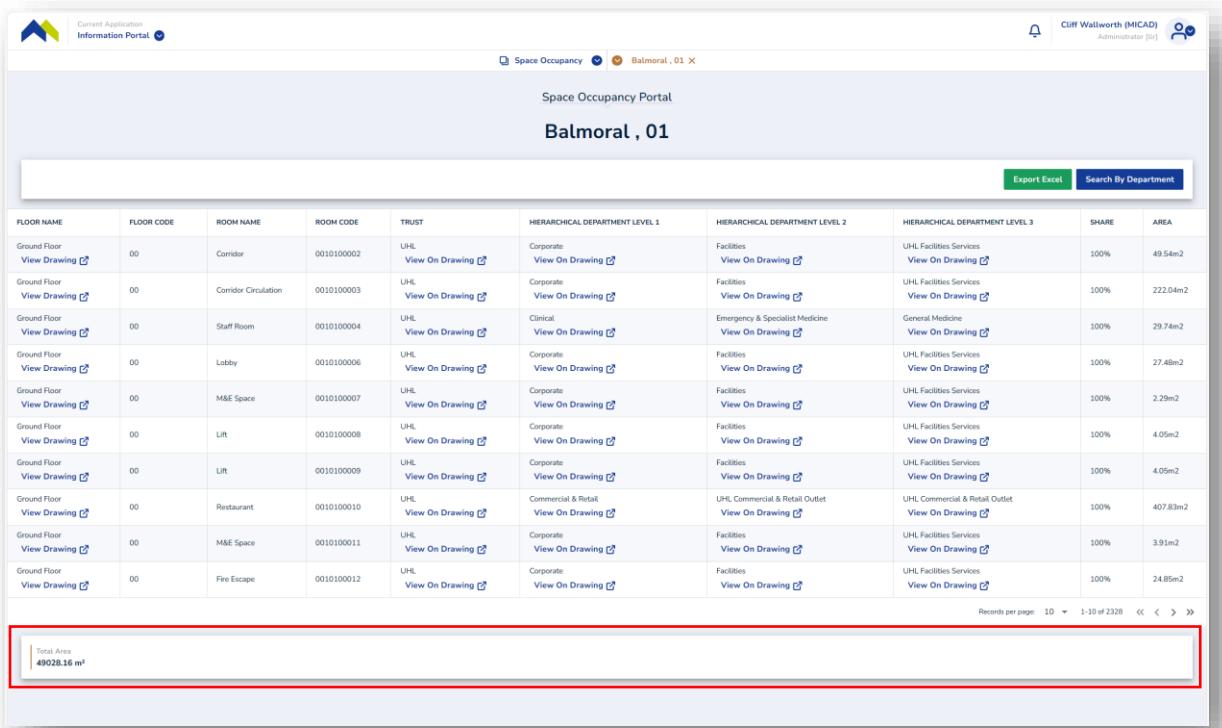
DATE TIME	NAME	COMPANY	DEPARTMENT	PAGE DESCRIPTION	PHONE	EMAIL	PAGE URL
23/01/2024 19:43:05	Cliff Wallworth (MICAD)			Administratate - Portal Users	0161 9279573	clifffw@micad.co.uk	<a href="https://portals-beta.micadipr.net/administrate/portal-">https://portals-beta.micadipr.net/administrate/portal-</a>
23/01/2024 19:43:02	Cliff Wallworth (MICAD)			Administratate - Portal Users	0161 9279573	clifffw@micad.co.uk	<a href="https://portals-beta.micadipr.net/administrate/portal-">https://portals-beta.micadipr.net/administrate/portal-</a>
23/01/2024 19:01:25	Cliff Wallworth (MICAD)			Asbestos - Balmoral , 01	0161 9279573	clifffw@micad.co.uk	<a href="https://portals-beta.micadipr.net/asbestos/building/1">https://portals-beta.micadipr.net/asbestos/building/1</a>
23/01/2024 19:01:17	Cliff Wallworth (MICAD)			Leases - Balmoral , 01	0161 9279573	clifffw@micad.co.uk	<a href="https://portals-beta.micadipr.net/leases/building/152">https://portals-beta.micadipr.net/leases/building/152</a>

11083 P3 Documents title heading should be File date/time, not Published

*Fixed an issue where the title in the results pane for documents are listed, from Published to File date.*

11084 P3, Space occupancy FR, add total at the bottom of the Area results

*New feature requested by users, places a total for the Sq.m area listed in the results table.*



The screenshot shows a web-based application titled 'Space Occupancy Portal' for 'Balmoral, 01'. The interface includes a header with the application logo, a user name 'Cliff Wallworth (MICAD)', and a 'Search By Department' button. The main content area displays a table of room data with columns for Floor Name, Floor Code, Room Name, Room Code, Trust, Hierarchical Department Level 1, Hierarchical Department Level 2, Hierarchical Department Level 3, Share, and Area. Each row contains a 'View Drawing' link. A red box highlights a footer section that displays 'Total Area 49028.16 m²'.

FLOOR NAME	FLOOR CODE	ROOM NAME	ROOM CODE	TRUST	HIERARCHICAL DEPARTMENT LEVEL 1	HIERARCHICAL DEPARTMENT LEVEL 2	HIERARCHICAL DEPARTMENT LEVEL 3	SHARE	AREA
Ground Floor	00	Corridor	0010100002	UHL	Corporate	Facilities	UHL Facilities Services		49.54m <sup>2</sup>
Ground Floor	00	Corridor Circulation	0010100003	UHL	Corporate	Facilities	UHL Facilities Services		222.04m <sup>2</sup>
Ground Floor	00	Staff Room	0010100004	UHL	Clinical	Emergency & Specialist Medicine	General Medicine		29.74m <sup>2</sup>
Ground Floor	00	Lobby	0010100006	UHL	Corporate	Facilities	UHL Facilities Services		27.48m <sup>2</sup>
Ground Floor	00	M&E Space	0010100007	UHL	Corporate	Facilities	UHL Facilities Services		2.29m <sup>2</sup>
Ground Floor	00	Lift	0010100008	UHL	Corporate	Facilities	UHL Facilities Services		4.05m <sup>2</sup>
Ground Floor	00	Lift	0010100009	UHL	Corporate	Facilities	UHL Facilities Services		4.05m <sup>2</sup>
Ground Floor	00	Restaurant	0010100010	UHL	Commercial & Retail	UHL Commercial & Retail Outlet	UHL Commercial & Retail Outlet		407.83m <sup>2</sup>
Ground Floor	00	M&E Space	0010100011	UHL	Corporate	Facilities	UHL Facilities Services		3.91m <sup>2</sup>
Ground Floor	00	Fire Escape	0010100012	UHL	Corporate	Facilities	UHL Facilities Services		24.85m <sup>2</sup>

*The full total is displayed in a footer, regardless of current page view, the count is the total derived from all of the data rows*

## Features and fixes (February 2024) 02/02/2024

API Version 1.0.19313 Date 02/02/2024 12:15:16

11535 P3 (IPR 3.8 systems only) issue with Appraisal data not showing

*Fixes an issue where the appraisal data would not show*

## Features and fixes (February 2024) 27/02/2024

App Version 1.0.19583 Date 20/02/2024 19:59:08

API Version 1.0.19591 Date 20/02/2024 15:45:17

In this release we have introduced a new version of Map. We have made this feature switchable for those that may not appreciate sudden change.

9272 P3 Documents - Global search for documents with various server side filtering capabilities

*Fixes an issue where global document search was not possible.*

11492 P3, Space occupancy, feature to add in Room based meta

*We have returned this feature of Portals 2 based on client demand and increased the option from one to two fields. A Portals administrator needs to configure the choice of extended meta. See the Tunables section of Administrate above.*

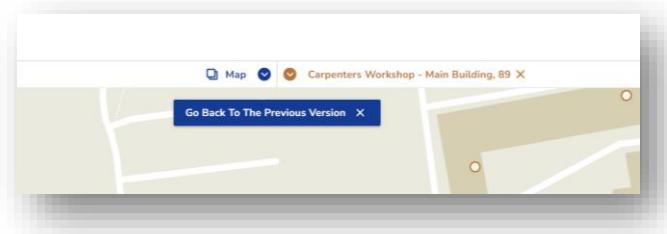
11508 Documents Portal [Beta] Junk values in Type dropdown

*Fixed an untidy looking document type dropdown.*

11512 P3 Maps improvement to pins and clusters, with location filter and zoom controls

*We are improving maps in IPR and Portals, moving towards introducing more overlayed IPR detail. In this new version we needed to change the map overlay technologies that provide more technical capabilities. The first step in this evolution you will see some useful location and zooming filters in a new left-hand menu. We are still using Open Street Maps as the provider.*

*In this version we offer an option for the user to choose to work with the legacy map or switch to the new version. A button is shown that will fade out after a few seconds. The choice to stay or switch is stored on browser of the local device.*



11554 P3 About page Release notes target link change

*Changed the target URL for these release notes, moved away from legacy web address over to the current support website*

11562 P3 360 images to support Markers for all IPR Docs (Not just JPG)

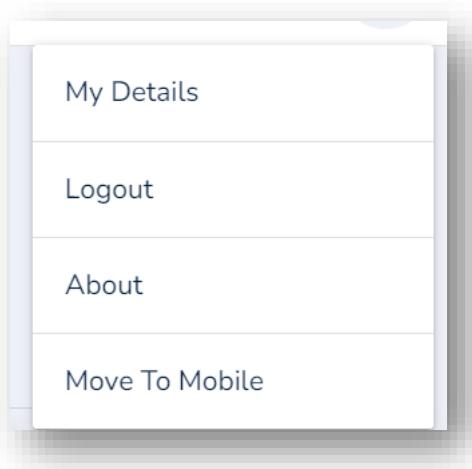
*Extend marker support to allow linked documents other than images (PDFs, DOCX, XLSX etc.) within the IPR.*

11691 Global search was not respecting location rights

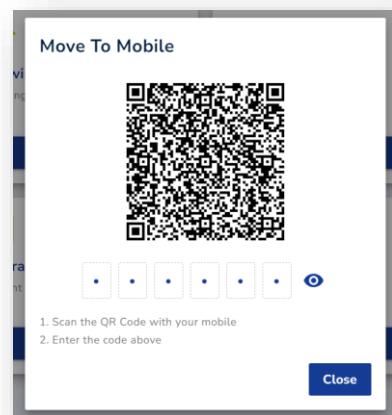
*An issue was identified where user rights in Document searches ignored location constraints if all disciplines were granted.*

Micad internal technical support feature, Move to Mobile

*This feature has been added to allow the transfer of the current user session without being logged out. It is for Micad, to aid development in checking desktop vs mobile functionality. Not an end user feature.*



*Select Move To Mobile*



*Reveal the code then scan with your mobile*

## Features and fixes (March 2024) 21/03/2024

App Version 1.0.20079 Date 18/03/2024 10:46:22

API Version 1.0.20001 Date 13/03/2024 11:33:08

11801 P3 investigate latency speed issue with Graphic reports

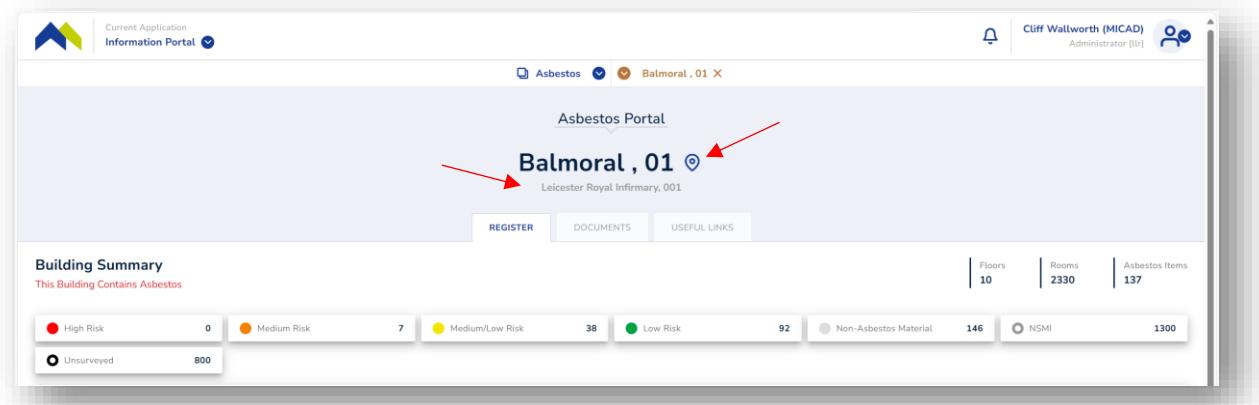
*Looking at latency cases where a Retry button shows, on a rare occasion 404 can appear when a graphic report is requested. This release prevents the 404.*

11680 P3 Image types for thumbnail needs same extension list recognition as IPR

*Fixed an issue where BMP image types would not display in the Asbestos tile.*

11798 Portals 3 Building Search improvement, add the parent site name/code under the main block name and add Map link

*Added a new feature where the Site name is displayed under the selected block name of the search results.*



The screenshot shows the Asbestos Portal interface. At the top, there are navigation links for 'Asbestos' and 'Balmoral, 01'. The main title is 'Asbestos Portal' with the subtitle 'Balmoral, 01' and a location pin icon. Below this, it says 'Leicester Royal Infirmary, 001'. A red arrow points to the location pin icon. Below the title, there are three buttons: 'REGISTER', 'DOCUMENTS', and 'USEFUL LINKS'. The 'DOCUMENTS' button is highlighted. Underneath, there's a 'Building Summary' section with the text 'This Building Contains Asbestos'. It shows the following data:

Risk Category	Count
High Risk	0
Medium Risk	7
Medium/Low Risk	38
Low Risk	92
Unsurveyed	800

On the right, there are summary statistics: Floors (10), Rooms (2330), and Asbestos Items (137). At the bottom, there are buttons for 'Non-Asbestos Material' (146), 'NSMI' (1300), and 'Asbestos Items' (137).

*Added new map pin icon to the right of the selected block name, allows the user to go direct to the map from the search results.*

*Both features help reinforce place and proximity on site. It's helpful for asbestos checks to know of adjacent or local property or assets that might need be assessed during a site visit*

Features and fixes (July 2024) 17/07/2024

App Version 1.0.21602

API Version 1.0.21578

12634 P3, Asbestos Material Extents is rounding using integer values.

*Fixes a presentation issue where the Asbestos Material Extent number format is presented rounded down to the nearest integer.*

12290 P3, Asbestos Documents Folder filter

*Fixes an issue where Folder filter option was being ignored*

**END**