



## Release notes

07/09/2025

Document Version 3.1

Includes Portals 3 and Portals Pro



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## Introduction to Portals

This guide includes content for both Portals 3 (IPR 3.8) and Portals Pro (IPR 3.9).

This guide provides an overview of the new features of Portals. 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

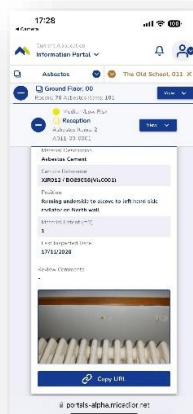
## What's new in Portals since Portals 1 & 2

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

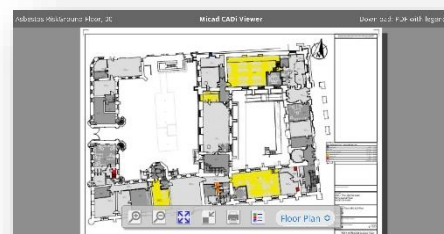
## A great new Mobile UI on phones



*App 'like' features*



*An Asbestos item review*



*CADi Viewer DWG plans and service layouts*

Full screen views on a tablet

Camera 15:35 Thu 1 Dec 100%

portals-beta.micadipr.net

Current Application Information Portal

Cliff Wallworth Administrator [airedale]

Asbestos Ward 019, Zone B-7 X

### Asbestos Portal

## Ward 019, Zone B-7

REGISTER DOCUMENTS USEFUL LINKS

#### Building Summary

This Building Contains Asbestos

Floors	Rooms	Asbestos Items
1	138	57

(null)

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

#### Building Register

Floor Room

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


Building Externals Asbestos Items: 4

##### 1. Cement panels

Copy URL

Risk Assessment: Low Risk No Certificates

Material Description	A.C - Asbestos Cement	Review Comments
Sample Reference	RefBS17762	
Position	To skylights	
Material Extent (lm)	100	
Last Inspected Date	13/01/2022	




##### 2. Putty sealant

Copy URL

Risk Assessment: Low Risk No Certificates

Material Description	Putty	Review Comments
Sample Reference	RefBS17763	
Position	To skylights	
Material Extent (lm)	1	
Last Inspected Date	13/01/2022	



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

## CADi Viewer feature with mobile gesture control

Full screen mode on Tablet and Mobile



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

## Getting started with Portals, functions and usability

Portals getting started.

[Future Tiles in development](#)

Micad SFM

Micad Soft Services

[Micad Portals web address](#)

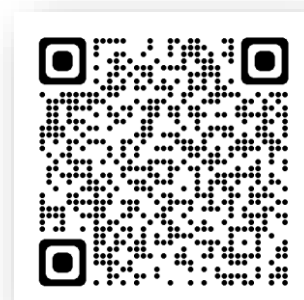
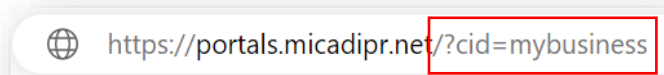
When you are issued with the web address for the Micad Portals, there will be a consideration to note and bookmark, your client ID.

<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.



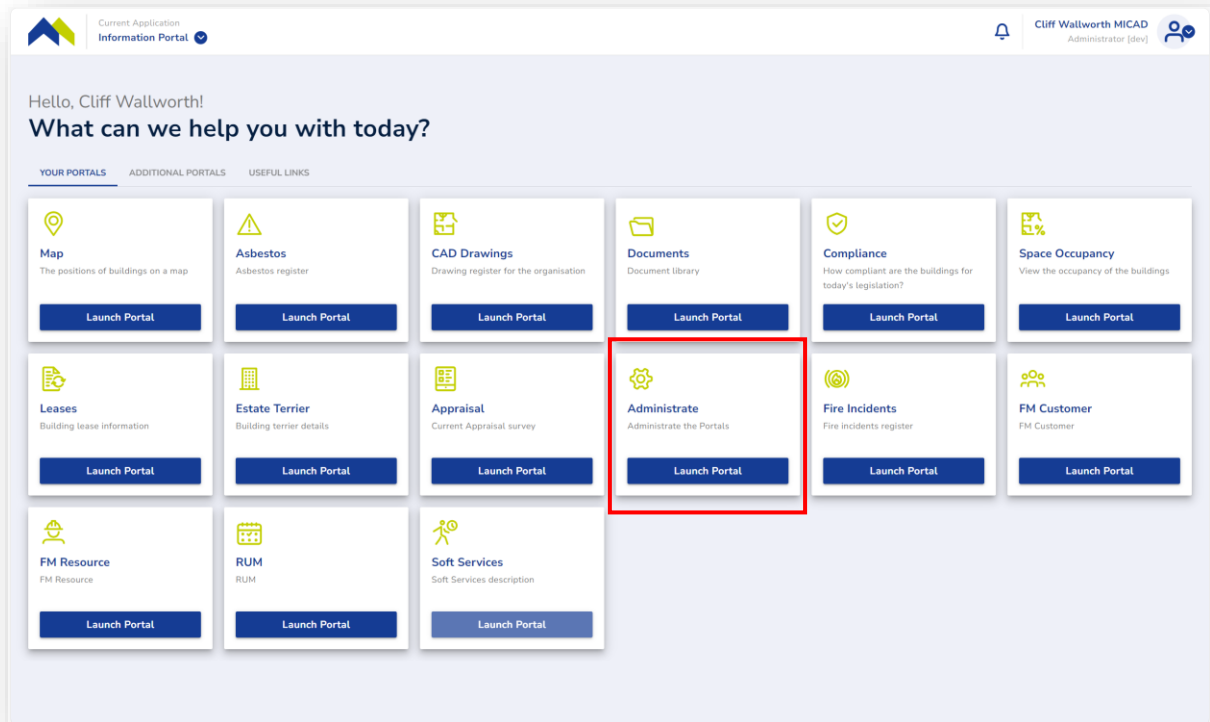
Bookmark the URL and ID when you see this format. Or issue a QR code with the fully prepared URL.

### 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

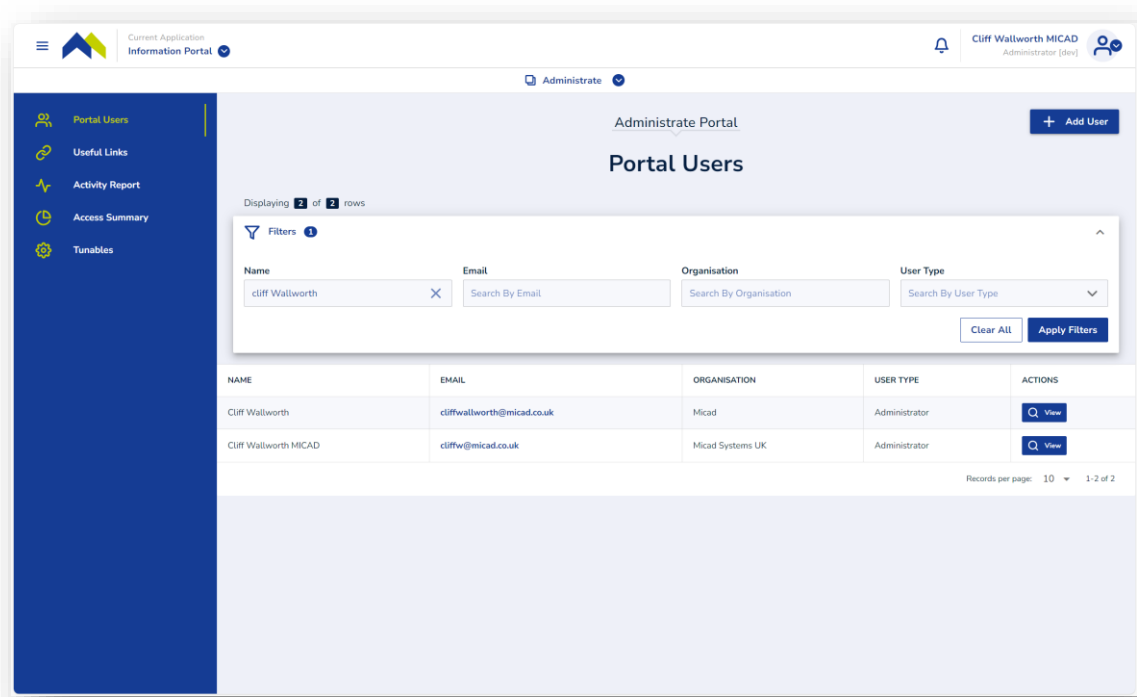
As a Portals Administrator, the Administrate Tile App will appear. An administrator has the tools to set up users and provide access. Tools are also provided to all monitoring of activity and set preferences.



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.

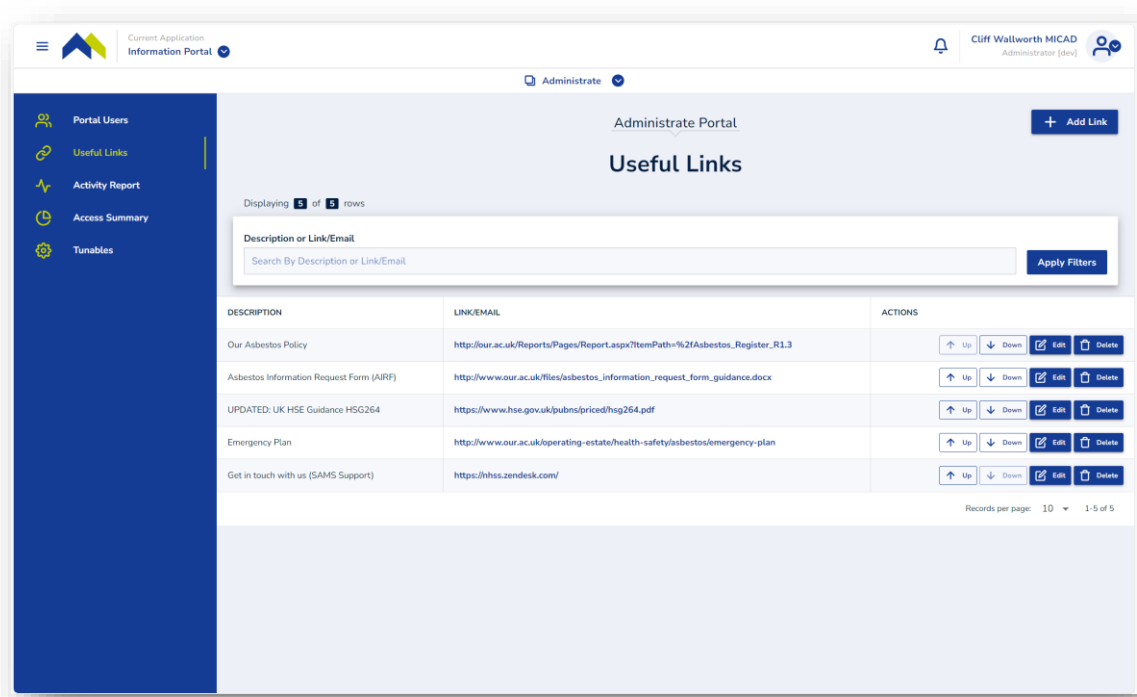
**Note.** As a system Administrator, no instance exists where Administrator rights need to be granted to Portals users.

# Portals Users



Use the filters to review and manage your users

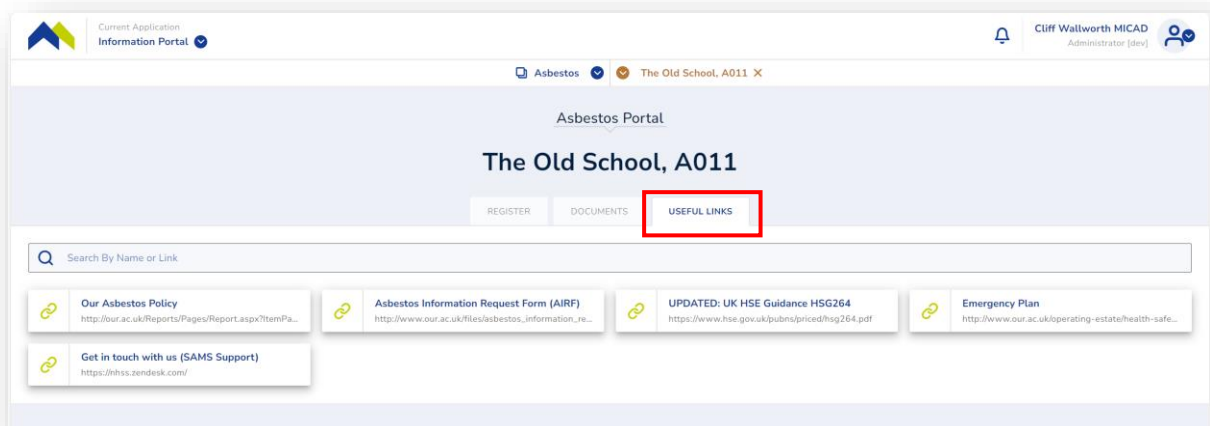
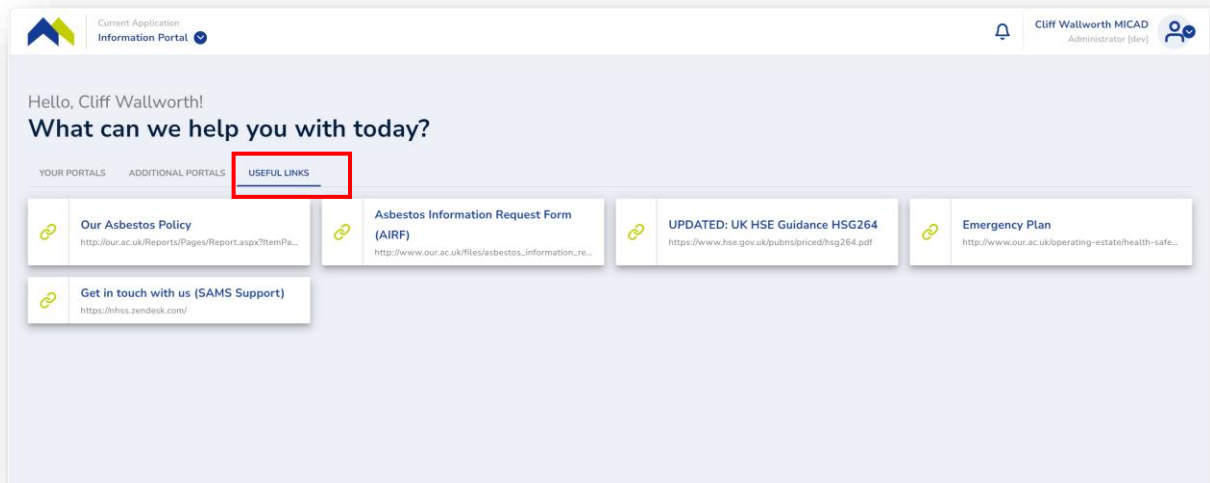
# Useful Links



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.

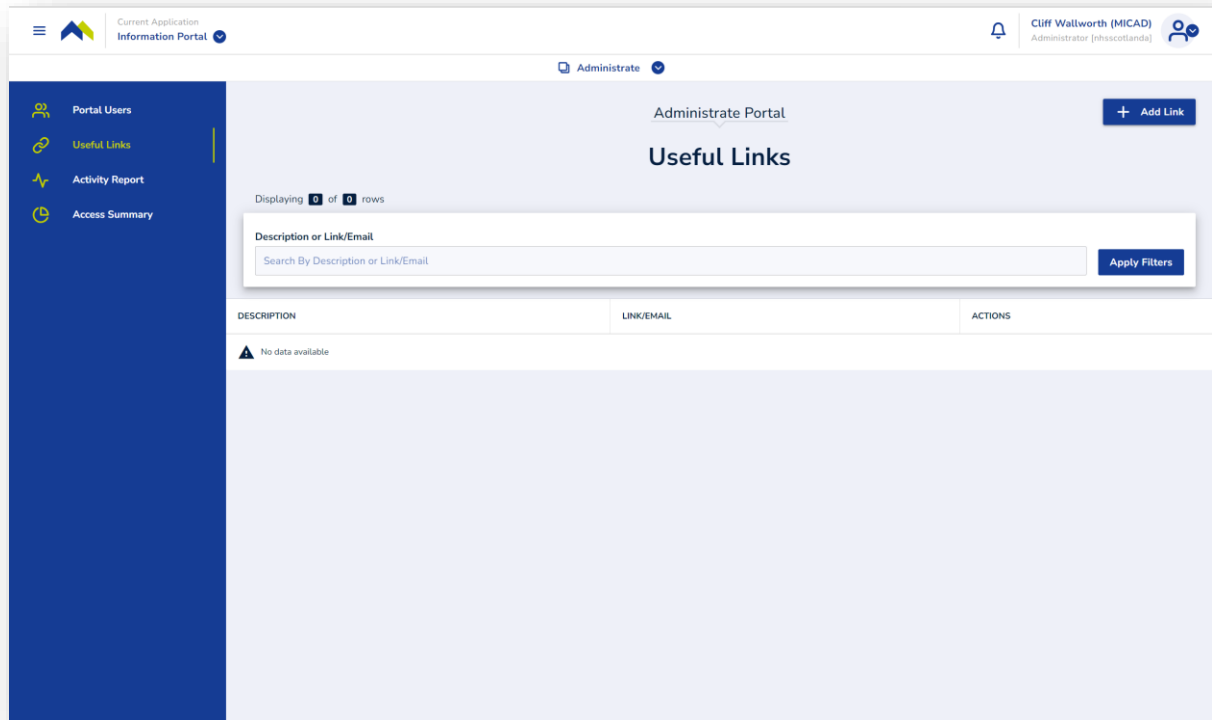
## Useful links access

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



## Adding web links to portals

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



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

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

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



## 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.

The screenshot displays the 'Activity Report' page within the 'Administrate Portal'. The interface includes a sidebar with navigation options: Portal Users, Useful Links, Activity Report (selected), Access Summary, and Tunables. The top header shows the current application as 'Information Portal' and the user as 'Cliff Wallworth MICAD Administrator [dev]'. The main content area features a title 'Activity Report' and a table of activity logs. A filter panel is open, allowing users to narrow down results by Date Time, Name, Company, Department, Page Description, Phone, Email, Page URL, Full Location Address, and Location ID. The table displays 10 rows of data, showing the date and time of the activity, the user's name, company, department, page description, phone, email, and page URL.

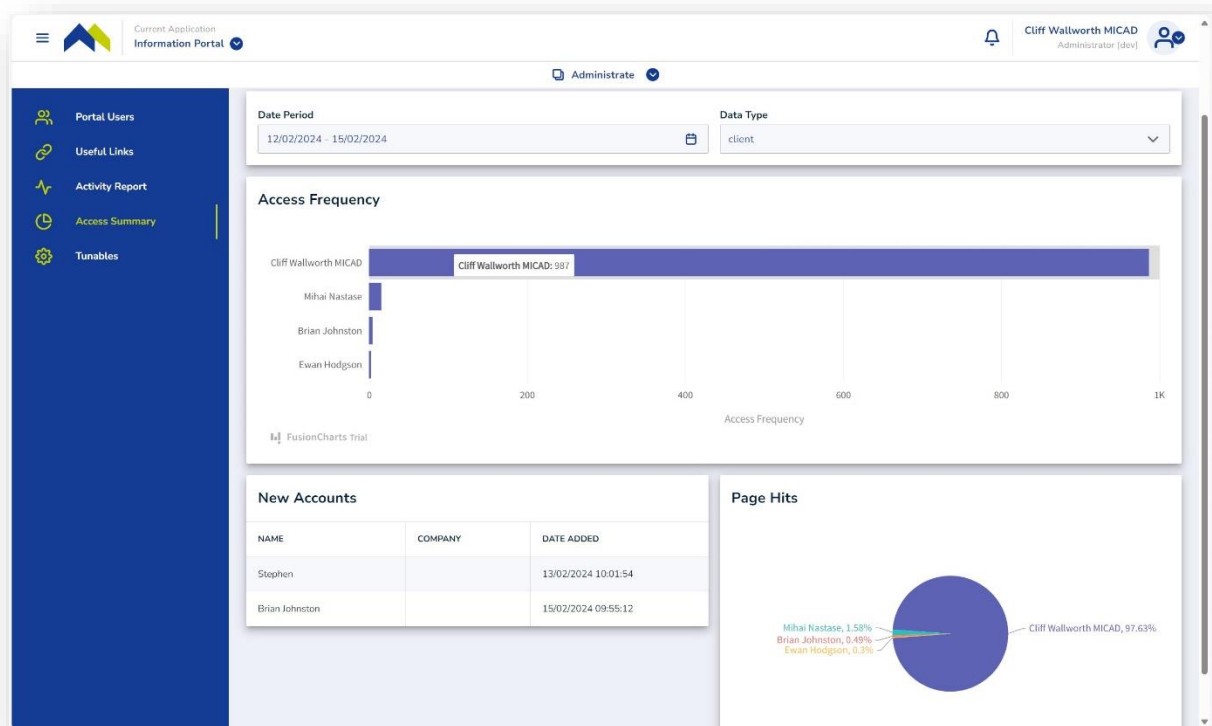
DATE TIME	NAME	COMPANY	DEPARTMENT	PAGE DESCRIPTION	PHONE	EMAIL	PAGE URL
15/02/2024 11:43:00	Cliff Wallworth MICAD	Micad Systems UK	\BOOM	Administrate - Activity Report		cliffw@micad.co.uk	https://portals-alpha.micadipr.net/administrate/
15/02/2024 11:42:57	Cliff Wallworth MICAD	Micad Systems UK	\BOOM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

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

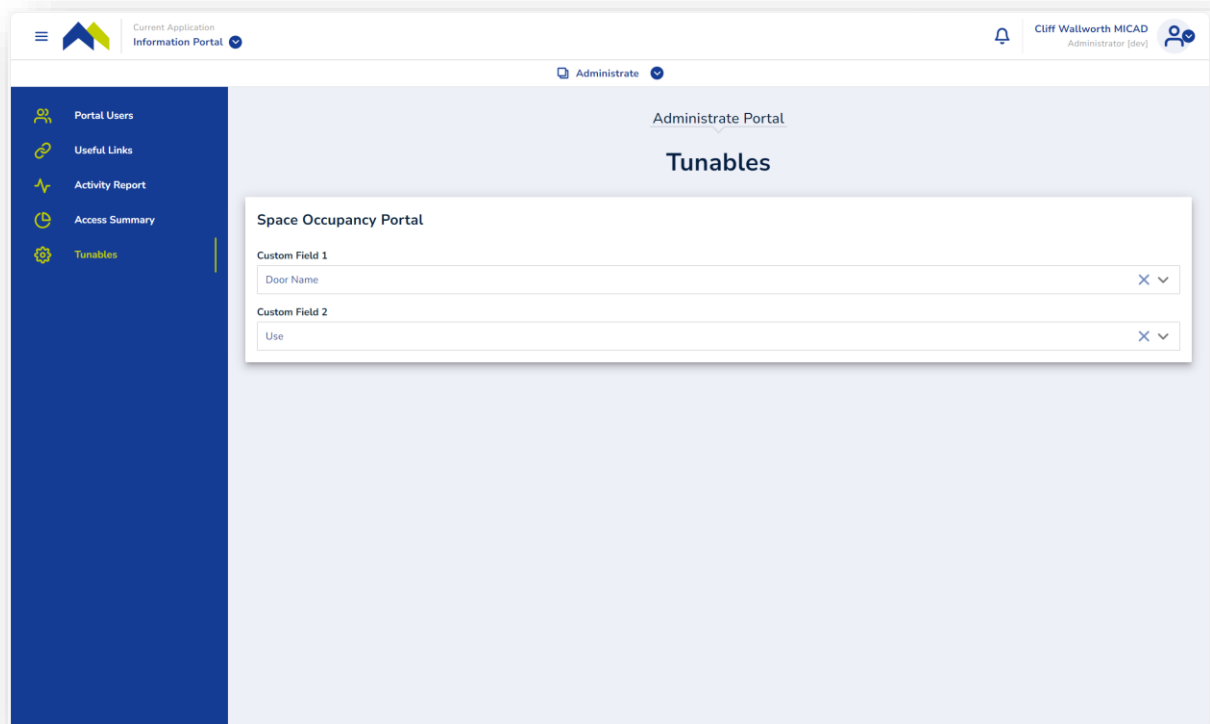
These tools are ideal for making sure that your data is being used. Simple and easy access to health and safety data is essential, data consumption tools help support your accountability as data providers.



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 – Space Occupancy



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.

## Tunables - Tiles Customisation (Portals Pro)

This is a new feature for Micad Pro platform users. Available to Portals Administrators.

You can choose the terminology that best suits the data on offer to your portal user.

	Name	Description
Map	Map	Use the map pins to find a property
Asbestos	Our Asbestos Register	Search our live Asbestos register
CAD Drawings	CAD Floor Plans	As-built CAD plans for the estate
Documents	Document library	Search our document library, building manuals, O&Ms, certificates, plans, photos etc.
Compliance	Compliance	How compliant are the buildings for today's legislation?
Space Occupier	Space Occupier	View the occupancy of the buildings
EstateTerrier	EstateTerrier	Building terrier details

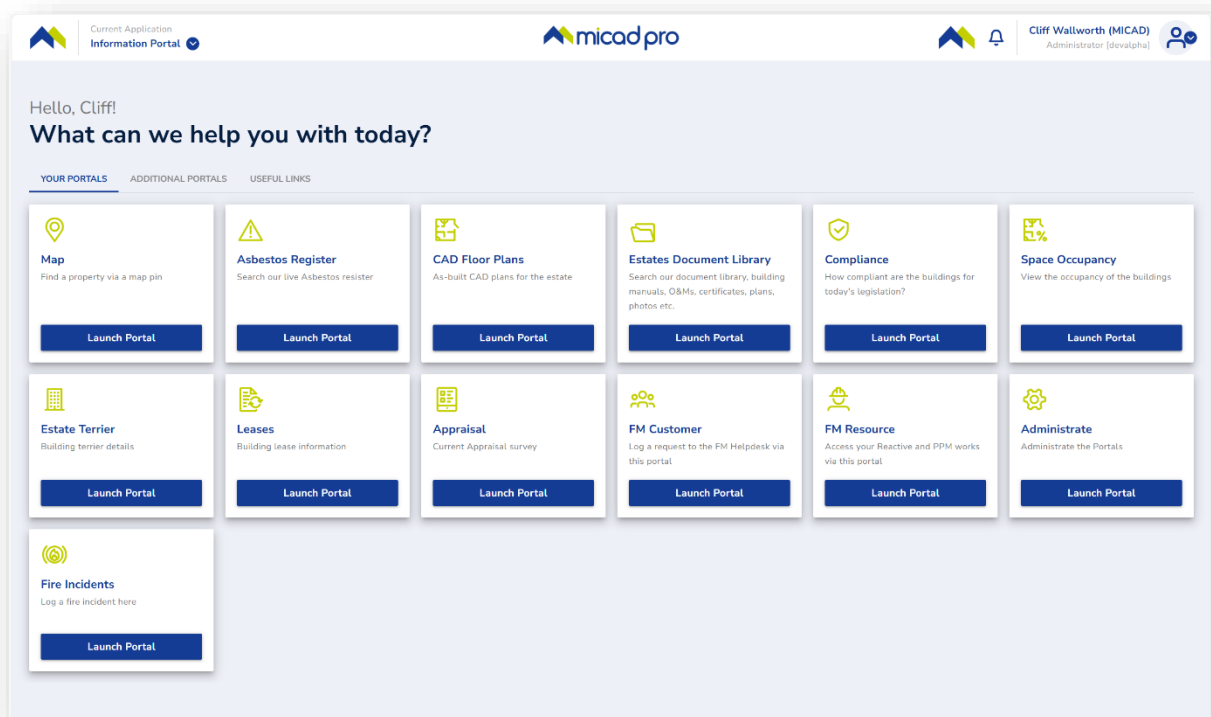
Use the Tile customisation feature to set the Tile application name and description to your own desired terminology.

	Name	Description
Documents	Document library ✓	Search our document library, building manuals, O&Ms, certificates, plans, photos etc. ✓

Click on the Name and Description text to edit. Note the tick icon will appear for each cell.

Click the tick icon to apply the changes once done.

A typical use case might be to fine tune the wording to suit the data that's recorded in your IPR. If you have focussed on Compliance documents or O&M manuals, you might want to bias your wording towards your users to help them discover the materials you offer.



Subtle changes here are made to Map description, Asbestos Register, CAD Floor Plans and Documents.

### User rights, configuration, requirements and best practice (IPR 3.8)

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

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

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

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

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

### Setting up users

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

### Administrator User

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

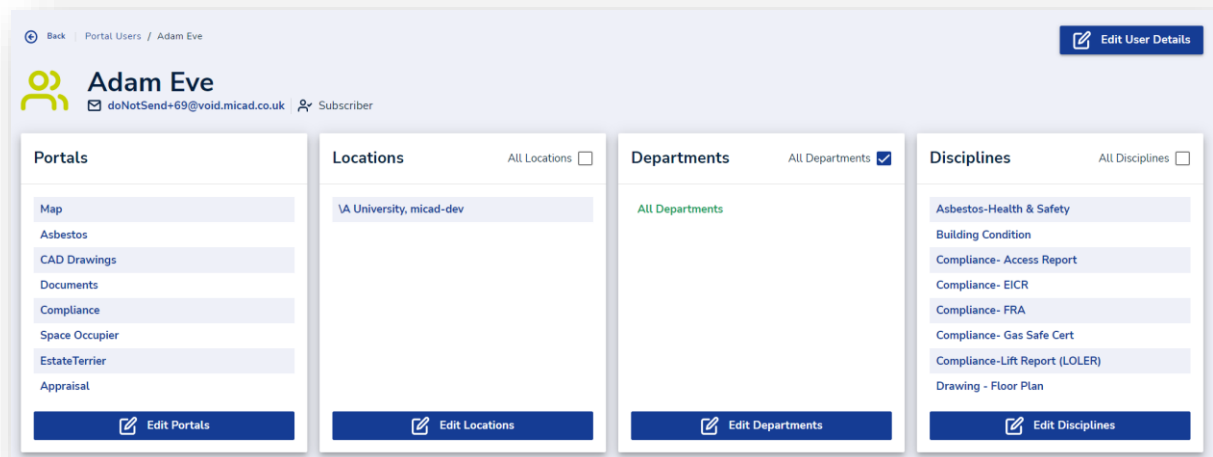
### Subscriber User (Viewers)

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

## User configuration within the Portal

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

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



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

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

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

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

## Micad Pro – Changes and improvements to Portals user management

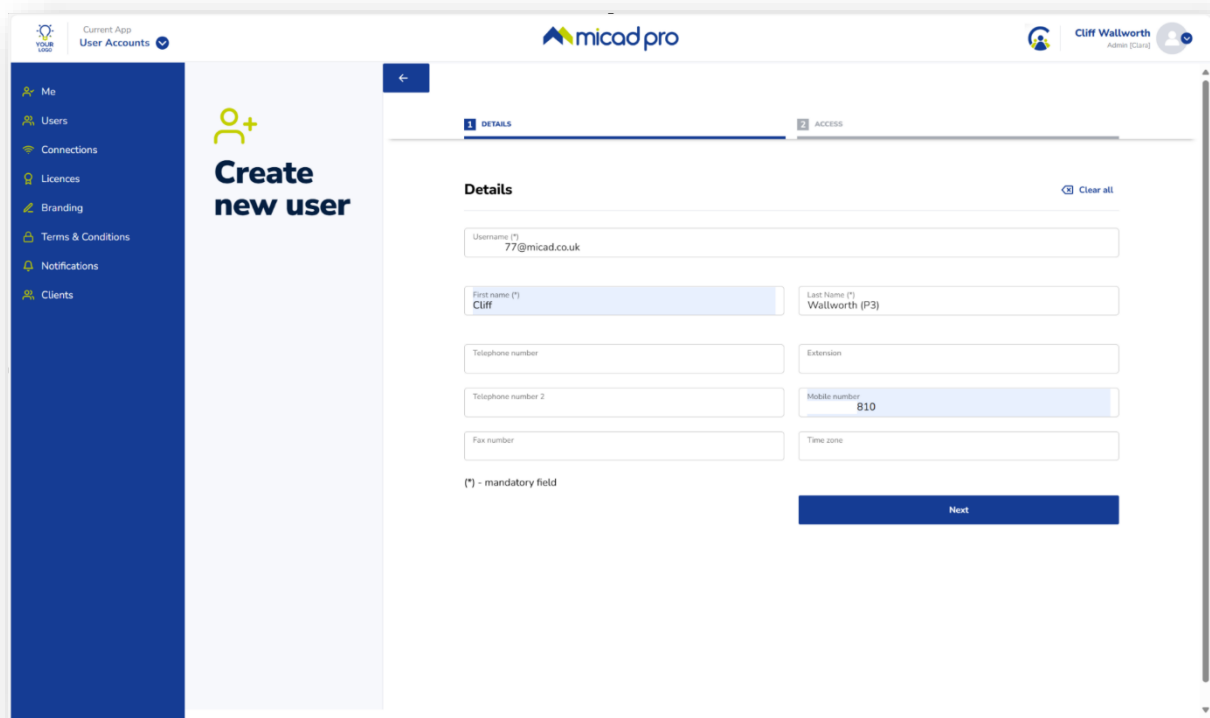
Create and Edit user roles has moved from Portals to HUB on Micad Pro. The fine tuning of a Portals user's configuration, this remains unchanged. To set presences for location(s), department and disciplines, use the Portals Administrative Tile App.

Micad Pro introduces centralised services. User account management is now common to the whole Micad Pro platform. While the process of accessing the users list remains the same (Under the Administrative Tile in Portals), adding and editing user accounts will take you into the HUB Admin Centre.

### Micad Pro Example for creating a new user account

To add a user account, click Add user in the Portals Administrative Tile.

Follow the two-part process, observe the mandatory fields



The screenshot shows the 'Create new user' interface in the Micad Pro HUB Admin Centre. On the left is a blue sidebar with navigation links: Me, Users, Connections, Licences, Branding, Terms & Conditions, Notifications, and Clients. The main content area has a header with the Micad Pro logo and a user profile for 'Cliff Wallworth'. Below the header, there are two tabs: 'DETAILS' (active) and 'ACCESS'. The 'DETAILS' tab contains a form with the following fields: Username (\*) (77@micad.co.uk), First name (\*) (Cliff), Last Name (\*) (Wallworth (P3)), Telephone number, Extension, Telephone number 2, Mobile number (810), Fax number, and Time zone. A legend indicates that (\*) denotes a mandatory field. A 'Next' button is located at the bottom right of the form.

Click Next



In the second section, observe the new setting to have the account “Active”.

Current App User Accounts

micad pro

Cliff Wallworth (MICAD)  
Admin (Development Environment)

Me  
Users  
User Profiles  
Connections  
Licences  
Branding  
Terms & Conditions  
Notifications  
Clients

Create new user

DETAILS ACCESS

Permissions

Micad user Active

Organisation  
Micad Systems UK Ltd

Directory

Position  
PO

Expiry date

User profile

App roles

IPR  
Select IPR permissions

Appraisal  
Select Appraisal permissions

Asbestos  
Select Asbestos permissions

**Note.** Set the user Active. The default state is no access

DETAILS ACCESS

Terrier  
Select Terrier permissions

Portals  
PortalsSubscriber  
None  
PortalsSubscriber  
PortalsAdministrate  
AsbestosPortalViewer

Compliance Portal  
CompliancePortalViewer

Documents Portal  
DocumentsPortalViewer

Drawings Portal  
DrawingsPortalViewer

Leases Portal  
LeasesPortalViewer

Map Portal  
MapPortalViewer

For Portals Subscribers, select the Portal Tile apps the user will require.

Click Save changes

Once saved the select user roles will show in the right hand pain.

The screenshot shows the 'micad pro' User Accounts interface. The left sidebar contains navigation links: Me, Users, User Profiles, Connections, Licences, Branding, Terms & Conditions, Notifications, and Clients. The main content area is titled 'User details Cliff Wallworth (P3)' and includes a 'Delete user' button and a '+ Create new user' button. Below the title, there are two sections: 'DETAILS' and 'ACCESS PERMISSIONS'. The 'DETAILS' section contains fields for Username (77@micad.co.uk), Micad user (checkbox), Active (checkbox), First name (Cliff), Last name (Wallworth (P3)), Position, Organisation, Telephone number, Extension, Telephone number 2, Mobile number, Fax number, Directory (Local), Expiration, Profiles, Created (14/10/2024), Last login (15/10/2024 11:03:33), Picture URL, Notes, Address 1, Address 2, Address 3, and town. The 'ACCESS PERMISSIONS' section is highlighted with a red box and contains a table of permissions:

IPR	None
Portals	PortalsSubscriber
Appraisal Portal	AppraisalPortalViewer
Asbestos Portal	AsbestosPortalViewer
Compliance Portal	CompliancePortalViewer
Documents Portal	DocumentsPortalViewer
Drawings Portal	DrawingsPortalViewer
Leases Portal	LeasesPortalViewer
Map Portal	MapPortalViewer
Space Occupier Portal	SpaceOccupierPortalViewer

The above example shows how a **Portals Subscriber** has been granted permission to individual App Tiles.

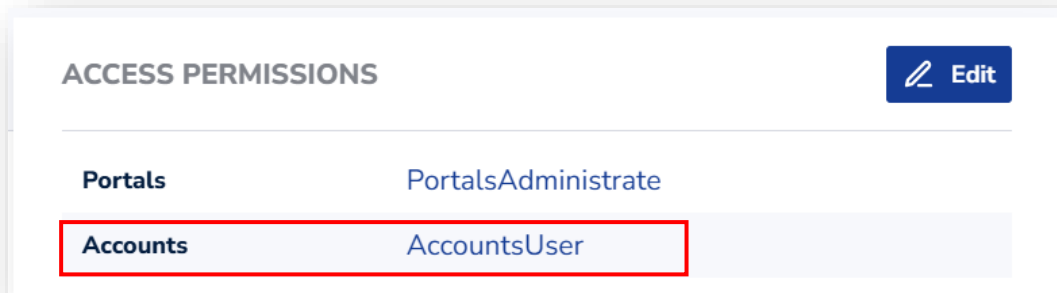
The screenshot shows the 'micad pro' Information Portal interface. The left sidebar contains navigation links: Portal Users, Useful Links, Activity Report, Access Summary, and Tunables. The main content area is titled 'Cliff Wallworth (P3)' and includes a 'Back' button and an 'Edit User Details' button. Below the title, there are three sections: 'Locations', 'Departments', and 'Disciplines'. Each section has a list of items and an 'Edit' button. The 'Locations' section has 'All Locations' and an 'Edit Locations' button. The 'Departments' section has 'All Departments' and an 'Edit Departments' button. The 'Disciplines' section has a list of items: CAD Drawing, Capital Projects, Contract Documents, Demographics, Drainage, Emergency Arrangements, ERIC, and Fire Drawing, and an 'Edit Disciplines' button.

**Note.** Subscribers need to be granted rights to Locations, Departments and Discipline rights as normal.

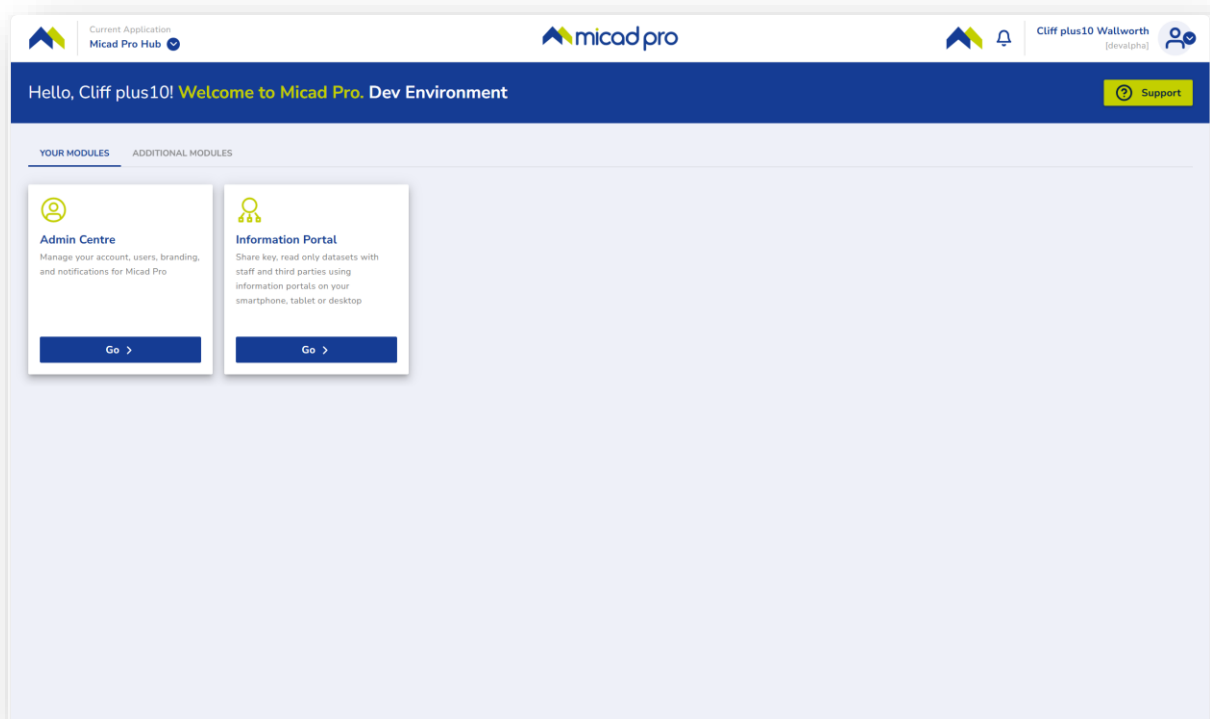
## Micad Pro Portals Administrators

Portals Administrators will be granted all App tiles automatically. For Micad Pro, user account management process requires an extra role for your system administrator's use.

For **Portals Administrators**, add the extra Role **AccountsUser**



**Note.** A Portals Administrator will need to be granted rights to the new Micad Pro Accounts Admin Centre



*As a Portals Administrator, HUB should show the two tiles*

Use the HUB Admin Centre to edit and delete user accounts from Portal. There's also a link out from Portals Administrate for user management too.

## Micad Pro Accounts, limit short term access and account blocking

You can block a user login by sliding the Active toggle. The account will remain without needing to delete but will be marked Inactive.

For short term access you may choose to set a date when the account will be automatically marked inactive by the system

To Edit a user you can update their rights using the Roles list for Portal Tile Apps in the right hand pane. When done, click Save changes (Scroll down on the right hand pane).

The screenshot displays the 'User details' page for 'Cliff Wallworth (P3)' in the Micad Pro system. The interface is divided into three main sections: a left-hand navigation menu, a central 'DETAILS' form, and a right-hand 'ACCESS PERMISSIONS' list.

**Left-hand navigation menu:** Includes links for Me, Users, User Profiles, Connections, Licences, Branding, Terms & Conditions, Notifications, and Clients.

**DETAILS section:** Contains a form for user information. The 'Active' toggle switch is currently turned on (blue) and is highlighted with a red rectangular box. Other fields include Username (77@micad.co.uk), First name (Cliff), Last name (Wallworth (P3)), Position, Organisation, Telephone number, Extension, and Telephone number 2.

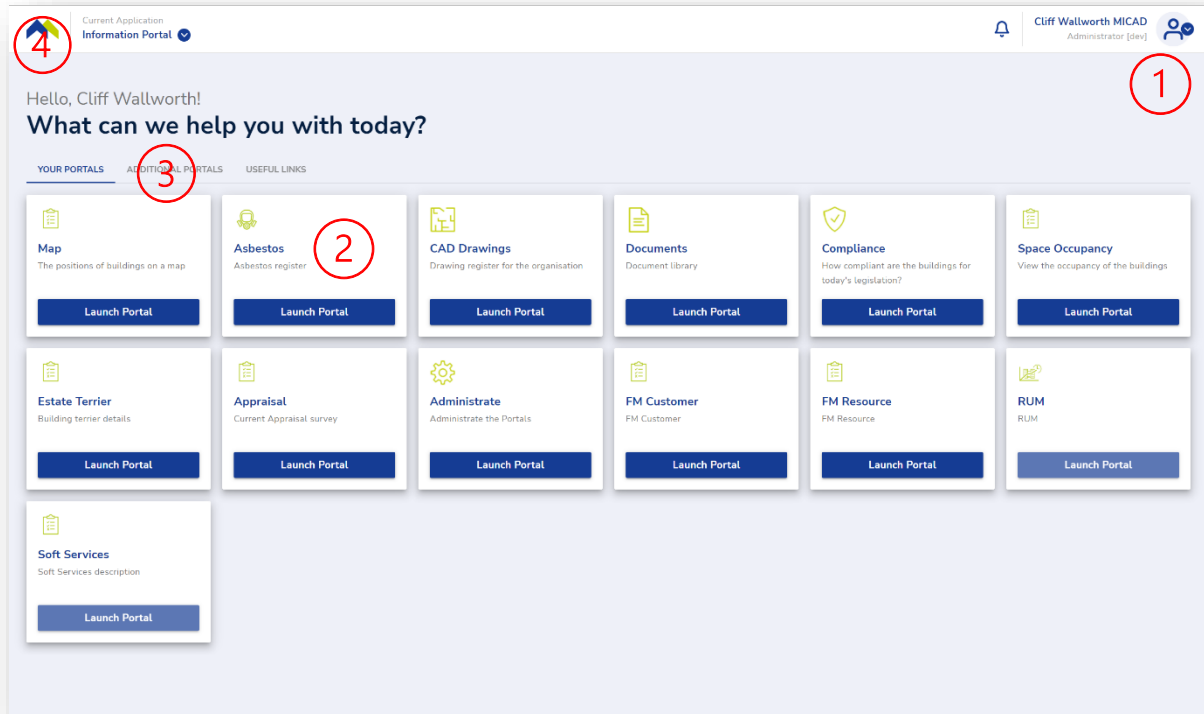
**ACCESS PERMISSIONS section:** Lists various portal applications and their assigned roles. The roles are as follows:

Portal	Role
IPR	None
Appraisal	<None>
Asbestos	<None>
Leases	<None>
Terrier	<None>
Portals	PortalsSubscriber
Appraisal Portal	AppraisalPortalViewer
Asbestos Portal	AsbestosPortalViewer
Compliance Portal	CompliancePortalViewer
Documents Portal	DocumentsPortalViewer
Drawings Portal	DrawingsPortalViewer
Leases Portal	LeasesPortalViewer
Map Portal	MapPortalViewer
Room Booking Portal	<None>
Space Occupier Portal	SpaceOccupierPortalViewer

To Deactivate a user slide the Active control to the off position. When done, click Save changes (Scroll down on the left hand pane).

## Portals homepage

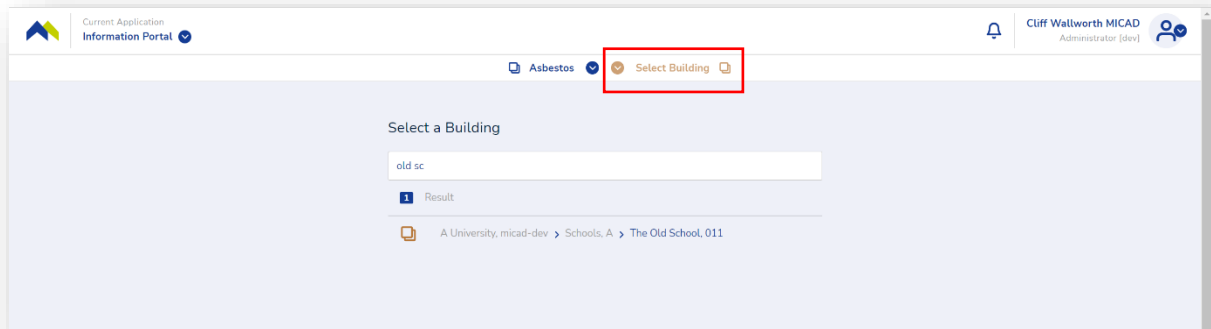
The from the homepage as a Client Administrator, you can access the data and configure the users.



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



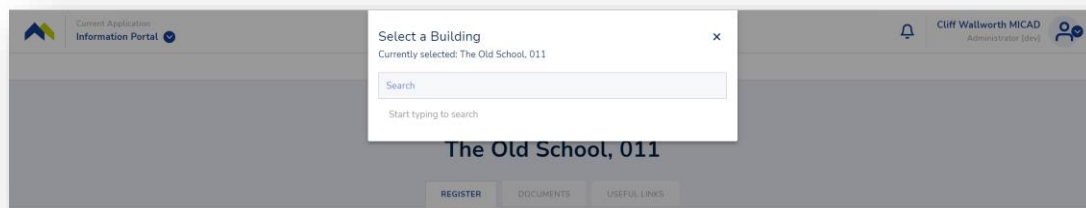
Type out the building name. This does not need perfect verbatim input, as you have typed a couple of character a list will reveal a count of results, Buildings within the property portfolio. You can use codes if you know them.

Click on the building listed in the results.

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

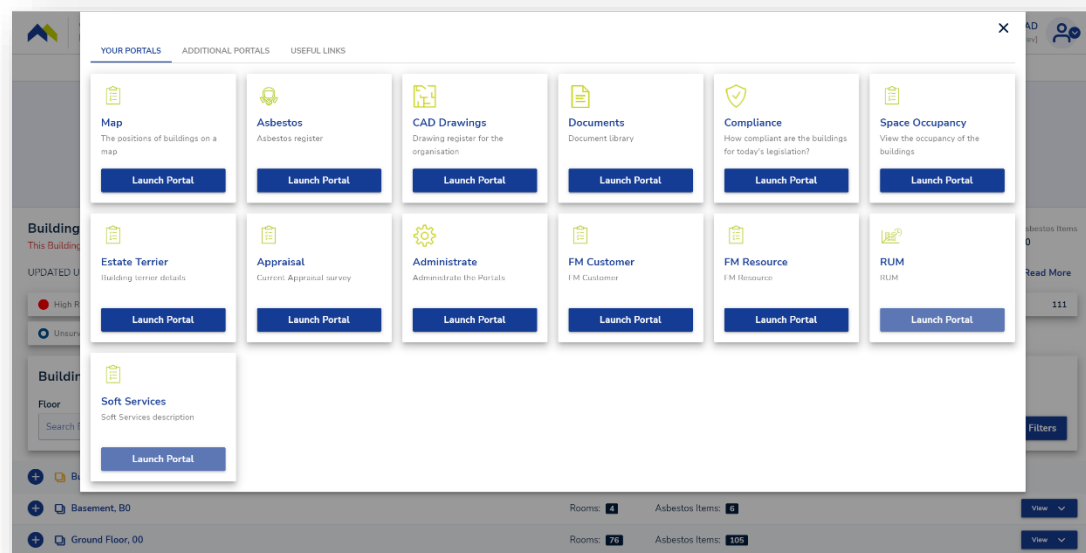
## Switching to another building via Search

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 displays the 'Asbestos Portal' for 'The Old School, 011'. The interface includes a top navigation bar with the user 'Cliff Wallworth MICAD' and a sidebar with 'Asbestos' and 'The Old School, 011' tabs. The main content area is divided into several sections:

- 1** **The Old School, 011**: The main title of the building.
- 2** **REGISTER**: A tab for viewing the register.
- 3** **Building Summary**: A section indicating 'This Building Contains Asbestos'.
- 4** Summary statistics: Floors (12), Rooms (278), and Asbestos Items (56).
- 5** Risk assessment summary: High Risk (1), Medium Risk (5), Medium/Low Risk (45), Low Risk (5), Non-Asbestos Material (105), and NSMI (113).
- 6** **Building Register**: A section with filters for Floor (Ground Floor, 00) and Room (Reception, A011-00-0001).
- 7** **Building Externals**: A section for external building details.
- 8** **1. Rope material**: A detailed view of a material entry, including a risk assessment of 'Non-Asbestos Material' and a review comment stating '6 - No asbestos detected. No further asbestos related actions required.'
- 9** **2. Cement panel**: A detailed view of a material entry, including a risk assessment of 'Medium/Low Risk' and a review comment stating '6 - No asbestos detected. No further asbestos related actions required.'
- 10** **Image**: A photograph of a white, ribbed asbestos cement panel.

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

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

### Asbestos Tile App Documents

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



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



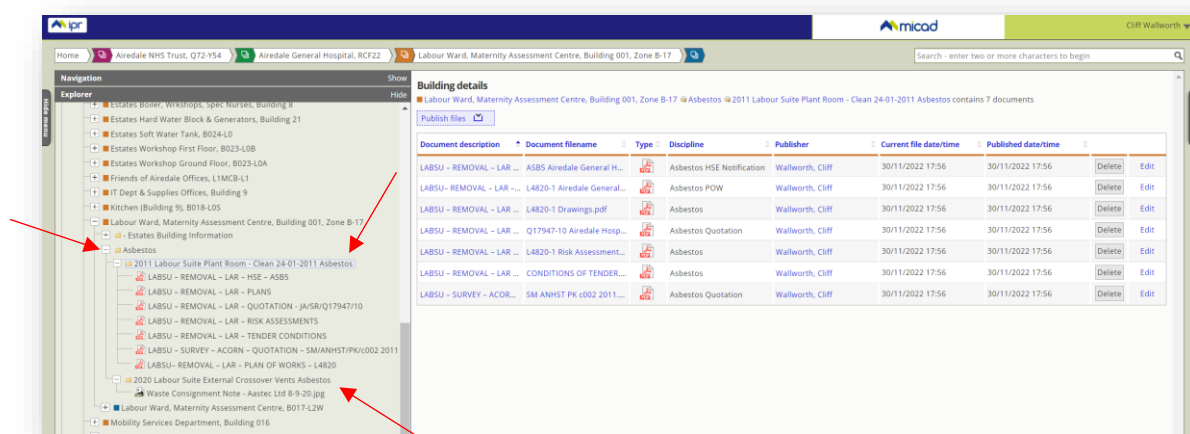
## Preparing IPR for Asbestos documents

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

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

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

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



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

**Note.** Make sure you always assign a discipline, when you publish documents IPR. The discipline field plays a key role in IPR and specifically with Portals.

## Sharing asbestos related documents in Portal

Current Application: Information Portal

Asbestos | Labour Ward, Maternity Assessment Centre, Building 001, Zone B-17 X

### Asbestos Portal

#### Labour Ward, Maternity Assessment Centre, Building 001, Zone B-17

REGISTER | DOCUMENTS | USEFUL LINKS

Documents  
Displaying 8 of 8 rows

Filters

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

Records per page: 10 | 1-8 of 8

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

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

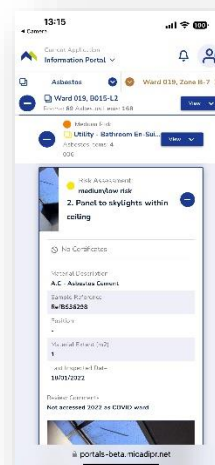
If you have many documents, use the **Filters** to refine the view.

## Asbestos labels with QR

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



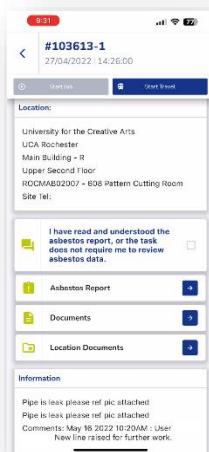
Scan the Asbestos QR label with phone or tablet



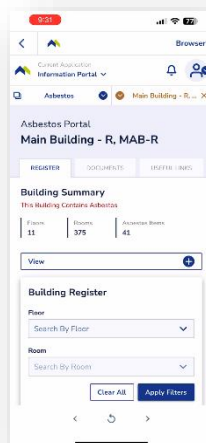
Directly view specific ACMs in the register

## Micad FM App link through to Portal 3 Asbestos

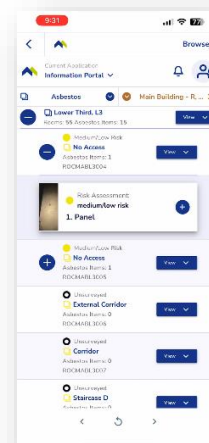
The Micad FM Mobile App v1.0.8 is now compatible with Portals 3 for viewing a buildings asbestos register. Viewing the register in Portals 3 now uses the same account/email used to login to the FM app making it even easier to setup mobile operatives to access more Micad products



*From Micad FM click Asbestos Report*



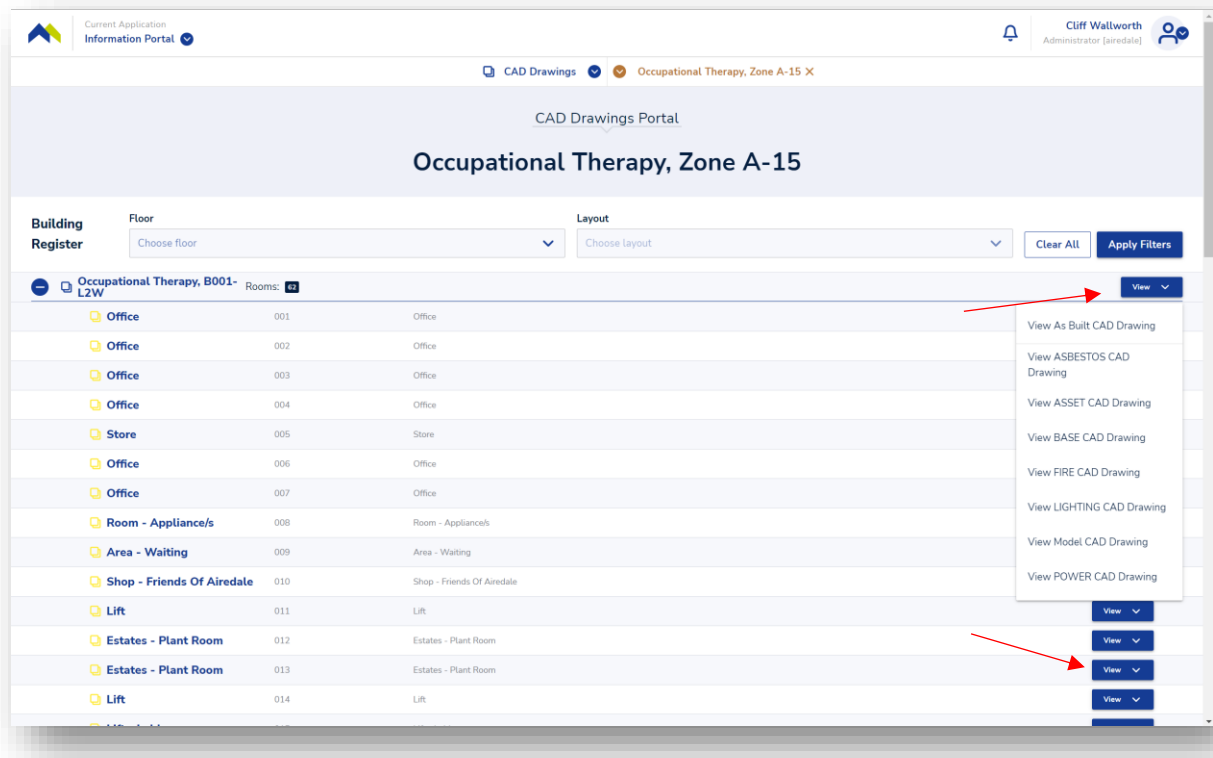
*Observe the register building summary and warnings*



*Review the building details and rooms that relate to your works*

## CAD Drawings tile

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



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

### Tips for preparing your CAD plans

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

#### Do

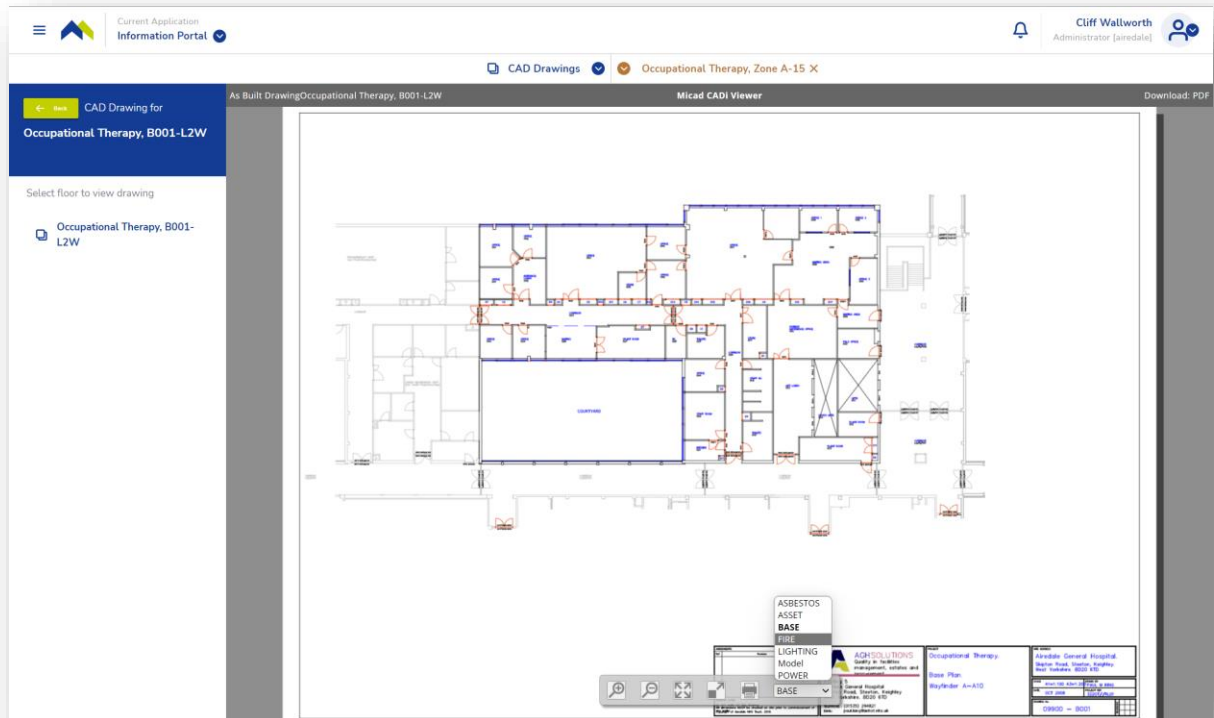
- keep the plans up to date
- Standardise tile blocks
- Create layout views and scaled options for reviewers

#### 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' for 'Balmoral, 01'. The interface includes a top navigation bar with 'Documents' and 'Balmoral, 01 X' tabs. A red arrow points to the 'X' icon next to the selected building. Below the header, the title 'Balmoral, 01' is displayed. The main content area shows 'Displaying 10 of 871 rows'. A filter section is visible with the following options:

- Location (Building/Block)**: Search By Location (Building/Block)
- Folder**: Search By Folder
- Name or Description**: Search By Name or Description
- Discipline**: Search By Discipline
- Type**: Search By Type
- Publisher**: Search By Publisher
- File Date**: Search By File Date

Buttons for 'Clear All' and 'Apply Filters' are present. Below the filters, a table lists documents with columns: LOCATION, FOLDER, NAME & DESCRIPTION, DISCIPLINE, TYPE, PUBLISHER, and FILE DATE. The table contains several rows of document entries, each with an 'Open' button.

## 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' for 'Search By Building'. The interface includes a top navigation bar with 'Documents' and 'Select Building' tabs. The main content area shows 'Displaying 10 of 10000 rows'. A filter section is visible with the following options:

- Location (Global)**: Search By Location (Global)
- Folder**: Search By Folder
- Name or Description**: Search By Name or Description
- Discipline**: Search By Discipline
- Type**: Search By Type
- Publisher**: Search By Publisher
- File Date**: Search By File Date

Buttons for 'Clear All' and 'Apply Filters' are present. The table below the filters is empty, indicating a global search across the entire portfolio.

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.

Current Application  
Information Portal

Documents Occupational Therapy, Zone A-15

Documents Portal

Occupational Therapy, Zone A-15

Displaying 1 of 1 rows

Filters 1

Location: Search By Location

Folder: Search By Folder

Name or Description: Search By Name or Description

Discipline: Search By Discipline

Type: DWG Search By Type

Publisher: Search By Publisher

Publish Date: Search By Publish Date

Clear All Apply Filters

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

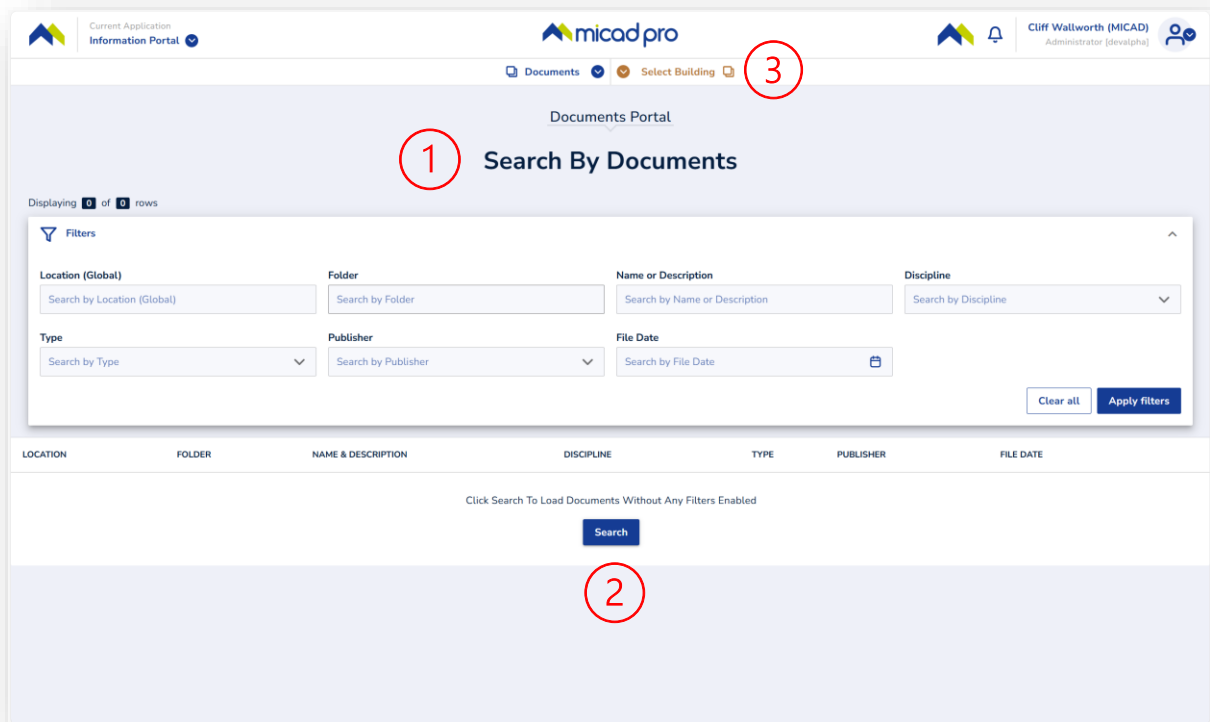
Records per page: 10 1-1 of 1

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

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

## Portals Pro improvements to Document search feature

If you have Portals Pro, there has been a priority change made to favour global searching over building/block searching. The search filters remain unchanged from Portals 3, but the default entry offers global Documents rather than having to a property first.



Key changes are:

1. Upon first entry you will see 'Search By Documents', globally (no specific Building/block)
2. A new single push button is provided to search globally without any filters set.
3. Classic Building/block search is still available

**Note.** The functionality is still available to select the Building/block as before



## Micad360 images (A feature of the Documents Tile App)

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

The screenshot shows the 'Documents Portal' interface for 'ACAD'. A search filter dropdown is open, showing 'Micad360' and 'Micad360 Search By Type'. The main search area includes filters for Folder (001), Name or Description, Discipline, Publisher, and Publish Date. Below the filters is a table with columns: LOCATION, FOLDER, NAME & DESCRIPTION, DISCIPLINE, TYPE, PUBLISHER, PUBLISH DATE, and actions. The table lists four Micad360 images. Red arrows point to the 'Micad360' type in the dropdown and the 'Open' button for the third image.

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>

Records per page: 10 1-4 of 4

*Use the Type dropdown to quickly identify the 360 photos*

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

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

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



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

## Micad360 photos, markers and walkthroughs

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

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

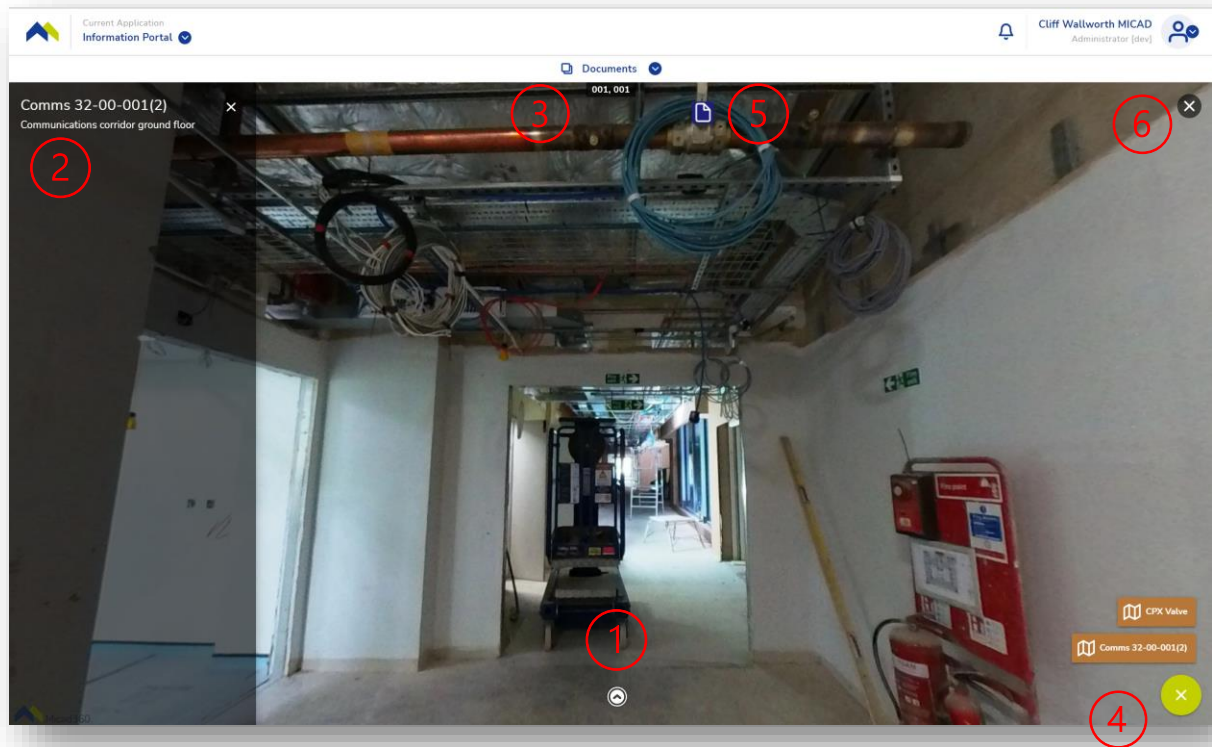
The screenshot shows the 'Documents Portal' for 'ACAD'. It features a search and filter interface at the top with fields for Location, Folder, Name or Description, Discipline, Type, Publisher, and Publish Date. Below the filters is a table displaying a list of 360 photos. The table has columns for LOCATION, FOLDER, NAME & DESCRIPTION, DISCIPLINE, TYPE, PUBLISHER, PUBLISH DATE, and two 'Open' buttons. A red arrow points to the 'Open Micad360' button in the second row of the table.

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

Records per page: 10 1-4 of 4

*Click Open Micad360 to active the 360 interactive viewer*

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

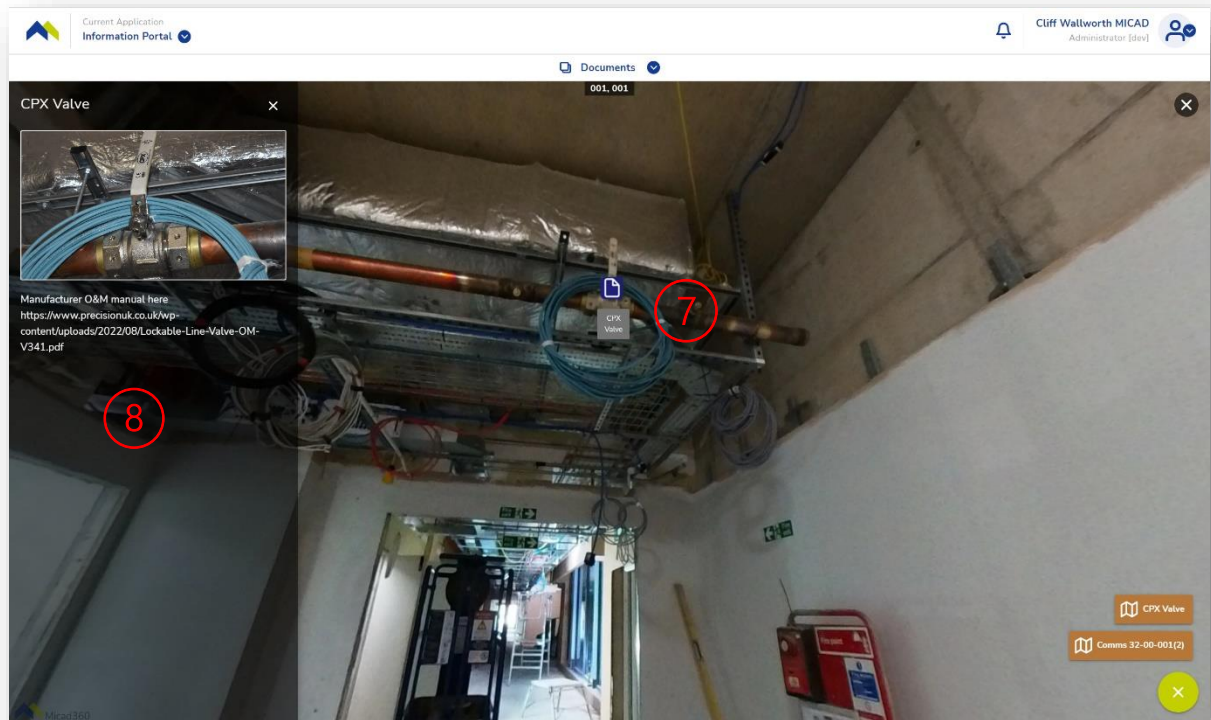


*The Micad360 viewer showing navigation mode*

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

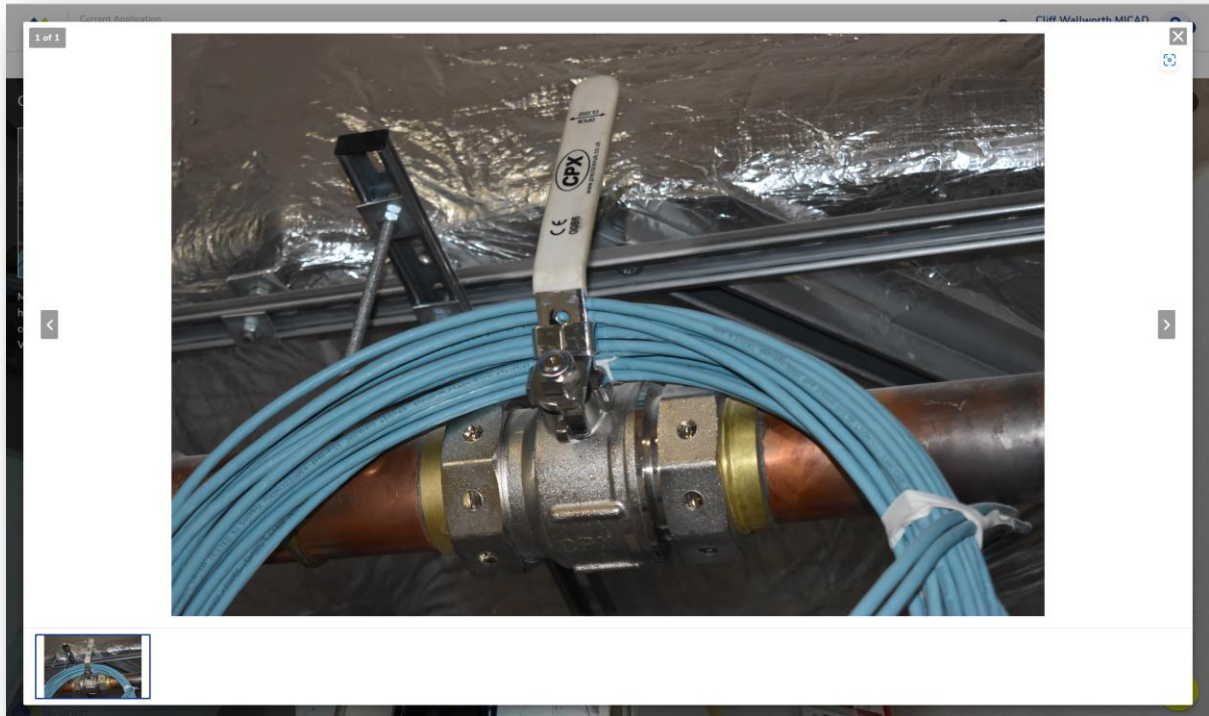
## Information markers

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



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

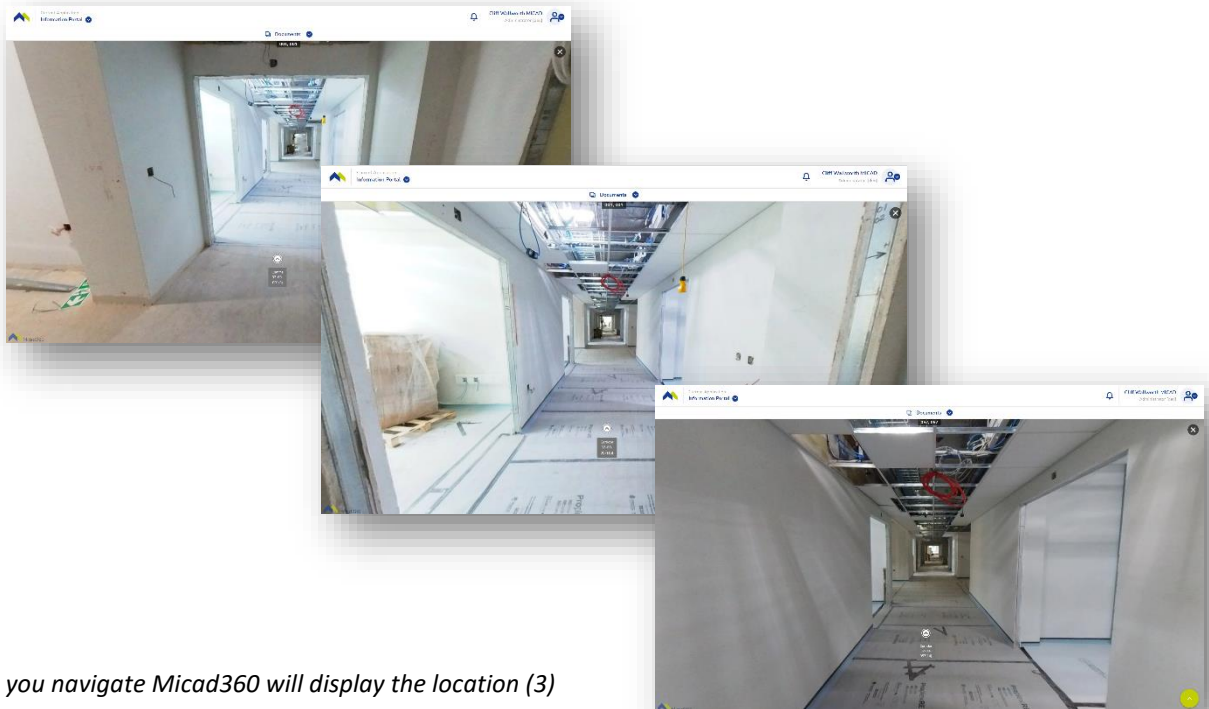
7. Information marker *(Item used here links to DSLR JPG photo in IPR)*
8. Information marker Caption, description and photo preview *(Valve photo shows web link to manufacture's O&M manual)*



*Click on the preview photo review full screen*

## Walkthrough navigation

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



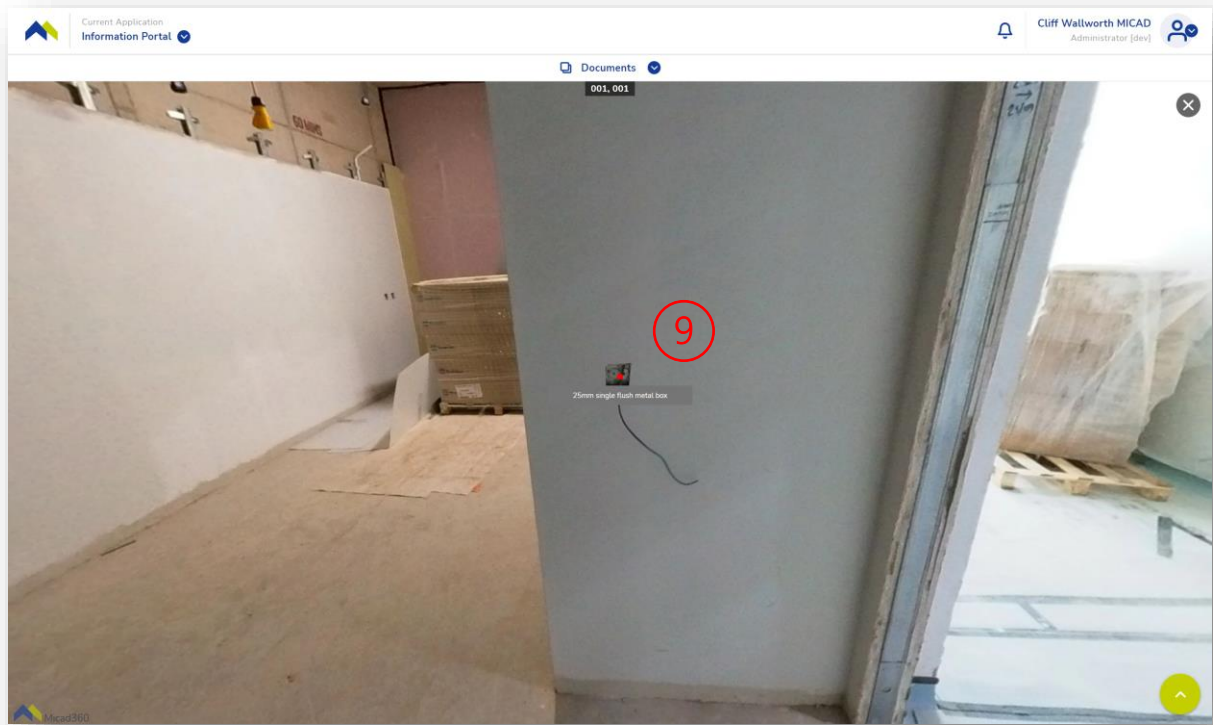
*As you navigate Micad360 will display the location (3)*

Marker hot spots



## Annotation markers

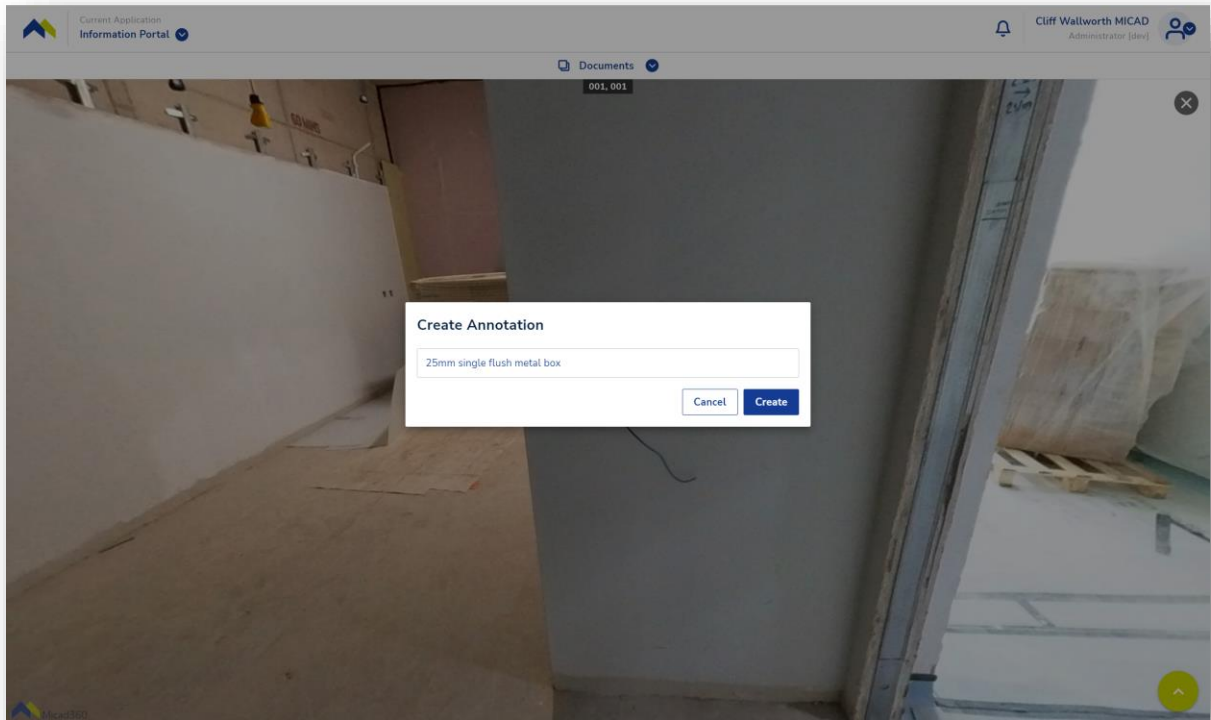
The Micad360 viewer helps your users communicate particular points of interest. This quick Annotation tool creates immediate hyperlinks to an exact point inside the photo. Users can share these computer-generated discreet links so that they don't introduce human error while attempting to verbalise location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



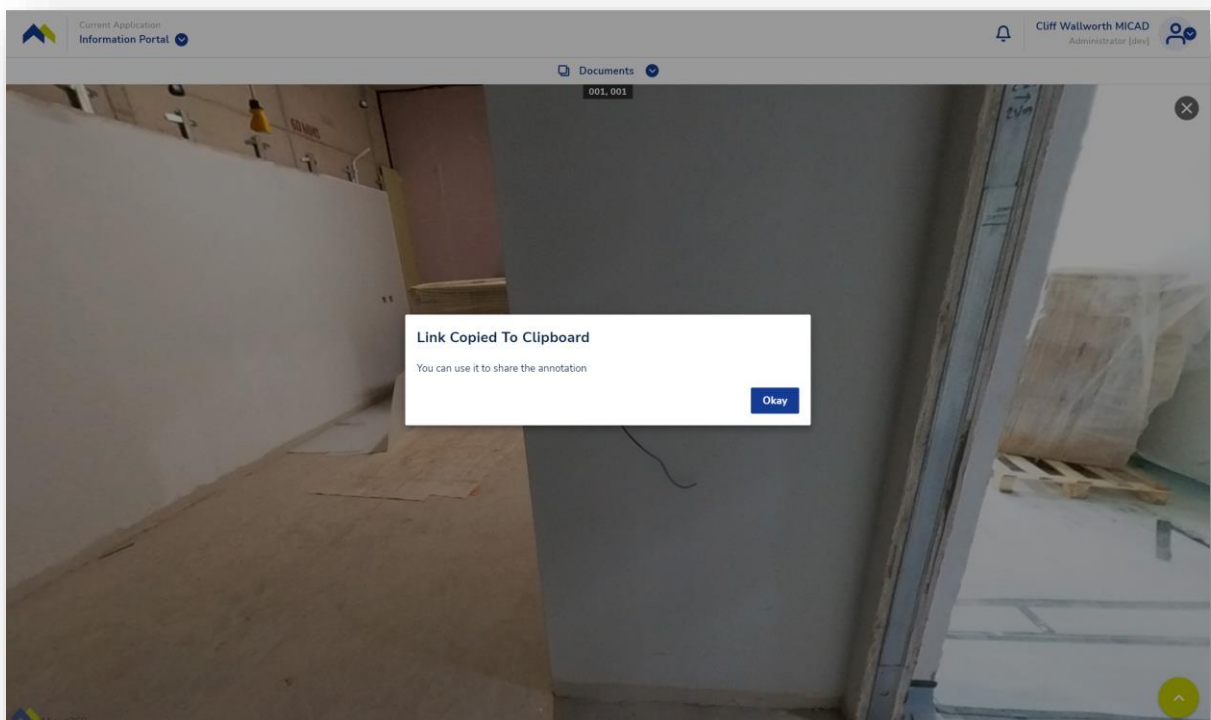
*Users can create and share links that zoom to the exact item or artefact in review*

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

Double click the photo to position the marker



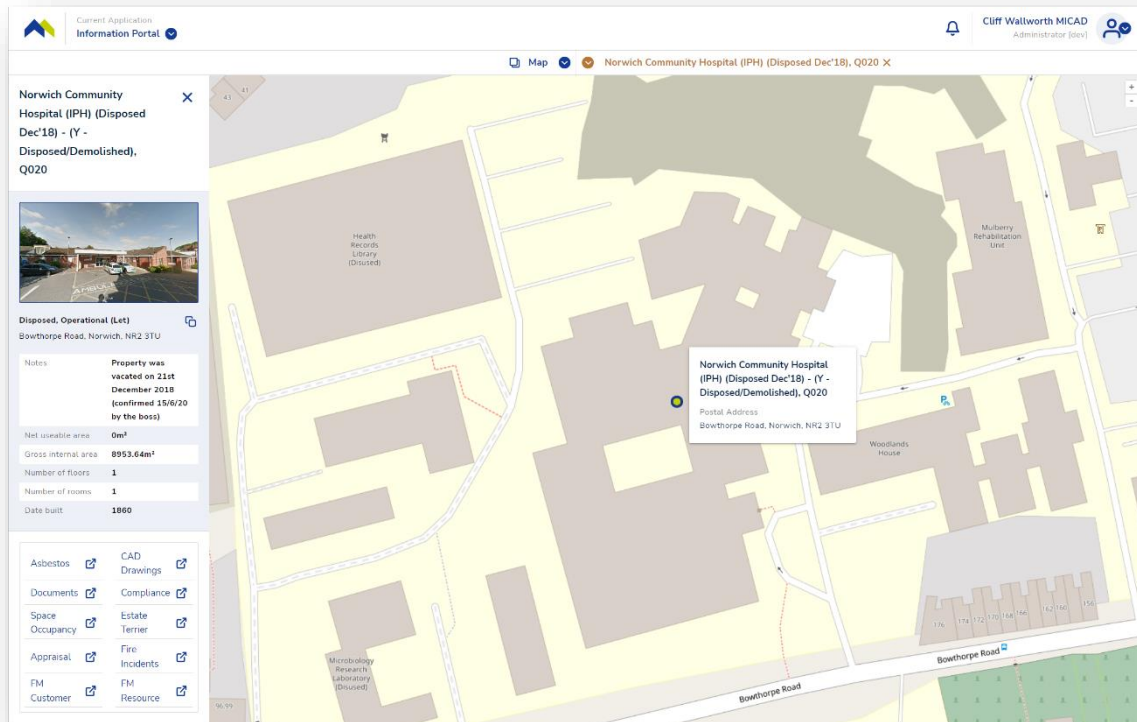
Type the annotation message, then click create.



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

## Maps

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



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

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

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

## Maps via mobile



Tap the pin clusters to zoom in



Tap the pin to open the menu

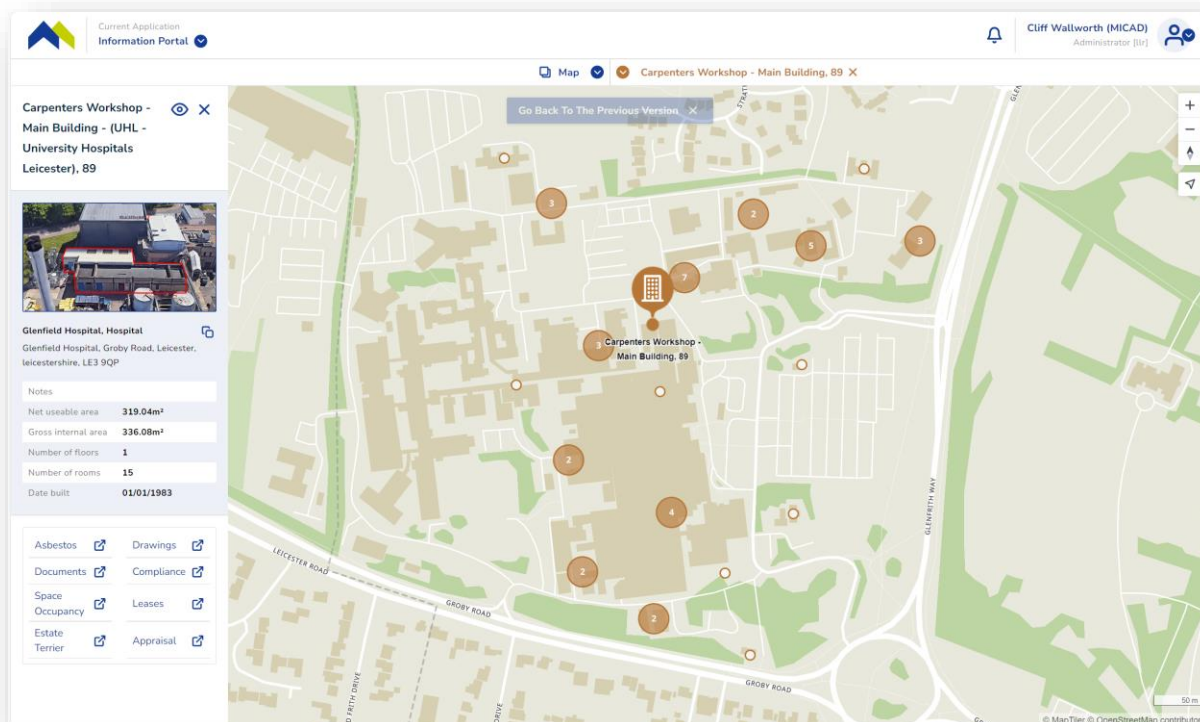


Tap the App tiles for data access

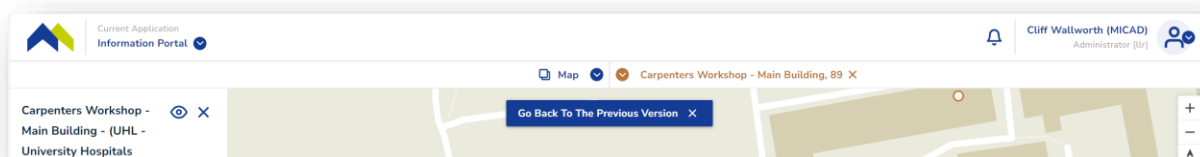


## New Maps version (Introduced to Portals 3 February 2024)

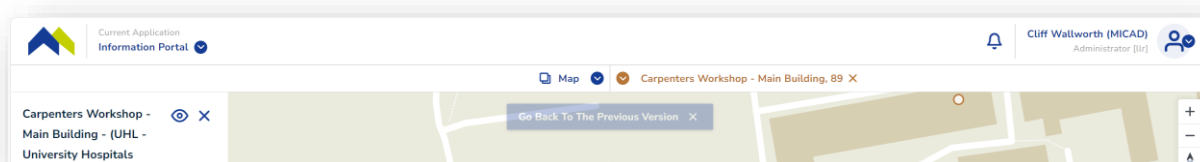
We are improving maps in IPR and Portals, moving towards introducing more overlayed IPR detail. In this new version we needed to change the map overlay technologies that provide more technical capabilities. The first step in this evolution you will see some useful location and zooming filters in a new 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.

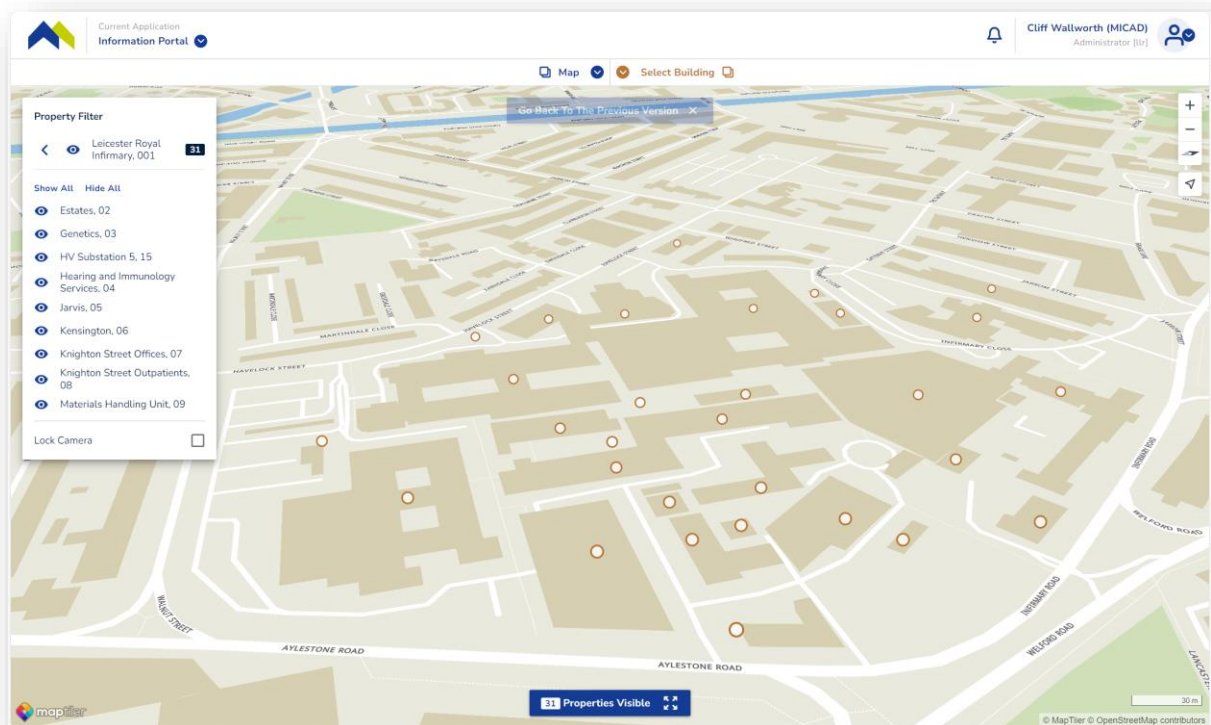


The option button will fade out after a few seconds. The choice to stay or switch is stored on browser of the local device. Restarting the browser will show the option switches again. In future release we intend to remove the legacy maps



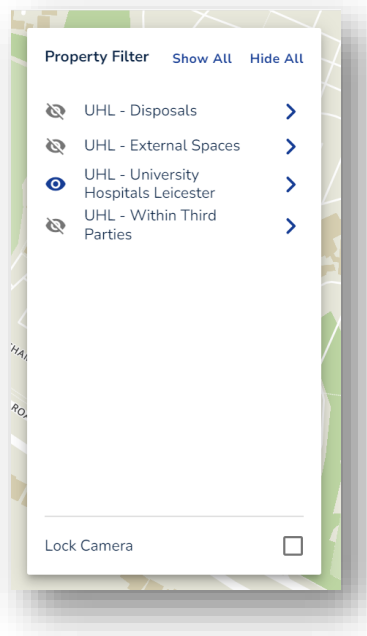
## New Maps property filters and zoom controls

Use the Property Filter to refine your view

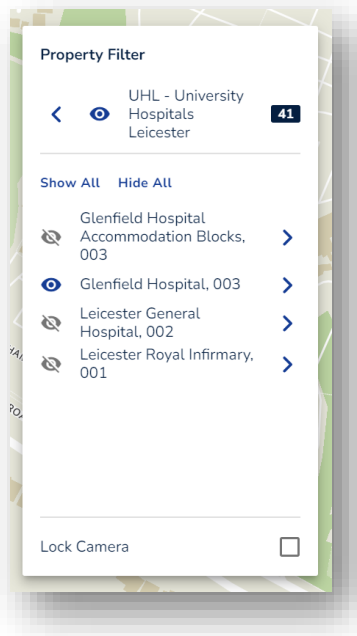


The filters control the map pin visibility. When the Camera lock is off the map will atomically zoom and reposition to the property selected.

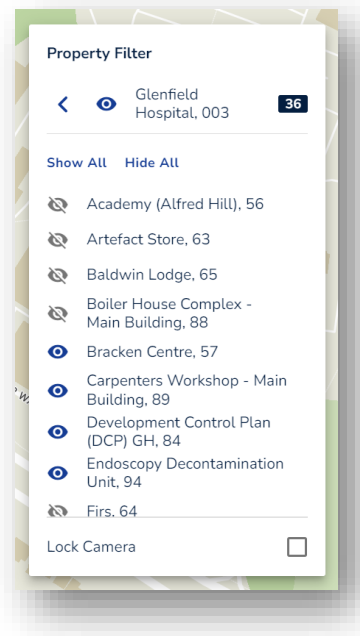
**Note.** It is our intention to move from the older map technology. While we are in transition, we have made sure that the new map URL format remains compatible. The new maps feature will replace and supersede the original Portals 3 map.



*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: Operational (Let) | Planning Use Class: 1 | Floors: 1 | Rooms: 1 | Net Useable Area: 0 m² | Gross Useable Area: 8953.64 m² | Ordnance Survey Ref:

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				

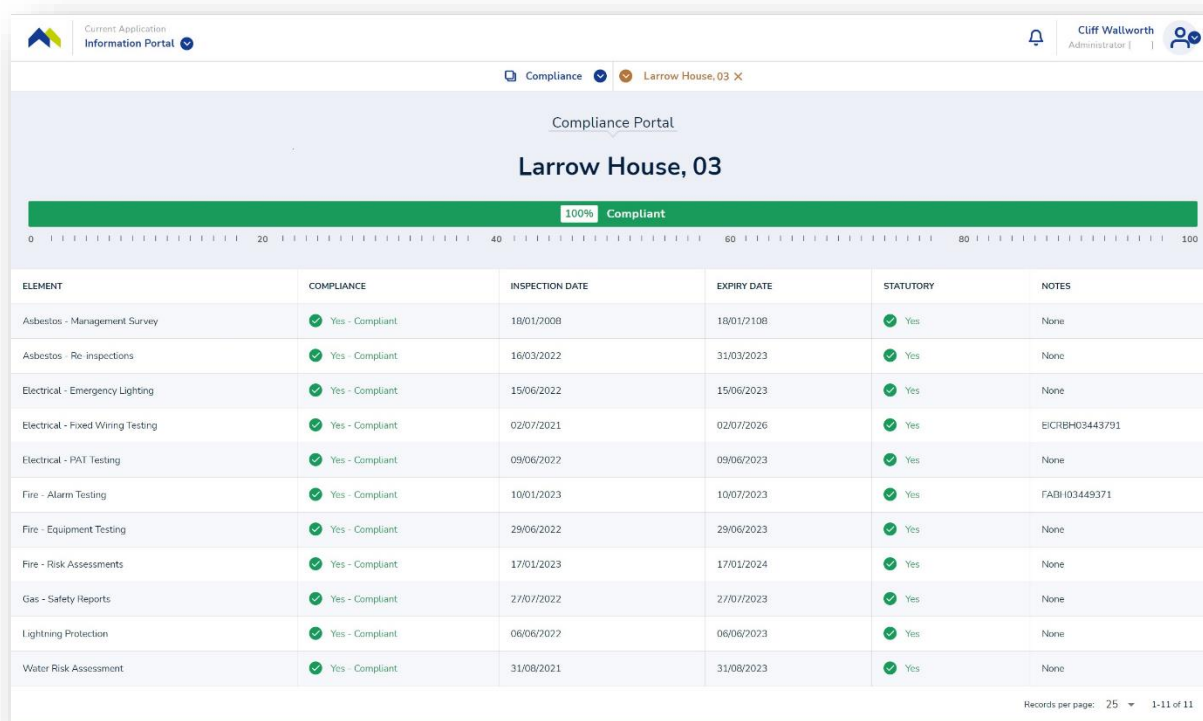
*Use the Terrier app tile to share hard to access paper archive materials*

## 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 Safety information you need to share:

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

# Space Occupancy Tile App

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

The screenshot displays the 'Space Occupancy Portal' interface. At the top, there are navigation links for 'Space Occupancy' and 'Select Building'. The breadcrumb trail indicates the current view: 'Academic Units > School of Arts and Humanities > Faculty of Making Stuff'. Below this, a 'Department' filter is set to 'Academic Units > School of Arts and Humanities > Faculty of Making Stuff Search By Department'. An 'Export Excel' button is visible on the right. The main table lists 30 rows of data, each representing a specific room or area. The columns include: REGION NAME, REGION CODE, SITE NAME, SITE CODE, BUILDING NAME, BUILDING CODE, FLOOR NAME, FLOOR CODE, SPACEOCCUPANCYROOMNAME, ROOM CODE, TYPE, SCHOOL (TER 1), FACULTY (TER 2), DEPARTMENT (TER 3), SUB DEPARTMENT (TER 4), SHARE, and AREA. The data shows various rooms such as '7 Store', '6 Office', '5 Custodian's Office', '1 Faculty Board Room', and several offices and stores across different floors and buildings.

REGION NAME	REGION CODE	SITE NAME	SITE CODE	BUILDING NAME	BUILDING CODE	FLOOR NAME	FLOOR CODE	SPACEOCCUPANCYROOMNAME	ROOM CODE	TYPE	SCHOOL (TER 1)	FACULTY (TER 2)	DEPARTMENT (TER 3)	SUB DEPARTMENT (TER 4)	SHARE	AREA
A University	micad-dev	Uttarian Site	US	North East Road	S048	Ground Floor	00	7 Store	S048-00-0004	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	5.18m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	Ground Floor	00	6 Office	S048-00-0005	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	10.34m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	Ground Floor	00	5 Custodian's Office	S048-00-0006	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	21.45m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	Ground Floor	00	1 Faculty Board Room	S048-00-0013	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	33.07m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	First Floor	01	7	S048-01-0004	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	8.43m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	First Floor	01	4	S048-01-0005	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	27.46m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	First Floor	01	8	S048-01-0006	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	3.56m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	First Floor	01	5	S048-01-0008	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	19.92m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	First Floor	01	6	S048-01-0009	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	17.74m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	First Floor	01	Store	S048-01-0013	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	3.22m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	First Floor	01	Faculty Manager Office	S048-01-0017	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	17.73m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	First Floor	01	Administration Office - Reception	S048-01-0018	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	17.54m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	First Floor	01	Administration Office	S048-01-0019	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	21.7m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Office 3	S048-02-0006	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	9.61m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Office 4	S048-02-0007	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	17.95m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Office 6	S048-02-0008	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	9.56m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Office 3	S048-02-0009	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	26.45m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Office 7	S048-02-0010	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	9.27m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Office 2a	S048-02-0014	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	26.13m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Store 2a	S048-02-0015	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	0.73m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Office 2	S048-02-0016	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	11.28m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Office 1	S048-02-0017	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	12.34m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	North East Road	S048	Second Floor	02	Store 1	S048-02-0018	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	0.5m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	Convent Hall	S049	Ground Floor	00	Social Area	S049-00-0001	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	247.37m <sup>2</sup>
A University	micad-dev	Uttarian Site	US	Convent Hall	S049	Ground Floor	00	Trustee's Security	S049-00-0002	Academic Units	School of Arts and Humanities	Faculty of Making Stuff			100%	13.89m <sup>2</sup>

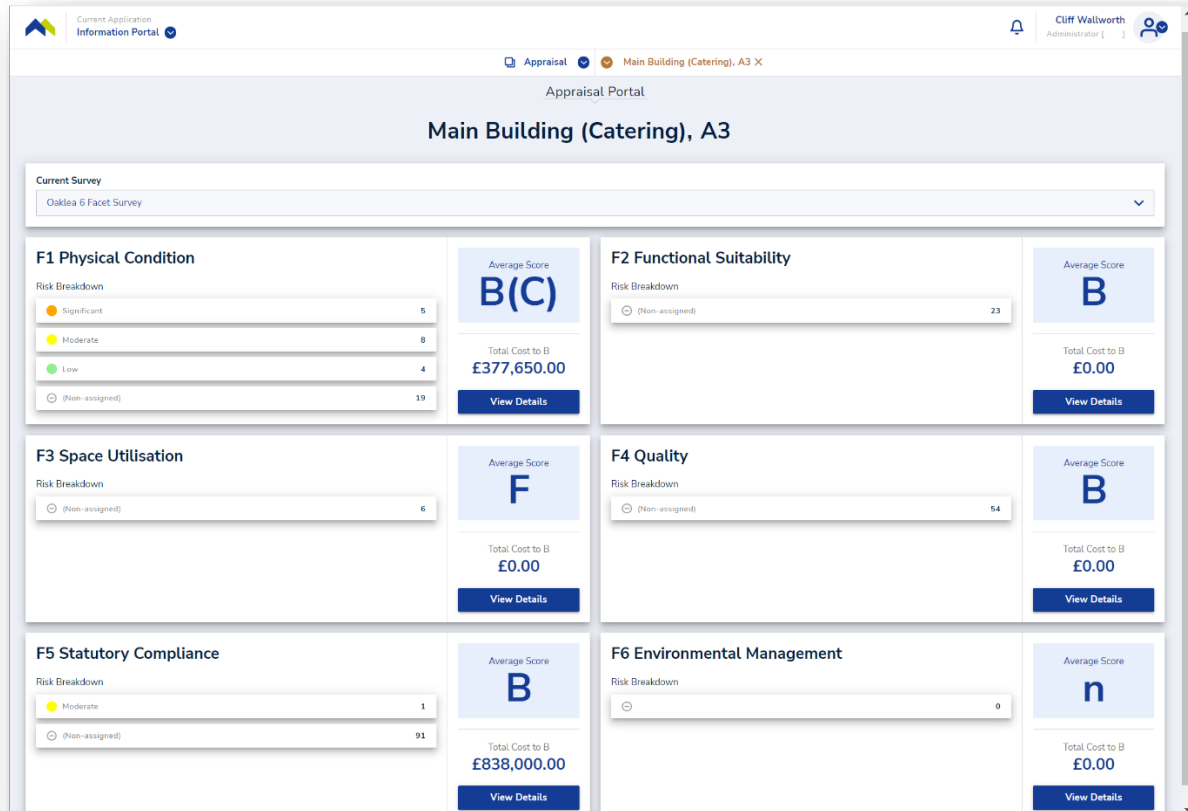
*Users can review space used by any department and export the data to Excel*

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.

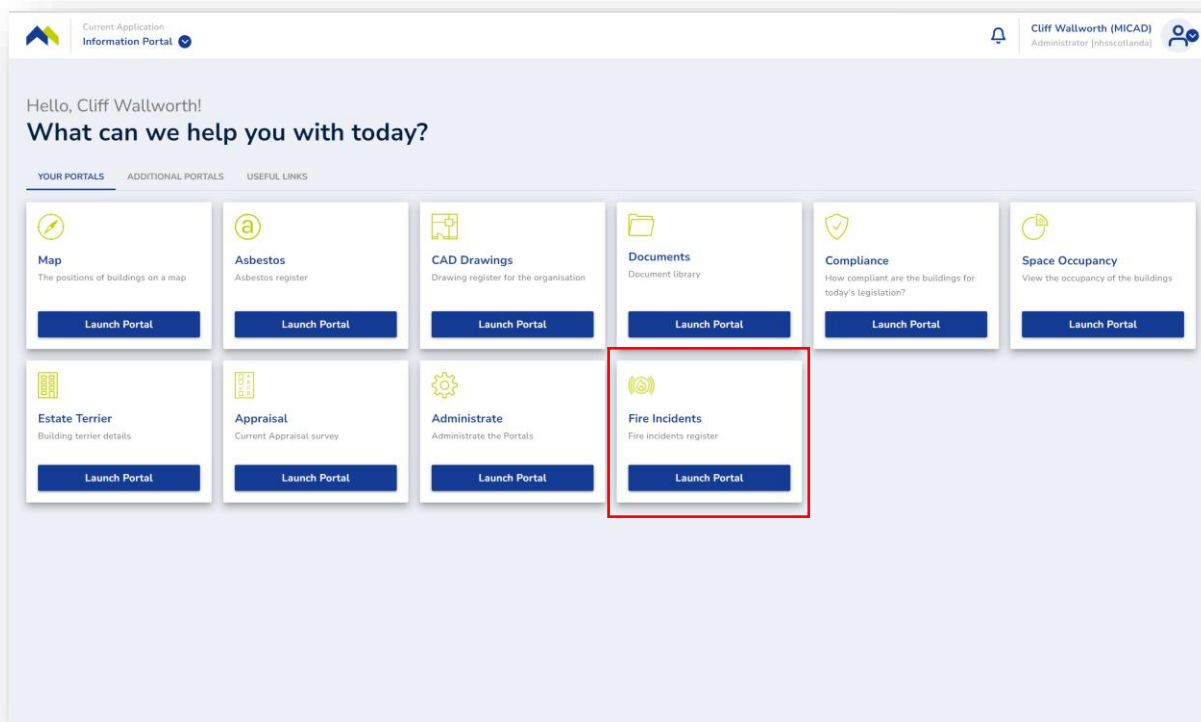


*Property appraisal template data is aggregated by building within the appraisal app tile*

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

## Fire Incidents Tile App

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



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

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

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

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

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

## Fire Incidents home screen

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

The screenshot shows the 'Fire Incidents Portal Overview' page. It features a left-hand navigation menu with options like 'Quick Add', 'Full Add', and various status filters. The main area displays a table of incident records. Numbered callouts highlight specific features: 1. 'Quick Add' and 'Full Add' buttons in the left menu. 2. Status filters (Reported, Validated, Signed Off, Completed) in the left menu. 3. The 'Search All Fields' input box. 4. Sub-filters (UFAS, Fire) in the left menu. 5. 'Table Settings' and 'Roles' links at the bottom of the left menu. 6. A column heading in the incident table. 7. The 'Records per page' and '1-4 of 4' pagination controls. 8. The 'Export CSV' button.

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

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

## Search and Filter

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

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

## Incident QR Code



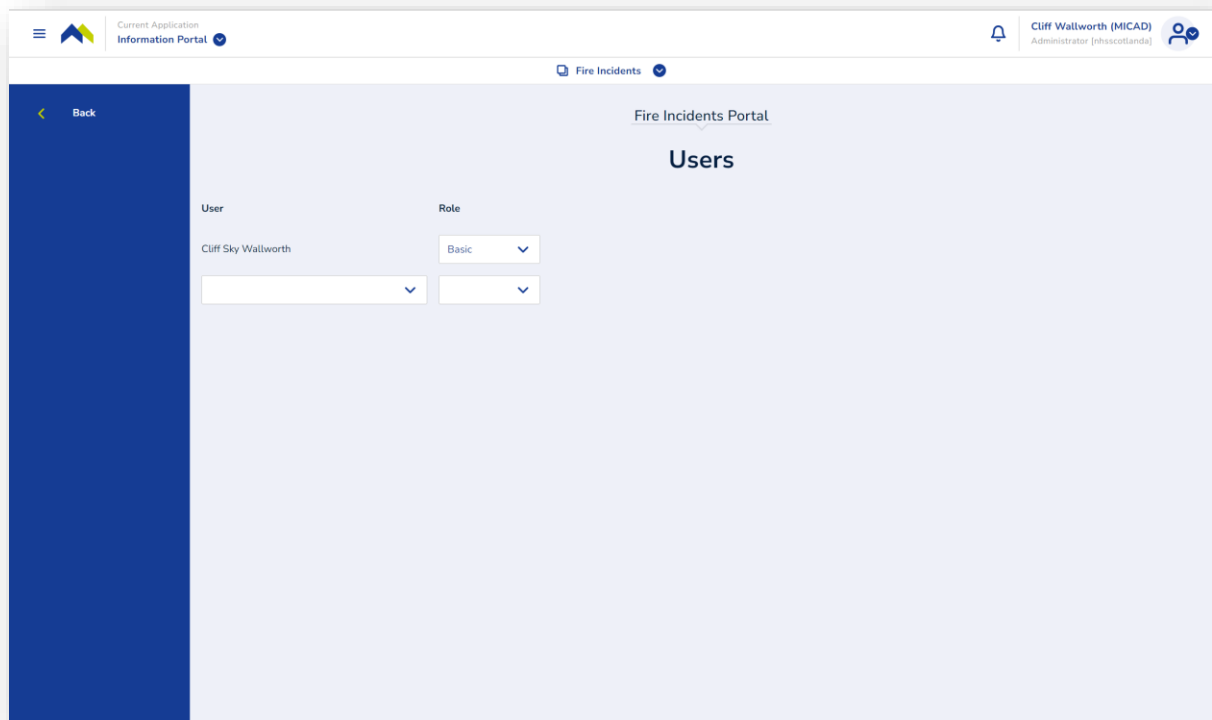
## Fire Incidents getting started

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

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.



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

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

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

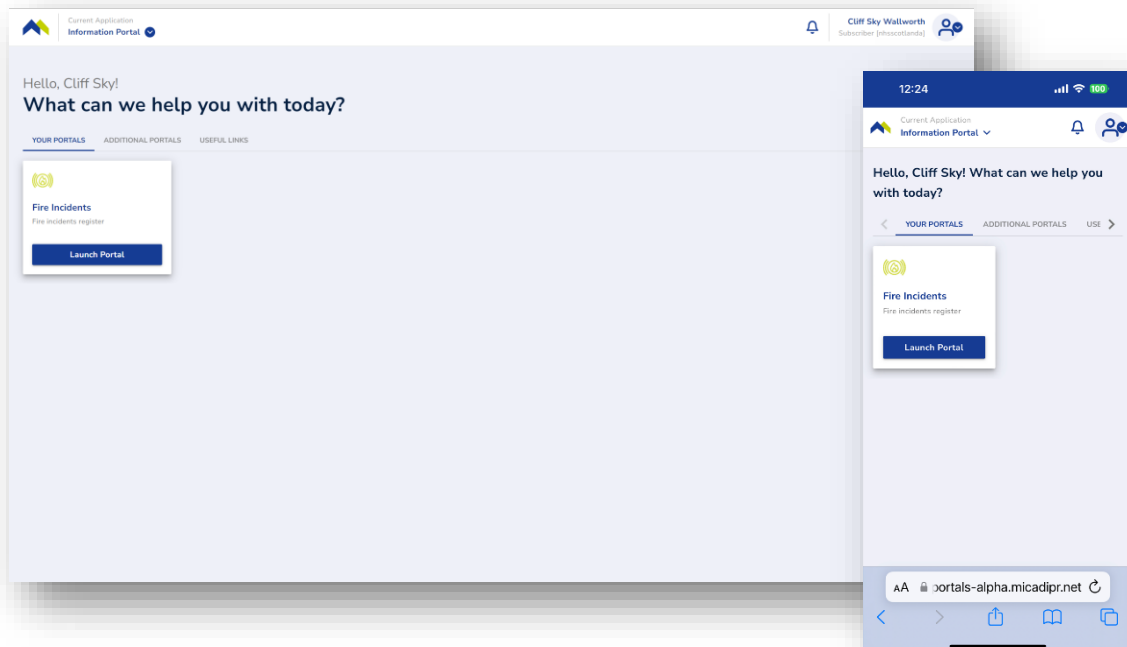
User	Role
Cliff Sky Wallworth	Basic
Cliff Wallworth (MICAD)	Officer
Ewan Hodgson	Officer

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

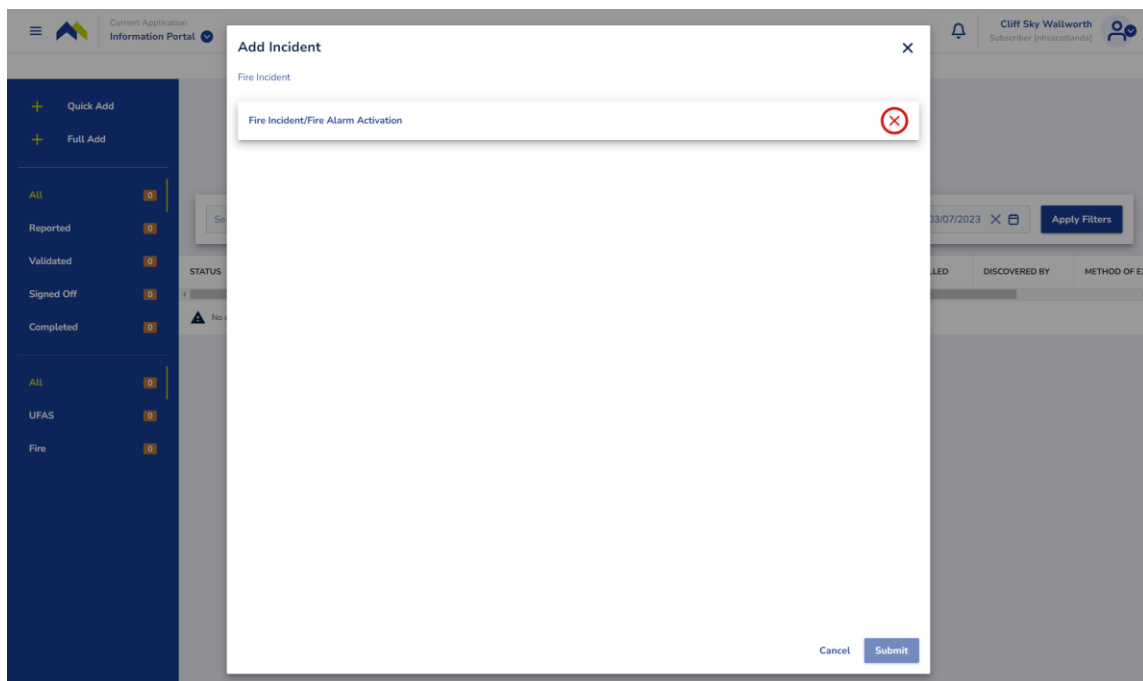
The system saves these changes immediately, there's no need to submit. Press Back to return to the Fire Incidents home screen.

## Logging an Incident (Basic and Officer Roles)

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



*You can also access and log incidents via mobile device*



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

Click on the card to start the incident.

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

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

## Controls and validation

Date of incident \*

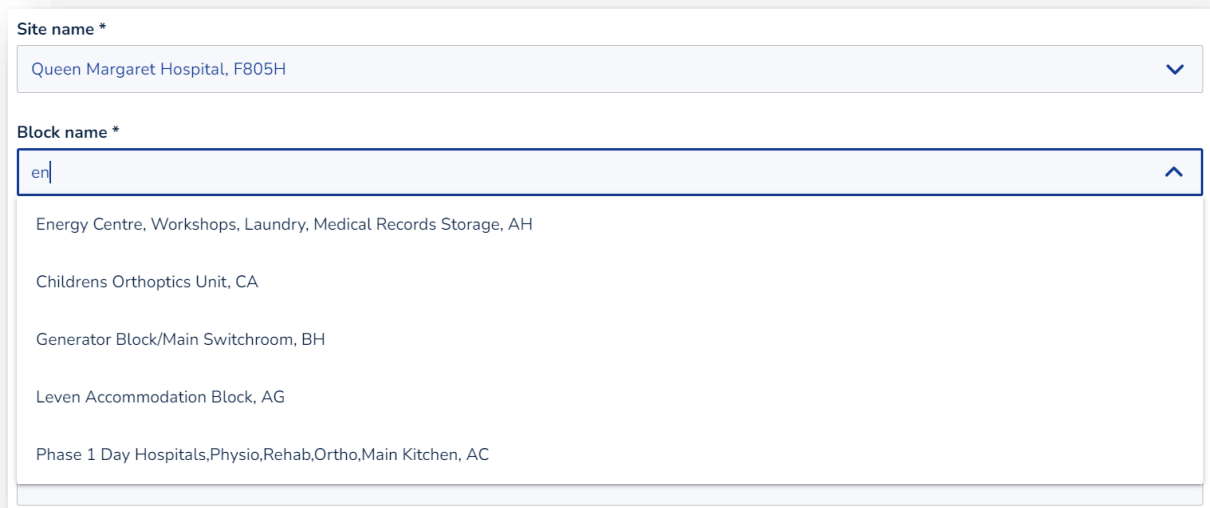
03/07/2023 13:56

⌚ 📅

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

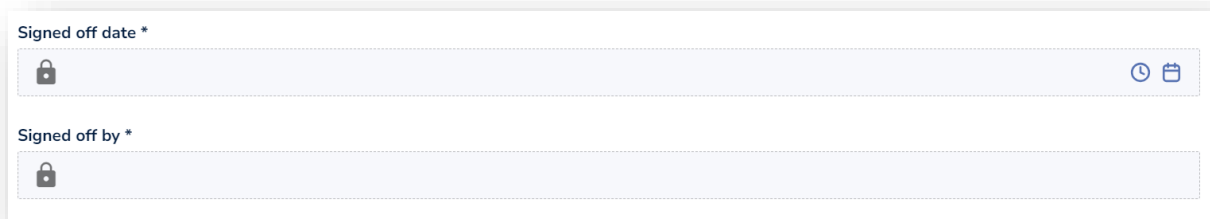
The property list uses lookups, you can type two or more characters to prompt the system to reveal the list. Use the name or property code to find the correct location.



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

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

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



The screenshot shows a form with two sections. The first section, labeled 'Signed off date \*', contains a text input field with a padlock icon on the left and a clock icon on the right. The second section, labeled 'Signed off by \*', contains a text input field with a padlock icon on the left. Both input fields have a dotted outline, indicating they are locked.

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

Fill out the incident form and then click Next.

Add Incident

Fire Incident > Fire incident/fire alarm activation

Logged by \*

Cliff Sky Wallworth

Job title \*

Tactical Advisor

Date of Incident \*

06/07/2023 11:12

Site name \*

Queen Margaret Hospital, FB05H

Block name \*

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

Location of incident \*

Basement undercroft

Cause of activation (if known)

Contact email \*

ta@micad.co.uk

Contact phone number

Back

Next

Add Incident

Fire Incident

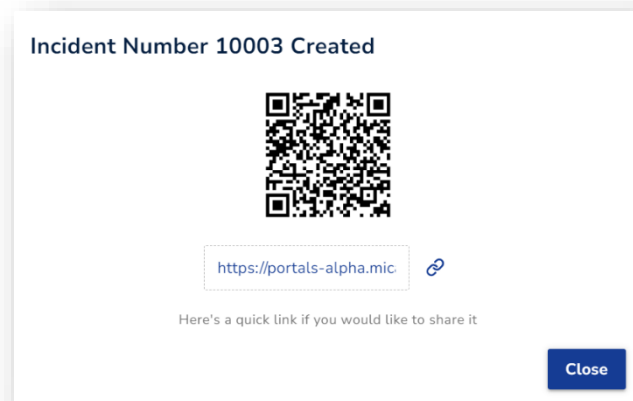
Fire Incident/Fire Alarm Activation

Cancel

Submit

Click Submit to record the Incident.



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



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

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

The new incident will show a Status of Reported.

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

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

## Detailing the Incident (Officer Role only)

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

Fire Incidents Portal

Overview

Search All Fields

07/06/2023 - 06/07/2023

Apply Filters

Export CSV

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

Records per page: 10 1-4 of 4

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

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



**Editing Incident 10003**

Fire Incident

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

Cancel Submit

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

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

**Editing Incident 10003**

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

The screenshot shows a web form titled "Editing Incident 10003" with a close button (X) in the top right corner. Below the title is the text "Fire Incident". The form contains a checklist with four items, each with a status indicator on the right:

Task	Status
Fire Incident/Fire Alarm Activation	Green Tick (✓)
Incident And Investigation Report	Green Tick (✓)
Sign Off	Red X (✗)
Action Plan	Red X (✗)

A blue arrow points to the green tick icon for the "Incident And Investigation Report" task. At the bottom right of the form are two buttons: "Cancel" and "Submit".

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

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

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

Editing Incident 1

Fire Incident > Incident and investigation report

Completed by \*  
Cliff Wallworth

Date of investigation \*  
04/07/2023

Primary use of the building \*  
Boiler house

Location of the incident \*  
Circulation area

Was the building occupied at the time of incident  
☒

Type of incident \*  
☐ Fire  
☒ UFAS

Device type activated \*  
Smoke detector

999 call made  
☒

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

Were the fire service alerted via an ARC  
☒

Was the internal switchboard notified  
☒

Is the building exempt from call challenging  
☐

Fire service attendance  
☒

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

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

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

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

Has the Fire Risk Assessment been reviewed  
☒

Fire alarm maintenance provider notified  
☒

Incident responders attended  
☒

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

BackNext

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

Editing Incident 2

×

Fire Incident > Incident and investigation report

Completed by \*

Ewan Hodgson

Date of investigation \*

04/07/2023

🕒 📅

Primary use of the building \*

Health centre

▼

Location of the incident \*

Circulation area

▼

Was the building occupied at the time of incident

☒

Type of incident \*

☒ Fire

☐ UFAS

999 call made

☒

Time of 999 call \*

04/07/2023 13:55

🕒 📅

Were the fire service alerted via an ARC

☐

Was the internal switchboard notified

☒

Time fire service arrived \*

04/07/2023 14:20

🕒 📅

Fire discovered by \*

Person/manual call point

▼

Method of extinguishment \*

Portable firefighting equipment

▼

Fire extinguished by \*

Other person

▼

Cause of fire \*

Naked flame

▼

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

50

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

☐

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

0

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

☒

If yes provide details \*

Some smoke between offices

Were there any injuries

☐

Were there any RIDDOR reporting injuries

☐

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

☒

Name of NHS Fire Safety Advisor that attended incident \*

Ewan Hodgson

▼

Has the Fire Risk Assessment been reviewed

☒

Fire alarm maintenance provider notified

☒

Incident responders attended

☒

Did active fire systems operate correctly

☒

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

☒

Provide a narrative with full details of the incident \*

Report will be pasted in here

Back

Next

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

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

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

Click Next to the Action Plan.

### Adding Actions

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

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

Fill out the Action Point details as required.

Editing Incident 10003

Fire Incident > Action Plan > Action Point

Details of action required \*

Attend site and report back

Named persons responsible for action \*

James Brown

Timescale for action \*

31/08/2023

Action complete and date \*

Done Add Another

Click Add Another to keep adding Actions.

Editing Incident 1

Fire Incident > Action Plan > Action Point

Details of action required \*

Review the FRA

Named persons responsible for action \*

Steve Davies

Timescale for action \*

Week commencing 5th August 23

Action complete and date \*

Done Add Another

Click Done to save and exit the Action Plan card

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

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

Editing Incident 10003

Fire Incident > Action Plan

Are there actions required? \*

☒ Yes

☐ No

Action Point

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

Back Next

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

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

Editing Incident 10003

Fire Incident

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

Cancel Submit

Click Submit to save your work.

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



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

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

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

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

The left menu filters and counts are also updated.



## Sign off (Officer Role only)

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

Editing Incident 10003

Fire Incident

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

Cancel Submit

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

## Sign off

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

## Key to status

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

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

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

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

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

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



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

Current Application  
Information Portal

Cliff Wallworth (MICAD)  
Administrator [jrhscotland]

Fire Incidents Select Building

Fire Incidents Portal  
Overview

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

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

Records per page: 10 1-4 of 4

Table Settings Roles

Incident number 1003 now shows Completed in Orange.

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

Current Application: Information Portal

Cliff Wallworth (MICAD) Administrator [info@scotland.nhs.uk]

Fire Incidents Select Building

### Fire Incidents Portal Overview

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

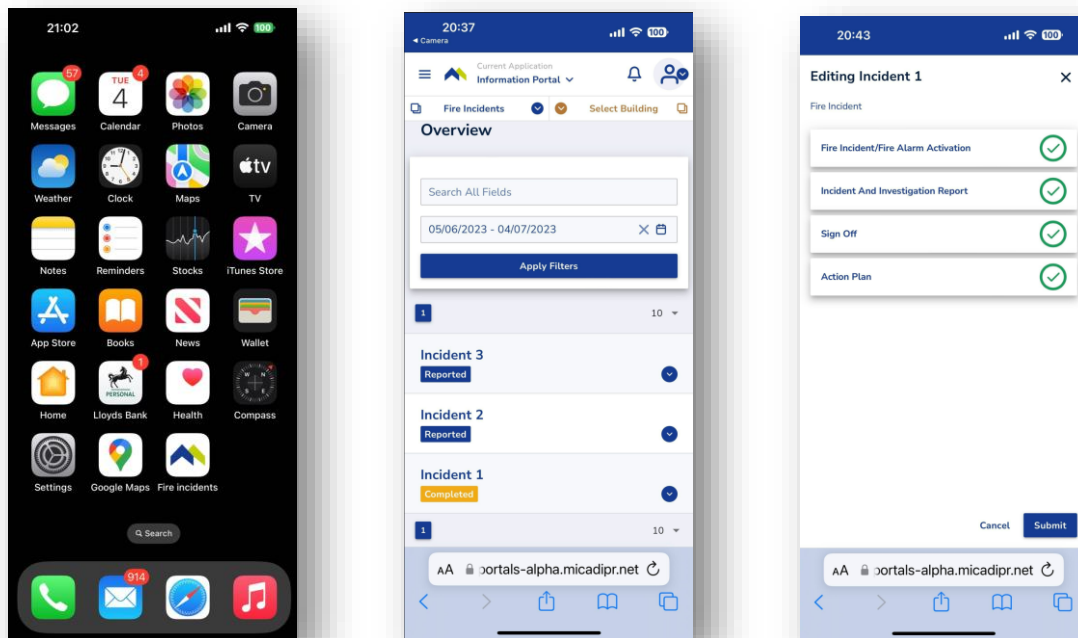
STATUS	INCIDENT NUMBER	LOGGED BY	DATE/TIME	SITE	BUILDING	CAUSE OF ACTIVATION	OCCUPIED
Signed Off	10004	Cliff Wallworth (MICAD)	06/07/2023	Cameron Hospital	Haig House		Yes
Validated	10003	Cliff Wallworth (MICAD)	06/07/2023	Queen Margaret Hospital	Energy Centre, Workshops, Laundry, Medical Records Storage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

Records per page: 10 1-5 of 5

Table Settings Roles

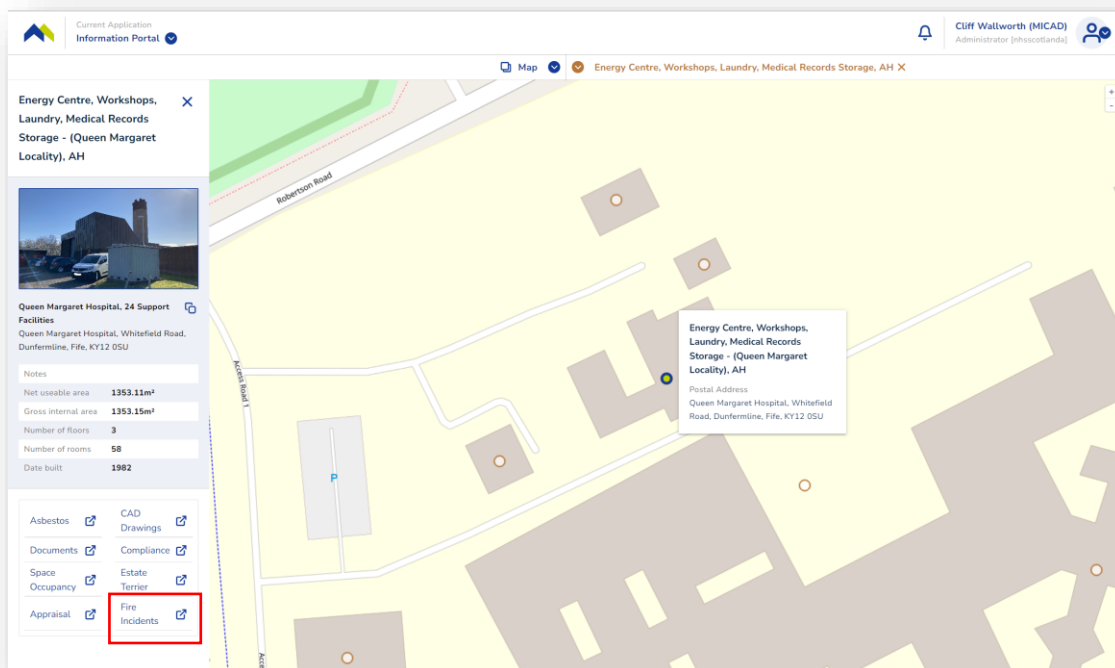
## Additional methods to access to the Fire Incidents App

Save the direct URL to your phone or tablet.



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

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



## 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 displays the 'Leases For Balmoral, 01' page. At the top, there's a header with the 'Current Application Information Portal' logo and a user profile for 'Cliff Waltworth (MICAD)'. Below the header, the page title 'Leases For Balmoral, 01' is centered. The 'Building Details' section on the left lists: Region (UHL - University Hospitals Leicester), Site (Leicester Royal Infirmary), Building (Balmoral), and Address (LRI Infirmary Square, Leicester, Leicestershire, LE1 5WW). To the right of this is a small aerial image of the building. Below the building details is a 'Leases' table with columns for lease ID, commencement date, expiration date, and document count. The table lists four leases: EFM052, EFM188, EFM188b, and EFM312. Below the table, a detailed view for 'Reference Code: EFM312' is shown, including an agreement description ('Rooftop Aerial Installation'), commencement and expiration dates, landlord details (Royal Infirmary, University Hospitals of Leicester NHS Trust), and tenant details (Cornerstone Telecommunications Infrastructure Ltd). To the right of this detailed view is a list of attachments, including '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', and 'Trust Board 6.10.16 Lease Renewal.pdf'.

Lease ID	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	5
EFM312	12/01/2018	11/01/2033	8

Lease ID	Commencement Date	Expiration Date	Documents
339	02/07/2021	29/06/2024	0
340	02/07/2021	29/06/2024	0
352	01/11/2021	30/11/2024	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.

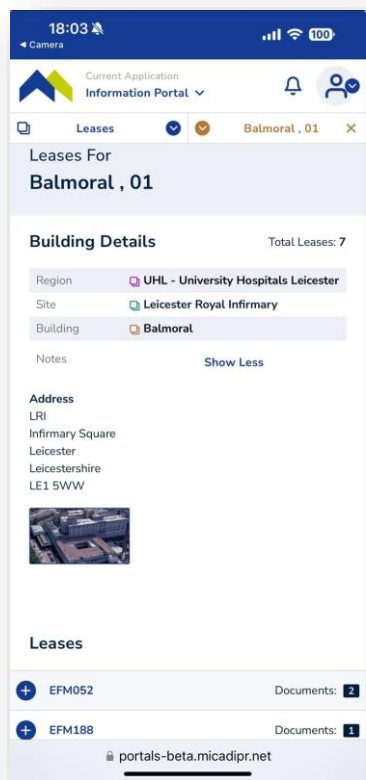
- Board members
- Strategic Asset Managers
- Valuers
- Finance Managers

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



Comprehensive mobile user interface



Tap the download icon to view each document

## Portals 3 features and fixes.

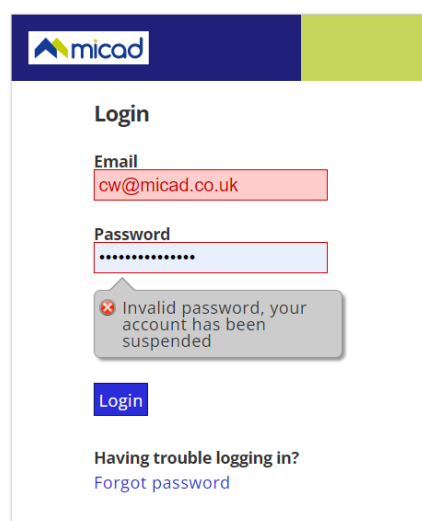
First general acceptance release 1.0.15026 02/03/23

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

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

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

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



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

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

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

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

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

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

- 9244 P3 Documents - Enable global document search

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

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

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

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

- 9172 P3 - API error message flashing on portals login
- 9171 P3 Asbestos - QR Code taking user to the respective asbestos tile

*URL sharing provides direct link to any given ACM*

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

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

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

*Pull up keyboard on phone during search*

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

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

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

9069 P3B Adminstrate - Activity Report page not loading correctly

9068 P3B Adminstrate - Portal User page not loading correctly

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

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

*Remove bouncy slippery feel when viewed on phone*

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

8969 P3 CAD Drawings identify room on drawing not working

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

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

8958 P3 Asbestos register cards alignment and highlight

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

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

8938 P3 Asbestos, mobile use photos breaking page and alignment

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

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

8836 P3b Compliance portal data % incorrect

*Fixed an issue where Compliance percentage complete was incorrect*

8781 P3B Asbestos, Building Externals row is showing Awaiting drawing

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

8743 P3B mobile responsive design for building searches

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

8742 P3 ID key has become case sensitive

*Deal with case sensitive client id*

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

8660 P3 Asbestos photo viewer behaviour not consistent

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

- 8658 P3 - User notification for various user actions
- 8601 P3 Asbestos - 'Identify room on CAD Drawing' for a room without any drawing available
- 8599 P3 Asbestos - Unable to expand the asbestos items using + button on the rooms tree
- 8574 P3 - User not logged out when the session is terminated
- 8573 P3 - Standardise the options for user dropdown menu
- 8572 P3 Administrate - Portal users filter parameters not working correctly
- 8569 P3 Asbestos - Changing the building from the Asbestos portal not working
- 8568 P3 Asbestos - Invalid data on CADi viewer for newly created rooms
- 8051 P3 login from link share without the need for a Client ID
- 7904 P3 Asbestos graphic report legend sort order is not set

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

## Portals 3 features and fixes (February 2023) 1.0.14858

9510 P3 login is halted at "Redirecting" message

9522 P3 Terrier, file paths incorrect causes 404

9550 P3 User rights wildcard

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

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

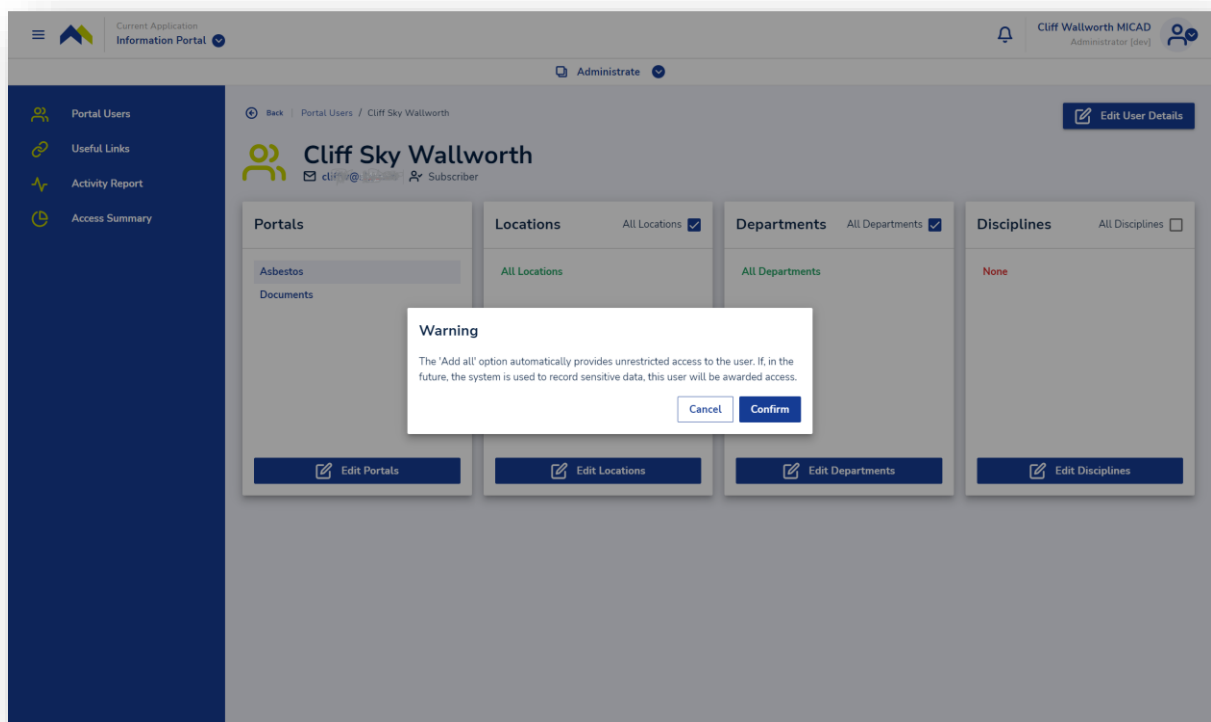
9565 P3 360 linked images (Walkthroughs) dont display an image

9567 P3 Documents Folder filter does not work

9456 P3 Portals users page shows Organisation as none

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

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



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

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

9469 P3 Maps - Building details header should be greyed out

9470 P3 Maps - Close button needed for menu popup

9471 P3 Maps - Buildings search needed for Maps

*New feature introduced with Maps on Portals 3.*

9475 P3 Terrier, areas difference by % figures not correct

9476 P3 Terrier, External spaces data format incorrect

9478 P3 Terrier, Statutory Regulations shows no data

9479 P3 Terrier, wrong title under Construction data tab

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

9481 P3 Terrier, charges and values broken

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

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

9488 P3 Micad360 attribute to be recognised by Document filters

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

9505 Create and apply portalUserStorage.findByUserId function

9529 P3, inactive tiles links to Micad website

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

9541 P3 Maps, markers toggle state is inconsistent

9571 P3 360 Viewer basic functionality for MVP

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

9568 P3 Maps cosmetics of on click menu

## Portals 3 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)

## Portals 3 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*

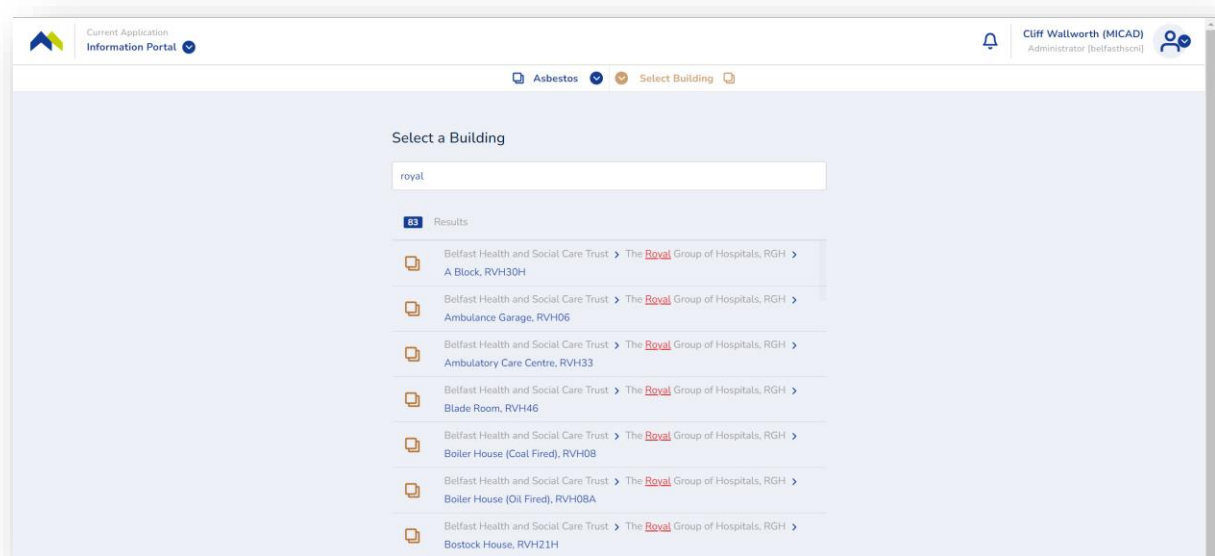
9895 P3 Asbestos, photo file names with brackets {} wont show on Desktop or mobile

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 reference 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

## Portals 3 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.*



Displaying 10 of 440 Rows							
Filters							
DATE TIME	NAME	COMPANY	DEPARTMENT	PAGE DESCRIPTION	PHONE	EMAIL	PAGE URL
23/01/2024 19:43:05	Cliff Wallworth (MICAD)			Administrate - Portal Users	0161 9279573	cliffw@micad.co.uk	https://portals-beta.micadipr.net/administrate/portal-
23/01/2024 19:43:02	Cliff Wallworth (MICAD)			Administrate - Portal Users	0161 9279573	cliffw@micad.co.uk	https://portals-beta.micadipr.net/administrate/portal-
23/01/2024 19:01:25	Cliff Wallworth (MICAD)			Asbestos - Balmoral , 01	0161 9279573	cliffw@micad.co.uk	https://portals-beta.micadipr.net/asbestos/building/1
23/01/2024 19:01:17	Cliff Wallworth (MICAD)			Leases - Balmoral , 01	0161 9279573	cliffw@micad.co.uk	https://portals-beta.micadipr.net/leases/building/152

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.

Space Occupancy Portal  
Balmoral , 01

Export Excel Search By Department

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 <a href="#">View Drawing</a>	00	Corridor	0010100002	UHL <a href="#">View On Drawing</a>	Corporate <a href="#">View On Drawing</a>	Facilities <a href="#">View On Drawing</a>	UHL Facilities Services <a href="#">View On Drawing</a>	100%	49.54m2
Ground Floor <a href="#">View Drawing</a>	00	Corridor Circulation	0010100003	UHL <a href="#">View On Drawing</a>	Corporate <a href="#">View On Drawing</a>	Facilities <a href="#">View On Drawing</a>	UHL Facilities Services <a href="#">View On Drawing</a>	100%	222.04m2
Ground Floor <a href="#">View Drawing</a>	00	Staff Room	0010100004	UHL <a href="#">View On Drawing</a>	Clinical <a href="#">View On Drawing</a>	Emergency & Specialist Medicine <a href="#">View On Drawing</a>	General Medicine <a href="#">View On Drawing</a>	100%	29.74m2
Ground Floor <a href="#">View Drawing</a>	00	Lobby	0010100006	UHL <a href="#">View On Drawing</a>	Corporate <a href="#">View On Drawing</a>	Facilities <a href="#">View On Drawing</a>	UHL Facilities Services <a href="#">View On Drawing</a>	100%	27.48m2
Ground Floor <a href="#">View Drawing</a>	00	M&E Space	0010100007	UHL <a href="#">View On Drawing</a>	Corporate <a href="#">View On Drawing</a>	Facilities <a href="#">View On Drawing</a>	UHL Facilities Services <a href="#">View On Drawing</a>	100%	2.29m2
Ground Floor <a href="#">View Drawing</a>	00	Lift	0010100008	UHL <a href="#">View On Drawing</a>	Corporate <a href="#">View On Drawing</a>	Facilities <a href="#">View On Drawing</a>	UHL Facilities Services <a href="#">View On Drawing</a>	100%	4.05m2
Ground Floor <a href="#">View Drawing</a>	00	Lift	0010100009	UHL <a href="#">View On Drawing</a>	Corporate <a href="#">View On Drawing</a>	Facilities <a href="#">View On Drawing</a>	UHL Facilities Services <a href="#">View On Drawing</a>	100%	4.05m2
Ground Floor <a href="#">View Drawing</a>	00	Restaurant	0010100010	UHL <a href="#">View On Drawing</a>	Commercial & Retail <a href="#">View On Drawing</a>	UHL Commercial & Retail Outlet <a href="#">View On Drawing</a>	UHL Commercial & Retail Outlet <a href="#">View On Drawing</a>	100%	407.83m2
Ground Floor <a href="#">View Drawing</a>	00	M&E Space	0010100011	UHL <a href="#">View On Drawing</a>	Corporate <a href="#">View On Drawing</a>	Facilities <a href="#">View On Drawing</a>	UHL Facilities Services <a href="#">View On Drawing</a>	100%	3.91m2
Ground Floor <a href="#">View Drawing</a>	00	Fire Escape	0010100012	UHL <a href="#">View On Drawing</a>	Corporate <a href="#">View On Drawing</a>	Facilities <a href="#">View On Drawing</a>	UHL Facilities Services <a href="#">View On Drawing</a>	100%	24.85m2
Total Area 49028.16 m²									

Records per page: 10 1-10 of 2328

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

Portals 3 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

## Portals 3 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.*

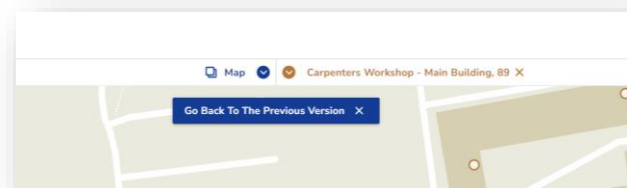
11508 Documents Portal [Beta] Junk values in Type dropdown

*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)

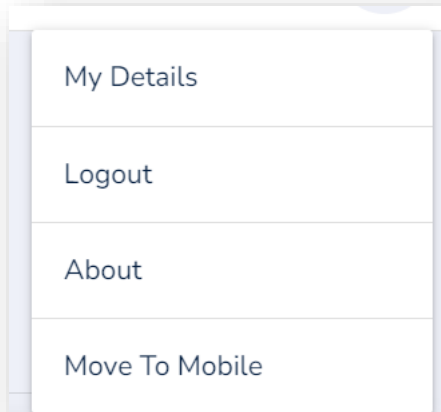
*Extend marker support to allow linked documents other than images (PDFs, DOCX, XLSX etc.) within the IPR.*

11691 Global search was not respecting location rights

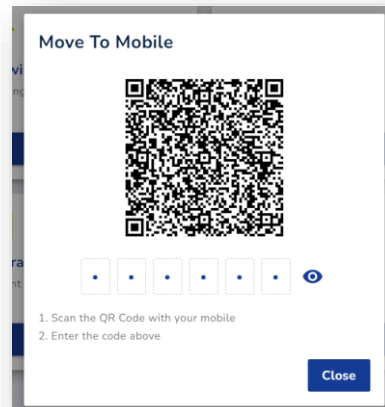
*An issue was identified where user rights in Document searches ignored location constraints if all disciplines were granted.*

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*

## Portals 3 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

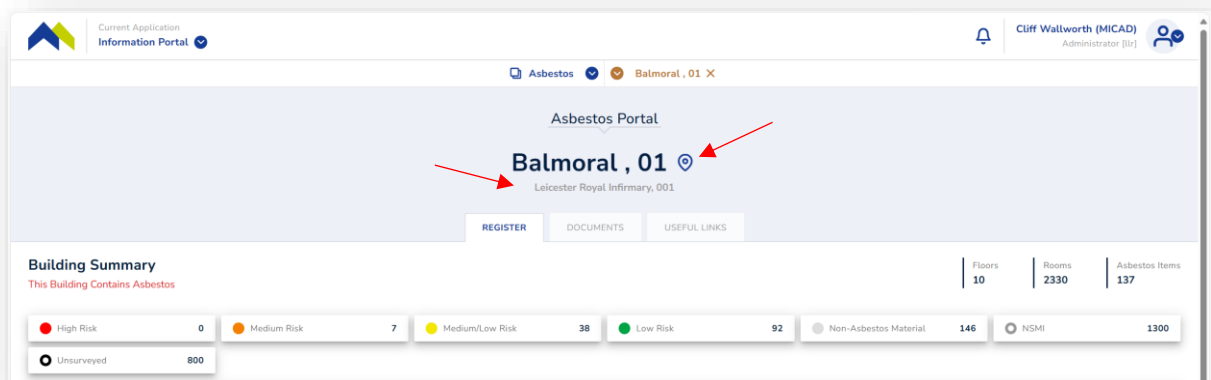
*Looking at latency cases where a Retry button shows, on a rare occasion 404 can appear when a graphic report is requested. This release prevents the 404.*

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.*



*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*

## Portals 3 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*

## Portals Pro first general acceptance release, features and fixes (January 2025)

17/01/2025

Micad pro is a major platform change where all of the Micad products are offered from single Platform and common URL. From this single platform, all common services have been centralised. Key changes are that Portal User management has moved out to the Admin Centre.

In this release we include some new feature and fixes that follow on from Portals 3.

12009 Portals Pro, Add new user sync issue

*Resolved a latency issue identified in Portals 3 where adding a user could appear to take hours before the user can be seen in the accounts list.*

12194 Portals Pro, 360 image markers for asbestos not showing correct colour

*Fixes and issue where the 360 viewer Asbestos Icon Markers could not show colours beyond red, amber green. New vector based SVG markers have been implemented in Portals Pro. The colours are now dynamic and align with the choice of colours used in the IPR asbestos register. SVG also provides a cleaner graphic than traditional raster images.*

12226 Portals Pro, Audit (User activity log) is not logging Document activity

*Changes to Portals Pro Document Search impact the logging of location tracking. The new Global document search requires that any document access without first selecting a location require a reverse lookup. For Portals Pro, global document search will now show the IPR location*

13438 Portals Pro, 360 images with Asbestos markers causes error if the item has more than one image

*Fixes a Portals 3 number of photos limits issue where there are more than one photos attached to an asbestos item would not show.*

11839 Portals Pro, Documents, Micad 360 first ever image needs timer or please wait

*Portals Pro new feature, during the first 360 image load a spinner will show as the large file is delivered. Secondary linked 360 images are preloaded helping reduce lag as you step from 360 to 360.*



## 11965 Portals Pro, Documents search improvement to for global search

*Portals Pro, change to Document search method. Micad clients have requested that a global search takes priority a Building/Block based search. As you now enter the Documents App Tile, the default action is to search for documents rather than a specific property.*

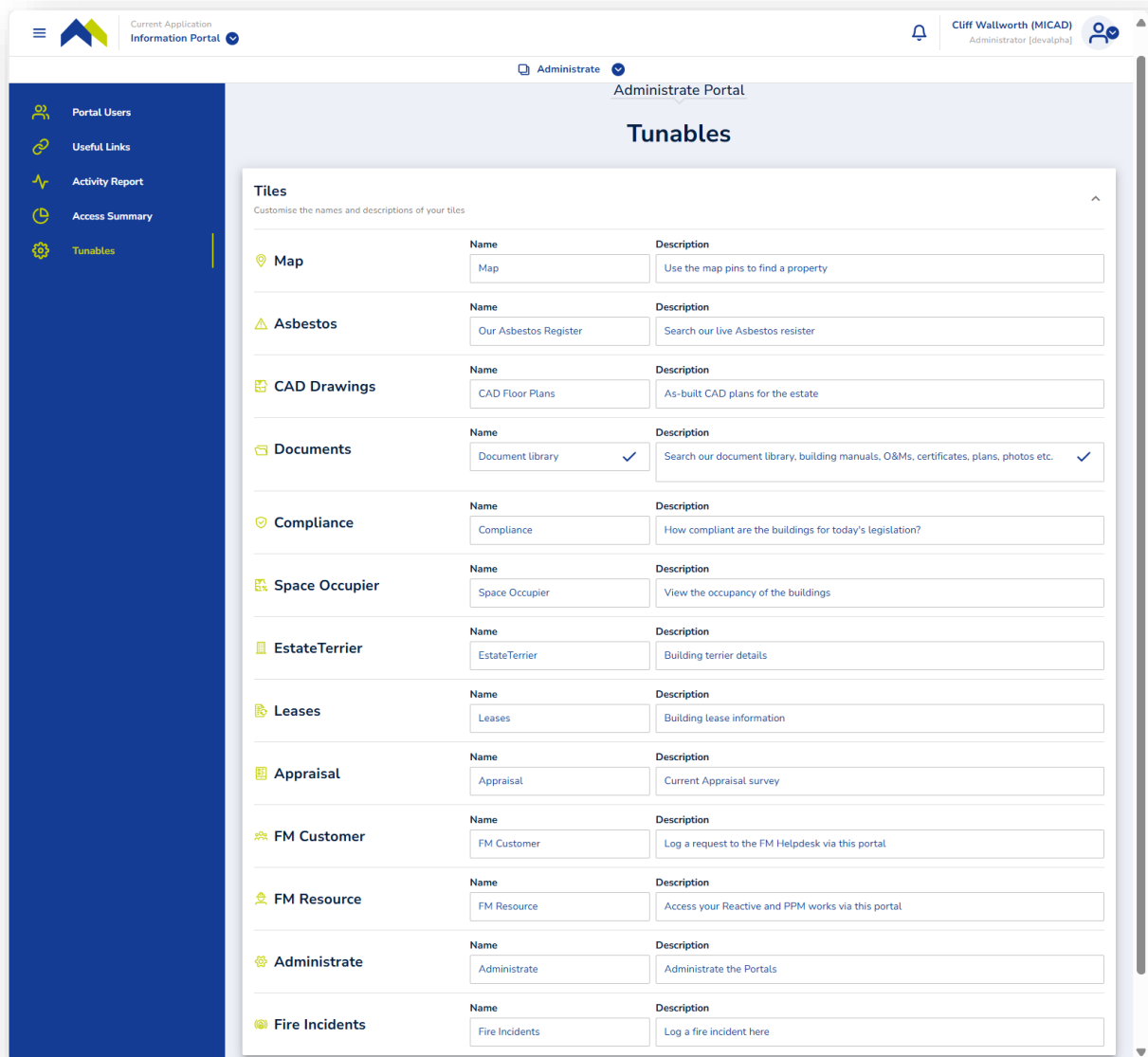
The screenshot displays the 'Documents Portal' interface. At the top, there's a navigation bar with 'micad pro' logo and user information 'Cliff Wallworth (MICAD) Administrator [devalpha]'. Below the navigation bar, there are two tabs: 'Documents' and 'Select Building'. The 'Documents' tab is active. The main heading is 'Search By Documents', marked with a red circle '1'. Below this, there's a 'Filters' section with various search criteria: 'Location (Global)' (Search by Location (Global)), 'Folder' (Search by Folder), 'Name or Description' (Search by Name or Description), 'Discipline' (Search by Discipline), 'Type' (Search by Type), 'Publisher' (Search by Publisher), and 'File Date' (Search by File Date). There are 'Clear all' and 'Apply filters' buttons. Below the filters, there's a table header with columns: 'LOCATION', 'FOLDER', 'NAME & DESCRIPTION', 'DISCIPLINE', 'TYPE', 'PUBLISHER', and 'FILE DATE'. Below the table header, there's a message 'Click Search To Load Documents Without Any Filters Enabled' and a 'Search' button, marked with a red circle '2'. At the bottom, there's a large empty space, marked with a red circle '3'.

Key changes are:

1. First entry you will see 'Search By Documents', globally (no specific Building/block)
2. A new single push button is provided to search globally without any filters set.
3. Classic Building/block search is still available

## 12062 Portals Pro, Tile names and descriptions, user defined

*Portals Pro new Admin feature, allows the Administrator to change the names of the App tiles and their descriptions*



## 12285 Portals Pro, Documents filter odd behaviour on Phones (Mobile safari & Chrome)

*Fixes an issue from Portals 3 where on a mobile, the page numbers displayed incorrectly.*

## 12377 Portals Pro, asbestos marker item not bringing all photos

*Fix allows more than a single photo, also allows PDFs to be opened as attachments from the Asbestos marker in 360 images.*

## 13186 Portals Pro, Search, odd behaviour seen on string matches

*Fixes an issue where the search results highlighted text would add an extra bolded character under certain conditions*

14031 Portals Pro, Documents type 360 improve icon format for markers

*Implement navigation, viewpoint and file attachment markers using SVG rather than raster images.*

13314 Make portals app registration description configurable

*Backend system function change*

13622 Portals Pro, Photos not showing in build

*Backend system function change*

13625 Portals Pro, Code merge required for features that took other branches during SAMS era

*Backend system function change*

13718 UI merge

*Backend system function change*

13719 API merge

*Backend system function change*

13909 Portal tile access based on Accounts defined roles

*Backend system function change*

13956 Create user role in Accounts service for Fire Incidents Portal

*Backend system function change*

13759 Portals Pro, Portals Admin needs rights to Add and Edit new Portals users

*Backend system function change*

13626 Portals Pro, Users cant be deleted from Portals list

*Backend system function change*

## [Portals Pro fixes \(February 2025\) 05/02/2025](#)

App Version 1.0.24314

API Version 1.0.24120

14700 Portals Pro, Administrate - Add user button is not passing correct URL

*Fixes an issue where a system admin could not access the Accounts Admin service if the button named Add user was used from within the Portals*

## Portals Pro features and fixes (March 2025) 27/03/2025

App Version 1.0.25042

API Version 1.0.25048

**14776** Remove references to ST auth in SAMS/Pro

*System internal change*

**14845** Fix CID mismatch actions

*System internal change*

**13640** Portals Pro, Space occupancy report links to hatch not respect the Hierarchy levels

*Fixes an issue with table of results, it should offer hierarchical insights by level, instead the table would offer only last most node of the tree. Now the hierarchy can be observed by parental level.*

**14779** Hide MicadUsers from Non-MicadUsers in Portals Administrate

*System internal change*

**13720** Update Portals to use Accounts configuration client instead of Config files

*System internal change*

## 13822 Portals Pro, Document filters improvement

*A great new improvement, a concept in data filtering within the search results. For those that have nested (organised and standard) IPR document folders this will help you navigate and review your structured data quicker. The process will be added to further Search result cells later too.*

The screenshot displays the MICAD Pro Documents Portal interface. At the top, the header includes the MICAD Pro logo, a user profile for Cliff Wallworth (MICAD), and a search bar. The main heading is "Documents Portal" followed by "Rosemary House, BH15" and "Clara Hospital, RDW101". Below this, a filter section shows "Displaying 10 of 37 rows". The filter section includes dropdowns for "Location (Building/Block)", "Folder" (highlighted with a red arrow), "Name or Description", "Discipline", "Type", "Publisher", and "File Date". The "Folder" dropdown is set to "Compliance Documents Search by Folder". Below the filters, a table lists search results with columns: LOCATION, FOLDER (highlighted with a red box and arrow), NAME & DESCRIPTION, DISCIPLINE, TYPE, PUBLISHER, and FILE DATE. The table contains several rows of document entries, including "2023RMH01\_Air Specialist Extract Document.docx" and "2023RMH01\_Air Specialist Extract Document.docx".

LOCATION	FOLDER	NAME & DESCRIPTION	DISCIPLINE	TYPE	PUBLISHER	FILE DATE
BETA Clara NHS Trust, RDW1 > Clara Hospital, RDW101 > Rosemary House, BH15	Compliance Documents > Air Specialist Extract > 2023	2023RMH01_Air Specialist Extract Document.docx	None	DOCK	Natalie	15/02/2024 14:21:41
BETA Clara NHS Trust, RDW1 > Clara Hospital, RDW101 > Rosemary House, BH15	Compliance Documents > Air Specialist Extract > 2024	2024RMH01_Air Specialist Extract Document.docx	Air Specialist Extract	DOCK	Natalie	15/02/2024 14:21:41
BETA Clara NHS Trust, RDW1 > Clara Hospital, RDW101 > Rosemary House, BH15	Compliance Documents > Anchor Points > 2023	2023RMH01_Air Specialist Extract Document.docx	None	DOCK	Natalie	15/02/2024 14:22:38
BETA Clara NHS Trust, RDW1 > Clara Hospital, RDW101 > Rosemary House, BH15	Compliance Documents > Assurance Reports > Assurance Report - Lift > 2023	2023RMH01_Assurance Report - Lift Document.docx	None	DOCK	Natalie	15/02/2024 14:24:29
BETA Clara NHS Trust, RDW1 > Clara Hospital, RDW101 > Rosemary House, BH15	Compliance Documents > Assurance Reports > Assurance Report - Lift > 2024	2024RMH01_Assurance Report - Lift Document.docx	Assurance Reports	DOCK	Natalie	15/02/2024 14:24:29
BETA Clara NHS Trust, RDW1 > Clara Hospital, RDW101 > Rosemary House, BH15	Compliance Documents > Assurance Reports > Assurance Report - Plant > 2023	2023RMH01_Assurance Report - Plant Document.docx	None	DOCK	Natalie	15/02/2024 14:23:24

*In your search results, click the grey folder structure. Watch the Folder Filters Automatically fill out and the results changes. The concept offers intuitive filtering and cuts keyboard labour while working directly withing the search results.*

## 14106 Asbestos portals images URLs are incorrect

*System internal change*

## 14846 Portals Pro, Add Switch client feature

*System internal change*

## 15005 Portals Pro, Add location description to Asbestos data

*New feature for Portals Pro, Asbestos Room location data is now displayed at the top of each Room*

The screenshot displays the micadpro Asbestos data interface. At the top, there's a header with the micadpro logo and user information (Cliff Wallworth (MICAD) Administrator [beta]). Below the header, there's a search bar with filters for 'Asbestos' and 'Rosemary House, BH15'. The main content area shows a list of rooms under the 'Basement, OB' category. The 'Store Room' is selected, and its details are expanded. The 'Room Description' field is highlighted with a red box, showing the text: 'Basement plant room, confined space. Electrical intake equipment. Brick walls'. Below the description, there's a section for '1. Flash Guards' with a risk assessment of 'Medium/Low Risk' and a 'No Certificates' status. A table of material data is shown, including survey reference, sample reference, position, material extent, and last inspected date. A photograph of the room is also displayed.

Material Description	Textile	Review Comments
Survey Reference	J916234	
Sample Reference	Ref1 / (AH001134)*** (P)	Conduct further investigation prior to relevant maintenance / refurbishment / demolition work
Position	Within Electric Boxes	
Material Extent (m2)	6	
Last Inspected Date	07/02/2024	

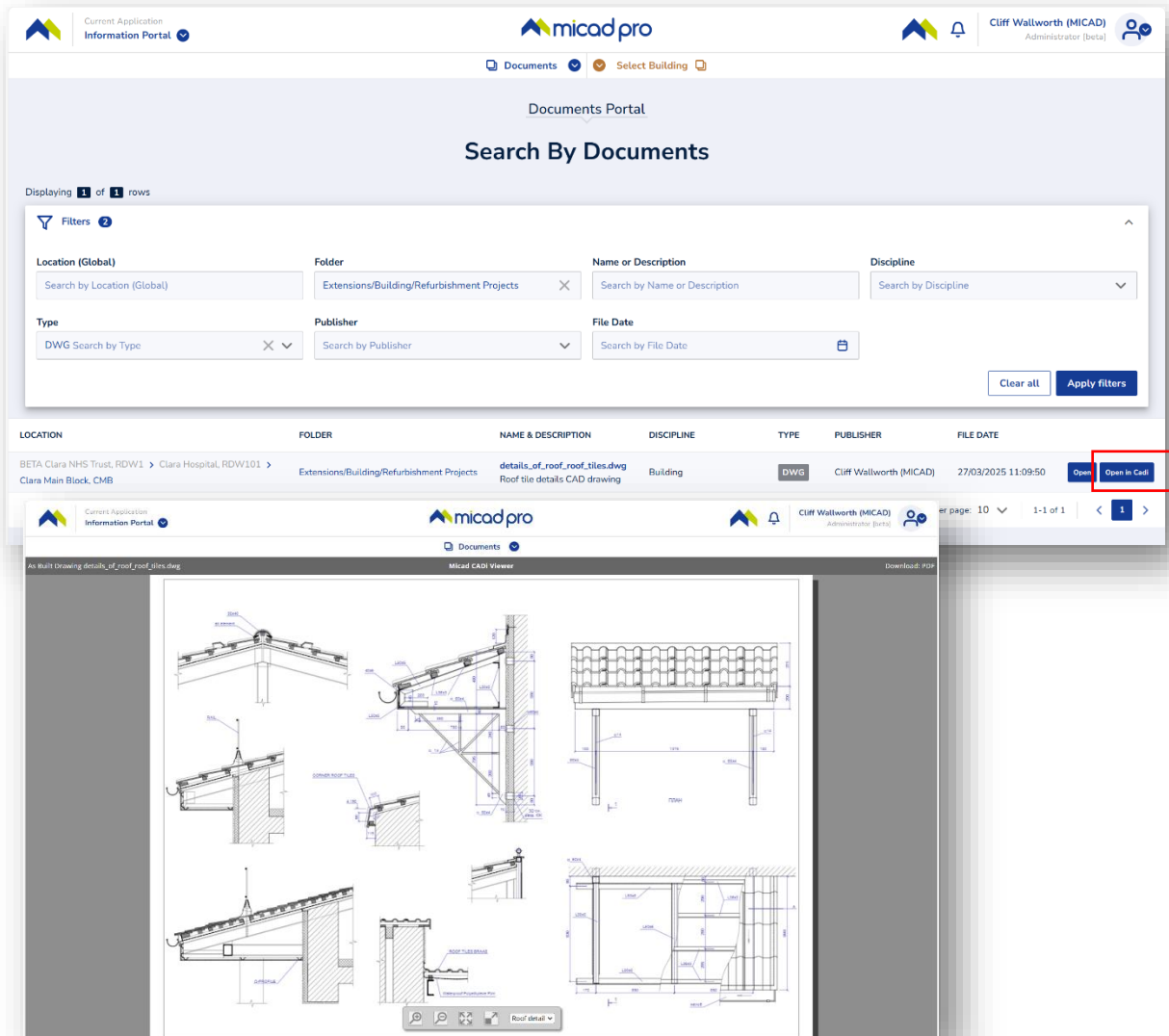
*There can be Room location data also recorded where there are no asbestos items. To access the Room description, use the expand/collapse buttons which now appear for all Rooms on Portals Pro.*

The screenshot displays the micadpro Asbestos data interface, showing a list of rooms under the 'Ground Floor, OG' category. The 'Store Room' is selected, and its details are expanded. The 'Room Description' field is highlighted with a red box, showing the text: 'Cleaners cupboard, brick wall, suspended wooden floor'. A red arrow points to the expand/collapse button for the 'Store Room'.

Material Description	Textile	Review Comments
Survey Reference	J916234	
Sample Reference	Ref1 / (AH001134)*** (P)	Conduct further investigation prior to relevant maintenance / refurbishment / demolition work
Position	Within Electric Boxes	
Material Extent (m2)	6	
Last Inspected Date	07/02/2024	

## 11815 P3 Documents tile, DWG format to offer "Open in CADi" feature

*New feature for Portals Pro, many clients have requested this. Any DWG file now can be viewed via the Portal. Not just floor plans.*



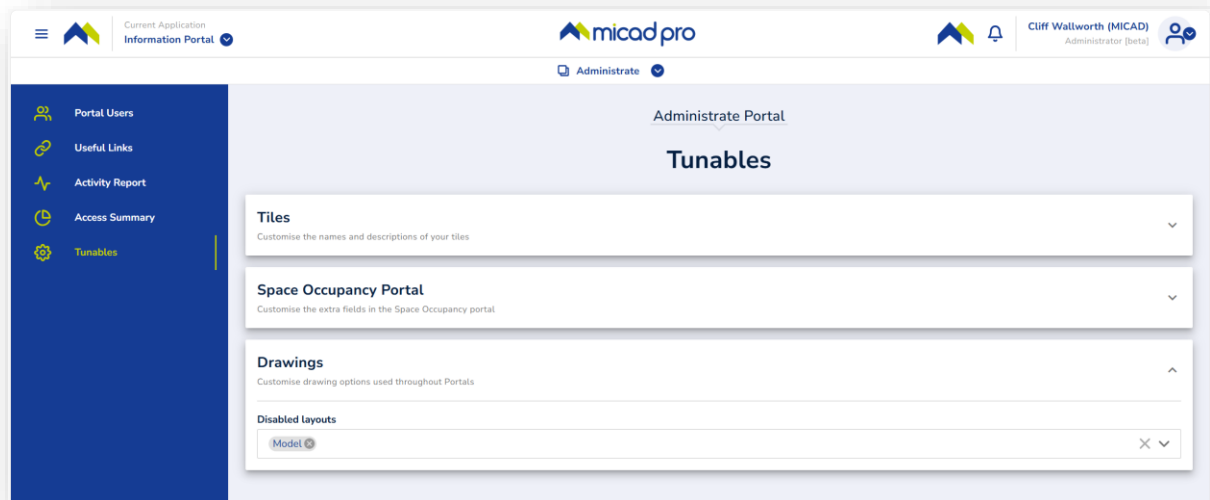
*Use the Open in CADi link via the Documents search results to view your DWG in Portals Pro.*

**Note.** For DWG files need to be viewed in IPR at least once before they can be viewed in Portals Pro. IPR gathers the Layouts from the CAD plans it reads and Layout control plays a new role in this Portals release.

**13826** Portals Pro, new Admin Config feature option to hide Model (And any other) Layout in CADi Viewer

*New feature for Portals Pro. It is now possible to hide CAD layouts. The feature mainly targets the built in Model layout that is often cluttered and misleading, but there have been other use cases presented where sensitive data might not want to be shown via an AutoCAD DWG Layout.*

*To use the new feature go to Portals Pro > Administrate > Tunables > Drawings > Disabled layouts*



**Note.** *This feature will turn off the viewing of all CAD Layouts. If you have users that publish CAD DWG saved on the Model layout in IPR, it means you could be disabling the only Layout that exists in a drawing.*

*Make sure you are familiar with the CAD drawing practices associated with Layouts before you use this feature. If you are unsure, check with your CAD operator/team.*

*Portals will try and open the next available Layout if the requested Layout has been disabled by a Portals Administrator*

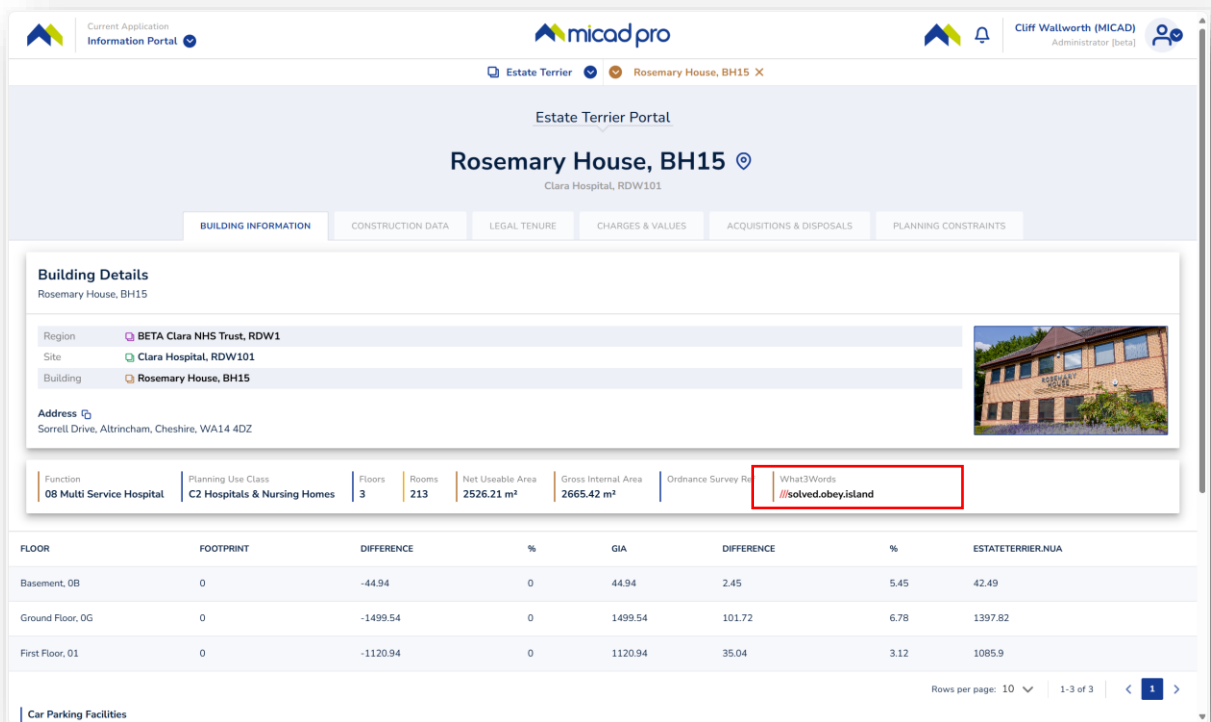
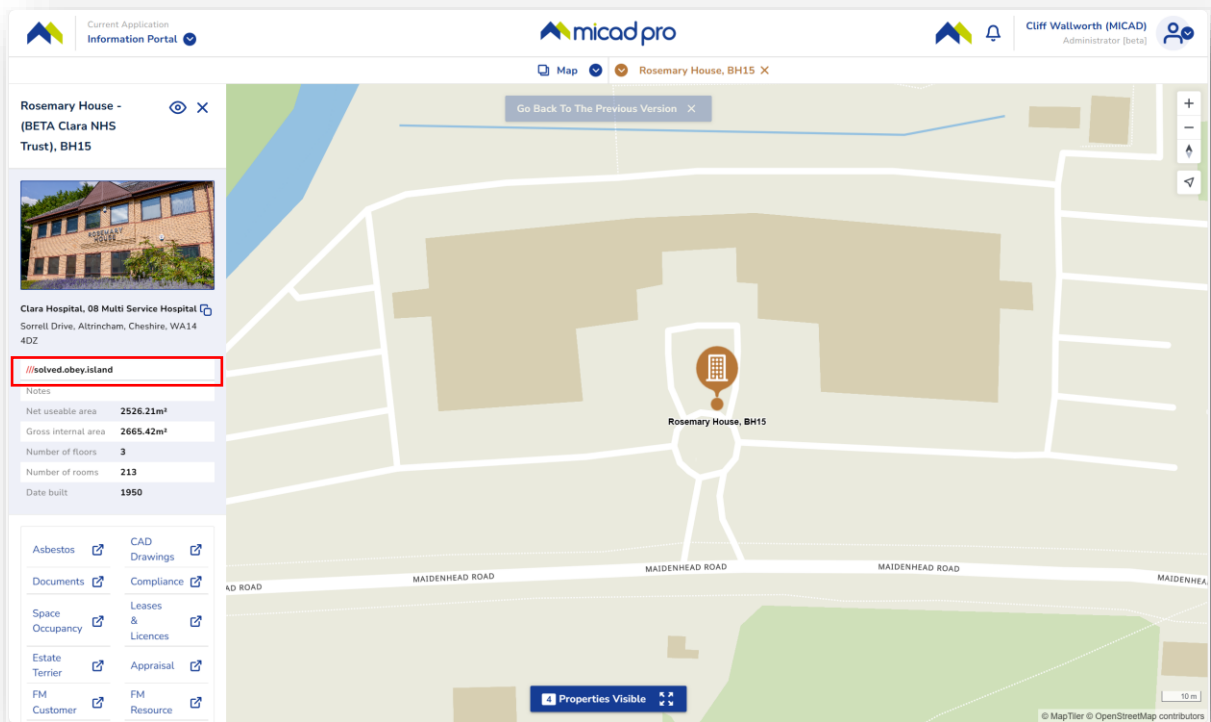
**14026** Portals Pro, Audit trail data is not showing the User's Department name in the recorded logs

*Fixes an issue where the Portals audit data would not show the Department for the user if they are an IPR user.*



**14180** Portals Pro, new feature to show 'what3words' links in Terrier & Map

*New feature for Portals Pro, for those that use What3Words (W3W) features of the IPR's Terrier. These data fields are now visible in Maps and Terrier Tiles of Portals Pro*



Click on the What3Words link and this will open a new browser window with the W3W map.

## Portals Pro features and fixes (September 2025) 07/09/2025

App Version 1.0.26824

API Version 1.0.27064

In this release we have changed the licencing methods for the 3<sup>rd</sup> part Maps and Chart components, There have been some minor functional changes and some fixes.

### **14936** Portals Pro, investigate issues with some PDF files

*An issue was identified where files (Observed with PDF and JPG files) with brackets in its name of path, if accessed the first time via Portal caused the file to display as zero bytes – empty, a white screen. And once these circumstances are met Portal offers files from cache. The issue relates to the file cache copy, not the original file. In this release a fix removes the caching mechanism so that this is accessed directly.*

### **15321** Portals Pro, add a Re-cache button the Drawing viewing page CADi V2

*On occasion, CAD DWG files are rejected by the desktop CAD application, the original is corrupt, or an unresolvable external reference is missing. These are situations where that CAD operator must resolve the original bad DWG file problems and then re-upload to IPR. Portals can come across bad DWGs in the same way. When these situations occur, Portals needs a feature to allow the user to re-request the file.*

### **15772** Portals Pro, add to Terrier Tile, Construction notes field

*A new field was added to the Portals Terrier Tile, Construction notes*

### **15793** Portals Pro, Asbestos tile. Change the label of "Asbestos items" to be "Items"

*A change of wording on the title of the asbestos search results shown above the rooms list, the label "Asbestos items" is a count of all items that are surveyed whether they are asbestos are not. The label now reads "Items".*

**END**