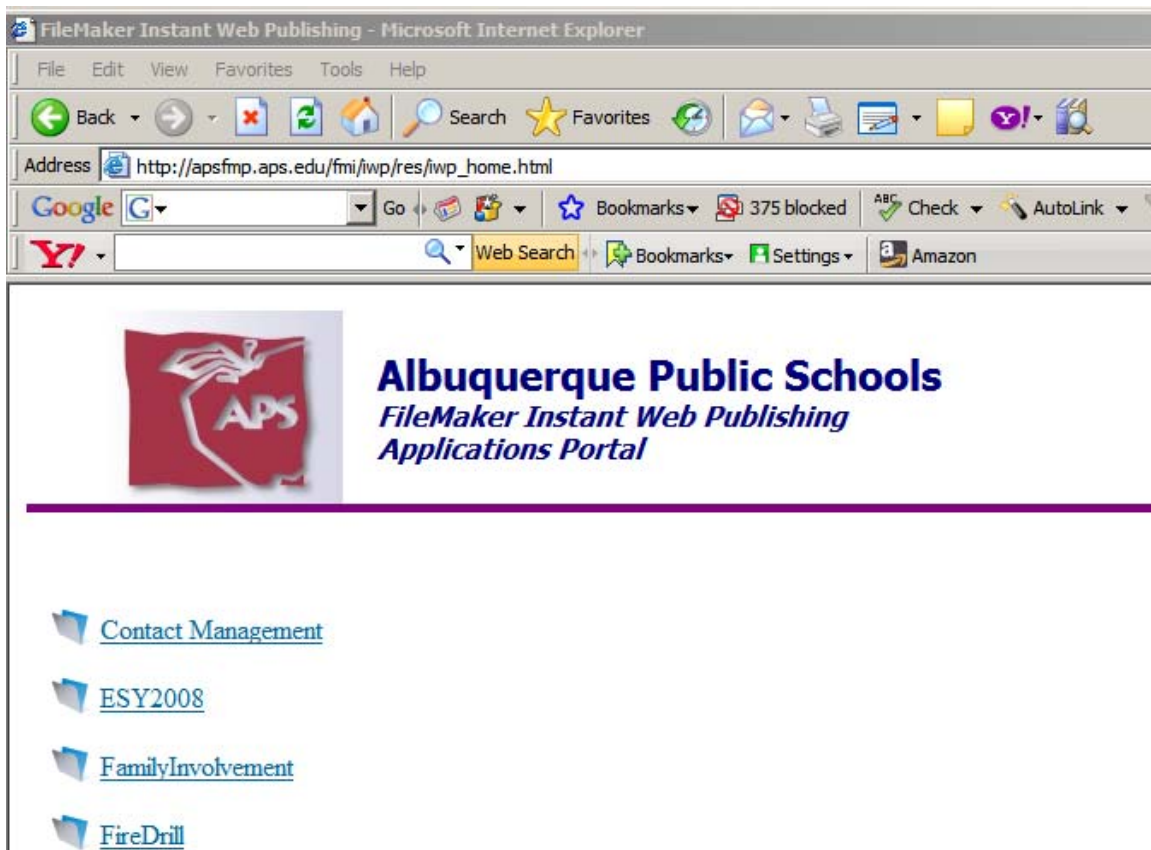


## FIRE DRILL TRACKING SYSTEM (FDTS)

### Login Procedures

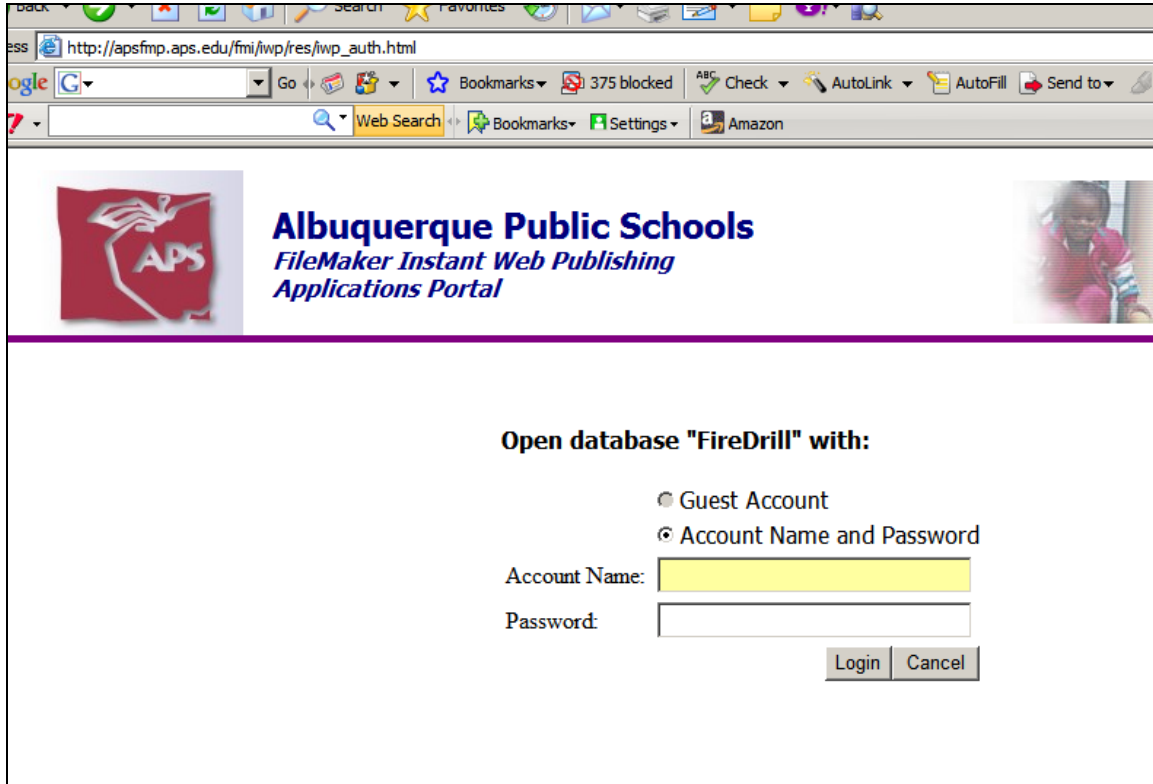
The APS Filemaker Instant Web Publishing Applications Portal allows access to Filemaker applications across the Intranet. By typing the following URL into the address block of your internet browser you will gain access to the Albuquerque Public Schools Filemaker Instant Web Publishing Applications Portal.

[http://apsfmp.aps.edu/fmi/iwp/res/iwp\\_home.html](http://apsfmp.aps.edu/fmi/iwp/res/iwp_home.html)



The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "FileMaker Instant Web Publishing - Microsoft Internet Explorer". The address bar contains the URL "http://apsfmp.aps.edu/fmi/iwp/res/iwp\_home.html". Below the address bar, there are search engines for Google and Yahoo!, and a "Web Search" button. The main content area features the Albuquerque Public Schools logo on the left, which is a red square with a white silhouette of a person holding a book. To the right of the logo, the text reads "Albuquerque Public Schools" in a large, bold, blue font, followed by "FileMaker Instant Web Publishing Applications Portal" in a smaller, italicized blue font. Below this header, there is a horizontal purple line. Underneath the line, there are four blue folder icons, each followed by a link: "Contact Management", "ESY2008", "FamilyInvolvement", and "FireDrill".

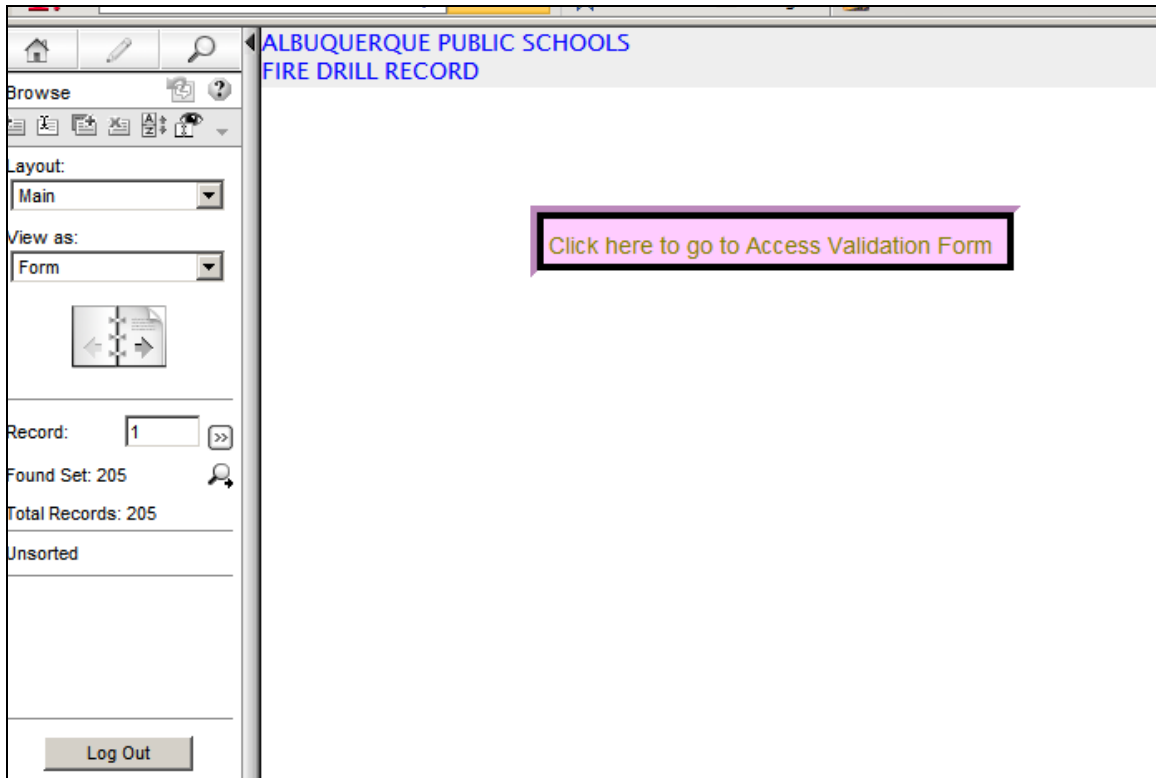
Click on the “FireDrill” link to launch the FDTS application. Every school location is able to enter their fire drill record information into the FireDrill database. The Risk Management office is responsible for collecting information in the database.



The screenshot shows a web browser window with the URL [http://apsfmp.aps.edu/fmi/iwp/res/iwp\\_auth.html](http://apsfmp.aps.edu/fmi/iwp/res/iwp_auth.html). The page header features the Albuquerque Public Schools logo and the text "Albuquerque Public Schools FileMaker Instant Web Publishing Applications Portal". Below the header, the text "Open database 'FireDrill' with:" is displayed. There are two radio button options: "Guest Account" and "Account Name and Password". The "Account Name and Password" option is selected. Below these options are two input fields: "Account Name:" and "Password:". The "Account Name" field is highlighted in yellow. At the bottom right of the form are two buttons: "Login" and "Cancel".

The “Account name and Password” option must be selected. Then type in “RMUSERS” for the account name and “RMfiredrill1” as the password. Click the login button to continue or the “Cancel” button to quit. The password is case sensitive so type exactly as described in the previous sentence.

Click on the “Go to Access Validation Form” or to quit the session click on the “Logout” button that is in the lower left side of the screen.



In order to assure a measure of security for each school location, the Access Validation screen will require you to select your school name from a dropdown list and enter a password for that location assigned to you by Risk Management. This screen will give you access to only your location’s data. After selection the school and entering the password, click on the “Go to Data Input Form” button to proceed to the input/edit form or click on the “Logout” button that is on the lower left side of the form to close your session.

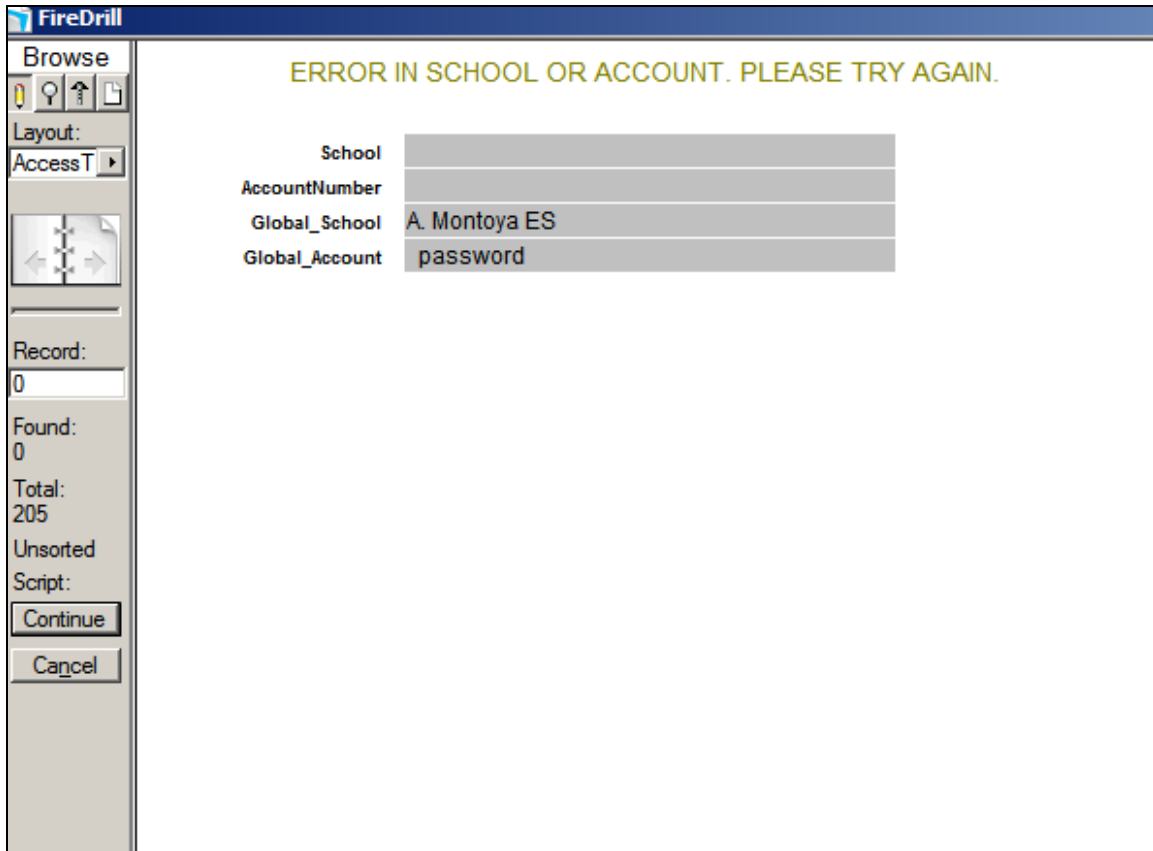
The Access Validation form.

The screenshot shows a web browser window with a title bar. The page header contains the text "ALBUQUERQUE PUBLIC SCHOOLS" and "FIRE DRILL RECORD" in blue. Below the header, the title "Access Validation" is displayed in red. The form consists of two input fields: "Select a School" with a dropdown arrow and "Enter Password" with a dotted border. At the bottom, there are two yellow buttons: "Go to Data Input Form" and "EXIT".

The Access Validation with a school selected and password.

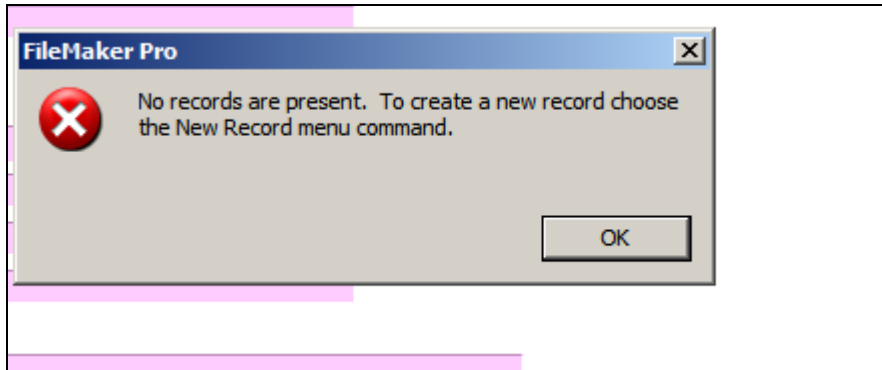
The screenshot shows the same web browser window as the previous one, but with the "Select a School" dropdown menu open, showing "A. Montoya ES" selected. The "Enter Password" field now contains the text "password". The "Go to Data Input Form" and "EXIT" buttons remain at the bottom.

If an error occurs in selection of the school and password the following error message will display. To reenter the correct information click on the “Continue” button that is below and to the left of the error message.



## Data Entry Procedures

Click on the “New” button to enter a new fire drill record. If you attempt to enter a new record before clicking on the “New” button, you will get the following error condition displayed:



Click on the “OK” button and then click on the “New” button to enter a new fire drill record.

There are several required fields that must be populated before a new fire drill record can be submitted into the database. The required fields (field contents are validated) are:

- Passage ways – Yes or No value
- Warning System –drop down list: Automatic or Manual
- Condition of Exit Doors—Free text
- Condition of Fire Escapes—Free text
- Time Required to Vacate Building—Minutes numeric value only
- Drill Condition—drop down list: Unobstructed or Obstructed
- Date of Drill—month/day/year (m/d/yyyy)
- Time of Drill—the time of day of the drill (hours:minutes:seconds).

The remaining fields are not required (field contents are not validated). The remaining fields are:

- Person in charge of drill
- Name of Principal
- Remarks

The fire drill data entry form is shown below. Click on the “New” button to enter a new record.

The screenshot shows a web-based data entry form for fire drills. The title bar reads "ALBUQUERQUE PUBLIC SCHOOLS FIRE DRILL RECORD". The main content area is for "Zuni ES". The form includes several fields: "Passageways Clear?" with radio buttons for YES and NO; "Warning System:"; "Condition of Exit Doors:"; "Condition of Fire Escapes:"; "Time Required to Vacate Building:" with separate fields for MINUTES and SECONDS; "Drill Condition:"; "Date of Drill:" and "Time of Drill:" (format HH:MM:SS); "Person in charge of Drill:"; "Principal:"; and a large "Remarks:" text area. On the left side, there is a navigation pane with a "Browse" section, a "Layout:" dropdown set to "L388", a "View as:" dropdown set to "Form", a "Record:" input field with "0" and a "Go" button, "Found Set: 0", "Total Records: 0", and "Unsorted" text. A "Log Out" button is at the bottom of the left pane.

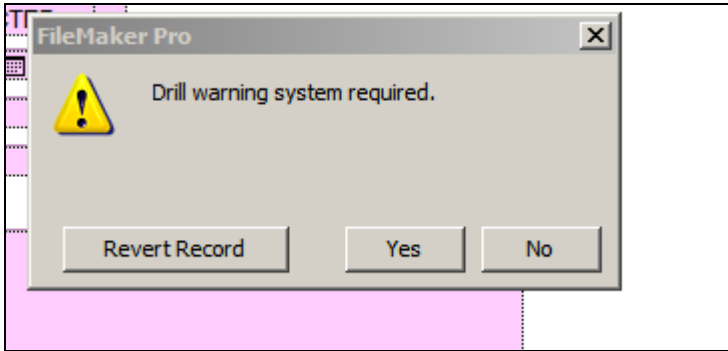
Click on the “Submit” button after you have finished the data entry of the fire drill form. For those times when you do not want to save the form click on the “Cancel” button. The “Submit” and “Cancel” buttons are located on the left side of the screen.

If edit errors are detected in the required fields, dialog message boxes will pop up that explain the type of error. To return to the data entry form click on the “NO” button. **Do not** click on the “Revert record” or the “Yes” buttons as all of the data entry field contents will be cleared. Only click on the “NO” button to return to the data entry form. The following exhibits shows the various types of edit error messages that may be encountered.

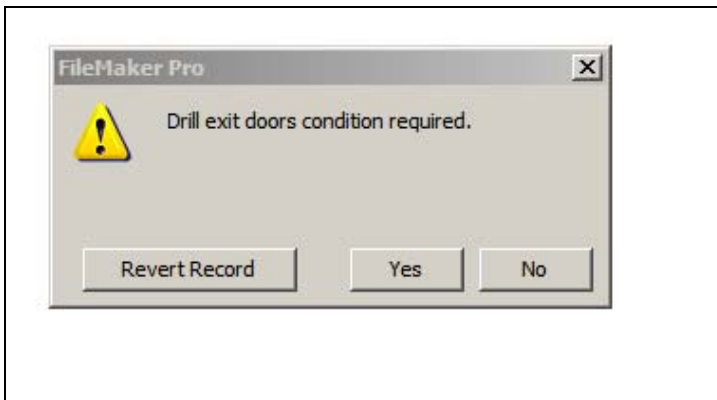
#### Drill passage ways error message



Drill warning system error message



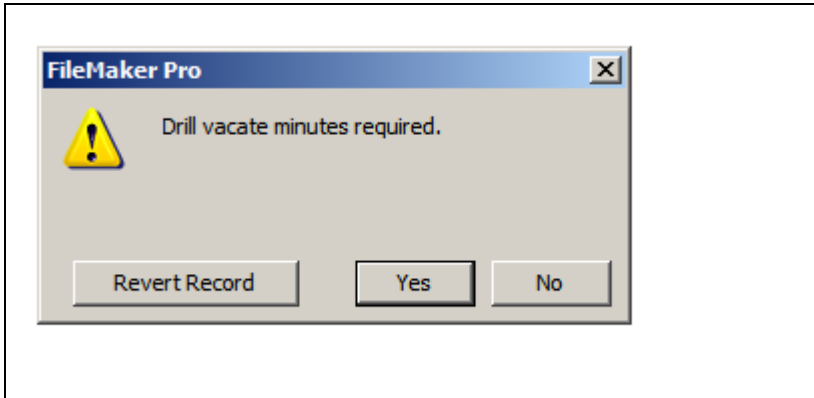
Drill exit doors condition error message



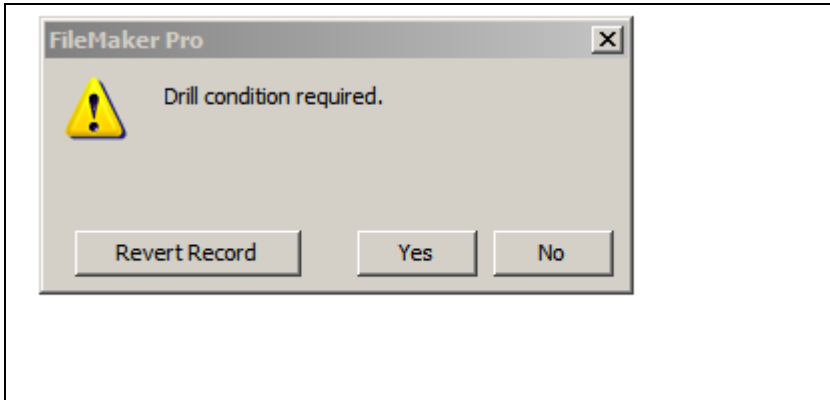
Drill fire escape condition error message



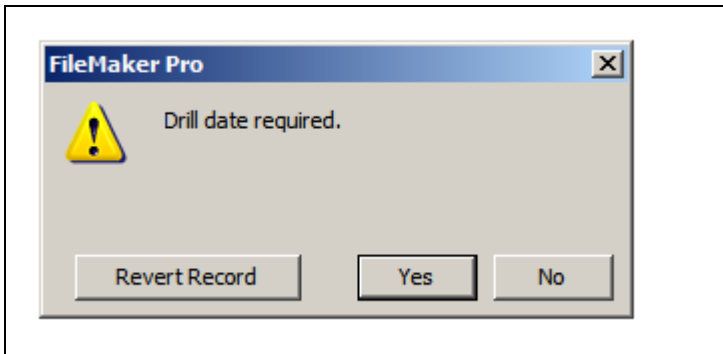
Drill vacate minutes condition error message



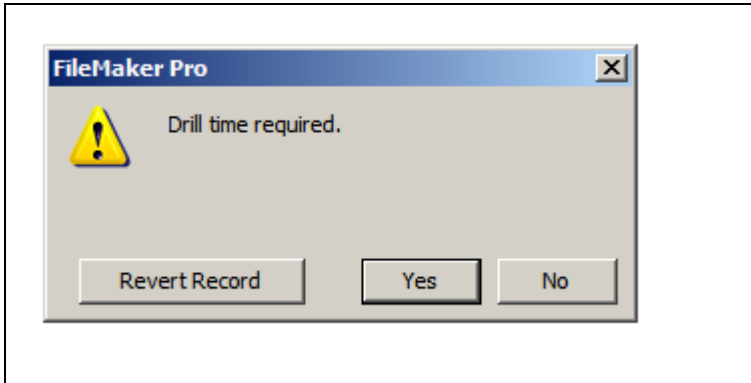
Drill condition error message



Drill date error message

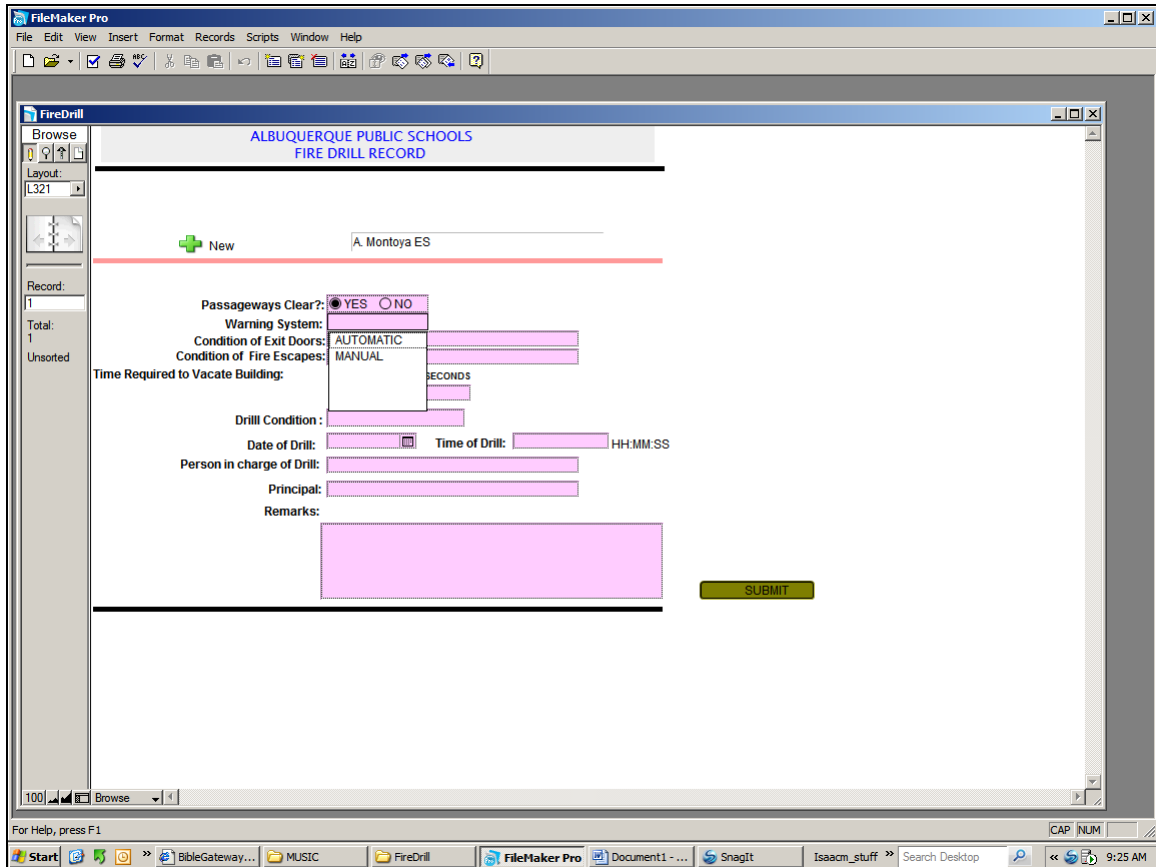


Drill time of day error message

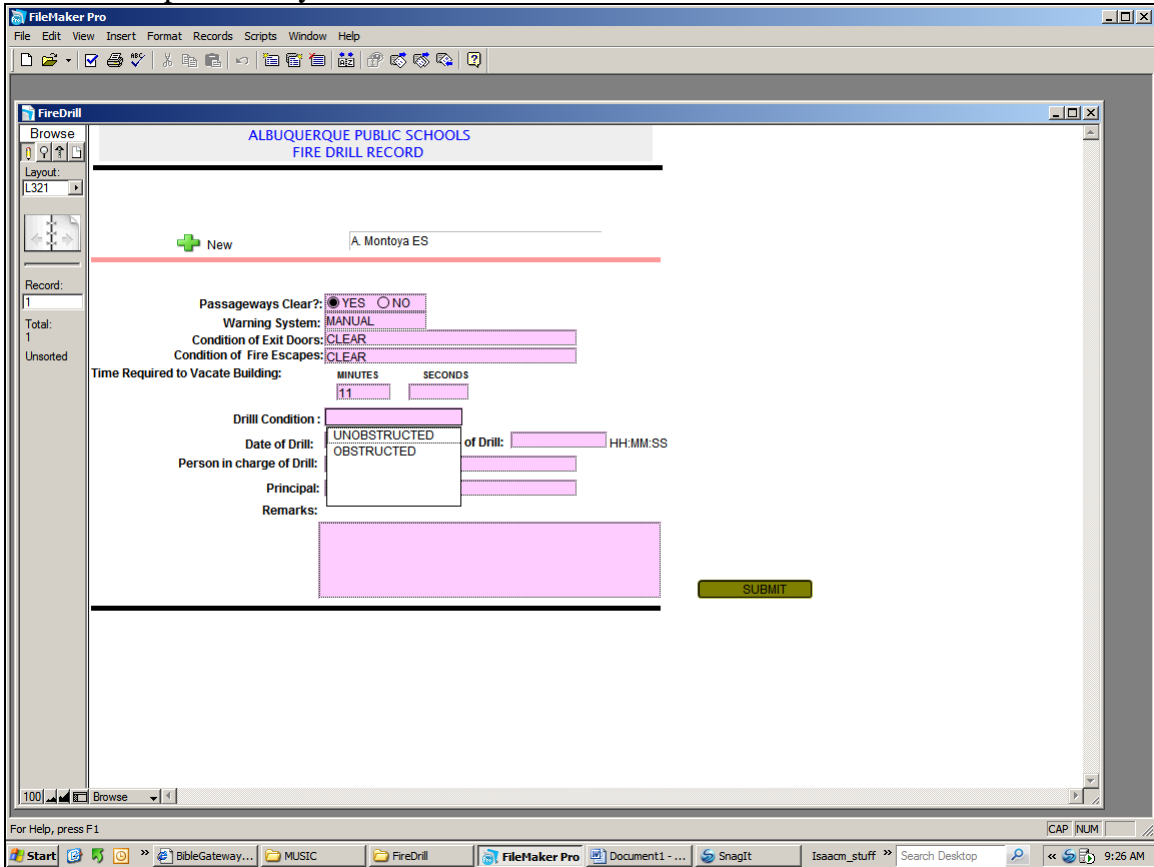


The following exhibits display the process of entering data into the fire drill form.

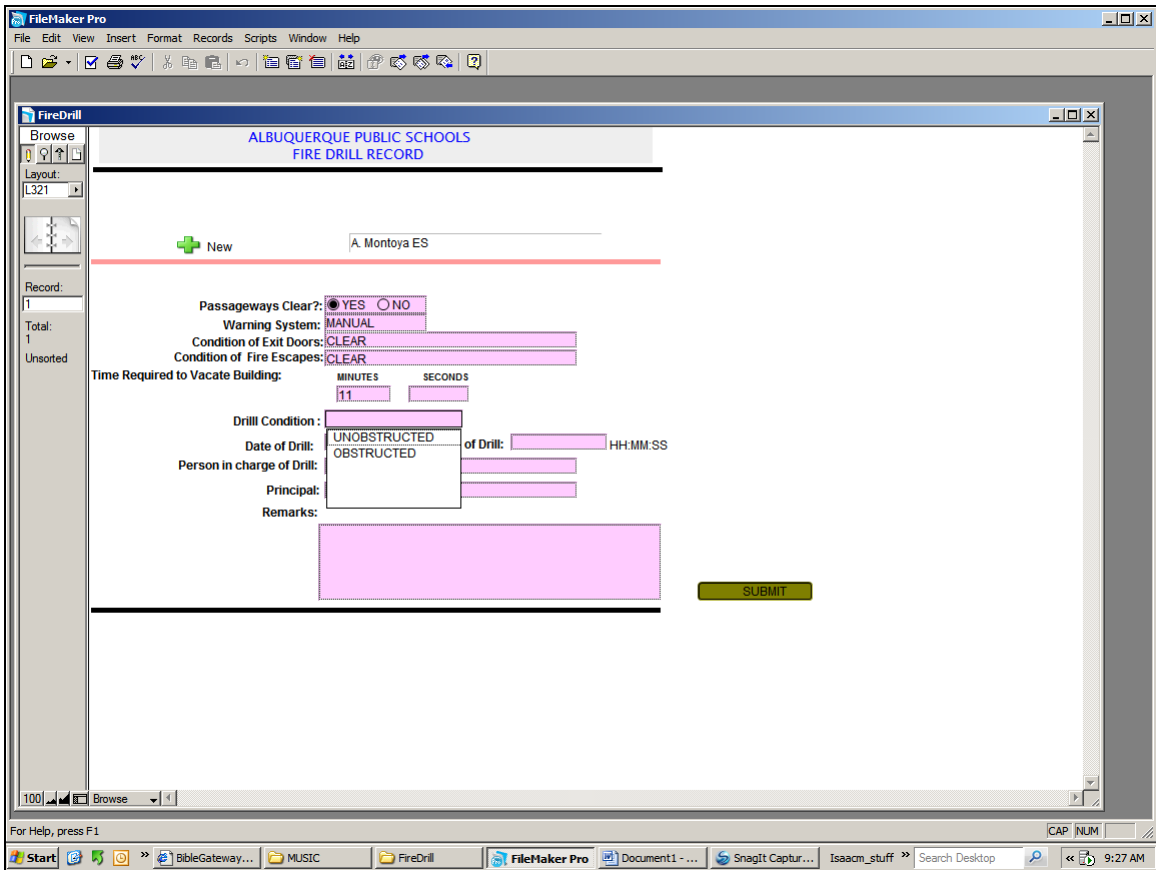
Below the Passageways field is selected and the Warning System field dropdown list displays two choices for which one must be selected.



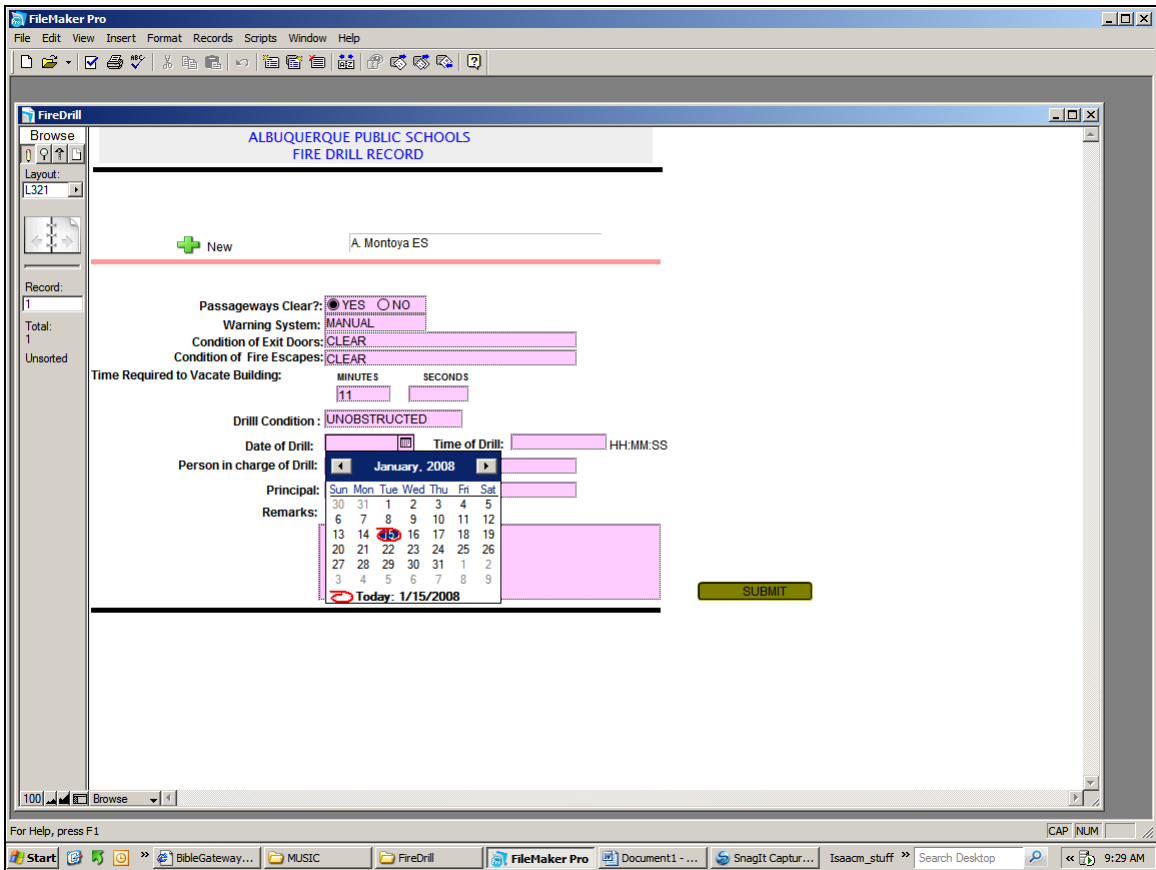
The Condition of Exit Doors and Condition of Fire Escapes fields are free text fields, but the usual responses may be “Clear” or “Obstructed.”



The Time Required to Vacate Building field requires a number in the Minutes field. The Seconds field is optional.



The Date of Drill field displays a dropdown calendar from which you may click on the appropriate day and it will be inserted into the field.



The Time of Drill field contains the time of the day that the fire drill was conducted. It is a mandatory field and the format is hours:minutes:seconds. The number of seconds is optional. The Person in Charge of Drill, Principal, and Remarks fields are free text fields.

The screenshot shows a web-based form titled "ALBUQUERQUE PUBLIC SCHOOLS FIRE DRILL RECORD". The form is for "Zuni ES". It includes several input fields and controls:

- Current Record:** Includes "Submit" and "Cancel" buttons.
- Record: 1**
- Found Set: 1**
- Total Records: 1**
- Passageways Clear?:** Radio buttons for YES (selected) and NO.
- Warning System:** Dropdown menu set to "AUTOMATIC".
- Condition of Exit Doors:** Text input field with "Clear".
- Condition of Fire Escapes:** Text input field with "Clear".
- Time Required to Vacate Building:** Two input fields for "MINUTES" (11) and "SECONDS" (10).
- Drill Condition:** Dropdown menu set to "UNOBSTRUCTED".
- Date of Drill:** Date picker set to "01/09/2008".
- Time of Drill:** Time input field set to "12:30" with "HH:MM:SS" label.
- Person in charge of Drill:** Text input field with "Dan".
- Principal:** Text input field with "Smith".
- Remarks:** Text input field with "none".

## Navigating and Modifying Fire Drill Records

To edit or change an existing fire drill record just click inside the field that you need to correct and make the change. If there are more than one record for a location then use the record navigator in left frame of the data entry screen to go the record you want to change. By clicking on the right or left arrow in the book icon allows you to navigate through the records.

ALBUQUERQUE PUBLIC SCHOOLS  
FIRE DRILL RECORD

Zuni ES

Passageways Clear?:  YES  NO

Warning System: AUTOMATIC

Condition of Exit Doors: clear

Condition of Fire Escapes: clear

Time Required to Vacate Building:

MINUTES	SECONDS
10	12

Drill Condition : UNOBSTRUCTED

Date of Drill: 1/21/2008 Time of Drill: 11:20:00 AM HH:MM:SS

Person in charge of Drill: Dan

Principal: Dan

Remarks: none

Record: 2 Found Set: 2 Total Records: 2

Log Out

After making the necessary corrections click on the submit button in the left side of the navigation frame or select cancel to undo the changes to the record..

The screenshot shows a web application interface for editing a fire drill record. The title bar reads "ALBUQUERQUE PUBLIC SCHOOLS FIRE DRILL RECORD". The main content area displays the following information:

- Current Record: Zuni ES
- Passageways Clear?:  YES  NO
- Warning System: AUTOMATIC
- Condition of Exit Doors: clear
- Condition of Fire Escapes: clear
- Time Required to Vacate Building: MINUTES: 10, SECONDS: 12
- Drill Condition: UNOBSTRUCTED
- Date of Drill: 01/21/2008, Time of Drill: 11:20 HH:MM:SS
- Person in charge of Drill: Dan
- Principal: Dan
- Remarks: none

In the left navigation frame, the "Submit" button is circled in red, and the "Cancel" button is also visible below it.

To permanently delete a record from the database click on the Delete icon that is lon the left navigation frame as shown by below by the arrow. You will be asked to confirm that you are about to permanently delete a record. Click yes to delete or cancel to leave the record as is.

This screenshot is identical to the one above, showing the same form data. The key difference is in the left navigation frame, where a black arrow points to the "Delete" icon (represented by a trash can symbol) in the top toolbar.

Delete Record Dialog Box.

