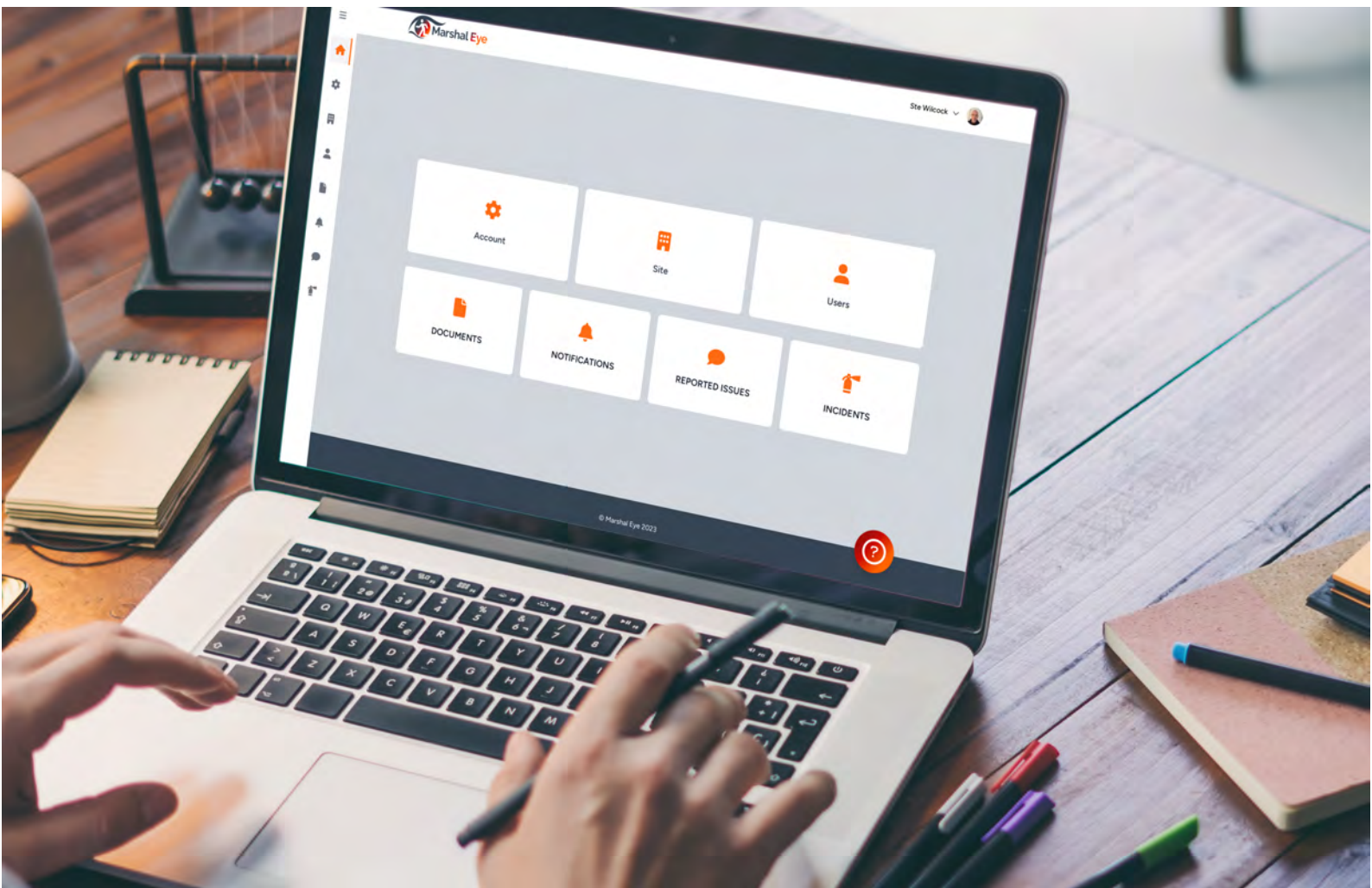




Marshal Eye

How to set up your site



For more information contact

info@marshal-eye.com

www.marshal-eye.com

The future of Fire Response in Buildings
built by North West Fire Training Ltd

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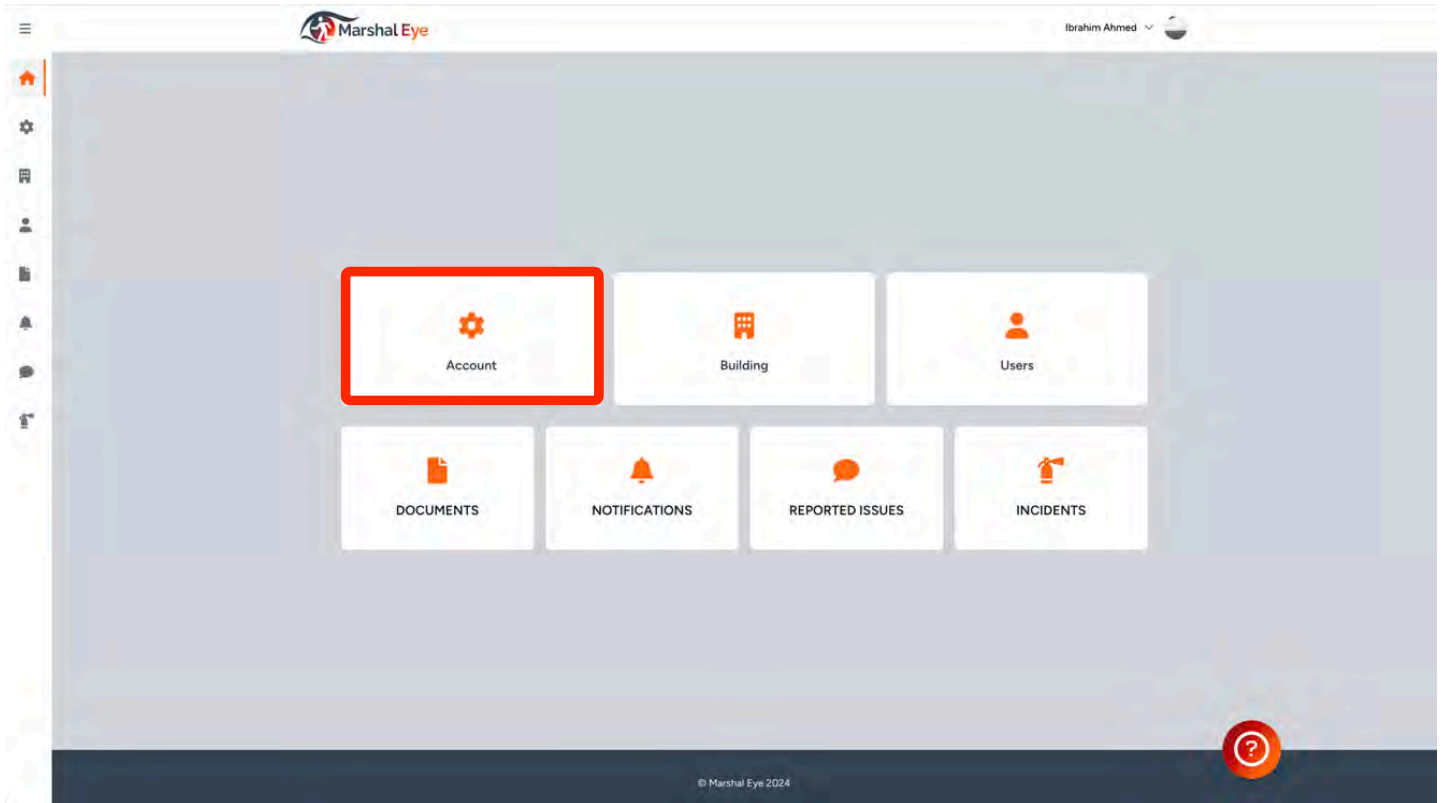
1. Cover
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Account setup

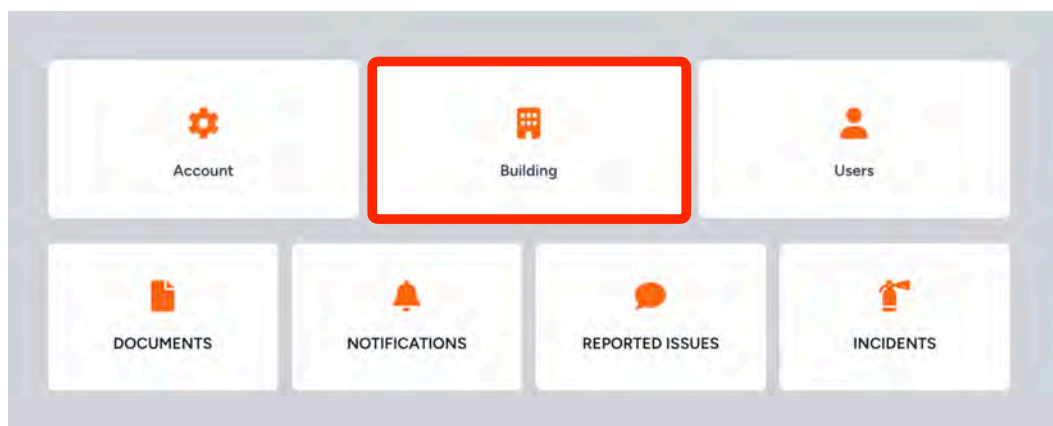
Once logged in you will be at the Dashboard screen

Click 'Account' to start set-up, we recommend you choose 'Standard' or 'Premium' plans to take advantage of the free trial period for 30 days, you can cancel at anytime by going into account and hitting cancel.

There is no trial for basic plan, however you can change to a different plan at anytime.



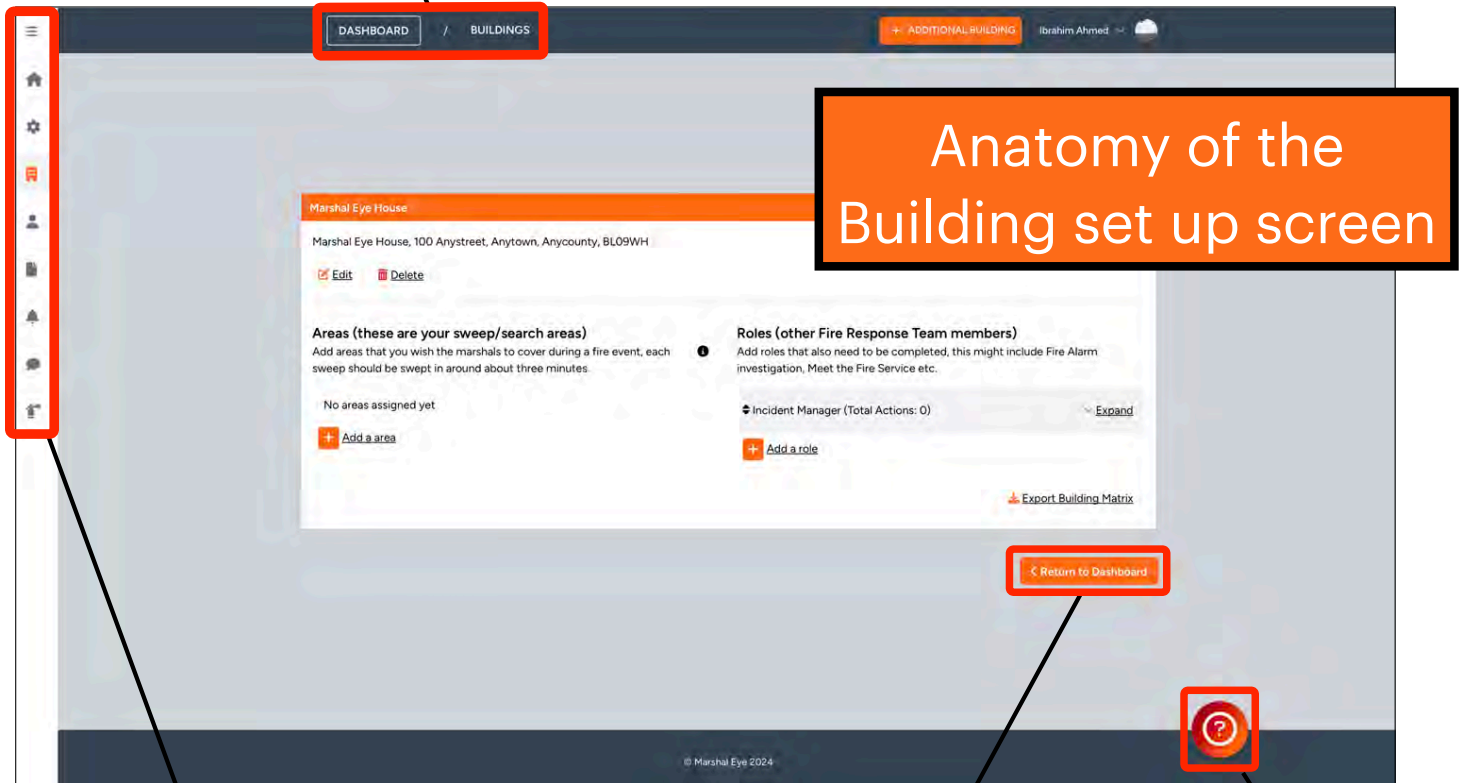
Once you have completed your account set up and returned to the dashboard, you will have access to the second tile click to set-up your building.



Setting up your Building

Before we set up the building the below image gives an overview of the screen. It is important to get used to the Dashboard so you can move around with ease below are some useful tips

If you drill down into any screen the Breadcrumb trail shows here you can click to quickly return to previous menus



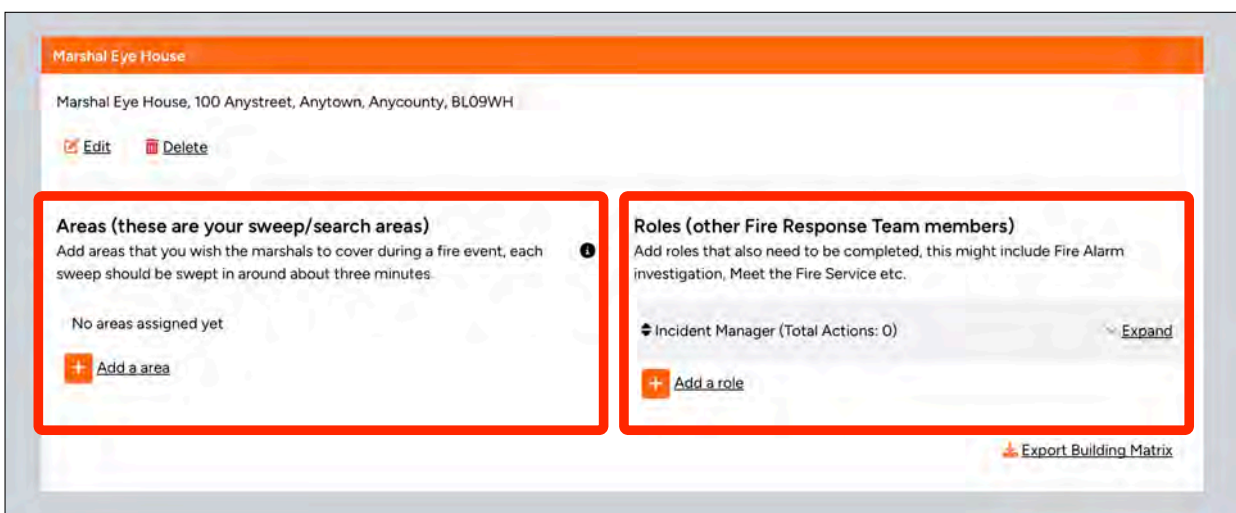
Anatomy of the Building set up screen

Dashboard menu shortcuts, click the three lines at the top to expand

This will return you to Dashboard. You will get a 'continue to set up Users' button on your first ever log in once you have completed this screen

Click here for tips

You do not need to add any staff at this stage this will come later, this page is to simply set up your site. On the left you can create your sweep areas, and on the right any roles you wish people to adopt can be created. Remember these will be displayed on the App for your staff to claim when an incident occurs. Incident Manager is a role that will always exist this is populated by default and cannot be deleted.

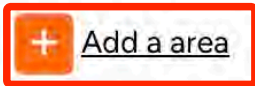


Setting up your Building - Areas

Areas (these are your sweep/search areas)

Add areas that you wish the marshals to cover during a fire event, each sweep should be swept in around about three minutes.

No areas assigned yet

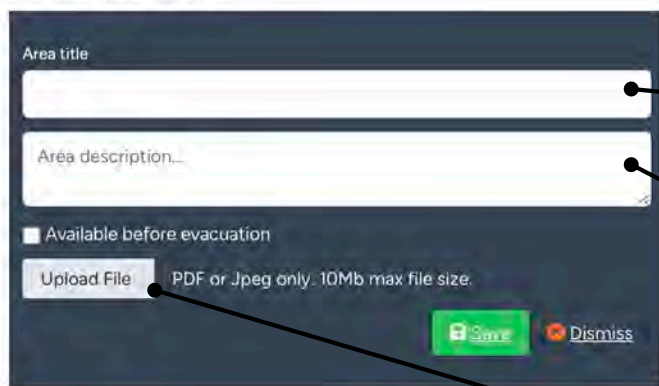
 Add a area

Click to add your first sweep Area

Areas (these are your sweep/search areas)

Add areas that you wish the marshals to cover during a fire event, each sweep should be swept in around about three minutes.

No areas assigned yet



The screenshot shows a form for adding a new sweep area. It includes a text input for 'Area title', a larger text area for 'Area description...', a checkbox for 'Available before evacuation', and an 'Upload File' button with the note 'PDF or Jpeg only. 10Mb max file size.'. There are 'Save' and 'Dismiss' buttons at the bottom.

Type in the name of your first sweep area for eg. 'Ground Floor', 'Admin area' etc.

You can leave this blank or add some guidance notes that will be presented in the App for your Users, you could put in 'Sweep this area as per plan'

There is a check box for making this available before evacuation more on this on page 4

You can upload a PDF or Jpeg image of your sweep area, whoever elects this area can view this file at the time

Roles (other Fire Response Team members)

Add roles that also need to be completed, this might include Fire Alarm investigation, Meet the Fire Service etc.

Incident Manager (Total Actions: 0)

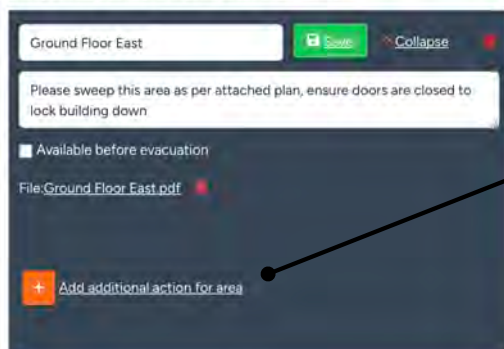
Expand

 Add a role

Add sub tasks (additional actions)

Areas (these are your sweep/search areas)

Add areas that you wish the marshals to cover during a fire event, each sweep should be swept in around about three minutes.



The screenshot shows an existing area named 'Ground Floor East'. It has a 'Save' button and a 'Collapse' button. Below the title is a text box with instructions: 'Please sweep this area as per attached plan, ensure doors are closed to lock building down'. There is a checkbox for 'Available before evacuation' and a file upload section showing 'File: Ground Floor East.pdf'. At the bottom, there is a button labeled 'Add additional action for area'.

You may have some additional tasks that need to happen in each sweep area (this is the same for creating roles), they can be added here. You can also add a PDF or Jpeg image to each one.

- This might include
- Switching off a certain appliance
- Picking up a roll call
- Picking up a Fire Service Grab Pack

Each of these sub tasks will be presented to the user that elects this sweep area with a toggle to indicate it is completed.

Setting up your Building - Roles

Areas (these are your sweep/search areas)

Add areas that you wish the marshals to cover during a fire event, each sweep should be swept in around about three minutes.

- Ground Floor East (Total Actions: 1) Expand
- Ground Floor West (Total Actions: 0) Expand
- First Floor East (Total Actions: 0) Expand
- First Floor West (Total Actions: 0) Expand
- Second Floor East (Total Actions: 0) Expand
- Second Floor West (Total Actions: 0) Expand

+ Add a area

Roles (other Fire Response Team members)

Add roles that also need to be completed, this might include Fire Alarm investigation, Meet the Fire Service etc.

- Incident Manager (Total Actions: 0) Expand

+ Add a role

Once you have added your sweep areas you can now add roles by clicking 'Add a role'

We strongly advise you create the role of Fire Alarm Investigator.

You may wish to create additional roles that can be claimed i.e. Evacuation Point Co-Ordinator, Fire Service Marshaler, Unlock certain gates, Provide assistance to a Wheelchair users etc.

You can make some tasks claimable prior to evacuation

Here we see an expanded view for a created role - Fire Alarm Investigation.

When the Sweep Areas and Roles appear in the App during an event initially nothing can be claimed they will show as 'Standby' until an evacuation is confirmed. However, some roles you may wish to have available to claim immediately, prior to a decision to evacuate.

Fire Alarm Investigation is one of them, all you need to do is check the box.

Roles (other Fire Response Team members)

Add roles that also need to be completed, this might include Fire Alarm investigation, Meet the Fire Service etc.

- Incident Manager (Total Actions: 0) Expand

Fire Alarm Investigator Save Collapse

See Instructions attached

Available before evacuation

File: Fire Alarm Location.pdf

+ Add additional action for role

- Assist Debbie Smith (Total Actions: 0) Expand

+ Add a role

An example of a Users screen during a fire alarm activation, notice grey areas are in Standby these will only be available once you hit the green button to 'Commence Evacuation', 'Fire Alarm Investigation' is in red, this means it can be claimed and acted upon at this point

Building set-up continued

Areas (these are your sweep/search areas)
Add areas that you wish the marshals to cover during a fire event, each sweep should be swept in around about three minutes.

Roles (other Fire Response Team members)
Add roles to investigate

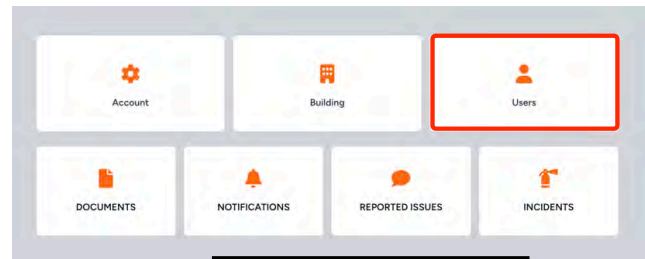
Tip: Use these arrows to drag and reorder your areas and roles, this is how they will be presented in the App

Here we see an example of a completed building set up, remember to add additional sub tasks you may wish users to complete within the claimed role or task.

Remember to add PDFs or Jpeg images to assist the user. You could add plans, flow charts, contact lists, operating instructions for the fire alarm or a Personal Emergency Evacuation Plan (PEEP) that users can view to ensure they are getting the correct information when picking a 'Role' or 'Area'

Setting up your Users

Once you have completed your building set up and returned to the dashboard, you will then have access to the the third tile to set up your building, click this tile to access building set up



Next: click Users in the Dashboard

Anatomy of the User set up screen

This top line displays all the Roles and Areas you have created previously on the building set up screen

You can filter these by Areas and Roles here

Check off which Roles or Areas you want this person to have access to at the moment a fire alarm activates. Use the quick keys on the right to assign 'all' or 'clear all'.

User names appear in the left-hand side column, you can add new user by clicking here

Edit or delete each user here

Adding Users to the App

Full name first and second name here

Ensure correct email address is entered

Only boxes with an *asterisk are mandatory fields

There is an option to stop notifications if a user is on leave

Full Name * [Input field]

Email * [Input field]

Last training received [Date field]

Next training [Date field]

Mobile [Input field]

Profile Image [Upload File 10Mb max file size]

Selected Building [Dropdown: NWFT House]

Annual leave [Is on annual leave? Yes No

Roles for NWFT House

Incident Manager Fire Alarm Investigation Assist Debbie Smith

Areas for NWFT House

Ground Floor West Ground Floor East First Floor East First Floor West

Reports

Does this person need to receive the incident report by email after every incident? [Yes No

Does this person need to receive reported fire safety issues email? [Yes No

[Back to Users] [Save]

While you can elect who will do what on the Users overview screen you can also check which roles or tasks you wish them to do here too.

If you want this User to receive a full PDF report on email after each incident click 'Yes'

Once you click save, an email will be sent to the User inviting them to setup a password and which they can use to log in to the App

There is a report an issue button built into the App, if any user reports a problem, to ensure it is acted upon click 'yes' here to receive an email notification

USERS

Select type: All

User	Incident Manager	Assist Debbie Smith	Ground Floor East	Ground Floor West	First Floor East	First Floor West	Fire Alarm Investigation	Tasks
Ste Wilcock	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Assign All Reset All Edit
Vicky White	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Assign All Reset All Edit
Keth Hadley	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Assign All Reset All Edit
Tao Lee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Assign All Reset All Edit

Total Users: 4 / 10

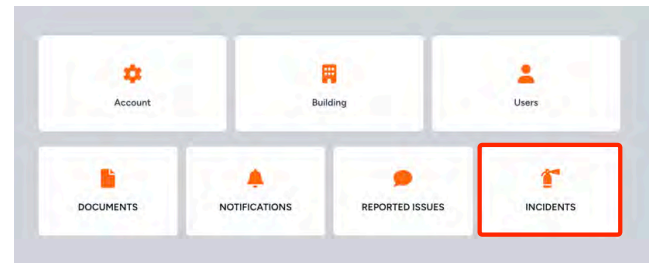
[Add user] [Export User matrix]

[Return to Dashboard]

When back in the user screen you will see all users and all tasks and roles, you can also export this information to a CSV file

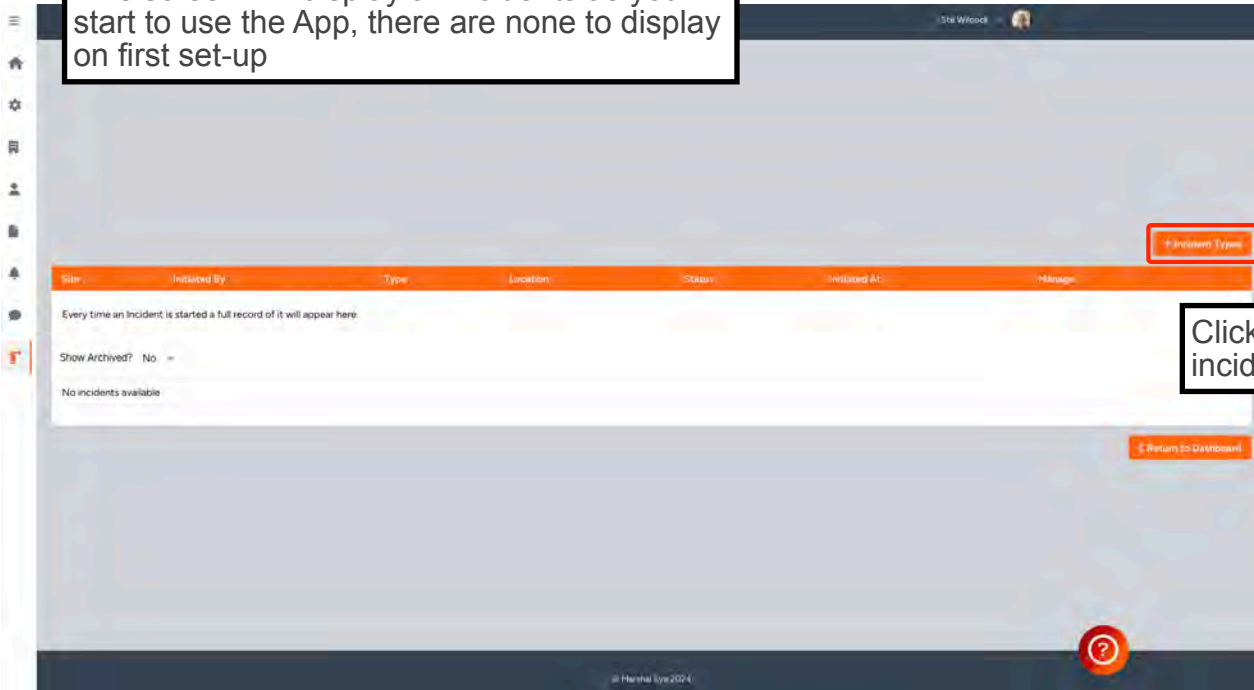
Setting up incident types

Any user can start an incident from their tablet/phone they will be presented with a list of all the created incidents. To create new incidents see the information below.



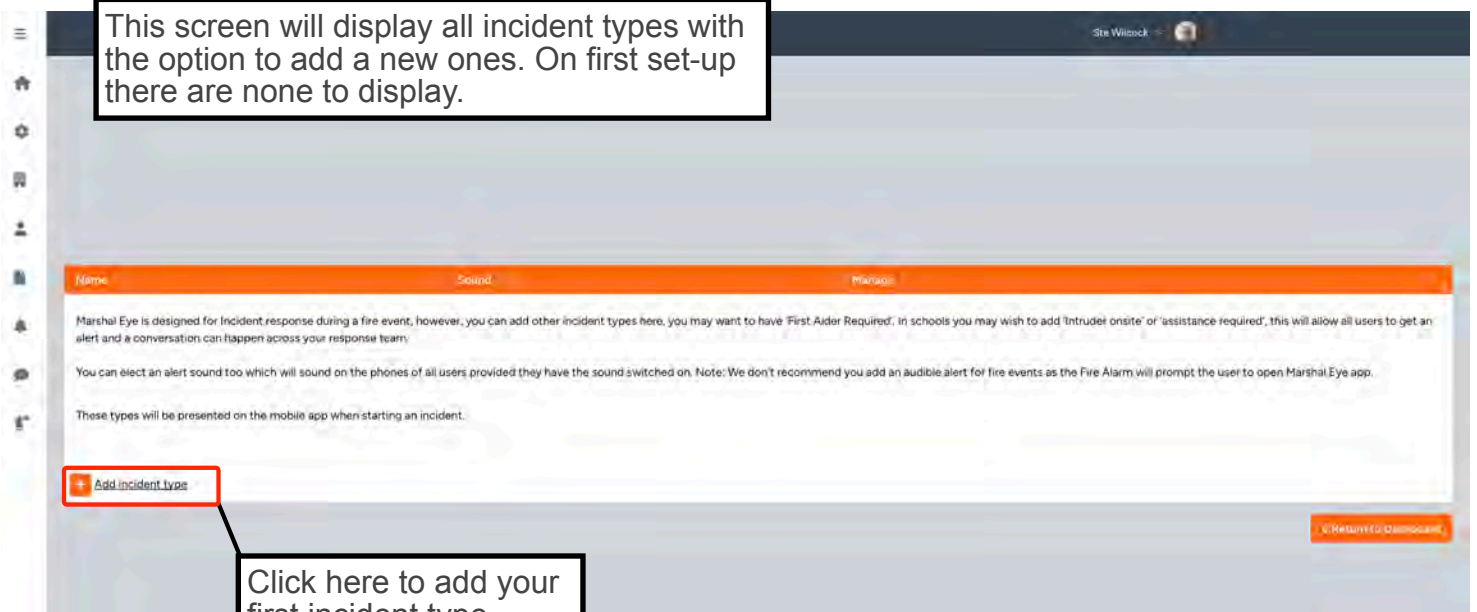
From the dashboard click Incidents

This screen will display all incidents as you start to use the App, there are none to display on first set-up



Click here to add incident types

This screen will display all incident types with the option to add a new ones. On first set-up there are none to display.



Click here to add your first incident type.

Setting up incident types continued

Add the title of your incident type here e.g “Fire Alarm Activated”

You can add a sound alert here from the drop down with options for

- None
- Alert 1
- Alert 2
- Alert 3

You can listen to a preview of each alert sound here

Using Marshal Eye as a General Incident Response

Dont forget the best alert for a fire event is the fire alarm itself, you may not wish to add an audible alert to this incident type as the alarm will prompt all user to open the App

Consider extended use of the App by adding additional incident types here are some suggested Incident types you could create which you would add an alert sound.

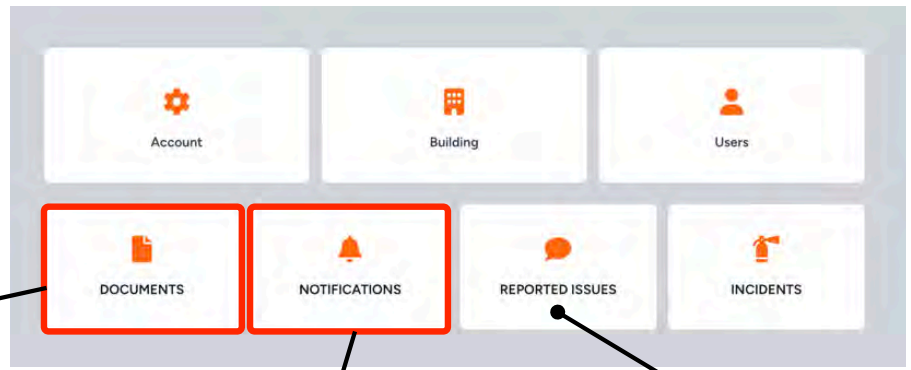
First Aider Required, you may be in a school and require an EPIPEN® or a a nebuliser for a pupil that is suffering an asthma attack. You could activate this from a mobile phone on a school field or at a leisure centre to ensure an auto external defibrillator is sourced quickly.

Assistance Required - you may be working in a shop with a customer that is becoming aggressive or require immediate assistance in a classroom at a school. Add an audible alert to send an immediate message to all other users.

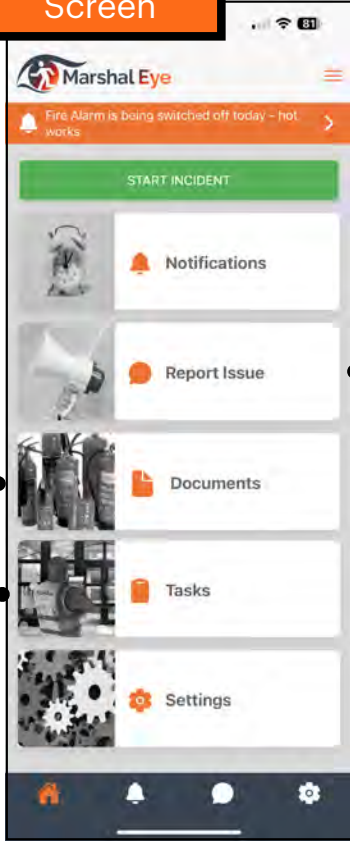
Intruder onsite - This would be useful for School lockdowns, every teachers phone or tablet will emit an alert ensuring a quick response.

Other functions

Use this button to add any documents you wish your staff to have access to here, these are accessible in the App by pressing the Documents button



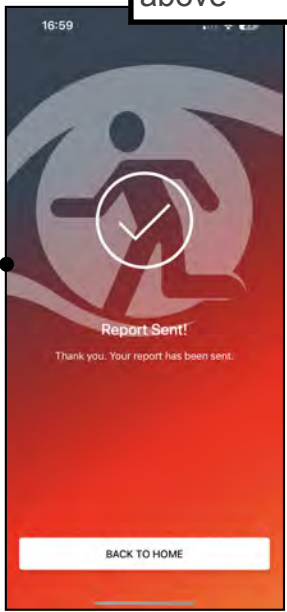
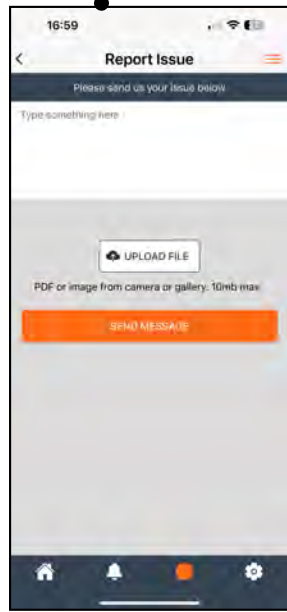
App Home Screen



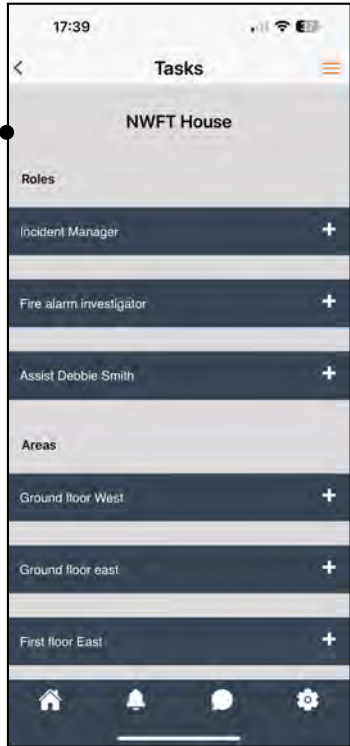
You can add notifications in the dashboard for staff. All notifications can be accessed by clicking the Notifications button, however the latest notification will always appear at the top, they appear in the Notification screen

Report an Issue is a very quick and efficient way of reporting hazards, it allows users to take a picture or upload from their photo library with a comment

View reported issues in the dashboard above



Users can click on Click on Tasks to view the Roles and Areas they can claim at the moment an event starts



Users can click the + button to view the contents and sub tasks so they can build familiarity with each one

Troubleshooting

Users experience a problem logging in, you may have exceeded the number of users, you should update the plan

Users have not received the email, they should check their junk/spam file for an email invited from Marshal Eye

If the email is lost, a fresh invite can be sent from the Users individual screen

In the the unlikely event the App freezes or crashes, the User can shut down the app completely and re open it. The reboot will remedy the problem

If the App is slow to update this might be an issue with your signal strength/Wifi

Areas or Roles not displaying on the phone/tablet, have you checked boxes for that

The App is alerting when you are away from your place of work, turn off notifications in the settings

You can't log in to the desktop - only one person can access the dashboard in the web browser for security, you may have allocated someone else to have access while you were on leave, they will have to reappoint you.

Please email info@marshal-eye.com of there any issues so we can provide you with support

Please note device system requirements:

Devices

Apple - iOS version 15+

Android - version 10+

Space required 50 mb to install

Access to data

The devices will run off your signal and seamless transfer to WIFI, if your device is using or likely to transfer to WIFI you may need to speak to your I.T. support to allow access to the domain sockets.thinkeq.co.uk on port 6001 on your firewall, you may also need to white list this domain <https://api.marshal-eye.com>

Date usage

Marshal Eye overall uses no data when inactive, it is anticipated it will use less than 5 MB (approximately) for incidents when using chat but it depends on the total chat messages being sent and received from the API as well as screen updates.

The app uses very little data for push notifications, however it would use more data if files/links are opened for uploaded supporting files. If they are large files you will use data to open them so it does depend on your file size, these will be sweep plans etc.

The app will use incremental data if a profile image is uploaded and also when a Report an Issue feature has been used with a picture attachment. The attachment size depends on the size and quality of the file. The app uses just a few Kilobytes when retrieving data from API requests to update screen.