

Training guide:

Fire alarm roll call / Assembly point



For more information about North Time Pro products, version updates, datasheets and reports, please refer to the North Time Pro website:

www.ntdltd.com

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North Time Pro

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Contents

Course

Duration

tw21/op/fir001
An introduction to North Time Pro
fire roll-call

Approximately 30 minutes

Which report will run in the event of a fire alarm?...

| Module | Description |
|----------|--|
| m/06/101 | Understanding the North Time Pro 2015 fire roll-call |
| m/06/102 | Setting up the fire roll call to print |
| m/06/103 | Setting up the fire roll call to email |
| m/06/104 | Setting up the fire roll call to release doors |
| m/06/105 | Configuring fire roll call reports |
| m/06/106 | Configuring email settings |

All information pertaining to any personnel record within this document is obtained from a demonstration database and are not details of any individual.



A series of horizontal lines for taking notes, consisting of solid top lines and dotted bottom lines.

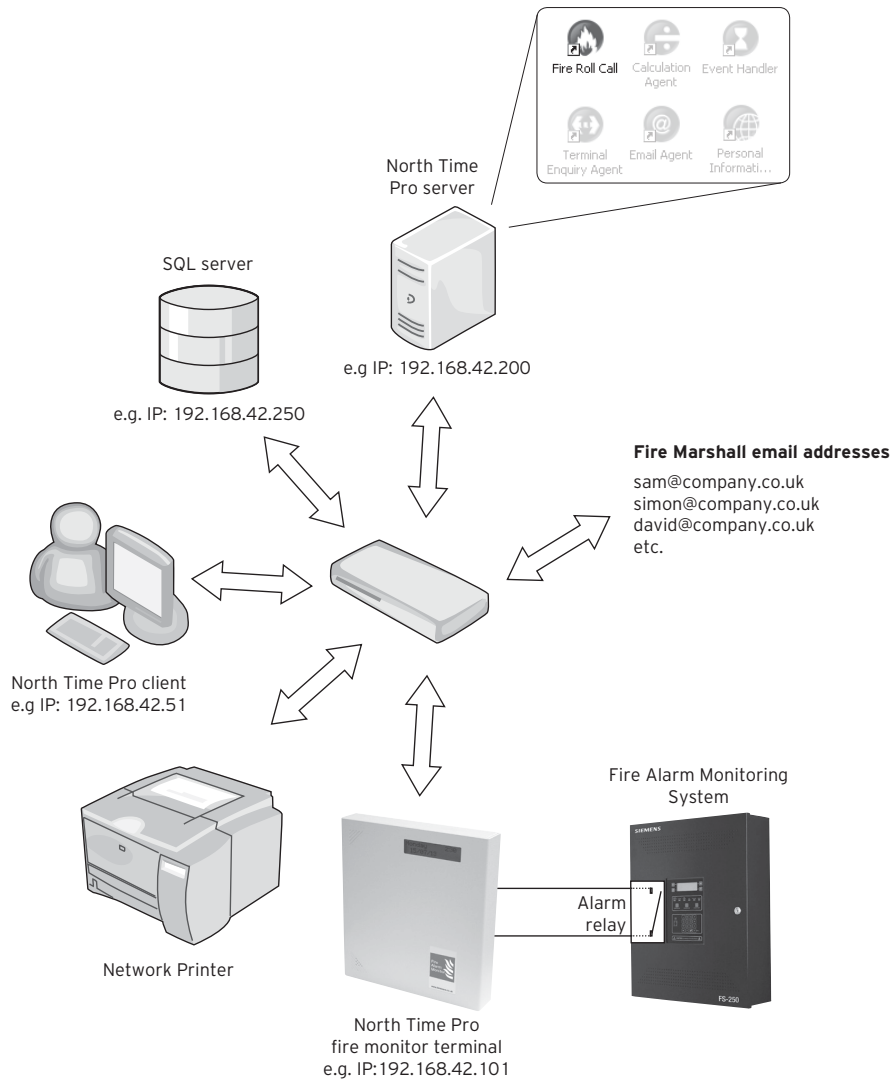
Module:

m/06/101

Understanding the North Time Pro fire roll-call

The North Time Pro fire roll-call sends a roll call report to pre-defined printers and/or email addresses within the company when a signal is received from the customer's fire alarm system.

The customer's fire alarm system must be connected to the North Time Pro fire alarm monitor by a two core cable. On a multi-site system, an alarm triggered at one location can produce reports locally and at head office.



For the North Time Pro fire roll-call to run correctly, the fire alarm roll-call service MUST be running on the North Time Pro server.



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Module:

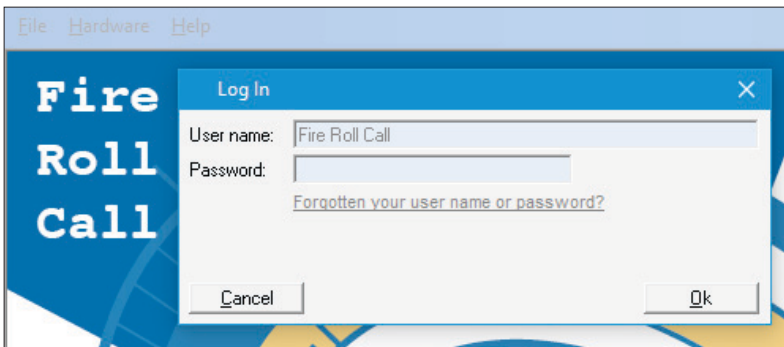
m/06/102

Setting up the fire roll call to print

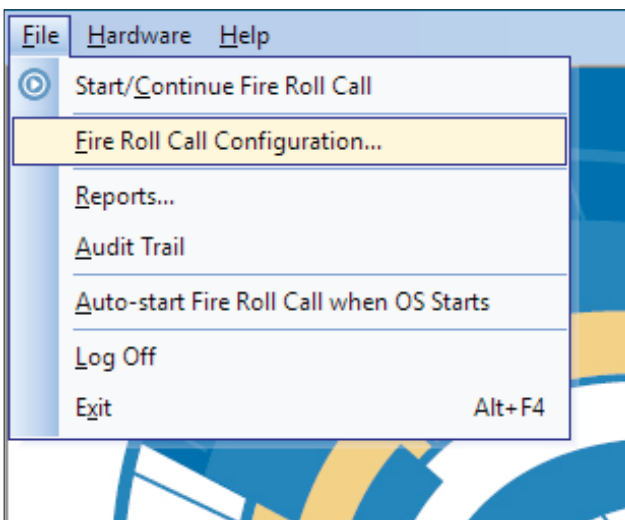
1. Double click on the fire roll call application on the server.



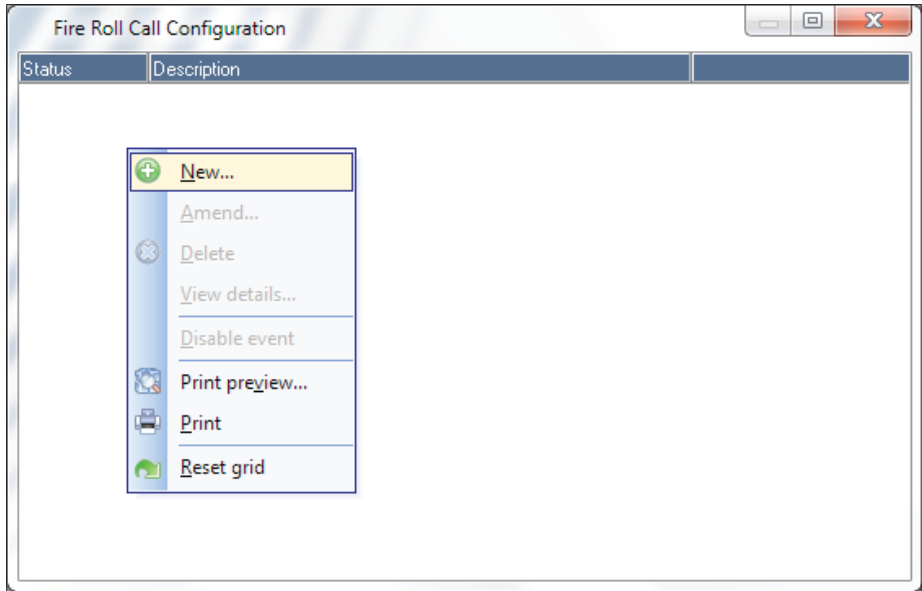
2. Log on to the fire roll call with the Fire Roll Call user.



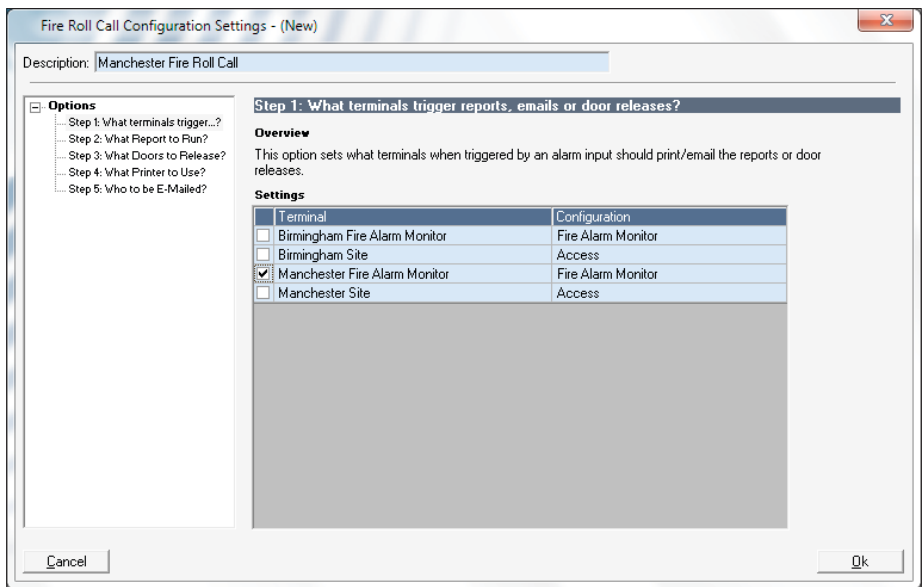
3. Click on file, then Fire Roll Call Configuration... from the menu



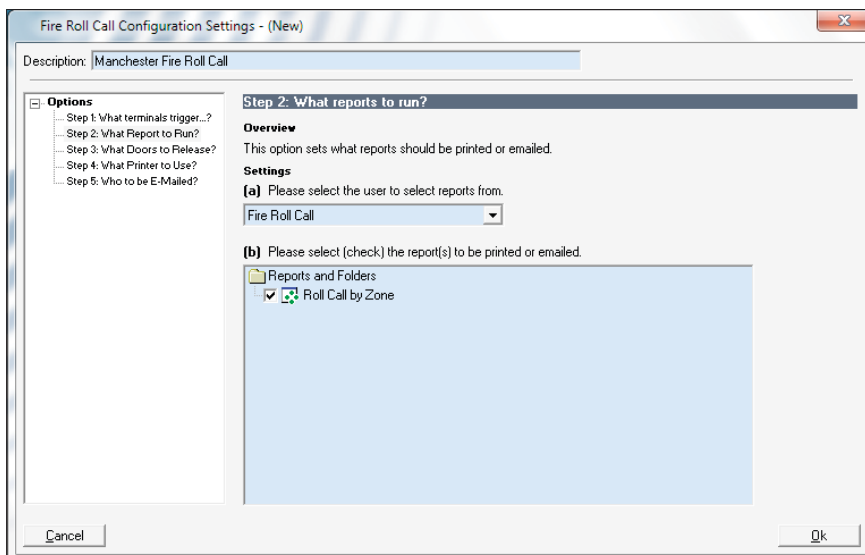
4. Right click in the new window that appears and click new, or amend an existing event.



5. Select the fire alarm monitor that will trigger the roll call.

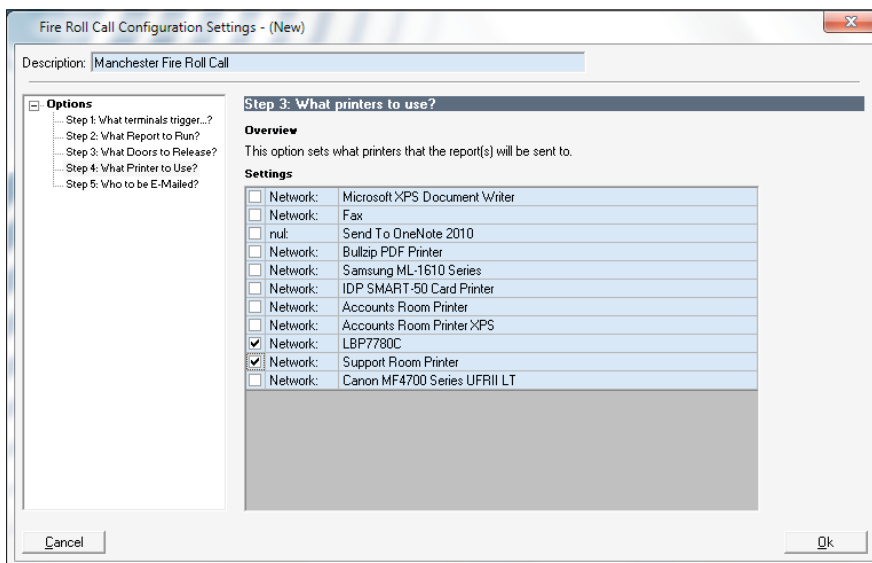


- Next, click step 2 on the left. Using the fire roll call user configured in section m/06/105, select the relevant roll call report that is required.



- Now click step 4. Inside here click the network printer required.

NOTE: The server MUST be able to print to the relevant network printer and it is mandatory to have a service logon with rights to use the printer.



- Click ok, then start the fire roll call as an application so that the event can rebuild. Then stop the application and start as a service

Module:

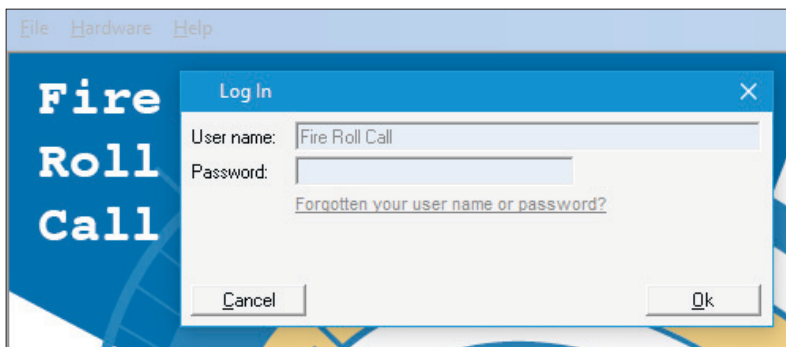
m/06/103

Setting up the fire roll call to email

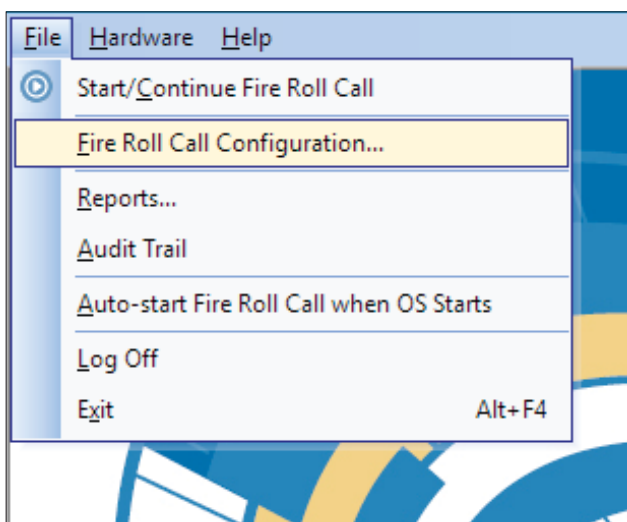
1. Double click on the fire roll call application on the server.



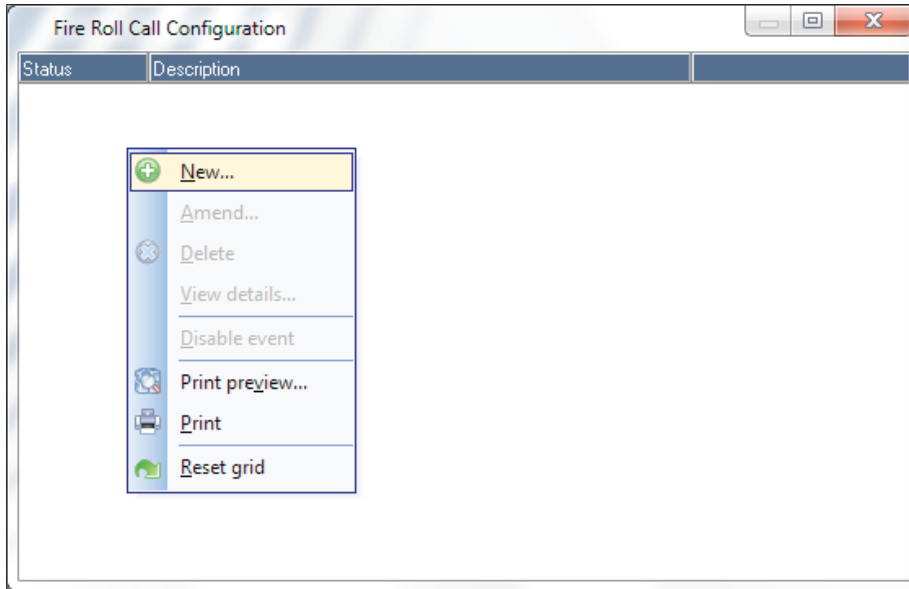
2. Log on to the fire roll call with the Fire Roll Call user.



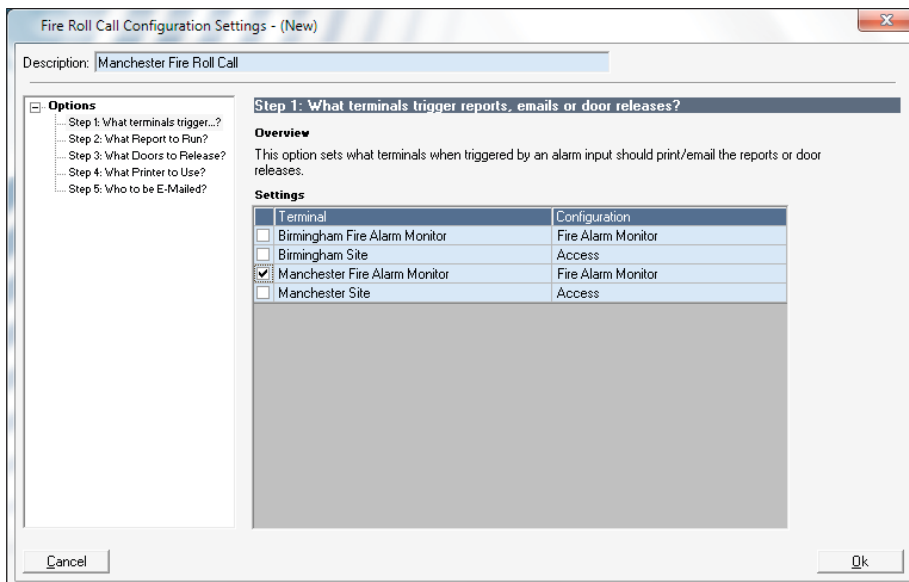
3. Click on file, then Fire Roll Call Configuration... from the menu



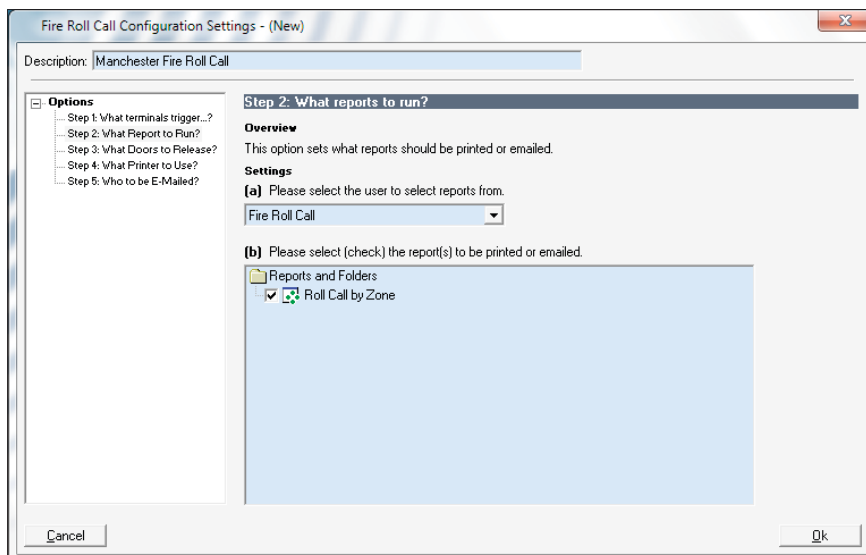
- Right click in the new window that appears and click new, or amend an existing event.



- Select the fire alarm monitor that will trigger the roll call.

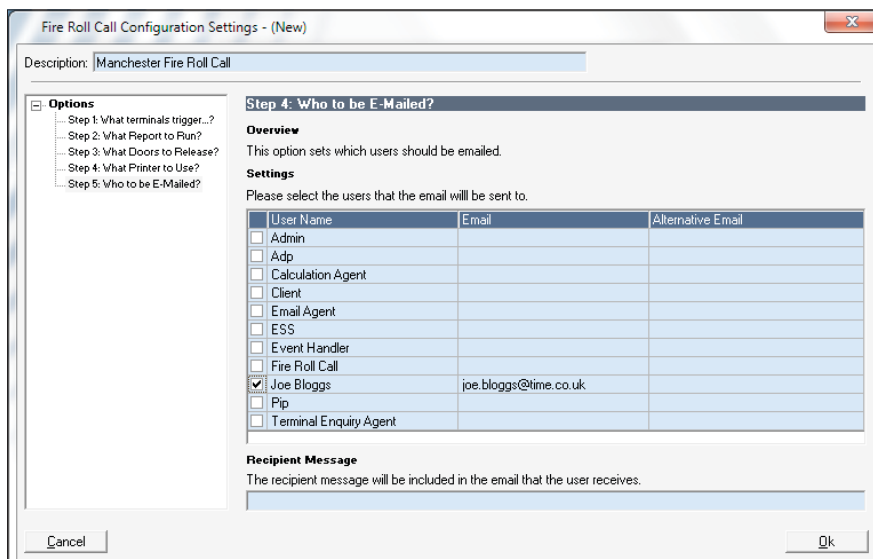


- Next, click step 2 on the left. Using the fire roll call user configured in section m/06/105, select the relevant roll call report that is required to be emailed.



- Now click step 4. Inside this menu, click the tick box against the user who will receive the emails.

NOTE: The email settings in section m/06/106 are mandatory and will not work without.



- Click ok, then start the fire roll call as an application so that the event can rebuild. Then stop the application and start as a service

Module:

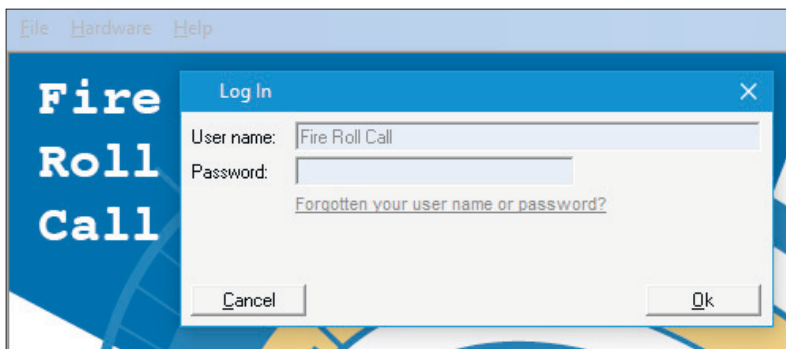
m/06/104

Setting up the fire roll call to open doors

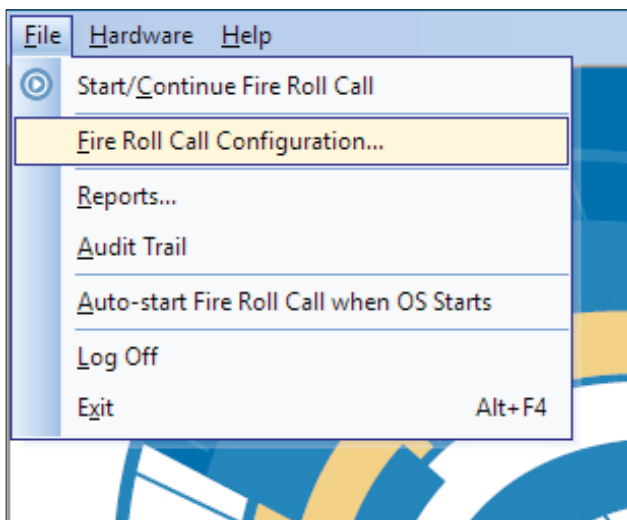
1. Double click on the fire roll call application on the server.



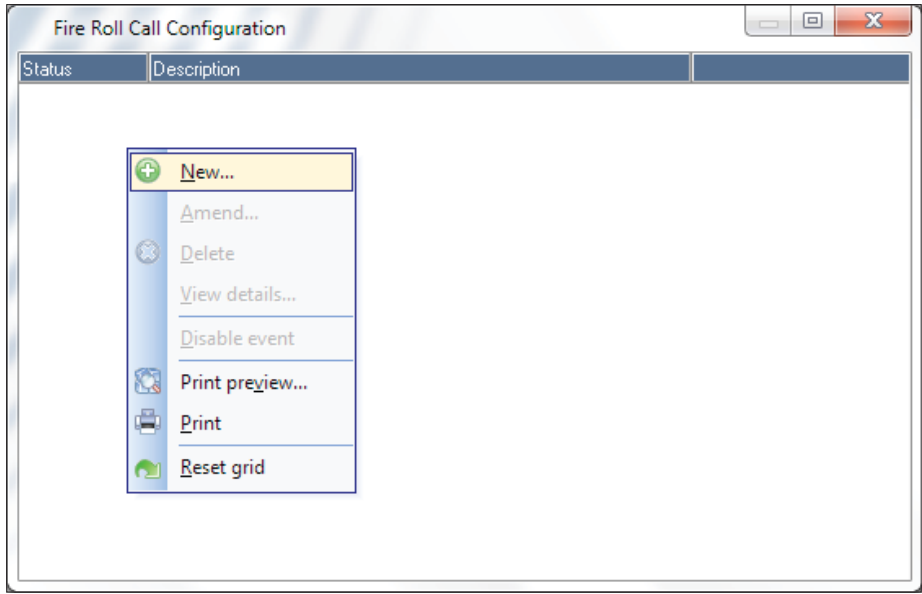
2. Log on to the fire roll call with the Fire Roll Call user.



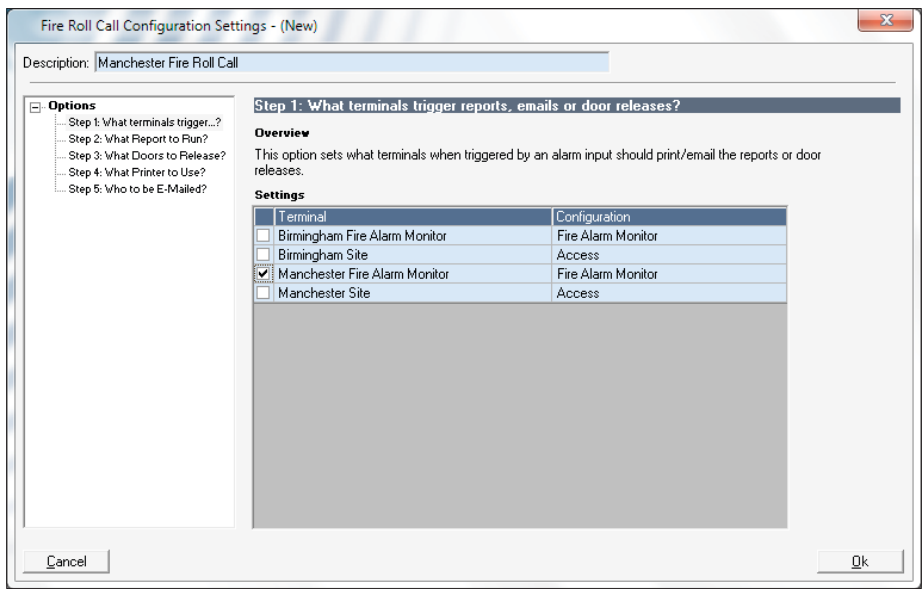
3. Click on file, then Fire Roll Call Configuration... from the menu



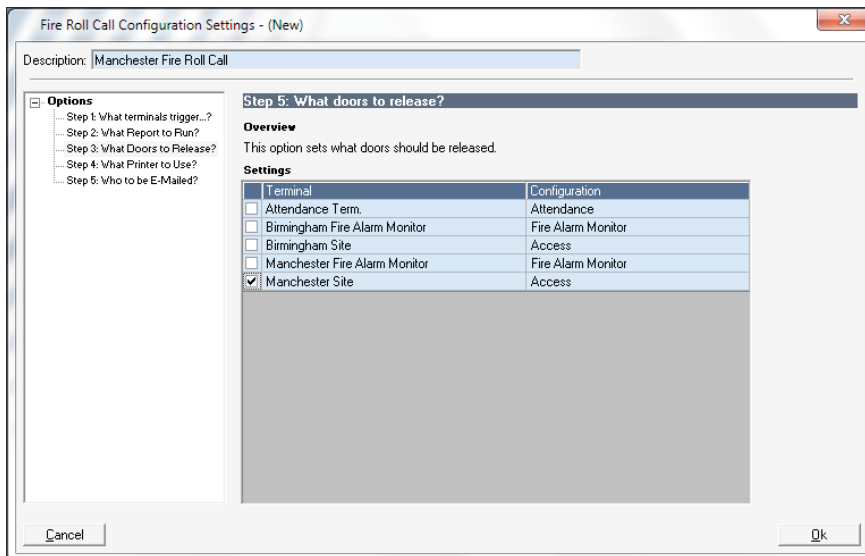
4. Right click in the new window that appears and click new, or amend an existing event.



5. Select the fire alarm monitor that will trigger the roll call.



- Next, click step 3 on the left. Select the doors you wish to open when the event is triggered.



- Click ok, then start the fire roll call as an application so that the event can rebuild. Then stop the application and start as a service



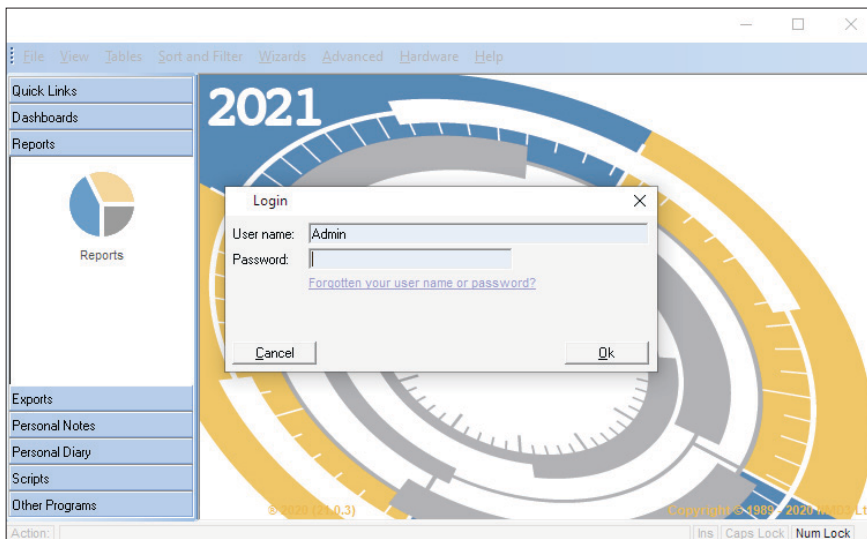
Lined writing area consisting of approximately 28 horizontal lines for taking notes.

Module:

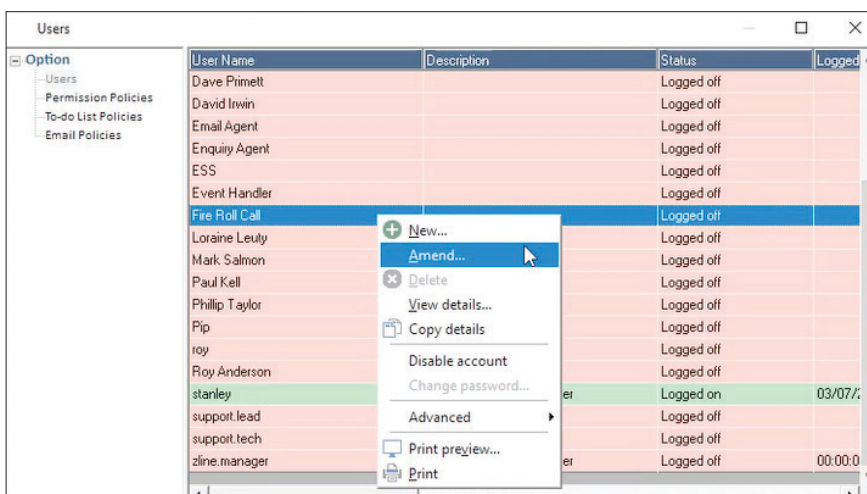
m/06/105

Configuring roll call reports

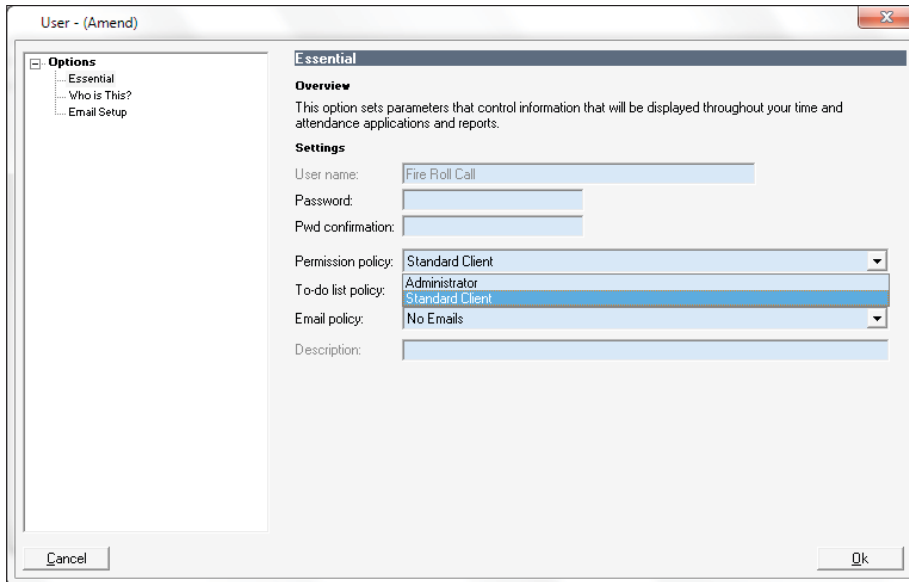
1. Open up the main North Time Pro application and log on with any administrative user.



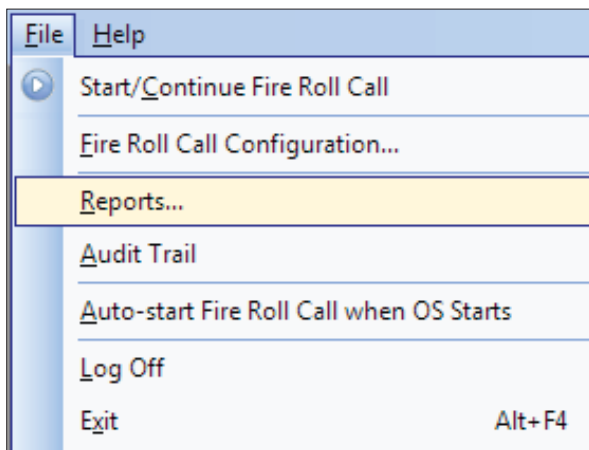
2. Click advanced, then users. Right click on the fire roll call user and amend.



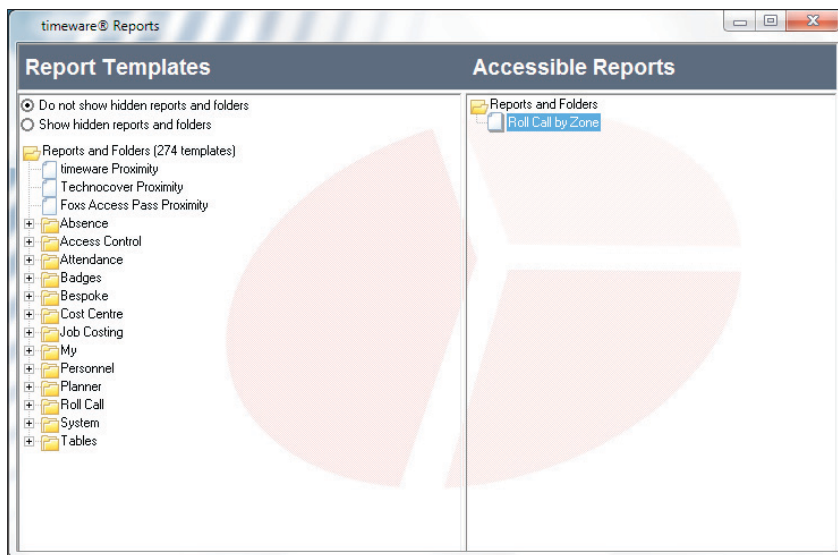
3. In the essential tab, give the fire roll call user permissions capable of viewing and configuring reports.



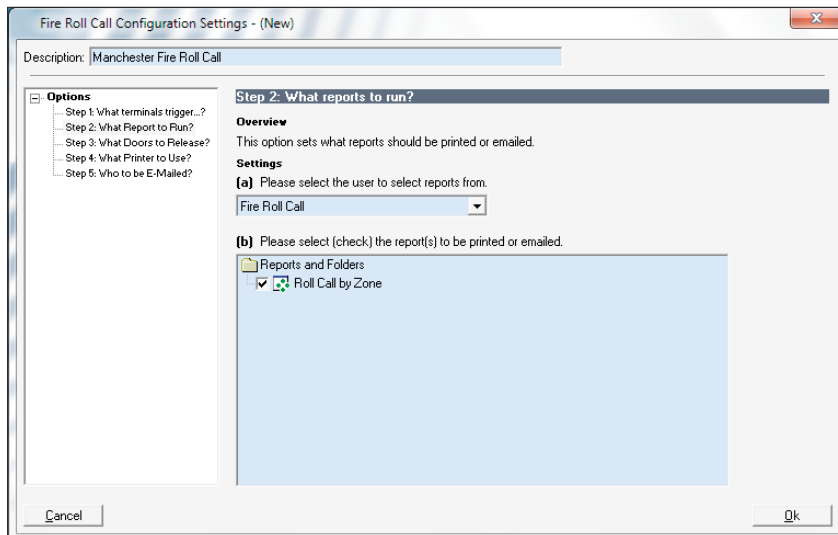
4. Click ok and close North Time Pro.
5. Open up the fire roll call application and click file, the Reports...



6. Within the reports screen, you can configure reports to your roll call requirements which can be used in the printing and emailing of reports.



7. These reports will now be selectable in the Fire Roll Call Configuration. (Section m/06/102 & m/06/103).

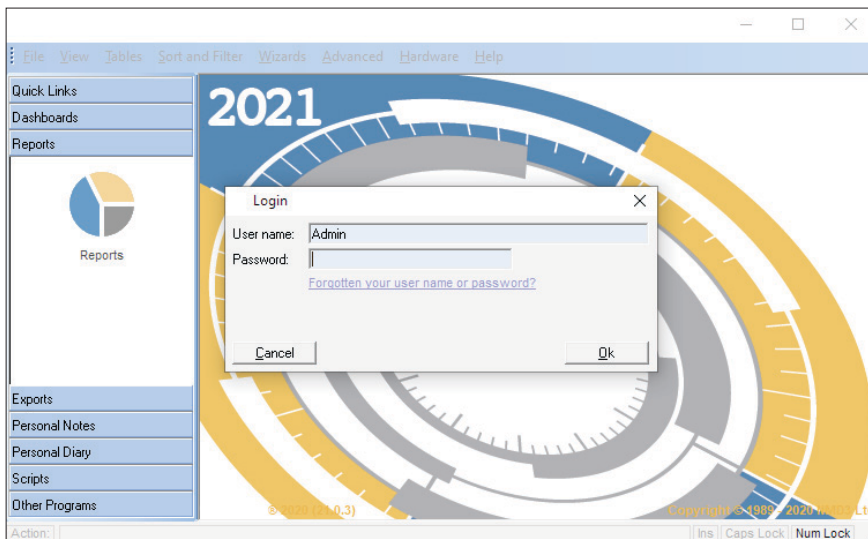


Module:

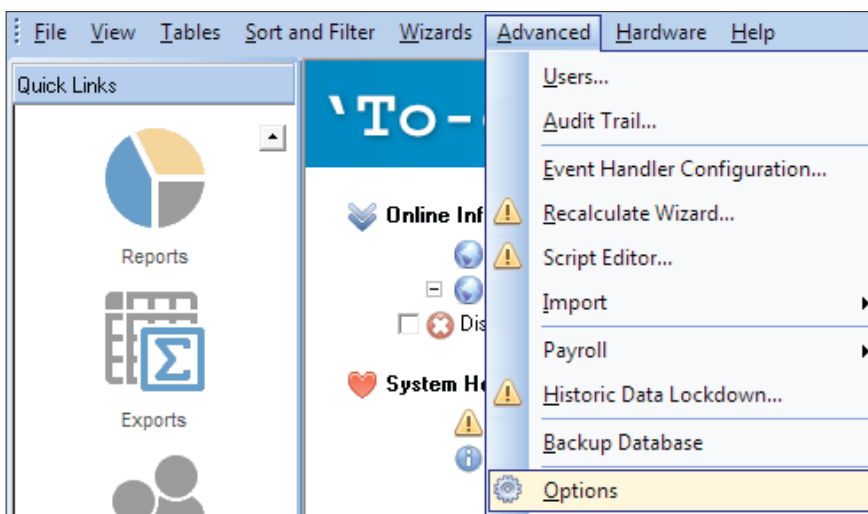
m/06/106

Configuring email settings

1. Open up the main North Time Pro application and log on with any administrative user.

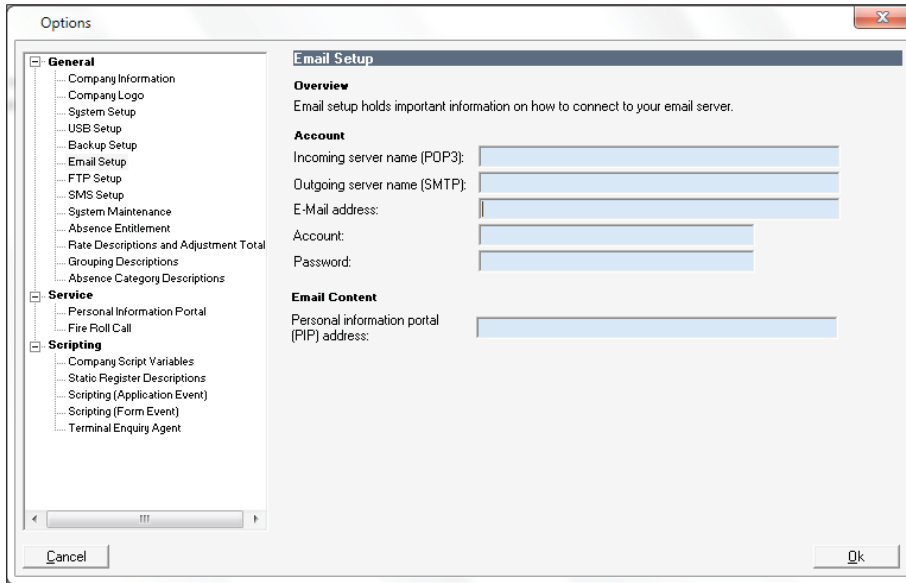


2. Click advanced, then options.

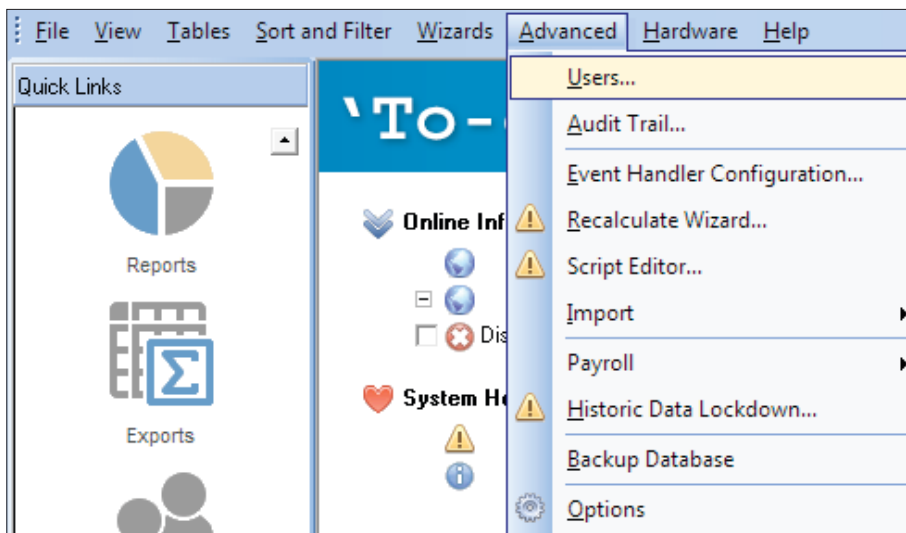


3. Click Email Setup. Input your companys email settings into this screen.

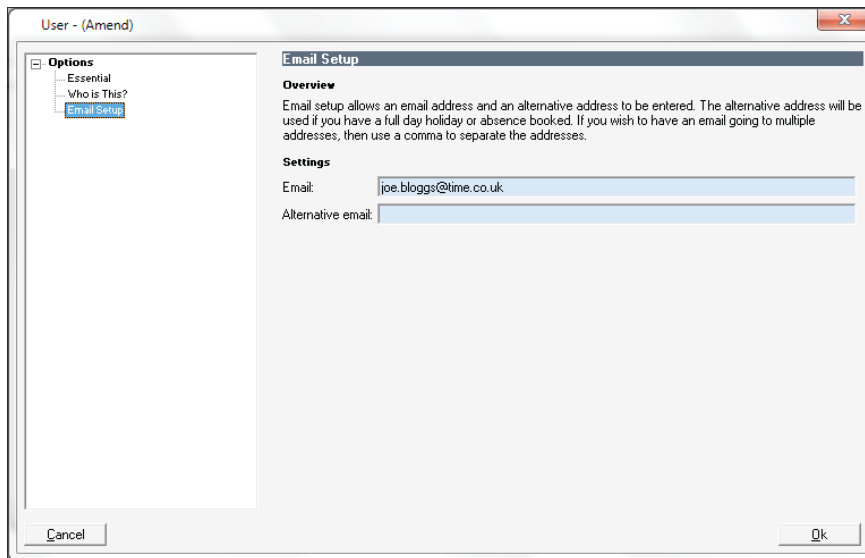
NOTE: If these settings are incorrect then the emails will not work!.



4. Click ok, then go to advanced and users.



5. Right click the user to receive emails and click Email Setup. Input the users email address.



6. The emails are now setup and can now be used in section m/06/103