Business Inspection System

User Guide

Version 0.05

http://www.capitalplanning.co.nz

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Getting Started

System Requirements

BIS is a web based system and required an Internet browser program (eg Firefox, Google Chrome, Internet Explorer).

Access BIS

To access BIS:

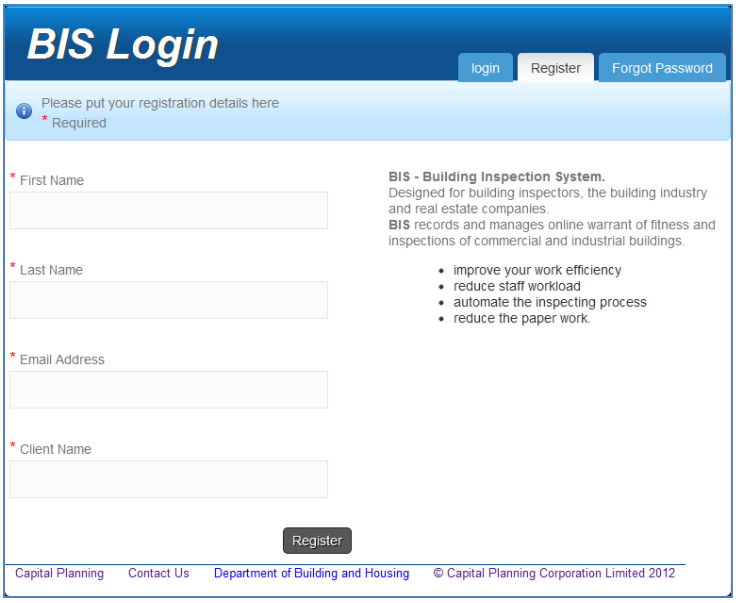
1 Enter the link in your browser (sent to you by email) to display the **BIS Login** window.

2 Refer to **Registration**.

Registration

You must register BIS to customise your company name on the system and to register as a user for your company.

The first user to be registered for a company (ie **Client Name**) will default as an Administrator, but you can change this at a later stage if required.



To register you and your company in BIS:

1 Click the **Register** tab in the **BIS Login** window.

2 Enter your **First Name**, **Last Name**, **Email Address** and **Client Name** (ie your company name) in the appropriate fields.

3 Click **Register**. Your login password will be emailed to the **Email Address** you entered.

Login to BIS

To Login to BIS:

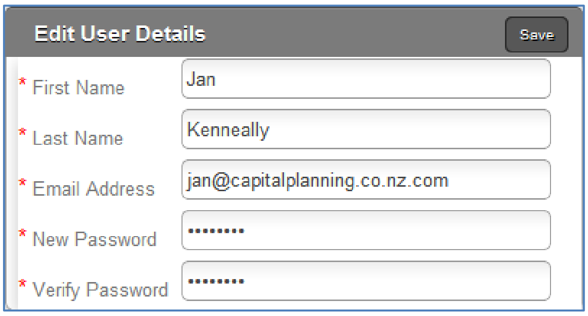
1 Enter your email address and the password that was emailed to you.

2 Click **Log In**.

3 Change your password to something more suitable. See **Change your Settings (login details)**.

Change your Settings (login details)

All users can view and change certain details of their personal settings in BIS.



To display your current settings:

1 Select **Settings** in the BIS **Options** drop down list.

2 Make the update required (eg change password or email address).

3 Click **Save** to save any changes.

Forgot your Password

If you forget your password:

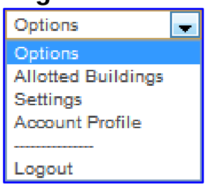
1 Click the **Forgot Password** tab in the BIS Login window.

2 Enter your email address and click **Retrieve Password**. Your new password will emailed to you.

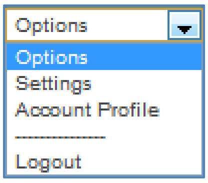
User options

The name of the logged in user displays at the top of the window with a drop down list of options available. The options that display for each type of user are:

- **Regular User**:



- **Guest User**:



- **Administrator**:
  See **System Administration** for additional options available to an Administrator.

Help

To display the BIS User Guide (once you are logged in):

1 Click  (Help icon) located at the top right of the BIS window.

Logout

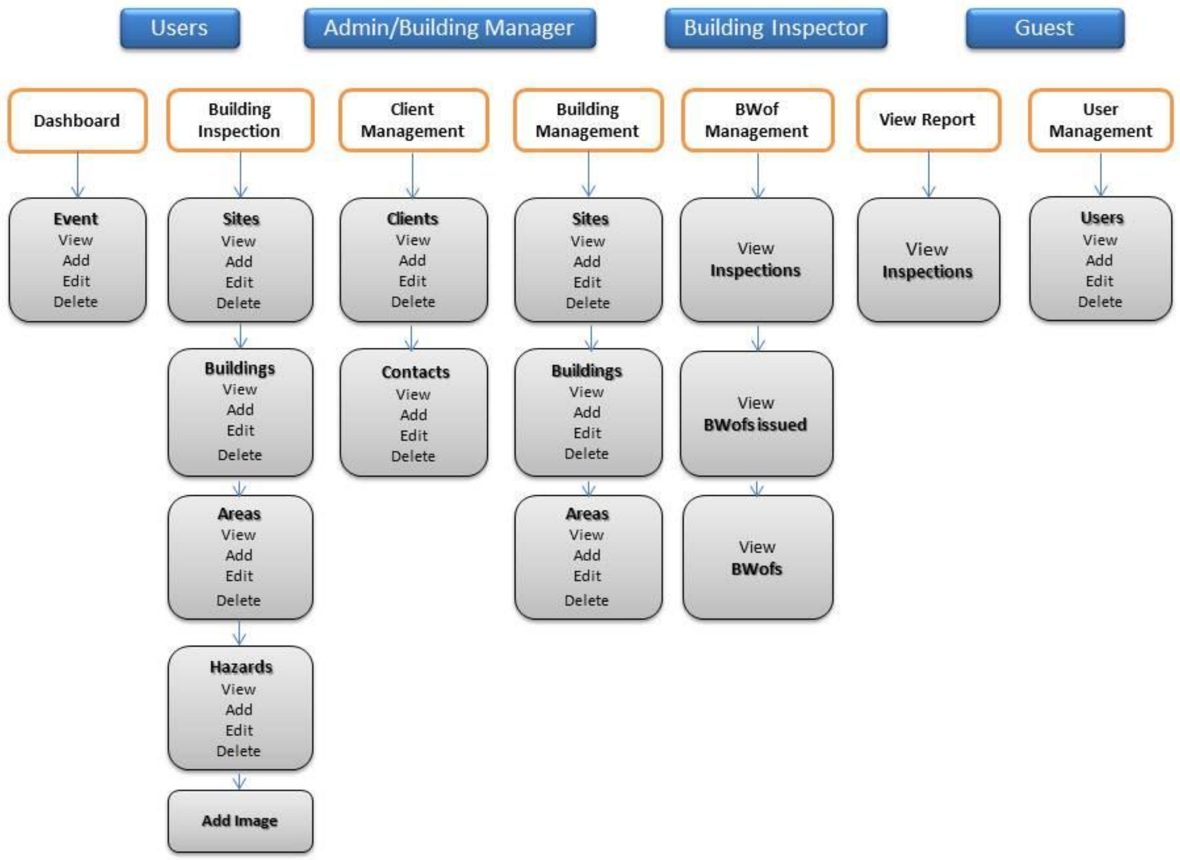
To log out of BIS:

1 Select **Logout** in the **Options** drop down list (located at the top of the BIS window).

BIS Components and User Actions

BIS Program Components

This diagram shows the types of users who, if given permission can logon and use BIS. The Menu Tab items on the dashboard in BIS and the actions available in each these .



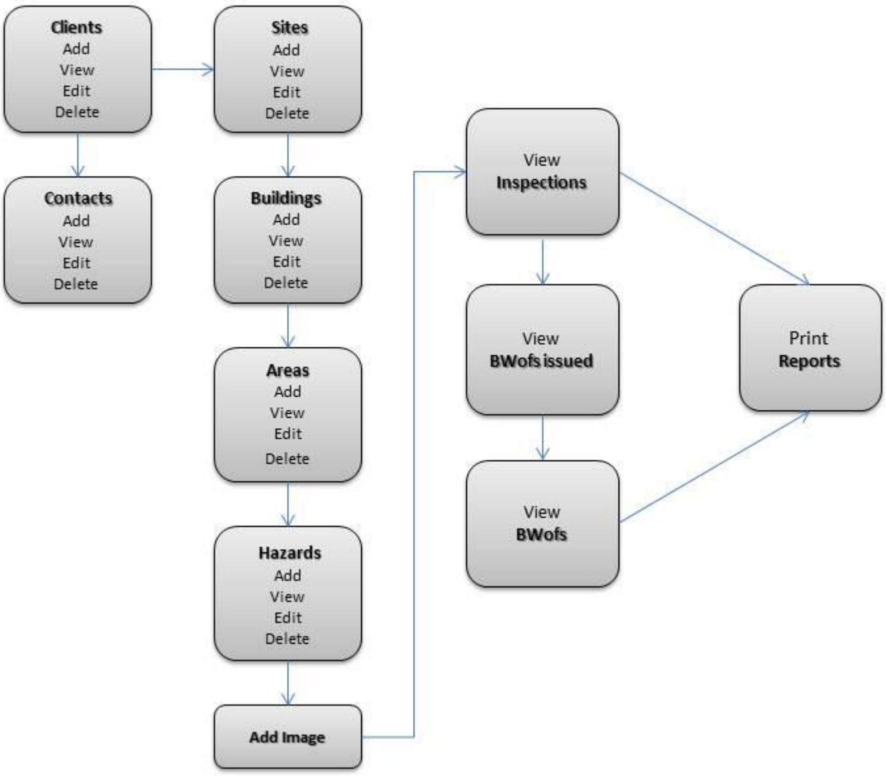
You can set various user permissions that your users can do or see in BIS depending on what you give them authority to do.

Example

(to be completed)

BIS User Actions

This diagram shows the menu Items to operate BIS and the user actions flow sequences available in each component.



Recommended Business Rules

It is recommend that you follow a sequence when using BIS. After setting up your users with their logons and passwards it is suggested you then:

1. Enter you clients and then enter the clients contacts
2. Enter the details of the client's site(s) and if they have more than one building on a site
3. Enter all that sites building(s) details

You will then have all the information you need in **Clients** to proceed with entering dates and itens into **Events** for them, proceed to do an **Inspection** and produce a **Report**

BIS Dashboard

The **BIS Dashboard** displays when you log in with a list of events scheduled for the current month.

Each tab along the top of the window give you access to other areas of BIS. These are:

- **Building Inspection**.
- **Client Management**.
- **Building Management**.
- **BWoF Management**.
- **View Reports**.

When you add, view or edit details for a client or building from any tab in BIS you are taken automatically to the appropriate tab.

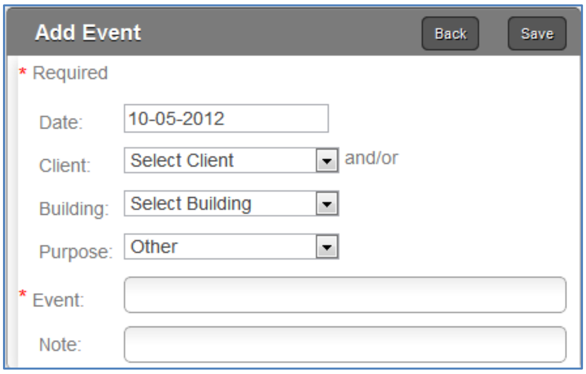
Calendar of Events

BIS displays a list of events scheduled for the **Current Month**. These events can be Building Inspections automatically added by BIS or other events added by you.

Click the **Next** or **Previous** buttons to view events for a different month.

Add an Event

You can add an event using the **Add Event** window.



In the Dashboard tab:

2 Click **Add Event** in the **Calendar of Events** window to display the **Add Event** window.

3 Enter details of the event and date. You must enter details of the **Event**.

4 Click **Save** to save and return to **Calendar of Events** window.

- To exit without saving, click **Back**.

Edit an Event

In the **Calendar of Events** window:

1 Click the event you require in the **Event** column to display details in the **Edit Event** window.

2 Make any edits required and click **Save**.

Delete an Event

In the **Calendar of Events** window:

1 Click the event you require in the **Event** column to display details in the **Edit Event** window.

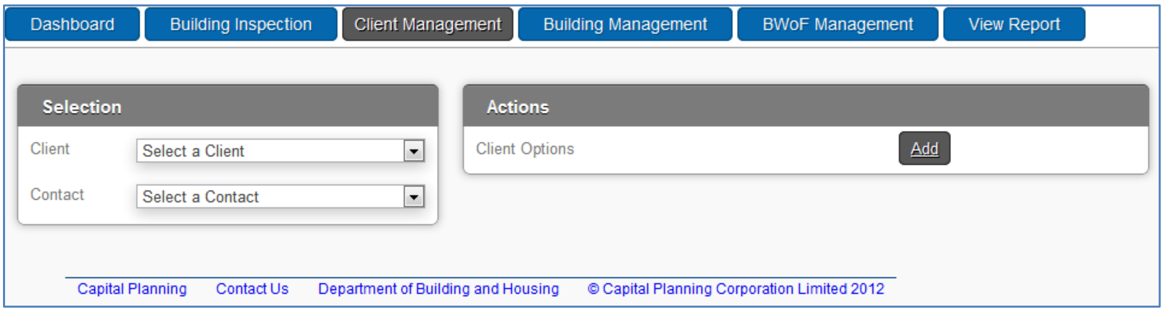
1 Click **Delete**. The **Delete Event** window displays with a message asking for confirmation.

2 Click **Delete** to confirm deletion.

- To return to the previous screen without deleting the event, click **Back**.

Client Management

The **Client Management** tab is where you manage details of your clients and their contacts.



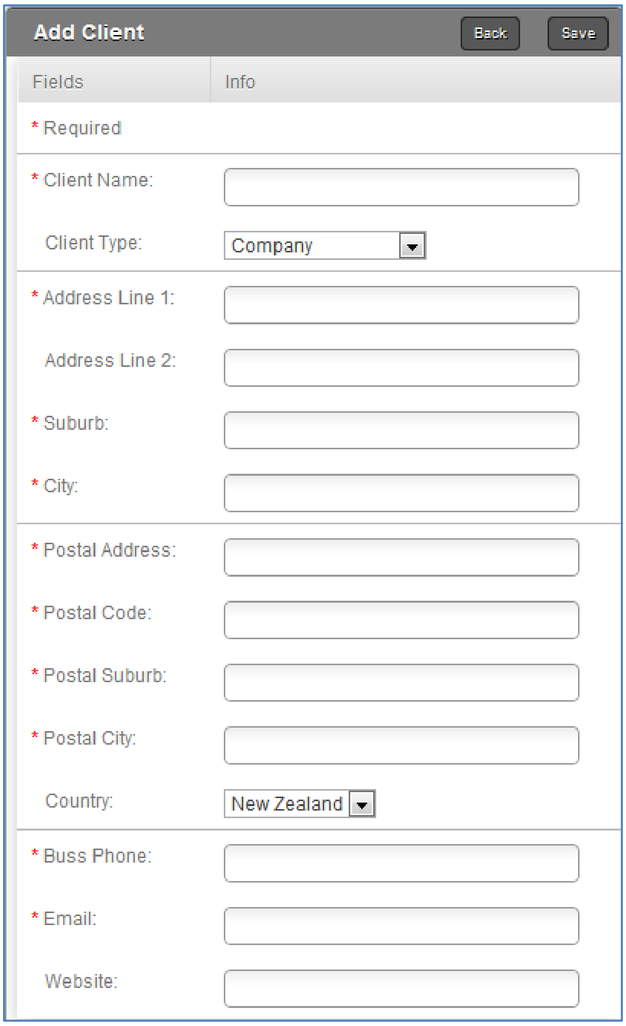
Clients are categorised into the following types:

- Company
- Sole Proprietorship
- Trust
- Partnership
- Other

As you select a client and contact person in the **Selection** window, options for each display in the **Actions** window.

You to view, add, edit and delete clients the **Client Options** and contacts using the **Contact Options** in the **Actions** window.

Add a client



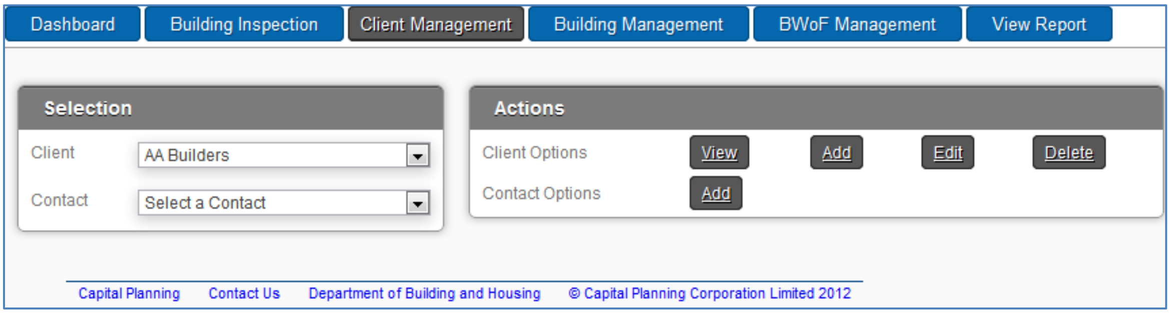
To add a client:

1 Click **Add** in the **Actions** window next to the **Client Options** to display the **Add Client** window.

2 Enter all known details for the client. Compulsory fields are marked with a red asterisk (*****).

3 Click **Save**. The name of the client displays in the **Selection** window and full details of the client display below in the **Client Details** window.

View or edit client details



To view or maintain a client:

1 Select the **Client** in the **Selection** window.

2 Click the option you require next to the **Client Options** in the **Actions** window.

3 View or edit information.

4 Click **Save** to save any changes, or click **Back** to close the screen without saving.

Delete a client

Warning:	When you delete a client, all contacts, sites, buildings and inspection records associated with this client will also be deleted.

To delete a client, in the **Selection** window:

5 Select the **Client** to be deleted.

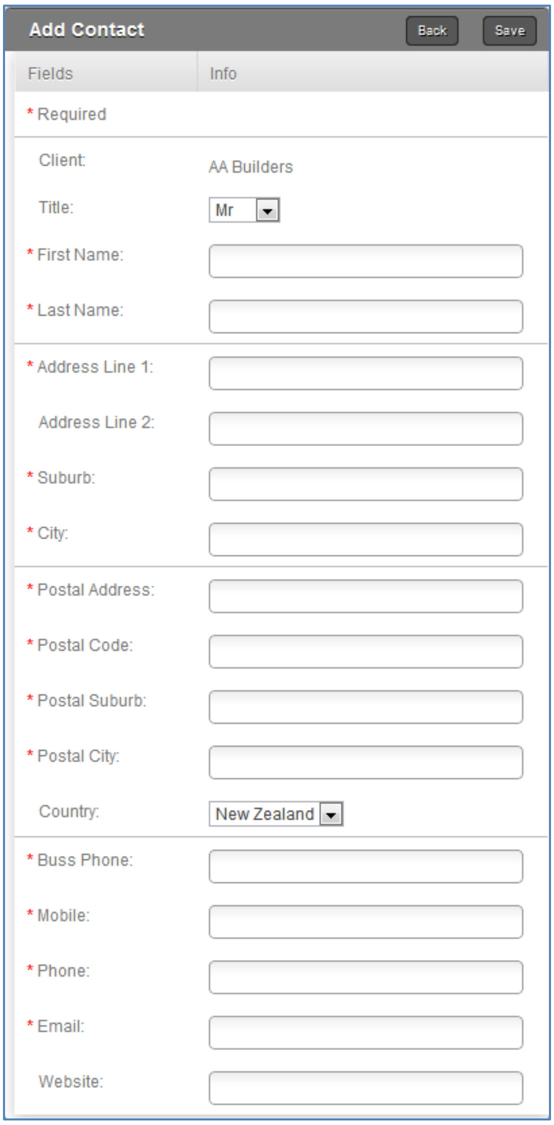
6 Click **Delete** in the **Actions** window next to the **Client Options** or in the **Client Details** window. The **Delete Client** window displays with a message asking for confirmation.

7 Click **Delete** to confirm deletion.

- To return to the previous screen without deleting the client, click **Back**.

Add a contact person for a client

Each client must have a contact person. You can add more than one contact for a client, if required.



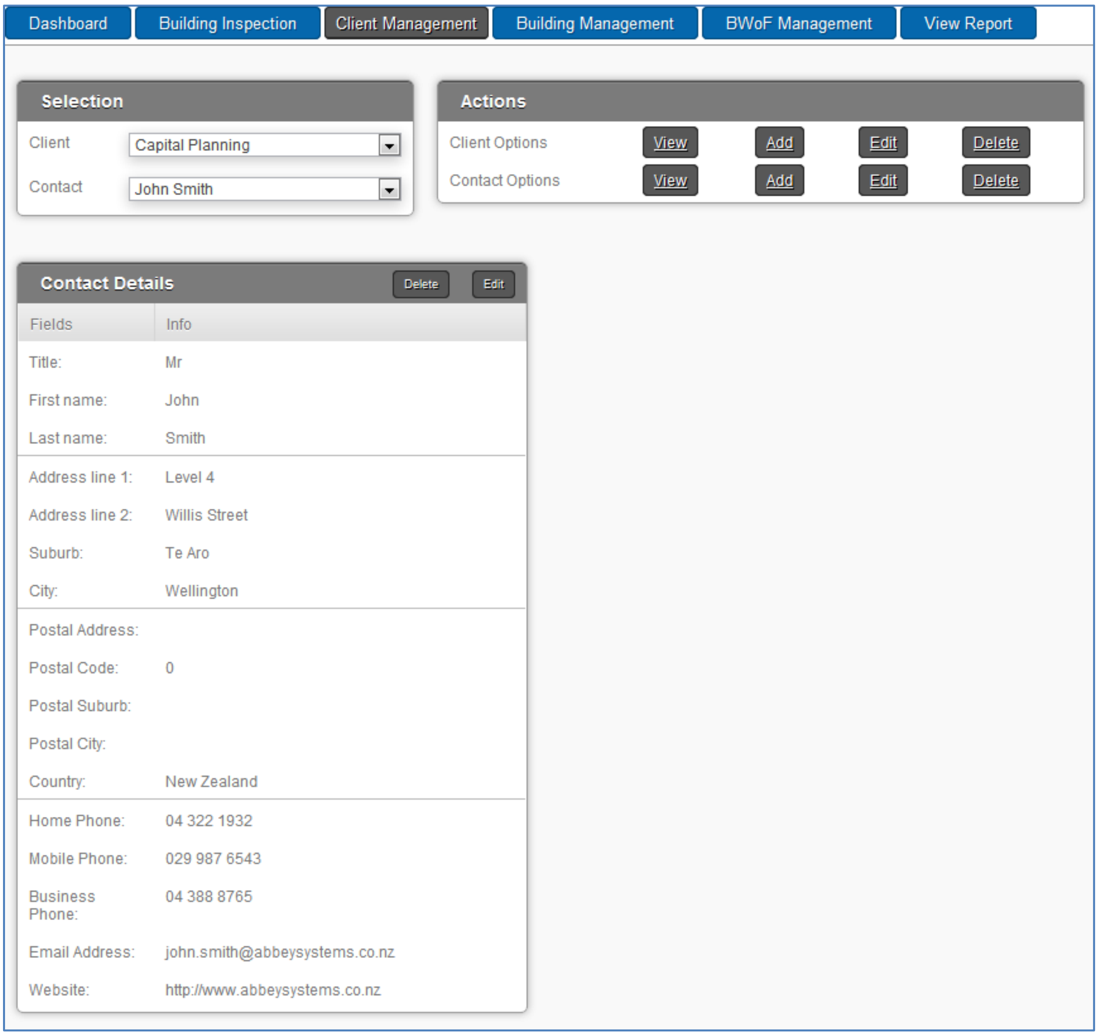
Tip:	When you add a new contact ensure you select the correct client they are to be associated with.

To add a contact person for a client:

1. Select the name of the client in the **Selection** window.
2. Click **Add** in the **Actions** window next to the **Contact Options** to display the **Add Contact** window.
3. Enter all known details for the contact. Compulsory fields are marked with a red asterisk (*****).
4. Click **Save**. The name of the contact displays in the **Selection** window and full details of the contact display below in the **Contact Details** window.

View or edit details of a contact person

When you select a contact person for a client, BIS displays their contact details in the **Contact Details** window.



To view or edit a contact person for a client:

1 Select the **Client** and the **Contact** in the **Selection** window.

2 Click the option you require next to the **Contact Options** in the **Actions** window or in the **Contact Details** window.

3 View or edit information.

4 Click **Save** to save any changes, or click **Back** to close the screen without saving.

Delete a contact person

To delete a contact for a client:

1 In the **Selection** window select the **Client** and the **Contact**.

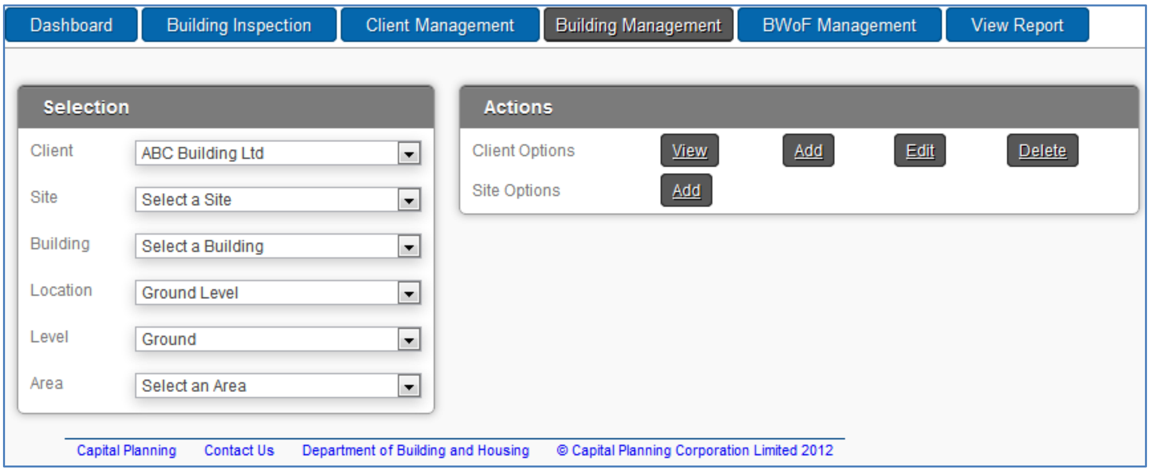
2 Click **Delete** in the **Actions** window next to the **Contact Options** or in the **Contact Details** window. The **Delete Contact** window displays with a message asking for confirmation.

3 Click **Delete** to confirm deletion.

- To return to the previous screen without deleting the contact, click **Back**.

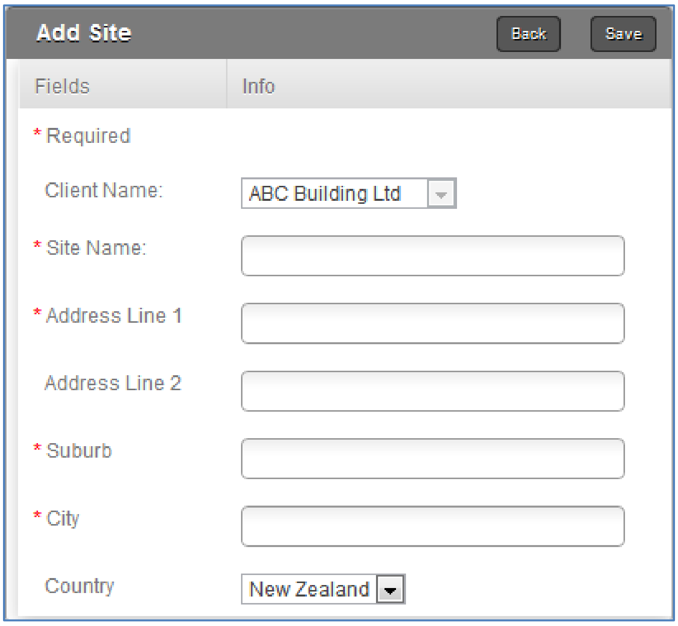
Building Management

The **Building Management** tab is where you manage details about each site as well as building(s) on the site for clients.



When you make your selections in the **Selection** window, the **Actions** window displays options for each selection allowing you to view, add, edit and delete all information.

Add a site



To add details of a site:

1 Select the **Client** in the **Selection** Window.

2 Click **Add** in the **Actions** window next to the **Site Options** to display the **Add Site** window.

3 Enter all details for the site. Compulsory fields are marked with a red asterisk (*).

4 Click **Save** to save details.

View or edit site details

To view or edit details of a site:

1 Select the **Client** and the **Site** in the **Selection** window.

2 Click the option you require in the **Actions** window next to the **Site Options** or in the **Site Details** window.

3 View or edit information.

4 Click **Save** to save any changes, or click **Back** to close the screen without saving.

Delete a site

To delete a site:

1 Select the **Client** and **Site** in the **Selection** window.

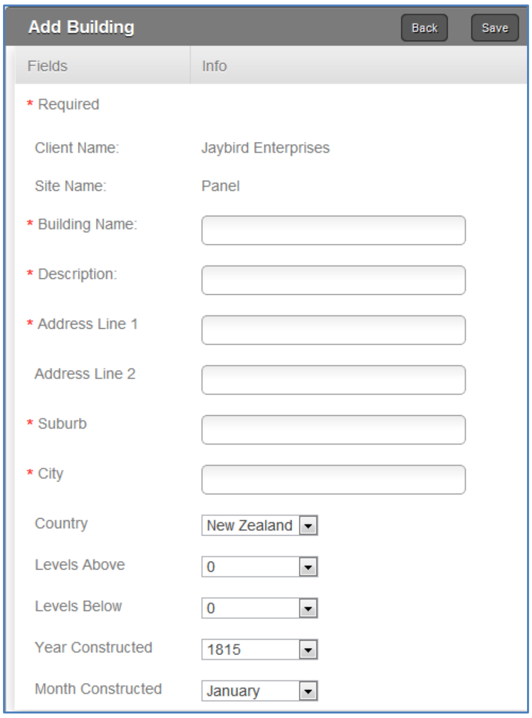
2 Click **Delete** in the **Action** window next to the **Site Options** or in the **Site Details** window. The **Delete Site** window displays with a message asking for confirmation.

3 Click **Delete** to confirm deletion.

- To return to the previous screen without deleting the site, click **Back**.

Add a building on a site

Once you add a site for a client you can then add details about a building on that site.



Before you can add a building you must first select a **Client** and a **Site**.

To add details of a building for a site:

1 Click **Add** in the **Actions** window next to the **Building Options** to display the **Add Building** window.

2 Enter all details for the building. Compulsory fields are marked with a red asterisk (*).

3 Click **Save** to save details. The **Building Details** window displays with the details entered including a Google Map indicating its location.

View or edit building details

To view or edit details of a building:

1 Select the **Client**, **Site** and **Building** in the **Selection** window.

2 Click the option you require in the **Actions** window next to the **Building Options** or in the **Building Details** window.

3 View or edit information.

4 Click **Save** to save any changes, or click **Back** to close the screen without saving.

Delete a building

To delete a building:

1 Select the **Client**, **Site** and **Building** in the **Selection** window.

2 Click **Delete** in the **Action** window next to the **Building Options** or in the **Building Details** window. The **Delete Building** window displays with a message asking for confirmation.

3 Click **Delete** to confirm deletion.

- To return to the previous screen without deleting the building, click **Back**.

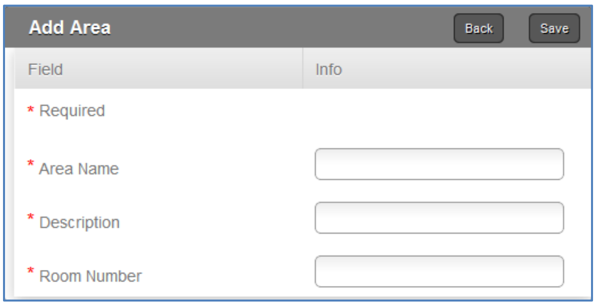
View buildings allotted to you

You can view the buildings in your company that have been allotted to you using the **Building Allotment** window. To change a building allotment, contact your Administrator.

To view the list of buildings allotted to you:

1 Select **Allotted Buildings** in the BIS **Options** drop down list.

Add an area of a building



To add an area within the level of a building:

1 Select the **Client**, **Site**, **Building**, **Location** and **Level** in the **Selection** window.

2 Click **Add** in the **Actions** window next to the **Area Options** to display the **Add Area** window.

3 Enter all details for the area. Compulsory fields are marked with a red asterisk (*).

4 Click **Save** to save details.

View or edit details of an area

To view or edit details of an area:

1. Select the **Client**, **Site**, **Building**, **Location**, **Level** and **Area** in the **Selection** window.
2. Click the option you require in the **Actions** window next to the **Area Options** or in the **Area Details** window.
3. View or edit information.
4. Click **Save** to save any changes, or click **Back** to close the screen without saving.

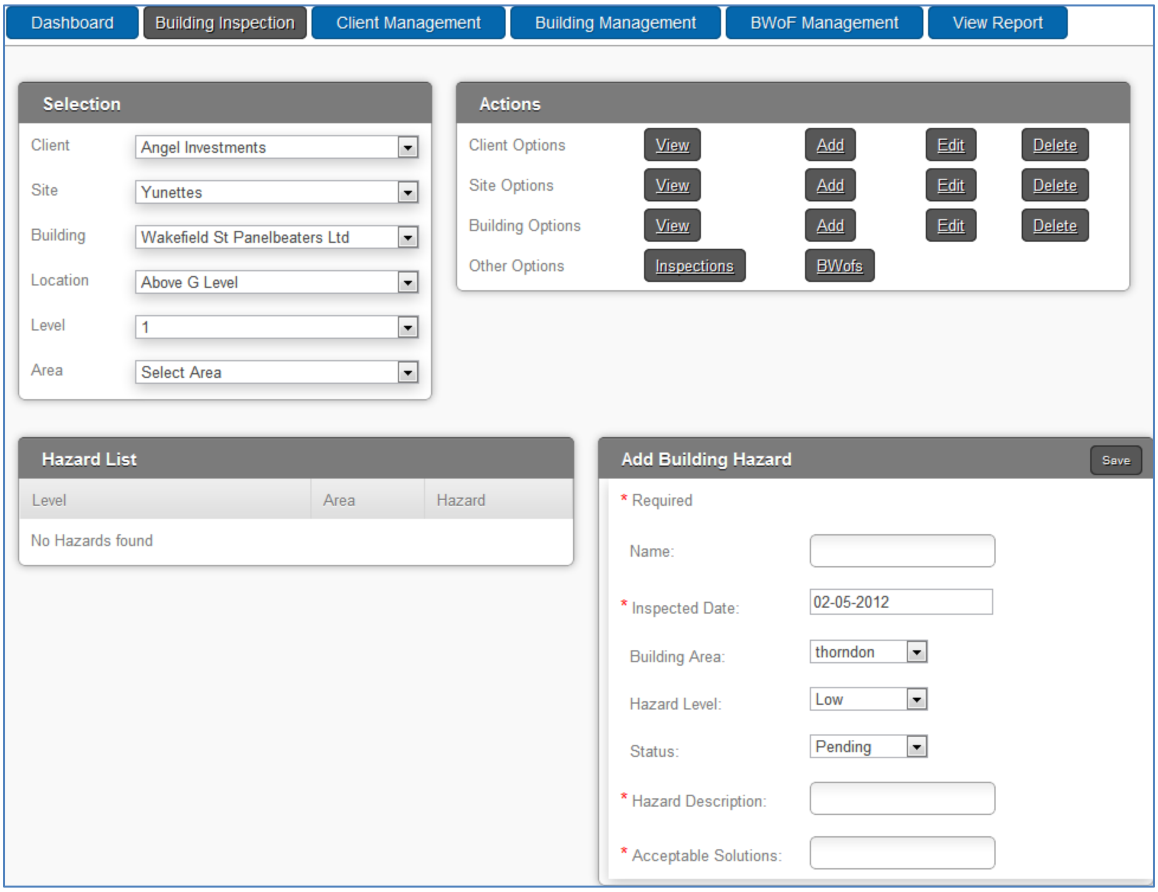
Delete an area

To delete an area:

1. Select the **Client**, **Site**, **Building**, **Location**, **Level** and **Area** in the **Selection** window.
2. Click **Delete** in the **Action** window next to the **Area Options** or in the **Area Details** window. The **Delete Area** window displays with a message asking for confirmation.
3. Click **Delete** to confirm deletion.
   - To return to the previous screen without deleting the site, click **Back**.

Building Inspection

You use the **Building Inspection** tab when preforming an inspection of a building to record details of any hazards for that building.



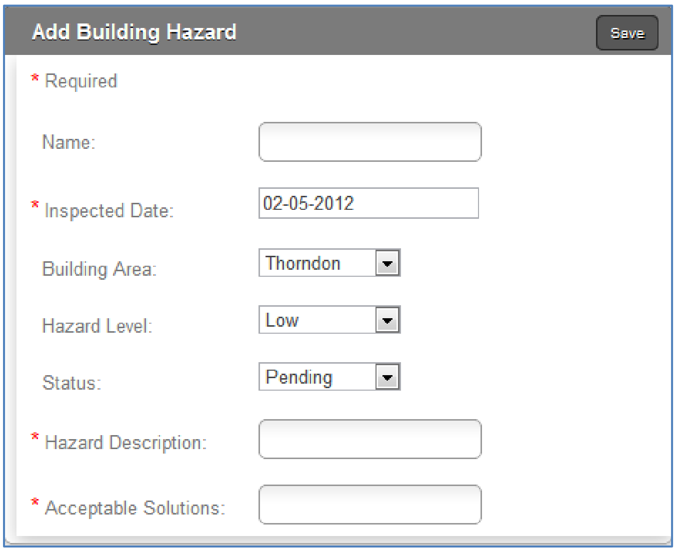
The **Actions** window allows you to view and edit information for the **Client**, **Site**, **Building**, **Location** and **Area** you selected in the **Selection** window. You can also view a report for each **Inspection** and **BWoF** (Building Warrant of Fitness) for a selected building.

The **Hazard List** window displays all building hazards recorded for the selected building.

Tip:	When you select a client, only sites for that client display and only buildings for the selected site display.

Add a building hazard

The **Add Building Hazard** window displays when you select a building in the **Selection** window in the **Building Inspection** tab.



To add a building hazard:

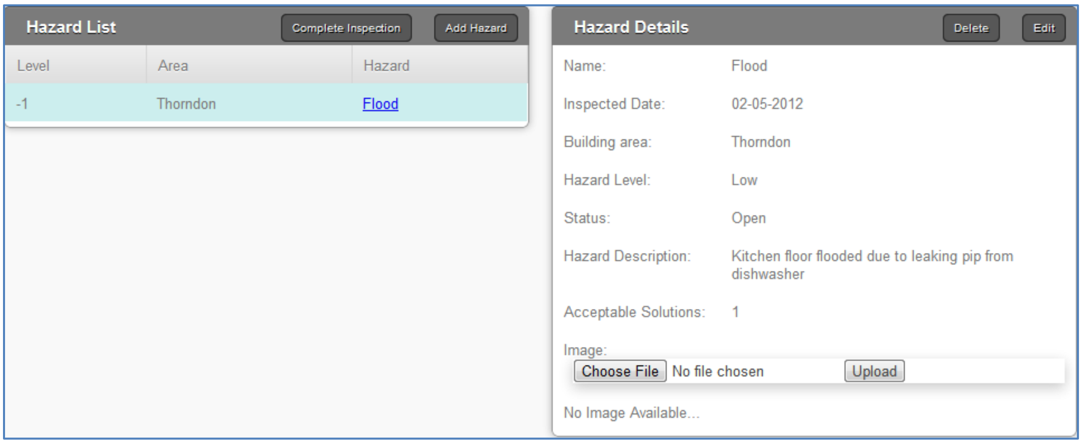
1 In the **Selection** window, select the **Client**, **Site**, **Building**, **Location**, **Level** and **Area** for the location hazard (as applicable).

2 Enter all details of the hazard for the building in the **Add Building Hazard** window.

3 Click **Save** to save these details. BIS adds the hazard to the **Hazard List** window. You can now add an image of the hazard, if required.

Add an image to a building hazard

After you add and save a building hazard, you can (if required) include an image to add more detail or to help explain the hazard. You add an image using the **Hazard Details** window.



In the **Hazard List** area:

1 Select and name of the hazard in the **Hazard** column. The **Hazard Details** window displays with details of the hazard.

2 Click **Choose File** and select the image file to add.

3 Click **Upload** to add the selected image file. Once uploaded, the image displays in the bottom of the **Hazard Details** window.

View previous building hazard inspections

When the **Actions** window for a building displays **Other Options** (ie **Inspections** and **BWoFs**) you can view or print any of the inspections made. When you select these options, BIS automatically displays the **View Report** tab.

If you manually select the **View Report** tab you must select the **Client**, **Site** and **Building** you require and select **Inspections** as the type of report.

Report Result

Date Inspected	Result	Option
2012-04-18	Passed	PDF Word
2012-04-19	Failed	PDF Word
2012-05-03	Failed	PDF Word
2012-05-03	Passed	PDF Word

It is optional to print a building hazard at this stage as it is usually done after you complete a building inspection. For more information about printing an inspection, see **Select reports to view, print or save**.

In the **Actions** window:

1 Click **Inspections** next to the **Other Options**. BIS displays the **Report Results** window in the **View Report** tab with a list of all inspections and whether they passed or failed inspection.

2 Click the back arrow in the browser to return to the **Building Inspection** tab in BIS.

Tip:	You can view or print an inspection for a selected building from the **Building Inspection** tab, **BWoF Management** tab or **View Report** tab.

Complete an inspection

When you are advised a building hazard has been corrected, you perform another inspection of the building and record in BIS whether it passed or failed inspection. When all hazards for a building pass inspection, you can then issue a Building Warrant of Fitness (BWoF).

You use the **Building Inspection** tab to select the building hazard to record whether it passed or failed inspection.

In the **Building Inspection** tab:

1 In the **Selection** window, select the **Client**, **Site** and **Building**.

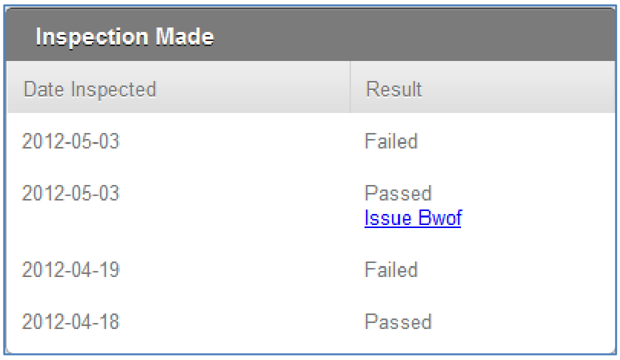
2 In the **Hazard List** window, select and hazard name in the **Hazard** column.

Hazard List Complete Inspection Add Hazard

Level	Area	Hazard
-1	Thorndon	Flood
-1	Thorndon	Exposed wires

3 Click **Complete Inspection** to display the **Inspection Completion** window.

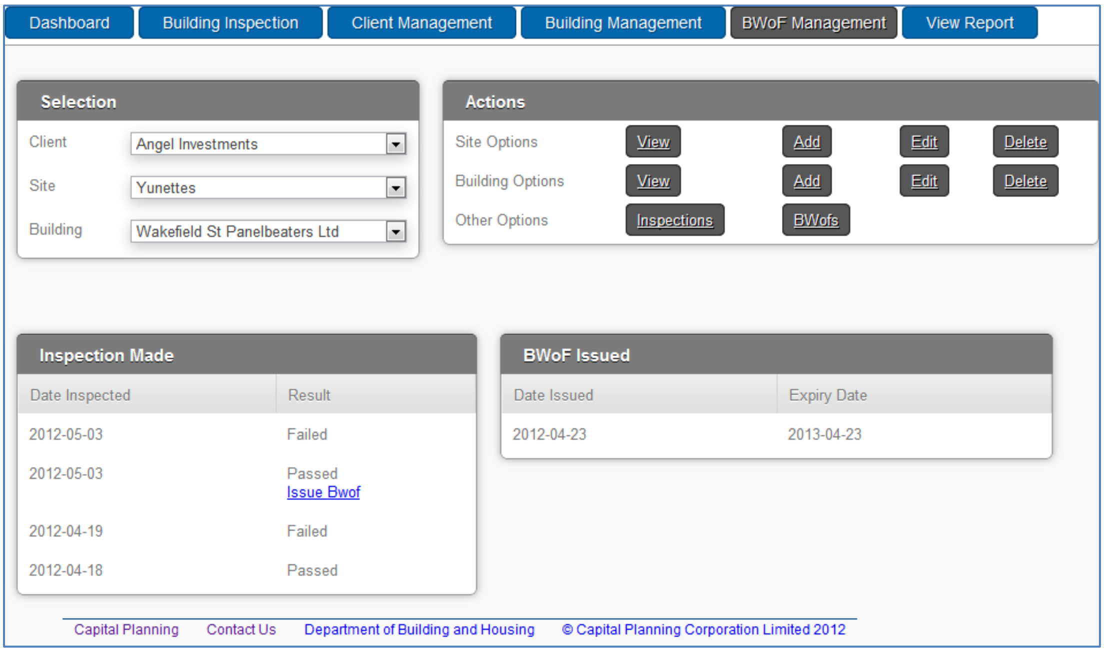
4 Click **Pass** or **Fail** (as appropriate) to indicate whether your inspection of the hazard passed or failed. BIS takes you to the **BWoF Management** tab and displays the **Inspection Made** window with the result of your inspection.



5 To issue the BWoF now (for a passed inspection), click **Issue Bwof**. For more information, see **Issue a BWoF**.

BWoF Management

The **BWoF Management** tab is where you view details of inspections made and the Building Warrant of Fitness (BWoF) issued for a selected building. When you pass or fail a building inspection in the **Building Inspection** tab, BIS automatically displays the **BWoF Management** tab.

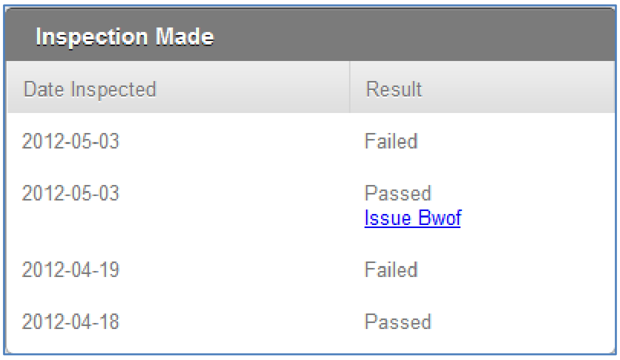


The **Inspections Made** window displays the status of each hazard inspection made for the building and the **BWoFs Issued** window displays the date and expiry date of issued BWoFs.

Issue a BWoF

When you pass or fail a building hazard passed inspection, BIS displays the **Inspection Made** window. A passed inspection displays a link in the **Report Result** column to allow you to continue to issue a BWoF for the building.

If you manually select the **Building Inspection** tab you must select the **Client**, **Site** and **Building** you require.



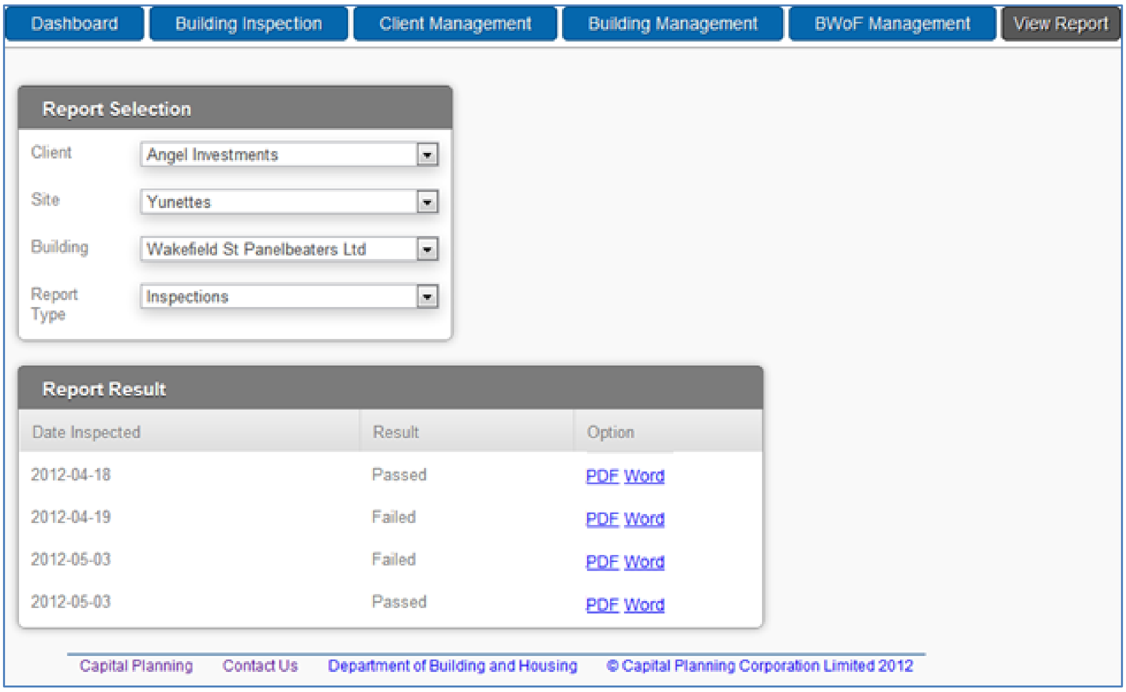
In the **Inspection Made** window:

1 Click **Issue Bwof** link in the **Result** column for the passed inspection. BIS issues the BWoF and adds it to the list in the **BWoF Issued** window.

2 To print the BWoF, refer to **View and print a report in PDF format** or **View and print a report in MS Word format**.

View Reports

You use the **View Report** tab to view and print reports of **Inspections** and **BWoFs** for a selected building.



You can select to view reports in PDF or Microsoft Word format.

Tip:	You can access the **View Reports** tab print a report for a selected building from the **Building Inspection** tab, **BWoF Management** tab or **View Report** tab.

Select reports to view, print or save

There are three ways to access the **View Report** tab in BIS to display reports to view, print or save to a file:

1 Click the **View Report** tab and enter your report selection criteria.

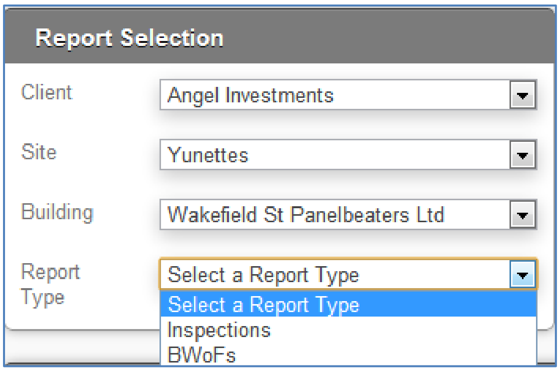
2 Click the **Inspections** next to the **Other Options** in the **Action** window while in the **Building Inspection** tab or **Building Management** tab.

3 Click the **BWoFs** next to the **Other Options** in the **Action** window while in the **Building Inspection** tab or **Building Management** tab.

Enter the report selection criteria

When you click the **View Report** tab, you must to select the **Client**, **Site**, **Building** and **Report Type** in the **Report Selection** window.

If you click the **Inspections** button or **BWoFs** button in another tab (eg **Building Inspection** tab) BIS displays the **View Report** tab. The report criteria for the current building you are working with automatically displays in the **Report Selection** window.



The results display in the **Report Result** window in the **View Report** tab.

Example of Inspection report results:

Report Result

Date Inspected	Result	Option
2012-04-18	Passed	PDF Word
2012-04-19	Failed	PDF Word
2012-05-03	Failed	PDF Word
2012-05-03	Passed	PDF Word

Example of BWoF report results:

Report Result

Date Issued	Expiry Date	Option
2012-04-23	2013-04-23	PDF Word
2012-05-05	2013-05-05	PDF Word

View and print a report in PDF format

Greg Gordon Panelbeaters Ltd Inspection

Building Details:		**Company/Owner Details:**	
Company Name:	Ab Enterprises	**Company/Owner Name:**	Ab Enterprises
Site Name:	Town Hall	**Company Type:**	Partnership
Building Name:	Greg Gordon Panelbeaters Ltd		
Address Line 1:	198 Willis Street	**Address Line 1:**	198 Willis Street
Address Line 2:		**Address Line 2:**	
Suburb:	CBD	**Suburb:**	CBD
City	Wellington	**City**	Wellington
Country:	New Zealand	**Country:**	New Zealand
Levels Above Ground Level:	1	**Phone:**	022 6832494
Levels Below Ground Level:	3		
Month and Year Constructed:	March 1972	**Email:**	ab.reno@gmail.co.nz

Inspection Details

Date Inspected:	2012-04-30
Result:	Pass

Hazard Details

Level	**Area**	**Hazard Name**	**Hazard Level**	**Hazard Description**	**Hazard Solution**
1	North Room	Tile	High	Tiles are crack needs to be repair soon before put in Auction	Can put Carpet
1	North Room	gjhk	Low	yrtytyt	ghfgjyuy

In the **Report Results** window:

1 Click **PDF** next to the report you require. A preview of the report displays.

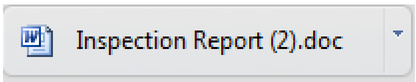
2 To print, right click on the report preview and select **Print**.

3 Select your printer options and print.

4 Click the back arrow in the browser to return to the **View Report** tab in BIS.

View and print a report in MS Word format

When you select to view a report using Word you can edit details of the report in the Word document.



In the **Report Results** window:

1 Click **Word** next to the report you require. BIS creates a link to the report.

2 Click the link to the document located at the bottom of the BIS window to display the report in MS Word.

3 Make any adjustments to the report in Word, if necessary.

4 To print, select **File | Print**.

5 Select the printer options and print.

6 Close the report file in Word and return to BIS.

Save a report as a PDF file

To save a report in PDF format to a file:

1 Click **PDF** next to the report you require in the **Report Result** window. A preview of the report displays in your browser.

2 Right click on the report preview and select **Save As**. This will default to your **Dowloads** directory. Select a different directory as the destination for the file, if required.

3 Add to or change the file name for the report name if required. The name of the report defaults to either **BWoF Report.pdf** or **Inspection Report.pdf**.

- Do not change the **.pdf** file extension.
- Click **Save**.

4 Click the back arrow in the browser to return to the **View Report** tab in BIS.

Save a report as a MS Word file

When opened in MS Word you can edit the content and print from there if required.

To save a report to a file:

1 Click **Word** next to the report you require in the **Report Results** window. BIS creates a link to the report.

2 Click the link to the document located at the bottom of the BIS window to display the report in MS Word.

3 Make any adjustments to the report in Word, if necessary.

4 To save, select **File | Save As**. This will default to your **Dowloads** directory. Select a different directory as the destination for the file, if required.

5 Add to or change the file name for the report name if required. The name of the report defaults to either **BWoF Report.doc** or **Inspection Report.doc**.

- Do not change the **.doc** file extension.
- Click **Save**.

6 Return to the **View Report** tab in BIS.

Open a saved report file

To open a file for an inspection or BWoF report you have saved:

1 Open Microsoft Explorer and locate the name of the file.

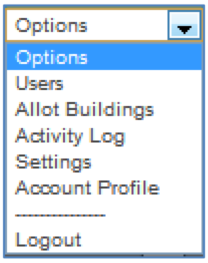
2 Right click on the file name, select **Open with** and then select the option you require (ie PDF or Microsoft Word).

System Administration

A user with Administrator rights can perform additional actions in BIS to:

- Maintain users.
- Allot buildings.
- View the activity log.
- View and edit your personal settings.
- View a summary profile of your company account in BIS.

These options only display for an Administrator and are listed in the drop down list next to your name at the top of the BIS window:



Maintain Users

The Administrator uses the **User Management** window to control which users in your company can access BIS and the type of access for each user.

There are three types of user:

- Guest (ie read only)
- Regular User (ie add, edit and delete clients, sites and buildings)
- Administrator (ie add edit and delete all records including users)

User Management — Allot Building — Add User

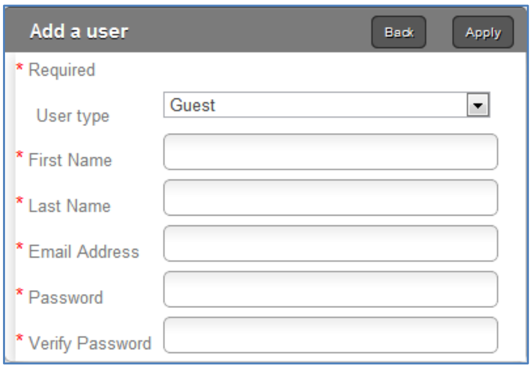
Name	Email address	User type	Date created	Last login	Status	Option
Ada Hoi	contact.adahoi@gmail.com	Guest	December 14, 2011, 4:16 pm	April 26, 2012, 4:01 pm	Active	Delete
Adam Smith	adamsmith@gmail.com	Administrator	April 30, 2012, 11:13 am	April 30, 2012, 11:13 am	Active	Delete
Bjoern Groenberg	bjoern@capitalplanning.co.nz	Administrator	June 15, 2011, 1:40 am	May 2, 2012, 5:10 pm	Active	Delete
Haelly Molly	rahuljainnasa5@gmail.com	User	April 23, 2012, 4:29 pm	April 30, 2012, 12:04 pm	Active	Delete
Jan Kenneally	jankenneally@gmail.com	Administrator	April 17, 2012, 8:56 am	Never	Active	Delete
Meetu Singh	meetujain07@gmail.com	Administrator	March 14, 2012, 11:10 am	May 1, 2012, 10:01 am	Active	Delete
Moe Haddad	moehaddad04@gmail.com	Administrator	August 31, 2011, 1:51 am	March 9, 2012, 6:12 pm	Active	Delete
Moe Haddad	khushi_meetu03@yahoo.com	Administrator	April 23, 2012, 10:21 am	April 30, 2012, 12:06 pm	Active	Delete
Selwyn Kenneally	selwyn@capitalplanning.co.nz	Administrator	February 29, 2012, 10:22 am	May 5, 2012, 9:46 am	Active	Delete

You can also allot buildings from the **User Management** window. For more information, see **Allot buildings**.

To display the **User Management** window:

1 Select **Users** in the **Options** drop down list.

Add a user



In the **User Management** window:

1 Click **Add User** to display the **Add a User** window.

2 Select the **User Type** for the new user.

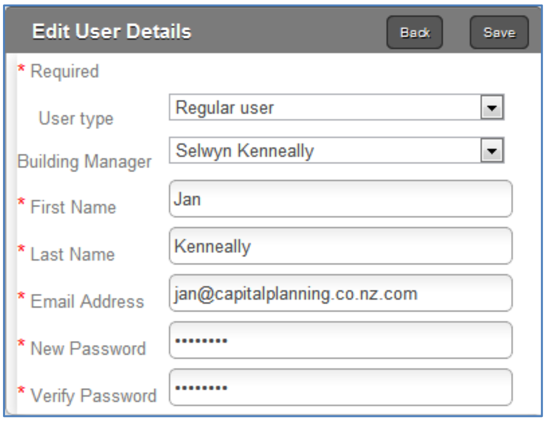
- If you select **Regular User** select the **Building Manager** for the user.

3 Enter other details for the user.

4 Click **Apply** to save and you are returned to the **User Management** window with the new user listed.

- To return to the **Add a User** window without adding this user, click **Back**.

Edit a user



In the **User Management** window:

1 Click the name the user to edit. The **Edit User Details** window displays.

2 Make your edits and click **Save** to return to the **User Management** window.

- To return to the **Edit User Details** window without saving, click **Back**.

Delete a user

In the **User Management** window:

1 Locate the user to be deleted.

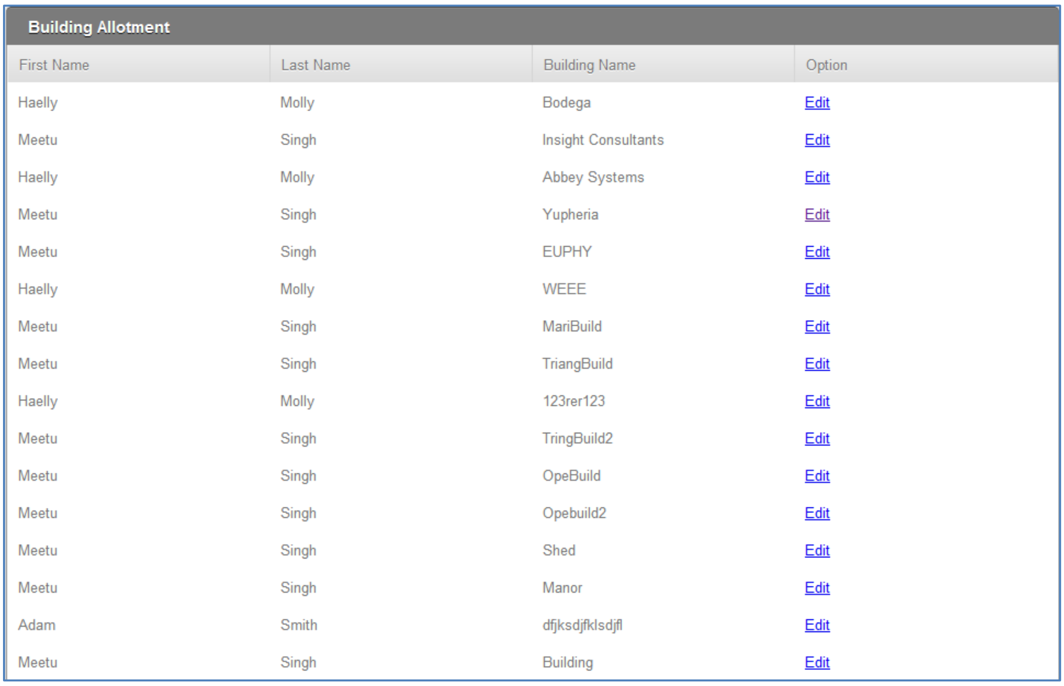
2 Click **Delete** (in the **Option** column). The **Delete User** window display with a message asking for confirmation.

3 Click **Delete to confirm** deletion.

- To return to the previous screen without deleting the user, click **Back**.

Allot buildings

An Administrator uses the **Building Allotment** window to allot each building recorded in BIS to a user.



Building Allotment

First Name	Last Name	Building Name	Option
Haelly	Molly	Bodega	Edit
Meetu	Singh	Insight Consultants	Edit
Haelly	Molly	Abbey Systems	Edit
Meetu	Singh	Yupheria	Edit
Meetu	Singh	EUPHY	Edit
Haelly	Molly	WEEE	Edit
Meetu	Singh	MariBuild	Edit
Meetu	Singh	TriangBuild	Edit
Haelly	Molly	123rer123	Edit
Meetu	Singh	TringBuild2	Edit
Meetu	Singh	OpeBuild	Edit
Meetu	Singh	Opebuild2	Edit
Meetu	Singh	Shed	Edit
Meetu	Singh	Manor	Edit
Adam	Smith	dfjksdjfklsdjfl	Edit
Meetu	Singh	Building	Edit

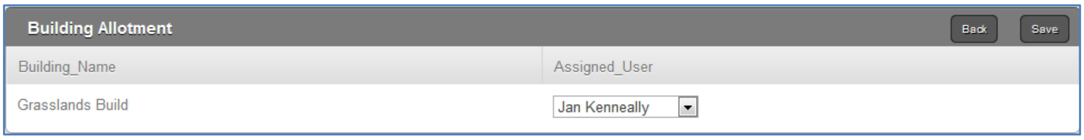
Display the Building Allotment window

There are two ways to display the **Building Allotment** window:

1 Select **Allot Buildings** in the BIS **Options** drop down list, or

2 Click **Allot Building** in the **Maintain user** window.

Allot a building to a user



Building Allotment Back Save

Building_Name	Assigned_User
Grasslands Build	Jan Kenneally

To allot a building to a new or different user, in the **Building Allotment** window:

1 Locate the **Building Name**.

2 Click **Edit** in the **Options** column next to the building name to display the selected building in a smaller window.

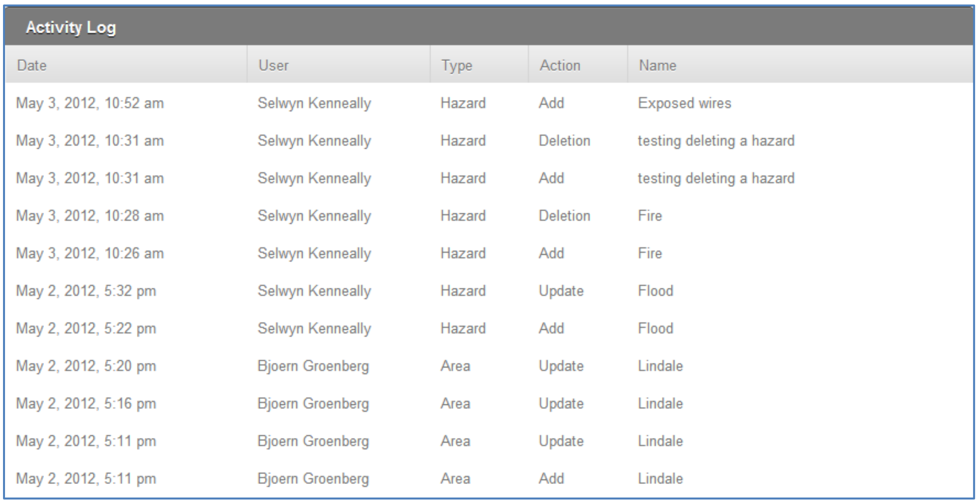
3 Select the name of the **Assigned User** from the drop down list.

4 Click **Save** to save and return to the list of buildings in the **Building Allotment** window.

Tip:	A building can only be allotted to one user in your company.

View the activity log

An Administrator can view the list of activities in BIS using the **Activity Log** window.



Activity Log

Date	User	Type	Action	Name
May 3, 2012, 10:52 am	Selwyn Kenneally	Hazard	Add	Exposed wires
May 3, 2012, 10:31 am	Selwyn Kenneally	Hazard	Deletion	testing deleting a hazard
May 3, 2012, 10:31 am	Selwyn Kenneally	Hazard	Add	testing deleting a hazard
May 3, 2012, 10:28 am	Selwyn Kenneally	Hazard	Deletion	Fire
May 3, 2012, 10:26 am	Selwyn Kenneally	Hazard	Add	Fire
May 2, 2012, 5:32 pm	Selwyn Kenneally	Hazard	Update	Flood
May 2, 2012, 5:22 pm	Selwyn Kenneally	Hazard	Add	Flood
May 2, 2012, 5:20 pm	Bjoern Groenberg	Area	Update	Lindale
May 2, 2012, 5:16 pm	Bjoern Groenberg	Area	Update	Lindale
May 2, 2012, 5:11 pm	Bjoern Groenberg	Area	Update	Lindale
May 2, 2012, 5:11 pm	Bjoern Groenberg	Area	Add	Lindale

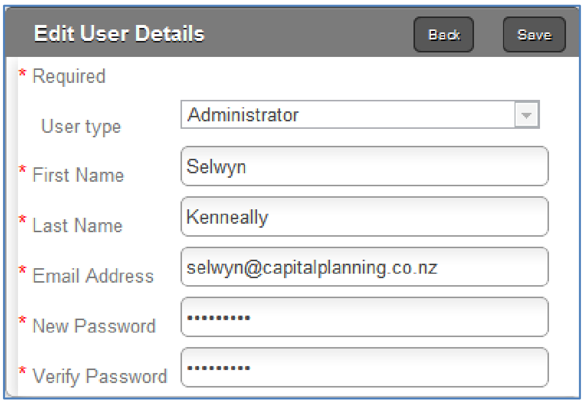
Display the Activity Log window

To display the **Activity Log** window:

1 Select **Activity Log** in the BIS **Options** drop down list.

View or update your personal settings

You can view and update details of your personal settings in BIS. An Administrator can change all details, but a Regular User or Guest can only update their **Email Address** and **Password**.



To view your settings:

1 Select **Settings** in the BIS **Options** drop down list.

2 Make the update required (eg change password).

3 Click **Save** to save any changes.

View your company account profile

An administrator can view a profile summary of the BIS account for their company using the **Account Profile** window.

Account Profile

Field	Info
Number of Buildings:	50
Number of Users:	10
License Expiry:	30-03-2013

To view the account profile:

1 Select **Account Profile** in the BIS **Options** drop down list.