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FIS Help and User Guide

Purpose

This document provides information regarding the FIS site pages and their usage. You will find general information at the beginning of this document, followed by detailed descriptions of how to use each site page.

System Requirements

Acceptable browsers include Internet Explorer version 5 or higher, Firefox, and Safari. Other browsers are being tested.

The Web browser must be configured with cookies enabled. Note that cookies are used only for improving efficiency and are NOT used to track user movements on the Web site or to collect personal information. For more details about users' privacy while using FIS, please see the Copper Range Privacy Statement.

User Roles

There are six levels of User Roles defined to the system.

- *Administrator* – Can do anything defined in the system. That includes creating and deleting users, adding and deleting: accounts, facilities, facility books, floor plans, deficiencies and cost estimates.
- *Firestopper, Firestop Manager, Firestop Foreman* – Can add and delete deficiencies for any facility; view facility books for any facility.
- *Estimator* – Can add and delete cost estimates for any facility; view facility books for any facility.
- *Auditor* – Can view cost estimates and facility books for any facility.
- *Customer* – Can view cost estimates and facility books for any facility owned by the customer.
- *Inspector and Vendor* – Can view facility books for any facility they have been given permission by an Administrator.

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Logging into the FIS

Once you are entered as a registered user by an administrator, you will be sent any email with a temporary login name and password. Select the link, and you will be directed to the Login page.

You have been given a new account for Demo's Firestopping Information System. Your temporary username is 'vHXRA8', and your temporary password is 'aSUc9V'. To login, go to <https://fis.copperrange.com/demo/fis/> and enter your login information. Once logged in, you should change your username and password by clicking the 'Change Profile' link at the top of the page.

If you have any questions, direct them to support@fis.copperrange.com.

On the FIS Member Login Page, type in the login name and password you were assigned in the registration email.

After logging in, assign your own login name and password by selecting **Change Profile**.

Login names are unique for every FIS user, and passwords must be at least 6 characters in length.

Should you forget your login name and/or password, there is a link on the Login page you can use for assistance.

Demo

Firestopping Information System

Member Login

Username:

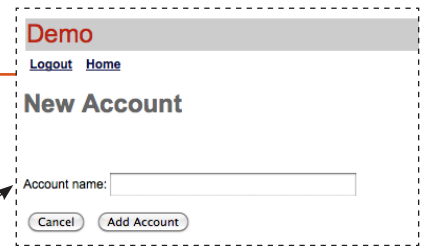
Password:

[Forgot your username or password?](#)

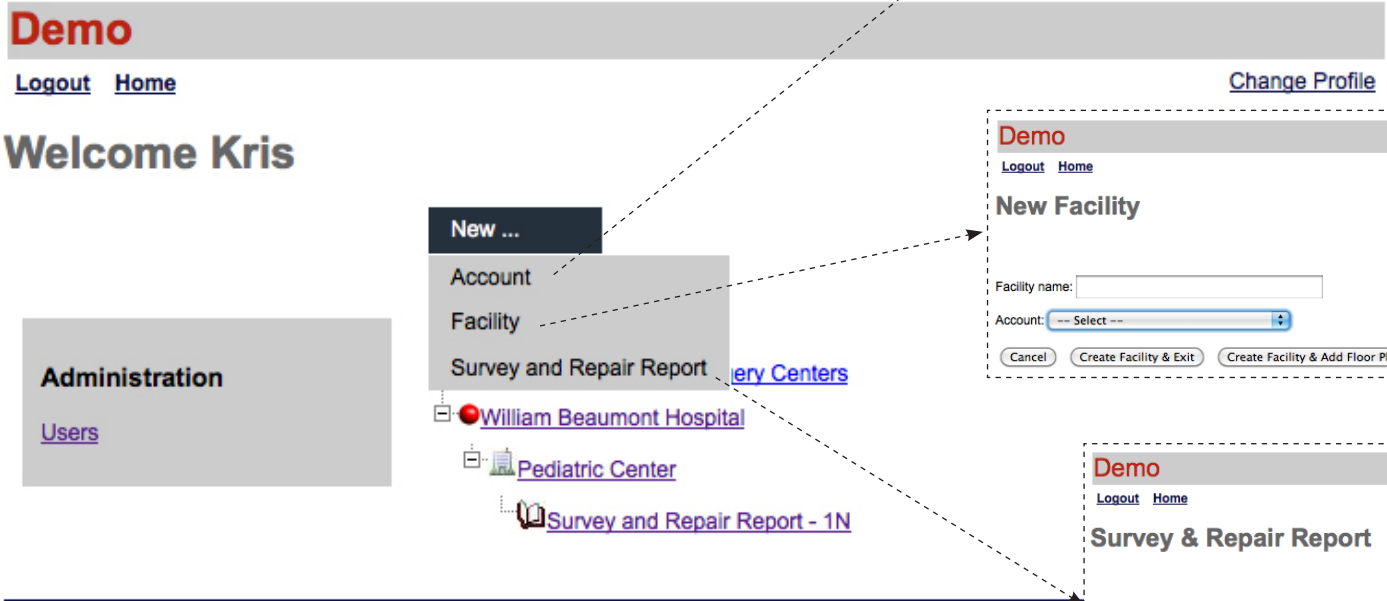
FIS Help and User Guide

FIS Home Page

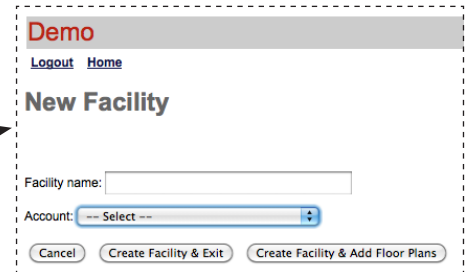
This is the FIS home page which appears after logging in.



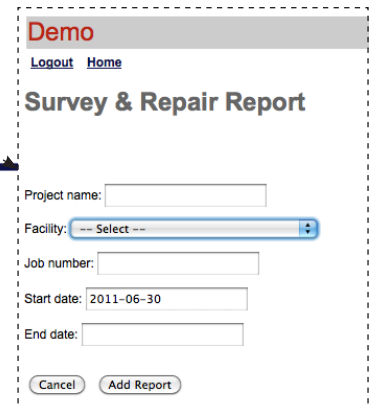
The 'New Account' form is titled 'Demo' and includes links for 'Logout' and 'Home'. It features a text input field for 'Account name:' and two buttons: 'Cancel' and 'Add Account'.



The main screenshot shows the FIS Home Page. At the top, there is a 'Demo' header with 'Logout' and 'Home' links, and a 'Change Profile' link on the right. Below the header, it says 'Welcome Kris'. On the left, there is a gray box labeled 'Administration' with a 'Users' link. A 'New ...' dropdown menu is open, showing options: 'Account', 'Facility', 'Survey and Repair Report', and 'Survey Centers'. Below the menu, there are links for 'William Beaumont Hospital', 'Pediatric Center', and 'Survey and Repair Report - 1N'. Three callout boxes are shown: 'New Account' (top right), 'New Facility' (middle right), and 'Survey & Repair Report' (bottom right). Dashed arrows point from the 'New ...' menu options to their respective callout forms.



The 'New Facility' form is titled 'Demo' and includes links for 'Logout' and 'Home'. It features a text input field for 'Facility name:', a dropdown menu for 'Account:' with the text '-- Select --', and three buttons: 'Cancel', 'Create Facility & Exit', and 'Create Facility & Add Floor Plans'.



The 'Survey & Repair Report' form is titled 'Demo' and includes links for 'Logout' and 'Home'. It features input fields for 'Project name:', 'Job number:', 'Start date:' (with the value '2011-06-30'), and 'End date:'. It also has a dropdown menu for 'Facility:' with the text '-- Select --' and two buttons: 'Cancel' and 'Add Report'.

Administration

Administrators may edit the user list by selecting the **Users** link located in the gray box on the left side of the screen. NOTE: You will only see this box if you have an Administrator User Role.

New (function allowed only to the Administrator Role)

This drop down menu allows you to create, in order, a new Account (customer), Facility (the building or project associated with the account) or Survey and Repair Report (the documentation associated with a facility's firestopping actions).

- **Account** - Add a new account.
- **Facility** - Add a new facility, select the account to which it corresponds and upload floor plans for that facility. Imported floor plan images need to be in JPEG format.
- **Survey and Repair Report** - Add a new report, assign a start and end date and select the facility to which it corresponds.

Change Profile

Select this link to change your user account information.

Logout

Select this link to log out of FIS.

FIS Help and User Guide

Survey and Repair Report

Demo

[Logout](#) [Home](#)

Survey & Repair Report

[Save for Offline Use](#)

Project name: Job number:

Facility:

Start date: End date:

Finalized:

[Return](#) [Delete Report](#) [Update Report](#) [Print Report](#) [View Detailed Summary](#)

When you select the Survey and Repair Report you created for a facility on the Home Page, the report page will open.

The top half of the screen shows the **Project Name, Job Number, Facility, and Dates** entered when the Survey and Repair report was created.

Next, the options include:

- **Return** - Returns you to the Home Page
- **Delete Report** - Deletes the entire Survey and Repair Report
- **Update Report** - Click on this if you make updates to the upper section
- **View Repair Estimates** - Link to the Repair Estimate site page
- **Finalized** - When all repairs are completed, click on this box and all reports become read-only. Editing options disappear. The action can be reversed simply by clicking the box again.

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Survey and Repair Report - *continued*

Floor Plan

To place a numbered icon on the floor plan:

- Click on **New ID** to the left of the floor plan
- Select either “Repairable” if you wish to create a new ID and perform an installation. Click on the floor plan where you want to indicate the new deficiency. A red bubble will appear and an ID page will open. NOTE: A bubble will remain red until the installation has been completed. Once a BEFORE and AFTER photo have been attached to the ID, the repair is considered complete and the bubble will turn green.
- Select “Survey Mark” if you wish to indicate an area that was inspected but requires no repair. Click on the floor plan where you want to indicate the inspection was made. A blue bubble will appear with a time stamp. Click on the ID number if you want to add comments.

To reposition an icon on the floor plan:

- Roll the mouse over the icon and select **Move**.
- Click on the floor plan where you want the icon to be repositioned.

To delete an icon on the floor plan:

- Roll the mouse over the icon and select **Delete**.

To open a report from the floor plan:

- Roll the mouse over the icon and select the **ID** number, and the report will pop up (it may show up behind the current window).
- NOTE: If you have pop-ups blocked on your computer, you may need to adjust those preferences to allow pop-ups.

To zoom in and out on the floor plan, click on one of the magnifying glasses in the top left corner of the floor plan.

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ID Page

ID 1
firestopping Print Close


Edit

Location/Context: First Floor, Unspecified (rating: -)
Sprinkled: -
Reference Owner Work Order No:
Installer: Held, Kris; Foreman: None

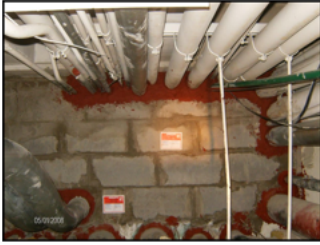
Add Deficiency -- Select -- Go

UL System:

Before
May 31, 2013 9:32 AM CDT
Upload Image Delete Image



After
May 31, 2013 9:32 AM CDT
Upload Image Delete Image



Repair Documentation
Upload Document Request EJ Add Cold Smoke Seal

ID 9
1N

Save Cancel

Location:

Location detail: East Wall

Rating: 2 hr

Sprinkled: Yes - Area

Reference Owner Work Order No:

Installer: Held, Kris

Foreman: -- None --

Location/Context

The top section of the page allows you to select the location of the deficiency.

Select **Edit** to open that section.

- Type in the room/area in the **Location** box.
- Select the wall location under the **Location Detail** drop-down menu.
- Select the fire rating of that wall from the **Rating** drop-down menu.
- Click to indicate if the room is **Sprinkled** in the drop-down menu.
- Type in the Reference Owner Work Order No. if applicable.
- Select the **Installer** and **Foreman** from the drop-down menus.

Select **Save** to save the information and move on to the next section.

FIS Help and User Guide

ID Page - continued

Deficiency and Repair

The next section of the page allows you to select the type of deficiency and repair action.

Edit

Location/Context: First Floor, Unspecified (rating: -)
Sprinkled: -
Reference Owner Work Order No:
Installer: Held, Kris; Foreman: None

Add Deficiency: **Cast iron pipe** **Go**

Save **Cancel**

Quantity: **1**

Deficiencies:

- not firestopped
- with existing firestopping incomplete/voids

Repairs:

- enclosed penetrant(s) with rated assembly
- filled with mortar
- installed mineral wool
- installed CP-606 fire caulk
- installed CP-657 fire block
- installed SSS fire caulk
- installed ES fire caulk
- installed sheet metal plate
- quality control
- installed SNS - smoke and sound caulk
- removed existing firestop materials
- created proper annular space
- installed FS-One fire caulk
- installed CP-672 fire spray
- installed CP-601S fire caulk
- installed LCI fire caulk
- installed collar
- installed sheet metal angle
- one-sided repair

stopped with incorrect/unknown materials

removed existing firestop materials

created proper annular space

installed FS-One fire caulk

Select the penetrant from the pre-loaded list in the **Add Deficiency** drop-down menu and click **Go**.

On the next section:

- Select the number of **Penetrants** from the pre-loaded list.
- Check the **Deficiency(s)** from the pre-loaded list.
- Check the **Repair(s)** from the pre-loaded list.
- Type in any additional comments in the **Comments** field.
- Type in the UL System used, if applicable, and a pdf of the system will be attached and may be viewed and/or printed.

Select **Save** to save the information and move on to the next section.

Save **Cancel** **Cast iron pipe**

Quantity: **1**

Deficiencies:

- not firestopped
- firestopped with incorrect/unknown materials
- with existing firestopping incomplete/voids

Repairs:

- enclosed penetrant(s) with rated assembly
- removed existing firestop materials
- filled with mortar
- created proper annular space
- installed mineral wool
- installed FS-One fire caulk
- installed CP-606 fire caulk
- installed CP-672 fire spray
- installed CP-657 fire block
- installed CP-601S fire caulk
- installed SSS fire caulk
- installed LCI fire caulk
- installed ES fire caulk
- installed collar
- installed sheet metal plate
- installed sheet metal angle
- quality control
- one-sided repair
- installed SNS - smoke and sound caulk

Comments:

UL System:

UL System: **CAJ0055** [View](#)

CAJ0055 UL System Drawing

[Return](#)

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ID Page - *continued*

Before and After Images

Before [Prev](#) **1 of 2** [Next](#)

Jun 13, 2011 9:51 AM CDT

After

Jun 13, 2011 9:51 AM CDT

Upload Image

File:

The next section of the page allows you to upload before and after images of the firestop deficiency and repair. These images need to be in JPEG format.

Select **Upload Image**.

Select **Browse**, and choose the photo from images uploaded from a digital camera and saved in the destination folder on your computer.

To select a different image, click **Delete Image**, or to add additional images, click **Upload Image** and repeat above.

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Issue - Additional Documentation

The last section of the page allows you to add additional repair documentation to include with the Survey and Repair Report. These documentation files need to be in PDF format.

Repair Documentation

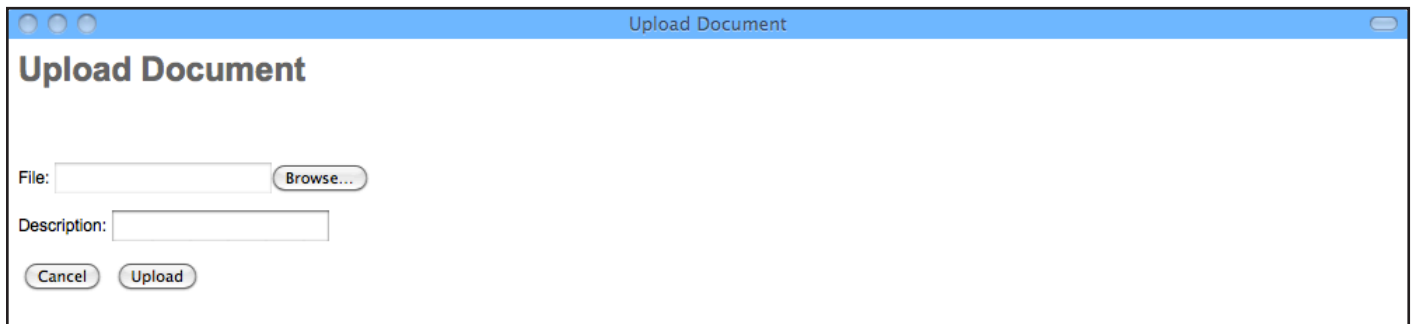
Upload Document

Request EJ

Add Cold Smoke Seal

Upload Document

- Select **Browse** and choose the file which you want to upload.
- Type the description of the file in the **Description** field.
- Select **Upload**.



Upload Document

File: Browse...

Description:

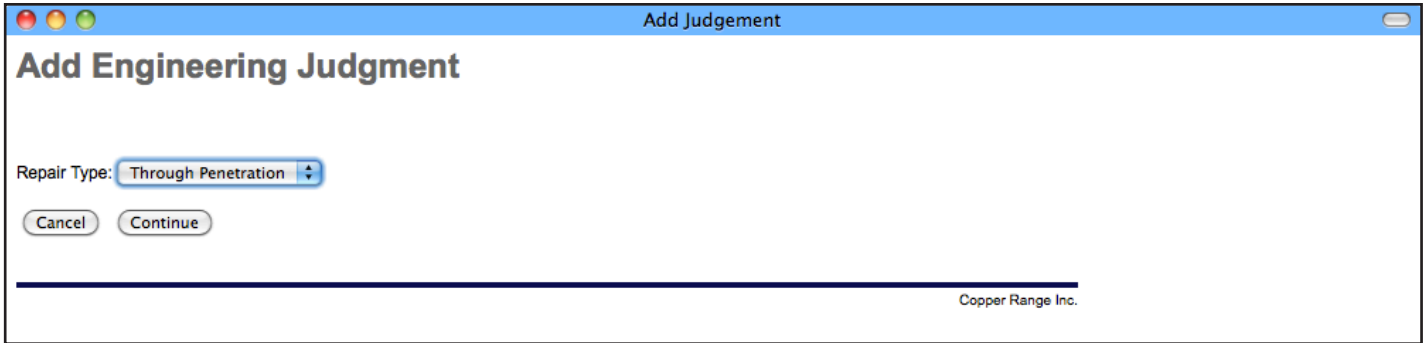
Cancel Upload

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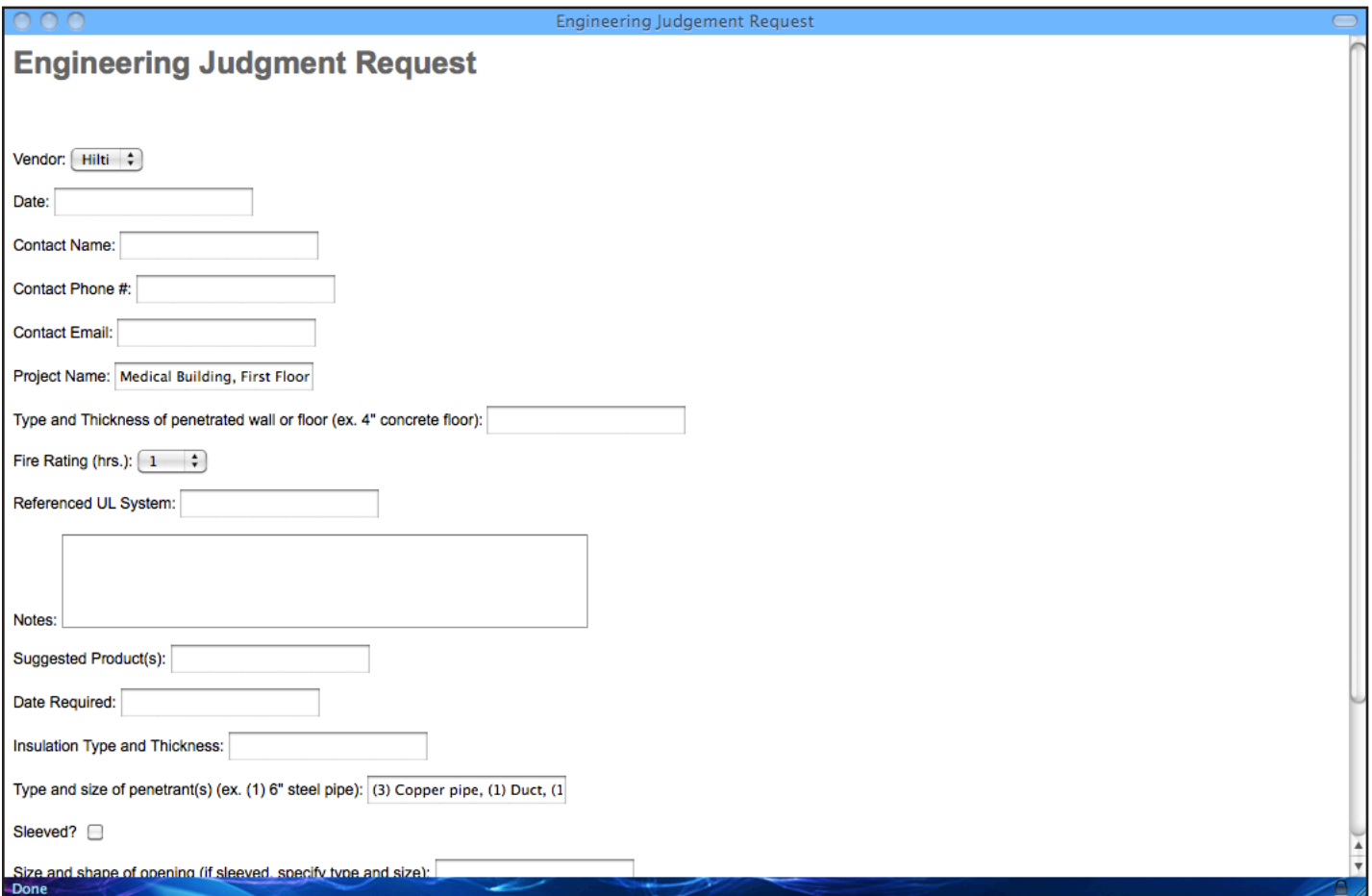
Issue - Additional Documentation - *continued*

Add Engineering Judgment

- Select **Repair Type** - either a *Through Penetration* or a *Joint System*.
- Select **Continue** and the **Engineering Judgment Request** will open.



The screenshot shows a window titled "Add Judgement". The main heading is "Add Engineering Judgment". Below this, there is a "Repair Type:" label followed by a dropdown menu currently set to "Through Penetration". At the bottom left, there are two buttons: "Cancel" and "Continue". At the bottom right, the text "Copper Range Inc." is visible.



The screenshot shows a window titled "Engineering Judgment Request". The main heading is "Engineering Judgment Request". The form contains the following fields and controls:

- Vendor:
- Date:
- Contact Name:
- Contact Phone #:
- Contact Email:
- Project Name:
- Type and Thickness of penetrated wall or floor (ex. 4" concrete floor):
- Fire Rating (hrs.):
- Referenced UL System:
- Notes:
- Suggested Product(s):
- Date Required:
- Insulation Type and Thickness:
- Type and size of penetrant(s) (ex. (1) 6" steel pipe):
- Sleeved?
- Size and shape of opening (if sleeved, specify type and size):

At the bottom left of the window, the word "Done" is visible.

Type in the information in the required fields, then select **Save** or **Submit** at the bottom.

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Issue - Additional Documentation - *continued*

Add Cold Smoke Seal

- Select **Add Cold Smoke Seal** and the report will indicate that a cold smoke seal has been added and the following pdf will be attached.

Cold Smoke Seal

A Cold Smoke Seal utilizes firestop or building materials installed to impede the passage of low temperature smoke and air infiltration only. Means and methods used for this installation do not achieve or improve the designated rating of a wall or floor assembly. Cold Smoke Seals are applied in Smoke Tight Partitions. Note: Cold Smoke Seals are used in a rated wall or floor assembly only if directed by the Owner to do so.

The box will show the attached Repair Documents:

Repair Documentation

- [Cold Smoke Seal](#)
- [Unsubmitted Engineering Judgement Request](#)

Repair Estimate

On the Survey and Repair Report site page, select **View Repair Estimate**. An itemized list of the firestopping repairs will appear. Depending on your user level, you may either simply view the list of repair cost estimates, or view, add, delete or revise the estimates.

Pediatric Center 1N Repair Estimate

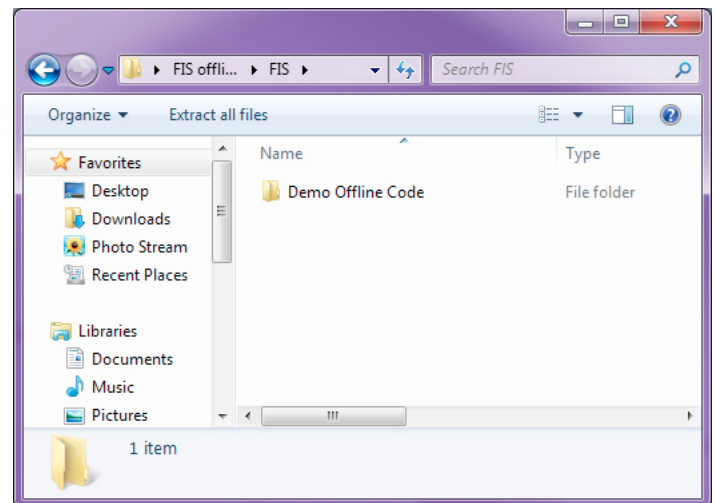
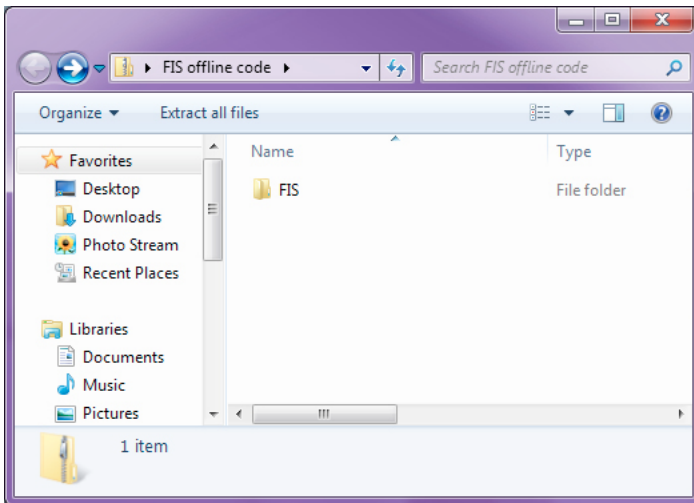
June 30, 2011

#	Location	Loc. Detail	Rating	Deficiency	Repair	Sprinkled	Est. Cost
1	Exam room 1	West Wall	2 hr	1. (3) Copper pipes: with drywall installed over drywall 2. (3) Copper pipes: not firestopped	1. Filled with mortar, created proper annular space, installed CP-606 fire caulk 2. Filled with mortar	No	
2		Unspecified	-			-	
3		Unspecified	-	(1) Low voltage cable:		-	
Total:							\$0

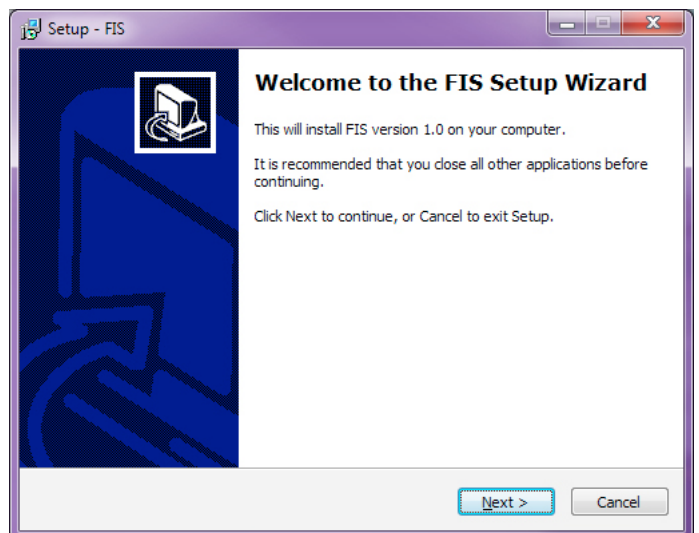
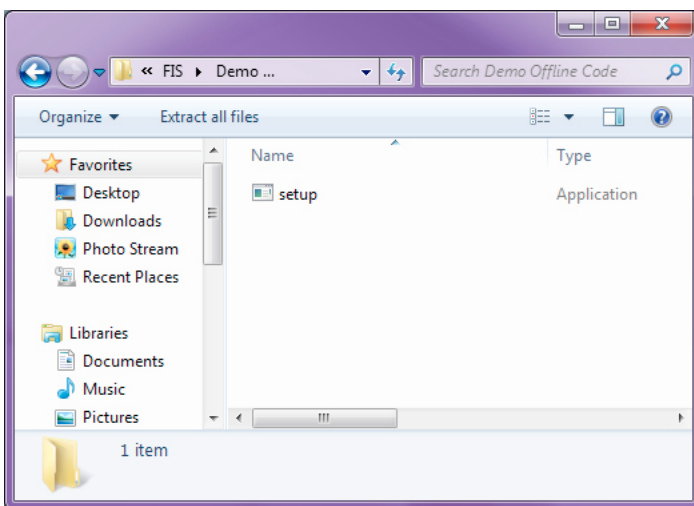
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Offline Software Installation

1. You will be emailed a zipped folder that includes the setup file for the FIS. Save the folder on your desktop.
2. Open the compressed folder.
3. Open the *FIS* folder.
4. Open the *Offline Code* folder.



5. Drag the *setup* file to your desktop or just double click the file to run it.
6. Follow the steps in the Setup Wizard to install the software.



7. You've completed the setup process. The FIS icon should now appear on your desktop. This icon is how you will access both the online and offline system.

