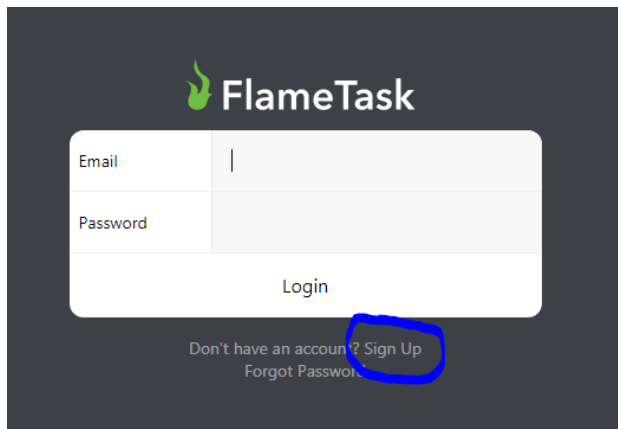What is Flametask ?

Flametask is a system to keep track ofn Scheduled and Non-Schedule maintenance for equipment.

It consists of a web based component and a mobile component. This manual's audience is for who sets up the system initially
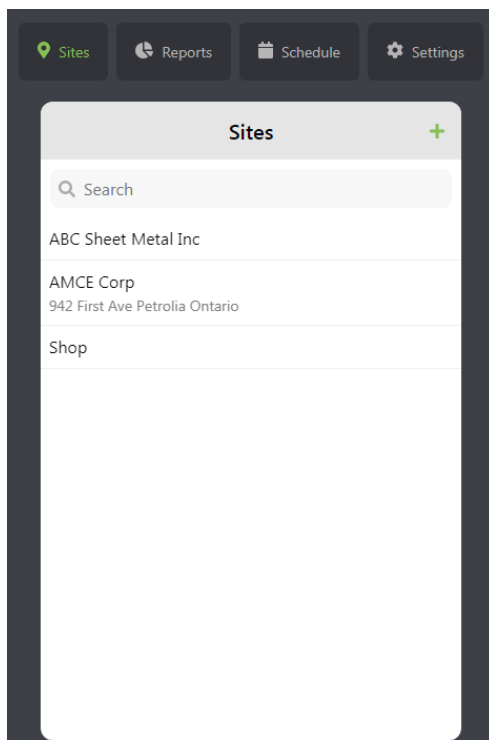
The sign-up and the setup is done through the web based system.

Logging In

The first screen is the web login page. The main administrator can log in or sub accounts can log in also.

For a new instance click Sign Up


Site List Screen

This screen shows all of the sites in the system. The term locations can be used interchangeably with sites, customers, or areas.

Can search by name where the magnifying glass is.

To select a site just click on it.

To add a site, use the + in the upper right-hand corner of the sites list screen.

Can view or edit the site in the left pane. The middle pane lists the equipment for the selected site. The right-hand pane are the site reports that can be generated for the selected site.
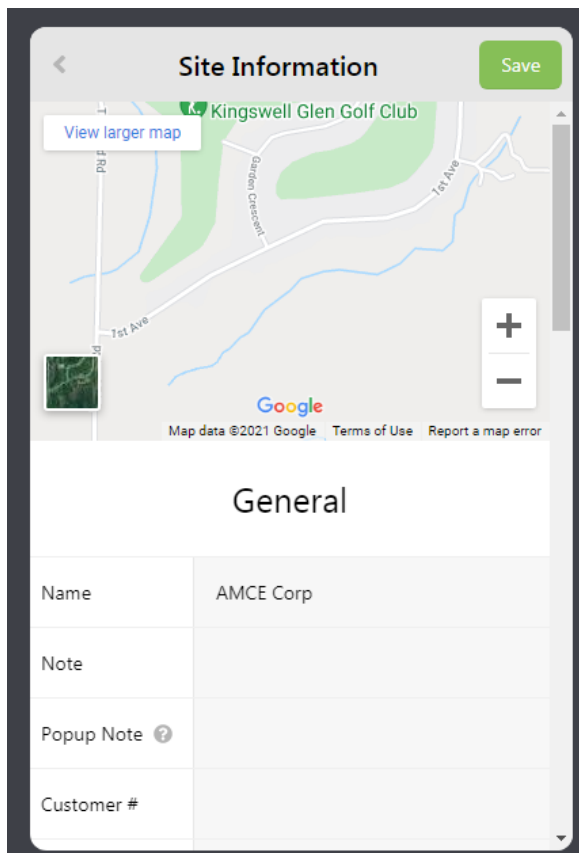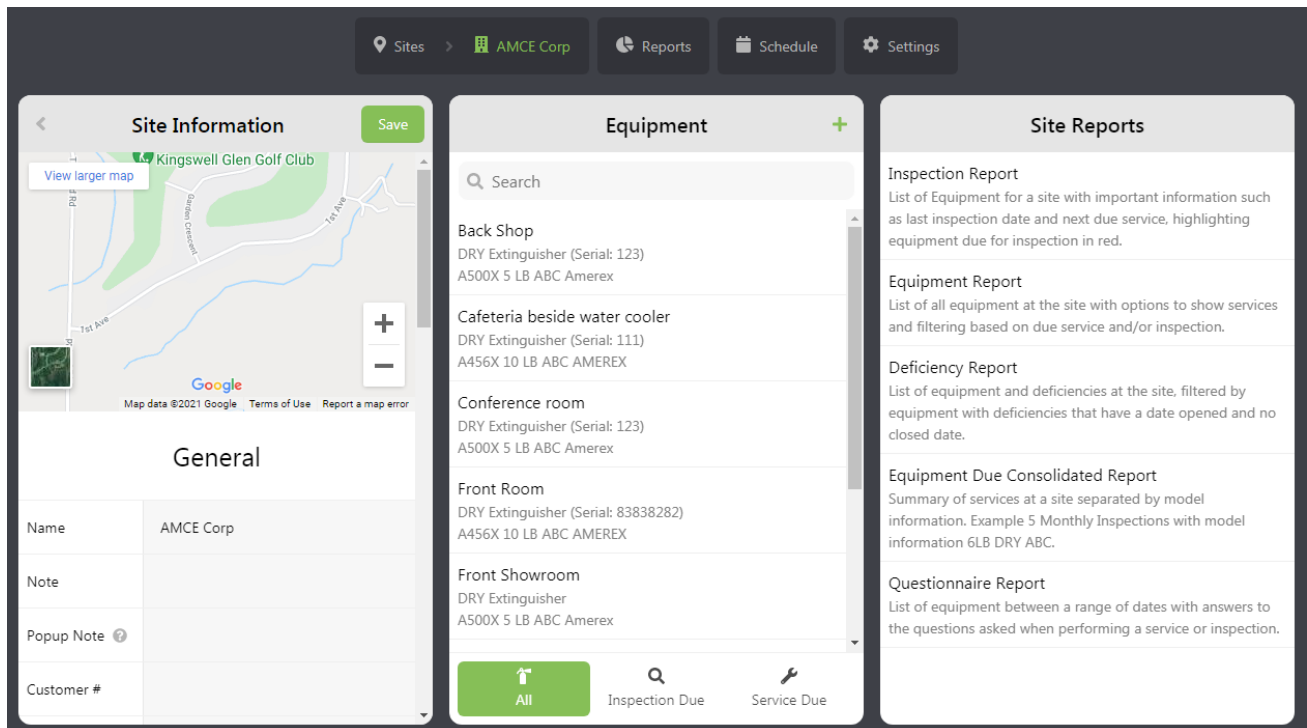
Sites Information Screen

In the upper left hand corner of the left pane is a Google map of where this site is located according to the address and postal code.

In the left pane the information for the site can be edited. Enter the Name of the Location / site / customer.

The Note is to be used with discretion. If this is filled in every time this site is selected, a pop-note will come up with what is in this field. It may say something like "Call superintendent before entering building"

The customer # mainly for equipment service providers that have an accounting system that this should integrate with. Most billing systems have a customer #.

Use the scroll bar to see / edit more fields.

When done click the green save button in the upper right-hand corner of this pane.

Sites Information Screen Continued

Enter the Address Information including selecting country in the drop down and then the province.

Status	Active
Type	--

Address

Country	Canada
State / Province	Ontario
City	Petrolia
Address	942 First Ave
Address Two	
Postal Code	N0N 1R0

Sites Information Screen Continued

Zone – This is more for equipment service providers so that a report of customers due in a given month for a set Zone. This report will be given to a technician for a list of customers to do.

Enter the location information. This may be the name a cell number of the superintendent of a building where access is required

Postal Code	N0N 1R0
Zone ❔	Zone 1

Contact

|	
Contact	Charlie Brown
Phone	(555) 555-5555
Cell	(555)-555-1234
Email	charlie@brown.ca
Fax	111-555-2345

Options

Sites Information Screen Continued

Floor Plans is described later in this manual. It is where you can add in a scanned in floor plan. If the floor plan isn't scanned in and linked to this site, the equipment can't be placed on it.

Service Month are for more service provider but want to make sure that all equipment of a given type to be set due within a month. This is described later in this manual. For instance you may want fire extinguishers to be in March but Fire Systems to be due in June and December.

Service Months Overrides aren't used too much. It is to set a frequency for a given equipment type. For example, Fire Systems are normally inspected twice per year but if it is a seasonal restaurant or fry truck it may only have to be inspected once per year.

To delete an entire site, Click on Delete Site. Usually it is better to just make inactive.
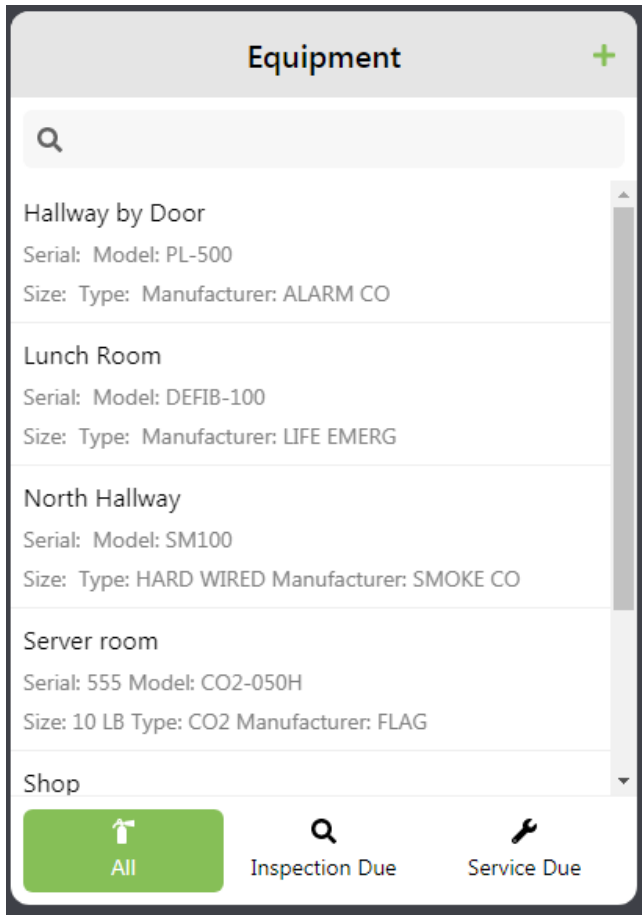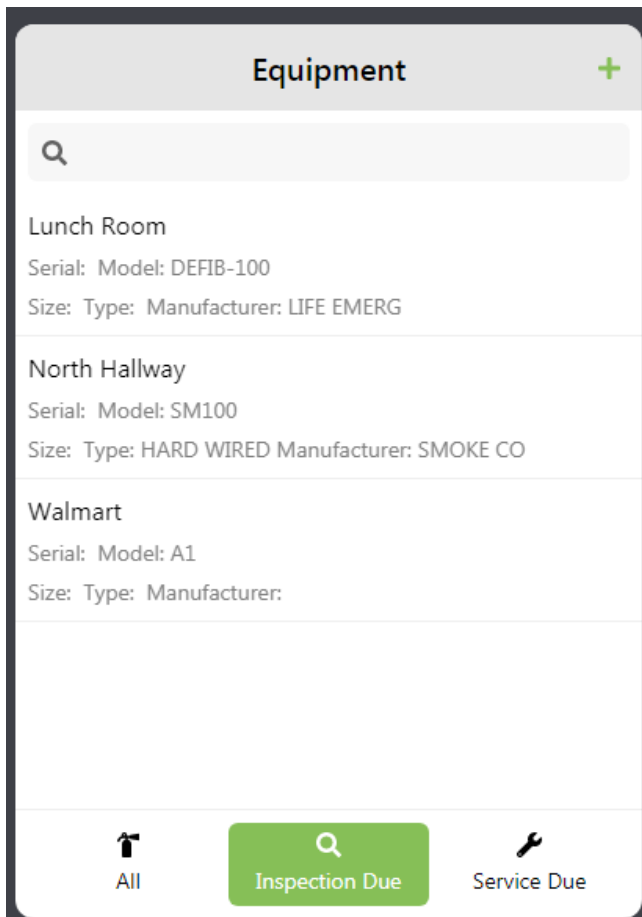
Equipment List Screen

The equipment list screen in the diagram shows all of the equipment, location of the equipment and information such as size, type, and manufacturer. It is in alphabetical order. If the equipment is to be listed on a route then input the locations something like 01-Hallway by Door

To edit the equipment or for more option just click on the record to bring up another screen.

To filter the list results type in the search bar where the magnifying glass is.

When the All tab is highlighted it lists all of the

Equipment List Screen Continued

Click on the tab for Inspections Due to see only the inspections are overdue. That is where the inspection date due is before now. Similarly, the Service Due will list all equipment where services that aren't inspections are overdue.

Equipment that is overdue for inspection that is not showing up on this list screen may be because the technician selected Could Access or Not in at Time of Inspection for a given piece of equipment. If this is the case it will show up again at the end of the frequency. For example, for monthly inspections it would show up again next month.

This is the list that should be empty after doing the inspection for a location.

How inspections or services filter to the inspections due or service due tabs depends on how the services were defined in the setup. There is an option to specify if a service is an inspection or optional service.

Site Reports

Inspection Report
List of Equipment for a site with important information such as last inspection date and next due service, highlighting equipment due for inspection in red.

Equipment Report
List of all equipment at the site with options to show services and filtering based on due service and/or inspection.

Deficiency Report
List of equipment and deficiencies at the site, filtered by equipment with deficiencies that have a date opened and no closed date.

Equipment Due Consolidated Report
Summary of services at a site separated by model information. Example 5 Monthly Inspections with model information 6LB DRY ABC.

Questionnaire Report
List of equipment between a range of dates with answers to the questions asked when performing a service or inspection.

Sites Reports

When a location / site / or customer etc. is selected the third pane shows all the reports that can be generated to PDF for the selected location.

Each of these reports are detailed later in this manual but for now see what reports are available and what they do by reading the description for each in the diagram to the left.

After clicking on the equipment 3 panes open up. The left pane is to edit the equipment. The middle pane is to edit or perform services. The right-hand pane is for the service / activity history.

FlameTask — Locations > AMCE Corp > Hallway by Door — Reports | Schedule | Settings

Hallway by Door [Save]

General

Model	PL-500
Location	Hallway by Door
Manufactured	Oct 15th, 2020
Barcode	6b1d32ed2df545fea7506d348b47759
Serial Number	
Note	
Floor	First Floor

Floor Plan Location

Services

Inspection
Due: July 2023
Last: June 1 2023 12:14PM

[Scheduled] — Unscheduled — Deficiencies

History +

🔍

Did not want done
November 16 2020 10:28AM

Could not access
November 16 2020 10:28AM

Could not access
November 16 2020 10:28AM

Added
October 15 2020 4:07PM

Edit Equipment Screen – Select Model

The model field is a search list dropdown box from the model table. The more you type the more the list results are defined. When the desired one is on the screen just click on the desired model. To expand the search results to pick a new model clear out the location and start typing again. Not only can you type a partial model but can type the manufacturer, and / or the size and type etc.

If the model is not in the list just click the + Add New Model to add a new model. This will add to the master list of models.

Edit Equipment Screen – Manufactured Date

The is the date of manufacture. Usually they only have the year so you can select January 1st and the year. There are boxes where you can refine the year and the month but, in the end, must select the day for a complete date.

This is important because when adding equipment initially the next dates for service is based on the manufacture date rather than the date of the inspection.

This will be more obvious in January when installing last years inventory, or when entering equipment in to the system for the first time that has actually been in place for years.

Hallwау by Door   [Save]

General

Model	PL-500
Location	Hallway by Door
Manufactured	Oct 15th, 2020
Barcode	6b1d32ed2df545fea7506d348b47759
Serial Number	555
Note	Shut off Breaker first
Floor	First Floor

Floor Plan Location

Equipment Edit Screen Continued

The serial number field is optional as many pieces of equipment don't have serial numbers anymore such as smoke detectors.

The barcode is fill in automatically when entering them from the mobile device. When entering them from the computer first just leave the barcode number blank. In this way the technician can just link the barcode later when doing the inspections.

The note should only be used when there needs to be some attention, such as "Get Key from Superintendent"

Floor plans are just pictures that are scanned in and related to a location. For each piece equipment can be related to a floor plan.

Click on floor plan location to bring up the map to place the equipment on the floor plan.

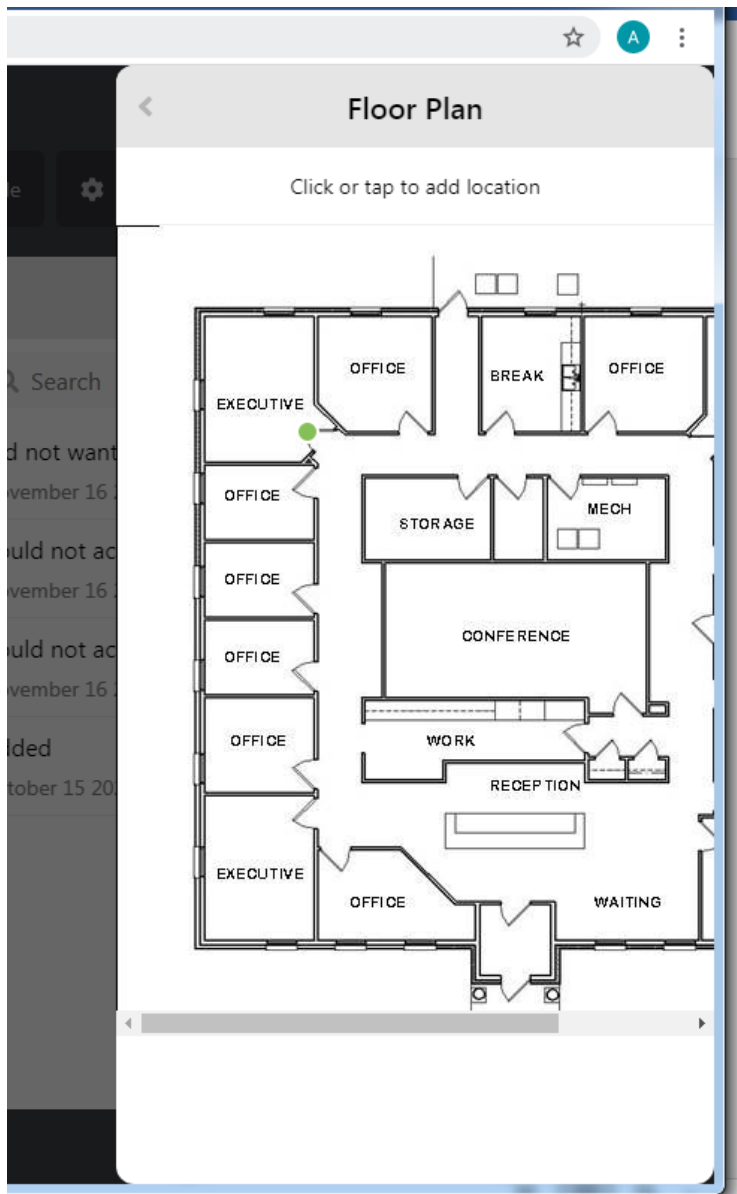|	
Note	Shut off Breaker first
Floor	First Floor

Floor Plan Location

Care

Delete Equipment

Equipment Edit Screen Continued

To delete this piece of equipment, scroll down and click on Delete Equipment.

Floor Plan Location

From the Equipment edit screen clicking on Floor Plan Location will take you to this screen. Notice the green dot. This is where the equipment is. By using the mouse on the scroll bar can scroll left and right. The equipment placement was probably set by the field technician on the mobile device, but it can be placed from the web system by just clicking on the new spot where the equipment is.

To go back to the edit equipment, edit screen click on the left arrow at the top left of the screen.

Where this is useful is when the technician can't find the equipment listed on the inspection due screen, the technician can view the equipment to see where it is placed on the floor plan.
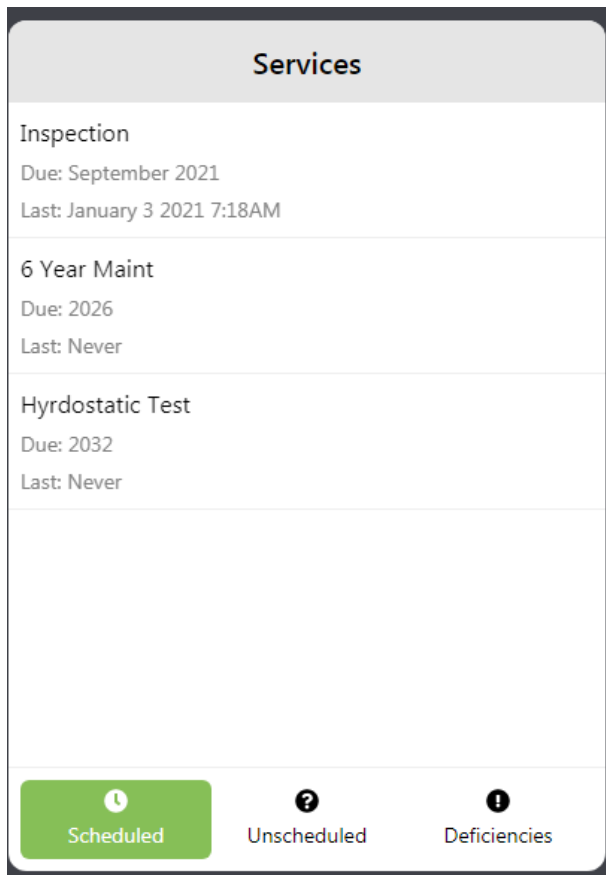
Service Screen

The middle pane is the Services screen. Click on the Scheduled tab. These are all of the inspections and services for the selected equipment. Click on the scheduled button. Only the scheduled inspections and services show up with the last date done and date due to be done.

The scheduled services that are displayed is based on the scheduled services defined for the type of equipment. The type of equipment is defined in the model selected for this equipment.

For more options on a service click on the service.
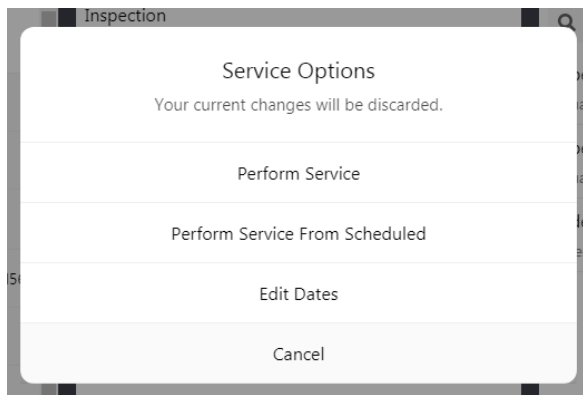
Scheduled Service Option Screen

Perform Service will update the last date done to the current date and the next date to be done to todays date plus the frequency of this service. It will also add an activity in the history for this equipment showing that it was done.

Perform service from scheduled is used when the service was done last year but the technician failed to update the service. This means it was previously done but just not recorded. The last date will be the date that it was schedule and the next date to be done is the date that it was scheduled plus the frequency of this service. This activity in the history will show it was done last year.

Edit dates is not normally used. These are considered override dates. Click on edit dates and the service date screen will appear.

In this diagram can click on 2021 to change the year, and click on January to change the month. This service isn't to the level of day so in this scenario there is no option to change the actual date by day.
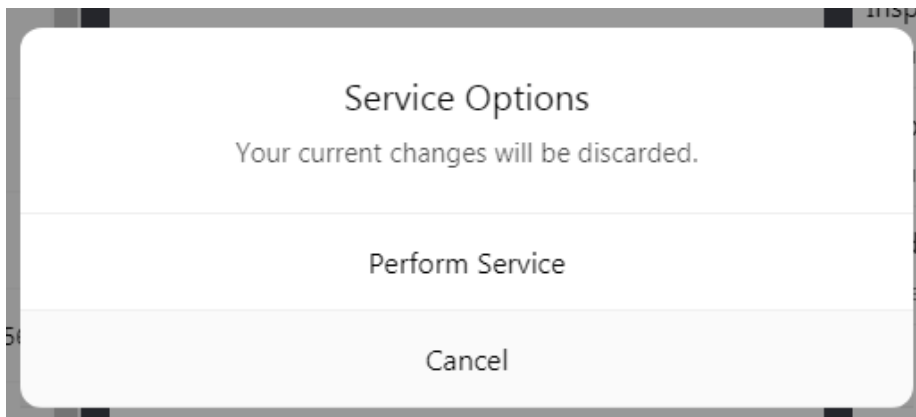
To clear out the override date click Clear. Click Done to return to the previous screen
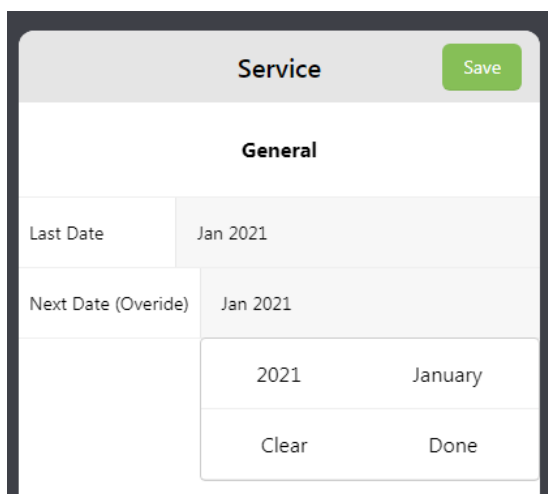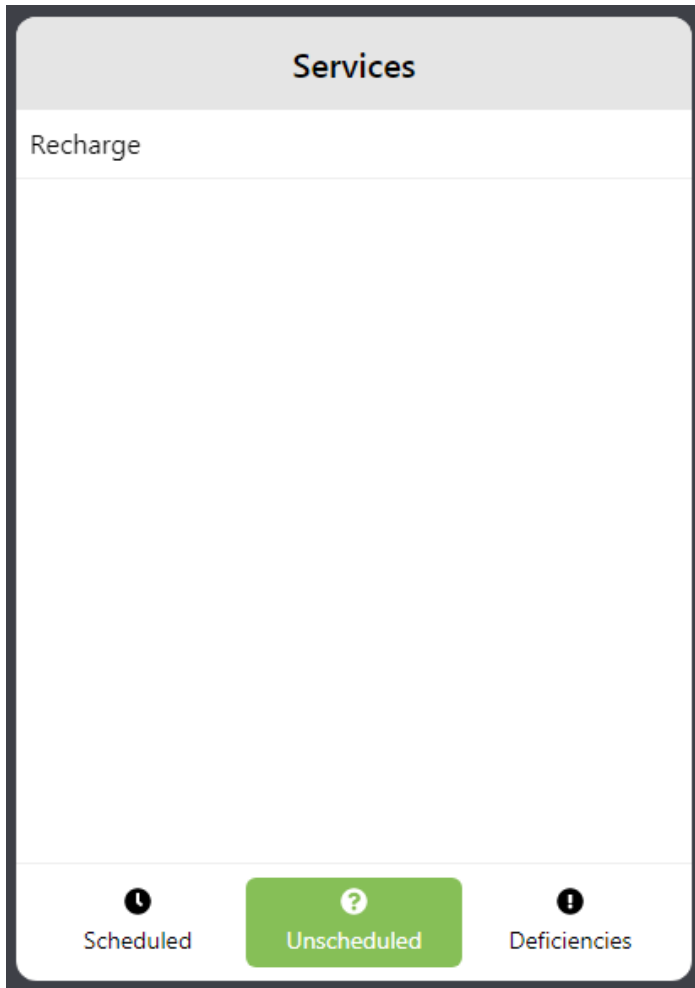
Unscheduled Services

The defined unscheduled services for this type of equipment are listed when selecting the Unscheduled tab. These can be unscheduled services, repairs, or observations. Unscheduled services don't have a last or next date to update but rather it will just update the activity hist0ory for this piece of equipment with the date done. This will show up on inspection report, and other management and stakeholder reports.

Services

Recharge

Scheduled   Unscheduled   Deficiencies

Service Options

Your current changes will be discarded.

Perform Service

Cancel

Unscheduled Service Options.

In this scenario it doesn't actually do anything until you click Perform Service. You can still back out by pressing Cancel.
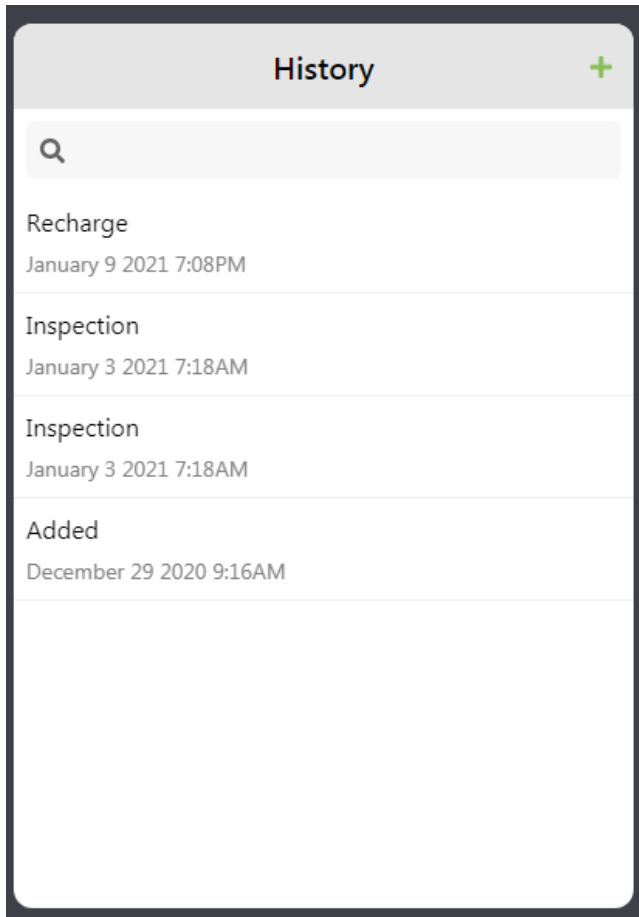
History Screen

On the right-hand pane is the activity history for this equipment.

Shows an activity when the equipment was added, when the equipment was scanned for inspection, other scheduled activities or unscheduled activities.

These will show up on reports.

One feature the web system has that the mobile version doesn't have is that you can add an ad-hoc activity with a description that is free text.

To add free-text click the + sign on the upper right-hand corner of the screen

Sties Reports

Type the description.

Select the date for the activity

Use the drop down to select the technician.

The Sites prepopulates.

Services
+

No Deficiencies

Open a deficiency by clicking the plus in the top right of the pane. When the issue has been resolved, click on it and set the closed date.

Scheduled   Unscheduled   **Deficiencies**
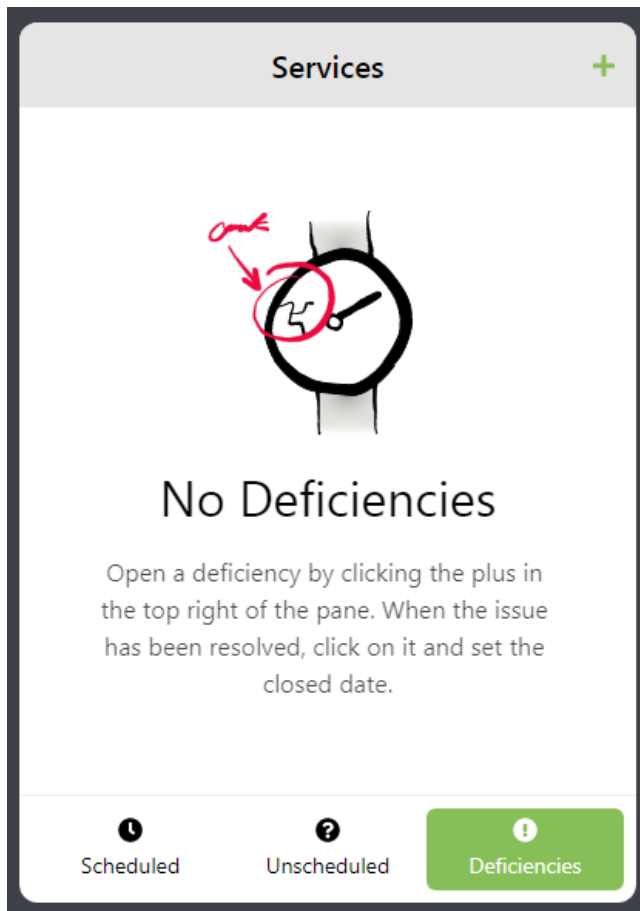
Deficiencies

These are things that are wrong with the equipment that will have to be repaired. They could be things that are identified with the equipment that aren't repaired at the current time that have to be brought to management's attention or just repaired at a later time. If the equipment has to be brought back to the shop it's a good idea to identify the deficiency so that the shop technician can see what's wrong with the equipment and close the deficiency when it is repaired.

Before adding a deficiency it's a good idea to go to the deficiencies tab to see if the deficiency was added the last time the equipment was inspected.

These deficiencies are just free text that don't come from any predefined table.

Use the + sign at the upper right and corner of the screen to add a deficiency.

Add Deficiency   Add

General

Description	Rusty, Needs Replaced
Opened Date	Jan 9th, 2021 7:11PM
Closed Date	

Add Deficiency

The description is free-text to describe the deficiency.

The opened date is the system date.

When adding a deficiency leave the closed date blank. When the closed date is filled in it is no longer an open deficiency but a closed deficiency.

Only the open deficiencies show up on the mobile device.

Both the open and closed deficiencies show up on the web system.

Click on the Add button to add the deficiency and return to the previous screen.
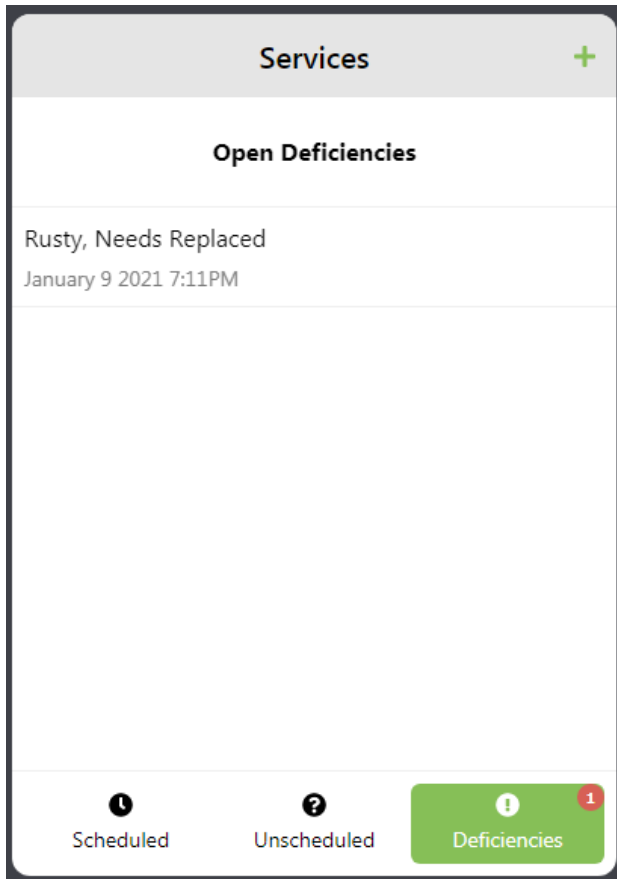
Deficiencies

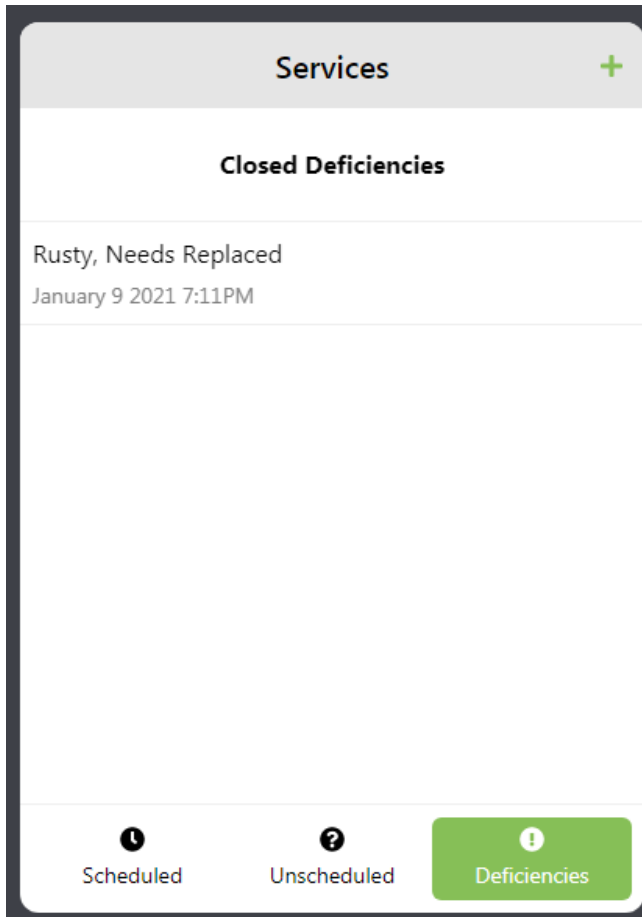The Open Deficiency shows up on the open deficiencies list screen.

Notice the red circle with a 1 on the deficiencies button. The red circle means that there are open deficiencies and the 1 means the number of open deficiencies.
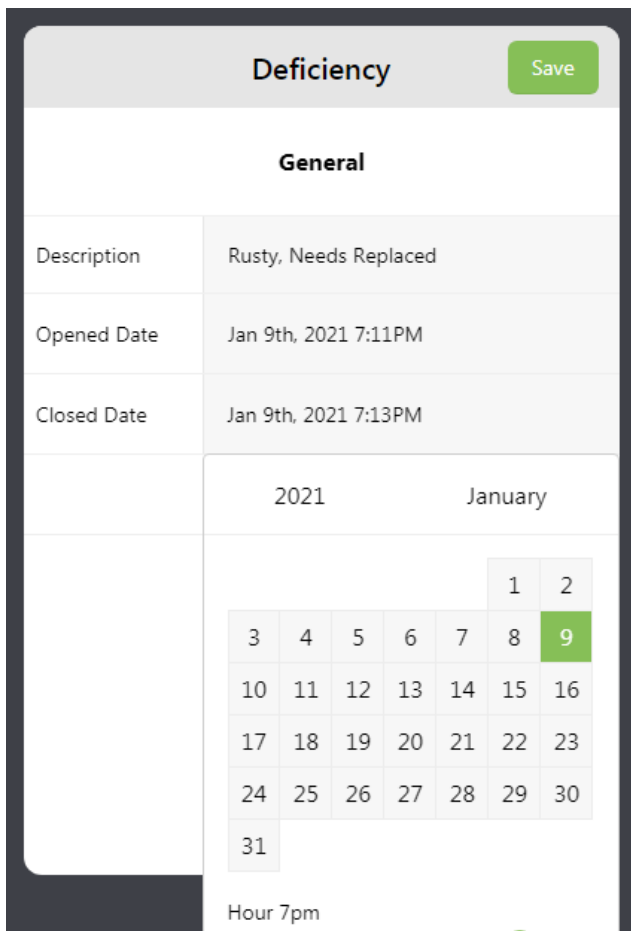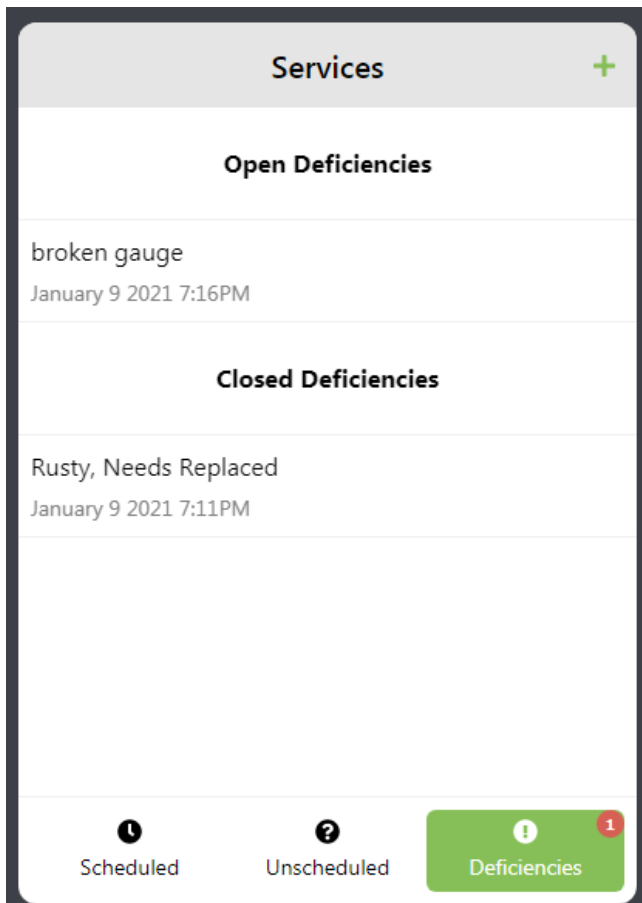

Closing Deficiencies

When the deficiency is repaired and no-longer an issue, click on the deficiency to edit.

Pick the date for when the deficiency is closed. And then click the Save button.

Closed Deficiencies

The deficiency now shows up under Closed Deficiencies.

Open and Closed Deficiencies

When another deficiency is opened up the list screen will then display the open deficiencies in a separate section as the closed deficiencies.

The mobile system just displays the open def9ciencies because that's all the field technician should be concerned with.
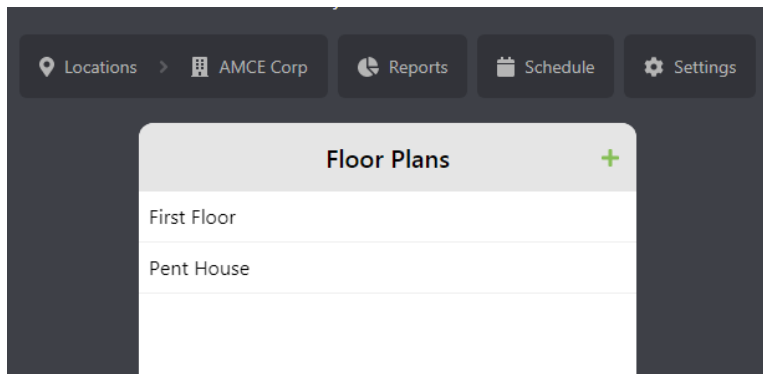
Floor Plans

The floor plans for the selected location are listed. They can be a floor plan in a multi-story building or just a floor plan for a separate building at the same site. They can even be a map of an outside area. It's just a picture that equipment is placed on.

To add equipment click on the + at the upper corner of the screen
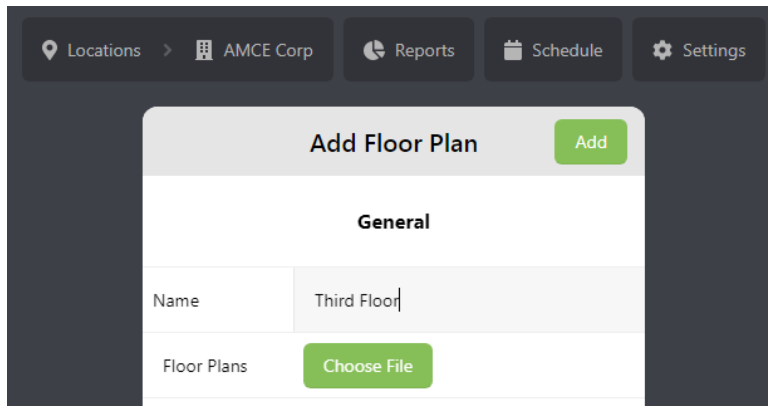
Add Floor Plan

Scan in or take a picture of a floor plan as a jpg file to have it ready.

Type in the name of the floor plan.

Click Choose File.
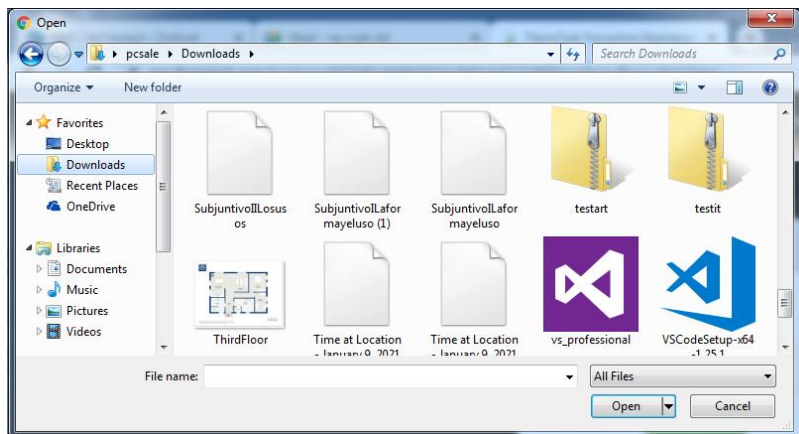
Choosing the floor plan picture

Browse to the location where the picture file was placed and pick the file. After clicking on the file click Open.

On the Add floor plan screen it shows a thumbnail of the selected picture.

When done click the add button.

Once the floor plan is linked to the location the Technician is able to relate it to the equipment and place the equipment on the floor plan.
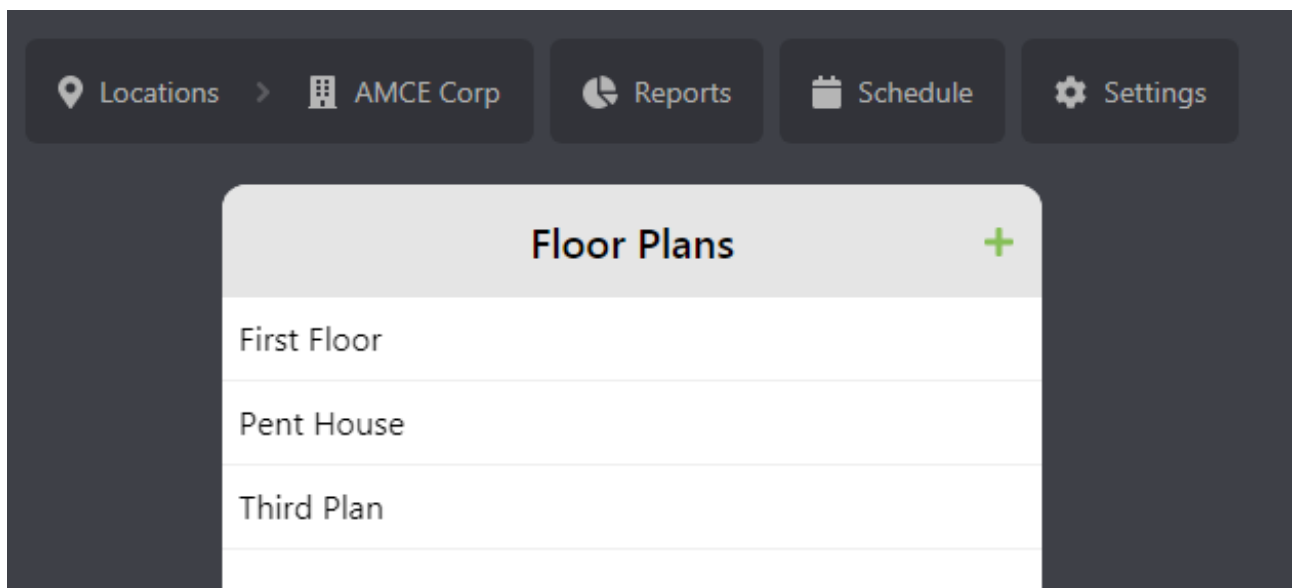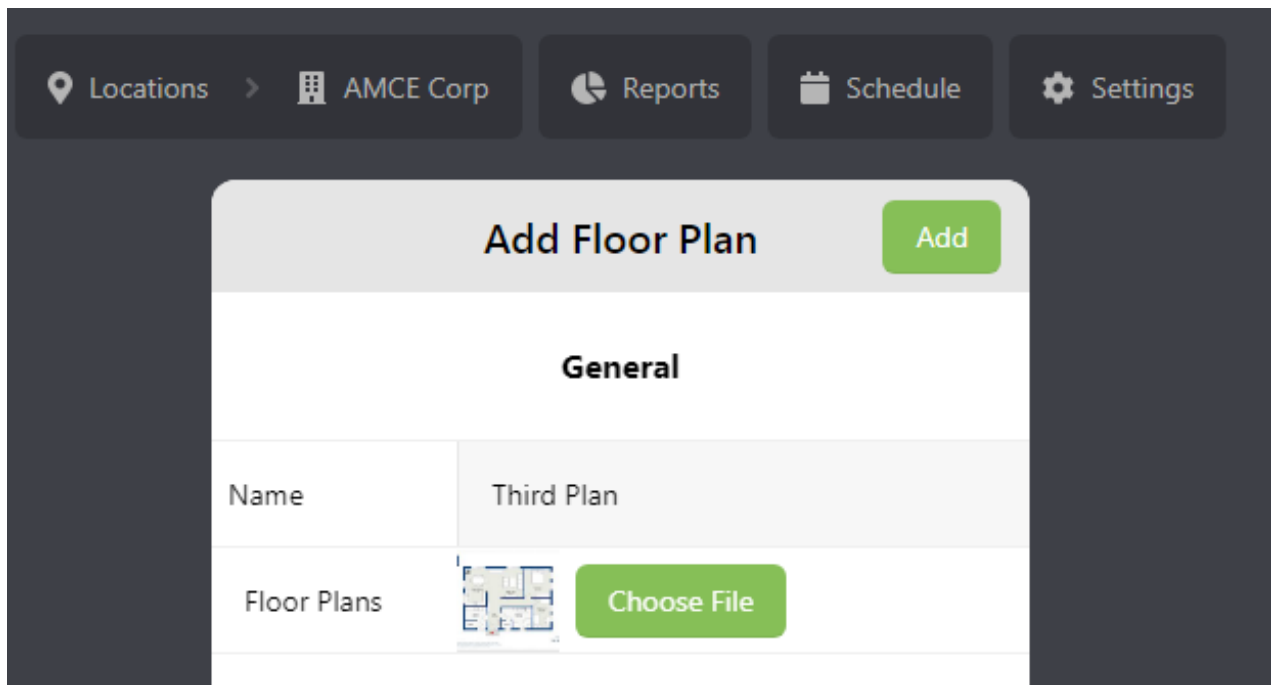
Options

Floor Plans

Service Months

Site Service Overrides

Service Months

This is mainly used by equipment service providers. Click Service Months to define service months for the selected site. This is to keep equipment of a certain type in a set defined month for that type of equipment. No mater what month the equipment is calculated to be done in, it will change the month to the set month for this site.

Setting Service Months for a Site

Toggle on the service months for a particular site. Fire Alarms may be once per year but fire suppression systems may be twice per year. If the fire alarm inspection was set to September but the actual inspection was done late in September the next date will be re-set to September.

This is so that you can spread out different locations through the year. It is easier to schedule work when it is predefined.

If the location has equipment with a model FA100 Fire Alarm the Fire Alarm service month service definition will show up to be defined. If the location also has a fire suppression system with a different service month linked it will then show up another section for Fire Suppression systems

Where the Service Month Definition is Defined

When a model is added you can pick the service month category. This model is in the Fire Alarms service month category. If a location has equipment where it has at least one piece of equipment with this model, then the Fire Alarms Service Month definition will show up.

The Fire Alarm technician has a different sill set than a fire Suppression System technician and would want to schedule their schedules independently.

When September is defined as the service month for Fire Alarm equipment which is defined with the equipment, notice all those types of equipment ensures the next date to be done ends up in September. If there are 2 months defined within a year, it will set it to the closest month.

Site Service Overrides are exception to the rule pertaining to the set frequencies for a particular site.

For example, normally Fire Suppressions Systems have to be inspected twice per year. French fry trucks are seasonal, so depending on the area it is acceptable to do those inspections just once per year.
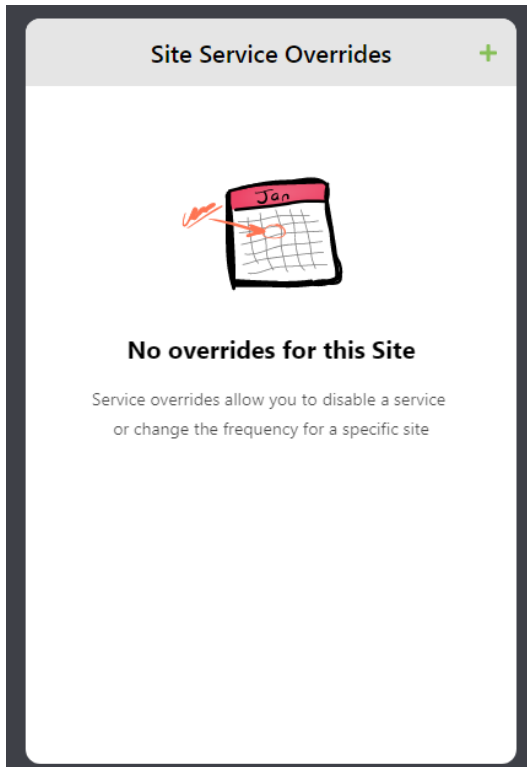
Can set up a frequency override for a type of equipment just for this site.

Site Service Overrides

+

No overrides for this Site

Service overrides allow you to disable a service
or change the frequency for a specific site
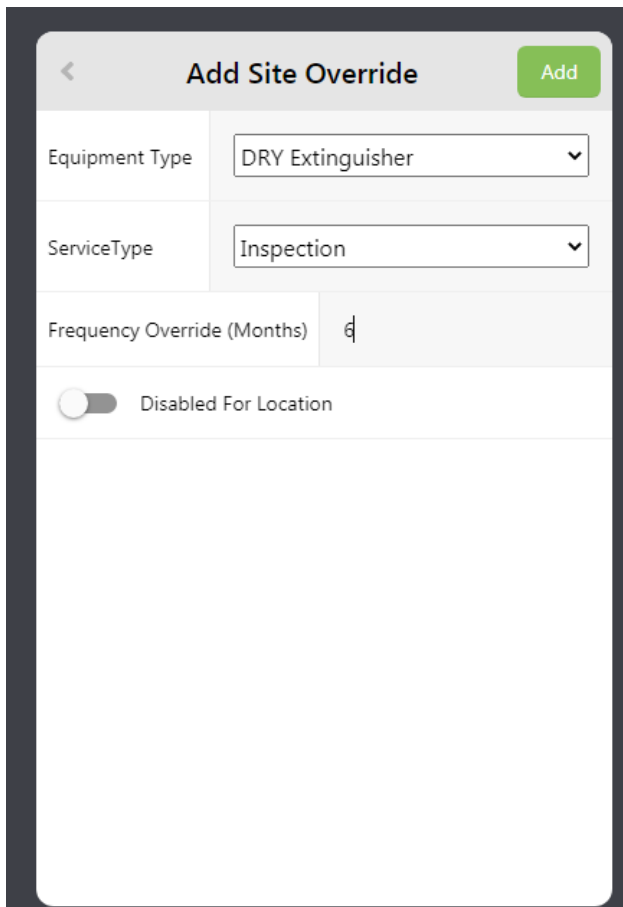
Sites Service Frequency Overrides

Listed are all the service overrides for this site.

Click the + to add a service override for this site.

< **Add Site Override**   **Add**

Equipment Type	DRY Extinguisher ▾
ServiceType	Inspection ▾
Frequency Override (Months)	6

⬤ Disabled For Location

Sites Service Overrides

Pic the equipment type that this override will apply. Pick the scheduled service that this applies to. Type in the number of months to use instead of the normal frequency for this service for this equipment type.
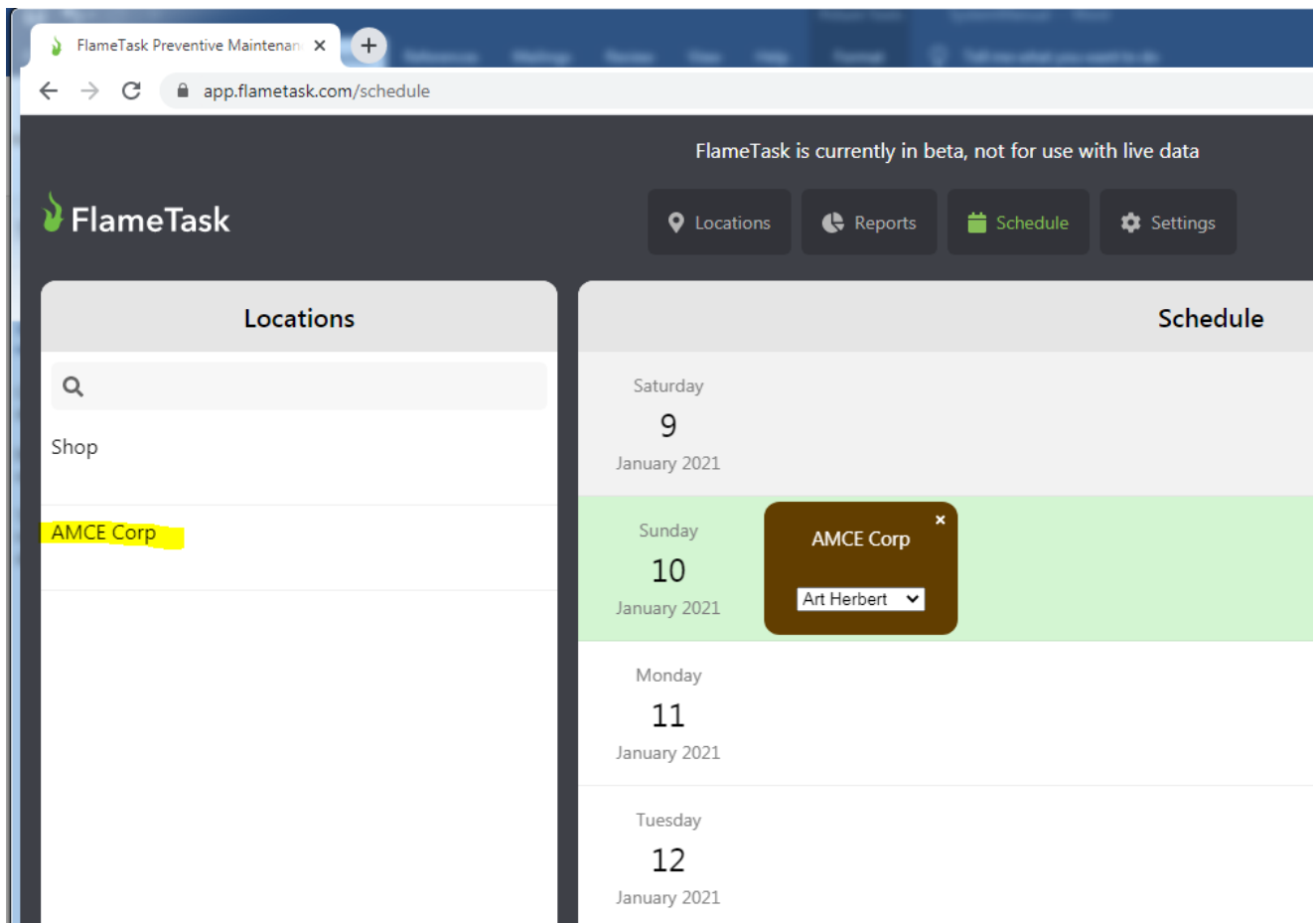
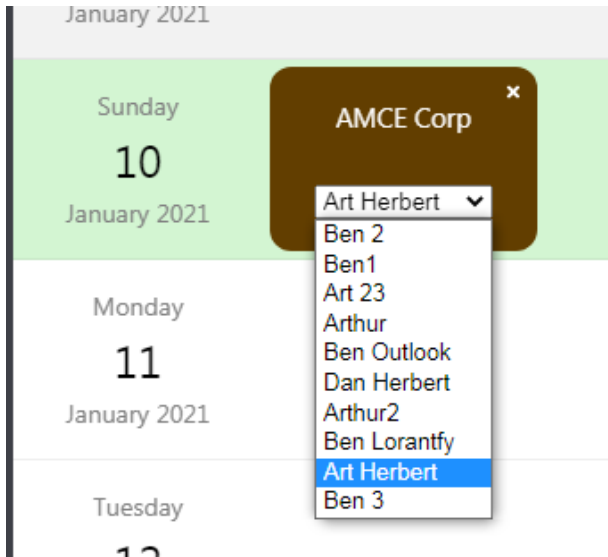When done click the Add button.
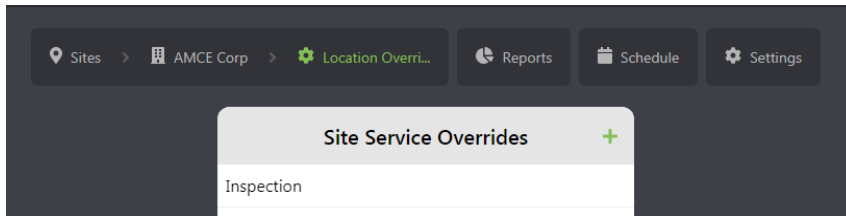
Sites Service Overrides

After adding the services override it shows up on the Location Service Overrides list screen.

Scheduling Sites

Can schedule seleccted sites to be done an a given date. Just click on the site and then click on the date.

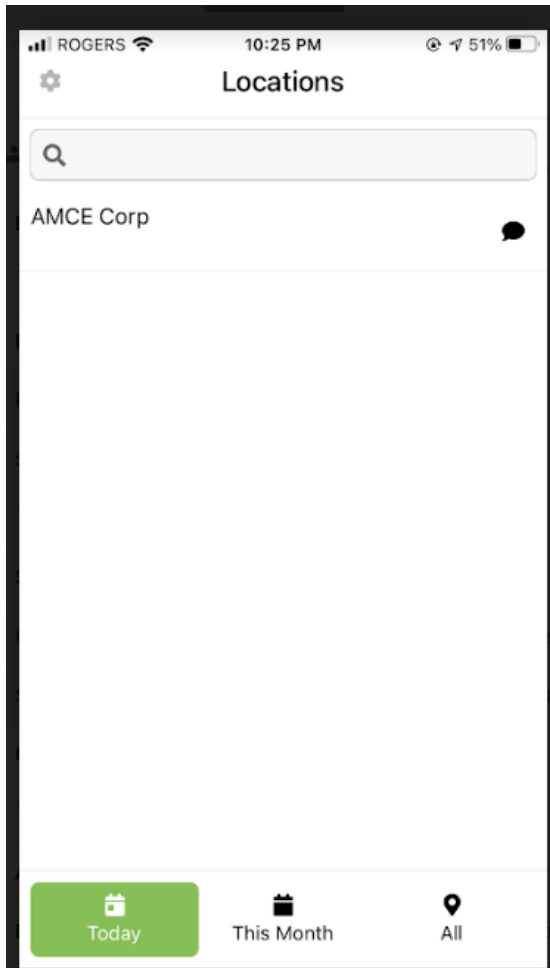The site will show up on that date.

Sites Reports

At this point use the drop down to select the technician that it is assigned to.

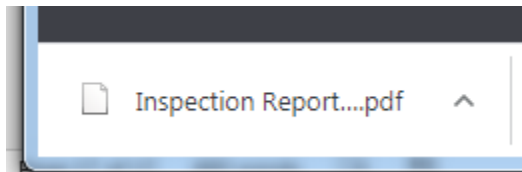To remove the site from that date just click on the x in the upper right hand corner of the box.

How this filters on the Mobile Device

A field technician is logged in on a mobile device. To display just the locations for the technician that is schedule just for today based on the schedule, click Today.

In the above example where this site was scheduled for January 10th and if the date was January 1th, this location wouldn't show up on the Today tab but it would on This month tab.

To display all equipment in the system, click All.

Inspection Report

The date below is used to show history records only.

Start Date	2021-01-01
End Date	2021-01-31

Show Questions / Answers

Type	PDF
Layout	Landscape

Create

Cancel

📄 Inspection Report....pdf ⌃

The inspection report for a selected site shows:

- The location of the equipment
- Date of the inspection
- Serial Number of the equipment
- Size type Manufacturer
- Last Date of inspection
- Next service that is due
- Next service due date

Sites Reports – Inspection Report

Location reports display information filtered to the selected location.

The inspection report shows equipment information with inspection and service activity.

The first parameter is the start and end date for which the inspection took place. Use the date picker.

If utilizing questionnaires, it will show more information about the questions that were asked and the answers the field technician provided.

Can use the drop down on Type to choose between PDF or CSV.

Choose the layout. Portrait or Landscape.

The report will download in to the downloads folder.

Double click on the report to open it up.

Equipment Report

Report Date: January 10, 2021

Name	Serial Number	Size	Type	Manufacturer	Last Inspection	Next Service	Next Service Date
Date		History Description					
Walmart						6 Year Maint	September 27, 2026 PM
Lunch Room				LIFE EMERG	October 15, 2020 11:03 PM	Change Battery	September 15, 2021 PM
North Hallway			HARD WIRED	SMOKE CO		Replace Battery	September 15, 2021 PM
Hallway by Door				ALARM CO	June 1, 2023 7:14 PM		
Server room	555	10 LB	CO2	FLAG			
Shop	234	5 LB	ABC	Amerex	January 3, 2021 3:18 PM	6 Year Maint	September 29, 2026 PM
Jan 3, 2021 3:18 PM		Inspection					
Jan 3, 2021 3:18 PM		Inspection					
Jan 10, 2021 3:08 AM		Recharge					
Jan 10, 2021 3:13 AM		Deficiency opened: Rusty, Needs Replaced					
Jan 10, 2021 3:14 AM		Deficiency closed: Rusty, Needs Replaced					
Jan 10, 2021 3:17 AM		Deficiency opened: broken gauge					
							Total Equipment: 6
							Total History: 6

If the last inspection is before the current month or if the next service is before this month it will show the information in Red

Other details such as inspections and service show up under the equipment information.

Sites Reports – Equipment Report

This report just displays the equipment at the selected location.

The idea of options for Type (pdf) AND Layout are the same as in the previous page.

If the show services are toggled off it won't show the scheduled services with their last and next dates.

The filter by is in the next slide.

Equipment Report – Filter By

Show all will just show all of the equipment at the location. Use this drop down to select an option to filter by. It will then ask for the date range.

If the equipment doesn't' have inspections / services that fall within the date range the equipment itself will be suppressed.

This is an example when the services are toggled on.

Deficiency Report

This report displays all of the open deficiencies for each piece of equipment.

An example of a deficiency report

Deficiency Report		Report Date: January 10, 2021		Start Date: January 1, 2021		End Date: January 31, 2021	
Name	Serial Number	Barcode	Manufacture Date		Size	Type	Manufacturer
Description				Date Opened		Date Closed	
Shop	234		Dec 29, 2020 5:15 PM		5 LB	ABC	Amerex
Rusty, Needs Replaced				Jan 10, 2021 3:11 AM		Jan 10, 2021 3:13 AM	
broken gauge				Jan 10, 2021 3:16 AM			
							Total Equipment: 1
							Total Deficiencies: 2

Equipment Due Consolidated Report

Fill out the options below to prepare your report.

Start Date	2021-01-01
End Date	2021-01-31
Type	PDF
Layout	Portrait

Create

Cancel

Equipment Due Consolidated

Any equipment that is due between the selected range of dates will by consolidated by Equipment Category, size, type and service with the total number of each on the report.

For example:

Dry 10 LB ABC Inspections   25

Dry 5 LB ABC Inspections   5

Questionnaire Report

Fill out the options below to prepare your report.

Start Date	2021-01-01
End Date	2021-01-31
Type	PDF
Layout	Landscape

Create

Cancel

Questionnaire Report

For all equipment that was inspected between the range of dates will show the equipment information along with the questions that were asked at the time of the inspection or service along with the field technician's answers.

For Example:

Was Extinguisher Rusty   Answer = Yes

Extinguisher have charge   Answer = No

Company Wide Reports

Location Report

List of all locations with their information. Options to filter by status and service month to find which locations are serviced in a specific month.

Selective Equipment Report

List of equipment that fits model search criteria. Example: a list of 5 peices of equipment with model information matching 6LB ABC DRY.

Time at Location

A detailed report showing each activity and how long a technician or staff member took between and at each location with a total time at the location.

Company Wide Locations Reports

The other reports are filtered per location but these reports span multiple locations.

See the description of the reports for each

Sites Reports

This report will print all overall locations (Sites / Customers etc)

Can show all or for a given service month. What can be done to see all the locations that have to e done next month is to select the month. Only those locations that are scheduled for the month will be listed.

Status defaults to Active. Can select Non-Active. Equipment service providers can use this to print a list of all customer they don't have by the month they know the equipment to be due. They can approach those customers to try to swing the business.

Example of the Site Report

Selective Equipment Report

This report can be used to identify all sites that have equipment of a given size type, manufacturer, model name etc.

It will list sites with the total number of equipment that match that criteria.

Can fill in just one or more fields. The more fields that are filled in the more selective the report will be.

An example of this is that an equipment service provider may list all customers who have a certain model of equipment for a recall notice.

An example of this report

This report was generated with
FlameTask Preventive Maintenance Software

Location Report		Report Date: January 10, 2021			
Location Name	Address	Phone Number	Customer Number	Matching Equipment	
AMCE Corp	555 Anywhere Street Wyoming Ontario	5195555555		6	
Shop				1	
					Total Records: 2

Time at site Report

This is used to identify all of the locations a given technician went to, how much time at each site and the number of pieces of equipment for each site on the report.

Enter the start and end date using the date picker. Select the technician.

The report will list in order by date / time the locations / customer the technician when to.

It uses the date / time the first piece of equipment compared with the date / time the last piece equipment was scanned at that location to identify how long the technician was at that location compared with the number of pieces of equipment at that site.

If the technician took 3 hours to inspect 7 pieces of equipment there may be a performance problem with the technician.