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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?](#)

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FIS Home Page

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

The 'New Account' form is located in the top right corner of the FIS home page. It features a header with 'Demo', 'Logout', and 'Home' links. Below the header is the title 'New Account' and a text input field for 'Account name:'. At the bottom of the form are two buttons: 'Cancel' and 'Add Account'.

Demo

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

[Change Profile](#)

Welcome Kris

Administration

[Users](#)

New ...

Account

Facility

Survey and Repair Report [Survey Centers](#)

[William Beaumont Hospital](#)

[Pediatric Center](#)

[Survey and Repair Report - 1N](#)

The 'New Facility' form is located in the middle right of the FIS home page. It features a header with 'Demo', 'Logout', and 'Home' links. Below the header is the title 'New Facility' and a text input field for 'Facility name:'. Below that is a dropdown menu for 'Account: -- Select --'. At the bottom of the form are three buttons: 'Cancel', 'Create Facility & Exit', and 'Create Facility & Add Floor Plans'.

The 'Survey & Repair Report' form is located in the bottom right of the FIS home page. It features a header with 'Demo', 'Logout', and 'Home' links. Below the header is the title 'Survey & Repair Report' and a text input field for 'Project name:'. Below that is a dropdown menu for 'Facility: -- Select --', followed by a text input field for 'Job number:'. Below that are two text input fields for 'Start date: 2011-06-30' and 'End date:'. At the bottom of the form are 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.

New

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.

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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.

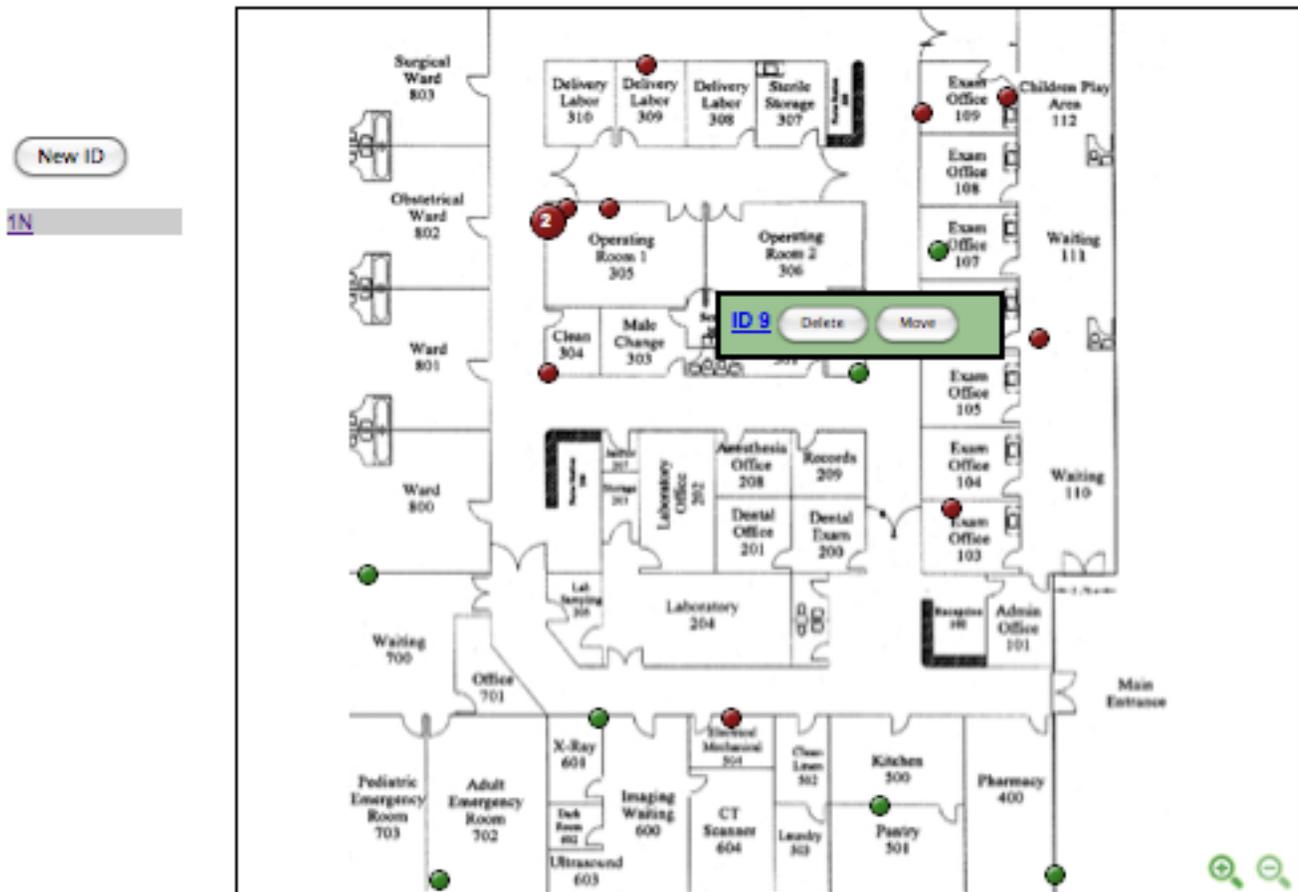
The top half of the screen shows the **Project Name, Job Number, Facility, and Dates** entered when the Survey and Repair report was created.

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.
- Click on the floor plan where you want to indicate the new deficiency.

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 bottom right corner of the floor plan.

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ID Page

The screenshot displays the FIS ID 9 page. The main form on the left includes an 'Edit' button, location information (1N, Operating room, East Wall), and a deficiency description: '(3) Plastic pipes firestopped with incorrect/unknown materials'. Below this are two image galleries labeled 'Before' and 'After', each with 'Upload Image' and 'Delete Image' buttons. At the bottom, there is a 'Repair Documentation' section with buttons for 'Upload Document', 'Add U/L System', 'Request EJ', and 'Add Cold Smoke Seal'. A detailed view of the 'Location/Context' section is shown on the right, featuring a 'Save' button, a 'Location' text box containing 'Operating room', a 'Location detail' dropdown menu set to 'East Wall', a 'Rating' dropdown menu set to '2 hr', a 'Sprinkled' dropdown menu set to 'Yes - Area', a 'Reference Owner Work Order No.' text box, an 'Installer' dropdown menu set to 'Held, Kris', and a 'Foreman' dropdown menu set to '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.

The screenshot shows a web form with a dropdown menu titled "Add Deficiency" set to "-- Select --". The dropdown is open, displaying a list of deficiency types: Cable tray, Cast iron pipe, Copper pipe, Duct, Flexible conduit, Hole/void, Insulated duct, Insulated pipe, Insulated spiral duct, Junction box, Low voltage cable, Open-ended conduit/sleeve, Open-ended conduit w/ LV wires (highlighted), Pipe sleeve, Plastic pipe, Pneumatic tube, Spiral duct, Sprinkler pipe, and Steel pipe. To the right of the dropdown is a "Go" button. Below the dropdown, there are buttons for "Edit" and "Repair". The form also includes fields for "Deficiency:", "Corrective Action:", "Before", a date "Aug 10, 2011 11", and an "Upload Image" button.

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

Select **Edit** under that menu.

- Select the number of **Penetrants** from the pre-loaded list.
- Select the **Deficiency(s)** from the pre-loaded list.
- Select the **Repair(s)** from the pre-loaded list.
- Any additional comments may be typed in the **Comments** field.

NOTE: To select more than one deficiency or corrective measure, hold down the Control key on a PC or the Command key on a Mac while you select the options.

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

The screenshot shows the "Save" section of the form. At the top are "Save" and "Cancel" buttons. Below them is a "Quantity" dropdown menu set to "3". There are two dropdown menus for "Deficiencies" and "Repairs". The "Deficiencies" dropdown is open, showing a list of options: not firestopped, firestopped with incorrect/unknown materials, and with existing firestopping incomplete/voids. The "Repairs" dropdown is also open, showing: enclosed penetrant(s) with rated assembly, removed existing firestop materials, and filled with mortar. To the right of these dropdowns is a note: "Hold down 'Control', or 'Command' on a Mac, to select more than one." At the bottom is a "Comments" text area.

FIS Help and User Guide

ID Page - *continued*

Before and After Images

The screenshot displays the 'Before and After Images' section of the ID page. It features two image thumbnails. The top thumbnail is labeled 'Before' and shows a firestop deficiency. The bottom thumbnail is labeled 'After' and shows the firestop repair. Each thumbnail has 'Upload Image' and 'Delete Image' buttons. An 'Upload Image' dialog box is overlaid on the top right, showing a 'File:' input field with a 'Browse...' button, and 'Cancel' and 'Upload' buttons. A dashed arrow points from the 'Upload Image' button on the 'Before' thumbnail to the dialog box.

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 the images uploaded from your Eye-Fi card 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

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

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:

Description:

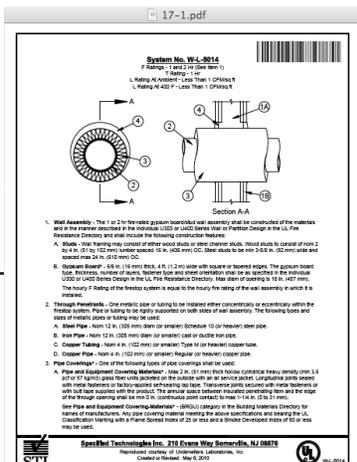
Add UL System

- Type in the UL Code in the **Code** field.
- Select a **Vendor** - either Hilti or STI
- Select **Submit** and the UL documentation will appear. An example:

Add System Document

Code:

Vendor:

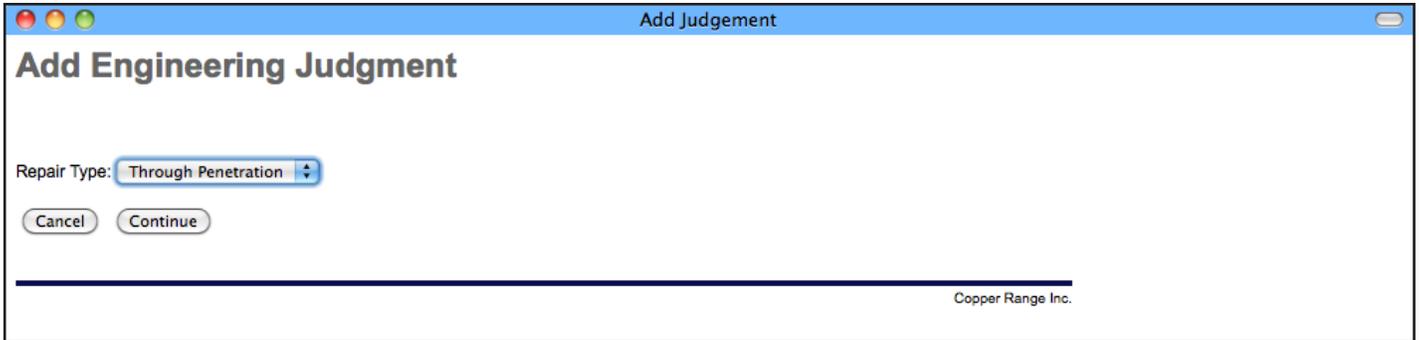


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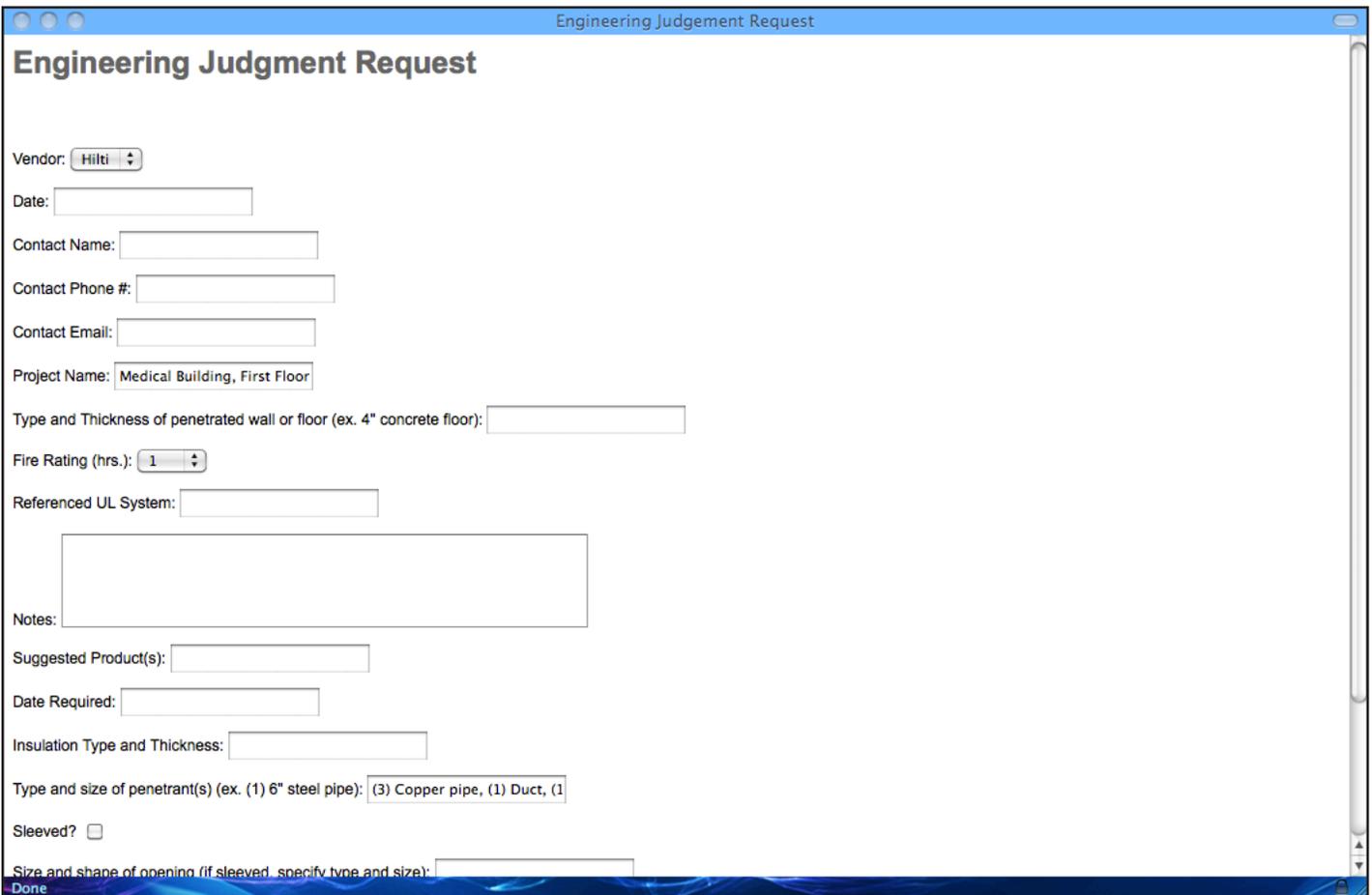
Issue - Additional Documentation - *continued*

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". Inside, the heading "Add Engineering Judgment" is displayed. Below the heading, there is a "Repair Type:" label followed by a dropdown menu currently showing "Through Penetration". At the bottom left of the dialog 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 heading "Engineering Judgment Request" is at the top. 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):

A "Done" button is located at the bottom left corner of the window.

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.

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

1N

#	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

Return

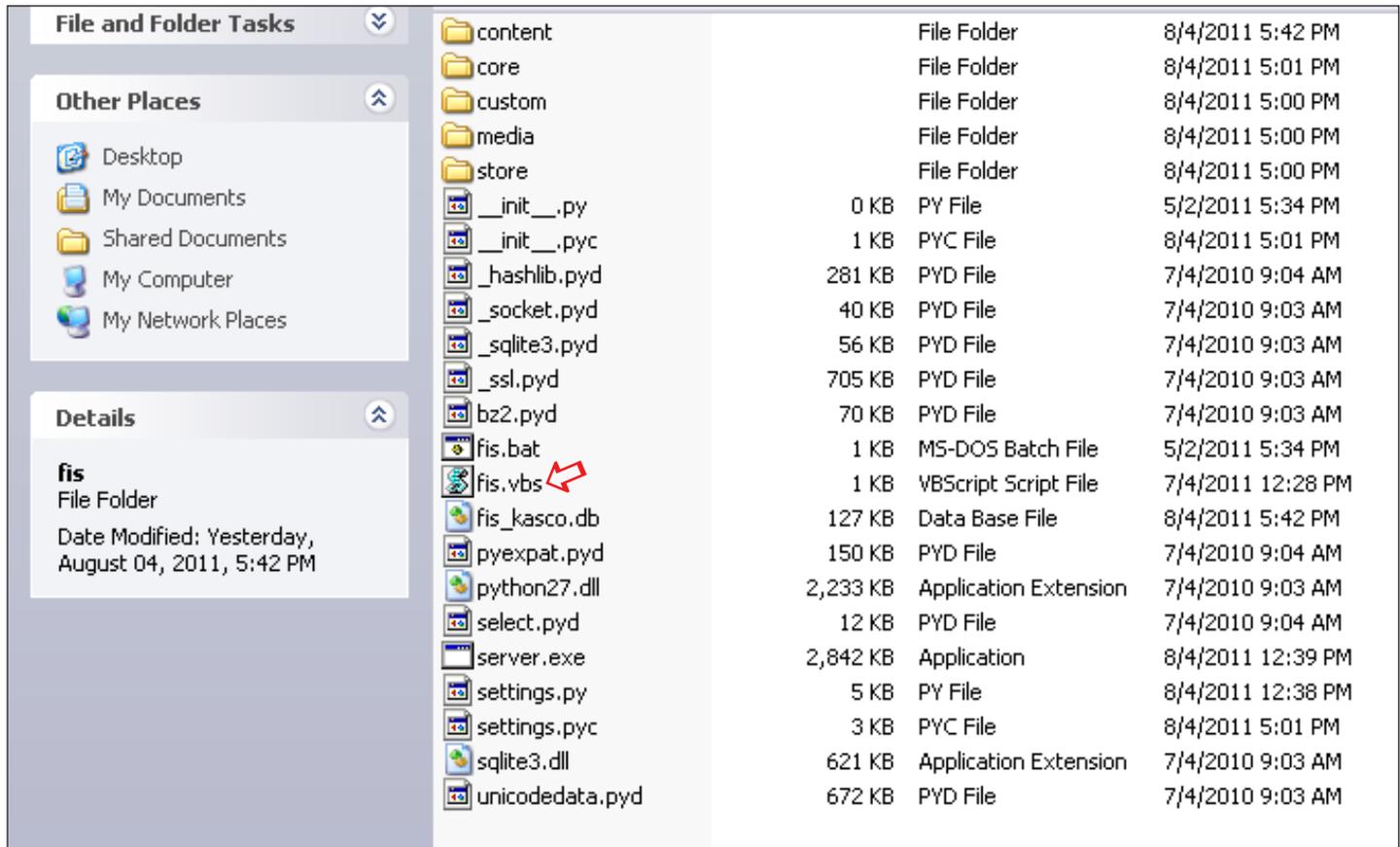
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Offline Software Installation and Usage

When working in an environment where there is no internet connectivity, local software is provided that will allow you to use the FIS while offline. When internet connectivity is restored, all data that was input will upload automatically to the system.

Copper Range will email you an **fis.zip** file with all the necessary data for the offline software. After you receive the file, follow these steps, in order, to install:

1. Save or drag the fis.zip file to your desktop.
2. Right click on the fis.zip file and select **Extract**.
3. Open the fis folder on your desktop.
4. Click/open the **fis.vbs** file (VBScript Script File) within the fis folder.



The screenshot shows a Windows Explorer window with the 'fis' folder selected. The 'Details' pane on the left shows the folder's name, type, and modification date. The main pane displays a list of files and folders with their icons, names, sizes, types, and modification dates. A red arrow points to the 'fis.vbs' file.

File Name	Size	Type	Modified
content		File Folder	8/4/2011 5:42 PM
core		File Folder	8/4/2011 5:01 PM
custom		File Folder	8/4/2011 5:00 PM
media		File Folder	8/4/2011 5:00 PM
store		File Folder	8/4/2011 5:00 PM
__init__.py	0 KB	PY File	5/2/2011 5:34 PM
__init__.pyc	1 KB	PYC File	8/4/2011 5:01 PM
_hashlib.pyd	281 KB	PYD File	7/4/2010 9:04 AM
_socket.pyd	40 KB	PYD File	7/4/2010 9:03 AM
_sqlite3.pyd	56 KB	PYD File	7/4/2010 9:03 AM
_ssl.pyd	705 KB	PYD File	7/4/2010 9:03 AM
bz2.pyd	70 KB	PYD File	7/4/2010 9:03 AM
fis.bat	1 KB	MS-DOS Batch File	5/2/2011 5:34 PM
fis.vbs	1 KB	VBScript Script File	7/4/2011 12:28 PM
fis_kasco.db	127 KB	Data Base File	8/4/2011 5:42 PM
pyexpat.pyd	150 KB	PYD File	7/4/2010 9:04 AM
python27.dll	2,233 KB	Application Extension	7/4/2010 9:03 AM
select.pyd	12 KB	PYD File	7/4/2010 9:04 AM
server.exe	2,842 KB	Application	8/4/2011 12:39 PM
settings.py	5 KB	PY File	8/4/2011 12:38 PM
settings.pyc	3 KB	PYC File	8/4/2011 5:01 PM
sqlite3.dll	621 KB	Application Extension	7/4/2010 9:03 AM
unicodedata.pyd	672 KB	PYD File	7/4/2010 9:03 AM

Screens will appear the same, and information that was cached (Saved for Offline Use) will be seen in the offline mode. You will be able to document new deficiencies, reports, and upload photos, however, previously documented issues will not appear on the floor plans, nor can they be accessed. The software is merely a way to store new information until the system reconnects to the Internet.