Navigating the online evacuation schemes system

Introduction

When to use

Use this guide to help you navigate and set up the evacuation schemes system.

It explains how to view applications and schemes, access supporting documents as well as managing additional recipients and use the advanced features of the system.

Contents

[Viewing and editing applications]

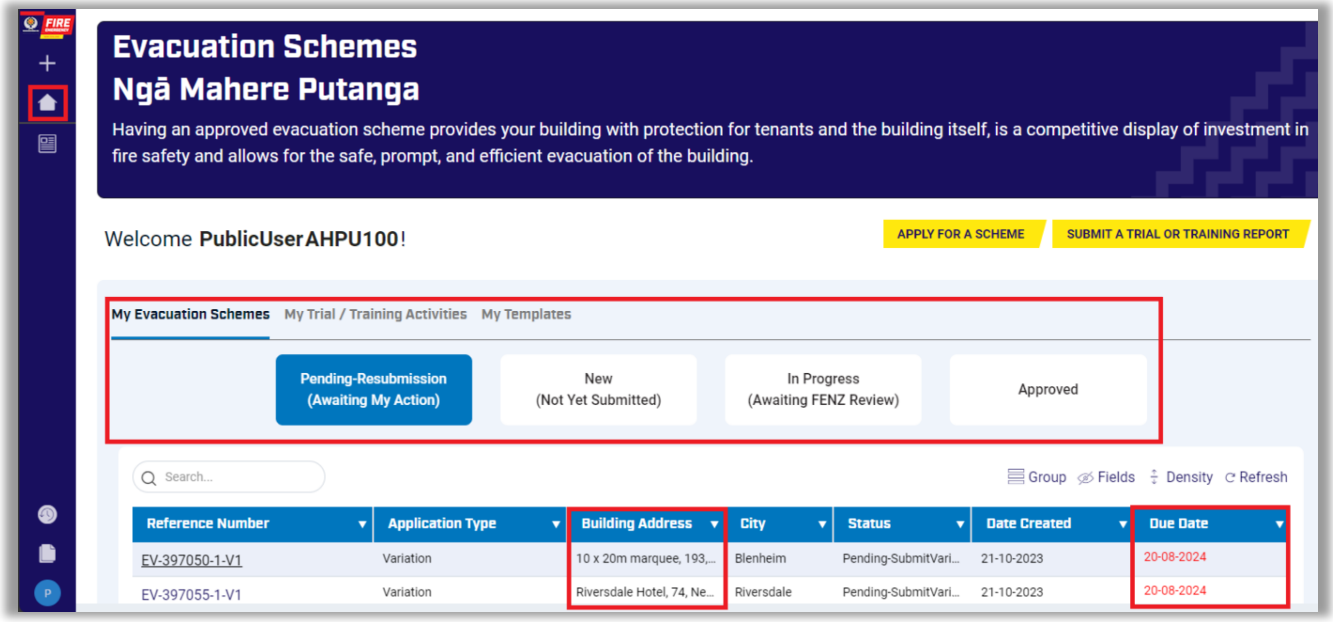
[Managing additional email recipients]

Also see [fireandemergency.nz/businesses-and-landlords/evacuation-schemes/] > [Quick reference guides] "Maintaining Approved Evacuation Schemes guide".

Viewing and editing applications

Viewing applications and reports

1. To view an application:
   Click the **Home** icon on the top left corner within the blue side panel.



   Result: You will be presented with an overview of your **My Evacuation Schemes** page with separate tiles for pending, new, in progress and approved applications.
   Note: The tables will display relevant key information regarding the application e.g. address or due date.

2. To view an application form, click the corresponding application status tile and then on the **EV- reference number**.

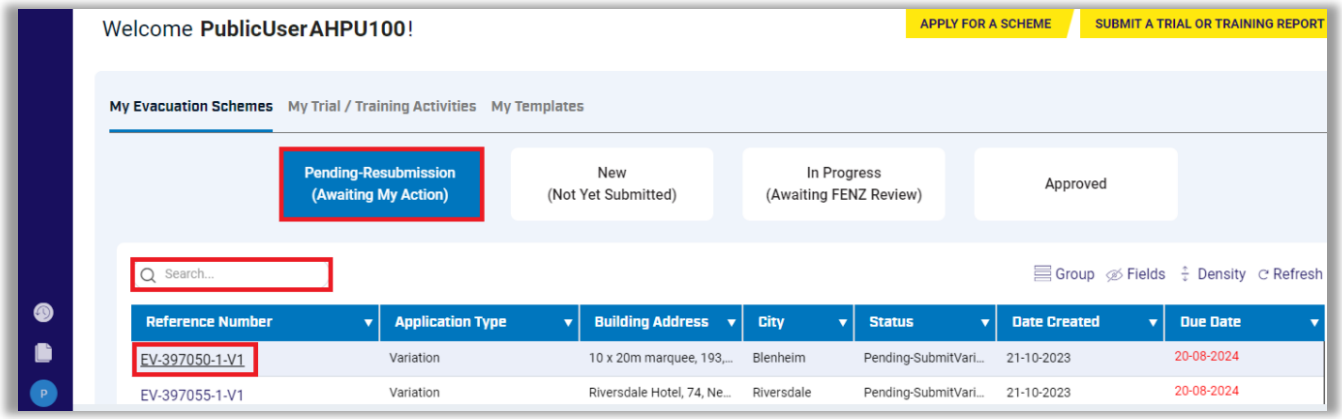
Pending Resubmission Tile: displays applications that are pending resubmission or any variations yet to be submitted.

New Tile: displays applications in draft status that have not yet been submitted.

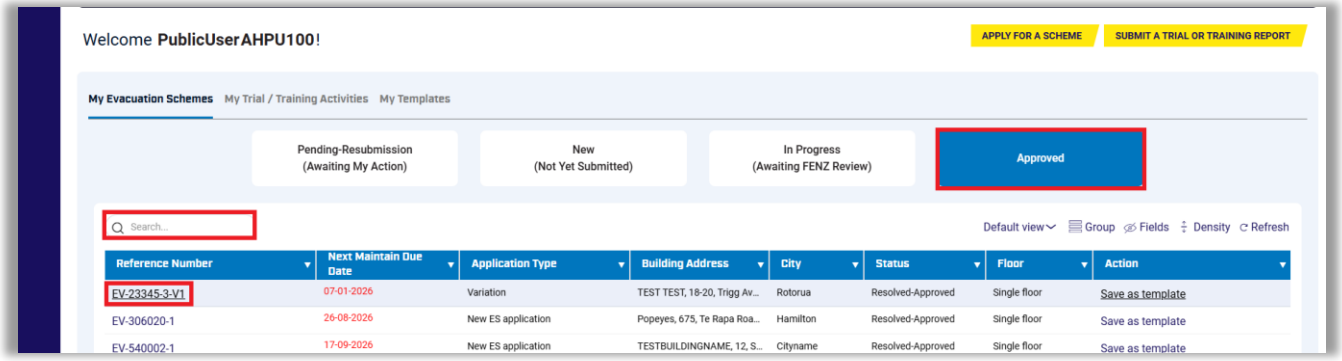
In Progress Tile: displays submitted applications currently pending Fire and Emergency NZ review.

Approved Tile: displays applications that have been approved.

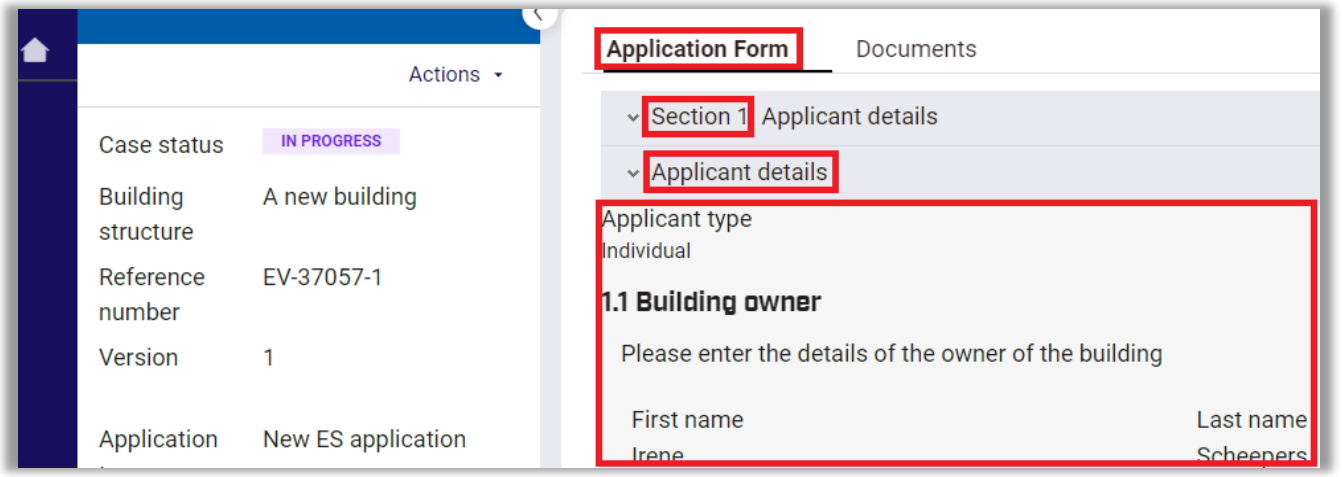
Note: If you have a large number of applications displayed in any of the tables, you can put the reference number or a key search word e.g. street name in the search field to find an application more easily.



Result: the application detail will be displayed.

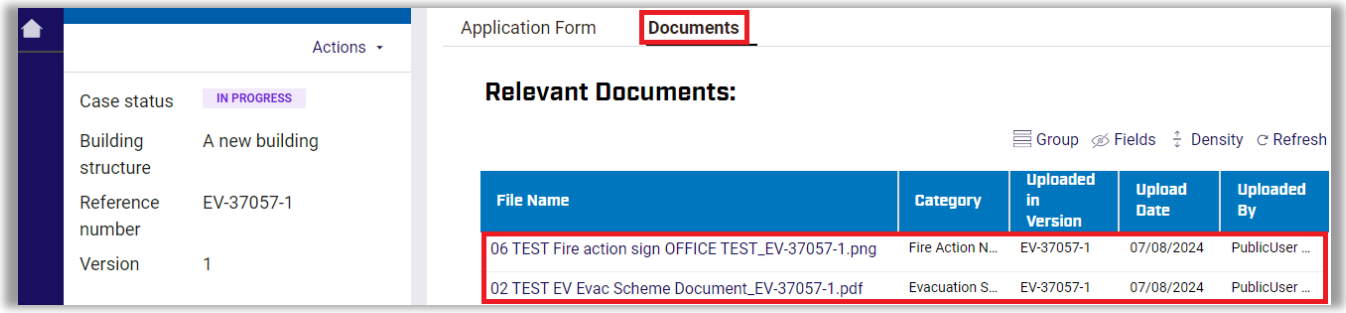


3. To view the details of an application, click the **Application Form** tab and then click the **arrow icon** › to expand the sections and headings.

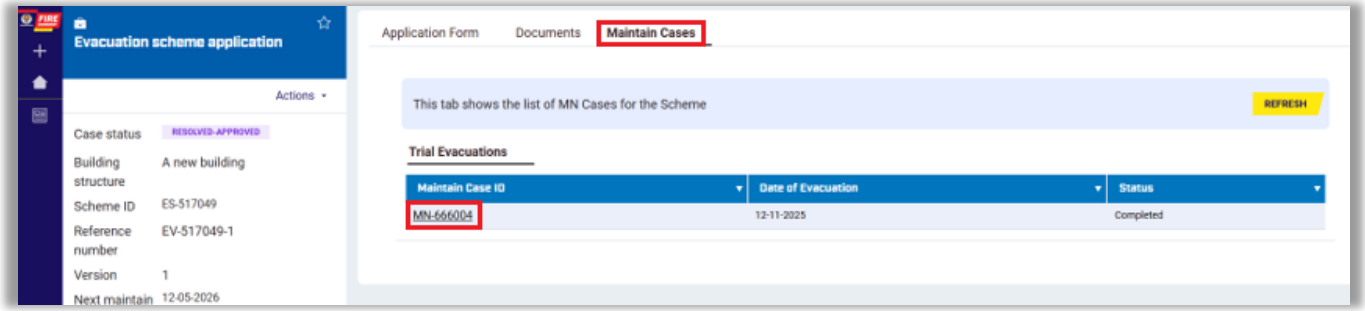


Note: Once you've submitted an application or once it has been approved you will only be able to view the application detail and you will not be able to make any changes to it by updating the application.

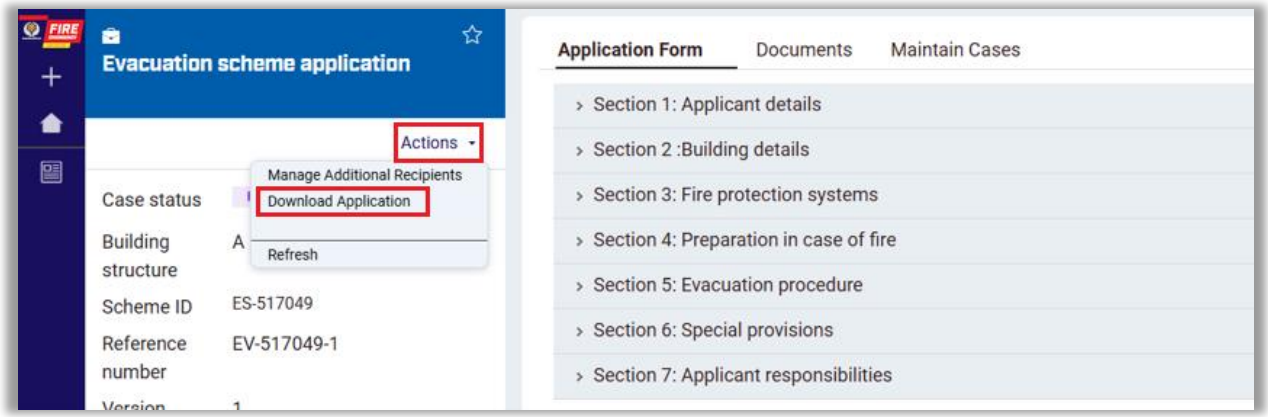
4. To view the documents attached to the application as well as the approved application and approval letter (if applicable), click on the **Documents** tab. To open a file, click on the file name.



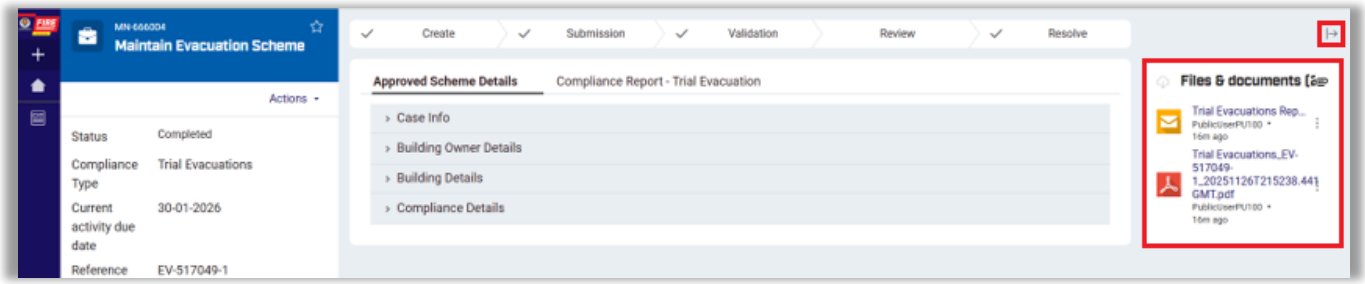
5. For an overview of maintenance (trial or training) reports that are associated with an approved application, click the **Maintain Cases** tab and the applicable **Maintenance Case ID** to view a specific report



6. To download a copy of the application form or a maintenance report (trial or training) in PDF format, either download the applicable file from the **Documents** tab (for approved schemes) or click the **Actions** menu and select 'Download application' to download a copy of the application or report as it currently sits in the system.

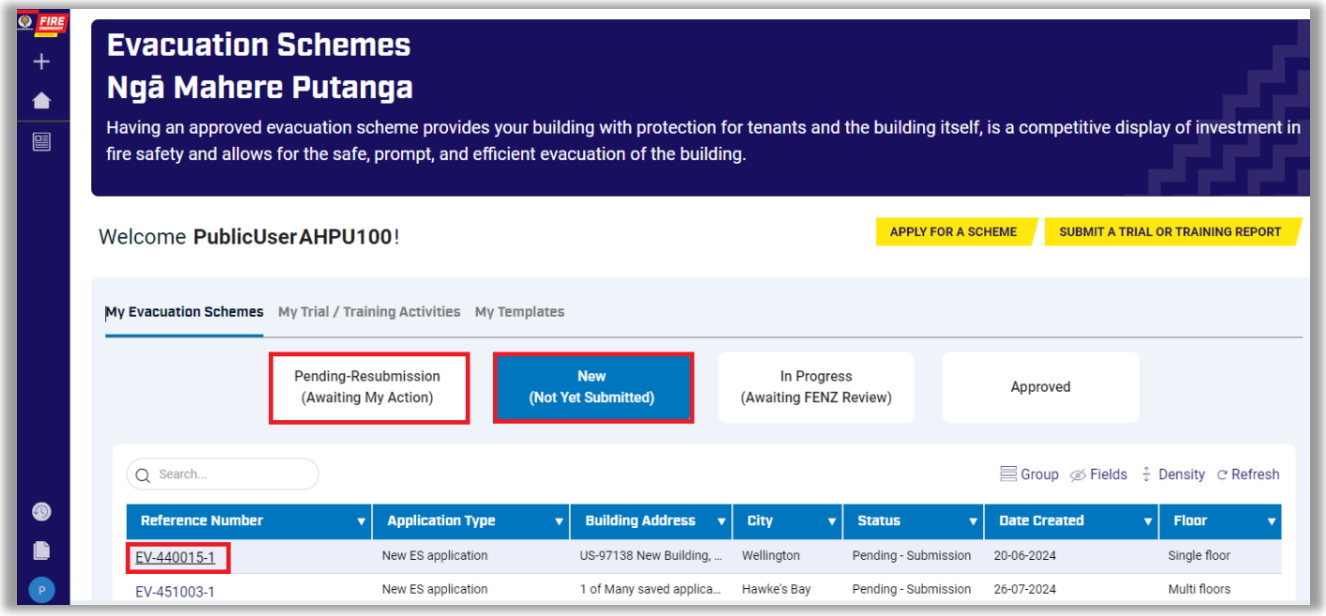


7. To view any Additional documents that may have been uploaded with a trial or training report, or a copy of the submitted report (only when entered online by a user) this can be viewed through the **Files and Documents** box on the right by clicking on the file. If this box is not visible, click the little arrow to expand the view



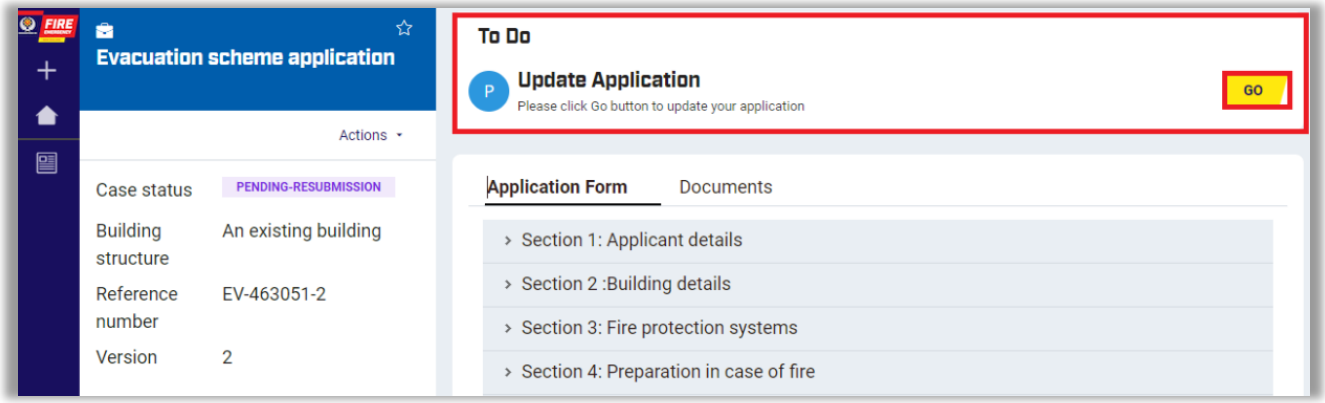
Editing and resubmitting applications

1. To edit an application that is yet to be submitted (New) or resubmitted (Pending-Resubmission), click the corresponding tile and then the EV- reference number of the application you wish to edit.



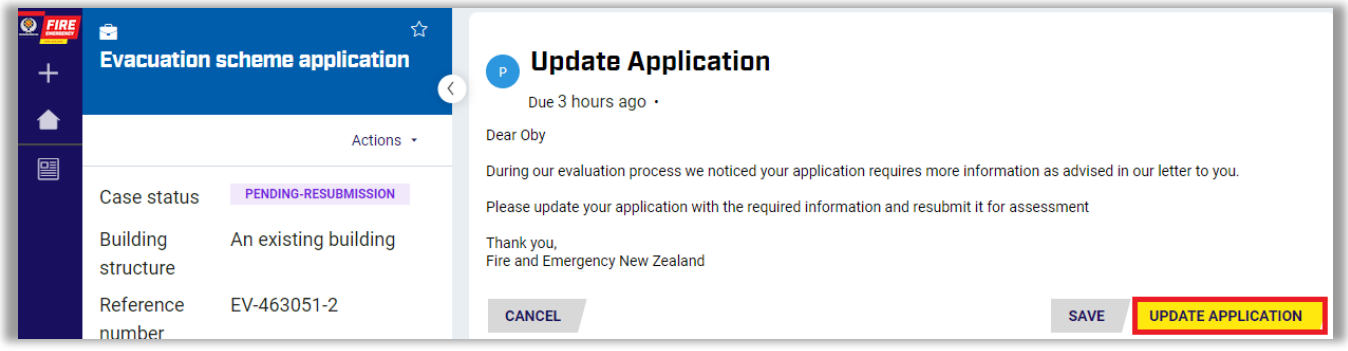
Result: A **To Do** task will be displayed with a yellow **Go** button on the right-hand side.

2. To start editing the application or upload additional documents, click the yellow **Go** button.
Note: The application details and documents are displayed below the **To Do** task. This is a read-only view, you will not be able to edit the application or documents in this view.

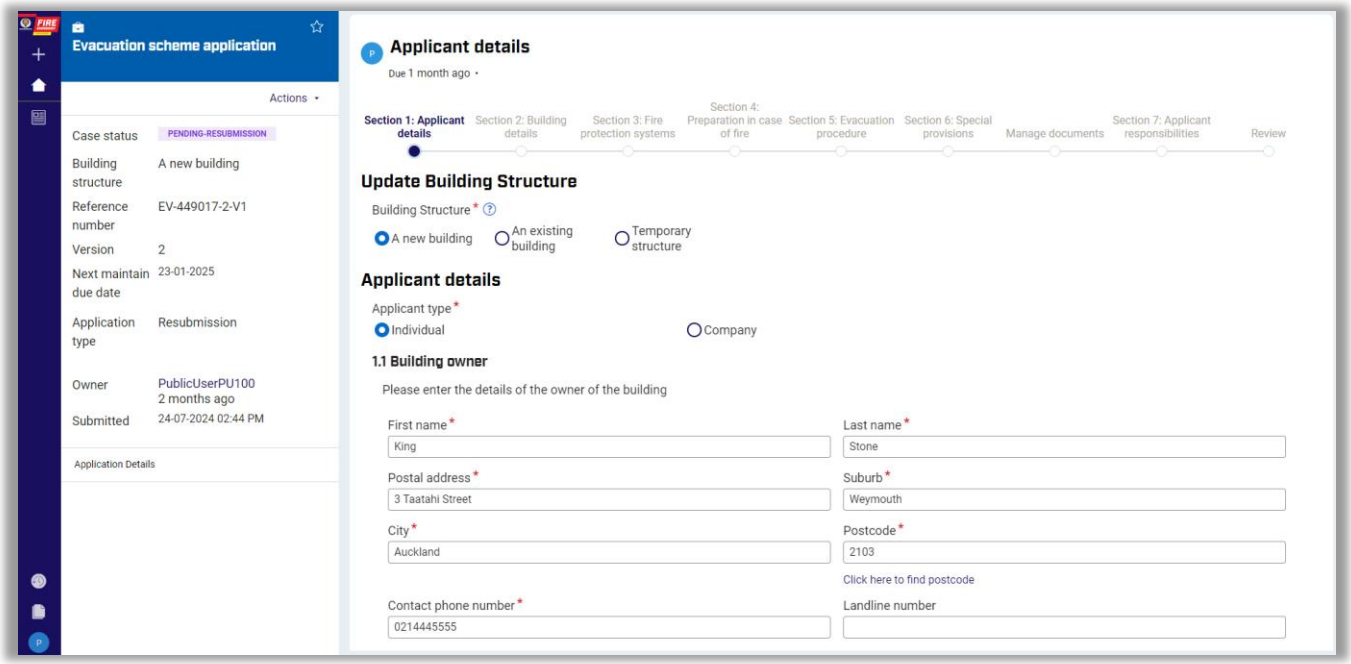


Result: The Update Application confirmation message is displayed.

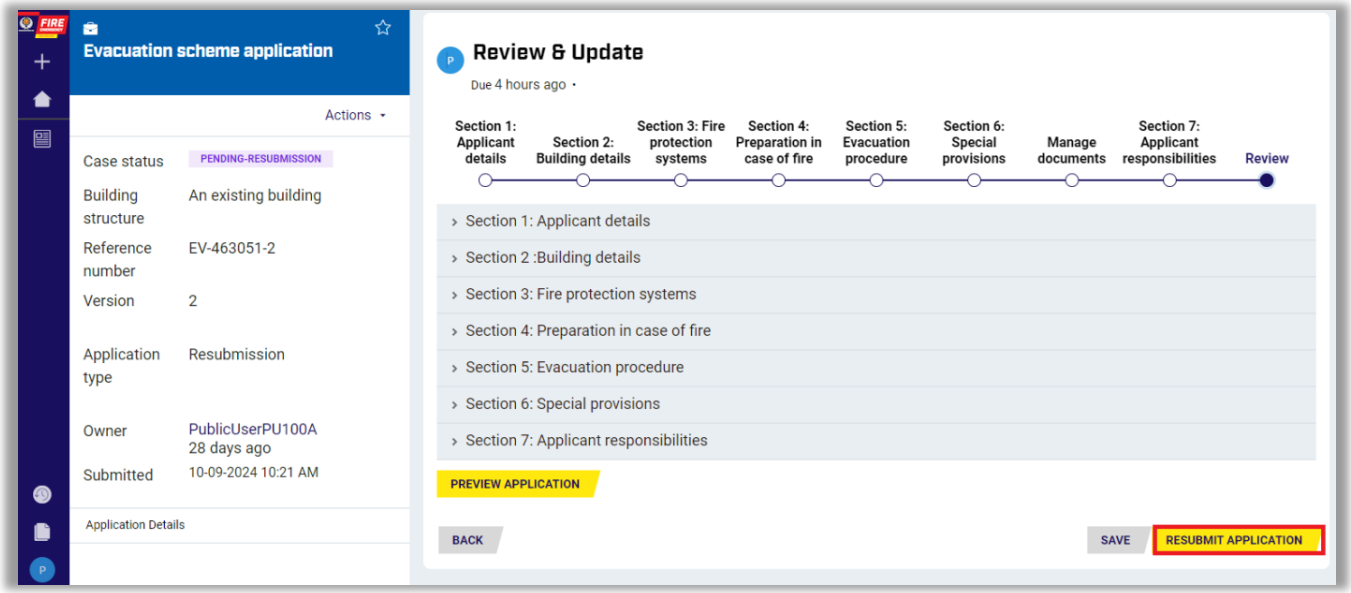
3. When first editing a resubmission or variation, and after clicking the **Go** button, you will need to confirm that you are updating the application by clicking the **Update Application** button.



Result: The editable application form will be displayed.
Note: The application form will either display section one or the section you last edited.



4. Edit the application and upload or exchange any supporting documents as necessary, tick the Declaration box, review the application and click the yellow **Submit** or **Resubmit** button to submit your application.

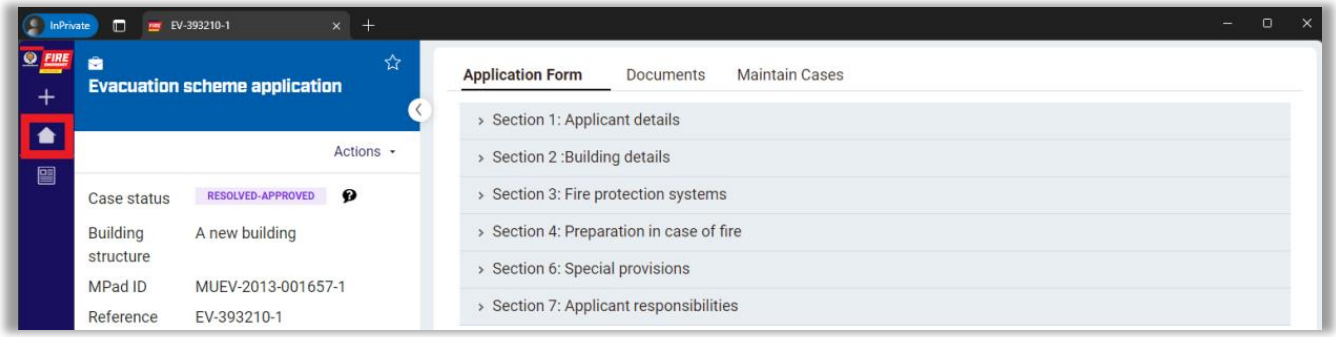


Also see fireandemergency.nz/businesses-and-landlords/evacuation-schemes/ > Quick reference guides "Evac scheme application reference guide", "Completing and submitting an online evacuation scheme application guide" and "Resubmitting an Evacuation Scheme Application guide" for more information.

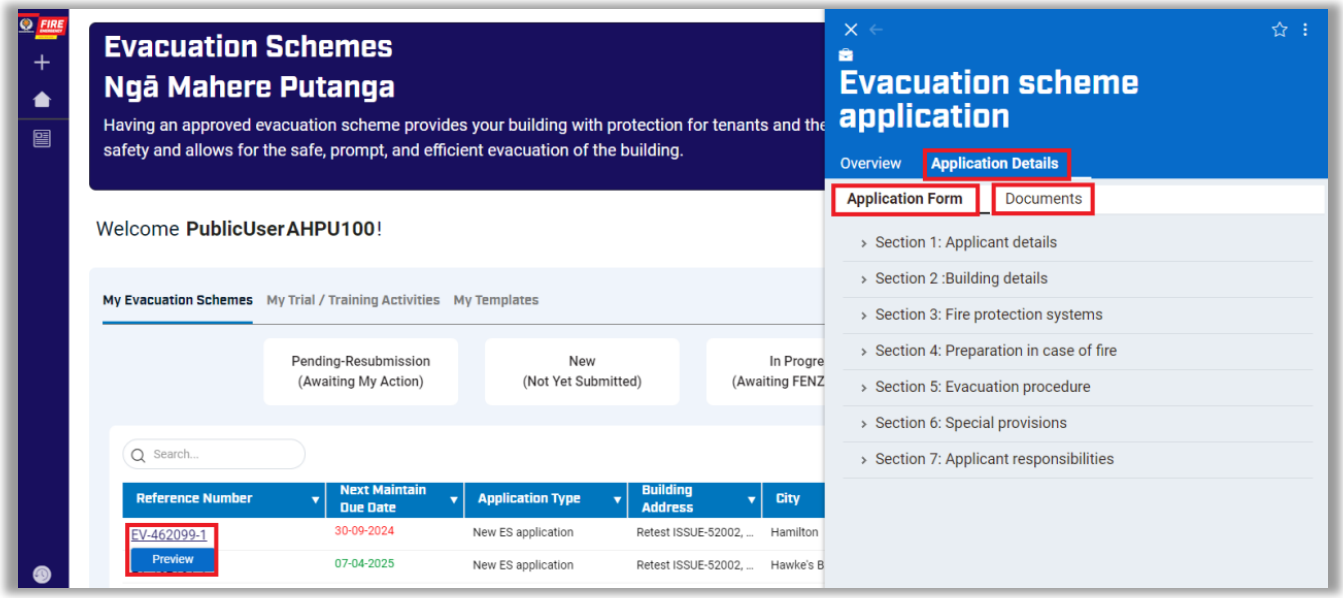
Viewing applications and evacuation schemes – other useful table functions

Viewing applications and schemes

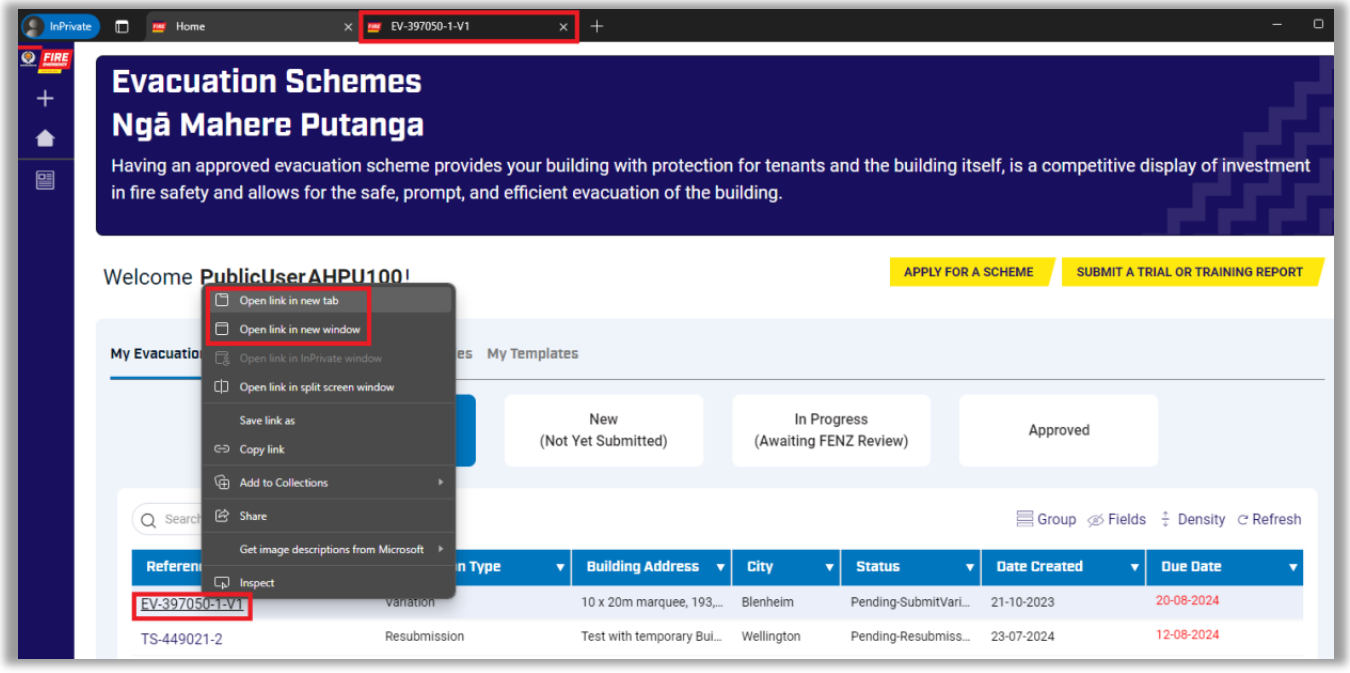
- Click the **Home** icon to return to the homepage from any screen.



- Hover your mouse cursor over an application or scheme reference number hyperlink and click **Preview** to open the application **Overview** in a quick-view side panel. Click **Application Details** in the quick-view side panel to view the application details as well as any supporting documents that are attached with the application.



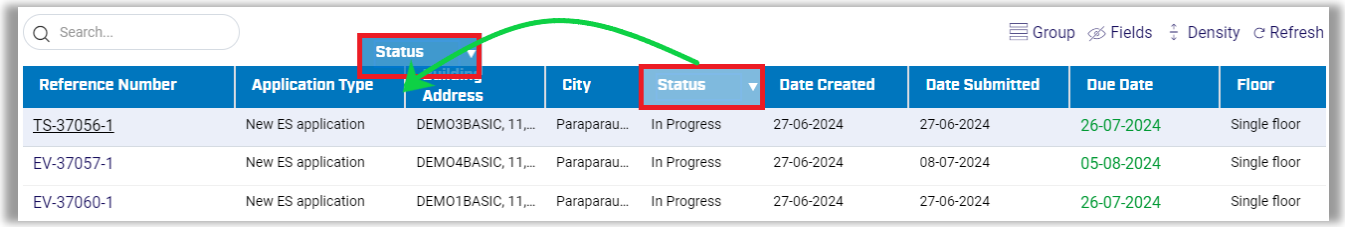
- **Right click** on an application or scheme hyperlink and then select **Open link in new tab** or **Open link in new window** to open the detail in a new browser tab or window.



Customising tables

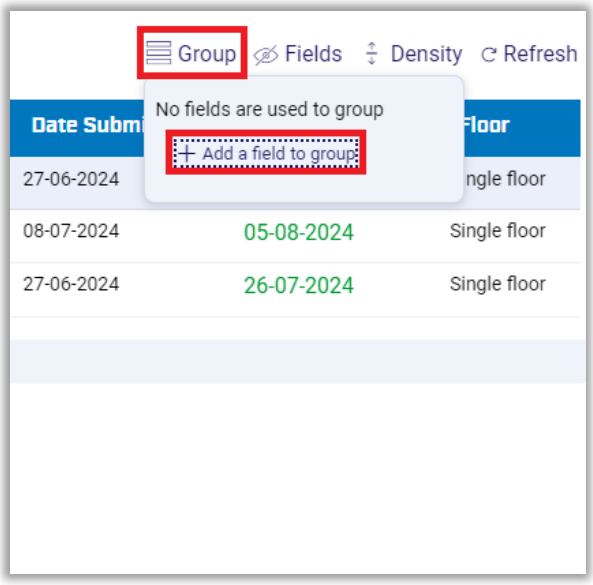
Rearranging columns

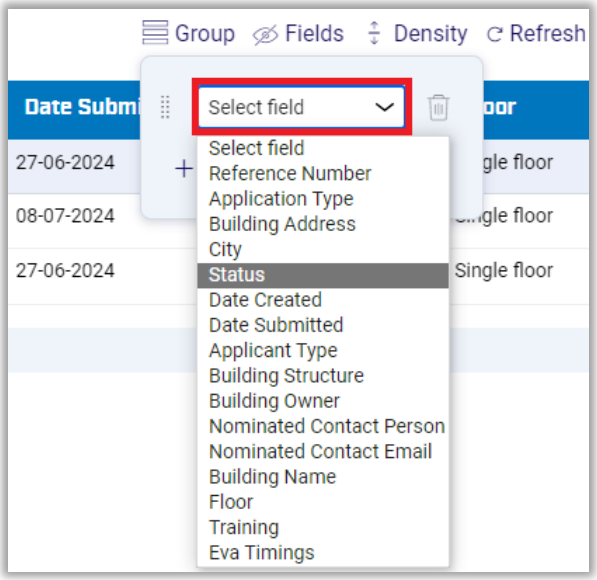
Click on a column header to drag and drop the column into a different place.



Displaying applications by group

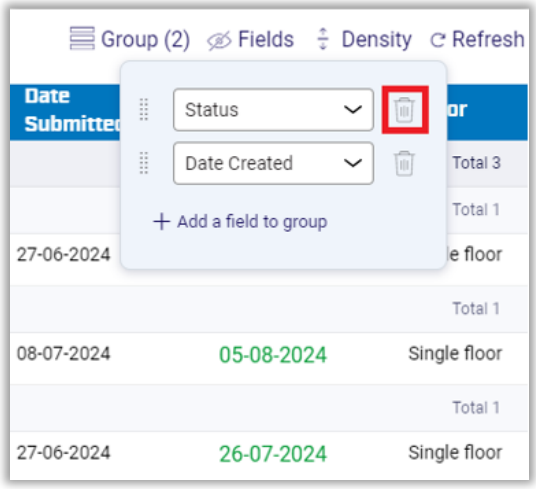
1. Click the **Group** tab.
2. From the **Select field** dropdown menu, select the information you want to use to group the applications.





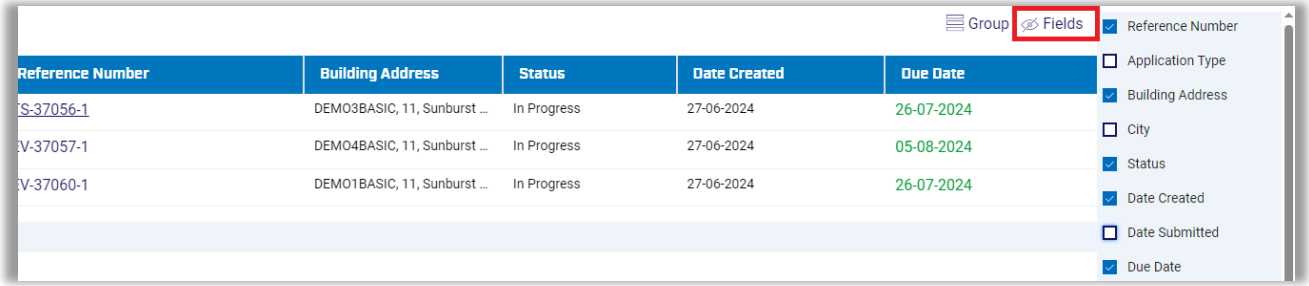
Deleting an information group

1. Locate the name of the group.
2. Click on the rubbish bin icon .



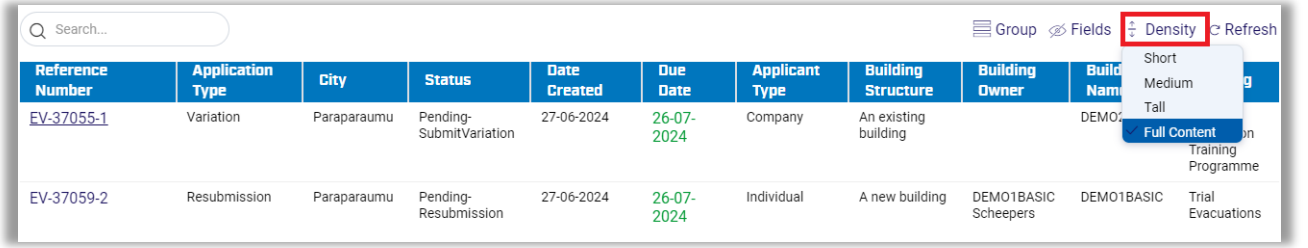
Choosing which columns to display

1. Click on the **Fields** tab.
2. On the right-hand side of the screen, check or uncheck the boxes for the columns you want to show or hide.



Choose the amount of detail to display for table entries

1. Click the **Density** tab.
2. From the dropdown menu, choose the level of detail you want to display.

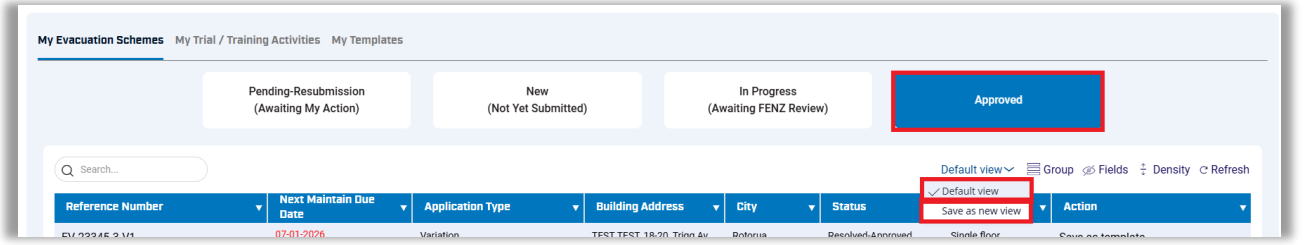


Saving a preferred view

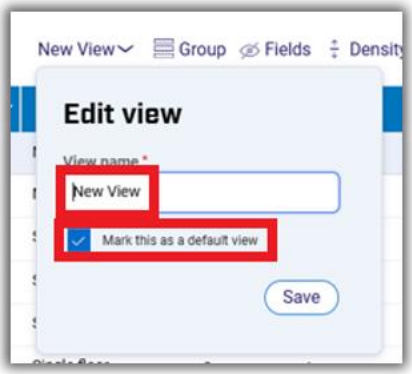
Once a preferred view has been selected, this can be saved.

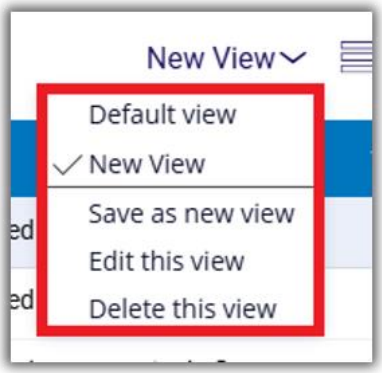
Note: This is only available for **Approved** schemes.

1. Click the **Default view** button and select **Save as new view**.



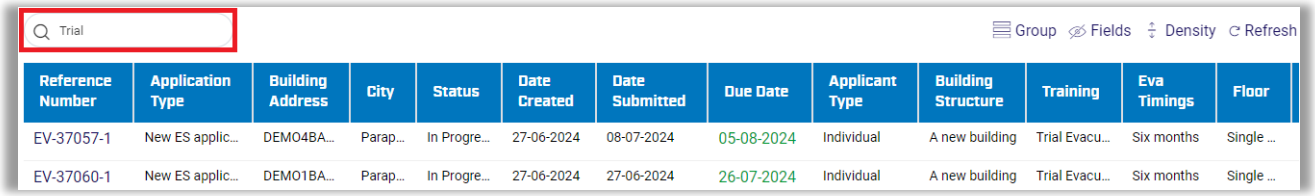
2. Enter a name for the selected view and check the tick box if this should be set as a default view. Once a view has been saved, it is possible to switch between views as well as further options to add, delete and edit views become available.





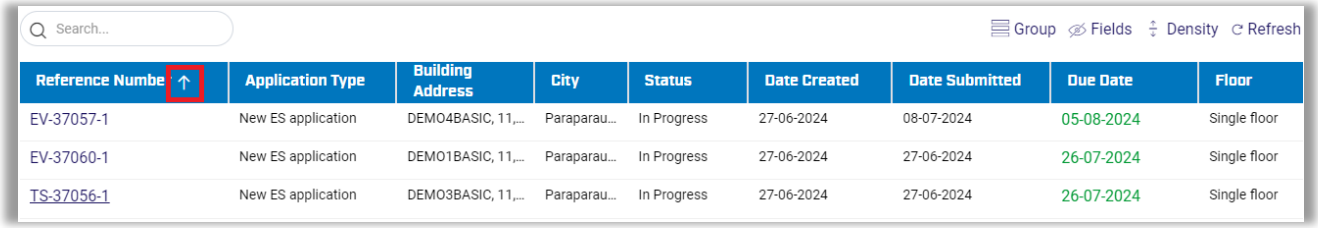
Keyword search

To search information displayed in the table, type search terms into the search field at the top left of the screen.

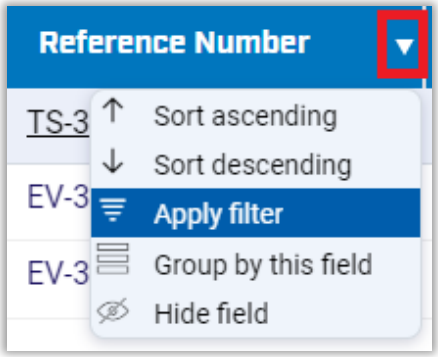


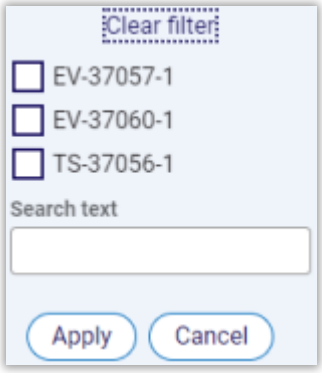
Sorting and filtering information

1. To sort the records into ascending or descending order, click in the middle of the column header and then use the up/down arrow to change the sort order. You can use this function to sort records into alphabetical, numerical or date order.



2. To see more sorting, filtering, search and group options for a column:
   a. hover your mouse over the right-hand side of a column header,
   b. click the drop-down arrow.





Note: If you change your view to another table, the system won't save your changes.

Managing additional recipients

Overview

Managing additional recipients allows you to add, modify, or delete email contacts for evacuation schemes and maintenance cases (Trial/Training Reports), ensuring key stakeholders automatically receive important updates such as application acknowledgments, reminders, and report confirmations.

- A maximum of three additional recipients can be added for each scheme.

- Additional recipients can be managed throughout the lifecycle of the application or scheme, including modifications or deletions.
- Additional recipient information, like name and email address, will not be displayed in the application PDF or any system generated letters.

You can select whether the recipients receive system-generated emails related to the Evacuation Scheme, Trial/Training Reminders and/or Trial/Training Report Confirmations;

1. **Evacuation Scheme Emails:** recipients will receive updates and notifications related to the overall evacuation scheme application process, from submission to approval, such as;
    - **Application Acknowledgment Emails:** sent when a new application, resubmission, or variation is submitted.
    - **Not Complete Letter Emails:** sent when an application is marked as incomplete.
    - **Notice of Building Visit Letter Emails:** Sent when a building visit is scheduled as part of the evacuation scheme assessment.
    - **Approved/Not Approved Letter Emails:** sent when the scheme is approved or not approved.
2. **Trial/Training Reminders:** to keep recipients informed of upcoming deadlines related to Trial or Training reports for your evacuation scheme and will include notifications such as;
    - **First Trial/Training Reminder Emails:** sent when the first reminder is due for the completion of the Trial or Training report.
    - **Second Trial/Training Reminder Emails:** sent as a final reminder when the Trial or Training report is overdue.
3. **Trial/Training Confirmations:** recipients will receive confirmation of the submission of the report and will include notifications such as;
    - **Trial/Training Report Submission Confirmation Emails:** sent when the Trial or Training report is successfully submitted.

Where to manage additional email recipients

Manage and update additional email recipients for all your approved evacuation schemes directly from various locations withing the evacuation schemes website, ensuring relevant stakeholders are kept informed.

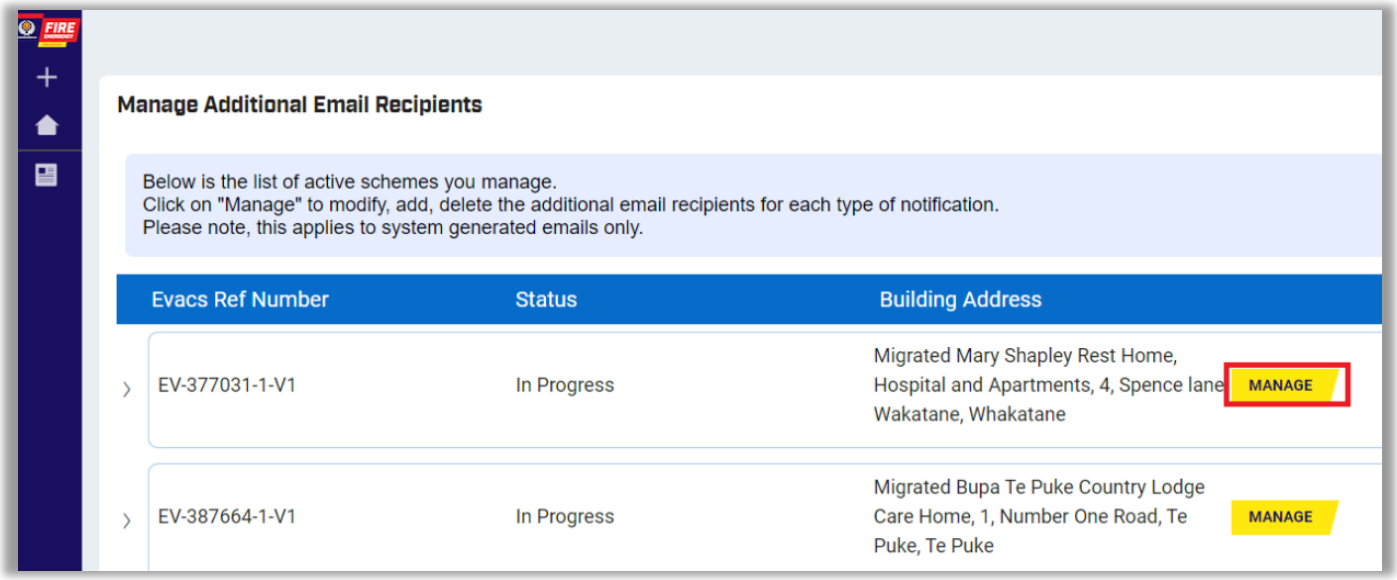
Accessing the Additional Recipients Functionality from the blue side pane:

1. Click on the **Manage Additional Email Recipients** option on the blue pane on the left.



Result: A list of active schemes that you manage will be displayed, showing details like the scheme reference number and building address.

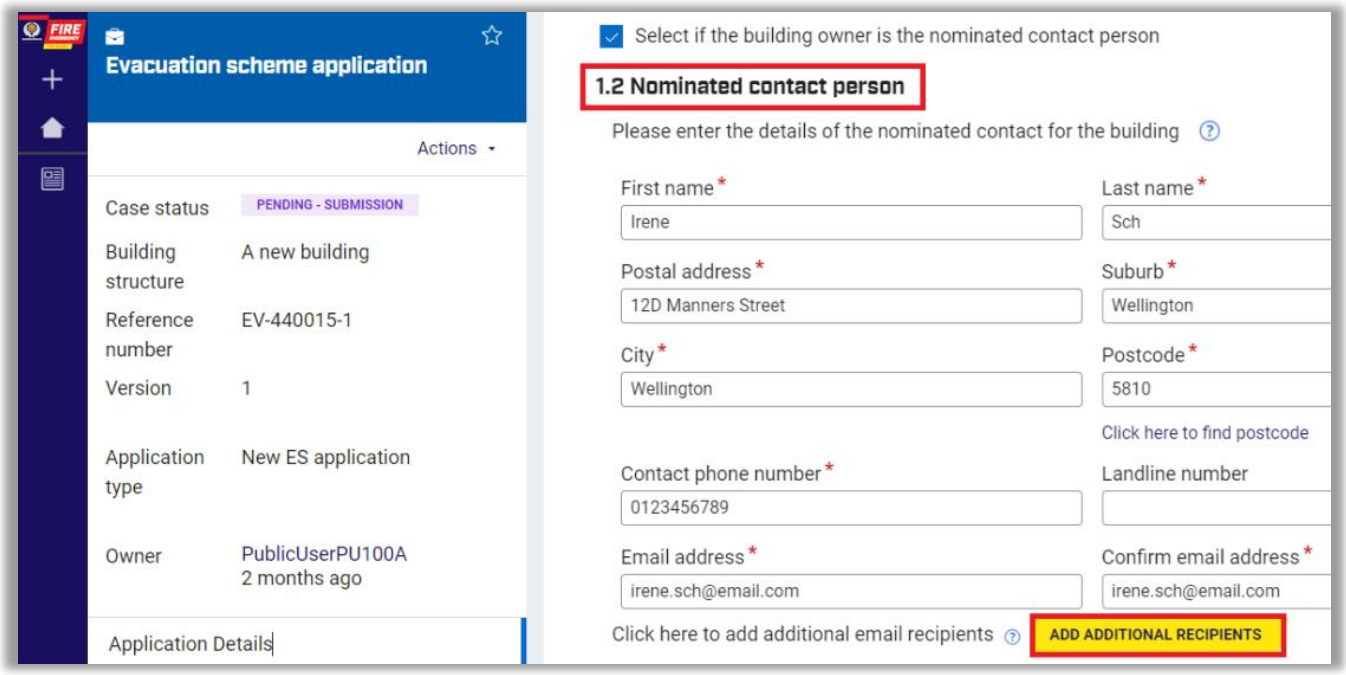
2. Click the **Manage** button next to the scheme details.



Result: The Manage Additional Email Recipients window is displayed for the selected scheme.

Adding Additional Email Recipients in Section 1 of the application:

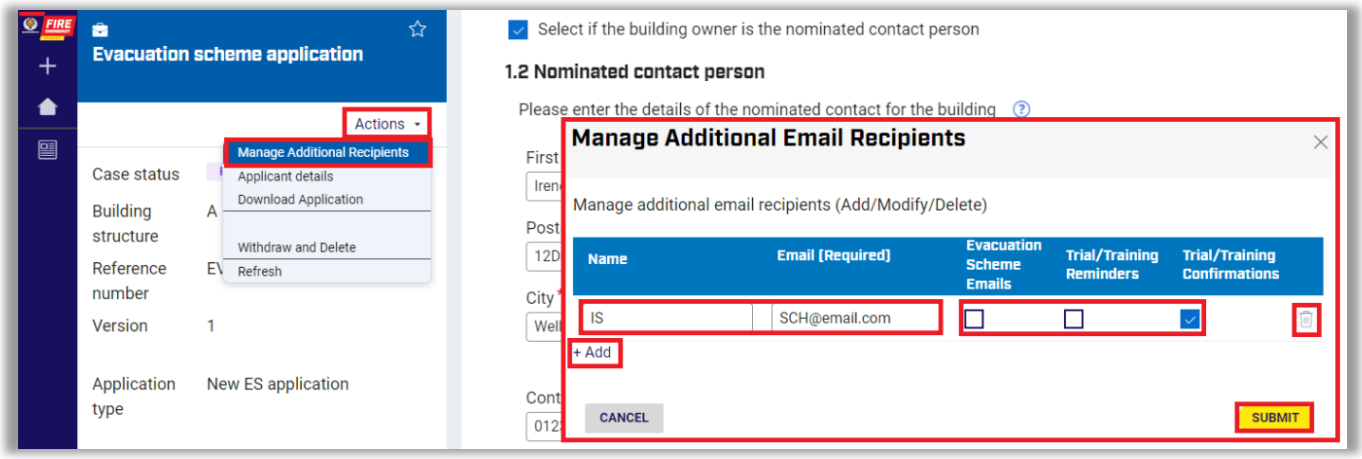
1. Start a new application or open a Draft Application from the My Evacuation Schemes view.
2. In question 1.2 click the **Add Additional Recipients** button.



Result: The Manage Additional Recipients window is displayed for the selected scheme.

Managing Additional Email Recipients from within any application or scheme

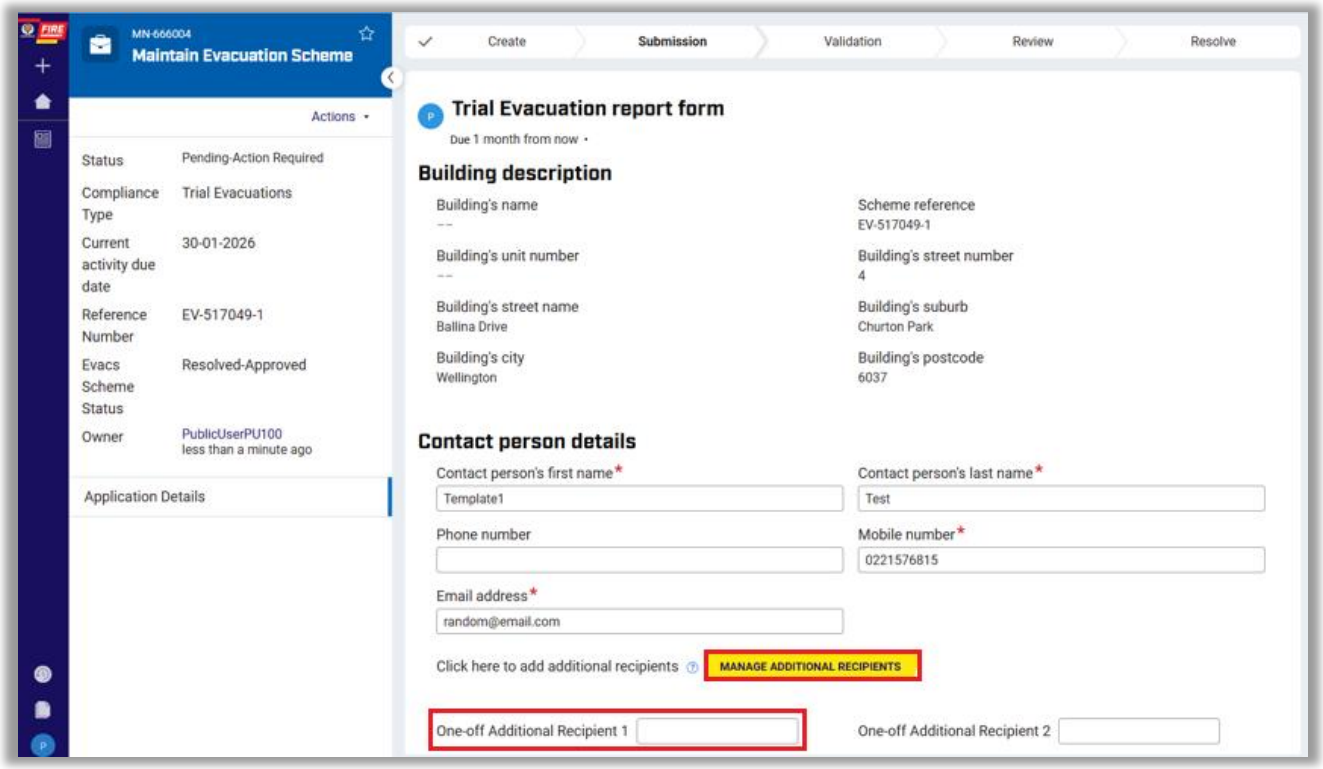
1. Click the **Actions menu** on any application.
2. Select **Manage Additional Recipients**.



Result: The Manage Additional Email Recipients window is displayed for the selected scheme

Managing Additional Email Recipients from within any Maintenance Case/Report

1. Within a maintenance Case/Report click the yellow **Manage Additional Recipients** button.
2. A one-off additional recipient for the particular report that is being submitted can be added in the relevant field



Note: This feature will only be available during report submission.

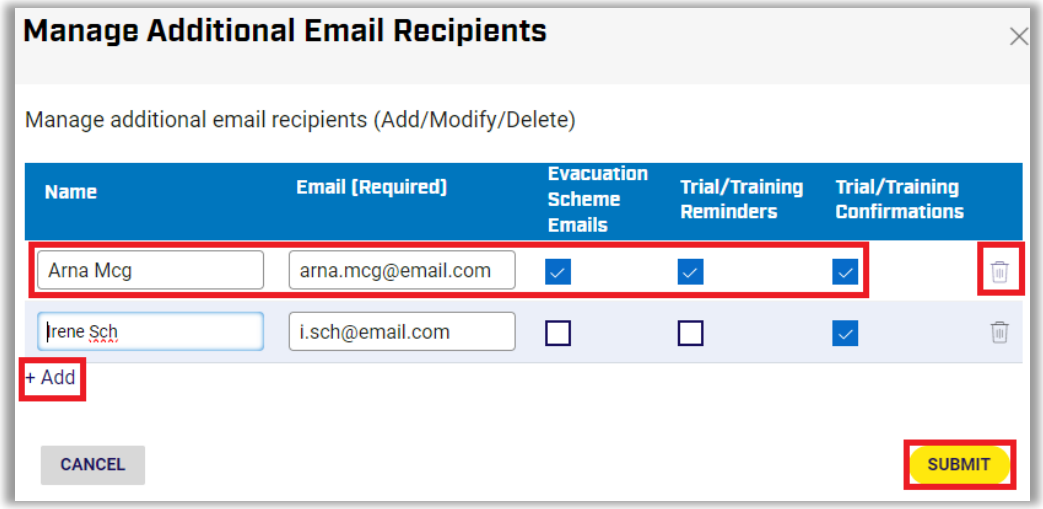
Manage Additional Email Recipients Details

When managing additional email recipients you can add new recipients, modify existing ones, or delete email recipients to receive the applicable correspondence going forward:

a. Click the **+ Add** button to add a new recipient and select which type of notifications you would like them to receive.

b. Click inside the **Name** or **Email** fields to edit existing recipient name or email address and toggle the **notification type tick boxes** to select the types of notifications the recipient should receive.

c. Click the **Delete** icon to remove an email recipient.



3. Click **Submit** to save your changes.