Working with Evacuation Scheme Application Templates

Introduction

Use this guide to create templates to reuse for future online evacuation scheme applications for the same building type or to renew a Temporary Structure application.

Contents

Background

- You can create a template using an existing approved evacuation scheme from within your RealMe Online Services profile.

- Evacuation scheme application templates are useful if you have standard answers that you want to reuse across several applications. For example, in the situation when:
  - Completing:
    - multiple applications for similar buildings in different locations
    - applications for multiple buildings on one site
  - Storing a standard template for a temporary structure (e.g. marquee) that is hired out or renewed annually for the same event.

Note: A template can only be created from an approved evacuation scheme and will copy the details of the approved scheme.

Create a Template

Steps to create a template from an existing approved scheme

1. Click **Login with RealMe** on the **Evacuation Schemes Ngā Mahere Putanga** homepage to log in.
   Result: **Online Services - Evacuation Schemes** homepage displays.

2. Select the **My Evacuation Schemes** tab and then select the **Approved** tile.
   Result: A list of approved schemes display.

3. Click the **Save as Template** link in the **Action** column.

> **Result:** The **Save as Template** information pop-up display.

4. Complete the template name and template description in the relevant fields.

> **Note:** The template name will be displayed when creating a new application using a template.

5. Click **Submit**.

> **Result**: The new template displays in your **My Templates** list.

Steps to access your templates list

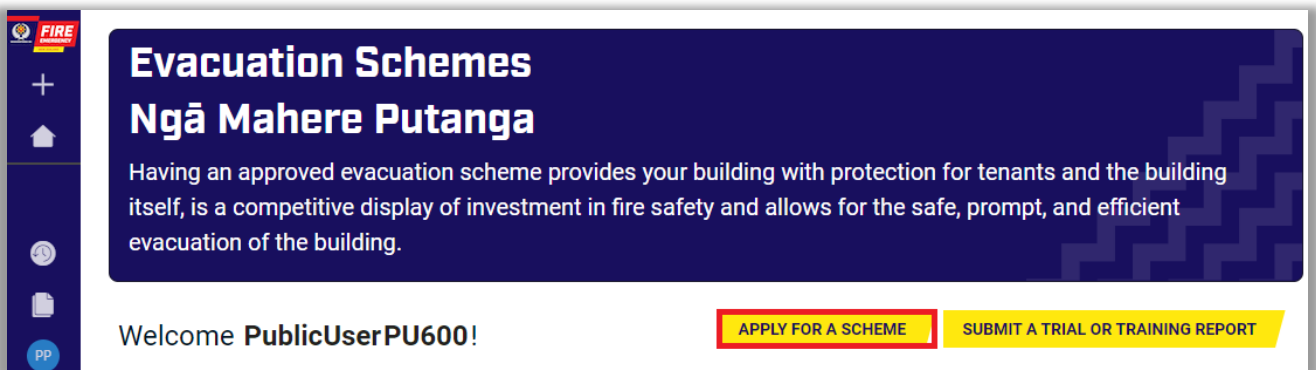1. Click the **My Templates** tab on the homepage.
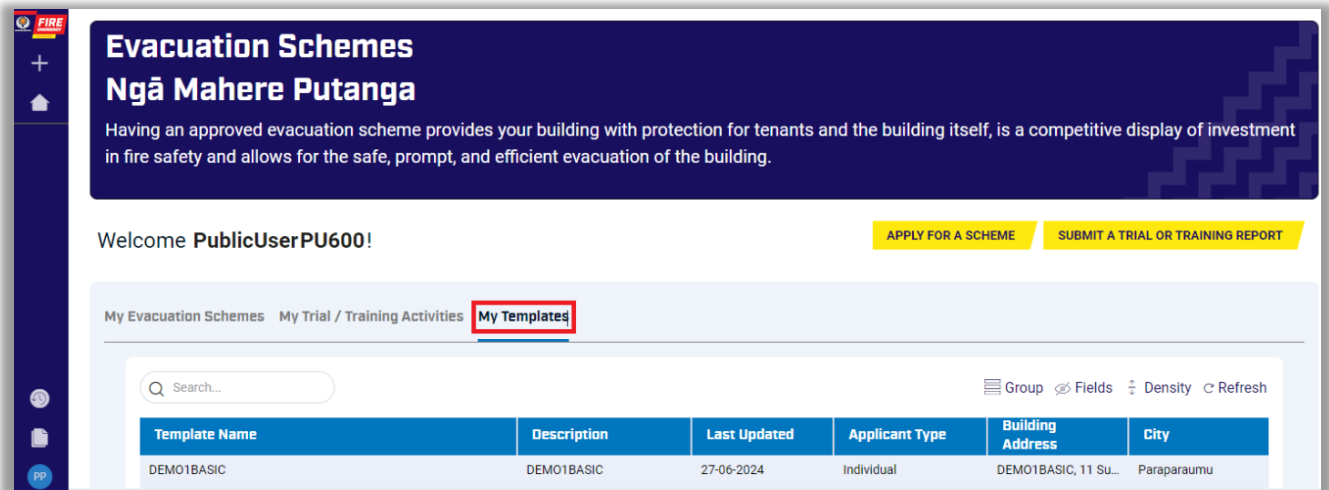
Result: List of templates are displayed.
Note: The list will be empty if a template has not yet been created.
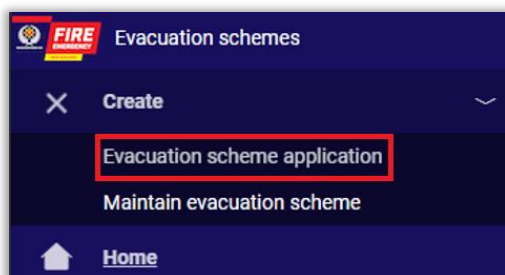
Submit an application using a Template

Using a template to create a new evacuation scheme application

1. From the home page, you can create a new evacuation scheme in two ways:
   a. Click **Apply for a Scheme**

   or
   b. Choose Create > **Evacuation scheme application** from the menu on the left side.

   Result: The **New evacuation scheme application** form opens.

2. Select the relevant **Application type**.

Result: The following question will be displayed; "Do you want to use a previous application you have saved as a template?".

Note: This option will appear if you have a saved template. If this question does not come up, please save a template first and then proceed.

3. Click **No**, if you don't want to use a template and then click **Create**.
4. Click **Yes** to use a saved template to create the application.

   Result: List of saved templates will be displayed.

5. Click the dropdown and select the required template.
6. If the application is for a Temporary Structure, you will also be presented with the option to select if the application is a renewal.

7. Click **Create**.

    Result: A new application form opens with all fields completed as per the application the template is based on.

8. Complete your application as required ensuring all relevant details are amended to suit the new application.

Important

a. Supporting documents attached to the original approved evacuation scheme saved as a template, are not attached to the template. These must be attached in the Manage Documents section.

b. You will need to carefully check all fields in your new application and edit any information as required. This ensures the application is relevant for the building/temporary structure that the new application is for (rather than the original building/temporary structure that the template was created from).

See the Quick reference guide: fireandemergency.nz/businesses-and-landlords/evacuation-schemes/ > Quick reference guides > **Completing and submitting an online evacuation scheme application**.