

WORKING WITH EVACUATION SCHEME APPLICATION TEMPLATES

INTRODUCTION

Use this guide to create templates to reuse for your online evacuation scheme applications.

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BACKGROUND

- You can create a template using an existing evacuation scheme application.
- Evacuation scheme application templates are useful if you have standard answers and supporting documents 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.

CREATE A TEMPLATE

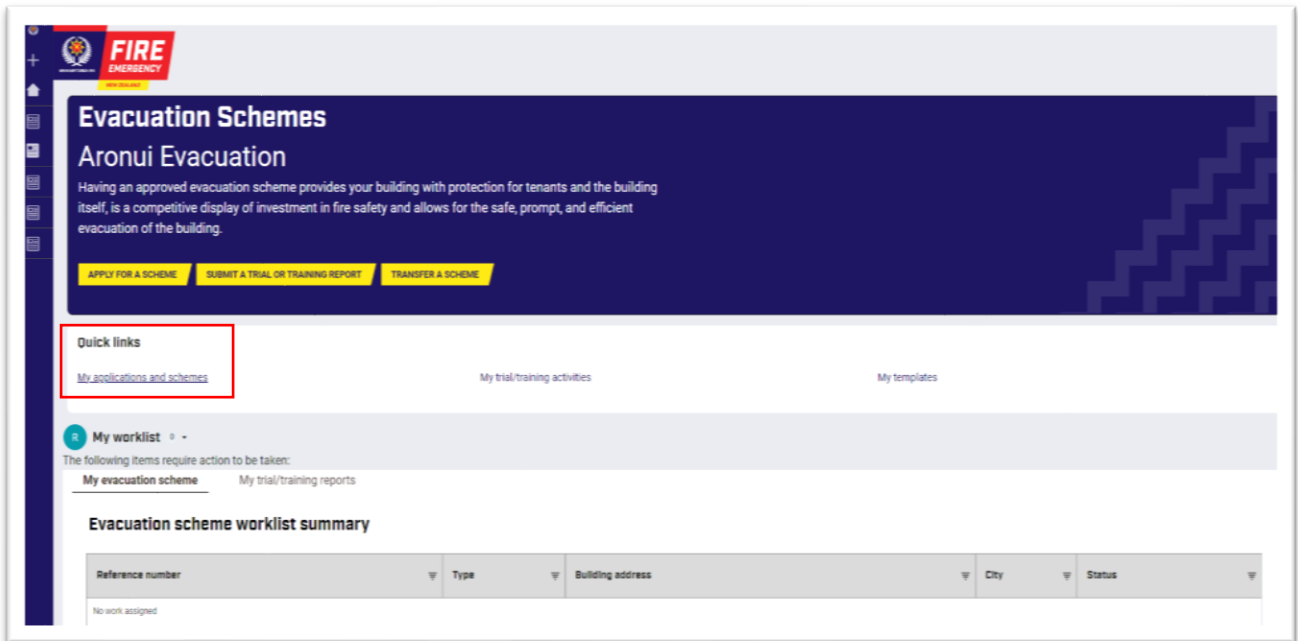
Information

A template can only be created from an evacuation scheme application or an approved evacuation scheme. The system doesn't enable users to create a blank evacuation scheme application template.

Step(s) to create a template from an existing scheme

1. Click **Login with RealMe** on the [Evacuation Schemes Ngā Mahere Putanga](#) homepage and log in to RealMe. **Result:** Your **Evacuation Schemes** homepage displays.

- Select the **My applications and schemes** link from the **Quick links** section of your homepage. **Result:** A list of your applications and a list of your approved schemes displays.



My Applications

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Reference Number	Type	Building Address	City	Status	Date Submitted	Action
EV-64004-1		David Jones,165,Lambton Quay,Wellington Central	Wellington	In Progress	9/28/22 11:14 PM	Save as Template

My Approved Schemes

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Reference Number	Type	Building Address	City	Status	Date Submitted	Action
EV-64082-1		David Jones,165,Lambton Quay,Wellington Central	Wellington	Resolved-Approved	10/3/22 5:55 AM	Save as Template

- Click the **Save as Template** link in the **Action** column for the application or scheme you want to use to create a template. **Result:** The **Save as Template** box displays.

Save as Template ✕

Please Enter Template Name

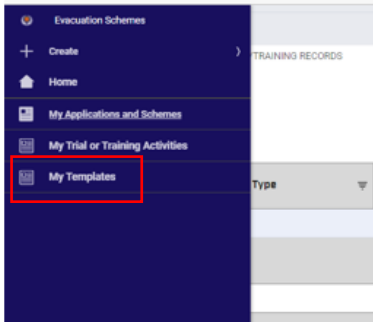
Template Description

CANCEL
SUBMIT

4. Complete the template name and template description in the relevant fields.
5. Click **Submit**. **Result:** The new template displays in your **My Templates** list.

Steps to access your templates list

1. Click **My Templates** on the blue menu on the left of the screen. **Result:** **My Template** list displays your template(s).

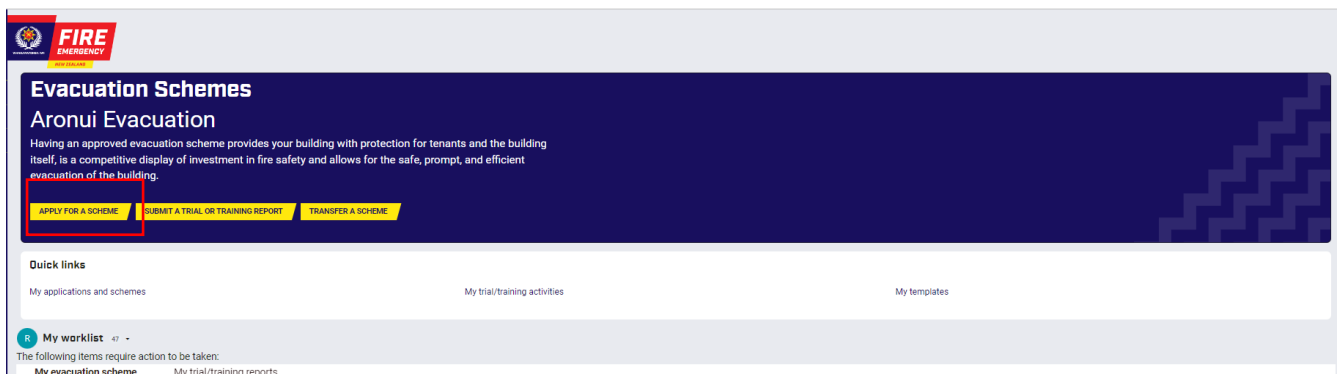


Template Name	Description	Last Updated
ECE Template	An application relating to an early childhood centre	10/7/22 10:12 AM

SUBMIT AN APPLICATION USING A TEMPLATE

Step(s) to use a template for a new evacuation scheme application

1. Click **Login with RealMe** on the [Evacuation Schemes Ngā Mahere Putanga](#) homepage and log in to RealMe. **Result:** Your **Evacuation Schemes** homepage displays.



2. Select **Apply for a Scheme**. **Result:** The **New evacuation scheme application** form opens.
3. Click the radio button beside the relevant application type.

4. Click the radio button beside **Yes** to use a previous application as a template. **Result:** Your templates display in a dropdown list. **Note:** Click the radio button beside **No**, if you don't want to use a template.
5. Click the dropdown and select the required template.

6. Complete your application as required. See the Quick reference guide: fireandemergency.nz > Online Services Evacuation Schemes > Quick reference guides > [**Completing and submitting an online evacuation scheme application.**](#)

Important

- Supporting documents attached to the original application or approved evacuation scheme you used as a template, are not attached to the template. These must be attached as you complete the new application.
- 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 the new application is for (rather than the original building the application template was created from).