



FIRE
EMERGENCY

NEW ZEALAND

IN EMERGENCIES
CALL 111

HARD OF HEARING
TEXT 111

We're making improvements!

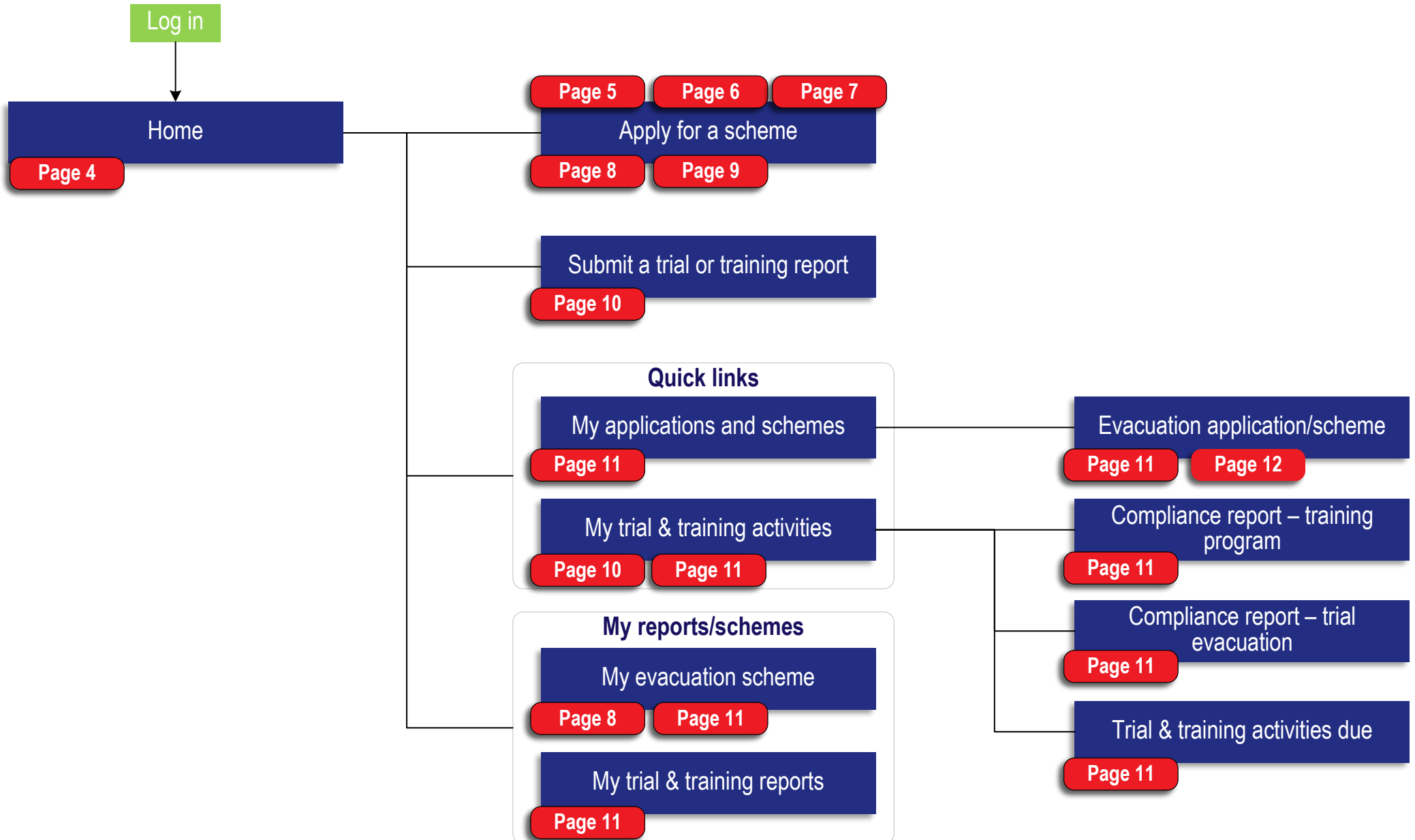
We're making changes to the Fire Evacuations system to make using the system **simpler** and more **intuitive**.

This document provides an overview of the changes you can expect to see in **release 1**.

Click to go to the page

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The diagram below shows where you will encounter changes in your workflow:



The user dashboard has been revamped to improve user experience by providing:

- Easy access to unsubmitted applications
- A clear view of due and overdue trial & training reports
- Direct links to crucial sections like **My Approved Schemes**

Dashboard changes

Evacuation Schemes Ngā Mahere Putanga
Having an approved evacuation scheme provides your building with protection for tenants and the building itself, is a competitive display of investment in fire safety and allows for the safe, prompt, and efficient evacuation of the building.

Welcome **PublicUserPU100!**

APPLY FOR A SCHEME | SUBMIT A TRIAL OR TRAINING REPORT

My Evacuation Schemes | My Trial / Training Activities | My Templates

Pending (Awaiting My Action) | New (Not Yet Submitted) | In Progress (Awaiting FENZ Review) | Approved

Reference Number	Application Type	Building Address	City	Status	Date Created	Due Date
EY-436019-2	Resubmission	11, Sunburst Court, Paraparaumu...	Paraparaumu	Pending-Resubmission	17-06-2024	16-07-2024

A new control for **evacuation schemes** and **trial/training activities** that allows you to quickly find your information:

Filter Options

My evacuation schemes

Pending (Awaiting My Action) | New (Not Yet Submitted) | In Progress (Awaiting FENZ Review) | Approved

My trial/training activities

New (Awaiting My Action) | In Progress (Awaiting FENZ Review) | Approved

Side panel changes

Old side panel

- Create
- Home
- My applications and schemes
- My trial or training activities
- My templates
- Recents
- Lewis (LIVE)

New side panel

- Create
- Home
- Recents
- User Manuals
- PublicUserPU100

These options have been moved from the side panel to the dashboard

User manuals have been added to the side panel so they are accessible no matter where you are in the application

Release 1 introduces new functionality that will automatically send the **nominated contact person** an acknowledgement email when the application is submitted.

The email will be generated for initial submission, re-submissions and variations.

Email subject and content

<Your Evacs Reference Number> Application Received

Kia Ora **<Your First Name> <Your Last Name>**,

Your evacuation scheme application **<Your Evacs Reference Number>** for the building at **<Your Building Address>** has been received by the Regulatory Compliance Group. You will receive a further email once your application has been reviewed. The target date for a decision on your application is: **<Due Date>**.

If you have any other questions please contact Regulatory Compliance Group at 0800 734 2667.

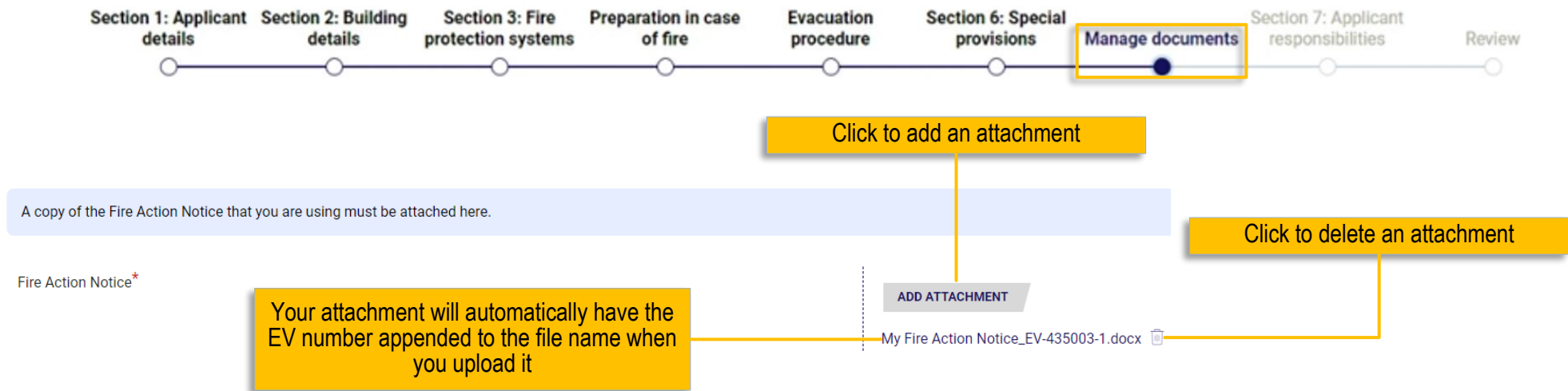
<Signature>

Improvements to the evacuation scheme application form

We've made changes to the **evacuation scheme application form** to make the form more intuitive and improve user experience:

Attachments

Previously, files had to be attached at multiple points in the application process. Now they are all attached in a single process step and are now categorised to make it easier to upload and manage your documents:



- If you upload multiple documents to a single category, the system shows up to three of the most recent documents
- If you have more than three documents in a category, the system displays a link that allows you to view all attachments
- The **file & documents** control has been removed from the right-hand pop out side panel, and has been replaced with the new **Documents** (documented on [Page 8](#))

Other improvements

- In 2.4 Floor Occupancy, we've expanded the floor number box from this to this to handle longer floor numbers
- We've made the text box editors bigger, consistent, and simplified the controls



If you need to provide additional information on your application, we've improved our messaging to make the required steps clear and easy to follow:

When your evacuation scheme has a status of Pending-Resubmission

Where the system displayed:

Resubmit Application
Submission/submit

We've updating the wording to display:

Update application

In the review section, where the system displayed:

Review & submit

We've updated the wording to display:

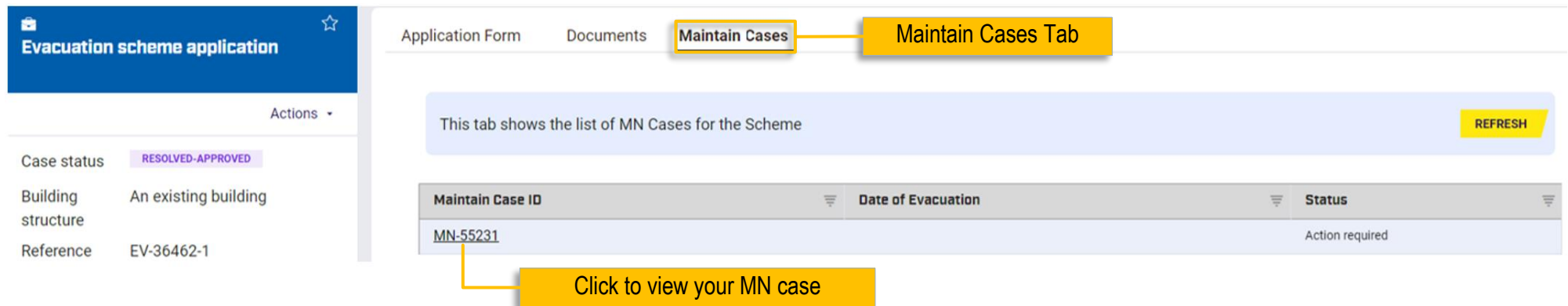
Review and update

New case maintenance tab and documents tabs in case summary

In the **Case Summary** screen we've added two new tabs, **Maintain Cases** and **Documents**.

Maintain cases tab

The new **Maintain Cases** tab provides an easy way to view your evacuation history. To find the tab just navigate to your approved **Evacuation Schemes>Case Summary** and you'll see the new **Maintain Cases** tab (shown below).



Evacuation scheme application

Actions ▾

Case status **RESOLVED-APPROVED**

Building structure An existing building

Reference EV-36462-1

Application Form Documents **Maintain Cases** Maintain Cases Tab

This tab shows the list of MN Cases for the Scheme **REFRESH**

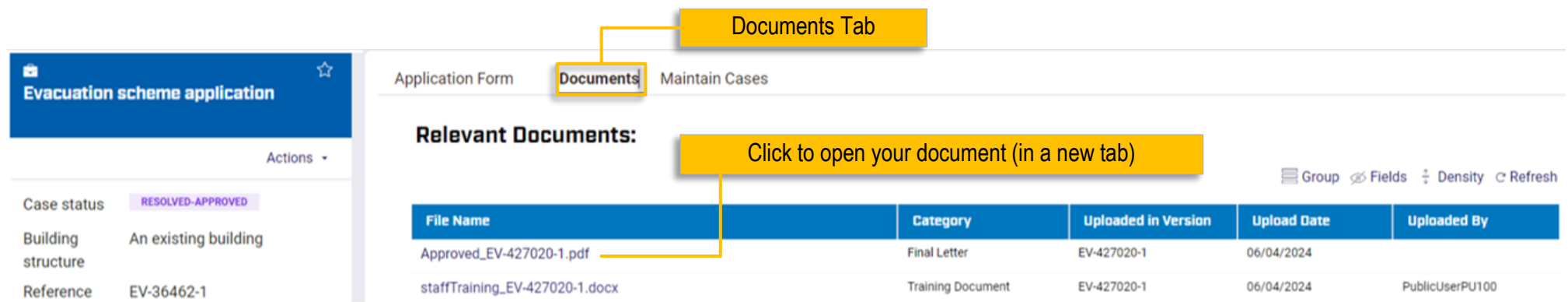
Maintain Case ID	Date of Evacuation	Status
MN-55231		Action required

Click to view your MN case

Documents tab

The new **Documents** tab replaces the files & Documents control (formerly available on the right-hand pop out side panel). It will only contain documents associated to the scheme you are currently viewing, so it will be much easier to find the right document.

To find the tab just navigate to **Evacuation Schemes>Case Summary** and you'll see the new **Documents** tab (shown below).



Evacuation scheme application

Actions ▾

Case status **RESOLVED-APPROVED**

Building structure An existing building

Reference EV-36462-1

Application Form **Documents** Maintain Cases Documents Tab

Relevant Documents:

Click to open your document (in a new tab)

File Name	Category	Uploaded in Version	Upload Date	Uploaded By
Approved_EV-427020-1.pdf	Final Letter	EV-427020-1	06/04/2024	
staffTraining_EV-427020-1.docx	Training Document	EV-427020-1	06/04/2024	PublicUserPU100

Group Fields Density Refresh

Note that the Documents tab is for viewing documents only, you will not be able to add/delete documents in this control.

Previously, if you needed to change the building type for an application resubmission the only way to do it was to call our team.

To make things easier we've updated the system you can update the building type yourself.

How to update building type before resubmitting your application

We've added the new control (shown below) in the **Applicant Details** section. To change the building type for your application, just select the correct option:

P Applicant details

Section 1: Applicant details Section 2: Building details Section 3: Fire protection systems Section 4: Preparation in case of fire Section 5: Evacuation procedure Section 6: Special provisions Manage documents Section 7: Applicant responsibilities Review

Update Building Structure
Building Structure *
 A new building An existing building Temporary structure

Applicant details
Applicant type *
 Individual Company

Changed dropdown selection for trial & training report creation

When you want to create a trial or training evacuation report, you need to select the correct evacuation scheme. The old control only showed the scheme number. We've made that easier by replacing the dropdown control with a table that makes it easy to identify the correct scheme.

New control/view

The **new** control provides the ability to sort and filter your records making it easy to quickly identify the correct scheme and create your trial evacuation or training report. It displays all schemes and specifies if they have an existing trial & training case.

Check the correct scheme row, then click the **create** button to generate your trial evacuation or training report

Report trial evacuation or training

To log a Trial or Training report, please select the Evacuation Scheme from the table below and click "Create". If the required row is not able to be selected, please click "Home", then "My Trail / Training Activities" and complete the existing in-progress Maintenance Case from there.

Please select an approved evacuation scheme record to create a Trial Or Training Report.

Fields Density Refresh

Reference Number	In-Progress Maintain Case	Building Address	Next maintain Due Date
EV-256755-4	MN-227098	Portsea Medical Prac...	16-11-2023
<input type="checkbox"/>	EV-427017-2	8 Laidlaw Way, East T...	18-12-2024
EV-427020-1	MN-300001	22 Jason Street, Auck...	04-12-2024

CANCEL CREATE

The new release provides improved table configuration by providing the ability to add/remove/sort/group and filter columns in every table in the application.

Please note that the next time you log in, tables will revert to default settings. We're addressing this in a future release by adding the capability to retain your table preferences each time you log in.

New table controls

- Select column(s) to group data by
- Remove columns by clicking the delete icon to revert the view

- Check a column header to add it to the table
- Uncheck it to remove it from the table

- Click on a column header to sort by that column
- Click again to reverse sort

Left click column headers, then drag and drop to change column orders

Select how much data is shown in the table (truncated versus full view)

Group
Fields
Density
Refresh

Reference Number	Application Type	Building Address	City	Status	Date Created	Due Date
EV-398001-1	Variation	TEST TESTTE...	Parapar...	Pending-Su...	24-10-2023	20231120T...
EV-403001-1	Variation	FlowerPower, ...	Parapar...	Pending-Su...	01-11-2023	20231129T...

Click on the right side of a column for advanced column controls

Select field ▼

+ Add a field to group

Sort ascending

Sort descending

Apply filter

Group by this field

Hide field

Date Created

Due Date

Applicant Type

Short

Medium

Tall

Full Content

Click to force a refresh on table data – this is useful when you have multiple users making changes

New warning message on application withdrawal

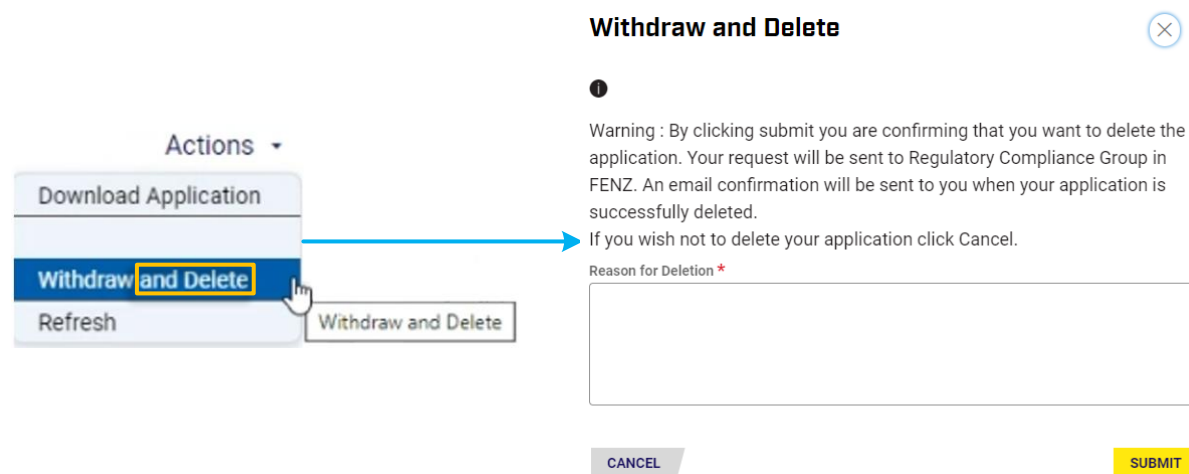
If you withdraw an application we've updated the messaging to make it clear that withdrawal will also permanently delete the application.

Now if you withdraw an application prior to submission you will see the below messages:



The screenshot shows a user interface with an 'Actions' dropdown menu containing 'Download Application', 'Withdraw and Delete', and 'Refresh'. A blue arrow points from the 'Withdraw and Delete' option to a dialog box titled 'Withdraw and Delete'. The dialog contains a warning message: 'Warning : Your application will be withdrawn and deleted. If you wish to continue with your application, click Cancel.' Below the warning is a text input field labeled 'Reason for deletion *'. At the bottom of the dialog are two buttons: 'CANCEL' and 'DELETE'.

Now if you withdraw an application after submission you will see the below messages:



The screenshot shows the same 'Actions' dropdown menu as above. A blue arrow points from the 'Withdraw and Delete' option to a dialog box titled 'Withdraw and Delete'. The dialog contains a warning message: 'Warning : By clicking submit you are confirming that you want to delete the application. Your request will be sent to Regulatory Compliance Group in FENZ. An email confirmation will be sent to you when your application is successfully deleted. If you wish not to delete your application click Cancel.' Below the warning is a text input field labeled 'Reason for Deletion *'. At the bottom of the dialog are two buttons: 'CANCEL' and 'SUBMIT'.