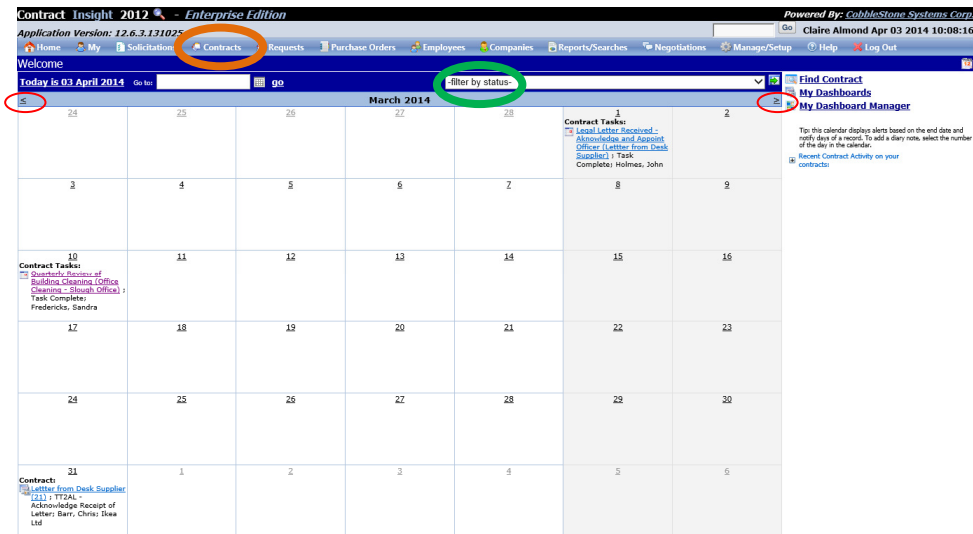


Contract Insight – Demo Script Fire Extinguisher Testing

http://www.4demo.co.uk/contract12_63_client

1. → Default Login as Claire Almond (login 'cea', password 'cea'), Administrator.
 - a. Default screen is either Calendar or Dashboard. (Will display the last screen when you logged out)
 - b. View of Tasks/Actions and Diary Notes Displayed in the Calendar
 - c. To view past/future months' Tasks/Actions click ≤ or ≥ (see ○)



2. 'filter by status' ○ enables you to change the view of Tasks/Actions in the calendar i.e. Task Complete, In Negotiation, Legal Letter Received
3. → To Create/Add a Contract
 - a. Select Contracts ○
 - b. Select Add Contract
 - c. Select a Type → Fire Extinguisher Maintenance and Review (drop down list)
 - d. Click 'Continue'

Home My Solicitations Contracts Requests Purchase Orders Employees Supplier / Customer Reports/Searches Negotiations Manage/Setup Help Log Out

Add New Fire Extinguisher Maintenance and Review

Contract Type: Fire Extinguisher Maintenance and Review

Department/Division: Administration

Employee: Almond, Claire

Appliance Tester: -select one-

Contract Title: Fire Extinguisher Testing

Description:

Test Complete: N/A

Next Test Due:

Status: Active

Customer/Vendor Name: Heat Support

Term/Occurrence: 5 Year

New Appliance: N/A

Dates

Effective Date: 01/04/2014

Expiration Date: 31/03/2019

Record Info

Date Entered

Entered By: Almond, Claire

Date Updated

Contract ID

Updated By: Almond, Claire

[CONTINUE](#)

You now need to enter/Confirm the data

1. Contract Type: Fire Extinguisher Maintenance and Review
2. Department/Division: Administration
3. Employee: Claire Almond
4. Contract Title: Fire Extinguisher Testing
5. Description: *Optional*
6. Test Complete: N/A
7. Status: Active
8. Customer/Vendor Name: Heat Support
9. Term/Occurrence: 5 Year (it's a 5yr support agreement)
10. Effective Date: Today's date
11. Expiration Date: Enter date + 5yr
12. Press [→Continue](#)

NB: Status will reflect the workflow that has been installed. For this demo it is Active, however you can show the other options available

4. Once Continue has been clicked you will see that the annual reviews on this contract have been automatically set up in the system. The first review is automatically set to 6 months

Fire Test Results

Fire Test Results (Add)

No items in this list.

Files / Attachments

Attached Files, Documents, Images Refresh

Select File Browse... Notes: Save Attach Internal

Tasks, E-mails, Workflow, Alerts

Tasks, E-mails, Events, Workflow Create Delete

Name	Assigned To	Start	End/Due	Notify days	Alert Date	Status	Task Complete Date
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2014	0	28/09/2014	Open	View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2015	0	28/09/2015	Open	View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2016	0	28/09/2016	Open	View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2017	0	28/09/2017	Open	View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2018	0	28/09/2018	Open	View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2019	0	28/09/2019	Open	View

Checklists / Milestones

Milestone and Checklists Add Checklist

Budget / Funding Line Items

Budget / Funding Line Items Details Add Budget Line Item Export Bulk Delete

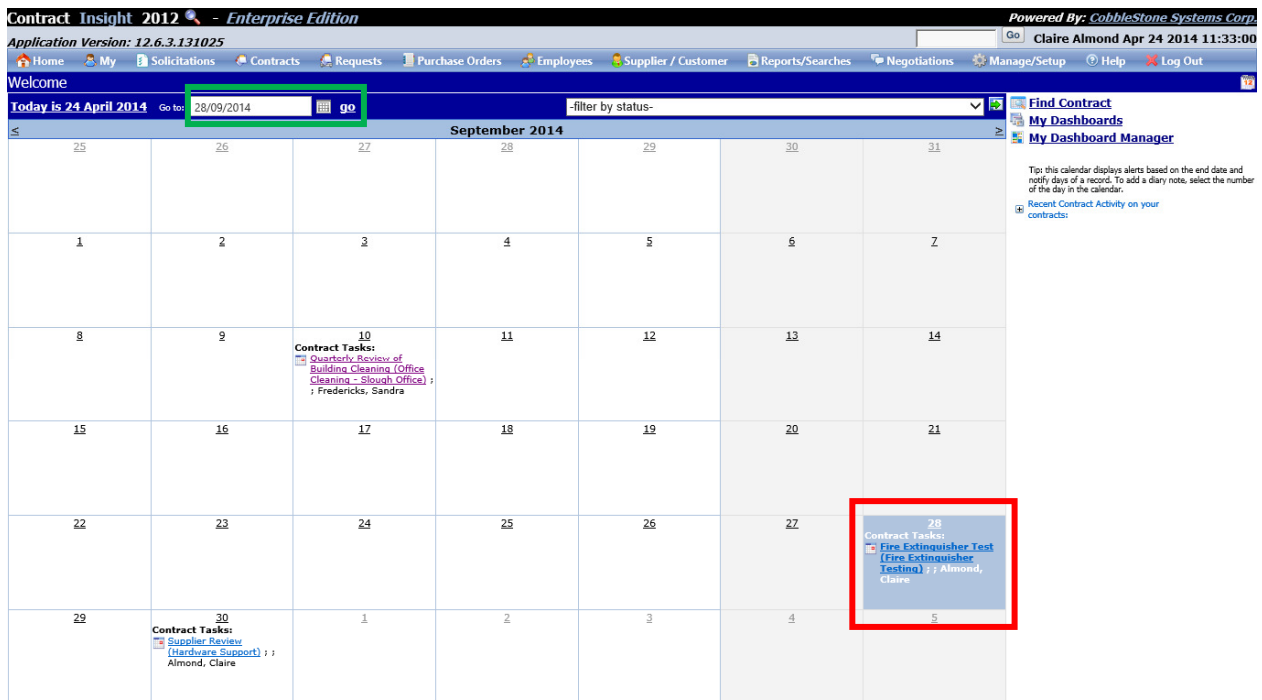
Price / Cost Line Items

Price / Cost Details Add Price/Cost Item Import Price/Cost Data Export Price/Cost Data Bulk Delete

Notes, Comments, Diary Log

File Notes & Comments

5. Now select Home → My Calendar
6. Select the date for the first review (6 months)
7. The task “Fire Extinguisher Test” is now in the calendar. Prior to this a reminder email will have been sent to drive the reviewer to the task



8. Click on the task in the calendar
9. You will then see the task list and select the one for the first review by clicking on [View](#) (to the right of the task)
10. The screen below will appear

Contract Insight 2012 - Enterprise Edition Powered By: CobbleStone Systems Corp.

Application Version: 12.6.3.131025

Home My Solicitations Contracts Requests Purchase Orders Employees Supplier / Customer Reports/Searches Negotiations Manage/Setup Help Log Out

Welcome Today is 24 April 2014 Go to: 28/09/2014 go -filter by status-

Find Contract My Dashboards My Dashboard Manager

Tip: this calendar displays alerts based on the end date and notify days of a record. To add a diary note, select the number of the day in the calendar.

Recent Contract Activity on your contracts:

Contract Tasks: Quarterly Review of Building Cleaning (Office Cleaning - Slough Office) ; Fredericks, Sandra

Contract Tasks: Fire Extinguisher Test (Fire Extinguisher Testing) ; Almond, Claire

Contract Tasks: Supplier Review (Hardware Support) ; Almond, Claire

Task & Event Details - Contract Title: Fire Extinguisher Testing

Task Notification Details

Task Name	Fire Extinguisher Test
Employee Assigned To	Almond, Claire
Start Date	Apr 01 2014
End Date	Sep 28 2014
Notify Days	0
Details	
Notes	
Amount	0.00
Is Task Complete	No
Role or Group	
Status	
Task Complete Date	
Escalate To	
Escalate After (Days)	0
Alternate Email	
Order Number	0.00
Task ID	900
Entered By	
Date Entered	24/04/2014 11:29:52
Updated By	
Date Updated	24/04/2014 11:29:52
Contract ID	62

Print
Assign Employees
View History
Back to Record Details
Complete/Approve
Reject
Delete
Add New Task

Alert Others (to this task alert)

Repeat/Recur (make this task repeat from the end date)
Recur every: 0 Day(s) for 0 times Add

Related Tasks

11. Click on [Complete/Approve](#)

12. The task in the task list will show as 'Complete'. This is date and time stamped (for audit purposes)

Fire Test Results
Fire Test Results (Add)
No items in this list.

Files / Attachments
Attached Files, Documents, Images Refresh
Select File Browse... Notes: Save Attach Internal

Tasks, E-mails, Workflow, Alerts
Tasks, Alerts, Events, & Workflow Add Task Bulk Delete

Name	Assigned To	Start	End/Due	Notify days	Alert Date	Status	Task Complete Date
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2014	0	28/09/2014	Task Complete	24/04/2014 11:37:48 View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2015	0	28/09/2015	Open	View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2016	0	28/09/2016	Open	View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2017	0	28/09/2017	Open	View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2018	0	28/09/2018	Open	View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2019	0	28/09/2019	Open	View

Checklists / Milestones
Milestone and Checklists Add Checklist

Budget / Funding Line Items
Budget / Funding Line Items Details Add Budget Line Item Export Bulk Delete

Price / Cost Line Items
Price / Cost Details Add Price/Cost Item Import Price/Cost Data Export Price/Cost Data Bulk Delete

Notes, Comments, Diary Log
File Notes & Comments
Enter Notes Below and/or optionally enter a subject: Internal

13. Now scroll up the page to the Fire Test Results section (this is a table) and click on (Add) - see above screen shot

14. Now fill in the details of the review. Boxes marked with an * are mandatory and select your choice from the drop down lists

15. Then Click on Continue

Contract Insight 2012 - Enterprise Edition Powered By: CobbleStone Systems Corp.

Application Version: 12.6.3.131025 Go Claire Almond Apr 24 2014 11:39:25

Home My Solicitations Contracts Requests Purchase Orders Employees Supplier / Customer Reports/Searches Negotiations Manage/Setup Help Log Out

Add FireTestResults

Company Name: Heat Support *

Tested By: Alex Arthur *

Department: Facilities

Extinguisher Location: 1st Floor *

Test Date: 28/09/2014 *

Test Results: Passed *

Comment/Action: All in Working Order
No Action required

Contract_ID:

Entered By: Almond, Claire

Company: -select one-

Is Deleted: -select one-

Date Entered:

Date Updated:

Updated By: Almond, Claire

FireTestResultsID:

[CONTINUE](#)

16. The details enter will appear in the Fire Test Results table. Reports can be run off the table and used during the supplier reviews

Complaints Litigation Actions
Complaints Litigation Actions (Add)
No items in this list.

Supplier Review
Supplier Review (Add)
No items in this list.

Fire Test Results
Fire Test Results (Add)

Company Name	Tested By	Department	Extinguisher Location	Test Date	Test Results	Comment/Action	Contract_ID	Entered By_Text
view Heat Support	Alex Arthur	Facilities	1st Floor	28/09/2014 00:00:00	Passed	All in Working Order No Action required	62	Almond, Claire

Files / Attachments
Attached Files, Documents, Images [Refresh](#)
Select File [Browse...](#) Notes: Save [Attach](#) [Internal](#)

Tasks, E-mails, Workflow, Alerts
Tasks, Alerts, Events, & Workflow [Add Task](#) [Bulk Delete](#)

Name	Assigned To	Start	End/Due	Notify days	Alert Date	Status	Task Complete Date
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2014	0	28/09/2014	Task Complete	24/04/2014 11:37:48 View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2015	0	28/09/2015	Open	View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2016	0	28/09/2016	Open	View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2017	0	28/09/2017	Open	View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2018	0	28/09/2018	Open	View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2019	0	28/09/2019	Open	View

Checklists / Milestones
Milestone and Checklists [Add Checklist](#)

Budget / Funding Line Items

[External Esign Manager](#)
[CobbleStone E-Z Signing](#)
[Document Packages](#)
[Standard Packages](#)
[External Documents](#)
[Delete Contract](#)

17. Now select the next review to complete (will be the next annual review)
18. This time **X Reject** the task
19. This will set up a task for the **Facilities Manager, Red Adair**. Before you log in as Red Adair, add the results into the Fire Results Test table.
20. The Status will change from 'Active' to 'Rejected' (you can scroll to the top of the screen to show this)

Fire Test Results

Fire Test Results (Add)

Company Name	Tested By	Department	Extinguisher Location	Test Date	Test Results	Comment/Action	Contract ID	Entered By	Test
Heat Support	Alex Arthur	Facilities	1st Floor	28/09/2014 00:00:00	Passed	All in Working Order No Action required	62	Almond, Claire	

Files / Attachments

Attached Files, Documents, Images Refresh

Select File Notes: Save Internal

Tasks, E-mails, Workflow, Alerts

Tasks, Alerts, Events, & Workflow

Task Name	Assigned To	Status	Created Date	Due Date	Priority	Task Status	Task Complete Date	View
Failed Test Rejection	Red Adair	24/04/2014	27/04/2014	0	27/04/2014	Open		View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2014	0	28/09/2014	Task Complete	24/04/2014 11:37:48	View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2015	0	28/09/2015	Rejected	24/04/2014 11:42:58	View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2016	0	28/09/2016	Open		View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2017	0	28/09/2017	Open		View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2018	0	28/09/2018	Open		View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2019	0	28/09/2019	Open		View

Checklists / Milestones

Milestone and Checklists

Budget / Funding Line Items

Budget / Funding Line Items Details

Price / Cost Line Items

Price / Cost Details

Notes, Comments, Diary Log

File Notes & Comments

Application Version: 12.6.3.131025

Home My Solicitations Contracts Requests Purchase Orders Employees Supplier / Customer Reports/Searches Negotiations Manage/Setup Help Log Out

Contract Details

Details

Contract Type: Fire Extinguisher Maintenance and Review

Department/Division: Administration

Employee: Almond, Claire

Appliance Tester:

Contract Title: Fire Extinguisher Testing

Description:

Test Complete: N/A

Next Test Due: 28/09/2014

Status: Rejected

Customer/Vendor Name: Heat Support

Term/Occurrence: 5 Year

New Appliance: N/A

Dates

Effective Date: 01/04/2014

Expiration Date: 31/03/2019

Record Info

Date Entered: 24/04/2014 11:29:52

Entered By: Almond, Claire

Date Updated: 24/04/2014 11:42:58

Contract ID: 62

Updated By:

Complaints Litigation Actions

Complaints Litigation Actions (Add)

No Items in this list.

Supplier Review

Supplier Review (Add)

Right Hand Side Menu:

- Add New Contract
- Create Contract & Link
- Attachments
- Tasks & E-mails
- Checklist
- Price / Cost Line Items
- Assign Employees
- Add (Remove) Companies
- Assign Departments
- Assign Locations
- Notes
- Print
- Refresh
- Link Contract
- View History
- Financials
- Company Info
- Copy
- E-mail
- View Ratings
- Create Purchase Order

Document Processing:

- Single Documents
- Basic Templates
- External Esign Manager
- CobbleStone E-Z Signing
- Document Packages
- Standard Packages
- External Documents

Delete Contract

21. → Logout Process

- Go to 'Home' and select My Calendar
- Then Log out

22. → Now Login as Facilities Manager Red Adair (login 'ra', password 'ra')

- Prior to this an email will have been sent to Red Adair to say that he has a task to view

23. See the Task in the calendar and Click on Task

24. Task will appear and click on [View](#)

25. Action options will appear on the Right Hand Side of the screen

26. Select Complete/Approve.

27. By Approving the task, this will automatically “Authorise” the purchase of a New Appliance and set a task to reactive the contract. Note that the Status is still showing “Rejected”

Contract Details

Details

Contract Type: Fire Extinguisher Maintenance and Review

Department/Division: Administration

Employee: Almond, Claire

Appliance Tester:

Contract Title: Fire Extinguisher Testing

Description:

Test Complete: N/A

Next Test Due: 28/09/2014

Status: Rejected

Customer/Vendor Name: Heat Support

Term/Occurrence: 5 Year

New Appliance: Authorised

History

Effective Date: 01/04/2014

Expiration Date: 31/03/2019

Record Info

Date Entered: 24/04/2014 18:03:06

Entered By: Almond, Claire

Date Updated: 24/04/2014 18:03:52

Contract ID: 64

Updated By:

Complaints Litigation Actions

Complaints Litigation Actions (Add)

No Items in this list.

Supplier Review

Supplier Review (Add)

Actions

Add New Contract

Create Contract & Link

Attachments

Tasks & E-mails

Checklist

Price/Cost Line Items

Assign Employees

Add(Remove) Companies

Assign Departments

Assign Locations

Notes

Print

Refresh

Link Contract

View History

Financials

Company Info

Copy

E-mail

View Ratings

Create Purchase Order

Document Processing:

Single Documents

Basic Templates

External Esign Manager

CobbleStone E-Z Signing

Document Packages

Standard Packages

External Documents

Delete Contract

28. → Logout Process

- Go to 'Home' and select My Calendar
- Then Log out

29. → Now Login again as Administrator Claire Almond (login 'cea', password 'cea')

30. Find the task in the calendar “Reactivate Contract after new Appliance Authorised”

Contract Insight 2012 - Enterprise Edition

Application Version: 12.6.3.131025

Powered By: CobbleStone Systems Corp.

Home My Solicitations Contracts Requests Purchase Orders Employees Supplier / Customer Reports/Searches Negotiations Manage/Setup Help Log Out

Welcome

Today is 24 April 2014 Go to: [] go -filter by status-

April 2014

Contract: Letter from Desk Supplier (21) ; T11UH - Legal Letter Received; Barr, Chris; Ikea Ltd	1	2	3	4	5	6
7	8	9	10	11	12	13 Customer/Vendor Tasks: Supplier Review (Access Support Systems) ; Open; Almond, Claire
14	15	16	17	18	19	20
21	22	23	24 Contract Tasks: Test Workflow (Contract To Test Tasc) ; Holmes, John; Test Workflow (Contract To Test Tasc) ; Holmes, John	25 Contract Tasks: Reactivate Contract after new Appliance Authorised (Fire Extinguisher Testing) ; Almond, Claire	26	27 Contract Tasks: Failed Test Rejection (Fire Extinguisher Testing) ; Task Complete; Adair, Red
28	29	30 Contract: Contract To Test Tasc (63) ; Active; Holmes, John; Four Business Solutions Ltd	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

Tip: This calendar displays alerts based on the end date and notify days of a record. To add a diary note, select the number of the day in the calendar.

Recent Contract Activity on your contracts:

31. Click on the Task in the calendar and you will notice that another Task has appeared for the administrator to re-active the contract once the new device has been authorised by the Facilities Manager, Red Adair.

Supplier Review
 Supplier Review (Add)
 No Items in this list.

Fire Test Results
 Fire Test Results (Add)

Company Name	Tested By	Department	Extinguisher Location	Test Date	Test Results	Comment/Action	Contract ID	Entered By	Test
Heat Support	Alex Arthur	Facilities	1st Floor	28/09/2014 00:00:00	Passed	All in Working Order No Action required	62	Almond, Claire	
Heat Support	Red Adair	Facilities	1st Floor	01/10/2014 00:00:00	Passed	Authorised New Extinguisher	62	Almond, Claire	

Files / Attachments
 Attached Files, Documents, Images Refresh
 Select File Notes: Save Internal

Tasks, E-mails, Workflow, Alerts

Tasks, Alerts, Events, & Workflow
Bulk Delete

Name	Assigned To	Start	End/Due	Notify days	Alert Date	Status	Task Complete Date
Reactivate Contract after new Appliance Authorised	Claire Almond	24/04/2014	25/04/2014	0	25/04/2014	Open	View
Failed Test Rejection	Red Adair	24/04/2014	27/04/2014	0	27/04/2014	Task Complete	24/04/2014 11:47:24 View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2014	0	28/09/2014	Task Complete	24/04/2014 11:37:48 View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2015	0	28/09/2015	Rejected	24/04/2014 11:42:58 View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2016	0	28/09/2016	Open	View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2017	0	28/09/2017	Open	View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2018	0	28/09/2018	Open	View
Fire Extinguisher Test	Claire Almond	01/04/2014	28/09/2019	0	28/09/2019	Open	View

Checklists / Milestones
 Milestone and Checklists

Budget / Funding Line Items
 Budget / Funding Line Items Details

32. Click on [View](#) and Complete/Approve the Task.

33. This will update the Status of the contract from "Rejected" to "Active"

Contract Insight 2012 - Enterprise Edition
 Application Version: 12.6.3.131025

Powered By: CobbleStone Systems Corp.
 Go Claire Almond Apr 24 2014 18:21:10

Home

My

Solicitations

Contracts

Requests

Purchase Orders

Employees

Supplier / Customer

Reports/Searches

Negotiations

Manage/Setup

Help

Log Out

Contract Details

Details
 Contract Type: Fire Extinguisher Maintenance and Review
 Department/Division: Administration
 Employee: Almond, Claire
 Appliance Tester:
 Contract Title: Fire Extinguisher Testing
 Description:
 Test Complete: N/A
 Next Test Due: 28/09/2014
 Status: Active
 Customer/Vendor Name: Heat Support
 Term/Occurrence: 5 Year
 New Appliance: Authorised

Dates
 Effective Date: 01/04/2014
 Expiration Date: 31/03/2019

Record Info
 Date Entered: 24/04/2014 18:03:06
 Entered By: Almond, Claire
 Date Updated: 24/04/2014 18:21:07
 Contract ID: 64
 Updated By:

Complaints Litigation Actions
 Complaints Litigation Actions (Add)
 No Items in this list.

Supplier Review

Add New Contract
 Create Contract & Link
 Attachments
 Tasks & E-mails
 Checklist
 Price/Cost Line Items
 Assign Employees
 Add(itional) Companies
 Assign Departments
 Assign Locations
 Notes
 Print
 Refresh

Link Contract
 View History
 Financials
 Company Info
 Copy
 E-mail
 View Ratings
 Create Purchase Order

Document Processing:
 Single Documents
 Basic Templates
 External Esign Manager
 CobbleStone E-Z Signing
 Document Packages
 Standard Packages
 External Documents

Delete Contract

34. Now scroll up the page to the Fire Test Results section again (this is a table) and click on (Add)
35. Now fill in the details. Boxes marked with an * are mandatory and select your choice from the drop down lists. Click on Continue

Contract Insight 2012 - Enterprise Edition

Application Version: 12.6.3.131025

Powered By: CobbleStone Systems Corp.

Go Claire Almond Apr 24 2014 11:50:51

Home My Solicitations Contracts Requests Purchase Orders Employees Supplier / Customer Reports/Searches Negotiations Manage/Setup Help Log Out

Add Fire Test Results

Company Name Heat Support

Tested By Claire Almond *

Department Administration *

Extinguisher Location 1st Floor *

Test Date 01/10/2014 *

Test Results Passed *

Comment/Action New Extinguisher Installed
Contract re-activated

Contract_ID

Entered By Almond, Claire

Company -select one-

Is Deleted -select one-

Date Entered

Date Updated

Updated By Almond, Claire

FireTestResultsID

CONTINUE

36. The details will appear in the Fire Test Results table.
37. Before finishing the demonstration you can show how to export the Fire Test Results table data into a report that can be used to share internally/externally
38. Go to Reports/Searches and select Ad-Hoc Reports/Searches
39. Select My Ad-Hoc Reports/Searches
40. A list will appear of all the reports that exist
41. Select the one that is for Heat Support (NB that any demo data that has ever been entered against this contract will appear in the table).
42. Select View/Edit and then Run Report button
43. Click on Export to Word. Word will open with the table displayed. You can now incorporate this table into any documents, presentations, email

Contract Insight 2012 - Enterprise Edition

Application Version: 12.6.3.131025

Powered By: CobbleStone Systems Corp.

Go Claire Almond Apr 24 2014 11:53:34

Home My Solicitations Contracts Requests Purchase Orders Employees Supplier / Customer Reports/Searches Negotiations Manage/Setup Help Log Out

My Report: View Report

Back to Report List Edit This Report Export to Excel Export to Word Export to PDF Chart This

Report Overview

Report ID: 85

Report Name: Heat Support

Report Description: Fire Extinguisher Test Results

Report Is Active: True

Uses Conditions Prompt: True

Reset/Refresh Report

Company Name	Tested By	Department	Extinguisher Location	Test Date	Test Results	Comment/Action
	Alex Arthur		1st Floor	23/04/2014	Passed	No further action Send report to Facilities Manager Send Report to HR Manager
Heat Support	Red Adair			02/04/2014	Failed	
Heat Support	Claire Almond	Administration		26/03/2014	Passed	
Heat Support	Alex Arthur	Facilities		25/04/2014	Passed	
Heat Support	Alex Arthur	Facilities	1st Floor	30/09/2014	Passed	No Action Required
Heat Support	Red Adair	Operations	1st Floor	01/10/2014	Failed	Order new Extinguisher. Approved
Heat Support	Claire Almond	Administration	1st Floor	01/10/2014	Passed	New Extinguisher ordered. Installed and working
Heat Support	Alex Arthur	Facilities	1st Floor	28/09/2014	Passed	All in Working Order No Action required
Heat Support	Red Adair	Facilities	1st Floor	01/10/2014	Passed	Authorised New Extinguisher
Heat Support	Claire Almond	Administration	1st Floor	01/10/2014	Passed	New Extinguisher Installed Contract re-activated

Company Name	Tested By	Department	Extinguisher Location	Test Date	Test Results	Comment/Action
	Alex Arthur		1st Floor	23/04/2014	Passed	No further action Send report to Facilities Manager Send Report to HR Manager
	Red Adair			02/04/2014	Failed	
Heat Support	Claire Almond	Administration		26/03/2014	Passed	
Heat Support	Alex Arthur	Facilities		25/04/2014	Passed	
Heat Support	Alex Arthur	Facilities	1st Floor	30/09/2014	Passed	No Action Required
Heat Support	Red Adair	Operations	1st Floor	01/10/2014	Failed	Order new Extinguisher. Approved
Heat Support	Claire Almond	Administration	1st Floor	01/10/2014	Passed	New Extinguisher ordered. Installed and working
Heat Support	Alex Arthur	Facilities	1st Floor	28/09/2014	Passed	All in Working Order No Action required
Heat Support	Red Adair	Facilities	1st Floor	01/10/2014	Passed	Authorised New Extinguisher
Heat Support	Claire Almond	Administration	1st Floor	01/10/2014	Passed	New Extinguisher Installed Contract re-activated

44. → Logout Process

- Go back into the Contract Insight Screen
- Go to 'Home' and select My Calendar
- Then Log out

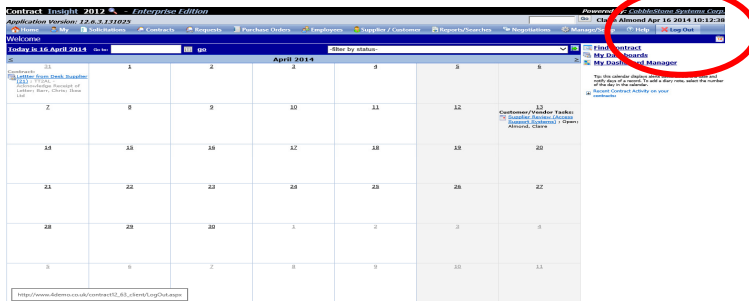
END OF DEMONSTRATION

HOUSEKEEPING

This is a live demo, hosted on the Four server. All data is stored so at the end of each demo, remember to delete the demo data you have just entered.

- Default Login as Claire Almond (login 'cea', password 'cea'), Administrator.
- Select Contracts
- Select Find/Search Contracts
- Select View All
- Find the contract you have added : Access Support Systems - Hardware Support
- Select View
- On the Right Hand Side of the screen there will be a list of options/actions. Scroll down until you see **X** Delete

8. Select Delete
9. Prompt will appear at the top of the screen to confirm Delete
10. Confirm **Yes, delete it**
11. → Logout Process
 - a. Go to 'Home' and select My Calendar
 - b. Then Log out



12. The system is now ready for the next client demonstration