Fire and Safety Equipment Tracker - FASET® User Guide

FASET
FIRE & SAFETY
EQUIPMENT TRACKER

LION®
ready for action

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Fire and Safety Equipment Tracker - FASET®

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Introduction

Welcome

Thank you and congratulations for choosing FASET®. FASET® is a user-friendly Fire and Safety Equipment Tracker that makes the control of fire apparatus, tools, hose, ladders, small equipment, SCBAs, PPEs, Special Ops, and Rescue easier, and virtually error free. Used properly, FASET® will save time, reduce your workload and save your department money.

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FASET Web Client Requirements

Supported Browsers

- Internet Explorer 8.0 or higher
- Mozilla Firefox 4.0 or higher
- Apple Safari 3.0 or higher
- Google Chrome 1.0 or higher

Set Browser to allow popups from the FASET server and Enable JavaScript

Internet Explorer

- Tools menu, Pop-up Blocker, Pop-up Blocker Settings, add FASET server to allow.
- Tools menu, Internet Options, Security tab, click Custom level…, scroll down to Scripting, under Active scripting, select Enable.

Firefox

- Tools menu, Options, Content tab, clicks Exceptions next to Block pop-up windows and add FASET server to allow.
- Tools menu, Options, Content tab, check Enable JavaScript.

Safari

- Edit menu, Preferences, Security tab, uncheck Block pop-up windows.
- Edit menu, Preferences, Security tab, check Enable JavaScript.

Chrome

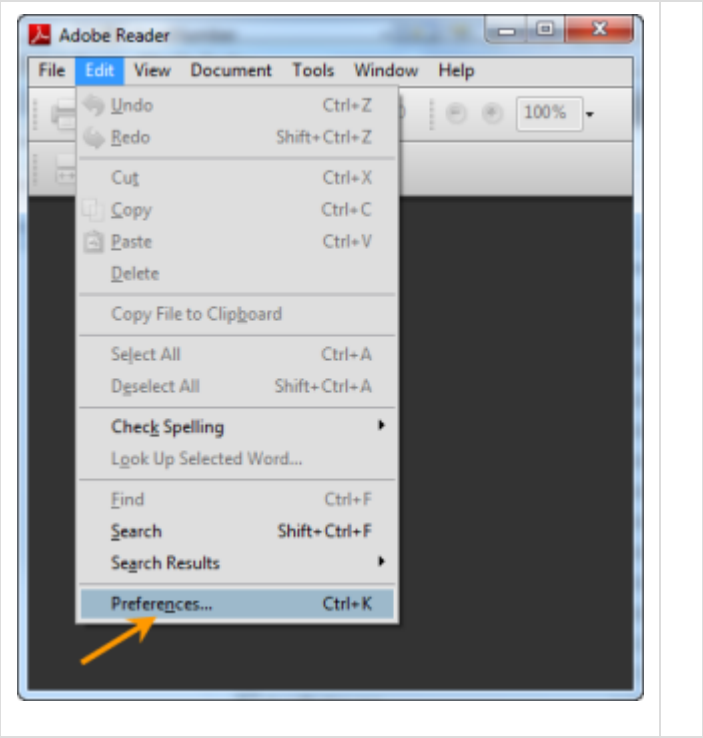
- Wrench icon, Options, Under the Hood, Content Settings, Pop-ups, Manage Exceptions, and add FASET server to allow.
- Wrench icon, Options, Under the Hood, Content Settings, select Allow all sites to run JavaScript.

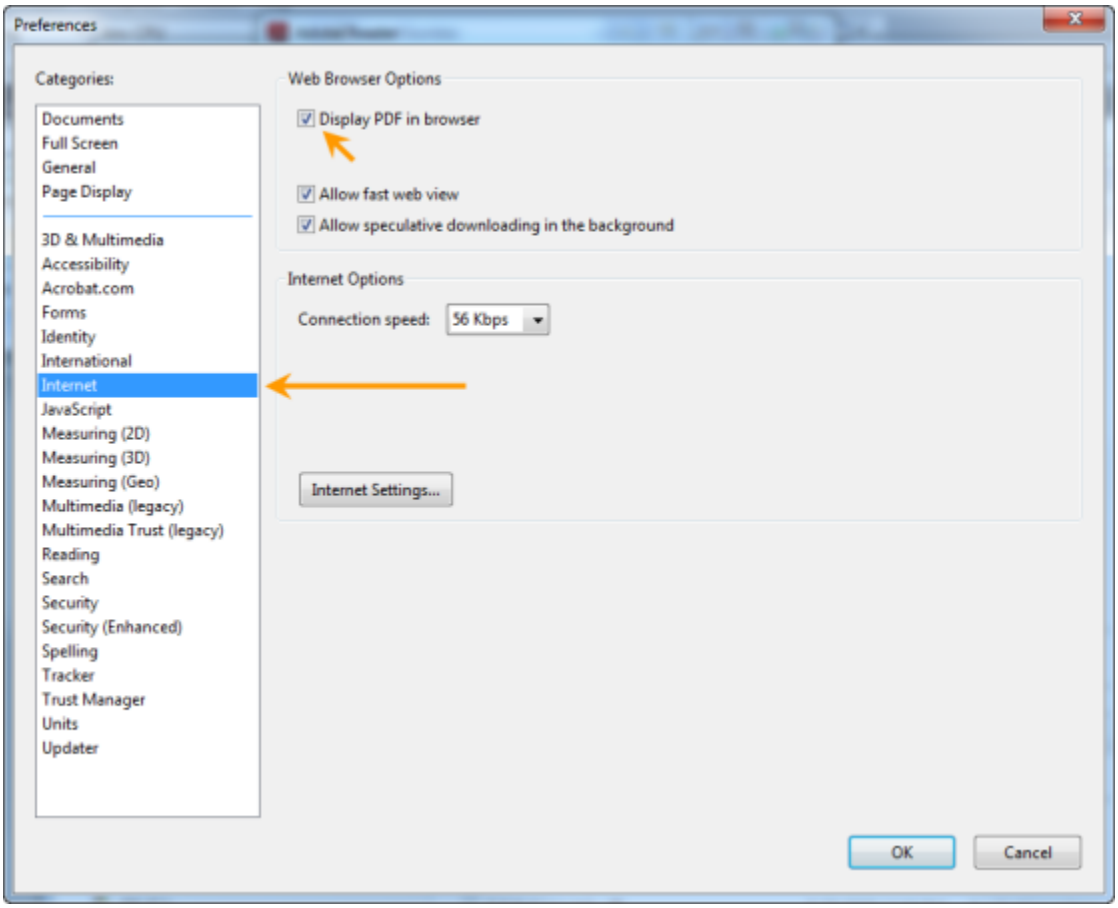
Printing requirements

- Adobe Acrobat Reader plug-in

To download and install Adobe® Acrobat Reader, use the following link: http://www.adobe.com/go/EN_US-H-GET-READER.

Start Adobe Reader, select Edit menu, Preferences. Then select Internet under Categories and make sure the "Display PDF in browser" is checked and click OK.





- Google Chrome

If Chrome is still using its own PDF Viewer, you can switch to Adobe PDF Plugin.

- Click the wrench icon in the top right.
- Click Options ("Settings" tab will open)
- Click on the "Under the Hood" section on the left sidebar.
- At the top, click "Content Settings" button in the privacy section.
- "Plug-ins" will be near the bottom; click "Disable individual plug-ins..."
- Find the Chrome PDF Viewer; click "Disable".
- Find the Adobe Acrobat/Reader PDF plugin and click "Enable".

Starting FASET Web Client

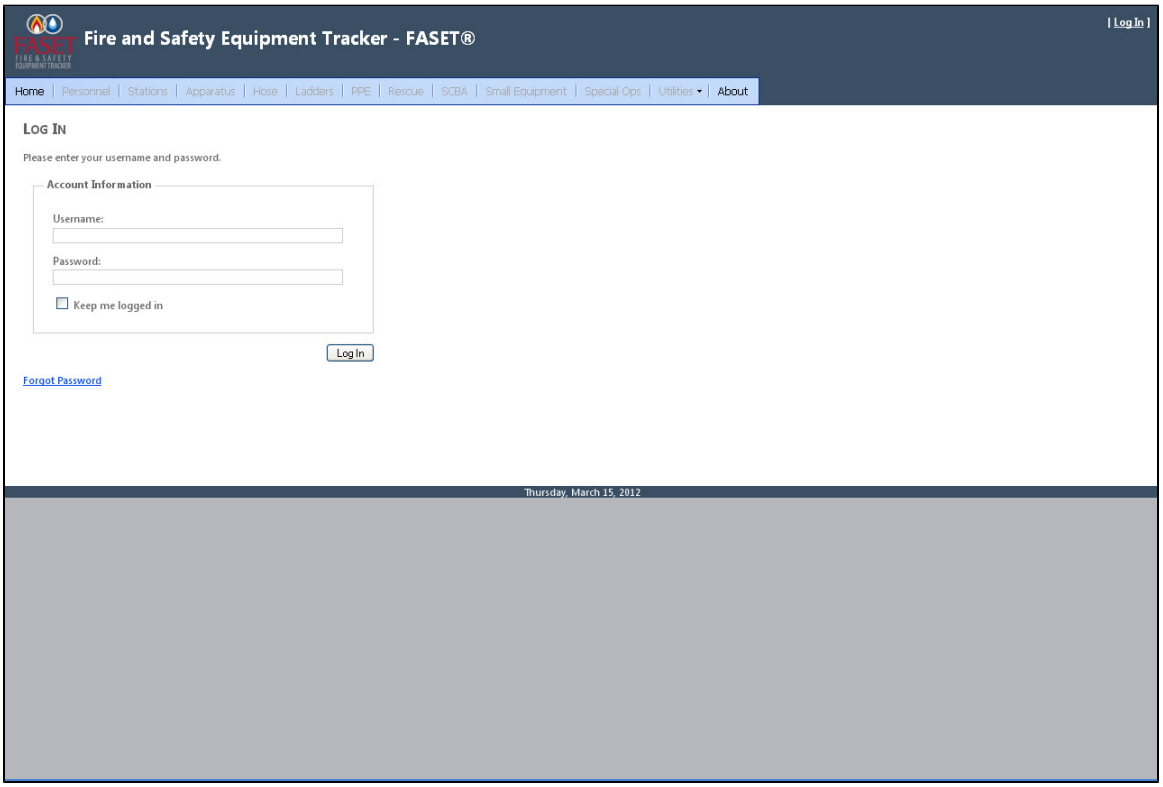
The FASET web client can be accessed by going to the URL provided by your administrator. Typically, the URL may be:

http://<server name>/FasetWeb/Account/Login.aspx

The following login screen will display. The User Name and Password is defined by a FASET administrator in Utilities -> User Management.

Enter a User Name and Password. To bypass this login screen and to stay logged into FASET, check the box 'Keep me logged in.' Once you login, the 'log out' option can be used and the log in screen will display when returning to the FASET web client.

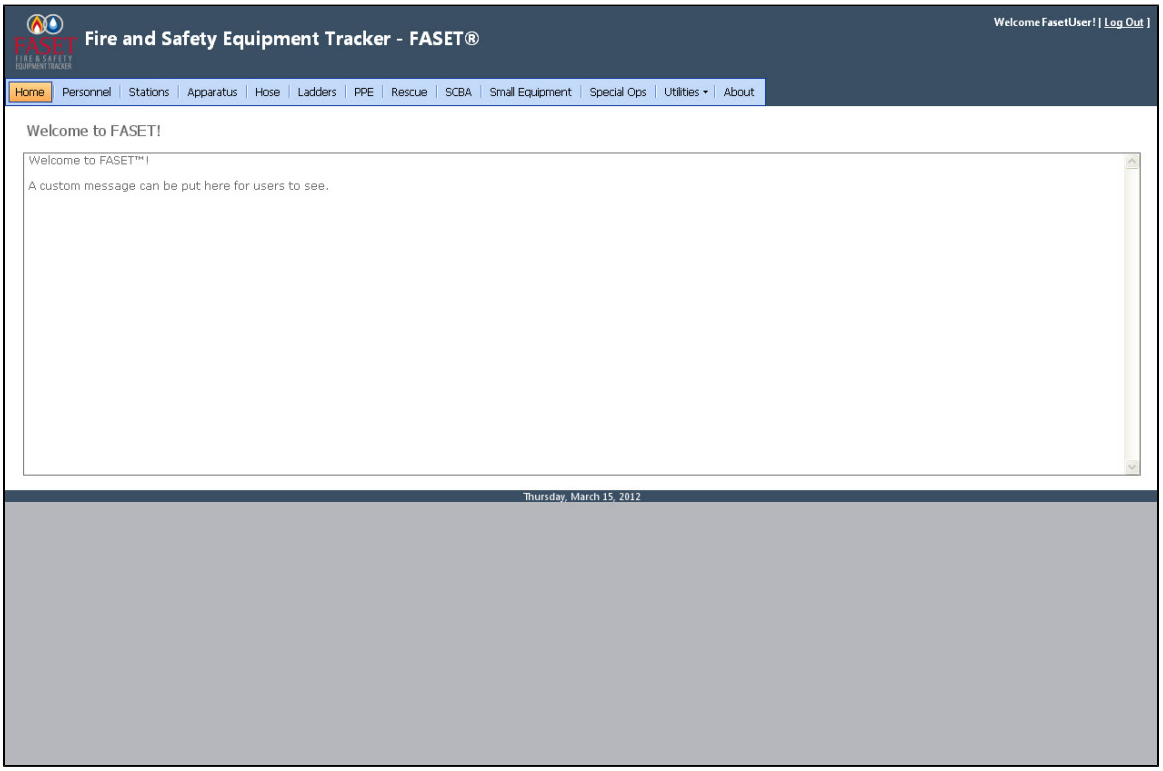
When the user clicks 'Forgot Password', and provides the correct answer to security question, the program verifies the answer and if it is correct it resets the password and sends a new password to the user. E-mail settings must first be configured by an administrator in the Admin Control panel's SMTP Configurations. If the SMTP configuration has not been set up or is not correct, an administrator will need to access User Management to re-define the user's password.



Main FASET Screen

Main Screen

FASET has been designed to be user-friendly, with easily learned, full-screen interfaces for editing, modifying, adding, and deleting data in a consistent manner, for all modules. The following is an overview of each module:



Field Name	Description
Log Out	Log out of FASET.
Personnel	Manages Personnel information, including names, department, and phone numbers.
Stations	Manages Station information regarding the address, contact information, and hose lengths assigned for each hose diameter.
Apparatus	Manages information regarding Apparatus, including Unit ID, manufacturer, type, and description.
Hose	Manages information regarding each section of Hose (with couplings), including length, diameter, type of hose, manufacturer name and date, test information, as well as a complete repair history log.
Ladders	Manages information regarding Ladders, including length, type, manufacturer name and date, as well as a complete repair history log.
PPE	Manages information regarding Personnel Protective Equipment, including type, manufacturer name and date, as well as a complete repair history log.
Rescue	Manages information regarding Rescue/Rope items, including serial number, type, manufacturer name and date, as well as a complete repair history log.
SCBA	Manages information regarding Self Contained Breathing Apparatus , including bottle size, serial number, and status.

Small Equipment	Manages information regarding each Small Equipment, including type of Small Equipment, quantity, manufacturer name and date, as well as a complete repair history log.
Special Ops	Manages information regarding Special Ops (i.e. items inventoried on an apparatus as well as items used by a Haz-mat or bomb team), including type, manufacturer name and date, as well as a complete repair history log.
Utilities	Allows users access to make modifications to list management, preferences, and their password. The Administrator also has access to User Management, Group Management and administrator utilities.
About	View the FASET version number.

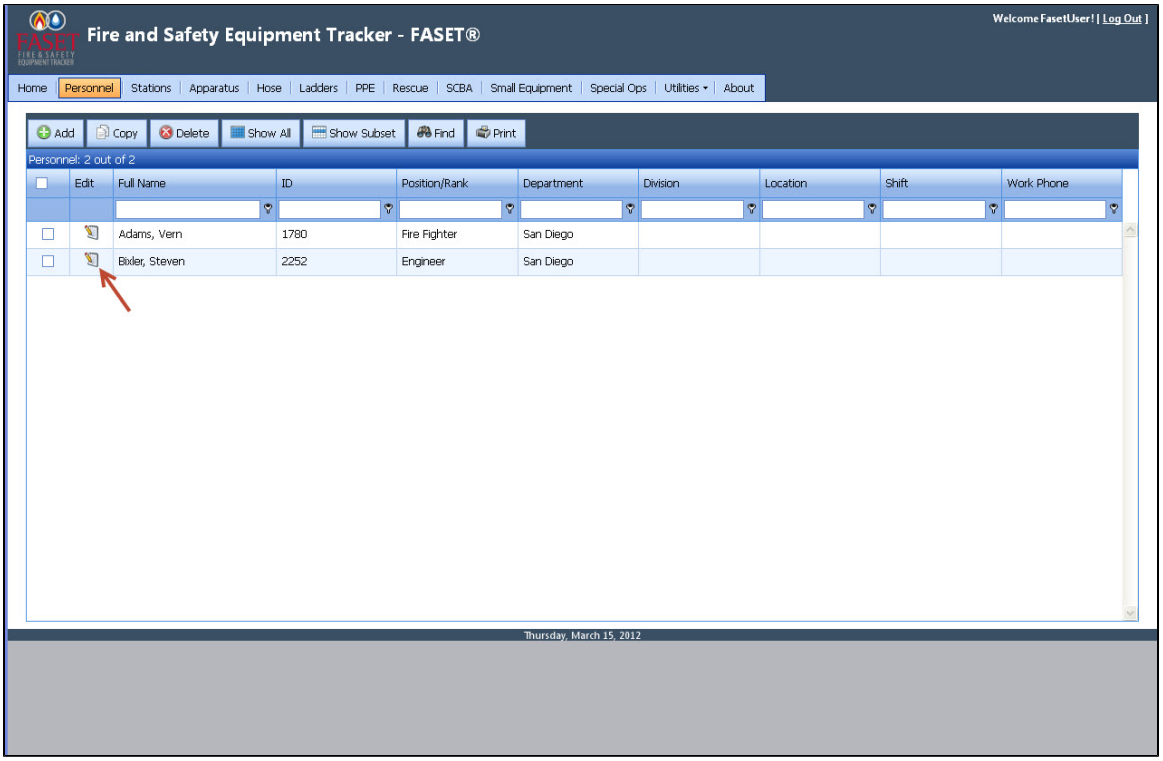
Output Screen

Output Screen Buttons

The Output Screen shows a list of records in the currently selected module. When a module is selected, the user is presented with the "Output Screen" which is a listing of records in the module. If there are no records in the module, then an empty list is displayed. New records can be added by clicking "Add" .

Button	Description
Add	Add a new record.
Copy	Copy the selected record.
Delete	Delete the selected record.
Show All	Display all records in the list.
Show Subset	Show only the records selected.
Find	Find records using Query By Example. Additional information is provided in the section on Find. Also note that an Advanced Find capability is available when using the edit box under each column name.
Print	Print the selected record(s). Note that report Headers and Footers can be created via the Utilities -> Preferences menu to appear on all printed reports.
Barcode	Use this button to create a barcode inventory report.
Schedule	Use this button to run a Test Schedule report in the Hose, Ladders and SCBA modules.

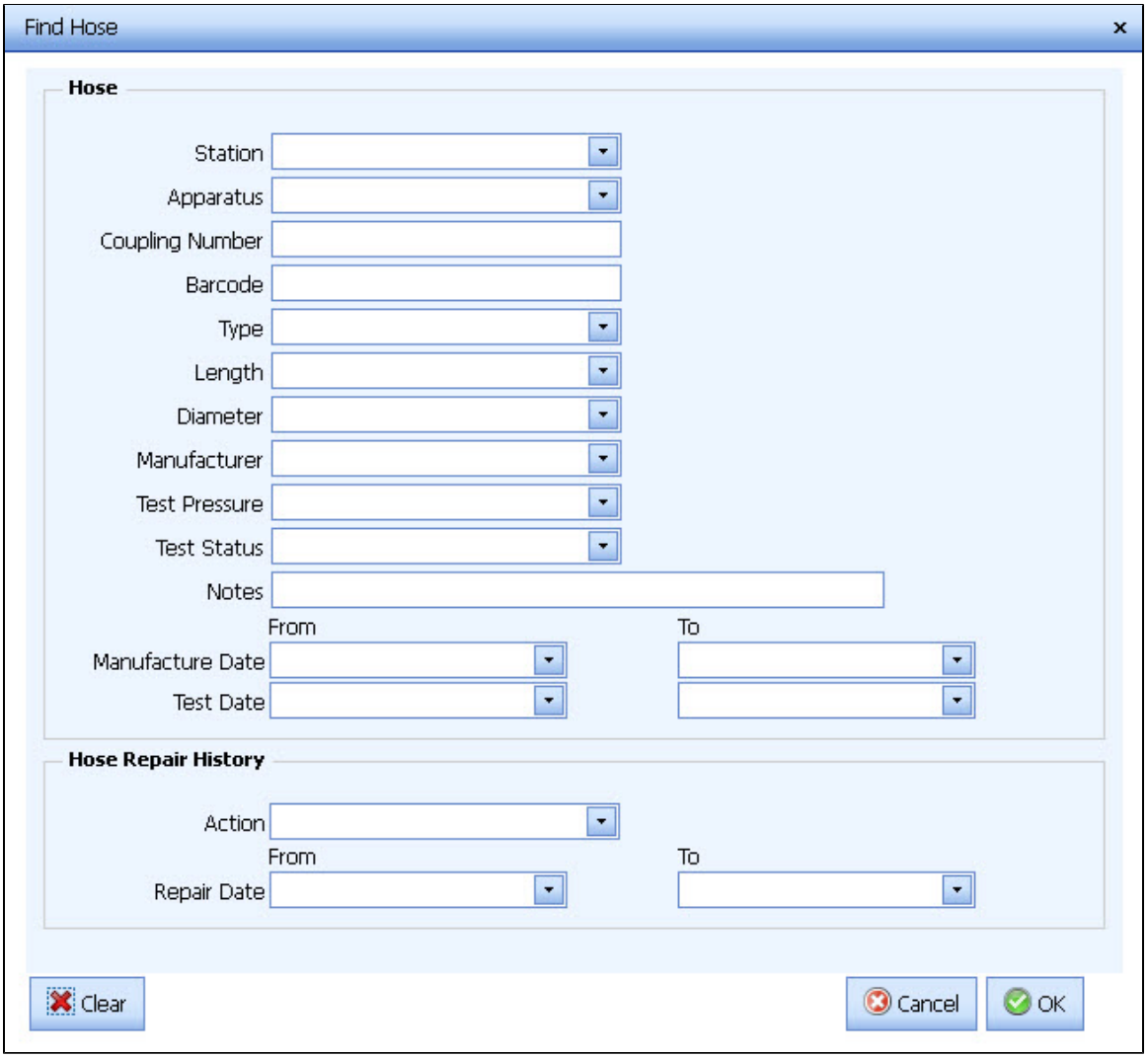
If a record exists, click on the Edit button to open or modify the record.



Find & Advanced Find

The Find button brings up the Query by Example screen, similar to that shown below. To use the Find feature, simply enter the criteria to be used for the search into the appropriate field(s) and click on OK. If data has been entered into more than one field, it is "anded", meaning that the records to be found must exhibit all of the specified criteria. Also note that a powerful feature of Find is the "@" character (shift-2) which can be used as a wild card.

Choose the 'Clear' button to clear the field if an item was entered or selected for a field. Choose 'Cancel' to exit the Find screen, discard any changes and return to the output list screen. Choose the 'OK' button to execute the perform the find.

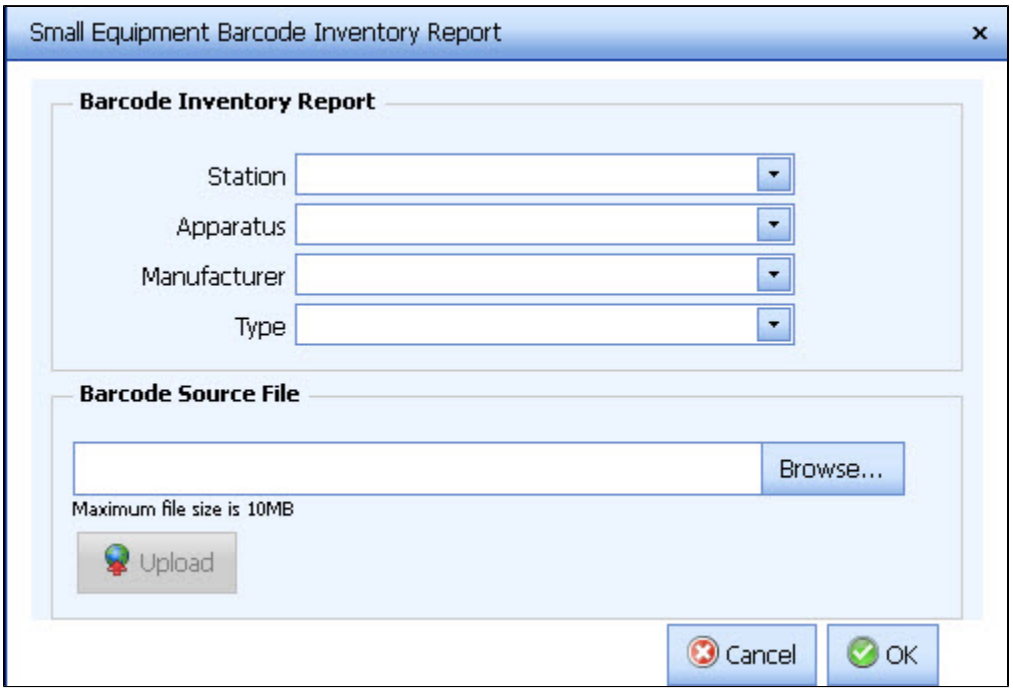


An Advanced Find is available under each column. Choose the comparison and enter a value into the edit box under the column name in which you wish to query. For example, choose 'Begins with', and enter 'a' in the Full Name edit box. The output list will display every record that has a full name that begins with 'a'.

Barcode

A Barcode Inventory Report screen will display when choosing the Barcode button in the output list screen. Barcodes cannot be scanned using

the web client. A .txt barcode source file will be needed to execute a barcode inventory report.

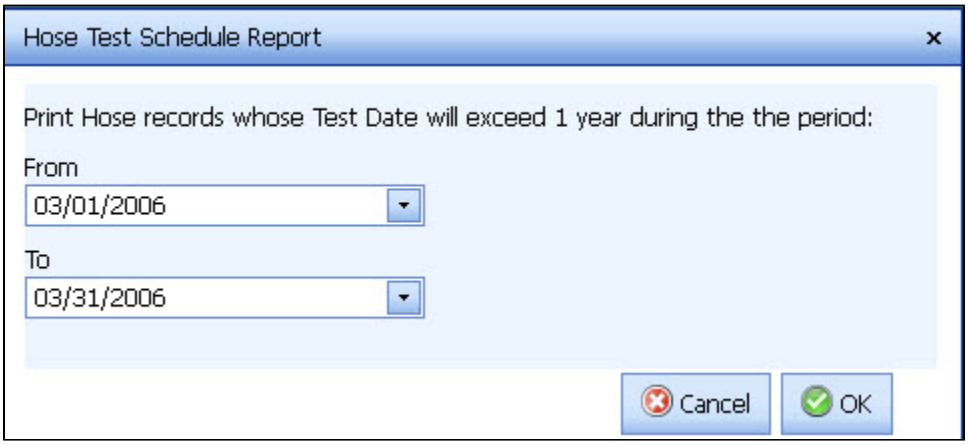


Test Schedule

FASET has the capability to identify items in the Hose, Ladders and SCBA modules with a Test Date that will exceed one year, during a user-specified time period.

For example, suppose we wanted to know if any hose record have a Test Date that will exceed one year during the time period 03/01/2006 to 03/31/2006. We would select the FASET Hose module and click on the Schedule button as shown below.

Then fill in the appropriate test date period as shown below:



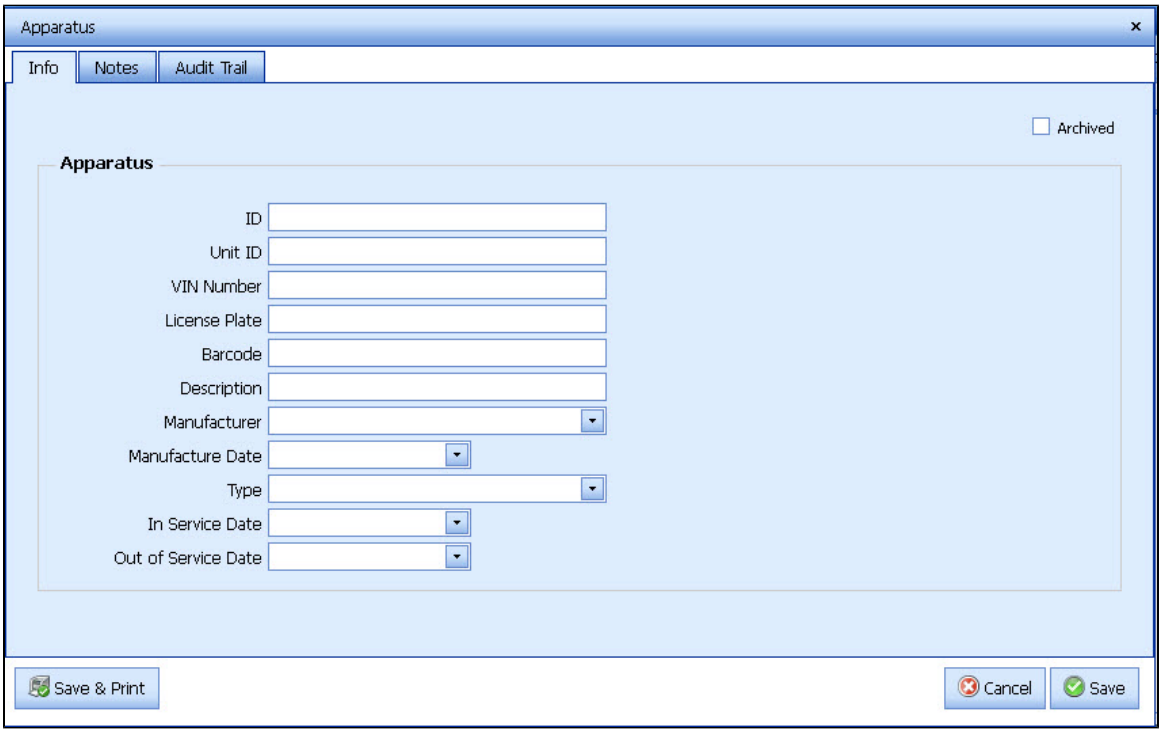
A new window will appear to display the Schedule Report.

Note that Headers and Footers can be created via the Preferences option under Utilities.

Input Screen

Input Screen Buttons

The Input Screen displays one record at a time and lets you add or modify fields. The Apparatus input screen is shown below as an example.



Input screen buttons

Button	Description
	Saves the record. A new browser will open to display information for the selected record so that the record can be printed. Note that Headers and Footers can be created via Utilities -> Preferences which will appear on all printed reports.
	Exit the record, discard any changes and return to the output list screen.
	Exit the record and save changes.

Notes for Data Entry

You can enter data into most fields, one at a time, using any of the characters from the keyboard.
Enter dates using the MM/DD/YY (month-day-year) format or by using the calendar control. You may use slashes, dashes, spaces, periods, commas, and other delimiters to separate the month, day, and year. FASET automatically converts all delimiters to slashes.

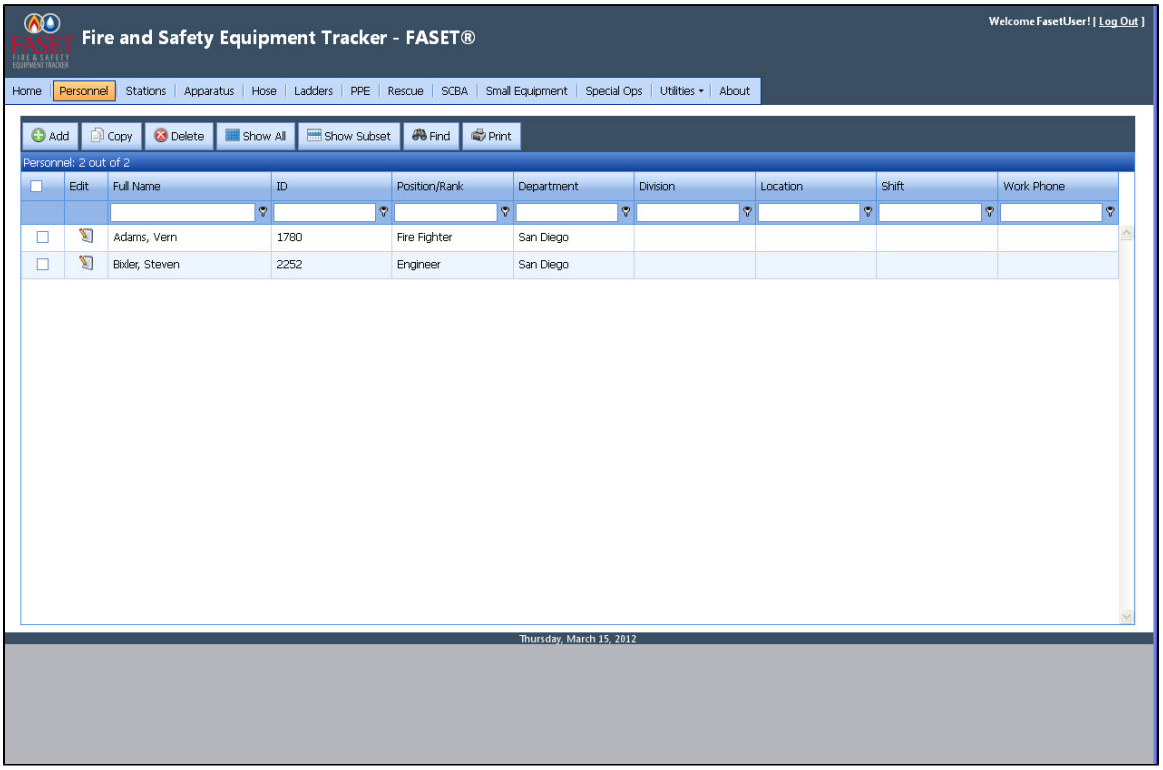
Combo Boxes in the Input Screens

Several fields in the FASET program have combo boxes.

Combo boxes are managed via List Management in Utilities.

Personnel

Personnel Main Screen

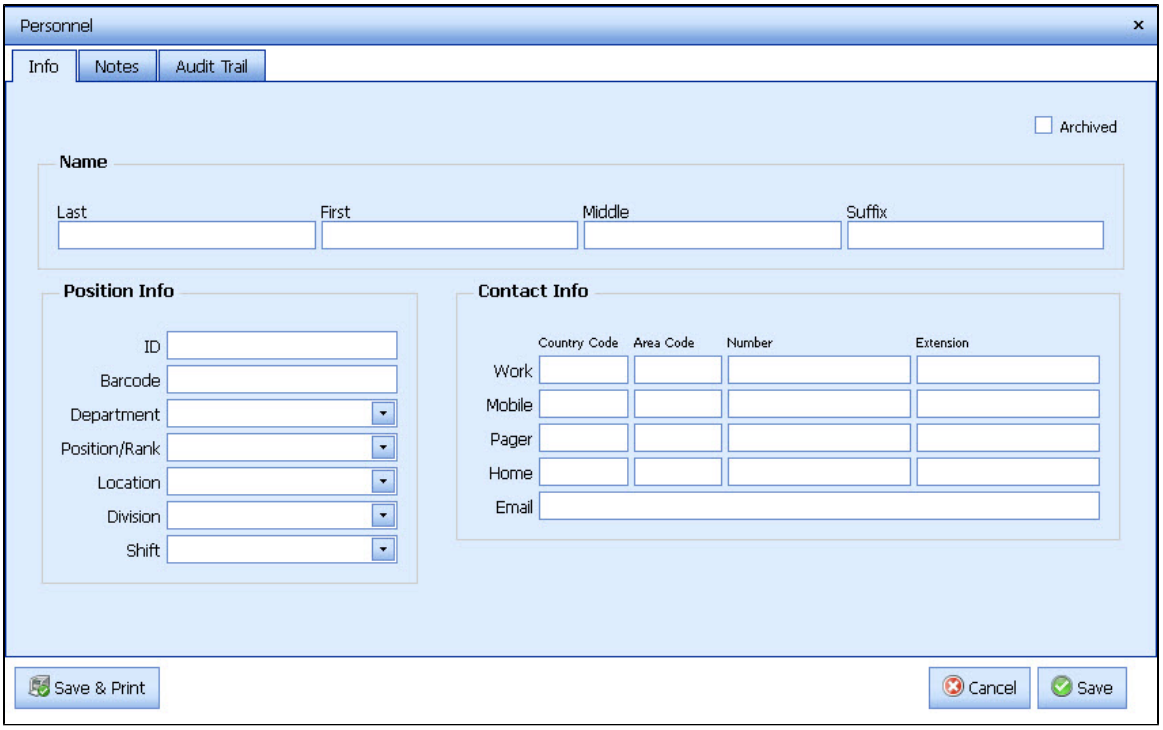


The Personnel Output Screen shows the Name, ID, Position, Department and Location for each personnel record in the database.
Click on the Edit button to edit/view the record.
Click on a column header to sort the list by that field.

See also - Output Screen.

Personnel Input Screen

On the Personnel Input Screen, you can enter information about the person.



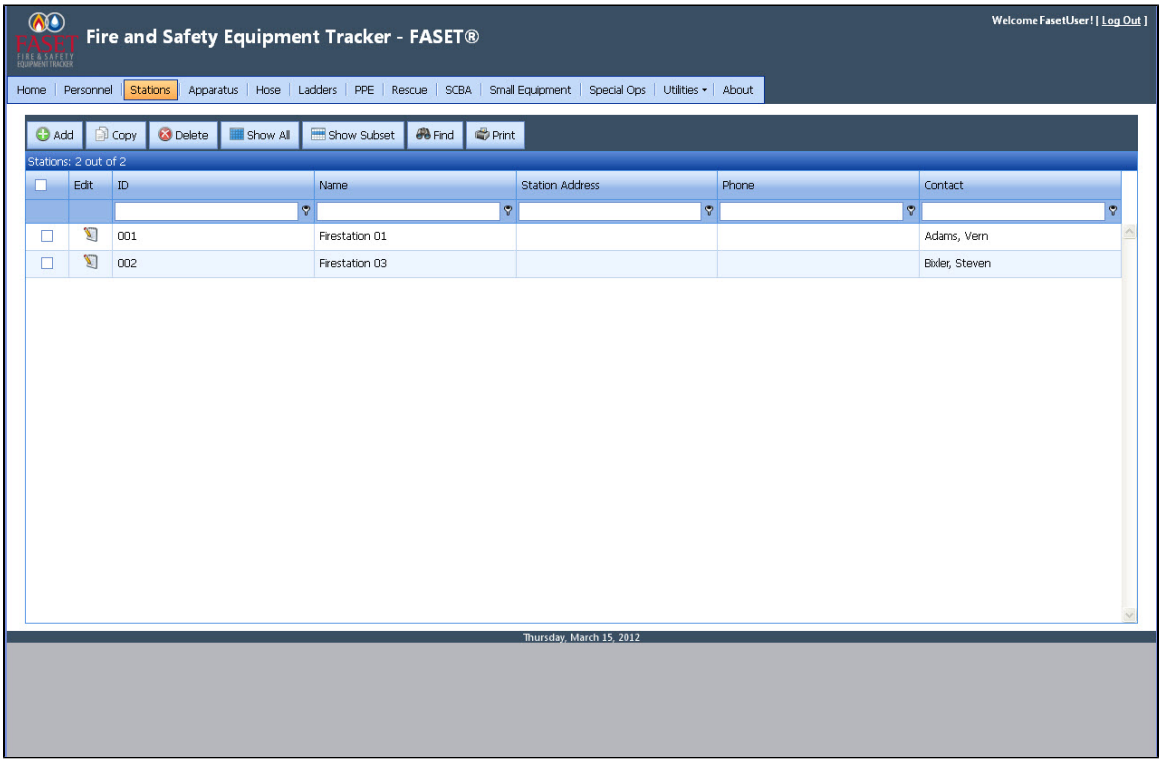
See also - Input Screens

Field Name	Description
Archived	Check this box if you want to archive the record.
Last	Last name of the person.
First	First name of the person.
Middle	Middle name of the person.
Suffix	Suffix name of the person (i.e. Jr.)
ID	The ID field is the unique identification field for the person.
Barcode	Use this field to enter the person's barcode.
Position	Job position of the person.
Location	Use this field to enter the location where the person works.
Division	Use this field to enter the division in which the person works.
Department	Use this field to enter the Department in which the person works.
Email	Email of the person.
Work	Work phone number of the person.
Cell	Cell phone number of the person.

Page	Pager number of the person.
Home	Home phone number of the person.
Notes	Switch to the Notes tab to enter notes about the Personnel record.
Audit Trail	Switch to the Audit Trail tab to retrieve history of who made changes to the record and edits made to the record's fields.

Stations

Station Main Screen

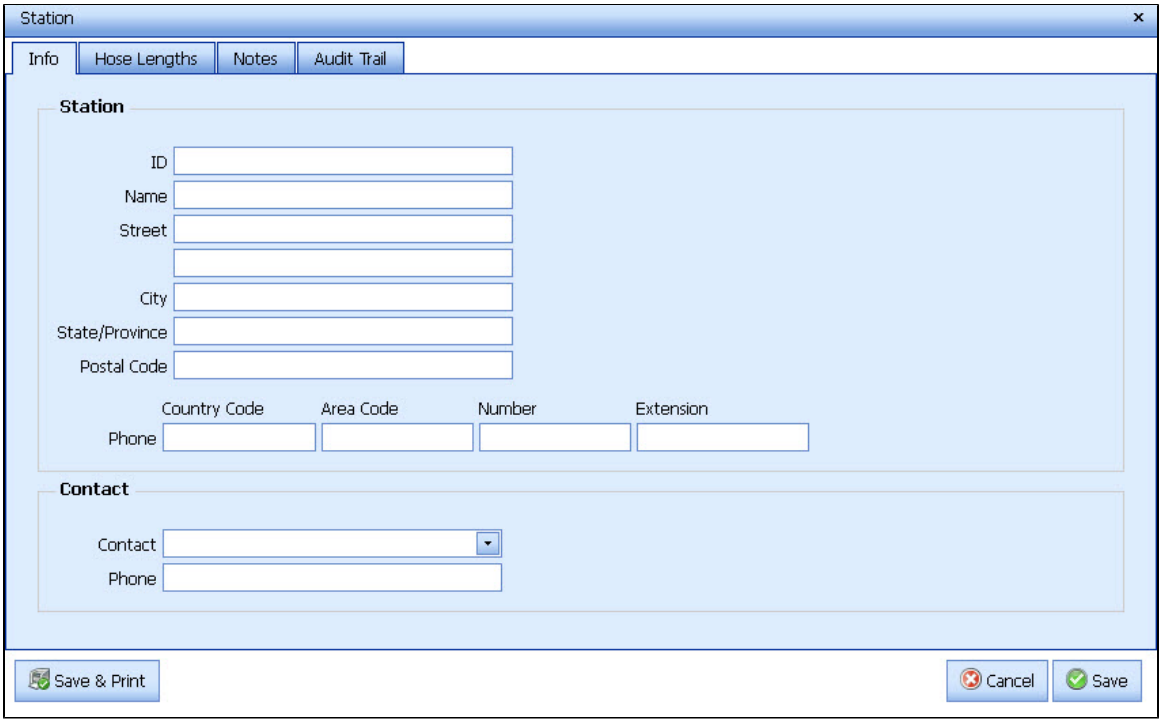


The Stations Output Screen shows the ID, Name, Station Address, Phone, and Contact person for each station record in the database.
Click on the Edit button to edit/view the record.
Click on a column header to sort the list by that field.

See also - Output Screen.

Station Input Screen

In the main page of the Station Input Screen, you can enter information about the stations.



See also Overview - Input Screens

Field Name	Description
ID	Unique identifier for the Station.
Name	Name of the Station.
Street	Street address of the Station.
City	City location of the Station.
State	State location of the Station.
Zip	Zip location of the Station.
Phone	Country code, area code, phone number, and extension for the Sation.
Contact	Primary contact of the Station.
Phone	Phone number of the Station's primary contact.
Hose Lengths	Switch to the Hose Lengths tab to view, add, or modify related records for Station hose lengths.
Notes	Switch to the Notes tab to enter notes about the Station record.
Audit Trail	Switch to the Audit Trail tab to retrieve history of who made changes to the record and edits made to the record's fields.

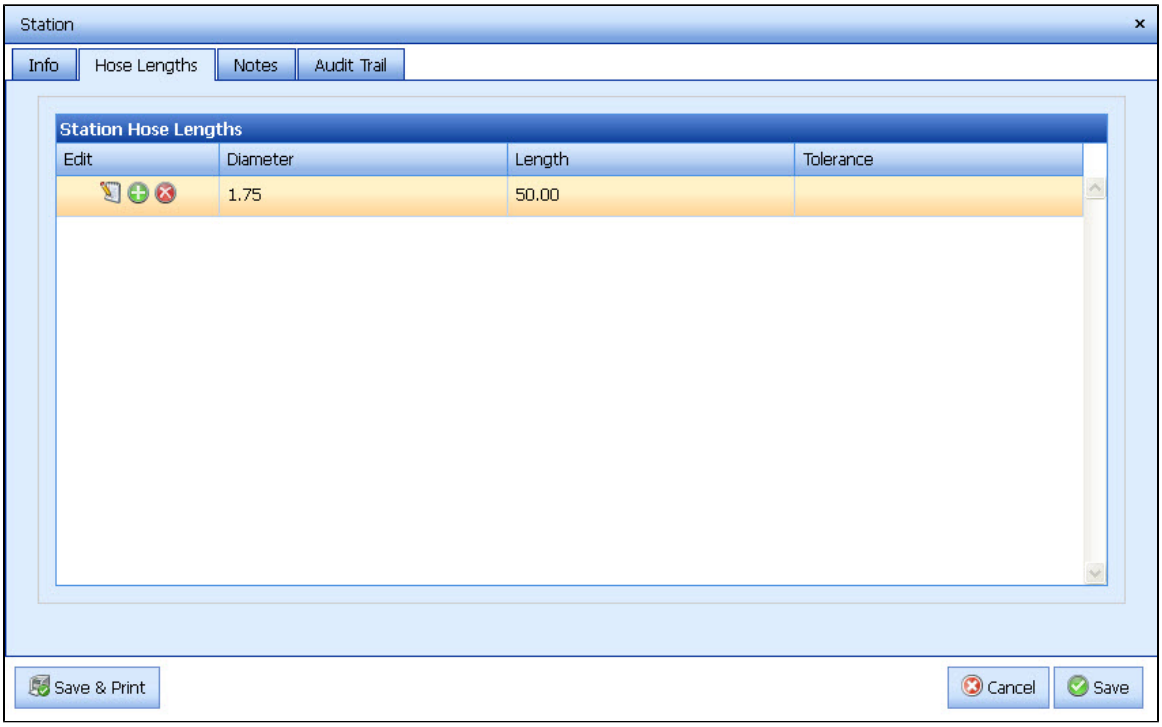
Station Hose Lengths Input Screen

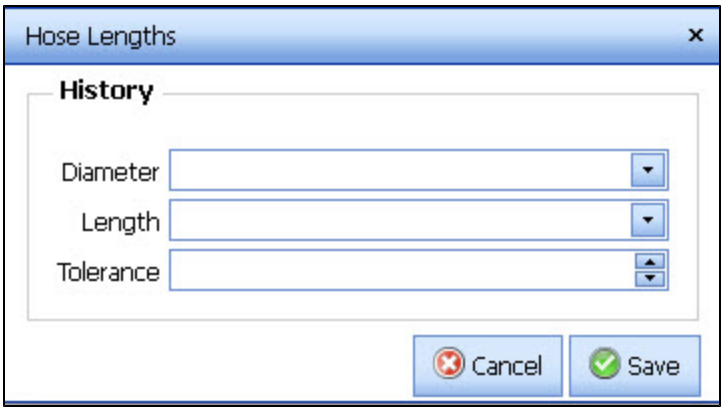
In the Hose Lengths tab, you can enter the total hose length you should have for each hose diameter, in addition to a tolerance value for the quantity of hose of each diameter. Note that these values represent what should be assigned to the station, not what necessarily is currently located at the station.

Add a Hose Length
Click on the + button to add a record.

Modify Hose Lengths
Select the row and then click on the Edit button.

Delete Hose Lengths
Select the row and click on the Delete button.





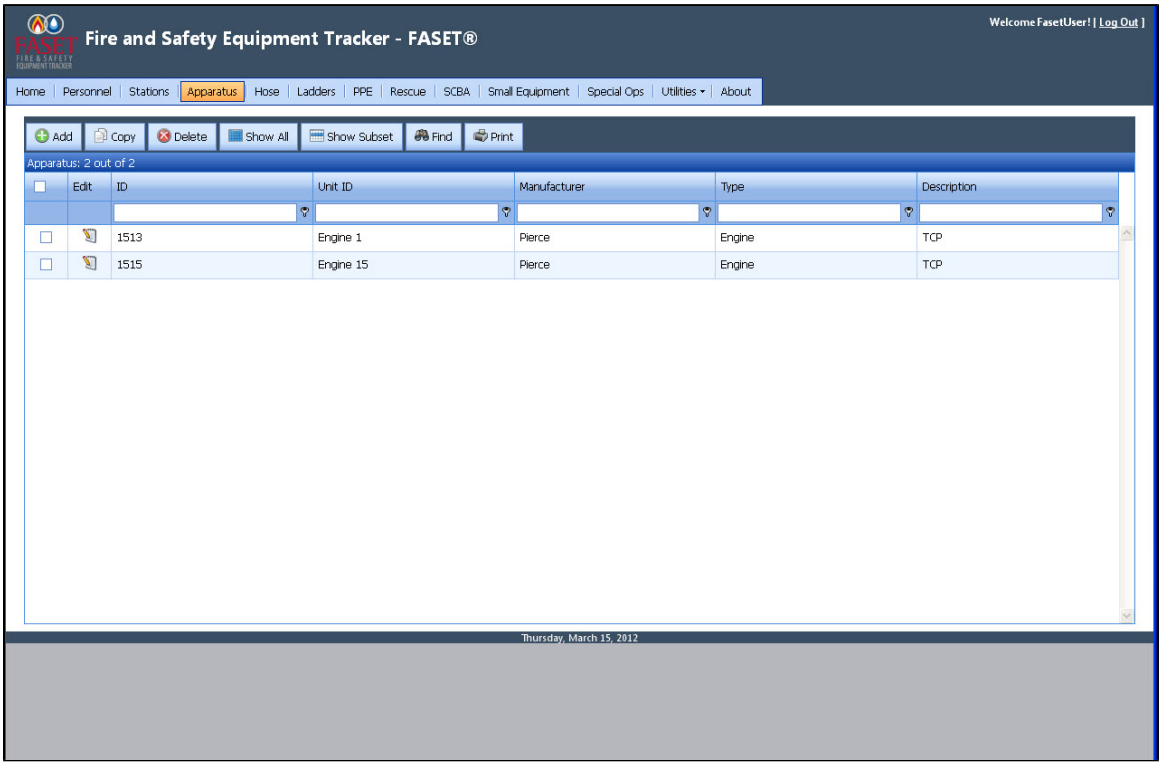
See also - Input Screens

Field Name

	Description
Hose Diameter	Diameter of the Hose.
Hose Length	Length of the Hose.
Tolerance	Length tolerance for each diameter.

Apparatus

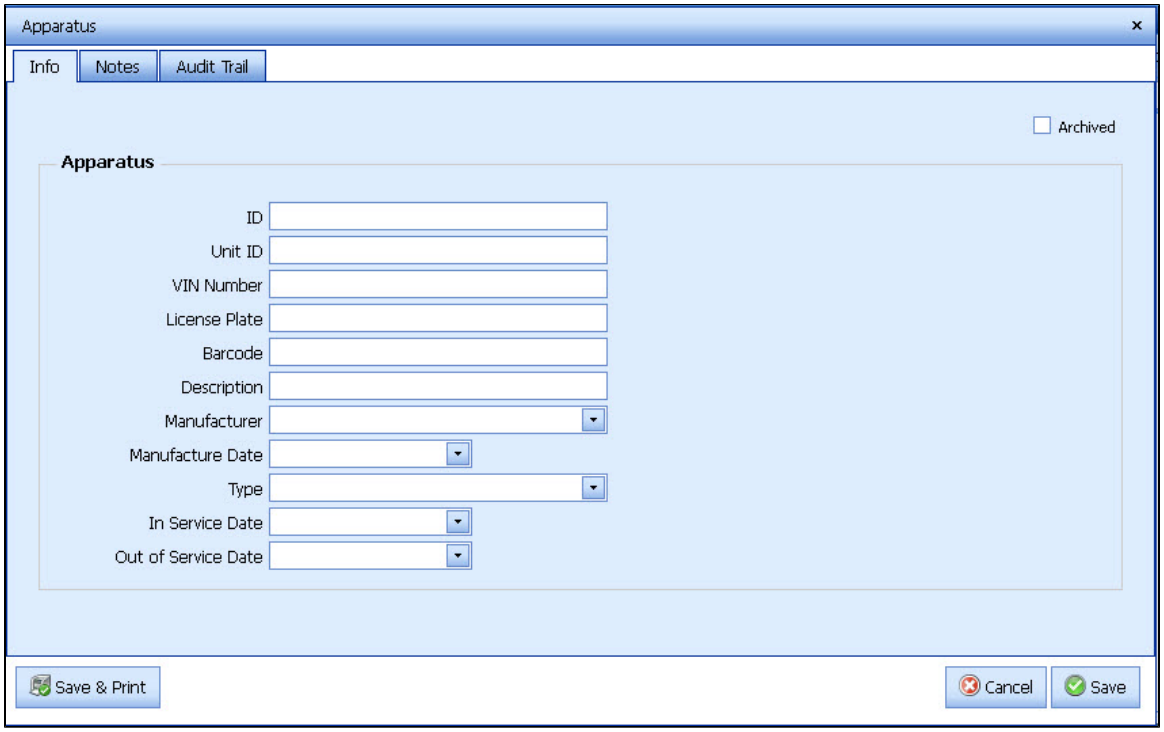
Apparatus Main Screen



The Apparatus Output Screen shows the ID, Unit ID, Manufacturer, Type and Description for each apparatus record in the database.
Click on the Edit button to edit/view the record.
Click on a column header to sort the list by that field.

See also - Output Screen.

Apparatus Input Screen

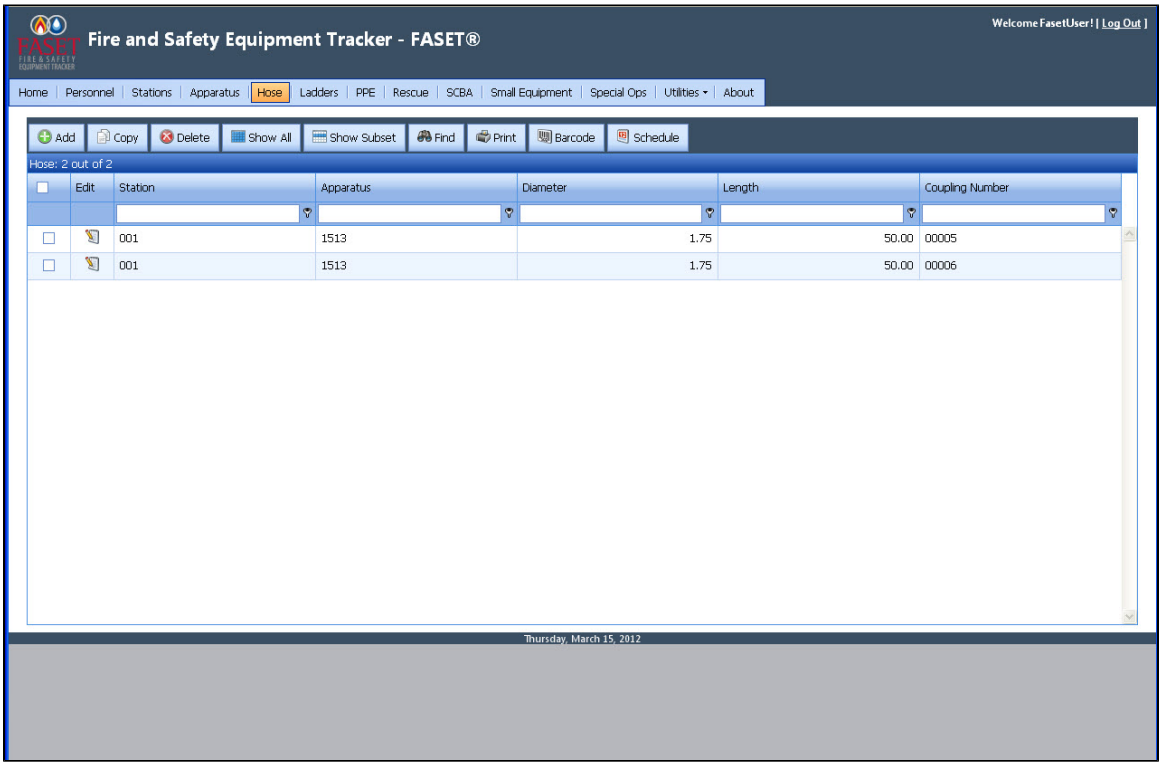


See also - Input Screens

Field Name	Description
Archived	Check this box if the Apparatus is no longer in use, but you want to keep a record of it.
ID	Unique identifier for the Apparatus.
Unit ID	Unit ID for the Apparatus.
VIN Number	VIN Number for the Apparatus.
License Plate	License Plate for the Apparatus.
Barcode	Barcode attached to the Apparatus. Used for inventory purposes.
Description	Description of the Apparatus.
Manufacturer	Name of the Apparatus manufacturer.
Type	Type of Apparatus.
In Service Date	In Service Date for the Apparatus.
Out of Service Date	Date that the Appparatus is reported being out of service
Notes	Switch to the Notes tab to enter notes about the Apparatus.
Audit Trail	Switch to the Audit Trail tab to retrieve history of who made changes to the record and edits made to the record's fields.

Hose

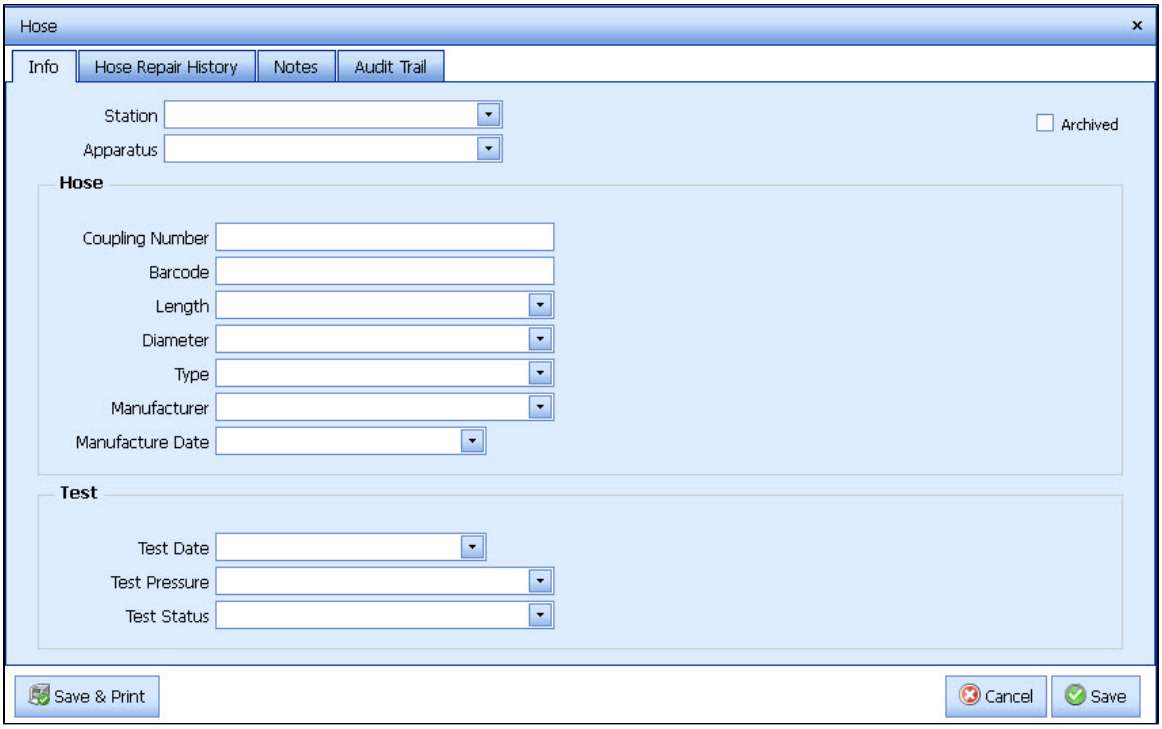
Hose Main Screen



The Hose Output Screen shows the Station, Apparatus, Diameter, Length and Coupling Number for each hose record in the database.
Click on the Edit button to edit/view the record.
Click on a column header to sort the list by that field.

See also - Output Screen.

Hose Input Screen



See also - Input Screens

Field Name	Description
Archived	Check this box if the Hose is no longer in use, but you want to keep a record of it.
Station	Station the Hose belongs to.
Apparatus	Apparatus or location of the Hose.
Coupling #	Unique identifier for the Hose. Usually the Coupling Number.
Barcode	Barcode attached to the Hose. Used for inventory purposes.
Length	Length of the Hose.
Diameter	Diameter of the Hose.
Type	Type of Hose.
Manufacturer	Maker of the Hose.
Manufacture Date	Date the Hose was manufactured.
Test Date	Date of the last Test.
Test Pressure	Pressure used in the last test.
Test Status	Results of the last test.
Hose Repair History	Switch to the Hose Repair tab to view, add, or modify any related repairs for the selected hose record.

Notes	Switch to the Notes tab to enter notes about the Hose.
Audit Trail	Switch to the Audit Trail tab to retrieve history of who made changes to the record and edits made to the record's fields.

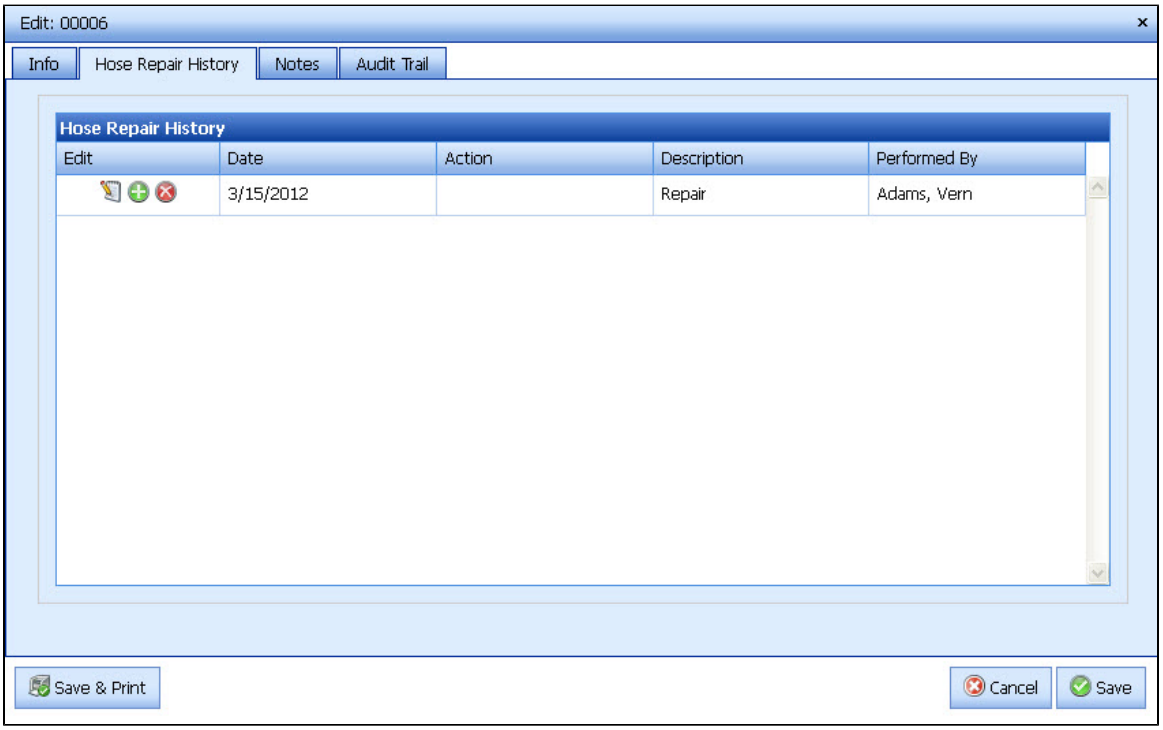
Hose Repair History Input Screen

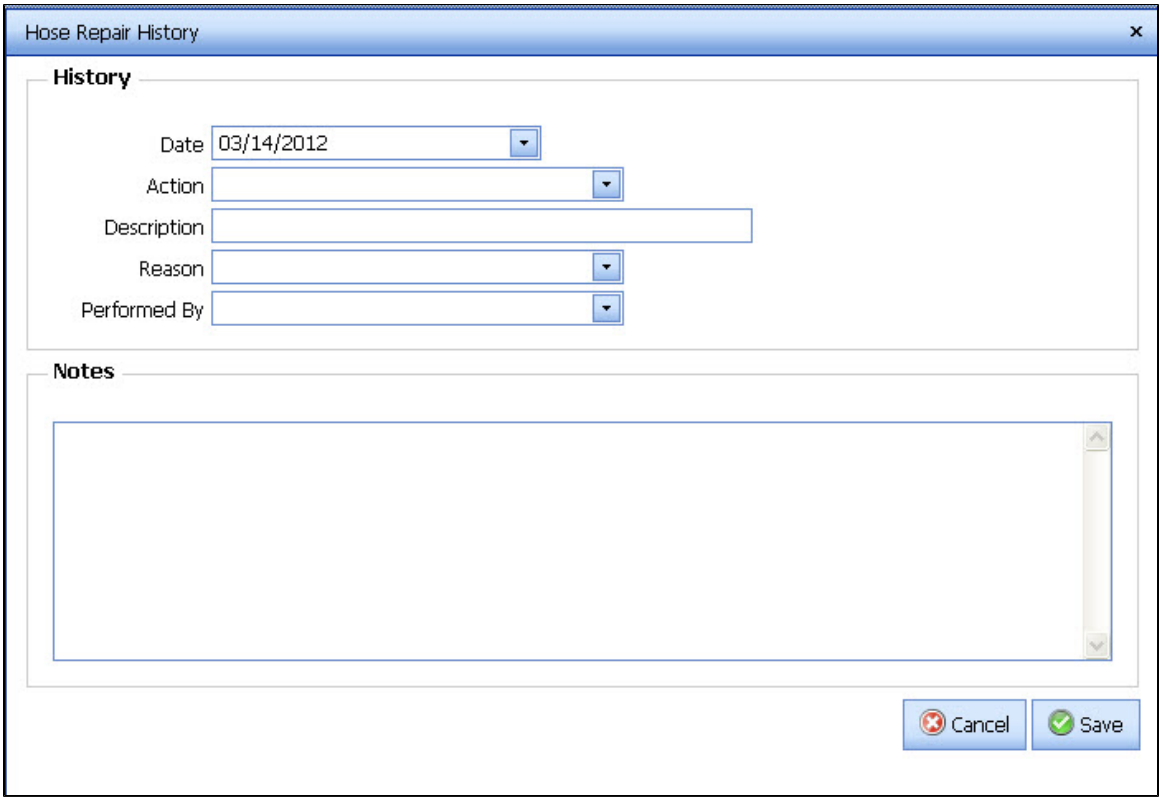
Switch to the Hose Repair tab to view any related repairs for the selected hose record.

Add a Hose Repair record
Click on the + button to add a record.

Modify Hose Repair record
Select the row and then click on the Edit button.

Delete Hose Repair record
Select the row and click on the Delete button.



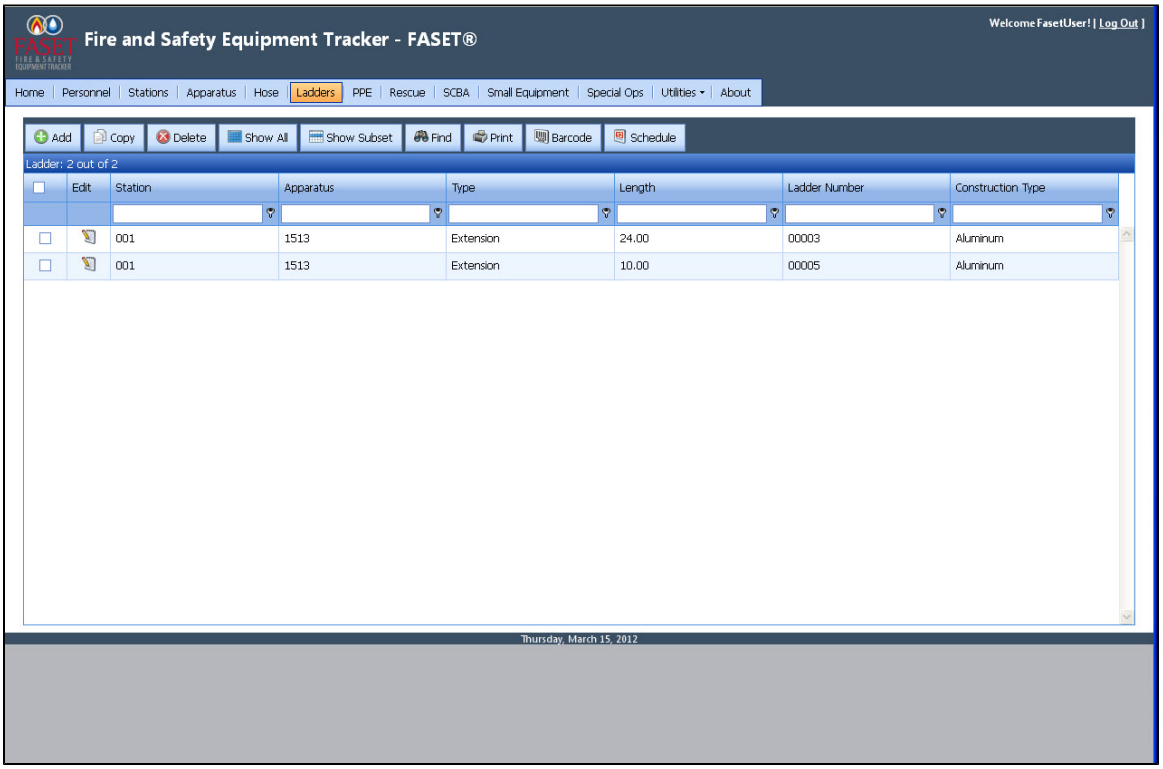


See also - Input Screens

Field Name	Description
Date	Date of the hose repair.
Action	Action taken for the hose repair.
Description	Description for the hose repair.
Reason	Reason for the hose repair.
Performed by	Select a person from the list. The person who performed the hose repair.
Notes	Notes regarding the repair.

Ladders

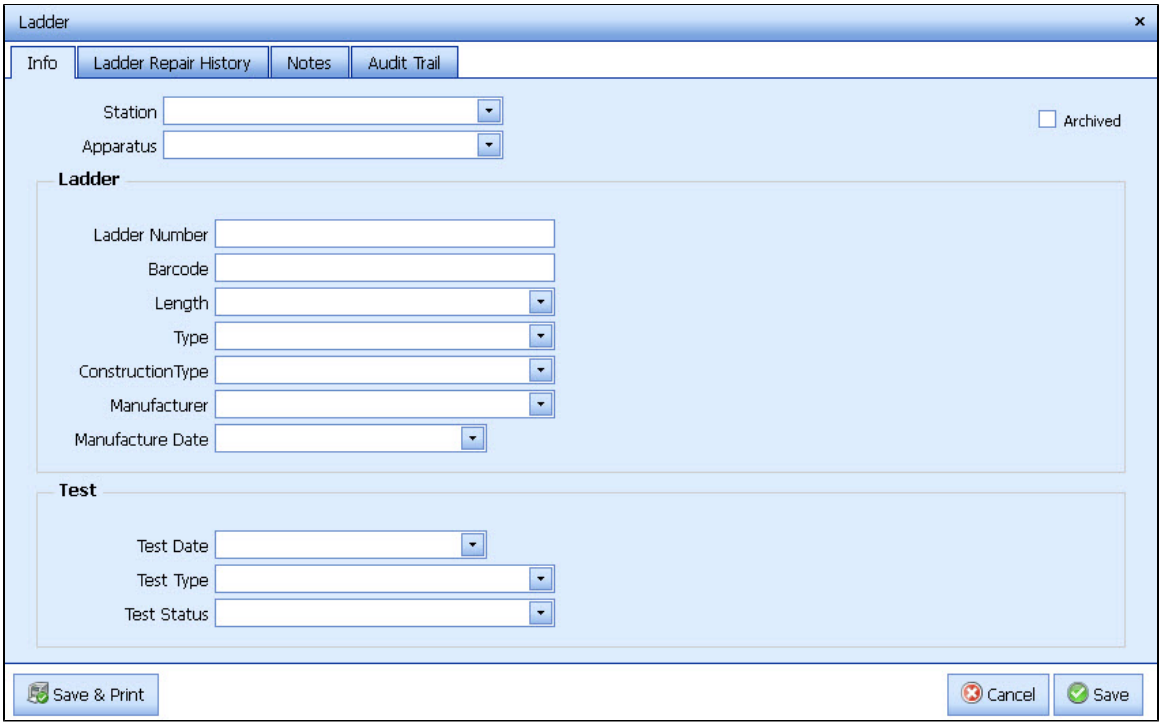
Ladder Main Screen



The Ladder Output Screen shows the Station, Apparatus, Type, Length and Ladder #, and Construction Type for each ladder record in the database.
Click on the Edit button to edit/view the record.
Click on a column header to sort the list by that field.

See also - Output Screen.

Ladder Input Screen



See also - Input Screens

Field Name	Description
Archived	Check this box if the Ladder is no longer in use, but you want to keep a record of it.
Station	Station the Ladder belongs to.
Apparatus	Apparatus or location of the Ladder.
Ladder #	Unique identifier for the Ladder.
Barcode	Barcode attached to the Ladder. Used for inventory purposes.
Length	Length of the Ladder.
Type	Type of Ladder.
Construction Type	Construction Material of the Ladder.
Manufacturer	Maker of the Ladder.
Manufacture Date	Date the Ladder was manufactured.
Test Date	Date of the last Test.
Test Type	Type of Test performed.
Test Status	Status of the last test.
Ladder Repair History	Switch to the Ladder Repair tab to view, add, or modify any related repairs for the selected ladder record.

Notes	Switch to the Notes tab to enter notes about the Ladder.
Audit Trail	Switch to the Audit Trail tab to retrieve history of who made changes to the record and edits made to the record's fields.

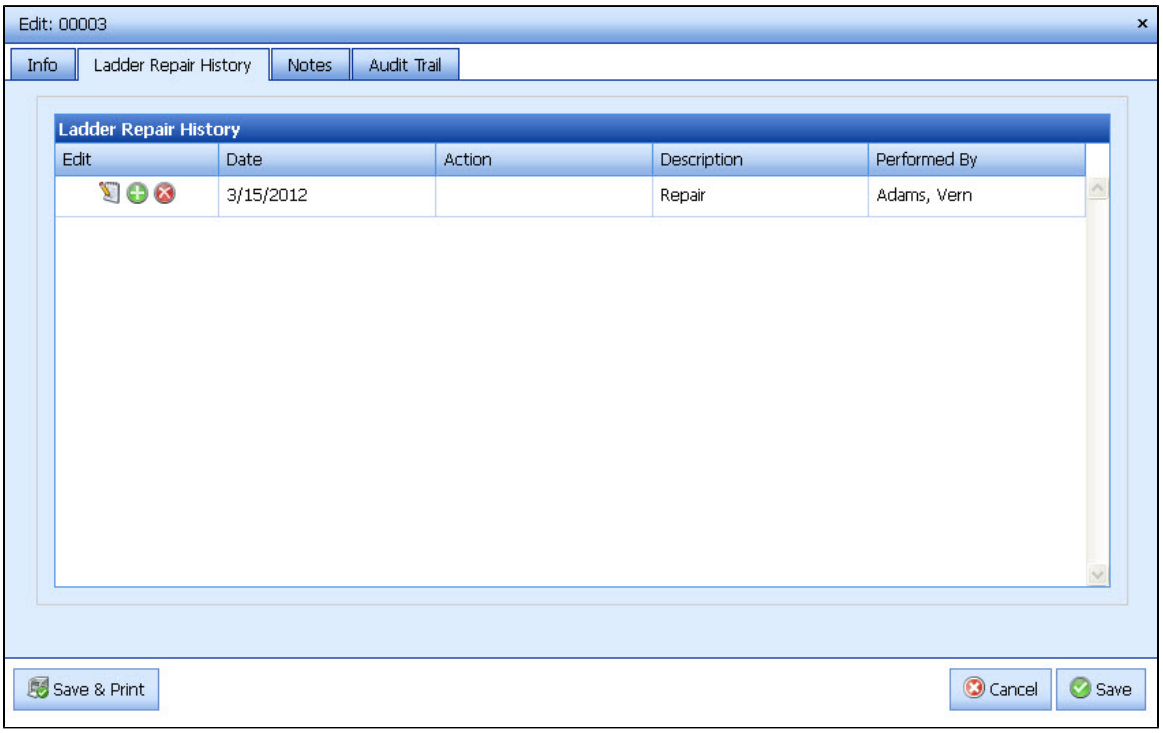
Ladder Repair History Input Screen

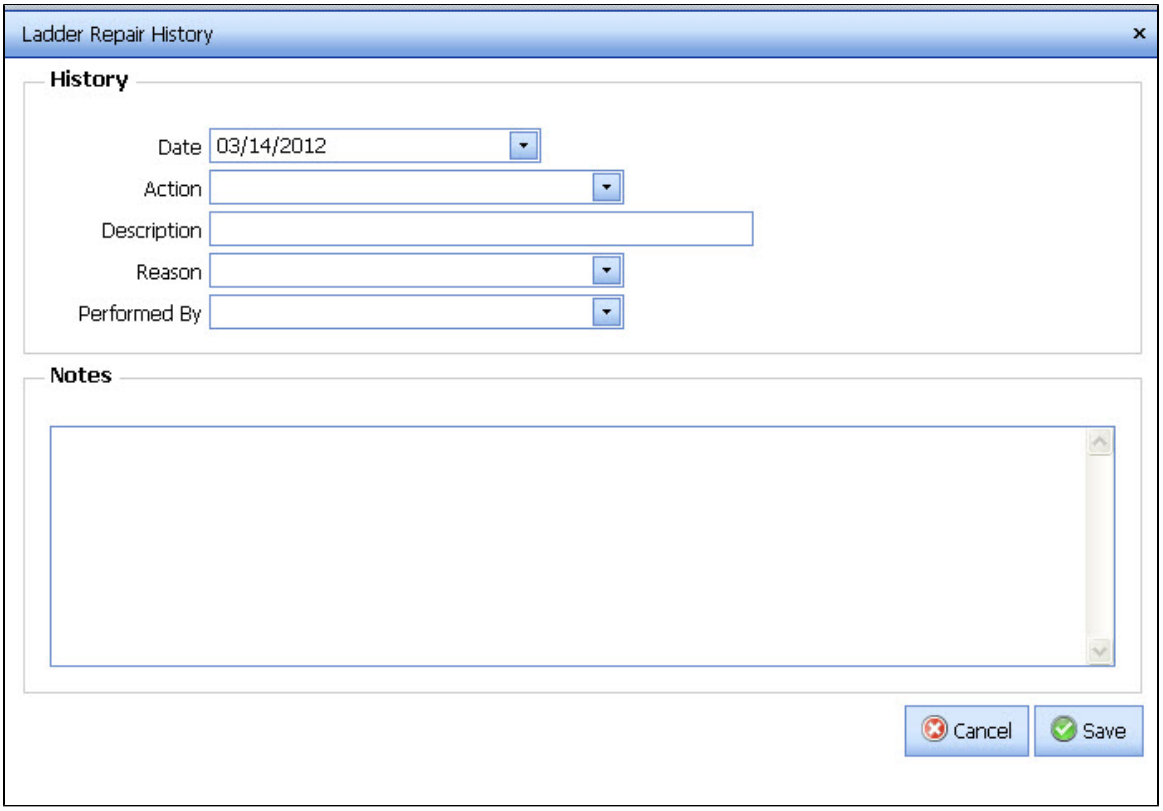
In the Ladder Repair History tab, you can enter any related repairs for the selected ladder.

Add a Ladder Repair Record
Click on the + button to add a record.

Modify Ladder Repair Record
Select the row and then click on the Edit button.

Delete Ladder Repair Record
Select the row and click on the Delete button.



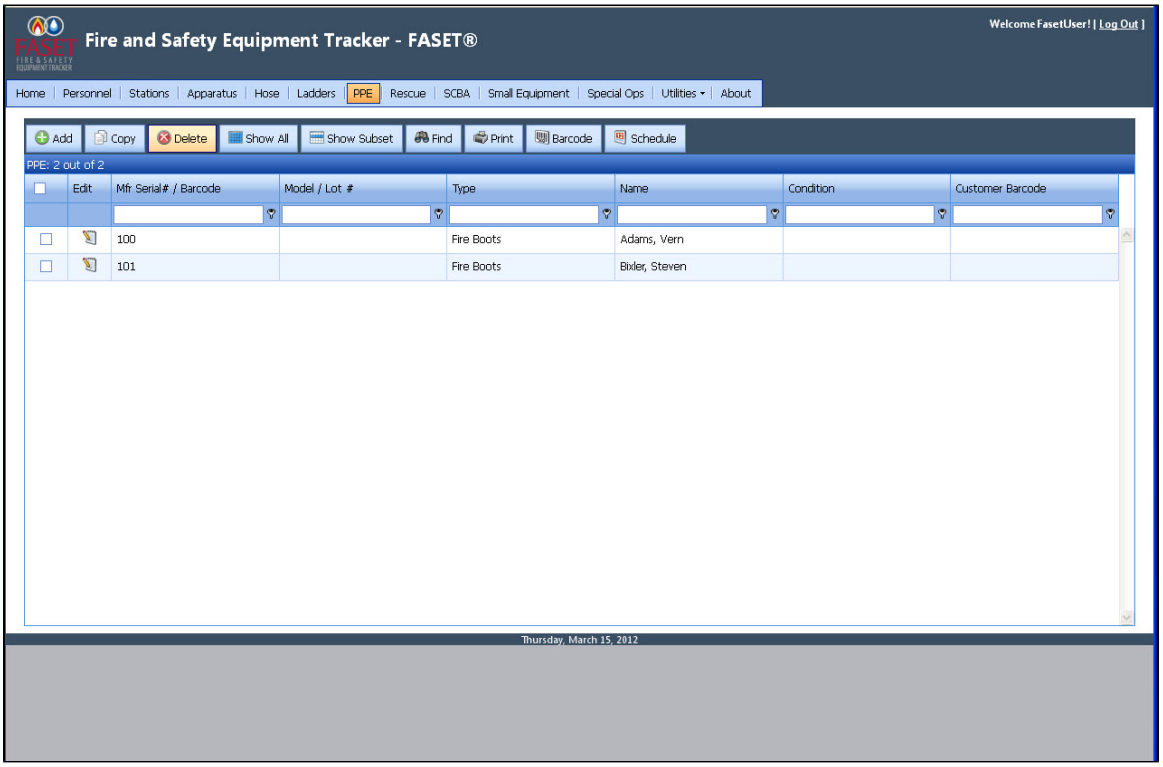


See also - Input Screens

Field Name	Description
Date	Date that the repair action took place.
Action	Action that took place.
Description	Description of the repair.
Reason	Reason for the repair.
Performed By	Who performed the repair.
Notes	Notes about the ladder repair.

PPE - Personnel Protective Equipment

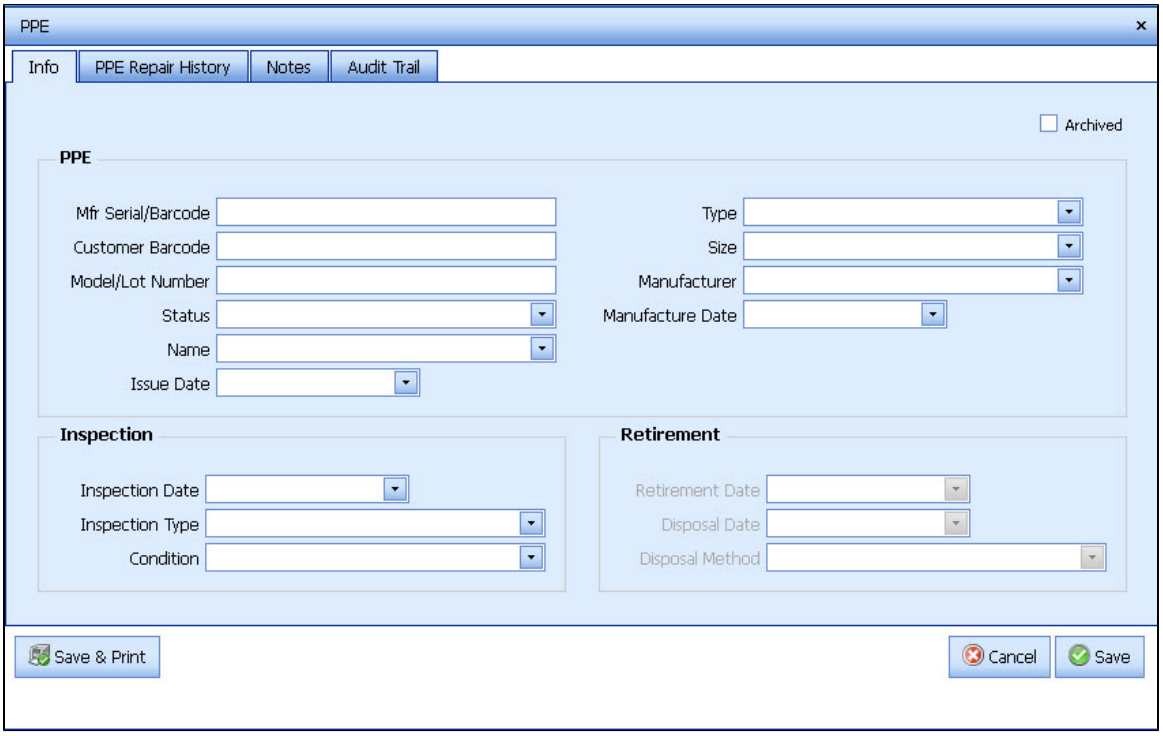
PPE - Personnel Protective Equipment Main Screen



The PPE Output Screen shows the Mfr Serial # / Barcode, Model / Lot #, Type, Name, Condition, and Customer Barcode for each PPE record in the database.
Click on the Edit button to edit/view the record.
Click on a column header to sort the list by that field.

See also - Output Screen.

PPE - Personnel Protective Equipment Input Screen

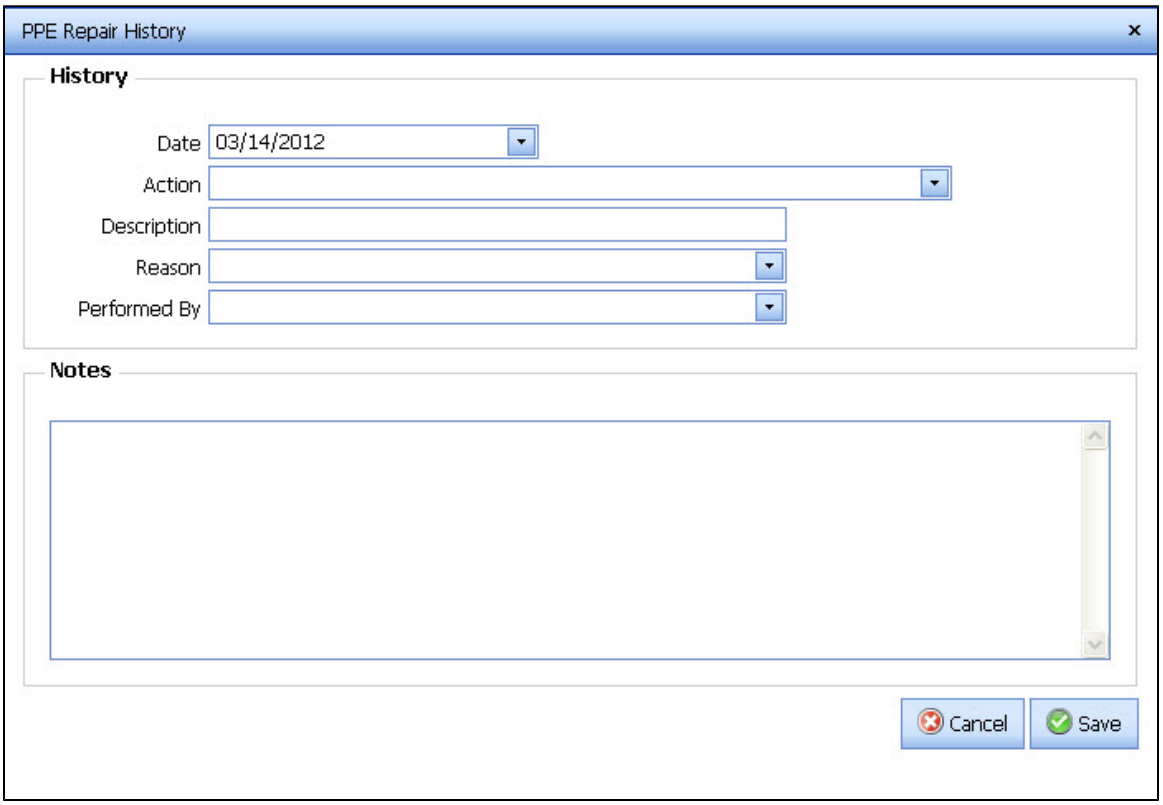


See also - Input Screens

Field Name	Description
Archived	Check this box if the Personnel Protective Equipment is no longer in use, but you want to keep a record of it.
Mfr Serial/Barcode	Manufacturer Serial/Barcode attached to the Personnel Protective Equipment. Used for inventory purposes.
Customer Barcode	Customer Barcode of the Personnel Protective Equipment.
Model/Lot Number	Model/Lot number of the Personnel Protective Equipment.
Status	Status of the last test.
Name	Name of the Personnel Protective Equipment.
Issue Date	Issue date of the Personnel Protective Equipment.
Type	Type of Personnel Protective Equipment.
Size	Size of the Personnel Protective Equipment.
Manufacturer	Manufacturer of the Personnel Protective Equipment.
Manufacture Date	Manufacture Date of the Personnel Protective Equipment.
Inspection Date	Inspection date of the Personnel Protective Equipment.
Inspection Type	Inspection type of the Personnel Protective Equipment.

Condition	Condition of the Personnel Protective Equipment.
Retirement Date	If archived, the retirement date of the Personnel Protective Equipment.
Disposal Date	If archived, the disposal date of the Personnel Protective Equipment.
Disposal Method	If archived, the disposal method of the Personnel Protective Equipment.
PPE Repair History	Switch to the PPE Repair History tab to view, add, or modify any related repairs for the selected Personnel Protective Equipment record.
Notes	Switch to the Notes tab to enter notes about the Personnel Protective Equipment record.
Audit Trail	Switch to the Audit Trail tab to retrieve history of who made changes to the record and edits made to the record's fields.

PPE – Personal Protective Equipment Repair History Input Screen

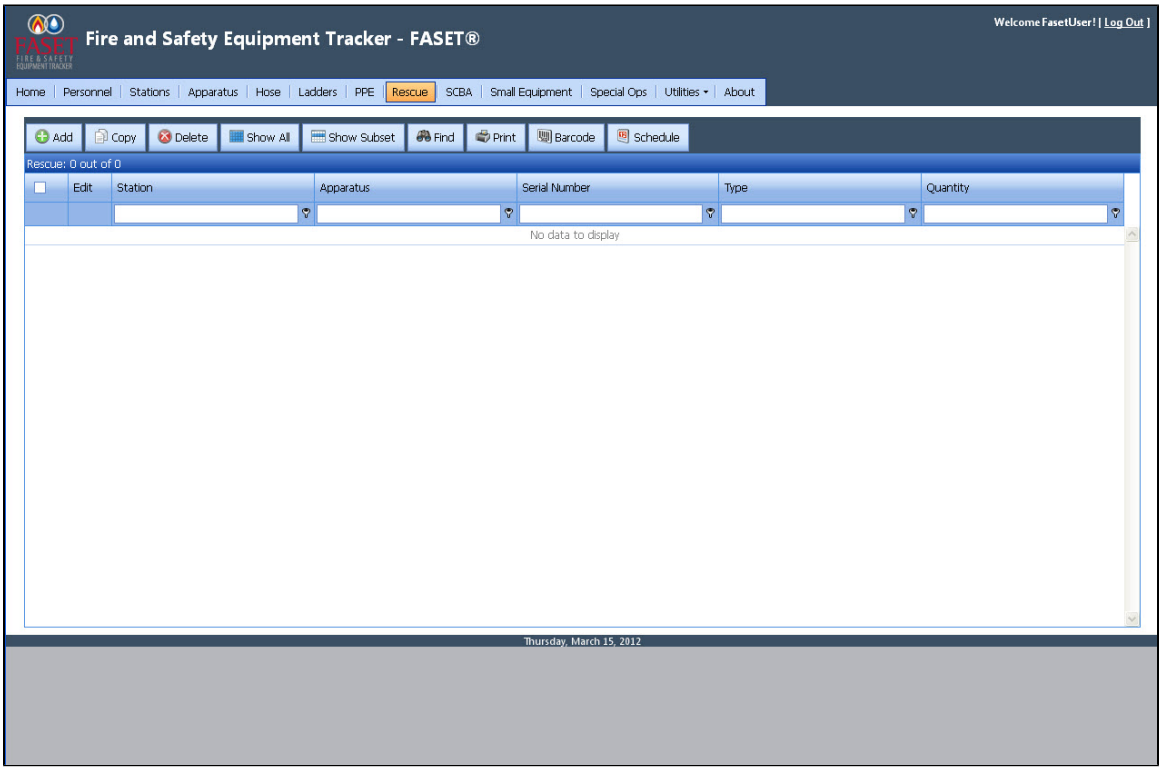


See also - Input Screens

Field Name	Description
Date	Date that the repair action took place.
Action	Action that took place.
Description	Description of the repair.
Reason	Reason for the repair.
Performed By	Who performed the repair.
Notes	Notes about the PPE Repair.

Rescue

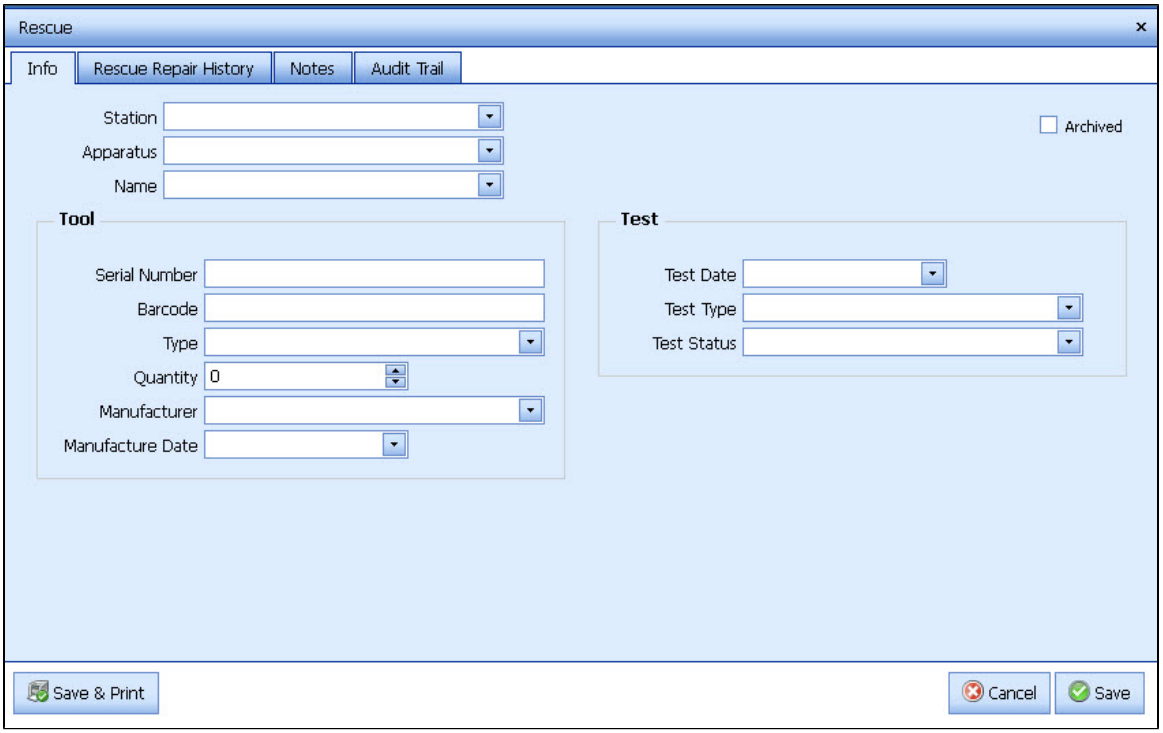
Rescue Main Screen



The Rescue Output Screen shows the Station, Apparatus, Serial Number, Type, and Quantity for each Rescue record in the database.
Click on the Edit button to edit/view the record.
Click on a column header to sort the list by that field.

See also - Output Screen.

Rescue item Input Screen

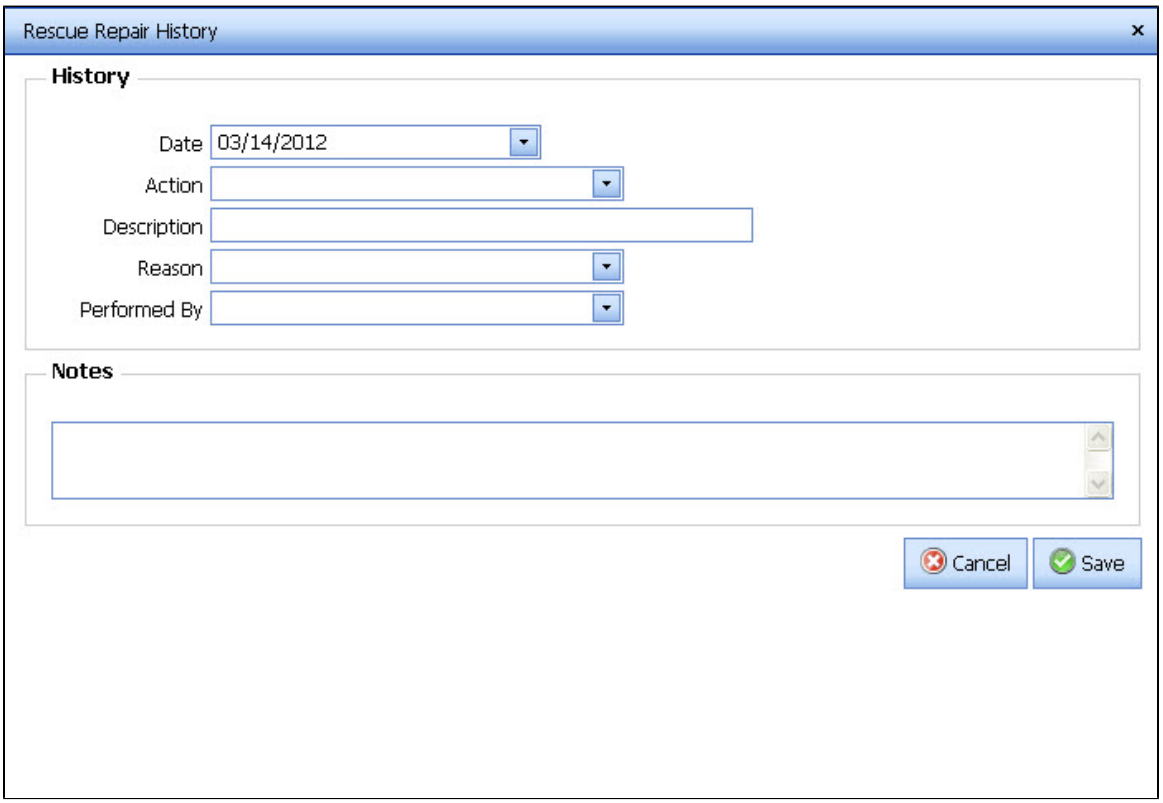


See also - Input Screens

Field Name	Description
Archived	Check this box if the Rescue item is no longer in use, but you want to keep a record of it.
Station	Station the Rescue item belongs to.
Apparatus	Apparatus or location of the Rescue item.
Serial #	Unique identifier for the Rescue item.
Barcode	Barcode attached to the Rescue item. Used for inventory purposes.
Type	Type of Rescue item.
Quantity	Quantity of Rescue item currently on hand.
Tolerance	Tolerance number for each Rescue item
Manufacturer	Maker of the Rescue item.
Manufacture Date	Date the Rescue item was manufactured.
Test Date	Date of the last Test.
Test Type	Type of Test performed.
Test Status	Results of the last test. .

Rescue Repair History	Switch to the Rescue Repair History tab to view, add, or modify any related repairs for the selected Rescue record.
Notes	Switch to the Notes tab to enter notes about the Rescue record.
Audit Trail	Switch to the Audit Trail tab to retrieve history of who made changes to the record and edits made to the record's fields.

Rescue Repair History Input Screen

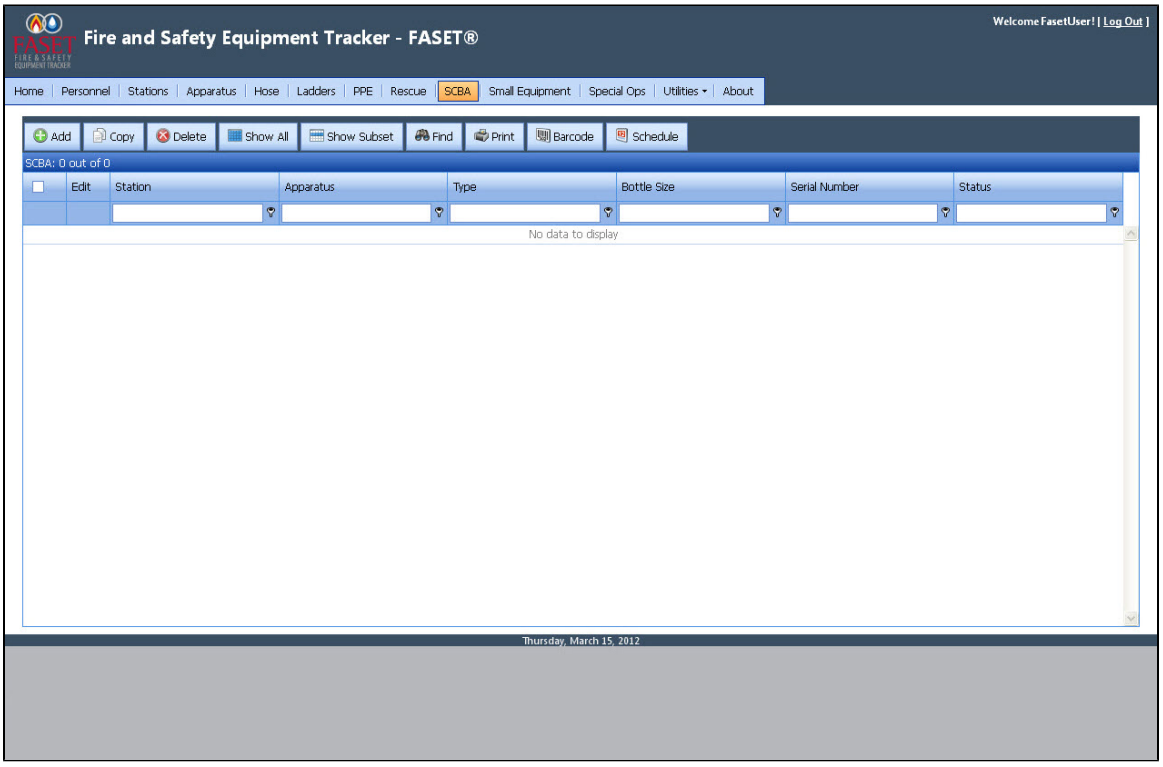


See also - Input Screens

Field Name	Description
Date	Date that the repair action took place.
Action	Action that took place. Clicking this field will bring up a pick list for Rescue Repair Action.
Description	Description of the repair.
Reason	Reason for the repair.
Performed By	Who performed the repair.
Notes	Notes about the Rescue Repair.

SCBA - Self-contained Breathing Apparatus

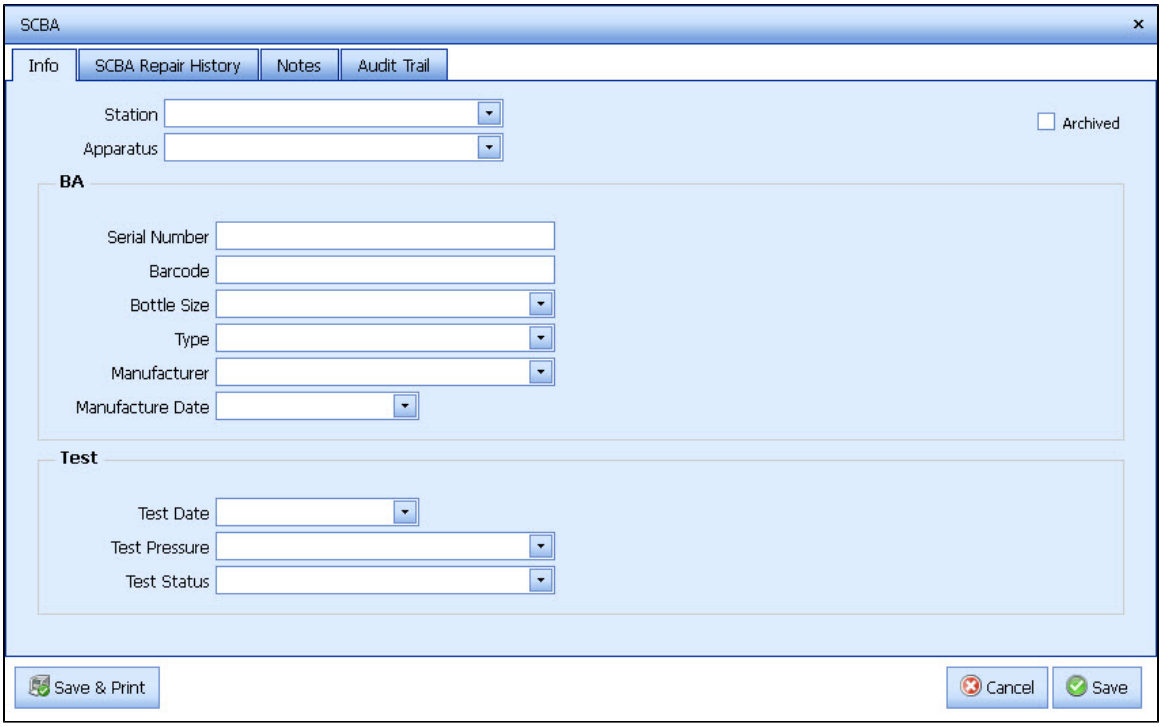
SCBA - Self-contained Breathing Apparatus Main Screen



The SCBA Output Screen shows the Station, Apparatus, Type, Bottle Size, Serial # and Status for each SCBA record in the database.
Click on the Edit button to edit/view the record.
Click on a column header to sort the list by that field.

See also - Output Screen.

SCBA - Self-contained Breathing Apparatus Input Screen

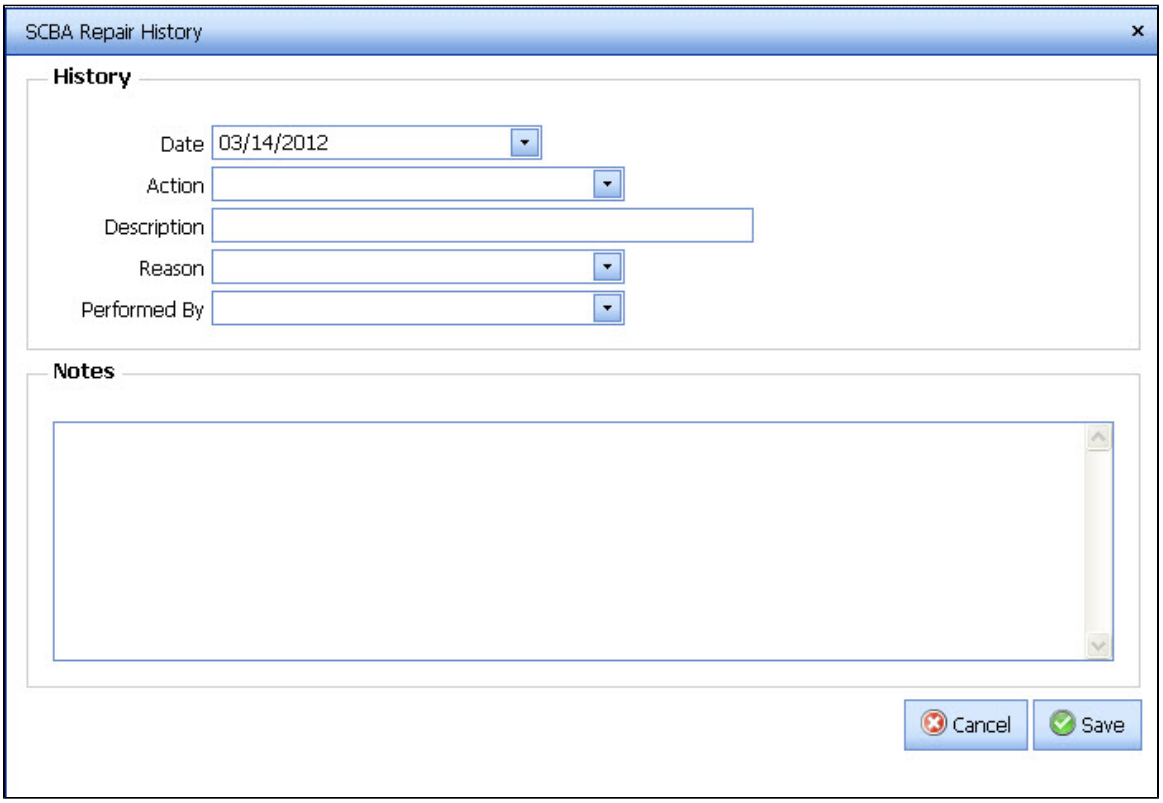


See also - Input Screens

Field Name	Description
Archived	Check this box if the Self-contained Breathing Apparatus is no longer in use, but you want to keep a record of it.
Station	Station the Self-contained Breathing Apparatus belongs to.
Apparatus	Apparatus or location of the Self-contained Breathing Apparatus.
Serial #	Unique identifier for the Self-contained Breathing Apparatus.
Barcode	Barcode attached to the Self-contained Breathing Apparatus. Used for inventory purposes.
Bottle Size	Bottle Size of the Self-contained Breathing Apparatus.
Type	Type of Self-contained Breathing Apparatus.
Manufacturer	Maker of the Self-contained Breathing Apparatus.
Manufacture Date	Date the Self-contained Breathing Apparatus was manufactured.
Test Date	Date of the last test.
Test Pressure	Pressure used in the last test.
Test Status	Pressure used in the last test.
SCBA Repair History	Switch to the Self-contained Breathing Apparatus Repair tab to view, add, or modify any related repairs for the selected Self-contained Breathing Apparatus record.

Notes	Switch to the Notes tab to enter notes about the Self-contained Breathing Apparatus.
Audit Trail	Switch to the Audit Trail tab to retrieve history of who made changes to the record and edits made to the record's fields.

SCBA - Self-contained Breathing Apparatus Repair History Screen

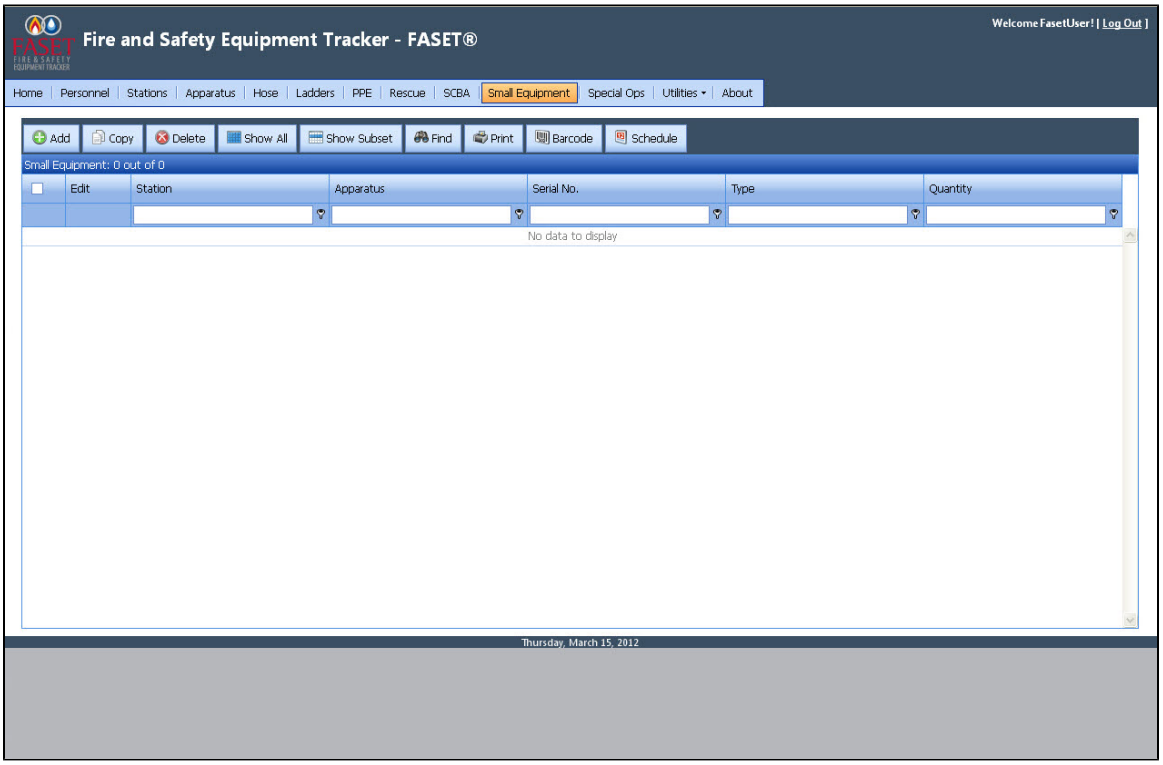


See also - Input Screens

Field Name	Description
Date	Date that the repair action took place.
Action	Action that took place.
Description	Description of the repair.
Reason	Reason for the repair.
Performed By	Who performed the repair.
Notes	Notes regarding the repair.

Small Equipment

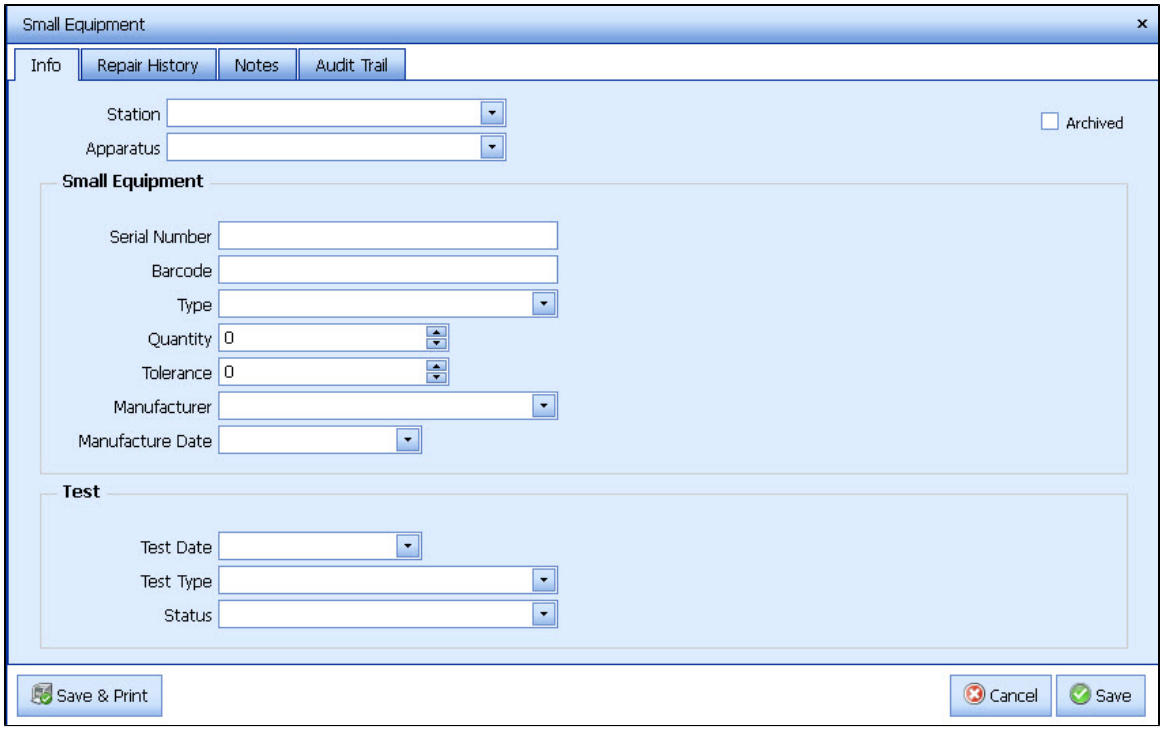
Small Equipment Main Screen



The Small Equipment Output Screen shows the Station, Apparatus, Serial Number, Type, and Quantity for each Small Equipment record in the database.
Click on the Edit button to edit/view the record.
Click on a column header to sort the list by that field.

See also - Output Screen.

Small Equipment Input Screen

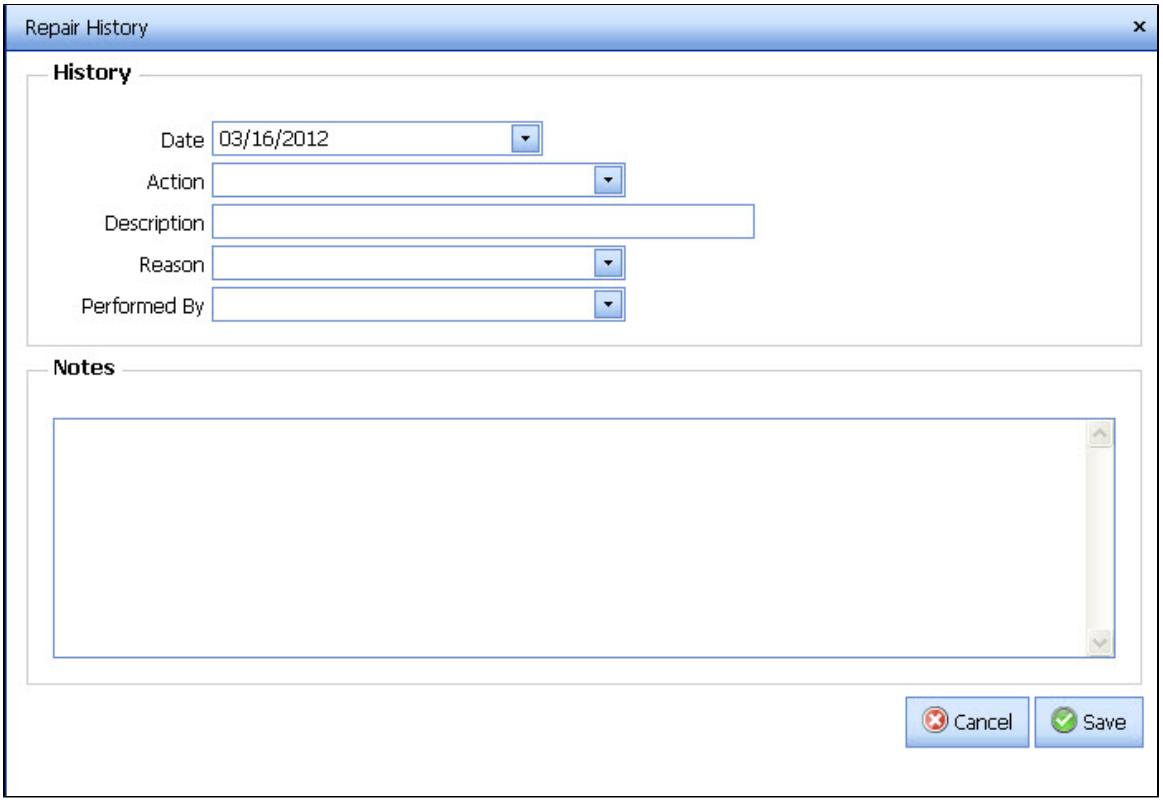


See also - Input Screens

Field Name	Description
Archived	Check this box if the Small Equipment is no longer in use, but you want to keep a record of it.
Station	Station the Small Equipment belongs to.
Apparatus	Apparatus or location of the Small Equipment.
Serial #	Unique identifier for the Small Equipment.
Barcode	Barcode attached to the Small Equipment. Used for inventory purposes.
Type	Type of Small Equipment.
Quantity	Quantity of Small Equipment currently on hand.
Tolerance	Tolerance number for each Small Equipment
Manufacturer	Maker of the Small Equipment.
Manufacture Date	Date the Rescue was manufactured.
Test Date	Date of the last Test.
Test Type	Type of Test performed.
Status	Results of the last test.

Repair History	Switch to the Small Equipment Repair History tab to view, add, or modify any related repairs for the selected Small Equipment Repair record.
Notes	Switch to the Notes tab to enter notes about the Small Equipment.
Audit Trail	Switch to the Audit Trail tab to retrieve history of who made changes to the record and edits made to the record's fields.

Small Equipment Repair History Screen

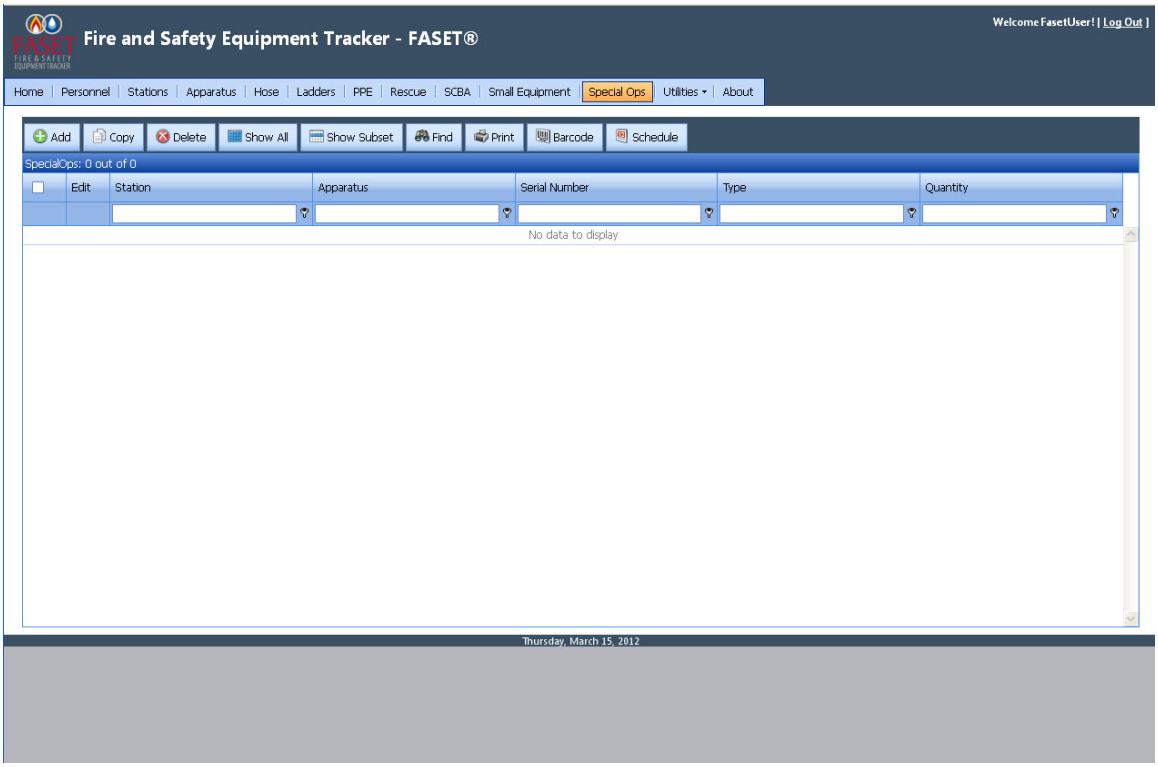


See also - Input Screens

Field Name	Description
Date	Date that the repair action took place.
Action	Action that took place.
Description	Description of the repair.
Reason	Reason for the repair.
Performed By	Who performed the repair.
Notes	Notes regarding the repair.

Special Ops

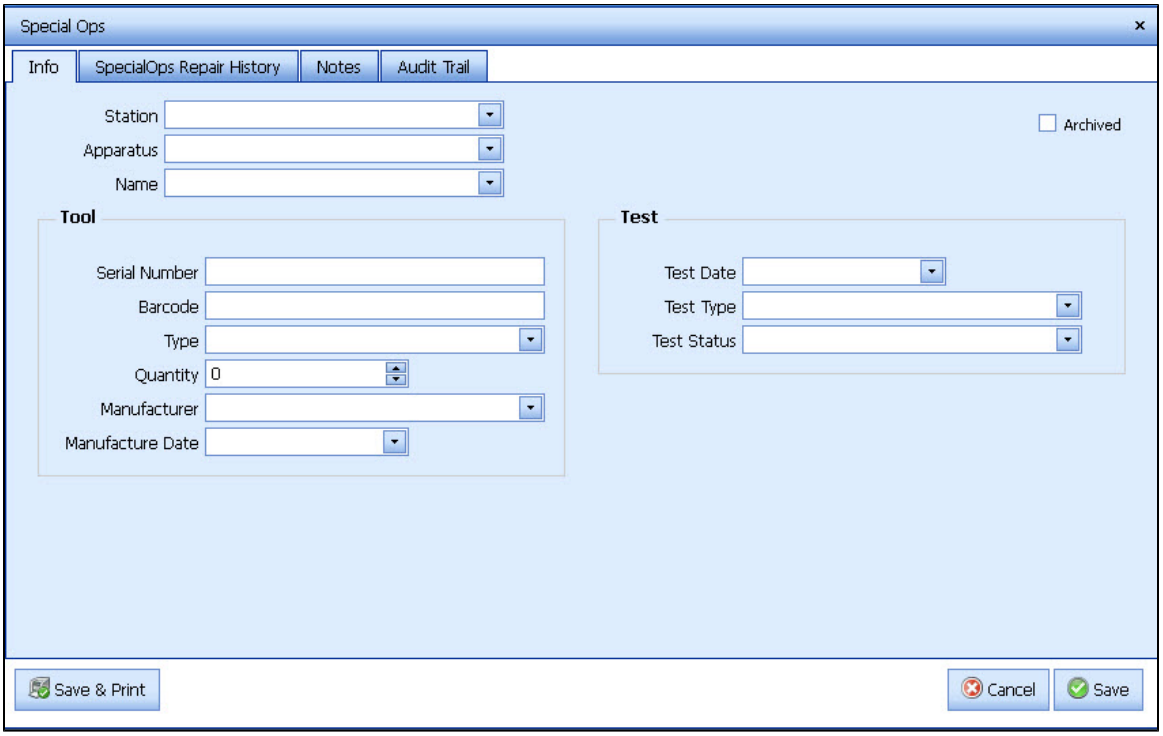
Special Ops Main Screen



The Special Op Output Screen shows the Station, Apparatus, Serial Number, Type, and Quantity for each Special Op record in the database.
Click on the Edit button to edit/view the record.
Click on a column header to sort the list by that field.

See also - Output Screen.

Special Ops Input Screen

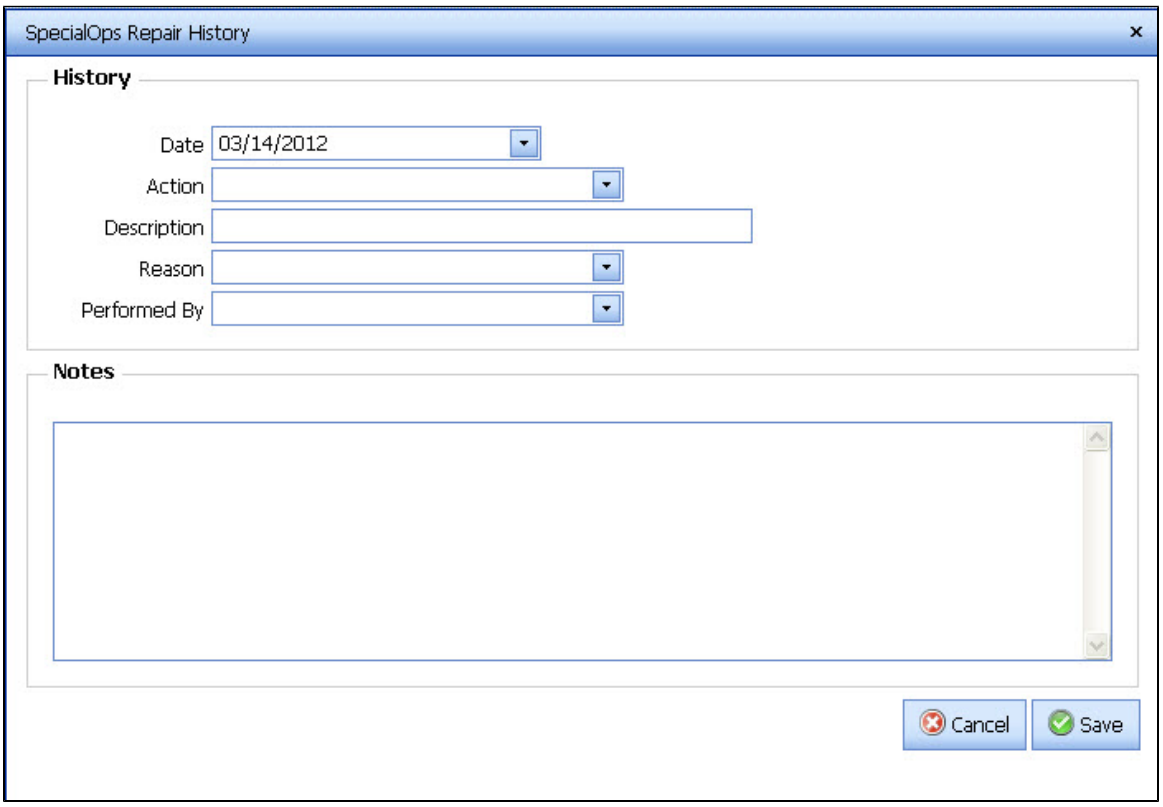


See also - Input Screens

Field Name	Description
Archived	Check this box if the Special Op item is no longer in use, but you want to keep a record of it.
Station	Station the Special Op item belongs to.
Apparatus	Apparatus or location of the Special Op item.
Serial #	Unique identifier for the Special Op item.
Barcode	Barcode attached to the Special Op item. Used for inventory purposes.
Type	Type of Special Op item.
Quantity	Quantity of Special Op items currently on hand.
Manufacturer	Maker of the Special Op item.
Manufacture Date	Date the Special Op item was manufactured.
Test Date	Date of the last Test.
Test Type	Type of Test performed.
Test Status	Results of the last test.
Special Ops Repair History	Switch to the Special Ops Repair History tab to view, add, or modify any related repairs for the selected Special Ops record.
Notes	Switch to the Notes tab to enter notes about the Special Ops item.

Audit Trail	Switch to the Audit Trail tab to retrieve history of who made changes to the record and edits made to the record's fields.

Special Ops Repair History Input Screen



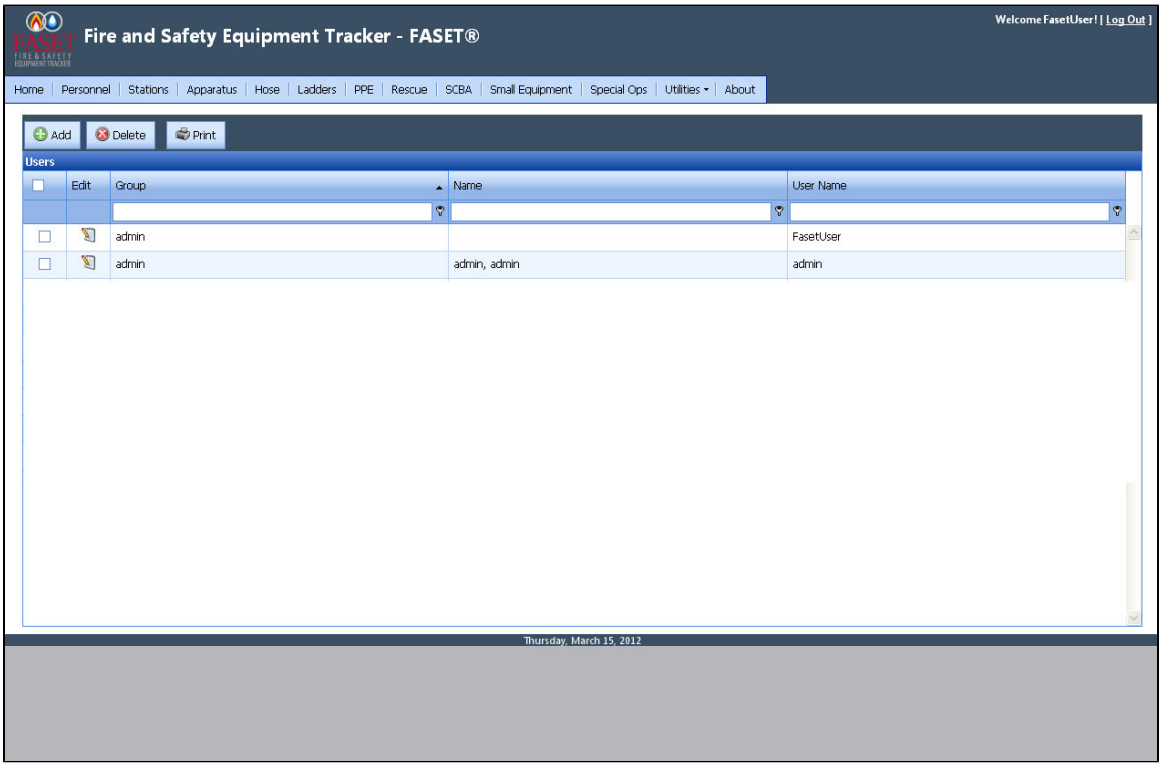
See also - Input Screens

Field Name	Description
Date	Date that the repair action took place.
Action	Action that took place.
Description	Description of the repair.
Reason	Reason for the repair.
Performed By	Who performed the repair.
Notes	Notes regarding the repair.

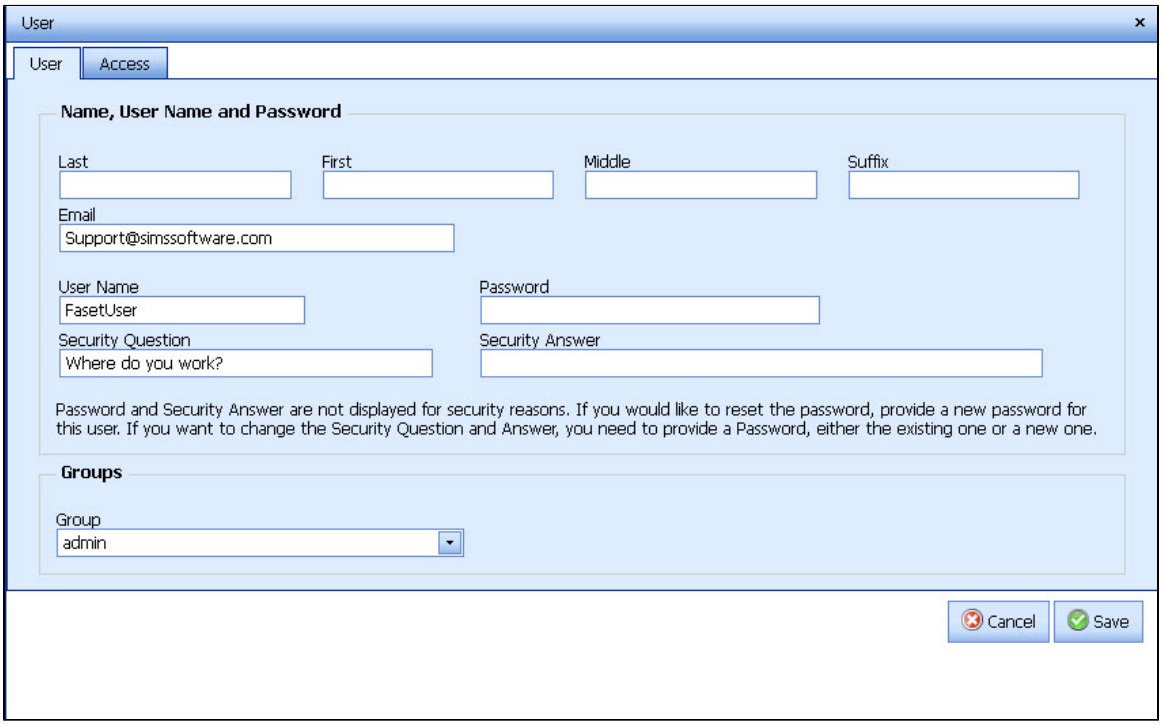
Utilities

User Management

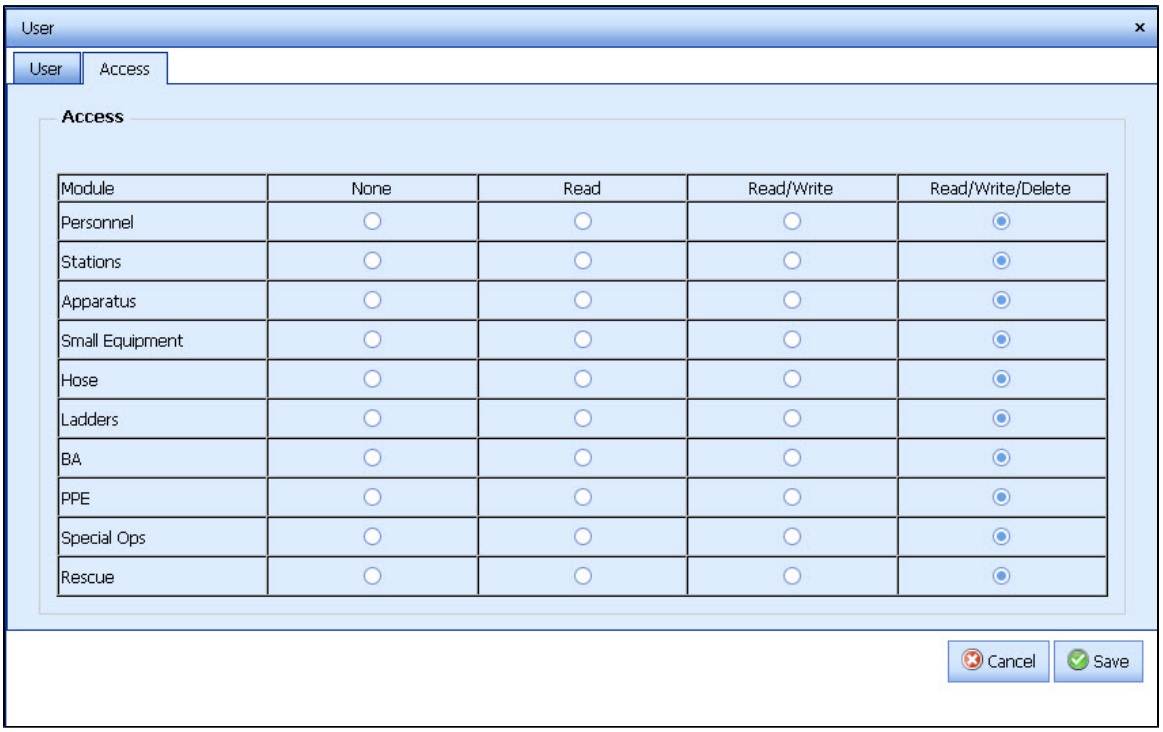
A user who has Manager access can add, edit, and delete user accounts using the User Management option via the Utilities menu. If Print is selected, a new browser will display a report listing the users, and a summary of their access.



The following screen will display when choosing to Add or Edit a user account. The following fields are required: Email, User Name, Password, Security Question, Security Answer, and Group. The password must be a minimum of 6 characters. The Groups are defined by an administrator by going to Utilities -> Group Management.

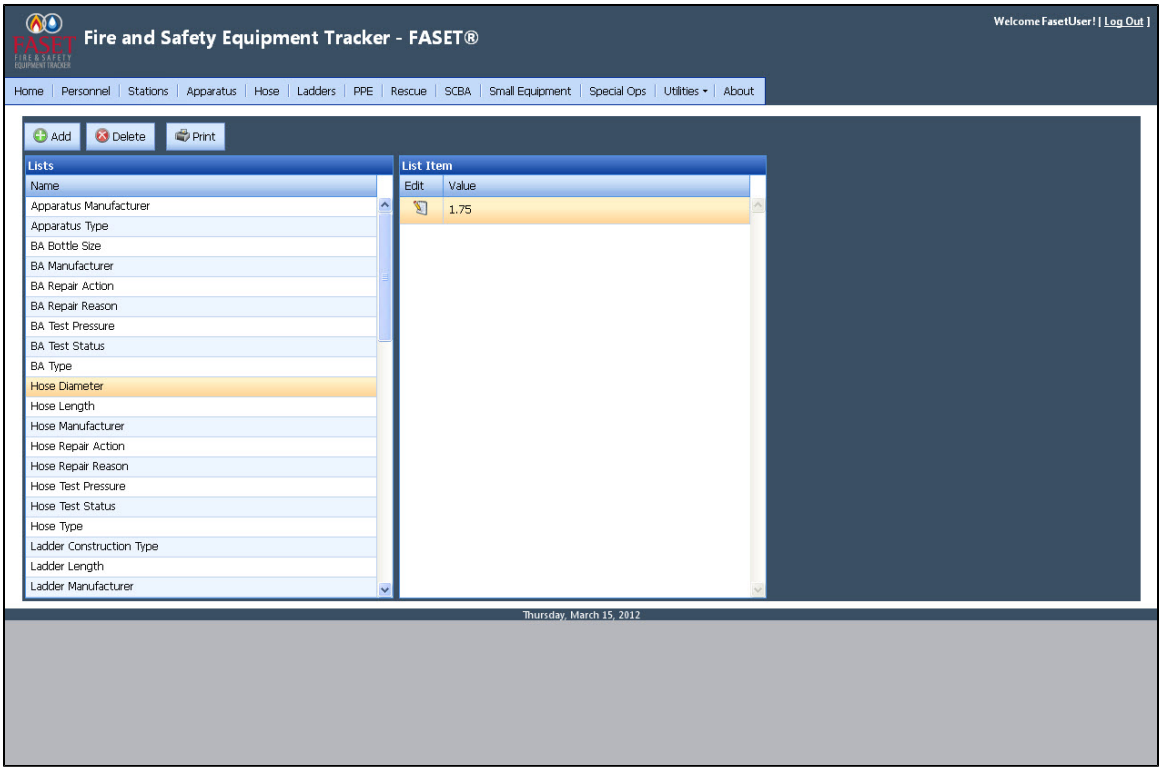


In the Access tab, the FASET administrator can select whether the user will have no access, read only, read/write, or read/write/delete access to each module. Choose the 'Save' button to save the information.



List Management

If you need to make modifications to any of the combo boxes within FASET, you can select "List Management" as an option when selecting the Utilities button. You will see a screen like this:



Select the list you want to modify by highlighting a field in the Lists column. Once you have selected a list (Hose Diameter is shown above), you

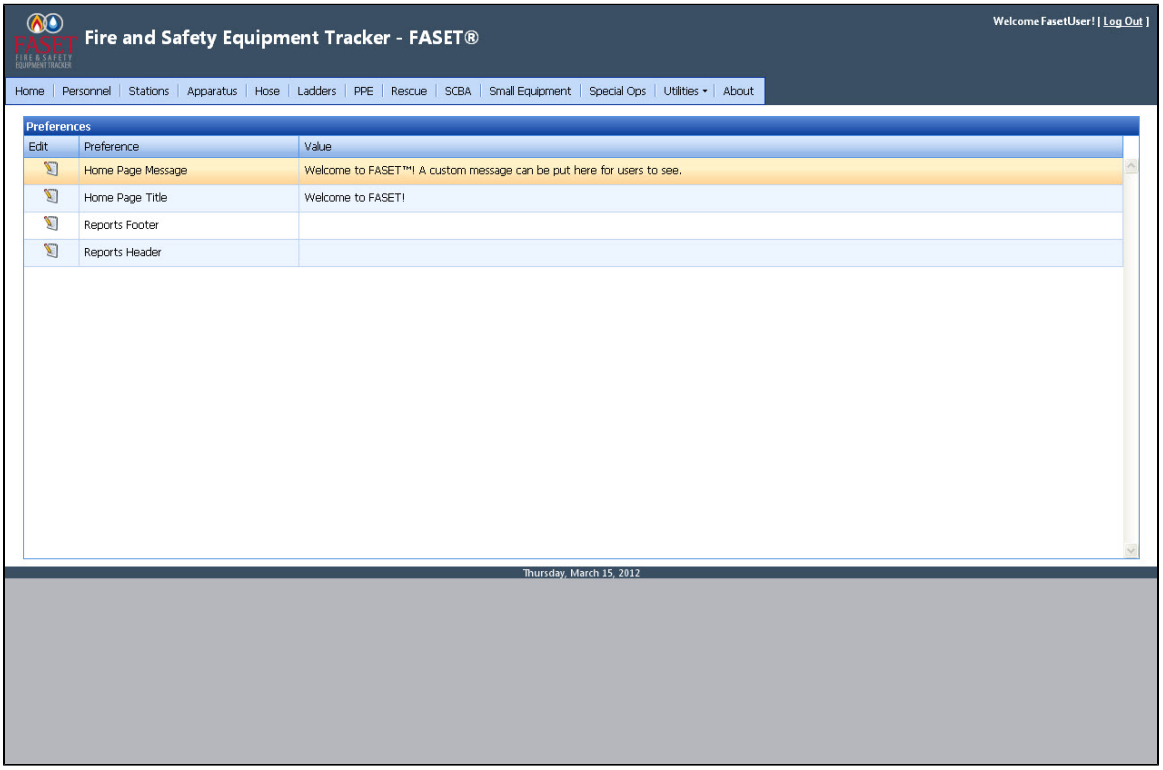
will see the list of items on the right. You can add, modify, or delete any of the items in the list.

Selecting the Print button will open a new browser window to display a report of the FASET pick lists so that it can be printed.

Preferences

The Utilities Preferences option allows you to edit the header and footer information that will appear on FASET reports.

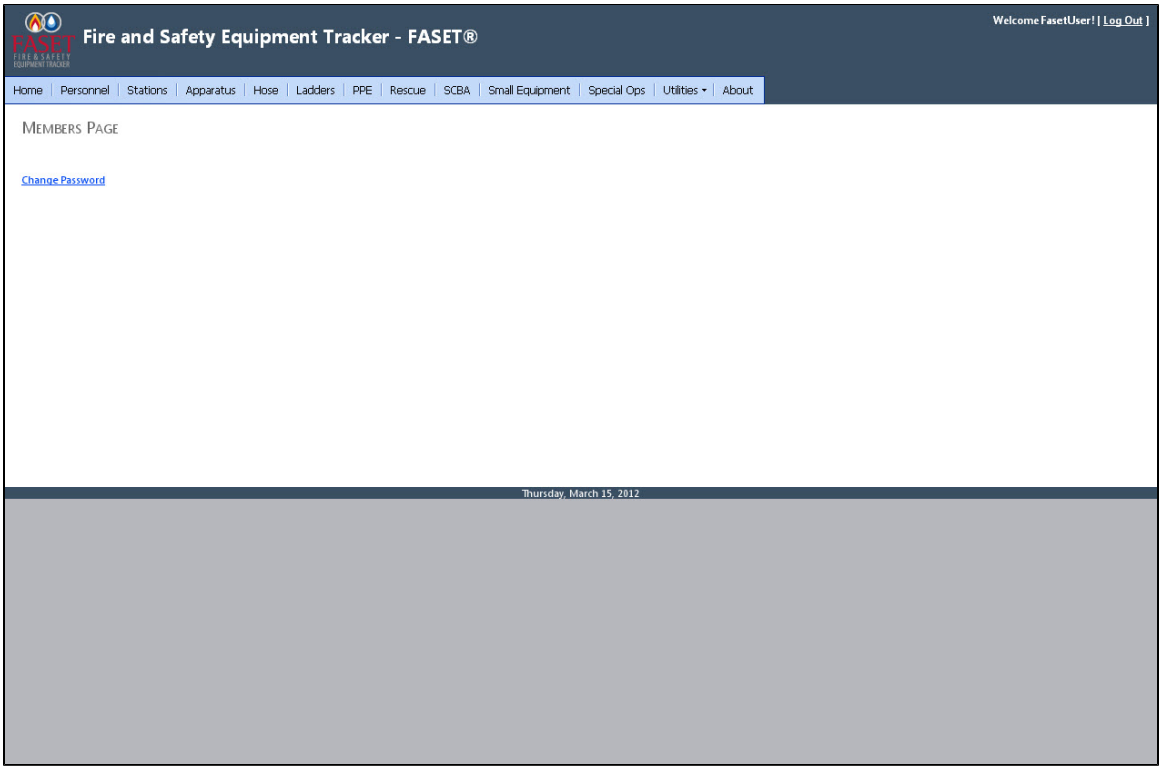
The message that appears on the FASET home page can also be edited. To edit the Preference, highlight the row and select the Edit button.



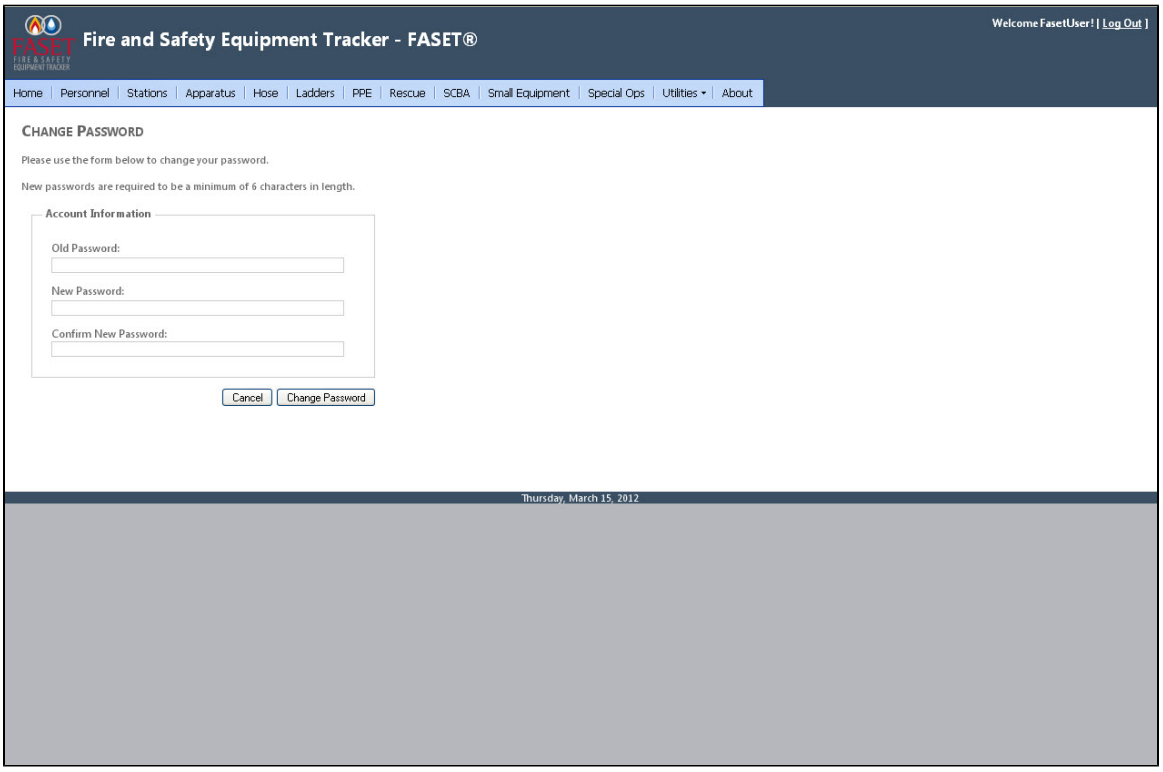
Change Password

When logged into the FASET web client, a user can change their own password. To do so, select the Change Password option via the Utilities button.

Click on the Change Password link.

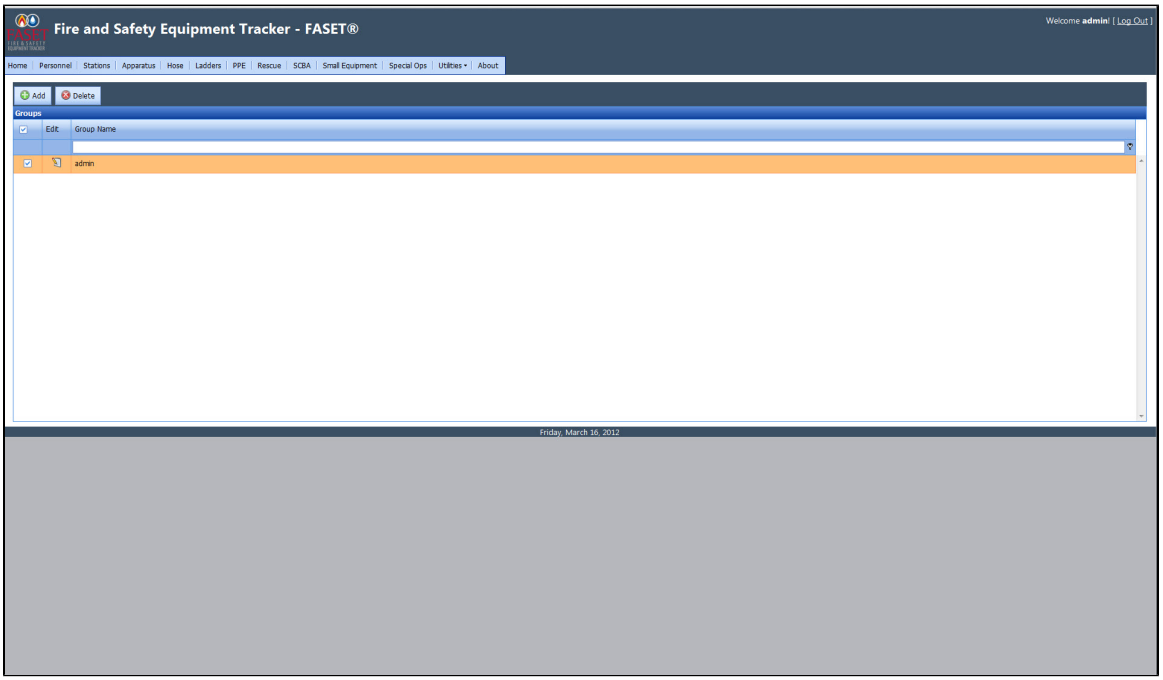


Enter the current password, new password, and then confirm the new password. Choose the Change Password button to save the change.

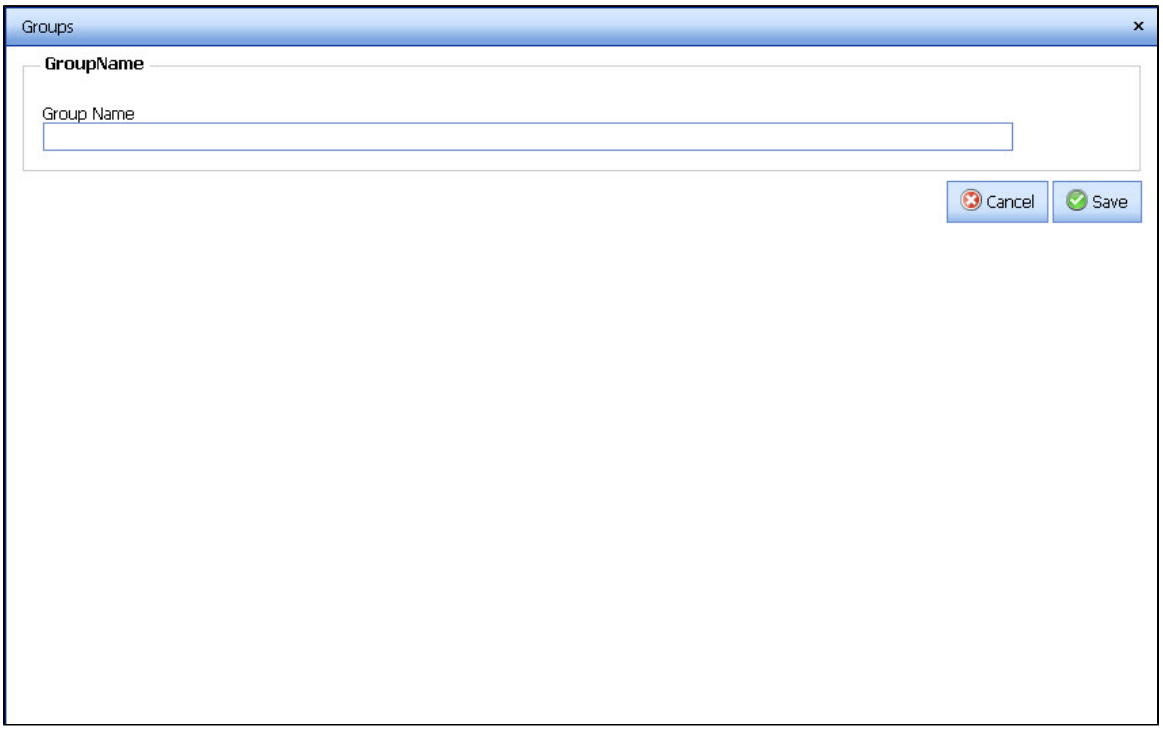


Group Management

A user who has Manager access can manage groups by going to Utilities -> Group Management. Groups can be added, modified, or deleted in the list. When adding or editing a user in the User Management screen, it allows the FASET administrator to add a user to a group.



The following screen will display when choosing to add or modify a group. Edit the group name and choose the 'Save' button to save the record.



Admin

A user with an administrator role can access the option Utilities -> Admin.

In the Admin Control Panel, the admin has access to create new roles, manage roles and to define the SMTP Configurations.