

WORK WITH EVACUATION SCHEME APPLICATION TEMPLATES

BACKGROUND

The Online Services website allows you to create application templates. These can be useful when you have standard answers and supporting documents that you want to reuse across a number of applications. For example:

- Completing multiple applications for similar buildings in different locations.
- Completing applications for multiple buildings on one site.
- Storing a standard template for a temporary structure (e.g. marquee) that is hired out.

CONTENTS

[Template dashboard](#)

[Create a template](#)

[Submit an application using a template](#)

[Frequently asked questions](#)

TEMPLATE DASHBOARD

To get started:

1. Log on to Online Services using your RealMe login as normal.
2. Click the **Maintain my templates** link on the right side of the page.

Result: The **Template Dashboard** screen displays.



This page shows:

- **Template information** – basic instructions for using templates.
- **Draft templates** – any templates you have started creating but not yet finished.
- **Published templates** – any completed templates.

Once a template has been **published**, you can use the template as the starting point for a new evacuation scheme application. You will have the opportunity to edit your answers as needed before submitting the application.

You can also edit any published templates if there are parts that need updating. Editing a published template doesn't submit an application.

Template Dashboard

Create Template

Template information
Draft templates
Published templates

[Create Template](#) - Click here to start a new draft template

What are templates?
A template is a 'saved' evacuation scheme application form that you can create. Templates are useful when you have standard answers and supporting documents that you want to reuse. For example you can create a standard 'rest home' evacuation scheme template that you can use as a starting point when you are preparing an evacuation scheme application for a rest home. Only you can see your templates.

How do I create a template?

1. Click 'Create template' and enter the standard information.
2. Click on the 'Publish template' button at the bottom of section 7
Note: this will not create an evacuation scheme application.

How do I update an existing template?
If you wish to update an existing template in either 'draft' or 'published' areas click on the 'name' of the template you wish to edit.
Note: All changes will be saved to a published template on section change or 'save and complete later' and will only be reflected in any newly created evacuation scheme applications from that template.

CREATE A TEMPLATE

Templates must be created from scratch. You can't convert an existing application into a template.

When creating a template, you can complete as many questions as needed – you don't need to complete the entire application form. You will have the opportunity to edit your template answers before submitting an application.

Follow these steps to create a template:

1. Click the **Create Template** button.
Result: The **Create Template** screen displays.

2. Complete the Template Name and Template Description fields.
3. Click the **Create** button.
Result: The application form opens. Templates are created using the standard online application form.
4. Complete the questions in Sections 1 to 6 of the form.
 At the bottom of each page, click **Save and Continue** to move to the next section or **Preview Application** to display your answers to all sections.

Note:

- You can complete as many details as needed for the template – you don't need to answer every question.
 - You can use the navigation arrows at the top of the page to jump straight to the different sections.
 - Supporting documents can be uploaded as normal, although it may be easier to leave them out of the template and attach them when completing the application.
 - Remember, any details in your template can be edited as needed before submitting an application.
5. Navigate to **Section 7 (Applicant Responsibilities)**.
Note: You can't click the acknowledgement box – this can only be done when an application is being submitted.
6. Either:
- Click **Save and Complete Later** to save the template as a draft. You can't submit an application using a draft template.
 - Click **Publish Template** to finalise the template. This will allow you to create applications from the published template.

Submit Application

You must upload a copy of your proposed evacuation scheme:

Upload Now

The below checkbox must be checked during the actual evacuation application and cannot be preselected within templates.

By ticking this box I acknowledge that I have completed this application and that the information I have provided is true and correct to the best of my knowledge, and that the building owner seeks approval of the evacuation scheme for the building.

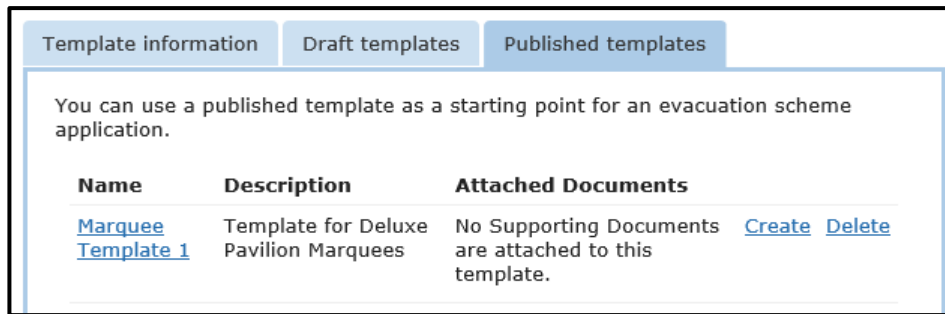
Save and Complete Later Publish Template Preview Application

SUBMIT AN APPLICATION USING A TEMPLATE

Access the **Published templates** tab in your **Template Dashboard**.

From here you can:

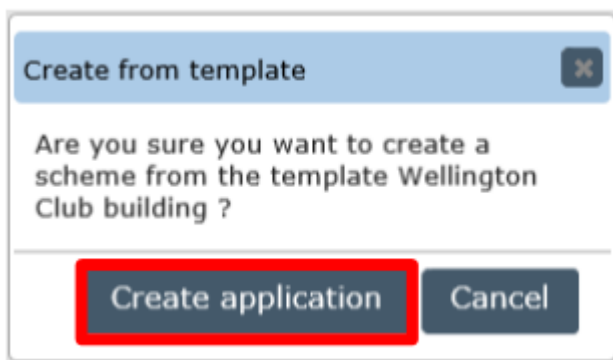
- Click **Create** to start an application using this template.
- Click **Delete** to remove the template from your Dashboard.
- Click the template name to edit the template.



Follow these steps to submit an application using a template:

1. Click **Create** beside the template to start a new application based on your template.

Result: The **Create from template** screen displays.



2. Click the **Create application** button.

Result: The application form opens. All of the answers and supporting documents (if any) from your template will be populated.

Work through all sections of the form, reviewing your answers and ensuring they are applicable for this application.

You can edit any answers and/or supporting documents as needed. Any edits made at this point will only be reflected in the application and not the published template.

You can navigate through each section by either using the section buttons at the top of the page or the **Save and Continue** button at the bottom of the page.

3. Navigate to **Section 7 (Applicant Responsibilities)**.
4. Tick the acknowledgement box near the bottom of the page.
5. Click the **Submit Application** button to continue. You won't be able to make any further changes to the application after this point.

Result: Once the submission has been completed, it will show under the **Active applications** tab with a status of 'Pending Preliminary Checks'. You will also receive an automated email to confirm your application has been received.

FREQUENTLY ASKED QUESTIONS

Q: Can I create a template from an existing approved application?

A: This feature isn't currently available. However, we are investigating whether this feature can be added in future.

Q: If I edit an existing template, will this also edit any existing applications based off that template?

A: No – editing the template will only affect any future applications created from that template. Existing applications will remain unchanged.

Q: Can I edit the template name and/or description in my dashboard?

A: This feature isn't currently available. However, we are investigating whether this feature can be added in future.

For more FAQs see onlineservices.fire.org.nz > [FAQs/Help](#).