



SECURITY DOOR SWEEP WEB APPLICATION

HOW TO USE



JANUARY 23, 2024

BROWNSVILLE I.S.D.

BISD Security Check APP Please Sign In

Login

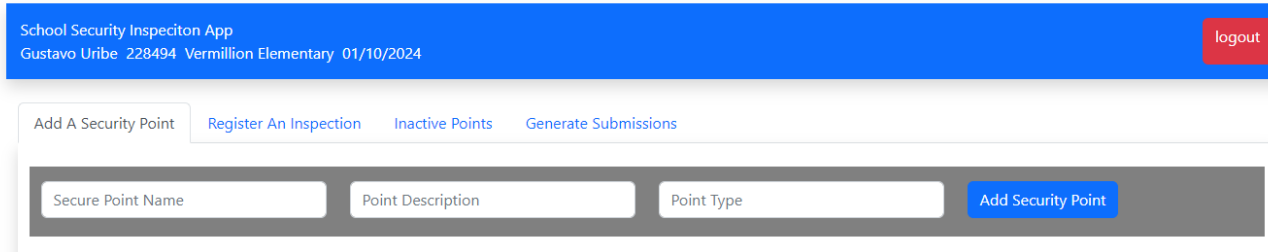
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Crafted with  by P.E.I.M.S

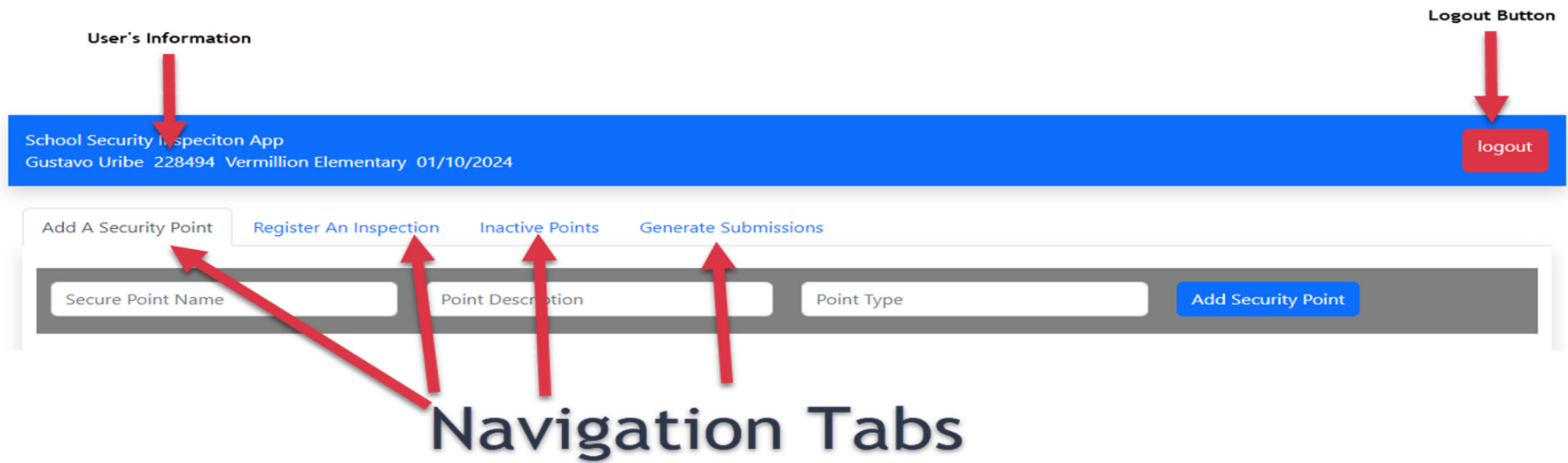
How to login

1. The website is <https://peims-dash-srv.bisd.msft/secure/login.php>
2. Use the first part of your work email for your User Name.
 - Example: if your email is this Example@bisd.us
 - Then your User Name would be "Example"
3. The password should be the same password you use to log in to your work computer or email account.
4. Keep in mind that this app will only be accessible through the District's own Network for security reasons.

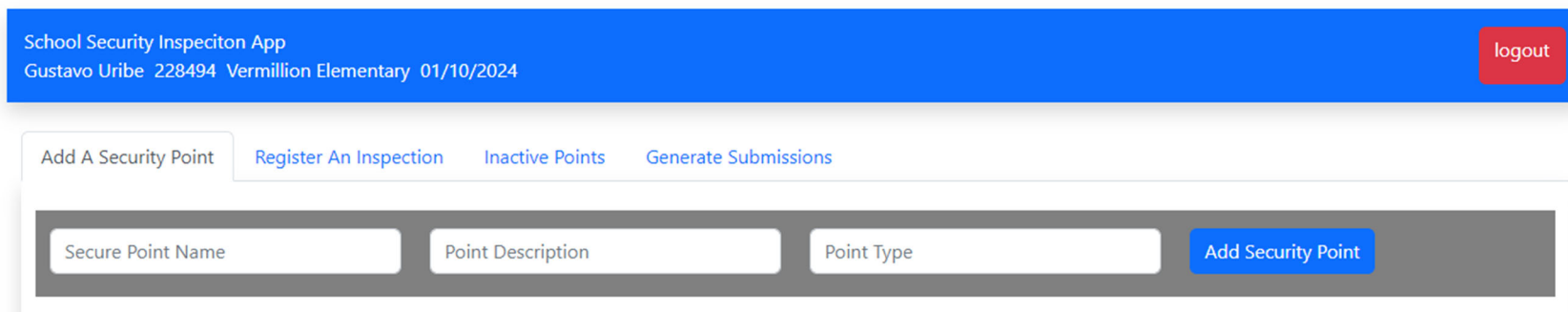
Getting familiar with the layout.



Main Page Break Down



Getting Started



Let's build your Security Points List. The list will be shown in this same tab below the add security form.

Step 1: Adding a New Secure Point

1. By default, once your login you should be in the **"Add A Security Point"** tab.

2. You will see three input field and a **"Add Security Point"** button:

1. **Secure Pont Name:** Enter a name for the security point. This should be a brief and descriptive title.
Examples : Door 1, A101

2. **Point Description:** In this field, provide a brief description of the security point, along with its physical location when possible (e.g., Building A, Room 101). Be specific to help identify the point easily.

3. **Point Type:** For now, unless given other instructions, the **Door** will be the type used for all security points.

Step 2: Add the Secure Point

1. After entering all the necessary details, click the '**Add Security Point**' button. Your new security point will be added to your list. Please allow a few moments for the new point to appear on your list before proceeding to the next one."

Step 3: Repeat for Additional Points

1. To add more security points, simply repeat the process.

Step 5: Managing and Maintaining Secure Points

1. Once created, your security points are now listed and can be easily accessed and maintained.
2. You can edit, update, and deactivate any security point by clicking on the buttons and links provided for each point.

Tips:

- Be consistent with naming and descriptions to make it easier for others to understand.
- Regularly review and update your security points for accuracy and completeness.
- Before you begin building your list, doing a walkthrough is a good idea. Remember that the points are initially arranged in the order they are added, following a stack formation. This means that the first point added will be at the top of the list. We are working on adding the ability to reorder the list after it's been created, giving you more flexibility in organizing your points."

By breaking down the process into these simple steps, users can quickly understand how to build their Security Point list in your app, even if it's time-consuming.

Creating a detailed Security Point list may take some time upfront, but it's an investment. It saves you time later on by making it easy to find and manage security points. Plus, it helps prevent mistakes and ensures you have accurate information when you need it. Think of it as a time-saver and a way to work more efficiently."

The Security Point List

By default, all your points are set to 'active.' You can change this by selecting 'NO' in the radio button option.

Once you switch it to 'NO,' the action is initiated. Please wait for the confirmation that the point has been deactivated before proceeding. Your inactive points will automatically be moved to the 'Inactive Points' tab, which we will discuss in detail later.

Add A Security Point Register An Inspection Inactive Points Generate Submissions

Secure Point Name Point Description Point Type Add Security Point

Security Point List

Name	Description	Type	Active	Record Actions
Door 1	Office Entrance	Door	<input checked="" type="radio"/> YES <input type="radio"/> NO	Edit
Door 2	Office Entrance	Door	<input checked="" type="radio"/> YES <input type="radio"/> NO	Edit
Door 3	Deans Office	Door	<input checked="" type="radio"/> YES <input type="radio"/> NO	Edit
Door 4	Secretary Office	Door	<input checked="" type="radio"/> YES <input type="radio"/> NO	Edit
Door 5	Work Room/Lounge	Door	<input checked="" type="radio"/> YES <input type="radio"/> NO	Edit
Door 6	Counselors Exit Door	Door	<input checked="" type="radio"/> YES <input type="radio"/> NO	Edit
Door 7	700 Wing Hallway Entrance/Exit Door	Door	<input checked="" type="radio"/> YES <input type="radio"/> NO	Edit
Door 8	700 Exterior Classroom Door	Door	<input checked="" type="radio"/> YES <input type="radio"/> NO	Edit
Door 9	702 Exterior Classroom Door	Door	<input checked="" type="radio"/> YES <input type="radio"/> NO	Edit
Door 10	704 Exterior Classroom Door	Door	<input checked="" type="radio"/> YES <input type="radio"/> NO	Edit

The Edit Link

It is simple to edit a Security Point. Click on the **Edit** Link for the security point you plan to edit.

Door 1	Office Entrance	Door	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Edit
Door 2	Office Entrance	Door	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Edit

Wait for the Edit page to load

Editing Record : Record ID : 170

Name: Description: Type:

After making any necessary corrections, please click **'Submit Edit.'** You will then be redirected to your Security Point list. Look for a red banner to confirm that the changes have been successfully made. Close the banner and wait for the browser to refresh

School Security Inspection App
Gustavo Uribe 228494 Vermillion Elementary 01/10/2024

Your Changes Have Been Made

Secure Point Name: Point Description: Point Type:

Security Point List

Name	Description	Type	Active	Record Actions
Door 1	Office Entrance	Door	<input checked="" type="radio"/> YES <input type="radio"/> NO	Edit
Door 2	Office Entrance	Door	<input checked="" type="radio"/> YES <input type="radio"/> NO	Edit

You've just completed the most time-consuming part of the app, and the good news is that once it's done, it's set for the entire school year.

Registering An Inspection

We are now focusing on the registration and inspection process. The registration form is ready for you and contains all the active points.

To access the form, click the 'Register An Inspection' tab (2nd tab). This part of the app offers user-friendly features:

1. **Week Range:** On the top right-hand side, you'll find information about the week range.
2. **Select Date:** Use the 'Select Date' input field. If you're submitting the form for the current day, no date selection is needed; it will automatically use today's date. This field is useful when inspections occur on earlier days in the current week. Remember that the system only allows registration within the current week; you can't register past the current date or outside the current week. Special arrangements are needed for missed weeks.
3. **Auto Fill:** The Auto Fill happens when you check off the Meets Standards Check box; no other action is required

BISD Security Door Sweep Web Application

School Security Inspeiton App
 Gustavo Uribe 228494 Vermillion Elementary 01/10/2024 logout

- [Add A Security Point](#) |
 [Register An Inspection](#) |
 [Inactive Points](#) |
 [Generate Submissions](#)

Register Inspeiton Form

Week OF :2024-01-08 to 2024-01-12

If you are not submitting for today, please choose another day within the range of this week. Alternatively, if you are submitting for today, leave Select Date field blank.
 Select Date

#	Name	Description	Meets Standards	Human Factor	Access Point Concern	Action Steps To Remedy Issue
1	Door 1	Office Entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
2	Door 2	Office Entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
3	Door 3	Deans Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
4	Door 4	Secretary Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
5	Door 5	Work Room/Lounge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

#	Name	Description	Meets Standards	Human Factor	Access Point Concern	Action Steps To Remedy Issue
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If you check the 'Meets Standards' box, no further action is required. The remaining fields will automatically be populated with 'N/A,' as demonstrated in the sample below.

1	Door 1	Office Entrance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
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"If you choose 'Human Factor,' it indicates that there is an issue with the door. In this case, you should describe the current problems with the door in the 'Access Point Concern' field. Additionally, please input the steps taken to address and resolve these issues in the 'Action Steps To Remedy Issues' input field, as shown in the sample below.

2	Door 2	Office Entrance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	the problem with the door	the action taken to address the issues
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Last but not least, we Register Inspection. Click the Register Inspection button on the bottom right side of the form.

85	Door 85	Cafeteria Glass Door	<input type="checkbox"/>	<input type="checkbox"/>		
86	Door 86	Cafeteria Glass Door	<input type="checkbox"/>	<input type="checkbox"/>		

Important Note: If any field is left empty, the system will prevent submission and place the cursor where the empty field is located. However, if all required information is provided without any omissions, the form will be successfully submitted, refreshing the page and displaying a red confirmation banner.

The Inactive Points.

The inactive points list is similar to the Security Point List.

You can edit and Activate points

An inactive point will no longer appear in your inspection form.

Suppose you forget to activate a point for inspection for the day. Activate the point and redo the Registration process. This will override the previous submission for the day.

[Add A Security Point](#) [Register An Inspection](#) [Inactive Points](#) [Generate Submissions](#)

Inactive Security Point List

Name	Description	Type	Active	Record Actions
Door 37	Storage	Door	<input type="radio"/> YES <input checked="" type="radio"/> NO	Edit
Door 38	Storage	Door	<input type="radio"/> YES <input checked="" type="radio"/> NO	Edit
Door 48	400 Wing Boys RR	Door	<input type="radio"/> YES <input checked="" type="radio"/> NO	Edit
Door 49	400 Wing Girls RR	Door	<input type="radio"/> YES <input checked="" type="radio"/> NO	Edit
Door 56	Storage	Door	<input type="radio"/> YES <input checked="" type="radio"/> NO	Edit

Generating the Inspection for your records

The last Tab will allow you to generate a hard copy of your inspection. Just select a date and click the Generate button. If your date selection renders nothing try another date with in the week range. No more then 30 points will be displayed per page.

[Add A Security Point](#) [Register An Inspection](#) [Inactive Points](#) **Generate Submissions**

Generate submission

Select Date



Use the print button  to print your hard copies.

Your hard copy lay out

Facility Name:		Vermillion Elementary				
Facility Hours When Staffed:						
Facility Inspector:		Gustavo Uribe		Inspection Date		01-08-2024

Meets Standard - The door was secured(closed,latched,and locked).

Human Factor - The door did not meet Standard due to a human factor(a door was propped open or left unlocked after use). The field does not need to be populated if the door meets standard.

#	Door #	Description	Meets Standard	Human Factor	Issue	Wkorder #
1	Door 1	Office Entrance	YES		N/A	N/A
2	Door 2	Office Entrance	YES		N/A	N/A
3	Door 3	Deans Office	YES		N/A	N/A
4	Door 4	Secretary Office	YES		N/A	N/A
5	Door 5	Work Room/Lounge	YES		N/A	N/A
6	Door 6	Counselors Exit Door	YES		N/A	N/A
7	Door 7	700 Wing Hallway Entrance/Exit Door	YES		N/A	N/A
8	Door 8	700 Exterior Classroom Door	NO	YES	Door is damage	Wkorder # 692107
9	Door 9	702 Exterior Classroom Door	YES		N/A	N/A
10	Door 10	704 Exterior Classroom Door	YES		N/A	N/A
11	Door 11	Library Back Exit Door	YES		N/A	N/A
12	Door 12	Library Entrance/Exit Door	YES		N/A	N/A
13	Door 13	705 Exterior Classroom Door	YES		N/A	N/A
14	Door 14	703 Exterior Classroom Door	YES		N/A	N/A
15	Door 15	701 Exterior Classroom Door	YES		N/A	N/A
16	Door 16	600 Wing Exterior Classroom Door	YES		N/A	N/A
17	Door 17	601 Wing Exterior Classroom Door	YES		N/A	N/A
18	Door 18	602 Wing Exterior Classroom Door	YES		N/A	N/A
19	Door 19	603 Wing Exterior Classroom Door	YES		N/A	N/A
20	Door 20	604 Wing Exterior Classroom Door	YES		N/A	N/A
21	Door 21	605 Wing Exterior Classroom Door	YES		N/A	N/A
22	Door 22	606 Wing Exterior Classroom Door	YES		N/A	N/A
23	Door 23	607 Wing Exterior Classroom Door	YES		N/A	N/A
24	Door 24	500 Wing Exterior Classroom Door	YES		N/A	N/A
25	Door 25	502 Wing Exterior Classroom Door	YES		N/A	N/A
26	Door 26	504 Wing Exterior Classroom Door	YES		N/A	N/A
27	Door 27	506 Wing Exterior Classroom Door	YES		N/A	N/A
28	Door 28	508 Wing Exterior Classroom Door	YES		N/A	N/A
29	Door 29	510 Wing Exterior Classroom Door	YES		N/A	N/A
30	Door 30	512 Wing Exterior Classroom Door	YES		N/A	N/A

Gen :01-11-2024

page 1 from 3

The Inspection Information

The date the form was Generated

Your page count

Filing Your hard Copy

After printing your hard copy:

Initial by your name.

File your hard copy in a binder or folder for the TEA auditor to review.