

DBE SERVICES

DBE TPM4 INTRANET SYSTEM for Schools

User Guide for Schools

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INTRODUCTION

The Intranet System has been developed to help simplify property and compliance management for schools. The system provides schools with instant access to all their property compliance, maintenance and policy documentation as well as live year planners and job progress updates. Overall, the system offers schools:

- Access and download of the latest compliance certificates, documents and reports.
- Access to live year planner programmes for compliance and maintenance services.
- Live status updates and progress reports for reactive and quoted services .

DBE services ^otpm schools

Home Page Modules Logged In As Admin User Admin Logout

TABS INTRANET HOME DBE services ^otpm schools

WELCOME TO DBE SERVICES

DBE Services has been supporting schools for over 60 years...

We are a group of six educational charities which have been supporting schools with capital, servicing and maintenance work for over half a century. In recent years, in response to requests from schools, we have added numerous other services including; school improvement; energy and utility management; green energy solutions; IT Services; HR; supply; recruitment; cleaning; payroll and finance; on-line live training courses and specialist training as required. In different ways we support over 1000 academies/schools.

DBE Services believes every school/academy/free school is unique. Our services are tailored to meet your individual needs. As well as providing services to individual schools and academies we work very closely with LAs, Dioceses, local and national educational bodies, academy chains, and other school providers.

TPM4 Schools

TPM4 Schools is DBE Services independent advisory service supporting schools in the management, maintenance and development of the buildings. It offers free independent advice to all schools. It can offer a comprehensive range of services to meet all statutory, revenue and capital needs. For over sixty years we have been supporting and advising schools about everything from moving a plug socket to building a new school. Whether it is a major capital project ; a minor repair to the boiler or a statutory service we have specialist consultants and contractors who can offer advice and guidance and who will seek the most cost effective way of dealing with your needs. We offer a one stop shop providing head teachers and governors with everything they need to maintain, manage , repair and develop their school building.

Telephone: 01254 958850

Email: info@dbeservices.co.uk

Hide this content

Request A Job Planned Jobs Maintenance Requests Works Diary Edit Homepage content PPM Reports

This service guide will provide you with a basic understanding of how to access and use the system, however if you have any questions or queries, please do not hesitate to contact a member of the TPM4 Schools Team:

1 ACCESSING THE SYSTEM

1.1 Accessing and logging in to the Online System

The first step in accessing the System is to access the internet and type in the following into your internet address bar: <https://dbe.tabsfm.co.uk/IntranetMobile/>

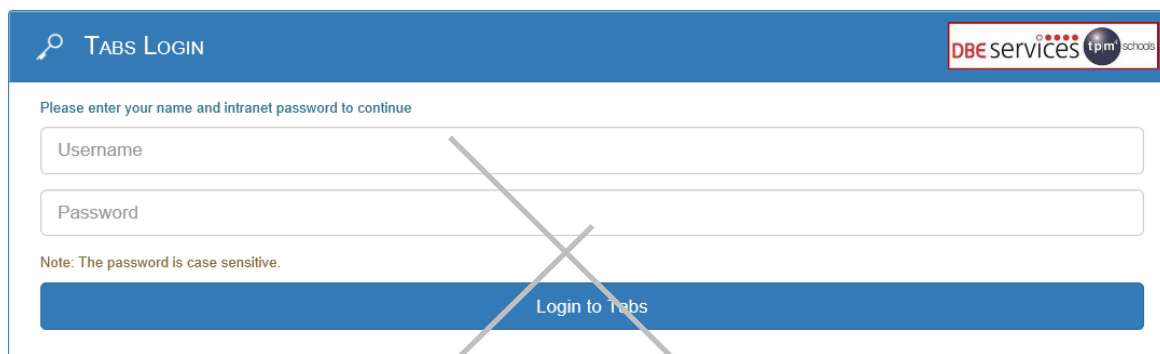


Figure 1

1. Following on from typing in the above link into your internet address bar you will be greeted with the above log in page to the system. Your username and password would have been provided to you by a member of the TPM4 Schools team. If you have not received this, please contact a member of the TPM4 Schools team.

2. Now input your username and password provided by a member of the TPM4 Schools Team and click 'log in'. Please note that this is case and space sensitive.

1.2 Entering the Home Page

Once you have input your username and password you will be greeted by the system homepage as set out below. There are two key modules shown in the drop down list:

The screenshot shows the DBE Services TPM4 Schools Intranet Home page. The top navigation bar includes the DBE Services TPM4 Schools logo, a Home Page link, a Modules dropdown menu, and a Logged In As Admin status. The Modules dropdown menu is open, showing two options: Reactive Maintenance and Documents. Two callout boxes provide descriptions for these modules. The main content area features a welcome message and a list of services.

1. Maintenance – this module covers all your planned maintenance, compliance, reactive maintenance and quotation documentation and support services.

2. Documents - this module provides instant access to the latest certificates, documents and quotations relating to your buildings.

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TPM4 Schools

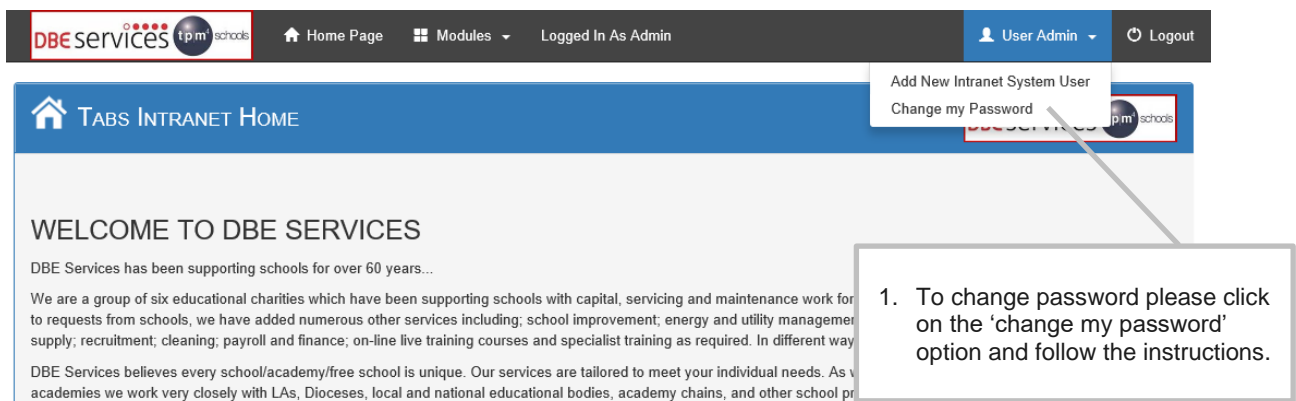
TPM4 Schools is DBE Services independent advisory service supporting schools in the management, maintenance and repair of school buildings. It can offer a comprehensive range of services to meet all statutory, revenue and capital requirements of schools about everything from moving a plug socket to building a new school. Whether it is a major capital project or a minor repair, we will seek the most cost effective solution and provide head teachers and governors with everything they need to maintain, manage, repair and develop their school buildings.

Telephone: 01254 958850

Email: info@dbeservices.co.uk

Figure 2

1.3 Changing your password



The screenshot shows the DBE services intranet home page. The top navigation bar includes the DBE services logo, a home icon, 'Home Page', a 'Modules' dropdown, 'Logged In As Admin', a 'User Admin' dropdown, and a 'Logout' button. Below the navigation bar is a blue header with a home icon and 'TABS INTRANET HOME'. The main content area has a 'WELCOME TO DBE SERVICES' heading and a paragraph of text. A callout box points to the 'Change my Password' option in the 'User Admin' dropdown menu.

1. To change password please click on the 'change my password' option and follow the instructions.

Figure 3

The school's password can be updated by using the icon highlighted above. Note, it is recommended that new schools change their password as soon as they log into the system.

1.4 Logging out

To log out of the system, simply click on the following icon:

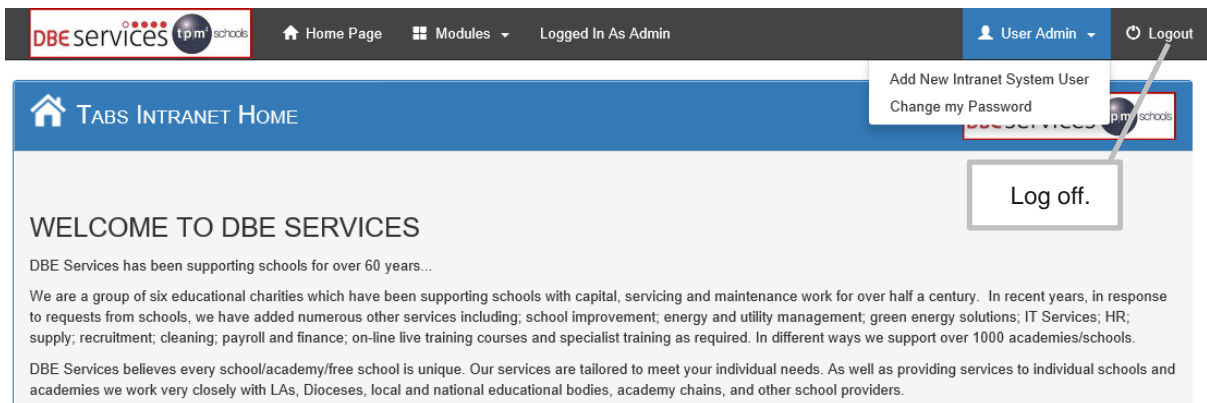


Figure 4

2 USING THE SYSTEM

As outlined in section 1 the system has two key modules:

1. Maintenance
2. Documents

This section will guide you through the specific details on how to use each one of these modules.

2.1 Maintenance

The Maintenance module has been created to allow schools to:

- Request maintenance jobs through the system.
- View all jobs that are planned to take place in the upcoming months.
- Generate and download a planned maintenance report.
- Access the schools annual year planner which shows all of the jobs that have been completed during the calendar year and all jobs that are planned for the remainder of the year.

This module therefore provides the school with a real-time view of all planned and reactive maintenance services that are due to take place.

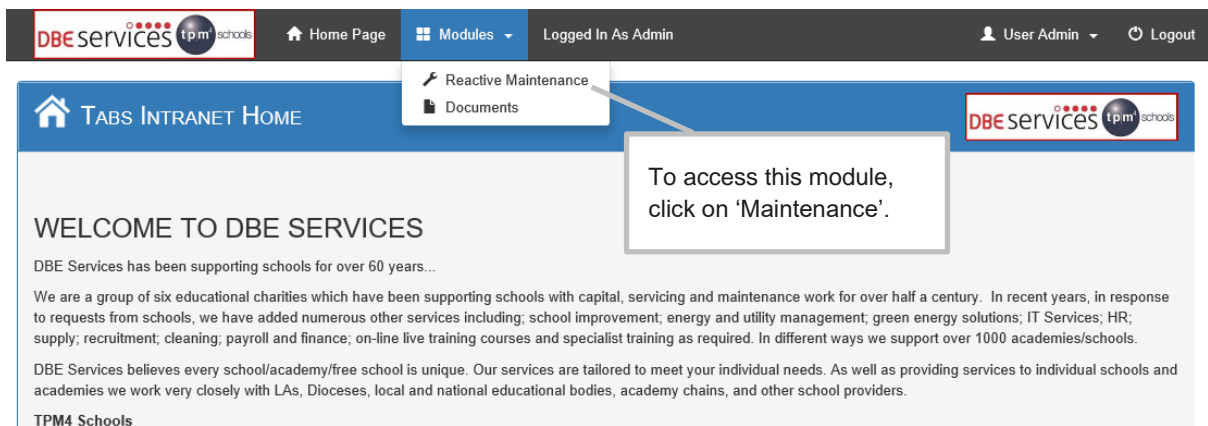


Figure 5

2.1.1 Request a Maintenance Job

This allows the school to log a maintenance job via the System rather than telephoning or emailing a member of the DBE team. This should be used for any non-urgent requests. If the school has an urgent or technically complex request, they should contact a member of the TPM4 Schools team on 01254 955580 (the OOH phone number is 01254 958858).

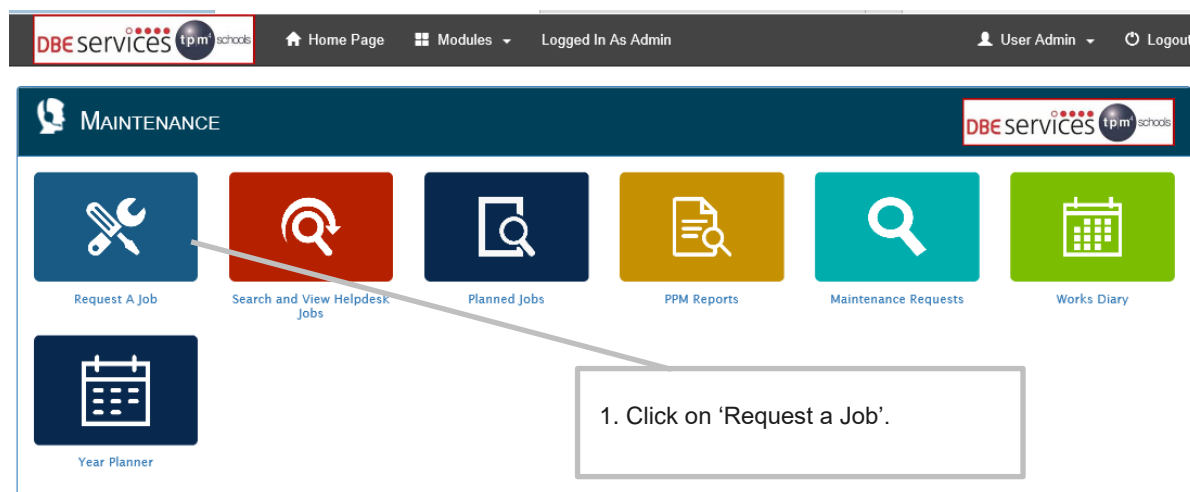


Figure 6

NOTE. Red text will inform you what is missing before allowing you to submit.

2. Please complete the information box with the following:

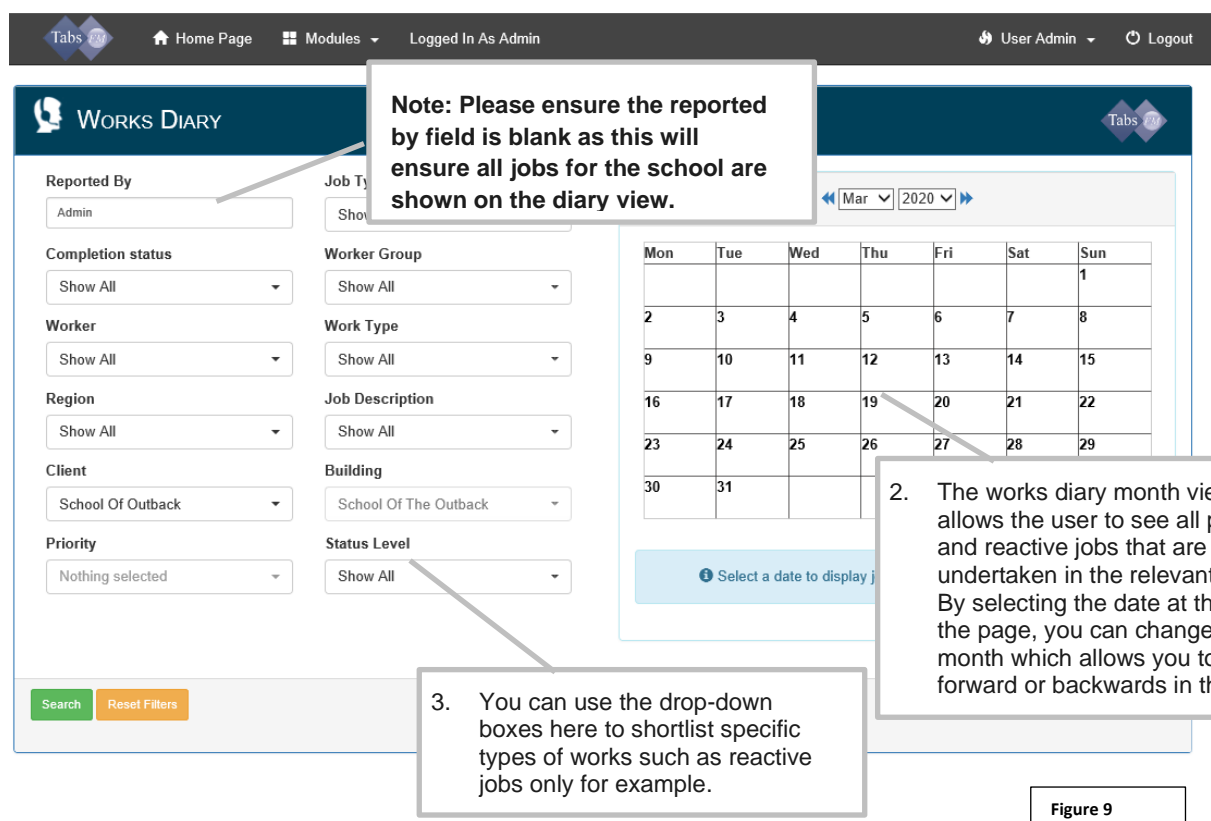
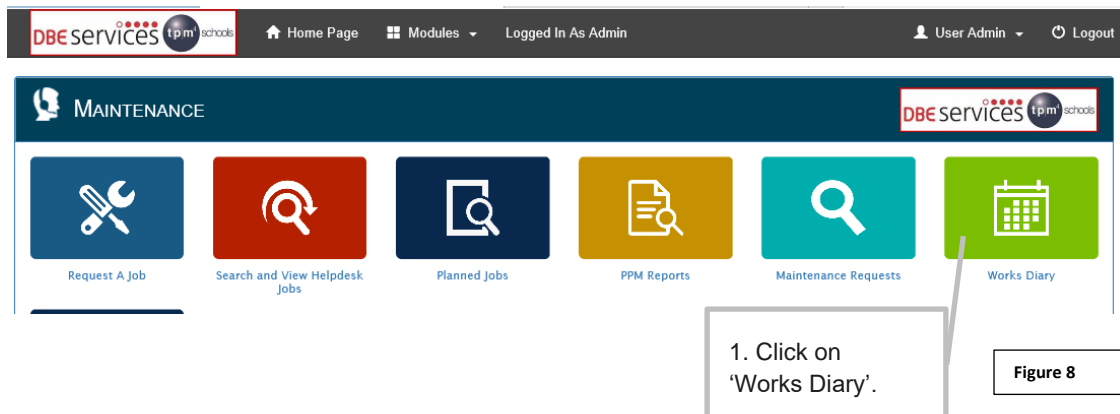
- 'Work Type' select from the dropdown list a description of the closest work type to the job – i.e. 'Boiler' for broken boiler.
- Job Description' will need to be selected from the pre options available which are similar to the 'Work Type'
- 'Job Information' is a free type box where specific information on what the helpdesk job relates to can be added – i.e. boiler number 2 is broken in the technology block.
- 'Priority Required' should be the preferred timeframe in which the job needs to be resolved.

3. Once this has been completed, please click on 'Submit Request'. Your job will then be sent to a member of the reactive team.

Figure 7

2.1.2 Works Diary Month View

This allows the school to view all planned and reactive jobs that are due to take place each month of the year. This option also allows the school to access detail on what jobs are due to take place and gives the opportunity to amend these jobs through the System. Please note that we recommend that at least 5 days' notice is given prior to amending a job through the system.



Home Page Modules Logged In As Admin User Admin Logout

WORKS DIARY

Reported By: [] Job Type: Show All

Completion status: Show All Worker Group: Show All

Worker: Show All Work Type: Show All

Region: Show All Job Description: Show All

Client: [] Building: []

Priority: Nothing selected Status Level: Show All

Mar 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 2 Jobs	23	24
25	26	27	28	29	30	31

Viewing 2 Jobs with a scheduled start date of 22 March 2019

Job No	Description	Complete	Worker	Client	Building
PM67631	M13 Heating Controls	Yes			
PM67630	M07 Gas Soundness Testing	Yes			

Search Reset Filters

4. To see the specific details of jobs, click on the highlighted date in which the jobs are showing, and the system will show a broken-down list at the bottom of the page.

Figure 10

5. If you click on any job within the list shown above this will open a job summary page as shown here. This provides the school with information and updates on the status of the job. You can print this using the buttons at the top of the page.

Home Page Modules Logged In As Admin User Admin Logout

JOB INFORMATION FOR: PM67631

Print New Job Sheet View Works Diary View Responses (0)

General Information

Reported By	DBE Services	Phone	01942 236002
Start Date	Not Specified	Date Time Created	07/10/2019 13:43
Email Address	test@test.com	Cost Code	Not Specified
Est. Completion Date/Time	01/01/2019 00:00	Building	Not Specified
Est. Response to Date/Time	Not Specified	Job location	Not Specified
Created By	TabuAdmin	Location Code	Not Specified
Customer Order Number	Not Specified		
Location Description	Not Specified		

Job Details

Worker Name	Complete (Historic Job)	Work Type	Heating Controls
Current Status	Default	Job Description	M13 Heating Controls
Priority	Yes	Asset Code	1
Cancelled	No	Asset Details	No asset details exist for this job
Asset Serial Number	N/A	Completion Date	22/03/2019 00:00:00
Comments	None		

Figure 11

2.1.3 Planned Maintenance Report

This allows the school to view all planned and reactive jobs that are due to take place in the month. This option also allows the school to access detail on what jobs are due to take place and gives the opportunity to amend these jobs through the system. Please note that we recommend that at least 5 days' notice if given prior to amending a job through the system.

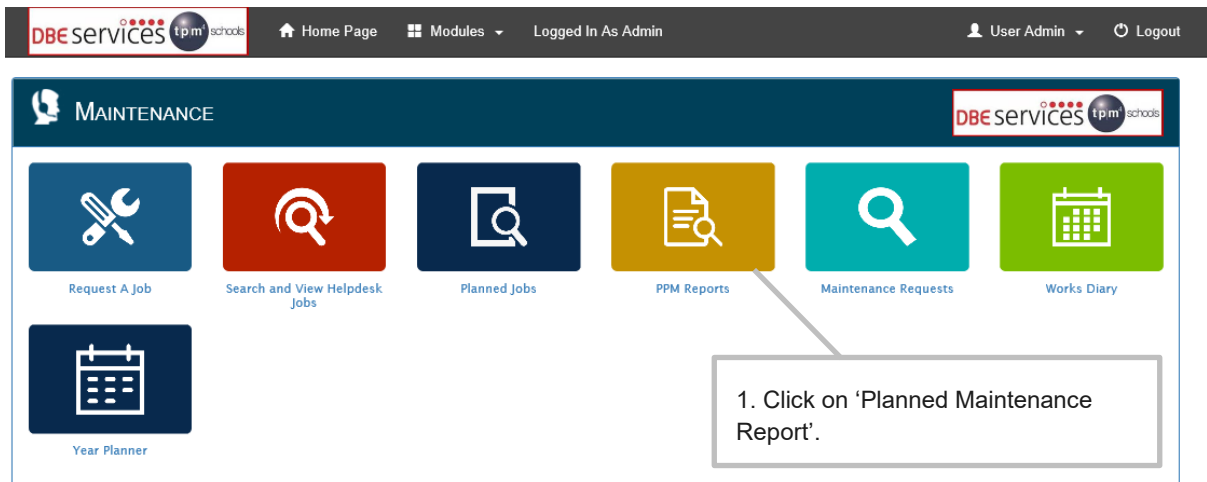


Figure 12

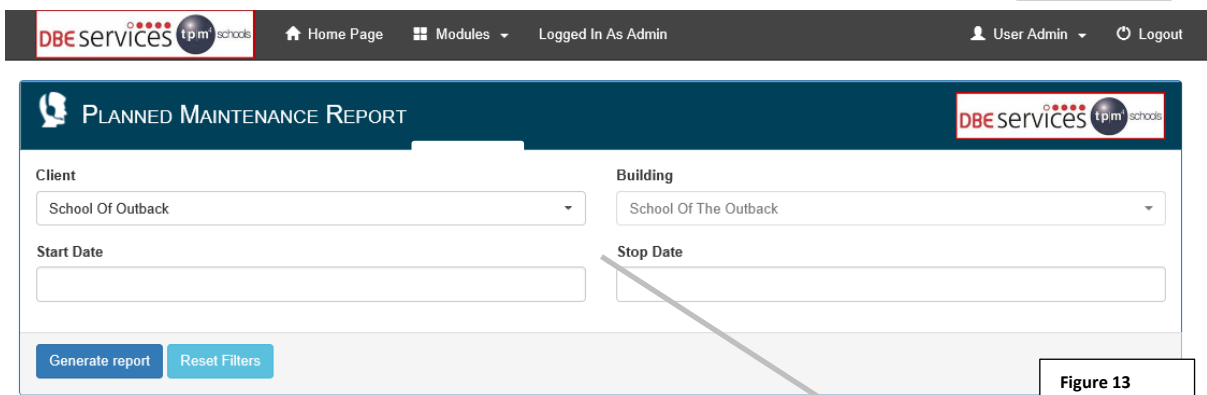


Figure 13

Item For Servicing	Service Interval	Last Tested	Next Inspection Due	PPM Group ID	Worker Contractor
11.1 Emergency Lighting Tests	6 Monthly repetition	18/02/2020	01/04/2020	1081	TPM4 Contractor
12.1 Boiler Servicing and Inspection	12 Monthly repetition	No past jobs found	01/07/2020	1084	TPM4 Contractor
12.3 Calorifier/ H Water Heater Service & Inspection	12 Monthly repetition	No past jobs found	01/07/2020	1085	TPM4 Contractor
13.1 Gas Tightness Test	12 Monthly repetition	No past jobs found	01/07/2020	1083	TPM4 Contractor
13.14 Food Waste, Storage and Removal (including cooker hood filters)	12 Monthly repetition	No past jobs found	01/04/2020	1168	TPM4 Contractor
13.3 Emergency Shut Off Valve Testing	12 Monthly repetition	No past jobs found	01/07/2020	1082	TPM4 Contractor
13.4 Catering Equipment Inspections	12 Monthly repetition	No past jobs found	01/04/2020	1088	TPM4 Contractor
13.5 Kitchen Hood, Filter & Extract Equipment	12 Monthly repetition	No past jobs found	01/04/2020	1089	TPM4 Contractor
13.7 Kitchen Deep Clean (Inc. hood and filters)	12 Monthly repetition	No past jobs found	01/04/2020	1090	TPM4 Contractor
13.8 Grease Trap Maintenance	6 Monthly repetition	No past jobs found	01/04/2020	1811	TPM4 Contractor
14.1 Air Conditioning Inspection and Maintenance	12 Monthly repetition	No past jobs found	01/07/2020	1893	TPM4 Contractor
15.2 Portable Appliance Testing	12 Monthly repetition	No past jobs found	01/08/2020	1791	TPM4 Contractor

2. Upon clicking 'Generate Report' an excel document will download showing your planned maintenance report. This can be stored or printed off.

Figure 14

2.1.3 Year Planner

This page allows the school to view their bespoke annual plan showing all planned and reactive maintenance dates. This document is in real-time.

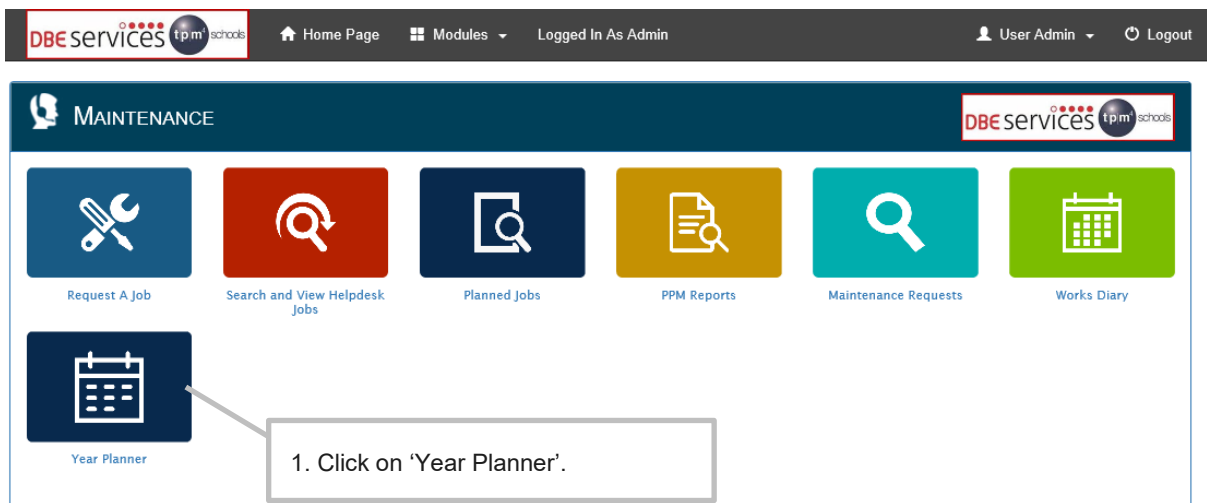


Figure 15

Please note that you will need to use the scroll bars on the right-hand side and bottom of the table to see the whole year of jobs.

Please note that you will need to use the 'year' filter on the right hand side of the page to access jobs from previous years, the year planner defaults to the current year but all previous years can easily be accessed via the filter options.

[Home Page](#)
[Modules](#)
Logged In As Admin
User Admin
[Logout](#)

JOB INFORMATION FOR: PM65470

[Search for Jobs](#)
[Print New Job Sheet](#)
[View Works Diary](#)
[View Responses \(0\)](#)

General Information

Reported By	DBE Services	Phone	
Department	Not Specified	Date Time Created	
Start Date	01/01/2019 00:00:00		
Email Address	test@test.com		
Est. Completion Date/Time	01/01/2019 00:00	Cost Code	
Est. Respond to Date/Time	Not Specified	Building	
Created By	TabsAdmin	Job location	
Client	School of the Air Tranquility Base Sea of Tranquility Moon	Location Code	Not Specified
Customer Order Number	Not Specified		
Location Description	Not Specified		

Job Details

Worker Name	Local Authority	Work Type	Display Energy Certificates
Current Status	Complete (Historic Job)	Job Description	G15 Display Energy Certificates
Priority	Default	Asset Code	1
Complete	Yes	Asset Details	No asset details exist for this job
Cancelled	No	Completion Date	01/01/2019 00:00:00
Asset Serial Number	N/A		
Comments	None		

4. Upon clicking the relevant coloured box, the following general information data sheet will appear on the screen. This will provide specific details about the job and allow the school to print this. If you wish to amend a planned job shown in this box, please contact a member of the servicing team.

Figure 17

[Home Page](#)
[Modules](#)
Logged In As Admin
User Admin
[Logout](#)

JOB INFORMATION FOR: PPM60161

[Print New Job Sheet](#)
[View Works Diary](#)
[View Responses \(3\)](#)

General Information

Reported By	DBE PRIMARY SCHOOL EXAMPLE	Phone	Not Specified
Department	Not Specified	Date Time Created	18/04/2023 13:08
Start Date	18/04/2023 00:00:00		
Email Address	Not Specified		
Est. Completion Date/Time	30/05/2023 13:30	Cost Code	Not Specified
Est. Respond to Date/Time	18/04/2023 14:00	Building	DBE EXAMPLE SCHOOL
Created By	Admin	Job location	Not Specified
Client	DBE PRIMARY SCHOOL EXAMPLE BLACKBURN	Location Code	Not Specified
Customer Order Number	Not Specified		
Location Description	Not Specified		

Job Details

Worker Name	DBE Test Contractor	Work Type	Planned Maintenance
Current Status	Complete - Awaiting Invoice	Job Description	
Priority	Default	Asset Code	
Complete	Yes	Asset Details	
Cancelled	No	Completion Date	
Asset Serial Number	N/A		
Comments	Survey to be completed as soon as possible.		

Attached Documents

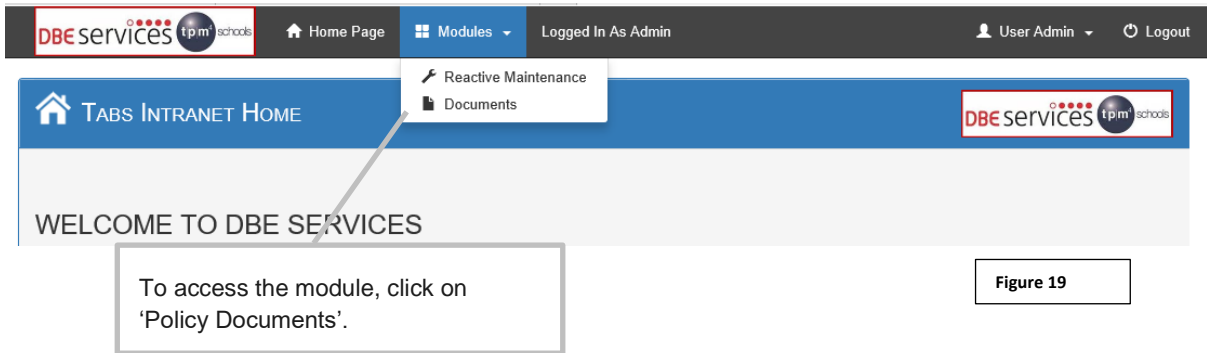
Document Name	Description
Iconic-Image.jpg	

4. Please click on attached documents and a dropdown will then appear of any uploaded documents. You will then be able to easily download any attached job sheets with one click.

Figure 18

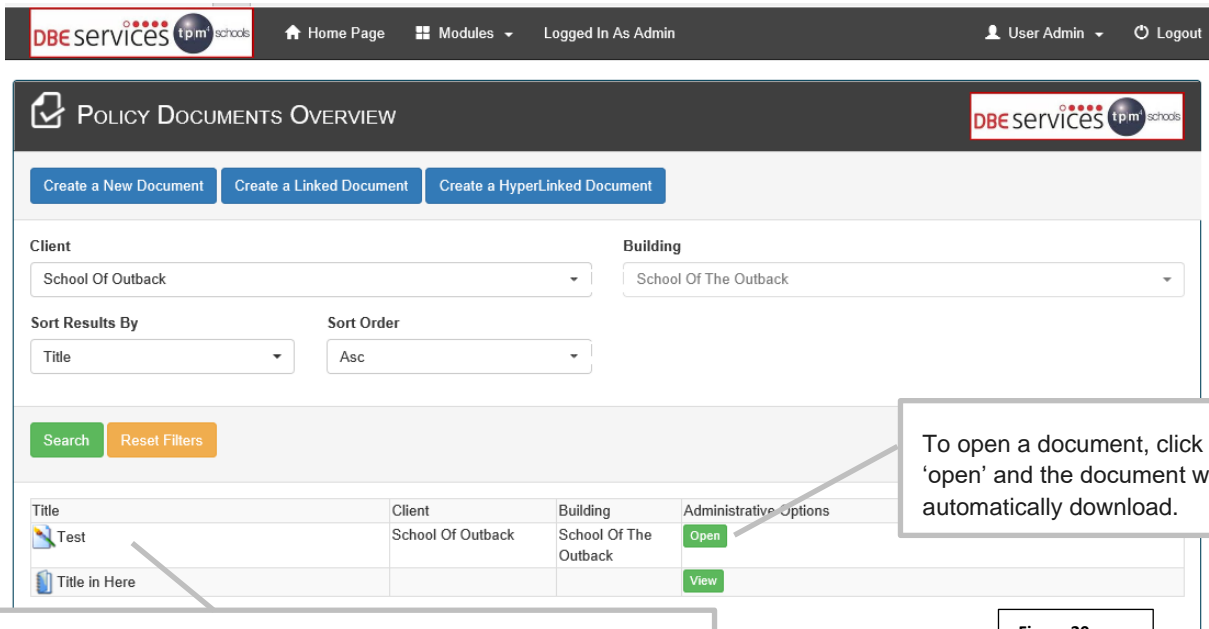
2.2 Documents

The Documents module allows the school to access their latest statutory compliance, maintenance and quotation certificates and documentation. This avoids the need for schools to keep hard copies on site as access to the system can be undertaken at any time. Please note however, that services not undertaken by will not be available on the system unless sent to a member of the servicing team to upload.



2.2.1 Documents Overview

The documents overview allows you to access the school's latest statutory compliance, maintenance, and quotation documentation. You are then able to download and view this documentation as needed.



DBE services t.p.m. schools

Home Page Modules Logged In As Admin User Admin Logout

POLICY DOCUMENTS OVERVIEW

Create a New Document Create a Linked Document Create a HyperLinked Document

Client: School Of Outback Building: School Of The Outback

Sort Results By: Title Sort Order: Asc

Search Reset Filters

Title	Client	Building	Administrative Options
Test	School Of Outback	School Of The Outback	Open
Title in Here			View

To open a document, click 'open' and the document will automatically download.

Upon clicking 'Policy Documents Overview' a full list of school specific documentation will appear. This will include:

- All compliance and planned maintenance certificates and documentation
- All reactive maintenance job sheets
- Any quotations requested.

Figure 20

3. QUESTIONS AND QUERIES

The system has been developed to be user-friendly, however if you have any further questions or queries then please do not hesitate to contact a member of the TPM4 Schools Team as below:

E: info@dbeservices.co.uk