

honesty, integrity & professionalism



# the topics

**test**

topic 1 - core data

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Name \_\_\_\_\_

Organisation \_\_\_\_\_

Email Address \_\_\_\_\_

## Q1. What can you do with the quick filters?

- a Find an address using the URPN and address.
- b Find a group of properties by selecting a grouping that exists.
- c Search for properties containing particular module content.
- d Search for properties not containing particular module content.
- e All of the above.

## Q2. What is the symbol to indicate that a URPN has a Fire Risk Assessment?

- a A Flame
- b A Water Droplet
- c A Rose
- d A Paper clip
- e A House

## Q3. What is the purpose of these icons? Clear Open Clear

- a Copy a UPRN
- b Clear filters, access saved filters and clear selected URPN's
- c Find a static report

**Q4. What information is detailed on the Property Details Page?**

- a Property Address
- b A location map
- c Property details
- d Module summary and link
- e Links to other Lifespan Products that a customer may use
- f All of the above

**Q5. What are Property Groups and what are they used for?**

- a Listing standard reports
- b Filtering, analysis and identifying groups of URPN's
- c Accessing attributes

**Q6. How can you access Property Widgets?**

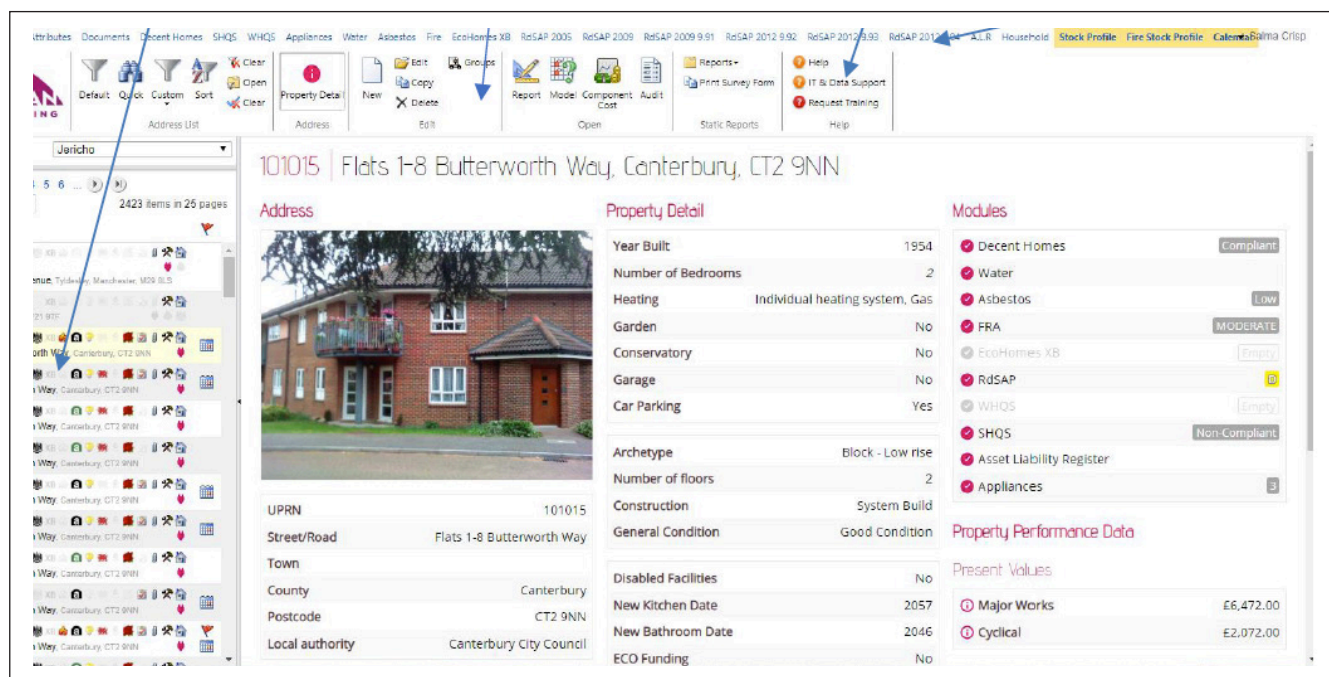
- a Go to the calendar page
- b Go to the Fire Stock Profile Page
- c Unselect the property Details page and go to the Widget manager

**Q7. Where do you access the Import/Export excel suit that is available with Lifespan?**

- a Click on the reports button
- b Go to the Help section
- c On the Property attributes section use the Import Export button

**Q8. Add the correct labels to the screen shot below.**

- a Ribbon bar
- b Module list
- c Help Centre
- d Property List



**Q9. What Information can be accessed from our Help Centre?**

- a Chat facility
- b Lifespan Software Manuals
- c FAQs
- d Ticket logs
- d All of the above

**Q10. What is the difference between Property Information Attributes and Planned Maintenance Attributes?**

- a One has costs and one does not
- b One is for houses and one is for blocks
- c One has a search facility and one does not
- d One can have attachments and one cannot
- e One can belong to a particular module and one cannot

**Q11. What section do you have to be on to be able to access the add new URPN, Reports Wizard and groupings buttons?**

- a Summary
- b Property Attributes
- c Documents
- d Stock Profile

**Q12. Which Import export Sheet should you use to add, update, and delete Attributes.**

- a Attribute Lookup
- b Property Details
- c Works
- d Property Attributes

Once completed please return this to [leanne.rigby-hughes@property-tectonics.co.uk](mailto:leanne.rigby-hughes@property-tectonics.co.uk) where we will review your answers and reply with our feedback. Now you have completed the online training session and taken the test, we would very much appreciate it if you could complete our online feedback request form by clicking the button below.

Thank you

**LIFESPAN TRAINING FEEDBACK**