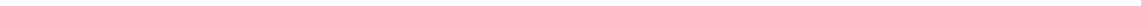




ALPHA DRAW USER GUIDE

Version 1.3



DOCUMENT CONTROL

Document

Alpha Draw User Guide

Current Version

Version	Date	Issued Pages	Reason For Issue
1.3	Apr 2024	All	Logo updated

Previous Versions

Version	Date	Issued Pages	Reason For Issue
1.2	Mar 2023	All	URLs and projects listed. Accessing and amending a drawing
1.1	Mar 2022	All	Arrows, pre-loaded drawings, colour-coding tags
1.0	Dec 2018	All	First issue

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1. INTRODUCTION AND INSTALLATION

1.1 Introduction

Alpha Draw is the drawing app from Start Software that is integrated with Alpha Tracker to provide an easy way to produce simple plans or drawings and send them in to the appropriate project folder in Alpha Tracker.

Once you have sent a drawing in, it is amendable from Alpha Tracker so changes can be made and any further details can be added.

This user guide describes how to:

- install and connect Alpha Draw on your phone or tablet
- use Alpha Draw to draw a simple plan/drawing
- upload a drawing to Alpha Tracker
- amend an uploaded drawing from Alpha Tracker.

1.2 Installing Alpha Draw

Alpha Draw is available from the Google Play Store and the Apple App Store as a free app for you to download.

To install and connect Alpha Draw:

1. Download and install Alpha Draw from the Google Play Store or Apple App Store as appropriate.
2. In the Settings page that is displayed, enter your server address and your Alpha Draw password.

Your server address is the URL of your Alpha Tracker. It may be in a format like this:

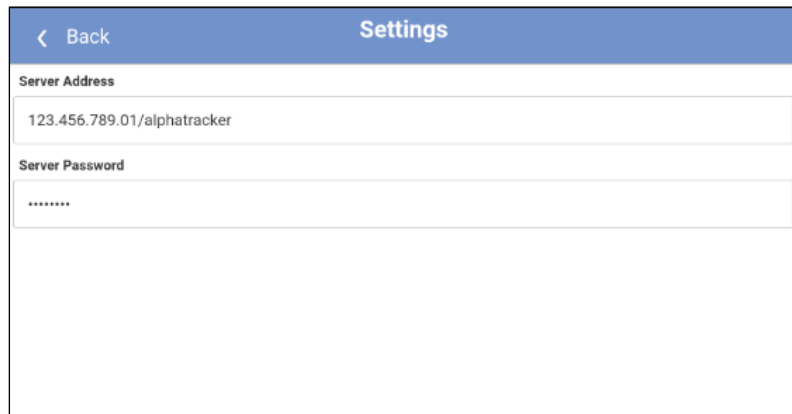
123.456.789.01/alphatracker

or:

<https://test-company.alphatracker.online>



Contact Start Software for your Alpha Draw password.



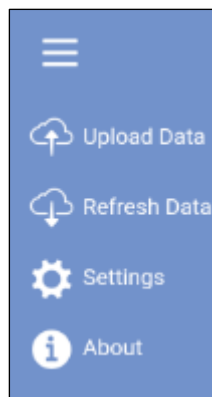
Settings

Server Address

123.456.789.01/alphatracker

Server Password

3. Tap **Back** in the top left to display the Projects screen.
4. Tap the *Menu* icon and select *Refresh Data* to synchronise the app.



The Projects screen now lists the projects that are available to you. These are all “open” projects that do not have a Report Produced date and do not have the office letter “U-”.



	Projects	
Upload Data	000034 - Beech's Street South k Porter Housing bestos Survey	>
Refresh Data	000035 - 44 Well Street ednesday bestos Survey	>
Settings	000036 - Main Street e Next Client bestos Survey	>
About	00006 - 140 Gladstone Street bson Environmental bestos Survey	>

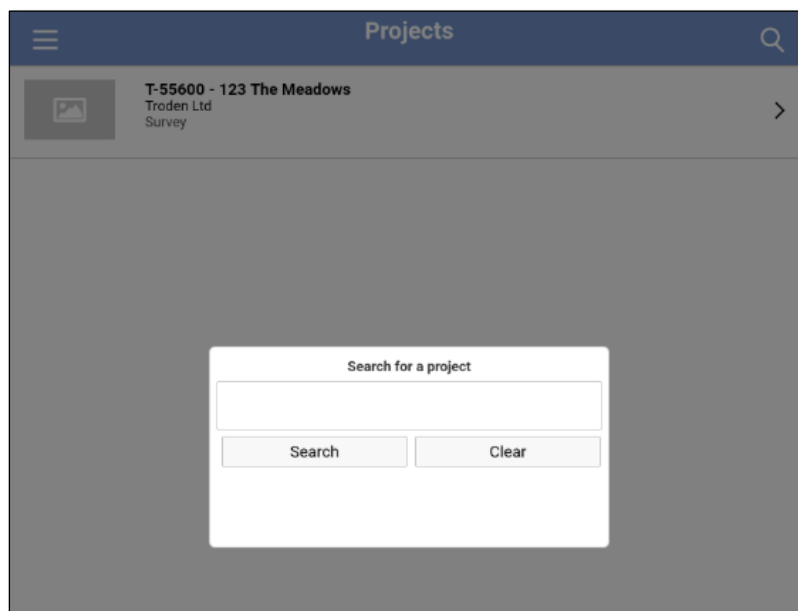
2. CREATING A DRAWING

To create a drawing in Alpha Draw you must first select the project to which the drawing is to be linked. You can then specify the floors that are to make up the drawing and draw the detail of each of these floors.

2.1 Selecting the project

To select the project for which you are producing a drawing:

1. Display the Projects screen.
2. Tap on the magnifying glass in the top right to display a search screen.



3. Enter search text to reduce the list of projects displayed on the Projects screen.
You can type part of the project number, site address or client name in the **Search for a project** box and then click **Search** to display matching projects.
4. Tap on the required project to select it.
As this is a project for which you have not yet created a drawing, a message informs you that there are no floors recorded for this project. You must now specify the floors.

2.2 Specifying floors

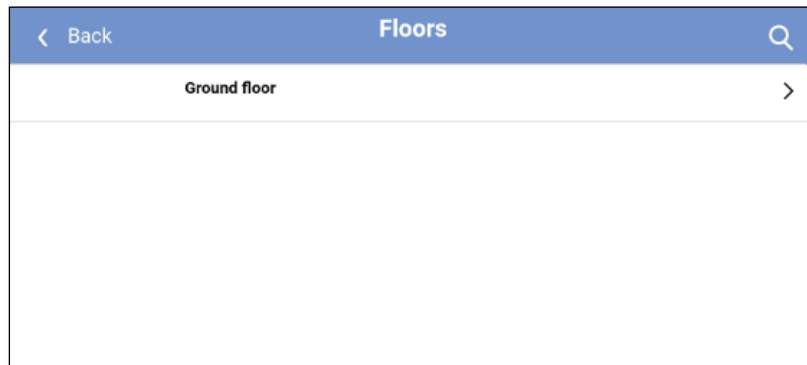
You specify the floors to list all the individual “pages” that will make up your drawing. Each floor is drawn on a separate “page”. You must have at least one floor.

When you select a project the Floors screen is displayed. A message informs you if there are no floors recorded for this project. To add floors:

1. From the Floors screen, tap **Add New Floor** in the bottom right.



2. Enter the name of your first floor in the **Floor Name** box then tap **Save**.
You return to the Floors screen with your first floor displayed.



3. Tap **Add New Floor** again and enter the name of another floor then tap Save.
You return to the Floors screen with your additional floor also displayed on the list.
4. Repeat step 3 until you have added all required floors.

When you have added all the required floors you can begin drawing the detail of each floor.

2.3 Drawing the detail

To produce your drawing you need to select the floor that you are drawing, define the floor and room shapes, and add extra detail.



For a description of the controls that are displayed at the top of the Drawing screen, please see the end of this section.

If you are working with an online connection, then there is also the option to download a drawing that has been pre-loaded into the project in Alpha Tracker, and then to add detail onto this drawing in Alpha Draw.



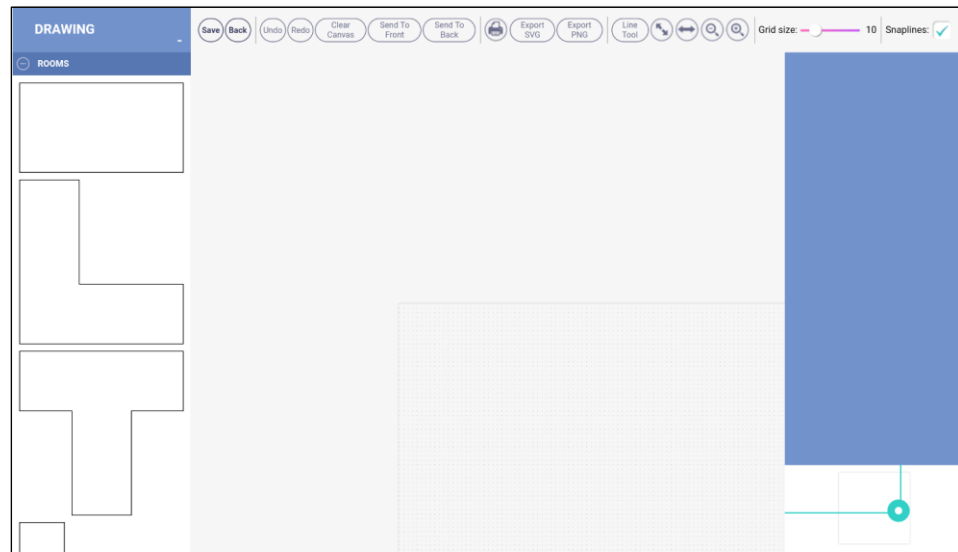
See Section 2.4, Downloading an existing plan, for details on using a downloaded drawing.

To draw the detail:

1. Tap on the floor for which you want to create a drawing.
The blank canvas is displayed.



Hold your device landscape to optimise the display.

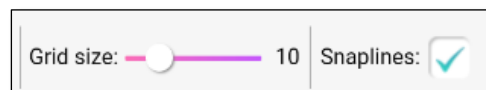


2. To draw rooms:

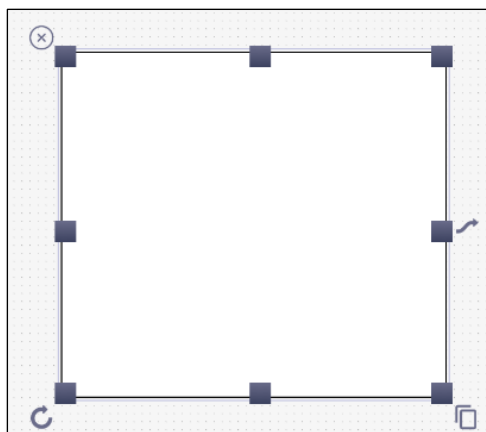
- From the ROOMS section on the left, drag the room shape that is closest to your needs to the canvas.
- Tap on the room shape to display the control handles and drag one of these to make the room the required size.
- Add further rooms as necessary, by dragging the shape from the ROOMS section and dragging or resizing as necessary.



It is easier to position items if snaplines are on (ticked) and the grid size is not too small. These options are in the top right.

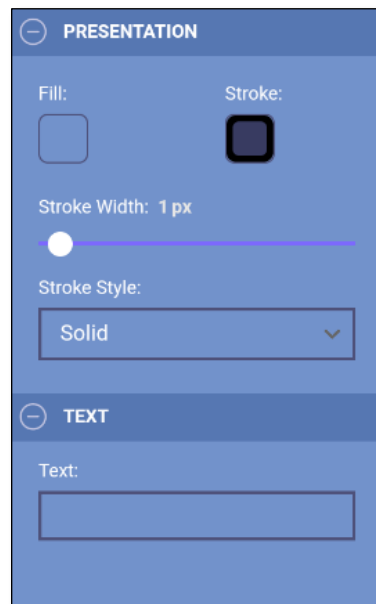


When control handles are displayed you can also see controls at the corners of the shape to delete it, rotate it, duplicate and link it.



3. Control the display of the rooms by using the PRESENTATION section on the right:

- Tap on the required room to display the control handles and the PRESENTATION section.
- Use the **Fill** and **Stroke** controls in the PRESENTATION section to specify the fill of the shape, and the line colour, width and style.
- Add a label to the room by typing in the **Text** box and then optionally specifying the font size, family and thickness.



4. To add stairs:

- From the STAIRS section on the left, drag a stairs shape to the canvas.
- Tap on the stairs shape to display the control handles and move or resize it as necessary.

5. To add furniture:

- From the FURNITURE section on the left, drag an object to the canvas.
- Tap on the object to display the control handles and move or resize it as necessary.

6. To add doors:

- From the DOORS section on the left, drag a door shape to the canvas.
- Tap on the door shape to display the control handles and move or resize it as necessary.

7. To add arrows:

- From the ARROWS section on the left, drag an arrow of the required colour and length to the canvas.
- Tap on the arrow to display the control handles and move or resize it as necessary.
- Add a text label to the arrow by typing into the Label box in the TEXT section on the right.

8. To specify the location of samples:

- From the TAGS section on the left, drag a tag shape to the canvas.
- Tap on the tag shape to display the control handles and in the TEXT section on the right identify the sample number, eg “007”, and the Approach, eg “S” or “P”.

9. To add other text on the drawing:

- From the TAGS section on the left, drag the Label object to the canvas.
- Use the Text box in the TEXT section on the right to specify the text.

10. To add further detail to your drawing such as hatching, use the features described above. For example you can:

- add a room shape where the hatched area is required
- tap on the shape and resize/reposition it
- set the fill options to the required hatching pattern
- set the stroke options to transparent (the first option) if you want to remove the outline.



*Please note that as you click on an item to select it and display its control handles, the item is brought to the front which may hide the items behind. Use the **Send To Back** and **Send To Front** buttons to control this behaviour.*

11. Save your drawing by tapping the **Save** option in the controls at the top of the screen. The file is saved in PNG format.
12. Tap **Back** to return to the Floors screen and select the next floor that you want to draw.
13. Continue until all floors are drawn.

The controls available at the top of the Drawing screen are:



Saves your drawing to your device.



Exits the Drawing screen. A message asks you to confirm this action.



Undoes the last action.



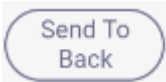








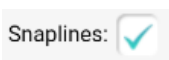

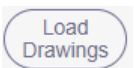
Reapplies the last action that was undone.



Deletes the entire drawing. A message asks you to confirm this action.



Brings the selected object in front of surrounding objects.

	Sends the selected object behind surrounding objects.
	Prints the drawing - not active in the app. Only selectable when accessed from Alpha Tracker.
	Opens the drawing as a PNG in a pop-up - not active in the app. Only selectable when accessed from Alpha Tracker.
	Draws freehand polygons. Tap to place the first node, tap to place each subsequent node, then tap on the first node again to complete the shape. Tap on the shape to access the controls as usual.
	Toggles full-screen mode. Only selectable when accessed from Alpha Tracker.
	Zooms the drawing to fit the screen.
	Zooms the drawing out.
	Zooms the drawing in.
	Changes the size of the grid which shapes can snap to, from 1-50.
	Makes shapes snap to the grid for easier positioning of objects.
	Selectable when displayed from Alpha Tracker to view the Survey Data from the project.
	Loads a drawing pre-loaded into the project folder in Alpha Tracker.

2.4 Downloading an existing plan

If you are working with an online connection, then there is also the option to download a drawing that has been pre-loaded into the project in Alpha Tracker, and then to add detail onto this drawing in Alpha Draw.



Note that the drawing must be located in either the Drawing subfolder (as specified in your system settings) or in the main project folder but with the word "drawing" somewhere in its filename. It must also be an image file, eg jpg or png not pdf.

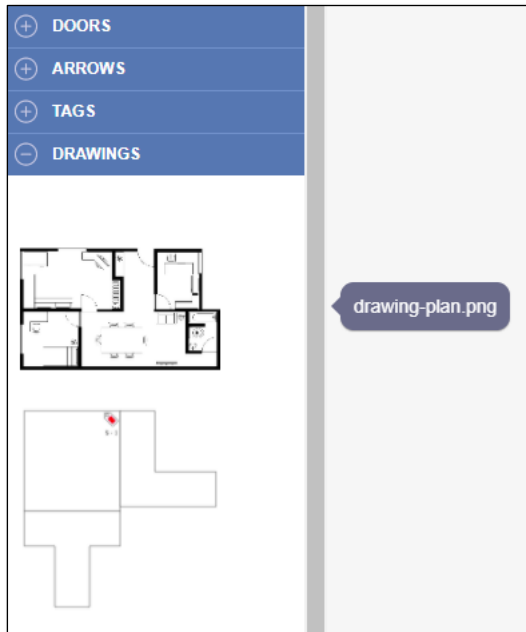
1. Tap on the floor for which you want to create a drawing.

The blank canvas is displayed.



Hold your device landscape to optimise the display.

2. Click “Load Drawings” from the top right to select and start from a drawing pre-loaded into the Alpha Tracker project.
3. Open the DRAWINGS section on the left to see the drawings that are available to you. These are the image files located in either the Drawing subfolder (as specified in your system settings) or in the main project folder with the word “drawing” somewhere in the filename.



4. Drag the drawing that you want to use as your starting point to the main page.
5. Use the handles to scale the drawing to the required size on the page, then add sample tags and labels etc as necessary.



See Section 2.3, Drawing the detail, for instructions on adding sample tags, labels and other features.

3. UPLOADING A DRAWING

3.1 Uploading to Alpha Tracker

When you have finished your drawing, you can upload it to the project in Alpha Tracker.

1. **Save** your drawing.
2. Select the **Back** option to exit the Drawing screen. You return to the Floors screen.
3. Tap **Back** to return to the Projects screen.
4. Tap the Menu and select **Upload Data**.

When you select **Upload Data** all drawings are sent into the appropriate project folders in Alpha Tracker. If you have a Drawing subfolder specified in your system settings, then the drawings will be uploaded to the Drawing subfolder.

4. AMENDING AN UPLOADED DRAWING

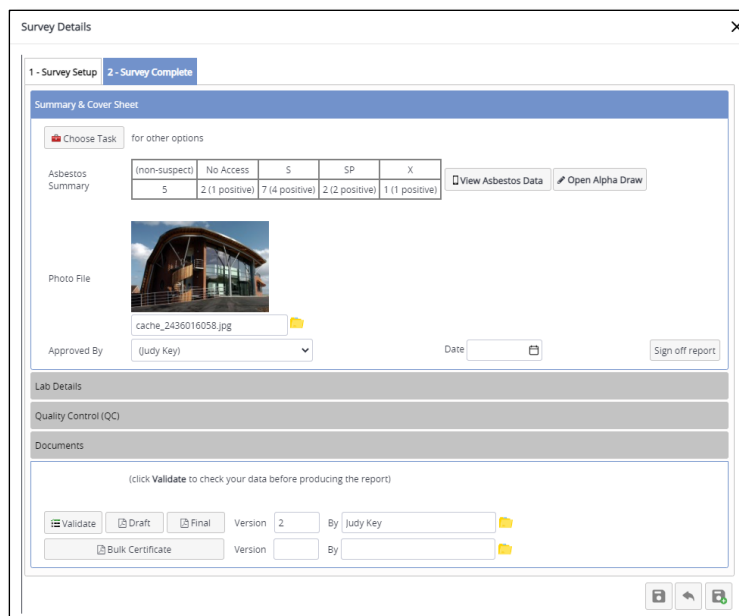
Once you have uploaded your drawings you can no longer access them in Alpha Draw. You can however display, amend and download them from Alpha Tracker.

There is a web version of Alpha Draw that can be run from Alpha Tracker, which lets you display and amend the drawings. All the controls are the same.

4.1 Accessing and amending a drawing

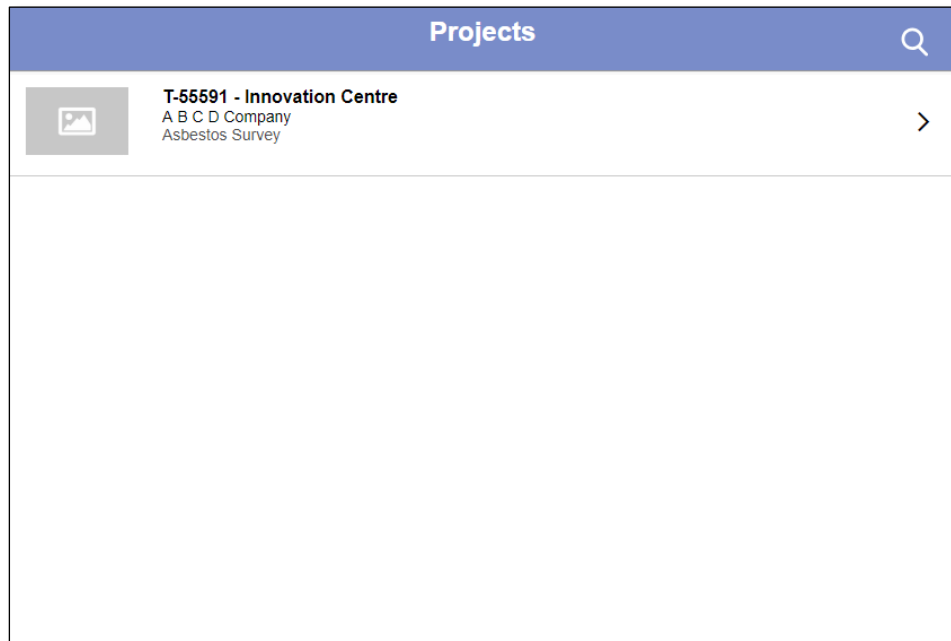
You can find any uploaded drawings in the relevant projects in Alpha Tracker. If you want to display and/or amend a drawing in the Web version of Alpha Draw, use the Alpha Draw button or the “Open Alpha Draw” option on the Choose Task menu to access the drawing.

1. Open the required project on the Projects screen and then access the drawing in one of the following ways:
 - click the Alpha Draw button at the bottom of the Project screen, or
 - click the Survey Details button, display tab “2-Survey Complete” and click the Open Alpha Draw button, or
 - click the Survey Details button, display tab “2-Survey Complete”, click Choose Task and select the “Open Alpha Draw” option.

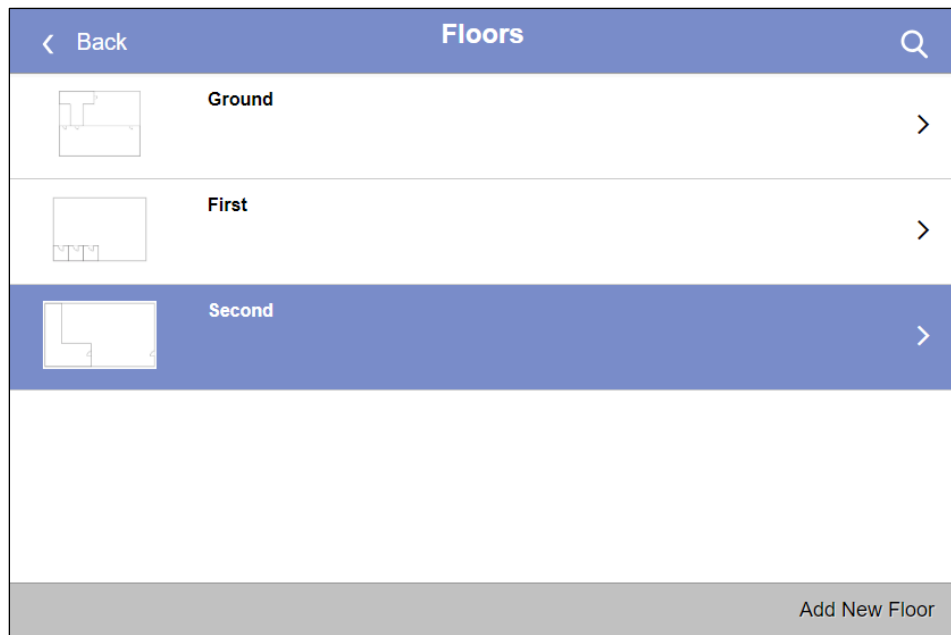


Alpha Draw opens in a new tab in your browser.

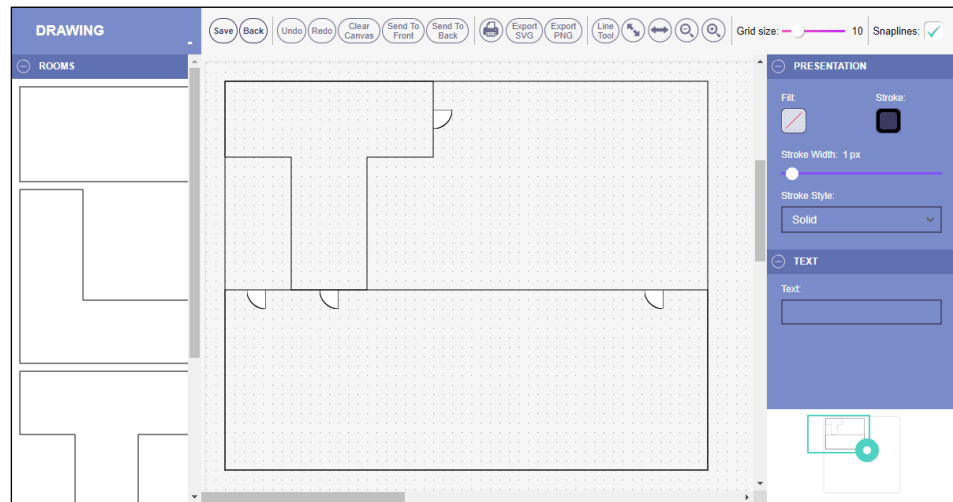
The Projects list in Alpha Draw refreshes and displays the current project.



- 2. Click on the project to display the floors. You can see a thumbnail of the drawing next to each floor listed.



- Click on the required floor to display the drawing. You may need to use the zoom controls to optimise the display of the drawing on your screen.



- Use the panels on the left and right of the screen and the controls at the top to amend the drawing as necessary.

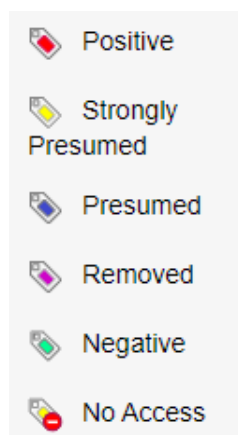


See Section 2.3, Drawing the detail, for a description of the controls available.

- Click **Save** when you have finished amending the drawing.
- Click **Back** to close the drawing and return to the Floors list, where you can select the next drawing to work on.
- Close the Alpha Draw browser tab when you have finished viewing or amending the drawings.

4.2 Colour-coding samples with results

When the fibre analysis is complete for the samples in a project and the results have been loaded, you can automatically colour-code the sample tags on your drawing. The colours applied are:



To apply colour-coding:

1. Display the drawing.



See Section 4.1, Accessing and amending a drawing, for detail on how to open the drawing in the Web version of Alpha Draw.

2. Click the “View Survey Data” control in the top right to display a list of the suspect items in the project.
3. Click “Auto colour-code” to apply the colour-coding. A message asks you if you want to save the drawing. You must save these changes for them to take effect – if you were to close the screen, the changes would be lost.
4. Save the colour-coded drawing.

4.3 Downloading a drawing

You can download drawings either from the project folder in the normal way or by using the “Export PNG” option in the Web version of Alpha Draw. The Export option is found in the controls at the top.

4.4 Including a drawing in survey reports

Drawings created through Alpha Draw are saved as PNG files. If you need these drawings to be pulled into your report templates automatically, then please be aware that changes may need to be made to your templates.