TRACKER AIR USER GUIDE

Version 1.3

DOCUMENT CONTROL

Document

Tracker Air User Guide

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1.0	May 2016	All	First issue

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1. INTRODUCTION

The aim of this User Guide is to help you capture Air Monitoring data and produce Air Monitoring certificates. The data you capture is sent into Alpha Tracker, where the certificates are generated and emailed back to you. The data is stored in Alpha Tracker and copies of the documents can be accessed from the project folder.

This guide includes information on the following:

- setting up an Air Monitoring project in Alpha Tracker
- capturing data for:
  - a Hygiene Facility project (Certificate of Inspection of Hygiene Facility)
  - a Cleanliness project (Certificate of Cleanliness following works with Non-Licensed Asbestos Containing Materials)
  - an Air Sampling project (Air Sampling Test Certificate)
  - a Reoccupation project (4-Stage Clearance, Certificate of Reoccupation)
  - a Smoke Test project (Smoke Test Certificate)
- synchronising to send the data into Alpha Tracker
- displaying the data in Alpha Tracker.

Please note that screens in this document are representative only and may not exactly match those on your system.

It is assumed in this document that you are familiar with the Alpha Tracker software system. Please refer to the Alpha Tracker User Guide for additional information on how to use Alpha Tracker.

1.1 Setting up your devices

To capture Air Monitoring data you need to have MDS (Mobile Data Studio) on your smartphone or tablet and the suite of Tracker Air projects pushed down to your device. Please contact support@start-software.com or contact the office on 0333 301 1010 if you need any help with setup.

1.2 Setting up an Air Monitoring project

Before you can capture any information for an Air Monitoring project on your handheld device you need to set up the project on Alpha Tracker. Once the project is created, it will be available for selection on your smartphone or tablet.

To set up an Air Monitoring project:

1. Click the “New Projects” menu option to display the New Project screen.

2. Complete all the required details to set up your Air Monitoring project.

   As a minimum, you are advised to complete the bold fields:

   - **Project Number**
   - **Client**
   - **Project Manager**
   - **Site Name/Ref**
   - **Project Type**
   - **Estimated Total Project Value**.

*Ensure that the **Project Type** is set to "Air Monitoring" (or your equivalent) so that the **Air Monitoring** button is displayed. Note that the **Air Monitoring** button is only visible for projects where the project type has a category of "Air Monitoring".*

3. Save the new project.

The project will be available for selection on the handheld device after approximately five minutes. The device must be synchronised to update it with the latest available information, including the latest projects. You need an internet or data connection in order to synchronise.

2. CAPTURING THE DATA

To capture the data for your Air Monitoring project, you use the MDS app on your smartphone or tablet. On here you can find a number of MDS apps, each of which guides you through the sections for which you need to capture data. The MDS apps are for:

- Certificate of Inspection of Hygiene Facility
- Certificate of Cleanliness
- Air Sampling Test Certificate
- Certificate of Reoccupation
- Smoke Test Certificate.

For standardisation, you will find that some sections are repeated in more than one of the MDS apps. For example, Site Information is relevant not just to the Certificate of Inspection of Hygiene Facility, but to all the Certificates, and it is therefore present in all the MDS apps. Similarly, it is possible to take photographs for any of the certificates and so the Photographs section is included in all apps.

You do not need an internet or data connection while you are capturing the data.

Once the data has all been captured, you check it and then synchronise to send it in to Alpha Tracker where it is stored. You need an internet or data connection in order to synchronise.

When Alpha Tracker receives the data, it generates the certificate (as a Word and a PDF file) and emails these files back to you for issue.

3. HYGIENE FACILITY

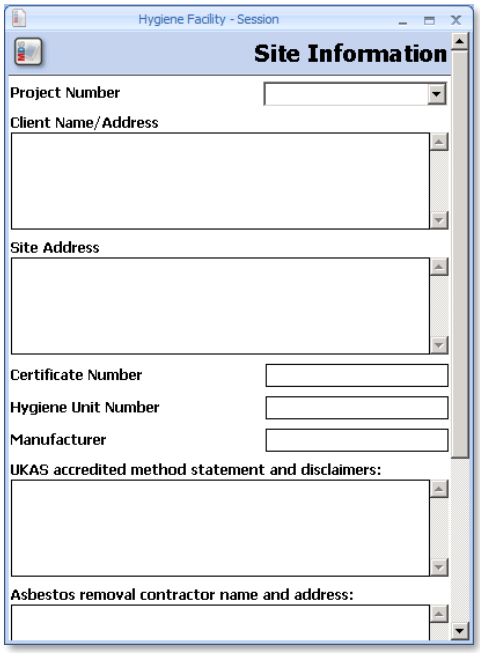
To capture the data for your Certificate of Inspection of Hygiene Facility:

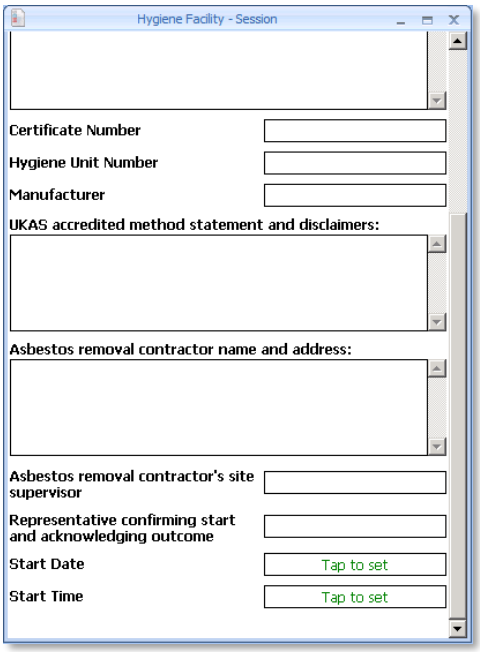
1. Open the MDS app on your smartphone or tablet.
2. Select the Certificate of Inspection of Hygiene Facility app.
3. Tap Start New Session. The first page is displayed for you to start capturing data.

   The first page of the Certificate of Inspection of Hygiene Facility is Site Information.

3.1 Entering Site Information

Complete all available fields to enter the Site Information.





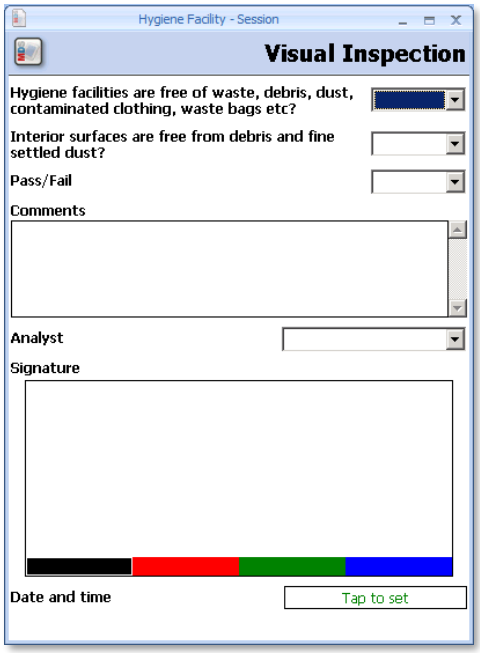
1. Select the Alpha Tracker project number for this work in the **Project Number** field. The Client and Site name and address are populated with details from the project.
2. Select your Laboratory from the drop down list on the **Laboratory** field. The list of Labs is maintained in Alpha Tracker (*Setup|Lab and Surveys|Labs*).

   The Certificate Number is generated according to the type of project and a date/time stamp and displayed in the **Certificate Number** field.
3. Enter the number of the Hygiene Unit used in the **Hygiene Unit Number** field.
4. Specify the manufacturer of the Hygiene Unit in the **Manufacturer** field.
5. Type any text that you want to display to describe your methods or any disclaimers in the **UKAS accredited method statement and disclaimers** field. There may be default text displayed in this box for you to amend as required.

6. Enter the removal contractor's name and address in the **Asbestos removal contractor name and address** field.
7. Enter the name of the site supervisor in the **Asbestos removal contractor's site supervisor** field.
8. Enter the name of the person confirming times and results in the **Representative confirming start and acknowledging outcome** field.
9. Enter the location of the work being carried out in the **Work location** field.
10. Set the start date of the test by tapping in the **Start Date** field. Today's date is entered.
11. Set the start time of the test by tapping in the **Start Time** field. The current time is entered.
12. Click **Next** or **Next Page** to move on to the next section, Visual Inspection.

3.2 Entering Visual Inspection details

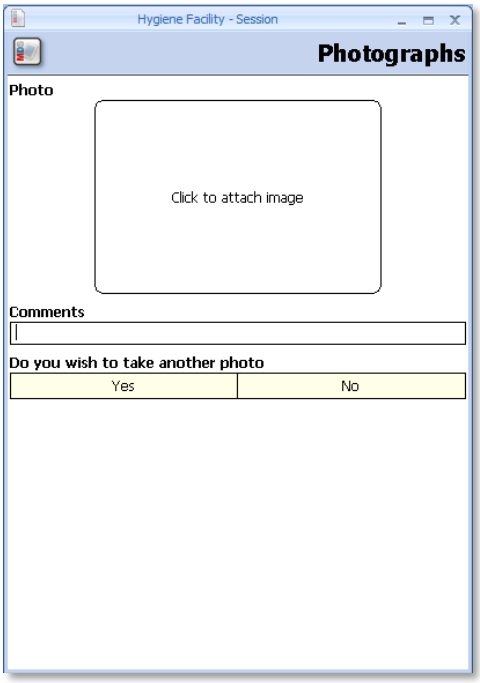
Complete all available fields to enter the Visual Inspection details.



1. Select Yes or No to indicate whether the Hygiene facilities are free of waste, debris, dust etc.
2. Select Yes or No to indicate whether the interior surfaces are free of debris and dust.
3. In the **Pass/Fail** field indicate whether the Hygiene facilities have passed or failed the visual inspection.

   A pass or fail statement as appropriate is displayed.
4. Type any comments you may have in the **Comments** field.
5. Select the Analyst's name from the dropdown list on the **Analyst** field.

6. Use a stylus to sign the visual inspection in the **Signature** box.
7. Tap the **Date and time** box to enter the current date and time, to show when the visual inspection was signed.
8. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.



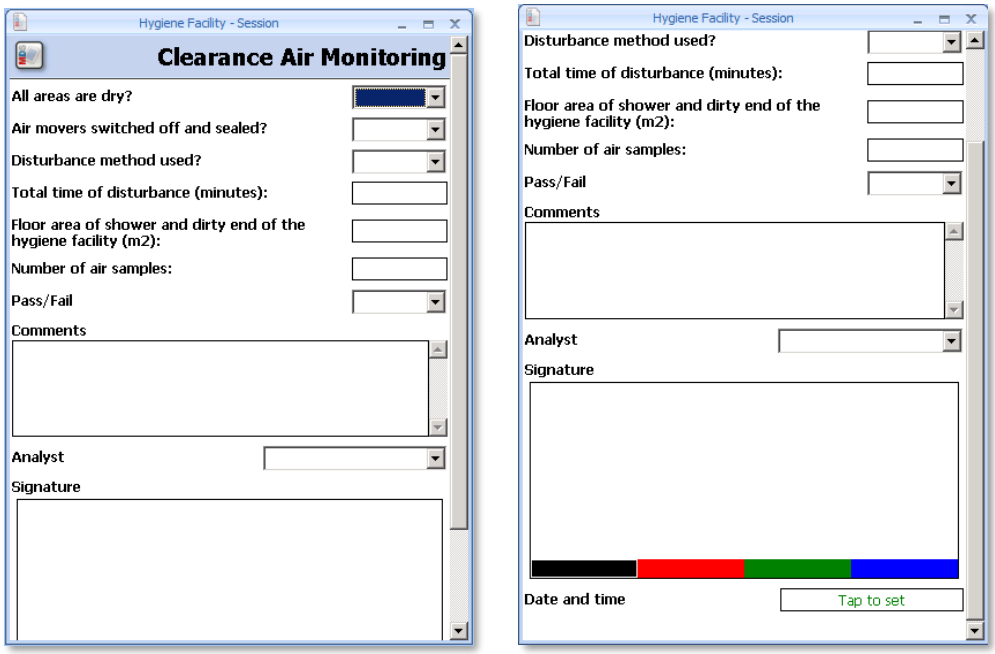
To take photos:

- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- Click on the appropriate link to take you back to the required page.

9. Click **Next** or **Next Page** to move on to the next section, Clearance Air Monitoring.

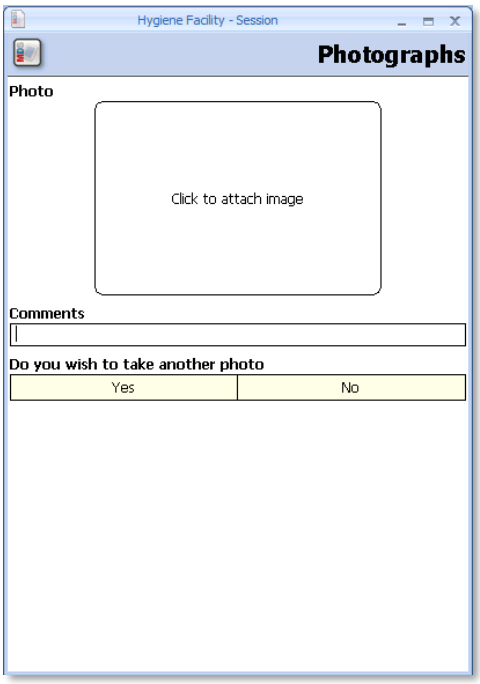
3.3 Entering Clearance Air Monitoring details

Complete all available fields to enter the Clearance Air Monitoring details.



1. Select Yes or No to indicate whether all areas are dry.
2. Select Yes or No to indicate whether air moving equipment has been switched off and sealed.
3. State the disturbance method used in the **Disturbance method used** field.
4. Enter the total time that the disturbance took in minutes in the **Total time of disturbance (minutes)** field.
5. Enter the floor area in square metres of the dirty end of the hygiene unit in the **Floor area of shower and dirty end of the hygiene facility (m^2)** field.
6. Enter the number of air samples that you took in the **Number of air samples** field.
7. In the **Pass/Fail** field indicate whether the hygiene unit is cleared for removal from the site and re-use.

   A pass or fail statement as appropriate is displayed.
8. Type any comments you may have in the **Comments** field.
9. Select the Analyst's name from the dropdown list on the **Analyst** field.
10. Use a stylus to sign the Clearance Air Monitoring in the **Signature** box.
11. Tap the **Date and time** box to enter the current date and time, to show when the Clearance Air Monitoring was signed.
12. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.



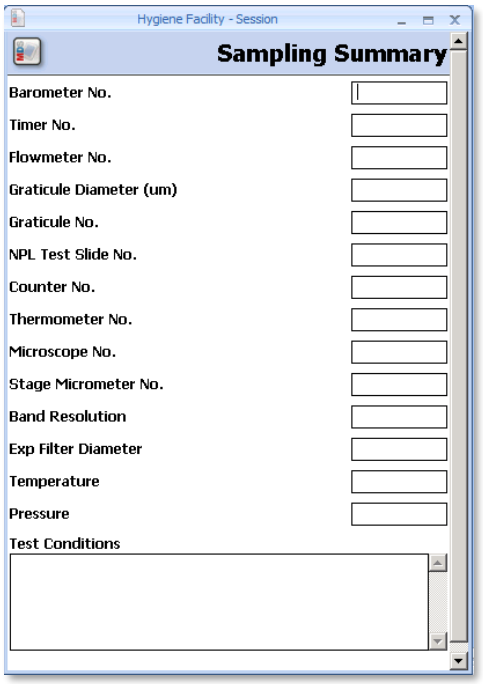
To take photos:

- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- Click on the appropriate link to take you back to the required page.

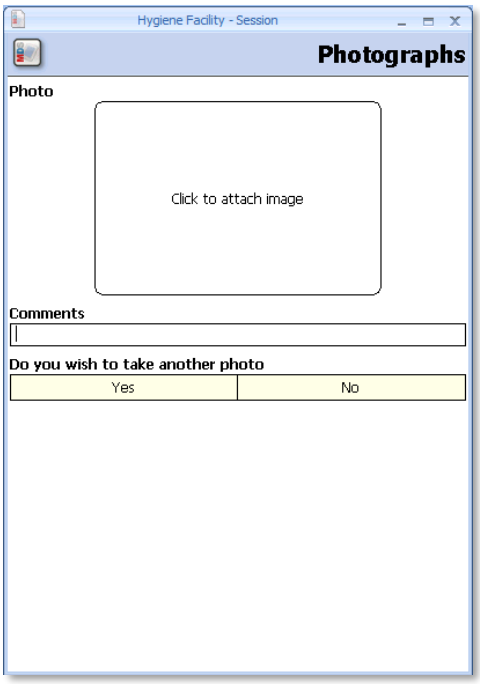
13. Click **Next** or **Next Page** to move on to the next section, Sampling Summary.

3.4 Entering Sampling Summary Details

Complete all available fields to enter the Sampling Summary details. These details specify the equipment used in the air sampling. You enter these details before specifying the data for the individual samples.



1. Enter the details of the air testing equipment used in the appropriate fields, including the following:
    - Barometer number
    - Timer number
    - Flowmeter number
    - Graticule Diameter (in micrometers, µm)
    - Graticule number
    - NPL Test Slide number
    - Counter number
    - Thermometer number
    - Microscope
    - Stage Micrometer number
    - Exposed Filter Diameter (in millimetres, mm)
    - Temperature (in degrees Celsius, °C)
    - Pressure (in millibars, mb).
2. Indicate whether Band 5 is visible by selecting from the **Band 5 Visible** dropdown.
3. Describe the test conditions in the **Test Conditions** field.
4. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.



To take photos:

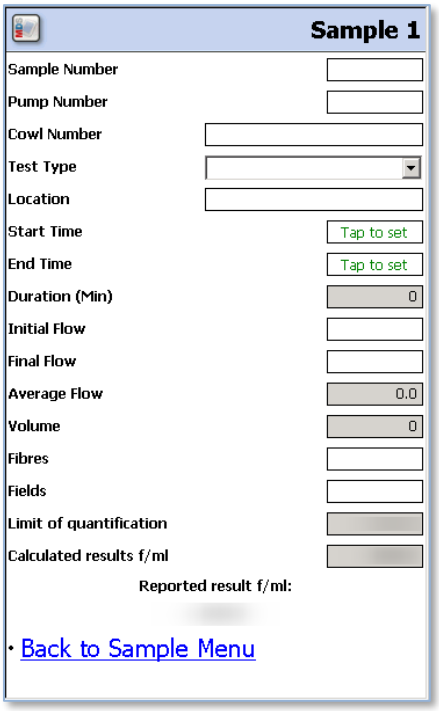
- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- Click on the appropriate link to take you back to the required page.

5. Click **Next** or **Next Page** to move on to the next section, Sampling.

3.5 Entering details of the samples

You can enter details of up to 13 air samples on the app – allowing for 12 samples and one field blank. Once you have entered the details of the sampling equipment used, you see a list of the available sample pages. Starting from sample 1, select the sample number for which you want to enter details.

1. Starting from sample 1, select the sample number for which you want to enter details. A new page is displayed.



2. Enter the test results for sample 1 in the available fields, including:
   - Sample number
   - Pump number
   - Cowl number

- Test type
- Location
- Start time
- End time
- Initial flow
- Final flow
- Fibres
- Fields.

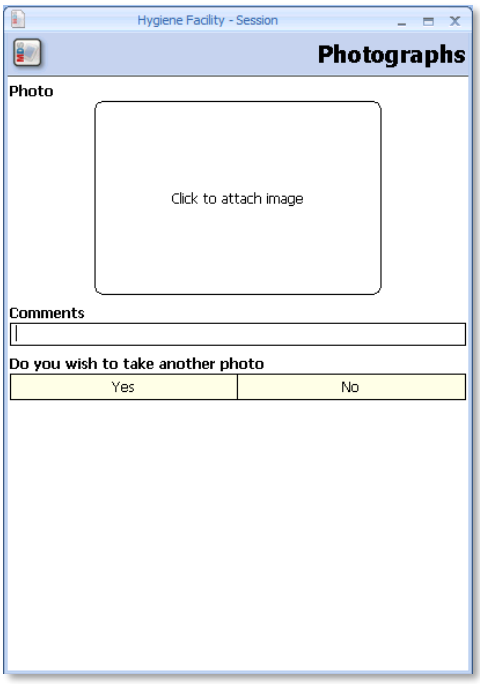
The Test Type field is a self-learning dropdown. This means that you can tap on the arrow and select a value from the dropdown, or tap on the field and type in a value of your choice. If you type in a value this value is subsequently added to the dropdown list on the device you are using.

The following fields are automatically calculated depending on the values you enter:

- Duration (in minutes)
- Average flow
- Volume
- Limit of quantification
- Calculated results (f/ml)
- Reported results (f/ml).

3. Click **Back to Sample Menu** or **Previous Page** to return to the Sampling page from where you can select the next sample (eg Sample 2) for which you want to enter details. Repeat these steps as necessary to enter details of all samples.

4. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.



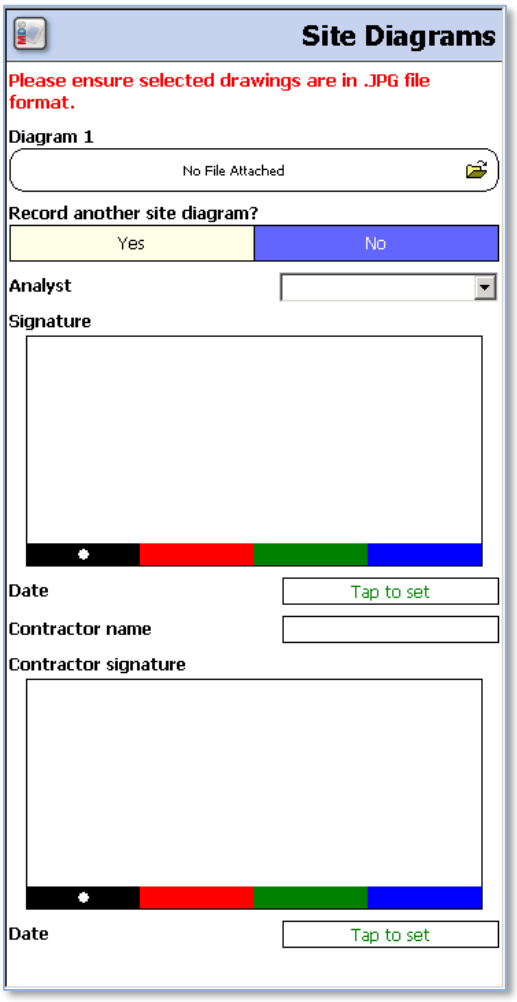
To take photos:

- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- Click on the **Back to Sampling** link to take you back to the Sampling page.

5. Click **Next** or **Next Page** to move on to the Photographs section and add any further photos if necessary.
6. Click **Next** or **Next Page** to move on to Site Diagrams.

3.6 Recording the site diagram

You can capture one or more site diagram(s) on the Site Diagrams page.



1. In the **Diagram 1** field, select the site diagram:
   - Tap on the **Diagram** box and select the picture file (in jpg file format) of the site diagram. You will have created this separately, using another app.

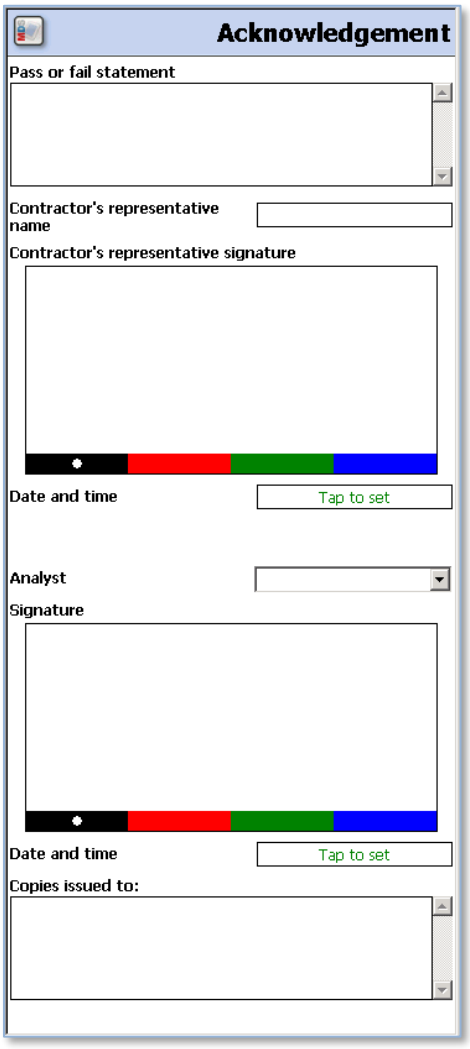
- Tap Yes if you wish to record another site diagram, or No if you have captured all required site diagrams. If you tap Yes, then another **Diagram** box is displayed below the last one for you to continue capturing diagrams.

2. Sign and date the site diagram, by both the analyst and the contractor, to indicate agreement that the diagram is an accurate reflection of the site layout of the project:
   - Select the Analyst's name from the dropdown list on the **Analyst** field.
   - Use a stylus to sign the Site Diagram in the **Signature** box.
   - Tap the **Date** box to enter the current date, to show when the site diagram was signed.
   - Enter the Contractor's name in the **Contractor name** field.
   - Use a stylus to sign the Site Diagram in the **Contractor signature** box.
   - Tap the **Date** box to enter the current date, to show when the site diagram was signed.
3. Click **Next** or **Next Page** to move on to the Acknowledgement page.

3.7 Signing the acknowledgement

To sign the Certificate:

1. Tap **Next** or **Next Page** to display the Acknowledgement page where you record acknowledgement of the results.



2. To sign the acknowledgement of results:
   - Check the pass or fail statement for the Certificate of Inspection of Hygiene Facility. This will be based on the pass or fail statements made in previous sections.
   - Enter the Contractor's name in the **Contractor's representative name** field.
   - Ask the Contractor to sign the acknowledgement in the **Contractor's representative signature** box.
   - Tap the **Date and time** box to enter the current date and time, to show when the acknowledgement was signed.
   - Select the Analyst's name from the dropdown list on the **Analyst** field.
   - Use a stylus to sign the acknowledgement in the **Signature** box.
   - Tap the **Date and time** box to enter the current date and time, to show when the acknowledgement was signed.
3. Complete the names of the people being issued with the Certificate of Inspection of Hygiene Facility in the **Copies issued to** field.
4. Select **Finish** to return to the MDS screen listing your sessions.

3.8 Checking and sending in the data

You are advised to check that you have completed all fields for the Hygiene certificate before you send in the data. You can easily do this by tapping on the session to re-open it and then using **Next** to page through all the available pages, checking each one as you go. The app will indicate whether you have left any fields empty when you attempt to leave the page.

When the data has been checked, you can finish and synchronise to send in the data to Alpha Tracker.

1. Select **Finish** to return to the MDS screen listing your session.
2. Tap **Menu** then select *Mark for Send*.
3. Tap **Menu** again and select *Synchronise* or *Send,* depending on your device, to send the data in to Alpha Tracker.

   Alpha Tracker generates the certificate, stores a copy of both the Word and PDF versions in the project folder (marked “Original”) and also emails them to you.

*The email address used is determined by the **Unit ID** under Settings in MDS. This Unit ID must be specified on the Staff record of one member of staff in Alpha Tracker – the email is sent to the email address on this Staff record.*

Copies of the emails can also be sent to one centralised email address which must be named in the system setting “Tracker Air Document Email Address”.

You can forward the files as necessary or print locally if this is an option.

If you find it is necessary to make changes to the certificate before issuing it to your client, the best method is to find the session in the Sent Sessions folder in MDS and duplicate it. This creates a copy of the session in the Active Sessions folder and automatically opens it. Make the changes to the details, then Finish and send in the session. The original data sent in is overwritten by this new data. Alpha Tracker generates the certificate using the new data and emails it to you.

4. CLEANLINESS

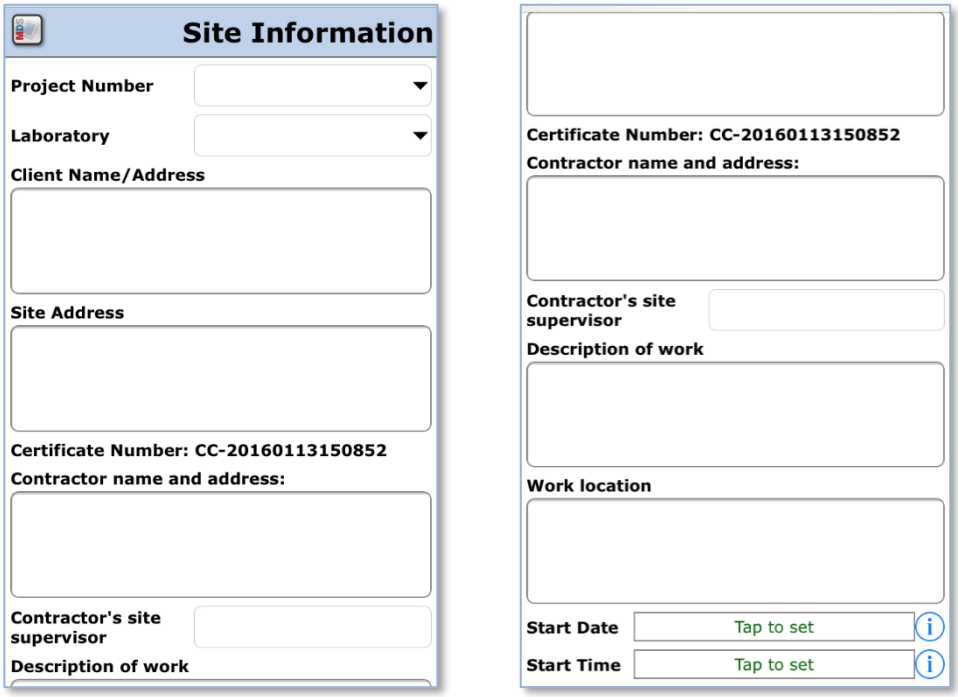
To capture the data for your Certificate of Cleanliness:

1. Open the MDS app on your smartphone or tablet.
2. Select the Certificate of Cleanliness app.
3. Tap **Start New Session**. The first page is displayed for you to start capturing data.

   The first page of the Certificate of Cleanliness is Site Information.

4.1 Entering Site Information

Complete all available fields to enter the Certificate of Cleanliness Site Information.



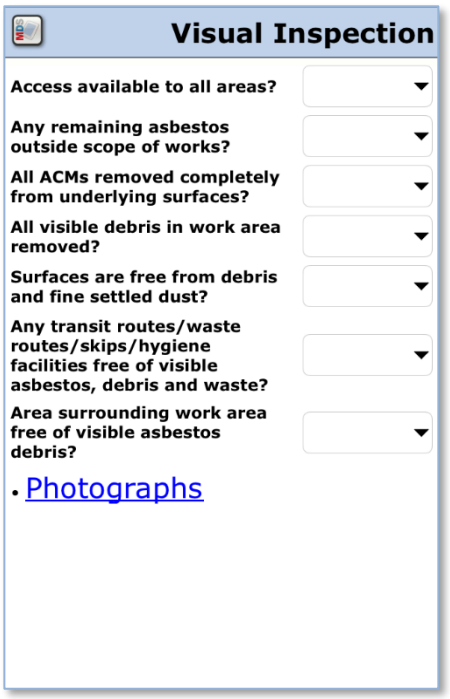
1. Select the Alpha Tracker project number for this work in the **Project Number** field. The Client and Site name and address are populated with details from the project.
2. Select your Laboratory from the drop down list on the **Laboratory** field. The list of Labs is maintained in Alpha Tracker (*Setup|Lab and Surveys|Labs*).

   The Certificate Number is generated according to the type of project and a date/time stamp and displayed in the **Certificate Number** field.
3. Enter the contractor's name and address in the **Contractor name and address** field.
4. Enter the name of the site supervisor in the **Contractor's site supervisor** field.
5. Enter the description of the work being carried out in the **Description of Work** field.

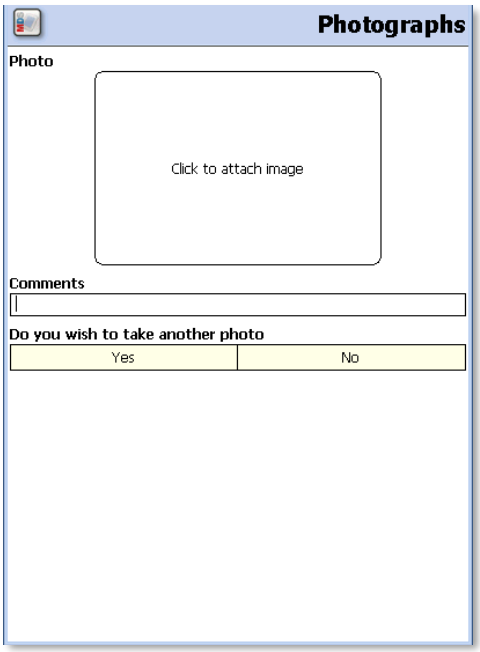
6. Enter the location of the work being carried out in the **Work location** field
7. Set the start date of the test by tapping in the **Start Date** field. Today's date is entered.
8. Set the start time of the test by tapping in the **Start Time** field. The current time is entered.
9. Click **Next** or **Next Page** to move on to the next section, Visual Inspection.

4.2 Entering Visual Inspection details

Complete all available fields to enter the Visual Inspection details.



1. Answer the questions by selecting Yes or No from the drop down list on all the displayed fields:
   - Access available to all areas?
   - Any remaining asbestos outside scope of works?
   - All ACMs removed completely from underlying surfaces?
   - All visible debris in work area removed?
   - Surfaces are free from debris and fine settled dust?
   - Any transit routes / waste routes / skips / hygiene facilities free of visible asbestos, debris and waste?
   - Area surrounding work area free of visible asbestos debris?
2. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.



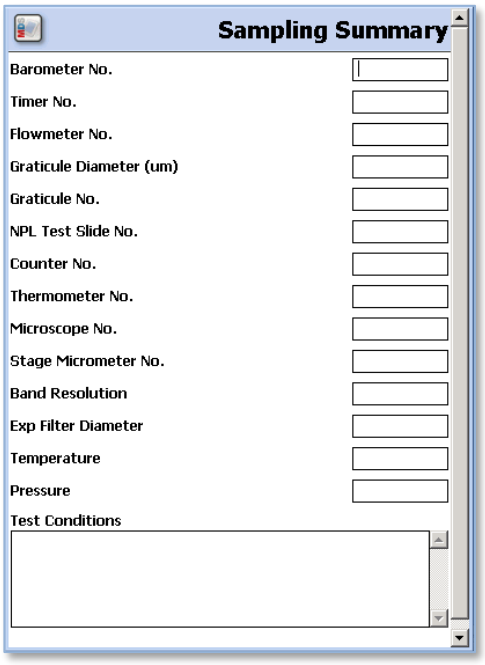
To take photos:

- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- Click on the appropriate link to take you back to the required page.

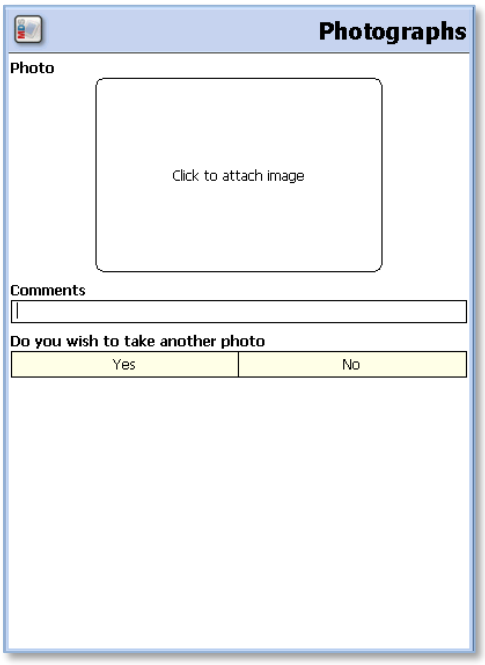
3. Click **Next** or **Next Page** to move on to the next section, Sampling Summary.

4.3 Entering Sampling Summary Details

Complete all available fields to enter the Sampling Summary details. These details specify the equipment used in the air sampling. You enter these details before specifying the data for the individual samples.



1. Enter the details of the air testing equipment used in the appropriate fields, including the following:
    - Barometer number
    - Timer number
    - Flowmeter number
    - Graticule Diameter (in micrometres, µm)
    - Graticule number
    - NPL Test Slide number
    - Counter number
    - Thermometer number
    - Microscope
    - Stage Micrometer number
    - Exposed Filter Diameter (in millimetres, mm)
    - Temperature (in degrees Celsius, °C)
    - Pressure (in millibars, mb).
2. Indicate whether Band 5 is visible by selecting from the **Band 5 Visible** dropdown.
3. Describe the test conditions in the **Test Conditions** field.
4. Type any text that you want to display to describe your methods in the **UKAS accredited method** field. There may be default text displayed in this box for you to amend as required.
5. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.



To take photos:

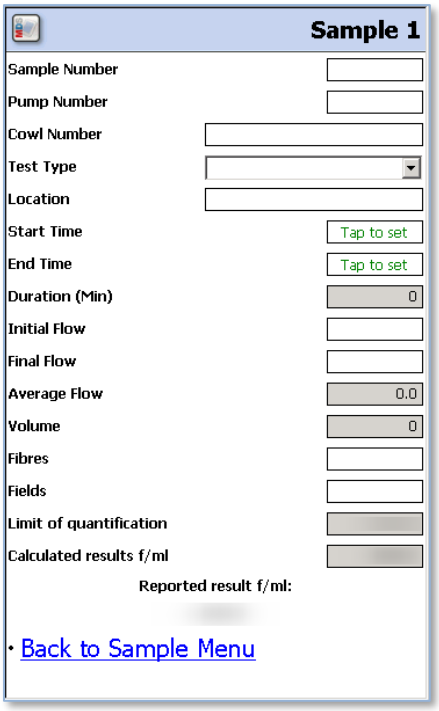
- If necessary, tap Yes to display an additional **Photo** box.
- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- Click on the appropriate link to take you back to the required page.

6. Click **Next** or **Next Page** to move on to the next section, Sampling.

4.4 Entering details of the samples

You can enter details of up to 13 air samples on the app – allowing for 12 samples and one field blank. Once you have entered the details of the sampling equipment used, you see a list of the available sample pages. Starting from sample 1, select the sample number for which you want to enter details.

1. Starting from sample 1, select the sample number for which you want to enter details. A new page is displayed.



2. Enter the test results for sample 1 in the available fields, including:
   - Sample number
   - Pump number
   - Cowl number

- Test type
- Location
- Start time
- End time
- Initial flow
- Final flow
- Fibres
- Fields.

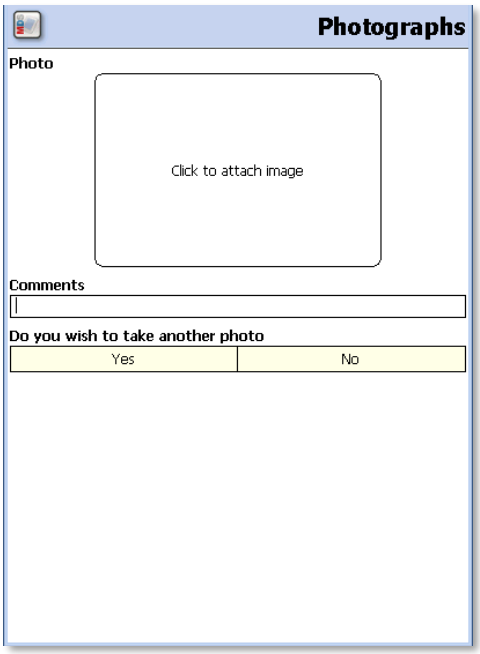
The Test Type field is a self-learning dropdown. This means that you can tap on the arrow and select a value from the dropdown, or tap on the field and type in a value of your choice. If you type in a value this value is subsequently added to the dropdown list on the device you are using.

The following fields are automatically calculated depending on the values you enter:

- Duration (in minutes)
- Average flow
- Volume
- Limit of quantification
- Calculated results (f/ml)
- Reported results (f/ml).

3. Click **Back to Sample Menu** or **Previous Page** to return to the Sampling page from where you can select the next sample (eg Sample 2) for which you want to enter details. Repeat these steps as necessary to enter details of all samples.

4. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.



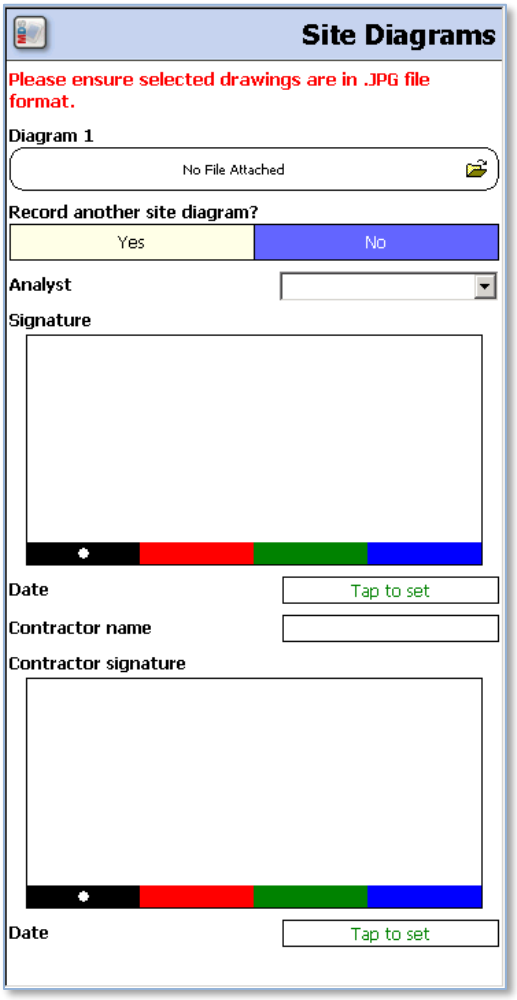
To take photos:

- If necessary, tap Yes to display an additional **Photo** box.
- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- Click on the **Back to Sampling** link to take you back to the Sampling page.

5. Click **Next** or **Next Page** to move on to the Photographs section and add any further photos if necessary.
6. Click **Next** or **Next Page** to move on to Site Diagrams.

4.5 Recording the site diagram

You can capture one or more site diagram(s) on the Site Diagrams page.



1. In the **Diagram 1** field, select the site diagram:

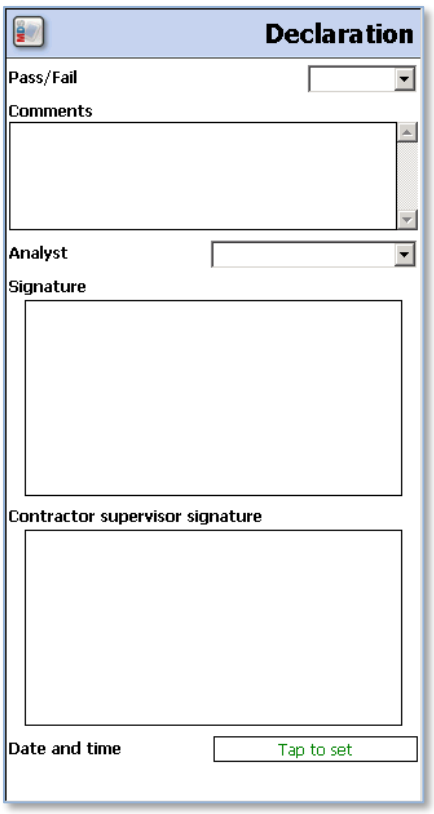
- Tap on the **Diagram** box and select the picture file (in jpg file format) of the site diagram. You will have created this separately, using another app.
- Tap Yes if you wish to record another site diagram, or No if you have captured all required site diagrams. If you tap Yes, then another **Diagram** box is displayed below the last one for you to continue capturing diagrams.

2. Sign and date the site diagram, by both the analyst and the contractor, to indicate agreement that the diagram is an accurate reflection of the site layout of the project:
   - Select the Analyst's name from the dropdown list on the **Analyst** field.
   - Use a stylus to sign the Site Diagram in the **Signature** box.
   - Tap the **Date** box to enter the current date, to show when the site diagram was signed.
   - Enter the Contractor's name in the **Contractor name** field.
   - Use a stylus to sign the Site Diagram in the **Contractor signature** box.
   - Tap the **Date** box to enter the current date, to show when the site diagram was signed.
3. Click **Next** or **Next Page** to move on to the Acknowledgement page.

4.6 Signing the acknowledgement

To sign the Certificate:

1. Tap **Next** or **Next Page** to display the Acknowledgement page where you record acknowledgement of the results.



2. In the **Pass/Fail** field indicate whether the location has passed or failed the inspection.

   A pass or fail statement as appropriate is displayed.

3. Type any comments you may have in the **Comments** field.

4. To sign the declaration of results:
   - Select the Analyst's name from the dropdown list on the **Analyst** field.
   - Use a stylus to sign the acknowledgement in the **Signature** box.
   - Ask the Contractor to sign the acknowledgement in the **Contractor supervisor signature** box.
   - Tap the **Date and time** box to enter the current date and time, to show when the acknowledgement was signed.

5. Select **Finish** to return to the MDS screen listing your sessions.

4.7 Checking and sending in the data

You are advised to check that you have completed all fields for the Cleanliness certificate before you send in the data. You can easily do this by tapping on the session to re-open it and then using **Next** to page through all the available pages, checking each one as you go. The app will indicate whether you have left any fields empty when you attempt to leave the page.

When the data has been checked, you can finish and synchronise to send in the data to Alpha Tracker.

1. Select **Finish** to return to the MDS screen listing your session.

2. Tap **Menu** then select *Mark for Send*.

3. Tap **Menu** again and select *Synchronise* or *Send,* depending on your device, to send the data in to Alpha Tracker.

   Alpha Tracker generates the certificate, stores a copy of both the Word and PDF versions in the project folder (marked "Original") and also emails them to you.

*The email address used is determined by the **Unit ID** under Settings in MDS. This Unit ID must be specified on the Staff record of one member of staff in Alpha Tracker – the email is sent to the email address on this Staff record.*

Copies of the emails can also be sent to one centralised email address which must be named in the system setting "Tracker Air Document Email Address".

You can forward the files as necessary or print locally if this is an option.

If you find it is necessary to make changes to the certificate before issuing it to your client, the best method is to find the session in the Sent Sessions folder in MDS and duplicate it. This creates a copy of the session in the Active Sessions folder and automatically opens it. Make the changes to the details, then Finish and send in the session. The original data sent in is overwritten by this new data. Alpha Tracker generates the certificate using the new data and emails it to you.

5. AIR SAMPLING

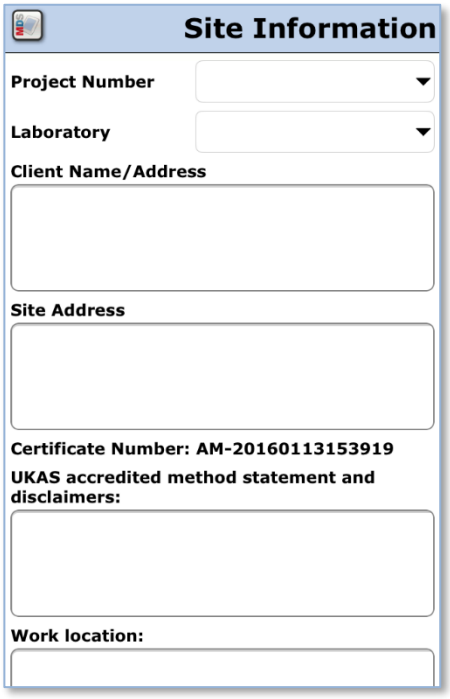
To capture the data for your Air Sampling Certificate:

1. Open the MDS app on your smartphone or tablet.
2. Select the Air Monitoring app.
3. Tap **Start New Session**. The first page is displayed for you to start capturing data.

   The first page of Air Sampling is Site Information.

5.1 Entering Site Information

Complete all available fields to enter the Air Sampling Site Information.



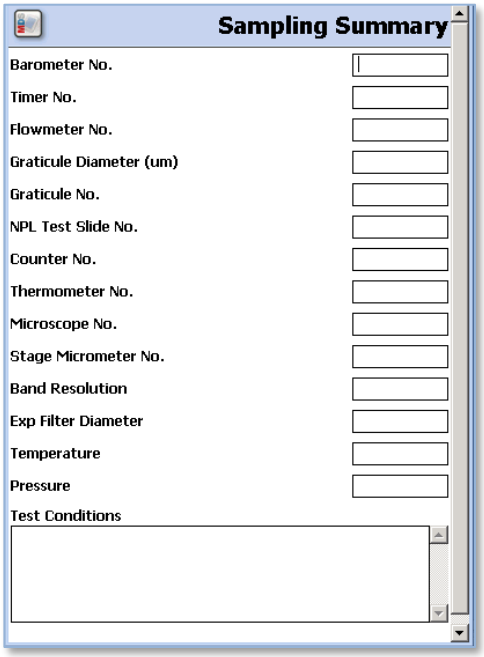
1. Select the Alpha Tracker project number for this work in the **Project Number** field. The Client and Site name and address are populated with details from the project.
2. Select your Laboratory from the drop down list on the **Laboratory** field. The list of Labs is maintained in Alpha Tracker (*Setup|Lab and Surveys|Labs*).

   The Certificate Number is generated according to the type of project and a date/time stamp and displayed in the **Certificate Number** field.
3. Type any text that you want to display to describe your methods or any disclaimers in the **UKAS accredited method statement and disclaimers** field. There may be default text displayed in this box for you to amend as required.
4. Enter the location of the work being carried out in the **Work location** field

5. Set the start date of the test by tapping in the **Start Date** field. Today's date is entered.
6. Click **Next** or **Next Page** to move on to the next section, Sampling Summary.

5.2 Entering Sampling Summary Details

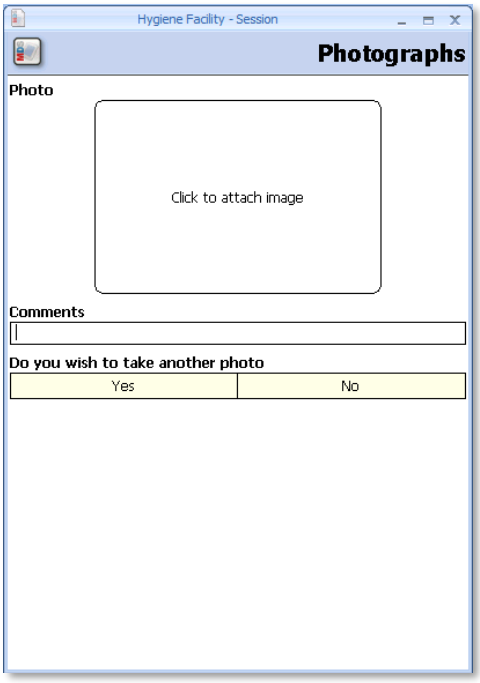
Complete all available fields to enter the Sampling Summary details. These details specify the equipment used in the air sampling. You enter these details before specifying the data for the individual samples.



1. Enter the details of the air testing equipment used in the appropriate fields, including the following:
   - Barometer number
   - Timer number
   - Flowmeter number
   - Graticule Diameter (in micrometres, µm)
   - Graticule number
   - NPL Test Slide number
   - Counter number
   - Thermometer number
   - Microscope
   - Stage Micrometer number
   - Exposed Filter Diameter (in millimetres, mm)
   - Temperature (in degrees Celsius, °C)
   - Pressure (in millibars, mb).
2. Indicate whether Band 5 is visible by selecting from the **Band 5 Visible** dropdown.

3. Describe the test conditions in the **Test Conditions** field.

4. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.



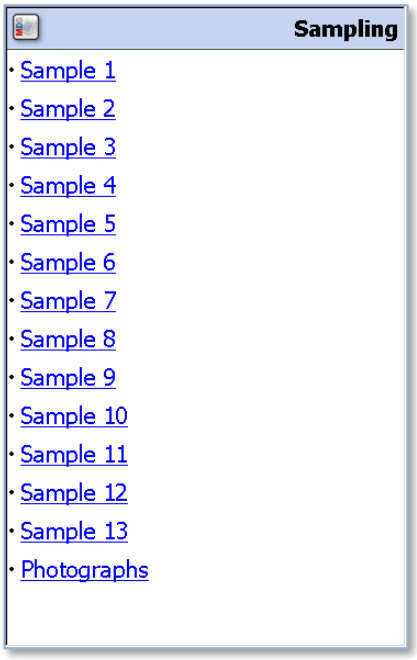
To take photos:

- If necessary, tap Yes to display an additional **Photo** box.
- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- Click on the appropriate link to take you back to the required page.

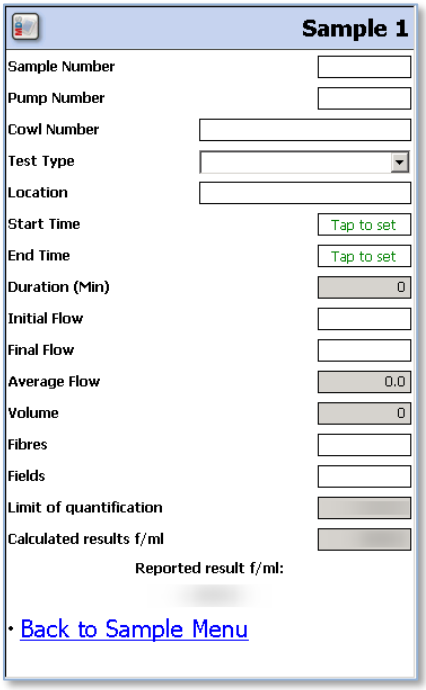
5. Click **Next** or **Next Page** to move on to the next section, Sampling.

5.3 Entering details of the samples

You can enter details of up to 13 air samples on the Air Monitoring app – allowing for 12 samples and one field blank. Once you have entered the details of the sampling equipment used, you see a list of the available sample pages. Starting from sample 1, select the sample number for which you want to enter details.



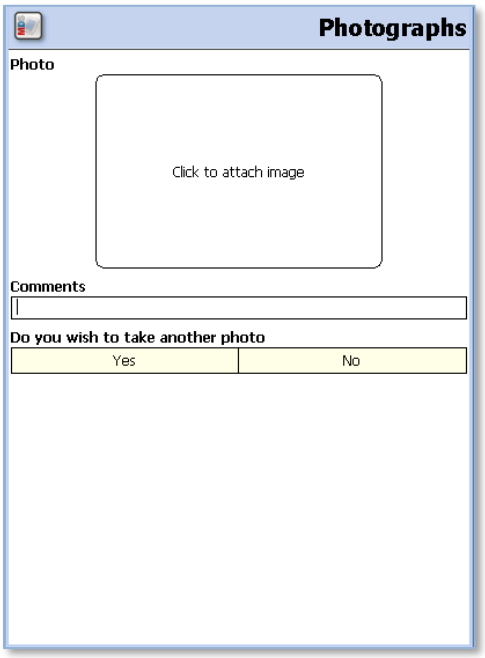
1. Starting from sample 1, select the sample number for which you want to enter details. A new page is displayed.



2. Enter the test results for sample 1 in the available fields, including:
   - Sample number
   - Pump number
   - Cowl number
   - Test type
   - Location
   - Start time
   - End time
   - Initial flow
   - Final flow
   - Fibres
   - Fields.

   The Test Type field is a self-learning dropdown. This means that you can tap on the arrow and select a value from the dropdown, or tap on the field and type in a value of your choice. If you type in a value this value is subsequently added to the dropdown list on the device you are using.

   The following fields are automatically calculated depending on the values you enter:
   - Duration (in minutes)
   - Average flow
   - Volume
   - Limit of quantification
   - Calculated results (f/ml)
   - Reported results (f/ml).
3. Click **Back to Sample Menu** or **Previous Page** to return to the Sampling page from where you can select the next sample (eg Sample 2) for which you want to enter details. Repeat these steps as necessary to enter details of all samples.
4. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.



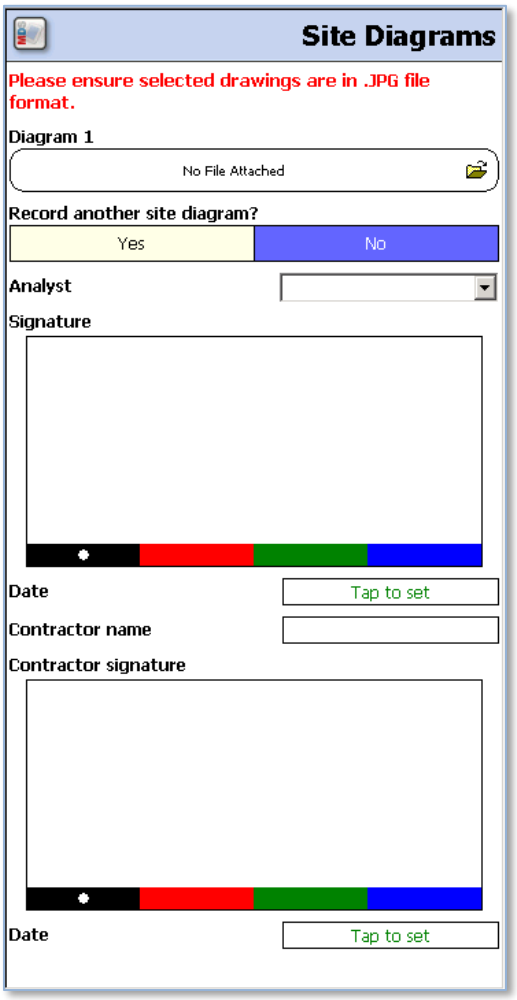
To take photos:

- If necessary, tap Yes to display an additional **Photo** box.
- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- Click on the **Back to Sampling** link to take you back to the Sampling page.

5. Click **Next** or **Next Page** to move on to the Site Diagrams section.

5.4 Recording the site diagram

You can capture one or more site diagram(s) on the Site Diagrams page.



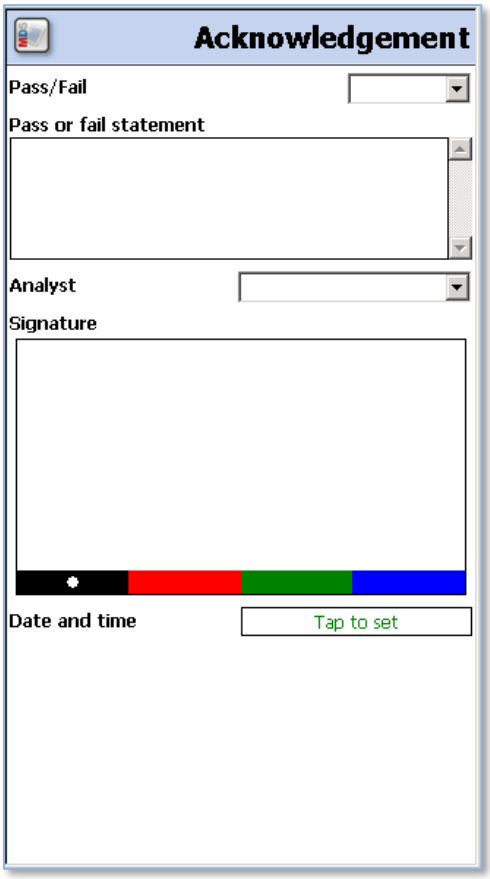
1. In the **Diagram 1** field, select the site diagram:
   - Tap on the **Diagram** box and select the picture file (in jpg file format) of the site diagram. You will have created this separately, using another app.
   - Tap Yes if you wish to record another site diagram, or No if you have captured all required site diagrams. If you tap Yes, then another **Diagram** box is displayed below the last one for you to continue capturing diagrams.
2. Sign and date the site diagram, by both the analyst and the contractor, to indicate agreement that the diagram is an accurate reflection of the site layout of the project:
   - Select the Analyst's name from the dropdown list on the **Analyst** field.
   - Use a stylus to sign the Site Diagram in the **Signature** box.
   - Tap the **Date** box to enter the current date, to show when the site diagram was signed.
   - Enter the Contractor's name in the **Contractor name** field.
   - Use a stylus to sign the Site Diagram in the **Contractor signature** box.
   - Tap the **Date** box to enter the current date, to show when the site diagram was signed.
3. Click **Next** or **Next Page** to move on to the Photographs section and add any further photos if necessary.

4. Click **Next** or **Next Page** to move on to the Acknowledgement page.

5.5 Signing the acknowledgement

To sign the Certificate:

1. Tap **Next** or **Next Page** to display the Acknowledgement page from where you record acknowledgement of the results and print the Certificate.



2. In the **Pass/Fail** field indicate whether the location has passed or failed the air test.
3. Type any comments you may have in the **Pass or fail statement** field.
4. To sign the declaration of results:
   - Select the Analyst's name from the dropdown list on the **Analyst** field.
   - Use a stylus to sign the acknowledgement in the **Signature** box.
   - Tap the **Date and time** box to enter the current date and time, to show when the acknowledgement was signed.
5. Select **Finish** to return to the MDS screen listing your sessions.

5.6 Checking and sending in the data

You are advised to check that you have completed all fields for the Air Sampling certificate before you send in the data. You can easily do this by tapping on the session to re-open it and then using **Next** to page through all the available pages, checking each one as you go. The app will indicate whether you have left any fields empty when you attempt to leave the page.

When the data has been checked, you can finish and synchronise to send in the data to Alpha Tracker.

1. Select **Finish** to return to the MDS screen listing your session.
2. Tap **Menu** then select *Mark for Send*.
3. Tap **Menu** again and select *Synchronise* or *Send,* depending on your device, to send the data in to Alpha Tracker.

   Alpha Tracker generates the certificate, stores a copy of both the Word and PDF versions in the project folder (marked “Original”) and also emails them to you.

*The email address used is determined by the **Unit ID** under Settings in MDS. This Unit ID must be specified on the Staff record of one member of staff in Alpha Tracker – the email is sent to the email address on this Staff record.*

Copies of the emails can also be sent to one centralised email address which must be named in the system setting “Tracker Air Document Email Address”.

You can forward the files as necessary or print locally if this is an option.

If you find it is necessary to make changes to the certificate before issuing it to your client, the best method is to find the session in the Sent Sessions folder in MDS and duplicate it. This creates a copy of the session in the Active Sessions folder and automatically opens it. Make the changes to the details, then Finish and send in the session. The original data sent in is overwritten by this new data. Alpha Tracker generates the certificate using the new data and emails it to you.

6. REOCCUPATION

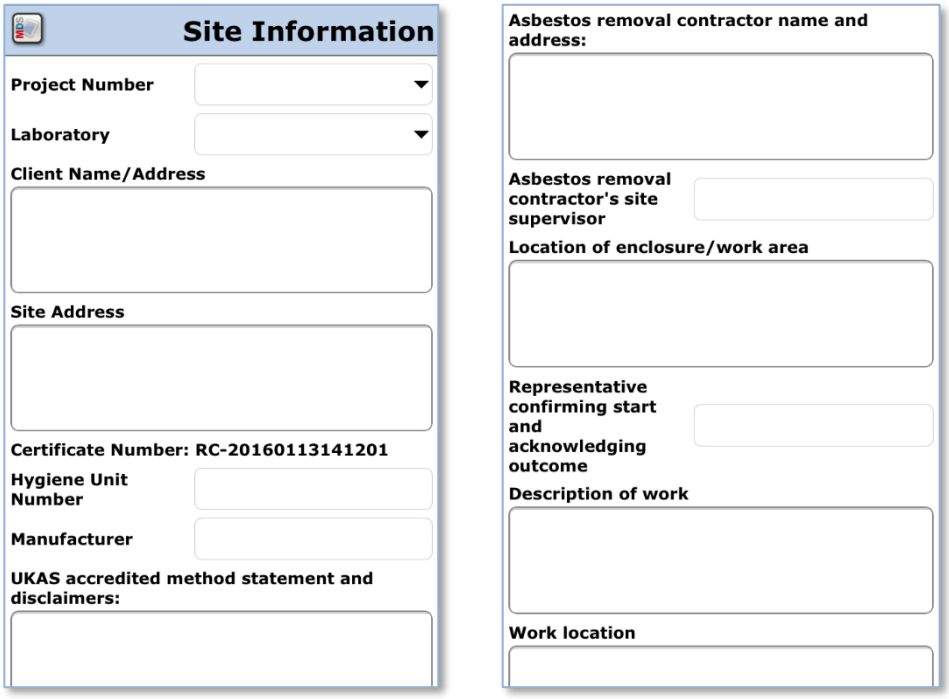
To capture the data for your Air Sampling Certificate:

1. Open the MDS app on your smartphone or tablet.
2. Select the Reoccupation app.
3. Tap **Start New Session**. The first page is displayed for you to start capturing data.

   The first page of Reoccupation is Site Information.

6.1 Entering Site Information

Complete all available fields to enter the Reoccupation Site Information.



1. Select the Alpha Tracker project number for this work in the **Project Number** field. The Client and Site name and address are populated with details from the project.
2. Select your Laboratory from the drop down list on the **Laboratory** field. The list of Labs is maintained in Alpha Tracker (*Setup|Lab and Surveys|Labs*).

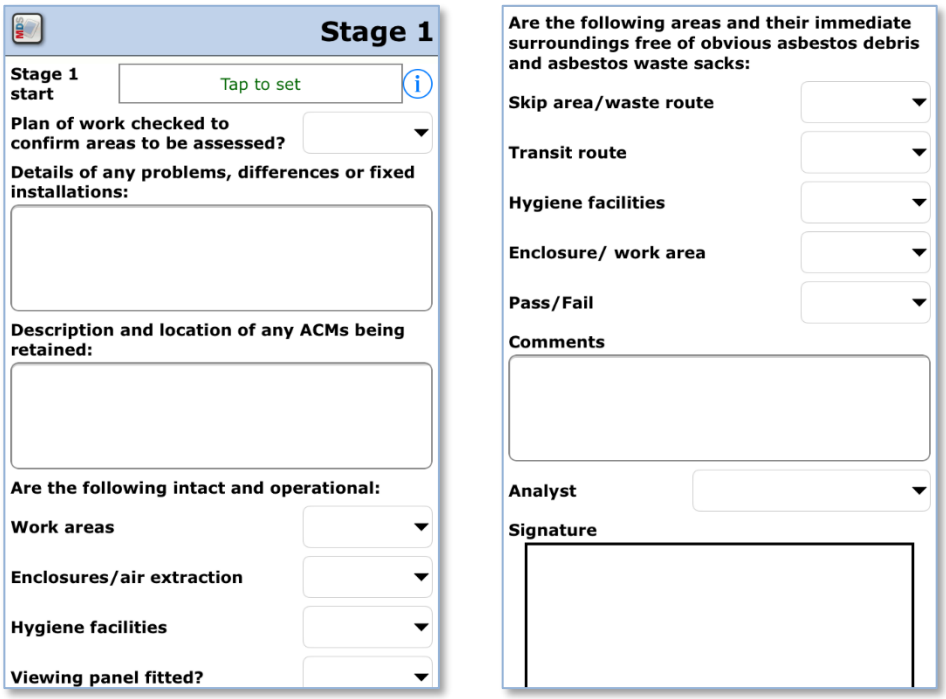
   The Certificate Number is generated according to the type of project and a date/time stamp and displayed in the **Certificate Number** field.
3. Enter the number of the Hygiene Unit used in the **Hygiene Unit Number** field.
4. Specify the manufacturer of the Hygiene Unit in the **Manufacturer** field.

5. Type any text that you want to display to describe your methods or any disclaimers in the **UKAS accredited method statement and disclaimers** field. There may be default text displayed in this box for you to amend as required.
6. Enter the removal contractor's name and address in the **Asbestos removal contractor name and address** field.
7. Enter the name of the site supervisor in the **Asbestos removal contractor's site supervisor** field.
8. Enter the location of the work area in the L**ocation of enclosure/work area** field.
9. Enter the name of the person confirming times and results in the **Representative confirming start and acknowledging outcome** field.
10. Enter the description of the work being carried out in the **Description of Work** field.
11. Enter the location of the work being carried out in the **Work location** field.
12. Set the start date of the test by tapping in the **Start Date** field.
13. Set the start time of the test by tapping in the **Start Time** field.
14. Click **Next** or **Next Page** to move on to the next section, Stage 1.

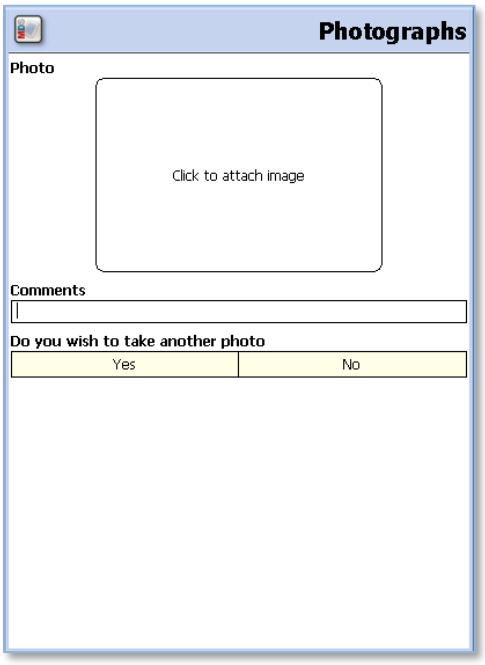
6.2 Entering Stage 1 Details

Complete all available fields to enter the Stage 1 details. These details require some descriptions to be entered and a number of yes/no questions to be answered.

*Note that if you have previously completed Stage 1, on a previous certificate, you have the option to skip this section. You would tick **Stage Previously Completed** and then only record the previous result and give details, such as the certificate number that applies.*



1. Set the start time and date for Stage 1 by tapping in the **Stage 1 start** field.
2. Confirm whether you have checked the plan of works by selecting Yes or No in the **Plan of work checked to confirm areas to be assessed?** field.
3. Give details of any problems, differences or fixed installations in the following field.
4. Describe and give the location of any ACMs that remain.
5. Answer the list of Yes/No questions to indicate whether areas/items are intact and operational.
6. In the **Pass/Fail** field indicate whether the location has passed or failed Stage 1.
7. Type any comments you may have in the **Comments** field.
8. To sign the declaration of results:
    - Select the Analyst's name from the dropdown list on the **Analyst** field.
    - Use a stylus to sign the acknowledgement in the **Signature** box.
    - Enter the Contractor's name in the **Contractor's representative name** field.
    - Ask the Contractor to sign the acknowledgement in the **Contractor's representative signature** box
9. Tap the **Stage 1 finish** box to enter the current date and time, to show when Stage 1 was finished.
10. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.



To take photos:

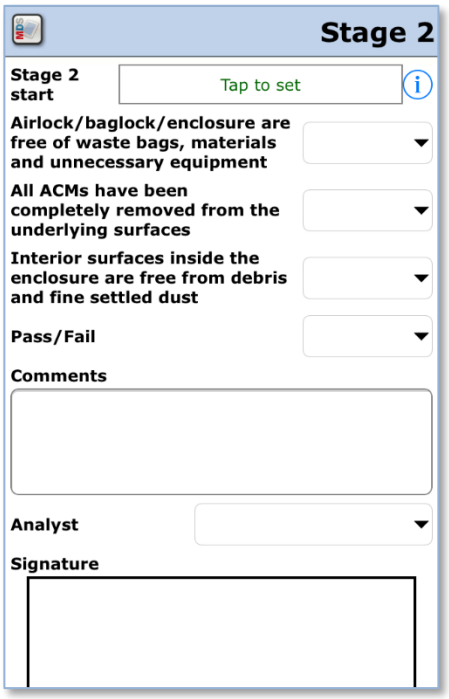
- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- Click on the appropriate link to take you back to the required page.

11. Click **Next** or **Next Page** to move on to the next section, Stage 2.

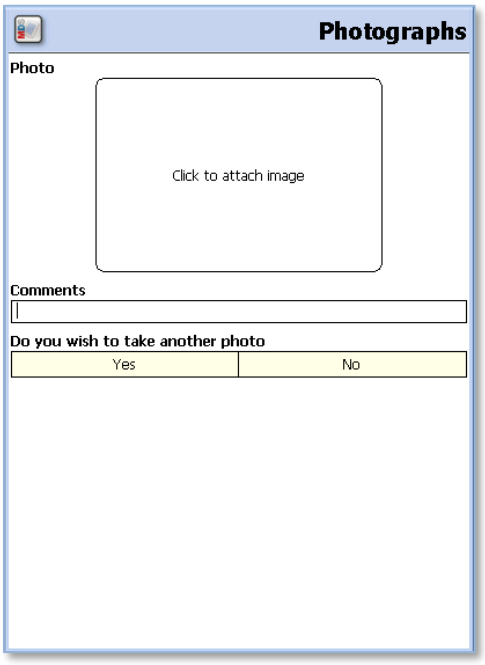
6.3 Entering Stage 2 Details

Complete all available fields to indicate whether Stage 2 of the Reoccupation has been passed.

*Note that if you have previously completed Stage 2, on a previous certificate, you have the option to skip this section. You would tick **Stage Previously Completed** and then only record the previous result and give details, such as the certificate number that applies.*



1. Set the start time and date for Stage 2 by tapping in the **Stage 2 start** field.
2. Confirm whether airlocks, baglocks and enclosures are free of waste bags, materials and any unnecessary equipment.
3. Confirm whether all ACMs have been completely removed from the underlying surfaces.
4. Confirm whether the interior surfaces of the enclosure are free of debris and fine settled dust.
5. In the **Pass/Fail** field indicate whether the location has passed or failed Stage 2.
6. Type any comments you may have in the **Comments** field.
7. To sign the declaration of results:
   - Select the Analyst's name from the dropdown list on the **Analyst** field.
   - Use a stylus to sign the acknowledgement in the **Signature** box.
8. Tap the **Stage 2 finish** box to enter the current date and time, to show when Stage 2 was complete.
9. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.



To take photos:

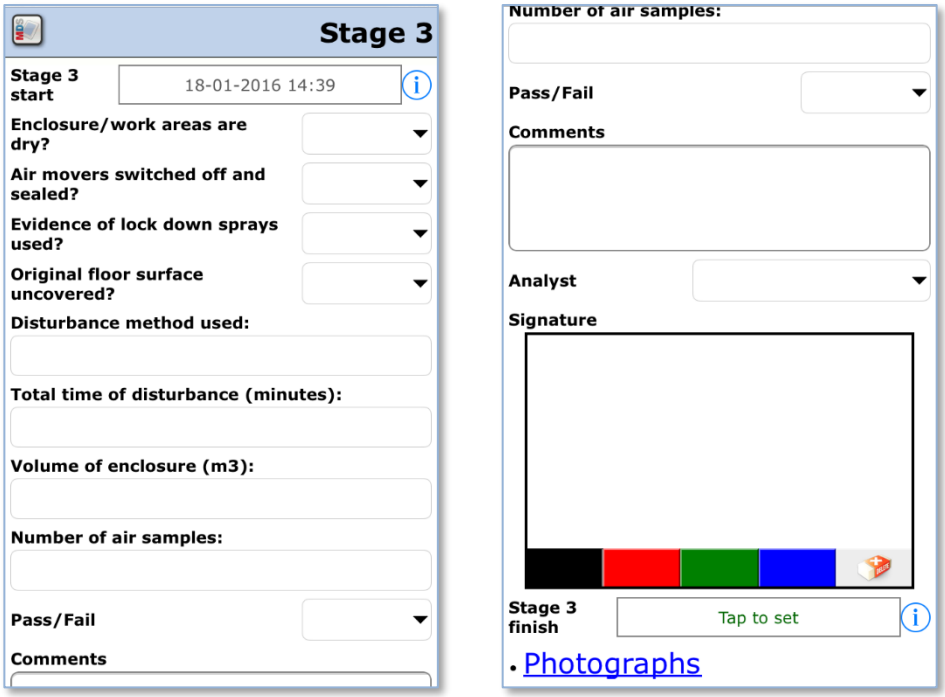
- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- Click on the appropriate link to take you back to the required page.

10. Click **Next** or **Next Page** to move on to the next section, Stage 3.

6.4 Entering Stage 3 Details

Complete all available fields to indicate whether Stage 3 of the Reoccupation has been passed and the area has been cleared for the enclosure to be removed.

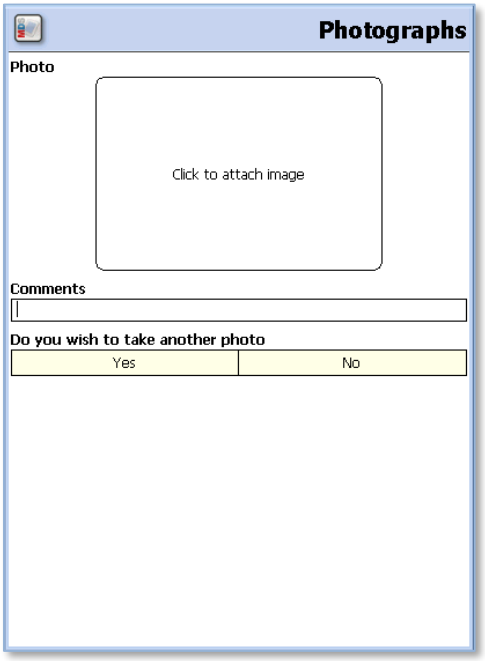
*Note that if you have previously completed Stage 3, on a previous certificate, you have the option to skip this section. You would tick **Stage Previously Completed** and then only record the previous result and give details, such as the certificate number that applies.*



1. Set the start time and date for Stage 3 by tapping in the **Stage 3 start** field.
2. Confirm the following by selecting Yes or No:
   - Enclosure/work areas are dry
   - Air movers are switched off and sealed
   - There is any evidence of lock down sprays used
   - Original floor surface is uncovered.
3. Describe the disturbance method used in the **Disturbance method used** field.
4. Specify the length of time taken in minutes in the **Total time of disturbance (minutes)** field.
5. Specify the area or volume of the enclosure in square metres or cubic metres in the **Area (m^2) / Volume (m^3) of enclosure** field.
6. Indicate the number of air samples taken in the **Number of air samples** field.
7. In the **Pass/Fail** field indicate whether the location has passed or failed Stage 3.

   A pass or fail statement as appropriate is displayed.
8. Type any comments you may have in the **Comments** field.

9. To sign the Stage 3 results:
   - Select the Analyst's name from the dropdown list on the **Analyst** field.
   - Use a stylus to sign the acknowledgement in the **Signature** box.
10. Tap the **Stage 3 finish** box to enter the current date and time, to show when Stage 3 was completed.
11. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.



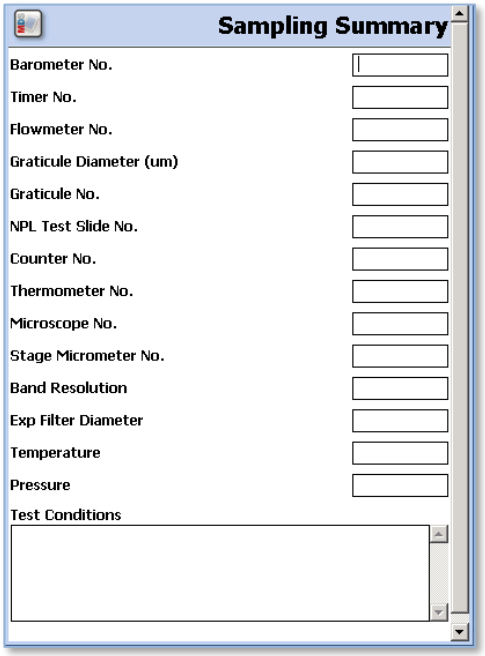
To take photos:

- If necessary, tap Yes to display an additional **Photo** box.
- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- Click on the appropriate link to take you back to the required page.

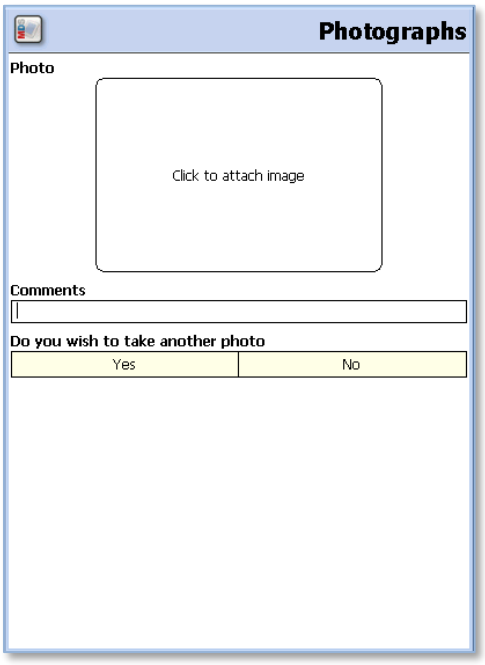
12. Click **Next** or **Next Page** to move on to the next section, Sampling Summary.

6.5 Entering Sampling Summary Details

Complete all available fields to enter the Sampling Summary details. These details specify the equipment used in the air sampling. You enter these details before specifying the data for the individual samples.



1. Enter the details of the air testing equipment used in the appropriate fields, including the following:
   - Barometer number
   - Timer number
   - Flowmeter number
   - Graticule Diameter (in micrometres, µm)
   - Graticule number
   - NPL Test Slide number
   - Counter number
   - Thermometer number
   - Microscope
   - Stage Micrometer number
   - Exposed Filter Diameter (in millimetres, mm)
   - Temperature (in degrees Celsius, °C)
   - Pressure (in millibars, mb).
2. Indicate whether Band 5 is visible by selecting from the **Band 5 Visible** dropdown.
3. Describe the test conditions in the **Test Conditions** field.
4. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.



To take photos:

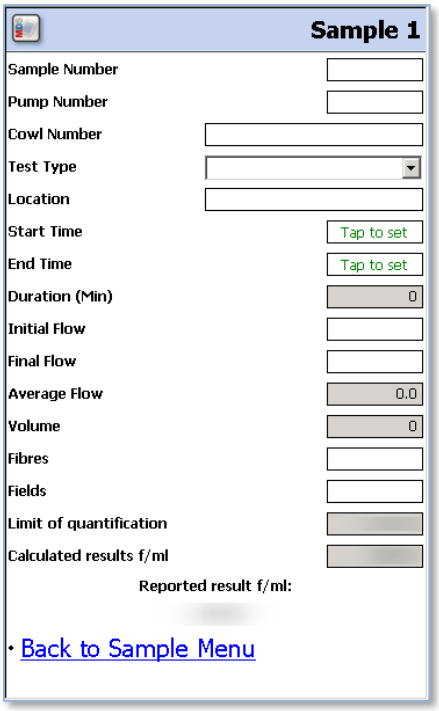
- If necessary, tap Yes to display an additional **Photo** box.
- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- Click on the appropriate link to take you back to the required page.

5. Click **Next** or **Next Page** to move on to the next section, Sampling.

6.6 Entering details of the samples

You can enter details of up to 13 air samples on the Air Monitoring app – allowing for 12 samples and one field blank. Once you have entered the details of the sampling equipment used, you see a list of the available sample pages. Starting from sample 1, select the sample number for which you want to enter details.

1. Starting from sample 1, select the sample number for which you want to enter details. A new page is displayed.



2. Enter the test results for sample 1 in the available fields, including:
   - Sample number
   - Pump number
   - Cowl number

- Test type
- Location
- Start time
- End time
- Initial flow
- Final flow
- Fibres
- Fields.

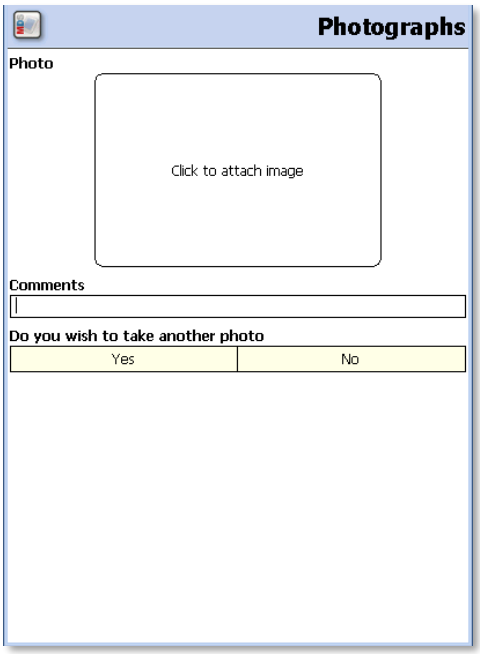
The Test Type field is a self-learning dropdown. This means that you can tap on the arrow and select a value from the dropdown, or tap on the field and type in a value of your choice. If you type in a value this value is subsequently added to the dropdown list on the device you are using.

The following fields are automatically calculated depending on the values you enter:

- Duration (in minutes)
- Average flow
- Volume
- Limit of quantification
- Calculated results (f/ml)
- Reported results (f/ml).

3. Click **Back to Sample Menu** or **Previous Page** to return to the Sampling page from where you can select the next sample (eg Sample 2) for which you want to enter details. Repeat these steps as necessary to enter details of all samples.

4. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.



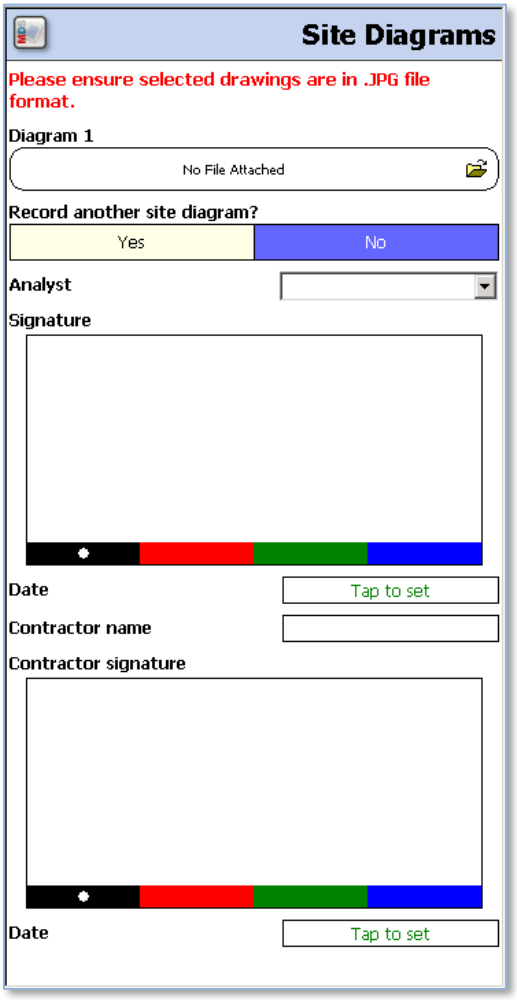
To take photos:

- If necessary, tap Yes to display an additional **Photo** box.
- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- Click on the **Back to Sampling** link to take you back to the Sampling page.

5. Click **Next** or **Next Page** to move on to the Site Diagrams section.

6.7 Recording the site diagram

You can capture one or more site diagram(s) on the Site Diagrams page.



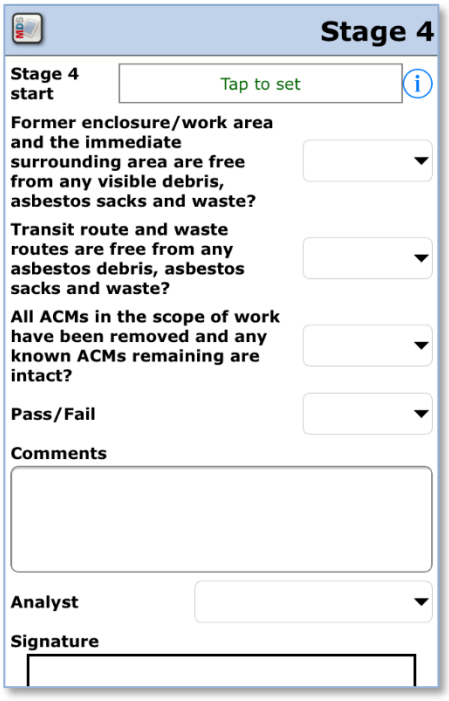
1. In the **Diagram 1** field, select the site diagram:
   - Tap on the **Diagram** box and select the picture file (in jpg file format) of the site diagram. You will have created this separately, using another app.

- Tap Yes if you wish to record another site diagram, or No if you have captured all required site diagrams. If you tap Yes, then another **Diagram** box is displayed below the last one for you to continue capturing diagrams.

2. Sign and date the site diagram, by both the analyst and the contractor, to indicate agreement that the diagram is an accurate reflection of the site layout of the project:
   - Select the Analyst's name from the dropdown list on the **Analyst** field.
   - Use a stylus to sign the Site Diagram in the **Signature** box.
   - Tap the **Date** box to enter the current date, to show when the site diagram was signed.
   - Enter the Contractor's name in the **Contractor name** field.
   - Ask the Contractor to sign the Site Diagram in the **Contractor signature** box.
   - Tap the **Date** box to enter the current date, to show when the site diagram was signed by the contractor.
3. Click **Next** or **Next Page** to move on to Stage 4.

6.8 Entering Stage 4 Details

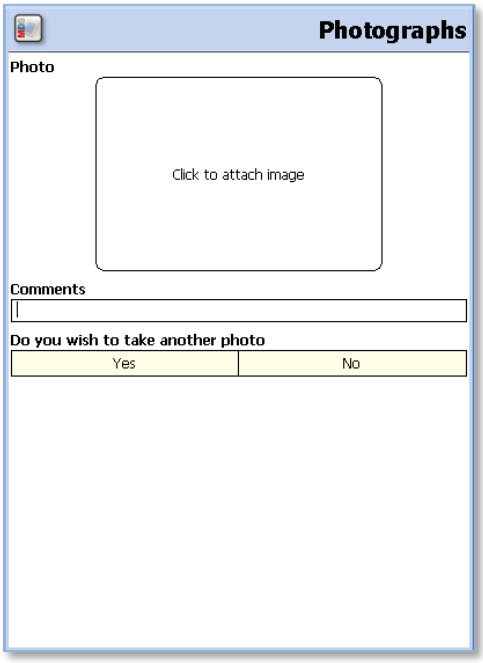
Complete all available fields to indicate whether Stage 4 of the Reoccupation has been passed and the area can be reoccupied.



1. Set the start time and date for Stage 4 by tapping in the **Stage 4 start** field.
2. Confirm whether the former enclosure or work area and the immediate surrounding area are free of any visible debris, asbestos sacks and waste.
3. Confirm whether the transit route and waste routes are free of any asbestos debris, asbestos sacks and waste.

4. Confirm whether all ACMs in the scope of works have been removed and any known ACMs remaining are intact.
5. In the **Pass/Fail** field indicate whether the location has passed or failed Stage 4.

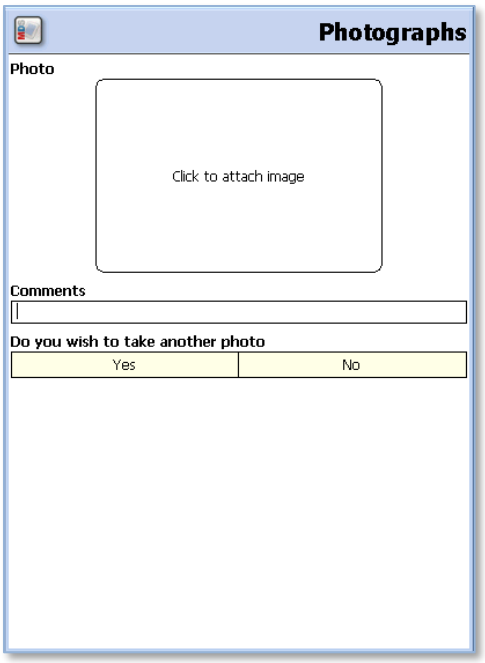
   A pass or fail statement as appropriate is displayed.
6. Type any comments you may have in the **Comments** field.
7. To sign the results of Stage 4:
   - Select the Analyst's name from the dropdown list on the **Analyst** field.
   - Use a stylus to sign the acknowledgement in the **Signature** box.
   - Tap the **Stage 4 finish** box to enter the current date and time, to show when Stage 4 was complete.
8. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.



   To take photos:
   - Tap on the Photo box to take a photo.
   - Enter a label or caption for the photo in the **Comments** field.
   - Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
   - Click on the appropriate link to take you back to the required page.
9. Click **Next** or **Next Page** to move on to the next section, Photographs.

6.9 Taking additional photographs

You can take any additional photographs you require, up to a maximum of 24, in the Photographs section.

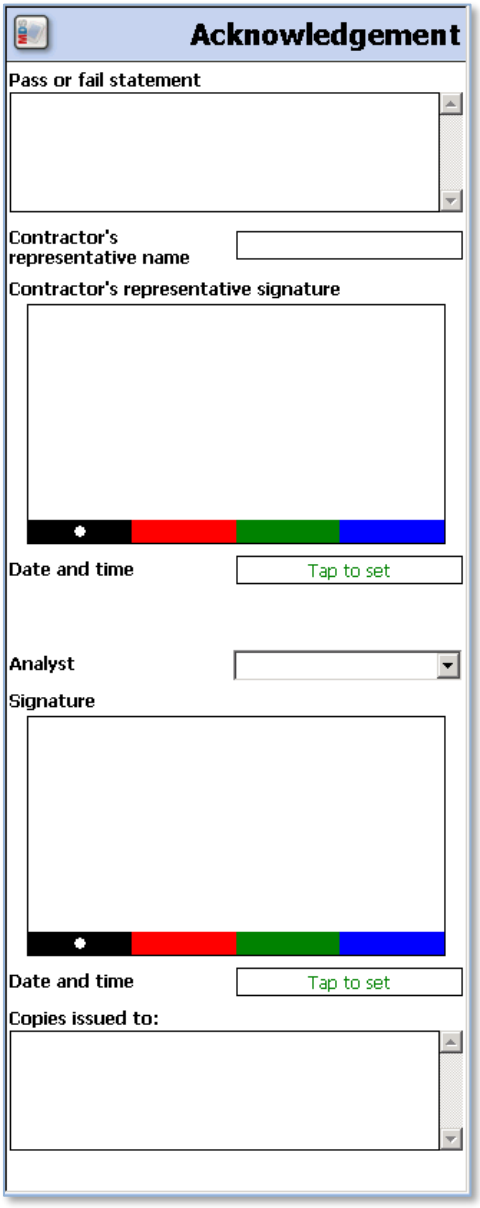


1. To take photos:
   - Tap on the Photo box to take a photo.
   - Enter a label or caption for the photo in the **Comments** field.
   - Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
   - Click on the appropriate link to take you back to the required page.
2. Click **Next** or **Next Page** to move on to the next section, Acknowledgement.

6.10 Signing the acknowledgement

To sign the Certificate of Reoccupation:

1. Tap **Next** or **Next Page** to display the Acknowledgement page from where you record acknowledgement of the results.



2. To sign the acknowledgement of results:
   - Check the pass or fail statement for the Certificate of Reoccupation. This will be based on the pass or fail statements made in previous sections.
   - Enter the Contractor's name in the **Contractor's representative name** field.
   - Ask the Contractor to sign the acknowledgement in the **Contractor's representative signature** box.

- Tap the **Date and time** box to enter the current date and time, to show when the acknowledgement was signed by the contractor.
- Select the Analyst's name from the dropdown list on the **Analyst** field.
- Use a stylus to sign the acknowledgement in the **Signature** box.
- Tap the **Date and time** box to enter the current date and time, to show when the acknowledgement was signed by the analyst.

3. Complete the names of the people being issued with the Certificate of Reoccupation in the **Copies issued to** field.
4. Select **Finish** to return to the MDS screen listing your sessions.

6.11 Checking and sending in the data

You are advised to check that you have completed all fields for the Reoccupation certificate before you send in the data. You can easily do this by tapping on the session to re-open it and then using **Next** to page through all the available pages, checking each one as you go. The app will indicate whether you have left any fields empty when you attempt to leave the page.

When the data has been checked, you can finish and synchronise to send in the data to Alpha Tracker.

1. Select **Finish** to return to the MDS screen listing your session.
2. Tap **Menu** then select *Mark for Send*.
3. Tap **Menu** again and select *Synchronise* or *Send,* depending on your device, to send the data in to Alpha Tracker.

   Alpha Tracker generates the certificate, stores a copy of both the Word and PDF versions in the project folder (marked "Original") and also emails them to you.

*The email address used is determined by the **Unit ID** under Settings in MDS. This Unit ID must be specified on the Staff record of one member of staff in Alpha Tracker – the email is sent to the email address on this Staff record.*

Copies of the emails can also be sent to one centralised email address which must be named in the system setting "Tracker Air Document Email Address".

You can forward the files as necessary or print locally if this is an option.

If you find it is necessary to make changes to the certificate before issuing it to your client, the best method is to find the session in the Sent Sessions folder in MDS and duplicate it. This creates a copy of the session in the Active Sessions folder and automatically opens it. Make the changes to the details, then Finish and send in the session. The original data sent in is overwritten by this new data. Alpha Tracker generates the certificate using the new data and emails it to you.

7. SMOKE TEST

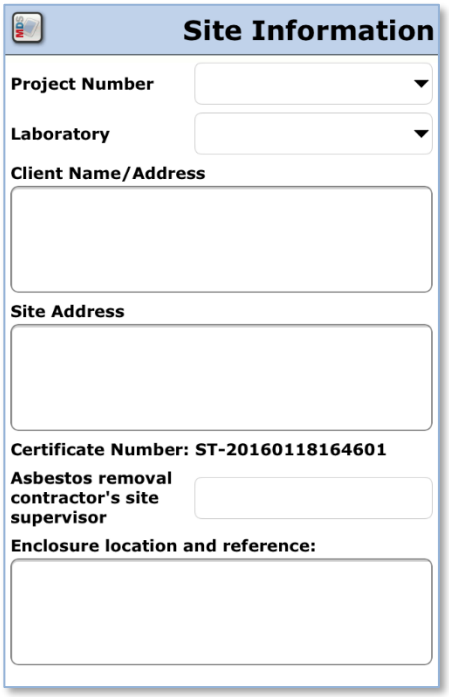
To capture the data for your Smoke Test Certificate:

1. Open the MDS app on your smartphone or tablet.
2. Select the Smoke Test app.
3. Tap **Start New Session**. The first page is displayed for you to start capturing data.

   The first page of Smoke Test is Site Information.

7.1 Entering Site Information

Complete all available fields to enter the Smoke Test Site Information.



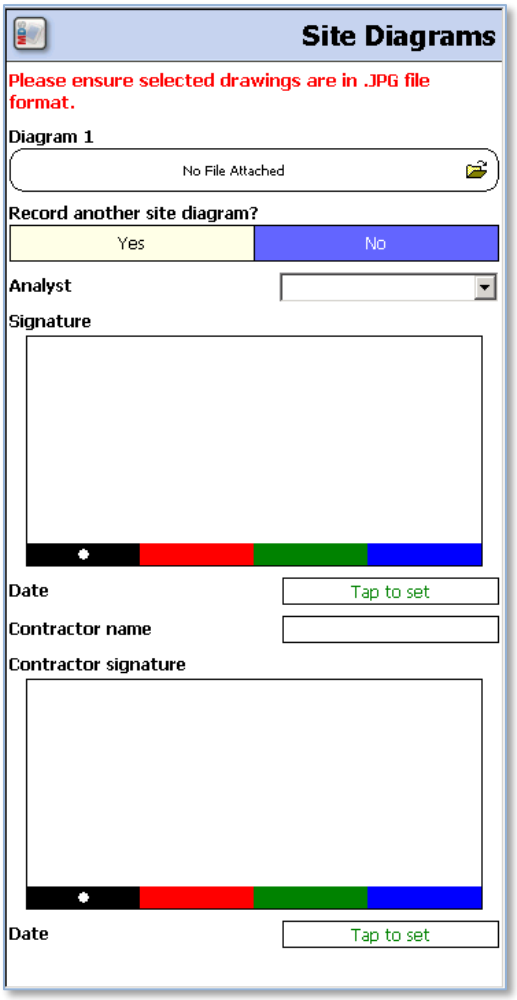
1. Select the Alpha Tracker project number for this work in the **Project Number** field. The Client and Site name and address are populated with details from the project.
2. Select your Laboratory from the drop down list on the **Laboratory** field. The list of Labs is maintained in Alpha Tracker (*Setup|Lab and Surveys|Labs*).

   The Certificate Number is generated according to the type of project and a date/time stamp and displayed in the **Certificate Number** field.
3. Enter the name of the site supervisor in the **Asbestos removal contractor's site supervisor** field.
4. Enter the location of the work area in the E**nclosure location and reference** field.

5. Click **Next** or **Next Page** to move on to the next section, Site Diagrams.

7.2 Recording the site diagrams

You can capture one or more site diagram(s) on the Site Diagrams page.



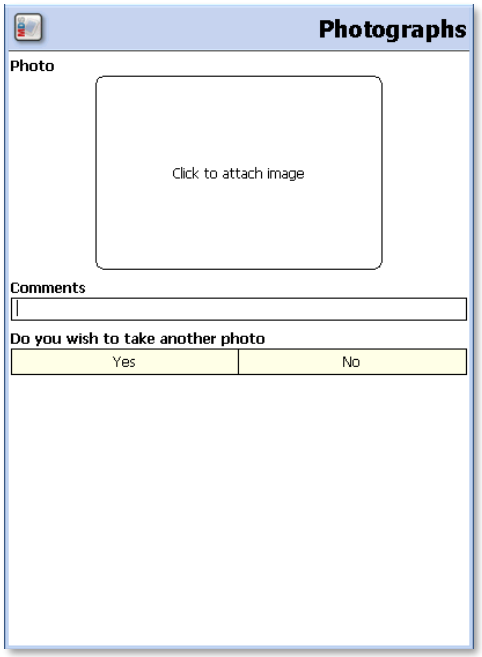
1. In the **Diagram 1** field, select the site diagram:
   - Tap on the **Diagram** box and select the picture file (in jpg file format) of the site diagram. You will have created this separately, using another app.
   - Tap Yes if you wish to record another site diagram, or No if you have captured all required site diagrams. If you tap Yes, then another **Diagram** box is displayed below the last one for you to continue capturing diagrams.
2. Sign and date the site diagram, by both the analyst and the contractor, to indicate agreement that the diagram is an accurate reflection of the site layout of the project:
   - Select the Analyst's name from the dropdown list on the **Analyst** field.
   - Use a stylus to sign the Site Diagram in the **Signature** box.
   - Tap the **Date** box to enter the current date, to show when the site diagram was signed by the Analyst.

- Enter the Contractor's name in the **Contractor name** field.
- Ask the Contractor to sign the Site Diagram in the **Contractor signature** box.
- Tap the **Date** box to enter the current date, to show when the site diagram was signed by the contractor.

3. Click **Next** or **Next Page** to move on to Photographs.

7.3 Taking photographs

You can take photographs of the smoke test, up to a maximum of 24, in the Photographs section.

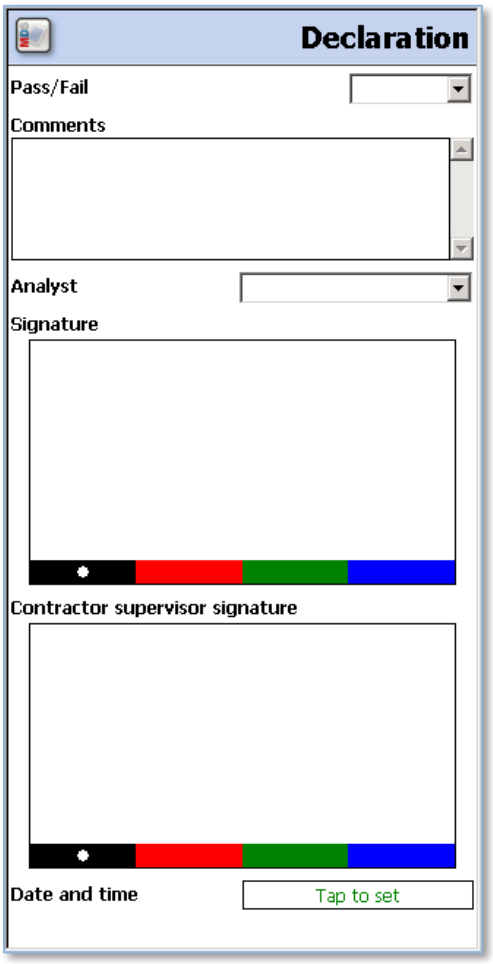


1. To take photos:
   - Tap on the Photo box to take a photo.
   - Enter a label or caption for the photo in the **Comments** field.
   - Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
   - Click on the appropriate link to take you back to the required page.
2. Click **Next** or **Next Page** to move on to the next section, Declaration.

7.4 Signing the acknowledgement

To sign the Smoke Test Certificate:

1. Click **Next** or **Next Page** to move on to the next section, Declaration, where you record acknowledgement of the results.



2. In the **Pass/Fail** field indicate whether the location has passed or failed the smoke test.
3. Type any comments you may have in the **Comments** field.
4. To sign the declaration of results:
   - Select the Analyst's name from the dropdown list on the **Analyst** field.
   - Use a stylus to sign the acknowledgement in the **Signature** box.
   - Enter the Contractor's name in the **Contractor name** field.
   - Ask the Contractor to sign the acknowledgement in the **Contractor signature** box.
   - Tap the **Date and time** box to enter the current date and time, to show when the acknowledgement was signed.
5. Select **Finish** to return to the MDS screen listing your sessions.

7.5 Checking and sending in the data

You are advised to check that you have completed all fields for the Smoke certificate before you send in the data. You can easily do this by tapping on the session to re-open it and then using **Next** to page through all the available pages, checking each one as you go. The app will indicate whether you have left any fields empty when you attempt to leave the page.

When the data has been checked, you can finish and synchronise to send in the data to Alpha Tracker.

1. Select **Finish** to return to the MDS screen listing your session.
2. Tap **Menu** then select *Mark for Send*.
3. Tap **Menu** again and select *Synchronise* or *Send,* depending on your device, to send the data in to Alpha Tracker.

   Alpha Tracker generates the certificate, stores a copy of both the Word and PDF versions in the project folder (marked “Original”) and also emails them to you.

*The email address used is determined by the **Unit ID** under Settings in MDS. This Unit ID must be specified on the Staff record of one member of staff in Alpha Tracker – the email is sent to the email address on this Staff record.*

Copies of the emails can also be sent to one centralised email address which must be named in the system setting “Tracker Air Document Email Address”.

You can forward the files as necessary or print locally if this is an option.

If you find it is necessary to make changes to the certificate before issuing it to your client, the best method is to find the session in the Sent Sessions folder in MDS and duplicate it. This creates a copy of the session in the Active Sessions folder and automatically opens it. Make the changes to the details, then Finish and send in the session. The original data sent in is overwritten by this new data. Alpha Tracker generates the certificate using the new data and emails it to you.

8. DISPLAYING YOUR DATA

By synchronising your sessions on the handset, the data is sent into Alpha Tracker and stored under the appropriate project number(s). A copy of the documents generated from these sessions is automatically generated and stored in the document folder for the project. A copy of the documents is also sent by email to the sender of the data and to the addresses listed in the "Tracker Air Document Email Address" setting.

You can display the air monitoring data in Alpha Tracker and also view copies of the documents issued.

8.1 Viewing air monitoring data in Alpha Tracker

The air monitoring data sent in is visible by using the **Air Monitoring** button on the Project screen.

*Note that the **Air Monitoring** button is only visible for projects where the project type has a category of "Air Monitoring".*

1. Search for the required project.

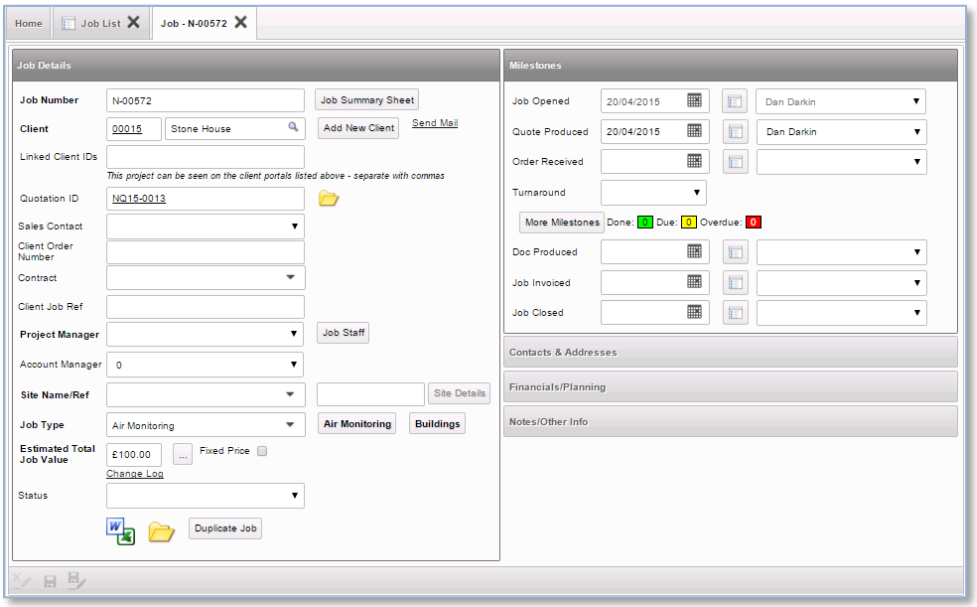
   You can search for the project in a number of ways:

   - entering a key word or project number in the Quick Search field at the top of the Projects menu
   - selecting the "Project List" menu option and:
     - entering search criteria to find the required project – if they are not already displayed, display the search fields by clicking on the "Click here to search" link
     - clicking a filter button (Open Projects, Closed Projects, All) at the top of the Project List
   - selecting one of the "Open Projects" menu options which let you list projects in a number of ways.

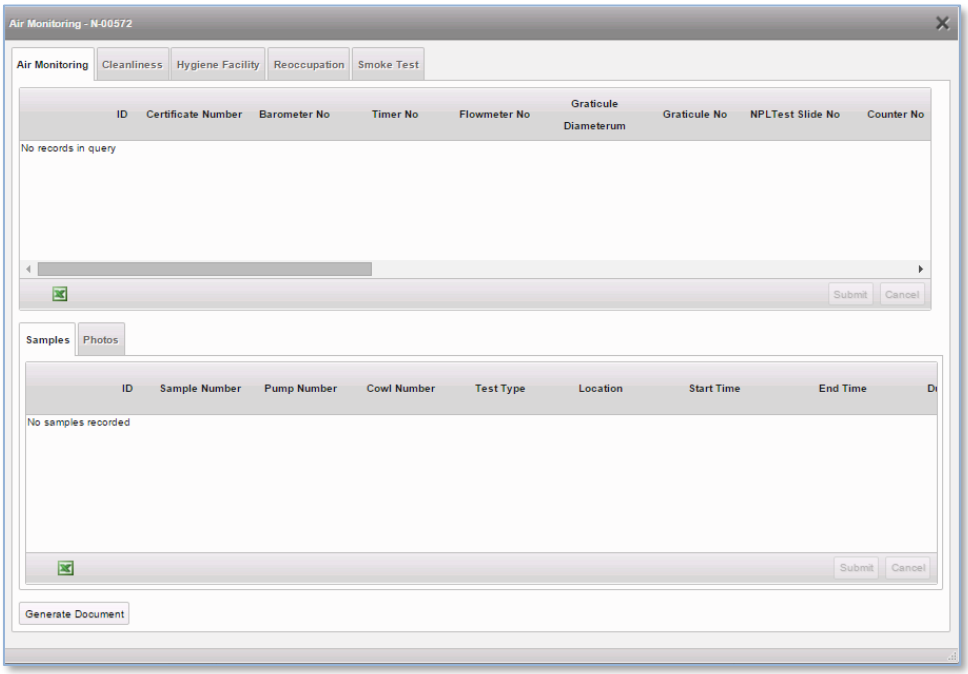
   All the methods of searching for a project produce a list of projects matching your search criteria.

Refer to Section 1.4, Searching in Alpha Tracker, in the Alpha Tracker User Guide for further details on search criteria that you can use in Alpha Tracker search fields.

2. Select the project to display by clicking on the underlined project number. The Project Details screen is displayed.



3. Click the **Air Monitoring** button to display the Air Monitoring screen.



Click on the tab corresponding to the type of air monitoring certificate for which you have sent in data. The data is displayed.

The top part of the screen lists the data, field by field. Scroll to the right to see more fields. Each row represents the data sent in from session. The bottom half of the screen displays the sample, photo and diagram data for the highlighted session in the top half. Click on a tab to see this data.

4. Display the certificates for the project by opening the document folder for the project. This can be done from the Project screen or from the Project List.

The documents are saved as Word and PDF files. You can identify these files in the folder as they have “original” in their filename, they also have the certificate number in their filename.

5. If it is necessary to issue amended certificates for any reason it is possible to amend the data displayed on the Air Monitoring screen and use the **Generate Document** button to create another copy.

Amending the data is a restricted function that is not available to all users.

A Word and PDF copy are emailed to you and also stored in the document folder for the project. These files *do not* have “original” in their filename.

Ensure that you amend the regenerated certificate to demonstrate clearly that it is a re-issue, eg by adding an issue number/ statement to the certificate number.