

CLIENT PORTAL/PROPERTY MANAGEMENT USER GUIDE

Version 1.3



DOCUMENT CONTROL

Document

Alpha Tracker Client Portal/ Property Management User Guide

Current Version

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

Previous Versions

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CONTENTS

| 1. | | |
|------------|--|-----------|
| 2. | RECEIVING DATA FROM A LINKED SYSTEM | 5 |
| 3. | MAKING PROJECTS VISIBLE ON THE PORTAL | 8 |
| 4. | VIEWING SITE AND PROJECT DATA IN THE PORTAL | 9 |
| 4.1 | Exploring the Sites section | 9 |
| | 4.1.1 The Site List and Compliance Summary | |
| | 4.1.2 The Site Grid | |
| | 4.1.3 The Site Map | |
| 4.2 | Exploring the Registers section | |
| 4.3 4.4 | Exploring the Photo Registers section | |
| 4.4 4.5 | Exploring the Reports/Jobs section Exploring the Project Pipeline section | |
| ч.5 | | <i>LL</i> |
| 5. | CUSTOMISING THE PORTAL VIEW | |
| 5.1 | Changing Client Contact Details | |
| 5.2 | Logging Access to the Client Portal | 24 |
| 6. | UPLOADING FILES TO THE PORTAL | |
| 7. | HANDLING DRAWINGS AND HOTSPOTS | |
| 7.1 | Working with the Hotspot Editor | 27 |
| 7.2 | Viewing hotspot drawings on the Portal | |
| 7.3 | Viewing CAD drawings on the Portal | |
| 8. | RECORDING REMOVAL/ REMEDIATION DETAILS | |
| 8.1 | Creating a project for removal/remediation data | 32 |
| 9. | RE-INSPECTING DATA | |
| 9.1 | Sending survey data to a surveying company for re-inspection | 36 |
| 9.2 | Receiving data for re-inspection | |
| | 9.2.1 Accepting the transferred data | |
| | 9.2.2 Creating XML records for the handset | |
| | 9.2.3 Carrying out the re-inspection | |
| | 9.2.4 Sending the completed re-inspection project data | |
| 9.3 | Receiving the completed re-inspection | |



1. INTRODUCTION

The Alpha Tracker Client Portal provides direct access to your Alpha Tracker-produced reports, documents, project and other data live over the Internet. It has an easy-to-use interface that lets you drill down to the required information quickly and easily.

The aim of this User Guide is to help you prepare your data in Alpha Tracker and work with it as required in the Client Portal. It includes information on the following:

- sharing data between Alpha Tracker systems, explaining how to accept data from a linked system
- making projects visible to the Client Portal
- how to view site and project data on the Client Portal
- the options available to customise what is displayed on the Client Portal
- how to upload additional files to the Client Portal
- hotspotting drawings and viewing these on the Client Portal
- recording removal or remediation details between surveys
- re-inspecting data by sending survey data to a surveying company for re-inspection.



2. RECEIVING DATA FROM A LINKED SYSTEM

If you are receiving survey data from a linked Alpha Tracker system, then you need first to set up a project and survey in your Alpha Tracker, into which to transfer the data.

You can then select the project that you want to receive.

To receive a project:

1. Use the "New Project" option from the Projects menu (or an alternative method) and create a new project.

Get the next number for the project and select the client – this may be your Housing Department or similar. Enter the site name where the survey was carried out and select the Asbestos Survey project type.

- 2. Click the **Survey Details** button to display the Survey Details screen and select the type of survey that has been carried out on the property.
- **3.** Save the Survey Details.
- Return to the Survey Details screen and from the Choose Task menu, at the top on the right-hand side of the screen, select "Receive Data from another Alpha Tracker" and click OK. A screen is displayed for you to select the data to receive.

| Select Survey to Receive | | | | | | | |
|--------------------------|--------|--|--|--|--|--|--|
| Search | | | | | | | |
| Sending Alpha Tracker | • | | | | | | |
| Sending Project Number | | | | | | | |
| Clear Search Criteria | Search | | | | | | |
| | | | | | | | |

- 5. In the Sending Alpha Tracker field, select the system from which you want to receive data.
- 6. In the **Sending Project Number** field, select the project that you want to receive into your project.

The list contains the projects that have been sent to you by the system specified in the **Sending Alpha Tracker** field and are waiting to be received by you.

7. Click **Save**. Details of the project are displayed, including any message attached to the project.



| Select Survey to Receive | _ | × |
|---|-------------------------|-----------------------|
| Search Sending Alpha Tracker Demo Sending Project Number Clear Search Criteria Search | | |
| ID Created Sending Alpha Tracker Sending Project Number 56 22/12/2015 Demo T-00205 | Sending Details | |
| The Vivien Court data | Sending Alpha Tracker | Demo |
| | Sending Project Number | T-00205 |
| | Receiving Alpha Tracker | Demo |
| | ID | 56 |
| | Created | 22/12/2015 |
| | | The Vivien Court data |
| | × | Šz 🗄 |
| | | |

8. Check the details displayed in the Sending Details area of the screen and click **Confirm** if this is the project that you are expecting.

The Process Transfer area of the screen is displayed, with buttons to process the data.

| Select Survey to Receive | | × |
|---|--|---|
| Search Sending Alpha Tracker Demo V Sending Project Number V <u>Clear Search Criteria</u> Search | | |
| ID Created Sending Alpha Tracker Sending Project Number 56 22/12/2015 Demo T-00205 | Sending Details | Process Transfer |
| 7 29 20/10/00 Uene 1400205 | Sending Project Number T-00205 Receiving Alpha Tracker Demo ID 58 Created 22/12/2015 | ecords Received 1 Receive Records 70 0/0 hotos Received 2 Receive Photos /10 0/0 DFs Received 3 Receive PDFs 0 |
| | τα | 0/6 inster Complete |

- **9.** Click each of the Process Transfer buttons in turn to receive the data. A progress bar indicates the progress of the transfer and a message is displayed when the transfer is complete. When the transfer is complete, you can then click the next button in the sequence. The buttons are:
 - Receive Records to receive the actual survey data
 - **Receive Photos** to receive the photos in the survey
 - **Receive PDFs** to receive the PDF files in the project.

There are numbers displayed next to the buttons to indicate the number of records that should expect to receive. If the data is retrieved correctly, then the number of records actually received is also displayed as well as a tick to indicate that the data has been pulled down.



10. Select the date in the Transfer Complete field when all records have been received.

11. Save and close the screen.

If you return to a refreshed Survey Details screen you can see the summary data for the received survey, as well as the front page photo of the report.

The survey data is now present on your system as if you carried out the survey yourself.



3. MAKING PROJECTS VISIBLE ON THE PORTAL

Only the projects that you want to make available on the Client Portal will be visible to your Portal users. To make a project visible you must mark it as "Show On Web".

To do this:

- 1. Open the project on the Projects screen.
- 2. If not already present, enter a date in the **Report Produced** milestone so that the **Show On Web** tickbox is displayed. This milestone is usually completed when the report is produced for a project.

| Milestones | | | |
|------------------|------------------|------|--------------|
| Project Opened | 12/12/2019 | | Dan Darkin 🔻 |
| Quote Produced | | | T |
| Order Received | | | T |
| Turnaround | | • | |
| More Milestones | Done: 5 | Due: | 0 Overdue: 3 |
| Report Produced | 04/02/2020 | | Dan Darkin 🔻 |
| | Issue Reason/Log | | |
| | Show On Web | 1 | |
| Project Invoiced | | | ▼ |
| Project Closed | | | T |
| Return Date | | • | |
| | | | |

3. Tick the Show On Web tickbox.

The project will now display a small blue/green world symbol next to it on lists in Alpha Tracker, eg:





4. VIEWING SITE AND PROJECT DATA IN THE PORTAL

This section describes how you can use the options on the Alpha Tracker Client Portal to view your data, including:

- site listings and locations
- registers
- photographs
- reports

• project pipeline.

If you view data by site, then you are looking at the current position for that site, taking into account all projects that have been undertaken at that site. This will give you the current view. If you view data for reports then you are looking at a "snapshot", this is the situation at the site when this report was produced and may not be the current situation.

4.1 Exploring the Sites section

Site-related information shows you the current position for that site, taking into account all projects that have been undertaken at that site.

Options in the Sites section of the menu on the Client Portal let you view your sites as a list or as a grid. You may also have a sites displayed as points on a map on the Home tab. You can choose whichever view suits you best. For example:

- Site List & Compliance Summary 🗙 Search All OK Activity Due Overdue Some Activity No Activity All Last Activity Last Inspect Site Reference (UPRN) Site Address 150-182 The Quays M50 3SP 🔺 🎫 😥 🗁 he Vict 16/02/2015 🔺 🃰 😰 🗁 12/02/2018 Daisy Bank, Bridgnorth WV16 4QF 🥱 🔺 🃰 胶 🗁 100 Dublin Str 16/09/2015 Edinburgh EH1 3PX 9 6/09/201 HR3 5AA 9 🔺 🃰 胶 🗁 63 Hay Street 16/02/2015 Haye-on-Wye Corfe Mullen Wimborne Dorset 25 Ivor Road 19/10/2015 BH21 3QF 9 🔺 🎛 😥 🗁 12 The Green 01/01/1900 01/01/1900 WR1 1BP 9 Wendy Hill 1 Worcester 1 28/10/2015 28/10/2015 ٩ A 🔺 🎫 😰 🗁 ٩ quirrel Trees 04/12/2015 Brownsea Island 🔺 🎛 😥 🖻 Underhill Street Bridgnorth WV18 488 9 st Prev 1 of 1 Next Last 100 🔻 Records per page
- "Site List" lists your sites and also shows summary compliance data:



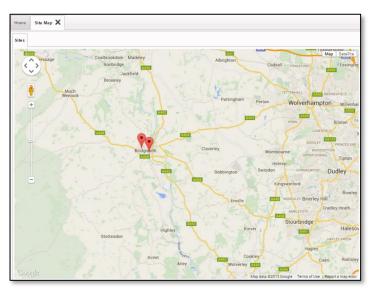
• "Site Grid" shows site information in a grid pattern:



- "Dashboards" (which may be displayed on the Home page) show the following information in graphical format:
 - risk of asbestos (all sites) the number of items at high, medium and low risk across all your sites
 - reports issued the number of reports issued and the month they were issued
 - top five items by recommendation the proportion of items with each different recommendation.



• The "Site Map" (which may be displayed on the Home tab) displays your sites on a map:





4.1.1 The Site List and Compliance Summary

The Site List and Compliance Summary displays all your sites and gives an indication of activity at the sites.

1. Display the Site List and Compliance Summary by selecting the "Site List" option from the Sites menu, or see it on the Home tab.

| Home Site List | & Compliance 1 | Summary 🗙 | | | | | | | | | |
|-----------------------|----------------|---------------|-----------------|-----------------------|------------------------------------|----------|---|------------|---|---|---|
| Records: 9 | | | | | | | | | | | |
| Search for: | | Search | AI | | | | | | | | |
| OK Activity Due | Overdue Som | e Activity No | Activity All | | | | | | | | |
| Site Name | | Last Activity | Last Inspection | Site Reference (UPRN) | Site Address | Postcode | | | | | |
| The Victoria | | 16/02/2015 | 16/02/2015 | | 150-182 The Quays Salford | M50 3SP | ٩ | | A | D | 6 |
| Daisy Bank | | 12/02/2015 | 12/02/2015 | | Daisy Bank, Bridgnorth | WV18 4QF | ٩ | | | D | è |
| 100 Dublin Street | | 16/09/2015 | 16/09/2015 | | Edinburgh | EH1 3PX | ٩ | | | D | 0 |
| 63 Hay Street | A C MIL | 16/02/2015 | 16/02/2015 | | Haye-on-Wye | HR3 5AA | ٩ | | | D | 0 |
| 25 Ivor Road | | 19/10/2015 | 19/10/2015 | | Corfe Mullen Wimborne Dorset | BH21 3QF | ٩ | | A | D | 0 |
| 12 The Green | | 01/01/1900 | 01/01/1900 | | Worcester | WR1 18P | ٩ | Wendy Hill | A | D | 2 |
| Innovation Centre | P | 28/10/2015 | 28/10/2015 | | | | ٩ | | A | D | 0 |
| Squirrel Trees | | 04/12/2015 | 04/12/2015 | | Brownsea Island | | ٩ | | A | Þ | 0 |
| Lasyard House | - 100 | 16/02/2015 | 16/02/2015 | ARL123 | Underhill Street Bridgnorth | WV16 488 | ٩ | | A | Þ | 0 |
| First Prev 1 of 1 Net | xt Last 100 | Records pe | rpage | | | | | | | | |

The Site List & Compliance Summary includes Sites which have had no activity. The **Last Activity** column shows the date for the last project marked as "Show On Web" (not including pending projects). The **Last Inspection** column shows the date of the last survey or re-inspection. This list is colour-coded to give you an instant impression of status:

- Green indicates activity within the last 9 months.
- Yellow indicates activity due, where the last activity was between 9 and 12 months.
- Red indicates overdue activity, ie last activity was more than 12 months ago.
- There is no colour if there are no ACMs at the site.

Other columns may also be displayed, some of which are colour-coded in the same way.

Next to the **Postcode** is a magnifying glass icon from which you can display a map of the Site. After the **Postcode**, the contact details are displayed. The Register, Summary, Reports and Documents Folder buttons are also available.

2. Use the buttons to access the following information:



- shows the up-to-date Asbestos Register for the site:



| e Name | | Building Name | Pi | or Looston | Loo | etion Description | n Naterial | | | | ten | | Sample Number Iden | effcation 1 | | | |
|----------|---------------------|-----------------------|----------------|--------------------------|----------|-------------------|------------|---------------|------------|-----------|-------------|----------|--------------------|----------------|------------|--------------------------|------|
| | | | | | | | | | | | | | | | | | |
| ir Geard | Othera | | | | | | | | | | | | | Search | | | |
| reis 13 | | | | | | | | | | | | | | | | | |
| impled h | ens Presumed I | ens No Access Are | nas No Access | ters Al | | | | | | | | | | | | | |
| Phot | o Site Norne | Building Name | Floor Locat | ion Losation Description | No Asses | s Hern | Material | Project Numbe | r Approach | Sample Nu | riber Exter | et the M | Identification I | Anterial Sucre | Priority 1 | Total Recommended Action | |
| P | 100 Dublin Str | | | | | | | | | | | | | | | | |
| The s | one naterial was (| macri Annaghaul A | ie fiel Root | | | | | | | | | | | | | | |
| | 100 Dublin Str | eet 100 Dublin Stree | et 0 001 | Reception | | Celling | Conorete | N-00510 | | | | | | | | | 34 |
| The a | ume maderial was ; | water: throughout th | le frat floor | | | | | | | | | | | | | | |
| | 100 Dublin Str | et 100 Dublin Stree | et 0 001 | Reception | | Vial | Concrete | N-00510 | | | | | | | | | 24 |
| The o | erne mederiel wee (| reserc throughout th | le frot floor | | | | | | | | | | | | | | |
| | 100 Dublin Str | et 100 Dublin Shee | et 0 001 | Recepton | | Pleas | ViryItiled | 14-00510 | | | | | | | | | 34 |
| The s | ume maderial was ; | reserct throughout th | le frot floor. | | | | | | | | | | | | | | |
| 3 | 100 Dusin St | eet 100 Dublin Stree | e 0 002 | Stain | | | | N-00510 | SP | | | | | | 0 | 0 | 24 |
| | 100 Dublin Str | et 100 Dublin Stree | e 0 002 | Stain | | Celling | Concrete | 16-00510 | | | | | | | | | 24 |
| | 100 Dublin Str | ret 100 Dublin Stree | et 0 002 | Stairs | | Vial | Concrete | 16-00510 | | | | | | | | | 24 |
| | 100 Dublin Str | eet 100 Dublin Stree | et 0 002 | Stain | | Rear | Viryi Sied | N-00510 | | | | | | | | | 24 |
| | 100 Dublin Str | et 100 Dublin Stree | et 0 004 | Ladies WD | | Celling Vol | | 16-00810 | - | | | =3 | Crostidalite | | 0 | 0 No action required | 24 |
| | 100 Dublin Str | ret 100 Dublin Stree | H 0 003 | Klahen | | Duets | Insulation | 16-00510 | 8 | 2 | 6 | | Crasiduite | 10 | 0 | 10 Encepsulate and Manag | . 24 |



- displays an Asbestos Summary for the site, showing the number of items present for each material score and an indicator of the risk level. The risk results are colour-coded for clarity, with a key in the bottom left corner:

| Asbestos Summary | | × |
|---|--|---|
| Here is the Asbestos Summary f | or Site: 4148 | |
| NAG Items: 0 | 12 | |
| No Access Items: 0 | | |
| ? Presumed Items: 2 | 9 | |
| S Sampled Items: 4 | 6 | |
| Key: Very Low Risk - Black Low Risk - Green Medium Risk - Orange | 3 | |
| High Risk - Red | 0 1 2 3 4 5 6 7 8 9 10 11 12 Material Score | |



 gives access to the reports produced for the site, with a separate row displayed for each report:

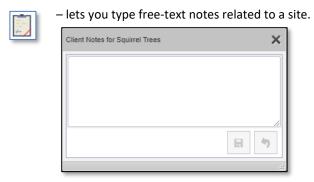




– allows you to access the Client Upload folder where you can store files that are relevant to the site:

| 🗁 Client Uploads | | × |
|--------------------------|----------------|-------------------|
| Upload file: Choose File | No file chosen | ^ |
| Filename | Size Creat | ted Last Modified |
| | | |
| • | • Drop files t | o upload |
| | | |





- **3.** Use the filter buttons above the list to filter the display with one click. Sites without ACMs will not show under the Activity Due and Overdue filter buttons.
 - OK the next inspection date is more than three months away (ie green sites).
 - Activity Due the next inspection date is less than three months away and the site contains asbestos (ie yellow sites).
 - Overdue the next inspection date is in the past and the site contains asbestos (ie red sites).
 - Some Activity the site has had a report completed.
 - No Activity the site has not had a report completed.

If it is switched on in your Client Portal, there may be a new data flag displayed to draw your attention to updates to data. The new data flag can be seen on the left of the site name on the Site List & Compliance Summary and on the left of the items on the registers, for example:

| ecords: | | | | | | | |
|-----------|--------------------|-------------|--------------------|-----------------|--------------------|--------------------------|-----------------------------|
| Search fo | or: | Se | arch All | | | | |
| OK Ad | tivity Due Overdue | Some Activi | ty No Activity All | | | | |
| | Site Name 🔺 | | Last Activity | Last inspection | Last Survey Issued | Last Survey Site Date | Last Re-inspectio Issued |
| new | The Birches | P** | 29/04/2021 | 29/04/2021 | 29/04/2021 | 29/04/2021 | |
| | The Firs | | 09/03/2017 | 09/03/2017 | 09/03/2017 | 03/03/2017 | |
| | The Oaks | P*1 | 12/12/2016 | 12/12/2016 | 12/12/2016 | 01/12/2016 | |

If you want to see all the new data and only the new data on a register, you can filter the records on the register by using the New Data pre-set search button.



4.1.2 The Site Grid

From the Site Grid you can see almost the same information as on the Site List –the layout and the buttons however are slightly different.

The Site Grid displays summary data related to your sites and allows you to:

- see the front page photo of the report
- see a location map of the site
- display the Asbestos Register for the site
- display an Asbestos Summary for the site
- access the Reports List for the site
- access the Client Uploads folder for the site
- display the Site Plans for the site.
- 1. Display the Site Grid by selecting the "Site Grid" option from the Sites menu.

| Home Site Geid X Click here for a more detailed search Records: 4 | | | | | |
|---|--|---|-----------|---|-----------|
| Search for street | Search All | | | | |
| Lasyard House [ARL12: Underhill Street Bridgnorth WV16 488 | 9) 🔺 🎫 😰 🗁 🔂 | 100 Dublin Street Edinburgh EH1 3PX | 🔺 📰 😰 🗁 🔂 | 63 Hay Street Haye-on-Wye HR3 5AA | 🔺 🃰 😰 🗁 🔂 |
| | Police Bine Bine Collection Terms of Use | | Kirkcaldi | | Heref Q |

Multiple properties are displayed in the Site Grid. The front page photo and location map are both prominently displayed in the grid layout.

2. Use the Register, Summary, Reports and Documents Folder buttons to display information about the site.



4.1.3 The Site Map

The Site Map on the Home tab displays the location of all your sites as points on a map. You can manipulate the map in the usual ways:

- zoom in and out of the map by using the wheel on your mouse or the plus and minus buttons on the map
- pan left/right/up/down by clicking and dragging the map or using the pan controls in the circle in the top left-hand corner of the map
- Nome
 Site Map
 X

 Sites
 Image: Control of the second of the se
- drag the person icon onto the map to use Streetview.



4.2 Exploring the Registers section

The Registers section of the Client Portal lets you explore five registers:

- Asbestos Register all positive asbestos items across all your sites
- Non Asbestos Register all negative surveyed items across all your sites
- No Access Register all areas not accessed across all your sites
- Removed Register all items that have been removed across all your sites
- Remediation Register all items that have had remedial work undertaken across all your sites.

You can filter any of the registers by site so that you can see the register of your choice for a selected site only.

1. Display the required register by selecting the "Asbestos Register", "Non Asbestos Register", "No Access Register", "Removed Register" or "Remediation Register" option from the Registers menu.

The layout is the same for the first three registers, with the Removed and Remediation Registers showing additional removal or remediation details. The differences in the first three registers are the items selected to display in the register.

| arch | | | | | | | | | | | | | | |
|----------|---------------------|-----------------|----------|------------|---------------------|----------------|----------------|-----------------------------|--------------------------|----------------------|-------------------|------------|----------------|----------------|
| te Name | | Building Nan | ne | | Floor Lo | ocation | Location Descr | iption Material | | ltem | Sample Number | Identific | ation | |
| ar Searc | ch Criteria | | | | | | | | | | | | Search | |
| ords: 8 | | | | | | | | | | | | | | |
| ampled I | Items Presumed I | tems No Acce | iss Area | s No Ac | cess Items All | | | | | | | | | |
| Phot | o Site Name | Building Name | Floor | Location | Location Descrip | tion No Access | s Item N | laterial Project Number App | roach Sample Number Exte | nt Uo M Identificati | on Material Score | Priority 1 | fotal Recommen | nded Action ID |
| | | | | | | | | | | | | | | |
| | 63 Hay Street | 63 Hay Street | | | Exploration Office | | | X-00005 | | | | | | 293 |
| Acce | as was not possible | e because the i | оот ма | a locked a | ind a key was not a | vailable. | | | | | | | | |
| | 63 Hay Street | 63 Hay Street | 0 | 010 | reception | 1 | | X-00005 | | | | 0 | 0 | 29 |
| Acce | ee wae not possible | e because the i | oom wa | s locked a | ind a key was not a | vallable. | | | | | | | | |
| | 63 Hay Street | 63 Hay Street | 0 | 008 | Board Room | 9 | | X-00005 | | | | 0 | 0 | 29 |
| | | | | | | | | | | | | | | - |
| Acce | | | | | ind a key was not a | | | | | | | | | |
| | The Victoria | 63 Hay Street | 0 | 011 | Exploration Office | 1 | | X-00011 | | | | 0 | 0 | 29 |
| Acce | ss was not possible | e because the i | oom wa | s locked a | ind a key was not a | vailable. | | | | | | | | |
| | The Victoria | 63 Hay Street | 0 | 010 | reception | 1 | | X-00011 | | | | 0 | 0 | 29 |
| Acce | ss was not possible | e because the i | оот ма | s locked a | ind a key was not a | vailable. | | | | | | | | |
| | The Victoria | 63 Hey Street | 0 | 008 | Board Room | 2 | | X-00011 | | | | 0 | 0 | 29 |
| | | | | | | | | | | | | | • | |
| Acce | so was not possible | e because the i | oom wa | o locked a | ind a key was not a | vallable. | | | | | | | | |
| | Lasyard House | | 1 | 002 | Kitchen | 1 | Ceiling Void | X-00004 | | no | | 8 | 8 | 31 |
| | | | | | | | | | | | | | | |
| 80 | Daisy Bank | Daisy Bank | 1 | 003 | Utility Room | ×. | | T-00294 | | | | 0 | 0 | 33 |
| Acce | es was not possible | e because the r | oom wa | s locked a | ind a key was not a | vallable. | | | | | | | | |

2. Use the search fields at the top of the register to search and filter the list as required. You might, for example, want to list only the Chrysotile asbestos items in a specific building.

There are also filter buttons, such as **Sampled Items** and **Presumed Items**, that let you apply pre-configured filters.

Use the navigation controls at the bottom of the page to display subsequent pages of data.

 You can also sort the data displayed in a Register by clicking on the column headings. For example, clicking once on the Location Description column heading sorts the data A-Z by the room description – clicking a second time reverses the order, Z-A.



 If required, you can export the data displayed on a Register to Excel[™] by clicking the Export to Excel button at the bottom of the screen:



The data is downloaded to your PC as an *.xls file for you to use as you wish.

Or you can click the **Print/PDF** button at the bottom of the screen to display a preformatted pdf of the Site Register Print. Hover on the pdf screen to display controls that let you download or directly print the register.

| Home Removed Register 🗙 Remediat | ion Register 🗙 Non Asbestos | Register 🗙 | | | | |
|--|-----------------------------|--------------------------|------------------------------------|---|---------------|----------------------|
| Search | | | | | | |
| Site Name Building Name | Floor Locat | on Location Description | Material | Item | Sample Number | Identification |
| daisy | | | | | | |
| Clear Search Criteria | | | | | | Search |
| Records: 5 | Site Register Print - D | aicy Rank | | | × | ocaler |
| Asbestos Register Non Asbestos Register Re | | | | | ~ | |
| Asbestos Register Non Asbestos Register Re | moved Sa | | | | | |
| Photo Site Name B | uilding Nam | | | | Identifi | ication Material Sco |
| | | | | | | |
| Daisy Bank D. | aisy Bank | the Decision Decision | | | | |
| | Register Pri | TE Daisy Bank | MATERIAL REF NO EXT | UN IDENTIFICATION MAT PRI TOT RECACTION | | |
| | Daisy Bark | 1 004 Bathroom 2 Ceiling | Void Insulating Board T-00294 P 10 | m2 0 0 0 | 33961 | |
| | | | | | | |
| Daisy Bank D | aisy Bank Daisy Bank | 0 001 Hall | T-00294 | 0 0 0 | 33962 | |
| | | | | | | |
| | Daisy Bank | 0 001 Hall Ceiling | Plaster Board T-00294 | | 33963 | |
| Daisy Bank D | aisy Bank | | | | | |
| | | | | | | |
| | Daisy Bani | 0 001 Hall Window | Sill:Timber T-00294 | | 33964 | |
| Daisy Bank D | alsy Bank | | | | | |
| | Daisy Bank | 1 005 Bathroom 2 Floor | Vinyl Products T-00294 X 1 5 | m2 Chrysotile 3 0 3 | 33965 | |
| | | | | | | |
| Dalsy Bank D | alar: Daala | | | | Charac | |
| Daisy Bank D | isy bank | | | | Chryso | ine . |
| | | | | | | |
| | | | | | + | |
| 10 • Records per page Arint/PDF | x | | | | | |
| | , — | | | | | |



4.3 Exploring the Photo Registers section

The Photo Registers section of the Client Portal lets you view the photos and related item details in three registers:

- Asbestos Register all positive asbestos items across all your sites
- Non Asbestos Register all negative surveyed items across all your sites
- No Access Register all areas not accessed across all your sites.
- 1. Display the required photo register by selecting the "Asbestos Register", "Non Asbestos Register" or "No Access Register" option from the Photo Registers menu.

The layout is the same, whichever register you select. The difference is in the items selected to display in the register. The photo for the item is displayed on the left-hand side and the item details are displayed on the right.

| The second s | | | | | |
|---|--|---|--------------------------|---------------|----------------|
| arch | | | | | |
| Bite Name | Building Name | Floor Location | Item | Sample Number | Identification |
| | | | | | |
| lear Search Criteria | <u>a</u> | | | | Search |
| cords: 8 | | | | | |
| | | Site Name | St. Paulo | | |
| | | Building Name | BI PALITS | | |
| | | Floor | 01 | | |
| | | Location | 009 | | |
| | | Location Descrip | | | |
| | | Item | Pipe work. | | |
| | | Material | Gaskets (compressed S | 6) | |
| | 1. J. | Approach | 5 | | |
| The same | | Sample Number Extent | 4 No. Visible | | |
| and the second se | CONTRACT OF STATE | Uo M | 4 NO. VISIDIE | | |
| april 100 | | Identification | Chrysotile | | |
| - Herrica | 1100 - | Material Score | 3 | | |
| and the | 16 | Priority | 100 | | |
| 1 | | Total | 3 | | |
| IL COL | Paul A | 3 | | | |
| | | | | | |
| 11 | | | | | |
| 1 miles | | | | | |
| . 6 0 | | and the second se | | | |
| | AN LOUGH | Carlos and a second | | | |
| 1 | and the second s | A DECEMBER OF | | | |
| | 2 | AL TROPPE | | | |
| | | | | | |
| A CONTRACT OF | | | | | |
| ALC: NOT THE OWNER | | 20 Inter | | | |
| 1 | | 23 | | | |
| | 0. | pagan Kampin | | | |
| tes | | | | | |
| - 1 1 10 | - UNIVERSITY OF A | Site Name | to Paulo | | |
| | A CONTRACTOR OF THE OWNER OF THE | Building Name | di Paulo | | |
| | | Floor | 01 | | |
| | | Location | 009 | | |
| | | Location Descrip | | | |
| COLUMN STATES COLUMN | | Item | Pipe work. | | |
| | and the second | Material | Gaskets (compressed | 0 | |
| | A DESCRIPTION OF THE OWNER OF THE | Approach | S | | |
| | And the second second | Sample Number | 6 | | |
| | | Extent | 10 No. Visible | | |
| | | Uo M | | | |
| | Sal - P | Identification | Chrysotile | | |
| where we have the | | Material Score | 3 | | |
| | | | | | |

2. Use the search fields at the top of the register to search and filter the list as required. You might, for example, want to see only the photos relating to a specific floor of one building.

If no photo was taken for an item, as is often the case for non-suspect items, the item details are still displayed but you will see white space in place of a photo.





4.4 Exploring the Reports/Jobs section

The Reports/Jobs section of the Client Portal provides an overview of the reports that have been produced for you on Alpha Tracker. You can select an option to view:

 "Report Grid" – to see all the reports that have been produced across all your sites in a grid, with front page photos and location maps prominently displayed.

This display is similar to the Site Grid. Refer to Section 4.1.2, The Site Grid, for details on accessing information from a grid display.

- "Report List" to see a list of all the reports that have been produced across all your sites
- "This Month" to view a list of only those reports that have been produced during the current month
- "Pending" to display a list of jobs that are currently in progress, where the report is not yet available
- "Archived Report List" to display a list of reports that have been marked as archived, for example for properties that are no longer in your portfolio. Any projects marked as archived no longer show in the Report List or Site List, but they can be seen under this "Archived Report List" menu option.
- 1. Display the list of reports by selecting either the "Report List", "This Month", "Pending" or "Archived Report List" option from the Reports/Jobs menu.

| Hom | e Report Grid | d 🗙 Repor | t List 🗙 | | | | | | | | | |
|-------|----------------------|-----------|----------|---------|-----------------|-----------|-----------|-------------------|--------------------------------|---------------------------------|--------------------|--------------------------|
| ecor | ls: 4 | | | | | | | | | | | |
| Searc | h for: | | Search | All | | | | | | | | |
| | Site Name | | | | | | | Project Number PO | Site Address | Post Code Site Reference (UPRN) | Project Type | Report Produced Invoiced |
| × | 100 Dublin Street | | PDFs (1) | Summary | Register (6) | Documents | Plans (0) | N-00510 | 100 Dublin Street Edinburgh | | Asbestos Survey | |
| | Daisy Bank | | PDFs (0) | Summary | Register (7) | Documents | Plans (0) | T-00294 | Daisy Bank, Bridgnorth | WV16 4QF | Asbestos Survey | 12/02/2015 |
| | 63 Hay Street | and P | PDFs (1) | Summary | Register (4) | Documents | Plans (0) | X-00005 | 63 Hay Street Haye-on-Wye | HR3 5AA | Asbestos Survey | 16/02/2015 |
| | Lasyard House | | PDFs (1) | Summary | Register 0 | Documents | Plans (0) | X-00004 | Underhill Street Bridgnorth | WV16 4BB ARL123 | Asbestos Survey | 16/02/2015 |

The layout of the screen is the same, whether you select the "Report List", "This Month", "Pending" or "Archived Report List" option. The difference is in the jobs selected to display on the list. It enables you to:

- see the front page photo of the report
- access a PDF of the report, with the number of PDFs available displayed in brackets
- display the asbestos summary for the survey
- display the asbestos register from the survey, with the number of Asbestos Containing Materials (ACMs) identified in the survey displayed in brackets
- access any documents you have uploaded related to the site
- display site plans, with the number of files available displayed in brackets.
- Use the search field to filter the list by searching across the site name, project number, site address, postcode, site reference (UPRN or equivalent) and project type. For example, typing "re-insp" in the search field will find all those projects that have a project type of "Re-inspection".



- **3.** Click the **PDFs**, **Summary**, **Register**, **Documents** or **Plans** button to display the required information.
 - **PDFs** gives access to the PDF of the report produced. There is a link to download the document. Holding down the **Ctrl** key and clicking on the link opens the document in a separate tab. Controls in the top right-hand corner of the screen let you zoom in or out, or view the document full-screen in a separate tab from where you can also download and print the PDF.



 Summary – displays an Asbestos Summary from the survey data showing the number of items present for each material score and an indicator of the risk level as identified at that survey. The risk results are colour-coded for clarity, with a key in the bottom left corner.

| Asbestos Summary | | × |
|---|----------------------|---|
| Here is the Asbestos Summary | for Project: N-00510 | |
| NAG Items: 0 | 12 | |
| No Access Items: 0 | | |
| Presumed Items: 2 | 9 | |
| S Sampled Items: 4 | 6 | |
| Key: Very Low Risk - Black Low Risk - Green | 3 | |
| Medium Risk - Orange High Risk - Red | 0 | |
| | | 4 |

• **Register** – shows the survey data for the report, with one row for each asbestos item identified in the survey. You can search and filter the list by using the search fields at the top of the screen.

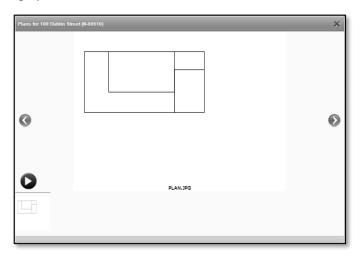
| earch | | | | | | | | | | | | | | | | | |
|--------------|--------------------|----------------------|--------------|-----------------------|---------------|----------------|------------|---------------|------------|-------------|----------|--------|------------------|----------------|----------|---------------------------|------|
| Site Name | | Building Name | Flo | or Location | Locat | ion Descriptio | n Material | | | ite | m | | Sample Number Id | entification | | | |
| Clear Search | Criteria | | | | | | | | | | | | | Search | | | |
| ecords: 4 | | | | | | | | | | | | | | | | | |
| Sampled Iter | ns Presumed Ite | ms No Access Area | No Access | Items All | | | | | | | | | | | | | |
| Photo | Site Name | Building Name | Floor Locati | on Location Descripti | ion No Access | Item | Material | Project Numbe | r Approact | Sample Numb | er Exten | t Uo N | Identification | Material Score | Priority | Total Recommended Action | 10 |
| , 🖭 | 100 Dublin Stre | | | | | | | | | | | | | | | | |
| The sar | ne material was pr | esent throughout the | first floor. | | | | | | | | | | | | | | |
| 3. | 100 Dubin Stre | et 100 Dublin Street | 0 002 | Stairs | | | | N-00510 | SP | | | | | | 0 | 0 | 34 |
| | 100 Dublin Stre | et 100 Dublin Street | 0 004 | Ladies WC | | Ceiling Void | | N-00510 | P | | | =3 | Cracidolite | | 0 | 0 No action required | 34 |
| | 100 Dubin Stre | et 100 Dublin Street | 0 003 | Kitchen | | Ducts | Insulation | N-00510 | 5 | 2 | 5 | m3 | Crocidolite | 10 | 0 | 10 Encepsulate and Manage | a 34 |



- **Documents** lets you upload, store and access your own files that are relevant to the survey in some way.
 - Click the **Choose File** button to upload a document that you want to file with the site or drag a document to the drop zone.
 - Click the underlined filename to download a document to your PC.
 - Click the **Delete** button if you want to remove a document from the document folder.

| Client Uploads | | | | × |
|---|-------|---------------------------|--------------------|--------|
| Filename | Size | Created | Last Modified | Â |
| Entry Procedures.docx | 11434 | 22-Apr-15 13:18:22 | 22-Apr-15 13:18:22 | Delete |
| Office Occupants.docx | 11434 | 22-Apr-15 13:18:44 | 22-Apr-15 13:18:44 | Delete |
| Upload file: Choose File No file chosen | | | | |
| - Dro | | 2S to upl lick) | oad | |

• **Plans** – lets you display any plans that have been uploaded for the survey. All images stored in (or uploaded into) the \Drawings sub-folder (or other named sub-folder) of the project folder are displayed. If no plans are available then the button is greyed out.





4.5 Exploring the Project Pipeline section

The Project Pipeline shows completed and uncompleted milestones for projects that are in progress. You can see it on the Home tab.

The Project Pipeline indicates progress through the main phases of work, with the phases varying by project type. Open projects only are displayed by default, but you can also display closed projects or all projects:

| Aper Servi de Constante de la particular | genhesser hyerbuser |
|--|----------------------------------|
| 1000 Blankhad Adventue lawsy factor Adventue laws Advent | genhesser hyerbuser |
| 1955 2 Jage San Annuary (Journal) 1955 <u>Flatthan</u> Amerikang Derlamin 1956 <u>Amerikang</u> Amerikang Derlamin 1956 <u>Amerikan</u> | genhesser hyerbuser |
| Table Just Same Adversion Description 1566 Smoothing Adversion on production of the physical state phy | 0 |
| State Main Aussister Constraint Aussister Constraint Constrain | 0 |
| 15664 <u>termetiken</u> AssessSurvey Kinibasen | |
| Töbela Normal View Advates Survey Kim Brison | perchaduced Induct involved |
| | |
| | |
| Argentigenee Guide Arronises Der versiteisenen Arrohy Drate Lastidig Under Lastid | portProduced Project Involved |
| | |
| Provincial device and a second device and the second device and th | ort Produced Project Involved |
| | |
| Poper Query Postant Dur Gale Vier Dan Gale Constant Dur Gale Vier Dan Des Terrinal Dur Mart Reprint Die Nager seine Die Nager seine Die Statistic Der Statis | pert Produced - Project involved |
| | |
| | tort Produced Project Involation |
| 14000 25 Leithauf Reinstellan DarDellan | |
| Project Opened Outrie Producted Dire Host Day Ontitie Last Day-Ontitie Exempted Researcialismpeter Analyses Press Project Due base in Intel Project Opened Outrie Project Due base in Ontitigener | port-hooved Argentinioned |
| 14020 <u>Slighthad</u> Atletits Survey Dan Dakin | • • |
| Project Opened: Outrie Produced: Dire Versited and Protocol Oncol One Company Research Response Provided Party Court Oracle Day Biology Court of Direct One Day Biology Court One Company Research Oncol One Company Research Oncol Onco | portPoliced Projectivolat |
| T56334 Hit Heuree Advestes Suney Kim Briden | |
| Project Operand Outrie Produced Data Interdioristic Procedury Onniae Last Day Onniae Langues Researchampiers Analyses Rain Compared Outry Check Project Due Base R | perchasticed Anject involved |
| 148317 Canden House Advects Sorvey Kim Brison | • • |

On the Project Pipeline each project's milestones are displayed as a dot.

- If the dot is green, then the milestone has been completed hover over the dot to see the completed date.
- If the dot is grey, then it has not yet been completed.



5. CUSTOMISING THE PORTAL VIEW

The Client Portal can be customised by switching on or off different features in the System Repository.

Please contact <u>support@start-software.com</u> if you would like features to be switched on or off.

This list summarises some of the controls on the Client Portal:

- The filename pattern of pdf to be visible on the portal can be specified.
- Any of the charts on the dashboard can be switched off.
- Individual elements on the Home page can be switched off.
- All the buttons and frames within the Main Menu on the Client Portal can be switched on or off. This means that you can control which menu items are displayed via a Client Portal sign-in.
- You can prevent "dangerous" file types from being uploaded by clients through the Client Portal by specifying a comma-separated list of banned file extensions eg ".exe,.com". The default list is ".exe., .com".
- Blacklisted terms can be listed to specify pdf filename patterns not to display on the portal. Different blacklisted terms can be specified for each client.
- You can hide the Register feature on the Report List on the Client Portal. This is set to "yes" by default and is client specific. This prevents the register for the project being displayed, which is useful if you tend to revisit sites and want your clients to look at the site registers.
- Recommended Actions for NAD items can be hidden from the Client Portal registers.
- You can tag individual projects for display on the client portal to any number of client IDs in addition to the "owning" client's ID. You specify the additional client IDs in a field on the Project called Linked Client IDs. These linked projects appear on the client portal in their own section to make it clear that they are special projects made available to the client signing in.

5.1 Changing Client Contact Details

Only users in the "Client Admin" group are allowed to save changes to the client contact details on the Client Portal.



5.2 Logging Access to the Client Portal

Logging of access to information on the Client Portal is maintained within Alpha Tracker. To view the logs:

1. From the Setup menu select "System" then "Access Logs".

| Home Access Log 🗙 | | | | | | |
|-----------------------|-----|-----|------|----|--------|----------|
| Search | | | | | | |
| When From: | | Who | What | IP | Server | Duration |
| From: | To: | | | | | |
| Clear Search Criteria | | | | | | Search |

2. Enter search criteria for the logs you want to view. For example enter today's date in both the **When From** and **To** fields. Then click **Search** to display the matching logs.

In the logs you can see, among other things:

- each item viewed either in the site register or the report register
- when the document list is viewed
- when the document preview is generated (by Google Document Previewer).



6. UPLOADING FILES TO THE PORTAL

Users of the Client Portal can upload documents to folders on the Client Portal in two places:

- on each Site this folder is for documents that relate to the whole site
- on each Project this folder is for documents that are specific to individual projects/surveys.

To upload documents:

1. Click on the folder icon:



- 2. Click the **Choose File** button to upload a document that you want to file with the site or project, or drag a document to the drop zone.
- 3. Click the underlined filename to download a document to your PC.
- 4. Click the **Delete** button if you want to remove a document from the document folder.

| Ilename Size Created Last Modified Plan2.ipg 5705 22-Dec-16 13:00:14 22-Dec-16 13:00:14 Delet eneral Site Files: | Site Plan: Choose File No file chosen Site Plan: Site Plan: Size Created Last Modified Dig 5705 22-Dec-16 13:00:14 Delete Site Files: Size Created Last Modified os Action Plan.docx 17374 22-Dec-16 13:02:01 Delete | Client Uploads | | | | |
|--|--|---------------------------------------|-------------------|--------------------|--------------------|--------|
| Last Modified urrent Site Plan: illename Size Created Last Modified eneral Site Files: Delet eineral Site Files: Delet ilename Size Created Last Modified Delet I.Asbestos Action Plan docx 17374 22-Dec-16 13:02:01 22-Dec-16 13:02:01 Created Created | Size Created Last Modified pg 5705 22-Dec-16 13:00:14 22-Dec-16 13:00:14 Delete Site Files: | Upload File: Choose File No file ch | osen | | | |
| Ilename Size Created Last Modified Plan2.ipg 5705 22-Dec-16 13:00:14 22-Dec-16 13:00:14 Delet eneral Site Files: | Size Created Last Modified DQ 5705 22-Dec-16 13:00:14 22-Dec-16 13:00:14 Delete Site Files: Size Created Last Modified os Action Plan.docx 17374 22-Dec-16 13:02:01 22-Dec-16 13:02:01 Delete | Upload Current Site Plan: Choose Fi | le No file choser | ı | | |
| Plan2.lpg 5705 22-Dec-16 13:00:14 22-Dec-16 13:00:14 Delet eneral Site Files: ilename Size Created Last Modified . Asbestos Action Plan docx 17374 22-Dec-16 13:02:01 22-Dec-16 13:02:01 | Dig 5705 22-Dec-16 13:00:14 22-Dec-16 13:00:14 Delete Site Files: Size Created Last Modified os Action Plan.docx 17374 22-Dec-16 13:02:01 22-Dec-16 13:02:01 Delete | Current Site Plan: | | | | |
| eneral Site Files: liename Size Created Last Modified . Asbestos Action Plan docx 17374 22-Dec-16 13:02:01 22-Dec-16 13:02:01 Delet | Site Files: Size Created Last Modified os Action Plan.docx 17374 22-Dec-16 13:02:01 22-Dec-16 13:02:01 | Filename | Size | Created | Last Modified | |
| ilename Size Created Last Modified Size Created Last Modified . Asbestos Action Plan.docx 17374 22-Dec-16 13:02:01 22-Dec-16 13:02:01 | Size Created Last Modified Dis Action Plan.docx 17374 22-Dec-16 13:02:01 22-Dec-16 13:02:01 Delete | Plan2.jpg | 5705 | 22-Dec-16 13:00:14 | 22-Dec-16 13:00:14 | Delete |
| ilename Size Created Last Modified Size Created Last Modified . Asbestos Action Plan.docx 17374 22-Dec-16 13:02:01 22-Dec-16 13:02:01 | Size Created Last Modified Dis Action Plan.docx 17374 22-Dec-16 13:02:01 22-Dec-16 13:02:01 Delete | General Site Files: | | | | |
| | | Filename | Size | Created | Last Modified | |
| Plan inc. 15210 12 Doc 16 12:12:20 12 Doc 16 12:12:20 Delat | g 15210 12-Dec-16 12:12:39 12-Dec-16 12:12:39 Delete | 1. Asbestos Action Plan.docx | 17374 | 22-Dec-16 13:02:01 | 22-Dec-16 13:02:01 | Delete |
| Plan.pd 15210 12-Dec-1012.12.59 12-Dec-1012.12.59 Delet | | Plan.jpg | 15210 | 12-Dec-16 12:12:39 | 12-Dec-16 12:12:39 | Delete |
| | | 1. Asbestos Action Plan.docx Plan.jpg | | | | |
| | | | | | | |
| | | | | • • | | |
| - Drop files to unload | | ►D | rop t | les to ur | load | |

Note that only users in the permission group "Client Admin" have the ability to delete documents. Users in the "Clients" group can upload and download but cannot delete documents. With higher access permissions you might also have the ability to create subfolders in the Client Uploads section.

It is also only users in the "Client Admin" group who can upload the current site plan. Users in the "Clients" group can only download this file.



For general documents with a wider application, for example relating to policies and procedures, training or contractors, you can use the *Other Documents* menu options to upload files.

It is also possible to upload files from a standard Alpha Tracker sign-in so that the files are visible and available for download in the document folders on the Client Portal. You can do this for both Project-related and Site-related documents.

To upload to the document folder on the Project:

- 1. Locate the project on the Project List.
- 2. Click on the Document Folder icon.
- **3.** Use the top **Upload file** option to select and upload the file to the "Client Uploads" subfolder.

| Documents - C-00009 | | | | | × |
|--|---------------|---------------------------------------|----------|---|----------|
| Upload file: Choose File No file chosen | to sub-folder | (main folder (main folder | | | ^ |
| Upload Drawings file: Choose File No file chosen | | Additional In Certificates | fo | | |
| Upload <i>certificate</i> file: Choose File No file chosen | | Client Uploa Plans and D thumbs | | | |
| Search Type Size | Cr | reated | Modified | 1 | |



7. HANDLING DRAWINGS AND HOTSPOTS

The section describes how you can:

- annotate drawings with hotspots
- view Hotspot drawings on the Portal
- view CAD drawings on the Portal.

7.1 Working with the Hotspot Editor

To access the Hotspot Editor:

1. Upload the required plans (as .jpg files) to the "Drawings" subfolder for the project.

You can open the project's document folder, and use the **Choose File** button next to *Upload drawing file* to do this.

2. Open the project and click **Survey Details** to display the Survey Details, then click **Choose Task** and select "Plan Hotspots".

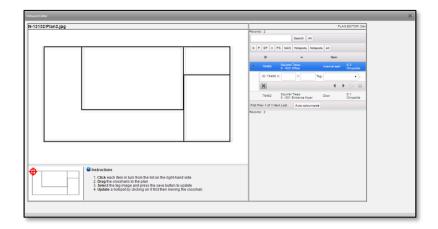
A list of the plans in the Drawings subfolder for this project is displayed.

| Plan Hotspots | × |
|---|----------|
| Plans Choose Plan/Drawing: Plan2.jpg | Preview- |

3. Select the required plan and click Hotspots! to open the Hotspot Editor.







The list on the right displays the survey items that you can place on the plan. This consists of all survey items with an approach (eg S, P, SP, X, PS) and also No Access items (NAG).

Those that have a tag displayed next to them, have already been placed on a plan.

To place an item on the plan:

- Use the filters at the top of the list to reduce the size of the list as necessary. For example, show only S items by clicking the S button, or show only items not yet placed on a plan by clicking the Notspots button (as opposed to Hotspots which have already been placed on a plan).
- 2. Click on the survey item that you want to place on the plan. A row of information is displayed below the item. For an item that has not already been placed this is blank.
- **3.** Click on the cross-hairs then drag and drop them to the required position on the plan. Initially the cross-hairs are on the overview picture in the bottom left. Subsequently they are in the last position dropped.
- 4. If you want to specify the colour of the tag to use, select it from the dropdown on the Tag field, then click **Save** on the survey item.

(See below for applying the colours to the tags automatically.)

5. Click the next arrow button to move onto the next record, or click on another record of your choice, and repeat the operation by dragging the cross-hairs to the next position and clicking **Save**.

To move an item on the plan:

- 1. Click on the item on the list, or click on the tag on the plan so that the item is automatically selected on the list.
- Pick up the cross-hairs and drag them to the required position on the plan, then click Save on the survey item.



To remove the colour from a tag:

- 1. Select the item on the list and click the **Clear Tag** button.
- 2. Click the Save button.

To remove a tag from the current plan so that the item can be placed on a different plan:

- 1. Select the item on the list and click the **Remove from Plan** button.
- 2. Click the Save button.

All tags when first placed on a plan are grey unless you specifically select a colour, meaning that the item has no identification associated with it. Once identifications are known, you can automatically apply colour coding to the tags:

1. Click the Auto colour-code button at the bottom of the list to apply the tag colours according to identification.

The screen refreshes and displays the coloured tags:

- Red = a positive S or X.
- Amber = a P or SP.
- Amber with a No Entry symbol = a NAG.
- Green = a negative (NAD) S or X.

7.2 Viewing hotspot drawings on the Portal

Drawings that you have added hotspots to can be displayed on the Client Portal and all tags viewed. These drawings are linked to individual projects and are usually in the project's Drawings subfolder.

To display the hotspot drawings:

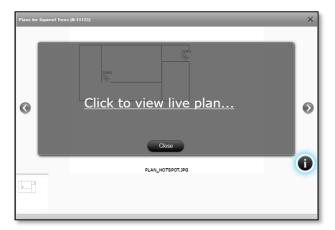
1. Find the required project on the Report List and click the **Plans** button. The hotspot JPG file is displayed, for example:

| Home | | |
|---|--|-------------------------------|
| Records: 3 Search for: squir Search All | | |
| Site Name | Project Number PO Site Address Post Code Site Reference (UPR | N) Report Produced Invoiced |
| | Ister (2) 😰 Documents 😺 Plans (2) N-13133 Brownsea Island | Re-inspection 04/12/2015 |
| Squirrel Trees | rans for squirrei irees (N-1313) | 28/10/2015 |
| Squirrel Trees PDFs (1) Summary F 10 • Records per page | 7401 | 23/10/2015 20/10/2015 |
| Records: 1 Search for Search All | Q | • |
| Sile Name 28 Mewdands E PDPs (1) E Summary Re 25 Records per page | | port Produced Invoiced |
| | PLAN_HOTSPOT.JPG | 0 |
| Site Map | | |



If there is more than one drawing available, then the different drawings are displayed at the bottom of the screen and you can click on the one you want to view or use the left/right arrow buttons to move between them.

2. Click on the "i" button and then on the "Click to view live plan..." link to access the live drawing.



The live plan is displayed:

| OT Live Plan Viewer - Google Chrome | - 🗆 X |
|---|---|
| start-3.co.uk/alphatracker/Hotspot_Viewer.a5w?planFilename=Plan.jpg&surveyID= | 74319&projectNumber=N-13133 Q |
| N-13133/Plan.jpg | PLAN VIEWER: ARL |
| + - Reset | Records: 2 |
| | S P SP X PS NAG AI |
| | ID 🔺 Item |
| 78465 | 78463 Squirrel Trees 0 - 001 Entrance foyer Door S 1 Chrysotile |
| 78463 | Building Name Squimel Trees Floor 0 Location Description Entrance foyer Iven Do'r Reinforced Plastics Material Description S 2 Squimit Trees Interaction S 2 |
| l v | 0 - 002 Office Internal Wall Chrysotile |
| | First Prev 1 of 1 Next Last Records: 2 |
| | necula: 4 |

On the hotspot drawing you can:

- Use the wheel on your mouse or the + and buttons above the drawing to zoom in and out.
- Click and hold on the drawing and move the mouse to move the image in any direction.
- Use the **Reset** button to return to the default zoom and view of the drawing.
- Filter the list of tags by using the buttons above the tag list.
- Click on a tag on the drawing to view summary details of the item on the tag list on the right-hand side:



| OT Live Plan Viewer - Google Chrome | | | - | |
|---|-----------------------------|--|---|------|
| () start-3.co.uk/alphatracker/Hotspot_Viewer.a5w?planFi | lename=Plan.jpg&surveyID=74 | 319&projectNumber=N-13 | 3133 | Q |
| N-13133/Plan.jpg | | 1 | PLAN VIEWER: | ARL |
| + - Reset | | Records: 1 | | |
| | | 78405 Se | earch All | |
| | | S P SP X PS NAG A | | |
| | | ID 🔺 | Item | |
| | 78465 | > 78465 💊 Squirrel 0 - 002 0 | Trees Internal wall S 2 Office Internal wall Chrys | otie |
| 78463 | | Floor 0 Location 002 Location Description Offic Item Inte | | |
| N | | First Prev 1 of 1 Next Last | | |
| | | Records: 1 | | |

• Print the hotspot drawing by using **Ctrl+P**.

The hotspots cannot be amended from the Client Portal.

7.3 Viewing CAD drawings on the Portal

It is possible to view CAD drawings (DWG files) on the Client Portal, in the same way as you view hotspot drawings (see above). These drawings are linked to individual projects and are usually in the project's Drawings subfolder.

Find the required project on the Report List and click the **Plans** button to display project plans/drawings.

In order to view the DWG files stored with a project, you need to:

- have a DWG viewer installed
- save a JPG version with the same name and in the same location as the DWG file.

The system displays only JPGs in the Plan viewer. If however the name of the DWG file is the same as the JPG, eg "Plan1.JPG" and "Plan1.DWG", then clicking the "i" icon displays the DWG file.

If the user does not have a DWG viewer, then they can see the JPG. Any user who does have a DWG viewer has the ability to click through to the DWG version.

()



8. RECORDING REMOVAL/ REMEDIATION DETAILS

Between surveys you can update your survey items to reflect remediation or removal work. This is to be done by creating a new project from the Site Asbestos Register and updating the records in that project.

8.1 Creating a project for removal/remediation data

The project for removal or remediation details needs to be created from the Site Asbestos Register. This is so that you can select the items that you want to include in the new project.

To create the new project:

- 1. Display the site for which you are recording removal or remediation details on the Site Details screen. You can do this by:
 - opening a previous project for the site and clicking the Site Details button

(eg select "Project List" from the Projects menu, search for projects at the site, click the underlined project number then click the **Site Details** button on the project)

• opening the site details from the Site List

(eg select "Site List" from the Sites menu, search for the required site, click the underlined site name).

2. Click on the Asbestos Register tab to display the Asbestos Register for the site.

| Site Details | | |
|---------------------------|-----------------------------|---|
| Site ID Site Reference | 4310 9 | Buildings Address Book Quotes Projects Contracts Asbestos Register Client View Site Register |
| Client | Operational Premises 🔹 | Open in New Tab Search |
| Account Manager | 0 🔹 | Project Number Building Name Floor Location Item Sample Number Identification |
| Site Name | Gilbert Richards Centre | |
| Address | Broadway Coventry | Clear Search Criteria Search |
| | | Refeash Records: 2 |
| Country | United Kingdom | Sampled Items Presumed Items No Access Areas No Access Items Limited Access Items Exclude NAG and LAG All |
| Postcode | CV5 6NT | Photo Building Name Floor Location Description No Access Item Material Project Number Approach Sample Number |
| Contact Name | Map Rose O'Brien | , C Update View View Character 0 022 Store 12 C-000003 |
| Contact Telephone | 024 7678 5570 | Could not \$1 the concrete slabs covering the duct, assume these are the old pipe runs from the bolier room, all ducts throughout the site below carpet etc should be considered a no access. |
| Contact Email | rose.obrien@coventry.gov.uk | Update View View Cability History Control Cability Control Cability Control Cability Cab |
| Landlord | | Trace insulation debris presumed within the boiler room beneath existing paintwork. Inspect prior to any intrusive works in the boiler room. |
| Calculated Last Inspectio | | 10 • Records per page Create Re-inspection Project Create Removal / Remediation Project |
| Set Last Inspection | 16/09/2015 | |
| Notes | | |
| | | |
| + 📴 Quote + | Project Other Info | |
| ショリ Duple | cate Site | |
| | | |

3. Use the filters at the top of the Asbestos Register to filter the Register to show only the items that you want to include in your new project. You can use the search fields and/or the pre-set filter buttons located immediately below the search fields, eg Sampled Items or No Access Items.



| Buildings | Address Bo | ok Quotes | Projects | Contracts | Asbestos Regis | ter | Client Viev | v Site Register | | | | | | | |
|-------------------|---------------------------------|---------------|----------------|---------------|-------------------------------|----------|--------------|--------------------|-------------|----------|------------|-----------------------|------------------|-------------|----------------|
| Open in Search | New Tab | | | | | | | | | | | | | | |
| Project 1 | Number Bu | ilding Name | Floor | | Location | Ite | em | Sample | Number | Identifi | cation | | | | |
| <u>Clear Sea</u> | arch Criteria | | | | | | | | | | Search | | | | |
| Refresh | Records: 2 | | | | | | | | | | | | | | |
| Sample | d Items Presu | med Items | No Access A | reas No Ao | cess Items Limite | ed Acc | cess Items | Exclude NAG a | nd LAG | All | | | | | |
| | | | | Photo | Building Name | Floor | Location | Location Desc | ription No | o Acces | s Item | Material | Project Numbe | er Approact | Sample Numbe |
| • | 😟 Updat | e Vie Deta | | | Gilbert Richards Centre | | | Store | | | | | C-00003 | | |
| Co | uld not lift the o | oncrete slab | s covering the | e ducts, assu | me these are the | old pij | pe runs fron | n the boiler room | , all ducts | through | out the s | ite below c | arpet etc should | be considen | d a no access. |
| | (Updat | vie Deta | | | Gilbert Richards Centre | -1 | 011 | Boiler Room | | | Walls | Thermal Insulation | C-00003 | s | 5 |
| Tra | ace insulation de | ebris presum | ed within the | boiler room b | eneath existing pa | aintwo | ork. Inspect | prior to any intru | sive works | in the b | oiler roor | n. | | | |
| 10 | Records per | page C | Create Re-Ins | pection Proje | ct Create Remo | oval / I | Remediatio | n Project 🕱 | | | | | | | |

4. Click the **Create Removal/Remediation Project** button at the bottom of the Asbestos Register. A box is displayed giving you options for creating the project.

| Create re-inspection project | for e-Innovation (| Centre (4377) | | × |
|---------------------------------|--------------------|-------------------------------------|-----------------|--------|
| Please choose if you would like | to create a new re | -inspection project or send data to | an existing pro | oject. |
| Create New Project & Send | Add to Project: | Choose or enter existing re-in | Cancel | |

You can create a new Removal/Remediation project and send the records to this project by clicking the **Create New Project & Send** button. Alternatively, you can send the records to an existing project. This lets you use multiple filters on theAsbestos Register.

For example, you might filter the Asbestos Register to show all items in the Kitchen, then use the **Create New Project & Send** button to create the new Removal/Remediation project. Then you might repeat the process but this time set the filters to show all items in the Bathroom, specify the new project number and use the **Add to Project** button. You would then have a project which included only the records from the Kitchen and the Bathroom.

5. The new project is created, with a project type of "Remedials/Removal", and opens automatically. Click Survey Details to see a summary of the selected data from the Asbestos Register that is now in this project. For example:





| Survey Details |
|--|
| 1 - Survey Setup 2 - Survey Complete |
| Summary & Cover Sheet |
| Choose Task for other options |
| Asbestos Summary (non-suspect) S 6 1 (1 positive) |
| Photo File |
| Approved By Date Sign off report |
| Lab Details |
| Quality Control (QC) |
| Documents |
| (click Validate to check your data before producing the report) |
| Validate Draft Final Version By Bulk Certificate Version By Control of the second s |
| ショ <u>リ</u> |

- 6. Click View Asbestos Data to display the records.
- 7. Click the **Remediation Details** button on an item, complete and save the details. For example:

| • | / | Remediation Details | |
|--------------------|--|---|-----|
| | Remediation Details | | × |
| Remove 🔻 | ID 81 | 1322 | |
| | Survey ID 75 Floor 0 | 5510 | |
| • | Location 00 Location Description Ki Item Si Material Code B | 02 itchen ink pad TP | |
| • | S/P/SP S Extent 1 Sample Number 1 | ituminous Product hrysotile, Amosite | |
| | Remediation Type | Removal | • |
| • | Remediation Status | Complete | • |
| | Estimated Cost | | |
| No action required | Actual Cost | | |
| | Cost Band | | • |
| • | Contractor | | |
| | Remediation Spec | | |
| • | Remediation Complete | 21/12/2016 | |
| • | Remediation Notes | | |
| | × 8 | | |
| · · · · · · | / | Details | ii. |



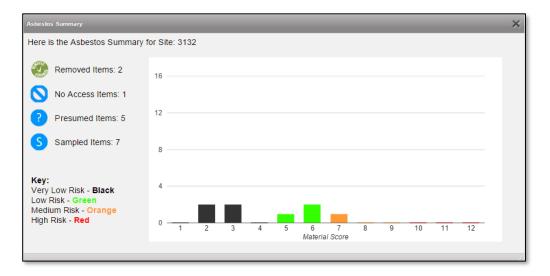
Positive items are marked as "Removed" on the Client Portal if any of the following are true:

- they have an **Approach** of "R"
- they have an **Identification** of "Removed"
- they have a **Remediation Type** of "Removal" AND either a **Remediation Status** of "Complete" or a **Remediation Complete** date.

These removed items are easily identified on the Client Portal by a green "Removed" stamp and can be viewed on the Removed Register:



They are also visible on the Asbestos Summary graph:



Similarly, any items that have had remediation work recorded are visible on the Remediation Register.



9. **RE-INSPECTING DATA**

If you require a re-inspection at a site, you can send the survey data that you hold to a surveying company and ask them to re-inspect the data. They will be able to review the existing data on their handsets, update any scores and take new photos of the items.

The surveying company can then send the new (re-inspection) project data to your Alpha Tracker system in the usual way, and you can receive the data to update the site register.

9.1 Sending survey data to a surveying company for re-inspection

In order to transfer survey data to a surveying company your Alpha tracker and the receiving company's Alpha Tracker must be linked.

Please contact Start Software if you would like to be linked to a new company's Alpha Tracker.

You will be creating and sending XML records to the surveying company which they will reinspect.

To create and send the XML records for re-inspection:

1. Open the Site Details screen for the site that you want to re-inspect.

You might do this by displaying a project for the site and clicking the **Site Details** button, or by using the Site List from the menu to search for and display the site details.

2. Click the Client View Site Register tab to display the asbestos items at the site.

| Site Details | | | | | | | | | | | | | | | | | | | | |
|----------------------------|---------------------------------------|-----------------|--------------|----------------|------------------|---|---------------|------------|--------------------|---------------|----------------|----------------------------------|----------|-------------|-----------|-------|------------------------|----------------|---|-----------|
| Ste ID Ste Reference | 32 | | tress Book | Quotes Project | s Contracts As | sbestos Register C | ient View Sil | e Register | | | | | | | | | | | | |
| Client | ZDANE Dane Environmental 9 | D | Site Name | | Building Name | Floor | Locati | 9 L | cation Description | Materia | | | ter | | Sample N | umber | Identification | | | |
| Account Manager | • | Clear Search Cr | teria | | | | | | | | | | | | | | Search | | | |
| Site Name | 25 Leigh Road | Records: 11 | _ | | | | | | | | | | | | | | | | | |
| Address | Vimborne Minster | | ster Non Asb | | | (Positive) All Sample Building Name Fi | - | | | | | Exclude NAG an Project Number | | famile Numb | er Falant | II. M | Mantification | Malacial Force | | athe Take |
| Country | | | noto crose | up Prioto | | | | | | | | | Approact | sample Homo | er Extern | 00 m | ioentineacon | Material South | | iny iou |
| Postcode | BH21 1AB | , | | | | | | | | | | | | | | | | | | |
| | Lookup Address | Some ger | | | | | | | | | | | | | | | | | | |
| Contact Name | Mag | 1 | S 🕥 | | 25 Leigh Road | 25 Leigh Road 0 | 001 | Reception | | Floor void | Insulation | T-55989 | s | 1 | 14 | m2 🇯 | kotinolite. kmosite | | • | 0 9 |
| Contact Telephone | | Some ger | neral notes | | | | | | | | | | | | | | | | | |
| Contact Email | | | | | 25 Leigh Road | 25 Leiph Road 0 | 001 | Reception | | Wall | Concrete | T-55989 | | | | | | | | |
| Landlord | | | | | Road | 25 Leigh Hoad 0 | 001 | Reception | | 1/3/ | Concrete | 1-00989 | | | | | | | | |
| Status | • | Some ger | neral notes | | | | | | | | | | | | | | | | | |
| Calculated Last Inspection | 20/11/2017 | | | | 25 Leigh Road | 25 Leigh Road 0 | 002 | Office | | Ceiling | Concrete | T-55989 | | | | | | | | |
| Set Last Inspection | | | | | | | | | | | | | | | | | | | | |
| Notes | · · · · · · · · · · · · · · · · · · · | | R I | | 25 Leigh Road | 25 Leigh Road 0 | 002 | Office | | Floor | Vinyi Products | T-55989 | \$ | 2 | 21 | m2 A | Amosite | | 7 | 0 7 |
| • Cuote • | Project Cther Info | | | | 25 Leigh Road | 25 Leigh Road 0 | 002 | Office | | Vilali | Glass | T-55989 | | | | | | | | |





3. Use the search fields at the top of the Client View Site Register and/or the filter buttons to display the records that you want to include in the Re-inspection project.

If you want to re-inspect the whole site you do not need to filter the list at all. However, if for example you want to re-inspect only the first floor then you could use the **Floor** search field to select only those items.

Similarly, if you want to re-inspect only the sampled items on the first floor you can use a combination of the **Floor** search field and the **Sampled Items** button to display only these selected records.

Where it is not possible to use the search fields and filter buttons to show the exact set of records you require (eg all first floor items plus all NAG areas across all floors), then the process is to send sets of records. First send one set of records (eg all first floor items), then reset your selection criteria and send another set of records (eg all NAG areas), and another etc.

Note that any items marked as pending in the Asbestos Register (with a question mark symbol) will not be included in re-inspections. Pending items become "complete" items once they have both a date in the **Document Produced** milestone and have had the **Show On Web** tickbox ticked.

4. Click the **Create XMLs for another Alpha Tracker** button at the bottom of the list. The Create XMLs for another Alpha Tracker screen is displayed.

| Create XML's for another | Alpha Tracker | × |
|---------------------------------|--|-----|
| ID | 797 | |
| Created | 30/11/2017 | |
| Sending Alpha Tracker | Demo | |
| Receiving Alpha Tracker | • | |
| Sending Site Name | 12a Ivor Road | |
| Process Transfer- | | |
| 1 Send Records 2 Send Photos | | |
| (option | al) enter a note or a message to the recipient | * |
| 4 | • | |
| Delete | | |
| | Save | cel |
| | | d. |

- 5. In the **Receiving Alpha Tracker** field, select the system to which you are sending the data for re-inspection.
- 6. Click Send Records and wait until a message confirms the records have been sent.
- 7. Click Send Photos and wait until a message confirms the photos have been sent.



8. Type any notes regarding this re-inspection that you want the receiving company to see in the **Notes/Message** field.

| Create XML's for another | Alpha Tracker | × |
|---|-----------------------|---------|
| ID | 797 | |
| Created | 30/11/2017 | |
| Sending Alpha Tracker | Demo | |
| Receiving Alpha Tracker | Demo 🔻 | |
| Sending Site Name | 12a Ivor Road | |
| Process Transfer 1 Send Records 2 Send Photos | 4 ✓ 8 ✓ | |
| Notes/Message | re-inspect this site. | * // |
| | | |

9. Click Save and close the Create XMLs for another Alpha Tracker screen.



9.2 Receiving data for re-inspection

The surveying company who are receiving data for re-inspection can use the following instructions to receive the data and create a re-inspection project on their Alpha Tracker.

For the Surveying Company:

9.2.1 Accepting the transferred data

If you are receiving survey data from a linked Alpha Tracker system for re-inspection, then you need first to accept the transferred data and then to create the XML records for a handset.

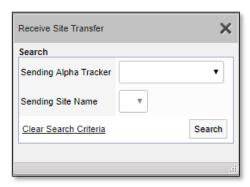
Note that the site for which you are re-inspecting data must already exist on your Alpha Tracker. If the site exists with a slightly different name, eg with a different spelling, then Alpha Tracker lets you match up the sites. If the site does not exist, it is best to create it now.

To receive re-inspection data:

1. Go to the Setup menu and select "Import/Export", then "Transfer XMLs", then "Receive Data". The Receive Data screen is displayed which may show no data at this stage.

| Home Receive Data 🗙 |
|---|
| Click here to search |
| Receive Data from another Alpha Tracker |
| Site Name Building Name Date Floor Location Location Description Item Material Code Material Approach Extent Sample Number ProductType Condition Surface Treatment Asbestos Type Identification Material Score Priority Score Total Score |
| No records in query |

2. Click the **Receive Data from another Alpha Tracker** button to display the Receive Site Transfer screen.



- **3.** Select the Alpha Tracker system that sent the data and then the site name for which they have sent data.
- 4. Click the **Search** button to display further details of the data that has been sent, including the notes.



| Receive Site Transfer | | × |
|--|---|---------------------------------------|
| Search Sending Alpha Tracker Demo V Sending Site Name 12a Ivor Road V <u>Clear Search Criteria</u> Search | | |
| ID Created Sending Alpha Tracker Sending Project Number | - Sending Details | Process Transfer |
| 797 30/11/2017 Demo Please re-inspect this site. | Sending Alpha Tracker Demo | Records Received 1 Receive Records /4 |
| | Sending Site Name 12a Ivor Road Receiving Alpha Tracker Demo Dm 797 Created 30/11/2017 Please re-inspect this site. | Photos Received 2 Receive Photos //6 |
| | × | <u> </u> |

- 5. Check that you are working with the correct details and then click the **1** Receive Records button and wait for the message to confirm the records have been received.
- **6.** Click the **2 Receive Photos** button and wait for the message to confirm the photos have been received.
- 7. Select the date in the Transfer Complete field to indicate when you received the data.
- 8. Click Save and close the Receive Site Transfer screen.

The received records are now displayed on the Receive Data screen and you can now create XML records for the handset.

9.2.2 Creating XML records for the handset

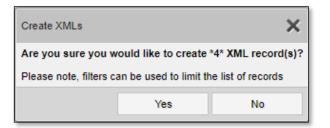
The received records for re-inspection are displayed on the Receive Data screen.

1. Filter the Receive Data screen by site name if there are records for multiple sites present. (Click on **Click here to search...** to display the search fields.) You only want records for your site to be displayed.

| Click here to search | | | | | | | | | | | | |
|----------------------|------------------|--------------------|---------------|-------|-----------|----------------------|-------|---------------|---------------------|----------|--------|-------------|
| H, | Receive D | ata from another A | Alpha Tracker | | Create XM | ILs for handset | | | | | | |
| ecor | ds: | | | | | | | | | | | |
| | Site Name | Building Name | Date | Floor | Location | Location Description | Item | Material Code | Material | Approach | Extent | Sample Numb |
| Þ | 12a Ivor Road | 12a Ivor Road | 03/10/2017 | | 003 | Electrical Cupboard | | | | | | |
| | 12a Ivor Road | 12a Ivor Road | 03/10/2017 | 0 | 002 | Hall | Wall | INB | Insulating Board | s | 12 | 2 |
| | 12a Ivor Road | 12a Ivor Road | 03/10/2017 | 0 | 003 | Store Room | Wall | INB | Insulating Board | х | 15 | 2 |
| | 12a Ivor Road | 12a Ivor Road | 03/10/2017 | 0 | 001 | Reception | Floor | CMP | Cement Product | s | 25 | 1 |

2. Click the **Create XMLs for handset** button. A message asks for confirmation and informs you of the number of XML records that will be created.





3. Click Yes to create the XML records. The Create Site Re-inspection screen is displayed.

| Create Site Re-Inspe | ction | × |
|----------------------------------|---|--------|
| Please select the Uni Unit ID | t ID the project should be created for: | |
| Site Name Pending? | | |
| Create New Project | & Send Add to Project: Choose or enter existing re-in Q | Cancel |
| | | ,d |

- 4. Select the Unit ID of the handset to which XML records are to be sent.
- 5. Click the magnifying glass on the **Site Name** field, then search for and select the site in your Alpha Tracker.

The site must exist already in your Alpha Tracker system. If it does not exist, then you should create it. If it exists in a slightly different form, eg with a different spelling to that provided by the property management company, by selecting it here you are matching up the two.

- 6. Then click **Create New Project & Send** to create a new Re-inspection project and send the records to the handset under the new project number. Alternatively, you can send the records to an existing Re-inspection project by selecting the project number and clicking **Add to Project**.
- 7. If you clicked **Create New Project & Send**, the new Re-inspection project is created and opens on screen. This is the one to which the surveyor will send data and the one that will subsequently be sent to the property management company as a normal Re-inspection data transfer.
- **8.** Ensure the **Project Type** of the new project is "Re-inspection" and that the appropriate re-inspection **Survey Type** is selected.

When the surveyor connects their handset, they will receive the data items for this project to re-inspect.

If you return to the Receive Data screen, you will see that the records for the site are no longer present. You can still access the records by going to the Archived Data screen – which allows you to resend /recreate the XMLs if necessary.



9.2.3 Carrying out the re-inspection

Carry out the re-inspection and synchronise the data. Then produce your Re-inspection report in the normal way.

9.2.4 Sending the completed re-inspection project data

When your Re-inspection report is complete, send the re-inspection project data back to the property management company, making sure that you use the "Send Re-inspection to another Alpha Tracker" option on the Choose Task menu.

To send the completed re-inspection project:

- 1. Open the project on the Projects screen and click **Survey Details** to display the Survey Details screen. Click on the second tab, "2 Survey Complete".
- 2. From the Choose Task menu, at the top of the screen, select "Send Re-inspection to another Alpha Tracker" and click **OK**. A screen is displayed for you to enter details of the data transfer.

| etup Transfer | | × |
|------------------------------|--|---|
| ID | 798 | |
| Created | 30/11/2017 | |
| Sending Alpha Tracker | Demo | |
| Receiving Alpha Tracker | • | |
| Sending Project Number | T-56000 | |
| Sending Site Name | 12a Ivor Road | |
| Re-inspection? | Image: A start of the start | |
| 2 Send Photos 3 Send PDFs | | |
| Į – | | 1 |
| 4 Send Drawings | | |
| | al) enter a note or a message to the recipient | |

3. Select the property management company to which you want to send the re-inspection data from the drop-down list on the **Receiving Alpha Tracker** field.

The project number and the site name of the project you are sending are displayed for reference, and the **Re-inspection?** box is ticked.





- 4. Click each of the Process Transfer buttons in turn to send the data. A progress bar indicates the progress of the transfer and a message is displayed when the transfer is complete. When the transfer is complete, you can then click the next button in the sequence. The buttons are:
 - Send Records to send the actual re-inspection data
 - Send Photos to send the photos in the re-inspection
 - Send PDFs to send the PDF files in the project
 - Send Drawings to send the contents of the Drawing subfolder.

The data is copied to a holding server, where it waits to be requested by the recipient.

If there are PDFs in your Project folder that you do not want to be included in the transfer, put them into a sub folder of the main Project folder. It is only PDFs in the main Project folder that are included in the data transfer.

- 5. Write a message, if required, to the recipient of the re-inspection in the **Notes/Message** box.
- 6. Click Save to save the transfer details and close the screen.

This is the end of the instructions for the surveying company.



9.3 Receiving the completed re-inspection

When the surveying company has sent you the completed re-inspection, you can receive it into your Alpha Tracker.

To receive a completed re-inspection:

1. Use the "New Project" option from the Projects menu (or an alternative method) and create a new project.

Get the next number for the project and select the client. Enter the site name where the re-inspection was carried out and select the Re-inspection project type.

- 2. Click the **Survey Details** button to display the Survey Details screen, select the Reinspection **Survey Type** and save the Survey Details.
- Return to the Survey Details screen, click on the second tab "2 Survey Complete" and from the Choose Task menu select "Receive Re-inspection from another Alpha Tracker" and click OK. A screen is displayed for you to select the data to receive.

| Select Survey to Receive | × |
|--------------------------|--------|
| Search | |
| Sending Alpha Tracker | • |
| Sending Project Number | |
| Clear Search Criteria | Search |
| | |
| | al |

- 4. In the **Sending Alpha Tracker** field, select the system from which you want to receive data.
- 5. In the **Sending Project Number** field, select the project number that you want to receive into your project.

The list contains the re-inspection projects that have been sent to you by the system specified in the **Sending Alpha Tracker** field and are waiting to be received by you.

6. Click Search. Details of the project are displayed, including any message attached to the project.





| Select Survey to Receive | | × |
|---|-------------------------|-----------------------|
| Search Sending Alpha Tracker Demo Sending Project Number | | |
| Clear Search Criteria Search | | |
| ID Created Sending Alpha Tracker Sending Project Number | Sending Details | |
| 58 22/12/2015 Demo T-00205 The Vivien Court data | Sending Alpha Tracker | Demo |
| | Sending Project Number | T-00205 |
| | Receiving Alpha Tracker | Demo |
| | ID | 56 |
| | Created | 22/12/2015 |
| | | The Vivien Court data |
| | × | že B |
| | | |

7. Check the details displayed in the Sending Details area of the screen and click **Confirm** if this is the project that you are expecting.

The Process Transfer area of the screen is displayed, with buttons to process the data.

| Select Survey to Receive | | × |
|--|---|--|
| Search Sending Alpha Tracker Demo V Sending Project Number V <u>Clear Search Otteria</u> Search | | |
| ID Created Sending Alpha Tracker Sending Project Number 50 22/12/2015 Demo T-00205 The Vivien Court data | Sending Debits Sending Alpha Tracker Demo T-00205 Receiving Alpha Tracker D G Created Created Confirm | Process Transfer Records Received 1 Receive Records 70 0/0 Photos Received 2 Receive Photos 19 0/0 PDFs Received 3 Receive Photos 0/0 Transfer Complete |
| | X | ¥ ∎ |

- Click each of the Process Transfer buttons in turn to receive the data, starting with Receive Records. A progress bar indicates the progress of the transfer and a message is displayed when the transfer is complete. When the transfer is complete, you can then click the next button in the sequence. The buttons are:
 - **Receive Records** to receive the actual re-inspection data
 - **Receive Photos** to receive the photos in the re-inspection
 - **Receive PDFs** to receive the PDF files in the project
 - **Receive Drawings** to receive the drawings in the project.



There are numbers displayed next to the buttons to indicate the number of records that should expect to receive. If the data is retrieved correctly, then the number of records actually received is also displayed as well as a tick to indicate that the data has been pulled down.

- 9. Select the date in the Transfer Complete field when all records have been received.
- **10.** Save and close the screen.

If you return to a refreshed Survey Details screen you can see the summary data for the received re-inspection, as well as the front page photo of the report on the second tab "2 – Survey Complete".

The re-inspection data is now present on your system as if you carried out the re-inspection yourself.

11. Return to the Project screen for this project, add a Report Produced date and tick **Show On Web**.

| Milestones | | | |
|------------------|--------------------|------------------|---------------|
| Project Opened | 21/12/2016 | Kim Evison 🔻 |] |
| Quote Produced | | • |] |
| Order Received | | • |] |
| Turnaround | • | | |
| More Milestones | Done: 0 Due: 0 Ove | due: 1 | |
| Report Produced | 21/12/2016 | Kim Evison | Show On Web 🕑 |
| | | Issue Reason/Log | |
| Project Invoiced | | T |] |
| Project Closed | | • |] |
| Return Date | • | | |
| L | | | |

12. Click the **Site Details** button on the project and display the updated Register for the site by clicking on the Client View Site Register tab.

| sa fotosi | | | | |
|----------------------------|-----------------------|---|--|--|
| Ste ID Ste Reference | 4388 | Buildings Address Book Quotes Projects Cloretacts Asbestos Register Client View Site Register | | |
| Clent | Coventry City Council | Open an Area Tao | | |
| Account Manager | • | Project Number Building Name Floor Location Item Sample Number Identification | | |
| Site Name | Coundon Family Centre | | | |
| Address | | Case Reach Chara Search | | |
| | | Ratesh Records: 1 | | |
| Country | United Kingdom | Sampled items Presumed items No Access Areas No Access items Linited Access items Exclude NAG and LAG All | | |
| Postcode | | Photo Building Name Floor Location Description No Access Item Material ProjectNamber Approach Sample Number Extent UoM Identification ProductType Condition | | |
| | Lookup Address | Country View Churden a set instant in programmer and a set of the set | | |
| Contact Name | | y Colored Details History Farely Center V Vor Let Hold 📰 Beard Frontists a 1 z Hz Chrystole z V | | |
| Contact Telephone | | Sample collected as this moders board a aconstinue contrast of the achieves. | | |
| Contact Email | | 10 • Records per page Clease Re-Inspection Project 🗹 | | |
| Landlord | | N | | |
| Calculated Last Inspection | 21/12/2016 | | | |
| Set Last inspection | E | | | |
| Notes | | | | |
| | <u></u> | | | |
| • 🖬 Quete 🔹 | Project Cither Info | | | |
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