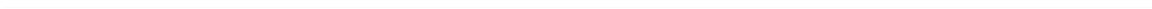




## TRACKER AIR USER GUIDE

Version 1.2



# DOCUMENT CONTROL

## Document

Tracker Air User Guide
------------------------

## Current Version

Version	Date	Issued Pages	Reason For Issue
1.2	Oct 2022	Oct 2022	Logo Update

## Previous Versions

Version	Date	Issued Pages	Reason For Issue
1.0	Dec 2021	Dec 2021	First issue
1.1	Dec 2021	Dec 2021	Updates

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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:
  - an Air Monitoring Certificate
  - a Clearance Certificates
- 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. Please contact [support@alpha-tracker.com.au](mailto:support@alpha-tracker.com.au) for any customisation requests*

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@alpha-tracker.com.au](mailto:support@alpha-tracker.com.au) or contact the office on 1300 946 3010 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:

- Air Monitoring
- Clearances.

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, a certificate can be generated or your settings can automatically generate the certificate (as a Word and a PDF file) and email these files back to you for issue. Please contact [support@alpha-tracker.com.au](mailto:support@alpha-tracker.com.au) to request setting changes.

## 3. AIR MONITORING

To capture the data for your Air Monitoring:

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.

### 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 the name of the sampler in the **Inspected By** field and the date in the **Sampled Date** field.
3. The Certificate Number is generated according to the type of project and a date/time stamp and displayed in the **Certificate Number** field.
4. Select the report number (if multiple certificates in a day/at a site) from the **Report Number** drop down.
5. Enter the **Work Location**, **Description of work** and any **Deviations** in the relevant fields.

6. Enter the removal contractor's name and address in the **Contractor Name** and **Contractor Address** field.
7. 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). Confirm if NATA/IANZ or not.
8. Enter the location of the work being carried out in the **Work location** field.
9. Click **Next** or **Next Page** to move on to the next section, Sampling Summary.

## 3.2 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.

The screenshot shows a software window titled 'Air Monitoring - Session' with a sub-window titled 'Sampling Summary'. The form contains the following fields and data:

- Rotameter No.: [Dropdown menu]
- Filter Diameter: [Table with 2 columns, values 13 and 25]
- NPL Test Slide: [Text box containing 'N1 test']
- Microscope: [Dropdown menu]
- Highest Set Fully Observed: [Table with 7 columns, values 1-7]
- Highest Set Partially Observed: [Table with 7 columns, values 1-7]
- Temperature (Degrees C): [Text box]
- Start Test Conditions: [Text area]
- End Test Conditions: [Text area]

1. Enter the details of the air testing equipment used in the appropriate fields, including the following:
  - Rotameter number
  - Filter diameter (in mm)
  - NPL Test Slide number
  - Microscope (this determines the microscope Factor)
  - Timer number
  - Highest set fully observed
  - Highest set partially observed
  - Temperature (in degrees Celsius, °C)
  - Start Test Conditions
  - End Test Conditions.



Please contact [support@alpha-tracker.com.au](mailto:support@alpha-tracker.com.au) if you wish for your Equipment to be available in the drop downs for selection.

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:

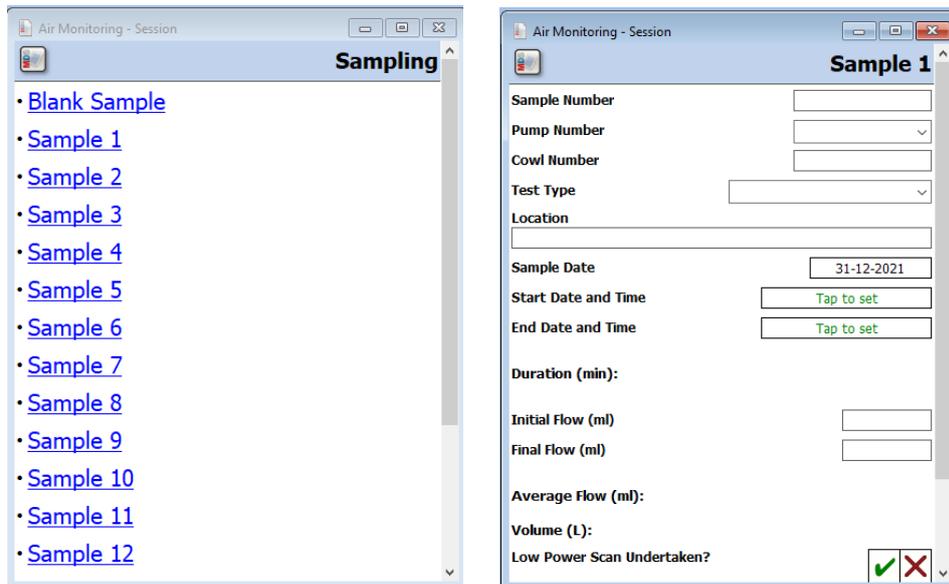
- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you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

### 3.3 Entering details of the samples

You can enter details of up to 16 air samples on the app – allowing for 15 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.



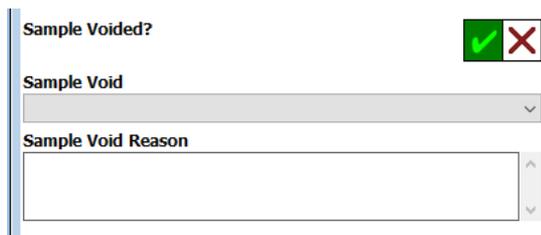
2. Enter the test results for sample 1 in the available fields, including:

- Sample number
- Pump number
- Cowl number
- Test type

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.

- Location
- Sample Date
- Start time
- End time
- Initial flow
- Final flow
- Low Power Scan undertaken?
- Sample Voided/Rejected?

If the sample is voided/rejected, you will be presented a reason for this in a free text box:



If the sample is not rejected, then you will be presented with 100 fields numbers to enter your counts in. Selecting a field number then shows the text box to enter the number of fibres found in this field:

Air Monitoring - Session

Sample Voided?

1	2	3	4	5	6	7	8	9	10
Fibres Field 10									
1									
11	12	13	14	15	16	17	18	19	20
Fibres Field 16									
0.5									
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80

The Total fibres are calculated and shown in the relevant fields:

Fibres	2.0
Fields	100
Calculated Results f/ml:	
Reported result f/ml:	
<0.01	

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

- Duration (in minutes, only if start and end time completed)
- Average flow (either mL or L depending on setting, only if initial flow and final flow completed)
- Volume (L only if Duration and Average Flow Calculated)
- Calculated results (f/ml, only if above fields and fibre counts are entered)
- Reported results (f/ml), only if above fields and fibre counts are entered)

3. Click **Back to Sample Menu** 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.



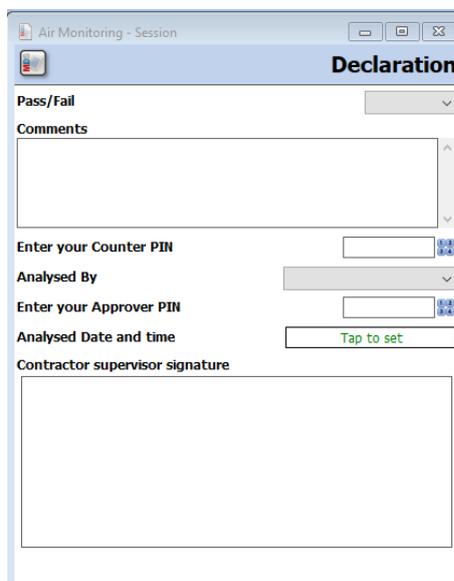
To take photos:

- 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 Sample Menu** link to take you back to the Sampling page.

## 3.4 Signing the Declaration

To sign the Certificate:

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



2. To sign the acknowledgement of results:
  - Select whether the air monitoring has Passed or Failed
  - Enter additional comments in the **Comments** field
  - Enter the Counter's name (secured by unique PINs associated to each user, please contact [support@alpha-tracker.com.au](mailto:support@alpha-tracker.com.au) to set up the pins)
  - Select the Analyst's name from the dropdown list on the **Analyst** field.
  - Enter who is approving the certificate in the Approved By field (secured by unique PINs associated to each user, please contact [support@alpha-tracker.com.au](mailto:support@alpha-tracker.com.au) to set up the pins)
  - Tap the **Date and time** box to enter the current date and time, to show when the acknowledgement was signed.
  - Ask the Contractor to sign the acknowledgement in the **Contractor's supervisor signature** box.
3. Select **Finish** to return to the MDS screen listing your sessions.

## 3.5 Checking and sending in the data

You are advised to check that you have completed all fields for the Air Monitoring 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.

If set up, Alpha Tracker generates the certificate and emails them to you, otherwise you can generate your certificates from within Alpha Tracker. Either way it stores a copy of both the Word and PDF versions in the project folder.



*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.*

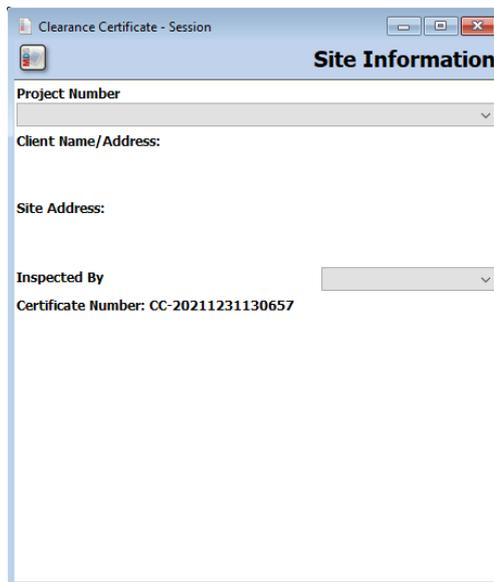
## 4. CLEARANCES

To capture the data for your Clearance Certificate:

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

### 4.1 Entering Site Information

Complete all available fields to enter the Site Information.



The screenshot shows a mobile application window titled "Clearance Certificate - Session". The main heading is "Site Information". Below the heading, there are several input fields: "Project Number" (a dropdown menu), "Client Name/Address:" (a text field), "Site Address:" (a text field), "Inspected By" (a dropdown menu), and "Certificate Number: CC-20211231130657" (a text field). The form is enclosed in a light blue border.

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 the name of the person undertaking the inspection in the **Inspected By** field.
3. The Certificate Number is generated according to the type of project and a date/time stamp and displayed in the **Certificate Number** field.
4. Click **Next** or **Next Page** to move on to the next section, Summary/Preliminary Checks.

## 4.2 Entering Summary/Preliminary Checks

1. Enter the contractor's name and address in the **Contractor Name** and **Contract address** field.
2. Enter the name of the site supervisor in the Contractor's site supervisor field, including Contractor Phone Number, Contractor Email and Contractor Licence Number.
3. Select the type of asbestos being dealt with (contact [support@alpha-tracker.com.au](mailto:support@alpha-tracker.com.au) to customise these options)
4. 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.
5. Enter the description of the work being carried out in the **Description of Work / materials being removed** 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 and** Start Time fields. Today's date and time is entered.
8. Answer the Yes/No questions below.
9. Add comments relevant to the section.
10. Select whether the section has passed and who completed this section's inspection.
11. Click **Next** or **Next Page** to move on to the next section, Visual Inspection.

## 4.3 Visual Inspection

Clearance Certificate - Session

### Visual Inspection

Amount of material removed (total area)

Unit of Measurement

m2	m3	lin m
----	----	-------

Access available to all areas?

YES	NO
-----	----

Any remaining asbestos outside scope of works?

YES	NO
-----	----

All ACM removed / Is area free of all ACM?

YES	NO
-----	----

All visible debris in work area removed?

YES	NO
-----	----

Adjacent surfaces are free from debris and visible dust?

YES	NO
-----	----

Any transit routes/waste routes/skips/hygiene facilities free of visible asbestos, debris and waste?

YES	NO
-----	----

Area surrounding work area free of visible asbestos debris?

YES	NO
-----	----

Visual Inspection Passed?

1. Complete all fields relevant to the Visual Inspection
2. Select whether the section has passed and who completed the inspection.
3. Click **Next** or **Next Page** to move on to the next section, Air Monitoring.

## 4.4 Air Monitoring

Clearance Certificate - Session

### Air Monitoring

Air monitoring conducted?

YES	NO
-----	----

Clearance air monitoring passed?

YES	NO
-----	----

- [Visual Inspection](#)
- [Reoccupation](#)
- [Sampling Summary](#)

1. Enter details about whether Air Monitoring was conducted or not.
2. If "YES" then answer the questions that are applicable (and only appear if yes selected).

3. Answer questions about the Enclosure used
4. Select whether the section has passed and who completed this section’s inspection.
5. Click **Next** or **Next Page** to move on to the next section, Sampling Summary.

## 4.5 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:

- Rotameter number
- Filter diameter (in mm)
- NPL Test Slide number
- Microscope (this determines the microscope Factor)
- Timer number
- Highest set fully observed
- Highest set partially observed
- Temperature (in degrees Celsius, °C)
- Start Test Conditions
- End Test Conditions



Please contact [support@alpha-tracker.com.au](mailto:support@alpha-tracker.com.au) if you wish for your Equipment to be available in the drop downs for selection.

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:

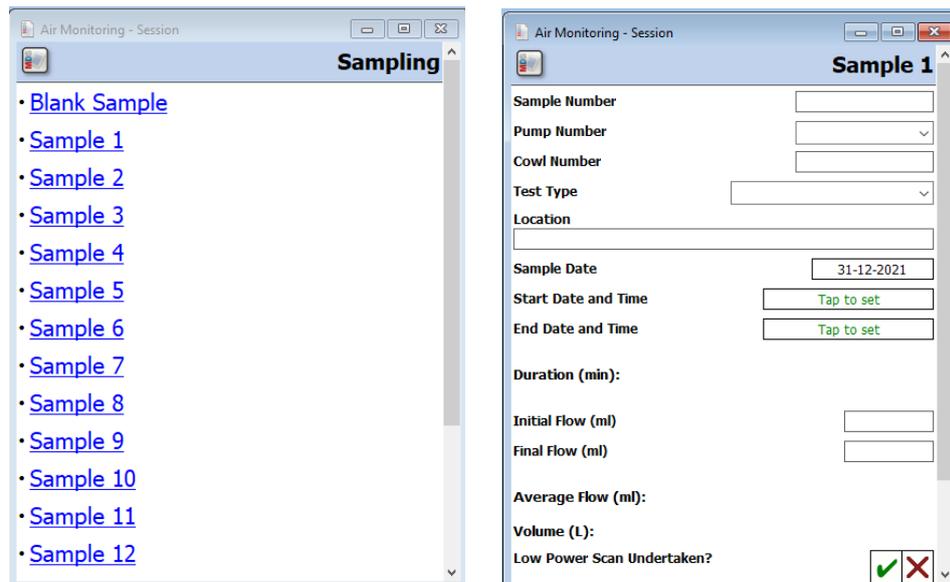
- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you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

## 4.6 Entering details of the samples

You can enter details of up to 16 air samples on the app – allowing for 15 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.

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



- Enter the test results for sample 1 in the available fields, including:

- Sample number
- Pump number
- Cowl number
- Test type

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.

- Location
- Sample Date
- Start time
- End time
- Initial flow
- Final flow
- Low Power Scan undertaken?
- Sample Voided/Rejected?

If the sample is voided/rejected, you will be presented a reason for this in a free text box:

Sample Voided?

Sample Void

Sample Void Reason

If the sample is not rejected, then you will be presented with 100 fields numbers to enter your counts in. Selecting a field number then shows the text box to enter the number of fibres found in this field:

Air Monitoring - Session

Sample Voided?

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Fibres Field 10

11	12	13	14	15	16	17	18	19	20
----	----	----	----	----	----	----	----	----	----

Fibres Field 16

21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80

The Total fibres are calculated and shown in the relevant fields:

Fibres

Fields

Calculated Results f/ml:

Reported result f/ml:  
<0.01

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

- Duration (in minutes, only if start and end time completed)
- Average flow (either mL or L depending on setting, only if initial flow and final flow completed)
- Volume (L only if Duration and Average Flow Calculated)
- Calculated results (f/ml, only if above fields and fibre counts are entered)
- Reported results (f/ml), only if above fields and fibre counts are entered).

3. Click **Back to Sample Menu** 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.

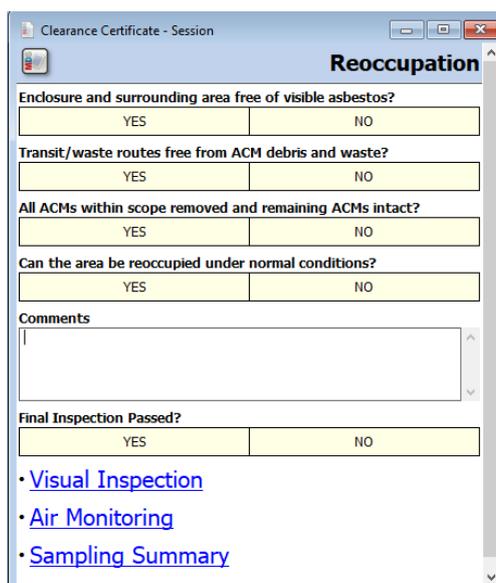
4. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.



To take photos:

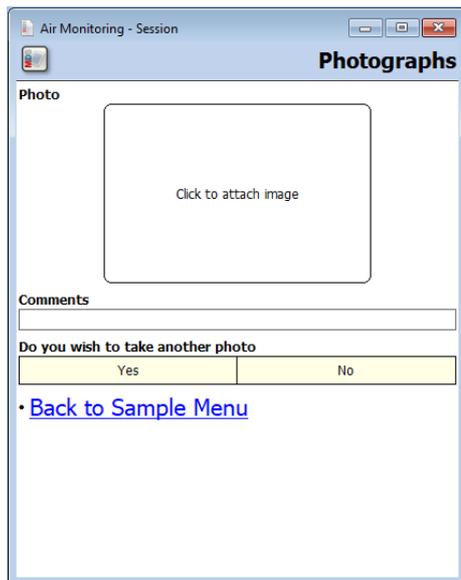
- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you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

## 4.7 Reoccupation



1. Complete all fields relevant to Reoccupation.
2. Select whether the section has passed and who completed this section's inspection.
3. Click **Next** or **Next Page** to move on to the next section, Photographs.

## 4.8 Photographs



The screenshot shows a window titled 'Air Monitoring - Session' with a sub-header 'Photographs'. It contains a 'Photo' section with a large rectangular area labeled 'Click to attach image'. Below this is a 'Comments' text input field. A question 'Do you wish to take another photo' is followed by two buttons: 'Yes' and 'No'. At the bottom, there is a blue link labeled 'Back to Sample Menu'.

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

## 4.9 Signing the Declaration

To sign the Certificate:



1. In the **Pass/Fail** field indicate whether the location has passed or failed the inspection.
2. Type any comments you may have in the **Comments** field.
3. To sign the declaration of results:
  - If air monitoring was conducted and counting down on the app, select the Counted By's name from the dropdown list on the **Counted By** field.
  - Select the analyst's name from the **Analyst** drop down.
  - 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.
4. Select **Finish** to return to the MDS screen listing your sessions.

## 4.10 Checking and sending in the data

You are advised to check that you have completed all fields for the Clearance 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.

If set up, Alpha Tracker generates the certificate and emails them to you, otherwise you can generate your certificates from within Alpha Tracker. Either way it stores a copy of both the Word and PDF versions in the project folder.



*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.*

## 5. 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.

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

### 5.1 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 left part of the screen lists the certificates sent in. Clicking on the appropriate certificate, displays the detail of the certificate on the right-hand side of the screen.

4. View the **Photos** and **Samples** by clicking on the appropriate buttons associated to the certificate.

5. 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.

6. If it is necessary to issue amended certificates, it is possible to amend the data displayed on the Air Monitoring screen and use the **Report** button to create another copy.

A Word and PDF copy are emailed to you and also stored in the document folder for the project.



*Ensure that you amend the regenerated certificate to demonstrate clearly that it is a re-issue, e.g. by adding a version number to the certificate.*



*Please contact [support@alpha-tracker.com.au](mailto:support@alpha-tracker.com.au) for customisation of settings:*

- Restricting names in drop downs*
- Controlling who can approve certificates*
- Specifying if records lock or not after approval*
- Specifying if final certificates can be generated without being approved*
- Customisation of field labels and visibility both within Alpha Tracker and on the apps.*