

Adding a Back Office ID number to an application using Qwick Fill

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1. Introduction

This guide will quickly show you how you can add a Back Office ID to an application in DataSpace Live and once it has been added, how you can then search for the application in DSLive using that number. Adding a Back Office ID to an application is quick and simple but requires the 'Qwick Fill' function. If you are interested in knowing more about or subscribing to Qwickfill then please contact us at helpdesk@resolutiondm.com or on 01242 260505. Alternatively you can request our 'Introduction to Qwickfill' guide sheet or video.

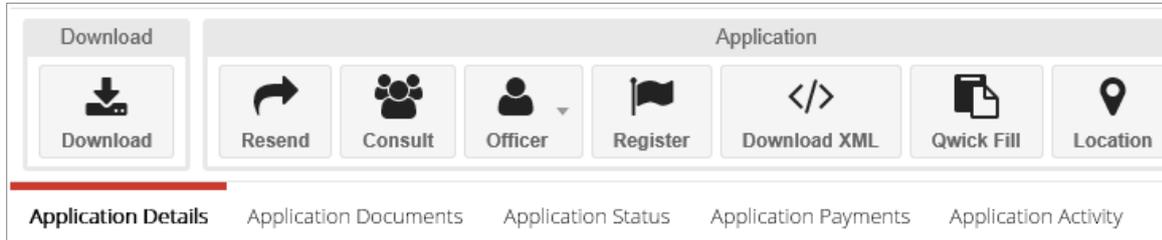
2. Logging in and selecting an application

The first step is to log on to your **DSLIVE** account at www.dataspacelive.co.uk.

Go to your 'Applications' tab and when you have found the relevant application, open the application as usual by selecting it and clicking the 'View'  icon on the toolbar or right clicking on the application.

3. Adding a Back Office ID Number

Now that you have an application open, you will need to open the **'Application Details'** tab (see image below).



You will see a **'Qwick Fill'** button on your toolbar.

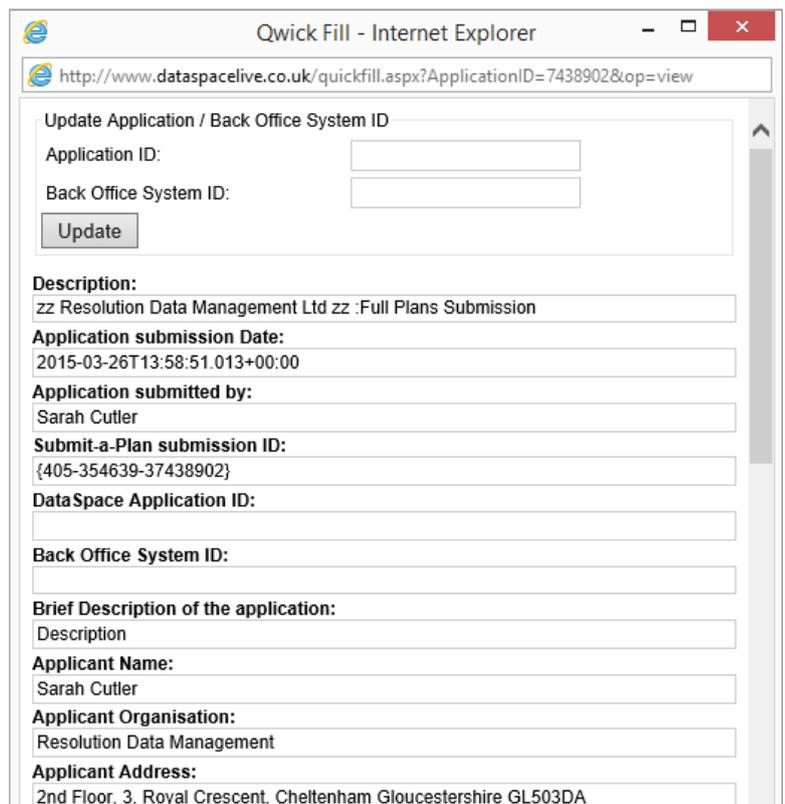
If you click on the **'Qwick Fill'** button the Qwick Fill window will open.

The **'Qwick Fill'** window will contain all the details and information about the application, including that which the applicant or agent filled in in the application form during the submission process.

For a more comprehensive guide to Qwick Fill, our **'Introduction to Qwick Fill'** can be downloaded as a guide sheet or watched as a video at <http://resolutiondm.com/the-dataspaces-live-guide>

At the top of the window is the **'Back Office System ID'** number box.

Type you the application's Back Office ID into this box and click **'Update'**.

A screenshot of a web browser window titled 'Qwick Fill - Internet Explorer'. The address bar shows the URL 'http://www.dataspacelive.co.uk/quickfill.aspx?ApplicationID=7438902&top=view'. The main content area contains a form for updating application details. At the top, it says 'Update Application / Back Office System ID'. There are two input fields: 'Application ID:' and 'Back Office System ID:'. Below these is an 'Update' button. The form then lists several fields with their values: 'Description:' 'zz Resolution Data Management Ltd zz :Full Plans Submission'; 'Application submission Date:' '2015-03-26T13:58:51.013+00:00'; 'Application submitted by:' 'Sarah Cutler'; 'Submit-a-Plan submission ID:' '{405-354639-37438902}'; 'DataSpace Application ID:' (empty); 'Back Office System ID:' (empty); 'Brief Description of the application:' 'Description'; 'Applicant Name:' 'Sarah Cutler'; 'Applicant Organisation:' 'Resolution Data Management'; 'Applicant Address:' '2nd Floor, 3, Royal Crescent, Cheltenham Gloucestershire GL503DA'.

Once you have clicked **'Update'**, you will notice the Back Office ID has now been added to the **'Back Office System ID'** field, this has been highlighted in blue for example.

You can now close the window by pressing the red close button to the top right of the box.

Update Application / Back Office System ID

Application ID:

Back Office System ID:

Description:
zz Resolution Data Management Ltd zz :Full Plans Submission

Application submission Date:
2015-03-26T13:58:51.013+00:00

Application submitted by:
Sarah Cutler

Submit-a-Plan submission ID:
{405-354639-37438902}

DataSpace Application ID:

Back Office System ID:

Brief Description of the application:
Description

If you now return to the main **'Applications'** tab and your list of applications, you will notice that the Back Office ID which has now been added is listed in the **'Back Office ID'** column against the application (see application highlighted in red below).

Applications > Received Applications

Received Applications Archived Applications

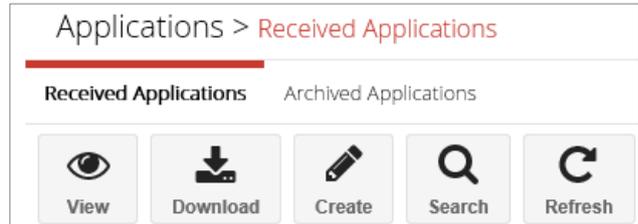
View Download Create Search Refresh

Applicant Name	Agent	Work Location	Submission ID	Back Office ID	Application ID	Submitted Date ↓	Status
Sarah Cutler		2nd Floor, 3, Royal Cres...	{405-354639-374...	15/1234/EFP		17 Apr 2015	Submitted and...
Sarah Cutler		2nd Floor, 3, Royal Cres...	{405-354639-374...	15/4321/EFP		10 Apr 2015	Submitted and...
Sarah Cutler		2nd Floor, 3, Royal Cres...	{405-354639-374...	15/2345/EFP		02 Apr 2015	Submitted and...
Sarah Cutler		2nd Floor, 3, Royal Cres...	{405-354639-374...	15/4567/EFP	14-4321-FULL	02 Apr 2015	Submitted and...
Sarah Cutler		2nd Floor, 3, Royal Cres...	{405-354639-374...	15/5678/EFP	14-1234-FULL	27 Mar 2015	Submitted and...
Sarah Cutler		2nd Floor, 3, Royal Cres...	{405-354639-374...	15/6789/EFP	14-5678-FULL	27 Mar 2015	Submitted and...
Sarah Cutler		2nd Floor, 3, Royal Cres...	{405-354639-374...	15/1357/EFP		26 Mar 2015	Submitted and...
Sarah Cutler		2nd Floor, 3, Royal Cres...	{405-354639-374...			25 Mar 2015	Submitted from...

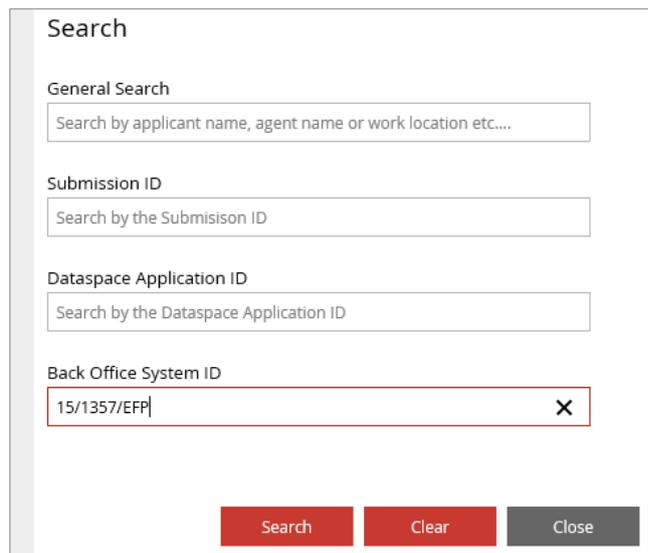
4. Searching for the application by its Back Office ID

Once you have added the Back Office ID to the application, from now on you will be able to search for the application in DSLive by that number.

In the **'Applications'** tab, click the **'Search'** button to open the search window.



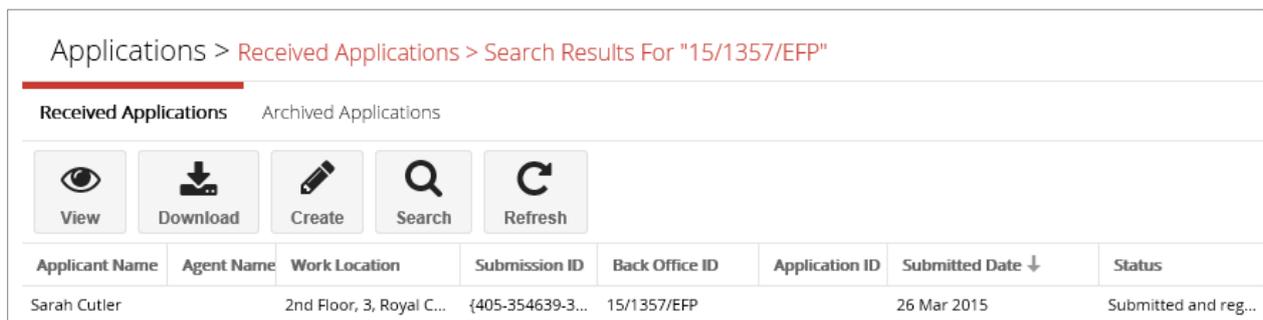
You can now type the Back Office ID into the **'Back Office System ID'** search field at the bottom and click **'Search'**.



The screenshot shows the 'Search' window. It has four search fields: 'General Search' (placeholder: 'Search by applicant name, agent name or work location etc...'), 'Submission ID' (placeholder: 'Search by the Submission ID'), 'Dataspace Application ID' (placeholder: 'Search by the Dataspace Application ID'), and 'Back Office System ID' (containing '15/1357/EFP'). At the bottom are three buttons: 'Search', 'Clear', and 'Close'.

Under your search results, the application should now appear (see image below)

Afterwards remember to clear your search by clicking the **'Search'** button and **'Clear'** to return to your list of applications.



The screenshot shows the 'Search Results For "15/1357/EFP"' page. It features the same navigation tabs and action buttons as the previous screenshot. Below is a table with the following data:

Applicant Name	Agent Name	Work Location	Submission ID	Back Office ID	Application ID	Submitted Date ↓	Status
Sarah Cutler		2nd Floor, 3, Royal C...	{405-354639-3...	15/1357/EFP		26 Mar 2015	Submitted and reg...

Watch this guide as a video at:

<http://www.screencast.com/t/cxrkV3Qi>

We hope you found this guide helpful.

For help or support: helpdesk@resolutiondm.com or call 01242 260505