

## An Introduction to Qwick Fill

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### 1. Introduction

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This guide acts as an introduction to the **'Qwick Fill'** function in DataSpace Live. Quick Fill is extremely useful not only for adding Application ID and Back Office ID numbers to applications in DataSpace Live which you will then be able to easily search for applications by, but also for quickly transferring application details and information to your Back Office System, which is why it is called **'Qwick Fill'**.

If you have subscribed to **'Qwick Fill'** your **'Qwick Fill'** button will appear on your tool bar in the **'Application Details'** tab of any application. If you are yet to subscribe to **'Qwick Fill'** and are interested to learn more about the different options for subscribing, please contact us at [helpdesk@resolutiondm.com](mailto:helpdesk@resolutiondm.com) or on 01242 260505, we'd love to speak to you.

### 2. Logging in and selecting an application

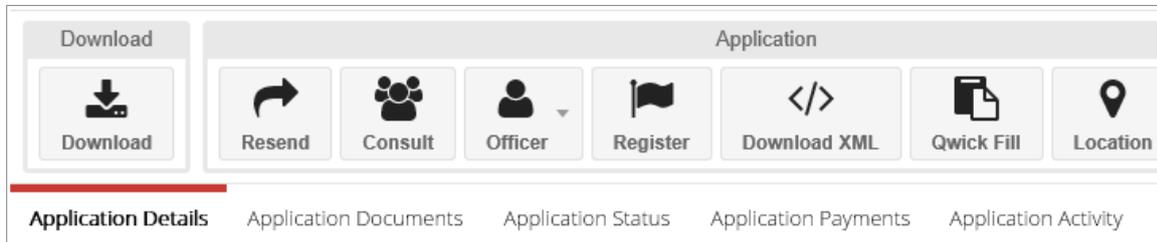
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The first step is to log on to your **DSLIVE** account at [www.dataspacelive.co.uk](http://www.dataspacelive.co.uk).

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. The Qwick Fill window

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 Quick Fill window will open.

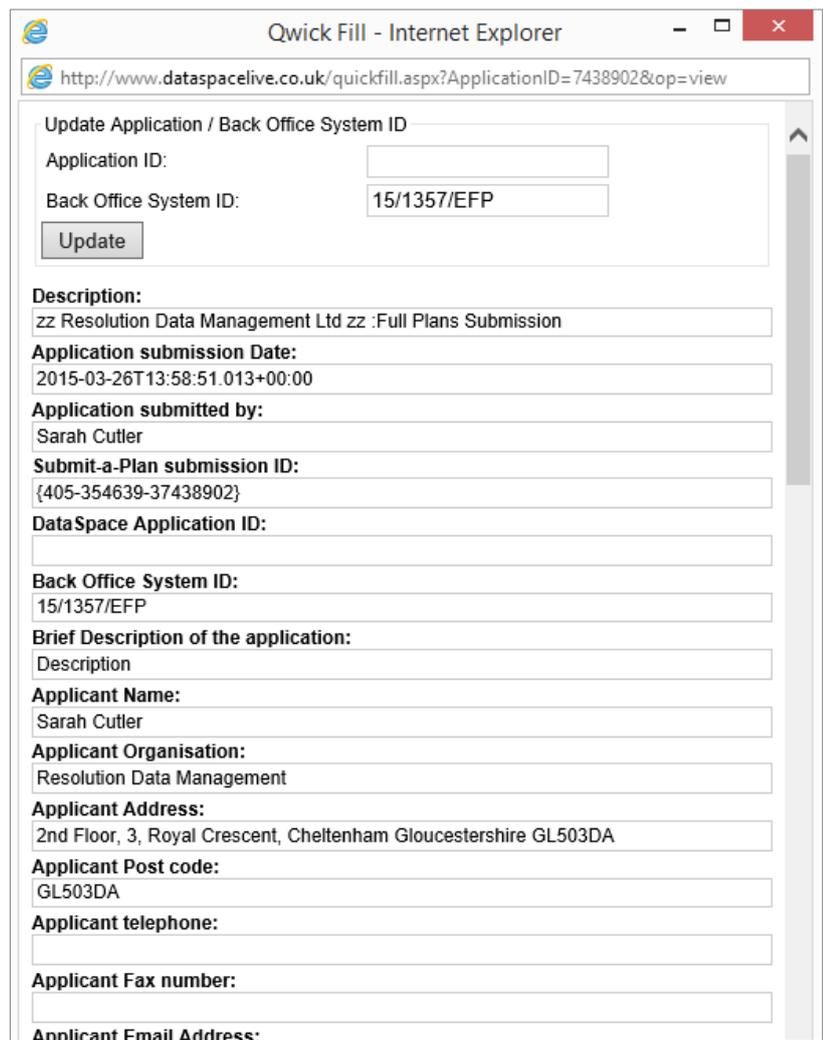
The **'Qwick Fill'** window will contain all the details and information about the application, including that which the applicant or agent filled in in the application form during the submission process.

**The details included are:**

- Application information**
- Applicant information**
- Agent Information**
- Fees Information**
- Documents Information**

You will need to use the scroller on the right hand side of the window to scroll down to see all information listed.

You can close the window at any time by pressing the red **'Close'** button at the top right hand corner.

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 with the following fields:

- Update Application / Back Office System ID**
- Application ID:
- Back Office System ID:
- 
- Description:**
- Application submission Date:**
- Application submitted by:**
- Submit-a-Plan submission ID:**
- DataSpace Application ID:**
- Back Office System ID:**
- Brief Description of the application:**
- Applicant Name:**
- Applicant Organisation:**
- Applicant Address:**
- Applicant Post code:**
- Applicant telephone:**
- Applicant Fax number:**
- Applicant Email Address:**

## 4. Adding an Application ID and Back Office ID Number

At the top of the 'Qwick Fill' window is the 'Application ID' and 'Back Office System ID' number boxes.

The format of your 'Application ID' numbers can be anything you like to suit your needs, but you do not have to use an application ID if you do not wish to.

To add an Application ID or Back Office ID to an application, type the ID numbers into these top two boxes and click 'Update'.

Once you have clicked 'Update', you will notice the ID numbers have now been added to the 'DataSpace Application ID' and 'Back Office System ID' fields.

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

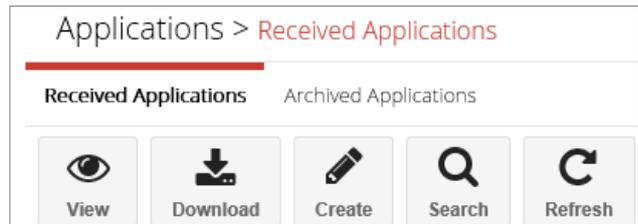
If you now return to the main 'Applications' tab and your list of applications, you will notice that the Back Office ID which has now been added is listed in the 'Back Office ID' column against the application (see application highlighted in red below).

Sarah Cu...	2nd Floor, 3, Royal Cre...	{405-354639-37447...	15/5678/EFP	14-1234-FULL	27 Mar 2015	Submitted and re...
Sarah Cu...	2nd Floor, 3, Royal Cre...	{405-354639-37446...	15/6789/EFP	14-5678-FULL	27 Mar 2015	Submitted and re...
Sarah Cu...	2nd Floor, 3, Royal Cre...	{405-354639-37438...	15/1357/EFP	B/2015/2223	26 Mar 2015	Submitted and re...
Sarah Cu...	2nd Floor, 3, Royal Cre...	{405-354639-37434...			25 Mar 2015	Submitted from SaP

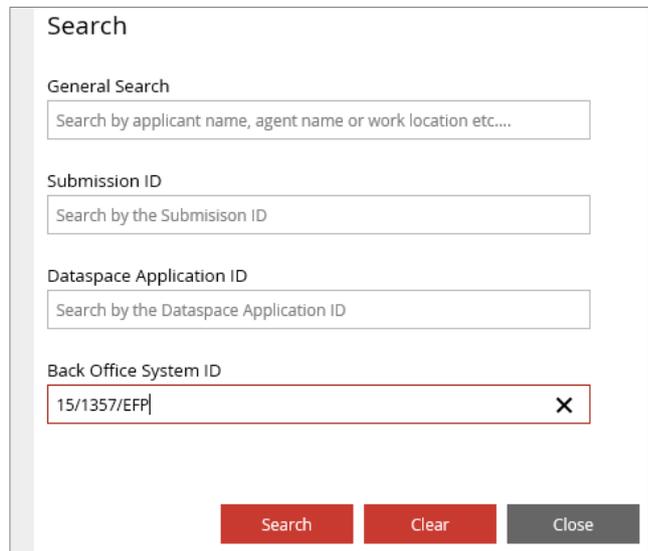
## 5. Searching for the application by its Application ID or Back Office ID

Once you have added the Application ID and Back Office ID numbers to the application, from now on you will be able to search for the application in DSLive by those numbers.

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



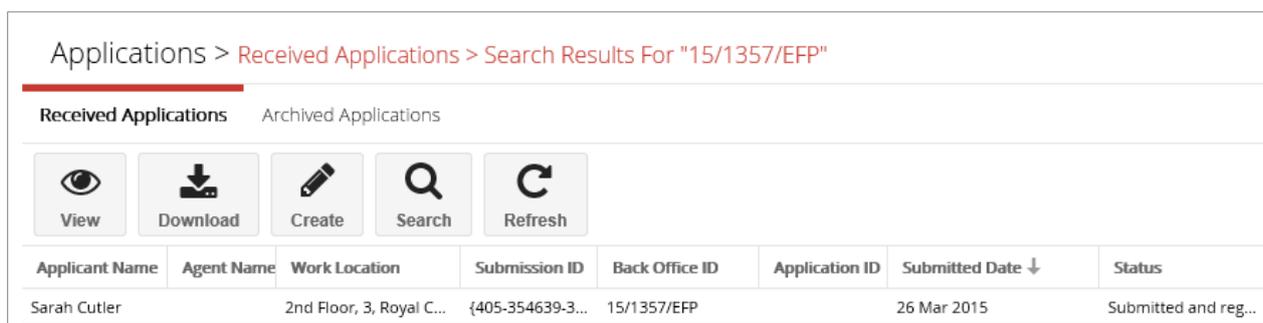
For example, you can now type the Back Office ID into the **'Back Office System ID'** search field at the bottom and click **'Search'**.



The search window is titled 'Search'. It contains 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, there are three buttons: 'Search', 'Clear', and 'Close'.

Under your search results, the application should now appear (see image below). Follow the same process for searching by Application ID number.

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



The screenshot shows the search results page: 'Applications > Received Applications > Search Results For "15/1357/EFP"'. It features the same toolbar as the previous screenshot. Below the toolbar 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...

## 6. Transferring details from Qwick Fill to your Back Office System.

To transfer details of an application from 'Qwick Fill' to your Back Office System, open the application at to the 'Application Details' tab and click on the 'Qwick Fill' button on the tool bar to open the 'Qwick Fill' window.

To transfer a detail, simply click on the field box once with the cursor, this will highlight the box and copy the information in the field (see image to the right, the applicant name field).

Once you have the destination you wish to transfer the detail to up on your screen, you can now right click, select paste and the detail will be pasted (see image below).

Update Application / Back Office System ID

Application ID: B/2015/2223

Back Office System ID: 15/1357/EFP

Update

**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:**  
B/2015/2223

**Back Office System ID:**  
15/1357/EFP

**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

New Application

Applicant Name: Sarah Cutler

Applicant Address:

Submission Date:

Save Save & New Cancel

**Watch this guide as a video at:**

<http://www.screencast.com/t/LwbbnRt0>

**We hope you found this guide helpful.**

For help or support: email [helpdesk@resolutiondm.com](mailto:helpdesk@resolutiondm.com) or call 01242 260505.

