

DSLIVE Site Contact App

Manual for the Site Contact

Draft copy

Note: This is a draft manual due to this module being a newly developed release to DSLive. This means that some of the details and processes in this guide may change.

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Part 1: Using your DSLive Account as a Site Contact

Logging in to your Account

To access your DSLive account, you will need to login at <http://www.dataspacelive.co.uk/> and enter your email address and password.

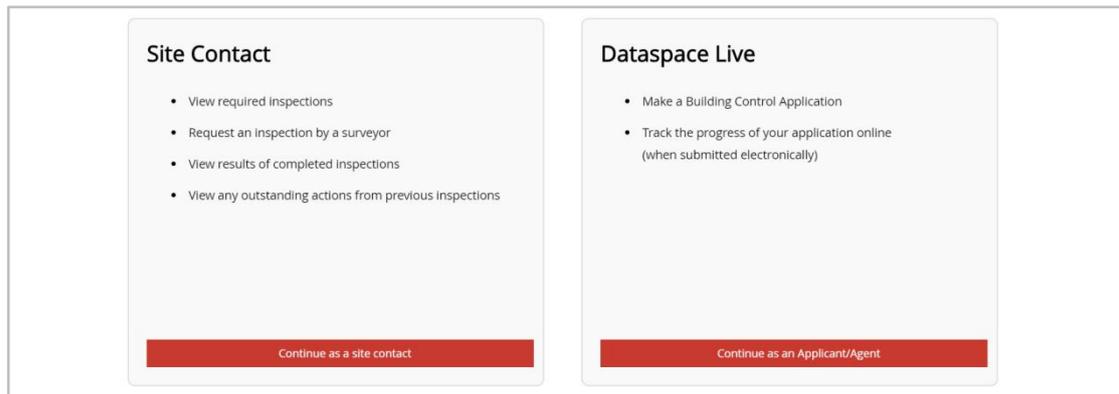
Passwords are case sensitive.



Once you have entered your login details you will be asked whether you wish to login to the normal DataSpace Live system as an applicant or agent where you can submit and track building control applications, or as a Site Contact where you can request and view results of inspections.

Click on the **'Continue as a Site Contact button'**.

Continue as a site contact



Your Dashboard

To be added

The 'My Sites' Tab

Within an authority's own DataSpace Live account where they process and approve the building control applications submitted to them online through Submit-a-Plan, the authority can set an individual as the Work Site Contact for a particular application. As they set this the application work-site will then automatically appear listed under that individual's **'My Sites'** tab in their own DSLive account.

Each work-site in the Site Contact's **'My Sites'** list will include details of the work-site address, its Submit-a-Plan Application Submission ID number and the date the building control application was submitted to the authority. You can also see the location of the work-sites in the Google Maps section to the right-hand side. You can drag the map around using your mouse or zoom in and out using your mouse scroller or the +/- buttons on the map itself.

You can refresh the list by pressing the **'Reload'** button in case any new sites are added or updated by the authority whilst you are already logged in to your account.

A screenshot of the DataSpace Live web application. The interface shows a sidebar on the left with navigation options: "My Dataspace", "My Sites" (highlighted in red), and "Dataspace Live". The main content area is titled "Site Inspections" and contains a list of five inspection sites (A-E) with their addresses and submission dates. To the right of the list is a Google Maps view showing the locations of the sites marked with red pins. A "View" button (eye icon) and a "Reload" button (refresh icon) are positioned above the list. The footer of the page reads "© 2017 Resolution Data Management Ltd".

Site ID	Site Address	Submission ID	Submission Date
A	2nd Floor, 3, Royal Crescent, Cheltenham Glouc...	(405-354639-37446874)	27 Mar 2015 3:14 PM
B	28, Tesla Court, Innovation Way Peterborough C...	(405-330512-37980995)	25 Aug 2015 1:23 AM
C	22, Fairhaven Road, Leckhampton Cheltenham GL	(405-354550-38122549)	16 Oct 2015 11:10 AM
D	huntingdon court, huntingdon way, measham sw	(405-330512-38132130)	20 Oct 2015 4:59 PM
E	Floor 2, The Mews, Royal Parade, Cheltenham G...	(405-330512-38156717)	

Viewing a Site and its Inspections

To view one of the sites in your **'My Sites'** list, you can simply double-click on the site in the list or click on it once to select it and then press the **'View'** button on the toolbar. The site will open on your screen with the site address and the Submit-a-Plan Application ID along the top.



The screenshot shows the DataSpace Live interface for viewing a site. The top navigation bar displays the site address: "2nd Floor, 3, Royal Crescent, Cheltenham Gloucestershire GL503DA" and the application ID: "(405-354639-37446874)". The left sidebar contains "My Sites" and "Dataspace Live" sections. The main content area is titled "Inspection Options" and includes a "Required Inspection (Regime)" table. The table lists various inspection types such as "Commencement", "Excavations", "Damp proof course", "Oversite/Hardcore", "Damp proof membrane, Drains ...", and "Drains tested". Each row shows the date and time of the inspection, the surveyor's name, and the inspection status. The first row, "Commencement", is highlighted in red and shows a status of "Completed" with a green checkmark icon. The second row, "Excavations", shows a status of "Completed" with a green checkmark and an exclamation mark icon. The right-hand side of the interface features two tabs: "Notes" and "Actions Required". The "Notes" tab is active, displaying a list of comments from "LA USER1" dated from August 19, 2016, to August 22, 2016. A toolbar at the top of the main content area contains three buttons: "Reload", "Schedule", and "Comment".

Required Inspections - On the left-hand side are listed the types of inspection required for that specific work-site project, with the name(s) of the authority Building Control Surveyor(s) assigned to carry them out, the date and time each visit if this has been scheduled yet and the status of each inspection i.e. whether it has been completed yet or not.

Inspection Status - When an inspection has been completed and the authority changes its status, a status icon will appear next to it, which could be for completed or for completed but with conditions/ actions required.

Comments/Actions Required - On the right-hand side is a section where any comments or actions connected to an inspection are displayed. These could include anything from instruction or site access information noted by the authority at the time of booking an inspection or observations and conditions added by the Surveyor when out on site carrying out an inspection.

To view the comments or actions associated with a particular inspection, simply click on the inspection in the list to the left to select it, highlighting it in red, then click on either the **'Notes'** or **'Actions Required'** tab on the right to make any items appear. You can also add your own comments which we will demonstrate further on in this guide.

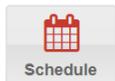
Toolbar - On your toolbar you have three buttons for refreshing the page in case the authority make any changes whilst you are already logged in, to send a request for an inspection to the authority and to add a comment to an inspection. We will demonstrate using these tools in the following sections.



Requesting an Inspection

If there is an inspection yet to be scheduled, you can request a date and time from the authority.

To do this simply click on the inspection in the list to select and highlight it, then press the **'Schedule'** button on the toolbar.



Inspection Sites (405-354639-37446874)		
Inspection Options		
Reload	Schedule	Comment
Required Inspection (Regime)		
Commencement Surveyor: LA USER1	Aug 22 2016 10:18AM	Inspection Status: Completed
Excavations Surveyor: LA USER1	Aug 22 2016 10:18AM	Inspection Status: Completed
Damp proof course Surveyor: LA USER1	Aug 22 2016 11:30AM	Inspection Status: Completed
Oversite/Hardcore Surveyor: LA USER1	Aug 22 2016 11:30AM	Inspection Status: Completed
Damp proof membrane, Drains ... Surveyor: LA USER1	Aug 22 2016 12:30PM	Inspection Status: N/A
Drains tested Surveyor:	Not Booked	Inspection Status: N/A

The **'Schedule Inspection'** window will open on your screen (see image below).

On the left-hand side you will be able to select a date from the drop down calendar by clicking in the date box and you can also request either a morning **'AM'** or afternoon **'PM'** visit by clicking on the relevant choice. Alternatively you can request to have an inspection visit **'ASAP' – 'As Soon As Possible'**.

On the right-hand side you can add any notes or comments to send with your request to the authority. Simply click in the space provided and begin typing.

Once your request is ready click **'Request Inspection'** to send your request or click **'Cancel'** to decline.

Schedule Inspection

Please select a date

AM PM ASAP

Add Note

Type here to add a comment against the inspection request

Schedule Inspection

Jul 31 2017

July 2017

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

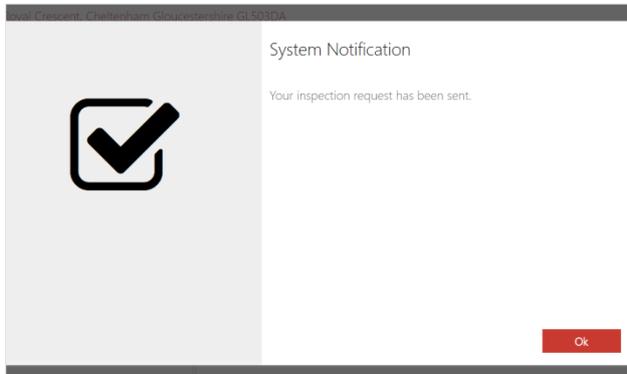
Today

Add Note

Type here to add a comment against the inspection request

Your request will appear in the authority's inspections section of their DSLive account and they will also be sent a notification email of the request that contains a URL link to take them directly to the relevant application and inspection online. The authority can then allocate you a specific time if the date you requested is convenient or can contact you to agree on a different date if it is not.

Once you have sent your request and return to the **'Required Inspections'** list, you will notice the status of the inspection has changed to **'Requested'**, see image below. Once the inspection has been scheduled the **'Not Booked'** notice next to the inspection will be changed by the authority to the agreed date and time.



Required Inspection (Regime)			Notes
Commencement Surveyor: LA USER1	Aug 22 2016 10:18AM Inspection Status: Completed	✓	Comment
Excavations Surveyor: LA USER1	Aug 22 2016 10:18AM Inspection Status: Completed	✓ !	
Damp proof course Surveyor: LA USER1	Aug 22 2016 11:30AM Inspection Status: Completed	✓	
Oversite/Hardcore Surveyor: LA USER1	Aug 22 2016 11:30AM Inspection Status: Completed	✓	
Damp proof membrane,Drains ... Surveyor: LA USER1	Aug 22 2016 12:30PM Inspection Status: N/A		
Drains tested Surveyor:	Not Booked Inspection Status: Requested	?	

Adding a Comment

To add a comment to an inspection, you will need to click on the relevant inspection in the list to select and highlight it then press the **'Comment'** button on the toolbar.



Site Inspections > 2nd Floor, 3, Royal Crescent, Cheltenham Gloucestershire GL503DA

Inspection Sites {405-354639-37446874}

Inspection Options

Reload Schedule **Comment**

Required Inspection (Regime)	Notes	Actions Required
Commencement Surveyor: LA USER1	Aug 22 2016 10:18AM Inspection Status: Completed	✓
Excavations Surveyor: LA USER1	Aug 22 2016 10:18AM Inspection Status: Completed	✓ !
Damp proof course Surveyor: LA USER1	Aug 22 2016 11:30AM Inspection Status: Completed	✓
Oversite/Hardcore Surveyor: LA USER1	Aug 22 2016 11:30AM Inspection Status: Completed	✓
Damp proof membrane,Drains ... Surveyor: LA USER1	Aug 22 2016 12:30PM Inspection Status: N/A	
Drains tested Surveyor:	Not Booked Inspection Status: Requested	?

Comment

LA USER1
19 Aug 2016 10:32 AM
Call John Taylor, Site Manager on 07730869459 when arriving on site.

LA USER1
19 Aug 2016 10:44 AM
Access is through the north site entrance

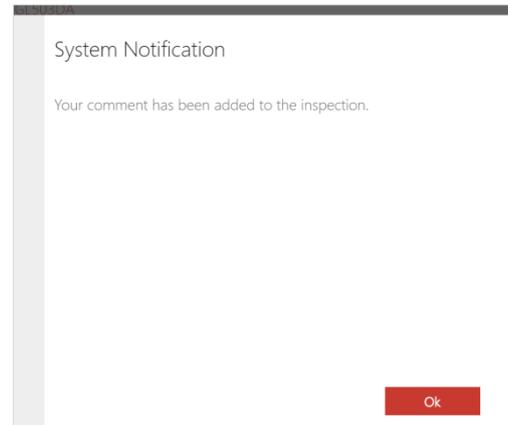
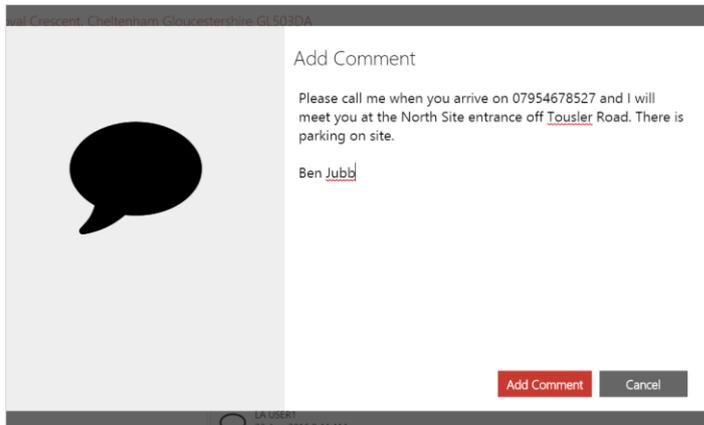
LA USER1
19 Aug 2016 11:08 AM
Site Manager has changed to Ben Jubb, phone 07954678527

LA USER1
22 Aug 2016 9:44 AM

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The 'Add Comment' window will open.

Click with your mouse in the comment box and begin typing. Click 'Add Comment' when ready or 'Cancel' to discard.



Once added, click on the inspection in the list to select it and you will be able to view your comment in the 'Notes' section on the right-hand side. The authority will be notified of the new comment by email which will contain a URL link to take them straight to the relevant application and inspection in their DSLive account. The authority may send a return comment in response if required which you will be notified of by email, or they may contact you directly.

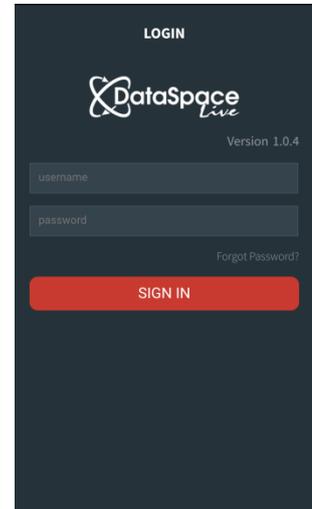
		Notes	Actions Required
Commencement	Aug 22 2016 10:18AM	Comment	
Surveyor: LA USER1	Inspection Status: Completed	22 Aug 2016 9:44 AM	
Excavations	Aug 22 2016 10:18AM	null	
Surveyor: LA USER1	Inspection Status: Completed		
Damp proof course	Aug 22 2016 11:30AM	LA USER1	
Surveyor: LA USER1	Inspection Status: Completed	22 Aug 2016 9:44 AM	
Oversite/Hardcore	Aug 22 2016 11:30AM	null	
Surveyor: LA USER1	Inspection Status: Completed		
Damp proof membrane,Drains ...	Aug 22 2016 12:30PM	LA USER1	
Surveyor: LA USER1	Inspection Status: N/A	11 Jul 2017 11:06 AM	
Drains tested	Not Booked	Please call me when you arrive on 07954678527 and I will meet you at the North Site entrance off Touseler Road. There is parking on site. Ben Jubb	
Surveyor:	Inspection Status: Requested	LA USER1	
		11 Jul 2017 11:06 AM	

In the next section we demonstrate how to use the **Site Contact App** on a mobile or tablet device.

Part 2: Site Contact App

1. Installing and Logging in to the App

To be added.



2. The 'Site List' and 'App Menu'

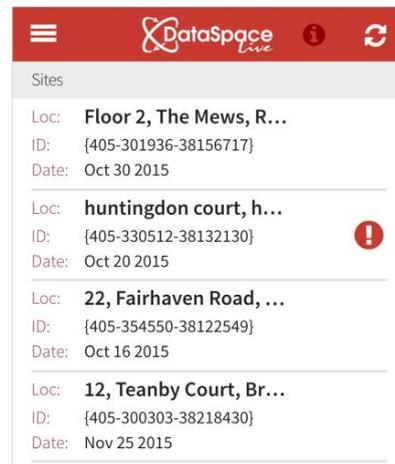
a. Introduction to the Site List

The main screen in the App is the **'Site List'** - a list of work sites where you are the Site Contact and which have inspections that need to be carried out by the authority.

The image to the right is an example of how your **'Site List'** will look when you have a list of sites in it.

The first time you log in to the App this list will be empty. As you login any sites where you have been set as the Site Contact will automatically downloaded from DataSpace Live - the online web system authorities use to manage applications and inspections.

We will demonstrate this further on in this guide.



b. Site List Buttons and Functions



Refresh - Every time you login to the App it will automatically search for new sites or updates made to any existing sites by the authority. However if you are already logged in and wish to check for these yourself, you can do this by tapping on the **'refresh'** icon at the top right-hand corner at any time. *We will demonstrate this in the 'Refreshing the Site List' section.*



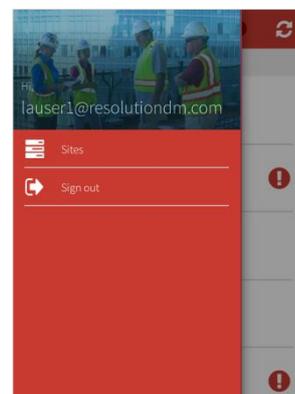
Notification Information – The notification information button opens a popup tray with notifications about Inspection Schedule requests that have changed from a request to now being booked by the authority. When there are no notifications the button is greyed out but changes to white when there are new notifications to be viewed.



App Menu – Also on the 'Site List' is a button for the App Menu.

When you tap on the **'Menu'** button a menu will pop up on your screen.

Here you can find a tab to take you back to the **'Site List'** from wherever you happen to be within the App and a **'Sign Out'** button to log out of the app.

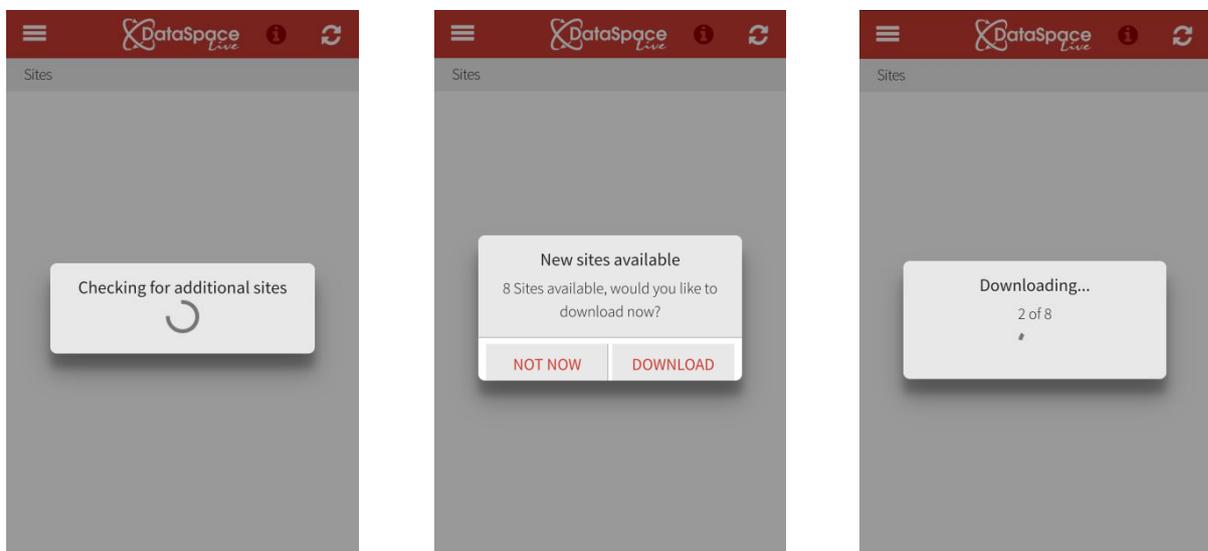


c. Downloading Sites to the App

When you first install and log into the App, your **'Site List'** will be empty. The App will automatically search DataSpace Live (the online web system authorities use to manage applications and inspections) for any site that the authority have set you as the Site Contact for. If any sites are found, they will be downloaded to your App **'Site List'**. (You will need to be connected to the internet to do this).

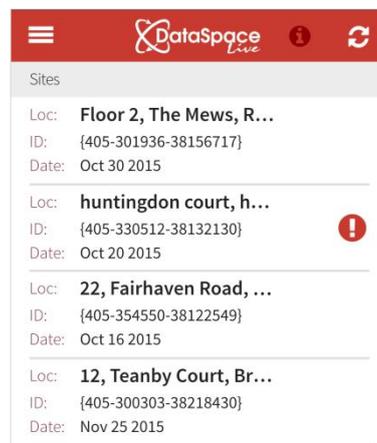
As you log in the App will automatically begin its search for **'Sites'** in DSLive which the authority have set you as the Site Contact for.

A notification will then tell you how many sites have been found with you listed as the Site Contact and ask if you wish to download them to the App. Click **'Download'** to download them.



The sites will now be listed in your **'Site List'** with the address of the site, the Submit-a-Plan Application Submission ID number and the date the building control application was submitted.

 If an application has an exclamation mark symbol next to it, it means it has outstanding actions that are required.



d. Refreshing the 'Site List'

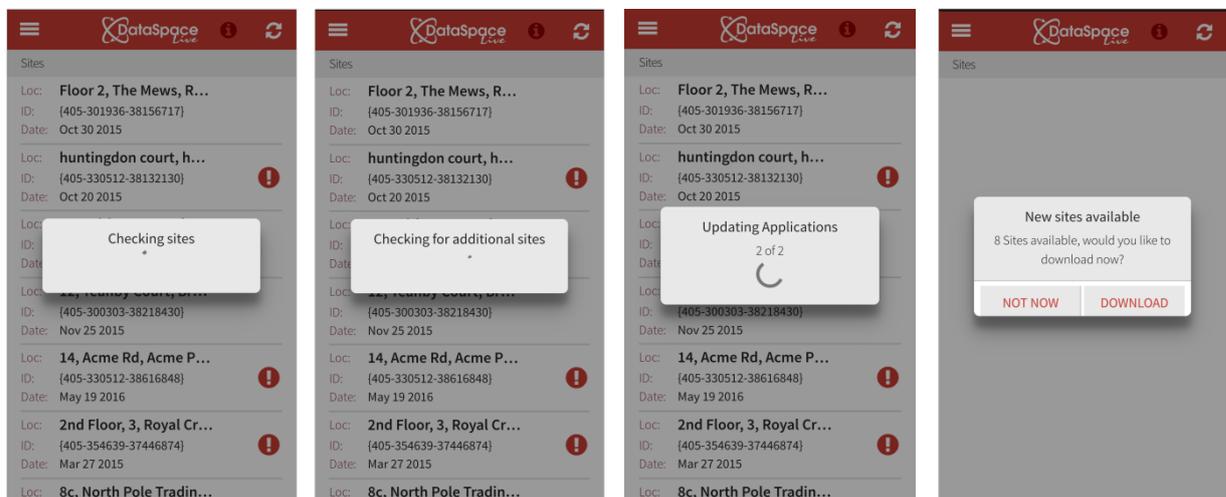
Every time you login to the App it will automatically search for new sites or updates made to existing sites by the authority. If you are already logged in and wish to check for these however, you can do this by tapping on the **'refresh'** icon at the top right-hand corner at any time.



The App will notify you that it is checking for updates or new sites.

If there are new items the App will ask you if you wish to download them. If no new items are found the App will notify you that there are no new updates or sites to download.

How do they recognise which site/inspections the updates have been added to? Does it tell them under the Notification button??



3. Viewing a Site's Inspections

a. Viewing a List of a Site's Inspections

To view the inspections associated with a Site simply tap on the Site in the **'Site List'**. The site will open on your screen with a list of its inspections.

You can choose to view the inspections by **'Booked'**, **'Not Booked'** or **'Show All'** by tapping on the red tabs at the top.

 Some inspections may already have been scheduled in DSLive and so will have the **'Booked'** icon next to them along with the date/time.

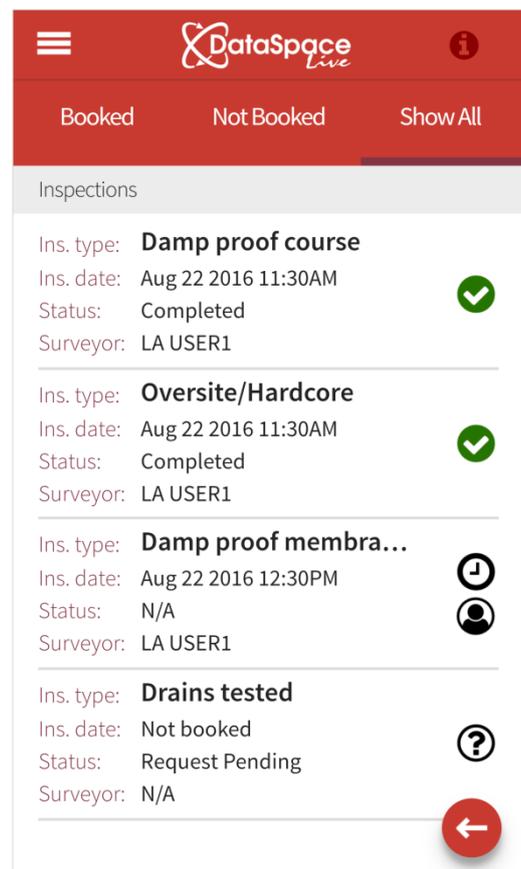
 If they have also already had a Surveyor assigned to carry out the inspections they will also have an **'Assigned'** icon next to them with the Surveyor's name.

 Others may not yet have been scheduled so will have a question mark next to them but as soon as they have been the details will be downloaded when you next login or the App is refreshed.

 Once an inspection has been completed it will have the completed icon next to it.

 If it has been completed but actions are required, it will also have an exclamation mark symbol.

 At any time you can return to the main 'Site List' by tapping the back button at the bottom right hand

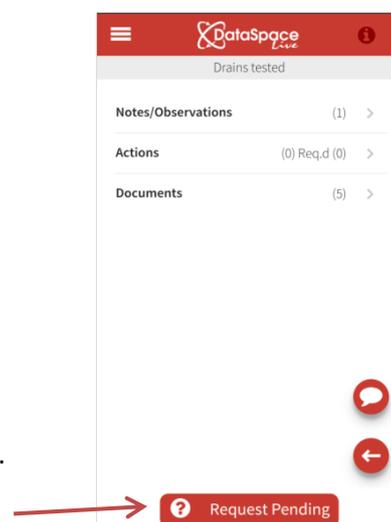


b. Viewing an individual inspection

To view a specific inspection type simply tap on it in the list to open it on your screen.

There will three sections in the inspection for **notes and observations**, **actions required** and **application documents and plans**. Simply tap on a tab to make its contents visible.

If you have requested an inspection from the authority and are awaiting a confirmation of its booking, a **'Request Pending'** notice will appear at the bottom of that inspection.

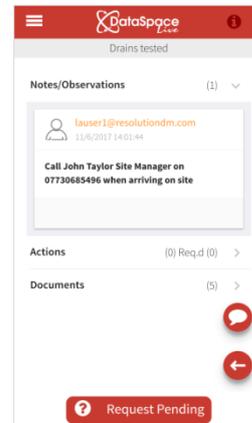


 Return to the list of inspections by clicking the back button at the bottom right-hand corner.

i. Notes and Observations

Here in the **'notes/observations'** section will be displayed any notes that have already been made by the authority against the inspection in DSLive or those that go on to be made by the Surveyor when they carry out the inspection using the Inspections App.

Simply tap on the **'notes/observations'** tab to make the comments visible. Tap the **'Back'** button to return. 



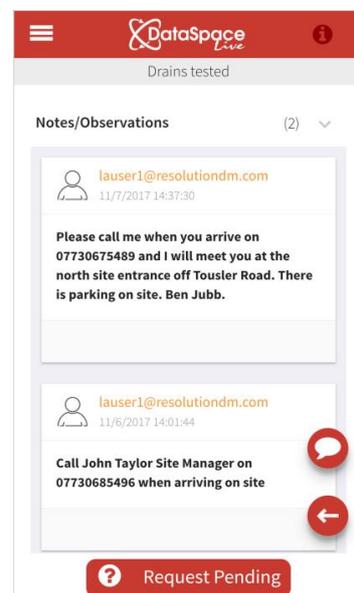
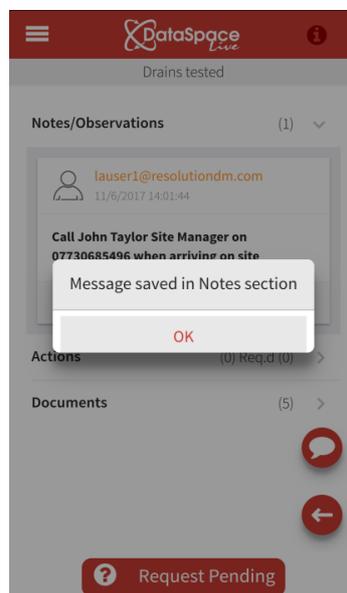
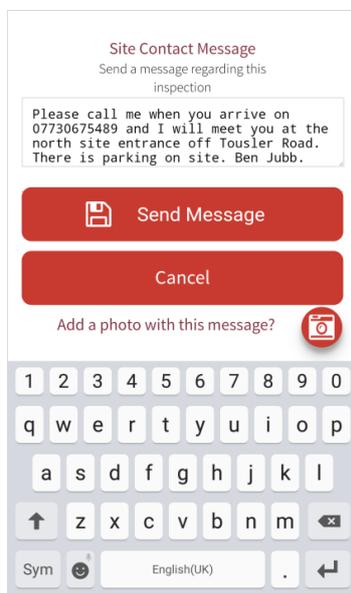
ii. Adding a Comment

If you have a comment or a question for the authority you can add your own comment to an inspection using the app. This will be added to the **'Notes/Observation'** section of the app and uploaded to DSLive where the authority can view it against the inspection, as well as the authority being notified by email of a new message.

 Under the **'Notes/Observation'** tab of an inspection you can do this by tapping on the **'Add Comment'** button and a new **'Send Message'** window will open (see image below).

 Tap in the space provided for your message's text and your device's keypad should pop up for you to begin typing your message. You can add a photo to your message by tapping on the camera symbol.

Send Message When you have completed your message tap the **'Send Message'** button. You will receive a confirmation on your screen that the message has been sent and also saved to the **'Notes/Observations'** tab. When you next return to the tab, you will see your message listed there.



iii. Actions Required

In this section appear any actions, requirements and conditions that the authority have added to an inspection either in DSLive or when using their Inspections App to carry out the inspection on site.

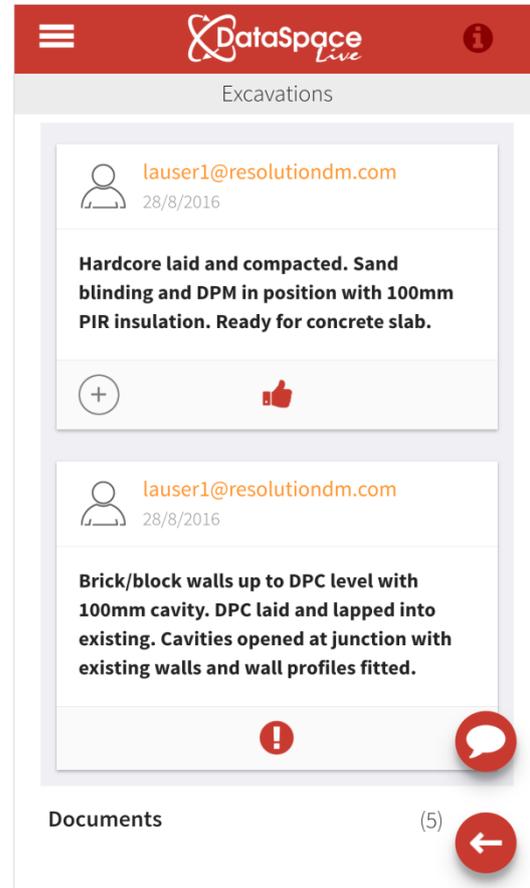
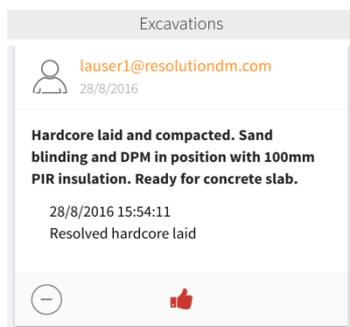


If an action is still waiting to be carried out, it will have an **'Outstanding Actions'** exclamation mark symbol below it.



If the action has been resolved, an **'Action Resolved'** thumbs up symbol will appear below it.

By pressing the  next to the **'Resolved'** symbol, you will be able to view more details on what action was taken to resolve it.

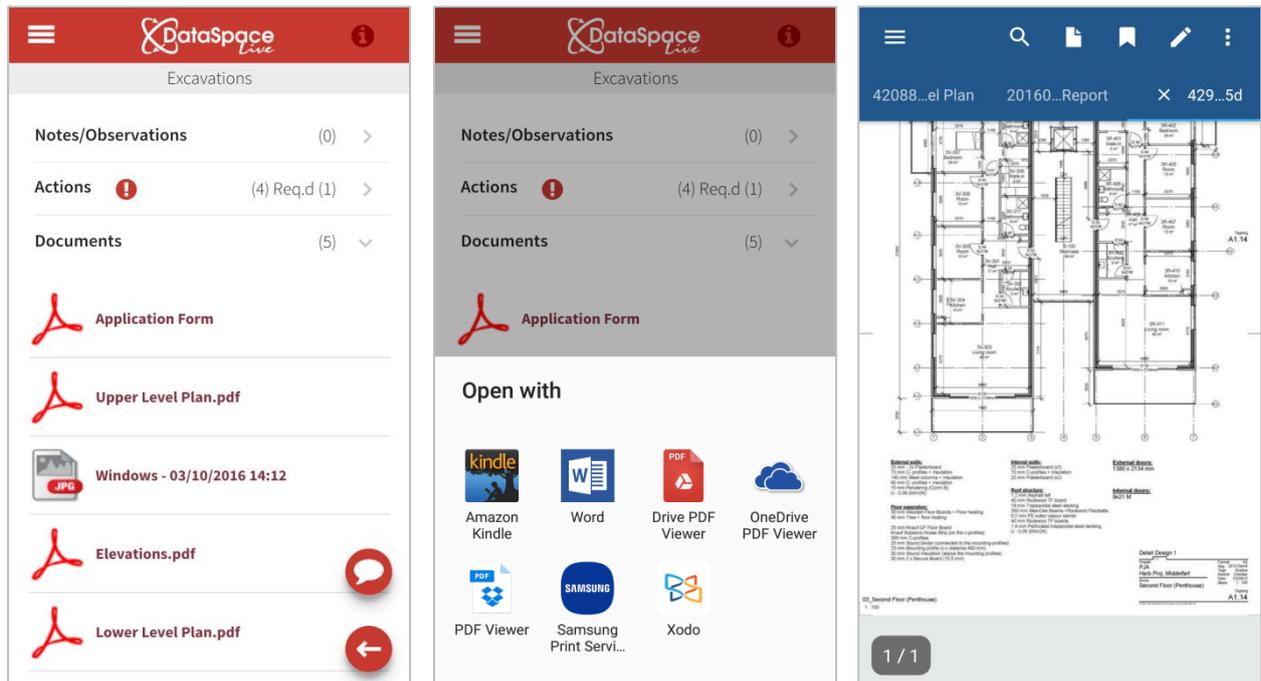


i.v Documents

The final section is the **'Documents'** section. When any documents of an application dragged and dropped into a special **'Inspection Documents'** folder in DSLive they are automatically downloaded to the relevant Site Contact's app. Simply tap on the tab and the documents will appear listed.



To view a document, tap it in the list and select the document viewing app you wish to view it with. We recommend downloading the **'Xodo' PDF Viewer App** from the **Google Play Store** or **Apple App Store** to your device, but you can also use other good document viewing apps.



Once a document is open on your screen in a viewer, you should be able to zoom in by moving your finger and thumb away from each other on the screen and to zoom out, move your finger and thumb together as well as dragging the document around on your screen.

To return to the list of documents, use your device's back button.

4. Requesting an Inspection using the App

If you would like to request that an inspection be carried out by the authority, you can do this by opening the inspection on your screen and tapping the **'Request Inspection'** button at the bottom of the inspection's page.



The **'Request Inspection'** window will open on your screen.

If you know the date you wish to book an inspection, tap on the **'Select Date'** link. A calendar will appear, simply click on the date and tap **'Done'**.

You can a morning or afternoon inspection or simply select the **'ASAP'** choice. Add any messages to the authority by typing in the comment text box.

Request Inspection

Inspection date
Select date

Inspection time
AM
PM

Or if you don't know a date and time
 ASAP

Send Request

Cancel

Request Inspection

Inspection date
Friday, July 28, 2017

Inspection time
AM
PM

Or if you don't know a date and time
Friday, July 28, 2017

Send Request

Cancel

Request Inspection

Inspection date
Friday, July 28, 2017

Inspection time
AM
PM

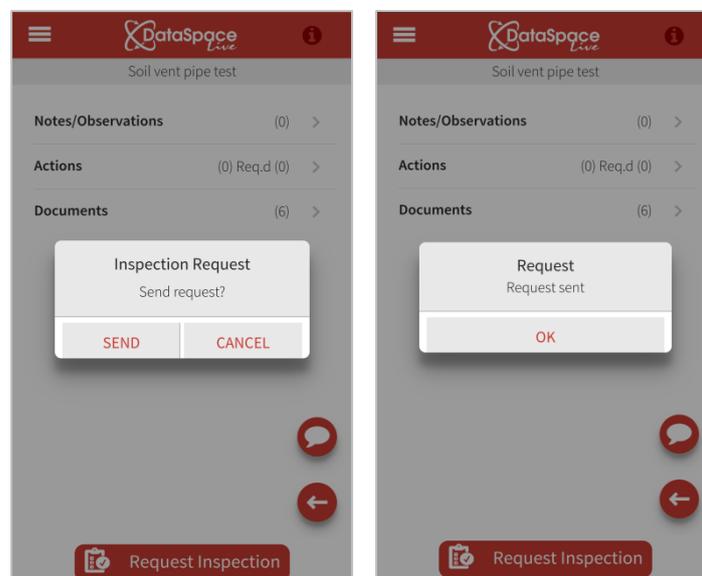
Or if you don't know a date and time
 ASAP

Type a message here...

Send Request

Cancel

When ready you can tap the **'Send Request'** button at the bottom of the screen or click **'Cancel'** to discard your request. A confirmation that your request has been sent will appear.



The request will be sent to the authority, appearing in their DSLive's List of Inspections with a question mark symbol next to and as an email notification to their inbox with a link directing them to the relevant site and inspection.

The authority will then confirm the requested date/time is convenient by scheduling the inspection online in DSLive or by contacting you to discuss alternative arrangements if not. Once a booking has been agreed upon and set in the inspection in DSLive, the date/time will appear next to the inspection in the Site Contact's DSLive account and app.



Help & Support:
helpdesk@resolutiondm.com
01242-260505

Find other guides and videos our DSLive Help Hub:
<http://www.resolutiondm.com/dslivehelphub>