

## Finding an Application

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### 1. Introduction

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This document covers how to find an application and the different search tools provided by DataSpace Live. The guide will also show you briefly how to open an application, but you can find greater detail on this in our separate guide **'Opening an application'**, which can be found in our DSpace Live Help Hub.

### 2. Logging in to your DSpace account

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In order to find an application you need to be signed into DataSpace Live account.

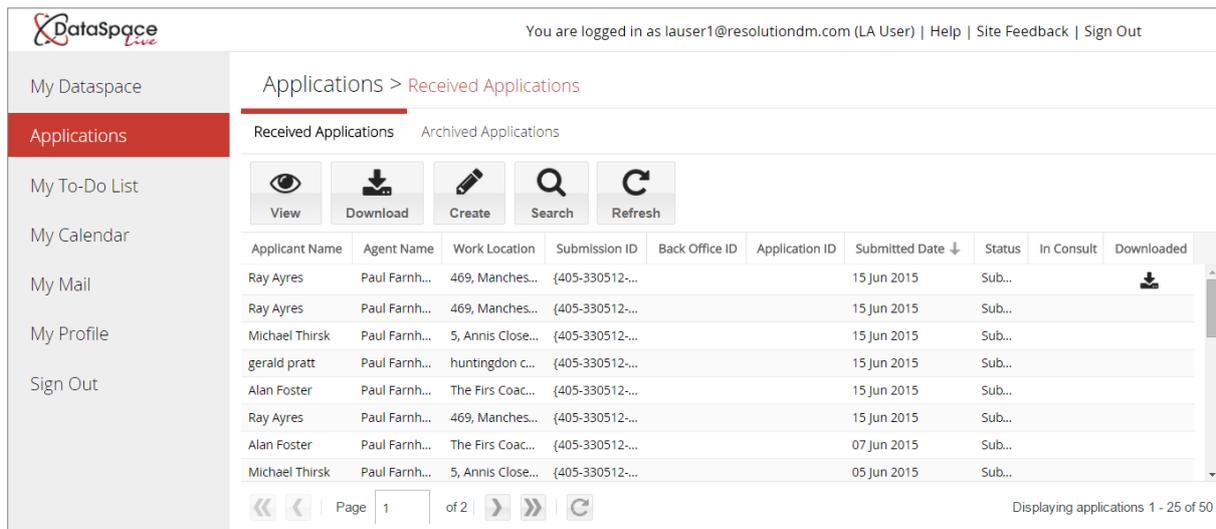
To log in visit [www.dataspacelive.co.uk](http://www.dataspacelive.co.uk) and fill in your email address and password.



The screenshot shows the DataSpace Live login interface. On the left, there is a graphic of several white puzzle pieces arranged in a circle, with small red human figures standing on some of the pieces. To the right of this graphic is the DataSpace Live logo. Below the logo are two input fields: 'Email Address' and 'Password'. A red 'Sign In' button is positioned below the password field. At the bottom of the page, there is a red banner with the text 'Collaborate anywhere. Dataspace Live makes working together easier.'

Having signed in, you should see the **"My DataSpace"** Tab, but for the contents of this quick guide you need to be on the **"Applications"** tab as shown below.

### 3.The Applications Tab



The screenshot shows the DataSpace Live interface. At the top, it says "You are logged in as lauser1@resolutiondm.com (LA User) | Help | Site Feedback | Sign Out". The main navigation menu on the left includes "My Dataspace", "Applications" (highlighted in red), "My To-Do List", "My Calendar", "My Mail", "My Profile", and "Sign Out". The "Applications" section is further divided into "Received Applications" (active) and "Archived Applications".

Below the navigation, there are five action buttons: "View" (eye icon), "Download" (download icon), "Create" (pencil icon), "Search" (magnifying glass icon), and "Refresh" (refresh icon). Below these buttons is a table of applications.

Applicant Name	Agent Name	Work Location	Submission ID	Back Office ID	Application ID	Submitted Date ↓	Status	In Consult	Downloaded
Ray Ayres	Paul Farnh...	469, Manches...	{405-330512-...			15 Jun 2015	Sub...		
Ray Ayres	Paul Farnh...	469, Manches...	{405-330512-...			15 Jun 2015	Sub...		
Michael Thirsk	Paul Farnh...	5, Annis Close...	{405-330512-...			15 Jun 2015	Sub...		
gerald pratt	Paul Farnh...	huntingdon c...	{405-330512-...			15 Jun 2015	Sub...		
Alan Foster	Paul Farnh...	The Firs Coac...	{405-330512-...			15 Jun 2015	Sub...		
Ray Ayres	Paul Farnh...	469, Manches...	{405-330512-...			15 Jun 2015	Sub...		
Alan Foster	Paul Farnh...	The Firs Coac...	{405-330512-...			07 Jun 2015	Sub...		
Michael Thirsk	Paul Farnh...	5, Annis Close...	{405-330512-...			05 Jun 2015	Sub...		

At the bottom of the table, there are navigation controls: "Page 1 of 2" and a "Refresh" button. The text "Displaying applications 1 - 25 of 50" is shown at the bottom right.

The **'applications'** tab will display all the applications which are "Live" in your system, all members of the same authority department see the same list.

At the bottom of the grid are navigation tools which allow you to move through pages of applications.



This image shows a close-up of the navigation controls at the bottom of the application list. It includes a "Page 1 of 2" indicator, navigation arrows (double arrows for first/last page, single arrows for previous/next page), and a refresh button. The text "Displaying applications 1 - 25 of 50" is visible on the right side.

The  double arrows take you to the first and last page respectively, and the  single ones will move you a page at a time. You may also type in the page you want to go to and pressing return.

The  refresh button will re-load the list of applications. This may need to be done if the list didn't load correctly, or is being updated.

On the right side of your list of applications, you will also find a scroller to scroll up and down the list.

### 3.Application Search Tools

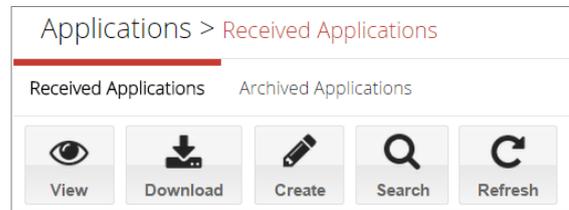
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In order to find an application easily

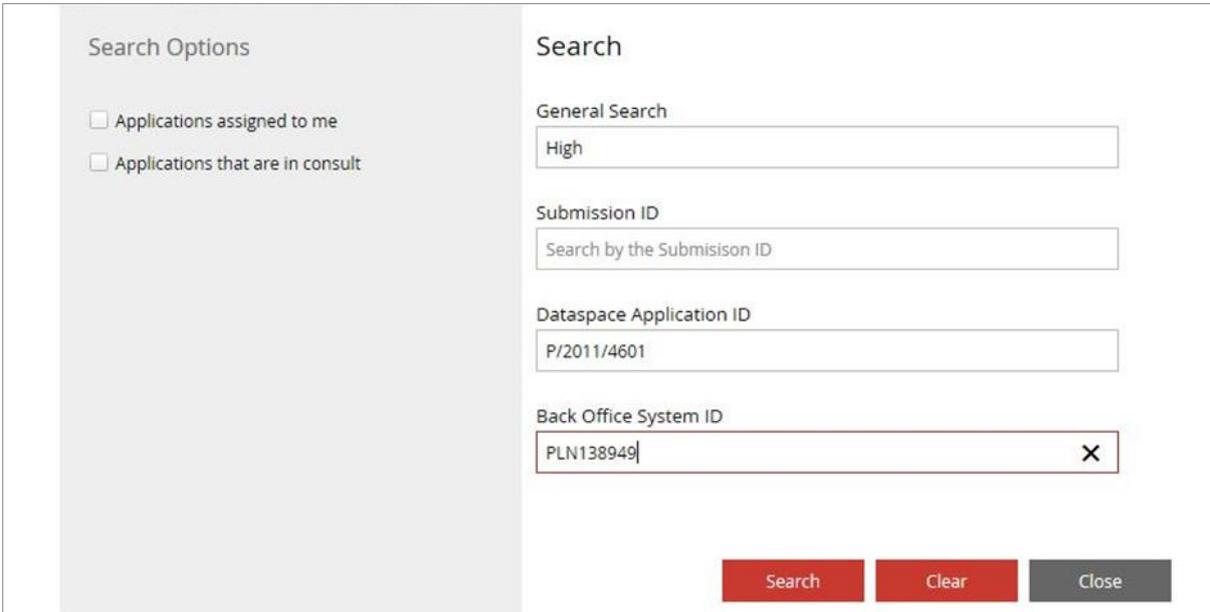
there is one simple search screen.

To search, select the **“Received Applications”** tab.

Click on the **‘Search’**  button on the tool bar.



The search window will open:



#### Search Options

**Applications assigned to me:** If selected this will only return applications that have been assigned to your login.

**Applications that are in consult:** If selected this means only applications that have a Consultation are returned. These are applications marked with the  icon in the applications list.

## General Search

The general search is very useful as it will search all the main details for any match for your word or phrase. This is a wildcard search, so it will find all applications with the matching word or phrase. Be careful though because a search for “12 High Street” may return no results because the entry may be “12 High St” or even “12, High Street”. You would be safer to search purely on “High St” or just “High” and look at the list returned. Why not try simply searching for the applicant or agent surname if you know it.

(If you are a planning department here is where you put the Planning Portal reference in the format PP-01234567)

## Submission ID

This field is the ID number DataSpace and Submit-a-Plan gives to any application. It may also be the ID a customer rings up stating when they have a receipt for making an application.

## DataSpace Application ID

This field is the most commonly used reference used by your department. It will only be useful if your DataSpace Live system is linked to your back office using the **‘Qwick Fill’** tool. The ‘Qwick Fill’ tool allows you to add your own Application ID Number to applications and once added, you can then search for the application in DSLive by that number.

This is a wildcard search so you could put “F/2014/2” and it would return “F/2014/2345” as well as “AF/2014/2231”.

## Back Office System ID

This field is typically what is known as the linking reference. In some cases it will be the same as the Application ID, but often it is just a number shared by DataSpace and your back office system. For example PLN1234567. To search for an application by your Back Office ID number you will need to be subscribed to the **‘Qwick Fill’** tool. The ‘Qwick Fill’ tool allows you to add a Back Office ID number to an application. Once added you will then be able to find an application in DSLive by searching by that number.

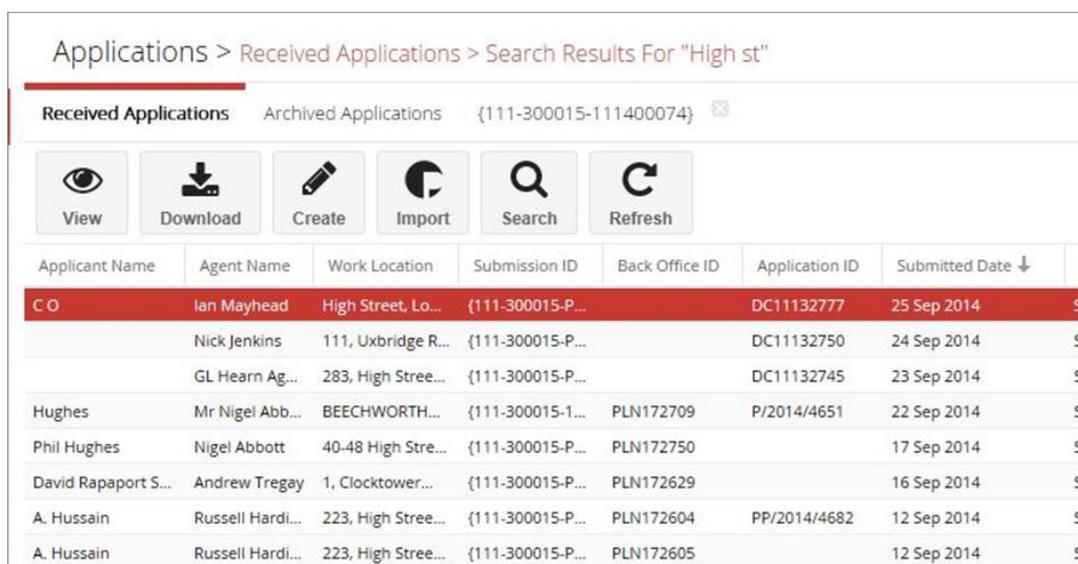
***Find our ‘Adding a Back Office ID Using Qwick Fill’ guide and video tutorial in the DSLive Help Hub at <http://www.resolutiondm.com/dslivehelphub>***

## Search Button

When the search button is pressed the system searches all your live applications for matches and returns the matches.

You will notice that the results will show at the top of the tab what has been filtered. In the example below we searched for "High st".

**Once you have finished with your search you will need to clear this filter, load the search screen again and click the "Clear" button.**



Applicant Name	Agent Name	Work Location	Submission ID	Back Office ID	Application ID	Submitted Date ↓	S
C O	Ian Mayhead	High Street, Lo...	{111-300015-P...		DC11132777	25 Sep 2014	Sw
	Nick Jenkins	111, Uxbridge R...	{111-300015-P...		DC11132750	24 Sep 2014	Sw
	GL Hearn Ag...	283, High Stree...	{111-300015-P...		DC11132745	23 Sep 2014	Sw
Hughes	Mr Nigel Abb...	BEECHWORTH...	{111-300015-1...	PLN172709	P/2014/4651	22 Sep 2014	Sw
Phil Hughes	Nigel Abbott	40-48 High Stre...	{111-300015-P...	PLN172750		17 Sep 2014	Sw
David Rapaport S...	Andrew Tregay	1, Clocktower...	{111-300015-P...	PLN172629		16 Sep 2014	Sw
A. Hussain	Russell Hardi...	223, High Stree...	{111-300015-P...	PLN172604	PP/2014/4682	12 Sep 2014	Sw
A. Hussain	Russell Hardi...	223, High Stree...	{111-300015-P...	PLN172605		12 Sep 2014	Sw

## 4. Opening an application

Once you have found your application either listed in your 'applications' tab or by searching for it, you can open your application in a number of ways:

Selecting the application by clicking on it once to highlight it, then click the 'View'  icon on the toolbar or right click and select 'view application' . Alternatively you can double-click on an application to open it.

To view an application form or document in the 'Documents' tab, you can click on it once and again click the 'View' icon . Alternatively you can click on and right click, selecting to view the document or to open it as a PDF.

To download a form or document, click on it once in the list and press the 'Download' button on your tool bar. Alternatively you can click on the document, right click and select 'download'.

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

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



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