

The **DSLIVE** Guide

How to create Scanned Applications From scanned, postal or emailed documents

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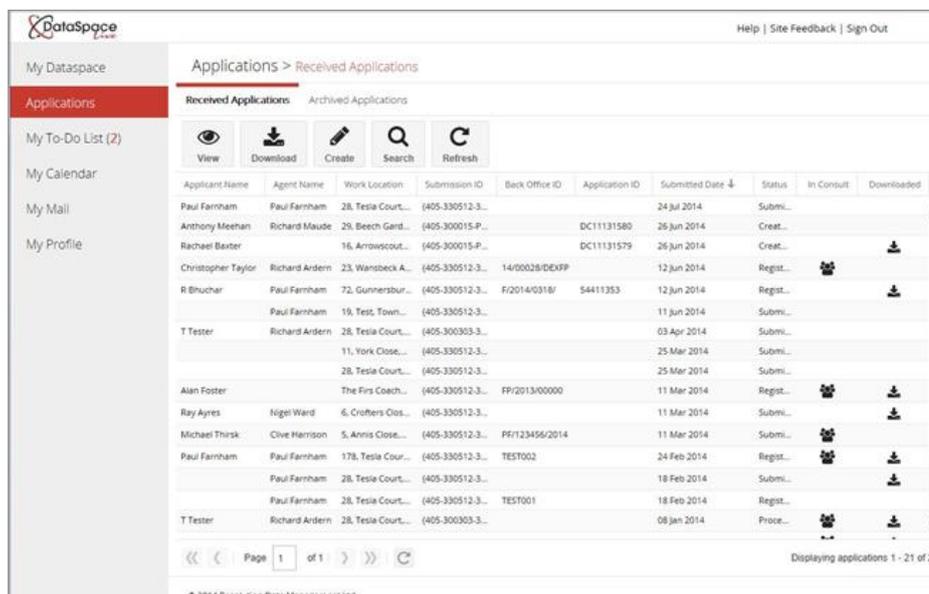
1. Introduction

This guide covers how to create an application using your own documents which may have been scanned or emailed or posted to you

DataSpace Live can be used to manage Submit-a-Plan, Planning Portal, scanned and other forms of applications.

This document covers how to create an application using your own documents which may have been scanned or emailed or posted to you.

In order to use this function you need to be signed into DataSpace Live at www.dataspacelive.co.uk. Having signed in, you should see the “My DataSpace” Tab, but for creating a scanned application you need to be on the “Applications” tab as shown below.



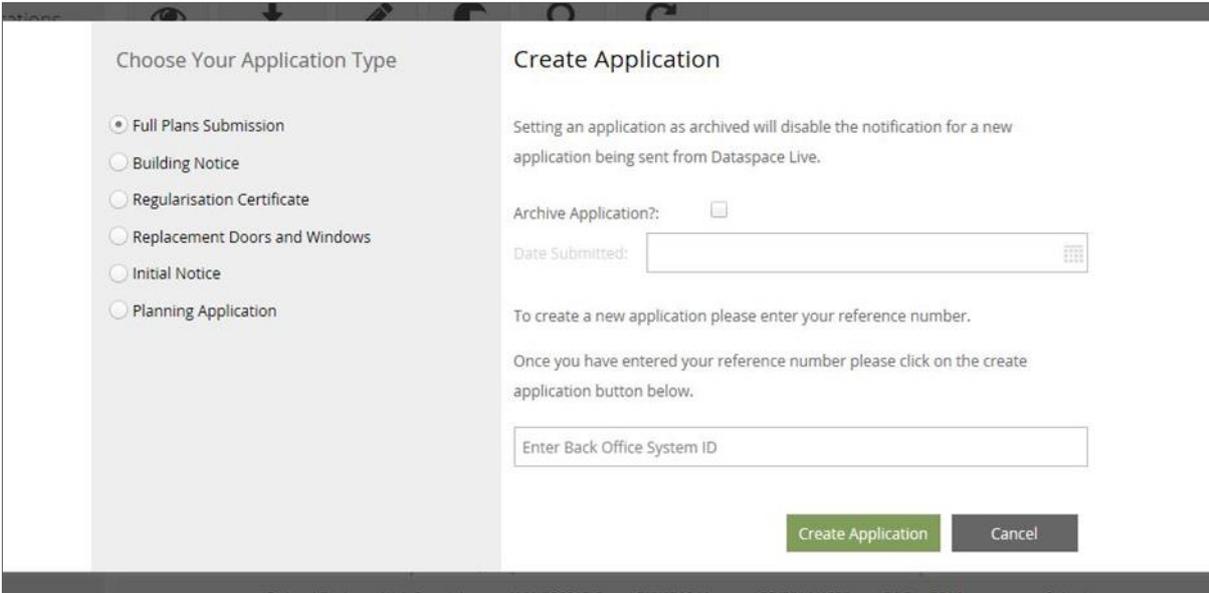
Applicant Name	Agent Name	Work Location	Submission ID	Back Office ID	Application ID	Submitted Date	Status	In Consult	Downloaded
Paul Farnham	Paul Farnham	28, Tesla Court...	(405-330512-3...			24 Jul 2014	Submi...		
Anthony Meehan	Richard Maude	29, Beech Gard...	(405-300015-P...		DC11131580	26 Jun 2014	Creat...		
Richard Berter		16, Arrowscoul...	(405-300015-P...		DC11131579	26 Jun 2014	Creat...		
Christopher Taylor	Richard Ardern	23, Wansbeck A...	(405-330512-3...	14/00028/DEXFP		12 Jun 2014	Regist...		
R Bhucher	Paul Farnham	72, Gunnersbur...	(405-330512-3...	F/2014/0318/	54411353	12 Jun 2014	Regist...		
	Paul Farnham	19, Test, Town...	(405-330512-3...			11 Jun 2014	Submi...		
T Tester	Richard Ardern	28, Tesla Court...	(405-300303-3...			03 Apr 2014	Submi...		
		11, York Close...	(405-330512-3...			25 Mar 2014	Submi...		
		28, Tesla Court...	(405-330512-3...			25 Mar 2014	Submi...		
Alan Foster		The Firs Coach...	(405-330512-3...	FP/2013/00000		11 Mar 2014	Regist...		
Ray Ayres	Nigel Ward	6, Crofters Clos...	(405-330512-3...			11 Mar 2014	Submi...		
Michael Thirk	Clive Harrison	5, Annis Close...	(405-330512-3...	PF/123456/2014		11 Mar 2014	Submi...		
Paul Farnham	Paul Farnham	178, Tesla Cour...	(405-330512-3...	TEST002		24 Feb 2014	Regist...		
	Paul Farnham	28, Tesla Court...	(405-330512-3...			18 Feb 2014	Submi...		
	Paul Farnham	28, Tesla Court...	(405-330512-3...	TEST001		18 Feb 2014	Regist...		
T Tester	Richard Ardern	28, Tesla Court...	(405-300303-3...			08 Jan 2014	Proce...		

2.Creating your own Applications

DataSpace Live has the option of creating applications, but you will have to have this option enabled. Speak to your account manager or the helpdesk to sort this out for you. Contact details at the end of this guide.

This function has an integration function which can pull information from your back office system to speed up the process.

In the toolbar select the **“Create”** button . You will be presented with this screen.



First you need to select the application type you are creating. These are simplified forms with minimum information to complete. Select the application type from the list **“Choose Your Application Type”**. Please note that all planning application types are under the same type.

In the **“Create Application”** section you need to decide if this is a **“Live”** or **“Archive”** application. Both go into the **“Live”** database but the archive ones are seen as **“not new”** applications and emails will not be sent to notify people of the application, and they will not be entered with today’s date, so they won’t appear at the top of your applications list.

Back Office System ID

This is where (if you have the option) after the first 8 characters are typed a list of matching application ID’s will be pulled up from your back office system. Either continue to type or select one. Selecting one will pull the details from your back office system into the main fields of the application.

Once you have done this click the **“Create Application”** button. You should see something like the following:

As you can see the main details have been filled in. You can amend any details before selecting **“Next Page”**. If you didn’t enter a valid **“Backoffice ID”** then you will have to enter some minimal information to validate the page.

Once you have entered the right details progress through the pages to the **“Required Documents”** page. Here you can upload any documents you wish to be associated with the application (see image below).

zz Resolution Data Management Ltd zz : Application Capture (Full Plans Submission)

Upload Instructions

- Review the options boxes and click any check boxes that apply.
 Note, if you click 'There are no documents for this application' then you will not be able to upload documents, or any documents already uploaded will not be sent.
- Click on the 'Add Documents' button.
 Zip files can also be uploaded to Dataspace Live. If you are uploading lots of drawings and documents we suggest that you place the files into separate folders called **Documents** or **Drawings**, then add these folders as part of a zip file. Once uploaded the correct document type will be automatically selected for you.
- 'Remove'  or 'Edit'  files, as required.

Please check these option boxes as necessary

There are no documents for this application

Some or all documents for this application will be posted directly to the Authority

Uploading documents as part of application

This is a standard page shared with Submit-a-Plan users. If you do intend to upload documents, select the **“Uploading Documents as part of application”** option. The lower section of the form will display.

Some or all documents for this application will be posted directly to the Authority

Uploading documents as part of application

Add Documents

Description	Document Type	Doc No	Sheet No	Rev		

If you click the **“Add Documents”** button then your computers file browser will open and you can navigate and find the file/files you wish to upload. (See the notes on screen about zip files). Once you have selected the files, the upload status will appear during upload and when complete will display something like the following.

Uploading documents as part of application

Add Documents

Description	Document Type	Doc No	Sheet No	Rev		
01 PLANS _ ELEV.pdf	drawing	1936_2661_8212	1	-		
02 Location plan.pdf	drawing	1936_24256_9838	1	-		
Application Form.pdf	drawing	1936_88640_6958	1	-		

Previous Page **Next Page** **Preview Application** **Close**

As you can see, there are a number of fields associated with each document in order to make it easier to find the right one. In order to alter these values select the Edit tool shown in each row 

Tip. In the sample given above, the actual application form has been uploaded. If you don't mark a document as an application form, DataSpace Live will create one for you. In order to make sure yours is used and prevent one being created, you must use a Document Number of AF1, and also set the Document type to **"Form"** and select **"Update Details"**.



Update Document Details

Original Filename: Application Form.pdf

Description:

Document Type:

Document Number:

Sheet Number:

Revision Number:

Update Details **Cancel**

In order to remove a document you uploaded in error, use the **"Delete"** tool  at the end of the line the document is shown on.

Once you are happy you have the right documents, select the **"Next Page"** button and the screen will tell you if there any issues before you proceed.

If there are no issues there will be a green **“Submit Application”** button. Clicking on this will package your application to be entered into your DataSpace Live account. It only takes a few minutes but your application will appear in your account. Remember if you set a date that the applications are shown in date order. You will also need to refresh  the document list for the application to appear.

The **“View and Print”** application will not be operational for applications with uploaded application forms.

Watch this guide as a video at:

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

We hope you found this guide helpful.

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



www.resolutiondm.com 01242 260505 helpdesk@resolutiondm.com

