



# QUICK START GUIDE INSPECTMATE ON-SITE



**Date:** Q4 2022

## Overview

InspectMate On-Site is a simple app designed to allow you to interact with your building control body, to

1. See any properties you have been set as a site contact for.
2. See the inspections required at any site.
3. Request those inspections to be carried out
4. Review the Surveyors notes from any inspection
5. View and reply to any “Outstanding Actions” left by the surveyor.
6. View any photos, or reports created by the surveyor

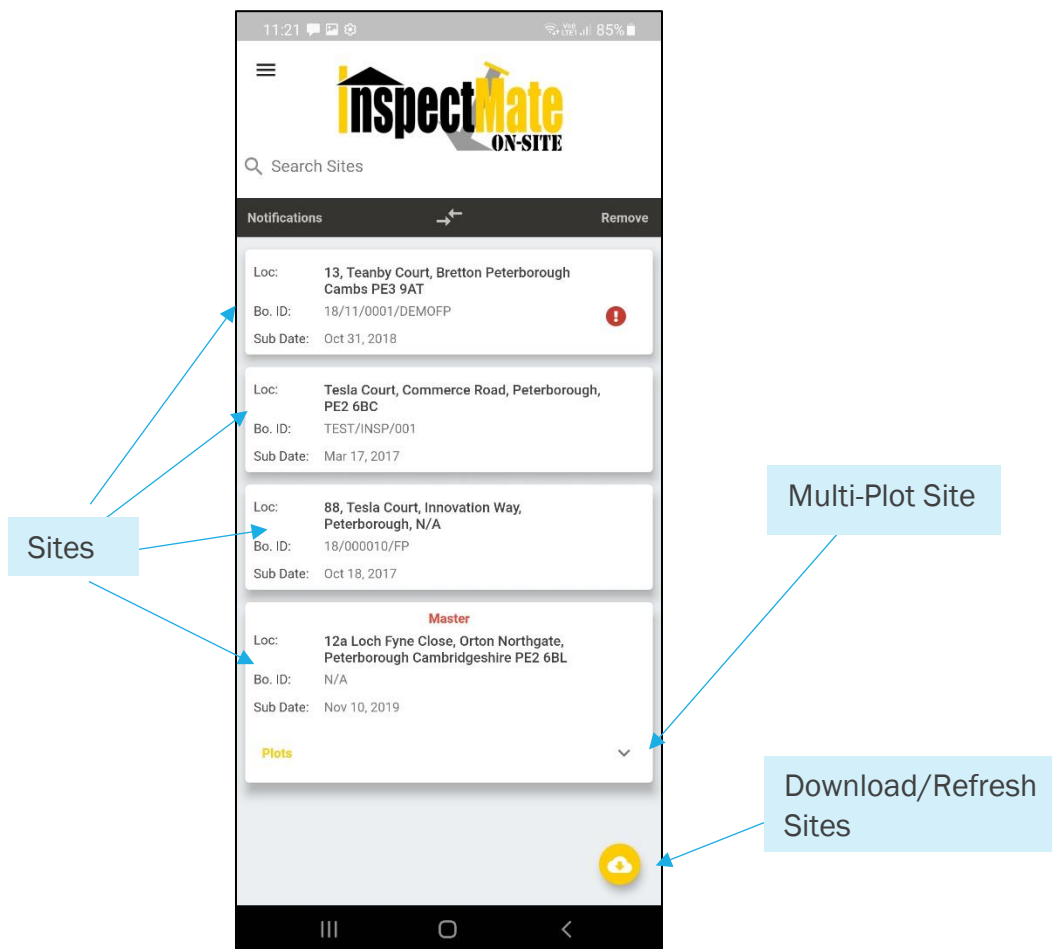
InspectMate On-site is available in both the Apple Store and the Android Play Store. It is free to use and funded by your chosen building control body. Just search “InspectMate” and select the “On-Site” version.

When you were assigned as a “Site Contact” for a site for the first time, there will be a link in that email to setup your “DataSpace-Live” account, this is the system that underlies both the building control body’s system and your app. You must setup this account before using the app. Once this is done you can start the app.



When you have entered your login details (the same as DataSpace-Live's) you will be presented with a list of sites that you have been assigned as a site contact for by the local authority.

**NB.** If you are also the applicant then requesting a Site-Inspection from DataSpace-Live automatically sets you as a site-contact for your site.

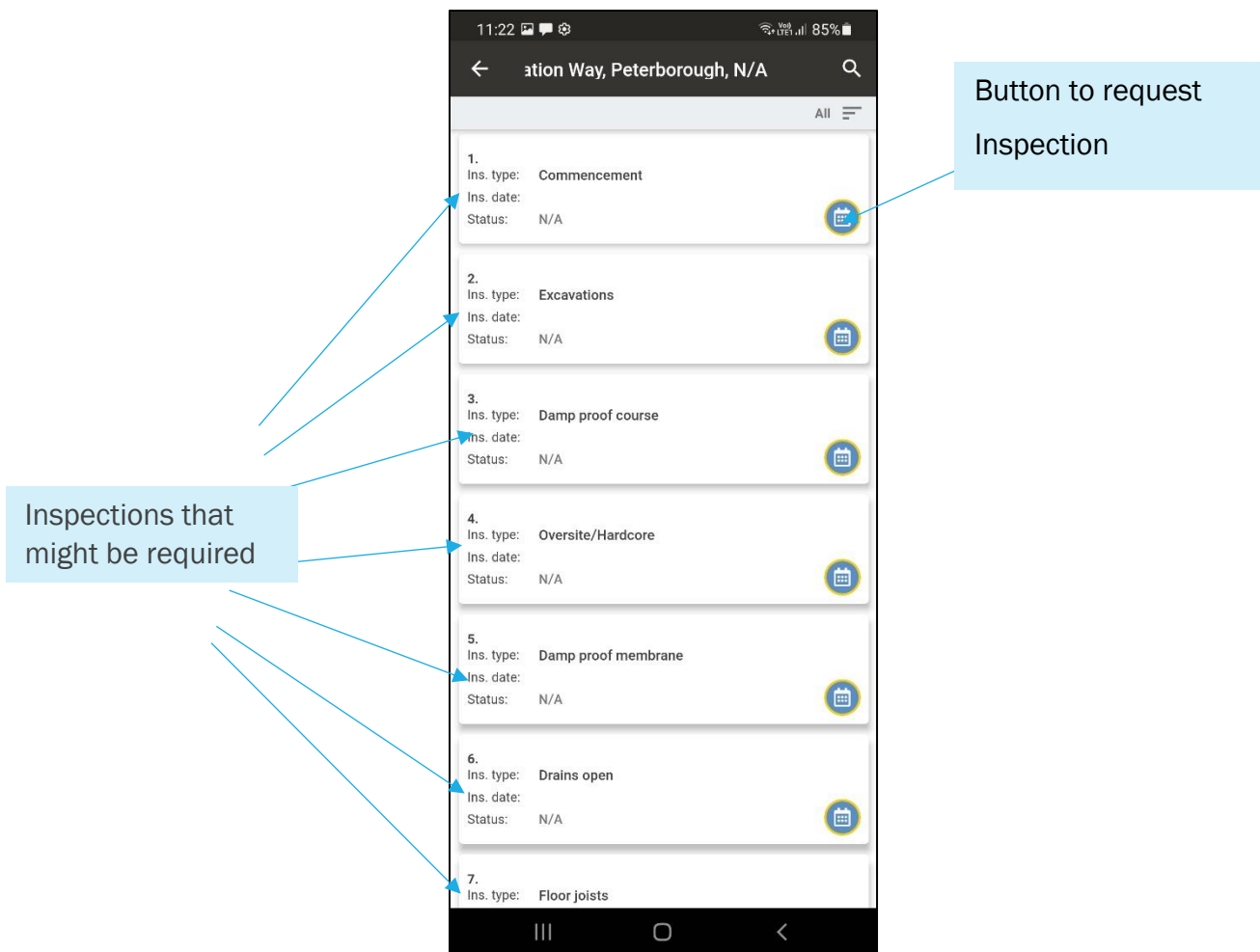


## List of Sites

The list of sites is straightforward but if the site you are responsible for has multiple plots or units then it will be listed with a Plots drop down menu below it, and the main site will be labelled in red with “Master”.

Looking at what inspections need to be completed

By tapping on the site, the screen will then show you a list of inspections that may need to be completed at that site. For example

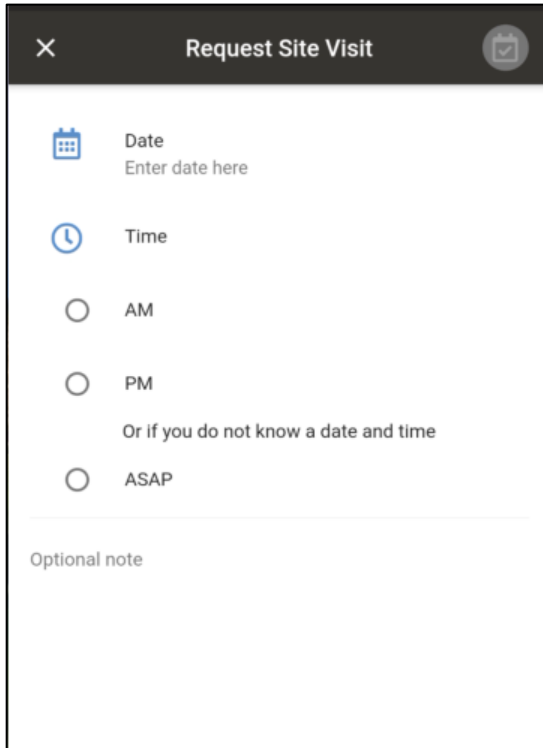


## Requesting an Inspection

While viewing the list of inspections, you will see this button next to any inspection that isn't currently scheduled or carried out.



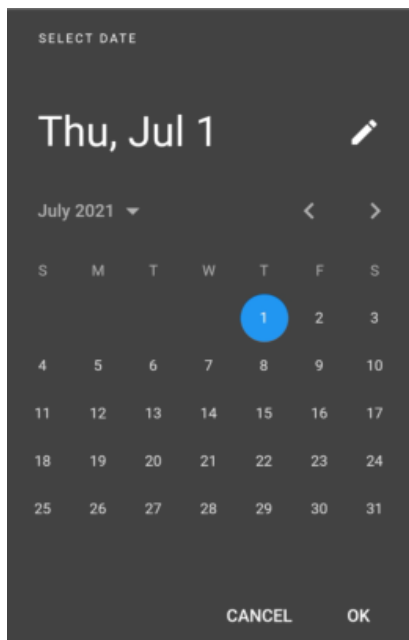
If you tap that button the following screen is presented.



The form titled "Request Site Visit" has a close button (X) in the top left and a calendar icon in the top right. It contains the following sections:

- Date:** A calendar icon followed by the text "Date" and "Enter date here".
- Time:** A clock icon followed by the text "Time".
- AM/PM Selection:** Two radio buttons labeled "AM" and "PM".
- Optional note:** A text area with the placeholder "Optional note".
- ASAP Option:** A radio button labeled "ASAP" with the text "Or if you do not know a date and time" above it.

NB: The first thing to point out is that your request is just that, it does not guarantee an inspection on the date you select. The Building Control Provider will confirm once they have set a date and possibly a time. Times are usually only an indicator, as travel and previous visits may impact the actual arrival time.



The "SELECT DATE" screen shows a calendar for July 2021. The date "Thu, Jul 1" is displayed at the top. The calendar grid shows the days of the week (S, M, T, W, T, F, S) and the dates (1 through 31). The date "1" is highlighted with a blue circle. At the bottom, there are "CANCEL" and "OK" buttons.

The first thing to do, is select a date you wish an inspection to take place on, tapping the date area allows you to set a date. Once you have set a date use the OK button.

Next you can set a time, but this is just a guideline of when you would like it. Surveyors often make many visits each day and there is no set time for each visit.

The best option is to pick, AM or PM, or if you are just in a hurry just pick ASAP (As soon as possible)

By tapping at the bottom of the screen you can add any note, like “Ask for Bob at the site office” or “Please call 30 minutes before arrival”

To complete your request tap on the save Inspection Request button in the top right.

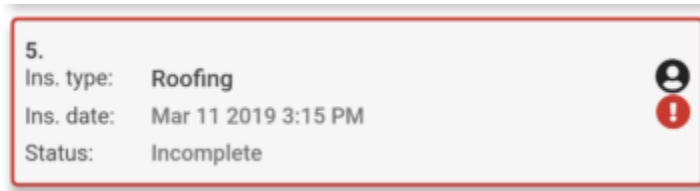


Your inspection will now be marked with a  to show it has been requested.

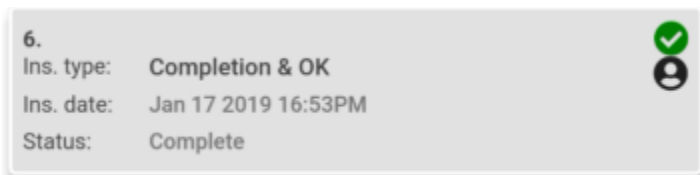
Once the inspection has been scheduled by the building control provider the symbol will change to look like this. But you will be notified of this either via email or SMS message. The green background indicates it is today.

You can then select an inspection type to add to the regime for this site.

Once an inspection has been carried out and the notes entered by the surveyor the inspection panel will change again. Dependent on the outcome it could look a number of ways. If there was an issue discovered or an “Outstanding Action” highlighted, then an exclamation symbol will be displayed, something like this.

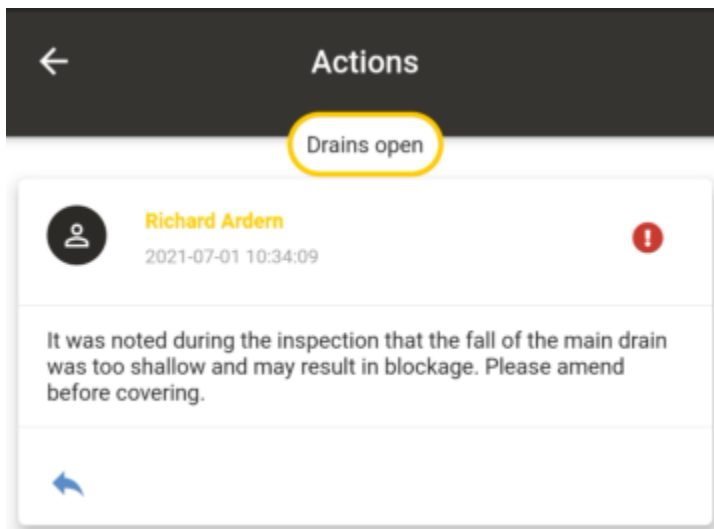


If the inspection was completed with no issues or guidance noted then it would normally look something like this



It is quite normal for an inspection to be marked as complete even if issues are outstanding, this is because the surveyor may check the situation at their next visit.

If however you have been asked to provide evidence of something raised at the inspection you can respond to the issue by clicking on an inspection with the exclamation mark. It will show something like this.



If you would like to respond to this action, firstly make sure you understand what is being said because the original message is not visible in the reply screen.

Tap on the blue reply button.

This provides an option to compose a **response** which can include text and photos.

To type a response tap here

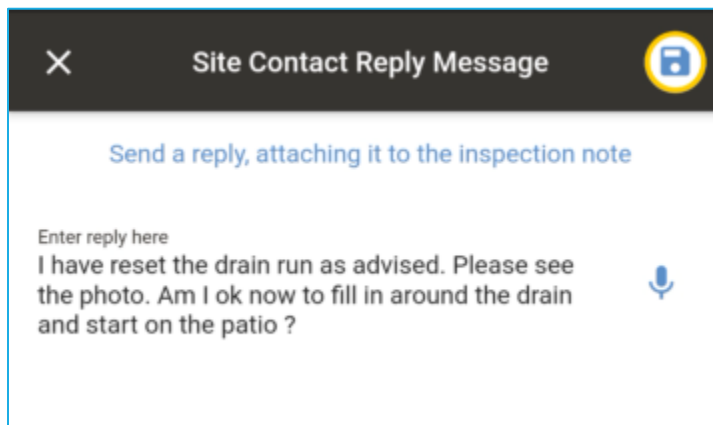


To dictate a response, tap here

To add a photo in support, tap here.

Photos can be either captured or added from your

A response might look like



You may alter and amend the note either via dictation or keying an entry.



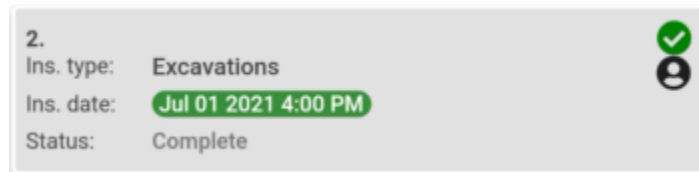
The photo button can be used to provide photos, either using the app or from your gallery. Remember to tap the “Save” button once you are happy with your response.



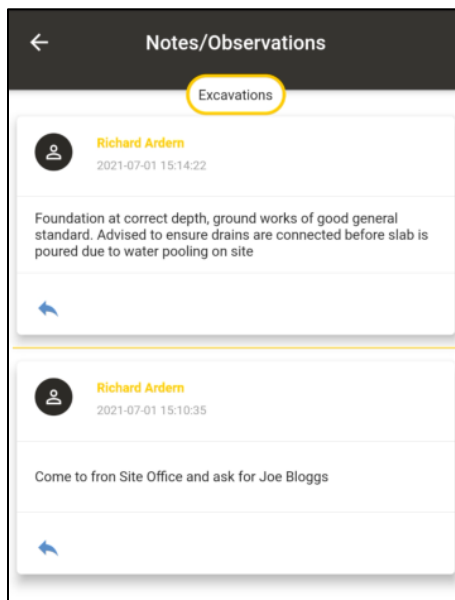
## Viewing Notes and Photos recorded and viewing Inspection Reports

Once a surveyor has carried out their inspection, you will be notified it has been completed and notes added. If the surveyor has chosen to, they may also have created a PDF inspection report for you to view or print or share with others.

On your list of Inspections, a completed inspection looks like this

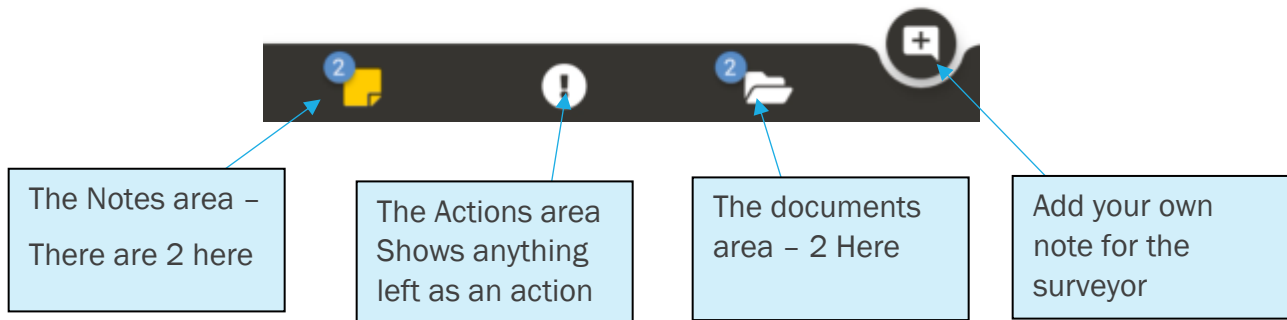


Tap on it and you should see something like this

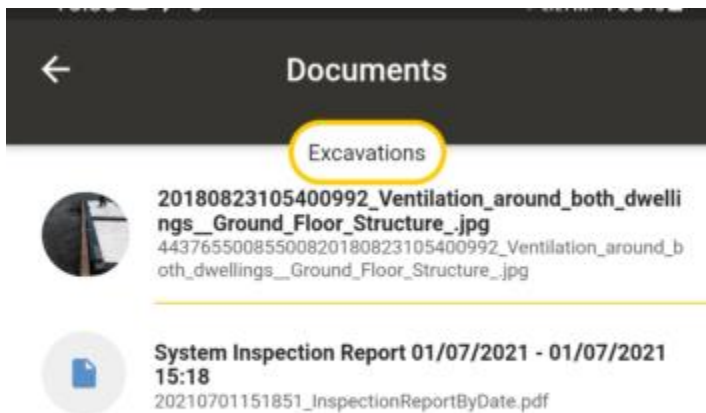


At the bottom there is a panel which is used as follows





Tap the documents section and you can see the documents the surveyor has shared with you (if any)



We can see in the example above there is a photo, and an inspection report which has been generated for you. To open them just tap on them.

InspectMate On-Site uses whatever is the default viewer on your device to view any documents or photos.