

# DSLIVE PLANNING



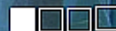
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ONLINE PLANNING APPLICATION PROCESSING



## SUBMIT-A-PLAN

Online building and planning application processing





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## DSLIVE Planning

DataSpace Live for Planning enables authorities to import, view, process, approve and consult on planning applications submitted to the Planning Portal.

Featuring full 1APP integration all applications made on the Planning Portal are automatically imported into DataSpace Live, where authorities can then use our advanced tools and modules to process and consult on them electronically online without having to print and post copies, resulting in a quicker, simpler and more efficient approval process.

Our innovative tools and modules provide the functionality to manage application data and administration, view, measure and markup documents and plans, and share and communicate with applicants, authorities and consultees.

With DataSpace Live operating as a Cloud based web system and compatible with tablet devices, authority accounts and applications can be accessed at any time and from any location with internet access, facilitating flexible out of office working.

At the same time, DataSpace Live provides a solution to some of the issues authorities experience receiving and processing applications via email, such as incomplete forms, applications too large for mailboxes and receiving file formats you cannot open. DataSpace Live simply provides a modern electronic solution to many of the issues experienced in today's planning application approval process.







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## DSLIVE Planning Accounts

### 'Submit-a-Plan Approve'

We have two authority accounts for DSLive Planning, the first being our 'Submit-a-Plan Approve' account.

Once your authority has been setup, you will receive an email notification every time an application form is imported to you through the Submit-a-Plan web portal. The email will contain a link which will take you directly to the application in your DataSpace Live authority account.

In DSLive you can view a list of the applications imported from the Planning Portal or search for a specific application using the application search tool, as well as open, view, print and download application forms and accompanying documents and plans. You will also benefit from our unlimited application archive.

Our 'Submit-a-Plan Approve' account has a range of tools enabling you to approve and consult on planning applications online. Using our processing tools you will be able to view a log of application activity, assign officers to applications, use our calendar tool to organise your department, view an application's work location on a map or even create an application from scanned documents. In addition our DataSpace Live Document Viewer supports 250+ file formats enabling fast and simple viewing of native file formats and comes with powerful document viewing tools and specific functionality for dealing with plans, such as calibration, measuring, redlining, mark-up and printing to scale.

One of the key features of Submit-a-Plan Approve is its integration with Consult Live, our secure, feature rich, dynamic online consultation environment incorporating outside consultees and partner authorities into the electronic approval process.





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## Optional Modules

There are optional modules that can be combined with the 'Submit-a-Plan Approve' account:

### Back Office Integration

Our 'Back Office Integration Module' is a utility to assist local authorities with registering and sharing application details with their own back office systems using our 'Qwick Fill' Tool.

### My Virtual Mail Room

Using our My Virtual Mail Room scanning service all paper applications Local Authorities receive can be scanned by Resolution and delivered directly into DataSpace Live ready for electronic processing and consultation.





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## Submit-a-Plan Office

'Submit-a-Plan Office' is our most advanced authority account. It comprises all the elements of 'Submit-a-Plan Approve' but with the addition of our most sophisticated and bespoke modules and tools. In combination with the functionality to import, approve and consult on planning applications, 'Submit-a-Plan Office' provides solutions to all administration involved in the processing of planning applications.

With the aim of replacing the need for a separate Back Office system, you will be able to create documents, letters and emails in DSLive using your authority headings and standard responses. We can also import any data you wish to your DSLive account, such as existing or archive applications.

Our 'Application Workflow' tool allows you to determine the route a newly imported application progresses through your department, by selecting who in your department and in what order specific types of application need to be seen by. The workflow tool is setup for each authority individually based on their wants and needs.



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## Submit-a-Plan Accounts Overview

### Application Tools

#### Applications Tab

 Approve, Office

In the Applications Tab will be listed all applications imported to your authority, as well as your archive storage. Here you can open an application and find tools for viewing, processing and approving applications.

#### Application Search

 Approve, Office


Finding applications is easy in your DataSpace Live account. Browse through your list of applications or use the Application Search tool, searching for applications by name, address, Submit-a-Plan Application ID number or your own Back Office ID that you can assign to applications.

#### Upload

 Approve, Office

Upload additional or revised documents.

#### Download

 Approve, Office

Download individual documents or an entire application to your computer.

Application > 15/2234/EFPA > 2nd Floor, 3, Royal Crescent, Cheltenham Gloucestershire GL503DA


Received Applications Archived Applications {405-354639-37488728}

Download View Edit Download Upload Create Refresh Options Email Event

Application Documents Application Status Application Workflow Application Payments A

Name	Description	Drawing	Sh	Re	Size	Origin	Created
AF(405-54639-17041...	Application Form	AF1	1	A	54...	Orig...	17 Apr...
Ground Floor Plans.pdf	Ground Floor Plans.pdf	54639_34...	1	-	140...	Orig...	17 Apr...
Structural Plan.pdf	Structural Plan.pdf	54639_85...	1	-	140...	Orig...	17 Apr...
P07 Notes.pdf	P07 Notes.pdf	30512_42...	1	-	601...	Addl...	12 Ma...

An open application

 Accounts available to





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## Create Scanned Application

 Approve, Office

Create applications from scanned, emailed or postal paper applications using simplified online forms. 'Approve' and 'Office' account holders can in addition use our Back Office Integration to automatically pull information from their back office systems to speed up the process.

## View Work Location

 Approve, Office

View the work location of an application on Google Maps.

## Application Activity

 Approve, Office

View a log of all activity connected to an application.

## Status Flag

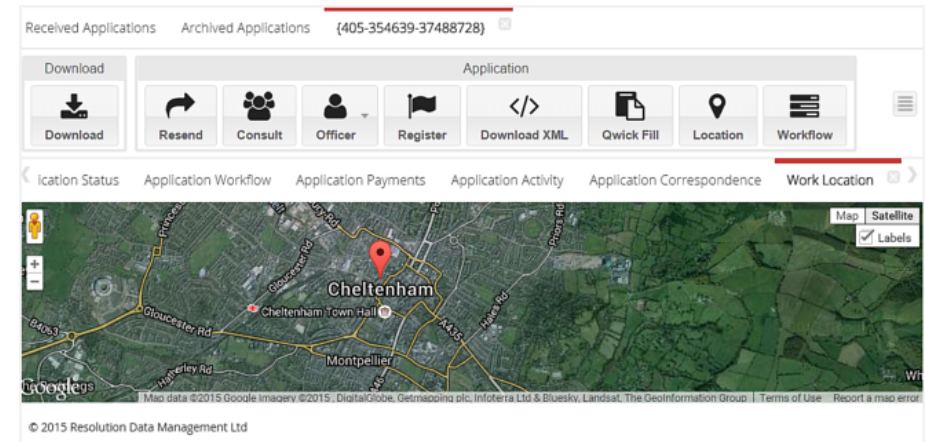
 Approve, Office

Give our coloured status flags your own meanings and use them to flag applications.

## Create Office Document

 Office

Create a letter, email or other document using your authority's own headings and standard responses.



Work Location



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## Quick Fill

 Approve, Office

Quick Fill is a tool connected to our Back Office Integration. It allows you to quickly transfer application and applicant details from DSLive into your Back Office System. In addition it enables you to search for an application in DSLive using a Back Office ID number.

## Assign Officer

 Approve, Office

Assign an officer to work on an application. An officer is notified by email and can view a list of applications assigned to them using our Application Search tool.

## Application Workflow

 Office

Determine the route a newly submitted application progresses through your department, by selecting who in your department and in what order specific types of application need to be seen by. The workflow tool is setup for each authority individually based on their wants and needs.

Task	Start	Duration	% Done
Received	02 June 2015	7 days	50%
Allocation to Planning S...	09 June 2015	7 days	0%
Waiting Validation	16 June 2015	7 days	0%
Invalid	23 June 2015	7 days	0%
Officer File Check	30 June 2015	7 days	0%
Site Visit	07 July 2015	42 days	0%
Processing	18 August 2015	7 days	0%
Decision Level	25 August 2015	7 days	0%
Final Sign Off	01 September 2015	7 days	0%

Application Workflow



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## Document Tools

### Viewing

Forms, and documents can be viewed in two ways, in either our DSLive Viewer or our Adobe PDF viewer.

 Approve, Office

### Viewing and Magnification Tools

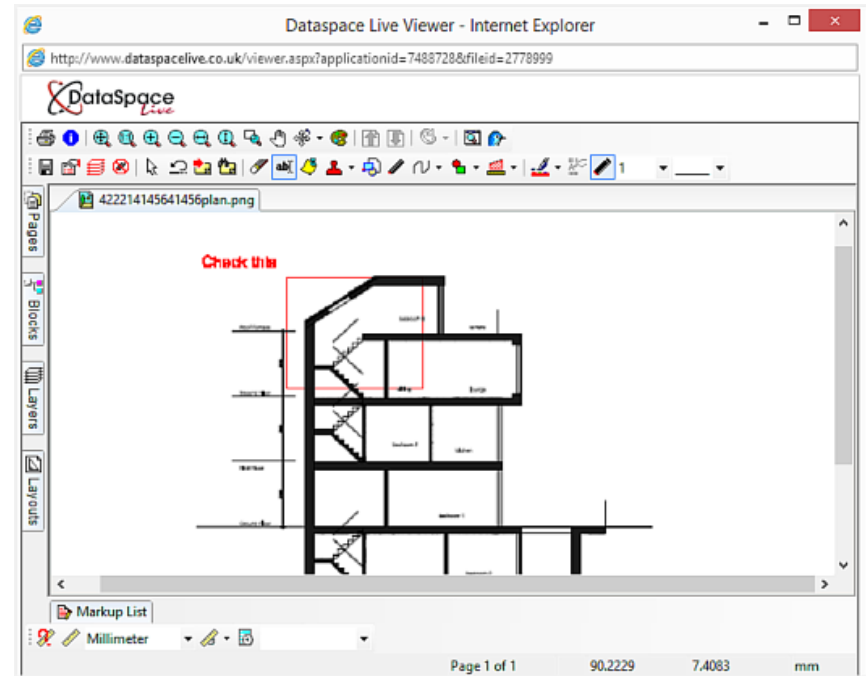
Our DSLive Viewer supports 250+ file formats enabling fast and simple viewing of native file formats and comes with powerful document viewing and magnification tools such as zoom, pan, rotate, text magnification. Functionality for calibration and printing to scale is also supplied.

 Approve, Office

### Redlining and Markup Tools

Advanced functionality is provided for redlining and marking-up plans, including tools such as markup layers, arrow, rubber, stamp, text, note, symbols, freehand, shapes, paint and highlighter.

 Approve, Office



Using Redlining Tools



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## Communication Tools

### Notifications

 Approve, Office

Notification emails notify the authority about application activity. Authorities receive notifications when new applications are submitted or new documents added.

### Email

 Approve, Office


Our Emailing Tool enables a DSLive user to send an email about an application to another user and the emails are logged against that specific application.

### Calendar




Use our calendar tool to plan and schedule events and activities.

 Approve, Office

Application > 15/2234/EFPA > 2nd Floor, 3, Royal Crescent, Cheltenham G


Received Applications Archived Applications {405-354639-37488728} 


Download Options

 Download  Email  Event

Details Documents Status Workflow Payments Activity Correspondence

From Subject

 Date: 30 June 2015 (1 Message)

 Sarah Cutler Message: 2nd Floor, 3, Royal Crescent, Cheltenham Gloucestershire

Email Log



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## Integration Modules

### Consult Live

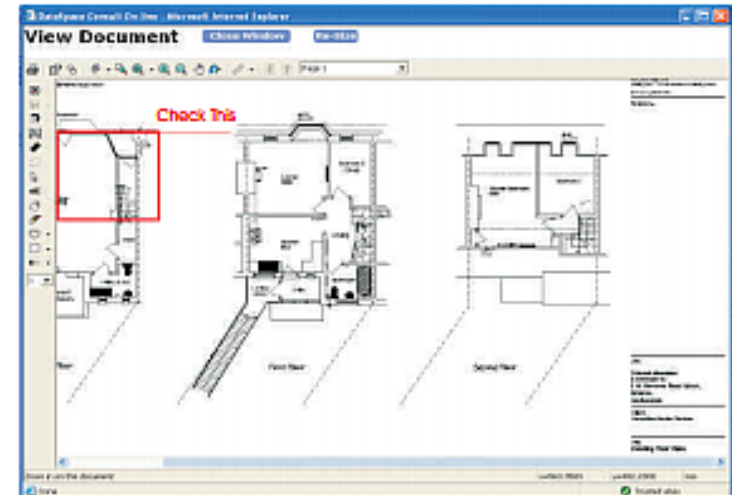


Consult Live is a web based solution that enables Local Authorities to consult on Building Control and Planning applications electronically online with consultees and partner authorities.

Local Authorities can invite individual or groups of consultees to review and comment on applications facilitating a shared consultation environment that is dynamic, secure and feature rich. Consultees can view, measure, markup, comment on, download and upload documents or drawings. All activity and comments are logged against the consultation and can be viewed and responded to by both consultees and the authority, but not edited, enabling an incremental iterative approach to consultations, resolving conflicting views between consultees as part of a dynamic consultation process.

Consult is a great solution to the increasing need of authorities to externalize plan and structural checking activities to outside providers and is designed with the functionality to preserve the confidentiality of sensitive information.

As a web based application, Consult Live allows flexible working and consultation where applications can be accessed at any time and from any location, facilitating home and site working. Consultees do not require any new software but simply receive an e-mail notification which links them to the application online in Consult Live.




*Using Redlining Tools*



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## Back Office Integration

 Approve: option  
Office: included


Utility to assist Local Authorities sharing Submit-a-Plan application details with their back office systems. This module comes with the 'Qwick Fill' tool which enables data to be transferred easily, making registering applications in your Back Office system quick and simple. The Qwick Fill tool also allows you to add a Back Office ID number to an application in DSLive and once it has been added, search for the application by that number. This integration module also speeds up the process of creating scanned applications by automatically pulling information from your back office system.

## My Virtual Mail Room

 Approve: option  
Office: included

Using our My Virtual Mail Room scanning service, all paper applications authorities receive can be scanned by Resolution and delivered directly into DSLive ready for electronic processing and consultation.

Newly submitted paper based applications are sent to our Bureau Scanning Facility for our daily Scan-on-Demand service. If they have arrived by the following morning, they will then be scanned and uploaded to your DSLive account by 5pm the same day. Our Scan-on-Demand service can also be used for archive applications.



Request For Payment	
SAP ID:	{405-354639-37488728}
Request To:	<input type="text" value="Sarah Cutler"/>
Email Address:	<input type="text" value="sarah.cutler@resolutiondm.com"/>
Payment Ref:	7488728-ENN109105-FP-110815
App Type:	<input type="text" value="Full Plans Submission"/>
Payment Type:	<input type="text" value="New Dwellings"/>
Description:	<input type="text" value="Full Plans Submission: New Dwellings"/>
Total Amount £:	<input type="text" value="150.00"/>
<input type="button" value="Send Payment Request"/> <input type="button" value="Cancel"/>	

*Request for Payment*

## Would you like to try our Scan-on-Demand service?

If you would like to try our Scan-on-Demand service, why not contact us and we'll set you up with a FREE trial.

We'll send you a pre-paid postal envelope and you can return it to our Scanning Bureau with any newly submitted or archive paper applications that you would like scanned and uploaded to your DSLive account using our daily scanning service.



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## Setup, Configuration & Support

### User Licensing

The number of user logins an authority can have is dependent on the Submit-a-Plan account subscribed to.

Concurrent Multiple Login Licences

 Approve, Office

Concurrent Unlimited Login Licences

 Office

### Submit-a-Plan Support

 Approve, Office

Submit-a-Plan telephone and support is included in the price of account subscriptions and also includes access to our 24hr online video and guide sheet assistance available for authorities and consultees.

### Submit-a-Plan Training

 Approve Office

Training is available remotely online and over the phone and also by day sessions at your authority department. Training fees not included in subscription.





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## The Easy and Low Cost Solution

Submit-a-Plan's electronic approval process removes the need for local authorities to print and post applications, not only helping authorities save money, but to reduce CO<sub>2</sub> emissions and save trees.

Resolution can scan all paper applications received and deliver them directly into DataSpace Live just like an electronic application import with our Bureau Scanning Services.

Our Submit-a-Plan accounts also extend the usage of electronic data into the consultation environment, helping justify the cost of scanning paper applications by removing the cost of creating and distributing multiple paper copies to consultees.

In addition, DataSpace Live is fully hosted by us at Resolution and therefore does not require any onsite installation or the provision of expensive servers. The intuitive design of our solutions also enables training to be kept to a minimum, helping to keep the costs low.

Our DataSpace Live solutions are continuously updated online, ensuring that users are always running on the latest version, thus removing the need for costly onsite upgrades.

## Key Benefits

- No software to install or expensive servers to maintain.
- Account access at any time, from any location over internet for flexible working.
- Supports planning portal and scanned applications.
- No application size limits and supports 250+ document file formats.
- Upload and download applications.
- Advanced application processing tools.
- Advanced document measuring and mark-up tools.
- Shared online consultation environment.
- Can support partnership configuration.
- Assigning officers and create application workflow through departments.
- Integration with authorities own back office system.
- Faster email communication with users and consultees.
- Systems hosted, maintained and updated by Resolution.
- Submit-a-Plan Training available.
- Full Submit-a-Plan telephone, email and online support for authorities and consultees.
- Good quality application scanning service at low costs.
- Reduces printing and postal costs, reduces CO<sub>2</sub> emissions.



# SUBMIT-A-PLAN

Online Building Control Application and Processing

## Account Prices

To find out about DSLive Planning prices please inquire by email or phone at the below details.

### Request a Demo

If you would like to book a free online demo, inquire about subscriptions or just have a question about our Submit-a-Plan accounts, please contact us at any time, we'd love to have a chat.

#### Contact us:

Phone: 01242 260505

Email: [sales@resolutiondm.com](mailto:sales@resolutiondm.com)

Web: [www.resolutiondm.com](http://www.resolutiondm.com)





