

Finding your application

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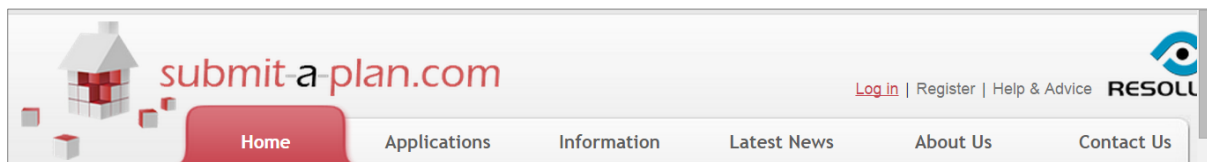
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1. Logging in to your Submit-a-Plan account

The first step is to log in to your **Submit-a-Plan** account at www.submitaplan.com

On the Submit-a-Plan 'Home' page click the red [Log in](#) link at the top right hand of your screen (see image below).

Enter your username and password and click login.



Member Login

Login using your existing submit-a-plan login details.

Email Address:

Password:

Remember me

[login](#) →

[Lost your password?](#)

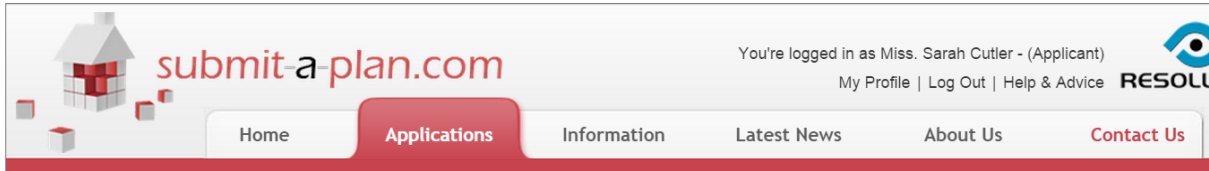
Register!

- Free of charge to use
- Works with all CAD applications and paper scans
- Send an application at any time (available 24/7).
- Track the progress of your application online (when submitted electronically)
- All you require is web access.

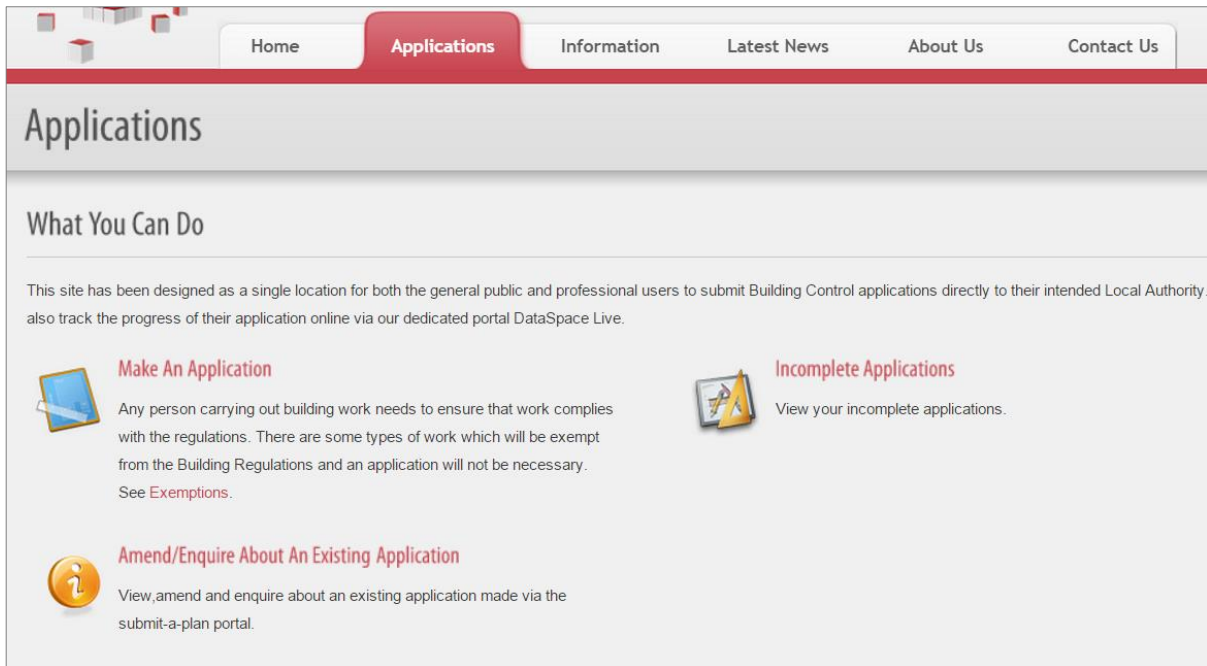
[register](#) →

2. Finding an application

Once you have logged in, click on the **'applications'** tab on the Submit-a-Plan **'Home'** page.

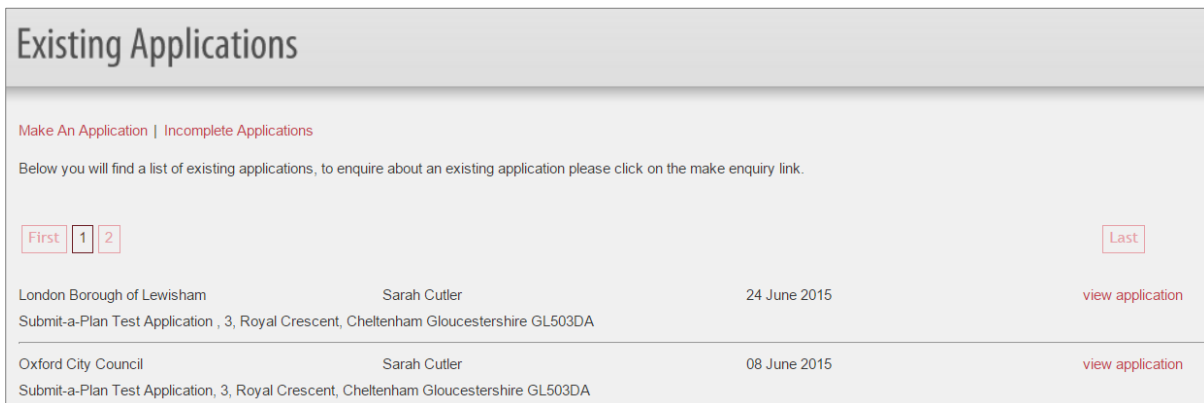


Select the option to **'Amend/Enquire about an existing application'**.



Wait for a list of your applications to load (see image below).

Click the red **'view application'** link on the right to go to open your application.



If this does not automatically load your application but takes you to your **'My DataSpace Profile'**, you can select your application from the **'applications'** tab on the left hand menu in your profile.

You are logged in as sarah.cutler@resolutiondm.com (Applicant) | Help | Site Feedback | Sign Out

My Dataspace

Latest News

RICS: Global coalition formed to unify construction measurement standards
Richard Stokes, Head of Global Corporate Affairs at RICS has recently spoken about the Global co...

GOV.UK: 36,000 new homeowners thanks to Right to Buy
The Gov.uk website recently posted that new figures show more than 36,000 new homeowners h...

Happy 30th Birthday Resolution!
It's been 30 years since Resolution was registered as a company...

Adding 'Additional' or 'Revised' documents to an electronic application
Did you know that you can add 'additional' or 'revised' documents to an electronic application AF...

Approved documents now available on Submit a Plan
Approved documents now available on Submit a Plan

Last 10 Submitted Applications

Sarah Cutler
Submit-a-Plan Test Application , 3, Royal Crescent, Cheltenham C
SAP ID: {188-354639-37754359} APP ID: null Back Office ID: null

Sarah Cutler
Submit-a-Plan Test Application, 3, Royal Crescent, Cheltenham C
SAP ID: {251-354639-37678982} APP ID: null Back Office ID: null

Sarah Cutler
Submit-a-Plan, 3, Royal Crescent, Cheltenham Gloucestershire G

Recent Messages

From	Subject	R
LA USER1	Message: 2nd Floor, 3, Ro...	Mt

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Once you have clicked on the **'applications'** tab to open it, a list of your applications will load (see image below).

You are logged in as sarah.cutler@resolutiondm.com (Applicant) | Help | Site Feedback | Sign Out

My Applications > Submitted Applications

Submitted Applications Incomplete Applications Completed Applications

View Create Refresh

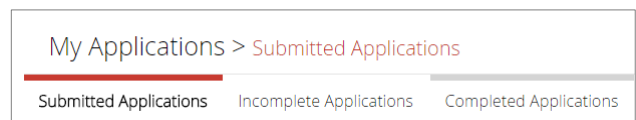
Authority Name	Applicant Name	Agent Name	Work Location	Submission ID	Submission Date ↓
London Borough of Lewisham	Sarah Cutler		Submit-a-Plan Test Application , 3, Royal...	{188-354639-377...	24 Jun 2015
Oxford City Council	Sarah Cutler		Submit-a-Plan Test Application, 3, Royal ...	{251-354639-376...	08 Jun 2015
Oxford City Council	Sarah Cutler		Submit-a-Plan, 3, Royal Crescent, Chelte...	{251-354639-376...	08 Jun 2015
Oxford City Council	Sarah Cutler		Test Application - Submit-a-Plan, 3, Roy...	{251-354639-376...	08 Jun 2015
zz Resolution Data Management ...	Sarah Cutler		2nd Floor, 3, Royal Crescent, Chelteniha...	{405-354639-374...	17 Apr 2015
zz Resolution Data Management ...	Sarah Cutler		2nd Floor, 3, Royal Crescent, Chelteniha...	{405-354639-374...	10 Apr 2015
zz Resolution Data Management ...	Sarah Cutler		2nd Floor, 3, Royal Crescent, Chelteniha...	{405-354639-374...	02 Apr 2015
zz Resolution Data Management ...	Sarah Cutler		2nd Floor, 3, Royal Crescent, Chelteniha...	{405-354639-374...	02 Apr 2015

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You will also see three smaller tabs:

‘Submitted Applications’, ‘Incomplete Applications’ & ‘Completed Applications’



If your application is incomplete or hasn't been submitted, it will be listed in the **‘incomplete applications’** tab, if your application was submitted in the last 30 mins-hour it will be listed in the **‘completed applications’** tab in a queue waiting to be submitted by the system.

Once it has worked its way through the queue and has been successfully submitted, it will be listed in the **‘submitted applications’** tab. You will only be able to open an application once it has been successfully submitted to the **‘submitted applications’** tab.

If your application has been queued for longer than an hour, please contact us on 01242 260505.

If you have submitted a lot of applications and therefore have many pages in your list of applications, you can use the scroll function to move up and down the list, and the page turner function to navigate through the different pages (see below image).

DataSpace Live You are logged in as sarah.cutler@resolutiondm.com (Applicant) | Help | Site Feedback | Sign Out

My Dataspace My Applications > Submitted Applications

Submitted Applications Incomplete Applications Completed Applications

View Create Refresh


Authority Name	Applicant Name	Agent Name	Work Location	Submission ID	Submission Date
Oxford City Council	Sarah Cutler		Test Application - Submit-a-Plan, 3, Roy...	{251-354639-376...	08 Jun 2015
zz Resolution Data Management ...	Sarah Cutler		2nd Floor, 3, Royal Crescent, Cheltenha...	{405-354639-374...	17 Apr 2015
zz Resolution Data Management ...	Sarah Cutler		2nd Floor, 3, Royal Crescent, Cheltenha...	{405-354639-374...	10 Apr 2015
zz Resolution Data Management ...	Sarah Cutler		2nd Floor, 3, Royal Crescent, Cheltenha...	{405-354639-374...	02 Apr 2015
zz Resolution Data Management ...	Sarah Cutler		2nd Floor, 3, Royal Crescent, Cheltenha...	{405-354639-374...	02 Apr 2015
zz Resolution Data Management ...	Sarah Cutler		2nd Floor, 3, Royal Crescent, Cheltenha...	{405-354639-374...	27 Mar 2015
zz Resolution Data Management ...	Sarah Cutler		2nd Floor, 3, Royal Crescent, Cheltenha...	{405-354639-374...	27 Mar 2015
zz Resolution Data Management ...	Sarah Cutler		2nd Floor, 3, Royal Crescent, Cheltenha...	{405-354639-374...	26 Mar 2015

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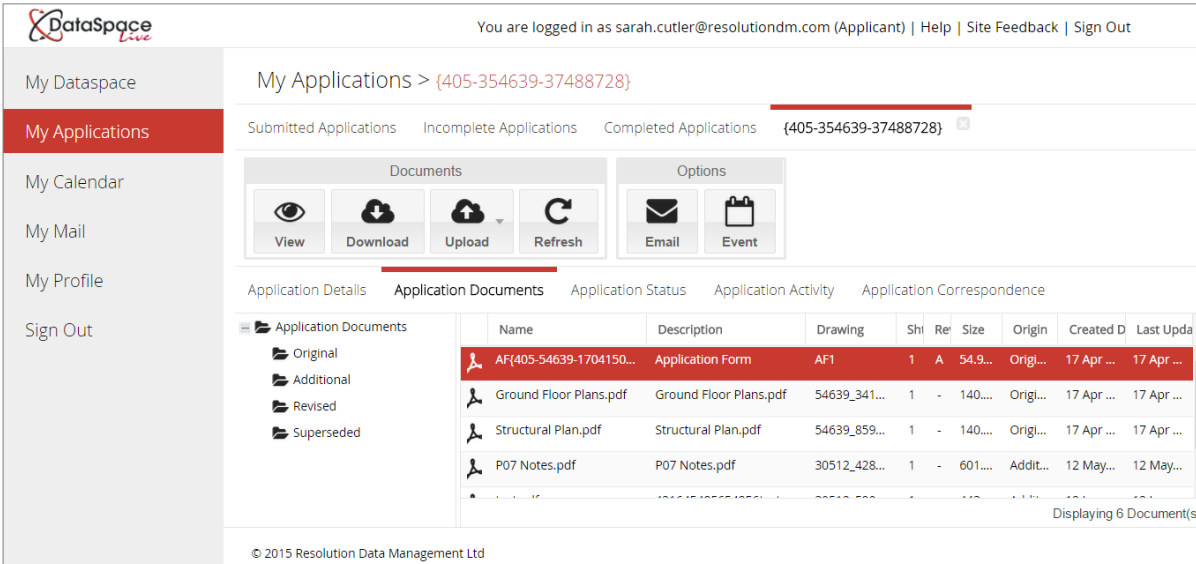
Displaying applications 1 - 16 of 16

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3. Opening an application

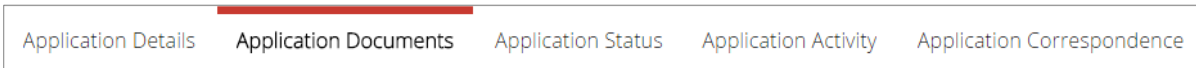
There are two ways to open an application in your 'applications' tab. You can double click on it or you can click on the application in the list once to select it, then click the 'View'  icon on the toolbar.

An open application will look like the following image:



The screenshot shows the DataSpace Live interface. At the top, it says "You are logged in as sarah.cutler@resolutiondm.com (Applicant) | Help | Site Feedback | Sign Out". The main header is "My Applications > {405-354639-37488728}". Below this, there are tabs for "Submitted Applications", "Incomplete Applications", and "Completed Applications". The "Submitted Applications" tab is active, showing a list of documents. The toolbar includes "View", "Download", "Upload", "Refresh", "Email", and "Event" icons. The application details section shows "Application Documents" as the active tab, with a table of documents. The table has columns for Name, Description, Drawing, Shi, Rel, Size, Origin, Created D, and Last Upda. The first row is highlighted in red.

Name	Description	Drawing	Shi	Rel	Size	Origin	Created D	Last Upda
AF{405-54639-1704150...}	Application Form	AF1	1	A	54.9...	Origl...	17 Apr ...	17 Apr ...
Ground Floor Plans.pdf	Ground Floor Plans.pdf	54639_341...	1	-	140...	Origl...	17 Apr ...	17 Apr ...
Structural Plan.pdf	Structural Plan.pdf	54639_859...	1	-	140...	Origl...	17 Apr ...	17 Apr ...
P07 Notes.pdf	P07 Notes.pdf	30512_428...	1	-	601...	Addit...	12 May...	12 May...



This image shows a close-up of the application tabs. The tabs are "Application Details", "Application Documents", "Application Status", "Application Activity", and "Application Correspondence". The "Application Documents" tab is currently selected and highlighted with a red underline.

In your open application you will find a series of tabs where you can view the application details, view the application form, track the status of your application and message the local authority directly.

Which functions are available in your account depends on whether your local authority accepts electronic applications on Submit-a-Plan or not.

View application details

To view the details of your application, click on the 'application details' tab

View an application form

Currently the only document an applicant/agent is able to view is the application form. To open an application form double-click on the form in the list of application documents.

For further guides and video tutorials on managing your applications and using your account, please follow the links below:



The Submit-a-Plan Guide

Video playlist:

<http://www.screencast.com/t/UL9rKobh0qk4>

Guide-sheet playlist:

<http://www.screencast.com/t/vpwR42dRu>

Watch this guide as a video tutorial:

Finding your application:

<http://www.screencast.com/t/VXKxd62oQ>

We hope you found this guide helpful.

For support please email helpdesk@resolutiondm.com or call 01242 260505.



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