

DSLIVE Inspections Module & App

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Introduction

With the new DSLive Inspections Module you will gain not only a new **'Inspections'** Tab in your DSLive account but also the **'DSLive Inspections App'**, a cutting-edge new technology for local authority building control which allows site inspections reports to be completed on a mobile or tablet device.

This brand new solution means inspection reports no longer need to be hand-written and typed up on a computer, but can be typed straight into the mobile and tablet App's electronic Inspection Form using your device's touch-screen keyboard, and uploaded to the application in DSLive. Photos can be taken on site and attached to a report using your device's inbuilt camera, comments can be posted and application plans and documents can be checked.

Using the app offline, on site, the inspections officer can fill in a report, take photos and post comments which can then be uploaded to an application in DSLive the moment you get internet access through cabled, Wi-Fi, 3G, or 4G connection at the office, home, in your car or even at the local coffee shop. In order to check application documents and plans while using the App offline, Officers can download all inspection details and application documents from DSLive to the App before leaving the office or any location with internet connection to carry out their site inspection visit.

The mobile and tablet inspections app is designed to fully integrate and synchronize with your online DSLive authority account. Your brand new **'Inspections Tab'** in your account will not only allow you to upload your inspection data and photos captured out on site to online applications but also manage scheduled site inspections. Your DSLive account will enable your authority to receive an inspection request from an applicant or agent, schedule a site inspection visit on your calendar and define its regime by selecting from a list of inspection types. You will also be able to assign a specific Officer to an inspection and view all scheduled inspections on a map, allowing Officers to calculate the most efficient working route.

At any point in the process comments and notes can be made against the inspection in DSLive and upon completion an inspection can be signed off with an accompanying decision status. All inspection activity and documents are logged against the application in DSLive and applicants or agents can view the results of their inspection in their own DSLive guest account, although the authority retains control over which comments they are able to view.

The DSLive Inspections Module is designed to offer a complete and advanced electronic inspection solution that is intuitive of the processes, requirements and conditions related to local authority building control inspection.

Part A

The DSLive 'Inspections' Tabs

1. Introduction to the DSLive Inspections Tabs

The DSLive Inspections Module provides two new '**Inspections**' tabs for your DSLive account.

The first is located in the main left hand side menu and is called the '**Site Inspections**' tab. Here you can view a list of all scheduled inspections. The smaller '**Inspections**' tab is located within each application alongside the 'details', 'documents', 'status' and 'correspondence' tabs, and here you can book and manage an inspection for that particular application.

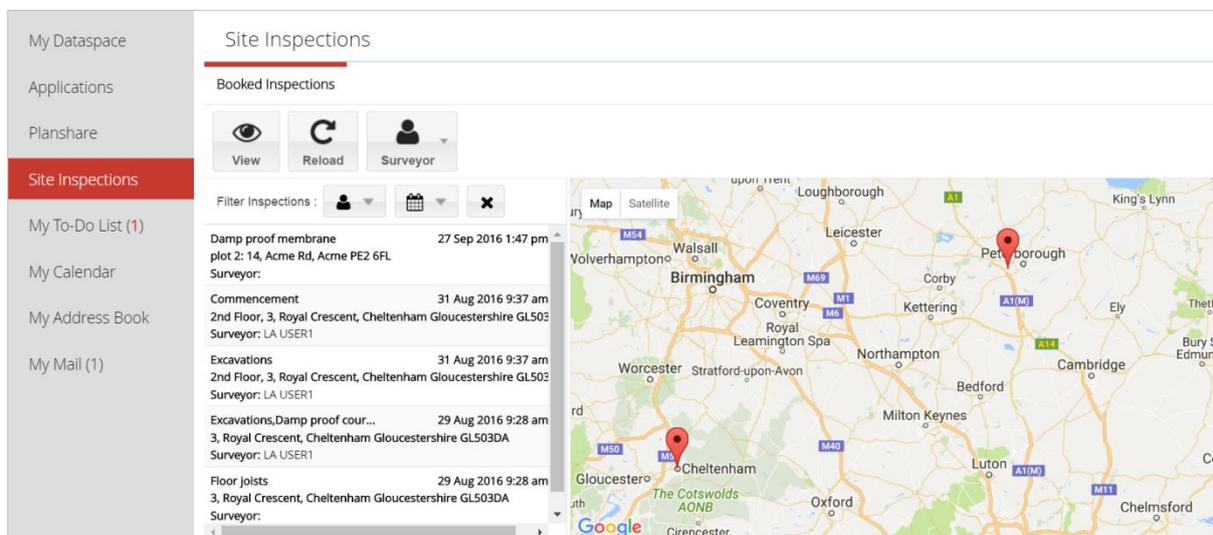
a. The 'Site Inspections' tab

The '**Site Inspections**' tab on your main left hand side menu is like your 'Applications' tab, although instead of providing a list of your authority's submitted applications, it presents a list of your scheduled site inspections.

To view a list of inspections assigned to a specific Surveyor, you can select the Surveyor from the '**Surveyors**' button on the toolbar or you can choose to filter the inspections by date.

You can also view all scheduled visits on Google Maps to the right of the list. This will allow officers to calculate the most efficient working route between

By double-clicking on an inspection in the list, the relevant application will open and you will notice it automatically opens with the application's own '**Inspections**' tab selected (see next section).



b. The Application 'Inspection' Tab

Within an application you will notice an **'inspections'** tab now appears alongside your other application tabs that you will already be familiar with, such as the 'details' and 'documents' tabs. This is where you can view, schedule and manage inspections for this particular application.

Under the 'Inspections' tab will be listed any inspections scheduled for that specific application. When you click on an inspection, any comments or actions that have been made in connection to that inspection are displayed on the right.

After an inspection has been carried out any documents or photos uploaded or captured with the mobile and tablet inspections app and then uploaded to DSLive from the device, will appear in the application's usual **'Documents'** tab in a new **'Inspections'** folder.

On your tool bar here in the application's inspections tab is provided all the tools you will need to schedule and manage inspections for the application.

Required Inspection (Regime)	
Commencement	30/09/2016 13:07:00
Surveyor: Paul Farnham	Inspection Status: N/A
Excavations,Damp proof cour...	13/09/2016 13:07:00
Surveyor: Paul Farnham	Inspection Status: N/A
Drains open	13/09/2016 13:07:00
Surveyor: Paul Farnham	Inspection Status: N/A
Drains tested	13/09/2016 13:07:00
Surveyor: Paul Farnham	Inspection Status: N/A
Floor joists,Beams-etc-Lctm...	13/09/2016 13:07:00
Surveyor: Paul Farnham	Inspection Status: N/A
Soil vent pipe test	13/09/2016 13:07:00
Surveyor: Paul Farnham	Inspection Status: N/A

2. Scheduling and Managing Inspections

As shown above, under the application's **'Inspections'** tab you are provided with tools for scheduling and defining inspections, assigning officers, adding notes or actions and signing off inspections.

a. Creating a Regime

Before booking a date and time for an inspection visit, the first step in scheduling an inspection is to define the type of inspection(s) required. We call this creating an inspection **'Regime'**. By pressing the **'Regime'** button on your tool-bar, a new **'Create Regime'** window will open where you can select from a list as many or as few inspection types as needed for the application.



You can add inspection types to your regime in two ways, individually or as a group. By adding inspection types individually, later on you can assign a different officer to each inspection type. By adding them as a group, you will only be able to assign one officer. *See the 'Assigning an Officer' section.*

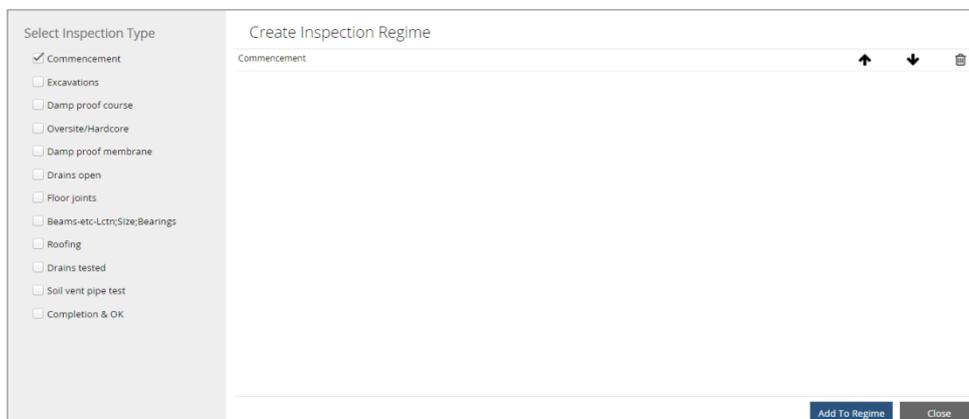
When selecting the types of inspection you will need you can also create a template, so that if you will be using this combination of types regularly you will not have to add them individually but simply select the template instead, making it quick and easy.

Adding Inspections Individually

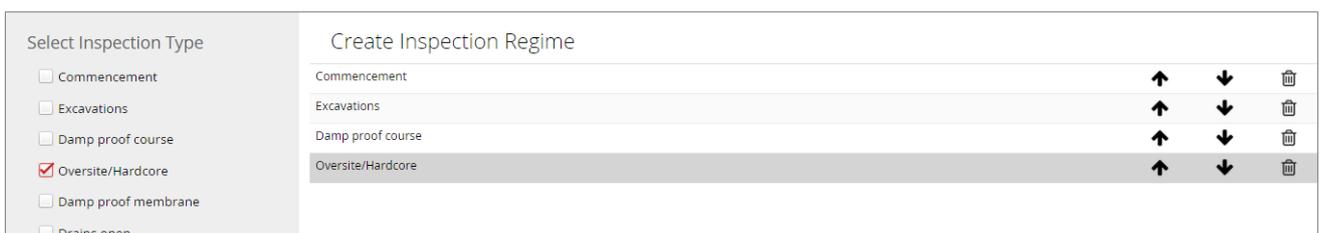
To add inspection types individually, select just one type and click **'Add to Regime'**.

Add To Regime

The inspection type will now be listed in the white box.



Select each type and press **'Add to Regime'** one at a time and so on until you have added all the types you need to the regime list.



If you wish to change the order of the inspection types in the list, use the arrows to move them up and down in the list.



To delete an inspection type from the regime by pressing the trash sign next to it.

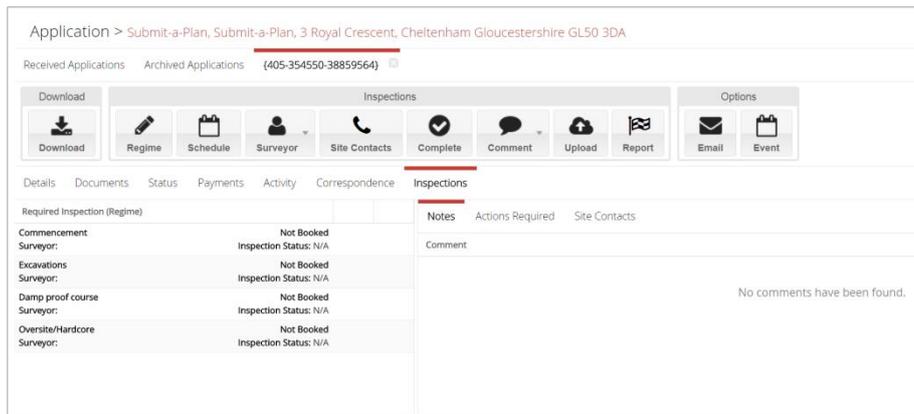
Save As Template

If you'd like to save this selection of inspection types as a template to use in the future click the **'Save as Template'** button. You will be prompted to give the template a name. Next time you can then simply create your regime by clicking the **'Load from template'** button.

Close

Click **'Close'** to close the window.

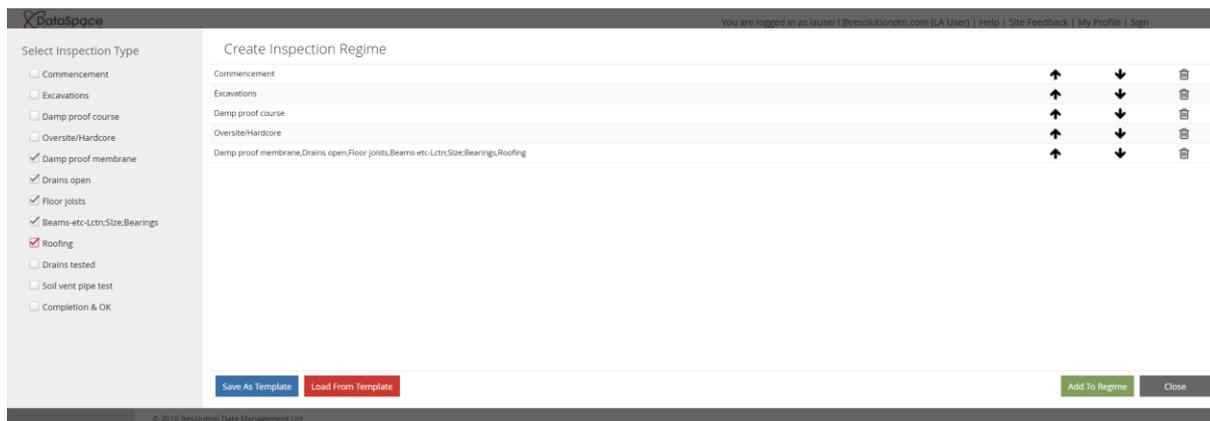
In the inspections tab, you will see the inspection types have been added individually.



Adding Inspections as a Group

To add inspection types as a group, select some inspection types from the list all at once and then click **'Add to Regime'**.

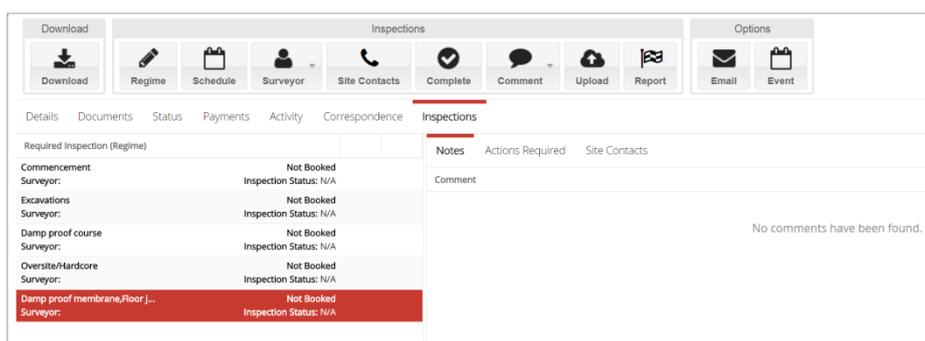
As you can see, the inspection types have all be added as a group below the ones we added earlier.



Click **'Save as Template'** to save your selection as a template to use in the future.

Click **'Close'** to apply.

When returning to the inspections tab, you will now see the inspection types have been added as a group below the types we added earlier.



Applying a Template to a Regime

Once you have created some templates, you will now be able to apply them to a regime.

Click on the **'Regime'** button on the tool bar to open the regime window.

Instead of selecting any inspection types from the list, simply click on the **'Load from Template'** button at the bottom of the window.

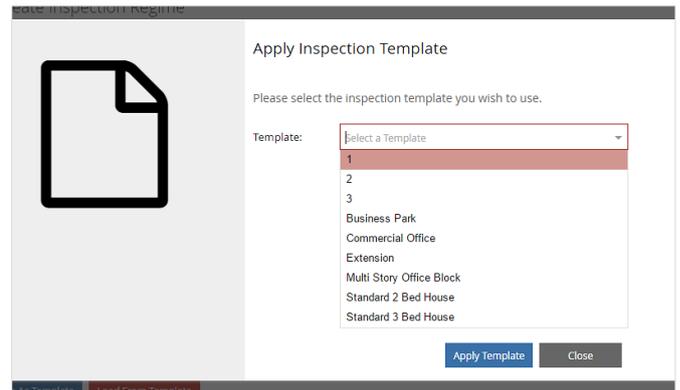
Load From Template

The **'Apply Inspection Template'** box will open. Simply select a template from the list of those that you've created and click **'Apply Template'**.

Apply Template

The window will close and the inspection types will appear as added to the regime window.

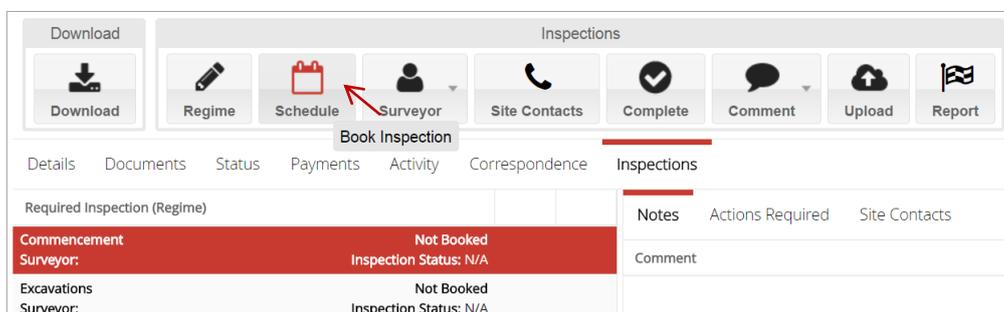
Click **'Close'** to close the regime window.



b. Scheduling an Inspection

To schedule the date and time of an inspection visit, you will need to have the **'Inspections'** tab selected in the relevant application.

To book an inspection, select the inspection type in the list by clicking on it once to highlight it and click the **'Schedule'** button on your tool-bar.



The **'Book Site Inspection'** window will open automatically (see image below).

The screenshot shows a web form titled "Book Site Inspection". At the top right, it says "You are logged in as lauser1@resolutiondm.com (LA User) | Help | Site Feedback | My Profile | Sign Out". The form has several sections:

- Event Information**
- Surveyor:** A dropdown menu with "Sarah Cutler" selected.
- Title:** A text field containing "Site Inspection: Submit-a-Plan, Submit-a-Plan, 3 Royal Crescent, Cheltenham Gloucestershire GL50 3DA".
- When:** A date and time picker showing "30/9/2016" at "10:01 AM" to "11:01 AM" on "30/9/2016". There is an "All day" checkbox.
- Location:** A text field containing "Submit-a-Plan, Submit-a-Plan, 3 Royal Crescent, Cheltenham Gloucestershire GL50 3DA".
- Notes:** A large text area containing "Call Site Manager for access when arriving. Entrance through north gate".
- At the bottom right, there are two buttons: "Save Event" (in red) and "Close".

You can select the date, time and duration of the inspection and write any comments or instructions in the **'Notes'** field.

Under the **'Surveyor'** field, you can assign a surveyor to the inspection from a drop down list of your authority's DSLive users. Whenever a surveyor has been assigned to an inspection, details of the application and inspection will automatically be downloaded from DSLive to the **Inspections App** on their tablet device. Once the inspection has been booked with a time and date, they will also be sent an email notification and SMS text notifying them of their new assignment.

Click **'Save Event'** to complete the booking of your inspection.

You will now see the inspection has changed from 'not booked' to scheduled, with the date and time of the visit and assigned Surveyor displayed on the left hand side.

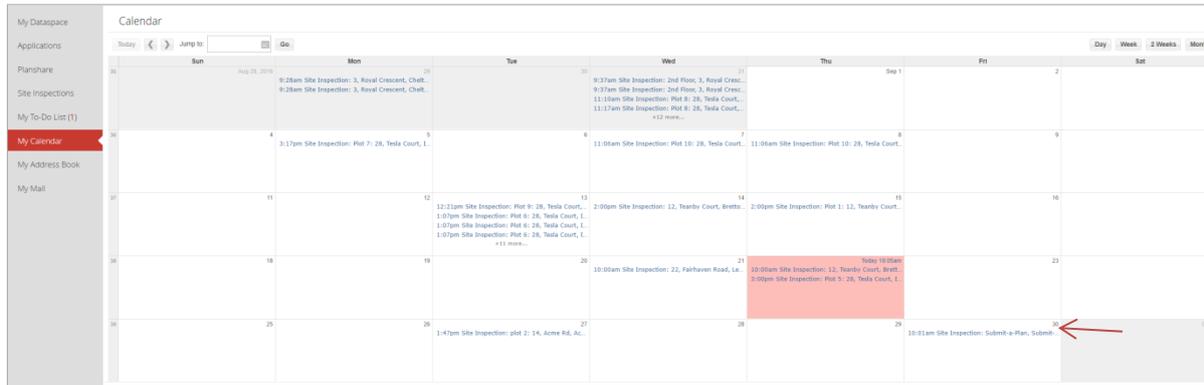
The screenshot shows the "Inspections" app interface. At the top, there are navigation icons for "Download", "Regime", "Schedule", "Surveyor", "Site Contacts", "Complete", "Comment", "Upload", "Report", "Email", and "Event". Below this is a tabbed interface with "Inspections" selected. The main content area is divided into two columns:

- Left Column (Inspection Details):**
 - Required Inspection (Regime)
 - Commencement: 30/09/2016 10:01:00
 - Surveyor: Sarah Cutler
 - Inspection Status: N/A
 - Excavations: Not Booked
 - Surveyor: Inspection Status: N/A
 - Damp proof course: Not Booked
 - Surveyor: Inspection Status: N/A
 - Oversite/Hardcore: Not Booked
 - Surveyor: Inspection Status: N/A
- Right Column (Notes and Comments):**
 - Notes: Actions Required, Site Contacts
 - Comment: LA USER1, 22 Sep 2016 10:03 am
 - Call Site Manager for access when arriving. Entrance through north gate.

By clicking once on the inspection to highlight it, the notes made when booking that inspection also become visible in the **'Comments'** box on the right hand side, along with the date and time the inspection was booked and the name of the user who booked it.

Repeat the same process for booking your other inspections. The process for booking a group of inspections is exactly the same except you will only need to do it once.

Scheduled inspections can be viewed in your DSLive authority calendar which is shared and accessed by all those in your team who have a DSLive login. Click on a date to view all inspections scheduled for that day. You can edit an event by double-clicking on it.



c. Assigning an Officer

In addition to assigning an Officer when scheduling an inspection, you can also use the **'Surveyor'** button on your tool bar.

Select an inspection by clicking on it once to highlight it and click the **'Surveyor'** button. Choose a Surveyor from the drop down list and they will be allocated to the inspection. An email notification will sent to the Surveyor of the inspection allocated to them.



If you need to change the Surveyor allocated to an inspection, follow the same process.

Download

Inspections

Options

Download

Regime

Schedule

Sur Allocate a Surveyor to this inspection

Comment

Upload

Report

Email

Event

Details

Documents

Status

Payments

Activity

Correspondence

Inspections

Required Inspection (Regime)	
Commencement	30/09/2016 13:07:00
Surveyor: Paul Farnham	Inspection Status: N/A
Excavations,Damp proof cour...	13/09/2016 13:07:00
Surveyor: Paul Farnham	Inspection Status: N/A
Drains open	13/09/2016 13:07:00
Surveyor: Paul Farnham	Inspection Status: N/A

Notes

Actions Required

Site Contacts

Comment

LA USER1
22 Sep 2016 9:39 am

Use the Site Manager details to phone and gain access. Access through north site entrance.

d. Adding Site Contact details

Next to the comments section you will also find any **'Site Contact'** details you wish to add which can be downloaded with the inspection to the App, providing the Surveyor with details in case they need them on their way to or when arriving on site.

To add new details simply click on the **'Site Contacts'** button on the tool bar.



A new 'contact' form will open with fields for entering details. Click the green **'Add Contact'** button when you've finished and the contact will be added to the **'Site Contact'** tab.

A screenshot of a web form titled "Add Site Manager". The form contains several input fields for contact information. The "Email Address" field contains "john.taylor@ippconstruction.co.uk". The "Title" dropdown is set to "Mr.". The "Firstname" field contains "John" and the "Surname" field contains "Taylor". The "Job Title" field contains "Site Manager" and the "Organisation Name" field contains "IPP Construction". The "Flat Name/Number" field contains "Unit 5", "Property Name/Number" contains "Esthal Trading Estate", "Street" contains "Nether Road", "Locality" is empty, "Town" contains "Dartford", "County" is empty, and "Postcode" contains "DA15 4NQ". On the right side, there are fields for "Telephone:", "Fax Number:", and "Mobile Number:", with "07720869429" entered in the "Mobile Number" field. At the bottom right of the form, there are two buttons: "Add Contact" (green) and "Close" (grey).

3.Pre-Inspection Notes & Actions

In addition to making notes when scheduling an inspection, you can also leave notes or add actions at any time using the **'Comment'** button on your tool-bar.

To do this simply select an inspection by clicking on it once to highlight it and click on the **'Comment'** button on the tool-bar. It will give you the option to add a 'note' or 'action required'. to open a new comment window.

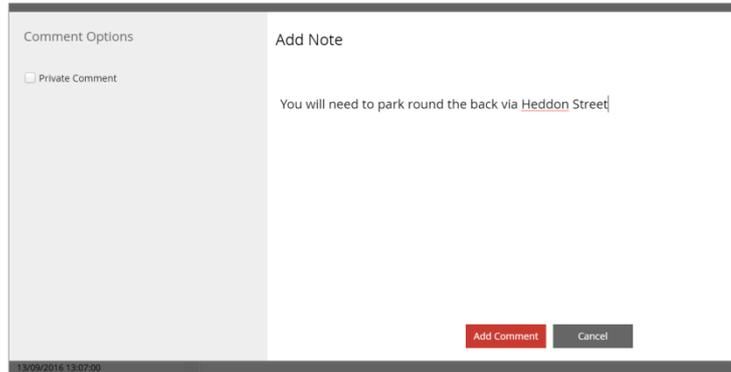


A screenshot of a software interface showing a tool-bar and inspection details. The tool-bar includes buttons for "Download", "Regime", "Schedule", "Surveyor", "Site Contacts", "Complete", "Comment", and "Upload". The "Comment" button is highlighted, and a dropdown menu is open showing "Action Required" and "Note". Below the tool-bar, there are tabs for "Details", "Documents", "Status", "Payments", "Activity", "Correspondence", and "Inspections". The "Inspections" tab is active, showing a table with columns for "Notes", "Actions Required", and "Site Cont". The first row in the table is highlighted in red and contains the text: "Commencement 30/09/2016 13:07:00", "Surveyor: Paul Farnham", and "Inspection Status: N/A".

A new **'add note'** or **'add action'** box will open.

You can choose for the comment to be **'private'** and therefore not visible to the applicant or agent.

Simply type your message in the white box and click the **'Add Comment'** button.



By clicking on the inspection in the list to select it, the note or action you have added will become visible.

Details	Documents	Status	Payments	Activity	Correspondence	Inspections
Required Inspection (Regime)						Notes Actions Required Site Contacts
Commencement						Comment
30/09/2016 13:07:00 Surveyor: Paul Farnham Inspection Status: N/A						<p>LA USER1 22 Sep 2016 9:39 am</p> <p>Use the Site Manager details to phone and gain access. Access through north site entrance.</p> <p>LA USER1 22 Sep 2016 10:29 am</p> <p>You will need to park round the back via Heddon Street</p>
Excavations,Damp proof cour...						
13/09/2016 13:07:00 Surveyor: Paul Farnham Inspection Status: N/A						
Drains open						
13/09/2016 13:07:00 Surveyor: Paul Farnham Inspection Status: N/A						
Drains tested						
13/09/2016 13:07:00 Surveyor: Paul Farnham Inspection Status: N/A						
Floor joists,Beams-etc-Lctn...						
13/09/2016 13:07:00 Surveyor: Paul Farnham Inspection Status: N/A						
Soil vent pipe test						
13/09/2016 13:07:00 Surveyor: Paul Farnham Inspection Status: N/A						

4.Preparing application documents for download

If you wish plans and documents of the application to be downloaded to the app along with the inspection details so that the Surveyor can check them during his visit, you will need to drag and drop them into the application's **'Inspection Documents'** folder.

To do this you will need to open the application's **'Documents'** tab.

Select the **'Application Documents'** folder and drag any documents you wish to download in to the **'Inspection Documents'** folder. To drag all documents at once, hold the **'Shift'** key on your keyboard while selecting the documents then without letting go drag and drop them into the folder. They are only ready to be dropped when a green tick appears (see image below).



Once in this folder the documents will automatically download with the inspection to your device's App.

The screenshot shows a software interface for 'Site Inspections'. The 'Documents' tab is active, displaying a table of documents. The table has columns for Name, Description, Drawing, Sht., Rev., Size, Origin, Created Date, and Last Updated. Four documents are listed and selected, indicated by red arrows from the sidebar and a '4 selected rows' indicator at the bottom.

Name	Description	Drawing	Sht.	Rev.	Size	Origin	Created Date	Last Updated
AF(405-54639-270315031330).pdf	Application Form	AF1	1	A	54.95 KB	Original	27 Mar 2015	27 Mar 2015
Upper Level Plan.pdf	Upper Level Plan.pdf	54639_32032_9243	1	-	83.38 KB	Original	27 Mar 2015	27 Mar 2015
Elevations.pdf	Elevations.pdf	54639_389351_77467	1	-	85.03 KB	Additional	27 Mar 2015	27 Mar 2015
Lower Level Plan.pdf	Lower Level Plan.pdf	54639_70866_1134	1	1	82.20 KB	Revision	27 Mar 2015	27 Mar 2015

The next section of this guide demonstrates how to use the Inspections Tablet App to carry out inspections.

If you will not be using the mobile and tablet App to carry out inspections, you can learn how to record and complete inspections in DSLive manually without the app by skipping to the very last section of this guide:
Completing an Inspection without the Inspections App.

Part B The Inspections App

1. Logging in

Once the Inspections App has been installed on a device the Officer will need to log in to use it. The login details will be the same as the Officer's usual DataSpace Live account email and password.



2. Applications List & Menu

a. The Applications List

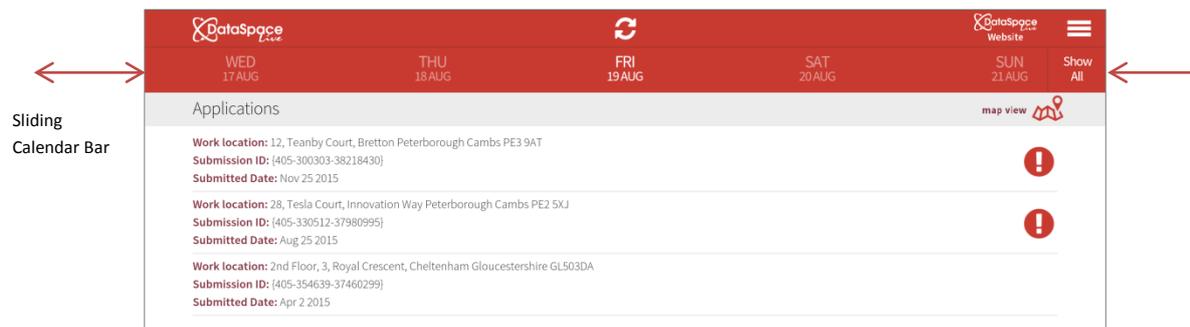
Once the Officer has logged in, the screen will automatically load with a list of applications.

These will be the applications that have had one or more inspections booked to them in DSLive and then assigned to that particular Officer and downloaded to their device.

You can choose to view a list of all applications at once by tapping on the **'Show All'** button, or choose to view them by date using the red calendar bar that runs across the top of the screen which can be moved forward or back in time by swiping it to the left or right.

Show All

If an application has six inspections booked across different days, the application will be listed under each of those dates. Simply tap on the application to reveal its inspections.



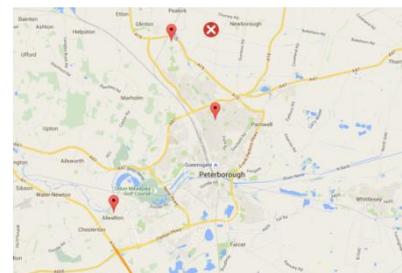
To view a list of all applications across all dates, tap the **'Show All'** button.

Show All

To view all inspection visit locations on a map, tap the **'Map View'** button.



You can refresh the list to make sure any new inspections are displayed in the list by tapping the



refresh icon at the top of the screen.

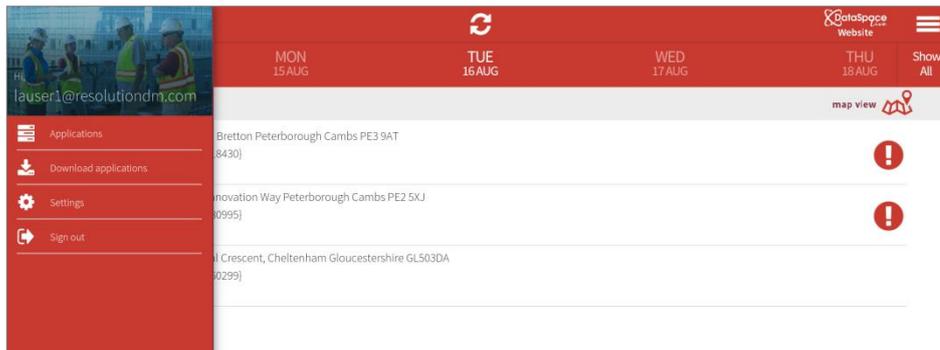
Click on the 'DSLIVE Website' icon to be



redirected to the DSLIVE login page.

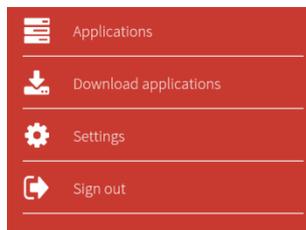
b. App Menu

At the top right hand corner of the application's list is the 'App Menu' button. By tapping on the button, the menu will pop up across the left hand side of the screen.



Menu Tabs:

(Simply tap on a tab to open it)



Application List: a list of applications that have upcoming scheduled inspections. You can tap on an application to open it and view its inspections.

Download applications: check for and download new application inspections and application documents from DSLIVE. This will update your application list.

Settings: change your app settings.

Sign out: Sign out of the app.

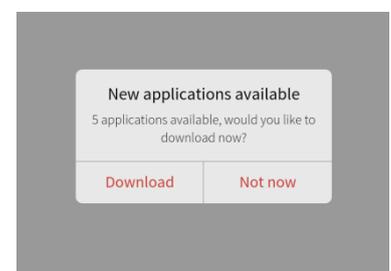
3. Downloading Application Inspections

Every time you log in, you may receive a notification on your screen that there are new applications available and you will be asked if you wish to download them from DSLIVE to your Applications List.

If you select 'Download' the App will automatically download the new applications with their inspections and plans and documents.

You can also manually check for and download new applications by tapping on the 'Download' applications button in the app menu.

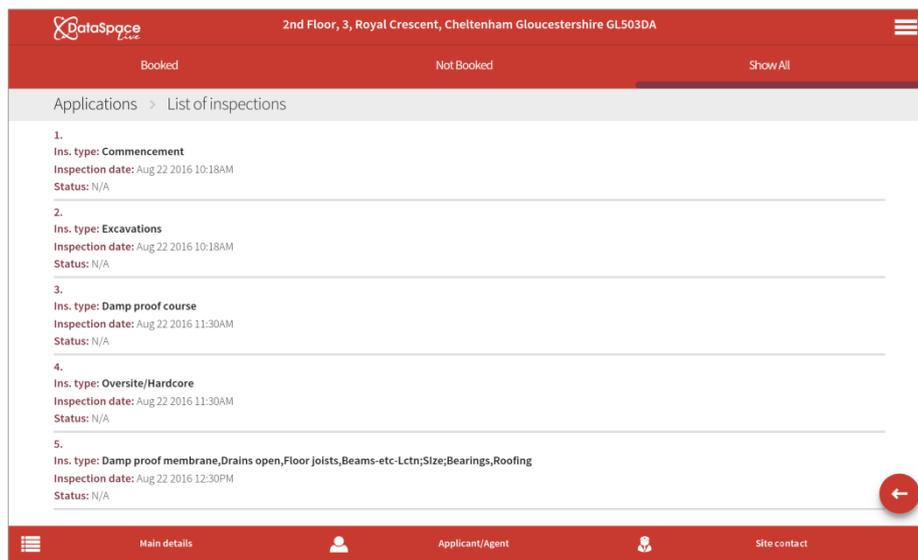
If you wish to be able to access inspection details and accompanying application documents offline whilst out on site, you will need to have downloaded them to the App before leaving a location with internet connection.



4. Viewing an Application's Inspections

When inspections are added to an application in DSLive and assigned to a specific officer, they are automatically downloaded to that Officer's device app. This is true whether the inspection has been scheduled with a time or date or is yet unscheduled.

To view the inspections connected with an application, simply tap on the application in the application list to bring up a list of its inspections. You can switch between viewing inspections that have been **'booked'** with a time and date or **'unbooked'**. Alternatively tap **'Show All'**. See below.



At the bottom of you can view the **'Main Details'** of the application, **'Applicant and Agent'** details and **'Site Contact'** details. Simply tap on one of the tabs to bring it up on your screen.

Under the **'Main Details'** tab you can tap on the **'Map View'** icon to view the work location on Google Maps.



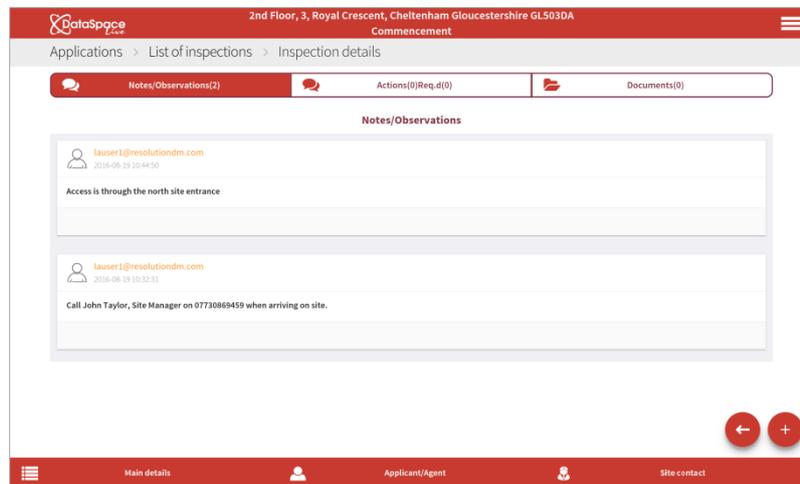
If you have internet connection when doing this, it will also allow you to switch to **'Street View'**.

To return to the applications list, simply press the back icon.



5. Carrying out an Inspection

To view an inspection simply tap on an inspection in the list and it will open on your screen. You carry out an inspection whether it has been booked with a time and date or not.



Within the inspection you will have three sections, **'Notes and Observations'**, **'Actions Required'** and **'Documents'**. To switch between the details, simply tap on a different tab for the information to appear.

a. Notes/Observations

Here in the notes/observations section will be displayed any comments that have been made against the inspection in DSLive and any comments that will go on to be made during the inspection.

Adding a Comment



Comments can be made in one of two ways, as a typed note or audio note. Click on the red plus icon at the bottom right corner of the screen to bring up some options.



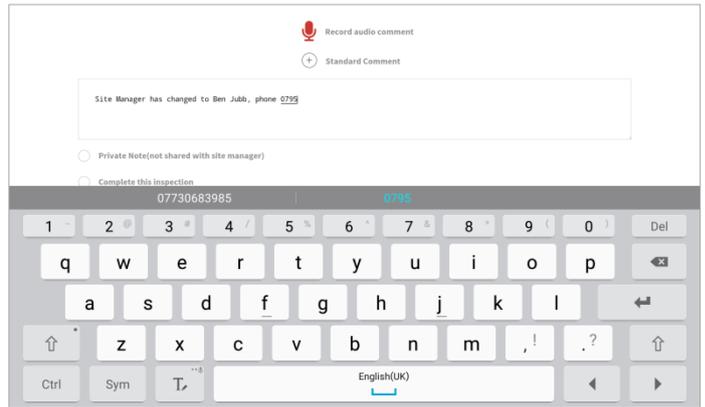
Select the **'Note/Action'** icon and choose **'Add Note'**. A new comment window will open.



Typed Comment

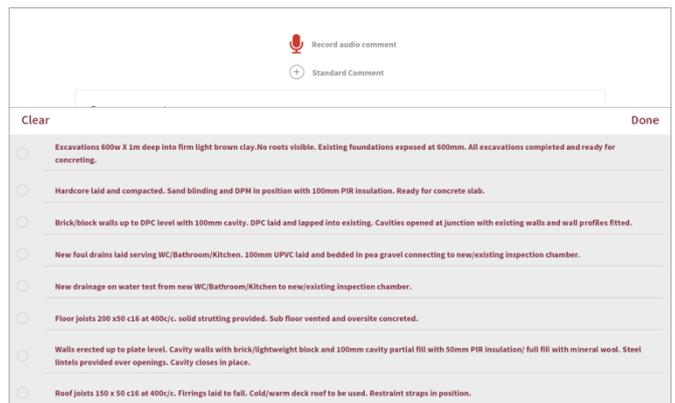
If you would like to create a typed comment simply tap on the text box and type your comment using your device's touch screen keyboard that will open at the bottom of the screen.

Once you have finished typing, tap anywhere near the top of the screen to close your keyboard.



Standard Comment

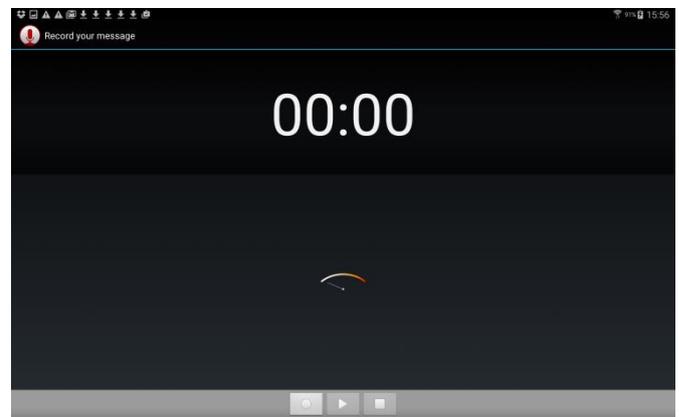
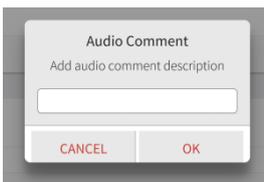
To choose a pre-typed comment, click the 'Standard Comment' icon. Select a comment from the list and click 'Done'.



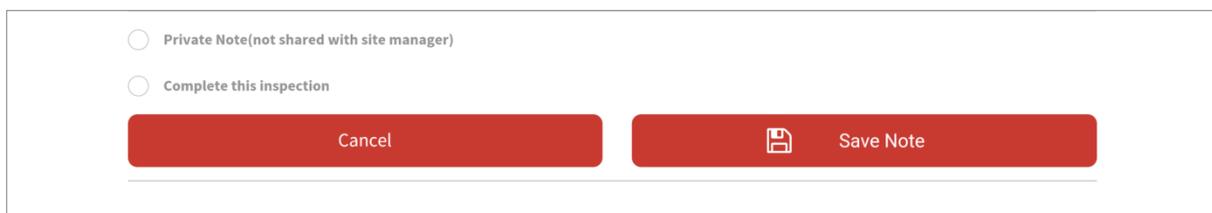
Audio Comment



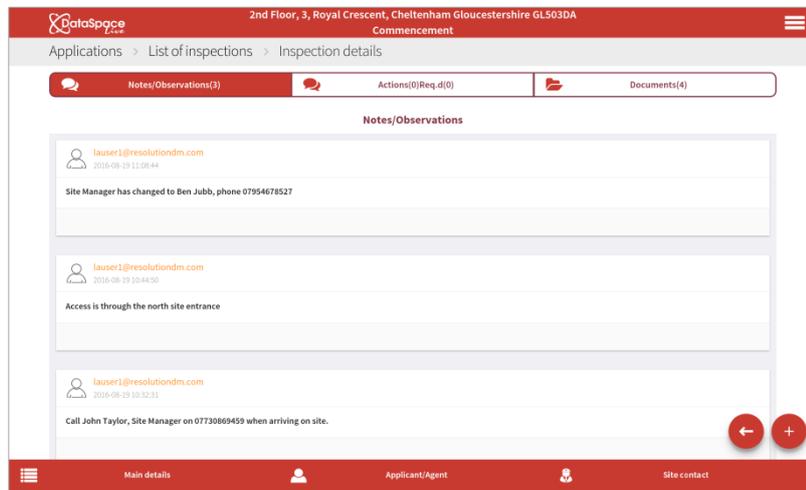
To add an audio comment tap on the record audio icon and your device's recording tool will open. Record your comment and once you have clicked stop, the app will prompt you to save or cancel it.



Before saving your new comment you will have the option to choose to keep this comment private from the site manager (applies when also using our Site Manager's App).



Once saved any new comments will be added to the **'notes/observations'** section. When a completed inspection is uploaded to DSLive, any comments posted here on the app will be uploaded to the application's inspection tab in DSLive.

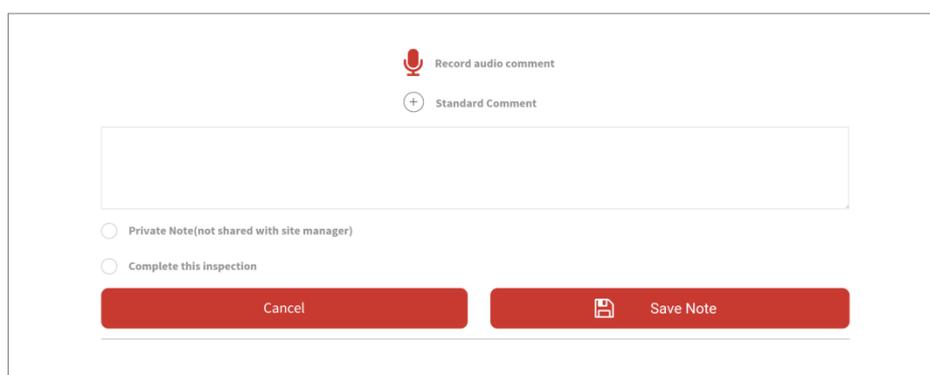


b. Actions/Requirements

In this section you can add actions, requirements and conditions when carrying out the inspection. To do this you will need to have the **'Action/Requirement'** tab open. Then simply click on the **'Add Note/Action'** symbol at the bottom right corner of the screen and select **'Add Action'**.



The same comment window that you used for adding a note/observation will open. Follow the same process as before to add a typed, standard or audio comment and tap **'Save Note'**. The saved action/requirements will now appear under the **'Action/Requirements'** section.

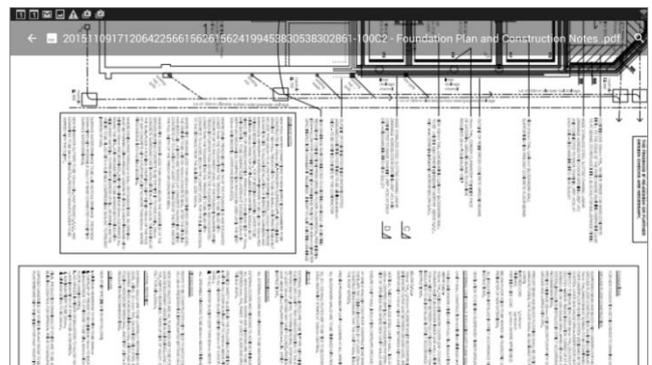
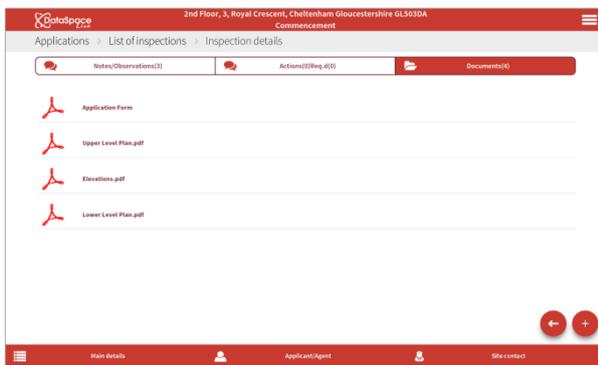


c. Application Documents

The final section is the **'Documents'** section where any application documents dragged and dropped into the **'Inspection Documents'** folder in DSLive are download to in the app. Simply tap on the tab and the documents will appear listed.

To view a document, tap it in the list and it will open on your screen. Once a document is open on your screen, you can zoom in by moving your finger and thumb away from each other on the screen and to zoom out, move your finger and thumb together.

To return to the list of documents, use your device's back button.

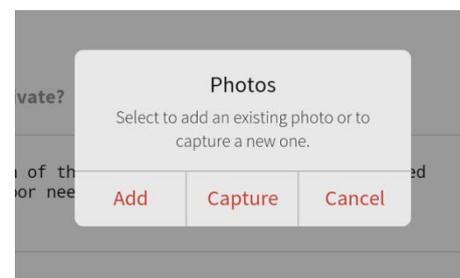


d. Attaching Photos

You can attach photos to an inspection in two ways, by capturing and attaching or by selecting a photo from your device's gallery. To capture or attach a photo tap on the **'Add Photo'** icon at the bottom right hand corner of the inspection screen. 

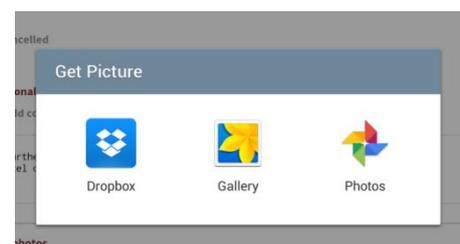
A message will appear on your screen with options to **'Add'** a photo from your device gallery or by **'Capture'** with your device's camera.

Select an option by tapping on it on the screen.

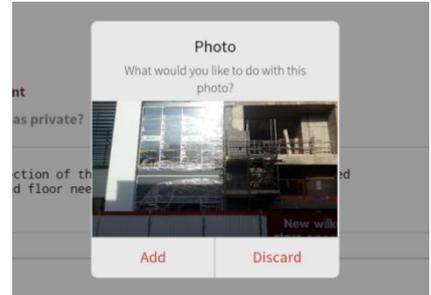


Capturing a Photo with the Camera

If you have selected to **'Capture'** your image, your camera will now automatically open on your device for you to take a photo. If you have selected to **'Add'** a photo from your device, you will be prompted to select a location to choose an image from. These options may differ depending on the device you are using.

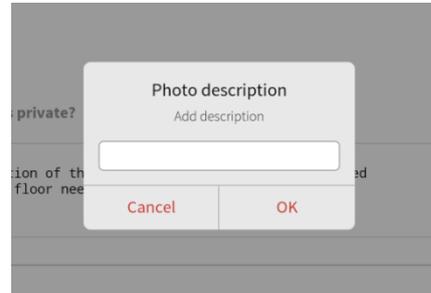


Once you have either clicked the **'Capture'** button on your camera or tapped on an image in your device, a message will then ask **'What would you like to do with this photo?'**



At this point you can tap **'Add'** to save the photo you've taken to the inspection or **'Discard'**.

If you have chosen to save the image, another message will appear asking if you wish to name or **'Add a Description'** to the photo.



Type your description into the box and tap **'OK'** and the photo will be added to the inspection or choose **'Cancel'** to cancel the attachment.

You will find your photos saved to the **'Documents'** section of the inspection.

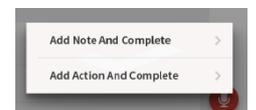


e. Completing an Inspection

Once you have finished your report you will be ready to complete it and upload it to DSLive. To do this you will need to tap on the **'Complete'** icon at the bottom right corner of the inspection screen.

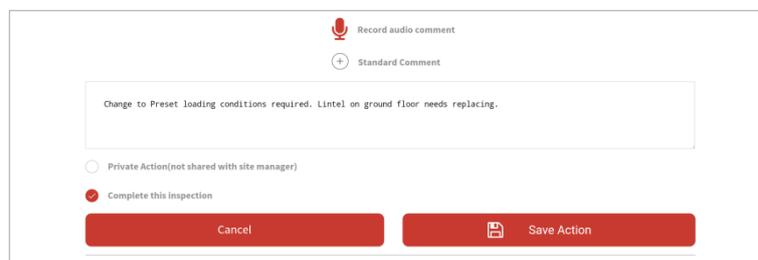


You will be presented with the options to **'add a note and complete'** or **'add an action and complete'**.



This time when the comment/action box opens, the **'complete this inspection'** option will have been automatically ticked. Once you have tapped **'Save Note'**, the app will automatically complete and upload the inspection to DSLive (if you have internet connection). If you do not wish to add a comment or action simply leave the text box blank and tap **'Save Note'**.

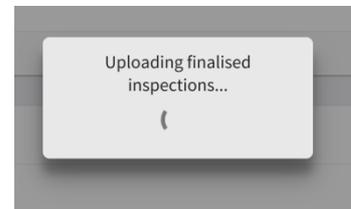
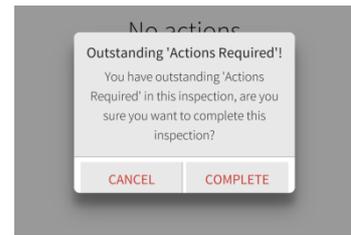
 Complete this inspection



Once you have tapped **'Save Note'** the inspection will be uploaded to the application in DSLive.

If you have added an action or condition to the inspection you be asked to confirm this by tapping **'Complete'**.

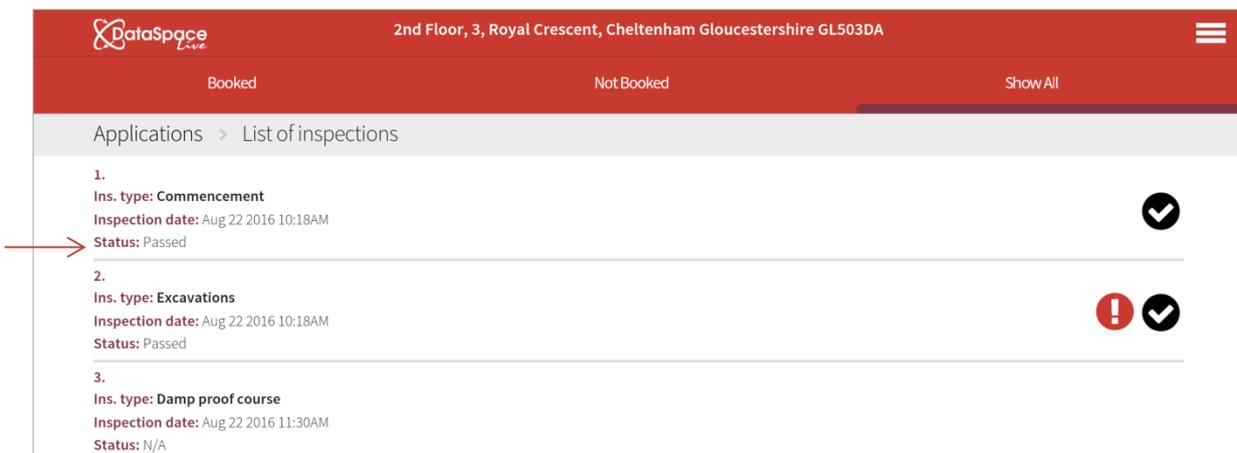
If you do not have internet connection when completing an inspection, it can be uploaded later when you return to internet access, see section below.



If you now return to the list of inspections you will see the inspection will now have the **'completed'** icon next to it and the status has changed to **'passed'**.



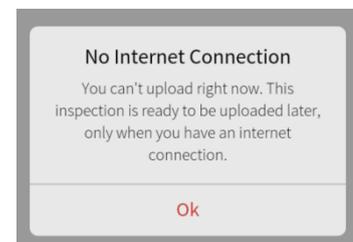
If an inspection has passed but has actions/conditions added to it, the **'action/condition'** exclamation mark icon will also appear next to it. See below.



f. Uploading Inspections when returning to internet access

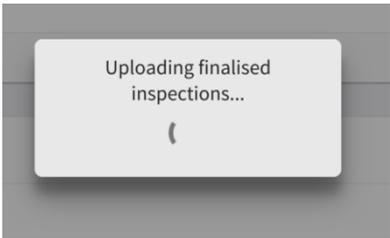
If you have completed an inspection in the App but do not have internet connection, the inspection will not be uploaded to DSLive until you do have a connection.

When you return to internet connection and login the inspection can then be uploaded from the application's inspections list, see below.



In the application's inspections list, an **'Upload'** button will have appeared next to the inspection which has been completed but is yet to have been uploaded to DSLive. See below.

Simply tap on the **'Upload'** button and the App will upload the inspection to DSLive.



Applications > List of inspections

1. Ins. type: Commencement Inspection date: Aug 22 2016 10:18AM Status: Passed	
2. Ins. type: Excavations Inspection date: Aug 22 2016 10:18AM Status: Passed	 
3. Ins. type: Damp proof course Inspection date: Aug 22 2016 11:30AM Status: Passed	 

Part C

Viewing Completed Inspections in DSLive

1. Viewing completed Inspections in DSLive

Once you have uploaded a completed inspection from the App, you will now be able to view it in DSLive. Open the application in DSLive and select the **'Inspections'** tab.

You will see that the inspection's status has been set to **'Passed'** and by clicking on the inspection once to select it and then on the **'Notes'** or **'Actions Required'** tabs, any comments and conditions added when carrying out the inspection using the app will appear.

Required Inspection (Regime)			Notes	Actions Required	Site Contacts
Commencement	30/09/2016 13:07:00	✓ !	Comment		
Surveyor: Paul Farnham	Inspection Status: Completed		LA USER1 22 Sep 2016 9:39 am		
Excavations,Damp proof cour...	13/09/2016 13:07:00		Use the Site Manager details to phone and gain access. Access through north site entrance.		
Surveyor: Paul Farnham	Inspection Status: N/A		LA USER1 22 Sep 2016 10:29 am		
Drains open	13/09/2016 13:07:00		You will need to park round the back via Heddon Street		
Surveyor: Paul Farnham	Inspection Status: N/A		LA USER1 22 Sep 2016 10:49 am		
Drains tested	13/09/2016 13:07:00		Site Manager has changed to Ben Jubb, phone 07954678527		
Surveyor: Paul Farnham	Inspection Status: N/A				
Floor joists,Beams-etc-Lctn...	13/09/2016 13:07:00				
Surveyor: Paul Farnham	Inspection Status: N/A				
Soil vent pipe test	13/09/2016 13:07:00				
Surveyor: Paul Farnham	Inspection Status: N/A				

Required Inspection (Regime)			Notes	Actions Required	Site Contacts
Commencement	30/09/2016 13:07:00	✓ !	Comment		
Surveyor: Paul Farnham	Inspection Status: Completed		LA USER1 22 Sep 2016 10:51 am		
Excavations,Damp proof cour...	13/09/2016 13:07:00		Change to preset loading conditions required. Lintel on ground floor needs replacing.		
Surveyor: Paul Farnham	Inspection Status: N/A				
Drains open	13/09/2016 13:07:00				
Surveyor: Paul Farnham	Inspection Status: N/A				
Drains tested	13/09/2016 13:07:00				
Surveyor: Paul Farnham	Inspection Status: N/A				

Any photographs captured or added to the inspection using the App will appear under the application **'Documents'** tab in the **'Inspection Documents'** folder.

2. Inspection Reports

By clicking on the **'Inspection Report'** button on the tool bar under an application's **'Inspections'** tab, you can create a report containing the details of all inspections connected with that application. The report is created as PDF document located under the application's **'Documents'** tab and can be viewed, printed, downloaded and shared.

Along with details of the application, each inspection type whether completed or only yet scheduled, will be listed in the report individually. Included will be the time and date the inspection has been scheduled or took place, any comments posted before, during or after the visit, any decision made as well as any outstanding conditions stipulated.

You can create as many reports for an application as you wish and at any time, so you can keep track and view a complete audit trail of the inspections connected with any application.

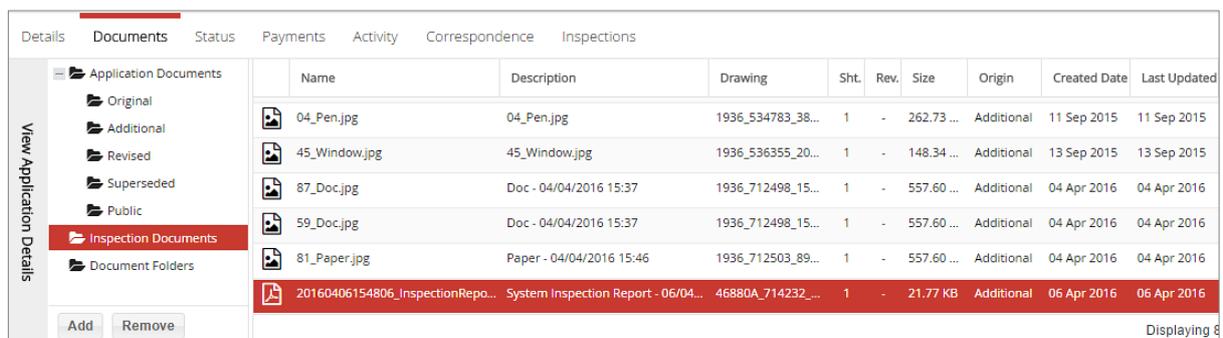
Creating a Report

To create an inspection report simply open an application in DSLive and go to the **'Inspections'** tab.

Click on the **'Report'** button on the tool bar. 

You will then receive a notification that the report had been created.

To view the report, you will need to go to the application's **'Documents'** tab. The report will be listed under both the main **'Application Documents'** folder and the **'Inspection Documents'** folder.



Name	Description	Drawing	Sht.	Rev.	Size	Origin	Created Date	Last Updated
04_Pen.jpg	04_Pen.jpg	1936_534783_38...	1	-	262.73 ...	Additional	11 Sep 2015	11 Sep 2015
45_Window.jpg	45_Window.jpg	1936_536355_20...	1	-	148.34 ...	Additional	13 Sep 2015	13 Sep 2015
87_Doc.jpg	Doc - 04/04/2016 15:37	1936_712498_15...	1	-	557.60 ...	Additional	04 Apr 2016	04 Apr 2016
59_Doc.jpg	Doc - 04/04/2016 15:37	1936_712498_15...	1	-	557.60 ...	Additional	04 Apr 2016	04 Apr 2016
81_Paper.jpg	Paper - 04/04/2016 15:46	1936_712503_89...	1	-	557.60 ...	Additional	04 Apr 2016	04 Apr 2016
20160406154806_InspectionRepo...	System Inspection Report - 06/04/... 46880A_714232_...		1	-	21.77 KB	Additional	06 Apr 2016	06 Apr 2016

Right clicking on the document you can choose to **'View Document'** in the DSLive Viewer, **'Open with Adobe Acrobat'** to view as a PDF or **'Download Document'** as a PDF to your computer.

You can share the document from DSLive using our **'PlanShare'** facility.

	View Document
	Open with Adobe Acrobat
	Open with Microsoft Word
	View In PlanNet
	Unpublish
	Remove From Folder
	Download Document
	Resend Additional Document

3. Completing Inspections without the Inspections App

If you will be using the DSLive **'Inspections Tab'** to schedule and managed inspections, but not using the mobile and tablet App to carry out inspections, you can instead record inspection results and sign-off visits in DSLive manually.

a. Comments and Conditions

You can add comments and conditions to the inspection using the **'Add Comment'** button shown earlier in this guide.



b. Uploading Photos or Documents

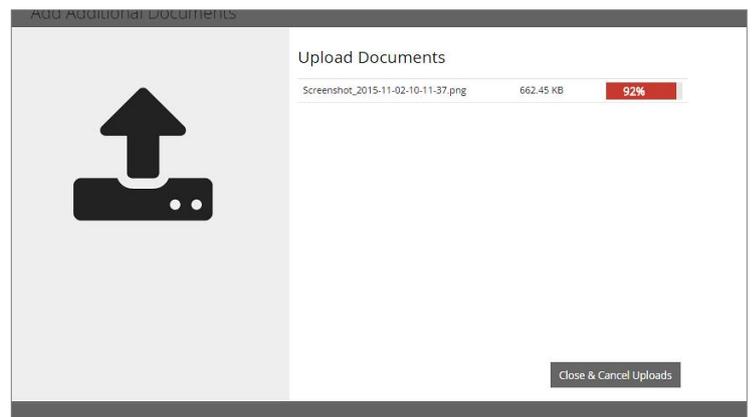
If you have photos or scanned inspection reports, you can upload them to DSLive from your computer using the **'Upload'** button on the tool bar in the application **'Inspections'** tab.



Once the system has prompted you to select a file from your PC and the red upload bar has reached 100%, another window will open, where you will need to select the green **'Add Files to Application'** button.

Add Files to Application

The photo or document will now appear in the application **'Documents'** tab in a new folder titled **'Inspection Documents'**.



c. Completing an Inspection

To sign off an inspection, click on the inspection in the application **'Inspections'** tab once to highlight it and press the **'Complete'** button on the tool bar.



In the **'Complete Inspection'** window that will open, you can choose the date of the inspection and name of the Surveyor who carried it out (see image below).

You can also add any comments or actions or actions required in the **'notes'** box.

You are logged in as (auser1@resolutiondm.com) (LA User) | Help | Site Feedback | My Profile | Sign Out

Complete Inspection

Inspection Date: 30 Sep 2016

Surveyor: Paul Farnham

Notes: Change to preset loading conditions required. Lintel on ground floor needs replacing.

Private
 Actions Required

Update Inspection Close

View Data Management List

If you wish to add comments that are **'private'** and therefore not visible to the applicant or agent, add these comments using the **'Comment'** button on the tool bar.

d. Inspection Reports

Follow the same procedure demonstrated in Section E.



We hope you found this guide helpful.
For support please email helpdesk@resolutiondm.com or call 01242 260505