



Job Management System

Manual

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PSI2000 Ltd

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PURPOSE

This document provides information on how to use the Asbestos Management Solution (AMS) and the Job Management System (JMS).

INTRODUCTION

This guide is to assist users when viewing and inputting data into the JMS in the AMS applications.

By the end of this guide you will be able to:

- Login to the AMS and JMS applications
- Request a job
- Accept a job
- Assign a job
- Complete a survey
- Input and view lab results
- Complete and submit
- Approve and fail a survey
- Log out

To open the application enter the following URL into your internet address bar
<https://lcc.asbestossearch.co.uk/leedsJMS>
The login screen will open as shown below.

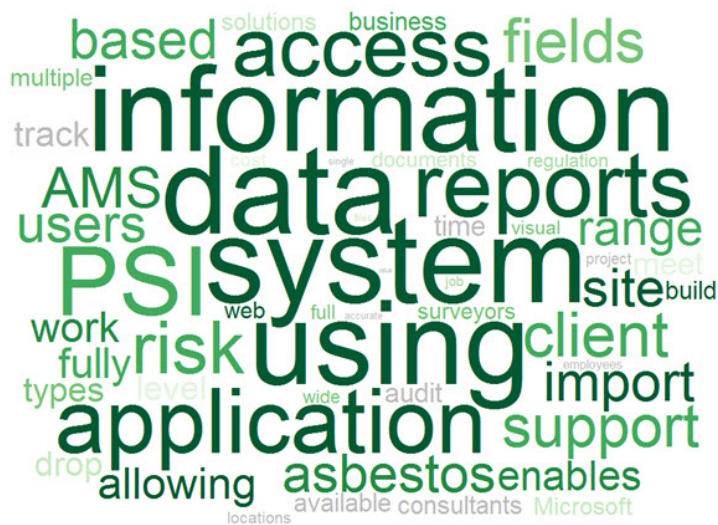


- Page 7 of 221

If password is forgotten by a user it can be re-set by the user. This can be done from the log on screen:



- The Password Recovery screen appears;



JMS Password Recovery

Username :

Send

[Click here to Login](#)

JMS version R.3.0.1

Please contact PSI on 0845 253 0999 with questions or comments about this site.

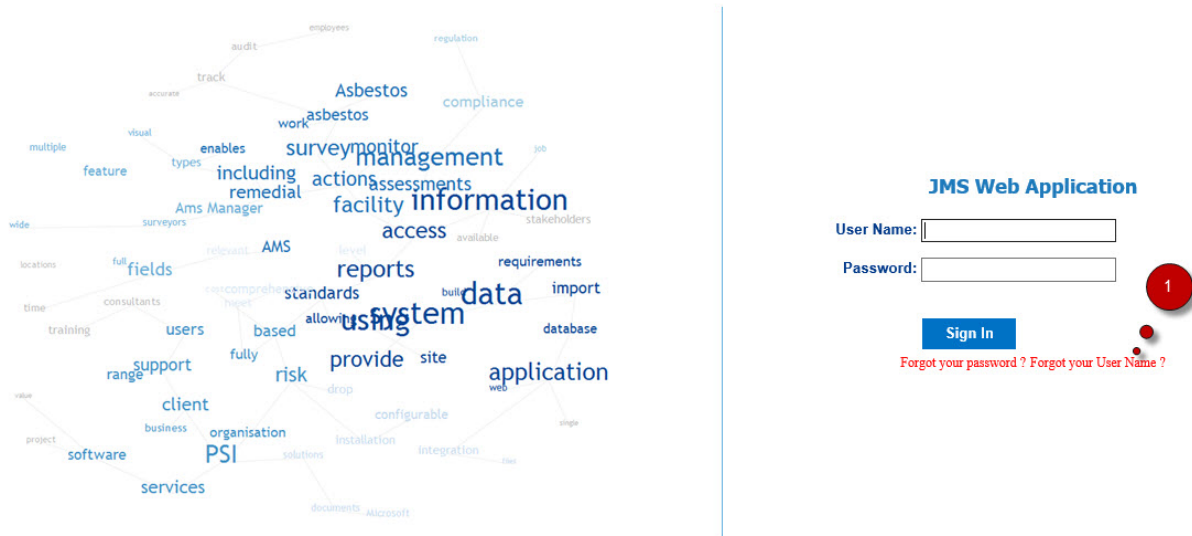
1. Enter the username
2. Click Send

An email will be sent to the user Email address where user can re-set the password

Once new password is set user can log in to the application using new password

FORGOT USER NAME

If Username is forgotten it can be recovered by the user. Follow the steps below:

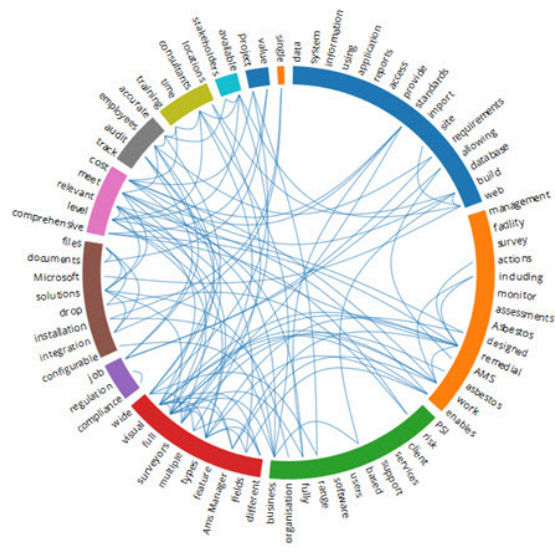


JMS version R.3.0.1

Please contact PSI on 0845 253 0999 with questions or comments about this site.

1. Click on 'Forgot your User Name?'

The Password Recovery screen appears:



JMS User Name Recovery

User
Email

Send

[Click here to Login](#)

JMS version R.3.0.1

Please contact PSI on 0845 253 0999 with questions or comments about this site.

1. Enter the email address. Email address must be the one that is saved in the user profile.
2. Click Send

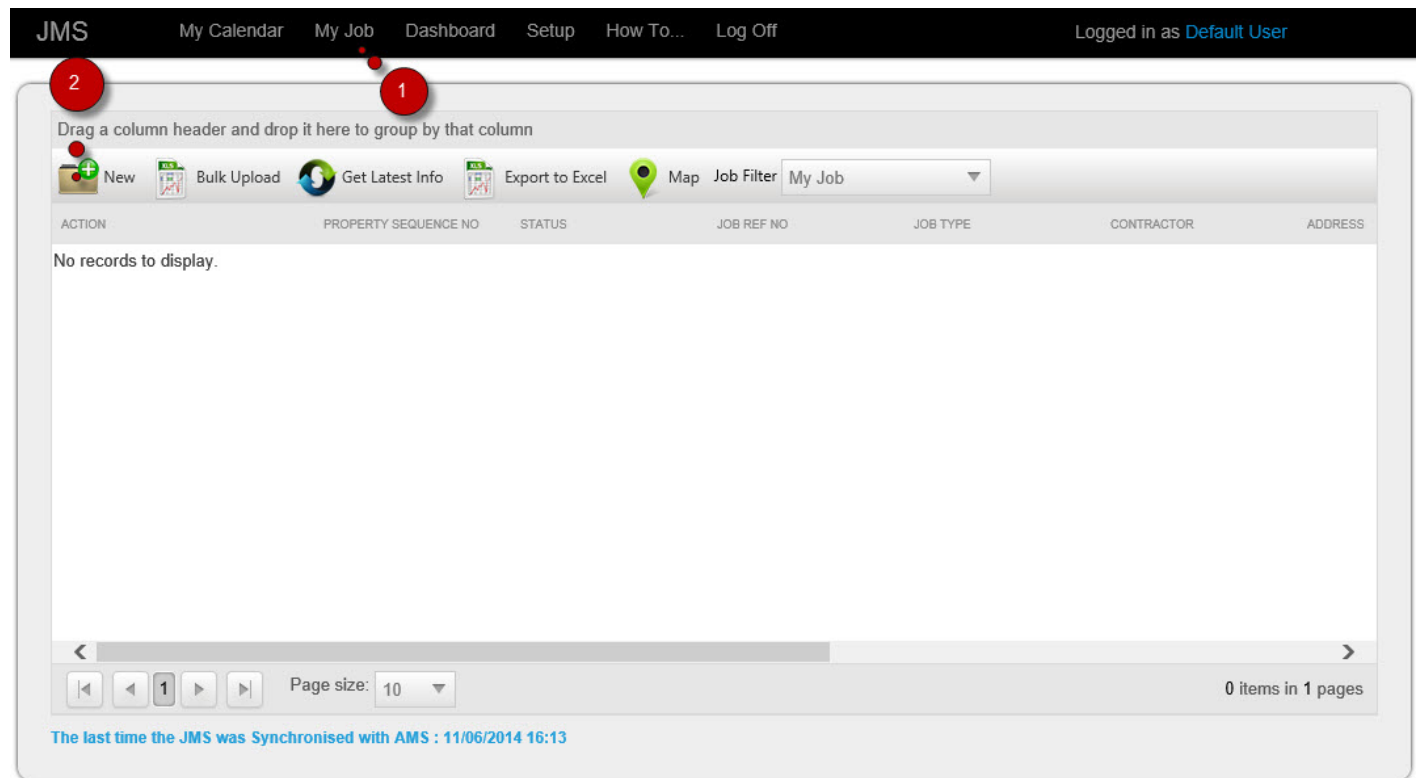
An email with the Username will be sent to the user.

HOW TO ...

- [HOW TO CREATE A JOB](#)
- [HOW TO ACCEPT A JOB](#)
- [HOW TO ASSIGN A JOB](#)
- [HOW TO OPEN A JOB](#)
- [HOW TO ENTER DATA FOR A JOB](#)
- [HOW TO ENTER LAB RESULT](#)
- [HOW TO COMPLETE A JOB](#)
- [HOW TO SUBMIT A JOB](#)
- [HOW TO MONITOR A JOB](#)
- [HOW TO REJECT A JOB](#)
- [HOW TO QUALITY CONTROL A JOB](#)
- [HOW TO RELEASE A JOB](#)
- [HOW TO CANCEL A JOB](#)
- [HOW TO DELETE A JOB](#)
- [HOW TO MONITOR DAILY ACTIVITIES](#)
- [HOW TO VIEW HISTORICAL DATA](#)
- [HOW TO VIEW JOB INFO](#)
- [HOW TO UPLOAD MAIN PHOTO](#)
- [HOW TO UPLOAD MAIN DRAWING](#)
- [HOW TO USE EVENT SCHEDULER](#)
- [HOW TO WATCH VIDEO](#)
- [HOW TO LOG OFF](#)

HOW TO CREATE A JOB

A new job can be created from the My Job Screen



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1. Click on My Job from the menu bar
2. Click on New on the My Job screen

The job creation screen appears. The screen has different tabs. You can browse through the tabs and fill in the necessary information.

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as **Default User**

Job Information/Request

Property Sequence No Property Address:

What Where When Who Additional Info Removal Only

Type of Job **Asbestos Survey** Cost

Works Required

☐ Management Survey Throughout

☐ Management Survey to Rest

☐ Bulk Sample

☐ Refurbishment Survey TO ROOM(S)

☐ Refurbishment Survey Throughout

☐ Encapsulation

☐ Internal

☐ External

☐ Removal

☐ Emergency Repair

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Select Properties ×

Please select a property to create job

To select a property double click on a row

Drag a column header and drop it here to group by that column

PROPERTY SEQUENCE NO	PROPERTY NAME	SUFFIX	STREET	LOCALITY 1
<input type="checkbox"/> 11	11-11-11-11		11-11-11-11	11-11-11-11
<input type="checkbox"/> 12	12-12-12-12		12-12-12-12	12-12-12-12
<input type="checkbox"/> 13	13-13-13-13		13-13-13-13	13-13-13-13
<input type="checkbox"/> 14	14-14-14-14		14-14-14-14	14-14-14-14
<input type="checkbox"/> 15	15-15-15-15		15-15-15-15	15-15-15-15
<input type="checkbox"/> 16	16-16-16-16		16-16-16-16	16-16-16-16

Page size: 10 91579 items in 9158 pages

1. Enter the Property Sequence Number or search for it using the magnifying glass icon. Once the property is selected click anywhere on the screen.
2. The property address will be displayed.
3. Select a type of a job from the option box

4. Enter the cost
5. Select one or more options from the Works Required list.

On the Where screen location can be specified where the job is meant to be carried out.

The screenshot shows the 'Job Information/Request' screen with the 'Where' tab selected. The interface includes a header bar with navigation links (My Calendar, My Job, Dashboard, Setup, How To..., Log Off) and a user status indicator (Logged in as Default User). The main form area contains a 'Property Sequence No' field, a 'Property Address' field with a search icon, and a tabbed interface with 'What *', 'Where *', 'When', 'Who', 'Additional Info', and 'Removal Only'. The 'Where *' tab is active, showing a 'Are there any caveats required?' field, a 'Scope: *' label, and three radio button options: 'Floor: All', 'Room: All', and 'Element: All'. Below these are 'Add' and 'New Location' buttons. A large empty box is at the bottom. Red circles 1-5 highlight specific areas: 1 points to the 'Are there any caveats required?' field; 2 points to the 'Scope: *' label; 3 points to the 'Add' button; 4 points to the 'New Location' button; 5 points to the 'Scope: *' label.

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1. Enter caveats
2. Select All or specify the location for the Floor, Room and Element
3. Add the location to the list
4. Create a new required location if it is not currently available on the property structure.
5. The scope of the work is displayed on the box

The dates of different phases of the job can be specified on the When screen

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

My Job Cancel Save **Job Information/Request**

Property Sequence No 10069 Property Address 196/25-196/27 Blackdown Road, Queensland, Australia (Map)

1 What Where When Who Additional Info Removal Only

Date of Creation 24/06/2014 Time of Creation 11:04 2

Priority 3

Start Due Date 24/06/2014 Completion Due Date 24/06/2014 5

Start Actual Date Completion Actual Date 7

6 4

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1. Current date is automatically selected by the system for Date of Creation
2. Current time is automatically selected by the system for Time of Creation
3. Select a priority from the option box
4. Select a job start due date
5. Select a job completion due date
6. Start Actual date is automatically selected by the system
7. Completion Actual date is automatically selected by the system

Resources involved in carrying out the job can be specified on the Who screen

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

My Job Cancel Save **Job Information/Request**

Property Sequence No 10069 Property Address 196/25-196/27 Blackdown Road, Queensland, Australia (Map)

1 What Where When Who Additional Info Removal Only

Created By Default User Asbestos Coordinator Default User 2

Requested By Service Provider 4

Phone 3

Email 5

Workstream

Referral Date 24/06/2014

Expenditure Code


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1. Created by is automatically selected by the system
2. Select an Asbestos Coordinator



This information is required if the job type is “Asbestos Removal”



JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

My Job Cancel Save **Job Information/Request**

Property Sequence No  Property Address: 10069 10069 Road, Queensland, 10069, Australia, 10069 10069

What Where When Who Additional Info **Removal Only**

Asbestos order is notifiable?   **1**

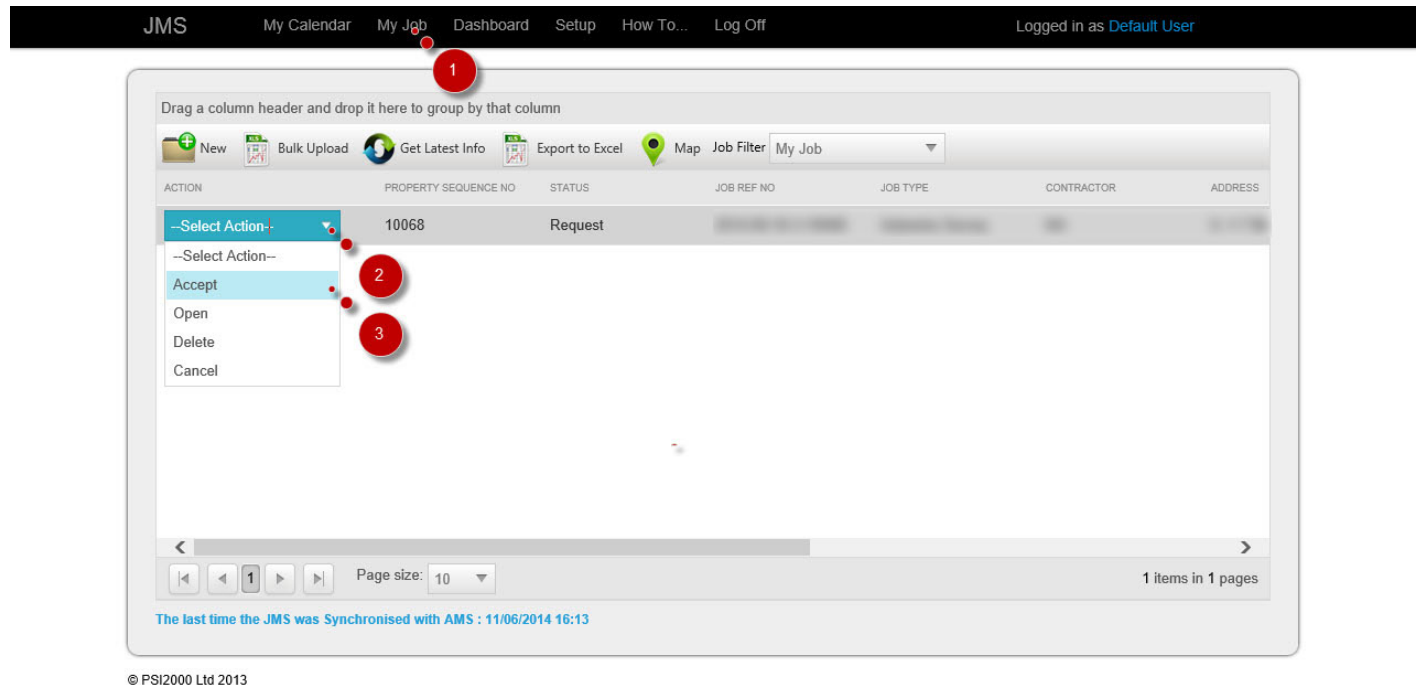
Measurements of removal areas (Sqm)   **2**

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1. Select from the option box
2. Enter the area of the removal in square metre.

HOW TO ACCEPT A JOB

Once a Job is created it will be displayed on the My Job grid with the status 'Request'. A Coordinator can accept the job.








1. Click on my Job
2. Click on the arrow to expand the list of actions
3. Select 'Accept' from the option box


The screen refreshes and the Status field is updated

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Drag a column header and drop it here to group by that column

 New  Bulk Upload  Get Latest Info  Export to Excel  Map Job Filter

ACTION	PROPERTY SEQUENCE NO	STATUS	JOB REF NO	JOB TYPE	CONTRACTOR	ADDRESS	WORK
--Select Action--	10068	New					



< >

Page size: 10 1 items in 1 pages

The last time the JMS was Synchronised with AMS : 11/06/2014 16:13

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1. The status 'New' is displayed on the grid

HOW TO ASSIGN A JOB

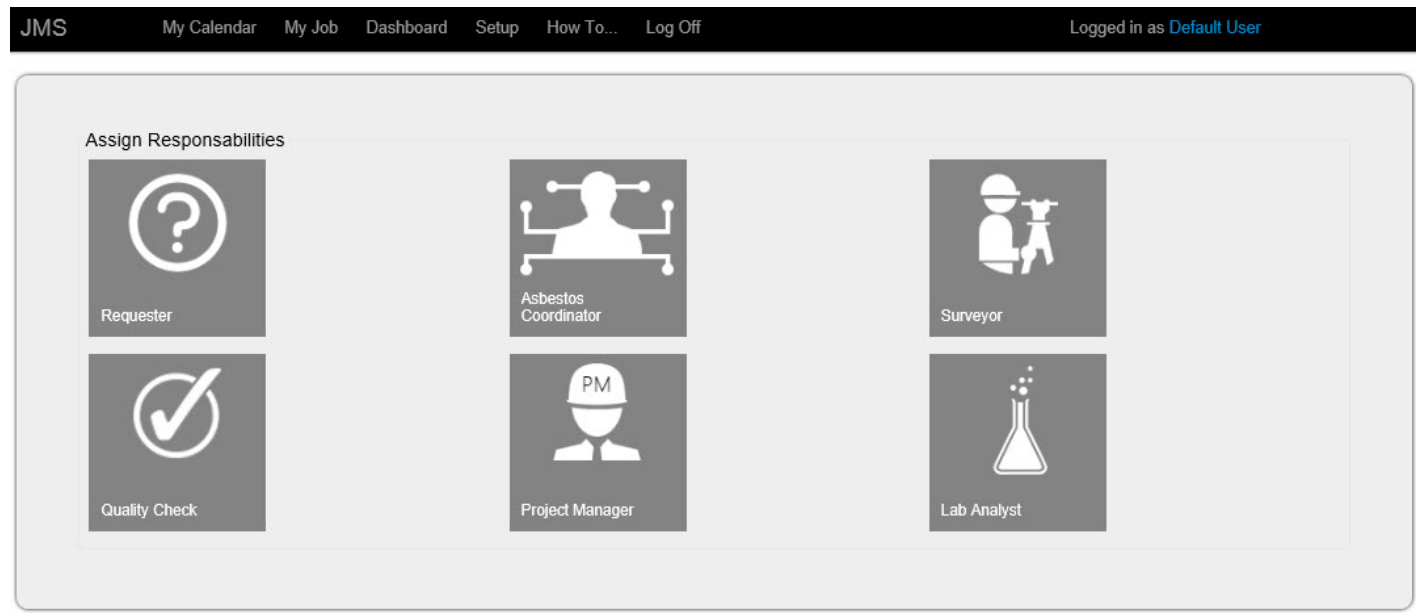
A job can be assigned to the resources when the status is 'New'.

The screenshot shows the JMS (Job Management System) interface. At the top, there is a navigation bar with links: JMS, My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. The user is logged in as 'Default User'. Below the navigation bar, there is a section titled 'Drag a column header and drop it here to group by that column'. This section contains a table with columns: ACTION, PROPERTY SEQUENCE NO, STATUS, JOB REF NO, JOB TYPE, CONTRACTOR, and ADDRESS. The first row of the table has the following values: --Select Action--, 10068, New, [redacted], [redacted], [redacted], and [redacted]. A dropdown menu is open for the 'ACTION' column, showing options: --Select Action--, Assign, Delete, Cancel, and Open. Red circles with numbers 1, 2, and 3 are overlaid on the image to indicate the steps: 1. Click on 'My Job' in the navigation bar. 2. Click on the arrow next to the 'ACTION' column header to expand the list of actions. 3. Select 'Assign' from the expanded list.

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1. Click on My Job
2. Click on the arrow to expand the list of actions
3. Select 'Assign' from the option box

The Job assign screen appears where the job can be assigned to various resources



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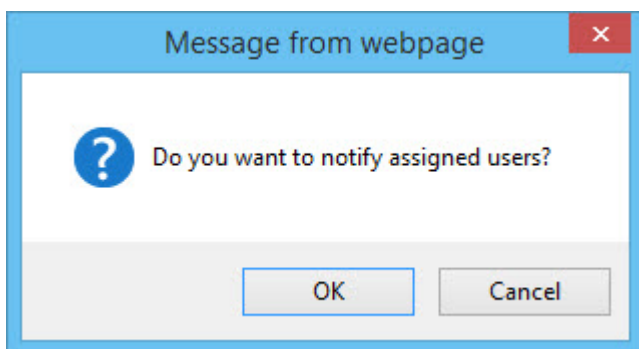
1. Requester is the person who created the job and is automatically selected
2. Search and select Asbestos Coordinator
3. Search and select Surveyor
4. Search and select resource for Quality Check
5. Search and select Lab Analyst

Resources can be searched for My Team only or for all available resources of the project

The screenshot shows a web application window with a title bar. Inside, there are two radio buttons: 'My Team' (selected) and 'All Users'. Below them is a table with the following columns: FULL NAME, USER TYPE, TEAM NAME, TOTAL JOBS IN PROGRESS, AVERAGE DAYS, and TOTAL JOBS COMPLETED. The table has one row with the following data: Default User, PM, PFI Contractor, 0, 0, 0. To the left of the table is an 'Assign' button. At the bottom of the window, there is a pagination bar with 'Page size: 10' and '1 items in 1 pages'. Red circles with numbers 1 and 2 are overlaid on the 'All Users' radio button and the 'Assign' button respectively.

1. Selecting All Users will enable to search for any resource
2. Selected resource can be assigned by clicking the button

After assigning the resources once My Job button is clicked the following message appears:



If OK is clicked on the message then all the assigned resources receive an email notification.

HOW TO OPEN A JOB

A job can be opened from the My Job screen

The screenshot shows the JMS interface with a navigation bar at the top containing 'JMS', 'My Calendar', 'My Job', 'Dashboard', 'Setup', 'How To...', and 'Log Off'. The 'My Job' tab is selected, and the user is logged in as 'Default User'. Below the navigation bar is a toolbar with icons for 'New', 'Bulk Upload', 'Get Latest Info', 'Export to Excel', 'Map', and 'Job Filter'. The 'Job Filter' dropdown is set to 'My Job'. A table displays job information with columns: ACTION, PROPERTY SEQUENCE NO, STATUS, JOB REF NO, JOB TYPE, CONTRACTOR, and ADDRESS. The first row shows '10068' and 'New'. An action menu is open for the first row, showing options: '--Select Action--', Assign, Delete, Cancel, and Open. Red circles with numbers 1 and 2 indicate the steps: 1. Click on 'My Job' in the navigation bar; 2. Click on 'Open' in the action menu. At the bottom, there is a pagination bar showing 'Page size: 10' and '1 items in 1 pages'. A status message at the bottom reads: 'The last time the JMS was Synchronised with AMS : 11/06/2014 16:13'.

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1. Click on My Job
2. From the selected job on the grid click on Open from the Action option box



The following screen appears where data can be entered for the job

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Save Save & Close Cancel Delete

The status of the current job is: [New](#)
Property: [10068, Queenshill Garth, Moortown , Leeds , Leeds North East](#)

Job Information Main Photo Main Drawing **Inspection List**

 New  Export To Excel

ACTION	INSPECTION NUMBER (*)	FLOOR/LEVEL	ROOM/AREA	ELEMENT	INSPECTION METHOD	INSPECTION RESULT	INSPECTION DATE
No records to display.							

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HOW TO ENTER DATA FOR A JOB

- [Asbestos Survey](#)
- [Re-inspection](#)
- [Removal](#)
- [Air Monitoring](#)
- [Bulk Sample](#)
- [Encapsulation](#)

The data entry Wizard

The data entry Wizard starts with the location entry screen

The screenshot shows the 'Location(s)' entry screen in the JMS application. At the top, a navigation bar includes 'JMS', 'My Calendar', 'My Job', 'Dashboard', 'Setup', 'How To...', 'Log Off', and 'Logged in as Default User'. Below this, a status bar shows 'The status of the current job is: New'. The main form has a title bar with 'Save', 'Save & Close', 'Cancel', and 'Delete' buttons. A progress bar indicates 15% completion. The form content includes a 'Property Address' field with the value '10068, Queenshill Garth, Moortown, Leeds, Leeds North East'. Below this are 'Cancel' and 'Next >>' buttons. The 'Location(s)' section has a heading 'Here you can put information about Location...' and three dropdown menus: 'Floor/Level' (Choose Floor), 'Room/Area' (Choose Room), and 'Element' (Choose Element). A 'Description' field is also present. An 'Add To List' button is located below the dropdowns. At the bottom, there is a table with columns 'FLOOR', 'ROOM', 'ELEMENT', and 'DESCRIPTION'. The table contains one row with the text 'Delete' in the first column. Red numbered callouts are placed on the screen: 1 points to the 'Floor/Level' dropdown, 2 points to the 'Description' field, 3 points to the 'Add To List' button, and 4 points to the 'Next >>' button. The page number 'Page 1 of 6' is in the bottom right corner.

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as Default User

The status of the current job is: New

Save Save & Close Cancel Delete

15%

4 **Property Address: 10068, Queenshill Garth, Moortown, Leeds, Leeds North East**

Cancel Next >> **Location(s)**

Here you can put information about Location...

Floor/Level : Choose Floor 1

Room/Area : Choose Room

Element : Choose Element

Description : 2

Add To List 3

FLOOR	ROOM	ELEMENT	DESCRIPTION
Delete			

Page 1 of 6

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1. Enter location
2. Enter further description for the location
3. Add the location to the list
4. Click to move to the next page

If there is already inspections on some location the user has the opportunity to copy the inspection details from the previous location.

JMS
My Calendar
My Job
Dashboard
Setup
How To...
Log Off
Logged in as [Default User](#)

Save
Save & Close
Cancel
Delete

The status of the current job is: [In Progress](#)

30%

Property Address: 10067, Queenshill Crescent, Moortown , Leeds , Leeds North East

<< Back
Cancel
Next >>

Copy from location

Do you want to copy from existing location?

☒ Yes
☐ No

INSPECTION NUMBER (*)	FLOOR/LEVEL	ROOM/AREA	ELEMENT	INSPECTION METHOD	INSPECTION RESULT	INSPECTION DATE
2	B Basement	EF Elevation Front	Canopy	Sample Taken	Asbestos Detected	23/06/2014
1	B Basement	EF Elevation Front	Canopy	Sample Taken	Asbestos Detected	23/06/2014
NA	B Basement	L01 Lift 01	Cladding	NA	NA	NA

Page 2 of 6

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1. Select Yes
2. Select the Inspection on the grid. Inspection details will be copied from this inspection to the selected location(s).
3. Click Next

The Form Selection Screen appears

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as Default User

Save Save & Close Cancel Delete The status of the current job is: New

45%

Property Address: 10068, Queenshill Garth, Moortown, Leeds, Leeds North East

<< Back Cancel Next >> Inspection Scenario

Please select a form list below:-

- ☐ Inspection Sample Form
- ☐ Visual Inspection Form
- ☐ Visually Similar to Form
- ☐ Inaccessible
- ☐ No Access Form

Page 3 of 6

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1. Select a form for the inspection
2. Click to move to the next page

The inspection form appears

(Inspection Sample Form)

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as Default User

Save Save & Close Cancel Delete The status of the current job is: New

Property Address: 10068, Queenshill Garth, Moortown , Leeds , Leeds North East

<< Back Cancel Link Sample Next >> Inspection Sample Form

FLOOR	ROOM	ELEMENT	DESCRIPTION
B Basement	LS02 Lift Shaft 02	All Ceilings	Description

4

Current Room Usage

Survey Ref.

Inspection Number (*)

Firm

Surveyor

Survey Type

Inspection Date

Sample No

Material

Inspection Method

Inspection Result

Surface Treatment

Damage/Deterioration

Original Qty

Unit

Recommendation Action1

Sample Ref

Analysed By

Analysis Date

Analysis (1st)

Certificate(s):

Select Upload

Product Type

Percentage (1st)

Analysis (2nd)

Percentage (2nd)

Analysis (3rd)

Percentage (3rd)

Comment

Recommendation Priority1

Recommendation Who1

Main Type Activity

Secondary Type Activity

Location

Accessibility

Extent Amount

No of occupants

Freq. of Use

Average time each use

Type of Maintenance

Freq. of Maintenance

Surveyor Survey Ref

1

2

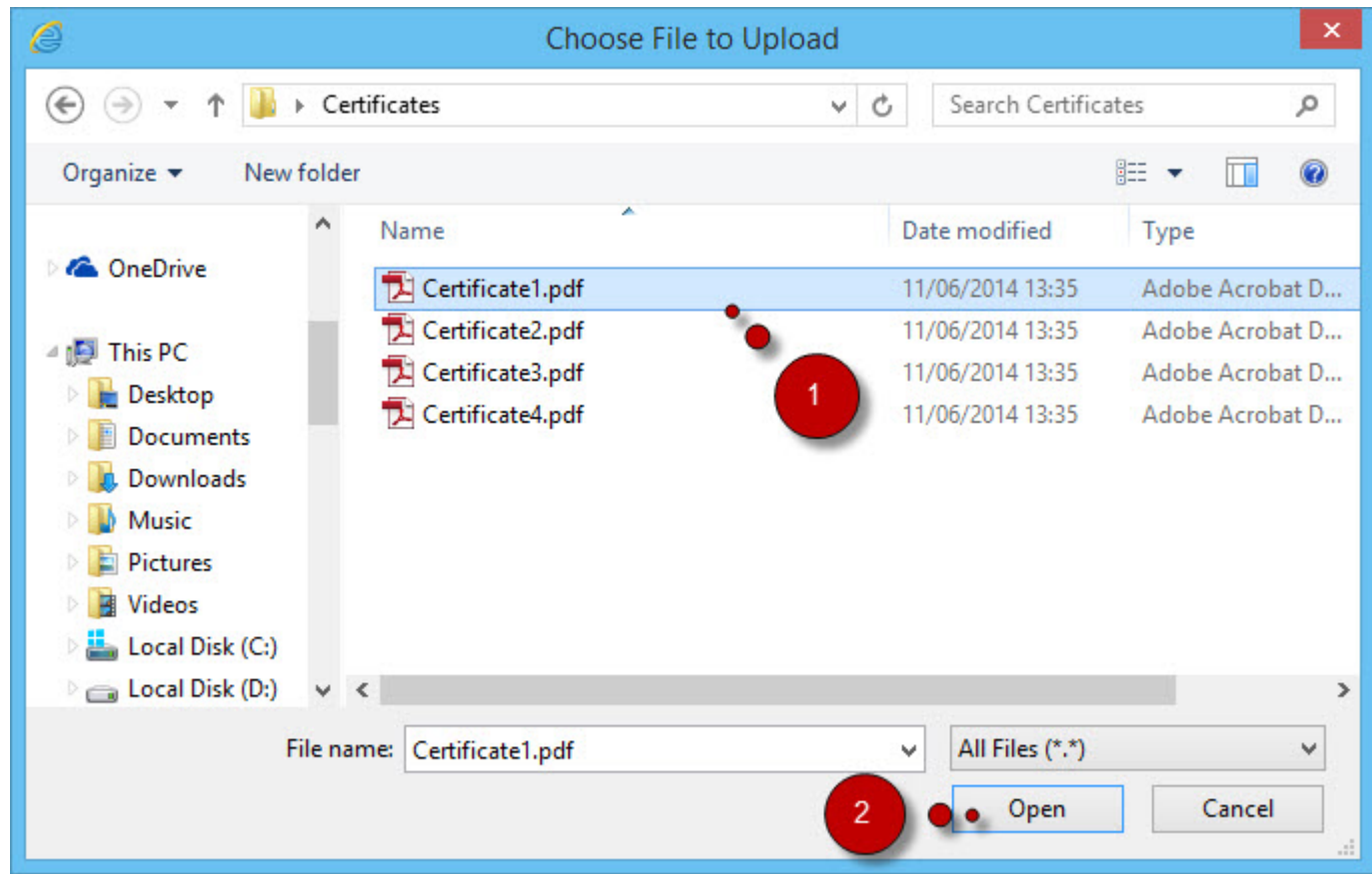
3

CERTIFICATE NO.	TYPE	NAME	DOWNLOAD	DELETE
No records to display.				

Page 4 of 6

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(Select Certificate)



(Visual Inspection Form)

JMS

My Calendar

My Job

Dashboard

Setup

How To...

Log Off

Logged in as **Default User**

Save

Save & Close

Cancel

Delete

The status of the current job is: **In Progress**

Property Address: 40000 [Geography] [Country] [State/Province] [County] [City] [State/Province]

<< Back

Cancel

Link Sample

Next >>

Visual Inspection Form

FLOOR	ROOM	ELEMENT	DESCRIPTION
LS Loft Space	LS04 Lift Shaft 04	Stair Treads	Description

Current Room Usage

Survey Ref.

Inspection Number (*)

Survey Type

Surveyor

Firm

Inspection Date

Inspection Method

Inspection Result

Recommendation Action1

Comment

Recommendation Priority1

Page 4 of 6

(Visually Similar to Form)

JMS

My Calendar

My Job

Dashboard

Setup

How To...

Log Off

Logged in as **Default User**

Save

Save & Close

Cancel

Delete

The status of the current job is: **In Progress**

Property Address:

10000, Townsend Drive, Bluebonnet, Texas, 75001-1000

<< Back

Cancel

Link Sample

Next >>

Visually Similar to Form

FLOOR	ROOM	ELEMENT	DESCRIPTION
LS Loft Space	LS04 Lift Shaft 04	Stair Treads	Description

Current Room Usage

1

Survey Ref.

123

Inspection Number (*)

3

2

Survey Type

Surveyor

Firm

Inspection Date

23/06/2014

Referred Sample

3

Material

Surface Treatment

Damage/Deterioration

Original Qty

Unit

Inspection Method

Visually Similar To

4

Inspection Result

5

Recommendation Action1

Product Type

Comment

Recommendation Who1

Recommendation Priority1

Main Type Activity

Secondary Type Activity

6

Location

Accessibility

Extent Amount

No of occupants

Freq. of Use

Average time each use

Type of Maintenance

Freq. of Maintenance

Page 4 of 6

(Inaccessible)

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as Default User

Save Save & Close Cancel Delete The status of the current job is: In Progress

Property Address: 10001 / 10000000 / 10000000 / 10000000 / 10000000 / 10000000 / 10000000 / 10000000 / 10000000 / 10000000

<< Back Cancel Link Sample Next >> Inaccessible

FLOOR	ROOM	ELEMENT	DESCRIPTION
LS Loft Space	LS04 Lift Shaft 04	Stair Treads	Description

Survey Ref. 123 Inspection Number (*) 3 Inspection Date 23/06/2014 Inspection Method Visual Inspection

Inspection Result Firm Surveyor Comment

Page 4 of 6

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(No Access Form)

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as Default User

Save Save & Close Cancel Delete The status of the current job is: In Progress

Property Address: 10001 / 10000000 / 10000000 / 10000000 / 10000000 / 10000000 / 10000000 / 10000000 / 10000000 / 10000000

<< Back Cancel Link Sample Next >> No Access Form

FLOOR	ROOM	ELEMENT	DESCRIPTION
LS Loft Space	LS04 Lift Shaft 04	Stair Treads	Description

Inspector No Access Date 23/06/2014 Reason Survey Ref. 123

Page 4 of 6

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1. Enter data as necessary. The fields with the red labels are the mandatory fields
2. Select a certificate
3. upload the certificate
4. Click to move to the next page

The screen for attaching photo appears

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as Default User

The status of the current job is: New

75%

Property Address: 10068, Queenshill Garth, Moortown, Leeds, Leeds North East

<< Back Cancel Next >> Photo For Location(s)

FLOOR	ROOM	ELEMENT	DESCRIPTION
B Basement	LS02 Lift Shaft 02	All Ceilings	Description

Do you want to attach a Photo for above Inspection?

☒ Yes ☐ No

Clear Photo Browse Upload

No Photo Available

Page 5 of 6

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1. Select the option
2. Browse to select the photo
3. Upload the photo
4. Click to move to the next page

The screen for attaching Drawing appears

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as **Default User**

Save Save & Close Cancel Delete The status of the current job is: **New**

Property Address: 10068, Queenshill Garth, Moortown , Leeds , Leeds North East

<< Back Cancel Finish Drawing for Location(s)


FLOOR	ROOM	ELEMENT	DESCRIPTION
B Basement	LS02 Lift Shaft 02	All Ceilings	Description

1 Do you want to:
☐ Use the main Drawing for this Inspection
☒ Attach a Drawing for this Inspection
☐ No Drawing is required for this Inspection

2 Browse... 3 Upload

Clear Drawing

No Drawing Available



Page 6 of 6

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1. Select the option
2. Browse to select the Drawing
3. Upload the Drawing
4. Click to move to the next page

Asbestos Survey

Once a job is accepted and assigned, data can be entered. There are different workflows for each type of job. The data entry form may vary from one type of job to another.

The following is the Asbestos Survey data entry process

The screenshot shows the JMS interface with a dark header bar containing navigation links: JMS, My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. On the right, it says 'Logged in as Default User'. Below the header is a light gray toolbar with icons for New, Bulk Upload, Get Latest Info, Export to Excel, Map, Job Filter, and a dropdown menu currently set to 'My Job'. The main area is a table with columns: ACTION, PROPERTY SEQUENCE NO, STATUS, JOB REF NO, JOB TYPE, CONTRACTOR, and ADDRESS. The first row shows '10068' for 'PROPERTY SEQUENCE NO' and 'New' for 'STATUS'. The 'ACTION' column has a dropdown menu open, showing options: --Select Action--, Assign, Delete, Cancel, and Open. A red circle with the number 2 points to the 'Open' option. At the bottom, there are pagination controls (back, first, 1, next, forward) and a 'Page size: 10' dropdown. It also indicates '1 items in 1 pages' and a status message: 'The last time the JMS was Synchronised with AMS : 11/06/2014 16:13'.

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1. Click on My Job
2. From the selected job on the grid that has Job Type 'Asbestos Survey' click Open from the Action option box

The inspection list screen appears

JMS

My CalendarMy JobDashboardSetupHow To...Log Off

Logged in as [Default User](#)

Save

Save & Close

Cancel

Delete

The status of the current job is: **In Progress**


Property: [100%](#) [Inspection](#) [Room](#) [Inspection](#) [List](#) [List](#) [List](#) [List](#)


Job Information

Main Photo

Main Drawing

Inspection List

 New

 Export To Excel

ACTION	INSPECTION NUMBER (*)	FLOOR/LEVEL	ROOM/AREA	ELEMENT	INSPECTION METHOD	INSPECTION RESULT	INSPECTION DATE
No records to display.							

How to add a new Inspection

New inspections can be added once an Asbestos Survey Job opens. The data entry process starts from the Inspection List Screen:

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1. Click on New

[The Data Entry Wizard](#) starts that will take you through the data entry pages. Once data entry is done the job can be saved, Completed and Submitted.

How to edit an Inspection

Inspection data can be edited at any point before the job is Submitted. Once a Asbestos Survey job is opened the inspection(s) can be edited from the Inspection List Screen.

The screenshot shows the JMS (Job Management System) interface. At the top, there's a navigation bar with links: JMS, My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. On the right, it says 'Logged in as Default User'. Below this, there's a status bar indicating 'The status of the current job is: In Progress' and 'Property: 10069, Queenshill Garth, Moortown, Leeds, Leeds North East'. The main content area has tabs: Job Information, Main Photo, Main Drawing, and Inspection List (which is selected). Below the tabs, there are buttons for 'New' and 'Export To Excel'. A table with columns: ACTION, INSPECTION NUMBER (*), FLOOR/LEVEL, ROOM/AREA, ELEMENT, INSPECTION METHOD, INSPECTION RESULT, and INSPECTION DATE. The first row shows inspection number 1, B Basement, LS06 Lift Shaft 06, All Ceilings, Sample Taken, Asbestos Removed, and 29/04/2014. A dropdown menu for the 'ACTION' column is open, showing options: --Select Action--, Edit, and Delete. Red circles with numbers 1 and 2 are overlaid on the image. Circle 1 points to the 'Inspection List' tab. Circle 2 points to the 'Edit' button in the action dropdown.

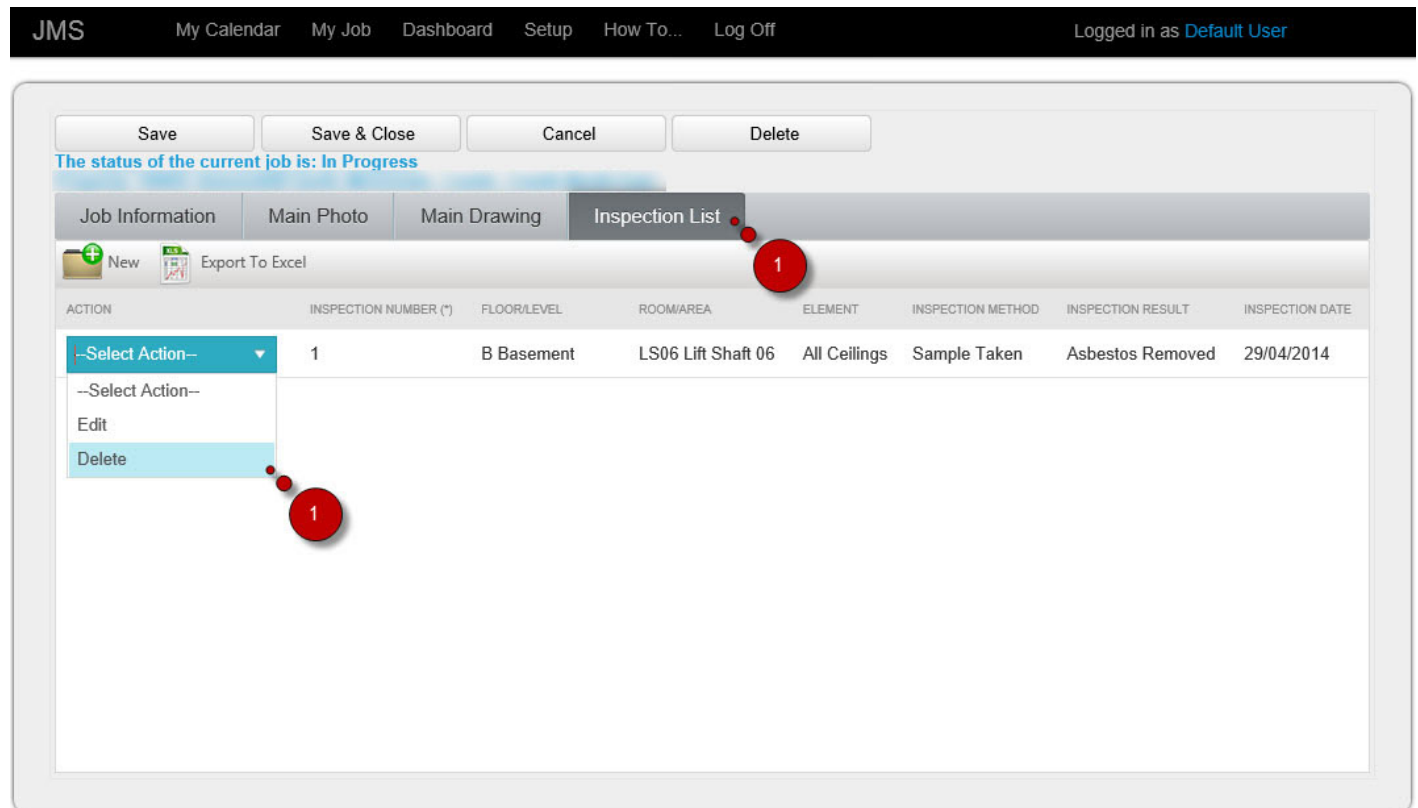
© PSI2000 Ltd 2013

1. From the selected inspection on the grid click Edit from the Action option box

[The Data Entry Wizard](#) starts that will take you through the data entry pages. The changes can be made on any page. Once change is made the job can be saved, Completed and re Submitted.

How to delete an Inspection

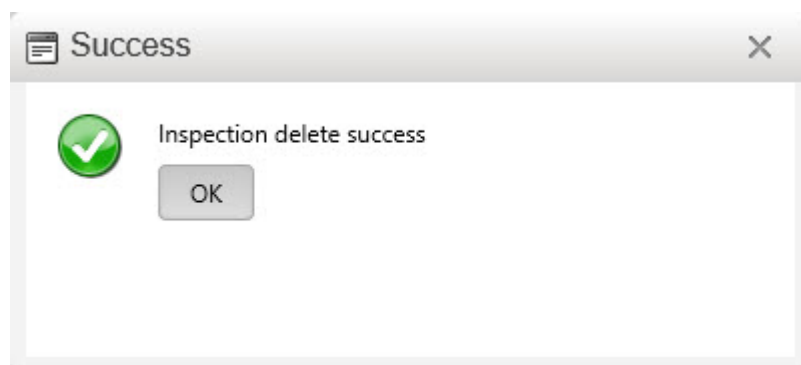
Inspection(s) can be deleted from an Asbestos Survey job at any point before the job is submitted. Once the Job is opened the inspections can be deleted from the Inspection List Screen.



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1. From the selected inspection on the grid click delete from the Action option box

A confirmation message will be displayed



Re Inspection

Data entry for Re-inspection job can be done after the job is accepted and resources are assigned. The Re-inspection data entry process are as below:

*

Drag a column header and drop it here to group by that column

New Bulk Upload Get Latest Info Export to Excel Map Job Filter My Job

ACTION	PROPERTY SEQUENCE NO	STATUS	JOB REF NO	JOB TYPE	CONTRACTOR	ADDRESS
--Select Action--	10067	New	2014-06-17-1-10067	Asbestos Re Inspection	NA	0, 1-17 B

--Select Action--
Assign
Delete
Cancel
Open
Historical Data

Page size: 10 1 items in 1 pages

The last time the JMS was Synchronised with AMS : 16/06/2014 15:50

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1. Click on My Job
2. From the selected job on the grid that Job Type 'Re-Inspection' click Open from the Action option box.

The Re-inspection list screen appears which will display the list of inspection and No Access records that need to be Re-inspected

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Save Save & Close Cancel Delete

The status of the current job is: **New**
 Property: [Home](#) [Inspection](#) [Reports](#) [Database](#) [Help](#) [Feedback](#) [Contact Us](#)

Job Information Main Photo Main Drawing **Re-Inspection List**

New Export To Excel

ACTION	INSPECTION NUMBER (*)	FLOOR/LEVEL	ROOM/AREA	ELEMENT	INSPECTION METHOD	INSPECTION RESULT
--Select Action--	10	F02 Second Floor	R01	Panel	Visually Similar To	Presumed to be Asbestos
--Select Action--	9	F02 Second Floor	R01	Floor Tile(s)	Visually Similar To	Presumed to be Asbestos
Open	6	F01 First Floor	R01	Panel	Sample Taken	Asbestos Detected
No Change	5	F01 First Floor	R01	Floor Tile(s)	Sample Taken	Asbestos Detected
Delete	3	F01 First Floor	R02	All Visual Elements		
--Select Action--	2	G Ground	R02	All Visual Elements		
--Select Action--	1	F04 Fourth Floor	R01	All Visual Elements		
--Select Action--	NA	G Ground	R02	All Visual Elements	NA	NA

Page size: 10 10 items in 1 pages

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1. The Encapsulation List tab selected
2. From the selected inspection on the grid click Open from the Action option box

No Change Reinspection

It is possible to mark a previous inspection that is listed for Re-inspection as 'No Change'. This means nothing has changed since the last visit. No Change action will ask for a New Survey Ref, Surveyor and date will be selected automatically the current date.

JMS
My Calendar
My Job
Dashboard
Setup
How To...
Log Off
Logged in as [Default User](#)

Save
Save & Close
Cancel
Delete

The status of the current job is: **New**

Job Information
Main Photo
Main Drawing
Re-Inspection List

New
Export To Excel

ACTION	INSPECTION NUMBER (*)	FLOOR/LEVEL	ROOM/AREA	ELEMENT	INSPECTION METHOD	INSPECTION RESULT	INS
--Select Action--	10	F02 Second Floor	R01	Panel	Visually Similar To	Presumed to be Asbestos	07/
No Change	9	F02 Second Floor	R01	Floor Tile(s)	Visually Similar To	Presumed to be Asbestos	07/
--Select Action--		F01 First Floor	R01	Panel	Sample Taken	Asbestos Detected	07/
Open		F01 First Floor	R01	Floor Tile(s)	Sample Taken	Asbestos Detected	07/
No Change	5	F01 First Floor	R01	Floor Tile(s)	Sample Taken	Asbestos Detected	07/
Delete	3	F01 First Floor	R02	All Visual Elements			07/
--Select Action--	2	G Ground	R02	All Visual Elements			07/
--Select Action--	1	F04 Fourth Floor	R01	All Visual Elements			07/
--Select Action--	NA	G Ground	R02	All Visual Elements	NA	NA	NA

Page size: 10
10 items in 1 pages

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1. Select No Change from the Action Option Box

The pop-up screen appears where you need to enter the minimum required data for the No Change re-inspection.

Enter Survey Reference

×

Survey Ref.

Survey Type

Bulk Sample

▼

Surveyor

▼

Close

Save

JMS

My Calendar My Job Dashboard Setup How To... Log Off

Logged in as Default User

Save Save & Close Cancel Delete

The status of the current job is: New

Job Information Main Photo Main Drawing Re-Inspection List

New Export To Excel

ACTION	INSPECTION NUMBER (*)	FLOOR/LEVEL	ROOM/AREA	ELEMENT	INSPECTION METHOD	INSPECTION RESULT	INS
--Select Action--	10	F02 Second Floor	R01	Panel	Visually Similar To	Presumed to be Asbestos	07.
No Change	9	F02 Second Floor	R01	Floor Tile(s)	Visually Similar To	Presumed to be Asbestos	07.
No Change	6	F01 First Floor	R01	Panel	Visual Inspection	Asbestos Detected	17.
--Select Action--	5	F01 First Floor	R01	Floor Tile(s)	Sample Taken	Asbestos Detected	07.
--Select Action--	3	F01 First Floor	R02	All Visual Elements			07.
--Select Action--	2	G Ground	R02	All Visual Elements			07.
--Select Action--	1	F04 Fourth Floor	R01	All Visual Elements			07.
--Select Action--	NA	G Ground	R02	All Visual Elements	NA	NA	NA

Page size: 10

10 items in 1 pages

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1. The Inspection is highlighted on the grid and inspection method is changed to Visual Inspection

Open Reinspection

Re-inspection data entry can be done by opening the historical inspection and then entering the new inspection data.

The screenshot shows the JMS interface with the following elements:

- Navigation Bar:** JMS, My Calendar, My Job, Dashboard, Setup, How To..., Log Off. Logged in as Default User.
- Buttons:** Save, Save & Close, Cancel, Delete.
- Job Information:** The status of the current job is: New. Property: 10067, Queenshill Crescent, Moortown, Leeds, Leeds North East.
- Tabs:** Job Information, Main Photo, Main Drawing, Re-Inspection List (selected).
- Actions:** New, Export To Excel.
- Table:**

ACTION	INSPECTION NUMBER (*)	FLOOR/LEVEL	ROOM/AREA	ELEMENT	INSPECTION METHOD	INSPECTION RESULT	INS
--Select Action--	10	F02 Second Floor	R01	Panel	Visually Similar To	Presumed to be Asbestos	07.
--Select Action--	9	F02 Second Floor	R01	Floor Tile(s)	Visually Similar To	Presumed to be Asbestos	07.
Open	6	F01 First Floor	R01	Panel	Visual Inspection	Asbestos Detected	17.
No Change	5	F01 First Floor	R01	Floor Tile(s)	Sample Taken	Asbestos Detected	07.
Delete	3	F01 First Floor	R02	All Visual Elements			07.
--Select Action--	2	G Ground	R02	All Visual Elements			07.
--Select Action--	1	F04 Fourth Floor	R01	All Visual Elements			07.
--Select Action--	NA	G Ground	R02	All Visual Elements	NA	NA	NA
- Page Controls:** Page size: 10, 10 items in 1 pages.

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1. From the selected inspection on the grid click Open from the Action option box

The Re-inspection data entry screen opens:

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as **Default User**


Enter Re Inspection Information


Cancel Save

Surveyor:
 Inspection Date:
 Inspection Method:
 Inspection Result:
 Comment:

Recommendation Action1:
 Survey Ref.:
 Survey Type:

Add Sample
☐ Re-Inspection Complete

Inspection Photo: 
 Upload Browse...

Inspection Drawing: 
 Upload Browse...

Product Type:
Existing Value: *1 Composites (eg plastics cement)*

Damage/Deterioration:
Existing Value: *Good Condition*

Surface Treatment:
Existing Value: *Paint*

Overall Asbestos Type:
Existing Value: *Chrysotile(Presumed)*

Main Type Activity:
Existing Value: *NULL*

Secondary Type Activity:
Existing Value: *NULL*

Location:
Existing Value: *NULL*

Accessibility:
Existing Value: *NULL*

Extent Amount:
Existing Value: *NULL*

No of occupants:
Existing Value: *NULL*

Freq. of Use:
Existing Value: *NULL*

Average time each use:
Existing Value: *NULL*

Type of Maintenance:
Existing Value: *NULL*

Freq. of Maintenance:
Existing Value: *NULL*

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1. Select the Re-inspection date
2. Add a new Survey Ref
3. Upload new Photo
4. Upload New Drawing
5. Make changes to the data by selecting from the option box. Once the new data is selected the previous data (Existing value) is displayed at the bottom of that field.
6. If new sample is taken click on Add Sample. The add new sample screen will appear (See below).
7. Select Re-Inspection Complete
8. Click on Save

The Sample Result for Re-inspection appears if Add Sample button is clicked.

The screenshot shows a web application interface for 'Sample Result for Re-Inspection'. At the top is a navigation bar with links: JMS, My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. On the right of the navigation bar, it says 'Logged in as Default User'. The main form area has a title 'Sample Result for Re-Inspection' in blue. Below the title are three buttons: Delete, Cancel, and Save. The form contains several input fields and dropdown menus, each with a red circular callout number: 1 points to the 'Sample Ref' field, 2 points to the 'Sample No' field, 3 points to the 'Analysis Date' field (which has a calendar icon), 4 points to the 'Bulk Certificate' field, 5 points to the 'Analysis (1st)' dropdown, 6 points to the 'Attach Certificate' section (which includes a file input and an 'Upload' button), and 7 points to the 'Save' button. Below the form fields is a section titled 'Certificate(s):' which contains a table with columns: CERTIFICATE NO., TYPE, NAME, DOWNLOAD, and DELETE. The table currently shows 'No records to display.'

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1. Add Sample Ref
2. Add Sample No
3. Select Analysis Date
4. Enter Bulk Certificate Number
5. Select an Analysis result. The user will be able to select up to three Analysis Result
6. Select and Upload a Sample certificate. More than one certificate can be added and they will be displayed on the grid below.
7. Click Save

Once save it will take user back to the Re-inspection data entry screen

Add a new Inspection

While doing re-inspection it is also possible to add an entirely new inspection. The New inspection can be added from the Re-inspection List screen

The status of the current job is: New

Property: [Home](#) [Inspection](#) [Reports](#) [Dashboard](#) [Help](#) [About](#) [Contact](#)

Job Information Main Photo Main Drawing **Re-Inspection List**

New Export To Excel

ACTION	INSPECTION NUMBER (*)	FLOOR/LEVEL	ROOM/AREA	ELEMENT	INSPECTION METHOD	INSPECTION RESULT	INS
--Select Action--	10	F02 Second Floor	R01	Panel	Visually Similar To	Presumed to be Asbestos	07/
--Select Action--	9	F02 Second Floor	R01	Floor Tile(s)	Visually Similar To	Presumed to be Asbestos	07/
--Select Action--	6	F01 First Floor	R01	Panel	Sample Taken	Asbestos Detected	07/
--Select Action--	5	F01 First Floor	R01	Floor Tile(s)	Sample Taken	Asbestos Detected	07/
--Select Action--	3	F01 First Floor	R02	All Visual Elements			07/
--Select Action--	2	G Ground	R02	All Visual Elements			07/
--Select Action--	1	F04 Fourth Floor	R01	All Visual Elements			07/
--Select Action--	NA	G Ground	R02	All Visual Elements	NA	NA	NA

Page size: 10 10 items in 1 pages

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1. Click New on the screen

The Data Entry Wizard starts that will take you through the data entry pages. Once data entry is done saved the user will be returned to the Re-inspection List screen.

Removal

Data entry for Asbestos Remove job can be done after the job is accepted and resources are assigned. The Remove Asbestos data entry process is as below:

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as Default User

Drag a column header and drop it here to group by that column

New Bulk Upload Get Latest Info Export to Excel Map Job Filter My Job

ACTION	PROPERTY SEQUENCE NO	STATUS	JOB REF NO	JOB TYPE	CONTRACTOR	ADDRESS
--Select Action-- --Select Action-- Assign Delete Cancel Open Historical Data	10068	New	2014-06-17-2-10068	Asbestos Remove	NA	0, 1-7 Bldg

Page size: 10 1 items in 1 pages

The last time the JMS was Synchronised with AMS : 16/06/2014 15:50

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1. Click on My Job
2. The selected Job must have Job Type 'Asbestos Remove'
3. Select Open from the Action option box

JMS

[My Calendar](#)
[My Job](#)
[Dashboard](#)
[Setup](#)
[How To...](#)
[Log Off](#)

Logged in as [Default User](#)

Save

Save & Close

Cancel

Delete

The status of the current job is: **New**

Property: [Name](#), [Accessories](#), [Type](#), [Description](#), [Photo](#), [Drawing](#), [Notes](#)

Job Information

Main Photo

Main Drawing

Remove Inspection List

New

Export To Excel

ACTION	INSPECTION NUMBER (*)	FLOOR/LEVEL	ROOM/AREA	ELEMENT	INSPECTION METHOD	INSPECTION RESULT	INSPECTION DATE
No records to display.							

Open Removal

The screen that shows the previous inspection record. Previous photo and drawing will also be displayed if there was any.

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Removal Information

Surveyor:
 Inspection Date:
 Inspection Method:

Recommendation Action1:
 Comment:
 Survey Ref.:

No Photo Available

 Inspection Photo

No Drawing Available

 Inspection Drawing

Product Type:
 Damage/Deterioration:
 Surface Treatment:
 Overall Asbestos Type:
 Main Type Activity:
 Secondary Type Activity:
 Location:

Accessibility:
 Extent Amount:
 No of occupants:
 Freq. of Use:
 Average time each use:
 Type of Maintenance:
 Freq. of Maintenance:

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1. Enter new Survey Ref. it is a mandatory field
2. Clicking on this button will take you to the Removal info adding form

On this form the removal information can be added as well as certificate can be uploaded.

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

<< Back Cancel Save Add Removal information

Surveyor

Removal Date

Survey Type

Comments

Do you want to apply the same Removal information for :

☒ Only this inspection

☐ All within the property

☐ Specific Area within the property

Floor

Room

Element

Certificate(s):

CERTIFICATE NO.	TYPE	NAME	DOWNLOAD	DELETE
No records to display.				

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1. Select the removal date
2. Select whether the removal is for the selected inspection or to be applied to all inspections within the property. Same removal info can be added to the specific areas within the property.
3. Select a certificate
4. Upload the certificate

Remove Removal

The removal information can be updated without opening the previous inspection. It only requires to enter minimum information.

JMS
My Calendar
My Job
Dashboard
Setup
How To...
Log Off
Logged in as [Default User](#)

Save
Save & Close
Cancel
Delete

The status of the current job is: [New](#)

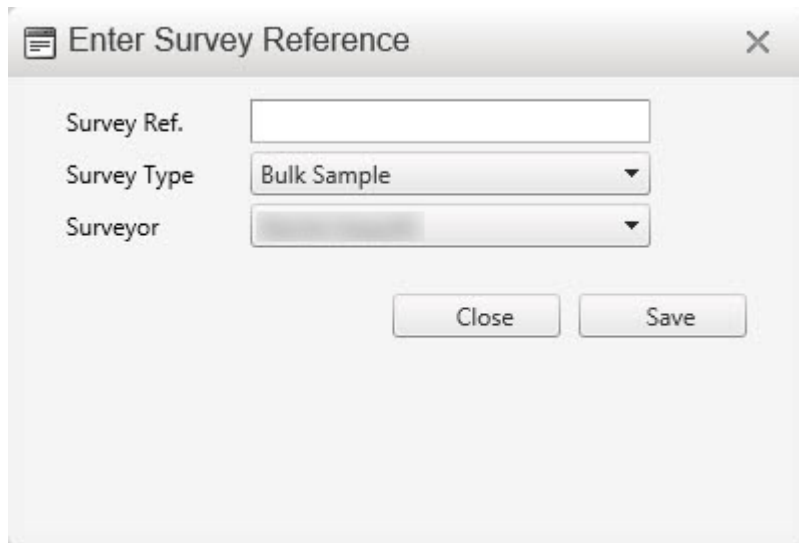
Job Information
Main Photo
Main Drawing
Remove Inspection List

New
Export To Excel

ACTION	INSPECTION NUMBER (*)	FLOOR/LEVEL	ROOM/AREA	ELEMENT	INSPECTION METHOD	INSPECTION RESULT	INSPECTION DATE
--Select Action--	4	G Ground	R04	All Visual Elements			03/09/2013
--Select Action--	3	G Ground	R03	All Visual Elements			03/09/2013
Open	2	T Throughout	External	Soffit(s)	Visual Inspection	Presumed to be Asbestos	03/09/2013
Remove	2	G Ground	R02	All Visual Elements			03/09/2013
Delete	1	G Ground	R01	All Visual Elements			03/09/2013
--Select Action--	1	T Throughout	External	All Walls	Sample Taken	Asbestos Detected	03/09/2013

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1. From the selected inspection on the grid click Remove from the Action option box



The image shows a software dialog box titled "Enter Survey Reference". It contains three input fields: "Survey Ref." (a text box), "Survey Type" (a dropdown menu with "Bulk Sample" selected), and "Surveyor" (a dropdown menu). At the bottom right, there are two buttons: "Close" and "Save".

Survey Ref.	<input type="text"/>
Survey Type	Bulk Sample ▼
Surveyor	▼

Close Save

Enter the Survey Ref Survey Date and Surveyor on the pop-up screen. This is required only for the first inspection. For the subsequent ones removal information will be automatically updated with the same entry.

Delete Removal

An Inspection from the Remove inspection list can be deleted.

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Save Save & Close Cancel Delete

The status of the current job is: [New](#)

Job Information Main Photo Main Drawing Remove Inspection List

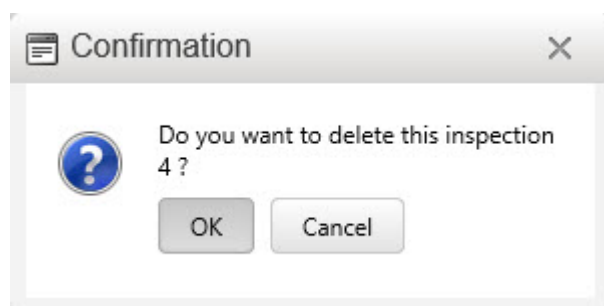
New Export To Excel

ACTION	INSPECTION NUMBER (*)	FLOOR/LEVEL	ROOM/AREA	ELEMENT	INSPECTION METHOD	INSPECTION RESULT	INSPECTION DATE
Remove	4	G Ground	R04	All Visual Elements			03/09/2013
--Select Action--	3	G Ground	R03	All Visual Elements			03/09/2013
Open	2	T Throughout	External	Soffit(s)	Visual Inspection	Presumed to be Asbestos	03/09/2013
Remove	2	G Ground	R02	All Visual Elements			03/09/2013
Delete	1	G Ground	R01	All Visual Elements			03/09/2013
--Select Action--	1	T Throughout	External	All Walls	Sample Taken	Asbestos Detected	03/09/2013

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1. From the selected inspection on the grid click Delete from the Action option box

A message box appears for Confirmation



Add a new Removal

JMSMy CalendarMy JobDashboardSetupHow To...Log Off

Logged in as Default User

SaveSave & CloseCancelDelete

The status of the current job is: New
Property: [Home](#), [Commercial](#), [Public](#), [Business](#), [Leisure](#), [Health/Wellness](#)

Job InformationMain PhotoMain DrawingRemove Inspection List

NewExport To Excel

1

2

ACTION	INSPECTION NUMBER (*)	FLOOR/LEVEL	ROOM/AREA	ELEMENT	INSPECTION METHOD	INSPECTION RESULT	INSPECTION DATE
No records to display.							

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Then [Wizard](#)

Last update: June 24, 2014 12:23:06

Page 57 of 221

Air Monitoring

A job with the Job Type 'Air Test' allows attaching up to three documents

The screenshot shows the JMS interface with a navigation bar at the top containing 'JMS', 'My Calendar', 'My Job', 'Dashboard', 'Setup', 'How To...', and 'Log Off'. The user is logged in as 'Default User'. Below the navigation bar is a toolbar with icons for 'New', 'Bulk Upload', 'Get Latest Info', 'Export to Excel', 'Map', and 'Job Filter'. The main area displays a table with columns: ACTION, PROPERTY SEQUENCE NO, STATUS, JOB REF NO, JOB TYPE, CONTRACTOR, and ADDRESS. A single job is listed with PROPERTY SEQUENCE NO 10068, STATUS New, JOB REF NO 2014-06-17-1-10068, JOB TYPE Air Test, CONTRACTOR NA, and ADDRESS 0, 1-7 Bldg. The 'ACTION' column has a dropdown menu open, showing options: --Select Action--, Assign, Delete, Cancel, and Open. Red circles 1, 2, and 3 highlight the 'My Job' menu item, the 'Air Test' job type, and the 'Open' action respectively. At the bottom, there is a pagination bar showing 'Page size: 10' and '1 items in 1 pages'. A status message at the bottom reads: 'The last time the JMS was Synchronised with AMS : 16/06/2014 15:50'.

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1. Click on My Job
2. The selected Job should have Job Type 'Air test'
3. Select Open from the Action option box.

The Air Test screen appears

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Save Save & Close Cancel Delete

The status of the current job is: [New](#)

Job Information Main Photo Main Drawing **Air Test List**

Upload Air Test Document

Select **1**

Save **2**

NAME	DOWNLOAD	DELETE
No records to display.		

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1. Select the file
2. Upload the file

Bulk Sample

Data entry for Bulk Sample job can be done after the job is accepted and resources are assigned. The Bulk Sample data entry can be done following the steps below:

Drag a column header and drop it here to group by that column

[New](#)
[Bulk Upload](#)
[Get Latest Info](#)
[Export to Excel](#)
[Map](#)
[Job Filter](#)
[My Job](#)

ACTION	PROPERTY SEQUENCE NO	STATUS	JOB REF NO	JOB TYPE	CONTRACTOR	ADDRESS
--Select Action-- --Select Action-- Assign Delete Cancel Open	10068	New	2014-06-17-1-10068	Bulk Sample	NA	0, 1-7 Bld

Page size: 10
1 items in 1 pages

The last time the JMS was Synchronised with AMS : 16/06/2014 15:50

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1. Click my Job
2. On the grid the Job Type must be 'Bulk Sample'
3. From the selected job on the grid click Open from the Action option box

The Bulk Sample data entry screen opens:

JMS

My CalendarMy JobDashboardSetupHow To...Log Off

Logged in as Default User

SaveSave & CloseCancelDelete

The status of the current job is: New

Property: [Home](#) [Inspection](#) [Tools](#) [Maintenance](#) [Reports](#) [Tools](#) [Tools](#) [Tools](#)

Job InformationMain PhotoMain DrawingBulk Sample List

New

Export To Excel

ACTIONINSPECTION NUMBER (*)FLOOR/LEVELROOM/AREAELEMENTINSPECTION METHODINSPECTION RESULTINSPECTION DATE

No records to display.

© PSI2000 Ltd 2013

Last update: June 24, 2014 12:23:06

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Add new Bulk sample



JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Save Save & Close Cancel Delete

The status of the current job is: [New](#)

1

Job Information Main Photo Main Drawing **Bulk Sample List**

 New  Export To Excel

ACTION	INSPECTION NUMBER (*)	FLOOR/LEVEL	ROOM/AREA	ELEMENT	INSPECTION METHOD	INSPECTION RESULT	INSPECTION DATE
No records to display.							

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1. Click New

Then [Wizard](#)

Encapsulation

Data entry for Encapsulation job can be done after the job is accepted and resources are assigned. The Encapsulation data entry process are as below:

Drag a column header and drop it here to group by that column

New Bulk Upload Get Latest Info Export to Excel Map Job Filter My Job

ACTION	PROPERTY SEQUENCE NO	STATUS	JOB REF NO	JOB TYPE	CONTRACTOR	ADDRESS
--Select Action-- --Select Action-- Assign Delete Cancel Open	10067	New	2014-06-23-2-10067	Encapsulation	NA	0, 1-17 B

Page size: 10 1 items in 1 pages

The last time the JMS was Synchronised with AMS : 18/06/2014 11:22

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1. Click my Job
2. On the grid the Job Type must be 'Encapsulation'
3. From the selected job on the grid click Open from the Action option box

The Encapsulation list screen appears which will display the list of inspection records that need to be Encapsulated.

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Save Save & Close Cancel Delete

The status of the current job is: **New**
Property: [Home](#) / [Equipment](#) / [Accessories](#) / [Inspection](#) / [Floor](#) / [Panel](#) / [Tile\(s\)](#)

Job Information Main Photo Main Drawing **Encapsulation List**

+ New Export To Excel

ACTION	INSPECTION NUMBER (*)	FLOOR/LEVEL	ROOM/AREA	ELEMENT	INSPECTION METHOD	INSPECTION RESULT	INS
--Select Action-- --Select Action-- Open No Change Delete	10	F02 Second Floor	R01	Panel	Visually Similar To	Presumed to be Asbestos	07.
	9	F02 Second Floor	R01	Floor Tile(s)	Visually Similar To	Presumed to be Asbestos	07.
	6	F01 First Floor	R01	Panel	Sample Taken	Asbestos Detected	07.
	5	F01 First Floor	R01	Floor Tile(s)	Sample Taken	Asbestos Detected	07.
--Select Action-- ▼	3	F01 First Floor	R02	All Visual Elements			07.
--Select Action-- ▼	2	G Ground	R02	All Visual Elements			07.
--Select Action-- ▼	1	F04 Fourth Floor	R01	All Visual Elements			07.
--Select Action-- ▼	NA	F04 Fourth Floor	R01	All Visual Elements	NA	NA	NA

< |< 1 |> > Page size: 10 10 items in 1 pages

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1. The Encapsulation List tab selected
2. From the selected inspection on the grid click Open from the Action option box

Delete encapsulation

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Save Save & Close Cancel Delete

The status of the current job is: **In Progress**

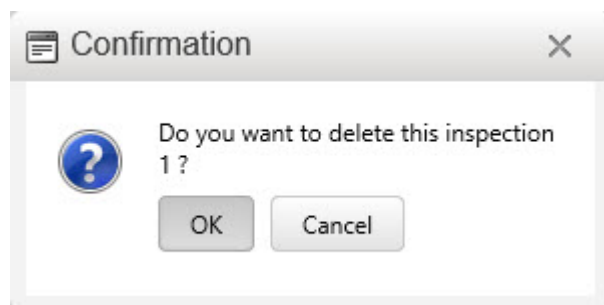
Job Information Main Photo Main Drawing **Encapsulation List**

New Export To Excel

ACTION	INSPECTION NUMBER (*)	FLOOR/LEVEL	ROOM/AREA	ELEMENT	INSPECTION METHOD	INSPECTION RESULT	INSPECTION DATE
--Select Action-- --Select Action-- Open No Change Delete	1	B Basement	LS06 Lift Shaft 06	All Ceilings	Sample Taken	Asbestos Detected	29/04/2014

Page size: 10 1 items in 1 pages

© PSI2000 Ltd 2013



HOW TO ENTER LAB RESULT

If a job has job status 'Pending Sample Result' lab result can be added. A user with Lab analyst status should be able to add the lab result.

The screenshot shows the JMS (Job Management System) interface. At the top is a navigation bar with links: JMS, My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. The user is logged in as 'Default User'. Below the navigation bar is a section with a header 'Drag a column header and drop it here to group by that column'. This section contains a toolbar with icons for New, Bulk Upload, Get Latest Info, Export to Excel, Map, and Job Filter. The 'Job Filter' dropdown is set to 'My Job'. Below the toolbar is a table with columns: ACTION, PROPERTY SEQUENCE NO, STATUS, JOB REF NO, JOB TYPE, CONTRACTOR, and ADDRESS. The table contains one row with the following data: ACTION: --Select Action-- (dropdown menu open), PROPERTY SEQUENCE NO: 10068, STATUS: Pending Sample Result, JOB REF NO: 2014-06-18-1-10068, JOB TYPE: Asbestos Survey, CONTRACTOR: NA, ADDRESS: 0, 1-7 Bl... The dropdown menu for the ACTION column is open, showing options: --Select Action--, Lab Result, Completed, Delete, Cancel, View Ticket, and Assign. Red circles with numbers 1, 2, and 3 are overlaid on the image. Circle 1 points to the 'My Job' tab in the navigation bar. Circle 2 points to the 'Pending Sample Result' status in the table. Circle 3 points to the 'Lab Result' option in the dropdown menu.

Drag a column header and drop it here to group by that column

New Bulk Upload Get Latest Info Export to Excel Map Job Filter My Job

ACTION	PROPERTY SEQUENCE NO	STATUS	JOB REF NO	JOB TYPE	CONTRACTOR	ADDRESS
--Select Action-- --Select Action-- Lab Result Completed Delete Cancel View Ticket Assign	10068	Pending Sample Result	2014-06-18-1-10068	Asbestos Survey	NA	0, 1-7 Bl...

Page size: 10 1 items in 1 pages

The last time the JMS was Synchronised with AMS : 18/06/2014 11:22

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1. Click on My Job
2. The status of the job must be 'Pending Sample Result'
3. Click on Lab Result

The lab result screen appears.

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Close

1

No Photo Available

5

Save

Cancel

2

Sample Ref

Sample No

98765

Analysis Date

18/06/2014

Analysed By

3

Select

4

Upload

6

INSPECTION NUMBER (*)	FLOOR/LEVEL	ROOM/AREA	ELEMENT	INSPECTION METHOD	INSPECTION RESULT	INSPECTION DATE
1	B Basement	LS02 Lift Shaft 02	All Ceilings	Sample Taken	Asbestos Detected	29/04/2014

Bulk Certificate

Analysis (1st)

Analysis (2nd)

Analysis (3rd)

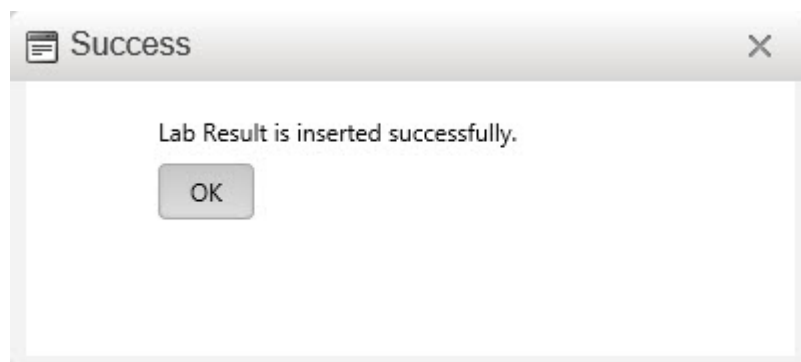
Certificate(s):

CERTIFICATE NO.	TYPE	NAME	DOWNLOAD	DELETE
No records to display.				

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1. Click on the arrow to expand the screen
2. Enter Sample Ref
3. Select a Sample Certificate
4. Upload the Certificate
5. Save the entry
6. Close the lab result screen

Clicking on the save button will display the confirmation message



HOW TO COMPLETE A JOB

Once data entry is completed the job needs to be marked as Completed

The screenshot shows the JMS web application interface. At the top is a navigation bar with links: JMS, My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. On the right, it says 'Logged in as Default User'. Below the navigation bar is a main content area. At the top of this area is a toolbar with icons for New, Bulk Upload, Get Latest Info, Export to Excel, Map, and Job Filter. A dropdown menu for 'My Job' is open, showing a list of jobs. The first job is selected, and its details are shown in a table below. The table has columns: ACTION, PROPERTY SEQUENCE NO, STATUS, JOB REF NO, JOB TYPE, CONTRACTOR, and ADDRESS. The first row shows a job with PROPERTY SEQUENCE NO 10068, STATUS 'In Progress', JOB REF NO 2014-06-17-1-10068, JOB TYPE 'Asbestos Survey', CONTRACTOR 'NA', and ADDRESS '0, 1-7 Bld'. A dropdown menu for the 'ACTION' column is open, showing options: --Select Action--, Completed, Open, Delete, Cancel, View Ticket, and Assign. Red circles with numbers 1, 2, and 3 indicate the steps: 1. Click on 'My Job' in the navigation bar. 2. Click on the 'In Progress' status in the table. 3. Click on 'Completed' in the 'ACTION' dropdown menu. At the bottom of the page, it says 'The last time the JMS was Synchronised with AMS : 16/06/2014 15:50'.

Drag a column header and drop it here to group by that column

New Bulk Upload Get Latest Info Export to Excel Map Job Filter My Job

ACTION	PROPERTY SEQUENCE NO	STATUS	JOB REF NO	JOB TYPE	CONTRACTOR	ADDRESS
--Select Action-- --Select Action-- Completed Open Delete Cancel View Ticket Assign	10068	In Progress	2014-06-17-1-10068	Asbestos Survey	NA	0, 1-7 Bld

Page size: 10 1 items in 1 pages

The last time the JMS was Synchronised with AMS : 16/06/2014 15:50

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1. Click on My Job
2. The current job status is shown
3. From the selected job Action option box click Completed

The page refreshes and the status of the job is changed

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Drag a column header and drop it here to group by that column

New

Bulk Upload

Get Latest Info

Export to Excel

Map

Job Filter

My Job

ACTION	PROPERTY SEQUENCE NO	STATUS	JOB REF NO	JOB TYPE	CONTRACTOR	ADDRESS
--Select Action--	10068	Completed	2014-06-17-1-10068	Asbestos Survey	NA	0, 1-7 Blo

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Page size: 10

1 items in 1 pages

The last time the JMS was Synchronised with AMS : 16/06/2014 15:50

© PSI2000 Ltd 2013

1. The status changed form 'In Progress' to 'Completed'

HOW TO SUBMIT A JOB

Once data entry is done and job is marked as 'Completed' it can be submitted for report process

The screenshot shows the JMS interface with a navigation bar at the top containing 'JMS', 'My Calendar', 'My Job', 'Dashboard', 'Setup', 'How To...', and 'Log Off'. The user is logged in as 'Default User'. Below the navigation bar is a table with columns: ACTION, PROPERTY SEQUENCE NO, STATUS, JOB REF NO, JOB TYPE, CONTRACTOR, and ADDRESS. A single job entry is shown with the following details:

ACTION	PROPERTY SEQUENCE NO	STATUS	JOB REF NO	JOB TYPE	CONTRACTOR	ADDRESS
<div><div>--Select Action--</div><div><div>Submit</div><div>Open</div><div>Delete</div><div>Cancel</div><div>View Ticket</div></div></div>	10068	Completed	2014-06-17-1-10068	Asbestos Survey	NA	0, 1-7 Bld

At the bottom of the interface, there is a pagination bar showing 'Page size: 10' and '1 items in 1 pages'. A status message at the bottom reads: 'The last time the JMS was Synchronised with AMS : 16/06/2014 15:50'.

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1. Click on My Job
2. The current job status is shown
3. From the selected job Action option box click Submit

The page refreshes and the status of the job is changed

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Drag a column header and drop it here to group by that column

New

Bulk Upload

Get Latest Info

Export to Excel

Map

Job Filter

My Job

ACTION	PROPERTY SEQUENCE NO	STATUS	JOB REF NO	JOB TYPE	CONTRACTOR	ADDRESS
--Select Action--	10068	Submitted	2014-06-17-1-10068	Asbestos Survey	NA	0, 1-7 Blo

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Page size: 10

1 items in 1 pages

The last time the JMS was Synchronised with AMS : 16/06/2014 15:50

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1. The status changed form 'Completed' to 'Submitted'

HOW TO MONITOR A JOB

A job can be monitored in different stages by opening the job ticket. The job ticket is updated as it passes every stage.

The screenshot shows the JMS interface with a top navigation bar containing links: JMS, My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. The user is logged in as 'Default User'. Below the navigation bar is a section with a header 'Drag a column header and drop it here to group by that column'. Below this is a toolbar with icons for New, Bulk Upload, Get Latest Info, Export to Excel, Map, and Job Filter. The 'Job Filter' dropdown is set to 'My Job'. Below the toolbar is a table with columns: ACTION, PROPERTY SEQUENCE NO, STATUS, JOB REF NO, JOB TYPE, CONTRACTOR, and ADDRESS. The first row of the table has the following values: --Select Action--, 10068, Canceled, 2014-06-16-3-10068, Asbestos Survey, NA, and 0, 1-7 Bldg. The 'ACTION' column has a dropdown menu open, showing options: --Select Action--, Delete, Open, and View Ticket. A red circle '1' points to the 'My Job' tab in the navigation bar, and a red circle '2' points to the 'View Ticket' option in the dropdown menu. At the bottom of the table, there is a pagination bar with a page size of 10 and a status '1 items in 1 pages'. Below the pagination bar, there is a note: 'The last time the JMS was Synchronised with AMS : 11/06/2014 16:13'.

ACTION	PROPERTY SEQUENCE NO	STATUS	JOB REF NO	JOB TYPE	CONTRACTOR	ADDRESS
--Select Action-- --Select Action-- Delete Open View Ticket	10068	Canceled	2014-06-16-3-10068	Asbestos Survey	NA	0, 1-7 Bldg

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1. Click on My Job
2. From the selected job Action option box click View Ticket

The Job ticket appears

JMS

[My Calendar](#)[My Job](#)[Dashboard](#)[Setup](#)[How To...](#)[Log Off](#)Logged in as [Default User](#)[Print](#)[Close](#)**Job Ticket:2014-06-20-2-20140620-Default User-B-20146201123256**

Zip file name	D:\Property Data\Default User-B-20146201123256
Company Name	Leeds City Council
Update by	Default User
Update Time	Jun 20 2014 11:34:53:390AM
Number of Jobs	1

Job Number	Property Sequence No	Num of Inpsection	Num of No Access	Num of Sample	Num of Photos	Num of Drawings
2014-06-20-2-10071	10071	0	1	0	0	0

Job History

Job Status	Job Status Time
Completed	20/06/2014 12:18:23
Accept	20/06/2014 11:23:56
Request	20/06/2014 11:23:22

HOW TO CANCEL A JOB

When a job still at 'Request' status it can be cancelled by the coordinator:

The screenshot shows the JMS interface with a top navigation bar containing links: JMS, My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. The user is logged in as 'Default User'. Below the navigation bar is a toolbar with icons for New, Bulk Upload, Get Latest Info, Export to Excel, Map, and Job Filter. The main area displays a table of jobs. The first job has the following details:

ACTION	PROPERTY SEQUENCE NO	STATUS	JOB REF NO	JOB TYPE	CONTRACTOR	ADDRESS
--Select Action-- Accept Open Delete Cancel	10068	Request	2014-06-16-3-10068	Asbestos Survey	NA	0, 1-7 Bldg

At the bottom of the interface, there is a pagination bar showing 'Page size: 10' and '1 items in 1 pages'. A status message at the bottom reads: 'The last time the JMS was Synchronised with AMS : 11/06/2014 16:13'.

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1. Click on My Job
2. From the selected job Action option box click Cancel

The page refreshes and the status of the job is changed

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Drag a column header and drop it here to group by that column

New

Bulk Upload

Get Latest Info

Export to Excel

Map

Job Filter

My Job

ACTION	PROPERTY SEQUENCE NO	STATUS	JOB REF NO	JOB TYPE	CONTRACTOR	ADDRESS
--Select Action--	10068	Canceled	2014-06-17-1-10068	Asbestos Survey	NA	0, 1-7 Blo

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Page size: 10

1 items in 1 pages

The last time the JMS was Synchronised with AMS : 16/06/2014 15:50

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Status changed from 'Request' to 'cancelled'

HOW TO DELETE A JOB

A Job can be deleted from the system by the coordinator before job reports gets approved. Any other user needs to inform coordinator if the Job needs to be deleted.

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as Default User

Drag a column header and drop it here to group by that column

New Bulk Upload Get Latest Info Export to Excel Map Job Filter My Job

ACTION	PROPERTY SEQUENCE NO	STATUS	JOB REF NO	JOB TYPE	CONTRACTOR	ADDRESS
--Select Action-- --Select Action-- Assign Delete Cancel Open	10068	New	2014-06-16-3-10068	Asbestos Survey	NA	0, 1-7 Bld

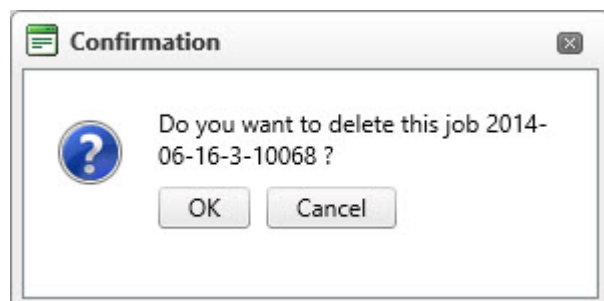
Page size: 10 1 items in 1 pages

The last time the JMS was Synchronised with AMS : 11/06/2014 16:13

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1. Click on My Job
2. From the selected job Action option box click Delete

Confirmation message will be displayed



HOW TO VIEW HISTORICAL DATA

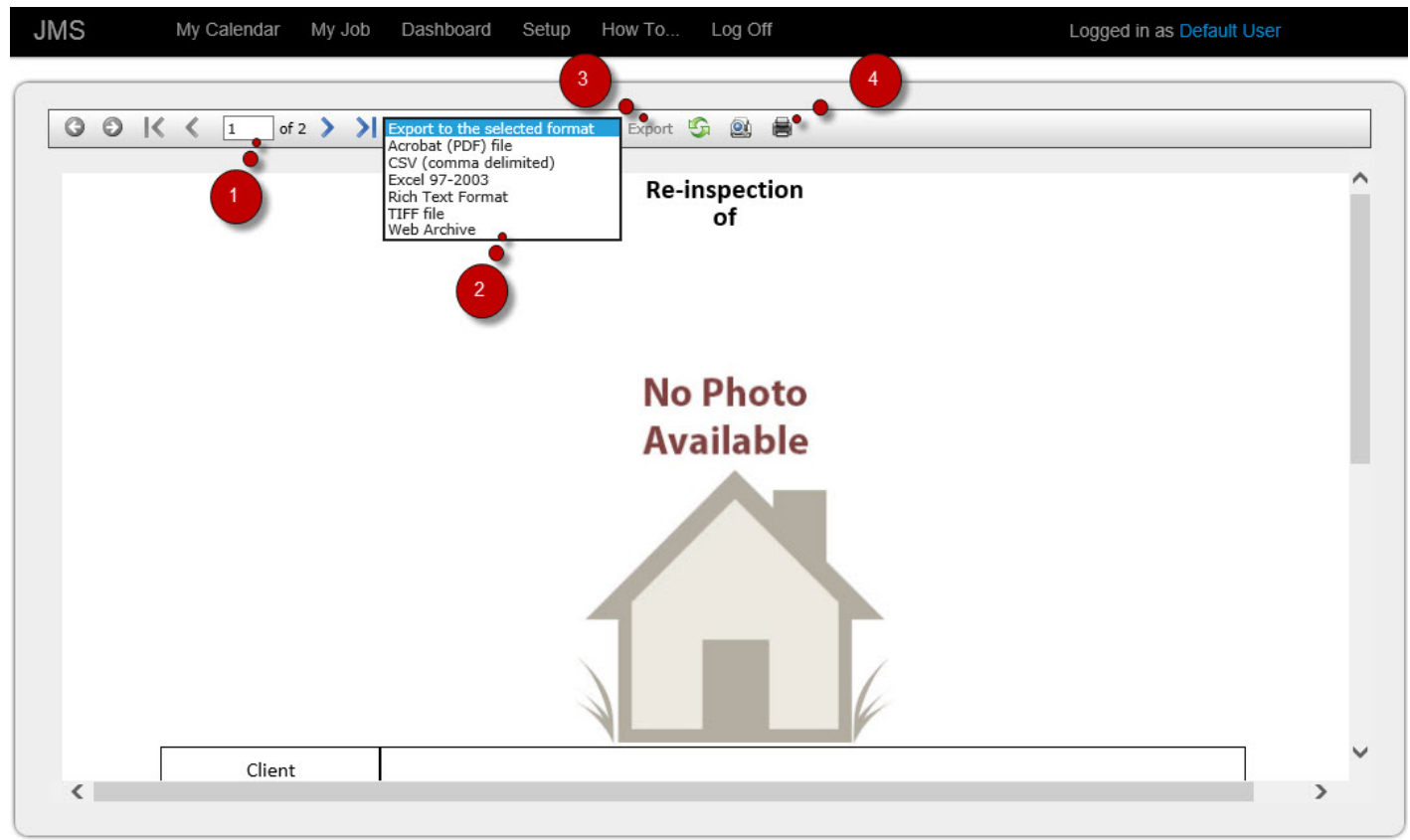
When Re-inspection is carried out it is possible to view the previous inspection data and print a report. The report is designed in a way so that it can be used as a paper form for data collection.

The screenshot shows the JMS (Job Management System) interface. At the top is a navigation bar with links: JMS, My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. The user is logged in as 'Default User'. Below the navigation bar is a toolbar with icons for New, Bulk Upload, Get Latest Info, Export to Excel, Map, and Job Filter. The 'My Job' filter is selected. Below the toolbar is a table with columns: ACTION, PROPERTY SEQUENCE NO, STATUS, JOB REF NO, JOB TYPE, CONTRACTOR, and ADDRESS. The table contains one row with the following data: ACTION: --Select Action-- (expanded to show options: --Select Action--, Accept, Open, Delete, Cancel, Historical Data), PROPERTY SEQUENCE NO: 10068, STATUS: Request, JOB REF NO: 2014-06-16-3-10068, JOB TYPE: Asbestos Re Inspection, CONTRACTOR: NA, ADDRESS: 0, 1-7 Blk. Red circles with numbers 1-4 indicate the steps to view historical data: 1. Click on My Job, 2. The Job type must be 'Asbestos Re-inspection', 3. Click on the arrow to expand the Option box, 4. Click on Historical Data. At the bottom of the table, there is a pagination bar showing 'Page size: 10' and '1 items in 1 pages'. A status message at the bottom reads: 'The last time the JMS was Synchronised with AMS : 16/06/2014 15:50'.

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1. Click on My Job
2. The Job type must be 'Asbestos Re-inspection'
3. Click on the arrow to expand the Option box
4. Click on Historical Data

The Historical data report opens.
(Screen requires adding numbers)



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1. The report can be browse through the pages
2. It can be exported to different file format
3. Can be printed directly.

HOW TO VIEW JOB INFO

Once a job is created the job info can be viewed or amended any later stages of the Job.

Drag a column header and drop it here to group by that column

New Bulk Upload Get Latest Info Export to Excel Map Job Filter My Job

ACTION	PROPERTY SEQUENCE NO	STATUS	JOB REF NO	JOB TYPE	CONTRACTOR	ADDRESS
--Select Action-- Assign Delete Cancel Open	10068	New				

Page size: 10 1 items in 1 pages

The last time the JMS was Synchronised with AMS : 11/06/2014 16:13

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1. Click on My Job
2. From the selected job on the grid click Open from the Action option box


The job opens where it has different tabs for data entry or for editing existing data

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as **Default User**

Save Save & Close Cancel Delete

The status of the current job is: Submitted

Job Information Main Photo Main Drawing Inspection List

 Update Job Info **1**

Basic Information

Property Sequence No	10068	User	Default User
Date of Creation	18/06/2014	Project	
Time of Creation	11:24 AM	Account	
Start Due Date	18/06/2014	Batch Reference	2014-06-18-1
Completion Due Date	18/06/2014	Batch Reference By User	Default User-B-2014618112468
Actual Start Date	18/06/2014	Job Reference	2014-06-18-1-10068
Start Time	11:24 AM	Type of Job	Asbestos Survey
Actual Completion Date			

Referral Details

Name		Phone		Referral Date	18/06/2014
Email		Workstream		Expenditure Code	

Works Required

Works Required Management Survey Throughout

Tenant And Property

Property Address	
Tenant Name	
Tenant Contact Number	
What works do you require? Please provide information, such as, location, area and m ² and any relevant follow on work etc	
Are there any caveats	

1. Click on Job Information tab

On the form job information can be viewed or amended as required.

HOW TO UPLOAD MAIN PHOTO

Once a job is created the Main Photo for the job can be added as a part of the survey data entry.

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as Default User

Drag a column header and drop it here to group by that column

New Bulk Upload Get Latest Info Export to Excel Map Job Filter My Job

ACTION	PROPERTY SEQUENCE NO	STATUS	JOB REF NO	JOB TYPE	CONTRACTOR	ADDRESS
--Select Action-- --Select Action-- Assign Delete Cancel Open	10068	New				

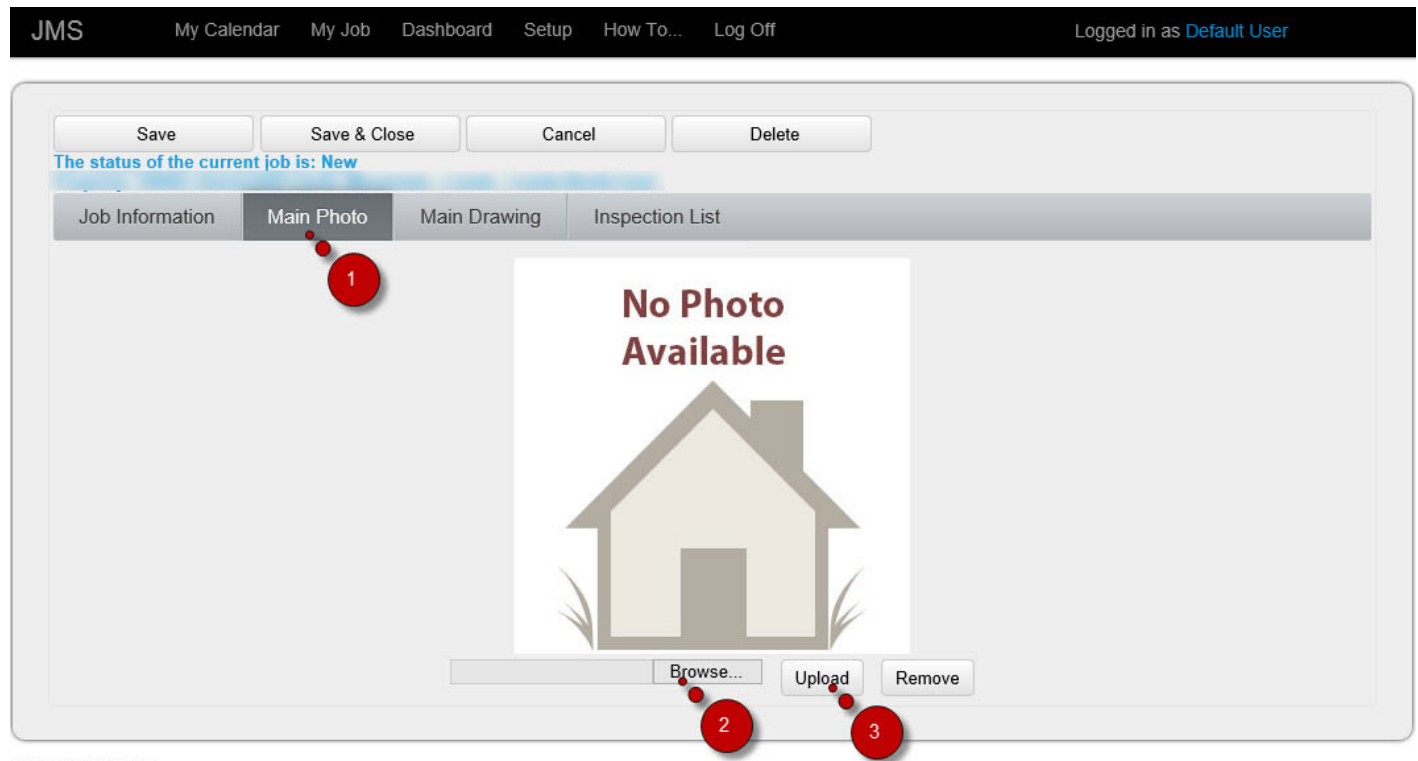
Page size: 10 1 items in 1 pages

The last time the JMS was Synchronised with AMS : 11/06/2014 16:13

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1. Click on My Job
2. From the selected job on the grid click Open from the Action option box

The Job opens with different tabs and one of them is for attaching a Main Photo for the survey



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1. Click on Main Photo
2. Browse for the photo file
3. Upload the Photo

The screen refreshes and Main Photo is displayed on the screen

HOW TO UPLOAD MAIN DRAWING

Once a job is created the Main Drawing for the job can be added as a part of the survey data entry.

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as Default User

Drag a column header and drop it here to group by that column

New Bulk Upload Get Latest Info Export to Excel Map Job Filter My Job

ACTION	PROPERTY SEQUENCE NO	STATUS	JOB REF NO	JOB TYPE	CONTRACTOR	ADDRESS
--Select Action-- --Select Action-- Assign Delete Cancel Open	10068	New				

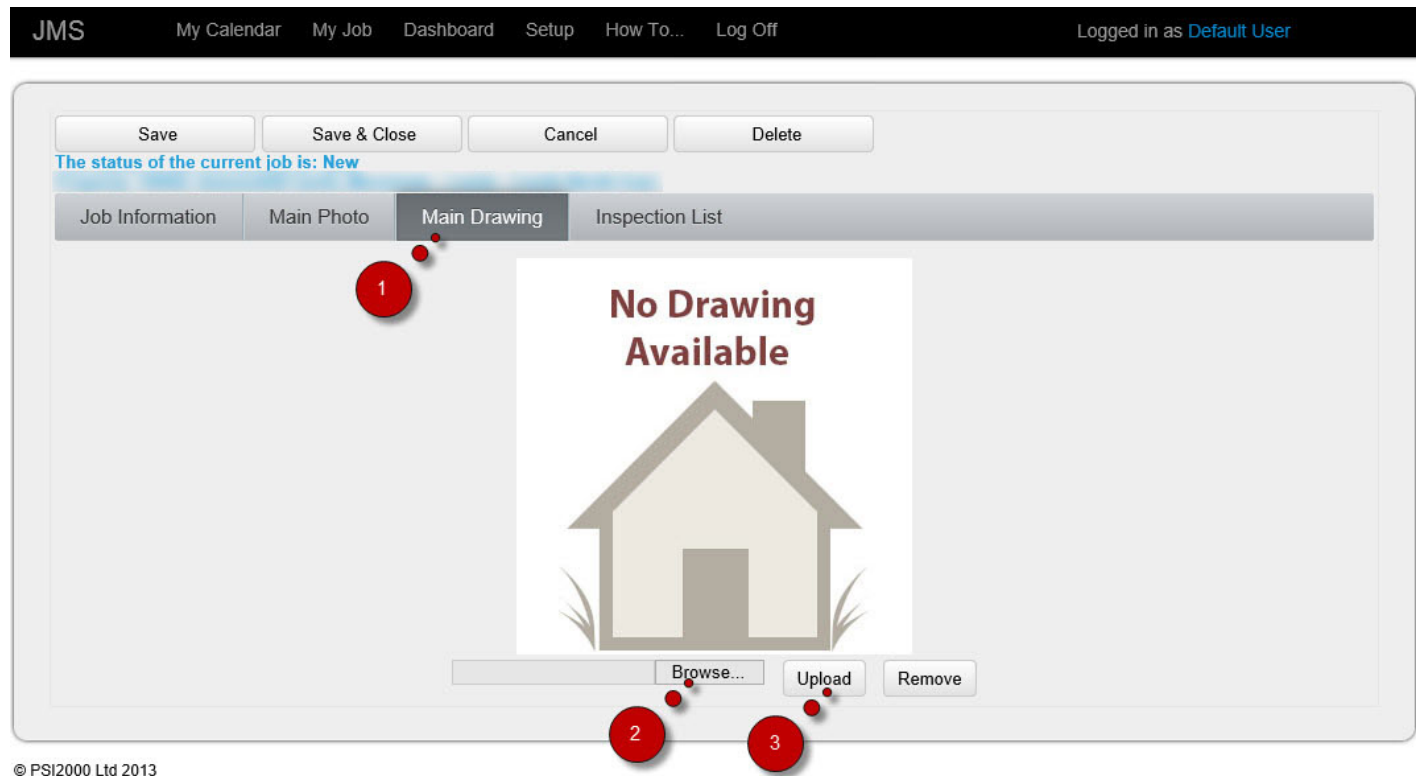
Page size: 10 1 items in 1 pages

The last time the JMS was Synchronised with AMS : 11/06/2014 16:13

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1. Click on My Job
2. From the selected job on the grid click Open from the Action option box

The Job opens with different tabs and one of them is for attaching a Main Drawing for the survey

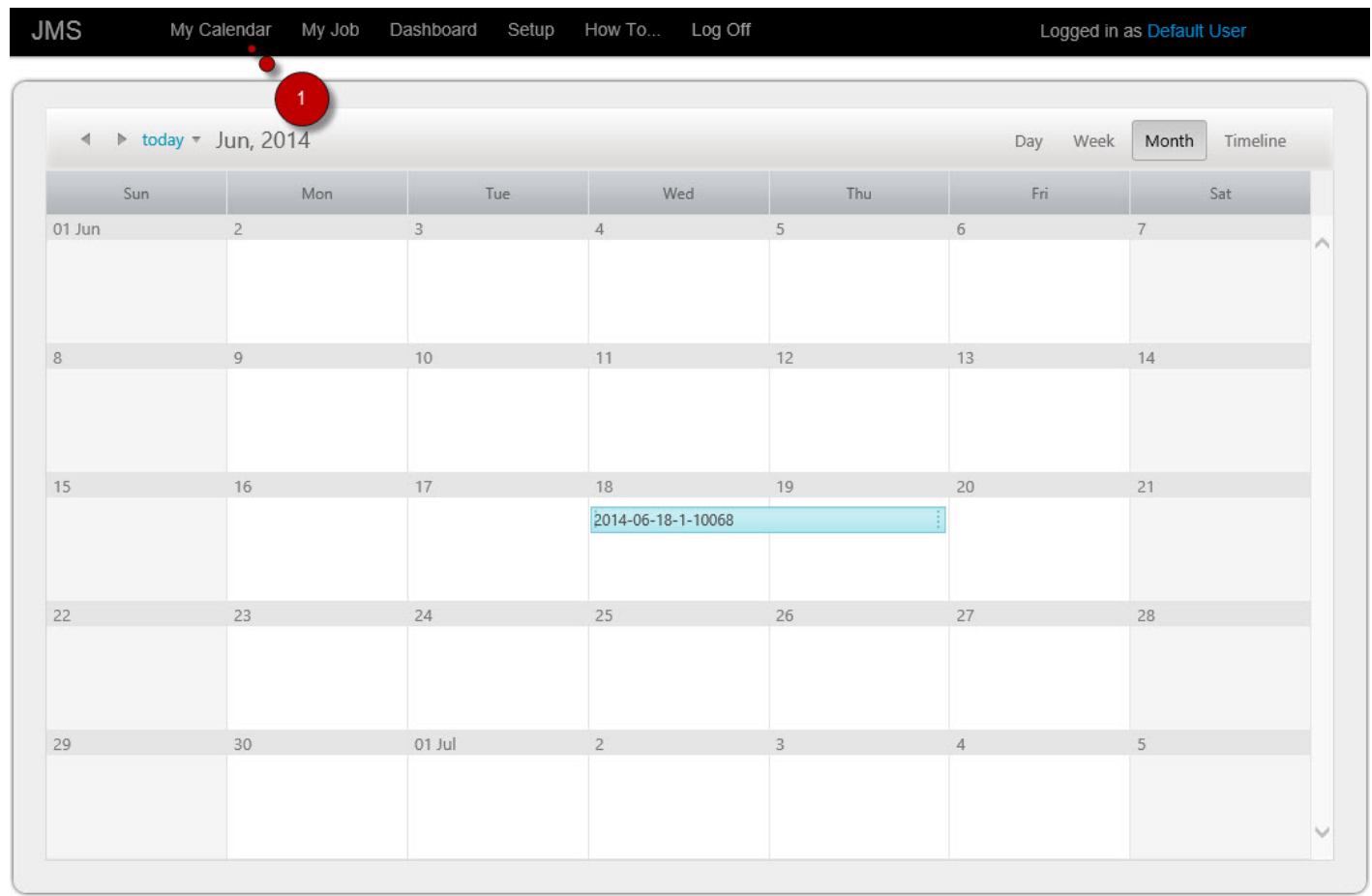


1. Click on Main Drawing
2. Browse for the drawing file
3. Upload the Drawing

The screen refreshes and Main Drawing is displayed on the screen

HOW TO USE EVENT SCHEDULER

My Calendar shows the job assigned to the user on the Day, Week or Month view.



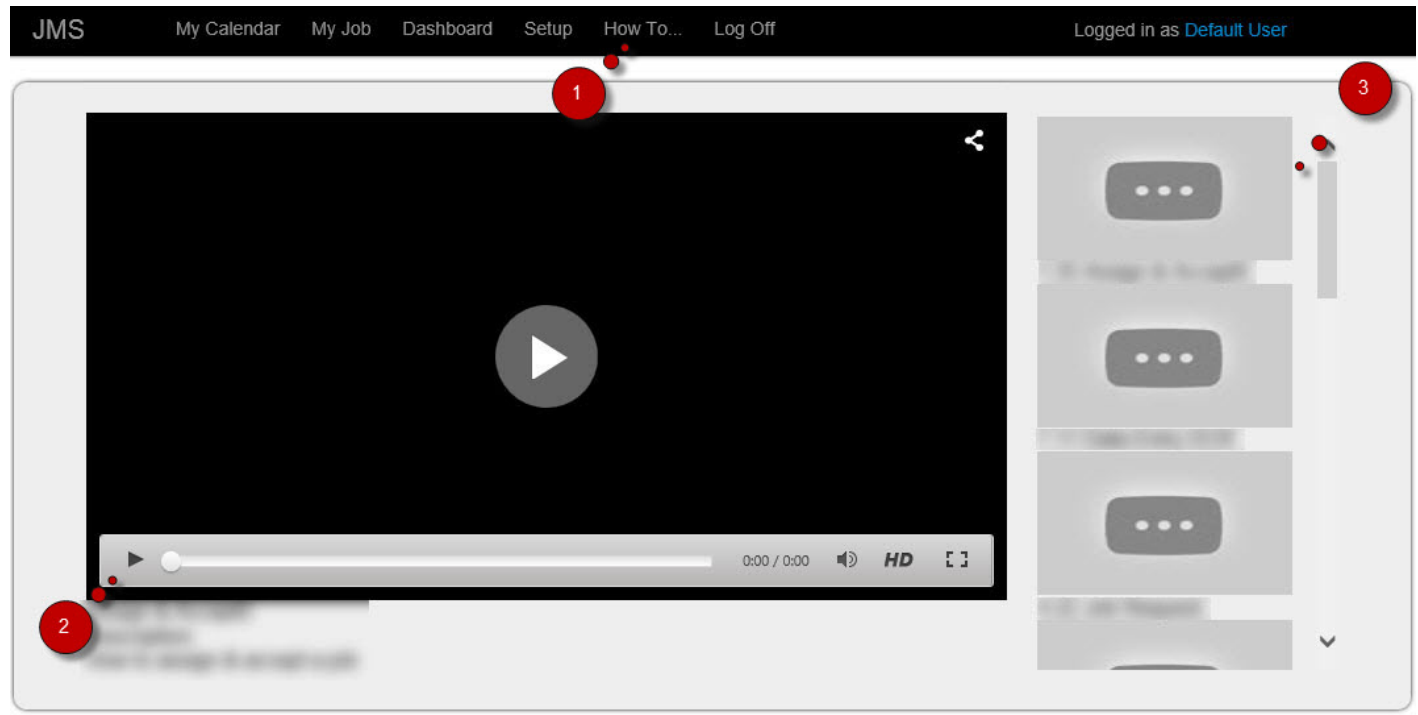
© PSI2000 Ltd 2013

1. Click My Calendar

The Calendar opens

HOW TO WATCH VIDEO

Videos can be watched from the How To option on the menu bar

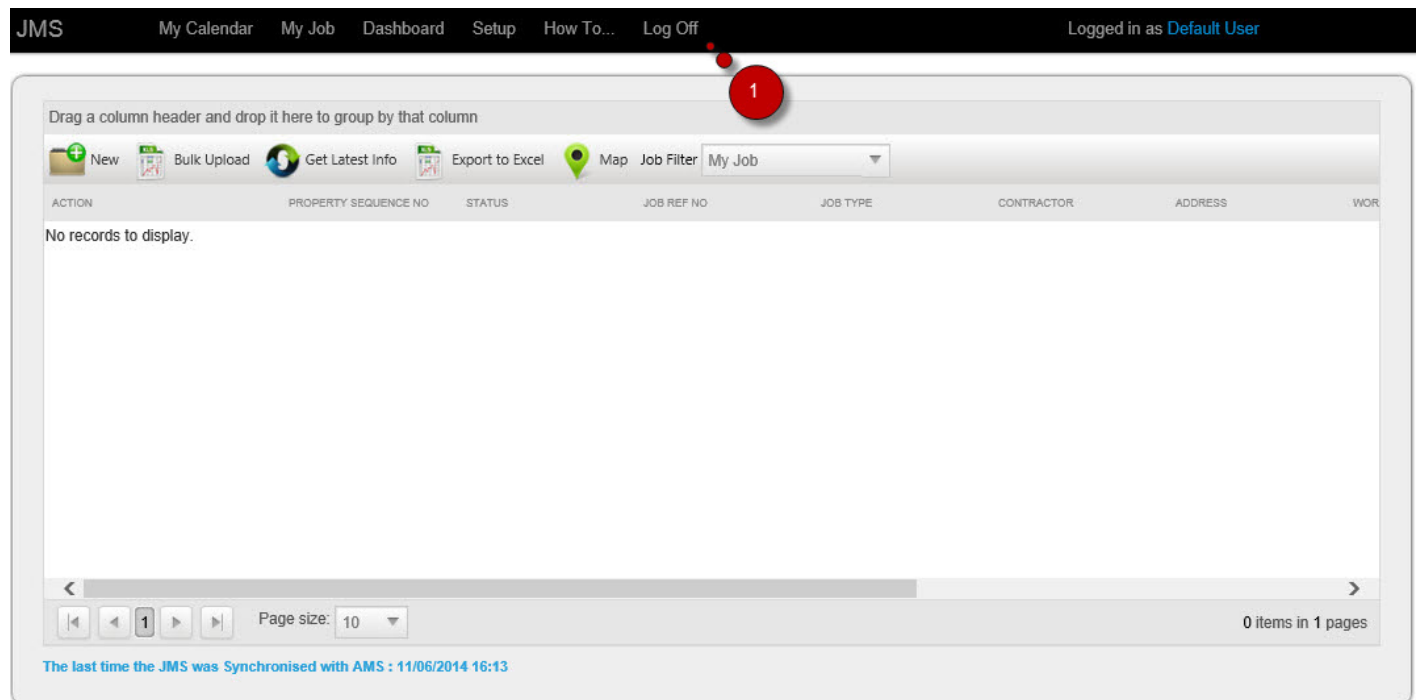


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1. Click How to on the Menu bar
2. Select a Video from the Left Panel
3. Click on the Play button.

HOW TO LOG OFF

User can log off the application any time. The Log off button is on the menu bar. It is better to use the Log off option every time a user wishes to exit the application. Closing the application any other way may lock the user for security. A user with admin right will be able to unlock the user.



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1. Click on Log Off

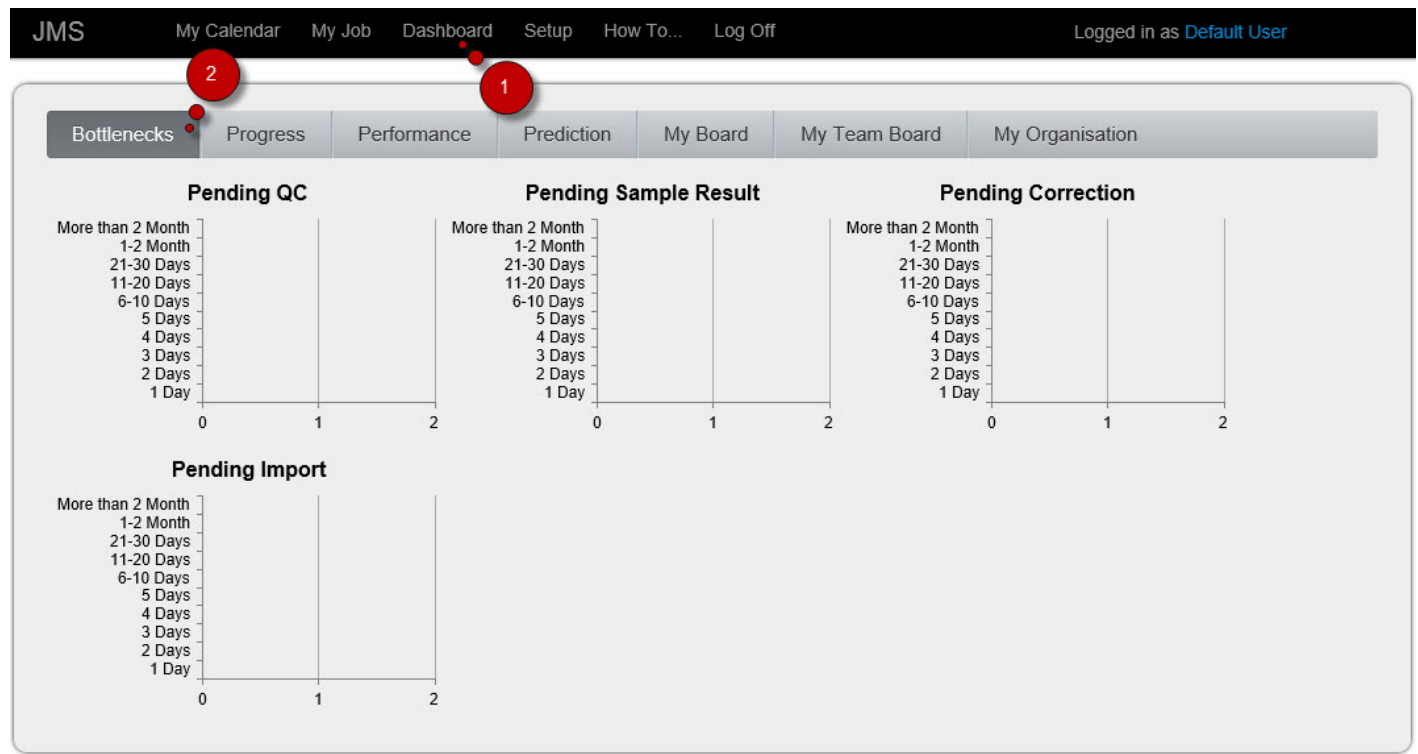
The user will be logged off and will return to the log-on screen.

MANAGEMENT

- [HOW TO MONITOR PROGRESS](#)
- [HOW TO MEASURE PERFORMANCE](#)
- [HOW TO PLAN FOR FUTURE](#)
- [MY BOARD](#)
- [MY TEAM](#)
- [MY ORGANISATION](#)

HOW TO MONITOR PROGRESS

As the project goes along the progress of the jobs can be monitored from the Dashboard. The Dashboard has several tabs and each tab displays different information that can be helpful to measure the progress of the project



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1. Click Dashboard on the menu bar
2. Click on Bottlenecks

The bottleneck screen shows the stats of the four crucial stages of the jobs. By looking at the numbers it can be identified which stage is causing the delay and generating backlogs.

(Need to change the screen)

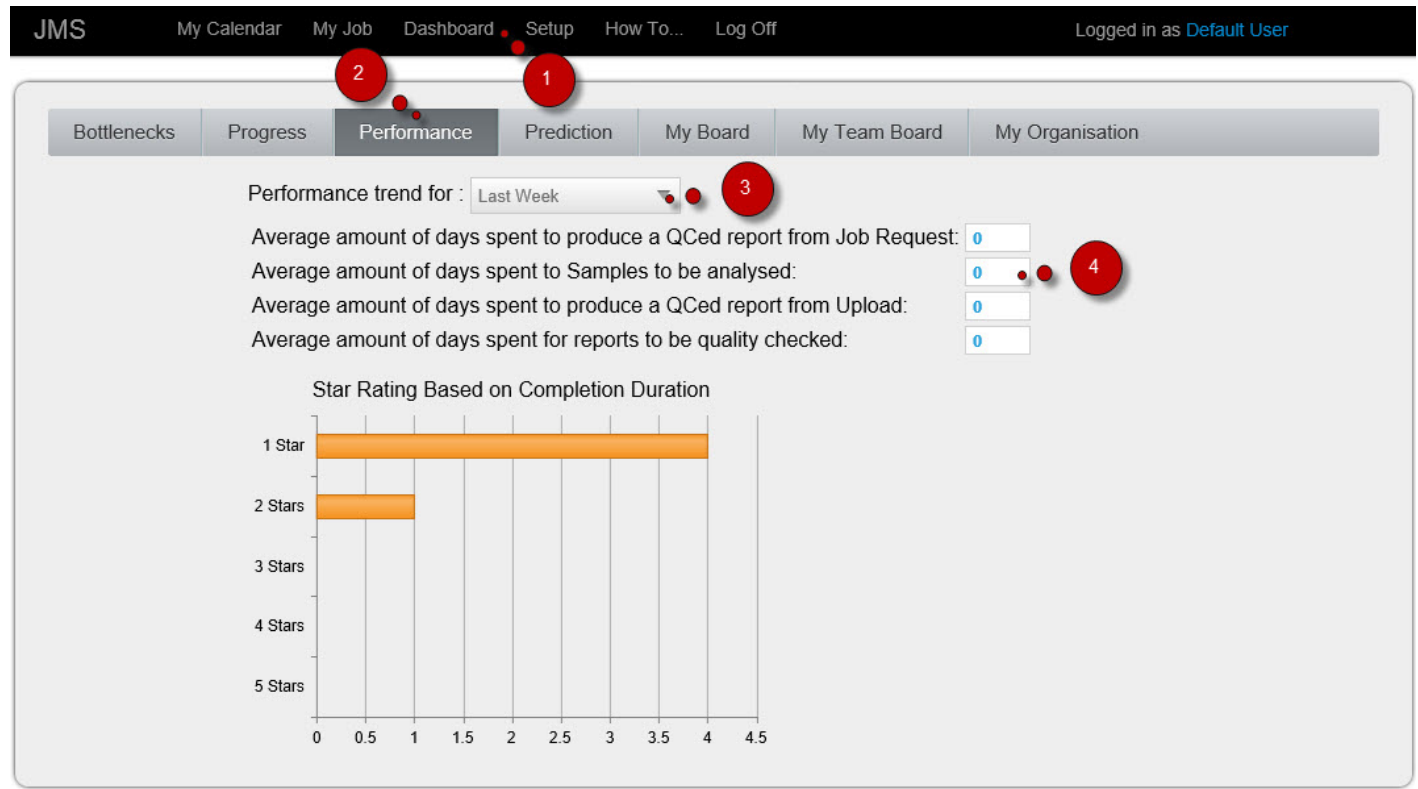


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The progress screen shows how many Jobs in which stage on a selected date

HOW TO MEASURE PERFORMANCE

The Dashboard also provides the facility to measure the performance of the jobs i.e. on average how long has a job taken to move from one stage to another.



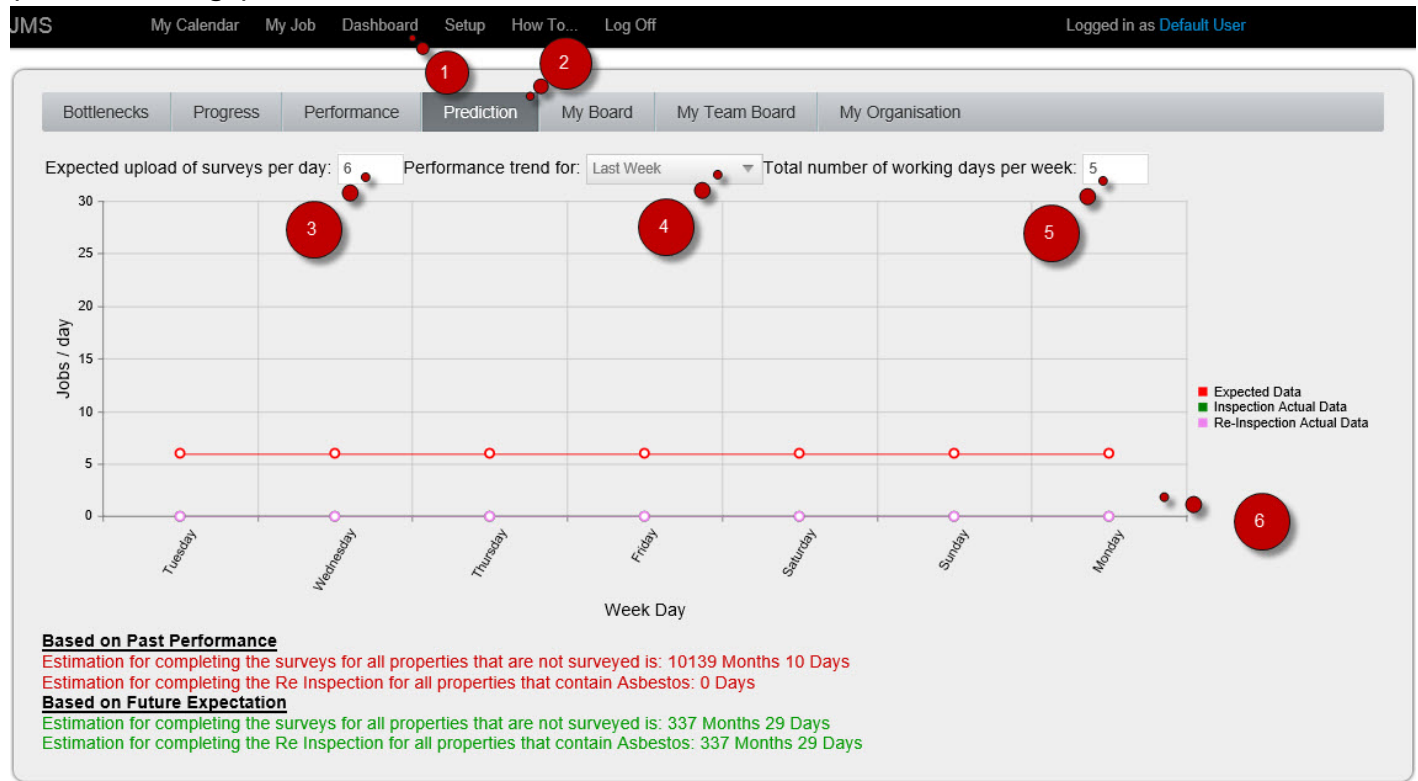
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1. Click Dashboard on the menu bar
2. Click on Performance
3. Select a period from the Option box
4. Shows the number of days

HOW TO PLAN FOR FUTURE

From the prediction screen rough estimation can be done for the completion of the project based on the past performance.

(Need to Change)



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1. Click Dashboard on the menu bar
2. Click on Prediction
3. Enter a number
4. Select from the option box a performance period
5. Enter the number
6. Graph shows the result

MY BOARD

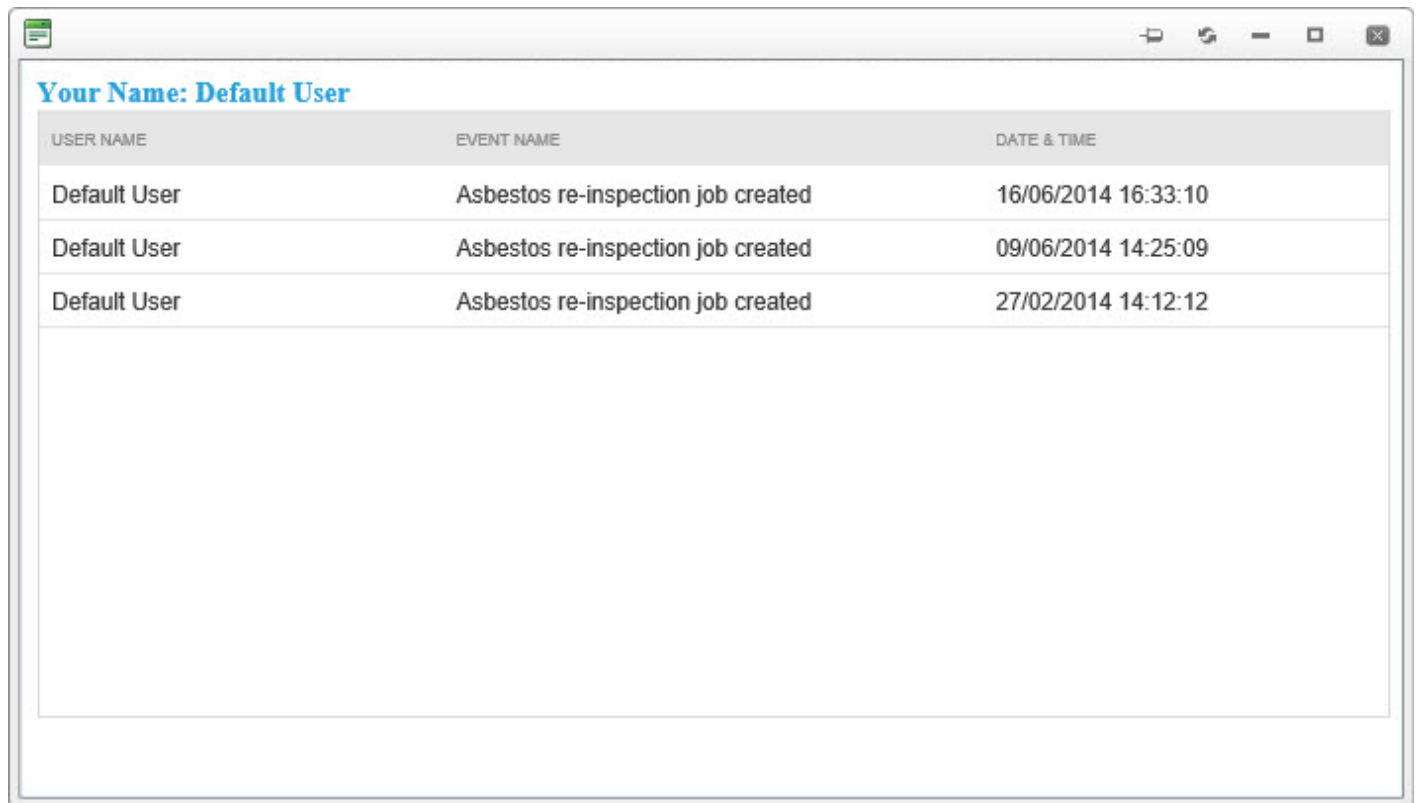
My Board shows the list of my activities and when those activities were performed

The screenshot shows the JMS (Job Management System) interface. At the top is a black navigation bar with the JMS logo and links: My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. On the right of this bar, it says 'Logged in as Default User'. Below the navigation bar is a grey sub-header with tabs: Bottlenecks, Progress, Performance, Prediction, My Board (selected), My Team Board, and My Organisation. The main content area is a table with two columns: 'EVENT NAME' and 'VIEW'. The table lists several activities, with the first one highlighted in yellow. Red callout boxes with numbers 1, 2, and 3 point to the 'Dashboard' link, the 'My Board' tab, and the 'VIEW' icon respectively.

EVENT NAME	VIEW
Asbestos re-inspection job created	
Asbestos removal job created	
Asbestos survey job created	
Assign a job	
Assigned job for me	
Logged in the system	
Logged out from the system	
QC Passed/Report Approved	

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1. Click Dashboard on the menu bar
2. Click on My Board
3. Click on the icon to view details of the activities



Your Name: Default User

USER NAME	EVENT NAME	DATE & TIME
Default User	Asbestos re-inspection job created	16/06/2014 16:33:10
Default User	Asbestos re-inspection job created	09/06/2014 14:25:09
Default User	Asbestos re-inspection job created	27/02/2014 14:12:12

MY TEAM BOARD

My Team Board shows the list of my team member's activities and when those activities were performed

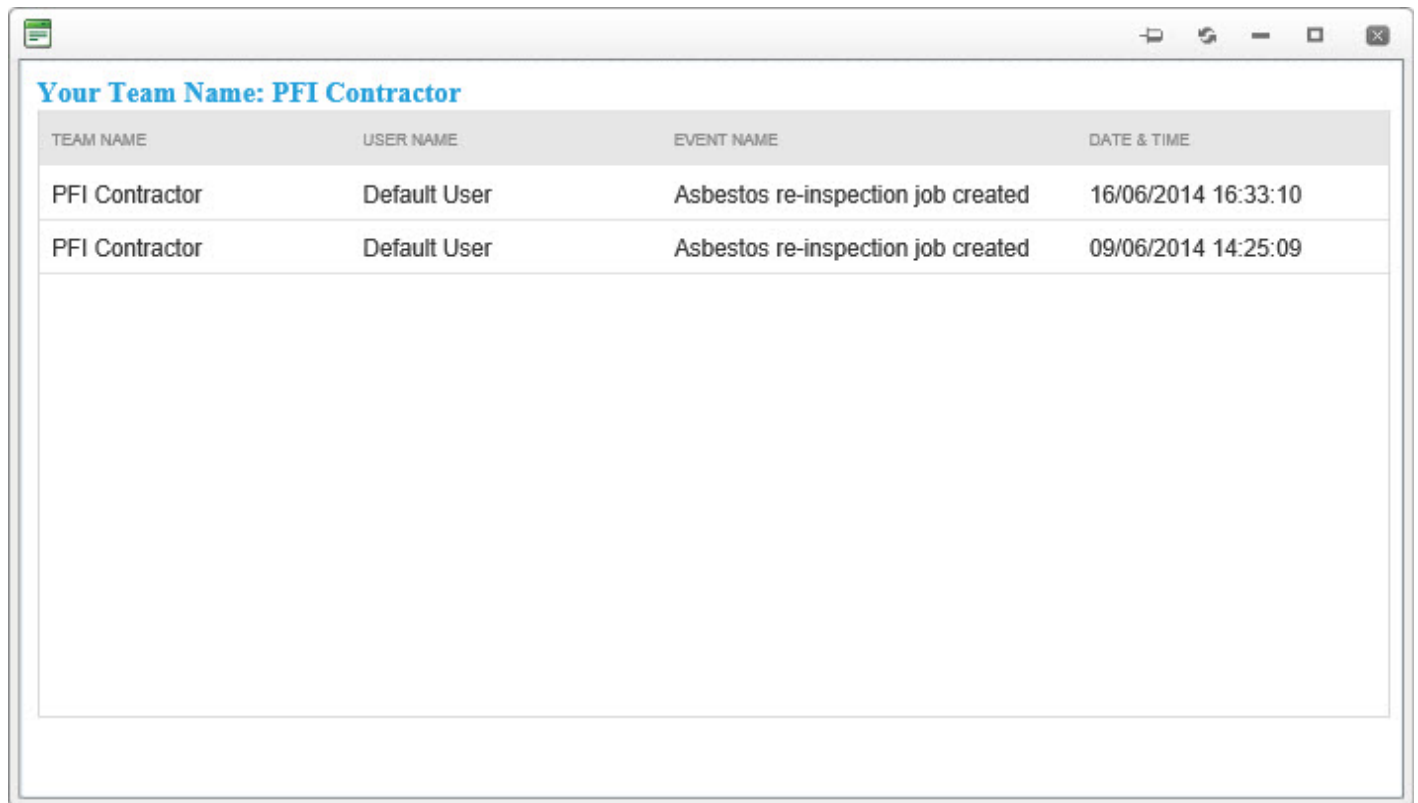
The screenshot shows the JMS (Job Management System) interface. At the top is a navigation bar with links: JMS, My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. On the right of this bar, it says 'Logged in as Default User'. Below the navigation bar is a sub-menu with tabs: Bottlenecks, Progress, Performance, Prediction, My Board, My Team Board, and My Organisation. The 'My Team Board' tab is selected. Below the tabs is a table with two columns: 'EVENT NAME' and 'VIEW'. The table contains the following rows:

EVENT NAME	VIEW
Asbestos re-inspection job created	
Asbestos removal job created	
Asbestos survey job created	
Logged in the system	
Logged out from the system	
QC Passed/Report Approved	

Three red circular callouts with numbers are overlaid on the image: '1' points to the 'Dashboard' link in the top navigation bar; '2' points to the 'My Team Board' tab in the sub-menu; '3' points to the 'eye' icon in the 'VIEW' column of the table.

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1. Click Dashboard on the menu bar
2. Click on My Team Board
3. Click on the icon to view details of the activities



TEAM NAME	USER NAME	EVENT NAME	DATE & TIME
PFI Contractor	Default User	Asbestos re-inspection job created	16/06/2014 16:33:10
PFI Contractor	Default User	Asbestos re-inspection job created	09/06/2014 14:25:09

MY ORGANISATION

My Organization Board shows the activities of the project members of entire organisation and when those activities were performed

The screenshot shows the JMS (Job Management System) interface. At the top is a black navigation bar with the JMS logo and links: My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. On the right of this bar, it says 'Logged in as Default User'. Below the navigation bar is a sub-menu bar with tabs: Bottlenecks, Progress, Performance, Prediction, My Board, My Team Board, and My Organisation. The 'My Organisation' tab is selected. Below this is a table with two columns: 'EVENT NAME' and 'VIEW'. The table contains eight rows of activities, each with an eye icon in the 'VIEW' column. Red numbered callouts are placed over the interface: '1' points to the 'Dashboard' link in the top navigation bar; '2' points to the 'My Organisation' tab in the sub-menu bar; and '3' points to the eye icon in the 'VIEW' column of the 'Logged in the system' row.

EVENT NAME	VIEW
QC Passed/Report Approved	
Logged in the system	
Assigned job for me	
Assign a job	
Logged out from the system	
Asbestos re-inspection job created	
Asbestos survey job created	
Asbestos removal job created	

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1. Click Dashboard on the menu bar
2. Click on My Organisation Board
3. Click on the icon to view details of the activities

Your Organisation Name: [REDACTED]			
ORGANISATION NAME	USER NAME	EVENT NAME	DATE & TIME
[REDACTED]	Default User	Asbestos survey job created	17/06/2014 11:51:02
[REDACTED]	Default User	Asbestos survey job created	17/06/2014 11:06:31
[REDACTED]	Default User	Asbestos survey job created	17/06/2014 10:52:57
[REDACTED]	Default User	Asbestos survey job created	16/06/2014 16:30:47
[REDACTED]	Default User	Asbestos survey job created	16/06/2014 15:45:54
[REDACTED]	Default User	Asbestos survey job created	16/06/2014 15:44:00
[REDACTED]	Default User	Asbestos survey job created	16/06/2014 15:34:55
[REDACTED]	Default User	Asbestos survey job created	16/06/2014 15:34:15
[REDACTED]	Default User	Asbestos survey job created	16/06/2014 15:07:46
[REDACTED]	Default User	Asbestos survey job created	16/06/2014 14:34:46

ADMINISTRATOR

- [USERS](#)
- [TEAM](#)
- [ACCOUNT](#)
- [PROJECT](#)
- [VIDEO](#)

USERS

You can find User List in:

JMS [My Calendar](#) [My Job](#) [Dashboard](#) [Setup](#) [How To...](#) [Log Off](#) Logged in as [Default User](#)

Account Project **User** Team Video

User Entry / Edit / Delete Form

+ Add new user

			USER ID	NAME	USER ADDRESS	EMAIL	MOBILE	TEAM	LOCKED
Unlock	Edit	Delete						PFI Contractor	<input checked="" type="checkbox"/>
Unlock	Edit	Delete						Default Team	<input type="checkbox"/>
Unlock	Edit	Delete						Default Team	<input type="checkbox"/>
Unlock	Edit	Delete						Default Team	<input type="checkbox"/>
Unlock	Edit	Delete						Default Team	<input type="checkbox"/>
Unlock	Edit	Delete						Default Team	<input type="checkbox"/>
Unlock	Edit	Delete						Default Team	<input type="checkbox"/>
Unlock	Edit	Delete						Default Team	<input type="checkbox"/>
Unlock	Edit	Delete						Default Team	<input type="checkbox"/>
Unlock	Edit	Delete						Default Team	<input type="checkbox"/>

[1](#) 2 3 4 5 6 7 8 9 10 ... [Page size: 10](#)

209 items in 21 pages

HOW TO CREATE USERS

A user with the Admin right will be able to create users of the application. Users can be added from the Setup menu. Setup screen has several tabs and one of them is User.

The screenshot shows the JMS application interface. At the top is a navigation bar with links: JMS, My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. The 'Setup' link is highlighted with a red circle and the number 1. Below the navigation bar is a tabbed interface with tabs: Account, Project, User, Team, and Video. The 'User' tab is selected and highlighted with a red circle and the number 2. Below the tabs is the 'User Entry / Edit / Delete Form'. At the top of this form is a button labeled '+ Add new user' with a red circle and the number 3. Below the button is a table with columns: USER ID, NAME, USER ADDRESS, EMAIL, MOBILE, TEAM, and LOCKED. The table contains several rows of user data. At the bottom of the table is a pagination bar with a 'Page size' dropdown set to 10 and a total count of '209 items in 21 pages'.

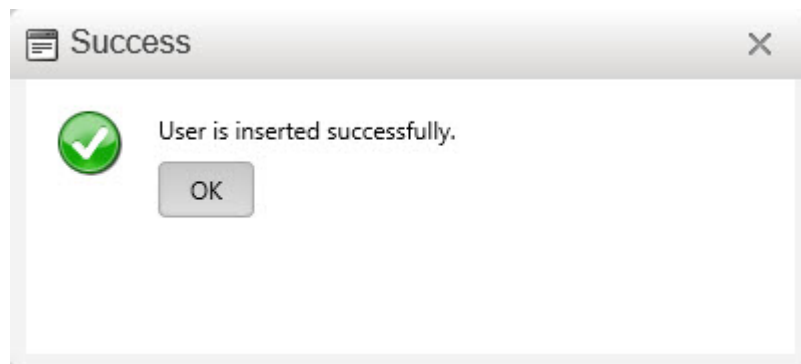
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1. Click Setup on the menu bar
2. Click User
3. Click Add New User

Adding new user screen appears:

The image shows a 'Add New User' form window. It contains several input fields: 'User Id', 'First Name', 'Last Name', 'Address', 'Email', 'Password', 'Confirm Password', 'Mobile', 'Phone', 'Team' (a dropdown menu with 'PFI Contractor' selected), and 'Role' (a dropdown menu with 'Surveyor' selected). There is a checkbox labeled 'Set new password' which is checked. At the bottom are 'Cancel' and 'Save' buttons. Three red circular callouts with numbers are present: callout '1' points to the 'User Id' field; callout '2' points to the 'Team' dropdown menu; and callout '3' points to the 'Save' button.

1. Click User



HOW TO EDIT USER

Admin has the right to edit a user details. That also includes setting up a new password if required

The screenshot shows the JMS (Job Management System) interface. At the top is a navigation bar with links: JMS, My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. The user is logged in as 'Default User'. Below the navigation bar is a tabbed interface with tabs: Account, Project, User, Team, and Video. The 'User' tab is selected. Below the tabs is the 'User Entry / Edit / Delete Form'. At the top of this form is a '+ Add new user' button. Below this is a table with columns: USER ID, NAME, USER ADDRESS, EMAIL, MOBILE, TEAM, and LOCKED. The first row of the table is highlighted, and the 'Edit' link in the first column of this row is circled with a red circle and the number 3. The 'Setup' link in the top navigation bar is circled with a red circle and the number 1. The 'User' tab in the tabbed interface is circled with a red circle and the number 2.

	USER ID	NAME	USER ADDRESS	EMAIL	MOBILE	TEAM	LOCKED
Unlock Edit Delete						PFI Contractor	<input checked="" type="checkbox"/>
Unlock Edit Delete						Default Team	<input type="checkbox"/>
Unlock Edit Delete						Default Team	<input type="checkbox"/>
Unlock Edit Delete						Default Team	<input type="checkbox"/>
Unlock Edit Delete						Default Team	<input type="checkbox"/>
Unlock Edit Delete						Default Team	<input type="checkbox"/>
Unlock Edit Delete						Default Team	<input type="checkbox"/>
Unlock Edit Delete						Default Team	<input type="checkbox"/>
Unlock Edit Delete						Default Team	<input type="checkbox"/>
Unlock Edit Delete						Default Team	<input type="checkbox"/>

Page size: 10 209 items in 21 pages

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1. Click Setup on the menu bar
2. Click User
3. Click Edit on the on the selected grid

The Edit user screen appears where user details can be edited

The 'Edit User' dialog box contains the following fields and controls:

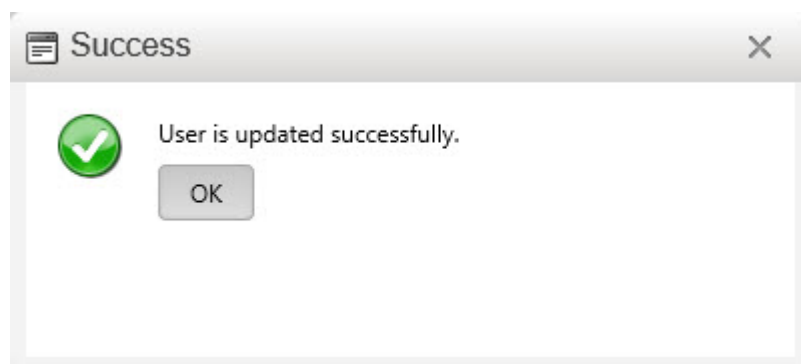
- User Id: Text field with value 'Test123'
- First Name: Text field with value 'Test'
- Last Name: Text field with value 'Test'
- Address: Text field with value 'Test 123'
- Email: Text field with value 'Test@Test.com'
- ☒ Update password ?
- Password: Text field (disabled)
- Confirm Password: Text field (disabled)
- Mobile: Text field with value '12345678'
- Phone: Text field with value '12345678'
- Team: Dropdown menu with value 'PFI Contractor'
- Role: Dropdown menu with value 'Surveyor'
- Buttons: 'Cancel' and 'Save'

Numbered callouts indicate the following steps:

1. Edit user details (points to the Last Name field)
2. Select to update password (points to the 'Update password ?' checkbox)
3. Enter new Password (points to the Password field)
4. Select New Team if required (points to the Team dropdown menu)
5. Click on Save (points to the Save button)

1. Edit user details
2. Select to update password
3. Enter new Password
4. Select New Team if required
5. Click on Save

A message will be displayed to confirm the update



HOW TO DELETE USER

A user with Admin right will be able to delete a user.

The screenshot shows the JMS interface. At the top is a navigation bar with links: JMS, My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. The user is logged in as 'Default User'. Below the navigation bar is a tabbed interface with tabs: Account, Project, User, Team, and Video. The 'User' tab is selected. The main content area is titled 'User Entry / Edit / Delete Form'. It features a '+ Add new user' button and a table of users. The table has columns: ID, NAME, USER ADDRESS, EMAIL, MOBILE, TEAM, and LOCKED. The first row is selected, and the 'Delete' link in the first column of this row is highlighted with a red circle and the number 3. Other red circles with numbers 1 and 2 point to the 'Setup' link in the navigation bar and the 'User' tab, respectively.

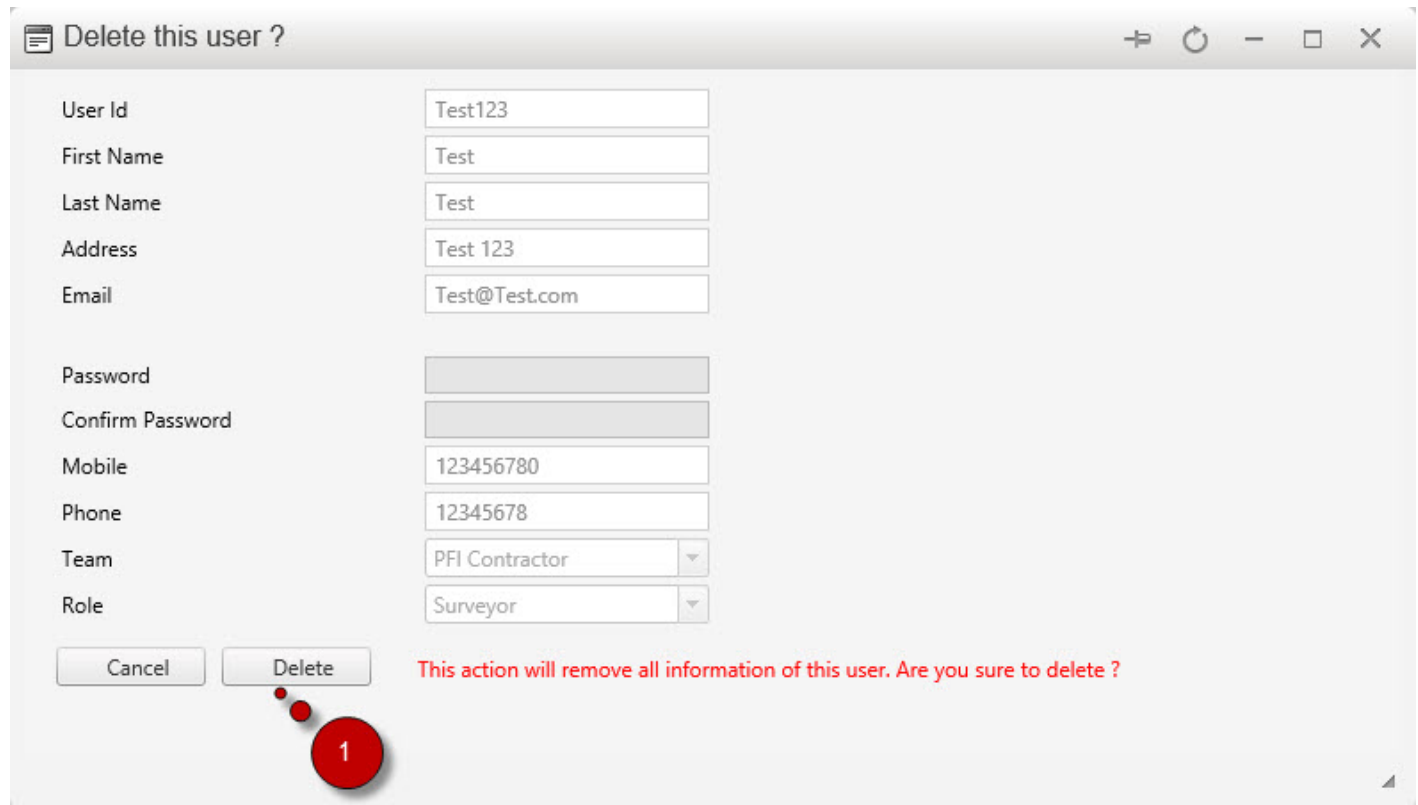
ID	NAME	USER ADDRESS	EMAIL	MOBILE	TEAM	LOCKED
Unlock	Edit	Delete			PFI Contractor	<input checked="" type="checkbox"/>
Unlock	Edit	Delete			Default Team	<input type="checkbox"/>
Unlock	Edit	Delete			Default Team	<input type="checkbox"/>
Unlock	Edit	Delete			Default Team	<input type="checkbox"/>
Unlock	Edit	Delete			Default Team	<input type="checkbox"/>
Unlock	Edit	Delete			Default Team	<input type="checkbox"/>
Unlock	Edit	Delete			Default Team	<input type="checkbox"/>
Unlock	Edit	Delete			Default Team	<input type="checkbox"/>
Unlock	Edit	Delete			Default Team	<input type="checkbox"/>
Unlock	Edit	Delete			Default Team	<input type="checkbox"/>

At the bottom of the table, there are pagination controls showing 'Page size: 10' and '209 items in 21 pages'.

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1. Click Setup on the menu bar
2. Click User
3. Click Delete on the on the selected grid

The Delete user screen appears



Delete this user ?

User Id: Test123

First Name: Test

Last Name: Test

Address: Test 123

Email: Test@Test.com

Password:

Confirm Password:

Mobile: 123456780

Phone: 12345678

Team: PFI Contractor

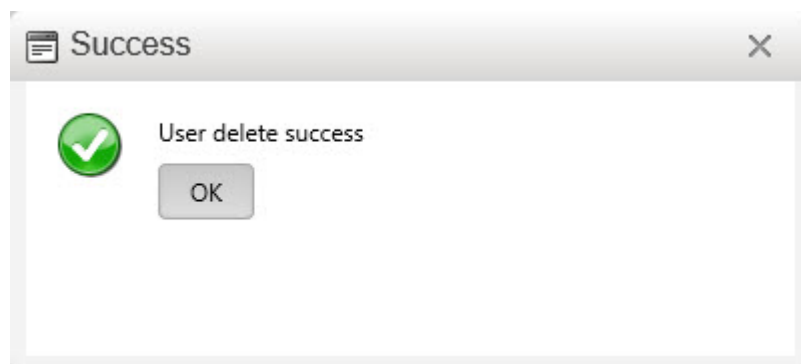
Role: Surveyor

This action will remove all information of this user. Are you sure to delete ?

1

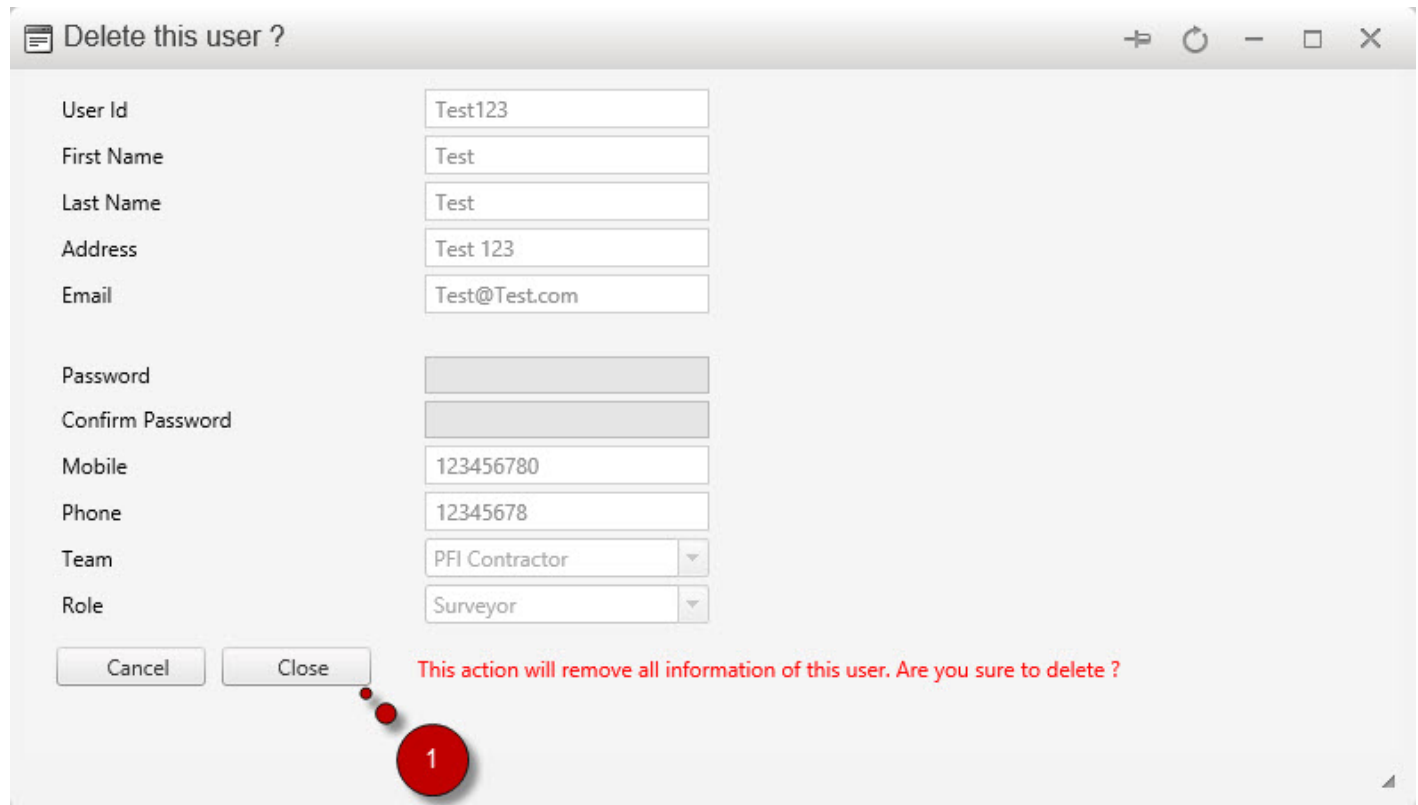
1. Click Delete

The Confirmation message appears



Success

☒ User delete success



Delete this user ?

User Id: Test123

First Name: Test

Last Name: Test

Address: Test 123

Email: Test@Test.com

Password:

Confirm Password:

Mobile: 123456780

Phone: 12345678

Team: PFI Contractor

Role: Surveyor

Cancel Close

This action will remove all information of this user. Are you sure to delete ?

1

1. Close the screen once done.

HOW TO UNLOCK USER

For security reason if a user does not log out properly the user login gets locked. A user with Admin right can unlock the user.

The screenshot shows the JMS (Job Management System) interface. At the top, there is a navigation bar with links: JMS, My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. The user is logged in as 'Default User'. Below the navigation bar, there is a tabbed interface with tabs: Account, Project, User, Team, and Video. The 'User' tab is selected. Below the tabs, there is a section titled 'User Entry / Edit / Delete Form'. Inside this section, there is a '+ Add new user' button. Below the button, there is a table with columns: USER ID, NAME, USER ADDRESS, EMAIL, MOBILE, TEAM, and LOCKED. The first row of the table is highlighted, and the 'Unlock' button is clicked. The 'LOCKED' column for the first row has a checked checkbox. The bottom of the interface shows a pagination bar with page numbers 1 through 10, a 'Page size' dropdown set to 10, and a total of 209 items in 21 pages.

	USER ID	NAME	USER ADDRESS	EMAIL	MOBILE	TEAM	LOCKED
Unlock Edit Delete						PFI Contractor	<input checked="" type="checkbox"/>
Unlock Edit Delete						Default Team	<input type="checkbox"/>
Unlock Edit Delete						Default Team	<input type="checkbox"/>
Unlock Edit Delete						Default Team	<input type="checkbox"/>
Unlock Edit Delete						Default Team	<input type="checkbox"/>
Unlock Edit Delete						Default Team	<input type="checkbox"/>
Unlock Edit Delete						Default Team	<input type="checkbox"/>
Unlock Edit Delete						Default Team	<input type="checkbox"/>
Unlock Edit Delete						Default Team	<input type="checkbox"/>
Unlock Edit Delete						Default Team	<input type="checkbox"/>

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1. Click Setup on the menu bar
2. Click User
3. Click Unlock on the on the selected grid

TEAM

You can find Team List

JMS [My Calendar](#) [My Job](#) [Dashboard](#) [Setup](#) [How To...](#) [Log Off](#) Logged in as [Default User](#)

Account Project User **Team** Video

Team Entry / Edit / Delete

+ Add new team

		TEAM NAME	TEAM PM	TYPENAME
Edit	✗	PFI Contractor	Default User	Overall Asbestos Contractors
Edit	✗	Default Team	Default User	Internal Asbestos Team
Edit	✗	MCP	Default User	Overall Asbestos Contractors
Edit	✗	Environtec	Default User	Overall Asbestos Contractors
Edit	✗	CEL	Default User	Overall Asbestos Contractors
Edit	✗	Voids	Default User	Workstream
Edit	✗	Adapts	Default User	Workstream
Edit	✗	Capital	Default User	Workstream
Edit	✗	Gas	Default User	Workstream
Edit	✗	Responsive	Default User	Workstream

⏪ ⏩ 1 2 ⏪ ⏩

Page size: 10 ▼

12 items in 2 pages

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HOW TO ADD TEAM

A user with Admin can add a Team

The screenshot shows the JMS interface with a top navigation bar and a main content area. The top bar includes links for My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. The user is logged in as Default User. The main content area has a sub-navigation bar with Account, Project, User, Team, and Video. The Team tab is selected. Below the sub-navigation bar, there is a link for Team Entry / Edit / Delete. A table lists existing teams with columns for TEAM NAME, TEAM PM, and TYPENAME. At the bottom of the table, there is a link to Add new team. Red circles with numbers 1, 2, and 3 indicate the steps to add a team: 1. Click Setup on the menu bar, 2. Click Team, 3. Click Add New Team.

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as Default User

Account Project User Team Video

Team Entry / Edit / Delete

+ Add new team

		TEAM NAME	TEAM PM	TYPENAME
Edit	✗	PFI Contractor	Default User	Overall Asbestos Contractors
Edit	✗	Default Team	Default User	Internal Asbestos Team
Edit	✗	MCP	Default User	Overall Asbestos Contractors
Edit	✗	Environtec	Default User	Overall Asbestos Contractors
Edit	✗	CEL	Default User	Overall Asbestos Contractors
Edit	✗	Voids	Default User	Workstream
Edit	✗	Adapts	Default User	Workstream
Edit	✗	Capital	Default User	Workstream
Edit	✗	Gas	Default User	Workstream
Edit	✗	Responsive	Default User	Workstream

Page size: 10 12 items in 2 pages

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1. Click Setup on the menu bar
2. Click Team
3. Click Add New Team

The Team Creation Screen appears

The screenshot shows a 'Create Team' dialog box with the following elements:

- Create New Team**: Title of the dialog.
- Team Name**: A text input field with callout 1 pointing to it.
- Team Type**: A dropdown menu with callout 2 pointing to it.
- Team PM**: A text input field with a 'Select' button next to it, with callout 3 pointing to the 'Select' button.
- Cancel** and **Save** buttons: Located at the bottom left, with callout 4 pointing to the 'Save' button.

1. Add Team name
2. Select Team type
3. Select Project Manager for the Team
4. Click Save

Team Creation Confirmation

Create Team

Create New Team

Team Name: Test

Team Type: Internal Asbestos Team

Team PM: Alan Nowland [Select]

[Cancel] [Save]

Team Inserted Successfully

1. Message shows that the Team inserted successfully
2. Close the screen

HOW TO EDIT TEAM

A user with Admin right can Edit a Team

The screenshot shows the JMS (Job Management System) interface. At the top is a navigation bar with links: JMS, My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. The user is logged in as 'Default User'. Below the navigation bar is a sub-menu with tabs: Account, Project, User, Team, and Video. The 'Team' tab is selected. Below the tabs is a section titled 'Team Entry / Edit / Delete'. Under this section, there is a '+ Add new team' button and a table of existing teams. The table has columns: TEAM NAME, TEAM PM, and TYPENAME. The first row of the table is highlighted, and the 'Edit' link in the first column of this row is circled in red, with a red circle containing the number '3' next to it. Red circles with numbers '1' and '2' are also present, indicating the sequence of steps: 1. Click Setup on the menu bar, 2. Click Team.

	TEAM NAME	TEAM PM	TYPENAME
Edit	PFI Contractor	Default User	Overall Asbestos Contractors
Edit	Default Team	Default User	Internal Asbestos Team
Edit	MCP	Default User	Overall Asbestos Contractors
Edit	Environtec	Default User	Overall Asbestos Contractors
Edit	CEL	Default User	Overall Asbestos Contractors
Edit	Voids	Default User	Workstream
Edit	Adapts	Default User	Workstream
Edit	Capital	Default User	Workstream
Edit	Gas	Default User	Workstream
Edit	Responsive	Default User	Workstream

Page size: 10 12 items in 2 pages

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1. Click Setup on the menu bar
2. Click Team
3. Click Edit

The Edit Team Screen appears

The screenshot shows a software window titled "Edit Team". Inside, there's a section titled "Edit Team: Test". Below this, there are three labels: "Team Name", "Team Type", and "Team PM". The "Team Name" field contains the text "Test". The "Team Type" is a dropdown menu currently showing "Internal Asbestos Team". The "Team PM" field contains the name "Alan Nowland" and a "Select" button next to it. At the bottom left of the form area are two buttons: "Cancel" and "Save". Four red circular callouts with white numbers are overlaid on the image: callout 1 points to the "Team Name" text box; callout 2 points to the "Team Type" dropdown arrow; callout 3 points to the "Select" button next to the "Team PM" field; and callout 4 points to the "Save" button.

1. Edit Team name
2. Select a new Team type
3. Select a new Project Manager for the Team
4. Click Save

Team update confirmation

Edit Team

Edit Team: Test

Team Name: Test

Team Type: Internal Asbestos Team

Team PM: Alan Nowland

Team Updated Successfully

1. Message shows that the Team updated successfully
2. Close the screen

HOW TO DELETE TEAM

A user with Admin right will be able to delete a Team

The screenshot shows the JMS interface with a top navigation bar and a main content area. The top bar includes links for 'My Calendar', 'My Job', 'Dashboard', 'Setup', 'How To...', and 'Log Off'. The user is logged in as 'Default User'. The main content area has a sub-navigation bar with 'Account', 'Project', 'User', 'Team', and 'Video'. The 'Team' tab is selected, and the title 'Team Entry / Edit / Delete' is displayed. Below the title is a table of teams. The first row is highlighted, and the 'Delete' icon (a red 'x') is circled with a red circle labeled '3'. Red circles labeled '1' and '2' point to the 'Setup' menu and the 'Team' tab respectively.

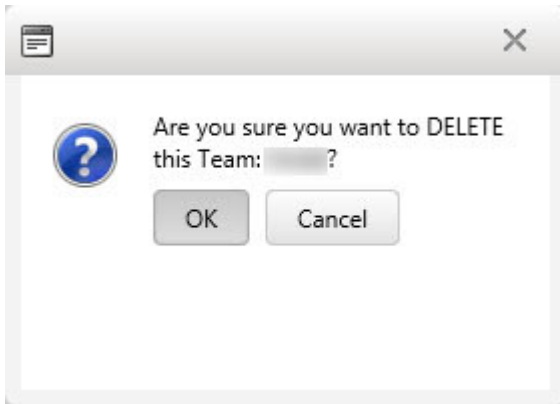
	TEAM NAME	TEAM PM	TYPENAME
Edit x	PFI Contractor	Default User	Overall Asbestos Contractors
Edit x	Default Team	Default User	Internal Asbestos Team
Edit x	MCP	Default User	Overall Asbestos Contractors
Edit x	Environtec	Default User	Overall Asbestos Contractors
Edit x	CEL	Default User	Overall Asbestos Contractors
Edit x	Voids	Default User	Workstream
Edit x	Adapts	Default User	Workstream
Edit x	Capital	Default User	Workstream
Edit x	Gas	Default User	Workstream
Edit x	Responsive	Default User	Workstream

Page size: 10 12 items in 2 pages

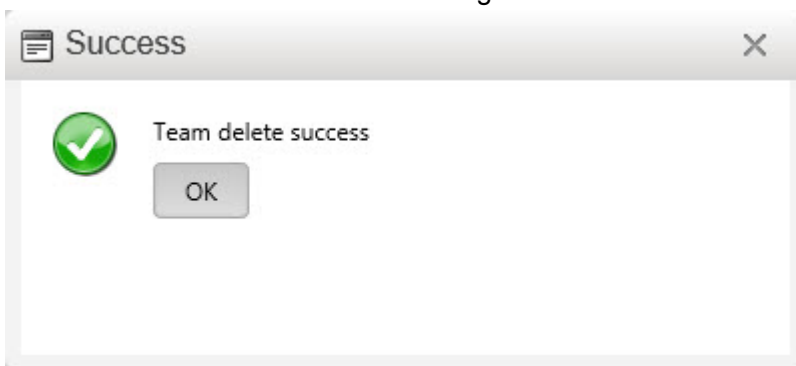
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1. Click Setup on the menu bar
2. Click Team
3. Click to Delete

The conformation message appears



Confirmation is shown on the message box



ACCOUNT

HOW TO ADD ACCOUNT

Every JMS Project needs in Account where the information about the organisation is stored. A user with the admin right is able to create an Account. Account is created form the Setup screen.

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as Default User

Account Project User Team Video

Account Entry / Edit / Delete Form

+ Add new record

ADDRESS 3	ADDRESS 4	ADDRESS 5	ACTIVE
			<input checked="" type="checkbox"/>

Add New Account

Account Name:

Address 1:

Address 2:

Address 3:

Address 4:

Address 5:

Active: ☒

Insert Cancel

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1. Click Setup on the Menu bar
2. Click on Account tab
3. Click Add new record
4. The popup screen appears
5. Enter the account details in the fields
6. Select active. This will make sure this one will be the active account if more than one account on the list.
7. Click Insert

The account will be created and will appear on the grid.

HOW TO EDIT ACCOUNT

Once an Account is created it can be edited at any time later. A user with the admin right is able to edit an Account.

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Account Project User Team Video

Account Entry / Edit / Delete Form

+ Add new record

	ACCOUNT ID	ACCOUNT NAME	ADDRESS 1	ADDRESS 2	ADDRESS 3	ADDRESS 4	ADDRESS 5	ACTIVE
Edit x	1	London - Big / General	London / House	14-15 Abchurch Lane	London	London	1-20-0000	<input checked="" type="checkbox"/>

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1. Click Setup on the Menu bar
2. Click on project tab
3. Click on Edit next to the Account on the grid

The Edit Account screen appears:

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Account Project User Team Video

Account Entry / Edit / Delete Form

+ Add new record

EDIT ACCOUNT: LEEDS CITY COUNCIL

Edit Account: Leeds City Council

Account Name:

Address 1:

Address 2:

Address 3:

Address 4:

Address 5:

Active: ☒

Update Cancel

ADDRESS 3	ADDRESS 4	ADDRESS 5	ACTIVE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

1. Edit Account pop up screen


2. Make changes to the fields where necessary

3. Click Update once changes are made.

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A confirmation message will be shown.

Success

 Account is updated successfully.

OK

HOW TO DELETE ACCOUNT

Once an Account is created it can be deleted at any time later. A user with the admin right is able to edit an Account.

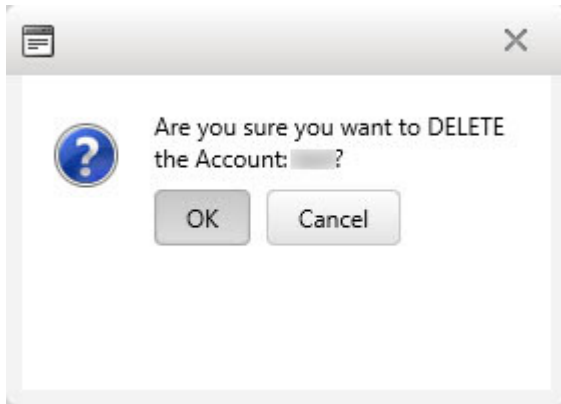
The screenshot shows the JMS (Job Management System) interface. At the top is a black navigation bar with the JMS logo and links: My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. On the right of this bar, it says 'Logged in as Default User'. Below the navigation bar is a grey tabbed interface with tabs for Account, Project, User, Team, and Video. The 'Account' tab is selected. Below the tabs is a blue header for the 'Account Entry / Edit / Delete Form'. Under this header is a '+ Add new record' button. Below that is a table with columns: ACCOUNT ID, ACCOUNT NAME, ADDRESS 1, ADDRESS 2, ADDRESS 3, ADDRESS 4, ADDRESS 5, and ACTIVE. The first row of the table has the value '1' in the ACCOUNT ID column. To the left of the '1' is a red cross icon. Red circles with numbers 1, 2, and 3 are overlaid on the image to indicate the steps: 1 points to the 'Setup' link in the top navigation bar, 2 points to the 'Account' tab, and 3 points to the red cross icon next to the account ID '1'.

ACCOUNT ID	ACCOUNT NAME	ADDRESS 1	ADDRESS 2	ADDRESS 3	ADDRESS 4	ADDRESS 5	ACTIVE
1							<input checked="" type="checkbox"/>

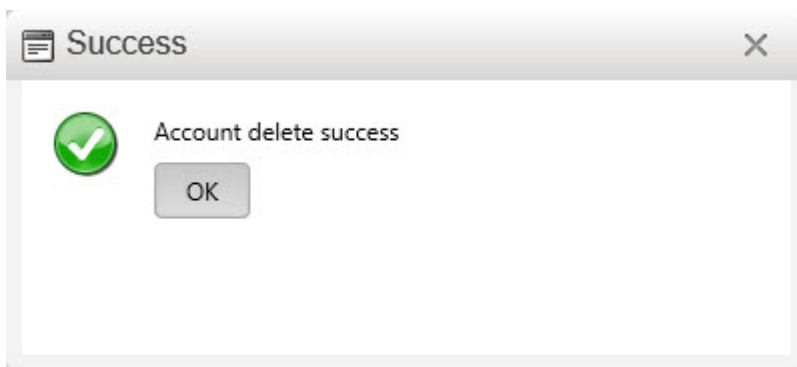
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1. Click Setup on the Menu bar
2. Click on Account tab
3. Click on red cross next to the account on the grid

A popup message appears where user needs to confirm the intention of deleting the account



If OK is clicked a confirmation message will be shown.



PROJECT

An account can have one or more projects. A user with the admin right can add a new project. Project can be added from the Setup screen.

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Account **Project** User Team Video

Project Entry / Edit / Delete Form

+ Add new project

	ACCOUNT NAME	PROJECT NAME	PHOTO PATH	DRAWING PATH	REPORT PATH	DATAFILE PATH	MASTER AC	ACTIVE	DEFAULT
Update Setup Edit x								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The current Jms is using the setup from project: [\[redacted\]](#)
This was last updated on: 28/04/2014 17:17

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1. Click Setup on the Menu bar
2. Click on Project tab

HOW TO ADD PROJECT

A user with the admin right can add a new project. Project can be added from the Setup screen.

The screenshot shows the JMS interface with a top navigation bar and a sub-menu. The 'Setup' menu item is highlighted with a red circle labeled '1'. Below it, the 'Project' tab is selected with a red circle labeled '2'. In the 'Project' tab, the '+ Add new project' button is highlighted with a red circle labeled '3'. The main content area displays a table with columns for project details and checkboxes for 'ACTIVE' and 'DEFAULT'.

ACCOUNT NAME	PROJECT NAME	PHOTO PATH	DRAWING PATH	REPORT PATH	DATAFILE PATH	MASTER AC	ACTIVE	DEFAULT
Update Setup	Edit	×					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The current Jms is using the setup from project: [\[Project Name\]](#)
This was last updated on: 28/04/2014 17:17

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1. Click Setup on the Menu bar
2. Click on Project tab
3. Click Add new project

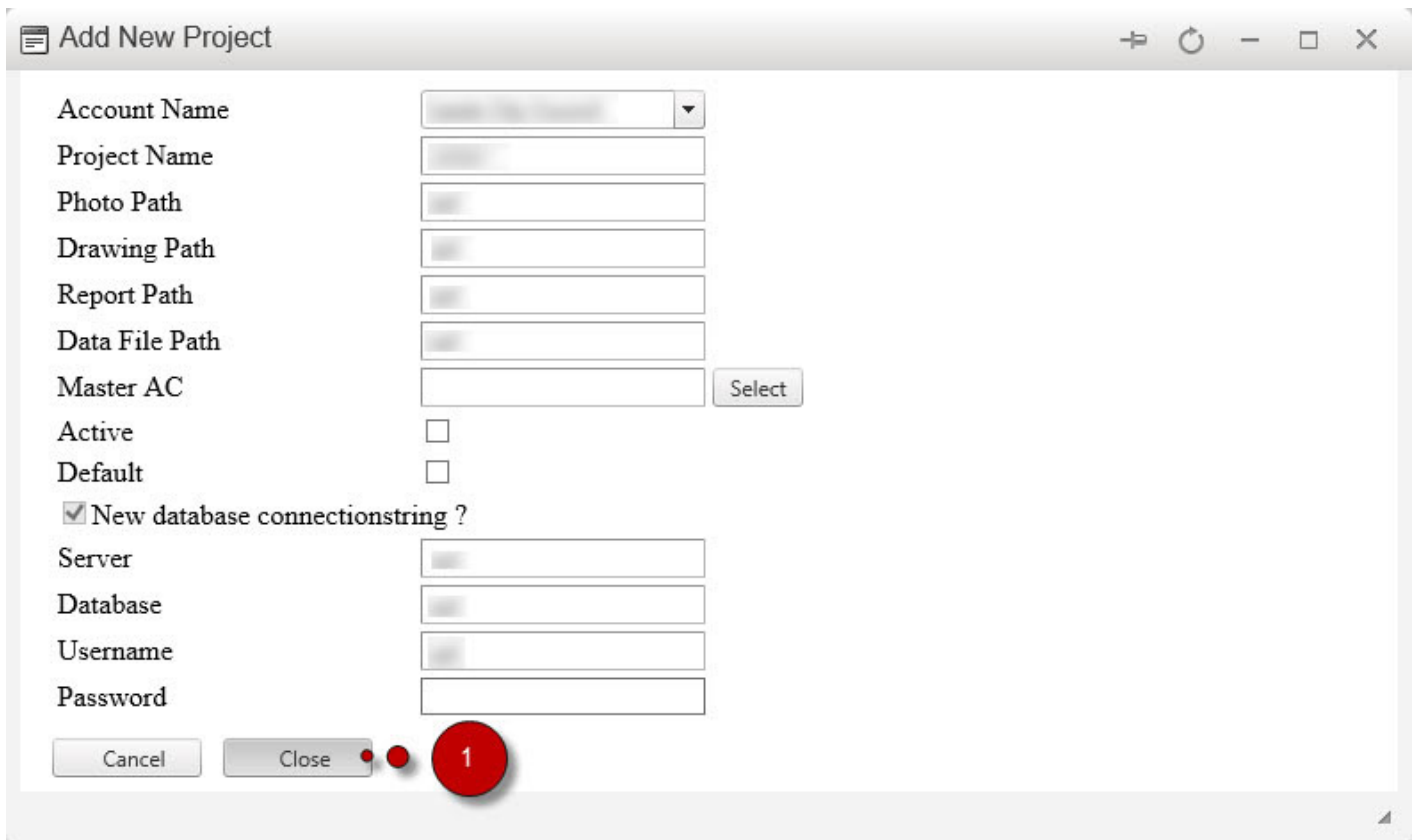
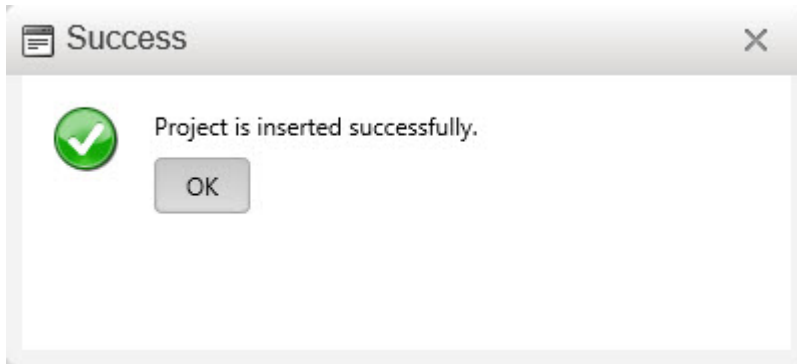
Adding New Project screen appears. On this screen the project related info can be added as well as the database connection to the project can be setup

The screenshot shows a 'Add New Project' dialog box with the following fields and controls:

- Account Name:** A dropdown menu with a red circle 1 next to it.
- Project Name:** A text input field.
- Photo Path:** A text input field.
- Drawing Path:** A text input field.
- Report Path:** A text input field.
- Data File Path:** A text input field.
- Master AC:** A text input field with a 'Select' button next to it. A red circle 3 is next to the 'Select' button, and a red circle 4 is next to the 'Master AC' field.
- Active:** A checkbox with a red circle 4 next to it.
- Default:** A checkbox with a red circle 5 next to it.
- New database connectionstring ?** A checked checkbox.
- Server:** A text input field with a red circle 6 next to it.
- Database:** A text input field with a red circle 7 next to it.
- Username:** A text input field.
- Password:** A text input field with a red circle 9 next to it.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom. A red circle 10 is next to the 'Save' button.

1. Select Account name from the option box
2. Enter other details
3. Select a master Asbestos Co-ordinator. A pop screen will appear where you will be able to search and select the Master AC.
4. Click on Active to make the project an active one.
5. Click on Default to make the project a Default one.
6. Enter the server name where AMS database is attached
7. Enter AMS database name
8. Enter Server Username and Password
9. Click Save

A message will be displayed to confirm that the Project has been added successfully

A screenshot of the 'Add New Project' dialog box. It has a title bar with a menu icon and standard window controls. The form contains the following fields and controls:

- Account Name: A dropdown menu.
- Project Name: A text input field.
- Photo Path: A text input field.
- Drawing Path: A text input field.
- Report Path: A text input field.
- Data File Path: A text input field.
- Master AC: A text input field with a 'Select' button to its right.
- Active: A checkbox.
- Default: A checkbox.
- ☒ New database connectionstring ?
- Server: A text input field.
- Database: A text input field.
- Username: A text input field.
- Password: A text input field.
- Buttons: 'Cancel', 'Close', and a red circle with the number '1' pointing to the 'Close' button.

1. Click on Close.

The New Project will appear on the Grid.

HOW TO EDIT PROJECT

Once a Project is created it can be edited at any time later. A user with the admin right is able to edit a project.

The screenshot shows the JMS interface with a top navigation bar and a sub-menu. Red circles and arrows indicate the steps to edit a project:

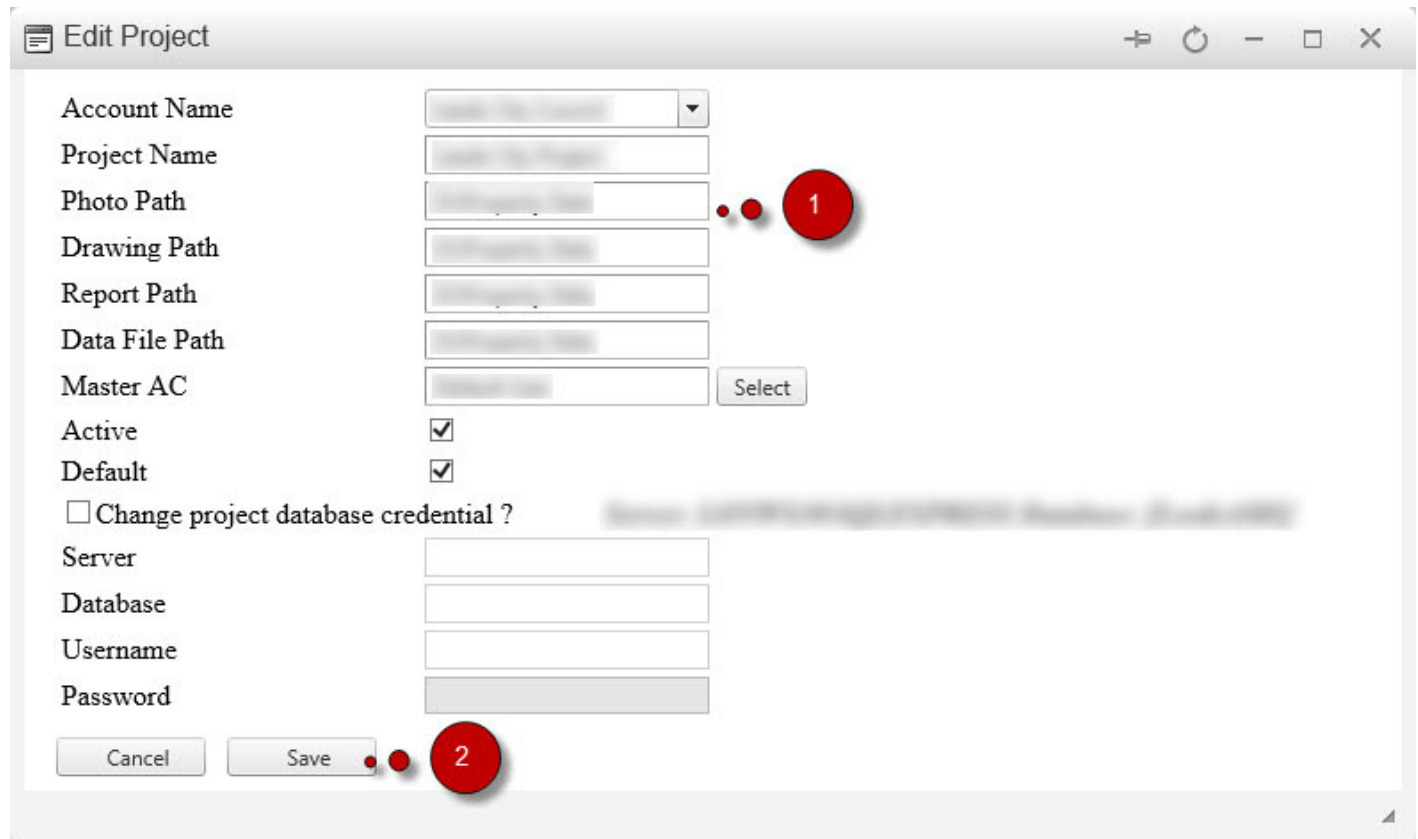
- Click Setup on the Menu bar
- Click on project tab
- Click on Edit next to the project on the grid

The interface includes a top bar with links: JMS, My Calendar, My Job, Dashboard, Setup, How To..., Log Off. The user is logged in as Default User. The sub-menu has tabs: Account, Project, User, Team, Video. The main area is titled "Project Entry / Edit / Delete Form" and contains a table with columns: ACCOUNT NAME, PROJECT NAME, PHOTO PATH, DRAWING PATH, REPORT PATH, DATAFILE PATH, MASTER AC, ACTIVE, and DEFAULT. The first row of the table has a red 'x' next to the PROJECT NAME column, indicating an error or a specific action point. Below the table, there is a note: "The current Jms is using the setup from project: [Project Name] This was last updated on: 28/04/2014 17:17".

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1. Click Setup on the Menu bar
2. Click on project tab
3. Click on Edit next to the project on the grid

The Edit Project screen appears:



Edit Project

Account Name

Project Name

Photo Path

Drawing Path

Report Path

Data File Path

Master AC

Active ☒

Default ☒

☐ Change project database credential ?

Server

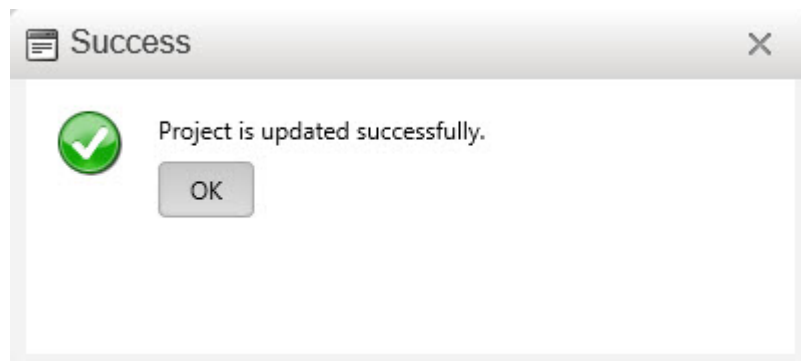
Database

Username

Password

1. Make changes to the fields where necessary
2. Click Save once changes are made.

A confirmation message will be shown.



Success

☒ Project is updated successfully.

HOW TO UPDATE SETUP

It is required to sync the JMS project database with AMS database to make sure both databases have the same configuration. Otherwise communication between two databases will generate error. From the Project the JMS database can be updated time to time to make this sync.

The screenshot shows the JMS Project Entry / Edit / Delete Form. The interface includes a top navigation bar with links: JMS, My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. The user is logged in as Default User. Below the navigation bar, there are tabs for Account, Project, User, Team, and Video. The Project tab is selected. The main content area is titled 'Project Entry / Edit / Delete Form'. It features a '+ Add new project' button and a table with columns: ACCOUNT NAME, PROJECT NAME, PHOTO PATH, DRAWING PATH, REPORT PATH, DATAFILE PATH, MASTER AC, ACTIVE, and DEFAULT. The first row of the table has a link 'Update Setup' next to the 'PROJECT NAME' column. Red circles with numbers 1, 2, and 3 indicate the steps: 1. Click Setup on the Menu bar, 2. Click on project tab, and 3. Click on Update Setup next to the project on the grid. At the bottom of the form, there is a message: 'The current Jms is using the setup from project: [Project Name] This was last updated on: 28/04/2014 17:17'.

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1. Click Setup on the Menu bar
2. Click on project tab
3. Click on Update Setup next to the project on the grid

JMSMy CalendarMy JobDashboardSetupHow To...Log OffLogged in as [Default User](#)

AccountProjectUserTeamVideo

Project Entry / Edit / Delete Form

+ Add new project

	ACCOUNT NAME	PROJECT NAME	PHOTO PATH	DRAWING PATH	REPORT PATH	DATAFILE PATH	MASTER AC	ACTIVE	DEFAULT
Update Setup Edit X	Link To Project	Link To Project	Link To Project	Link To Project	Link To Project	Link To Project	Link To Project	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The current Jms is using the setup from project: [Link To Project](#)
This was last updated on: 19/06/2014 15:06

1

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1. Once update is done on the bottom of the screen the update information will be displayed.

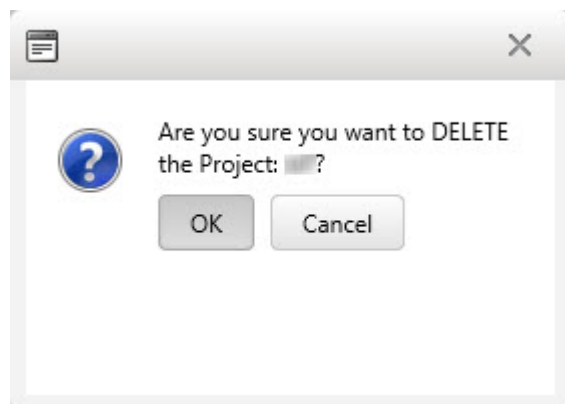
HOW TO DELETE PROJECT

Once a project is created it can be deleted at any time later. A user with the admin right is able to edit a project.

The screenshot shows the JMS web interface. At the top is a navigation bar with links: JMS, My Calendar, My Job, Dashboard, Setup, How To..., and Log Off. On the right, it says 'Logged in as Default User'. Below this is a sub-menu with tabs: Account, Project, User, Team, and Video. The 'Project' tab is selected. The main area is titled 'Project Entry / Edit / Delete Form'. It features a '+ Add new project' button and a table with columns: ACCOUNT NAME, PROJECT NAME, PHOTO PATH, DRAWING PATH, REPORT PATH, DATAFILE PATH, MASTER AC, ACTIVE, and DEFAULT. The first row of the table has a red 'x' icon next to the 'PROJECT NAME' column. A red circle with the number '1' points to the 'Setup' link in the top navigation bar. A red circle with the number '2' points to the 'Project' tab. A red circle with the number '3' points to the red 'x' icon. At the bottom of the form, a message states: 'The current Jms is using the setup from project: [link] This was last updated on: 28/04/2014 17:17'.

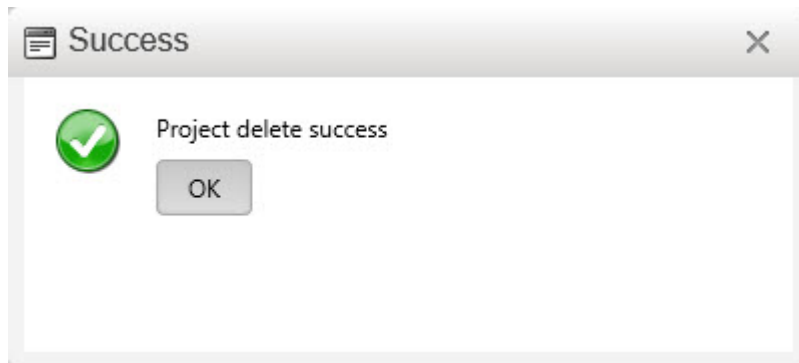
© PSI2000 Ltd 2013

1. Click Setup on the Menu bar
2. Click on Project tab
3. Click on red cross next to the Project on the grid



A popup message appears where user needs to confirm the intention of deleting the project

If OK is clicked a confirmation message will be shown



VIDEO

JMS Application has the facility to add videos or clips to the system. This videos can be related any company policy or any help tips. Users will be able to view these video from the application. Videos can be added from the Setup menu.

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Account Project User Team **Video**

Video link Entry / Edit / Delete Form

+ Add new record

	FILENAME	LENGTH	TITLE	DESCRIPTION
Edit X	...	1:00
Edit X	...	1:00
Edit X	...	1:00
Edit X	...	1:00
Edit X	...	1:00
Edit X	...	1:00
Edit X	...	1:00
Edit X	...	1:00
Edit X	...	1:00
Edit X	...	1:00

Page size: 10 12 items in 2 pages

Video Location

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1. Click Setup on the Menu bar
2. Click on Video tab

HOW TO ADD VIDEO

JMS Application has the facility to add videos or clips to the system. This videos can be related any company policy or any help tips. Users will be able to view these video from the application. Videos can be added from the Setup menu.

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Account Project User Team **Video**

Video link Entry / Edit / Delete Form

+ Add new record

	FILENAME	LENGTH	TITLE	DESCRIPTION
Edit	×			
Edit	×			
Edit	×			
Edit	×			
Edit	×			
Edit	×			
Edit	×			
Edit	×			
Edit	×			
Edit	×			
Edit	×			

Page size: 10 12 items in 2 pages

Video Location

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1. Click Setup on the Menu bar
2. Click on Video tab
3. Enter the location of the physical video files. It can be local director or any other video channel such as YouTube.
4. Click on Add new record

The add video link screen appears. On this screen the video details can be entered

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as [Default User](#)

Account Project User Team **Video**

Video link Entry / Edit / Delete Form

+ Add new record

ADD VIDEO LINK

Edit

Add Video link

FileName:

Length:

Title:

Description:

Insert Cancel

DESCRIPTION

1

12 items in 2 pages

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1. The Add Video link screen
2. Enter the file name
3. Enter the Title of the Video. Enter a description on the Description filed
4. Click Insert

The video will be added to the list

HOW TO EDIT VIDEO

Details of the video can be edited any time later.

The screenshot shows the JMS interface with the 'Video' tab selected. A modal window titled 'EDIT VIDEO LINK: ASSIGN & ACCEPT' is open, allowing editing of video link details. The form includes fields for FileName, Length, Title, and Description, each with an 'Edit' link. At the bottom of the modal are 'Update' and 'Cancel' buttons. The background shows a table of video links with columns for ID, Name, and Description. The 'Update' button at the bottom of the main form is highlighted with a red circle and the number 4. The 'Video' tab is highlighted with a red circle and the number 2. The 'Setup' menu item is highlighted with a red circle and the number 1. The 'Update' button in the modal is highlighted with a red circle and the number 3.

JMS My Calendar My Job Dashboard Setup How To... Log Off Logged in as Default User

Account Project User Team Video

Video link Entry / Edit / Delete Form

+ Add new record

EDIT VIDEO LINK: ASSIGN & ACCEPT

Edit Video link: Assign & Accept

Edit FileName:

Edit Length:

Edit Title:

Edit Description:

Edit Update Cancel

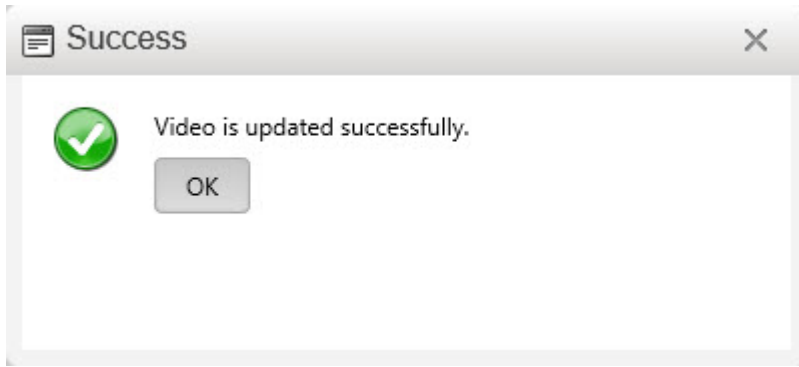
Video Location Update

Page size: 10 12 items in 2 pages

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1. Click Setup on the Menu bar
2. Click on Video tab
3. Make necessary changes to the fields
4. Click Update

A confirmation message will be shown



HOW TO DELETE VIDEO

A video can be deleted any time later.

The screenshot shows the JMS interface with the following elements:

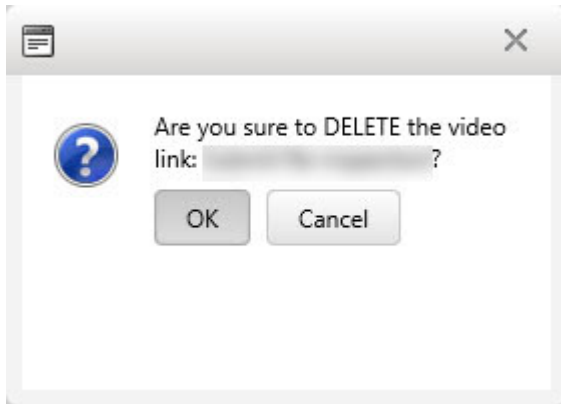
- Top Menu Bar:** JMS, My Calendar, My Job, Dashboard, Setup (highlighted with a red circle and '1'), How To..., Log Off. Logged in as Default User.
- Sub-Menu Bar:** Account, Project, User, Team, Video (highlighted with a red circle and '2').
- Video link Entry / Edit / Delete Form:**
 - Buttons: + Add new record, Edit, x (delete).
 - Table with columns: FILENAME, LENGTH, TITLE, DESCRIPTION.
 - Table content (10 rows):

FILENAME	LENGTH	TITLE	DESCRIPTION
Image to Image	1:00	Image to Image	Image to Image
Image to Image	1:00	Image to Image	Image to Image
Image to Image	1:00	Image to Image	Image to Image
Image to Image	1:00	Image to Image	Image to Image
Image to Image	1:00	Image to Image	Image to Image
Image to Image	1:00	Image to Image	Image to Image
Image to Image	1:00	Image to Image	Image to Image
Image to Image	1:00	Image to Image	Image to Image
Image to Image	1:00	Image to Image	Image to Image
Image to Image	1:00	Image to Image	Image to Image
 - Page controls: 1 2, Page size: 10, 12 items in 2 pages.
 - Video Location: Update

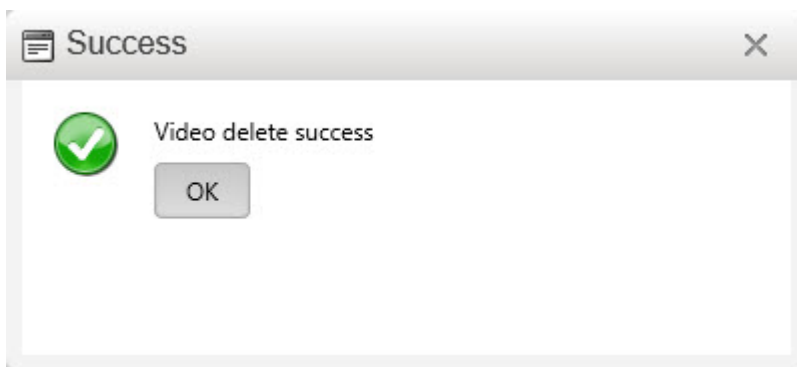
© PSI2000 Ltd 2013

1. Click Setup on the Menu bar
2. Click on Video tab
3. Click on red cross next to the selection on the grid

A popup message appears where user needs to confirm the intention of deleting the video



If OK is clicked a confirmation message will be shown.



GLOSSARY

TERMS

Action

Once the management decide that a Recommendation needs to be implemented an Action is created

Attribute

These are the names describing the boxes in the component forms.

For Example: When you open the Property form there are a number of boxes that allow the user to describe the property. These are the attributes of the Property Form.

Component

The Asbestos Management Suite is a database system that consists of many Component data tables. Component Names cannot be changed but the items that make up the component ([Attributes](#)) may be edited.

Drawing

A Drawing record stores electronic image of a Plan for all or part of a Property

A Drawing record could store:

CAD (i.e. dynamic)

Line drawing (i.e. static)

Inaccessible

Inaccessible represents a scenario where a Visual Inspection is the best that it can be done due to access limitation.

Inaccessible is a type of [Inspection](#) but [No Access](#) is not.

Inspection

The process of collecting a set of data to enable us to calculate the severity of an Asbestos hazard is called Inspection.

For example: When a Surveyor collects data for a wall within a room in a property, an Inspection is created.

- In a “one bedroom” house it is expected that, between 10 & 20 Inspections will be done.
- It is possible to “Inspect” an Element without “Sampling” it.

Inspection Form

This is the form used by the Surveyors on site for collecting data.

Job

A Job represents an entity that all information about the required tasks is linked to. Example of information linked to a job are:

- What needs to be done;
- Who should do it;
- When it should be done;
- Where it should be done;
- How it should be done;
- Current status of a Job;
- History of a Job.

Job Locking

The following table describes the Job Locking configuration for creating more than a Job at anytime for a property. For certain Job Types there is no locking i.e. you can have more than one Job at anytime. For other Job Type when there is a Job for the Property there will be limitation on further Job creation for the same Property.

For example for Removal Job if there is a Removal Job in progress for “All First Floor”, the system does not allow further Removal Job for the same floor. The system allows to have Air Monitor Jobs for the same Property for the same Floor.

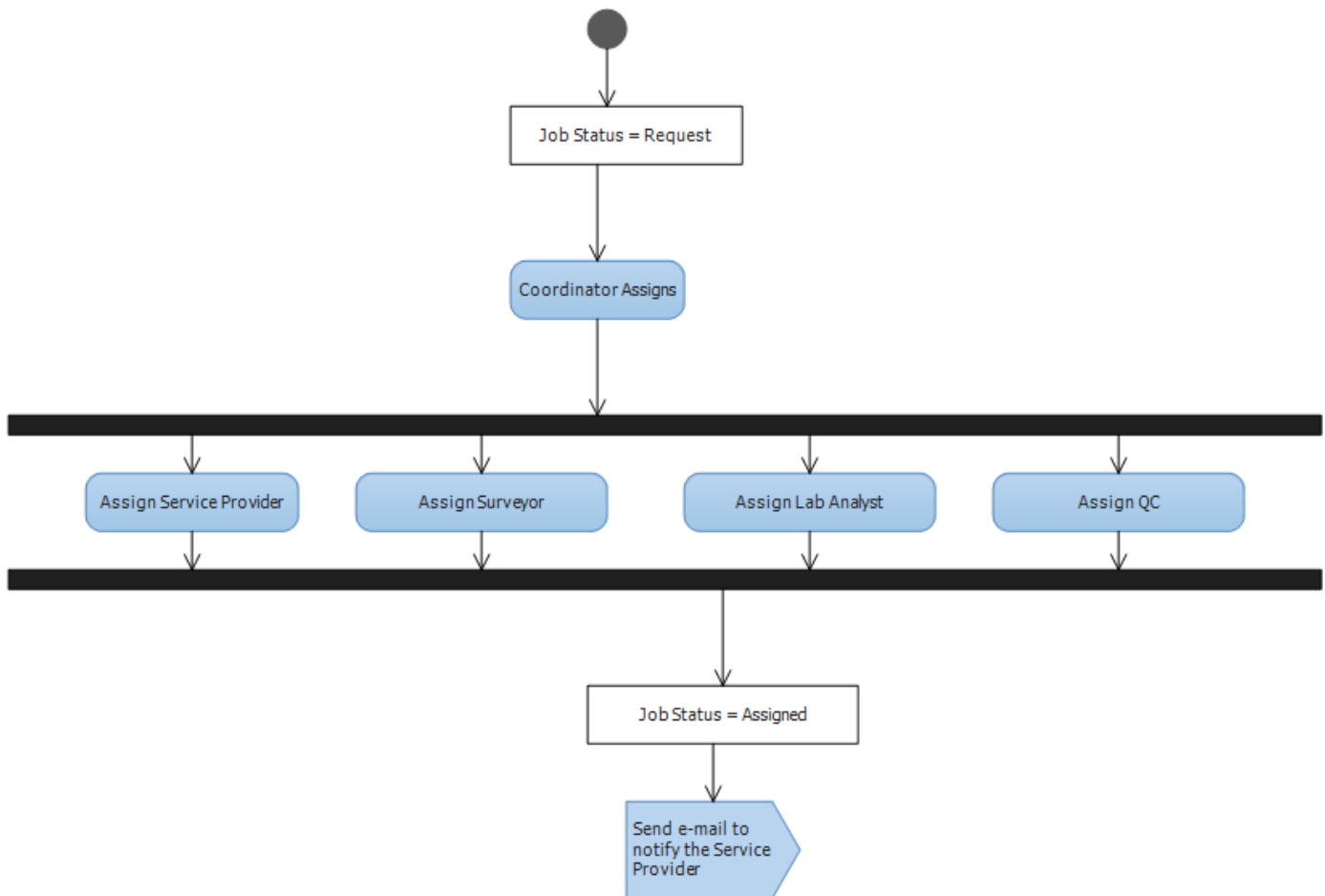
Job Type	New Survey	Re Inspection	Removal	Air Monitoring	Bulk Sample	Encapsulation
New Survey	Scope Lock					
Re Inspection	OK	Scope Lock				
Removal	OK	Scope Lock	Scope Lock			
Air Monitoring	OK	OK	OK	OK		
Bulk Sample	OK	OK	OK	OK	Scope Lock	
Encapsulation	OK	Scope Lock	Scope Lock	OK	OK	Scope Lock

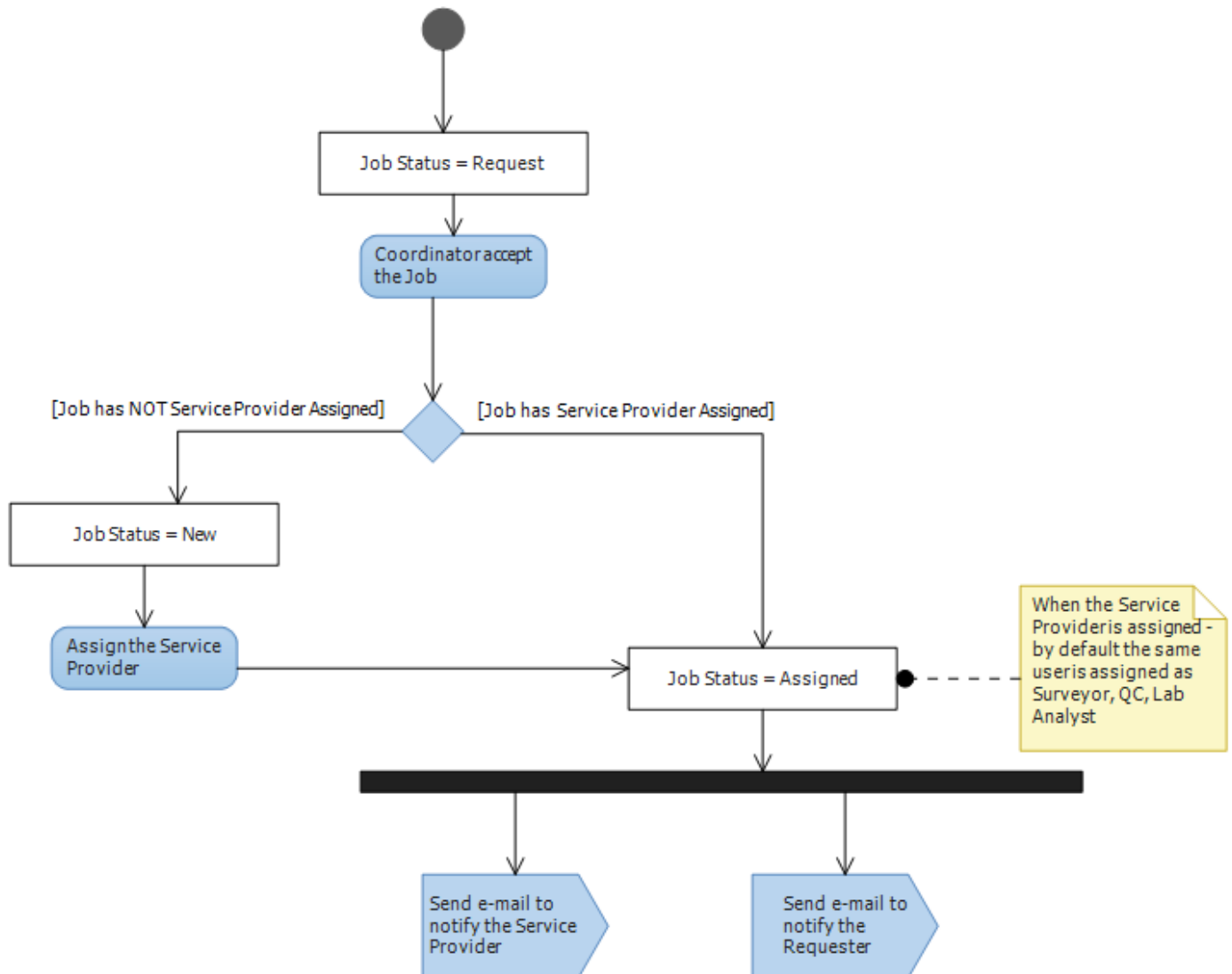
Job Status

Definition

Assigned

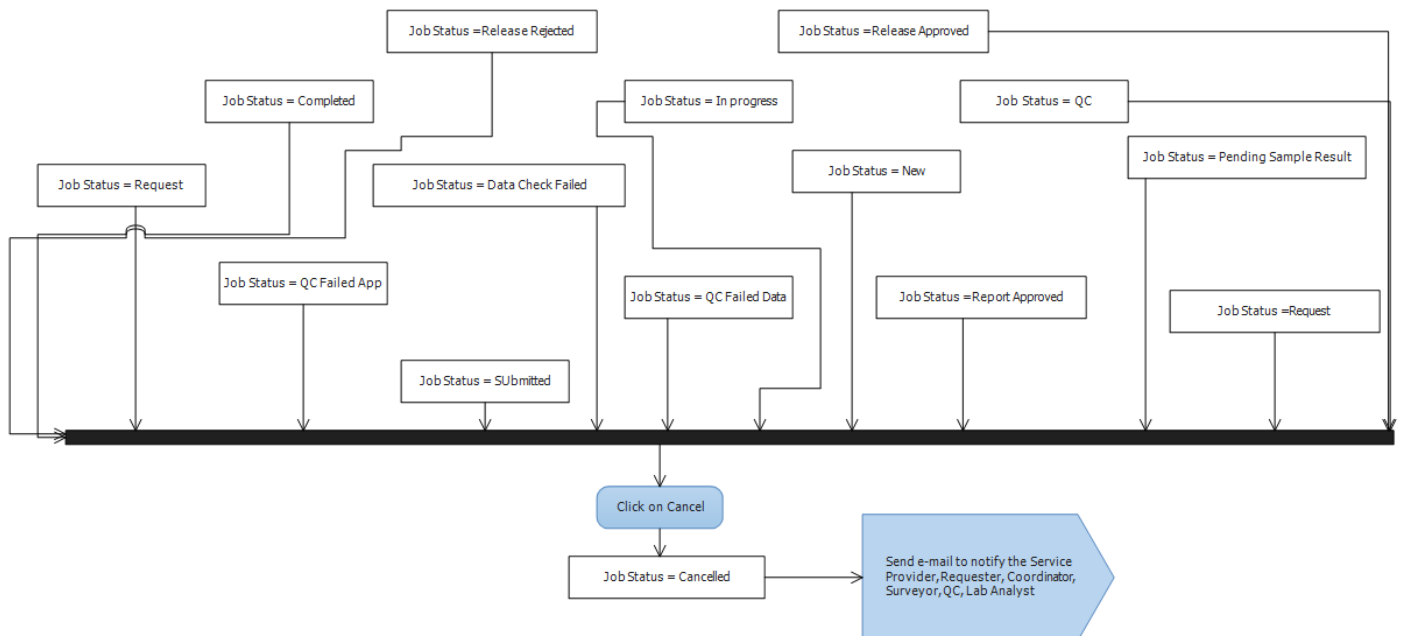
A Job has status of Assigned when the Job has a Service Provider allocated and is accepted by the Coordinator.





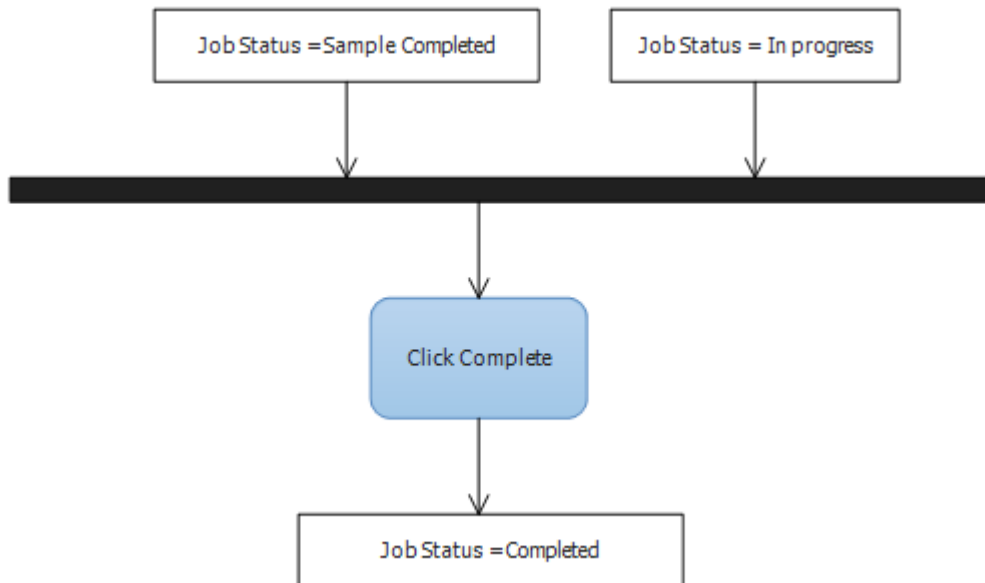
Cancelled

A Job has status of Cancelled when either the Coordinator or Service Provider has cancelled the job.



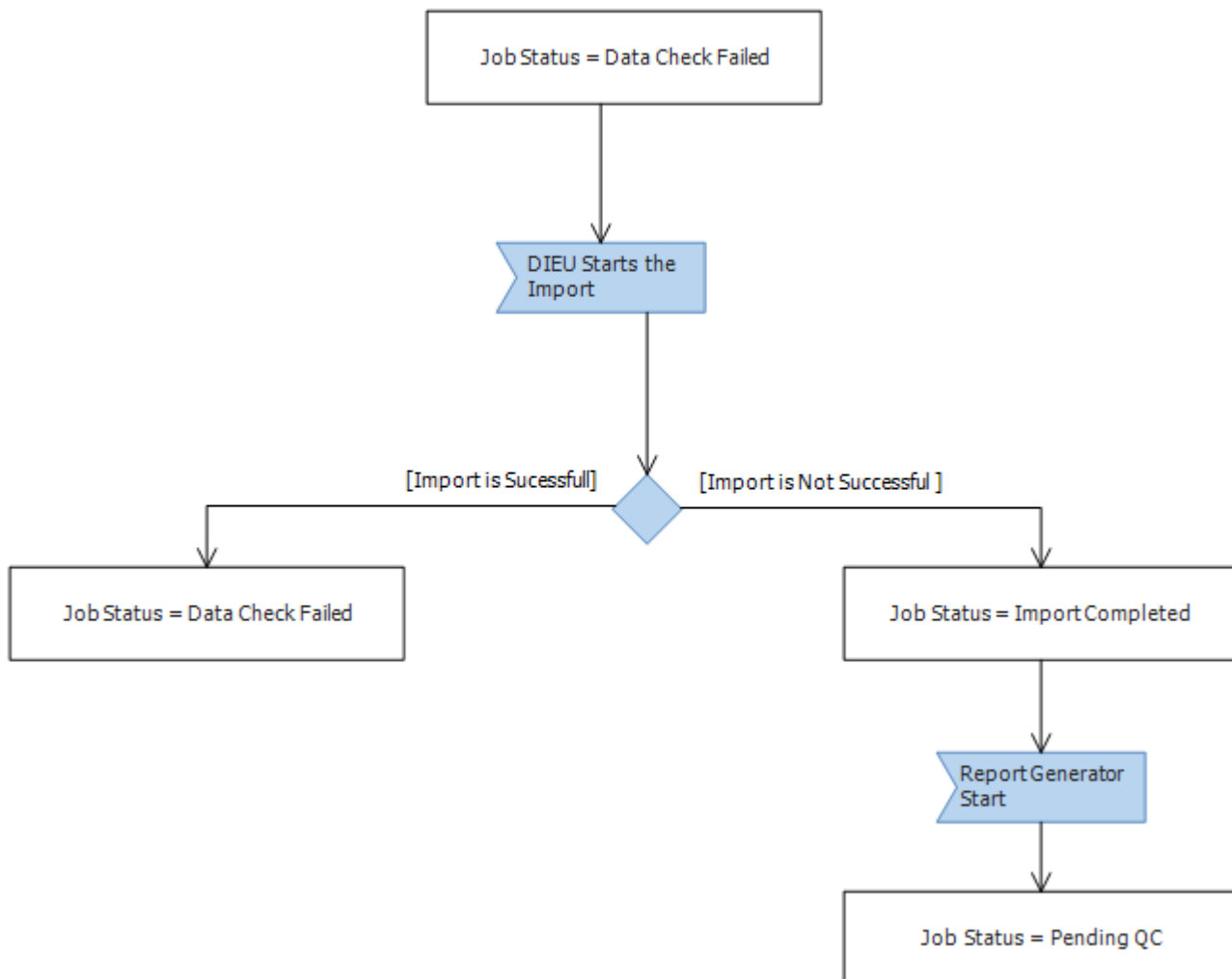
Completed

A Job has status of Completed when the all required data are entered.



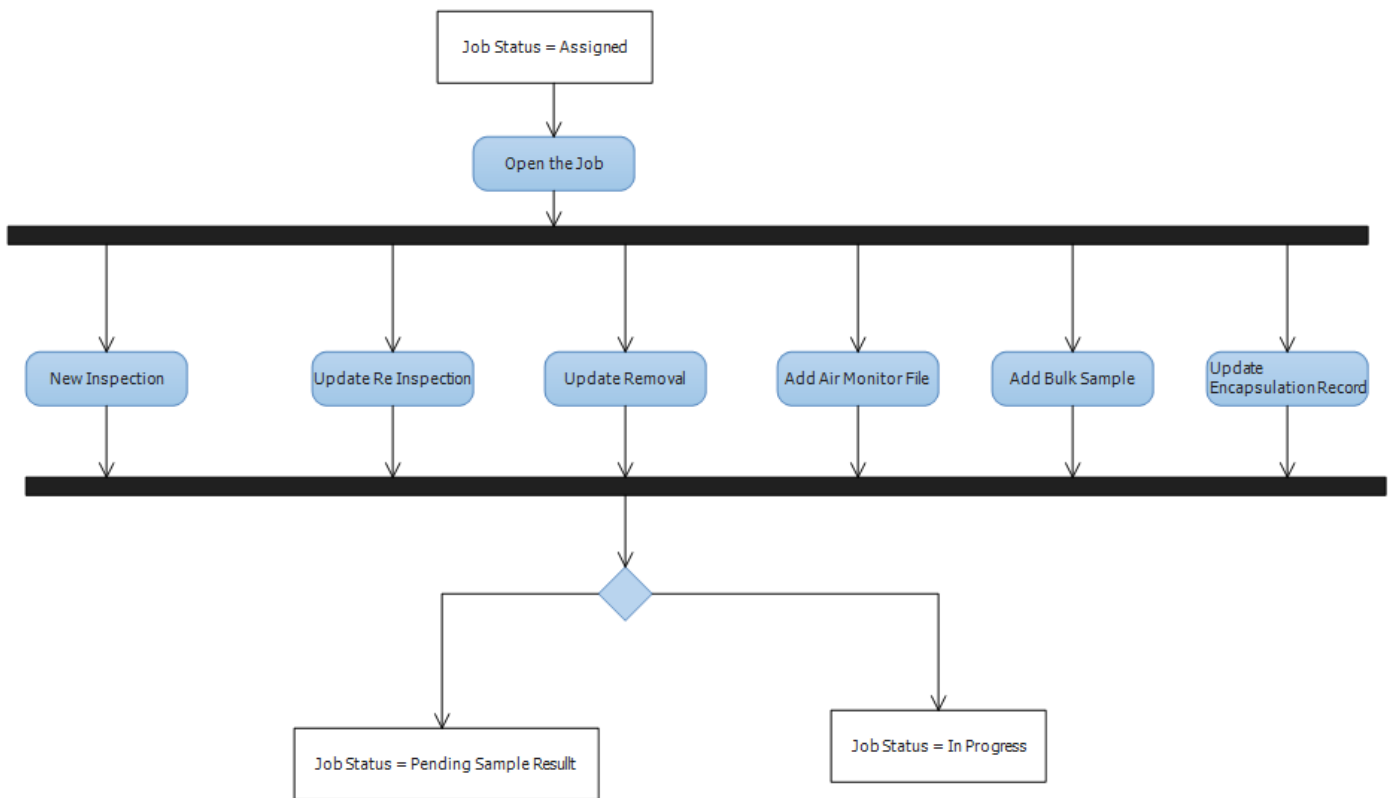
Data Checked Failed

A Job has status of Data Check Failed when the Job has not been imported by the Import Service due to input error in data entry.



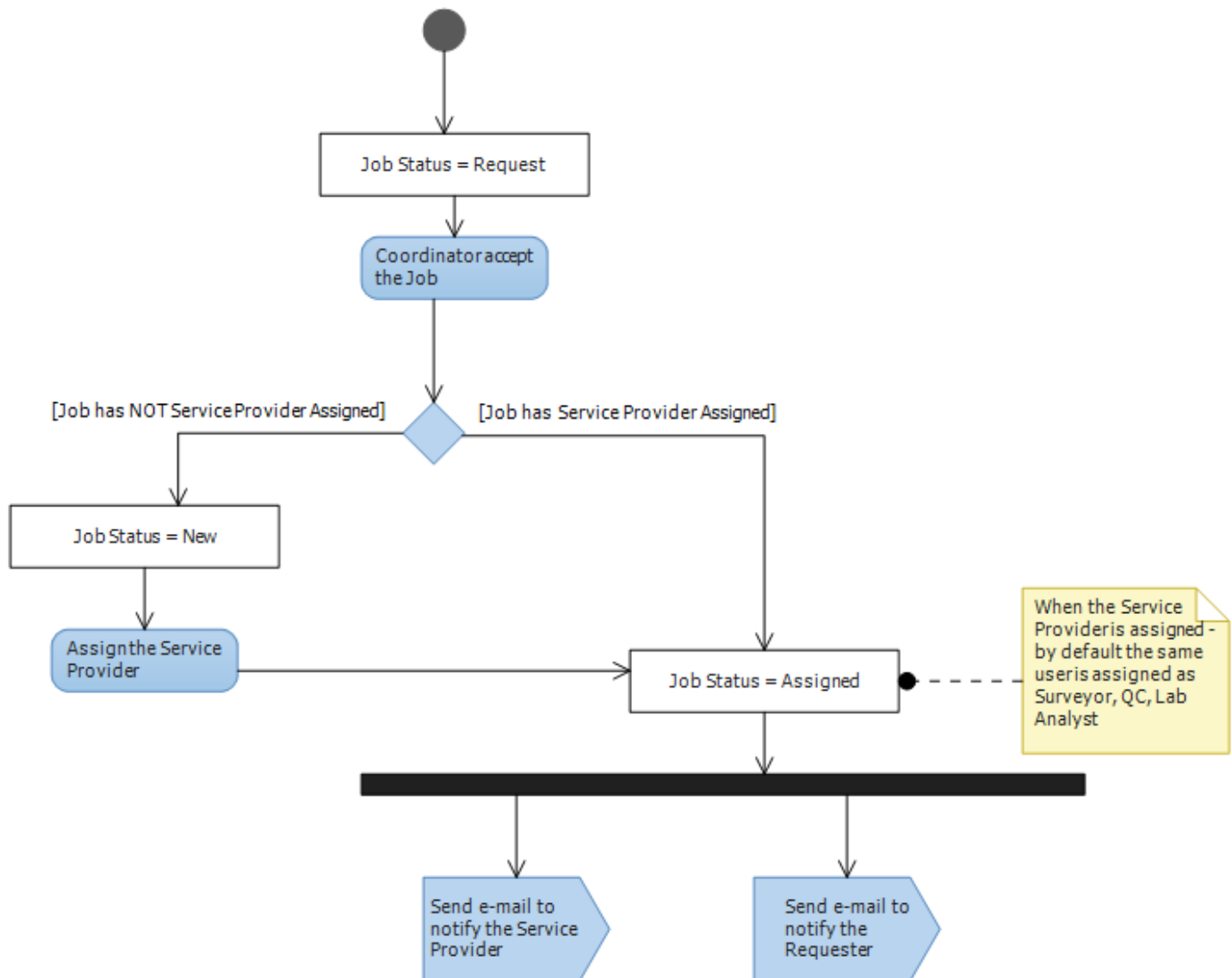
In Progress

A Job has status of In Progress when the Job has been open for the first time after it was assigned and there is at least one Inspection for the Job.



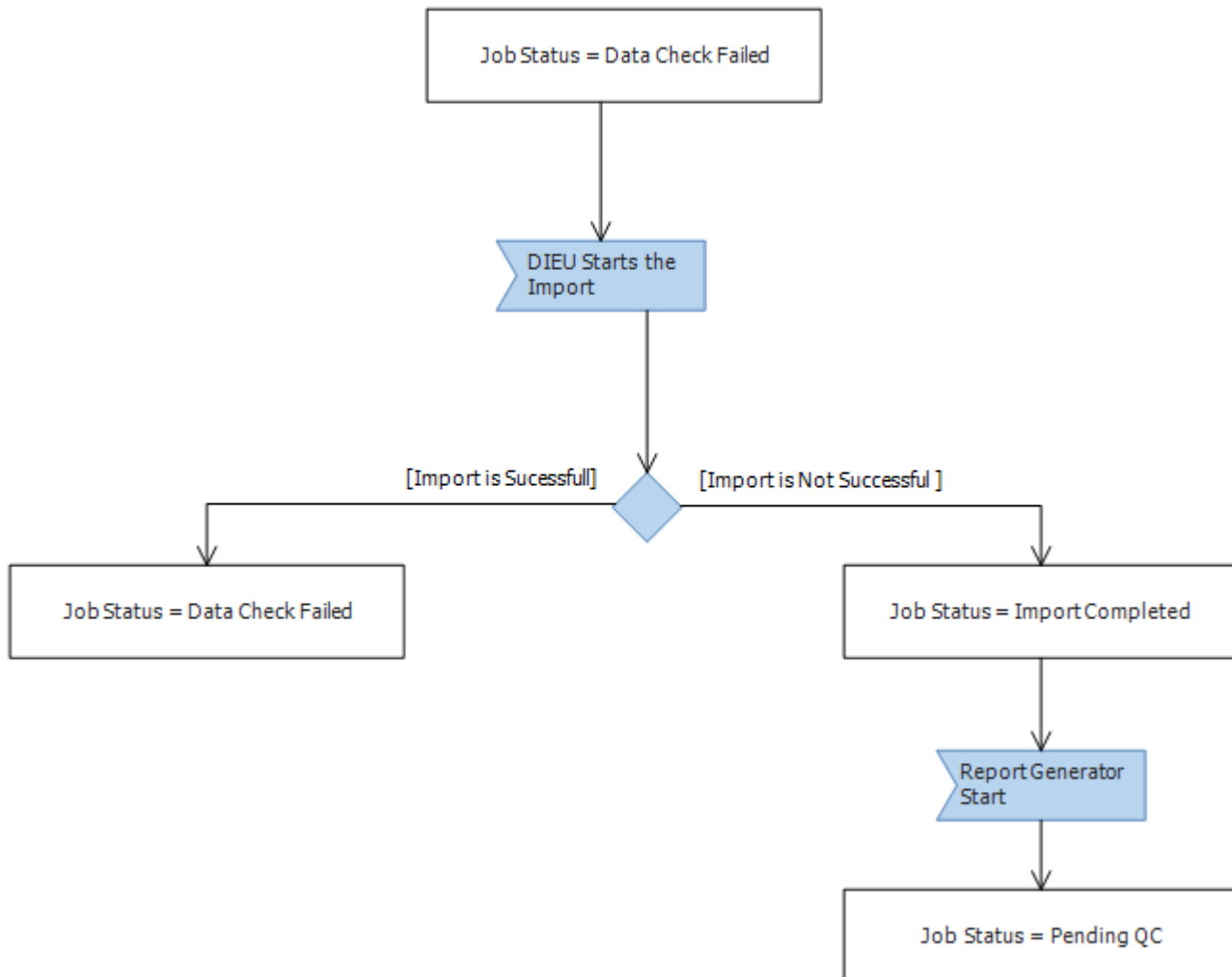
New

A Job has status of New when the Job has been accepted by the Coordinator but it has no Service Provider assigned to it.



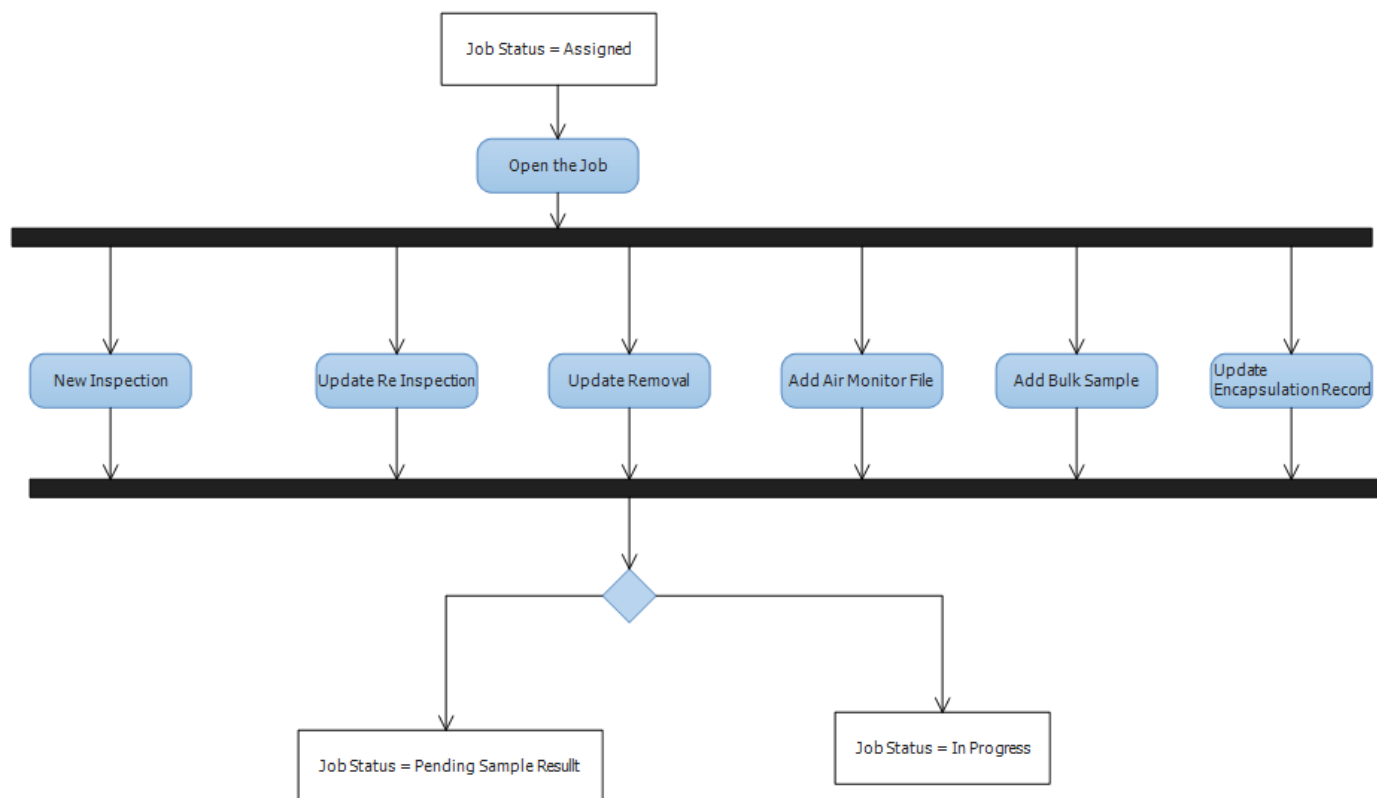
Pending QC

A Job has status of Pending QC when the Job data has been imported, QC report has been produced and report is pending approval.



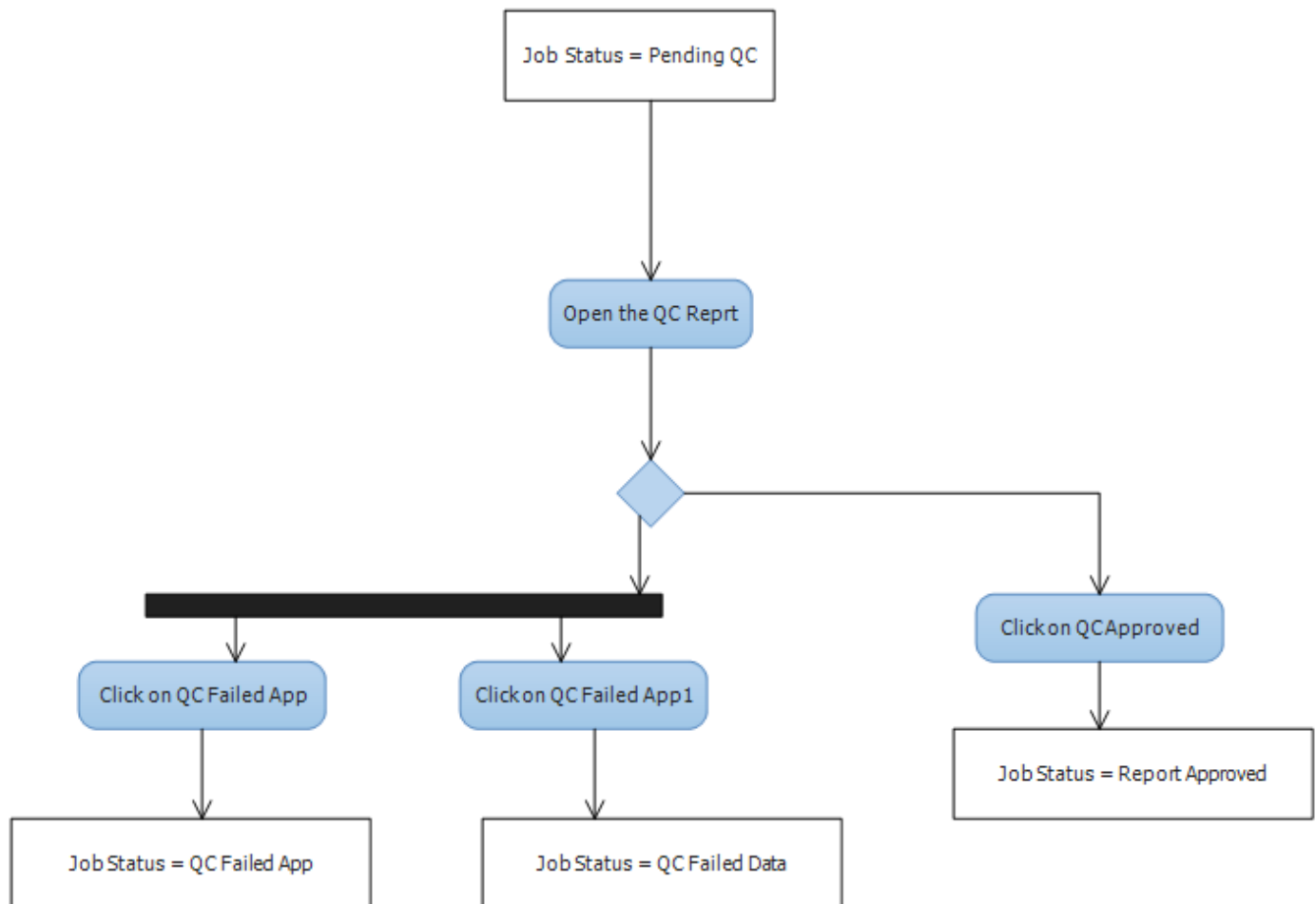
Pending Sample Result

A Job has status of Pending Sample Result when the Job has some Inspections with Type Sample and is pending the result.



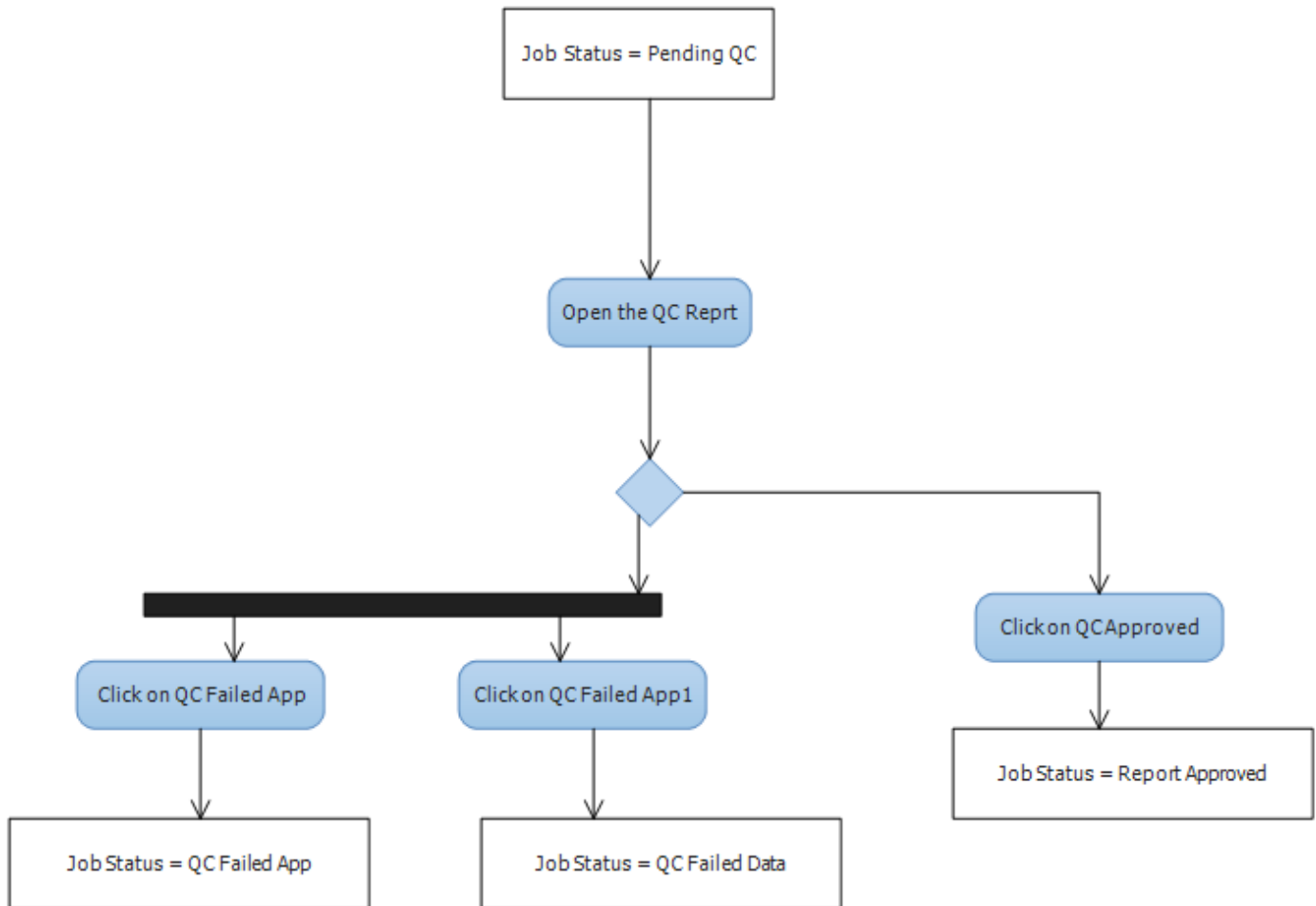
QC Failed App

A Job has status of QC Failed App when the Job has been declined for approval by QC due to configuration issues.



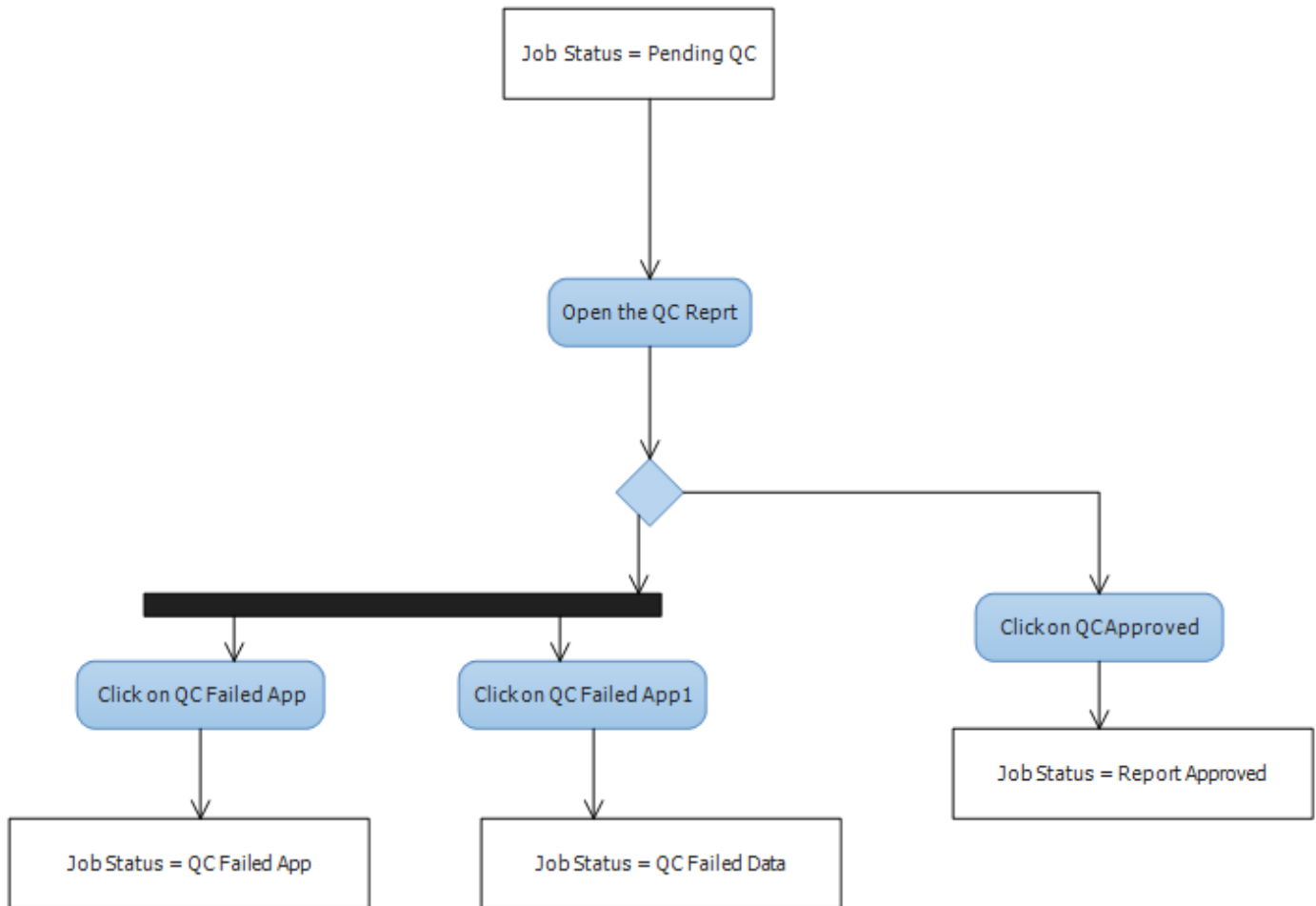
QC Failed Data

A Job has status of QC Failed Data when the Job has been declined for approval by QC due to data issues.



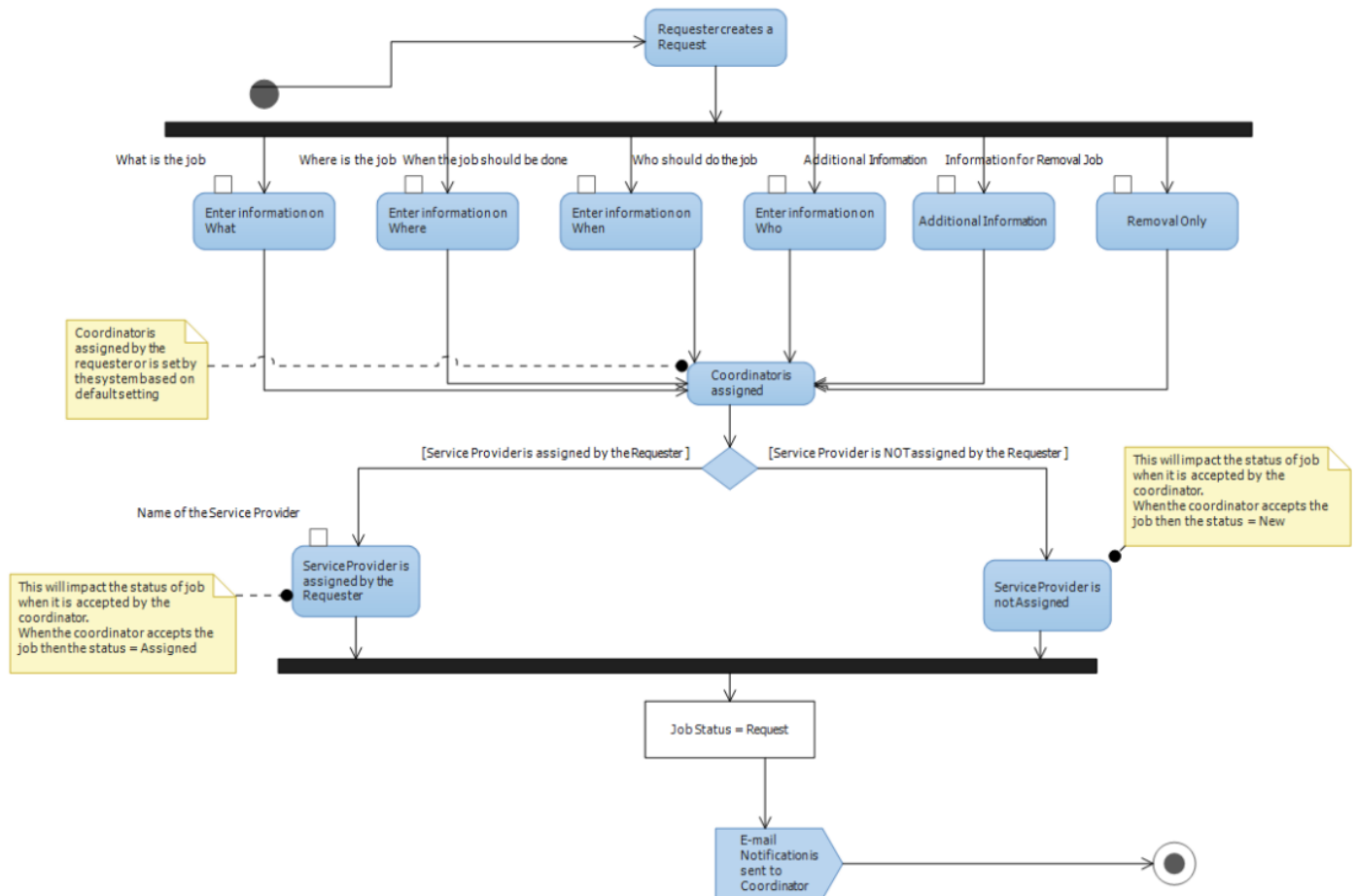
Report Approved

A Job has status of Report Approved when the Job has been approved by QC.



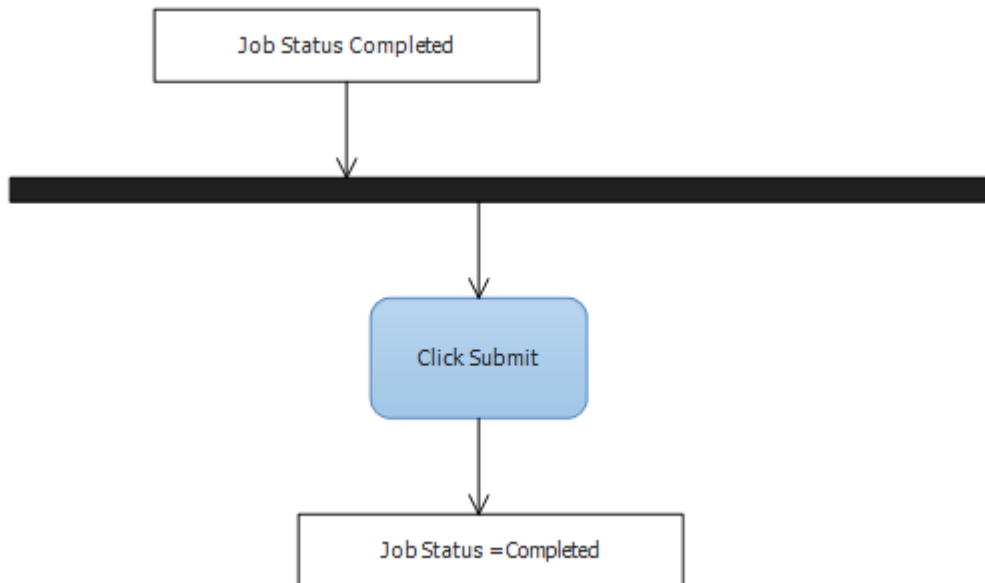
Request

A Job has status of Request when the Job has been requested but not accepted.



Submitted

A Job has status of Submitted when the Job has been submitted for data to be checked and to be imported by system.



Job Type

Job type determines the “nature” of the job. Depending on a Job Type selected for a job the data required for completion of a job is different.

Example of Job Types are:

- Asbestos Survey – new;
- Asbestos Survey – Re Inspection;
- Asbestos Survey – Removal;
- Asbestos Air Monitoring;
- Asbestos Bulk Sample;
- Asbestos Encapsulation;
- Defects;
- Significant Findings;
- Fire Assessments.

Asbestos Survey – New

This Job Type is used when there is a need to do a Survey for property when a reference to any historical data is not required or the property has not been surveyed before.

Asbestos Survey – Re Inspection

This Job Type is used when there is a need to update data already collected for a property based on previous surveys.

Asbestos Survey – Removal

This Job Type is used when there is an Asbestos removal for a property.

Asbestos Air Monitoring

This Job Type is used when there is a need to provide information on Air Monitoring completed for a Property.

Asbestos Bulk Sample

This Job Type is used when there is a need to provide information on Sample(s) taken for a Property without doing a Survey

Asbestos Encapsulation

This Job Type is used when there is a need to update condition of materials within a Property when encapsulation is carried out.

Defects

This Job Type is used when there is a need to record information about a defects identified within a property.

Significant Findings

This Job Type is used when there is a need to record information about a significant findings identified within a property.

Fire Assessments

This Job Type is used when there is a need to complete a fire assessment for a property.

Levels

Levels are used to identify the point of [Inspection](#) . There are three levels being used:

- Level 1 representing the Floors
- Level 2 representing the Rooms
- Level 3 representing the Elements

No Access

Non-accessible records represent a list of Elements/Rooms or Areas/Floors that could not temporarily be accessed for [Inspection](#).

Note

Notes store free text information for each Property.

It is possible to have as many Notes as required per Property.

Notes can be created by Surveyors to provide general information on a Property.

Options

These are the available choices in those attributes that have a drop-down list.

Photo

A Photo record stores an electronic image of an Element.

A Photo record can also store an electronic image of other documents e.g. previously scanned reports, certificates.

Property

A Property represents an entity that Asbestos information is linked to. After creating a property record you should be able to associate all related asbestos information to it.

Property Structure

A Property Structure is the protocol used for identification of a “place” within a property.

Recommendation

Recommendation is the suggestions made by the Surveyors for controlling/eliminating the Asbestos Risk.

User Roles

Admin

User Interface

A User with role Admin will have access to the following:

- My Job
 - New
 - Bulk Upload
 - Get latest Info
 - Export to Excel
 - Map
- Dashboard
 - Bottleneck
 - Progress
 - Performance
 - Prediction
 - My Board
 - My Team Board
 - My Organisation
- Setup
 - User
 - Team
- User Profile
- Job
- My Calendar

Action

A User with role Admin will have access to the following actions:

	Accept	Assign	Cancel	Completed	Delete	Lab Result	Open	Open Report	QC Failed App	QC Failed Data	QC Passed	Rejection reason	R A
Assigned		√	√	√	√								
Cancelled					√		√						
Completed			√		√		√						
Data Check Failed		√	√		√		√						
Data Check Passed			√		√		√						
In Progress		√	√	√	√		√						
New		√	√		√		√						
Not Submitted			√		√		√						
Pending QC		√	√		√		√	√	√	√	√		
Pending Sample Result		√	√	√	√	√							
QC Failed App			√	√	√		√					√	
QC Failed Data		√	√		√		√						
Released Approved							√	√					
Releases Rejected		√	√		√		√					√	
Report Approved							√	√					
Request	√		√		√		√						

Samples Completed			√	√	√	√	√						
Submitted			√		√		√						

Historical Data option is only available for Re Inspection and Removal jobs.

Coordinator

User Interface

A User with role Coordinator will have access to the following:

- My Job
 - New
 - Bulk Upload
 - Get latest Info
 - Export to Excel
 - Map
- Dashboard
 - Bottleneck
 - Progress
 - Performance
 - Prediction
 - My Board
 - My Team Board
 - My Organisation
- User Profile
- Job
- My Calendar

Action

A User with role Coordinator will have access to the following actions:

	Accept	Assign	Cancel	Completed	Delete	Lab Result	Open	Open Report	QC Failed App	QC Failed Data	QC Passed	Rejection reason	R A
Assigned		√	√	√	√								
Cancelled					√		√						
Completed			√		√		√						
Data Check Failed		√	√		√		√						
Data Check Passed			√		√		√						
In Progress		√	√	√	√		√						
New		√	√		√		√						
Not Submitted			√		√		√						
Pending QC		√	√		√		√	√	√	√	√		
Pending Sample Result		√	√	√	√	√							
QC Failed App			√	√	√		√					√	
QC Failed Data		√	√		√		√						
Released Approved							√	√					
Releases Rejected		√	√		√		√					√	
Report Approved							√	√					
Request	√		√		√		√						

Samples Completed			√	√	√	√	√						
Submitted			√		√		√						

Historical Data option is only available for Re Inspection and Removal jobs.

Lab Analyst

User Interface

A User with role Lab Analyst will have access to the following:

- My Job

Action

A User with role Lab Analyst will have access to the following actions:

	Accept	Assign	Cancel	Completed	Delete	Lab Result	Open	Open Report	QC Failed App	QC Failed Data	QC Passed	Rejection reason	R A
Assigned													
Cancelled													
Completed													
Data Check Failed													
Data Check Passed													
In Progress													
New													
Not Submitted													
Pending QC													
Pending Sample Result						√							
QC Failed App													
QC Failed Data													
Released Approved													
Releases Rejected													
Report Approved													
Request													

Samples Completed						√							
Submitted													

QC

User Interface

A User with role QC will have access to the following:

- My Job
 - New
 - Bulk Upload
 - Get latest Info
 - Export to Excel
 - Map
- Dashboard
 - Bottleneck
 - Progress
 - Performance
 - Prediction
 - My Board
 - My Team Board
 - My Organisation
- User Profile
- Job
- My Calendar

Action

A User with role QC will have access to the following actions:

	Accept	Assign	Cancel	Completed	Delete	Lab Result	Open	Open Report	QC Failed App	QC Failed Data	QC Passed	Rejection reason	R A
Assigned													
Cancelled							√						
Completed			√				√						
Data Check Failed			√				√						
Data Check Passed			√				√						
In Progress		√	√	√			√						
New		√	√				√						
Not Submitted			√				√						
Pending QC		√	√				√	√	√	√	√		
Pending Sample Result		√	√	√		√							
QC Failed App			√	√			√	√				√	
QC Failed Data		√	√				√	√				√	
Released Approved							√	√					
Releases Rejected			√				√						
Report Approved							√	√					
Request	√		√				√						

Samples Completed			√			√	√						
Submitted			√				√						

Historical Data option is only available for Re Inspection and Removal jobs.

Requester

User Interface

A User with role Requester will have access to the following:

- My Job
 - New

Action

A User with role Requester will have access to the following actions:

	Accept	Assign	Cancel	Completed	Delete	Lab Result	Open	Open Report	QC Failed App	QC Failed Data	QC Passed	Rejection reason	R A
Assigned													
Cancelled													
Completed													
Data Check Failed													
Data Check Passed													
In Progress													
New													
Not Submitted													
Pending QC													
Pending Sample Result													
QC Failed App													
QC Failed Data													
Released Approved													
Releases Rejected													
Report Approved								√					
Request			√		√								

Samples Completed													
Submitted													

Service Provider

User Interface

A User with role Service Provider will have access to the following:

- My Job
 - New
 - Bulk Upload
 - Get latest Info
 - Export to Excel
 - Map
- Job
- My Calendar

Action

A User with role Service Provider will have access to the following actions:

	Accept	Assign	Cancel	Completed	Delete	Lab Result	Open	Open Report	QC Failed App	QC Failed Data	QC Passed	Rejection reason	R A
Assigned													
Cancelled							√						
Completed			√				√						
Data Check Failed			√				√						
Data Check Passed			√				√						
In Progress		√	√	√			√						
New		√	√				√						
Not Submitted			√				√						
Pending QC		√	√				√	√	√	√	√		
Pending Sample Result		√	√	√		√							
QC Failed App			√	√			√	√				√	
QC Failed Data		√	√				√	√				√	
Released Approved							√	√					
Releases Rejected			√				√						
Report Approved							√	√					
Request	√		√				√						

Samples Completed			√			√	√						
Submitted			√				√						

Historical Data option is only available for Re Inspection and Removal jobs.

Surveyor

User Interface

A User with role Surveyor will have access to the following:

- My Job
 - New
 - Bulk Upload
 - Get latest Info
 - Export to Excel
 - Map
- User Profile
- Job
- My Calendar

Action

A User with role Surveyor will have access to the following actions:

	Accept	Assign	Cancel	Completed	Delete	Lab Result	Open	Open Report	QC Failed App	QC Failed Data	QC Passed	Rejection reason	R A
Assigned													
Cancelled							√						
Completed			√				√						
Data Check Failed			√				√						
Data Check Passed			√				√						
In Progress		√	√	√			√						
New		√	√				√						
Not Submitted			√				√						
Pending QC		√	√				√	√	√	√	√		
Pending Sample Result		√	√	√		√							
QC Failed App			√	√			√	√				√	
QC Failed Data		√	√				√	√				√	
Released Approved							√	√					
Releases Rejected			√				√						
Report Approved							√	√					
Request	√		√				√						

Samples Completed			√			√	√						
Submitted			√				√						

Historical Data option is only available for Re Inspection and Removal jobs.

Sample

The process of taking a small part of an Element for analysis and obtaining a set of data to confirm the presence of Asbestos.

Sample is used for confirmation on the result of an [Inspection](#) .

Survey

- A “Survey” record contains information gathered during a site visit.
- A “Survey” is like a folder for storing all information gathered on a visit.
- When we are doing a “Survey” we are visiting a Property.
- A “Survey Reference” can be substituted by “Visit Reference”.
- Specially important information on a “Survey” is the “Survey Type” or “objective of the visit” e.g. Management, Refurbishment, etc.

USER INTERFACE

GRID

- The “Grid” control is used on many pages.
- The “Grid” displays information in tabular format.
- Each “Grid” has a number of “Columns” and each “Column” has a label.

Example 1:

Drag a column header and drop it here to group by that column

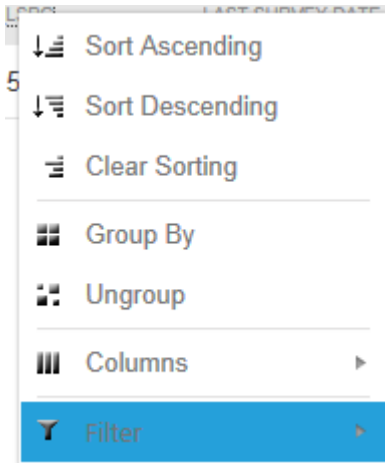
	UPRN_LSPG	LAST SURVEY DATE	REPORT AVAILABLE	MAIN PHOTO	ADDRESS 1	ADDRESS 2	NO/RANGE/STNAME	LOCALITY	TOWN	POSTCODE
Open	207015217	29/05/2014	Yes	View	2	Moxon Street	Barnet		London	EN5 5TY

Page size: 10 1 items in 1 pages

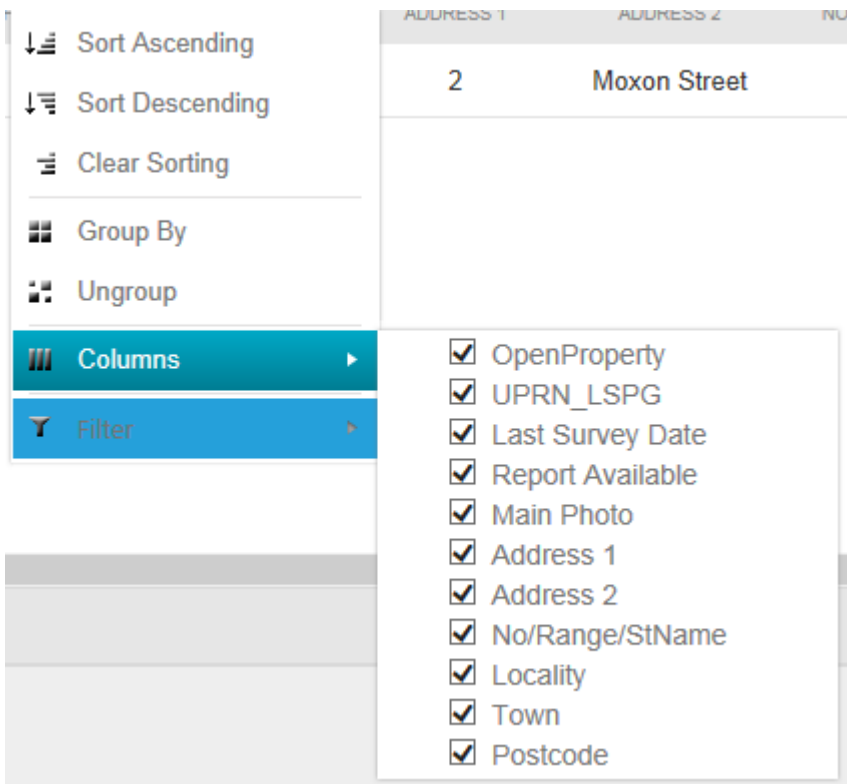
Example 2:

UPRN_LSPG	INSPECTION DATE	POSITION	FLOOR/LEVEL	ROOM/AREA	PLAN REF	ELEMENT	LOCATION DESC	INSPECTION TYPE	INSPECTION RESULT
207015217	30/10/2013 00:00:00	Internal	Basement	Services Area -1/015	-1/015	Panel above door		Sample Taken	Asbestos Found
207015217	30/10/2013 00:00:00	Internal	Basement	Services Area -1/015	-1/015	Panel adjacent door	Adjacent door	Visually Similar To	Strongly presumed asbestos
207015217	30/10/2013 00:00:00	Internal	Basement	Storage Area -1/014	-1/014	Panel above door	Above door to -1/015	Visually Similar To	Strongly presumed asbestos
207015217	30/10/2013 00:00:00	Internal	Basement	Storage Area -1/014	-1/014	Panel adjacent door	Adjacent door to -1/015	Visually Similar To	Strongly presumed asbestos

- Click on any of the “Columns” to apply sorting to the data displayed on the “Grid”.
- Place the “mouse” on any of the “Columns” and click on the right key. This will bring up a list of other functions available for the “Grid”.



- Click on the “Columns” to add/remove columns to/from the “Grid”.



- Click on the “Filter” to apply filter to the data displayed on the “Grid”.

The screenshot displays the 'Filter' menu in the Job Management System. The menu is open, showing options: Sort Ascending, Sort Descending, Clear Sorting, Group By, Ungroup, Columns, and Filter (highlighted). The 'Filter' sub-menu is also open, showing a 'Clear Filter' button, a text input field, a dropdown menu set to 'NoFilter', an 'And' section with another dropdown set to 'NoFilter', and a 'Filter' button. The background shows a table with columns 'ADDRESS 1' and 'ADDRESS 2', with the first row containing the values '2' and 'Moxon Street'.

ADDRESS 1	ADDRESS 2
2	Moxon Street

- Click on the Group by and the data will be grouped by the column selected.

Option Box
