Job Management System

Manual

1 — Last update: June 24, 2014

Table of Contents

CONTENTS

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

LOGGING ON

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.

1. Enter Username
2. Enter Password
3. Click on Sign In

FORGOT PASSWORD

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

1. Click on 'Forgot your password?

The Password Recovery screen appears;

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:

1. Click on 'Forgot your User Name?

The Password Recovery screen appears:
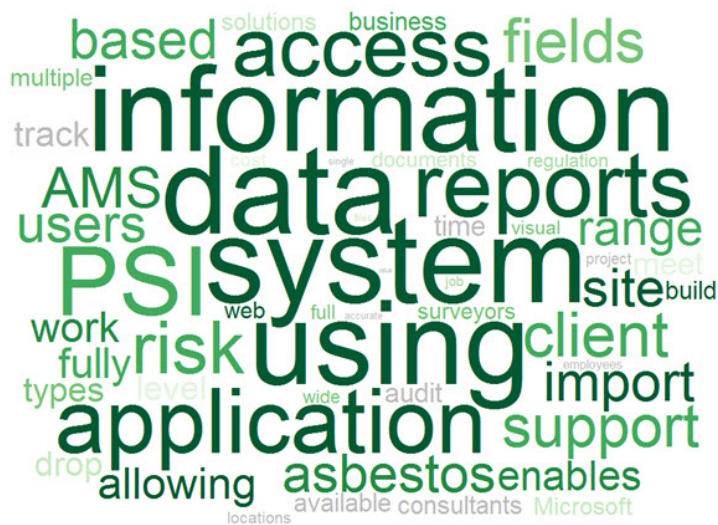
JMS version R.3.0.1   Please contact PSI on 0845 253 0999 with questions or comments about this site.

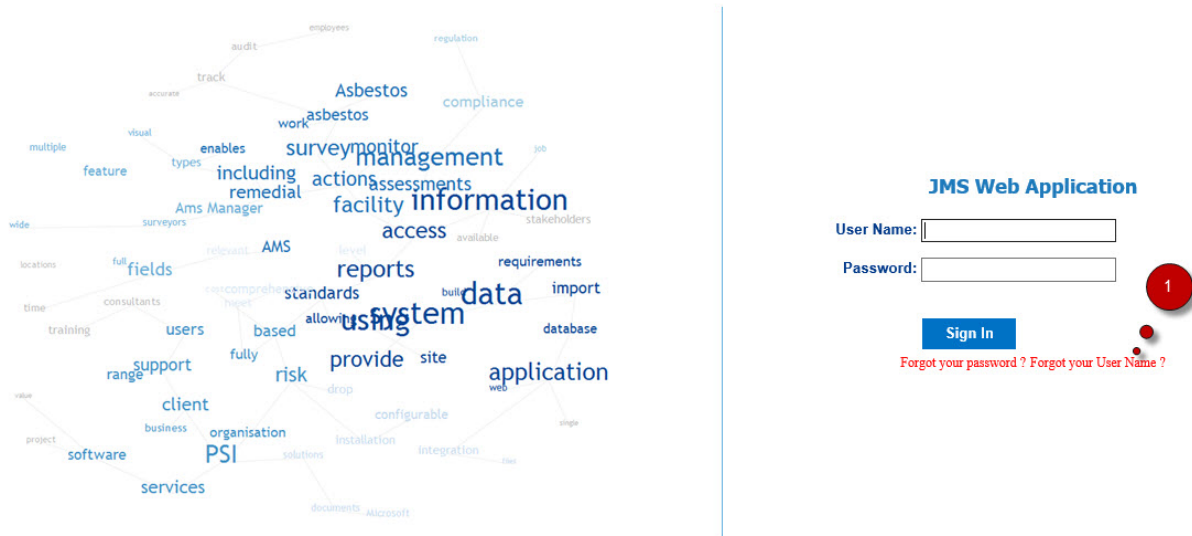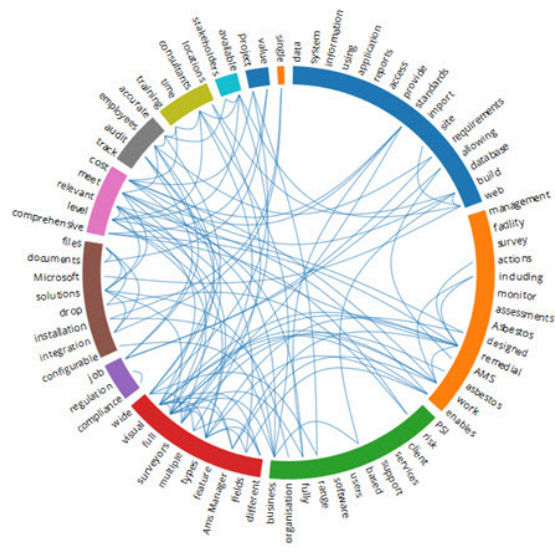1. Enter the email address. Email address must be the one that is saved in the user profile.
2. Click Send

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
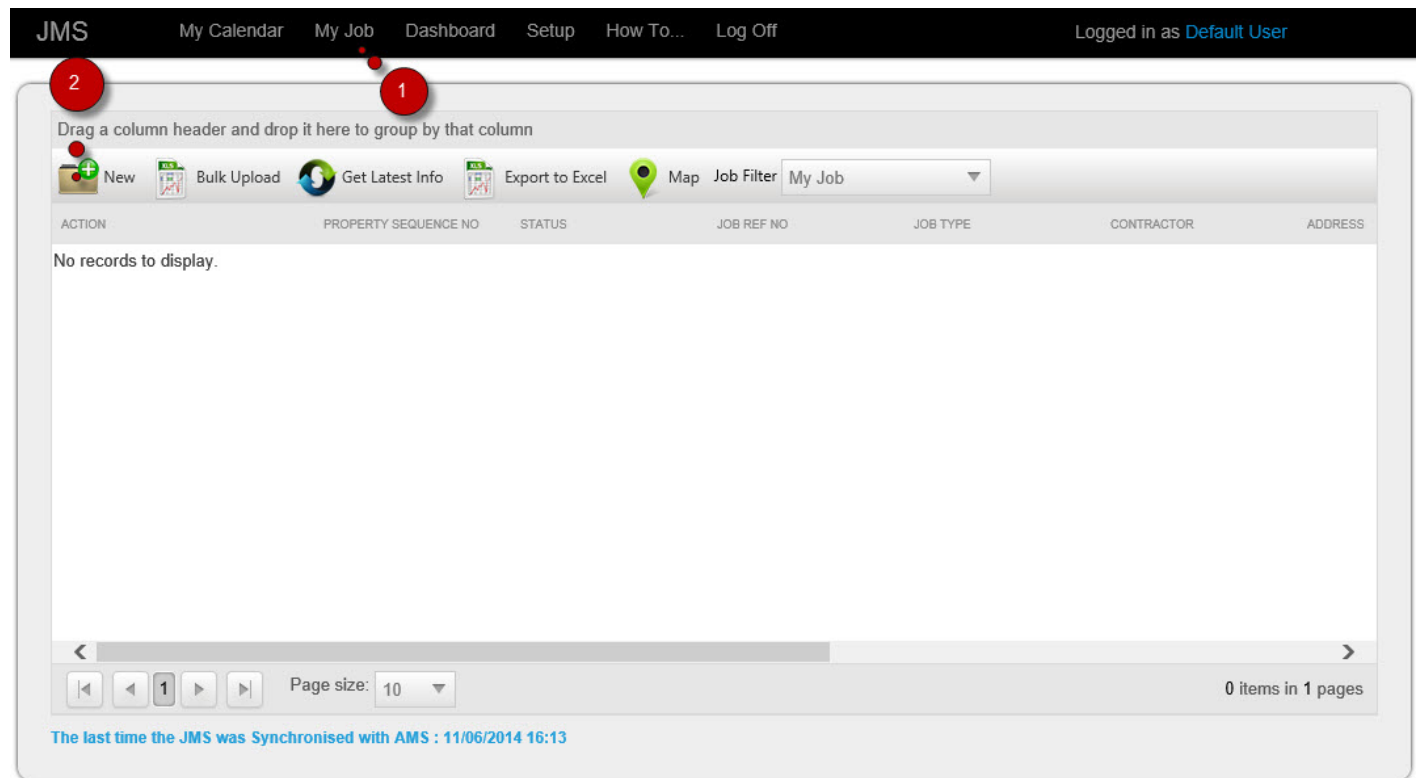
© PSI2000 Ltd 2013

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.

© PSI2000 Ltd 2013

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.

© PSI2000 Ltd 2013

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

© PSI2000 Ltd 2013

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

© PSI2000 Ltd 2013

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

3. Enter information on the Requested By field
4. Select a Service Provider from the option box
5. Select a Workstream from the option box

Fill in the other fields as necessary.

If additional information is required to carry out the job these can be added to the Additional Info screen.

Add or select as required on the screen

1. Specify if any additional information is attached
2. Attach the document
3. A list of documents is displayed once the job is saved.

This information is required if the job type is "Asbestos Removal"

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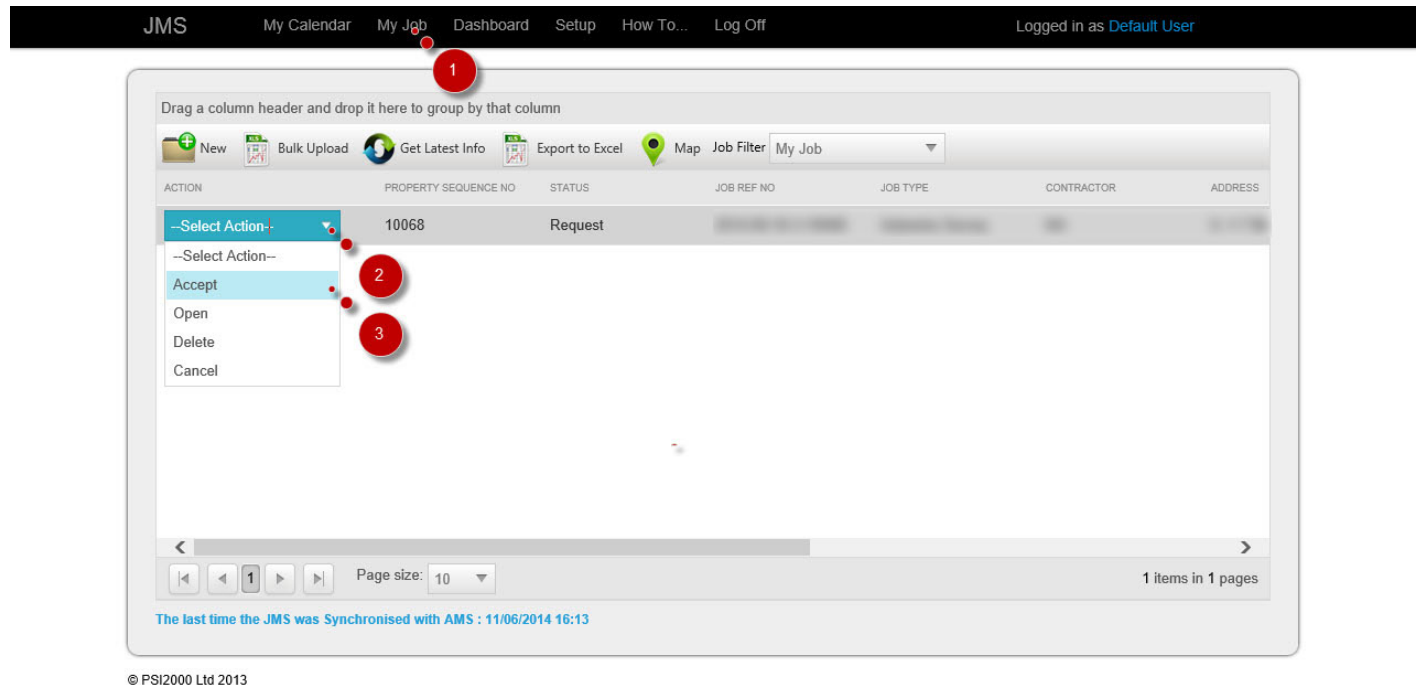
1. Click on my Job
2. Click on the arrow to expand the list of actions
3. Select 'Accept' from the option box

The screen refreshes and the Status field is updated

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'.

© PSI2000 Ltd 2013

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
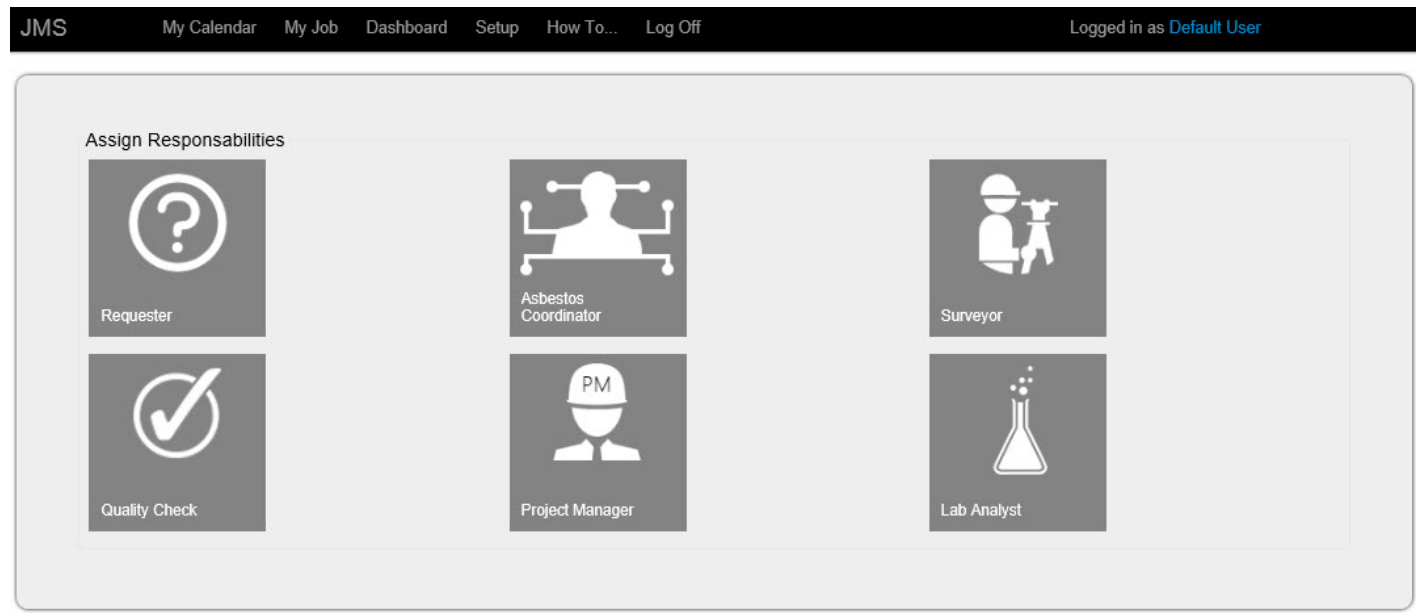
© PSI2000 Ltd 2013

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

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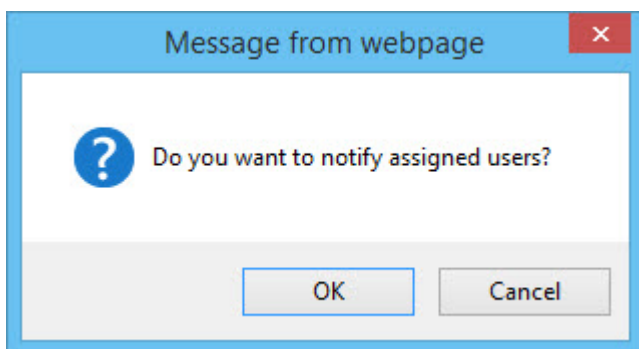
If OK is clicked on the message then all the assigned resources receive an email notification.

HOW TO OPEN A JOB

A job can be opened from the My Job screen

© PSI2000 Ltd 2013

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.

© PSI2000 Ltd 2013

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

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.

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

© PSI2000 Ltd 2013

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 |

60%

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		Product Type	
Survey Ref.		Percentage (1st)	
Inspection Number (*)	1	Analysis (2nd)	
Firm		Percentage (2nd)	
Surveyor		Analysis (3rd)	
Survey Type		Percentage (3rd)	
Inspection Date	29/04/2014	Comment	
Sample No		Recommendation Priority1	
Material		Recommendation Who1	
Inspection Method	Sample Taken	Main Type Activity	
Inspection Result	Asbestos Detected	Secondary Type Activity	
Surface Treatment		Location	
Damage/Deterioration		Accessibility	
Original Qty		Extent Amount	
Unit		No of occupants	
Recommendation Action1		Freq. of Use	
Sample Ref		Average time each use	
Analysed By		Type of Maintenance	
Analysis Date	13/06/2014	Freq. of Maintenance	
Analysis (1st)		Surveyor Survey Ref	

1

2   **3**

Certificate(s):

| | Select | | Upload |

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

Page 4 of 6

(Select Certificate)
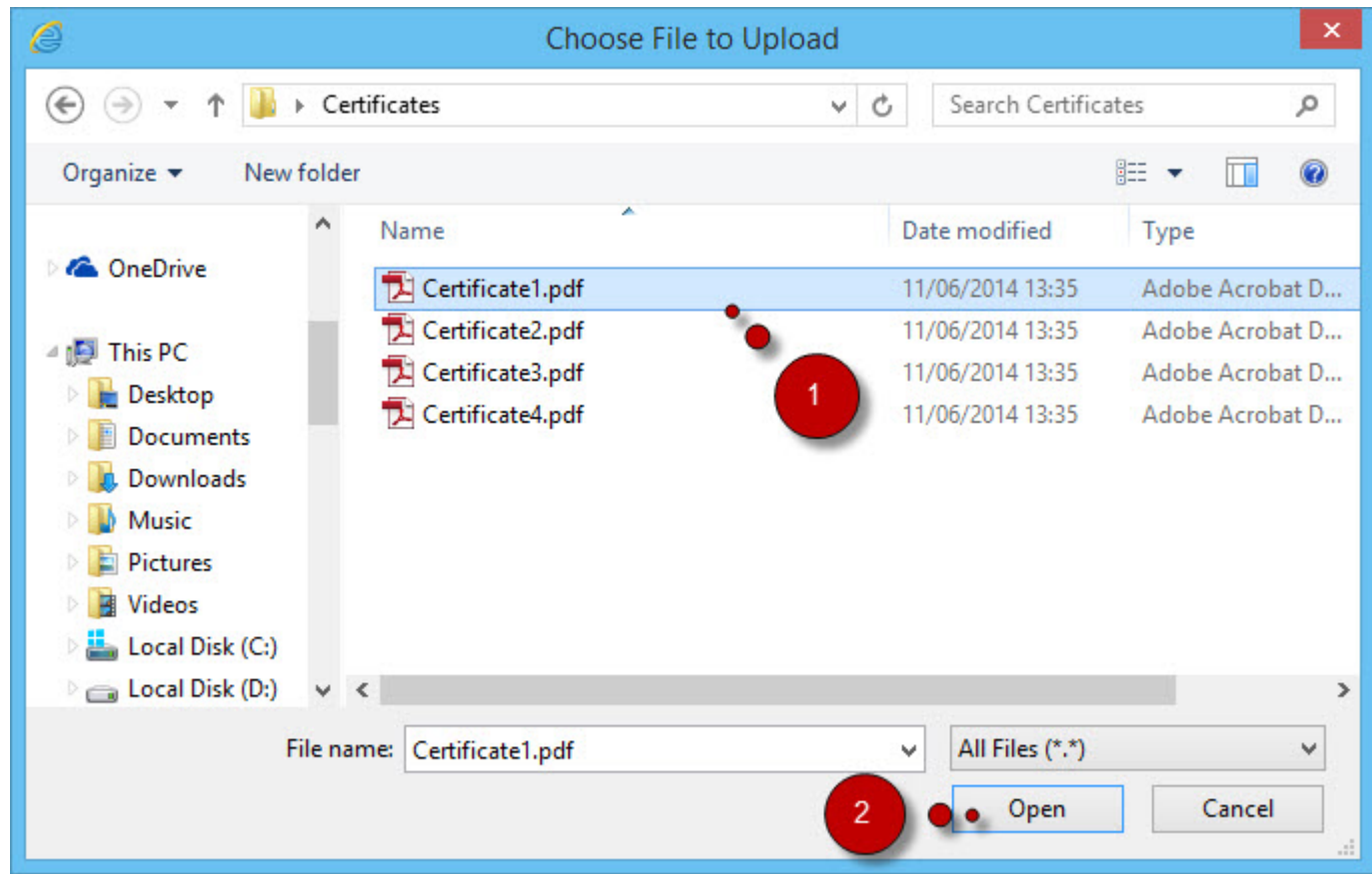
(Visual Inspection Form)

(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 |

60%

Property Address:

| << 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		Recommendation Action1	
Survey Ref.	123			Product Type	
Inspection Number (*)	3	2		Comment	
Survey Type				Recommendation Who1	
Surveyor				Recommendation Priority1	
Firm				Main Type Activity	
Inspection Date	23/06/2014			Secondary Type Activity		6
Referred Sample		3		Location	
Material				Accessibility	
Surface Treatment				Extent Amount	
Damage/Deterioration				No of occupants	
Original Qty				Freq. of Use	
Unit				Average time each use	
Inspection Method	Visually Similar To	4		Type of Maintenance	
Inspection Result		5		Freq. of Maintenance	

Page 4 of 6

(Inaccessible)

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

60%

Property Address:

<< Back   Cancel   Link Sample   Next >>   **Inaccessible**

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

Survey Ref.   123   (1)   Inspection Result   [▼]   (5)
Inspection Number (*) 3   (2)   Firm   (6)
Inspection Date   23/06/2014   Surveyor   [▼]
Inspection Method   Visual Inspection   [▼]   (3)   Comment

(4)

Page 4 of 6

© PSI2000 Ltd 2013

(No Access Form)

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

60%

Property Address:

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

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

(4)

Inspector   [▼]   (1)   Reason   (2)
No Access Date   23/06/2014   Survey Ref.   123   (3)

Page 4 of 6

© PSI2000 Ltd 2013

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

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

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

© PSI2000 Ltd 2013

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

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:

| 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.

© PSI2000 Ltd 2013

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:

© PSI2000 Ltd 2013

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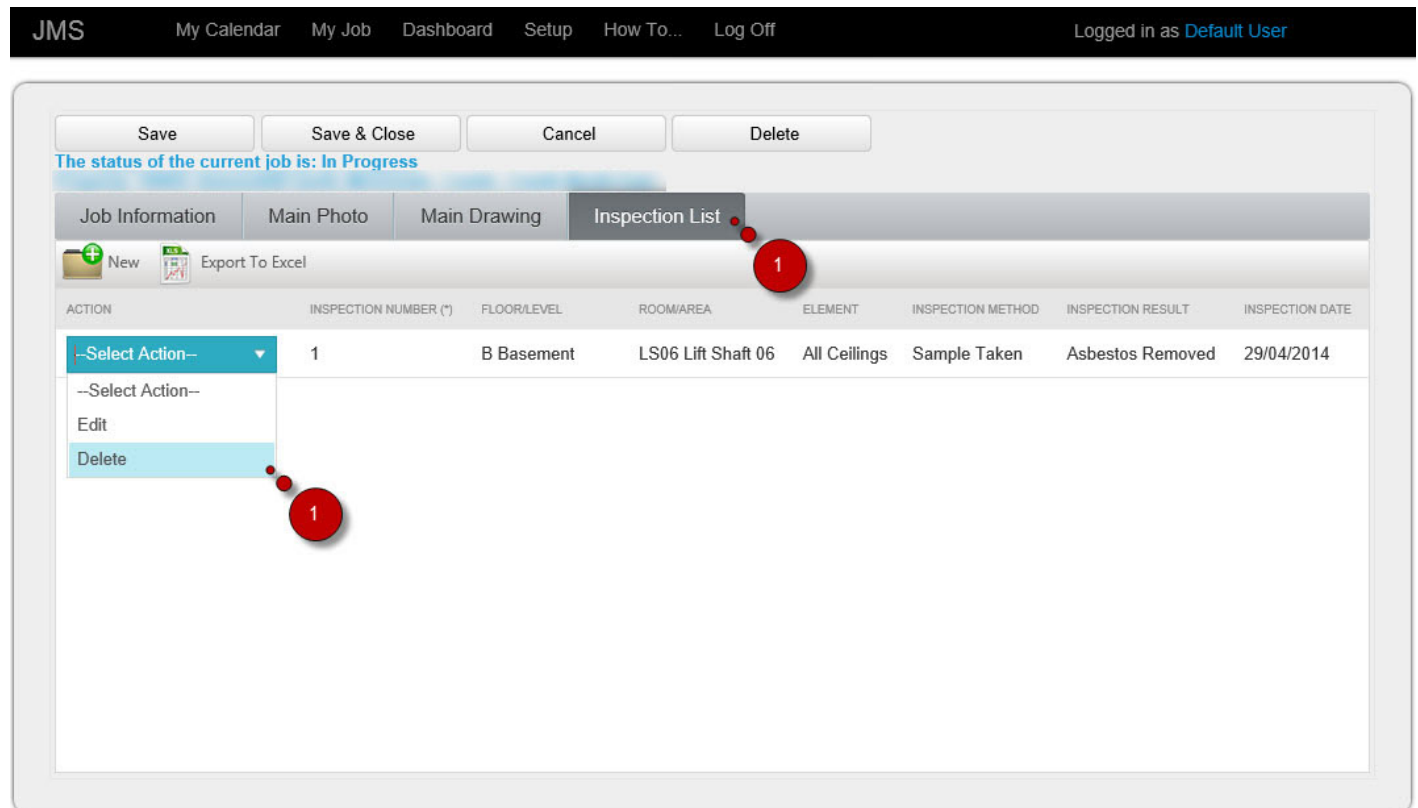

© PSI2000 Ltd 2013

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.

© PSI2000 Ltd 2013

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

A confirmation message will be displayed
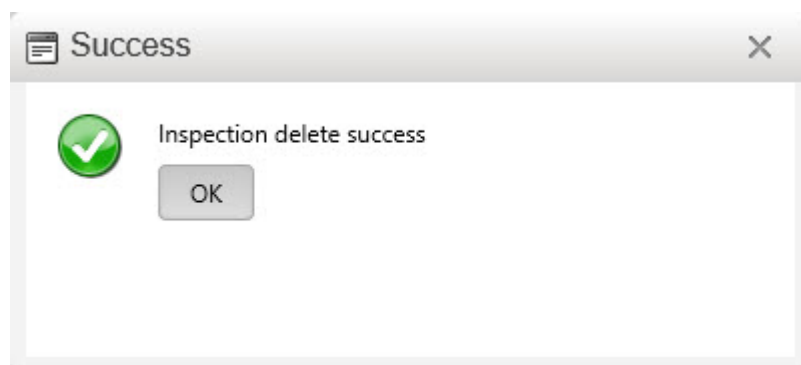
Re Inspection

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:

*

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

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.

© PSI2000 Ltd 2013

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.

© PSI2000 Ltd 2013

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.

© PSI2000 Ltd 2013

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

The Re-inspection data entry screen opens:

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.

© PSI2000 Ltd 2013

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

© PSI2000 Ltd 2013

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:

© PSI2000 Ltd 2013

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:

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.

© PSI2000 Ltd 2013

Open Removal

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

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.

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.

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

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.

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

Then Wizard

Air Monitoring

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

© PSI2000 Ltd 2013

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

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:

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

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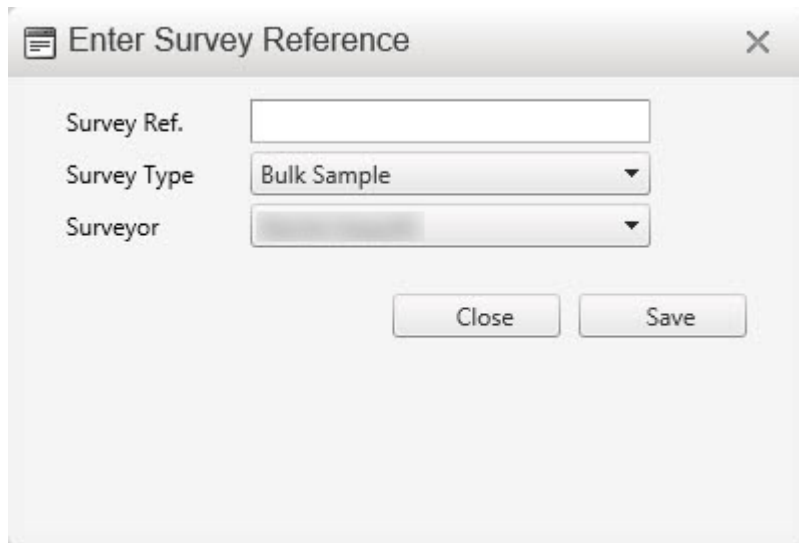
The status of the current job is: New
Property:

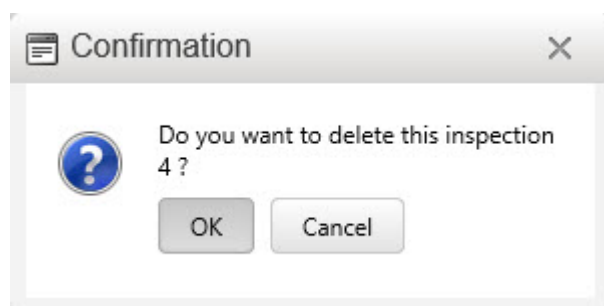| Job Information | Main Photo | Main Drawing | Bulk Sample List |

New   Export To Excel

ACTION	INSPECTION NUMBER (*)	FLOOR/LEVEL	ROOM/AREA	ELEMENT	INSPECTION METHOD	INSPECTION RESULT	INSPECTION DATE

No records to display.

© PSI2000 Ltd 2013

Add new Bulk sample

© PSI2000 Ltd 2013

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:

© PSI2000 Ltd 2013

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.

© PSI2000 Ltd 2013

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

Delete encapsulation

© 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.

© PSI2000 Ltd 2013

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.

© PSI2000 Ltd 2013

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
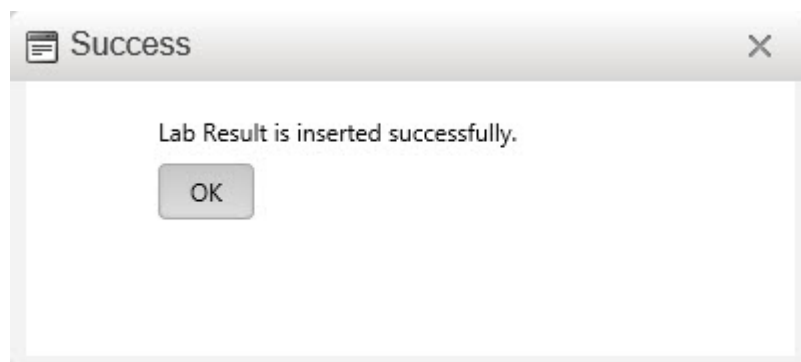
HOW TO COMPLETE A JOB

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

© PSI2000 Ltd 2013

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

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

© PSI2000 Ltd 2013

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

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.

© PSI2000 Ltd 2013

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:

© PSI2000 Ltd 2013

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

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.

© PSI2000 Ltd 2013

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

Confirmation message will be displayed
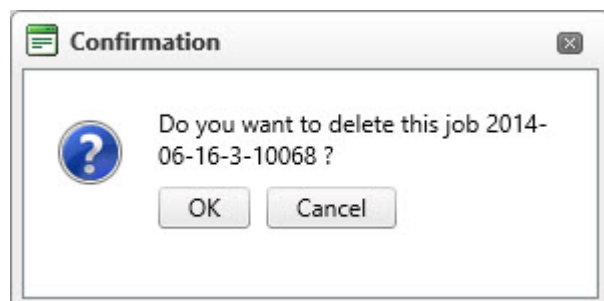
HOW TO VIEW HISTORICAL DATA

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.

© PSI2000 Ltd 2013

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)
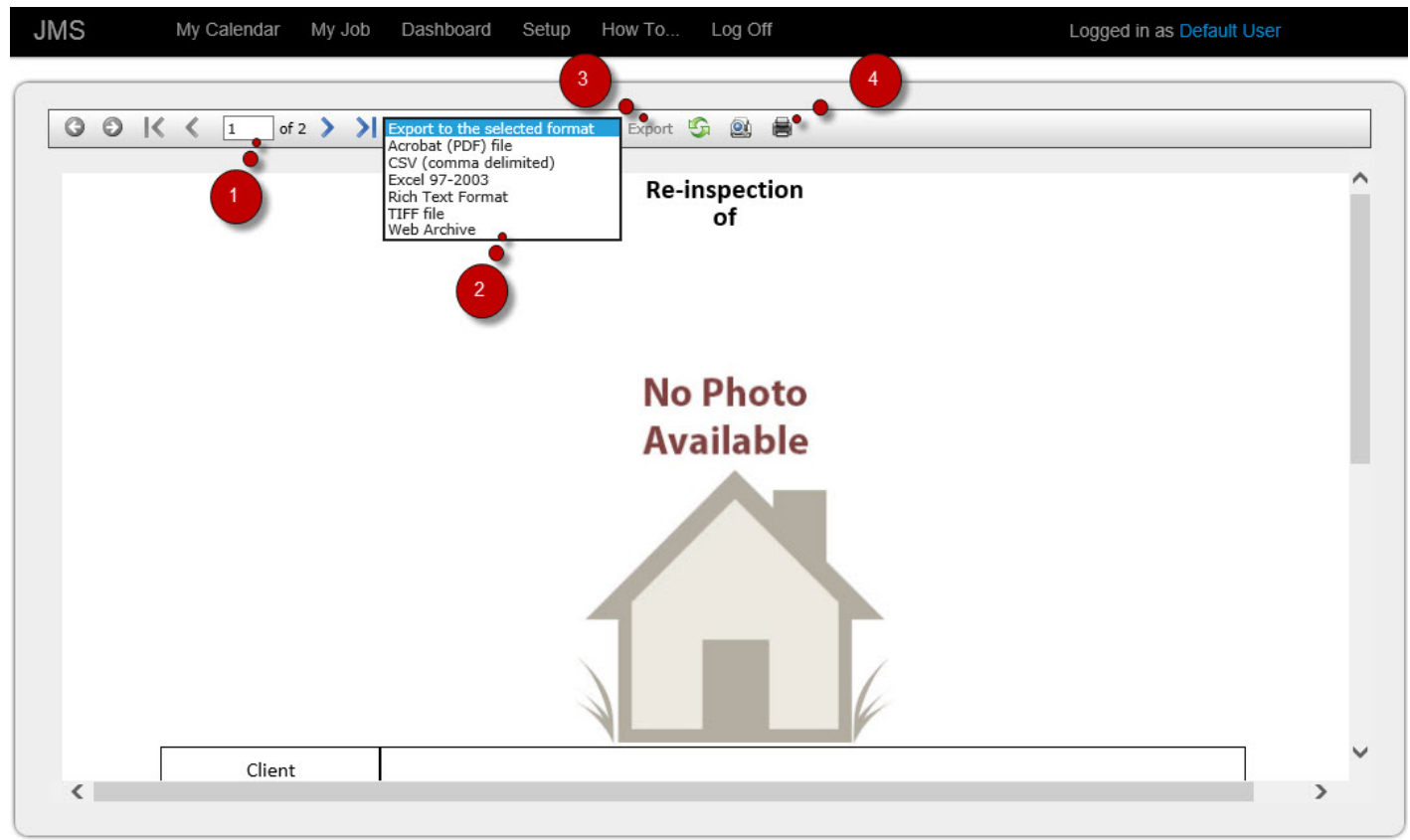
© PSI2000 Ltd 2013

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.

© PSI2000 Ltd 2013

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

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.

© PSI2000 Ltd 2013

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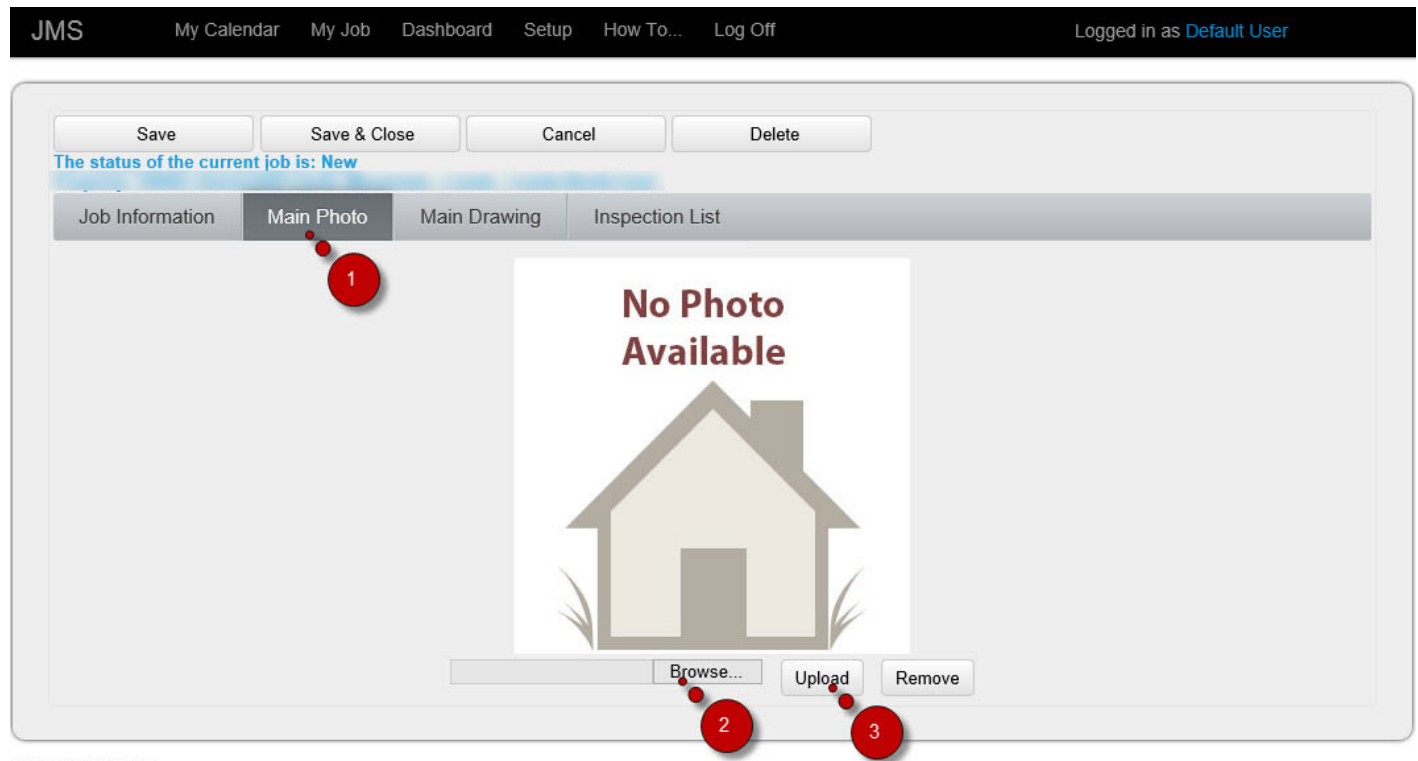
1. Click on Main Photo
2. Browse for the photo file
3. Upload the Photo

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.

© PSI2000 Ltd 2013

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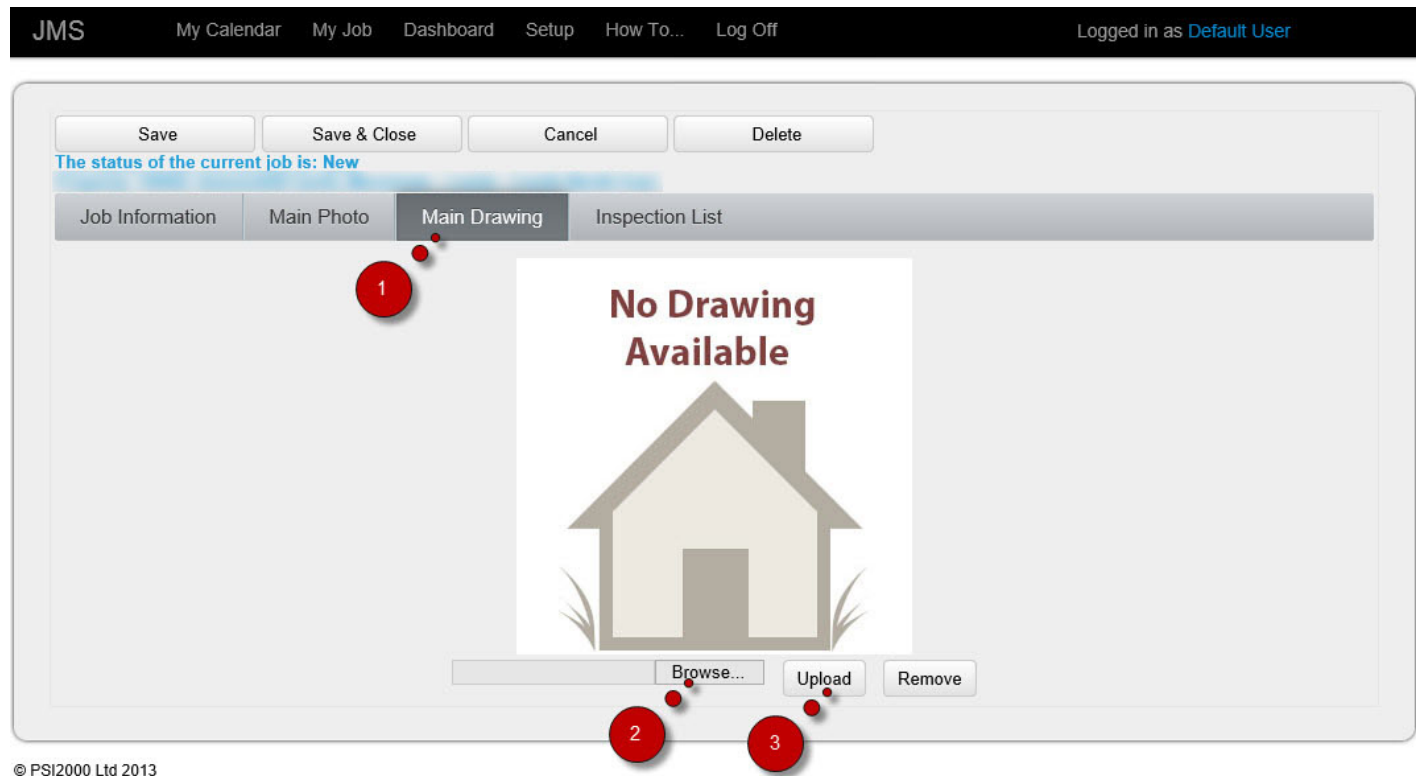
1. Click on Main Drawing
2. Browse for the drawing file
3. Upload the Drawing

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.
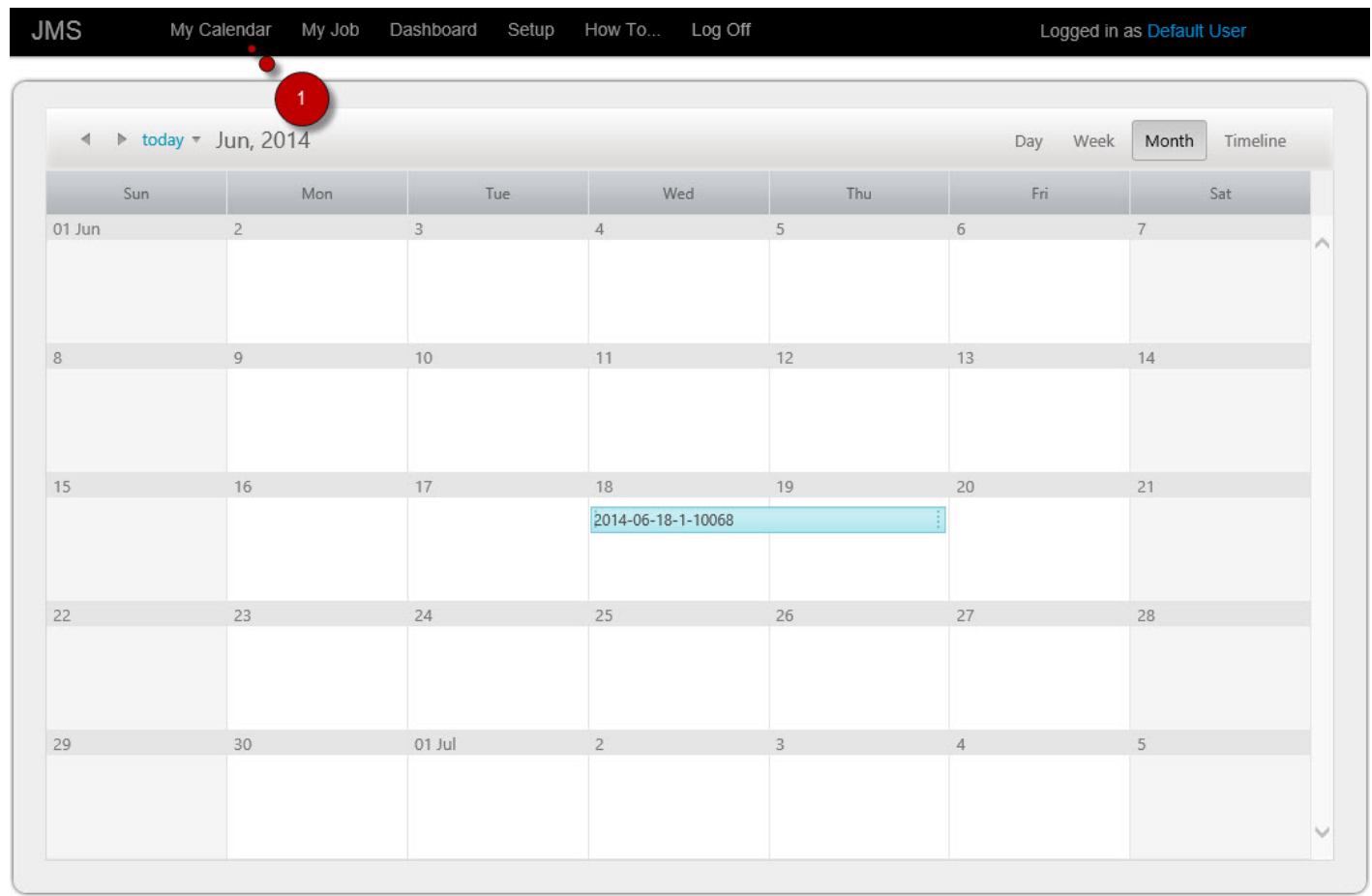
© PSI2000 Ltd 2013

1. Click My Calendar

The Calendar opens

HOW TO WATCH VIDEO

Videos can be watched from the How To option on the menu bar
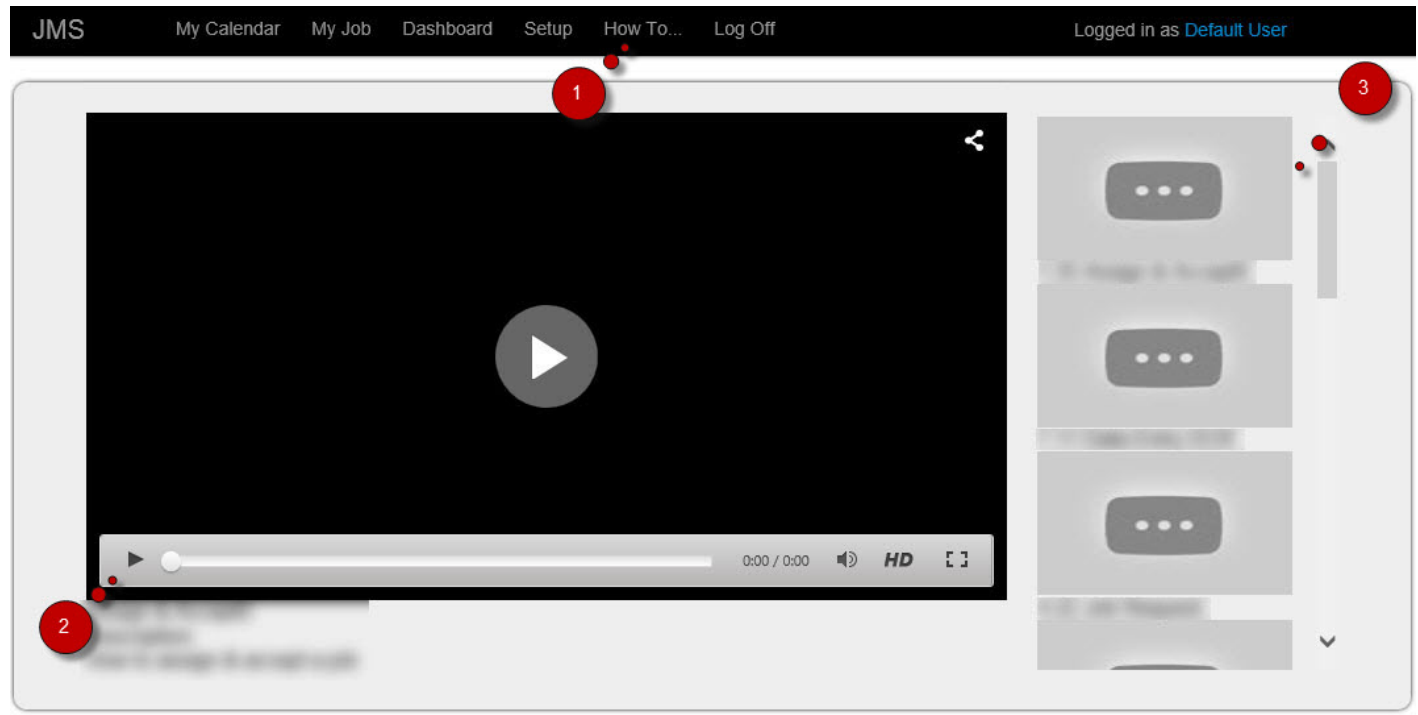
© PSI2000 Ltd 2013

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.
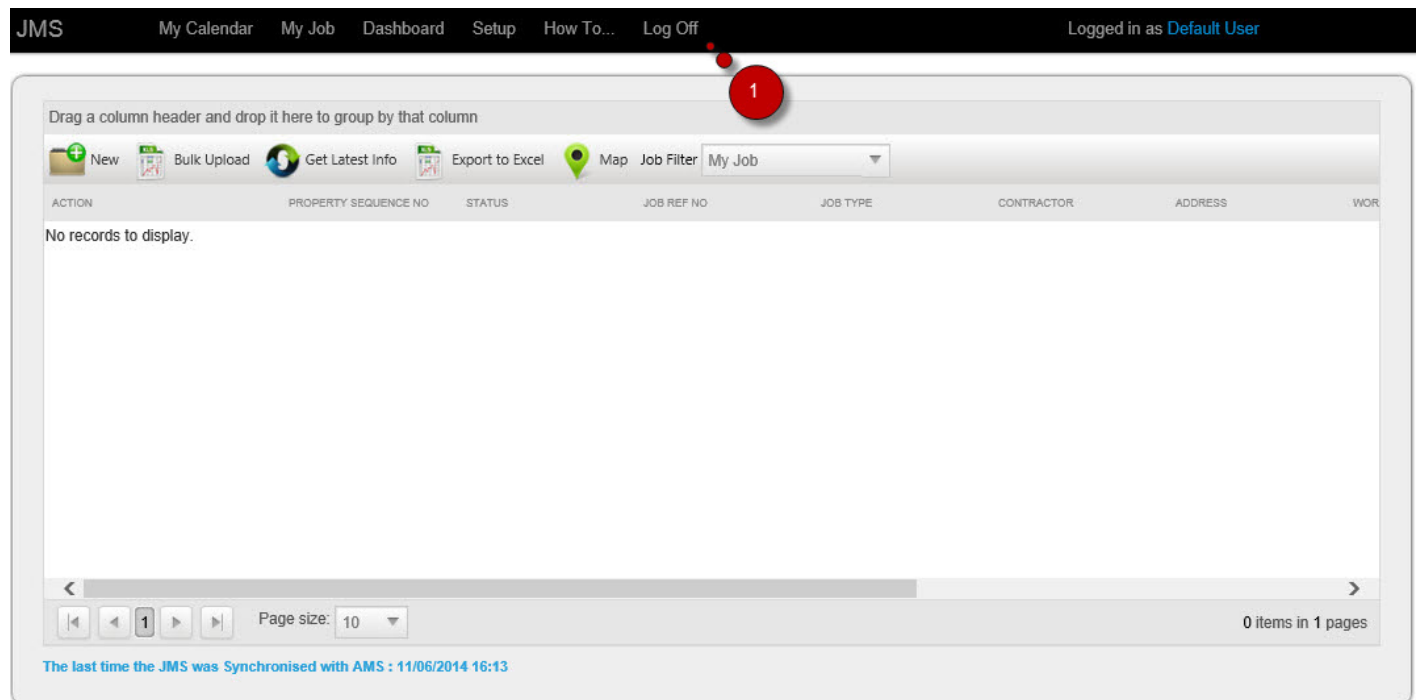
1. Click on Log Off

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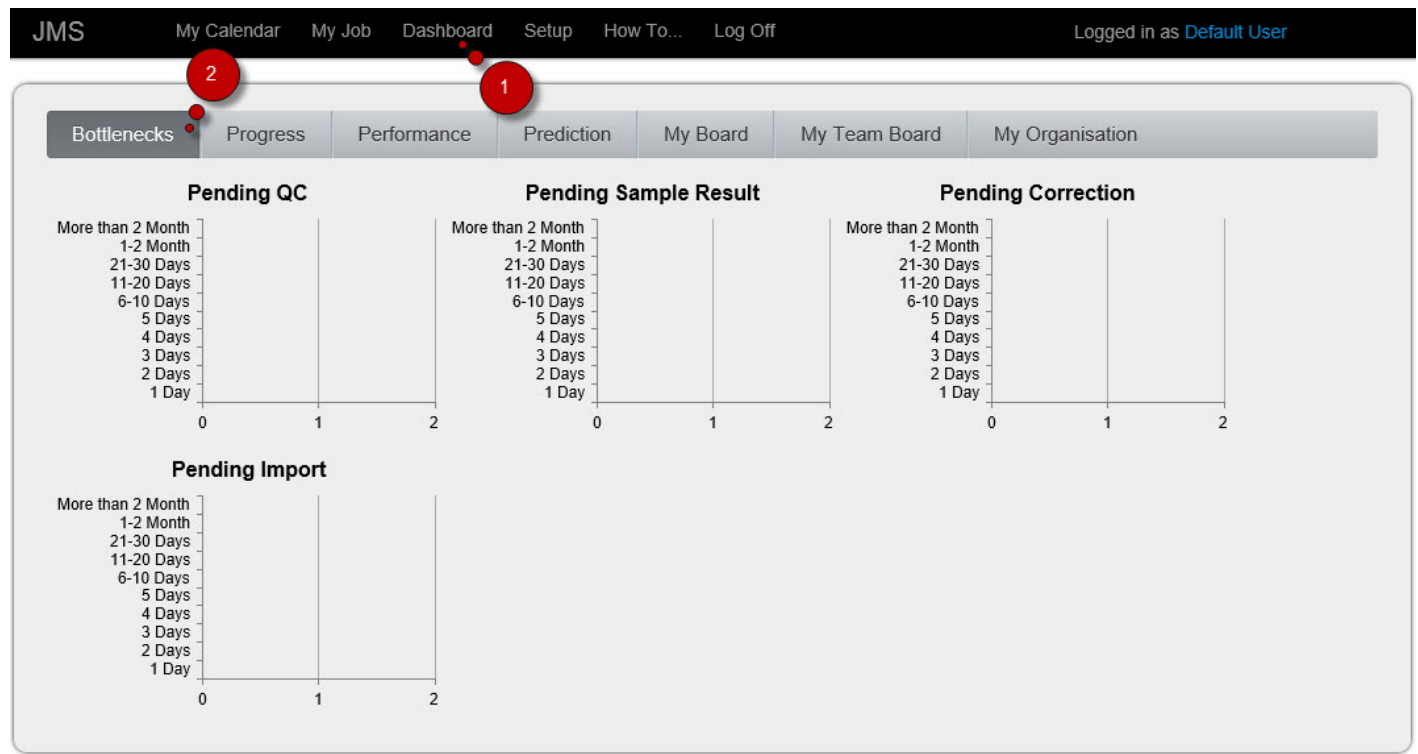
1. Click Dashboard on the menu bar
2. Click on Bottlenecks

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)

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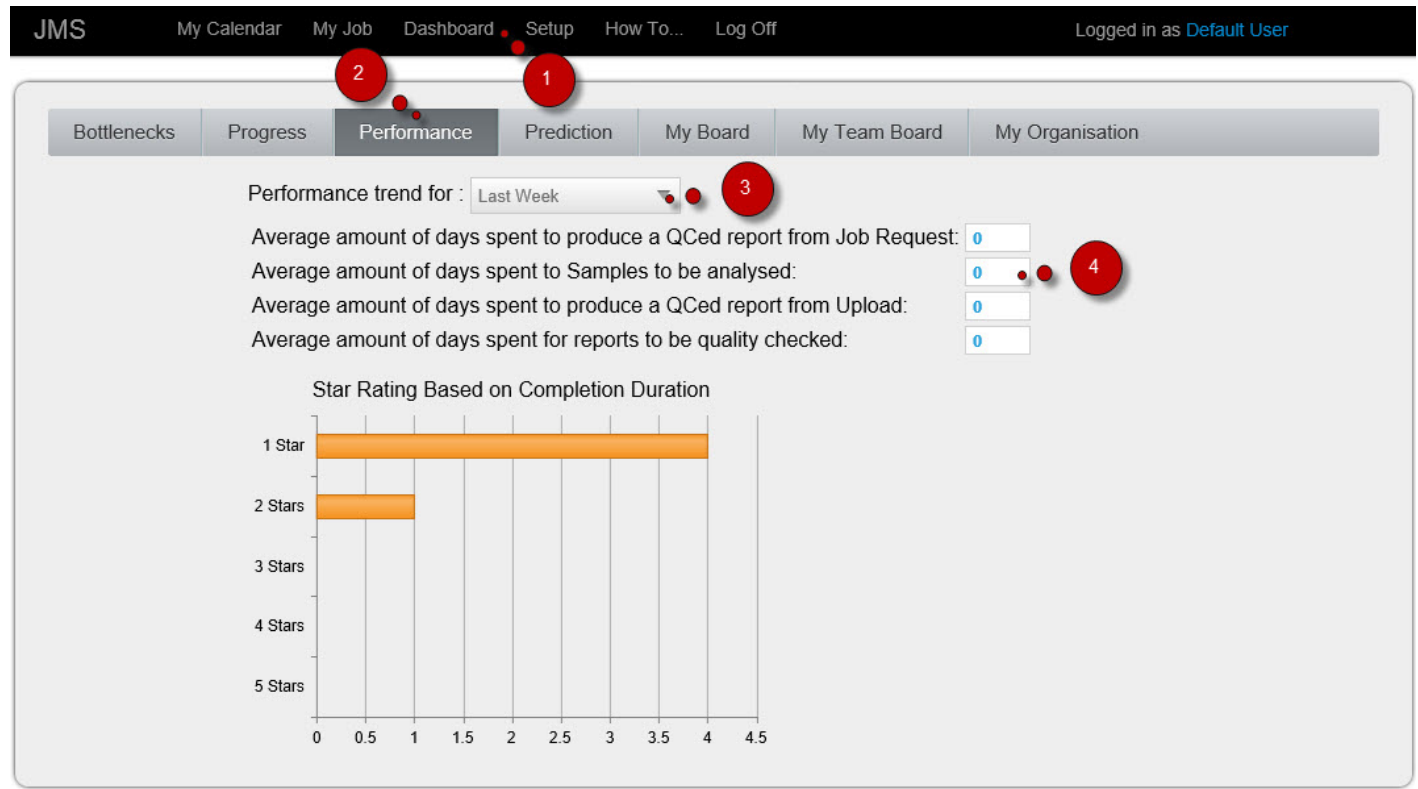
1. Click Dashboard on the menu bar
2. Click on Performance
3. Select a period from the Option box
4. Shows the number of days

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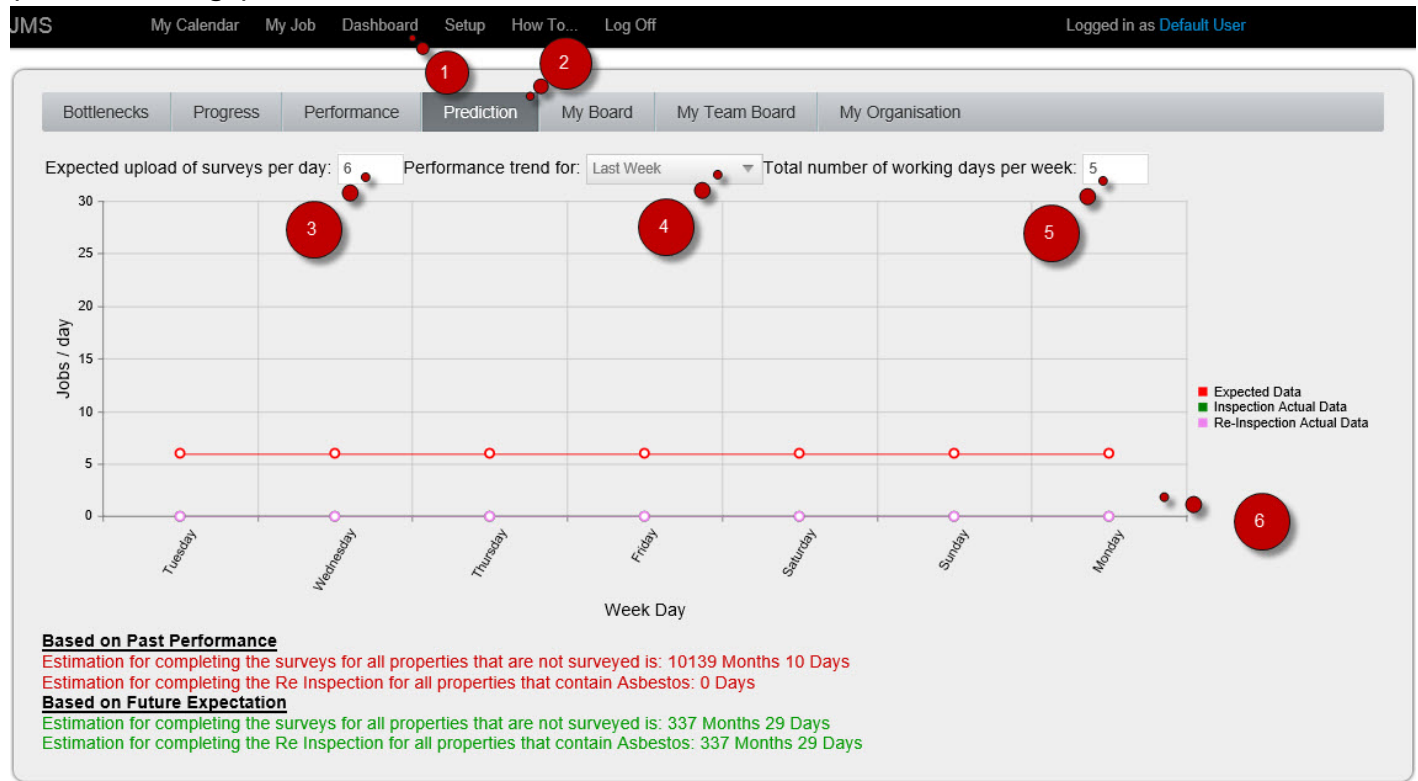
1. Click Dashboard on the menu bar
2. Click on Prediction
3. Enter a number
4. Select from the option box a performance period
5. Enter the number
6. Graph shows the result

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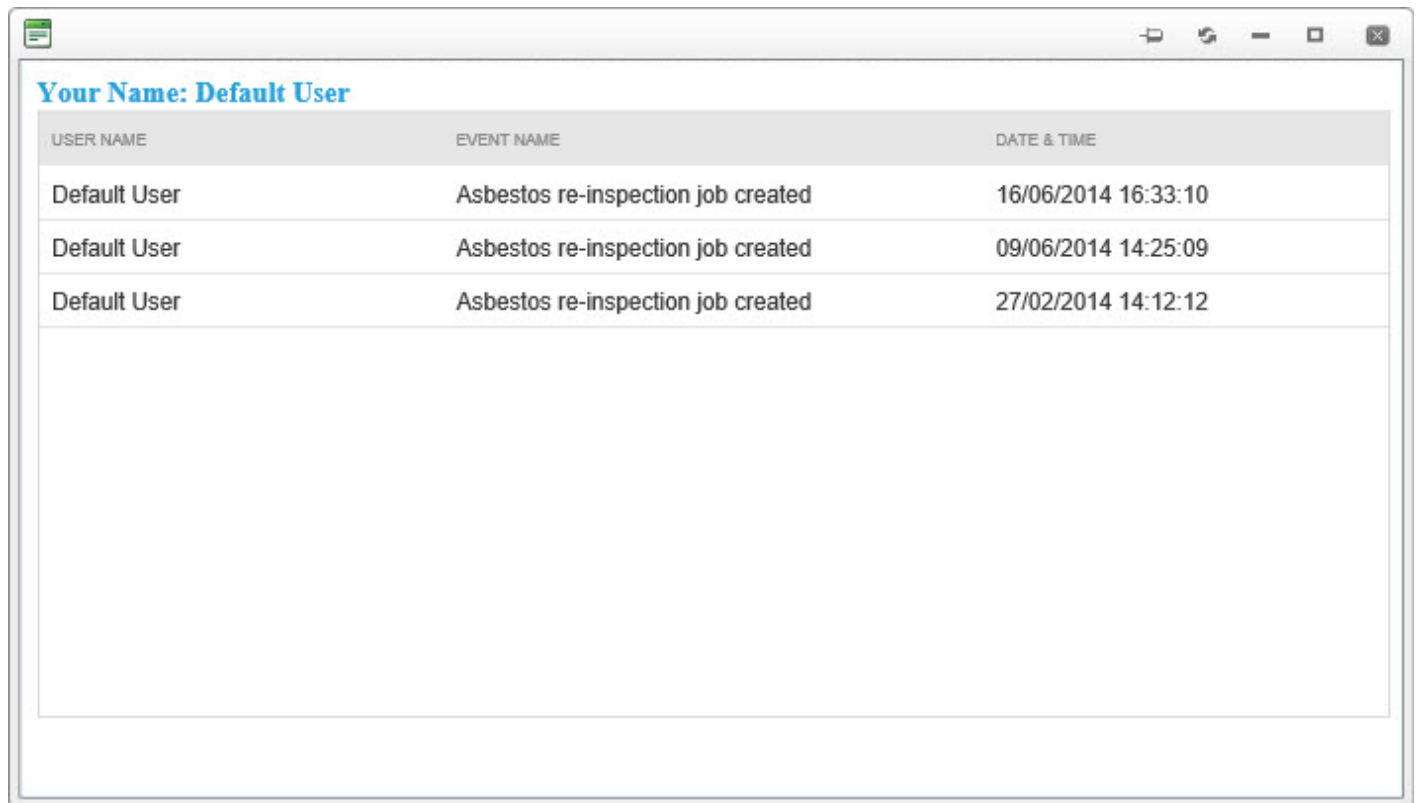
My Board shows the list of my activities and when those activities were performed

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

© PSI2000 Ltd 2013

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

Your Team Name: PFI Contractor

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

© PSI2000 Ltd 2013

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:

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

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.

© PSI2000 Ltd 2013

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

Adding new user screen appears:

1. Click User
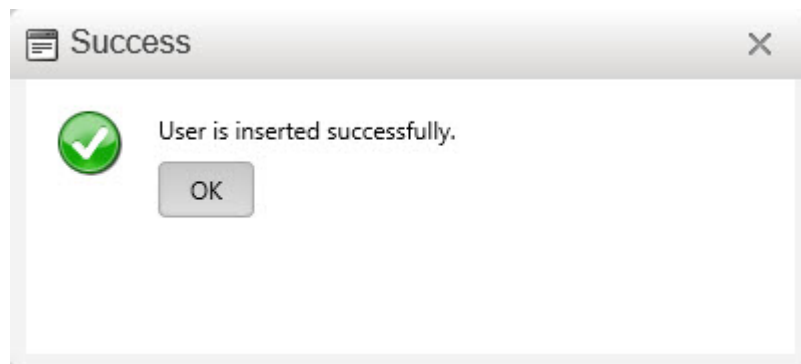
HOW TO EDIT USER

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

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

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
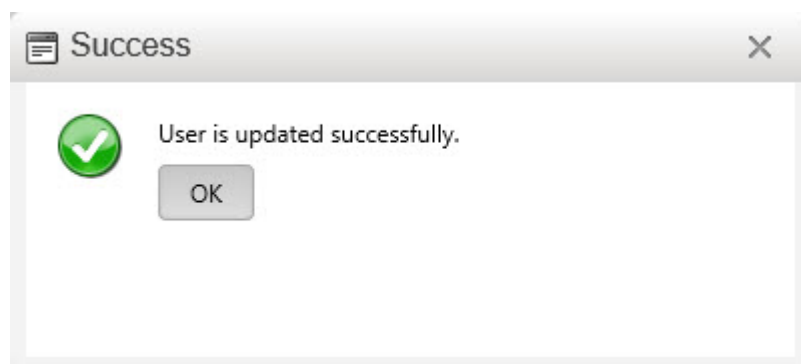
HOW TO DELETE USER

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

© PSI2000 Ltd 2013

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

The Delete user screen appears

1. Click Delete

The Conformation message appears

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.

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

HOW TO ADD TEAM

A user with Admin can add a Team

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

The Team Creation Screen appears

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

Team Creation Confirmation

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

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

The Edit Team Screen appears

1. Edit Team name
2. Selecta 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 [Select]

[Cancel] [Save]   Team Updated Successfuly

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

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

The conformation message appears
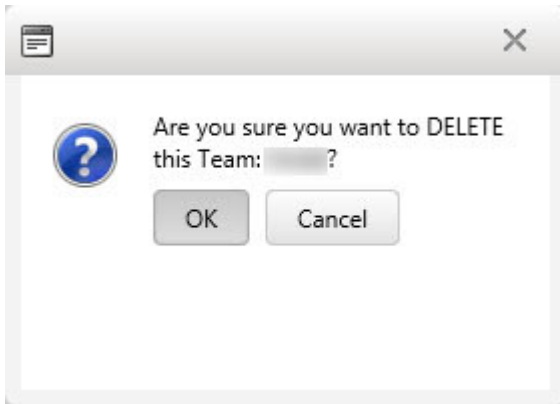
Confirmation is shown on the message box
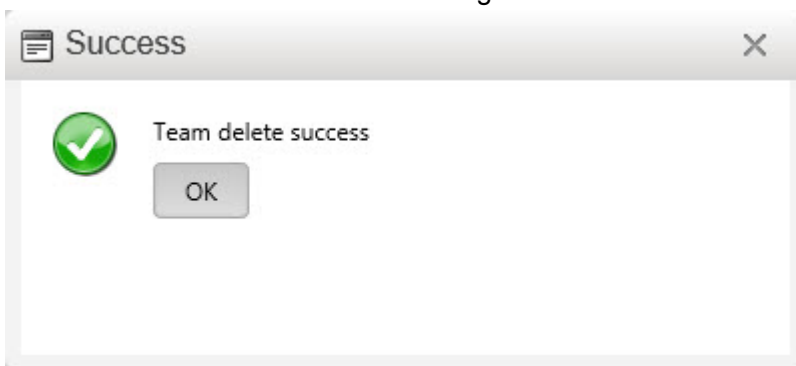
ACCOUNT

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.

© PSI2000 Ltd 2013

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.

© PSI2000 Ltd 2013

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:

© PSI2000 Ltd 2013

1. Edit Account pop up screen
2. Make changes to the fields where necessary
3. Click Update once changes are made.

A confirmation message will be shown.

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.

© PSI2000 Ltd 2013

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
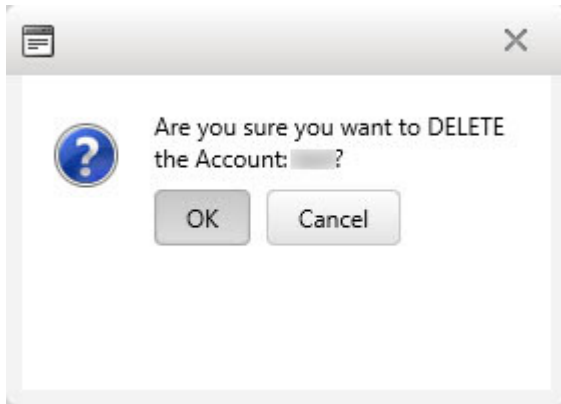
If OK is clicked a confirmation message will be shown.
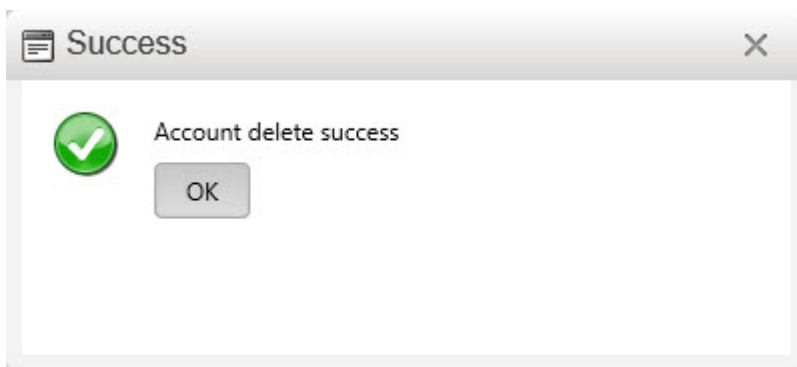
PROJECT

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.

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.

1. Click Setup on the Menu bar
2. Click on Project tab
3. Click Add new project
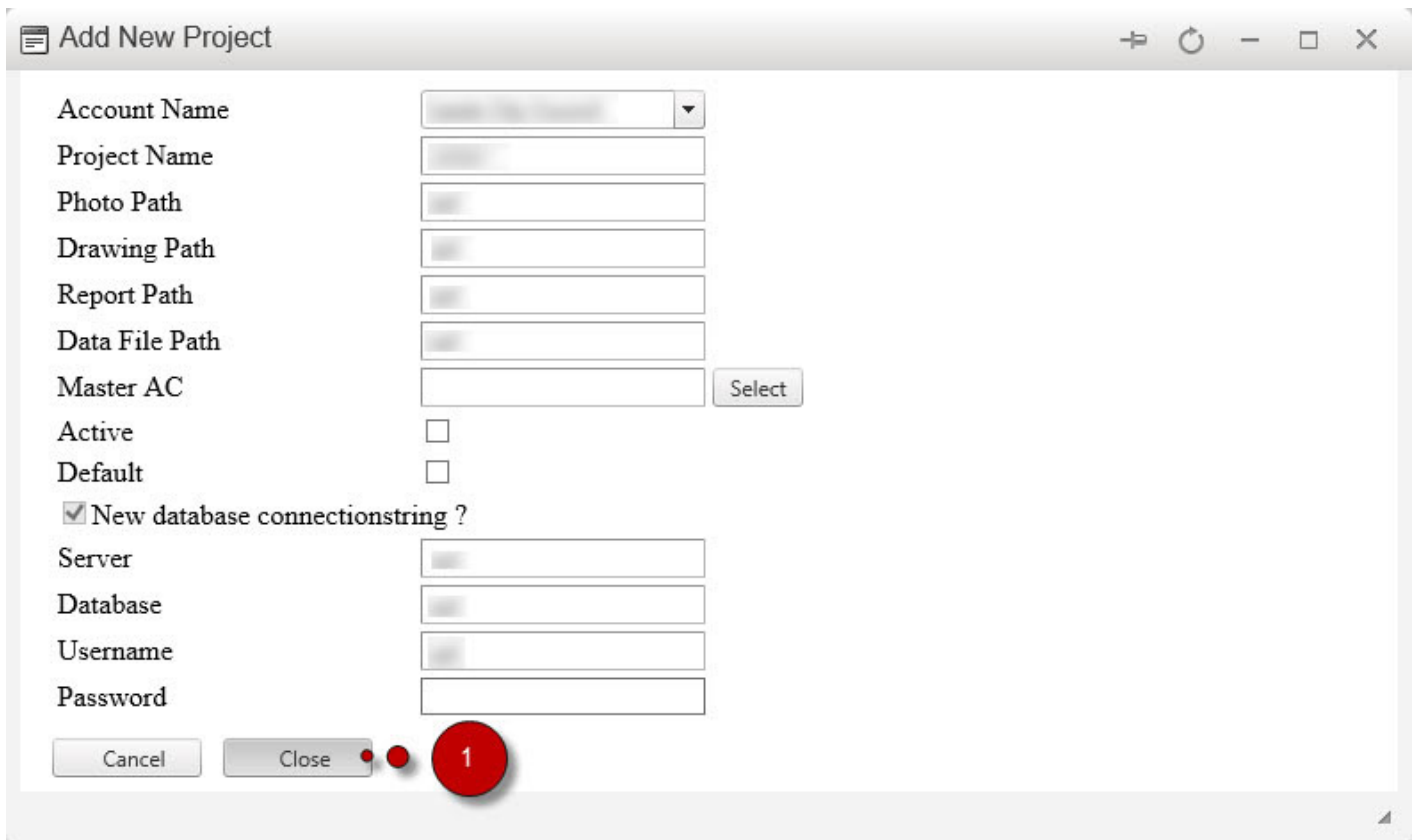
Adding New Project screen appears. On this screen the project related info can be added as well as the database connection to the project can be setup

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

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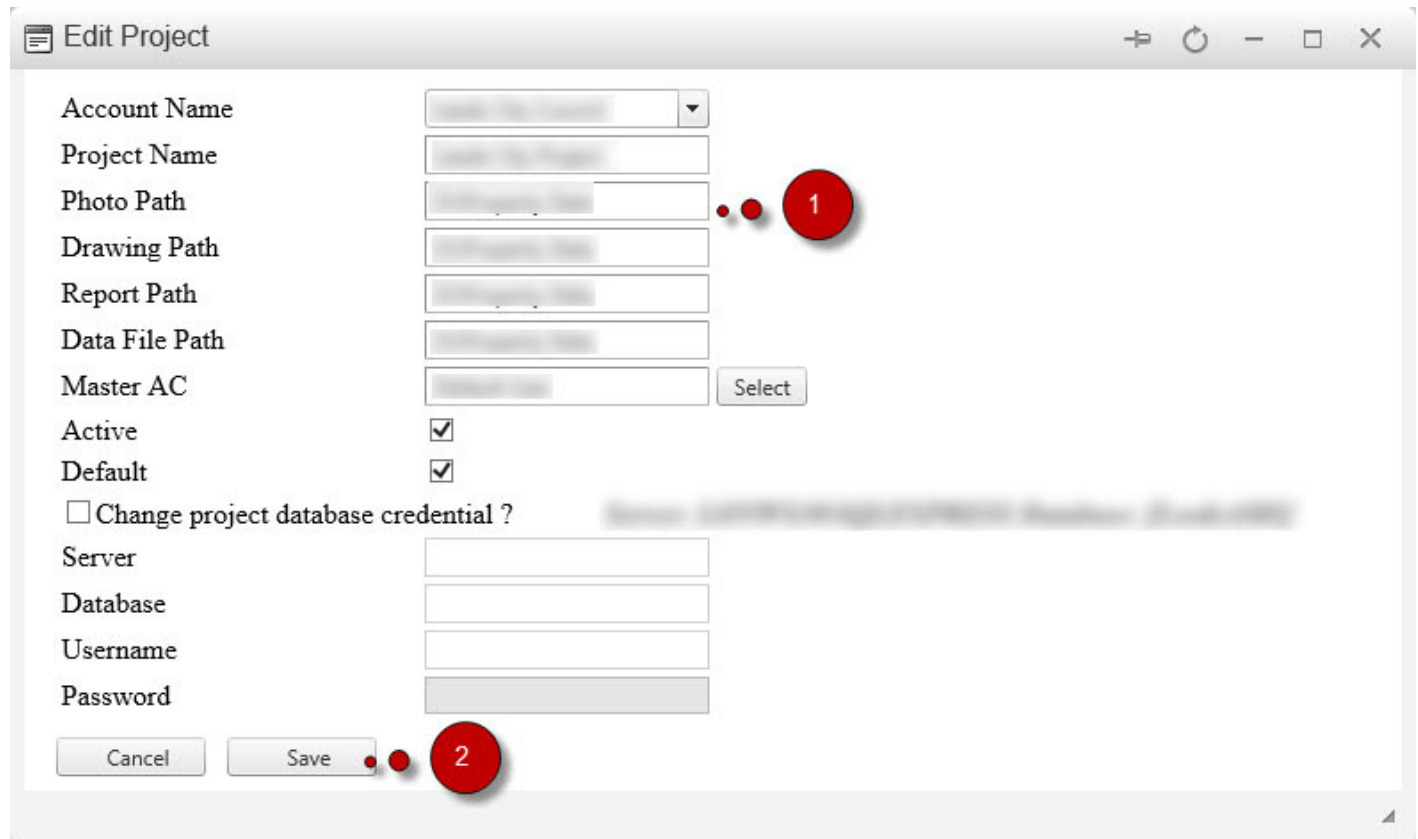
1. Click Setup on the Menu bar
2. Click on project tab
3. Click on Edit next to the project on the grid

The Edit Project screen appears:
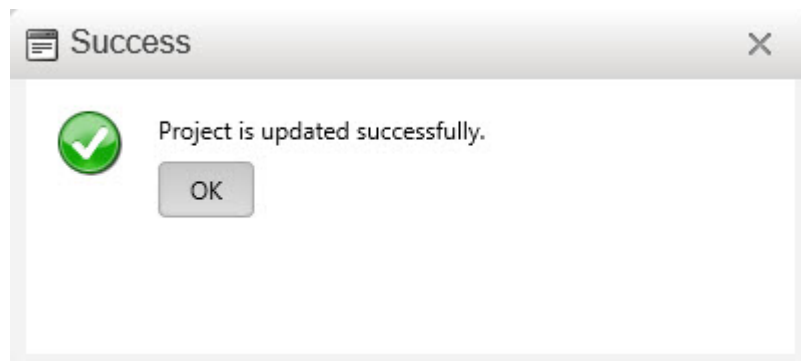
1. Make changes to the fields where necessary
2. Click Save once changes are made.

A confirmation message will be shown.

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.

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

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.

1. Click Setup on the Menu bar
2. Click on Project tab
3. Click on red cross next to the Project on the grid
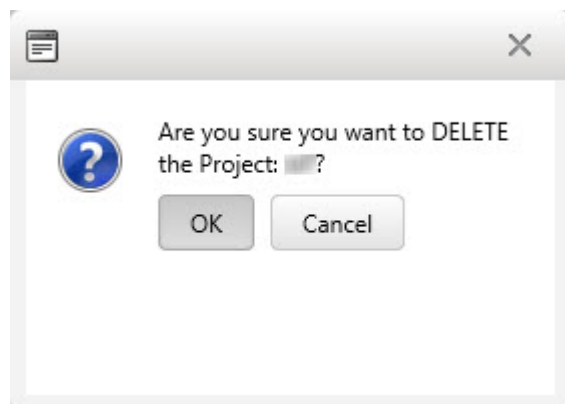
A popup message appears where user needs to confirm the intention of deleting the project

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.

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.

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

© PSI2000 Ltd 2013

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.

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

Success ✕

Video is updated successfully.

OK
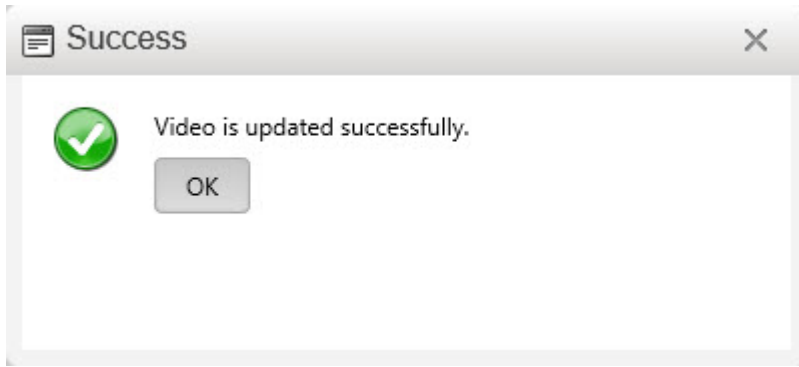
HOW TO DELETE VIDEO

A video can be deleted any time later.

© 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
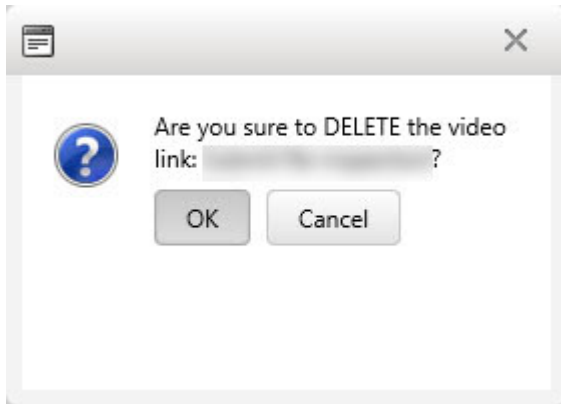
If OK is clicked a confirmation message will be shown.
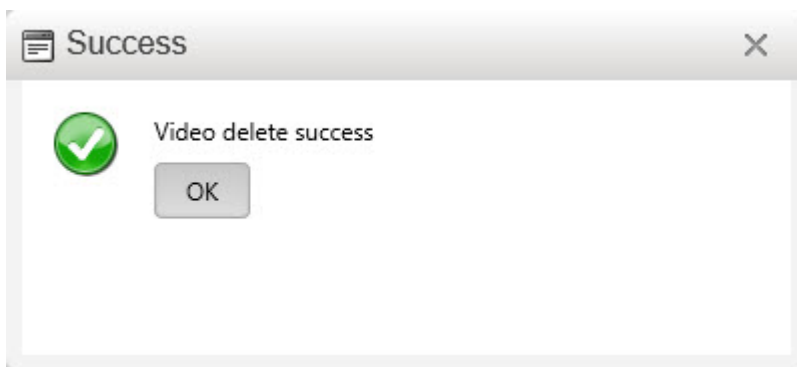
GLOSSARY

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.

Job Status = Request

Coordinator accept
the Job

[Job has NOT Service Provider Assigned]

[Job has Service Provider Assigned]

Job Status = New

Assign the Service
Provider

Job Status = Assigned

When the Service
Provider is assigned -
by default the same
user is assigned as
Surveyor, QC, Lab
Analyst

Send e-mail to
notify the Service
Provider

Send e-mail to
notify the
Requester
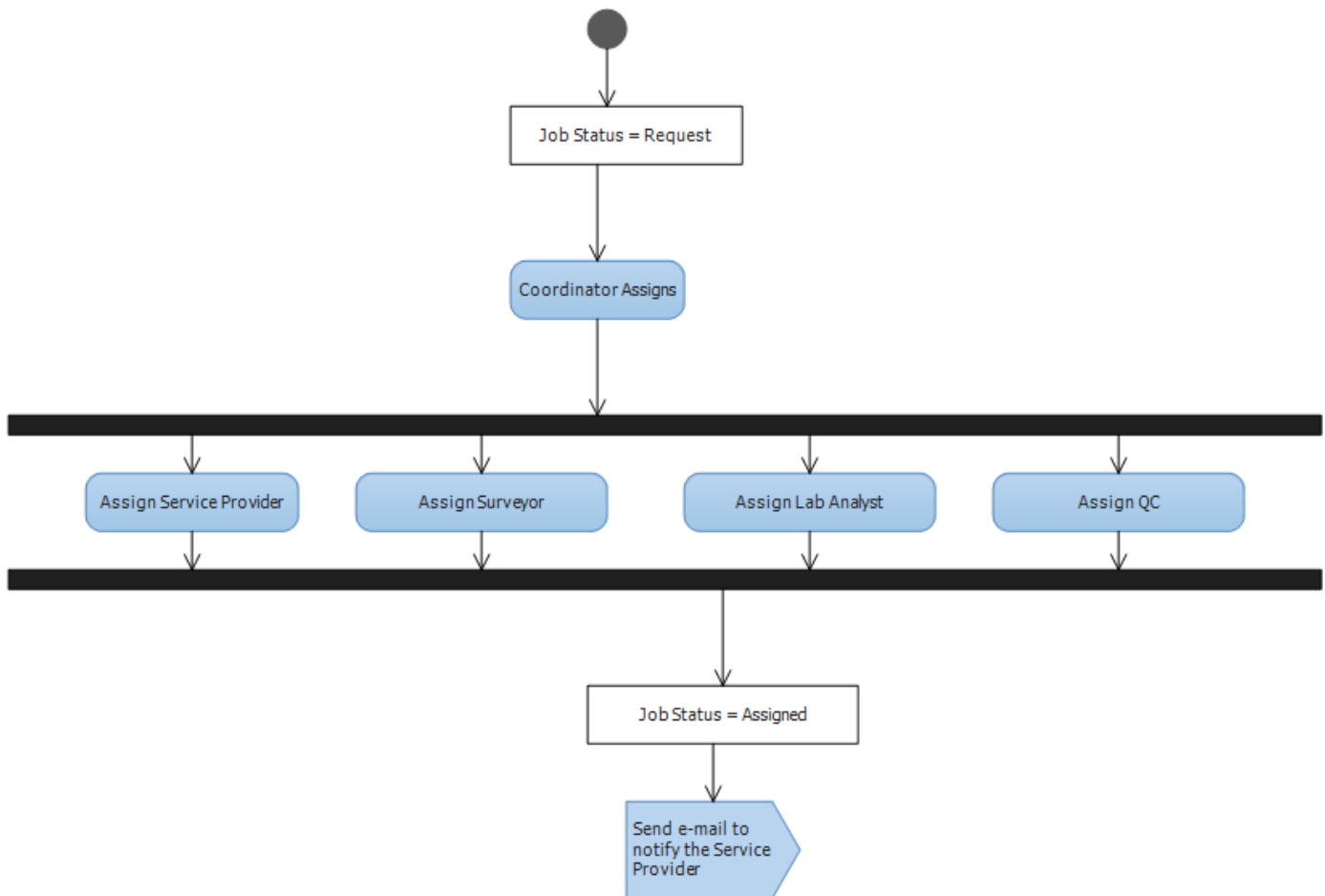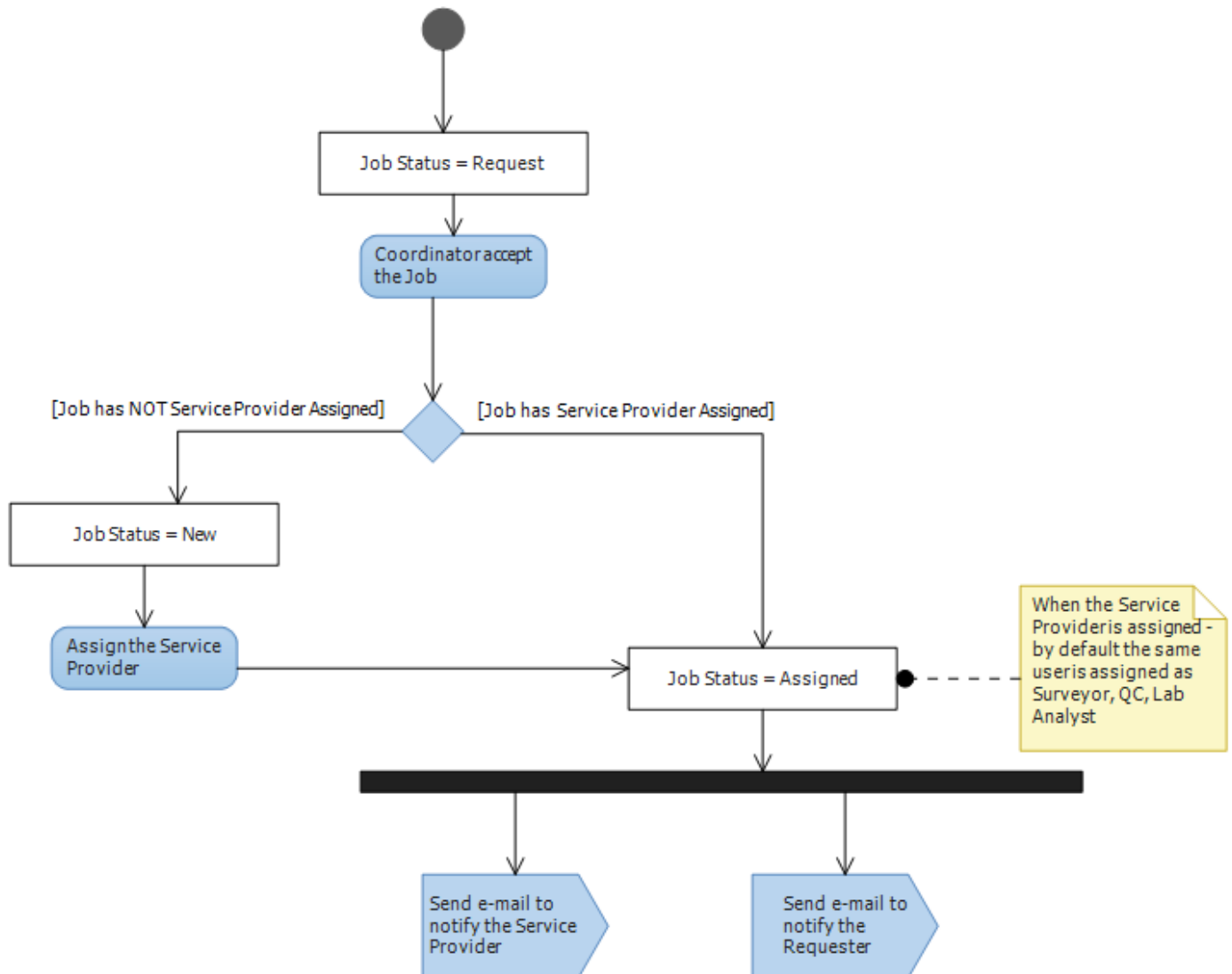
Cancelled

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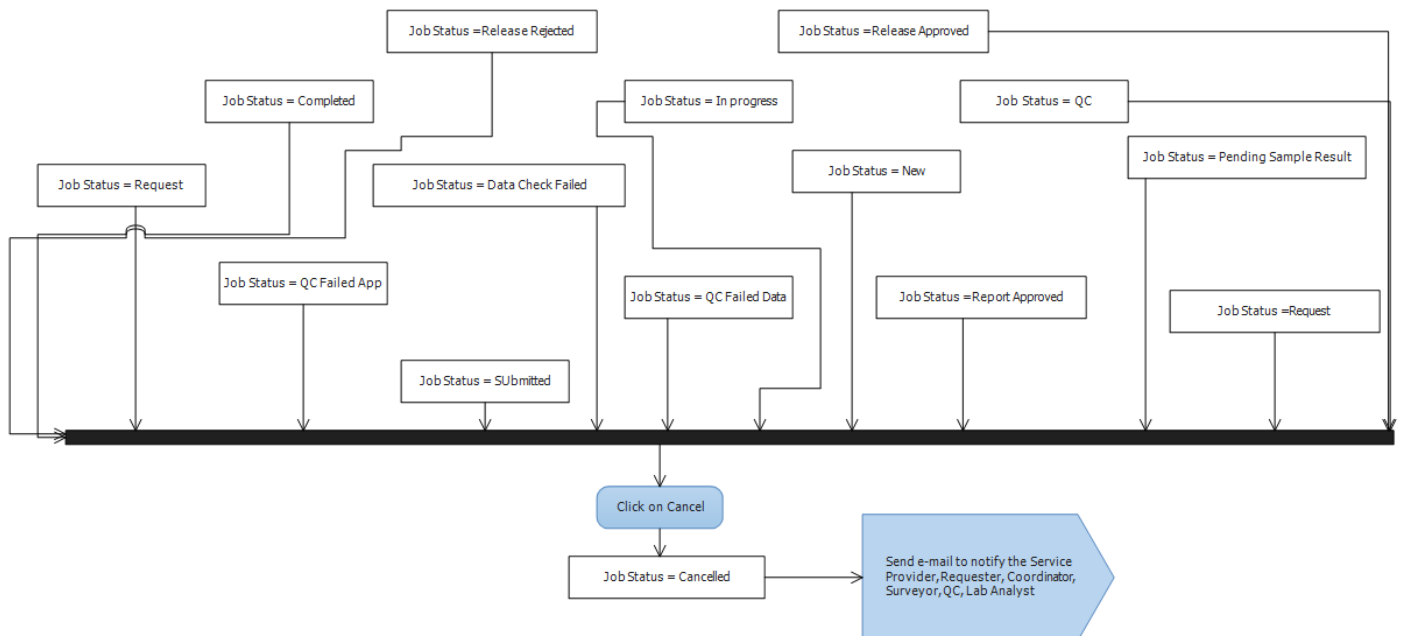
Completed

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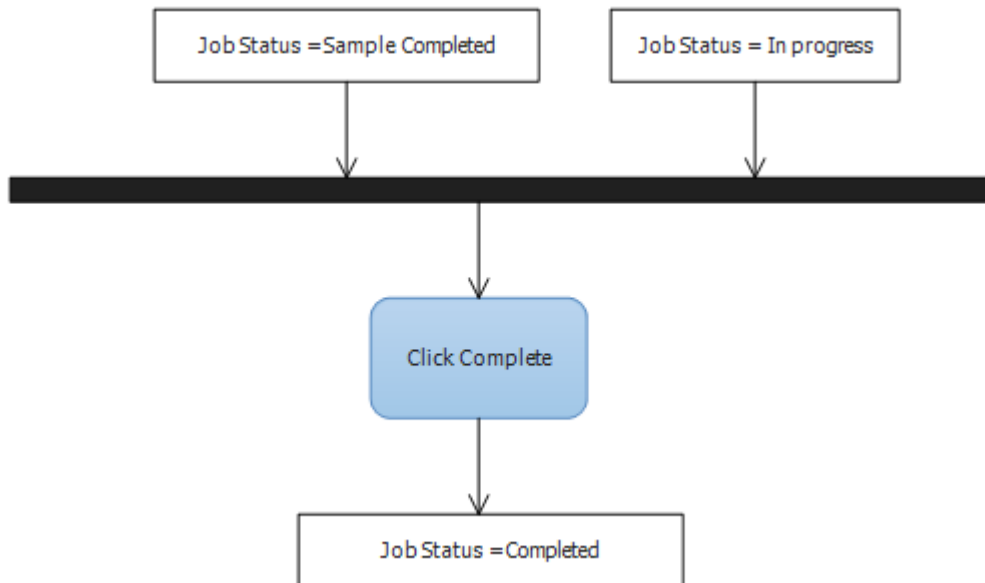
Data Checked Failed

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.
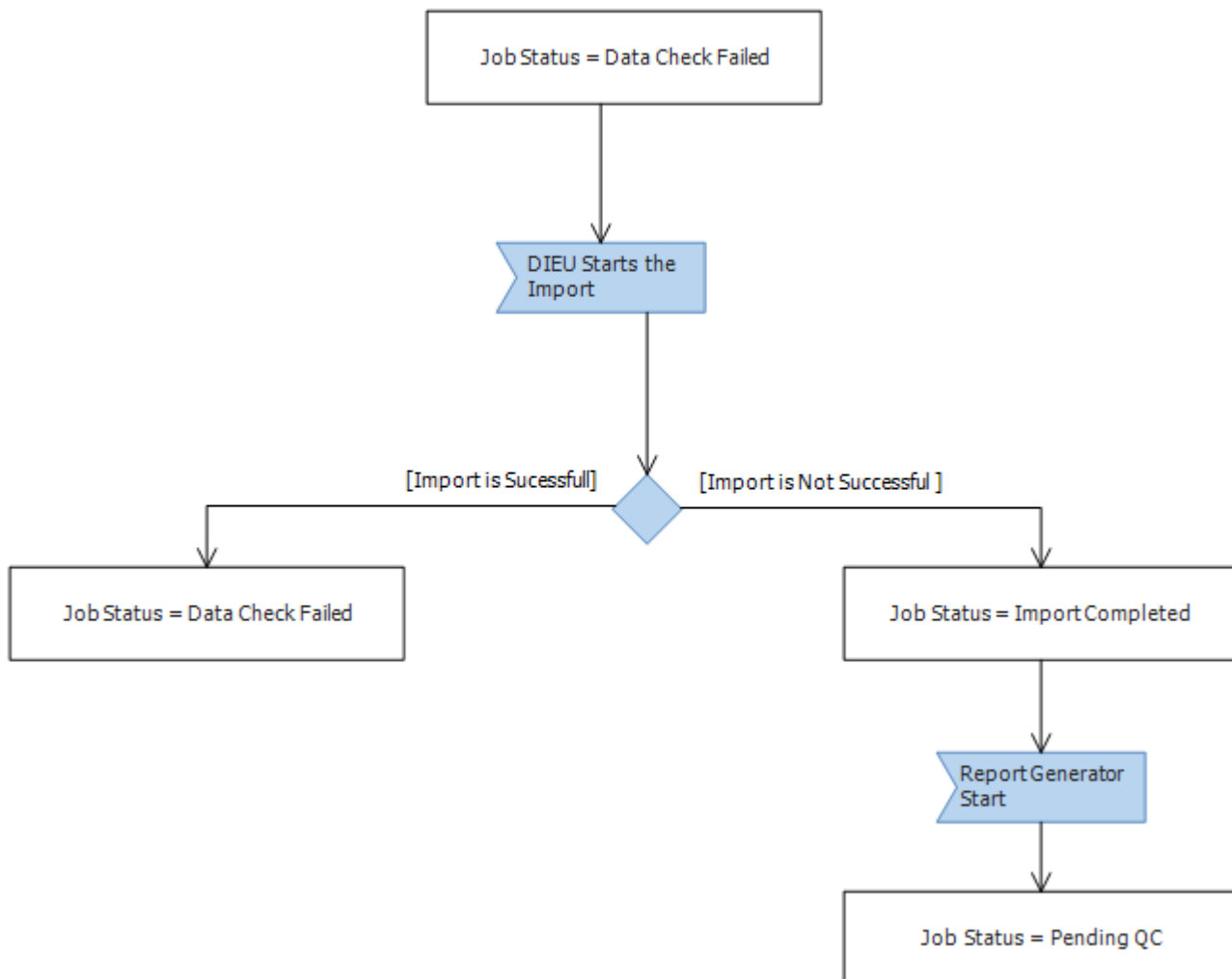
In Progress

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 on Inspection for the Job.
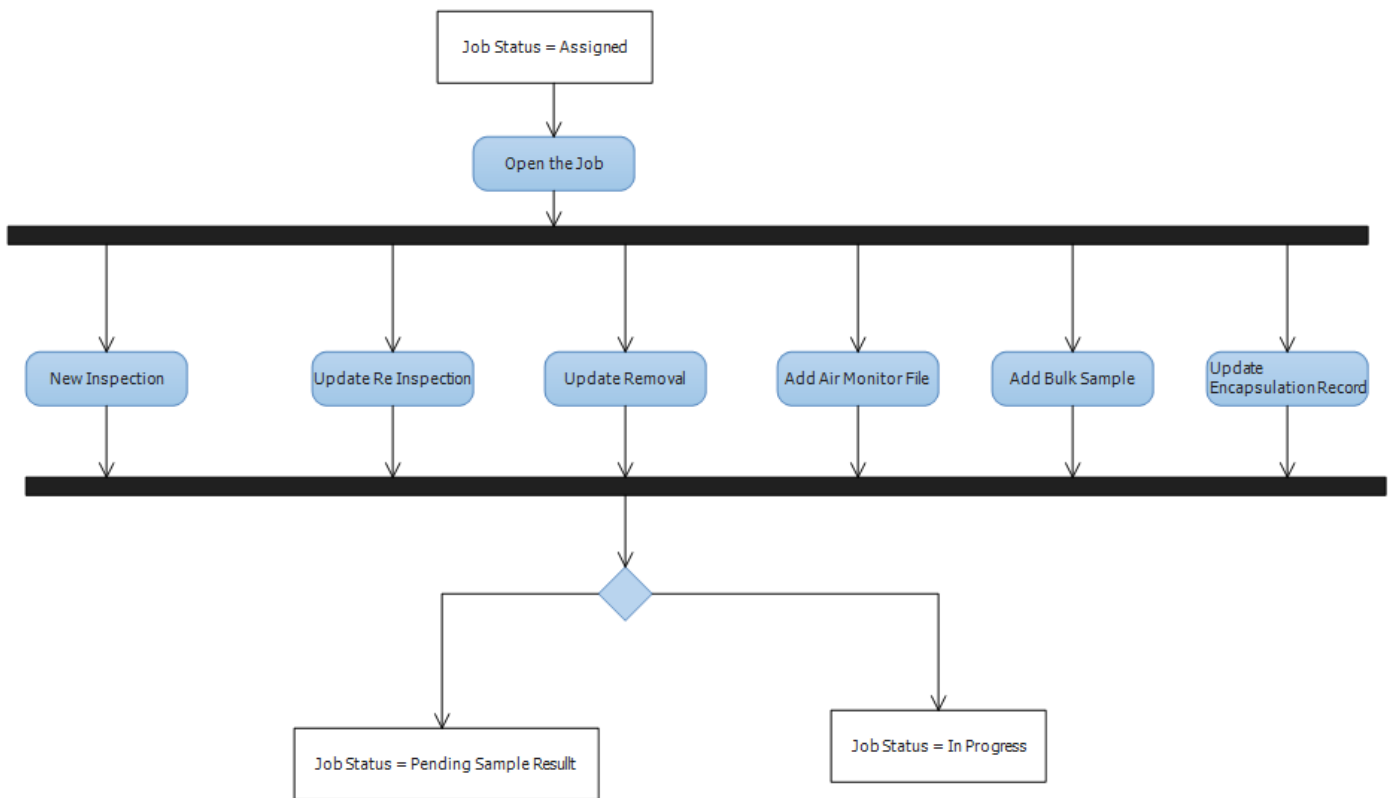
New

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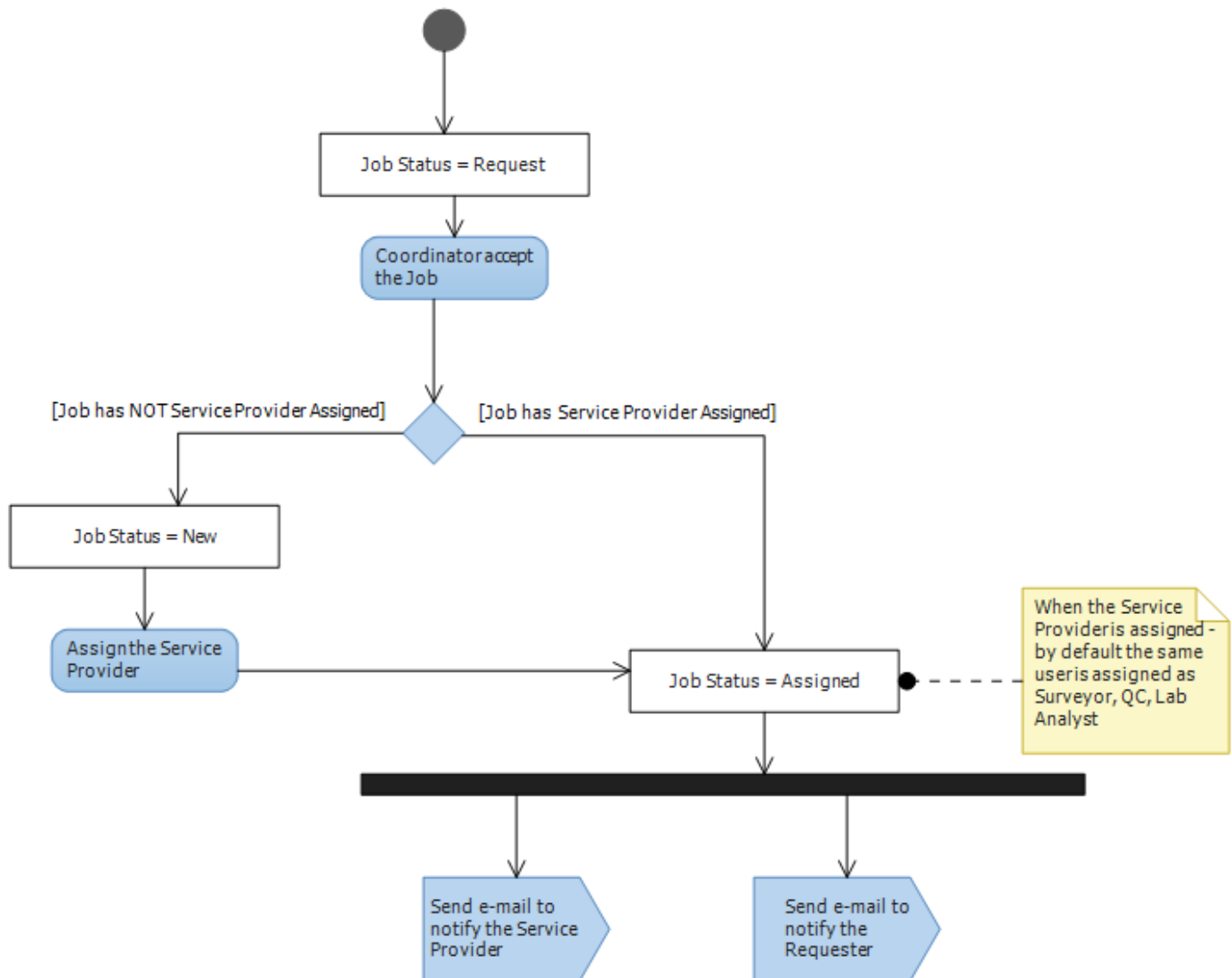
Pending QC

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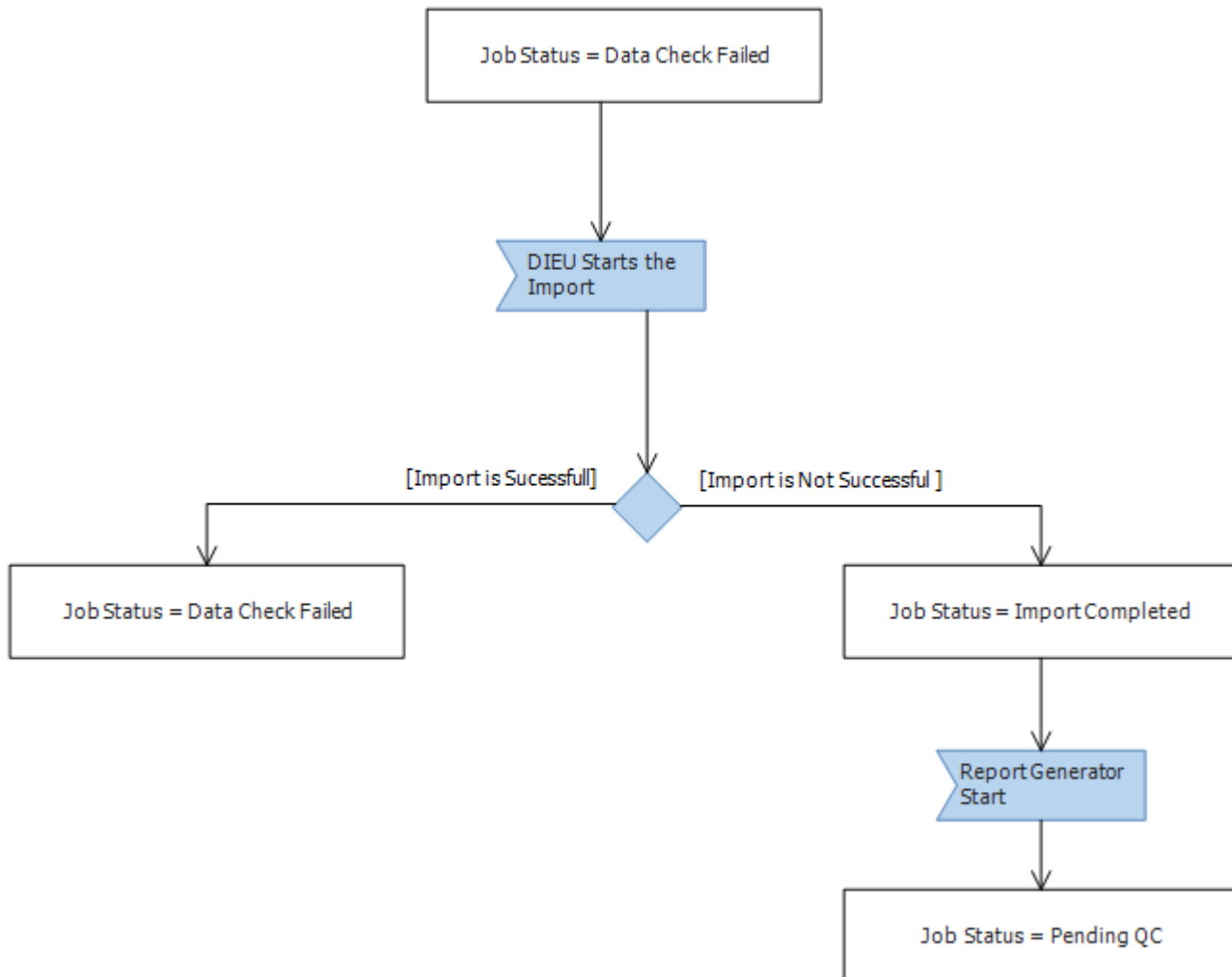
Pending Sample Result

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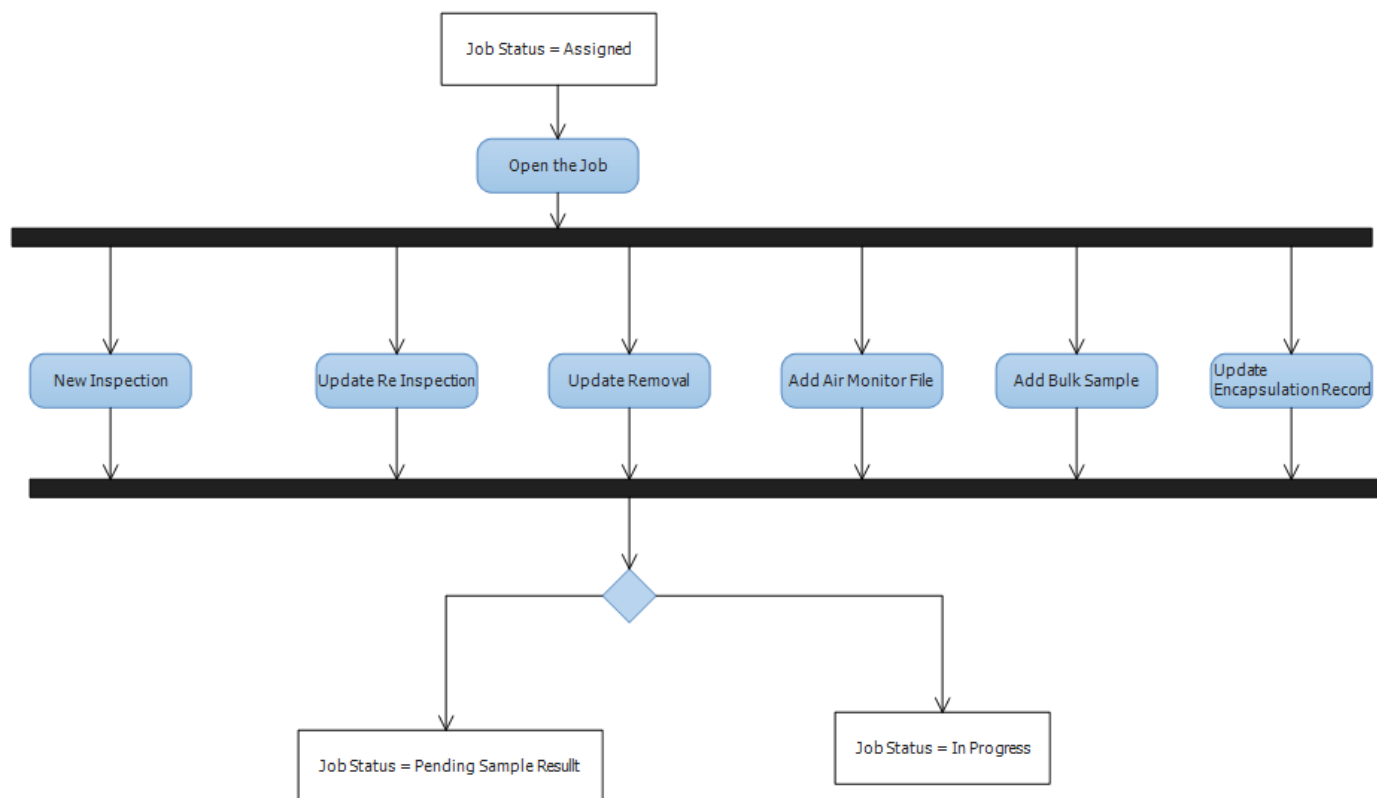
QC Failed App

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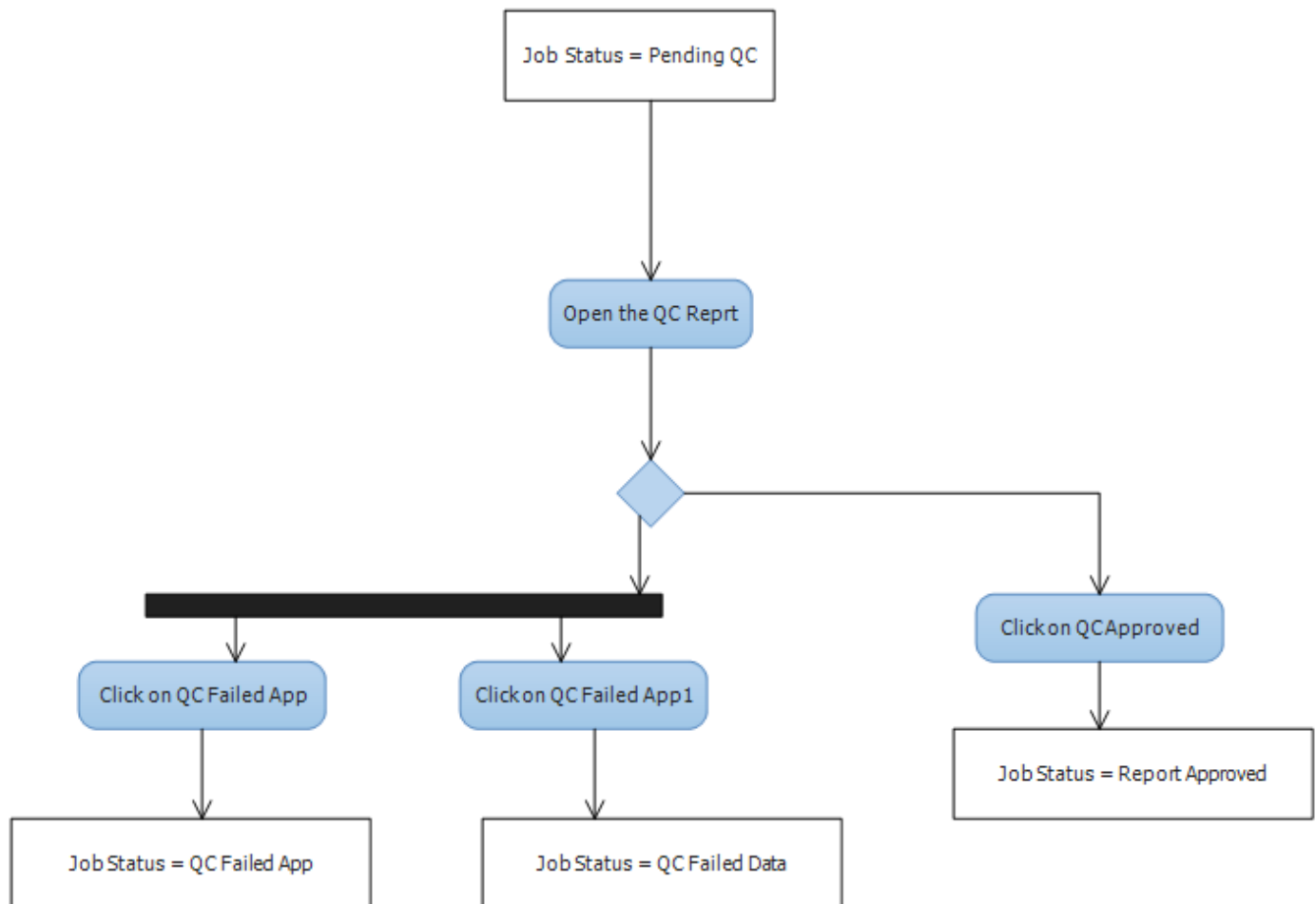
QC Failed Data

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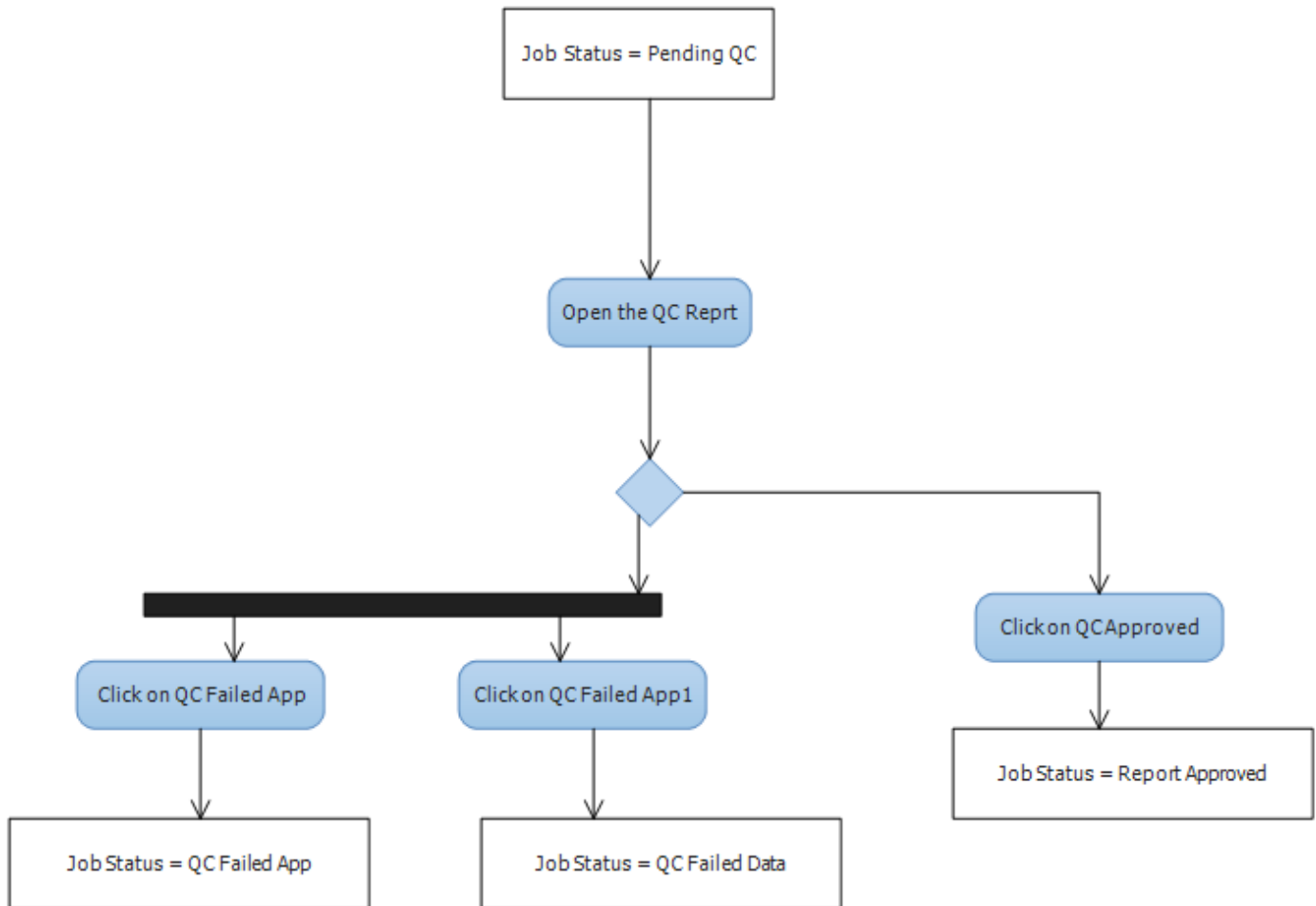
Report Approved

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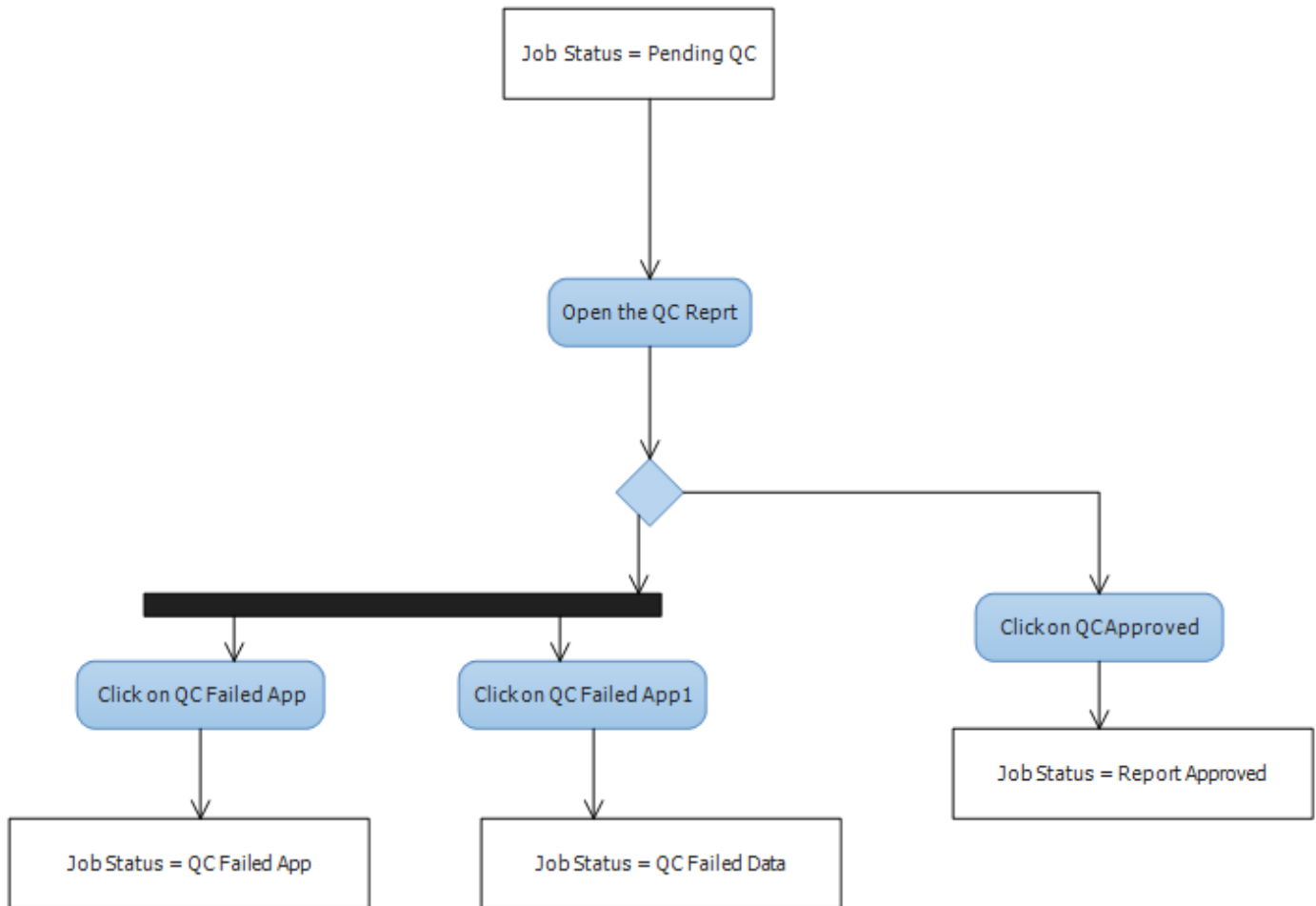
Request

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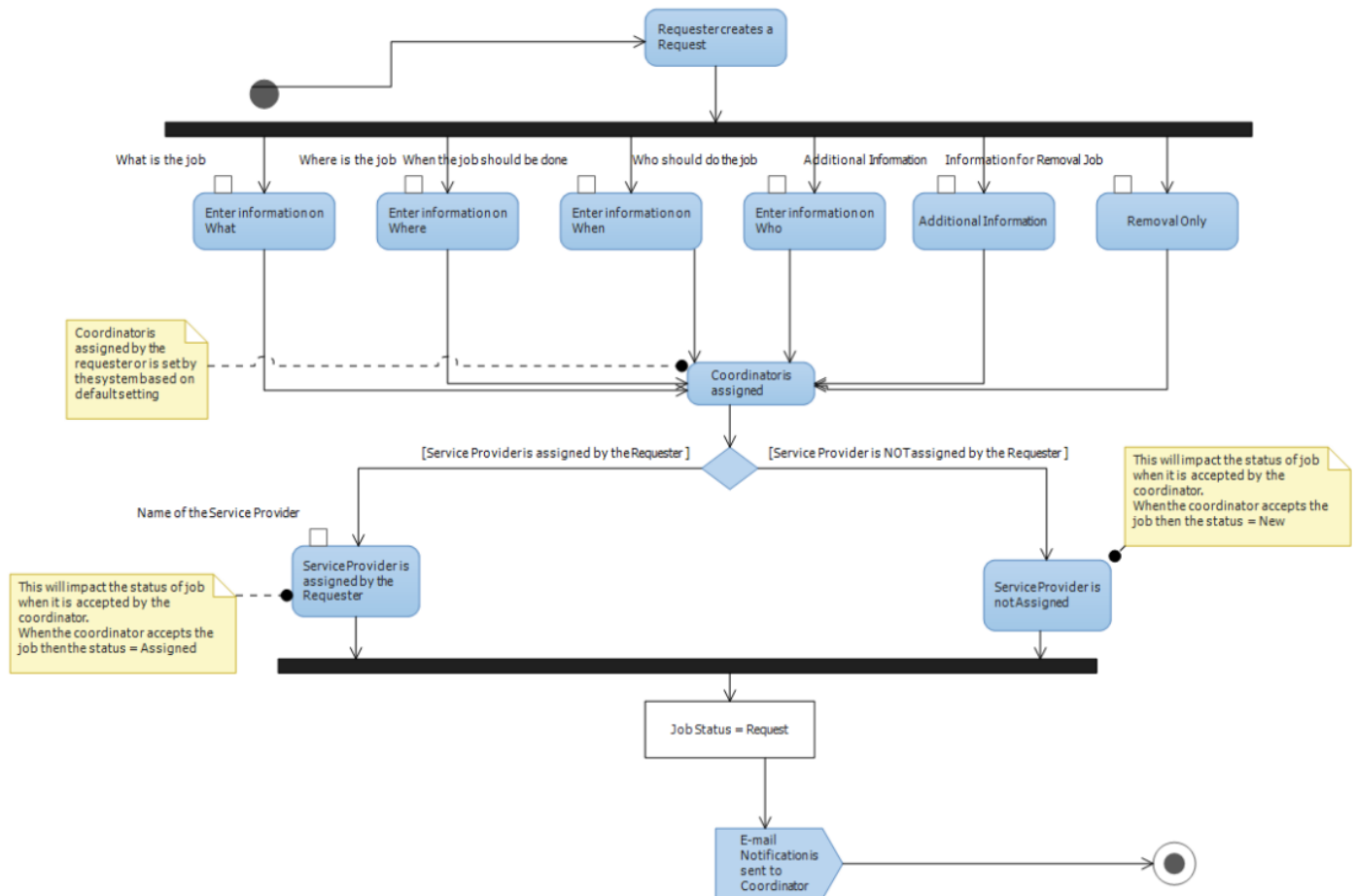
Submitted

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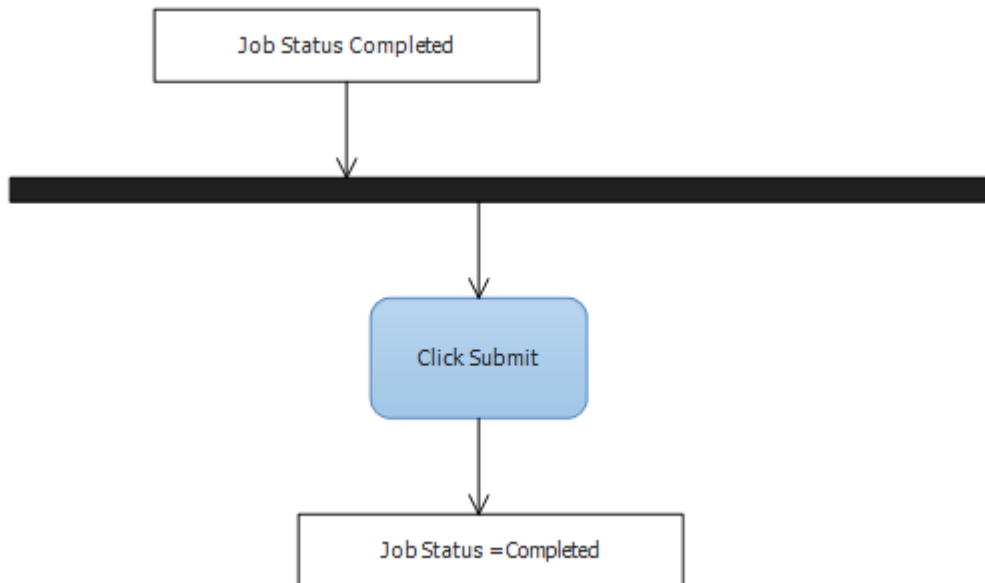
Job Type

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 bot 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 asbesto
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 asbesto
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 asbesto

- 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".
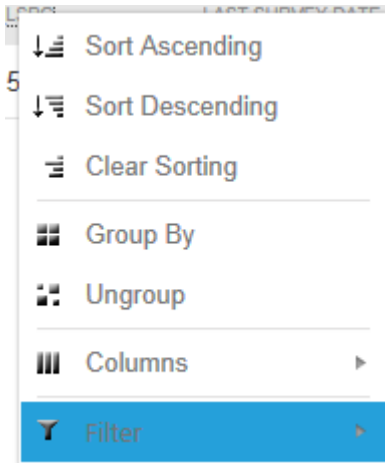
- Click on the "Columns" to add/remove columns to/from the "Grid".
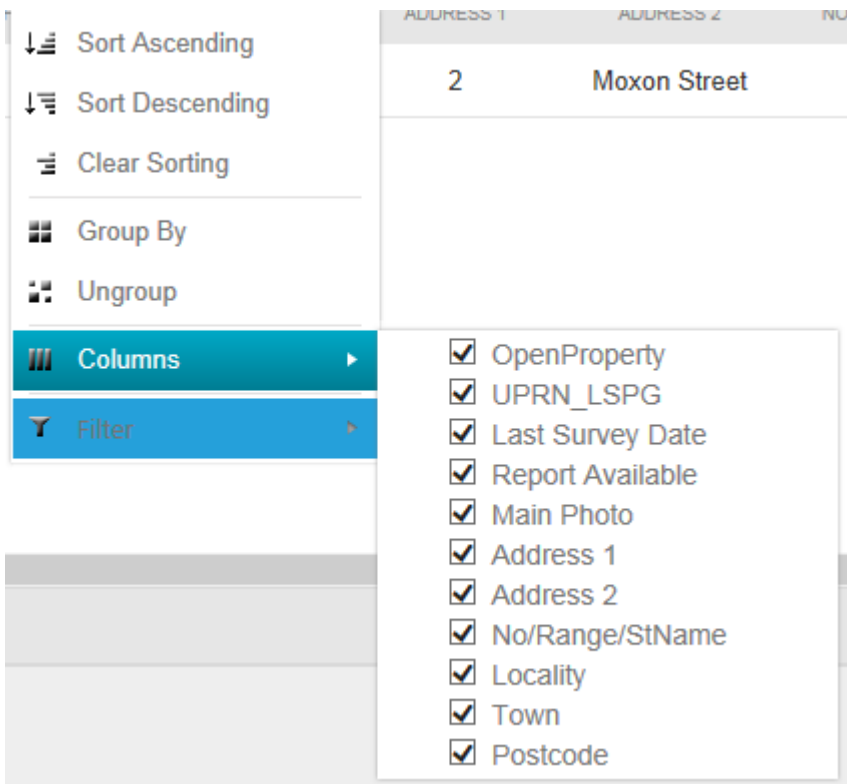
- Click on the "Filter" to apply filter to the data displayed on the "Grid".

ADDRESS 1   ADDRESS 2

2   Moxon Street

| Sort Ascending |
| Sort Descending |
| Clear Sorting |
| Group By |
| Ungroup |
| Columns ▶ |
| Filter ▶ |

Clear Filter

Show rows with value that

NoFilter ▼

And

NoFilter ▼

Filter

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

Option Box