

8. POCKET PC REINSPECTIONS

8.1 Introduction

This chapter tells you how to perform Pocket PC Reinspections which update Asbestos Tracker Registers with reinspection data.

It covers the following topics:

- preparing the reinspection records for downloading to the Pocket PC
- downloading the reinspection items to the Pocket PC
- performing the reinspection and recording the results
- updating the register
- producing a Reinspection report
- updating the register history.

To perform a Pocket PC Reinspection, you must have previously surveyed one or more of the client's sites, and an Asbestos Tracker Register must already exist for that client.



Refer to Chapter 5, Survey Tracker, for information on recording asbestos survey data.

You can create a Pocket PC Reinspection project with the asbestos data for one or more sites, export it to a Pocket PC and then take that data on site and perform the reinspection. From the Pocket PC Reinspection you can:

- output a paper report
- update the register with the reinspection data and create history records.

8.2 Preparing reinspection records for downloading

The first step in performing a Pocket PC Reinspection is to create the project and prepare the reinspection records for transfer to the Pocket PC.

To prepare the reinspection records for downloading onto the Pocket PC:

1. On the Projects screen, create a project of the type 'Palmtop Reinspection'.

Projects

Project Number: N-09348 Project Manager: []

Project Type: Palmtop Reinspection Site Contact Name: []

Client ID: [] PO: [] Only show unallocated POs Site Contact Tel: []

Site Name: [] Survey Ref. No.: []

Post Code: [] Contract Data Form

Milestones | Addresses | Financials/Planning | Staff | Documents | Palmtop Reinspection | Resource Tracker | Notes

Quote Produced: []

Order Received: []

Project Opened: 05 Jun 2006

Position	Milestone	Target	Actual	By
0	[]	[]	[]	[]

Other Project Milestones ->

Report Produced: []

Project Invoiced: []

Project Closed: []

Record: 1 of 1

Click the field you wish to search, then click [] to search

Record: 1 of 1

One or more of the client's sites must have been previously surveyed, and an Asbestos Tracker Register must exist for that client.

- Complete all the necessary fields in the top part of the screen to create the project.



Refer to Chapter 4, Project Tracker, for details on how to create a new project.

- Click on the Palmtop Reinspection tab to display a list of sites in the Asbestos Register for the client.

Projects

Project Number: N-09348 Project Manager: David Johnson

Project Type: Palmtop Reinspection Site Contact Name: John Daniels

Client ID: L0027 PO: [] Only show unallocated POs Site Contact Tel: 01234 121234

Site Name: 102 Heysham Road Survey Ref. No.: B1234121212

Post Code: TF1 1AA

Milestones | Addresses | Financials/Planning | Staff | Documents | Palmtop Reinspection | Resource Tracker | Notes

Reinspection ID: 79 Client ID: L0027 Please tab through box to confirm client ID

Reinspection Date: [] Prev. Proj. No: L-00185 Report Appr. by: []

1 - Choose Site 2 - Download to PDA 3 - Uploaded Records

Site Name	Project Number	ACDMs
1 Daley Street	L-00038	7
1 Low Pavement	L-00209	1
10 Church Street	B-01054	4
102 Heysham Road	L-00185	5

Status:

Items downloaded

Items uploaded

Report printed

History updated

Surveys' pack

Produce report

Update history

Click the field you wish to search, then click [] to search

Record: 1 of 1 (Filtered)

- Confirm the displayed Client ID by pressing **Tab** to move on to the next field. You only need to change the Client ID if the Asbestos Tracker folder name (where the Asbestos Register is filed) for the client has been renamed, in which case you will need to overkey the displayed Client ID with the new name.
- Enter the date of the reinspection in the **Reinspection Date** field.

6. If required, type the project number of the last inspection of the site in the **Previous Project Number** field.
You only need specify this information if you want it to be included on the printed report.
7. Select the name of the person approving the report in the **Report Appr. by** field.
8. From the list of sites displayed on the 1-Choose Site tab, select the site that is to be reinspected.

The screenshot shows the 'Projects' application window. At the top, there are fields for Project Number (N-09348), Project Type (Palmtop Reinspection), Client ID (L0027), Site Name (102 Heysham Road), and Post Code (TF1 1AA). Below these are fields for Project Manager (David Johnson), Site Contact Name (John Daniels), Site Contact Tel (01234 121234), and Survey Ref. No. (B1234121212). The main area has tabs for Milestones, Addresses, Financials/Planning, Staff, Documents, Palmtop Reinspection, Resource Tracker, and Notes. The 'Palmtop Reinspection' tab is active, showing a Reinspection ID of 79, Client ID of L0027, and a 'Please tab through box to confirm client ID' message. Below this is a table with three tabs: '1 - Choose Site', '2 - Download to PDA', and '3 - Uploaded Records'. The '1 - Choose Site' tab is selected, showing a table with the following data:

Site Name	Project Number	ACMs
1 Dalley Street	L-00098	7
1 Low Pavement	L-00209	1
10 Church Street	B-01054	4
102 Heysham Road	L-00185	5

At the bottom of the window, there are search and navigation controls.

The number to the right of the site name indicates the number of asbestos-containing materials found at the site.

9. Click on the second tab, 2-Download to Pocket PC.

A message is displayed, asking you to specify the Pocket PC to which you wish to send the site data.

The 'Transfer to PDA' dialog box has a title bar with a question mark and close button. The main text says 'Please enter the Unit ID'. There are 'OK' and 'Cancel' buttons. Below the text is an input field containing the text 'Robin_Loox_720'.

10. Type the ID of the Pocket PC, as specified in Pocket PC Creations, then click on **OK**.



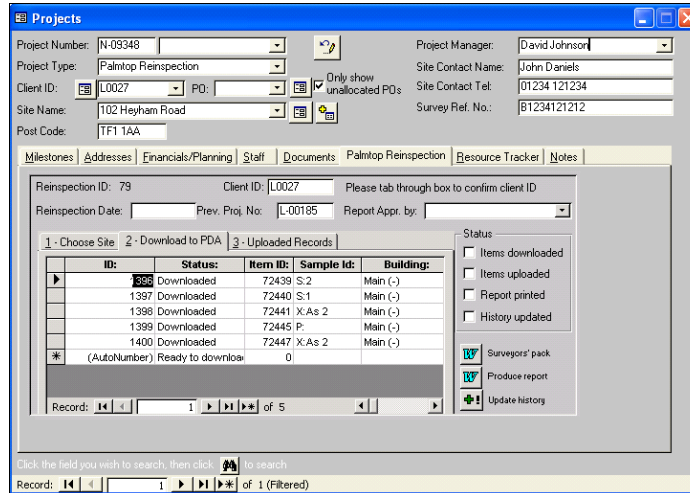
The ID must be that of the Pocket PC on which the reinspection will be recorded.

A further message is displayed.

The 'Ensecon Project Database' dialog box has a title bar with a close button. It features an information icon and the text 'The reinspection records are ready to download to the palmtop'. There is an 'OK' button at the bottom.

11. Click on **OK**.

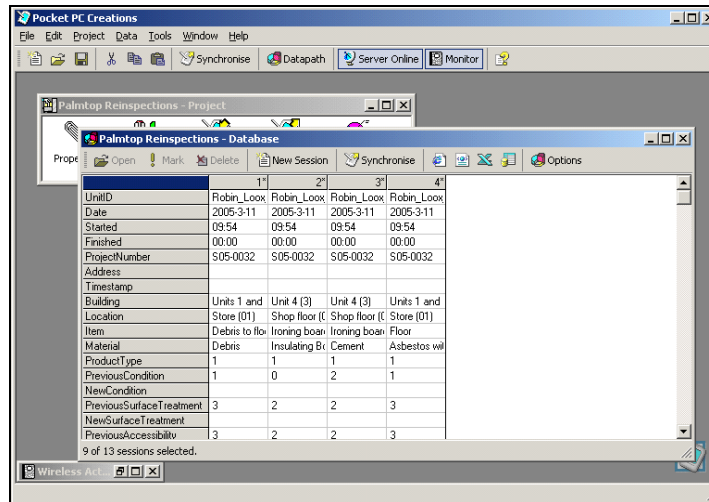
The reinspection records have been created and are displayed, one per ACM, ready to be downloaded to the Pocket PC.



You can check in Pocket PC Creations on your PC to see the data ready for downloading:

- Display the Pocket PC Reinspections – Project window.
- Display the Data window.

The data is displayed. The asterisk next to the numbered column headings indicates that the data is waiting to be sent. The next time the Pocket PC synchronises with the PC, the asterisked items are uploaded onto the Pocket PC.

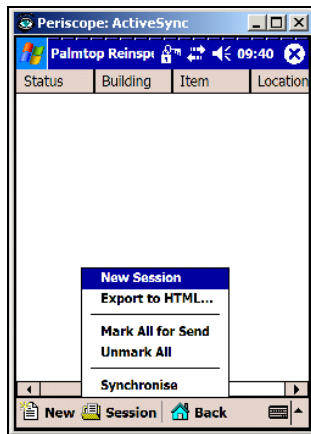


8.3 Transferring reinspection items to Pocket PC

When you have prepared the reinspection items for downloading, you then need to synchronise the Pocket PC to complete the transfer of the items onto the Pocket PC.

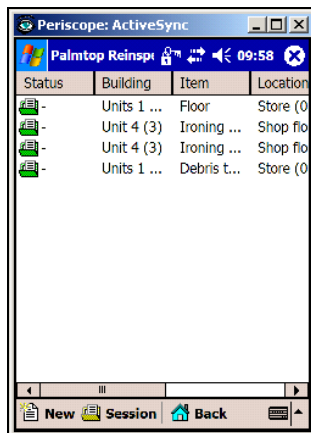
To synchronise the Pocket PC:

1. Open the Pocket PC Reinspection project on the Pocket PC.
2. Click on **Session**.



3. Select *Synchronise* from the menu.

The reinspection items are transferred to the Pocket PC ready for the reinspection.



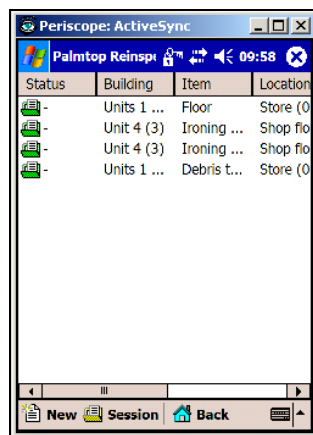
8.4 Performing the reinspection

Once the reinspection items have been transferred to the Pocket PC, the Surveyor can take the Pocket PC out on site and perform the reinspection.

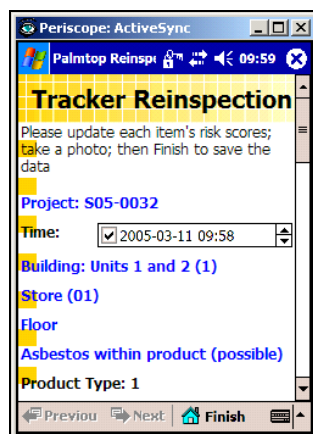
The list of reinspection items is displayed on the Pocket PC. If you cannot read the text displayed in the columns, drag the column headings to make them wider or narrower. You need only tap on an item to open it and as you complete each one it is displayed as 'Updated', helping you to keep track of items reinspected.

To perform the reinspection:

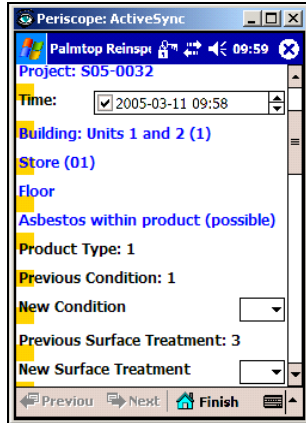
1. Open a reinspection item from the list by tapping on it.



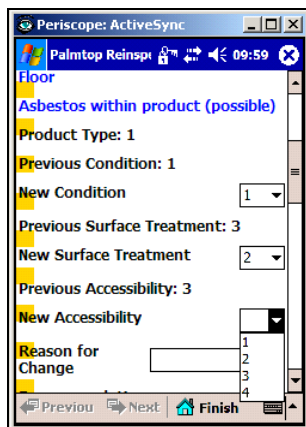
The Reinspection item is displayed.



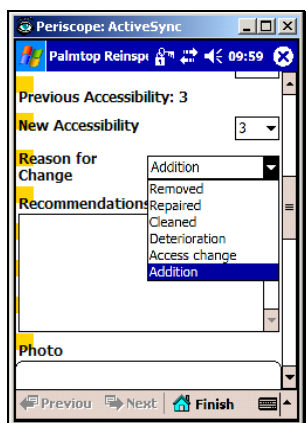
2. Tap on the **Time** tickbox to confirm the date and time of the reinspection. You can amend these details if required.
3. Scroll down to view details of the item, including its location and the materials. The scores from the item's previous inspection are also displayed.



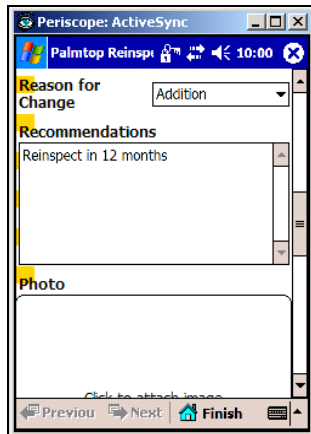
4. Enter a value, 0 – 3, to indicate the current extent of damage to the item in the **New Condition** field.
5. Enter a value, 0 – 3, to indicate the surface treatment currently present on the item in the **New Surface Treatment** field.



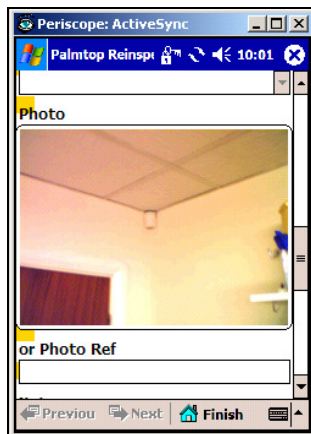
6. Enter a value, usually in the range 1-4 although this may vary by client, to indicate current accessibility to the item in the **New Accessibility** field.
7. If you have made changes to any of the scores, indicate the reason for the change by selecting from the drop-down list on the **Reason for Change** field.



8. Type any notes or recommendations regarding the item in the **Recommendations** box.

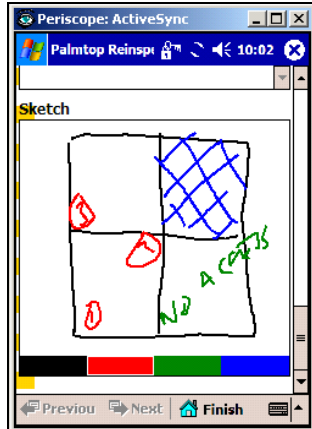


9. If required, attach a photograph of the item:
- take a picture by using the Pocket PC's camera software
 - tap on the **Photo** box to attach the last picture taken.



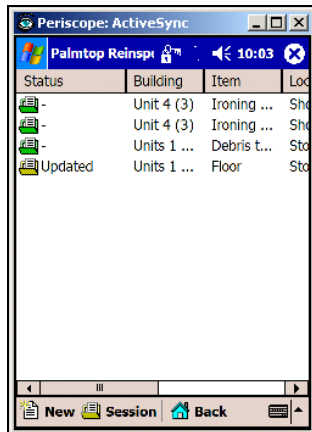
Alternatively, you can use an external camera and type the filename of the photograph in the **Photo Ref** field.

10. Use the **Sketch** box to enter any other notes or use the four-colour sketch facility. The information in this box is not made available to clients.



11. Click **Finish** to close the reinspection item.

The completed item displays with a status of 'Updated'.



12. Repeat the procedure for the remaining items on the list in order to complete the reinspection.

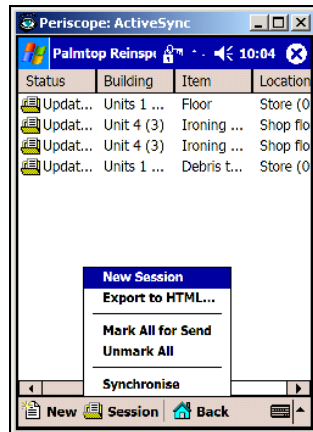
When all the items have been inspected, you must send the data back to the PC to update the register.

8.5 Updating the register

To update the Asbestos Register with the completed reinspection data you must synchronise the Pocket PC. The items will then appear on the 3-Uploaded Records tab of Pocket PC Reinspections.

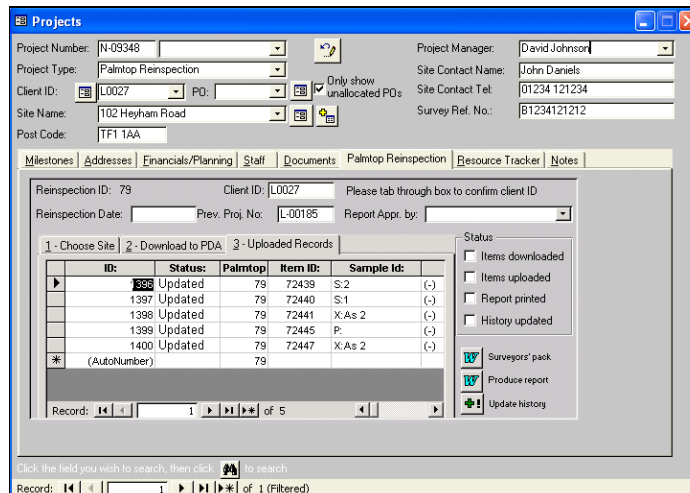
To update the register:

1. From the Session menu, select *Synchronise*.



The items disappear from the list as they are uploaded to the PC.

2. Display the uploaded items on the 3-Uploaded Records tab of Pocket PC Reinspections.



3. Tick the **Items uploaded** Status tickbox on the right of the Pocket PC Reinspection tab to indicate that the reinspection has taken place and the data transferred to the PC.

8.6 Producing a report and updating the history

When the reinspection data has been uploaded to Tracker you can:

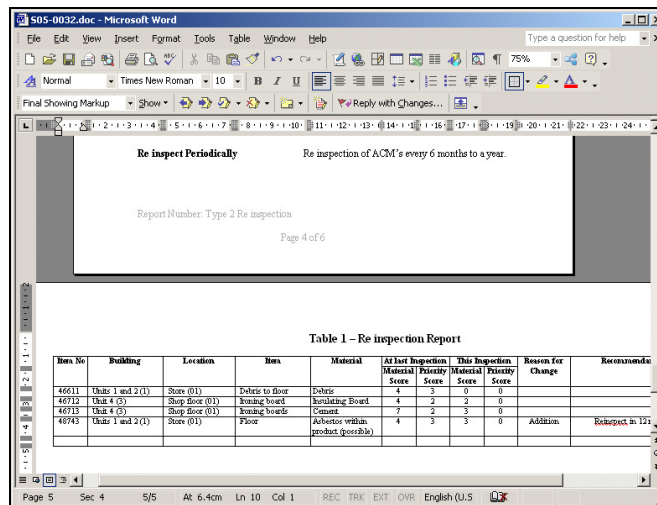
- produce the report
- update the history records in the register and view them.

To produce the report:

1. On the Pocket PC Reinspection tab, click on the Produce report button:



Tracker creates the Reinspection report in Microsoft Word, displays and saves it.



2. Amend and print the report as required.
3. Tick the **Report printed** Status tickbox on the right of the Pocket PC Reinspection tab to indicate that you have printed the report.

To update the history:

1. On the Pocket PC Reinspection tab, click on the Update history button:



Tracker creates the history records from the reinspection data, updates the register as necessary and displays the following message:



2. Click on **OK** to remove the message.

3. If required, you can check the register updates by:
 - opening the Asbestos Register for the site
 - clicking on a reinspection item that was updated
 - reviewing the history records for the item.

