



https://pams.uat.ad.lancscc.net/inspection/inspections/11803/documents/create

County Council						You are logged in as: <u>testcontractor</u> Lancashire County Council UAT
Home Property	Finance Contract Hel	p Cells Inspection	Assessment	Help		Admin
View	Home > Inspections >	Create Next Inspection				
Documents (0)	The inspection record h	as been updated.				
Viotes (0) View Plant (0) View Tasks (0) History	Review Next Ins Inspection details Code	INS011803			~	
<u>Vext</u> Series (onwards) Series (all)	Group/Type Site	FASS - Fire Alarm A 2330002200001200 Site: Site Subscrit	ond Security System DD - ACCRINGTON bed to Prop SA/J	n, FA1 - Fire Alarm Service WOODNOOK PRIMARY	¥	
Actions		Site: Survey unde	rway			
dit Inspection	Status	COMPLETE - Inspec	tion completed			
New Note Extend Series Send Email	Due Date Completed Date	25/02/2016 26/02/2016				
New Document Print Inspection	This inspection is part of Select 'Next Inspection' t	a series. o review the next inspe	ction in this series	i - L		
	Select 'Continue' to retur Next Inspection Conti	n to the inspection list i	without viewing th	e next inspection record.		

Inspection documents and any other relevant documents should be added to the Inspection record.



https://pams.uat.ad.lancscc.net/inspection/inspections/11803/documents/create

Add Inspection Document

Home Property	Finance Contract H	elp Calls Inspection	Assessment	Help	Admin
lana -	Home - Inspections -	Create Next Inspection			199097-1997 1997
Socuments (0)	The inspection record	has been updated.			
mails (0) lotes (0) fiew Plant (0)	Review Next In	nspection s			
listory	Code	INS011803			
lext	Group/Type	FASS - Fire Alarm A	nd Security System	m, FA1 - Fire Alarm Service	
eries (onwards)	Site	2330002200001200	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY		
eries (all)		Site: Site Subscrib	ed to Prop SA/1	L 👘	
ctions		Site: Survey under	way		
dit Inspection	Status	COMPLETE - Inspect	ion completed		
dd Inspection Task	Due Date	25/02/2016			
iew Note Extend Series	Completed Date	26/02/2016			
end Email					
ew Document	This inspection is part o	of a series.			
rint Inspection	Select 'Next Inspection'	to review the next inspec	tion in this series		
	Select Continue to retu	urn to the inspection list v	ithout viewing the	e next inspection record.	
	Next Inspection Con	tinue			

Step 1

~

Select the inspection record to which the document is to be attached.

Click the **New Document** link.



Home Property	Finance Contract H	elp Calls Inspection	Assessment Help	Admin
hew Rocuments (0) Rotes (0)	Home Inspections	- <u>Documents - New Do</u> n Document Is	sament	
fiew Plant (0)	Code	INS011803		
lew Tasks (0)	Group/Type	FASS - Fire Alarm A	nd Security System, FA1 - Fire Alarm Ser	IVICE E
eries (onwards)	Site	2330002200001200	00 + ACCRINGTON WOODNOOK PRIMARY	· · · · · · · · · · · · · · · · · · ·
Series (all) FA_TEST TINTO0000022		Site: Site Subscrift Site: Survey unde	bed to Prop SA/1 rway	
	Status	COMPLETE - Inspec	tion completed	
Actions	Due Date	25/02/2016		
Edit Inspection New Note	Completed Date	26/02/2016		
Yew Document Print Inspection	Either choose a file or e	enter URL. Enter details o	f document, then select 'Save'.	
	Save Cancel			
	Type File	File O URL	Browne	
	Details			
	Description			
	Group	Not Selected		
	Comments			

Step 2

Click in the **Browse** button in the File field.



Choose File to Upload	ic Course Info → Trainin	g • Test • • • • • • •	ch Test	- cloud
Organize • New folde	er		H · I 0	Lancashire County Council UA
Documents *	Documents lil	orary	Arrange by: Folder -	Logout
Videos	Name	*	Date modified	
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	Document Type File Detalls Description	® File O URL B	rowze	
	Group Comments	Not Selected	V	

Step 3

Search for and select the document to be added; in this example, the inspection document.

Click the **Inspection Document.docx** list item.



			tine (1920) (193	~	You a	re logged in as: testcontractor ancashire County Council (14)
Organize New fol	lder		844 *		12	Length
Documents Music Pictures	Documents lib	rary	Arrange by: Folder	-		Admin
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Computer Windows MBR (C Please Ignore. (H Databases and Al Corporate (M:) Personal on LCC(ACS (Q:)		nt.docr	25/02/2	1016 16:19 #rvice	a ¥	
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	game: Inspection Document Type File Details Description	m All File © Pile URL Br	s (**) en 🔽 Cance			

Step 4

Click the **Open** button.



County Council				You are logged in as: <u>testcontracto</u> Lancashire County Council UAI
Home Property	Financa Contract He	alo Calla Inconction	Assassment Halo	Admin
/iew Documents (0) Notes (0)	Home Inspections	<u>Documents - New Do</u> n Document	sument	
liew Plant (0)	Code	INS011803		
<u>(iew Tasks (0)</u> Next	Group/Type	FASS - Fire Alarm A	nd Security System, FA1 - Fire Alarm Service	6
Series (onwards)	Site	2330002200001200	0 + ACCRINGTON WOODNOOK PRIMARY	4
Series (all) FA_TEST		Site: Site Subscrit Site: Survey unde	bed to Prop SA/1 rway	
CITY OUTOUTLY	Status	COMPLETE - Inspec	tion completed	
Actions	Due Date	25/02/2016		
lew Note	Completed Date	26/02/2016		
New Document Print Inspection	Either choose a file or e	nter URL. Enter details o	f document, then select 'Save'.	
	Save Cancel			
	Document			
	Туре	● File ○ URL		
	File	\\CorpData01\LCCU	sen Browse	
	Details			
	Description			
	Group Comments	Not Selected		

Step 5

The filepath is now displayed in the File field.



County Council				You are logged in as: testcontractor Lancashire County Council UAT
Home Property	Finance Contract H	elp Calls Inspection	Assessment Help	Admin
/iew 20suments (0) Notes (0)	Home Inspections	n Documents > <u>New Do</u> n Document	sument	
liew Plant (0)	Code	INS011803		
(iew Tasks (0)	Group/Type	FASS - Fire Alarm A	nd Security System, FA1 - Fire Alarm Service	ค
Series (onwards)	Site	2330002200001200	0 - ACCRINGTON WOODNOOK PRIMARY	4
Series (all) FA TEST		Site: Site Subscrit Site: Survey unde	ed to Prop SA/1 rway	
LINIUMANZZ	Status	COMPLETE - Inspec	bon completed	
Actions	Due Date	25/02/2016		
Edit Inspection New Note	Completed Date	26/02/2016		
New Document Print Inspection	Either choose a file or e	enter URL. Enter details of	f document, then select 'Save'.	
	Document			
	Type			
	File	\\CorpData01\LCCU	sert Browse	
	Details			
	Description			
	Group Comments	Not Selected		

Step 6

You must enter a description. This will help you to identify the document at a later date.

Click in the **Description** field.



County Council	shire			You are logged in as: testcontractor Lancashire County Council UAT
				Logout
Home Property	Finance Contract He	tip Calls Inspection	Assessment Help	Admin
/iew <u>Documents (0)</u> Notes (0)	Home > Inspections > Load Inspection	<u>Documents</u> <u>New Dos</u> n Document	ument	
/iew Plant (0)	Code	INS011803		
View Tasks (0)	Group/Type	FASS - Fire Alarm Ar	nd Security System, FA1 - Fire Alarm Service	ิด
Series (onwards)	Site	2330002200001200	0 + ACCRINGTON WOODNOOK PRIMARY	4
Series (all) FA_TEST		Site: Site Subscrib Site: Survey under	ed to Prop SA/1 way	
CINTOUGUAZE	Status	COMPLETE - Inspect	ion completed	
Actions	Due Date	25/02/2016		
Edit Inspection New Note	Completed Date	26/02/2016		
New Document Print Inspection	Either choose a file or e	nter URL. Enter details of	document, then select 'Save'.	
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	Ture	@ 514 O URI		
	File	\\CorpData01\LCCUs	er: Browse	
	Details			
	Description	l,		
	Group Comments	Not Selected		

Step 7

Enter the details into the **Description** field. Enter "**Inspection documents**".



County	shire O		You are logged in as: <u>restoontractor</u> Lancashire County Council UAT Logout
Home Property	Finance Contract He	lp Cells Inspection Assessment Help	Admin
/iew <u>Documents (0)</u> Notes (0)	Home > Inspections > Load Inspection	Rocuments > New Rocument	
view Plant (0)	Code	INS011803	
/iew Tasks (0)	Group/Type	FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service	ค
Series (onwards)	Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY	4
Series (all) FA_TEST		Site: Site Subscribed to Prop SA/1 Site: Survey underway	
CINTUUUUUUZZ	Status	COMPLETE - Inspection completed	
Actions	Due Date	25/02/2016	
Edit Inspection New Note	Completed Date	26/02/2016	
New Document Print Inspection	Either choose a file or e	nter URL. Enter details of document, then select 'Save'.	
	Save Cancel		
	Tune	8 Gt 0 UR	
	File	\\CorpData01\LCCUsert Browse	
	Details		
	Description	Inspection documents	
	Group	Not Selected	
	comments		

Step 8

Click the Group list.



County Council	hire			You are logged in as: testcontractor Lancashire County Council UAT
				Logout
Home Property	Finance Contract H	elp Calls Inspection	Assessment Help	Admin
hew Xocuments (0) Notes (0)	Home - Insections - Load Inspection	- <u>Documents</u> - <u>New Do</u> n Document	sumen!	
fiew Plant (0)	Code	INS011803		
<u>/iew Tasks (0)</u>	Group/Type	FASS - Fire Alarm A	nd Security System, FA1 - Fire Alarm Service	ค
Series (onwards)	Site	2330002200001200	0 - ACCRINGTON WOODNOOK PRIMARY	4
Series (all) FA_TEST		Site: Site Subscrit Site: Survey unde	bed to Prop SA/1 rway	
	Status	COMPLETE - Inspec	tion completed	
Actions	Due Date	25/02/2016		
iew Note	Completed Date	26/02/2016		
Yew Document Print Inspection	Either choose a file or e	enter URL. Enter details o	f document, then select 'Save'.	
	Save Cancel			
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	File	\\CorpData01\LCCU	sen Browse	
	Details			
	Description Group Comments	Not Selected CLC - Client Correspondence FIN - Privancial HA5 - Health and Safi LEG - Legal / Statutor	ndence Rhy Y	

Step 9

Select the appropriate group according to the document being added.

For this example, click the **COM** - **Compliance** list item.



Home Property	Finance Contract H	elp Calls Inspect	ion Assessment Help	Logou Admin
ew ocuments (0) otes (0)	Home Inspections	<u>Documents</u> <u>Ne</u> n Document	v Document	
ew Plant (0)	Code	INS011803		
ew Tasks (0)	Group/Type	FASS - Fire Ala	rm And Security System, FA1 - Fire Alarm S	Service 6
ries (onwards)	Site	233000220000	12000 - ACCRINGTON WOODNOOK PRIMAR	RY 6
eries (all)		Site: Site Sub	scribed to Prop SA/1	/_
TEST		Site: Survey	inderway	
NT0000022	Status	COMPLETE - In	spection completed	
tions	Due Date	25/02/2016		
dit Inspection	Completed Date	26/02/2016		
ew Note ew Document rint Inspection	Either choose a file or e	nter URL. Enter deta	ils of document, then select 'Save'.	
	Save Cancel			
	Document			
	Type	File O URL	College Beause	
	File	Neorpoataoriu	CODER DOWSE	
	Details			
	Description	Inspection doc	uments	
	Group	COM - Complia	nce	
	Comments			

Step 10

Click the scrollbar.



ter (0)	Terrestles details		
w Plant (0)	inspection details		
w Tasks (0)	Code	INSO11803	
<u>et</u>	Group/Type	FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service	
ies (onwards)	Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY	
TEST (T00000022		Site: Site Subscribed to Prop SA/1 Site: Survey underway	
	Status	COMPLETE - Inspection completed	
ions	Due Date	25/02/2016	
v Note	Completed Date	26/02/2016	
nt Inspection	Either choose a file or en	nter URL. Enter details of document, then select 'Save'.	
	Document Type File	File O URL \\CorpData01\LCCUser(Browse	
	Details		
	Description	Inspection documents	
	Group Comments	COM - Compliance	
	Save		

Step 11

Add comments if required.

Review the details and click the **Save** button.



County Council					You are logged in as: <u>testcontract</u> Lancashire County Council UA			
					Logout			
Home Property	Finance Contract He	Ip Calls Inspection	Assessment	Help	Admin			
iew	Home > Inspections >	Documents > Edit Do	cument					
ocuments (2)	Document successfully uploaded.							
otes (0) iew Plant (0) iew Tasks (0)	Edit Inspection							
in the second second	Code							
eries (all)	Group/Type	FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service			ิด			
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INT0000022 93939		Site: Site Subscribed to Prop 5A/1 Site: Survey underway						
lctions	Status							
dit Inspection	Due Date	25/02/2016						
lew Note	Completed Date	26/02/2016						
rint Inspection								
	Save Cancel			Delete				
	Details							
	Name	EDMS_TFC_Inspec	tion_20160228_102.	docx				
	Description	Inspection docume	nt					
	Group Loaded Date Loaded Time	COM - Compliance		~				
		28/02/2016						
		13:26						
	Loaded By	Test Contractor						

Step 12

Confirmation that the document has been successfully uploaded is displayed at the top of the screen.

To add further documents, click the New Document link and repeat the procedure.



County Council					You are logged in as: testcontracto Lancashire County Council Line			
					Logout			
Home Property	Finance Contract He	elp Calls Inspection	Assessment Help		Admin			
hew	Home > Inspections >	Documents - Edit Do	cument					
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lotes (0)								
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Series (onwards)	Code	Code INS011803						
Series (all)	Group/Type	Group/Type FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service						
A TEST	Site	4						
INT0000022								
		Site: Survey underway						
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Edit Inspection	Due Date	25/02/2016						
New Document	Completed Date	26/02/2016						
Print Inspection								
	Save Cancel							
	Details							
	Name	EDMS_TFC_Inspect	bon_20160228_102.docx					
	Description	Inspection docume	nt					
	Group	COM - Compliance						
	Loaded Date	28/02/2016						
	Loaded Time	13:26						
	Loaded By	Test Contractor						
	Comments							

Step 13

You have successfully added an inspection document to an inspection record.

End of Procedure.