

CONTENTS

1. GETTING STARTED

1.1	Introduction	1-1
1.2	Getting started with Asbestos Tracker.....	1-1
1.3	System requirements	1-2
1.4	Installing Asbestos Tracker	1-2

2. MAINTAINING THE REGISTER

2.1	Introduction	2-1
2.2	Displaying the Asbestos Register	2-1
2.2.1	Displaying photos, plans and PDFs.....	2-3
2.2.2	Updating management history information	2-4
2.2.3	Viewing and updating notes.....	2-4
2.2.4	Displaying original survey details.....	2-5
2.3	Searching the register	2-5
2.4	Recording changed conditions	2-6
2.5	Changing the photos, plans and PDFs	2-8
2.6	Adding a new item to the Register	2-10
2.7	Receiving updates from the surveying company	2-13

3. REPORTING

3.1	Introduction	3-1
3.2	Producing reports	3-1
3.3	Exporting data for further analysis	3-2