
ALPHATRACKER®

ALPHA REMOVALS USER GUIDE

Version 1.0



DOCUMENT CONTROL

Document

Alpha Removals User Guide

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1. INTRODUCTION

1.1 Introduction

This user guide explains how to use Alpha Tracker to capture asbestos removal risk assessment details and then record asbestos removal project information.

The risk assessment of the removal is conducted at the quotation stage, so a quotation is created in Alpha Tracker and then data is captured in a mobile app – the “Pre Site Estimation Visit” app. On synchronising the app, the assessment details are stored on the quotation.

If the work is to progress further, the quotation must be marked as “Won” and a project created from the quotation. All details from the quotation will be available on or from this new project.

Then, simply by changing the project type on the new project to the agreed removals project type, eg “Day Sheet Licensed Removals”, the new project becomes available on the handsets, in the “Day Sheet Licensed Removals” app.

Removal data is captured by using the “Day Sheet Licensed Removals” app (and its linked apps) and sent into the Project on a daily basis. You can then generate reports from this data from the project in Alpha Tracker.



*Please contact Support at Start Software (0333 301 1010 or support@start-software.com) if you need the apps to be pushed down to your phone or tablet.
Note that the Removals Module is subject to a licence key.*

2. ASSESSING THE REMOVAL

This section describes how you can create the quotation in Alpha Tracker which will then be available on the Estimator's handset for the collection of assessment details for a removal project.

2.1 Creating the quotation

Create a new quotation in Alpha Tracker, ensuring that you:

- use the appropriate **Type**, eg "Estimators Project Risk Assessment"
- complete the **Site Name**, **Address** and **Postcode**.

To create the quotation:

1. Select "New Quotation" from the Enquiries/Quotes menu and create the quotation as normal.
2. Ensure that you have selected "Estimators Project Risk Assessment" in the **Type** field and completed the **Site Name**, **Address** and **Postcode** fields.
3. Save the quotation.

Once saved, the quotation is available for selection in the "Pre Site Estimation Visit" app.

2.2 Capturing assessment data

Use the "Pre Site Estimation Visit" app to capture the assessment details while visiting the site.

1. Open the "Pre Site Estimation Visit" app in MDS and synchronise to get the latest data.
2. Tap *New Session* to start recording data.
3. Select the **Quote Number** from the dropdown and ensure that today's date is displayed.
4. Tap *Next* to move on to the next page – Hazards and Arrangements.
5. Use the fields on the Hazards and Arrangements page to record details of:
 - ACM to be removed (from a self-learning list)
 - asbestos content of the material (from a multi-select list)
 - condition of the material (from a multi-select list)
 - general removal procedure
 - whether enclosure erection under controlled conditions is required
 - RPE required during setup and removal
 - hygiene facilities available
 - details of parking location for mobile DCU
 - photo of the van or skip position

- dust suppression method
 - details of other potential hazards
 - details of arrangements to be recorded in the Work Plan
 - additional any notes.
6. Tap *Next* to move on to the next page – Checklist for Work Plan.
 7. Use the fields on the Checklist for Work Plan page to record details for the Site Setup, Enclosure, Removal Works, Work Plan Content Notes. Work through the whole page, completing all the fields.

This page contains a variety of fields, eg:

- fields for you to type in descriptive text
 - selection boxes
 - boxes for you to capture photos – tap in the box, select “Take Photo”, then use your device’s camera to take and select a photo
 - **Add Equipment** links that let you specify the type and number of any additional equipment required – tap the link, you jump to the Pricing Sheet page where you can select the **Category** of the equipment and then the precise **Item** required, and then specify the **Quantity** of these required. Return to the previous page by tapping the **Back to Checklist for Work Plan** link immediately below the **Quantity** entered.
8. Tap *Next* to move on to the next page – General Hazards.
 9. Use the General Hazards page to record the hazards that need to be taken into consideration.

Work through the list, selecting Yes or No as appropriate for each hazard, and typing the arrangements to be included in the Plan of Work in the **Arrangements** field that is displayed once Yes or No is selected.

You can also record general hazard notes at the bottom of the page.
 10. Tap *Next* to move on to the next page – Asbestos Hazard Assessment.
 11. Tap the tick or the cross against each item, eg Safety Footwear, Hard Hats etc, to indicate whether or not it is required.
 12. Tap *Next* to move on to the next page – Pricing Sheet.
 13. Record any further items of equipment that will be required on the Pricing Sheet.

Select the **Category** of the equipment and then the precise **Item** required, and then specify the **Quantity** of these required. There are 20 sets of fields available in which you can enter details of equipment required.
 14. Tap *Finish* when all details have been recorded.

2.3 Synchronising the data

Synchronise the “Pre Site Estimation Visit” app and send the collected data into Alpha Tracker.

It will be stored against the selected quotation number.

2.4 Displaying the data sent into Alpha Tracker

To access the data sent in from the “Pre Site Estimation Visit” app, you need to open the quotation in Alpha Tracker. You can see the data on screen and you can also print an Estimator’s Project Risk Assessment Document.

The screenshot displays the Alpha Tracker software interface for a quotation. The interface is divided into two main sections: 'Contact' and 'Details'. The 'Contact' section on the left includes fields for Reference (TQ19-0001), Status (Enquiry), Client (TDANE), and Contact Name (Jason Dane). The 'Details' section on the right includes fields for Type (Estimators Project Risk Assessment), Site Name/Desc (Priorisle House), Site Address (University of Wolverhampton), and Likelihood (%). A red box highlights the 'Associated Costs' field in the 'Calculations' section at the bottom right.

1. Select “Quotation List” from the Enquiries/Quotes menu, search for and open the required quotation.
2. Click the **Other Info** button to see the data sent in. For example:

Field	Value
Date	2018-10-30
ACM to be removed	AlB soffit
Material Content	Amosite
Condition	Good
Removal General Procedure	Partial Enclosure
Contamination requires enclosure erection under controlled conditions?	No
RPE: During Set Up	None
RPE: During Removal	Powered Respirators
Hygiene Facilities	Mobile

3. View any photos taken by opening the quotation folder and searching for jpg files.
4. Display any items of equipment that are required by clicking on the **Associated Costs** button.

Cost Category	Item	Item Code	Date	Quantity	Cost	Unit	Total	Delete
Waste	Waste		19/11/2018	1	55.00		55.00	
				1	0.00		0.00	
				1	0.00		0.00	
				1	0.00		0.00	
							Total	55.00

5. Print the Estimator’s Project Risk Assessment Document by clicking on the Word/Excel button, selecting the required template, checking your email address is displayed and then clicking **Send Document Request**.

Details

Type: Estimators Project Risk Assessment Multi Type

Template Name: Estimators Project Risk Assessment Document.doc

Email Only? (See hover tool tip)

Email Document To: kim.evison@start-software.com

Same as Client Address

Buttons: Send Document Request, Cancel

The document request joins the queue. When the document is ready it is sent to you by email and a copy also filed in the Quotation folder.

2.5 Converting the quotation into a project

If the work is to progress further, the quotation must be marked as “Won” and a project created from the quotation. All details from the quotation will be available on or from this new project.

1. Select “Quotation List” from the Enquiries/Quotes menu, search for and open the required quotation.
2. Change the **Status** field on the quotation to “Won”.
3. Click the **Create Project** button to create a new project from this quotation.

The new project is displayed. As usual, it has the same **Project Type** as the quotation.

4. Select the project manager for the work in the **Project Manager** field.
5. Change the **Project Type** to “Day Sheet Licensed Removals” and save the new project.

The project is now available on the “Day Sheet Licensed Removals” app.

The list of equipment and costs can be displayed from the new project by clicking on the ... button next to the **Total Current Costs** field on the Financials/Planning tab.

The quotation itself can be accessed quickly from the project by double clicking on the underlined quotation number in the **Quotation Ref** field.

The folder icon next to the **Quotation Ref** field displays the content of the quotation folder.

2.6 Sending staff certificates to a device

As part of the project setup, you can list the members of staff who will be working on the removals project. To do this you use the **Project Staff** button on the project.

Each member of staff on the list can have training certificates associated with them.



Please refer to the Staff Training documentation for details on how to set up the certifications.

From the list of staff on the Project Staff screen, you can send the stored certificates to the Supervisor's handset. The certificates are then available in the Staff Certificates app for the Supervisor to show to any interested parties when onsite.

1. Search for and display the required project.
2. On the Project Details screen, click the **Project Staff** button.
3. Create entries for the Supervisor and for each member of staff working on the Removals project by selecting their name in the **Staff ID** field and their role in the **Role** field.

Project staff for T-00001	
Staff ID	Role
Dan Darkin	Supervisor
*	*
*	*
*	*

10 Records per page Send Certificates to Handset Submit Cancel



Note that it is important to select "Supervisor" as the Supervisor's role as this is the person to whom the certificates will be sent.

4. When you are ready to send the certificates to the Supervisor's device, click the **Send Certificates to Handset** button on the Project Staff screen.

The certificates will be available for display in the Staff Certificates app on the Supervisor's handset.

3. RECORDING REMOVAL DATA

Alpha Tracker lets you capture asbestos removal data, including photographs, while on site using mobile apps, and send that data in to Alpha Tracker to generate a report and store the data.

The Alpha Tracker asbestos removals module comprises seven linked Mobile Data Studio (MDS) apps for capturing the data while on site:

- Day Sheet Licensed Removals
- DSLR – Additional Details
- DSLR – Exposure Assessment Operatives
- DSLR – RPE Operatives
- DSLR – Shift Equipment
- DSLR – Site Setup Operatives
- DSLR – Site Setup Visitors.

Before starting to record data for an asbestos removal project, make sure that you synchronise all seven apps. This ensures that you can record data in all the linked apps for new project numbers.

You open and work only from the Day Sheet Licensed Removals app. The other apps are automatically opened as needed.

All open projects with a Project Type of “Day Sheet Licensed Removals” are available on the “Day Sheet Licensed Removals” app.

The project number being worked on needs to be selected in the app, and then the data can be captured and sent into the project on a daily basis. You can then generate reports from this data in Alpha Tracker.

3.1 Using the Day Sheet Licensed Removals app

Use the Day Sheet Licensed Removals app to capture the removal details while on site. The details are separated into the following pages:

- Title Page
- Site Setup
- Site Personnel
- A.M. Shift
- RPE Inspection
- Smoke Test
- P.M. Shift
- Exposure Assessment
- Close Out.

You can either click *Next* to move between pages or use the links on the first page.

To record details:

1. Synchronise all seven of the Licensed Removals apps in MDS to get the latest data.
2. Open the “Day Sheet Licensed Removals” app.
3. Tap *New Session* to start recording data.
4. Select the **Project Number** from the dropdown and ensure that today’s date is displayed.
5. Select the supervisor’s name in the **Supervisor** field.
6. Tap *Next* to move on to the next page – Site Set Up. Alternatively you can use the links at the bottom of the first page to move between pages.
7. Use the fields on the Site Set Up page to answer questions about the site setup, add any relevant photos and capture the supervisor’s signature.
 - Depending on the answer to the questions, you may find that additional fields are displayed, eg to record DCU details.
 - Use the **Add Photo** link where indicated to take photographs. Ensure you use the link at the bottom of the page to return to the previous page.
8. Tap *Next* to move on to the next page – Site Personnel.
9. Use the links on the Site Personnel page to add details of operatives and visitors.
 - Operative details can include TNA information and photographs of certificates and induction.
 - Visitor details can include company and name, times on and off site, briefing details with photographs, and signature.
 - Ensure you use the link at the bottom of the page when you have recorded details to return to the main app.
10. Tap *Next* to move on to the A.M. Shift page, or use the links.
11. Use the fields on the A.M. Shift page to record information on work location(s).
 - Further locations can be added.
 - Select any relevant certificates.
 - Sign to indicate that all plant and equipment has been checked.
12. Tap *Next* to move on to the RPE Inspection page.
13. Use the Add Operative link to select an operative and record details of their RPE checks.
 - Indicate whether RPE has been checked and sign.
 - Ensure you use the link at the bottom of the page when you have recorded details to return to the main app.
14. Tap *Next* to move on to the Smoke Test page, or use the links.
15. Use the tickbox to add one or more enclosures and, if a smoke test is required, answer the questions, add photos, sign and witness.
16. Tap *Next* to move on to the P.M. Shift.
17. Use the boxes to answer the questions on works in progress, any changes from the morning shift, enclosure condition and defects, use the checklist and take photographs.

18. Tap *Next* to move on to the Exposure Assessment page.
19. Use the **Add Operative** link to record an operative's name and details of their exposure.
 - Sign to confirm the records.
 - Ensure you use the link at the bottom of the page when you have recorded details to return to the main app.
20. Tap *Next* to move on to the Close Out page.
21. Indicate whether all works are complete or not, answer any follow-up questions, take photographs, and obtain signatures.
22. If there is any further information that you want to capture, either as a note or as a photograph, use the *Add Image/Note* link on the first page of the app.

3.2 Sending in the data

You must synchronise the data from all seven of the Licensed Removal apps:

- Day Sheet Licensed Removals
- DSLR – Additional Details
- DSLR – Exposure Assessment Operatives
- DSLR – RPE Operatives
- DSLR – Shift Equipment
- DSLR – Site Setup Operatives
- DSLR – Site Setup Visitors.

Open each app in turn, go to the Active Sessions list and use the Menu button to mark (turn green) the required sessions and then synchronise the data.

4. GENERATING REMOVAL REPORTS

You can generate reports in Alpha Tracker from the removal data that has been sent in. The style and content of the report depends on your report template.

4.1 Requesting a removal report

Reports are requested from the Day Sheet Licensed Removals screen in Alpha Tracker.

1. Open the project in Alpha Tracker. You could use one of these methods:
 - type the project number in the blank box at the top of the Projects menu and then click the underlined project number
 - search the Project List to find the required project and then click the underlined project number.
2. Click the **View Removals** button to display the Day Sheet Licensed Removals screen.
3. Click the **Generate Report** button to request the generation of the report.
4. When complete, the generated report is emailed to you and also stored in the project folder.

It is also possible to send the removal data back to the phone or tablet by using the **Send Back to Handset** button, and to delete the data by using the **Delete** button.

5. MONITORING EQUIPMENT & EXPOSURE

Alpha Tracker Removals has sections that allow you to monitor:

- equipment and its certification
- staff exposure times.

5.1 Monitoring equipment

The “Equipment” option, which can be found on the Resources, Staff/Training menu, allows you to manage equipment by defining the certification details and uploading/downloading the relevant certificates.

Any type of file can be uploaded as a certificate. There is also a colour-coded countdown to the expiry of the certification, the number is:

- green if it is more than 30 days in the future
- orange if it is between 30 and 0 days
- red if it is overdue.

Filters at the top of the screen let you quickly display the Expired, Expiring Soon or Active pieces of equipment.

To monitor equipment:

1. Select “Equipment” from the Staff/Training section on the Resources menu. The Equipment screen is displayed.

Machine Type	Model No.	Serial No.	Certificate No.	Equipment Location	Valid From	Valid To	Count to Due Date	Delete
Photocopier	Brother NC5390	123456789	12345A	Telford	01/12/2018	28/03/2019	43	

2. Enter a new record by typing into one of the three blank rows at the bottom of the screen and clicking **Save**.

The **Count to Due Date** is calculated based on the **Valid To** field, showing the number of days remaining until the due date is reached. It is colour-coded:

- green if it is more than 30 days in the future
- orange if it is between 30 and 0 days
- red if it is overdue.

3. Use the buttons at the end of the row to upload or download certificates for the equipment.
4. Search for individual pieces of equipment by using the Search for box at the top of the screen, or use the filter buttons to quickly display the Expired, Expiring Soon or Active pieces of equipment.

5.2 Monitoring exposure

Exposure records are sent in from the Day Sheet Licensed Removals apps, in particular from the Exposure Assessment app.

These records can be viewed in Alpha Tracker, either all together from a screen or just those for a specific project.

To view the exposure records:

1. Select “Exposure Records” from the Exposure Records section on the Resources menu. The Exposure Records screen is displayed.

Project Number	Operative Name	Exposure Start Time	Exposure End Time	Exposure Duration	Type of Assessment
A-00313		08/01/2019 12:08	08/01/2019 13:37	89 minutes	Actual (Personal Carried out)
A-00254		04/10/2018 12:22	04/10/2018 13:19	57 minutes	Actual (Personal Carried out)
A-00281		17/09/2018 08:40	17/09/2018 11:06	146 minutes	Actual (Personal Carried out)
A-00232		23/02/2018 10:02	23/02/2018 12:00	118 minutes	Actual (Personal Carried out)
					Total 410 minutes

2. Use the search fields at the top of the screen to search and filter as necessary.

To view the exposure records linked to one project:

1. Display the required project on the Project Details screen.
2. Click on the Financials/Planning tab and then on the Exposure Records button. The exposure records for the project are displayed. This will include all records for all members of staff who have worked on the project.

The screenshot shows a software interface with a sidebar on the left containing buttons for 'New Client', 'Send Mail', 'Project Staff', 'Site Details', 'Removals', and 'Buildings'. The main content area is titled 'Financials/Planning' and features an 'Invoices' section with input fields for 'Charge Code', 'Invoiced Amount' (0.00), and 'Invoice Client'. A modal window titled 'Exposure Records - A-00313' is overlaid on the interface. It includes a search prompt 'Click here to search...', a 'Records: 2' indicator, and a table with the following data:

Operative Name	Exposure Start Time	Exposure End Time	Exposure Duration	Type of Assessment
[Redacted]	08/01/2019 12:12	08/01/2019 13:42	90 minutes	Estimate
[Redacted]	08/01/2019 12:08	08/01/2019 13:37	89 minutes	Actual (Personal Carried out)
				Total 179 minutes

Below the table, there is a 'Records per page' dropdown set to '10' and a green checkmark icon. At the bottom of the modal, there are buttons for 'Diary Appointments', 'Exposure Records', 'Add Timesheet', and 'Timesheets'.