

1.

GETTING STARTED

1.1 Introduction

Asbestos Tracker provides a straightforward electronic asbestos register that is easy to use, quick and responsive. Asbestos Tracker includes the following features:

- automatic item history generator
- unlimited number of sites, buildings, areas and items
- unique 'search anywhere' function finds asbestos items however you search, wherever they are
- flexible links to photos, plans and other documents
- unique *live* Intranet/Internet/Extranet option enables authorised users to view the register from anywhere
- non-asbestos items can be stored and searched
- comprehensive audit trail
- export facility to Microsoft® Excel™ or Word™ and others
- fully compliant with MDHS 100
- flexible reporting module produces reports to screen, printer, email and Excel/Word.

This user guide explains how to work with your interactive Asbestos Tracker register to track and manage your MDHS 100-compliant register and all removal records and related documents.

1.2 Getting started with Asbestos Tracker

This chapter describes how you can begin working with Asbestos Tracker. It explains:

- the system requirements for Asbestos Tracker
- how to copy the Asbestos Tracker files
- how to log on to Asbestos Tracker
- how to begin working with Asbestos Tracker.

1.3 System requirements

To run Asbestos Tracker you require the following:

- PC running Microsoft® Windows® 98/Me/2000 or XP – Windows® 2000 or XP (Home or Pro) recommended
- 128MB RAM minimum, 256MB+ recommended
- Intel P4 or AMD Athlon 1.5GHz+ recommended
- Super VGA (800x600) or higher resolution video adapter and monitor
- 100MB of available hard disk space
- Microsoft® Outlook™, Outlook Express™ or other MAPI client
- Microsoft® Access™.

1.4 Installing Asbestos Tracker

The Asbestos Tracker files come on a CD. You need to copy the files, open the database and log on to start working with your Asbestos Tracker register.

To get started with Asbestos Tracker:

1. Copy the files from the CD to your PC or server.
You may need to ask your IT Support for help or guidance in copying the files.
2. Using Microsoft® Access™, open the register database file supplied.

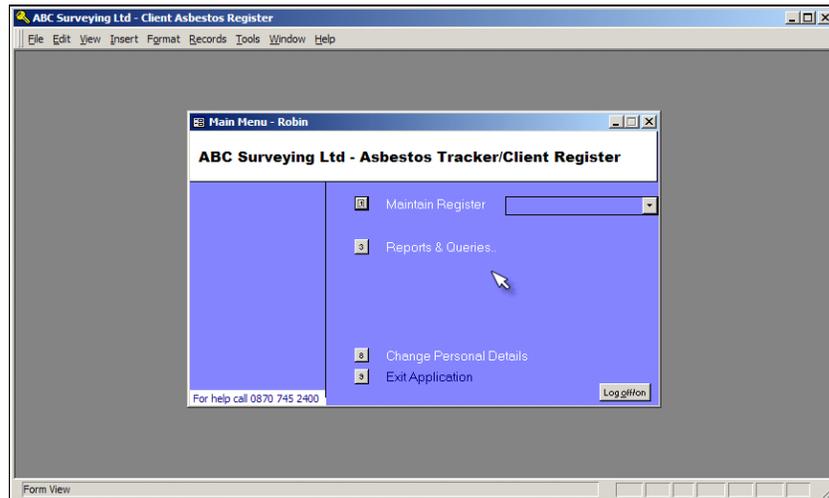


There are two database files supplied on your CD, both have the extension .mdb. One is called settings.mdb the other is your register database file. The surveying company supplying you with the Asbestos Tracker register can tell you the name of the register database file if required.

3. Log on to Asbestos Tracker, using the log on ID supplied to you by the surveying company and any password that may have been supplied.



The main menu is displayed.



Note that your screen may look slightly different to the one above. The company logo, for example, will probably be different.

There are four options listed on the main menu:

- **Maintain Register** – which you use to work with your asbestos register
- **Reports & Queries** – which enables you to produce reports to screen, printer, email and Excel/Word
- **Change Personal Details** – which you use to change your password if required, and if you are an Administrator also to add new users
- **Exit Application** – which you use to finish working with Asbestos Tracker.

In addition, there is the Log on/off button in the bottom right-hand corner.



Refer to Chapter 2, Maintaining the Register, for further details on how to work with your asbestos register, and to Chapter 3, Reporting, for information on producing reports.