
ALPHATRACKER®

ALPHA DRAW USER GUIDE

Version 1.0



DOCUMENT CONTROL

Document

Alpha Draw User Guide

Current Version

Version	Date	Issued Pages	Reason For Issue
1.0	Mar 2019	All	First issue

Previous Versions

Version	Date	Issued Pages	Reason For Issue

Trademark Acknowledgement

Microsoft Exchange, Microsoft Word, Microsoft Excel and Microsoft Access are registered trademarks of Microsoft Corporation.

Google Calendar and Google Maps are registered trademarks of Google Inc..

All other trademarks are the property of their respective owners.

CONTENTS

1.	INTRODUCTION AND INSTALLATION	4
1.1	Introduction.....	4
1.2	Installing Alpha Draw.....	4
2.	DRAWING A PLAN	6
2.1	Selecting the project	6
2.2	Specifying floors	7
2.3	Drawing the detail	8
3.	UPLOADING A PLAN	13
3.1	Uploading to Alpha Tracker	13
4.	AMENDING AN UPLOADED PLAN	14
4.1	Amending an uploaded plan from the app	14
4.2	Accessing and amending a plan from Alpha Tracker	14
4.3	Downloading a plan.....	17
4.4	Including a plan in survey reports	17

1. INTRODUCTION AND INSTALLATION

1.1 Introduction

Alpha Draw is the drawing app from Start Software that is integrated with Alpha Tracker to provide an easy way to produce simple plans or drawings and send them in to the appropriate project folder in Alpha Tracker.

Once you have sent a drawing in, it is amendable from both the app and from Alpha Tracker so changes can be made and any further details can be added.

This user guide describes how to:

- install and connect Alpha Draw on your phone or tablet
- use Alpha Draw to draw a simple plan
- upload a plan to Alpha Tracker
- amend an uploaded plan from Alpha Tracker.

1.2 Installing Alpha Draw

Alpha Draw is available from the Google Play Store as a free app for you to download. It is currently only available for Android devices, but is expected also to be available for iOS devices in the very near future.

To install and connect Alpha Draw:

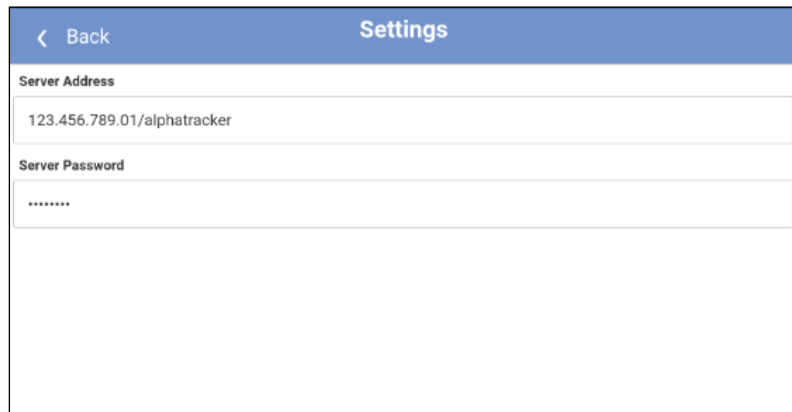
1. Download and install Alpha Draw from the Google Play Store.
2. In the Settings page that is displayed, enter your server address and your Alpha Draw password.

Your server address is the location of your Alpha Tracker with “/alphatracker” appended. It will probably be in a format like this:

123.456.789.01/alphatracker



Contact Start Software for your Alpha Draw password.



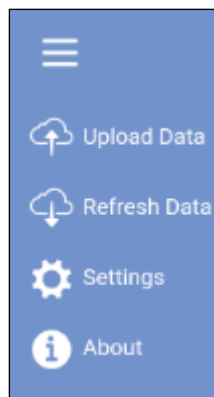
Settings

Server Address

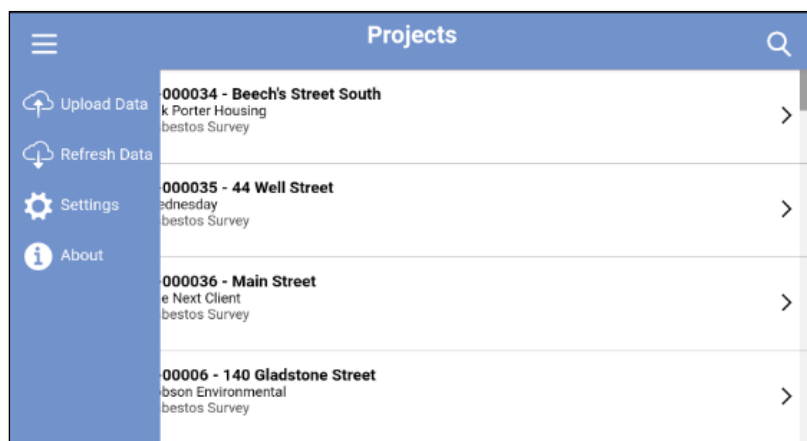
123.456.789.01/alphatracker

Server Password

3. Tap **Back** in the top left to display the Projects screen.
4. Tap the *Menu* icon and select *Refresh Data* to synchronise the app.



The Projects screen now lists the projects that are available to you. These are all “open” projects.



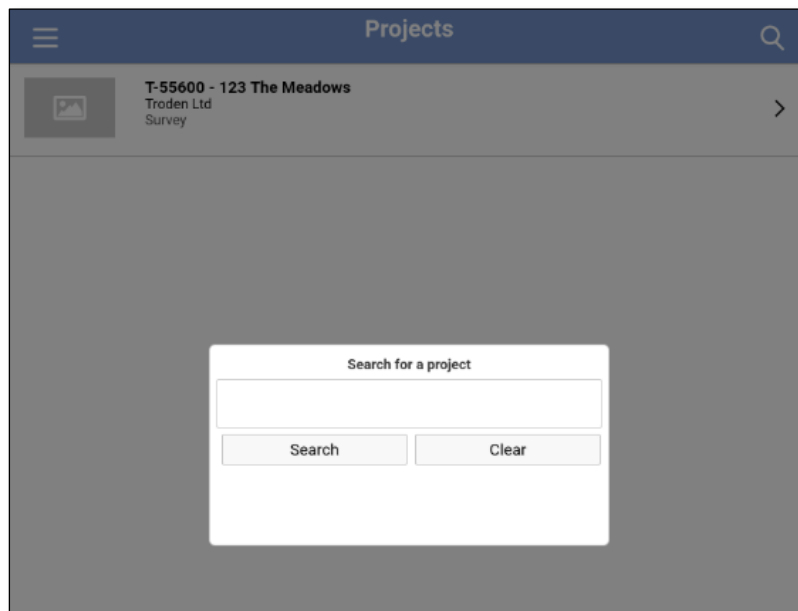
2. DRAWING A PLAN

To draw a plan in Alpha Draw you must first select the project to which the plan is to be linked. You can then specify the floors that are to make up the plan and draw the detail of each of these floors.

2.1 Selecting the project

To select the project for which you are producing a plan:

1. Display the Projects screen.
2. Tap on the magnifying glass in the top right to display a search screen.



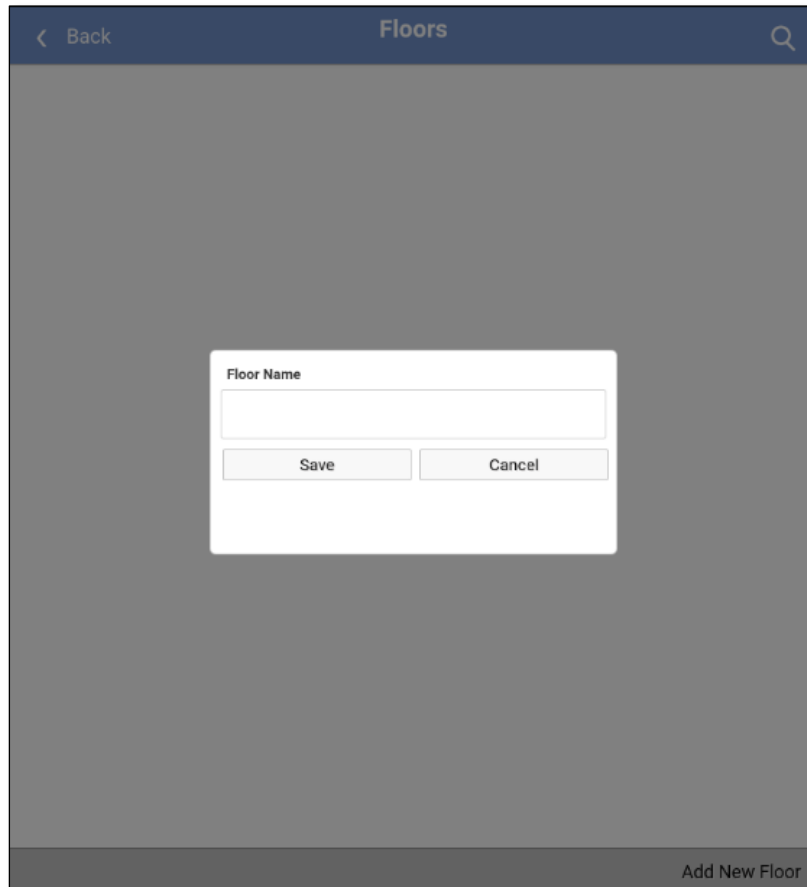
3. Enter search text to reduce the list of projects displayed on the Projects screen.
You can type part of the project number, site address or client name in the **Search for a project** box and then click **Search** to display matching projects.
4. Tap on the required project to select it.
As this is a project for which you have not yet created a drawing, a message informs you that there are no floors recorded for this project. You must now specify the floors.

2.2 Specifying floors

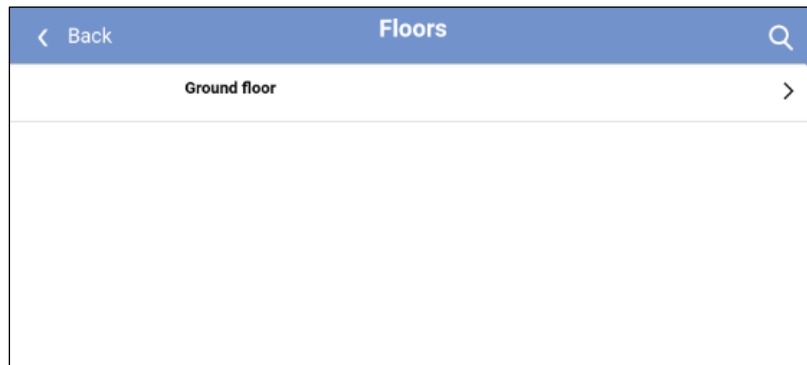
You specify the floors to list all the individual “pages” that will make up your drawing. Each floor is drawn on a separate “page”. You must have at least one floor.

When you select a project the Floors screen is displayed. A message informs you if there are no floors recorded for this project. To add floors:

1. From the Floors screen, tap **Add New Floor** in the bottom right.



2. Enter the name of your first floor in the **Floor Name** box then tap **Save**.
You return to the Floors screen with your first floor displayed.



3. Tap **Add New Floor** again and enter the name of another floor then tap Save.
You return to the Floors screen with your additional floor also displayed on the list.
4. Repeat step 3 until you have added all required floors.

When you have added all the required floors you can begin drawing the detail of each floor.

2.3 Drawing the detail

To produce your drawing you need to select the floor that you are drawing, define the floor and room shapes, and add extra detail.

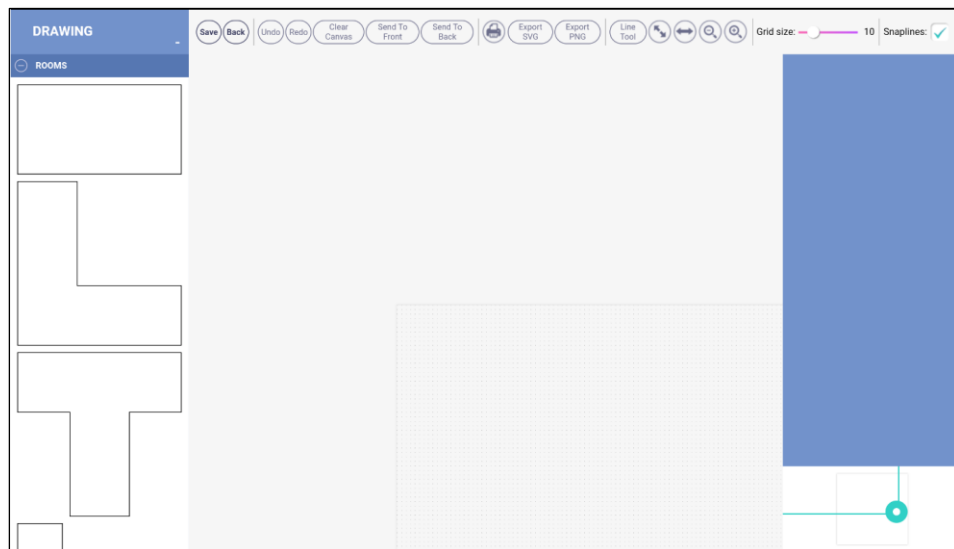


For a description of the controls that are displayed at the top of the Drawing screen, please see the end of this section.

1. Tap on the floor for which you want to create a drawing.
The blank canvas is displayed.



Hold your device landscape to optimise the display.

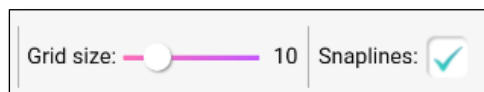


2. To draw rooms:

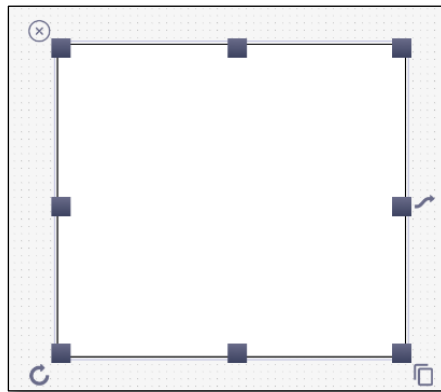
- From the ROOMS section on the left, drag the room shape that is closest to your needs to the canvas.
- Tap on the room shape to display the control handles and drag one of these to make the room the required size.
- Add further rooms as necessary, by dragging the shape from the ROOMS section and dragging or resizing as necessary.



It is easier to position items if snaplines are on (ticked) and the grid size is not too small. These options are in the top right.

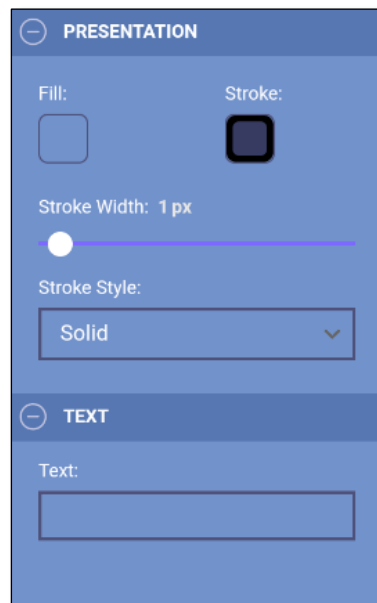


When control handles are displayed you can also see controls at the corners of the shape to delete it, rotate it, duplicate and link it.



3. Control the display of the rooms by using the PRESENTATION section on the right:



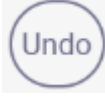

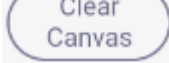

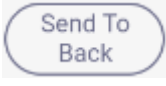






- Tap on the required room to display the control handles and the PRESENTATION section.
- Use the **Fill** and **Line** controls in the PRESENTATION section to specify the fill of the shape, and the line colour, width and style.
- Add a label to the room by typing in the **Text** box and then optionally specifying the font size, family and thickness.



4. To add stairs:
 - From the STAIRS section on the left, drag a stairs shape to the canvas.
 - Tap on the stairs shape to display the control handles and move or resize it as necessary.
5. To add furniture:
 - From the FURNITURE section on the left, drag an object to the canvas.
 - Tap on the object to display the control handles and move or resize it as necessary.
6. To add doors:
 - From the DOORS section on the left, drag a door shape to the canvas.
 - Tap on the door shape to display the control handles and move or resize it as necessary.
7. To specify the location of samples:
 - From the TOOLS section on the left, drag a tag shape to the canvas.
 - Tap on the tag shape to display the control handles and in the TEXT section on the right identify the Approach, eg "S" for sampled. Only the approaches available in the data are listed on the dropdown list. Type in the sample number, eg "007", then tap anywhere on the page. The tag is labelled with your selection, eg "S-007".
 - To display additional labels on the drawing, drag the Label object to the canvas and use the Text box in the PRESENTATION section to specify the required text.
8. To add further detail to your drawing such as hatching, use the features described above. For example you can:
 - add a room shape where the hatched area is required
 - tap on the shape and resize/reposition it
 - set the fill options to the required hatching pattern
 - set the line options to transparent (the first option) if you want to remove the outline.

9. Save your drawing by tapping the **Save** option in the controls at the top of the screen. The file is saved in PNG format.
10. Tap **Back** to return to the Floors screen and select the next floor that you want to draw.
11. Continue until all floors are drawn.

The controls available at the top of the Drawing screen are:

	Saves your drawing to your device.
	Exits the Drawing screen. A message asks you to confirm this action.
	Undoes the last action.
	Reapplies the last action that was undone.
	Deletes the entire drawing. A message asks you to confirm this action.
	Brings the selected object in front of surrounding objects.
	Sends the selected object behind surrounding objects.
	Prints the drawing - not active in the app. Only selectable when accessed from Alpha Tracker.
	Opens the drawing as an SVG in a pop-up - not active in the app. Only selectable when accessed from Alpha Tracker.
	Opens the drawing as a PNG in a pop-up - not active in the app. Only selectable when accessed from Alpha Tracker.
	Draws freehand polygons. Tap to place the first node, tap to place each subsequent node, then tap on the first node again to complete the shape. Tap on the shape to access the controls as usual.
	Toggles full-screen mode. Only selectable when accessed from Alpha Tracker.
	Zooms the drawing to fit the screen.



Zooms the drawing out.



Zooms the drawing in.

Grid size:  10

Changes the size of the grid which shapes can snap to, from 1-50.

Snaplines:

Makes shapes snap to the grid for easier positioning of objects.

3. UPLOADING A PLAN

3.1 Uploading to Alpha Tracker

When you have finished your drawing, you can upload it to the project in Alpha Tracker.

1. **Save** your drawing.
2. Select the **Back** option to exit the Drawing screen. You return to the Floors screen.
3. Tap **Back** to return to the Projects screen.
4. Tap the Menu and select **Upload Data**.

When you select **Upload Data** all drawings are sent into the appropriate project folders in Alpha Tracker. If you have a Drawing subfolder specified in your system settings, then the drawings will be uploaded to the Drawing subfolder.

A message informs you of the drawings that have been uploaded.

4. AMENDING AN UPLOADED PLAN

After you have uploaded your drawings, you can make further amendments to the drawings in Alpha Draw and re-send them. The old version of the drawing is saved as a backup in the document folder and the new version of the drawing becomes the current version.

It is also possible to display, amend and download the drawings from Alpha Tracker. There is a web version of Alpha Draw that can be run from Alpha Tracker, which lets you display and amend the drawings. All the controls are the same.

4.1 Amending an uploaded plan from the app

If you want to make further changes to your drawing using the Alpha Draw app after you have uploaded it, you need only reselect it, make and save your changes, and then re-upload it to Alpha Tracker.

The old version of the drawing is saved as a backup in the document folder in Alpha Tracker, and the new version of the drawing becomes the current version.

4.2 Accessing and amending a plan from Alpha Tracker

You can find any uploaded drawings in the relevant projects in Alpha Tracker. If you want to display and/or amend a drawing in the Web version of Alpha Draw, use the Choose Task option to access the drawing.

1. Open the required project and display the Survey Details screen by using one of these methods:
 - opening the project and clicking the **Survey Details** button
 - clicking the underlined Project Type (eg “Survey”) for the project from the Project List.

Survey Details


1 - Survey Setup 2 - Survey Complete

Summary & Cover Sheet

Choose Task for other options

	(non-suspect)	No Access	S	SP	X	
Asbestos Summary	5	2 (1 positive)	7 (4 positive)	2 (2 positive)	1 (1 positive)	<input type="button" value="View Asbestos Data"/>

Photo File



cache_2438018058.jpg

Approved By: Judy Key

Date:

Lab Details

Quality Control (QC)

Documents

(click Validate to check your data before producing the report)

Validate Draft Final Version 2 By Judy Key

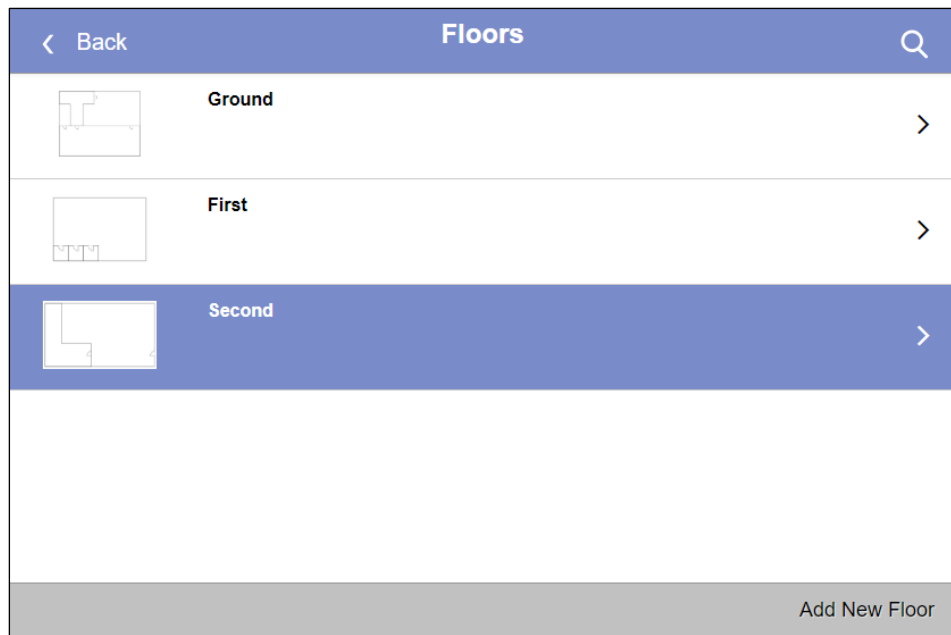
Bulk Certificate Version By

2. Click on the Survey Complete tab.
3. From the Choose Task menu select "Open Alpha Draw" and click **OK**. Alpha Draw opens in a new tab in your browser.

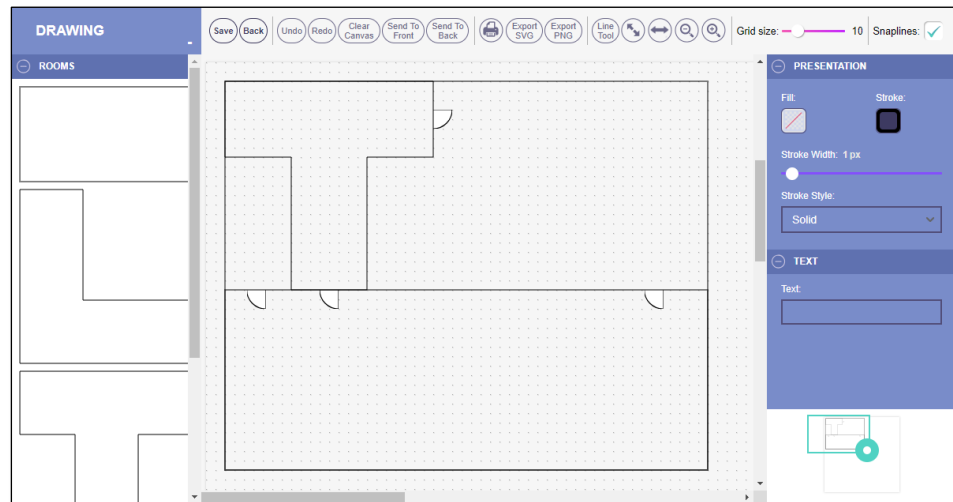
The Projects list in Alpha Draw refreshes and displays the current project.



- 4. Click on the project to display the floors. You can see a thumbnail of the drawing next to each floor listed.



- Click on the required floor to display the drawing. You may need to use the zoom controls to optimise the display of the drawing on your screen.



- Use the panels on the left and right of the screen and the controls at the top to amend the drawing as necessary.



See Section 2.3, Drawing the detail, for a description of the controls available.

- Click **Save** when you have finished amending the drawing.
- Click **Back** to close the drawing and return to the Floors list, where you can select the next drawing to work on.
- Close the Alpha Draw browser tab when you have finished viewing or amending the drawings.

4.3 Downloading a plan

You can download drawings either from the project folder in the normal way or by using one of the Export options in the Web version of Alpha Draw. The Export options are “Export SVG” and “Export PNG” and they are found in the controls at the top.

4.4 Including a plan in survey reports

Drawings created through Alpha Draw are saved as PNG files. If you need these drawings to be pulled into your report templates automatically, then please be aware that changes may need to be made to your templates.