



# SOLAR User Guide

**SOLAR**  
Secure On-Line Asbestos Register

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## Introduction to SOLAR

The Secure On-Line Asbestos Register (SOLAR) is an online system for viewing details of site asbestos surveys and investigations.

It has been designed for use by property managers, contractors and surveying companies with multiple locations to monitor.

The latest release of SOLAR has been developed through consultation with our client base. It offers:

- *Powerful search capabilities to help you quickly find the sites you want to enquire about.*
- *Detailed site and location information, including asbestos information and location reports.*
- *Access to photographs and documents associated with a site or location, such as letters, clearance certificates, minutes of site meetings, method statements, etc.*
- *Access to risk assessment information.*
- *Electronic hot-spots on plans to indicate the location of asbestos.*
- *Audit logging. All system usage is logged.*
- *Choice of user account privileges, from 'read-only' to 'full administrator use'.*

For more details about ACMS's products and services, please visit our web site at [www.acmsuk.com](http://www.acmsuk.com).

## About this user guide

This guide explains how to get the most out of SOLAR, providing information on how to use the different pages available in the system. It covers:

- Getting started with SOLAR. See page 7.
- Home page. See page 10.
- Search page. See page 11.
- Summary page. See page 12.
- Site page. See page 15.
- Survey page. See page 23.

## Symbols used in this guide

Three symbols are used in this guide to draw your attention to particular information:



*Notes provide helpful information that requires your attention.*



*Tips are handy hints that may provide a useful alternative or save you time carrying out a task.*



*Cautions indicate that proceeding with an action may cause significant problems in the software, or result in lost or damaged data.*

## Getting started with SOLAR

### Logging in

When you log in to SOLAR, your **Login Name** and **Password** are requested. Enter these.

On the log in screen you also have the option to store your details on your computer so that any future log in attempts will automatically pre-populate the **Login Name** and **Password** for you. To do this:

- *Check the box next to Remember User.*



*For security reasons, if you leave SOLAR inactive for twenty minutes the system automatically logs you out. SOLAR then requests your log in details to regain access.*

### SOLAR page layout

When you log in to SOLAR, the SOLAR **Home** page is displayed.






The layout and features of all pages in SOLAR are standard throughout the system. They contain:

- *Quick Launch pane, located at the left of the page, provides quick access to the information you require. See Using the quick launch pane on page 8 for further details.*
- *Standard buttons, used to carry out common tasks such as viewing and printing records. See Using standard buttons on page 9 for details.*

## Using the quick launch pane

The main areas of SOLAR are easily accessed using the **Quick Launch** pane. This is displayed down the left hand side of your screen.














The areas you can access using the **Quick Launch** pane are:

Button	Explanation
 HOME	Takes you to the <b>Home</b> page. Offers links to the most common tasks you carry out in SOLAR. See <i>Home page overview</i> on page 10 for more information.
 SEARCH	Takes you to the <b>Search</b> page. Provides a powerful search facility to locate the sites you want to work with. See <i>Using the Search page</i> on page 11.
 SUMMARY	Takes you to the <b>Summary</b> page. Provides a categorised summary of all sites. See <i>Using the Summary page</i> on page 12.
 SITE	Takes you to the <b>Site</b> page. Shows general information about the currently selected site. See <i>Site page overview</i> on page 15.
 SURVEY	Takes you to the <b>Survey</b> page. Displays a location tree showing all surveyed locations at the site currently selected. See <i>Survey page overview</i> on page 23.

## Using standard buttons

As you work in SOLAR, various buttons are available. Some of these buttons are general and available at most pages in SOLAR. Others may be specific to a particular page.

The buttons available in SOLAR are summarised in the following table:

Button	Explanation
	Displays the SOLAR help centre.
	Takes you back to the previous page.
	Performs a search or takes you to the item you wish to look at.
	Prints the details you are currently viewing, via your default printer.
	Displays all sites on the <b>Search</b> page.
	Lists the sites for the category you are looking at.
	Attaches a new document to the current site.
	Displays further details about the item you are looking at.
	Displays a graphical summary of the category.
	Displays the image for the current location.
	Displays the <b>Priority Risk Assessment</b> form for the current location.
	Displays the <b>Surveyor's Notes</b> for the current location.
	Displays the image for the current site.

## Using the Home page

When you log in to SOLAR, the SOLAR **Home** page is displayed.

Your log-in details are shown at the top of the page. Beneath these, shortcuts to the most common tasks you carry out in SOLAR are available. These are offered in four categories:

### *What would you like to do?*

- *List all sites. Lists all the sites you have access to in SOLAR.*
- *Search for a Site. Used to carry out an advanced search, specifying criteria to identify the site you require. See Using the Search page on page 11 for further details.*
- *Last Site Viewed. Takes you to the Site page of the last site you viewed. See Site page overview on page 15 for more information.*

### *Direct Search*


Lets you perform a simple site search using just the criteria **Site Code** or **City**.

Enter your criteria in the box provided and then press return to run the search.

A list of sites matching your criteria is displayed.

### *User Services*

- *Contact Information. Offers a list of contacts to send an email to. Contacts are offered in the following categories: Property Department, Asbestos Queries and Web Site Support.*

To email a contact click on  .

- *Set Sites as Permit to Work. Used to specify that a site requires a signed permit before any work can be carried out, and subsequently remove this requirement from a site. See Setting sites as permit to work on page 31 for more information.*

### *Administration*

Lets you create and maintain user accounts or view the **Audit Log**.

See *Administration overview* on page 32 for more information.


Click on the corresponding  button to perform any of the tasks available on the Home page, except **Search** for a **Site**.



Click on  in the **Quick Launch** pane if you are on another page in SOLAR and want to return to the **Home** page at any point.

## Using the Search page

The **Search** facility contains a few possible criteria and options which provide a quick and easy way of finding the site you are looking for. To carry out a search for a site follow the procedure below:

1. Click on  in the **Quick Launch** pane to display the **Search** page.
2. Enter your criteria in the fields available. You can search on any of the following criteria to find the site you are looking for:

Criteria	Explanation
<b>Site Code</b>	Enter the site code.
<b>Property Type</b>	Enter the type of property, for example, office, house, school and so on.
<b>Address</b>	Enter the address details of the property.
<b>Category</b>	Enter the category of the property, for example, commercial, residential, public and so on.
<b>Zone</b>	Enter the location of the property, for example, south east, midlands and so on.

3. When you have entered your search criteria, you can choose your search preferences. This is done using the following drop down lists:
  - **List Priority.** Select a priority order for the search results, for example, **Site Code**, **Surveyed** and so on.
  - **Amount of Sites to View.** Select the number of sites you want to view per page.

4. Click on  to carry out the search.

If multiple matches occur, a list of sites is displayed below the search fields.

If the search criterion produces a single match, the **Site** page for that site is displayed.

5. Click on the site you want to view information about from the list displayed.

The **Site** page is displayed for that site.

To replace the search results with a list of all sites, click on .




To view details for any site listed by clicking on it. See *Site page overview* on page 15 for an explanation of the details displayed.

You can export the table to Microsoft Excel by right-clicking on the table and selecting **Export Result to Excel**.

## Using the Summary page

The **Summary** page provides an overview of all sites you have access to in SOLAR.

To access the **Summary** page, click on  in the **Quick Launch** pane.

The following information is displayed:

- *High level information, showing the total number of properties and sites you have access to and, of these, the number of sites surveyed and sites not surveyed.*
- *Asbestos-related information, showing the number of:*
  - **Sites with Confirmed Asbestos.**
  - **Sites with Asbestos presumed.**
  - **Sites with No Asbestos found.**
  - **Sites with Asbestos removed.**




*The results for 'No Asbestos found' and 'Asbestos removed' are exclusive. For a site to be deemed 'No Asbestos found', no asbestos can ever have been present there, and only those sites where all asbestos has been removed are deemed to be 'Sites with Asbestos removed'.*



*Conversely, 'Sites with Confirmed Asbestos' may also contain some presumed asbestos, or may have some asbestos removed. If there is any confirmed asbestos remaining on a site at all, it is deemed to be a 'Site with Confirmed Asbestos'.*

- *Priority Risk Assessment (PRA) information, showing the number of sites requiring PRA, those that have partial PRA completion and those with 100% PRA completion.*
- *Drawing plans attached, showing sites with plans or sites without plans.*

For most of the items displayed, the following options are available:

Button	Explanation
	<p>Offers a list of the sites for which the corresponding information applies.</p> <p>You can export the table to Microsoft Excel by right-clicking on the table and selecting <b>Export Result to Excel</b>.</p> <p>You can also drill-down to view the details for any site listed by clicking on it. See <i>Site page overview</i> on page 15 for further information.</p>
	<p>Offers a pie-chart view of the corresponding information.</p>
	<p>Prints the <b>Summary</b> page.</p>



*You can print a graph separately by right clicking on it and selecting **Print Picture** from the menu displayed.*





## Attaching documents

In SOLAR, documents relating to a site can be attached to the site record and subsequently viewed.

You may want to attach any document or file that is of relevance to the site such as a letter, report, historical record, etc.




*Whilst this section talks about attaching documents, you can actually attach any type of file you want e.g. a site drawing.*

All these documents are listed in the **Attached Documents** section of the page showing the site details.

To attach a document to a site:

1. Select the site you want.

To do this, click on  in the **Quick Launch** pane and search for the site. See *Using the Search* page on page 11 for more information.



*If you want to attach a document to the last site you viewed in SOLAR, you can select this site by simply clicking on*



2. Click on .

A pop-up window is displayed for you to choose the document you want to attach.

3. Select the document by clicking the **Browse** button to the right of the **Document to Upload** field, locating the document on your computer and clicking **Open**.

The name of the document you select is shown in the **Document to Upload** field.

4. Click on **Upload**.

The document is then uploaded to SOLAR and attached to the site record. A confirmation message is displayed when the upload is complete.

5. Close the window displaying the confirmation message.

6. Click on  in the **Quick Launch** pane.

The document you have attached is now displayed in the **Attached Documents** list.



*You can open a document you have attached by double-clicking on it in the **Attached Documents** list.*

## Viewing site documents


Documents can be attached to sites.


The documents may be anything that is of relevance to the site. For example, it could be letters, reports, drawings, historical records, etc.

All these documents are listed in the **Attached Documents** section of your **Site** page.

To view site documents:

1. Select the site you want.

To do this, click on  in the **Quick Launch** pane and search for the site. See *Using the Search page* on page 11 for more information.

 *If you want to view site documents for the last site you viewed in SOLAR, you can select this site by simply clicking on*




2. Double-click on the document you want to view in the **Attached Documents** list.

A pop-up window is displayed explaining how to view the document if your browser security settings are too strict.

3. Click on .

The document you want to view is displayed in a window.

 *To view the document, you must have the appropriate programme installed on your PC. For example, Word documents can only be viewed if MS Word is installed.*

*For details of how to attach documents, see *Attaching documents* on page 16.*

## Viewing areas not accessed


When carrying out a survey, some areas in the site may not have been inspected due to access difficulties. For example, an entrance door to a room may be locked and no key is available.



These areas are displayed in the **Areas Not Accessed** section of your **Site** page.

For each area a summary is given of the area that couldn't be inspected. For example, the Building, Floor and Room are listed.

To view **Areas Not Accessed**:

1. Select the site you want.

To do this, click on  in the **Quick Launch** pane and search for the site. See *Using the Search page* on page 11 for more information.

 *If you want to view areas not accessed on the last site you viewed in SOLAR, you can select this site by simply clicking*  
on  .

2. Double-click on an area under the heading **Areas Not Accessed**.

The resulting pop-up window contains details of why the chosen area was not accessed. The information shown is extracted from the survey details.



*The window is display-only. You cannot amend the content.*


## Viewing surveying companies

The section **Surveying Companies Used** lists the names of surveying companies used for asbestos surveys at this site. They are recorded as surveys are carried out.

On the right of the **Site** page, various items of information are displayed relating to surveys of the site.

To view **Surveying Companies Used**:

1. Select the site you want.

To do this, click on  in the **Quick Launch** pane and search for the site. See *Using the Search page* on page 11 for more information.



*If you want to view surveying companies for the last site you viewed in SOLAR, you can select this site by simply*

*clicking on  .*

2. Double-click on a surveying company under the heading **Surveying Companies Used**.

The resulting pop-up window contains contact, telephone and address details of the surveying company selected.




*You cannot change any of the surveying company details at this window. It is simply available as a display-only facility.*

## Survey synopsis details

On the **Site** page, the lower right section contains a **Survey Synopsis**.

This gives a free text summary of the survey outcome, any issues pending or important points for users to note.

You can click on  to view additional information held in the resulting pop-up window.




*You cannot change any of the **Survey Synopsis** details in this window. It is simply available as a display-only facility.*



## Using the Survey page

### Survey page overview

The **Survey** page provides site survey information for locations within a site.

To access the **Survey** page, click on  in the **Quick Launch** pane.

You must navigate the site tree to view the survey information you require. See *Displaying survey information* on page 23 for an explanation of how to do this.

You can view information in two different ways:

- *Detail view. Provides detailed site survey information for a specific location. See Understanding a location report on page 26 for an explanation of what is displayed.*
- *Outline view. Provides a table showing high-level survey information for a building, floor, room, area or location within a site. See Understanding outline view on page 27 for details.*

The detail view is the default setting. To change from one view to another, check or uncheck the **Outline View** box at the bottom of the site tree view.

*The detail and outline views are only available to a user with the appropriate privileges. See Adding a user on page 33 for more information.*






*You can also access Site Plans for the site you are looking at from the Survey page. See Working with plans on page 28 for information about what you can do with site plans.*

### Displaying survey information

To display survey information:

1. Select the site you want.







To do this, click on  in the **Quick Launch** pane and search for the site. See *Using the Search page* on page 11 for more information.

 Click on  to view survey information for the last site you viewed.

2. Click on  in the **Quick Launch** pane.

3. View the survey information you require.
  - To display a location report providing detailed information about a specific location:
    - a. Find the location you want to view survey information for by navigating through buildings, floors, rooms, areas and locations in the site tree view.

All buildings, floors, rooms, areas, locations and plans within a site are displayed in a site tree. You can drill down through the branches of the tree to view survey information for any of these entities. They are represented by the following icons:

Icon Description	
	Building.
	Floor.
	Room.
	Area.
	Location.
	Plan.

The text next to each icon indicates the name of the respective building, floor, room, area, location or plan, for example 'West Wing', 'First Floor', 'Reception', and so on. This text is colour coded to show, at-a-glance, whether asbestos is present.

- Red text. Contains asbestos.
- Orange text. Asbestos strongly presumed.
- Purple text. Asbestos presumed.
- Green text. Asbestos not found to be present.
- Blue text. Previously contained asbestos, now removed.

Expand and collapse the branches within the tree to navigate to the location you want to view survey information for.

To do this either:


- Click on **+** and **-** to expand and collapse the selected branch.

-or-

- Right-click on a site, building, floor or room, and select **Expand Full Tree, Expand Branch** or **Collapse Full Tree, Collapse Branch**.

- b. Click on the location name or icon.

See *Understanding a location report* on page 26 for an explanation of the details displayed.

- To display site plans for the site you are looking at:
  - a. Find the site plans you want to view by navigating through **Site Plans** in the site tree view.
  - b. Click on the appropriate  to display the plan you want.

See *Working with plans* on page 28 for instructions of what you can do with site plans.





- To display information in **Outline View**:
  - a. Check the **Outline View** box at the bottom of the site tree view.
  - b. Select the building, floor, room, area or location you want to view information for.

See *Understanding the outline view* on page 27 for an explanation of the details displayed.

## Understanding a location report

A location report provides detailed site survey information for a specific location. This information is separated into sections such as surveyor details, location ID, a description and risk assessment details.

Some of the details have additional information which must be accessed through the following tasks:

Details	Explanation/Task
<b>Location Images</b>	A location can have one or more photos attached to it. To view photos of the location click on  .
<b>Asbestos</b>	This shows whether asbestos has been confirmed, strongly presumed, presumed, found or removed.
<b>Surveyor's Notes</b>	View notes recorded by a surveyor associated with the location report. To view the <b>Surveyor's Notes</b> click on.
<b>Priority Risk Assessment (PRA)</b>	View the PRA calculated by the surveyor based on certain information from the location report. Click on  to view the PRA information.
<b>Comments</b>	View comments recorded by a surveyor associated with the location report. Click on  on the right of the <b>Comments</b> box to view the comments in full.
<b>Recs</b>	View recommendations from the surveyor associated with the location report. Click on  on the right of the <b>Recs</b> box to view the recommendations in full



To print a location report click  .

You cannot change any of the location report details. All information is simply available as a display-only facility.

## Understanding outline view

Outline view provides high-level survey information for a building, floor, room, area or location within a site.

Depending on the level you click on in the site tree, an appropriate table is displayed providing information for the following:

- *Building.*
- *Floor.*
- *Area.*
- *Product Type.*
- *Restrictions on Working.*

Each row of the table is colour coded to show, at-a-glance, whether asbestos is present.

- *Red text. Contains asbestos.*
- *Orange text. Asbestos strongly presumed.*
- *Purple text. Asbestos presumed.*
- *Green text. Asbestos not found to be present.*
- *Blue text. Previously contained asbestos, now removed.*








You can export the table to Microsoft Excel by right-clicking on the table and selecting **Export Result to Excel**.

## Working with plans

To view site plans, you need to have the ActiveX control 'VectorDraw Standard' installed on your PC. If this is not available, SOLAR walks you through the simple installation download.

Please note that some organisations prevent users installing ActiveX controls. In these cases, you will not be able to view plans.

The following table contains the tasks available when working with site plans and the ways you can access them:

You can ...	To do this:
Use area/location hot-spots on a drawing or plan to display the corresponding area detail or location report.	Click on a hot-spot for which you want to view the corresponding area detail or location report. See <i>Understanding a location report</i> on page 26 for an explanation of what is displayed.
Move up, down left and right over the site plan.	<ol style="list-style-type: none"> <li data-bbox="801 922 1383 1025">1. Click on  and then hover the mouse over the site plan.</li> <li data-bbox="801 1034 1383 1160">2. Click and hold the left mouse button whilst moving it in any direction to navigate the plan.</li> </ol>
Automatically zoom to the right level so that you can see the entire building plan.	Click on  .
Zoom in on any area of the plan you want.	<ol style="list-style-type: none"> <li data-bbox="801 1348 1383 1451">1. Click on  and then hover the mouse over the site plan.</li> <li data-bbox="801 1460 1383 1617">2. Click the left mouse button and drag the resulting window over the area you want to zoom in on. Click the left mouse button again.</li> </ol>
Swap the plan background colour from white to black for ease of viewing.	Click on  .
Swap the labels surrounding a location hot-spot. You can swap between naming samples by their location or by their sample number.	Click on  .

**You can ...****To do this:**

Print the plan.

Click on .



*When you first access the site plans or if you click on any button surrounding the plans themselves, you must click the left mouse button directly on the plans before you can pan or zoom.*



## Understanding permits to work

### Setting sites as permit to work


**Permit to Work** sites contain areas identified as a high health and safety risk. As such, a signed permit is needed before any work can be carried out.

SOLAR lets you set sites as requiring a permit to work, and subsequently remove this requirement. See *Understanding permit to work sites* for an explanation of the **Permit to Work** status.






*You can only perform this function if you have company administrative privileges. See Administration overview for more information.*

To set or unset a permit to work requirement for a site, follow these steps:


1. On the **Home** page, click on  next to **Set Sites as Permit To Work**.

The **Allocate a Permit to Work** page is displayed.

2. Identify the site you want to set or unset. To do this, you can:

- Enter the **Site Code**, if you know it and click on .
- Enter the **Town / City** the site is located in and click on .
- Choose from all sites in your database by clicking on .

A list of sites matching your criteria is displayed.

3. Set the sites that require a permit by checking the **Permit to Work** box next to them, or un-check the boxes to remove this status.
4. Click on  to save.

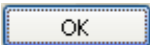


*Changing the Permit To Work setting of any site only affects the on-line database.*

## Understanding permit to work sites

There are consequences of allocating a **Permit to Work** status to a site. These are as follows:

- *When you access the **Site** page for the site allocated the **Permit to Work** status, a warning pop-up message is automatically generated indicating that no works are to be carried out at this site before contacting ACMS UK. This is for your information.*

Click on  to close this message and continue.

- ***Permit to Work** is displayed in large text up the centre of the Site page for the site allocated a **Permit to Work** status.*

## System administration

### Administration overview

System administrators can carry out the following tasks:

- *Set up and maintain the users who can access SOLAR.*

A user account must be set up for each user who is to access SOLAR. The details you specify for each user includes their **User Type**, which determines the functions the user can carry out. The options available are:

User Type	Add documents	View Summary	Administration
Viewer	x	x	x
Contractor	x	x	x
Executive	✓	✓	x
Company Admin	✓	✓	✓

You can subsequently maintain the details recorded for a user, and delete accounts for users that no longer need to access SOLAR.


See *Adding a user* or *Maintaining existing users* for more information.

- *View the audit Log.*

You can review a log of all actions carried out by users in SOLAR. See *Viewing the audit log* on page 36 for more information.

## Adding a user:

To create an account for a new user, follow these steps:

1. On the **Home** page, click on  next to **Enter the Administration Area**.

The **Administration** page is displayed.

2. Click on  next to **Add New User**.

The **Add New User** page is displayed. The table below gives information about each of the fields@


Field	Explanation
<b>Full Name</b>	The new user's full name.
<b>Login Name</b>	The name you want the user to login with.
<b>Password, Confirm Password</b>	The password the user must specify to gain access to SOLAR when logging in.
<b>Contact Number, Email Address</b>	The user's contact details.
<b>Company</b>	The company or organization at which the user works.
<b>User Type</b>	Determines the privileges the user has when using SOLAR. See <i>Administration overview</i> on page 32 for the options available.
<b>Login Message</b>	Determines the message displayed for the user upon logging in.

Field	Explanation
<b>Account Type</b>	<p>Determines whether this user's account is a full account or a demo account that expires after 30 days, and the type of survey information the user is permitted to view. The options available are:</p> <ul style="list-style-type: none"><li>■ <b>Full User - All Views:</b> Has access to both the outline view and the detail view of location reports on a permanent basis.</li><li>■ <b>Demo User (30 days):</b> Has access to both the outline view and the detail view of location reports for a 30 day period.</li><li>■ <b>Outline View Only:</b> Has access to the outline view of location report but not the detail view.</li><li>■ <b>Detail View Only:</b> Has access to the detail view of location reports but not the outline view.</li></ul>


3. Click on  to continue to **Select Clients/Sites** page.
4. Check the box under the column labelled **Use** to specify which sites and clients the user is entitled to view details for e.g. you may want to restrict regional managers to viewing only their sites in their region.
5. Click on  to save the user account.

## Maintaining existing users

To change the details previously recorded for an existing user, or to delete a user's account, follow these steps:

1. On the **Home** page, click on  next to **Enter the Administration Area**.


The **Administration** page is displayed.

2. Click on  next to **Edit User**.


The **List Users** page is displayed.

3. Locate the user you want to maintain. You can:

- Specify part or all of the user's name in the field **Select a user to edit**.


Click on . The user or users with this name are listed.

-or-

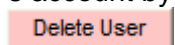
- Leave the field **Select a user to edit** blank and click on  to list all users, and scroll to the user you require.

4. Click on the name of the user you want to maintain. The details held in SOLAR for this user are displayed in the **Edit User Details** page.

5. Carry out the action you require. You can:

- Change the details held for this user by amending the displayed and clicking on . See *Adding a user* on page 33 for further information about the details held for a user.


-or-

- Delete the user's account by checking the **Confirm Delete** box and clicking on .

## Viewing the audit log

All activities performed by users in SOLAR are recorded in an **Audit Log**. For example, when a user logs in or out of SOLAR, or an administrator creates a new user account, a record of this activity is added to the log. This information can be used for tracking and tracing purposes.

To view the audit log:

1. On the **Home** page, click on  next to **Enter the Administration Area**.

The **Administration** page is displayed.

2. Click on  next to **View Audit Log**.

The **Audit Log** page is displayed.

3. Choose the activities you want to view. You can select:

- Activities associated with **Any Client** in your database, or a specific client.
- Activities carried out on **Any Date**, or a specific date.

You can also apply **Filters** to what you want to view:

- Just those activities carried out by a specific SOLAR user (as identified by their login name).
- Just the activities relating to a specific client site. (Applicable only if you chose a specific client, above.)



*If you want to view details of all activities, rather than search for a specific event, simply leave these fields in their default state.*

4. Click on .

A list of activities matching your criteria is displayed.

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