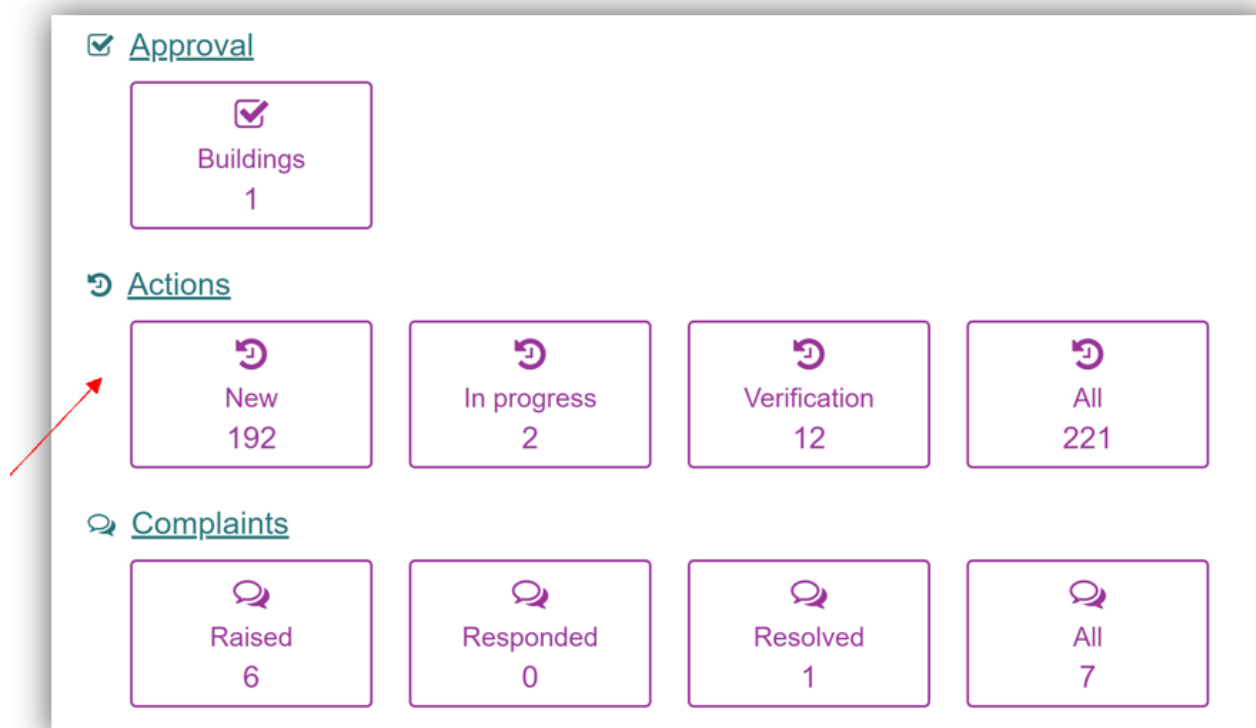




How to review an action

The **Actions** component of the app allows you to review documentation, certificates and notes after an inspection has taken place, and any issues which have been raised by an Inspector.

- i. Click on the tiles below to review documentation, certificates and any associated notes related to an inspection. View **Actions** that are **New**, **In Progress**, require **Verification**. You also have the option to review **All Actions**.



- ii. Click the **New**, **In Progress**, or **Verification** tile to display the below **Actions** page. You can view the status of an inspection, and any action taken or **Action required** by a registered **Provider** by a specific **Target Date**.

Actions

Action type: All | Status: New | Building: All | Search text: | From: dd/mm/yyyy | To: dd/mm/yyyy

Clear

Subject	Type	Name	Status	Target date
Dean Court - (Room A)	Hazard	Fire	Action required	19/08/2020
Dean Court - (Room A)	Hazard	Fire	Action required	19/08/2020
Dean Court - (Room A)	Hazard	Electrical Hazards	Action required	25/08/2020
5 Birkin Court	Document	HMO licence	Action required	29/08/2020
5 Birkin Court	Document	Management of landlord accreditation scheme	Action required	29/08/2020
5 Birkin Court	Document	Electrical Appliance Testing Record PAT	Action required	29/08/2020
5 Birkin Court	Document	Periodic Electrical Inspection Report	Action required	29/08/2020
5 Birkin Court	Document	Fire Alarm Test Certificates	Action required	29/08/2020
5 Birkin Court	Document	Fire Risk Assessment	Action required	29/08/2020
Dean Court - (Flat 6: Bathroom)	Standard	Facilities should not be located more than one floor distant from the rooms they serve	Action required	18/09/2020
Dean Court - (Flat 6: Kitchen)	Standard	Two double 13 amp electrical power sockets	Action required	18/09/2020
Dean Court	Hazard	Asbestos	Action required	18/09/2020
Dean Court	Standard	Wash hand basins must be provided in all shared WC compartments and in all shared bath/shower rooms that contain a WC.	Action required	18/09/2020
Dean Court	Standard	A cleaning schedule should be in place for the entire property.	Action required	18/09/2020
Dean Court	Fire	Fire doors	Action required	18/09/2020
Dean Court	Fire	Fire escape	Action required	18/09/2020
30 Hartslock Drive	Document	Asbestos Survey Report	Action required	18/09/2020
Welwyn Garden City Library Campus West	Document	Asbestos Survey Report	Action required	18/09/2020
24 Stanlake Road	Document	Asbestos Survey Report	Action required	18/09/2020

- iii. The results for each **Action** can be filtered by **Action Type**, **Status** and **Building**.

Actions

Action type: All | Status: New | Building: All | Search text: | From: dd/mm/yyyy | To: dd/mm/yyyy

Clear

Subject	Type	Name	Status	Target date
Dean Court - (Room A)	Hazard	Fire	Action required	19/08/2020
Dean Court - (Room A)	Hazard	Fire	Action required	19/08/2020
Dean Court - (Room A)	Hazard	Electrical Hazards	Action required	25/08/2020
5 Birkin Court	Document	HMO licence	Action required	29/08/2020
5 Birkin Court	Document	Management of landlord accreditation scheme	Action required	29/08/2020
5 Birkin Court	Document	Electrical Appliance Testing Record PAT	Action required	29/08/2020
5 Birkin Court	Document	Periodic Electrical Inspection Report	Action required	29/08/2020
5 Birkin Court	Document	Fire Alarm Test Certificates	Action required	29/08/2020
5 Birkin Court	Document	Fire Risk Assessment	Action required	29/08/2020
Dean Court - (Flat 6: Bathroom)	Standard	Facilities should not be located more than one floor distant from the rooms they serve	Action required	18/09/2020
Dean Court - (Flat 6: Kitchen)	Standard	Two double 13 amp electrical power sockets	Action required	18/09/2020
Dean Court	Hazard	Asbestos	Action required	18/09/2020
Dean Court	Standard	Wash hand basins must be provided in all shared WC compartments and in all shared bath/shower rooms that contain a WC.	Action required	18/09/2020
Dean Court	Standard	A cleaning schedule should be in place for the entire property.	Action required	18/09/2020
Dean Court	Fire	Fire doors	Action required	18/09/2020
Dean Court	Fire	Fire escape	Action required	18/09/2020
30 Hartslock Drive	Document	Asbestos Survey Report	Action required	18/09/2020
Welwyn Garden City Library Campus West	Document	Asbestos Survey Report	Action required	18/09/2020
24 Stanlake Road	Document	Asbestos Survey Report	Action required	18/09/2020

- iv. **Actions** are searchable by the **Search text** box and can be filtered by specific **From** and **To** dates.

Actions

Action type: All | Status: New | Building: All | Search text: | From: dd/mm/yyyy | To: dd/mm/yyyy

Clear Clear

Subject	Type	Name	Status	Target date
Dean Court - (Room A)	Hazard	Fire	Action required	19/08/2020
Dean Court - (Room A)	Hazard	Fire	Action required	19/08/2020
Dean Court - (Room A)	Hazard	Electrical Hazards	Action required	25/08/2020
5 Birkin Court	Document	HMO licence	Action required	29/08/2020
5 Birkin Court	Document	Management of landlord accreditation scheme	Action required	29/08/2020
5 Birkin Court	Document	Electrical Appliance Testing Record PAT	Action required	29/08/2020
5 Birkin Court	Document	Periodic Electrical Inspection Report	Action required	29/08/2020
5 Birkin Court	Document	Fire Alarm Test Certificates	Action required	29/08/2020
5 Birkin Court	Document	Fire Risk Assessment	Action required	29/08/2020
Dean Court - (Flat 6: Bathroom)	Standard	Facilities should not be located more than one floor distant from the rooms they serve	Action required	18/09/2020
Dean Court - (Flat 6: Kitchen)	Standard	Two double 13 amp electrical power sockets	Action required	18/09/2020
Dean Court	Hazard	Asbestos	Action required	18/09/2020
Dean Court	Standard	Wash hand basins must be provided in all shared WC compartments and in all shared bath/shower rooms that contain a WC.	Action required	18/09/2020
Dean Court	Standard	A cleaning schedule should be in place for the entire property.	Action required	18/09/2020
Dean Court	Fire	Fire doors	Action required	18/09/2020
Dean Court	Fire	Fire escape	Action required	18/09/2020
30 Hartslock Drive	Document	Asbestos Survey Report	Action required	18/09/2020
Welwyn Garden City Library Campus West	Document	Asbestos Survey Report	Action required	18/09/2020
24 Stanlake Road	Document	Asbestos Survey Report	Action required	18/09/2020

- v. Select the **Clear** buttons to reset your filtered search by **From** and **To** dates.

Actions

Action type: All | Status: New | Building: All | Search text: | From: dd/mm/yyyy | To: dd/mm/yyyy

Clear Clear

Subject	Type	Name	Status	Target date
Dean Court - (Room A)	Hazard	Fire	Action required	19/08/2020
Dean Court - (Room A)	Hazard	Fire	Action required	19/08/2020
Dean Court - (Room A)	Hazard	Electrical Hazards	Action required	25/08/2020
5 Birkin Court	Document	HMO licence	Action required	29/08/2020
5 Birkin Court	Document	Management of landlord accreditation scheme	Action required	29/08/2020
5 Birkin Court	Document	Electrical Appliance Testing Record PAT	Action required	29/08/2020
5 Birkin Court	Document	Periodic Electrical Inspection Report	Action required	29/08/2020
5 Birkin Court	Document	Fire Alarm Test Certificates	Action required	29/08/2020
5 Birkin Court	Document	Fire Risk Assessment	Action required	29/08/2020
Dean Court - (Flat 6: Bathroom)	Standard	Facilities should not be located more than one floor distant from the rooms they serve	Action required	18/09/2020
Dean Court - (Flat 6: Kitchen)	Standard	Two double 13 amp electrical power sockets	Action required	18/09/2020
Dean Court	Hazard	Asbestos	Action required	18/09/2020
Dean Court	Standard	Wash hand basins must be provided in all shared WC compartments and in all shared bath/shower rooms that contain a WC.	Action required	18/09/2020
Dean Court	Standard	A cleaning schedule should be in place for the entire property.	Action required	18/09/2020
Dean Court	Fire	Fire doors	Action required	18/09/2020
Dean Court	Fire	Fire escape	Action required	18/09/2020
30 Hartslock Drive	Document	Asbestos Survey Report	Action required	18/09/2020
Welwyn Garden City Library Campus West	Document	Asbestos Survey Report	Action required	18/09/2020
24 Stanlake Road	Document	Asbestos Survey Report	Action required	18/09/2020

- vi. Click on a specific property/unit address, and a **View** button will display.

Actions

Action type: Document Status: New Building: 14 Willow Crescent Search text: From: dd/mm/yyyy To: dd/mm/yyyy

Clear Clear

Subject	Type	Name	Status	Target date
14 Willow Crescent	Document	Emergency Lighting Test Certificates	Action required	27/09/2020
14 Willow Crescent	Document	Fire Alarm Test Certificates	Action required	27/09/2020
14 Willow Crescent	Document	Fire Risk Assessment	Action required	27/09/2020
14 Willow Crescent	Document	Gas Safety Certificate	Action required	27/09/2020
14 Willow Crescent	Document	HMO licence	Action required	27/09/2020
14 Willow Crescent	Document	Management of landlord accreditation scheme	Action required	27/09/2020
14 Willow Crescent	Document	Electrical Appliance Testing Record PAT	Action required	27/09/2020
14 Willow Crescent	Document	Periodic Electrical Inspection Report	Action required	27/09/2020

Q View

- vii. Click on the **View** button and a **View Action** pop up window will display. Here you can review an inspection and notes submitted by an inspector and view any supporting documentation and certification submitted by a **Provider**. Click on a property/unit, the text will display highlighted, and you have access to view **Supporting Documents**.

View action

Name: Damp

Subject: Warren Court

Type: Hazard

Status: Verified Target date: 03/09/2020

Description: It's damp

Remedy: Dry it out please.

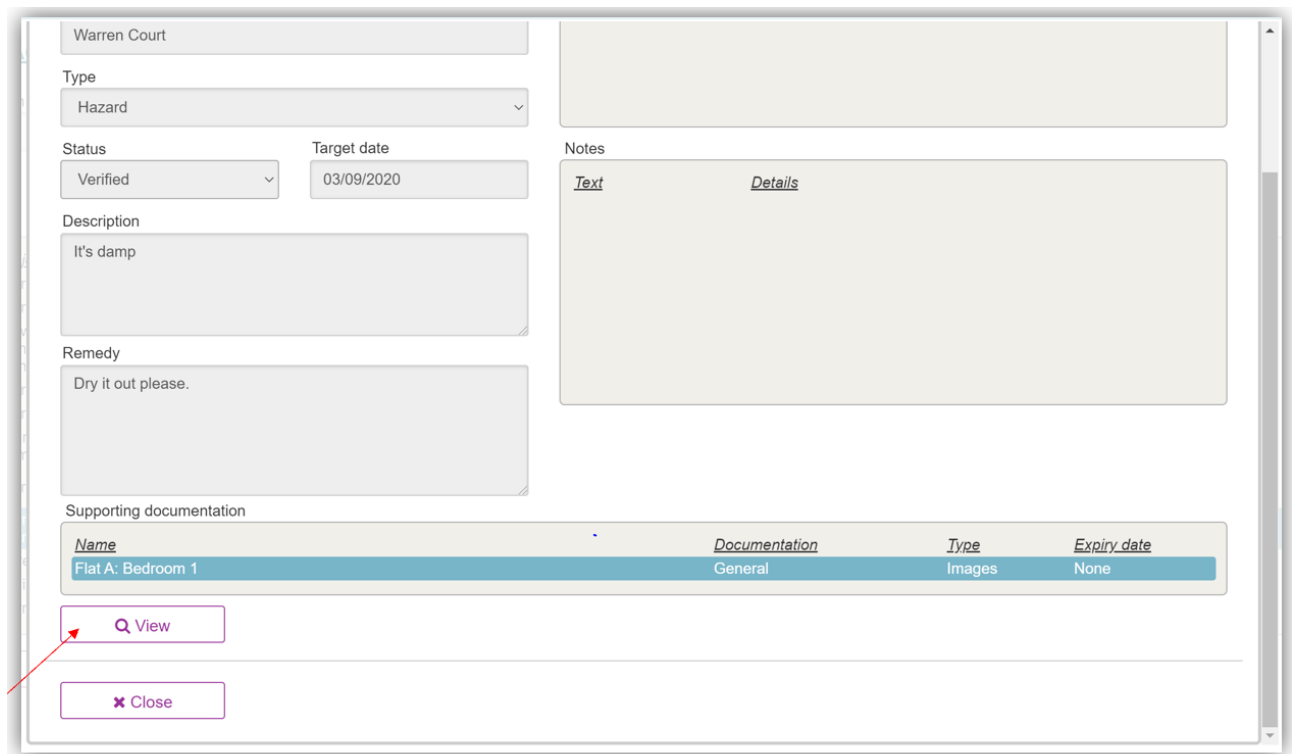
Affected units: Flat A

Notes: Text Details

Supporting documentation

Name	Documentation	Type	Expiry date
Flat A: Bedroom 1	General	Images	None

- viii. Click on the **View** button, access documentation or certification associated with the property/unit you are reviewing.



The screenshot shows a web form for reviewing a property. The form is divided into several sections:

- Property Name:** Warren Court
- Type:** Hazard
- Status:** Verified
- Target date:** 03/09/2020
- Description:** It's damp
- Remedy:** Dry it out please.
- Notes:** A large text area with two tabs: Text and Details.
- Supporting documentation:** A table with the following data:

Name	Documentation	Type	Expiry date
Flat A: Bedroom 1	General	Images	None

At the bottom of the form, there are two buttons: **View** (with a magnifying glass icon) and **Close** (with an 'x' icon). A red arrow points to the **View** button.

- ix. A **View Action** pop up window will display, showing you the related documentation or certificate. To exit, click on the **Close** Button and you will return to the **View Action** pop up window.



The screenshot shows a pop-up window titled **Document viewer**. It has a search icon and the title in a teal color. Below the title is a large, empty rectangular area for displaying the document. At the bottom of the window is a **Close** button with an 'x' icon.

- x. Click the **Close** button to return to the main **Actions** page.

Warren Court

Type
Hazard

Status
Verified

Target date
03/09/2020

Description
It's damp

Remedy
Dry it out please.

Notes

Text Details

Supporting documentation

<u>Name</u>	<u>Documentation</u>	<u>Type</u>	<u>Expiry date</u>
Fiat A: Bedroom 1	General	Images	None

Q View

✕ Close