



User Guidance Notes

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## User Guidance

### User Registration

Initial registration should take place on the first screen you are greeted with when visiting the online application.

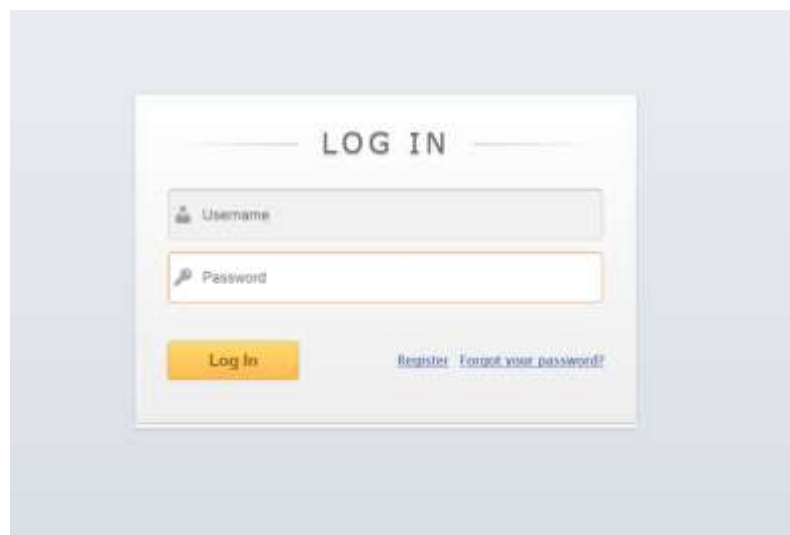
The application can be found by visiting the following link.

[www.hhsrscalculator.com](http://www.hhsrscalculator.com)

Upon visiting you will be greeted with the following screen.

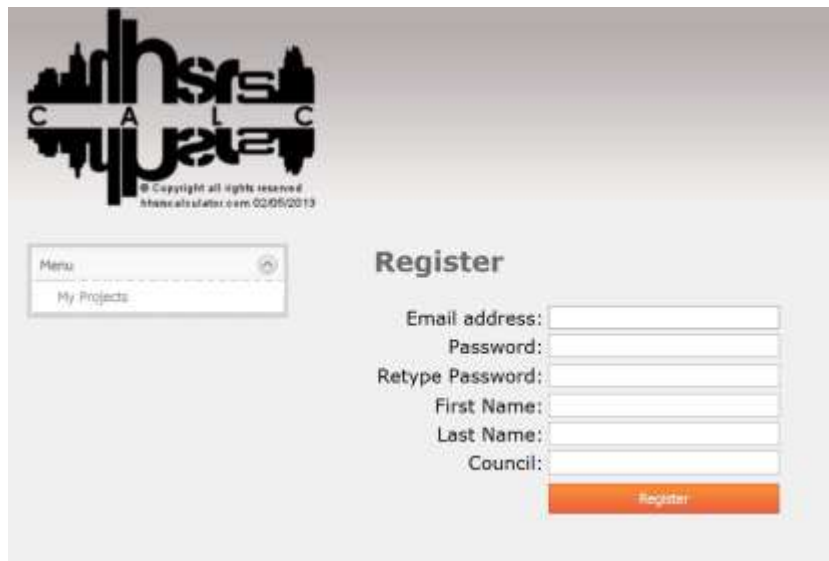


To start the registration process, click the “Register” link to the bottom right of the login box.



## User Registration cont.....

You will then be greeted with the following screen.



You will now be prompted to complete the following fields.

**Email address** – please enter a valid email address to receive your confirmation email.

**Password** – No mandatory requirements to length or special characters.

**Retype Password** – Repeat your selected password from the previous field.

**First Name** – Enter your given name here.

**Last name** – Enter your surname here.

**Council** – If working for a local authority please stipulate here, if you are not associated with a local authority then this box can be left blank.

After these fields have been completed you can now proceed to click “Register” to submit your details.



## User Registration Cont...

After submission of your registration details you will be greeted with the following message to confirm your details were submitted correctly.



You will now need to check your email inbox for the activation email. In some circumstances you will need to check your “junk” or “spam” folder in case your email client has filtered the activation email as such.

Open the email received and if required click the “activation” email to activate your registration.

This will now enable you to log into the application and registration is complete.

## Logging in

To log into HHSRScalc, first start by entering the web address into your browser. Alternatively you can access the site by clicking the following link.

[www.hhsrscalc.com](http://www.hhsrscalc.com)

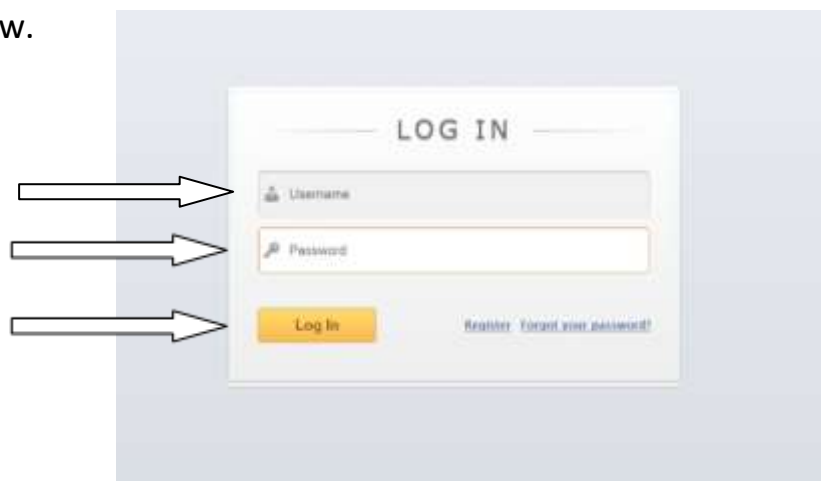
You will now be shown



To log in you will need both your email address along with the password you selected when initially registering to use the application.

Enter your username within the username box followed by entering your selected password within the password entry box.

After this has been entered, proceed to log in by clicking the “Log In” button as shown below.



You may be prompted to save your log in details by your web browser. This is entirely your choice however, if using a public or shared computer we would strongly advise against this as other people may access your user account leading to a breach of your Terms of Service.

You will now be greeted with the following page. This confirms you have successfully logged into the application.

**Calculator**  
© Copyright all rights reserved  
hhsrscalculator.com 02/05/2013

Menu  
My Projects

## Inspection Front Sheet

Enter your name:

Type street name and number on the street:

Enter property postal code:

Date of inspection:

The front of the building faces towards where:

Select the property age:

Property type:

**NEXT >>>**

## **Completing a Report**

To complete a report, several fields must be completed the process is shown below.

### **Inspection front sheet**

Upon a successful log in, you are always greeted with the “inspection front sheet” page. This information is collated as part of the final generated report. Missing or incorrect information could lead to a report which may be detrimental to any future enforcement action. It is vital that the information entered is correct and valid.

There are 7 fields which need to be completed. These are as follows.

**Enter your name** – This name should be the name of the inspecting officer and both given and surname should be entered here.

**Type Street and number on the street** – The road name and number of the property inspected should be input here.

**Enter property postal code** – The inspected property postal code in full should be entered here. There is no mandatory layout for this such as XXX XXXX, you may use your own preferred format.

**Date of inspection** – Clicking the drop down option on the input field will produce a calendar. To select the date of the inspection, scroll through to the relevant date and click on it. This will populate the date within the field automatically. Alternatively you have the option to manually type the date within this field. This should be entered as DD/MM/YYYY.

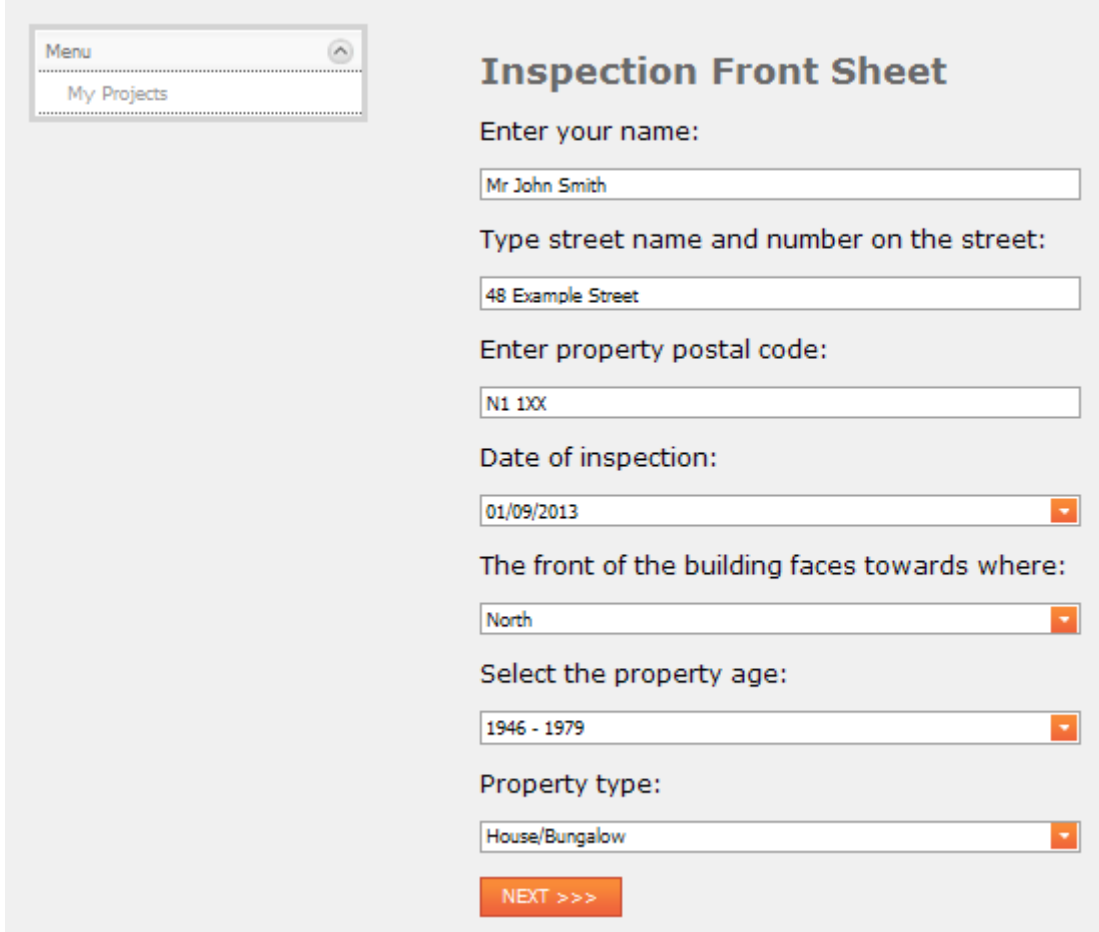
**The front of the building faces where** – To select, simply click the drop down arrow and select the relevant option that matches the property orientation.

**Select the property age** - To select, simply click the drop down arrow and select the relevant property age banding that the property falls within.



**Property Type** - To select, simply click the drop down arrow and select the relevant option that matches the property inspected.

Once all of the information is completed, you should have something similar to the image below.



The image shows a web form titled "Inspection Front Sheet". On the left, there is a menu with "Menu" and "My Projects" options. The main form contains the following fields:

- Enter your name:** Text input field containing "Mr John Smith".
- Type street name and number on the street:** Text input field containing "48 Example Street".
- Enter property postal code:** Text input field containing "N1 1XX".
- Date of inspection:** Date picker dropdown menu showing "01/09/2013".
- The front of the building faces towards where:** Direction dropdown menu showing "North".
- Select the property age:** Age range dropdown menu showing "1946 - 1979".
- Property type:** Property type dropdown menu showing "House/Bungalow".

At the bottom of the form is an orange button labeled "NEXT >>>".

This is now the "inspection front sheet" completed and you can proceed to click "next".

You will now be taken to the "Descriptions" page.

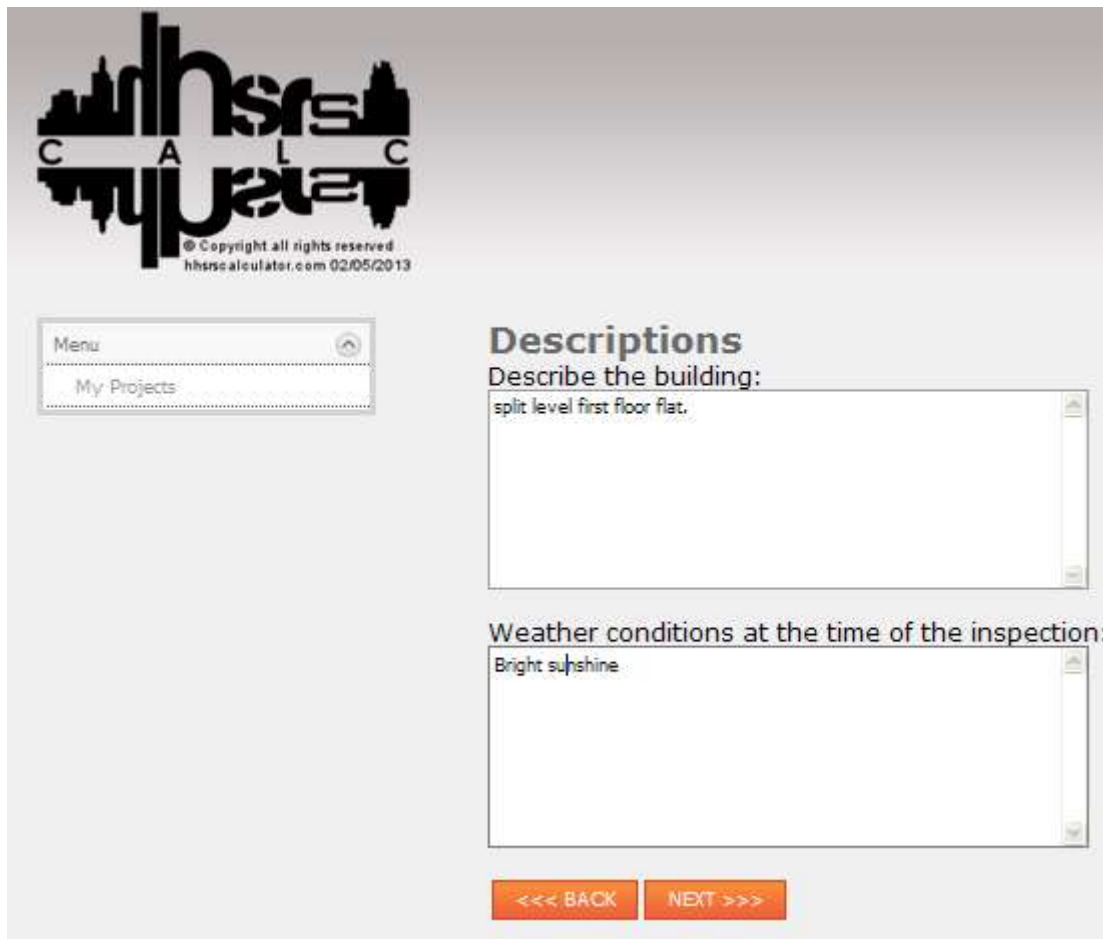
## Descriptions

This page allows you to describe the property and the conditions at the time of the inspection.

There are 2 Fields that need to be completed. These are both free format text boxes and allow you to input descriptions as you choose. You can be as detailed as you like.

To enter your information, simply click into the text fields and type your descriptions of the property and weather.

An example of this completed is shown below.



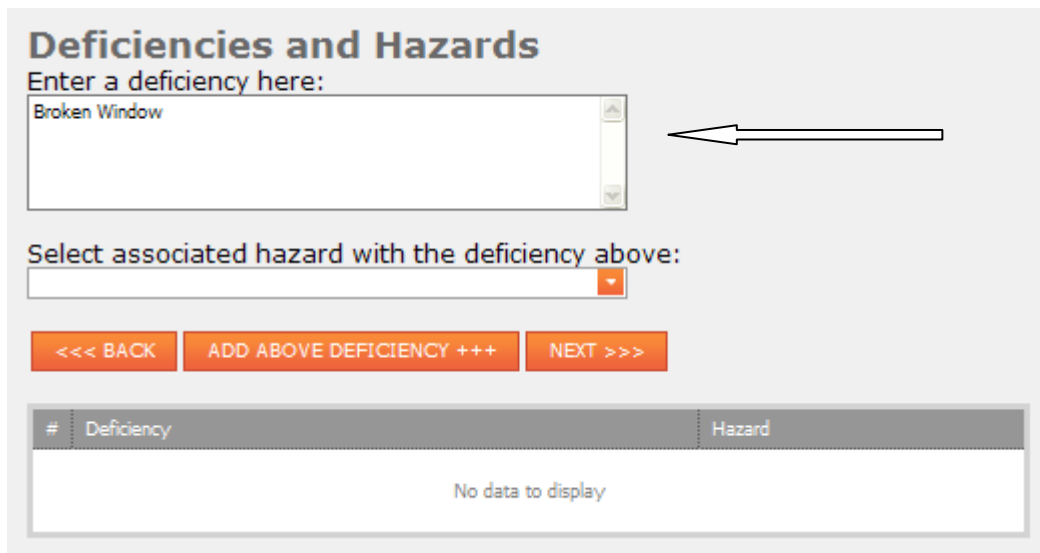
The screenshot shows the 'Descriptions' page of the hhs calculator software. The page has a light gray background. In the top left corner, there is a logo for 'hhs calculator' featuring a stylized city skyline silhouette. Below the logo, the text reads '© Copyright all rights reserved hhscalculator.com 02/05/2013'. On the left side, there is a 'Menu' dropdown menu with 'My Projects' selected. The main content area is divided into two sections. The first section is titled 'Descriptions' and contains a text input field with the label 'Describe the building:'. The text 'split level first floor flat.' is entered in this field. The second section is titled 'Weather conditions at the time of the inspection:' and contains a text input field with the text 'Bright sunshine' entered. At the bottom of the page, there are two orange buttons: '<<< BACK' and 'NEXT >>>'.

This is the description page complete and you can proceed by clicking the “next” button.

## Deficiencies and Hazards

You are now taken to the “deficiencies and Hazards” page. This is where you will enter all deficiencies and their relating hazards found during the property inspection.

To enter a deficiency, start by clicking into the deficiency text box and type the first deficiency you wish to enter as shown in the example below.



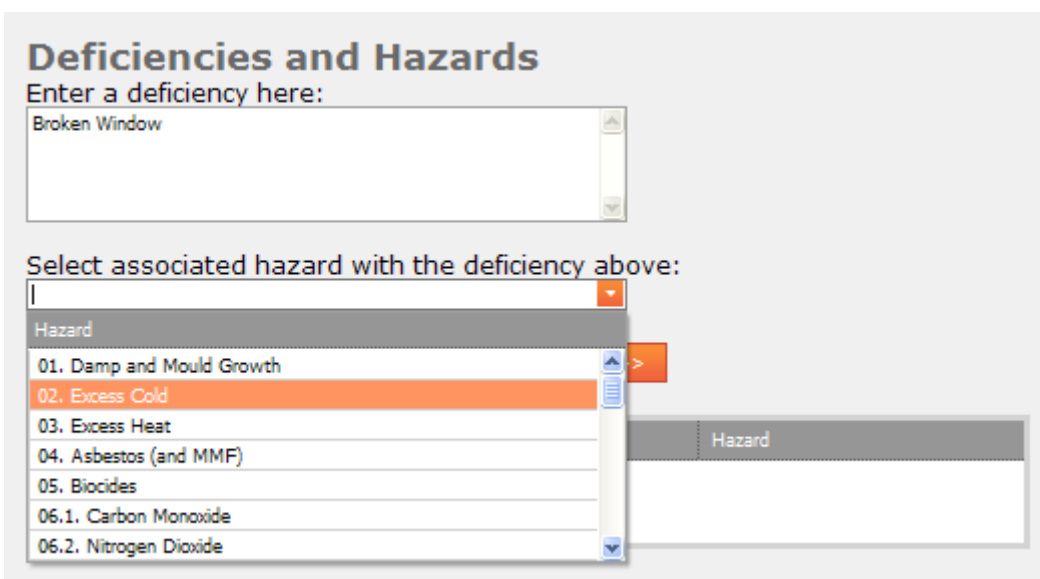
**Deficiencies and Hazards**  
Enter a deficiency here:  
Broken Window

Select associated hazard with the deficiency above:  
▼

<<< BACK   ADD ABOVE DEFICIENCY +++   NEXT >>>

#	Deficiency	Hazard
No data to display		

You will now have to select the relevant hazard associated with the deficiency entered. To do this click the drop down box and this will produce a list of all 29 hazard categories. Select the hazard associated by clicking on it from the list as shown below.



**Deficiencies and Hazards**  
Enter a deficiency here:  
Broken Window

Select associated hazard with the deficiency above:  
▼

- Hazard
- 01. Damp and Mould Growth
- 02. Excess Cold
- 03. Excess Heat
- 04. Asbestos (and MMF)
- 05. Biocides
- 06.1. Carbon Monoxide
- 06.2. Nitrogen Dioxide

#	Deficiency	Hazard
---	------------	--------

Once the deficiency and associated hazard have been selected you can now proceed by clicking “Add above deficiency”. This will populate the entry in the box below.

**Deficiencies and Hazards**  
Enter a deficiency here:

Select associated hazard with the deficiency above:

<<< BACK    ADD ABOVE DEFICIENCY +++    NEXT >>>

#	Deficiency	Hazard
<a href="#">Delete</a>	Broken Window	02. Excess Cold

You can now repeat this process until all deficiencies and associated hazards found during the property inspection have been inputted in full.

An example of multiple deficiencies entered is shown below.

**Deficiencies and Hazards**  
Enter a deficiency here:

Select associated hazard with the deficiency above:

<<< BACK    ADD ABOVE DEFICIENCY +++    NEXT >>>

#	Deficiency	Hazard
<a href="#">Delete</a>	Broken Window	02. Excess Cold
<a href="#">Delete</a>	loose banister	21. Falls associated with stairs and steps

Once completed, proceed by clicking “next”

## Hazards you have decided to score

You will then be taken to the “Hazards you have decided to score” page.

This will port the hazards you had previously entered into the left hand “hazards to be scored” field. If the deficiency shows in this column this means that they have not yet been scored.

To proceed you first need to select a hazard to be scored. To do this, simply click on the relevant Hazard. To confirm that you have selected a hazard, it will become highlighted as shown below.

**The hazards you have decided to score**

Hazards to be scored:	Hazards already scored:				
<table border="1"><thead><tr><th>Hazard</th></tr></thead><tbody><tr><td>02. Excess Cold</td></tr><tr><td>21. Falls associated with stairs and steps</td></tr></tbody></table>	Hazard	02. Excess Cold	21. Falls associated with stairs and steps	<table border="1"><thead><tr><th>Hazard</th></tr></thead><tbody></tbody></table>	Hazard
Hazard					
02. Excess Cold					
21. Falls associated with stairs and steps					
Hazard					

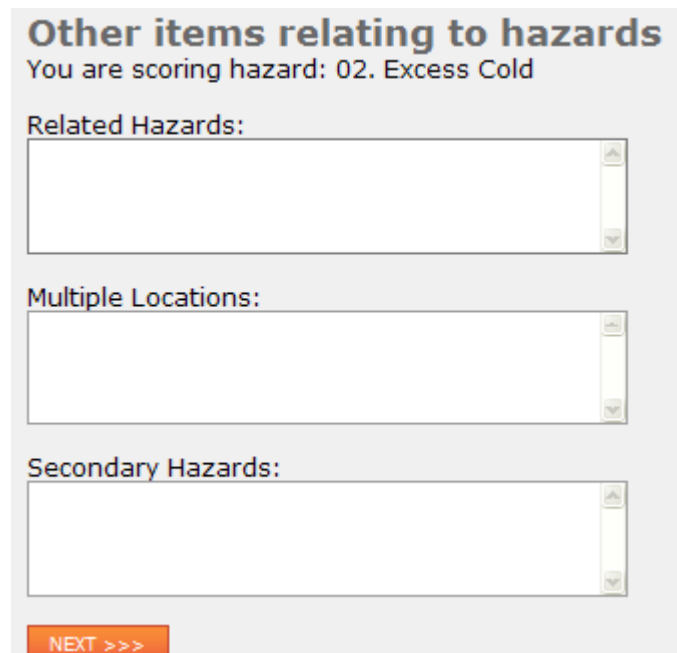
[NEXT >>>](#) [Print the document](#)

In the example above, we have selected to score: 02. Excess Cold.

Once the Hazard is highlighted, proceed to click the “next” button.

## Other items relating to hazards

You will then be taken to the “other items relating to hazards” page.



**Other items relating to hazards**  
You are scoring hazard: 02. Excess Cold

Related Hazards:

Multiple Locations:

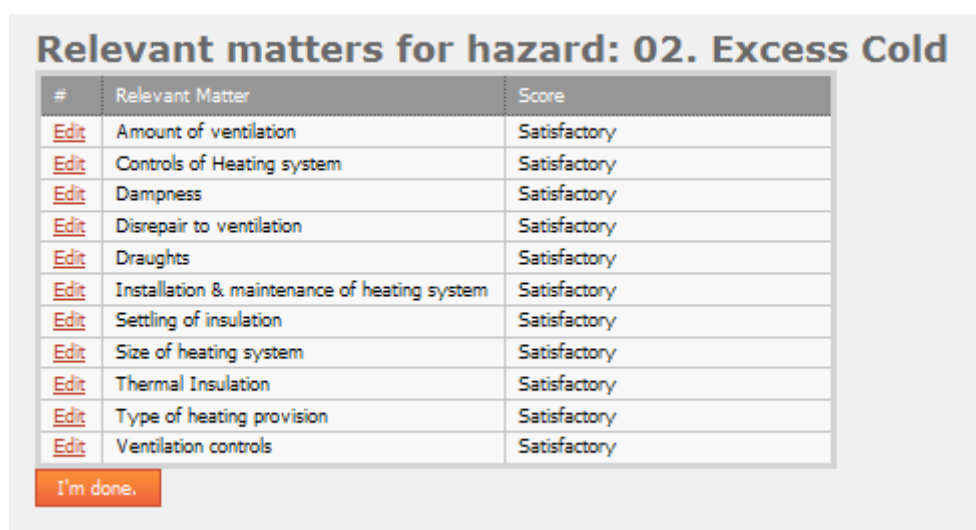
Secondary Hazards:

NEXT >>>

You now have an opportunity to input any further relating hazards and locations within the free format text boxes. To input simply click within the box you wish to and type your entry in.

Once complete proceed by clicking “next”.

You will now be taken to the relevant matters page as shown below.



**Relevant matters for hazard: 02. Excess Cold**

#	Relevant Matter	Score
<a href="#">Edit</a>	Amount of ventilation	Satisfactory
<a href="#">Edit</a>	Controls of Heating system	Satisfactory
<a href="#">Edit</a>	Dampness	Satisfactory
<a href="#">Edit</a>	Disrepair to ventilation	Satisfactory
<a href="#">Edit</a>	Draughts	Satisfactory
<a href="#">Edit</a>	Installation & maintenance of heating system	Satisfactory
<a href="#">Edit</a>	Settling of insulation	Satisfactory
<a href="#">Edit</a>	Size of heating system	Satisfactory
<a href="#">Edit</a>	Thermal Insulation	Satisfactory
<a href="#">Edit</a>	Type of heating provision	Satisfactory
<a href="#">Edit</a>	Ventilation controls	Satisfactory

I'm done.



Select your desired option and then save the amendment by clicking “update”.

### Relevant matters for hazard: 02. Excess Cold

#	Relevant Matter	Score
<a href="#">Edit</a>	Amount of ventilation	Satisfactory
<a href="#">Edit</a>	Controls of Heating system	Satisfactory
<a href="#">Edit</a>	Dampness	Satisfactory
<a href="#">Edit</a>	Disrepair to ventilation	Satisfactory
	Draughts	Not satisfactory

Score

[Update](#) [Cancel](#)

<a href="#">Edit</a>	Installation & maintenance of heating system	Satisfactory
<a href="#">Edit</a>	Settling of insulation	Satisfactory
<a href="#">Edit</a>	Size of heating system	Satisfactory
<a href="#">Edit</a>	Thermal Insulation	Satisfactory
<a href="#">Edit</a>	Type of heating provision	Satisfactory
<a href="#">Edit</a>	Ventilation controls	Satisfactory

[I'm done.](#)

This action will save the score. You now have the option to edit other relevant matters. To do this simply repeat the steps above until all selections are complete. Once complete click the “I’m done” button.

### Relevant matters for hazard: 02. Excess Cold

#	Relevant Matter	Score
<a href="#">Edit</a>	Amount of ventilation	Satisfactory
<a href="#">Edit</a>	Controls of Heating system	Satisfactory
<a href="#">Edit</a>	Dampness	Satisfactory
<a href="#">Edit</a>	Disrepair to ventilation	Satisfactory
<a href="#">Edit</a>	Draughts	Not satisfactory
<a href="#">Edit</a>	Installation & maintenance of heating system	Satisfactory
<a href="#">Edit</a>	Settling of insulation	Satisfactory
<a href="#">Edit</a>	Size of heating system	Satisfactory
<a href="#">Edit</a>	Thermal Insulation	Satisfactory
<a href="#">Edit</a>	Type of heating provision	Satisfactory
<a href="#">Edit</a>	Ventilation controls	Satisfactory

[I'm done.](#)

You will now be taken to the “HHSRS Scoring Sheet”



## HHSRS Scoring Sheet

SCORING HAZARD: 02. Excess Cold

Most vulnerable group: Over 65 years of age

STEP 1: - LIKELIHOOD

Average Likelihood: 1 in 400

5600	3200	1800	1000	560	320	180	100	56	32	18	10	6	3	2	1	0
<4200	2400	1300	750	420	240	130	75	42	24	13	7.5	4	2.5	1.5		

Type justification here

[Information on Hazards](#) [Advice on Wealheads and outcomes](#)

National Harm Outcomes

National Score(Band)

Nat Ave =

## HHSRS Scoring Sheet

On this page, the most vulnerable group has automatically been input for the Hazard being scored. The average likelihood has also been input however, you have the option to select the likelihood by double clicking on the orange box correlating to your choice. To confirm your selection has been chosen, the number will port to the white box on the right hand side.

## HHSRS Scoring Sheet

SCORING HAZARD: 02. Excess Cold

Most vulnerable group: Over 65 years of age

STEP 1: - LIKELIHOOD

Average Likelihood: 1 in 400

5600	3200	1800	1000	560	320	180	100	56	32	18	10	6	3	2	1	560
<4200	2400	1300	750	420	240	130	75	42	24	13	7.5	4	2.5	1.5		

Type justification here

[Information on Hazards](#)

National Harm Outcomes

National Score(Band)

Nat Ave =

Once you have selected your likelihood, you will be presented with an additional area as shown below.



To select your outcomes simply double click on the correlating orange box of your choice. Again your selections will be ported to the White box to the right hand side of each class. You will need to make a selection for class 1, class 2 and class 3. You will then have the option to add a justification entry as you did with the likelihood. To do this, click in the free format text box below the Outcome Selections and type in your justification.

A completed selection will look as below.

**Most vulnerable group: Over 65 years of age**

STEP 1 : - LIKELIHOOD

Average Likelihood: 1 in 400

5600	3200	1800	1000	560	320	180	100	56	32	18	10	6	3	2	1	560	0
<4200	2400	1300	750	420	240	130	75	42	24	13	7.5	4	2.5	1.5	>		

Type justification here  
Likelihood Justification text added here

National Harm Outcomes  
Nat Ave = Class 1 Ave: 34    Class 2 Ave: 6    Class 3 Ave: 18    Class 4 Ave: 42    National Score(Band) 880 (D)

STEP 2 : - HAZARD OUTCOMES %

Class 1  
0   0.1   0.2   0.5   1.0   2.2   4.6   10.0   21.5   31.6   46.4   0.5

Class 2  
0   0.1   0.2   0.5   1.0   2.2   4.6   10.0   21.5   31.6   46.4   10.0   79.5

Class 3  
0   0.1   0.2   0.5   1.0   2.2   4.6   10.0   21.5   31.6   46.4   10.0

Class IV (100-(I+II+III))

Type justification here  
Outcome Justification text here

Score for Hazard 33 Band H    RESET THE FORM    SAVE THE DOCUMENT

As you can see, from your selections a score has automatically been generated for the hazard selected. In the example above the score given is 33 and a band H classification.

If you have made an error in your likelihood or hazard selections, you now have the option to reset the form. To do so simply click on the “Reset The Form” button at the bottom of the page as shown below.

**Most vulnerable group: Over 65 years of age**

STEP 1 : - LIKELIHOOD

Average Likelihood: 1 in 400

5600	3200	1800	1000	560	320	180	100	56	32	18	10	6	3	2	1
<4200	2400	1300	750	420	240	130	75	42	24	13	7.5	4	2.5	1.5>	

560 0

Type justification here  
Likelihood Justification text added here

National Harm Outcomes  
Nat Ave = Class 1 Ave: 34 Class 2 Ave: 6 Class 3 Ave: 18 Class 4 Ave: 42 880 (D)

National Score(Band)

STEP 2 : - HAZARD OUTCOMES %

Class 1  
0 0.1 0.2 0.5 1.0 2.2 4.6 10.0 21.5 31.6 46.4 0.5

Class 2  
0 0.1 0.2 0.5 1.0 2.2 4.6 10.0 21.5 31.6 46.4 10.0

Class 3  
0 0.1 0.2 0.5 1.0 2.2 4.6 10.0 21.5 31.6 46.4 10.0

<0.05 0.15 0.3 0.7 1.5 3 7 15 26 38>

Type justification here  
Outcome Justification text here

Score for Hazard 33 Band H

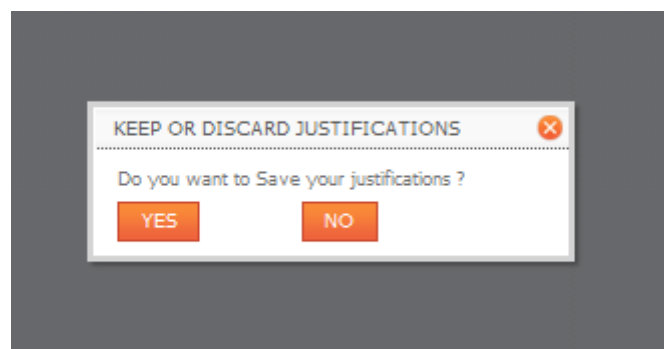
RESET THE FORM SAVE THE DOCUMENT

79.5

Class IV (100-(I+II+III))

This will clear all selections made and allow you to start the selection process again.

After selecting “RESET THE FORM” button you will prompted with an option as shown below.



This warning relates to the “justification” free format text boxes. If you would like to keep the text you have previously added to save from having to re-input again then select “yes”. Should you wish to clear the justification text also then proceed with selecting “no”.

You can now proceed to restart the process again until you are happy with your likelihood and outcome selections.

If you are happy with your selections, you can proceed by selecting “SAVE THE DOCUMENT” button as shown below.

**Most vulnerable group: Over 65 years of age**

STEP 1 : - LIKELIHOOD

Average Likelihood: 1 in 400

5600	3200	1800	1000	560	320	180	100	56	32	18	10	6	3	2	1
<4200	2400	1300	750	420	240	130	75	42	24	13	7.5	4	2.5	1.5>	

560 0

**Type justification here**  
Likelihood Justification text added here

[Information on Hazards](#)

National Harm Outcomes  
Nat Ave = Class 1 Ave: 34 Class 2 Ave: 6 Class 3 Ave: 18 Class 4 Ave: 42 880 (D)

STEP 2 : - HAZARD OUTCOMES %

Class 1  
0 0.1 0.2 0.5 1.0 2.2 4.6 10.0 21.5 31.6 46.4 0.5

Class 2  
0 0.1 0.2 0.5 1.0 2.2 4.6 10.0 21.5 31.6 46.4 10.0

Class 3  
0 0.1 0.2 0.5 1.0 2.2 4.6 10.0 21.5 31.6 46.4 10.0

Class IV (100-(I+II+III))  
79.5

<0.05 0.15 0.3 0.7 1.5 3 7 15 26 38>

**Type justification here**  
Outcome Justification text here

Score for Hazard 33 Band H

RESET THE FORM SAVE THE DOCUMENT

This will save all details and take you back to the “hazards you have decided to score” page as below.

## The hazards you have decided to score

Hazard	Hazard
21. Falls associated with stairs and steps	02. Excess Cold

NEXT >>> Print the document

You can now see that the hazard you selected to score has now moved to the right hand “hazards already scored” column. This informs you that you have scored this hazard. The remaining hazards yet to be scored are displayed within the left “hazards to be scored” column.

You will now need to select another hazard to be scored and follow the same process again until all hazards input are scored in full.

Once all hazards have been scored, your “Hazards you have decided to score” page will look as below.

**The hazards you have decided to score**

Hazards to be scored:	Hazards already scored:				
<table border="1"><thead><tr><th>Hazard</th></tr></thead><tbody></tbody></table>	Hazard	<table border="1"><thead><tr><th>Hazard</th></tr></thead><tbody><tr><td>02. Excess Cold</td></tr><tr><td>21. Falls associated with stairs and steps</td></tr></tbody></table>	Hazard	02. Excess Cold	21. Falls associated with stairs and steps
Hazard					
Hazard					
02. Excess Cold					
21. Falls associated with stairs and steps					

[NEXT >>>](#) [Print the document](#)

As you can see above, all hazards have now been scored. We are now in a position where we can proceed and produce the report. To do this, simply click the orange “Print the document” button as shown below.

### The hazards you have decided to score

Hazards to be scored:	Hazards already scored:				
<table border="1"><thead><tr><th>Hazard</th></tr></thead><tbody></tbody></table>	Hazard	<table border="1"><thead><tr><th>Hazard</th></tr></thead><tbody><tr><td>02. Excess Cold</td></tr><tr><td>21. Falls associated with stairs and steps</td></tr></tbody></table>	Hazard	02. Excess Cold	21. Falls associated with stairs and steps
Hazard					
Hazard					
02. Excess Cold					
21. Falls associated with stairs and steps					

[NEXT >>>](#) [Print the document](#) ←

This will now collate all of the information inputted and produce a full report. You may need to select “allow pop ups from www.hhsrscalculator.com “if prompted by your browser. Once generated the resulting report should show as the example below.

[Click to View Example Report](#)

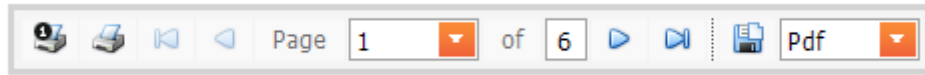
This is now your report fully completed.

There are now further options available to you including saving the document locally on your P.C. There is no requirement for you to do this however as we will keep a copy of all reports that have had at least one page of data inputted on the system indefinitely. This gives you peace of mind that should you wish you can recall and reprint the report at any time necessary.

## **After Your Report Has Been Generated**

After your report has been generated, you still have further options.

At the top of the report you will see a tool bar as shown below.



This tool bar offers you several options as follows.



Select this option to print the page in view only.



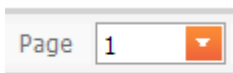
Select this option to print all pages of the report.



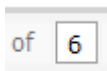
Select this option to skip back to page 1 of the report.



Select this option to skip back to the previous page.



Select the drop down box to skip to a page of your choice using the orange drop down arrow.



This box indicates the total amount of pages the generated report contains.



Select this to skip forward in the report by 1 page.



Select this to skip to the last page of the report.

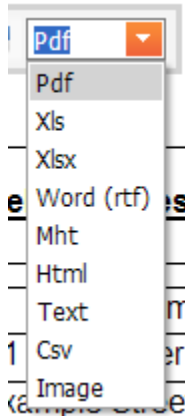


Select this to save the report in a location of your choice.

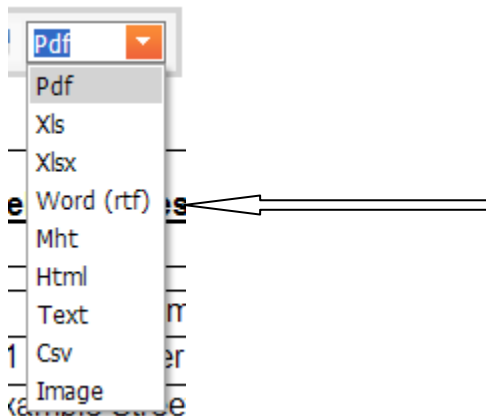




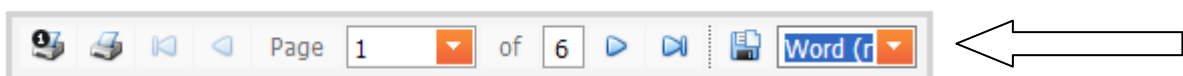
Select the drop down arrow to select which format you wish to save the report in. There are many options within this selection as shown in the image below.



In our experience, most users will prefer the default selection of PDF. In some circumstances users may wish to add images to their report. To enable you to do this you would need to select the “Word (rtf)” selection prior to clicking the save icon.



To confirm your selection, the drop down box will disappear and your selection will in show as below.



You can now proceed and click the save icon. This will prompt you to select a save location on your PC. Once saved you can open the document in Microsoft

Word and proceed to insert images where you see fit. To save the document with your newly inserted images, follow the process you would normally when saving a word document.

### **Retrieving a previously created or unfinished report**

During the process of generating a report the system automatically saves your progress each time you complete a page and click the “next” button.

This gives you the added advantage of being able to re-visit reports that you may not have had time to complete and continue from where you left off.

To recall a report the process is as follows.

Access the site via our web link.

[www.hhrscalculator.com](http://www.hhrscalculator.com)

You will be presented with the log in page as below.



Enter your login details into the log in screen and click “log in”

After a successful login you will be presented with the “inspection front sheet” as shown below.

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hhsiscalculator.com 02/05/2013

Menu  
My Projects

## Inspection Front Sheet

Enter your name:

Type street name and number on the street:

Enter property postal code:

Date of inspection:

The front of the building faces towards where:

Select the property age:

Property type:

NEXT >>>

On the left hand side you will notice and item titled “my projects”

Menu  
My Projects

## Inspection Front Sheet

Enter your name:


To recall a previous report simply click the “my reports” link and you will be taken to a screen detailing all of the reports you have either created or started to create using the application as shown below.

My Projects (select to open)						
#	id	Name	Postal Code	Street Name Nr	Date Of Inspection	Finished
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>
	<a href="#">Click to open</a>	Joseph Pain	NW25 7QA	23 West Road	30/08/2013	<input checked="" type="checkbox"/>
	<a href="#">Click to open</a>	Mr John Smith	N1 1XX	48 Example Street	01/09/2013	<input checked="" type="checkbox"/>

You will notice an array of search boxes located toward top of the My Projects box. These enable you to search for a specific report. To do this, simply click on the search option of your choice and enter the relevant details to complete the search. This will list only the reports that match your search criteria.

You will also notice a further check box on the right hand side labelled “finished” as highlighted below.

My Projects (select to open)						
#	id	Name	Postal Code	Street Name Nr	Date Of Inspection	Finished
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>
	<a href="#">Click to open</a>	Joseph Pain	NW25 7QA	23 West Road	30/08/2013	<input checked="" type="checkbox"/>
	<a href="#">Click to open</a>	Mr John Smith	N1 1XX	48 Example Street	01/09/2013	<input checked="" type="checkbox"/>



This gives you an indication as to whether the report in question has been completed in full.

You have the option to filter reports that are incomplete. To filter this simply select the Finished drop down box and select your preference. The two options you have are either “yes” or “no”.

This will display the reports relating to your search criteria.

Once you have located the report you are searching for, you can re-open it.

To reopen a report simply click “click to open” located on the left hand side of the report in question as shown below.

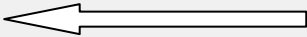
My Projects (select to open)						
#	id	Name	Postal Code	Street Name Nr	Date Of Inspection	Finished
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<a href="#">Click to open</a>	Joseph Pain	NW25 7QA	23 West Road	30/08/2013	<input checked="" type="checkbox"/>
	<a href="#">Click to open</a>	Mr John Smith	N1 1XX	48 Example Street	01/09/2013	<input checked="" type="checkbox"/>

This will bring up the report along with all saved data previously inputted.

You can now click “next” and scroll through the report and continue from when you previously left off.

Alternatively you can scroll through clicking “next” until you reach the “hazards you have decided to be score” page and re-create the report by clicking “Print the document” button as shown below.

### The hazards you have decided to score

Hazards to be scored:	Hazards already scored:						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>Hazard</th></tr> </thead> <tbody> <tr><td style="height: 200px;"> </td></tr> </tbody> </table>	Hazard		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>Hazard</th></tr> </thead> <tbody> <tr><td>02. Excess Cold</td></tr> <tr><td>21. Falls associated with stairs and steps</td></tr> <tr><td style="height: 150px;"> </td></tr> </tbody> </table>	Hazard	02. Excess Cold	21. Falls associated with stairs and steps	
Hazard							
Hazard							
02. Excess Cold							
21. Falls associated with stairs and steps							
<input type="button" value="NEXT &gt;&gt;&gt;"/> <input type="button" value="Print the document"/>							

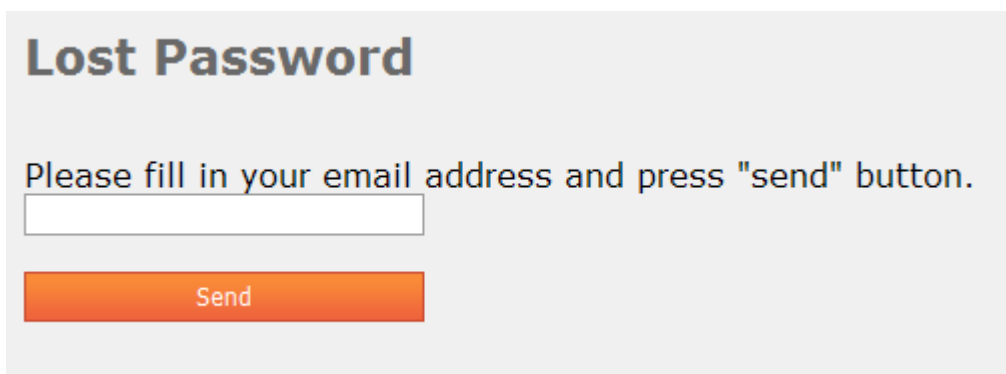
This will reproduce the report for you and you can reprint or save to a location of your choice.

## Password Recovery

Should you forget your password, you are able to recover your password using the “Forgot your password” link on the main login page as shown below.



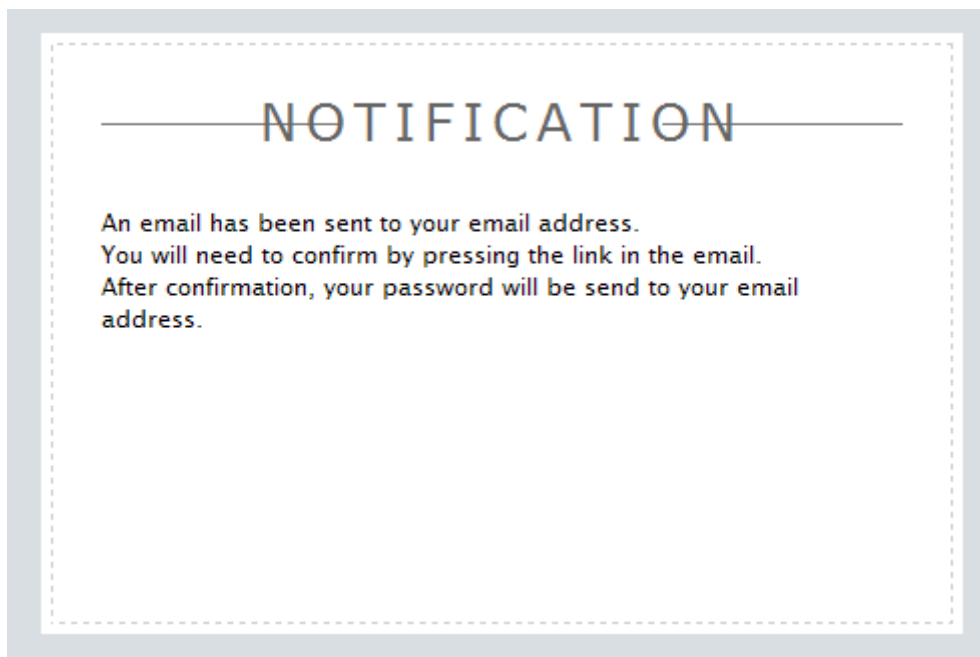
Upon clicking this link you will be taken to the “Lost Password” page as shown below.

A screenshot of the "Lost Password" page. The title "Lost Password" is at the top. Below it is the instruction "Please fill in your email address and press 'send' button." followed by an empty text input field. At the bottom is an orange "Send" button.

To request your password, simply enter the email address you entered during your initial registration followed by clicking the “send” button as shown below.

A screenshot of the "Lost Password" page, identical to the previous one but with the email address "example@email.com" entered into the input field. A white arrow points from the right side of the image towards the orange "Send" button.

To confirm acceptance you will be taken to the following screen.



You will now need to check your email inbox. The system will send you an email regarding your password request. To confirm your request you will need to confirm the request by clicking the link within the email.

Upon clicking the link you will be taken to a confirmation page confirming that your password has been sent to your email address. You will need to check you inbox for this email to retrieve your password.

You can now proceed to log into the system using your email address and password.

### **Further Assistance.**

This guide is intended to cover usage of the system. We understand that from time to time you may have a query that the guide does not cover. Should you need further assistance regarding the application then please contact us via email at,

[jonrpullen@aol.com](mailto:jonrpullen@aol.com) or alternatively please call 07766817024.

