

# Defects Database Technical Manual

Version 1.17

Prepared by

David H Simm  
Scantime Engineering Ltd

For

Land Factor

23 February 2007

# Table of Contents

MAIN ENTRY SCREEN .....	4
SETTING UP THE DATABASE .....	5
Setup Screen .....	5
MANAGERS .....	6
<i>Viewing Manager Details</i> .....	6
<i>Creating New Manager</i> .....	7
PROJECT COORDINATOR .....	8
<i>Viewing Project Coordinators</i> .....	8
<i>Creating New Project Coordinator</i> .....	9
EMPLOYEES .....	9
<i>Viewing Employees</i> .....	9
<i>Creating New Employee</i> .....	10
CREATING TEAMS .....	10
<i>Viewing and Creating Team members</i> .....	10
DEFECT CATEGORY .....	12
<i>Viewing and Create New Categories</i> .....	12
PRIORITIES .....	13
<i>Viewing and Create New Priority</i> .....	13
CLIENTS .....	14
<i>Viewing Clients and related Properties</i> .....	14
<i>Viewing Client Property Details</i> .....	15
ESTATES .....	16
<i>Viewing Estates and related Properties</i> .....	16
<i>Viewing Estate Property Details</i> .....	17
PROPERTIES .....	18
<i>Viewing Property Details</i> .....	18
<i>Interactive Information Areas</i> .....	20

# DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

TENANT .....	21
<i>Viewing Tenant Details</i> .....	21
CONTRACTORS .....	22
<i>Viewing and Creating Contractors and their Details</i> .....	22
<i>Tab1: Contractor</i> .....	23
<i>Creating a New Contractor</i> .....	24
<i>Approving a Contractor</i> .....	25
<i>Tab2: Contractor Details</i> .....	25
<i>Contractor Accreditation</i> .....	26
<i>Tab3: Contractor Live Work</i> .....	31
<i>Tab4: Contractor Closed Work</i> .....	32
INSURER .....	33
<i>Viewing and Creating Contractors Insurance Details</i> .....	33
<i>Creating New Insurer Details</i> .....	33
ACCREDITATIONS .....	35
<i>Creating Accreditations</i> .....	35
LOG TYPE .....	36
<i>Creating Log Type</i> .....	36
COUNTIES .....	37
<i>Creating County</i> .....	37
TITLE .....	38
<i>Creating Title</i> .....	38
CONTRACTOR LIST .....	39
<i>View Contractor Details</i> .....	39
DEFECT ERRORS .....	40
<i>View Defect Errors Details</i> .....	40
EVENT LOG ERRORS .....	42
<i>View Event Log Errors</i> .....	42

## MAIN ENTRY SCREEN

This is the entry screen to the Defect Database. On the right side panel, you have the Admin Only control button; this will open the main setting up area of the database. Depending upon the persons access rights he/she will only gain access to the areas they are allowed.

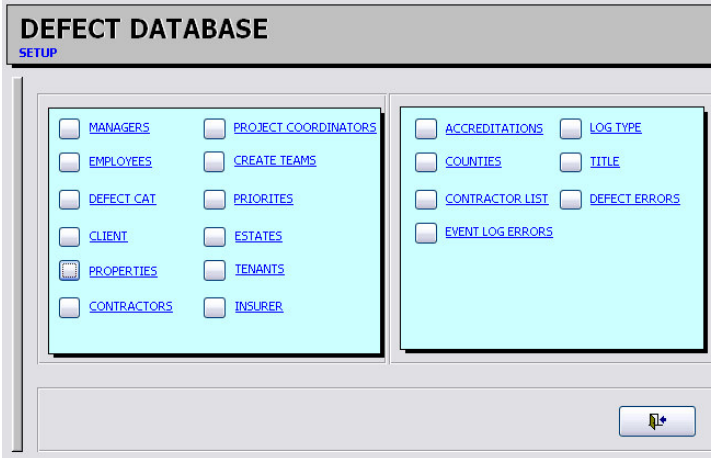
The interface is divided into four main sections within a grey border:

- REPORTED DEFECT** (Top Left): A yellow box containing a numbered list:
  1. INPUT DEFECT
  2. ASSIGN DEFECT ACTION
  3. INSTRUCT CONTRACTOR
- VIEW DETAILS** (Top Right): A yellow box containing:
  - CONTRACTORS
  - ☐ ADMIN ONLY
- LIVE WORK** (Bottom Left): A light blue box containing a button labeled LIVE WORK.
- ANALYSIS REPORTS** (Bottom Right): A light blue box containing a button labeled ANALYSIS REPORTS.

Left Click the [Admin Only](#) link.

## SETTING UP THE DATABASE

### Setup Screen



There are many areas that requiring setting up before the database can be used. The important areas required to make the database function are:

- Managers - Responsible for Estates.
- Project Coordinators - Responsible for ensuring the Reported Defects are correctly repaired.
- Employees - Staff who will be using the database.
- Create Teams - Project Coordinators working under Estate Managers.
- Defect Category - List of generic names for types of defect.
- Priorities - Given to reported defect.
- Clients - Loaded from EstateMan Database.
- Estates - Loaded from EstateMan Database.
- Properties - Loaded from EstateMan Database.
- Tenants - Loaded from EstateMan Database.
- Contractors - Details on Contractors used by Land Factor.
- Insurer - Contractor insurance details.

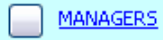
# DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

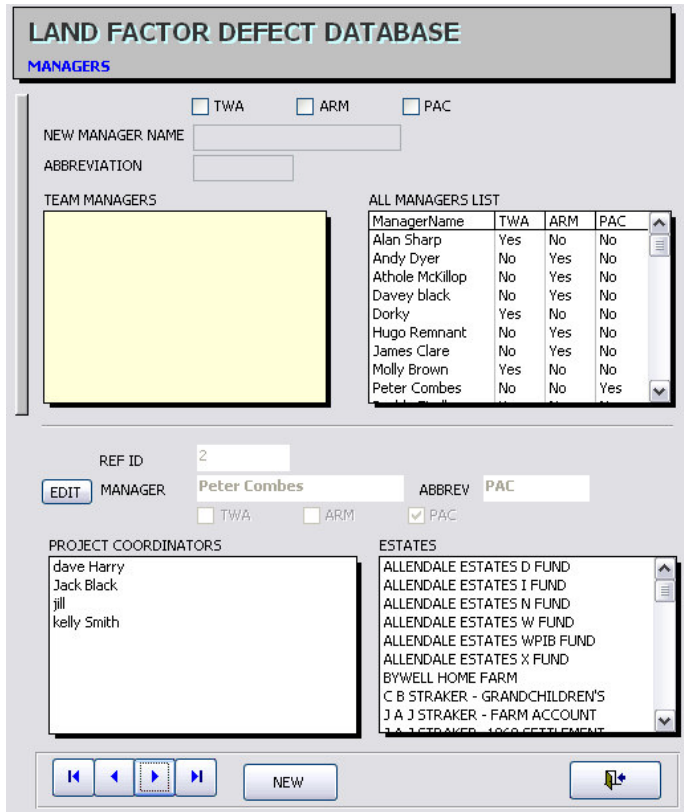
The remaining areas do require completing but are not necessary to make the database work.

## MANAGERS

### Viewing Manager Details



Left mouse click the [Manager](#) link and the following screen will appear.

The screenshot shows the "LAND FACTOR DEFECT DATABASE" interface. At the top, there's a header bar with "LAND FACTOR DEFECT DATABASE" and "MANAGERS" below it. Below the header, there are three checkboxes: TWA, ARM, and PAC. Under "NEW MANAGER NAME", there's a text input field. Below that, "ABBREVIATION" has another text input field. A "TEAM MANAGERS" section contains a large yellow rectangular area. To the right, the "ALL MANAGERS LIST" is a table with columns: ManagerName, TWA, ARM, and PAC. The table lists several managers, with Peter Combes highlighted. Below the table, there's a section for "REF ID" with a value of 2, and an "EDIT" button. The "MANAGER" field shows "Peter Combes" and "ABBREV" shows "PAC". There are also checkboxes for TWA, ARM, and PAC, with PAC checked. Below this, the "PROJECT COORDINATORS" section lists names like dave Harry, Jack Black, jill, and kelly Smith. The "ESTATES" section lists various estate names like ALLENDALE ESTATES D FUND, etc. At the bottom, there are navigation buttons (back, forward, etc.) and a "NEW" button.

The lower half of the screen displays the Project Coordinators and Estates that each Manager is responsible for. Use the arrow keys to view details on each of the managers.

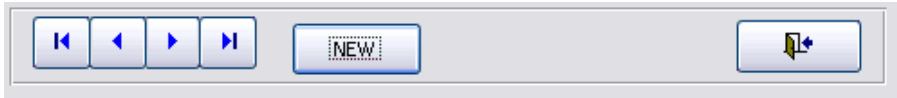
Each manager has an assigned abbreviation and the Team he belongs to. The example shown shows that Peter Combes has the abbreviation PAC and he is a member of PAC Team, it also shows the Project Coordinators and Estates he manages.

The Edit button allows you to alter his details such as: Name - Abbrev - Team. The Ref ID is his unique ID Reference in the Managers Database table, it is this ID Ref that is used to link him to various areas of the main database.

## DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

### Creating New Manager



Left Click the NEW button and the upper half of the screen will become enabled. Complete the following process:

1. Type in the new manager name
2. Abbreviation is Optional
3. Select the TEAM the manager will belong to
4. Left Click the ADD button to complete the process.

A form for adding a new manager. It has three checkboxes at the top: TWA (unchecked), ARM (checked), and PAC (unchecked). Below these are two text input fields: 'NEW MANAGER NAME' containing 'Alan Smith' and 'ABBREVIATION' containing 'ASM'. To the right of the 'NEW MANAGER NAME' field is a blue 'ADD' button.

Once the ADD button has been clicked, the new manager will be added to the database and his/her name will appear in the list below.

A form showing the updated manager list. It has the same checkboxes as the previous form: TWA (unchecked), ARM (checked), and PAC (unchecked). Below these are two empty text input fields for 'NEW MANAGER NAME' and 'ABBREVIATION'. To the left is a table titled 'TEAM MANAGERS' with two columns: ManagerName and Abbreviation. To the right is a table titled 'ALL MANAGERS LIST' with four columns: ManagerName, TWA, ARM, and PAC. Both tables have a scroll bar on the right.

ManagerName	Abbreviation
Alan Dewer	ADR
Alan Smith	ASM
Andy Dyer	ASD
Athole McKillop	ARM
Davey black	
Hugo Remnant	HCR
James Clare	JRC
Russell Porter	RWP
Stephen Stubbings	

ManagerName	TWA	ARM	PAC
Alan Dewer	No	Yes	No
Alan Sharp	Yes	No	No
Alan Smith	No	Yes	No
Andy Dyer	No	Yes	No
Athole McKillop	No	Yes	No
Davey black	No	Yes	No
Dorky	Yes	No	No
Hugo Remnant	No	Yes	No
James Clare	No	Yes	No

A form for editing a manager. It has a 'REF ID' field with the value '17'. Below it is a blue 'EDIT' button. To the right of the 'EDIT' button is a 'MANAGER' field containing 'Alan Smith'. To the right of the 'MANAGER' field is an 'ABBREV' field containing 'ASM'. Below these fields are three checkboxes: TWA (unchecked), ARM (checked), and PAC (unchecked).

## PROJECT COORDINATOR

### *Viewing Project Coordinators*



Left mouse click the [Project Coordinator](#) link and the following screen will appear.

The screenshot shows a web application interface titled "LAND FACTOR DEFECT DATABASE" with a sub-header "PROJECT COORDINATORS". On the left, there are input fields for "NAME" and "ABBREVIATION", and a section for "MANAGERS" listing "Stephen Stubbings", "Athole McKillop", and "Tom Warde-Aldam". The main area displays a list of project coordinators. The first entry is "Dave smith" with a highlighted "EDIT" button. To the right of this entry is a scrollable list of names: Alan Sharpe, Carol Reed, dave Harry, Dave smith (highlighted), Davey, Henry, Henry Percy, Jack Black, James Phillips, Jane, jill, Joe Bloggs, John Brown, Kelly Smith, Philip Reed, Roddy Findlay, and Unassigned. At the bottom left is a "NEW" button, and at the bottom right is a button with a magnifying glass icon.

the lower half of the screen, displays a list of the all the Project Coordinators, Left Click any of these names, and their details are shown, showing their ID Ref, Name, Abbreviation and a list of Managers they work under.

To Edit a Name or Abbreviation, Left Click the EDIT button, make the change and then Left Click inside any other name in the list, this will auto update record.



### ***Creating New Project Coordinator***

Left Click the NEW button at the bottom of the screen and the top half of the screen will become enabled and an ADD button will appear.



A screenshot of a web form for adding a new Project Coordinator. It features two input fields: 'NAME' with the text 'David Simm' and 'ABBREVIATION' with the text 'DHS'. To the right of the 'NAME' field is a blue 'ADD' button.

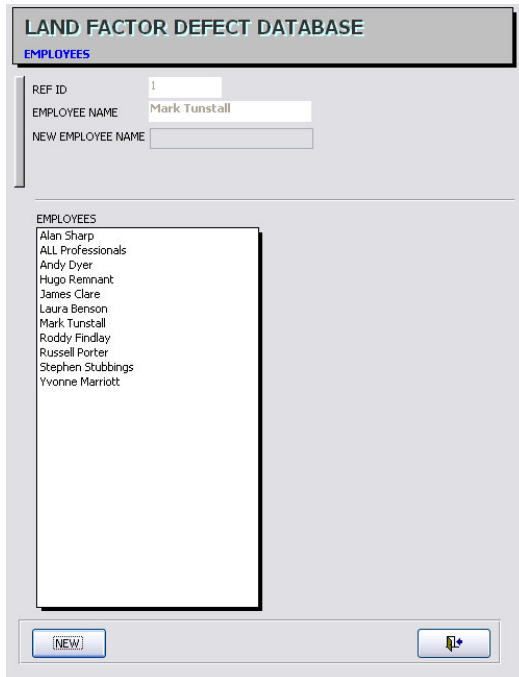
Type in the new Project Coordinator name and Abbreviation (Optional), click the ADD button and the record will be created.

## **EMPLOYEES**

### ***Viewing Employees***



Left mouse click the [Employees](#) link and the following screen will appear.



A screenshot of the 'LAND FACTOR DEFECT DATABASE' interface. The top section is titled 'EMPLOYEES' and contains three input fields: 'REF ID' with the value '1', 'EMPLOYEE NAME' with the value 'Mark Tunstall', and 'NEW EMPLOYEE NAME' which is empty. Below these fields is a list of employee names under the heading 'EMPLOYEES': Alan Sharp, ALL Professionals, Andy Dyer, Hugo Remnant, James Clare, Laura Benson, Mark Tunstall, Roddy Findlay, Russell Porter, Stephen Stubbings, and Yvonne Marriott. At the bottom of the screen are two buttons: a blue 'NEW' button and a button with a magnifying glass icon.

The lower half of the screen displays a list of all employee names in the database.

# DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

## Creating New Employee

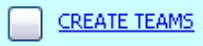
REF ID (AutoNumber)  
EMPLOYEE NAME  
NEW EMPLOYEE NAME David Simm ADD

Click the NEW button and the top half of the screen will become enabled and an ADD button will appear.

Enter the employee name and click the ADD button. The new employee record will be created.

## CREATING TEAMS

### Viewing and Creating Team members



Left mouse click the [Create Teams](#) link and the following screen will appear.

LAND FACTOR DEFECT DATABASE  
CREATE MANAGER TEAM  
MANAGER SELECT MANAGER  
PROJECT COORDINATORS - Double Click to ADD  
Alan Sharpe  
Carol Reed  
dave Harry  
Dave smith  
Davey  
David Simm  
Henry  
Henry Percy  
Jack Black  
James Phillips  
Jane  
Jill  
Joe Bloggs  
John Brown  
Kelly Smith  
Philip Reed  
Roddy Findlay  
Unassigned

Notice that the name list is disabled.

Select the Manager Combo and select a Manager Name.

MANAGER SELECT MANAGER  
Alan Dewer  
Alan Sharp  
Alan Smith  
Andy Dyer  
Athole McKillop  
Davey black  
Dorky  
Hugo Remnant

# DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

**SELECT MANAGER**

MANAGER: Tom Warde-Aldam

Tom Warde-Aldam

- Henry Percy
- Roddy Findlay
- Dave smith
- dave Harry
- Roddy Findlay

**PROJECT COORDINATORS - Double Click to ADD**

- Alan Sharpe
- Carol Reed
- dave Harry
- Dave smith
- Davey
- David Simm
- Henry
- Henry Percy
- Jack Black
- James Phillips
- Jane
- jill
- joe Bloggs
- John Brown
- kelly Smith
- Philip Reed
- Roddy Findlay
- Unassigned

As each manager is selected, a list of the current Project Coordinators names is displayed underneath. The Project Coordinator list is now enabled and displayed with a yellow background.

To ADD a Project Coordinator - Double Click any Coordinator name, and the name will be added underneath the manager name. The example below shows 'James Phillips' has been added to the team.

Tom Warde-Aldam

- James Phillips
- Roddy Findlay
- Dave smith
- dave Harry
- Roddy Findlay

**PROJECT COORDINATORS - Double Click to ADD**

- Carol Reed
- dave Harry
- Dave smith
- Davey
- David Simm
- Henry
- Henry Percy
- Jack Black
- James Phillips

## DEFECT CATEGORY

### *Viewing and Create New Categories*



Left mouse click the [Defect Cat](#) link and the following screen will appear.

A screenshot of a web application titled "LAND FACTOR DEFECT DATABASE" with a sub-header "DEFECT CATEGORIES". The interface includes a "REF ID" field with the value "2", a "CATEGORY" field with "Electrical" and an "EDIT" button, and a "NEW CATEGORY" field. Below these is a large list box containing various categories: Builder, Chimney Linings, Chimney Sweep, Damp Proofing, Double Glazing, Drainage, Dry Stone Waller, Electrical, Fencing/Grass, Gas, Heating Engineer, Joiner, Landscape/Digging work, Mapping, Oil Heating Engineer, Painter, Pest Control, Plumber, Roofing, Septic Tank, Skip Hire, Unassigned, Water Services, and Woodlands. At the bottom of the screen are navigation buttons (back, forward, etc.) and a "NEW" button.

Clicking the arrow buttons, scrolls through each of the listed categories.

If you need to EDIT a category name, scroll to the required category and click EDIT, you can now alter the category name.

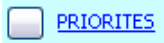
To create a NEW category, click the NEW button and type in a new category name.

A screenshot of a form for adding a new category. It has a "REF ID" field with "(AutoNum)", a "CATEGORY" field with an "EDIT" button, and a "NEW CATEGORY" field with the text "Telephone Engineer" and an "ADD" button.

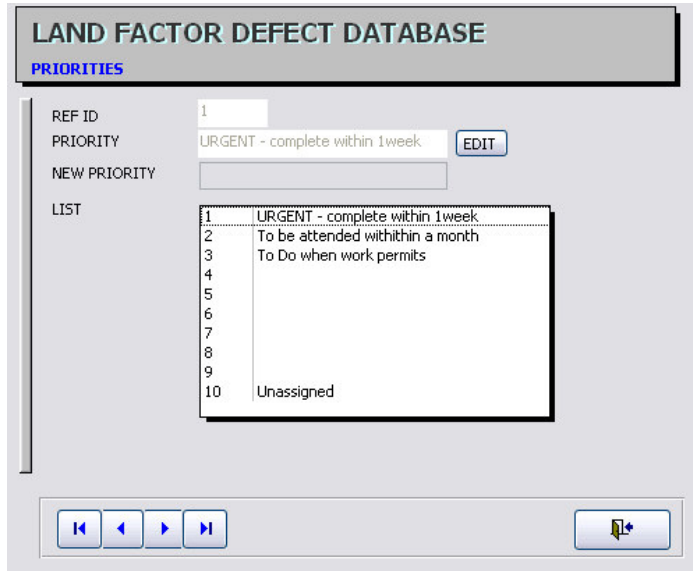
Click the ADD button to create the new entry.

## PRIORITIES

### *Viewing and Create New Priority*



Left mouse click the [Priorities](#) link and the following screen will appear.

The screenshot shows a web application window titled "LAND FACTOR DEFECT DATABASE" with a sub-header "PRIORITIES". On the left is a vertical navigation menu with items: REF ID, PRIORITY, NEW PRIORITY, and LIST. The main content area has a form with a "REF ID" field containing the number "1", a "PRIORITY" field containing the text "URGENT - complete within 1week", and an "EDIT" button to its right. Below these is a "NEW PRIORITY" text input field. At the bottom of the main area is a "LIST" section containing a table with 10 rows. The first row is selected and highlighted. The table content is as follows:

1	URGENT - complete within 1week
2	To be attended withithin a month
3	To Do when work permits
4	
5	
6	
7	
8	
9	
10	Unassigned

At the bottom of the window are navigation controls: four arrow buttons (back, forward, first, last) and a button with a magnifying glass icon.

Use the arrow buttons to scroll through each of the listed Priorities, clicik the EDIT button to alter the priority name.

There are 10 listed priorities, priorities 4-9 are blank, use these for NEW Priorities.

To create a NEW Priority, scroll through to next blank entry,

click the EDIT button and type in a new description.

# DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

## CLIENTS

### *Viewing Clients and related Properties*

Left mouse click the [Clients](#) link and the following screen will appear.

NB: The Clients list is VIEW ONLY, the data records are derived from the EstateMan Database and cannot be edited or added to through this database.

LAND FACTOR DEFECT DATABASE

CLIENT

REF ID 99

CLIENT NAME Allendale Estates U Fund

PROPERTIES

EstateName	Property Name
BYWELL OFFICE SOLD PROPERTY	WELLHOPE FARM STINTS
BYWELL OFFICE SOLD PROPERTY	WELLHOPE GRAZING
ALLENDALE ESTATES U FUND	BLUE ROW - OUTBUILDINGS
ALLENDALE ESTATES U FUND	BLACK PASTURE QUARRY
ALLENDALE ESTATES U FUND	FALLOWFIELD MINE
ALLENDALE ESTATES U FUND	ALLENDALE VILLAGE GREEN
ALLENDALE ESTATES U FUND	CATTON VILLAGE GREEN
ALLENDALE ESTATES U FUND	TOILET SITE - THE SELE - HEXHAM
ALLENDALE ESTATES U FUND	WALL VILLAGE GREEN - WAYLEAVE 1
ALLENDALE ESTATES U FUND	WALL VILLAGE GREEN - WAYLEAVE 2
BYWELL OFFICE OLD LEASES	WOOLEY COLLIERY OPTION
ALLENDALE ESTATES U FUND	ALLENDALE COMMON 80 STINTS
BYWELL OFFICE SOLD PROPERTY	ARCHERS LAND
ALLENDALE ESTATES U FUND	GAWBER MINERALS
ALLENDALE ESTATES U FUND	B T - WAYLEAVE - U FUND - NOS NA31099/31100/3103

Navigation buttons: [Previous] [Next] [Home] [End]

Use the arrow buttons to croll through the list of Client Names. As each Client Name is displayed, a list of Properties relating to that Client is displayed underneath.

# DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

## Viewing Client Property Details

The pale yellow background indicates that this list is an interactive list, where you can drill down through the database to view details on other records.

EstateName	Property Name
BYWELL OFFICE SOLD PROPERTY	WELLHOPE FARM STINTS
BYWELL OFFICE SOLD PROPERTY	WELLHOPE GRAZING
ALLENDALE ESTATES U FUND	BLUE ROW - OUTBUILDINGS
ALLENDALE ESTATES U FUND	BLACK PASTURE QUARRY
ALLENDALE ESTATES U FUND	FALLOWFIELD MINE
ALLENDALE ESTATES U FUND	ALLENDALE VILLAGE GREEN
ALLENDALE ESTATES U FUND	CATTON VILLAGE GREEN
ALLENDALE ESTATES U FUND	TOILET SITE - THE SELE - HEXHAM

Select any property and Double Click the Property name. The Property Details will then appear.

**LAND FACTOR DEFECT DATABASE**

**PROPERTY**

PROPERTY | ACTIVE DEFECTS | DEFECT HISTORY

REF ID00494

TENANT - Double Click to access Tenant Details

PROPERTY NAMEALLENDALE VILLAGE GREEN

312Allendale Parish Council

ADDRESS 1The Bastle House

ADDRESS 2Low Hartley Cleugh

LOCALITYCarshield

TOWN/CITYHexham

COUNTY

POST CODENE47 8AW

PROPERTIES THIS ESTATE

BLUE ROW - OUTBUILDINGS

BLACK PASTURE QUARRY

FALLOWFIELD MINE

ALLENDALE VILLAGE GREEN

CATTON VILLAGE GREEN

TOILET SITE - THE SELE - HEXHAM

WALL VILLAGE GREEN - WAYLEAVE 1

WALL VILLAGE GREEN - WAYLEAVE 2

ALLENDALE COMMON 80 STINTS

GAWBER MINERALS

R.T. - WAYLEAVE - 11.FUND - NOS.NA31/099/31.100/31.03

ADDITIONAL DATA

ESTATEALLENDALE ESTATES U FUND

FILE REF

MANAGERStephen Stubbings

CLIENTAllendale Estates U Fund

⏮ ⏪ ⏩ ⏭

🔍

This is another way on how you can navigate throughout the database, looking at any records you wish without having to return to the main entry screen.

# DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

## ESTATES



### Viewing Estates and related Properties

Left mouse click the [Estates](#) link and the following screen will appear.

NB: The Estates list is VIEW ONLY, the data records are derived from the EstateMan Database and cannot be edited or added to through this database.

LAND FACTOR DEFECT DATABASE

ESTATES

REF ID  
4

ESTATE  
BYWELL HOME FARM

SUN SYS CODE  
HF1

[MANAGER](#)  
Click to assign Manager  
Peter Combes

ESTATES - Click to select Estate and Details

ACOMB ESTATE  
ALLENDALE ESTATES D FUND  
ALLENDALE ESTATES G FUND  
ALLENDALE ESTATES I FUND  
ALLENDALE ESTATES J FUND  
ALLENDALE ESTATES M FUND  
ALLENDALE ESTATES N FUND  
ALLENDALE ESTATES OLD LEASES  
ALLENDALE ESTATES S FUND  
ALLENDALE ESTATES U FUND  
ALLENDALE ESTATES W FUND  
ALLENDALE ESTATES WP18 FUND  
ALLENDALE ESTATES X FUND  
BALONE FARM PARTNERSHIP  
BELLWAY BUILDERS - BOLDON

ESTATE PROPERTIES - Double click to access Property Details

Property Name	Town/City	Telephone
LOW BANK LAND - PROFIT OF PASTURE		
CAR PARK FIELD GRAZING		
4 GRAZING LICENCE		
BYWELL POTATO LAND	Heddon-On-The-Wall	
BYWELL GRASS PARKS	Hexham	
ROE HOUSE LAND & BUILDINGS	Hexham	
COW PASTURE - MOWING LICENCE	Hexham	
ROE HOUSE LAND & BUILDINGS EAST	Stocksfield	
GUESSBURN GRAZING - 2	Stocksfield	
2 GRAZING LICENCE	Stocksfield	

Navigation buttons: back, forward, search, etc.

Print button

By clicking the arrow buttons you can scroll through each of the listed Estates shown in the top right, as each Estate is shown, a list of Properties is displayed in the lower left. Also with each estate, its unique REF ID , SUN SYS CODE and Manager who is responsible for that Estate is shown in the top left.



## DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

### Viewing Estate Property Details

The pale yellow background indicates that this list is an interactive list, where you can drill down through the database to view details on other records.

ESTATE PROPERTIES - Double click to access Property Details		
Property Name	Town/City	Telephone
LOW BANK LAND - PROFIT OF PASTURE	Heddon-On-The-Wall	
CAR PARK FIELD GRAZING		
4 GRAZING LICENCE		
BYWELL POTATO LAND		
BYWELL GRASS PARKS	Hexham	
ROE HOUSE LAND & BUILDINGS	Hexham	

Select any property and Double Click the Property name. The Property Details will then appear.

**LAND FACTOR DEFECT DATABASE**

PROPERTY

PROPERTY ACTIVE DEFECTS DEFECT HISTORY

REF ID05502

PROPERTY NAMEROE HOUSE LAND & BUILDINGS

ADDRESS 1108 Wydon Park

ADDRESS 2

LOCALITY

TOWN/CITYHexham

COUNTYNorthumberland

POST CODENE46 2DA

TENANT - Double Click to access Tenant Details

892Messrs D & J Metcalf

PROPERTIES THIS ESTATE

2 GRAZING LICENCE  
4 GRAZING LICENCE  
COW PASTURE - MOWING LICENCE  
GUESSBURN GRAZING - 2  
BYWELL POTATO LAND  
ROE HOUSE LAND & BUILDINGS  
BYWELL GRASS PARKS  
ROE HOUSE LAND & BUILDINGS EAST  
CAR PARK FIELD GRAZING  
LOW BANK LAND - PROFIT OF PASTURE

ADDITIONAL DATA

ESTATEBYWELL HOME FARM

MANAGERPeter Combes

CLIENTBywell Home Farms

FILE REF

⏮

⏪

⏩

⏭

## PROPERTIES



### Viewing Property Details

Left mouse click the [Properties](#) link and the following screen will appear.

NB: The Properties list is VIEW ONLY, the data records are derived from the EstateMan Database and cannot be edited or added to through this database.

**LAND FACTOR DEFECT DATABASE**  
**PROPERTY**

PROPERTY ACTIVE DEFECTS DEFECT HISTORY

REF ID00002

PROPERTY NAMEDUKESFIELD HALL FARM

ADDRESS 1Dukesfield Hall Farm

ADDRESS 2

LOCALITYSlaley

TOWN/CITYHexham

COUNTYNorthumberland

POST CODE

TENANT - Double Click to access Tenant Details

1Mr Andrew Swallow

PROPERTIES THIS ESTATE

DUKESFIELD HALL FARM  
LOW STAPLES FARM  
STEEL HALL FARM  
1 MIDDLE DUKESFIELD COTTAGE  
RED LEAD MILL COTTAGE  
DUKESFIELD ESTATE SHOOT  
TELECOM - WAYLEAVE  
MIDDLE DUKESFIELD FARM  
RED LEAD MILL GRAZING  
2 MIDDLE DUKESFIELD COTTAGE  
THE STEEL FARM

ADDITIONAL DATA

ESTATEALLENDAL ESTATES D FUND

FILE REF

MANAGERPeter Combes

CLIENTAllendale Estates D Fund

⏮ ⏪ ⏩ ⏭

🔄

By clicking the arrow buttons will scrolls thorough each of the properties in the database.

## DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

This screen is a Tabbed Form, there are 3 areas of information relating to properties:-

### PROPERTY TAB:

|

|\_\_\_\_\_Property name and address.

Tenant(s) information. NB: Highest number is current Tenant.

List of Properties on the same Estate as this Property.

Property Additional Data.

### ACTIVE DEFECTS TAB:

|

|\_\_\_\_\_List of any Defects currntly undergoing repair.

### DEFECT HISTORY TAB:

|

|\_\_\_\_\_List of any past Reported Defects.

# DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

## Interactive Information Areas

The lists shown are yellow in background, the details shown Tenants - Active Defects and Historic Defects can all have their in depth information displayed by Double Clicking any list entry.

TENANT - Double Click to access Tenant Details

1	Mr Andrew Swallow
---	-------------------

LAND FACTOR DEFECT DATABASE

TENANT

ID00002.001

TENANT NAMEMr Andrew Swallow

ADDRESS 1Dukesfield Hall Farm

ADDRESS 2

LOCALITYSlaley

TOWN/CITYHexham

COUNTYNorthumberland

POST CODE

CONTACT DETAILS

CONTACT TEL0795 1074 618

MOBILE09785 666300

EMAILswallow@tyne.com

NOTES

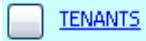
PROPERTY - Double Click to access Property Details

EstateName	Address1	Address2	Town/City	Post Code
ALLEDALE ESTATES D FUND	Dukesfield Hall Farm		Hexham	

# DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

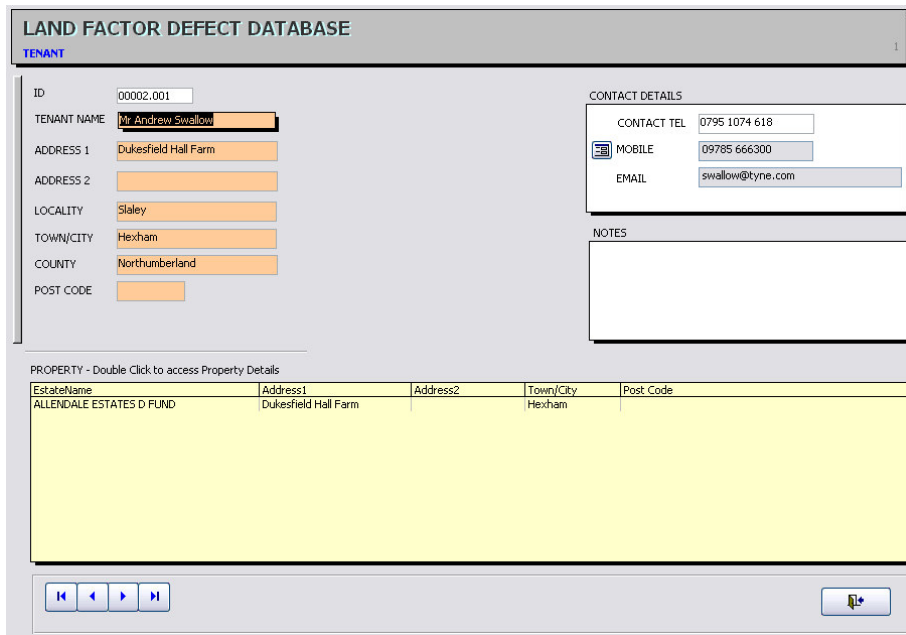
## TENANT



### Viewing Tenant Details

Left mouse click the [Tenant](#) link and the following screen will appear.

NB: The Tenant details is VIEW ONLY, the data records are derived from the EstateMan Database and cannot be edited or added to through this database.

A screenshot of a web application titled "LAND FACTOR DEFECT DATABASE" with a sub-tab "TENANT". The screen is divided into several sections. On the left, there are input fields for "ID" (00002.001), "TENANT NAME" (Mr Andrew Swallow), "ADDRESS 1" (Dukesfield Hall Farm), "ADDRESS 2", "LOCALITY" (Slaley), "TOWN/CITY" (Hexham), "COUNTY" (Northumberland), and "POST CODE". On the right, under "CONTACT DETAILS", there are fields for "CONTACT TEL" (0795 1074 618), "MOBILE" (09785 666300), and "EMAIL" (swallow@tyne.com). Below this is a "NOTES" section with a large empty text area. At the bottom, there is a "PROPERTY - Double Click to access Property Details" section containing a table with columns: EstateName, Address1, Address2, Town/City, and Post Code. The table has one row: ALLENDALE ESTATES D FLUID, Dukesfield Hall Farm, , Hexham, . At the very bottom of the screen are navigation buttons (back, forward, etc.) and a small icon button.

The Contact Details are editable, as we saw in Manual 1 'User Manual', these details can be added to and edited, to edit the Mobile and Email information, Left Click the button to the left of 'MOBILE'.

Any notes relating to the displayed tenant can be added to the area shown. A list of properties where the displayed Tenant has resided is shown in the lower half of the screen.

Use the arrow buttons to scroll through each of the Tenants in the database.

## CONTRACTORS



### *Viewing and Creating Contractors and their Details*

Left mouse click the [Contractor](#) link and the following screen will appear.

A screenshot of a web application interface titled "LAND FACTOR DEFECT DATABASE". Below the title is a tabbed menu with four tabs: "CONTRACTOR" (selected), "CONTRACTOR DETAILS", "LIVE WORK", and "CLOSED WORK". The main content area is divided into several sections. On the left, there is a form for contractor details with fields for REF ID (1), COMPANY (None), FIRST NAME (None), LAST NAME (None), SALUTATION (None), ADDRESS 1 (None), ADDRESS 2 (None), TOWN/CITY (None), COUNTY (None), and POST CODE (None). On the right, there is a "CONTACT DETAILS" section with fields for TEL (None), FAX (None), MOBILE (None), and EMAIL (None). Below this is a "COMMENTS" section with a large text area. At the bottom, there is an "ADDITIONAL DATA" section containing a table with columns: INSURER, NAME, BROKER NAME, TELEPHONE, POLICY, RENEWAL DATE, and a set of checkboxes for APPROVED, COMPLIANT, and VAT REGISTERED. The table has one row with a highlighted yellow background. Below the table is a "VERIFIED BY EMPLOYEE" field and a "VERIFIED" checkbox. At the very bottom of the form, there are navigation buttons: a set of four arrows (back, forward, etc.) and a "NEW" button.

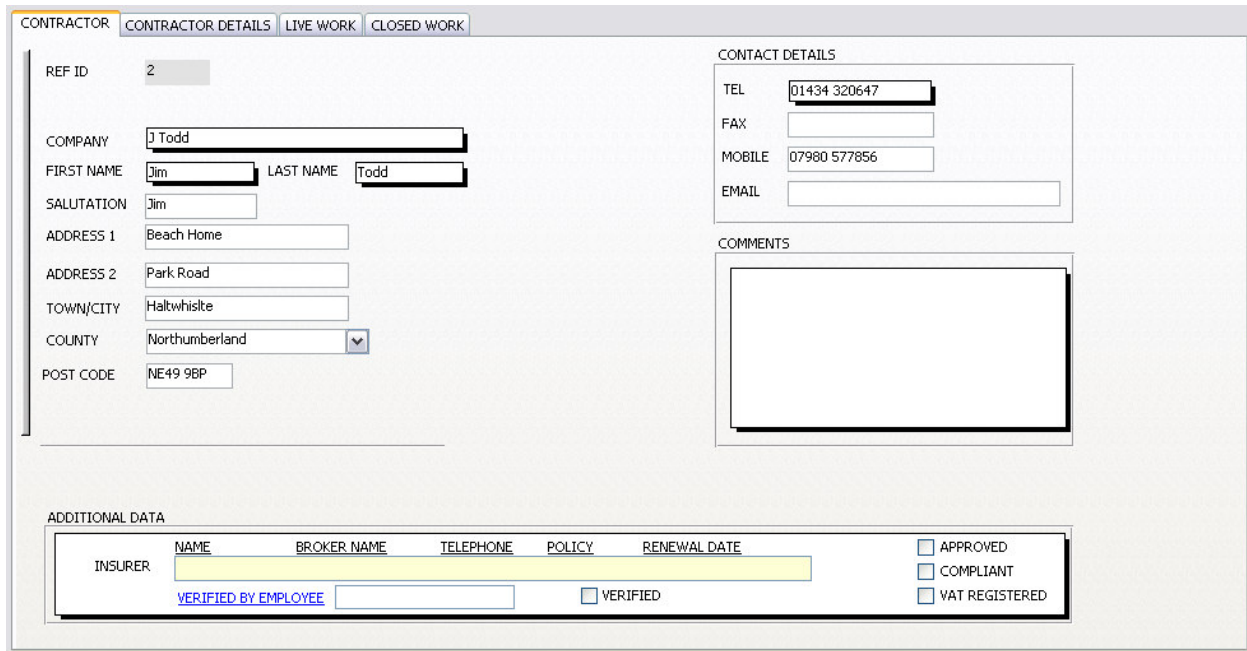
This is a 4 tabbed form, displaying a large number of data related to each of the contractors.

The first record in the database is labelled 'NONE' this is the default and should NOT be EDITED.

# DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

Use the arrows to scroll through each of the contractor records in the database.



CONTRACTOR CONTRACTOR DETAILS LIVE WORK CLOSED WORK

REF ID 2

COMPANY J Todd

FIRST NAME Jim LAST NAME Todd

SALUTATION Jim

ADDRESS 1 Beach Home

ADDRESS 2 Park Road

TOWN/CITY Haltwhistle

COUNTY Northumberland

POST CODE NE49 9BP

CONTACT DETAILS

TEL 01434 320647

FAX

MOBILE 07980 577856

EMAIL

COMMENTS

ADDITIONAL DATA

INSURER	NAME	BROKER NAME	TELEPHONE	POLICY	RENEWAL DATE	VERIFIED BY EMPLOYEE	VERIFIED	APPROVED	COMPLIANT	VAT REGISTERED
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Tab1: Contractor

This tab area displays the Name, Contact Name and Address information. In the top right are the contact details for Telephone, Fax etc. The Comments area is for office use on any comments relating to the displayed Contractor.

The Additional Data in the lower part of the Tab, shows the contractors insurance details (See Insurer), the Verified By Employee is the name of the employee who has verified that the insurance details are correct.

# DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

ADDITIONAL DATA						
	NAME	BROKER NAME	TELEPHONE	POLICY	RENEWAL DATE	
INSURER						<input type="checkbox"/> APPROVED
						<input type="checkbox"/> COMPLIANT
						<input type="checkbox"/> VAT REGISTERED
	<a href="#">VERIFIED BY EMPLOYEE</a> Stephen Stubbings <input checked="" type="checkbox"/> VERIFIED					

When an employee selects their name, the Verified checkbox is automatically checked.

## Creating a New Contractor

Click the NEW button and a new record will be created. The cursor will automatically be moved to the first data field.

LAND FACTOR DEFECT DATABASE	
CONTRACTOR	
<div>CONTRACTOR   CONTRACTOR DETAILS   LIVE WORK   CLOSED WORK</div>	
REF ID	60
COMPANY	
FIRST NAME	
LAST NAME	
SALUTATION	
ADDRESS 1	
ADDRESS 2	
TOWN/CITY	
COUNTY	
POST CODE	
<div>CONTACT DETAILS</div> <div>TEL</div>	

FAX

MOBILE

EMAIL



### **Approving a Contractor**

☐ APPROVED      The Additional Data area has 3 checkboxes that can be checked  
☐ COMPLIANT  
☐ VAT REGISTERED      when each of the requirements have been met. By completeing  
these areas will allow the employee assigning a contractor to select a  
company who can efficiently undertake the repair.

### **Tab2: Contractor Details**

The screenshot displays the 'CONTRACTOR DETAILS' tab. At the top, there are four tabs: 'CONTRACTOR', 'CONTRACTOR DETAILS' (selected), 'LIVE WORK', and 'CLOSED WORK'. Below the tabs is a search bar containing the text 'Todd'. The main content area is divided into three columns:

- ACCREDITATION:** A table with columns 'Accreditation', 'ExpiryDate', and 'Note'. It contains one entry: 'IEEE Master Builder'. Below the table is an 'ADD' button.
- ESTATES:** A list box containing the following text: 'ACOMB ESTATE', 'ALLENDALE ESTATES M FUND', 'ALLENDALE ESTATES N FUND', and 'ALLENDALE ESTATES OLD LEASES'. Below the list box is an 'ADD' button.
- DEFECT CATEGORY:** A list box containing the following text: 'Drainage', 'Dry Stone Waller', 'Electrical', and 'Heating Engineer'. Below the list box is an 'ADD' button.

At the bottom of the window, there is a navigation bar with buttons for navigation (back, forward, etc.) and a 'NEW' button.

This Tab displays the details on the Contractors professional qualifications.  
The Accreditation is any profesional bodies that they are a member of.

# DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

## Contractor Accreditation

Click the ADD button to Enter or Delete any Accreditation.

**LAND FACTOR REPAIRS DATABASE**  
**CONTRACTOR ACCREDITATIONS**

REF ID

24

CONTRACTOR

J Todd

ACCREDITATION LIST

Accreditation	ExpiryDate	Note
Master Builder		
IEEE		

EXPIRY DATE

NOTE

ADD

DELETE

## Create a New Accreditation

Click the ADD button to add a NEW Accreditation.

REF ID

24

CONTRACTOR

J Todd

ACCREDITATION LIST

Accreditation	ExpiryDate	Note
Master Builder		
IEEE		

EXPIRY DATE

NOTE

ADD

DELETE

ACCREDITATIONS - Double Click to ADD

Corgi

IEEE

Master Builder

A new list will appear in the lower left of the screen, this is the Accreditations List (See Accreditations), double click to add an accreditation to the named Contractor.

## DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

The screenshot shows a software interface with the following elements:

- ACCREDITATION LIST**: A table with three columns: Accreditation, ExpiryDate, and Note. It contains three rows: Master Builder, IEEE, and Corgi.
- EXPIRY DATE**: A text input field containing the date 01/01/2008.
- NOTE**: A text input field.
- ACCREDITATIONS - Double Click to ADD**: A yellow box containing a list of accreditation names: Corgi, IEEE, and Master Builder.

When it has automatically appeared in the Accreditation List, left click the Accreditation name and enter any Expiry Date or notes.

### Deleting an Accreditation

The screenshot shows a software interface titled "LAND FACTOR REPAIRS DATABASE" with the following elements:

- CONTRACTOR ACCREDITATIONS**: A section header.
- REF ID**: A text input field containing the number 24.
- CONTRACTOR**: A text input field containing the name J Todd.
- ACCREDITATION LIST**: A table with three columns: Accreditation, ExpiryDate, and Note. It contains three rows: Master Builder, IEEE, and Corgi. The Corgi row has the date 01/01/2008 in the ExpiryDate column.
- EXPIRY DATE**: A text input field.
- NOTE**: A text input field.
- Buttons**: At the bottom, there are three buttons: ADD, DELETE, and a button with a plus sign and a document icon.

Left Click the accreditation to be deleted and click the DELETE button.

# DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

When you exit the screen, you will return to the contractor tabbed form.

ACCREDITATION	ExpiryDate	Note
Corgi	01/01/2008	
Master Builder		

ESTATES
ACOMB ESTATE
ALLENDALE ESTATES M FUND
ALLENDALE ESTATES N FUND
ALLENDALE ESTATES OLD LEASES

DEFECT CATEGORY
Drainage
Dry Stone Waller
Electrical
Heating Engineer

The new accreditation is added to the list.

The Estates list displays all the Estates that the contractor undertakes repair for.

## Add or Delete a Contractor Estate

Click the ADD button to display the Contractor Estates.

LAND FACTOR REPAIRS DATABASE

CONTRACTOR ESTATES

REF ID: 132

CONTRACTOR: J Todd

ESTATES:

- ACOMB ESTATE
- ALLENDALE ESTATES M FUND
- ALLENDALE ESTATES N FUND
- ALLENDALE ESTATES OLD LEASES

Buttons: [ADD] [DELETE] [Refresh]

## DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

Click the ADD button and a list of Estates will appear.

REF ID: 132  
CONTRACTOR: J Todd  
ESTATES: ACOMB ESTATE, ALLENDALE ESTATES M FUND, ALLENDALE ESTATES N FUND, ALLENDALE ESTATES OLD LEASES

ESTATE LIST - DoubleClick to ADD

- ACOMB ESTATE
- ALLENDALE ESTATES D FUND
- ALLENDALE ESTATES G FUND
- ALLENDALE ESTATES I FUND
- ALLENDALE ESTATES J FUND
- ALLENDALE ESTATES M FUND
- ALLENDALE ESTATES N FUND
- ALLENDALE ESTATES OLD LEASES
- ALLENDALE ESTATES S FUND
- ALLENDALE ESTATES U FUND
- ALLENDALE ESTATES W FUND
- ALLENDALE ESTATES WPIB FUND

ADD DELETE

Double Click any of the listed Estates to add them to the Contractor list.

REF ID: 138  
CONTRACTOR: J Todd  
ESTATES: ACOMB ESTATE, ALLENDALE ESTATES M FUND, ALLENDALE ESTATES N FUND, ALLENDALE ESTATES OLD LEASES

ESTATE LIST - DoubleClick to ADD

- ACOMB ESTATE
- ALLENDALE ESTATES D FUND
- ALLENDALE ESTATES G FUND
- ALLENDALE ESTATES I FUND
- ALLENDALE ESTATES J FUND
- ALLENDALE ESTATES M FUND
- ALLENDALE ESTATES N FUND
- ALLENDALE ESTATES OLD LEASES
- ALLENDALE ESTATES S FUND
- ALLENDALE ESTATES U FUND
- ALLENDALE ESTATES W FUND
- ALLENDALE ESTATES WPIB FUND

ADD DELETE

To Delete an Estate from the Contractor List, left click the Estate name on the left and click DELETE button.

# DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

## Add or Delete a Defect Category

### DEFECT CATEGORY

Drainage  
Dry Stone Waller  
Electrical  
Heating Engineer

Click the ADD button to display the Category List.

The screenshot shows a window titled "LAND FACTOR REPAIRS DATABASE" with a subtitle "CONTRACTOR REPAIR CATEGORIES". It contains three input fields: "REF ID" with the value "114", "CONTRACTOR" with the value "J Todd", and "REPAIR CATEGORY" with a list containing "Drainage", "Dry Stone Waller", "Electrical", and "Heating Engineer". At the bottom, there are three buttons: "ADD", "DELETE", and a button with a plus sign and a list icon.

Click the ADD button and a Category List will appear.

Double click any category to add it to the Contractors list of Repair categories.

This screenshot shows the same window as the previous one, but with the "REPAIR CATEGORY" list expanded to show a "CATEGORY LIST - DoubleClick to ADD". The list contains the following items: Builder, Chimney Linings, Chimney Sweep (which is highlighted), Damp Proofing, Double Glazing, Drainage, Dry Stone Waller, Electrical, Fencing/Grass, Gas, and Heating Engineer. The "ADD" button is now highlighted.

# DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

REF ID: 131  
CONTRACTOR: J Todd  
REPAIR CATEGORY: Chimney Sweep, Damp Proofing, Drainage, Dry Stone Waller, Electrical, Heating Engineer  
CATEGORY LIST - DoubleClick to ADD: Builder, Chimney Linings, Chimney Sweep, Damp Proofing, Double Glazing, Drainage, Dry Stone Waller, Electrical, Fencing/Grass, Gas, Heating Engineer  
Buttons: ADD, DELETE, [Printer Icon]

To Delete a Repair Category from the Contractors list, left click the category name and click the DELETE button.

## Tab3: Contractor Live Work

CONTRACTOR: J Todd  
ONGOING WORK - Double Click to access Job  
Table Headers: Date Instructed, Date Closed, Property Name, Town/City, CategoryName, Estimated Cost, Contractors ref/Invoice no  
Buttons: [Navigation Icons], NEW, [Printer Icon]

The interactive list displays all the current work the contractor is involved with. Double click any entry to display the details on that Defect under repair.

# DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

## Tab4: Contractor Closed Work

CONTRACTOR CONTRACTOR DETAILS LIVE WORK CLOSED WORK

J Todd

CLOSED WORK - Double Click to access Job

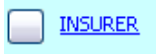
Date Instructed	Date Closed	Property Name	Address1	Town/City	CategoryName	Estimated Cost	Contractors ref/Inv
-----------------	-------------	---------------	----------	-----------	--------------	----------------	---------------------

Navigation buttons: [Back] [Forward] [Search] [NEW] [Print]

The interactive list displays all the closed work the contractor was involved with. Double click any entry to display the details on that closed Defect.

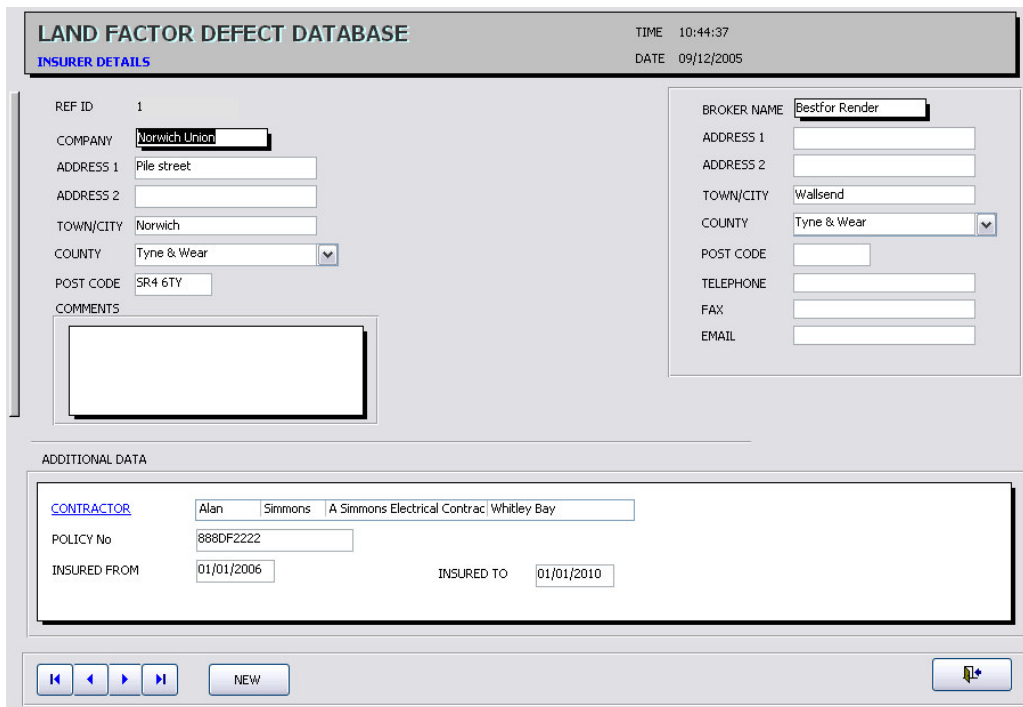


## INSURER



### ***Viewing and Creating Contractors Insurance Details***

Left mouse click the [Insurer](#) link and the following screen will appear.

The screenshot shows a web application window titled "LAND FACTOR DEFECT DATABASE". The top right corner displays "TIME 10:44:37" and "DATE 09/12/2005". The main heading is "INSURER DETAILS". The form is divided into two main sections. The left section contains fields for: REF ID (1), COMPANY (Norwich Union), ADDRESS 1 (Pile street), ADDRESS 2, TOWN/CITY (Norwich), COUNTY (Tyne & Wear), POST CODE (SR4 6TY), and COMMENTS (a large empty text area). The right section contains fields for: BROKER NAME (Bestfor Render), ADDRESS 1, ADDRESS 2, TOWN/CITY (Wallsend), COUNTY (Tyne & Wear), POST CODE, TELEPHONE, FAX, and EMAIL. Below these sections is an "ADDITIONAL DATA" section with a large text area containing: [CONTRACTOR](#) (Alan Simmons A Simmons Electrical Contract Whitley Bay), POLICY No (888DF2222), INSURED FROM (01/01/2006), and INSURED TO (01/01/2010). At the bottom of the window are navigation buttons: back, forward, and a "NEW" button.

This screen allows you to input details on an Insurance Company and the link it to a Contractor.

Use the arrow keys to scroll through the list of recorded insurers.

### ***Creating New Insurer Details***

Click the NEW button and a new record will be created. The cursor will move to the first data field to be entered.

After tabbing though and entering the data in each field, you will enter the Additional Data area, click the [Contractor](#) link and a Combo menu showing a list of Contractors in the database will appear.

## DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

ADDITIONAL DATA

<a href="#">CONTRACTOR</a>	Alan	Simmons	A Simmons Electrical Contrac	Whitley Bay
POLICY No	7	Alan	Simmons	A Simmons Electrical C
INSURED FROM	8	Brian	Gaughan	Newcastle upon Tyne
	9		Bartram Walker	Hexham
	10		Brampton Skip Hire	Brampton
	11		Burncliffe Electrical	Hexham
	12	C	Barnes	Prudhoe
	13	Brian	McSporran	Cleveland

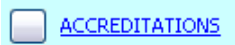
Scroll down this list and select the Contractor whose Insurance details this relates to.

ADDITIONAL DATA

<a href="#">CONTRACTOR</a>	Alan	Simmons	A Simmons Electrical Contrac	Whitley Bay
POLICY No	888DF2222			
INSURED FROM	01/01/2006		INSURED TO	01/01/2010

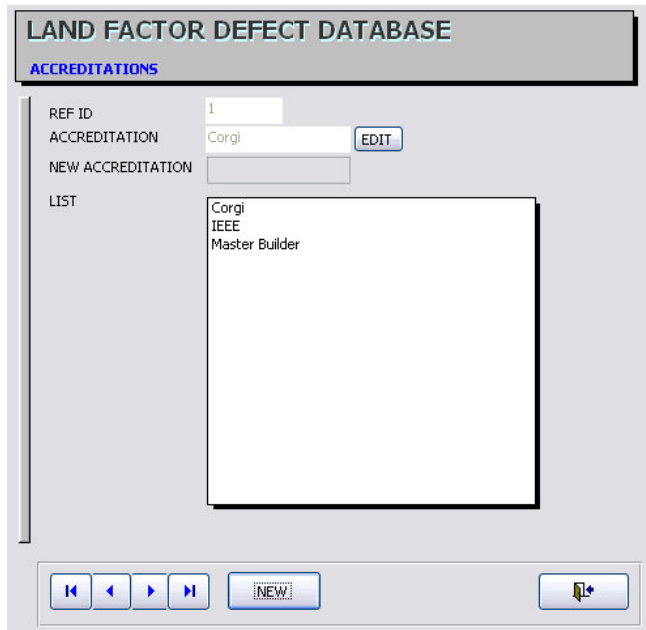
Enter the Policy number and then enter the coverage Dates.

## ACCREDITATIONS



### ***Creating Accreditations***

Left mouse click the [Accreditation](#) link and the following screen will appear.

The screenshot shows a web application window titled "LAND FACTOR DEFECT DATABASE" with a sub-header "ACCREDITATIONS". On the left is a vertical navigation menu with items: "REF ID", "ACCREDITATION", "NEW ACCREDITATION", and "LIST". The main content area has a form with a "REF ID" field containing the number "1", an "ACCREDITATION" field containing the text "Corgi", and an "EDIT" button to its right. Below this is a "NEW ACCREDITATION" field. At the bottom of the main area is a "LIST" section containing a scrollable box with the text "Corgi", "IEEE", and "Master Builder". The footer of the application contains a set of navigation buttons (back, forward, etc.) and a "NEW" button.

To EDIT a name, use the arrow buttons to scroll to the required Accreditation and then Click EDIT. Alter the name and then Left Click back in the List.

To create a NEW Accreditation, click the NEW button, type in the New Accreditation name and Left Click ADD.

## LOG TYPE



### ***Creating Log Type***

Left mouse click the [Log Type](#) link and the following screen will appear.

To EDIT a name, use the arrow buttons to scroll to the required Log Type and then Click EDIT. Alter the name and then Left Click back in the List.

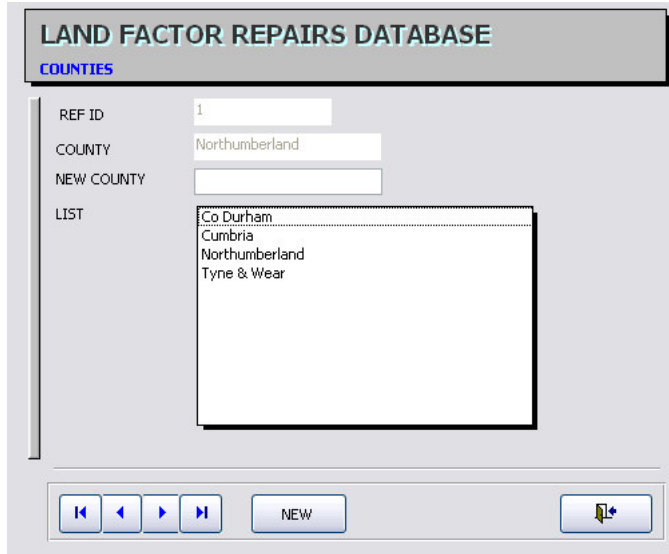
To create a NEW Log Type, click the NEW button, type in the New Log Type name and Left Click ADD.

## COUNTIES



### ***Creating County***

Left mouse click the [County](#) link and the following screen will appear.

The screenshot shows a web application window titled "LAND FACTOR REPAIRS DATABASE" with a sub-header "COUNTIES". On the left is a vertical menu with "COUNTIES" highlighted. The main area contains four input fields: "REF ID" with the value "1", "COUNTY" with "Northumberland", "NEW COUNTY" which is empty, and "LIST" which is a scrollable list box containing "Co Durham", "Cumbria", "Northumberland", and "Tyne & Wear". At the bottom, there are navigation buttons (back, forward, etc.), a "NEW" button, and an "ADD" button with a plus icon.

To EDIT a name, use the arrow buttons to scroll to the required County and then Click EDIT. Alter the name and then Left Click back in the List.

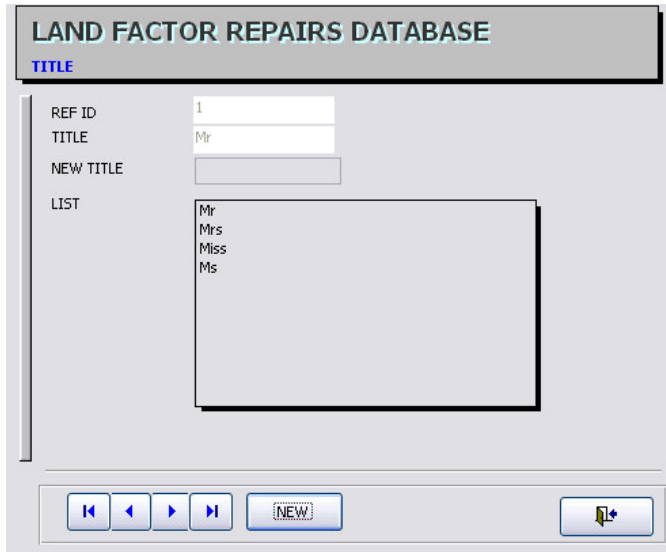
To create a NEW County, click the NEW button, type in the New County name and Left Click ADD.

## TITLE



### ***Creating Title***

Left mouse click the [Title](#) link and the following screen will appear.

The screenshot shows a software window titled "LAND FACTOR REPAIRS DATABASE" with a sub-header "TITLE". On the left is a vertical menu with options: REF ID, TITLE, NEW TITLE, and LIST. The main area contains input fields for REF ID (with value "1"), TITLE (with value "Mr"), and NEW TITLE (empty). Below these is a list box containing "Mr", "Mrs", "Miss", and "Ms". At the bottom, there are navigation buttons (back, forward, etc.) and a "NEW" button.

To EDIT a name, use the arrow buttons to scroll to the required Title and then Click EDIT. Alter the name and then Left Click back in the List.

To create a NEW Title, click the NEW button, type in the New Title name and Left Click ADD.

## CONTRACTOR LIST



[TITLE](#)

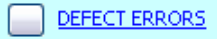
### ***View Contractor Details***

Left mouse click the [Contractor List](#) link and the following screen will appear.

LAND FACTOR DEFECT DATABASE				TIME 08:51:07
CONTRACTOR LIST				DATE 15/06/2006
CONTRACTORS - Double Click to access Details				
Company	Town/City	Telephone	Mobile	
A Fulthorpe	Whitley Bay	0191 237 1993	07767 663583	
A Guthrie	Consett	01207 588212	07831 354702	
A Simmons Electrical Contracto	Whitley Bay	0191 2371592	07971 528446	
B Gaughan	Newcastle upon Tyne	0191 2743548	07752 301561	
Bartram Walker	Hexham	01434 602441		
Brampton Skip Hire	Brampton	01697 742524		
Burndcliffe Electrical	Hexham	01434 602171		
C B Windows	Prudhoe	01665 510777		
Chimney Clean	Cleveland	01642 509472		
CICL	Houghton-le-Spring			
D J & S A Enderby	Hexham	01434 602842	07831 795536	
D Murray	Hexham	01434 683094	07944 813438	
D Ord	Newcastle upon Tyne	0191 2663681	07703 107259	
D Wilson	Corbridge	01434 633710	07971 236109	
Dyno-Rod Drain Services	Darlington	01325 360890		
E Dixon & J Thompson	Newcastle upon Tyne	01661 825301	07831 561705	
F Peart & Co	Hartlepool	01429 860308		
Flow-Tech Water Services	Newcastle upon Tyne	0191 2716983		
G Fleming	newcastle	01434 320158	0773 0619645	
G Gillie Building Contractors	Newcastle upon Tyne	0191 2671373	0777 414773	
Holywell Joinery Limited	Seaton Delaval	0191 2370190		
J Curry	Hexham	01434 606603	07860 510813	
J Curry	Hexham	01434 606603	07860 510813	
J Mills	Bellingham	01434 240302		
J Nicholson	Morpeth	01670 519119	07711 297139	
J Nicholson	Morpeth	01670 519119	07711 297139	
J P Westalls Limited	Hexham	01434 602740		

This provides an overview of all the contractors used, the list is in alphabetical order for ease of use. The List has an interactive yellow background, Double Click any Contractor Name and their details will be displayed.

## DEFECT ERRORS



### ***View Defect Errors Details***

Left mouse click the [Defect Errors](#) link and the following screen will appear.

The screenshot shows a web application interface for the 'LAND FACTOR DEFECT DATABASE'. At the top, there is a header bar with the title 'LAND FACTOR DEFECT DATABASE' and a sub-link 'DEFECT ERRORS'. Below the header, there is a 'SELECT MANAGER' dropdown menu. The dropdown is open, showing a list of names: Alan Dewer, Alan Sharp, Alan Smith, Andy Dyer, Athole McKillop, Davey black, Dorky, Hugo Remnant, James Clare, Molly Brown, Peter Combes, Roddy Findlay, Russell Porter, Stephen Stubbings, Tom Warde-Aldam, and Unassigned. To the right of the dropdown, there is a table with the following columns: Property Name, Tenant Name, CategoryName, and Complaint. The table is currently empty. Below the table, there is a button with a right-pointing arrow and a plus sign.

All Reported Defects are stored in the database, this includes any Reported Defects that were made in Error and the ERROR checkbox was ticked. Defects that were made in error, are not displayed in the normal User side of the database, however they can be seen here in the Admin Area.



# DEFECTS DATABASE USER MANUAL

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

LAND FACTOR DEFECT DATABASE

NEW DEFECTS

Section 1 - To be completed by the person who either spots the defect or takes the call reporting the defect.

REF ID240

DATE09/06/2006

PROPERTY REF6147

TENANTDr R J Fisher

PROPERTY NAME1 COWSLIP HILL COTTAGE

ADDRESS 11 Cowslip Hill Cottage

ADDRESS 2

LOCALITYFelton

TOWN/CITYMorpeth

COUNTYNorthumberland

POST CODENE65 9HS

ESTATEFELTON PARK ESTATE

MANAGERHugo Remnant

CLIENTLady Talbot Of Malahide

REPORTED BY

TITLE

FIRST NAMEDr R J Fisher

LAST NAME

TELEPHONE

COMMENTS

CONTACT DETAILS

TELEPHONE

MOBILE

EMAIL

PROBLEM

Light fitting loose

ENTERED BY:Yvonne Marriott

ERROR☐

## Error Checkbox

All the Error Defects are displayed as default, however you can filter these by Manager name, select the combo drop down menu and select a Manager. The example shown above, shows there are no Defect Errors, therefore there are none either for any manager.

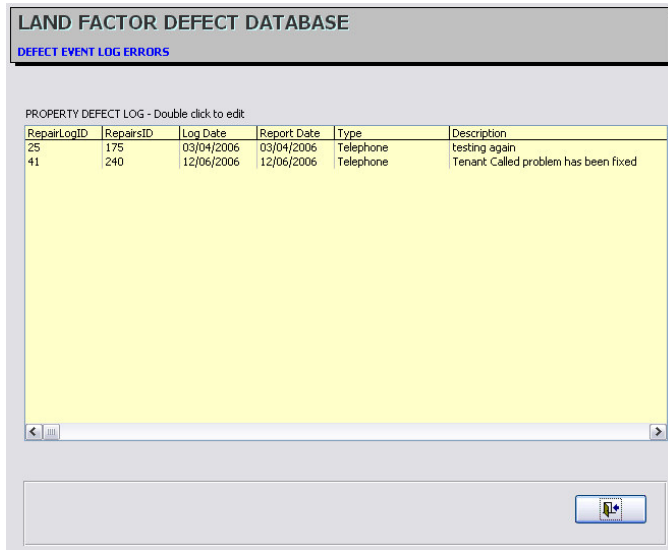
To access the details on any of the Error Defects, Double Click the required Defect in the interactive list and the Input Defect form will appear.

## EVENT LOG ERRORS

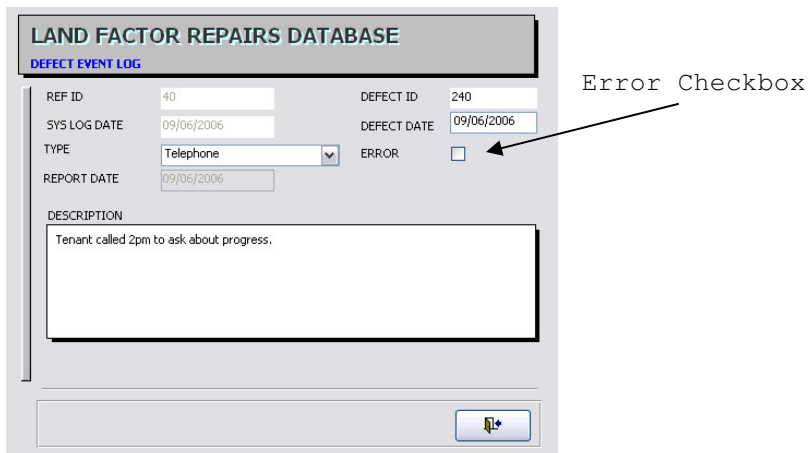


### ***View Event Log Errors***

Left mouse click the [Event Log Errors](#) link and the following screen will appear.

The screenshot shows a web application window titled "LAND FACTOR DEFECT DATABASE" with a sub-header "DEFECT EVENT LOG ERRORS". Below the header is a table with the caption "PROPERTY DEFECT LOG - Double click to edit". The table has six columns: RepairLogID, RepairsID, Log Date, Report Date, Type, and Description. It contains two rows of data. The first row shows RepairLogID 25, RepairsID 175, Log Date 03/04/2006, Report Date 03/04/2006, Type Telephone, and Description testing again. The second row shows RepairLogID 41, RepairsID 240, Log Date 12/06/2006, Report Date 12/06/2006, Type Telephone, and Description Tenant Called problem has been fixed. Below the table is a scroll bar and a button with a magnifying glass icon.

As with Defect Errors, Event Logs made in error are also stored in the system, they can only be seen in the Admin area. To access the Event, Double Click the Event name in the interactive list and the details will appear.

The screenshot shows a web application window titled "LAND FACTOR REPAIRS DATABASE" with a sub-header "DEFECT EVENT LOG". It contains a form with fields for REF ID (40), DEFECT ID (240), SYS LOG DATE (09/06/2006), DEFECT DATE (09/06/2006), TYPE (Telephone), and REPORT DATE (09/06/2006). There is an "ERROR" checkbox which is currently unchecked. An arrow points to this checkbox with the label "Error Checkbox". Below the form is a "DESCRIPTION" field containing the text "Tenant called 2pm to ask about progress." and a button with a magnifying glass icon.

## **DEFECTS DATABASE USER MANUAL**

Land Factor, Bywell Estate Office, Stocksfield, Northumberland

END