

The commissioning portal

What each screen is, who can see it, and what every project switch actually does.

1. Who can see what

Every account has one **access level**. It decides which parts of the site exist for that person, before any project switch is considered.

ACCESS LEVEL	WHAT THEY GET
Admin	Everything, on every project, including the Administration screen.
Manager	The same as an admin, including Administration.
Engineer	Full working access, but only to the projects they are assigned to. No Administration screen.
Client	Read-only. They see the project's dashboard and whichever sections are switched on. They cannot test devices or import a snapshot.

Two phrases are used below. Someone **can work on** a project if they are an admin, a manager, or an engineer assigned to it. Everyone else is a reader.

2. Where the project switches live

Open Administration → Projects, choose a project, and find the **Portal features** box. Tick or untick, then press **Save project**.

The **Administration** button appears in the top bar for an admin or a manager only. An engineer or a client never sees it.

Driver applicability

The same project form contains **Driver applicability**. A template-wide rule means modules of that template do not require DALI drivers on any project. Administrators can change these global rules. A manager or administrator can also exclude one zero-driver module without changing the rule for the rest of its template.

This setting affects **driver addressing only**. Presence, photocell, switch and scene-set devices found on the graphics still require testing and still count towards progress and module completion.

3. The project switches

Each switch belongs to one project. Changing it affects every person who uses that project.

SWITCH	DEFAULT	WHAT IT CONTROLS
Dashboard	On	The four figures across the top, Progress over time , Floor commissioning score and Module tracker . It does not control the other cards — each of those has its own switch below.
Device testing	On	The Device testing tab, where an engineer records a device as Pass, Pending or Not installed. Only people who can work on the project ever see this tab.
Emergency	On	The Emergency lighting card, the outstanding-failures table, and the Emergency results figure at the top. Switch it off on a project with no emergency fittings and all three disappear together.
Timing schedules	On	The Lighting schedules card, and the matching section of the progress report.
Parts	On	The Installed parts & product codes card, and its report section.
Inspectly snags	On	The snag card, the snag figure at the top, and the snag section of the report. The project must also be linked to an Inspectly project for numbers to appear.
Reports	Off	Gives clients the progress report button. Anyone who can work on the project already has it, switch or no switch. So this one only decides whether the client may produce the report themselves.
Portable snapshot import	Off	The Snapshot tab: uploading a snapshot by hand, pairing a workstation, and the automatic restore route that sends snapshots in on its own. With this off, no snapshot can reach the project at all.
Emergency drawings	On	The emergency drawing for each floor, showing every sensor coloured by its last test. It only appears when Emergency and Progress drawings are both on as well, so this switch narrows and never widens. Use it to give a client the emergency figures without the floor-by-floor map of which fitting failed.
Progress drawings	Off	The Progress drawings panel: viewing a floor PDF, and the drawing ZIP. With this off the drawings are still made and still kept on the site workstation; they simply are not shown here.

SWITCH	DEFAULT	WHAT IT CONTROLS
Issues (engineering evidence)	Off	The engineer-only workbench for drawing and databasing checks. Clients cannot see its navigation, counts, findings or decisions. Its findings never change commissioning progress or handover.
Project Intelligence	On	The evidence-backed Project Update, freshness, change, limitations, Project Journal and update export. Project members can read it. Engineers can add journal entries. Managers can correct or archive another author's human entry.

The one that surprises people. Unticking **Dashboard** does not empty the page. It removes the top figures, the trend, the floor scores and the module tracker. Emergency, timing, parts, snags and drawings each keep their own switch and stay where they are.

4. Project switches are not report options

There are two separate layers, and they are easy to confuse.

- **Project switches** decide whether a project *has* a section at all. They are permanent and they apply to everybody.
- **Report options** are the tick boxes on the progress report screen. They decide what goes into *one printed report*, and they are forgotten afterwards.

They are linked in one direction only. If **Timing schedules** is off as a project switch, the report tick box cannot bring it back.

Summary first, detail in appendices

The main report keeps emergency totals and failure causes concise. When recorded emergency failures exist, an **Emergency failures** appendix starts on a new page near the end. It lists only affected sensors, with the floor, functional result, duration result and plain-language reason. Passed sensors are not repeated as rows.

If every other recorded test passed, the appendix says so. If any sensor has no result, the appendix instead says that no-result sensors are included in the earlier summary. The existing module list follows as the final appendix when it is selected.

Copy an email draft

The progress report toolbar has a **Draft email** button. Choose the report and drawing packs you plan to attach. The draft uses the current project figures and explains the selected files in a short email.

Review the text before you send it. The button copies text only. It does not send an email, add recipients or attach files.

5. How the progress score is worked out

Every driver and every control device counts once. A floor's score is simply how many of them are finished, divided by how many there are.

- A **driver** counts as finished once it has been addressed.
- A **presence detector, photocell, switch or scene set switch** counts as finished once it has been recorded as a pass.

The overall figure at the top of the dashboard is the same sum taken across the whole project, not an average of the floor percentages. A floor with 400 drivers therefore moves it more than a floor with nine, which is what people expect when they look at a site.

Why there are no weightings. The score used to give driver addressing a fixed 70% and each device category 10%. That meant a single presence detector counted as much as three hundred drivers, and every time a new category was added the weights quietly shifted for everyone. Counting items keeps the same intent — addressing still dominates, because there are far more drivers than anything else — without any figures to maintain.

Emergency lighting does not affect the score or Modules complete. An emergency result records the condition of an emergency fitting. A valid failure shows that the system reported the fault correctly; it does not mean that Delmatic commissioning is incomplete. Emergency results stay visible on their own card, drawings and report section.

The **Emergency failure code guide** explains every documented Lightscape result code. It explains the reported result but does not yet prescribe corrective work.

The emergency failures table on the website shows the sensor, drawing floor, functional result and duration result. Selecting its floor opens one focused sensor on the emergency drawing. The general emergency drawing is different: it keeps Lightscape's own colours for every sensor and is not changed by the website marker layer.

What the recorded count means. The emergency graphic is added only after the fitting has been addressed and its short address has been calculated. The portal can therefore count the addressed emergency devices that have been recorded. It cannot count emergency devices that have not yet been added, so it does not show an emergency addressing percentage.

6. Issues

The **Issues** page helps engineers find source errors without opening every drawing. It checks duplicate ordinary and emergency addresses, missing or repeated module graphics, repeated local controls and, after a controlled Lightscape proof, module group arrays.

- A location always comes from the drawing that contains the graphic. An emergency testing schedule does not decide the drawing location.

- One issue can list several drawing placements without being counted several times.
- An intentional repeated local control can be accepted with a reason.
- An **SCPTzoneNum** value of **0** means that the driver has a short address and DALI communications but has no DALI group. It remains a finding. If an engineer confirms that the driver is redundant or has no connected fitting, the engineer can accept it as an unused driver and record a reason.
- An acceptance applies only to the current evidence. A later change returns the finding to active review.
- Emergency graphics exist only after addressing. The check can find repeated addresses in recorded emergency graphics, but it cannot count emergency devices that have not yet been addressed.
- **Unavailable** or **partial** coverage does not mean that a check is clear.

Drawings opened from an issue

Current issue is the default view. The side card names the check, module, short address and affected graphics. A static red exclamation marker identifies each proved drawing position for the selected fault.

Show markers starts on. Turn it off to inspect the original drawing under every marker, then turn it on to restore the same locations. The side card stays visible. Opening another issue or reopening the viewer turns the markers on again. Markers do not pulse.

What changed? is optional. It compares compatible Collector Snapshots to explain what changed before the issue appeared. It does not replace or resolve the current issue. For example, **Unassigned → Short address 12** means that the graphic previously had no recorded short address and now has short address 12. It does not mean that an outstanding issue was fixed.

Two different questions. Current issue shows where the fault is now. What changed explains the earlier evidence that may have caused it. Snapshot history remains separate from the current fault.

Drawing change markers

MARKER	MEANING
Teal +	New progress. A recorded state moved forward, such as Unassigned to Short address 12.
Red !	Fault location in Current issue. In What changed?, it means New fault : a fault appeared, or a previously good result became a fault.
Green check	Fault resolved. A fault shown in the earlier evidence is no longer present.
Blue dot	Tested again. A new test was recorded, but the result stayed the same.
Purple diamond	Graphic changed. A graphic was added, removed, renamed, or moved on the drawing. This is not a pass or fail result.
Amber arrows	Address changed. A fitting was returned to and given a different short address. Real work, but a return visit rather than first-time addressing, so it never counts as new work.

Finding one change on the drawing

Show on drawing beside a change in the side list takes you to it. The drawing centres on that marker and zooms in far enough to read the address. If you are already looking closer than that, the zoom is left alone.

The other markers stay where they are. The one you asked for is outlined so you can pick it out among them.

The change list itself folds by type. Each heading names the type and how many there are, so you can see what kinds of change a floor holds before reading any of them. A short list stays open, and the group holding the change you asked for opens itself.

Choosing which markers you see

Show markers remains the master switch: it hides or restores every marker at once, without moving the drawing and without hiding the teal new work layer. **Show new work** beside it does the same for the teal layer on its own, so you can read what is underneath it and then bring it back. **Markers** opens an icon palette. Select any combination of marker types. **Change list** hides or restores the side panel without changing the drawing.

Everything follows one selection. The markers on the drawing, the count beside **Changes**, the entries in the side panel and the marked download always show the same thing. Clearing a type removes it from all four together. Opening a different drawing turns the markers back on and reselects every type you are permitted to see.

Fault resolved, Tested again and Graphic changed are engineering comparisons and are available to Delmatic engineers. New progress and New fault are available to every authorised project user.

What counts as new work

New work means two things and nothing else. A fitting that was not addressed is now addressed. A local control that had not passed its test has now passed.

Returning to a space is never new work, however real that work was. That covers reassigning a DALI group, changing a short address, moving a graphic, and deleting and redrawing a graphic. Nobody reading the drawing later can tell whether the reason was a client change or a Delmatic correction, so it is not presented to a contractor as progress.

A fitting drawn for the first time does count, but only when its short address is also new to that floor. A fitting whose graphic was redrawn under a different DALI group keeps its short address, so it is not counted twice.

Four kinds of change are engineering detail, available to Delmatic engineers only: **Graphic changed**, **Fault resolved**, **Tested again** and **Address changed**. Each has its own marker on the drawing and its own item in the Markers palette, so you can show or hide each type.

Amber and teal on a progress drawing

Amber continues to mean outstanding work. A teal highlight marks a graphic that was newly addressed, or newly tested and passed, between the drawing package you are looking at and the one immediately before it. Work finished in an earlier package is left as it was, so teal always answers the question “what happened this time?”

The first package for a project carries no teal, because there is no earlier package to compare against. Where a recorded change has no proved position, it is listed as **Exact drawing position unavailable** rather than being placed at a guessed location. Affected floor rows carry a **New work** chip and a short count, such as **9 drivers addressed**.

Emergency drawings

Current failures shows one static red exclamation marker for each recorded emergency failure with a proved position on that floor. When a failure is cleared it simply stops appearing in the next package; the contractor view does not show green resolved markers.

Overlay with previous drawing

Tick **Overlay with previous drawing** to lay the previous package's drawing over the one on screen. The previous drawing appears as pink line work on top; the current drawing keeps its full colour underneath, so both read at once. Only the lines, symbols and text of the previous drawing are used. Its coloured zone fill is left out, because a fill would simply cover the drawing you are comparing it with.

Overlay strength beside it sets how solid the pink is, from 20 to 200 per cent. Turning it up fills in the fainter lines; it never brings the coloured fill back, because which marks count is decided by how dark they are, not by how strong the pink is.

Nothing is loaded until you tick it, and untick lifts it straight off. The control appears only when the previous package actually holds that floor. If the two drawings are not the same size they cannot be laid over each other, and the viewer says so rather than showing something that lines up nowhere.

Zoom sits on the drawing itself, at the bottom left: out, the current percentage, in, and a button that fits the whole sheet in the window.

Older drawing packages

Selecting an older package restores that package as one consistent set of evidence: its floor figures, outstanding totals, new work, emergency results, drawing files and any limitations recorded at the time. Today's figures are never substituted. If part of the retained evidence is unavailable, the viewer says so rather than filling the gap with current numbers.

Downloading a drawing

Download PDF gives the full-size drawing at its original page size and orientation. A progress drawing carries the teal new work layer for the selected package; an emergency drawing keeps its original Lightscape colours and carries no website markers.

Download PDF with markers gives the same full-size drawing plus exactly the markers showing on screen. It is unavailable while markers are hidden, while no type is selected, or when no proved marker remains. Marked files are named **<drawing name> - with markers.pdf**.

Downloads started from the drawing list — the **Download** button on a row, and the ZIP packs — carry the teal layer only when the **New work highlights — Include in progress ZIP** switch is on. It starts off, and it appears only on a package that has new work. Downloads started inside the viewer always match what is on screen instead. Marked drawings are never added to a pack automatically. Both files are built in your browser as you ask for them; nothing extra is uploaded or stored.

7. Moving around and resuming work

The phone navigation keeps **Overview**, **Test**, **Issues** and **More** close to your thumb. Destinations you cannot use are absent. Reports can be a primary destination for reporting roles. More groups End Visit, Closeout, Snapshot imports, Administration, help and account actions.

The portal remembers the last valid project, page and Test filters for each signed-in user. If access or source options change, it returns safely to the Overview. **Reset remembered context** removes preferences only; it never removes cached project data or results waiting to synchronize.

8. Testing devices, Undo and synchronization

A result is held on this device for at least five seconds before upload. Choose **Undo** during that grace period to restore the exact previous state. After synchronization, make a correction by recording another result; synchronized history is never deleted. **Next pending** moves through the current floor, module and search scope without making the row under your finger jump away.

More on a device offers an optional quick reason, note and the existing online-only Reassign action. Queues belong to the signed-in user and project. A legacy queue is quarantined and needs explicit ownership confirmation before recovery.

9. Needs Attention and Action Centre

Needs Attention is a bounded summary. Action Centre loads the detailed authorized worklist only when opened and groups or filters the same source evidence. Inspectly remains a summary link: the portal does not invent snag records it does not own. Zero, stale, unavailable, disabled and summary-only are deliberately different states.

10. Project Intelligence and Project Journal

Open **Project Intelligence** from the top navigation or from **More**. The page uses an immutable Project Update made from one successful synchronization. It shows the current value, change from the previous comparable synchronization, a seven-day comparison when one is available, evidence freshness, and known limitations. A baseline means that no earlier comparable update exists. It is not a zero change.

The **Project Journal** keeps site notes, decisions, risks and handovers beside system-generated update entries. Use search or the type, author, date, floor, module and linked-work filters to find an entry. A correction creates a new audit revision. Archiving hides a human entry from the normal list but does not delete its history.

Select human journal entries before you use **Copy update**, **Download Markdown**, or **Print or save as PDF**. All three outputs use the same authorized Project Update. Each output names its update, sync, scope, calculation version, freshness and limitations. A connection is required for journal changes and for a new export authorization check.

11. Reports, End Visit and Closeout

Reports offer Daily progress, Client progress, Engineering findings and Final handover presets. A copied link is live and authenticated: it grants no membership and contains no report data, notes, signed URLs or credentials. Browser **Print / Save as PDF** remains the supported PDF route. Direct PDF is deferred because the static browser implementation has not proved every parity, privacy, authorization, accessibility and reliability gate.

End Visit computes a dated draft from current authorized evidence. It never sends or stores a visit record automatically, and it says clearly when local results are waiting. Closeout checks current evidence without changing it. Its package includes a manifest and README, records omissions honestly, and fetches private drawings only through the existing authenticated no-store path. Print-only reports remain a separate explicit step.

12. Things that are always true

- A section with nothing in it says **not applicable** rather than showing zeroes. Zero passes out of zero tests is not a result.
 - The timing regime named **Default** is never shown. Lightscape creates it by itself and it records no commissioning work.
 - **Last synced** is the time the project last received data. Where that data came from is recorded under Snapshot history.
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Add to this guide as the portal grows. Edit `webapp/help/portal-guide.html`, then run `scripts/build-help-pdf.ps1` and commit both files.