Viewline CCTV surveyReporting Software Instructions.

REQUIREMENTS

If you want to save video or grab pictures from video then you will need some form of video input. It does not matter whether this is via USB or video card – Viewline will pick up any source. The program will work with any Windows operating system. The speed of the program is dependent on the amount of RAM you have installed. The download is in a .msi format this will install on computers that have the .NET framework installed (that's most modern computers). If you can't install Viewline then either install the .NET framework from Microsoft or e-mail info@viewline.tv for an .EXE version.

INSTALLATION

Navigate to the folder where you downloaded the installation program. Double click Viewline.msi. The Welcome window will open. Click Next and then click Next again and again! The installation process will begin.

The Indeo window will open next, click Next. Click Yes on the license agreement window and click Next on the destination location window. The Setup Type window will then appear. Typical is selected by default but it is better to select Custom and then click Next. Scroll down through the components list and uncheck Indeo video 5 Web Browser plug-in and click Next. (You can use the Typical set up but it takes a lot longer).

You may get some warnings. Just OK these. Click Next to start copying the Indeo files. When the Indeo set up is complete click Finish.

The Microsoft DirectX window will pop up next. Click the "I accept the agreement" radio button and then Next and Next again. Click Finish.

The Viewline Installation complete window will appear. Click Close and you have installed Viewline.

STARTING

Either double click on the desktop short cut or click Start then All Programs and then Viewline. The Viewline licensing window will open. Click Begin Evaluation and then Continue. A small window asking you to create a Contractor will appear. Click OK.

The Contract Manager window will open. Click Add. A small window will open with New Contractor highlighted; change this to your company name. You can then add all your company details including your Logo. Everything entered here will appear on your reports. Click OK when complete. The main interface will then appear.

CREATING A NEW PROJECT

To create a New Project or a new survey, click on the New button top left. In the New Project window type the project name, normally the site name. Click Create; select the folder you want to put the project in and click OK.

The newest version of Viewline will ask you to select if your project should be metric or imperial, this option cannot be changed once the project has been created and will affect the way that measures are recorded and displayed across the software and reports.

USING THE PROJECT MANAGER

The Project Manager window will open; this will have your contactor details highlighted. Use the tabs to enter Client and Site information. You can Import from previous Client or Site information. In some cases the Client and Site might be the same, in which case you can copy from one to the other. The name and location will be transferred to the header information. When complete click OK.

VIDEO INPUT

Click Capture to view your video (top right). If your video feed is plugged into your computer and your video feed is not being used by another application the video image should show. Right click the screen to view Settings or Refresh the video screen. The Settings will show what type of video feed you have and what types of compression settings are available. The properties of each are also available. Compression reduces the amount of disc space needed, better compression creates smaller files but there is normally a reduction in quality. It is best to find out what suits you and your customer. You may or may not want to record video but before you do anything else you need to create a New Section.

CREATING A NEW SECTION

Click the light blue New Section button to create a new section. The Detailed Header Entry window will open. There are 3 tabs; Location, Details & Job. Location will be showing and the relevant information can be entered. Start and End Ref are required; Place and Road are taken from the Project Information. Relevant information can be added to Details and Job.

Clicking OK saves the Detailed Header Information, at this point a Missing Essential Data window will appear. This has been designed to ensure that Diameter, Material and Use information has been entered or changed. If you are happy with the information you entered then click No, if you need to change anything click Yes.

Once saved a shortened header description will appear in the top left pane along with 2 observations in the bottom left pane, (MH and MHF).

Selected Highlighted Sections can be removed by clicking the Remove button.

ENTERING AN OBSERVATION

To enter a new observation, click the New Observation button or type Alt N. The cursor will be in the Code box of the Observation Input window. If you know the code then type it in and the appropriate observation will be selected. If you don’t know the Code then you can scroll through the Observations. If the observation you want is not there then it is possible to create a new one by selecting Settings and Observation Editor or press F8.

Press Tab to move to the Position box and enter the distance. Tabbing through will take you to the appropriate boxes relevant to the observation. To save the observation either click OK or press Return.

You will notice that the position of MHF duplicates the position of the last observation made. The MHF finish position will need to be changed if it is different than the last observation. This can be changed by double clicking the MHF observation. If you forget to do this and then create a New Section, (Alt S), you will be reminded and give the option to change.

If at any stage you want to change the observation information just double click the observation you want to change.

Selected/highlighted Observations can be removed by clicking the Remove button.
In the latest release of Viewline a second tab has been introduced in the observation section of the main interface. This tab displays the observations of the current section visually along a pipeline diagram and supports the drag and drop of observation codes from the left-hand pallet onto the diagram. Observations will be positioned along the section relative to existing observations and the drop location.

RECORDING VIDEO

The Capture button needs to be selected to enable video capture. Click the Record button and recording will commence. The word Recording will flash in red. The recording can be Paused and then Continued. When the survey is complete the Stop button can be pushed. The Save to Active Header button will then flash, if clicked (or Alt S), the recording will be saved to the highlighted header. Make sure the correct header is highlighted. The recording can be Discarded or Exported.

Section Headers with video attached are highlighted in purple.

PLAYING VIDEO

The Video button needs to be clicked to play video. Any section with a video attached will show an image when that section is selected. The video can be played, paused and stopped. It can also be Deleted and Exported to a folder.
An existing video file can be imported into the project, to the header, by clicking Open and selecting the .AVI file. Attached files can be moved to different headers using the Video Management window by clicking Manage.

SAVING AN IMAGE

The appropriate Observation needs to be selected and then the Capture button clicked (or Alt C). The captured image will show in the Image window next to the Observations. Images can be grabbed from a video being Captured but not Recorded, video being Recorded or video being played back. Captured Images will be shown when the Observation is selected.

Captured Images can be exported as files to any folder by clicking Export (Alt E) or Deleted (Alt D).

REPORTS

Click the Report button to open the Report Manager. There are a lot of options available.

There are four types of report type available in the drop down list; Report, Précis, HTML and Mail Merge. These are expanded upon below:

PDF REPORTS

This will produce a PDF report that can be printed to hard copy. Options include Report range, which selects the Start and End nodes and which Grade observations are to be shown, thus allowing only specific surveys to be shown and specific Grade ranges. Also there are options to adjust the display of the paper report and the order in which headers and observations are shown. Print options are available and Reports can be previewed prior to printing.

If the Observation Editor has been used to enter Repair/Remedial options in the Comments box, then these will appear in the hard copy report. You will then be providing your customer with the condition of the drains/sewers surveyed and automatically providing Repair/Remedial actions.

Back to the beginning

PRECIS REPORT

Selecting this option will produce a very compact report. Basically just header and observation information with no pictures and no pipe chart.

HTML REPORT

This will produce a full electronic report in a web page format. This will include Section/Header information that can have video attached. Clicking on each Section/Header will reveal the Observations. Clicking on any Observation will reveal any Image attached to that Observation and any comments/specifics made. The Site Plan can also be attached.

When a HTML report is Generated all the information will be saved in a folder named HTML within the Project folder. That folder will then open. To view the HTML report the index.html needs to be clicked and the report will open in your web browser. Click on the Inspection Report link to open the report.

The HTML report can be saved to CD-ROM so your customers can view the report via their web browser. The report can be saved to their system as a web page. The real benefit is they do not have to install anything to their system.

A very good, cheap and cost efficient way of providing your customer with the report is to upload it to your web space. These are the benefits; you can upload as soon as the report is complete, e-mail your customer with the report address and they can view it. No postage delays, no printing, paper, CD, DVD and postage costs. You and your customer have a remote back up copy of the report. They can download (save) the web page. Enhanced reputation. If you have included repair options within the Observations using the Observation Editor, your HTML report will also automatically generate Repair/Remedial options for your customer.

MAIL MERGE

Most companies send a cover letter with their report. Mail merge automatically produces a survey specific cover letter using Word (Microsoft Office has to be installed). The automatically produced Word document will show your details, your customers' details, header and observation information and remedial recommendations in a letter format. This is a time saving option. Using the Observation Editor repair or remedial actions can be assigned so that you can automatically create a cover note with Section Header, Observations and Repair options. Imagine the benefits.

XML SCHEMA OUTPUT

The XML report option provides a data level export of your project allowing you to optionally choose to output images and videos to the export folder. This option allows you to feed other applications with your Viewline data.

SITE PLAN

By clicking on Plan any electronic site plan can be added. Click Open in the Image section (bottom right) and select your image (.jpg, .jpeg, .bmp, .gif and .png). Your Sections Headers will already be shown.

You can drag and drop the Section Header number onto the drawing (double click and hold down then drag to the image and release). A line with a red and blue square with manhole ref numbers will appear on the image. Double clicking on any node, holding and moving and then releasing, will move the line.

If the line is not straight then right clicking on any existing node and selecting Add Node can create additional nodes. Move the original node and the new node will be revealed. In this way bends can be introduced. The lines are transparent so that they can be placed on existing drain lines on your drawing.

Left clicking on any node will highlight the correct header.

Double clicking any Section Header will show the observations via the Observation Viewer.

Right clicking the Section Header can change the colour of the Pipe or the Text. Pipes (Tokens) can removed this way and this is another way of revealing the Observations.

GRADING

The number of grades per project is shown above the Section Headers. Each Section Header shows the number of graded defects. Grade colours can be changed by clicking Settings and then Grades (or F9).

OBSERVATION EDITOR

Observations can be edited by clicking on Settings and Observation Editor (or F8).

There are 3 tabs available. To create a new observation click on the Codes tab and then click New. A small window will open allowing you to create a new code. When this is entered and the OK button clicked, information can be entered. The Observation information can be entered; this will be duplicated in the Reported as box. The Grade number can then be selected as can the parameters to the right (%, Clock Notation, MM, Change, Start and Finish Node).

New codes can be subscribed to existing Groups or newly created Groups within the Group tab.

Groups can be subscribed to Profiles via the Profile tab. New Profiles can be created within this tab.

Existing Profiles, Groups and Codes can be edited within the Observation Editor.

There are existing Observations, Groups and Profiles within the Observation Editor all of which can be removed, edited or added to. This feature allows you to create Observations applicable to your customer or change existing Codes and Observations when standards change. Basically you can create Observations that suit you.

Don’t forget that anything you put in Comments will appear in the hard copy Report, the HTML Report and the Mail Merge report. This is an important feature as remedial works can be automatically assigned using the Comments. So any report you send to your customer will show them the defects, their relative position and the appropriate repair action.

Providing such an in depth report will impress your customers and should ultimately lead to cost savings on your part and follow on work from your customers.
Projects created with the current version of Viewline carry an isolated observation database around with them. This means that each project has an totally separate observation database which can be edited without affecting other projects.

When a new project is created the global database is copied into the project and this forms the basis of the projects observations. It is important to understand that if you open the observation editor with no project loaded you will be editing the global database and changes in this database affect all newly created projects as each will copy this database.
When you have a project open and you use the Observation Editor you are operating on the project specific version of the database. The observation editor always displays the path to the database that you are currently editing.