



# VIEWLINE

CCTV Drain Reporting Software

## Instruction Manual

These notes are designed to help you navigate Viewline 550 or Industry.  
Our support line is accessible and free if you require further assistance.

[info@viewline.tv](mailto:info@viewline.tv)

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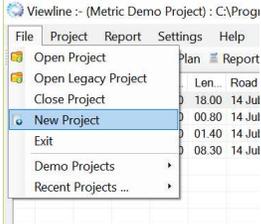
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## Section Header Window

### 1 Creating a new project in Viewline



When the Viewline programme loads, select 'New Project' from the file menu in the top left-hand corner.

### 2 Naming your project



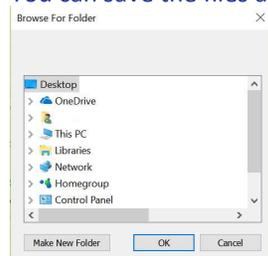
This dialogue box appears when 'New Project' is selected. We recommend that the project name is the same as the site address so that you can easily identify projects.

**NB: The 'Create' button will only become available once the 'Project Name' box has text in it.**

### 3 Saving project file

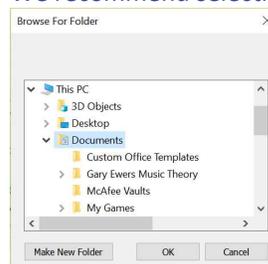
The pop up menu is asking where you would like to save Viewline project files.

You can save the files anywhere, we would suggest selecting 'This PC' as shown below:

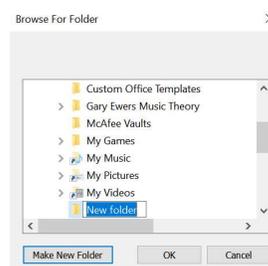


Clicking 'This PC' has opened a new set of folders.

We recommend selecting 'Documents' as shown below:



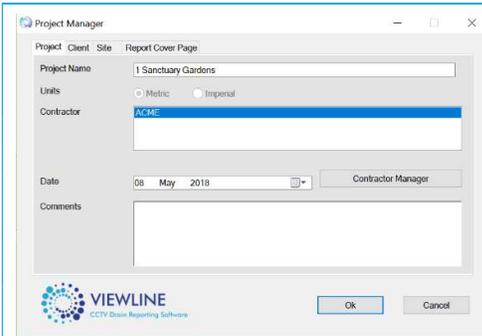
The 'Make New Folder' button is now available, select it to create a folder for your Viewline projects.



Right click 'New Folder' and rename it, we would suggest naming it 'Viewline CCTV reports'. In future all projects will save directly to this folder.

## 4 Completing Project Manager information

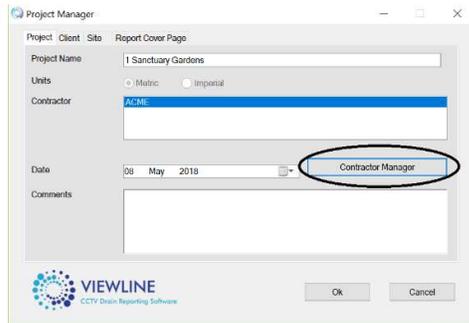
### Project details



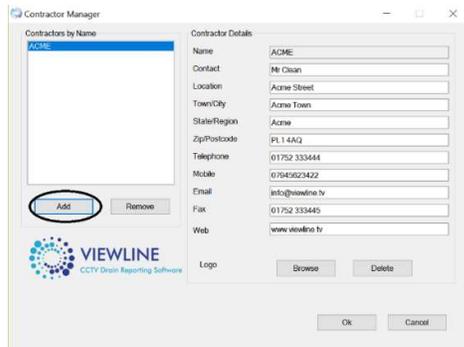
This window appears when the project folder is selected.

The title of your project should already be populated.

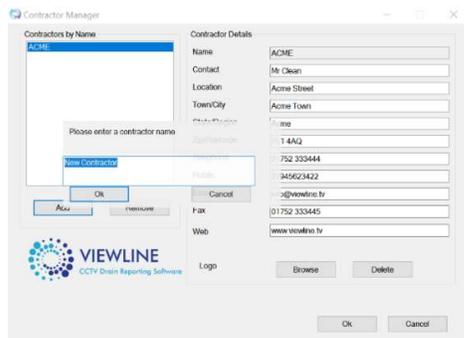
The contractor details can be edited by clicking on the 'Contractor Manager' button as shown below:



A new menu appears with Contractors on the left-hand side and their details on the right. This menu is useful if populated because it saves time inputting the same details in future projects. Click the 'add' button as shown below:



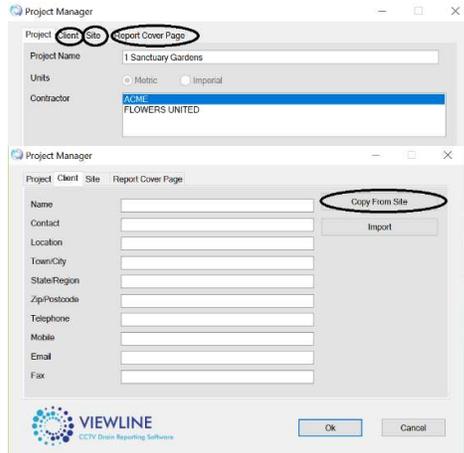
Add new details by deleting the 'New Contractor' text



When you have finished click 'ok' to be taken back to the main Viewline user interface screen.

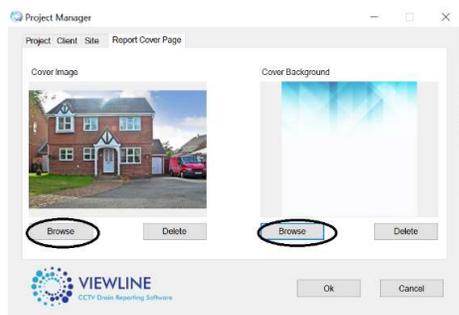
## Project Manager details continued

The Project Manager menu consists of a further 3 sections that can be populated. They are; **Client, Site and Report Cover Page.**

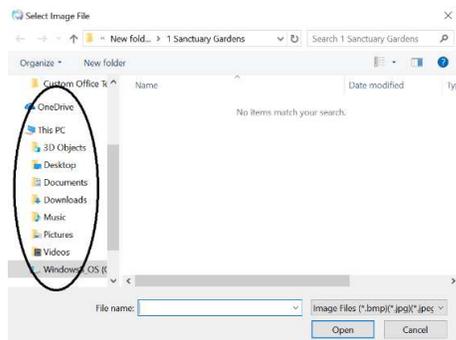


To make it as easy as possible, the Client and Site details can be copied from one another at the click of a button.

The 'Report Cover Page' enhances the visual appearance of the report. Import your own images and / or company logo to truly personalise the report for your customers. To add your own image or background select the 'browse' button as shown below;



When you have selected the 'browse' button a new menu will appear showing the folders on your computer, select the folder where you have stored your company logos.



Make sure your file is selected and then click 'open' to link that image to this project. You have now set up the main project details including:

Naming the project

Saving the project

Selecting contractor details

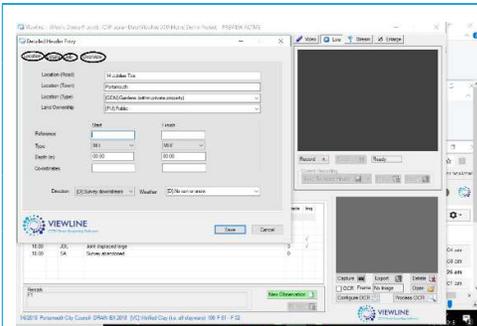
Selecting client details

Selecting site details

Selecting an image and background for your report cover

## Detailed Header Entry Window

### 5. Detailed Header Entry explanation

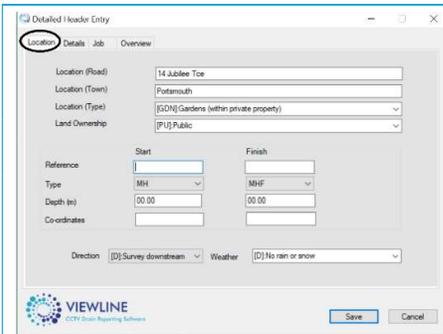


This box opens automatically after 'save' is clicked in the 'Report Cover Page' menu. The Header Entry is accessed by menu as highlighted in this screenshot. Some fields will be pre-populated based on data input from the client and site details in Project Manager.

The Header Entry window provides a detailed description of the site surveyed which can be helpful when analysing defects and diagnosing repair work.

Click 'save' to move through the Detailed Header Entry screens.

### 6. Location window

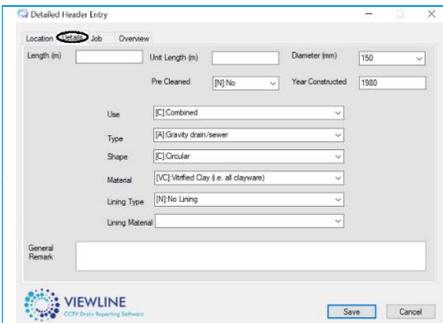


The location road and town boxes will be pre-populated from Project Manager details. Location type and Land Ownership details are completed from drop down menus.

**NB 'Start' and 'End' references MUST be entered.** These are usually manhole details.

It is recommended that the reference is either map or site plan details. If the survey is for a water authority, they would expect an 8 digit reference.

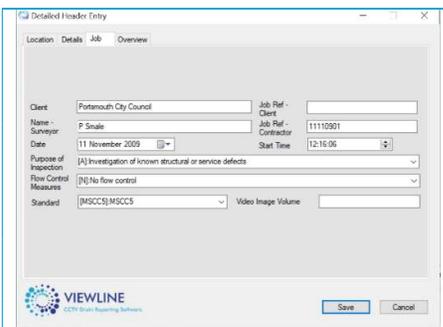
### 7. Details window



Most of the fields in the Details window are populated through drop down lists. There are some boxes where the user is required to add information such as; Length and Unit Length.

Further details can be added to the General Remark box.

### 8. Job window

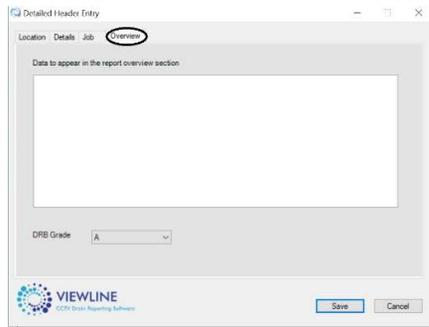


Client details are pre-populated from Project Manager.

The other fields are populated through drop down lists.

## Detailed Header Entry continued

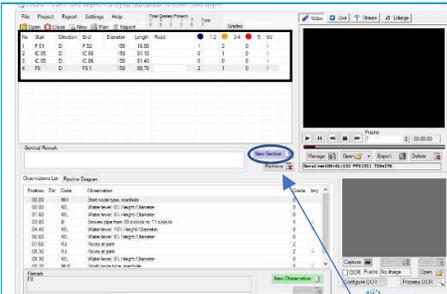
### 9. Overview



Include a description of the general condition from the Survey such as; remedial recommendations for repair and indicate estimated costings.

The DBS grade will guide survey analysis.

### 10. Viewline User Interface window



The 'Section Header' is now populated with details relating to each section of the survey. In this screenshot, 4 sections have been added.

To add further sections, click 'new section' and repeat steps 6 – 9.

## Video

**NB: Please ensure that your video footage is saved in relation to each section of the survey undertaken. For example; Manhole 1 – Manhole 2, Manhole 2 – Manhole 3 etc. This is specified as a requirement in MSCC5.**

### 11. Video footage window explained



The black box highlights the video screen. There are 4 menu boxes across the top; **Video, Live, Stream, Enlarge**. The **video** function is for pre-recorded footage. **Live** and **Stream** both enable the survey to be completed on site. To use 'Stream' compatible camera equipment is required.

To make viewing easier, the **Enlarge** button makes the video screen dominant, still enabling data input for observations. To return to the main Viewline screen click the 'x' in the top right-hand corner.

### 12. Video window



Highlight the section of the report the video is to attach to. Select the 'Video' button at the top of the video panel. Click 'open' and choose the relevant file from the computer, click 'open' again so the file attaches to the section details.

If the video has successfully attached to the section details a ✓ will appear next to the section header. Frame 1 of the video file should display and the video should play when  is activated.

### 13. Live window



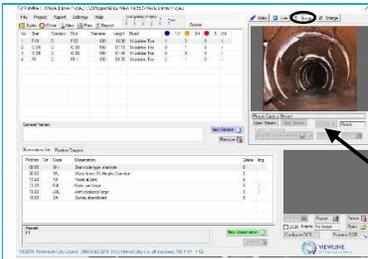
Select the 'Live' button as shown in the screenshot. The 'live' screen should display what the camera is viewing.

Click the 'record' button to capture the survey footage. To attach the video to a section, select from Header list and click 'save to active header' button.

Watch the live footage whilst recording. To make an observation, stop the camera and pause the recording.

## Video continued

### 14. Stream window



Select the 'Stream' button menu as shown in the screenshot.

The 'Stream' window should display what the camera is viewing.

Click the 'record' button to capture the survey footage.

Watch the live footage whilst recording. To make an observation, 'stop' the stream and pause the recording.

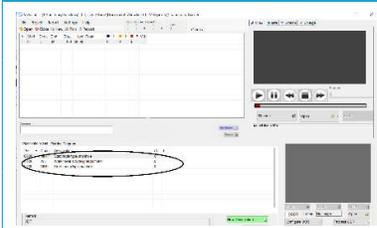
### 15. Enlarge window



The enlarge window maximises the video picture to make it easier to record observations. To revert to the main Viewline user interface window click the cross in the top right corner of the screen.

## Observation recordings

### 16. Observation window explained

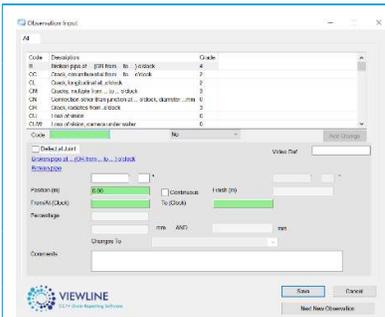


This is the main Viewline user interface screen.

The Section Header information populates the 'Observation List' as shown in the screenshot.

The 'New Observation' button (shown in green on screenshot) enables full details to be recorded for this section of the survey.

### 17. New Observation window



If a defect is spotted from the video footage, click on the 'New Observation' button to open the window as in the screenshot.

Populate the required fields accurately (in green) and the other fields to provide additional details of the defect, then click 'save'.

This links the observation to the Section Header details and the video footage.

Changes can easily be made to each of the observation records by double clicking on the observation and re-populating the necessary fields before re-saving.

**NB: If there are several defects within this part of the footage click 'Next Observation' and 'Save' when you have completed observations for this section. All observations will save at this point.**

### 18. Capture Window explanation



The image highlighted on the bottom right-hand side of the screen is a snapshot from the video on the top right-hand side of the screen.

The image provides a visual display of the defect described in the observation section of the report.

## Observation Recordings Continued

### 19. Capture Window Observation



The screenshot shows Section Header and Observation highlighted in grey.

The user has pressed the 'capture' button (circled in screenshot) and the video image has been displayed in the bottom right window.



A  has appeared in the image column of the observations list. If after pressing 'capture' this symbol doesn't appear, the image has not linked to the observation.

# Viewline Report Generator

## 20. Report menu explained

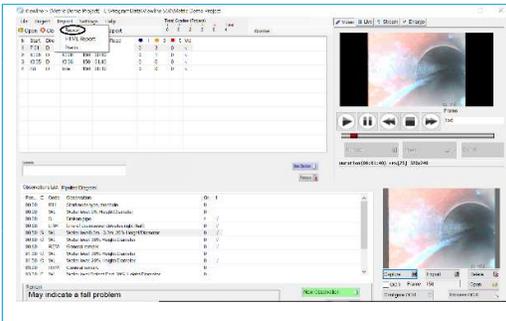


The screenshot shows where to find the Viewline report generator. Viewline accommodates different report formats; pdf, html, word or excel.

Reports can be emailed or printed and look very professional.

**Viewline allows the user to customise reports making it a versatile package for domestic and industry surveyors alike.**

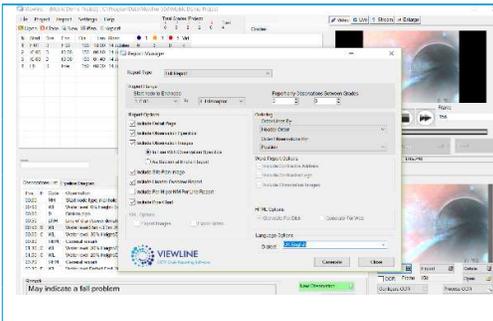
## 21. Accessing the report



The screenshot shows the report menu and highlights 'report' from the drop-down list.

Clicking on 'report' reveals a report window with options relating to the report format, length and details to be included.

## 22. Report options



The screenshot shows the option screen for reports.

The user can choose the report format and length from the drop-down list.

The check boxes provide additional details that could be included in the report. Some options are 'greyed out' as they are dependent on the report format chosen.

## 23. Report publishing



To publish your report, click 'Generate' as highlighted in this screenshot.

Finally, admire the quality and professional look of your report.