



Quick Startup Guide

Q's and A's

1. Where can I find my certificates? And how do I download them?

You can find your certificates, using 2 methods:

- i) You can find all your certificates in one place, under **Logbook**.

The screenshot shows the 'Landlord Certificates Ltd WebLogs' interface. At the top right, there is a navigation menu with 'Logbook', 'Jobs', 'Quotes', 'Invoices', 'Site', 'Customer', and 'Contact Us'. Below the navigation is a search filter section with fields for 'Search Term', 'Start Date', 'End Date', and 'Order By'. The main content area displays a table of certificates with the following data:

Job No.	Customer	Address	Engineer	Job Description	Issue Number	Actions
1000000001	Mr. John Smith	100 Cherry Blossom Close London	John Smith	Gas Safety	1000000001	Download Print
1000000002	Mr. John Smith	100 Cherry Blossom Close London	John Smith	Gas Safety	1000000002	Download Print

At the bottom of the page, there is a 'Download All' button, a status bar indicating 'Found 1/2 Items' and 'Page 1 of 1', and the 'Weblogs powered by joblogic' logo.

ii) Alternatively, if you have booked in several properties, you may want to search by job.

Select the Job Tab and then select the relevant job or inspection address.

The screenshot shows the 'Landlord Certificates List WebLogic' interface. At the top right, there are navigation tabs: 'Logbook', 'Jobs', 'Quotes', 'Invoices', 'Sites', 'Customer', and a user profile 'landlord@theboocings@gmail.com'. Below the navigation is a 'Job Search' section with several filters: 'Status' (Any), 'Job Area' (Any), 'Job Type' (Any), 'Task Type' (All Task Types), 'Start Date', and 'End Date'. There is also a 'Filter Date by' section with radio buttons for 'Date Logged', 'Est. App. Date', and 'Date Complete'. A 'Search' button is located to the right of the filters.

Two job entries are displayed below the search filters:

- INSP00408**
Site: [Redacted]
Customer: [Redacted]
Site Area: [Redacted]
Job ID: [Redacted]
Description: ceiling
Status: Completed
Job Type: 01 Inspections / Certificates
Task Type: [Redacted]
Customer Order Number: [Redacted]
Date Logged: 02/05/2024 18:00
Appointment Date: [Redacted]
Estimated Completion: [Redacted]
Completion Date: 04/05/2024 18:58
Contact: [Redacted]
Telephone: [Redacted]
Job Area: [Redacted]
Notes: Darren Ryan
- INSP00378**
Site: [Redacted]
Customer: [Redacted]
Site Area: [Redacted]
Job ID: [Redacted]
Description: Transaction of [Redacted]
Forecast: 0
Status: Allocated
Job Type: 01 Inspections / Certificates
Task Type: Year On/line Booking
Customer Order Number: [Redacted]
Date Logged: 01/05/2024 18:49
Appointment Date: 31/05/2024 08:00
Estimated Completion: [Redacted]
Completion Date: [Redacted]
Contact: [Redacted]
Telephone: [Redacted]
Job Area: [Redacted]
Notes: Arifad Khan

Then select Job Forms log Tab. You will see all the certificates available for download for that job.

Landfill Certificate Log Webpage

Logout Job - Query Invoice Stat Customer landcert@wastings@pcc.com

Job Details

Job Details

Job Number: 1029042
 Job Status: Complete
 Job Type: IT Procectors / Certficate
 Job Area:
 Task Type:
 Customer Order Number:
 Contact:
 Telephone:
 Fax Code:
 Job Fault Code:
 Priority:
 Date Logged: 06/06/2024 15:33

Appointment Date:
 Est. Completion Date:
 Completion Date: 06/06/2024 14:56

Job Description: 140178

Customer Details

Id: 015628
 Name: Winton (Industrial)
 Address 1: 60 The Paddocks
 Address 2: Winton, London
 Address 3: (Unassigned)
 Address 4: Winton, London
 Postcode: SE18PQ
 Type:
 Contact:
 Telephone:
 Email:
 Job Address:

Site Details

Site Number: 0316230001
 Name: 100 Cherry Woodch Chase, London
 Address 1: 100 Cherry Woodch Chase
 Address 2: London
 Address 3:
 Address 4:
 Postcode: SE18 8PQ
 Contact:
 Telephone:
 Email:
 Job Address:

Home About Attachments Tools Reports Other Jobs For Site **Job Logbook**

Form Logbook

Search Term: Start Date: Job Date: Order By: Form Date (Asc) Search

Form Type	Form Date	Job No.	Customer	Address	Engineer	Asset Number	Asset Description	Actions
Site Certificate	15/06/2024 15:33	1029042	Winton (Industrial)	60 The Paddocks, Winton, London	140178	140178	140178	Download Print
Site Certificate	14/06/2024 14:56	1029042	Winton (Industrial)	60 The Paddocks, Winton, London	140178	140178	140178	Download Print

Found: 2 Items Page 1 of 1

2. How do I pay for an outstanding invoice?

Go to the invoice tab on the main menu. Then select the invoice you want to pay. On the invoice there will be an option to pay.

Invoice Details

Invoice Number: INV000115

Sub Total: £41.67
Total Excluding VAT: £41.67
VAT Amount: £8.33
Total Including VAT: £50.00
Grand Total: £50.00
Remaining Balance: £50.00

 Pay Securely

3. How do I check the status of my booking?

You can check the status on the field by looking at 2 fields: Status and Task Type. Below we have Status (called 'Allocated') - means booked in, and under Task Type – Not paid (this means the client needs to pay otherwise the appointment will be cancelled).

All the statuses and task types are in English, but if unsure what they mean please contact us on 02037725959.

The screenshot shows a web interface for a booking system. At the top left, the job ID 'INSP00408' is displayed. Below it, there are fields for 'Site', 'Customer', 'Site Area', and 'Site Area'. To the right, there is a 'Job' section with the following details: 'Description: wiring', 'Status: Allocated', 'Job Type: 01 Installation / Certificate', and 'Task Type: 01 New Job, Installation Completed'. Below this, there are fields for 'Customer Order Number', 'Date Logged: 02/01/2024 13:00', 'Appointment Date', 'Estimated Completion', 'Completion Date: 05/05/2024 16:00', 'Contact', 'Telephone', and 'Job Area'. On the far right, there is a 'View:' dropdown menu with 'Darren Bryan' selected.

4. Where are my certificates? I cannot seem to find them, even though I had a notification job completed.

At times the job will display 'completed.' However, your certificate may not be ready or uploaded on the portal.

Our delivery targets for our engineers to upload certificates- once the job is completed is as follows:

Gas: within 5 minutes

EPC: within 2-3 working days

EICRs, PATS, Fire Alarm, and Emergency Alarm - 2-3 working days.

Inventories – up to 4 working days.

For further information or support please contact us on 02037725959