



www.e-constructionmanager.co.uk
the right information to the right people at the right time

Web based information sharing portal	Fast and easy access, available 24/7 from anywhere in the world.
Overview of the product	<p>A web based product that offers flexibility for document storage, document retrieval, data interrogation and subsequent reporting procedures.</p> <p>The system offers users access to up-to-date information relating to their properties and projects, with the information password protected at various optional levels.</p> <p>All users upload data and communicate with each other through the site.</p> <p>Not just a storage facility, but a system offering the user the ability to populate a database with key data. This data then provides current reports on the site relating to the compliance of the premises.</p>
CDM compliant	<p>The product has been built with the Construction (Design and Management) Regulations 2007 in mind. Many of the features ensure that duty holders have the vehicle to discharge many of their duties under the Regulations.</p> <p>The right information, to the right people, at the right time – this phrase comes straight from the CDM Regulations 2007 ACoP.</p>
Environmentally friendly	<p>Electronic communication and storage reduces the need for printing, which in turn saves print, paper and postage costs, as well as hours of manual labour.</p> <p>If video clips and photographs are stored on the site this may negate the need for travel to site. This not only saves in fuel and parking costs but also in travel time.</p>
No licences or special software	Unlike many similar products on the market we are not charging for licences or expecting you to go out and buy any software that is not considered industry standard. This means the product stands out as being very cost effective. All you need to use the site is an internet connection, a web browser, MS office and a PDF viewer.
Remote access	The site and all its associated functions can be accessed from any suitable computer anywhere in the world. There is no reliance on your own PC.
Compatible with industry average platform	The product works within a clients' current platform. We have built the product to work with Microsoft products etc. Most IT companies have also realised that different software and IT products have to work together. So don't worry if you are not on a Microsoft platform. The users who have used the site have reported back to us that they have not experienced difficulties with other platforms such as Apple Mac users and Firefox.
Simple to use	The site is modelled on the same principle as Windows Explorer for

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	folders and for uploading/attaching files, it is exactly like attaching files to emails. These very simple widely known and used formats have meant that the site is recognised by the users as a format they are familiar with. This, in turn, has meant individuals are comfortable using the site with very little, if any, instruction and training.
Unlimited users	We don't limit how many users can have access to the site. That's down to you to decide. Don't worry we wont need you to tell us the names of everyone you will want to give access to straight away...you can add more people on when you think of themor you can instruct us when you don't want them on anymore. Flexibility.
Concurrent users	The site is built to cope with an unlimited number of concurrent users.
Help facility	At times we all need that extra bit of help. That's why we have built an online help function. Click where you see the word Help – this will give you clear and precise instruction as to what we are asking you to do
User support	Help facility hasn't helped you??? Now that's frustrating but don't worry, IT support is just a phone call away. There is a designated telephone helpline facility for users to assist them in using the site (Note: All calls to IT Support are charged per minute). The support assistant will give guidance on your problem and if they are unable to assist you immediately with your problem they are expected to resolve your query and call you back to conclude the issue.
Training	<p>When introducing the product to your organisation we recognise that you may want to have presentations, have workshops or "train the trainers" to make sure your company embraces the product as quickly as possible to maximise the potential of its problem solving attributes.</p> <p>Assistance is available from our team for any additional training for implementation to introduce the product within your company. Bespoke and flexible assistance is available to meet exactly with your requirements.</p>
Password protection	A user must use their unique allocated password to get onto the site.
Change password facility	<p>When you are first registered to the site you will be given a username and a password. Most people will change the password allocated to them to a password they are more likely to remember. A nice feature when you consider the number of passwords we all are expected to remember these days!</p> <p>Care should be taken not to disclose your password to anyone else as they could access the site and upload, download and leave messages that look like they have come from you.</p> <p>If you need someone else in your company to have accesswe can issue them with their own password.</p>
Permissions	<p>The permission facility allows the client/primary users of the site to request permissions for any individual user to access as much or as little information as the primary user will allow.</p> <p>Once a user has been issued with his password he can only see the folder contents that the client/primary user has stated that he can view. This is controlled by the permissions criteria set to the users account. A</p>

	password can be issued to allow access to the whole site or to one folder.
Encrypted site	In order to protect the data on the site and transferring from the site the data is “scrambled” and then “unscrambled”. This helps protect the data from hackers etc.
Flexibility at set up, in line with your business requirements	<p>We have not been prescriptive about how you should set your folders up.</p> <p>We know that offering you the flexibility to set the folders up to reflect your current business practices means that you can see the logic on the site. This consequently ensures that end users are more confident with using the product as they recognise the logic.</p>
Standard set up	Some clients prefer for us to give them our “standard” folder suggestions. That’s fine too – although it’s not long before we hear requests for another folder to be added. No problem - you are in charge of how it looks!
Access, download and upload speeds	<p>The speed at which you can access the data and use the site will be determined in line with current web protocols. (If you have a fast broadband connection you will have fast service from the site).</p> <p>Remember, this is a web based application so using the web at busy times will affect the speed and therefore faster transmission speeds will be achieved at quieter times of the day.</p>
Site inbox	<p>If you are running a project on the site, every time one of the project team uploads a document or changes anything on the site an email is sent to your “Site Inbox”.</p> <p>This means that every action on the project is recorded in your Site Inbox in date/time order. This gives you a step by step “story” of the day-to-day activities relating to your project.</p> <p>When you have read the email you can mark it up with comments and file it for action. This creates an online “To Do” list relating to the project. When you are happy you have considered the information...tick the box and the e-mail will disappear from your site Inbox (although the information will still stay on the site).</p> <p>The Site Inbox has proved especially beneficial for assisting people who have had to cover a colleagues projects at short notice. They need to get themselves up to date with the project/circumstances and the Site Inbox will go a long way towards helping them to “hit the ground running”.</p>
Email alert to your own email address	<p>When new information, messages etc. are added to your site/project an email alert is also sent to your normal e-mail address. This can assist you by informing you that something is happening and you will need to view the data.</p> <p>The short message in the email, which informs the email recipient of the nature of the change to the site, enables them to decide if they need to view the information immediately or leave it until later.</p> <p>Don’t forget the email is in the Site Inbox too.</p>
Accountability and audit trails	You can track when important documents have been read, allowing you

	<p>to confirm that everyone is up to date with the latest information</p> <p>The database will record who has been on the site, what they looked at and when they uploaded, added, deleted changes.</p> <p>It is possible to produce reports for clients of who is using the site and also the frequency of their visits.</p>
Message board	<p>Do you need to communicate to all parties on a project? The best way to do this is via the message board. Post a message and an email is sent (to their Site Inbox and their personal email address) telling everyone your news.</p> <p>This is a great feature to use as how many times have we all been in the situation of trying to find the email you know you forwarded on to someone else. Communicate to everyone at once and find the communication listed in date order on the message board.</p>
Files	<p>“Files” is the name we give for the documents/information that is stored on the site. The types of files stored in the folders on the site are..... CAD drawings, photographs, videos, PDFs, etc.</p>
Folders	<p>Folders are where the files are stored. The folders are named so everyone knows what is stored in them.</p> <p>The folders can have sub-folders to assist with determining where the files should be uploaded to.</p>
Uploading files	<p>This is how the files get onto the web site. In the same way you would attach a file to an email, the user will find the exact folder he wishes to deposit his file in and then he will follow the simple on screen instructions to “browse” his own computer. He will identify the correct document he wants to upload from his PC and press upload. The document transfer will take place. When the transaction has finished a message will report back that the upload was successful. Easy!</p>
Delete file function	<p>Did you upload the wrong document? Don’t worry.....you can delete the file.</p> <p>Should you wish to delete a document, the database will ask for you to give a reason for the deletion, before it allows the deletion to occur.</p> <p>Anything deleted from the site will stay on the database with the rest of the information. It just won’t be visible to the users.</p>
File size	<p>E-mail in boxes restrict the file size which can be transmitted, whereas our site allows a very considerable size file to be uploaded. Although you may prefer to zip your larger files before sending them to speed up the transmission.</p>
Zipped files	<p>The site accepts zipped files and will upload them and then file them on the site either as a zipped file or separately. The standard default will be to store the files un-zipped. Should you wish file to remain zipped selected the appropriate box at the point of upload.</p> <p>This function is most commonly used for uploading photographs and photographs can generally be uploaded in batches of 20.</p>
Versions	<p>A feature of the site is that no two files/documents in the same folder</p>

	<p>can share the same name. If a document is being uploaded the site will inform the user that this is a violation criteria and the file/document should be renamed.</p> <p>If a folder contains a number of versions of the same document there will be a version number added to the document and the documents will be listed with the most recent version at the top of the list.</p>
<p>Download</p>	<p>This is how you retrieve the files that are on the site.</p> <p>In the same way you would download any information from a web site, locate the file you want to download and select the “download” button. This document will open on your PC and you can save it/send it to wherever you would like it to be.</p>
<p>Search facility</p>	<p>The search facility allows you to look for Projects, Properties, People and Documents.</p> <p>Just type in what you are trying to find and let the search engine do the rest.</p>
<p>Projects section</p>	<p>Whatever the type of project you are running you can communicate and share information via this site from feasibility stage right through until project completion.</p> <p>Not just suitable for the typical construction type of projects (New build, Refurbishments, Fit-outs)suitable for any type of project where communication is essential.</p> <p>Facilities Managers organising a move from the old Head Office to the new Head Office have significant benefits when using the site. A successful move is one based on making sure everyone know what is happening every step of the way. What day are you expecting the office furniture to arrive? - the computer cabling company can see the programme and therefore can plan their works more effectively.</p> <p>Getting the “Right information, to the right people, at the right time” ensures everyone communicates successfully thereby keeping costly mistakes to a minimum.</p>
<p>Properties section</p>	<p>How useful would it be to have all the information relating to a building in one place? A centralised collection point for all data has many benefits but the main benefit is cost savings.</p> <p>For example in the past some companies have commissioned various surveys or reports but once these have been undertaken and provided to the client the data gets lost or cannot be accessed by all interested parties.</p> <p>A lack of access to data may mean paying the original company who produced the data to replace it – often at a premium – or in worse case scenarios having to commission new surveys, reports etc.</p> <p>All your of properties can be listed on the site for you to upload key data to. What data you choose to upload is your decision. What would you like to store on the site? What would be useful for sharing?</p>

Drawings, photographs, test certificates, insurance details, Health and Safety information, names of interested parties, local authority details, the list is endless and the choice of what to have on there is yours.

Keeping data in a centralised point assists with your compliance issues, but perhaps pure document storage alone isn't enough. Key compliance data extraction will help even more! See Compliance to find the full solution.

Compliance reporting

When a document relating to your building compliance issue is uploaded – the person uploading the information is required to enter in key data, prompted by the system. The very basic data required would be, the date that the inspection/test/survey was undertaken, the date of the next inspection/test/survey and confirmation of compliance or non-compliance.

Clients are asked to consider what information they need from the company uploading the data and the questions can be asked, and answered on the site.

Questions you want to ask, data you wish to collect, information you want to report..... you stipulate. The system is flexible for you to have it the way you want it.

In the event that you have a reported non-compliance or action/remedial works are required the site allows a “note” to be left on the site to give you more detail.

Collating information is very beneficial but producing reports from the data and providing prompts for action based on the data is where you will really benefit.

To ensure this works effectively, fixed term contracts can be written with your suppliers asking them to upload to the site and provide this data to you through the site.

Reporting formats

If you have permission, when you enter the site you will be able to access a report tab which is not visible to all other users. The report tab can show standard reports; or you can filter the data and produce a bespoke report.

Standard reports present your data in an agreed format. This means that any number of authorised users can view the same reported data.

You can have any number of standard reports.

The reports are in “real time”. This means that database reports to you exactly what your status is at any given moment and any further data uploading will be changing the status.

Perhaps you require the reporting to be “periodic capture” (where the database reports the status at a given time every month) and stores the report for future viewing.

Or finally, you can enter your criteria into the reports section to produce a bespoke query report.

The possibilities are endless. As long as the data is in the system, you can

	query it.
Holiday/sickness cover	<p>Imagine having to take over a project half way through. Most people normally would struggle to find the information they need to ensure they “hit the ground running”.</p> <p>Using this system means that all the information is right there for them, nicely organised, so they can familiarise themselves by reading through the project information in date order.</p>
Centralised property portfolio data	<p>Examples of data stored on the site include Asbestos Surveys, Gas Test Certificates, Disability Discrimination Audits, Emergency Lighting, Fire Risk Assessments, Fire Alarm, Fire Fighting Equipment, Legionella L8 Risk Assessments, Lifts and Hoists, Pressure Vessels, Fixed Wire Testing Certificates etc.</p>