

User Guide

v1.1500

This user guide applies to the desktop version of the Construction Hive website. A subset of this functionality is available in the mobile site.

© 2025 Construction Hive Pty Ltd

HOME

My Projects

Description Search

EMERALD UTILITIES MISC TESTING (1 documents, 0 unread)
FIRE STATION #3 (1 documents, 1 unread)
FT SAM HOUSTON BLDG 2001 (1 documents, 1 unread)
GIRARD CITY SCHOOL DISTRICT (1 documents, 1 unread)
KOHL'S BUTLER PA (2 documents, 2 unread)
MCIT BUILDING DATA CENTER (1 documents, 1 unread)

MIDWEST COMMERCE CENTER (1 documents, 0 unread)

UH CANCER HOSPITAL, 11130 (1 documents, 1 unread)

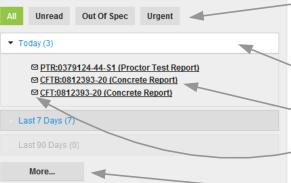
OWENS GROCERY CANOPY (1 documents, 1 unread)

Search for projects where you have published or received documents.

Filter projects by those with documents published or received in the last 30 days, or click **All** to retrieve all projects.

Automatically search for all project documents, or just those that you haven't yet read.

My Documents



Filter documents by:

- Documents you have not yet read
- Documents flagged as out of specification
- · Documents flagged as urgent

Recent documents are grouped by headings. In this example, 3 documents have been received today.

Click to open a document.

Documents in bold with an envelope are unread.

Click on **More...** to display all of your documents.

NOTIFICATION EMAIL

You can click the link below to directly access it.



4

links to new documents will be sent when documents are available.

A notification

email containing

Without an

SETTINGS

To access the settings page, click on Settings at the top-right of the page. On the settings page you may:

- Change your name, email addresses or password
- Change your language settings (currently English only, but also affects date/ number display)
- Change your time zone (affects searching, email notification times and Home tab)
- Change the format you receive email notifications in (HTML recommended)
- Choose between receiving daily notifications of new reports, immediate notifications, or turn off notifications

Hive™

SQ US Pre Release (East)

00 Crosby St New York New York 1007 Phone: 555-555-5555

account access to these reports will be available for 15 days.

Dudley Station Improvements

I™ ▲ Document Type	Work	Date Published
FND:EST20-W97 Foundation	n Report 3/18/	/2020 4/17/2020

SQ US PR has made a document for the Dudley Station Improvements project available to you on Construction

Create a free Construction Hive™ account

You can view documents on Construction Hive without registering for 15 days. After that, you need to <u>create</u> a <u>free Construction Hive Account</u>, which will also let you search documents you have received, and forward documents to other people working on your project.

Register a free account

A link to register a Construction Hive account, to provide access to reports after the initial 15 day period and search features, is included in notification emails.

PROFILE

To access the profile page, click on Profile.

Your profile is optional and will be viewable to other users of Construction Hive.
 Fill out details such as your location, contact details and a photo.

LOGOUT

At the top-right of the page, click on Sign out to close your current session. This is recommended if you are using a shared computer.

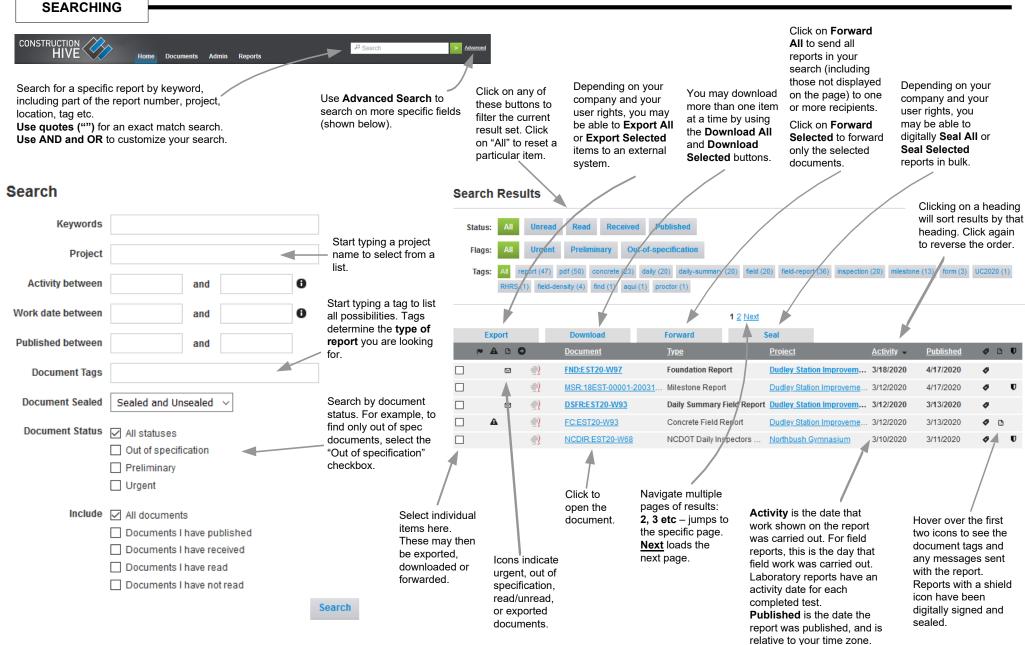


User Guide

v1.1500

This user guide applies to the desktop version of the Construction Hive website. A subset of this functionality is available in the mobile site.

© 2025 Construction Hive Ptv Ltd





DOCUMENTS

here.

3/10/2020 4:15:34 AM

Revision 1 published by Spectra QEST Account

This user guide applies to the desktop version of the Construction Hive website. A subset of this functionality is available in the mobile site.

© 2025 Construction Hive Ptv Ltd

should be referred to the

report publisher.

v1.1500

CTR:EST20-W32-C1 (Concrete Test Report) Previous revisions may be Click on Forward to send Forward viewed by clicking on them. Report Revisions the document to one or more Revision 1 (3/10/2020) recipients of your choice, Important document status delete this revision with an optional message. information is shown here. Construction Hive will send Typically for digitally sealed, Spectra QEST Aco Document is marked as out of specification the recipients an email with a out of specification, urgent direct link to the report. and exported documents. Document is sealed Concrete Test Report Click on **Download** to save a Contact details of the 10 Park Plaza Boston MA 02116 local copy of the full publishing company and the For questions about this report, please contact: document. publishing user are available Spectra.QEST.Account@squsprerelease.com here. If there are any issues SQ US Pre Release (East) with the report content, 00 Crosby St please contact the document New York publisher. New York 1007 Depending on your company Phone: 555-555-5555 and your user rights, you Related Documents. may be able to export this originating on the same document to an external work date, are only a click system. away. **Related Documents** Daily Summary Field Report DSFR:EST20-W32 Hover the mouse over a Concrete Field Report FC:EST20-W32 report recipient to see when Foundation Report FND:EST20-W32 they received and viewed Click on the document the report. preview to open the full Report Details document in the browser. Document tags identify the Report No: CTR:EST20-W32-C1 Documents with multiple type of report, or the tests Report Type: Concrete Test Report pages may be navigated Page 1 of 1 Project: <u>Dudley Station Improvements</u> that are reported. They are using the arrow buttons. Published By: Spectra.QEST.Account@squsprerelease.com often useful for searching. Page 1 of 1 - CTR:EST20-W32-C1 Distributed To: Conner Lawson [remove] Report History 12/2020 5:03:32 AM Tags: concrete Reports may display A history showing the report Revision 1 sealed by Spectra QEST Account report's first publication, metadata that is specific to pdf 3/10/2020 4:15:35 AM subsequent revisions and the type of report uploaded. Work Order ID EST20-W32 📓 Distributed to Susan Atterberg, Conner Lawson, Darren Proctor by distribution history is shown General Locat... Dudley Square Again, any discrepancies Spectra.QEST.Account@squsprerelease.com

Material Sour... SUN

Material Source Sunshine Plant

Material Code A9491