

User Guide

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HOME

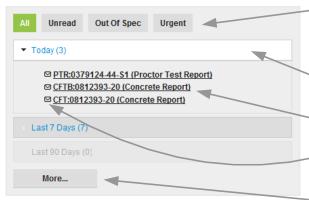
My Projects P Search Last 30 days All EMERALD UTILITIES MISC TESTING (1 documents, 0 unread) FIRE STATION #3 (1 documents, 1 unread) FT SAM HOUSTON BLDG 2001 (1 documents, 1 unread) GIRARD CITY SCHOOL DISTRICT (1 documents, 1 unread) KOHL'S BUTLER PA (2 documents, 2 unread) MCIT BUILDING DATA CENTER (1 documents, 1 unread) MIDWEST COMMERCE CENTER (1 documents, 1 unread) OWENS GROCERY CANOPY (1 documents, 1 unread) UH CANCER HOSPITAL, 11130 (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



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

You can click the link below to directly access it.



Document

FND:EST20-W97

SQ US Pre Release (East)

Work Date

3/18/2020

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

Published

4/17/2020

Without an account access to these reports will be available for 15 days.

A notification

links to new

documents will

be sent when

available.

documents are

email containing

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.

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

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.

Create a free Construction Hive™ account

Dudley Station Improvements

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.

Foundation Report.

Type

Register a free account

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.



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SEARCHING Click on Forward CONSTRUCTION All to send all Home Documents Admin Reports reports in your search (including those not displayed Depending on your Depending on your Search for a specific report by keyword, Click on any of You may download on the page) to one Use Advanced Search to company and your company and your including part of the report number, project, these buttons to more than one item or more recipients. search on more specific fields user rights, you user rights, you may location, tag etc. filter the current at a time by using (shown below). be able to Export All Click on Forward may be able to Use quotes ("") for an exact match search. result set. Click the **Download All** digitally Seal All or or Export Selected Selected to forward Use AND and OR to customize your search. on "All" to reset a and **Download** Seal Selected items to an external only the selected particular item. Selected buttons. documents. reports in bulk. system. Search Search Results Clicking on a heading will sort results by that Keywords Read Received Status: heading. Click again Start typing a project to reverse the order. Preliminary Out-of-specification Flags:

Tags:

Export

A

~ A □ O

Project Activity between and 0 Start typing a tag to list Work date between and Published between and for Document Tags Document Sealed Sealed and Unsealed Document Status All statuses Out of specification Preliminary Urgent Include All documents

Documents I have published

Documents I have received

Documents I have not read

Documents I have read

name to select from a list

all possibilities. Tags determine the type of report you are looking

Search by document status. For example, to find only out of spec documents, select the "Out of specification" checkbox.

Search

Select individual items here. These may then be exported, downloaded or forwarded.

Click to open the document.

ort (47) pdf (50) concrete (23) daily (20) daily-sur

aqui (1) proctor (1)

Forward

Foundation Report

Concrete Field Report

NCDOT Daily Inspectors ...

Milestone Report

field-density (4) find (1)

Download

FND:EST20-W97

DSFR:EST20-W93

NCDIR:EST20-W68

FC:EST20-W93

MSR:18EST-00001-20031.

Icons indicate urgent, out of specification, read/unread, or exported documents.

1

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Navigate multiple pages of results: 2, 3 etc - jumps to the specific page. Next loads the

next page.

was carried out. For field reports, this is the day that field work was carried out. Laboratory reports have an activity date for each completed test.

Northbush Gymnasium

field (20)

Daily Summary Field Report <u>Dudley Station Improvem</u>... 3/12/2020

Published is the date the report was published, and is relative to your time zone.

Dudley Station Improvem... 3/18/2020

Dudley Station Improveme... 3/12/2020

Dudley Station Improveme... 3/12/2020

3/10/2020

Activity is the date that Hover over the first work shown on the report two icons to see the document tags and any messages sent with the report. Reports with a shield icon have been digitally signed and

sealed.

4/17/2020

4/17/2020

3/13/2020

3/13/2020

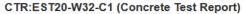
3/11/2020

0 B 0

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DOCUMENTS

v1.1500



Click on Forward to send the document to one or more recipients of your choice, with an optional message. Construction Hive will send the recipients an email with a direct link to the report.

Click on **Download** to save a local copy of the full document.

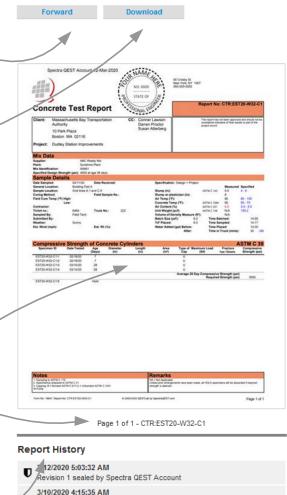
Depending on your company and your user rights, you may be able to export this document to an external system.

Click on the document preview to open the full document in the browser.

Documents with multiple pages may be navigated using the arrow buttons.



A history showing the report's first publication, subsequent revisions and distribution history is shown here.



📓 Distributed to Susan Atterberg, Conner Lawson, Darren Proctor by

Spectra.QEST.Account@squsprerelease.com

Revision 1 published by Spectra QEST Account

3/10/2020 4:15:34 AM

Report Revisions Revision 1 (3/10/2020) delete this revision Document is marked as out of specification Document is sealed For questions about this report, please contact: Spectra.QEST.Account@squsprerelease.com SQ US Pre Release (East) 00 Crosby St New York New York 1007 Phone: 555-555-5555 **Related Documents** Daily Summary Field Report DSFR:EST20-W32 Concrete Field Report FC:EST20-W32 Foundation Report FND:EST20-W32 Report Details Report No: CTR:EST20-W32-C1 Report Type: Concrete Test Report Project: <u>Dudley Station Improvements</u> Published By: Spectra.QEST.Account@squsprerelease.com Distributed To: Conner Lawson [remove]

Tags: concrete

report

pdf

Work Order ID EST20-W32

General Locat... Dudley Square

Material Source Sunshine Plant

Material Code A9491

Material Sour... SUN

Previous revisions may be viewed by clicking on them.

Important document status information is shown here. Typically for digitally sealed, out of specification, urgent and exported documents.

Contact details of the publishing company and the publishing user are available here. If there are any issues with the report content, please contact the document publisher.

Related Documents. originating on the same work date, are only a click away.

Hover the mouse over a report recipient to see when they received and viewed the report.

Document tags identify the type of report, or the tests that are reported. They are often useful for searching.

Reports may display metadata that is specific to the type of report uploaded. Again, any discrepancies should be referred to the report publisher.