CONSTRUCTION HIVE

Quick Reference

HOME

My Projects

🔍 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, 0 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

All | Unread | Out Of Spec | Urgent

▼ Today (3)

✉ PTR:0379124-44-S1 (Proctor Test Report)
✉ CFTB:0812393-20 (Concrete Report)
✉ CFT:0812393-20 (Concrete Report)

▶ Last 7 Days (7)

▶ Last 90 Days (0)

More...

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

CONSTRUCTION HIVE

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.

SQ US Pre Release (East)
00 Crosby St
New York
New York 1007
Phone: 555-555-5555

Dudley Station Improvements

⚑	⚠ Document	Type	Work Date	Published
	FND:EST20-W97	Foundation Report	3/18/2020	4/17/2020

Create a free Construction Hive™ account

You can view documents on Construction Hive without registering for 15 days. After that, you need to create a free Construction Hive Account, 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 notification email containing links to new documents will be sent when documents are available.

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

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
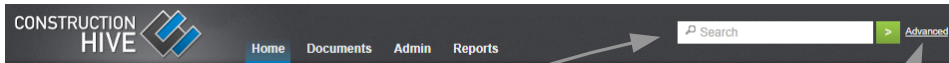
PROFILE

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.

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.

CONSTRUCTION HIVE

Quick Reference

SEARCHING

CONSTRUCTION HIVE — Home | Documents | Admin | Reports — Search | > | Advanced

Search for a specific report by keyword, including part of the report number, project, location, tag etc.
Use quotes ("") for an exact match search.
Use AND and OR to customize your search.

Use **Advanced Search** to search on more specific fields (shown below).

Click on any of these buttons to filter the current result set. Click on "All" to reset a particular item.

Depending on your company and your user rights, you may be able to **Export All** or **Export Selected** items to an external system.

You may download more than one item at a time by using the **Download All** and **Download Selected** buttons.

Click on **Forward All** to send all reports in your search (including those not displayed on the page) to one or more recipients.

Click on **Forward Selected** to forward only the selected documents.

Depending on your company and your user rights, you may be able to digitally **Seal All** or **Seal Selected** reports in bulk.

Clicking on a heading will sort results by that heading. Click again to reverse the order.

Search

Field	
Keywords	
Project	
Activity between	and ⓘ
Work date between	and ⓘ
Published between	and
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 read
	☐ Documents I have not read

Start typing a project name to select from a list.

Start typing a tag to list all possibilities. Tags determine the **type of report** you are looking for.

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

Search

Search Results

Status: **All** | Unread | Read | Received | Published

Flags: **All** | Urgent | Preliminary | Out-of-specification

Tags: All | report (47) | pdf (50) | concrete (23) | daily (20) | daily-summary (20) | field (20) | field-report (36) | inspection (20) | milestone (13) | form (3) | UC2020 (1) | RHRS (1) | field-density (4) | find (1) | aqui (1) | proctor (1)

1 2 Next

| Export | Download | Forward | Seal |

⚑	⚠	▯	➜	Document	Type	Project	Activity ▾	Published	⬩	▯	▮
☐		✉	💬	FND:EST20-W97	Foundation Report	Dudley Station Improvem…	3/18/2020	4/17/2020	⬩		
☐			💬	MSR:18EST-00001-20031…	Milestone Report	Dudley Station Improveme…	3/12/2020	4/17/2020	⬩		▮
☐		↔	💬	DSFR:EST20-W93	Daily Summary Field Report	Dudley Station Improvem…	3/12/2020	3/13/2020	⬩		
☐	⚠		💬	FC:EST20-W93	Concrete Field Report	Dudley Station Improveme…	3/12/2020	3/13/2020	⬩	▯	
☐			💬	NCDIR:EST20-W68	NCDOT Daily Inspectors …	Northbush Gymnasium	3/10/2020	3/11/2020	⬩		▮

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

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

Click to open the document.

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

Activity is the date that work shown on the report 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.
Published is the date the report was published, and is relative to your time zone.

Hover over the first 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.

CTR:EST20-W32-C1 (Concrete Test Report)

Forward   **Download**

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.

Page 1 of 1 - CTR:EST20-W32-C1

Report History

🛡️ 12/2020 5:03:32 AM
Revision 1 sealed by Spectra QEST Account

✉️ 3/10/2020 4:15:35 AM
Distributed to Susan Atterberg, Conner Lawson, Darren Proctor by Spectra.QEST.Account@squsprerelease.com

➕ 3/10/2020 4:15:34 AM
Revision 1 published by Spectra QEST Account

Report Revisions

Revision 1 (3/10/2020)
+ add a new revision
- delete this revision
- delete entire document

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.

⚠️ **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

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.

Related Documents

Daily Summary Field Report	DSFR:EST20-W32
Concrete Field Report	FC:EST20-W32
Foundation Report	FND:EST20-W32

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

Report Details

Report No:	CTR:EST20-W32-C1
Report Type:	Concrete Test Report
Project:	Dudley Station Improvements
Published By:	Spectra.QEST.Account@squsprerelease.com
Distributed To:	Conner Lawson [remove]
	Darren Proctor [remove]
	Susan Atterberg [remove]
Tags:	concrete
	report
	pdf
Work Order ID	EST20-W32
General Locat...	Dudley Square
Material Sour...	SUN
Material Source	Sunshine Plant
Material Code	A9491

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.