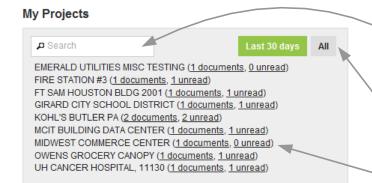


# **Quick Reference - Front**

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## **HOME**

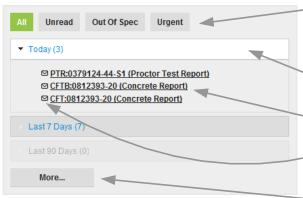


Search for projects that you have published or received documents for.

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 vour documente

## **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.



#### SQ US Pre Release (East)

00 Crosby St New York New York 1007

Phone: 555-555-555

# **SETTINGS**

At the top-right of the page, click on Settings. 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
- Change the format you receive email notifications in (HTML recommended)
- Choose between receiving daily notifications of new reports, immediate notifications, or turn off notifications

# **Dudley Station Improvements**

I ▲ Document	Туре	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

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

A notification

links to new

email containing

documents will

documents are available.

be sent when

# **PROFILE**

At the top-right of the 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.

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.

# 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.

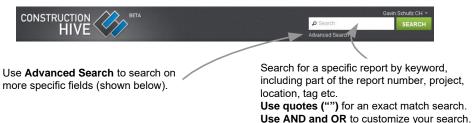


# **Quick Reference - Front**

zone.

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#### SEARCHING



#### Click on Forward All to Search send all reports in your Depending on your Click on any of You may download search (including those not company and your these buttons to more than one item displayed on the page) to user rights, you may filter the current at a time by using Keywords be able to Export All one or more recipients. result set. Click the **Download All** Start typing a project or Export Selected Click on Forward Selected on "All" to reset a and Download name to select from a Project items to an external particular item. to forward only the selected Selected buttons. system. documents. 0 Activity between and Search Results Published between and Start typing a tag to list all possibilities. Tags Flags: **Document Tags** determine the type of report you are looking for. Tags: re (3) la-value (3) abra Document Sealed Sealed and Unsealed Page 1 2 > >> Document Status All statuses Search by document **Show Details** Out of specification status. For example, to ~ A ⊕ O Work Date find only out of spec Preliminary O CM Aggregate/Soil Test Report BTR Demolition 3/12/2010 3/18/2010 documents, select the Urgent O CM MAT:S000016 Aggregate/Soil Test Fleport BTR Demolition 3/12/2010 3/15/2010 "Out of specification" O CM MAT:S000015 Aggregate/Soil Test Report BTR Demolition 3/12/2010 3/12/2010 checkbox. Include All documents CM MAT 8000006 Aggregate/Soil Jest Report Spectra Helipad Extension 1/7/2010 2/5/2010 O CM MAT:S000011 Aggregate/Soil Test Report BTR Demolition 2/5/2010 2/5/2010 Documents I have published Documents I have received Select individual Icons indicate Click to Navigate multiple Work Date is the day on Hover over icons to items here. urgent, out of Documents I have read open the which the report publisher pages of results: see the document These may then specification, doc. deemed work performed or tags and any **2, 3 etc** – jumps to Documents I have not read read/unread, be exported, the specific page completed for the report. messages sent with or exported downloaded or Published is the date the Search > loads the next page the report. forwarded. documents. report was published, and >> loads the last is relative to your time page



# CONSTRUCTION HIVE

### **DOCUMENTS**

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.

Click on **Print** to immediately print the document. A PDF viewer such as Adobe Reader is required.

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.

