

User guide for Byggeweb/Docia Project

- Toolbars and buttons



Project information

The screenshot shows the eSAM web application interface. The left sidebar (1) contains a main menu (3) with options like 'Project information', 'Project name and description', 'Administrators', and 'Areas of responsibility'. Below the menu is a 'Modules' list (5) including 'Project information', 'Workspace', 'Publication space', 'Distribution space', 'Communication', 'Project administration', 'Log', and 'Personal overviews'. The top toolbar (2) features various icons for navigation and actions. The main content area (4) displays project information under the heading 'Project name and description'. The information is organized into sections: 'GENERAL PROJECT INTRODUCTION', 'Project numbers' (Docia No.: PN533783, Project no.: B2S123, Internal case no.: Bane NOR - Demo), 'eSAM User Guide', 'Project address' (Property: Leif Tronstads plass 4, Address: 1337 Sandvika, Country: Norge), and 'Image' (a photograph of a train).

1. Left toolbar
2. Right toolbar
3. Main menu
4. Main window
5. Modules



Project information – Left toolbar



Create group



Rename group



Delete group




Project information – Right toolbar







 Edit project name and description

Buttons not in use

 Create area of responsibility



Project information – Main menu

-  Project information
-  Project name and description
-  Administrators
-  Areas of responsibility



Workspace

The screenshot shows the eSAM workspace interface. It features a top toolbar (1), a left sidebar with a file tree (3) and a 'Modules' list (5). The main area displays a table of 'Latest file versions' (2) and a 'View file' section (6) with a preview of a PDF document. The interface is branded with 'eSAM - User guide' and 'RIB'.







FILE NAME	DOCUMENT NO.	REVISION	TITLE
Oppgaver_Workshop 2.pdf	123456		Oppgaver til workshop med dokumentkontrollere og prosjekadministr...
RAM-UHN08-0086.pdf	RAM-UHN08-0086	02C	Transmittal, Forside
RAM-UHN08-0087.pdf	RAM-UHN08-0087	01C	Transmittal, frontpage
UEH-22-B-20101.PDF	UEH-22-B-20101	02C	Plan og profil, pr 1585 - 5000
UEH-22-B-20102.PDF	UEH-22-B-20102xxx	01C	Plan og profil, pr 5000 - 7870
UEH-22-B-20501.pdf	UEH-22-B-20501xxxxxx	01C	Plan og profil, km 75,900 - 79,650
UEH-22-B-20502.pdf	UEH-22-B-20502xxxx	01C	Plan og profil, km 79,650 - 83,400
UEH-22-B-20601.pdf	UEH-22-B-20601xxxx	00C	Oversiktstegning, Eidsvoll - Doknes, km 67,885 - 69,500
UEH-22-B-20701.PDF	UEH-22-B-20701xxxx	00B	Oversikt anleggssteder, Molykkja - Molykkja
UEH-22-B-20702.PDF	UEH-22-B-20701xxxx	01C	Oversikt anleggssteder, Molykkja - Brøhaug
UEH-22-C-20001.pdf	UEH-22-C-20001	02C	Plan, km 76,350 - 77,100 / pr 1585 - 2250
UEH-22-C-20002.pdf	UEH-22-C-20002	01C	Plan, km 77,100 - 77,850 / pr 2250 - 3000
UEH-22-C-20003.pdf	UEH-22-C-20003	01C	Plan, km 77,850 - 78,600 / pr 3000 - 3750
UEH-22-C-20004.pdf	UEH-22-C-20004	02D	Plan, km 78,600 - 79,350 / pr 3750 - 4500
UEH-22-C-20005.pdf	UEH-22-C-20005	04C	Plan, km 79,350 - 80,100 / pr 4500 - 5250
UEH-22-C-20006.pdf	UEH-22-C-20006	02C	Plan, km 80,100 - 80,850 / pr 5250 - 6000
UEH-22-C-20007.pdf	UEH-22-C-20007	03C	Plan, km 80,850 - 81,600 / pr 6000 - 6750

1. Left toolbar
2. Right toolbar
3. Main menu
4. Main window
5. Modules
6. File information



Workspace – Left toolbar




















-  Create folder
-  Rename folder
-  Delete folder
-  Monitor folder
-  Set folder permissions
-  Download all files from selected folder



Workspace – Right toolbar






- | | | | |
|--|---------------------------------|---|--|
|  | Upload files |  | Add to version sets |
|  | Download files |  | Print contents of folder |
|  | Publish new file versions |  | Download file list in Excel |
|  | Delete files |  | Remove from list |
|  | Lock/unlock latest file version |  | Send files to print |
|  | Copy latest file versions |  | Search folder |
|  | Move files |  | Convert coordinats to DWF (not in use) |
|  | Edit file information |  | eSAM (Special functions for eSAM) |
|  | Notify users and contacts | | |



Workspace – Left toolbar (for version sets)








-  New version set
-  Edit version set
-  Delete version set

Common for version sets in the Workspace, Publication and Distribution space



Workspace – Right toolbar (for version sets)
















-  Download files
-  Remove from version set
-  Change file versions
-  Send files to print
-  Download file list in Excel

Common for version sets in the Workspace, Publication and Distribution space












Workspace – Main menu

-  Workspace
-  [Folder], open
-  [Folder], closed
-  Version sets
-  [Name of version set]
-  Files in version set in Workspace
-  Files in version set in Publication space
-  Log on version set
-  Recycle bin
-  Monitored folders
-  Since last time
-  Search result
-  [Name of saved search]



Workspace – Main window

-  Locked file
-  Locked file with comments
-  Published file
-  Not published file version
-  Awaiting approval
-  File version approved
-  File version rejected
-  Previous file version rejected
-  File discontinued



Publication space

The screenshot shows the eSAM software interface. At the top, there are two toolbars (1 and 2). On the left, there is a main menu (3) and a 'Modulvalg' (Modules) section (5). The main window (4) displays a table of files with columns for filename, transmission, document number, title, revision, and date. Below the table, there is a preview window (6) showing a technical drawing of a building structure.








FILNAVN	TRANSM. TIL ENT.	DOKUMENTNR.	TITTEL	REVISJON	DATO
D1. Godkjente transmitter					
RAM-UHN08-0086.pdf		RAM-UHN08-0086	Transmittal, frontpage	02C	29.09.2015
UEH-22-B-20102.PDF		UEH-22-B-20102	Plan og profil, pr 5000 - 7870	00C	25.08.2015
UEH-22-B-20501.pdf		UEH-22-B-20501	Plan og profil, km 75,900 - 79,650	01C	25.08.2015
UEH-22-B-20502.pdf		UEH-22-B-20502	Plan og profil, km 79,650 - 83,400	01C	25.08.2015
UEH-22-B-20601.pdf		UEH-22-B-20601	Oversiktstegning, Eidsvoll - Doknes, km 67,885 - 69,500	00C	25.08.2015

1. Left toolbar
2. Right toolbar
3. Main menu
4. Main window
5. Modules
6. File information



Publication space – Left toolbar

















-  Create document list
-  Edit document list
-  Delete document list
-  Create folder
-  Rename folder
-  Delete folder
-  Associate distribution lists



Publication space – Right toolbar



- | | |
|--|---|
|  Download files |  Notify users and contacts |
|  Publish new file versions |  Add to version sets |
|  Approve or reject file versions |  Send files to print |
|  Distribute files |  Search folder |
|  Check file distribution |  eSAM (Special functions for eSAM) |
|  Download file list in Excel | |
|  Delete files | |
|  Move files | |
|  Edit file information | |



Publication space – Left toolbar (for version sets)



New version set



Edit version set








Delete version set

Common for version sets in the Workspace, Publication and Distribution space



Publication space – Right toolbar (for version sets)



















-  Download files
-  Remove from version set
-  Change file versions
-  Send files to print
-  Download file list in Excel

Common for version sets in the Workspace, Publication and Distribution space












Publication space – Main menu (1/2)

-  Publication space
-  Document lists
-  [Document list]
-  All files
-  [Sub folder]
-  Informasjon
-  Arkiverte dokumentlister
-  [Document list], archived
-  All files, archived
-  [Sub folder], archived
-  Information, archived
-  Version sets
-  [Name of version set]
-  Files in version set in Workspace
-  Files in version set in Publication space
-  Log on version set









Publication space – Main menu (2/2)

-  Waiting for approval
-  Rejected file versions
-  Unpublished file versions
-  Files not distributed
-  Recently approved file versions
-  Recently published file versions
-  Recently released file versions
-  Search result
-  [Name of saved search]



Publication space – Main window

-  File version released
-  File version not released
-  File discontinued
-  File version awaiting approval
-  File version approved
-  File version rejected
-  Approved file version discontinued



Distribution space

The screenshot shows the eSAM software interface with several components labeled 1 through 6:

- 1. Left toolbar:** A vertical toolbar on the left side of the interface.
- 2. Right toolbar:** A horizontal toolbar on the right side of the interface.
- 3. Main menu:** A menu bar at the top of the interface.
- 4. Main window:** The central area displaying a distribution list table.
- 5. Modules:** A vertical sidebar on the bottom left containing various project management modules.
- 6. File information:** A panel at the bottom right showing details for a selected file, including a preview image.






FILNAVN	TRANSM. TIL ENT.	DOKUMENTNR.	TITTEL	REVISJON	DATO
JBV/D. Teknisk dokumentasjon - Leverandør X/D1. Godkjente transmitler					
RAM-UHN08-0086.pdf		RAM-UHN08-0086	Transmittal, frontpage	02C	29.09.2015
UEH-22-B-20102.PDF		UEH-22-B-20102	Plan og profil, pr 5000 - 7870	00C	25.08.2015
UEH-22-B-20501.pdf		UEH-22-B-20501	Plan og profil, km 75,900 - 79,650	01C	25.08.2015
UEH-22-B-20502.pdf		UEH-22-B-20502	Plan og profil, km 79,650 - 83,400	01C	25.08.2015
UEH-22-B-20601.pdf		UEH-22-B-20601	Oversiktstegning, Eidsvoll - Doknes, km 67,885 - 69,500	00C	25.08.2015

1. Left toolbar
2. Right toolbar
3. Main menu
4. Main window
5. Modules
6. File information



Distribution space – Left toolbar
















-  Create distribution list
-  Edit distribution list
-  Delete distribution list
-  Associate document lists
-  Associate distribution lists



Distribution space – Right toolbar






- | | | | |
|--|---|--|--|
|  | Download files |  | Add to version sets |
|  | Cancel file distribution |  | Send files to print |
|  | Distribute files |  | Change time period for new file versions |
|  | Distribute files (to coordination list) |  | Search folder |
|  | Edit print distribution |  | Add user to distribution space |
|  | Download distribution list in Excel |  | Remove user from distribution space |
|  | Notify users and contacts | | |



Distribution space – Left toolbar (for version sets)








-  New version set
-  Edit version set
-  Delete version set

Common for version sets in the Workspace, Publication and Distribution space



Distribution space – Right toolbar (for version sets)






















-  Download files
-  Remove from version set
-  Change file versions
-  Send files to print
-  Download file list in Excel

Common for version sets in the Workspace, Publication and Distribution space



Distribution space – Main menu

-  Distribution space
-  Distribution lists
-  [Distribution list], Closes
-  [Distribution list], Open
-  All files
-  [Document list]
-  [Sub folder]
-  Information
-  Version sets
-  [Name of version set]
-  Files in version set in Workspace
-  Files in version set in Publication space
-  Log on version set
-  Recipients
-  [User]
-  Recently released file versions
-  Print distribution exceptions
-  Search result
-  [Name of saved search]



Communication

The screenshot shows the eSAM software interface. On the left is a navigation sidebar with a 'Communication' section containing 'Messages', 'Address list', 'Contact persons', 'Companies', and 'Web links'. Below this is a 'Modules' list with options like 'Project information', 'Workspace', 'Publication space', 'Distribution space', 'Communication', 'Project administration', 'Log', and 'Personal overviews'. The main window displays a table titled 'ADDRESS LIST: COMPANIES' with columns for COMPANY, ADDRESS, POSTAL CODE, CITY, COUNTRY, PHONE, FAX, and HOME/A. The table contains several entries for various companies. Numbered callouts (1-5) point to the left toolbar, right toolbar, main menu, main window, and the 'Communication' module in the sidebar respectively.

COMPANY	ADDRESS	POSTAL CODE	CITY	COUNTRY	PHONE	FAX	HOME/A
Bane NOR	Biskop Gunnerusgate 14	0185	Oslo	Norge	05280		www.ban.no
Bane NOR (demo)	Biskop Gunnerusgate 14	0185	Oslo	Norge	05280		www.ban.no
BIM2Share AS	Leif Tronstads plass 4	1337	Sandvika	Norge	67 81 71 00	67 81 70 01	www.bim2share.no
Eksternt firma (demo)							
Nils Eriks Entreprenør	Snekkerveien 10	2000	Entreprenørstad	Norge	+47 11 22 33 44		
Rådgiver Hansen AS	Leif Tronstads plass 4	1337	Sandvika	Norge	67817100	67817100	

1. Left toolbar
2. Right toolbar
3. Main menu
4. Main window
5. Modules



Communication – Right toolbar



or



New message









Create new address



Download address list in Excel



Communication – Main menu

-  Communication
-  Messages
-  Address list
-  Contact persons
-  Companies
-  Web links



Project administration

The screenshot shows the eSAM user management interface. On the left is a navigation menu (3) with categories like 'Project administration', 'System Information', 'Approval', 'Backup orders', 'Print orders', 'Groups', and 'Users'. The 'Users' section is expanded, showing a list of users for 'Rådgiver Hansen AS (CN548404)'. A toolbar (1) is at the top left, and another toolbar (2) is at the top right. The main window (4) displays a table of users and details for the selected company, 'Rådgiver Hansen AS (company)', including address and contact information. A 'Remove' button is visible next to the company name. A 'Modules' list (5) is located at the bottom left of the interface.

NAME	USER NUMBER	DEPARTMENT	COMPANY	ADMIN	MODULES	CURRENT SUBSCRIPTION	DEADLINE FOR ACCE
Berit Bentsen	UN966280	-	Rådgiver Hansen AS	0/5	4/7	-	
Ragna Rådgiver	UN130718	-	Rådgiver Hansen AS	0/5	3/7	-	
Tore Toresen	UN980944	-	Rådgiver Hansen AS	0/5	4/7	-	

1. Left toolbar
2. Right toolbar
3. Main menu
4. Main window
5. Modules

Only available for project administrators



Project administration – Left toolbar



Create group



Edit group








Delete group












Project administration – Right toolbar








-  Add user
-  Create approval group
-  Create approval procedure
-  Order file backup
-  Edit recommended print suppliers



Project administration – Main menu

-  Project administration
-  System information
-  Approval
-  Approval groups
-  Approval procedures
-  Backup-ordre
-  Printbestillinger
-  Printbestillinger
-  Anbefalte printleverandører

-  Grupper
-  [Gruppenavn]
-  Brukere
-  Inviterte brukere
-  [Firmanavn]



Log

The screenshot shows the eSAM application interface. The top toolbar (1) contains icons for search, refresh, and other functions. The right toolbar (2) includes a search icon and a refresh icon. The left sidebar (3) contains a main menu with options like Log, Predefined log filters, Folders, Users, Groups, Project log filters, and User log filters. Below the main menu is a list of Modules (5) including Project information, Workspace, Publication space, Distribution space, Communication, Project administration, Log, and Personal overviews. The main window (4) displays a log table with the following data:

DATE	ACTION
05.06.2018 08:17	The file UVB-53-N-34083.pdf created in folder Prosjekt/E. Disiplin, utvekslingsområde/E1. Leverandør X/E1.05 Disipliner as a co
05.06.2018 08:17	The latest version of the original file UVB-53-N-34083.pdf copied from folder Workshop - mal A2 (PN454409)/Workspace/Prosj
05.06.2018 08:17	The file UEH-22-O-20402.pdf created in folder Prosjekt/E. Disiplin, utvekslingsområde/E1. Leverandør X/E1.05 Disipliner as a co
05.06.2018 08:17	The latest version of the original file UEH-22-O-20402.pdf copied from folder Workshop - mal A2 (PN454409)/Workspace/Prosj
05.06.2018 08:17	The file UEH-22-O-20401.pdf created in folder Prosjekt/E. Disiplin, utvekslingsområde/E1. Leverandør X/E1.05 Disipliner as a co
05.06.2018 08:17	The latest version of the original file UEH-22-O-20401.pdf copied from folder Workshop - mal A2 (PN454409)/Workspace/Prosj
05.06.2018 08:17	The file UEH-22-O-20341.pdf created in folder Prosjekt/E. Disiplin, utvekslingsområde/E1. Leverandør X/E1.05 Disipliner as a co
05.06.2018 08:17	The latest version of the original file UEH-22-O-20341.pdf copied from folder Workshop - mal A2 (PN454409)/Workspace/Prosj
05.06.2018 08:17	The file UEH-22-O-20323.pdf created in folder Prosjekt/E. Disiplin, utvekslingsområde/E1. Leverandør X/E1.05 Disipliner as a co
05.06.2018 08:17	The latest version of the original file UEH-22-O-20323.pdf copied from folder Workshop - mal A2 (PN454409)/Workspace/Prosj
05.06.2018 08:17	The file UEH-22-O-20322.pdf created in folder Prosjekt/E. Disiplin, utvekslingsområde/E1. Leverandør X/E1.05 Disipliner as a co
05.06.2018 08:17	The latest version of the original file UEH-22-O-20322.pdf copied from folder Workshop - mal A2 (PN454409)/Workspace/Prosj
05.06.2018 08:17	The file UEH-22-O-20321.pdf created in folder Prosjekt/E. Disiplin, utvekslingsområde/E1. Leverandør X/E1.05 Disipliner as a co
05.06.2018 08:17	The latest version of the original file UEH-22-O-20321.pdf copied from folder Workshop - mal A2 (PN454409)/Workspace/Prosj
05.06.2018 08:17	The file UEH-22-O-20311.pdf created in folder Prosjekt/E. Disiplin, utvekslingsområde/E1. Leverandør X/E1.05 Disipliner as a co
05.06.2018 08:17	The latest version of the original file UEH-22-O-20311.pdf copied from folder Workshop - mal A2 (PN454409)/Workspace/Prosj
05.06.2018 08:17	The file UEH-22-O-20302.pdf created in folder Prosjekt/E. Disiplin, utvekslingsområde/E1. Leverandør X/E1.05 Disipliner as a co
05.06.2018 08:17	The latest version of the original file UEH-22-O-20302.pdf copied from folder Workshop - mal A2 (PN454409)/Workspace/Prosj
05.06.2018 08:17	The file UEH-22-O-20301.pdf created in folder Prosjekt/E. Disiplin, utvekslingsområde/E1. Leverandør X/E1.05 Disipliner as a co
05.06.2018 08:17	The latest version of the original file UEH-22-O-20301.pdf copied from folder Workshop - mal A2 (PN454409)/Workspace/Prosj
05.06.2018 08:17	The file UEH-22-O-20260.pdf created in folder Prosjekt/E. Disiplin, utvekslingsområde/E1. Leverandør X/E1.05 Disipliner as a co
05.06.2018 08:17	The latest version of the original file UEH-22-O-20260.pdf copied from folder Workshop - mal A2 (PN454409)/Workspace/Prosj
05.06.2018 08:17	The file UEH-22-O-20253.pdf created in folder Prosjekt/E. Disiplin, utvekslingsområde/E1. Leverandør X/E1.05 Disipliner as a co
05.06.2018 08:17	The latest version of the original file UEH-22-O-20253.pdf copied from folder Workshop - mal A2 (PN454409)/Workspace/Prosj
05.06.2018 08:17	The file UEH-22-O-20252.pdf created in folder Prosjekt/E. Disiplin, utvekslingsområde/E1. Leverandør X/E1.05 Disipliner as a co
05.06.2018 08:17	The latest version of the original file UEH-22-O-20252.pdf copied from folder Workshop - mal A2 (PN454409)/Workspace/Prosj

1. Left toolbar
2. Right toolbar
3. Main menu
4. Main window
5. Modules



Log – Left toolbar



Create log filter



Edit log filter



Delete log filter















Log – Right toolbar



Download log file in Excel



Log – Main menu

-  Log
-  Predefined log filters
-  Files
-  Folders
-  Users
-  Groups
-  Project log filters
-  [Log filter name]
-  User log filters
-  [User]
-  Removed users
-  [User], inactive



Personal overviews

The screenshot shows the 'Project settings' page in eSAM. The interface is divided into several sections:

- Top toolbar (1):** Contains navigation icons and the RIB logo.
- Right toolbar (2):** Contains additional navigation icons.
- Left sidebar menu (3):** Lists 'Personal overviews' (selected), 'Project settings', 'Print orders', 'User log', and 'Backup orders'.
- Main content area (4):** Displays 'Project settings' with sections for 'Personal information', 'Company address', 'Subscription and payment', and 'Notifications, individual settings'. It includes a table for 'E-MAIL MONITORING' and 'DISTRIBUTION'.
- Bottom sidebar menu (5):** Lists 'Modules' such as 'Project information', 'Workspace', 'Publication space', 'Distribution space', 'Communication', 'Project administration', 'Log', and 'Personal overviews'.

E-MAIL MONITORING	DISTRIBUTION
<input type="checkbox"/> Workspace, new file versions	Daily
<input type="checkbox"/> Publishing area, new publications	Within 3 hours
<input type="checkbox"/> Assigned distribution lists	Within 3 hours
<input type="checkbox"/> Other, open distribution lists	Within 3 hours
<input type="checkbox"/> New files in version set	Daily

All individual project settings can be accessed by selecting the "Edit user settings" button in the top toolbar. Permissions to edit may vary from user to user.

1. Left toolbar (empty)
2. Right toolbar
3. Main menu
4. Main window
5. Modules



Personal overviews – Right toolbar



Edit project settings








Download log file in Excel



Order file backup



Personal overviews – Main menu

-  Personal overviews
-  Project settings
-  Print orders
-  User log
-  Backup orders



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