

BIM2Share AS – Byggeweb Capture

User manual

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1 Introduction

Byggeweb Capture can be used for registrations and for dealing with questions, cases and tasks on the construction site. It allows contractors to receive tasks on their smartphone, and easily comment on and update on site. The completion of tasks can be documented with images taken there and then.

2 Access and login

Username and password

1. If you haven't been registered as a user at Byggeweb previously, follow the instructions sent to your e-mail with login information to set your password.
2. Everyone should have received an e-mail telling that they have been given access to «*Project name*».

Web interface

Once you have logged in to Byggeweb:

- Choose the tab «Applications»
- Click on «Capture»
- Choose «Defect Management»
- Choose «*Project name*»

You can now, within your user rights, execute all actions connected to processing registrations and creating new ones. Make yourself acquainted with the system.

App on mobile/tablet

It is easiest to create registrations with a mobile or a tablet. When the construction manager creates a registration, the photo documentation and location (including associated drawing) is included. The registration will only be sent to those responsible for deficiency correction. Responsible contractor will then be able to easily respond to the registration on their mobile/tablet when the task is completed.

Install the app:

- Search for «Byggeweb» in App Store or Play Store (on some units the app is shown as Docia)
- Install the app
- Login using the same user name and password as you use on your computer

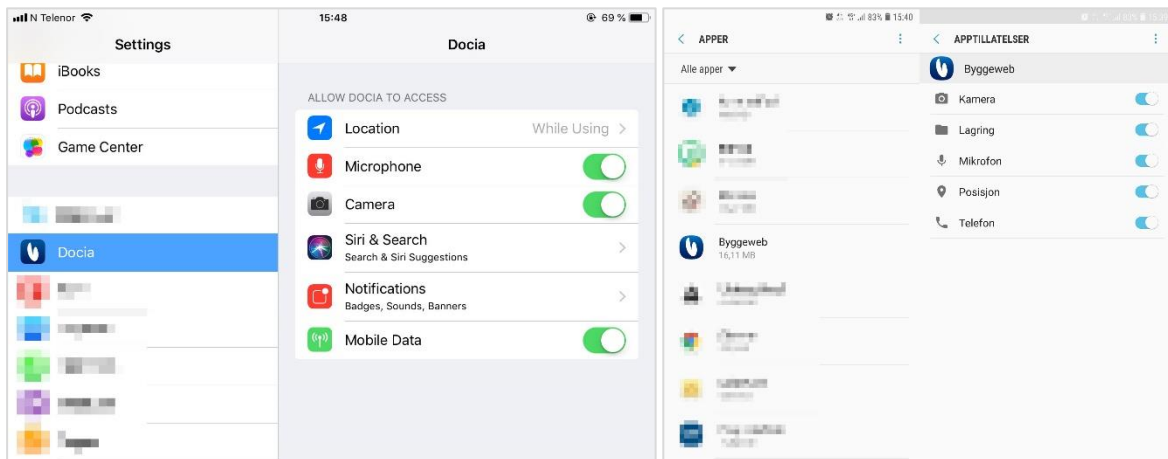
Choose «Capture», then «Defect Management», for access to relevant Capture list. Make yourself acquainted, create registrations and respond to awaiting registrations.

3 Important features in the application

Activate camera and mobile data

In the settings on your mobile/tablet, the possibility to use mobile data must be activated. You should also go to the settings specifically for the app Byggeweb (Docia), and make sure that Byggeweb (Docia) has been given access to:

- Camera (So you can show the deficiency, or correction of it)
- Photo/Storage (So you can use photos stored in your mobile's camera roll)
- Mobile data (So you can synchronise the Capture list without WiFi)
- *Voluntarily*: Notifications (So you can get notifications if your registrations are updated)



Synchronisation

The application can be used offline (without using mobile data or WiFi). But to save changes and new registrations to the project's server and share them with connected users, you must synchronise the list. When synchronising, you need network access – either mobile data or WiFi.

Start synchronisation by touching the upward arrow.

Edit a registration

To edit a previously created registration, choose *Edit* after you have opened the registration. You can now edit according to your rights. Remember to finish with the menu option **Edit/✓**.

Export to e-mail



Useful feature which gives you the opportunity to send the deficiency form with pictures and location by e-mail. You find it at the bottom menu bar when you are looking at a registration.

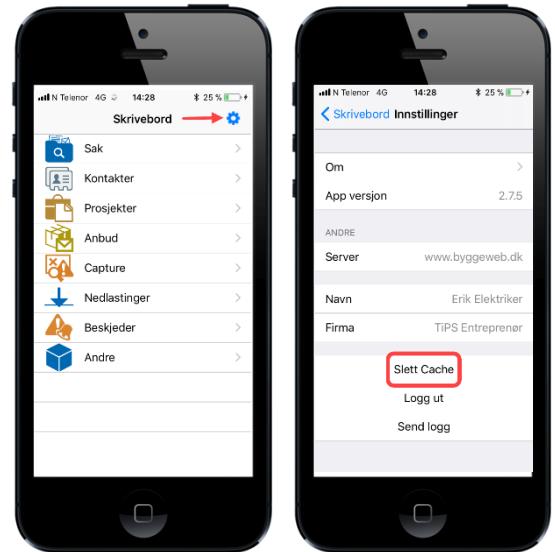


NB! Do not open other apps while synchronising!

Clear Cache

If something isn't working optimally, we recommend deleting the memory in the app. This will «restart» the app, and it also updates changes in the form setup and drawings. If you have created new registrations without synchronising, they will be deleted when the cache is cleared, so remember to synchronise first.

- In the app's dashboard: go to settings:  / 
- Clear Cache



Notifications

You will periodically be **notified by email** about new registrations, changes to existing ones, new posts in Dialogue, and exceedances of deadlines. Notifications contains links that directs you to the registrations shown in the web interface.

Dialogue (seen as Message in the app)

Each registration has its own message board, which the construction manager and contractor can use to discuss. You find this under the tab Dialogue/Message. Add messages, new pictures or other type of file attachment. In the app, you have a filter called *Unread messages/posts* in the predefined **filter** feature, so you can easily find registrations with new dialogue entries.

Attachments

All file formats can be added as attachments to the registration in the web interface.

Status

Each registration will at any time have one of the following statuses:

- **Awaiting** [Opprettet]: New registrations, pending
- **Completed** [Utført]: Contractor has completed the task, waiting for accept from construction manager
- **Rejected** [Avvist]: Construction manager has not accepted the completion, and asks contractor to try again
- **Approved** [Akseptert]: The completion is accepted by construction manager

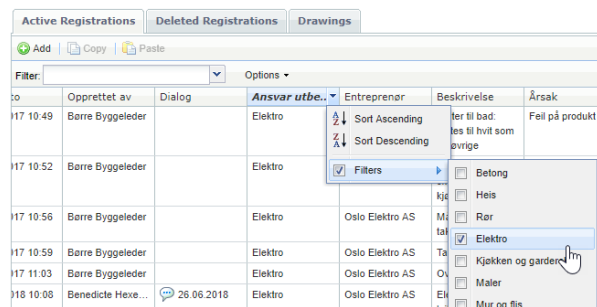
4 Filter in app and web interface

The filter is a useful feature which makes it easy to find the registrations you're after. By using filter, you can get work lists containing only relevant registrations. Appropriate for construction managers who want a work list on active matters, or for contractors who only wants to see registrations that require a reply.

Filter in web interface

1. Set filter

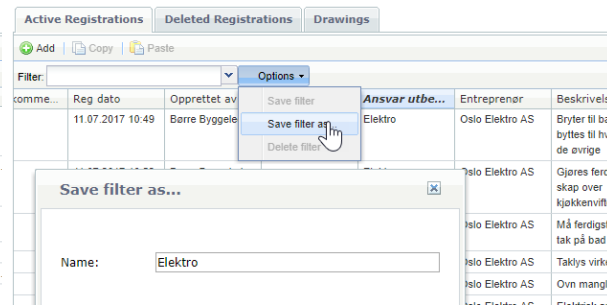
Registrations



Start by placing the cursor to the right in a column header and click on the arrow that shows up. Tick off wanted values. Repeat for other columns to specify even more.

2. Save filter

Registrations



Now only registrations that meet desired values is shown. Click on **Options**, choose **Save filter as** and give it a name. Now your new filter will be available in the filter list.

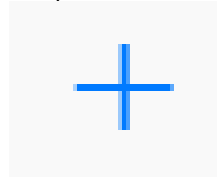
Filter in app

1: Choose filter
(menu line at the bottom)



2: Add filter

NB! You should also test the predefined filters

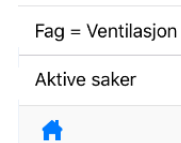


3: Give the filter a name
E.g. *Active cases*: Choose status = Awaiting and Rejected



4: Choose filter

Now you can click at the filter button and choose your personal filter



Suggestions for filters everyone should create

- Active cases
 - o For construction manager:
 - Choose Status = Awaiting, Completed and Rejected
 - o For contractor:
 - Choose Status = Awaiting and Rejected
 - Choose Enterprise = «*your trade*»
- Deadline exceeded
 - o Choose Deadline [Frist utbedring] = Overdue
- Unread messages
 - o Choose Messages [Dialog] = Unread

When you open the Capture list in the app or on the web, you can now select your filters.

NB! Filters must be created by each user. You must create filters individually on the web and in the app.

Filters for deadline exceeded and unread messages are predefined system filters in the app, and thus only need to be created on the web.

If you have any questions or problems, contact BIM2Share AS on e-mail support@bim2share.no, or by phone +47 23 68 75 00.