

Byggnet User guide



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BYGGNET

The world of construction is tough enough.
That's why we created Byggnet.



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Byggnet Access in brief

Byggnet Access is a modern, web-based system for storing documents and drawings that need to be shared by different players in the construction and property sectors and other industries.

We have more than 10 years' experience in this field and have worked with influential players in the industry. As a result, Byggnet Access is one of the leading tools on the market.



You can call us free of charge. We also offer useful kick-off meetings to make sure that the entire project team is familiar with the system when the project starts.

SUPPORT

+46 (0)775-70 50 00

www.byggnet.se



Organising your project documents – simple, quick and always available

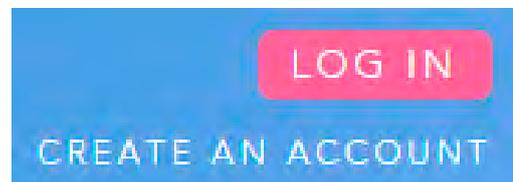
Byggnet Access is a web-based document management system for construction, property and other industrial projects. Because you can create a folder structure and access rights groups to meet your needs, the system can be used for any projects involving a large amount of documentation. The key features of the system are flexibility, simplicity and user friendliness.

Byggnet Access includes many of the latest functions, such as drag and drop, pop-up menus and keyboard shortcuts. We recommend that you have Windows 7 or later and Internet Explorer 9 or later to ensure that you can use the system's full functionality.

Signing in at www.byggnet.se

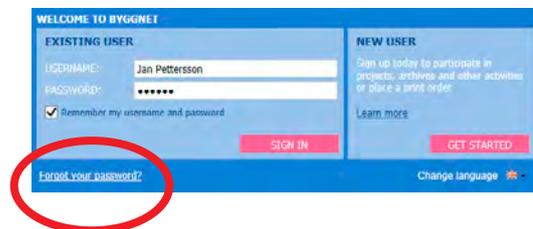
If you are already a customer, click on *Sign in*.

Enter your credentials in the blue box and click on the *Sign in* button. If you want your sign-in details to be saved in your web browser, check the box "Remember my username and password".



Forgotten password

If you have an account, but you have forgotten your sign-in details, click on *Forgot password?*, enter your e-mail address in the dialog box and click on the Send button. Follow the instructions in the email sent by the system,



Creating an account

If you are a new user of Byggnet, you can easily request a user account by clicking on the *Get started* button. Enter your contact details, including your name, company name, address, phone number etc.

User accounts are free of charge.

Personal settings

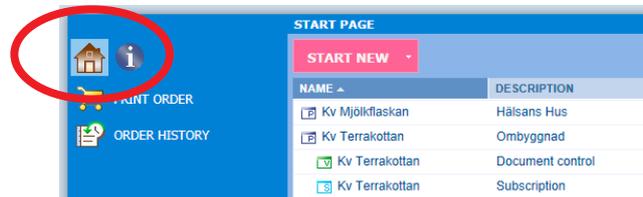
If you want to change your password, contact details or other personal information, click on *Personal settings* in the top right-hand corner of the window after you have signed in.

- On the *User information* tab you can change your username and password and other contact details.
- On the *Profile* tab you can choose whether you want the system to unpack .zip files automatically when you upload them. You can also choose whether or not you want to use ActiveX components and you can change the system font size.
- On the *Notifications* tab you can choose which information you want the system to send you. Gathered notifications are sent out every morning which cover the events of the day before. You can easily choose which events you want the system to notify you about.

- A message notification is sent out as soon as someone in the project sends a message to you. You have the option of stopping these notifications from being sent.
- Click on *Add to favourites* to create a shortcut to Byggnet Access. You will find the shortcut under Favourites in your web browser.

Navigation icons

In the top-left hand corner of the start page is a house icon. Once you have opened a project, four icons appear here that you can use to navigate through the system. Clicking on the house icon will always bring you back to the start page.



START PAGE



FILE VIEW



MAIL VIEW



INFO VIEW



START PAGE

Starting a project

You can start a new project at any time by clicking on the *Start new* button in the top left-hand corner of the window. Enter the name and description of the project. You can also enter a number of settings for your project.

Choose the type of project you want to start:

- **Active:**
A project that is invoiced on the basis of the agreed price.
- **Free trial:**
A test project that is ended automatically after 30 days.

CREATE NEW PROJECT

Create new project

NAME:
Kv Eken

DESCRIPTION:
Construction

Approval process: Yes No

Project structure: Proposed template No template Own

CONSTRUCTION LOCATION:
Stockholm

INVOICE REFERENCE:

PROJECT PAYER CANCEL START

APPROVAL PROCESS

Yes: This adds two extra columns to the file list which state whether the file is Approved or For approval and the date when the file was approved. You can choose here whether or not project members have the right to approve their own documents. You can also give project members the right to see documents that are waiting for approval.

This function provides an approval process for the project which ensures that certain project members can access documents only after they have been approved.

No: No approval process.
All documents are displayed as being approved.

PROJECT STRUCTURE

Proposed template. This lets the system suggest a folder structure based on Bygghandlingar 90 (guidelines on building documents issued by the Swedish Standards Institute). You can, of course, make changes to the structure.

Own. If you are already using Byggnet Access, you can save the folder structure and access rights groups from your current project as a template. You can reuse this template when you start your new project.

No template. You create a folder structure to meet your needs. If you already have a folder structure on your computer or network, you can easily add it to the project using drag and drop.



START PAGE

Selecting a project

When you sign in, the start page shows the projects, archives and any file selections that you are a member of. Click on *Project* to open a project. If there are no projects listed, this means that you are not a member of any projects. Contact the administrator of the project you want to join.

NAME	DESCRIPTION	ACCESS RIGHT	STARTED	STATUS	PERSONAL NOTE
Kv Leendet	Distribution av handlingar	Administrator	2012-10-03	Active	
Kv Magisten	Sörbåle förskola, Gomorrönsöl	Administrator	2009-02-05	Active	
Kv Magneten	Ombyggnad	Administrator	2016-10-26	Active	
Kv Magneten	Document control	Member	2016-10-26	Active	
Kv Mjölklaskan	Hälsans Hus	Administrator	2012-01-24	Active	
Kv Terrakottan	Ombyggnad	Administrator	2009-01-20	Active	Jannes demoprojekt
Kv Terrakottan	Document control	Administrator	2011-12-08	Active	
Kv Terrakottan	Subscription	Administrator	2012-08-30	Active	

Searching for files in all the projects and archives

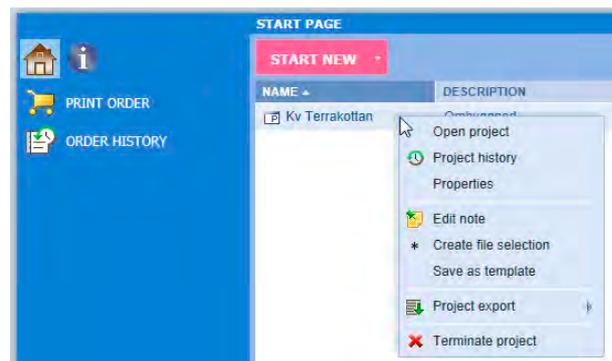
In the top right-hand corner of the start page is a search box. You can use it to search for files in all your projects, archives and file selections at the same time.



Right-clicking on an activity

If you right-click on an activity on the start page, you can access some additional functions. The functions available will depend on your access rights in the project.

- Open project: Open the current project.
- Properties: Here you can change the name of the project and choose whether or not the approval process is activated.
- Create file selection: Create a selection of the project files, for example for a sub-contract or a change memo.
- Save as template: Save the folder structure and access rights groups from the current project as a template. You can reuse this template when you start your new project.
- Project export: Order project exports or find links to old exports.
- Project history: Show everything that has happened in the project. You can easily search for individual events.
- Terminate project: You can terminate your project yourself, if you want to bring it to an end.





PROJECT NEWS

When you open a project, you will always see the Project news page which lists all the new events in the project since you last signed in. You can also opt for the page to show new events from the previous day, week or month. The Project news page can be displayed from the Info view icon.

Administrators can include a logo, a project image, a list of the project's most important contacts and links to selected websites on this page.





FILE VIEW

Click on the File view icon to see the project folder structure on the left and the contents of the folders in the centre of the window.

Administrators can add and delete folders. The list of files can be sorted in different ways by clicking on the column headings. You can also search for files using the search box in the top right-hand corner of the window.

Byggnet Access includes most of the functions available on PCs, such as drag and drop and keyboard shortcuts. Files can easily be moved from one folder to another. Folders can also be moved around within the folder structure.



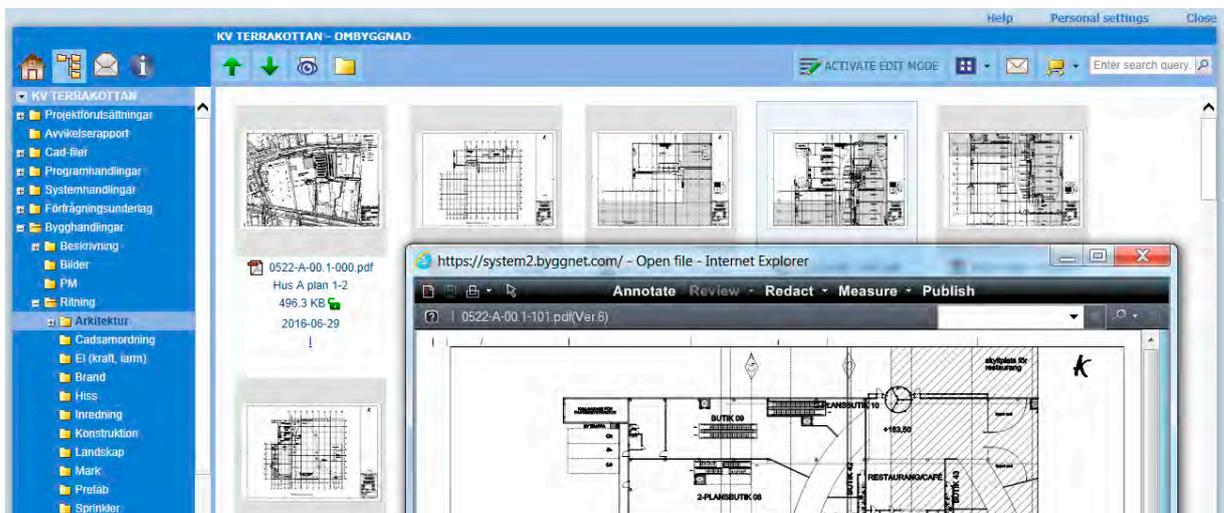


FILE VIEW

Viewing drawings and other documents

Byggnet Access offers different ways of looking at the contents of files. You can display the contents as thumbnails or in the Byggnet Viewer. Click with the left mouse button on any file and it will open in the Byggnet Viewer. Click on the *Change display mode* button to display files as thumbnails.

Click on a thumbnail and it will be displayed in a larger format. Right-click on a thumbnail and choose *Open* to see the file in the Byggnet Viewer. In the Viewer toolbars you will find a range of functions such as Zoom window, Measure, Print and Annotate.





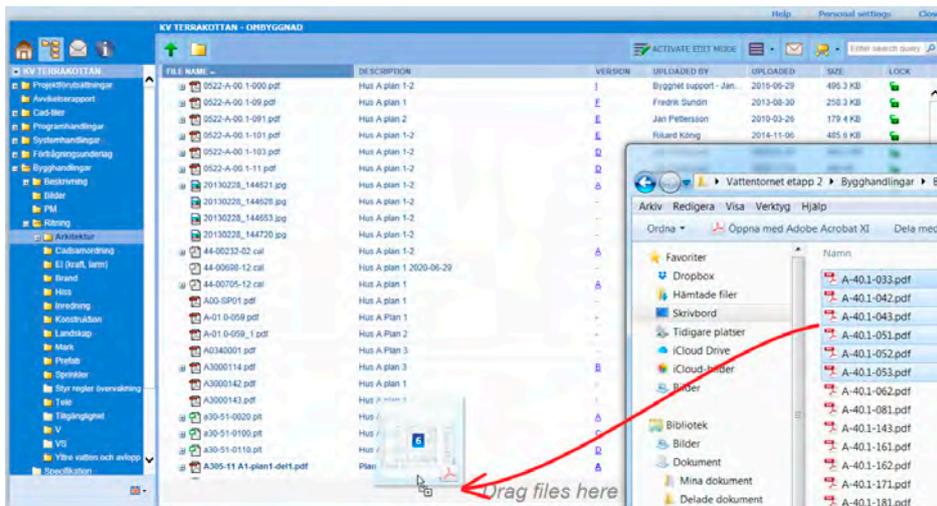
FILE VIEW

Uploading files to Byggnet



Byggnet Access offers different ways of adding files to a project. In addition to clicking on the *Upload* button and then following a traditional upload process, you can also use *drag and drop*.

Open the folder in Byggnet where you want to upload your files. Drag your files into the lower part of the window. Once the files have been uploaded, right-click on them to enter information about the files.





FILE VIEW

Downloading files from Byggnet



Select one or more files and click on the Download button in Byggnet to download files to your computer.

Creating a new folder



Click on the *Create new folder* button. This assumes that you have the access rights to create new folders.

Deleting files



Select one or more files and click on the Delete button to delete them from the folder structure. The files are moved to the Trashbin. Only administrators can empty the Trashbin and finally delete the files from Byggnet. You can only delete files that you have created.

Display modes



There are three display modes for the file list: List, Detailed list and Thumbnails. Click on the *Change display mode* button to switch between the different modes. In Thumbnails mode you can enlarge a picture by clicking on it. If you want to open a file in Byggnet Viewer, click anywhere on the file name or right-click on the file and choose *Open in Viewer* from the pop-up menu.

Activating editing



To enter a description of a file, click on the *Activate edit mode* button. A grid pattern appears in the File view window and you can enter text directly in the relevant box. You cannot change the name or date of the file once the file has been uploaded to Byggnet. Click on the Save button or on Cancel to return to the normal view.

Creating a new message



You can send a message to one or more project members directly from File view. If you want the message to contain links to one or more documents, select them before you click on the *Create new message* button.

Creating a print order



You can easily order print-outs of documents from Arkitektkopia. Right-click on the document you want to order and choose *Add to shopping cart*. If necessary, you can select other documents in different folders and print all the documents you need.

Then click on the *Shopping cart* button in the tool bar and follow Arkitektkopia's ordering process. The history of all the orders you create in the project will be collected together under the *Shopping cart* button.



FILE VIEW

Ordering printed material in Byggnet Access

Right-click on the document you want to order and choose Add to shopping cart. You can also select other files from different folders. The total number of files you have selected is shown on the Shopping cart button in the tool bar. You can only order files that can be printed. File types such as .zip, .rar or the equivalent cannot be added.

When you have selected all the files to be included in your order, click on the Shopping cart button and a dialog box will appear showing a list of the selected files. You can now go on selecting additional files from the project and from your computer. Click on the Start ordering button.

PREVIEWING A PRINT ORDER

In the Preview print order dialog box, you will see a list of the selected files in category and file name order. If a file is in the wrong category, click on the icon in the *File category* column to change it. The Document and Drawing categories will be important during the next stage of the order process.

You can also change the order that the printed material is sorted in. Click on the *Show sorting mode* button and you can move the files using drag and drop or the arrow buttons into your preferred order. Click on the *Start ordering* button.

FILE NAME	DESCRIPTION	SIZE	FILE DETAILS	FILE CATEGORY
IT-plan.pdf		5.6 MB	22 page(s)	Document
0522-A-00.1-000.pdf	Hus A plan 1-2	496.3 KB	A1	Drawing
0522-A-00.1-09.pdf	Hus A plan 1	258.3 KB	A1	Drawing
0522-A-00.1-091.pdf	Hus A plan 2	179.4 KB	A1	Drawing
0522-A-00.1-101.pdf	Hus A plan 1-2	485.6 KB	A1	Drawing
0522-A-00.1-103.pdf	Hus A plan 1-2	460.2 KB	A1	Drawing



FILE VIEW

CATEGORIZATION AND SORTING ✕

CATEGORIZATION

I require help in determining the correctness of categories of the files.

SORTING

I want documents to be sorted according to the enclosed list.

I want documents to be sorted according to order in the "sorting mode".

I do not require any specific sorting order of documents.

CANCEL **CONTINUE**

In the Categorisation and sorting dialog box you choose how you want Arkitektkopia to process your order. The different choices are:

- I require help in determining the correctness of categories of the files. Check this box if you want Arkitektkopia's staff to help you to categorise the files in your order.
- I want documents to be sorted according to the enclosed list. Choose this option if you have attached a drawing list and want the material to be sorted according to the list.
- I want documents to be sorted according to order in the "sorting mode". Choose this option if you have sorted the files in the previous step.
- I do not require any specific sorting order of documents. Choose this option if you do not have any special sorting requirements. The materials will be delivered in file name order.



FILE VIEW

PRINT ORDERS: STEP 1 OF 2 – RECIPIENT AND PRINT SETTINGS



Choose a recipient for your order. Your name is always shown first. You can now state precisely which documents each recipient will receive and what format they will be in. There are separate fields for drawings and documents. In this context the term document is used to describe text-based files.

- + Click on the green plus sign to add new rows to your order under the Drawings heading, for example if you want architect's drawings to be printed in A1 format and delivered in a roll and electrical drawings to be printed in A3 format and delivered folded and punched. Click on the All files link and select from all the files in the order. If you select some files, the name of the link will change to 1 file(s), 2 file(s) etc. depending on the number of files you have selected. You can click on the link at any time to see which files are in the selection.
- 📄 You can easily copy all the settings from one recipient to another by clicking on the Copy button. You can also upload a distribution list as a digital file. You can skip this entire step.



FILE VIEW

PRINT ORDERS: STEP 2 OF 2 – ORDER INFORMATION

In the final step, you enter details of who is placing the order and who will be invoiced. Normally you choose the print shop closest to you, regardless of where the recipients are based. Arkitektkopia will redirect the order if the recipients are in different locations in Sweden. Enter the required delivery date. Normally orders are delivered one day after being sent. Complete your order by clicking on the *Send order* button. If you have questions about your order, you are welcome to contact Arkitektkopia. State your order number when you do so for quick answers.

PRINT ORDER STEP 2 OF 2 – ORDER INFORMATION

Orderer information: Arkitektkopia AB
Jan Pettersson
Johannesfredsvägen 15
161 11 Bromma
CHANGE

Payer information: Arkitektkopia AB
Jan Pettersson
c/o BGC, BGC-id ARK0101
106 42 STOCKOLM
CHANGE
 Payer same as orderer

Select print shop: Stockholm
Customer number (payer):

Optional comments:

PAYER

INSERT INFORMATION

COMPANY: Arkitektkopia AB
NAME: Jan Pettersson
TELEPHONE: 08-50 60 71 90
E-MAIL: jan.pettersson@arkitektkopia.se
ADDRESS: c/o BGC, BGC-id ARK0101
ZIP CODE: 106 42
CITY: STOCKOLM
INVOICE REFERENCE: 123

CANCEL **SAVE**

CANCEL **BACK** **SEND ORDER**



FILE VIEW

Searching

You can search for documents in Byggnet Access. Enter the file name or parts of the file name. You can also search for any file information that has been entered in Byggnet Access. The search results are shown in a separate dialog box.

Right-clicking on a file

By right-clicking on one or more files, you can access additional functions. You can choose from the following functions, amongst others:



DOWNLOAD FILES FROM BYGGNET

Select one or more files and choose *Download*. The files will be downloaded to your computer. If you select two or more files, Byggnet will create a .zip file to download.



CUT (SHORTCUT CTRL+X)

Cut the selected files.



COPY (SHORTCUT CTRL+C)

Copy the selected files.



ADD TO SHOPPING CART

Select one or more files and choose *Add to shopping cart*. The files are added into the order process. You can select more files from another folder, until you have selected all the files you want to include in the order. Once all the files have been selected, click on the *Shopping cart* button in the Byggnet toolbar. This starts an order process where you specify how your order should be produced and where it should be delivered.



SHOW/EDIT FILE INFORMATION

The consultant responsible can enter a description, version information and a scale for every file and specify whether the document is included in one or more file selections. Read more about file selections later.

Select and right-click on one or more files and choose *Show/edit file information*. Enter the file information and click on the *Save* button. A dash is automatically entered in the *Version*

field to indicate that this is the first version which has been added to the project. This is then changed to A, B etc. for the subsequent versions. You can use the *Revision management* field for the revision letter and decision date instead. You can then enter a version number in the *Version* field. File information is always passed on during the course of the project. This means that if a file name is reused later in the project, the file information that was entered previously is copied to the later file. You can enter the same file information for several selected files at the same time by checking the *Copy to next file* box and then clicking on the *Jump to last file* button.

FILE PROPERTIES		Uploaded	2016-07-13
File properties		Uploaded by	Byggnet supp...
		Size	271.9 KB
File name:	A-01-1-101.pdf		
Drawing number:	<input type="text"/>		
Description:	Hus A Plan 2		
Revision management:	<input type="text"/>		
Category:	<input checked="" type="radio"/> Drawing <input type="radio"/> Document <input type="radio"/> Not printable		
Version:	<input type="text" value="-"/>		
Scale:	<input type="text" value="1"/> : <input type="text" value="100"/>		



FILE VIEW

Right-clicking on a file



FILE SELECTION

A file selection is a selection of the files that have been added to a project. For example, a file selection can be the documents that belong with a change memo. You can use a file selection as a simple way of presenting the files that make up a subcontract. Users can be invited to a file selection even if they are not a member of the project. A document can be included in one or more file selections. File selections are listed under the relevant project on the start page.

FILE HISTORY

Show the file's history, for example who uploaded the file and who has viewed it.

SHOW ALL VERSIONS

If there are several versions of the same document, you can show all the versions by clicking on the plus sign in front of the file or clicking on the revision number.

FILE NAME ▲	DESCRIPTION	VERSION
  0522-A-00.1-103.pdf	Hus A plan 1	D
 0522-A-00.1-103.pdf	Hus A plan 1	C
 0522-A-00.1-103.pdf	Hus A plan 1	B
 0522-A-00.1-103.pdf	Hus A plan 1	A



LOCK

If you want to inform the members of a project that one or more files are being revised and will soon be updated, you can mark the files as locked and write a message. This means that everyone can still open and download the files, but they will be alerted by your message.



UNLOCK

Unlock the selected files.

MARK AS UNREAD

This shows the file name in bold font to indicate that you have not yet opened or downloaded the file.



DELETE (DEL)

Delete the selected files. Everyone can delete their own files from the folder structure. Deleted files are always put in the Trashbin. Only administrators can finally delete the files from the project.





FILE VIEW

Right-clicking on a folder



DOWNLOAD FILES FROM BYGGNET

Download the entire contents of the folder to your computer as a .zip file.



UPLOAD FILES TO BYGGNET

Upload files to the current folder.



CUT (SHORTCUT CTRL+X)

Cut the folder and its contents.

Paste the folder into another location in the folder structure using the shortcut Ctrl+v.



COPY (SHORTCUT CTRL+C)

Copy the folder and its contents. Paste the folder into another location in the folder structure using the shortcut Ctrl+v.



ADD TO SHOPPING CART

Add the contents of the folder to your shopping cart.



FOLDER PROPERTIES

Change the properties of the folder, for example its name.

CREATE LINK TO FOLDER

Create an upload link to the current folder. The link is saved under Favourites in your web browser. When you click on the link, a small window opens. You can move files from your computer and upload them directly to the folder using drag and drop.

CREATE DOCUMENT LIST

You can automatically generate a document list in Byggnet containing all the file names and any file information from the current folder. The document list opens in Excel, which means that you can edit it before you save or print it.

CREATE TENDER LINK

Create a tender link to a folder structure containing tender documents that you want your suppliers to have access to. The link can be pasted into an e-mail, added to the company's website or included in an advert on a public procurement database. You can find out more about this in the separate section.

LOCK

If you want to inform the members of a project that all the files in the current folder are being revised and will soon be updated, you can mark the files as locked and write a message. This means that everyone can still open and download the files, but they will be alerted by your message.

UNLOCK

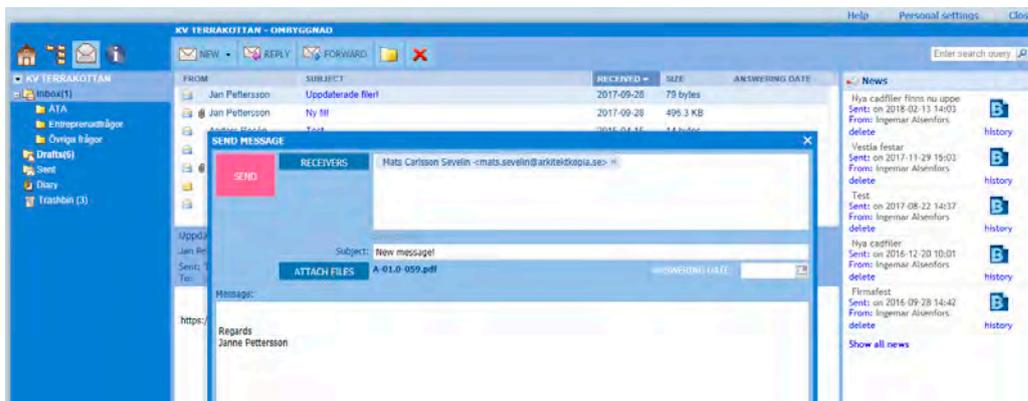
Unlock locked files in the current folder.



MAIL VIEW

In Mail view you can communicate with other members of the project. It has two main functions:

1. The Message function is used to send a single message to one or more project members. Your message can contain files from the project and/or your computer. A notification is sent to the recipients to inform them about your message. The recipients can reply to or forward the message. To send a message, click on the New button.
2. The News function is used to send a general message to all the project members. It is not possible to reply to a news message. To create a news message, click on the Create new button in the bottom right-hand corner of the window.



In the folder structure on the left, you can create your own subfolders to store the messages you send and receive. All the news on the notice board are listed on the right. The most recent news is always at the top of the list.



NEW

Click on the New button to create a new message. You can only send the message to members of the current project. You can attach documents to your message from the project and your computer. The project members you can choose from can also be organised into groups.



REPLY

Select a message you have received and click on the *Reply* button to send a reply to the sender.



FORWARD

Select a message you have received and click on the *Forward* button to forward it to a new recipient.



CREATE NEW FOLDER

Click on the *Create new folder* button to create your own folder structure where you can store your messages.



REMOVE

Select one or more messages and click on the *Remove* button. The messages will be moved to the Trashbin.



SEARCH

You can easily search your messages. You can search for any type of text.



MAIL VIEW

Site diary

Byggnet Access provides a simple site diary. The purpose of the function is to collect entries that you can link to files from the project or your computer. Every entry is signed and can also have a reservation added to it. You activate the construction diary from Info view/Project settings. Under Info view/Access rights, you can decide on the access rights to the site diary. The available access rights are read, read and write, read and sign, read, write and sign or no rights.

When the site diary is activated, it will appear in the folder structure on the left in Mail view. Click on *the Diary icon* and then click on *the New button* and choose Site Diary entry. Give the entry a subject and a date. Attach the files you want to include in the entry. Finish by clicking on *the Save button*. An entry that has been created can only be changed if someone who has the right to sign it adds a reservation.

ENTRY DATE	CREATED BY	SUBJECT	SIGNED DAT.	SIGNED BY
2013-04-22	Rikard König	Dagboksanteckning	2013-08-30	Rikard König
2013-04-10	Peter Nilsson	test byggnet	2013-04-10	Peter Nilsson

SITE DIARY ENTRY

Entry date: 2018-03-08

Subject: Construction diary!

ATTACH FILES: Webinar hösten 2017.docx

CANCEL SAVE



INFO VIEW

Info view has three subpages:

1. Project news, which dynamically displays the most recent project activities.
2. Project members, where the administrator can invite people to join the project.
3. Project settings, where the administrator can change the project's settings.

The screenshot shows the 'KV TERRAKOTTAN - OMBYGGNAD' project info view. The interface includes a navigation menu on the left with options for 'PROJECT NEWS', 'PROJECT MEMBERS', and 'PROJECT SETTINGS'. The main content area displays a table of project members with columns for Name, Role, Access Rights, Company, Address, Contact Information, and Added date.

NAME	ROLE	Apply access rights	COMPANY	ADDRESS	CONTACT INFORMATI...	ADDED
Bength Löw	Beställare	Hiss	Arkitektkopia AB	Västra Varvsgatan 11, 972 36 Luleå	bength.loow@arkitekt... 0920-201853, 070-559 57 02	2009-03-03 11:46
Birgitta Jäghamm...	Projektlledning	Administrator	Arkitektkopia	Johannesfredsvägen 15 168 69 Bromma	birgitta.jaghammar@a... 08-50 60 70 36, 0709-93 70 36	2009-01-30 10:07
Björn Sunnhed	Projektlledning	Administrator	Arkitektkopia		Björn.Sunnhed@arkite... -	2014-10-08 13:05



INFO VIEW

Creating access rights



Byggnet Access contains a number of pre-defined access rights groups. If a project has the folder structure suggested by Byggnet, there is an access rights group for each technical area that can be included in the project. In addition, administrators can always create their own groups. The administrator can specify whether the group should have read, read and write or no read and write access rights for each folder in the project.

If the project uses the digital approval process, the administrator can also decide whether or not the group should be able to see documents waiting for approval. When a new access rights group is created, it can be selected from the *Apply access rights* dropdown list.

New – Create new groups

Edit – Edit existing groups

Copy – Copy existing groups

FOLDER NAME	READ	WRITE
<input checked="" type="checkbox"/> KV TERRAKOTTAN		
<input type="checkbox"/> Projektförutsättningar	---	---
<input type="checkbox"/> Avvikelseberättelse	---	---
<input type="checkbox"/> Cad-filer	---	---
<input type="checkbox"/> Programhandlingar	---	---
<input type="checkbox"/> Systemhandlingar	---	---
<input type="checkbox"/> Förfrågningsunderlag	---	---
<input checked="" type="checkbox"/> Bygghandlingar	✓	---
<input checked="" type="checkbox"/> Beskrivning	✓	---
<input checked="" type="checkbox"/> Bilder	✓	---
<input checked="" type="checkbox"/> PM	✓	---
<input checked="" type="checkbox"/> Ritning	✓	---
<input checked="" type="checkbox"/> Specifikation	✓	---
<input checked="" type="checkbox"/> Förteckning	✓	---
<input checked="" type="checkbox"/> GH	✓	---
<input checked="" type="checkbox"/> Kalle	✓	---
<input type="checkbox"/> Relationshandlingar	---	---
<input type="checkbox"/> Utskick av förfrågningar	---	---



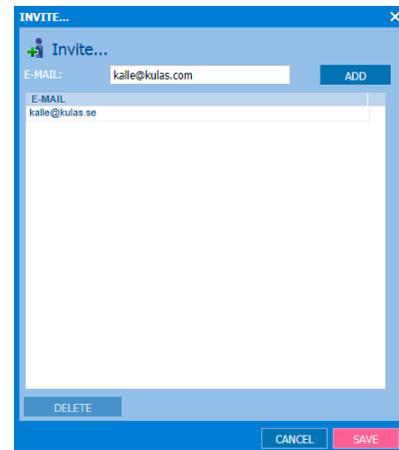
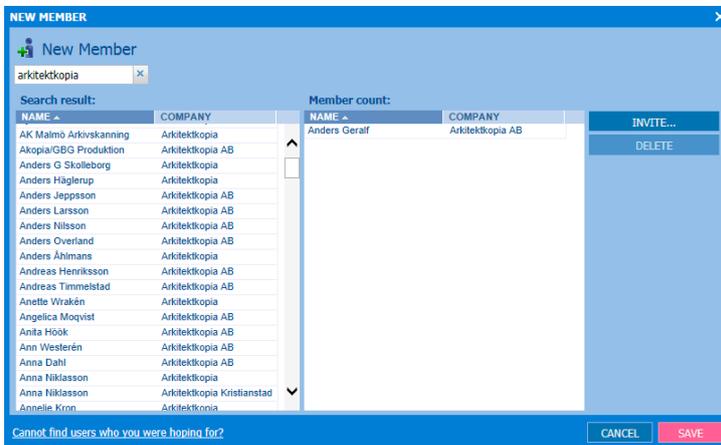
INFO VIEW

Inviting project members



To invite project members to join your project, sign in and click on the *Info view* icon. Then click on the *New member* button. Search for existing users in the search box in the top left-hand corner of the window. You can search for people's names and company names. If several users' names match your search term, click on the ones you want to invite. These names are then moved to the *Member count box*.

You can then carry out more searches. Finish by clicking on the *Save* button. If you cannot find the person you are searching for, click on the *Invite* button. Enter the project member's e-mail address and click on the *Add* button. You can enter several e-mail addresses. Finish by clicking on the *Save* button. The system will then send an e-mail to the addresses you have entered with instructions on how to activate the user account.



Deleting project members



Select one or more project members and click on the *Delete* button to remove them from the project.

Applying access rights

All the members who have been invited to join the project can be assigned to one of the project's access rights groups. Select one or more project members and choose an access rights group from the *Apply access rights* dropdown list. All the new members are automatically assigned to the Member access rights group.

The permanent groups have the following access rights:

Administrator

- Has full access rights and the possibility to edit project settings

Member

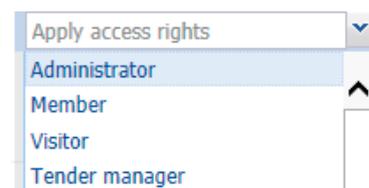
- Can view and access all documents and can add files to all folders

Visitor

- Can view and access all files, but cannot add files to any folder

Tender manager

- Has the same rights as administrators. This access rights group is intended for project members who are responsible for project procurement





INFO VIEW

Entering the default payer for print



If the majority of the printed drawings that are ordered in a project will be paid for by one person, this person can be entered as the default payer. The payer will be the default selection when anyone orders printed material from Arkitektkopia.

Printing a list of project members



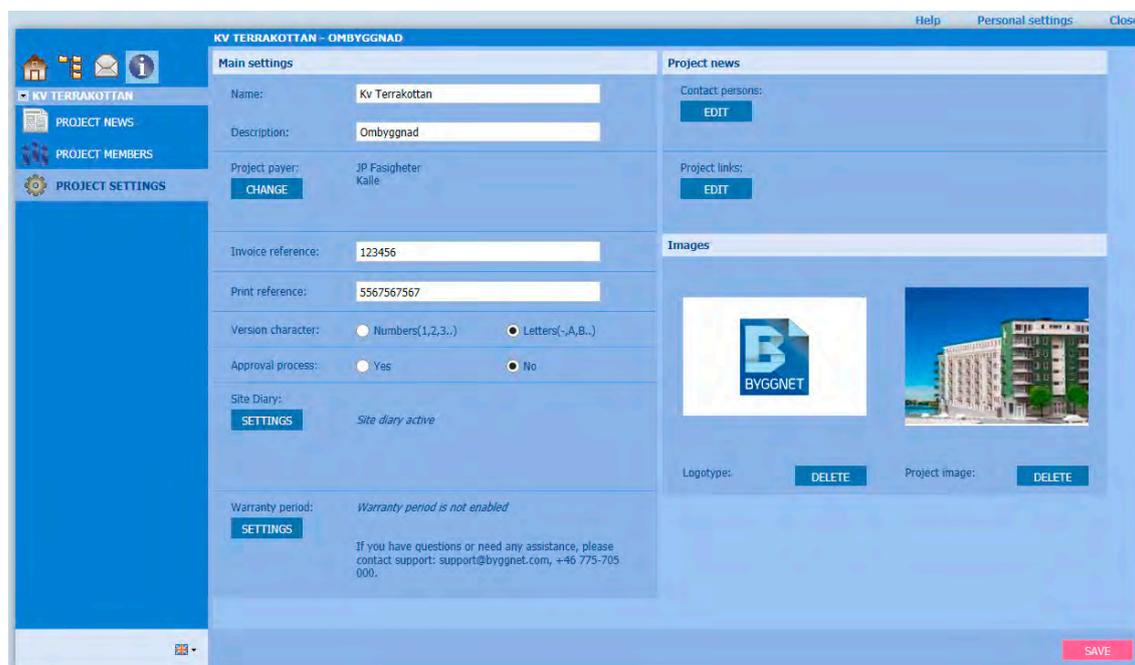
You can easily print a list of the project members. Click on the *Print* button. The list will open as a Excel document which contains the information that project members have entered in their profiles. You can easily change the layout of the list in Excel before you print and/or save it.

Right-clicking on a project member

By right-clicking on a project member, you can access additional functions. For example, you can easily delete a project member or resend an invitation to an e-mail address.

Project settings

On the *Project settings* page, administrators can change the settings that were made when the project was created. It is also possible to upload a logo and an image for the project.



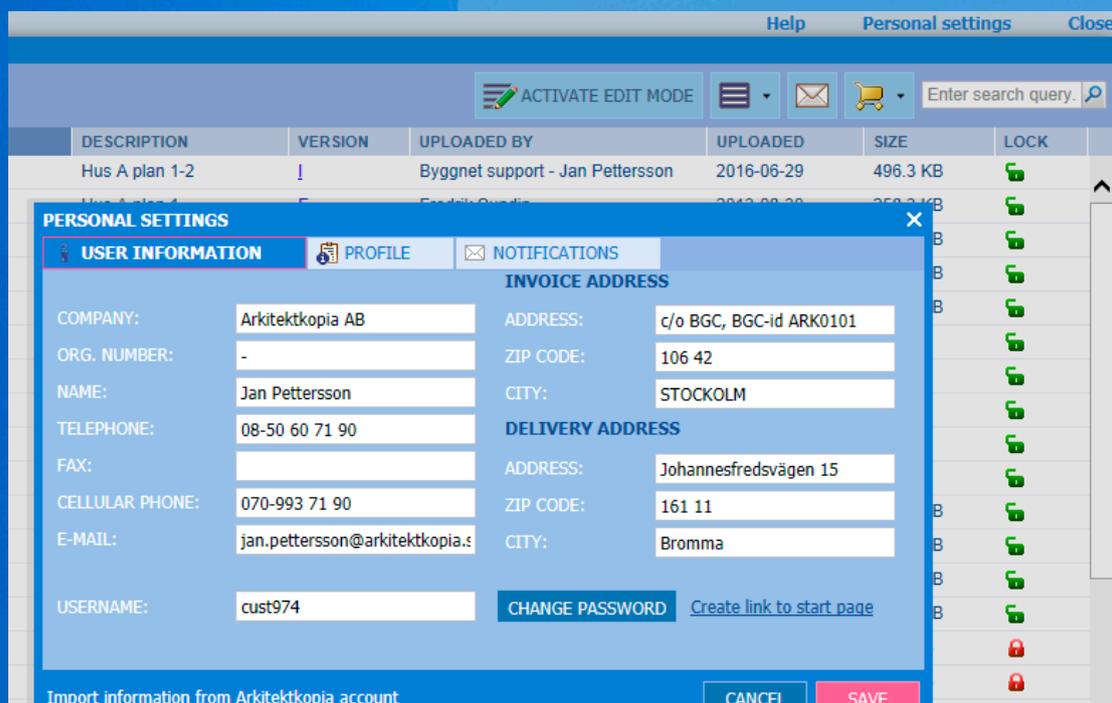


Guide to Byggnet Viewer

Byggnet provides two versions of the Brava viewer. The default version supports HTML and does not require any other software to be installed. For this reason it can be used with any web browser and on Mac and Linux systems.

The other version requires ActiveX to be installed and can only be used on Windows systems. You can choose which version to use by clicking on the Personal settings link in the top right-hand corner of the window and then on the Profile tab. Under the heading Viewer settings you can choose between ActiveX and HTML. In the same area of the window, you can also choose to open files by clicking on the file name.

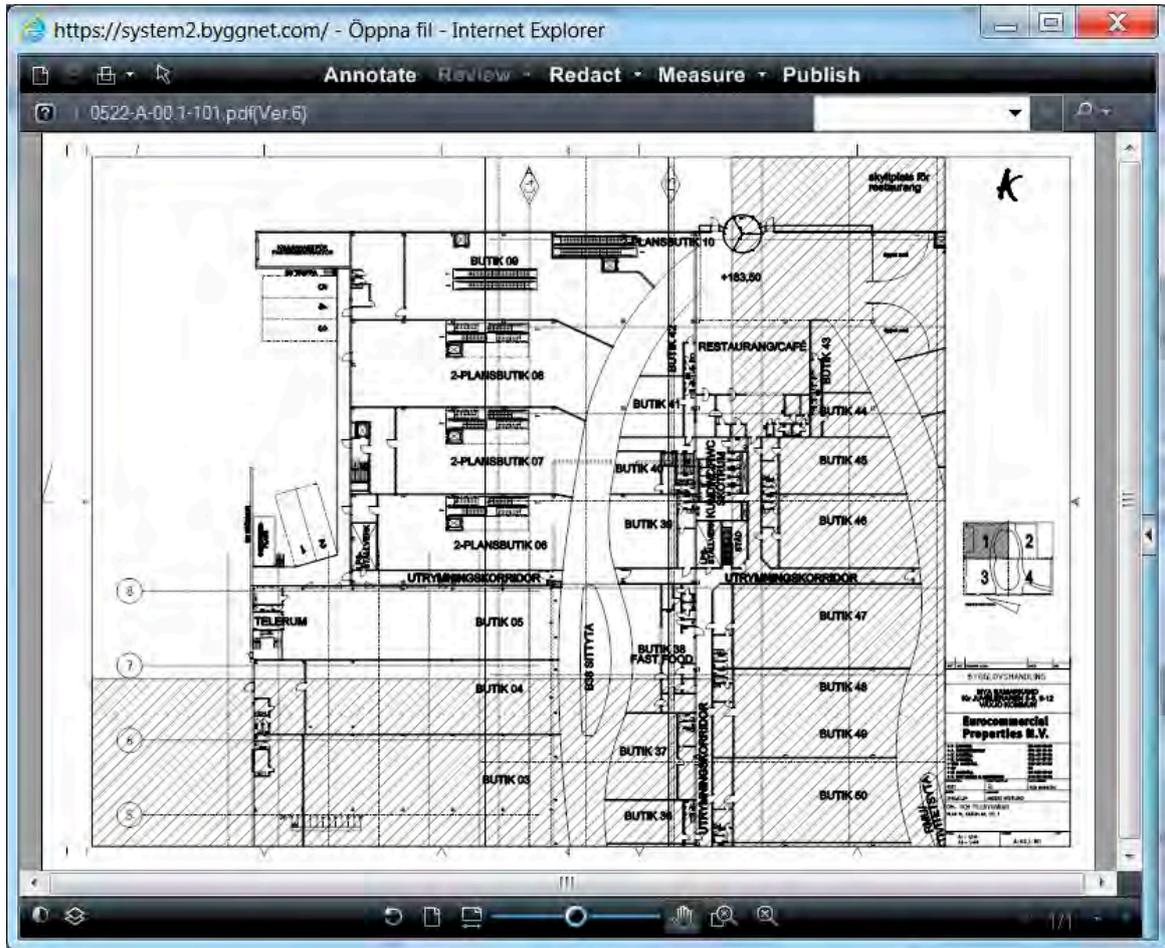
The two versions of the viewer do not have identical functions. This Guide describes all the functions of the ActiveX version.



NOTE: Most large companies will not allow users to install ActiveX themselves. If this is the case, contact your local IT support team.

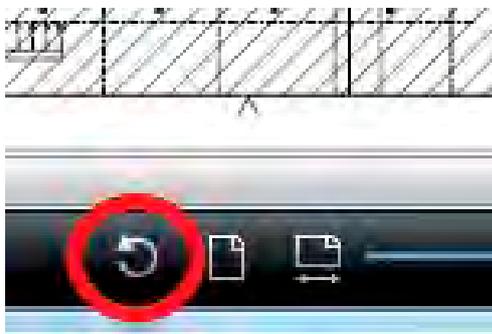
Opening a file in Byggnet Access

Click on the name of any file and it will be opened in a new window.



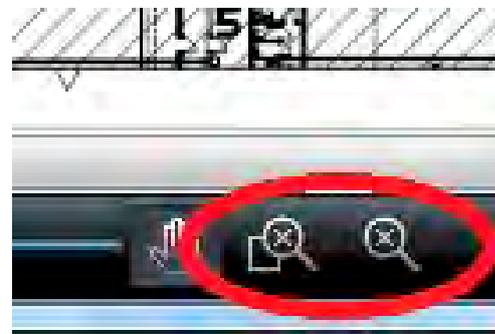
Rotating a drawing

If a drawing is shown the wrong way up, you can rotate the picture through 90° by clicking on the *Rotate* button in the viewer's bottom toolbar.



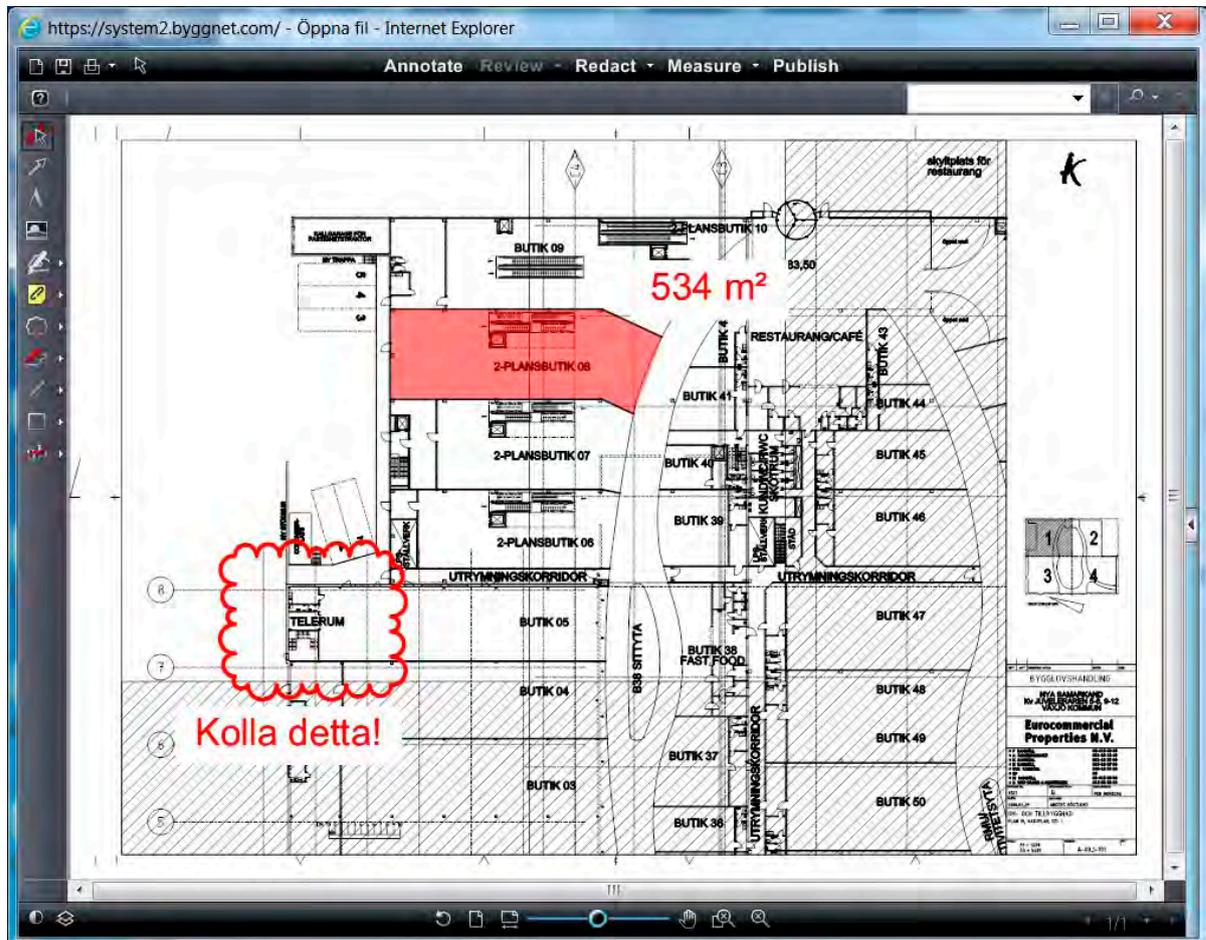
Zooming in on a drawing

Press and hold the right mouse button and move the pointer up to zoom in and down to zoom out. There are other zoom functions in the viewer's bottom toolbar.



Drawing lines and entering text in a drawing

If you want to add a comment to a drawing, click on the *Annotate* button in the viewer's top toolbar. A new tool-bar appears on the left. Using these buttons, you can draw different shapes, such as lines, rectangles, clouds etc.



The changes you make to a drawing create a separate layer which can be switched on and off and reviewed by other people in the project, provided that you save the layer. However, Arkitektkopia cannot guarantee that all layers will remain permanently in place, so this method is not recommended. If there is an existing layer in a drawing that you have opened, you will see an exclamation mark in the top left-hand corner of the viewer window. You can also save the original drawing and your markup layer as a new file. This is the recommended method.

SAVING A MARKUP LAYER FOR A DRAWING (NOT RECOMMENDED)

When you have added your comments or other annotations to a drawing, you can save them as a layer that you can view at a later date or ask other project members to review. How to save a markup layer:

1. Click on the *Markup* button and then on *Save as*.
2. Give the layer a suitable name, such as your name.

CREATING A NEW FILE CONTAINING THE DRAWING AND YOUR MARKUP LAYER (RECOMMENDED)

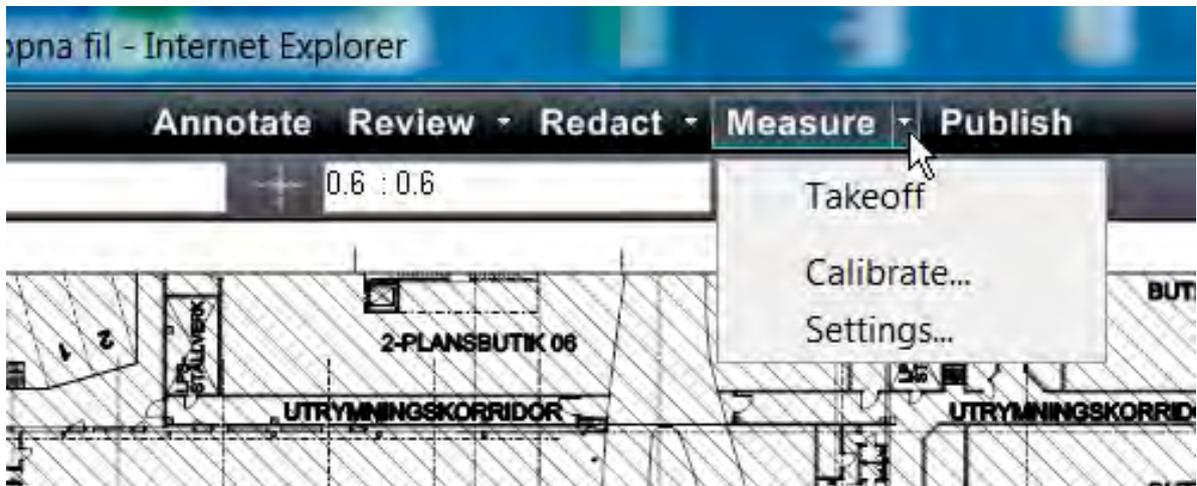
After you have added a markup layer to a drawing with your comments, you can easily create a new file.

1. Click on the *Publish* button and choose an appropriate format for the new file, such as PDF.
2. Click on the *OK* button in the *PDF Publish Options* box.

When you save a file in a different format, there is always a risk that the scale will be changed.

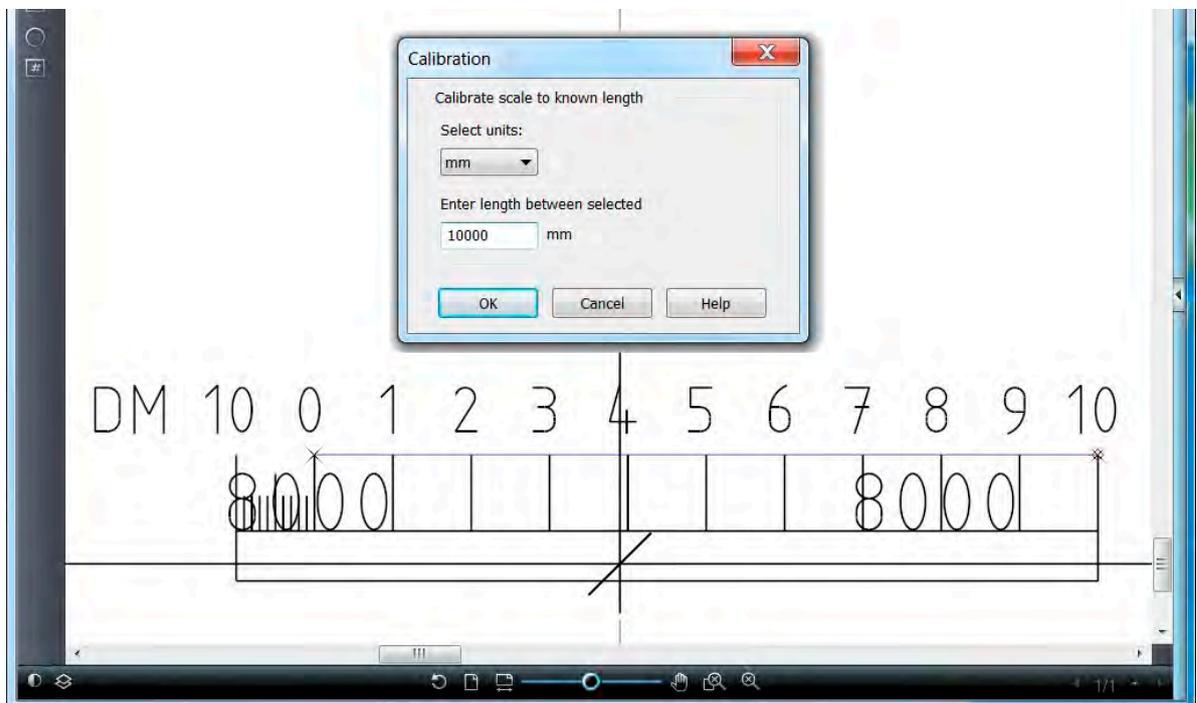
Measuring distances and areas with Byggnet Viewer

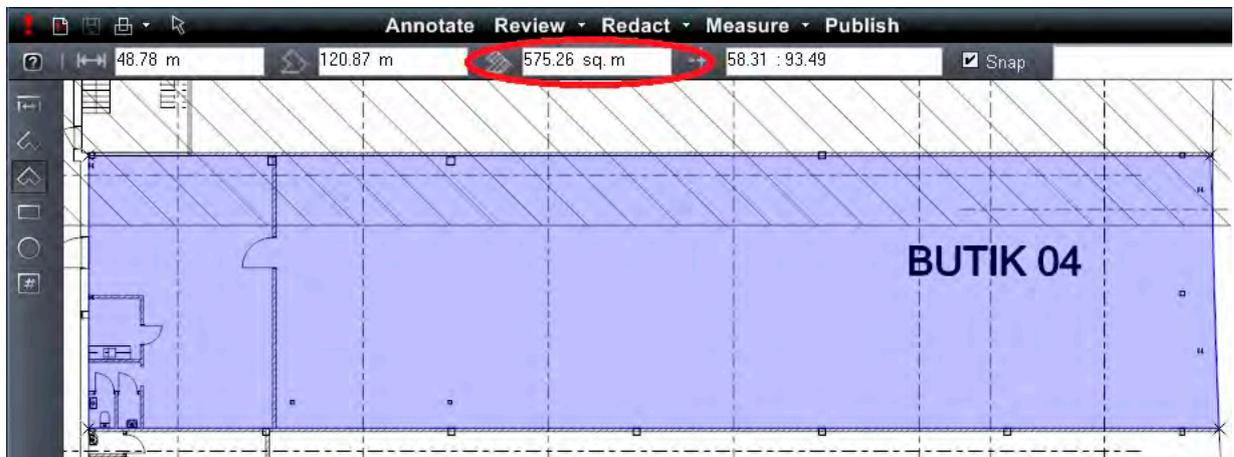
You can easily make measurements in the viewer by following the instructions below. First you must ensure that you have set the right measurement unit. Click on the *Measure* button and then on *Settings*. Choose the units you want to work with. Finish by clicking on *OK*.



How to calibrate the viewer:

1. Zoom into a measurement scale or another known measurement in the drawing.
2. Click on the *Measure* button in the viewer's toolbar and choose *Calibrate* from the dropdown menu.
3. Click with the left mouse button between two points. Enter the correct unit and value in the *Calibration* box.

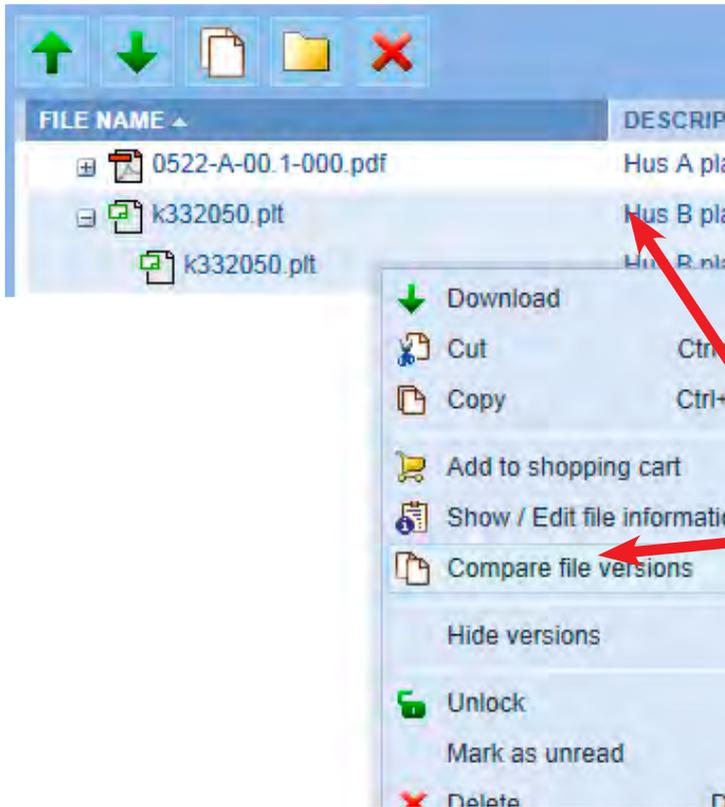




How to measure distances or areas: To make measurements yourself, click on the Measure button and then on Measure polygon, for example, in the left-hand toolbar, to measure an irregular area. Click with the left mouse button on each corner of the area. Finish by clicking once with the right mouse button. The measurement will be displayed in the upper part of the window.

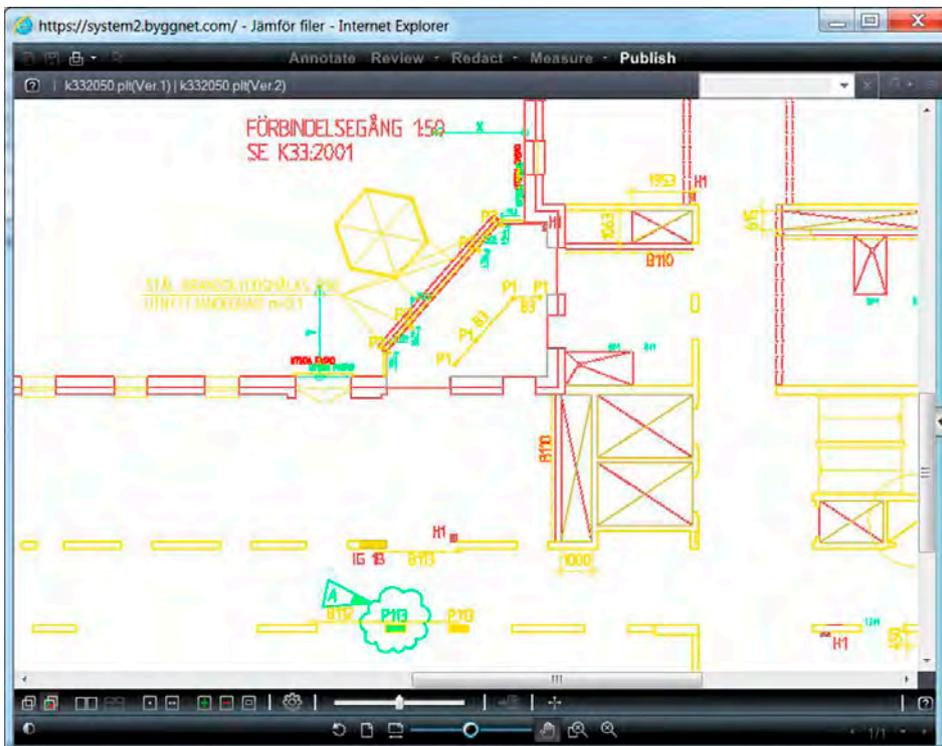
Comparing the difference between two versions

You can compare the difference between two versions of the same drawing.



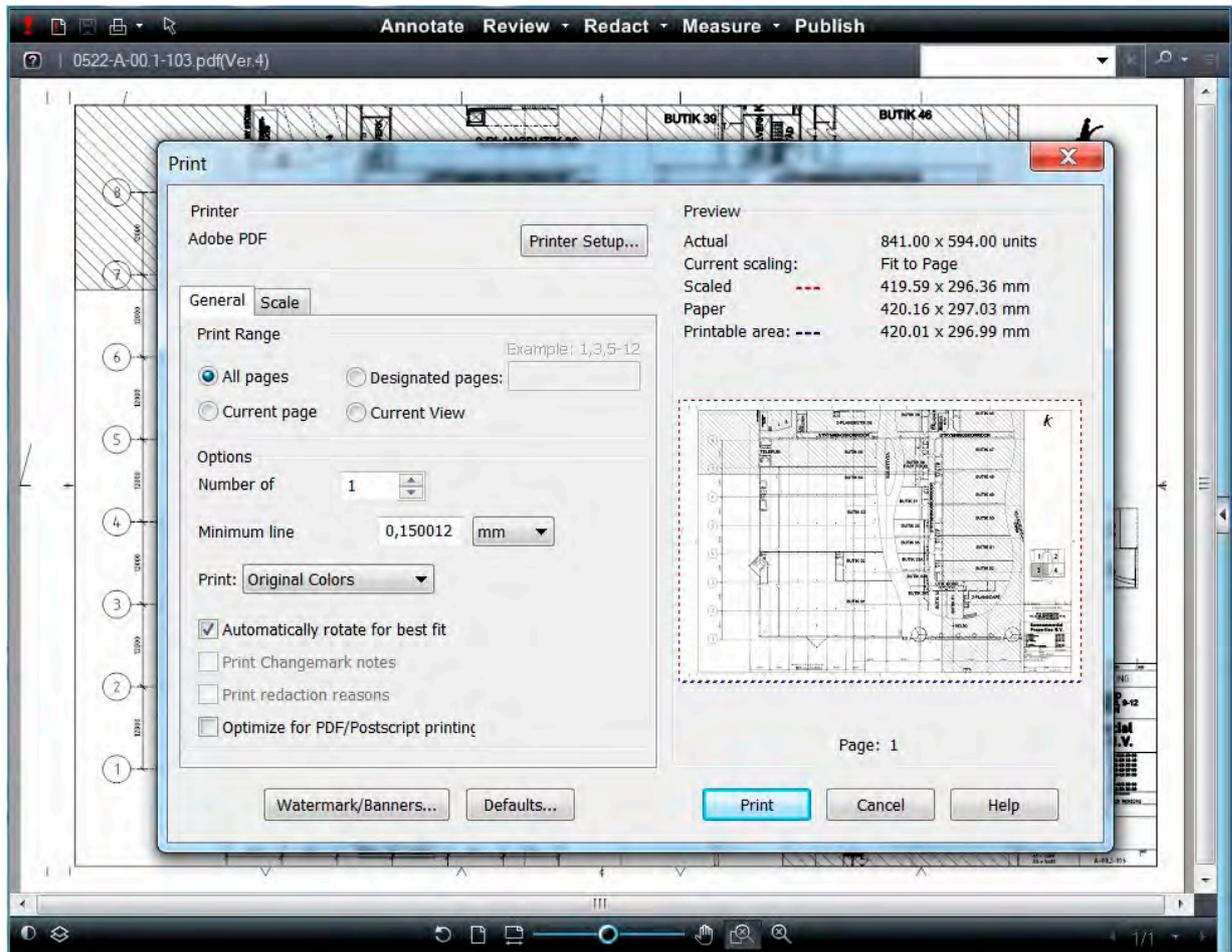
1. Select the drawings you want to compare.
2. Click on the Jämför filversioner (Compare file versions) button in the Byggnet toolbar or right-click and choose Jämför filversioner (Compare file versions).
3. The viewer opens in Overlay mode where one version is overlaid on the other. Deleted elements are shown in red and new elements in green.

Select the two versions you want to compare. Right-click and choose Compare file versions.



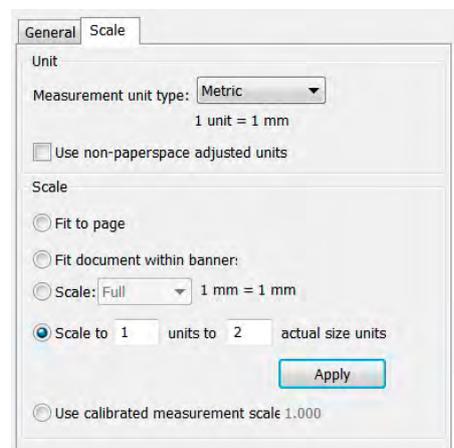
Printing a drawing on a local printer

Click on the Print button in the top left-hand corner of the window. In the Print dialog box you can enter the required settings. It is important that you also enter the correct settings on the printer you are using. For example you must choose the right paper size. The results of your settings are shown in the Preview box on the right. Always check that your print-outs are correct.



On the Scale tab you can choose the size of the print-out and whether or not it should be to scale.

- Choose Fit to page if you do not want the print-out to be to scale. The image will fill the whole page.
- Choose Scale to: 1 units to 1 actual size units to print the drawing in the file's normal size. If the normal size of the file is A1, the print-out will be A1 in size.
- Choose Scale to: 1 units to 2 actual size units to print the drawing at half the file's normal size. If the normal size of the file is A1, the print-out will be A3 in size.
- Choose Scale to: 2 units to 1 actual size units to print the drawing at double the file's normal size. If the normal size of the file is A3, the print-out will be A1 in size.



Byggnet Subscribe in brief

Byggnet Subscribe is an additional service that you can activate at any time during the course of your project. You must be the administrator of the current project to activate the additional service in Byggnet Access. The purpose of Byggnet Subscribe is to allow you to decide on and automate the distribution of documents in advance before they have been completed by the consultant re-sponsible, for example. As soon as the documents are entered in Byggnet Access, your subscription settings are activated and one or more print orders are created. Subscriptions are created for each recipient and you can specify in detail which documents each recipient will receive and how they will be distributed. As an administrator you can also invite other administrators to help you to create subscriptions.



You can call us free of charge. We also offer useful kick-off meetings to make sure that the entire project team is familiar with the system when the project starts.

SUPPORT
+46 (0)775-70 50 00
www.byggnet.se





START PAGE

Activating Byggnet Subscribe

Sign in to Byggnet Access. Click on the *Start new* button in the top left-hand corner of the start page. Choose Byggnet Subscribe from the dropdown menu. In the *Activate subscription* dialog box, choose which project function you want and the construction value of the project. If you have already agreed a price for Byggnet Subscribe, choose *Agreement*. Choose your default print shop. You must also enter the client and the payer. Click on the *Start* button to activate Byggnet Subscribe. A new Subscribe icon will appear under the project title.

ACTIVATING SUBSCRIPTION ✕

S Activating Subscription 🇸🇪

Select project:
Biologikum ▼

Set construction value:
Enligt avtal ▼

Print shop:
Stockholm ▼

Distribution orderer: Arkitektkopia AB
Jan Pettersson
Johannesfredsvägen 15
161 11 Bromma
CHANGE

Distribution payer: Arkitektkopia AB
Jan Pettersson
c/o BGC, BGC-id ARK0101
106 42 STOCKOLM
CHANGE

Distribution payer same as orderer

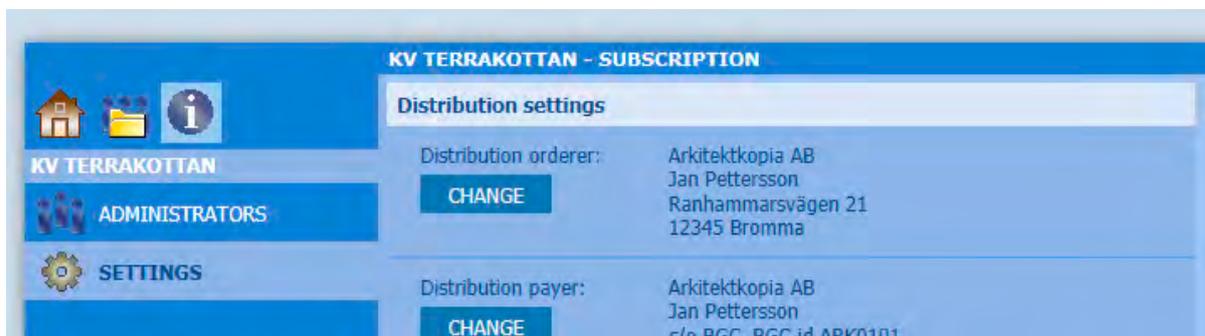
BYGGNET SUBSCRIBE PAYER **CANCEL** **START**



INFO VIEW

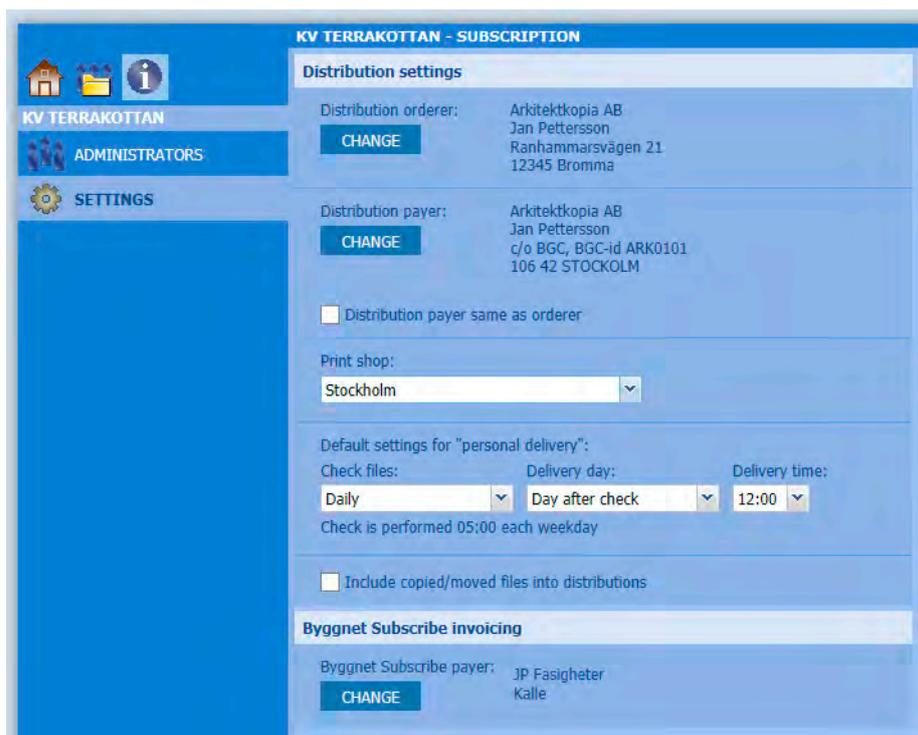
Adding new administrators

Click on the *Prenumeration* (Subscription) icon in the current project. Then click on the *Info* view icon in the top left-hand corner. The first page under the *Info view/administrators* icon shows the members who have been invited to join the project and gives you the option of inviting additional administrators who can create new subscriptions. Please note that these administrators are not recipients of print orders. Click on *the New administrator* button and search for either a person's name or a company name. In the search results, click on the person or people you want to invite. Finish by clicking on the Save button.



Changing the default settings

Click on *the Settings* icon under the *Info* view icon. Here you can change the information you entered when you activated *the Subscription*.



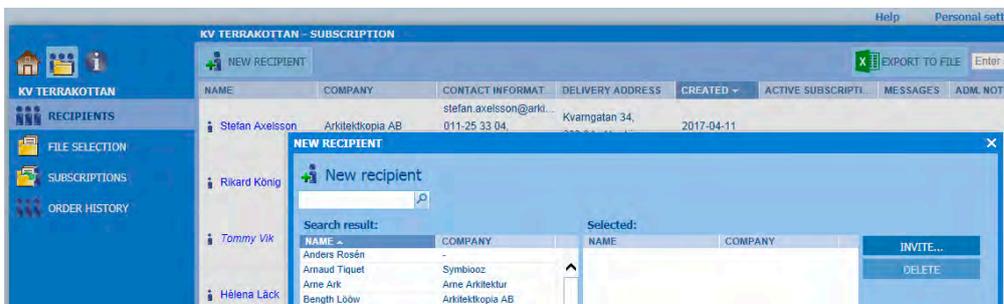


SUBSCRIPTION VIEW

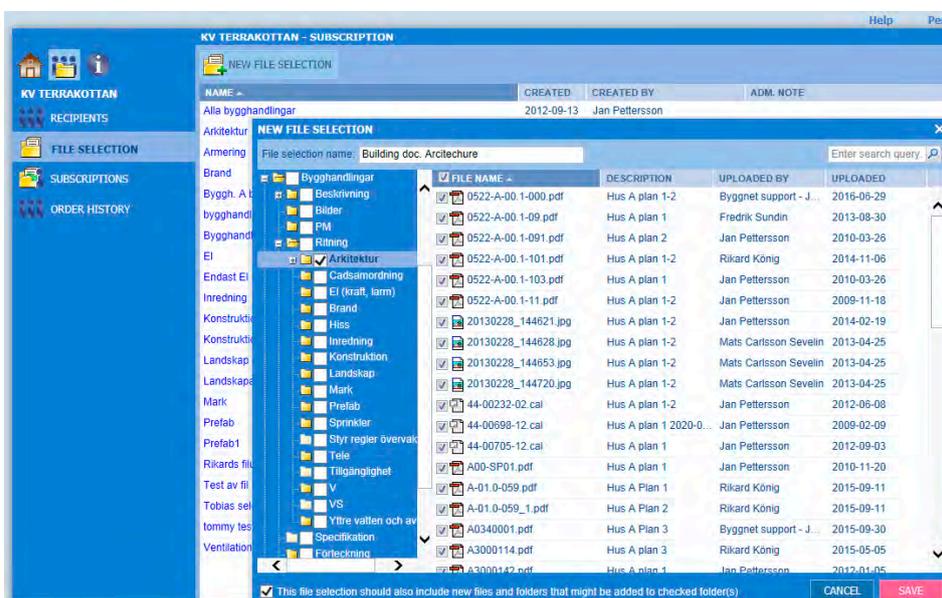
Creating a subscription

First you must specify which recipients you want to be able to choose from for the different subscriptions. Then you enter the file groups that you want to be able to select. In the last step you link the recipients and the file groups to one or more subscriptions. This allows you to create a number of different subscriptions with different rules.

1. Click on the *Recipients* icon in Subscription view. Click on the *New recipient* button and choose the recipients for your subscriptions. This page is initially completely empty and you must also add yourself to the list. You can search for and access recipients in Byggnet from among all the people who have at some point created a user account. You can also enter addresses for people who currently do not have a user account in Byggnet. It is important that all the delivery addresses are correct. Incomplete addresses are shown in italic font and cannot be added to a subscription.



2. Click on the *File selection* icon in Subscription view. Click on the *New file selection* button. Specify which folders you want the file group to contain. If you select a folder at the top of the structure, all the folders under it will automatically be included. You can also decide on the contents of the group at file level. By checking the box in the bottom left-hand corner of the window, you can specify that future documents will be included in the file group. Give the group a name and finish by clicking on the *Save* button. You can now create other file groups with different contents.





SUBSCRIPTION VIEW

3. Click on *the Subscription icon*. Click on *the New subscription button*. The dialog box that appears has four tabs: Who, What, How and When.

WHO:

Click on *the Add recipient button*. In the box you will see the people you added under Recipients in point 1. Choose a recipient for the subscription. You can only choose one recipient for each subscription. If you want several recipients to have the same documents, it is easy to copy the subscription.

WHAT:

From the dropdown menu, choose which file group should be included in the current subscription. You can also specify the status the files must have in order to be included in the subscription. This option is only available for projects with the *Approval process* activated.

HOW:

Distribution: Specify how the materials should be delivered: by courier, post or online link. If you choose the post option, you must take into account the handling time needed by the post office. If you choose the online link option, the system sends a message to the recipient containing links to the current files. **Drawings:** Specify the number of sets, the paper colour and the paper format for the drawings required by the recipient. **Documents:** Specify the number of sets and the printing method required by the recipient. Documents are always in A4 format.

NEW SUBSCRIPTION			
1. WHO	2. WHAT	3. HOW	4. WHEN
Distribution:			
<input checked="" type="radio"/> Personal Delivery <input type="radio"/> Regular Mail <input type="radio"/> Link			
Drawings +			
Copies	Format	Printing options	Post processing options
1	A1 (A)	Monochrome on white	None
1	A3 (A)	Monochrome on white	Folded and punched
Documents +			
Copies	Printing options	Post processing options	
1	Black and white print	Stapled and punched	
CANCEL		SAVE	

WHEN:

On the When tab, you choose when the materials for this subscription should be delivered. The default is your standard setting. However, you can change this to a time which is specific to this subscription. You can also enter a fixed weekday, which means that Byggnet Subscribe collects the new files from the previous seven-day period and creates a weekly shipment.



SUBSCRIPTION VIEW

Click on the *Order history* icon on the left to review the orders created by Byggnet Subscribe. The list does not include any manual orders created in the project.

KV TERRAKOTTAN - SUBSCRIPTION		
DATE/TIME ▾	ORDER NUMBER	PAYER
2017-10-12 05:00	20171012_182550	Jan Pettersson
2017-10-11 05:00	20171011_182449	Jan Pettersson
2017-10-10 05:00	20171010_182317	Jan Pettersson
2017-10-09 05:01	20171009_182175	Jules Olivier
2017-10-09 05:01	20171009_182174	Jan Pettersson
2017-06-06 05:00	20170606_173506	Jan Pettersson

Byggnet Verify in brief

Byggnet Verify is an additional service that you can activate at any time during the course of your project. You must be the administrator of the current project to activate the additional service in Byggnet Access. Byggnet Verify consists of a web application and a smartphone app that together offer unique functions for projects in Byggnet Access. Byggnet Verify has two main functions:

- Creating a report. If someone identifies a fault on a building site, they can report it to the project manager. The report is created either on a computer or in the smartphone app and sent to the project in Byggnet Access.
- Verifying that the physical copy of the document you have is the latest version. A QR code is printed on the drawings ordered from the project. Using the smartphone app you can scan the QR code and find out immediately which version of the document you have and whether there are more recent versions in the project.



You can call us free of charge. We also offer useful kick-off meetings to make sure that the entire project team is familiar with the system when the project starts.

SUPPORT
+46 (0)775-70 50 00
www.byggnet.se





START PAGE

Activating Byggnet Verify

Sign in to Byggnet Access. Click on the *Start new* button in the top left-hand corner of the start page. Choose Byggnet Verify from the dropdown menu. In the *Activating document control* dialog box, choose which project you want to activate Byggnet Verify in and the construction value of the project.

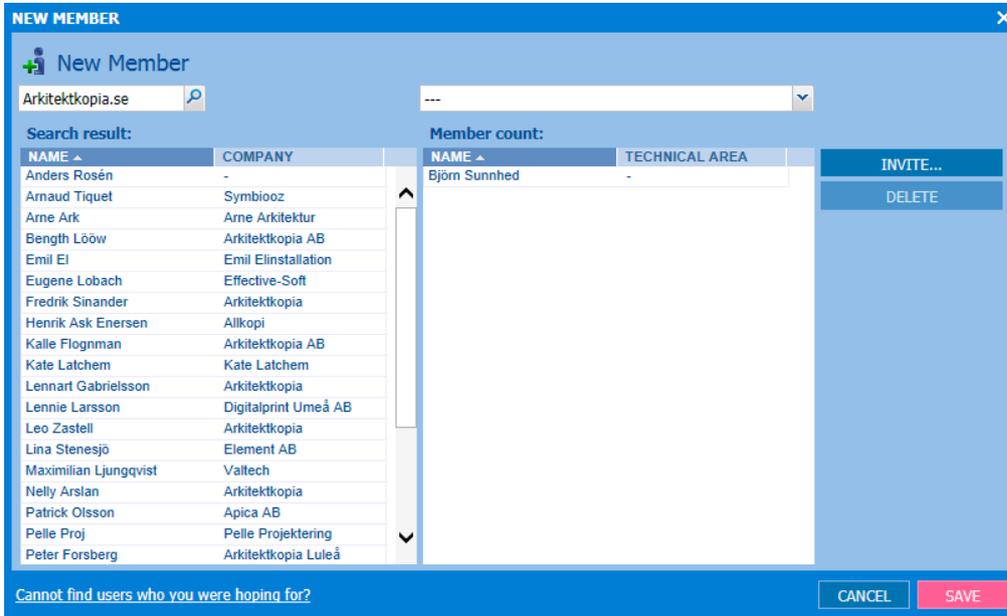
If you have already agreed a price for Byggnet Verify, choose *Enligt avtal* (Agreement). Click on *the Continue* button. Next you specify which folder or folders you want Byggnet Verify to cover. This will probably be all or part of the Construction documents folder. You can change your selection at a later date. Click on *the Start* button to activate Byggnet Verify.

The screenshot shows a dialog box titled "ACTIVATING DOCUMENT CONTROL" with a close button (X) in the top right corner. The dialog has a light blue background and a darker blue header. Below the header, there is a green checkmark icon followed by the text "Activating document control" and a Swedish flag icon. The main content area contains two dropdown menus. The first is labeled "Select project:" and has "Biologikum" selected. The second is labeled "Set construction value:" and has "Enligt avtal" selected. At the bottom of the dialog, there are two buttons: "CANCEL" (white with blue border) and "CONTINUE" (pink).



INFO VIEW

Invite the project team members who you want to be able to use the Byggnet Verify reporting function. Only the members of your project team can be selected to use the reporting function. Assign the team members to a technical area. This is only for information purposes.



Click on the Project settings icon to change the following settings:

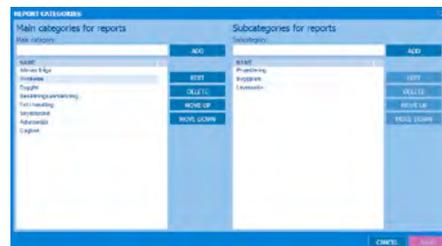
Invite the project team members who you want to be able to use the Byggnet Verify reporting function. Assign the team members to a technical area. This is only for information purposes. Each project member can be given access rights that control what they can access and which functions they can use:



- Administrators can invite project members, receive reports, share information, close tasks etc.
- Project members can receive shared information and respond to it.
- Observers can see all the reports and information, regardless of where they are in the status flow, but cannot play an active role.

TECHNICAL AREAS:

Add or remove technical areas for the project members you invite to join Byggnet Verify and specify the order they are displayed in.



REPORT CATEGORIES:

Enter some main headings and subheadings for the report function so that the reports can be assigned to a category as soon as they are created.

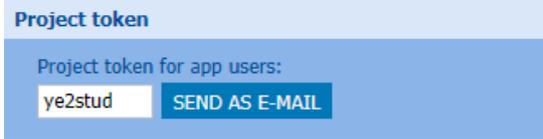


INFO VIEW

PROJECT TOKEN:

Send a project token to everyone who you want to be able to use the reporting function. NOTE: The token is not needed for the verification function.

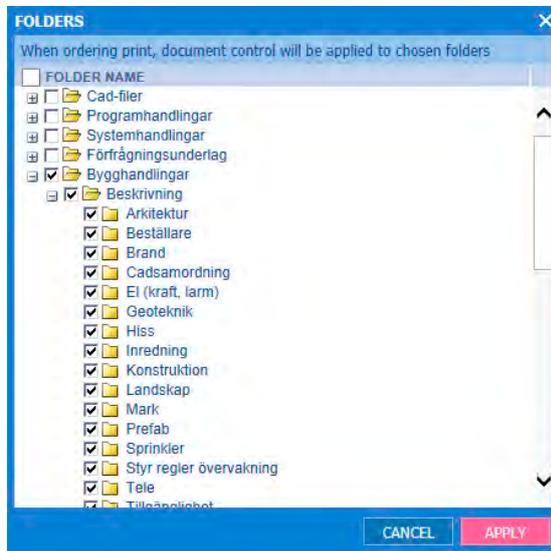
The project token is displayed after at least one main category has been created. You enter the token via the Settings icon and then Project token in the smartphone app.



FOLDERS:

Choose the folders in your project that you want to be covered by Document control. Byggnet Verify is primarily intended for use during the construction document phase, but can of course be used during other phases of the project.

Folders covered by Document control will automatically be assigned new rules. For example, files cannot be deleted from these folders and all documents are marked with QR codes when a print order has been placed. In the web interface, files from these folders can be used as report files, while other files in the folder structure can only be used as attachments.





INFO VIEW

OPTIONS FOR CLOSING:

Choose this option if you want to be able to enter information in your reports about problems which must be closed. The options are: No, Yes or Bestående (Existing) If you choose one of the two latter options, the administrator can enter the cause and the action when closing.

Enable additional options for closing

- Deviation
- Consequence

CREATING A REPORT ON A COMPUTER

Click on the Document control icon on the start page. Click on the Create report button. Assign your report to a category and enter a message. You can attach files to the report. Click on *the Attach report file* button to upload a file which is directly linked to the current case. Here you can only choose files from folders covered by document checking. Click on *the Attach report file* button to upload the file of your choice. You can also choose files from your computer. Finish by clicking on *the Send* button.

NEW REPORT

Subject: Report!

ATTACH REPORT FILE

Category: [dropdown menu]

Subcategory: [dropdown menu]

ATTACH FILES

Message:

CANCEL SEND

CREATING A REPORT ON A SMARTPHONE

Scan a document with the smartphone app. If the document is the latest version and you have the special code entered in the app, you can now create a report. Tap on *the Report* button on the screen. Assign your report to a category. Enter the text and attach images. For more information, see the section about the Verify app.



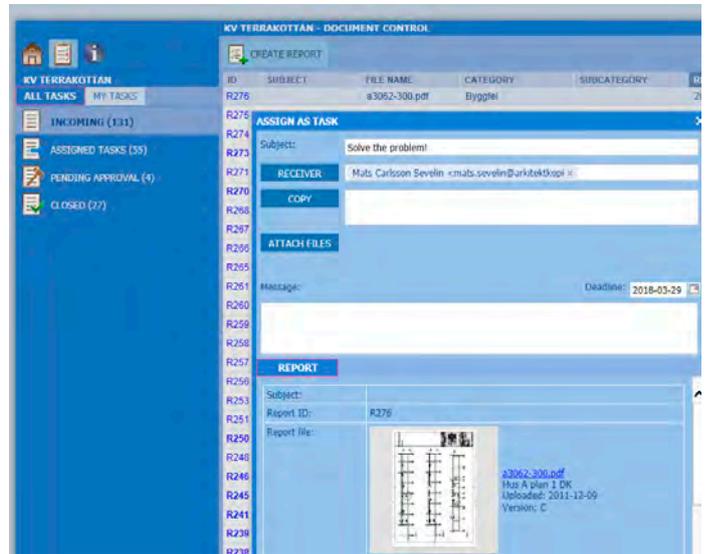
COMMUNICATION VIEW

RECEIVING A REPORT

Click on *the Document control* icon on the start page.

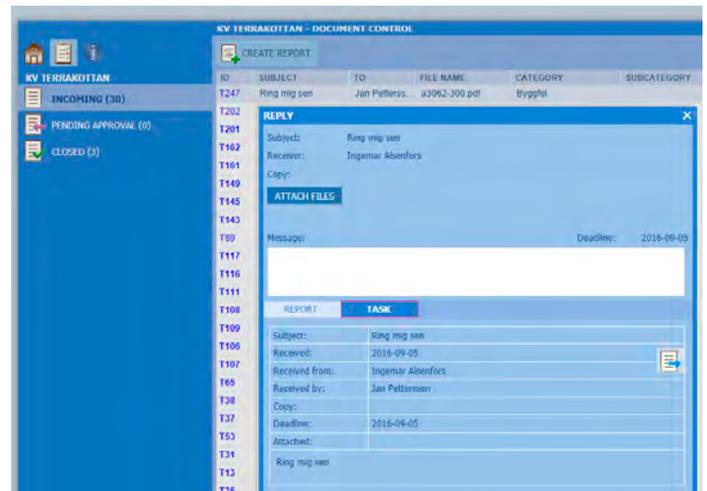
ADMINISTRATORS:

Here there are four subpages which describe the status of reports. Administrators can assign tasks based on the reports to users who can reply in text and or with attached files. When the recipient of a task that has been distributed replies, this is added to the Awaiting approval folder. The administrator can choose to close the task or send it to the same project member or a different one. Every task can also be sent as a copy to one or more recipients. They cannot play an active role in the task. Note that the report ID is changed from T to R and it is referred to from then on as a task. However, the number remains unchanged and is unique to each report.



PROJECT MEMBERS:

Here there are three subpages showing incoming tasks, tasks you have replied to and closed tasks. Click on an incoming task and reply to it. You can also upload new documents to your reply from the project and/or your computer. Each report has two tabs. The Report tab contains the information entered when the report was created. The task tab contains information that has been added since it became a task.

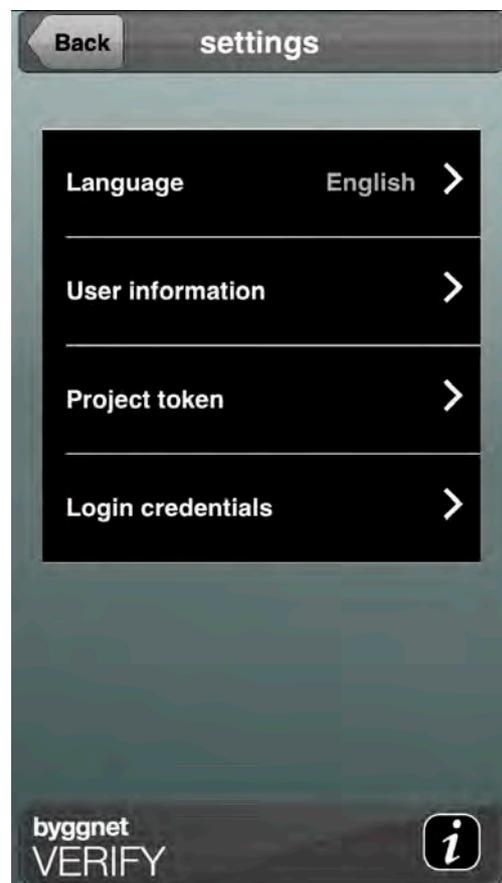
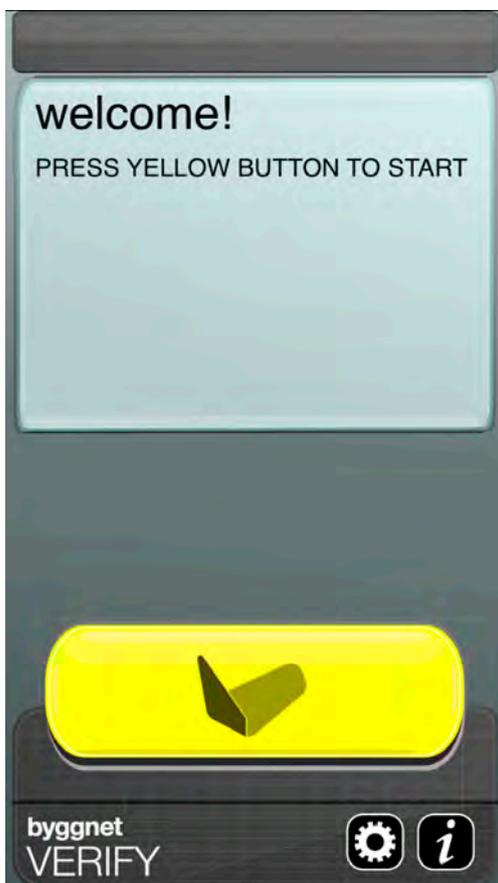


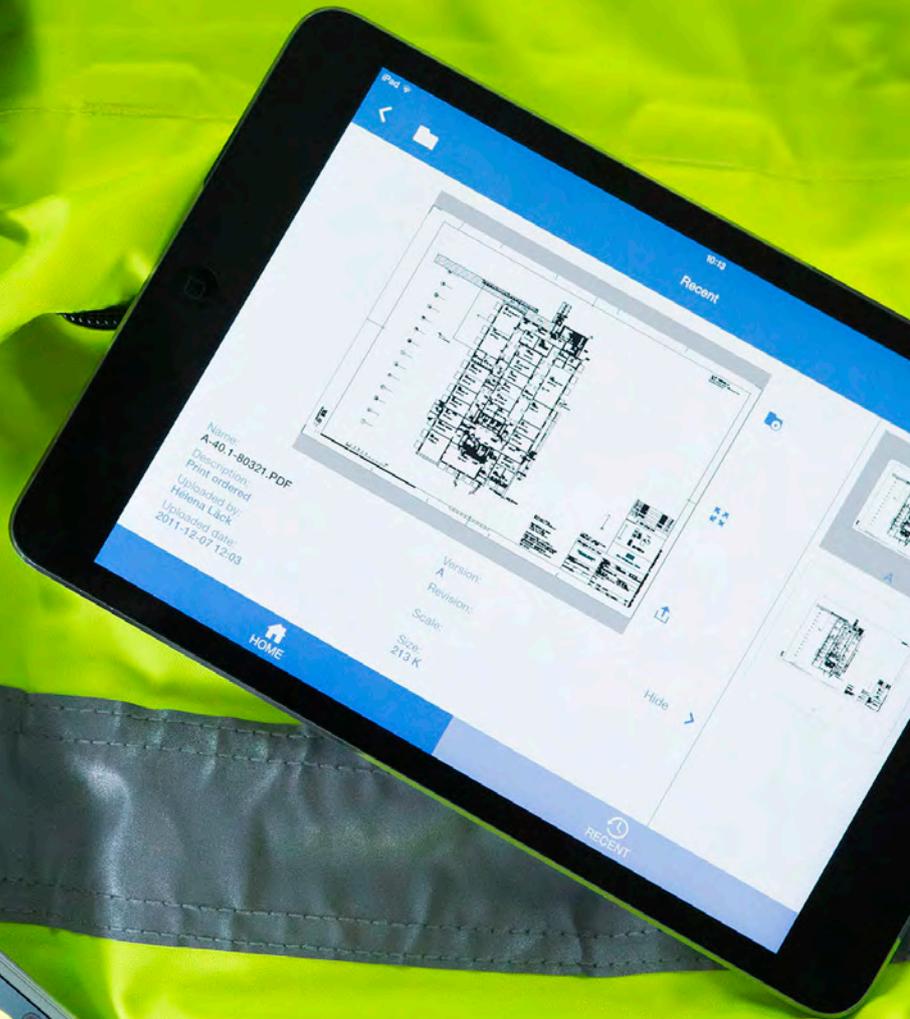


Installing the Byggnet Verify app

Install the Byggnet Verify app on your iPhone from the App Store or on your Android phone from Google Play. If you want to use the report function, tap on *the Settings* icon in the app and select the following settings:

- Language:
Choose the language for the app.
The system language is selected by default.
- User information:
Enter your name and e-mail address.
- Project token:
Enter the current project token.
If you are not an administrator, contact the administrator who can easily send you the token by e-mail. You can enter several tokens if you are a member of several project teams that use Byggnet Verify.
- Login credentials:
Enter your Login credentials for Byggnet Access.





Using Byggnet Verify on your smartphone

SCANNING A DOCUMENT

Start the app on your smartphone. Tap on the large yellow button on the screen and align the QR code in the box. As soon as the app has read the code, it will display the results. These can be:

- Latest version.
- Not the latest version. You should disregard the print out and find the latest version.
- Not a Byggnet Verify code. You have scanned a code that does not belong to a Byggnet Verify project.



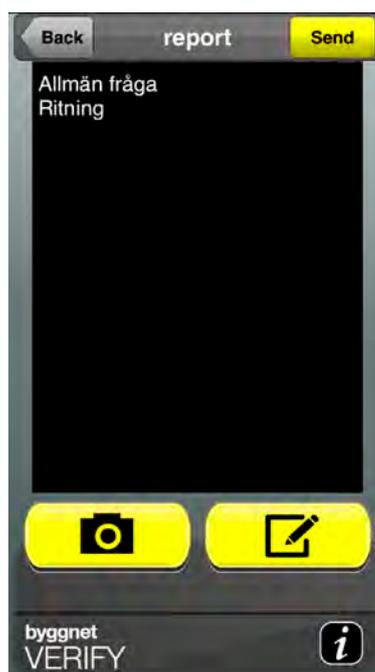
CREATING A REPORT

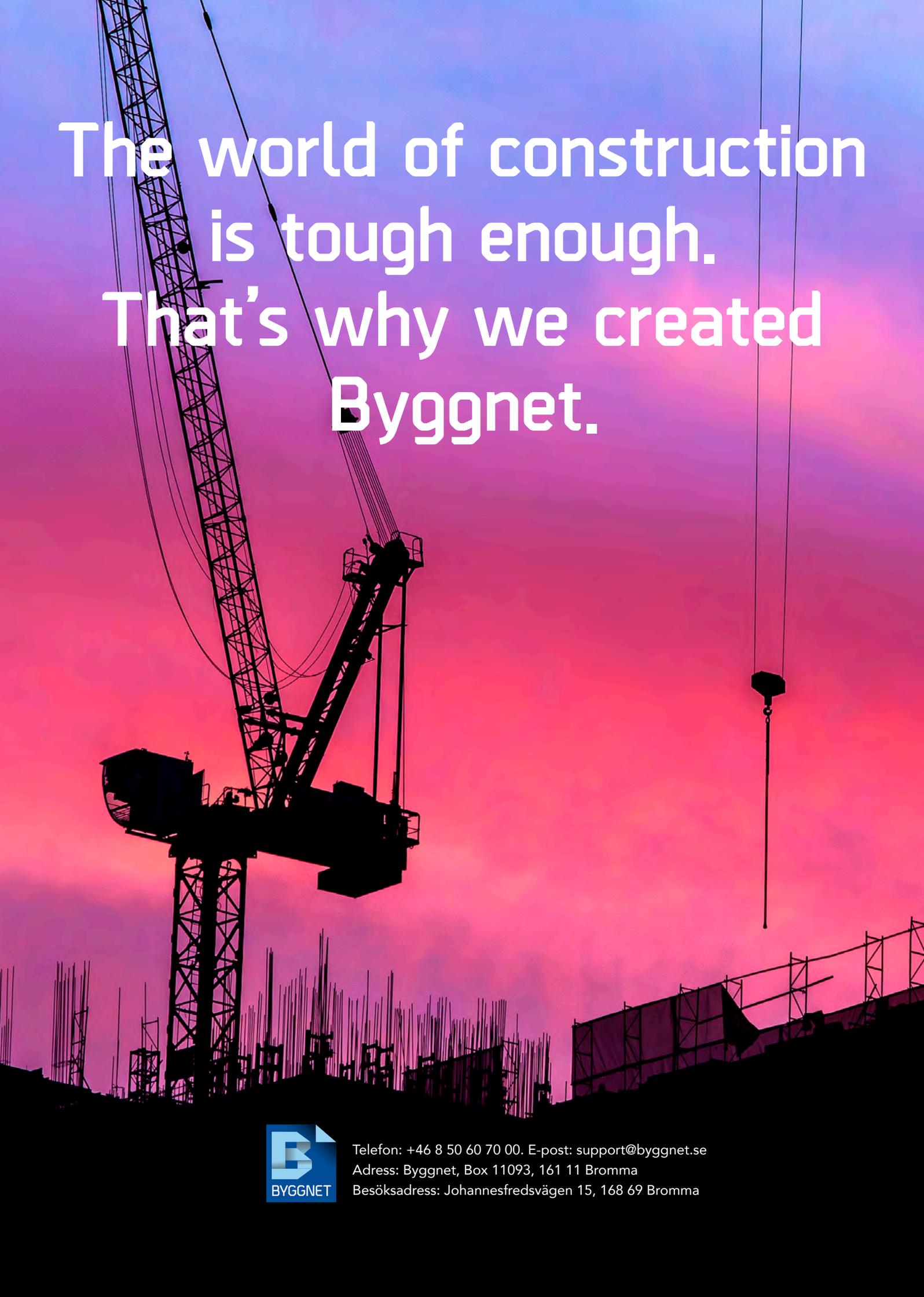
If you have entered the project token in your smart-phone and the document you have scanned is the latest version, you can now create a report. Tap on *the Report* button on the screen.

Assign your report to a category.

- Tap on the camera symbol and take up to four pictures to attach to your report.
- Tap on the text symbol and enter your observations.
- Tap on *the Send* button to send your report.

The report and its attachments are now in Byggnet and can be processed by the administrator.





The world of construction
is tough enough.
That's why we created
Byggnet.



Telefon: +46 8 50 60 70 00. E-post: support@byggnet.se
Adress: Byggnet, Box 11093, 161 11 Bromma
Besöksadress: Johannesfredsvägen 15, 168 69 Bromma