

User guide for Project and Plant collaboration dashboards - external user

Vsaa

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1. Navigation

1.1 Top menu

The top menu is accessed from all views on the collaboration dashboard. In the top menu you will find

1. Hjälp = Help
2. Drop-down list to manage collaboration dashboards you have access to

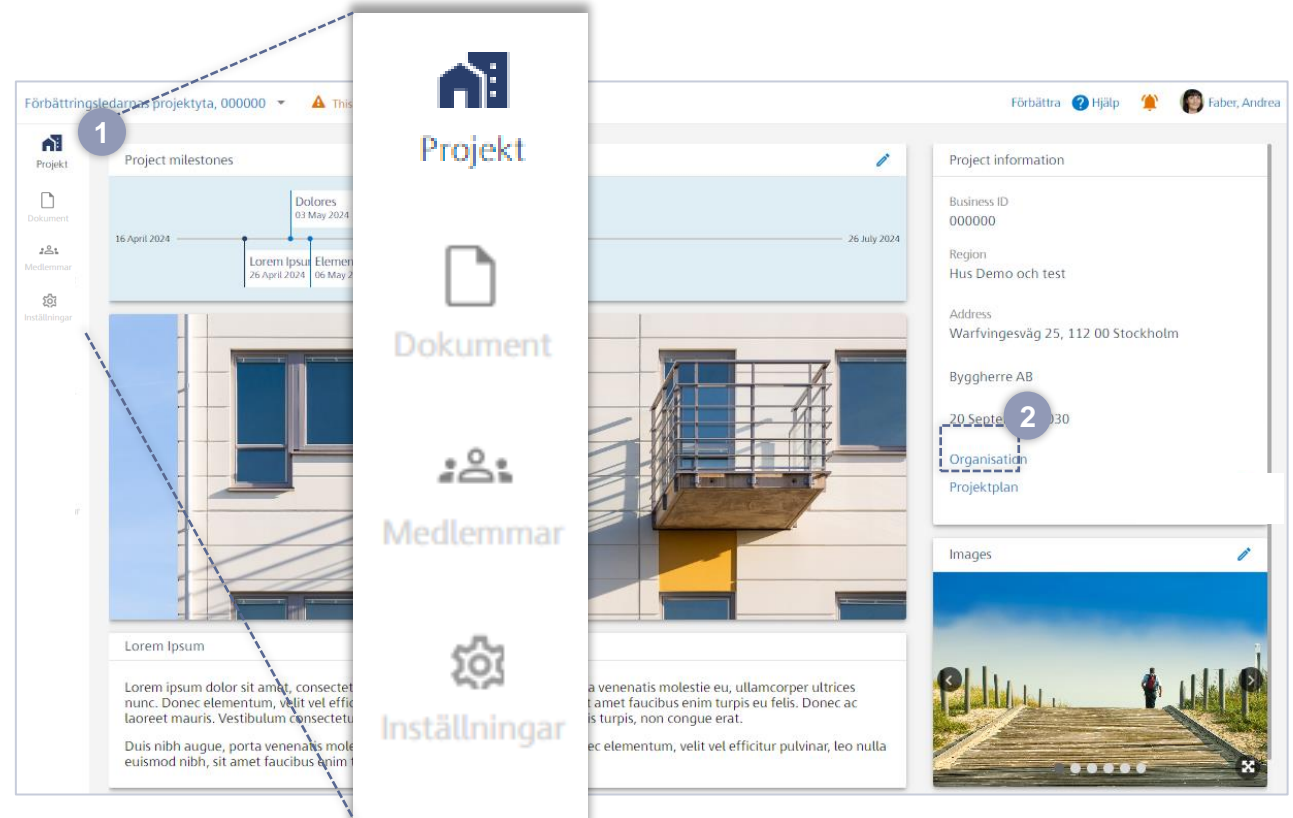
1.2 Hjälp

3. Here you will find links to user guides for the collaboration dashboard, and a link to IT –helpdesk if you need technical support.

The screenshot displays the Skanska collaboration dashboard for a project titled "Förbättringsledarnas projektyta, 000000". The interface includes a top navigation bar with a home icon, a "Projekt" dropdown menu (labeled 2), a "Hjälp" (Help) icon (labeled 1), and a user profile for "Faber, Andrea". The main content area features a "Project milestones" timeline with dates from April to July 2024, a large image of a building facade, and a "Project information" sidebar on the right. The sidebar lists details such as Business ID (000000), Region (Hus Demo och test), Address (Warfvingesväg 25, 112 00 Stockholm), and Organisation (Projektplan). A "Hjälp" dropdown menu (labeled 3) is open, showing options for user guides, FAQs, and technical support. The dashboard also includes a left sidebar with icons for "Projekt", "Dokument", "Medlemmar", and "Inställningar".

1.3 Navigation - Functions

1. In the left-hand navigation bar there are clickable icons for all views on the collaboration dashboard. In the following sections, these are described in more detail.
Projektet – "Project" takes you to the project's collaboration dashboard start page
Dokument – "Document" takes you to the project's document library
Medlemmar – "Members" shows the members of the project
Inställningar – "Settings" Here you can choose how documents should be opened - in a browser or client app
2. **Projektplan** – "Project plan" Takes you to the digital project plan
Organisation – Displays the project's organizational tree



1.4 Navigation - the function "Projekt"

The view contains the overall information about the project that the Administrator of the collaboration dashboard has chosen to activate. E.g

1. Milestones for the project
2. Project image
3. General project information
4. Slide show containing project images
5. Notice board
6. Contact information for the Content Administrator of the dashboard

but also other content such as


7. Movies
8. Informative articles

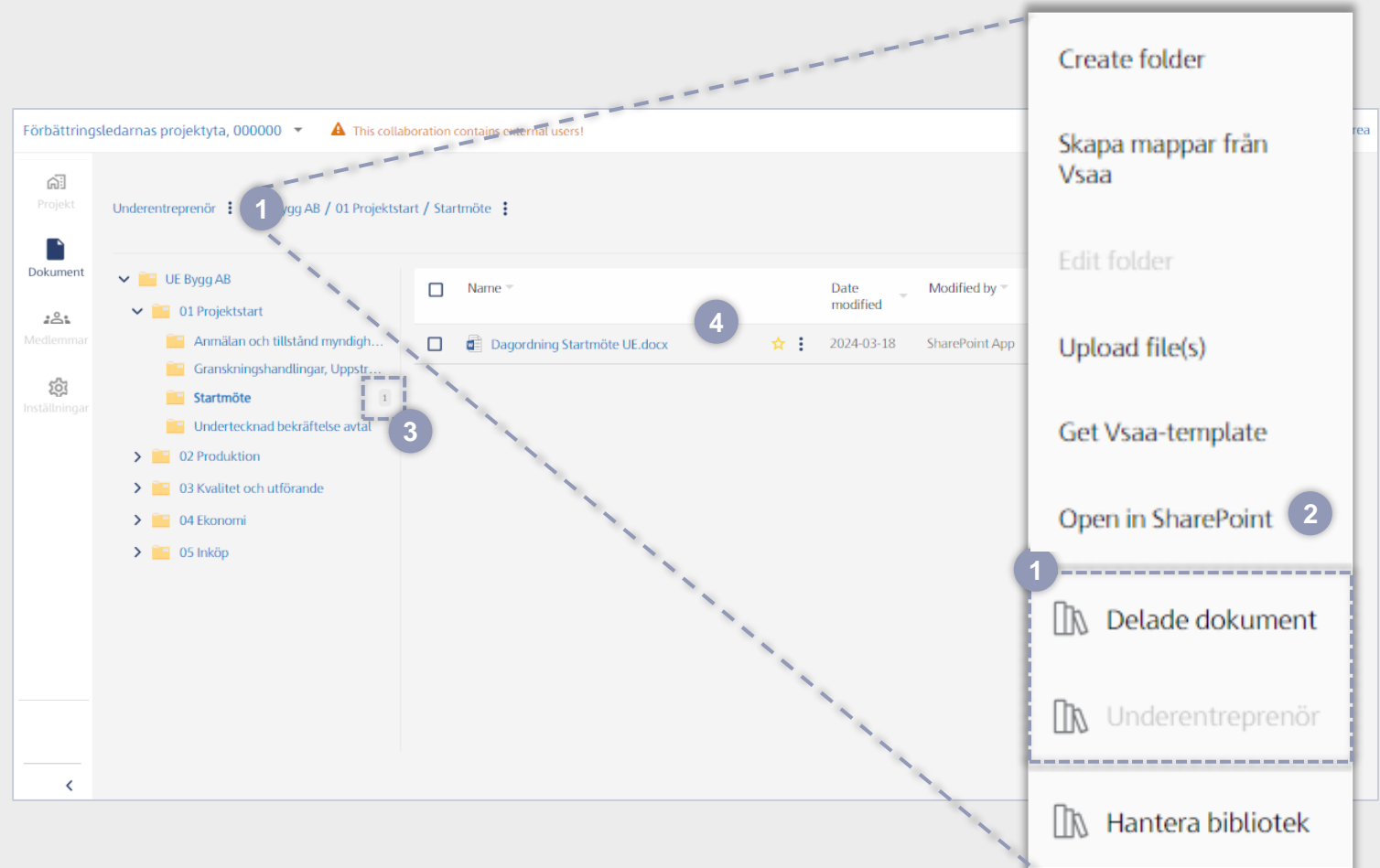
The screenshot shows a project dashboard for 'Förbättringsledarnas projektyta, 000000'. The interface includes a sidebar with navigation icons for 'Projekt', 'Dokument', 'Medlemmar', and 'Inställningar'. The main content area is divided into several sections:

- 1. Project milestones:** A timeline showing dates from 16 April 2024 to 26 July 2024. Key milestones include 'Dolores' (01 May 2024), 'Tellus' (17 May 2024), 'Lorem Ipsum' (26 April 2024), and 'Elementum' (06 May 2024).
- 2. Project image:** A large photograph of a modern building facade with a balcony.
- 3. Project information:** A sidebar containing details such as Business ID (000000), Region (Hus Demo och test), Address (Warfvingesväg 25, 112 00 Stockholm), Byggherre AB, 20 September 2030, and Organisation (Projektplan).
- 4. Images:** A slide show of project-related images, currently displaying a path leading to a building.
- 5. Notes:** A section for notes, containing a 'Lorem Ipsum' placeholder and a list of bullet points.
- 6. Content administrators:** A list of administrators, showing 'Andrea Faber' with contact information.
- 7. Movies:** A video player showing a man in a blue Skanska uniform with the title 'Jag är Skanska - möt Anders Persson, snickariagbas'.
- 8. Informative articles:** A section for articles, currently displaying a 'Lorem Ipsum' placeholder.

2. Documents

Under "Dokument" in the navigation menu are the document libraries you have access to.

1. Here you will find the document libraries you have access to. If you have access several document libraries, you can view them if you click on the icon . Here you can navigate between different document libraries.
2. Under the same menu, you can open the document library in SharePoint.
3. The number after each folder indicates how many files the folder (including subfolders) contains, if there is no number, there are no files.
4. If you click on a folder, all the files in that folder are displayed in the document field



The screenshot shows a SharePoint document library interface. The breadcrumb path is "Underentreprenör > UE Bygg AB / 01 Projektstart / Startmöte". The left navigation pane shows "Dokument" selected. The main area displays a folder tree with "Startmöte" selected, showing a count of 1. A file "Dagordning Startmöte UE.docx" is visible in the main area. A context menu is open over the "Startmöte" folder, listing options: "Create folder", "Skapa mappar från Vsaa", "Edit folder", "Upload file(s)", "Get Vsaa-template", "Open in SharePoint", "Delade dokument", "Underentreprenör", and "Hantera bibliotek".

1. Click on the three dots icon next to the folder name in the breadcrumb path.


2. Click on "Open in SharePoint" in the context menu.

3. The number 1 next to the "Startmöte" folder indicates it contains 1 file.

4. Click on the "Startmöte" folder to view its contents.

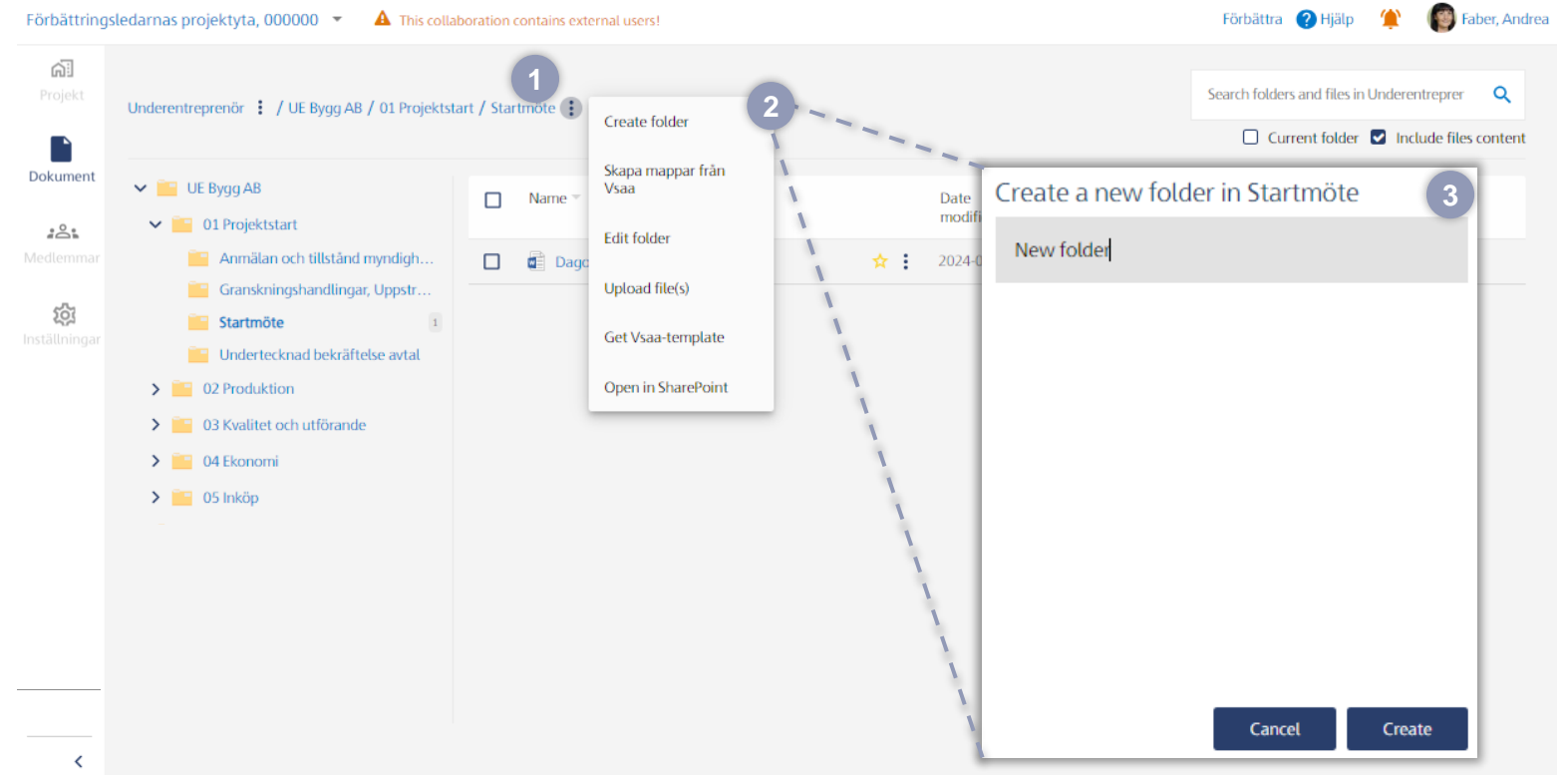
2.1 Create and edit folders

To create subfolders or edit folders, scroll down in the structure to the location where the folder is and click on the folder in which the new folder is to be created. Then:

1. Click on the icon 
2. Chose **Create folder** or **Edit folder**
3. In the new dialog box that opens, type the name of the folder and then click **Create**

The folders are sorted in alphabetical order by name. To get the folder where you want it, you can use numbers as prefixes.

After about 60 minutes the folders become visible in the folder structure.



The screenshot shows the SharePoint interface for a project titled "Förbättringsledarnas projektyta, 000000". The breadcrumb path is "Underentreprenör / UE Bygg AB / 01 Projektstart / Startmöte". The folder structure is as follows:

- UE Bygg AB
 - 01 Projektstart
 - Anmälan och tillstånd myndigh...
 - Granskningshandlingar, Uppstr...
 - Startmöte
 - Undertecknad bekräftelse avtal
 - 02 Produktion
 - 03 Kvalitet och utförande
 - 04 Ekonomi
 - 05 Inköp

The "Startmöte" folder is selected, and a context menu is open with the following options:

- Create folder
- Skapa mapp från Vsaa
- Edit folder
- Upload file(s)
- Get Vsaa-template
- Open in SharePoint

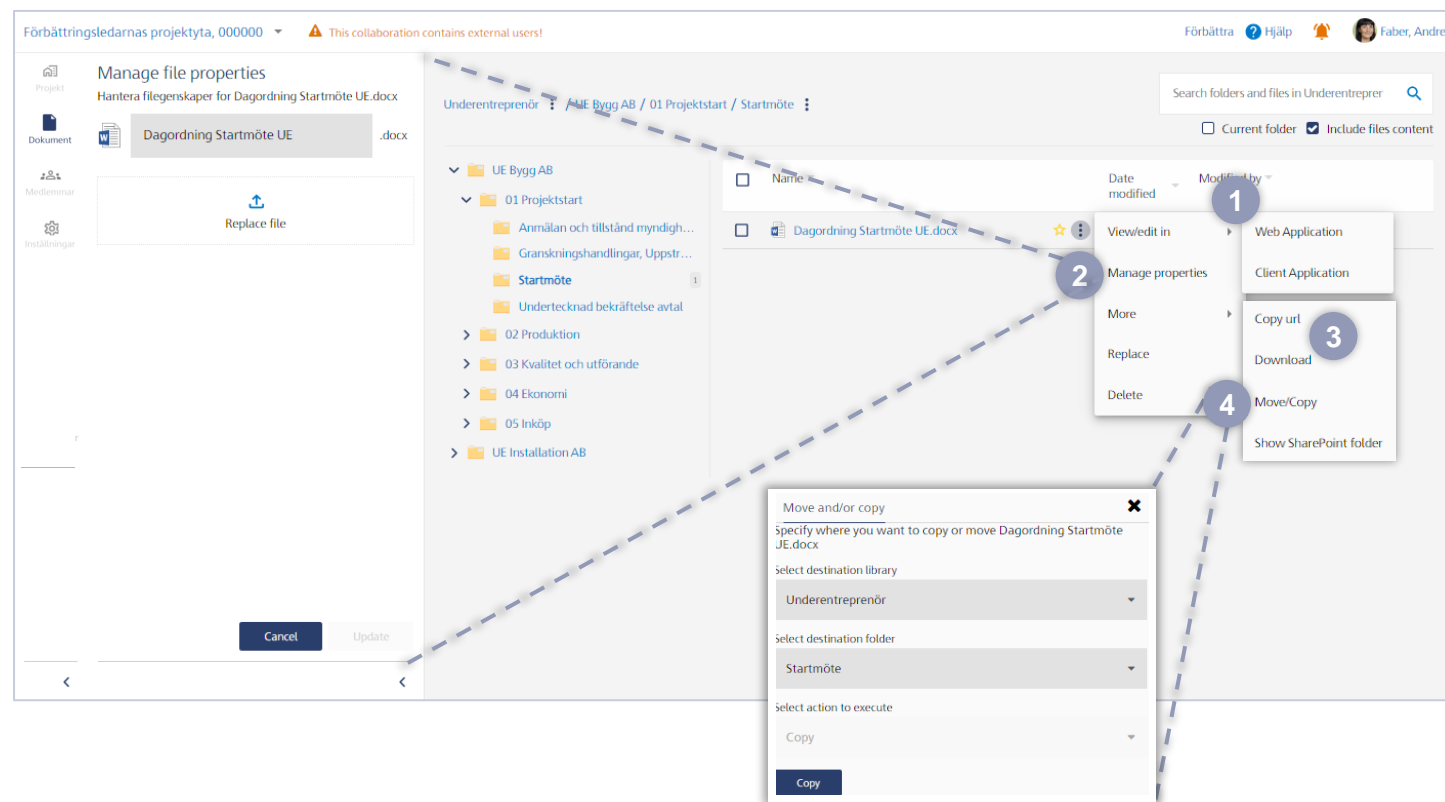
The "Create folder" option is highlighted, and a dialog box titled "Create a new folder in Startmöte" is open. The dialog box contains a text input field with "New folder" and "Create" and "Cancel" buttons.

Numbered callouts in the image indicate the steps: 1. Click on the three dots icon next to the "Startmöte" folder. 2. Click on the "Create folder" option in the context menu. 3. Type the name of the folder in the dialog box and click "Create".

2.2 Manage documents

By clicking on the icon  next to the document, you can easily manage or edit a document..

1. Edit a document by selecting **View/edit in** and then one of the two options **Web application** or **Client application** (eg the Word app).
2. Under **Manage Properties**, you can replace a document but keep the version history. Click replace file and locate the file in the explorer.
3. Under **More** you can
 - **Copy URL** to the document
 - **Download** document
 - View the document in the SharePoint folder
4. Move/copy the document to another folder - Click on **Move/copy** and then select the **destination library** and **destination folder** from the drop-down lists. In the dropdown list, choose whether you want to move or copy the document to another folder.



2.3 Search in the document library

1. To search among files and folders, type part of or the whole name of the file/folder you are looking for and press Enter, then the files/folders with your keywords in the title will be displayed. .
2. If you want to search in a specific folder, select the folder and check **Current folder**
3. If you also want to search for content in files, check **Include files content**

Förbättringsledarnas projektyta, 000000 ⚠ This collaboration contains external users! Förbättra Hjälp 🔔 Faber, Andrea

Projekt

Dokument

Medlemmar

Inställningar

Your search for 'dagordning startmöte' gave 1 hits

1 dagordning startmöte ✕ 🔍

Current folder Include files content

<input type="checkbox"/> Name	Date modified	Modified by
<input type="checkbox"/> Dagordning Startmöte UE.docx ★ ⋮	2024-03-18	SharePoint App

10. Members

Everyone who is a member of the project/plant and has access to the collaboration dashboard appears under **Members** in the navigation menu.

1. You can switch between viewing **All**, **Internal** or **External** members
2. You can search for a member in the search field using information about the users such as name, title, department, telephone number
3. You can sort the member list by clicking on the headings

Under the column **Contact** there are icons for phone and email.

4. If you are on the collaboration dashboard via your cell phone and click on the telephone icon, you can call the person. Clicking on the email icon opens the email client with the address prefilled
5. To email several members at the same time, check the box next to their name and
6. click on **Send email to selected users**.

Förbättringsledarnas projektyta, 000000 ⚠ This collaboration contains external users! Förbättra Hjälp 🔔 Faber, Andrea

Dokument

Medlemmar

Inställningar

Members

2 Search for members... ✕ 🔍

	ALL 1	INTERNAL	EXTERNAL			
	NAME 3	CONTACT	TITLE	DEPARTMENT	ROLE	GROUP
<input type="checkbox"/>	Almgren Schwartz, Martina		vecklingsledare	32501 Vårt Sätt Att Arbeta		
<input type="checkbox"/>	Andersson, Cynthia		Hållbarhetsspecialist	64150 KoH VG Hus CS	Arbetsledare	
<input type="checkbox"/>	Andrea Faber			External		
<input checked="" type="checkbox"/>	Balcker Lundblad, Elisabeth		Utvecklingsledare	32501 Vårt Sätt Att Arbeta	Projektingenjör	Projektstöd
<input checked="" type="checkbox"/>	Bernspång, Josefina		Gruppchef	37322 Operatvt stöd - VU	Logistikspecialist	
<input type="checkbox"/>	Faber, Andrea		Utvecklingsledare	32501 Vårt Sätt Att Arbeta	Produktionschef	
<input type="checkbox"/>	Fahlgren, John		Utvecklingsledare	37322 Operatvt stöd - VU		
<input type="checkbox"/>	Fogsgaard, Katarina		Teknik-Uppdragsledare	64300 Teknik Stab Centralt	Blockchef	
<input type="checkbox"/>	Ivarsson, Jenny		Arbetsmiljöspecialist	30797 HoS-Produktion och säkra arbetsplatser	Hälsa och säkerhetsledare, Blockchef	

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6 Send email to selected users

If you feel there is information missing in this guide or have other input on the content, please contact your contact person at Skanska.

Thank you!