

Main Contractors User Guide

Accessing Your Projects

Please ensure your internet browser is set to Google Chrome at all times when using the SparkSafe LtP System.

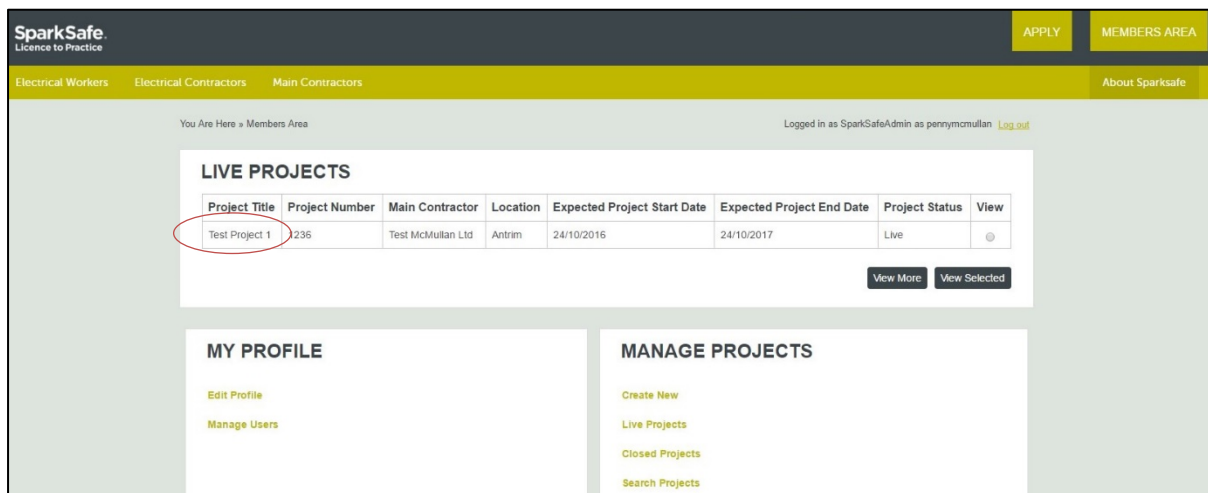
Gaining Access to Projects

Once the contract has been awarded to the main/principal contractor, it is the responsibility of the Client to create the project within the SparkSafe system. To create the project, the Client must input the following information within the SparkSafe system –

- Project Title, Project Number and Location
- Awarded To (Main Contractor)
- Contract Award Date
- Expected Project Start Date & Project End Date
- Maintenance Period

Only those Main Contractors who have registered with SparkSafe will be displayed in the Client search results. Once all the project details have been entered by the Client, this will create a new entry in the Live Project section of both the Client and Main Contractors Member's Area (Fig. 1.1).

Fig. 1.1

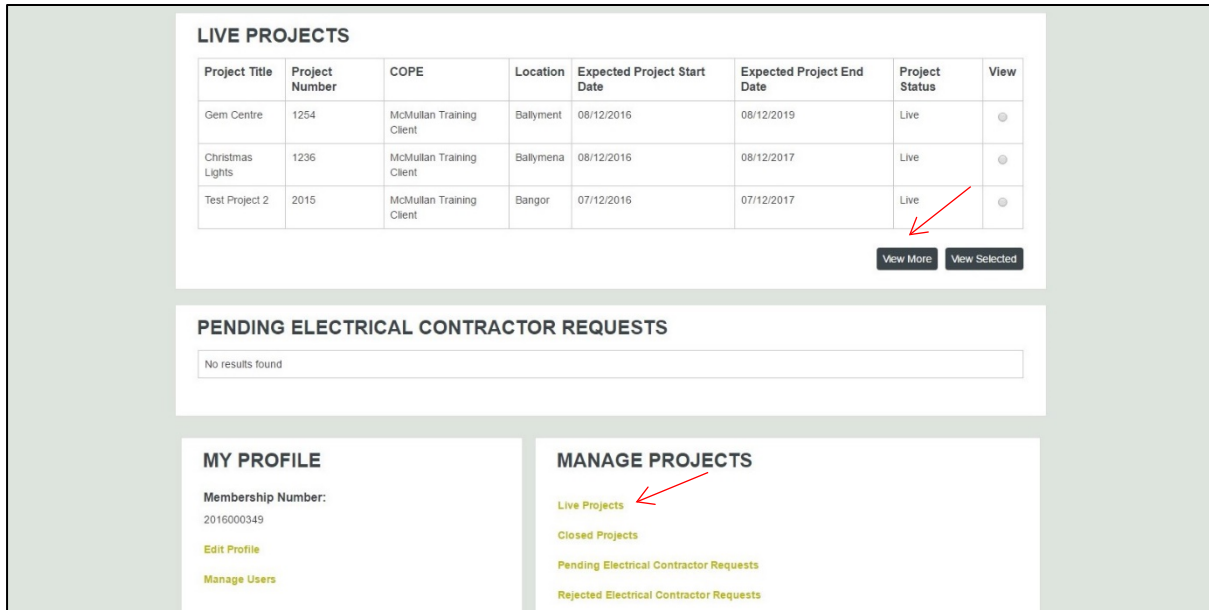


An automated email notification will be issued to the nominated Main Contractor – this will be sent to the Main Contact registered by the Client.

The Live Projects section of the Main Contractors Member's Area will display a maximum of six projects. These will be displayed in date order, newest-oldest.

If users have more than six Live Projects, all Live Projects can be viewed by clicking on the “View More” button or the “Live Project” link within the Manage Projects area (Fig. 1.2).

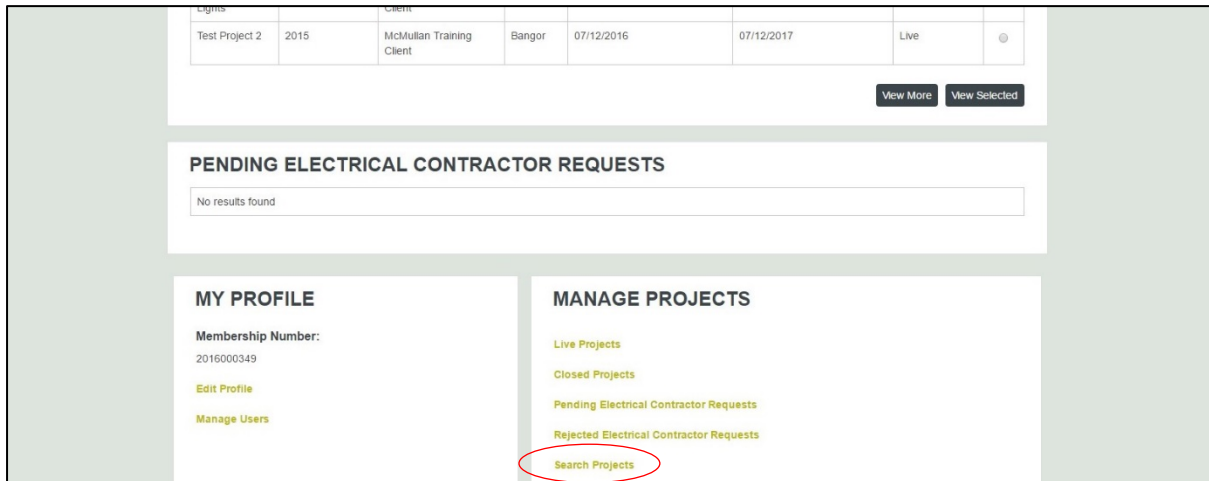
Fig. 1.2



Search Projects

To search for a specific project, users are required to click on the 'Search New' link within the Manage Projects section (Fig. 1.3).

Fig. 1.3



The Main Contractor Project Search screen allows users to search for specific projects. The user can search by any of the given fields contained within this screen (Fig. 1.4).

Fig. 1.4

Leaving all of the fields empty and pressing on the “Search” button will show all project data. This screen will display any results from the search criteria (Fig. 1.5).

Fig. 1.5

Project Title	Project Number	Location	COPE	Expected Project Start Date	Expected Project End Date	Project Status	View
Gem Centre	1254	Ballyment	McMullan Training Client	08/12/2016	08/12/2019	Live	<input type="radio"/>
Christmas Lights	1236	Ballymena	McMullan Training Client	08/12/2016	08/12/2017	Live	<input type="radio"/>
Test Project 2	2015	Bangor	McMullan Training Client	07/12/2016	07/12/2017	Live	<input type="radio"/>
Test Project 1	1236	Antrim	McMullan Training Client	24/11/2016	24/10/2019	Closed	<input type="radio"/>

To view more information on a specific project, users are required to select the “View” radio button to the right hand side of the data grid and then click on “View Selected” (Fig. 1.6).

Fig. 1.6

The screenshot displays the 'MAIN CONTRACTOR PROJECT SEARCH RESULTS' page. At the top, there is a navigation bar with 'SparkSafe Licence to Practice' on the left and 'APPLY' and 'MEMBERS AREA' on the right. Below this, a secondary bar shows 'Electrical Workers', 'Electrical Contractors', and 'Main Contractors'. The main content area shows the user is logged in as 'SparkSafeAdmin as Test_2016' and is in the 'Members Area'. The title 'MAIN CONTRACTOR PROJECT SEARCH RESULTS' is prominently displayed. Below the title is a search bar with a magnifying glass icon and the text 'New Search'. A table with the following columns is shown: Project Title, Project Number, Location, COPE, Expected Project Start Date, Expected Project End Date, Project Status, and View. The table contains four rows of project data. Below the table, there is a pagination control showing '[Page 1 of 1] Jump to: page 1'. At the bottom right, there are two buttons: 'View Selected' and 'Close'. A red arrow points to the 'View' column header, and another red arrow points to the 'View Selected' button.

Project Title	Project Number	Location	COPE	Expected Project Start Date	Expected Project End Date	Project Status	View
Gem Centre	1254	Ballyment	McMullan Training Client	08/12/2016	08/12/2019	Live	
Christmas Lights	1236	Ballymena	McMullan Training Client	08/12/2016	08/12/2017	Live	
Test Project 2	2015	Bangor	McMullan Training Client	07/12/2016	07/12/2017	Live	
Test Project 1	1236	Antrim	McMullan Training Client	24/11/2016	24/10/2019	Closed	

The user will then be directed to the “Project Details Screen”. From within this screen, users can modify project details. In the “Modify Project Details Screen”, the user can make the following changes –

- Start date
- Expected end date
- Add Electrical Contractors
- Remove Electrical Contractors

Please see the Main Contractors Guide “How to Manage Projects” for further guidance on how manage these changes.