

# Client's User Guide

## Managing Projects

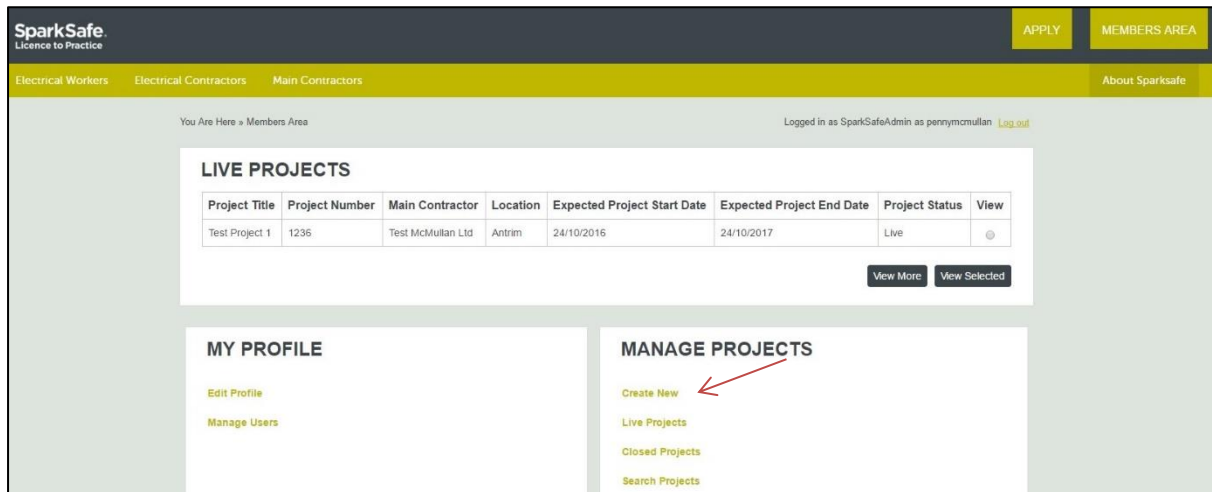
Please ensure your internet browser is set to Google Chrome at all times when using the SparkSafe LtP System.

# 1. Manage Projects

## Create New Project

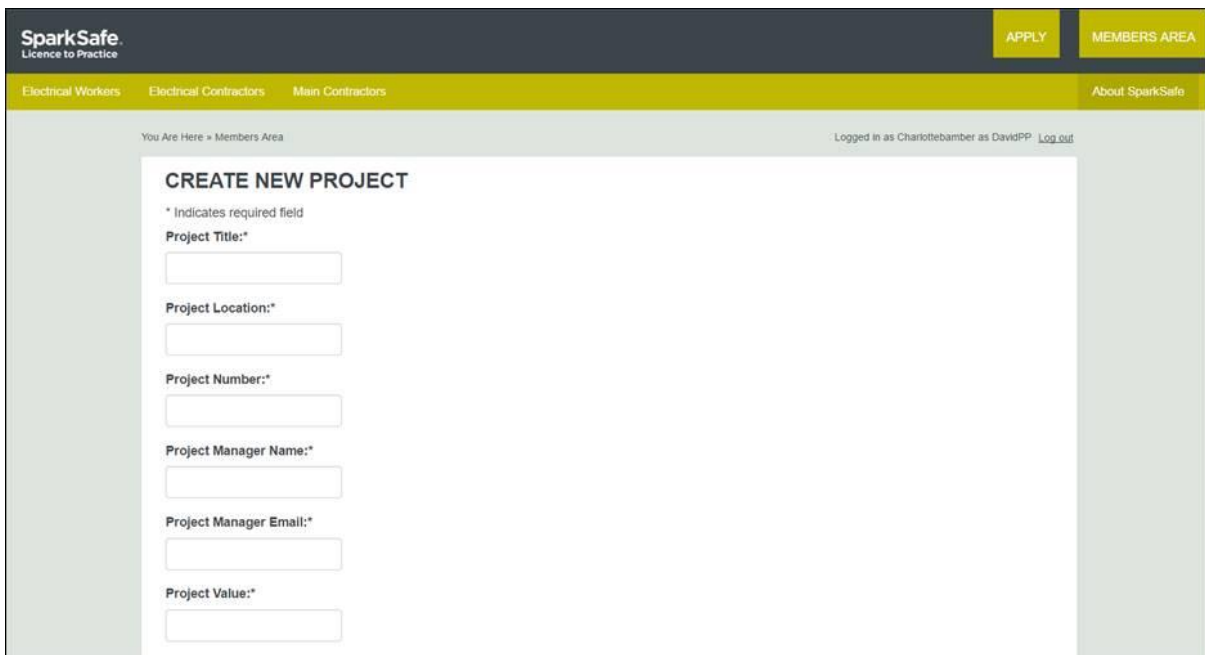
Once the contract has been awarded to the main/principal contractor, it is the responsibility of the Client to create the project within the SparkSafe system. To create a new project, click on the “Create New” link within the Manage Projects section (Fig. 1.1).

Fig. 1.1



Users will then be presented with the Create New Project Screen (Fig. 1.2).

Fig. 1.2



Users must complete the following information to create a new project –

- Project Title
- Project Location

- Project Number
- Project Manager
- Project Manager Email Address
- Project Value
- Awarded To (Main Contractor)
- Contract Award Date
- Expected Project Start Date & Project End Date
- Maintenance Period

To select the Main Contractor who has been awarded the contract, click on the “Search” button beside the “Awarded To” field (Fig. 1.3).

**Fig. 1.3**

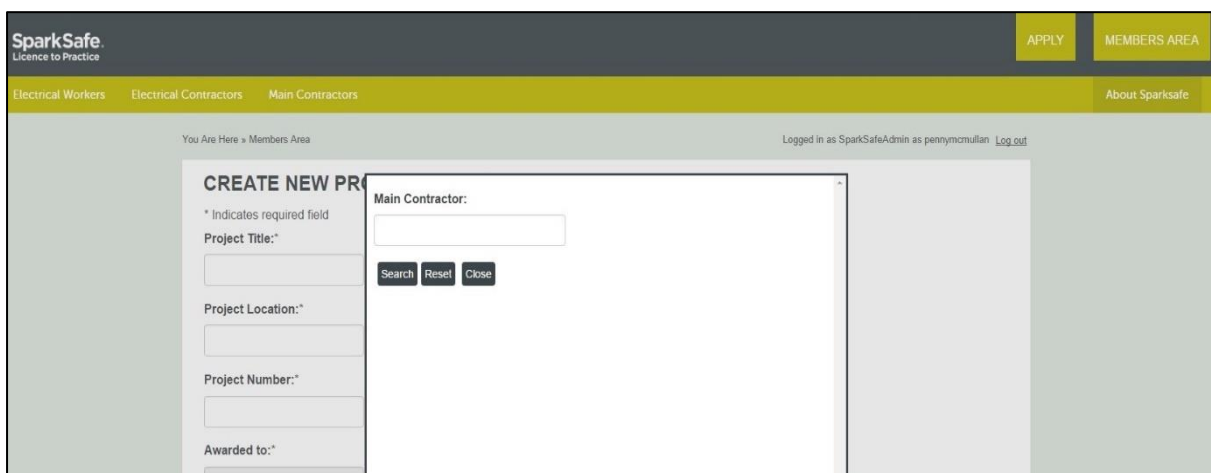


The screenshot shows a form with the following fields and buttons:

- Awarded to:\*** (text input) with a **Search** button (indicated by a red arrow).
- Contract Award date:\*** (calendar icon) with a text input showing 'dd/mm/yyyy'.
- Expected project start date:\*** (calendar icon) with a text input showing 'dd/mm/yyyy'.
- Expected project end date:\*** (calendar icon) with a text input showing 'dd/mm/yyyy'.
- Maintenance Period:\*** (dropdown menu) with 'Please select'.
- Buttons: **Save**, **Cancel**, **Close**.

On clicking “search”, a pop up window will be displayed allowing users to search for the Main Contractor (Fig. 1.4).

**Fig. 1.4**



The screenshot shows the SparkSafe web application interface. The main form is titled "CREATE NEW PROJECT" and includes the following fields:

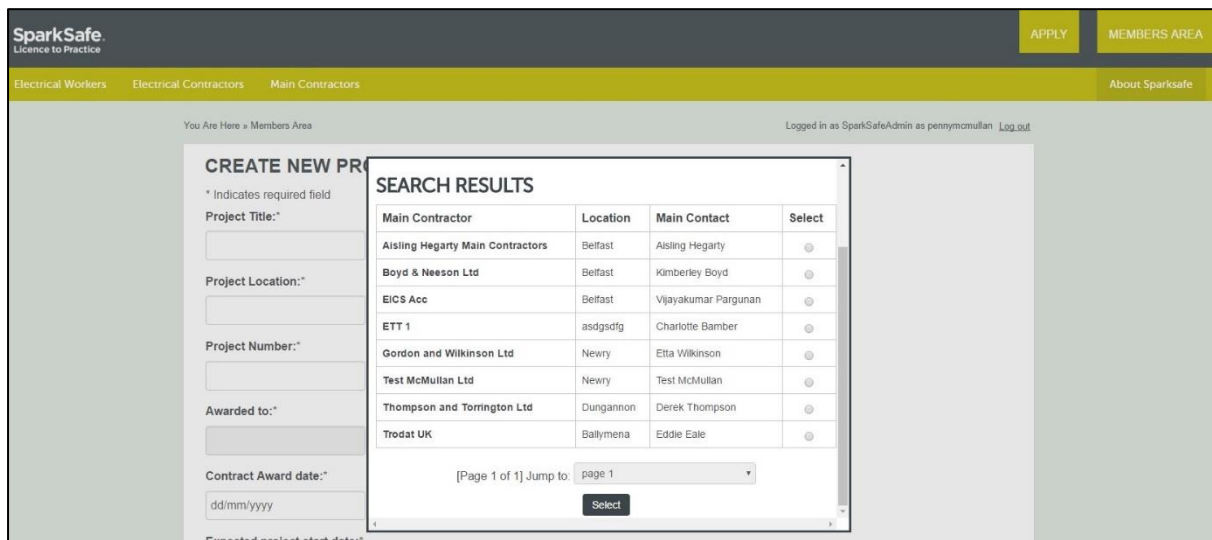
- Project Title:\*** (text input)
- Project Location:\*** (text input)
- Project Number:\*** (text input)
- Awarded to:\*** (text input)

A pop-up window titled "Main Contractor:" is open, showing a search field and buttons for **Search**, **Reset**, and **Close**. The background shows the main form and the top navigation bar with the following elements:

- SparkSafe Licence to Practice
- Electrical Workers
- Electrical Contractors
- Main Contractors
- APPLY
- MEMBERS AREA
- About SparkSafe

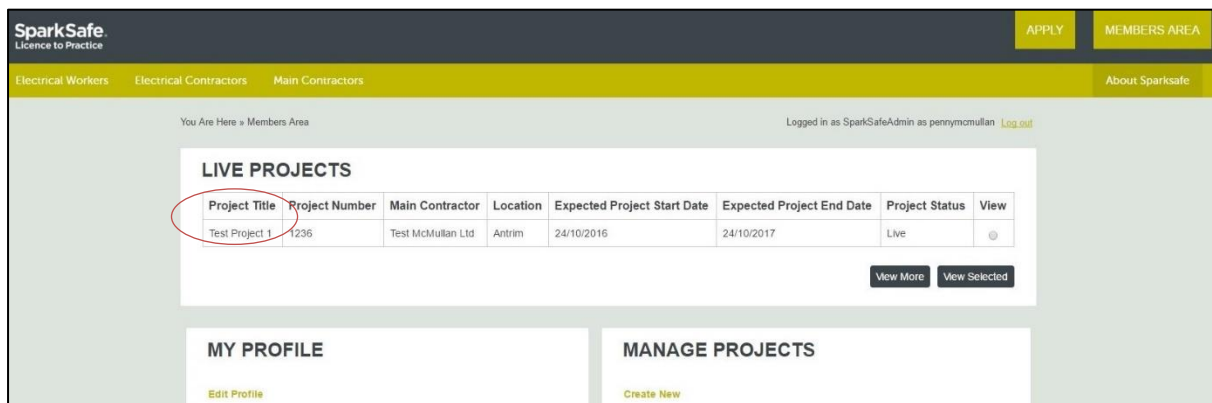
Users can search for the Main Contractor by typing their name into the search field. Alternatively, users can click on the “search” button, which will display all Main Contractors A – Z in name order (Fig. 1.5). Please note that only those Main Contractors who have registered with SparkSafe LtP will be displayed in the search results.

**Fig. 1.5**



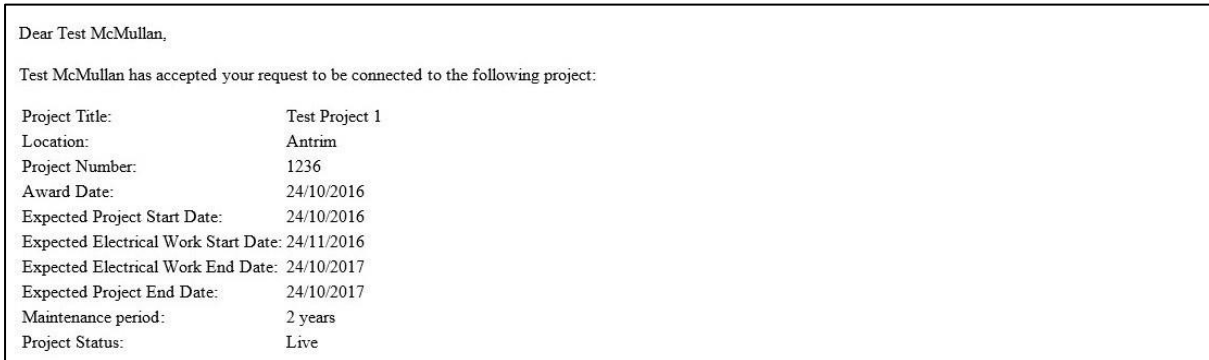
Select the correct Main Contractor from the search results by using the radio button to the right hand side of the data grid and then click the “select” button. This will add the Main Contractor details to the project screen and allow you to complete the remaining project details. Once all details have been entered, click the “save” and “close” button. This will then create an entry in the Live Project section of the member’s area (Fig. 1.6).

**Fig. 1.6**



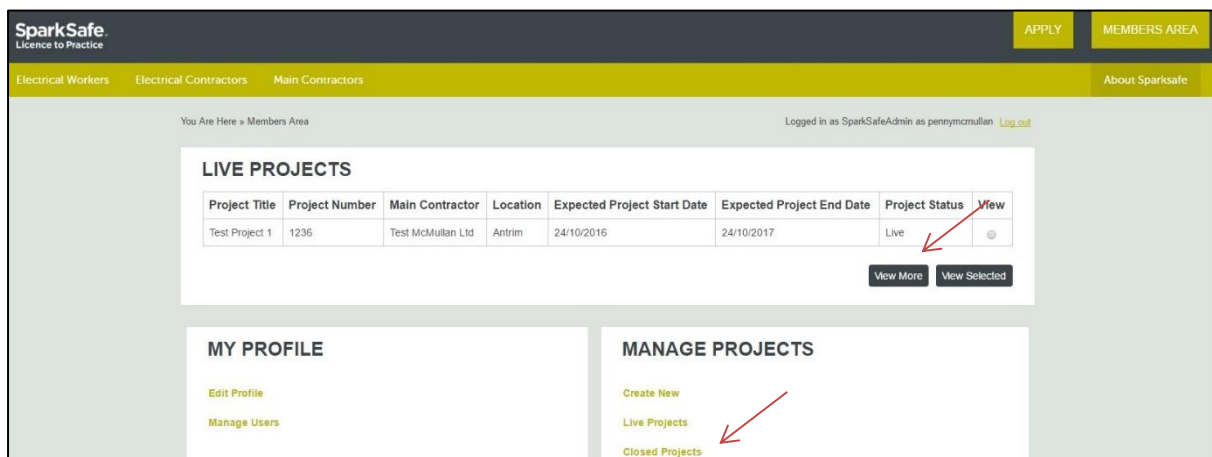
Once the project has been created, an email notification will be issued to the nominated Main Contractor (Fig. 1.7).

**Fig. 1.7**



The Live Projects section of the Member's Area will display a maximum of six projects. These will be displayed in date order, newest -oldest. If users have more than 6 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. 1.8).

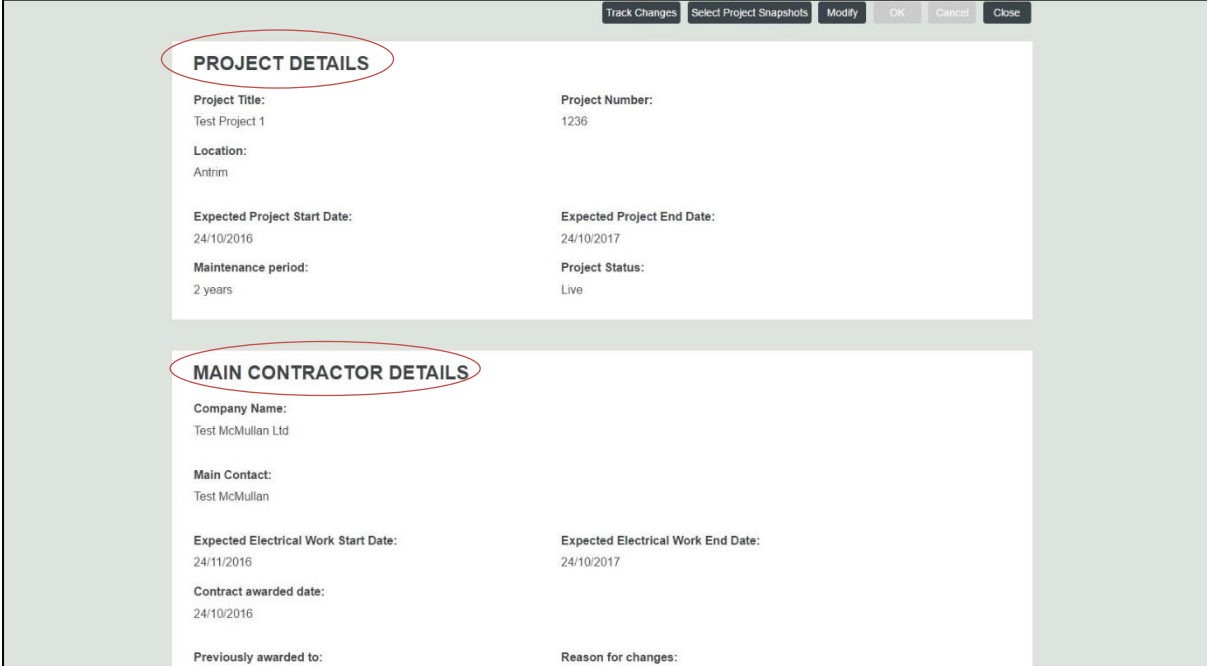
**Fig. 1.8**



## View Project Details

To view specific project details, you must select the relevant project from the Live Project data grid and click on the “view selected” button. This will open the project (Fig. 1.9). Users will be able to view and update the Project Details and the Main Contractor Details section of the Project.

Fig. 1.9

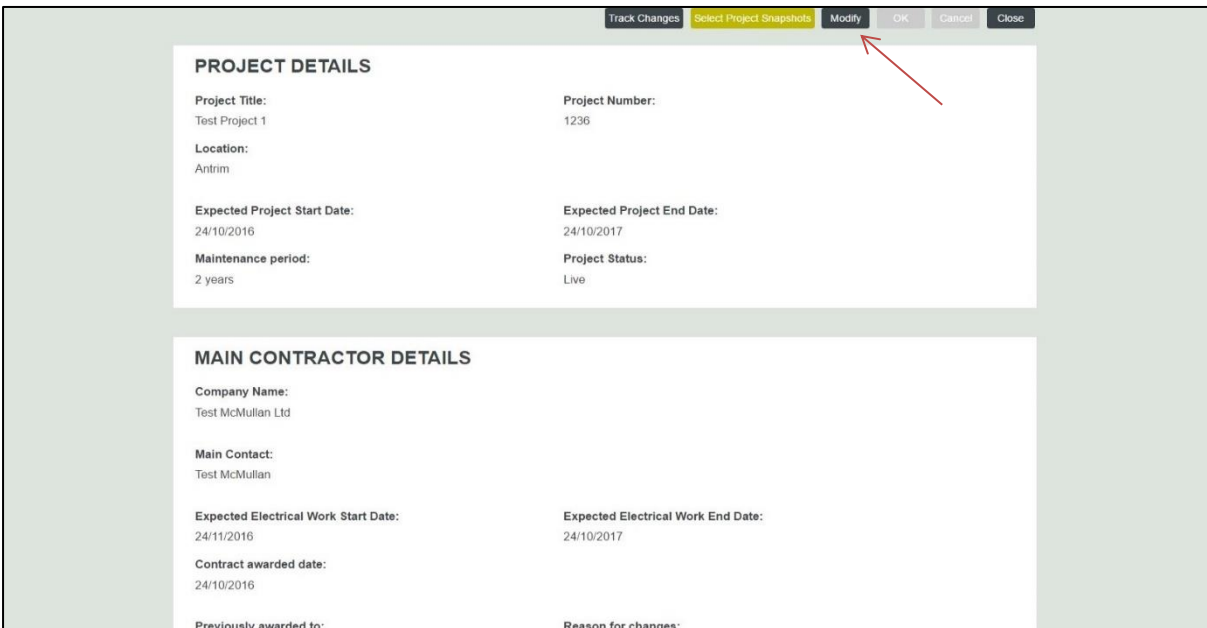


The screenshot displays a web interface for viewing project details. At the top, there is a navigation bar with buttons: "Track Changes", "Select Project Snapshots", "Modify", "OK", "Cancel", and "Close". The main content is divided into two sections, both highlighted with red ovals:

- PROJECT DETAILS:**
  - Project Title: Test Project 1
  - Project Number: 1236
  - Location: Antrim
  - Expected Project Start Date: 24/10/2016
  - Expected Project End Date: 24/10/2017
  - Maintenance period: 2 years
  - Project Status: Live
- MAIN CONTRACTOR DETAILS:**
  - Company Name: Test McMullan Ltd
  - Main Contact: Test McMullan
  - Expected Electrical Work Start Date: 24/11/2016
  - Expected Electrical Work End Date: 24/10/2017
  - Contract awarded date: 24/10/2016
  - Previously awarded to:
  - Reason for changes:

To update the project details, users must click on the “modify” button. This can be found at the top and bottom of the Project View screen (Fig. 1.10).

Fig. 1.10



This screenshot is identical to Fig. 1.9, but with a red arrow pointing to the "Modify" button in the top navigation bar. The "Modify" button is highlighted in yellow, indicating it is the focus of the instruction.

Users can update all fields within the Project Details section –

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

Once changes have been made, users must click on the “ok” and “close” button to save the changes. To update the Main Contractor details, users must click on the “modify” button (Fig. 1.11).

**Fig. 1.11**

24/10/2019

Previously awarded to: Reason for changes:

### ELECTRICAL CONTRACTOR DETAILS

Company Name	Main Contact	Project Workers	QE	REW	AE
Tina McMullan	Test McMullan	2	1	1	0

### ELECTRICAL WORKER DETAILS

Tina McMullan

Name	Licence Type	Membership Number	Expiry Date	View
James Smart	Restricted electrical worker	2016000345	25/11/2019	⊙
John Wriggs	Qualified electrician	2016000350	24/11/2019	⊙

View Selected

Track Changes Select Project Snapshots **Modify** OK Cancel Close

The system also allows the user to change the Main Contractor if required. If this is the case, users should click on the parenthesis button beside the current Main Contractor name (Fig. 1.12).

**Fig. 1.12**

### MAIN CONTRACTOR DETAILS

Company Name: Gordon and Wilkinson Ltd

Main Contact: Etta Wilkinson

Expected Electrical Work Start Date: Expected Electrical Work End Date:

Contract awarded date: 03/01/2017

Previously awarded to: Reason for changes:

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On clicking the parenthesis button, a pop up window will be displayed allowing users to search for the newly appointed Main Contractor. Please note that only those Main Contractors who have registered with SparkSafe will be displayed in the search results.

Users should select the newly appointed Main Contractor from the search results and click the “select” button. Users will then be prompted to provide a reason for changing the Main Contractor (Fig. 1.13).

**Fig. 1.13**

The screenshot displays a software interface with two main sections. The top section, titled 'MAIN CONTRACTOR DETAILS', contains the following information: 'Company Name' (Test McMullan Ltd), 'Main Contact' (Test McMullan), 'Expected Electrical Work Start Date' (24/11/2016), 'Contract awarded date' (24/10/2016), and 'Previously awarded to:'. A dialog box titled 'REASON FOR CHANGE' is overlaid on the interface, prompting the user to 'Please provide a reason for changing the request Main Contractor on the project'. The dialog box includes a 'Reason:' dropdown menu with 'Please select' as the current selection and 'OK' and 'Cancel' buttons. The bottom section, titled 'ELECTRICAL CONTRACTOR DETAILS', shows a table with columns for 'Company Name', 'Main Contact', 'Project Workers', 'QE', 'REW', and 'AE'.

Reasons include -

- Insolvency
- Administration leading to wind up
- Withdrawal
- Dismissal
- Legal Action
- Undisclosed



Once a reason has been selected, users must click the “ok” button. To ensure changes have been made, users must also click on the “save” and “close” button within the Project Details screen.

The new Main Contractor details will now be displayed on the project, as well as the reason for change and the name of the previous Main Contractor (Fig. 1.14).

**Fig. 1.14**

MAIN CONTRACTOR DETAILS	
Company Name:	Aisling Hegarty Main Contract
Main Contact:	Aisling Hegarty
Expected Electrical Work Start Date:	Expected Electrical Work End Date:
Contract awarded date:	dd/mm/yyyy
Previously awarded to:	Test McMullan Ltd
Reason for changes:	Undisclosed

Any changes made to the project can be viewed via the “track changes” button found at the top and bottom of the project view screen (Fig. 1.15).

**Fig. 1.15**

SparkSafe Licence to Practice

APPLY MEMBERS AREA

Electrical Workers Electrical Contractors Main Contractors About Sparksafe

You Are Here » Members Area

Logged In as SparkSafeAdmin as pennymcmullan Log out

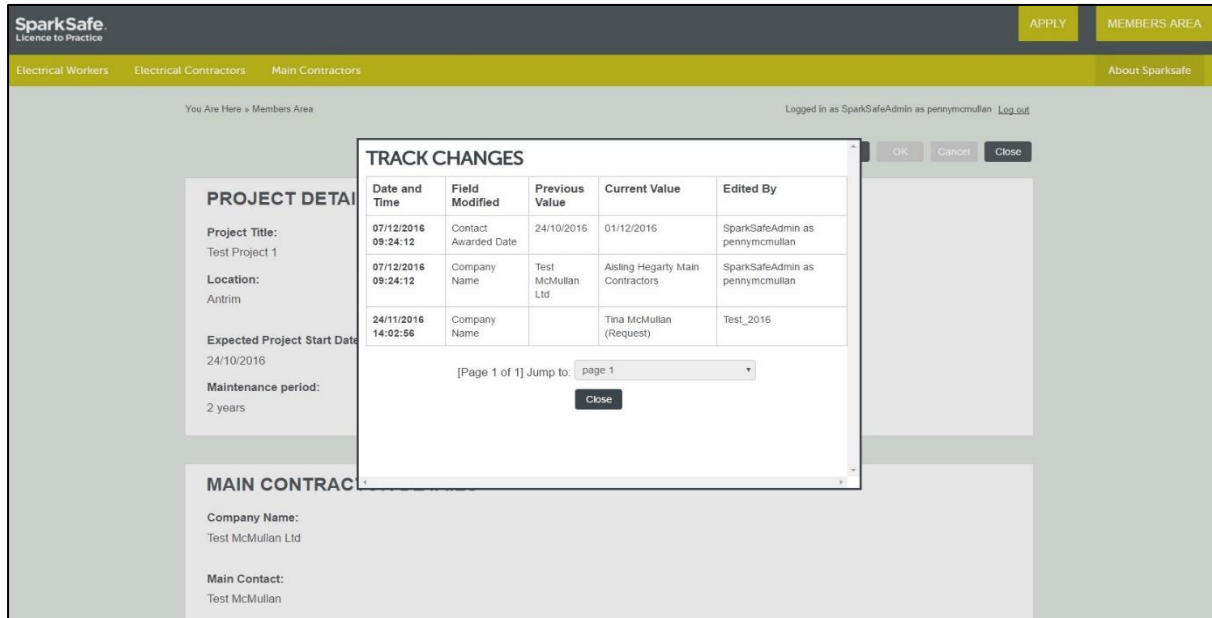
Track Changes Select Project Snapshots Modify OK Cancel Close

PROJECT DETAILS	
Project Title:	Project Number:
Test Project 1	1236
Location:	
Antrim	
Expected Project Start Date:	Expected Project End Date:
24/10/2016	24/10/2017
Maintenance period:	Project Status:
2 years	Live

MAIN CONTRACTOR DETAILS	
Company Name:	Test McMullan Ltd
Main Contact:	Test McMullan

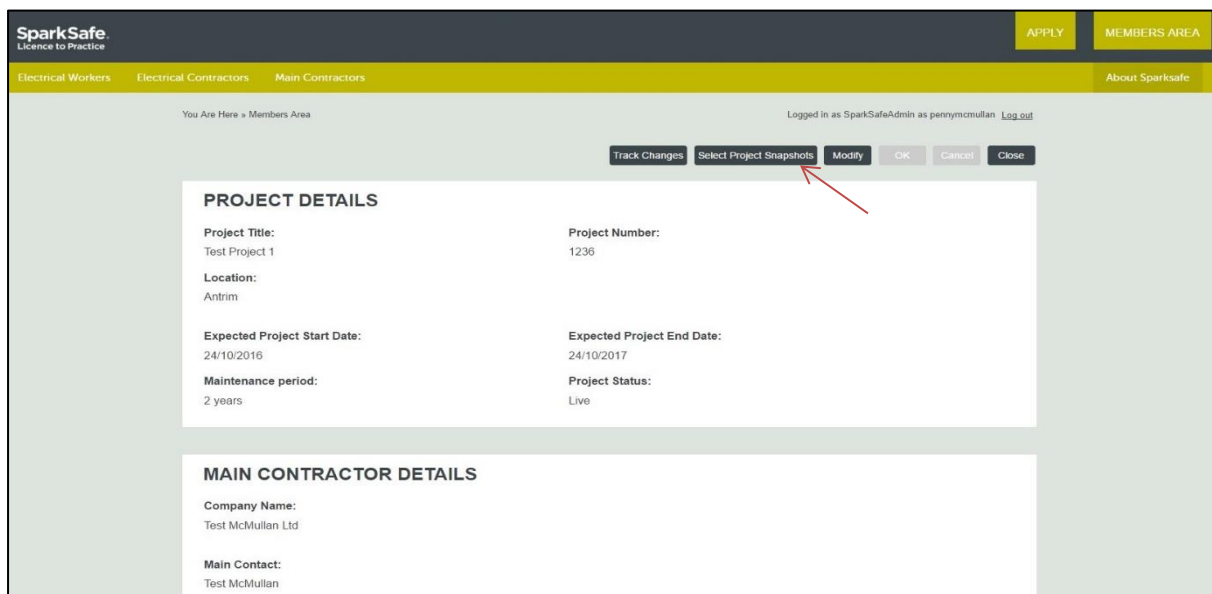
When users click on the “Track Changes” button, a pop up window will appear (Fig. 1.16). This will display any changes made to the project in date order. It will also provide information relating to the date and time of the change, which field was modified, previous value held, current value held and who made the change.

**Fig. 1.16**



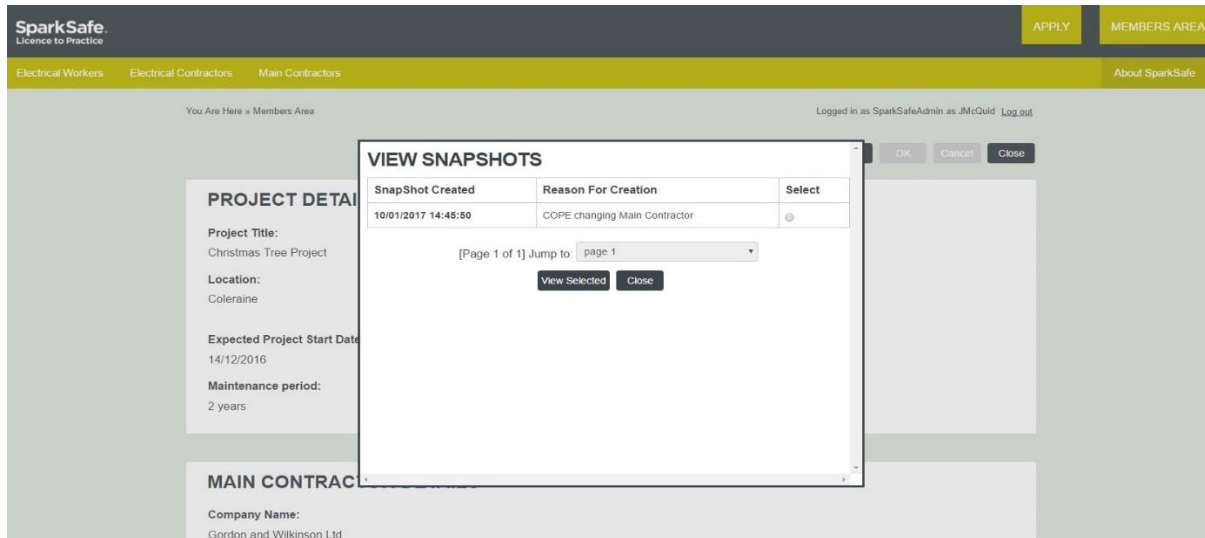
Once a change has been made to the project, the system will also create a project snapshot. This is a report based on the information before the change was made. To access any of the project snapshots, click on the “project snapshot” button, found at the top and bottom of the project screen (Fig. 1.17).

**Fig. 1.17**



This will open a pop up window called “View Snapshots” (Fig. 1.18). To view any of the snapshots listed, select the relevant one from the list and click on the “view selected” button at the bottom on the view snapshots window.

**Fig. 1.18**

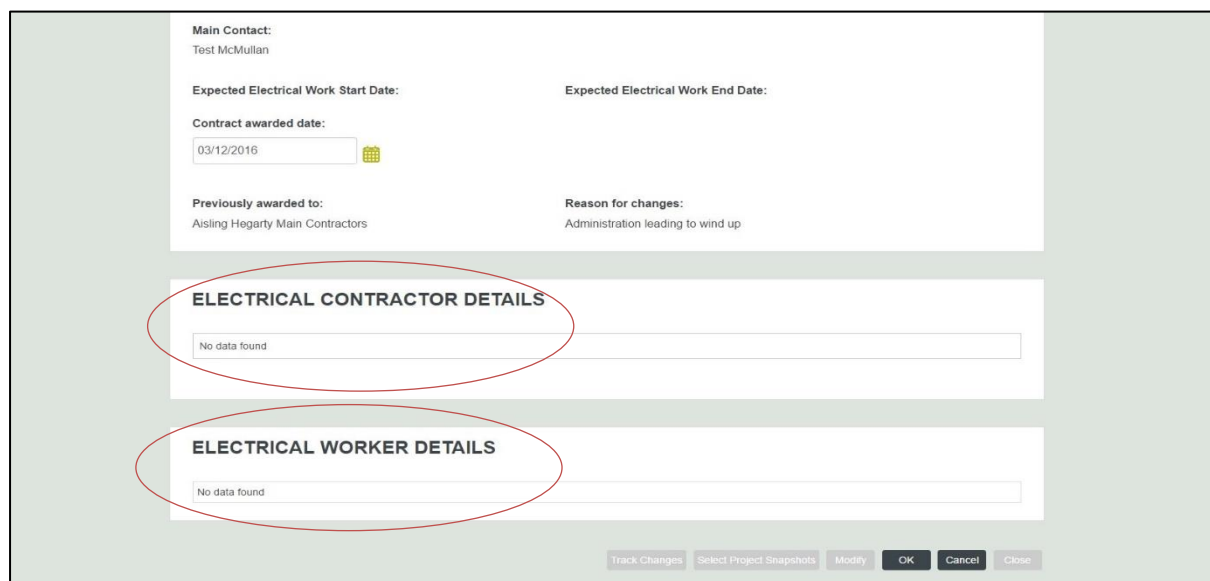


This will download the snapshot report as a PDF document. We recommend that you save this for future reference.

### Viewing Electrical Contractor Details

The Project Details screen also provides information relating to the nominated Electrical Contractor and the associated Electrical Workers. The information relating to the Electrical Contractor and the associated Electrical Workers will initially be blank (Fig. 1.19).

**Fig. 1.19**



This information will only be visible once the Main Contractor has connected with the nominated Electrical Contractor through the SparkSafe LtP system. Once the Main Contractor has been connected with the Electrical Contractor via the system, an entry will be made in the Electrical Contractor Details Grid. This will record the Electrical Contractors name and associated main contact (Fig. 1.20).

**Fig. 1.20**

07/12/2016

Previously awarded to: Reason for changes:

### ELECTRICAL CONTRACTOR DETAILS

Company Name	Main Contact	Project Workers	QE	REW	AE
McGuigan Electrical Ltd	Brian McGuigan	0	0	0	0

### ELECTRICAL WORKER DETAILS

McGuigan Electrical Ltd

No data found

Track Changes Select Project Snapshots Modify OK Cancel Close

### Viewing Electrical Worker Details

The breakdown of workers on the project by licence type will be blank at this stage (Fig. 1.21). This will only be visible when the nominated Electrical Contractor connects with their directly employed and subcontracted workers.

**Fig. 1.21**

### ELECTRICAL CONTRACTOR DETAILS

Company Name	Main Contact	Project Workers	QE	REW	AE
McGuigan Electrical Ltd	Brian McGuigan	0	0	0	0

### ELECTRICAL WORKER DETAILS

McGuigan Electrical Ltd

No data found

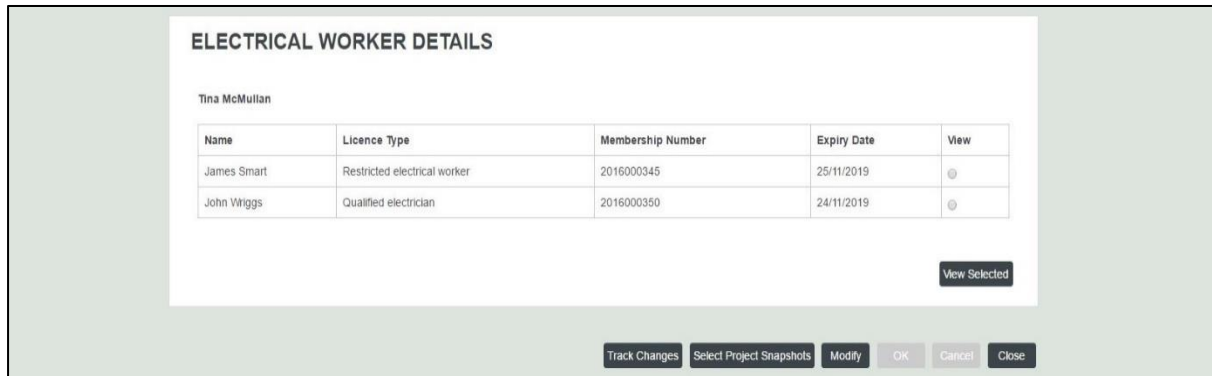
Track Changes Select Project Snapshots Modify OK Cancel Close

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It is the responsibility of the Electrical Contractor to add the Electrical Workers to the project once the connection has been made through the SparkSafe LtP system.

Once the Electrical Contractor has added the relevant workers to the project, an entry will be made in the Electrical Workers Details grid. This will record each worker by name, licence type, membership number and licence expiry date (Fig. 1.22).

**Fig. 1.22**




## Electrical Workforce Composition Report

The Electrical Licence to Practice system provides discerning clients with online access to the appointed Electrical Contractor's nominated workforce. This means that the Client or their professional representatives can monitor and assess the qualitative composition of the Electrical Contractors workforce online. The system addresses the blindspot and provides the Client with a powerful resource for improving the quality and standard of outcomes on their project.

Clients who specify the LtP system will be in the know, regarding the precise makeup of the Electrical Contractor's manual workforce by Licence type as it appears on their construction site.

Once all workers have been added to the project by the Electrical Contractor, users will be able to gain a unique insight into the workforce composition for each individual project (Fig. 1.23).

Fig. 1.23



**SparkSafe.**  
Licence to Practice

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## ELECTRICAL WORKFORCE COMPOSITION REPORT

Electrical Contractor: ABC Electrical  
Date Report Created: 20/01/2017

**PROJECT DETAILS**

Project title:	Public Infrastructure Project	Project Number:	1234567
Project Location:	Leeds	Exp Project Start Date:	01/01/2017
Exp Project End Date:	30/09/2017	Project Status:	Live
Maintenance Period:	10 Years		

**CLIENT DETAILS**

Name:	Housing Client	Main Contact:	John Client
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**MAIN CONTRACTOR DETAILS**

Company Name:	DEF Construction	Main Contact:	Dave Plug
Exp Elect Work Start Date:	03/02/2017	Exp Elect Work End Date:	03/08/2017
Contract Award Date:	01/11/2016		


**ELECTRICAL CONTRACTOR DETAILS**


Company Name	Main Contact	Project Workers	QE	REW	AE	Status [Date]
ABC Electrical	Ian Wire	8	4	2	2	Approved (03/02/2016)

**ELECTRICAL WORKERS DETAILS**

ABC Electrical

Name	Licence Type	Membership No.	Expiry Date	View
David Socket	Qualified Electrician	20130000153	01/08/2016	<a href="#">View</a>
John Cable	Restricted Electrical Worker	2013000356	07/11/2016	<a href="#">View</a>
Peter Circuit	Qualified Electrician	2013000077	20/10/2016	<a href="#">View</a>
Geoff Resistor	Apprentice Electrician	2013000083	09/04/2016	<a href="#">View</a>
Steve Amp	Qualified Electrician	2013000943	11/08/2016	<a href="#">View</a>
Michael Volt	Qualified Electrician	2013000412	17/12/2016	<a href="#">View</a>
Lewis Ohm	Restricted Electrical Worker	2013000034	20/05/2016	<a href="#">View</a>
Andrew Current	Apprentice Electrician	2013000146	09/04/2016	<a href="#">View</a>



Connecting Competency  Contracts

Users can drill down further and gain access to each Electrical Workers online Licence. To do this, users should click on the “view” radio button to the left hand side of the Electrical Workers Details grid and then click “view selected”. This will open a pop up window containing photographic id of the worker, along with their unique membership number, licence type and licence expiry date (Fig. 1.24). To return to the previous screen, click on the “close” button.

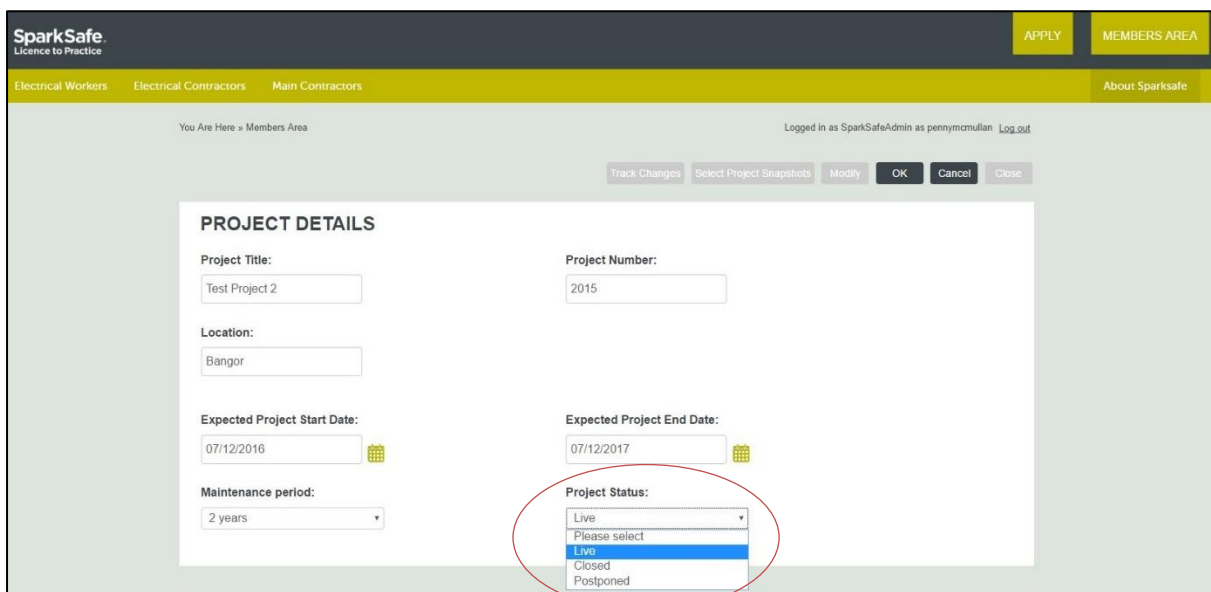
Fig. 1.24



### Closing a Project

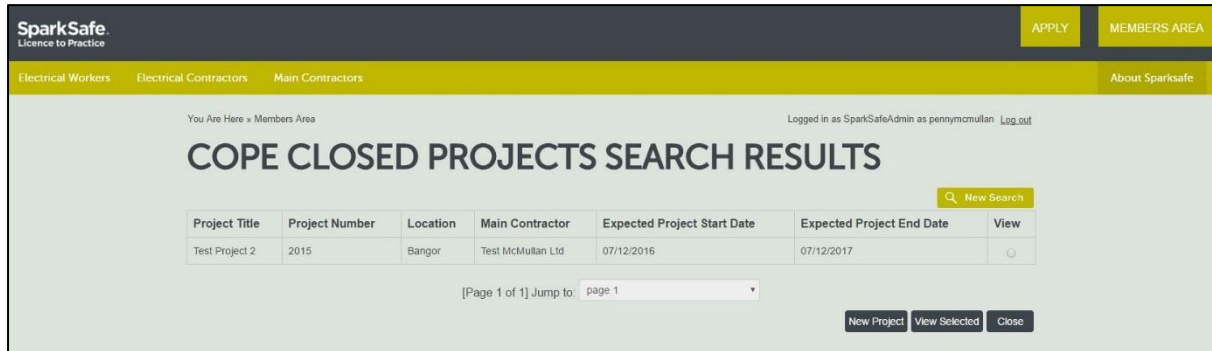
The responsibility of closing a project lies with the Client. To close a project, users must select the relevant project from the list of live projects and click “edit selected”. This will open the project view. User must then click on “modify” and from the Project Status field, select “Closed” from the dropdown. (Fig. 1.25)

Fig. 1.25



To ensure the changes are saved, users must click on the “ok” and close” button. This will move the project from the Live Project Section to the Closed Project Section. This screen can be accessed by clicking on the “Closed Project” link within the Manage Project area. This screen will show all closed projects associated to the Client (Fig. 1.26). Results will be grouped by Project Title (A – Z).

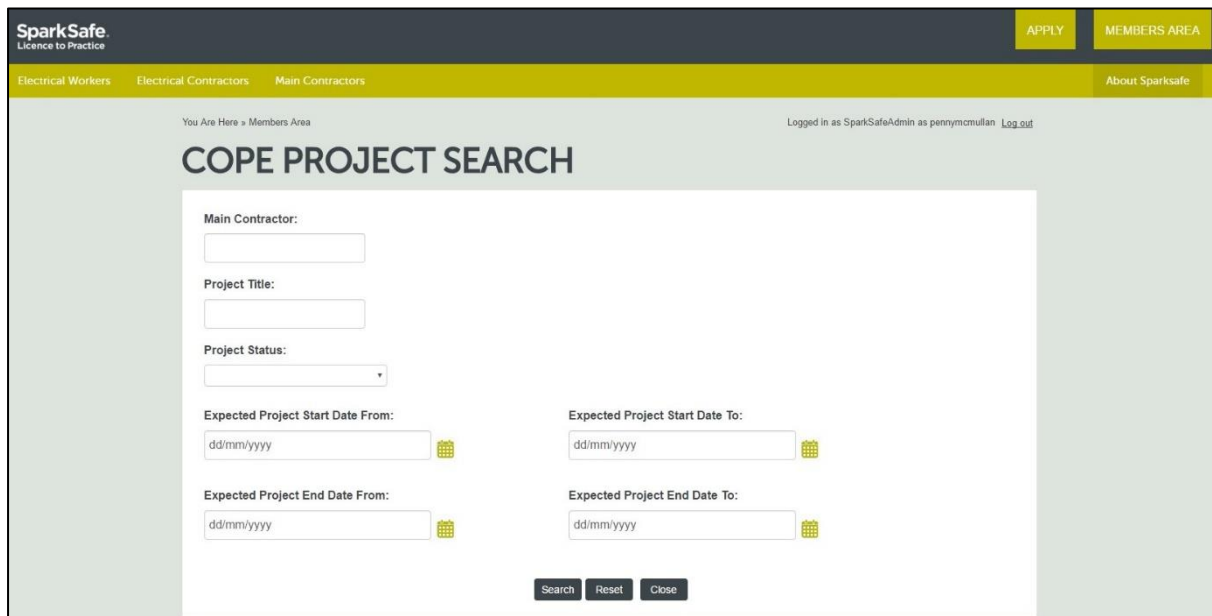
**Fig. 1.26**



### Search Project Screen

This screen allows users to search for specific projects (Fig. 1.27). The user will be able to select any of the given fields for the search criteria. Leaving the fields empty and pressing on the “search” button will show all available project data.

**Fig. 1.27**





This screen will display any results from the search criteria. Search results will be grouped by project title (A – Z) (Fig. 1.28).

Fig. 1.28

The screenshot shows the SparkSafe web application interface. At the top, there is a dark header with the SparkSafe logo and 'Licence to Practice' text. To the right of the header are buttons for 'APPLY' and 'MEMBERS AREA'. Below the header is a yellow navigation bar with links for 'Electrical Workers', 'Electrical Contractors', 'Main Contractors', and 'About Sparksafe'. The main content area has a breadcrumb trail 'You Are Here > Members Area' and a login status 'Logged in as SparkSafeAdmin as pennymcmullan Log out'. The central heading is 'COPE PROJECT SEARCH RESULTS'. Below the heading is a search bar with a magnifying glass icon and the text 'New Search'. A table displays the search results with the following data:

Project Title	Project Number	Location	Main Contractor	Expected Project Start Date	Expected Project End Date	Project Status	View
Test Project 2	2015	Bangor	Test McMullan Ltd	07/12/2016	07/12/2017	Live	<input type="radio"/>
Test Project 1	1236	Antrim	Test McMullan Ltd	24/11/2016	24/10/2019	Live	<input type="radio"/>

Below the table, there is a pagination control: '[Page 1 of 1] Jump to: page 1'. At the bottom right of the main content area, there are three buttons: 'New Project', 'View Selected', and 'Close'.