Client's User Guide

Managing Projects

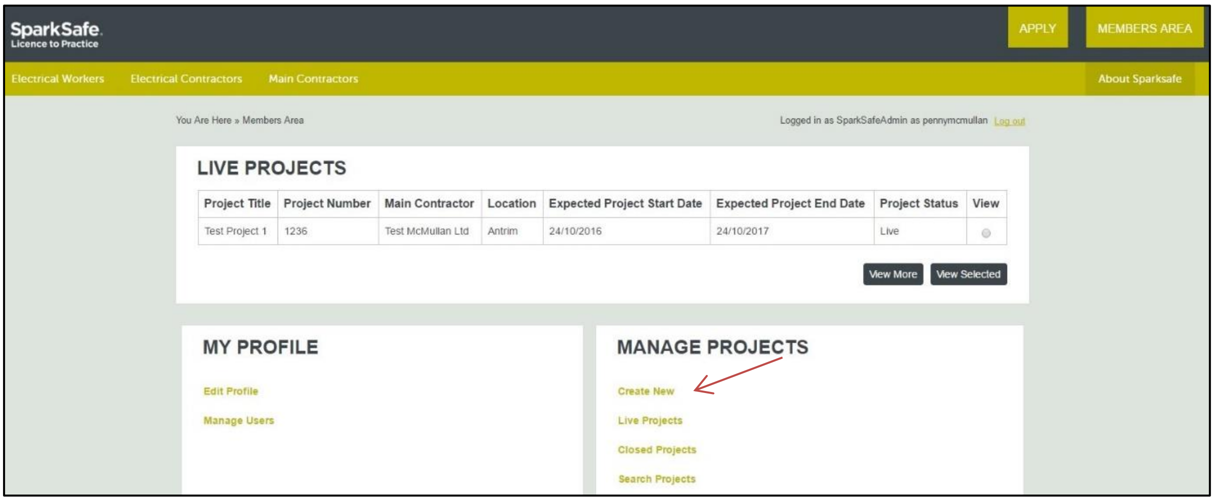
Please ensure your internet browser is set to Google Chrome at all times when using the SparkSafe LtP System.

1. Manage Projects

Create New Project

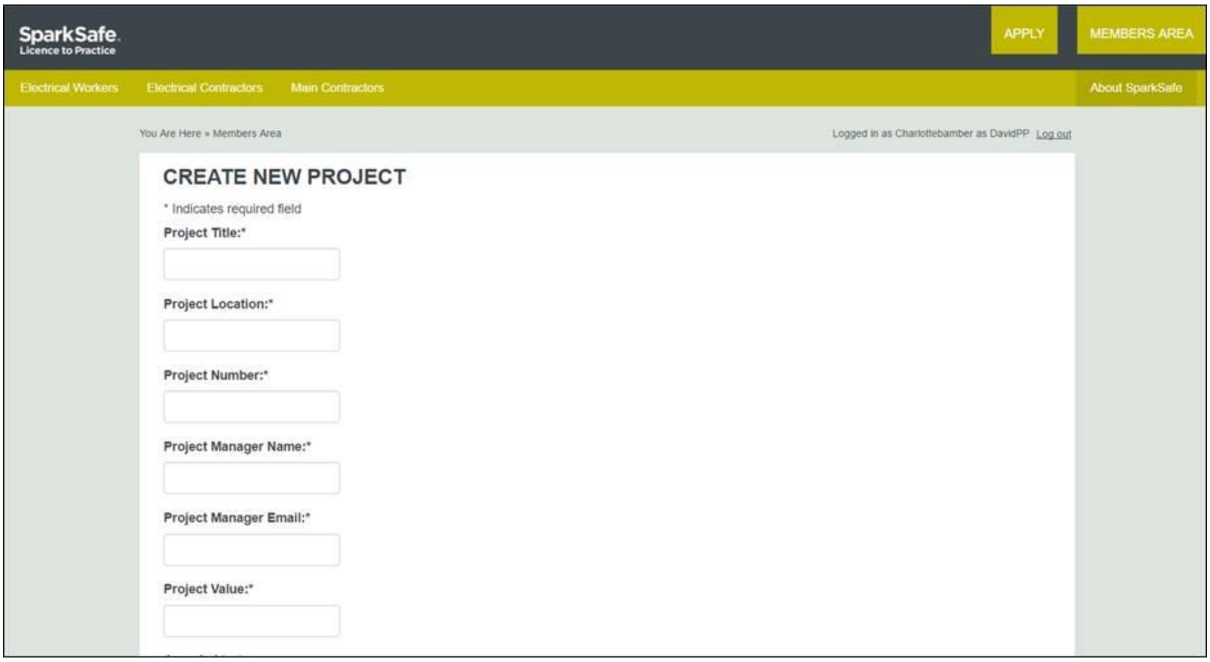
Once the contract has been awarded to the main/principal contractor, it is the responsibility of the Client to create the project within the SparkSafe system. To create a new project, click on the "Create New" link within the Manage Projects section (Fig. 1.1).

Fig. 1.1



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

Fig. 1.2



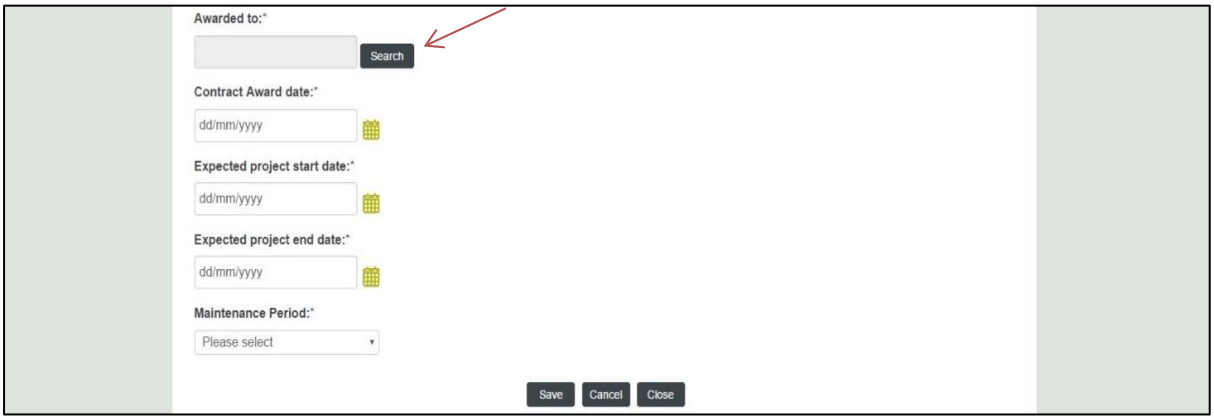
Users must complete the following information to create a new project –

- 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

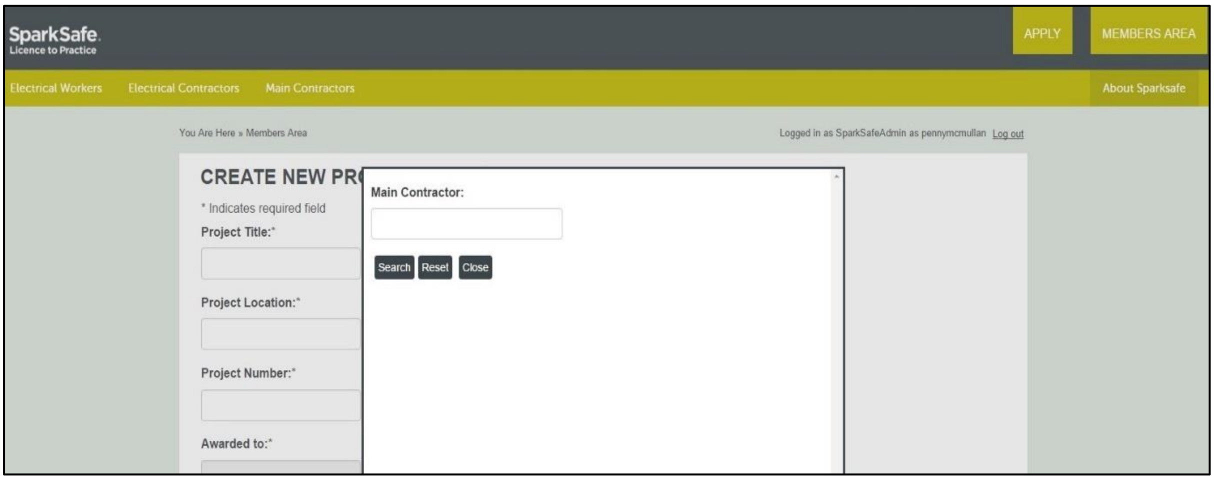
To select the Main Contractor who has been awarded the contract, click on the “Search” button beside the “Awarded To” field (Fig. 1.3).

Fig. 1.3



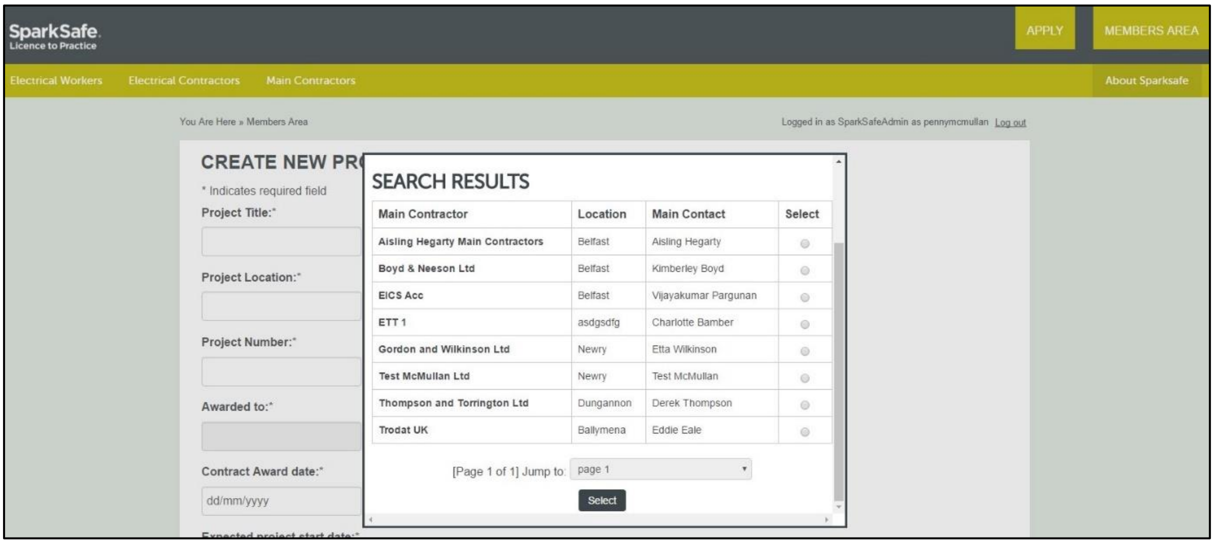
On clicking “search”, a pop up window will be displayed allowing users to search for the Main Contractor (Fig. 1.4).

Fig. 1.4



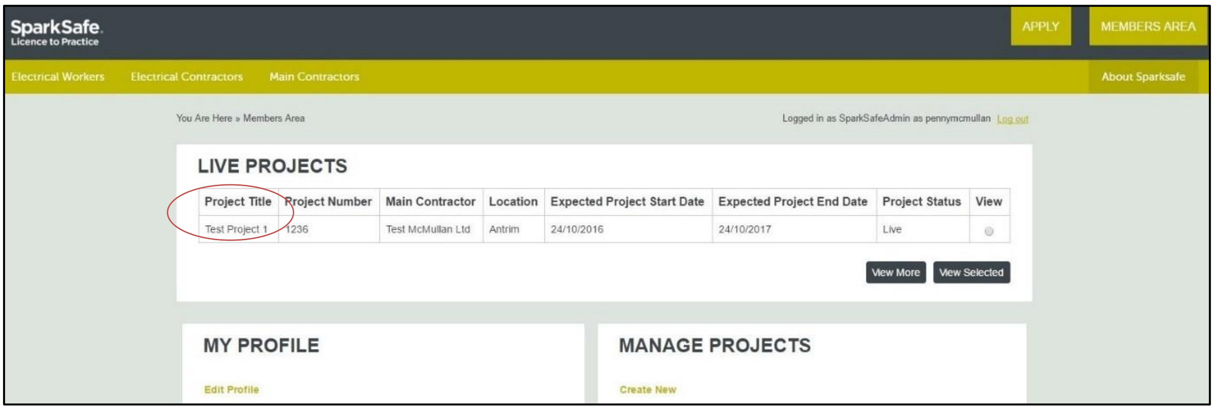
Users can search for the Main Contractor by typing their name into the search field. Alternatively, users can click on the "search" button, which will display all Main Contractors A – Z in name order (Fig. 1.5). Please note that only those Main Contractors who have registered with SparkSafe LtP will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

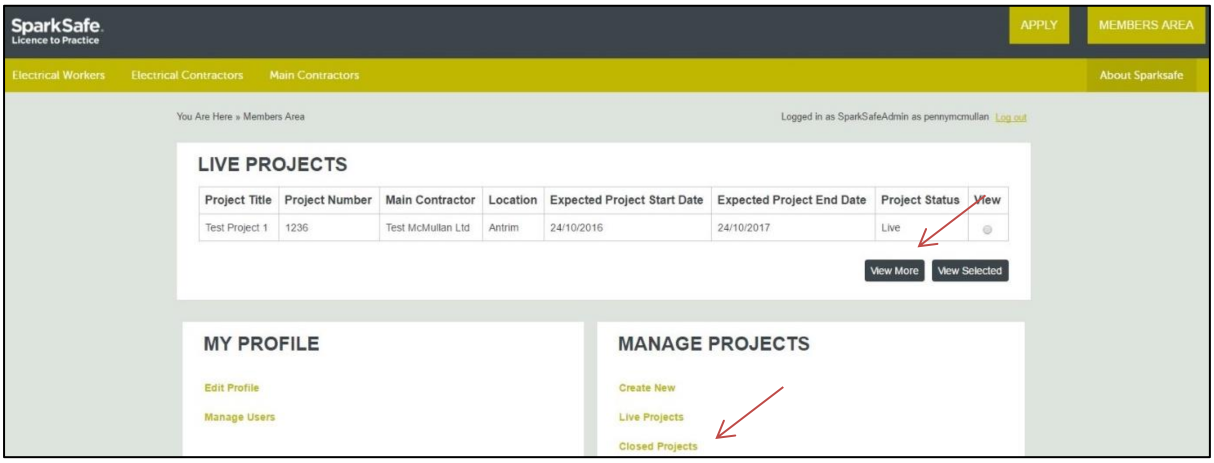
Dear Test McMullan,

Test McMullan has accepted your request to be connected to the following project:

Project Title:	Test Project 1
Location:	Antrim
Project Number:	1236
Award Date:	24/10/2016
Expected Project Start Date:	24/10/2016
Expected Electrical Work Start Date:	24/11/2016
Expected Electrical Work End Date:	24/10/2017
Expected Project End Date:	24/10/2017
Maintenance period:	2 years
Project Status:	Live

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).

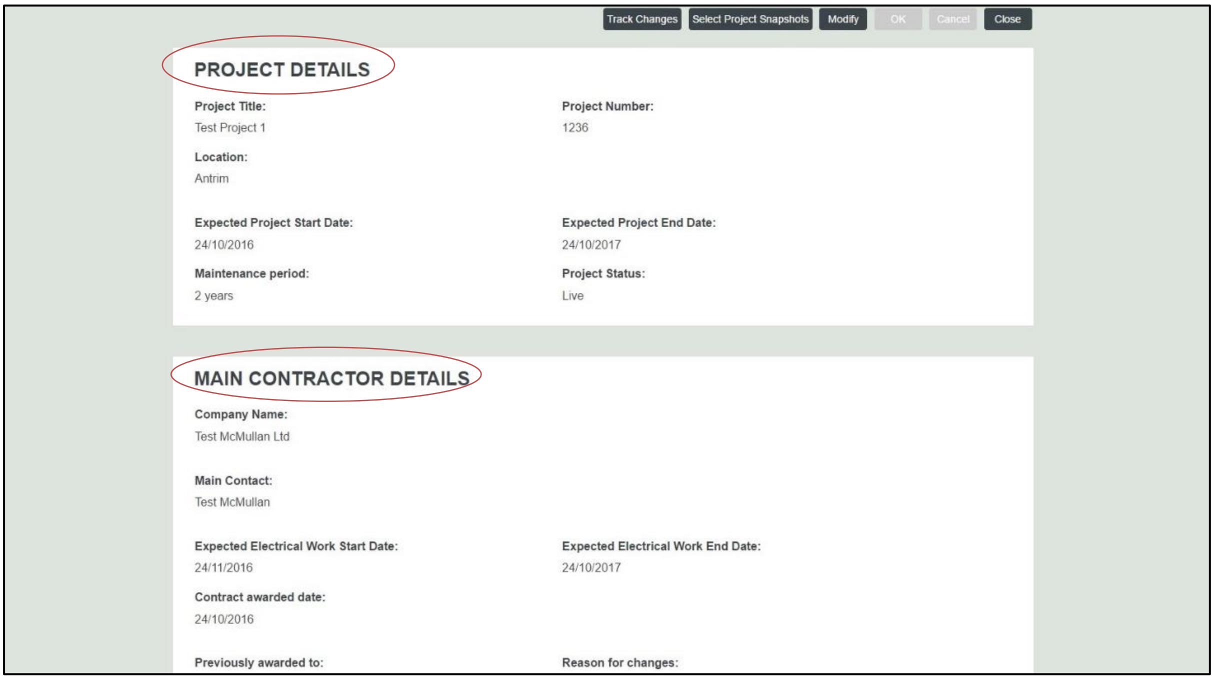
Fig. 1.8



View Project Details

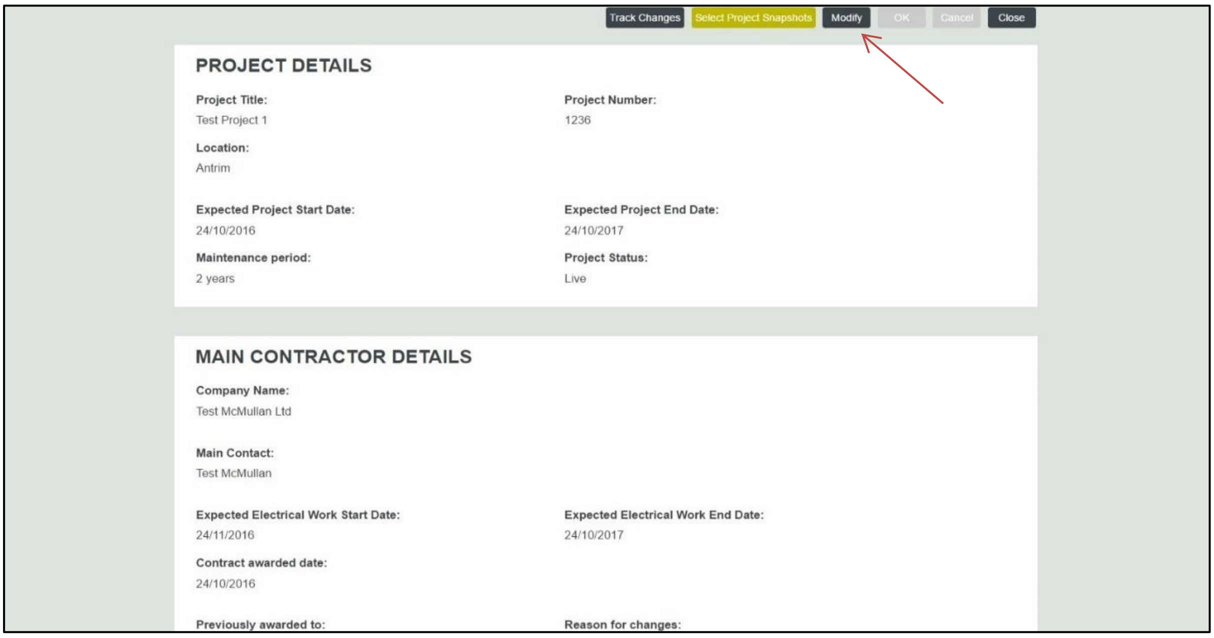
To view specific project details, you must select the relevant project from the Live Project data grid and click on the “view selected” button. This will open the project (Fig. 1.9). Users will be able to view and update the Project Details and the Main Contractor Details section of the Project.

Fig. 1.9



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

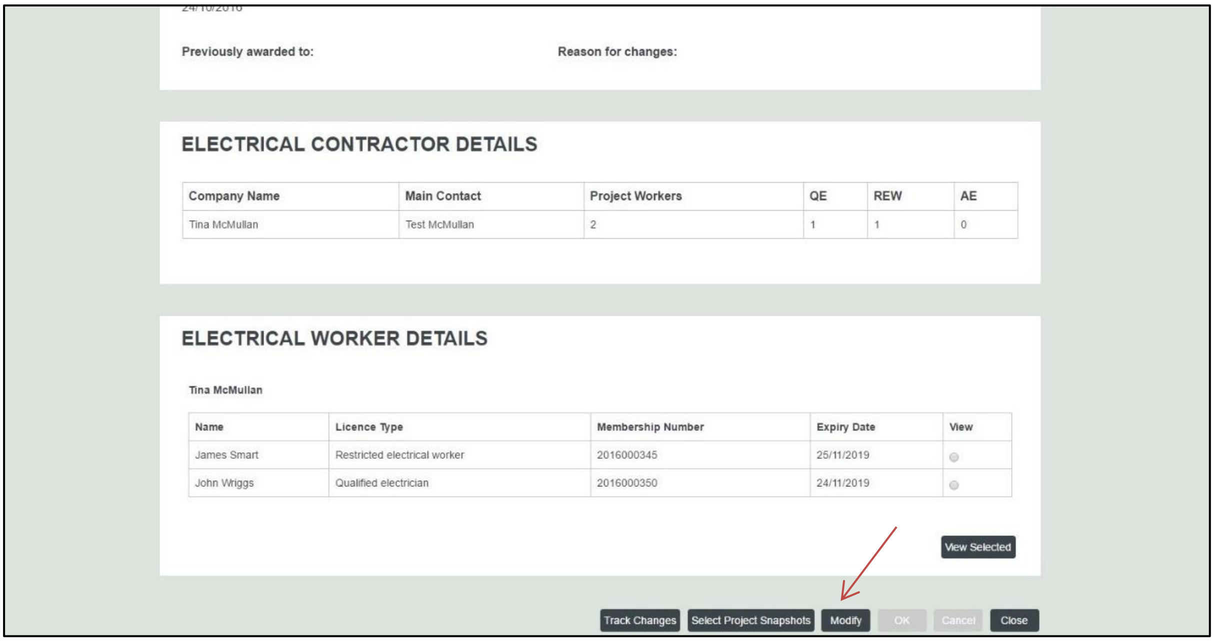


Users can update all fields within the Project Details section –

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

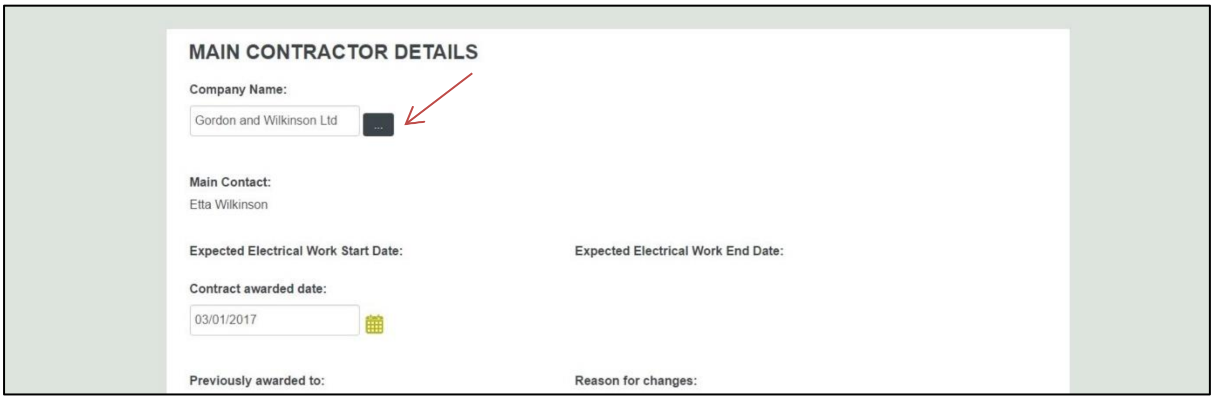
Once changes have been made, users must click on the “ok” and “close” button to save the changes. To update the Main Contractor details, users must click on the “modify” button (Fig. 1.11).

Fig. 1.11



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

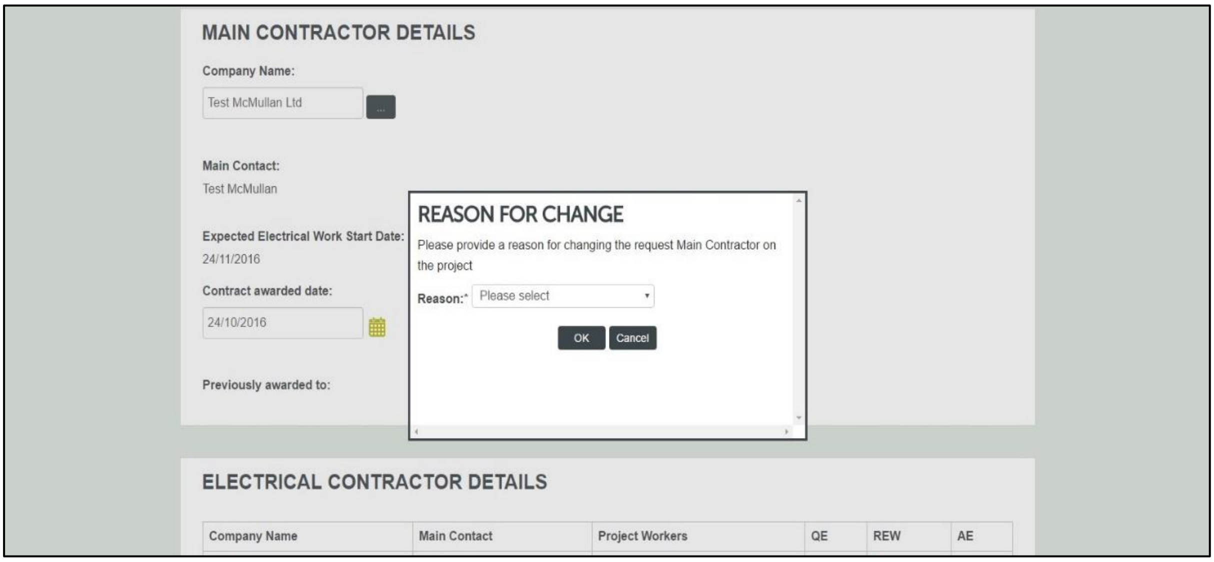
Fig. 1.12



On clicking the parentisis 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



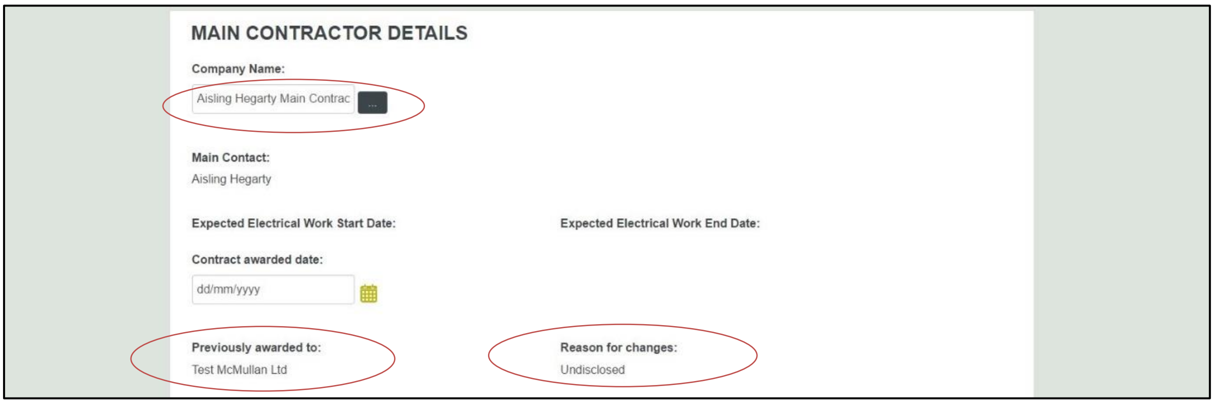
Reasons include -

- 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.

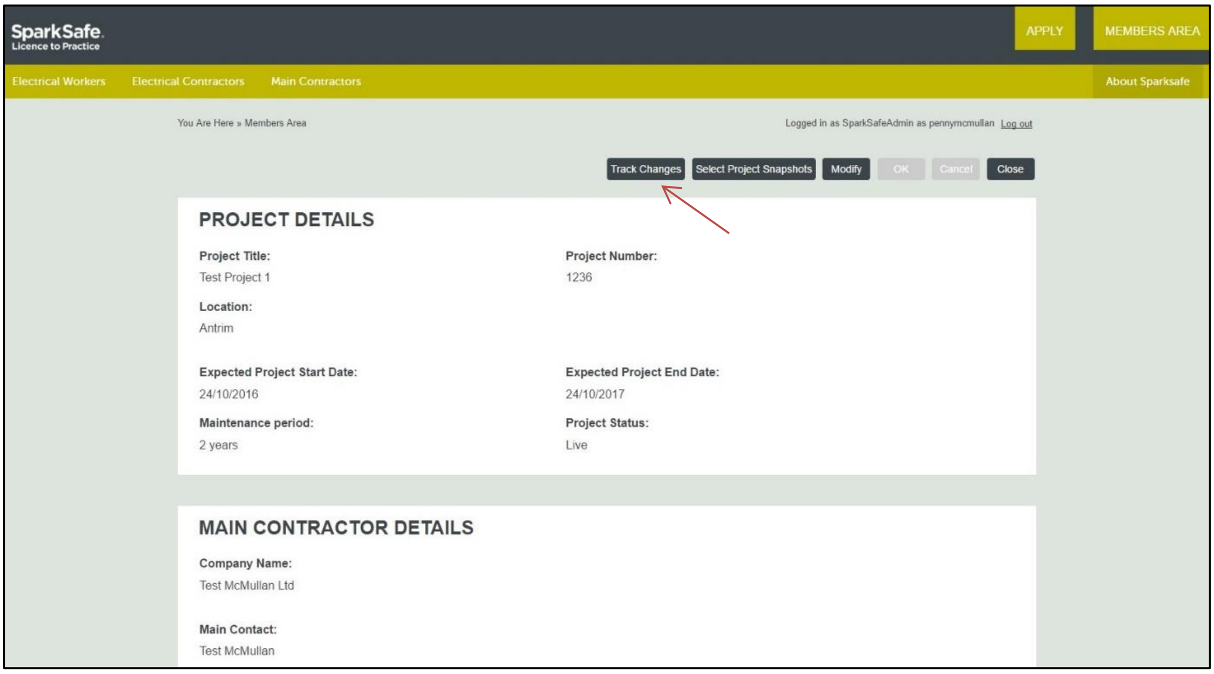
The new Main Contractor details will now be displayed on the project, as well as the reason for change and the name of the previous Main Contractor (Fig. 1.14).

Fig. 1.14



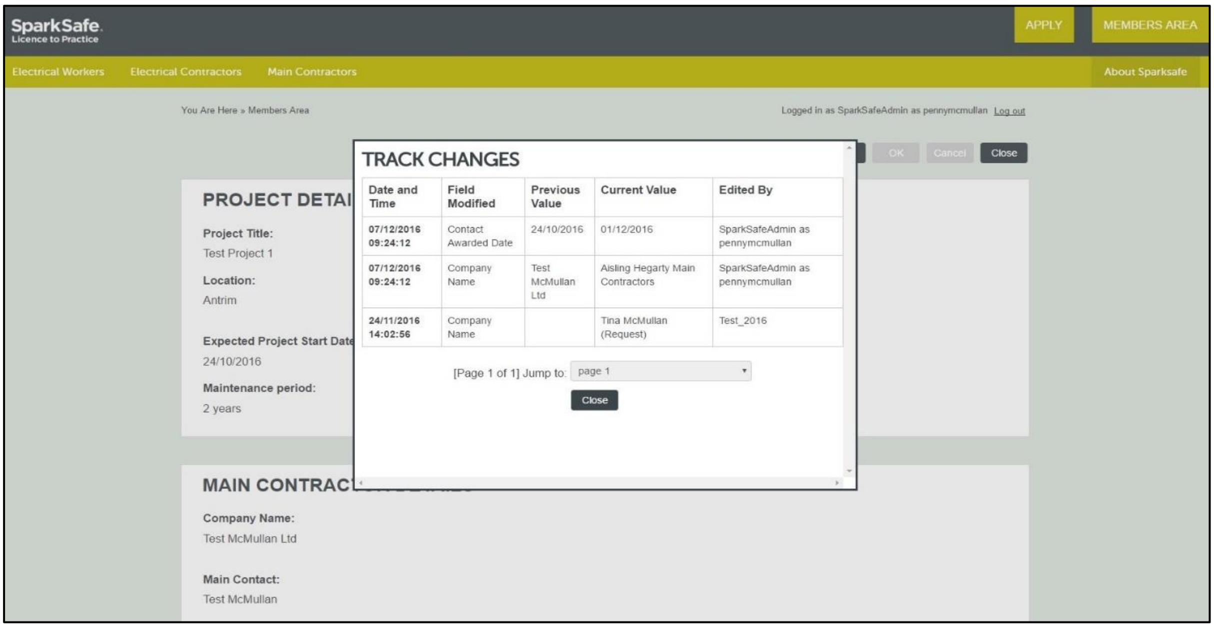
Any changes made to the project can be viewed via the “track changes” button found at the top and bottom of the project view screen (Fig. 1.15).

Fig. 1.15



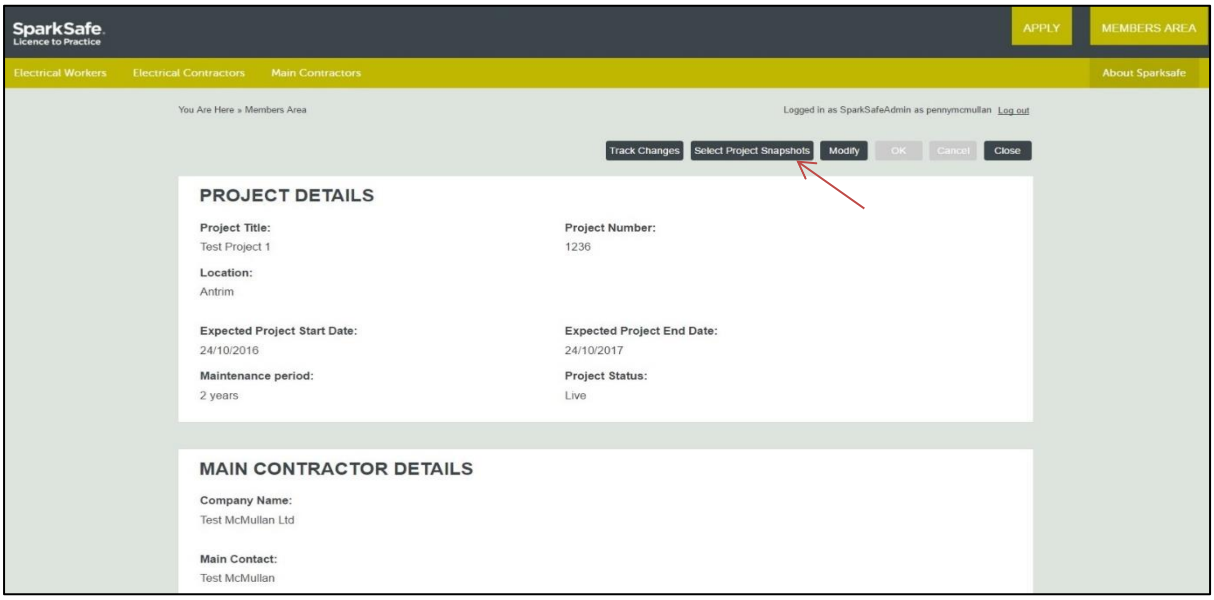
When users click on the "Track Changes" button, a pop up window will appear (Fig. 1.16). This will display any changes made to the project in date order. It will also provide information relating to the date and time of the change, which field was modified, previous value held, current value held and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

Fig. 1.16



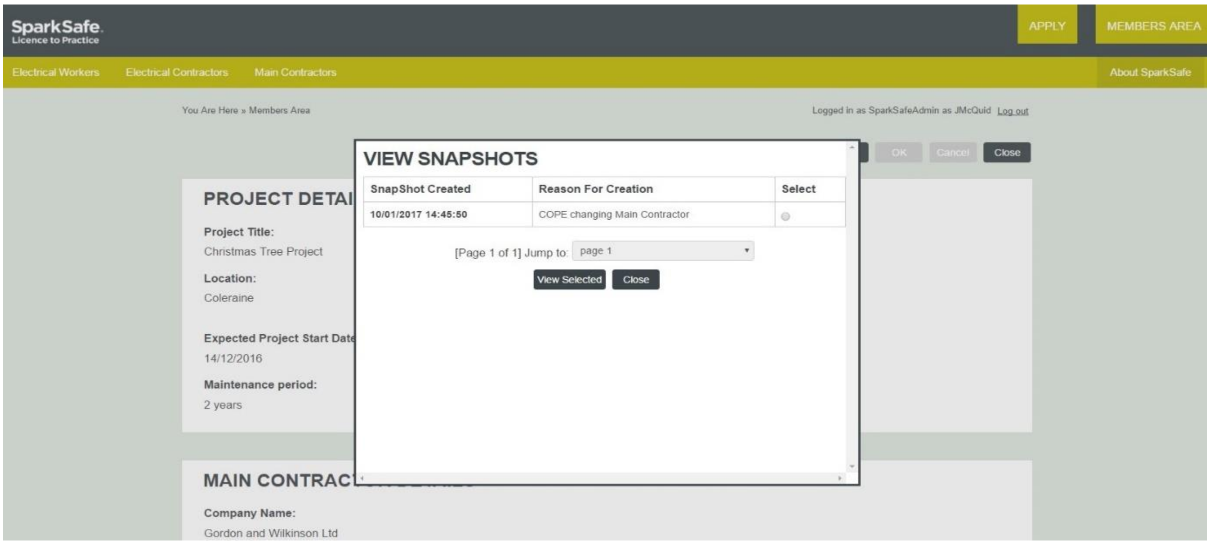
Once a change has been made to the project, the system will also create a project snapshot. This is a report based on the information before the change was made. To access any of the project snapshots, click on the "project snapshot" button, found at the top and bottom of the project screen (Fig. 1.17).

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

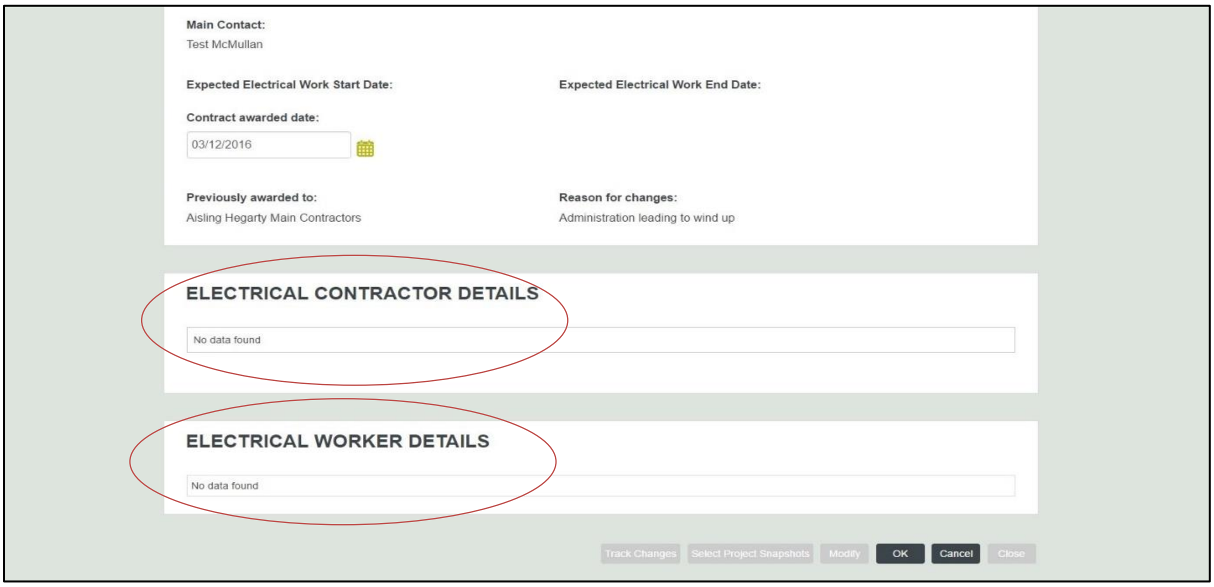


This will download the snapshot report as a PDF document. We recommend that you save this for future reference.

Viewing Electrical Contractor Details

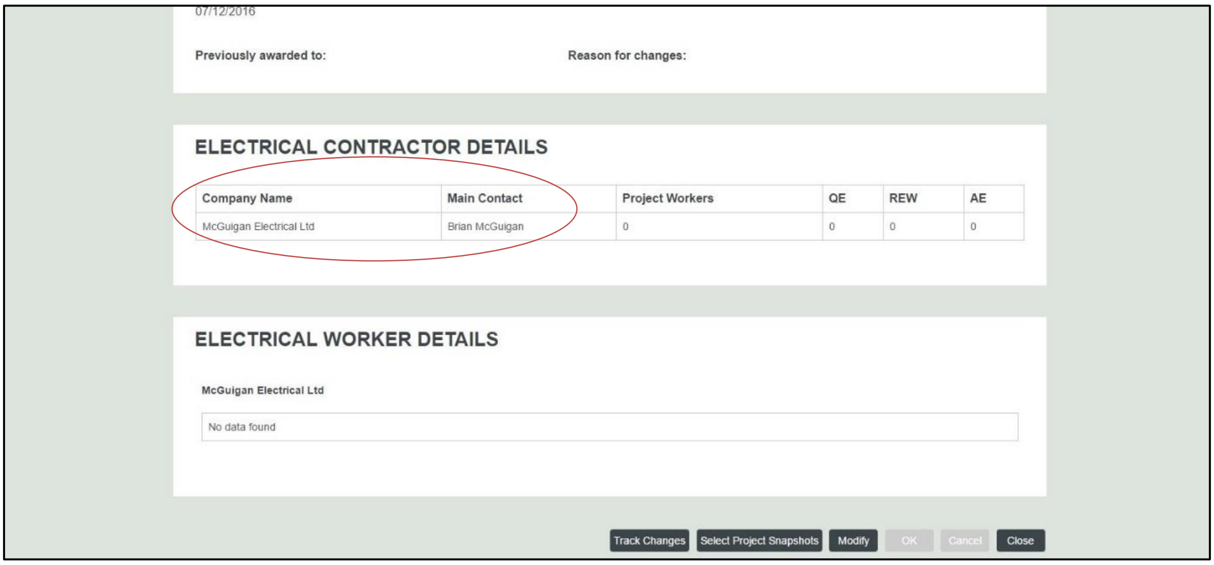
The Project Details screen also provides information relating to the nominated Electrical Contractor and the associated Electrical Workers. The information relating to the Electrical Contractor and the associated Electrical Workers will initially be blank (Fig. 1.19).

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).

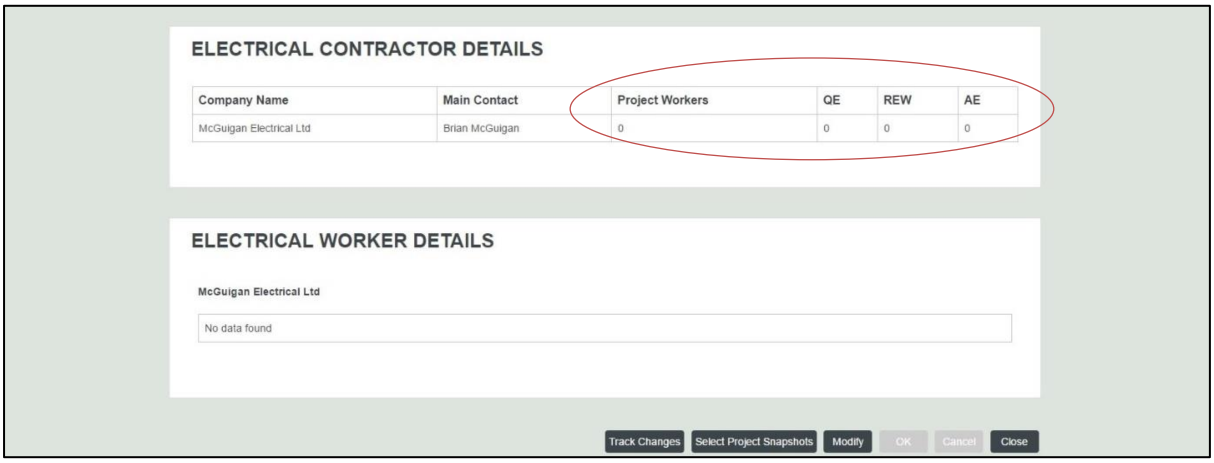
Fig. 1.20



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.

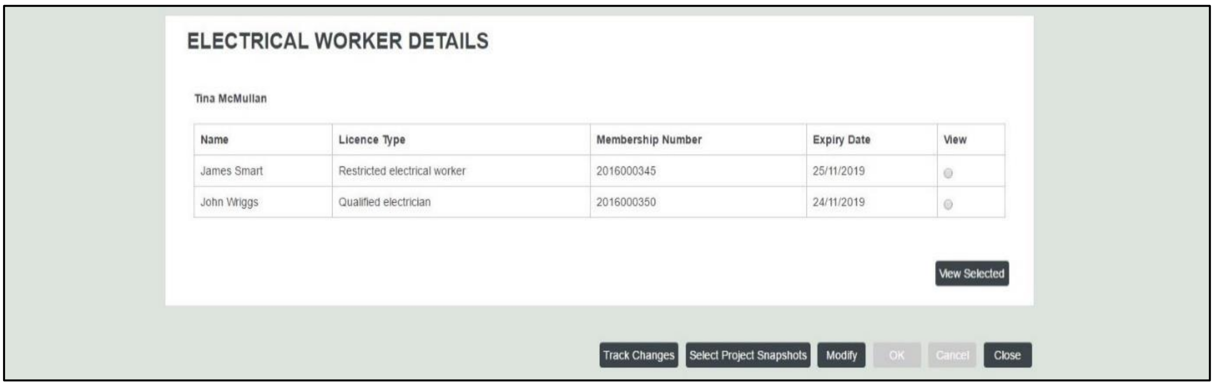
Fig. 1.21



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

ELECTRICAL WORKFORCE COMPOSITION REPORT

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

PROJECT DETAILS

Project tile:	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

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	20130000155	01/08/2016	
John Cable	Restricted Electrical Worker	2013000356	07/11/2016	
Peter Circuit	Qualified Electrician	2013000077	20/10/2016	
Geoff Resistor	Apprentice Electrician	2013000085	09/04/2016	
Steve Amp	Qualified Electrician	2013000945	11/08/2016	
Michael Volt	Qualified Electrician	2013000412	17/12/2016	
Lewis Ohm	Restricted Electrical Worker	2013000034	20/05/2016	
Andrew Current	Apprentice Electrician	2013000146	09/04/2016	

Connecting Competency + Contracts

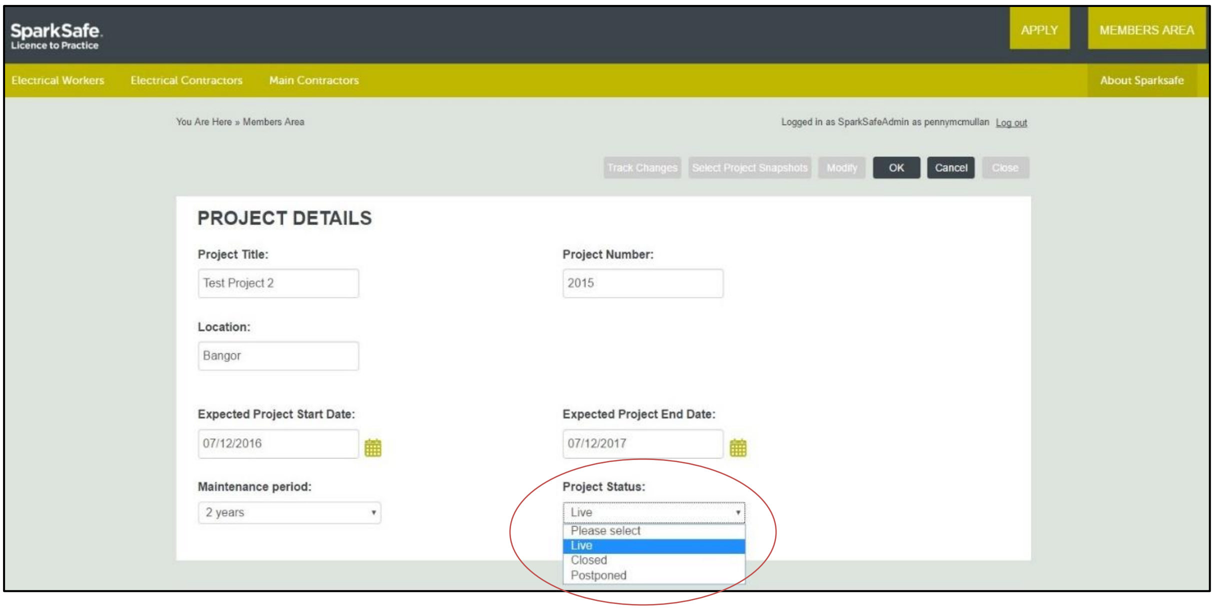
Users can drill down further and gain access to each Electrical Workers online Licence. To do this, users should click on the “view” radio button to the left hand side of the Electrical Workers Details grid and then click “view selected”. This will open a pop up window containing photographic id of the 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

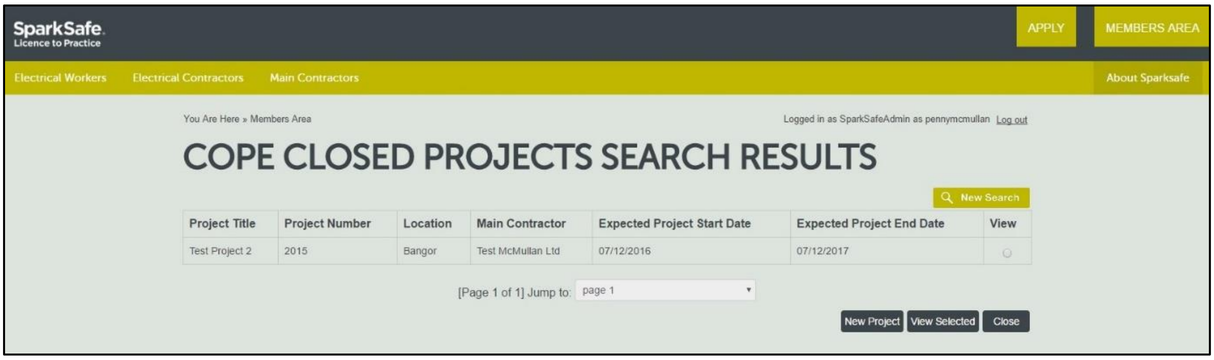
The responsibility of closing a project lies with the Client. To close a project, users must select the relevant project from the list of live projects and click “edit selected”. This will open the project view. User must then click on “modify” and from the Project Status field, select “Closed” from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

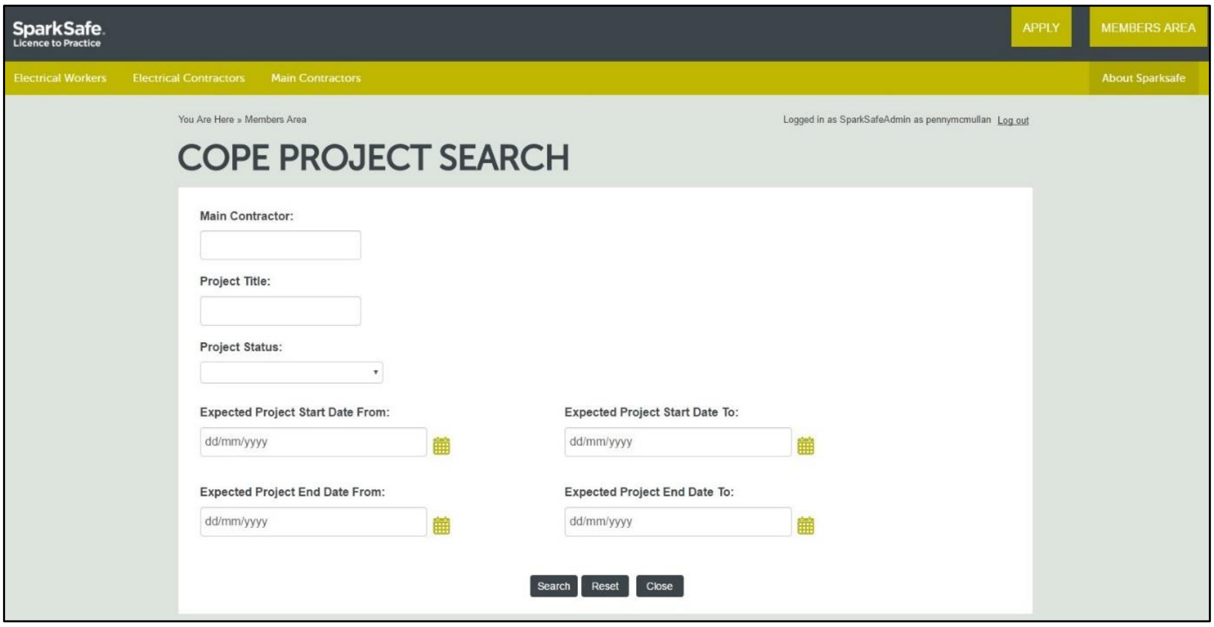
Fig. 1.26



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