**User Guidance Notes**

**For**

# Easyweb

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Rev. : 1.00

# Introduction

EasyWeb is the Finedata Limited browser front-end for EasyDoc. It has been designed to enable users on small projects to access document control information using the MicroSoft Internet Explorer that is commonly available on most PCs.

No additional software need be installed on the users machines – so long as they have MicroSoft Internet Explorer version 5 or above and are connected to the same network as the Document Controller.

A web-server does, however, need to be installed on the PC normally used by the Document Controller, the recommended one is Microsoft Personal Web Server (PWS) and is available free from Microsoft's web site – or on the Windows NT Option Pack CD.

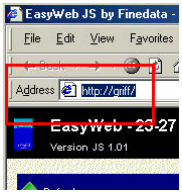
The users of EasyWeb can view information only, there is no facility to update or modify – a copy of EasyDoc is required for this.

Web Address
To access EasyWeb on a site, you will need the 'address' of the computer running the web-server. This may be available as a 'name' such as '\\DocControl', or may be an IP address such as '1.128.138.1'. Either way, you will need to determine this before you can use EasyWeb. You may have to seek assistance from your IT department to get this address.

***For Advanced Users/IT Personnel:***
*One way to find the address would be to go to the web-server and double click on the Personal Web Server icon running in the service tray(normally in the bottom right corner of the screen, by the clock).*

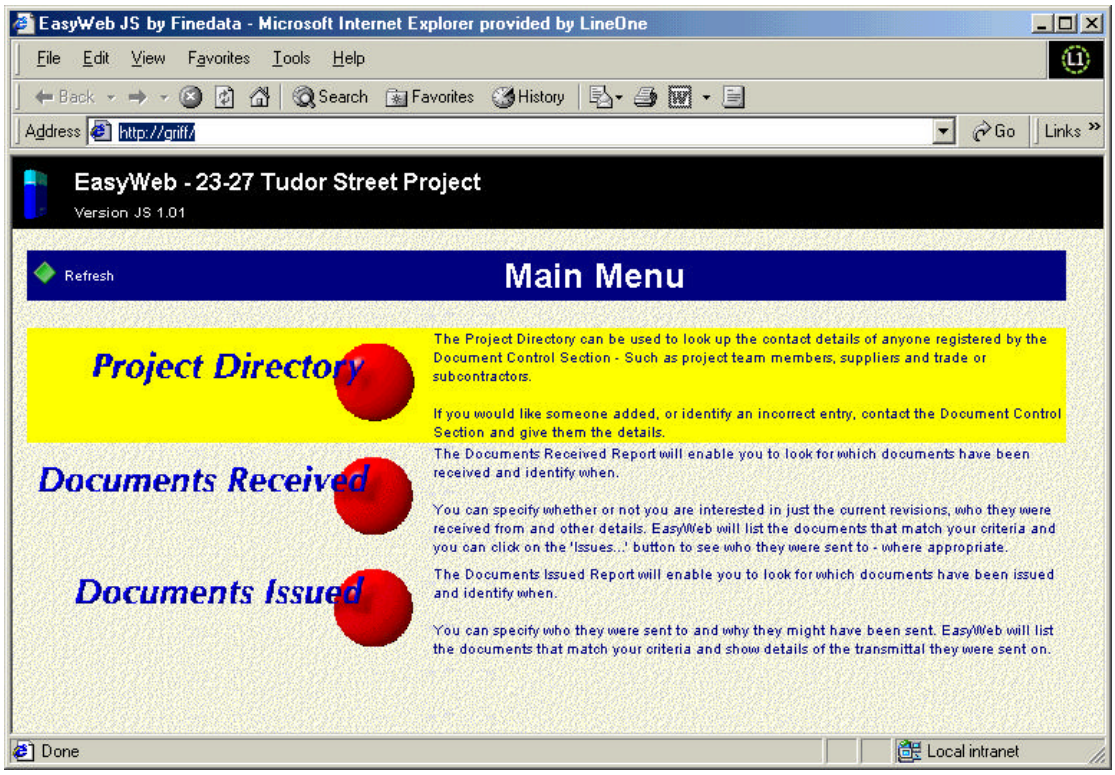
*The address is normally shown on the main page.*

When you have the correct address, this can be entered into the users browser on the address line.



# Main Menu

When the correct address has been entered into the users browser, EasyWeb will display a page like the one below:




In the example above, the cursor has been placed over the area which activates the Project Directory. This make EasyWeb highlight the area in yellow.

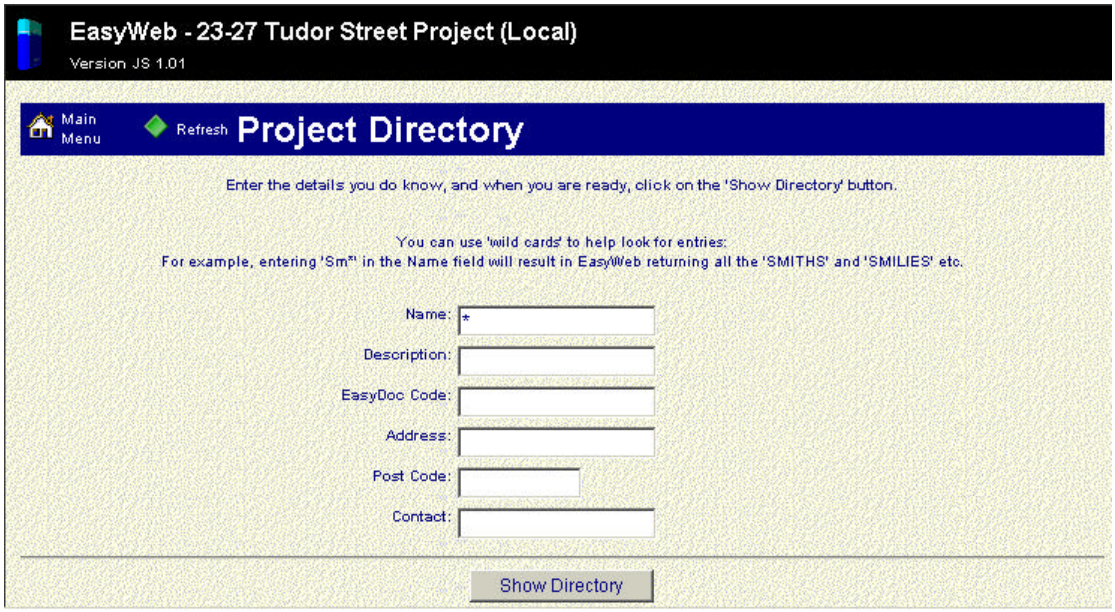
Take a few moments to familiarise yourself with the display, as most of the common elements that EasyWeb uses are there.

- At the top there is a dark area, showing the title of the current project and the current EasyWeb version number – this area is called the top bar.
- Below the top bar, there is a blue bar with the title of the page you are viewing, to the left of which is a green diamond – you can click on this to refresh pages of information.
- In the lower area of the example, there are three 'blocks' – these represent the menu items from which you can choose. To make a selection move your cursor over an option (so that it is highlighted in yellow) and click on it using your left mouse button.

## Project Directory

The top option on the main menu of EasyWeb is the Project Directory. This option will take you to a selection screen and from there to a list of the companies and individuals associated with the project. This can be a useful source of contact names, telephone extensions and addresses. If you want someone added to the project directory, ask the document controller to do it for you.

The selection screen looks like this:

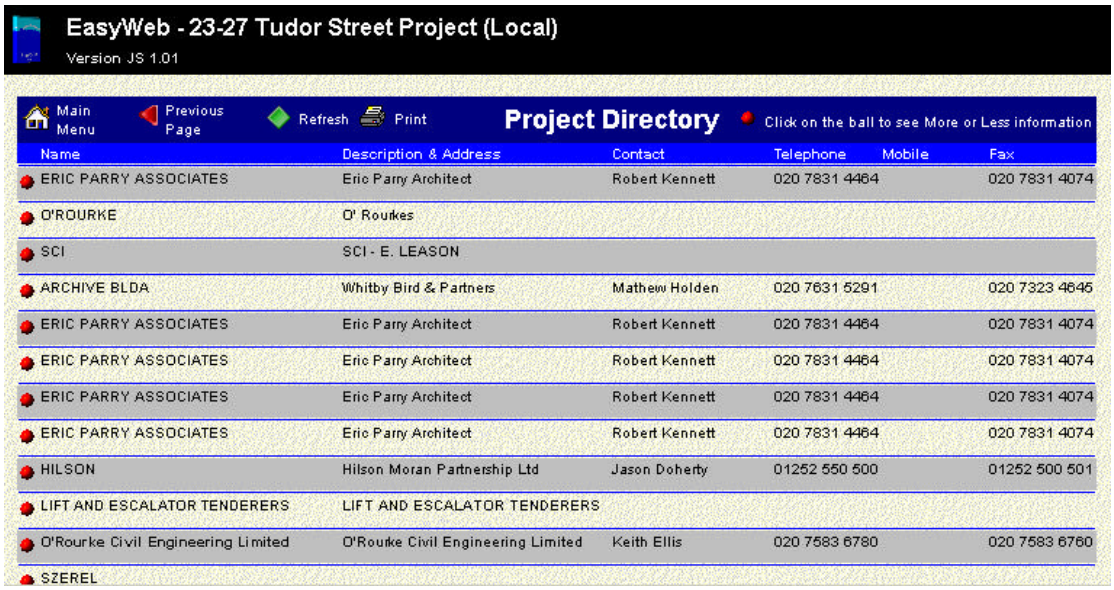



You can simply click on the 'Show Directory' button if you wish – this will extract a list of everyone associated with the project. Alternatively you could enter some criteria which might cut down the list a little.

For example, if you enter 'A*' in the name box, EasyWeb will only list the entries beginning with 'A' in their name. The asterisk is used as a 'wild card' to indicate to EasyWeb that you don't know (or don't care) the rest of the entry.

You can put wild cards at the beginning of an entry as well, so '*ATKINS*' might extract 'WS ATKINS AND CO'.

When you click on the ‘Show Directory’ button, EasyWeb will present a screen like the one below (note that it may take a few moments to display the information):




You can see from the example, that only a line of information is generally shown, you can often see more by moving you cursor over an item of interest and use the left mouse button to click on the entry. This will typically ‘toggle’ on or off extra information such as the full address. You can toggle all the addresses on by clicking on the red ball to the right of the title ‘Project Directory’ – for long lists, this could take a few moments to be visible.

On the same line as the title ‘Project Directory’ you can see some new icons (working from left to right):

This will take you back to the main menu.

This will return you to the previous page (in this case to the selection criteria for the project directory).

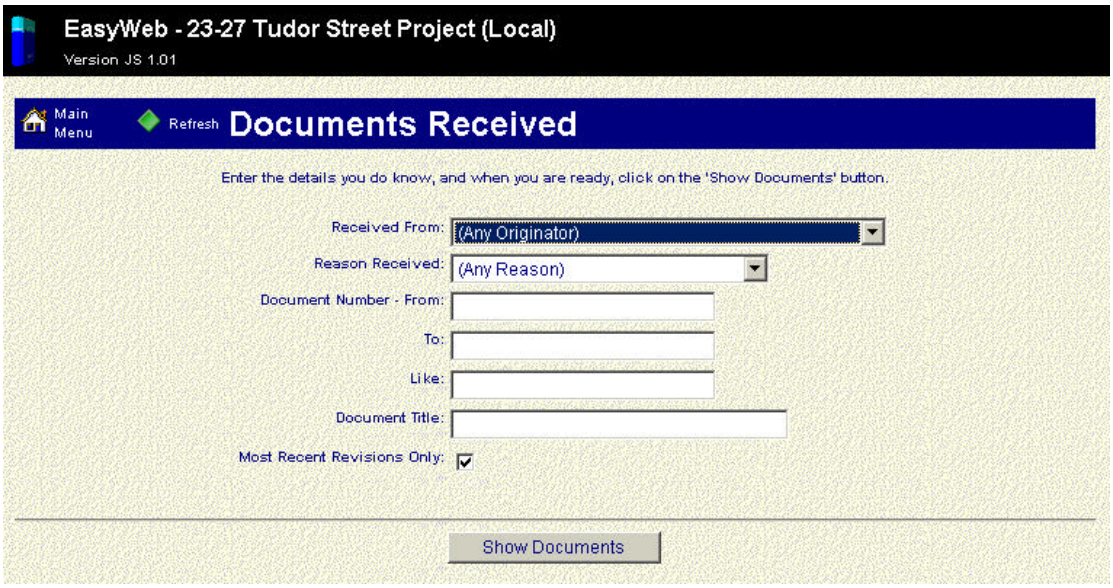
This will refresh the list – in case anyone has been added or deleted while you have been looking at the list.

This will invoke the printer dialog – and allow you to print the page.

# Documents Received

The second option on the main menu of EasyWeb is the Documents Received list. This option will take you to a selection screen and from there to a list of the documents that have been registered in EasyDoc.

The selection screen looks like this:




You can use the pull down lists to select document originators and the reason for which documents were received, each of these has an ‘Any…’ setting which you can leave as is to get all the originators or any reason for issue.

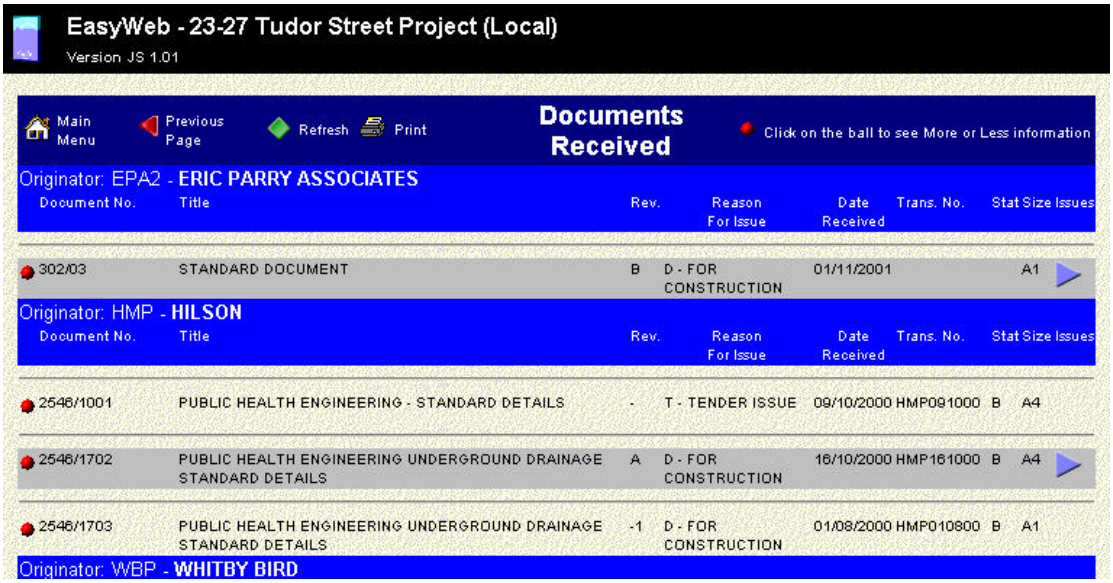
The Document Number – From and Document Number - To fields can be used to specify a range of document numbers that you are interested in – but you need to be careful to enter numbers that exist, or at least are very similar to document numbers that exist.

The Like field can be used to enter wild cards like for the Project Directory, so for example you could enter ‘*02/03*’ and expect to see a list including document number ‘302/03’ as well as ‘7002/03001’.

The Document Title field can also accept wild cards, so if you entered ‘*STANDARD*’ you might get a list with document titles ‘WELDING STANDARD’, ‘STANDARD FITTING’ and just ‘STANDARDS’.

Below all the text fields, there is a tick box. You can use this to indicate to EasyWeb whether you want to see just the most recent revisions or all previous revisions as well.

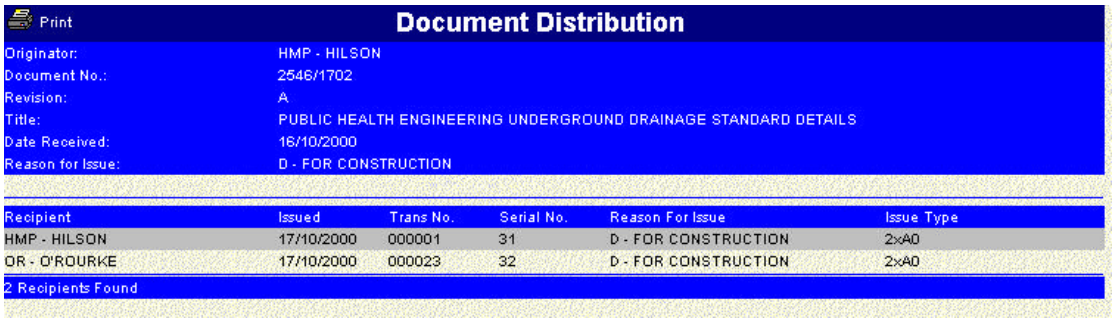
The list of documents received will look like the example below:




Notice that some of the documents listed have a blue triangle to their right, under a column titled ‘Issues’, you can see the distribution of these documents by clicking on the triangle.

Documents without an Issues triangle have not been issued.

When you click on the Issues triangle, EasyWeb will present you with a new window showing the distribution of just that one revision of that document.



Print

**Document Distribution**

| | |
|---|---|
| Originator: | HMP - HILSON |
| Document No.: | 2546/1702 |
| Revision: | A |
| Title: | PUBLIC HEALTH ENGINEERING UNDERGROUND DRAINAGE STANDARD DETAILS |
| Date Received: | 16/10/2000 |
| Reason for Issue: | D - FOR CONSTRUCTION |

| Recipient | Issued | Trans No. | Serial No. | Reason For Issue | Issue Type |
|---|---|---|---|---|---|
| HMP - HILSON | 17/10/2000 | 000001 | 31 | D - FOR CONSTRUCTION | 2xA0 |
| OR - O'ROURKE | 17/10/2000 | 000023 | 32 | D - FOR CONSTRUCTION | 2xA0 |

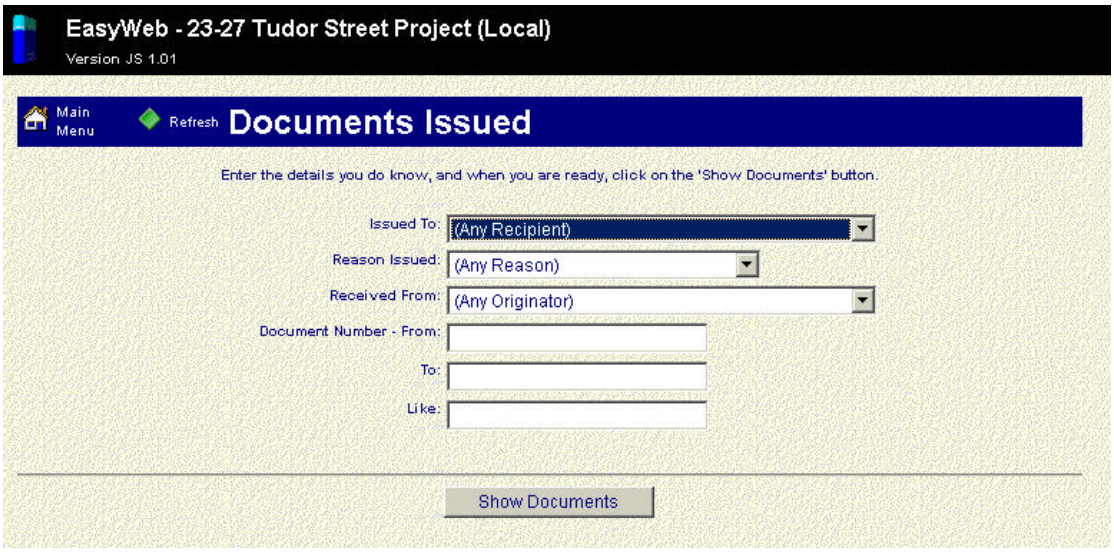
2 Recipients Found

You will be able to print this list of recipients by clicking on the printer icon. You can return to the main register by closing the window using the ‘X’ in the top right hand corner.

# Documents Issued

The last option on the main menu of EasyWeb is the Documents Issued list. This option will take you to a selection screen and from there to a list of the documents that have been issued using EasyDoc.

The selection screen looks like this:



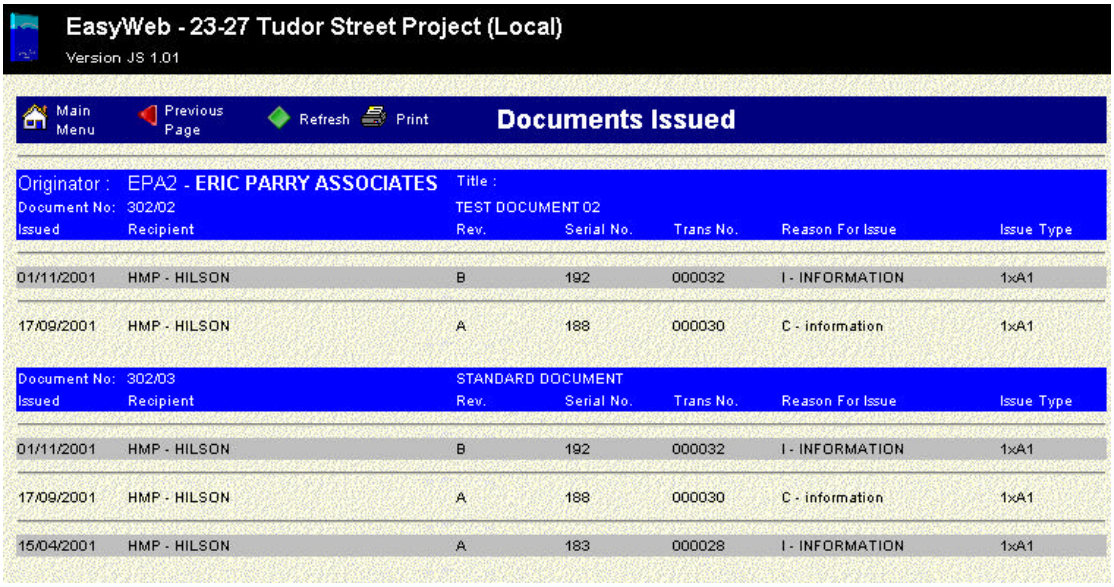

You can specify the recipient, reason for issue and document originator using the first three pull down lists, or use the ‘Any…’ options to get all recipients, reasons or originators.

Additionally you can enter information relating to the document number in much the same way as for the document received list.

The Document Number – From and Document Number - To fields can be used to specify a range of document numbers that you are interested in – but you need to be careful to enter numbers that exist, or at least are very similar to document numbers that exist.

The Like field can be used to enter wild cards like for the Project Directory, so for example you could enter ‘*02/03*’ and expect to see a list including document number ‘302/03’ as well as ‘7002/03001’.

The list of documents issued will look like the example below:



EasyWeb - 23-27 Tudor Street Project (Local)
Version JS 1.01

Main Menu | Previous Page | Refresh | Print

**Documents Issued**

Originator : EPA2 - **ERIC PARRY ASSOCIATES** Title :
Document No: 302/02 TEST DOCUMENT 02

| Issued | Recipient | Rev. | Serial No. | Trans No. | Reason For Issue | Issue Type |
|---|---|---|---|---|---|---|
| 01/11/2001 | HMP - HILSON | B | 192 | 000032 | I - INFORMATION | 1xA1 |
| 17/09/2001 | HMP - HILSON | A | 188 | 000030 | C - information | 1xA1 |

Document No: 302/03 STANDARD DOCUMENT

| Issued | Recipient | Rev. | Serial No. | Trans No. | Reason For Issue | Issue Type |
|---|---|---|---|---|---|---|
| 01/11/2001 | HMP - HILSON | B | 192 | 000032 | I - INFORMATION | 1xA1 |
| 17/09/2001 | HMP - HILSON | A | 188 | 000030 | C - information | 1xA1 |
| 15/04/2001 | HMP - HILSON | A | 183 | 000028 | I - INFORMATION | 1xA1 |

Although positioning the cursor over an entry will result in it being highlighted, there are no additional details to display if the user clicks on the line.