

Conject Project Control

A Plan-Build-Operate Solution from conject

conject NEC 3 Module – Engineering & Construction Contract (ECC)

User Guide for Project Managers

For Project Manager

Date 23/01/2015



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RAISE AN EARLY WARNING

When raising one form from within another users should select 'Yes' in the 'Do you want to copy the Issue List from this item' pop up to use the distribution of the previous form.

Early Warnings can be raised by selecting the **Publish** button on the tool bar and then under the ECC heading, select **Early Warning** or clicking the publish icon adjacent to Early Warning on the Dashboard.



The Early Warning Form will open and you will need to fill in the required details. The form requires you to input information into each of the fields (all are mandatory).

1. New (ECC) Early Warning 2. Issue List 3. Confirmation Report

(ECC) Early Warning

Project Training Project
Company CONJECT Limited

* Title

* Matter Giving Rise To Notification

Required by Date 5 February 2015

Attachment(s) [Click here to view/hide attached files](#) [0 Files Attached]

* Event Awareness Date 15/01/2015

Please select (clause 16.1)

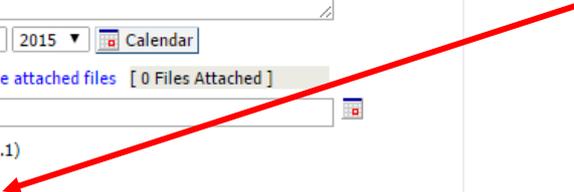
Change to the total of the Prices

Delay Completion

Delay meeting a Key Date

Impair the performance of the works in use

Pick at least one option from clause 16.1 in relation to reason for raising the EW.



* Risk Reduction Meeting Required? (clause 16.2) Yes No

If yes then please attach an agenda

* Urgency

* Nature of Change

* Type of Change

* The Anticipated Cost Level Impact is...

* The Anticipated Programme Level Impact is...

Status

Email Issue List

Associate Documents	[0 Associated]	<input type="button" value="+ Associate"/>
Associate (ECC) Compensation Event(s)	[0 Associated]	<input type="button" value="+ Associate"/>
Associate (ECC) Compensation Event Implem(s)	[0 Associated]	<input type="button" value="+ Associate"/>
Associate (ECC) Contractors Communication (s)	[0 Associated]	<input type="button" value="+ Associate"/>
Associate (ECC) Notification of Comp Event(s)	[0 Associated]	<input type="button" value="+ Associate"/>
Associate (ECC) Notification of Defective Works (s)	[0 Associated]	<input type="button" value="+ Associate"/>
Associate (ECC) Project Managers Instruction (s)	[0 Associated]	<input type="button" value="+ Associate"/>
Associate (ECC) Risk Assessment(s)	[0 Associated]	<input type="button" value="+ Associate"/>

Enter Urgency, Nature & Type of Change

Enter anticipated cost & time (High / Med / Low)

Enter anticipated programme impact (High / Med / Low)

Other forms and documents can be associated to this EW.

Early Warnings should be 'Closed' by the originator/recipient by selecting Respond & Modify Status button if no longer valid – this allows you to filter out the Early Warnings from the results listing and the NEC reports.

Distribution

Early Warnings are to be issued to the relevant Issue Group available on the Issue List screen. The distribution of the Early Warning must include all relevant recipients with the required reasons for issue:

Contractor

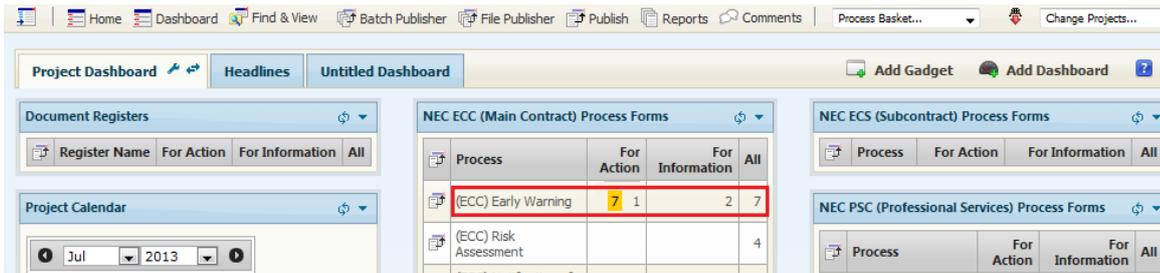
Review 14 days

All other defined recipients

Information

SEARCH, FIND & VIEW AN EARLY WARNING

If you have been issued an Early Warning you will be notified on your Dashboard when you login to conject Project Control. In addition you will receive an immediate Email Notification to your specified email address.



(The example above shows 1 Early Warning issued with 7 days to action)

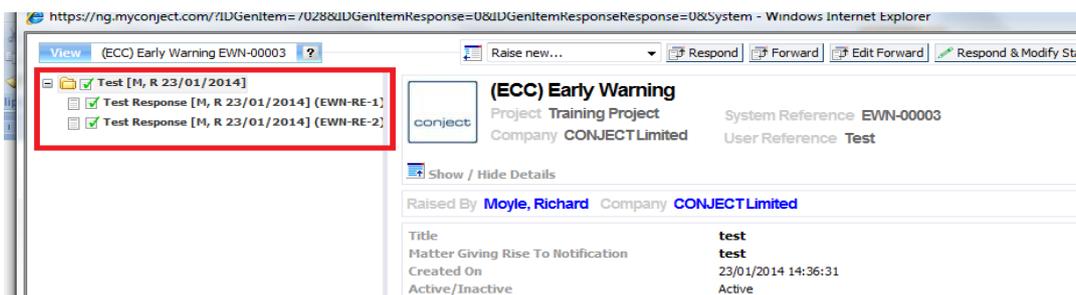
To view the Early Warning, click on the 1. The Early Warning register will open and the 1 Early Warning you have for action will be displayed in the results screen.



Sys Ref	Title	Contents	The Anticipated Cost Level Impact is...	The Anticipated Programme level Impact is...	Raised	Issued	Type	Reason Iss.
EW-00010	test	test	Above £25k	0 - 1 Week	BIW Technor: Moyle, Richar	12/08/2010		Review

Click on the Sys Ref, Title, Contents or Reason for Issue to open and view the Early Warnings. **For more information on the Early Warning process please refer to the Early Warning process flowchart in Appendix 1.**

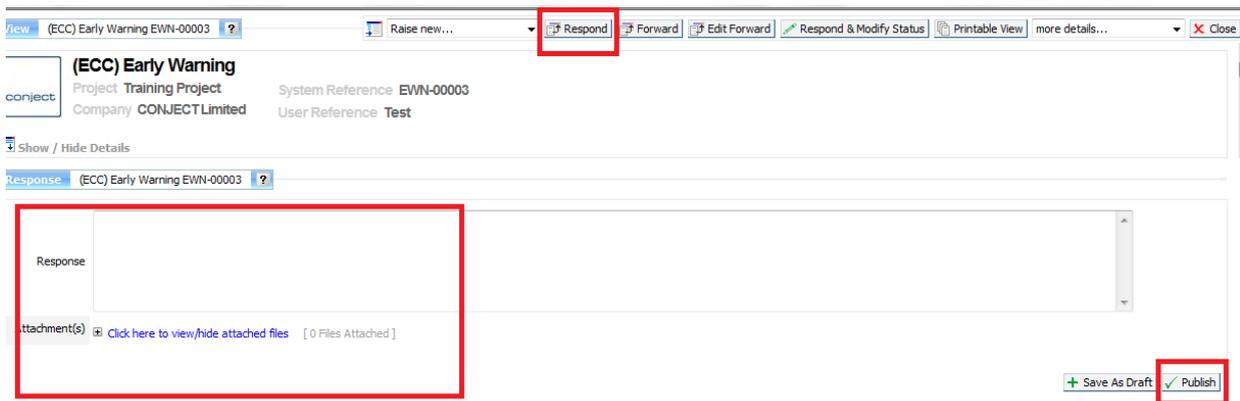
When the Early Warning is open, the content of the Early Warning will be displayed. You may also view a menu on the left (if there are any responses) that shows the original Early Warning (top item) and any subsequent responses (listed in date of issue order, below it), you can select each response to view the details of each:



RESPOND TO AN EARLY WARNING

Any user has the ability to 'respond' to a published early warning. Search and Open the relevant early warning....hit the **'Respond'** button at the top of the page.....

You can now type in your response and attach any supporting information (as required)...then hit **'Publish'**:



new (ECC) Early Warning EWN-00003 ?

Raise new... **Respond** Forward Edit Forward Respond & Modify Status Printable View more details... Close

(ECC) Early Warning
 Project Training Project System Reference EWN-00003
 Company CONJECT Limited User Reference Test

Show / Hide Details

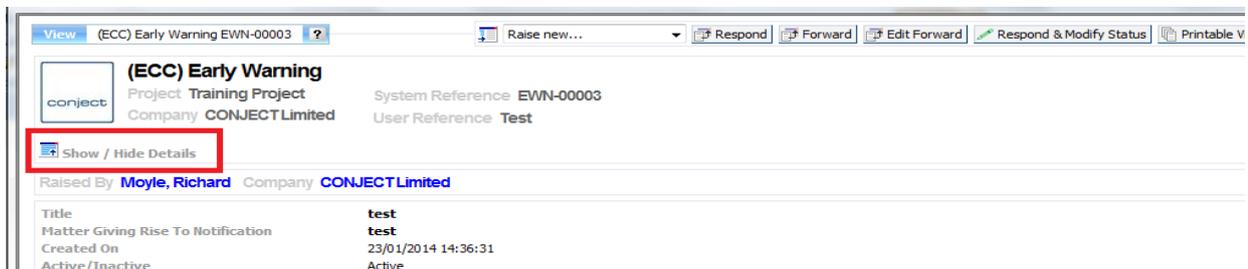
Response (ECC) Early Warning EWN-00003 ?

Response

Attachment(s) [Click here to view/hide attached files](#) [0 Files Attached]

+ Save As Draft **Publish**

Note: that when responding, the original Early Warning content is hidden by default. You can select to view this using the 'show / hide details' toggle button towards the top right of the screen...



View (ECC) Early Warning EWN-00003 ?

Raise new... Respond Forward Edit Forward Respond & Modify Status Printable View

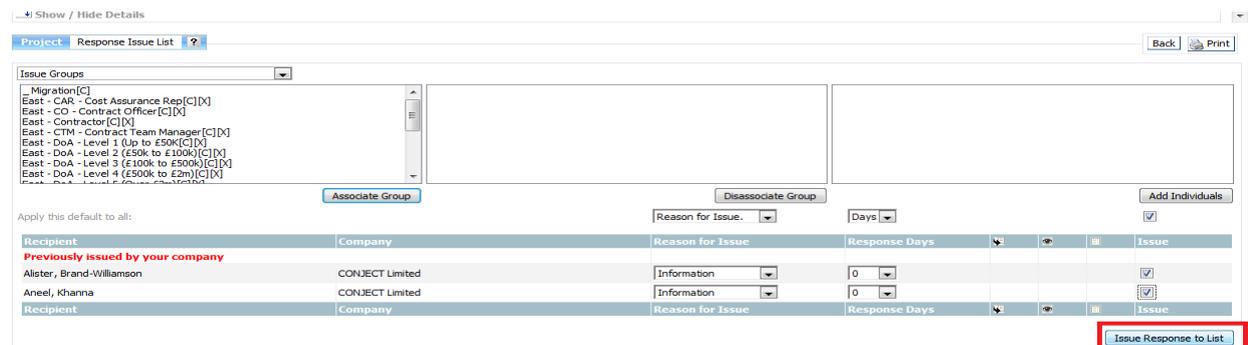
(ECC) Early Warning
 Project Training Project System Reference EWN-00003
 Company CONJECT Limited User Reference Test

Show / Hide Details

Raised By **Moyle, Richard** Company **CONJECT Limited**

Title **test**
 Matter Giving Rise To Notification **test**
 Created On 23/01/2014 14:36:31
 Active/Inactive **Active**

You will be asked to select a recipient for your response. By default the originator and any existing recipients of the original early warning will be pre-selected. Hit **'Issue Response to list'** to publish your response....



Show / Hide Details

Project Response Issue List ?

Back Print

Issue Groups

Migration[C]
 East - CAR - Cost Assurance Rep[C][X]
 East - CO - Contract Officer[C][X]
 East - Contractor[C][X]
 East - CTM - Contract Team Manager[C][X]
 East - DoA - Level 1 (Up to £50k)[C][X]
 East - DoA - Level 2 (£50k to £100k)[C][X]
 East - DoA - Level 3 (£100k to £500k)[C][X]
 East - DoA - Level 4 (£500k to £2m)[C][X]

Associate Group Disassociate Group Add Individuals

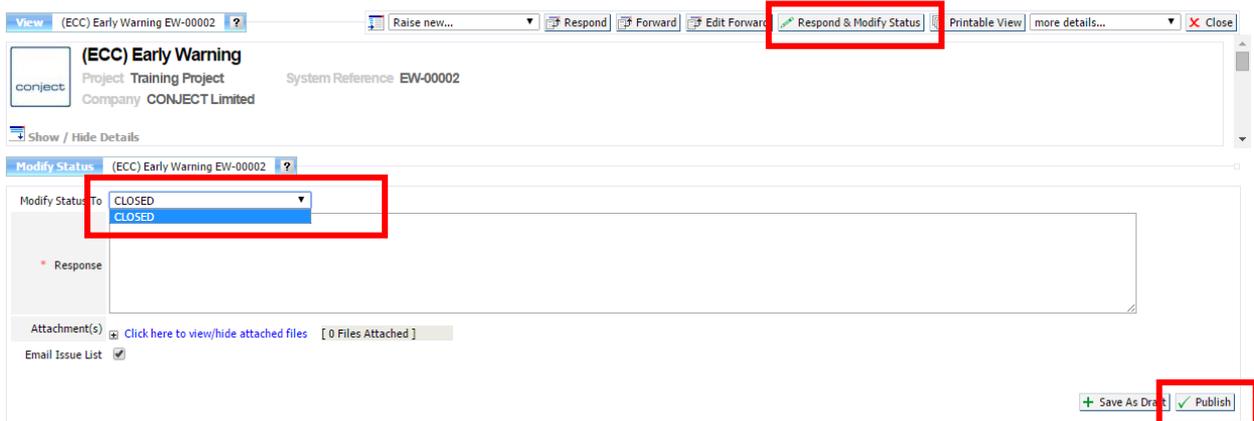
Apply this default to all: Reason for Issue: Days:

Recipient	Company	Reason for Issue	Response Days	Issue
Previously issued by your company				
Allister, Brand-Williamson	CONJECT Limited	Information	0	<input checked="" type="checkbox"/>
Aneel, Khanna	CONJECT Limited	Information	0	<input checked="" type="checkbox"/>
Recipient	Company	Reason for Issue	Response Days	Issue

Issue Response to List

RESPOND AND STATUS CHANGE AN EARLY WARNING

Only the originator or the recipient of an Early Warning have the ability to respond and modify the status. Search and Open the relevant early warning....hit the '**Respond and Modify Status**' button at the top of the page:



The screenshot shows the 'View' page for an '(ECC) Early Warning EW-00002'. The top navigation bar includes buttons for 'Raise new...', 'Respond', 'Forward', 'Edit Forward', 'Respond & Modify Status' (highlighted with a red box), 'Printable View', and 'more details...'. Below this, the header shows 'conject (ECC) Early Warning' with project details: 'Project: Training Project', 'Company: CONJECT Limited', and 'System Reference: EW-00002'. A 'Show / Hide Details' toggle is visible. The main section is titled 'Modify Status (ECC) Early Warning EW-00002'. It features a 'Modify Status To' dropdown menu (highlighted with a red box) currently set to 'CLOSED'. Below this is a 'Response' text area, an 'Attachment(s)' section with a link to view files, and an 'Email Issue List' checkbox. At the bottom right, there are buttons for '+ Save As Draft' and 'Publish' (highlighted with a red box).

As well as typing a response and attaching any supporting information (as required), you can now also change the status of the early warning to either:-

Closed = Early Warning has been mitigated / managed through another process (i.e. CE) and the Early Warning is now closed.

Once ready ...then hit '**Publish**'...

You will be asked to select a recipient for your response and by default the originator and any existing recipients of the original early warning will be pre-selected. Hit '**Issue Response to list**' to publish your response.

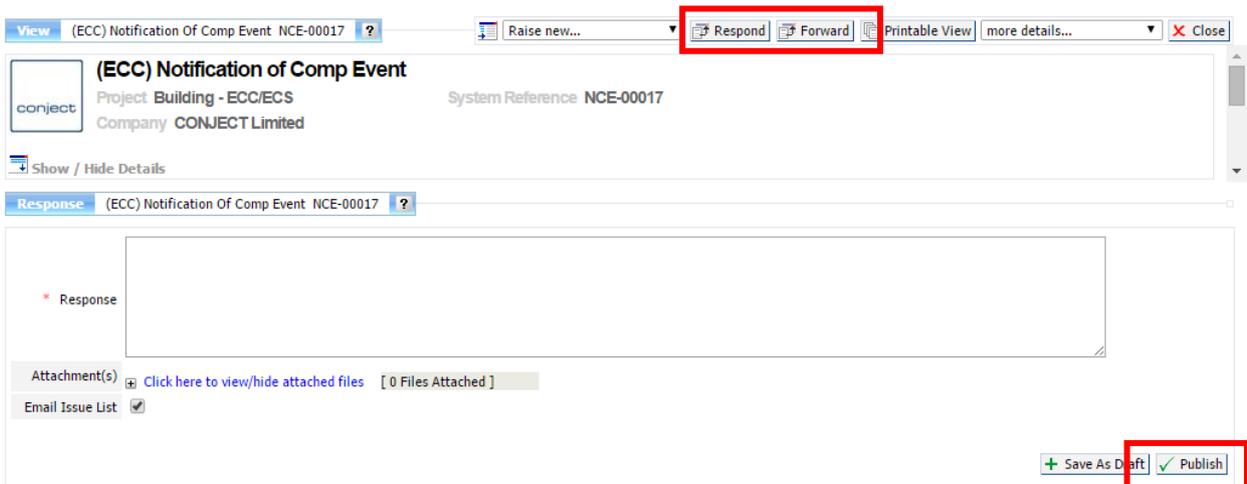
RESPOND AND STATUS CHANGE A NOTIFICATION OF COMPENSATION EVENT FROM THE CONTRACTOR

The PM will receive Notifications of Compensation Events (NCE's) from the contractor. The PM will be given 7 days in which to review these.

Process	For Action	For Information	All
(ECC) Compensation Event		4	25
(ECC) Compensation Event Quotation			20
(ECC) Notification of Comp Event	21	1	20
(ECC) Project Managers Communication			14
Extension of Time Request Form			1

Click on the Sys Ref, Title, Contents or Reason for Issue to open and view the NCE.

Once open the PM has the ability to **Respond** (ask for some more information) , **Forward** (to another project team member, for their action).



The screenshot shows the 'Response' form for an '(ECC) Notification of Comp Event' with System Reference NCE-00017. The form includes a 'Response' text area, an 'Attachment(s)' section with a link to view/hide attached files and a '0 Files Attached' indicator, and an 'Email Issue List' checkbox. The 'Publish' button is highlighted in red.

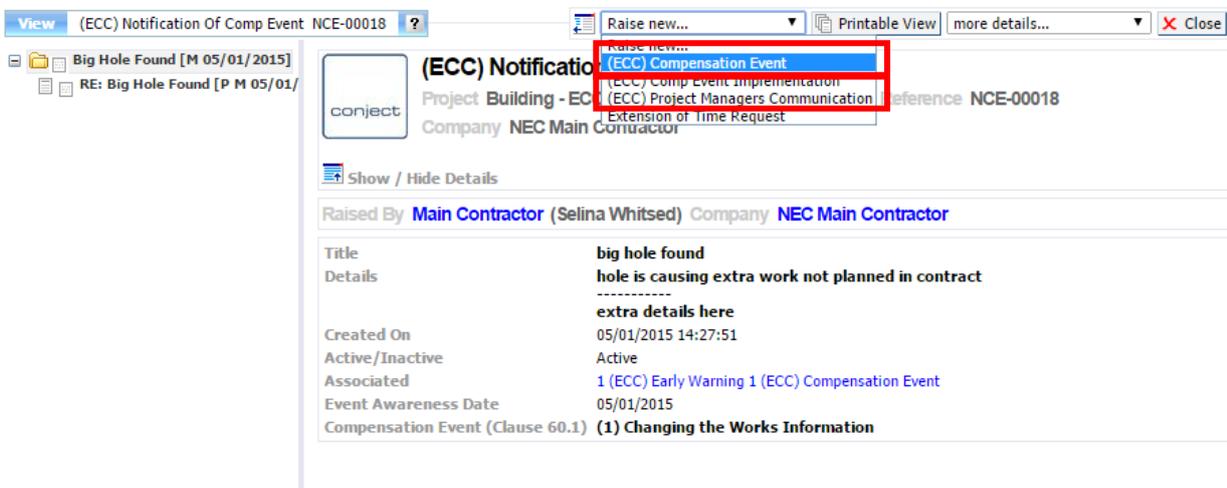
You can also add any comments you wish at this point before hitting the '**Publish**' button....You can then issue your response to the Contractor 'for information'.

You will be asked to select a recipient for your response and by default the originator and any existing recipients of the original early warning will be pre-selected. Hit '**Issue Response to list**' to publish your response.

The publication of the Compensation Event Form is the mechanism by which the PM instructs the contractor to submit a quotation (under clause 61.1 or 61.4) or proceed and submit a quotation (under clause 61.2). **It is only possible for the Contractor to raise a Compensation Event Quote from within a Compensation Event Form.**

When the you have agreed on the NCE and want to request a quote you should immediately select to raise a new **Compensation Event** form from within the NCE form.

If you're rejecting the NCE, for reasons such as the contractor has notified you more than 8 weeks after they were aware (clause 61.3), then you should raise a **Project Managers Communication** form from within the NCE:



The screenshot shows the Conject software interface for an '(ECC) Notification Of Comp Event NCE-00018'. A dropdown menu is open under 'Raise new...', showing three options: '(ECC) Compensation Event', '(ECC) Comp Event Implementation', and '(ECC) Project Managers Communication'. The 'Project Building - EC' details are visible, including the company 'NEC Main Contractor'. The event details are as follows:

Title	big hole found
Details	hole is causing extra work not planned in contract ----- extra details here
Created On	05/01/2015 14:27:51
Active/Inactive	Active
Associated	1 (ECC) Early Warning 1 (ECC) Compensation Event
Event Awareness Date	05/01/2015
Compensation Event (Clause 60.1)	(1) Changing the Works Information

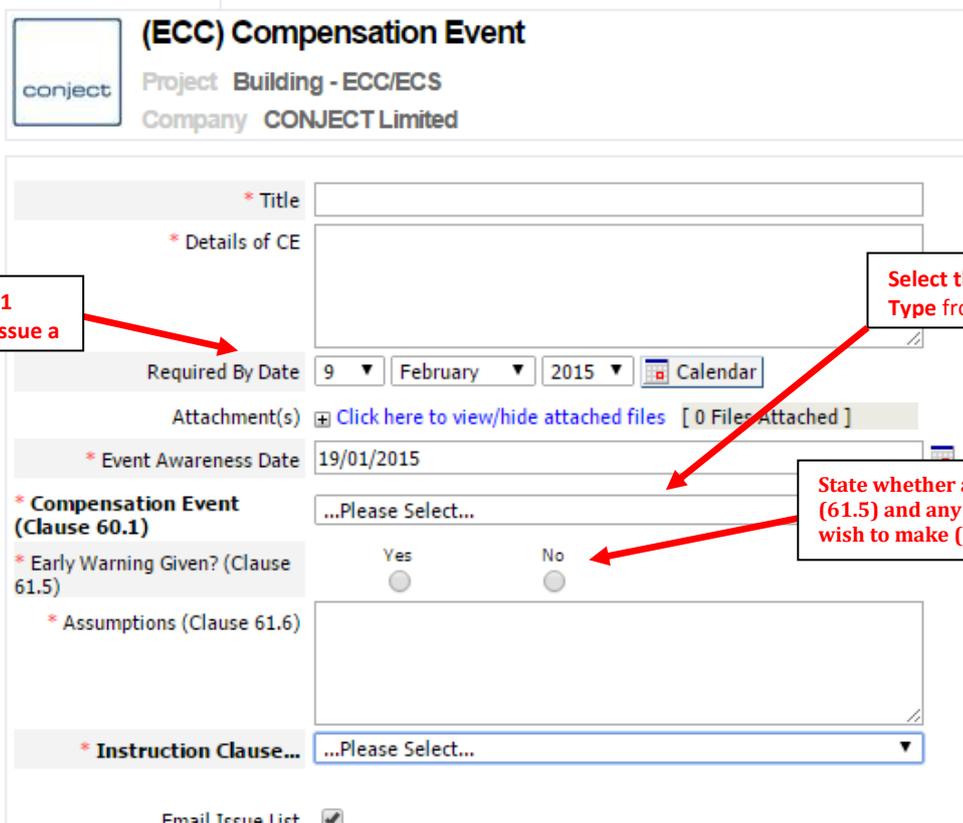
RAISE A COMPENSATION EVENT (REQUEST A QUOTE FROM THE CONTRACTOR)

The Project Manager has the ability to raise a Compensation Event (CE) either stand alone from the Dashboard, from within an Early Warning (EW) or from within an Notification of Comp Event (NCE) from the contractor.

To raise a CE from an Early warning, open the EW and select 'Compensation Event' from the 'Raise New...' drop menu:



A new Compensation Event will open:



The screenshot shows the '(ECC) Compensation Event' form. The form includes the following fields and callouts:

- Title**: A text input field.
- Details of CE**: A large text area for providing details of the compensation event.
- Required By Date**: A date selector set to 9 February 2015. A callout box states: "Required by date is set to 21 days for the Contractor to issue a".
- Attachment(s)**: A link to view/hide attached files, showing 0 files attached.
- Event Awareness Date**: A date selector set to 19/01/2015.
- Compensation Event (Clause 60.1)**: A dropdown menu with "...Please Select...". A callout box states: "Select the Compensation Event Type from the 19 clauses."
- Early Warning Given? (Clause 61.5)**: Radio buttons for 'Yes' and 'No'. A callout box states: "State whether an EW was given (61.5) and any assumptions you wish to make (61.6)."
- Assumptions (Clause 61.6)**: A large text area for providing assumptions.
- Instruction Clause...**: A dropdown menu with "...Please Select...".

* Assumptions (Clause 61.6)

* **Instruction Clause...** State the Instruction

...Please Select...
 ...Please Select...
 61.1 Instruction to proceed and submit quotation
 61.2 Submit quotation for proposed instruction/changed decision
 61.4 Accept NCE and submit quotation
 62.1 Submit alternative quotations

Email Issue List

Associate Documents

Associate (ECC) Compensation Event Quotation(s) [0 Associated]

Associate (ECC) Contractors Communication (s) [0 Associated]

Associate (ECC) Early Warning(s) [0 Associated]

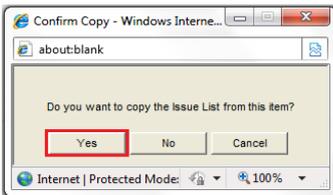
Associate (ECC) Notification of Comp Event (s) [0 Associated]

Associate (ECC) Supervisors Communication (s) [0 Associated]

* Required Information

Distribution

Compensation Events are to be issued to the relevant distribution by selecting 'Yes' in the 'Do you want to copy the Issue List from this item' pop up to use the distribution of the previous form:



The distribution of the Compensation Event must include all relevant recipients with the required reasons for issue:

Designated Contractor Recipient

For Quotation 21 days

All other defined recipients

Information

For more information on the NCE and CE process please refer to the NCE and CE Process flowchart in Appendix 2.

RESPOND AND STATUS CHANGE A COMPENSATION EVENT QUOTE FROM THE CONTRACTOR

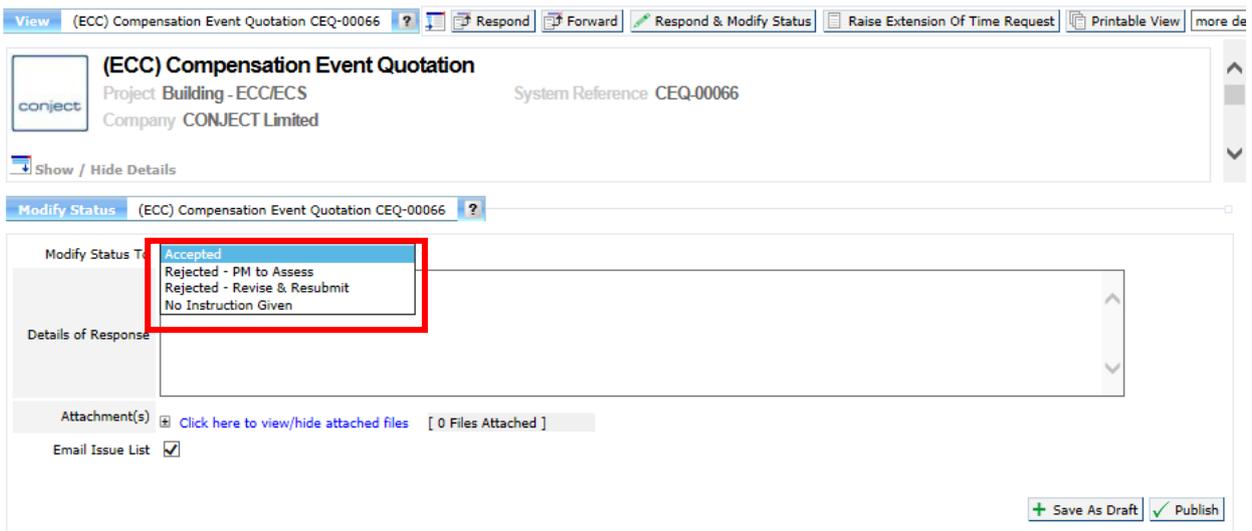
The PM will be given 14 days to respond back to a Contractor's Compensation Event Quotation. This will be clearly marked on the Dashboard. The example below displays 14 days remaining:

Process	For Action	For Information	All
(ECC) Early Warning		2	7
(ECC) Risk Assessment			4
(ECC) Notification of Comp Event			
(ECC) Compensation Event		2	3
(ECC) Compensation Event Quotation	14	1	3
(ECC) Project			

Click on the number (1 in the above example) in the action column or click on the number in the 'All' column to access all Compensation Event Quotations.

Click on the Sys Ref, Title, Contents or Reason for Issue to open and view the CEQ.

Once open, the PM has the ability to **Respond** (ask for some more information) , **Forward** (to another project team member, for action), or **Respond and Modify the Status** of the CEQ to one of the below:



View (ECC) Compensation Event Quotation CEQ-00066 ?

(ECC) Compensation Event Quotation
 Project Building - ECC/ECS System Reference CEQ-00066
 Company CONJECT Limited

Show / Hide Details

Modify Status (ECC) Compensation Event Quotation CEQ-00066 ?

Modify Status To: **Accepted**
 Rejected - PM to Assess
 Rejected - Revise & Resubmit
 No Instruction Given

Details of Response

Attachment(s) Click here to view/hide attached files [0 Files Attached]

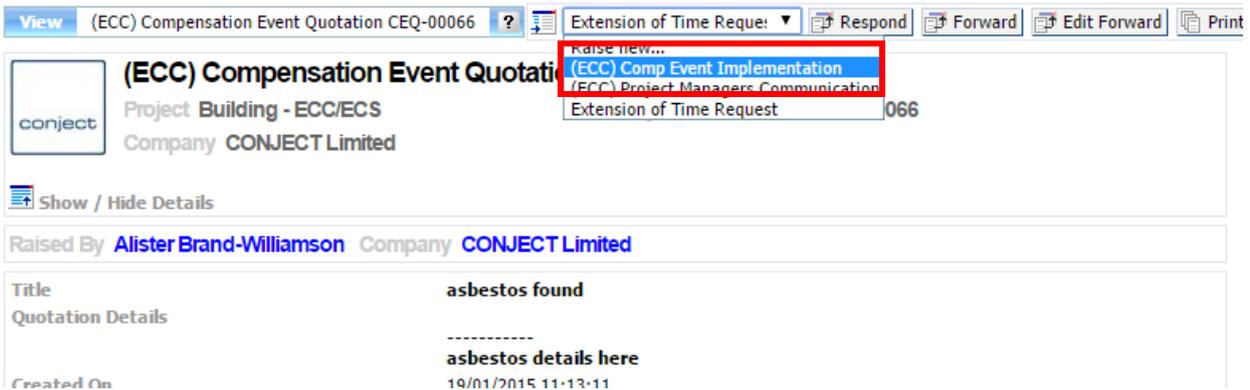
Email Issue List

Save As Draft Publish

Although the CEQ status can be changed to 'Accepted', this is not considered a formal instruction to the contractor. The CEQ is formally accepted by the publication of a Compensation Event Implementation (CEI) form. This should be raised from within the Compensation Event Quote and will be raised by the PM (see next section).

RAISE A COMPENSATION EVENT IMPLEMENTATION

To raise a Compensation Event Implementation, open the CEQ form and use the 'Raise New' drop down menu.



View (ECC) Compensation Event Quotation CEQ-00066 ? [?] Extension of Time Reque: [v] Respond Forward Edit Forward Print

conject (ECC) Compensation Event Quotation
Project Building - ECC/ECS
Company CONJECT Limited

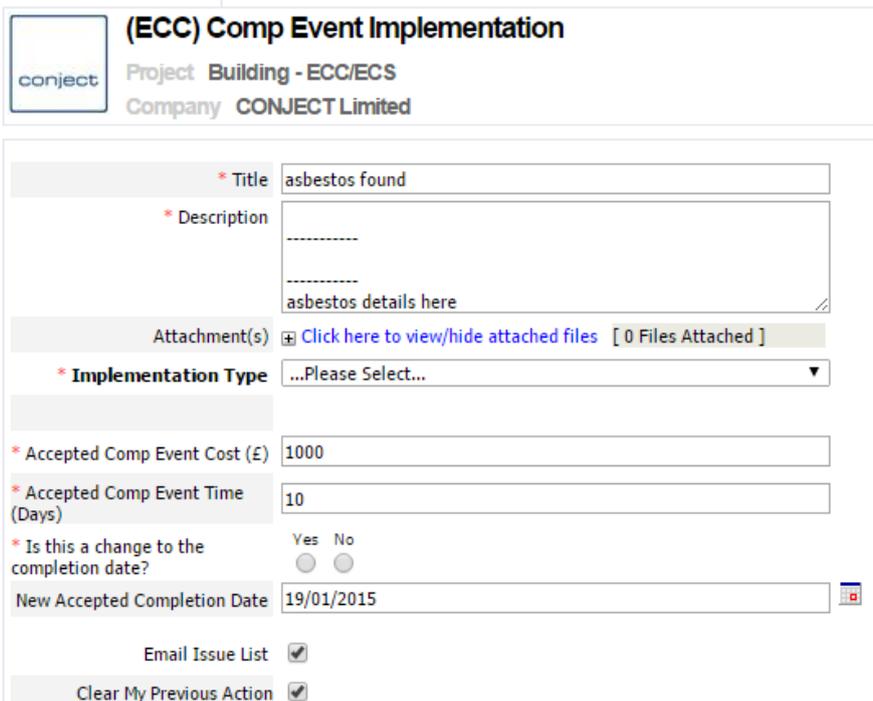
Show / Hide Details

Raised By Alister Brand-Williamson Company CONJECT Limited

Title asbestos found
Quotation Details -----
asbestos details here
Created On 19/01/2015 11:13:11

The **CE Implementation form** will open and allow you to complete the details and issue to the Contractor 'For Information':

Note that when 'accepting a Compensation Event' or 'Notifying of a PM assessment' you should select clauses 64.3 or 65.1 as these clauses will activate specific cost and time fields relating the Compensation Event:



conject (ECC) Comp Event Implementation
Project Building - ECC/ECS
Company CONJECT Limited

* Title asbestos found

* Description -----
asbestos details here

Attachment(s) [Click here to view/hide attached files](#) [0 Files Attached]

* Implementation Type ...Please Select...

* Accepted Comp Event Cost (£) 1000

* Accepted Comp Event Time (Days) 10

* Is this a change to the completion date? Yes No

New Accepted Completion Date 19/01/2015

Email Issue List

Clear My Previous Action

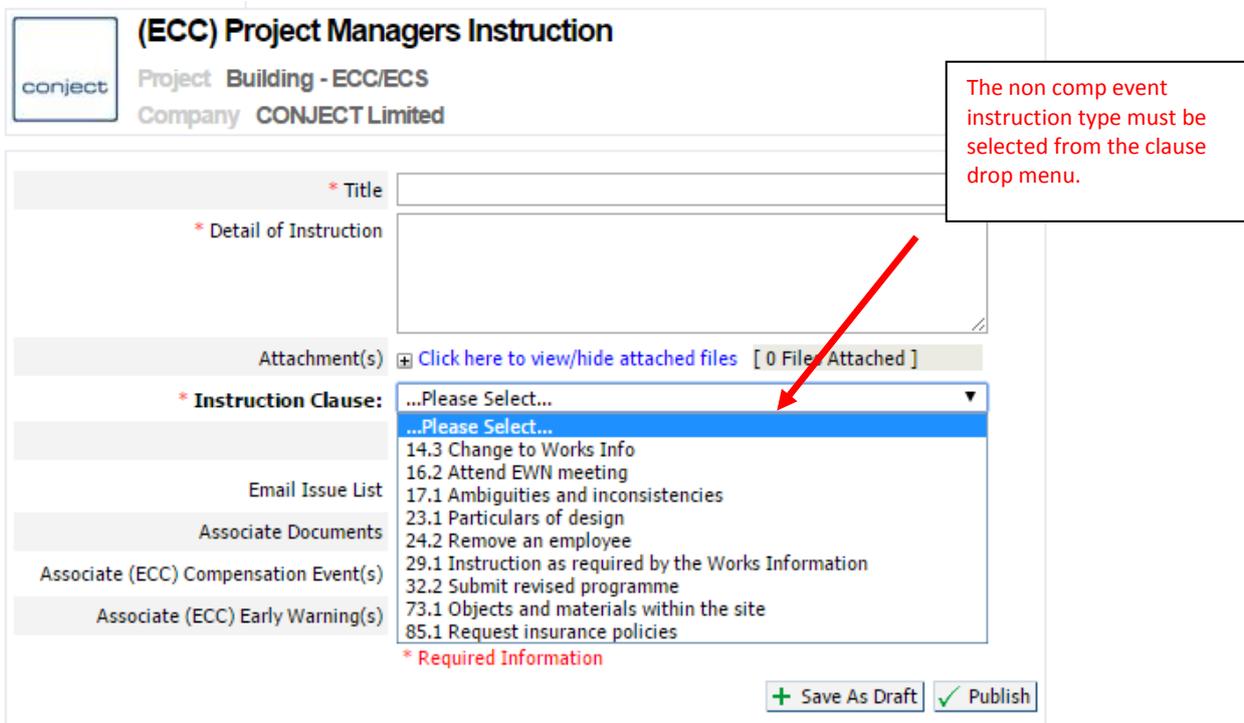
This completes the Compensation Event Process.

RAISE A PROJECT MANAGERS INSTRUCTION

PMI's are used to instruct the contractor in non cost / time effecting issues as cost and time related issues are dealt within the Compensation Event.

The Project Manager has the ability to raise a PM Instruction (PMI) either stand alone or from within an Early Warning (EW).

To raise a Project Manager Instruction, open the EW and select 'Project Manager Instruction' from the 'Raise New...' drop menu.



(ECC) Project Managers Instruction
 Project Building - ECC/ECS
 Company CONJECT Limited

* Title

* Detail of Instruction

Attachment(s) [Click here to view/hide attached files](#) [0 File Attached]

* Instruction Clause: ...Please Select...
 ...Please Select...
 14.3 Change to Works Info
 16.2 Attend EWN meeting
 17.1 Ambiguities and inconsistencies
 23.1 Particulars of design
 24.2 Remove an employee
 29.1 Instruction as required by the Works Information
 32.2 Submit revised programme
 73.1 Objects and materials within the site
 85.1 Request insurance policies

* Required Information

+ Save As Draft ✓ Publish

The non comp event instruction type must be selected from the clause drop menu.

Distribution

Select 'Yes' in the 'Do you want to copy the Issue List from this item' pop up to use the distribution of the Early Warning using the only available reasons for issue:

All recipients

Information

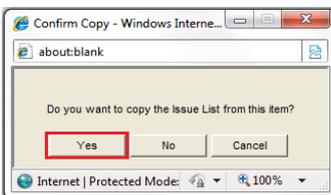
RAISE A PROJECT MANAGER COMMUNICATION

Project Managers have the ability to raise communication to the contractors for a variety of reasons (other than to reject NCEs) all of which are listed in the 'type' box on the communication.

Communications can also be used as replies to Contractor communications.

Distribution

Project Managers Communications are to be issued to the relevant distribution if standalone or by selecting 'Yes' in the 'Do you want to copy the Issue List from this item' pop up to use the distribution of the previous form:



The form will open like the below:



(ECC) Project Managers Communication

Project Building - ECC/ECS
Company CONJECT Limited

* Title

* Description

Attachment(s) [Click here to view/hide attached files](#) [0 Files Attached]

* Communication Type

...Please Select...

13.1 General communication

13.4 Respond to a communication

13.5 Notify extension to period for reply

14.2 Notify/Cancel delegation of duties

16.4 Record of Risk Reduction meeting

17.1 Notify ambiguities or inconsistencies

21.2 Acceptance of particulars of design

23.1 Acceptance of particulars of design of item of equipment

24.1 Acceptance of proposed replacement person

25.3 Works does not meet condition stated for a key date

26.2 Acceptance of proposed sub-contractor

26.2 Non acceptance of proposed sub-contractor

26.3 Acceptance of proposed conditions of sub-contract

30.2 Certify completion

31.5 Programme acceptance

31.5 Programme non-acceptance

32.3 Acceptance of Activity Schedule & Programme

35.4 Certify Takeover

44.1 Proposal to accept defect

The distribution of the Project Managers Communication must include all relevant recipients with the required reasons for issue:

All recipients

Information

RAISE A NOTIFICATION OF DEFECTIVE WORK

Notifications of Defective Work can be raised by selecting the **Publish** button on the tool bar and then under the ECC heading, select Notifications of Defective Work or by clicking the publish  icon adjacent to Notifications of Defective Work on the Dashboard.

The form will open like the below:

conject

(ECC) Notification of Defective Works

Project **Building - ECC/ECS**
Company **CONJECT Limited**

* Title

* Defect Description as 42.2

Attachment(s)

+
[Click here to view/hide attached files](#)
[0 Files Attached]

* Date of Inspection(dd/mm/yyyy)



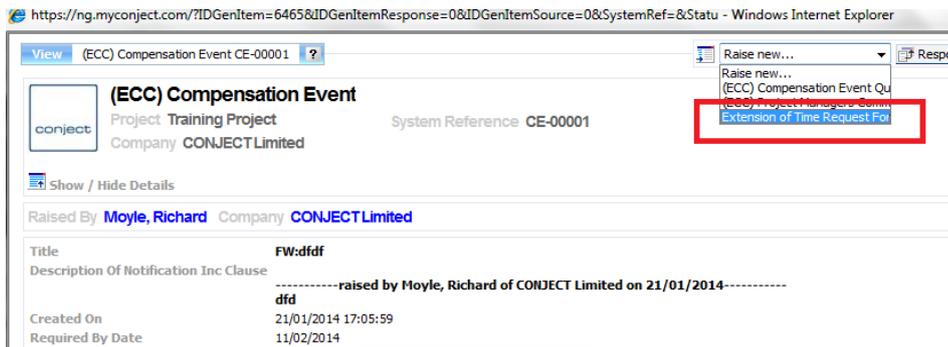
The above section(s) of work were considered in our opinion, not in accordance with the Works Information during an inspection of the works undertaken on the above date.

Notification of Defective Works may be issued to a specific user 'for action' or 'for information'.

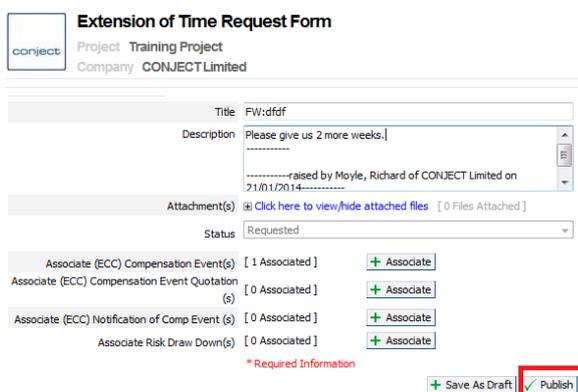
RAISE AN EXTENSION OF TIME REQUEST TO CONTRACTOR

PM's are able to raise an Extension of Time Request (for approval) to the Contractor off the back of Notification of Compensation Events and Compensation Event Quotes.

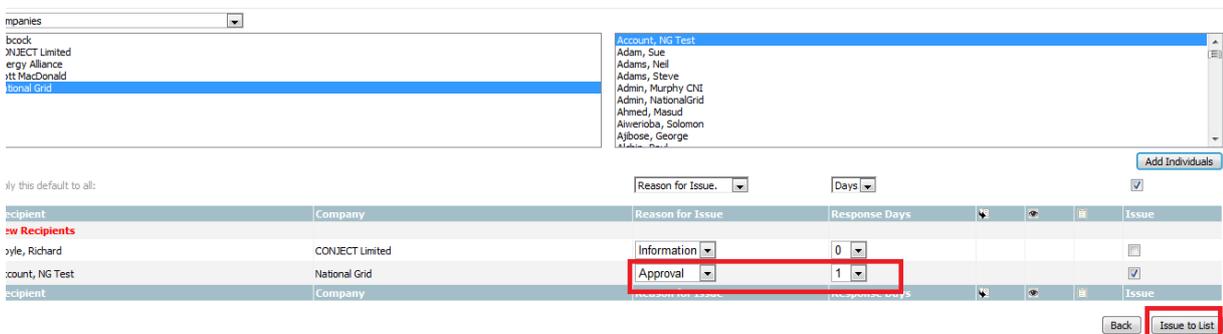
This is done by opening up the specific **NCE** or **CEQ** and Selecting to '**Raise New...Extension of Time Request**':



You can then fill in the request form and select the 'Publish' button:



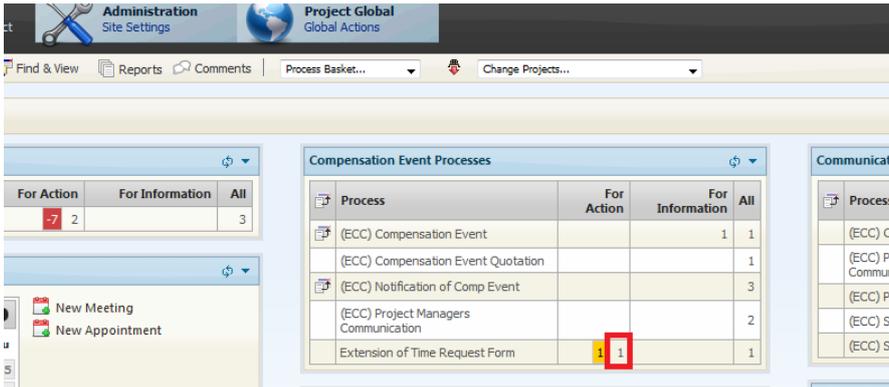
You will then be asked to select a recipient; this should be the Contractor – 'For Approval'...then hit 'issue to list'



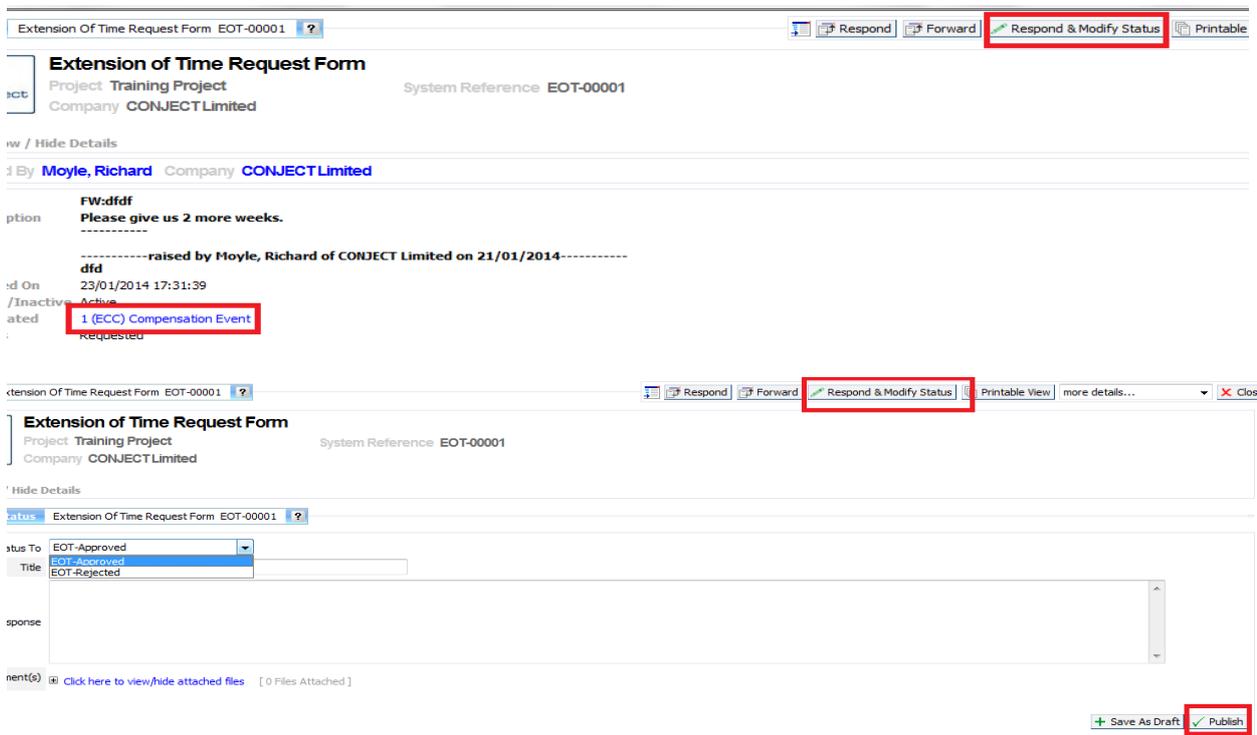
Note: On acceptance of the extension request you will receive a response notification. Note that the 'required by date' for action against the original item (in this case the NCE or CEQ) will not be automatically updated.

ACCEPT / REJECT AND EXTENSION OF TIME REQUEST FROM THE CONTRACTOR

You may receive an Extension of Time Request from the contractor in relation to Responding to Compensation Events.



On opening the Request you will see the associated CE and have the ability to 'Respond and Modify' the status of the Request to 'Accepted or Rejected'.

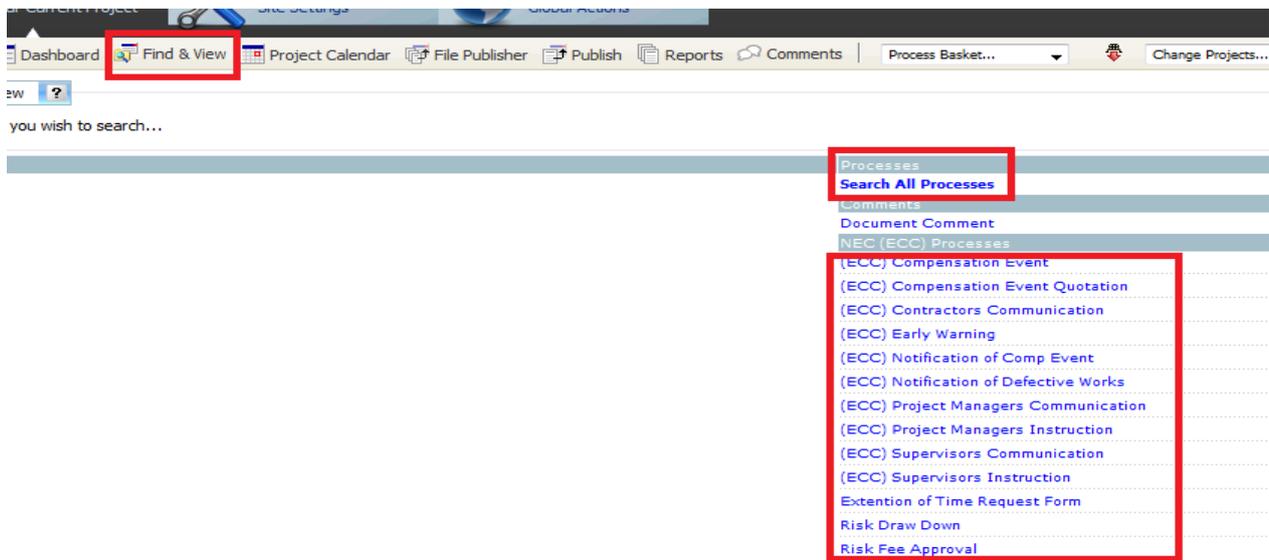


You can also add any comments you wish at this point before hitting the 'Publish' button. You can then issue your response to the Contractor 'for information'.

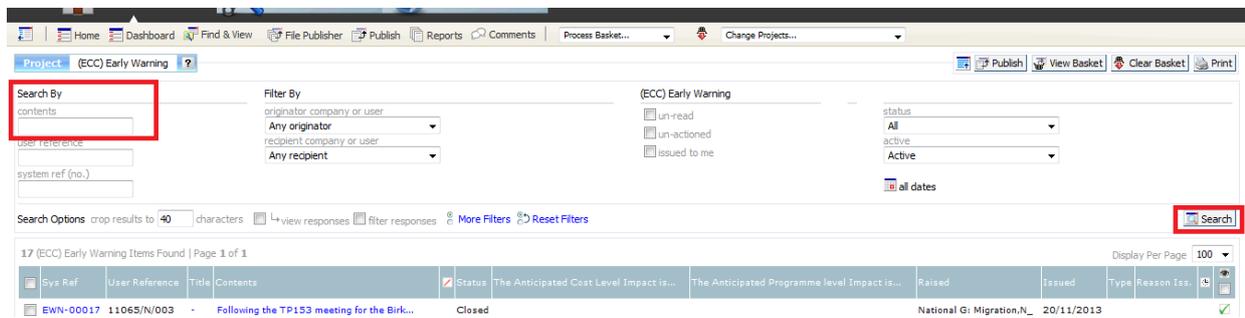
Note: that the 'required by date' for action against the original item (in this case the CE) will not be automatically updated. If you want to edit this then you should use the 'Edit Details' function described later in this document.

SEARCH PUBLISHED FORMS

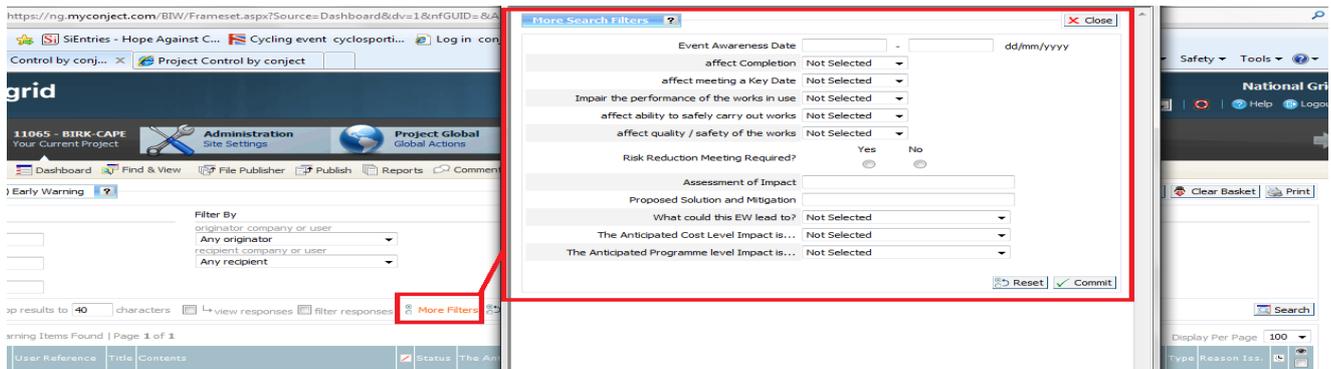
You can search any forms issued on your project using the 'find and view' button on the top tool bar and then choosing to either search across all process forms or to search within a specific form type...



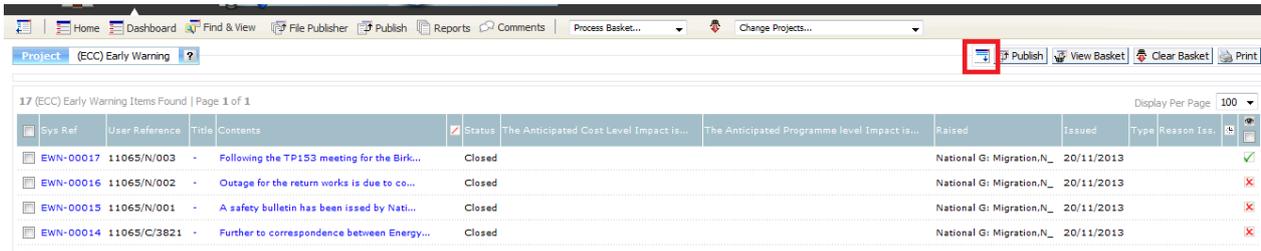
Once in the search screen you can use the filters to narrow your search or leave the filters blank to return all results...Note that you can use the '**contents**' filter to search any text held in either the subject (title) or details field on any form.



You can use the **more filters** button to search any field on the form...

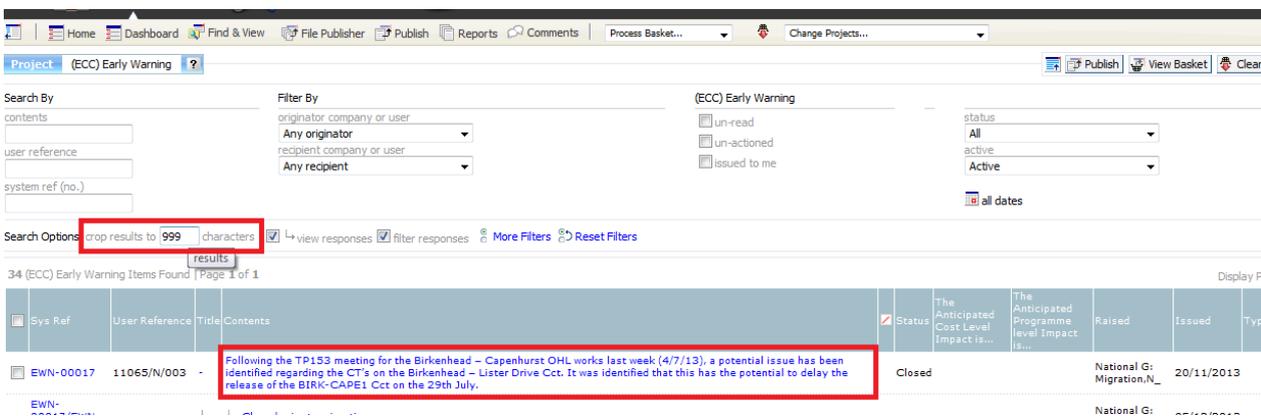


You can toggle the filters section on/off to allow you to see more of the results.



Sys Ref	User Reference	Title	Contents	Status	The Anticipated Cost Level Impact is...	The Anticipated Programme level Impact is...	Raised	Issued	Type	Reason Iss.
EWN-00017	11065/N/003	Following the TP153 meeting for the Birk...	[truncated]	Closed			National G: Migration_N_	20/11/2013		
EWN-00016	11065/N/002	Outage for the return works is due to co...	[truncated]	Closed			National G: Migration_N_	20/11/2013		
EWN-00015	11065/N/001	A safety bulletin has been issued by Nati...	[truncated]	Closed			National G: Migration_N_	20/11/2013		
EWN-00014	11065/C/3821	Further to correspondence between Energy...	[truncated]	Closed			National G: Migration_N_	20/11/2013		

You can expand the number of characters shown in the 'contents' results screen using the **'crop results to XXX'** (max setting = 999)



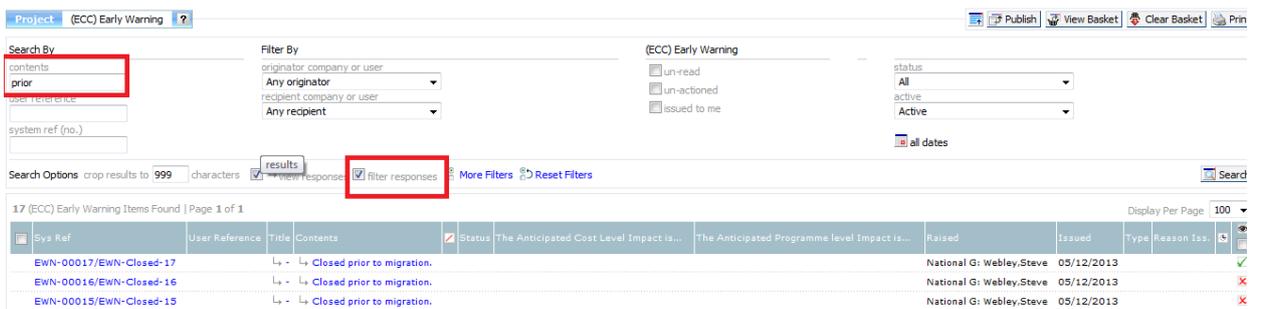
Search By: contents, user reference, system ref (no.)

Filter By: originator company or user (Any originator), recipient company or user (Any recipient)

Search Options: **crop results to 999 characters** [checked], view responses [checked], filter responses [checked], More Filters, Reset Filters

Sys Ref	User Reference	Title	Contents	Status	The Anticipated Cost Level Impact is...	The Anticipated Programme level Impact is...	Raised	Issued	Type
EWN-00017	11065/N/003	Following the TP153 meeting for the Birkenhead – Capenhurst OHL works last week (4/7/13), a potential issue has been identified regarding the CT's on the Birkenhead – Lister Drive Cct. It was identified that this has the potential to delay the release of the BIRK-CAPE1 Cct on the 29th July.	[full text]	Closed			National G: Migration_N_	20/11/2013	

You can choose to also filter the responses by the same search criteria as the original item if you select **'Filter Responses'**:



Search By: **contents**, prior, user reference, system ref (no.)

Filter By: originator company or user (Any originator), recipient company or user (Any recipient)

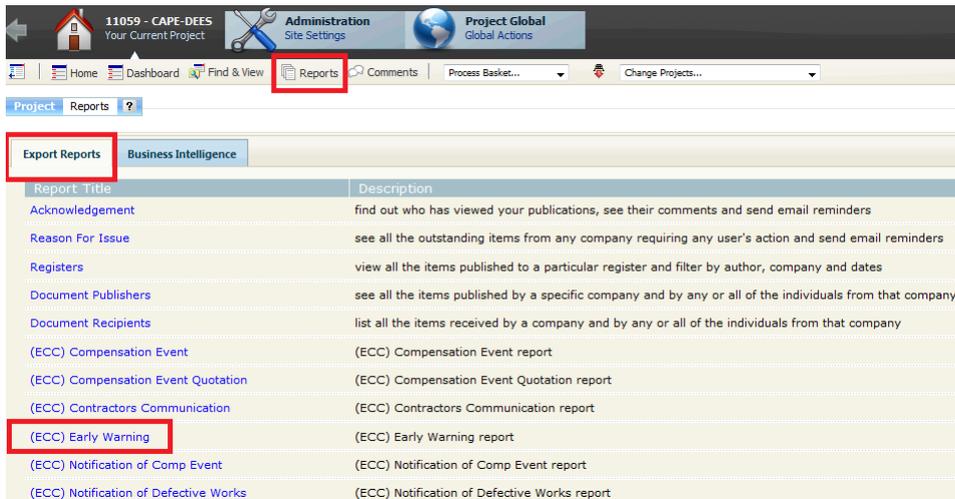
Search Options: crop results to 999 characters, view responses [checked], **filter responses** [checked], More Filters, Reset Filters

Sys Ref	User Reference	Title	Contents	Status	The Anticipated Cost Level Impact is...	The Anticipated Programme level Impact is...	Raised	Issued	Type	Reason Iss.
EWN-00017/EWN-Closed-17			Closed prior to migration.				National G: Webley,Steve	05/12/2013		
EWN-00016/EWN-Closed-16			Closed prior to migration.				National G: Webley,Steve	05/12/2013		
EWN-00015/EWN-Closed-15			Closed prior to migration.				National G: Webley,Steve	05/12/2013		

GENERATE A REPORT

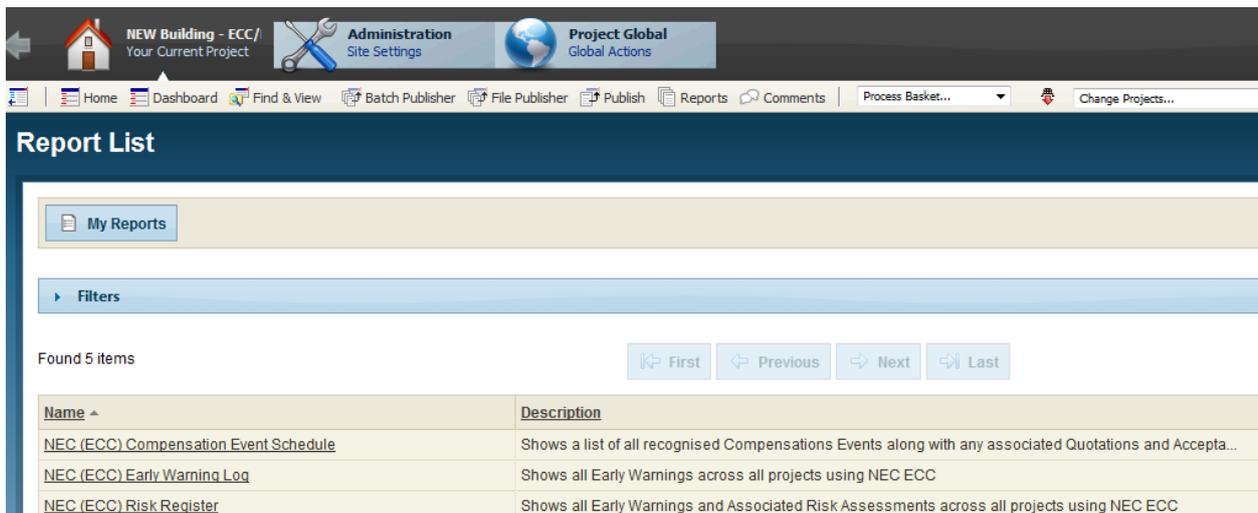
There are 2 key reporting areas within the system. If you select 'Reports' from the top tool bar you will see both the **Export Report** and **Business Intelligence** Tabs....

Export Reports – Here you can run query style reports on the items within the scheme you are currently logged into. The reports are typically used to look at recipients of a specific process item and their current action status. i.e. show all Early Warning Forms issued to users 'for action' and that are currently still outstanding....

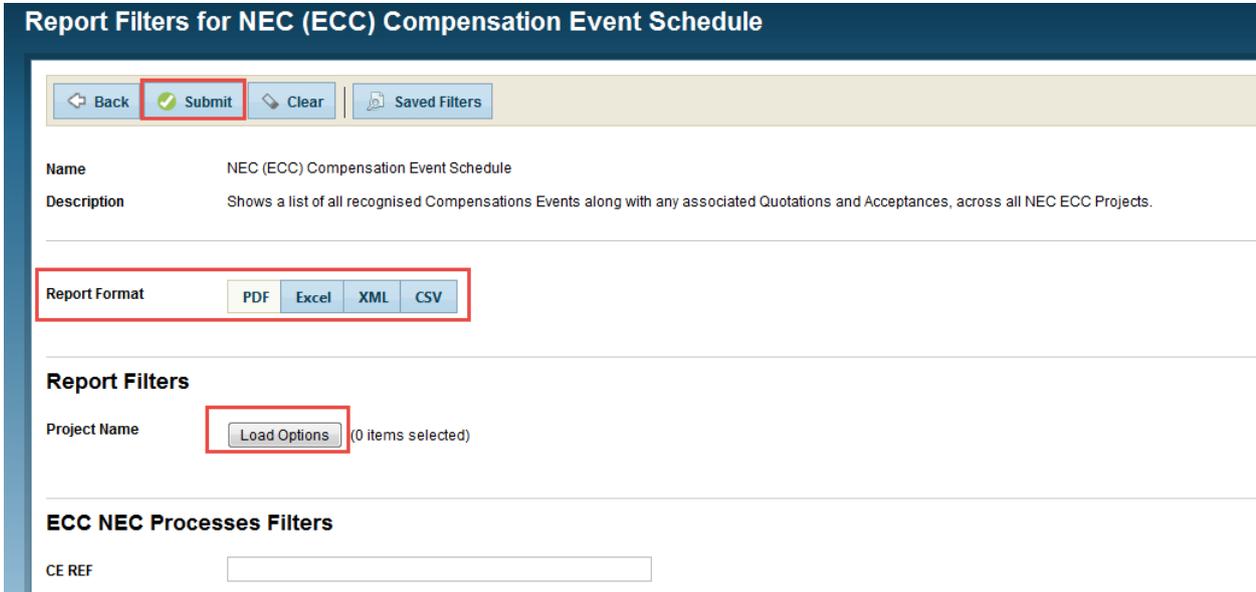


Business Intelligence – Here you can run formatted (Tabular / Graphical) reports on all cross scheme information. i.e. Show me the current status of all items in the compensation event process, across all schemes.

Select the report you want to generate:



You can then select to generate the report in a specific format (PDF/EXCEL) and pre-filter the report using the available Report Filters (i.e. just give info for one scheme / selected schemes)... hit **submit**:



Report Filters for NEC (ECC) Compensation Event Schedule

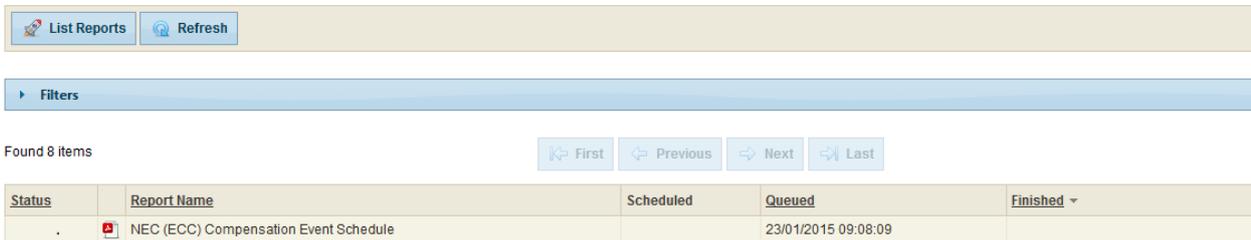
Name NEC (ECC) Compensation Event Schedule
Description Shows a list of all recognised Compensations Events along with any associated Quotations and Acceptances, across all NEC ECC Projects.

Report Format

Report Filters
Project Name (0 items selected)

ECC NEC Processes Filters
 CE REF

The report will now start to generate – this may take a couple of seconds / couple of minutes depending on the search criteria selected and the number of search results:



Found 8 items

Status	Report Name	Scheduled	Queued	Finished
.	NEC (ECC) Compensation Event Schedule		23/01/2015 09:08:09	

You can navigate away from this report screen at anytime and leave the report generating. To access all reports you have generated in the last 24hrs select **'My Reports'** when you first access the Business Intelligence tab...



Found 790 items

Name	Description
Defra - Project Detailed Report	Shows summary report for each project
(TTL) NEC ECC Compensation Event Schedule	Shows all Contract related notifications of compensation eve

Note: Conject can create almost any report (providing the information is held in the system). If there is a specific type of report you think should be available, please notify your respective Project Information Coordinator or discuss your request directly with your Conject consultant.

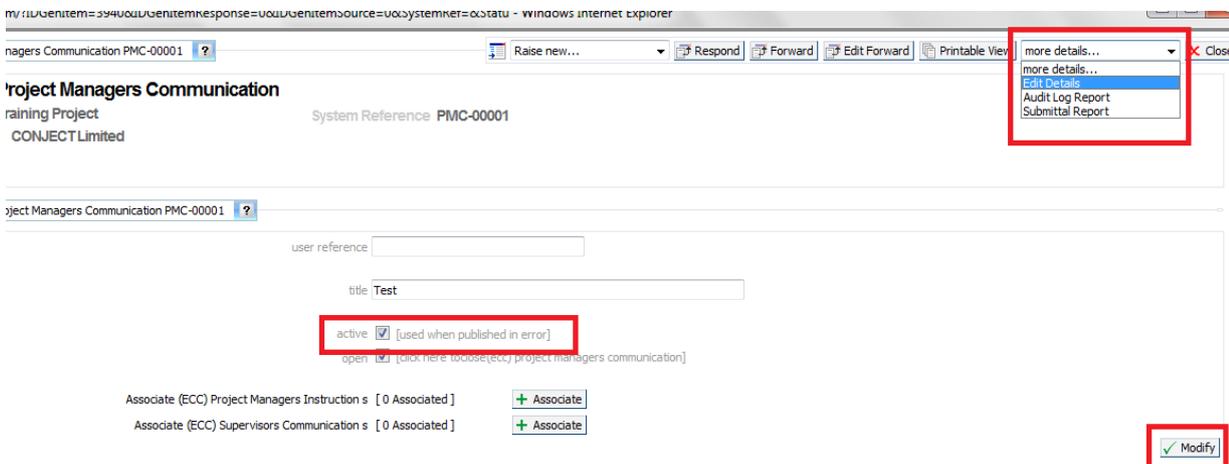
MAKE A PUBLISHED FORM INACTIVE

You cannot 'delete' anything from CONJECT, but you can hide forms that are published in error, from project users. This is done by making it 'inactive'.

Note that this function is only available to either the originator of the form or the project administrator.

Search and Open the relevant form you wish to make 'inactive'. Select '**edit details**' from the '**more details**' menu at the top right of the screen.

You can then 'un-tick' the '**active**' box and hit '**modify**'. The form will now be shown as inactive and will be removed from the results when a user does a standard search (typically on all 'active' forms).



The screenshot shows a web browser window displaying the 'Project Managers Communication' form. The form title is 'Project Managers Communication' and the system reference is 'PMC-00001'. The form is currently active, as indicated by the checked 'active' checkbox. The 'active' checkbox is labeled 'active' and has a tooltip that says '[used when published in error]'. Below the 'active' checkbox is an 'open' checkbox with a tooltip that says '[click here to close (ecc) project managers communication]'. At the bottom right of the form, there is a 'Modify' button with a green checkmark icon. The 'more details...' menu is open, showing options: 'more details...', 'Edit Details', 'Audit Log Report', and 'Submittal Report'. The 'Edit Details' option is highlighted. There are also 'Associate' buttons for 'Project Managers Instructions' and 'Supervisors Communications'.

You can re-activate this form at any time in the future should you need to.

EDIT THE DETAILS OF A PUBLISHED FORM

There are 2 ways to edit the details of an existing form...

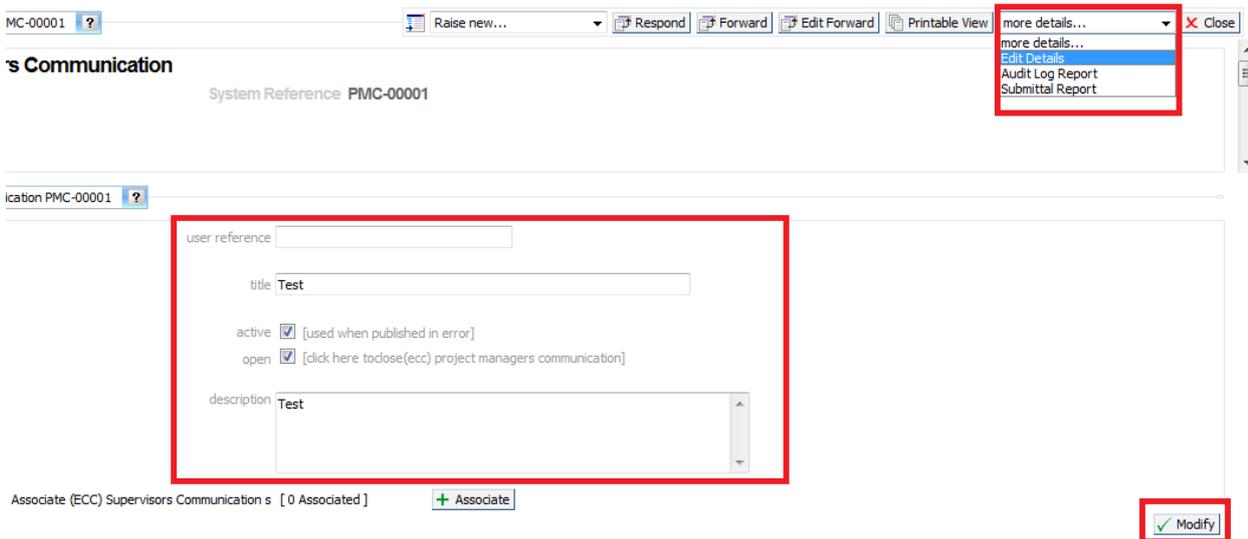
Note that these functions are only available to either the originator of the form or the project administrator.

1) Edit Details –

You can choose to just edit the content of an existing form to simply correct spellings / edit incorrect list box selections, updating required by dates.

Search and Open the relevant form you wish to edit... Select **'edit details'** from the **'more details'** menu at the top right of the screen.

You can then see and update any of the available form's fields....hit **'modify'** to save the update.



The screenshot shows the Conject interface for editing a communication form. At the top, there is a navigation bar with a search field containing 'MC-00001' and a dropdown menu with options: 'Raise new...', 'Respond', 'Forward', 'Edit Forward', 'Printable View', 'more details...', and 'Close'. The 'more details...' dropdown is open, showing a menu with 'more details...', 'Edit Details' (highlighted in blue), 'Audit Log Report', and 'Submittal Report'. Below this, the main content area is titled 'Communication' with a 'System Reference' of 'PMC-00001'. A red box highlights the 'Edit Details' menu item. Below the main content area, there is a form with fields for 'user reference', 'title' (containing 'Test'), 'active' (checked), 'open' (checked), and 'description' (containing 'Test'). At the bottom right of the form, there is a 'Modify' button with a checkmark icon, also highlighted with a red box.

Note: not all form fields will be editable, if you are required to edit a field that is not available then please contact your respective Project Information Coordinator or discuss your request directly with Conject.

2) Edit and Forward –

You can choose to edit the form and/or the current recipient issue list.

Search and Open the relevant form you wish to edit... Select **'Edit Forward'** from the menu at the top of the screen.

You can then see and update any of the available form's fields....select **'publish'**.

(ECC) Project Managers Communication PMC-00001 ?

Raise new... Respond Forward **Edit Forward** Print

(ECC) Project Managers Communication
 Project Training Project System Reference PMC-00001
 Company CONJECT Limited

»w / Hide Details

(ECC) Project Managers Communication PMC-00001 ?

User Reference

* Title FW:Test

Description
 -----raised by Brand-Williamson, Alister of CONJECT Limited on 10/12/2013-----
 Test

Managers Communication

Attachment(s) [Click here to view/hide attached files](#) [0 Files Attached]

Communication Type 64.3 Notification of PMs assessment

You will then see the current recipient issue list. You can add extra recipients, remove existing recipients or change the 'reason for issue' for each recipient. Once ready hit **'Forward to list'**:

Project Edit & Forward Issue List ?

Issue Groups

- Migration[C]
- East - CAR - Cost Assurance Rep[C][X]
- East - CO - Contract Officer[C][X]
- East - Contractor[C][X]
- East - CTM - Contract Team Manager [C][X]
- East - DoA - Level 1 (Up to £50k)[C][X]
- East - DoA - Level 2 (£50k to £100k)[C][X]
- East - DoA - Level 3 (£100k to £500k)[C][X]
- East - DoA - Level 4 (£500k to £2m)[C][X]

Associate Group Deassociate Group Add Individuals

Apply this default to all: Reason for Issue: Days:

Recipient	Company	Reason for Issue	Response Days		Issue
Existing Recipients					
N_G, Migration	National Grid	For Quote	19	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recipient	Company	Reason for Issue	Response Days		Issue

Forward to List

SUPPORT & ASSISTANCE

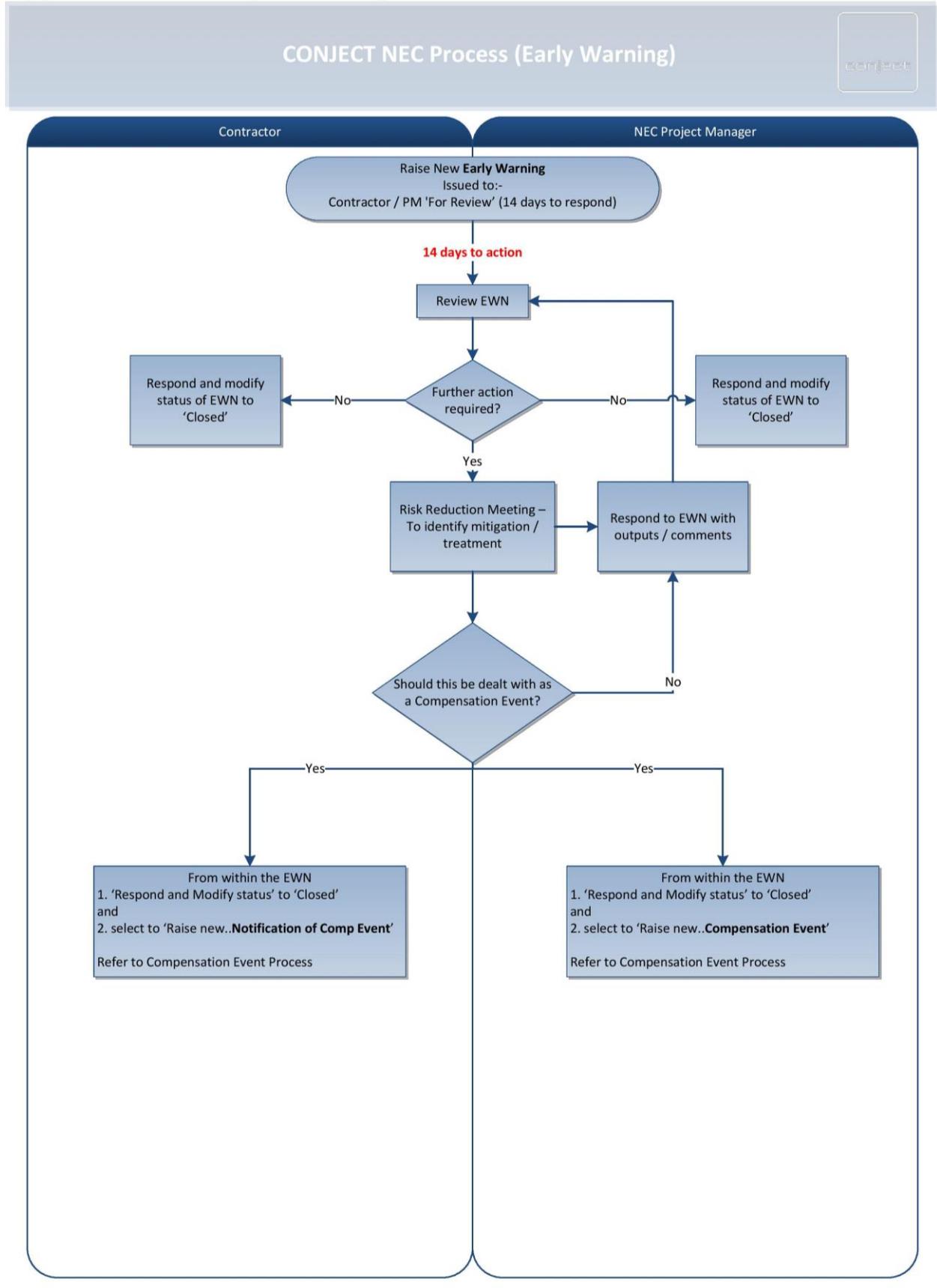
For queries regarding the NEC processes and general issues, please contact your respective Project Information Coordinator.

For Technical Assistance please contact the Conject Helpdesk:

Email - helpdesk_uk@conject.com

Tel - 0845 1300 999/ +44 (0)115 924 8171

Appendix 1 - Early Warning Process



Appendix 2 - Compensation Event Process

CONJECT NEC Process (Compensation Event)

