

Conject Project Control

A Plan-Build-Operate Solution from conject

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

User Guide for Contractors

Date 19th January 2015

For **Contractor,**

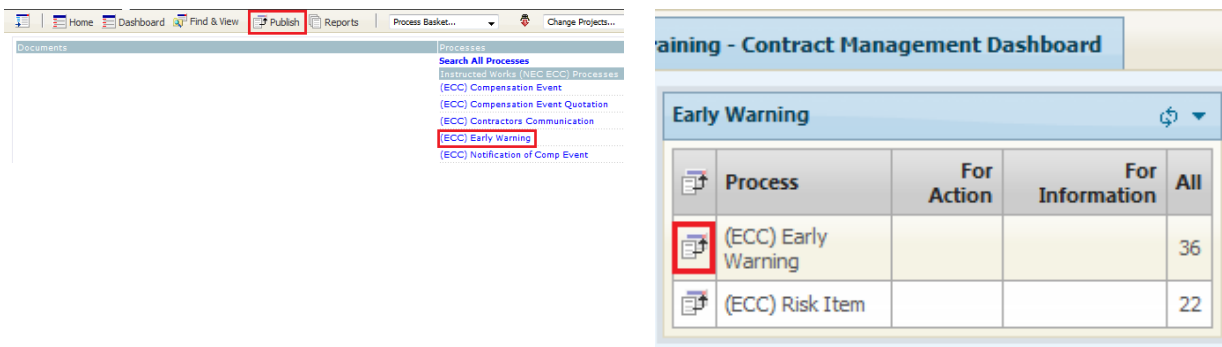
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RAISE AN EARLY WARNING

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.

The screenshot shows the 'Early Warning' form in the Conject system. The form includes several sections: a 'Risk Reduction Meeting' section with 'Yes' and 'No' radio buttons; an 'Urgency' dropdown; a 'Nature of Change' dropdown; a 'Type of Change' dropdown; 'Anticipated Cost Level' and 'Anticipated Programme Level' dropdowns; a 'Status' dropdown currently set to 'OPEN'; an 'Email Issue List' checkbox; and a list of items to associate with the warning, each with a '+ Associate' button. Red arrows point from text boxes to specific fields: 'Enter Urgency, Nature & Type of Change' points to the first three dropdowns; 'Enter anticipated cost & time (High / Med / Low)' points to the 'Anticipated Cost Level' dropdown; 'Enter anticipated programme impact (High / Med / Low)' points to the 'Anticipated Programme Level' dropdown; and 'Other forms and documents can be associated to this EW.' points to the 'Associate' buttons.

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

If yes then please attach an agenda

* Urgency ...Please Select...

* Nature of Change ...Please Select...

* Type of Change ...Please Select...

* The Anticipated Cost Level Impact is... ...Please Select...

* The Anticipated Programme Level Impact is... ...Please Select...

Status OPEN

Email Issue List ☒

Associate Documents [0 Associated] + Associate

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

Associate (ECC) Compensation Event Implem(s) [0 Associated] + Associate

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

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

Associate (ECC) Notification of Defective Works (s) [0 Associated] + Associate

Associate (ECC) Project Managers Instruction (s) [0 Associated] + Associate

Associate (ECC) Risk Assessment(s) [0 Associated] + 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:

Project Manager

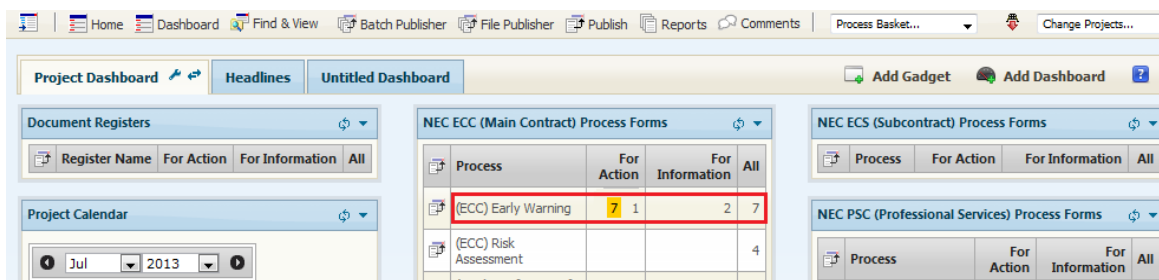
Review 14 days

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.

Project Early Warning ?

Search By: contents, system ref (no.)

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

Early Warning: un-read, un-actioned, issued to me

open/closed: Open, active, Active

all dates

Search Options: crop results to 40 characters, view responses, filter responses, More Filters, Reset Filters

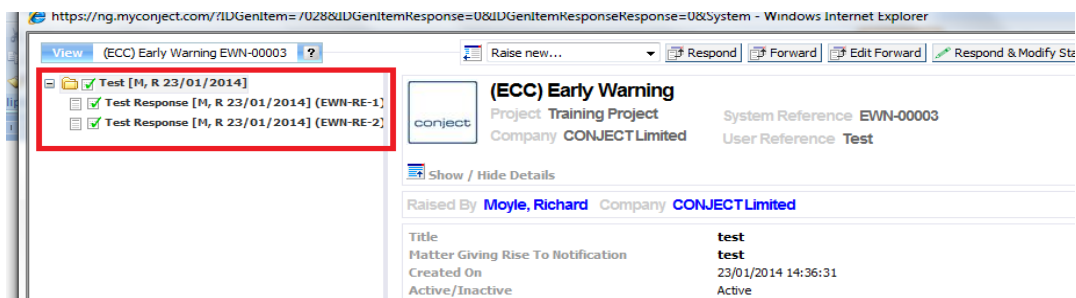
Search

1 Early Warning Items Found | Page 1 of 1

Sys Ref	Title	Contents	The Anticipated Cost Level Impact is...	The Anticipated Programme level Impact is...	Raised	Issued	Type	Reason Iss.	Reason
EW-00010	test	test	Above £25k	0 - 1 Week	BIW Techno: Moyle,Richar	12/08/2010	Review	6	

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.**

Once opened, you can view the content of the Early Warning. A menu on the left (if there are any responses) may also be displayed. This 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**'...

The screenshot shows the 'Respond' interface for an Early Warning. The top toolbar includes buttons for 'Raise new...', 'Respond', 'Forward', 'Edit Forward', 'Respond & Modify Status', 'Printable View', and 'more details...'. The 'Respond' button is highlighted with a red box. Below the toolbar, the header shows '(ECC) Early Warning EWN-00003' and 'Project Training Project'. The main area contains a large text box for the response and an attachment section. The 'Publish' button is highlighted with a red box.

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 left of the screen:

The screenshot shows the 'Show / Hide Details' toggle button. The button is highlighted with a red box. The interface shows the 'Show / Hide Details' toggle button and the 'Show' button.

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:

The screenshot shows the 'Issue Response to list' interface. The 'Issue Response to list' button is highlighted in the bottom right. The interface shows a list of recipients and a table for selecting recipients.

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"/>

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'. At the top, there is a toolbar with buttons: 'Raise new...', 'Respond', 'Forward', 'Edit Forward', 'Respond & Modify Status' (highlighted with a red box), 'Printable View', 'more details...', and 'Close'. Below the toolbar, the header shows 'conject (ECC) Early Warning', 'Project Training Project', 'Company CONJECT Limited', and 'System Reference EW-00002'. A 'Show / Hide Details' link is present. The main section is titled 'Modify Status (ECC) Early Warning EW-00002'. It contains a 'Modify Status To' dropdown menu (highlighted with a red box) with 'CLOSED' selected. Below this is a 'Response' text area. At the bottom, there are sections for 'Attachment(s)' (with a link to view/hide attached files and 0 files attached) and 'Email Issue List'. At the bottom right, there are two buttons: '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 from Open to:

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, 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.

RAISE A NOTIFICATION OF COMPENSATION EVENT (NCE)

Contractors have the ability to notify the Project Manager / Supervisor of a Compensation Event via the Notification of Compensation Event (NCE) process. This can be raised as a standalone process from the Dashboard, from Early Warnings or from a PM/Supervisor Instruction (where no CE was generated by the PM).

To raise an NCE as a result of a PM's / Supervisor Instruction

Open the PM / Supervisor Instruction and select the 'Notification of Comp Event' from the 'raise new.' drop menu.

View Project Managers Instruction PMI-00003 ?

Project Managers Instruction

Project Training Project System Reference PMI-00003
Company Mott MacDonald

Show / Hide Details

Raised By Farhad, Sacha (Moyle, Richard) Company Mott MacDonald

Title test EW
Detail Of Instruction -----
test EW
Created On 20/02/2009 15:36:09
Active/Inactive Active
Associated 1 Early Warning 1 PM Generated Comp Event
Is This A Compensation Event? : Yes
If Yes, please select:
Clause 34.1 Not start the Work
If No, please select:
Clause ---Please Select---

Raise new...
Raise new...
Early Warning
Notification of Comp Event

Notification of Compensation Event will appear:

(ECC) Notification of Comp Event

Project Training Project
Company CONJECT Limited

* Title New ECC EWN

* Details -----
New ECC EWN

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

* Event Awareness Date 15/01/2015

* Compensation Event (Clause 60.1) ...Please Select...

Email Issue List ☒

Clear My Previous Action ☐

Associate Documents [0 Associated] + Associate

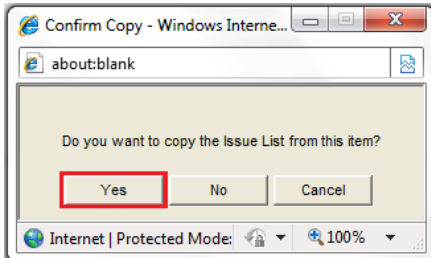
Associate (ECC) Compensation Event(s) [0 Associated] + Associate

Associate (ECC) Compensation Event Implem(s) [0 Associated] + Associate

Associate (ECC) Early Warning(s) [1 Associated] + Associate

Associate (ECC) Notification of Defective Works (e) [0 Associated] + Associate

Notifications of Compensation Event are to be issued to the relevant distribution by selecting the relevant Issue Group if issued standalone or by ticking 'Yes' in the 'Do you want to copy the Issue List from this item' pop up to use the distribution of the previous form:



Distribution

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

Project Manager

PM Review

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.

RAISE A COMPENSATION EVENT QUOTE (CEQ) (IN RESPONSE TO BEING ISSUED A COMPENSATION EVENT)

Note:

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 to raise a Compensation Event Quote from within a Compensation Event Form.**

As the Contractor you will be given 21 days in which to respond back to a Comp Event with a quotation. This will be clearly marked on the inbox.

NEC ECC (Main Contract) Process Forms				
Process	For Action	For Information	All	
(ECC) Early Warning		2	7	
(ECC) Risk Assessment			4	
(ECC) Notification of Comp Event			3	
(ECC) Compensation Event		21	1	3
(ECC) Compensation Event Quote			3	

To view the Comp Event, click on the **1**. The CE register will open and the 1 CE you have for action will be displayed in the results screen.

Project Compensation Event ?

View Basket Clear Basket Print

Search By: contents, system ref (no.)

Filter By: originator company or user, recipient company or user

Compensation Event: un-read, un-actioned, issued to me

active: Active, all dates

Search Options: crop results to 40 characters, view responses, filter responses, More Filters, Reset Filters

Search

1 Compensation Event Items Found | Page 1 of 1

Display Per Page: 10

Sys Ref	Title	Contents	Compensation Event...	Raised	Issued	Due	Type	Reason Iss.
CE-00010	CE Title	CE Details	(19) Event stopping completion	BIW Techno: Brand-Willia	13/08/2010	03/09/2010	21	For Quotation

1 Compensation Event Items Found | Page 1 of 1

Clear For Information Export All 3 Results

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

Open the Comp Event and select the 'raise Compensation Event Quote' button.

View Compensation Event CE-00010 ?

Respond Forward Raise Compensation Event Quotation Print

1. New (ECC) Compensation Event Quote ☐ 2. Issue List ☐ 3. Confirmation Report ☐

(ECC) Compensation Event Quote

Project Training Project
Company CONJECT Limited

* Title New ECC EWN

Attachment details

Required By Date 5 February 2015 [Calendar](#)

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

* Change to the Prices (£)

* Time effect of CE (Days)

* Are you attaching an updated Programme? Yes No

Proposed New Completion Date (DD/MM/YYYY)

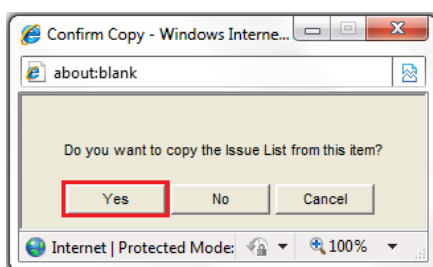
Status Issued

Ability to add a Cost & Time (Feeding the CE Schedule report)

Ability to attach multiple documents of any format (BOQ, AS, Programme etc)

Distribution

Compensation Event Quotations 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 CE:



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

Project Manager

For PM Assessment (14 days)

QS (optional)

For Cost Review

All other defined recipients

Information

For more information on the Compensation Event process please refer to the Compensation Event process flowchart in Appendix 2.

RAISE A REVISED COMPENSATION EVENT QUOTE (CEQ) (IF A PREVIOUS QUOTE HAS BEEN REJECTED)

If you receive a response back to any Compensation Event Quote that states it is **rejected** and you need to re-submit, then the correct procedure is for you to navigate to the associated Compensation Event and to select to '**raise a new Compensation Event Quote**'.

To do this.....When viewing the quote and response, select the original Compensation Event Quote from the top of the left hand menu:



https://ng.myconject.com/?IDGenItem=7139&IDGenItemResponse=0&IDGenItemResponseResponse=0&System - Windows Internet Explorer

View (ECC) Compensation Event Quotation CEQ-00001/Rejected-1 ?

Respond Forward Edit & Forward

FW:dfdf [M, R 23/01/2014]

Give Me Another Quot.. [M, R 23/01/2014] (R)

conject (ECC) Compensation Event Quotation

Project Training Project System Reference

Company CONJECT Limited

Show / Hide Details

Raised By Moyle, Richard

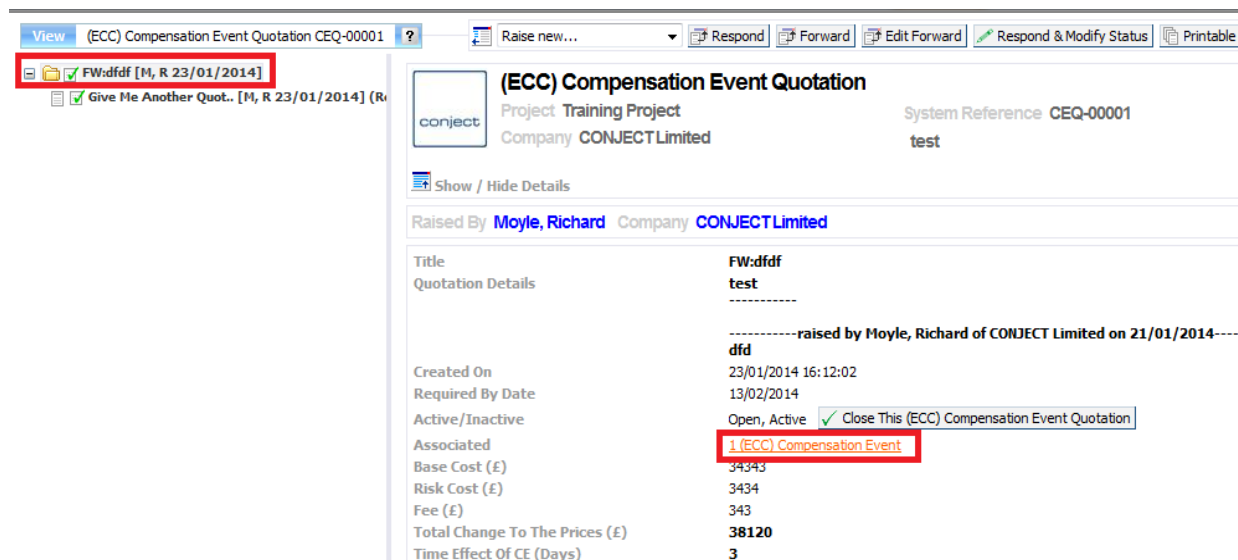
Details Of Response give me another quote

Created On 23/01/2014 16:12:38

Active/Inactive Active

In Accordance With Clause 62.3 Revised quotation required (reasons detailed above)

Select the link to the associated **Compensation Event**:



View (ECC) Compensation Event Quotation CEQ-00001 ?

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

FW:dfdf [M, R 23/01/2014]

Give Me Another Quot.. [M, R 23/01/2014] (R)

conject (ECC) Compensation Event Quotation

Project Training Project System Reference CEQ-00001

Company CONJECT Limited test

Show / Hide Details

Raised By Moyle, Richard Company CONJECT Limited

Title FW:dfdf

Quotation Details test

Created On 23/01/2014 16:12:02

Required By Date 13/02/2014

Active/Inactive Open, Active

Associated Base Cost (£) 34343

Risk Cost (£) 3434

Fee (£) 343

Total Change To The Prices (£) 38120


Time Effect Of CE (Days) 3

Close This (ECC) Compensation Event Quotation

(ECC) Compensation Event

You can then select to open the Compensation event:

f [M, R 23/01/2014]
4e Another Quot.. [M, R 23/01/2014] (R



(ECC) Compensation Event Quotation
 Project Training Project
 Company CONJECT Limited

System Reference CEQ-00001
 test

Show / Hide Details

Associated (ECC) Compensation Event (ECC) Compensation Event Quotation

Search By
 user reference

 contents

Filter By
 originator
 Any originator
 active
 Active

1 (ECC) Compensation Event Items Found | Page 1 of 1

Sys Ref	User Reference	Title	Contents	Instruction Clause...	Change In Works Info	Raised	Issued
CE: 00001	FW:dfdf	Richard of CONJECT Limited on 21/01/2014----- dfd	-----raised by Moyle, Richard of CONJECT Limited on 21/01/2014----- dfd	61.2 Submit quotation for proposed instruction/changed decision	ER010A Employer Network Design	CONJECT Li: Moyle,Richar	21/01/2014 1

(ECC) Compensation Event Items

Sys	Reference		Instruction Clause...	Change In Works Info	Raised	Issued
-----	-----------	--	-----------------------	----------------------	--------	--------

....and then select the 'raise new..Compensation Event Quote' (as described previously).

This process can be repeated as many times as is required.

For more information on the Compensation Event process please refer to the Compensation Event process flowchart in Appendix 2.

REVIEW A COMPENSATION EVENT IMPLEMENTATION FORM

Compensation Event Implementation forms are used to notify the contractor of the decisions around Compensation Events (Notify of PM assessment / Quote acceptance, etc).

Contractors can only implement a Compensation Event (if notified to do so) via a Compensation Event Implementation form.

When viewing a Compensation Event Implementation form you have the option to view the associated items (Compensation Event quote, etc) and to **'Respond'** (as required) i.e. to dispute decision on Compensation Events.

View (ECC) Compensation Event Implem CEI-00002 ? Raise new... Respond Forward

(ECC) Compensation Event Implem
 Project Training Project System Reference CEI-00002
 Company CONJECT Limited

Show / Hide Details

Raised By Walsh, Tom Company CONJECT Limited

Title	New ECC EWN
Description	----- ----- ----- -----
Created On	New ECC EWN 15/01/2015 11:03:36
Active/Inactive	Active
Associated	1 (ECC) Compensation Event Quote
Implementation Type	65.1 CE Implementation
Accepted Comp Event Cost (£)	100
Accepted Comp Event Time (Days)	1
Is This A Change To The Completion Date?	: No

For more information on the Compensation Event process please refer to the Compensation Event process flowchart in Appendix 2.

RAISE A CONTRACTOR COMMUNICATION

Contractors have the ability to raise communications to the Project Manager / Supervisor for a variety of reasons all of which are listed in the 'type' box on the communication.

Communications can also be used as replies to Project Manager / Supervisor Communications.

Distribution

Contractor 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 as below:

(ECC) Contractors 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
15.1 Proposal for adding to working areas
16.2 Request to attend Risk Reduction meeting
17.1 Notify ambiguity or inconsistency
18.1 Notify work is illegal or impossible
21.2 Particulars of design
21.3 Parts of particulars of design
23.1 Acceptance of particulars of design of item of equipment
24.1 Proposed replacement person
26.2 Proposed sub-contractor
26.3 Proposed Subcontract Conditions
27.1 Approval of design from others
31.1 Submit first programme
32.2 Submit revised programme
36.1 Submit acceleration programme
40.3 Notice for test or inspection to be arranged
40.3 Notification of test or inspection
40.3 Notification of test or inspection result


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

Relevant Person 'For Response' (if required) Response 14 days

All other recipients

Information

RAISE A NOTIFICATION OF DEFECTIVE WORK

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

The form will open as below:


(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)

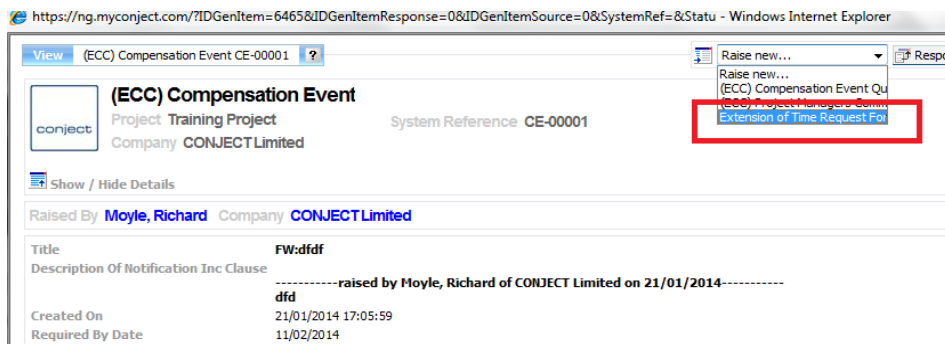
The above section(s) of work were considered in our opinion, not in accordance with the Works Information during an inspection of the works undertaken on the above date.

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

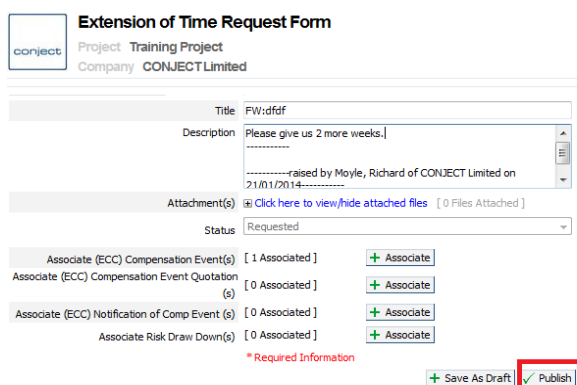
RAISE AN EXTENSION OF TIME REQUEST TO PROJECT MANAGER

Contractors are able to raise an Extension of Time Request (for approval) to the PM from the back of Compensation Events.

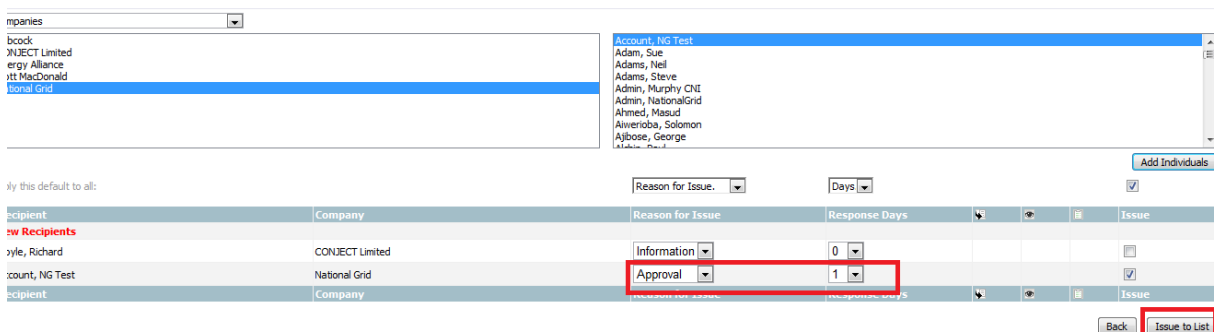
This is done by opening up the specific **Compensation Event** and Selecting to '**Raise New..Extension of Time Request**':



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



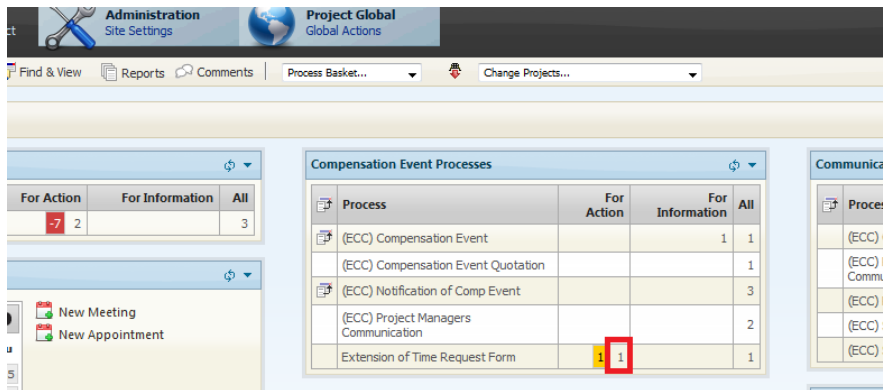
You will then be asked to select a recipient; this should be the PM – 'For Approval'...then hit 'issue to list'



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 Compensation Event) will not be automatically updated.

ACCEPT / REJECT AN EXTENSION OF TIME REQUEST FROM PROJECT MANAGER

You may receive an Extension of Time Request from the PM in relation to Responding to Notifications of Compensation Events and Compensation Event Quotes.



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

Extension Of Time Request Form EOT-00001 ?

[Respond](#) [Forward](#) [Respond & Modify Status](#) [Printable](#)

Extension of Time Request Form
Project Training Project
Company CONJECT Limited
System Reference EOT-00001

By Moyle, Richard Company CONJECT Limited

FW:dfdf
Please give us 2 more weeks.

-----raised by Moyle, Richard of CONJECT Limited on 21/01/2014-----
dfdf

On 23/01/2014 17:31:39
/Inactive Active
ated 1 (ECC) Compensation Event
Requested

Extension Of Time Request Form EOT-00001 ?

[Respond](#) [Forward](#) [Respond & Modify Status](#) [Printable View](#) [more details...](#) [Close](#)

Extension of Time Request Form
Project Training Project
Company CONJECT Limited
System Reference EOT-00001

Hide Details

Status Extension Of Time Request Form EOT-00001 ?

Status To EOT-Approved
Title EOT-Rejected

Response

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

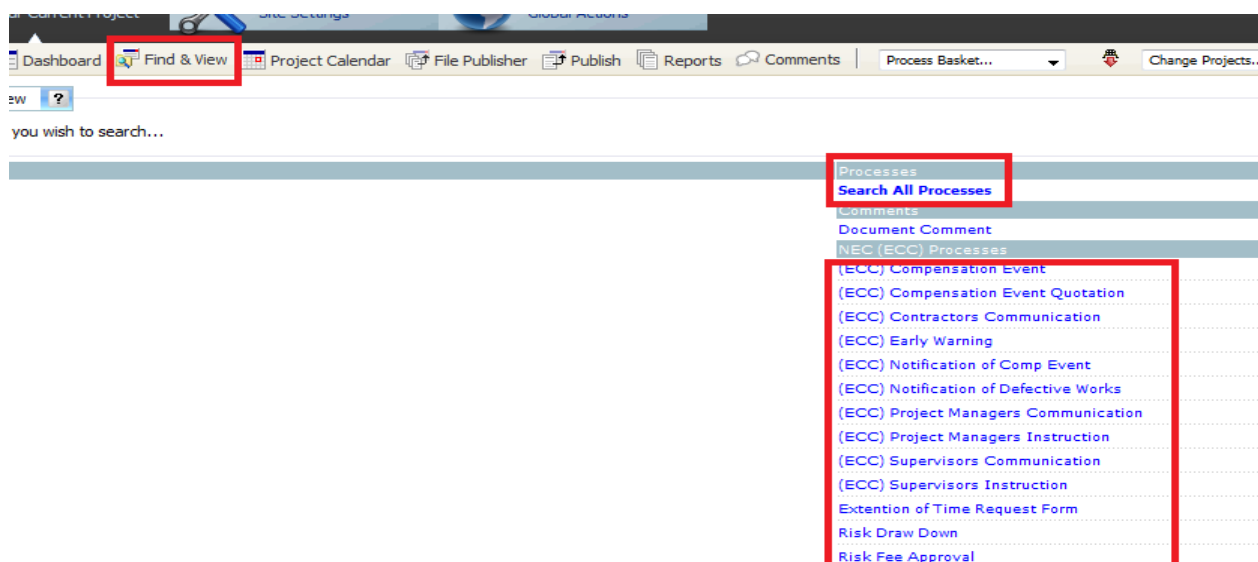
[Save As Draft](#) [Publish](#)

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

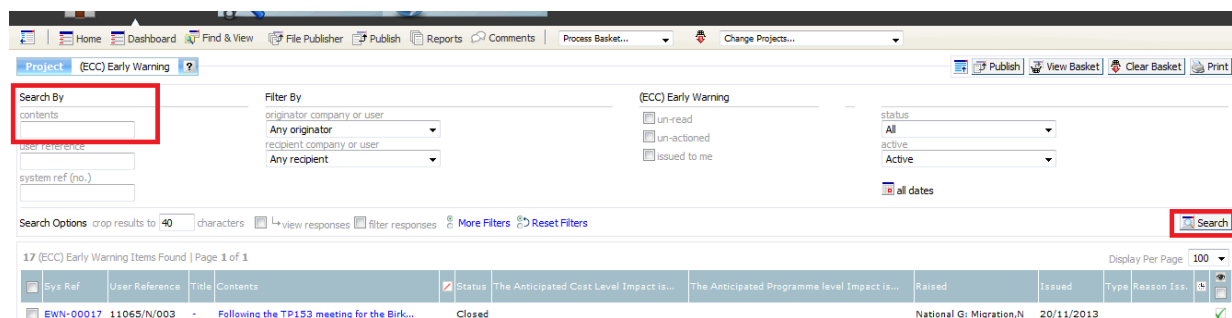
Note: that the 'required by date' for action against the original item (in this case the NCE or the CEQ) will not be automatically updated. If you want to edit this then you should use the 'Edit Details' function described later in this document.

SEARCH PUBLISHED FORMS

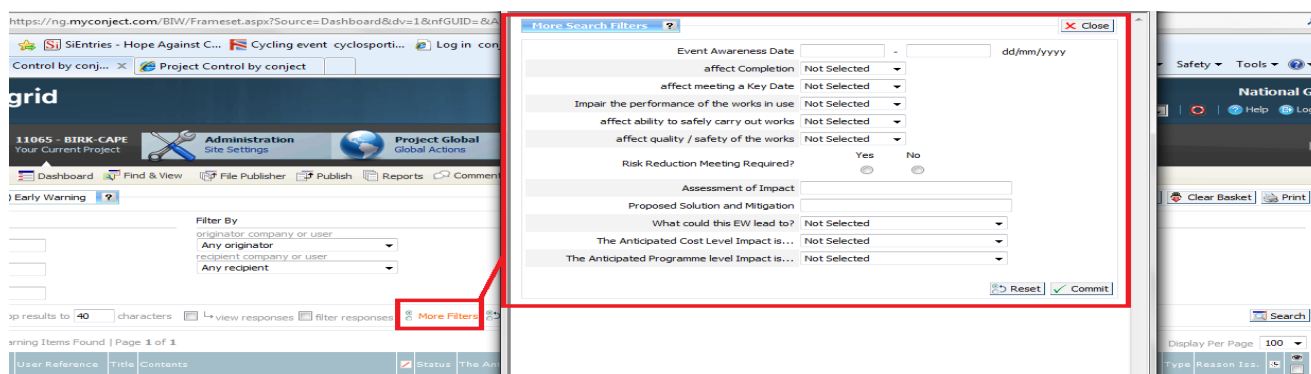
You can search any forms issued on your project using the 'find and view' button on the top tool bar and then choosing to either search across all process forms or to search within a specific form type...



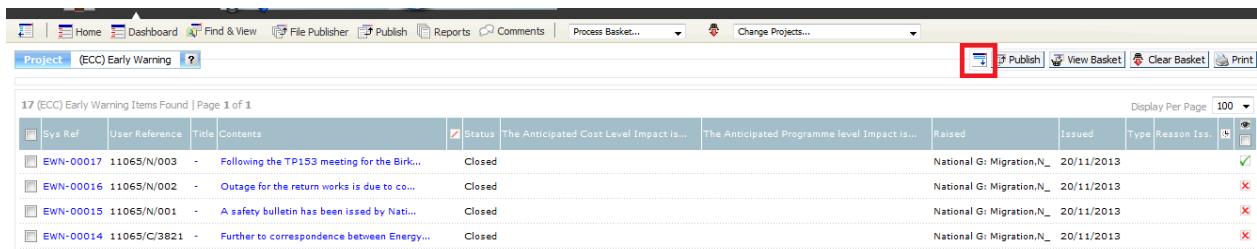
Once in the search screen you can use the filters to narrow your search or leave the filters blank to return all results...Note that you can use the '**contents**' filter to search any text held in either the subject (title) or details field on any form.



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

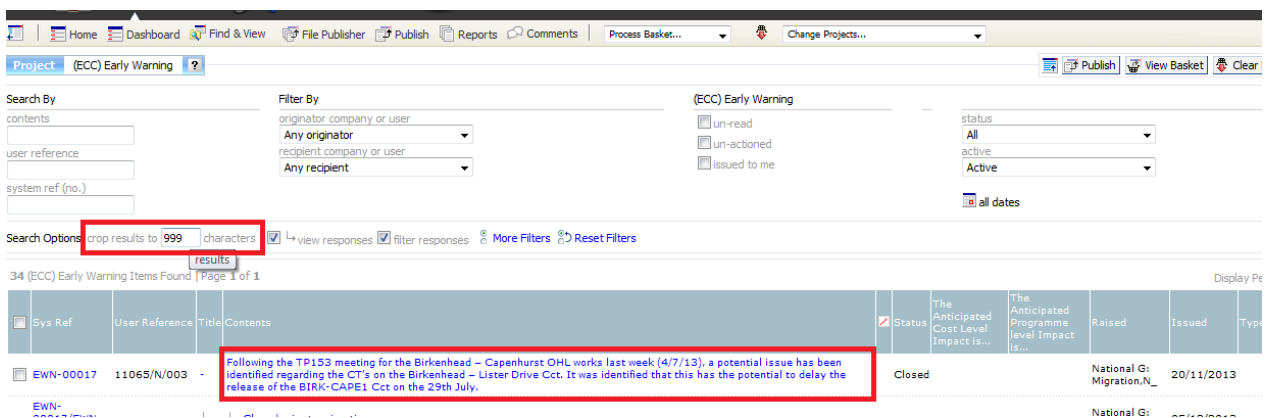


You can toggle the filters section on/off to allow you to see more of the results:



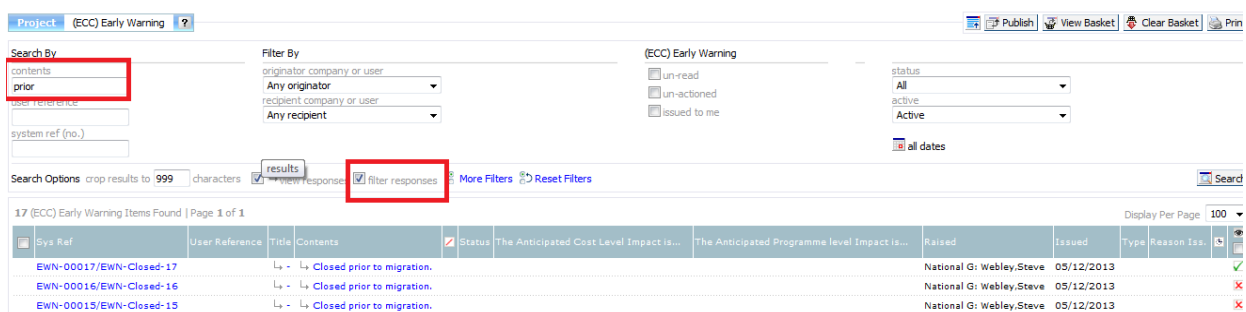
Sys Ref	User Reference	Title	Contents	Status	The Anticipated Cost Level Impact is...	The Anticipated Programme level Impact is...	Raised	Issued	Type	Reason Iss.
EWN-00017	11065/N/003	-	Following the TP153 meeting for the Birk...	Closed			National G: Migration,N_	20/11/2013		✓
EWN-00016	11065/N/002	-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



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.	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':



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 Reports** and the **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:

Report Title	Description
Acknowledgement	find out who has viewed your publications, see their comments and send email reminders
Reason For Issue	see all the outstanding items from any company requiring any user's action and send email reminders
Registers	view all the items published to a particular register and filter by author, company and dates
Document Publishers	see all the items published by a specific company and by any or all of the individuals from that company
Document Recipients	list all the items received by a company and by any or all of the individuals from that company
(ECC) Compensation Event	(ECC) Compensation Event report
(ECC) Compensation Event Quotation	(ECC) Compensation Event Quotation report
(ECC) Contractors Communication	(ECC) Contractors Communication report
(ECC) Early Warning	(ECC) Early Warning report
(ECC) Notification of Comp Event	(ECC) Notification of Comp Event report
(ECC) Notification of Defective Works	(ECC) Notification of Defective Works report

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:

Report List

[My Reports](#)

Filters

Found 5 items

First Previous Next Last

Name	Description
NEC (ECC) Compensation Event Schedule	Shows a list of all recognised Compensations Events along with any associated Quotations and Accepta...
NEC (ECC) Early Warning Log	Shows all Early Warnings across all projects using NEC ECC
NEC (ECC) Risk Register	Shows all Early Warnings and Associated Risk Assessments across all projects using NEC ECC

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 project / selected project)... hit **submit**:

Report Filters for NEC (ECC) Compensation Event Schedule

[Back](#)
[Submit](#)
[Clear](#)
[Saved Filters](#)

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
[PDF](#)
[Excel](#)
[XML](#)
[CSV](#)

Report Filters
Project Name
[Load Options](#) (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:

List Reports

Refresh

Filters

Found 8 items

First

Previous

Next

Last

Status	Report Name	Scheduled	Queued	Finished
.	<div><div></div>NEC (ECC) Compensation Event Schedule</div>		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:

Home

11065 - BIRK-CAPE

Your Current Project

Administration
Site Settings

Project Global
Global Actions

Find & View

File Publisher

Publish

Reports

Comments

Process Basket...

Change Project

Report List

My Reports

Filters

Found 790 items

First

Previous

Next

Last

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 the PM or designated Project Information Coordinator so they can open the discussion with Conject.

MAKE A PUBLISHED FORM INACTIVE

You cannot 'delete' any data 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' with a subtitle 'Training Project' and 'CONJECT Limited'. The system reference is 'PMC-00001'. The form is currently 'active', as indicated by the checked checkbox. The 'edit details' option is highlighted in the 'more details...' dropdown menu. The 'Modify' button is also highlighted.

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 displays the Conject web application interface. At the top, a navigation bar includes a search field with 'MC-00001' and a dropdown menu with options: 'Raise new...', 'Respond', 'Forward', 'Edit Forward', 'Printable View', and 'more details...'. The 'more details...' dropdown is open, showing a list with 'more details...', 'Edit Details' (highlighted in blue), 'Audit Log Report', and 'Submittal Report'. Below the navigation bar, the main content area is titled 'Communication' with a 'System Reference PMC-00001'. A red box highlights the 'Edit Details' option in the dropdown menu. Below the title, there is a form with fields for 'user reference', 'title' (containing 'Test'), 'active' (checked), 'open' (checked), and 'description' (containing 'Test'). At the bottom of the form, there is an 'Associate (ECC) Supervisors Communication s [0 Associated]' section with a '+ Associate' button. A red box highlights the 'Modify' button at the bottom right of the form.

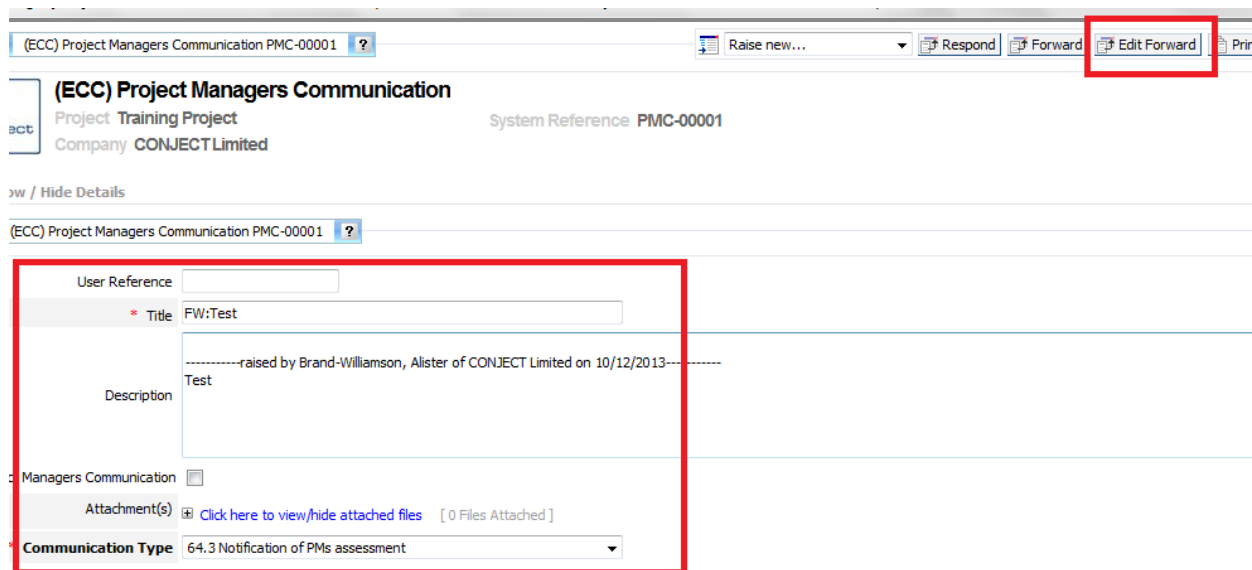
Note: not all form fields will be editable, if you are required to edit a field that is not available then please contact the PM or designated Project Information Coordinator for assistance.

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

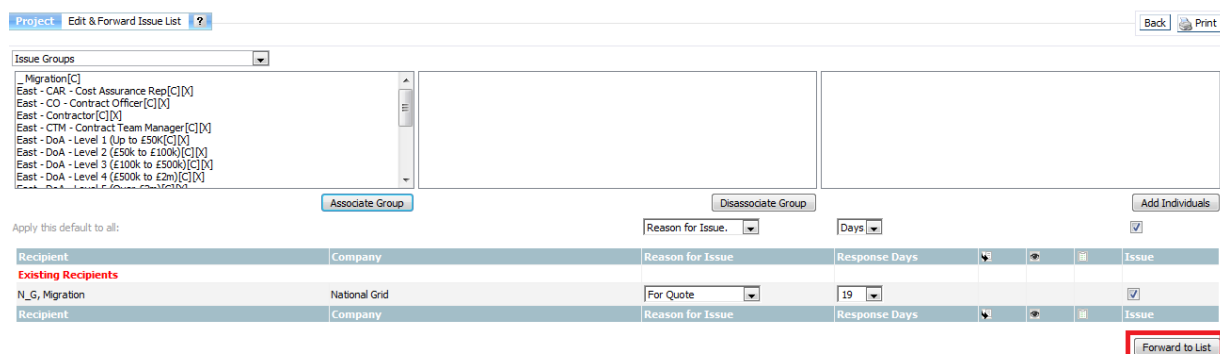
Description
 -----raised by Brand-Williamson, Alister of CONJECT Limited on 10/12/2013-----
 Test

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 ? 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
Existing Recipients				
N_G_Migration	National Grid	For Quote	19	<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 the designated Project Information Coordinator(s).

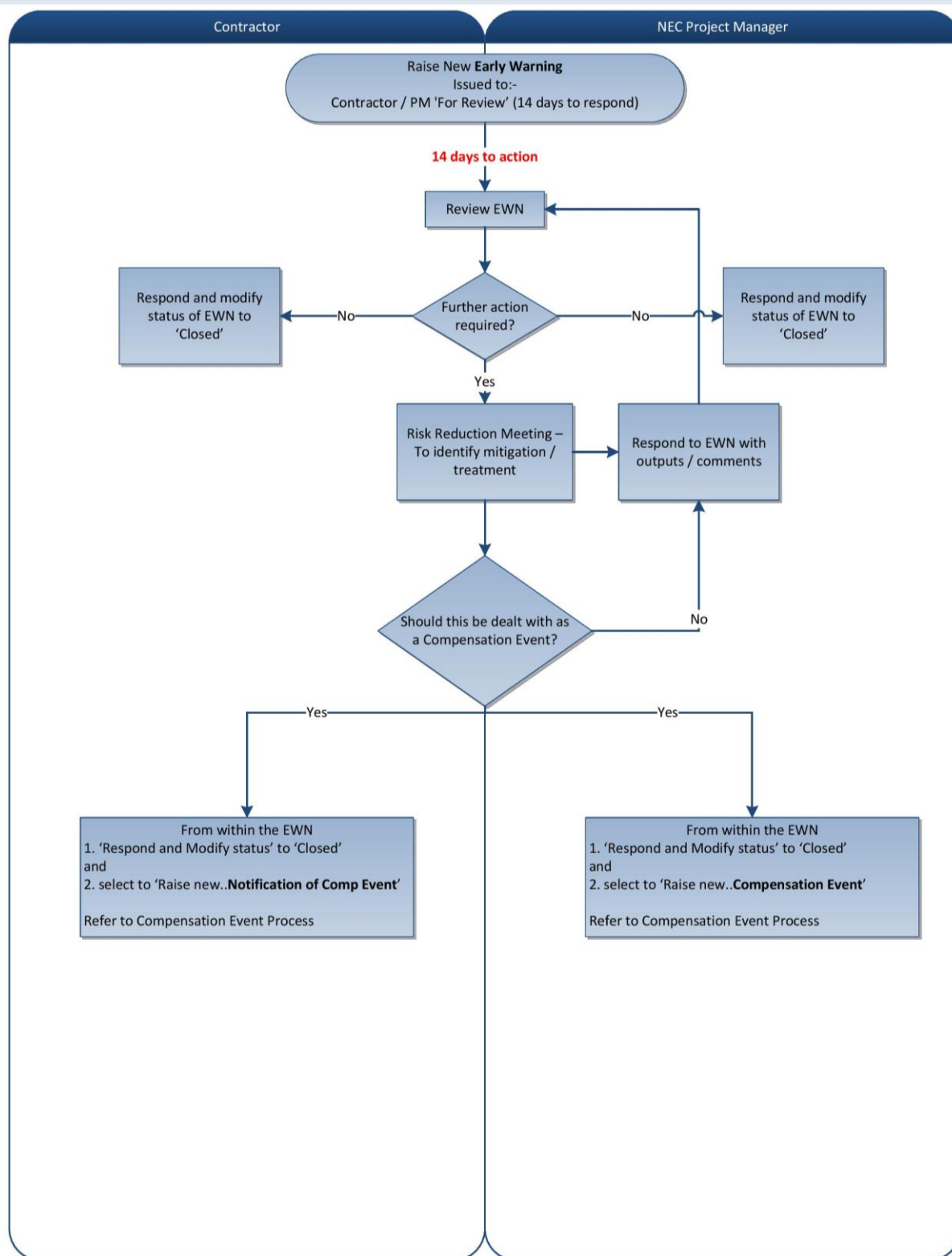
For Technical Assistance please contact the Conject Helpdesk:

Email - helpdesk_uk@conject.com

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

Appendix 1 - Early Warning Process

CONJECT NEC Process (Early Warning)



Appendix 2 - Compensation Event Process

CONJECT NEC Process (Compensation Event)

