GrandView

Quick Start Guide

Revision 2017.5.1

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Getting Started

Before logging in, make sure that your Internet Explorer web browser is configured correctly to access GrandView by reviewing the [GrandView Web Client Software Requirements] document. This document will also help you through any other known issues when trying to login to GrandView for the first time.

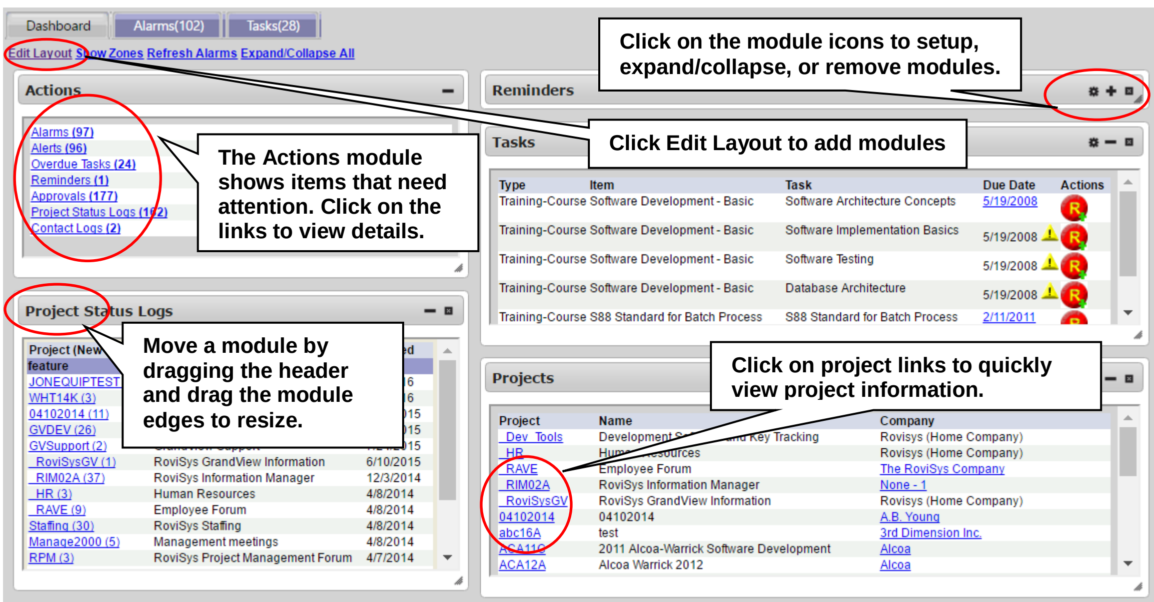
Logging in

Go to the appropriate GrandView login link. GrandView users can login at www.rovisys.com. Enter the following information:

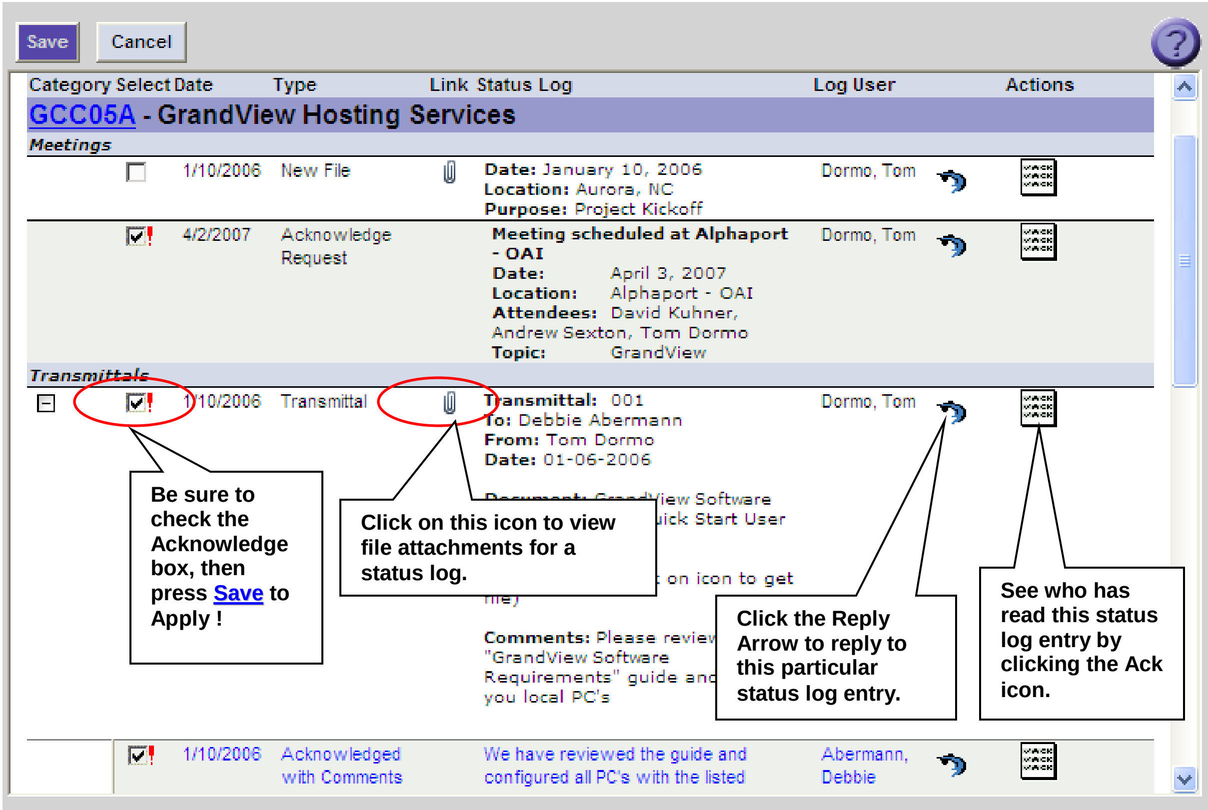
- PROFILE: (If necessary, provided to you by administrator)
- USERNAME: Your Username (provided to you by administrator)
- PASSWORD: Your Password (sent to you by the GrandView system)

Addressing Actions/Notifications

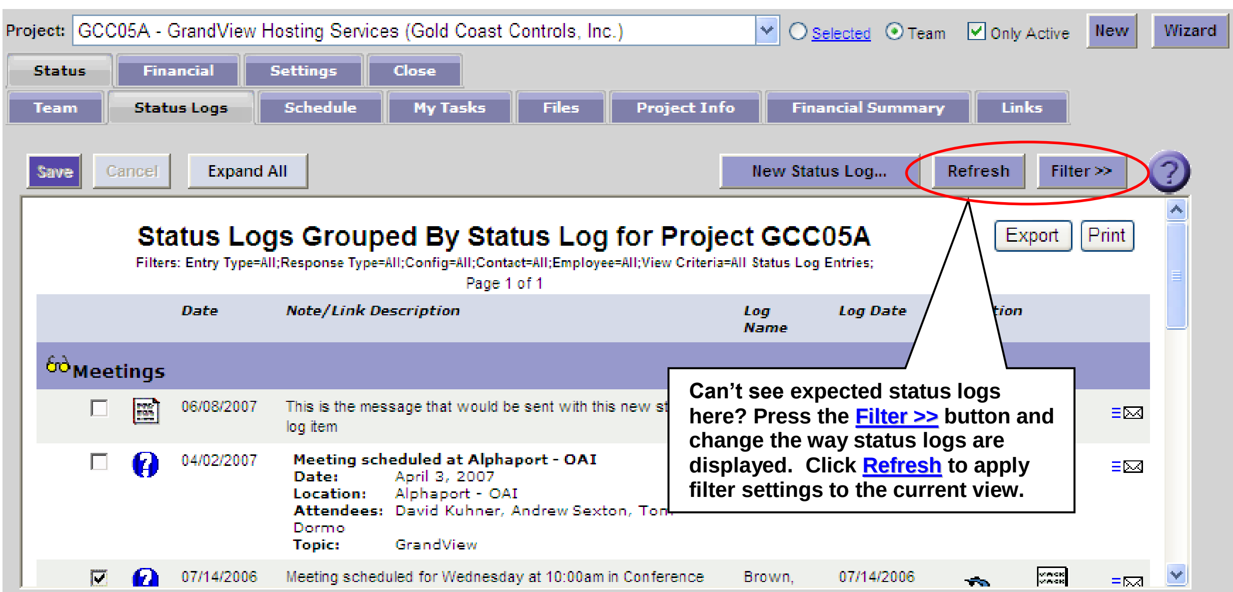
When you log in, you will be at the **Dashboard** page – your personal “landing page”. The dashboard displays information concerning any alarms or tasks that need attention as well as quick links to other information. Simply click on the links in the Actions module to address items that need attention.



For example, if you click on the Project Status Logs link, you will be taken to the Status Logs page where you can view, acknowledge, and respond to status logs entered by your project team member. To acknowledge status logs, simply check off the item, and press the “Save” button to acknowledge, then close the window.

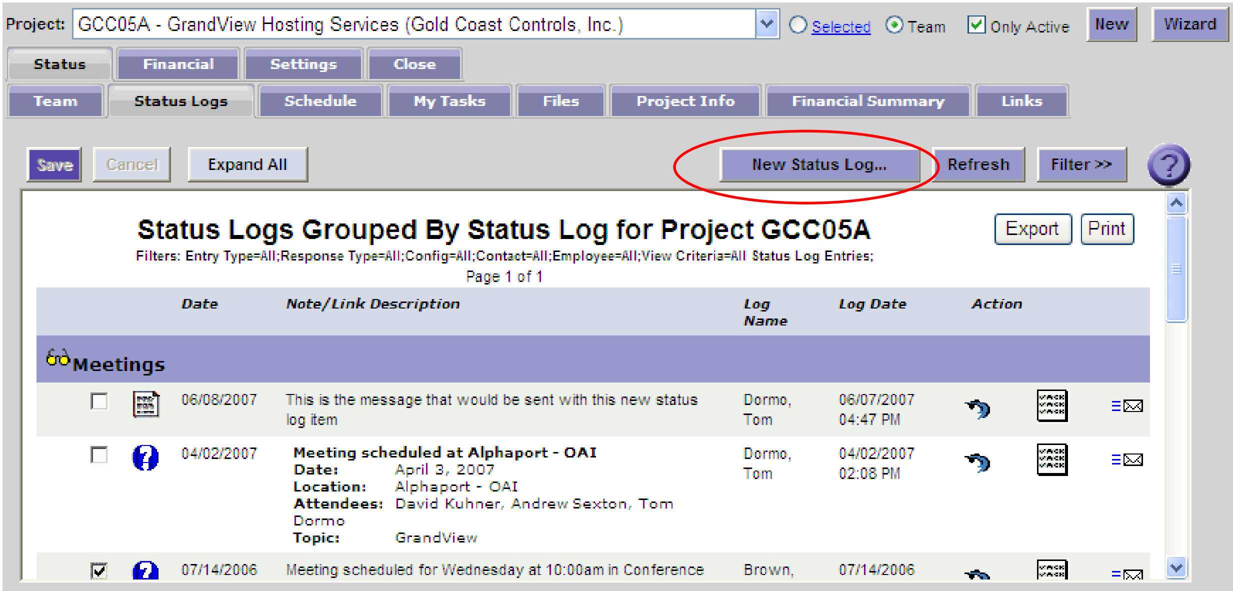


Clicking on a project link from the dashboard page or going to the Projects tab will display the Project Summary page where you can view more project information. Using the Status tab, you can view/create status logs and schedule items as well as upload/download files.

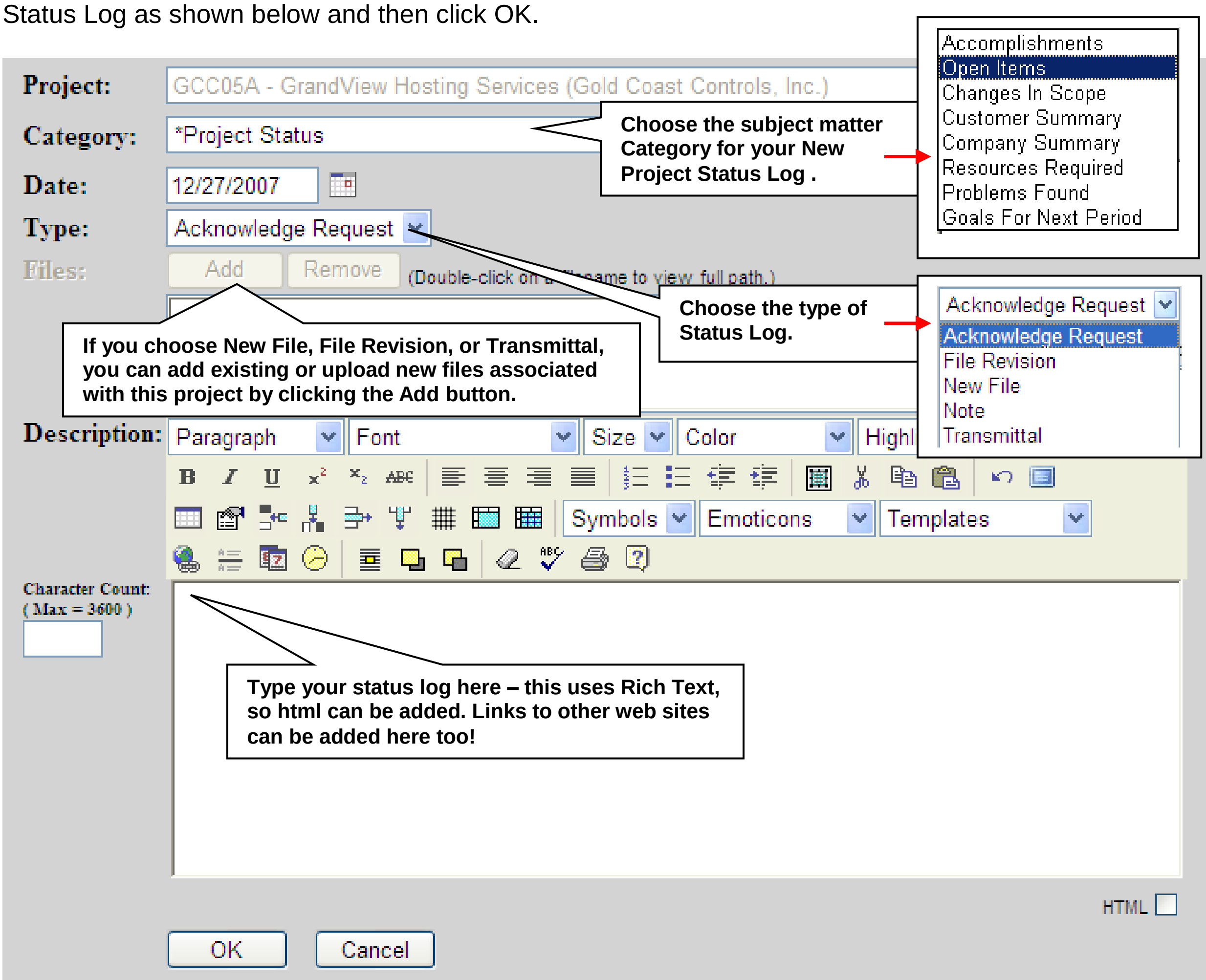


Entering a Status Log

A status log can be created using the dashboard shortcut or from the Project Summary page. From the Project Summary page, select the project that you would like to update and then click on the Status > Status Logs tab.



Once you've selected the Project, go to the **Status Log Tab**. Click **New Status Log.** Enter the Status Log as shown below and then click OK.



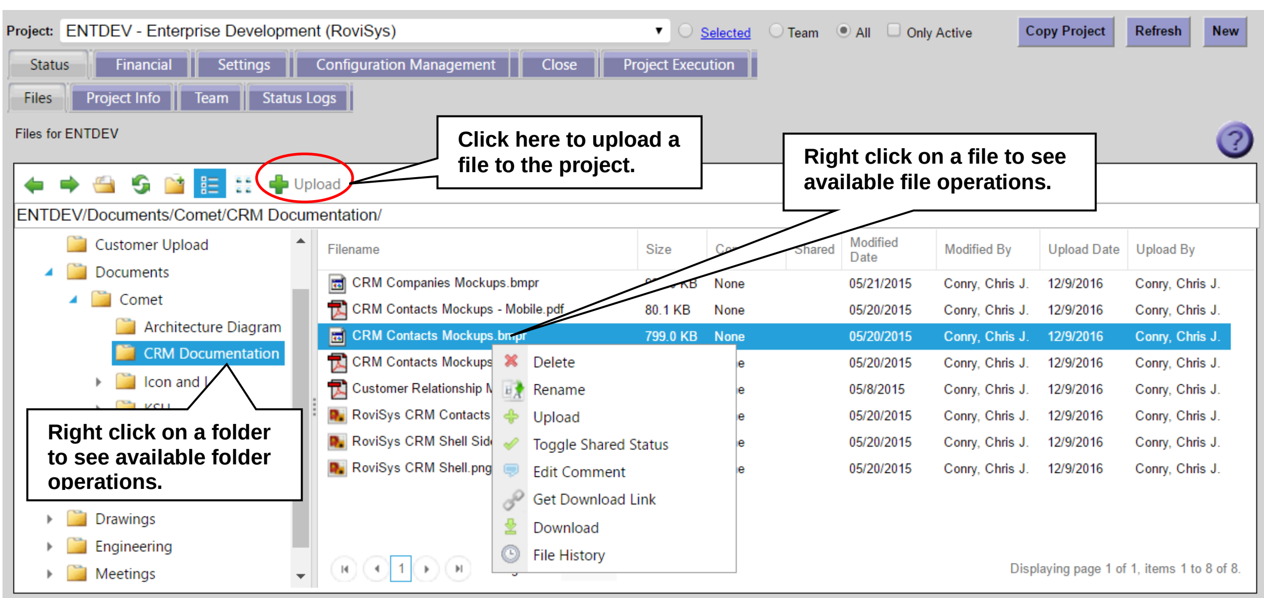
Category:	The area of subject matter you are posting the Status Log about (these areas have been pre-defined by the Administrator).
Date:	Defaults to today
Type:	**Acknowledge Request** will require others on project to view and check off that they've seen the Project Status Post. **Note** simply adds information to the Status Log without requiring team members to acknowledge it. **New File** will let everyone know that a file has been uploaded and attached as an icon to the left of the Status Log. **File Revision** is an update of an existing file. **Transmittal** is an official release of an electronic document.
Description:	Enter your Status Log information here.

Uploading/Downloading Files

To alert your team that a new file is in GrandView, you can create a new status log of type 'New File' as shown above and attach multiple files to it. If the file has not yet been uploaded to GrandView, you can click the Add button and upload a file.

To **upload a new file** before any status log entry is made, go to the Status > Files tab on the Project Summary page. At the top of the screen, click on the Upload icon and browse to the file location on your local hard drive. Click OK to begin upload. Once files are uploaded, users with the proper permissions can edit comments, share, move, rename, and delete files.

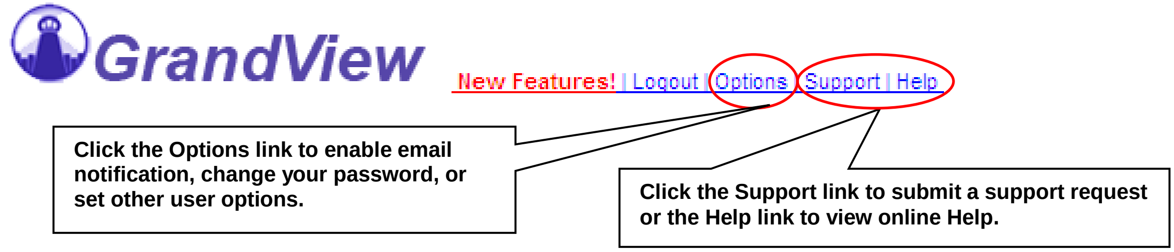
Note: Customer users can only upload files into the Shared\Customer Upload folder and can only download shared files.



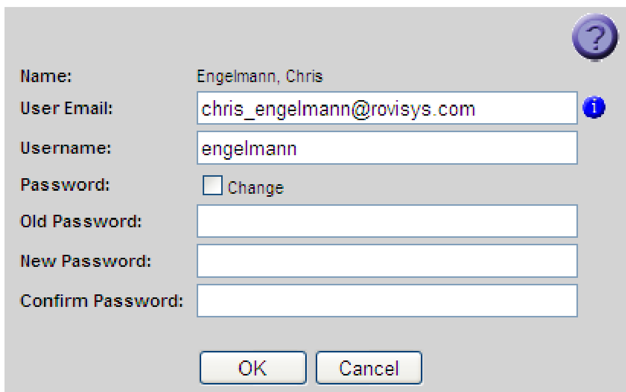
To **download a file** to your local hard drive, go to the Status > Files tab on the Project Summary page. Double click on the desired file to download it. You can download several files at the same time in zip format by selecting multiple files, right clicking, and selecting to download.

User Options, Support, and Help

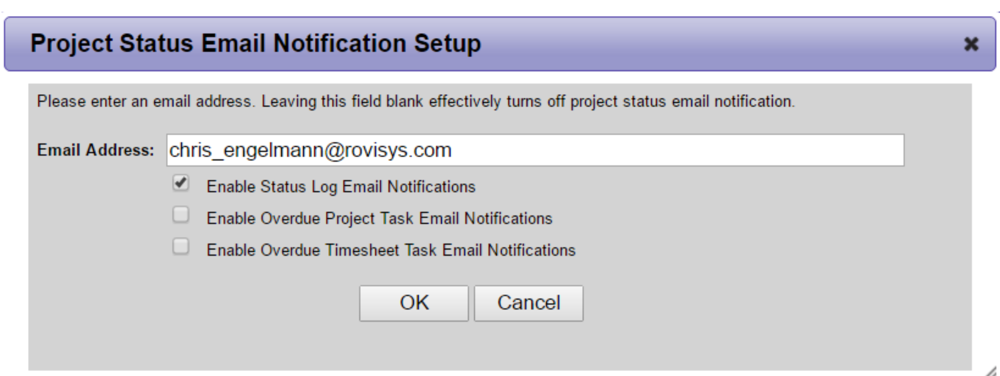
At the top of the main GrandView page are links to set user options, obtain online support, and view help information.



Clicking on the Options link will pop up the Options dialog. Click on the Change Login button to modify your username, password, or user email address. Modification of this information will automatically send a confirmation to the user email address entered. If you forget your password, you can request on the login page using your known login information. Login information will also be sent to the user email address.



Want GrandView to tell you when something needs your attention? Click on the Email Notification button, enter your email address, and subscribe to specific notifications. As new items occur, you will be notified only once until the next time you log in.



Getting support is as simple as clicking on the Support link at the top of every page. You can also use this link to suggest enhancements to GrandView. You should see an email reply from someone on the GrandView Support Team shortly after entering your request.

Online help is also available by clicking on the Help icon on most pages or the Help link on the main page.