General User Guide
DMS

(Documentation Management System)

GLIDERBIM

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ABOUT US:

GliderBIM is an online software platform for BIM delivery and beyond. It is a Common Data Environment (CDE) for models, which acts as a version control system for asset data. It provides Employers and AEC professionals with tools to manage the production, approval and delivery of building models and all associated asset information.

GliderBIM is an Industry Foundation Class (IFC) model server; it allows to import models, validate them, merge models, enrich their contents, and export updated IFC models and asset dataset deliverables (COBie or any other data schema). Project teams can plan and track all model production tasks. Online reports inform project teams of model production progress and asset information completeness.

Notes:

0.0 CONTENTS

1.0 INTRODUCTION

GliderBIM is an online software solution to help project teams manage BIM projects and asset information through design, construction and occupation.

GliderBIM is primarily focused on managing the production, approval and delivery of Asset Information Models (AIMs), all associated asset data and O&M information required to effectively operate and maintain the asset.

Please visit the GliderBIM website at http://gliderbim.com/ for further details.

This document is a GliderBIM guide for the general user of the **DMS** (Documentation Management System).

2.0 BROWSERS & SUPPORT

GliderBIM is built on modern web technologies and therefore only modern web browsers are supported.

The following web browsers are supported:

Microsoft Internet Explorer 11
Microsoft Edge
Google Chrome (latest version)
Firefox (latest version)

Website Address:

https://app.gliderbim.com/

Support Helpdesk

support@glidertech.com
+44 (0)203 8268 002

3.0 LOG IN

Once your access invite has been issued and you have created a unique password please follow the following link to access GliderBIM:

https://app.gliderbim.com/login
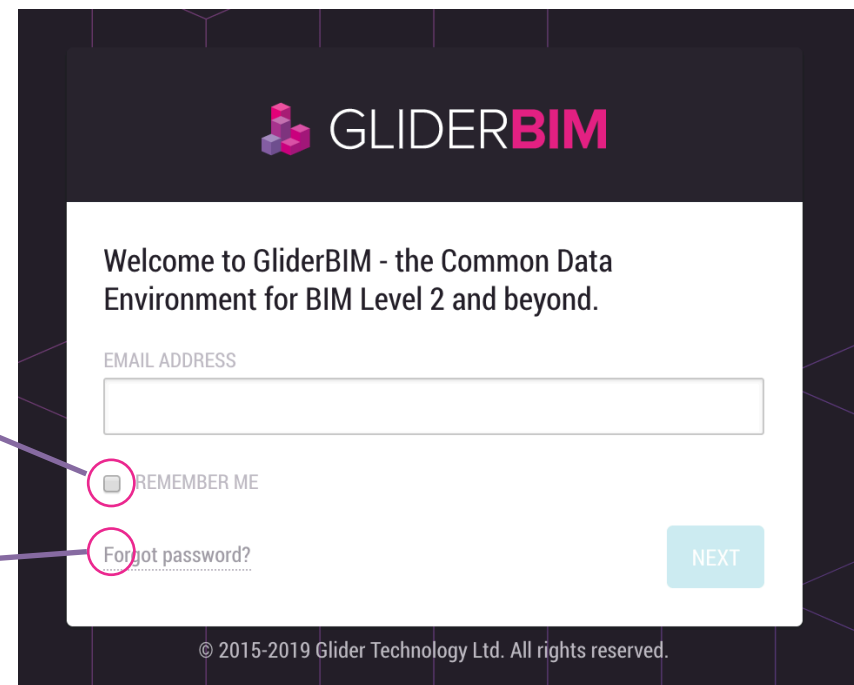
Tick to keep pasword remebered on your browser.
This is not reccomended to use for shared computers.
Please do not share your details with other individuals.

Forgotten your password? Click here to reset.

Welcome to GliderBIM - the Common Data Environment for BIM Level 2 and beyond.

EMAIL ADDRESS

REMEMBER ME

Forgot password?

NEXT

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Should another member of your organisation require access, please contact us on the details found on the previous page.

Notes:

4.0 DMS

After entering your log in details, navigate to the DMS button which will take you to the Documentation Management System where the Handover Documentation for the project is held.

Switch Projects here

Access project documentation here here
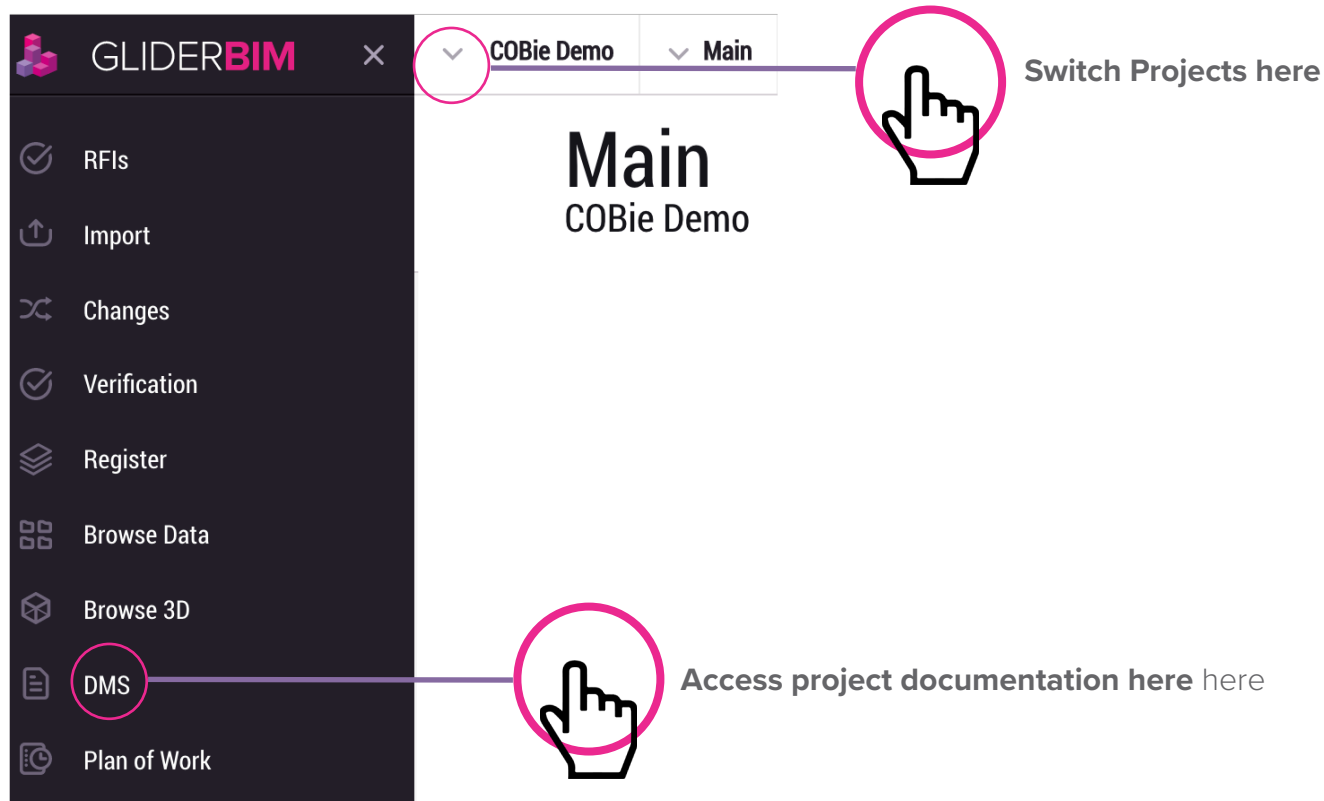
Notes:

5.0 NAVIGATION

Within the folder structure of the DMS will be all the relevant documentation for your project.
An example layout is shown below.

**Transmittals
and Reviews Tab**

Documentation folders

**Search
all documents here**

Update user details here

Notes:

6.0 DETAILS TAB

Each document uploaded has a details tab where general information regarding the document can be found.

Details tabs exist against each folder and document

Click to reveal the document type/status/version and last updated.

0. FRONT COVER

Details	History	Reviews

▼ LATEST VERSION: VERSION 3

Title	0. Front Cover
Files	0. Front Cover.docx
	0. Front Cover.pdf
Status	● Status A - Approved
Version	3
Type	File
Last Updated	2 years ago (7th May 2018)
Last updated by	Jo Hilliard

Notes:

7.0 HISTORY

View earlier versions of the document by navigating to the history tab. These will automaticallt download when clicked.

0. FRONT COVER

Details	History	Reviews

📄 Version 3 uploaded on 7th May 2018 by Jo Hilliard:
- 0. Front Cover.docx
- 0. Front Cover.pdf

▦ Data version 2 updated 27th March 2018 by Jo Hilliard:

Status	● In Review
Status	● Status A - Approved

📄 Version 2 uploaded on 27th March 2018 by Jo Hilliard:
- 0. Front Cover.docx
- 0. Front Cover.pdf

Notes:

8.0   UPLOADING

4.1.1 Single & Bulk uploading

Show Deleted ☐ ➕ ☁⬆ ☰
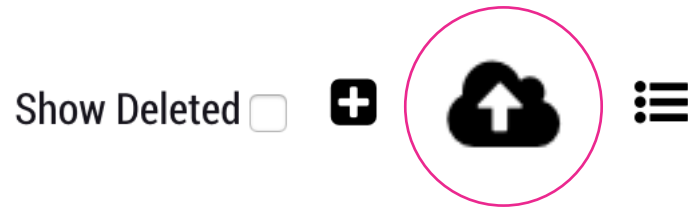
Click the above symbol to open a new window which will allow the user to select all files required for upload.

Add Files

Click '**Add Files**' **or drag and drop files** to add files to the upload.

Notes:

Click the pencil symbol to bulk assign a status to multiple documents. Prior to upload all documents need to have a status applied to them.

Filename (on your computer)	Size	➜	Document	Version	Status ✎
2125-TBD-XX-01-M3-A-0001-20191024-Test-P01.docx	21.3 kB		2125-TBD-XX-01-M3-A-0001-20191024-Test-P01	1 ✳	

 (none)

• For Approval

Start Upload

☐	**Title**

The green tick indicates the file uploaded complies to the defined file naming Convention.

☐ 📄 ✔ **2125-TBD -XX-01-M3-A-0001-20191024-Test-P01**
⬇ 2125-TBD -XX-01-M3-A-0001-20191024-Test-P01.docx

Notes:

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10.0 DOWNLOAD

Individual documents will automatically download once clicked on. Should you need to download in bulk the following method can be used:

Tick the items which are to be downloaded.

To downloadmanual sections and and relevant documents click the download icon after ticking the documents to be downloaded.

Notes:

11.0   REVIEWS

Click on the relevant version to access the details of the comments made.

Once comments have been made by the review team a notification will be issued to the relevant individuals
The comments can be found by navigating to the reviews tab on the relevant document.

All the comments issued against the document can be viewed as can previous versions of the same document.

0. FRONT COVER

Details	History	**Reviews**

💬 Version 3 - M&E O&M Manuals
● Status A - Approved

⊞ Back to Review Manager

💬 **Version 3 - M&E O&M Manuals**
● Status A - Approved

📄 0. Front Cover.docx 40.1 kB

📄 0. Front Cover.pdf 553.2 kB

Other Reviews

💬 Version 2 - M&E O&M Manuals
● Status A - Approved

0. Front Cover version 3

Documents > Fit Out Documentation > O&M Manuals > Ser

Action complete.

Consultants - Tier 3 Review
⭐ Jo Hilliard   ● Tomas Maslauskas

💬 Jo Hilliard   ● Status A - Approved   May 7, 2018 11:24
(no comments added)

💬 Tomas Maslauskas   ● Status A - Approved   Apr 23, 2
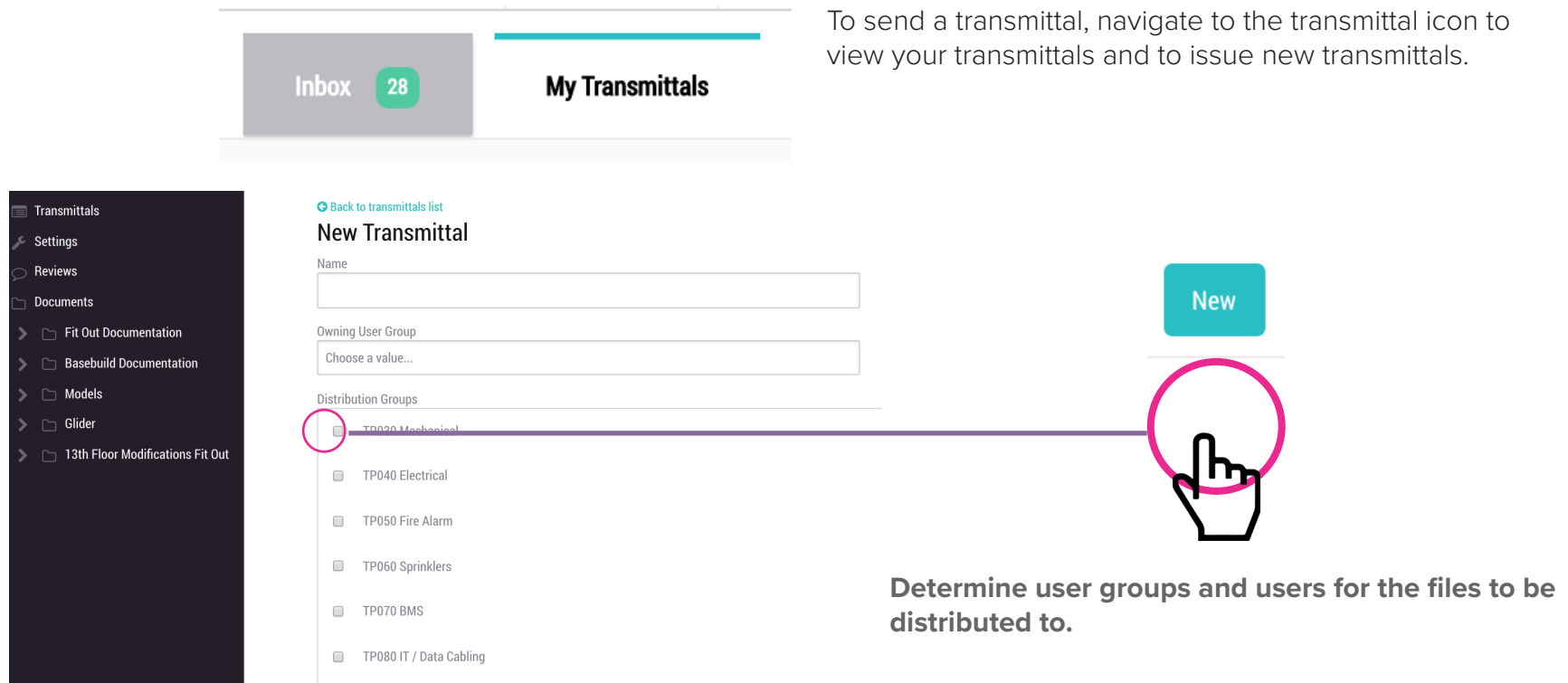HL Electrical - no comments

Overbury - Tier 2 Review
⭐ Jo Hilliard   ● Overbury Review Team

Notes:

12.0 TRANSMITTALS

All documents can be sent to other users of the system via transmittals. Once a transmittal is sent the reciever will be sent a link via email where they will be able to access all the documents issued.

To send a transmittal, navigate to the transmittal icon to view your transmittals and to issue new transmittals.

Determine user groups and users for the files to be distributed to.

Notes:

Select

Navigate to and select each file to be issued.

Please select documents to add to the new transmittal.
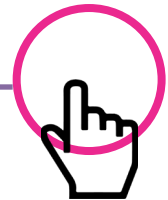**1 document selected.**

☐	**Title**
☑ 📄	0. Front Cover
	⬇ 0. Front Cover.docx ⬇ 0. Front Cover.pdf

Cancel   Done

Click done once all the required files have been selected.

Select

Contents

Title	Status	Version	Last Updated	Last Updated By	
Documents ＞ Fit Out Documentation ＞ O&M Manuals ＞ Services ＞ TP030 - Mechanical ＞ O&M Manual ＞ 📄 0. Front Cover ⬇ 0. Front Cover.docx ⬇ 0. Front Cover.pdf	● Status A - Approved	3 ▼	7th May 2018	Jo Hilliard	✖

Send Transmittal   Save as Draft

Click Send to issue transmittal
or Save to store and save for later issue.

Notes:

Notes: