

# General User Guide DMS

(Documentation Management System)



**Address**  
44 York Street  
Clitheroe  
BB7 2DL  
UK



**Contact:**  
**General Enquiries**  
+44 (0)203 8268 001

**Technical Support**  
+44 (0)203 8268 002



**Online**  
[www.gliderbim.com](http://www.gliderbim.com)  
[support@glidertech.com](mailto:support@glidertech.com)



## 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:

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# 1.0 INTRODUCTION

[www.gliderbim.com](http://www.gliderbim.com)

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

[www.gliderbim.com](http://www.gliderbim.com)

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

## 3.0 LOG IN

www.gliderbim.com

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

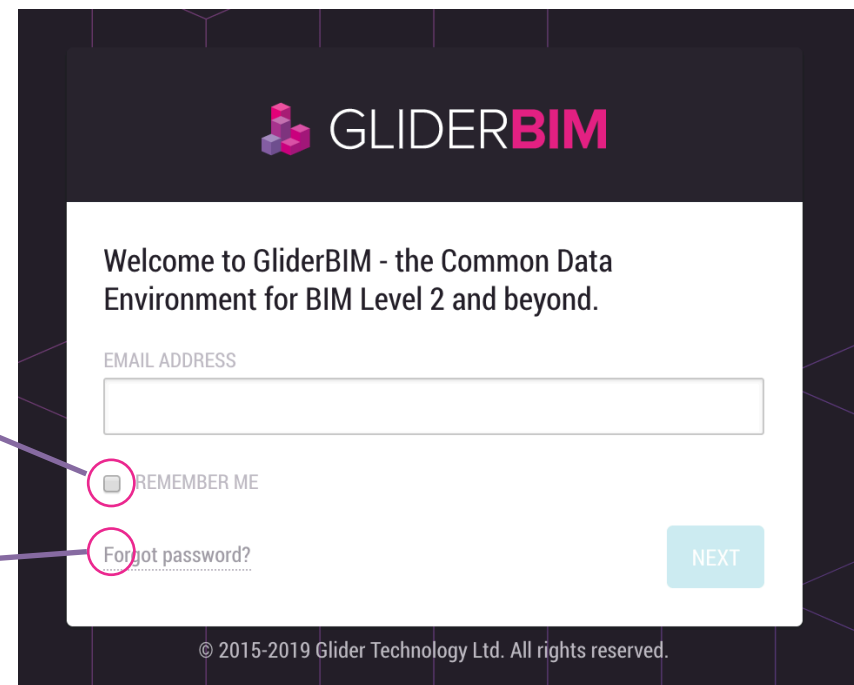
<https://app.gliderbim.com/login>

**Tick to keep password remembered on your browser.**

This is not recommended to use for shared computers.  
Please do not share your details with other individuals.



**Forgotten your password? Click here to reset.**



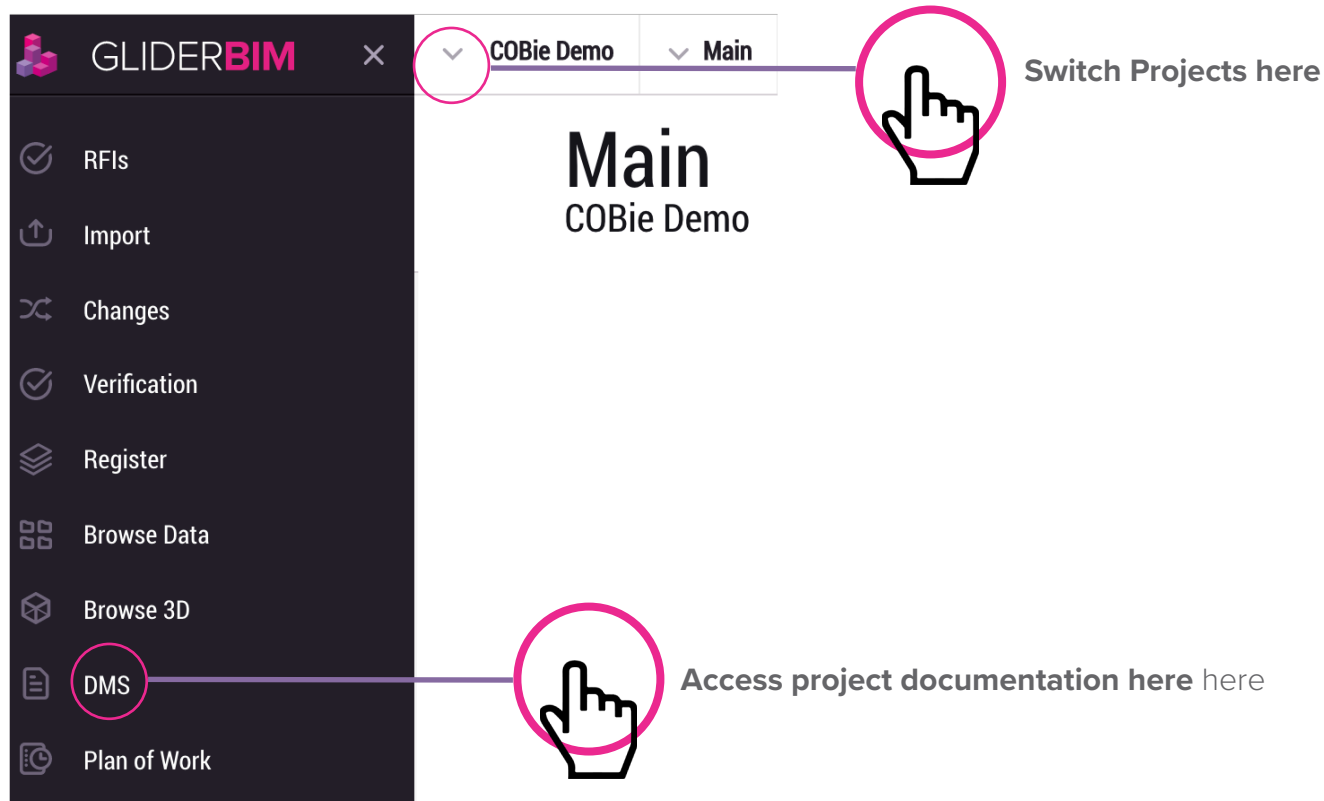
Should another member of your organisation require access, please contact us on the details found on the previous page.

Notes:

## 4.0 DMS

www.gliderbim.com

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.



Notes:

# 5.0 NAVIGATION

www.gliderbim.com

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

The screenshot shows the GLIDERBIM DMS interface. On the left is a dark sidebar with a menu containing 'Transmittals', 'Settings', 'Reviews', and 'Documents'. Under 'Documents', there are sub-items 'Fit Out Documentation' and 'Basebuild Documentation'. The main area displays a table of documents under the 'ROOT root' folder. The table has columns: Title, Status, Version, Last Updated, Last Updated By, Deliverable, DocType, Manufacturer, Phase, Sub Contractor, and Size. Two documents are listed: 'Fit Out Documentation' and 'Basebuild Documentation', both updated on 31st July 2019 by Nick Hutchinson. Each document has a 'DETAILS' button. At the top right, there is a search bar, a user profile icon, and a 'Show Deleted' toggle. Four callouts with hand icons point to specific elements: 'Transmittals and Reviews Tab' points to the 'Reviews' menu item; 'Documentation folders' points to the 'Fit Out Documentation' and 'Basebuild Documentation' sub-items; 'Search all documents here' points to the search bar; and 'Update user details here' points to the user profile icon.

Title	Status	Version	Last Updated	Last Updated By	Deliverable	DocType	Manufacturer	Phase	Sub Contractor	Size
Fit Out Documentation			31st July 2019	Nick Hutchinson						
Basebuild Documentation			31st July 2019	Nick Hutchinson						

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.

The diagram illustrates the 'DETAILS' tab functionality. On the left, a sidebar shows three 'DETAILS' buttons. The top button is highlighted with a pink circle and a hand icon, with a line pointing to the text 'Details tabs exist against each folder and document'. The bottom button is also highlighted with a pink circle and a hand icon, with a line pointing to the text 'Click to reveal the document type/status/version and last updated.'.

On the right, a screenshot of the '0. FRONT COVER' document details page is shown. The page has a title bar with a close button. Below the title bar are three tabs: 'Details' (active), 'History', and 'Reviews'. A section titled 'LATEST VERSION: VERSION 3' is expanded, showing a table of document information.

LATEST VERSION: VERSION 3	
Title	<a href="#">0. Front Cover</a>
Files	0. Front Cover.docx 0. Front Cover.pdf
Status	• <a href="#">Status A - Approved</a>
Version	3
Type	File
Last Updated	2 years ago (7th May 2018)
Last updated by	Jo Hilliard

Notes:

# 7.0 HISTORY

www.gliderbim.com



View earlier versions of the document by navigating to the history tab. These will automatically 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:

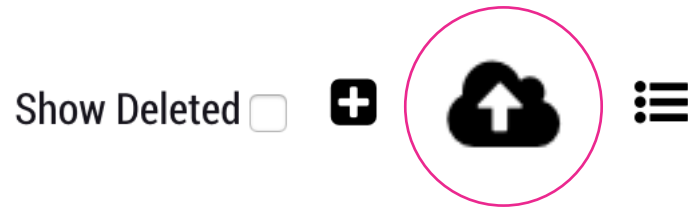
- 0. Front Cover.docx
- 0. Front Cover.pdf

Notes:

# 8.0 UPLOADING

www.gliderbim.com

## 4.1.1 Single & Bulk uploading




Click the above symbol to open a new window which will allow the user to select all files required for upload.



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	<u>2125-TBD-XX-01-M3-A-0001-20191024-Test-P01</u>	1 *	<div> <div>(none)</div> <div>• For Approval</div> </div>

Start Upload


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


<input type="checkbox"/> Title
<input type="checkbox"/>   2125-TBD -XX-01-M3-A-0001-20191024-Test-P01  2125-TBD -XX-01-M3-A-0001-20191024-Test-P01.docx














Notes:

# 10.0 DOWNLOAD

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




 [ROOT](#) / [FIT OUT DOCUMENTATION](#) / [O&M MANUALS](#) / [SERVICES](#) / [TP090 - AUDIO VISUAL](#) / [O&M MANUAL](#)  
O&M Manual

	Title	Status	Version
<input checked="" type="checkbox"/>	<div>0. Front Cover</div> <div> 0. Front Cover.docx  0. Front Cover.pdf</div>	<div> Status A - Approved</div>	1
<input checked="" type="checkbox"/>	<div>0. Table of Contents</div> <div> 0. Table of Contents.docx  0. Table of Contents.pdf</div>	<div> Status A - Approved</div>	3
<input checked="" type="checkbox"/>	<div>1. Introduction</div> <div> 1. Introduction.docx  1. Introduction.pdf</div>	<div> Status A - Approved</div>	4
<input checked="" type="checkbox"/>	<div>2. System Information</div> <div> 2. System Information.pdf  2. System Information.docx</div>	<div> Status A - Approved</div>	4

Tick the items which are to be downloaded.

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



Notes:

# 11.0 REVIEWS

www.gliderbim.com



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.

The screenshot displays the '0. FRONT COVER' document interface. At the top, there are tabs for 'Details', 'History', and 'Reviews'. The 'Reviews' tab is selected, indicated by a pink circle. Below the tabs, a message states 'Version 3 - M&E O&M Manuals' with a status of 'Status A - Approved'. A pink circle highlights the 'Reviews' tab. To the right, a sidebar shows the document's version history, including '0. Front Cover.docx' and '0. Front Cover.pdf'. Below this, a section titled 'Other Reviews' lists previous versions. The main content area on the right shows the '0. Front Cover version 3' details, including a breadcrumb trail, a confirmation message 'Action complete.', and a list of consultants and their review status.

**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, 1  
HL Electrical - no comments

**Overbury - Tier 2 Review**

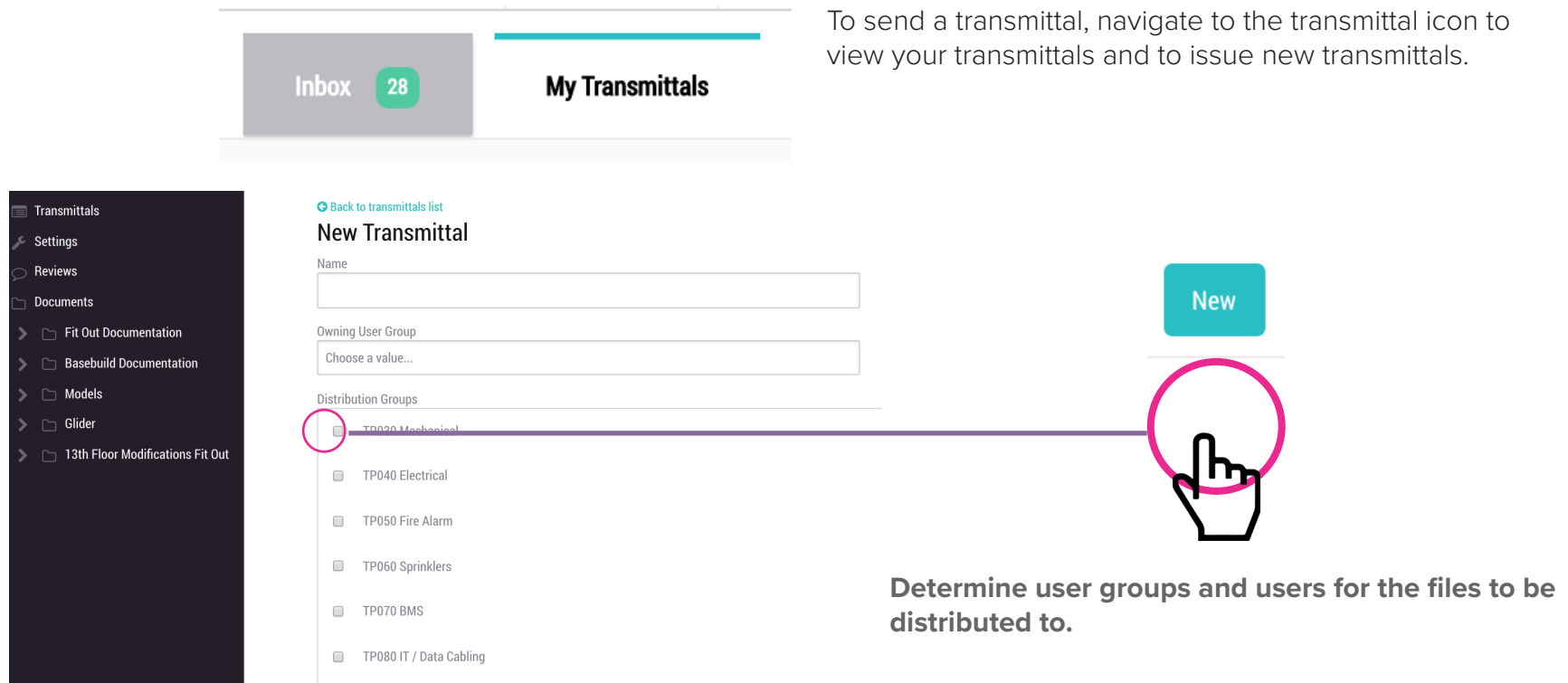
★ Jo Hilliard ● Overbury Review Team

Notes:

# 12.0 TRANSMITTALS

www.gliderbim.com

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.

**New Transmittal**

[Back to transmittals list](#)

Name

Owning User Group

Choose a value...

Distribution Groups

- ☒ TP020 Mechanical
- ☐ TP040 Electrical
- ☐ TP050 Fire Alarm
- ☐ TP060 Sprinklers
- ☐ TP070 BMS
- ☐ TP080 IT / Data Cabling

**New**

**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



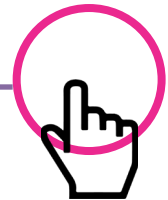
0. Front Cover

0. Front Cover.docx

0. Front Cover.pdf

Cancel

Done



Click done once all the required files have been selected.

Contents

Select

Title	Status	Version	Last Updated	Last Updated By
<a href="#">Documents</a> > <a href="#">Fit Out Documentation</a> > <a href="#">O&amp;M Manuals</a> > <a href="#">Services</a> > <a href="#">TP030 - Mechanical</a> > <a href="#">O&amp;M Manual</a> > 0. Front Cover	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: