

# OnSite PMS

## Feature Guide

Project Management Solutions for the Construction Industry

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### **Contact**

[enquiries@darwinconsultants.co.uk](mailto:enquiries@darwinconsultants.co.uk)

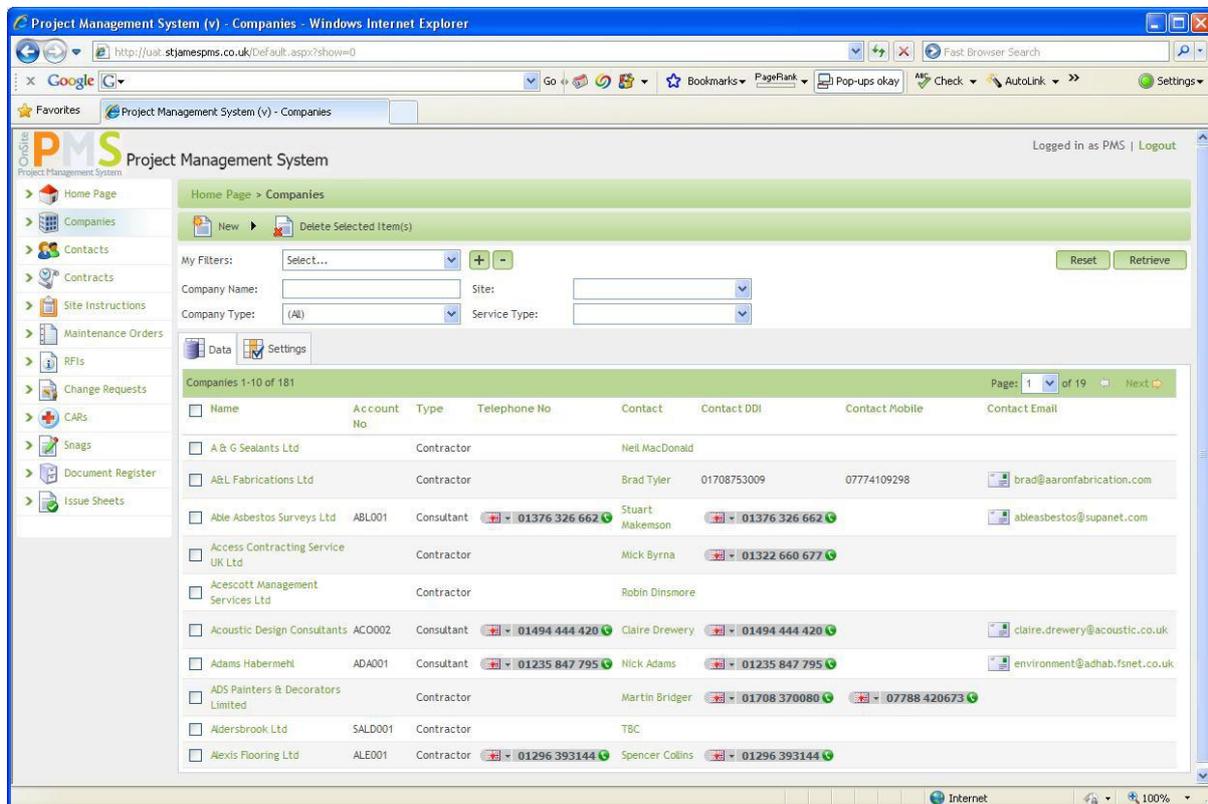
[www.darwinconsultants.co.uk](http://www.darwinconsultants.co.uk)

[t] +44(0)1273 325315

## What is OnSite PMS?

OnSite PMS (Project Management System) is an easy-to-use, easy-to-learn integrated solution for the Construction Industry, used to help manage the operation of remote sites during construction projects. This web-based solution allows Company and Contact information to be shared across multiple sites and provides the tools required to create and manage Contracts, Site Instructions, Variations, Change Requests and Snags, along with providing a comprehensive range of reports.

By using OnSite PMS, you will find it easy to manage sub-contractors and keep control of project spend, effectively managing up-front and ongoing spend, while drastically reducing your contingency provisions freeing up much-needed capital for other projects. OnSite PMS allows you to manage and control your information efficiently and securely – all of this with the support of Darwin Consultants to assist you when you need help.



The screenshot shows the OnSite PMS web application interface. The main content area displays a list of companies under the heading 'Companies 1-10 of 181'. The list includes columns for Name, Account No, Type, Telephone No, Contact, Contact DDI, Contact Mobile, and Contact Email. The following table represents the data shown in the screenshot:

Name	Account No	Type	Telephone No	Contact	Contact DDI	Contact Mobile	Contact Email
A & G Sealants Ltd		Contractor		Neil MacDonald			
A&L Fabrications Ltd		Contractor		Brad Tyler	01708753009	07774109298	brad@aaronfabrication.com
Able Asbestos Surveys Ltd	ABL001	Consultant	01376 326 662	Stuart Makenson	01376 326 662		ableasbestos@supanet.com
Access Contracting Service UK Ltd		Contractor		Mick Byrna	01322 660 677		
Acescott Management Services Ltd		Contractor		Robin Dinsmore			
Acoustic Design Consultants	AC0002	Consultant	01494 444 420	Claire Drewery	01494 444 420		claire.drewery@acoustic.co.uk
Adams Habermehl	ADA001	Consultant	01235 847 795	Nick Adams	01235 847 795		environment@adhab.fsnet.co.uk
ADS Painters & Decorators Limited		Contractor		Martin Bridger	01708 370080	07788 420673	
Aldersbrook Ltd	SALD001	Contractor		TBC			
Alexis Flooring Ltd	ALE001	Contractor	01296 393144	Spencer Collins	01296 393144		

OnSite PMS provides you with all the tools you need to efficiently manage your build projects, from Contact information, Contracts, Document Registers and Issue Sheets to the on-going management of the build through Change Requests, Site Instructions and Corrective Action Requests and finally Snagging Lists.

## Manage Your Operational Data

OnSite PMS allows you to manage a wide array of data relating to your construction projects.

<b>Companies and Contacts</b>	Manage the various companies and suppliers you work with along with the individual contacts that you deal with on a day-to-day basis. This information is shared across all of the projects and phases you manage with OnSite PMS.
<b>Contracts</b>	Manage your important Contracts and Sub-Contracts for individual projects and phases.
<b>Site Instructions</b>	Manage on Site Instructions, recording variations to the agreed contract value. Approve variations on-line to maximise control and minimise delays. Raise Contra-Charges to other Sub-Contractors to retrieve costs.
<b>Maintenance Orders</b>	Manage the remedial work that is needed after work on a site has been completed through the Maintenance Orders module. Raise Contra-Charges to other Sub-Contractors to retrieve costs.
<b>Requests for Information (RFIs)</b>	Request quotes for new or changed work, or request information from your sub-contractors or local authorities and record responses.
<b>Change Requests</b>	Raise, review and approve Change Requests prior to carrying out the work. Approve these requests on-line to minimise delays and to ensure Changes are required and fully costed.
<b>Corrective Action Requests</b>	Manage on-going reporting and resolution of quality issues on the work your sub-contractors are doing.
<b>Snags</b>	On the completion of a plot build, record and manage any snags that occur prior to release for sale.
<b>Documents and Issue Sheets</b>	Record the documents that apply to a project or phase, track versions, issue documents to the relevant parties and keep a track of who is working to which version!

## Allow Your Contractors to Update You Remotely

With a secure Contractor 'portal' included in the software, your Contractors can update you with progress on the Site Instructions and Snag resolutions they are working on. Pushing back this responsibility allows you to focus on more strategic tasks that result from the work being done out on site.

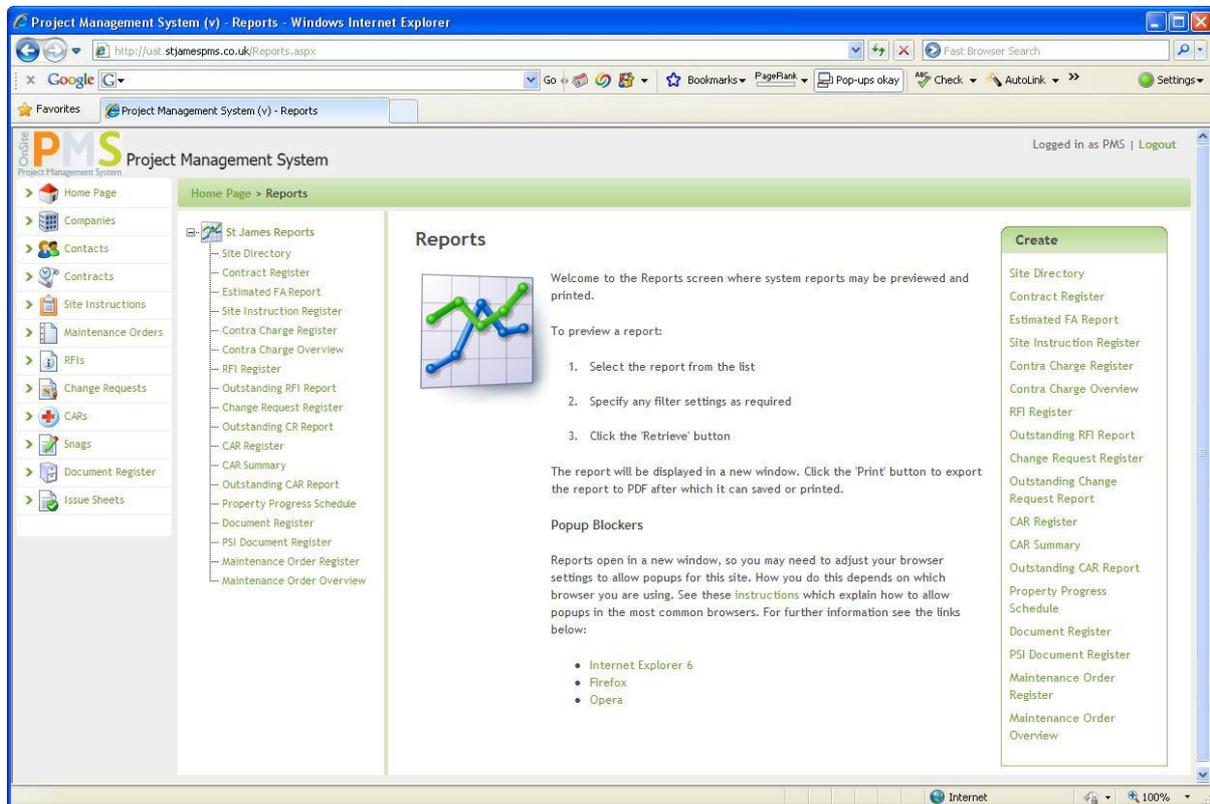
## Organise the Set-up of Your System

All of the functions within OnSite PMS are based upon the hierarchy of Regions, Sites, Phases and Plots. Many Regions can exist and each Region can have multiple Sites. Within each Site, multiple Phases can exist against which multiple Plots can be constructed. The configuration of this hierarchy is totally flexible and capable of being tailored to suit specific build projects.

Throughout the system, various elements of reference data are used when managing the operational elements your projects. These data elements help to ensure the quality of the data being created on a day-to-day basis and are again open to customisation to suit your specific needs.

## Report on Your Projects

OnSite PMS comes with a comprehensive suite of management and financial reports to enable you to report on a phase, a project or right across the company.

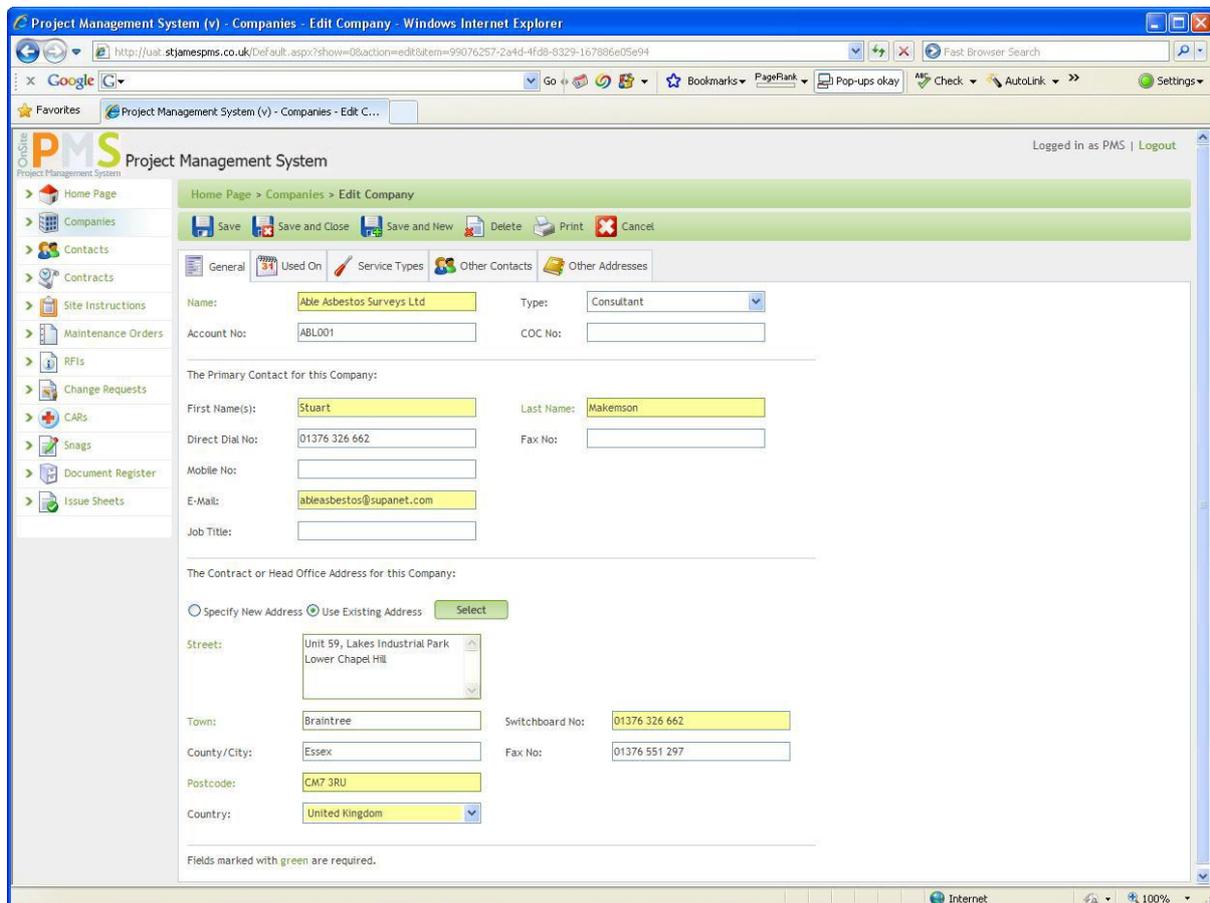


The standard suite of reports currently includes a Phase Directory, Contract Register, Site Instruction Register, Contra Charge Register, RFI Analysis and Register, Change Request Register and Outstanding Change Request Analysis, Corrective Action Request Register and Summary, Outstanding Snag Analysis, Property Progress Schedule and Document Register.

All reports can be configured through a comprehensive set of filter criteria and exported to various other formats such as PDF, Microsoft Word and RTF.

## Get Up and Running Quickly

OnSite PMS has been designed with end-users in mind at all times. The ability to create and manage data with OnSite PMS is provided by a user interface that is both easy to learn and easy to use.



The screenshot shows the 'Edit Company' form in the OnSite PMS web application. The browser window title is 'Project Management System (v) - Companies - Edit Company - Windows Internet Explorer'. The URL is 'http://ust.stjamespms.co.uk/Default.aspx?show=0&action=edit&em=99076257-2e4d-4f38-8329-167886e05e94'. The page is titled 'Project Management System' and shows the user is logged in as 'PMS'. The navigation menu on the left includes Home Page, Companies, Contacts, Contracts, Site Instructions, Maintenance Orders, RFIs, Change Requests, CARs, Snags, Document Register, and Issue Sheets. The main form has tabs for General, Used On, Service Types, Other Contacts, and Other Addresses. The 'General' tab is active, showing the following fields:

- Name: Able Asbestos Surveys Ltd (highlighted in green)
- Type: Consultant (dropdown menu)
- Account No: ABL001
- COC No: (empty)
- The Primary Contact for this Company:
  - First Name(s): Stuart (highlighted in green)
  - Last Name: Makemson (highlighted in green)
  - Direct Dial No: 01376 326 662
  - Fax No: (empty)
  - Mobile No: (empty)
  - E-Mail: ableasbestos@supanet.com (highlighted in green)
  - Job Title: (empty)
- The Contract or Head Office Address for this Company:
  - Specify New Address  Use Existing Address
  - Street: Unit 59, Lakes Industrial Park, Lower Chapel Hill (dropdown menu)
  - Town: Braintree
  - Switchboard No: 01376 326 662 (highlighted in green)
  - County/City: Essex
  - Fax No: 01376 551 297
  - Postcode: CM7 3RU (highlighted in green)
  - Country: United Kingdom (dropdown menu)

Fields marked with green are required.

Supported by a comprehensive user guide and, where required, on-site training, your team will quickly become familiar with the system and will soon be confident enough to manage Contacts, Site Instructions, Change Requests and Documents.

## Control Who Manages Your Data

OnSite PMS is supported by a comprehensive security model. Assign roles to users by Project and Phase. An extensive administration module makes it easy to control who is able to raise, edit and approve data within each of the construction projects you are managing.

## How is OnSite PMS Deployed?

OnSite PMS is a web-based solution that is fully hosted and managed by Darwin Consultants. In order for your teams to use the system, all that is required is a computer with a standard Internet browser installed (such as Microsoft Internet Explorer or Firefox) and a broadband connection. As part of the initial setup, we will provide you with a secure login to your system that can be configured to include or exclude any number of specific users within your organisation.

All on-going software maintenance and database backups are managed by Darwin Consultants as part of our standard support service.

## Find Out More

If you want to know more about OnSite PMS or would like to arrange for a demonstration, please contact Simon Heather at Darwin.

Tel (+44) (0) 1273 325315 (Office)  
E-Mail: [simon.heather@darwinconsultants.co.uk](mailto:simon.heather@darwinconsultants.co.uk)  
Web Site: [www.darwinconsultants.co.uk](http://www.darwinconsultants.co.uk)