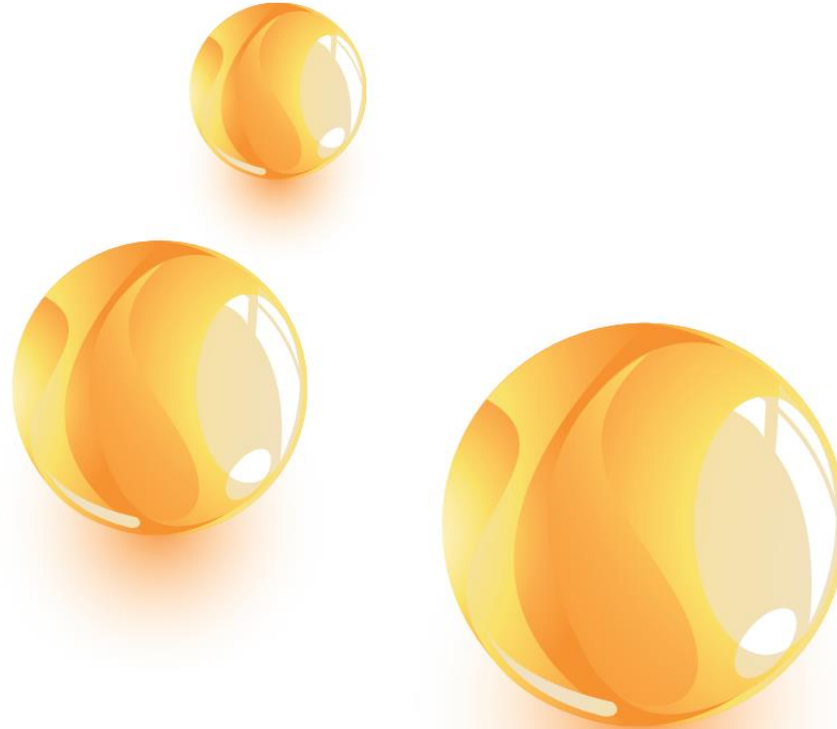


Contractors & Visitors User Guide - Site Access Request





Contractor – Access Request

PROCEDURE PURPOSE

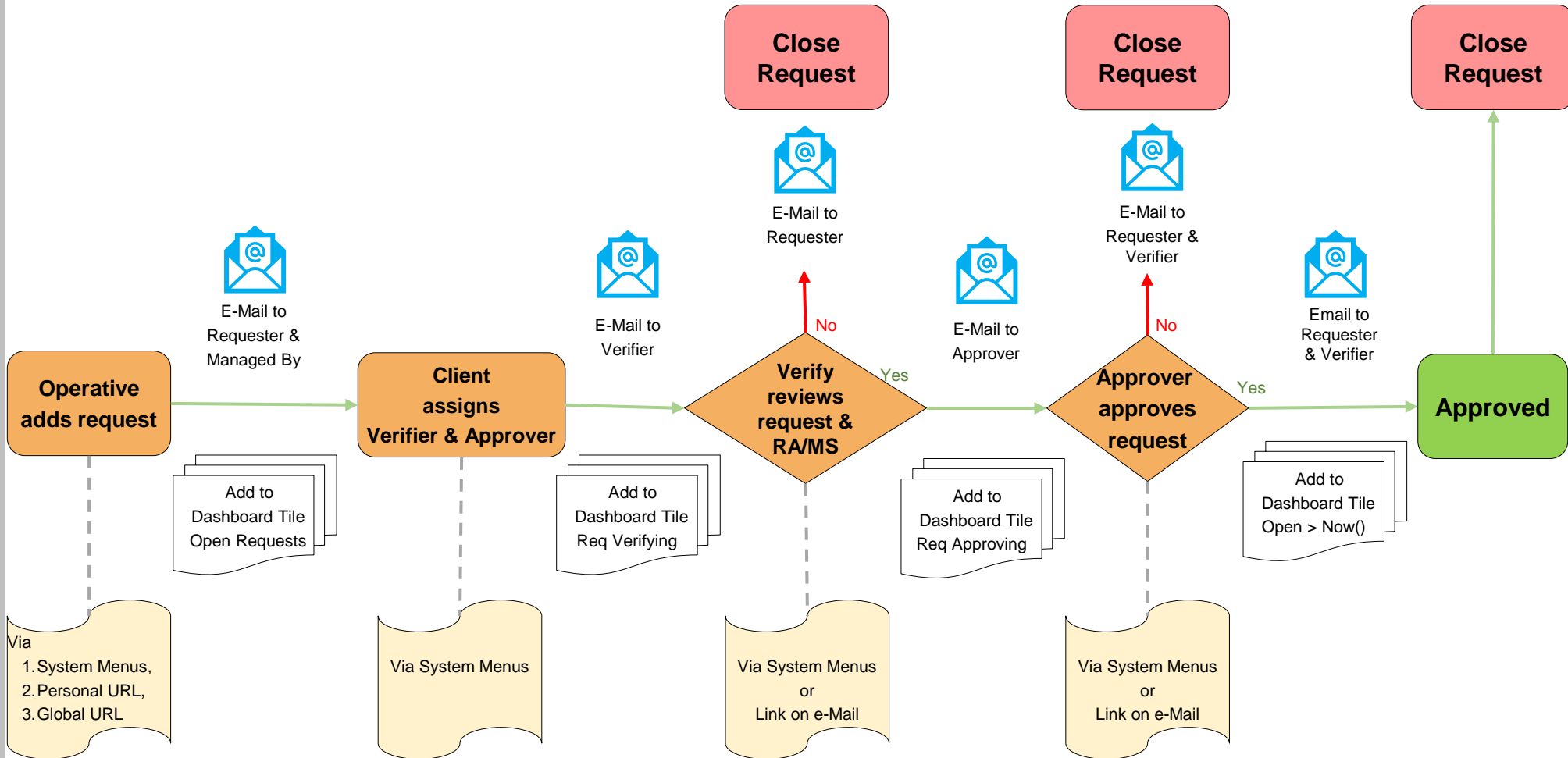
This procedure will guide users of the module envisaged to be either Contractors or Visitors through the process of requesting access to the Clients site.

PREREQUISITES

1. To request access via the SOTERweb system the user will need to be on the system and added to either a contractor, supplier, consultant. In addition, the individuals profile will need the correct 'permissions' (see Help File for permissions) and previously activated their account.
2. The individual may request access via a URL link embedded in an email issued via a member of the Client team.
3. A request is initiated via a global URL link found on the Clients own website.



Module Flow Diagram





Adding a Site Request – 3 Options

1. Within the Project Module via the 'Request Site Access' Tab
2. Via a Client team issued URL link using email automation.
3. Via a Client global URL link typically placed on the University of Greenwich website.

Via the SOTERweb system

Click **Link** or copy it into your web browser

<https://uog.soterweb.org.uk/>

Arrive at SOTERweb – We suggest You Bookmark this page

SOTERweb : Estate Facilities Management System
WEB PORTAL



Click **Login**

Log in – 1st stage

Enter

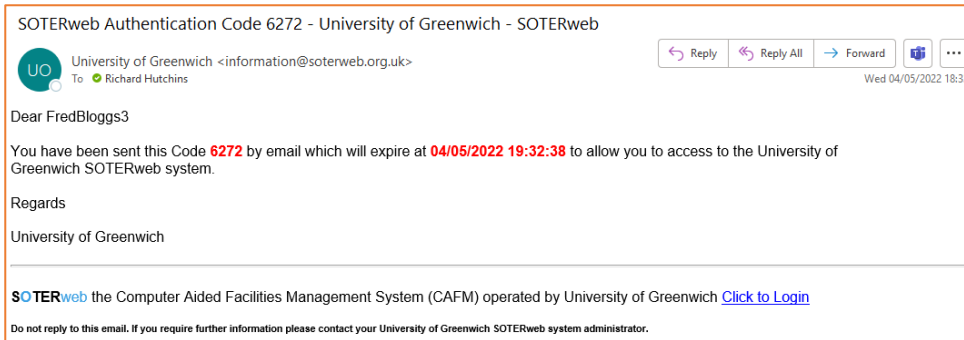
1. Username – typically your email address
2. Password
3. Validation Code – a security feature
4. Click remember me (if you wish)
5. Press LOGIN

Log In SOTERweb

The screenshot shows the Soterweb login page. At the top, there is a circular logo composed of blue dots with one orange dot at the bottom. Below the logo, the page is titled "Log In SOTERweb". The login form consists of several fields and buttons:

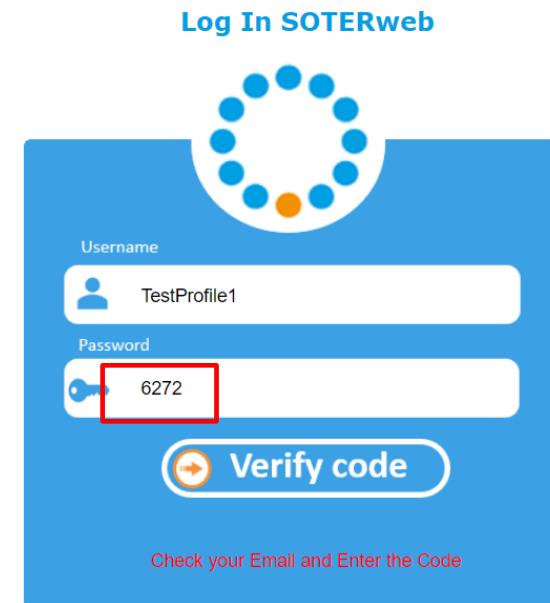
- Username:** A text input field containing "FredBloggs3".
- Password:** A text input field with masked characters (dots).
- Validation Code:** A large, stylized number "9634" is displayed. Below it is a "Show another code" button with a refresh icon. A red box highlights the "Enter the Code ..." input field.
- Login:** A large blue button with a right-pointing arrow and the text "Login".
- Remember me:** A checkbox labeled "Remember me (for 30 days)".
- Forgot password?:** A button with a left-pointing arrow, the text "Forgot password?", and a right-pointing arrow.
- Footer:** A small note at the bottom states "Cookies are used for the functionality of the system".

Log in – 2nd stage verification



Enter

1. Digit code – sent to your system held email address
2. Press Verify Code



From the Home Screen

Login Accepted



Step 1 – Click the **PROJECTS** tab

From the Home Screen

The screenshot shows the user interface of the soterweb system. At the top, there are navigation tabs: 'Contractors & Suppliers', 'Project', and 'Access-IT'. Below these tabs, there are five icons representing different system functions: 'Projects', 'Permits', 'Access Site Requests', 'Access-IT (Admin)', and 'Financial'. The 'Access Site Requests' icon is highlighted with a red rectangular box. In the center of the screen, the text 'Login Accepted' is displayed above the University of Greenwich logo, which consists of a circular emblem and the text 'UNIVERSITY OF GREENWICH'. At the top right of the interface, there is a search bar and a 'Logout' button.

Step 2 – Click the **Access Site Requests**

From the Home Screen



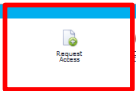
Step 3 – Click the **Request Site Requests** tab

Complete request form, attach RAMS, press 'Request Access' icon



Contractor Site Access Request

To be completed by the Contractor and submitted at least 24 hours (unless an emergency) in advance of need. Please note parking will need to be booked in via your Client representative.



| | | |
|-----------------------------------|---|---|
| Company | Montgomery and Coupers Ltd | - |
| Name | Test Profile 1 | - |
| e-Mail | rik@montgomeryandcoupers.co.uk | |
| Mobile Number | 07744 695 8499 | |
| My Supervisor (OOH) & Mobile No | Mr Fred Bloggs - 0790 456 8738 | |
| Site | Greenwich Campus | - |
| Location | | - |
| Area/Room | ground floor | |
| Description of Works | painting main walls | |
| Upload RAMS | Browse... No file selected. | |
| Date Access Req'd | 15/06/2022 20:51 | |
| Date Access To | 16/06/2022 00:51 | |
| Client Contact (if Known) | Paul Lambert | |
| Impact to Immediate (area if any) | Some low level noise, minor dust and sections of the circulation areas will be barriered off. | |
| Does Work Involve | <input type="checkbox"/> Hot Works <input type="checkbox"/> Service Isolation <input type="checkbox"/> Use of Lifting Equipment <input type="checkbox"/> Working@Height <input type="checkbox"/> Service Interruption <input type="checkbox"/> Disturb Asbestos <input type="checkbox"/> Access to Restricted Area <input type="checkbox"/> Excavations <input type="checkbox"/> Use of Herbicide | |
| Confirm | <input checked="" type="checkbox"/> Valid Induction <input checked="" type="checkbox"/> RAMS Submitted <input checked="" type="checkbox"/> RAMS Agreed | |

ALTERNATIVELY

Via Email Automation and the embedded URL Link

SOTERweb Demo - Site Access Request - Link



SOTERweb Demo <demo@soterweb.org.uk>
To Richard Hutchins



Wed 15/06/2022 21:03

Dear Fred Bloggs2

A representative of SOTERweb Demo has given you authority to raise Site Access Requests.

To Request a Site Access Request [Click Here](#) and complete the fields. You will be notified if your request is approved or rejected.

Regards

SOTERweb Demo

SOTERweb the Computer Aided Facilities Management System (CAFM) operated by SOTERweb Demo [Click to Login](#)

Do not reply to this email. If you require further information please contact your SOTERweb Demo SOTERweb system administrator.

The information in this email is confidential and may also be privileged. If you are not the intended recipient, please notify us immediately. You should not copy this e-mail or its contents or use it for any purpose nor disclose its contents to any other person unless authorised to do so. Although this email and any attachments are believed to be free of any virus or any other defect which might affect any computer or IT system into which they are received and opened, it is the responsibility of the recipient to ensure that they are virus free and no responsibility is accepted by us for any loss or damage arising in any way from receipt or use thereof.

Reference: SOTERweb Demo 00003080

Click the **Link**

Complete form, attach RAMS, press 'Request Access' icon



Contractor Site Access Request

To be completed by the Contractor and submitted at least 24 hours (unless an emergency) in advance of need. Please note parking will need to be booked in via your Client representative.



| | | |
|-----------------------------------|---|---|
| Company | Montgomery and Coupers Ltd | - |
| Name | Test Profile 1 | - |
| e-Mail | rik@montgomeryandcoupers.co.uk | |
| Mobile Number | 07744 695 8499 | |
| My Supervisor (OOH) & Mobile No | Mr Fred Bloggs - 0790 456 8738 | |
| Site | Greenwich Campus | - |
| Location | | - |
| Area/Room | ground floor | |
| Description of Works | painting main walls | |
| Upload RAMS | Browse... No file selected. | |
| Date Access Req'd | 15/06/2022 20:51 | |
| Date Access To | 16/06/2022 00:51 | |
| Client Contact (if Known) | Paul Lambert | |
| Impact to Immediate (area if any) | Some low level noise, minor dust and sections of the circulation areas will be barriered off. | |
| Does Work Involve | <input type="checkbox"/> Hot Works <input type="checkbox"/> Service Isolation <input type="checkbox"/> Use of Lifting Equipment <input type="checkbox"/> Working@Height <input type="checkbox"/> Service Interruption <input type="checkbox"/> Disturb Asbestos <input type="checkbox"/> Access to Restricted Area <input type="checkbox"/> Excavations <input type="checkbox"/> Use of Herbicide | |
| Confirm | <input checked="" type="checkbox"/> Valid Induction <input checked="" type="checkbox"/> RAMS Submitted <input checked="" type="checkbox"/> RAMS Agreed | |

ALTERNATIVELY

Via the global URL Link – enter 1234, then complete form

Contractor Site Access Request

To be completed by the Contractor and submitted at least 24 hours (unless an emergency) in advance of need. Please note parking will need to be booked in via your Client representative.

| | |
|-----------------------------------|---|
| Company | <input type="text"/> |
| Name | <input type="text"/> |
| e-Mail | <input type="text"/> |
| Mobile Number | <input type="text"/> |
| My Supervisor (OOH) & Mobile No | <input type="text"/> |
| Site | <input type="text"/> |
| Location | <input type="text"/> |
| Area/Room | <input type="text"/> |
| Description of Works | <input type="text"/> |
| Upload RAMS | <input type="text" value="Choose file"/> No file chosen |
| Date Access Req'd | <input type="text" value="15/06/2022 21:09"/> |
| Date Access To | <input type="text" value="16/06/2022 01:09"/> |
| Client Contact (if Known) | <input type="text"/> |
| Impact to Immediate (area if any) | <input type="text"/> |
| Does Work Involve | <input type="checkbox"/> Hot Works <input type="checkbox"/> Service Isolation <input type="checkbox"/> Use of Lifting Equipment <input type="checkbox"/> Valid Induction |
| | <input type="checkbox"/> Working@Height <input type="checkbox"/> Service Interruption <input type="checkbox"/> Disturb Asbestos <input type="checkbox"/> RAMS Submitted |
| | <input type="checkbox"/> Access to Restricted Area <input type="checkbox"/> Excavations <input type="checkbox"/> Use of Herbicide <input type="checkbox"/> RAMS Agreed |
| Confirm | <input type="checkbox"/> |

SOTERweb Verification

Please Enter your Verification Code

Click the 1234 in verification box (a security feature)

END OF DOCUMENT