

4th Dimension Portal User Guide

A Complete Guide to Using Your Project Portal

Welcome!

This guide will help you navigate and use the 4th Dimension Portal effectively. Whether you're a team member, client, contractor, or consultant, this guide covers everything you need to know.

1. Getting Started

1.1 Accessing the Portal

URL: <https://portal.4thdimensionarchitect.com>

Supported Browsers: - Google Chrome (recommended) - Microsoft Edge - Safari - Firefox

1.2 First-Time Login

1. You'll receive an invitation via SMS/WhatsApp
2. Click the registration link
3. Fill in your details
4. Set a strong password
5. Wait for approval (you'll be notified)
6. Login with your email and password

1.3 Dashboard Overview

After login, you'll see your dashboard with: - Active projects assigned to you - Recent notifications - Quick actions - Calendar/upcoming deadlines

2. For Team Members

2.1 My Work Section

Access: Dashboard > My Work

This section shows: - Tasks assigned to you - Drawing deadlines - Weekly targets - Completed work

To update task status: 1. Click on the task 2. Update status (In Progress / Completed) 3. Add notes if needed 4. Save changes

2.2 Managing Projects

View Project: 1. Go to Projects 2. Click on project name 3. View all project details: - Client information - Team members - Drawings - Documents - Timeline

Update Project: 1. Open project 2. Click Edit (if you have permission) 3. Update required fields 4. Save

2.3 Uploading Drawings

1. Open the project
2. Go to Drawings tab
3. Click "Add Drawing" or "Upload"
4. Select file (DWG, PDF)
5. Fill in drawing details:
 - Drawing name
 - Drawing number
 - Category
 - Revision (if applicable)
6. Click Upload
7. Submit for approval if required

2.4 Issuing Drawings

1. Open the drawing
 2. Click "Issue Drawing"
 3. Select recipients:
 - Client
 - Contractor
 - Consultant
 4. Add cover note if needed
 5. Click Issue
 6. Recipients will be notified via WhatsApp/email
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3. For Clients

3.1 Your Dashboard

As a client, you'll see: - Your active projects - Latest drawings issued to you - Notifications - Contact information for your team

3.2 Viewing Project Status

1. Click on your project
2. View:
 - Project timeline
 - Current phase
 - Drawings issued to you
 - Payment status

3.3 Downloading Drawings

1. Go to your project
2. Click on Drawings tab
3. Find the drawing you need
4. Click Download button
5. File will download to your device

3.4 Providing Feedback

1. Open the drawing
 2. Click "Add Comment"
 3. Type your feedback
 4. Click Submit
 5. Team will be notified
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4. For Contractors & Consultants

4.1 Accessing Assigned Projects

1. Login to portal
2. Go to Projects
3. View projects you're assigned to
4. Click to open project details

4.2 Downloading Construction Drawings

1. Open your assigned project
2. Go to Drawings tab
3. Filter by "Issued" or "For Construction"
4. Download required drawings
5. Check revision numbers before use

4.3 Submitting Progress Updates

1. Open the project
 2. Go to Progress tab
 3. Click “Add Update”
 4. Fill in:
 - Date
 - Work completed
 - Photos (attach)
 - Issues (if any)
 5. Submit
-

5. Notifications

5.1 Types of Notifications

| Notification | Trigger |
|-------------------|-------------------------------|
| New Project | When assigned to a project |
| Drawing Issued | When drawing is issued to you |
| Task Assigned | When task is assigned |
| Deadline Reminder | Before due dates |
| Comment | When someone replies |
| Approval | When approval is needed/given |

5.2 Notification Channels

- **In-App:** Bell icon on top right
- **WhatsApp:** If you’ve connected
- **Email:** For important updates

5.3 Managing Notifications

1. Go to Settings > Notifications
 2. Choose which notifications you want
 3. Select preferred channels
 4. Save preferences
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6. Profile & Settings

6.1 Updating Your Profile

1. Click your name (top right)
2. Select Profile
3. Update:

- Name
 - Phone number
 - Profile photo
 - Password
4. Save changes

6.2 Changing Password

1. Go to Profile
2. Click “Change Password”
3. Enter current password
4. Enter new password (twice)
5. Save

Password Requirements: - Minimum 8 characters - At least one uppercase letter - At least one number - At least one special character

7. Resources Section

7.1 Accessing Resources

1. Go to Resources from menu
2. Browse by category:
 - Onboarding
 - Company Standards
 - Templates
 - Tutorials
 - Policies
 - Tools

7.2 Downloading Resources

1. Find the resource you need
 2. Click Download
 3. File will download
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8. Common Tasks - Quick Guide

For Team Members

| Task | Steps |
|----------------|---------------------------------------|
| Upload drawing | Projects > [Project] > Drawings > Add |
| Update task | My Work > [Task] > Update Status |
| View deadlines | Dashboard or My Work |

Check notifications Click bell icon

For Clients

| Task | Steps |
|------------------|---------------------------------|
| View project | Dashboard > [Your Project] |
| Download drawing | [Project] > Drawings > Download |
| Add comment | [Drawing] > Add Comment |
| Contact team | [Project] > Team tab |

For Contractors

| Task | Steps |
|---------------|-----------------------------------|
| Get drawings | Projects > [Project] > Drawings |
| Submit update | [Project] > Progress > Add Update |
| Ask query | [Project] > Comments > Add |

9. Troubleshooting

9.1 Common Issues

| Issue | Solution |
|---------------------------|---|
| Can't login | Check email/password, use Forgot Password |
| Page not loading | Clear cache, try different browser |
| Can't download | Check file permissions, contact admin |
| Notification not received | Check spam, verify phone/email |
| File upload failed | Check file size (<50MB), file type |

9.2 Getting Help

For technical issues: - Email: support@4thdimensionarchitect.com - WhatsApp: [Support Number]

For project queries: - Contact your assigned Team Leader - Use in-app comments

10. Tips for Best Experience

- ✓ Use Chrome browser for best performance
- ✓ Keep your profile updated
- ✓ Check notifications regularly
- ✓ Download drawings to offline storage
- ✓ Use comments for project queries
- ✓ Report issues promptly
- ✓ Connect WhatsApp for instant updates

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