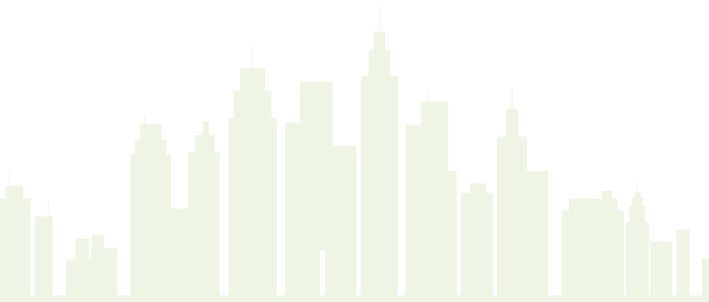


GSASgate 2023 version

User Manual

Your Gateway
to Sustainable Built
Environment



.....

GSASgate 2023 version

User Manual

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1.1 GENERAL USE

This chapter explains the usage of the general parts of the application.

1.1.1 Logging into GSASgate.

GSASgate can only be accessed with a valid gsas.qa account. Users that do not have an account should first create one via <https://www.gsas.qa/users/sessions/new>.

At first, users need to figure out the access type. Users can access as “Corporates” or as “Practitioners”. Each access has its functions, limitations and permissions:

1. Corporate Access: This type of access is granted for GSAS Service Providers, through which they can manage their credentials and view their affiliated practitioners and projects.
2. Practitioners Access: This type of access is granted to individual professionals working under formal affiliation with a GSAS Service Provider. Through this access, practitioners can manage their accreditation and projects.

Since LinkMe will no longer be connected to the GSASgate, all users shall select one option from the below to access GSASgate:

- New Service Providers shall use “Sign up as Service Provider” option on GSASgate.
- New individual professionals shall use “Sign up as CGP” option on GSASgate.
- Existing Service Providers shall click on “Forgot Password” option and reset their password in order to continue your access on GSASgate.
- Existing individual professionals shall click on “Forgot Password” option and reset their password in order to continue your access on GSASgate.

After the account is registered and confirmed by GSAS Trust team, the user can log into GSASgate after entering their username and password.

GSASgate Access terms:

If you are a GSAS Service Provider:

1. Each Service Provider shall be requested to provide a unique company email. This email will be used by the Service Provider to:
 - Access GSASgate where they shall manage their credentials, track their projects and monitor their affiliated CGPs.
 - Receive formal communication and notifications.
2. Each Service Provider shall provide only one email, even if more than one GSAS Service Provider license is obtained.
3. The email shall be affiliated with the Service Provider company.
4. The email cannot be used as a Username.

5. The same email cannot be used for Service Provider and CGP.
6. The Service Provider profile shall be activated only after the emails have been verified by GORD.

GSAS Service Provider shall manage this sensitive account carefully through professional personnel. Also, not share this account credentials due to security risks. Any unauthorized access will lead to immediate action by the authority

If you are a GSAS Practitioner:

1. Each CGP shall be requested to provide a unique company email. This email will be used by the CGP to:
 - Access GSASgate where he shall manage his credentials and access his projects.
 - Receive formal communication and notifications.
2. Another personal email will be requested for communication purposes (in case CGP is not affiliated to the Service Provider anymore).
3. Each CGP shall provide only one email, even if more than one GSAS CGP license is obtained.
4. The email shall be affiliated with the Service Provider company.
5. The email addresses cannot be used as a Username.
6. The same email cannot be used for Service Provider and CGP.
7. The CGP profile shall be activated only after the emails have been verified by GORD.
8. Do not share your credentials with anyone as it's a risk for the security of GSASgate. If any unauthorized access is found, your profile will be blocked.

GSAS Practitioner shall manage this sensitive account carefully. Also, not share this account credentials due to security risks. Any unauthorized access will lead to immediate action by the authority.

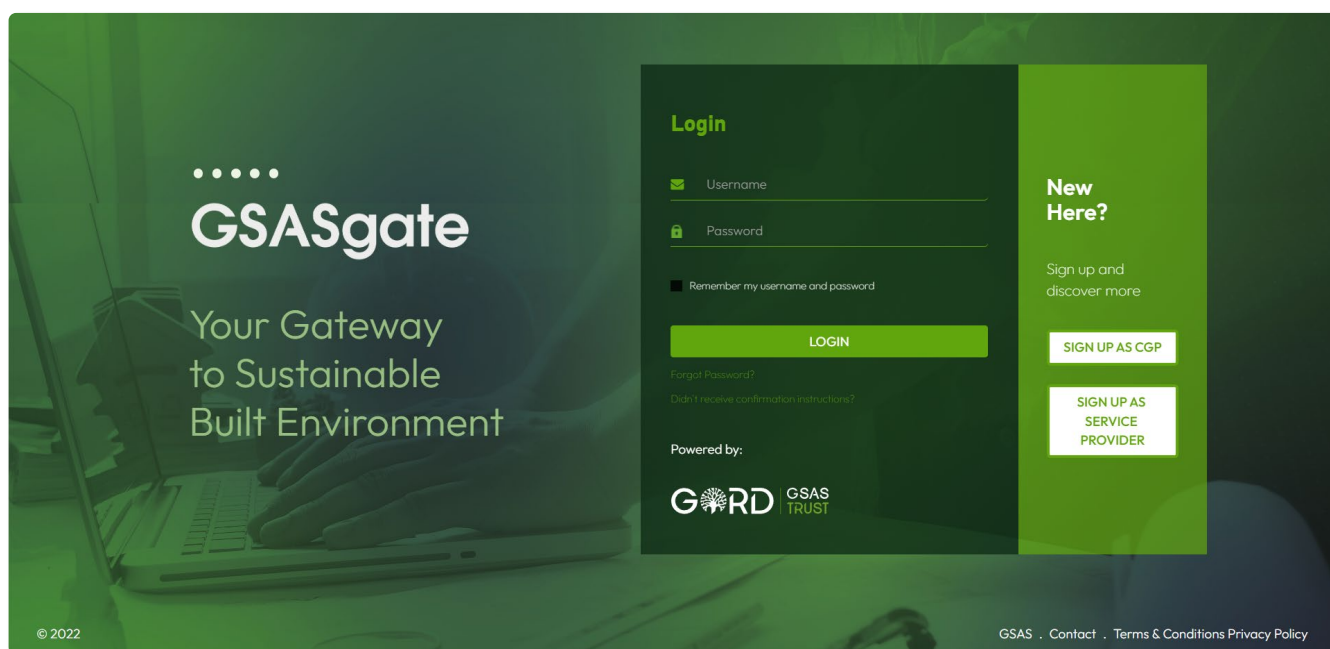


Figure 1: GSASgate landing page

GSASgate's Responsive feature:

A design strategy called responsive design has been introduced in the latest version of GSASgate, to make sure that a user interface adapts to the user's preferences and the devices they are using. This approach does not assume anything about the size of the browser window, the device being used, or even the screen size. Instead, it promotes a flexible approach to web design that automatically adjusts a user interface's layout and structure to reflect the user's preferences without impairing the user's experience.

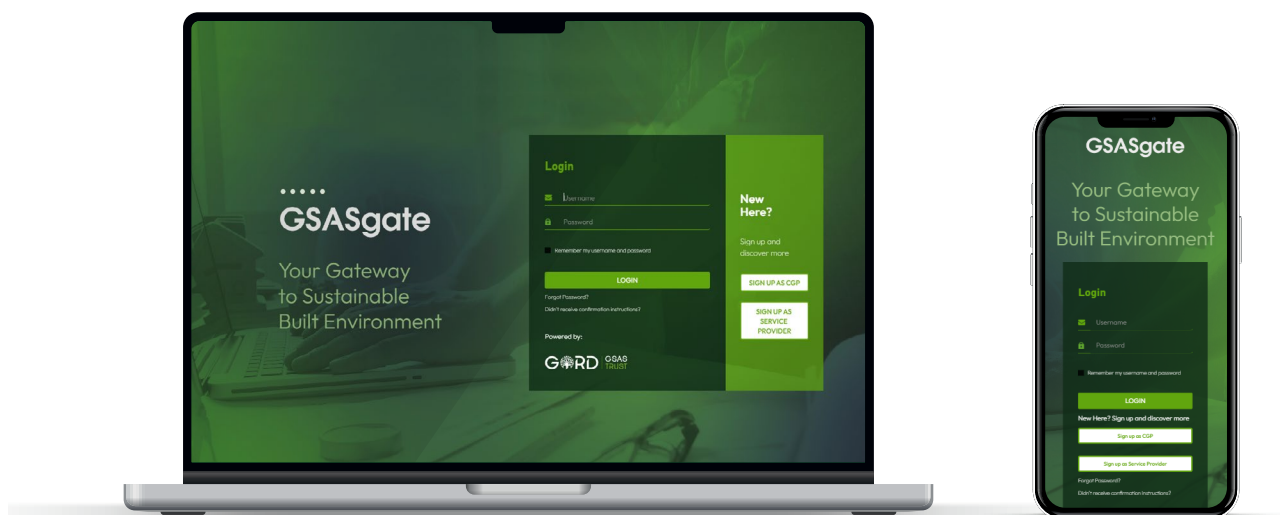
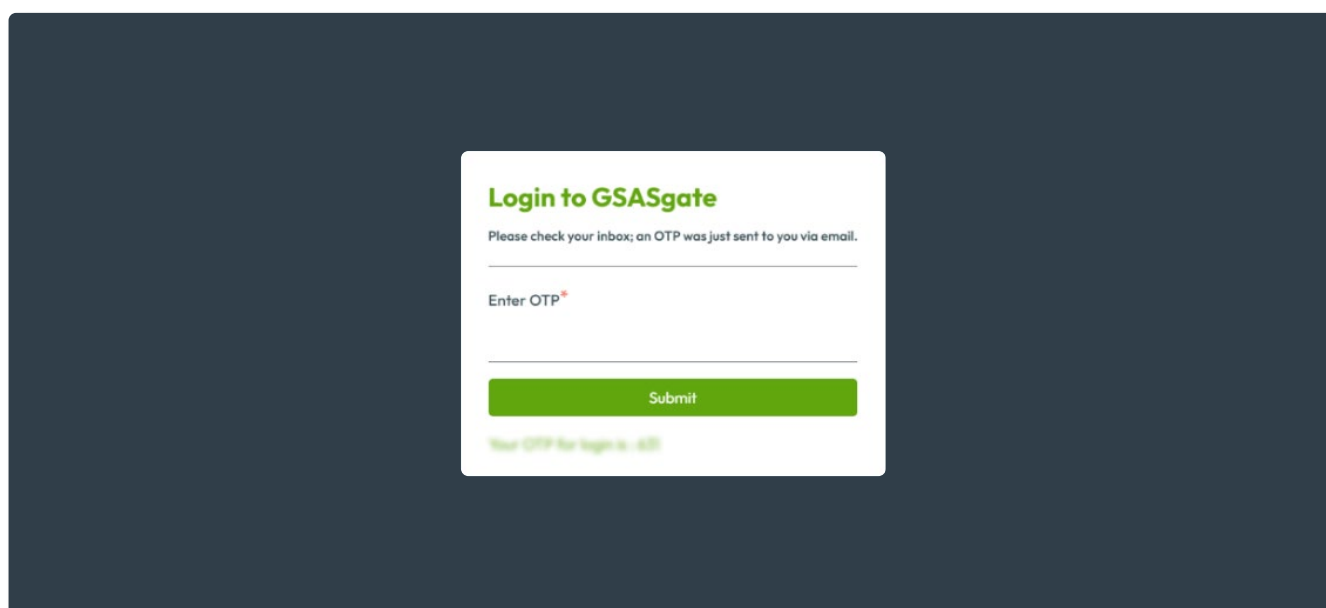


Figure 2: Responsive feature of GSASgate

OTP (One Time Password):

OTP (One-Time Password): Strong authentication methods like one-time passwords (also known as one-time passcodes) offer substantially better protection for systems containing sensitive data.



The OTP Page: A One-Time Password (OTP) will be sent to the user's email address once the verification has been completed successfully. The user will be required to input the OTP on the login page .

Figure 3 : OTP authentication page

1.1.2 The Dashboard

A dashboard is a visual representation of your entire data. While it can be used in many kinds of applications, its primary purpose is to provide information at-a-glance, such as GSAS credentials, practitioner information and accreditations, including project status, tasks status, overdue tasks, overdue licenses activity information and demerit notices, see Figure 1 below.

The new version of GSASgate includes two dashboards: CGP Dashboard and Service Provider Dashboard.

CGP Dashboard

The CGP Dashboard represents the practitioner's accreditation, personal information, overdue tasks and licenses among other elements, see Figure 4.a.

Service Provider Dashboard

The Service Provider Dashboard represents the service provider's information, company profile, corporate license, demerit notices and GSAS credentials information, see Figure 4.b

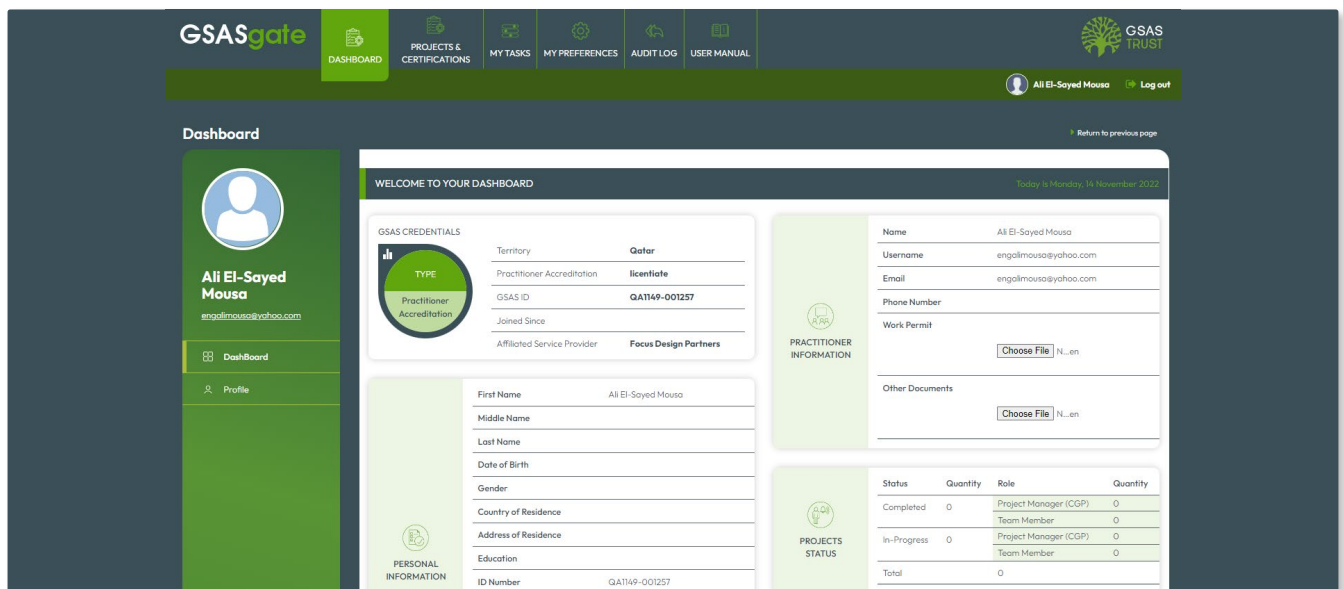


Figure 4: CGP dashboard

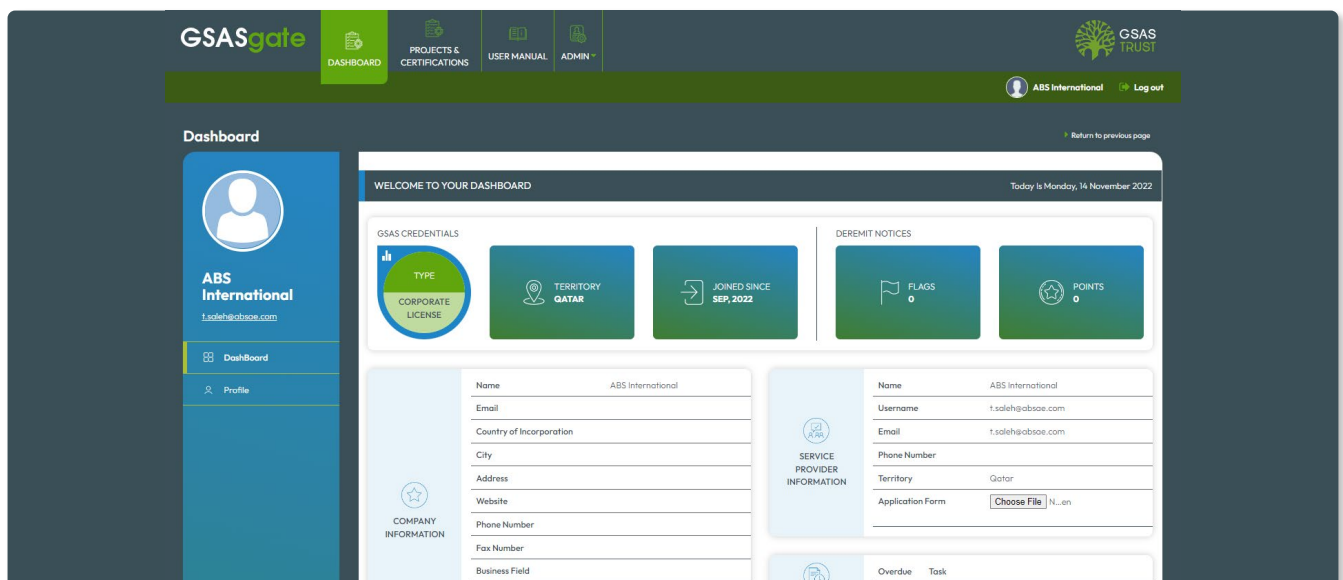


Figure 5: Service Provider dashboard

Please click on the "Profile" link on the left side of the page in order to access the information and edit the necessary details. This page contains information pertaining to the user's profile, including personal information, contact information, company information and additional information such as work information (including roles, designations, work experience, GSAS ID, demerit flags and QID number). The "Profile" link on Service Provider Dashboard provides information about issued licenses, license summary, including the license's name, applicability, description and expiration date. In addition to this, it gives a rundown of the licenses, CGPs and CEPs that the service provider and the CGP practitioner have between them.

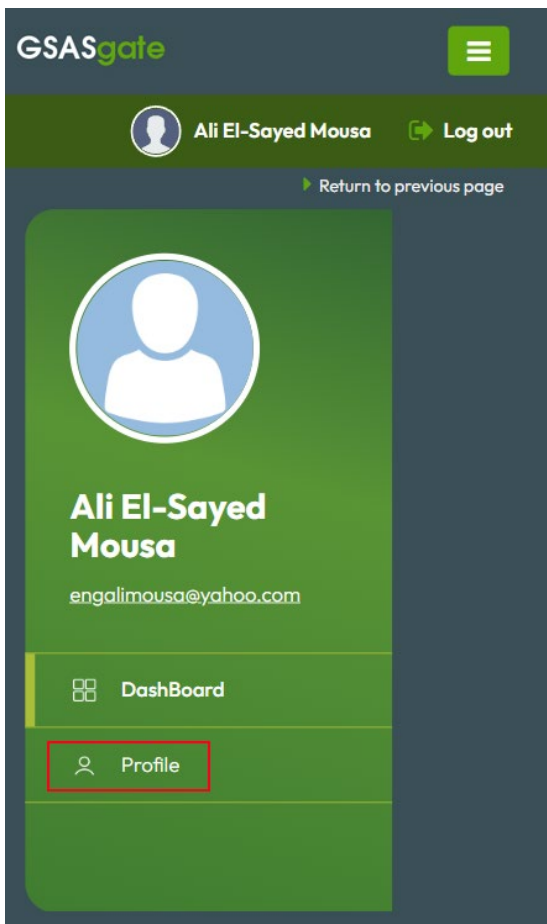


Figure 6: Profile Edit

Please see the Figure 5 below for more information. To make modifications to the profile, an "Edit" button can be found at the bottom of the page. The information that can be edited includes personal information, contact information, company information and additional information. Additionally, the user can reset the password through this tab. If you do not wish to change the password, please leave the field empty. Please contact GSAS Trust for any modifications required with regards to the Licenses.

Password

leave it blank if you don't want to change it

Password confirmation

Current password*

we need your current password to confirm your changes

Figure 7: Password reset option

1.1.3 My Projects & Certifications

Click on the "My Projects & Certifications" link in the main menu to view a list of all projects and certifications. Only projects and certifications to which you have access are displayed in this section. Each project, along with the default attributes associated with it, is listed here. To view the attributes, select "Show/Hide" from the menu that appears on the right side of the page. You have the option to choose which attributes to display on this page by using the Show/Hide Attributes button. However, by default according to the screen size, the number of attributes displayed is auto adjusted due to space limitations.

<div> <div>GSASgate</div> <div> <div>PROJECTS & CERTIFICATIONS</div> <div>MY TASKS</div> <div>MY PREFERENCES</div> <div>AUDIT LOG</div> <div>USER MANUAL</div> <div>VISUALISATION TOOL</div> </div> <div> <div>GSAS TRUST</div> <div>Mr. Akash Test</div> <div>Log out</div> </div> </div>									
Projects & Certifications									
<div> <div>Return to previous page</div> <div> <div>Reset</div> <div>Show / Hide</div> <div>Copy</div> <div>Download</div> <div>Print</div> </div> </div>									
Project ID	Project Name	Project Planning Type	Certification Type	Certification Method	Certification Version	Certification Scheme	Certification Sub-Schemes	Certification Stage	Certification Submission Status
PD-GA-0800-0805	Al Shahaniya Post Office, PIN 80030250	Single Use Building	GSAS-D&B		v2.1	Offices		Stage 1: LOC, Design Certificate	Certified
PC-GA-0002-0002	Doha Metro- Red Line South UG- Al Doha Al Jadeda Station (CM)	Construction Site	GSAS-CM		v2.1 Issue 1.0	Construction Site		Stage 2: Substructure & Superstructure	Certified
PC-GA-0002-0002	Doha Metro- Red Line South UG- Al Doha Al Jadeda Station (CM)	Construction Site	GSAS-CM		v2.1 Issue 1.0	Construction Site		Stage 3: Finishing	Certified
PC-GA-0002-0002	Doha Metro- Red Line South UG- Al Doha Al Jadeda Station (CM)	Construction Site	GSAS-CM		v2.1 Issue 1.0	Construction Site		GSAS Construction Management Certificate	Certified
PC-GA-0002-0002	Doha Metro- Red Line South UG- Al Doha Al Jadeda Station (CM)	Construction Site	GSAS-CM		v2.1 Issue 1.0	Construction Site		Stage 1: Foundation	Certified
PC-GA-0003-0003	Doha Metro- Red Line South UG - Umm Ghuwallina Station (CM)	Construction Site	GSAS-CM		v2.1 Issue 1.0	Construction Site		Stage 3: Finishing	Certified
PC-GA-0003-0003	Doha Metro- Red Line South UG - Umm Ghuwallina Station (CM)	Construction Site	GSAS-CM		v2.1 Issue 1.0	Construction Site		Stage 1: Foundation	Certified
PC-GA-0003-0003	Doha Metro- Red Line South UG - Umm Ghuwallina Station (CM)	Construction Site	GSAS-CM		v2.1 Issue 1.0	Construction Site		Stage 2: Substructure & Superstructure	Certified

Figure 8: "My projects & certifications" page

Provided below is the list of attributes:

- Project ID – Based on the date the project was initially registered, the project ID can be placed in reverse chronological order or vice versa, depending on the preferred arrangement.
- Certification Awarded On – This attribute provides the option to select the time period (in months and years) that pertains to the awarded certification/s.
- Project Name – This attribute supports alphabetical sorting of its values.
- Project Country – This attribute provides a selection of countries where GSAS is implemented. These countries include Kuwait, Oman, Qatar and Turkey.
- Project City – This attribute provides a selection of cities throughout the world where GSAS is implemented.
- Project District – This attribute provides a selection of districts where GSAS is implemented.
- Project Address – This attribute supports alphabetical sorting of its values.
- Project Owner – This attribute offers a selection of project owners who are currently using GSAS.
- Project Developer – This attribute offers a selection of project developers who are currently using GSAS.
- Project Completion Year – This attribute supports chronological sorting of its values.

- Project Estimated Cost – This attribute supports numerical sorting of its values.
- Project Description – This attribute provides a summary of the project.
- Project Plot Area – This attribute supports numerical sorting of its values.
- Project Footprint – This attribute supports numerical sorting of its values.
- Project Certified Area – This attribute supports numerical sorting of its values.
- Project Carpark Area – This attribute supports numerical sorting of its values.
- Project Planning Type – This attribute provides selection of planning type such as single-use building, construction site, mixed-use, neighborhoods, single zone (interiors), districts and parks
- Project Use – This attribute contains selection of project use such as airport terminal, apartments, bus stops, car park, community park, daily prayers mosque, daycare, education, energy center, entertainment, fitness/leisure center, Friday mosque, healthcare, healthcare center/outpatient clinic, home, hospital, hotel (1–4 Star), hotel (5 Star), industrial, industrial process building, major station, media, medical research center, mini park, mixed-use, multipurpose hall, other, pharmacy/laboratory, port/custom terminal, professional services office, public building, residential, restaurant, retail, school k-12, service apartments, shopping mall, small station, special-use park, sports, stadium, swimming pool hall, university/college, warehouse, water park, workers accommodation and workshop.
- Project Service Provider – This attribute offers a selection of service providers who are currently using GSAS.
- Project CGP – This attribute offers a selection of CGPs who are involved in the project and currently using GSAS.
- Project Team Members – This attribute offers a selection of team members who are involved in the project and currently using GSAS.
- Certification Type – This attribute contains a selection of certification type such as GSAS D&B, GSAS CM and GSAS OP.
- GSAS Registration Expiry – This attribute provides the option to select the time period (in months and years) that pertains to the GSAS registration expiry.
- Certification Method – This attribute provides a selection of method of certification between star rating assessment and checklist assessment.
- Certification Version – This attribute provides a selection of certification version starting from Version 2.0 up to the latest version.
- Certification Scheme – This attribute provides a selection of certification scheme such as commercial, education, homes, hospitality, interiors, light industry, mosques, offices, residential, workers

accommodation, energy centers, healthcare, railways, sports, districts, parks, mixed-use, neighborhoods, construction site, energy neutral mark, healthy building mark, premium scheme and standard scheme.

- Certification Sub-Schemes – This attribute provides a selection of sub-schemes for the project.
- Certification Building Name – This attribute supports alphabetical sorting of its values.
- Certification Stage – This attribute provides a selection of certification stage such as for Design & Build Certificate, Stage 1: LOC, Stage 2: CDA. For GSAS Construction Management Certificate; Stage 1: Foundation, Stage 2: Substructure & Superstructure, Stage 3: Finishing.And GSAS Operation Certificate .
- Certification Submission Status – This attribute provides a selection of certification submission status such as activating, submitting, screening, submitting after screening, verifying, acknowledging, processing appeal payment, submitting after appeal, verifying after appeal, acknowledging after appeal, certified, not certified, approval by Chairman, approval by Director of GSAS Trust, and certificate in process/generated.
- Certification Score – This attribute supports numerical sorting of its values.
- Certification Rating – This attribute supports numerical sorting of its values from 5-star rating to 1-star rating
- Certification Started On – This attribute provides the option to select the time period (in months and years) in which the project certification process started.
- Project Gross Built-Up Area – This attribute supports numerical sorting of its values.
- Certification Updated On – This attribute provides the option to select the time period (in months and years) in which the project certification was updated.
- Certification Active – This attribute allows the users to choose whether or not to view active or inactive certifications.
- Certification PCR Track – This attribute allows users to view projects with PCR.
- GSAS Trust Certification Manager – This attribute allows the users to select the GSAS Trust Certification Manager.
- GSAS Trust Certification Team – This attribute allows the users to select the GSAS Trust Certification Team.
- Enterprise Clients – This attribute offers a selection of enterprise clients who are currently using GSA.

Reset	Show / Hide	Copy	Download	Print
Project ID	Certification Type			
Certification Awarded On	GSASgate Registration Expiry			
Project Name	Certification Method			
Project Country	Certification Version			
Project City	Certification Scheme			
Project District	Certification Sub-Schemes			
Project Address	Certification Building Name			
Project Owner	Certification Stage			
Project Developer	Certification Submission Status			
Project Completion Year	Certification Score			
Project Estimated Cost	Certification Rating			
Project Description	Certification Started On			
Project Plot Area	Project Gross Built Up Area			
Project Footprint	Certification Updated On			
Project Certified Area	Certification Active			
Project Carpark Area	Certification PCR Track			
Project Planning Type	GSAS Trust Certification Manager			
Project Use	GSAS Trust Certification Team			
Project Service Provider	Enterprise Clients			
Project CGP				
Project Team Members				
Show default	Show all			

In addition to the button labeled “Show/Hide”, there are many more icons located in the top right corner of the page. These buttons include “Reset”, “Copy”, “Download” and “Print”. Users can undo any sorting or filtering that they have performed by using the “Reset” button, which allows them to return to the default method of selection. While the users have the option of copying the information by clicking the “Copy” section, they can only copy 10 rows at a time onto the clipboard. The data can be exported to an Excel file via the “Download” button, and printed via the “Print” option. See Figure 7.a for Show/Hide tab:

Figure 9: “My projects & certifications” (Show/Hide Tab) page

When a user clicks on a specific project, it will lead to a new page that has comprehensive information regarding that project. On the left side, it covers every aspect of the project, and on the right side, it describes every detail of the certification and the members of the team.

GSASgate

PROJECTS & CERTIFICATIONS

MY TASKS

MY PREFERENCES

AUDIT LOG

USER MANUAL

VISUALISATION TOOL

ADMIN

GSAS TRUST

Mr. Akash Test

Log out

AI Shahaniya Post Office_ PIN 80030250

Return to previous page

PROJECT DETAILS

Project ID

PD-QA-0800-0805

Project Name

AI Shahaniya Post Office_ PIN 80030250

Project Country

Qatar

Project City

AI Shahaniya

Project District

other

Project Address

PIN 80030250_AI Shahaniya

Project Owner

Public Works Authority (ASHGHAL)

Project Developer

Katara Hospitality

CERTIFICATION DETAILS

Certification Type

GSAS-D&B

Certification Version

v2.1

Certification Scheme

Offices

Certification Method

Certification Stage

Stage 1: LOC, Design Certificate

Certification Status

Certified

Certification Scores

Targeted 1.03

Submitted 1.03

Achieved 1.02

Certification Rating

D&B

★★★★

D&B

★★★★

D&B

★★★★

Figure 10: “My projects & certifications” (Project Details Tab) page

There are two stages of the project: **Stage 1: LOC Design Certificate** and **Stage 2: CDA Design & Build Certificate**. If the user clicks on any of these buttons on the certification details page, they will be brought to certification details, certification status, typologies details, tasks and duties, and documentation. The “Certification Details” section provides comprehensive details regarding the selected project’s certification. In addition, it provides information about the progress of the certification in the “Certification Status” section, from the moment the project initiated until it gets certified. The “Typologies Details” section provides a quick overview of information such as typologies, typology name, building name, weighting, certified area, score/level and progress. The “Tasks and Duties” section gives up-to-date information on the tasks given to project members. On this page, you can view and post documents such as certification documents, practitioner documents and GSAS Trust documents.

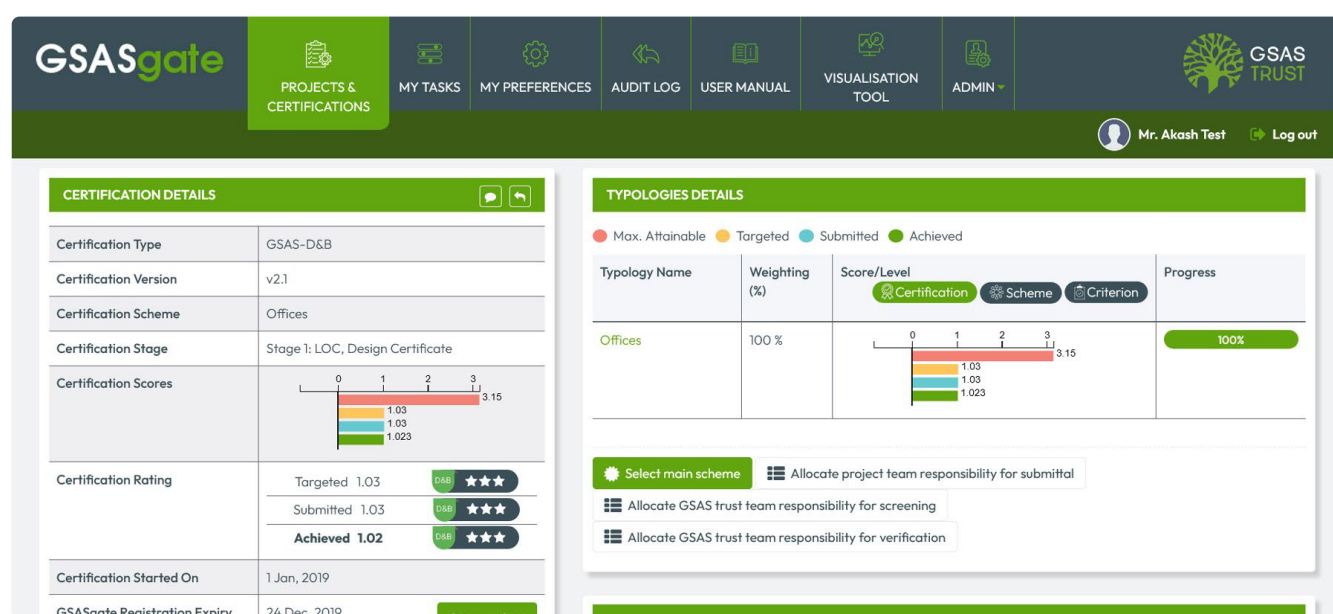


Figure 11: “My projects & certifications” (Certification Details Tab) page

Please note that to apply for Stage 2 CDA Design & Build Certificate, LOC Design Certificate must be issued.



The “Categories and Criteria Details” can be accessed by clicking on the typology or building name in “Typologies Details”. On this page, users can check the weighting, score/level, total required progress and approved documents for each project category and criterion. To view comprehensive information about a certain criterion, the user can click on the category to which it belongs. It displays the status, criterion levels, criterion information, requirements and criterion documentation.

However, if the project is certified, the user cannot modify details or download any of the documents pertaining to the project. When the project status reaches certified for LOC Design Certificate, the user can find the LOC uploaded on the GSASgate and project members can download it.

There is an additional feature introduced in the new version of GSASgate. The LOC Design Certificate and AAN forms are filled via GSASgate. After the project is certified, the CGP will receive the notification (Tasks) to fill the RFI form and then the LOC generated will be available for download from the respective project. See Figure 7.d below for reference.

OFFICIAL CERTIFICATE

LOC_-_Ras_Abrouq_Desert_Retreat_Resort.pdf



Upload New Signed Certificate

No file selected.

Figure 12: “My projects & certifications” (Official Certificate Tab) page

1.1.4 My Tasks

“My Tasks” page displays the user’s incomplete tasks. Clicking on a task description redirects the user to the page in GSASgate where they can perform the necessary action(s) to complete the task. The “Resource” column contains navigation aid to the page the task is related to. In addition, the completion time for some tasks is specified in the Due Date.

The user can utilize the “Task Filter” on the right side of the page to view the tasks by project. A task is automatically erased by the system once it has been completed by the user.

GSASgate

PROJECTS & CERTIFICATIONS

MY TASKS


MY PREFERENCES



AUDIT LOG

USER MANUAL

VISUALISATION TOOL

ADMIN

 GSAS TRUST

 Mr. Akash Test  Log out

Tasks

TASK FILTER

Project

- All projects -

TASKS AND DUTIES

Currently there are no tasks.

Figure 13: “My tasks” page

The task system is an important core feature of GSASgate. It is highly recommended that users frequently check for new tasks and complete them as soon as possible. This will result in a smooth certification process flow.

Description	Resource	Due date
Allocate criteria requirements to project team members	Projects / Project X / Letter of Conformance, 2, 1 (Submitting)	-

Tasks filter
Project: - All Projects -
Apply filter Remove filter

Figure 14: “Tasks Description” page

1.1.5 My Preferences

The users’ email notification preferences can be changed on the “My Preferences” page. It can define which audit logs and tasks they want to get email notifications for. While some options are project-specific, others are application-wide settings.

Most notifications will be collated in a daily email delivered to GSASgate users in an attempt to pare down on the number of emails that are sent to users. However, users will receive a rapid notification for significant occurrences, such as when the user is added to a project.

USER E-MAIL NOTIFICATIONS

Below you can select for which types of audit log and task events a notification must be included in the digest e-mail. Some event types can be specified on a per project basis. These event types will be visible after first selecting a project. Changes will only be saved for the currently selected project.

Project independent notification preferences

☒ Project created

☒ New task

Project dependent notification preferences

- All projects -

Update preferences

Figure 15: “My Preferences” Page

1.1.6 Audit Log

1.1.6.1 Audit log page

The “Audit Log” page contains a chronological history log relating to the users’ projects and all underlying resources. There are two types of audit log records:

- **System message:** these messages are generated by the system in response to a user action in the application. System messages have a grey background color.
- **User comment:** these messages represent direct user input. User comments are usually, but not always, related to system messages. User comments generated by the project team have a grey background color. User comments generated by the GSAS Trust team have an orange background color.

Every log record is linked to a specific resource, e.g. a project, a certification, a requirement, etc. Breadcrumbs or navigation aids to the resource are displayed above the audit log message next to the date and time it was created on and the user it is related to.

Using the filter on the right of the page, users can view audit logs by project, message contains, user, date, and audit log type. Additionally, audit logs can be exported by clicking on the “Export all selected audit logs” link that is located at the top of the page.

The audit log system is a powerful core feature of GSASgate. Using the correct filter, a lot of valuable information can be derived from the audit log page.

Figure 16 “Audit Log” Page

1.1.6.2 Audit log buttons

In addition to the audit log page, users can find audit log buttons on several pages of the application. These buttons are typically located on the top right corner of the resource information box. By clicking on one of these buttons, a window with audit logs directly concerning that resource will be opened.

For example, by clicking on one of the buttons in Figure 4 below, audit logs directly concerning the “Letter of Conformance” certification will be shown. Audit logs linked to the underlying criteria or requirements of the certification will not be displayed.

Certification Type	GSAS-CM
Certification Version	v2.1 Issue 1.0
Certification Scheme	Construction Site

Figure 17: Audit log buttons in the “Certification details” box

The button on the right will display all audit log messages for this resource, while that on the left will only display user comments.

1.2 CERTIFICATION WORKFLOW

To acquire a certificate, all certification workflow must be completed. The description of a typical certification flow is provided in the following paragraphs below.

1.2.1 Creating a Project

To apply for a certificate, a CGP project manager has to navigate to a project page. If not starting from an existing project, the user needs to create a project first. This can be done by clicking on the “New project” button on the “My projects & certifications” page. Only users with a CGP license can create projects.

If the New Project button does not appear, please check your CGP license’s expiry date. If the problem persists, contact GSASgate administrator for technical support.

Following the completion of project details form by the user, the project will be created. Please note that all essential documents must be entirely filled out before the project can be created. When the project is successfully created, a new page will appear. This page will provide the user with the option to apply for a certificate. The user will have the “CGP project manager” position by default.

Figure 18: New project page

1.2.2 Applying for a Certificate

A CGP project manager can apply for a certificate by navigating to the project page and clicking on the “Apply” button next to the preferred certificate. Once the “Apply” button has been clicked and the project rendering images have been uploaded, a pop-up page will appear. This section allows the users to apply for PCR if needed and to provide information on the assessment method, version, project planning type and certification scheme. After completely filling out the application, the GSAS administrator will be notified and the project will be activated for further proceedings.

Figure 19: Applying for a certificate

1.2.3 Certification Statuses

During the certification flow, the status of a certification will advance. Depending on this certification status, the system will create tasks for certain users related to the project. For a detailed description of the task system, see “8. a My tasks”.

The “Certification Status” box on the certification page displays the current status of the certification at the top and all previous statuses below. On the left of every status, there is an icon that indicates who will need to take action while the certification has this particular status. A green icon indicates that the project team must take action, whereas an orange icon indicates that a GSAS Trust team user must take action.

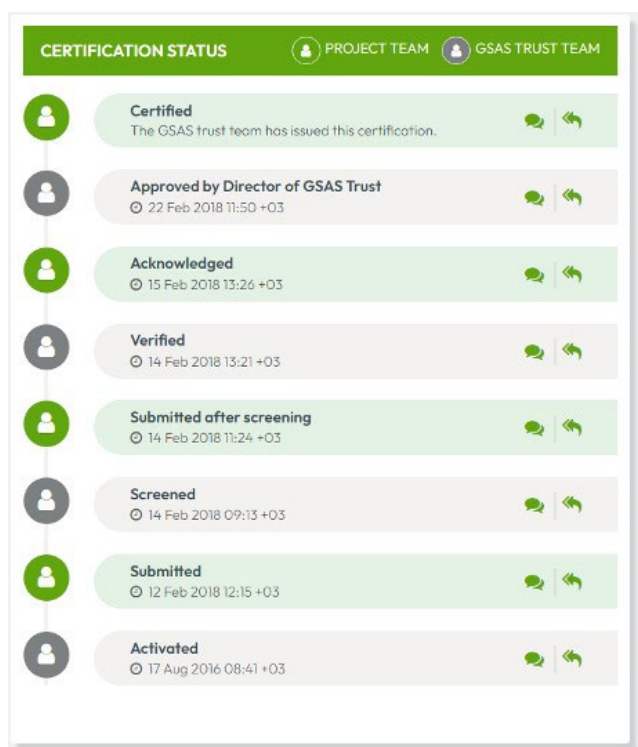


Figure 20: Certification status section on a certification page

By clicking on one of the audit log buttons on the right side of a status, you will be redirected to the audit log page. A filter will be active showing all the audit logs of the certification and its underlying resources created when the certification had this particular status. For a detailed overview of the audit log page, see “10.a Audit log page”.

The following list describes all certification statuses. Although these statuses are presented in chronological sequence, certain statuses may be disregarded.

- **Activating:** The certification is registered. After the payment is received, a GSAS Trust administrator advances the status of the certification
- **Submitting:** The certification is activated by a GSAS Trust administrator. The project team can now provide the requirements for all criteria and set the submitted scores for all criteria. When all of the criteria are completed, a CGP project manager will advance the status of the certification.

- **Screening:** The project team has completed all the criteria. After the GSAS Trust team has screened the criteria input, a GSAS Trust certification manager will advance the status of the certification and provide screening comments.
- **Submitting after screening:** The GSAS Trust team screens and comments on the criteria input. The project team can process this feedback by editing the existing criteria input. When all of the criteria are completed, a CGP project manager advances the status of the certification.
- **Verifying:** The project team has completed all the criteria. The GSAS Trust team will now review all criteria input and set the achieved scores for the criteria. After all the criteria are verified, a GSAS Trust certification manager will advance the status of the certification.
- **Acknowledging:** The GSAS Trust team has verified all the criteria. A CGP project manager will now decide whether to accept all scores or apply for appeal. After this, the certification status will be advanced.
- **Processing appeal payment:** In the event of an appeal, the CGP project manager is authorized to make the request. After payment is received, the GSAS Trust administrator will advance the status of the certification.
- **Submitting after appeal:** An appeal was requested by a CGP project manager. The project team can now (re)provide the requirements for all criteria and set the submitted scores of all criteria. When all criteria are completed, a CGP project manager can advance the status of the certification.
- **Verifying after appeal:** The project team has completed all the criteria. The GSAS Trust team will now review all criteria input and set the achieved scores for the criteria. After all the criteria are reviewed, a GSAS Trust certification manager will advance the status of the certification.
- **Acknowledging after appeal:** The GSAS Trust team has verified all the criteria. After a CGP project manager acknowledges the achieved scores, he will advance the status of the certification.
- **Approving by management:** The GSAS Trust team approved this certification. The GSAS Trust management will now give their approval and advance the status of the certification.
- **Approving by top management:** The GSAS Trust management approved this certification. The GSAS Trust top management will now give their approval and advance the status of the certification.
- **Certified:** The GSAS Trust team has issued the certification.
- **Not certified:** The GSAS Trust team has denied the certification.

The user is responsible for progressing a certification to the next status based on its current status. This is accomplished by clicking on the "Advance status to..." button within the "Certification Status" field.

1.2.4 CGP Project Manager Responsibilities

This paragraph describes the main responsibilities of a CGP project manager in GSASgate.

1.2.4.1 Setting targeted levels

A CGP project manager can select the level of criteria to be targeted during the “Submitting” phase. Navigate to a criteria page and change the “Targeted Level” field in the “Criterion level” box.

CRITERION LEVELS	
	Level
Targeted Level ?	3
Submitted Level ?	

Figure 21: Setting targeted scores

1.2.4.2 Adding members to the project team

A CGP project manager can add other team members to the project during the “Submitting” phase. This is done by clicking the “Add Project Team Member” button in the “Project team” box on the project page. Once the team member has been added, an email will be sent to notify that the person has been added as a team member for the project.

Add Project Team Member

Find Users by Email

User	Action	
Ms Anjum Arshad Benkankonda	This user will be added to the project as Team Members	<input type="button" value="Add"/>
Ms Anjum Arshad B	This user will be added to the project as Team Members	<input type="button" value="Add"/>

Figure 22: Adding members to the project team

1.2.4.3 Allocating project team responsibility

A CGP project manager will have to assign responsibility for criteria requirements to project team members at the “Submitting” phase. On the certification page, click on the “Allocate project team responsibility” button. The CGP project manager can choose requirements and assign them to a member of the project team using the field on the right side of the page. A due date and status can also be specified. Click on “Save” button to save the changes made, or if the CGP manager has finished allocating all of the responsibilities, click on the “Save and continue” option.

SELECT REQUIREMENTS TO ALLOCATE FOR SUBMITTAL

Use the checkboxes and the form to update the status of requirements or to assign requirements to project team members. Submitted criteria or criteria without requirements will not be listed here.

CONSTRUCTION SITE				
		Allocated to	Due Date	Status
<input type="checkbox"/>	UC.1: Traffic Management			
<input checked="" type="checkbox"/>	Submit the Traffic Management Report, which includes the narrative summarizing the status of traffic management relevant to the construction stage where applicable.			Required
<input checked="" type="checkbox"/>	Documents/evidences proving the implementation of each one of the methods and measures as outlined in [UC.1] Traffic Management Checklist. If the Project considers any of the methods and measures outlined in the GSAS-CM Guidelines Manual as not applicable to the construction site, a justification must be provided.			Required
<input type="checkbox"/>	Completed [UC.1] Traffic Management Checklist.			Required

ALLOCATE SELECTED REQUIREMENTS FOR SUBMITTAL

User

Due Date

Status

Figure 23: Allocating project team responsibility

1.2.4.4 Reviewing documents

In the "Submitting" phase, after a project team member has uploaded a document, a CGP project manager will need to review the document. This can be done by clicking on the status of a document in the "Documentation" box on a criterion page.

The following list describes all document statuses:

- **Awaiting approval:** the document was uploaded by a project team member and is waiting for approval.
- **Approved:** the document was approved by a CGP project manager.
- **Rejected:** the document was rejected by a CGP project manager. The project team member that uploaded this document will have to re-upload a new version.




CRITERION DOCUMENTATION									
DOWNLOAD ALL APPROVED/SELECTED DOCUMENTS									
<input type="checkbox"/>	File Name	File Size	Uploaded by	Upload Date	Approved Date	PCR	Status	Actions	
<input type="checkbox"/>	 E1_Supporting_Documents_MBS_Stage_-02_R1-2.7z	0 Bytes	Mr RAJARAJAN SEKAR	31 Dec 2021 16:30 +03	2 Jan 2022 13:57 +03		✓ Approved	     	
<input type="checkbox"/>	 E1_Supporting_Documents_MBS_Stage_-02_R1-1.7z	0 Bytes	Mr RAJARAJAN SEKAR	31 Dec 2021 16:29 +03	2 Jan 2022 13:57 +03		✓ Approved	     	
<input type="checkbox"/>	 E1_GSAS_Compliance_Form_-MBS_Stage_-02_R1.pdf	0 Bytes	Mr RAJARAJAN SEKAR	31 Dec 2021 16:29 +03	2 Jan 2022 13:57 +03		✓ Approved	     	
<input type="checkbox"/>	 GSAS_Energy_CM_-Input_Sheet_MBS_Stage_-02_R1.7z	0 Bytes	Mr RAJARAJAN SEKAR	31 Dec 2021 16:29 +03	2 Jan 2022 13:57 +03		✓ Approved	     	
<input type="checkbox"/>	 GSAS_Energy_CM_-Input_Sheet_MSB_rev-00.rar	0 Bytes	Mr RAJARAJAN SEKAR	7 Oct 2021 11:40 +03	7 Oct 2021 12:46 +03		✓ Approved	     	

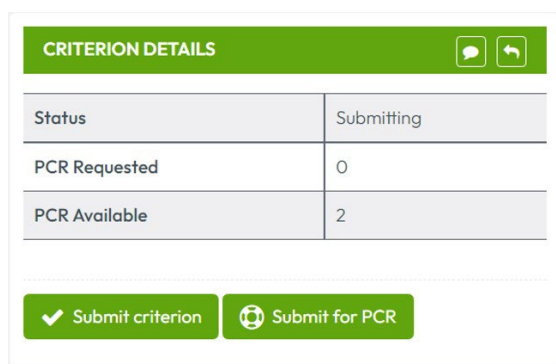
Figure 24: Reviewing documents

The documentation can be downloaded, linked, and unlinked to other criteria, and deleted; please see the "Action" button for more information.

1.2.4.5 Submitting criteria

In the “Submitting” phase, after all requirements are provided by the project team and all criteria documents are reviewed by the CGP project manager, the CGP project manager will have to submit the criterion. This can be done by clicking on the “Submit criterion” button on the criterion page. The CGP project manager can make a “Submission for a PCR” if the project has applied for a PCR.

Please note that, at this stage, the submitted criterion will not be reviewed by the GSAS Trust team yet. The GSAS Trust team will start reviewing after all criteria are submitted by the project team and after the certification status is advanced by the CGP project manager to the Screening Stage.



The screenshot shows a form titled "CRITERION DETAILS" with a green header bar containing a speech bubble icon and a refresh icon. Below the header is a table with two columns. The first column lists criteria, and the second column shows their status.

Status	Submitting
PCR Requested	0
PCR Available	2

Below the table, there are two green buttons: "Submit criterion" with a checkmark icon and "Submit for PCR" with a document icon.

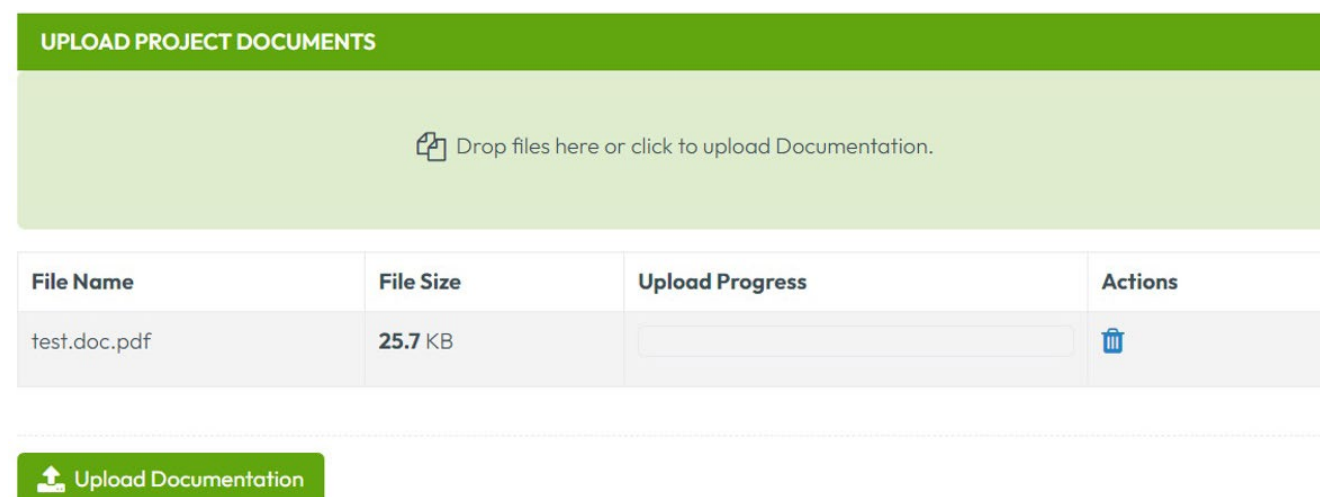
Figure 25: Submitting criteria

1.2.5 Project Team Member Responsibilities

This paragraph describes the main responsibilities of a project team member in GSASgate.

1.2.5.1 Uploading documents

In the “Submitting” phase, a project team member has to upload documents in order to complete his or her assigned criteria requirements. This can be done by dropping files in the “Upload documentation” box on a criterion page. The uploaded documents are then reviewed by a CGP project manager. In case that the file has been rejected, the project team member can upload another document. Projects that are certified for the LOC stage cannot be accessed anymore by any team members and project manager.



The screenshot shows a form titled "UPLOAD PROJECT DOCUMENTS" with a green header bar. Below the header is a large light green box with a document icon and the text "Drop files here or click to upload Documentation." Below this box is a table with four columns: File Name, File Size, Upload Progress, and Actions.

File Name	File Size	Upload Progress	Actions
test.doc.pdf	25.7 KB	<div></div>	

Below the table, there is a green button with an upload icon and the text "Upload Documentation".

Figure 26: Uploading documents

1.2.5.2 Providing requirements

In the “Submitting” phase, after the required documents are uploaded, a project team member will have to change the status of requirements that were assigned to him or her to “Provided”. This can be done by clicking on a requirement in the “Your requirements” box on a criterion page.

REQUIREMENTS

● Solid Waste Load Calculator

✓ Supporting documents that demonstrate solid waste production and the capacity to compost or recycle on-site

Responsibility: - Unassigned -

Due date:

Status: Provided

Save Refuse this requirement

Figure 27: Providing requirements

1.2.5.3 Setting submitted level

In the “Submitting” phase, a project team member can set the submitted level of the criteria. This can be done by navigating to a criterion page and changing the “Submitted Level” field in the “Criterion Level” box.

CRITERION LEVELS

	Level
Targeted Level ?	3
Submitted Level ?	3
Achieved Level ?	3

Save

Figure 28: Setting submitted scores



Contact Us

If you have additional questions about GSASgate, don't hesitate to contact:

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