TTL Virtual – User Guide

V4.10 - ISSUED

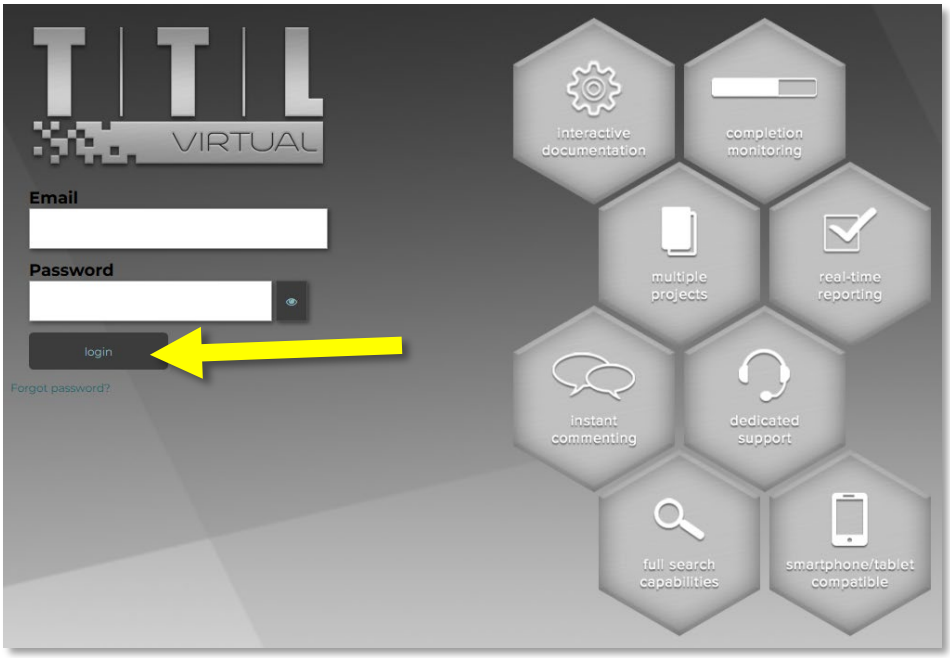
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1. Logging On

To log on to the TTL Virtual system to view the project files, navigate to:

https://virtual.ttl-group.co.uk/sign_in



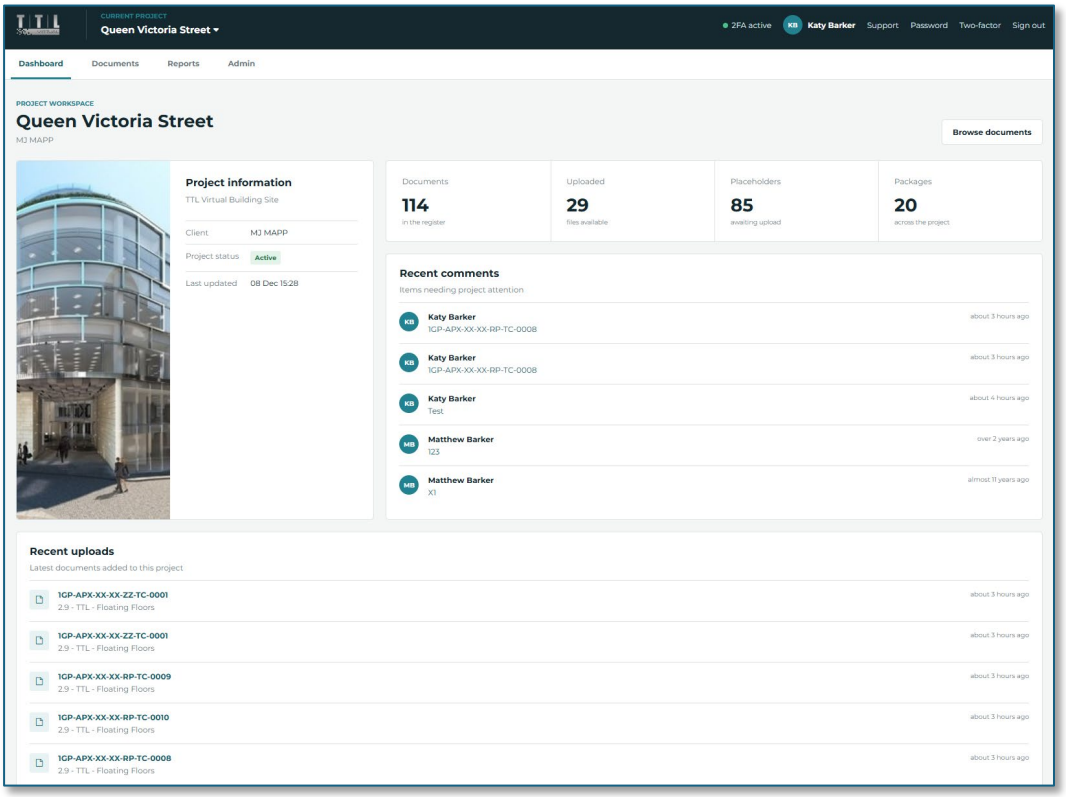
Enter your username and password, then click the "**Login**" button.
Enter the code from your Authenticator app and click the '**Verify**' button.



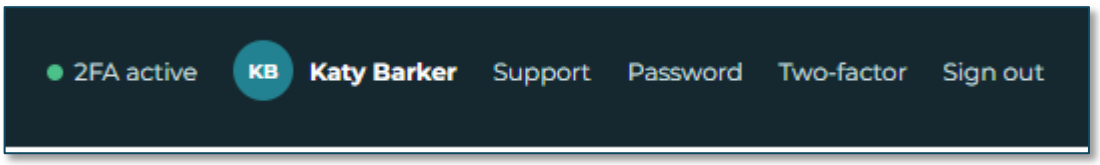
NOTE: Also refer to the separate login guide for more information on login requirements.

2. Navigation

After you log in, you will be taken to the **Project Dashboard**.



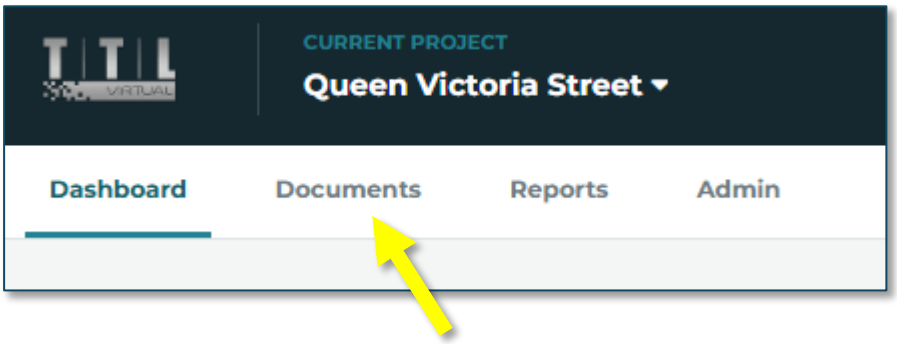
This provides an overview of the project, including the number of placeholders and uploaded files. It also shows the most recent uploads and comments.



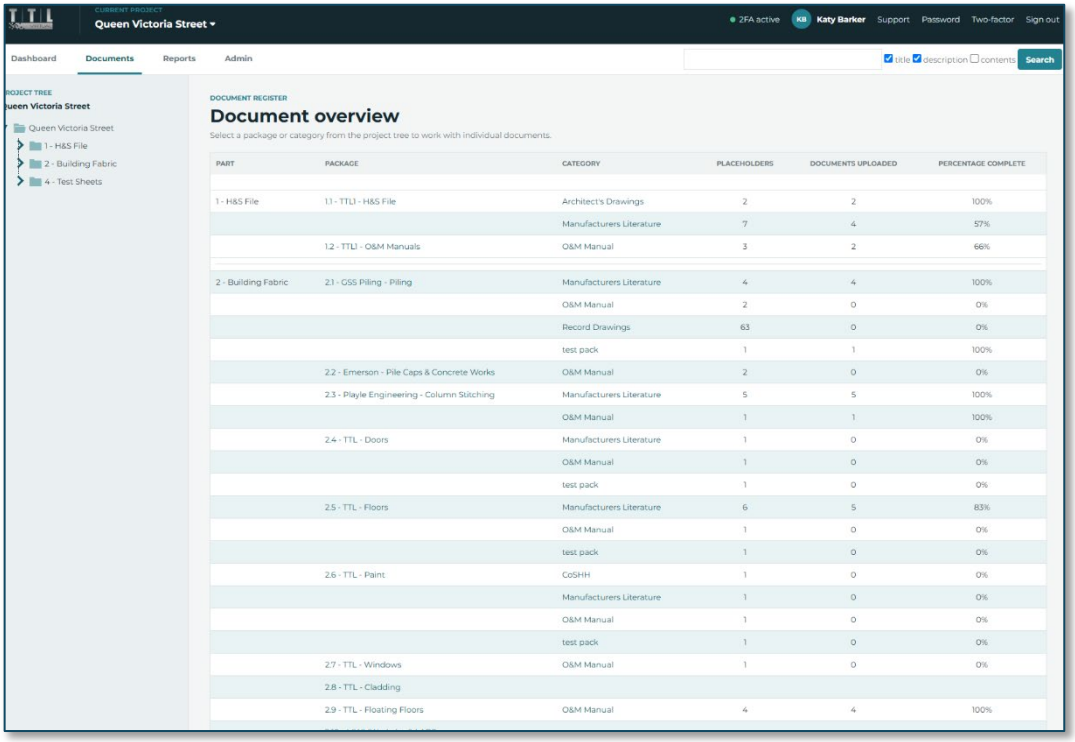
Click the links at the top right of the page to view your **2FA status**, **logged-in username**, **Support** contact details, change your **Password**, change your **Two-factor** Authentication device, and **sign out.**

Note: Refer to the separate **Login Guide** for further information on changing your password and Two-factor authentication.

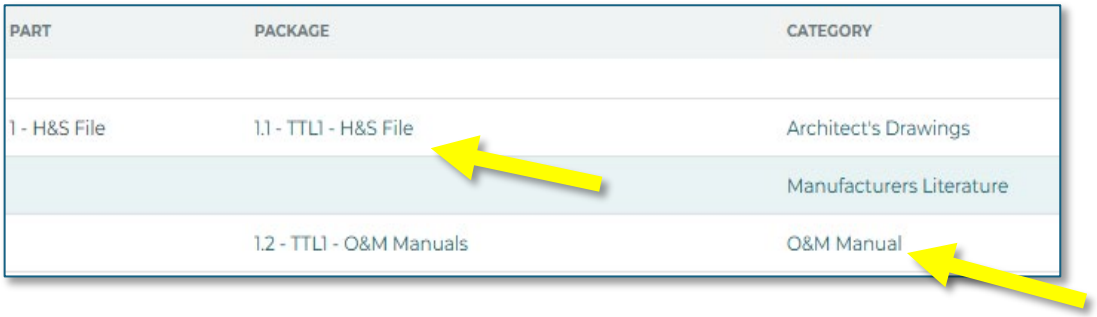
Click the **Documents** tab at the top left of the page to view the project files.



You will see a project overview page detailing the folders, the number of placeholders, and the number of documents uploaded.



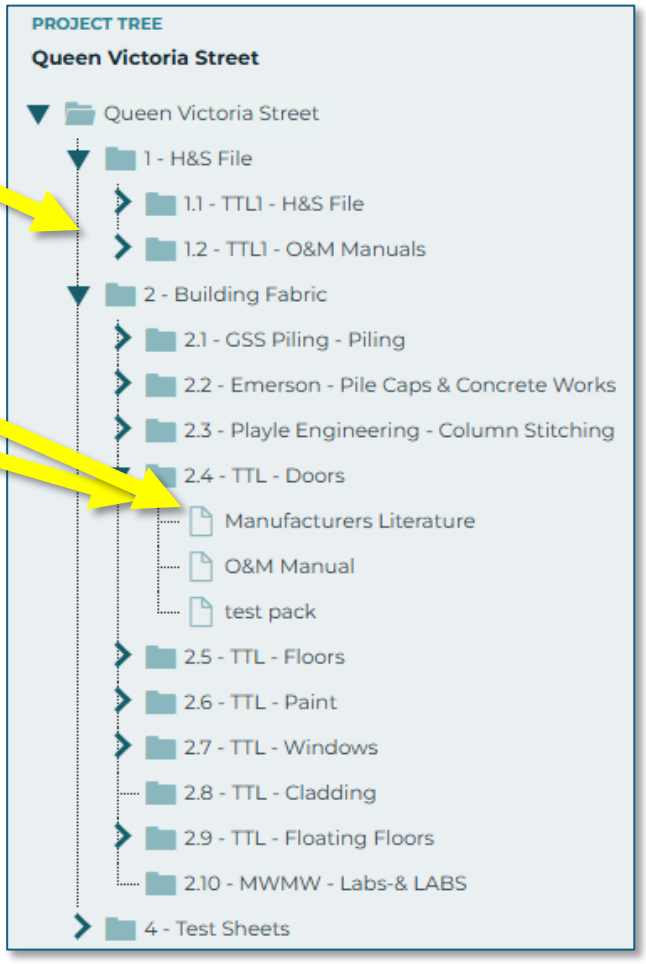
Click the **package** or **category** links to navigate to files.



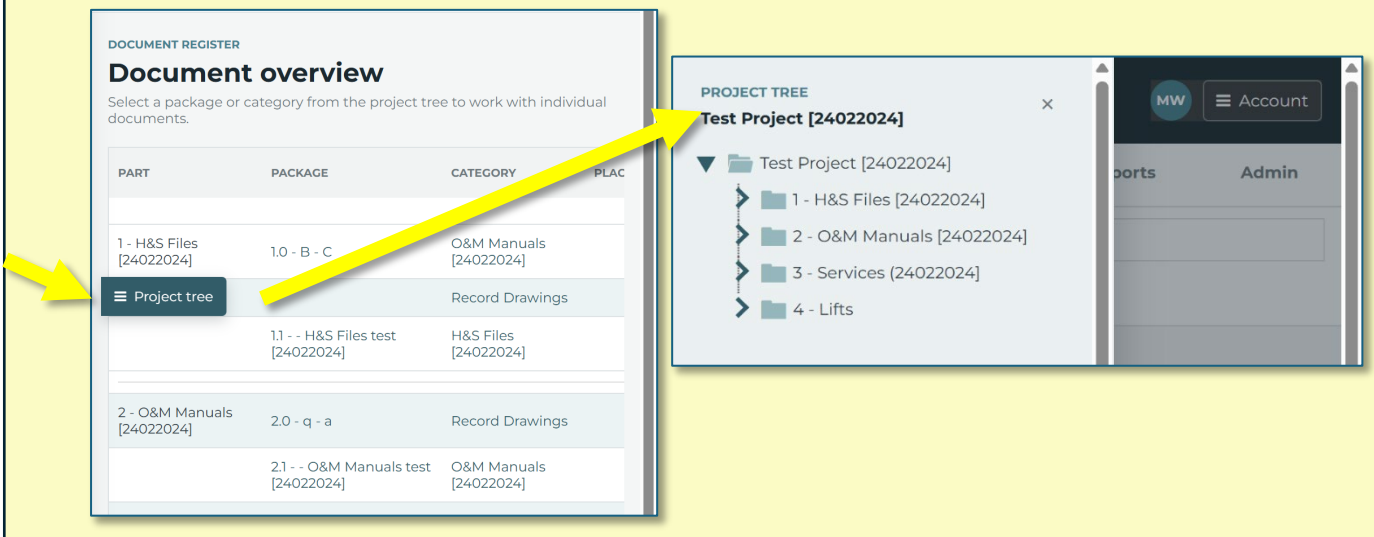
You can also navigate to the documents you require using the folder tree on the left-hand side of the page.

Use the chevron arrows to navigate high level folders

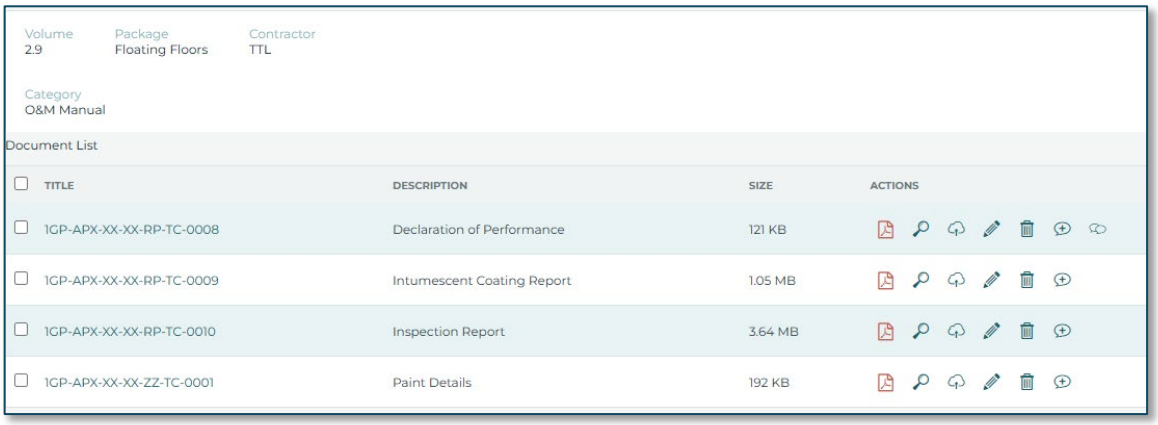
Click on the sub folders of the O&M you wish to view.



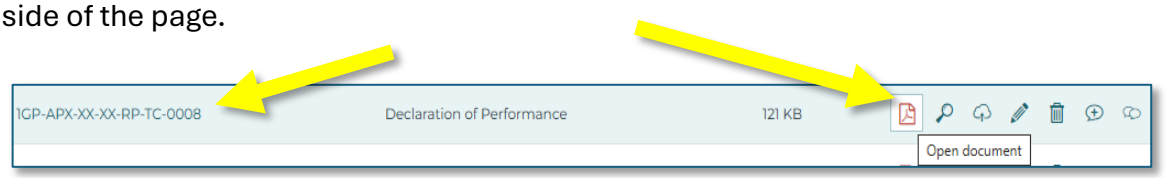
Note: If accessing the site on your mobile device, click on the **Project Tree** floating button



The folder lists the documents.



Open the document by clicking on the "**title**" or the "**file**" icon on the right-hand side of the page.



The document will open in a separate window, where you can save or print it.
You may see several icons next to the files. The icons you see depend on your access, such as "**commenter**" and "**uploader**". You will be given the level of access appropriate for your role. Please get in touch with us if you have any questions about your access.


File


File details, such as the version number


Upload


Edit

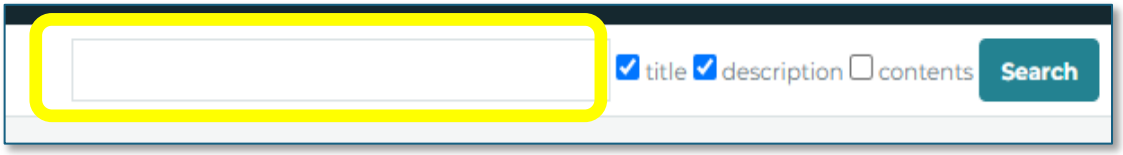

Delete


Add comment

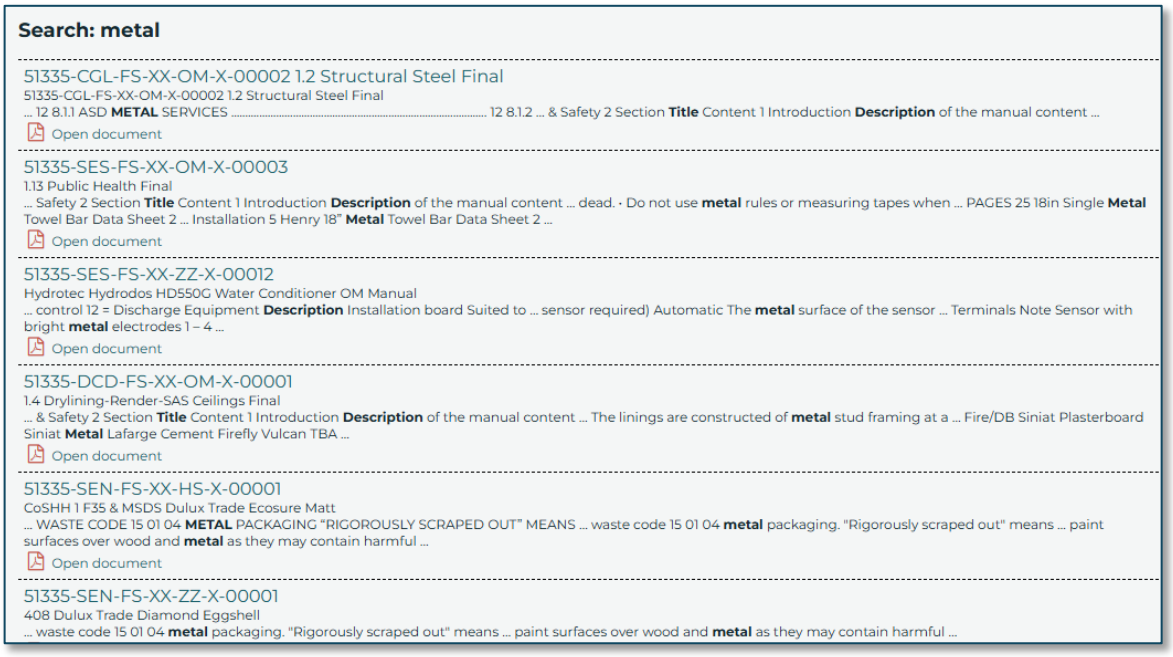

View comment

You can find information on the function of these icons on the following pages.

You can also search for documents using the search box at the top of the page. You can select and search 3 datasets: title, description, and **contents** (file). You can select any combination of these 3 datasets



The search results will be listed, with the found search word/phrase highlighted in **bold**. Click on any result to open the document.



3. Commenting

All Virtual communications are carried out via email; there are no "**notifications**" or "**alerts**" sent via the system, so you don't need to log on regularly. We will email you directly whenever you need to take action. If you are required to comment, you will be given "**commenter**" access to enable you to add comments.

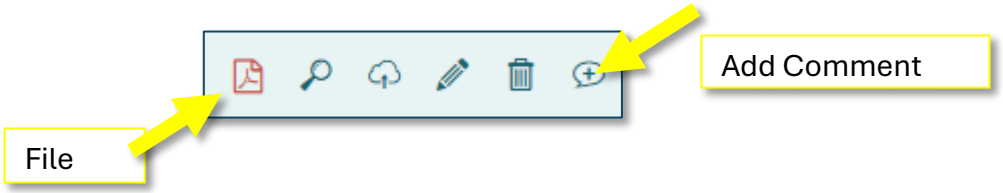
The commenting process is simple and is as follows:

When a manual is available for your review, you will be emailed directly confirming:

The manual that is available for review:	e.g. Fabric O&M 2.9 Floating Floors
The Contractor that has produced the O&M:	TTL
The draft that is available for review:	1st draft

You will need to log on to the Virtual system to review the O&M and navigate to the relevant folder, as detailed in the navigation section above.

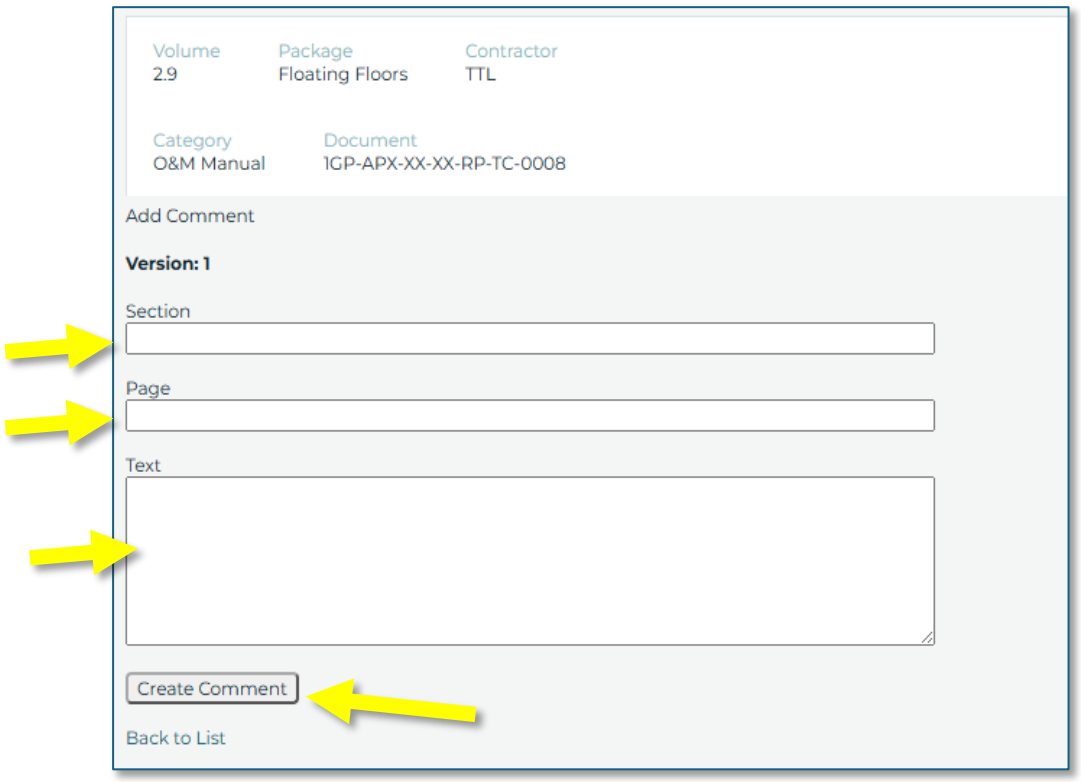
Open the document by clicking the "file" icon (it will open in a separate window). Add your comments to the document you've navigated to by clicking on the "**+ speech bubble**" icon at the far right-hand side of the page:



To add a comment, enter the **section number**, the **page number** and your **comment** – then click the create comment button, as shown below.

Identify the **section** your comment is against. Identify the relevant **page** number

Add your comment in the **Text** box, e.g. *Paint thickness stated 40 microns; should be 80 microns*.



Click the "**Create Comment**" button.

Continue adding your comments until your review is complete. The last comment you **MUST** add should be:

"**Comments complete – manual is status A, B or C**" –

A	being complete with no comments,
B	being complete with minor comments,
C	being incomplete – new draft required.

Note:
obviously, it is up to you which status is given

As you add your comments, you will see them appear in a list. Should you wish to edit a comment, click on the "**pencil**" icon. If you wish to delete a comment completely, click on the "**trash can**" icon. Posted comments are indicated with a "**speech bubble**" icon.



Once you post your final "comments complete" comment, the website administrator will retrieve your comments for action. You will be notified if any further action is required on your part.

4. Uploading

There are 4 ways to upload files to your project once you have created the folder structure

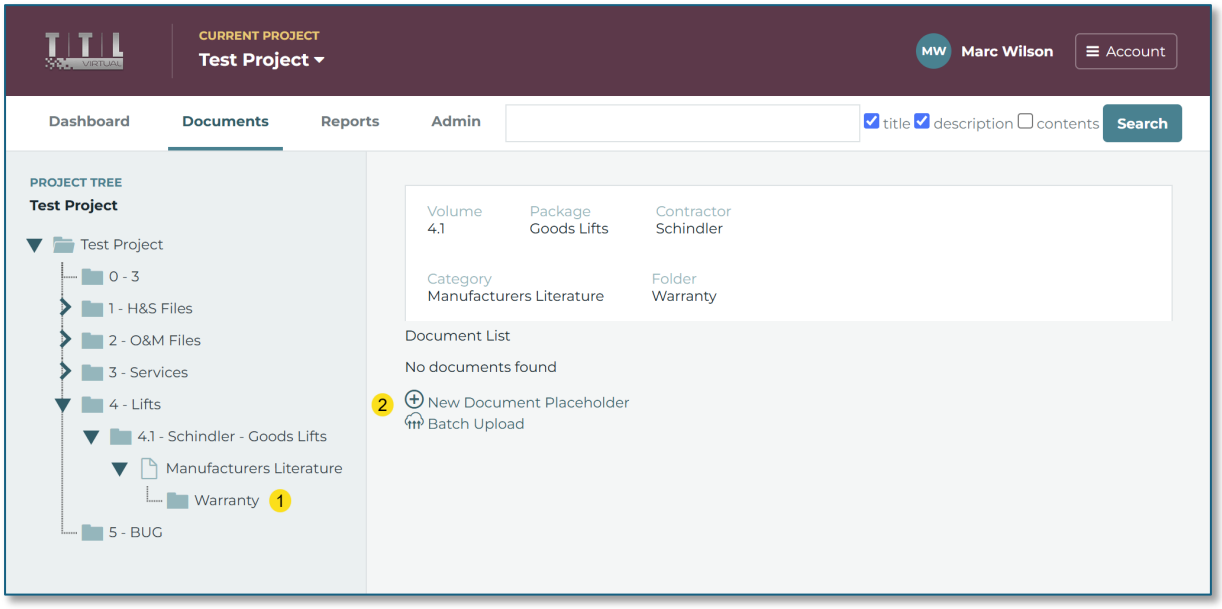
1. **Individual** – create a placeholder and then use the placeholder upload link to upload the file
2. **Bulk Upload** – create lots of placeholders in a single folder location, then use the Bulk Upload button to select the correct file for each placeholder
3. **Batch Upload** – drag & drop a number of files onto the Bulk Upload area to automatically create placeholders and upload the files
4. **TTL upload service**

Each of the above options comes with benefits and limitations

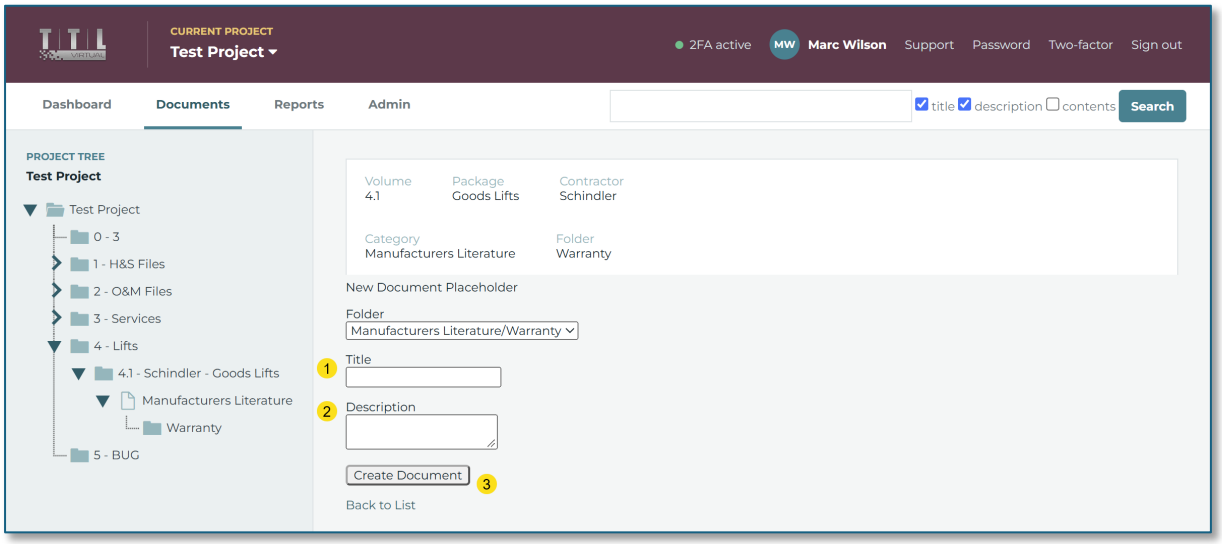
1. **Individual** – you have full control over the placeholder title and description fields as well as the filename of the file attached to the placeholder. But this is time-consuming if you have multiple files to upload to the same project folder
2. **Bulk Upload** - gives you the same individual control over title, description and filename, but as you create all the placeholders first and then bulk-upload the files after, it is better suited to multi-file uploading
3. **Batch Upload** – the placeholder title will/must match the filename (minus the filename extension), and the description field is blank. This is the quickest way to upload a lot of files if your file-naming convention is what you require for the placeholder titles
4. **TTL Upload service** – if you have a large number of files to upload that require specific and different wording for placeholder title and description fields

4.1. Individual

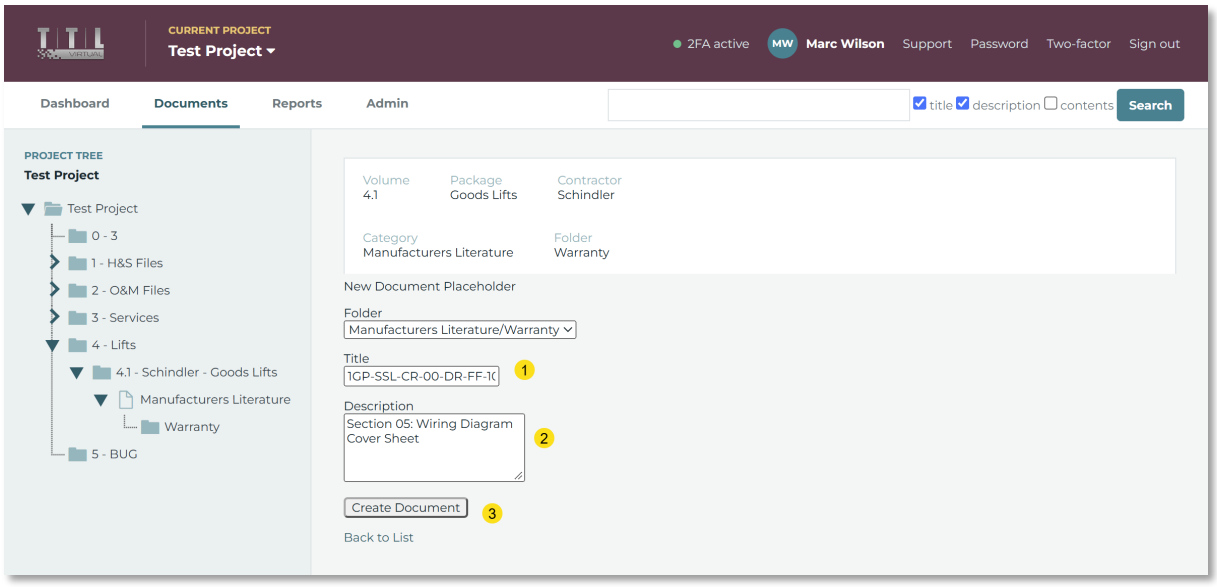
Click on the category folder you want to upload to from the project tree 1 , and then click on the '**New Document Placeholder**' 2 button



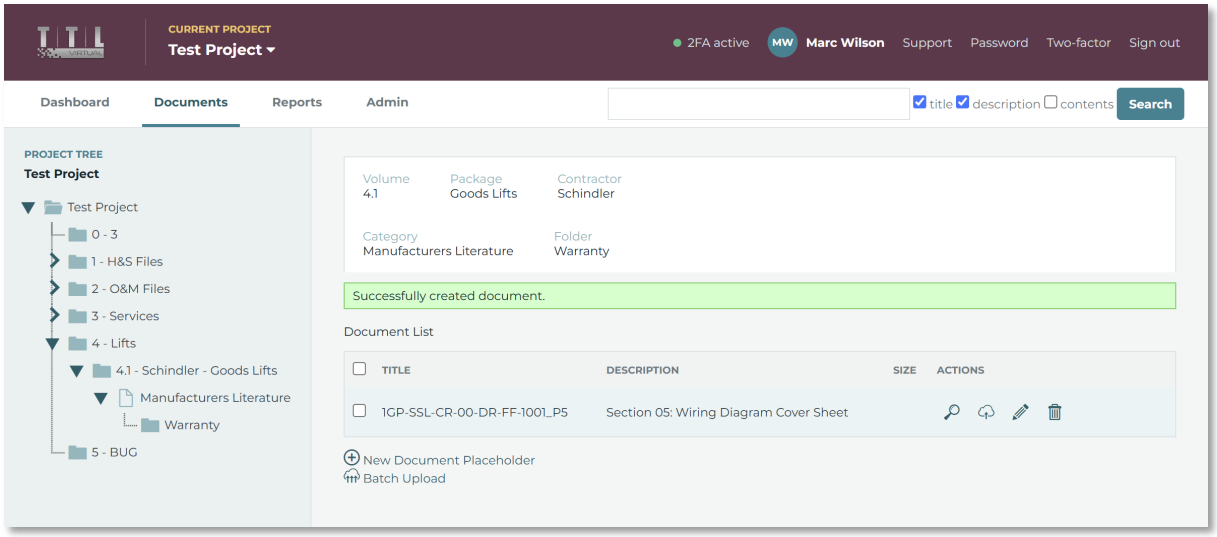
Then complete '**Title**' 1 and '**Description**' 2 , and then click on '**Create Document**' 3 button



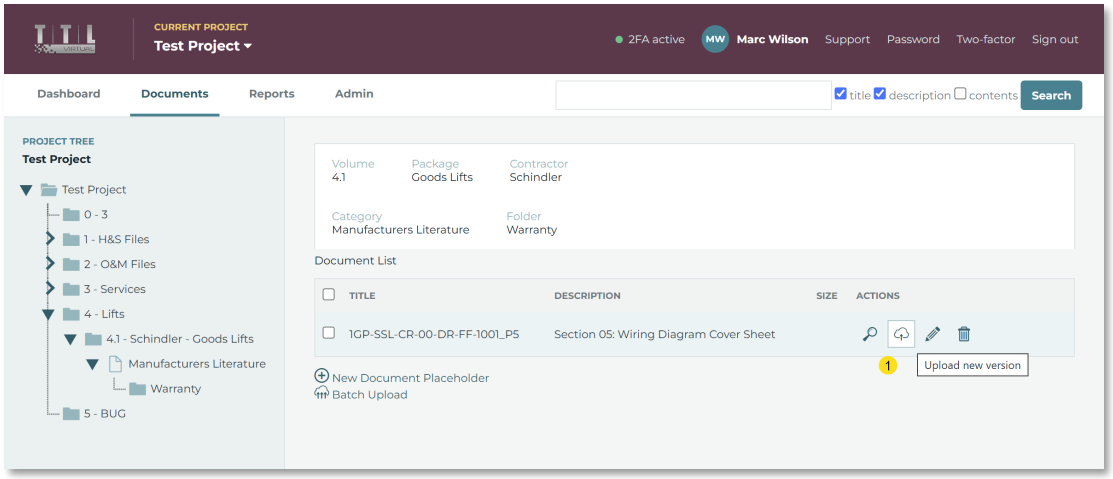
As shown below



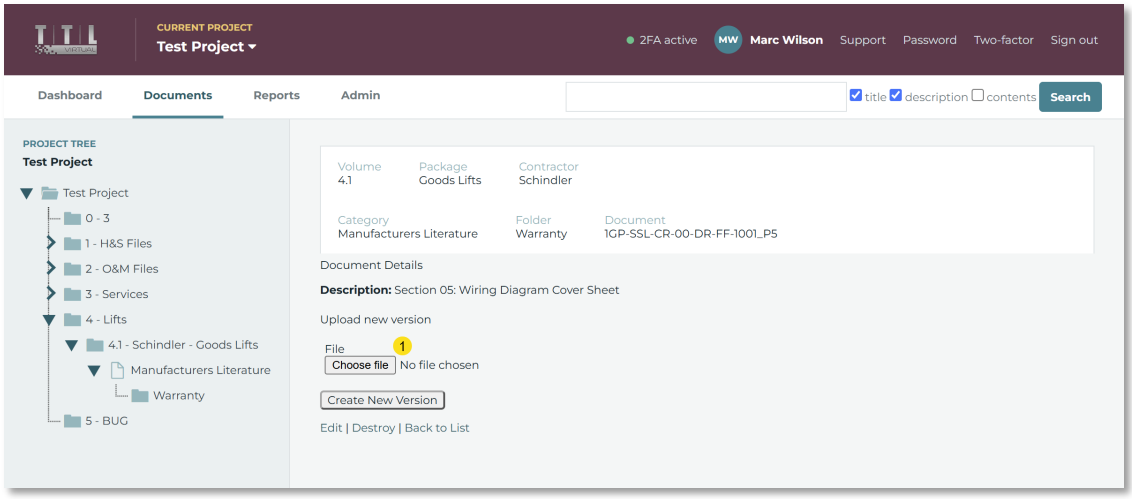
You should then see a green message: '**Successfully created document**'



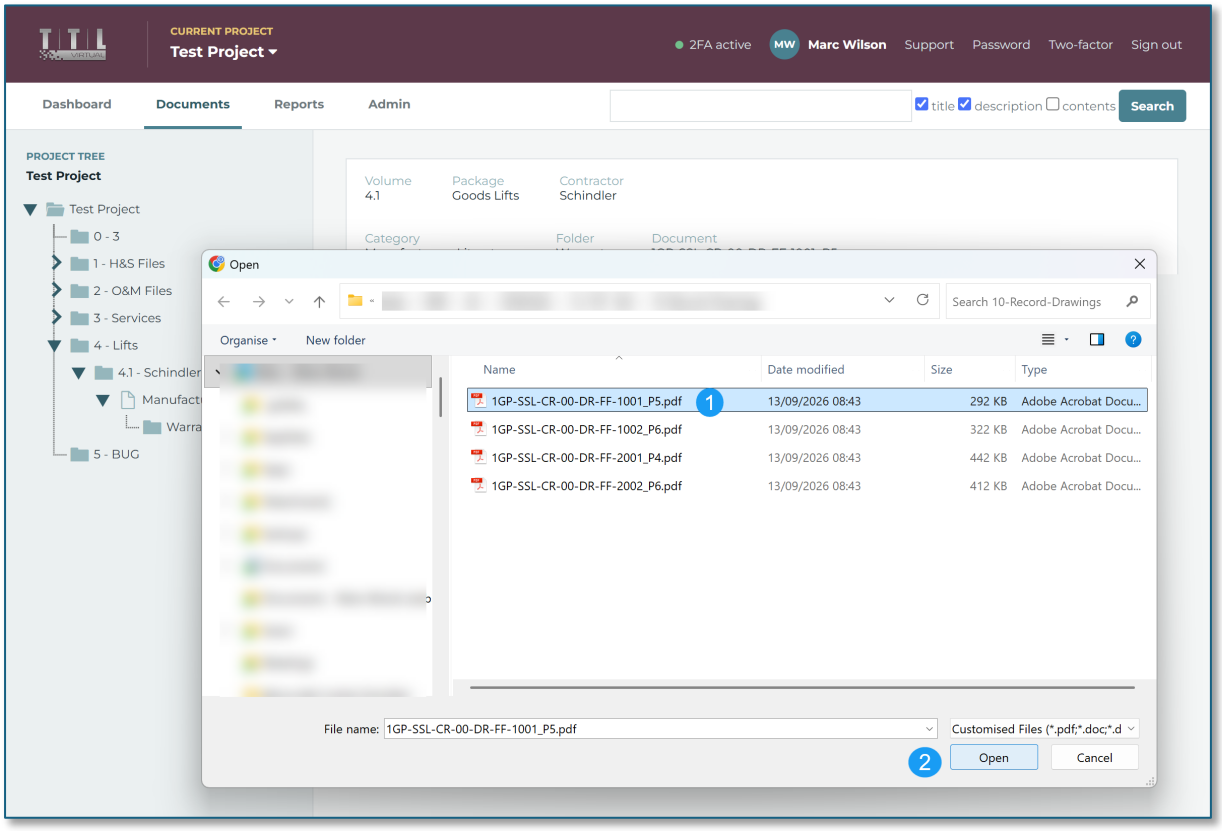
To upload a file to this document placeholder, click on the upload '**cloud**' 1 icon



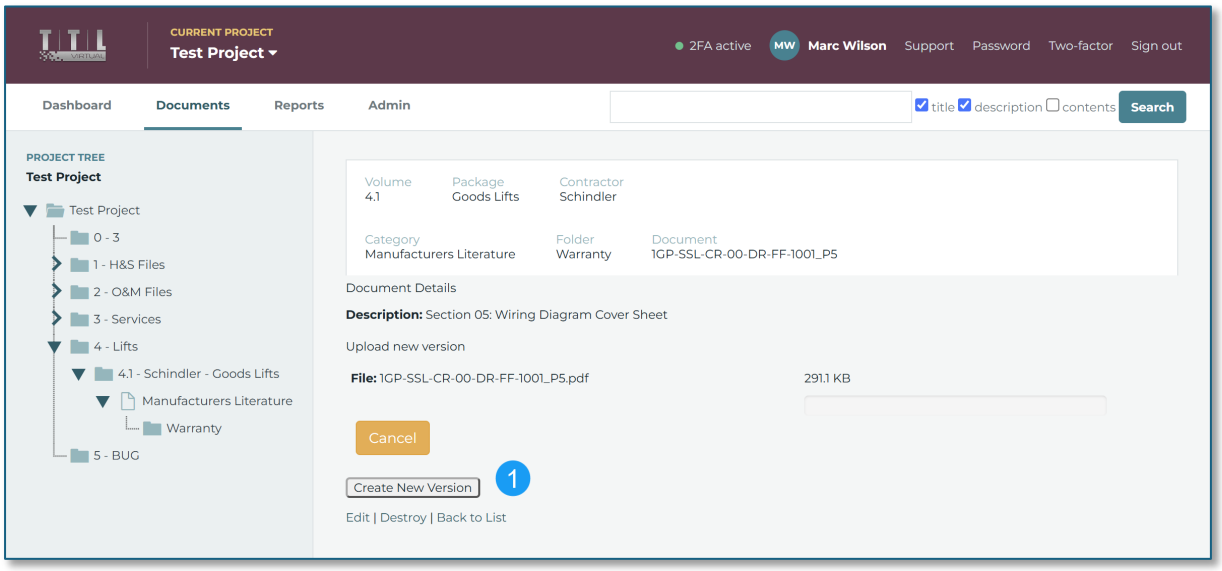
Then click on the '**Choose file**' 1 button



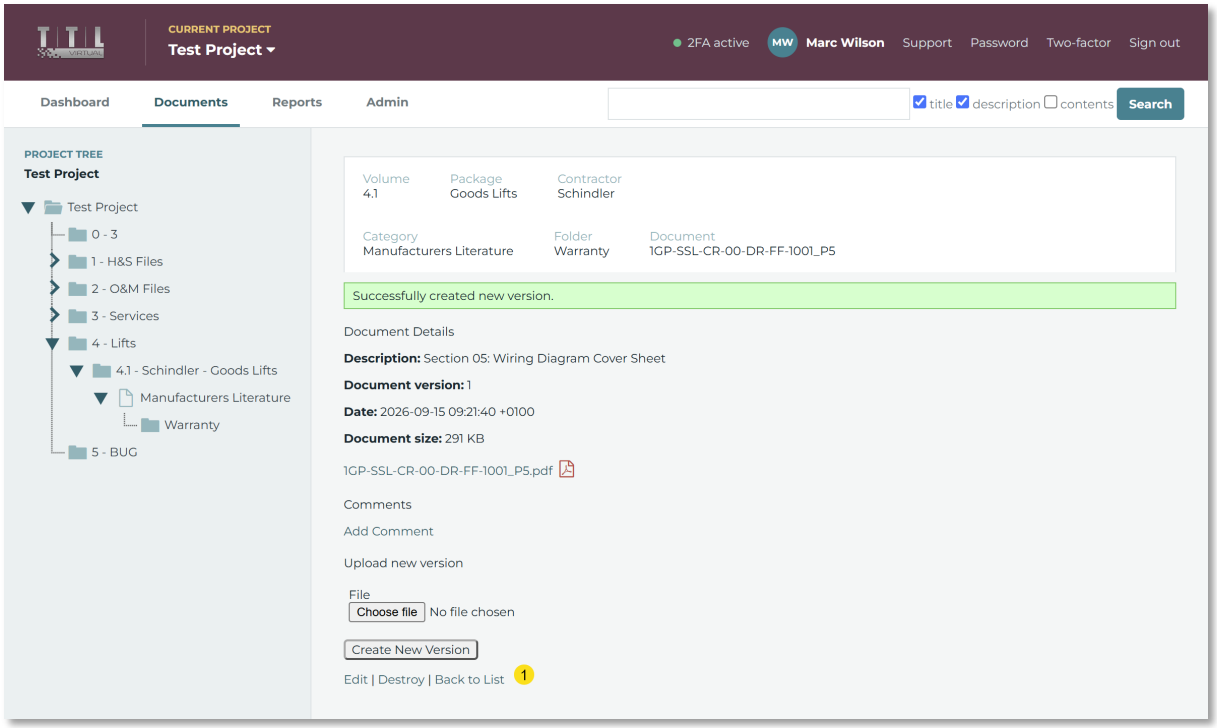
Then browse your computer for the matching file 1 for this document placeholder, and then click on the '**Open** '' 2 button



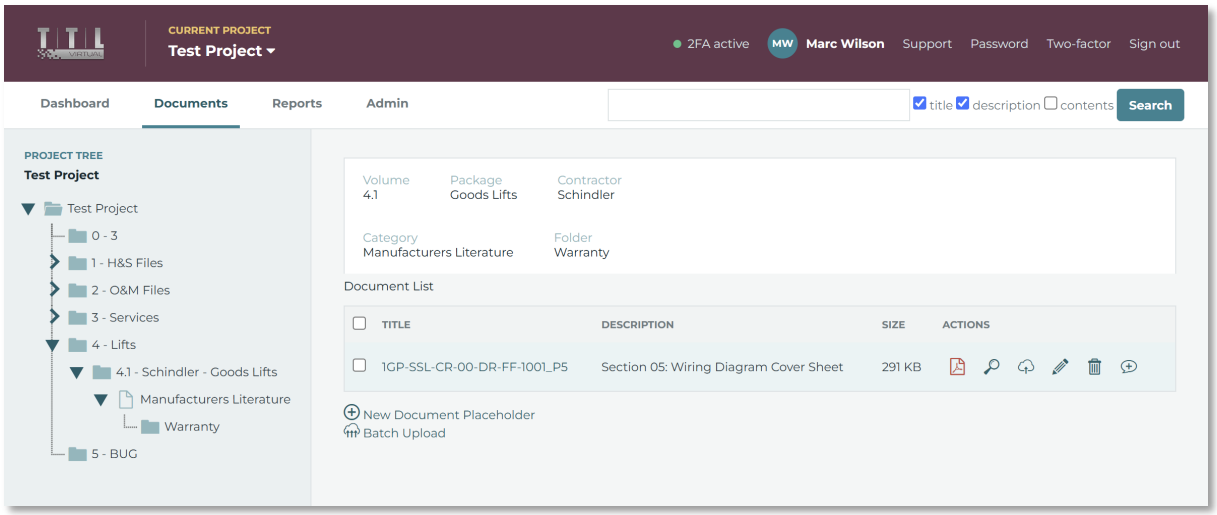
Then click on the '**Create New Version**' 1 button



You should then get a green message: '**Successfully created a new version ',** and click on the '**Back to List**' 1 link



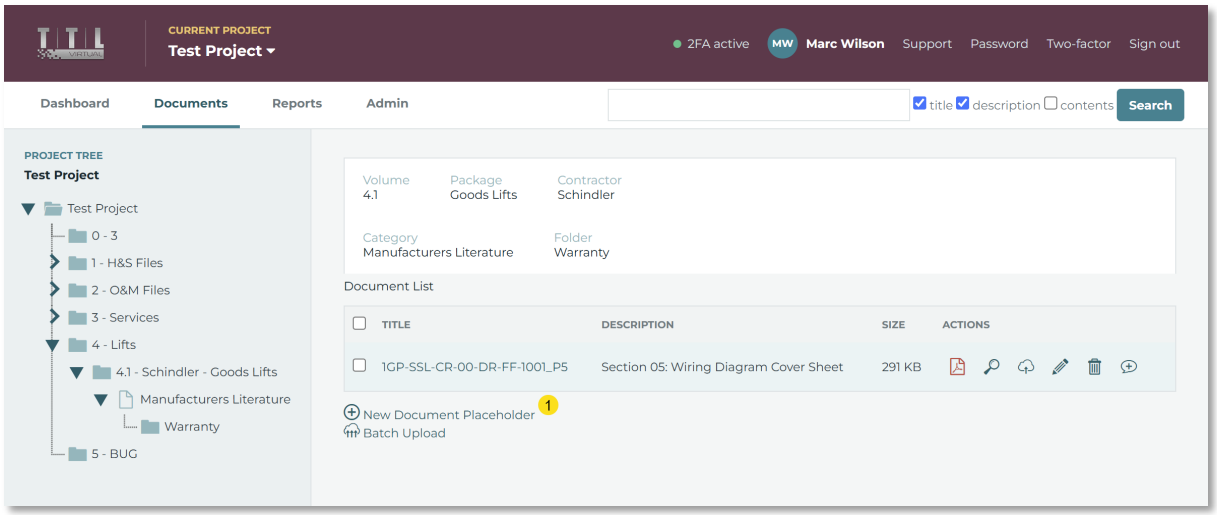
You will have now completed all the steps to create a document placeholder, then upload a file to the placeholder as version 1



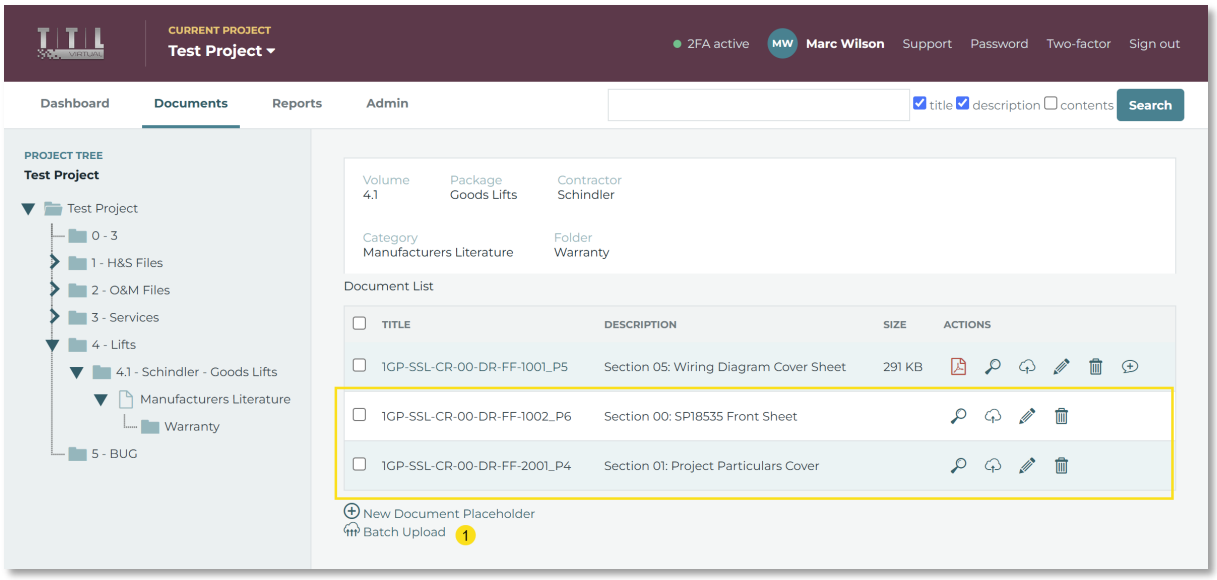
Now repeat as needed

4.2. Bulk-upload

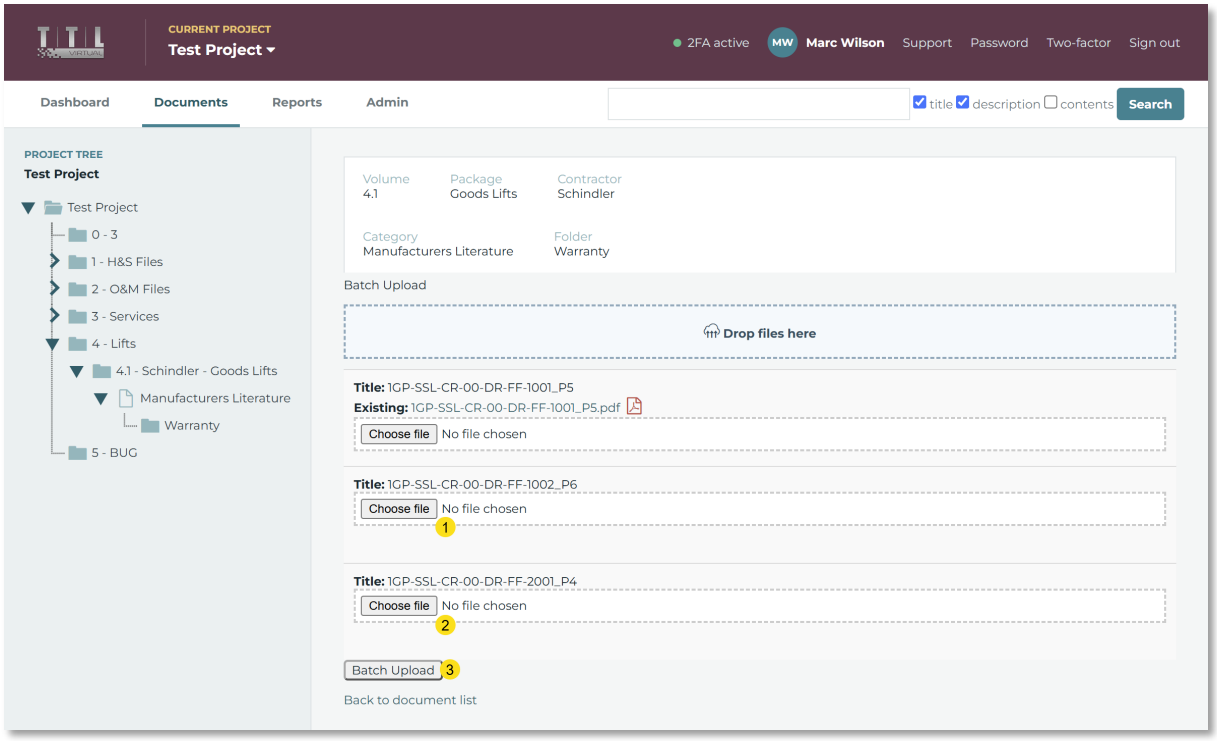
Create all the document placeholders first by using and repeating the 'New Document Placeholder' 1 button



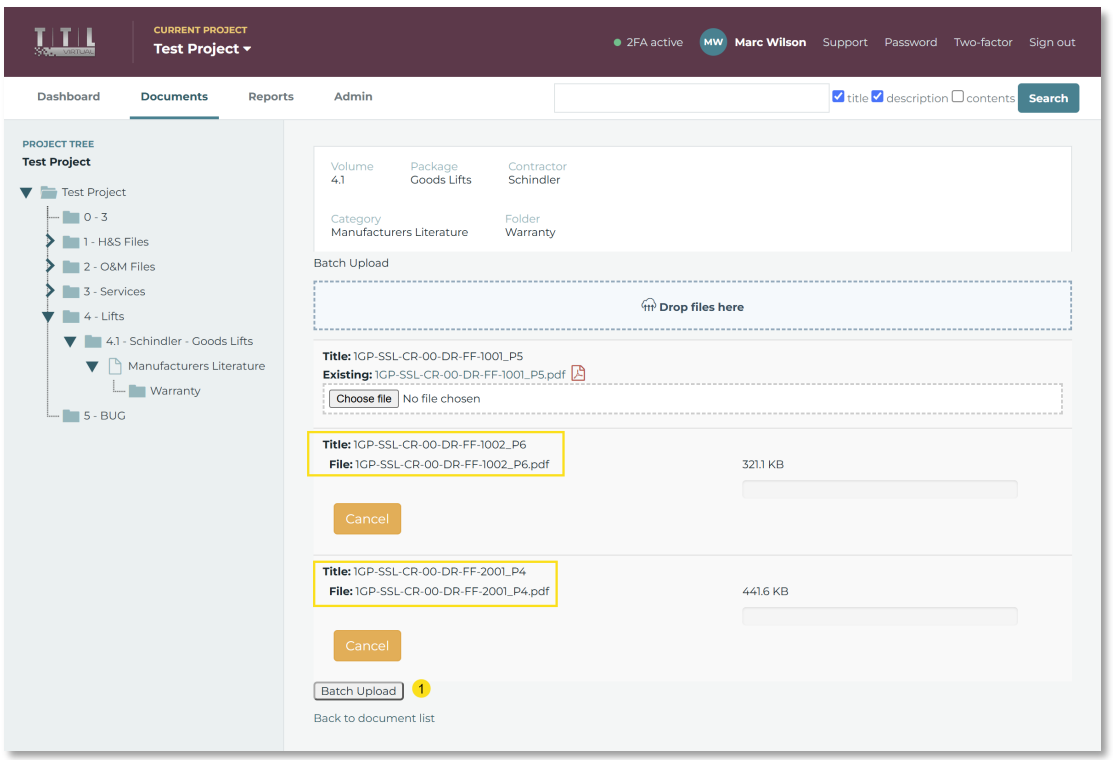
Once you have created your document placeholder, click on the '**Batch Upload**' 1 button



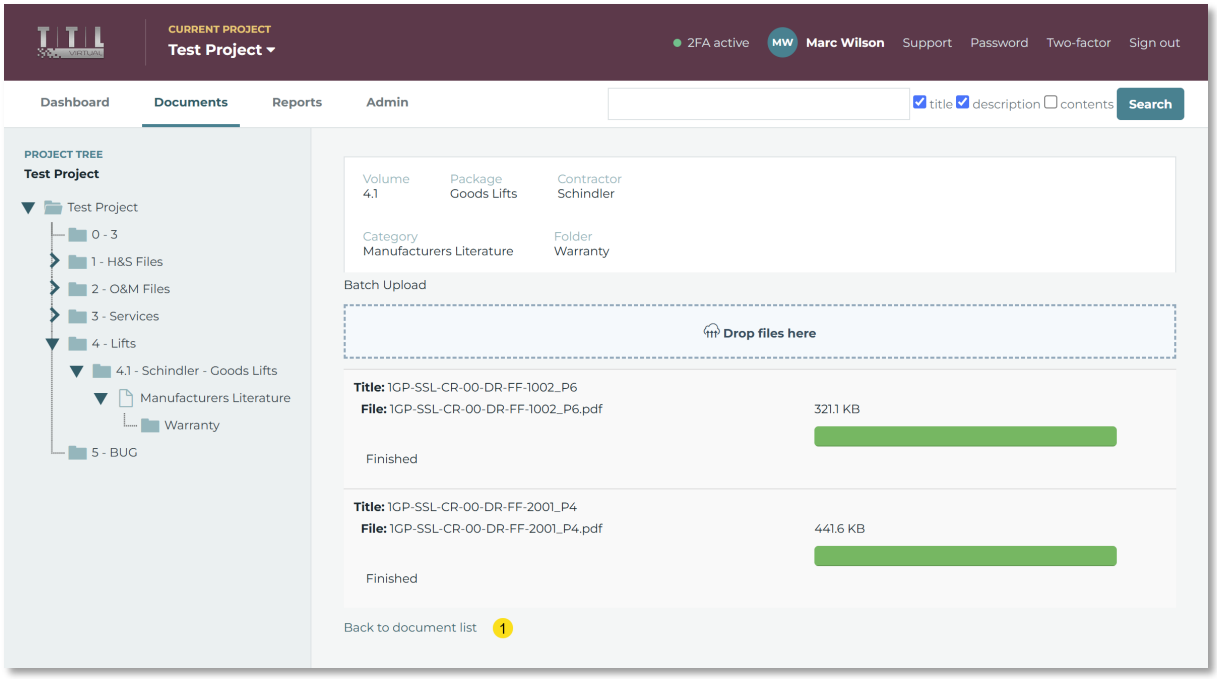
Then, using the '**Choose file**' 1 and 2 buttons, select the relevant file for each **document placeholder**



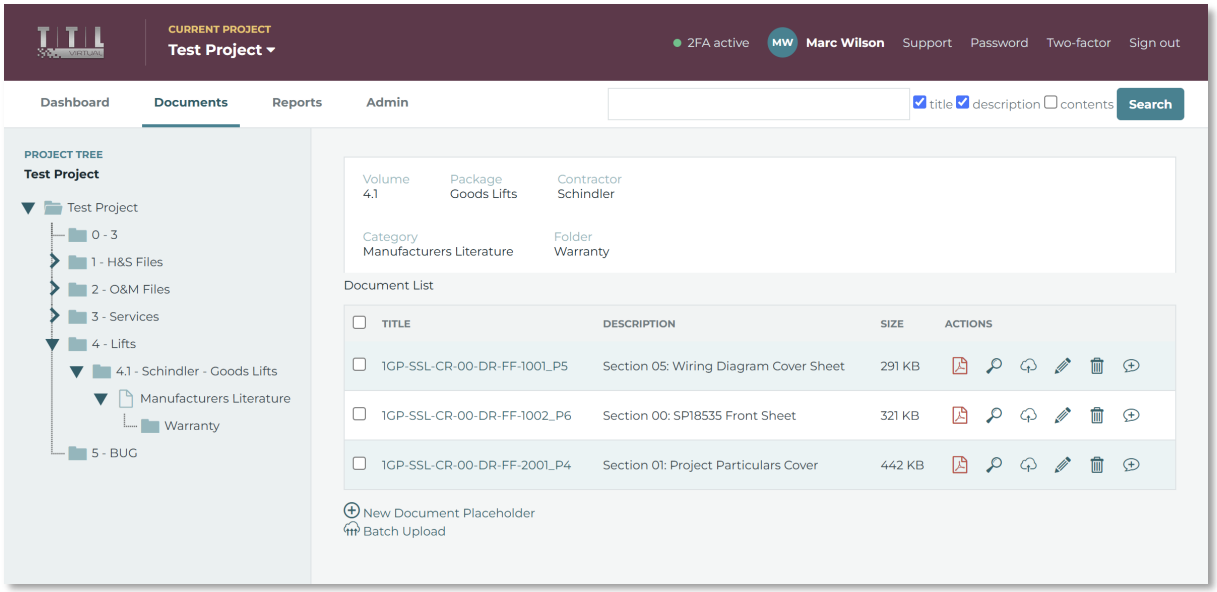
Once you have chosen all the files, click on the '**Batch Upload**' 1 button



You should then see multiple green **'Finished'** bars; then click on the **'Back to document list'** 1 link



You have now completed bulk uploading **files** to existing **document placeholders**

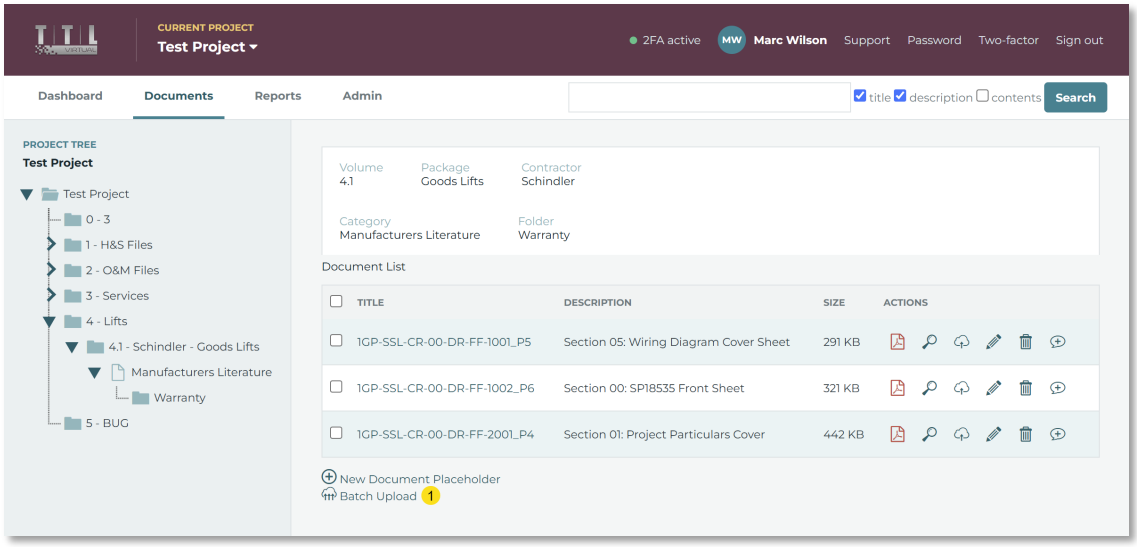


4.3. Batch Upload – (drag and drop)

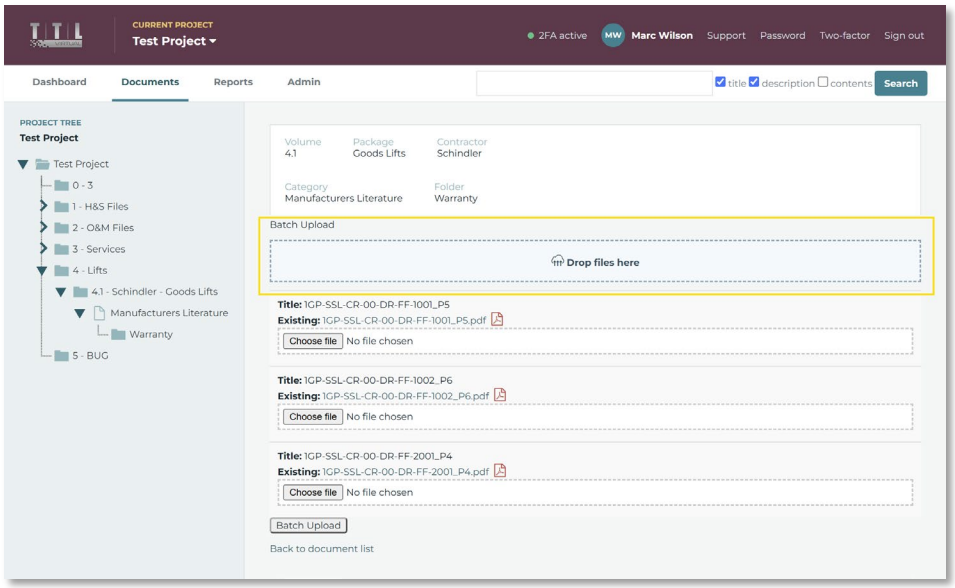
To automate the document placeholder creation with the file upload in a single step

Note:
This will use the filename (without the extension part) as the **title** and have a **blank description**

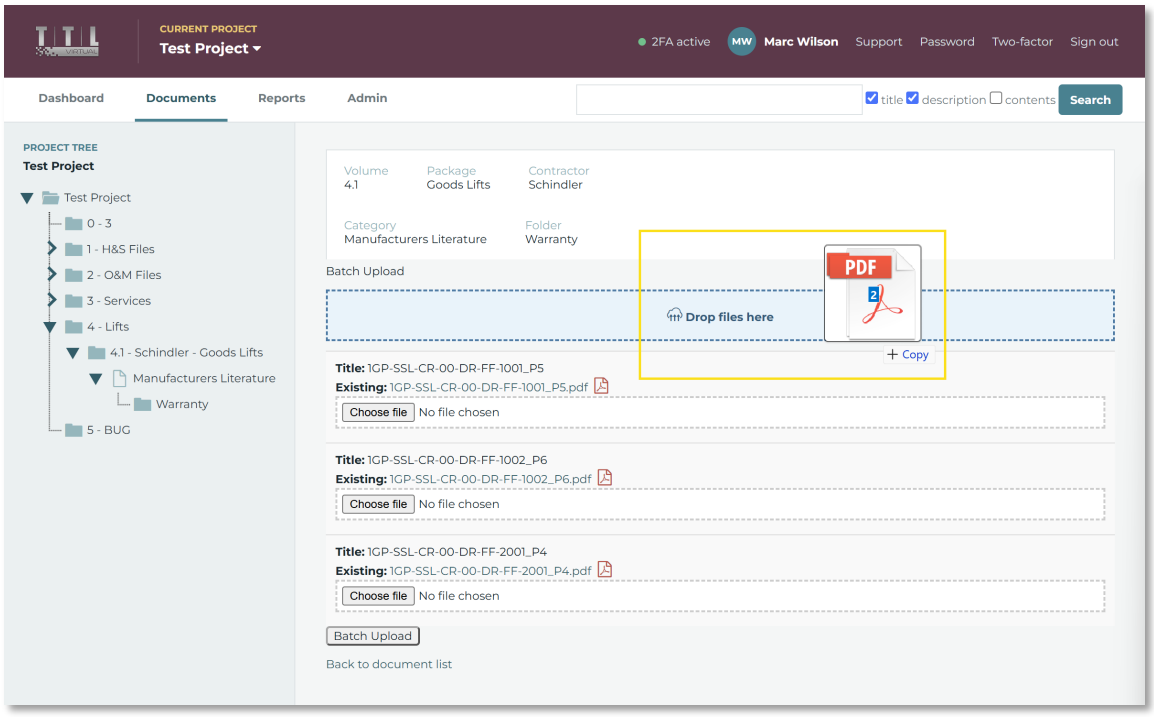
Click on the '**Batch Upload**' 1 button



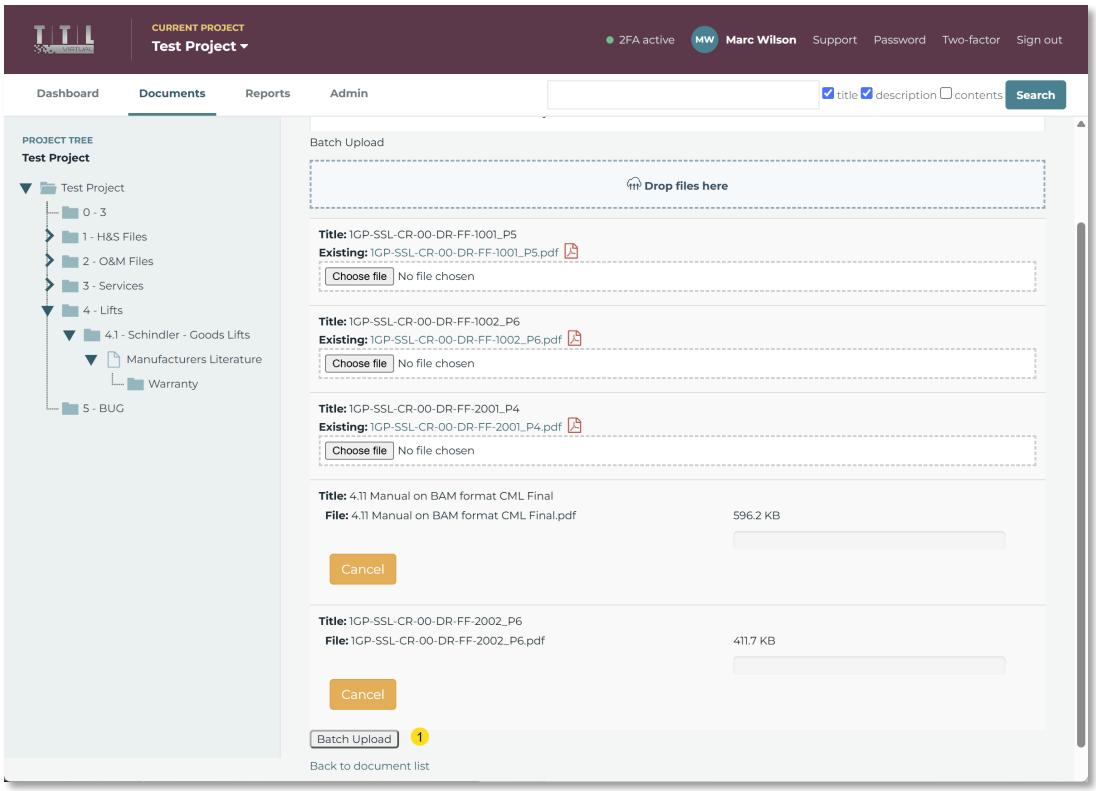
Then select and drag your files from your computer and drop them in the 'Drop files here' box



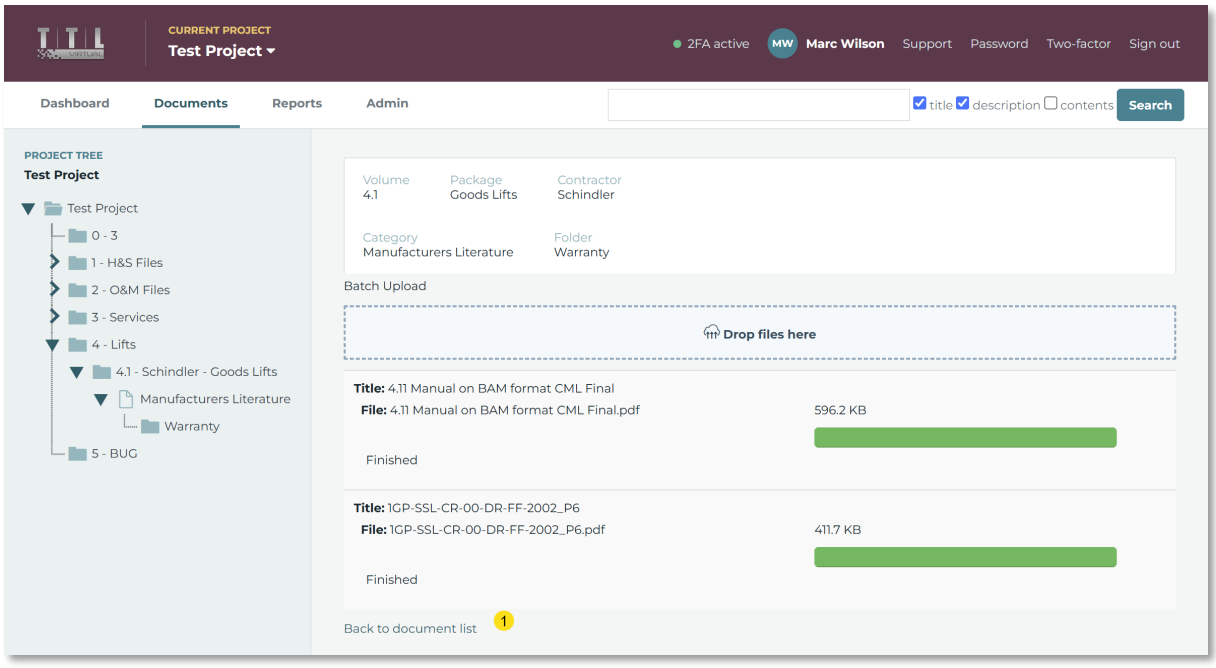
Make sure you release the files inside the '**Drop files here**' blue box



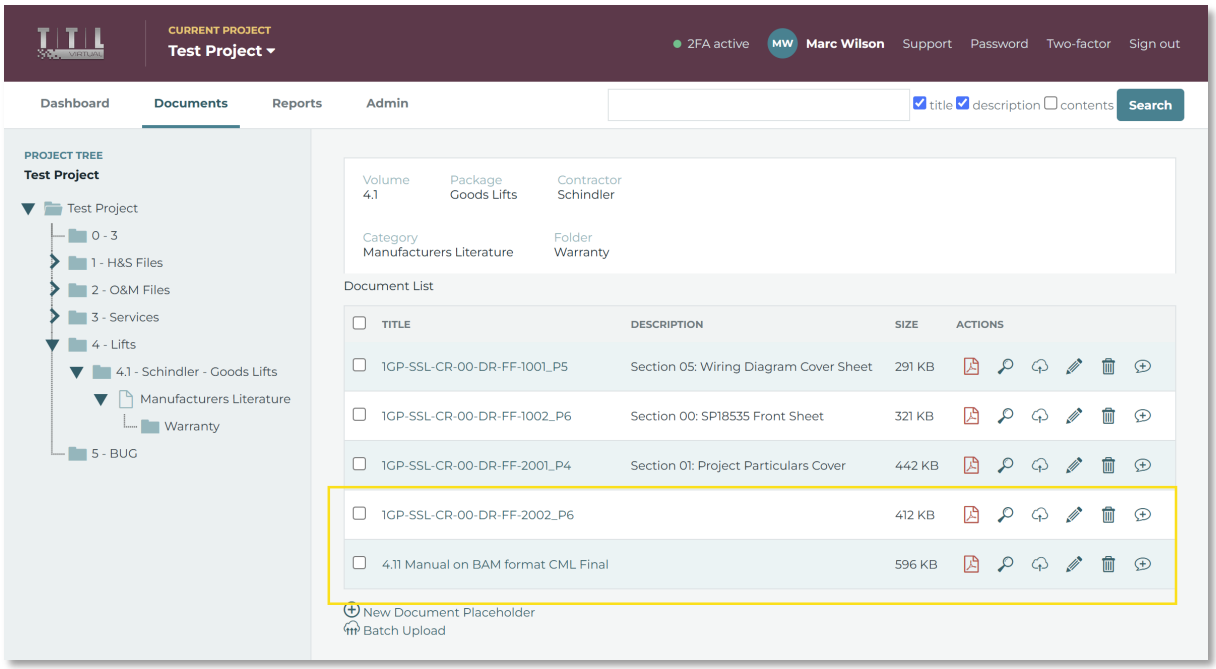
This will then confirm the document placeholder '**title**' and the file **filename** that will be uploaded to the document placeholder. Then click on the 'Batch Upload' 1 button



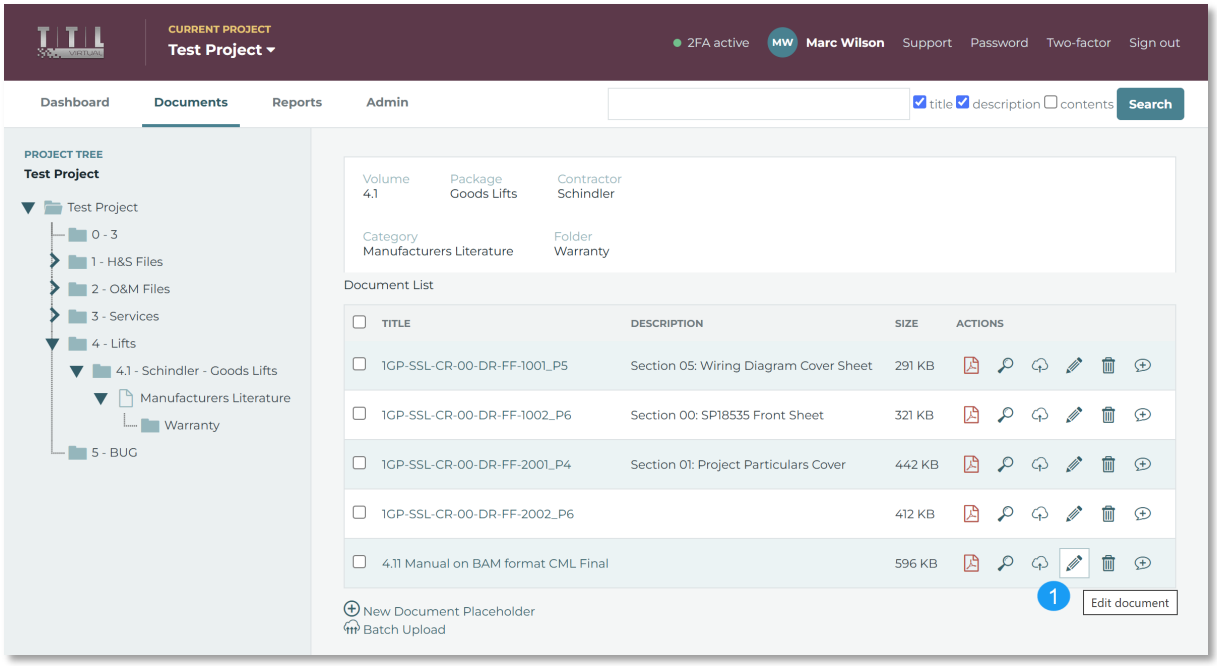
You will then see '**Finished**' green bars; then click on the '**Back to Document List** '' 1



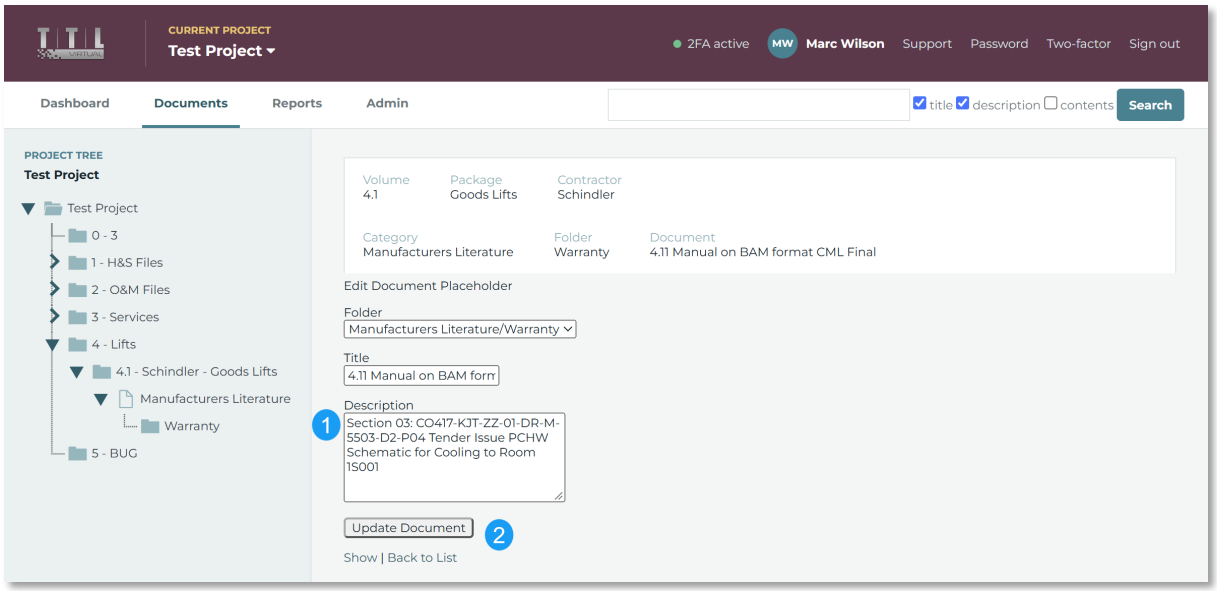
The automated Bulk Upload will create the document placeholder with the same name as the corresponding file filename, and note that the **description** is blank for files uploaded this way



To add a '**Description**' to a '**document placeholder**', click on the pencil icon '**Edit document**' 1



This will then display all the document details, which will allow you to add a '**Description**' 1 ; then click on the '**Update Document**' 2 button



You have now completed the '**Bulk Upload**' steps – repeat as needed

4.4. TTL Upload service

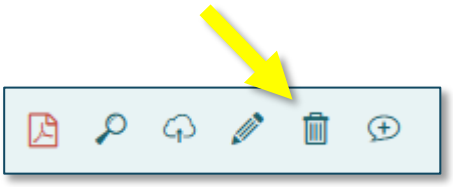
If you have a large number of files to upload to a **'Category/Folder'** that you want to upload with different document **'Title'** and **'Description',** like below



Please contact us via the '**Support'** link at the top of the page

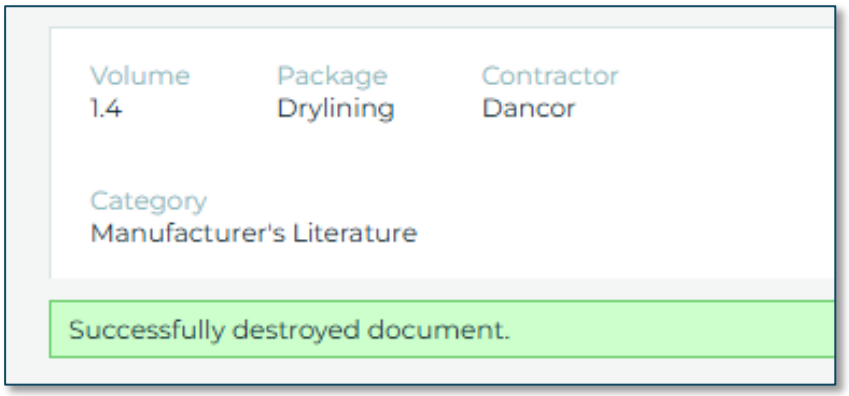
5. Deleting

If you have "**commenter**" or "**uploader**" access, you can delete your comment or placeholder/files by clicking on the trash can icon, then "**OK**".

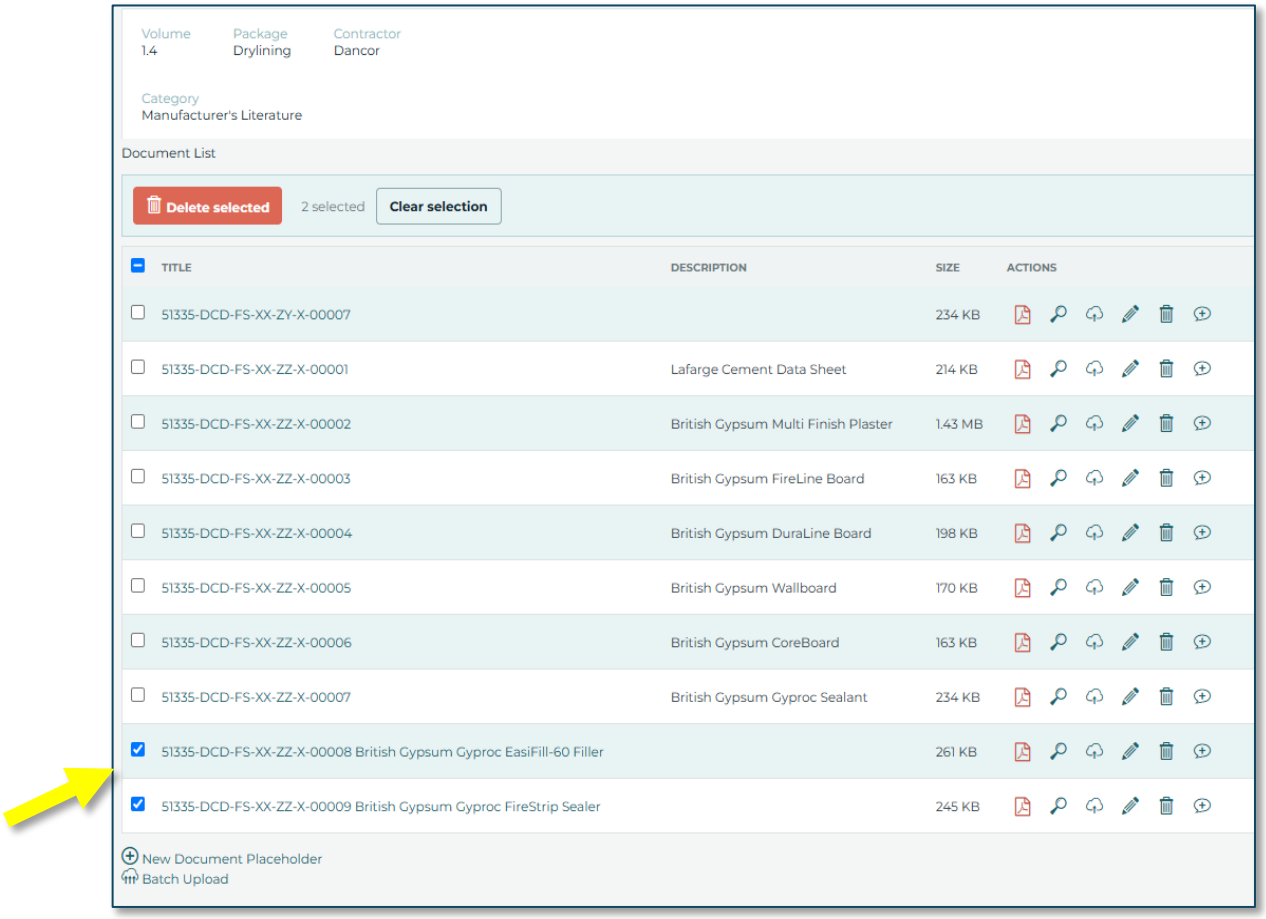




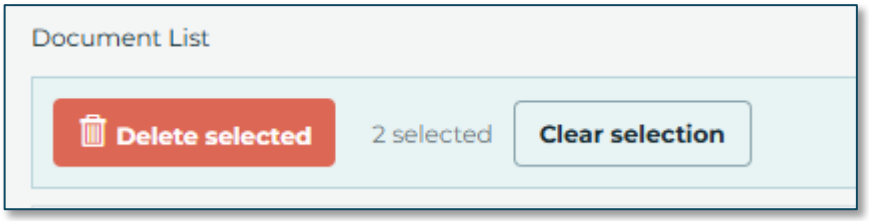
The document will be deleted.



If you have "**admin**" access, you can **batch-delete multiple files**.
Select the files you wish to delete by checking the boxes.



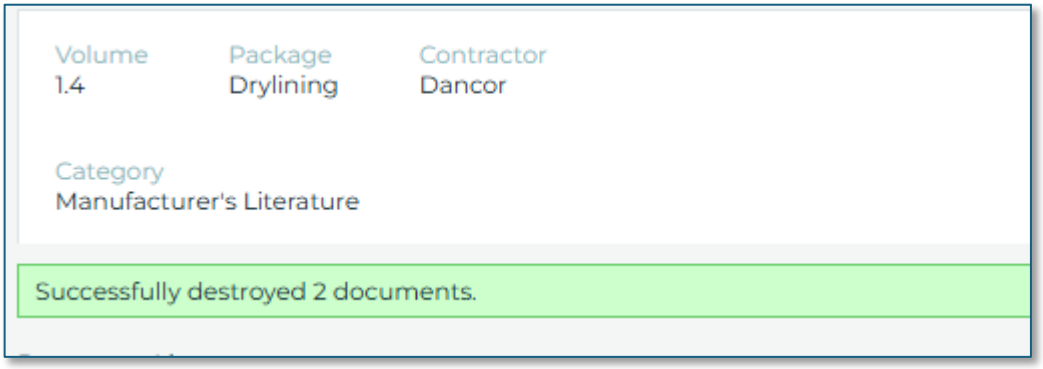
You can choose to "**delete selected**" files or change your mind and "**Clear selection**" by clicking the relevant buttons or unchecking one or more boxes.



If you choose to delete, confirm **OK**.



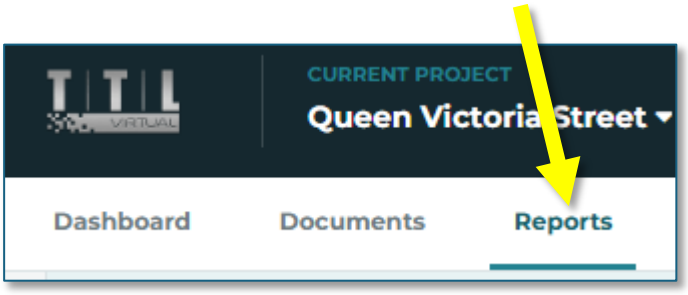
The files will be deleted.



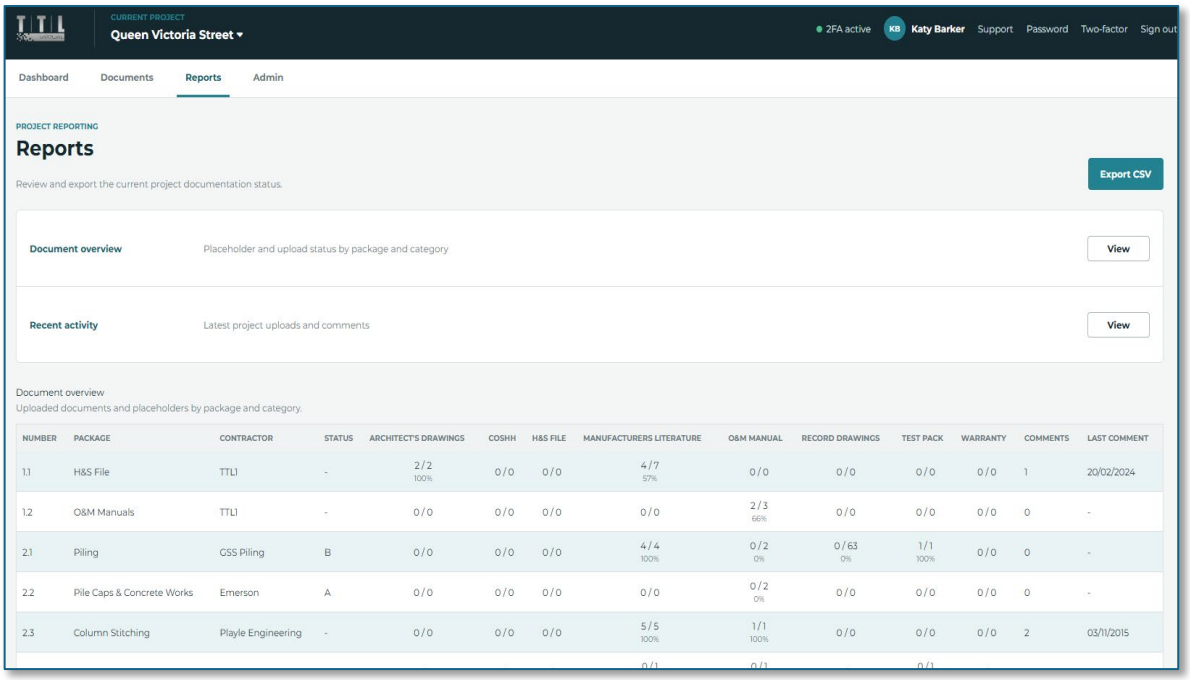
Note:
Only users with Admin access are able to batch delete. With the delete functions, as described there are options to change your mind. Be sure you really want to delete the files chosen, especially if you are batch deleting a number of files.

6. Reports

The Reports tab provides an overview of the project, including details of uploaded files, recent uploads, and recent comments.



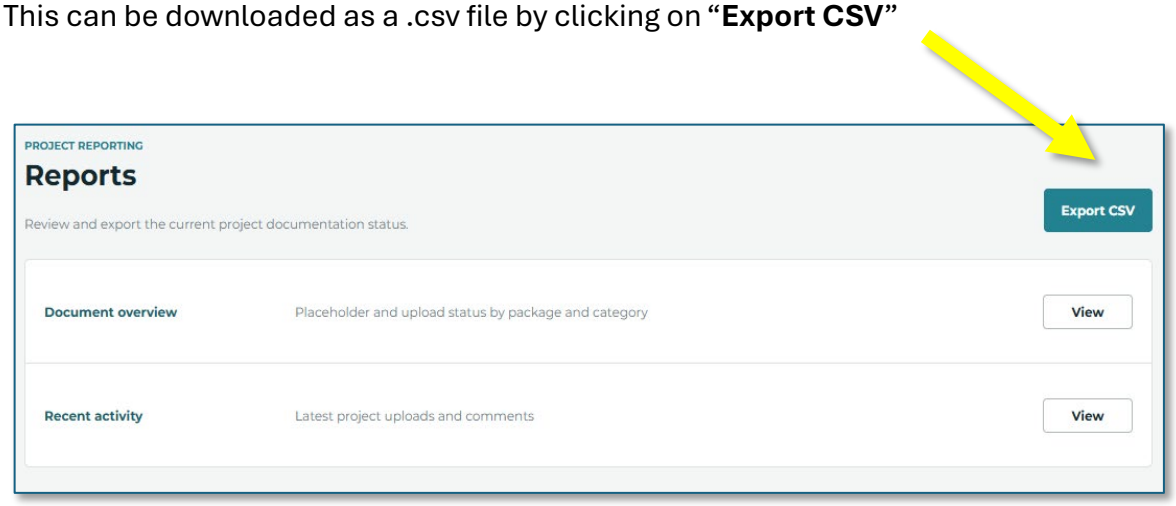
The document overview report shows uploaded documents and placeholders by package and category.



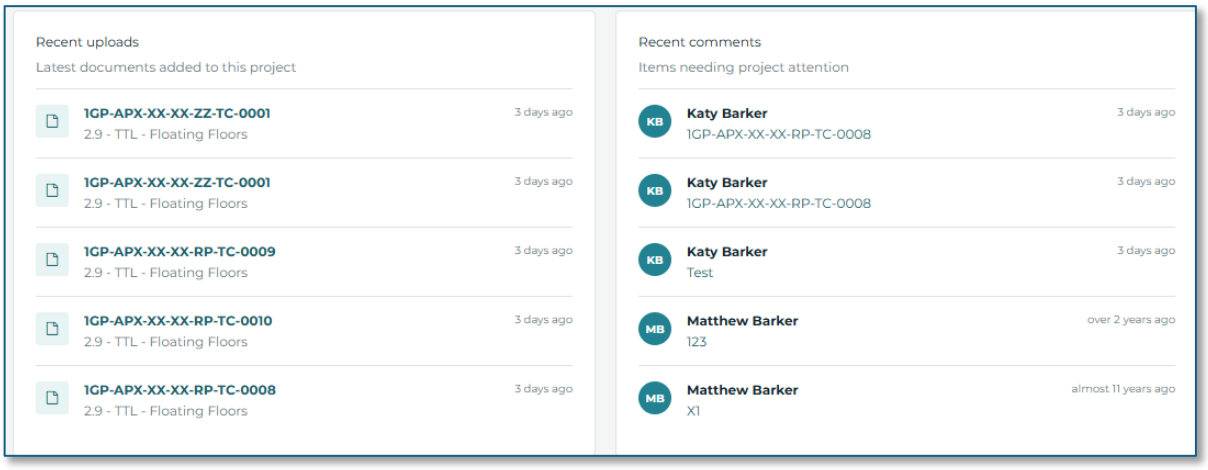
NUMBER	PACKAGE	CONTRACTOR	STATUS	ARCHITECT'S DRAWINGS	COSHH	H&S FILE	MANUFACTURERS LITERATURE	O&M MANUAL	RECORD DRAWINGS	TEST PACK	WARRANTY	COMMENTS	LAST COMMENT
1.1	H&S File	TTLI	-	2 / 2 100%	0 / 0	0 / 0	4 / 7 57%	0 / 0	0 / 0	0 / 0	0 / 0	1	20/02/2024
1.2	O&M Manuals	TTLI	-	0 / 0	0 / 0	0 / 0	0 / 0	2 / 3 66%	0 / 0	0 / 0	0 / 0	0	-
2.1	Piling	GSS Piling	B	0 / 0	0 / 0	0 / 0	4 / 4 100%	0 / 2 0%	0 / 63 0%	1 / 1 100%	0 / 0	0	-
2.2	Pile Caps & Concrete Works	Emerson	A	0 / 0	0 / 0	0 / 0	0 / 0	0 / 2 0%	0 / 0	0 / 0	0 / 0	0	-
2.3	Column Stitching	Playle Engineering	-	0 / 0	0 / 0	0 / 0	5 / 5 100%	1 / 1 100%	0 / 0	0 / 0	0 / 0	2	03/11/2015

NUMBER	PACKAGE	CONTRACTOR	STATUS	ARCHITECT'S DRAWINGS	COSHH	H&S FILE	MANUFACTURERS LITERATURE	O&M MANUAL	RECORD DRAWINGS	TEST PACK	WARRANTY	COMMENTS	LAST COMMENT
1.1	H&S File	TTLI	-	2 / 2 100%	0 / 0	0 / 0	4 / 7 57%	0 / 0	0 / 0	0 / 0	0 / 0	1	20/02/2024

This can be downloaded as a .csv file by clicking on "**Export CSV**"

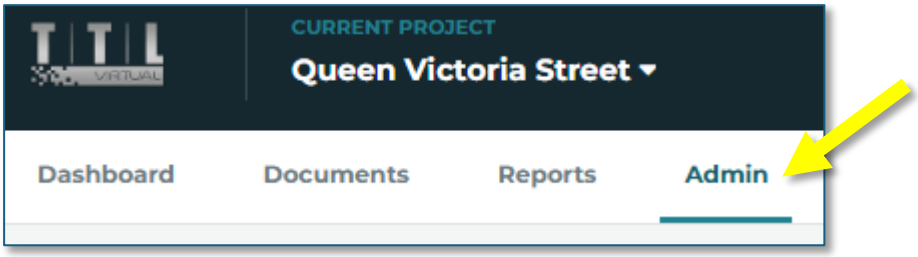


The recent activity shows the latest uploads and comments for the project.

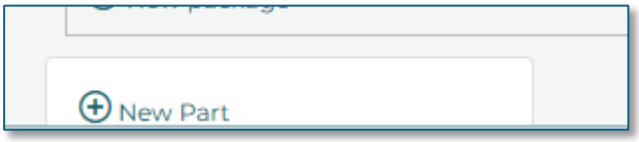


7. Administering Your Site

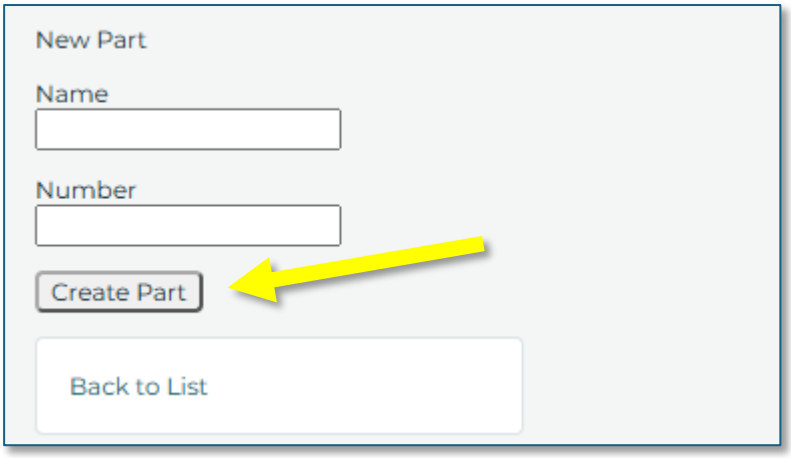
If you have "**admin**" access, you can administer your project by clicking on the "**Admin**" tab.



On this tab, you can edit the folder structure, categories, and user permissions.
To edit the folder structure, click on the "**Edit folder structure**" button.
Click on the "**New Part"** button to create a new top-level folder.



Enter the name and number of the new "**Part**" and click the "**Create Part**" button.



Your new "**Part**" will be created.

To add a new "**package**" under your "**Part**", click the "**New Package**" link.

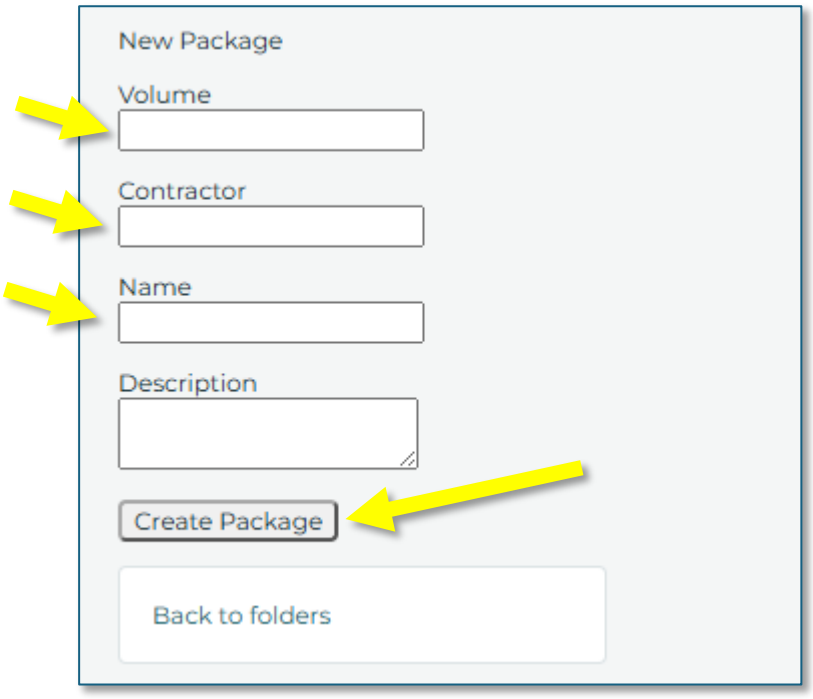


Complete the fields as necessary.

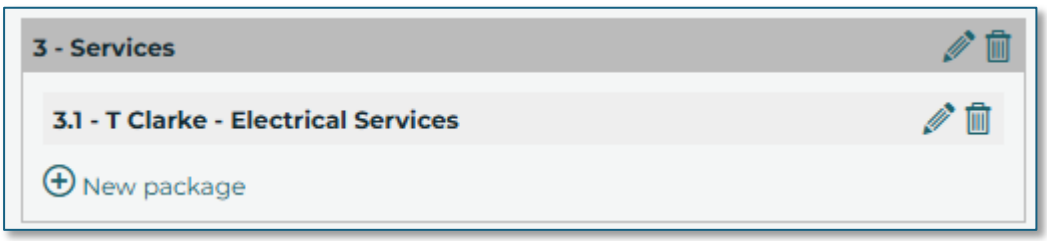
Under "**Volume**", enter the number 1, 2, 3, etc.; this will display as 3.1, 3.2, 3.3 in the example below. (e.g. your part number is 3 and your package number is a subset of this).

Enter the **name** of the package and the **contractor's** name, if necessary.

Then click the "**Create Package**" button.

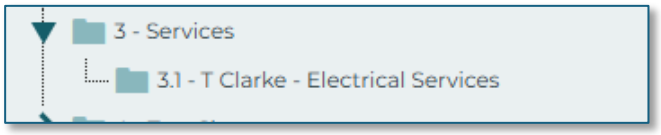


You should now see your new package.



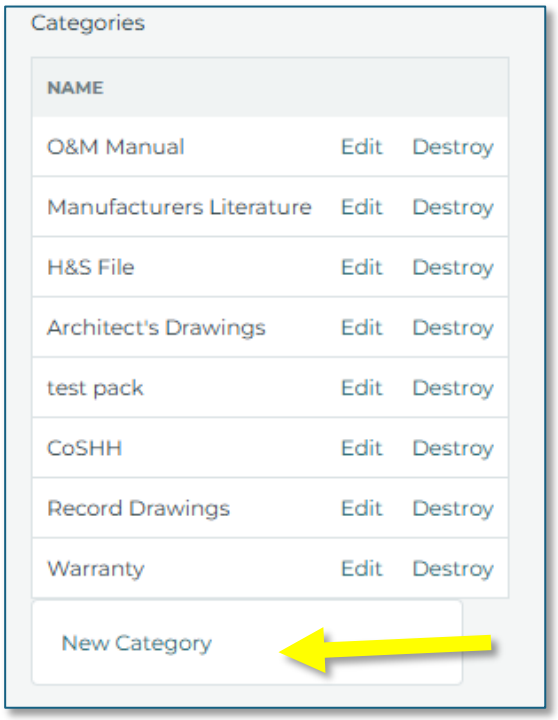
Repeat the above steps as necessary. You can edit or delete your "**Parts**" and "**Packages**" by clicking on the **pencil** or **trash can** icons.

When you return to the Documents tab, the new folder structure you have created will be displayed.

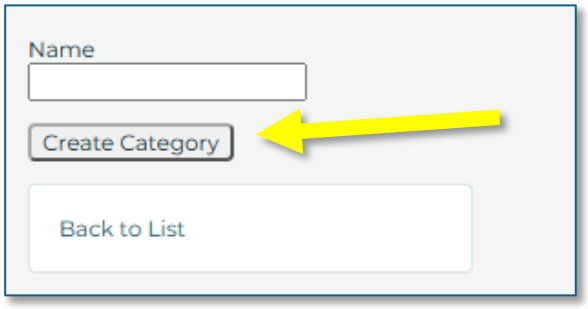


Each document you upload needs to belong to one of the project "**Categories**". You can add or change these by clicking on the "**Edit categories**" button on the **Admin** tab.

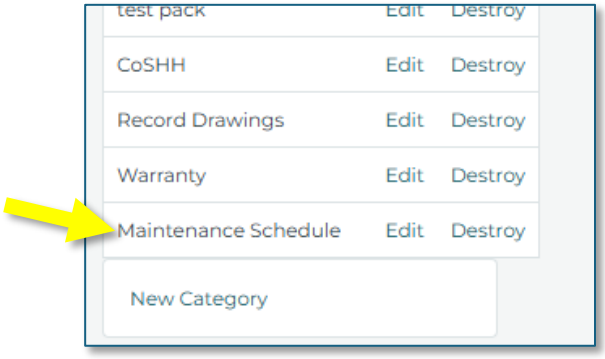
To add a category, click the "**New Category**" link.



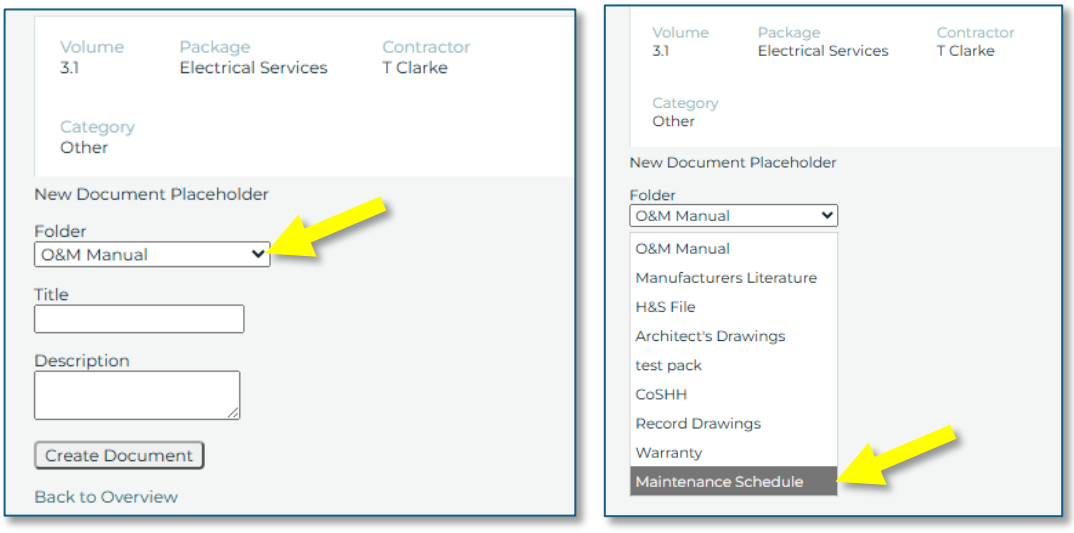
Add the name of the new category and click the "**Create Category**" button.



The new category will appear in the list.



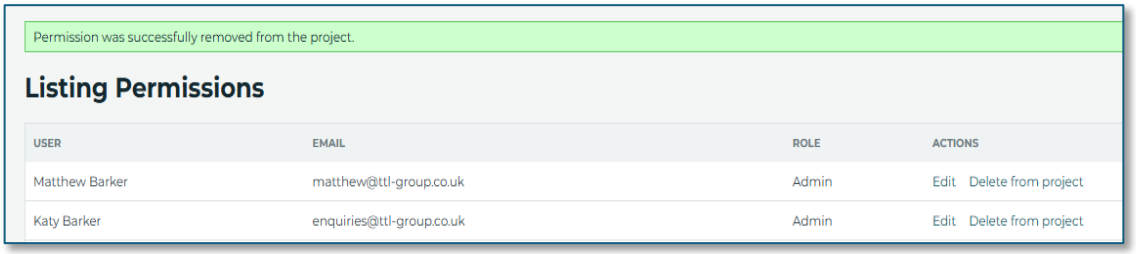
You can edit or delete the categories by clicking on the relevant links.
When you return to the **Documents** tab to upload a new file, as described in the "**Uploading**" section of this document, your new category will appear in the drop-down menu.



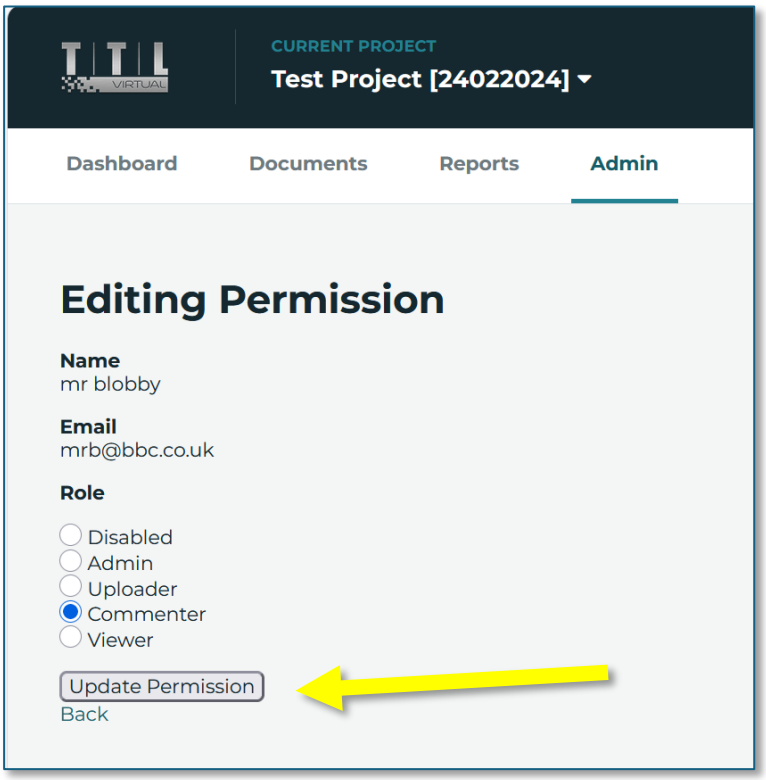
Note:
You can only upload documents to the site once Part(s), Package(s) and Category(s) have been created.

You can edit your users' access level by clicking the "**Edit user permissions**" link on the **Admin** tab.

You can choose to "**edit**" the user or "**delete from project**" by clicking on the relevant links.

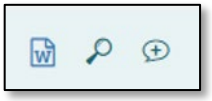


If you click on "**Edit**", you can then change their role.



Once selected, click on the "**Update Permission**" button.

The permissions available are:

Permission	Functions Available	Icons Available
Disabled	The user loses access.	None
Admin	The user can use the Admin functions described in this section as well as all other functions (commenting, uploading, deleting).	
Uploader	The user can upload files to existing placeholders and comment.	
Commenter	The user can add comments to existing files.	
Viewer	The user can view only.	

Approval
Matthew Barker
Date: 9 Sept 2026

Version	Date	Author	Changes
0.1	20/08/2026	KTB	Original draft
1.0	03/09/2026	KTB	Issued
2.1	09/09/2026	MW	Updated references to new versions
2.2	09/09/2026	MW	Updated formatting
3.0	09/09/2026	KTB	Updated formatting
3.1	13/09/2026	MW	Updated images
3.11	13/09/2026	MW	Updated formatting and styles
3.12	14/09/2026	MW	Pagination update
4.0	15/09/2026	MW	Updated Uploading section with new workflow imagery