



TTL Virtual User guide

Version 2.3 · Issued

Find documents, add comments, upload files and manage your project.

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Logging On

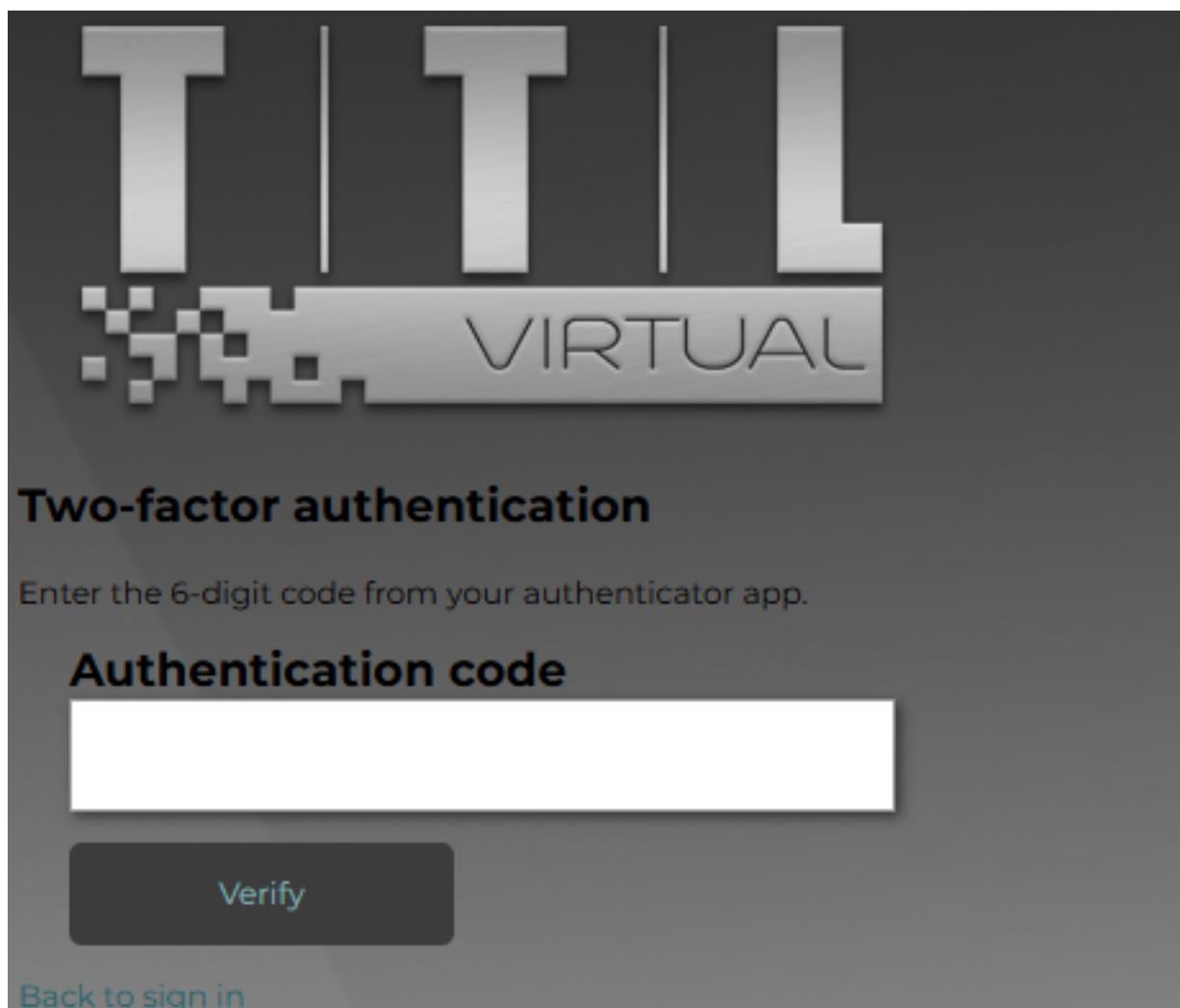
To log on to the TTL Virtual system to view the project files, navigate to:

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



Enter your username and password, then click “Login”.

Enter the code from your authenticator app and click the ‘Verify’ button

The image shows a dark gray login screen for 'TTL VIRTUAL'. At the top, the logo consists of the letters 'TTL' in a large, bold, sans-serif font, with a vertical line between the first and second 'T'. Below 'TTL' is a horizontal bar with a pixelated, checkered pattern on the left and the word 'VIRTUAL' in a smaller, all-caps, sans-serif font on the right. Below the logo, the text 'Two-factor authentication' is displayed in a bold, white, sans-serif font. Underneath this, a smaller line of white text reads 'Enter the 6-digit code from your authenticator app.' The next line is 'Authentication code' in a bold, white, sans-serif font. Below this text is a large, empty white rectangular input field. Under the input field is a dark gray button with the word 'Verify' in a light gray, sans-serif font. At the bottom left of the screen, the text 'Back to sign in' is displayed in a light blue, sans-serif font.

TTL VIRTUAL

Two-factor authentication

Enter the 6-digit code from your authenticator app.

Authentication code

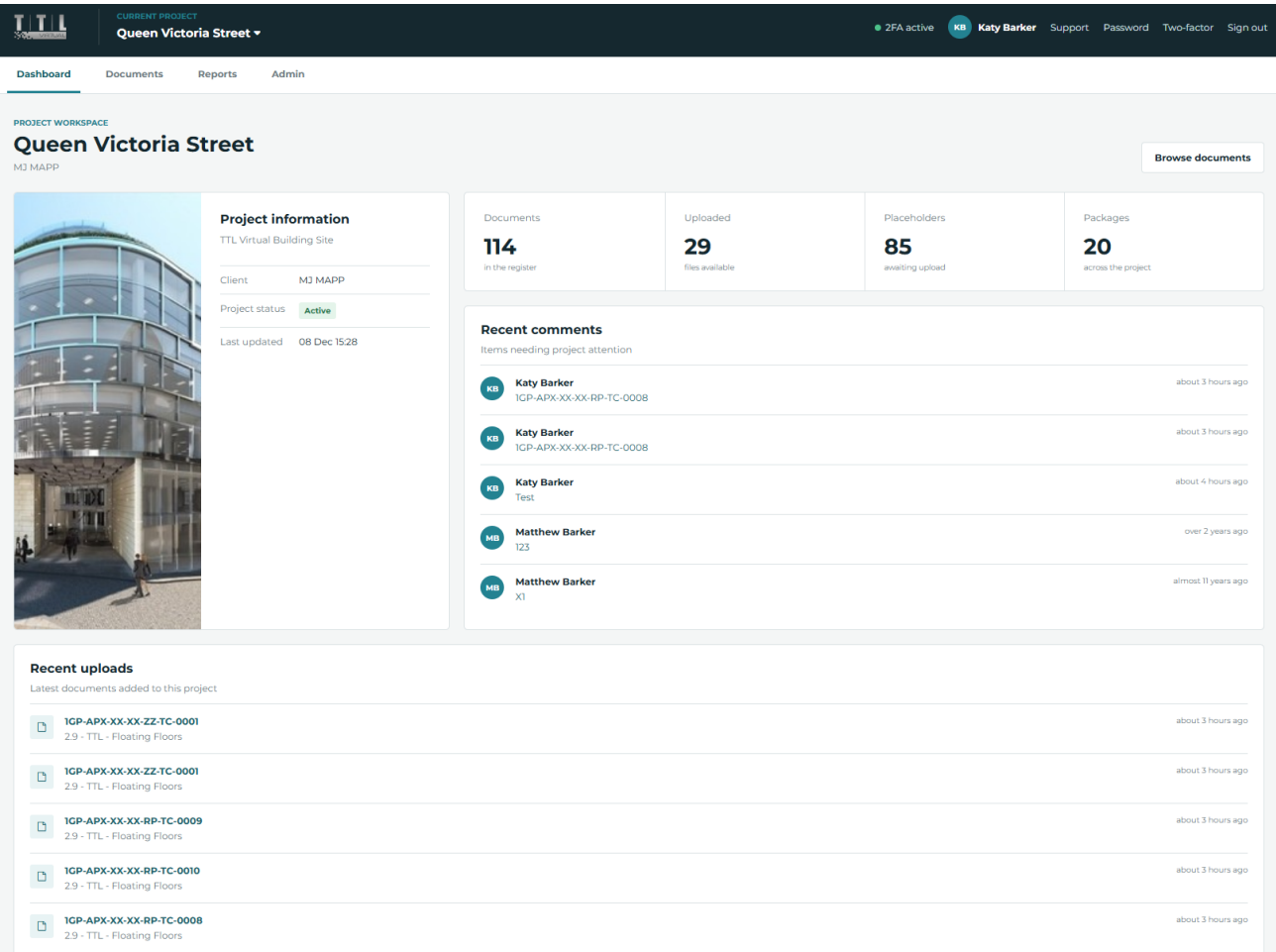
Verify

[Back to sign in](#)

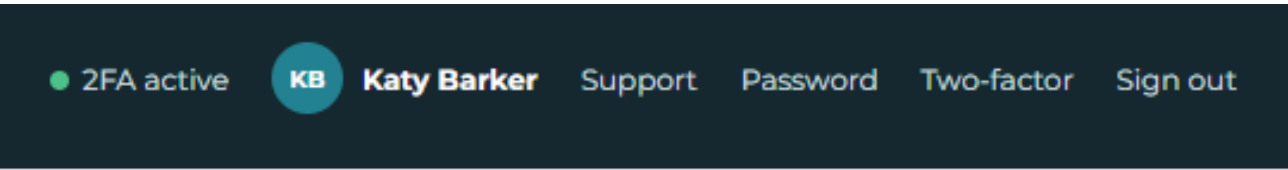
NOTE: Also refer to the separate login guide for more information on login requirements.

Navigation

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

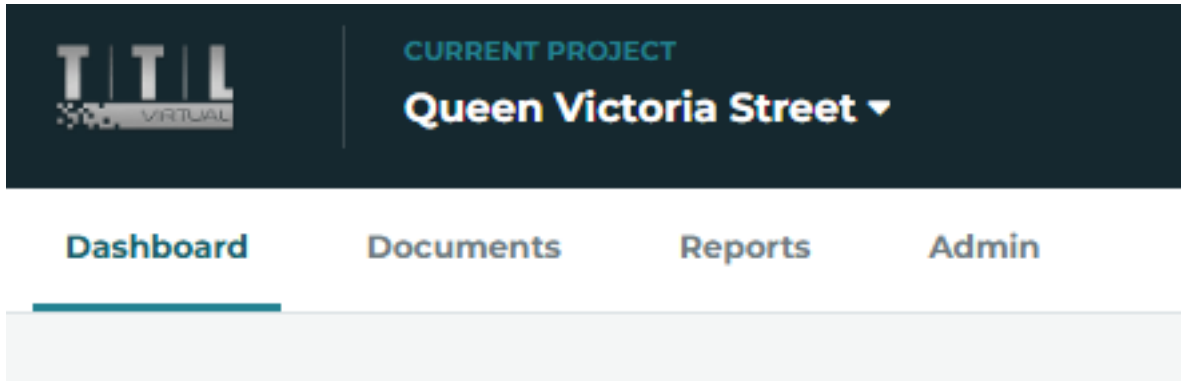


This provides an overview of the project, including the number of placeholders and uploaded files. It also shows the most recently uploaded files and comments.



Click on the links at the top right-hand side of the page to see your 2FA status, username, support contact details, change your password, change your Two-factor authentication and sign out. Refer to the separate login guide for further information on changing your password and Two-factor authentication.

Click the Documents link 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.



Current Project

Queen Victoria Street

2FA active



Katy Barker

Support

Password

Two-factor

Sign out

Dashboard

Documents

Reports

Admin

☒ title
 ☒ description
 ☐ contents

Search

Project Tree

Queen Victoria Street

1 - H&S File

2 - Building Fabric

4 - Test Sheets

Document Register

Document overview

Select a package or category from the project tree to work with individual documents.

Part	Package	Category	Placeholders	Documents Uploaded	Percentage Complete
1 - H&S File	1.1 - TTLJ - H&S File	Architect's Drawings	2	2	100%
		Manufacturers Literature	7	4	57%
	1.2 - TTLJ - O&M Manuals	O&M Manual	3	2	66%
2 - Building Fabric	2.1 - CSS Piling - Piling	Manufacturers Literature	4	4	100%
		O&M Manual	2	0	0%
		Record Drawings	63	0	0%
		test pack	1	1	100%
		O&M Manual	2	0	0%
	2.3 - Playle Engineering - Column Stitching	Manufacturers Literature	5	5	100%
		O&M Manual	1	1	100%
		Manufacturers Literature	1	0	0%
	2.4 - TTL - Doors	O&M Manual	1	0	0%
		test pack	1	0	0%
		Manufacturers Literature	6	5	83%
	2.5 - TTL - Floors	O&M Manual	1	0	0%
		test pack	1	0	0%
		CoSHH	1	0	0%
	2.6 - TTL - Paint	Manufacturers Literature	1	0	0%
		O&M Manual	1	0	0%
		test pack	1	0	0%
	2.7 - TTL - Windows	O&M Manual	1	0	0%
	2.8 - TTL - Cladding				
	2.9 - TTL - Floating Floors	O&M Manual	4	4	100%

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

PART	PACKAGE	CATEGORY
1 - H&S File	1.1 - TTL1 - H&S File	Architect's Drawings
		Manufacturers Literature
	1.2 - TTL1 - O&M Manuals	O&M Manual

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

PROJECT TREE

Queen Victoria Street



The folder lists the documents.

Volume
2.9

Package
Floating Floors

Contractor
TTL

Category
O&M Manual

Document List

☐ TITLE	DESCRIPTION	SIZE	ACTIONS
☐ 1GP-APX-XX-XX-RP-TC-0008	Declaration of Performance	121 KB	      
☐ 1GP-APX-XX-XX-RP-TC-0009	Intumescent Coating Report	1.05 MB	     
☐ 1GP-APX-XX-XX-RP-TC-0010	Inspection Report	3.64 MB	     
☐ 1GP-APX-XX-XX-ZZ-TC-0001	Paint Details	192 KB	     

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

1GP-APX-XX-XX-RP-TC-0008	Declaration of Performance	121 KB	      
			Open document

The document will open in a separate window, where you can save or print it.

Note: You may see several icons next to the files. The icons you see depend on your access, such as **“commenting”** and **“uploading”**. You will have been given the level of access suitable for your role. Please get in touch with us if you have any queries 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.

☒ title ☒ description ☐ contents

Search

The search results will be listed. Click on any result to open the document.

Search: metal	
51335-CGL-FS-XX-OM-X-00002 1.2 Structural Steel Final 51335-CGL-FS-XX-OM-X-00002 1.2 Structural Steel Final ... 12 8.1.1 ASD METAL SERVICES 12 8.1.2 ... & Safety 2 Section Title Content 1 Introduction Description of the manual content ...	 Open document
51335-SES-FS-XX-OM-X-00003 1.13 Public Health Final ... Safety 2 Section Title Content 1 Introduction Description of the manual content ... dead. • Do not use metal rules or measuring tapes when ... PAGES 25 18in Single Metal Towel Bar Data Sheet 2 ... Installation 5 Henry 18" Metal Towel Bar Data Sheet 2 ...	 Open document
51335-SES-FS-XX-ZZ-X-00012 Hydrotec Hydrosos HD550G Water Conditioner OM Manual ... control T2 = Discharge Equipment Description Installation board Suited to ... sensor required) Automatic The metal surface of the sensor ... Terminals Note Sensor with bright metal electrodes 1 – 4 ...	 Open document
51335-DCD-FS-XX-OM-X-00001 1.4 Drylining-Render-SAS Ceilings Final ... & Safety 2 Section Title Content 1 Introduction Description of the manual content ... The linings are constructed of metal stud framing at a ... Fire/DB Siniat Plasterboard Siniat Metal Lafarge Cement Firefly Vulcan TBA ...	 Open document
51335-SEN-FS-XX-HS-X-00001 CoSHH 1 F35 & MSDS Dulux Trade Ecosure Matt ... WASTE CODE 15 01 04 METAL PACKAGING "RIGOROUSLY SCRAPED OUT" MEANS ... waste code 15 01 04 metal packaging. "Rigorously scraped out" means ... paint surfaces over wood and metal as they may contain harmful ...	 Open document
51335-SEN-FS-XX-ZZ-X-00001 408 Dulux Trade Diamond Eggshell ... waste code 15 01 04 metal packaging. "Rigorously scraped out" means ... paint surfaces over wood and metal as they may contain harmful ...	

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 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 on the “**file**” icon (the document may 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, e.g. *Paint thickness stated 40 microns; should be 80 microns.*

Volume 2.9	Package Floating Floors	Contractor TTL
Category O&M Manual	Document 1GP-APX-XX-XX-RP-TC-0008	

Add Comment

Version: 1

Section

Page

Text

[Back to List](#)

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” – obviously it is up to you which status is given, A being complete with no comments, B being complete with minor comments, C being incomplete – new draft required.

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.

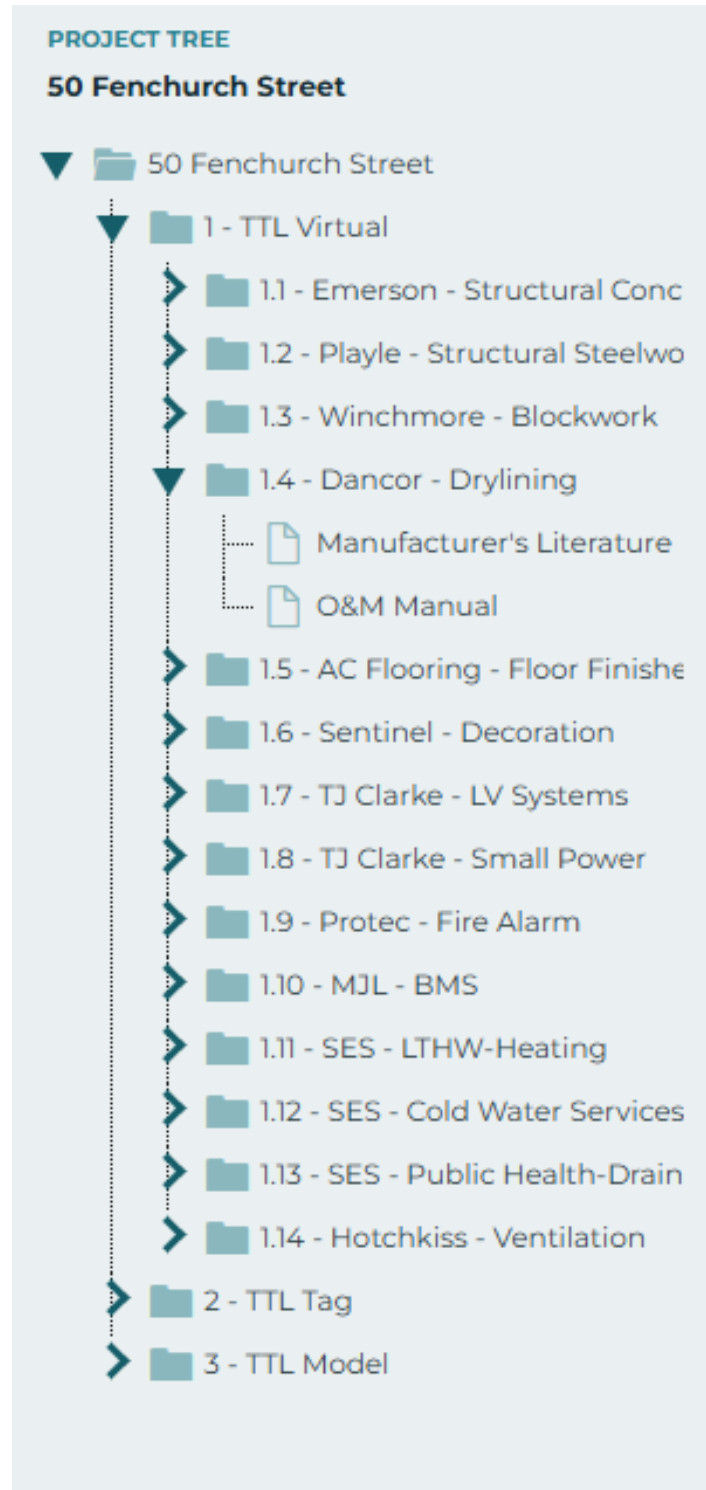


Once you have posted your final “**comments complete**” comment, your comments will be retrieved by the website administrator for action. You will be notified if any further action is required on your part.

Uploading

If you are required to upload files, you will be given “**uploader**” or “**admin**” access.

Click on the folder you want to upload to



Click on “**new document placeholder**”. This will guide you to the following screen.

Volume
1.4

Package
Drylining

Contractor
Dancor

Category
Manufacturer's Literature

Document List

☐	TITLE	DESCRIPTION	SIZE	ACTIONS
☐	51335-DCD-FS-XX-ZZ-X-00001	Lafarge Cement Data Sheet	214 KB	     
☐	51335-DCD-FS-XX-ZZ-X-00002	British Gypsum Multi Finish Plaster	1.43 MB	     

 New Document Placeholder

 Batch Upload

Select the correct folder from the drop-down menu. Add a **title** and **description** (if the fields are blank), then click the **“Create document”** button. This will create your placeholder.

Volume
1.4

Package
Drylining

Contractor
Dancor

Category
Manufacturer's Literature

New Document Placeholder

Folder

Manufacturer's Literature ▼

Title

Description

Create Document

Back to List

To upload, click on the **cloud icon** next to the placeholder you have created.



Then click on “Choose file”, which will take you to the files on your computer, from which you can select a file.

Volume 1.4	Package Drylining	Contractor Dancor
Category Manufacturer's Literature	Document 51335-DCD-FS-XX-ZZ-X-00003	

Document Details

Description: British Gypsum FireLine Board

Upload new version

File

No file chosen

[Edit](#) | [Destroy](#) | [Back to List](#)

Then click on the “**Create new version**” button. The file will upload.

Volume 1.4	Package Drylining	Contractor Dancor
Category Manufacturer's Literature	Document 51335-DCD-FS-XX-ZZ-X-00003	

Document Details

Description: British Gypsum FireLine Board

Upload new version

File: 51335-DCD-FS-XX-ZZ-X-00003 British Gypsum FireLine Board.pdf 162.6 KB

[Edit](#) | [Destroy](#) | [Back to List](#)

Then click on “**Back to List**” to return to the list of files in the folder. You can also choose to “**edit**” the placeholder (filename and description) or “**destroy**” it (delete).

Volume

1.4

Package

Drylining

Contractor

Dancor

Category

Manufacturer's Literature

Document

51335-DCD-FS-XX-ZZ-X-00003

Successfully created new version.

Document Details

Description:

British Gypsum FireLine Board

Document version:

1

Date:

2026-09-07 12:05:05 UTC

Document size:

163 KB

51335-DCD-FS-XX-ZZ-X-00003_British_Gypsum_FireLine_Board.pdf



Comments

Add Comment

Upload new version

File

Choose File

No file chosen

Create New Version

Edit | Destroy | Back to List

You can create a list of placeholders first, then click “**Batch Upload**” to upload all the files to the placeholders, if you prefer.

☐	51335-DCD-FS-XX-ZZ-X-00004	British Gypsum DuraLine Board				
☐	51335-DCD-FS-XX-ZZ-X-00005	British Gypsum Wallboard				
☐	51335-DCD-FS-XX-ZZ-X-00006	British Gypsum CoreBoard				
 New Document Placeholder  Batch Upload						

This then opens

Title: 51335-DCD-FS-XX-ZZ-X-00001

Existing: 51335-DCD-FS-XX-ZZ-X-00001_Lafarge_Cement_Data_Sheet.pdf 

No file chosen

Title: 51335-DCD-FS-XX-ZZ-X-00002

Existing: 51335-DCD-FS-XX-ZZ-X-00002_British_Gypsum_Multi_Finish_Plaster.pdf 

No file chosen

Title: 51335-DCD-FS-XX-ZZ-X-00003

Existing: 51335-DCD-FS-XX-ZZ-X-00003_British_Gypsum_FireLine_Board.pdf 

No file chosen

Title: 51335-DCD-FS-XX-ZZ-X-00004

No file chosen

Title: 51335-DCD-FS-XX-ZZ-X-00005

No file chosen

Title: 51335-DCD-FS-XX-ZZ-X-00006

No file chosen

[Back to document list](#)

Click “**Choose file**” for each placeholder to open the files on your computer and select them.

Then click on the ‘**Batch Upload**’ button.

Title: 51335-DCD-FS-XX-ZZ-X-00004
File: 51335-DCD-FS-XX-ZZ-X-00004 British Gypsum DuraLine Board.pdf

198.3 KB

Cancel

Title: 51335-DCD-FS-XX-ZZ-X-00005
File: 51335-DCD-FS-XX-ZZ-X-00005 British Gypsum Wallboard.pdf

170.4 KB

Cancel

Title: 51335-DCD-FS-XX-ZZ-X-00006
File: 51335-DCD-FS-XX-ZZ-X-00006 British Gypsum CoreBoard.pdf

163.3 KB

Cancel

Batch Upload

Back to document list

The files will be uploaded.

Click “Back to document list” to return to the folder contents.

Title: 51335-DCD-FS-XX-ZZ-X-00004
File: 51335-DCD-FS-XX-ZZ-X-00004 British Gypsum DuraLine Board.pdf

198.3 KB

Finished

Title: 51335-DCD-FS-XX-ZZ-X-00005
File: 51335-DCD-FS-XX-ZZ-X-00005 British Gypsum Wallboard.pdf

170.4 KB

Finished

Title: 51335-DCD-FS-XX-ZZ-X-00006
File: 51335-DCD-FS-XX-ZZ-X-00006 British Gypsum CoreBoard.pdf

163.3 KB

Finished

Back to document list

☐	TITLE	DESCRIPTION	SIZE	ACTIONS
☐	51335-DCD-FS-XX-ZZ-X-00001	Lafarge Cement Data Sheet	214 KB	     
☐	51335-DCD-FS-XX-ZZ-X-00002	British Gypsum Multi Finish Plaster	1.43 MB	     
☐	<u>51335-DCD-FS-XX-ZZ-X-00003</u>	British Gypsum FireLine Board	163 KB	     
☐	51335-DCD-FS-XX-ZZ-X-00004	British Gypsum DuraLine Board	198 KB	     
☐	51335-DCD-FS-XX-ZZ-X-00005	British Gypsum Wallboard	170 KB	     
☐	51335-DCD-FS-XX-ZZ-X-00006	British Gypsum CoreBoard	163 KB	     
	New Document Placeholder			
	Batch Upload			

You can also upload using the drag-and-drop feature.

Click on the “**Batch Upload**” button.

Select the files on your computer and drag and drop them into the box. Then click on the “Batch Upload” button.

Volume

1.4

Package

Drylining

Contractor

Dancor

Category

Manufacturer's Literature

Batch Upload

Drop files here

Title: 51335-DCD-FS-XX-ZZ-X-00001

Existing: 51335-DCD-FS-XX-ZZ-X-00001_Lafarge_Cement_Data_Sheet.pdf

Choose File

No file chosen

Title: 51335-DCD-FS-XX-ZZ-X-00002

Existing: 51335-DCD-FS-XX-ZZ-X-00002_British_Gypsum_Multi_Finish_Plaster.pdf

Choose File

No file chosen

Title: 51335-DCD-FS-XX-ZZ-X-00003

Existing: 51335-DCD-FS-XX-ZZ-X-00003_British_Gypsum_FireLine_Board.pdf

Choose File

No file chosen

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Batch Upload

Drop files here

Title: 51335-DCD-FS-XX-ZZ-X-00001
Existing: 51335-DCD-FS-XX-ZZ-X-00001_Lafarge_Cement_Data_Sheet.pdf

Choose File

No file chosen

Title: 51335-DCD-FS-XX-ZZ-X-00002
Existing: 51335-DCD-FS-XX-ZZ-X-00002_British_Gypsum_Multi_Finish_Plaster.pdf

Choose File

No file chosen

Title: 51335-DCD-FS-XX-ZZ-X-00003
Existing: 51335-DCD-FS-XX-ZZ-X-00003_British_Gypsum_FireLine_Board.pdf

Choose File

No file chosen

Title: 51335-DCD-FS-XX-ZZ-X-00004
Existing: 51335-DCD-FS-XX-ZZ-X-00004_British_Gypsum_DuraLine_Board.pdf

Choose File

No file chosen

Title: 51335-DCD-FS-XX-ZZ-X-00005
Existing: 51335-DCD-FS-XX-ZZ-X-00005_British_Gypsum_Wallboard.pdf

Choose File

No file chosen

Title: 51335-DCD-FS-XX-ZZ-X-00006
Existing: 51335-DCD-FS-XX-ZZ-X-00006_British_Gypsum_CoreBoard.pdf

Choose File

No file chosen

Title: 51335-DCD-FS-XX-ZZ-X-00007 British Gypsum Gyproc Sealant
File: 51335-DCD-FS-XX-ZZ-X-00007 British Gypsum Gyproc Sealant.pdf
234.2 KB

Cancel

Title: 51335-DCD-FS-XX-ZZ-X-00008 British Gypsum Gyproc EasiFill-60 Filler
File: 51335-DCD-FS-XX-ZZ-X-00008 British Gypsum Gyproc EasiFill-60 Filler.pdf
260.6 KB

Cancel

Title: 51335-DCD-FS-XX-ZZ-X-00009 British Gypsum Gyproc FireStrip Sealer
File: 51335-DCD-FS-XX-ZZ-X-00009 British Gypsum Gyproc FireStrip Sealer.pdf
244.9 KB

Cancel

Batch Upload

Back to document list

The files will upload with the same names.

☐	51335-DCD-FS-XX-ZZ-X-00005	British Gypsum Wallboard	170 KB						
☐	51335-DCD-FS-XX-ZZ-X-00006	British Gypsum CoreBoard	163 KB						
☐	51335-DCD-FS-XX-ZZ-X-00007 British Gypsum Gyproc Sealant		234 KB						
☐	51335-DCD-FS-XX-ZZ-X-00008 British Gypsum Gyproc EasiFill-60 Filler		261 KB						
☐	51335-DCD-FS-XX-ZZ-X-00009 British Gypsum Gyproc FireStrip Sealer		245 KB						

You can go back and add a description by editing the placeholder; click on the **pencil icon** next to the file you have created.

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Add the description and then click the **'Update Document button.'**

Edit Document Placeholder

Folder

Manufacturer's Literature ▼

Title

51335-DCD-FS-XX-ZZ-X-00007

Description

Update Document

Show | [Back to List](#)

Alternatively, you can create a list of placeholders with names and titles, as detailed in the earlier steps above. Then drag and drop the files. The files will upload to the placeholders you have created.

51335-DCD-FS-XX-ZZ-X-00007

 51335-DCD-FS-XX-ZZ-X-00007

51335-DCD-FS-XX-ZZ-X-00007

 51335-DCD-FS-XX-ZY-X-00007

☐	51335-DCD-FS-XX-ZY-X-00007	234 KB	
☐	51335-DCD-FS-XX-ZZ-X-00007	British Gypsum Gyproc Sealant	234 KB

 Correct

 Incorrect

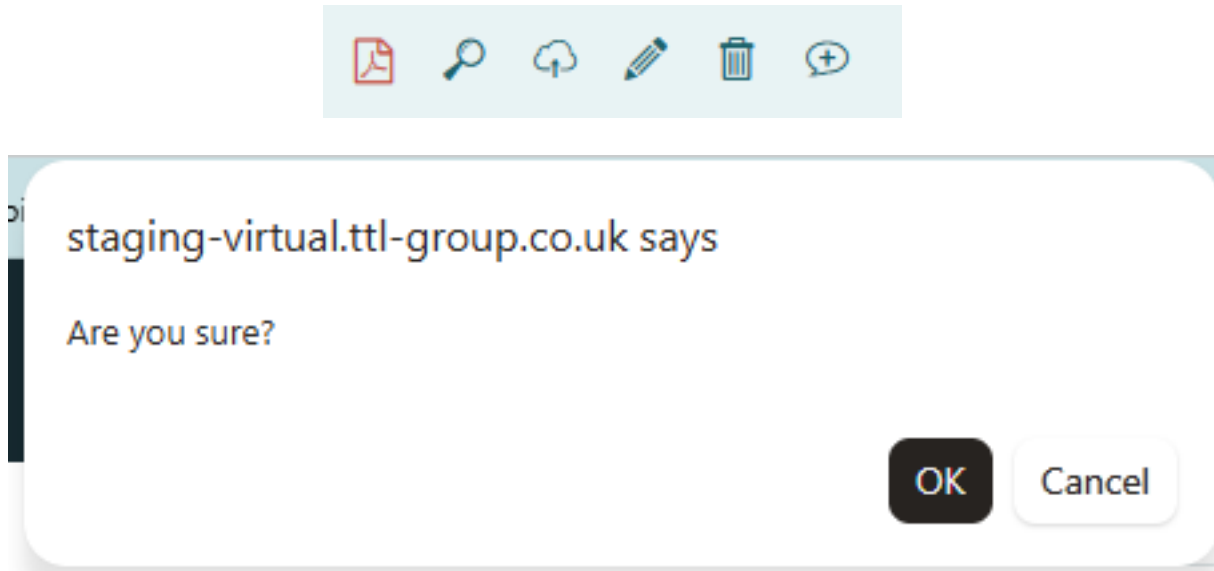
To replace an existing file, click the **cloud icon** next to the file, as described above at the beginning of this “**uploading**” section.



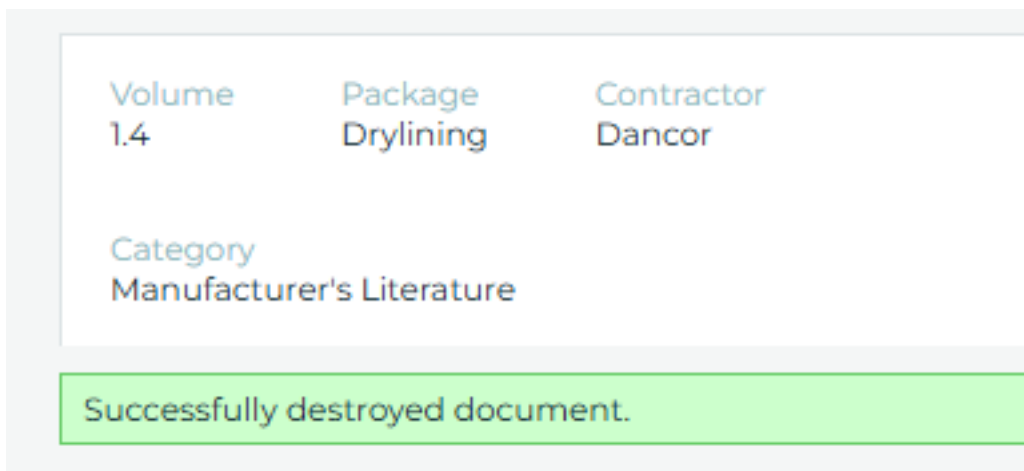
NOTE: **Do not** use drag and drop, as this creates a new placeholder and leaves both the old and new versions in the document list.

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.

NOTE: You can delete the selected files or change your mind and “**Clear selection**” by clicking the relevant buttons or unchecking one or more boxes.

Volume

1.4

Package

Drylining

Contractor

Dancor

Category

Manufacturer's Literature

Document List

Delete selected

2 selected

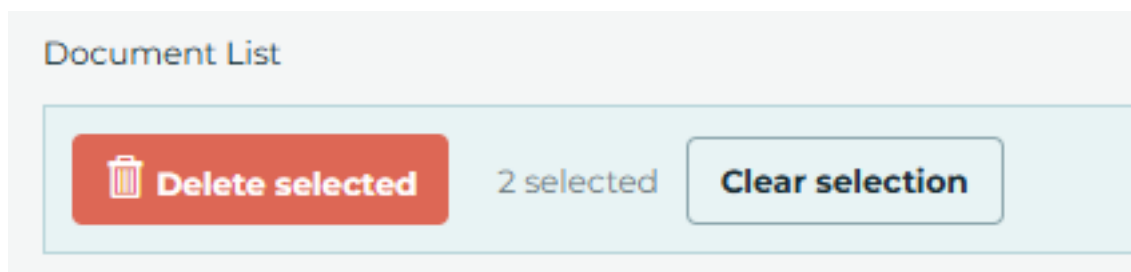
Clear selection

	TITLE	DESCRIPTION	SIZE	ACTIONS
☐	51335-DCD-FS-XX-ZY-X-00007		234 KB	
☐	51335-DCD-FS-XX-ZZ-X-00001	Lafarge Cement Data Sheet	214 KB	
☐	51335-DCD-FS-XX-ZZ-X-00002	British Gypsum Multi Finish Plaster	1.43 MB	
☐	51335-DCD-FS-XX-ZZ-X-00003	British Gypsum FireLine Board	163 KB	
☐	51335-DCD-FS-XX-ZZ-X-00004	British Gypsum DuraLine Board	198 KB	
☐	51335-DCD-FS-XX-ZZ-X-00005	British Gypsum Wallboard	170 KB	
☐	51335-DCD-FS-XX-ZZ-X-00006	British Gypsum CoreBoard	163 KB	
☐	51335-DCD-FS-XX-ZZ-X-00007	British Gypsum Gyproc Sealant	234 KB	
☒	51335-DCD-FS-XX-ZZ-X-00008 British Gypsum Gyproc EasiFill-60 Filler		261 KB	
☒	51335-DCD-FS-XX-ZZ-X-00009 British Gypsum Gyproc FireStrip Sealer		245 KB	

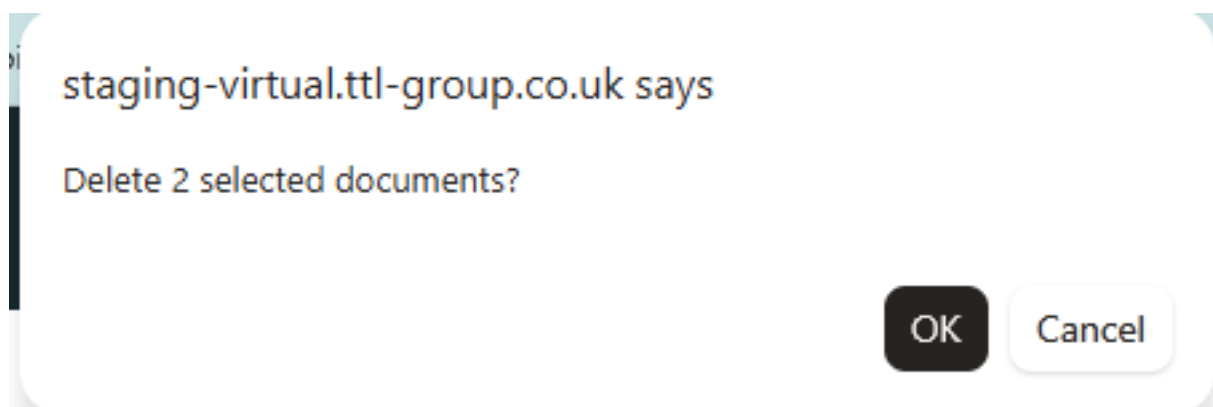
New Document Placeholder

Batch Upload

If you choose to delete, press the '**Delete selected**' button.



Then click the '**OK**' button to confirm



The files will be deleted.

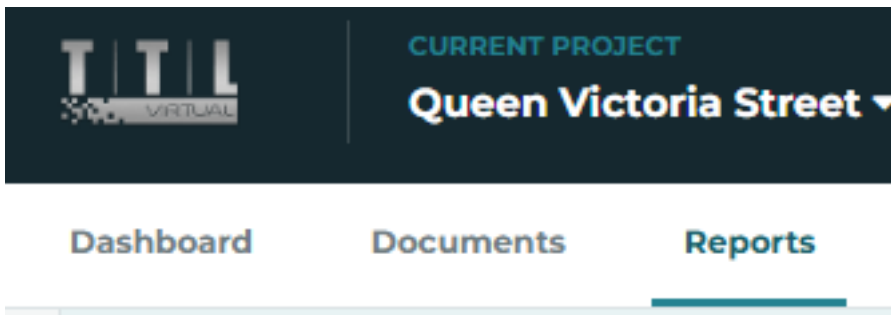
Volume	Package	Contractor
1.4	Drylining	Dancor

Category
Manufacturer's Literature

Successfully destroyed 2 documents.

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.



CURRENT PROJECT

Queen Victoria Street ▾

2FA active

KB Katy Barker

Support

Password

Two-factor

Sign out

Dashboard

Documents

Reports

Admin

PROJECT REPORTING

Reports

Review and export the current project documentation status.

Export CSV

Document overview

Placeholder and upload status by package and category

View

Recent activity

Latest project uploads and comments

View

Document overview

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	CSS 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
							0/1	0/1		0/1			

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”**

PROJECT REPORTING

Reports

Review and export the current project documentation status.

Export CSV

Document overview

Placeholder and upload status by package and category

View

Recent activity

Latest project uploads and comments

View

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

Recent uploads

Latest documents added to this project

1GP-APX-XX-XX-ZZ-TC-0001

2.9 - TTL - Floating Floors

3 days ago

1GP-APX-XX-XX-ZZ-TC-0001

2.9 - TTL - Floating Floors

3 days ago

1GP-APX-XX-XX-RP-TC-0009

2.9 - TTL - Floating Floors

3 days ago

1GP-APX-XX-XX-RP-TC-0010

2.9 - TTL - Floating Floors

3 days ago

1GP-APX-XX-XX-RP-TC-0008

2.9 - TTL - Floating Floors

3 days ago

Recent comments

Items needing project attention

KB

Katy Barker

1GP-APX-XX-XX-RP-TC-0008

3 days ago

KB

Katy Barker

1GP-APX-XX-XX-RP-TC-0008

3 days ago

KB

Katy Barker

Test

3 days ago

MB

Matthew Barker

123

over 2 years ago

MB

Matthew Barker

X1

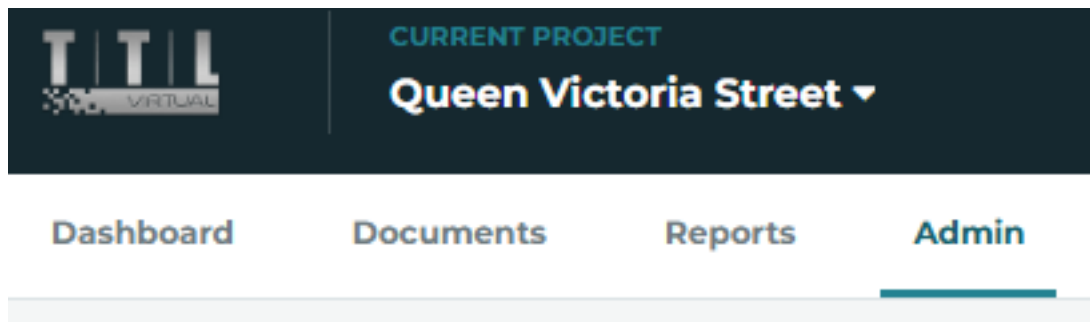
almost 11 years ago

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Administering Your Site

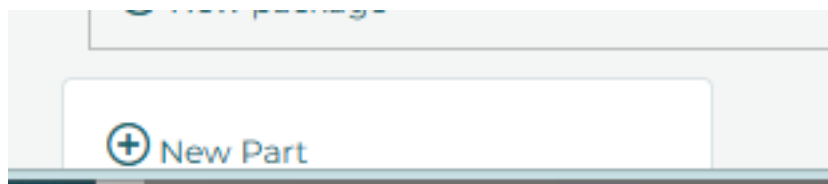
If you have “**admin**” access, you can administer your project by clicking on the “**Admin**” tab.



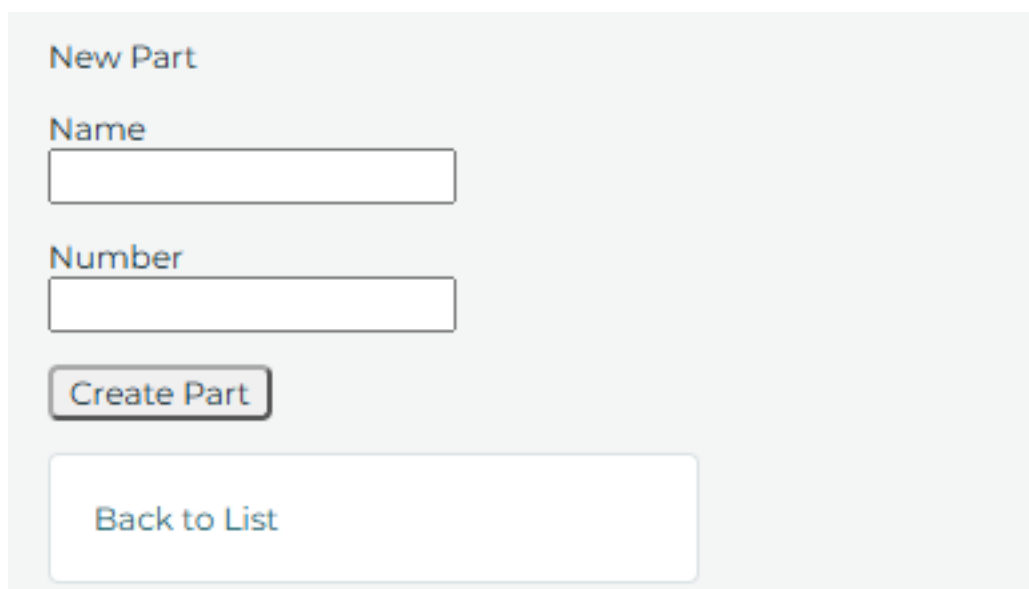
On this tab, you can edit the folder structure, categories, and user permissions.

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.

The screenshot shows a form titled 'New Part'. It contains two input fields: 'Name' and 'Number'. Below these fields is a button labeled 'Create Part'. At the bottom of the form is a button labeled 'Back to List'.

Your new “**Part**” will be created.

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



Complete the fields as necessary.

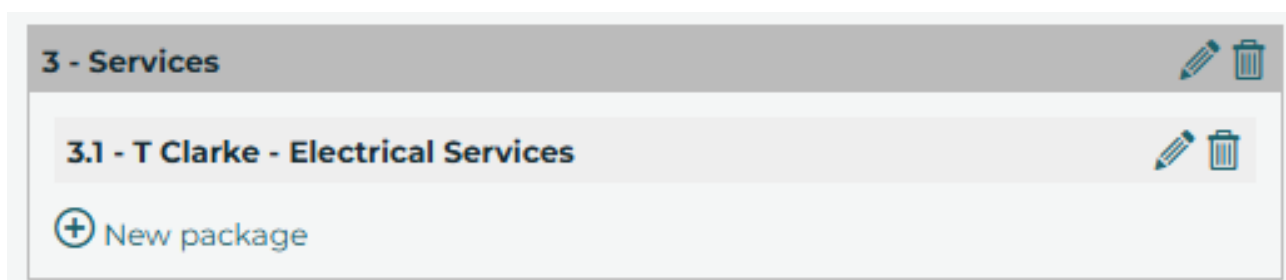
Under “**Volume**”, enter the number 1, 2, 3, etc.; this will display as 3.1, 3.2, 3.3 in the example below. (e.g. your part number is 3 and your package number is a subset of this).

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

Then click the “**Create Package**” button.

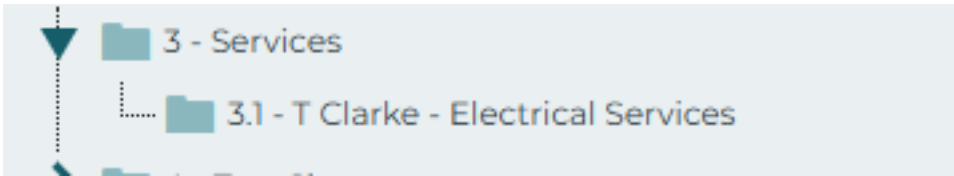
A screenshot of a form titled 'New Package'. It contains four text input fields labeled 'Volume', 'Contractor', 'Name', and 'Description'. Below the 'Description' field is a button labeled 'Create Package'. At the bottom of the form is a button labeled 'Back to folders'.

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.

Categories		
NAME		
O&M Manual	Edit	Destroy
Manufacturers Literature	Edit	Destroy
H&S File	Edit	Destroy
Architect's Drawings	Edit	Destroy
test pack	Edit	Destroy
CoSHH	Edit	Destroy
Record Drawings	Edit	Destroy
Warranty	Edit	Destroy
New Category		

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

Name

Create Category

Back to List

The new category will appear in the list.

Categories		
NAME		
O&M Manual	Edit	Destroy
Manufacturers Literature	Edit	Destroy
H&S File	Edit	Destroy
Architect's Drawings	Edit	Destroy
test pack	Edit	Destroy
CoSHH	Edit	Destroy
Record Drawings	Edit	Destroy
Warranty	Edit	Destroy
Maintenance Schedule	Edit	Destroy
New Category		

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.

Volume
3.1

Package
Electrical Services

Contractor
T Clarke

Category
Other

New Document Placeholder

Folder

O&M Manual ▼

Title

Description

Create Document

[Back to Overview](#)

Volume

3.1

Package

Electrical Services

Contractor

T Clarke

Category

Other

New Document Placeholder

Folder

O&M Manual

O&M Manual

Manufacturers Literature

H&S File

Architect's Drawings

test pack

CoSHH

Record Drawings

Warranty

Maintenance Schedule

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

Permission was successfully removed from the project.			
Listing Permissions			
USER	EMAIL	ROLE	ACTIONS
Matthew Barker	matthew@ttl-group.co.uk	Admin	Edit Delete from project
Katy Barker	enquiries@ttl-group.co.uk	Admin	Edit Delete from project

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.

Editing Permission

Name

Katy Barker

Email

enquiries@ttl-group.co.uk

Role

- ☐ Disabled
☒ Admin
☐ Uploader
☐ Commenter
☐ Viewer

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	10/09/2026	MW	Updated formatting
2.3	10/09/2026	MW	Updated logo