

Basic VDR User Manual for basic functions

VDR Start page

On the VDR Start page you will find general information, your recent documents, news and your mentions. Documents and Q&A can be found by clicking in the project menu.

Project Start page

General Conversations can take place on the Project Start page and also the latest Events are visible. Documents and Q&A can be accessed from the green bar in the left. To access Q&A select "Boards/Taulut" and then "Q&A". You can return to the VDR Start page by clicking on the icon in the upper left corner. All users who see the Project Start page are also easily visible.

You can mention users and user groups in posts by typing "@"-symbol and choosing those to be mentioned from the dropdown menu. If a desired user or group is not visible in the dropdown menu, start typing the user or group name to get more options. Those mentioned will receive an email that include your original post as well as a link to the post. The user's own mentions also appear on the VDR Start page.

Document Archive (Documents/Dokumentit)

Files and folders are opened by clicking the left mouse button on top of their name. Usually, regular users have been given viewing rights, so only "View/Katso" can be selected in the menu that opens. In this case, the files have a dynamic watermark and are not allowed to be downloaded or printed.

You can Subscribe to a file or folder to receive an email every time it has been changed. This is done by right clicking your mouse on top of the file or folder name and choosing "Subscribe/Aseta seuranta" from the dropdown menu.

VDR administrators and project managers have the broadest possible user rights to the Document archive and thus access to all Document archive materials and features. They can check other users' user rights to folders using the function in the Document archive toolbar.

VDR administrators and project managers should install the Avima extension in their browser (Chrome or Edge), which allows you to drag and drop files and folders into the Document archive from your desktop, for example. To install, click on the text "Install the Avima extension/Asenna Avima lisäohjelma" in the upper right corner of the Document archive and follow the on-screen instructions.

If there is more than one project, VDR administrators have access to the top-level Document archive view, where they can see the documents for all projects at once. The function can be found in the "Workspace tools/Alustan työkalut" menu in the upper right corner. In this view, the material in the Document archive can be pre-created in one project and then copied to the others. The top-level view can also be open to other users involved in two or

more projects.

VDR administrators and project managers can download the table of contents of the Document archive as an Excel file. First, click the "Display permissions/Näytä käyttöoikeudet" button on the toolbar and select someone who can see all the content at the top of the pop-up window that appears, and then click the "Export/Vie" button in the lower-left corner. You can then download the Excel file to your own computer. If you wish, you can also delete the user right columns from the Excel and save it in the Document archive so that all other users can access the table of contents if necessary.

Q&A

Q&A can be found by selecting "Boards/Taulut" and then "Q&A" in the green bar on the left. Questions and Answers can be viewed by clicking on the title. Questions can be searched and sorted by assignee and status.

Click the "+" sign or "Add Task/Lisää tehtävä" to start asking a new question. We recommend that you write the code of the document (for example 01.03) and the subject of the question in the title to make it easy to find and sort the questions. Enter the actual question in the description field and click the "+" sign to attach any attachment. We recommend that you attach a document related to the question from the Document archive so that it is easy for all users to read it. Finally, save the question.

The status of the new question is initially "New Questions/Uudet kysymykset". When a question is taken into consideration, it can be dragged to the middle column "In progress/Käsittely menossa" and it can be assigned to someone. Discussion about the question and the answer can be written in the comment field. Users and groups can be mentioned by typing an "@" sign and selecting the ones you want from the list that appears. They will receive an email containing a link to the comment in addition to the comment. The user's own mentions also appear on the VDR Start page.

Once the question has been answered satisfactorily, it can be moved to the "Answered questions/Vastatut kysymykset" column.

Downloading the contents of the Document archive and Q&A

VDR administrators, project managers, and other project members with the necessary permissions can download the contents of the Document archive to their own computer as a zip file, for example, when closing the VDR. First, select (check) all the desired document archive folders as active and then click the "Zip and Download/Zippaa ja lataa" button on the toolbar. You can then download the zip file to your own computer.

The content of the Q&A can be downloaded to your computer by clicking on three overlapping dots in the top right corner of each project's Q&A view and selecting "Export/Vie" from the dropdown menu.