NUCLEUS: Welcome

DEWICK & ASSOCIATES CLIENT PORTAL

Welcome to **nucleus!** This information sheet will guide you through the simple steps of using our client portal for all your construction documentation requirements. **nucleus** has been developed to enable a smooth connection between you and your construction documentation, enabling you to access and monitor your quotes and project's status in real-time.

https://nucleus.dewick.com/login

How Does it Work? NUCLEUS:

Quote:

Use your personal login credentials to easily request a quote and upload your project documentation to the portal, with out file size limitations.

Production:

Keep track of all construction documentation in a single location, allowing you to stay updated on their current status through your personalised dashboard.

Documentation:

View all project / supporting documentation (drawings, specification, certificates, test results etc) and upload additional files at any time.

NUCLEUS: WORKFLOW

QUOTE STAGE

SUBMITTED → **QUOTED** → **ACCEPTED**

Request a quote by providing drawings, specifications, and equipment schedules.

D&A review the documentation and provide a quote

Review and accept your quote, and upload additional files needed for production.

PROJECT STAGE

DRAFT ISSUED ← **DRAFT DUE** ← **WAITING**

DRAFT documentation issued. View supporting file received and required, request updates

Our in-house Technical Writers prepare the documentation

D&A review documents and advise any additional information needed

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NUCLEUS: How to Login

D&A Client Portal: NUCLEUS

www.dewick.com

DEWICK & ASSOCIATES

Sign in to your account

Email
Your Email

Password
Credentials

☑ Remember me

Forgot password?

Login

Are you interested in our services?

Request a Quote

► **Getting Started**

Your first interaction with nucleus will be via an email quote from your Client Coordinator. Click on 'View Quote' to navigate to our Login page.

► **First Login**

Click on the "Forgot Password" link on the login page. Follow the prompts to receive a password reset email.

► **Login Screen**

Once you receive a re-set email, visit the portal's login page. Enter your username and new password in the designated fields. After entering your details, click on the "Login" button to access your personal dashboard.

► **Dashboard**

Provides access to all of your Quotes and Projects in one simple to navigate space, plus the new quote request.

We recommend resetting your password to one that is easy for you to remember but secure, ensuring it meets our system's security requirements.

If you encounter any issues, your Client Coordinator is always available to assist you.

NUCLEUS: Request a Quote

Project Title: Enter the exact title as it appears on the drawings.

Project Address: Provide the full project address.

Builder: Include the builder's full name.

Month of Practical Completion (PC): Specify the anticipated month for project completion.

Draft Deadline: Indicate the preferred date for receiving the draft manual.

Format Requirements: Select the required format—DIT, Defence, or Standard.

Project Comments: Add any relevant comments or special instructions.

Required Documents: Drag and drop Attach the necessary plans, specifications, and technical data.

New Project Quote

Project Info

*Project Title:

*Project Address:

Contractor:

CCMS

Contact Name:

CCMS Dewick

Contact Email:

Dewickclient@yahoo.com

*Builder:

*Month of PC:

dd/mm/yyyy

*Deadline for Draft:

dd/mm/yyyy

☐ This is a Tender (Optional)

Format Requirements (Optional):

Project Related Comments:

*Documents:

Choose a file or drag it here.

*Select Service(s)

☐ Building Handover Documentation ☐ Drafting ☐ O&M Manuals ☐ Defence ☐ Compliance ☐

SUBMITTED

Did you know?

We offer more than just O&M Manuals! We also provide drafting, engineering, and a range of additional construction documenation services to support your projects.

NUCLEUS: Accept a quote

Using **nucleus** your Client Coordinator will review the project documentation, quote and then send you an email notification.

✉ **Viewing a quote:** Simply click the 'View Quote' button on your email to access **nucleus**, where you can approve or decline the quote.

▶ **Reviewing and Accepting a Quote**
Within nucleus, you can review the quote details, including inclusions and the basis of the quote. You have the option to accept the quote or specific line items with just a single click.

▶ **Uploading Documents**
Use the drag-and-drop feature to upload any remaining technical data or a purchase order (PO). This ensures all necessary information is submitted for processing.

Next Steps: Once you've accepted the quote and uploaded the required documents, your project will move to the "Waiting" stage. Here, you can view all the information we have on file and see what additional details we're waiting on before proceeding to production. Your Client Coordinator will review projects in 'Waiting' regularly to ensure we request information required and progress all documentation.

Project Dashboard: The project dashboard allows you to monitor progress, ensure everything is in place for a smooth transition to production, and take any necessary actions. Here, you are also able to upload additional documents, provide updates, and track the status of your project in real-time.

NUCLEUS: Production

Projects will sit in **'WAITING'** while we collate the final information necessary to produce your draft document.
nucleus details the information we have one file and also what we are waiting on. Uploading these documents is simple with our drag-and-drop feature.

Important Note: We cannot begin technical authoring of documentation until all required information is received.

Project Documentation: Draft Issue

The following information required to produce

? Drawings WAITING
? Specification WAITING
• Tech Data / Schedules
  ? ChW / HHW FCU's WAITING
  ? Cold / Hot Water Pipework WAITI
  ? Dampers - Non Motorised WAITIN

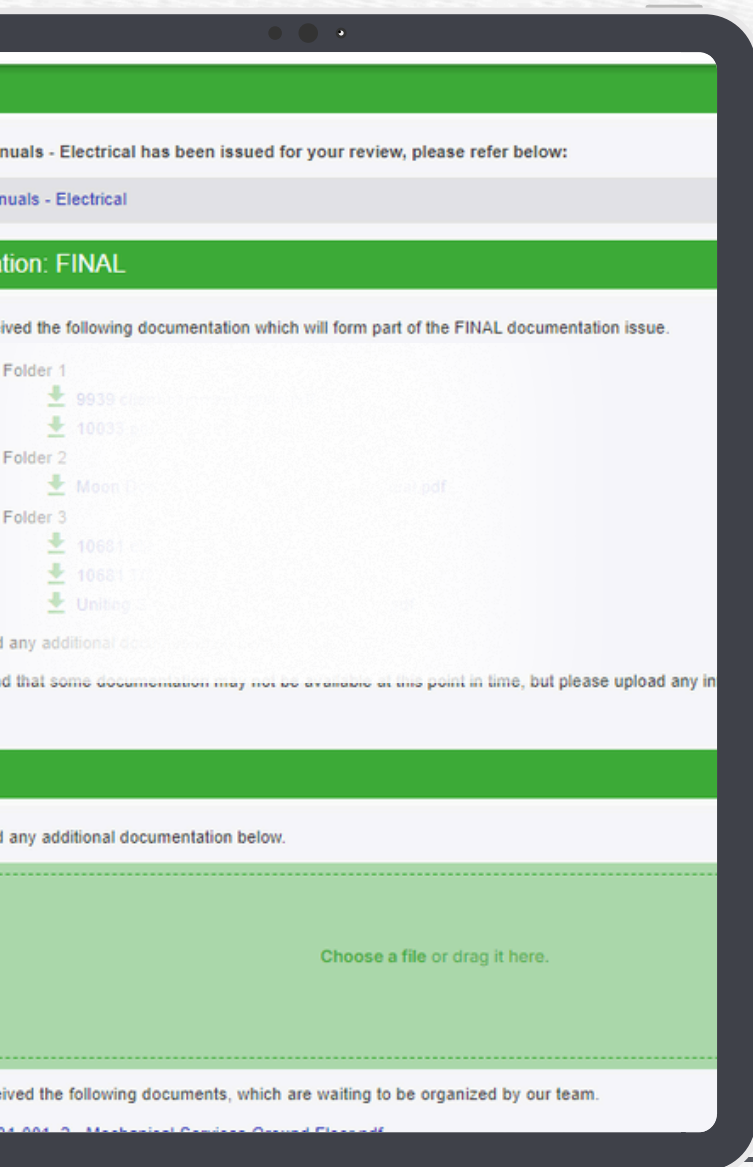Please upload any additional information belo

WAITING

DRAFT DUE

"DRAFT DUE" confirms that we have all the information required to start our technical authoring process.

Our in-house technical writers will begin producing the documentation in line with the accepted quote, highlighting any queries along the way.

NUCLEUS: Draft Issued

DRAFT ISSUE

Our technical writers team have finished working on your documentation, it has been issued. This is now available for you to view / download.

▶ **Draft Document**
The document is available for download as a PDF. You can review the content and ensure everything meets your expectations.

▶ **Document Inserts**
Real time links to the document insert and sub folders.
Providing full visibility of the contents of the folders, confirming what has been uploaded and identify any additional information that may be needed.

▶ **Uploading Additional Information**
As new information becomes available, you can upload it directly to the portal. We will organise and add it to the document inserts folder as appropriate.

? **Comments and Requests:**
If you have any comments or specific requests, you can add them at the bottom of the page to ensure your feedback is considered in the final draft.

Our Client Coordinator is still here, ready to support and guide you every step of the way.
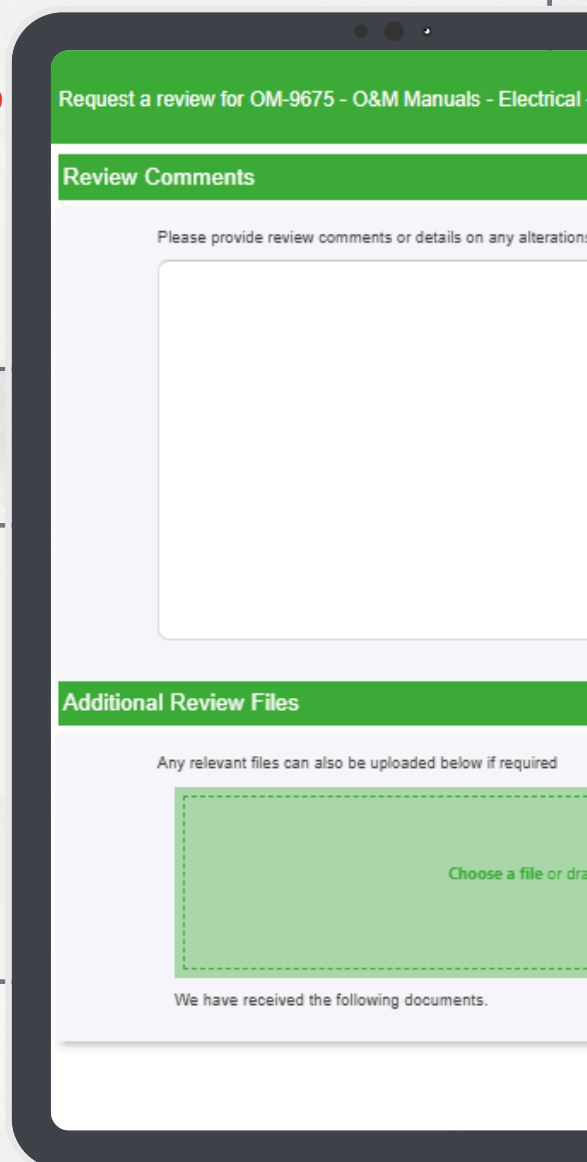
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NUCLEUS: Finalisation

DRAFT ISSUED

s - Electrical
t High School
Road Salisbury East
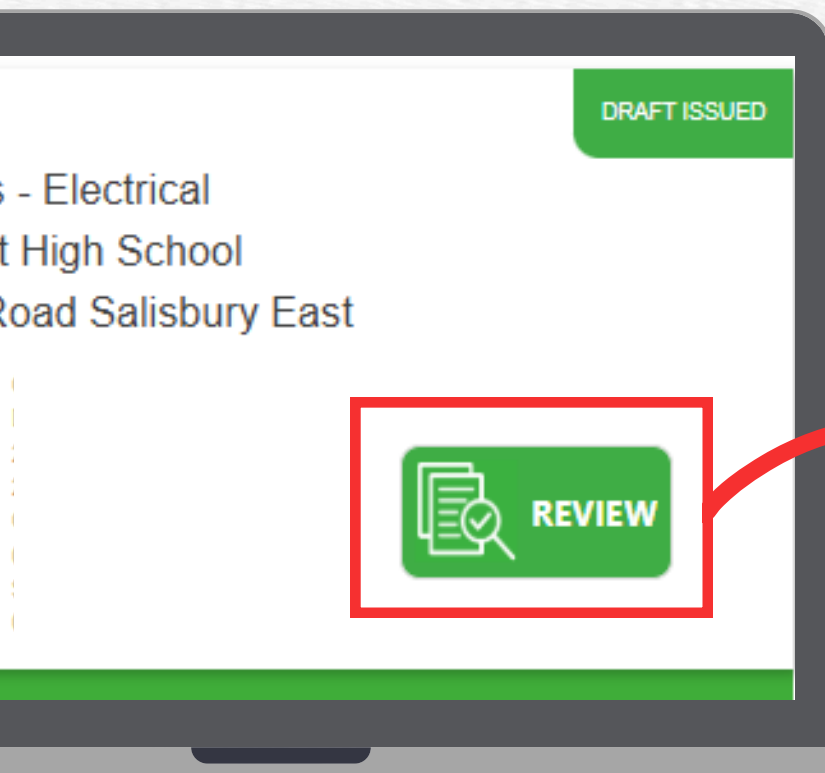
REVIEW

Once a draft document has been issued, you can '**Request a Review**' via **nucleus.**

A new popup will appear where you can provide comments / upload documents.

Request a review for OM-9675 - O&M Manuals - Electrical

Review Comments

Please provide review comments or details on any alterations

Additional Review Files

Any relevant files can also be uploaded below if required

Choose a file or dra

We have received the following documents.

Comments, instructions or **action items** are directly sent to our **technical writing teams for their action.**

Uploaded documents, such as **certificates, commissioning results** or **As Installed Drawings,** are logged by **nucleus** and become visible on the 'project page'.

Our technical writing team will check and save documents to the appropriate inserts folder.

YOUR CLIENT COORDINATOR

Your Client Coordinator will have sight of all comments and documents uploaded through **nucleus**, and is always available if you have concerns.

NUCLEUS - FAQ

Welcome to **nucleus** FAQ brochure, your key resource for understanding our efficient project portal designed specifically for contractors. At D&A, we focus construction documentation and have developed an online portal that facilitates a seamless link between you and your handover materials, allowing you to track and manage all your construction documentation in real-time.

▶ Why an online platform?

With 15 years of experience in providing construction documentation, we've pinpointed the main challenges in the process and created a customized portal that allows you to easily visualize and access everything you need, eliminating the hassle of endless emails and consolidating everything in one place.

▶ What if I encounter difficulties accessing and navigating nucleus?

If you encounter any issues, please email your Client Coordinator detailing the problem and attach any screen shots of the issue. We're here to help streamline the process for you.

▶ Is my Client Coordinator still available?

Absolutely! Your Client Coordinator will continue to handle quoting and organising your documents and ensuring our technical writers have all the correct information, but this platform enables you to visualize everything and keeps your inbox clutter-free. Rest assured, your Client Coordinator is always just a phone call away!

▶ Can I upload documents at any time?

Of Course! Our platform allows for 24/7 document submission, providing flexibility to meet deadlines on your schedule.

▶ Is there a limit to file sizes for uploads?

No, our platform accommodates uploads of all sizes, ensuring you can submit documents without constraints.

▶ Can I request a review or provide comment?

If you require a review of your documentation, simply send it to your assigned Client Coordinator. They will ensure your documentation is reassessed promptly. Please note that nucleus will soon feature an update to streamline the review process.

▶ How will I be notified of updates within nucleus?

You will receive email notifications for all important updates within Nucleus, including quote reviews, status changes, and any new features or enhancements. These emails will keep you informed so you can take timely action when needed.

NUCLEUS:

OUR BESPOKE CLIENT PORTAL

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