

Setting new standards

SSG Project Documents

With Project Documents everyone involved can be certain that they have access to the right standard throughout the project.

Right documentation throughout the project

A set of SSG Standards and proprietary documents is required for a project. Moreover, all documents need to be archived when the project is complete.

Using Project Documents means that everyone involved can be certain that they have access to the right documentation throughout the project.

When the project is complete, the documents will be kept in the archive and only the people who will be administering the results will be able to access them.

Project phases

New project

The project manager adds the participants who will be part of the project and chooses which documents they should have access to.

Implementation

Project participants have access to both SSG Standards and other documentation added to Project Documents.

Archiving

Only project managers have access to the archived documents.

Levels

Project documents are available in three levels: small, medium and large.

The level decides

- how many project participants have access to the documents
- how many, and which, standard documents can be shared with the project participants.

There is no limit to the number of projects that can be started at the different levels.

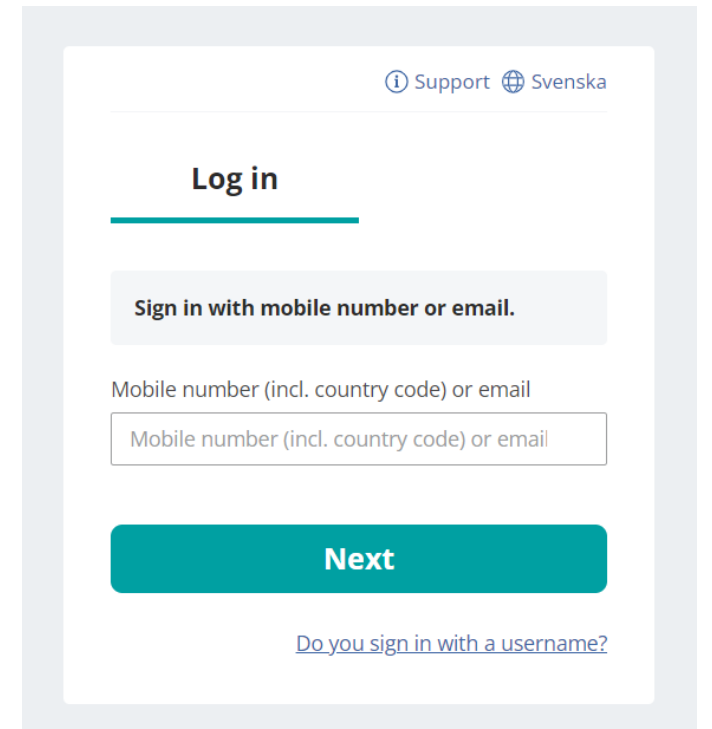
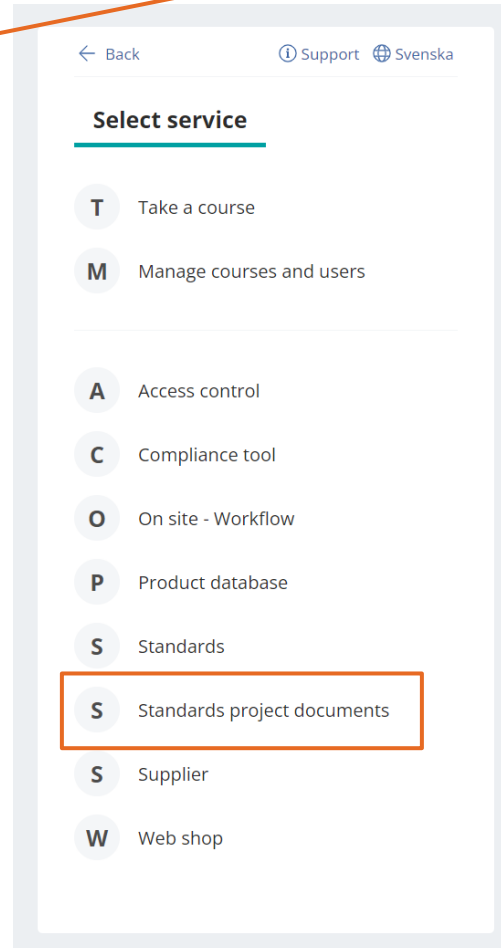
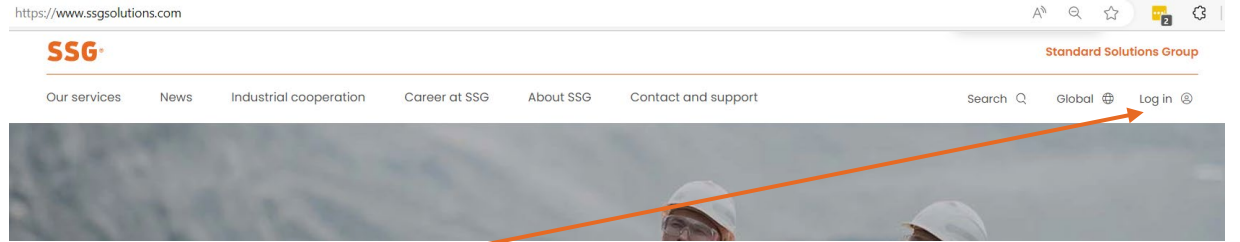
[Read more about the different levels here](#)

Get started as

Project manager

Project manager Log in

To access Project Documents, log in with your SSG account and select the "Standards project documents" service (*Projektdokument*).



Project manager Logged in

As a project manager, this is what you see when you log in.

When you log in for the first time, the list is empty and you can choose to add one or more new projects by clicking the "New project" (*Nytt projekt*) button.

If you already have ongoing or archived projects, they are also visible here.

SSG Standard / Projektdokument

Your Name

Projektledare

Deltagare

Mina projekt

Nya projekt

Projekt	Avtal	Status
Your project	SSG DEMO	NYTT

+ Nytt projekt

Project manager

Create new project

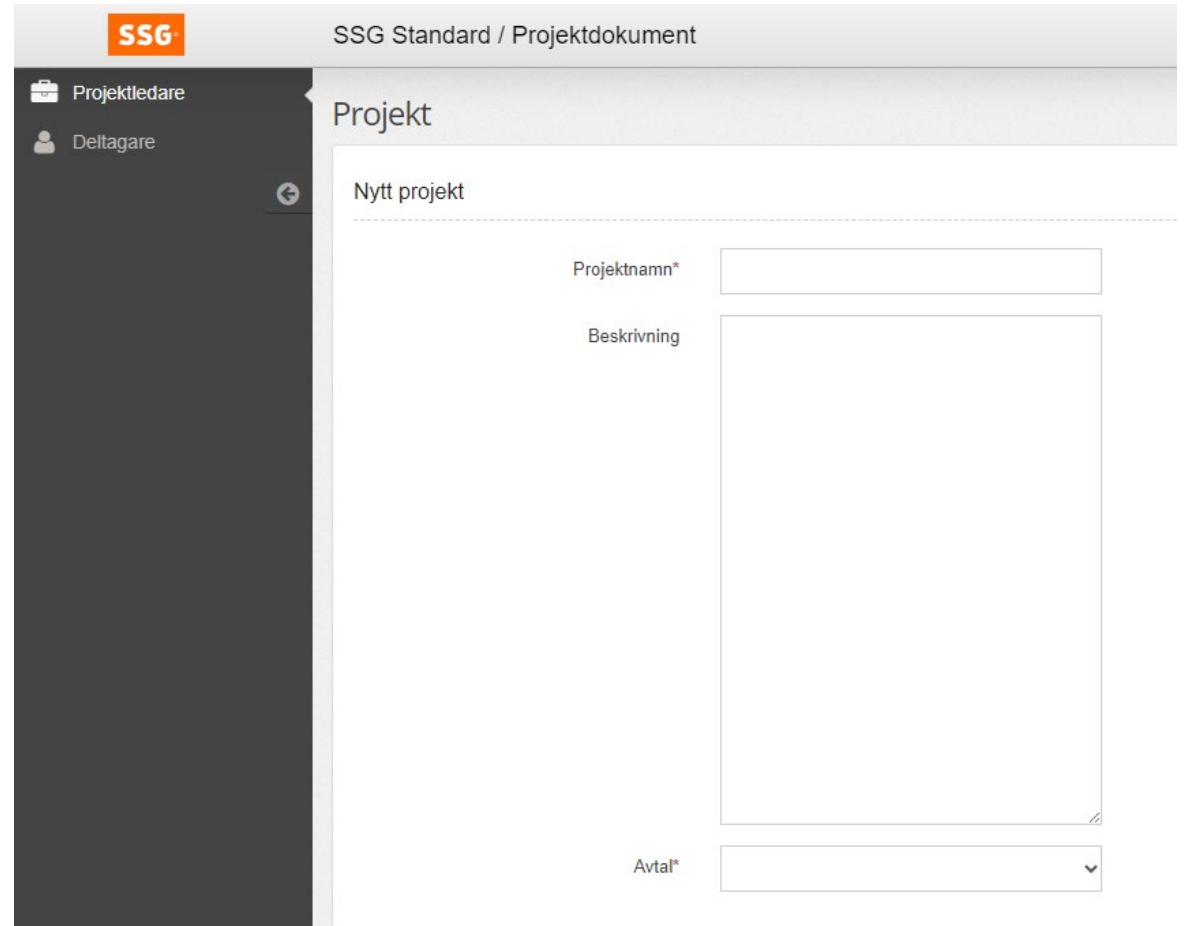
If you want to add a new project, click the "New project" (*Nytt projekt*) button on your home page.

In the "Project name" (*Projektnamn*) field you give the project a name.

In the "Description" (*Beskrivning*) field, you can enter any information you want to share with the participants.

At "Contract" (*Avtal*), you select the contract to which the project is linked.

When you click "Save" (*Spara*), you will be forwarded to a page where you can add participants and documents (see next picture).



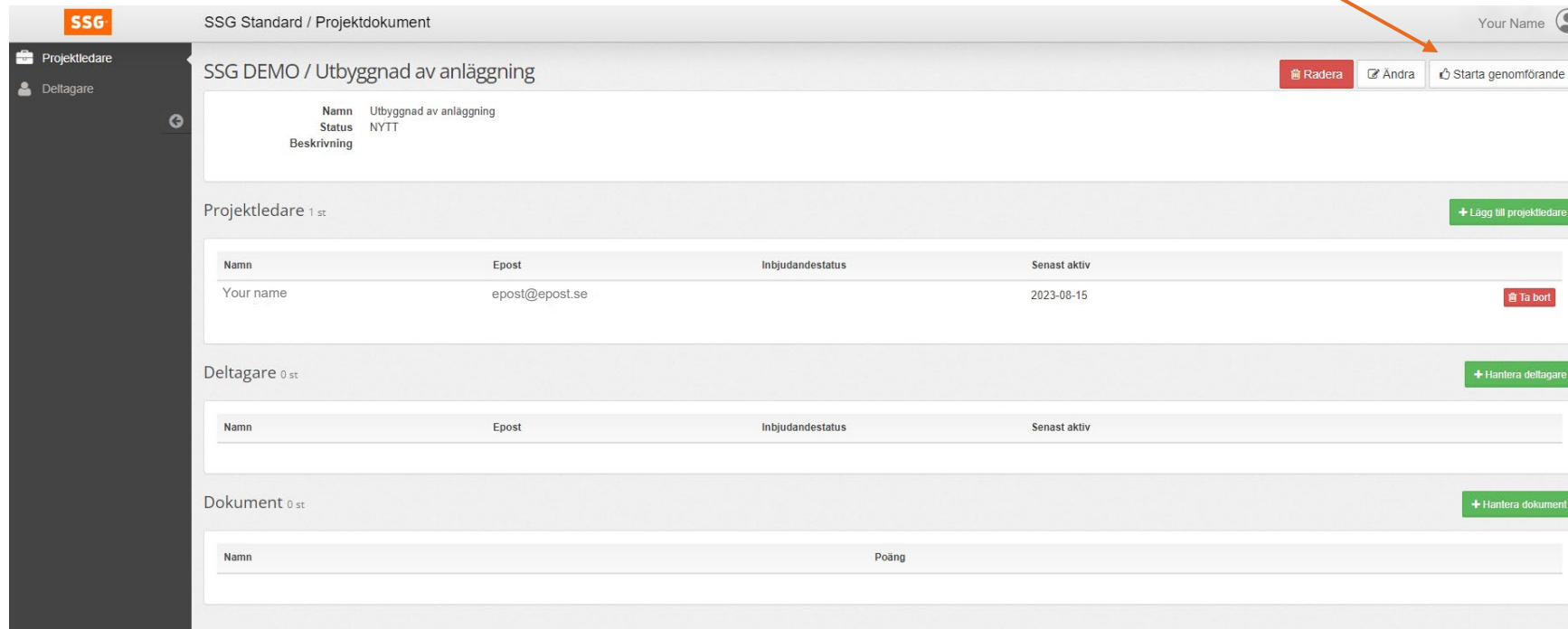
The screenshot displays the SSG Standard / Projektdokument interface. On the left, a dark sidebar contains navigation options: 'Projektledare' (with a briefcase icon) and 'Deltagare' (with a person icon). The main content area is titled 'Projekt' and features a 'Nytt projekt' button. Below this, the form includes three fields: 'Projektnamn*' (a text input field), 'Beskrivning' (a large text area), and 'Avtal*' (a dropdown menu).

Project manager

Start project

When you have added participants and documents and the information is complete, you choose to click on the "Start execution" (*Starta genomförande*) button. An e-mail will then be sent to the participants concerned.

You can also add participants and documents later if needed.



SSG Standard / Projektdokument

Your Name

Projektledare

Deltagare

SSG DEMO / Utbyggnad av anläggning

Radera Ändra Starta genomförande

Namn	Status	Utbyggnad av anläggning
	NYTT	Beskrivning

Projektledare 1 st

+ Lägg till projektledare

Namn	Epost	Inbjudandestatus	Senast aktiv
Your name	epost@epost.se		2023-08-15

Ta bort

Deltagare 0 st

+ Hantera deltagare

Namn	Epost	Inbjudandestatus	Senast aktiv
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Dokument 0 st

+ Hantera dokument

Namn	Poäng
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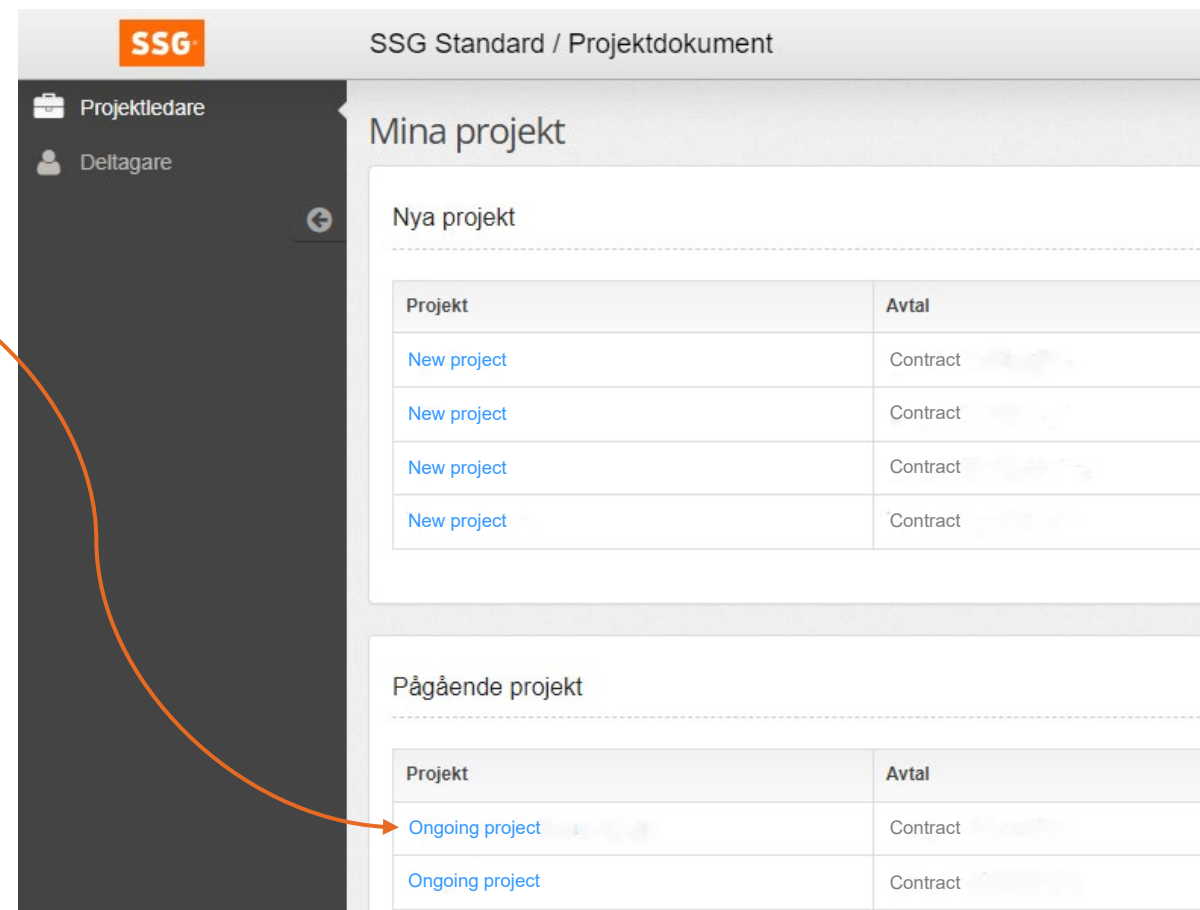
Project manager

Ongoing project

If you want to work with an ongoing project instead, click on the project name on your start page. More detailed information will then appear. From here you can manage both participants and documents.

When you add a new participant or new documents, emails will be sent out to the affected participants.

Further down on your home page, you can also see archived projects.



The screenshot shows the SSG Standard / Projektdokument interface. On the left is a dark sidebar with 'Projektledare' and 'Deltagare' options. The main content area is titled 'Mina projekt' and contains two sections: 'Nya projekt' and 'Pågående projekt'. Each section has a table with columns for 'Projekt' and 'Avtal'. An orange arrow points from the text 'click on the project name' to the 'Ongoing project' link in the 'Pågående projekt' table.

Projekt	Avtal
New project	Contract
New project	Contract
New project	Contract
New project	Contract

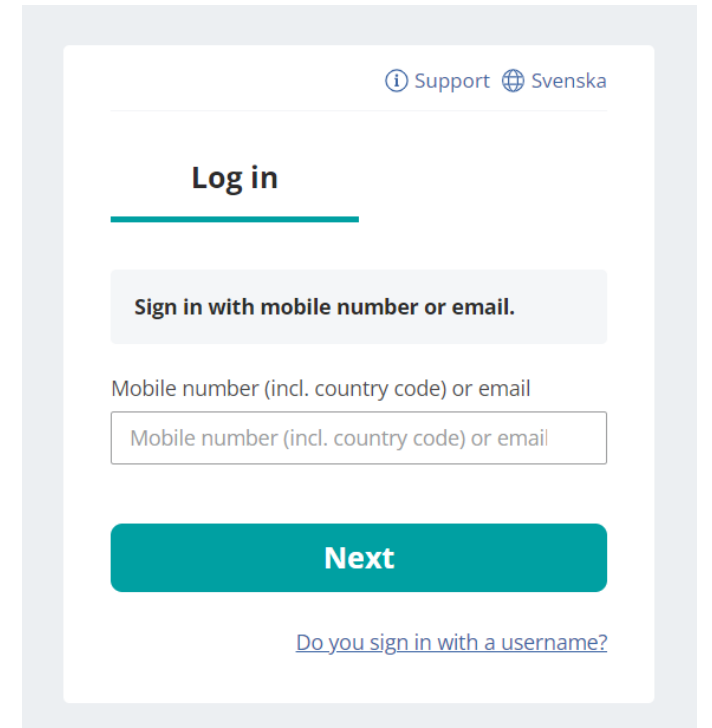
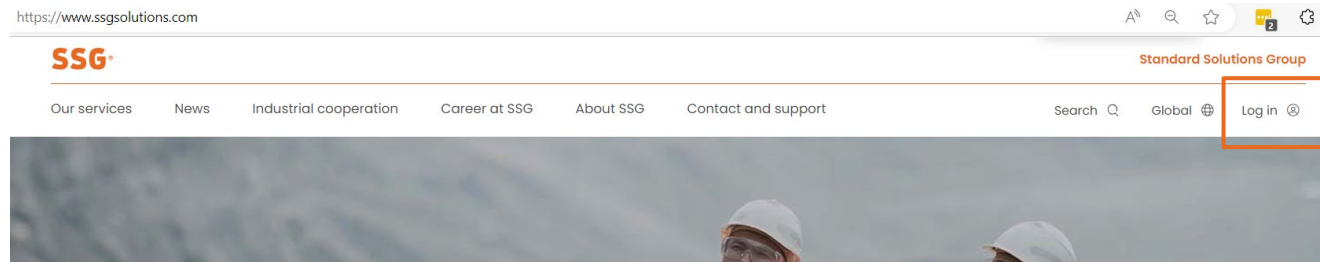
Projekt	Avtal
Ongoing project	Contract
Ongoing project	Contract

Get started as

Project participant

Project participant Log in

Log in to the SSG account that you already have or that you have just created.



Project participant Logged in

As a project participant, you meet this start screen.

Here you can read any information that the project manager wanted to convey and open the documents that you need to see.

The screenshot shows a web application interface for a project participant. At the top, there is a header bar with the SSG logo on the left, the text "SSG Standard / Projektdokument" in the center, and "Your Name" with a user profile icon on the right. Below the header is a dark sidebar on the left with two menu items: "Projektledare" (with a briefcase icon) and "Deltagare" (with a person icon). The main content area is titled "Mina projekt" and contains a table with the following structure:

Mitt projekt	Visa
Information about the project	
Dokument	
Document	

Project participant Documents

SSG Standards are presented in sufficient resolution to be read on screen.

Other documents that the project manager entered in Project Documents are presented in the format in which they were uploaded.

The screenshot shows a web application interface for SSG Standard / Projektdokument. The page title is "Insulation of pipelines, ventilation ducts, smoke flues and storage tanks". The interface includes a navigation menu on the left with "Projektledare" and "Deltagare" options. Below the title, there are navigation buttons: "Tillbaka", "Förstora alla", and "Förminska alla". The main content area features the SSG logo (Standard Solutions Group) and the document title "SSG DEMO / Projektet". The document ID is "SSG 7591E". A table of metadata is displayed:

Date	Edition	Designation	Page
2023-06-14	5	TKR	1 (48)

The document title is "Insulation of pipelines, ventilation ducts, smoke flues and storage tanks". The "Scope" section is visible, starting with the text: "By insulating correctly, you can reduce energy consumption, which is good for both the environment and the economy. SSG 7591E is a standard that facilitates the selection of insulation materials, insulation thickness and insulation execution. The standard also provides recommendations on surface cladding materials and the design of surface cladding on pipelines, ventilation ducts, some smoke flues, as well as containers such as storage tanks, pressure vessels and vacuum vessels."

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