

PULSE GUIDE

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1. GENERAL INFORMATION

1.1 OVERVIEW

Pulse is an efficient online server that manages all data related to a building or array of buildings. Accessible from anywhere with an internet connection, its basic but comprehensive layout allows quick access to the information you require with minimal effort. It has been designed to be used by anybody with no IT skills and requires no training to use. Using it is as simple as browsing a basic website.

1.2 STRUCTURE

Pulse categorises your data into a principal category and then subcategorises it into an electrical, mechanical or building category. The principal categories are as follows:

Asset Data: equipment details of the completed works, e.g. sizes, outputs, capacities, colour specifications, schedules of fixtures, etc.

Certification: all test and certification certificates, e.g. fire test certificates, performance tests, district surveyor acceptance, completion certificates, flow rate tests, etc.

Contact Details: names and addresses, contractors, clients, contacts, etc.

Controls: includes anything related to controls, e.g. wiring diagrams, fault finding, maintenance, command modules, water leak detection modules, etc.

Descriptions: describes the scope of works, e.g. details of construction methods and materials used, modular wiring systems, air conditioning, risers, etc.

Design Criteria: the specification and compliance of the work, e.g. performance requirements, tolerances, strengths, compliance with British Standards, etc.

Drawings: all master drawing files and schedules, e.g. files edited on AutoCad, mechanical, electrical, public health, sprinkler, structural, architectural, drainage, site-related drawings, etc.

Environmental: energy (energy targets, predictions, meter provisions, energy saving techniques, etc), environmental (BREEAM assessments, ISO 14001, etc), water (consumption targets, predictions, meter provisions, water saving techniques, etc), and waste (recycling targets, waste provisions, waste quantity predictions, recycling facilities, waste reduction techniques, re-use strategy, etc).

General Information: includes building plans with grid references, lease details, building histories, definitions, guarantees, etc.

Health & Safety: health and safety issues within the completed building. The contractor must supply sufficient information to identify where risks may be present and how to operate, manage and dispose of the building safely. This information will be used by the Client and building FM Contractor to develop the specific safe working practices, procedures and control methods to operate the building safely.

Maintenance: maintaining the works and equipment installed, e.g. PPM regimes, maintenance frequencies, task sheets, job cards, details of equipment and maintenance facilities within the structure, etc.

Manufacturers Literature: all manufacturers catalogue information, e.g. brochures, details, etc.

Operating Procedures: how to operate the works installed, e.g. operating instructions, procedures, diagrams, remote control switches, etc.

Information Schedules: any schedules related to your works but not asset data, e.g. fault finding schedules, spares schedules, etc (N.B. all technical information related to specific assets goes under asset data).

1.3 SECURITY

The confidentiality of your data is taken very seriously and is securely protected. A secure sockets layer encryption certificate allows sensitive information to be transmitted securely, and a username and password is required to access the pulse website (except for the demo version).

2. NAVIGATION

2.1 SEARCH ENGINE

Pulse has an efficient search engine that allows users to quickly find what they are looking for. Simply enter a search term into the box and click on the search button.

RELEVANCY (%)

Search

Basement Mezzanine Drawing **SEARCH TERM**

Displaying results 1 - 10 of 10 matches (0.58 seconds)

RELEVANCY (%)	PAGE TITLES	DESCRIPTIONS	URLS
1. [100.00%]	Electrical Fitout Drawings	Electrical Fitout Drawings 1. 2013 fitout Drawings 2. 2012 fitout Drawings 3. 2011 FITOUT Drawings 4. 2009 fitout Drawings 4.1. protec 1 2005	http://pulse.tsaservices.co.uk/Clients/.../Pulse/Drawings/Fitout%20Drawings/Fitout%20Drawings%20Electrical.htm - 919.0kb
2. [80.03%]	Base Build DRAWING SCHEDULE	General Arrangement Basement Level Building LM 15/12/2003 SGP/01/A01/AL/BM/2001/8 SGP2004-08.pdf April 05 Varch	http://pulse.tsaservices.co.uk/Clients/.../Pulse/Drawings/BaseBuildDrawings/BaseBuildDrawingSchedule.htm - 392.2kb
3. [49.65%]	2005 Fitout Drawings (Building)	EQUIPMENT DRAWINGS 1.9. JOINERY DRAWINGS PLEASE NOTE THIS FILE LINKS TO EVERY FITOUT DRAWING AND TAKES TIME TO OPEN (DEPENDING ON YOUR PC PROCESSOR SPEED THIS COULD TAKE SEVERAL	http://pulse.tsaservices.co.uk/Clients/.../Pulse/Drawings/Fitout%20Drawings/Fitout%20Drawing%20Building.htm - 272.8kb
4. [27.95%]	Mechanical & SPRINKLER DRAWINGS	Mechanical & SPRINKLER DRAWINGS 1. 2013 FITOUT DRAWINGS 2. 2012 FITOUT DRAWINGS 3. 2011 FITOUT DRAWINGS 3. 1. Updates 3. 2. PROTEC FIRE PROTECTION 4. 2010 FITOUT DRAWINGS 4. 1. PROTEC FIRE DETECTION	http://pulse.tsaservices.co.uk/Clients/.../Pulse/Drawings/Fitout%20Drawings/Fitout%20Drawings%20Mechanical%20%20Sprinkler.htm - 293.3kb

It searches through every page on the website and lists every page relevant to the search term. The order lists in order of relevancy, with the most relevant pages at the top of the search results. It also lists the page titles, brief descriptions, and the URLs, only giving you the required information as concisely as possible. The page titles are hyperlinked, meaning you can click on them and it will take you to the relevant page.

Note: after you are on the correct page, you can hold down the 'CTRL' and 'F' keys to quickly find your search term.

2.2 PAGES

The category list and rollover display function makes finding and navigating through pages quick and easy. Just hover the cursor over the principal category, click on the subcategory and it will take you to the relevant page.

Each page has a contents section which lists the main sections and are hyperlinked, meaning you can click on the listed section and it will take you there. You can also click on the arrows to take you back to the top of the page.

Asset Data	
Certification	
Contact Details	
Controls	
Descriptions	
Design Criteria	Building
Drawings	Electrical
Environmental	Mechanical
General Information	
Health & Safety	
Maintenance	
Manufacturer Information	
Operating Procedures	
Schedules	

3. ACCESSING FILES

To access a file on any page, click on the file and it will either open in your browser or download to your computer. If it downloads to your computer, you'll need to open it in your downloads directory.

The screenshot shows the 'PULSE DATA MANAGEMENT DEMO' interface. On the left is a navigation menu with categories like 'Data', 'Maintenance', and 'Support'. The main content area is titled 'MECHANICAL CONTROLS' and contains a 'CONTENTS' section with '1) MECHANICAL CONTROL INFORMATION'. Below this is a table titled 'MECHANICAL CONTROL INFORMATION' with columns for 'Location', 'Description', and 'File'. A hand-drawn circle highlights the 'File' column, and an arrow points to it with the label 'FILES'.

Location	Description	File
Ground Floor	AHUs	AHUs-Mezzanine-Floor.pdf
Ground Floor	Controls	Controls-Set-Points.pdf
Ground Floor	Gas Leak Detectors	Coster-Gas-Leak-Detectors.pdf
N/A	Gas Leak Alarms	Gas-Leak-Alarm-System.pdf
N/A	Humidity & Temperature Sensors	Humidity-&Temperature-Sensor.pdf
N/A	Control Valve	Johnson-ZD7000-Control-Valve.pdf
N/A	FCU Controller	Metasys-TC-9102-Fan-Coil-Unit-Controller.pdf

Most of the files are usually in PDF format, which is a universal format widely accepted by most computers. If you do not have a PDF viewer, you can download Adobe Reader for free, which can view (but not edit) PDF files. Other files such as DOC or EXCEL files can be opened using Apache Open Office for free (or Microsoft Office which is not free), but some files such as DWG files can only be opened on special programs such as Autodesk AutoCAD.

Note: some drawing files may be large and may take time to load.

4. UPDATES

We record, manage and implement all updates and changes to the site, such as adding or editing new files or information. After each update, an event log file is updated, where you can see a history of all the changes that have been made to the system. Where churn work or plant changes affect or change any information, we should be notified to incorporate the changes into the master system.

If you have an update you want us to implement, please contact us. If you want to see the latest changes, please see the event log.

5. SUPPORT

If you have any technical issues, questions, concerns, or other inquiries, please contact us by emailing enquiries@tsaservices.co.uk or calling +44 (0)20 8224 5428.