

SMART CONSTRUCTION

Smart Construction FileManager User Guide

Before you start

- This manual explains how to handle Smart Construction FileManager, an online application service provided by EARTHBRAIN Ltd.
- In other words, this is the instruction manual for the application.
- For displaying units, International System of Units (SI) is used. Explanation, numeral values, illustration, etc. are based on the information as of the time this manual was prepared.
- If you have any questions or concerns, please contact the EARTHBRAIN Support Center, addressed at the end of this manual.
- To use this application, you must agree to the “Terms of Service” that will be displayed when you start the application for the first time. Please read the Application Software Terms of Service carefully.
- Please use this application after understanding the Application Software Terms of Service regarding contract terms, warranties, and liability.
- The application may be updated without prior notice. So, actual specifications may differ from those in this manual.
- Screen and display of the application may change when updated. If there are any differences between what is written in this manual and the display on the application screen, operate according to the application display.
- Regarding the use of this application, the application developer is not responsible for any lack of measurement accuracy that may result from the user’s method of use.

Trademarks used in this manual

- Smart Construction is the registered trademarks of Komatsu Ltd.

* In general, company names, product names, etc. written here are business names, trademarks or registered trademarks of each company.

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1 System overview

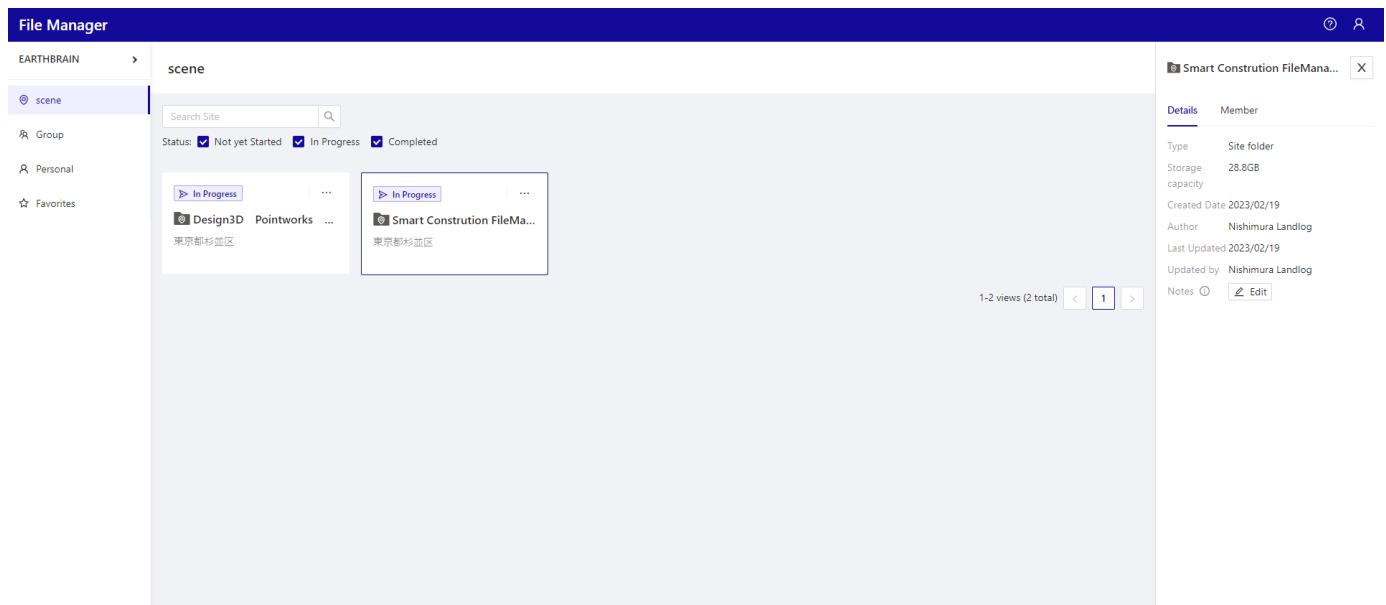
1.1 What is Smart Construction FileManager

Smart Construction FileManager is a large-capacity file-sharing software for collaboration among related parties such as jobsite offices, branch offices, order companies, and partner companies with viewers for image, video, 3D, and 2D files.

The service does not require any special software on your PC and can be used with a web browser.

List of Functions

- Create and upload folders
- Upload files
- Download folders and files
- Grant access authority by jobsite or group
- Viewers (3D/2D/video/imagery), simple measurements, attribute display
- Access to files held by the Smart Construction application
- Add to favorites
- Create new groups
- Invite users to a jobsite or group
- Thumbnail display



2 What you need and recommended operating environment

2.1 What you need

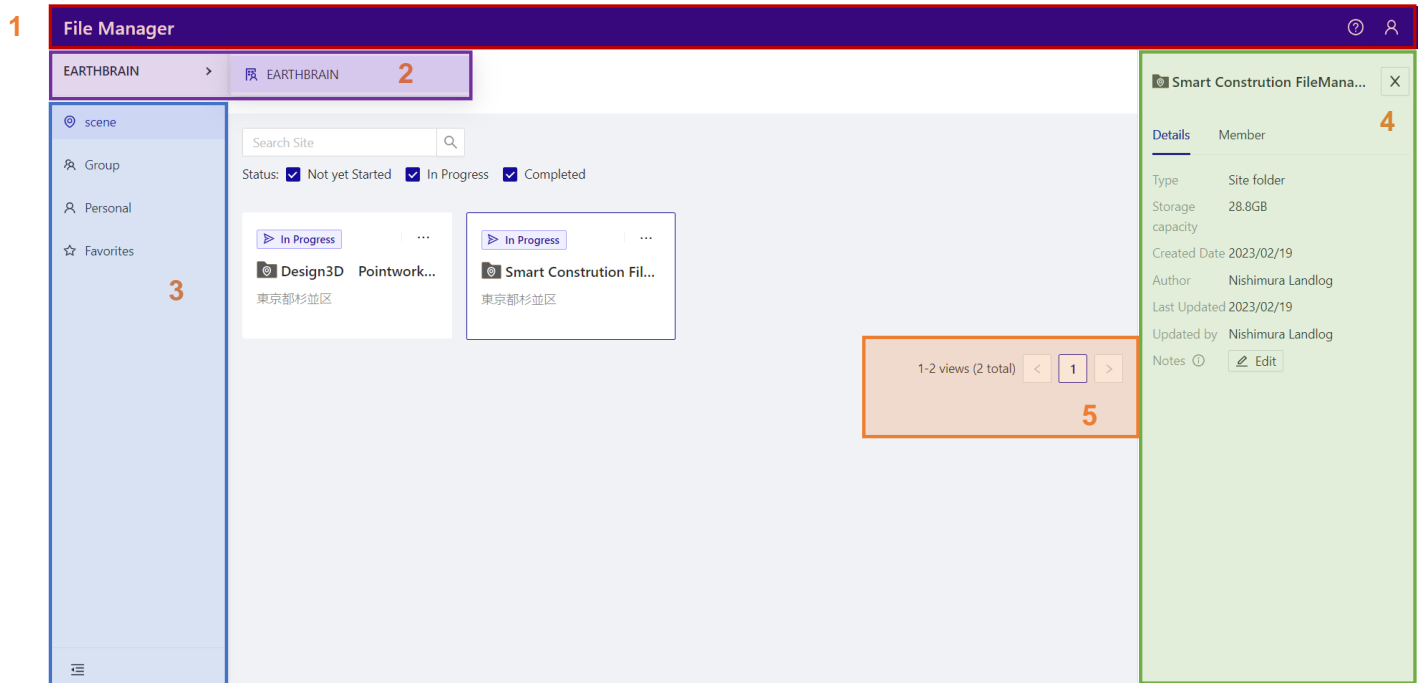
- PC with Internet connection

2.2 Recommended operating environment

- Windows 10 or later
- Browser: Google Chrome

3 Basic screen configuration

3.1 Screen description



1. Header

Viewing help and account setting can be done in this area.

2. Switch the company

The displayed company page can be switched in this area.

3. Navigation

The menu is displayed in this area.

4. Option area

Information on the selected folder/file is displayed in this area.

5. Pagination

A page in the item list can be selected in this area.

3.2 Header

File Manager



1

2 3

1. Logo

2. Help

A menu of usage and terms will be displayed.

- Usage
- Contact us
- Terms of Use
- Privacy Policy

3. Account

A menu of account setting will be displayed.



yamagata kazuma

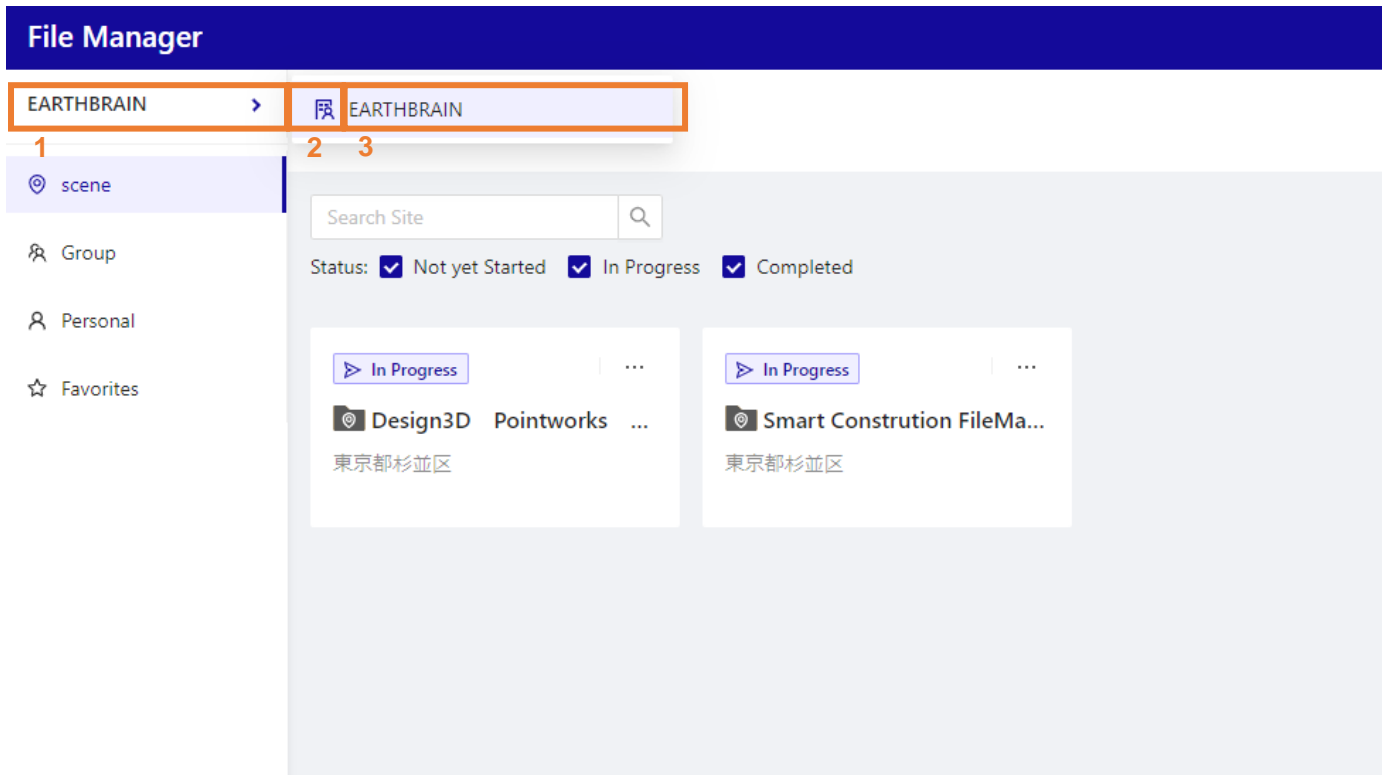
EARTHBRAIN

Super Admin

Account Settings

Logout

3.3 Switch the company



1. Company name

The company name of the currently displayed page will be displayed.

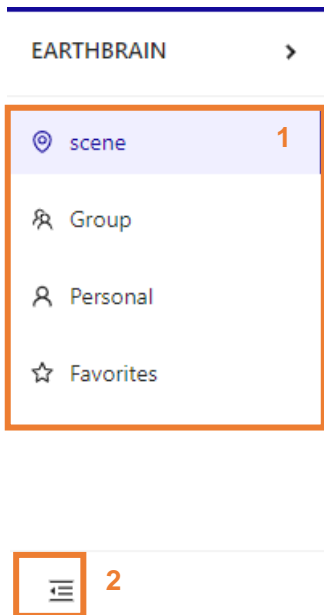
2. Belonging company icon

This icon is displayed for the company to which the user belongs.

3. Company selection menu

By selecting a company, you can switch to the page of the selected company.

3.4 Navigation



1. Navigation menu

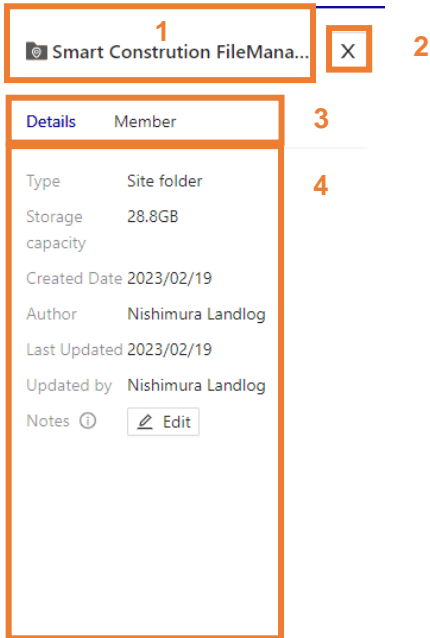
The displayed page can be switched.

When the menu is closed, only the icon is displayed.

2. Menu open/close button

The navigation menu can be opened and closed.

3.5 Option area



1. Folder/file name

The selected folder/file name will be displayed.

2. Close button

The option area can be minimized.

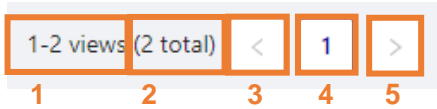
3. Option menu tab

The display of the option area can be switched.

4. Option details area

The details of the option selected in the option menu tab will be displayed.

3.6 Pagination



1. Number of items displayed

The number of items displayed on the page will be displayed.

2. Number of items displayed (total)

The total number of items will be displayed.

3. Previous button

The previous page of the current page will be displayed.

(The button will be inactive when the first page is displayed)

4. Page selection button

The selected page will be displayed.

5. Next button

The next page of the current page will be displayed.

(The button will be inactive when the last page is displayed)

4 Basic operations for jobsites/groups

4.1 Create jobsite (using Jobsite Setting)

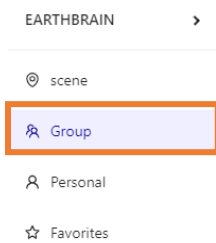
1. Get access to the Smart Construction Portal.
(<https://scportal.pf.smartconstruction.com/>)
2. Enter the Jobsite Setting menu.
3. Press the “New Registration” button on the upper right.
4. Fill in all the forms and press “Register” at the bottom.
5. The new jobsite is registered in the “Jobsite Setting”.

4.2 Delete jobsite (using Jobsite Setting)

1. Get access to the Smart Construction Portal.
(<https://scportal.pf.smartconstruction.com/>)
2. Enter the Jobsite Setting menu.
3. Select the target project.
4. Press the “Delete” button at the bottom of the page.
5. Press the “Delete” button in the confirmation modal window.

4.3 Create group

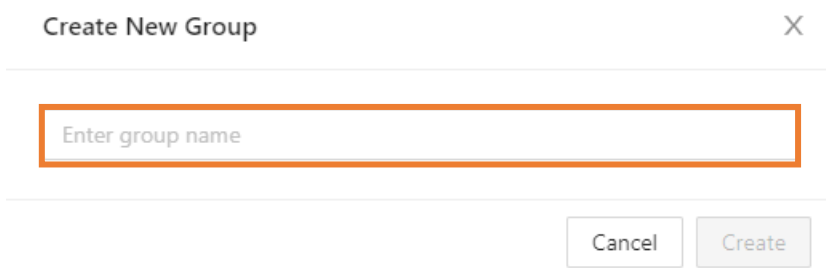
1. Select “Group” in the navigation area.



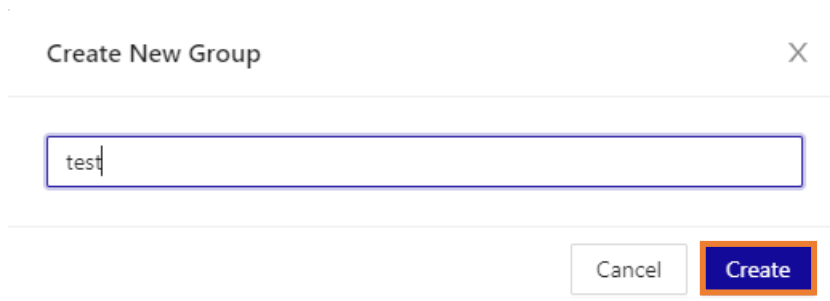
2. Press the “Create a new group” button.



3. Input the group name.

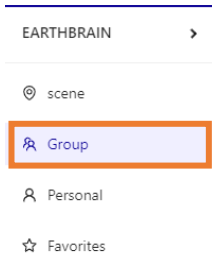


4. Press the “Create” button.

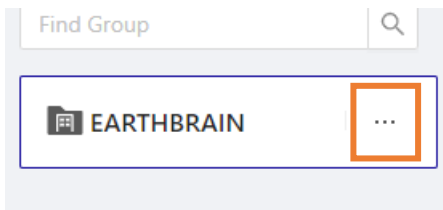


4.4 Change group name

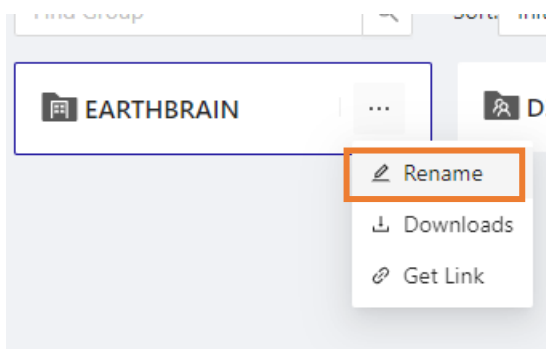
1. Select “Group” in the navigation area.



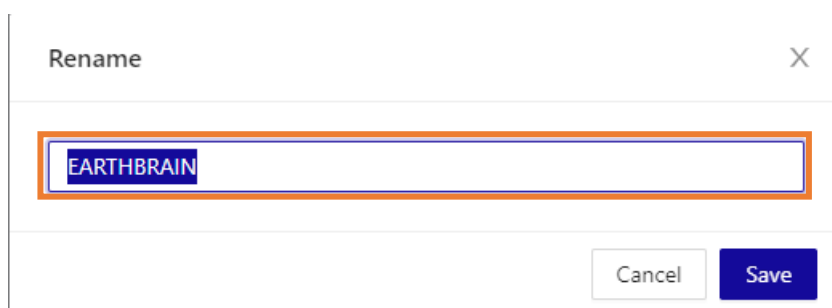
2. Select “Other options” for the target group.
Or right-click in the frame of the group.



3. Select “Rename”.



4. Input the group name you want to change to.



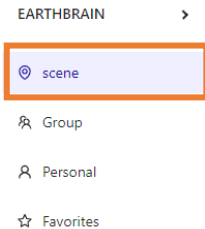
5. Press the "Save" button.

Rename X

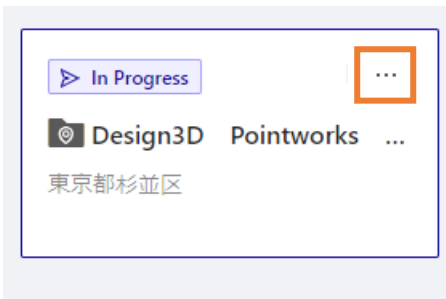
4.5 Batch download jobsite/group folders

When selecting a jobsite

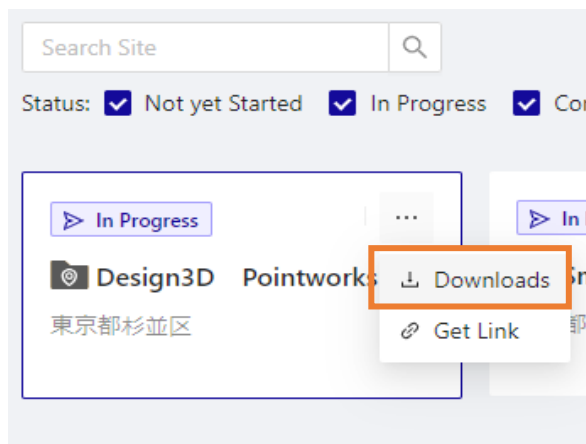
1. Select “Jobsite” in the navigation area.



2. Select “Other options” for the target jobsite.
Or right-click in the frame of the jobsite.

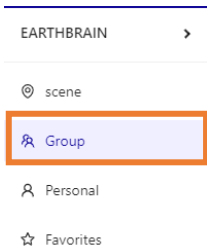


3. Select “Downloads”.

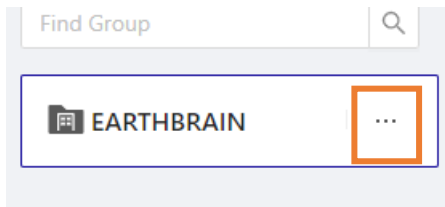


When selecting a group

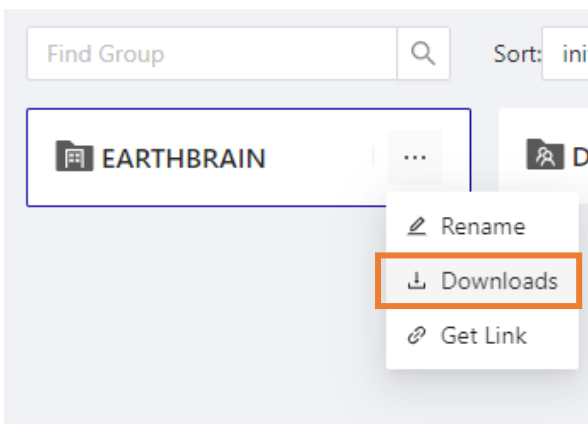
1. Select “Group” in the navigation area.



2. Select “Other options” for the target group.
Or right-click in the frame of the group.



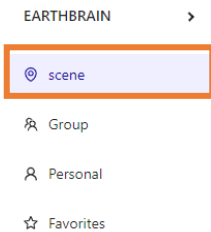
3. Select “Downloads”.



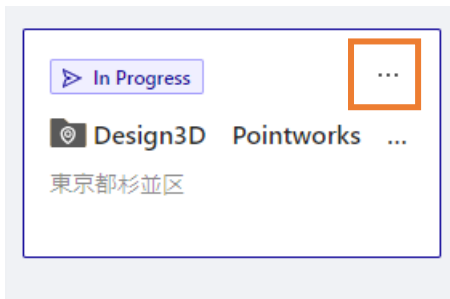
4.6 Acquire link to jobsite/group folder

When selecting a jobsite

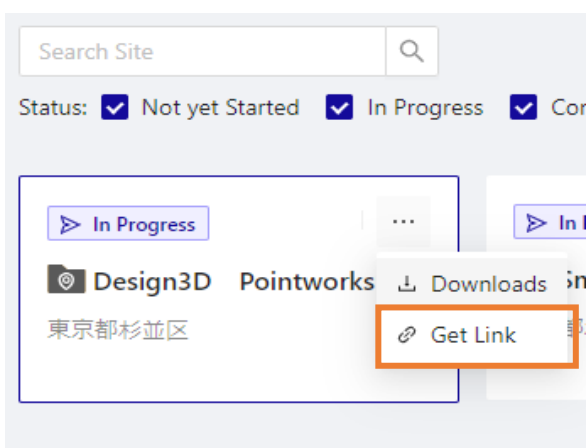
1. Select “Jobsite” in the navigation area.



2. Select “Other options” for the target jobsite.
Or right-click in the frame of the jobsite.

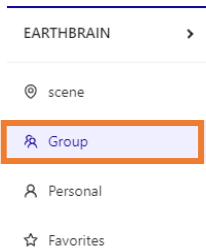


3. Select “Acquire the link”.

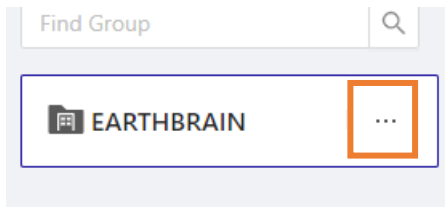


When selecting a group

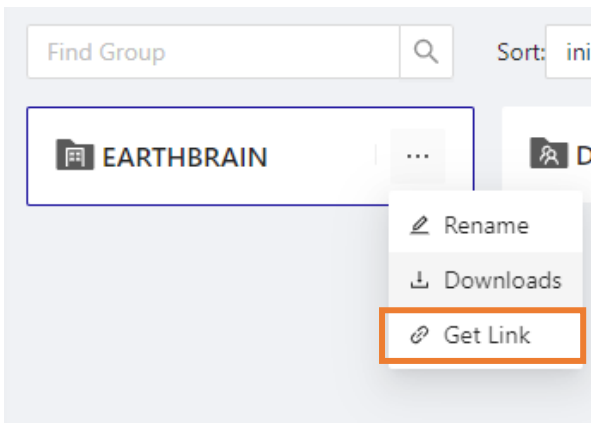
1. Select “Group” in the navigation area.



2. Select “Other options” for the group of which you want to change its name.
Or right-click in the frame of the group.



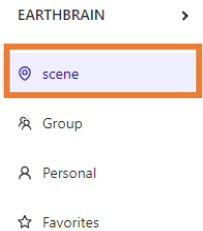
3. Select “Acquire the link”.



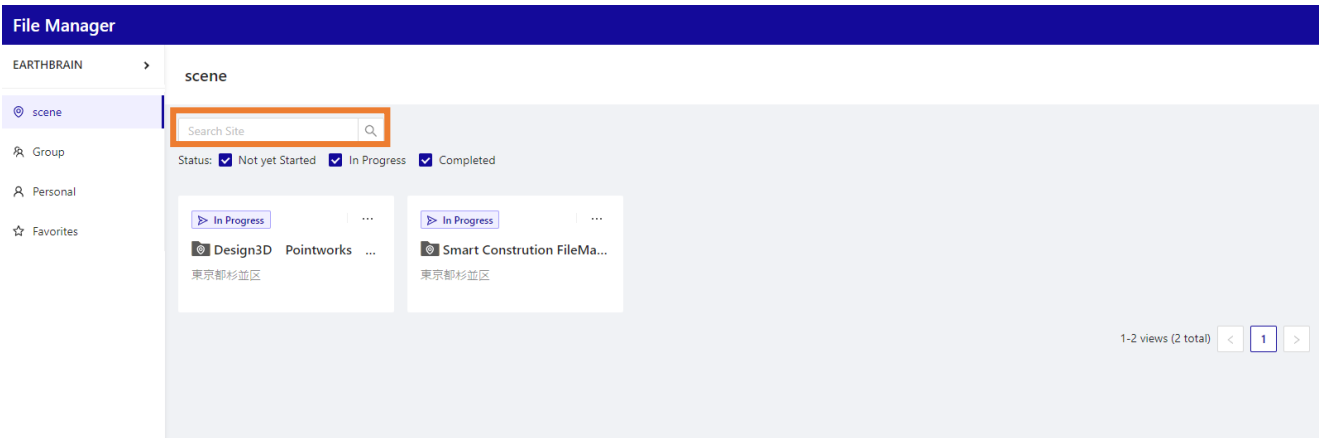
4.7 Search/narrow down jobsites/groups

Search jobsites

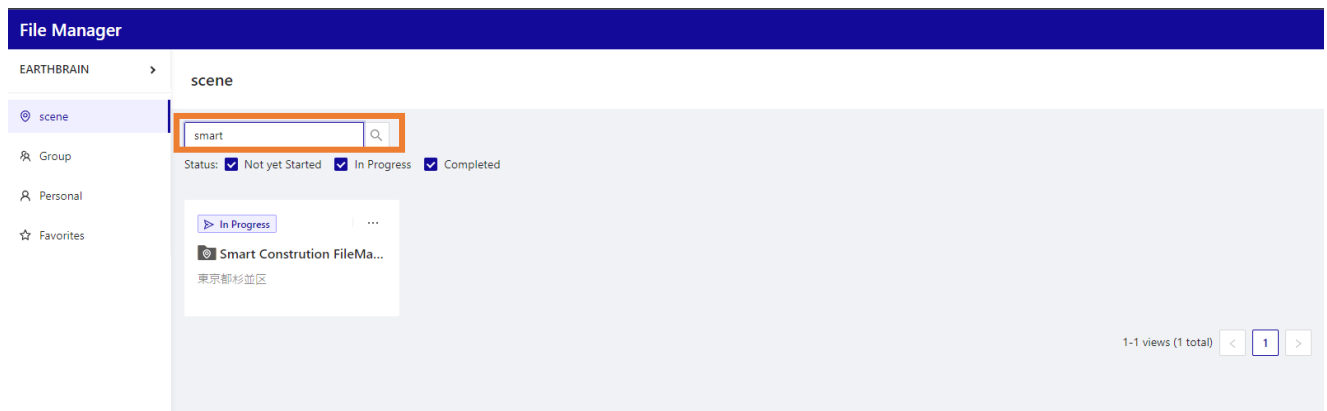
1. Select “Jobsite” in the navigation area.



2. Input the word you want to search in the form.
* Jobsite names will be the search target.

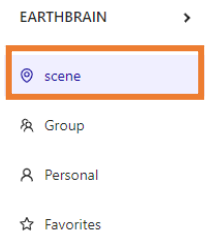


3. Press the Enter key or the magnifying glass icon.

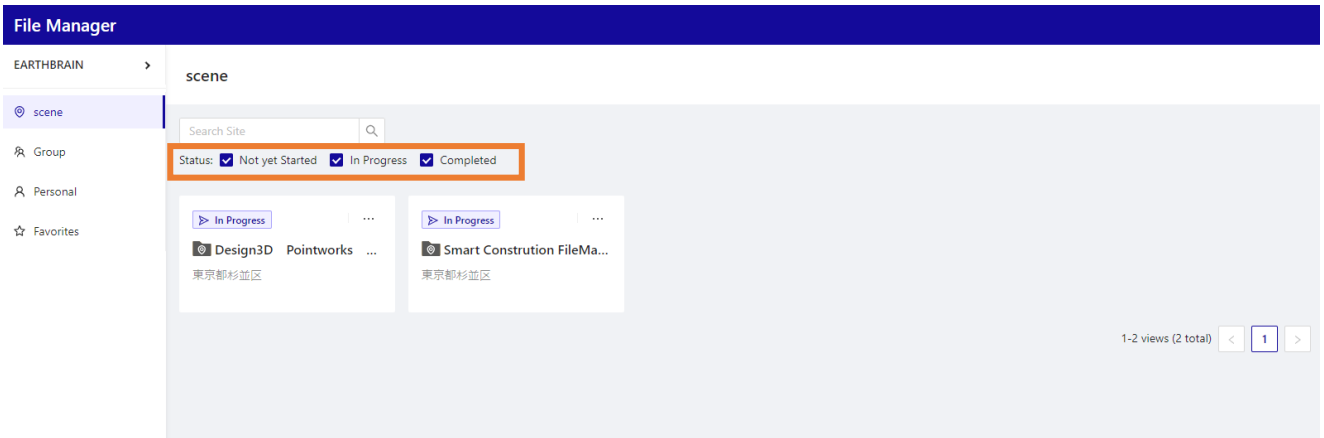


Narrow down jobsites

1. Select “Jobsite” in the navigation area.

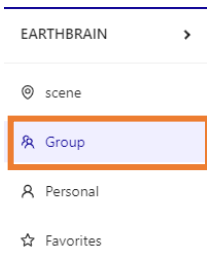


2. Select the statuses you want to use for filtering.

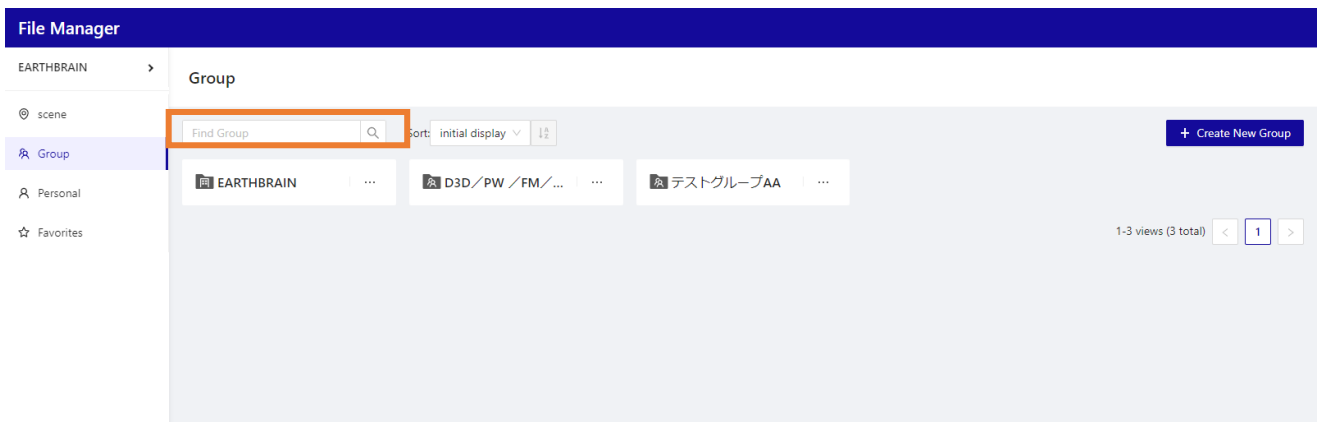


Search groups

1. Select “Group” in the navigation area.



2. Input the word you want to search in the form.
* Group names will be the search target.



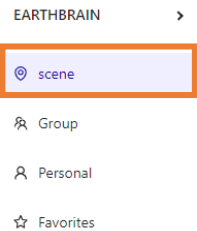
3. Press the Enter key or the magnifying glass icon.



4.8 Manage jobsite/group members

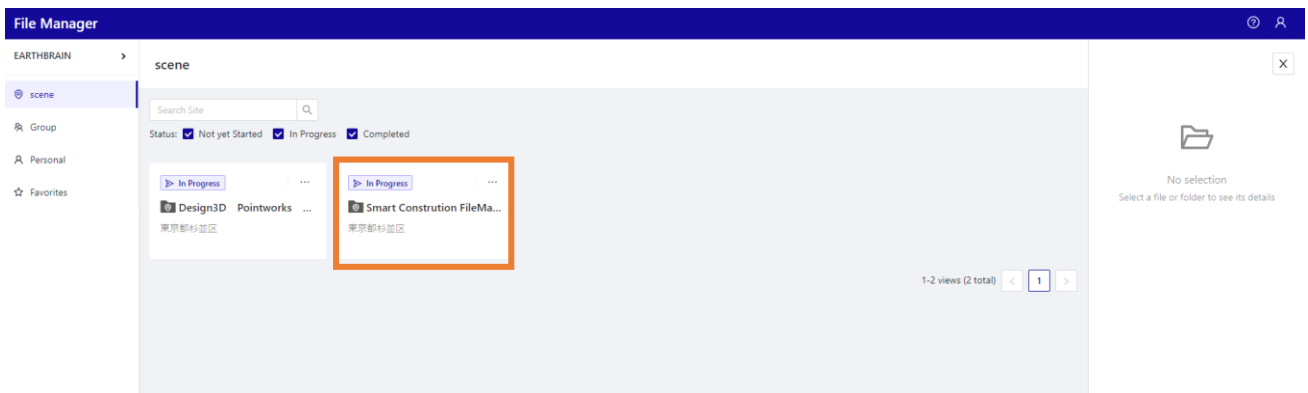
Add a jobsite member (member belonging to the company)

1. Select “Jobsite” in the navigation area.

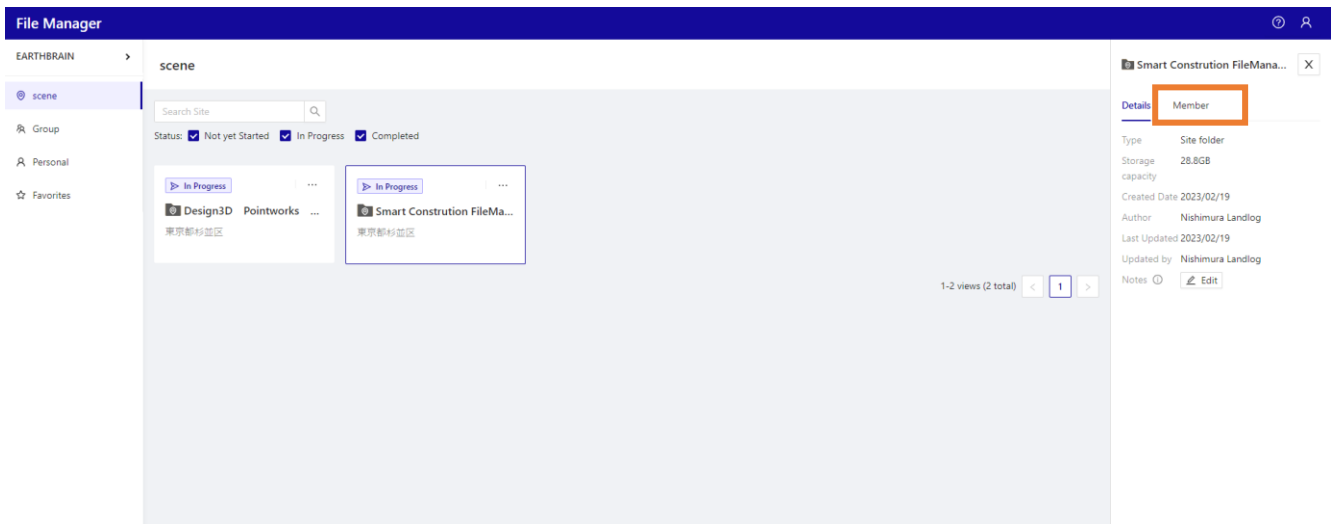


2. Select the target jobsite.

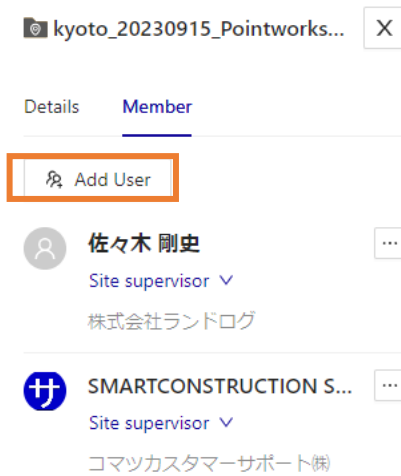
* Members can also be added to the jobsite from the file/folder list.



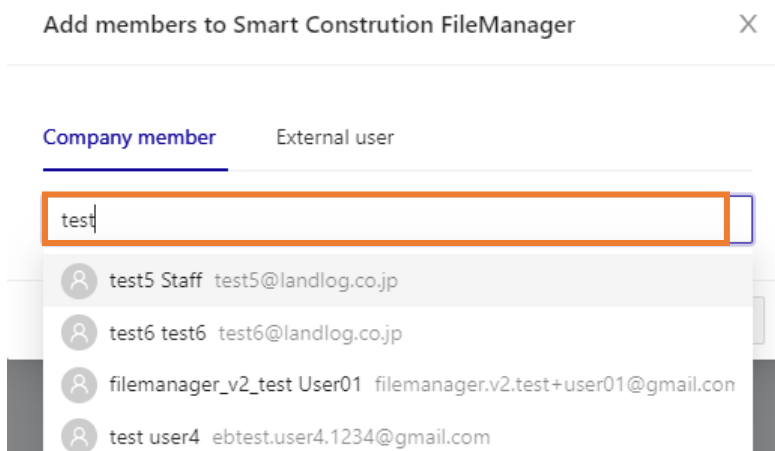
3. Select the “Member” tab in the option area.



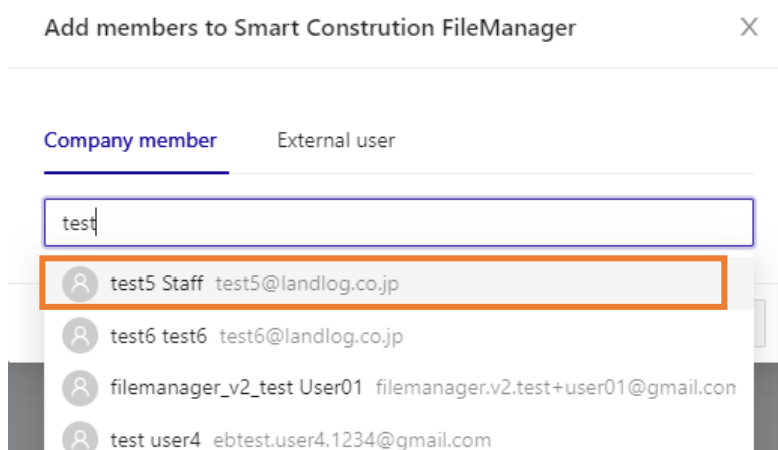
4. Press the “Add user” button.



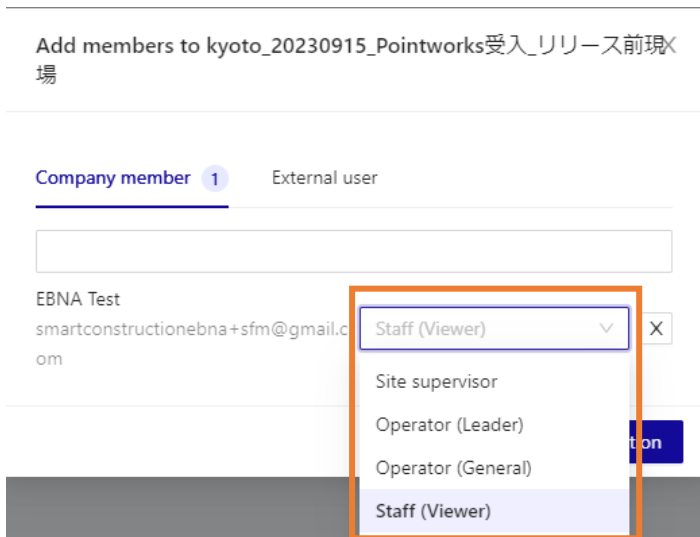
5. Input the name of the member you want to add into the form.



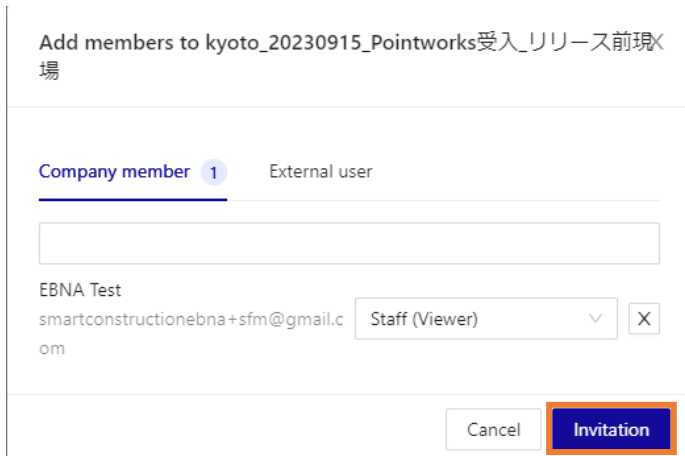
6. Select the member you want to add.



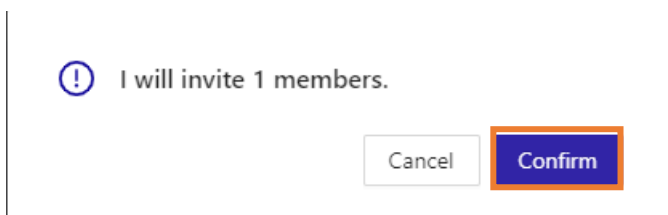
7. Select the authority for the member to be added.



8. Press the "Invitation" button.

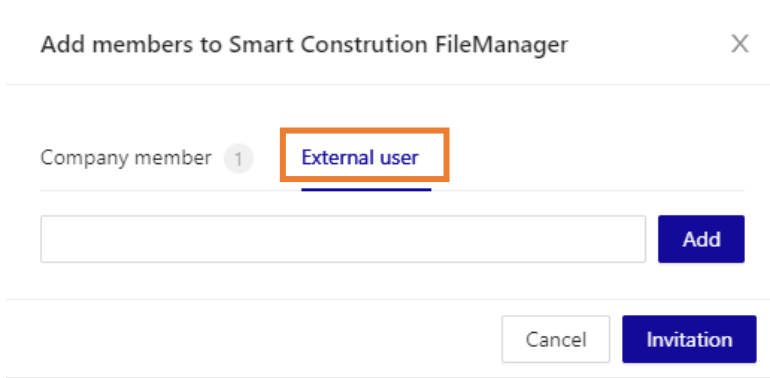


9. Press the "Confirm" button in the confirmation modal window.



Add a jobsite member (external user)

1. Operate as described in steps 1 to 4 of “Add a jobsite member (member belonging to the company) (page 23)”.
2. Select the “External user” tab.



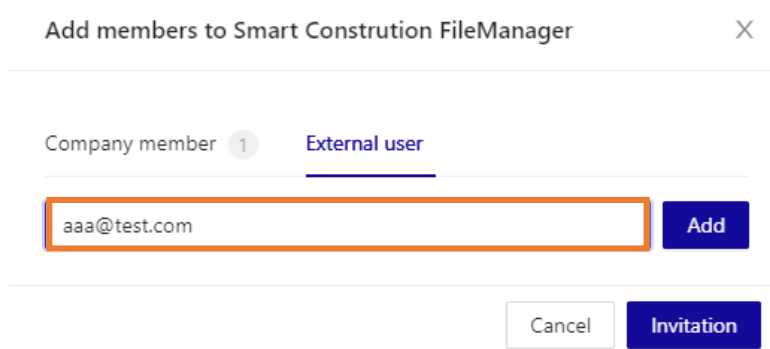
Add members to Smart Construction FileManager

Company member 1 **External user**

Add

Cancel Invitation

3. Input the Email address of the user you want to add and press the “Add” button.



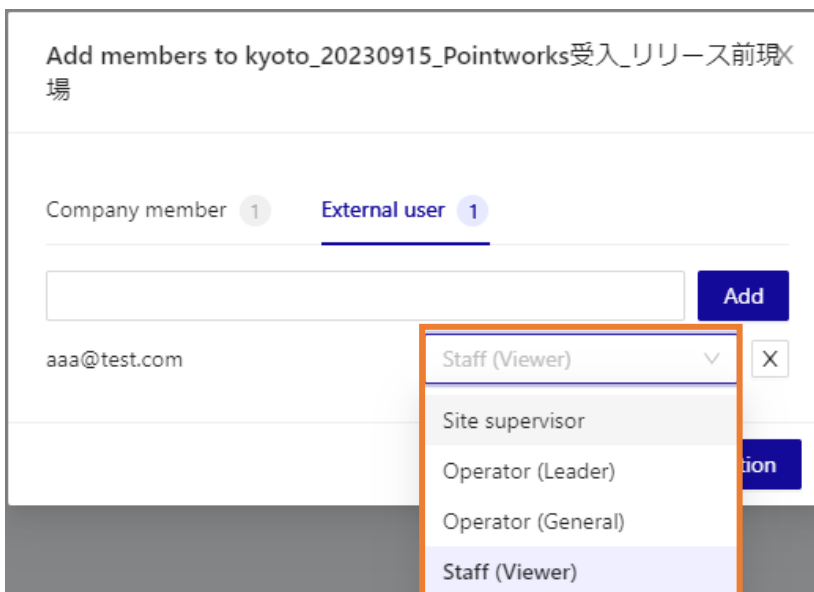
Add members to Smart Construction FileManager

Company member 1 **External user**

aaa@test.com Add

Cancel Invitation

4. Select the authority for the user to be added.



Add members to kyoto_20230915_Pointworks受入_リリース前現場

Company member 1 **External user** 1

Add

aaa@test.com

Staff (Viewer) Site supervisor Operator (Leader) Operator (General) Staff (Viewer)

5. Press the “Invitation” button.

Add members to kyoto_20230915_Pointworks受入_リリース前現場

Company member 1

External user 1

Add

aaa@test.com

Staff (Viewer)



Cancel

Invitation

6. Press the “Confirm” button in the confirmation modal window.



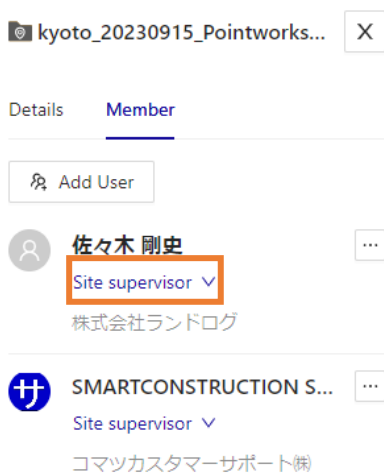
I will invite 1 members.

Cancel

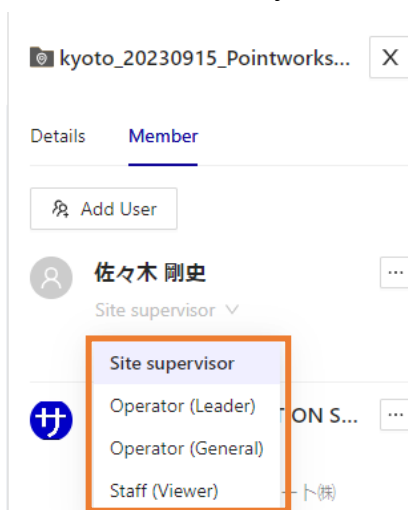
Confirm

Change authority of jobsite member

1. Operate as described in steps 1 to 3 of “Add a jobsite member (member belonging to the company) (page 23)”.
2. Select the authority display of the member whose authority you want to change.

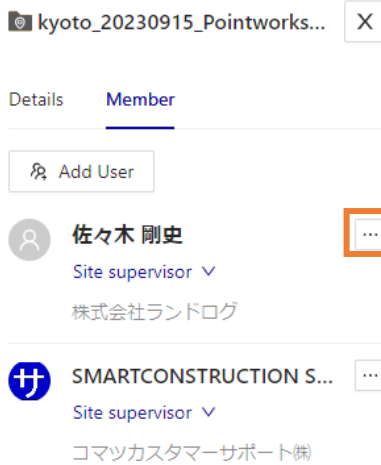


3. Select the authority.

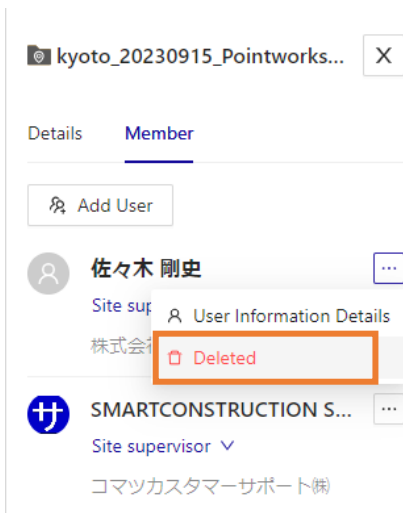


Delete a jobsite member

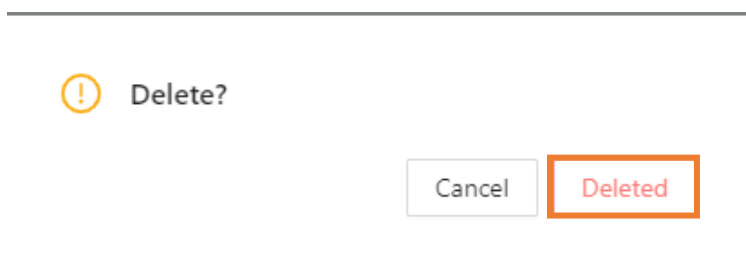
1. Operate as described in steps 1 to 3 of “Add a jobsite member (member belonging to the company) (page 23)”.
2. Press “Other options” for the member you want to delete.



3. Select “Deleted”.

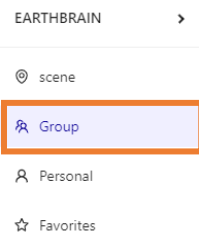


4. Press the “Deleted” button in the confirmation modal window.



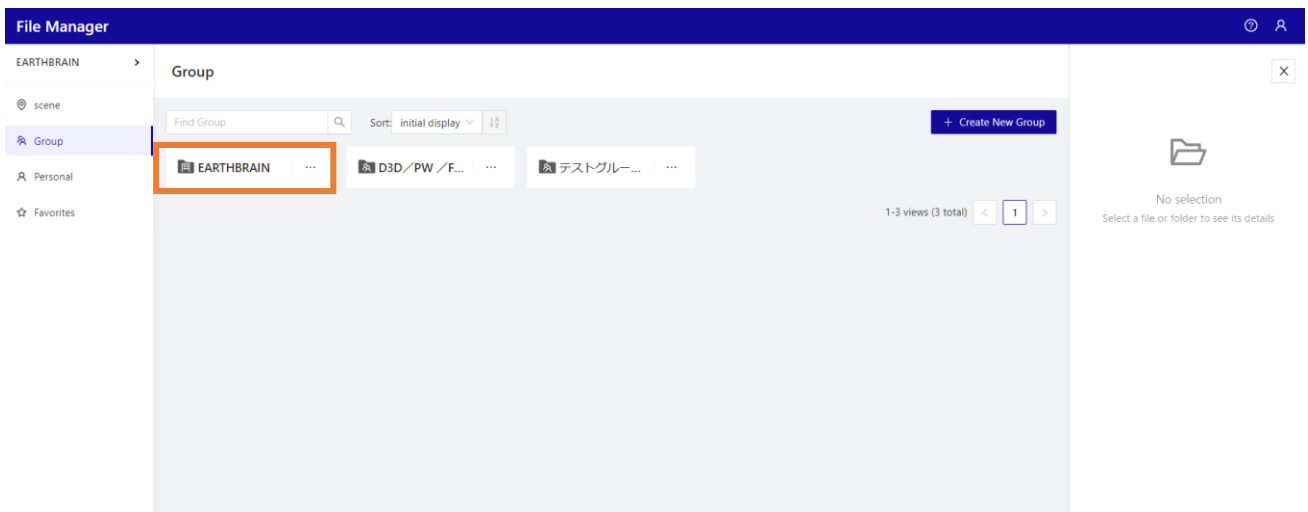
Add a group member (member belonging to the company)

1. Select “Group” in the navigation area.

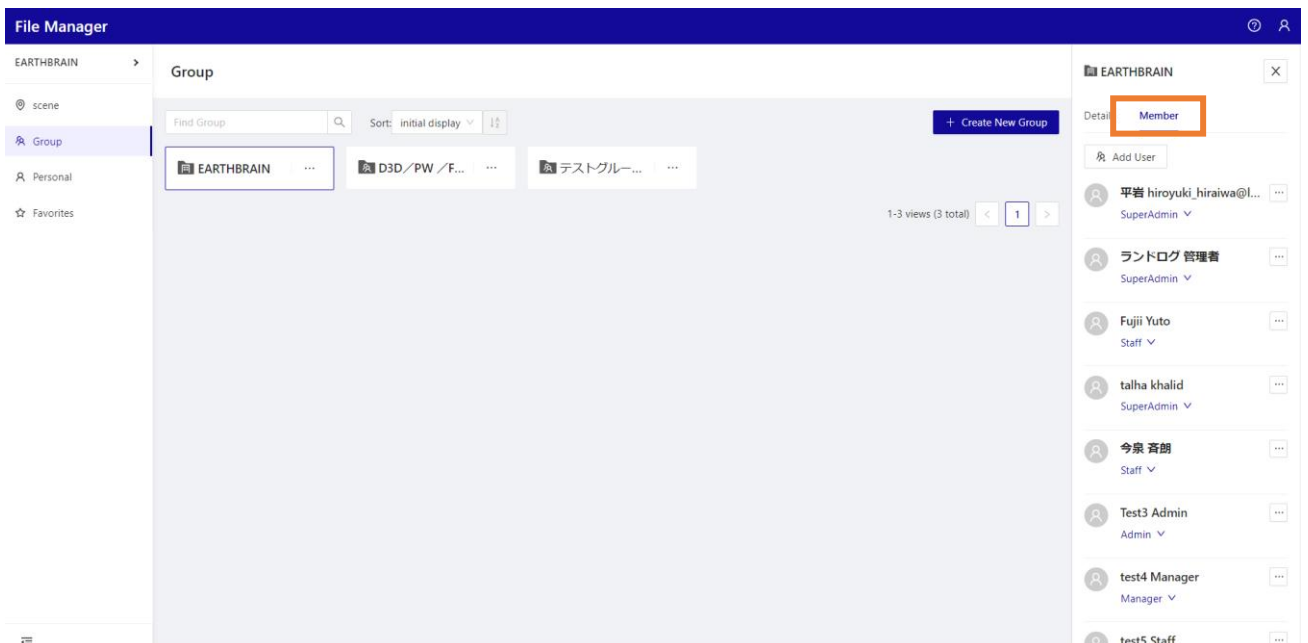


2. Select the target group.

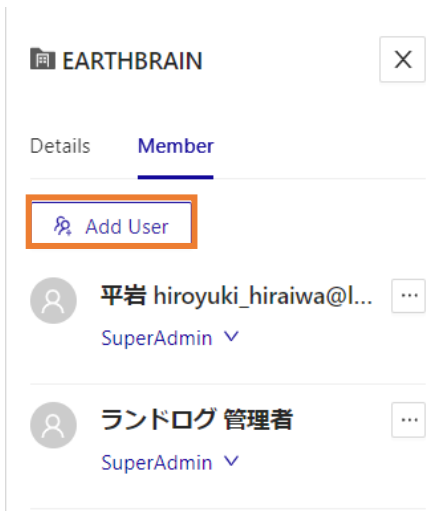
* Members can also be added to the group from the file/folder list.



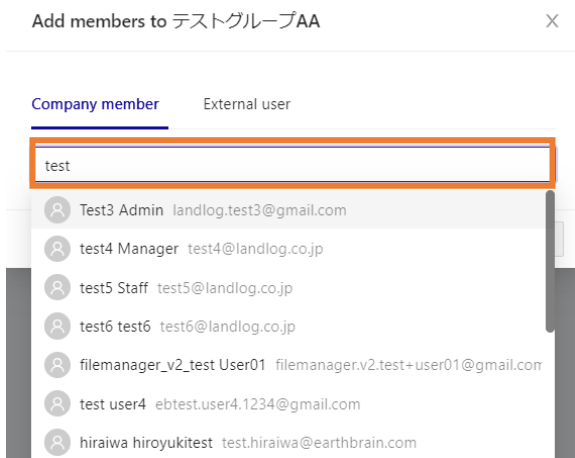
3. Select the “Member” tab in the option area.



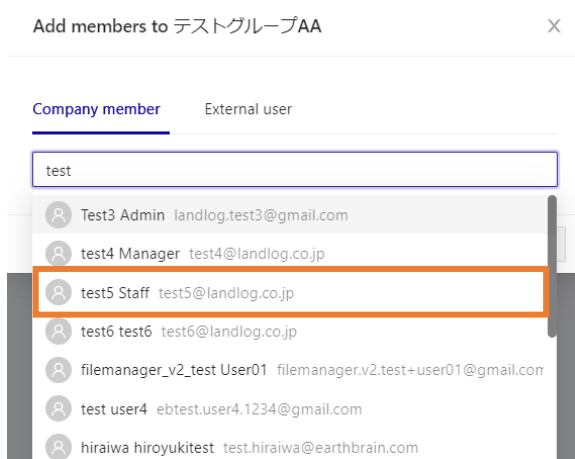
4. Press the “Add User” button.



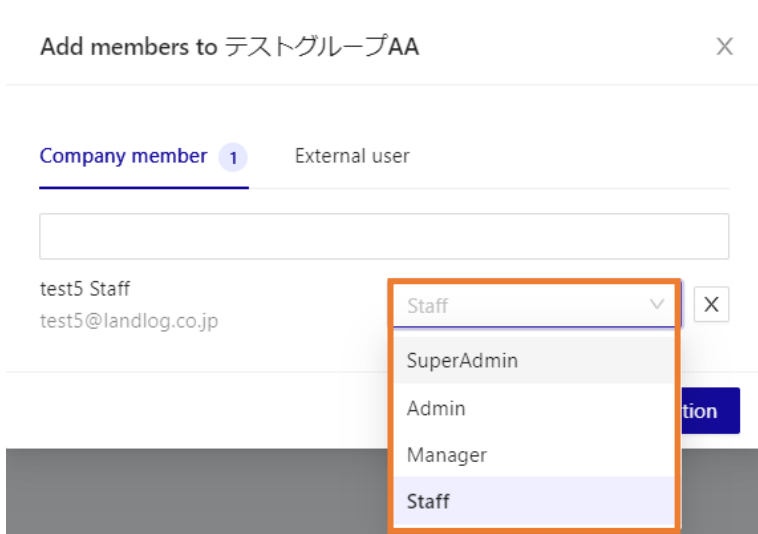
5. Input the name of the member you want to add into the form.



6. Select the member you want to add.



7. Select the authority for the member to be added.



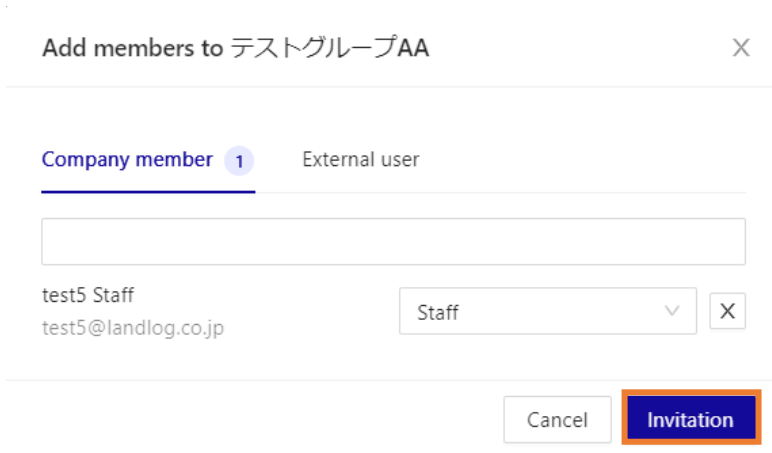
Add members to テストグループAA

Company member 1 External user

test5 Staff
test5@landlog.co.jp

Staff
SuperAdmin
Admin
Manager
Staff

8. Press the “Invitation” button.



Add members to テストグループAA

Company member 1 External user

test5 Staff
test5@landlog.co.jp

Staff

Cancel Invitation

9. Press the “Confirm” button in the confirmation modal window.

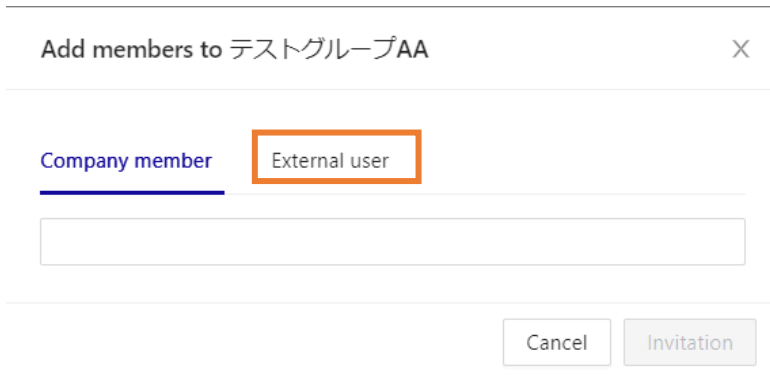
ⓘ I will invite 1 members.



Cancel Confirm

Add a group member (external user)

1. Operate as described in steps 1 to 4 of “Add a group member (member belonging to the company) (page 30)”.
2. Select the “External user” tab.

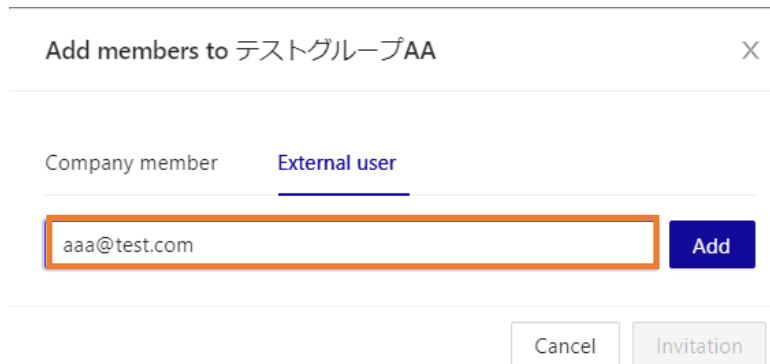


Add members to テストグループAA X

Company member External user

Cancel Invitation

3. Input the Email address of the user you want to add and press the “Add” button.



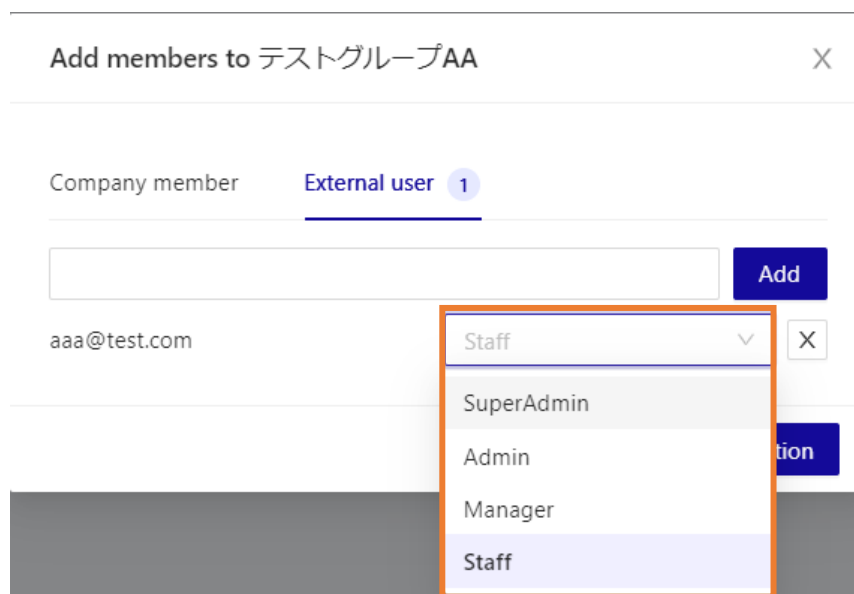
Add members to テストグループAA X

Company member External user

aaa@test.com Add

Cancel Invitation

4. Select the authority for the user to be added.



Add members to テストグループAA X

Company member External user 1

aaa@test.com Add

Staff SuperAdmin Admin Manager Staff

Cancel Invitation

5. Press the “Invitation” button.

Add members to テストグループAA

Company member External user 1

aaa@test.com Staff

Cancel Invitation

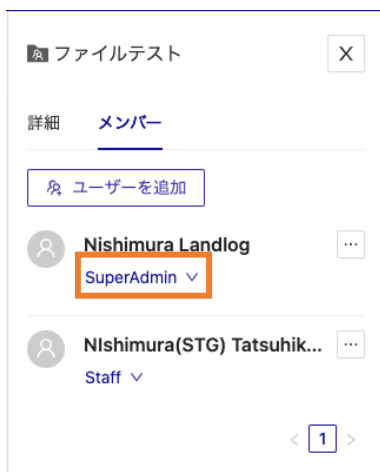
6. Press the “Confirm” button in the confirmation modal window.

! I will invite 1 members.

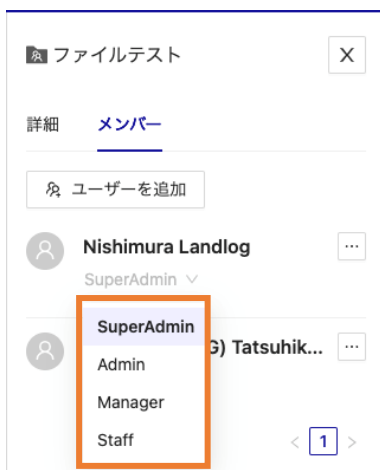
Cancel Confirm

Change authority of group member

1. Operate as described in steps 1 to 3 of “Add a group member (member belonging to the company) (page 30)”.
2. Select the authority display of the member whose authority you want to change.

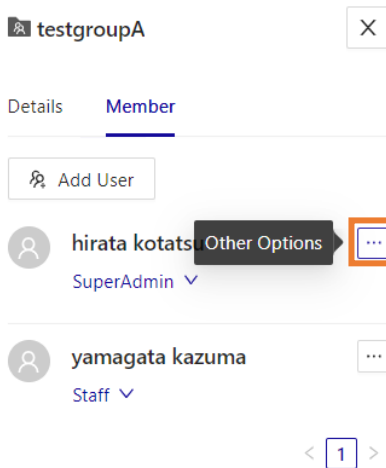


3. Select the authority.

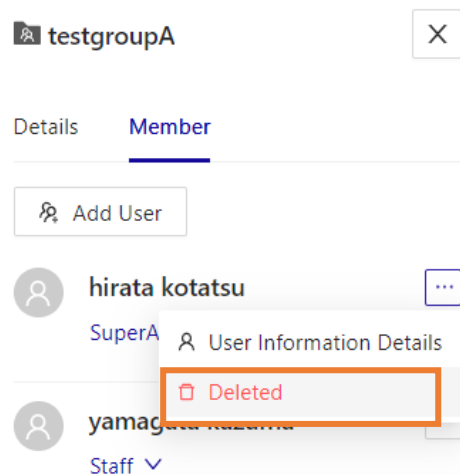


Delete a group member

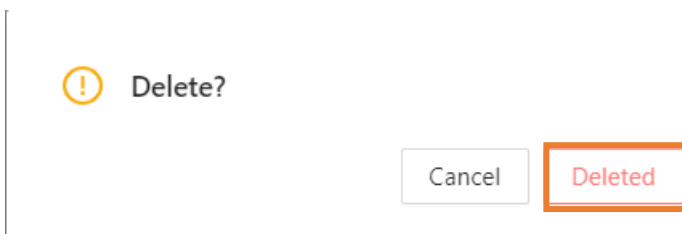
1. Operate as described in steps 1 to 3 of “Add a group member (member belonging to the company) (page 30)”.
2. Press “Other options” for the member you want to delete.



3. Select “Deleted”.



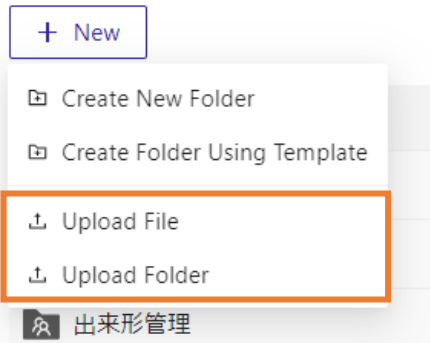
4. Press the “Deleted” button in the confirmation modal window.



5 Basic operations for folders/files

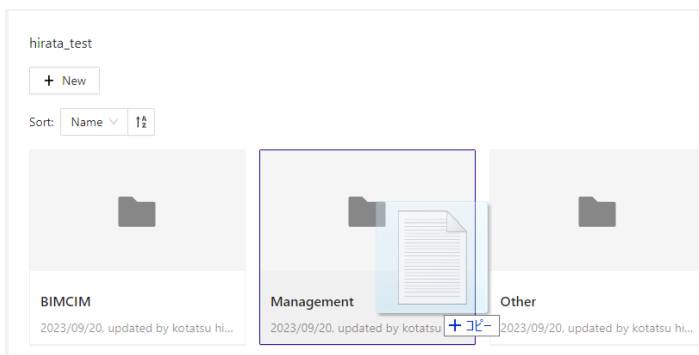
5.1 Upload folders/files

1. From the “New” button of the folder/file list, press “Upload File” or “Upload Folder” as applicable.



2. Select the folder or file you want to upload and press “Open” or “Upload”. Upload will start.

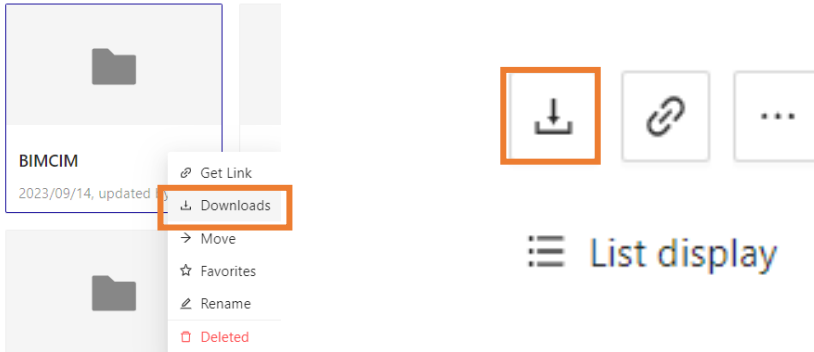
You can also drag and drop files on the desktop to the folder/file list to upload them.



5.2 Download folders/files

Download a single folder/file

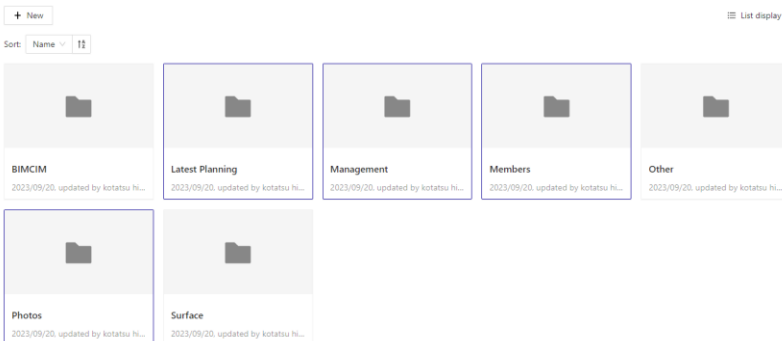
1. Click a folder/file to select it.
2. Press “Downloads” in the right-click menu or the upper toolbar to start the download.



3. When the folder or file you want to upload is selected, the download will start.

Download multiple folders/files

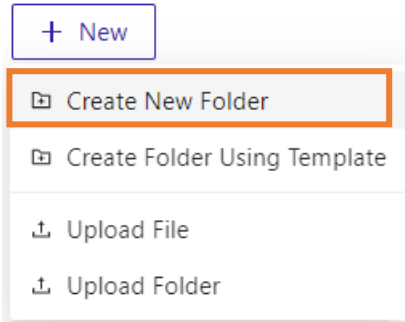
1. Select multiple folders/files by selecting a range in the list while holding down the shift key or picking them while holding down the Ctrl key (Command key on a Mac).



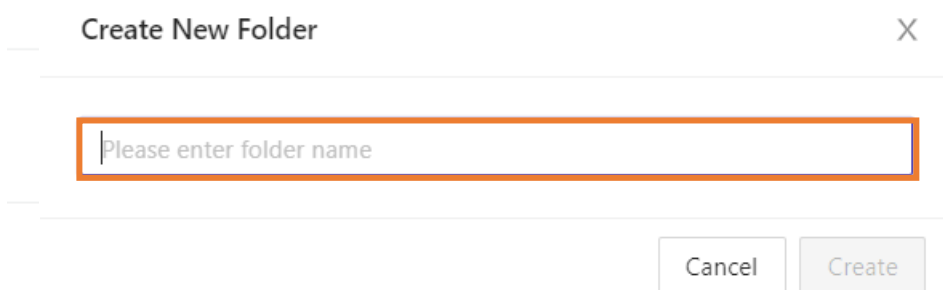
2. Press “Downloads” in the right-click menu or the upper toolbar to start the download.

5.3 Create folder

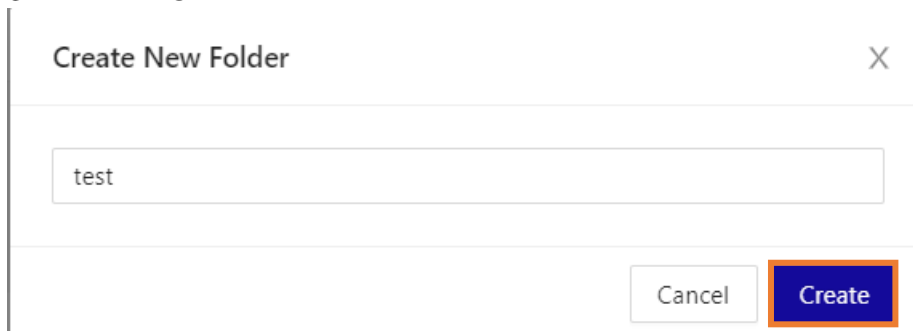
1. From the “New” button of the folder/file list, press “Create a new folder”.



2. Input the folder name.



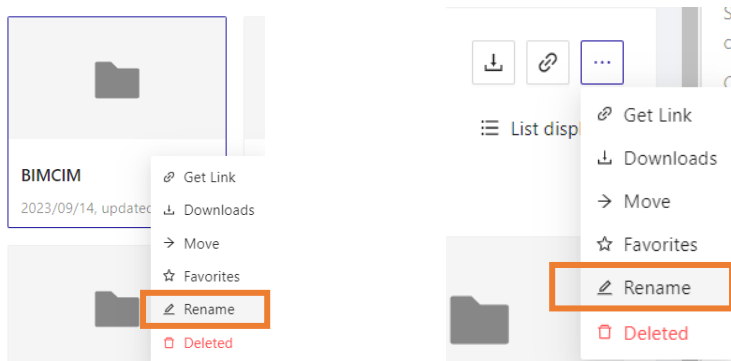
3. Press “Create”.



4. A new folder is created.

5.4 Change folder/file name

1. Click a folder/file to select it.
2. Press “Rename” in the right-click menu or the upper toolbar “...”.



3. Input any name.
4. Press “Save”.
5. The folder/file name is changed.

5.5 Search folders/files

1. Press the search bar at the top of the page.

← testgroupA

2. Input a key word and press the search button.
(If “Include system folders” is checked, system folders will be displayed in the search results.)


← testgroupA

3. The search results will be displayed.
(Folders and files below the hierarchy at the time you input the search bar will be the search target.)

← Search testgroupA 1 results

Sort: Name ▾ 1 ½

List display

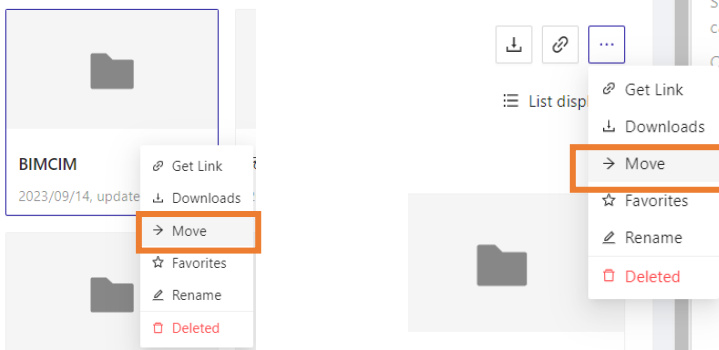


BIMCIM
2023/09/14, updated by hira...

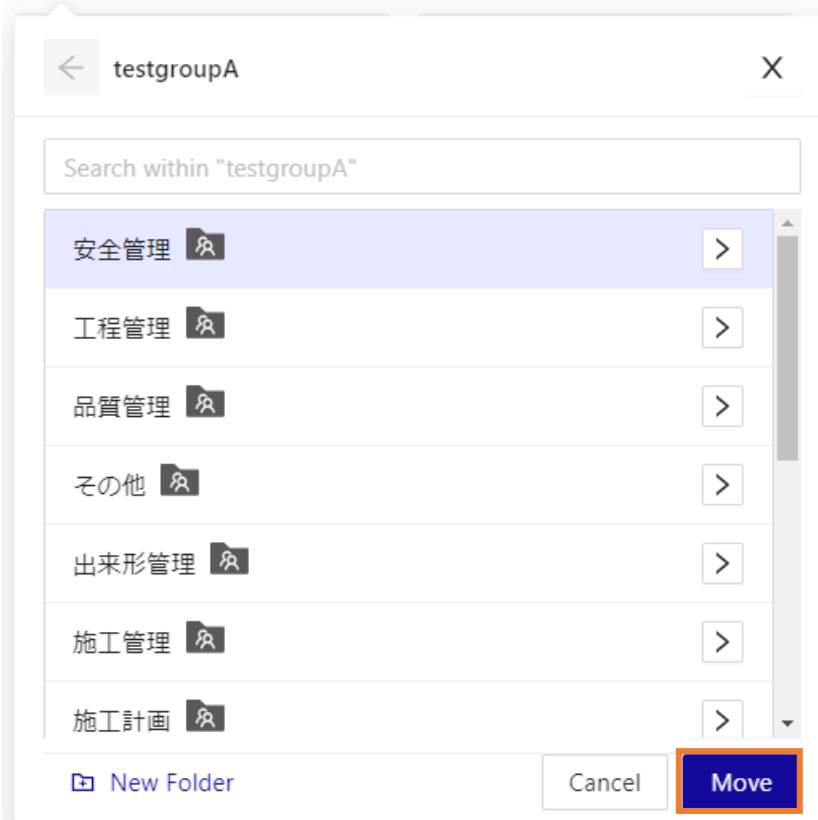
1-1 views (1 total) < 1 >

5.6 Move folders/files

1. Click a folder/file to select it.
2. Press “Move” in the right-click menu or the upper toolbar.

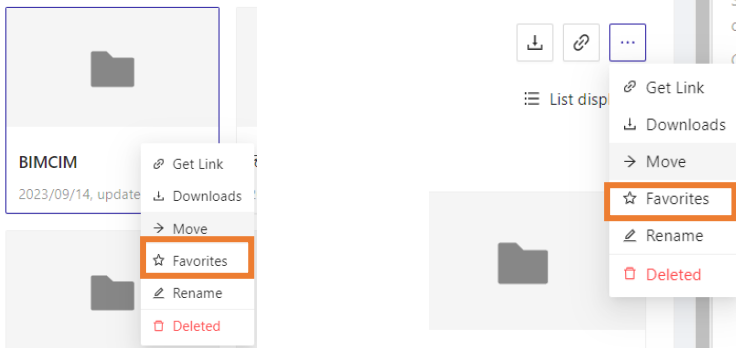


3. A pop-up window is displayed. Select the folder/file you want to move and press “Move”.

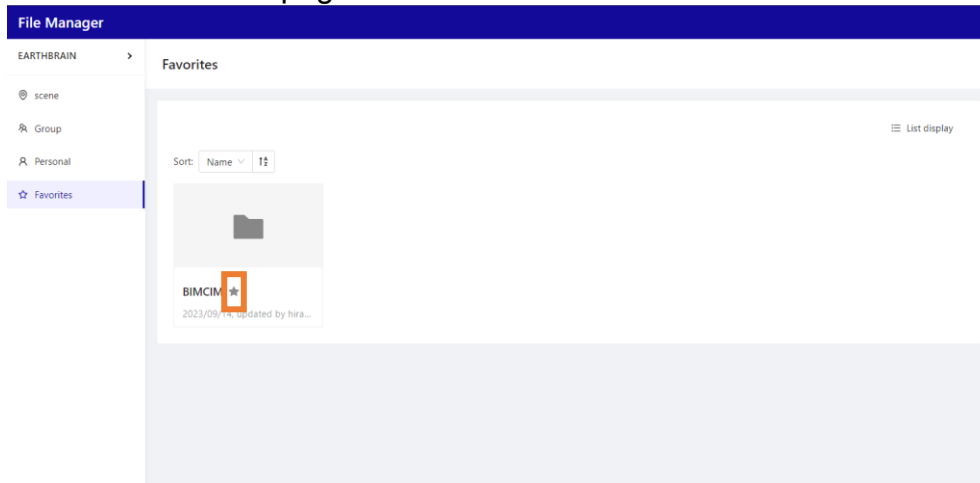


5.7 Add folders/files to favorites

1. Click a folder/file to select it.
2. Press “Favorites” in the right-click menu or the upper toolbar.

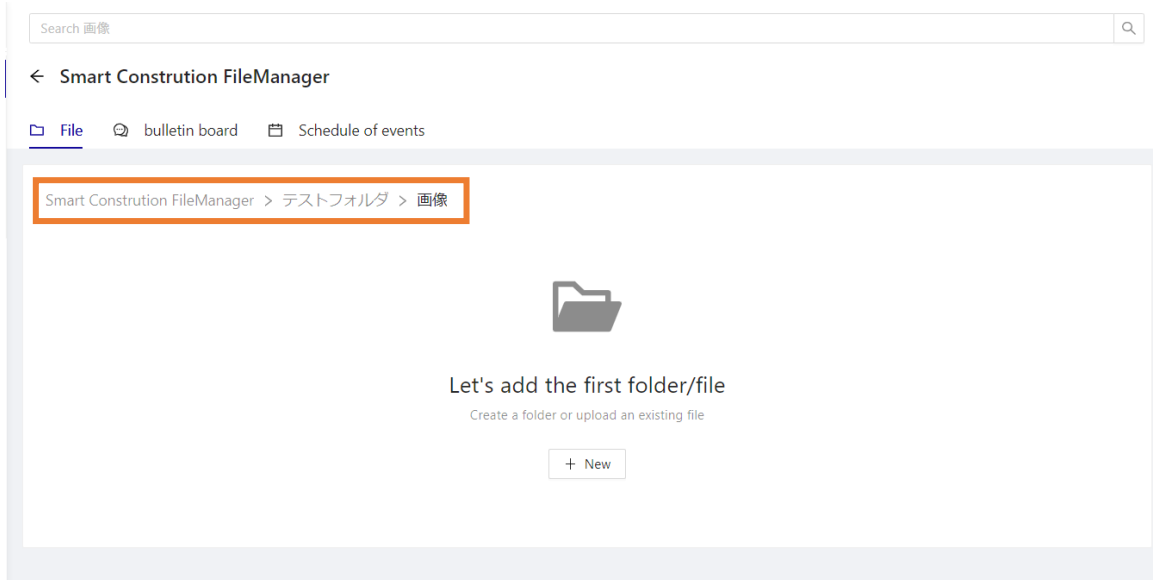


3. Files and folders added to favorites will be marked with a “★” icon and can be accessed from the “Favorites” page.



5.8 Navigate through hierarchy

The breadcrumb list shows the hierarchy of the folder you are currently viewing. By clicking a folder in the breadcrumb list, you can move to that folder.



5.9 Switch view (list view/grid view)

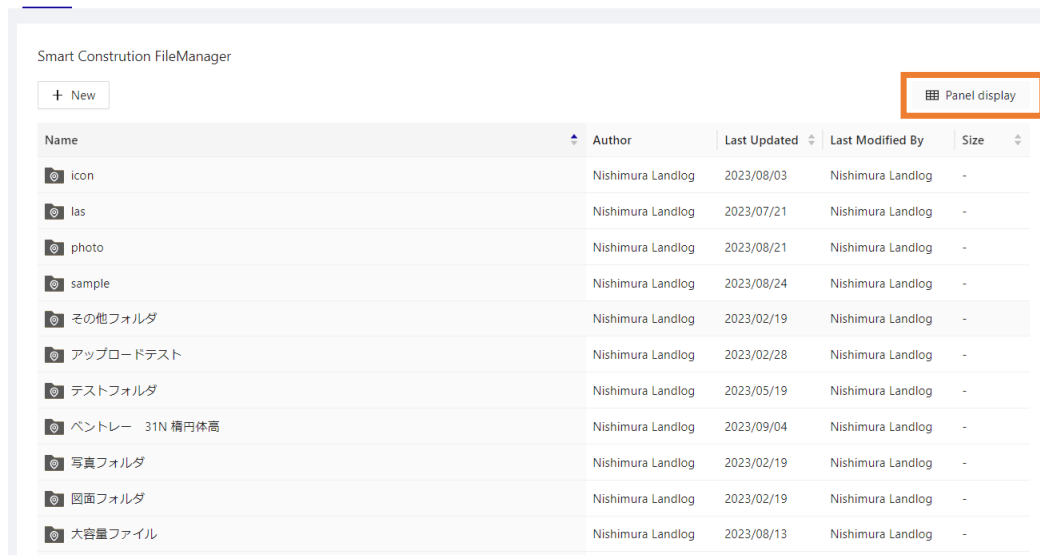
The folder/file list screen can be switched between list view and grid view.

List view

Clicking “Panel display” while in list view switches to grid view.

← Smart Construction FileManager

File bulletin board Schedule of events



Smart Construction FileManager

+ New

Panel display

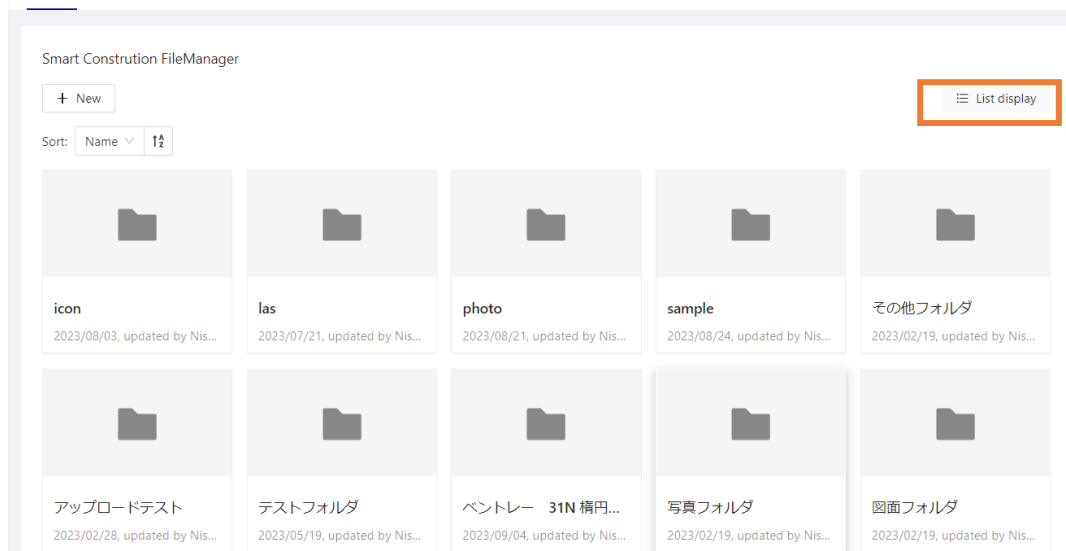
Name	Author	Last Updated	Last Modified By	Size
icon	Nishimura Landlog	2023/08/03	Nishimura Landlog	-
las	Nishimura Landlog	2023/07/21	Nishimura Landlog	-
photo	Nishimura Landlog	2023/08/21	Nishimura Landlog	-
sample	Nishimura Landlog	2023/08/24	Nishimura Landlog	-
その他フォルダ	Nishimura Landlog	2023/02/19	Nishimura Landlog	-
アップロードテスト	Nishimura Landlog	2023/02/28	Nishimura Landlog	-
テストフォルダ	Nishimura Landlog	2023/05/19	Nishimura Landlog	-
ペントレー 31N 橋円体高	Nishimura Landlog	2023/09/04	Nishimura Landlog	-
写真フォルダ	Nishimura Landlog	2023/02/19	Nishimura Landlog	-
図面フォルダ	Nishimura Landlog	2023/02/19	Nishimura Landlog	-
大容量ファイル	Nishimura Landlog	2023/08/13	Nishimura Landlog	-

Grid view

Clicking “List display” while in grid view switches to list view.

← Smart Construction FileManager

File bulletin board Schedule of events



Smart Construction FileManager

+ New

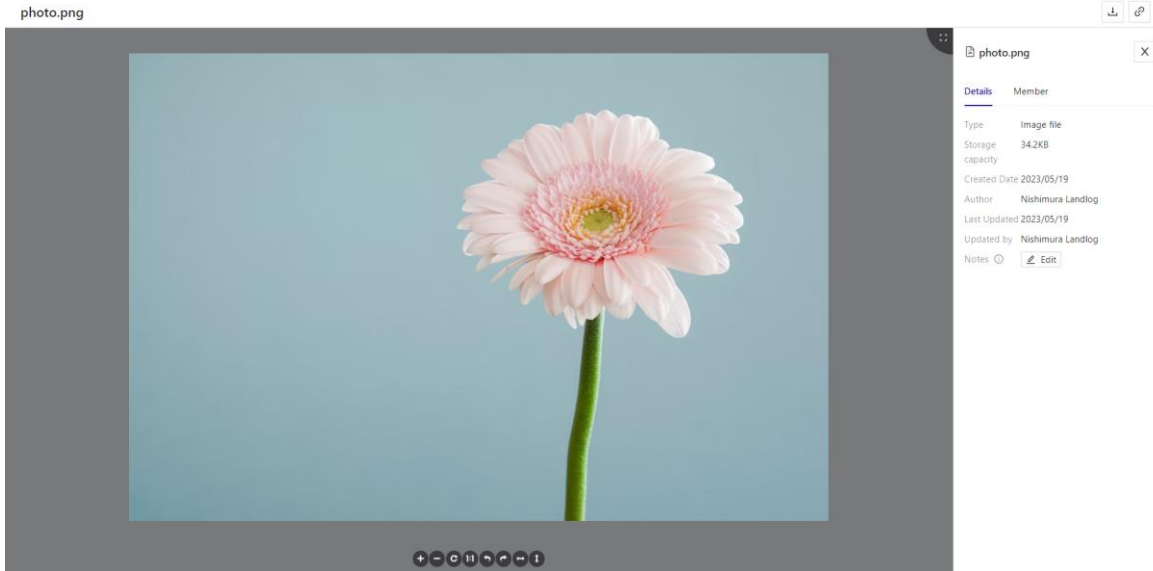
List display

Sort: Name

icon	las	photo	sample	その他フォルダ
2023/08/03, updated by Nis...	2023/07/21, updated by Nis...	2023/08/21, updated by Nis...	2023/08/24, updated by Nis...	2023/02/19, updated by Nis...
アップロードテスト	テストフォルダ	ペントレー 31N 橋円...	写真フォルダ	図面フォルダ
2023/02/28, updated by Nis...	2023/05/19, updated by Nis...	2023/09/04, updated by Nis...	2023/02/19, updated by Nis...	2023/02/19, updated by Nis...

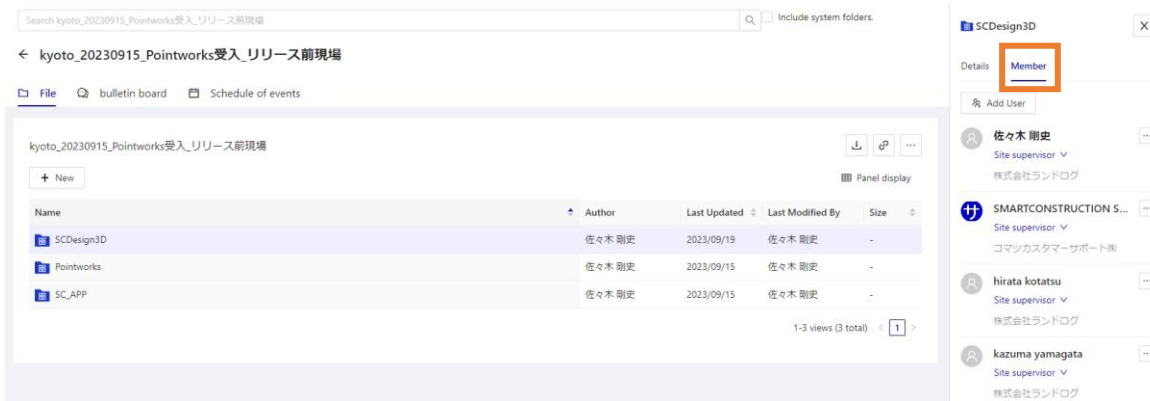
5.10 View file in viewer

1. Double-click a file.
2. The viewer corresponding to the extension will open.



5.11 Manage jobsite/group members

Jobsite and group members can be managed by using “Member” in the option area while selecting a file/folder.



The screenshot displays a file management interface. At the top, there is a search bar with the text "Search kyoto_20230915_Pointworks受入_リリース前現場" and a search icon. Below the search bar, the breadcrumb path is "< kyoto_20230915_Pointworks受入_リリース前現場". The main content area shows a table of files with the following data:

Name	Author	Last Updated	Last Modified By	Size
SCDesign3D	佐々木 剛史	2023/09/19	佐々木 剛史	-
Pointworks	佐々木 剛史	2023/09/15	佐々木 剛史	-
SC_APP	佐々木 剛史	2023/09/15	佐々木 剛史	-

Below the table, it indicates "1-3 views (3 total)" and a page number "1". On the right side, there is a sidebar with a "Details" section where "Member" is highlighted with a red box. Below this, there is an "Add User" button and a list of users:

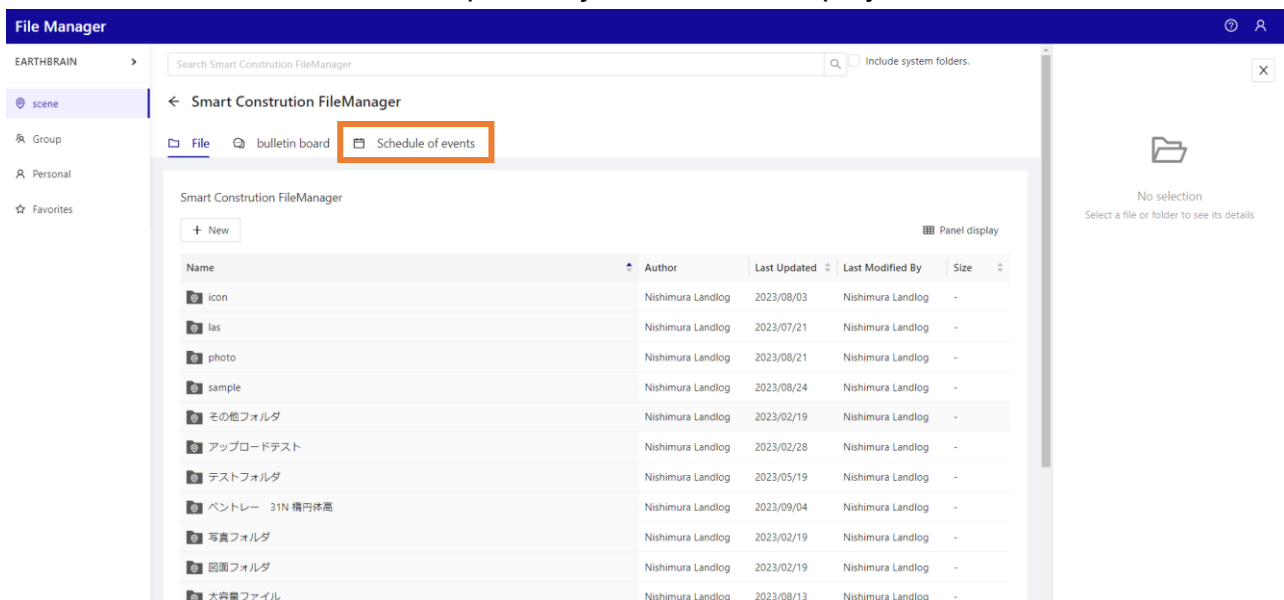
- 佐々木 剛史 (Site supervisor, 株式会社ランドログ)
- SMARTCONSTRUCTION S... (Site supervisor, コマツカスタマーサポート課)
- hirata kotatsu (Site supervisor, 株式会社ランドログ)
- kazuma yamagata (Site supervisor, 株式会社ランドログ)

For details, see [4.8 Manage jobsite/group members](#).

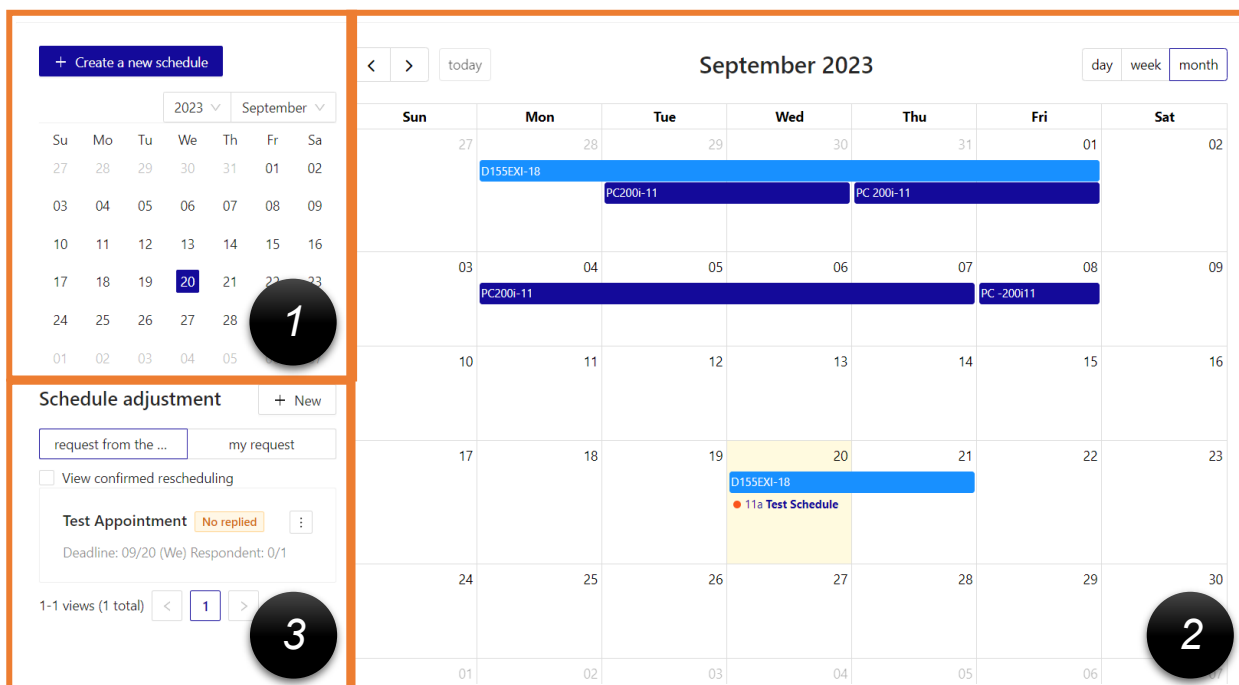
6 Basic operations for action schedules

6.1 Open action schedule

1. An action schedule is provided for every jobsite or each group and can be opened by pressing the Event Schedule link at the top of the jobsite file list display.

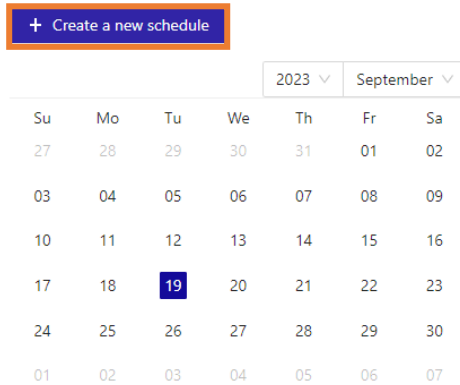


2. An action schedule consists of the following three features.
 - (1) Mini calendar
 - (2) Timetable (monthly, weekly, daily view)
 - (3) Schedule adjustment

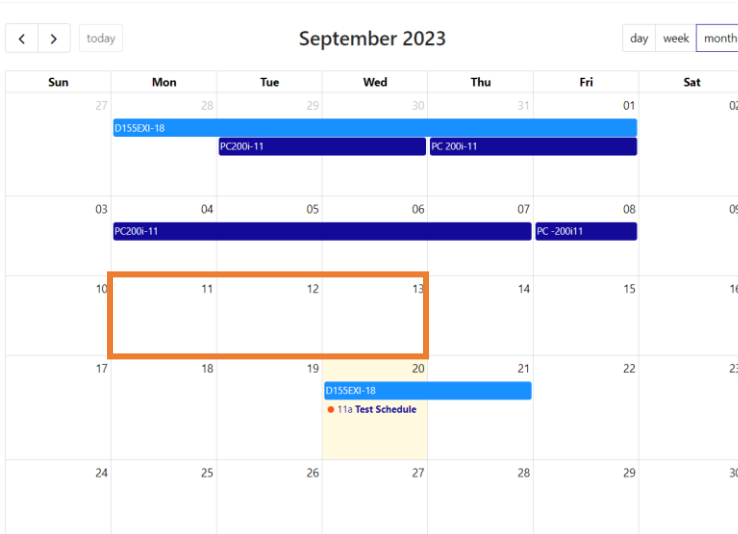


6.2 Register new event schedule

1. There are two approaches to registering an event schedule.
 - (1) Press “Create a new schedule” at the top of the mini calendar.



- (2) Select a day or days on the calendar.



2. Input the schedule details and press the save button.

Type can be set to any type for each event schedule.

New Schedule ×

Title
Enter title

Category
Select category

Datetime
2023/09/04 → 2023/09/05 No Recurrence All Day

Attendees
yamagata kazuma ×

Online URL
Enter the URL

Description
Enter description

- Deadline
- Regular Meeting
- Visiting

6.3 Request schedule adjustment

1. There are two approaches to registering a schedule adjustment.
 - (1) Press “New” for schedule adjustment.

Schedule adjustment

+ New

request from the other pa...

my request

View confirmed rescheduling

No scheduling

- (2) Register the title, candidate days to specify, requestor for adjustment, etc.

Subject

test

Candidate

Arrange all-day appointments

2023/09/19	08:00	X
2023/09/19	11:00	X
2023/09/20	05:05	X
2023/09/20	07:07	X

+ Add

Attendees

Nishimura Landlog x Test3 Admin x

Reply deadline

2023/09/18

Description

Add a description

Create

2. Respond attendance/absence as a respondent

(1) Select the schedule adjustment request to reply from “Requests from the other parties” under Schedule Adjustment.

Schedule adjustment + New

request from the ... my request

View confirmed rescheduling

Test Appointment No replied :

Deadline: 09/20 (We) Respondent: 0/1

1-1 views (1 total) < 1 >

(2) Select “✓”, “?”, or “X” for each specified candidate day as a reply.

Test Appointment Scheduling ×

Reply deadline
September 20, 2023 (We)
Description

Answer your attendance

Candidate Date

2023/09/21 (Th) - 2023/09/22 (Fr)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2023/10/02 (Mo) - 2023/10/04 (We)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comment
Enter a comment

[Get link](#) Answer your attendance

3. Check the replies for the candidate days from the respondents and fix the schedule.
 - (1) Select the item you want to check for the replies from "My request".

Schedule adjustment + New

request from the other pa... my request

View confirmed rescheduling

test Waiting for reply ⋮

Deadline: 09/20 (We) Respondent: 0/1

1-1 views (1 total) < 1 >

- (2) Check the replies and fix the schedule.

test Scheduling X

Candidate Date

	Test3 Admin
Confirm	2023/09/21 (Th) 10:00 - 11:00
	-

Reply deadline

September 20, 2023 (We)

Description

Get link
Edit
Delete

- (3) Register the fixed schedule in the calendar.

test Confirmed scheduling X

Candidate Date

	Test3 Admin
2023/09/21 (Th) 10:00 - 11:00	-
	-

Reply deadline

September 20, 2023 (We)

Description

Get link
Delete
Add to calendar

4. (4) If necessary, make changes to the schedule details and press Update.

×

Subject

Candidate

Arrange all-day appointments

2023/09/21	10:00	
2023/09/21	11:00	X

+ Add

Attendees

Test3 Admin X

Reply deadline

2023/09/20	00:00
------------	-------

Description

Add a description

Update

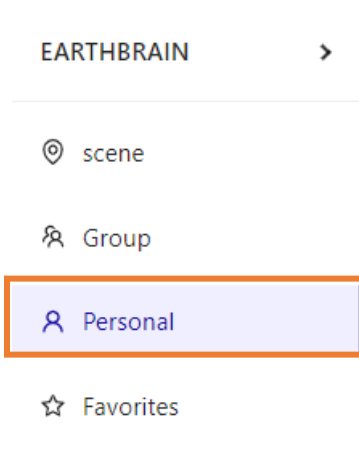
7 Personal folders

7.1 Create personal folder

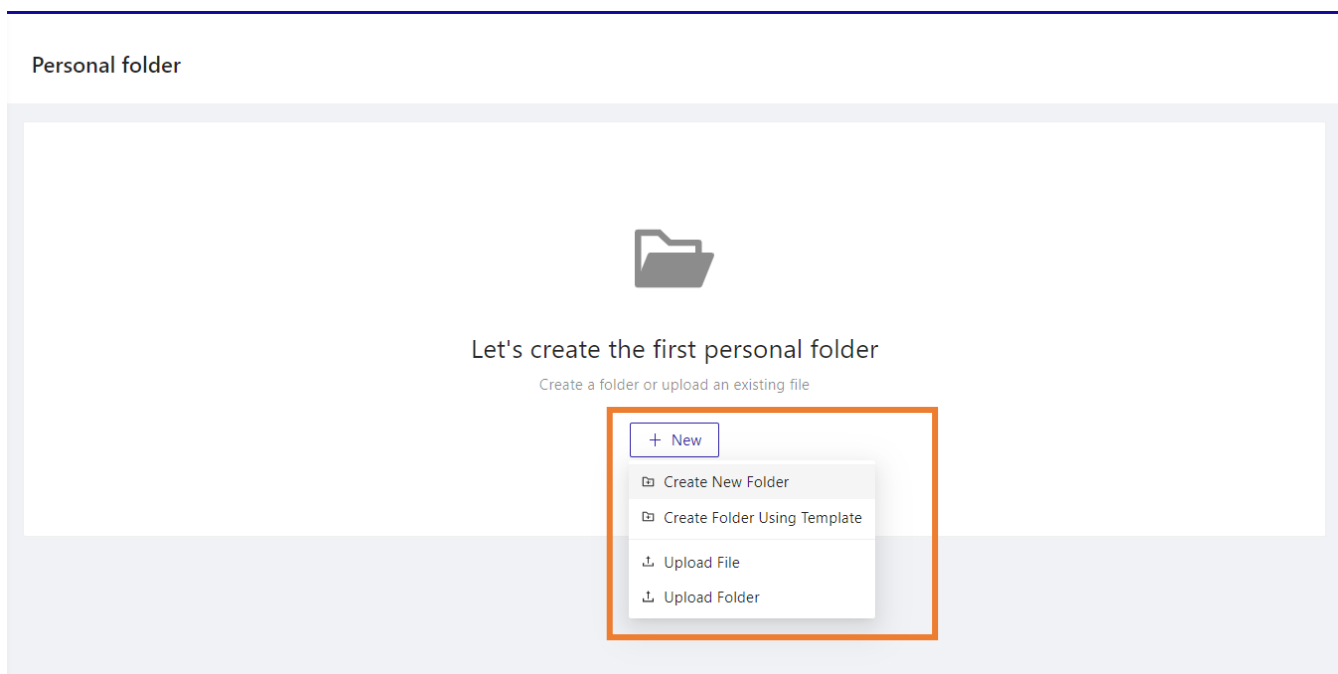
Personal folders cannot be shared with other users and are used to manage only files for personal use.

No folder will be displayed at the initial access. Create the first folder by following the steps below.

1. Select "Personal" in the navigation area.



2. Press "Create New Folder" to create the first folder.

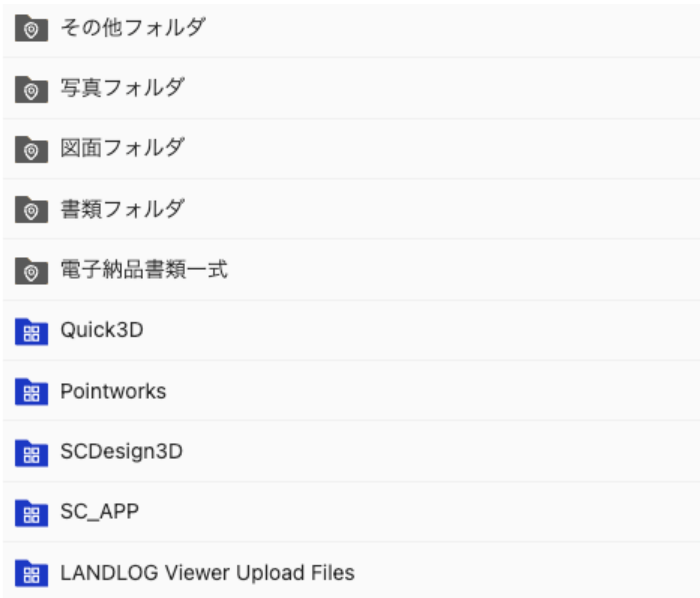


8 System folders

8.1 System folder description

System folders are those used by the Smart Construction application. Files used and created by each application are saved in them.

Files cannot be created, deleted, or moved by the user into system folders, and only download is permitted. System folders are located under jobsite folders and are shown by the following icons.



9 Contact information

- For inquiries about products or defects, contact:
EARTHBRAIN Ltd.
Support Site inquiry:
<https://www.earthbrain.com/contact/form/>

10 Revision history

Created/revised date	Description
2023/5/19	Initial version

Smart Construction FileManager User Guide

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