BIM4EEB

BIM based fast toolkit for
Efficient rEnovation in Buildings

BIM4Occupants – Owners User Guide

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1 BIM4Occupants – Owners in general

The **BIM4Occupants** tool, in its **Owners** version, will allow you to view useful statistics such as environmental conditions, consumption, and the status of the ongoing work in your property.

Using this application, you can monitor the **environmental conditions** of your property in real-time and stay up to date on **renovation processes** and **safety** levels.

The objective of BIM4Occupants is to include the preferences and needs of the building's tenants in the overall renovation framework, with a focus on preserving their comfort level.

In particular, the main difference between the Inhabitants version and the Owners version is the **level of detail** of the information. In fact, tenants will have access to information at the flat level, while owners will have access to **aggregated information at the building level**.

Thank you again for deciding to take part in this project. Your contribution is very important, and we think this is a valuable opportunity for us and for you to work together.

We ask for your patience in case some functions are not yet active, or some information is not up to date, we are working to improve the tool and your contribution will be useful for this too.

2 Login & start

2.1 Login

To access the application, go to the address **https://bim4occupants.s5labs.eu/**

If you have already registered previously, simply enter your username and password and then click on the *Login* button.

Figure 1: Login screen

2.2 User Registration

If you have not yet registered, click on *Sign Up* next to *"Don't have an account?".*

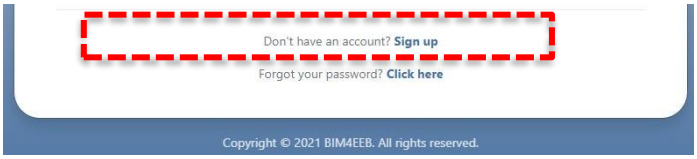


Figure 2: Login screen, Sign Up button

A new window will open asking you to choose:

1. A *Username*.
2. A *Password*, which must be confirmed in the *Repeat Password* field.
3. The *User Token*, which is a unique alphanumeric code that can be found in BIMMS.

The User Token is available in BIMMS by clicking on the Username and then on *Application Tools*. A list of applications with their *User Tokens* will then appear. Now copy the code for BIM4Occupants.

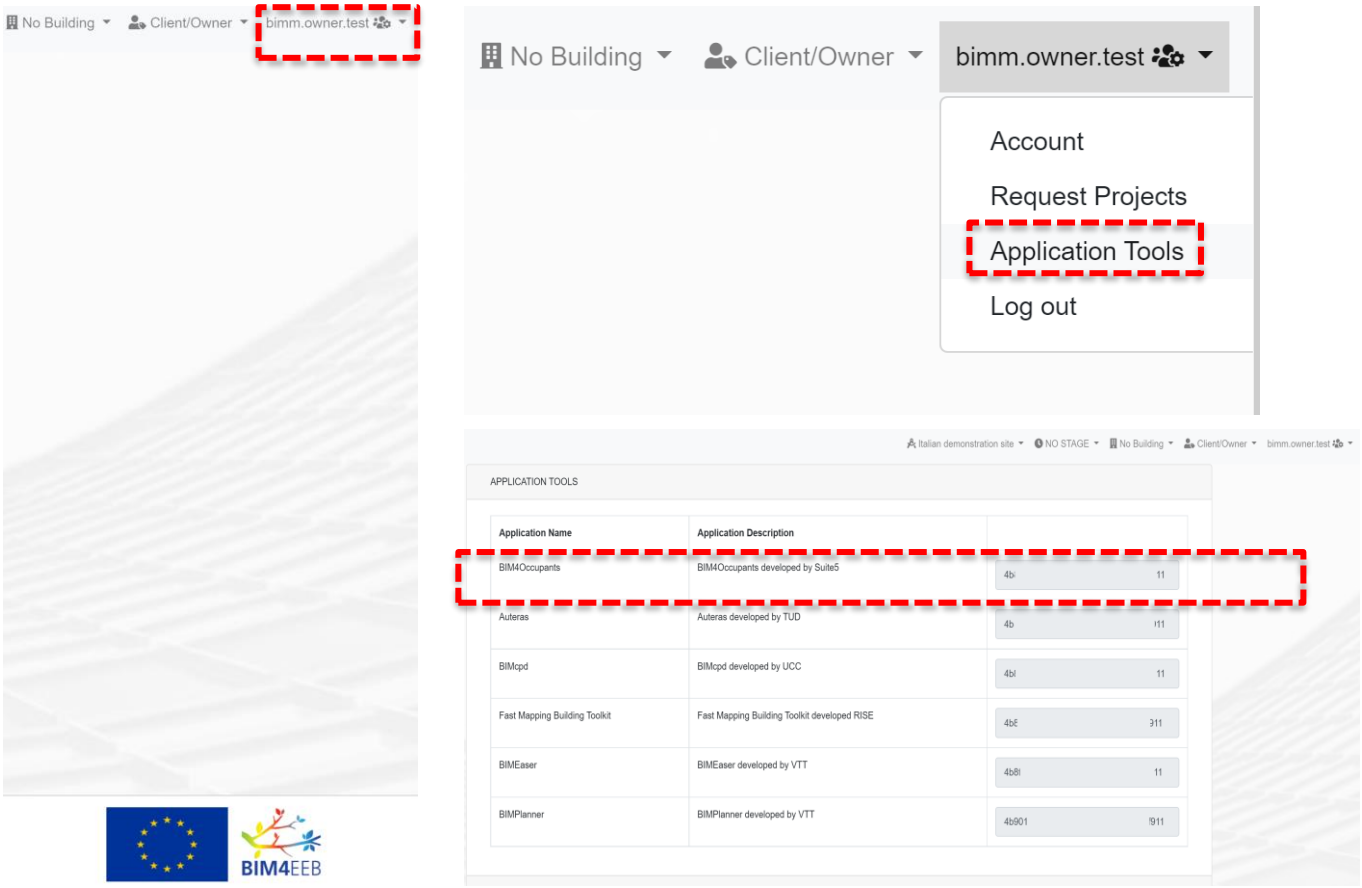


Figure 3: User Token in BIMMS

Once you have accepted the conditions regarding the processing of your personal data and clicked on *Sign Up*, your account will be created.

Figure 4: New registration screen

2.3 Forgot your password

If a registered user has forgotten their password, they can retrieve it by clicking on *Click here*, next to *"Forgot your password?"* on the main screen.

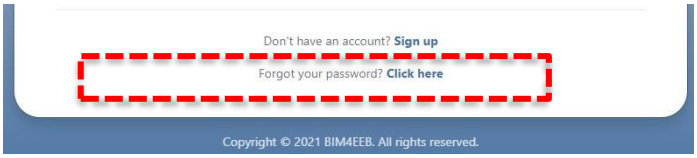


Figure 5: Retrieve your password

In the following screen you will be asked to enter the Username and the User Token you have previously provided. You can now enter your new password and confirm it.

Clicking on the *"Reset Password"* button the procedure will be completed.

Figure 6: Forgot your password screen

2.4 Change the current language from English to Italian

The application allows you to choose the language of use. To switch from English to another language, you need to change the selection of the button in the top right-hand corner, selecting Italian (IT), Polskie (PL) or Suomi (FI).

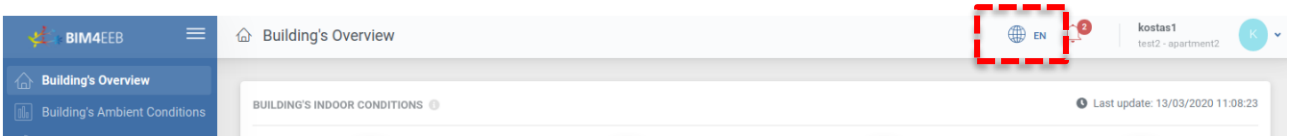


Figure 7: Change the language

2.5 User Profile

Each registered user has a **User Profile**, in which they must enter **basic information** about themselves, such as gender and age group. To access it, click on the icon in the top right-hand corner and then on *User Profile*.

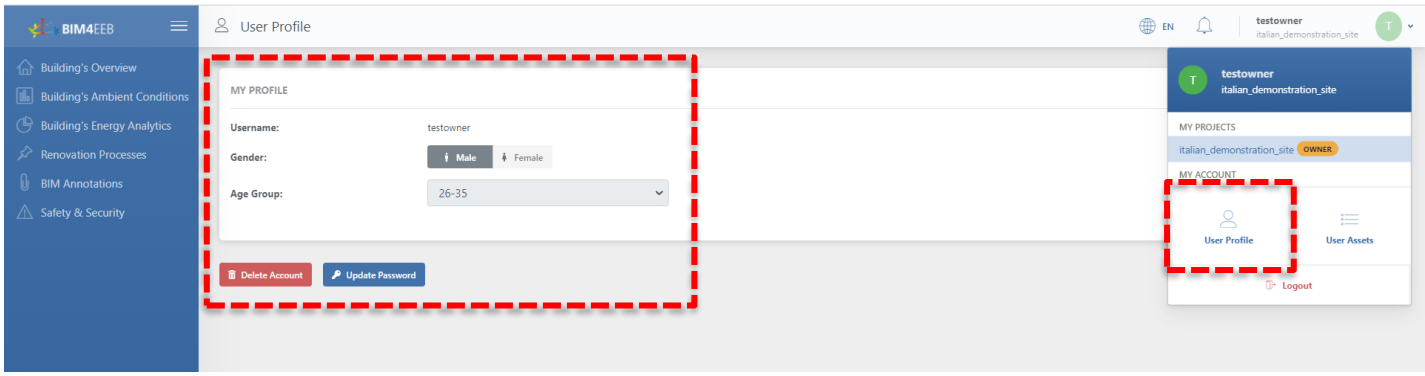


Figure 8: User Profile Screen

In addition, from their account, each user can use the *Update Password* function to **change their profile password** or **delete their account** using the *Delete Account* button.

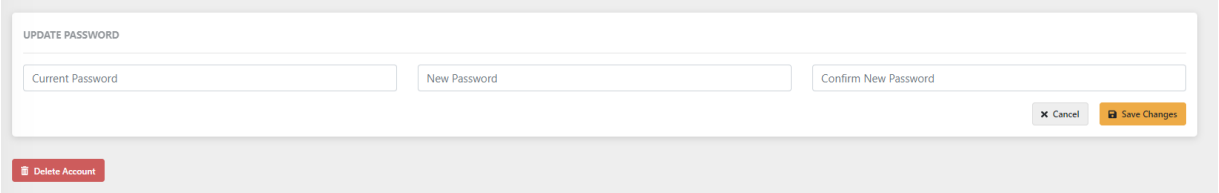


Figure 9: Update your password or delete your account

2.6 User Assets

Through the *User Assets* screen, the owner displays the building registered in the application under its official name. In addition, the owner can enter Alias names for the building and for each floor.

This will make it easier to locate the building and all the spaces in it within the other functionalities of the application.

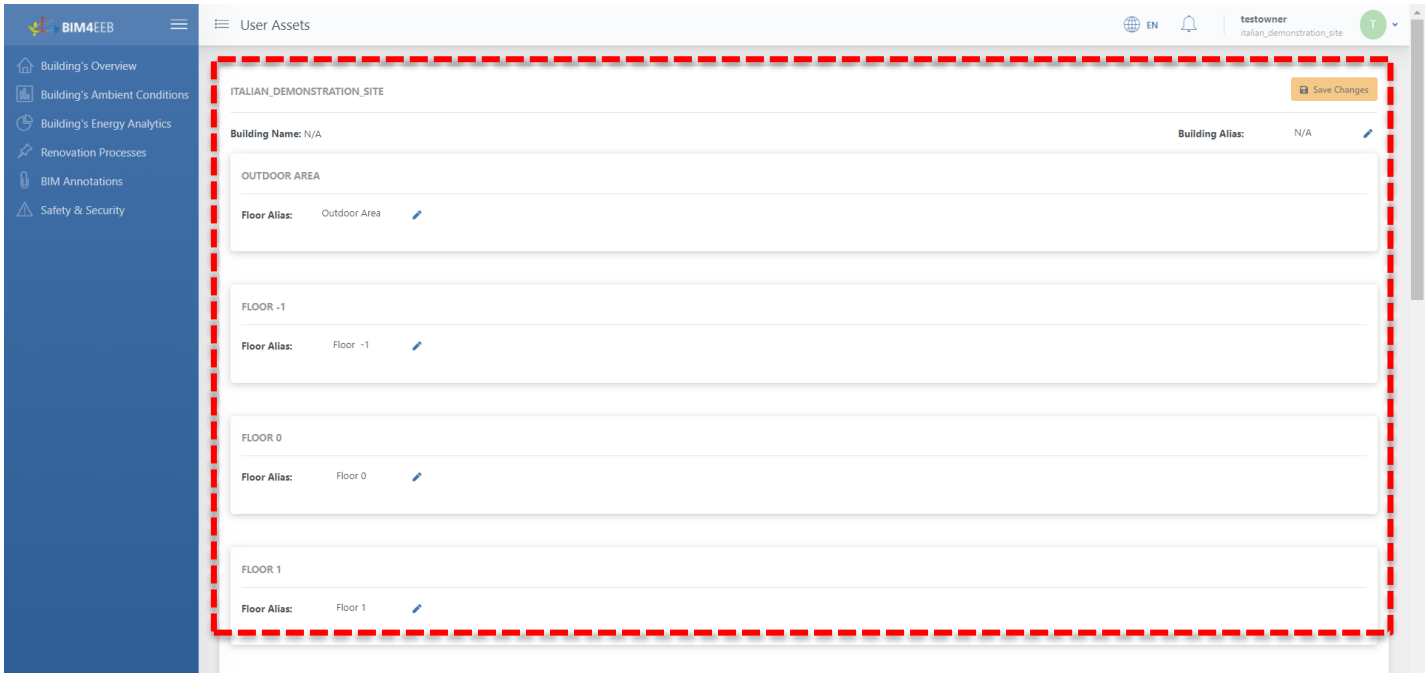


Figure 10: User Assets screen

2.7 Activities menu

On the left is the **menu** containing all the **functions**.

Click on the function you wish to consult to open the corresponding screen.

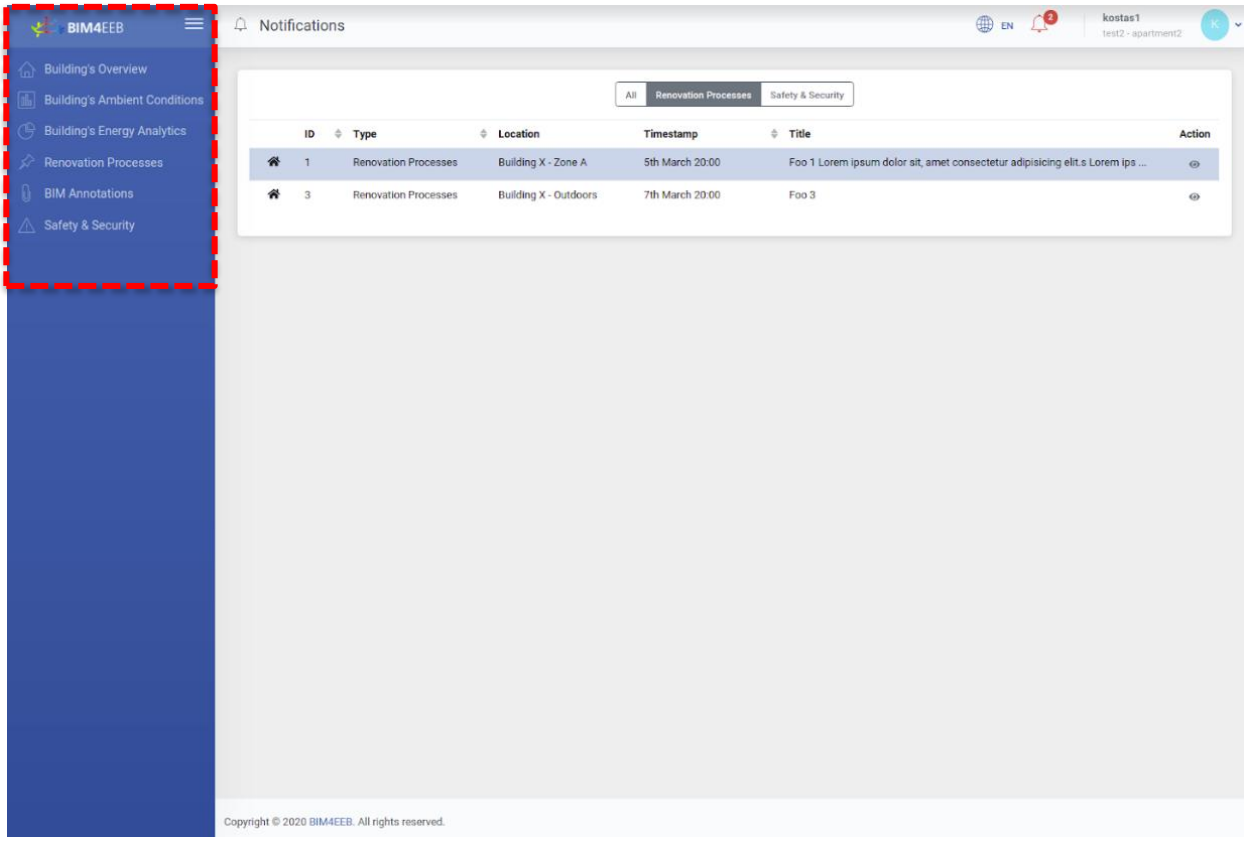


Figure 11: Activities menu screen

3 Building's Overview

This function allows owners to monitor the environmental conditions of their property in real time. It is possible to view **temperature, humidity, lighting and air quality**, both inside and outside the building. In particular, using the appropriate button, the application allows you to select the floor of the building, to have an information that is an average of the performance of the monitored apartments..

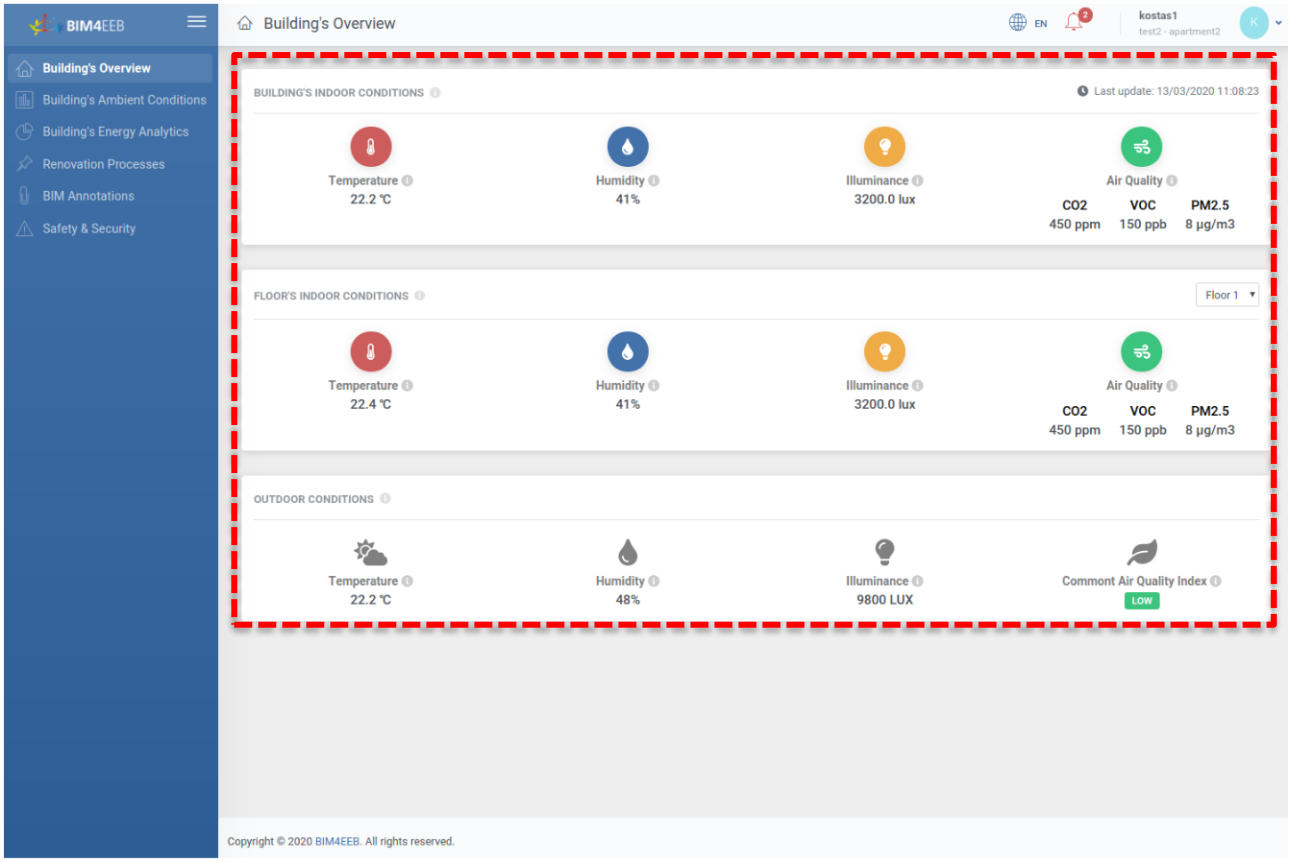


Figure 12: Building's Overview screen

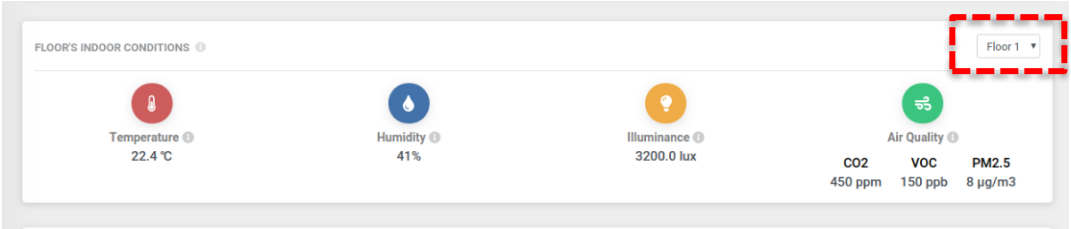


Figure 13: Environmental conditions – first floor

4 Building's Ambient Conditions

Using this functionality, the owner can view the **environmental conditions** of the building over a **specific period**. By entering the start and end dates of the period you wish to analyse and clicking on *Search*, the app will show you the temperature, humidity, lighting, and air quality data that was collected during that period.

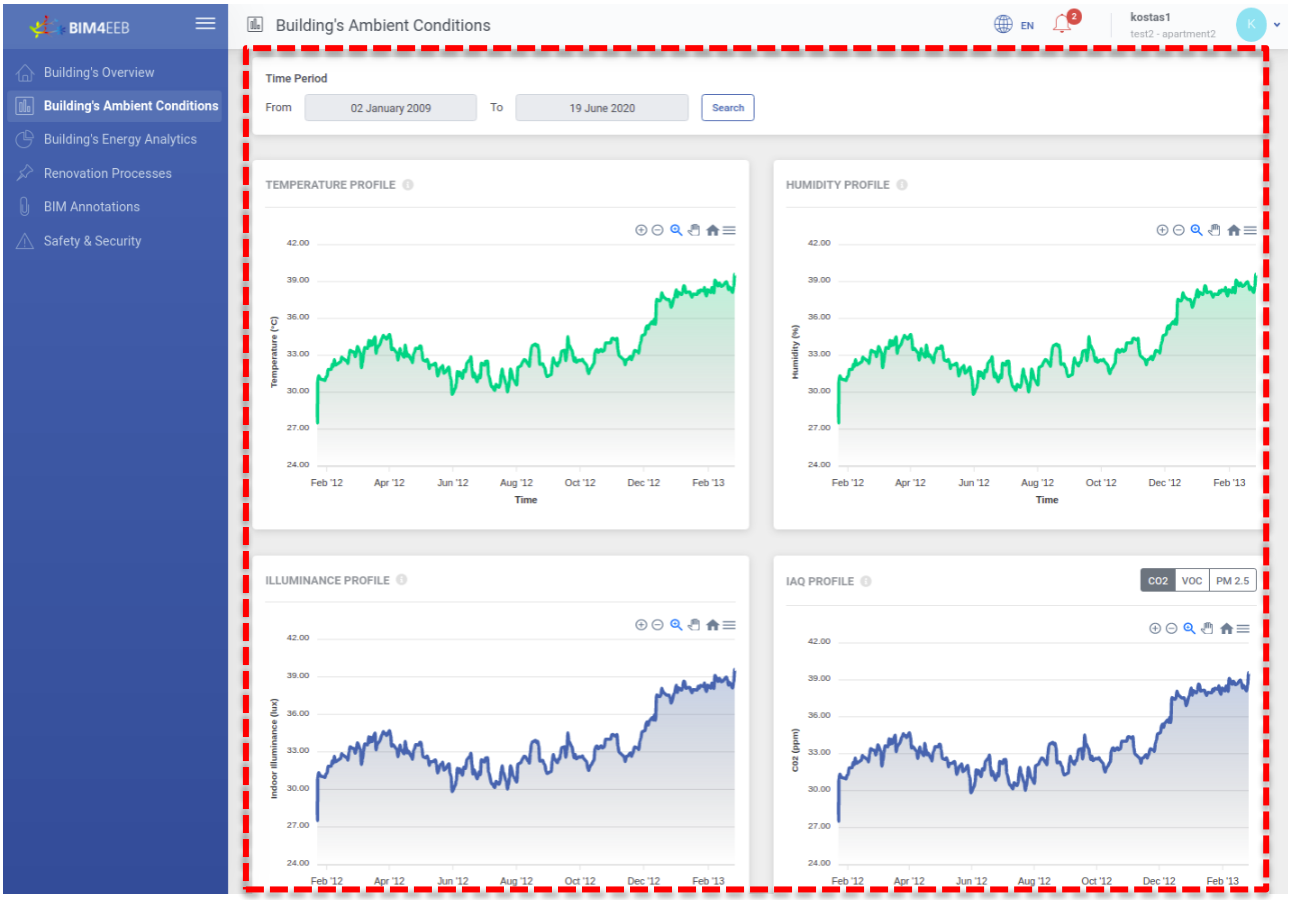


Figure 14: Building's Ambient Conditions screen

The data is displayed in graph form, which is easy to navigate. Using the controls at the top right of the graph, it is possible to zoom in to see details of the month, day or hours, or to get a wider view of the year.

Figure 15: Temperature graph detail – annual overview

In addition, by clicking on the rightmost icon, the application allows you to download data in graphical form.

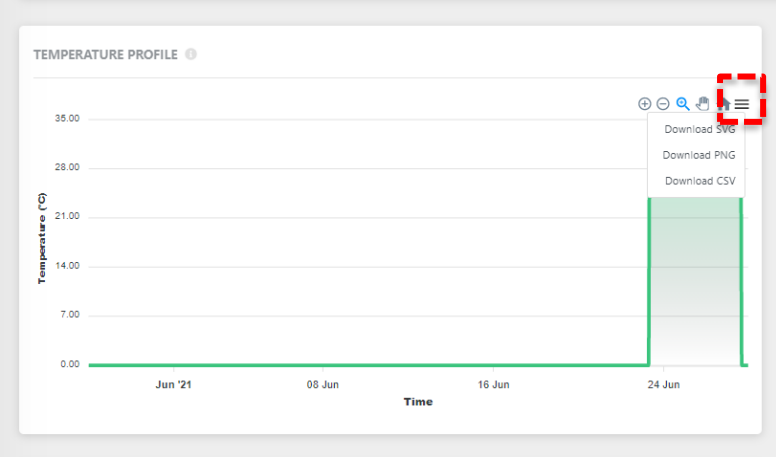


Figure 16: Download the graphs

5 Building's Energy Analytics

Using this functionality, each building owner will be able to view **aggregated information regarding the energy consumption** of their building. Daily and total consumption along with disaggregation of both electricity and gas can be displayed.

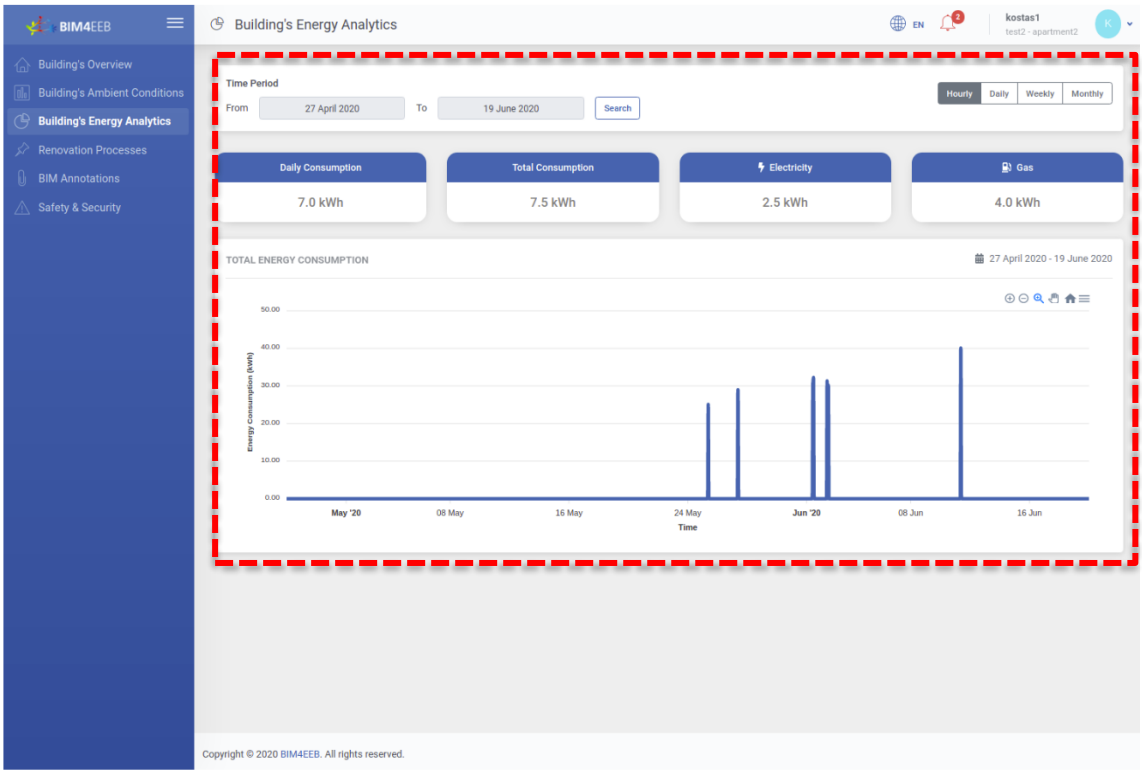


Figure 17: Building's Energy Analytics screen

As in the previous section, by entering the dates of a period you wish to analyse and clicking on *Search*, you can view the energy data trends for that period.

In addition, a time filter button is available to monitor the energy consumption of each hour, day, week and month.

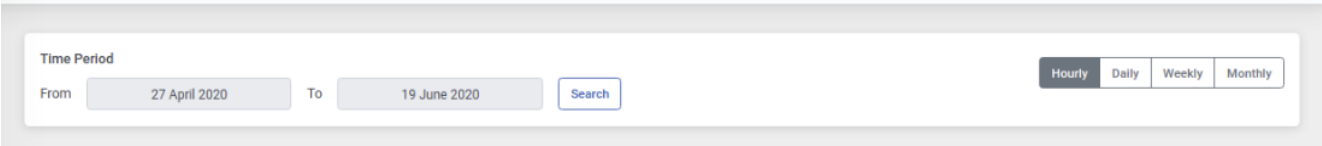


Figure 18: Period search and time filter for display

Again, the output graphs are navigable and downloadable in the same way as those in the previous section.

6 Renovation Processes

This section allows the owner to be kept up to date on all **maintenance and/or renovation work carried out or planned** in their property. You can view information about the type of renovation, the start and end date, the duration of the process, as well as the location of activities within the building. The application also supports filtering based on the status of each renovation process: past, planned or rejected by tenants.

In addition, a calendar view of activities is available. By using the dedicated button, you can select a weekly or monthly view.

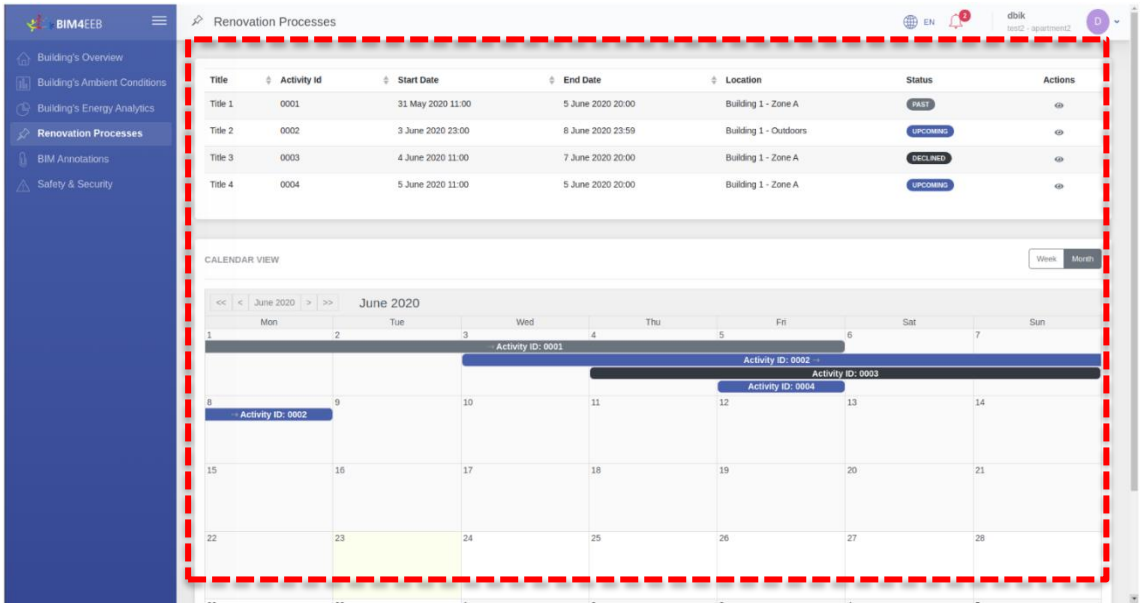


Figure 19: Renovation Process screen

6.1 Notifications

In addition to listing renovations, the application will send out **notifications to keep owners up to date** on planned renovations. The list of notifications is available by clicking the icon in the top right corner. It is also possible to filter the notifications by renovation process and security level.

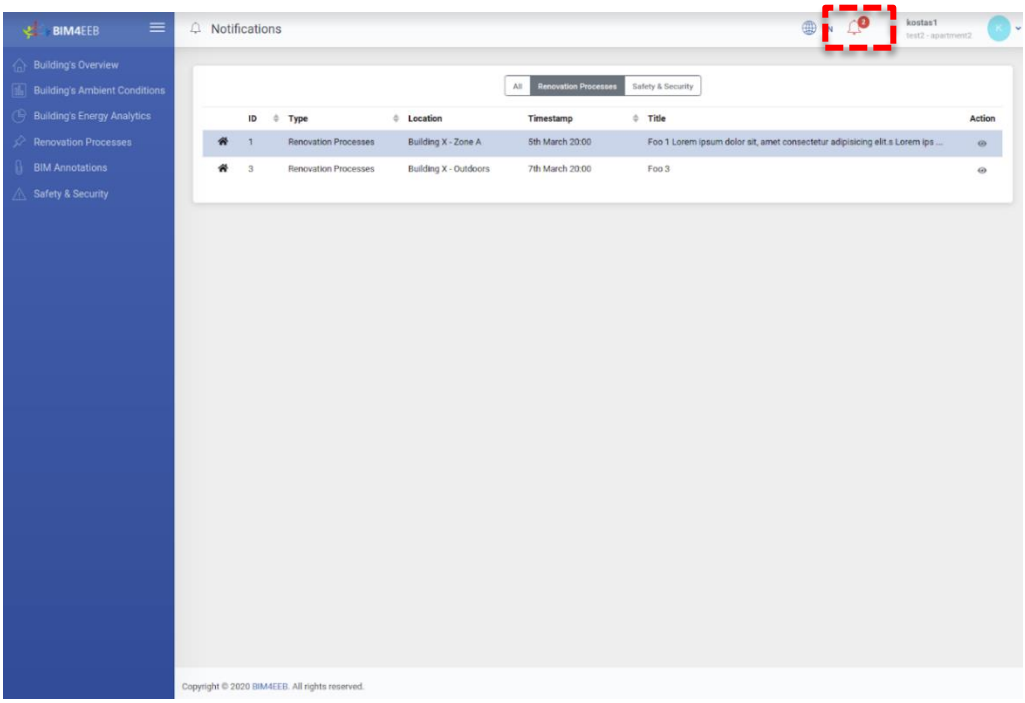


Figure 20: Notifications screen

7 BIM Annotations

Using the BIM Annotations functionality, the building owner can view, edit and upload **information about the existing equipment** within their building into a geometric building model. Each device is represented as a **BIM object** with information about the device category, type, model and power rating. The list of all BIM objects can be viewed on the main screen. In addition, it is possible to view the objects at both building and flat levels.

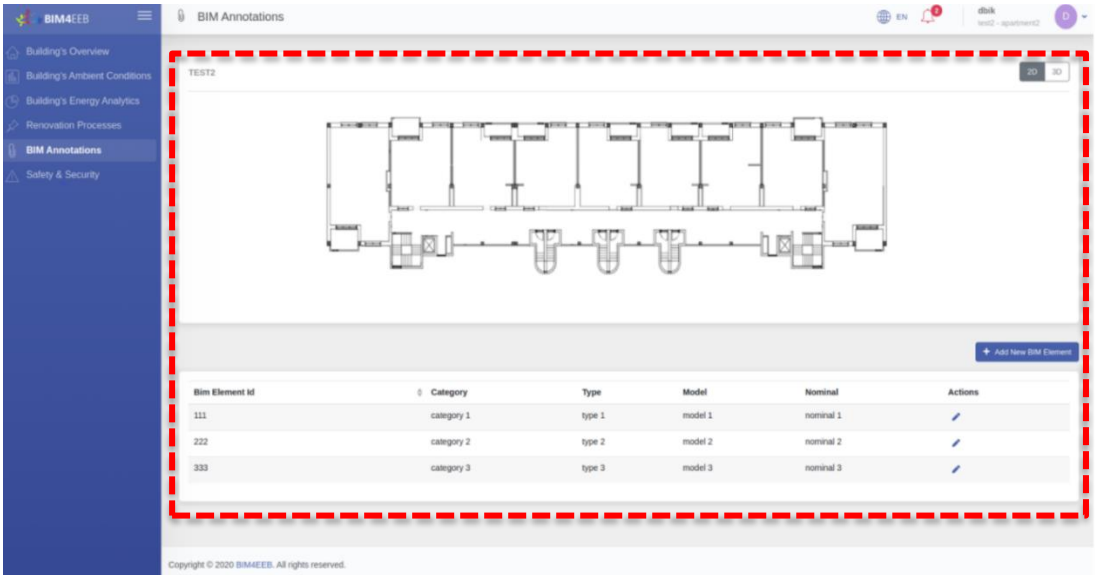
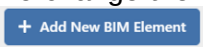


Figure 21: BIM Annotations screen

By clicking on this icon

, you can choose to display the building plan in 3D or 2D.

To change the information about the devices in the list, click on the item *Actions* while clicking on the icon 

a new item can be added.

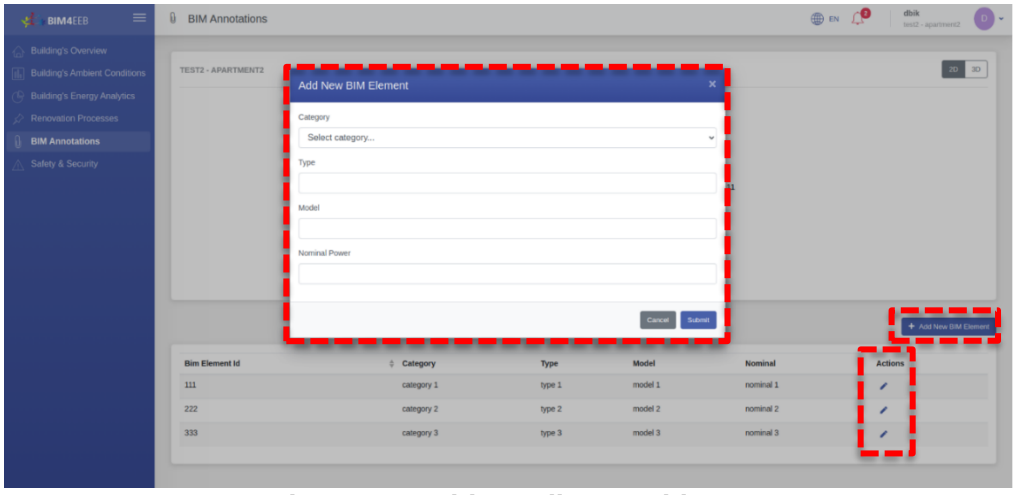


Figure 22: Add or edit BIM objects

8 Safety and Security

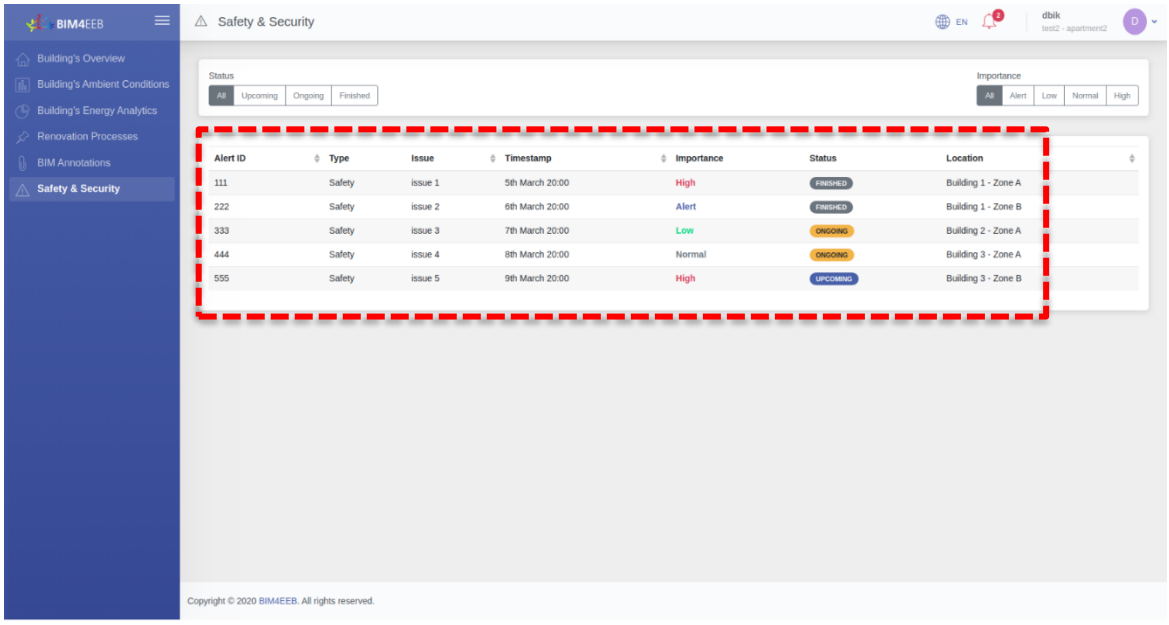
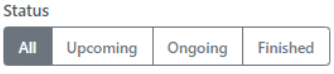


Figure 23: Safety and Security screen

Safety and Security is the functionality that allows owners to view the log of upcoming or performed activities in the building and the relative **safety conditions of the environment** in which they are performed. Each activity is reported with an identification code and information about the type of alarm, the specific topic of the problem, date and time, level of importance, status, and location of the activity within the building.

The app supports filtering based on the status of processing and/or the importance of safety conditions.

This icon 

allows you to filter upcoming, ongoing, or finished activities.

This icon

allows the filtering of activities that will have a high risk, low, normal or high impact on the stay in the room during the activity.