

1. What happens when I login from the invitation email?

Once you follow the link to the new platform (online.bcis.co.uk) you will be prompted to login. Enter your LoginID and Password which are the same as you would use on the old platform.

2. What if I go to the old BCIS platform?

After logging in you will see an invitation screen and be offered the choice of going to the new BCIS platform or continuing to the old platform. If you ‘Go to new platform’ you will be logged out of the old site and re-directed to the new. If you ‘Continue on the old platform’ you will go to the homepage of the old platform.

3. Will I see the invitation screen with the login choice every time I login?

Yes. For 7 days. During the 7-day period you will be able to choose between both the old and new platforms. After this time only the new platform will be available.

4. Will my colleagues see the invitation screen when they login?

Yes as your LoginID and account have been migrated. We suggest you forward this document to your colleagues who use the service.

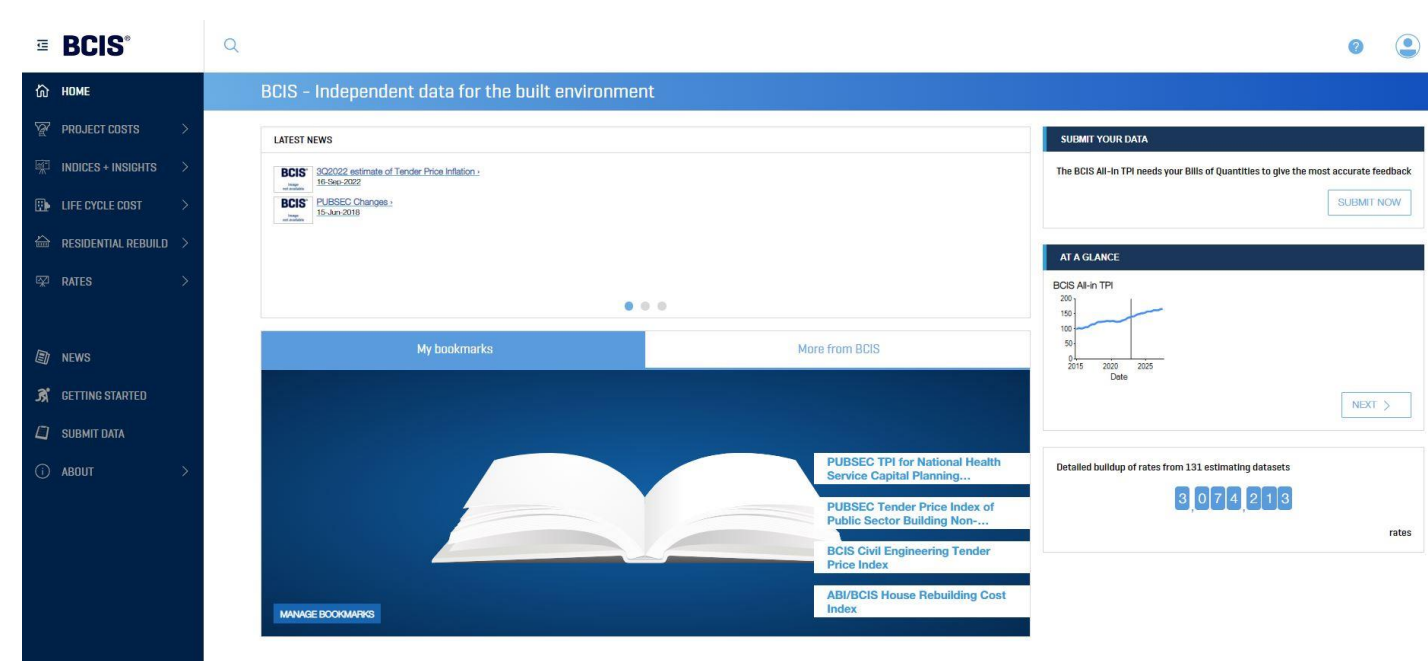
5. What happens when I choose to login to the old platform?

You can work on the old platform for the 7-day period. If doing so we recommend saving your work locally as any work saved on the old platform during the 7 day period will not be migrated to the new platform.

6. What happens when I choose to login to the new platform?

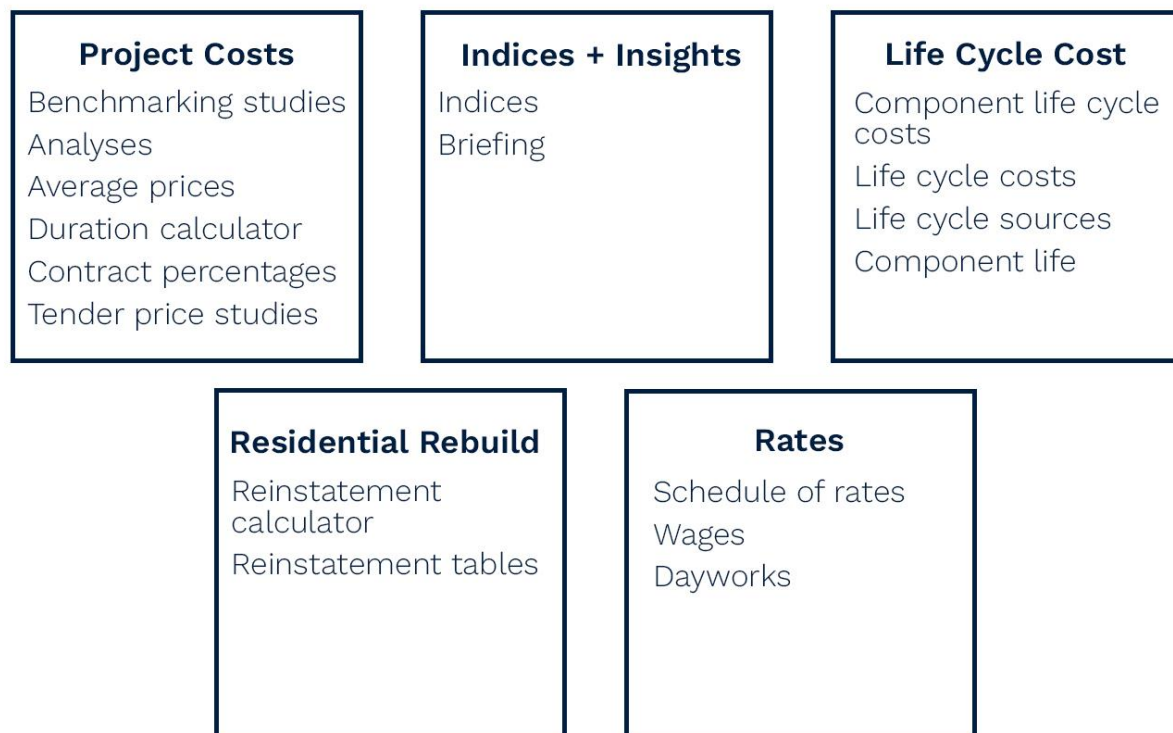
You can explore and save your work in the new platform.

7. What does the new homepage look like?



8. Why does the menu look different?

We have created new group headers. Each section is grouped according to the type of project or research you may want to undertake. Take a look at the new groupings below:

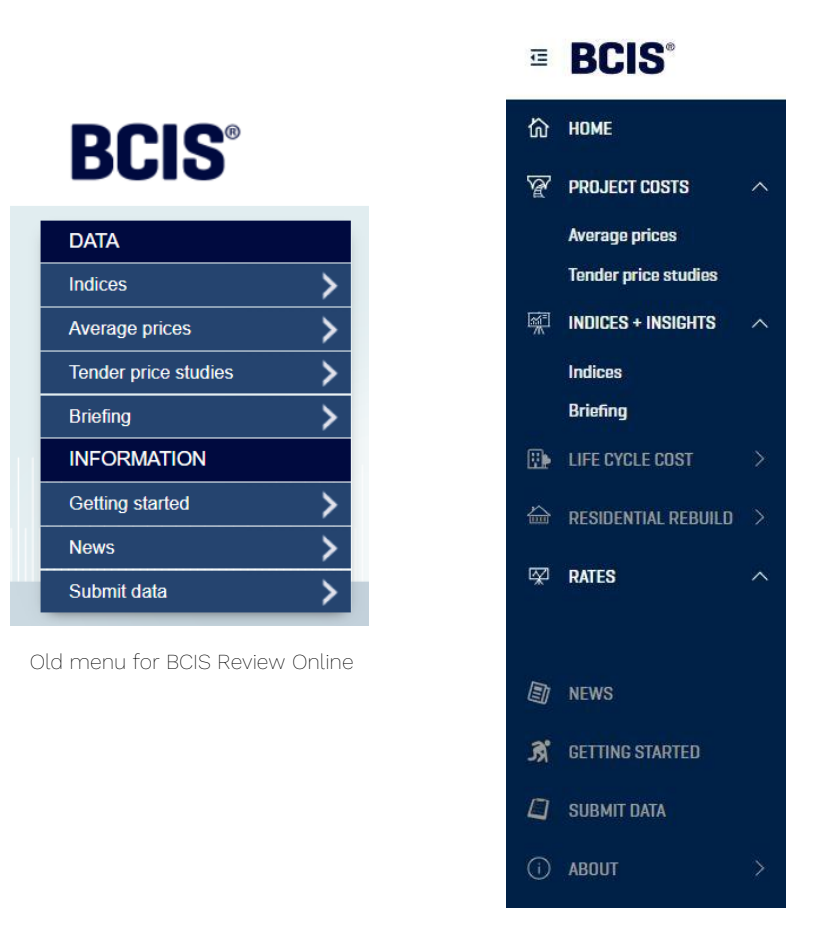


9. How do I navigate the new menu?

You can expand/collapse each of the headers to make navigation easier. You can also hide the menu once you are in the section you wish to work in.

10. Which menu will I see when I login?

You will only see the menu options that are included in your subscription. See below for the old v new menus for BCIS Review Online.



11. Where can I find the help pages and what do they include?

The help pages can be accessed by clicking the ‘?’ icon in the top right hand corner.

How to – An explanation of how to use the features on the BCIS platform
FAQ – A list of frequently asked questions and answers listed by category
Documentation – A list of useful notes and definitions



12. My most used section is ‘Average prices’. Will the new menu change how I use the calculator section?

The only functional difference is that the calculator section is now grouped under ‘Project Costs’. Visually, you will have more space to view your data and information but all the fields and content remain the same.

13. What happens to my saved Abstracts in ‘Schedule of Rates’?

When the invitation email was sent out the information stored under your login was copied to the new platform so you will still have all of your abstracts in place. Any work completed on the new platform will be saved there, but you MUST save any work you undertake on the old platform locally as this will not be migrated to the new platform.

14. What happens to my bookmark links?

When the invitation email was sent out the information stored under your login was copied to the new platform so you will still have all of your bookmarks in place. Any work completed on the new platform will be saved there, but you MUST save any work you undertake on the old platform locally as this will not be migrated to the new platform.

15. What happens to my preferences and projects?

When the invitation email was sent out the information stored under your login was copied to the new platform so you will still have all of your preferences and projects in place. Any work completed on the new platform will be saved there, but you MUST save any work you undertake on the old platform locally as this will not be migrated to the new platform.