



Rawlinsons

ePublications User Guide



Quick Start



Login & Install



My Publications



Subscription details



Users



Offline

New Feature in Version 3.2: It is now possible to use Screenshot to take screen images of data for your reports

Quick Start:



After purchase or access assignment, look out for your 'Welcome to Rawlinsons' email with login details, (these remain the same if you have had previous access).



Follow the link from the email to our online EPUB portal, login with the password provided <https://epub.rawlhouse.com/rawlinsonswb/#/login> . Bookmark this page for easy future access.



From the EPub portal homepage, Download and Install Rawlinsons latest viewer software app. You will need this app locally installed on each machine that will use the publication. (Uninstall the previous version first if you are updating – further information is provided in the full guide below).



Once installed, return to the EPub portal and go to 'My Publications' in the left hand menu. Here you will see the publications you have access to.




Click 'Access Now', the app will work in the background to launch the publication. You will see a fully searchable and bookmarked pdf version of our publication.



Login & Install

From: Rawlinsons Publishing <electronic@rawlhouse.com>
Sent: Thursday, 7 May 2020 3:23 PM
To: Me
Subject: Welcome to Rawlinsons ePublication | Rawlinsons Digital Publications


 **Rawlinsons** PUBLISHING
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

Welcome to Rawlinsons ePublications. Access your digital subscription by following the instructions below.
Before you begin, take a moment to read our [Q & A and user guides](#)

You have been assigned shared access to the following license(s):
2022 Digital Rawlinsons Construction Cost Guide

Getting started:
To view your publication(s), follow these steps:

- Visit the EPub portal via the web link below and login with the details provided.
Bookmark this page for easy future access.
- **Download and install the latest version of our viewer software**, available as IOS or 32 & 64 bit versions for windows (see our [user guides](#) on how to identify your windows system).
- **Remain logged in to the portal**, go to 'My Publications' in the left-hand menu to access your chosen Ebook.

 (You do not need to open the software app outside of the portal, once installed it runs in the background to open the publication for you.)

Visit: <https://epub.rawlhouse.com/rawlinsonsweb/>

Login With:

Username: [example@rawlhouse.com](#)
Password: hwjH82828bksi2

Once you have logged in, please go to the dropdown menu next to your name in the top right of the screen and select change password, to choose something memorable to you.

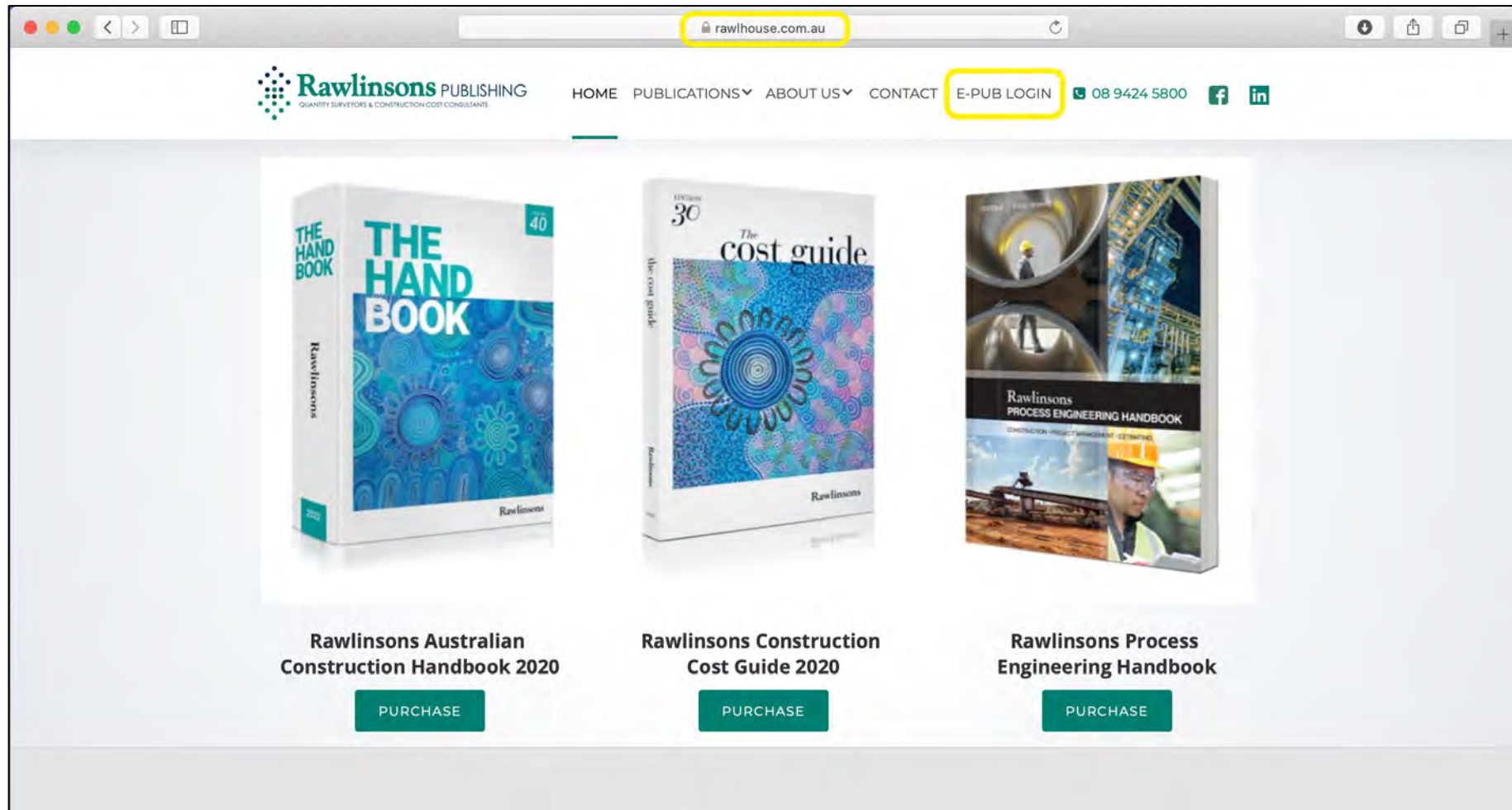
Visit the [Help](#) section within the portal, or our website to view our [user guides](#) for more detailed information about navigating the site and using the publications.

If you have any questions, reply to this email or contact us at electronic@rawlhouse.com Or call: 08 9424 5800

Your Welcome email provides your login details and brief instructions on getting started. Please store it for future reference



Login & Install




If you cannot see your Welcome email or you need a quick link to the EPUB portal login page, please visit our website and click EPUB LOGIN.
The portal can be used with Safari or Chrome



Login & Install

Rawlinsons PUBLISHING
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS



★ Email *

★ Password

☐ Remember me

LOGIN

★ [Forgot your password?](#) [Help?](#)

Use your registered email address and the password provided to login. If you cannot see your Welcome email or have lost your details, use the 'Forgot your Password' link to have a reset password emailed

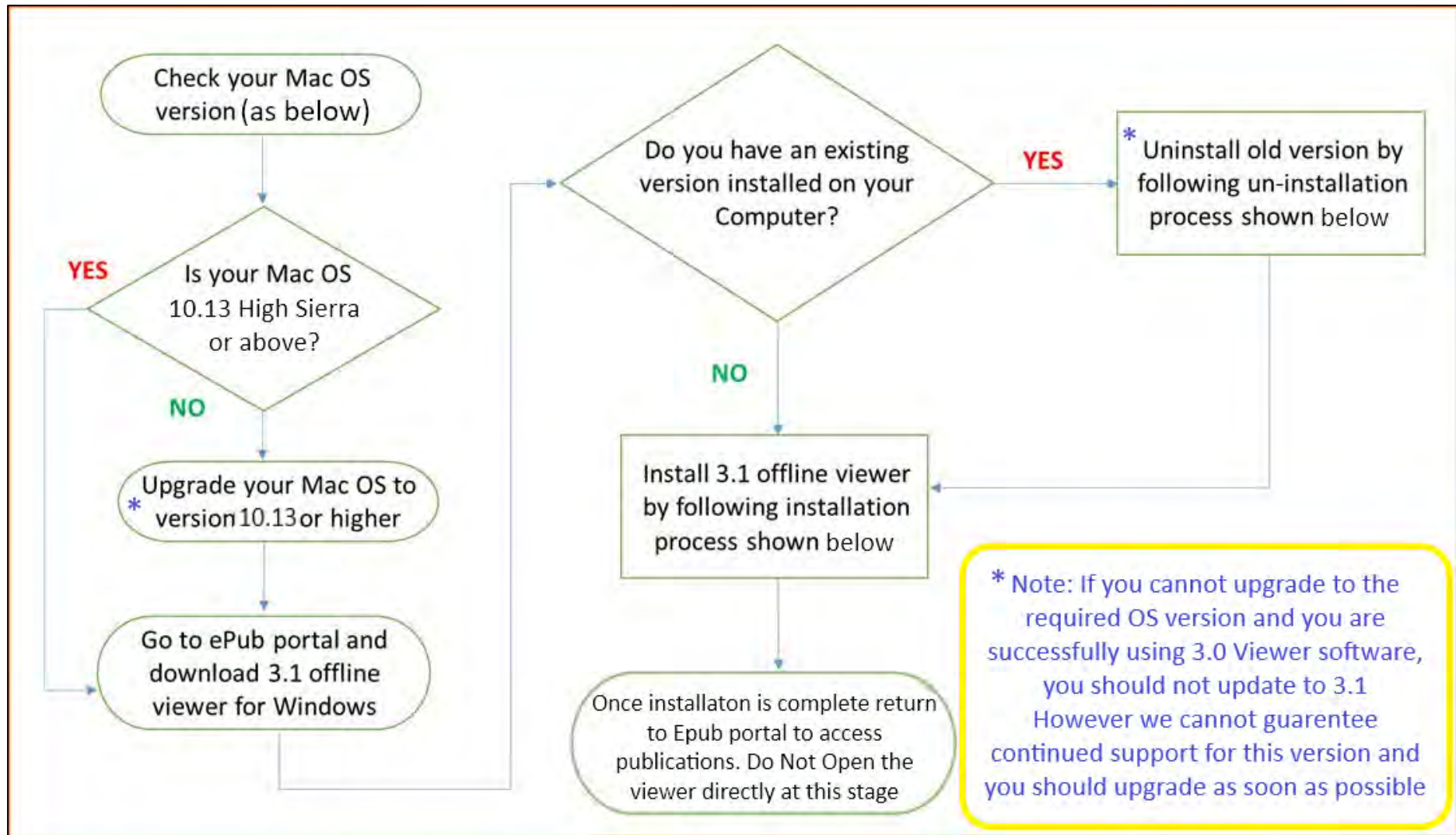


Login & Install

The screenshot shows the Rawlinsons Publishing EPUB portal homepage. The browser address bar displays `epub.rawlhouse.com`. The Rawlinsons Publishing logo is in the top left, and a user profile dropdown labeled 'USERNAME' is in the top right. A green sidebar on the left contains the following menu items: Dashboard, Home, Browse Publications, My Publications, Subscription Details, Users, and Help. The 'Home' and 'Help' items are highlighted with yellow boxes. A green callout box points to the 'Browse Publications', 'My Publications', and 'Subscription Details' items, stating: 'General Users will see these menu items only Licensee Users will see all items'. A yellow callout box points to the 'Help' item, stating: 'The Help section can be accessed by all users for copies of this guide and troubleshooting help'. The main content area features three book covers: 'THE HAND BOOK', 'The cost guide', and 'Rawlinsons PROCESS ENGINEERING HANDBOOK'. To the right, a large green button with a download icon and the text 'Download version 3.2 Rawlinsons Publication Viewer Software' is highlighted with a yellow box. Below this button, text reads: 'Then go to 'My Publications' to access your digital library'. A purple callout box titled 'Please Read' contains an 'Important Notice' section, stating: 'It is essential to download and install Rawlinsons Viewer Software to access your Publications. You do not need to open the file outside of this portal. Once installed, it operates in the background to launch the publication for you, via the 'Access Now' buttons within 'My Publications'. Launch the app via the Rawlinsons folder in your Applications list for offline leases'.

On the EPUB portal Homepage you will see the download link for the latest version of our viewer software app. See the flow chart below for more information before installation.

You will also see your Username at the top right corner, you can use this dropdown to view your profile, change your password and logout



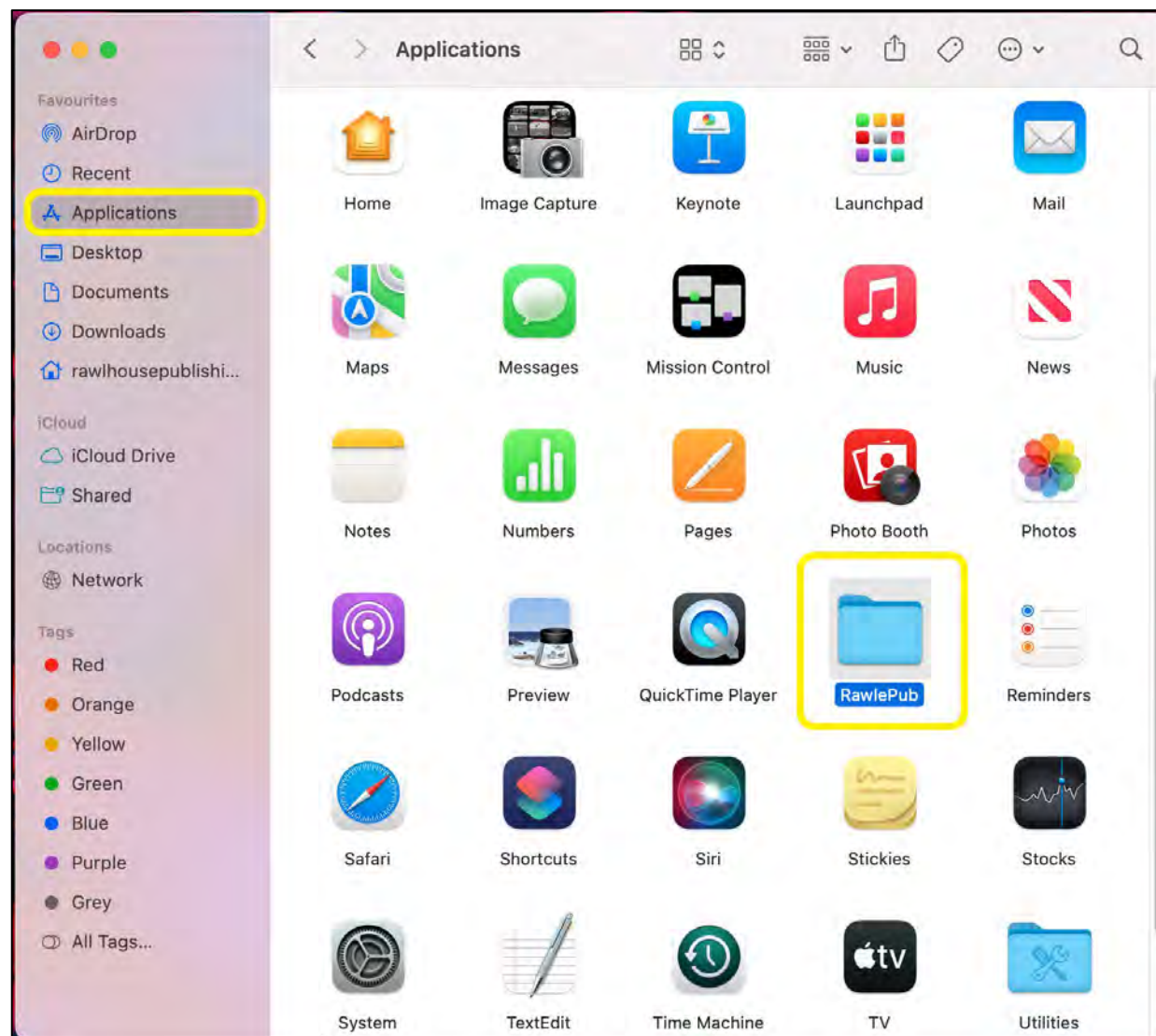


Login & Install



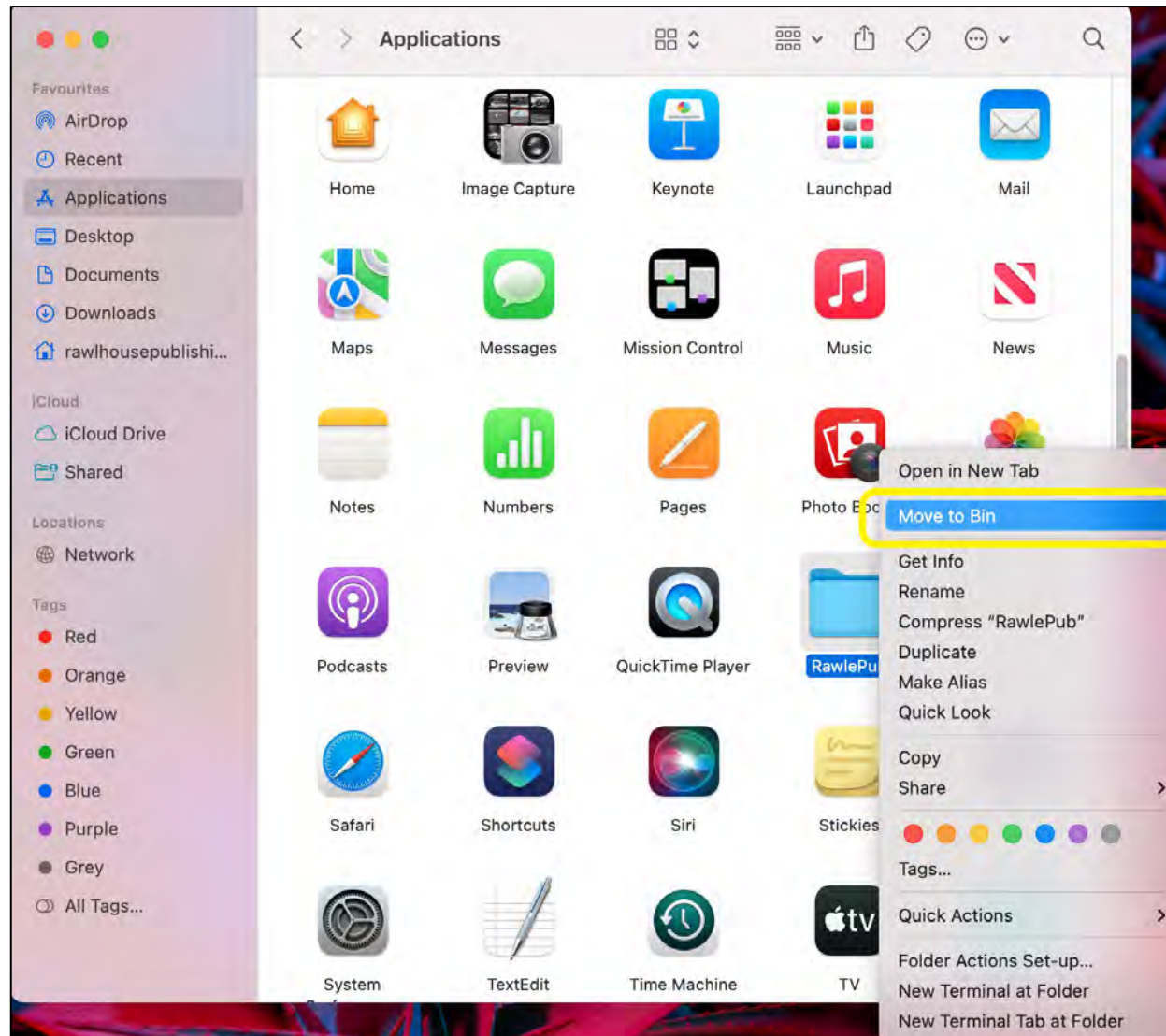
The viewer software is suitable for Mac OS 10.13 High Sierra and above. To identify your OS, click on the Apple icon in the top left of your screen and select 'About this Mac'

Login & Install

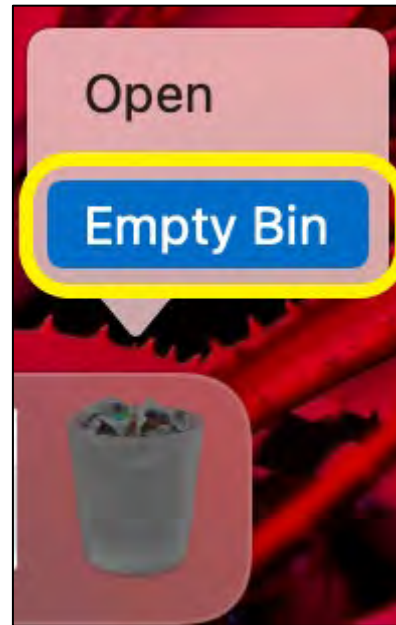


If you need to Uninstall the old version of the viewer software open Finder and go to Applications. Identify the folder RawlePub

Login & Install



Right click the RawlePub folder and select 'Move to Bin'



Right click the Bin to and select 'Empty Bin' to remove the folder permanently



Login & Install

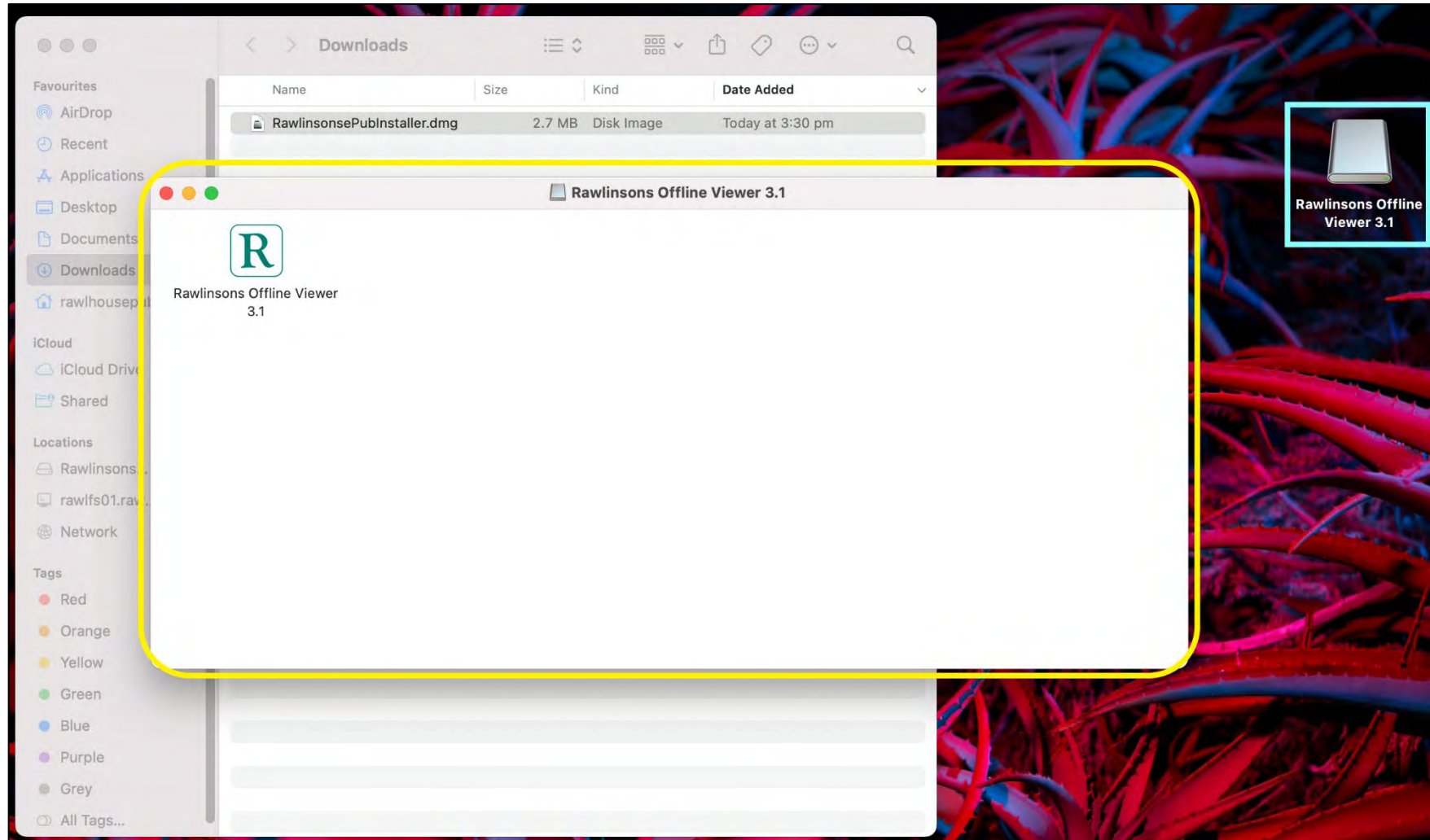
The screenshot shows a web browser window with the URL <https://epub.rawlhouse.com/rawlinsonswb/#/home>. The page features the Rawlinsons Publishing logo and a navigation menu on the left with links to Dashboard, Home, Browse Publications, My Publications, Subscription Details, Users, and Help. The main content area displays three book covers: 'THE HAND BOOK', 'The cost guide', and 'Rawlinsons PROCESS ENGINEERING HANDBOOK'. A prominent green button with a download icon and the text 'Download version 3.1 Rawlinsons Publication Viewer Software' is highlighted with a yellow border. Below this button, instructions state: 'Then go to 'My Publications' to access your digital library'. An 'Important Notice' section follows, explaining that the software is essential for accessing publications and that it operates in the background. It also mentions that the app can be launched via the Rawlinsons folder in the programmes list for offline leases. At the bottom left, a download progress bar for 'RawlinsonsePu.....' is shown, indicating 1.3/2.6 MB and 0 seconds left. A 'Show all' link is visible at the bottom right.

Click to Download the viewer software.

The file will progress quickly into your downloads list. Double click the file to begin the installation



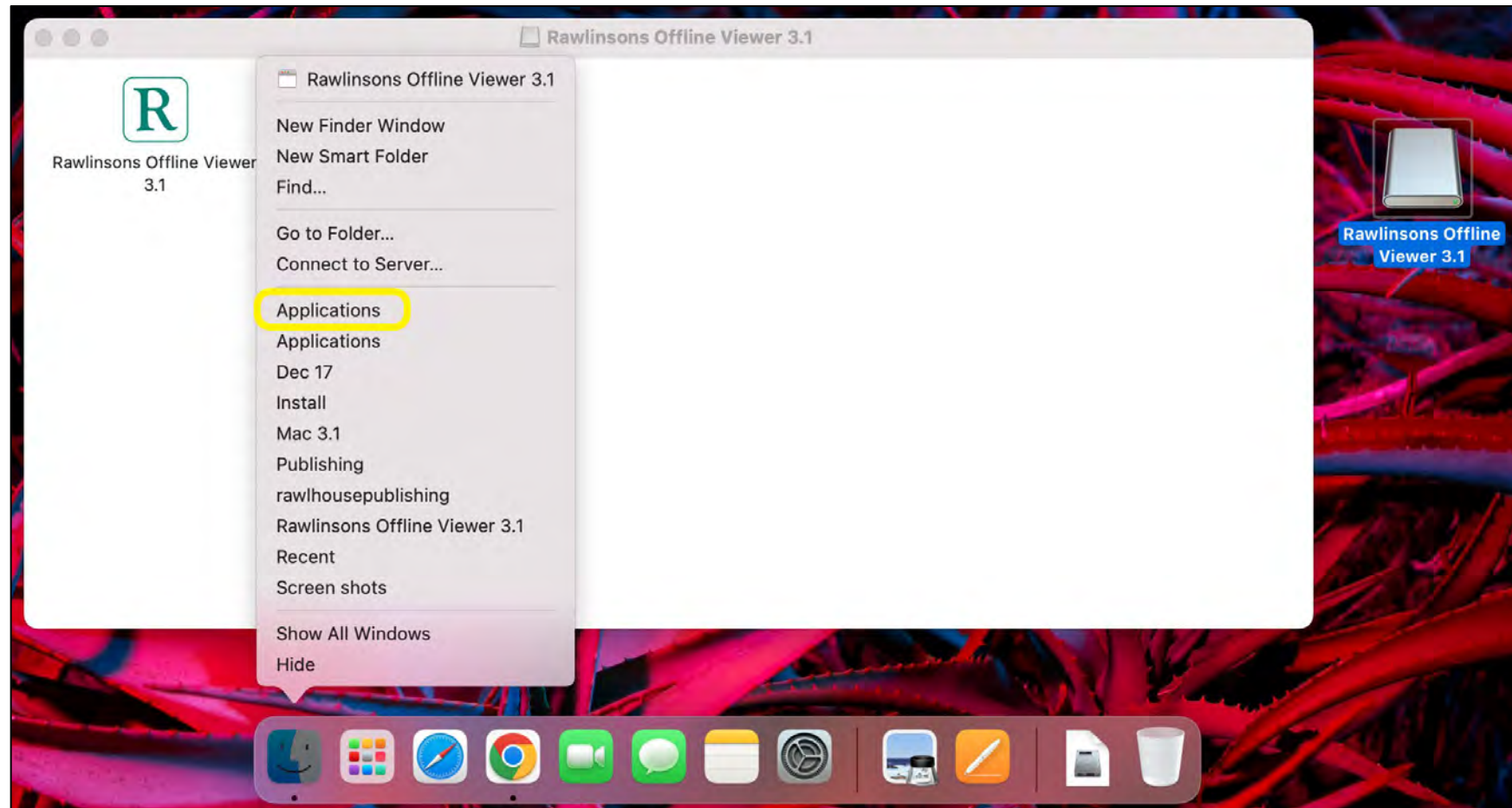
Login & Install



The file will show in your downloads folder and a dialog box will open containing the app. You will also see a driver icon on your desktop. DO NOT OPEN the app or driver at this point, as it will launch the offline version for which you have no access yet. (More details on offline access are provided later in this guide).

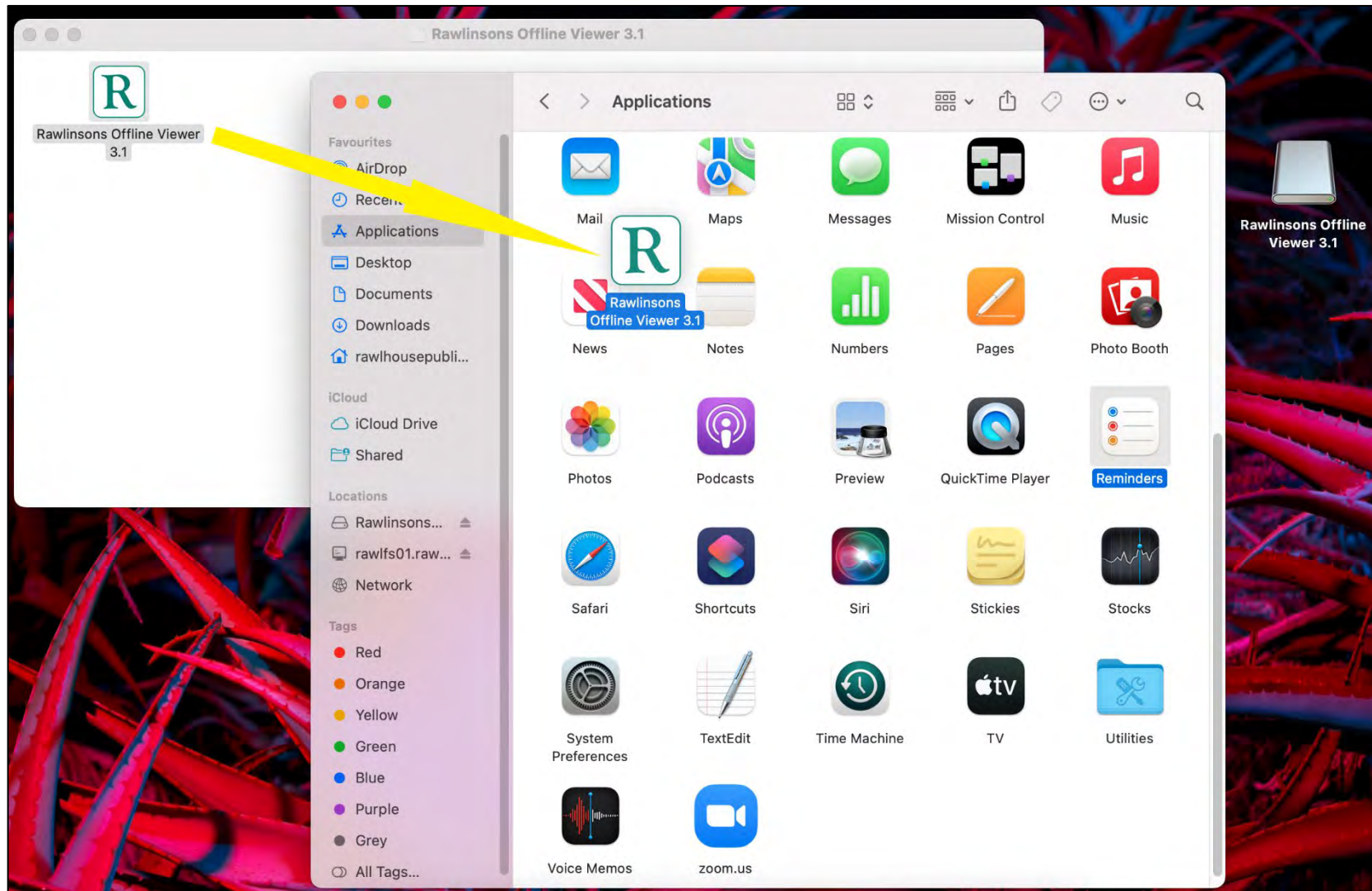


Login & Install



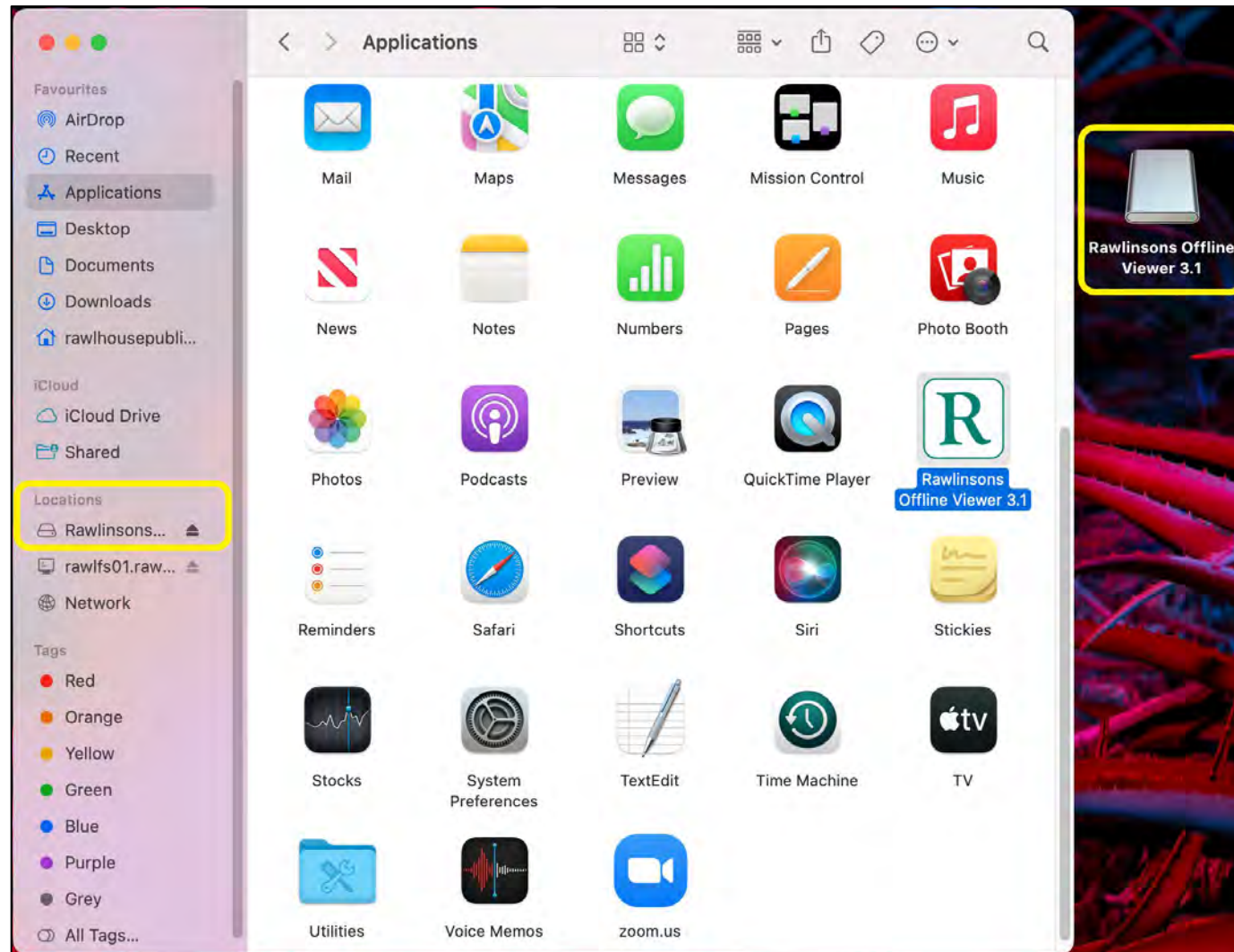
Right click on Finder to launch your applications list

Login & Install



Drag the file into the Applications folder so that it is easy to find for future offline use

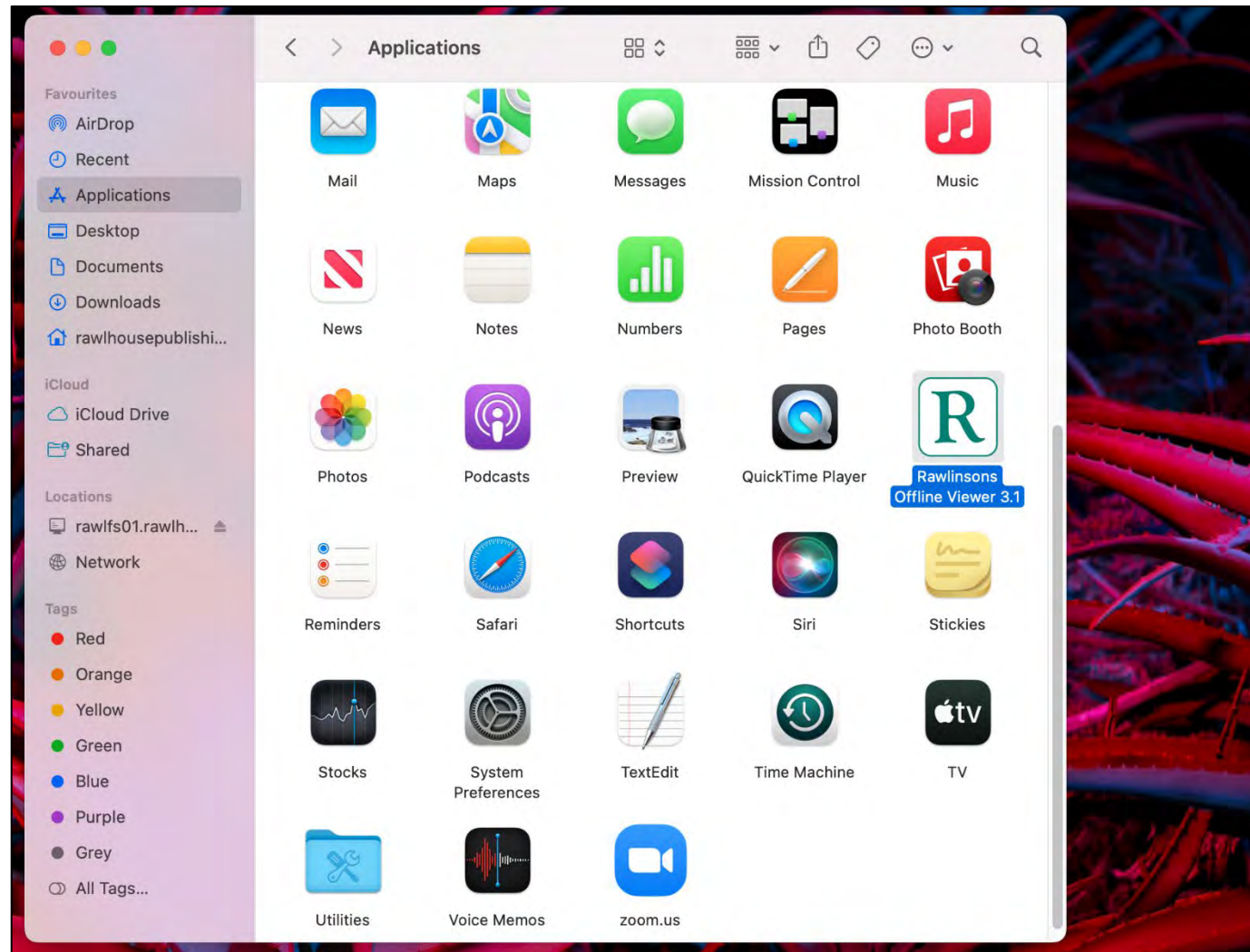
Login & Install



Highlight the Rawlinsons app within your applications folder. You can then click the arrow (indicated) to eject the drive from your desktop



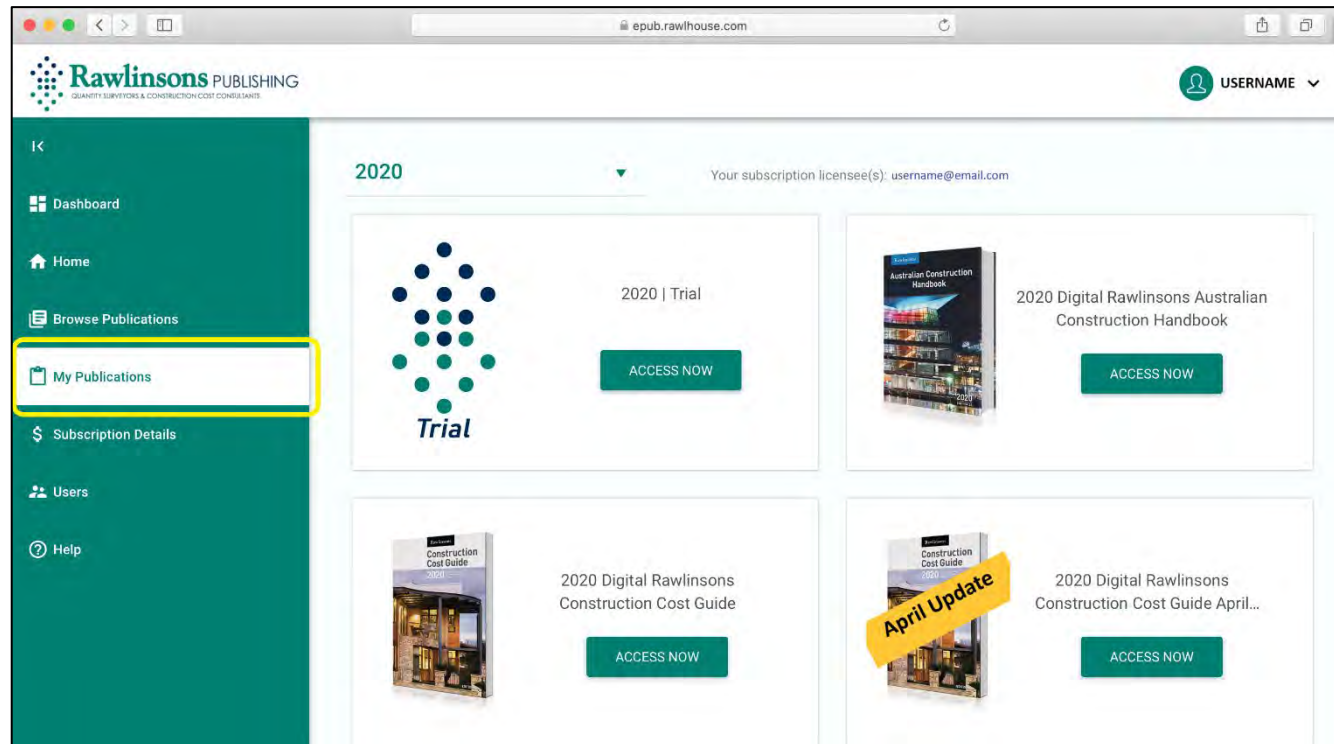
Login & Install



The app is now ready. You should not open the app here for initial access. In the first instance, you must return to the EPUB portal to access your publications from within 'My Publications', the app will work in the background to open the publications for you.



Login & Install



The app icon may show in your dock once used (as below). Do not open from here unless you have set up offline lease. Always access via the EPUB portal, 'My Publications' for normal online use.





My Publications

Rawlinsons PUBLISHING
QUALITY SUPPORT & CONSTRUCTION COST CONSULTANTS

2020

Your subscription licensee(s): licensee@email.com

2020 | Trial

ACCESS NOW

2020 Digital Rawlinsons Australian Construction Handbook

ACCESS NOW

2020 Digital Rawlinsons Construction Cost Guide

ACCESS NOW

2020 Digital Rawlinsons Construction Cost Guide April Update

ACCESS NOW

Your subscription licensee

This is the contact email of the licensee(s) for your subscription. If you have been assigned access by a colleague, contact the licensee with any access issues

The Publications that you have been assigned access to will be displayed like this

Quarterly updates will be displayed like this for April, July and October.

Select 'My Publications' from the left hand menu to view the titles you have purchased or have been assigned access to. You will have perpetual access to any year you have purchased, along with the quarterly updates for that year



My Publications

As you add new or past editions you can view the other years by using the dropdown menu



Click the dropdown arrow to show and select from available years



Click 'ACCESS NOW' to launch the required publication

Rawlinsons ePub viewer app will run in the background to open up the publication for you



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Rawlinsons PUBLISHING
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

2020

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2020 | Trial

Do you want to allow this page to open "Rawlinsons Offline Viewer"?

Cancel Allow

2020 Digital Rawlinsons Australian Construction Handbook

ACCESS NOW

2020 Digital Rawlinsons Construction Cost Guide

ACCESS NOW

2020 Digital Rawlinsons Construction Cost Guide April Update

ACCESS NOW

Powered by vLinkD

When you click ACCESS NOW you may be asked to confirm that you want to use 'RawlinsonsePubApp' to open the publication. Click 'Allow'
Please note: The App is called Rawlinsons Offline Viewer due to its dual purpose. Offline use is covered later in this guide



My Publications

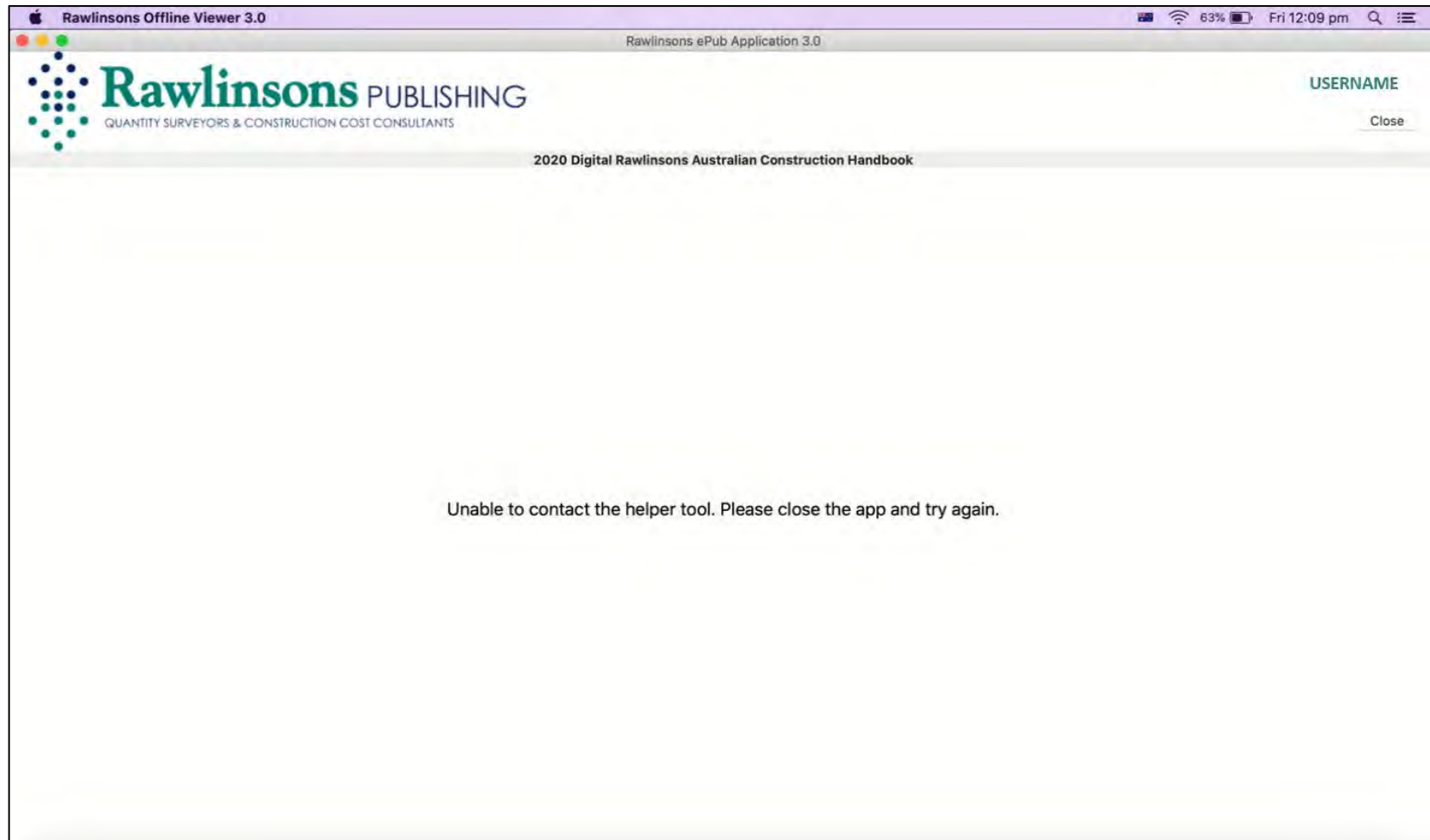
The screenshot displays the Rawlinsons Publishing website interface. A modal dialog box is centered on the screen, titled "Rawlinsons Offline Viewer". The dialog contains the following text: "Rawlinsons Offline Viewer is trying to install a new helper tool. Enter your password to allow this." Below this text is a password input field labeled "Rawlhouse Publishing" and "Password". There are two buttons at the bottom: "Cancel" and "Install Helper". The background of the website shows a sidebar with navigation links: "Dashboard", "Home", "Browse Publication", "My Publications", "Subscription Details", "Users", and "Help". The main content area displays two product listings: "2020 Digital Rawlinsons Australian Construction Handbook" and "2020 Digital Rawlinsons Construction Cost Guide April...". Both listings have an "ACCESS NOW" button. The footer of the website mentions "Powered by vLinkD".

You will see the App image and may be asked to install the helper tool. This can be required for your Apple to recognise and remember the App for future use. Enter your Apple ID password and click 'Install Helper'

Please note: The App is called Rawlinsons Offline Viewer due to its dual purpose. Offline use is covered later in this guide



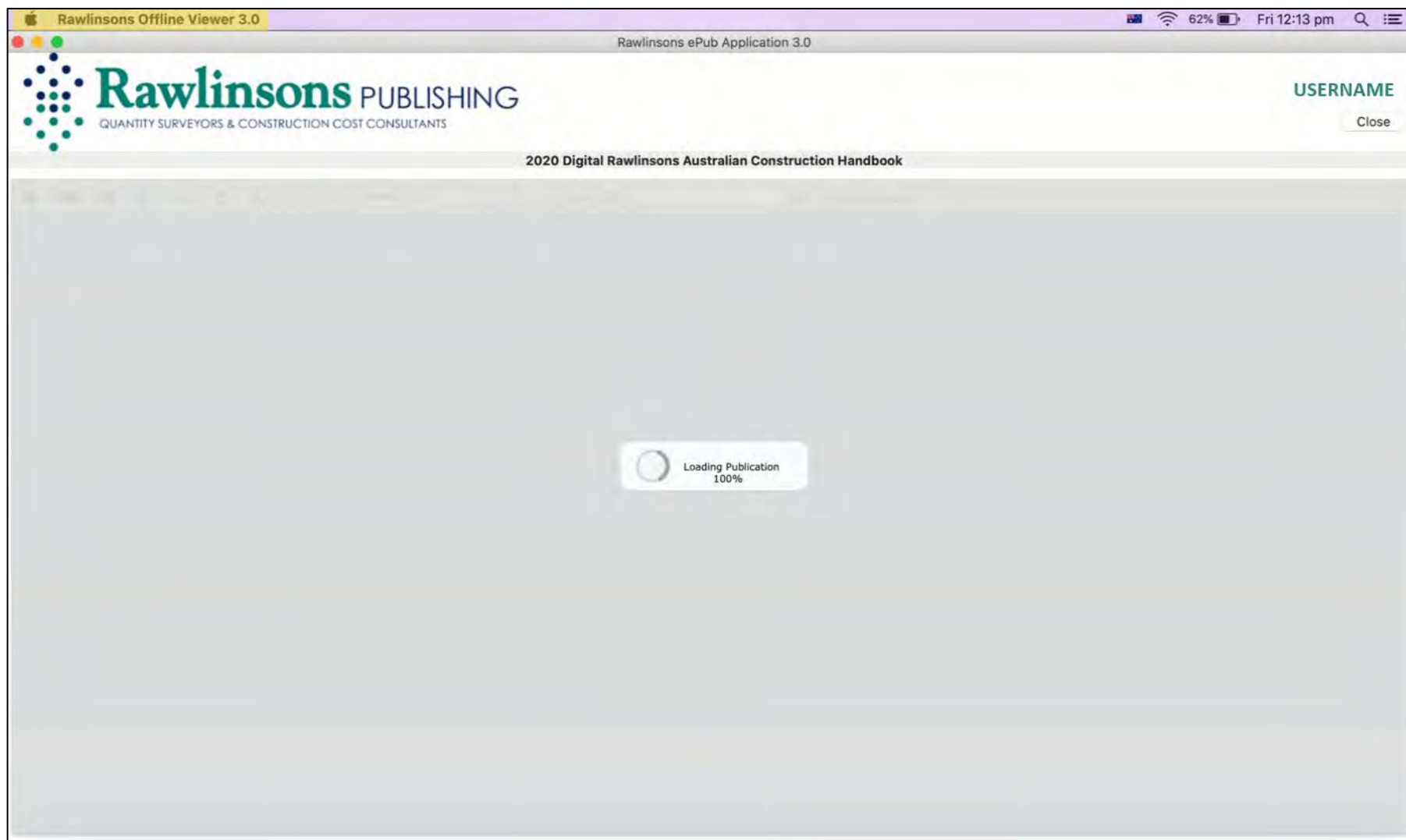
My Publications



You may see this message if you do not install the helper tool. Close and click 'Access Now' again to confirm the installation



My Publications

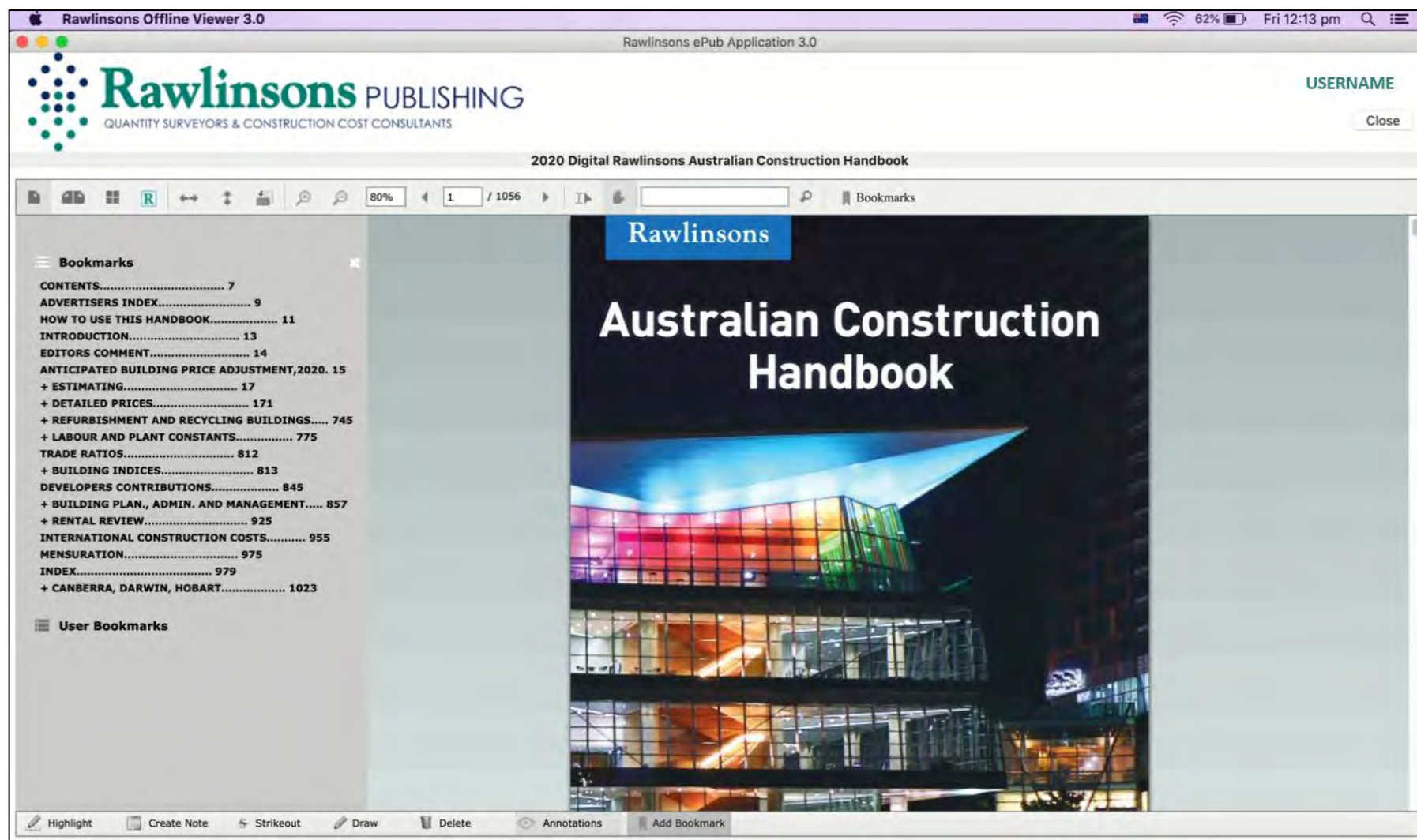


As the publication loads a dialog box will open to full screen and show loading progress

Please note: The App is called Rawlinsons Offline Viewer due to its dual purpose. Offline use is covered later in this guide



My Publications



Once loaded, the cover of the publication will show as page 1 of the document. Contents are listed as bookmarks on the left
Please note: The App is called Rawlinsons Offline Viewer due to its dual purpose. Offline use is covered later in this guide

New Feature in Version 3.2: It is now possible to use Screenshot to take screen images of data for your reports



My Publications

The screenshot displays the Rawlinsons Publishing website interface. At the top, the logo for Rawlinsons Publishing is visible, along with a username field and a 'Close' button. The main title of the document is '2020 Digital Rawlinsons Australian Construction Handbook'. The search bar at the top contains the text 'concrete'. The search results on the left list various construction items, with 'p.22 : and two side walls, reinforced [concrete] ground slab ...' highlighted in a yellow box. The main content area shows a table of items with 'concrete ground slab' highlighted in a yellow box. The table lists items such as 'BULK STORAGE SHED', 'BULK SUPERPHOSPHATE SHED', 'HAY SHED', 'MACHINERY SHED', and 'SHEARING SHED'. The bottom of the page shows the edition number 'Edition 38' and the year 'Rawlinsons 2020'.

Item	Description	Unit	205-206	215-220	220-226	265-266	250-270
2.1.1	BULK STORAGE SHED - steel framed with metal deck roof and metal clad walls to one end and two sides; no ground slab	sqm					
2.1.2	BULK SUPERPHOSPHATE SHED - steel framed with siding metal roof, plywood or cellulose fibre cement wall lining to one end and two side walls, reinforced concrete ground slab	sqm	465-600	375-405	390-420	445-480	430-485
2.1.3	HAY SHED, steel framed with metal roof, no ground slab	sqm	130-205	155-165	155-165	195-215	180-195
2.1.3.1	Open all round	sqm					
2.1.3.2	50% metal clad enclosure walls	sqm	210-215	165-175	165-195	205-225	195-210
2.1.4	MACHINERY SHED, steel framed with metal deck roof and metal clad walls, reinforced concrete ground slab	sqm					
2.1.5	SHEARING SHED, steel framed with metal deck roof and metal clad walls, reinforced concrete ground slab, louvre windows, raised timber floor, internal yards and doors, ramps and loading platforms, sliding external doors	sqm	530-570	440-475	440-475	485-525	470-505
2.1.5.1	ADD area for:						
2.1.5.2	Electrical services	Note					
	Ri-out in addition to internal yards	Note					

NOTE - ADD - INCREASED COSTS
- COUNTRY LOADINGS
- REFER PAGE 20 FOR NOTES ON USE OF THESE COSTS
- REFER PAGE 56 FOR DETAILED ELEMENTAL BREAKDOWN OF ABOVE POLICE STATION COST

Edition 38 22 Rawlinsons 2020

Using the search function within the top tool bar provides a list of results in the left hand column. Click on the result to navigate to that page. The one you are viewing will be highlighted in the list and the search term will be highlighted on the page (blown up here as an example). When you want to return to Bookmarks, click the icon in the top tool bar



My Publications

Rawlinsons ePub Application 3.0

Rawlinsons PUBLISHING
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

USERNAME Close

2020 Digital Rawlinsons Australian Construction Handbook

80% 1 / 1056 Bookmarks

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Highlight Create Note Strikeout Draw Delete Annotations Add Bookmark

All page numbers within the index, and page references throughout the text, are hyperlinked to allow quick access to that page



My Publications

Rawlinsons ePUB Application 3.0

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2020 Digital Rawlinsons Australian Construction Handbook

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ESTIMATING BUILDING COSTS PER SQUARE METRE

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Highlight Create Note Strikeout Draw Delete Annotations Add Bookmark

Bookmarks can be expanded out to 3 levels within sections, to allow for quick access to your required pages.

If you prefer to close the bookmarks list, use the x
Click the Bookmarks icon in the top tool bar to re-open the list



My Publications

The screenshot shows the Rawlinsons Publishing 2020 Digital Australian Construction Handbook interface. The sidebar on the left contains a table of contents and a 'User Bookmarks' section. The main content area displays the 'HOW TO USE THIS HANDBOOK' section. At the bottom, there is a toolbar with an 'Add Bookmark' button highlighted by a yellow box.

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User Bookmarks: No bookmarks available

HOW TO USE THIS HANDBOOK

BUILDING PRICE INDICES
These indices are a guide to the percentage variation in building costs for each year since 1969. This facilitates the updating of known costs to approximate current levels.

The indices are not valid for housing, small projects or remote country work, nor do they reflect the relative cost differential of the various states.

The indices generally relate to all construction types, and as such, can only be a guide to specific project types.

REGIONAL INDICES
Regional indices give an indication of the locality adjustment factor to be applied to the figures of the base city in each state in order to arrive at a figure for country towns.

The respective index figures are a broad indication only of the cost variation and are applicable to the total project cost.

Choice of material, degree of prefabrication and general work load will have a considerable bearing on cost differentials.

ESTIMATING - BUILDING COSTS PER SQUARE METRE
This provides the average cost range for a wide selection of typical buildings. Whilst square metre costs are recommended for use in initial feasibility studies only, they also provide the base figure in the valuation of buildings, however, when so used they should be adjusted as described in the following Elemental Costs of Buildings. It should also be noted that, as the figures given are for a typical building on a flat site, adjustment must be made for such factors as sloping sites, ground conditions, unusual shape and other design considerations.

The costs given are based on the total floor area of all levels, measured between the inner faces of external walls, refer pages 8/8 to 8/8 for measurement of areas.

It is important to refer to page 20 for further notes on the use of these costs.

ESTIMATING - ELEMENTAL COSTS OF BUILDINGS
This assists in the compilation of a more accurate cost per square metre through evaluation and adjustment of the mean figures of the various elements of the foregoing typical buildings, to reflect the particular building being examined. Examples of the major variations from the typical are the likes of special facade treatments, the extent of floor finishes and whether or not the building services include air-conditioning, lifts, etc.

It is important to refer to pages 20, 20 and 21 for further notes on the allowances and use of these costs.

ESTIMATING - COMPARATIVE COSTS
The more detailed rates given in this section facilitate a finer adjustment of the foregoing elemental figures through the application of unit costs to a particular element (i.e. different design treatments such as facades, interior finishes, etc).

The costs given are all-up estimating costs, i.e. they include allowance for labour and minor items. For items not covered in this section it will be necessary to refer to the Detailed Prices section.

Toolbar: Highlight, Create Note, Strikeout, Draw, Delete, Annotations, Add Bookmark, Add New Bookmark

You can add your own bookmarks to give quick access to the pages you use most. Click the 'Add Bookmark' button at the bottom of the page to begin your own list



My Publications

Rawlinsons PUBLISHING
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

My Publications

Bookmarks

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User Bookmarks

No bookmarks available

Add Bookmark

Bookmark Text *
Enter bookmark text

Page Number
11

SUBMIT CANCEL

The page number you are currently viewing will show automatically in the dialog box. You just need to add a your chosen name for the page in the Bookmark text box



My Publications

The screenshot shows the Rawlinsons Publishing website interface. The top navigation bar includes the Rawlinsons Publishing logo, the title '2020 Digital Rawlinsons Australian Construction Handbook', and a 'Close' button. The page number '11' is highlighted in the top navigation bar. The left sidebar contains a 'Bookmarks' section with a table of contents and a 'User Bookmarks' section. The 'User Bookmarks' section is expanded, showing a bookmark for 'How To...11'. The main content area displays the 'HOW TO USE THIS HANDBOOK' section, which includes information about building price indices, regional indices, and estimating costs.

Bookmarks

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- + REFURBISHMENT AND RECYCLING BUILDINGS..... 745
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- DEVELOPERS CONTRIBUTIONS..... 845
- + BUILDING PLAN, ADMIN. AND MANAGEMENT..... 857
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User Bookmarks

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HOW TO USE THIS HANDBOOK

BUILDING PRICE INDICES

These indices are a guide to the percentage variation in building costs for each year since 1963. This facilitates the updating of known costs to approximate current levels.

The indices are not valid for housing, small projects or remote country work, nor do they reflect the relative cost differential of the various cities.

The indices generally relate to all construction types, and as such, can only be a guide to specific project types.

REGIONAL INDICES

Regional indices give an indication of the locality adjustment factor to be applied to the figures of the base city in each state in order to arrive at a figure for country towns.

The respective index figures are a broad indication only of the cost variation and are applicable to the total project cost.

Choice of material, degree of prefabrication and general work load will have a considerable bearing on cost differentials.

ESTIMATING - BUILDING COSTS PER SQUARE METRE

This provides the average cost range for a wide selection of typical buildings. Whilst square metre costs are recommended for use in initial feasibility studies only, they also provide the base figure in the valuation of buildings. However, when so used they should be adjusted as described in the following Elemental Costs of Buildings. It should also be noted that, as the figures given are for a typical building on a flat site, adjustment must be made for such factors as sloping sites, ground conditions, unusual shape and other design considerations.

The costs given are based on the total floor area of all levels, measured between the inner faces of external walls; refer pages 9/6 to 9/11 for measurement of areas.

It is important to refer to page 20 for further notes on the use of these costs.

ESTIMATING - ELEMENTAL COSTS OF BUILDINGS

This assists in the compilation of a more accurate cost per square metre through evaluation and adjustment of the mean figures of the various elements of the foregoing typical buildings, to reflect the particular building being examined. Examples of the major variations from the typical are the likes of special facade treatments, the extent of floor finishes and whether or not the building services include air-conditioning, lifts, etc.

It is important to refer to pages 20, 50 and 51 for further notes on the allowances and use of these costs.

ESTIMATING - COMPARATIVE COSTS

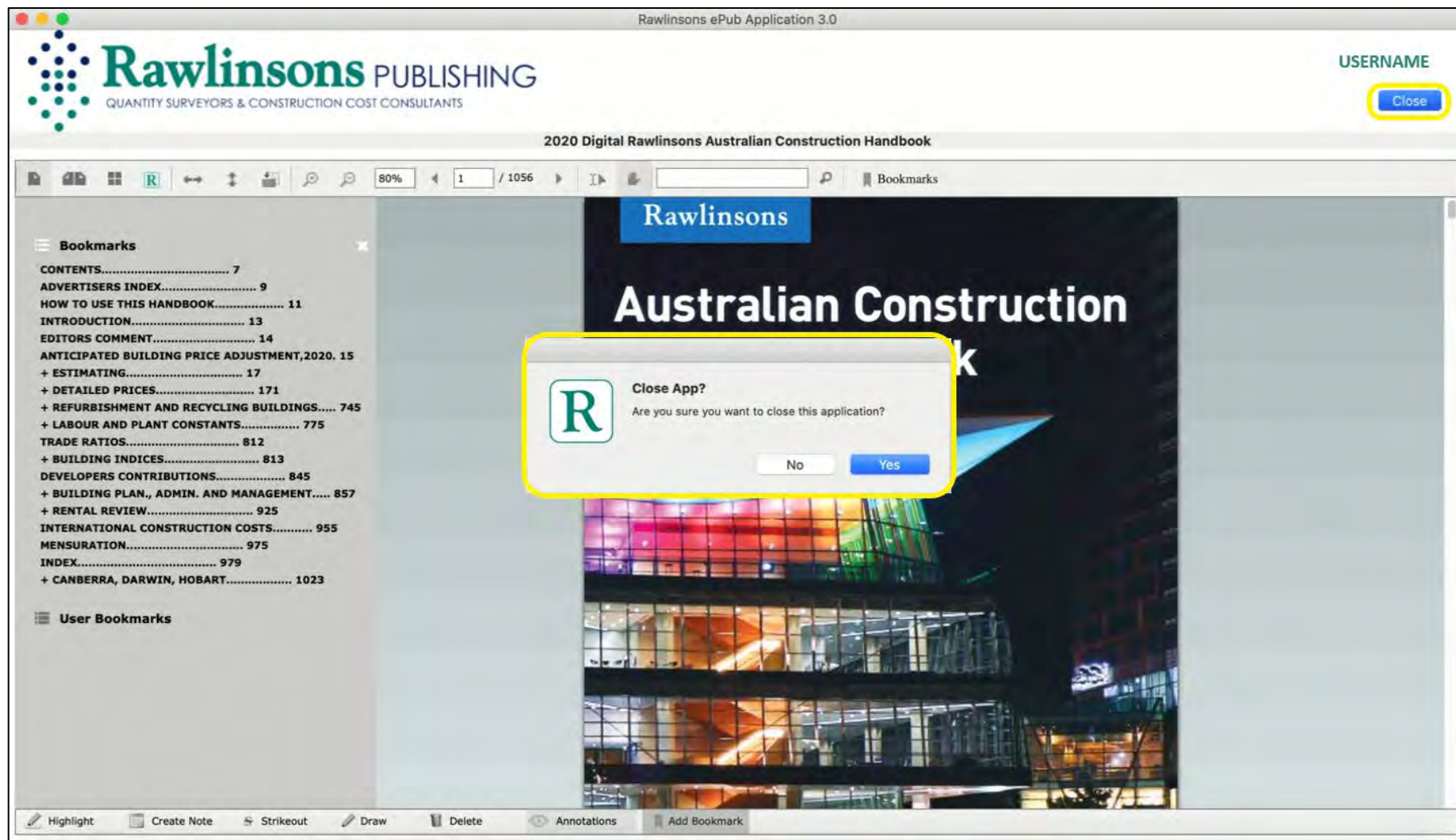
The more detailed rates given in this section facilitate a finer adjustment of the foregoing elemental figures through the application of unit costs to a particular element (i.e. different design treatments such as facades, interior finishes, etc.

The costs given are all-up estimating costs, i.e. they include allowance for labour and minor items. For items not covered in this section it will be necessary to refer to the Detailed Prices section.

Your new Bookmarks will be shown when the User Bookmarks menu is expanded and provide a direct link to the chosen page



My Publications



Click close when you're finished, particularly if you have shared access, as this frees up the license for another user



Subscription Details – Licensee Users Only

Subscriptions

ADVANCED SEARCH CLEAR

SNO	Title	Edition Year	Edition	Licensees	License in Use	Statistics	Order N...
6	2019 Bundle - Digital & Hardcopy Rawlinsons Australian Construction Handbook	2019	37	1	0	1 Views	N/A
7	2020 Digital Rawlinsons Australian Construction Handbook	2020	38	1	0	6 Views	N/A
8	2020 Digital Rawlinsons Construction Cost Guide	2020	28	1	0	0 Views	N/A

1 2 items per page 6 - 8 of 8 items

Licensed Users

Search

- Assign user license
- Revoke user license
- Assign offline lease
- Revoke offline lease

SNO	Name	Email	Viewing Publication	Statistics	Status	Actions
-----	------	-------	---------------------	------------	--------	---------

No records available.

0 items per page No items to display

Powered by vLinkD

The top section of the page lists the publications you have subscribed to by year. The number of licenses available for each publication and whether any licenses are in use, is shown in the further columns. You can also see general viewing statistics



Subscription Details – Licensee Users Only

Rawlinsons PUBLISHING
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

USERNAME

Subscriptions

ADVANCED SEARCH CLEAR

SNO	Title	Edition Year	Edition	Licensees	License in Use	Statistics	Order N...
6	2019 Bundle - Digital & Hardcopy Rawlinsons Australian Construction Handbook	2019	37	1	0	1 Views	N/A
7	2020 Digital Rawlinsons Australian Construction Handbook	2020	38	1	0	6 Views	N/A
8	2020 Digital Rawlinsons Construction Cost Guide	2020	28	1	0	0 Views	N/A

1 2 items per page 6 - 8 of 8 items

Licensed Users

Search

- Assign user license
- Revoke user license
- Assign offline lease
- Revoke offline lease

SNO	Name	Email	Viewing Publication	Statistics	Status	Actions
1	User Name	user@email.com	No	0 Views	Active	
2	Named User	named.user@email.com	No	0 Views	Active	
3	Joe Bloggs	joe.b@email.com	No	0 Views	Active	

1 items per page 1 - 3 of 3 items

Click on a title line so that it becomes defined in grey, the list of users for that publication is then displayed in the lower section of the page.



If you have a large list of users you can expand it out via the dropdown arrow



Subscription Details – Licensee Users Only

Subscriptions

ADVANCED SEARCH ▾ CLEAR

SNO	Title	Edition Year	Edition	Licensees	License in Use	Statistics	Order N...
6	2019 Bundle - Digital & Hardcopy Rawlinsons Australian Construction Handbook	2019	37	1	0	1 Views	N/A
7	2020 Digital Rawlinsons Australian Construction Handbook	2020	38	1	1	7 Views	N/A
8	2020 Digital Rawlinsons Construction Cost Guide	2020	28	1	0	0 Views	N/A

1 2
















items per page

6 - 8 of 8 items

When a license is in use it will be shown on the title line in the top section of the page



Subscription Details – Licensee Users Only

Licensed Users						
Search 			 Assign user license  Revoke user license  Assign offline lease  Revoke offline lease			
SNO	Name	Email	Viewing Publication	Statistics	Status	Actions
1	User Name	user@email.com	Yes	 7 Views	Active	   Release License
2	Named User	named.user@email.com	No	 0 Views	Active	 
3	Joe Bloggs	joe.b@email.com	No	 0 Views	Active	 
1 items per page 1 - 3 of 3 items						

You can see who is currently using the publication in the users list below. It will show 'Yes' in the viewing publication column and display an eye icon in the actions column. You can release the license for other users by clicking this icon. The current user will be informed that the licensee has ended the session



Subscription Details – Licensee Users Only

Licensed Users

Search

✓ Assign user license

✗ Revoke user license

📄 Assign offline lease

✗ Revoke offline lease

✗

📄

✗

📄

SNO	Name	Email	Viewing Publication	Statistics	Status	Actions
1	User Name	user@email.com	No	0 Views	Active	<div><div>✗</div><div>📄</div></div>
2	Named User	named.user@email.com	No	0 Views	Active	<div><div>✗</div><div>📄</div></div>
3	Joe Bloggs	joe.b@email.com	No	0 Views	Active	<div><div>✗</div><div>📄</div></div>

1

items per page


1 - 3 of 3 items


The Actions column contains active icons for making adjustments to users of each publication. The legend above the table shows the meaning of each icon. For instance, if you click a red stop sign, it will revoke the user and they will show as Inactive
(To Add new users or Deactivate/Delete users overall, go to the Users section)





Subscription Details – Licensee Users Only


Licensed Users










Search 

 Assign user license

 Revoke user license

 Assign offline lease

 Revoke offline lease

SNO	Name	Email	Viewing Publication	Statistics	Status	Actions
1	User Name	user@email.com	No	 0 Views	Active	 
2	Named User	named.user@email.com	No	 0 Views	Active	 
3	Joe Bloggs	joe.b@email.com	No	 0 Views		 

1

items per page


3 of 3 items

Hover your cursor over the icon to see a pop up of the action, click the icon to complete it.
Revoke User will make them inactive on the selected publication and they won't have access



Subscription Details – Licensee Users Only

Licensed Users











Search 

✓ Assign user license

✗ Revoke user license

📄 Assign offline lease

📄 Revoke offline lease

SNO	Name	Email	Viewing Publication	Statistics	Status	Actions
1	User Name	user@email.com	No	 0 Views	Active	 
2	Named User	named.user@email.com	No	 0 Views	InActive	  
3	Joe Bloggs	joe.b@email.com	No	 0 Views	Active	 


1 items per page 1 - 3 of 3 items





Once a user's license is revoked, you will see that their status has changed to InActive. To make them active once again, click on the green tick to Assign user, their publication access will resume













Subscription Details – Licensee Users Only

Licensed Users

Search 

 Assign user license
 Revoke user license
 Assign offline lease
 Revoke offline lease

SNO	Name	Email	Viewing Publication	Statistics	Status	Actions
1	User Name	user@email.com	No	 0 Views	Active	  
2	Named User	named.user@email.com	No	 0 Views	In Active	
3	Joe Bloggs	joe.b@email.com	No	 0 Views	Active	 

 items per page 1 - 3 of 3 items

Use the page icons to assign or revoke offline lease for a user of the selected publication. Assigning a lease means a license will be 'In Use' until it expires or is revoked. (You can learn more about offline later in this guide)
When you click assign, the following dialog will open to set up the lease



Subscription Details – Licensee Users Only

Rawlinsons PUBLISHING
QUALITY SURVEYS & CONSTRUCTION COST CONSULTANTS

Subscriptions

ADVANCED SEARCH ▾

SNO	Title
6	2019 Bundle - Dig Rawlinsons Austr Handbook
7	2020 Digital Raw Construction Har
8	2020 Digital Raw Construction Cos

Licensed Users

Search

SNO	Name
1	User Name
2	Named User
3	Joe Bloggs

Assign offline lease

Publication Category *
Construction Cost Guide

Publication *
2020 Digital Rawlinsons Construction Cost Guide

Start Date
2020-05-25

No of days to lease 1 license offline *
7

SUBMIT CANCEL

Powered by vLinkD

When assigning an offline lease for one of your publications you can adjust the number of days for your needs. The dialog defaults to today's date and 7 days. Change this as you wish. Keep in mind that the license will then be 'In use' and only available to that user



Subscription Details – Licensee Users Only

Licensed Users

Search

Assign user license
 Revoke user license
 Assign offline lease
 Revoke offline lease

Offline lease assigned successfully.


SNO	Name	Email	Viewing Publication	Statistics	Status	Actions
1	User Name	user@email.com	No	0 Views	Active	
2	Named User	named.user@email.com	No	0 Views	InActive	
3	Joe Bloggs	joe.b@email.com	No	0 Views	Active	

A message will flash up to say that the lease was assigned. You will see that the page icon is now red in the actions column to indicate that the user has an active lease












Subscription Details – Licensee Users Only

Licensed Users

Search 

Please confirm if you want to revoke the offline lease of the selected user?

YES NO


SNO	Name	Email	Viewing Publication	Statistics	Status	Actions
1	User Name	user@email.com	No	 0 Views	Active	 
2	Named User	named.user@email.com	No	 0 Views	InActive	 
3	Joe Bloggs	joe.b@email.com	No	 0 Views	Active	 





Click the red page icon to revoke the lease. You will be asked to confirm this action. You will also need to complete this action if you want to apply more time to a lease. Revoke it first, then assign again for more days












Subscription Details – Licensee Users Only

Licensed Users

Search 

 Assign user license
 Revoke user license
 Assign offline lease
 Revoke offline lease

Offline lease revoked successfully.

SNO	Name	Email	Viewing Publication	Statistics	Status	Actions
1	User Name	user@email.com	No	 0 Views	Active	 
2	Named User	named.user@email.com	No	 0 Views	InActive	 
3	Joe Bloggs	joe.b@email.com	No	 0 Views	Active	 

Once the lease is revoked the icon will show in black again. The license will be released for that publication and will be available to other users again



Users – Licensee user only

Rawlinsons PUBLISHING
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

USERNAME ▾

Users

ADVANCED SEARCH ▾ CLEAR

ADD NEW USER

SNO	First Name	Last Name	Company	Email Address	Role	Phone	Status	Actions
1	User	Name	Construct Co	user.name@cma	Licensee	N/A	Active	
2	Named	User	Construct Co	nameduser@em	General User	N/A	Active	

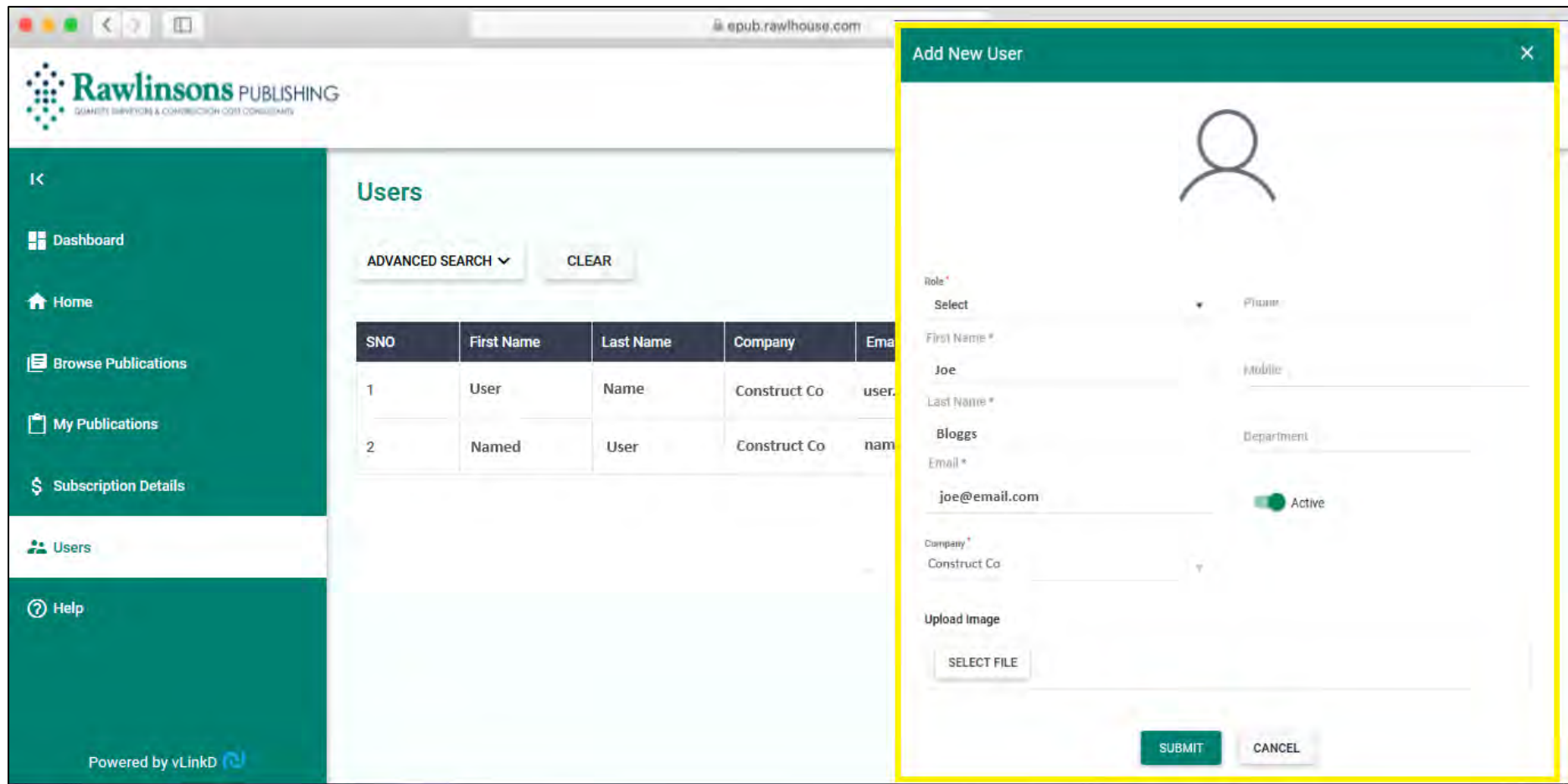
1

1 - 2 of 2 items

Powered by vLinkD

This page lists all the users included under your Company name (or individual name). The person that made the initial purchase of a subscription is always a licensee user. To prevent any mistakes, a licensee user cannot deactivate themselves, so the actions column will not show a deactivate button (stop sign). Use 'ADD NEW USER' to input the contacts you will share your subscription access with

Users – Licensee user only




Rawlinsons PUBLISHING
QUALITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

Users

ADVANCED SEARCH ▼ CLEAR

SNO	First Name	Last Name	Company	Email
1	User	Name	Construct Co	user.
2	Named	User	Construct Co	nam

Add New User



Role *
Select

First Name *
Joe

Last Name *
Bloggs

Email *
joe@email.com

Company *
Construct Co

Upload Image
SELECT FILE

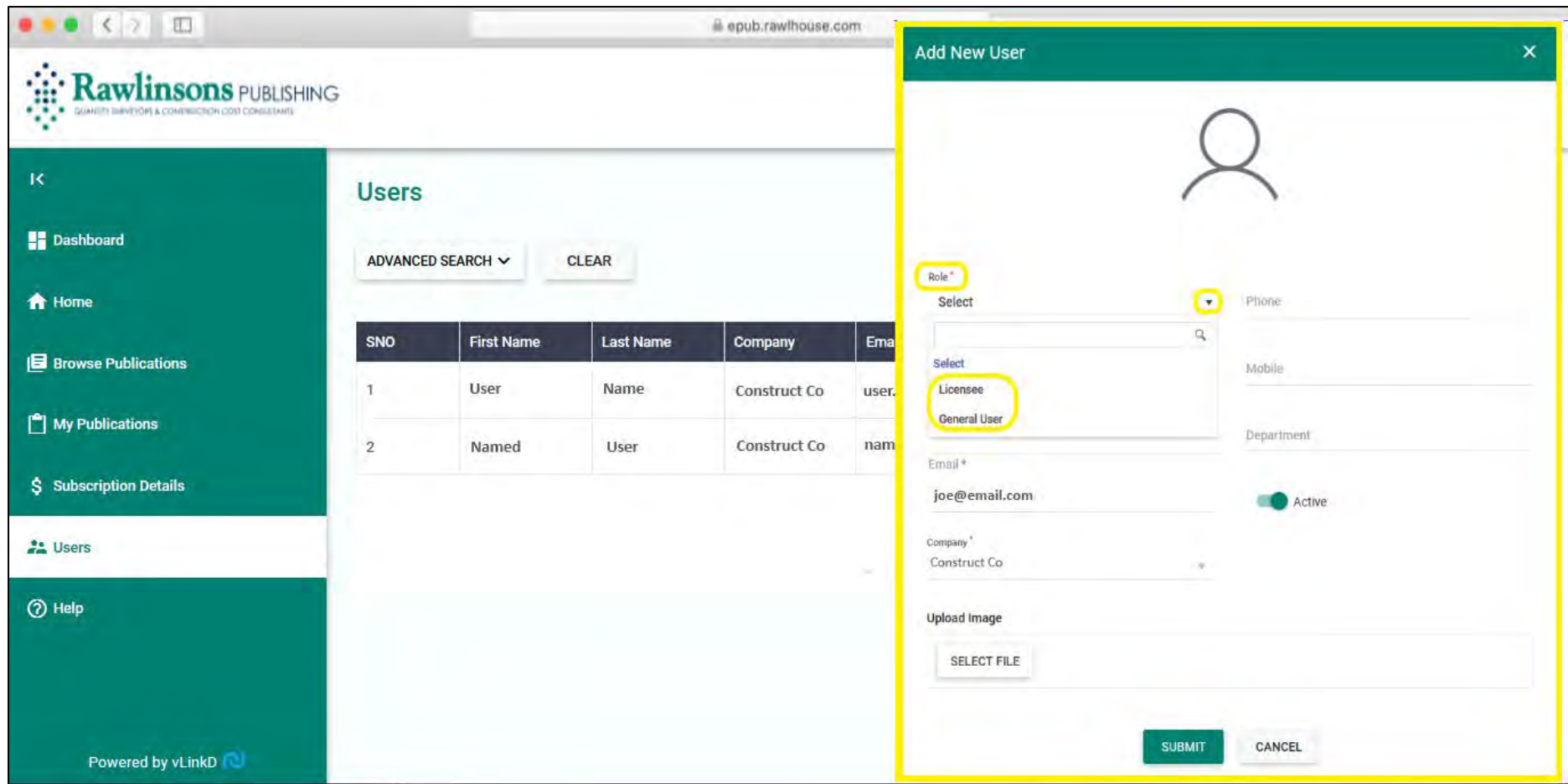
Active ☒

SUBMIT CANCEL

The new user dialog includes compulsory and optional fields. Completing user Names, Email and Role sections will be enough to give automatic subscription access to that user. The company name will show automatically and cannot be changed.

Take Care when entering the email address of your user, this cannot be changed once it is submitted and a new record would be needed

Users – Licensee user only



Rawlinsons PUBLISHING
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

Users

ADVANCED SEARCH ▼ CLEAR

SNO	First Name	Last Name	Company	Email
1	User	Name	Construct Co	user.
2	Named	User	Construct Co	nam

Add New User

Role *
Select
Licensee
General User

Phone
Mobile
Department

Email *
joe@email.com

Company *
Construct Co

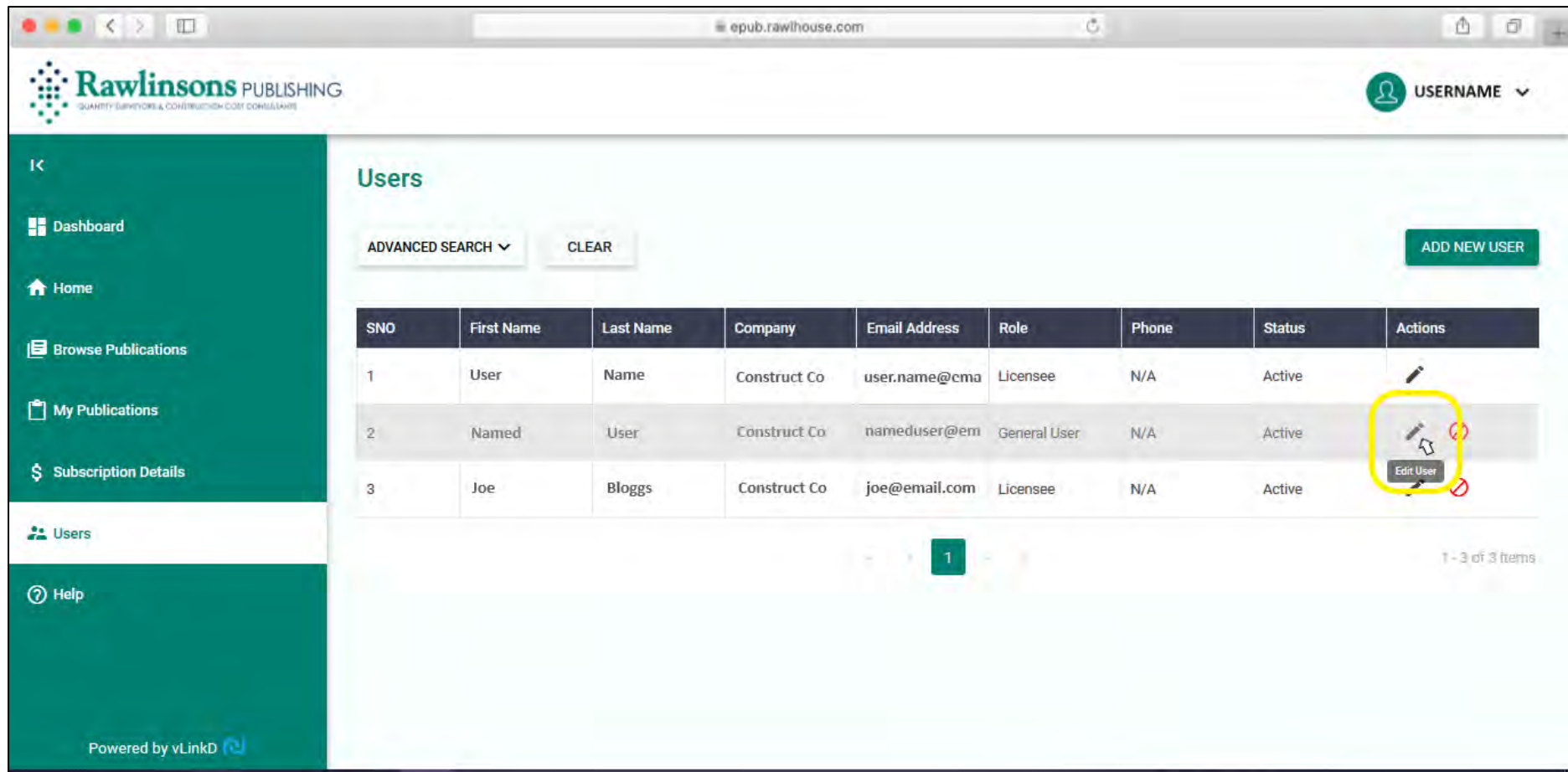
Upload image
SELECT FILE













Active

SUBMIT CANCEL

Role is selected via a dropdown menu, the choices are Licensee or General user. General users will have access to the allotted publications via 'My Publications', they will not have access to the Users section or Subscription Details. Licensee users will have the same level of access as the initial license purchaser and will be able to view/amend Users and subscription details. It is a good idea to have at least 2 licensees if you will be adding many users to share access. That way there is always a licensee available to assist/add colleagues

Users – Licensee user only

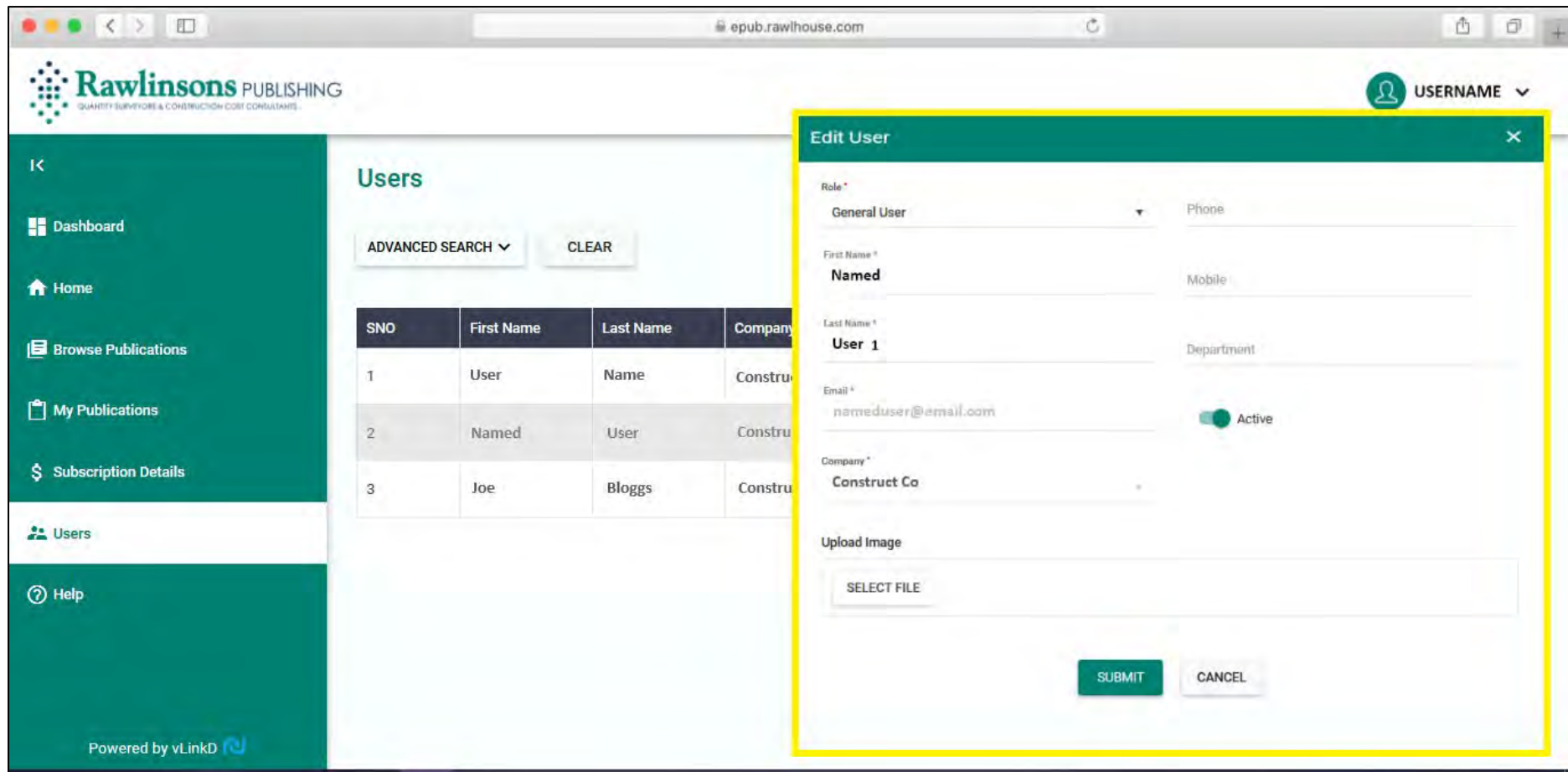


SNO	First Name	Last Name	Company	Email Address	Role	Phone	Status	Actions
1	User	Name	Construct Co	user.name@cma	Licensee	N/A	Active	
2	Named	User	Construct Co	nameduser@em	General User	N/A	Active	     
3	Joe	Bloggs	Construct Co	joe@email.com	Licensee	N/A	Active	    

1 - 3 of 3 items

Once you have submitted the new user, you will see them appear in the users list. At this point they will be automatically assigned access to all of your active subscriptions. The system will send them the 'Welcome' email with their individual login details. If you wish to limit the publications that a user can access, go to 'Subscription Details' and amend the access on an individual publication basis. You can edit the basic details for each user by clicking the 'pen' icon in the actions column

Users – Licensee user only



Rawlinsons PUBLISHING
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

USERNAME

Users

ADVANCED SEARCH ▼ CLEAR

SNO	First Name	Last Name	Company
1	User	Name	Constru
2	Named	User	Constru
3	Joe	Bloggs	Constru

Edit User

Role *
General User

First Name *
Named

Last Name *
User 1

Email *
nameduser@email.com

Company *
Construct Co

Phone

Mobile

Department

Active

Upload Image
SELECT FILE

SUBMIT CANCEL

You can change details such as Role and name, or add further information to the record. You cannot amend an email address once it has been entered as this forms the basis of login and access records. If you have entered it incorrectly, make the initial record inactive (info to follow) and create a new user with the correct email



Users – Licensee user only

Rawlinsons PUBLISHING
QUALITY SUBSCRIPTIONS & CONSTRUCTION COST INFORMATION

USERNAME

Users

ADVANCED SEARCH

SNO	First Name	Last Name	Company	Email Address	Role	Phone	Status	Actions
1	User	Name	Construct Co	user.name@cma	Licensee	N/A	Active	
2	Named	User 1	Construct Co	nameduser@em	General User	N/A	Active	
3	Joe	Bloggs	Construct Co	joe@email.com	Licensee	N/A	Active	

1 - 3 of 3 items

☒ User successfully updated.

Powered by vLinkD

Your submitted changed will be confirmed by a success message



Users – Licensee user only

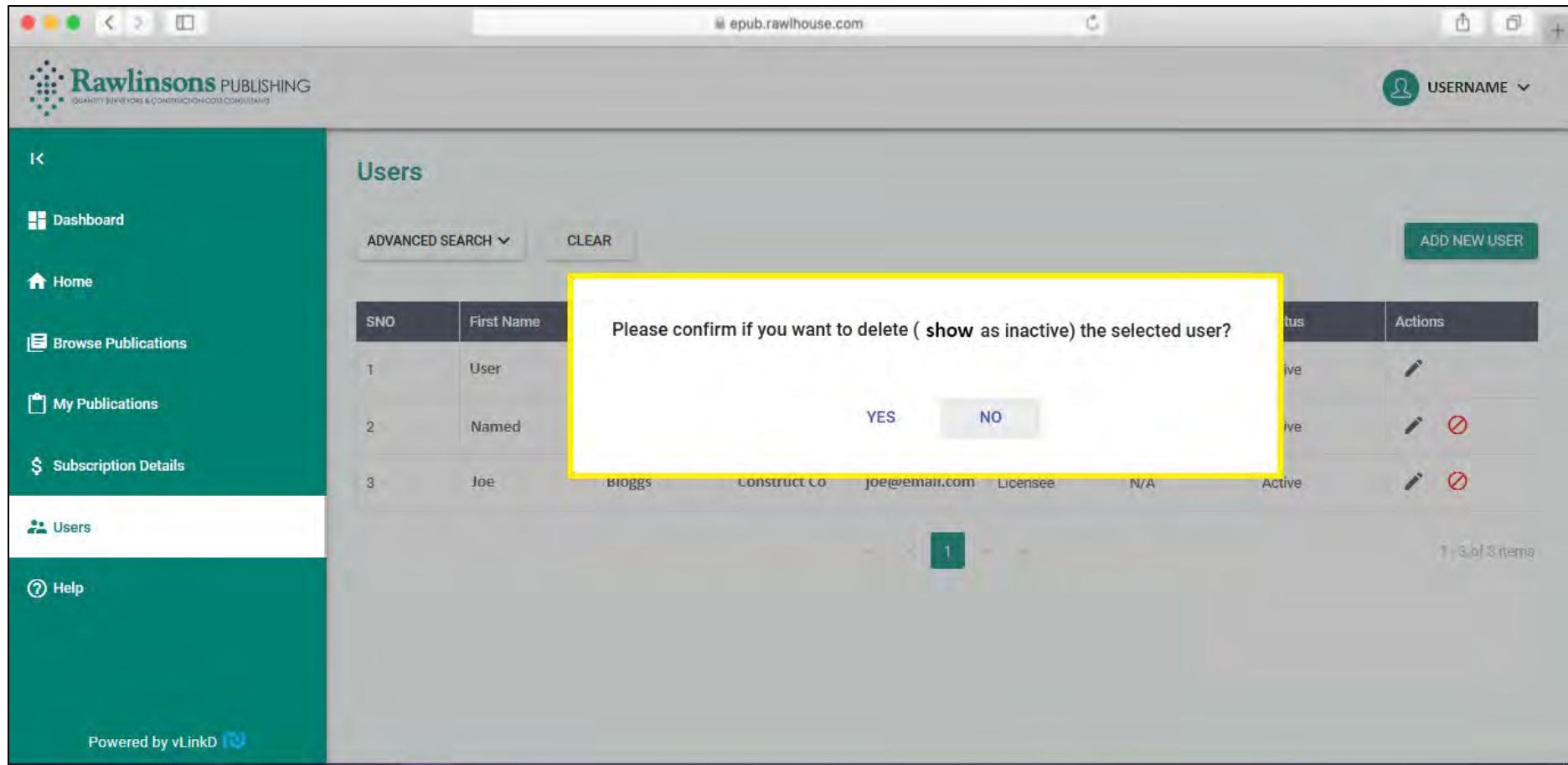
The screenshot shows the 'Users' management page in the Rawlinsons Publishing system. The page includes a sidebar with navigation links: Dashboard, Home, Browse Publications, My Publications, Subscription Details, Users (selected), and Help. The main content area displays a table of users with columns: SNO, First Name, Last Name, Company, Email Address, Role, Phone, Status, and Actions. There are three users listed. The third user, 'Joe Bloggs', is highlighted, and a yellow box around the 'Actions' column for this user shows a 'Deactivate user' button. Above the table are 'ADVANCED SEARCH' and 'CLEAR' buttons, and an 'ADD NEW USER' button. The footer indicates 'Powered by vLinkD'.

SNO	First Name	Last Name	Company	Email Address	Role	Phone	Status	Actions
1	User	Name	Construct Co	user.name@cma	Licensee	N/A	Active	
2	Named	User 1	Construct Co	nameduser@em	General User	N/A	Active	
3	Joe	Bloggs	Construct Co	joe@email.com	Licensee	N/A	Active	

1 - 3 of 3 items

Use the deactivate icon (stop sign) to halt a user's access to all publications and prevent them from being added to any further publications

Users – Licensee user only








Rawlinsons PUBLISHING
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

USERNAME

Users

ADVANCED SEARCH ▼ CLEAR

ADD NEW USER

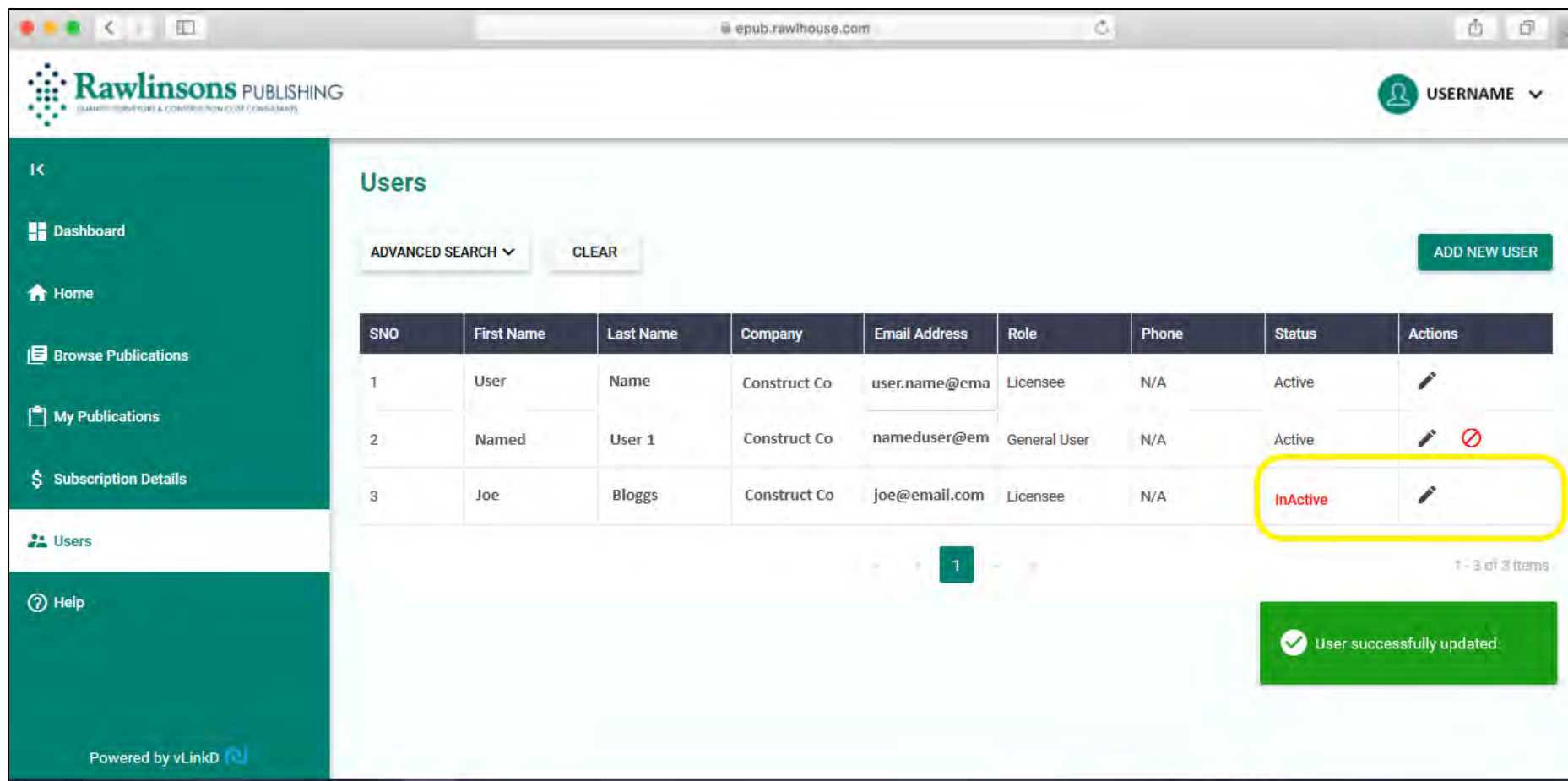
SNO	First Name	Last Name	Email	Licensee	Status	Actions		
1	User				ive			
2	Named				ive	 		
3	Joe	Bloggs	Construct Co	joe@email.com	Licensee	N/A	Active	 

1 / 3 of 3 items

Powered by vLinkD

Confirm that you wish to deactivate the user. Their record will stay in place but they will have no access to current subscriptions

Users – Licensee user only



Rawlinsons PUBLISHING
(QUALITY REPORTS & CONSTRUCTION COST CONSULTANTS)





epub.rawlhouse.com

USERNAME

Users

ADVANCED SEARCH ▼ CLEAR

ADD NEW USER

SNO	First Name	Last Name	Company	Email Address	Role	Phone	Status	Actions
1	User	Name	Construct Co	user.name@cma	Licensee	N/A	Active	
2	Named	User 1	Construct Co	nameduser@em	General User	N/A	Active	 
3	Joe	Bloggs	Construct Co	joe@email.com	Licensee	N/A	InActive	

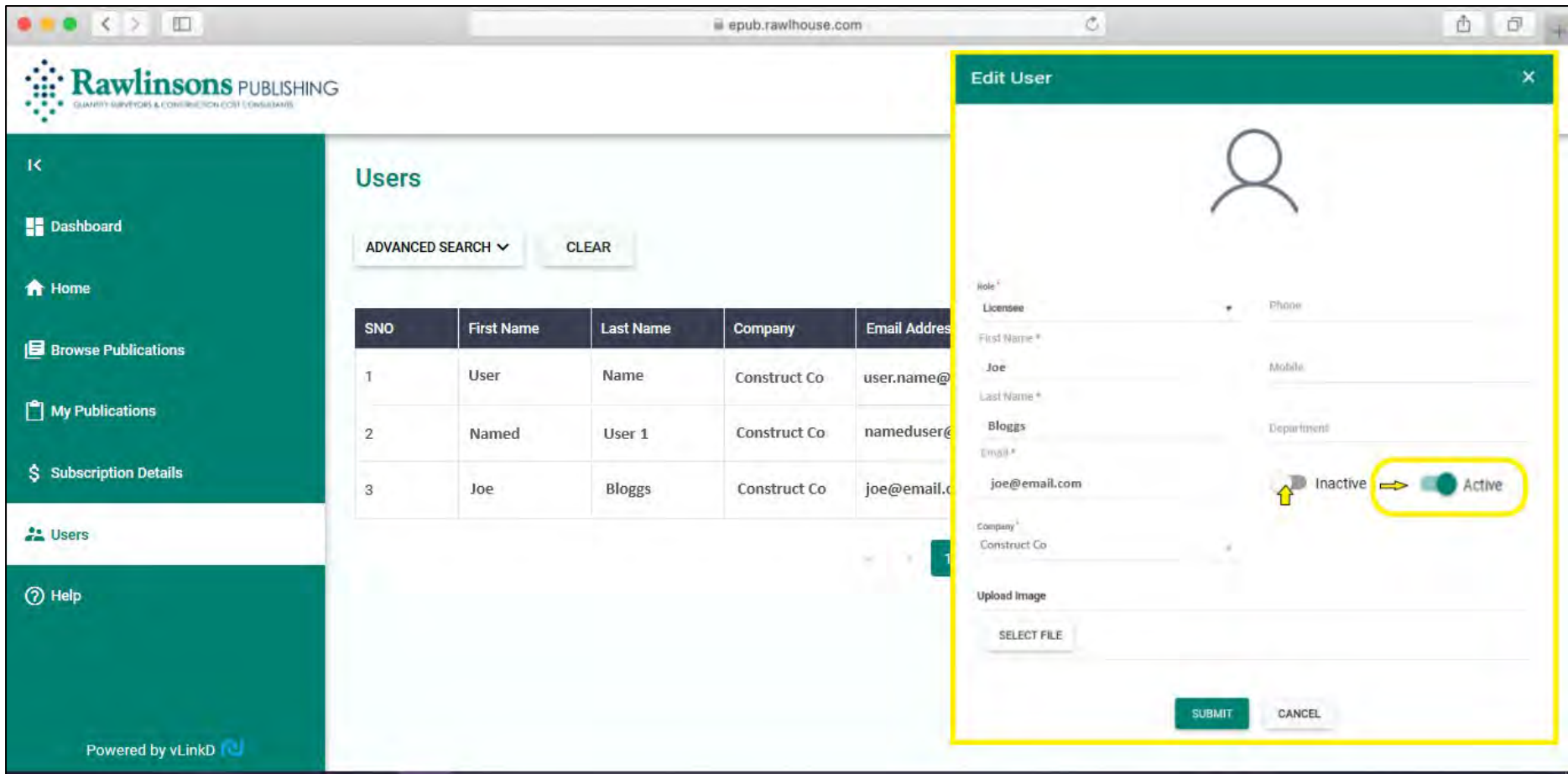
1 - 3 of 3 items

✓ User successfully updated.

Powered by vLinkD

The User will then show as InActive. You can re-activate their access at a later date if you need to

Users – Licensee user only



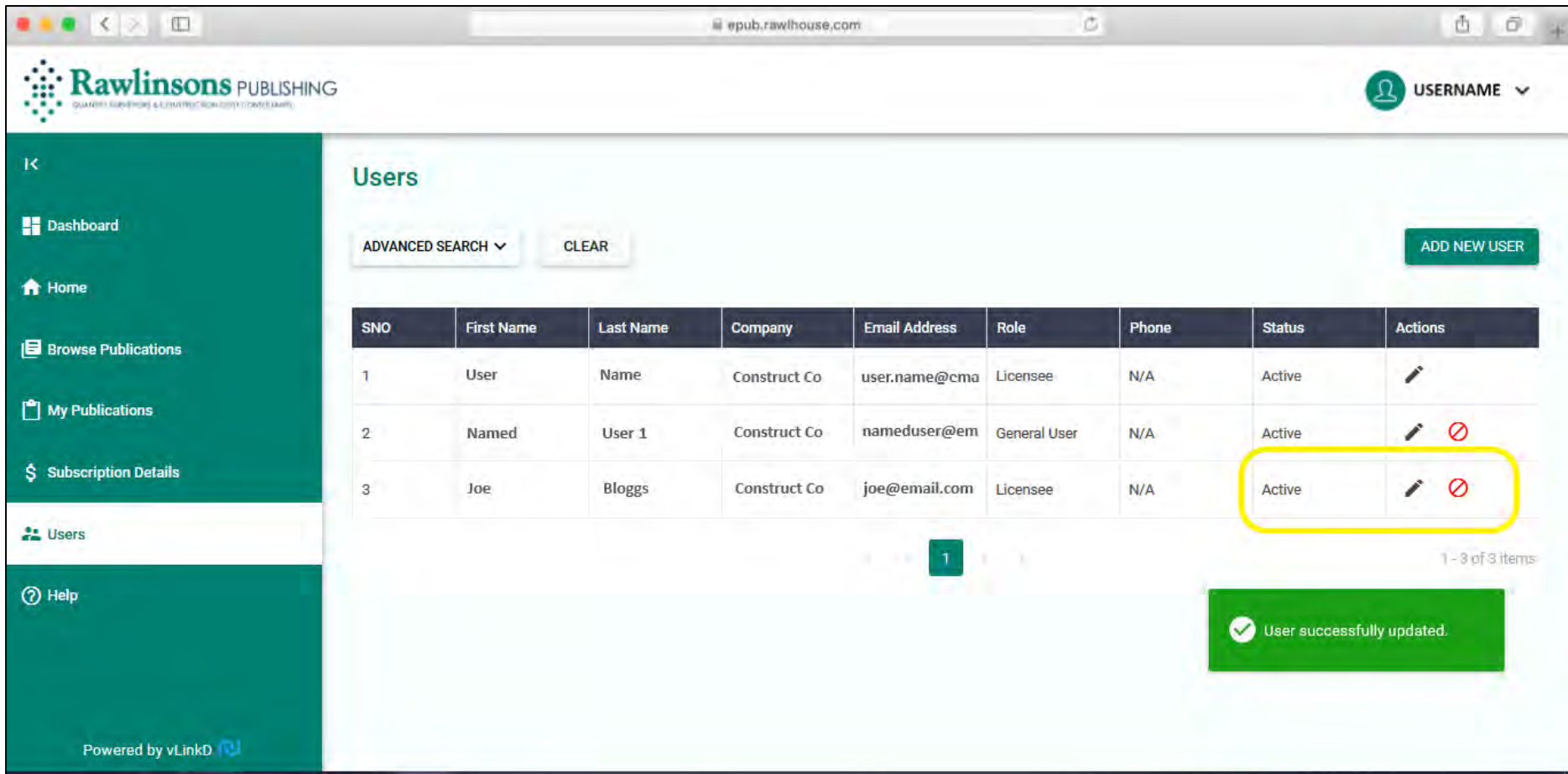
The screenshot displays the 'Rawlinsons PUBLISHING' interface for managing users. The left sidebar contains navigation links: Dashboard, Home, Browse Publications, My Publications, Subscription Details, Users (selected), and Help. The main content area is titled 'Users' and includes an 'ADVANCED SEARCH' dropdown and a 'CLEAR' button. Below this is a table of users:

SNO	First Name	Last Name	Company	Email Address
1	User	Name	Construct Co	user.name@
2	Named	User 1	Construct Co	nameduser@
3	Joe	Bloggs	Construct Co	joe@email.c

The 'Edit User' modal is open, showing a slide switch for the user's status. The switch is currently in the 'Inactive' position (grey) and is highlighted with a yellow box and an arrow pointing to the 'Active' position (green). The modal also includes fields for First Name, Last Name, Email, and Company, as well as an 'Upload Image' section with a 'SELECT FILE' button. The 'SUBMIT' and 'CANCEL' buttons are at the bottom.

To re-activate an inactive a user, click the edit (pen) icon. The dialog box includes a slide switch which will display in grey when inactive. Slide it to the right to bring them back to Active

Users – Licensee user only



Rawlinsons PUBLISHING






epub.rawlhouse.com

USERNAME

Users

ADVANCED SEARCH ▼ CLEAR

ADD NEW USER

SNO	First Name	Last Name	Company	Email Address	Role	Phone	Status	Actions
1	User	Name	Construct Co	user.name@cma	Licensee	N/A	Active	
2	Named	User 1	Construct Co	nameduser@em	General User	N/A	Active	 
3	Joe	Bloggs	Construct Co	joe@email.com	Licensee	N/A	Active	 

1 - 3 of 3 items






✓ User successfully updated.

Powered by vLinkD

The user will now be back to Active status and can again access current publications

Device address

The screenshot shows the 'Users' management page in the Rawlinsons Publishing system. The page includes a sidebar with navigation links: Dashboard, Home, Browse Publications, My Publications, Subscription Details, Users, and Help. The main content area displays a table of users. The first user, 'User Name' from 'Construct Co', has a 'device' icon in the Actions column, which is highlighted by a yellow box. A tooltip labeled 'Clear Device Address' appears when hovering over this icon. The table also shows two other users, 'Named User' and 'Joe Bloggs', both from 'Construct Co'. The page footer indicates it is 'Powered by vLinkD'.

SNO	First Name	Last Name	Company	Email Address	Role	Phone	Status	Actions
1	User	Name	Construct Co	user.name@cma	Licensee	N/A	Active	 Clear Device Address
2	Named	User	Construct Co	nameduser@em	General User	N/A	Active	 
3	Joe	Bloggs	Construct Co	joe@email.com	Licensee	N/A	Active	 

When a user has accessed (or attempted to access) the publication via offline lease you will see a 'device' icon in the actions column. If their next access is via a different computer an error message will display stating 'Device Mismatch'. This is to prevent users from having the publication open on more than one device. (This will cause no problems unless switching to a new device). To Clear the Device address, make sure the user has Closed the publication and logged out. Come to the Users section and click on the icon. The user is then free to open the publication on the current device.



Offline Access – Digital Lease

Offline access is provided through direct access of our viewing software. Once downloaded and installed, the app is accessed via the 'Rawlinsons Publishing' folder in your applications list. It opens up for login once a lease has been assigned to you from within the online EPub portal. All of the same copyright restrictions apply, so printing and copying are not permitted. Access to your license offline is provided on a lease basis. The length of the lease is up to you, or your licensee if you have shared use.

An offline lease acts as one use of your current licenses and may be revoked by the licensee if another user needs to login. It is recommended that you have a pool of 2 or more licenses for shared use, if you feel that there will be regular offline leasing. Online connectivity is required initially so that your current leases can sync with the viewer. Once they are updated you can access publications offline via the app for the assigned number of days.

Quick Start Steps



Visit the [EPub portal](#) and login with the details provided to you initially



Download the latest version viewer software (if you haven't already). Rawlinsons offline viewer app should be added to your applications list as described in the login section of this guide



Remaining in the online EPub portal, go to 'My Publications', those available to view Offline will be indicated



If no publications show as 'Available Offline', contact your licensee for a lease. If you are a licensee, visit 'Subscription Details' to assign a lease to any User. Use the buttons in the 'Actions' column for listed users of each publication. The default number of days for lease is 7 but this can be adjusted to suit your needs



Launch the offline app and login with the same credentials as used for the online portal, allow it to sync publications. (Web connection needed initially)



Available publications will be listed within the app via the publication year dropdown and can be accessed for offline viewing for the assigned number of days or until revoked by a licensee



Offline Access – Digital Lease

Rawlinsons PUBLISHING
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Publication*
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A message will flash up to say that the lease was assigned. You will see that the page icon is now red in the actions column to indicate that the user has an active lease. When you need to revoke the lease ahead of time, click this red icon. You can re-assign if you need to extend the number of days for that user.



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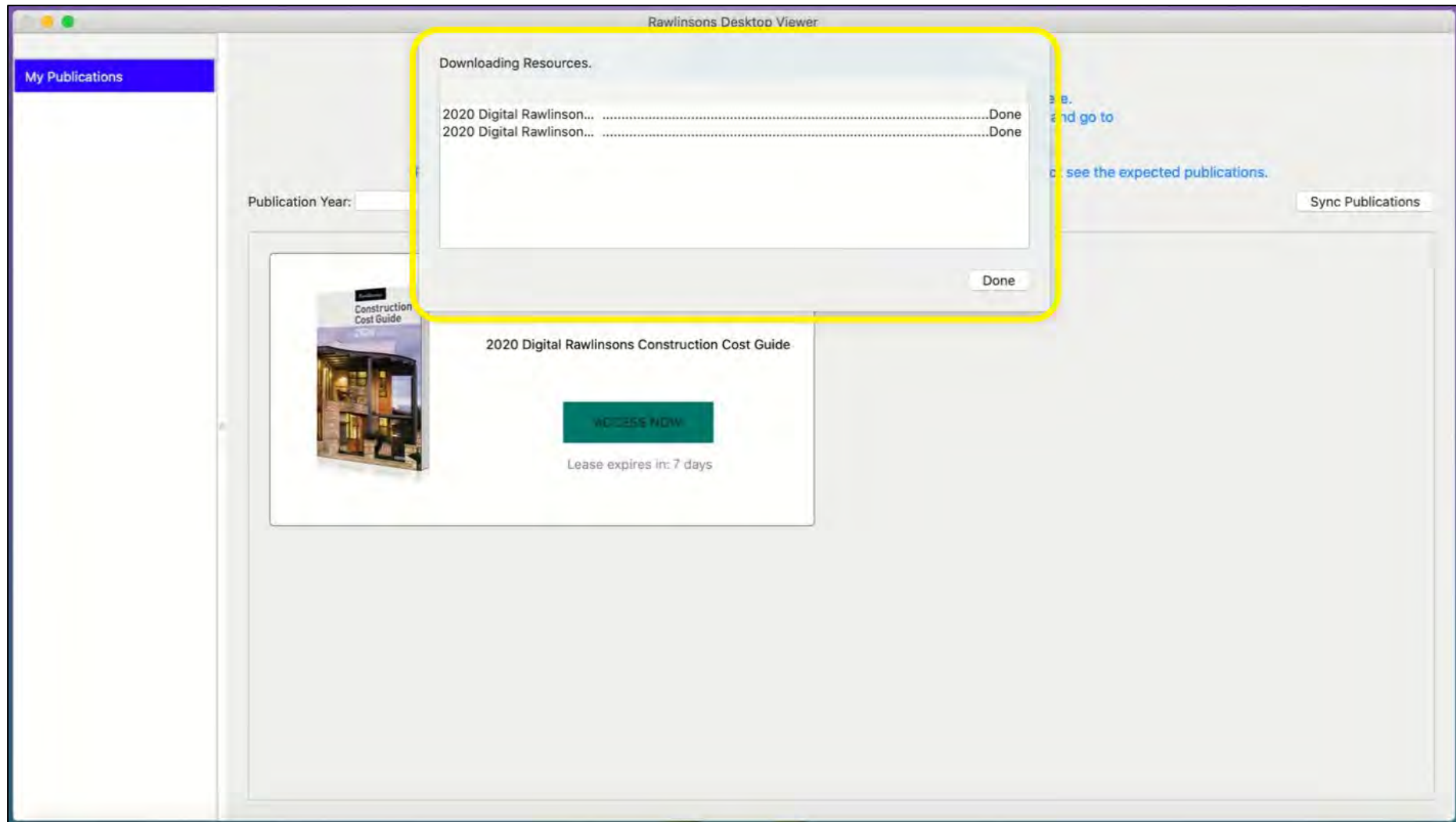
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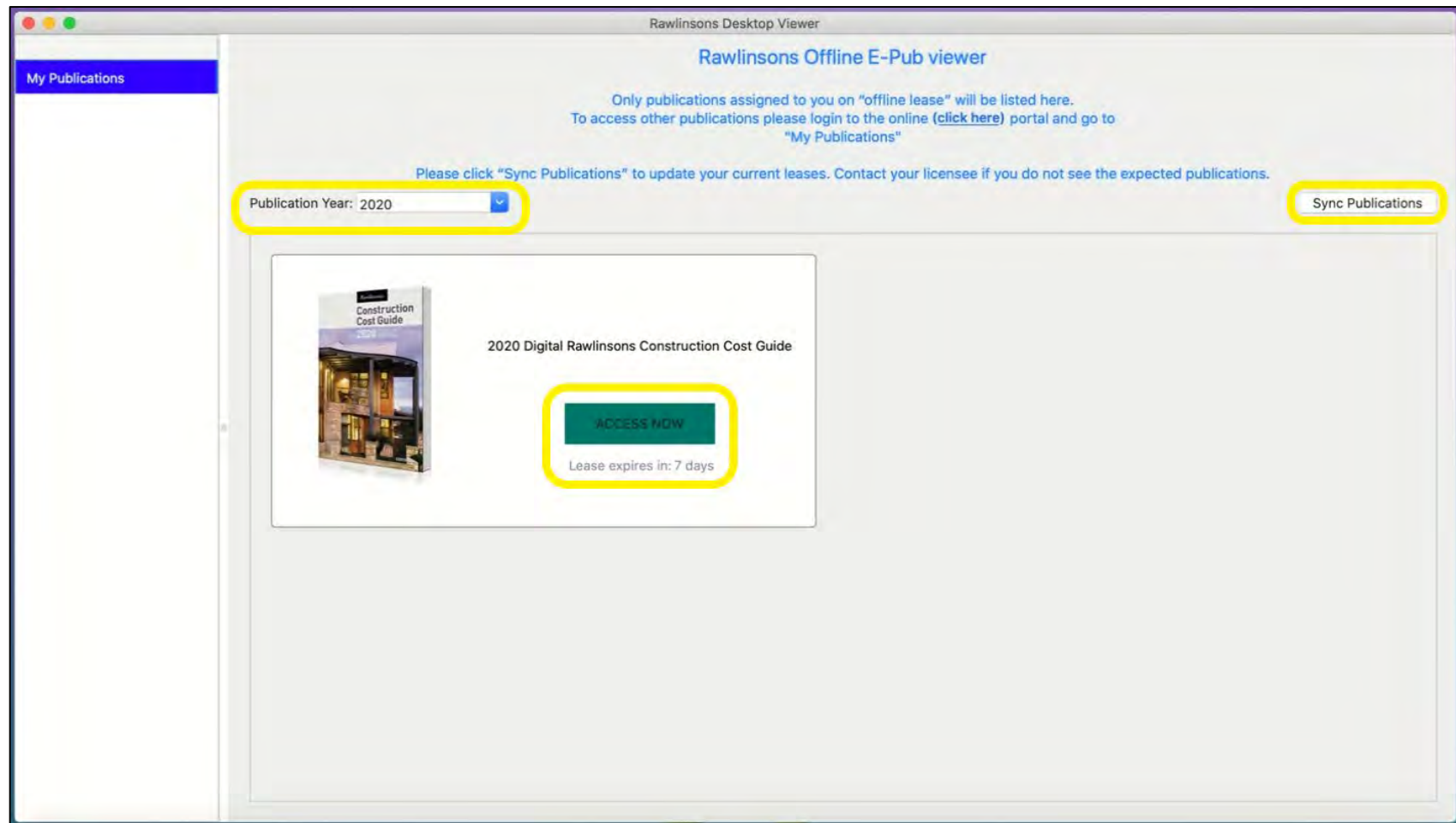
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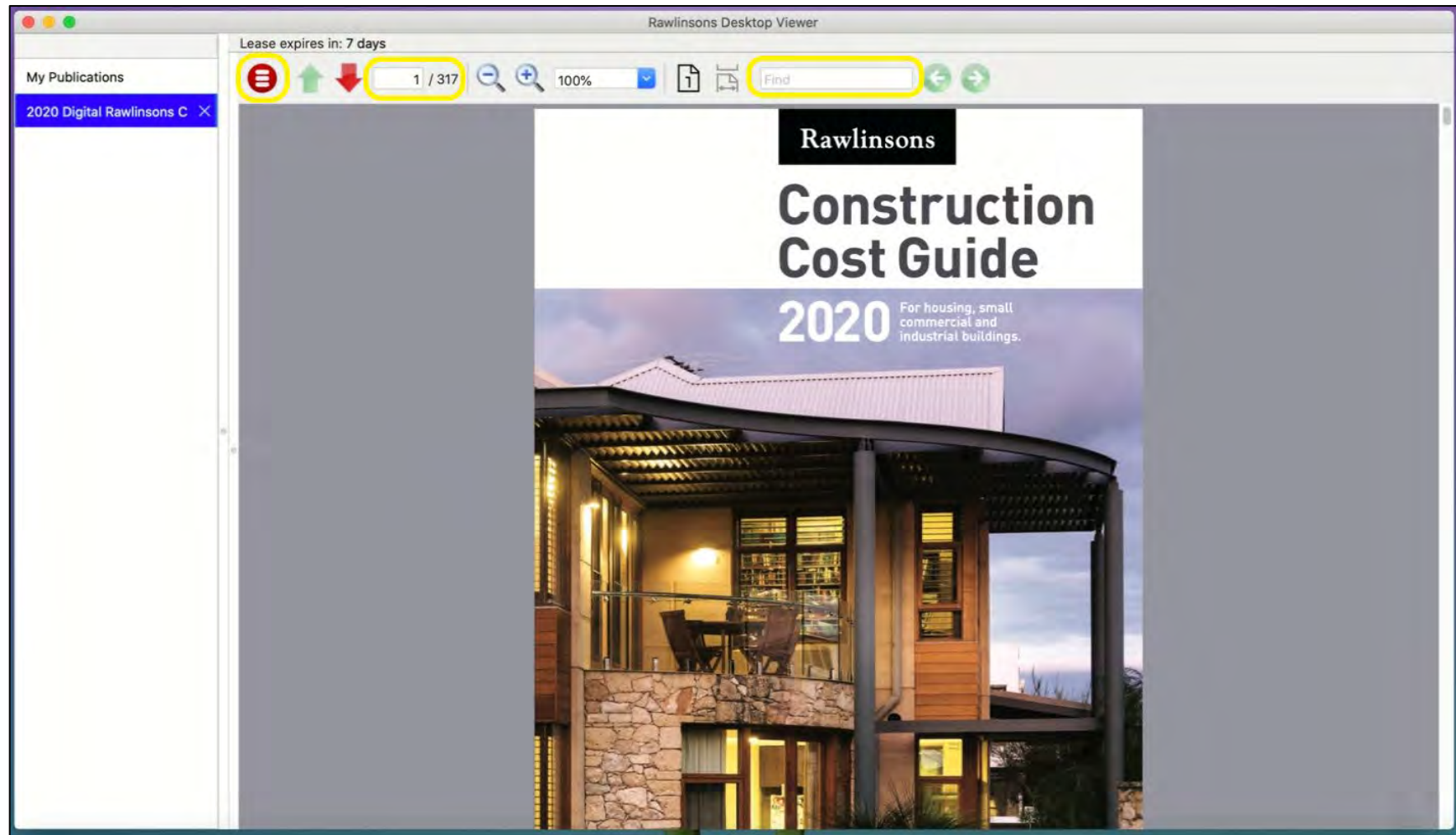
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On the homepage you will see the publications available to you and the number of days before the lease expires. If you have access to past years, use the dropdown menu to see them. You can sync publications from this page if you didn't on login, or if a new lease is assigned while you are in the app. Click 'Access Now' to launch the publication



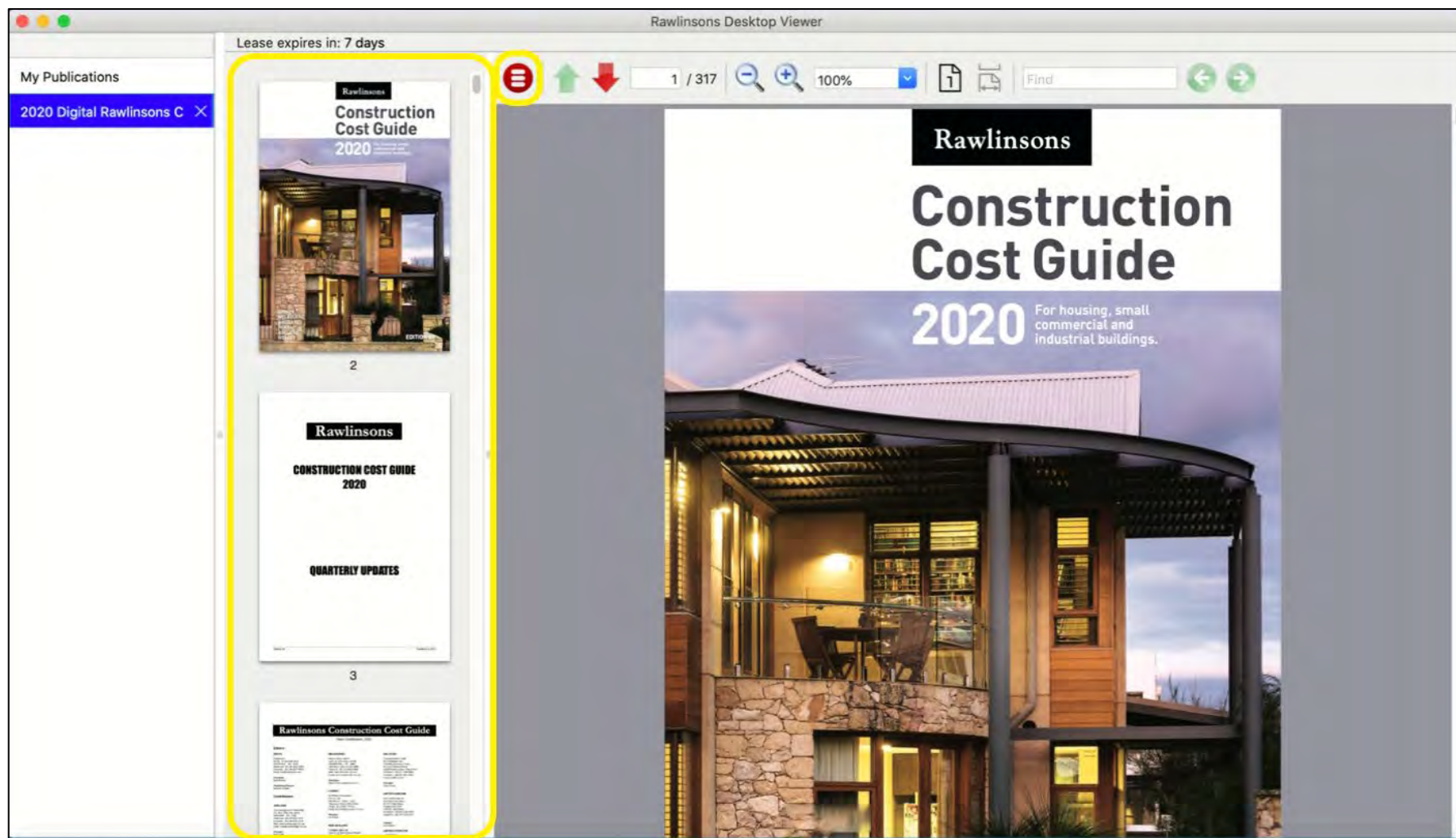
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Search via the 'find' field at the top



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