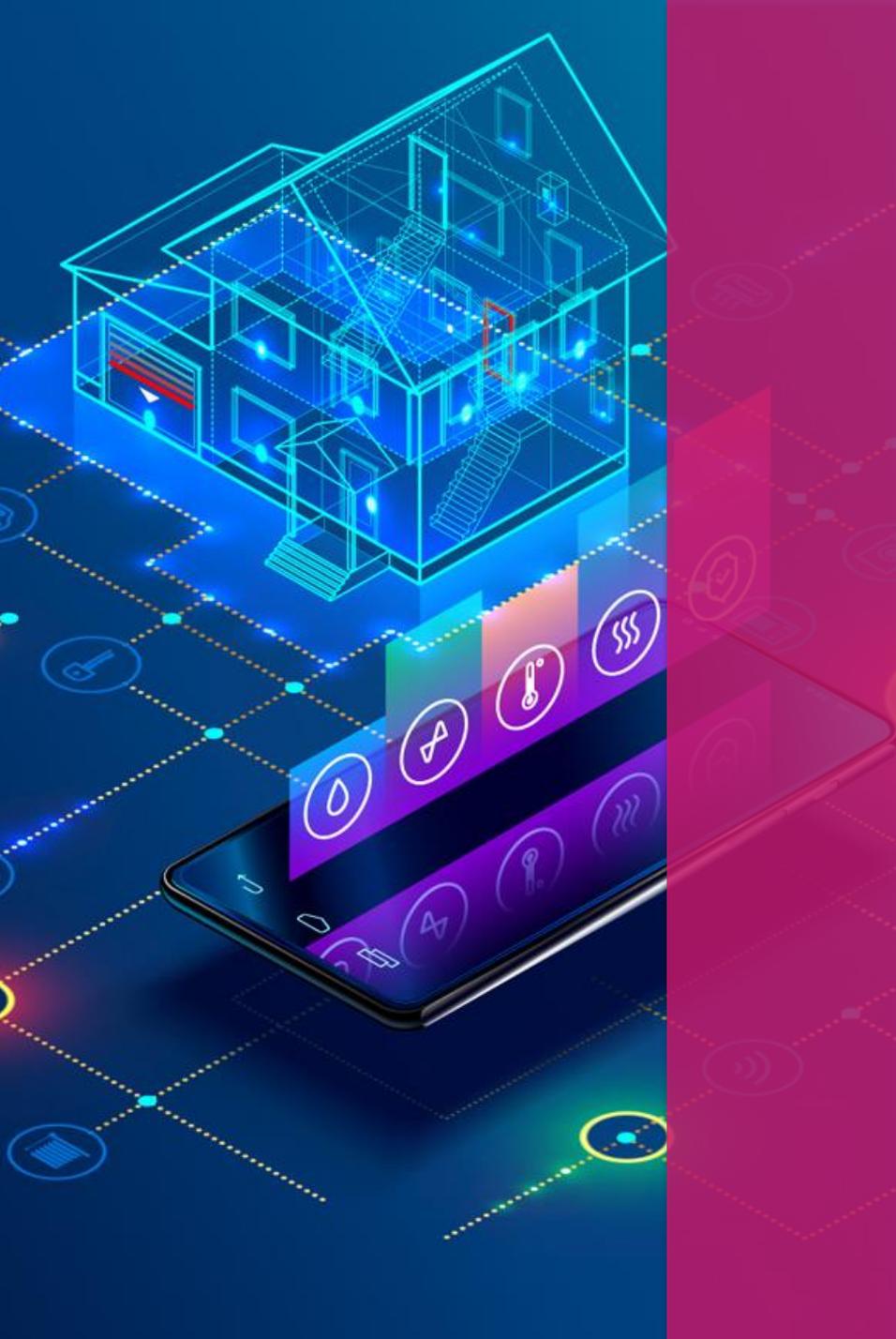


# EU BIM FOR BUILDING RENOVATION COMPETITION FOR CONSTRUCTION PROFESSIONALS AND STUDENTS

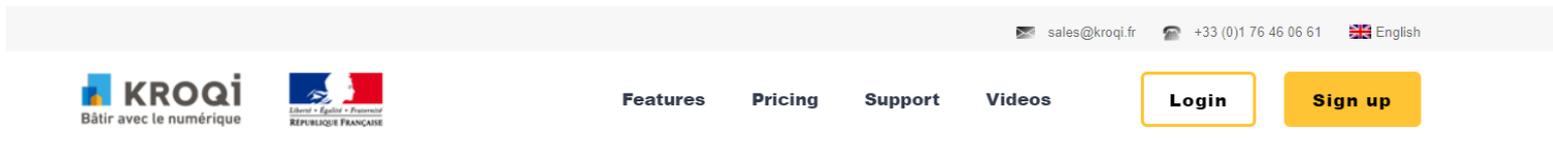
Registration and submission  
process for Team Leaders



# REGISTRATION PROCESS

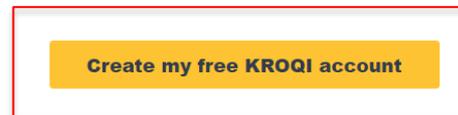


GO TO KROQI PLATFORM –  
[HTTPS://KROQI.FR/EN/](https://kroqi.fr/en/)



## The collaborative work platform for construction professionals

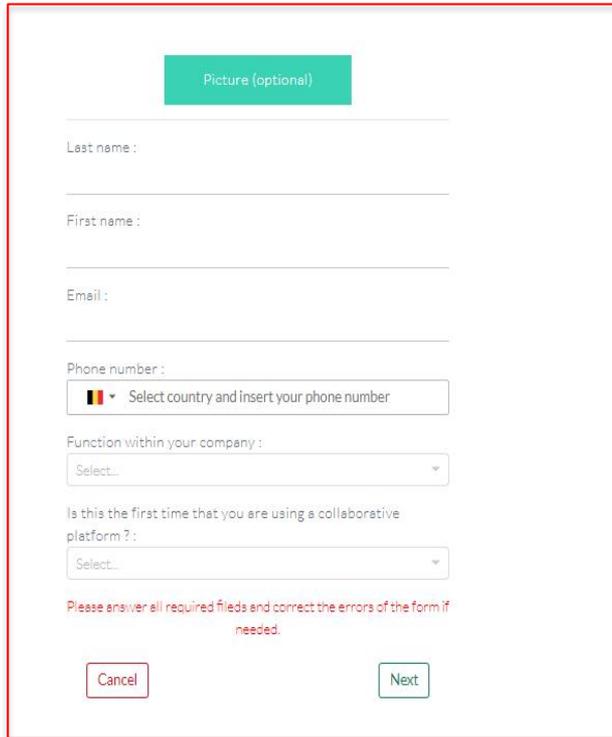
Set up by the public authorities as part of the Digital Transition Plan in the Building (PTNB), then the BIM 2022 Plan, KROQI is a digital service platform aimed at facilitating the digital transition of players in the construction sector, in particular small businesses / SMEs.



- Press "Create an Account"



# REGISTRATION PROCESS



Picture (optional)

Last name :

First name :

Email :

Phone number :

Select country and insert your phone number

Function within your company :

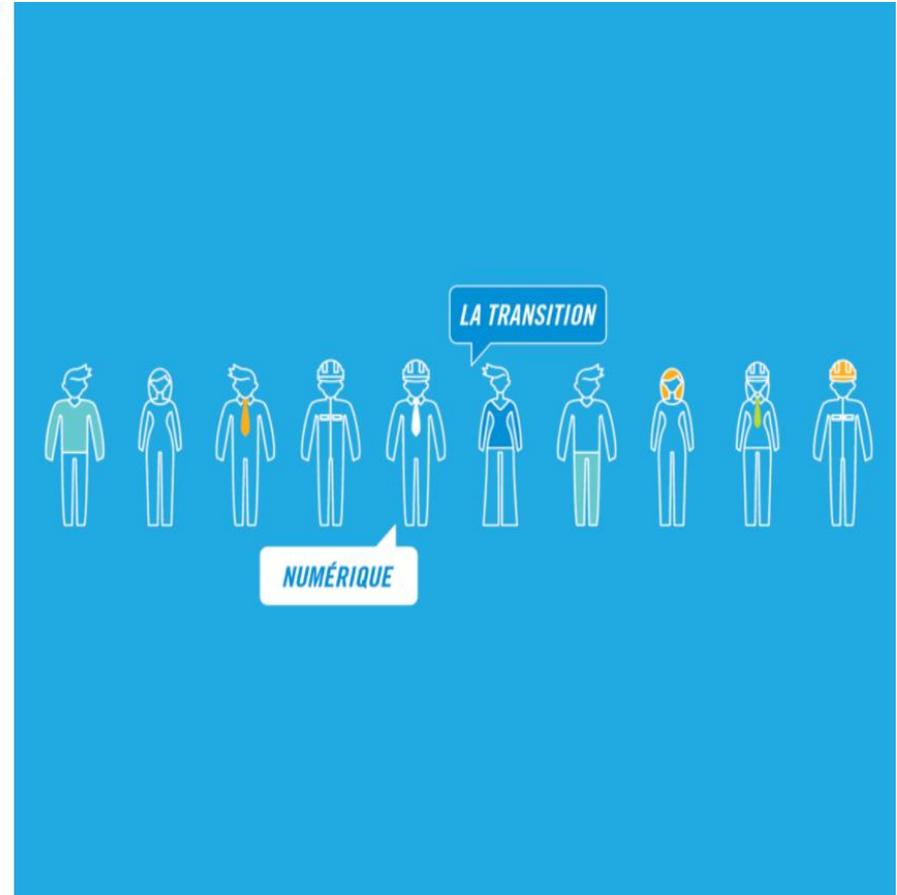
Select...

Is this the first time that you are using a collaborative platform ? :

Select...

Please answer all required fields and correct the errors of the form if needed.

Cancel Next



- Fill in all requested Information – name, last name, email, your country, etc. and press “Next”.



# REGISTRATION PROCESS

Company name : \_\_\_\_\_

Size :

Activity of your company (3 max.) :

Address : \_\_\_\_\_

City : \_\_\_\_\_

Postal code (optional) : \_\_\_\_\_

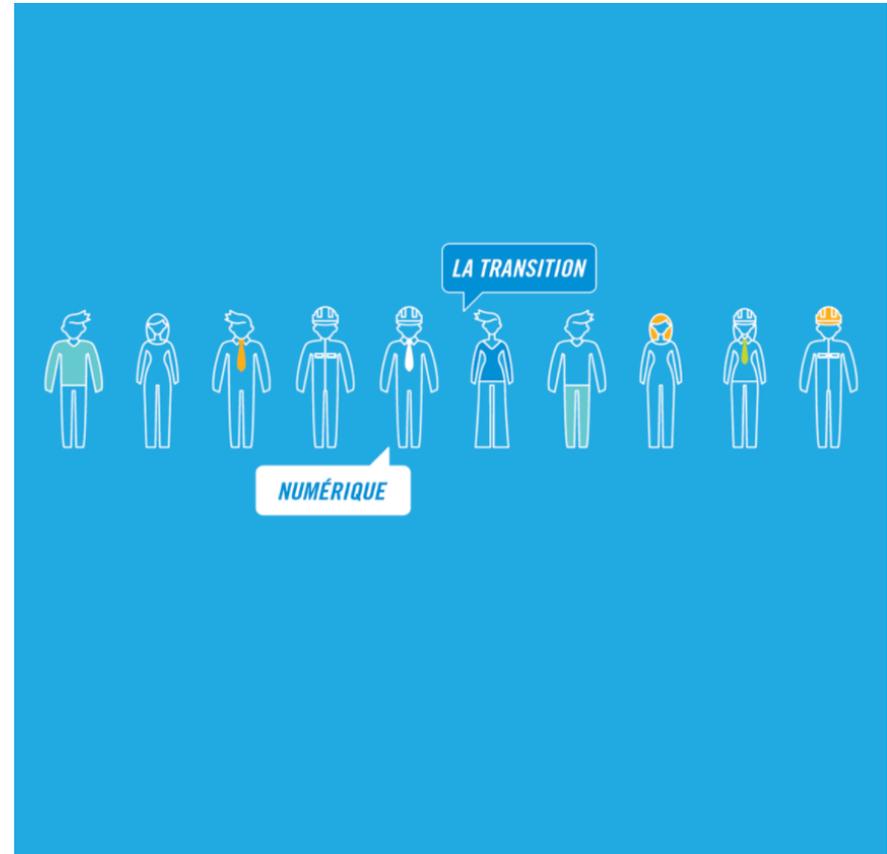
Country :

SIREN (optional) : \_\_\_\_\_

Company turnover :

Web site (optional) : \_\_\_\_\_

Je ne suis pas un robot   
Confidentialité - Conditions



- Fill in all information about your company or university – name, size, main activity, address, etc. and press “Save”.



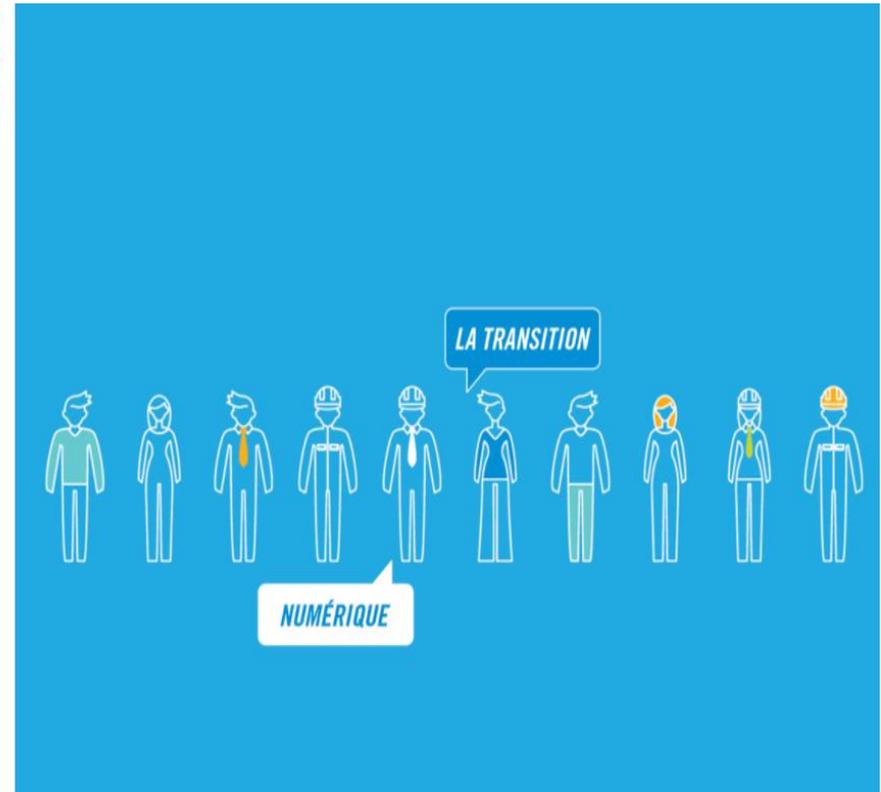
# REGISTRATION PROCESS

An email has just been sent to validate your account.



Look for the validation email in your inbox (don't forget to check your spam) and click on the link it contains.

A confirmation message will appear in your browser.



- You will see a message asking to check your email to validate your account.



# REGISTRATION PROCESS



## KROQI ACCOUNT CREATION

You just created a KROQI account!

You can now log into it using the following information:

- Email : [info@fiec.eu](mailto:info@fiec.eu)
- Temporary password :

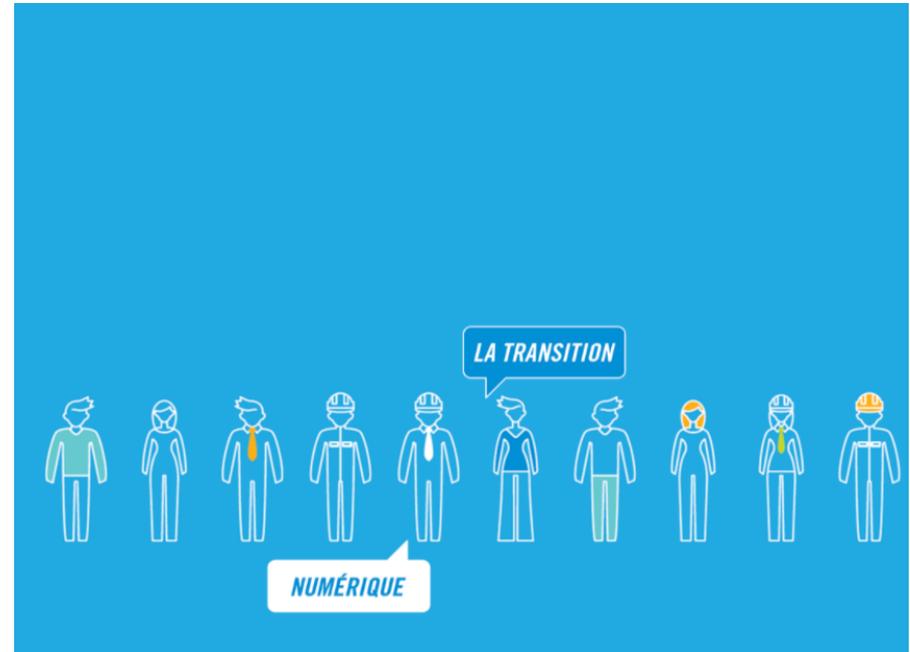
[Access my workspaces](#)

- Check your mailbox for automatic email from Kroqi platform (please check your Spam folder as well!). You should have received a temporary password to access the platform.
- Please click on “Access my workspaces” in received email.



# REGISTRATION PROCESS

Login with your account



- Once you press “Access my workspaces” you will see this window. Please press on “Login with your account”.

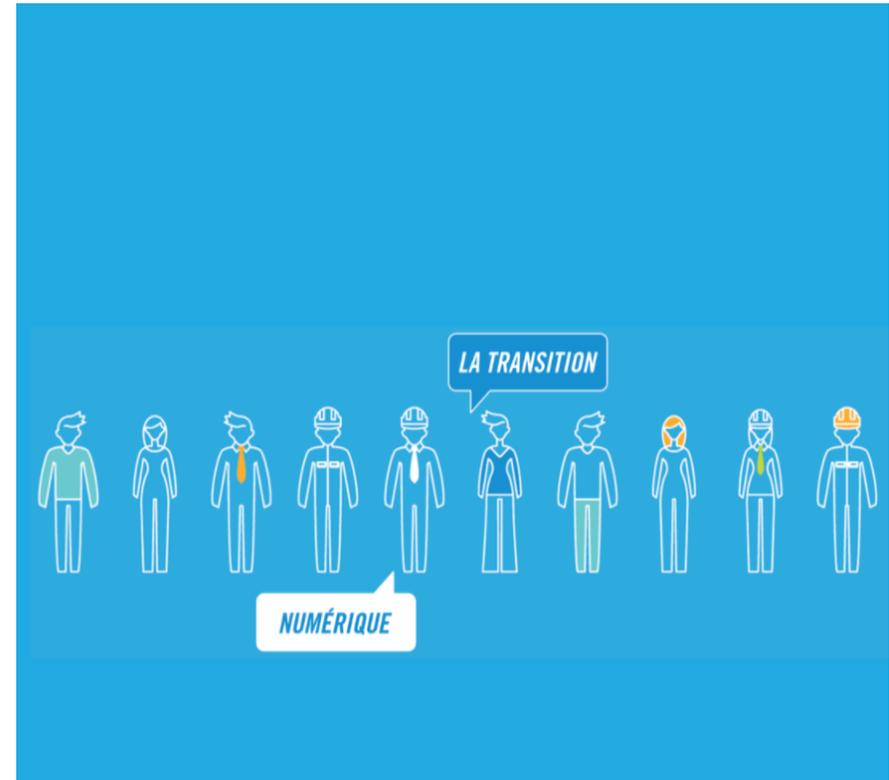


# REGISTRATION PROCESS

Password has been reset and now must be changed

Please respect the following policy:

- ✗ Minimal size: 8
- ✗ Minimal lower characters: 1
- ✗ Minimal upper characters: 1
- ✗ Minimal digit characters: 1



- Log in with the temporary password provided in an email from Kroqi platform. You will then be asked to create a new password.
- Once you entered your new password, click on “Submit”.



# REGISTRATION PROCESS



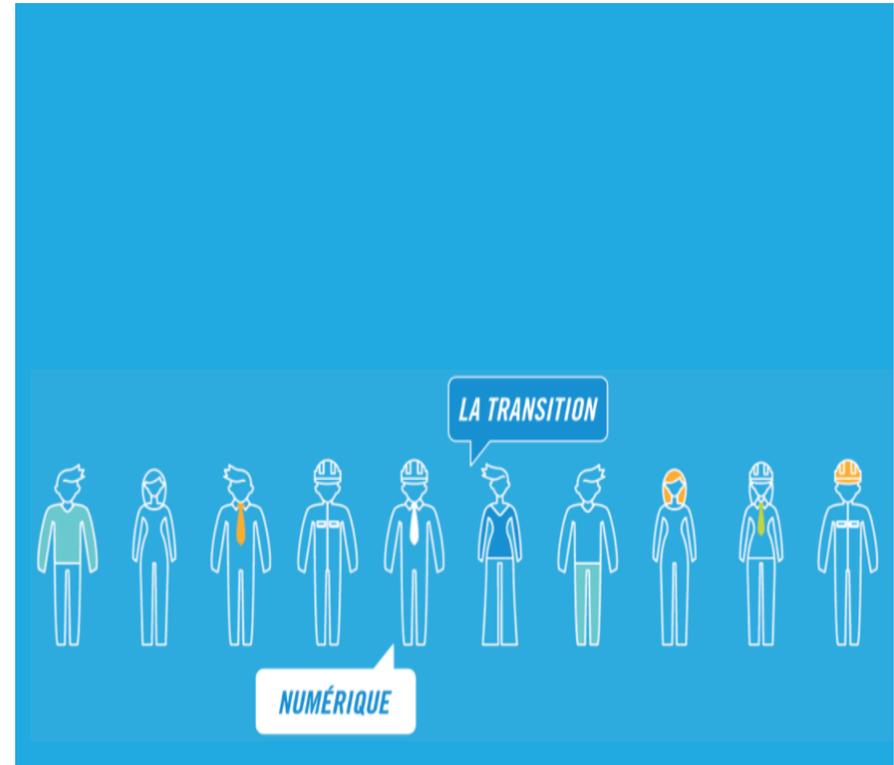
Password has been changed. Please reconnect.

[Connect](#)

[Reset my password](#)

Don't have a Kroqi account yet?

[Click here](#)



- You will get a confirmation that your password has been changed successfully. Please fill it in, and press “Connect”.



# REGISTRATION PROCESS

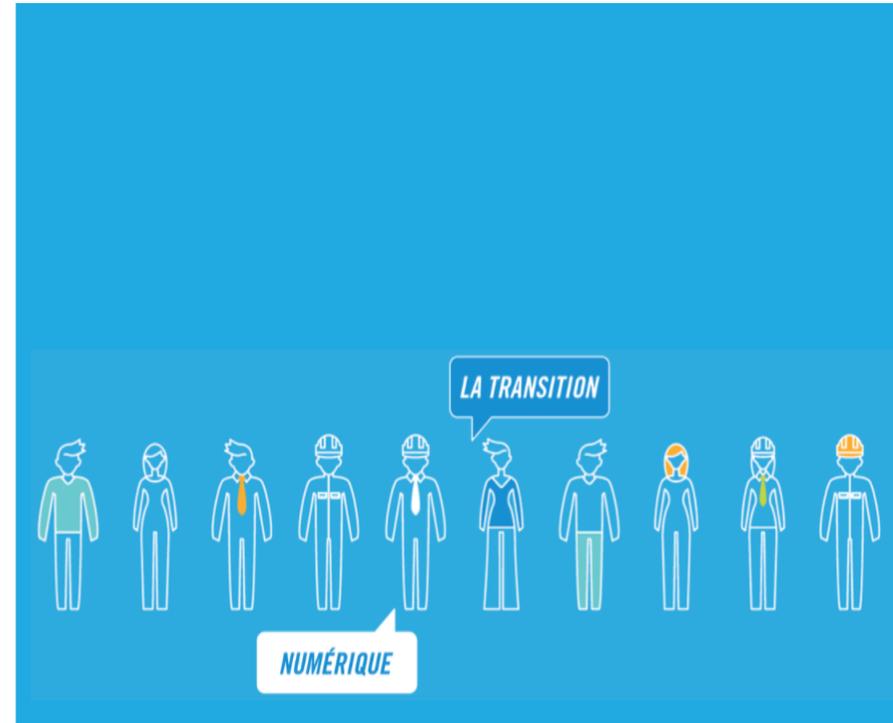


## Conditions Générales d'Utilisation - Terms of Service

### Service d'authentification KROQI - KROQI authentication service

- Je reconnais avoir pris connaissance et accepter les conditions générales d'utilisation de la plateforme KROQI accessibles à l'adresse suivante : [CGU KROQI](#)
- I acknowledge to have read and to accept terms of services that are available at this address: [KROQI conditions](#)

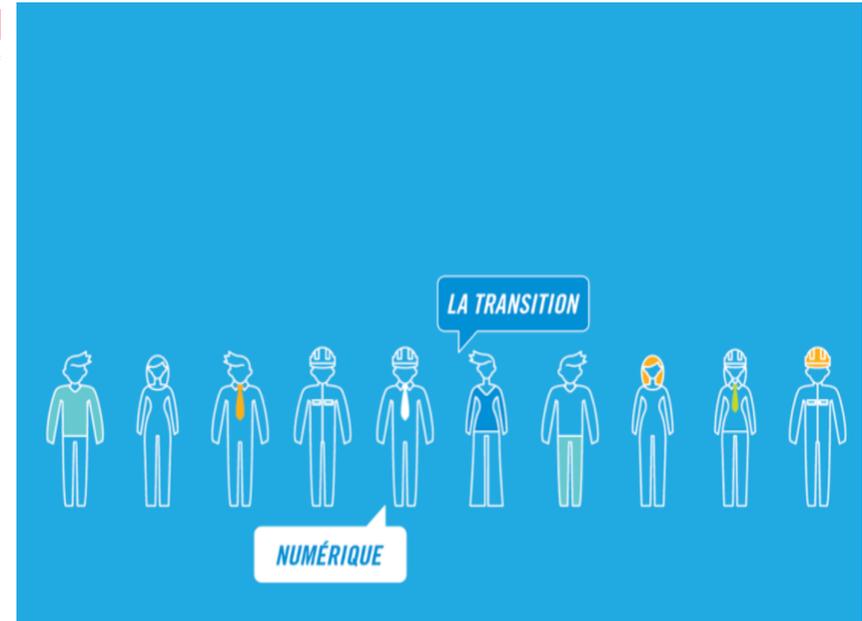
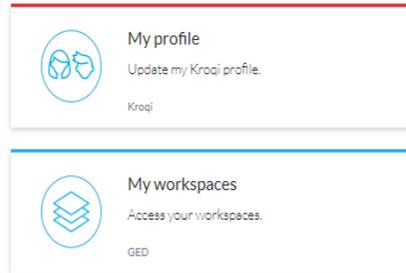
J'ai pris connaissance des conditions générales d'utilisation - I have read terms of service



- You will be asked to accept Terms and Conditions of Kroqi platform. Please tick the box and press on “Accept”.



# REGISTRATION PROCESS



- You will see the screen above.
- In section “*My profile*” you can edit your personal information – name, contact info, upload photo and update your password.
- To continue registration to the Competition, press “*My Workspaces*”.



# REGISTRATION PROCESS

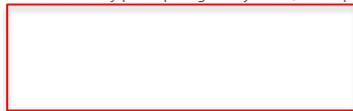
Logged in under [info@fec.eu](mailto:info@fec.eu)

## My workspaces KROQI

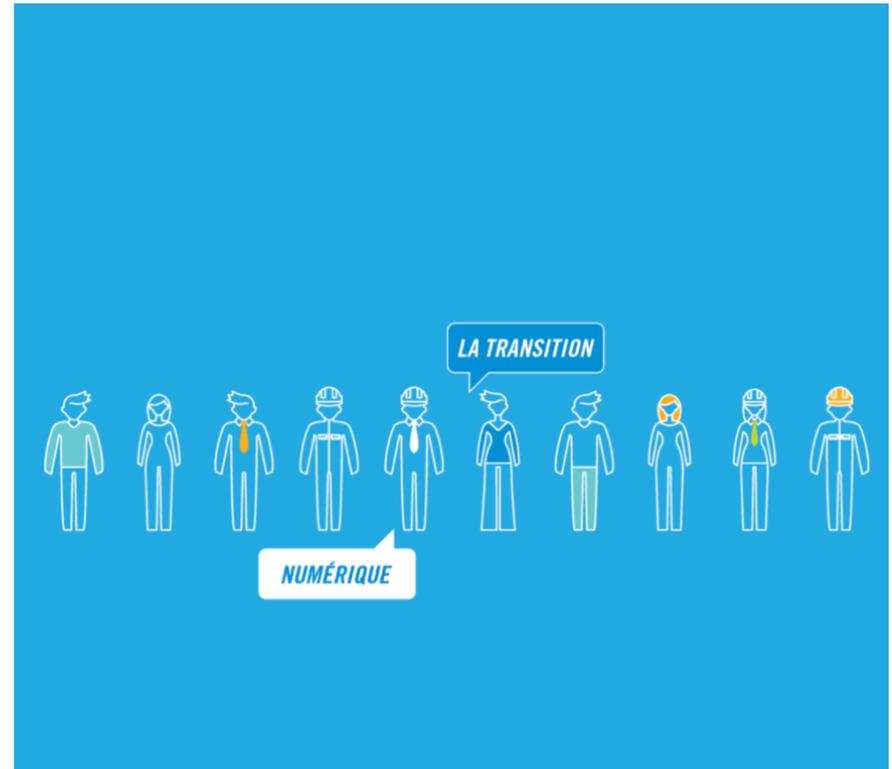
Find below the list of KROQI accounts in which you participate



You are not currently participating in any KROQI workspace



To create a new workspace  
[click here](#)



- Once you click on “My Workspaces”, you see the list of Workspaces in which you are/ will be participating.
- In order to create a new Workspace and participate in the Competition, press “click here”.



# REGISTRATION PROCESS



Create a new workspace KROQI

The KROQI platform is only intended for construction professionals. See the T & Cs for more details.

What name do you want to give to your workspace?

FIEC Test Competition

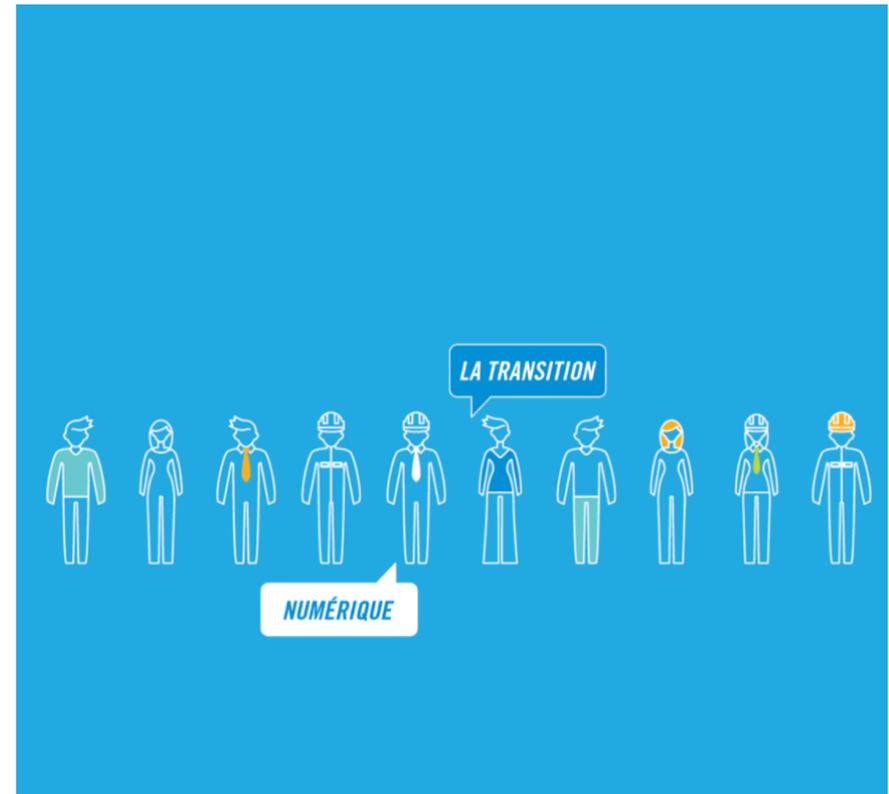
What address do you want to give to your workspace?

https:// FIEC-Competition | .kroqi.fr

Only lowercase letters without accents (a-z), numbers (0-9) and the minus sign (-). Max 32 characters.

I acknowledge having read and accept the general conditions of use of the KROQI platform accessible at the following address  
<https://www.kroqi.fr/cgu/>

Confirm



- Here you can give a name to your Workspace and as well choose an address (= web link) to access it.
- In addition, you must accept general conditions of Kroqi platform and press “Confirm”.
- Once you create your workspace, you will also receive automatic email from Kroqi platform with a confirmation.



# REGISTRATION PROCESS



A screenshot of the KROQI user interface. The top left shows the user's profile: "FT FIEC TEST RS" and "Roberta Stankeviciute". Below this is a navigation menu with options: "Dashboard", "Search", "Notifications", "Contacts", "AirTime &amp; Rooms", and "More". Under "MY WORK", there are "My tasks", "My calendar", and "My validations". The main content area shows "My projects" with sub-headers "All projects" and "Archived projects". A search bar is present with the text "Filter by name or tag...". Below the search bar is a section titled "Modèles" containing a project card for "Démonstrateur OLYMPI" with a "DO" button. In the top right corner, there are two buttons: "+ Create new project" (highlighted with a red box) and "+ Create a user". At the bottom right, there is a sorting option "Order by name" and a grid icon.

- Once you create your Workspace, you see the window above with “demonstration example (i.e., OLYMPI)” and all your created projects. On the left there is a menu with different options to navigate.
- In order to create a new project and participate in the Competition, press “Create New project”.



# REGISTRATION PROCESS



A screenshot of the KROQI web application interface. The top navigation bar includes the user profile 'FIEC TEST RS' with the name 'Roberta Stankeviciute' and buttons for '+ Create new project' and '+ Create a user'. The left sidebar contains a navigation menu with items like 'Dashboard', 'Search', 'Notifications', 'Contacts', 'AirTime &amp; Rooms', and 'More' (highlighted with a red box and an arrow). Below the sidebar is a 'MY WORK' section with 'My tasks', 'My calendar', and 'My validations'. The main content area shows a search bar, a filter for 'Modèles', and a project card for 'Démonstrateur OLYMPI' with a 'DO' button and a notification bell.

- The page could be used in two languages – French and English. You can switch between them if you click on “More” on left navigation menu.



# REGISTRATION PROCESS

## Create new project

Project name :

Category

Description

Create from an existing project

Template

Cancel

Add

- You will have to insert some general information about your project – title, description, Category, etc.



# REGISTRATION PROCESS



FT **FIEC TEST RS**  
 ● Roberta Stankeviciute

My projects All projects Archived projects [+ Create new project](#)

Filter by name or tag... Order by

▼ Modèles

**CB**

**Competition BIM**

# 📄 ✓ 📅 📁 📊 🔔

**DO**

**Démonstrateur OLYMPI**

📄 🔔

MY WORK

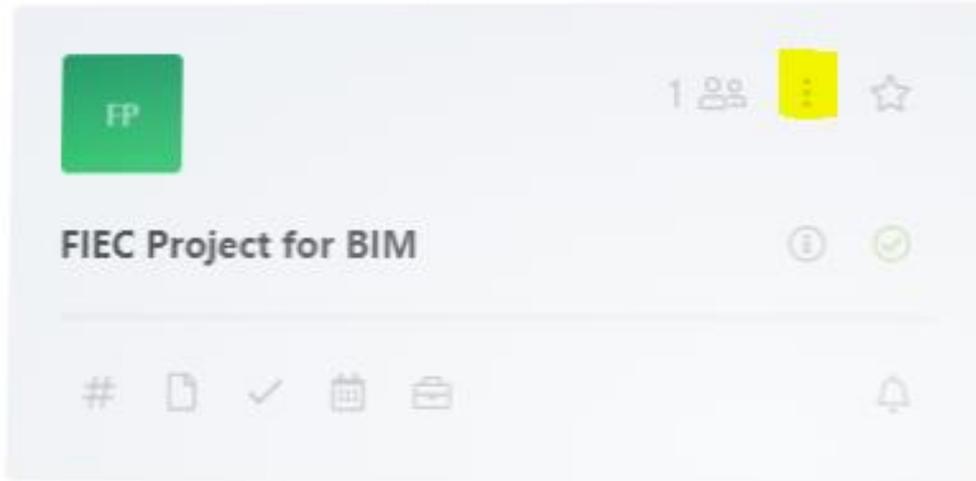
- ✓ My tasks
- 📅 My calendar
- 📄 My validations

- You will see here all your created projects and all people involved in it.

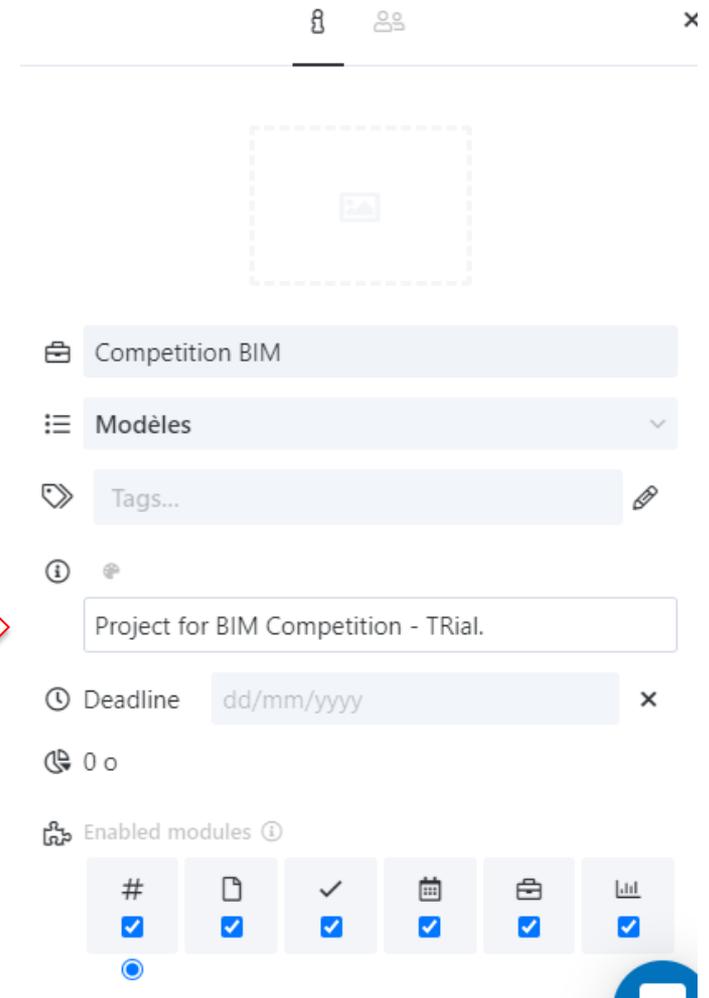


# REGISTRATION PROCESS

Renovation



- If you click on the highlighted icon with 3 dots, you access a menu where you can add Tags to your project, edit description and name, indicate end date of the project. etc.



# REGISTRATION PROCESS

**Create user**

Create from existing user

First name

Last name

Email

Language  
English

Invitation  
 Notify this user by email

I just invited you on my KROQI workspace to facilitate our collaboration.  
See you soon on KROQI !

Role  
 Guest (free) ?  
 User ?  
 Manager ?  
 Administrator ?

Groups  
Add to a group

Cancel



- You will then be asked to invite other Team members to work on your project, click on “Create a user”.
- You will then be asked to insert your Team Member’s contact info, email and his role (small questions mark icons explain them).
- Once done, press “Add”. Your team member will receive an email with an invitation to join your Workspace.

Order by name

Competition BIM

Modèles

Tags...

Project for BIM Competition - TRial.

Deadline dd/mm/yyyy

0 o

Enabled modules

#



# REGISTRATION PROCESS

- Once you invited your colleagues to your workspace, you can add them to specific project by clicking on “Add a participant”.

Add a participant

Users (1)      Groups (0)

Filter by name or tag...

Check all / Uncheck all

JS John Smith

ACCESS RIGHTS [Edit rights](#)

PARTICIPANTS [Add a participant](#)

Filter

Roberta Stankeviciute - ★

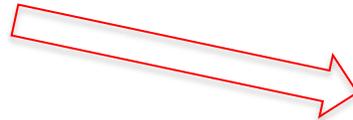
- You will have a list of people you have invited to your Workspace. You can choose the ones you would like to invite to work on a specific project.

[+ Create a user](#)      Cancel      Add



# REGISTRATION PROCESS

- You then will see everyone working on your project.



ACCESS RIGHTS [Edit rights](#)

PARTICIPANTS [Add a participant](#)

Filter

- JS John Smith - ★
- Roberta Stankeviciute - ★

## Access rights to Competition BIM

Click on an access right to modify it.

Click on the module icon to modify its access rights for all participants

JS John Smith							
Roberta Stankeviciute							

- By Clicking on “Edit the rights”, you can manage the rights of every Team Member and what kind of access they will have in the project.
- These rights can be modified at any time.

Cancel [Save](#)



# ENTER THE COMPETITION

- You have completed the process of creating your workspace and you can start working on it with your team. However, your project is not registered yet in the competition. The following steps will show you how to register your project in the competition.

## **Important note**

- The registration process is open until **21 October 2021**. You will then have the time to work on it until the submission deadline: **21 January 2022 (12:00pm CET)**.



# ENTER THE COMPETITION



FT **FIEC TEST RS**  
● Roberta Stankeviciute

My projects All projects Archived projects [+ Create new project](#)

Filter by name or tag... Order by |

▼ Modèles

**CB**

**Competition BIM**

# 📄 ✓ 📅 📁 📊 🔔

**DO**

**Démonstrateur OLYMPI**

📄 🔔

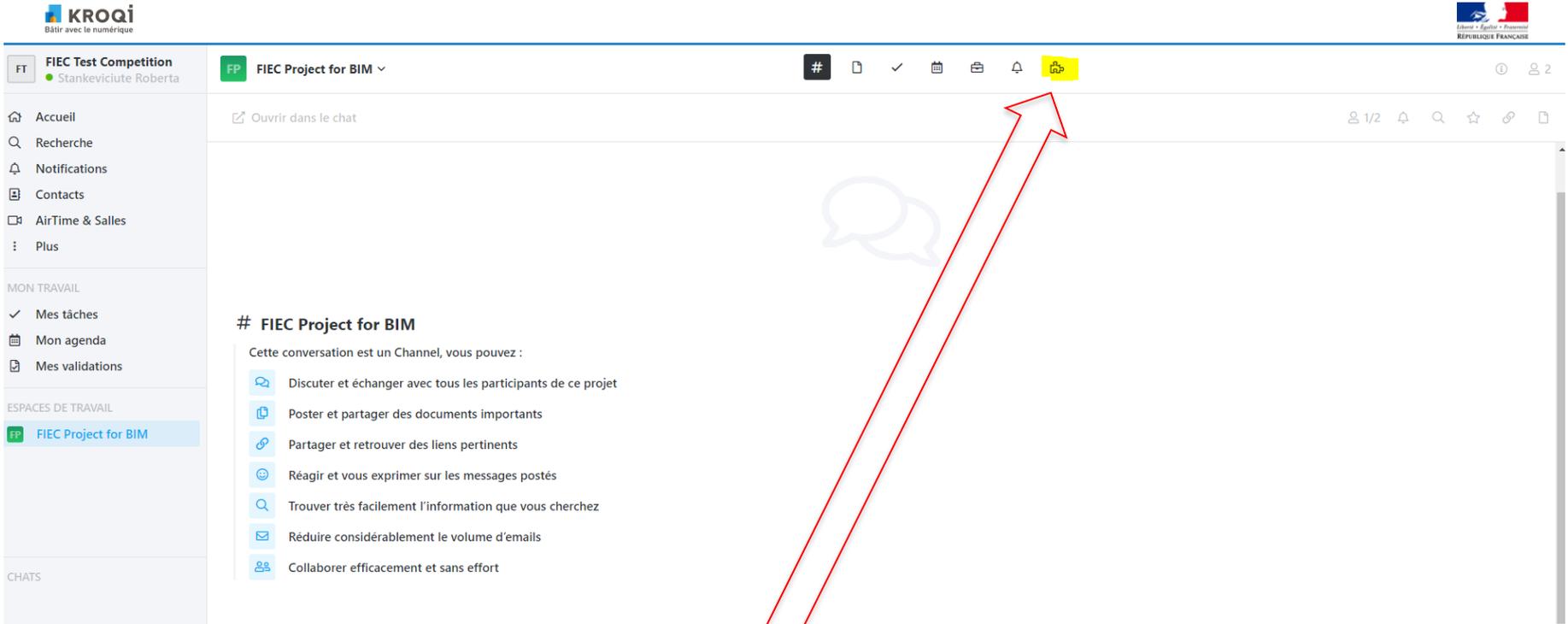
Dashboard  
Search  
Notifications  
Contacts  
AirTime & Rooms  
More

MY WORK  
My tasks  
My calendar  
My validations

- Go to the main Menu and click on your project with which you will participate in the Competition.



# ENTER THE COMPETITION

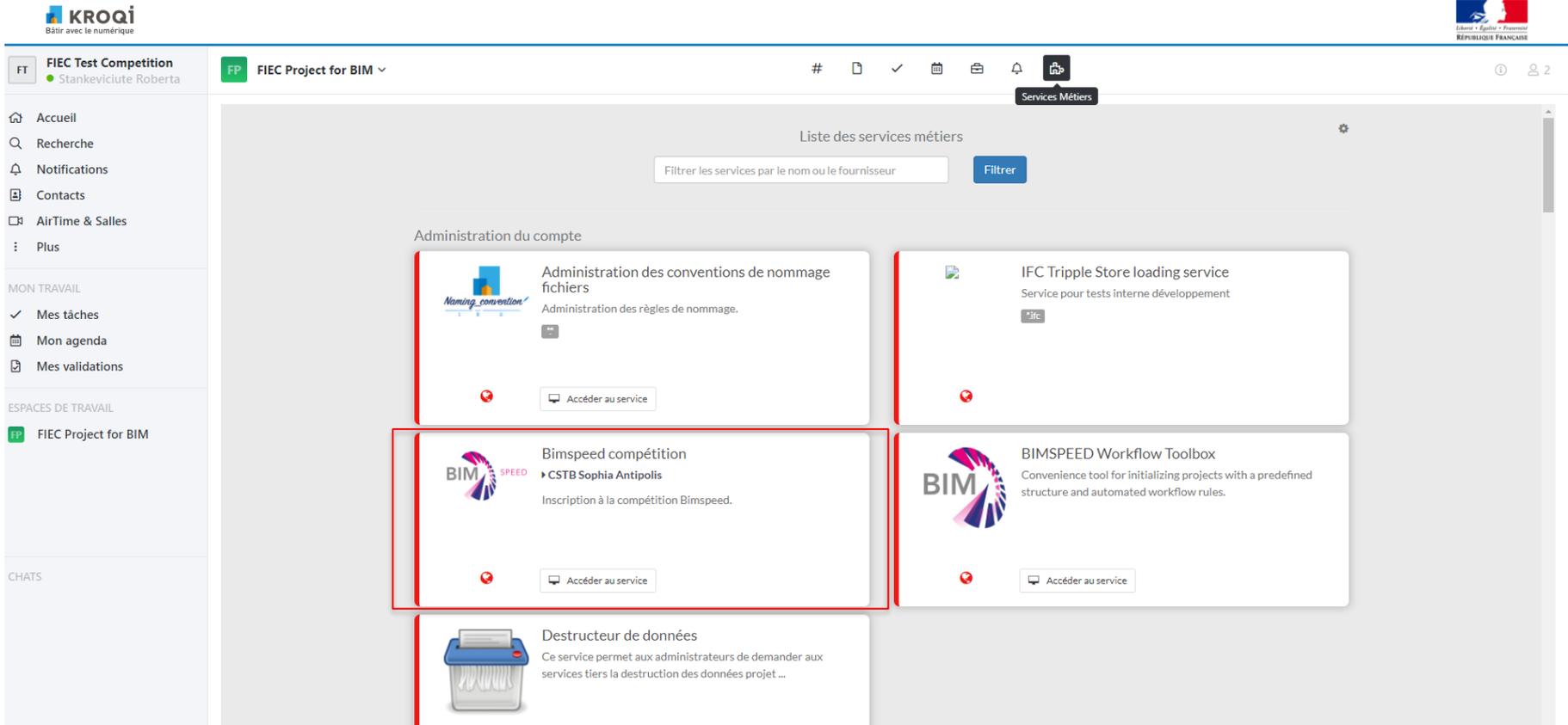


The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with sections: 'Accueil', 'Recherche', 'Notifications', 'Contacts', 'AirTime & Salles', 'Plus', 'MON TRAVAIL' (with sub-items: 'Mes tâches', 'Mon agenda', 'Mes validations'), 'ESPACES DE TRAVAIL' (with sub-item: 'FIEC Project for BIM'), and 'CHATS'. The main area displays the channel '# FIEC Project for BIM' with a list of benefits: 'Discuter et échanger avec tous les participants de ce projet', 'Poster et partager des documents importants', 'Partager et retrouver des liens pertinents', 'Réagir et vous exprimer sur les messages postés', 'Trouver très facilement l'information que vous cherchez', 'Réduire considérablement le volume d'emails', and 'Collaborer efficacement et sans effort'. A red arrow points from the bottom right towards the 'Puzzle' icon in the top right navigation bar.

- Then click on the highlighted “Puzzle” icon.



# ENTER THE COMPETITION



The screenshot shows the KROQI web application interface. The top navigation bar includes the KROQI logo and the text 'Bâtir avec le numérique'. The main content area is titled 'Liste des services métiers' and features a search filter 'Filtrer les services par le nom ou le fournisseur' and a 'Filtrer' button. The services listed are:

- Administration des conventions de nommage fichiers: Administration des règles de nommage.
- IFC Tripple Store loading service: Service pour tests interne développement.
- Bimspeed compétition** (highlighted with a red border): Inscription à la compétition Bimspeed.
- BIMSPEED Workflow Toolbox: Convenience tool for initializing projects with a predefined structure and automated workflow rules.
- Destructeur de données: Ce service permet aux administrateurs de demander aux services tiers la destruction des données projet ...

- You will see different options, **please choose BIM-Speed Competition.**



# ENTER THE COMPETITION



## BIMSPEED COMPETITION

[Log in](#)

View BIM-SPEED competition conditions on [BIM-SPEED competition website](#)

Enter competition with this Workspace

```
- ged_parameters : {'project_id': '188312', 'user_id': '102240', 'account_id': '9572', 'folder_id': 0, 'file_id': '', 'edms_urls_root': 'https://cpls-edms-api.dev.cpls.kroqi.fr:443/api/1.0/edms/', 'cpls_edms_auth': {'account_id': '9572', 'service_token': '0996c26e-2b07-2c7a-dbd6-48b9ae8dee55', 'user_id': '102240'}, 'cpls_edms_id': 'wimi:pfptnbdev.io', 'user_email': '', 'user_company_name': '', 'user_name': '', 'user_is_admin': True, 'call_from': 'menu', 'api_key': 'S'}  
  
- stack_env : development
```

- You can enter the competition with your project here.



# ENTER THE COMPETITION



## BIMSPPEED COMPETITION

[Log in](#)

Team leader information :

Team leader name :

Stankeviciute Roberta

Team leader email :

info@fiec.eu

Workspace company :

FIEC Test Competition

Country of team leader (EU based) :

Select ...

Competition Category :

Student (1)  Enterprise (2)

Upload a student proof file

Choose File No file chosen

Team information :

Team name :

How many team members do you expect to participate ? :

- You will have to fill in an application in order to participate – your category (either Student or Enterprise), project name, number of participants etc.



# ENTER THE COMPETITION



## BIMSPEED COMPETITION

---

You have successfully enrolled the "EU BIM for Building Renovation Competition" with the workspace  
**fiec-competition.kroqi.fr**

Please note your anonymous contestant number to be used later in the competition  
**29572**

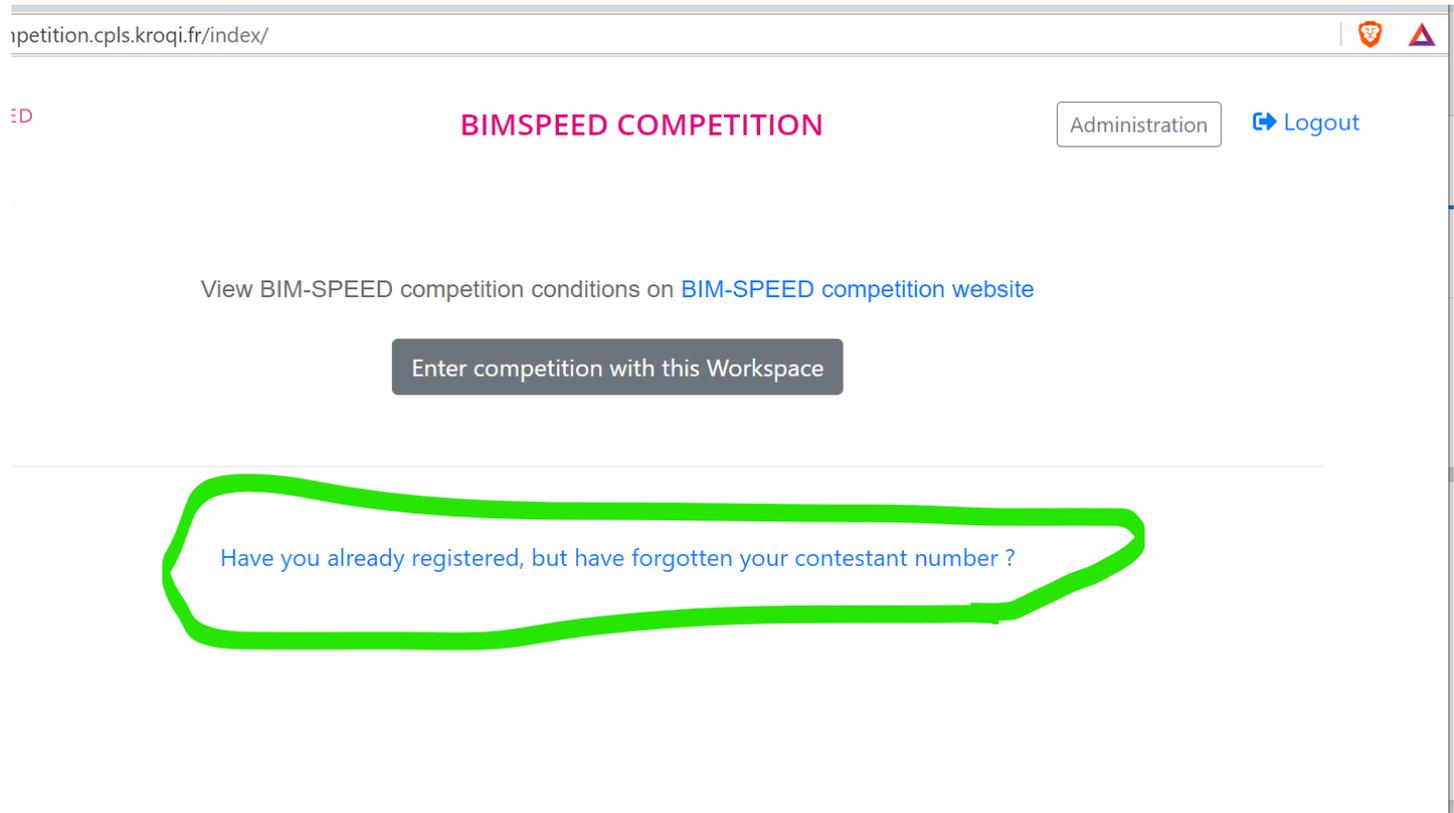
---

If assistance is required, please contact  
[competition@bim-speed.eu](mailto:competition@bim-speed.eu)

- Once you filled in all information, you will see your unique participant's number and confirmation.



# ENTER THE COMPETITION

A screenshot of a web browser showing the BIM-SPEED competition page. The browser's address bar contains the URL "petition.cpls.kroqi.fr/index/". The page header includes a hamburger menu icon, the text "BIMSPEED COMPETITION", and buttons for "Administration" and "Logout". The main content area features a link to "View BIM-SPEED competition conditions on BIM-SPEED competition website" and a button labeled "Enter competition with this Workspace". A green hand-drawn circle highlights a link that says "Have you already registered, but have forgotten your contestant number?".

petition.cpls.kroqi.fr/index/

BIMSPEED COMPETITION Administration Logout

View BIM-SPEED competition conditions on [BIM-SPEED competition website](#)

Enter competition with this Workspace

[Have you already registered, but have forgotten your contestant number ?](#)

- In case you forgot your unique contestant number, you can always access it here!

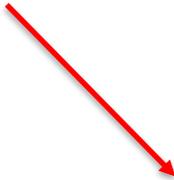


# ENTER THE COMPETITION



The screenshot shows a web browser window with the URL `svc-bimspeed-competition.cpls.kroqi.fr/competition/remember/`. The page header features the BIM SPEED logo on the left, the text "BIMSPEED COMPETITION" in the center, and a "Log in" button on the right. The main content area displays the message "Here is your competition registration number :" followed by the number "2351485" in a large red font. Below this, there is a link to "View BIM-SPEED competition conditions on BIM-SPEED competition website".

- Once you register and know your participant number, you can close this window and go back to the project dashboard.

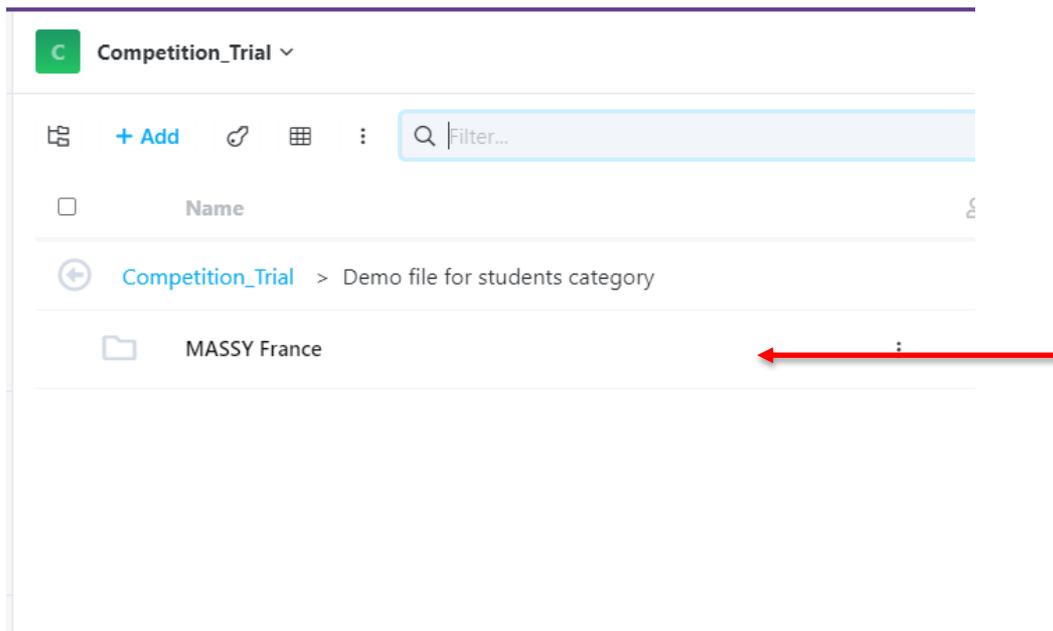


The screenshot shows a project dashboard for a user named "Roberta Stankeviciute". The left sidebar contains a navigation menu with options: Dashboard, Search, Notifications, Contacts, AirTime & Rooms, More, MY WORK (My tasks, My calendar, My validations), and WORKSPACES (Competition BIM, Démonstrateur OLYMPI). The main content area shows "My projects" with tabs for "All projects" and "Archived projects". A search bar is present, and a section titled "Modèles" contains two project cards: "Competition BIM" (with a blue icon) and "Démonstrateur OLYMPI" (with a red icon). Each card has a list of items and a notification bell icon.



# ENTER THE COMPETITION

- Participants in both categories can find any relevant files in this folder:  
<https://bimspeed.kroqi.fr/shared/#/folder/bf6d20ee966414c1f4e58172fac707df>



- For students' category, you can download the BIM-SPEED demo site model from the following folder:  
<https://bimspeed.kroqi.fr/shared/#/folder/84afb7e5746bd0aab5f6770639315f92>



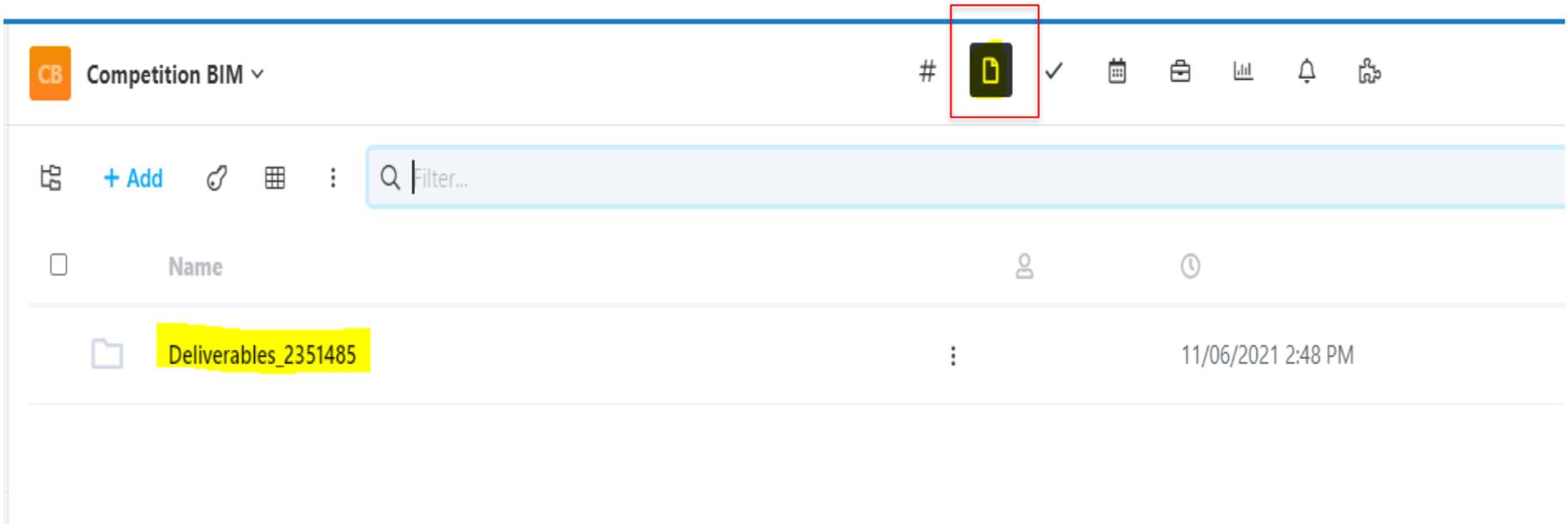
# THE REGISTRATION PROCESS IS COMPLETED

- You have successfully registered your project to participate in the “BIM for Building Renovation Competition”.
- You can now work on your project until the submission deadline: **21 January 2022 (12:00pm CET)**.



# SUBMISSION PROCESS

- For both professionals and student's category: Create a folder named “Deliverables\_Your project number” (e.g. Deliverables\_2351485)

A screenshot of a file management interface. At the top, there is a header bar with a blue background. On the left, there is an orange square with the letters "CB" and the text "Competition BIM" followed by a dropdown arrow. In the center, there is a "#", a green folder icon with a yellow "D" inside (highlighted with a red box), a checkmark, and several other icons (calendar, briefcase, bar chart, bell, group of people). Below the header bar is a search bar with a magnifying glass icon and the text "Filter...". Below the search bar is a table with three columns: "Name", a person icon, and a clock icon. The table contains one row with a folder icon, the text "Deliverables\_2351485" (highlighted in yellow), a vertical ellipsis, and the date and time "11/06/2021 2:48 PM".

# SUBMISSION PROCESS

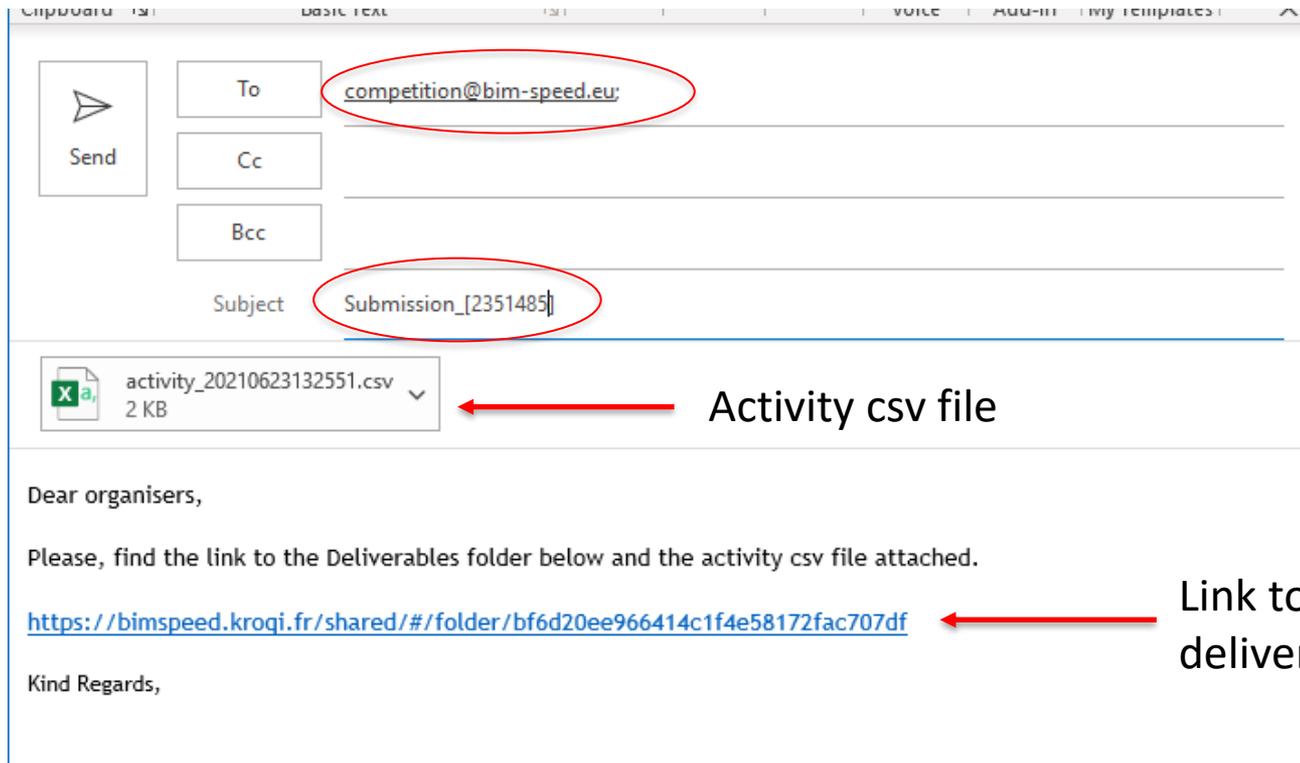
Inside the folder you should place the following files:

- Professionals' category: Your project file (final federated model file type: IFC 2x3)
- Students' category: The BIM-SPEED demo model (it can be found here: <https://bimspeed.kroqi.fr/shared/#/folder/84afb7e5746bd0aab5f6770639315f92> )
- The filled in report template (it can be downloaded here: <https://bimspeed.kroqi.fr/shared/#/folder/bf6d20ee966414c1f4e58172fac707df> )
- One infographic (The infographic should represent the proposed design concept regarding the required brief)
- Other visual material (at least 1 image in JPEG format)



# SUBMISSION PROCESS

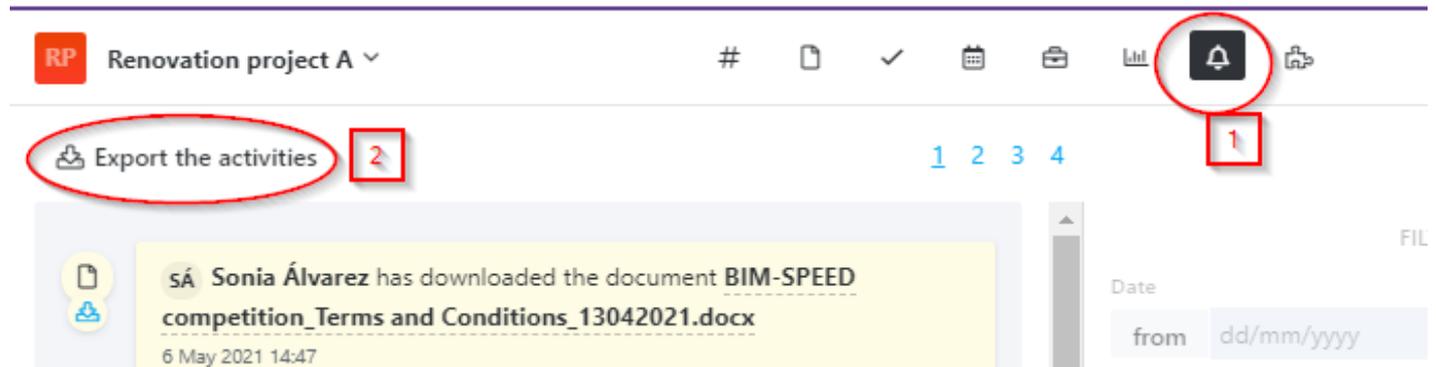
- Send via email to [competition@bim-speed.eu](mailto:competition@bim-speed.eu) with subject line: “Submission\_[project number]” the:
  1. The link to the Deliverables folder
  2. The activity csv file



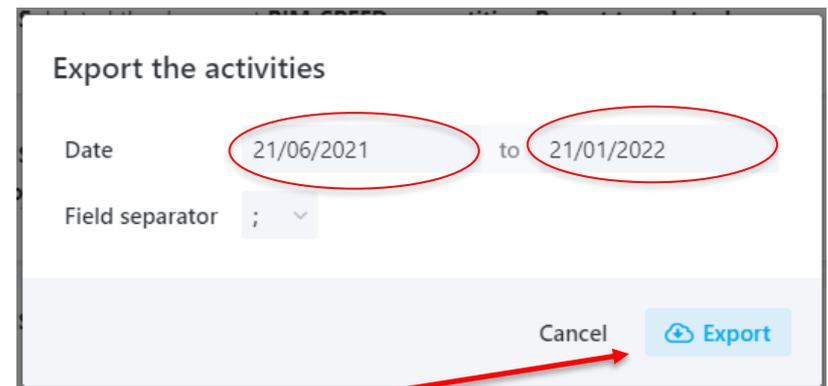
The screenshot shows an email composition interface. The 'To' field contains the email address [competition@bim-speed.eu](mailto:competition@bim-speed.eu), which is circled in red. The 'Subject' field contains the text 'Submission\_[2351485]', also circled in red. Below the subject field, an attachment is shown: a CSV file named 'activity\_20210623132551.csv' with a size of 2 KB. A red arrow points from the text 'Activity csv file' to this attachment. The email body begins with 'Dear organisers,' followed by the instruction 'Please, find the link to the Deliverables folder below and the activity csv file attached.' Below this is a blue hyperlink: <https://bimspeed.kroqi.fr/shared/#/folder/bf6d20ee966414c1f4e58172fac707df>. A red arrow points from the text 'Link to the deliverables folder' to this hyperlink. The email concludes with 'Kind Regards,'.



# SUBMISSION PROCESS – ACTIVITY CSV FILE

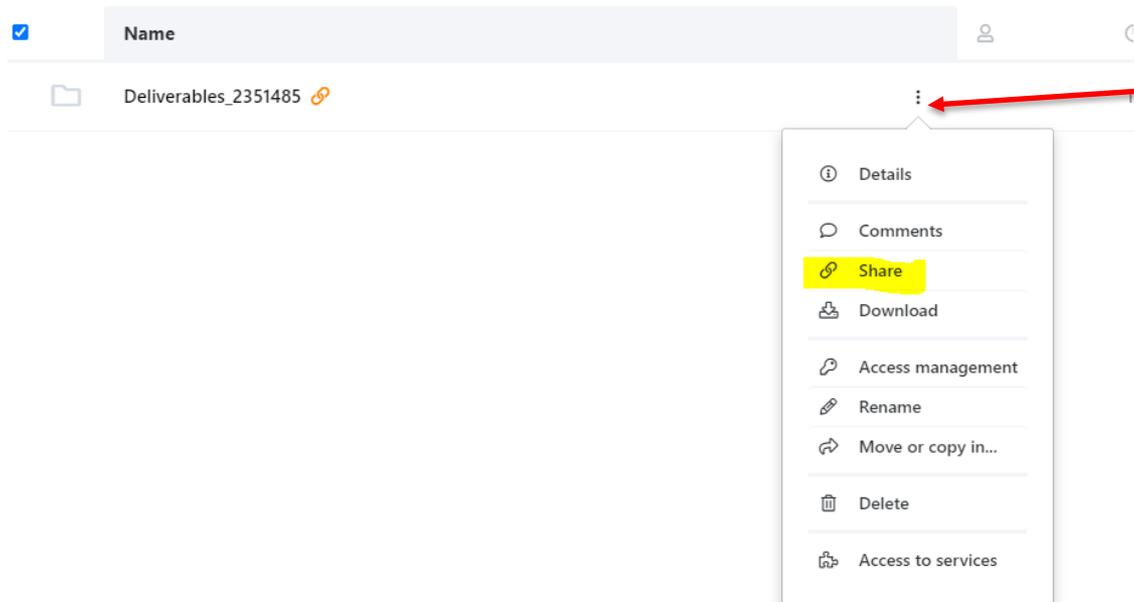


- Go to the activity menu (1) and then click on “Export the activities” (2).
- In the “Export the activities” pop-up window insert the start and end date of the competition (i.e. 21 June 2021, 21 January 2022).
- Click “Export” to download the csv file that you have to send as an attachment.

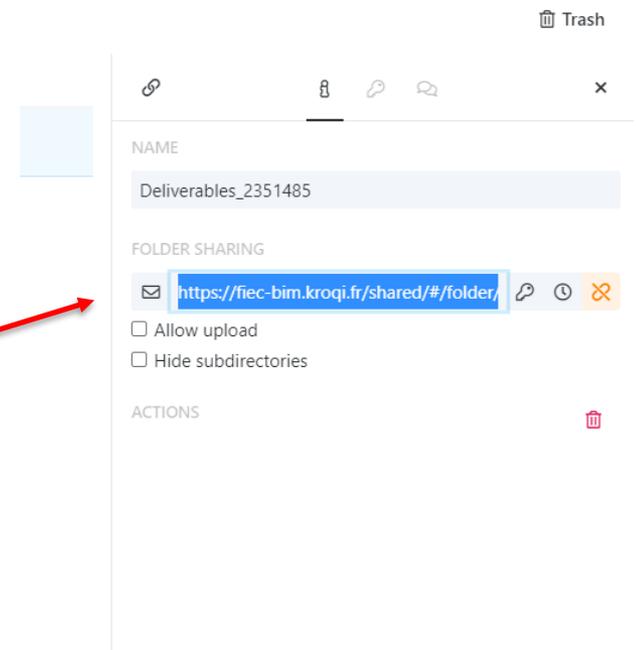


# SUBMISSION PROCESS - LINK TO THE DELIVERABLES FOLDER

- Copy the link of the deliverables folder



- Press on the three little dots icon and choose “Share” option.



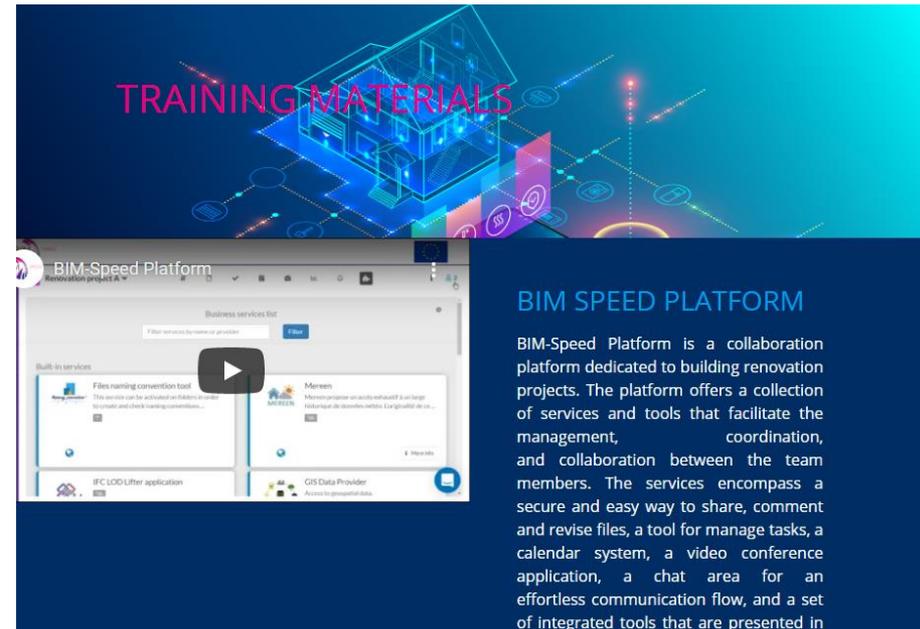
- And then copy this link:



# SUBMISSION

- As a last step, please, fill in the online form of declaration of authorship that can be found in this link : <https://www.surveymonkey.com/r/BIMSpeedAuthorship>

- You can find useful information on how to use the platform and BIM tools on BIM-SPEED website “Training materials” area: <https://www.bim-speed.eu/en/training-materials>



**TRAINING MATERIALS**

**BIM SPEED PLATFORM**

BIM-Speed Platform is a collaboration platform dedicated to building renovation projects. The platform offers a collection of services and tools that facilitate the management, coordination, and collaboration between the team members. The services encompass a secure and easy way to share, comment and revise files, a tool for manage tasks, a calendar system, a video conference application, a chat area for an effortless communication flow, and a set of integrated tools that are presented in

