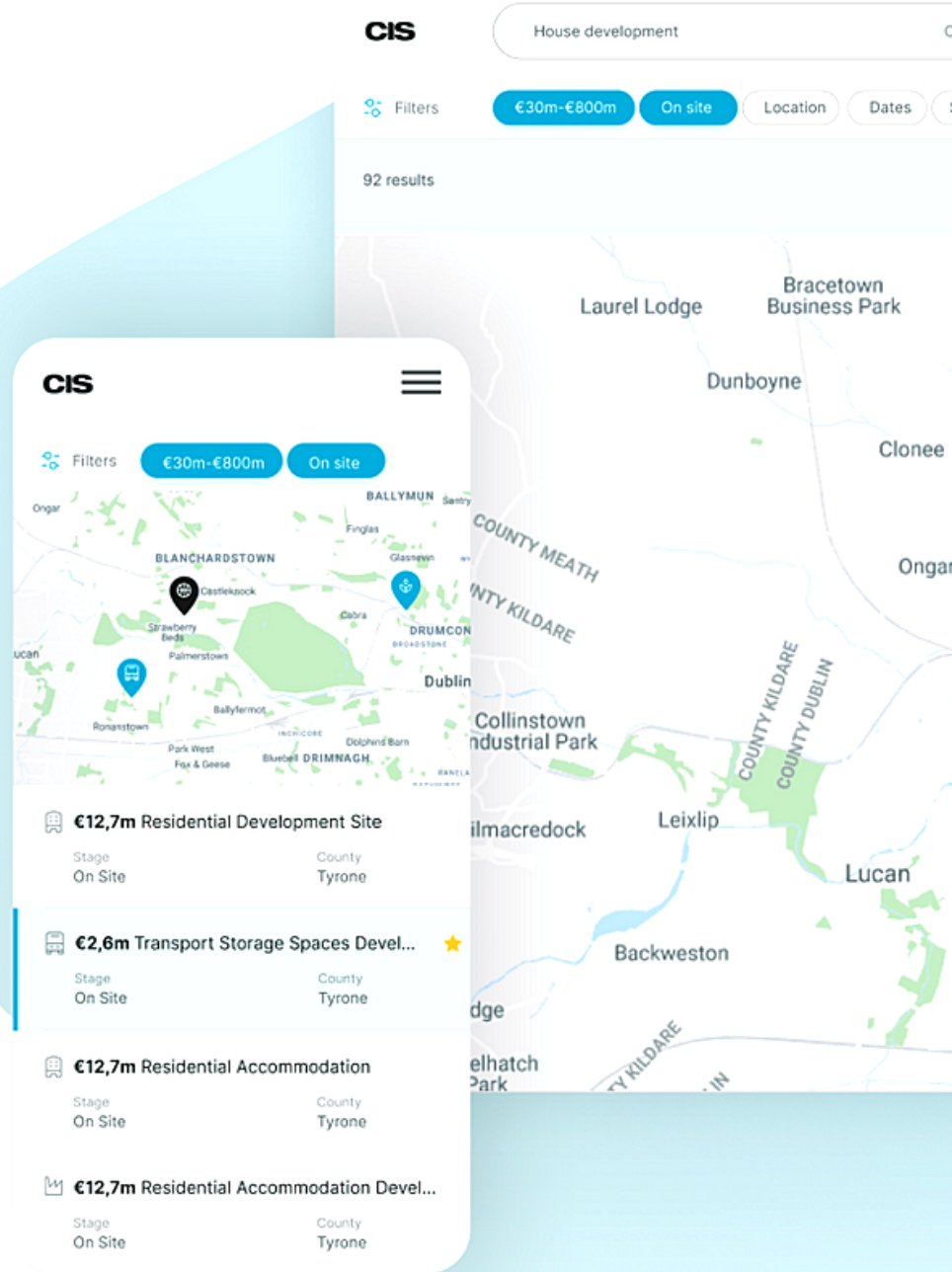


User Guide



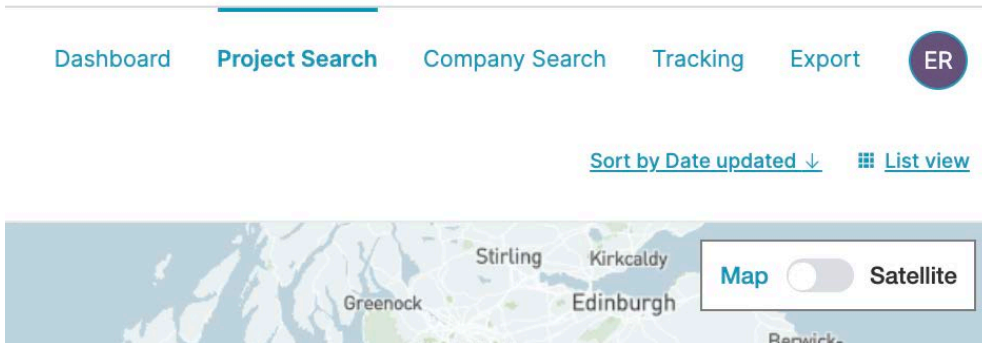
CONTENTS

Click on the links below to jump to that page

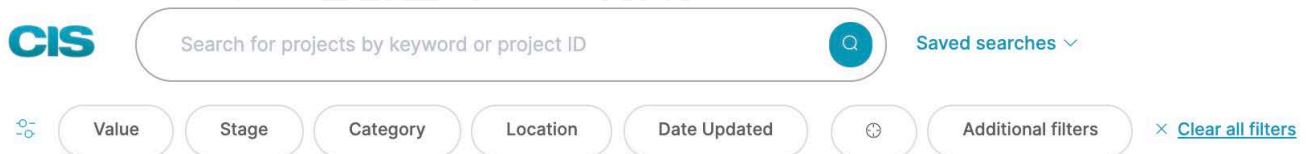
Performing a Project Search.....	2
Tracking Projects.....	4
Performing a Company Search.....	6
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Changing of Account Information.....	9
Export.....	10

PERFORMING A PROJECT SEARCH

You can perform a search for projects of interest to you by clicking the project search tab on the top right hand side of the platform as seen below.

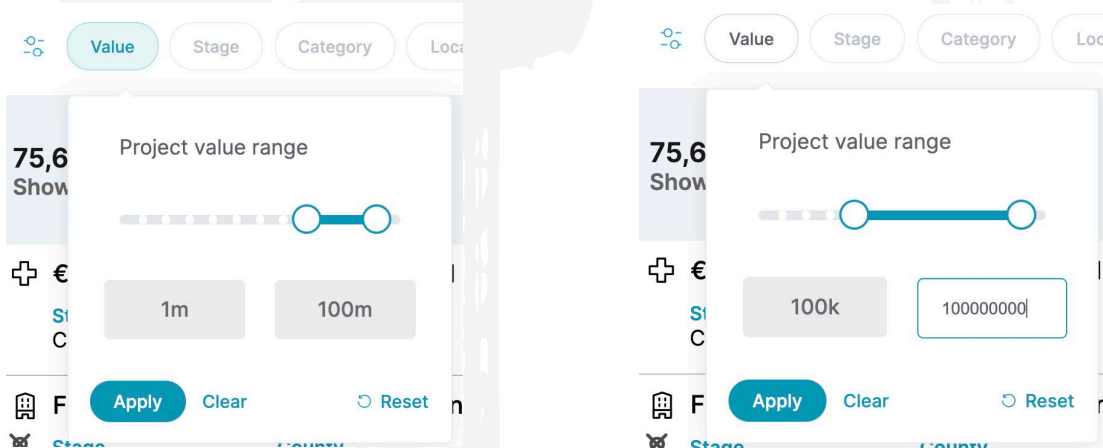


As we capture all projects throughout the 32 counties that originate from planning documents or tenders, we recommend being as specific as possible when searching for projects of interest. You can do so by specifying what criteria makes a project relevant to you in relation to each field with the filter tabs located on the top left hand side of your project search page.



You can add a keyword to the search, however for suppliers of products or materials, this can potentially omit many projects of direct relevance to you. The keyword field is best used to isolate projects by street address or project title. You can also search by the CIS Project ID if you have it.

Under the Value tab, you can narrow down your search by the estimated value. The estimated values we provide are determined through our cost calculator which is indexed to the current cost of construction, site location and floor area. With the slider you can adjust the value range to your requirements. The example shows a range of projects between €1m & €100m. You can also input a value by clicking on the Min & Max boxes underneath the slider.

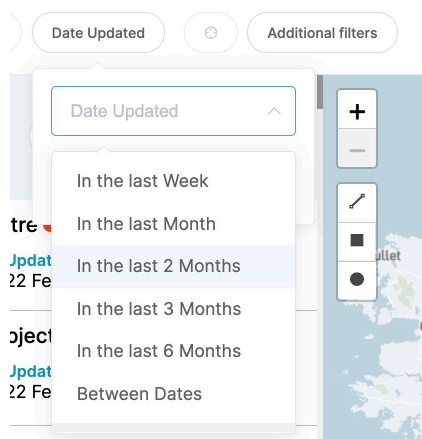


PERFORMING A PROJECT SEARCH

Under Project Stage, you can isolate projects of interest by their current stage. You can also add multiple stages within the one search.

Category relates to sectors within the construction industry in Ireland. These can be further broken down by expanding the sector to view what sub-sectors are contained within.

Under location, you can specify your region of interest, from all 32 counties all the way to individual counties. If locations are not available, please contact CIS on 01 2999200 to enquire about expanding your region. With our mapping feature you can view search results on the entire map of Ireland. To ensure accuracy, all of our listings are mapped from co-ordinates obtained from planning documents. See "Mapping" (page 11) for more.



Under Date updated, you can refine your search results to contain projects updated within the timeline designated here. You can select from the pre-determined ranges or, alternatively, you can choose the bottom option within the dropdown "between dates", and set a date range.

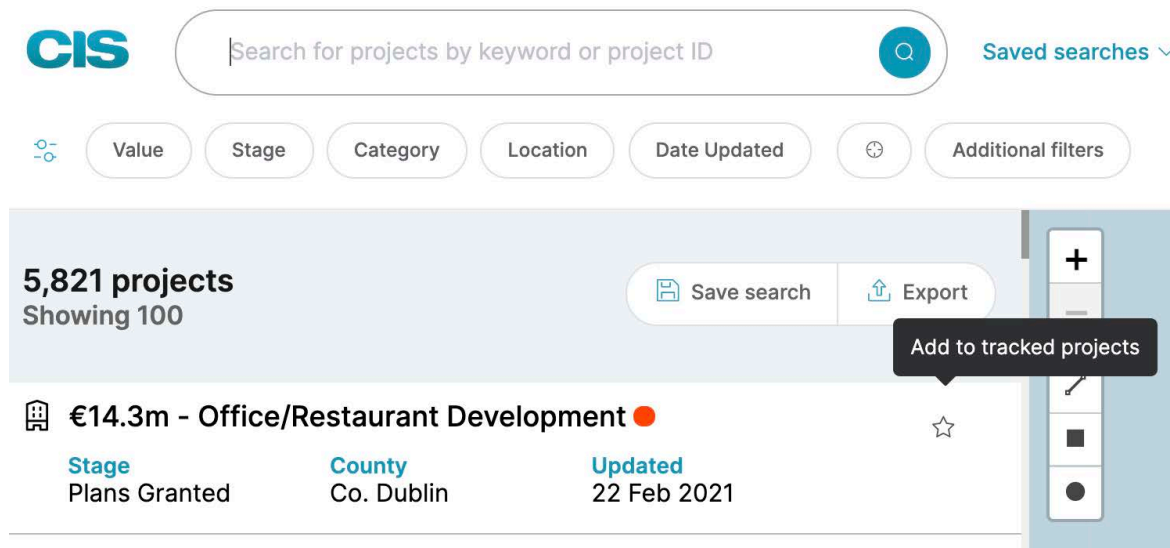
If you would like to select a distance from your location or a different location to search in, you can do so by selecting the target tab on the filters and selecting a distance from between 1km - 300km. Projects within your chosen radius will appear on the map and in the search results.

A screenshot of the CIS Project Search interface. The top navigation bar includes 'CIS', a search bar, 'Saved searches', 'Dashboard', 'Project Search' (active), 'Company Search', 'Tracking', 'Export', and a user profile icon. Below the navigation bar, there are filter tabs: 'Value', 'Stage', 'Category', 'Location', 'Date Updated', and a selected '1 km' radius filter. To the right of the filters are 'Additional filters', 'Clear all filters', 'Sort by Date updated', and a 'List view' toggle. The main content area is divided into two sections. On the left, a list of 831 projects is shown, with the first five projects displayed: 1. €12.5m - Mixed Use Development (Plans Granted, Co. Dublin, Updated 18 Feb 2021), 2. €1.9m - Apartment Development (Plans Granted, Co. Dublin, Updated 18 Feb 2021), 3. Change of Use to Mixed Use Development (Plans Granted, Co. Dublin, Updated 17 Feb 2021), 4. Change of use to Restaurant (Plans Submitted, Co. Dublin, Updated 11 Feb 2021), and 5. €310k - Change of Use to Gym (Plans Granted, Co. Dublin, Updated 10 Feb 2021). On the right, a map of Dublin shows the search results as numbered pins (1-16) within a blue circular radius of 1 km around a central point. The map includes labels for various locations like PHIBSBOROUGH, BALLYBOUGH, and the NATIONAL GALLERY OF IRELAND.

You can also add additional filters by clicking the tab and selecting your choices from the drop down menu. If you are satisfied with the search criteria, you can proceed to your results by clicking search.

TRACKING PROJECTS

By tracking a project, you can be kept up to date anytime it moves stage, anytime a company is added to the project, or anytime any relevant information is updated on the project. You can track a project by clicking the star button "Add to Track Projects" on the project results listing page located to the right of the project title.



CIS Search for projects by keyword or project ID [Saved searches](#) ▼

Value Stage Category Location Date Updated Additional filters >

5,821 projects
Showing 100

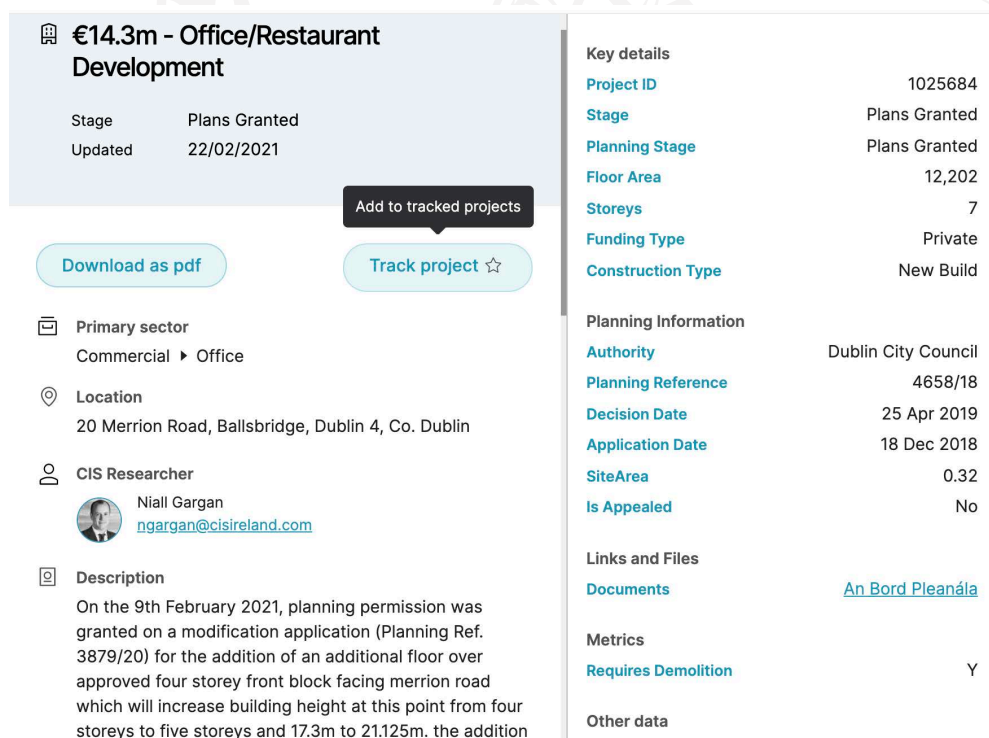
[Save search](#) [Export](#)

€14.3m - Office/Restaurant Development ●

Stage: Plans Granted County: Co. Dublin Updated: 22 Feb 2021

[Add to tracked projects](#)

You can also track a project on the left hand side of the project page by clicking the "Track Project" button.



€14.3m - Office/Restaurant Development

Stage: Plans Granted Updated: 22/02/2021

[Download as pdf](#) [Track project](#) ☆

[Add to tracked projects](#)

Primary sector
Commercial ▶ Office

Location
20 Merrion Road, Ballsbridge, Dublin 4, Co. Dublin

CIS Researcher
Niall Gargan
ngargan@cisireland.com

Description
On the 9th February 2021, planning permission was granted on a modification application (Planning Ref. 3879/20) for the addition of an additional floor over approved four storey front block facing merrion road which will increase building height at this point from four storeys to five storeys and 17.3m to 21.125m. the addition

Key details

Project ID	1025684
Stage	Plans Granted
Planning Stage	Plans Granted
Floor Area	12,202
Storeys	7
Funding Type	Private
Construction Type	New Build

Planning Information

Authority	Dublin City Council
Planning Reference	4658/18
Decision Date	25 Apr 2019
Application Date	18 Dec 2018
SiteArea	0.32
Is Appealed	No

Links and Files

[Documents](#) [An Bord Pleanála](#)

Metrics

Requires Demolition	Y
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Other data

TRACKING PROJECTS

After you have tracked a project it will appear on both your dashboard and on the "Tracking" tab.

On the dashboard your tracked projects will appear on top of the middle section. Here you can view all your list of tracked projects, untrack and add notes or recall dates.

The dashboard features a top navigation bar with the CIS logo, a search bar, and links for Saved searches, Dashboard, Project Search, and Company Search. The main content area is divided into three columns. The left column contains 'Recent saved project searches' and 'Recent saved company searches', each with a 'Manage' link and a search button. The middle column displays 'Tracked projects' and 'Tracked companies', both with 'View all' links. The right column shows 'Highlighted projects' with project cards. Each project card includes a thumbnail, title, value, and location/client/promoter information. Each company card includes a thumbnail, name, and location/client/promoter information.

Recent saved project searches [Manage](#)

- [Galway commercial](#) 134 projects
- [Projects matching my project profile](#) 27,613 projects
- [Projects matching my project profile](#) 27,613 projects

[Start a new project search](#)

Recent saved company searches [Manage](#)

- [Limerick Main Contractors](#) 67 companies

[Start a new company search](#)

Tracked projects [View all](#)

- [€200m - Opera Centre Redevelopment](#)
Updated 01/12/2020 County Co. Limerick
- [€105m - Mixed Use Development](#)
Updated 18/05/2020 County Co. Galway

Tracked companies [View all](#)

- [Healy and Partners Architects](#)
Updated 18/02/2021
- [Limerick City and County Council](#)
Updated 16/02/2021
- [Mitchell | McDermott](#)
Updated 18/01/2021

Highlighted projects

- [€52m - Mixed Use Development](#)
Location Client/Promoter
- [€104m - Office Works](#)
Location Client/Promoter
- [€12m - Sports](#)
Location Client/Promoter
- [£60m - Office Works](#)
Location Client/Promoter

To add a note/recall date to a project on the dashboard click on the note symbol located to the left of the project details and to the right of the track "star" symbol.

The form is titled '€200m - Opera Centre Redevelopment'. It includes a 'Project tracked by' field with 'Eoin Reidy' selected. Below this is a 'Notes' section with a 'Recall date' field and a 'Notes' text area. The 'Notes' text area contains the text 'ER to follow up with this project'. At the bottom of the form are 'Save note' and 'Cancel' buttons. Below the form is a circular icon with a magnifying glass and the text 'Record your notes and set recall dates for this project.'

€200m - Opera Centre Redevelopment

Project tracked by
Eoin Reidy

Notes
Recall date
Recall date

Notes
ER to follow up with this project

Save note Cancel

Record your notes and set recall dates for this project.

To add a note simply type the note you want in the free text area and click the "Save Note" button.

A useful feature is adding your own preferred "Recall dates" which will keep you on top of your tracked projects. Choose a date from the calendar pop-up that is populated. Recall dates will appear on the right hand side of your "Tracking" page. These recall dates can fall under upcoming recall dates and overdue recall dates and can be edited and marked as complete.

PERFORMING A COMPANY SEARCH

You can search directly for companies involved in the construction industry in Ireland, and view their company profiles by clicking "Company Search" on the top ribbon.

Dashboard

Project Search

Company Search

Tracking

Export

ER

You can search our database by Location, Roles, Date updated and through our radius search feature on our interactive map. Once you have selected a filter, you must click apply and at this point you can add further filters to your search. The search results will automatically update after each filter you choose to add.

To search by company name, for example, enter the full name or portion of the company name, for which you would like to search into the main search bar on the top left hand side of the platform. Once you clicked search, you will be brought to the page containing your results.

If a company has multiple offices, these will be contained on the search results pages in question. It is recommended you track all off the offices relating to the company of interest to ensure you are aware of the company's future activity.

The screenshot shows the CIS (Construction Information Services) search interface. At the top, the CIS logo is on the left, and a search bar contains the text 'john sisk' with a magnifying glass icon. To the right of the search bar is a 'Saved s' button. Below the search bar are four filter buttons: 'Location', 'Roles', 'Date Updated', and a 'Clear all filters' button with a close icon. Below the filters, a summary bar indicates '5 companies' and 'Showing 5'. To the right of this bar are 'Save search' and 'Export' buttons. The main content area displays a list of four company entries, each with a location pin icon, the company name, a star icon, and details for Role, Updated date, and Address. The first entry is 'John Sisk and Son Limited (Head Office)' with a role of 'Main Contractor', updated on '05 Feb 2021', and address 'Wilton Works, Naas Road, Clondalkin, Dublin 22'. The second entry is 'John Sisk and Son Limited' with a role of 'Main Contractor', updated on '26 Jan 2021', and address 'Grove Island, Corbally, Limerick, Co. Limerick'. The third entry is 'John Sisk and Son Limited' with a role of 'Main Contractor', updated on '07 Jan 2021', and address 'Capwell Works, Kinsale Road, Co. Cork'. The fourth entry is 'John Sisk and Son Limited' with a role of 'Main Contractor', updated on '06 Jan 2021', and address 'Unit 4C, Oranmore Business Park, Oranmore, Co. Galway'.

CIS john sisk Saved s

Location Roles Date Updated × Clear all filters

5 companies
Showing 5

Save search Export

John Sisk and Son Limited (Head Office) ☆
Role Updated
Main Contractor 05 Feb 2021
Address
Wilton Works, Naas Road, Clondalkin, Dublin 22

John Sisk and Son Limited ☆
Role Updated
Main Contractor 26 Jan 2021
Address
Grove Island, Corbally, Limerick, Co. Limerick

John Sisk and Son Limited ☆
Role Updated
Main Contractor 07 Jan 2021
Address
Capwell Works, Kinsale Road, Co. Cork

John Sisk and Son Limited ☆
Role Updated
Main Contractor 06 Jan 2021
Address
Unit 4C, Oranmore Business Park, Oranmore, Co. Galway

COMPANY PROFILES

You can access valuable information on companies by clicking on their title which will bring you through to the high level details page. You can open their full company page by either clicking on their hyperlinked title or on the "OpenCompany" button both of which are located in the centre section of the page. It is important to point out if a company has multiple offices in Ireland, each will have their own profile on our system due to the different addresses and contact information.

Company Search Results:

- Lenmac Facility Management Services**
 - Address: University of Limerick, Castletroy, Co. Limerick
 - Role (default): Mechanical Contractor
 - Role: Main Contractor
 - Name: Mr. Brian Lenihan

[Open company](#)

You can track the company in question by clicking "Track company" button on the left hand section under the company name. Under the company name, on the left hand section you will also find the Company ID which is our unique identifier which can be quoted to us if there are any queries. Beneath this you will have the address of the office in question along with the contact email address, website and phone number where available.

Under the Projects section you can see all of the projects this company has been documented on our system as having an involvement in. You can access each of these projects by clicking on the project title, or you can choose to track any of these directly by clicking on the "Add to track projects" (star symbol) on the right hand side of the middle section.

3D Design Bureau
Company ID: 167227

[Track company](#)

Projects

Project Title	Stage	County	Updated
€8.5m - Mixed Use Development	Plans Granted	Co. Dublin	12 Feb 2021
€14.7m - Student Accommodation	On Site	Co. Dublin	27 Jan 2021
€17m - Housing Development	Plans Granted	Co. Laois	22 Jan 2021
€16.8m - Nursing Home	Plans Submitted	Co. Dublin	20 Jan 2021
€44.8m - Housing Development	Plans Granted	Co. Dublin	15 Jan 2021

€8.5m - Mixed Use Development

Promoter / Client: Domhnach Limited

Architect: Henry J Lyons Architects

Address: 22-24, Donnybrook Road (former Kiely's public house), Donnybrook, Dublin 4, Co. Dublin

Description: On the 5th February 2021 an appeal was lodged with An Bord Pleanála against Dublin City Council's decision to grant planning permission for this project. (An Bord Pleanála ref: 309378) 19/01/2021: A decision to grant planning permission was issued by Dublin City Council on 13/01/2021 to Domhnach Limited for work on a site which is bound by donnybrook road to the south west, mulberry lane to the north west and pembroke cottages to the east. The proposed development will consist of the demoliti...

TRACKING COMPANIES

By choosing to track a company, you can be informed anytime a company secures a new contract and anytime their current projects move stage or are updated, by tracking them on the platform. If a company has multiple offices in Ireland, it is important to track each of the offices to ensure complete visibility of all their activity. To search for the company directly, see "Performing a search for companies" above.

The screenshot shows the CIS platform interface. At the top, there's a search bar with 'jj rhatigan' entered and a magnifying glass icon. To the right of the search bar is a 'Saved searches' dropdown. Below the search bar are filter buttons for 'Location', 'Roles', and 'Date Updated', along with a 'Clear all filters' link. The results section shows '2 companies' and 'Showing 2'. On the right side of the results, there are buttons for 'Save search' and 'Export', and a map view toggle. A tooltip 'Add to watched companies' is visible over the map. The list of companies includes:

- JJ Rhatigan & Company Limited**
 - Role: Updated
 - Main Contractor: 19 Jan 2021
 - Address: Thomas Burgh House, Newmarket Square, Dublin 8
- JJ Rhatigan & Company Limited (Head Office)**
 - Role: Updated
 - Main Contractor: 10 Dec 2020
 - Address: Wolfe Tone House, Father Griffin Road H91PW72, Co. Galway

Tracked Companies CRM

When you track a company, you now have additional fields available to you under the section titled "Tracking". If you have a multi-user account, you can see which colleague is tracking the company in question, or alternatively if you are the administrator on the multi-user account, you can assign or reassign the company to a colleague. To add a note simply type the note you want in the free text area and click the "Save Note" button.

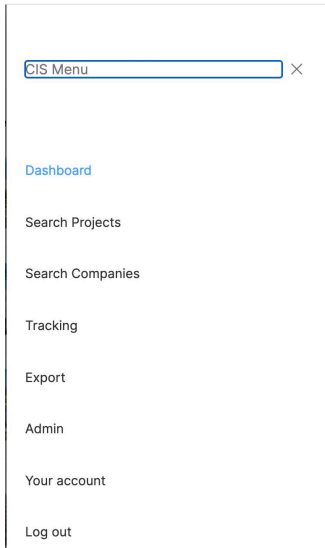
A useful feature is adding your own preferred "Recall dates" which will keep you on top of your tracked companies. Choose a date from the calendar pop-up that is populated. Recall dates will appear on the right hand side of your "Tracking" page. These recall dates can fall under upcoming recall dates and overdue recall dates and can be edited and marked as complete.

The screenshot shows the 'Tracked companies' section of the CIS platform. At the top, there's a button 'Add note / recall date'. The list of tracked companies includes:

- Limerick City and County Council**
 - Updated: 10/11/2020
 - Address: Merchants Quay V94 EH90, Co. Limerick
- Lenmac Facility Management Services**
 - Updated: 06/12/2018
 - Address: University of Limerick, Castletroy, Co. Limerick
- University of Limerick**
 - Updated: 19/11/2018
 - Address: Plassey Technological Park, Sreelane, Castletroy V94 T9PX, Co. Limerick
- John Paul Construction Limited (Head Office)**
 - Updated: 03/06/2016
 - Address: Dundrum Business Park, Dundrum Road D14 E1R9, Dublin 14
- Monami Construction**
 - Updated: 02/06/2016
 - Address: Unit 12, Briarhill Business Park, Ballybrit, Co. Galway

CHANGING OF ACCOUNT INFORMATION

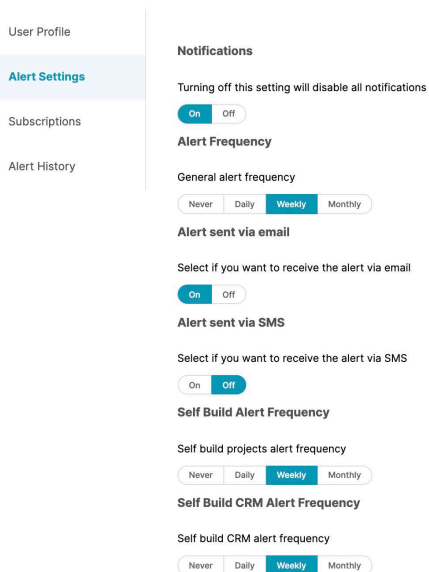
You can edit your account information by clicking on the button with your initials on the top right hand side of the top ribbon and clicking on "Your account".



Under User Profile you can change and edit your personal details and account details using the free text boxes provided and also update your password if required. Your password must contain uppercase, lowercase, at least one number and at least 2 unique characters and must be at least 8 characters long.

Under alert settings you can chose to turn on or off notifications and choose alert frequency to daily, weekly or never. You can also choose to turn on or off alerts sent via email. If you have a Self Build as part of your subscription package you can chose to have both alerts and CRM alerts set to daily, weekly or never.

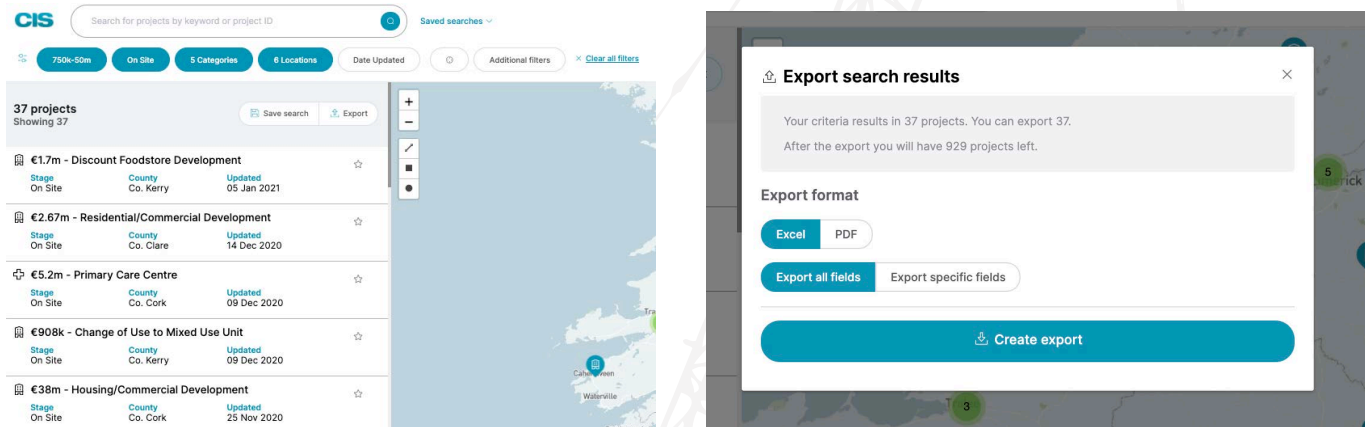
Your account



Under Subscriptions you can view your current active subscriptions and also view your subscription history.

EXPORT

There are a number of ways to export both projects and companies on the platform. To export through a project search you can press the export button on the right hand side of the results panel following the filtering of your search criteria. You can choose either to export to an excel sheet or pdf and whether to export all fields contained or a selection of specific fields.



When choosing to export specific fields you can uncheck or check all the fields by clicking "Select/unselect". When you are happy with your selected criteria you can click the "Create export" button and the file will download into your download tray on your browser.

To export from a company search the process is the same as the project search (see above). When exporting companies you can choose to export all fields or to export specific fields. When choosing to export specific fields you can uncheck or check all the fields by clicking "Toggle company columns". When are you happy with your selected criteria you can click the "Create export" button and the excel file will download into your download tray on your browser.

Export

Export history

Status	Export Type	Results	Export date	
> Completed	Company	1 companies	16/02/2021	Run again Download (XLS)
> Completed	Project	31 projects 56 companies	15/02/2021	Run again Download (XLS)
> Completed	Project	31 projects 0 companies	15/02/2021	Run again Download (PDF)
> Completed	Project	31 projects 0 companies	12/02/2021	Run again Download (PDF)

Export saved searches

Project searches

[Residential Dublin](#)
[Limerick Residential Plans Sub](#)
[Commercial Plans Submitted 10-50](#)
[Galway Commercial](#)
[Projects Matching My Project Profile](#)

Company searches

Export credits used

34/1000

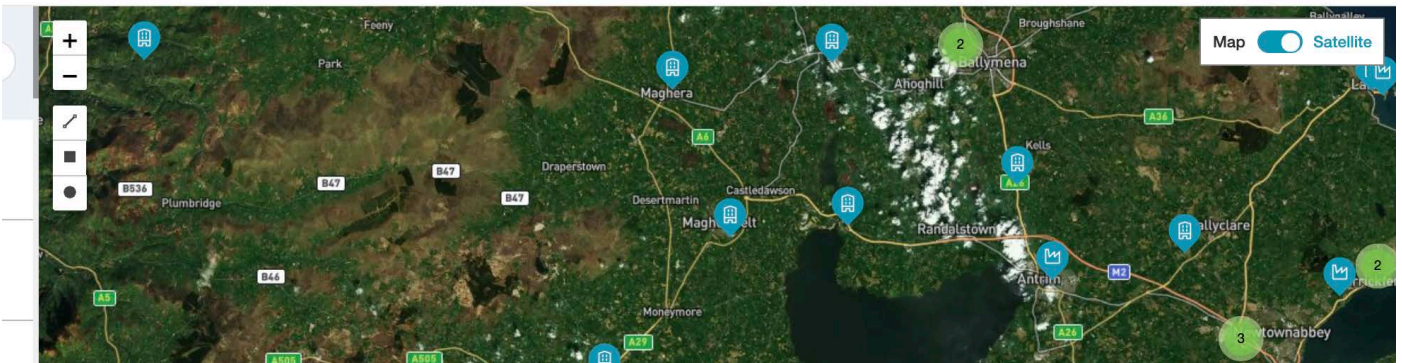
The tab "Export" on the top ribbon is where your export history is available along with your export save searches for both projects and companies. In export history you can view your previous exports, download them again or re run the search based on the criteria set out for new results to export.

Here you can also view how many export credits have been used and how many are available in your monthly allowance. To note, the same project can be exported multiple times without affecting your export credits. We operate the export capability based on a fair usage policy however if you require larger exports you can contact our team on email at sales@cisireland.com to discuss the different options.

MAPPING

With our mapping feature you can view search results on the entire map of Ireland. To ensure accuracy, all of our listings are mapped from co-ordinates obtained from planning documents.

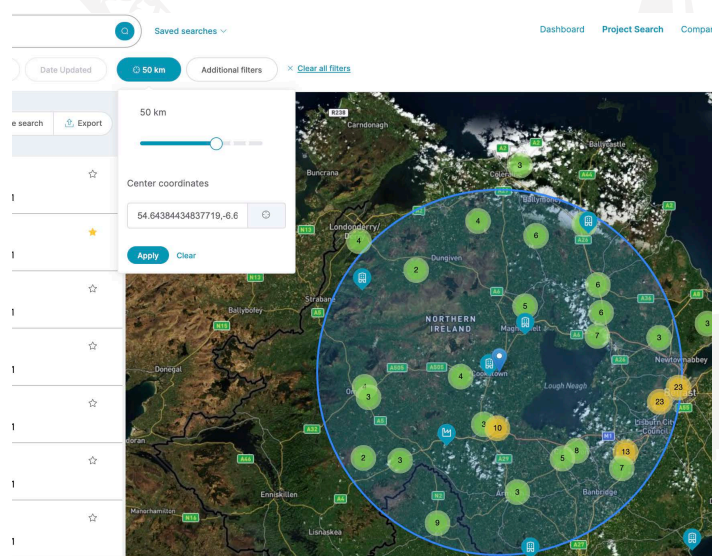
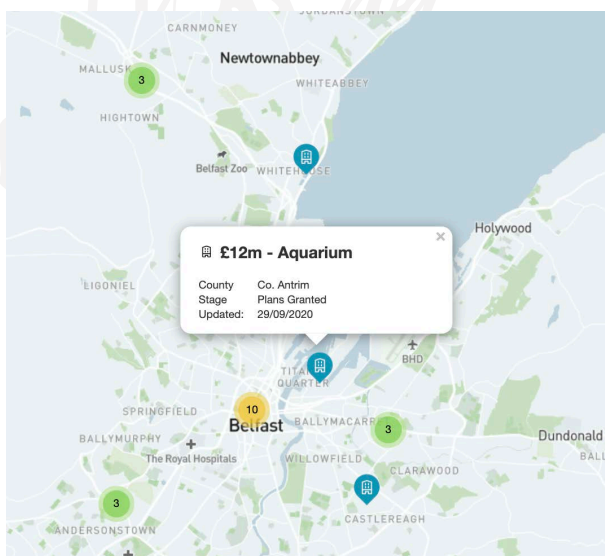
The map allows you to get a helicopter view of projects & companies within the 32 counties and can be zoomed in to a street view level. In the top right-hand corner of the map is an option to switch between Map & Satellite view. On the top left-hand side of the map are options to zoom in and out using the + and – symbols. There are also options to draw a polyline, square or circle to capture projects/companies in that area.



To draw a polyline select your starting point by clicking on the map and drag another line to a new point and click. Continue this process until you have formed the shape you are satisfied with. Projects/companies will repopulate on the left-hand section based on the shape you have drawn.

To draw a square, choose the square symbol on the top left-hand side of the map and click and drag to create the area you want.

To draw a circle, choose the circle symbol the top left-hand side and click and drag to create the area you want. You can extend/reduce this radius search by clicking on the target tab located on the top left filters ribbon and using the slider to select a radius between 1K – 300K. Once selected click apply to refresh the results.





Construction Information Services
Suites 3 & 4, The Cubes,
Beacon South Quarter
Sandyford,
Dublin 18

T: (01) 299 9200

E: Sales@cisireland.com

www.cisireland.com

