

Aconex

Aconex is a document management and collaboration system that uses the cloud to manage the storage and flow of information for projects in the construction, engineering and facilities management industries.

Powerful features and an easy-to-use interface allow participants to manage and log project activity as they go. Every correspondence, every document, every variation is securely stored and organized for fast, easy retrieval. Clients have access to their information anytime, anywhere, from one single login.

The on-demand service, known for its document security and ease of use, has set the international industry standard for web collaboration. Compared with software-based systems, Aconex can lower your project expenditure and reduce risk, and removes the need for internal IT support.

Aconex is designed to get you started quickly. Included setup service and support ensure high uptake and early user acceptance right across the project team.



Task management

Every Aconex member is provided with a summary of project-related information in a task management overview screen. It includes details of unread, outstanding and overdue mail items, document update notifications, incoming and outgoing tenders and current and overdue actions.

Any action in the Aconex system can create a task for another member – from responding to requests for information to reviewing and approving a drawing. The concept is simple yet powerful.

Correspondence management

Aconex serves as an electronic project mail and archive. All correspondence relating to the project can be created, delivered, recorded and archived by the system. On Aconex, project mail is not held in individuals' folders but in a company mailbox, the equivalent of a central filing system. Correspondence is available to all project participants within the organization and confidentiality can be enabled when required.

All project mail is delivered on company specific templates, maintaining your firm's identity within the project. Mail templates can be defined for RFIs, site instructions, transmittals, variations, quotes, design instructions, project advices, project claims, architect's advice and consultant's advice notices.

Aconex project mail functions are very familiar, as they mirror standard email. Files may be attached to any piece of project mail from the controlled documents register, or the local drive.

Hard copy letters and existing documents can be captured into the system through a scan registration process, ensuring all correspondence is logged.

All project mail is automatically logged and cannot be deleted or modified once sent. Mail can be filtered by a variety of attributes, free text and wildcards. Mail to or from any members within a company or project can be found instantly, ensuring accountability and full quality assurance.

Document control

Each company within the project has a private document register which can support virtually any file type including .pdf, CAD files, image files (such as .jpg, .tif and .gif), Microsoft formats, open-source formats and others. By default, the document register displays the most recent revision, but all document revisions are held. The complete document history is stored and easily accessible. The register may be searched by a variety of document attributes, free text or wildcards.

Each document is uploaded once upon creation. Subsequent revisions supersede existing entries, removing the need for repetitive data entry and ensuring that all members have access to the very latest document.

Documents within the register can be sent electronically to any party involved in the project. Transmittals include the same information as a typical paper transmittal but with direct links to the underlying documents.

An inbound transmittal automatically updates the organization's document register, ensuring all relevant project participants have immediate access.

Online viewer

Aconex has an in-built viewer that allows members to view multiple file formats without the need for additional software. The viewer also provides online, collaborative, real-time markup and measuring tools. Its innovative, easy-to-use compare function allows all revisions to be compared and viewed in a single document.

Directory

All Aconex members are listed in the central directory which is available to all other members. Because members manage their own details on the system, the administration burden is removed from any one organization. Directories are presented at both project and global levels and are fully searchable. Unlimited numbers of distribution groups can be set up for each project.

Members can deliver information to non-members using regular email. This correspondence and any replies are captured and stored within the system.

Reporting

List, sort and filter functions in Aconex enable comprehensive reporting.

Reports are generated from all documentation and correspondence for the entire lifecycle of a project. Powerful search, filter and task management functions ensure that reports are produced from the most up-to-date information. Searches can be saved for regular use and the resulting reports are easily configurable.

Detailed reporting minimizes the risk of disputes over variation and miscommunication. It enables managers to make well-informed decisions and to act immediately on potential issues.

Workflows module

Waiting for approvals on drawings or plans often causes significant delays on projects.

The Aconex workflows engine accelerates standard approval processes. Project managers can generate an automatic flow of dependent tasks around a team. Each participant required to act on a task receives an alert of the pending task and notification of the response deadline.

Workflows enable managers to monitor progress in real time, reducing delays and improving the ability to oversee multiple projects at once.

Model Coordination

Models is a dedicated space for collaborative model management in Aconex. While Models isn't a replacement for proprietary authoring tools, it allows the project team members to access published models without 3D design software: all they need is Aconex.

Model Coordination module allows sharing models with everyone on the project, view and navigate model files in an aggregated view, without using proprietary model authoring tools and link Aconex documents to specific model objects, to help in construction, auditing and handover.

Users can send mail, such as RFIs and other process-related correspondence, relating to Models objects, and attaching marked up model views.

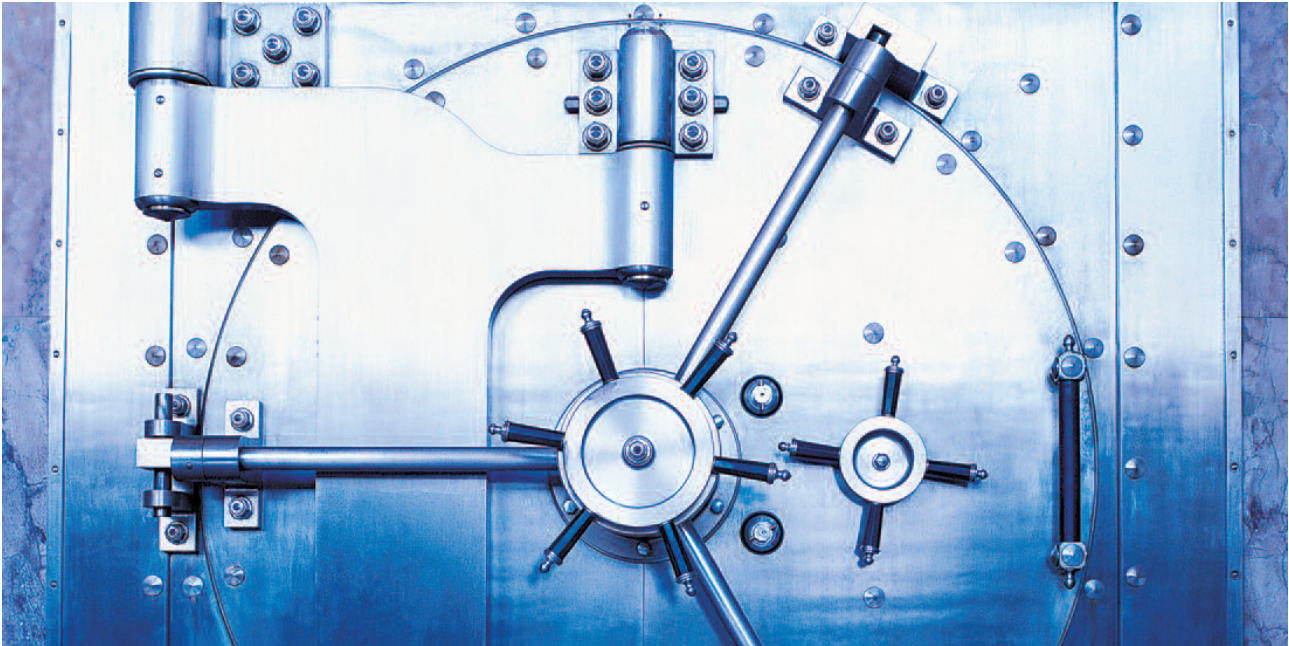
Tenders module

The tenders module provides functionality to manage tendering electronically. It significantly reduces the time needed to create and manage tender packages, and simplifies the administration of the entire process.

Aconex is like a tender process dashboard, tracking each respondent's progress – whether they have accepted, viewed, started responding to, or lodged the tender.

Oracle Aconex offers:

- ▶ Unlimited data storage
- ▶ Unlimited use by subcontractors & consultants
- ▶ 24/7 support at no additional cost
- ▶ Fast implementation time
- ▶ Fast & familiar screens
- ▶ Powerful document viewing, comparison & real-time mark up



How Aconex Works

Online

All of your information is stored online. Project details are accessed via a single, secure login on the internet. This means you can view information on any project from any location at any time. To access their documents and correspondence members of Aconex simply need a standard web-browser.

Regular data back up and the use of remote, professionally-managed data centres provide high levels of security for critical project information.

Information

Aconex helps you to keep all of your information together. No matter what format they are in, all correspondence and documents to do with your project are in the one place. This includes everything from building plans and audit reports, to emails.

Management

Aconex puts you in control of your project, with an ongoing view of how work is progressing. You have a clearly tracked log of all projects and you know who has updated what, when. With the ability to view the very latest information, you can manage your project from anywhere at any time.

Data security

Aconex data is stored on redundant servers hosted in multiple world-class data centres. These facilities have 24 hour surveillance, redundant power and data connections and sophisticated fire suppression systems. Servers are locally backed up on a continuous basis as well as to a remote offsite location. All data can be fully encrypted for transfer.

Service

Aconex takes care of everything you need to get your project online. Online training, ongoing 24/7 phone support and start up programs. Aconex gets you up and running fast.

It's that easy.