



Features & Technology

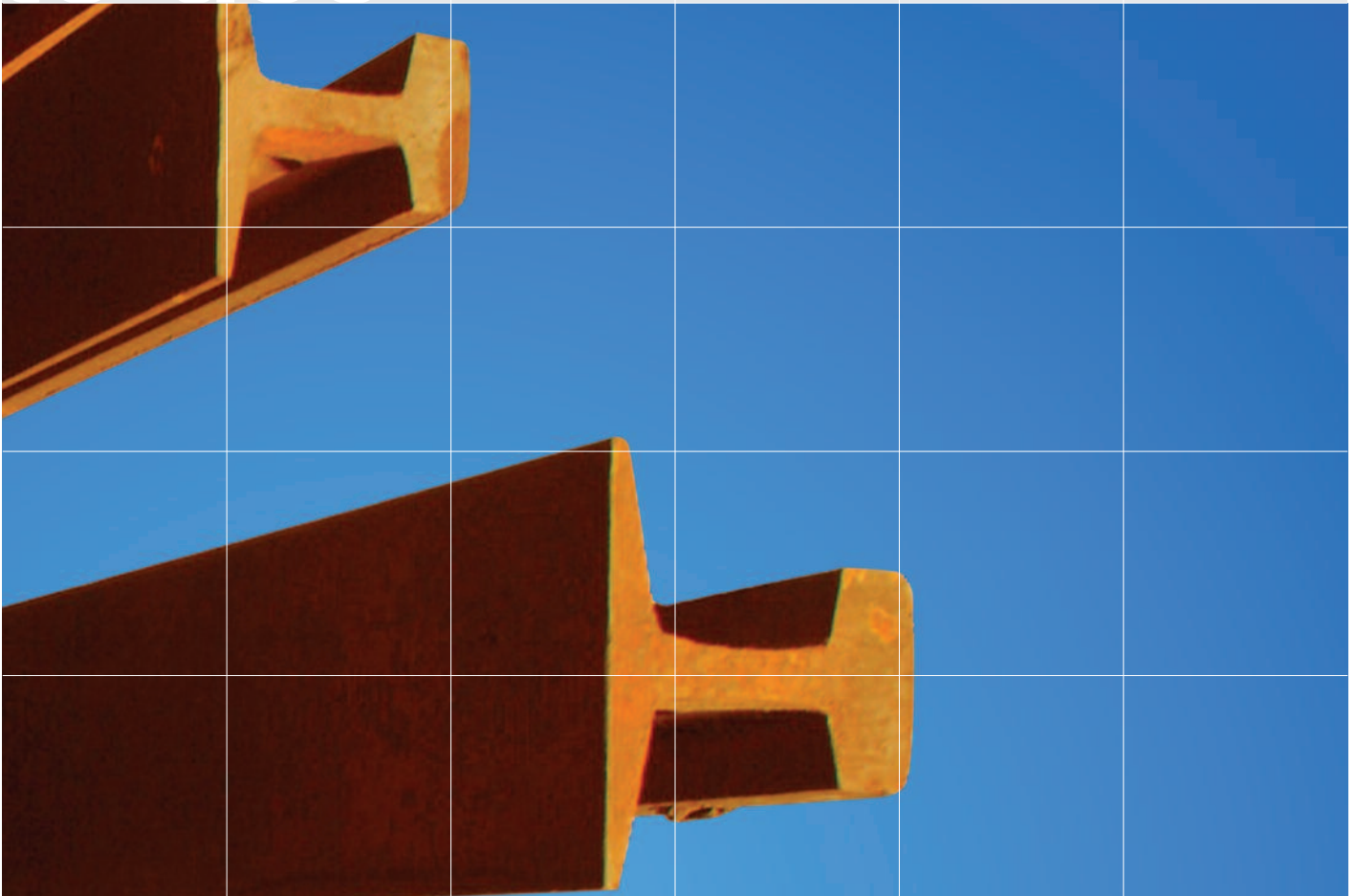
Aconex is a document management and collaboration system that uses the internet to manage the storage and flow of information for projects in the construction, engineering and facilities management industries.

Powerful features and an easy-to-use interface allow participants to manage and log project activity as they go. Every mail, 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 training and support ensure high uptake and early user acceptance right across the project team.

easy
to use



Features & Technology

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 mailroom 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, invoices, design instructions, project advices, project claims, and architect's advice and consultant's advice notices.

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

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.

Inbound faxes can be automatically captured into the system via a project-specific fax line. Faxes received are scanned as a .pdf or .tif file and then managed like any other electronic document in the system.

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.

Aconex users can easily print documents, plans and drawings through a network of commercial print centers. All print requests can be monitored, priced and managed directly through Aconex, without burdening the company's email systems or IT infrastructure. Aconex automatically archives print requests to produce a searchable audit trail.

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.

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. 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 faxes and 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.

Service

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

It's that easy.

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 or an automated fax service. 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 can be developed to operate within or across organizations, for example to ensure that all purchase orders are reviewed by the finance manager before release. Workflows enable managers to monitor progress in real time, reducing delays and improving the ability to oversee multiple projects at once.

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.

Each tender template is reusable, creating time and cost savings each time the organization goes to tender. And automation of administration and approvals processes increases speed to market and reduces project overheads.

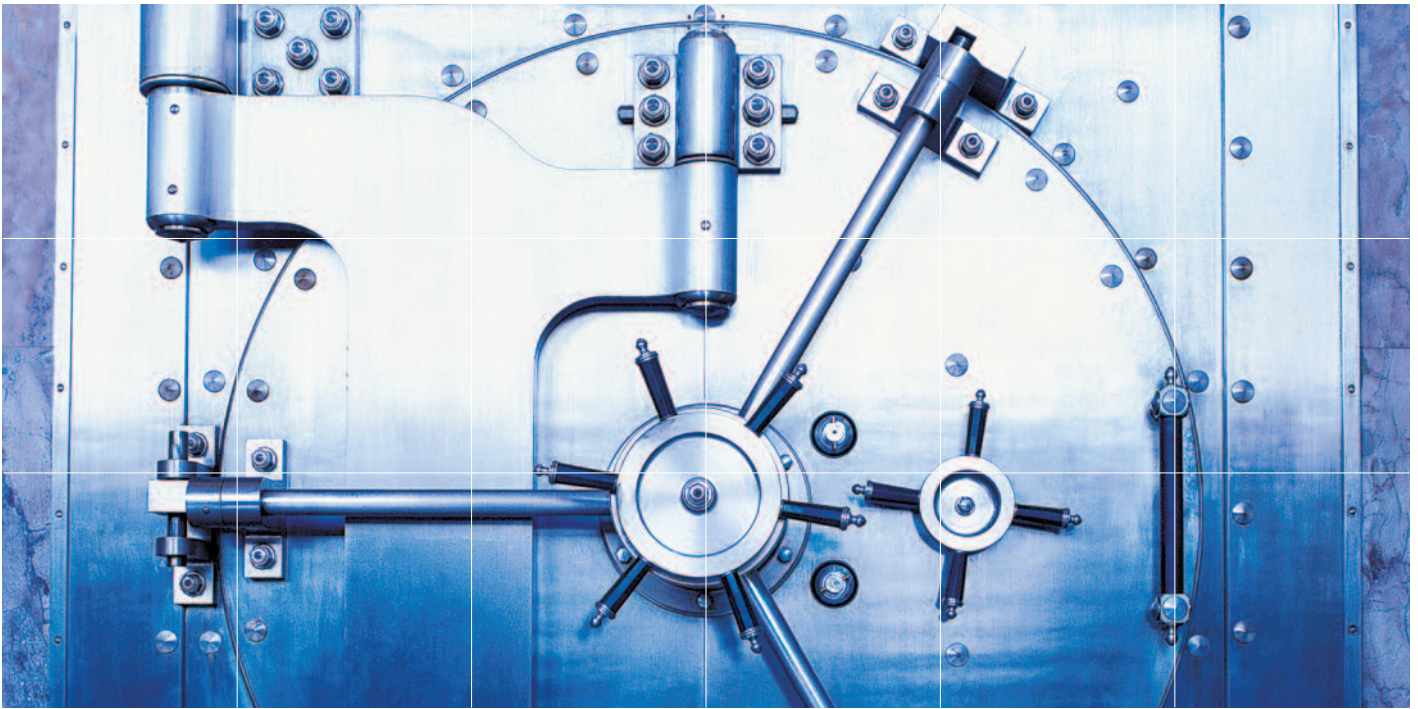
Aconex is like a tender process dashboard, tracking each respondent's progress – whether they have accepted, viewed, started responding to, or lodged the tender.

It also handles the time-consuming job of extracting tender data and comparing responses. Users can view original and adjusted amounts as well as weighted scores. Automating the administration can eliminate errors during this assessment phase. Once the tender is awarded, Aconex can automatically notify unsuccessful tendering parties.

Aconex offers:

- > Unlimited data storage
- > Unlimited use by subcontractors & consultants
- > Unlimited training for all participants
- > 24/7 telephone support at no additional cost
- > Fast implementation time
- > Fast & familiar search screens
- > Powerful document viewing, comparison & real-time mark up





Features & Technology

Technology

Aconex is designed by our experienced in-house development team and the company holds full intellectual property rights to the technology.

Underlying technology

Aconex uses 100% Java on a series of Linux servers. Use of Java means that Aconex functions are designed for expansion and compatibility. All templates and forms can be customized with corporate and project logos and terms.

System requirements

To access their documents and correspondence members of Aconex simply need a standard web-browser.

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.

System access

Once a member is registered and approved by their organization's administrator, they are allocated a role that corresponds with access to certain functionality and tasks. All access to data is through a single, secure site. Organizations retain control of their data through private document registers, and can select documents for exchange in a virtual plan room or document register.

Registered members access functions or document types, rather than specific documents or data. Each function or activity can be enabled for each member on a project-by-project basis, which gives the company administrator full control over the system. A full audit trail tracks all activity.

Enterprise-wide solution

Through the Aconex login site, registered members can access all data across multiple projects. Information can be shared or passed from one project to another, or from the project site to head office. Managers can maintain an organizational view across projects and generate organization-wide reports through one login. The address book contains both organization and project directories.

How do I get started?

Getting started is easy. We provide full start-up implementation and ongoing support from our friendly professional team. Contact us today to find out how easy it is to manage your project information with Aconex.



www.aconex.com