

CONFIGURATION

FOLDER STRUCTURE

ARKANCE will create your current folder structure within the Docs platform limited to a total of one hundred (100) folders with the inclusion of folder level permission access.

CUSTOM ROLES

x20

Define up to twenty (20) roles to control access permissions and responsibilities, tailored to discipline, function, or seniority.

REVIEW WORKFLOWS

x5

Implement five (5) custom review approval review processes, ranging from single-step approvals to multi-step complex authority reviews.

ISSUE TRACKING

x6

Create and manage six (6) custom issue categories, and twelve (12) custom issue types facilitating clear communication and prompt resolution within project teams.

FORMS

x3

Create and digitize up to three (3) forms for real-time field data capture and workflow automation.

RFIs

x3

Implement three (3) RFI workflows for clear and efficient communication and tracking information requests.

SUBMITTALS

x2

Manage two (2) submittal workflows to streamline submission and approval processes.

SCHEDULE & WORKPLAN

x1

Upload one (1) project schedule and create one (1) sample workplan to demonstrate effective schedule management.

Build Set-up & Training

TRAINING & SUPPORT



ADMIN AND DOCS TRAINING

4 HOUR

Includes project setup, member management and folder structure configuration.



BUILD TRAINING

4 HOURS

- Form creation and reporting
- RFI configuration and approval workflows
- Meeting creation and reporting
- Photo management and reference tools
- Schedule and submittal workflows

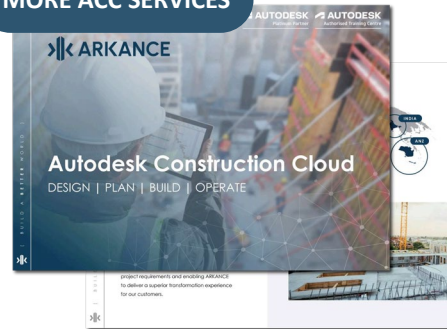


FOLLOW-UP ASSISTANCE

2 HOURS

Post-training session for further exploration of ACC tools and user queries

MORE ACC SERVICES



IMPORTANT NOTES

- Client will need access to relevant Autodesk subscription licensing.
- All works will be carried out remotely via Microsoft Teams
- Any work outside of the above will be deemed a variation and formal approval from both parties will be required
- Training is for a maximum of 6 users
- 100% payment upfront is required
- A digital form will be provided to client with information required around folder structure, roles, reviews, forms, RFIs, Issues, Meetings and Schedule prior to starting the formal engagement.
- Validity is 8 weeks from receipt of purchase order within the same calendar year.
- Folder Structure excludes user management creation.

CONTACT US

Phone

AU: 1800 223 562

NZ: 0508 232 797

\$7,900+gst