

# Docs Setup & Training

## 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.

### MORE ACC SERVICES



### CONTACT US

Phone  
 AU: 1800 223 562  
 NZ: 0508 232 797

## TRAINING & SUPPORT



### ADMIN TRAINING

1 HOUR

- Project setup, member invitations and role creation.
- Learn how to manage members, add companies, and monitor project activities.



### DOCS TRAINING

3 HOURS

- General navigation of Autodesk Construction Cloud (Docs)
- Folder structure management
- Issue reporting and review submissions



### FOLLOW-UP ASSISTANCE

1 HOUR

- Q&A Session for further guidance on ACC tools and features

### 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, review and issues 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.

**\$4,400<sub>+gst</sub>**