

# ORACLE ACONEX ESSENTIALS

## Oracle Aconex

### Drive project performance with visibility and control

Course Outline from: DAT Computer Concepts

Owners and delivery teams trust Oracle Aconex for visibility, control, reduced risk, and connected teams. Drive efficiency in design and construction coordination, project controls and cost management, document management, and field management. Get fast time to value with construction management software that is easy to use and deploys in days.

### BENEFITS AND OBJECTIVES

Aimed at all Aconex users this course covers the basic skills and understanding that are important for everyone on the project team. You might be a regular user or a part time user but understanding how Aconex works and the ways to access and share information will help you and the project team deliver the project and get the documentation logged, signed off quickly. This course introduces the fundamentals of Aconex. It provides you with the knowledge to make Aconex easier and more effective. You'll learn about the Aconex model, how organizations create and share information and the importance of revision control.

- ✓ Logging in and basic search techniques (documents and mail)
- ✓ Opening and downloading documents
- ✓ Sending (transmitting) documents to others
- ✓ Uploading and revising (superseding) single documents
- ✓ Searching for older document revisions
- ✓ Creating and sending mail to others
- ✓ Inviting others to a project
- ✓ Managing your personal preferences (e.g. timeout and time zone)

### LOGIN IN ESSENTIALS

- Logging into Aconex
- Updating and changing your Account settings
- Who is my Organization Administrator?
- Troubleshoot account access problems

### USER ROLES AND PROJECTS ESSENTIALS

- What is a project and an organization?
- Who is my Project Administrator
- How do I get added to a project
- Invite an Aconex user onto a project Inviting users to your project
- What are guest users
- Aconex user roles

### BASIC TASKS IN DOCUMENTS

- File Naming Guidelines and Best Practices
- Upload a document into Aconex
- Update (Supersede) a Document
- Download a document from Aconex
- View Document Activity
- Open and Review Documents in Aconex

### BASIC TASKS IN DOCUMENTS (CONT.)

- Transmit your document
- Upload documents from external services
- Preview a Document
- Resolving File Not Loading errors in the Office Online Viewer
- Viewing and editing MS Office documents in Aconex

### MAIL ESSENTIALS

- Get started with Mail
- What is the difference between a document, a transmittal, and a mail
- Who can see my mail and documents
- How do version control and the Aconex audit trail work

### SEARCH ESSENTIALS

- Aconex Search essentials
- What can I search on

### TASKS ESSENTIALS

- Aconex Essentials - a tour of the Tasks page
- Receive automatic email notifications for overdue tasks