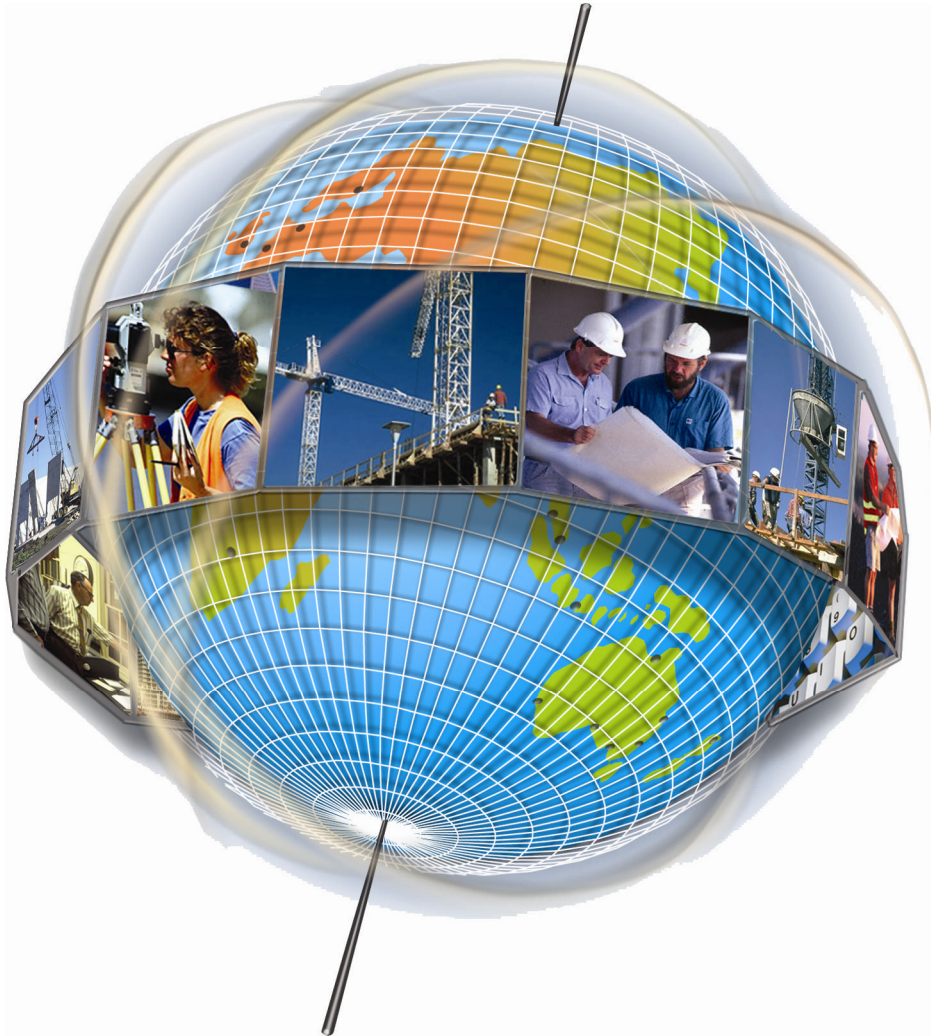




QA software

Project Management the smart way

Project Document Collaboration



Team Binder


Web based Project Document
Management and Collaboration
Solution



Get the **TeamBinder** Advantage

Benefits

Deploying TeamBinder on your projects leads to a direct increase in productivity from the team staff and reduces the risk saving considerable money and time.

Document Management Benefits	Correspondence Management Benefits	Tender Management Benefits
TeamBinder provides a suite of new capabilities (things you could not do previously)		
<ul style="list-style-type: none"> § Automated document review and revisions workflow § Centralised common document register § Capability to define business rules § Automated filing, retrieval, distribution & storage / archiving § Secure access anytime, anywhere, by authorised parties 	<ul style="list-style-type: none"> § A single centralised record of all project correspondence § Expediting facility for responses § Automatic record of correspondence receipt § Automated subject area threads and filing § Increased productivity of all project staff § Secure access anytime, anywhere, by authorised parties 	<ul style="list-style-type: none"> § Electronic project tender process management § Electronic sub-contract tender process management § Eliminated need for hard-copy document distribution § Centralised, secure storage of all tender documents
This leads to Improved Management of Risk		
<ul style="list-style-type: none"> ⇒ Reduced rework due to prevention of upload of superceded documents ⇒ Reduces exposure to (client) cost claims and to sub contractor disputes ⇒ Reduced time for document approval 	<ul style="list-style-type: none"> ⇒ Reduced risk of correspondence going astray ⇒ Reduced risk / cost of contractor disputes 	
It also leads to Increased Productivity		

Features

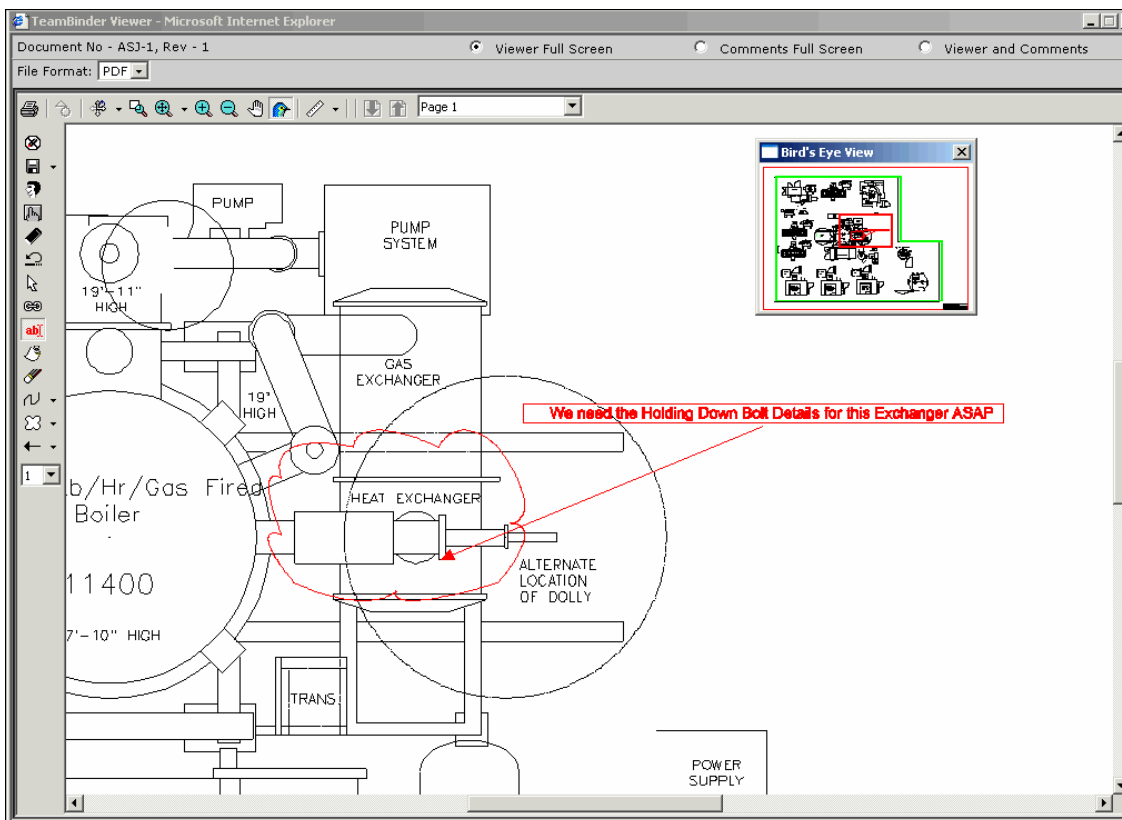
Controlled Documents	
Maintain a single, secure, centralised document register.	Ü
Maintain a list of the latest revision of all documents.	Ü
Maintain a full revision history for all documents (including changes in status).	Ü
Efficient batch upload of documents.	Ü
Validation of all document uploads to ensure complete meta data.	Ü
Controls to stop upload of superseded revisions of documents.	Ü
Automatic distribution of documents via a distribution matrix.	Ü
Batch download via zip file.	Ü
Support for document review workflows (parallel and serial).	Ü
Support for on line viewing, printing and markups using TeamView.	Ü
Support for distribution of documents via Transmittal.	Ü
Automatic notification of revisions to documents.	Ü
Powerful search engine to find documents.	Ü
High level of access control to documents and document electronic file formats.	Ü
Support for Check-in and Check-out of documents.	Ü
Correspondence	
Definition of customised mail types with custom fields.	Ü
Participants can include their own logo on correspondence.	Ü
Automatic reference numbering on all correspondence.	Ü
Predefined mail workflows to control how correspondence is replied to and forwarded.	Ü
Automated and simple filing into Sent Items and Inbox.	Ü
Powerful search and find capabilities to retrieve correspondence.	Ü
Use of Binders and Sections to simulate a hard copy filing system.	Ü
Send mail to external contacts (people outside of the system).	Ü
FAX-IN module to automate the receipt of faxes directly into system.	Ü
EMAIL-IN module to automate the receipt of emails directly into the system.	Ü
Upload of Hardcopy correspondence.	Ü
Status Tracking and hot lists to manage correspondence.	Ü
Auto linking of questions and answers and thread view to see a correspondence trail.	Ü
Access to correspondence limited to personal, Department or company mail only.	Ü
Quick link mail statistics to give an instant overview of correspondence on a project.	Ü
Batch printing of correspondence.	Ü

Tendering

Creation of Tender Packages in terms of documents and recipients.	Ü
Make packages of documents available for download electronically.	Ü
Support for both public and private tenders.	Ü
Facility to manage addendum to tenders electronically.	Ü
Ability to Award tender packages on line.	Ü

General

Powerful report generation Output reports to CSV for import into Excel.	Ü
Published reports module to store site photos, CVs.	Ü
Project Calendar.	Ü
Powerful Global Search Function	Ü
Facility to support use of a site camera.	Ü
On-line help system.	Ü
Documented training programs.	Ü
128 Bit Encryption with authentication via User ID and Password.	Ü
Ability to access from anywhere at anytime.	Ü
24/7 access to information.	Ü
Full backup and firewall protection.	Ü

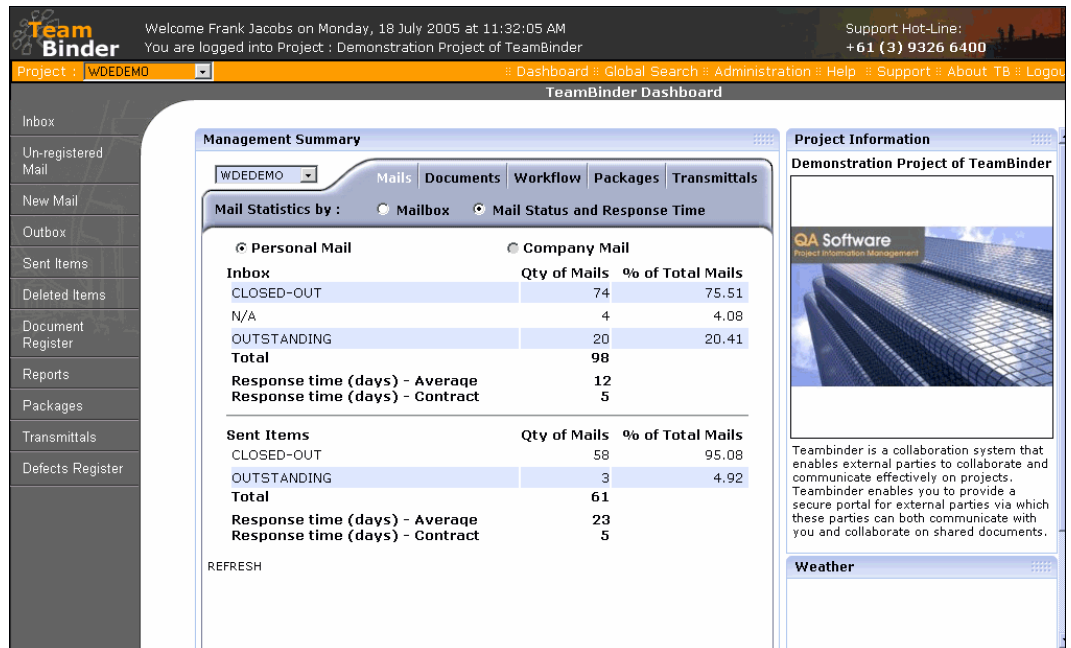


Integrated On-Line Viewing for collaborative mark-ups (reviews), and printing

Overview

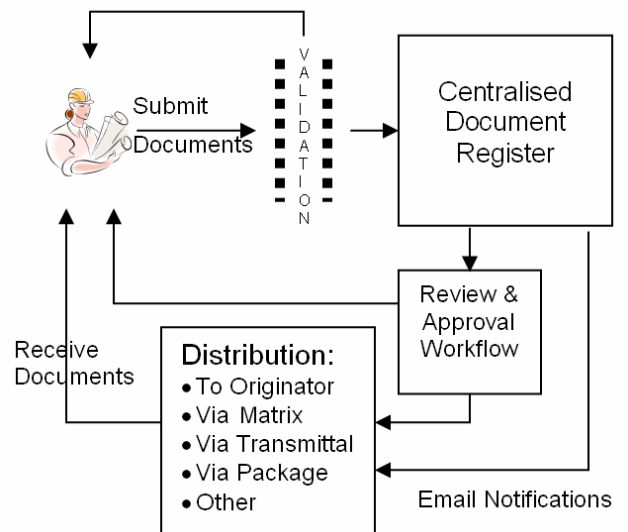
TeamBinder is a web-based project document management and collaboration system used to manage, store, and distribute information in the form controlled documents and communications.

In particular, TeamBinder will help you manage:



- The distribution, review and approval of documents during the project design phase.
- The preparation, release for tender and award of sub contract document packages during the procurement phase.
- Document distribution to subcontractors during the construction phase.
- All forms of communications between participants throughout the lifecycle of the project.
- Document archiving at project completion and handover to the customer.

With all your project documents and communications managed and maintained on a secure, open platform, project participants are able to focus on the successful delivery of the project on time and within budget.



Additional Optional Benefits

The following optional extras are available for use with TeamBinder:

FAX-IN: The Fax-in option enables any participant on the project to have incoming faxes routed directly into TeamBinder. This is a popular feature with contractors who receive faxes from sub contractors and others who do not have the infrastructure to use a web based solution.

FAX-OUT: The Fax-out option enables users to send mail by Fax directly from within TeamBinder to contacts who prefer to receive mail via this method.

EMAIL-IN: The Email-in option enables emails sent to a dedicated email address to be automatically routed directly into TeamBinder.

TEAMVIEW: TeamView is a web based viewer that can be used with TeamBinder for viewing, printing, markups and collaboration on more than 250 different file formats.

CUSTOM MAIL TEMPLATES: TeamBinder the supports the full customisation of mail templates and the transmittal format to meet company standards.

PROJECT ARCHIVES: TBARCHIVE is a unique archiving facility for use with TeamBinder to archive both project data and the TeamBinder application to CD. Project Archives can be supplied on request to any company using TeamBinder.

QCAD SOFTWARE: QCAD is QA Software's unique batch document upload utility for AutoCAD. QCAD enables drawing files to be uploaded to TeamBinder direct from within AutoCAD with automatic extraction of document attributes from drawing title blocks, auto generation of PLT/PDF files, and binding of Xrefs.

QPRINT: QPRINT is a standalone application for use with TeamBinder that automatically downloads and prints every document uploaded to TeamBinder. QPRINT can also be configured to auto convert every document to TIFF/PDF format and stamp documents with received dates, and approval signatures electronically.

SITE CAMERA: A Site Camera can be integrated with TeamBinder to stream photos of the site at predefined intervals to the TeamBinder Dashboard..

TENDERDOCS: TenderDocs is QA Software's tendering website for the publishing of private and public Tender packages from within TeamBinder.

TeamBinder or QDMS and QTRAK?

QDMS and QTRAK are QA Software's popular PC based Document and Correspondence Management Systems. When considering the move to TeamBinder from QDMS to QTRAK there are two common questions:

Does TeamBinder replace QDMS & QTRAK?

For Consultants: For large consultant organisations with multiple offices and people from different offices working on the same project, TeamBinder does replace QDMS and QTRAK. TeamBinder is a web based document management system that has a centralised server and securely stores all the physical documents in a vault. TeamBinder can be accessed from anywhere over an Intranet or the Internet and hence is ideal where people in different locations require access to the same information.

For Contractors: No, TeamBinder is a project specific solution. For example if you have a large project that needs to be fast-tracked with consultants, the head contractor and sub-contractors using the same system, then Team Binder is definitely the solution. On the other hand if you have a small project, where design is substantially complete and you need project management tools to help manage the control of documents and mail, then QDMS and QTRAK is the way to go.

How is TeamBinder Different from QDMS and QTRAK?

The follow is a summary of some key differences between TeamBinder and QDMS and QTRAK:

TeamBinder	QDMS and QTRAK
Is a web-based product and therefore you can access it from any windows based PC with Internet access.	Is a file server product and therefore you need a PC that can access a server on which the data is stored (usually in your office).
Can be used as a collaborative system where several Companies share the same system and same data under strict security controls.	Are for a single Company to manage their drawings, transmittals and correspondence.
Being a collaborative system, distribution of Documents and mail is instantaneous, which means that responses can be much quicker as well.	Transmittals and mail are distributed by Fax, Post, Courier or Email. This information cannot be imported into a recipients system unless they also use QDMS and QTRAK. Hence turn-around times tend to be longer.
Can utilise a distribution matrix to automate the distribution of documents in addition to the traditional transmittal concept.	Document distribution is solely by transmittals, created by users.
Stores the physical document files securely on a Web Server.	Store only the path to where the documents are saved on a file server.

TeamBinder	QDMS and QTRAK
Has facilities to manage the approval cycle and commenting of drawings on-line.	Does not manage the approval cycle on-line.
Users can download drawings they have been given access to from anywhere, anytime.	Users need to be transmitted soft or hard copies, which they can misplace.
All project documents are managed via a central database.	Each Company manages it's own project documents and may not manage it via a database that can be queried.
Has a security module that enables security to be controlled down to individual documents (and even individual formats for each document)	Users with access to the Document Register in QDMS can access all documents.
For consultants, TeamBinder can be used to manage a check-out and check-in process for revising documents.	QDMS and QTRAK do not support check-out or check in of documents.
Being a collaborative system, there are less arguments as to who sent what, when and where.	In order to reduce arguments of who sent what, when and where a semi-manual form of receiving and recording acknowledgements is required. This is very rarely practiced.
Selected users are automatically notified off certain events like: <ul style="list-style-type: none"> • Drawing uploads of a specific Discipline • Drawing approval/rejections of a selected discipline • Specific drawings being revised • Mail read receipts 	Notifications are semi-automatic.
Can be used to create an intelligent, application independent, fully searchable archive at project completion.	Cannot create an application independent archive without exporting each database to Excel manually.
TeamBinder needs to be hosted on an internet server and is more expensive.	Is suitable for smaller projects with a restricted budget.
TeamBinder requires only Internet Explorer on each PC, reducing the IT maintenance cost.	QDMS and QTRAK require software on each server and on each PC.
Is a centralised system meaning that there is only one application to maintain and upgrade which saves on IT resources.	Are generally installed both in all offices and all project sites meaning maintenance and software upgrades are time consuming to deploy.

Security

Running a web based system often raises security concerns with customers. These are normally groundless since:

- The QA Software production servers on which the TeamBinder system resides are physically located within the premises of Global Centre in South Melbourne, a leading specialist Data Centre.
- The QA Software production servers site behind a highly configured Linux security appliance which provides firewall protection ensuring only authorised traffic is permitted. The Linux based firewall device has been custom designed by QA Software technicians to provide a high level of protection incorporating packet inspection for high performance while maintaining protection from denial of service attacks, and unauthorised entry
- Access to the TeamBinder system is protected though the use of passwords and “Strong 128 bit Encryption” or SSL (Secure Sockets Layer) which encrypts information send between the end users browser and the QA Software production servers. Encryption together with usernames and passwords ensures the confidentiality, integrity and authenticity of the transmission.

Document No	Rev	Sts	Title	Disc	Cat	Rvw Sts	DWG	PLT	TIFF	OTHER
BF-QAS-DEMO-001	2	PDR	Document Y-X-DEMO-001	CI	E	Un- Restrained				
BF-QAS-DEMO-002	1	PDR	Document Y-X-DEMO-002	CI	E	Un- Restrained				
BF-QASDEMO-001	2	PDR	BF-QASDEMO-001	CI	E	Un- Restrained				
BF-QASDEMO-002	2	PDR	BF-QASDEMO-002	CI	E	Un- Restrained				
CBM-098	4	A	City Base Map	CI	S	Un- Restrained				
CBM-099	7	PDR	City Map	CI	S	Un- Restrained				
CBM-100	6	A	City Skyway Map	CI	S	Un- Restrained				
DR-J32-001	1	PDR	Site Map	CI	E	Un- Restrained				
DR-J32-002	2	PDR	Level 4 Electricals	CI	E	Un- Restrained				
DR-QAS-001	7	PDR	Reflected ceiling plan - DR-QAS-DEMO	CI	E	Un- Restrained				
DR-QAS-002	2	PDR	DR-QAS-DEMO-002	CI	E	Un- Restrained				
DR-QAS-DEMO-001	3	PDR	Reflected ceiling plan - DR-QAS-DEMO-001	CI	E	Un- Restrained				
DR-QAS-DEMO-002	2	PDR	DR-QAS-DEMO-002	CI	E	Un- Restrained				
DR1-QAS-DEMO-001	2	PDR	DR-QAS1-DEMO-001	CI	E	Un- Restrained				
DR1-QAS-DEMO-002	2	PDR	DR-QAS1-DEMO-002	CI	E	Un- Restrained				
DROBB-QAS-DEMO-001	4	PDR	Reflected ceiling plan	CI	e	Un- Restrained				
DROBB-QAS-DEMO-002	2	PDR	Drobb-QAS-DEMO-002	CI	e	Un- Restrained				

TeamBinder
Centralised
Document
Register

For more information contact:



QA software

Suppliers of Management Tools for Engineering and Construction Projects, used by over 46,000 companies world wide.

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