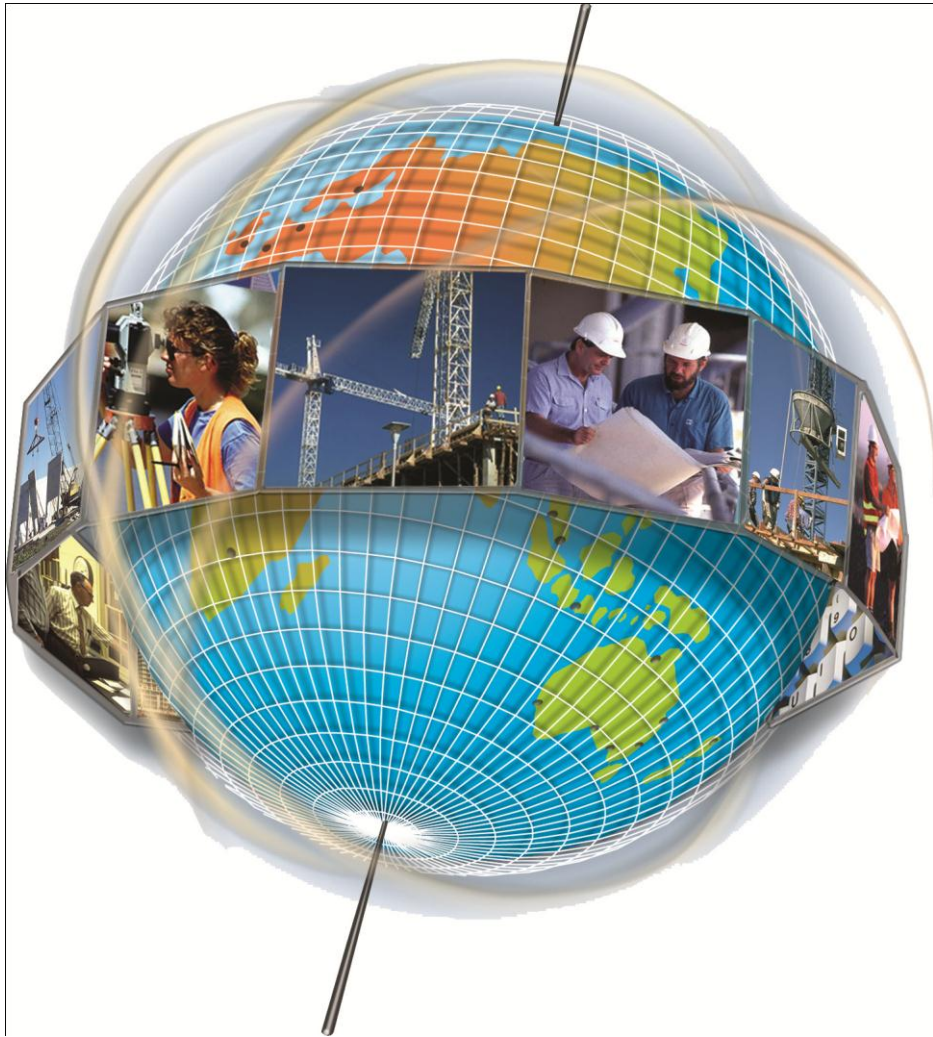




**QA software**

**Project Management the smart way**

# **Project** Document Collaboration



## **Team Binder**


**Web based Project Document  
Management and Collaboration  
Solution**



**Get the **Team**Binder 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 <b>new capabilities</b> (things you could not do previously)		
<ul style="list-style-type: none"> <li>▪ Automated document review and revisions workflow</li> <li>▪ Centralised common document register</li> <li>▪ Capability to define business rules</li> <li>▪ Automated filing, retrieval, distribution &amp; storage / archiving</li> <li>▪ Secure access anytime, anywhere, by authorised parties</li> </ul>	<ul style="list-style-type: none"> <li>▪ A single centralised record of all project correspondence</li> <li>▪ Expediting facility for responses</li> <li>▪ Automatic record of correspondence receipt</li> <li>▪ Automated subject area threads and filing</li> <li>▪ Increased productivity of all project staff</li> <li>▪ Secure access anytime, anywhere, by authorised parties</li> </ul>	<ul style="list-style-type: none"> <li>▪ Electronic project tender process management</li> <li>▪ Electronic sub-contract tender process management</li> <li>▪ Eliminated need for hard-copy document distribution</li> <li>▪ Centralised, secure storage of all tender documents</li> </ul>
This leads to <b>Improved Management of Risk</b>		
<ul style="list-style-type: none"> <li>⇒ Reduced rework due to prevention of upload of superceded documents</li> <li>⇒ Reduces exposure to (client) cost claims and to sub contractor disputes</li> <li>⇒ Reduced time for document approval</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Reduced risk of correspondence going astray</li> <li>⇒ Reduced risk / cost of contractor disputes</li> </ul>	
It also leads to <b>Increased Productivity</b>		
<ul style="list-style-type: none"> <li>⇒ Increased document control productivity (one less document controller)</li> <li>⇒ Reduced time to find documents.</li> <li>⇒ Reduced document reproduction costs</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Reduced response time for turn-around and reduced schedule duration</li> <li>⇒ Reduced requirement for multiple hard copies, postage, couriers etc</li> <li>⇒ Reduced time to find information.</li> <li>⇒ Reduced requirement for filing clerk</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Reduced time &amp; risk in handover from estimating / sales to project team</li> <li>⇒ Increased estimating department productivity</li> <li>⇒ Increased contracts department productivity</li> <li>⇒ Reduced plan printing &amp; document copying</li> </ul>

## Features

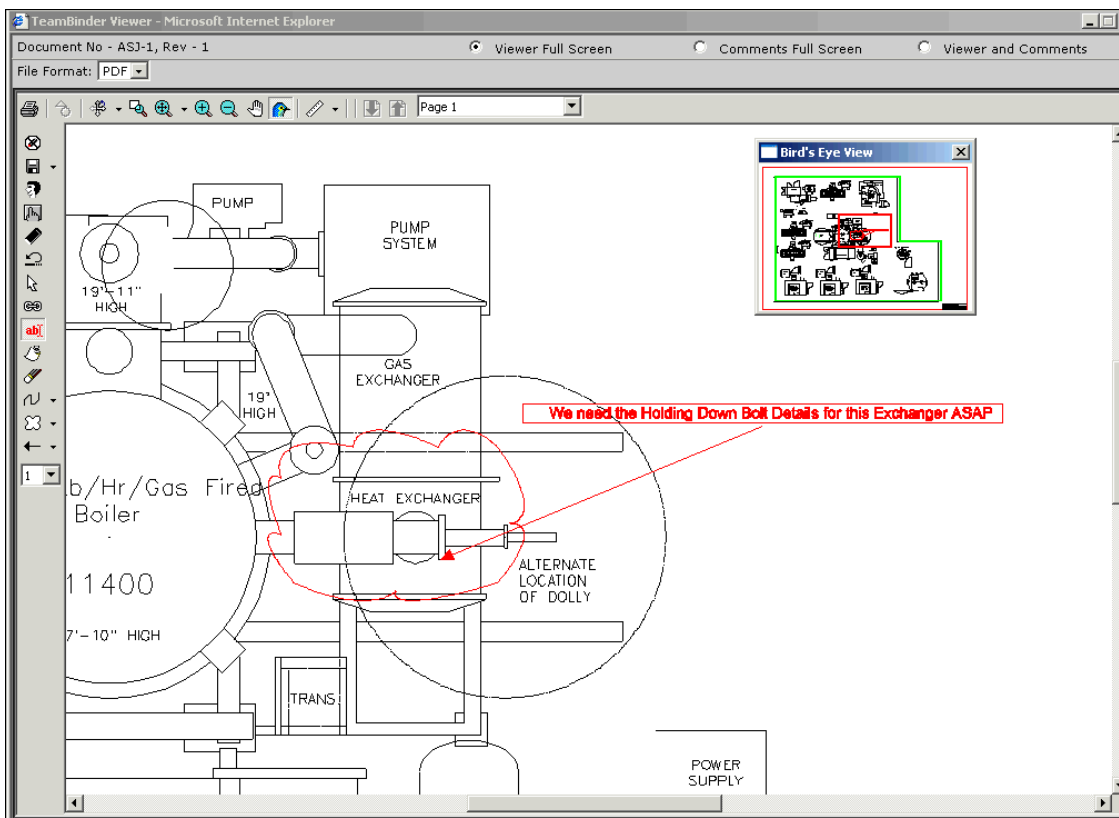
<b>Controlled Documents</b>	
Maintain a single, secure, centralised document register.	✓
Maintain a list of the latest revision of all documents.	✓
Maintain a full revision history for all documents (including changes in status).	✓
Efficient batch upload of documents.	✓
Validation of all document uploads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

### Tendering

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

### General

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



**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:

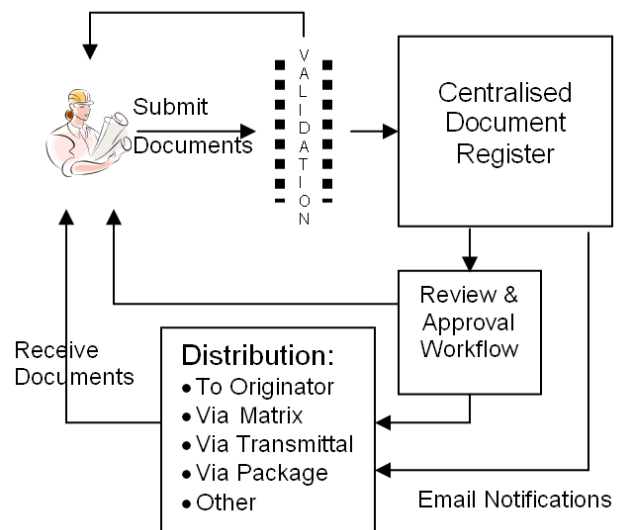
Personal Mail		Qty of Mails	% of Total Mails
Inbox			
CLOSED-OUT		74	75.51
N/A		4	4.08
OUTSTANDING		20	20.41
<b>Total</b>		<b>98</b>	
<b>Response time (days) - Average</b>		<b>12</b>	
<b>Response time (days) - Contract</b>		<b>5</b>	

Company Mail		Qty of Mails	% of Total Mails
Sent Items			
CLOSED-OUT		58	95.08
OUTSTANDING		3	4.92
<b>Total</b>		<b>61</b>	
<b>Response time (days) - Average</b>		<b>23</b>	
<b>Response time (days) - Contract</b>		<b>5</b>	

- 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.

## 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.

TeamBinder  
Welcome Frank Jacobs on Monday, 18 July 2005 at 11:32:05 AM  
You are logged into Project : Demonstration Project of TeamBinder  
Support Hot-Line: +61 (3) 9326 6400

Project : WDEDEMO :: Dashboard :: Global Search :: Administration :: Help :: Support :: About TB :: Logout

### Controlled Document Register

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

**TeamBinder  
Centralised  
Document  
Register**

For more information contact:



**QA software**

21 Bedford Street  
North Melbourne  
VIC 3051, Australia

Phone: +613 8379 0000  
[support@qa-software.com](mailto:support@qa-software.com)  
[www.qa-software.com](http://www.qa-software.com)

**Microsoft**  
**GOLD CERTIFIED**  
Partner