

What does TeamBinder do?

MKT-TB-001

Issue: 3

Last Reviewed:11/07/2008



TeamBinder is a web-based document management & collaboration solution that has two primary functions:

- Ø Management of the Communications between parties on projects.
- Ø Management of the distribution of documents on projects.

All project documents and communications are maintained on a secure, open platform, facilitating tighter communication and increased accountability.

Benefits of using TeamBinder

- Ø Maintains a **single, secure, centralised** document register
- Ø Maintains a list of the **latest revision** of all documents
- Ø **Ability to access information**, anywhere at anytime
- Ø **Full backup** and firewall protection
- Ø Powerful report generation Output reports to CSV for import into Excel
- Ø **Time saving** in the area of releasing drawings
- Ø Reduction of document approval turn around times with on line approval
- Ø **Reduced errors** in document control due to the inbuilt drawing control process in TeamBinder

What makes TeamBinder different?

- Ø TeamBinder has a document register rather than being built on the windows folder paradigm
- Ø Drawings can be downloaded from email notifications without the need to log into TeamBinder
- Ø TeamBinder can be self hosted by larger customers and fully branded to a corporate image
- Ø For project communications, TeamBinder keeps a track of the correspondence *thread* automatically meaning that a unique thread view is available to see the trail of questions and answers
- Ø TeamBinder has built in viewing and red lining without the need to download additional software

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TeamBinder Key Features

The tables below identify some of the key features of the TeamBinder **Web-based Project Document Management and Collaboration System**.

Functionality	Team Binder
Controlled Documents	
Maintain a single, secure, centralized 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 and accurate data.	ü
Controls to stop upload of superseded revisions of documents.	ü
Automatic distribution of documents via a distribution matrix.	ü
Batch download.	ü
Support for document review workflows.	ü
Support for on line viewing without the need for additional software.	ü
Support for redlining of documents as part of the document review process.	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 and electronic file formats.	ü
Correspondence	
Include own logo on correspondence.	ü
Automatic reference numbering on all correspondence.	ü
Predefined mail workflows to ensure correspondence is replied and forwarded as per the project protocols.	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
Definition of customized mail types with custom fields.	ü

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Document Management Features

Centralised document register with:

- Traditional Master Document Register concept.
- Document History file to automatically segregate previous revisions.

Automated Document Review process – for sequential or parallel review processes.

Automated document distribution based on matrix via:

1. Discipline distribution Matrix
2. Previously transmitted documents
3. Subscription

Automatic reminders and alerts about key items requiring action.

On-line viewing of drawings.

Off-line Document Upload tools to save time on preparing data for uploading and uploading itself*.

Communications Management features

- Simple mail creation and sending methods.
- Mail Register concept automatically filtered for a user or company mail
- Automatic threading of Mail communications.
- Binders and Sections concept similar to traditional manual filing systems.
- Management Summary for an overview of the project status.
- Automatic reminders and alerts about mail requiring action.
- Email In and Email Out*.
- Fax in and Fax out*.

Miscellaneous features

- Exportable registers/reports to Excel.
- Customisable mail types, mail templates, and transmittal formats
- Project Archive is a functional database application archived to CD that has search capabilities etc
- Project dashboard – Summary statistics
- Integration with IDMS – Inspection and Defects management system*

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Optional Features for 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. The cost of the FAX-IN service is \$20 per month per company wanting this facility.

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. The pricing for the FAX-OUT option is \$0.50 for the first page of each fax and \$0.25 per page for any additional pages. There is a minimum cost of \$50 per month.

EMAIL-IN: The Email-in option enables emails sent to a dedicated email address to be automatically routed directly into TeamBinder. The cost of the EMAIL-IN service is \$20 per month per company wanting this facility.

CUSTOM MAIL TEMPLATES: TeamBinder supports the full customisation of mail templates and the transmittal format to meet company standards. This is a service provided by QA Software and a quotation for this option can be provided based on sample templates supplied by the customer.

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. The minimum cost per company per archive = \$150 based on the archived data and application fitting onto a single CD. Additional CD's are \$50 each.

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. QCAD Licenses can be supplied to project participants at a cost of \$50 per user per month.

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. QPRINT can be provided to project participants at a cost of \$250 per month per installation.

SITE CAMERA: A Site Camera can be integrated with TeamBinder to stream photos of the site at predefined intervals to the TeamBinder Dashboard. The cost for this service which includes Camera and Installation is approximately \$2,500 but may vary depending on the camera selected. This cost does not include the cost of a PC on site and additional cabling if the camera is located in a precarious position of more than 50m from the PC.

TENDERDOCS: TenderDocs is QA Software's tendering website for the publishing of private and public Tender packages from within TeamBinder. TenderDocs can be provided to a project at a rate of \$250 per month.

DEFECTS LIABILITY PERIOD: A TeamBinder project can remain live with full access to users after practical completion during the defects liability period for a nominal monthly fee of \$250/month.

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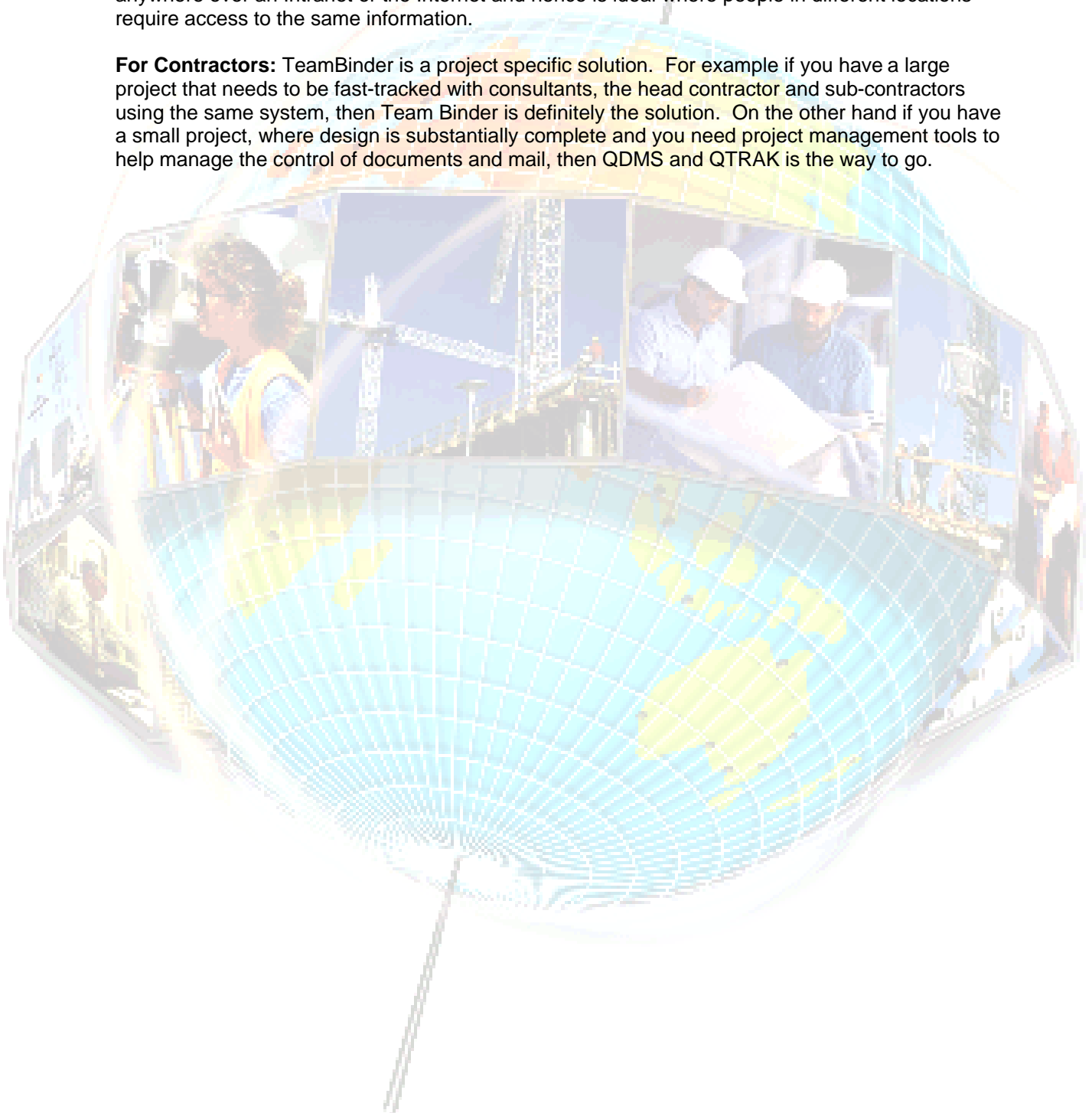
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TeamBinder Verses QDMS and QTRAK

For Consultants: For large consultant organisations with multiple offices and people from different offices working on the same project, TeamBinder replaces 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: 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.



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How is TeamBinder Different from QDMS and QTRAK?

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

Item	TeamBinder	QDMS and QTRAK
1.0	Is a web-based product and therefore you can access it from any windows based PC from home, overseas etc.	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).
2.0	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.
3.0	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.
4.0	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.
5.0	Stores the physical document files securely on a Web Server.	Store only the path to where the documents are saved on a file server.
6.0	Has facilities to manage the approval cycle and commenting of drawings on-line.	Does not manage the approval cycle on-line.
7.0	Users can download drawings they have been given access to form anywhere, anytime	Users need to be transmitted soft or hard copies, which they can misplace.
8.0	All project documents are managed via a central database.	Each Company manages its own project documents and may not manage it via a database that can be queried.
9.0	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.
10.0	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.
11.0	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.
12.0	Selected users are automatically notified off certain events like: Drawing uploads of a specific Discipline Drawing approval/rejections of a selected discipline Specific drawings being revised Mail read receipts	Notifications are semi-automatic.
13.0	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.
14.0	TeamBinder needs to be hosted on an internet server and is more expensive	Is suitable for smaller projects with a restricted budget.
15.0	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.
16.0	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.