

Solution brief

Intelligent Document Format™ (IDF™)

Solutions: Major projects, PPPs, Guidelines & legislation

Products: AProcurement, AKnowledge, AManagement

Managing major projects

Affinixtext Intelligent Document Format™ (IDF™)



Do you have facts at your fingertips throughout the life of every major project?

Affinixtext brings your documents to life to simplify and reduce costs and risks for major projects and transactions.

Over \$130 Billion in major projects use Affinixtext

Affinixtext is a unique online Intelligent Document Format™ (IDF™) that enables you to cost-effectively manage major projects and reduce project risk. Improve decision-making, streamline stakeholder access and communication, and significantly reduce ongoing administration and legal costs over the full life of your major project.

With an Affinixtext online interactive project library you can transform passive project documents into dynamic online resources with powerful search, pop-up definitions, and weblike links between related clauses, management tasks and procurement communication within documents and across entire project libraries.

Affinixtext modules

AProcurement, AKnowledge, AManagement

\$759 million roads procurement

“You could save weeks using Affinixtext on a procurement.”

Brad Akers, Linking Melbourne Authority.

£327 million p.a. congestion charge

“Affinixtext has proved invaluable in the overall management of critical contractual documents.”

Frank Dunsmuir, IBM Global Technology Services, London Congestion Charge Contract.

\$1 billion p.a. rail franchise

“The efficiencies that Affinixtext enables will deliver the Division a 15% productivity improvement. Affinixtext is a powerful management tool!”

Norman Gray, Department of Transport, Victoria.

Manage the full life of major projects and reduce project risk



Managing information overload

On a major project worth millions or billions the contracts and documentation can run to thousands of pages. Many project managers find that they are drowning in documentation, but little if any of it provides useful integration to make life easier and increase understanding. Critical project information is never there when you need it. This inflates project costs and creates unacceptable project risk.

- Can you instantly update information for your extended project team – inside and outside your organisation?
- Can you link communication to any clause in your project library?
- Can you audit procurement communication with bidders to prove probity?
- When your contract team closes the deal and flies off to the next deal, will your implementation team know the reasoning behind key agreements?
- If a crisis hits, can you find all references to 'Force Majeure' in ALL project documents?
- Will vital project knowledge walk out the door if your key project manager leaves?
- Can you attach legal opinions, approved processes and templates to any clause?
- Can you schedule tasks and alerts against any clause for tomorrow or years from now?

Affinitext solves all of these challenges and more over the life of your major project.

Intelligent Document Format™ (IDF™)

Affinitext brings project documents to life in an online interactive project library. Converting business-critical documents to the Affinitext Intelligent Document Format™ (IDF™) improves decision-making, streamlines stakeholder access and communication, and significantly reduces ongoing administration and legal costs.

- Update extended project teams instantly without version control headaches
- Read onscreen anywhere
- Find answers fast with powerful search
- Increase understanding with pop-up definitions for defined terms
- See information relationships with smart cross-linking within and between documents
- Add notes & attachments to any clause to capture and share project knowledge
- Link procurement communication to any clause to improve bid quality
- Schedule and assign tasks for any clause to manage risks, rights and obligations.

Affinitext modules address key project needs

AProcurement

Improve decision-making and reduce administration costs for major projects procurement with secure procurement communication linked back to source documents.

AKnowledge

Transform contracts, project documents, guidelines and legislation into intelligent online resources to capture and communicate project knowledge linked back to source documents.

AManagement

Link tasks and alerts to source contracts, process and project documents to drive efficiencies over the life of major projects.

Don't just document processes... manage them !

Affinitext™
MAKING DOCUMENTS INTELLIGENT

WELCOME JOE USER

CONTACT US | ABOUT | HELP | LOGOUT

You have 1 open task

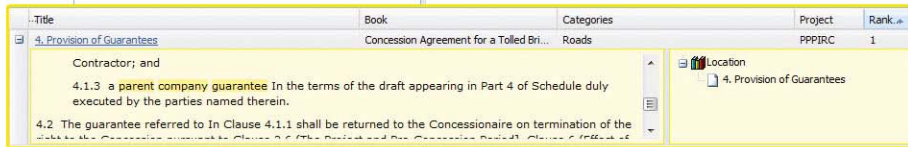
Access project information anywhere with a powerful online interactive project library



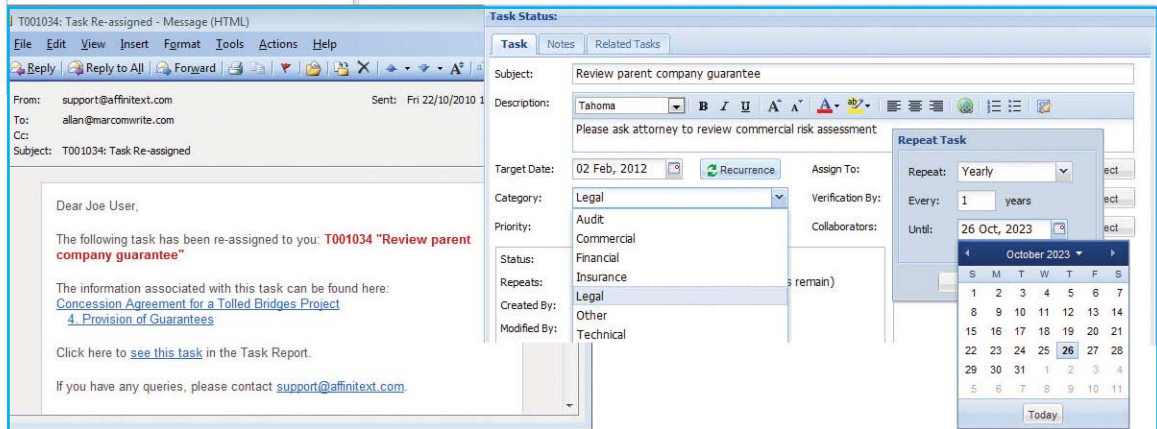
Find answers fast with powerful Boolean search capabilities. Example: Where does 'parent company' appear near the word 'guarantee'?



Find and understand with pop-up definitions and smart cross-links to related information

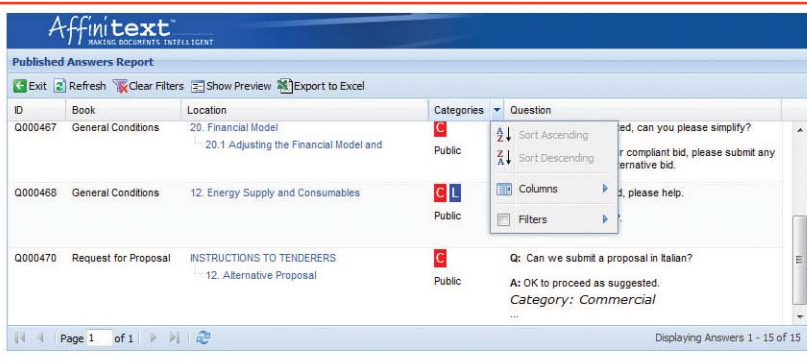
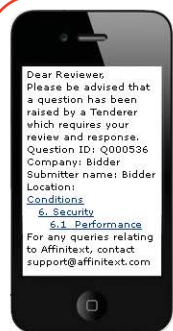


Specify, schedule and assign tasks linked to the relevant clause in the source document



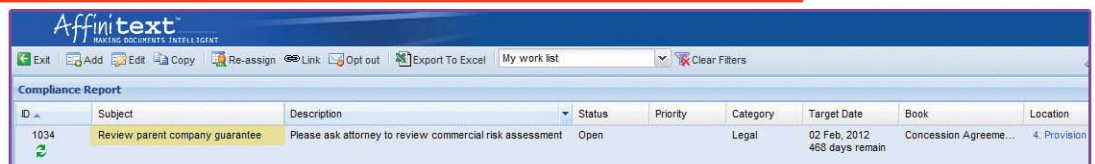
Push information with email alerts linked back to the relevant clause

Receive and answer questions online linked back to the relevant clause to improve procurement



Audit and report procurement communication to prove probity

Manage the full life of your major project with tasks on an individual clause scheduled for next week or next decade



Rapid implementation without any IT resources

What IT resources do we need?

None. Affinixtext is Software as a Service accessed securely over the internet.

What training will we need?

Affinixtext does provide training but anyone who has ever used the internet will understand how to use Affinixtext. Intuitive web-like navigation enables rapid adoption. Project members love using Affinixtext.

What are the server requirements?

None. That's right: none. Affinixtext is deployed on the cloud as a fully web-based solution hosted externally.

What are the client requirements?

Users need a standard web browser. That's it. Also having the free Adobe Flash player installed supports an enhanced user interface but even that is not mandatory.

What are the network requirements?

There are no proprietary network requirements. That's right: none. Users simply need an internet connection to access securely, anywhere.

What about our firewall?

Affinixtext is firewall friendly and only uses the standard http port 80 or https on port 443. This means that you can grant immediate access to extended project teams inside and outside your corporate firewall — users anywhere in the world.

Can I control who has access to what?

Absolutely! Each user needs a valid username and password. You can assign each user to one or more user security groups to control their level of access to your project library.

How secure is your data centre?

Extremely! Data is hosted by one of the world's leading data centers with exhaustive physical and firewall security. Corporations and governments worldwide trust this same data-center with their most valued data and mission critical systems.

Are your data centers audited?

Yes. To give you 100% comfort, our Data Centers are SAS70 Type II certified. (<http://www.sas70.com/about.htm>)

OK, but how secure is data transfer?

Depending on your preference, data can be transferred using regular password protected http, or your data can be encrypted before transfer in the same way as banks and other secure sites work. Please discuss your requirements with Affinixtext.

So how do I get started?

Decide which contracts, tender documents or documentation you want to include in your project library and talk to Affinixtext!

Contact Affinixtext today to request a demonstration.

Email: contact@affinixtext.com Visit: www.affinixtext.com