INTRODUCTION TO ACONEX

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Background

HSE Capital and Estates have 10 Offices around the Country and deliver an annual Capital Programme of circa €1bn per annum. A need has been identified to integrate the information across all offices and to provide a common standardised approach to delivery of Capital Projects. Implementation of a National Estates Information System (NEIS) has commenced in 2021 and is programmed to run over a 2 year period. As part of this Implementation the HSE has procured and Integrated Workplace Management System (IWMS) consisting of two integrated Platforms. These are TRIRIGA® from IBM which will be used to manage the Capital Programme and deliver solutions for property, portfolio, maintenance and operation management, environmental and sustainability and medical equipment management. Oracle Aconex is the platform solution to deliver an Electronic Document Management System (EDMS), Common Data Environment (CDE) and provides a platform for all Contract Communication. This short paper sets out the high level principles of the use of Oracle Aconex.

What is Aconex?

Aconex is a construction management software that is part of Oracle's Construction and Engineering Cloud Platform. It is used to connect teams on Construction Projects and is used by some of the world's largest construction and engineering companies. The solution helps organisations manage their information and processes across projects. It has tools and features that enable clients, designers, contractors to collaborate in projects, manage data, documents and processed with complete visibility across all stages of the project lifecycle.

System Neutrality

At its core, system neutrality is about equality, security and trust on a project, the Aconex platform does not favour any organisation (even the HSE), All organisations have the same data access rights within the project.

Before we all moved online, project files were in a hard copy format, locked up and secure in your own office or site shed. Aconex, have digitized that concept – each organisation has their own secure digital 'office'. Keeping it simple with five rules:

1. **You have your own private and secure workspace for your organisation**
   Keep all your project files and communications organised and accessible within Aconex – everything is tracked and recorded, making for easy admin and collaboration.

2. **You control who sees your information**
   Your files and assets are only visible to your organisation, and visibility can be further restricted with user permissions. Aconex makes it easy to share and collaborate on a project, but it's always on your terms - other organisations can only see what you choose to share.

3. **No organization can delete or alter records**
   Data and records within Aconex can't be deleted. They also can't be altered, outside of the inbuilt versioning function. Everything is recorded which encourages transparency and accountability for every organisation and user.

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4. **No organisation has rights to your data**

   There's no super user in Aconex. The project owner can't see your data unless you choose to share it with them. So no one, including the project owner, controls your data, except for you.

5. **Your data is yours**

   Your data will always be yours – you can't suddenly be cut off or denied access without notice. At any time during the project (or at the project's end), you can request an archive of your data
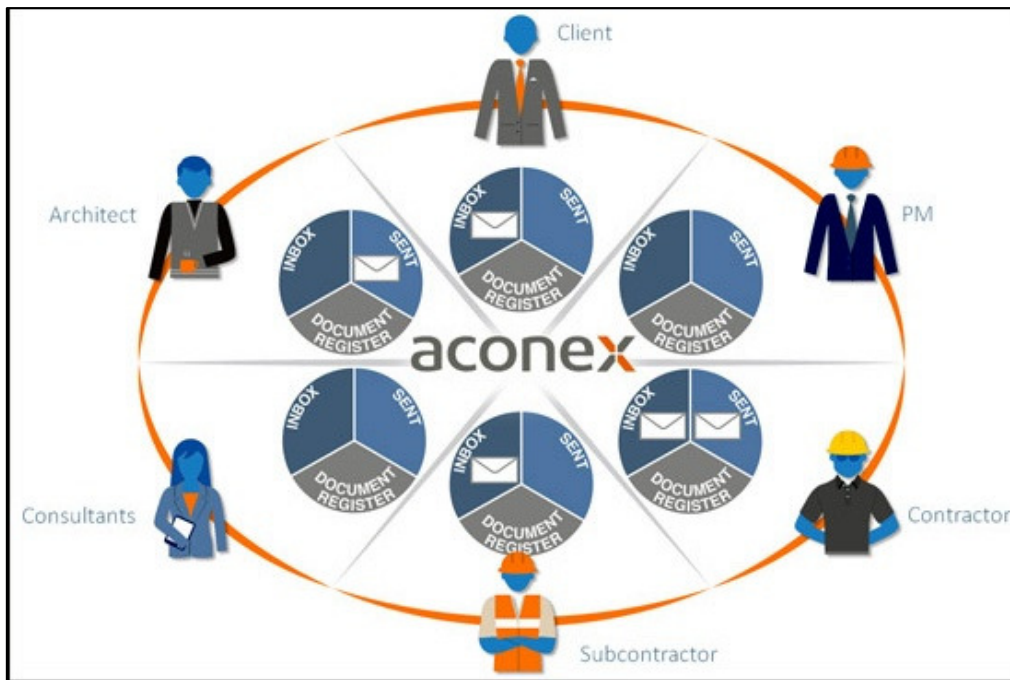

Figure 1: Aconex System Architecture - Principle of Neutrality

Each organisation has its own space which is not visible to any other organisation on the project.
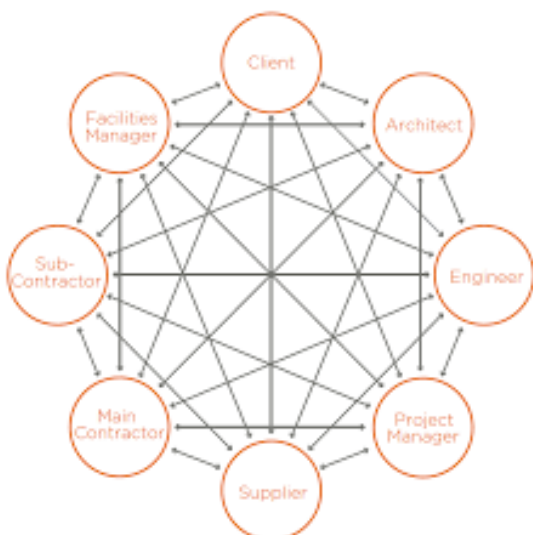

Figure 2:

Each organisation can decide who to share information with and this can be done on a singular basis or shared with multiple organisations at one time

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System Configuration

HSE Capital & Estates have configured the platform to align with the Public Works Contracts and have a series of workflows available to all participating organisations to assist with understanding the configuration. The common data environment for uploading of documents, drawings models etc is configured in accordance with ISO 19650-2:2021 National Annex and a Document Naming Convention is also available.

System Access

For any organisation to access Aconex and be invited on to a project the organisation must firstly register themselves on the Aconex platform. This can be done by following the link below (ideally in Chrome)

https://help.aconex.com/

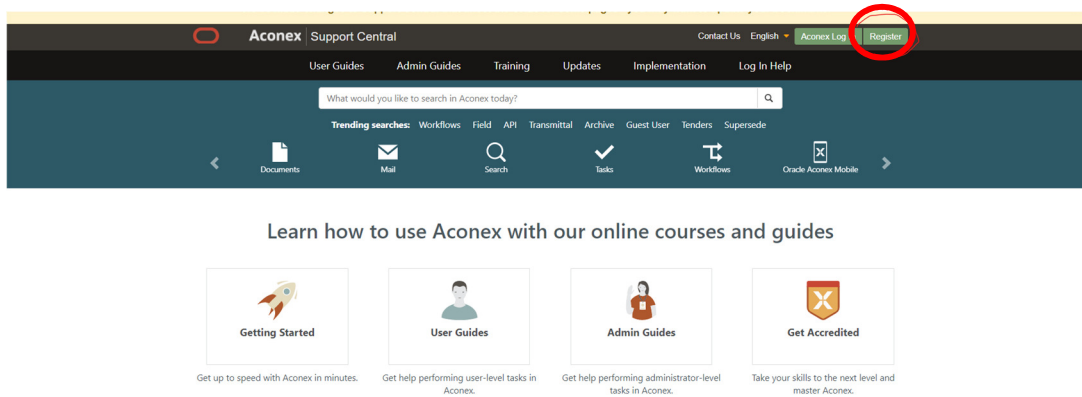Once on this page please click the green "Register" button

Figure 3: Aconex Support Central

This will bring up the registration page – follow the 'Register your organization with Aconex and in the dropdown select the Europe (EU1) instance and select "Go"
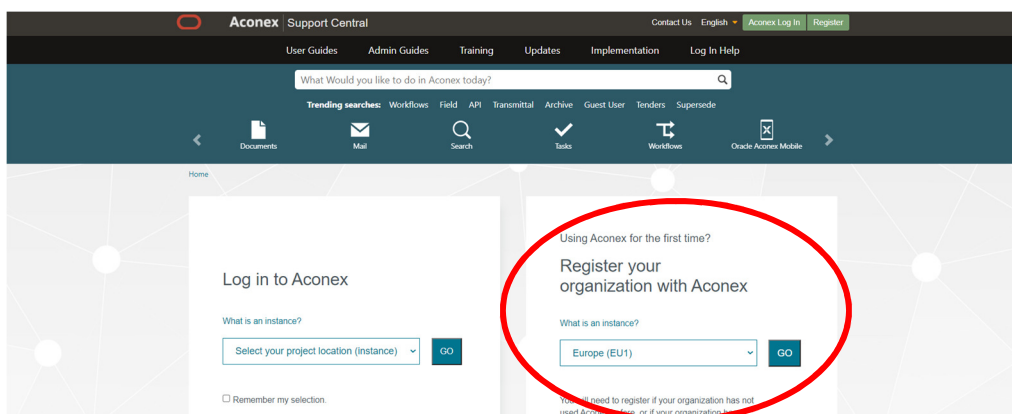

Figure 4: Aconex Registration

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Once your organisation is registered please provide the details of registration (organisation details) to the HSE Project Manager on your project who will then arrange to forward these to the HSE System Administrator who will activate your organisation on the relevant HSE Project.

Training

The HSE Capital & Estates NEIS Team will organise training for all organisations on the configuration of the platform which is specific to HSE projects, however, in advance of this training all organisations and users are advised to avail of the fundamentals training provided on the Oracle website:

Fundamentals Training:

https://help.aconex.com/online-training/getting-started

Additional Webinars:

https://help.aconex.com/online-training/webinars

https://help.aconex.com/DisplayContent/create-mail

https://help.aconex.com/DisplayContent/aconex-documents-essentials

https://help.aconex.com/DisplayContent/creating-one-or-more-packages

Modules

Aconex is based and functions around a number of different modules, all of which appear as tabs across the top of the browser page when you log in, below is a screenshot of these modules. The Document Tab is used to manage all the documents on your project whereas the Mail Tab is used for all communication on the Project

Figure 5: Aconex Modules

There are numerous other tabs and functions including a mobile App for work on site, these will be described in more detail on the training session facilitated by the HSE.
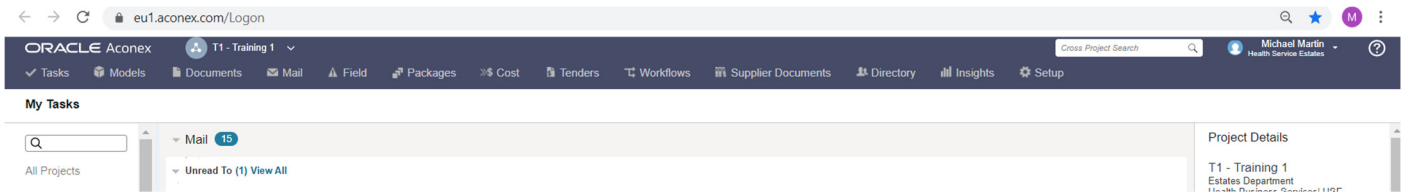

Figure 6: Aconex platform with tabs for each module

Contracts

It is intended as described above that <u>ALL</u> contract communication will be carried out on the Aconex Platform and all participants will be discouraged from conducting contract communications by any other means (traditional e-mail, etc.).

Aconex will be used <u>ONLY</u> as a tool to aid document control and communication. In no circumstances will the use of Aconex relieve any party to a Contract of their obligations to comply with the provisions of the Contract. HSE Estates & Capital NEIS Team have endeavoured to configure the system to align with the relevant Contracts, however, any discrepancies in the set up or use of the Aconex platform <u>MUST</u> be brought to the attention of the System Administrator with immediate effect. The Form of Contract, Conditions of Contract and Contract Documents take precedence in all instances.

If you have any queries on any aspect of the HSE NEIS System, please contact NEIS.support@hse.ie

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