

Document Management—DM 101

The Document Management **DM 101** course covers all modules located within the Document Management folder in Constructware. This two-day introductory course is designed to teach users how to create projects, enter company and contact data, and establish the project team. The course covers project documents such as RFIs (requests for information), submittals, drawings, punch lists, and correspondence.

Objective

This introductory course covers the Document Management modules file management functions in Autodesk® Constructware® project management software.

Upon completion of this course, attendees will be able to

- Establish projects and project teams
- Understand basic navigation around Constructware
- Create reports
- Create, track, and send documents such as RFIs, submittals, daily reports, correspondence, punch lists, and more
- Use the File Manager module

Why attend?

Participation in the Document Management course allows participants to gain understanding of the functionality and use of the modules located in the Document Management and the File Management folders. Attendees learn the correct usage and application of the modules, providing a firm basis for successful use of Constructware. Trial and error is not a productive way to learn; make sure that your organization gets off to a great start with proper usage of the Document Management modules by attending this course.

Who should attend?

This introductory course is open to all users of Constructware. Anyone who will use the Document Management modules should attend, including prospects and clients. New

clients who attend this document management class find that they are better informed on how the application works, facilitating a speedier implementation of the system.

The agenda for the two-day course is as follows:

Day One	Topics
8:30–10:00	Logging In and Personal Organizer
10:00–10:15	Break
10:15–11:45	RFI Process, including Contractor RFIs
11:45–12:45	Lunch
12:45–2:00	Submittal Process, including Transmittals and Attachments
2:00–2:15	Break
2:15–5:00	Daily Reports, Meetings, ASIs, Correspondence, Custom Forms
Day Two	Topics
8:30–10:00	Design Review, Documents, Drawing Log, Punch List
10:00–10:15	Break
10:15–11:45	Owners (including public site), Reporting, Project Details
11:45–12:45	Lunch
12:45–2:45	Project Information, Insurance and Bonds, including Insurance Defaults and Additional Insured Defaults
2:45–3:00	Break
3:00–5:00	Introduction to File Manager

Price

The cost of the two-day introductory Project Management course (PM 101) is \$695 per person. This price does not include attendee’s travel expenses (meals, lodging, transportation, and so forth). The course fee includes a Document Management Manual.

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