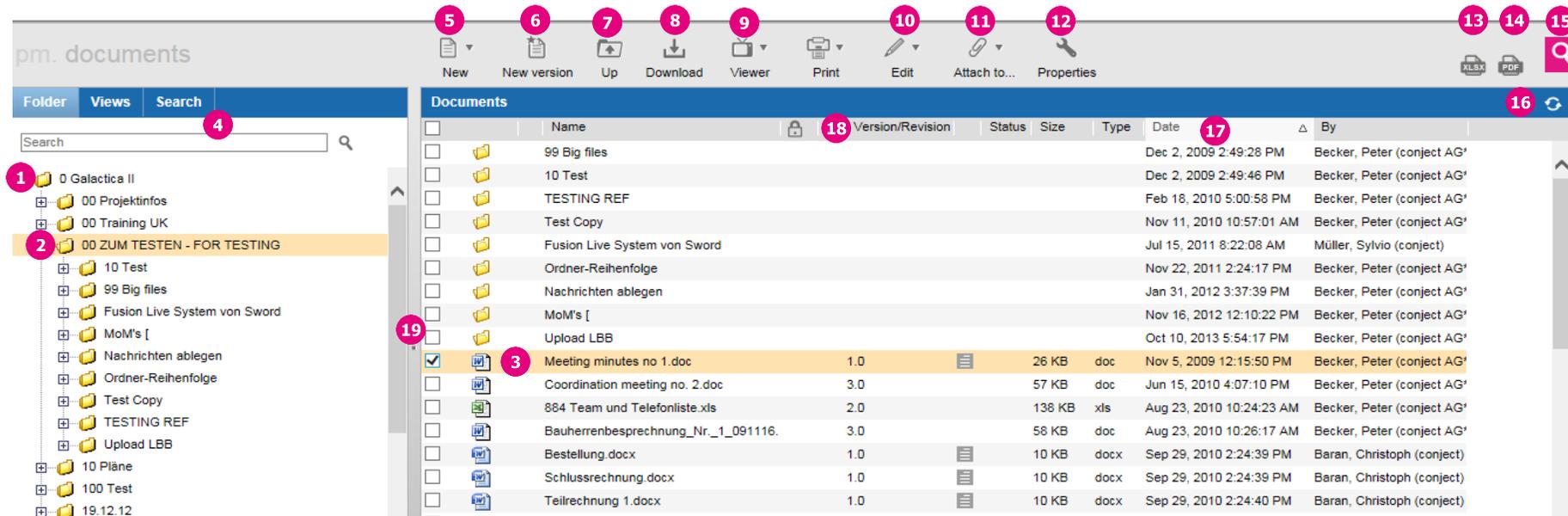


ORACLE[®] Conject

Conject PM

QUICK START GUIDE

conjectPM documents – Management of common documents like correspondence or reports



Name	Version/Revision	Status	Size	Type	Date	By
99 Big files					Dec 2, 2009 2:49:28 PM	Becker, Peter (conject AG)
10 Test					Dec 2, 2009 2:49:46 PM	Becker, Peter (conject AG)
TESTING REF					Feb 18, 2010 5:00:58 PM	Becker, Peter (conject AG)
Test Copy					Nov 11, 2010 10:57:01 AM	Becker, Peter (conject AG)
Fusion Live System von Sword					Jul 15, 2011 8:22:08 AM	Müller, Sylvio (conject)
Ordner-Reihenfolge					Nov 22, 2011 2:24:17 PM	Becker, Peter (conject AG)
Nachrichten ablegen					Jan 31, 2012 3:37:39 PM	Becker, Peter (conject AG)
MoM's [Nov 16, 2012 12:10:22 PM	Becker, Peter (conject AG)
Upload LBB					Oct 10, 2013 5:54:17 PM	Becker, Peter (conject AG)
<input checked="" type="checkbox"/> Meeting minutes no 1.doc	1.0		26 KB	doc	Nov 5, 2009 12:15:50 PM	Becker, Peter (conject AG)
Coordination meeting no. 2.doc	3.0		57 KB	doc	Jun 15, 2010 4:07:10 PM	Becker, Peter (conject AG)
884 Team und Telefonliste.xls	2.0		138 KB	xls	Aug 23, 2010 10:24:23 AM	Becker, Peter (conject AG)
Bauherrenbesprechung_Nr_1_091116.	3.0		58 KB	doc	Aug 23, 2010 10:26:17 AM	Becker, Peter (conject AG)
Bestellung.docx	1.0		10 KB	docx	Sep 29, 2010 2:24:39 PM	Baran, Christoph (conject)
Schlussrechnung.docx	1.0		10 KB	docx	Sep 29, 2010 2:24:39 PM	Baran, Christoph (conject)
Teilrechnung 1.docx	1.0		10 KB	docx	Sep 29, 2010 2:24:40 PM	Baran, Christoph (conject)

- Browse** through the folder structure as you are used to it from Windows. **Expand** the folder structure with  to show the sub folders and **reduce** it with  to hide the sub folders.
- Show folder contents:** the contents of the folder, which is highlighted in the folder tree (left hand), is shown in the right hand application window.
- Main application window:** Here you can select the folder contents of the opened folder with the check mark  in order to download or edit it. Click on a folder name to open the folder.
- Find documents with the **Search** or use the **Views**.
- Create new documents** or folders (in most cases only for admins).
- Create a new version** of an existing document.
- Go **one folder level up** in the folder structure.
- Download** the marked documents. For a single document, you can also click on the file name.
- Open the marked document with the **Viewer** (e.g. CAD files or other formats for which you have no software installed on your computer).
- Edit** documents or folders (in most cases only for admins): copy, move, access **properties** and **permissions**.
- Send** the marked documents with a message.
- Open the **Properties** of a document or folder (only one object can be marked). Here you can **download older versions** of a document or view the **history**.
- Export** list as Excel.
- Export** list as PDF.
- Search contents in the project.
- Refresh** the folder tree and the main application window, e.g. after an upload.
- Sort** the documents or folder contents in the main application window according to the column headers.
- Change the **column width**. Your setting is stored and reloaded for the next login.
- Change the **window size**. Your setting is stored and reloaded.

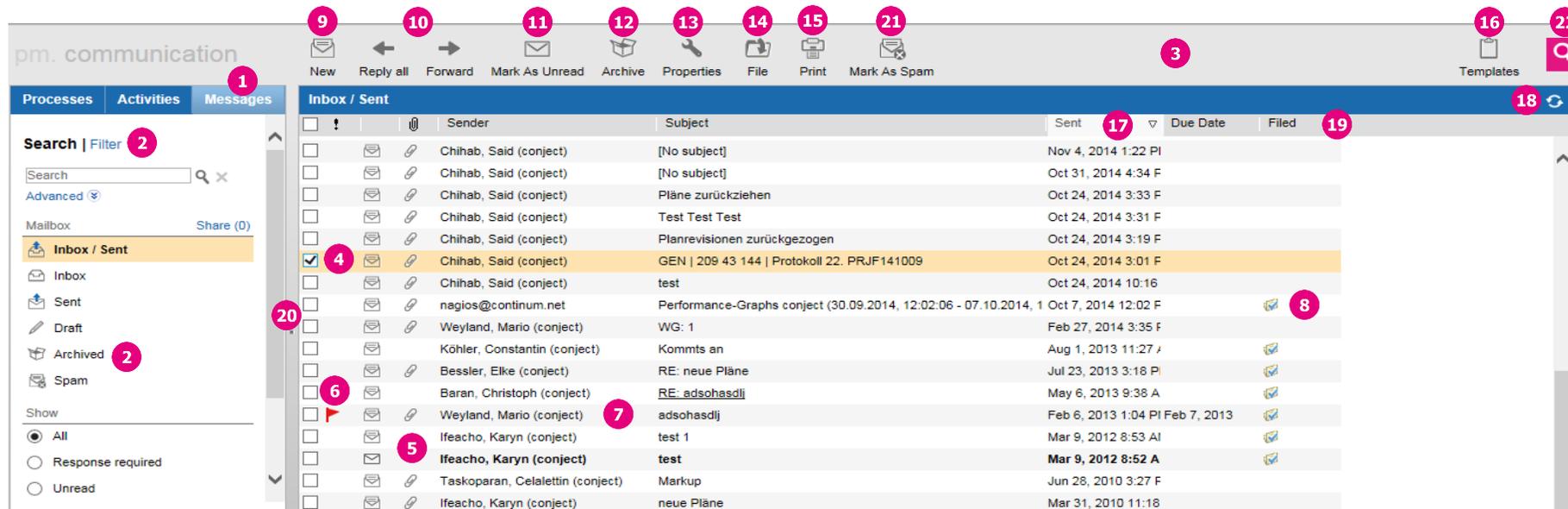
conjectPM drawings – Management of drawings

The screenshot shows the 'pm. drawings' interface. At the top, a toolbar contains icons for Upload drawings (7), Download (6), Viewer (9), Print, Locate in Tree, Edit (8), Attach to... (10), Properties (11), Export (12), and Settings (16). A search icon is also present. Below the toolbar, the interface is divided into several sections:

- Filter criteria:** A section with three dropdown menus: '01 Projekt', '02 Phase', and '03 Verfasser'. Under '02 Phase', several checkboxes are visible, with '200 - Permissionrule' (1) checked. A 'Save current filter...' button (2) and an 'Apply filter' button (1) are at the bottom of this section.
- Current drawings:** A table with columns: Name of drawing (14), Title, Revisic, Status, Ext., Size, Description, and By. The table contains several rows of drawing entries. The row for '100_1_arc_b1_bw_gru_xx_a1_Test-Ron.pdf' is highlighted in yellow. A 'Refresh' icon (15) is in the top right of the table area.
- Left sidebar:** Contains 'Published filters' (with 'Multifilter I' (4) selected), 'My filters' (with 'All Floor Plans' (3) selected), and a search box (5) with the text 'floor'.

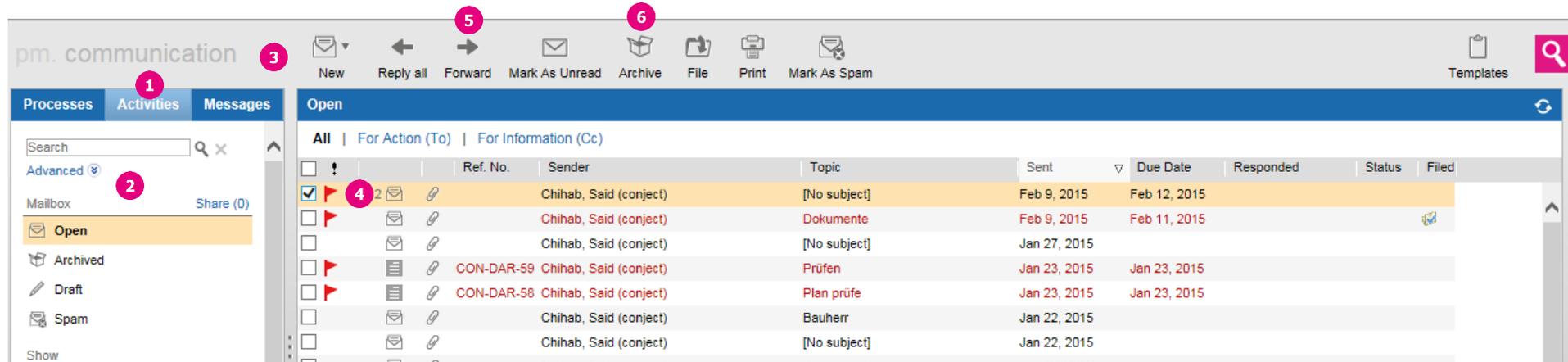
1. **Filter** drawings according to categories.
2. Save your **own Filters**.
3. **Call up** one of your **saved filters**.
4. **Call up a public filter, which** was created by the project administration.
5. **Search** for drawings with the quick search.
6. **Download** the marked drawings to your computer.
7. **Upload** new drawings or **new revisions** into the Project Space.
8. **Switch the status** of the marked drawing without uploading a new file.
9. **Open drawings** independent of the file Format (even CAD files) with the **viewer** or **compare two revisions with the viewer**.
10. **Send** the marked drawings **with a message to project participants** or to a **repro provider** or **start a workflow** (if workflows are available in your project).
11. **Access all revisions** of a drawing and the drawing history.
12. Create a **drawing list**.
13. Change the **column width**. Your setting is stored and reloaded for the next login.
14. Change the **window size**. Your setting is stored and reloaded.
15. **Refresh** the drawing list to see new drawings , e.g. after an upload.
16. Access the drawing management settings (only for administrators).

conjectPM communication – Message view: Shows you all messages and all replies each as a separate object as you are used to it from e-mail software like Outlook or Lotus Notes.



1. **Overview of all messages in your mailbox** filtered according to the filter settings of 2.
2. **Filter and search options** to filter your mailbox in order to find messages.
3. **Tool bar** with functions to edit messages.
4. Shows you if you already **read** a message . **Unread** messages  are bold displayed.
5. The **paper clip**  shows you that **files are attached** to a message.
6. **Due date** until an answer is expected. Messages with a due date a marked with a flag.
7. **Sender** of a message. If an e-mail address is shown, the message was send via e-mail from an external (meaning somebody who is not a participant of the project space) into conjectPM
8. The check mark in the column **Filed** shows that this **message was filed in the folder structure** of the document management application (see number 14).
9. Create a **new message**.
10. Reply or forward the checked message.
11. **Mark a message as unread**  to highlight it in your mailbox.
12. If you do not need a message any longer, you can **archive** it and thus remove it from your mailbox. You can call up archived messages again with a click on the filter "**Archived**" at "**My Mailbox**".
13. **Message Properties:** Get access to message details and the **message history**.
14. **File** the marked message(s) **in the folder structure** of the document management application (see number 8).
15. **Print** the marked message.
16. Create your own **message templates**.
17. **Sort** your mailbox according to the date - new to old or the other way around.
18. **Refresh** your mailbox to see new messages .
19. Change the **column width**. Your setting is stored and reloaded for the next login.
20. Change the **window size**. Your setting is stored and reloaded.
21. Mark a message as spam.
22. conjectPM Project search.

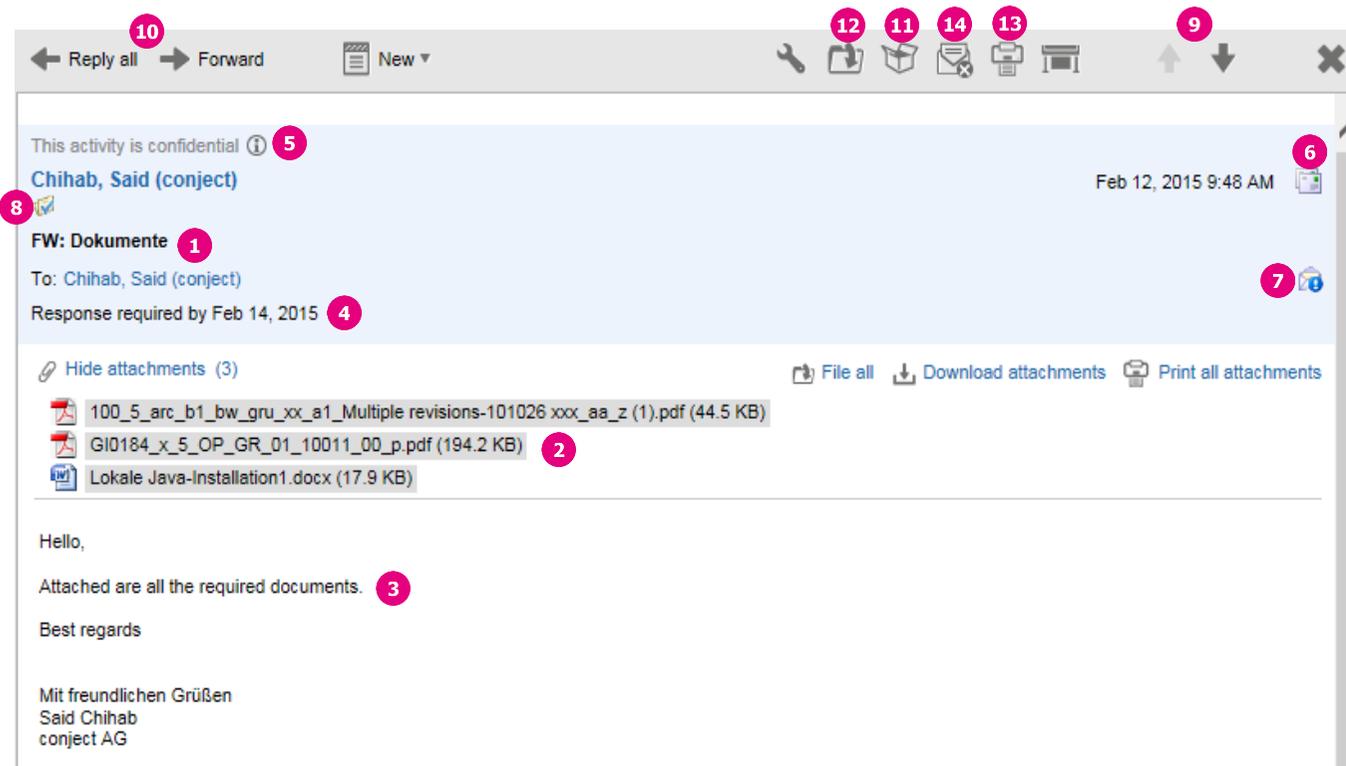
conjectPM communication – Activities view: Shows you all messages on one topic at a glance. An Activity contains the initial message and all related replies and forwards with all its attachments in one object.



In the Activities view you have the following changes in contrast to the Message View:

1. **Overview of all Activities in your mailbox** filtered according to the filter settings of 2.
2. **Filter and search options** to filter your mailbox in order to find activities. As you are always a sender and a recipient of activities you do not have an **inbox or sent filter** here like you have for messages. Activities are therefore **either open or archived** (which means closed).
3. **Tool bar** with functions to edit activities. These are the same functions like for messages, but some are executed for all messages of an activity (see number 5 and 6).
4. Shows you the **number of messages** (2 in the example) an activity consists of.
5. **Forward:** When forwarding an activity you **forward all messages which belong to it including all attachments**.
6. **Archive:** When archiving an activity you **archive all messages which belong to it**.

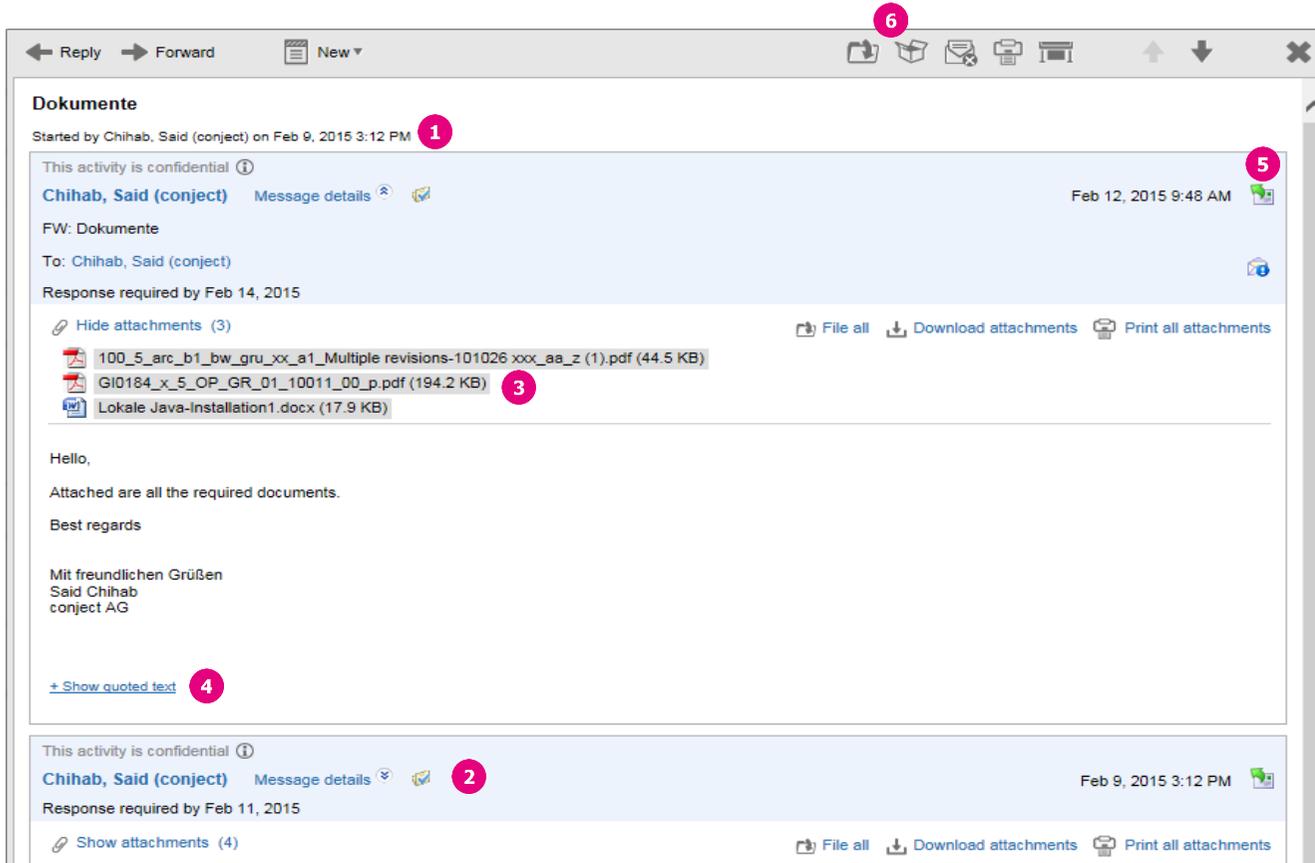
conjectPM communication – Message window



The screenshot shows a message window interface. At the top, there is a toolbar with icons for Reply all (10), Forward, New, and various actions like archive (12), archive with flag (11), delete (14), print (13), and scroll (9). The message header includes a confidentiality notice (5), the sender 'Chihab, Said (conject)', the date 'Feb 12, 2015 9:48 AM', and a folder icon (6). The subject is 'FW: Dokumente' (1), and the recipient is 'To: Chihab, Said (conject)'. A response deadline is noted as 'Response required by Feb 14, 2015' (4). Below the header, there are attachment options: 'Hide attachments (3)', 'File all', 'Download attachments', and 'Print all attachments'. Three attachments are listed: a PDF file (100_5_arc_b1_bw_gru_xx_a1_Multiple revisions-101026 xxx_aa_z (1).pdf (44.5 KB)), another PDF file (GI0184_x_5_OP_GR_01_10011_00_p.pdf (194.2 KB) (2)), and a Word document (Lokale Java-Installation1.docx (17.9 KB)). The message body starts with 'Hello,' followed by 'Attached are all the required documents.' (3), 'Best regards', and a sign-off: 'Mit freundlichen Grüßen', 'Said Chihab', 'conject AG'. A reading status icon (7) is visible in the bottom right of the message area.

1. **Subject and Recipients** of the message.
2. **Attachments** of the message. Click on the file name to download it. Options to download all attachments or to start plot orders are located on the right side. For more information refer to **Open attachments**.
3. **Message text** and **e-mail header and text of previous messages**.
4. **Due date** until an answer is expected.
5. **Confidential:** You can **share your mailbox** with colleagues. Confidential messages are exceptions and are not shown to your colleagues - only the recipients of the message and the sender can access it.
6. **Switch to the activities view** (see below).
7. Reading Status: See who already read this message.
8. Shows you that this message was filed in the folder structure of the document management application (see number 13).
9. Browse forward and backward through the messages of your mailbox.
10. Reply or forward the message.
11. If you do not need a message any longer you can archive it and thus remove it from your mailbox. You can call up archived messages again with a click on the filter "Archived" at "My Mailbox".
12. File the marked message(s) in the folder structure of the document management application (see number 8).
13. Print the message.
14. Mark a message as spam.

conjectPM communication – Activity window



The screenshot shows the 'Dokumente' activity window. At the top, there are navigation buttons: Reply, Forward, and New. A toolbar contains icons for Archive, File, Download, Print, and other functions. The main content area displays two messages. The first message (top) is from Chihab, Said (conject) on Feb 12, 2015, with a subject 'FW: Dokumente'. It includes a 'Message details' link and a 'Response required by Feb 14, 2015' notice. Below the header are attachment controls: 'Hide attachments (3)', 'File all', 'Download attachments', and 'Print all attachments'. Three attachments are listed: a PDF (44.5 KB), another PDF (194.2 KB), and a Word document (17.9 KB). The message body contains a greeting and a signature. A '+ Show quoted text' link is at the bottom. The second message (bottom) is from Chihab, Said (conject) on Feb 9, 2015, with a 'Response required by Feb 11, 2015' notice and a 'Show attachments (4)' link. Numbered callouts 1-6 point to: 1. 'Started by Chihab, Said (conject) on Feb 9, 2015 3:12 PM'; 2. 'Chihab, Said (conject) Message details'; 3. The attachment list; 4. '+ Show quoted text'; 5. The 'Message details' link of the second message; 6. The toolbar icons.

1. See **who started** the activity with the first message.
2. This is the **previous message of the activity**. With a click on "**Message details**", you can view the sender and recipients of the previous messages. The recipients who are involved in an activity can as the case may be see different messages within the same activity. This depends on who was chosen as recipient for every single message.
3. **Download the attachments of each single message**. If the attachments are not shown you can view them with "**Show attachments**". Click on a file name to download the attachment. For more information about attachment read **Open and download attachments**.
4. Shows the **text and e-mail header of the message which were replied to**. This does not have to be the previous message in every case as the recipients of an activity can of course answer to an older message as well.
5. **Open this message of the activity in the message view** (see above).
6. **Archive and File: All messages**, which belong to the activity, are archived or filed. All other functions and buttons in the activity view are the same like in the message view.