



ACCEDE Feature Summary

System Customisation		Notes	Examples
Definable "punchlist" term	Yes		Punchlist, Snaglist, Defects
Definable "checklist" term	Yes		Checklist, ITP
Definable logo	Yes	Logo appears in header of all reports	Typically, a project specific graphic. Increases professional image in eyes of both client and subcontractors
Project Structure		Notes	Examples
Number of levels in project structure	3	Most projects can be defined in three levels. Any more gets too complex when capturing data.	Building, Level, Space Level, Unit, Room Client, Site, Plant
Create project structure items in the field	Yes - Optional	Can optionally give field user ability to add items to project structure in the field	
Definable categories	4	Use for categorisation of defects for reporting and analysis. Categories may be individually marked as mandatory or optional.	Trade (Plumbing, Joinery, Electrical) Type (Defect, Incomplete, Variation) Priority (High, Medium, Low) Source (Acme, Client, Architect)
Create category values in the field	Yes - Optional	Can optionally give field user ability to add new category list items in the field	
Definable pre-closure approval processes	3	Optional approval processes used to flag items prior to final closure.	Ready for Inspection Client Approved Architect Approved
Remote device		Notes	Examples
Form	Tablet - Windows or iPad		
OS	Windows 7 or later, iOS		
Image capture	Rear-facing camera	Optional	

Synchronisation		Notes	Examples
Architecture	Occasionally connected	Tablet operates in a disconnected fashion during data collection. No network or web connection necessary. Sync process manually initiated when operator ready and connection available	Allows for rapid data entry. No need to submit web page and await reply. Zero frustration factor with connectivity dead spots on site
Post-sync reporting options	Offer option to print sync log	User will be given the opportunity to review the sync log	Sync log shows a very brief summary of what data was transferred during the sync giving user confirmation of transfer
Defect Item Attributes		Notes	Examples
ID	Yes	System sequential identifier generated upon sync to server	
Location	Yes	Three-level project structure	Building, Level, Space
Categories	Yes	Up to four as defined in project setup	
Description	Yes	Free form text. Optionally selected from user-defined list of standard descriptions. List may be optionally filtered on one category, eg Trade	User may add/delete from predefined list of item descriptions in the field. User builds up his own list of descriptions
Responsible party	Yes	Name of subcontractor this item assigned to	Does not have to be allocated in the field. May be left blank and allocated as a manual process within Control Centre
Opened Date	Yes	Date created	
Scheduled Date	Yes	Scheduled date for rectification start	
Due Date	Yes	Defaults to system-wide period as defined in project setup. May be altered per item	
Closed Date	Yes	Date item closed	
Approval flags	Yes - up to three	Logical attributes indicating progress through approval process. As defined in project setup	Ready for Inspection, Client Approved, Architect Approved, etc
Backcharge	Yes	Logical attribute to indicate if this item is to be backcharged to another subcontractor	
Backcharge who	Yes	Indicates who is to be backcharged for this item	maybe be different to subcontractor responsible for rectification
Backcharge amount	Yes	Estimate of backcharge amount	
Details	Yes	Free format attribute can hold any length off text	
Images	Yes - many per item	Many images may be associated with an item. Each image may be sourced from the tablet camera, a simple sketch, or pasted from another source, eg extract from PDF drawing	Images may be marked-up on the tablet after capture
Bulk Defect Updates		Notes	Examples
Bulk Approval	Yes	Ability to update many selected items at a time	
Bulk Open/Close	Yes	Ability to update many selected items at a time	
Watchlist		Notes	Examples
Individual item monitoring	Yes		

Checklist Attributes		Notes	Examples
Template name	Yes	Checklist templates are defined and then allocated to an individual location (the lowest item on the three-level project structure)	Checklist comprises many checklist line items
Checklist Line Item Attributes		Notes	Examples
Location	Yes	Three-level project structure	Building, Level, Space
Group	Yes	Free format text - used to logically group line items	
Procedure	Yes	Free format text	
Criteria	Yes	Free format text	
Responsible	Yes	Optional - name of subcontractor responsible for this item	
Number of inspectors per item	3		
Inspected by role	Yes		
Hold point (Y/N)	Yes		
Outcome	Yes	Selection from list of predefined, colour-coded values	Eg Pass, Fail, N/A, Pending, etc
Inspected By	Yes		
Date inspected	Yes		
Comments	Yes		
Comments Template	Yes	Used to pre-populate comments field to minimise data entry in the field	Length: Width:
Comment Keywords	Yes	Defined list of keywords from which field user is able to choose one or many to populate comment field	Evaporative, Ducted, Split, Wall
Dashboard		Notes	Examples
Dashboard charts	Yes	One page summary of project status	
User-configurable	Yes	Able to choose up to six from list of 23 standard charts	
Scheduled Tasks		Notes	Examples
Automated tasks	Yes		
Frequency	10 minutes, hourly, daily, weekly, monthly		
Ad-hoc on-demand facility	Yes		
Task types	Email subcontractors list of open items		
	Email subcontractors list of new items		
	Email subcontractors list of overdue items		
	Email list of recently created items		
	Email list of recent approval updates		
	Email Dashboard charts		
	Email cross-project summary		
	Email punchlist data dump		
	Email checklist data dump		

Punchlist Reports		Notes	Examples
Easy record filtering	Yes		
Selection criteria saved	Yes	User may set up regularly used selection criteria as a standard report	
Output formats	Preview		
	PDF		
	Email		
	Excel - formatted		
	Excel - unformatted	Produces raw XLS file. Can be used for export/import	
User-configurable report layouts	Yes	User able to control report elements	<ul style="list-style-type: none"> . columns grouping (two levels) . page title . orientation . order . image inclusion . cover page prompt
Standard Layouts			
	Brief Listing		
	Summary Listing - no images		
	Summary Listing - with medium images		
	Notification to responsible parties	One page per subcontractor	
	Open/Closed Stats by Responsible	Statistics summarised by subcontractor	
	Open/Closed Stats by Location	Statistics summarised by Building/Level/Unit	
	Export - suitable for re-import	Creates XLS file suitable for external edit and re-import	
Checklist Reports		Notes	Examples
Easy record filtering	Yes		
Selection criteria saved	Yes	User may set up regularly used selection criteria as a standard report	
Output formats	Preview		
	PDF		
	Email		
	Excel - formatted		
	Excel - unformatted	Produces raw XLS file. May be used for export/import	

Checklist Reports continued		Notes	Examples
User-configurable report layouts	User able to define: columns, grouping (two levels), page title, orientation, order, image inclusion, cover page prompt		
Standard Layouts			
	Checklist - Portrait		
	Checklist - Landscape		
	Checklist - Export		
	Outcome Audit Report		
Import		Notes	Examples
Import project structure	Yes		
Import categories	Yes		
Import standard descriptions	Yes		
Import defect items	Yes		
Import checklist templates	Yes		
Import address book	Yes		
Tablet		Notes	Examples
Orientation	Landscape or portrait	Screens redraw on device orientation change	
Input	Either digitiser pen or finger	Pen input preferable, however screen layouts designed to allow finger input should pen be not available.	
Handwriting recognition	Yes	Windows 7 or later	
Field - Defects		Notes	Examples
Simple data entry screen	Yes	Emphasis on selection from picklists. Minimal manual data entry required as user-specific standard list evolves	
Create lookup data in the field	Yes - if configured so		
Copy item	Yes	Can easily create one item and then copy across many distinct areas of the project.	
Edit existing item	Yes	Items may be edited in the field.	
Images	Yes	Many images may be allocated to one item. Images captured via inbuilt tablet camera	
Image annotation	Yes	Images may be annotated or marked up after capture	
Sketches	Yes	Facility to include many simple sketch images	
Image pasting	Yes	Images may be pasted from another application	Eg, open PDF drawing, select small area, paste to defect, mark-up as appropriate

Field - Defects continued		Notes	Examples
Approval process	Yes	Ability to bulk approve items according to the process defined in project setup.	Item details, including images, annotations, and sketches available during this process
Closure	Yes	Ability to bulk close/reopen items	Item details, including images, annotations, and sketches available during this process
Image on closure or approval	Yes	Ability to add new images to the item upon closure	Typically used to capture 'after' images of the rectification.
Field - Checklist		Notes	Examples
Create new checklists in the field	Yes		
Simple outcome selection	Yes	Columns of checkboxes representing outcome selection	
Visual outcome identification	Yes	Outcomes allocated unique colours during project setup	
Comments	Yes	Free form text entry. Select from list of predefined keywords	
Role-based restrictions	Yes	Currently logged on user may only update appropriate checklist items	
Temporary role approval	Yes	Checklist items may be updated by a user not currently logged on after credentials input	

