CCS CONTRACT MANAGEMENT MODULE

MCCS

The Paperless Office

Once a dream – now reality. All incoming documents can be scanned into the system, and outgoing word documents are created through the system with user defined templates. Imagine having all your paperwork literally at your fingertips and able to be located with a few quick keystrokes. Imagine being able to take all this information away with you, working remotely on your notebook and uploading to the office network on return. The same applies to remote sites. The system embeds all types of documents including word, emails, spreadsheets, graphics, drawings, photos, CPM Schedules and even Winzip files for easy retrieval on screen at any time.

Follow Up Actions

Ensure those critical contract time constraints are met. Assign actions & dates with the click of a mouse and CCS automatically produces Action Lists with prompts for outstanding items enabling critical items to be tracked.

Subject Files

Build subject files on particular issues by using a simple 'relate' function within CCS.

Projects & Contracts

- Manage claims, key issues, delays & variations to Contract
- Identification & management of key potential risk issues on the Contract
- Create subject files on the key issues
- Issue clear directions under the Contract through the system
- Obtain 'snapshot' values of the Contract including approved value & forecast value for cost and time
- Creation of specialist registers for photos, requests for information and any other type of document that requires its own special register
- Create, register & manage issue of drawings
- Issue Contract documentation
- Access all documents quickly and simply at any time, even while away from the office
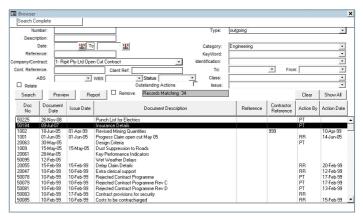- Manage the tender / quote process

Do You Need Control?

CCS which is part of the MCCS software suite is an incredibly powerful, user friendly software product, designed to control contracting operations, and the ever-growing paper flow that occurs in all sectors of industry today. It features fully integrated document control & contract management functions. You can now control your contract management risks, maximise opportunities and achieve an efficient paper-less office throughout your organisation. CCS has a high degree of flexibility allowing your set up of CCS to accurately reflect your operations. CCS handles your day to day business operations as well as multiple projects and multiple contracts / procurement all within the one system. CCS is web enabled allowing access from anywhere in the world.

Document Retrieval

Simple retrieval using multiple filters in a user friendly format. Perform wildcard searches, search by date, description, company, contract, type of document, issue or keyword to find the required document. Find all documents with overdue actions.

Filters to browse the database

Document Viewing

View electronic "snapshots" of both incoming & outgoing files.

Open up the document in its native application from within the CCS screen.

Customisable Templates

Transfer automatically any selected CCS information to linked Word templates when creating outgoing documents Create user defined documents for your own company standard forms such as Monthly Reports, Requests For Information (RFI's), Accident Incident Reports (AIR's) etc and track with Registers.

Maximise Your Contracting Benefits

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MCCS

CONTRACT MANAGEMENT MODULE

Contract Claims, Variations, Site Instructions

- Issue Site Instructions, Variation Orders from the CCS system
- Automatically creates Site Instruction Registers and Variation Registers, which are interlinked. These Registers are linked to the Claims Log
- Register & track potential Changes to Contract by registration of Claims
- Status & assess Claims for Variation. Values for Claims are linked to Claims Log & Contract Status
- Create cross-referenced "subject file" for any key issue by linking related documents. E.g. Claims Subject Files, AIR Subject Files etc.

Document Registers

With CCS the paper flow is easy to track. Simply look up the 'Reports' section to view correspondence registers. The 'Reports' allow multiple filtering to select the exact range of data that you are after.

Specialised Registers

You now have the power to create & track your own standard types of documents. CCS provides Registers for any type of user defined standard documents such as, photos, drawings, Accident Incident Reports, Requests for Information, Corrective Action Reports etc. These 'types' of documents are tracked within the system with their own user defined numbering series.

Multiple Reports

- Correspondence In / Out Register
- Registers of User defined standard documents such as Requests for Information, Accident Incident Report
- Photo Register
- Drawing Register
- Site Instruction Register
- Claims Log
- Variation Register
- Contract Status (Cost & Time)
- Insurance Register / Securities Register
- Actions and Outstanding Actions List

MS Outlook & Outlook Express

CCS uses the address book from either Microsoft Outlook or Microsoft Outlook Express to minimise entry of new Company, purchase order or contract details.

Adobe Acrobat

CCS integrates tightly with leading e-paper software adobe acrobat to manage incoming documents.

Quality Assurance

- Set up & manage procedures including distribution & revisions.
- Manage all required documents / correspondence
- Manage audit documentation
- Issue & register Corrective Action Requirements
- Maintain user defined registers

Business Management

- Control purchasing functions
- Control projects
- Control contracts for services or work
- Control documentation issued to Government Departments
- Use to set up Quality Assurance within your company
- Register & track insurance requirements including advance warning of expiry

Purchasing

- Issue Purchase Orders
- Control purchasing documentation
- Issue amendments to purchase orders
- Obtain a snapshot value of the Purchase Order

Multi User

- Multi user network and/or stand-alone operation
- Individuals or Sites may use away from the office & synchronise information with the network periodically and on return

System Requirements

- Minimum Pentium 133 with 32Mb RAM & 75Mb spare space on Hard Drive
- MS Windows 95 or later
- MS Word 97 or later
- Scanner
- Adobe Acrobat software

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