ACD5 Basics

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Introduction to ACD5

Agenda:

- ✓ Why is this change occurring?
- ✓ How is ACD5 organized?
- ✓ What are the new features of ACD5?
    - ✓ Enhanced search, edit and share features
    - ✓ Administrator role for multi-user accounts
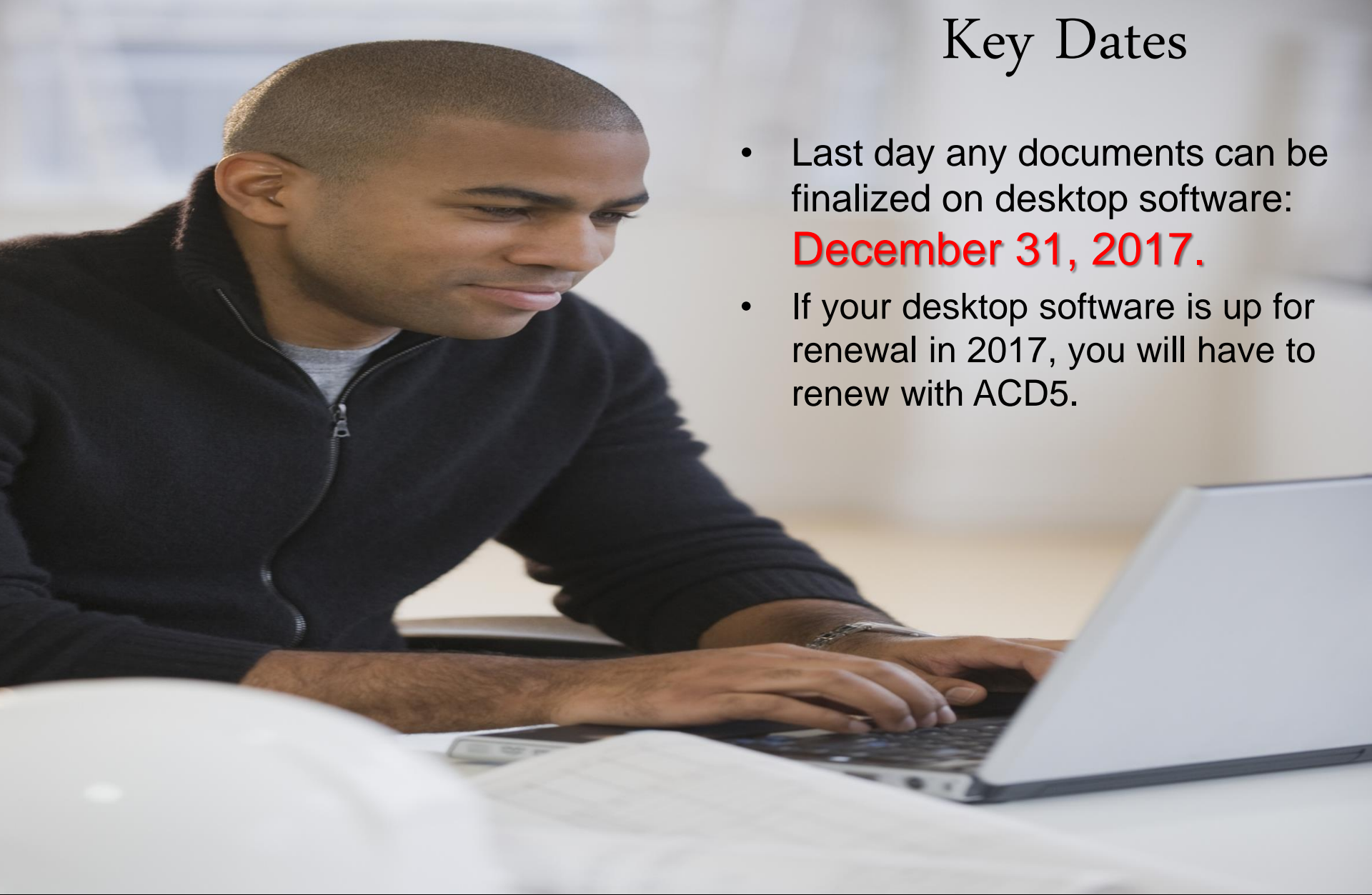- ✓ How do I perform key tasks in ACD5?

Why is this change occurring?

- Anywhere, Anytime Access
- No Software to Install
- Compatible with Macs & PCs

Key Dates

- Last day any documents can be finalized on desktop software: December 31, 2017.

- If your desktop software is up for renewal in 2017, you will have to renew with ACD5.

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Projects

Search Projects [_____] GO

Create New Project

Sort By [Modified Date ▼]

☐ 🗎 **Robinson High School**
☐ 🗎 Shore Place Renovation

Project Detail
[Project Manual] [Delete Project] [Edit Project Data]

Project Name *
Robinson High School

View Project Data ▲

Robinson High School - Documents
[Create Document] [Import File]

		Generate Final complete			

Document ID	Type	Document Name	Status	▼ Last Modified	
G701-2001	📄	G701-2001 - Final - 001(1)	Finalized	11/26/2013 10:53 AM	Finalize More Actions
G701-2001	🌐	G701-2001 - Form Draft - 001	Draft	11/26/2013 10:51 AM	Finalize More Actions

Items per page: [10 ▼] Showing Page1 of 1 | << Previous | Next >>

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Selected Templates

Series

▶ A-Series (39)
▶ B-Series (41)
▶ C-Series (39)
▶ D-Series (1)
▶ E-Series (4)
▶ G-Series (40)

Family

▶ CMa (11)
▶ CMc (3)
▶ Conventional (42)
▶ Design-Build (19)
▶ Digital Practice (5)
▶ Forms (39)
▶ IPD (36)
▶ Interiors (5)
▶ International (2)
▶ Small Projects (2)

Parties Involved

▶ Architect (92)
▶ Construction Manager (29)
▶ Consultant (15)
▶ Contractor (62)
▶ Owner (110)
▶ Subcontractors (4)
▶ Surety (6)

Side by Side Comparison

▼ Template ID	Template Name		
A101-2007	Owner-Contractor Agreement - Stipulated Sum	Preview	More Actions
A101-2007 SP	Owner/Contractor Agreement - Sustainable Project, Stipulated Sum	Preview	More Actions
A102-2007	Owner/Contractor Agreement - Cost Plus Fee with GMP	Preview	More Actions
A103-2007	Owner/Contractor Agreement - Cost Plus Fee No GMP	Preview	More Actions
A105-2007	Owner-Contractor Agreement for a Small Project	Preview	More Actions
A107-2007	Abbreviated Owner/Contractor Agreement - Project Limited Scope	Preview	More Actions
A107-2007 Exh..	Abbreviated Owner/Contractor Agreement - Project Limited Scope, Ex. A:..	Preview	More Actions
A132-2009	Owner/Contractor Agreement, CMa Edition	Preview	More Actions
A132-2009 Exh..	Owner/Contractor Agreement, CMa Edition, Ex. A: Determination of Cost ..	Preview	More Actions
A133-2009	Owner/Construction Manager as Constructor Agreement - Cost of Work Plu..	Preview	More Actions
A133-2009 Exh..	Owner/Construction Manager as Constructor Agreement, Ex. A: GMP Amendm..	Preview	More Actions
A134-2009	Owner/Construction Manager as Constructor Agreement - Cost of Work Plu..	Preview	More Actions
A141-2004	Owner/Design-Builder Agreement	Preview	More Actions
A141-2004 Exh..	Owner/Design-Builder Agreement, Ex. A: Terms and Conditions	Preview	More Actions
A141-2004 Exh..	Owner/Design-Builder Agreement, Ex. B: Determination of Cost of Work	Preview	More Actions
A141-2004 Exh..	Owner/Design-Builder Agreement, Ex. C: Insurance and Bonds	Preview	More Actions
A142-2004	Design-Builder/Contractor Agreement	Preview	More Actions
A142-2004 Exh..	Design-Builder/Contractor Agreement, Ex. A: Terms and Conditions	Preview	More Actions
A142-2004 Exh..	Design-Builder/Contractor Agreement, Ex. B: Preconstruction Services	Preview	More Actions
A142-2004 Exh..	Design-Builder/Contractor Agreement, Ex. C: Contractor's Scope of Work	Preview	More Actions
A142-2004 Exh..	Design-Builder/Contractor Agreement, Ex. D: Determination of Cost of W..	Preview	More Actions
A142-2004 Exh..	Design-Builder/Contractor Agreement, Ex. E: Insurance and Bonds	Preview	More Actions
A151-2007	Owner/Vendor Agreement for FF&E - Stipulated Sum	Preview	More Actions
A195-2008	Owner/Contractor Agreement for Integrated Project Delivery	Preview	More Actions
A195-2008 Exh..	Owner/Contractor Agreement for Integrated Project Delivery, Ex. A: GMP..	Preview	More Actions

Items per page 25 ▼ Showing Page1 of 7 | << Previous | Next >>|

Side by Side Comparison

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HELP

Multi-User Accounts

Lifecycle of Document

Online Editor

Standard
AIA template
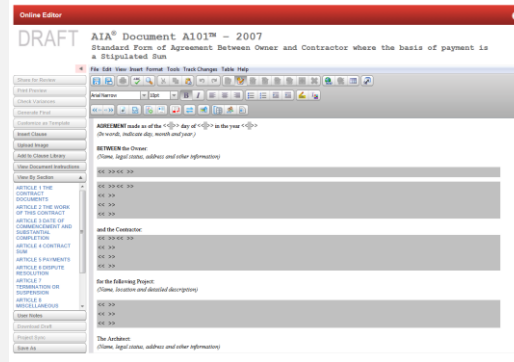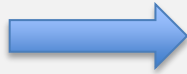
Offline

Final
in locked PDF
-- variance checked

Live Demonstration

AIA Contract Documents Resources

AIA Contract Documents Learn Page
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AIAU
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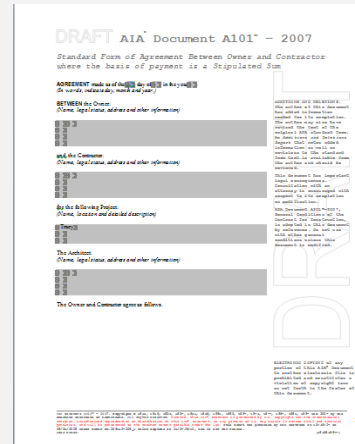
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Thank You!