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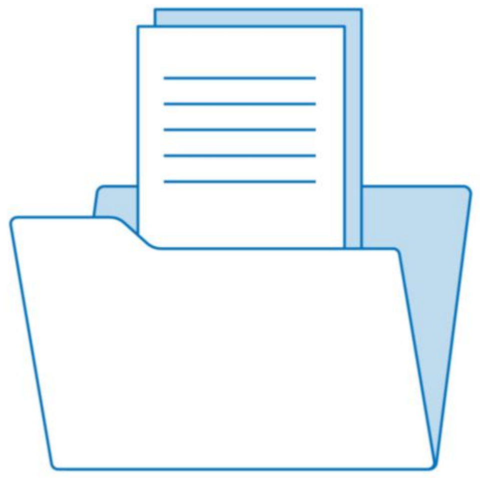
UNHCR · ACONEX TRAINING

Documents & the Document Register



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Document Control

How is the Document Register relevant to a funded partnership agreement?

Check out the Programme Handbook for funded partners in the Partner Hub!

For each funded partnership agreement, the following documents need to exist in the Aconex Document Register

Internal Control Assessment (ICA)
Where an ICA is required for the partner.

Project Workplan Quality Assurance Checklist (UNHCR Internal)
Required before approval and signature of the Project Workplan.

Signed Project Workplan, appendices and amendments (optional)

Results Plan
Where the Results Plan is maintained as a separate document. It may instead be embedded in the Project Workplan.

Financial Plan
Produced as PDF from the PROMS App.

Project Financial Report
Produced as PDF from the PROMS App.

Risk Register

Signed Data Protection Agreement

End-narrative report
Filed in the Document Register at the end of the project.

Signed Partnership Framework Agreement

Not simply a shared folder. Each organisation maintains its own controlled register, and documents move between organisations through transmittals ensuring that all parties maintain the most updated records.

01

What the Document Register Is

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Each organisation has its own register

Each partner organisation in Aconex has its own Document Register for each project. It contains:

Documents uploaded by the organisation	Documents received through transmittals	The current version of each document
Previous versions when document history is displayed	Document metadata	The history of updates and transmissions

Not simply a shared folder. Each organisation maintains its own controlled register, and documents move between organisations through transmittals.

THE CORE PRINCIPLE

One business document = one document number = one continuous chain of versions.

02

Core Concepts

Document number · Title · Filename

Document number

The unique identifier of the document. It may be entered manually or generated automatically, depending on the type of the document. It remains the core identity of the document throughout later updates.

Title

The clear business description of the document. It should not be confused with the filename.

Filename

The actual name of the uploaded file, e.g.

Document	Example
Project Workplan Contract	32061Y24M061333 / Contract Terms for 32061Y24M061333
PFA Cover Sheet	PFA-JOR-Y24M123456.pdf / Cover Sheet for PFA-JOR-Y24P002000
Data Protection Agreement — DPA	DPA-JOR-Y24M123456 / Contract Terms for DPA-JOR-Y24P002000
PMC02 inspection	PMC02 01 for 32073Y24P184048
PMC03 Short inspection	PMC03 short 02 for 21048Y24M093845
PMC03 Long inspection	PMC03 long 03 for 12062Y24M003408
Annual Feedback Form	Annual Feedback Form for 32073Y24P184048
Other supporting documents	For example, Supporting Document Type for 32073Y24P184048

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Revision vs. version

BUSINESS

Revision

Reflects the business revision of the document. It normally changes when substantive changes are made to the document.

00 01 02 A B C

SYSTEM

Version

Every update in Aconex creates a new system version. **Even a metadata-only change creates a new version** — metadata is the information *about* the document (its number, title, type, status, revision, dates, partner and contract fields), not the file itself. All versions are retained automatically.

v1 → v2 → v3 current

Status & document type

Status

Documents might have different statuses.

- Agreed
- Approved
- Cancelled
- Closed
- Draft
- Final
- For Information
- In Negotiation
- No Longer In Use
- Not Started
- Under Review

Document type

The business category of the document, for example:

- Agreement
- Certificate of Instalment
- Inspection
- Output Indicators
- Partner Agreement
- Partnership Report
- Project Report
- Purchase Order
- Risk Register
- Supporting Documents

Discipline · Project fields · Tags · Confidentiality

Discipline

Used to classify documents by technical or business area.

Tags

Provide additional terms for grouping and searching documents where they are enabled.

Project fields

Custom metadata created by the Project Administrator and linked to specific document types. May include hierarchical values, cascades, single-select fields, project-specific classifications and mandatory business information.

Confidentiality

Limits access to selected users within the same organisation. Visible only to the user who made it confidential and the users added to the confidentiality access list.

03

Main Actions in the Documents Module

ACTION

Search the Document Register

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PRIMARY FILTERS

Document No · Title · Revision · Integration Status **(DO NOT CHANGE)** · Partner Agreement / Contract · Implementer · Type · Status · Processing Status · ☐ Search file content · ☐ Show document history · **+ 19 more filters**

Search is generally **not case-sensitive**; multiple values may be selected in filters such as Type and Status.

BASIC SEARCH PROCESS

1 · Select the correct project

2 · Open Documents

3 · Open Document Register

4 · Enter a term or apply filters

5 · Select Search

6 · Add or remove columns

7 · Sort, resize or pin columns

8 · Preview, download or open the action menu

Show document history — off shows the current version only; on displays previous versions. Aconex Support Library ↗

ACTION

Add a new document

Used when the document does not already exist in the register as a controlled record.

1 Procedure

1 Open Documents

2 Add or Update Documents

3 Select Upload files

4 Select an Upload Profile

5 Drag & drop or browse

6 Select Continue

7 Complete mandatory metadata

8 Confirm New or Update

9 Correct invalid info

10 Final validation

11 Register the document

Aconex identifies each item as **New** or an **Update** — confirm which before registering.

✓ Checks before upload

- ✓ Correct project selected?
- ✓ Document already exists?
- ✓ Document number correct?
- ✓ Filename correct?
- ✓ Revision correct?
- ✓ Status correct?
- ✓ Document type correct?
- ✓ All mandatory project fields completed?
- ✓ Correct file version?
- ✓ Should it be confidential?
- ✓ Placeholder or an actual file?

Depending on configuration, files may come from:

Local computer | Network location | Dropbox | Box

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ACTION

Update or supersede a document

Used for

- New file version
- Correcting a title
- Changing status
- Updating several fields
- Changing metadata
- Changing discipline
- Replacing an incorrect file

Steps from the register

Search for the document → select it → open **Tools** → select **Update** → change metadata or upload the revised file → confirm the document number → enter revision information → add an update comment or reason if available → save or register the update.

The new version becomes current, while previous versions are retained automatically.

CRITICAL RULE

Do not create a new document number simply because the file has changed.

When it is the same business record, update or supersede the existing document.

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ACTION

Update metadata

Change fields **without replacing the file** — worked example: a Project Workplan.

GRC-22121Y24M010609-PWP-0001
Current version: Rev. 1, Final · created by UNHCR on 12/03/2024

Type	**Partner Agreement**
Revision	**1**
Document No ⚠ update active	**GRC-22121Y24M010609-PWP-0001**
Title	**PWP-GRC-22121-010609-00 GREEK COUNCIL FOR REFUGEES 2024**
Partner Agreement / Contract	**22121Y24M010609**
ERP Contract Number	**22121Y24M010609**
Implementer	**Greek Council for Refugees**
Status	**Final**
Revision Date	**29/11/2024**
Integration Status	**DO NOT CHANGE**
Created By	**United Nations High Commissioner for Refugees**

General principles of metadata update

1. A metadata-only change still **creates a new version** and preserves the full history.
2. **Never edit the auto-assigned Document Number.**
3. Always include the **document type in the Title**.
4. Set the **Revision Date** to when the document was finalised or last edited before upload.
5. Upload at **revision 0**; on a formal amendment, align it with the financial/results plan revision.
6. **Never touch Integration Status**, and never manually upload an integration file (FPN, IND, PFR, PUO, COI).

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ACTIONS

Preview, download & ZIP download

Preview

Where supported: open a preview, review the document without downloading, navigate pages, review metadata and properties, and access review tools. Depends on file type and project configuration.

Download

Select project → search → locate → select the file icon → download. Before using it, confirm it is the current version, correct revision and status, no newer version exists, and it is not marked No Longer in Use.

ZIP download

Where supported, select several documents and download them as a ZIP file. In workflows, supplementary files may also be downloaded individually or as a ZIP package.

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Document properties & history

Document properties

The document record may display:

- Number
- Title
- Filename
- Revision
- Version
- Status
- Document type
- Discipline
- Organisation
- Upload date
- Update date
- Project fields
- Confidentiality
- Related items
- Transmittal information
- Document history
- Event log

Document history

Users can review all previous versions and the current version, the metadata and file for each version, dates, the user who performed the update, and the history of actions.

Open Documents → Document Register → search → select **Show document history** → run the search → review all versions.

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ACTIONS

Restore a version & the event log

Activity / event log

May show uploads, updates, superseding actions, metadata changes, transmittals, downloads or opens, related actions, users and timestamps.

Normally accessed from the document action menu in the search results.

This forms a key part of the audit trail.

Confidentiality & related items

Make confidential

Search → open the title or properties → open Confidentiality → mark as confidential → add permitted users → confirm. Only users in the access list can search for and view the document.

Does not replace appropriate role design · use only where genuinely needed · do not add sensitive information unnecessarily · review access before every transmission or update.

Add related items

Links documents to other records — e.g. a drawing and its comment, an agreement and its amendment, a report and supporting evidence, a workplan and budget, an inspection and a supporting drawing.

Document Properties → Related Items → Manage Related Items → Add New or Copy from Other Document → search → select → add → save.

Another organisation sees the relationship only if the documents also exist in its register — so they must be transmitted for shared visibility.

ACTION

Transmit a document

A transmittal is **not** the same as attaching a file to a normal email, sharing internally, or uploading a document to your own register. It creates a formal audit trail and may update the recipient organisation's register.

Steps

1 Confirm the document is registered → Documents → Document Register → search
2 Select one or more documents
3 Select Transmit → Create a transmittal
4 Choose recipient organisations and users
5 Enter the subject · select the reason or purpose · enter the message
6 Review the document list → send the transmittal

Checks before sending

- ✓ The document number
- ✓ The current revision
- ✓ The status
- ✓ The recipient organisation
- ✓ Confidentiality restrictions
- ✓ The purpose of issue
- ✓ That the version is not obsolete
- ✓ No unauthorised supporting documents included

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ACTIONS

Reports & saved searches

Export to Excel

Search results can be used as reports. Configure the search, apply the correct filters, select the relevant columns and export. E.g. documents updated last week, approved budgets, outstanding financial reports, by partner, by status, by discipline, or transmittal history.

Saved searches

Useful where the same filters are needed repeatedly

They help standardise recurring monitoring and reporting.

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04

Permissions & Roles

Permissions, partner users, document controllers and administrators.

Permissions related to documents

Depending on the action, users may require permissions such as:

- Search Document Register
- Upload new documents
- Update a document
- Access Bulk Processing
- Create a transmittal
- Mark as No Longer in Use
- Manage confidentiality
- Restore previous versions
- Manage Upload Profiles
- Create or edit project fields
- Add documents to Packages

Same-organisation users may generally access the organisation's documents where role permissions allow.

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Ten core principles

The entire Documents module is built around ten principles.

1. Each organisation has its own Document Register.
2. The document number is the permanent identity of the document.
3. Changes are managed as versions, not duplicates.
4. Metadata supports search, reporting and governance.
5. Previous versions are retained.
6. A transmittal is the formal mechanism for sending documents to another organisation.
7. The audit trail records user actions.
8. Permissions determine what each user can see and do.
9. Bulk Processing is used for mass operations and migrations.

KEEP LEARNING

Complete the “Managing Documents” learning path on Aconex Support Central

Start the learning path ↗