

ACONEX HELP & TRAINING LIBRARY

Getting started with Aconex

Prise en main d'Aconex · Primeros pasos con Aconex

A curated set of official learning resources for the four modules you'll use every day — the Tasks page, Documents, Mail and Insights. Every article is linked in English, French and Spanish.

Four modules, one library

EVERY LINK OPENS IN EN English FR Français ES Español



The Tasks page

La page Tâches · La página Tareas

Your Aconex home page — everything that needs your action across projects.

5 ARTICLES · 5 ARTICLES · 5 ARTÍCULOS



Documents

Documents · Documentos

Upload, organize and share project documents with strict version control.

14 ARTICLES · 14 ARTICLES · 14 ARTÍCULOS



Mail

Courrier · Correo

Initiate and respond to all project communication in a centralized inbox.

10 ARTICLES · 10 ARTICLES · 10 ARTÍCULOS



Insights

Insights · Insights

Turn project data into dashboards and reports to spot bottlenecks.

4 ARTICLES · 4 ARTICLES · 4 ARTÍCULOS



The Tasks page

La page Tâches • La página Tareas

Tour of the Tasks page

[Visite de la page Tâches](#)

[Recorrido por la página Tareas](#)

Get oriented: projects, task lists and navigation.

[EN](#) [FR](#) [ES](#)

Managing your mail via the Tasks page

[Gérer votre courrier depuis la page Tâches](#)

[Gestionar su correo desde la página Tareas](#)

Read, action and track mail statuses at a glance.

[EN](#) [FR](#) [ES](#)

Opening mail from the Tasks page

[Ouvrir le courrier depuis la page Tâches](#)

[Abrir el correo desde la página Tareas](#)

Jump straight into a mail item that needs a response.

[EN](#) [FR](#) [ES](#)

Opening a document transmittal

[Ouvrir un bordereau de transmission](#)

[Abrir una nota de envío de documentos](#)

Review documents transmitted to your organization.

[EN](#) [FR](#) [ES](#)

Open documents in a workflow to review

[Ouvrir les documents d'un workflow pour les réviser](#)

[Abrir documentos de un flujo de trabajo para revisarlos](#)

Approve or reject documents assigned to you.

[EN](#) [FR](#) [ES](#)



Get started with Documents

Prise en main des Documents

Primeros pasos con Documentos

What the module does and how it's organized.

[EN](#) [FR](#) [ES](#)

Search for documents

Rechercher des documents

Buscar documentos

Find documents fast in the register.

[EN](#) [FR](#) [ES](#)

Add documents / upload files

Ajouter des documents / charger des fichiers

Añadir documentos / cargar archivos

Add new documents with the enhanced upload.

[EN](#) [FR](#) [ES](#)

Update (supersede) documents

Mettre à jour (remplacer) un document

Actualizar (reemplazar) documentos

Replace a document with a newer version.

[EN](#) [FR](#) [ES](#)

Transmit your document

Transmettre votre document

Transmitir su documento

Formally send documents to other organizations.

[EN](#) [FR](#) [ES](#)



Preview a document
Prévisualiser un document
Previsualizar un documento

View a document without downloading it.

- EN
- FR
- ES

Download a document
Télécharger un document
Descargar un documento

Save document files to your computer.

- EN
- FR
- ES

View previous versions
Consulter les versions précédentes
Ver versiones anteriores

Access superseded revisions of a document.

- EN
- FR
- ES

Version control & audit trail
Contrôle de version et piste d'audit
Control de versiones y pista de auditoría

Understand revisions, tracking and history.

- EN
- FR
- ES

File naming best practices
Bonnes pratiques de nommage des fichiers
Buenas prácticas para nombrar archivos

Keep the register clean and consistent.

- EN
- FR
- ES



Manage access to a document

Gérer l'accès à un document

Gestionar el acceso a un documento

Control who can view and download each document.

- EN
- FR
- ES

Mark up a document

Annoter un document

Anotar un documento

Add comments and annotations to a document.

- EN
- FR
- ES

View and edit document details

Consulter et modifier les détails d'un document

Ver y editar los detalles de un documento

Update a document's metadata fields.

- EN
- FR
- ES

Print documents

Imprimer des documents

Imprimir documentos

Print documents and their details from the register.

- EN
- FR
- ES



Get started with Mail

Prise en main du Courier

Primeros pasos con el Correo

How Aconex Mail works and why it's different from email.

[EN](#) [FR](#) [ES](#)

Create and send mail

Créer et envoyer du courrier

Crear y enviar correo

Compose and send project mail.

[EN](#) [FR](#) [ES](#)

Reply to or forward mail

Répondre ou transférer un courrier

Responder o reenviar correo

Respond to and pass on correspondence.

[EN](#) [FR](#) [ES](#)

Attach files or documents

Joindre des fichiers ou des documents

Adjuntar archivos o documentos

Include files and register documents in a mail.

[EN](#) [FR](#) [ES](#)

Add recipients to mail

Ajouter des destinataires au courrier

Añadir destinatarios al correo

Set To, Cc and distribution correctly.

[EN](#) [FR](#) [ES](#)

Search for mail

Rechercher du courrier

Buscar correo

Find sent and received project mail.

EN

FR

ES

Create a mail signature

Créer une signature de courrier

Crear una firma de correo

Set up your personal mail signature.

EN

FR

ES

Document vs transmittal vs mail

Document, bordereau ou courrier ?

Documento, nota de envío o correo

Know which tool to use, and when.

EN

FR

ES

Mark sent mail as your response

Marquer un courrier envoyé comme réponse

Marcar el correo enviado como su respuesta

Close the loop on mail that requires action.

EN

FR

ES

Configure email notifications

Configurer les notifications par e-mail

Configurar las notificaciones por correo

Control the emails Aconex sends you.

EN

FR

ES



Get started with Insights

Prise en main d'Insights

Primeros pasos con Insights

What Insights is and how project reporting works.

[EN](#) [FR](#) [ES](#)

View a dashboard

Consulter un tableau de bord

Ver un panel

Open and read your project dashboards.

[EN](#) [FR](#) [ES](#)

Filter and interact with reports

Filtrer et explorer les rapports

Filtrar e interactuar con los informes

Drill into the data with filters and views.

[EN](#) [FR](#) [ES](#)

Export report data

Exporter les données d'un rapport

Exportar datos de informes

Export Insights data for offline analysis.

[EN](#) [FR](#) [ES](#)



Video training

Formations vidéo • Formación en vídeo

Start here — Getting Started learning path • 11 videos • 34 min • quiz + badge

What Aconex is, navigating the Home page, setting up your account, Mail and Documents. • Découverte d'Aconex, navigation, paramétrage du compte, Courrier et Documents. • Qué es Aconex, navegación, configuración de la cuenta, Correo y Documentos.

- EN
- FR
- ES

ALL LEARNING PATHS • FREE, SELF-PACED, ENGLISH

Getting Started

New to Aconex? Learn the basics.

Managing Documents

Work with multiple documents.

Document Processes

Reviews with comment management.

Workflows Essentials

The basics of Workflows.

Org Admin Essentials

Become an effective Org Administrator.

Project Admin Essentials

Become an effective Project Administrator.

Field User Essentials

Raise issues, run inspections on site.

Field Admin Essentials

Administer your Field project.

Test Plans Essentials

Deliver quality without costly mistakes.

View all learning paths • Voir tous les parcours • Ver todas las rutas

- EN
- FR
- ES



Aconex Accredited

Trois niveaux • Tres niveles • Oracle MyLearn

Free

Courses and assessment • only an Oracle account needed

24/7 microlearning

Desktop or mobile, at your own pace

Unlimited retakes

Retake the assessment as often as you need

Shareable badge

Badge of completion • no certificate issued

LEVEL 1

Associate

Master the essential skills. • Maîtriser les compétences essentielles. • Domine las competencias esenciales.

[mylearn.oracle.com →](#)

LEVEL 2

Professional

Build on the essential skills. • Approfondir les compétences. • Amplíe las competencias.

[mylearn.oracle.com →](#)

LEVEL 3

Specialist

Administer your project and team. • Administrer projet et équipe. • Administre el proyecto y el equipo.

[mylearn.oracle.com →](#)

READY TO START

Everything you need, in three languages

Follow any link to the official Oracle Aconex Support Central. Each article is available in English, French and Spanish so every colleague can learn in their preferred language.