

# **Navigate** for Accela

**Navigate provides a rich set of features for the Accela back office, to simplify the way users interact with documents and plans.**

**Users can search, group, categorize, and save their views - all fully integrated into the Accela back-office. Ultimately this saves 80% of daily time spent on mundane document management tasks.**

Avolve is focused on enhancing user experience, to automate processes and save time. Through deep integration to our government technology partners systems, Navigate enables all Accela back-office users who conduct document management tasks to benefit from enhanced document management.

### **Instant Search**



Search and filter the document list in an Accela record, using available data and instantly see the results.

### **Grouping & filter**



Use Accela document data fields, or, if using, the custom fields maintained in Navigate, to show document data as you would want to see it.

### **User saved views**



The view configuration feature allows users to save their preferred search view. Users can save numerous views to suit their day-to-day set-up or tasks.

### **Instant document view**



View any supported file type without downloading or opening in a desktop application. Native file types supported include office, email, image, & 2D CAD, plus more.

### **Comparison & Overlay**



Instantly see differences between sheets in the same plan or analyze different submissions cycle plan sheets without downloading.

### **Side by side view**



Users can instantly see documents and plans side-by-side, zoom, and navigate through sheets or pages.

### **Slip sheets view**



Accela users can instantly see a slip sheet view of plans and check the quality of bookmarks or sheet names.

### **Slip sheet versions**



View all latest sheet versions within a plan set. Users can select two versions of sheets and compare directly from the Accela record.



### Custom fields

Set-up custom fields to help manage documents and plans more effectively, such as:

- To add Notes to a document
- Add a Received Date (if not defined in the Permit system)
- Town Hall Review indicator
- Inspection required indicator
- Resubmittal Required indicator



### Update meta data fields

Accela document fields can be easily updated directly from Navigate.



### Upload

The upload feature checks for file submission issues and enables the ability to fix issues, such as page rotation or missing data, e.g., sheet references, sheet titles, etc.



### Download

Navigate provides the ability to quickly download individual files or download multiple files in an Accela record in a zip file. Alternatively a download link with an expiry date can be generated and then forwarded to the recipient, rather than sending files via email.



### Delete

Accela document fields can be easily updated directly from Navigate.



### Excel output

Users can output a list of contents from any of the document data views to assist in meetings and communications.

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## Adding Navigate

It's simple, configuration of your Accela system requires little effort. Then add the user subscription for the Navigate to your existing Accela subscription, or alternatively through an accredited Avolve solution provider.

## Onboarding users

At Avolve, customer education is a key pillar to the successful use of our software. We provide training assets and resources to help our customers manage and on-board users.

SIGN UP TODAY

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