



VELA SYSTEMS ARCHIVING AND INFORMATION HANDOVER FAQ

The answers to these questions apply to the April 2011 VFM release

Question: What options are there for handover of information at the end of a project?

Answer: There are three options available to customers – a static “project snapshot”, an “online archive”, and the “handover for operations” package. These are described below:

- **Option 1: Project “snapshot”.** Customers can follow the Vela help topic [“Creating a project snapshot”](#) to create the following materials:
 - A report in .pdf format that includes all issues with all custom fields as well as any referenced photos, documents or markups (pdf format)
 - A report in .pdf format that includes all checklists with relevant observations and attached photos, documents or mark ups (pdf format)
 - Customers can also download all uploaded files from the Vela Library (native file formats)
 - Optional: Customers can export a list of issues or observations to Excel with a limited set of fields available
 - These materials can then be saved to a drive, burned to a CD, etc at the discretion of the customer.
 - If desired, the Vela Support Services team can be engaged to create a Project Snapshot for a customer. The Support Services team can create an estimate and work order for the needs of a specific project.
- **Option 2: Online archive.** “read only” usage at the project level
 - A one-time fee of \$1,000 per project will provide ongoing “read only” access to Vela for 7 years.
 - The project administrator can change all user’s roles to be “read only”, thus preventing editing of any data, but maintaining online access, reporting, dynamic search, and other Vela capabilities.
 - If a project utilized the Field BIM module during construction, the read only archive will allow hyperlink access to the documents in Vela.
- **Option 3: Handover for Operations.** Vela Owner customers can subscribe to Vela for handover and operations for a multiyear period. This option includes the following:
 - Unlimited user access to project data for use in operations
 - Ability to update information relating to systems, equipment and other items key to operations
 - Ability to leverage BIM (Building Information Models) for ongoing operations
 - Ability to track ongoing and new issues (warranty) relating to handed over spaces, equipment, systems and more

Question: Why can't I just push a button and get a "CD" with all of my Vela information on it?

Answer: When considering an automated solution – the question becomes: "what should it produce"? Creating a project archive or snapshot needs to be done in a thoughtful, systematic way so that the information meets the requirements of the project team and the contract. Vela recommends planning out the file structure (folders), file naming systems and organization carefully with the project and owner requirements in mind. Vela enables the project team to define what is necessary based on project requirements.

Question: What does Vela recommend?

Answer: Vela has created the commissioning and handover offering to enable contractors to pass both construction and commissioning information and the ability to manage it to the owner.

We recommend contractors introduce this option for ongoing use of the information: Please contact your sales rep for discounting options to an owner on the first project.

Why? Exporting information out of Vela for handover to the owner may satisfy legal requirements, but it destroys value to both the contractor and owner. Contractors miss an opportunity to leverage all of the information in Vela to satisfy the owner's operations needs (and potentially charge for a new value added service). Owners lose the ability to interact with information from the construction and commissioning process during operations. National-level studies (by NIST) have shown that owners spend Billions of dollars annually recreating information they are handed at handover in a static format. A static electronic snapshot is basically the same as giving a binder of paper to an owner – it is useful only in the case where problems occur and an archive should be searched, but not for much else. By giving them information in Vela they can access the data and even use Vela's APIs to connect to operations and maintenance systems.

Vela Systems strongly believes in the power of passing information electronically in a useful format to the owner at the end of the project.

For more information please contact your sales or implementation services representative