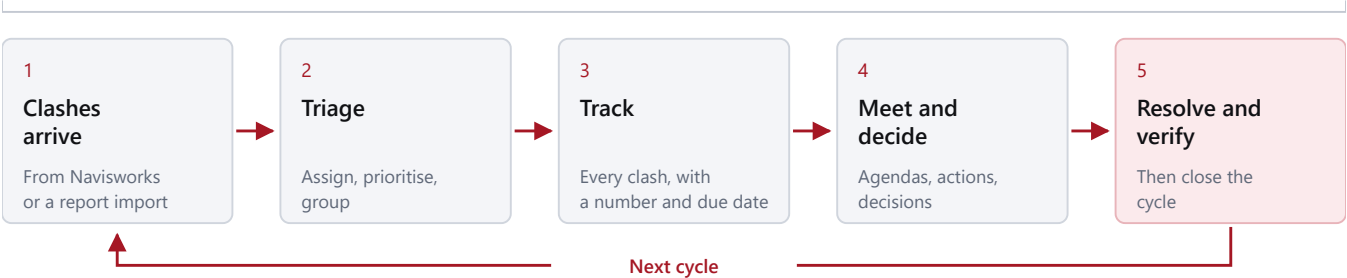


USER GUIDE

JAED Collision Suite

The JAED Collision Suite website is where a project's clash coordination is run. Clashes come in from Navisworks; the team triages them, meets about them, records what was decided, and follows each one through to sign-off. Every clash is tracked from the moment it arrives. Everything is organised into coordination cycles, so every round of work can be compared with the last.

ONE COORDINATION CYCLE



A round of coordination, and where each step happens on the website.

00 Getting in

- 1 Get an account.** An administrator either creates one for you or sends an invitation by email. Open the link in the invitation to set your password; invitations expire after 7 days.
- 2 Sign in** with your username, your password and the code from your authenticator app.
- 3 Set up two-factor authentication.** It is required on every account. The first time you sign in you'll be asked to scan a QR code with an authenticator app. Keep the backup codes it gives you somewhere safe — they get you in if you lose your phone.

Forgot your password? Choose [Forgot password?](#) in the sign-in window and use [Send reset link](#) to get a reset email.

Just looking? [Explore as Guest](#) opens a read-only sample project, with no account needed.

01 Finding your way around

Everything is reached from the two bars across the top of the page. Your role decides which items you see, so some of these may not appear for you.

THE HEADER

Project

The project you're working in, its current cycle and how long until that cycle closes. Click to switch project, or choose **All projects** to see every project you can access.

Synced

When clashes last came in from Navisworks. Click it to open Clashes.

The bell

Your notifications.

Sun or moon, and ?

Switch between light and dark, and see the keyboard shortcuts.

Your name

Account settings, Downloads, Help and Sign out.

REFERENCE

Timeline

The construction schedule and a feed of recent activity.

Snapshots

Views captured and sent in from Navisworks.

Files not guests

Navisworks models, filed by coordination cycle, and the cycles themselves.

Report not guests

Printable reports.

Jumping anywhere. Press Ctrl + K (⌘ + K on a Mac) to jump to any area, switch project, or open a clash test by name.

DAILY WORK

Dashboard

The project's state at a glance.

Clashes

Every clash test and every clash in it. The count is how many are still open.

Meetings

Coordination meetings, agendas and action items.

ON THE RIGHT

Admin

Accounts, organizations, projects, project settings and the audit log. For Admins and BIM Coordinators — see section 10.

02 Roles

What you can do depends on your role, and it's enforced by the website itself rather than just hidden from view.

ROLE

WHAT THEY CAN DO

Admin

Everything, including creating and inviting users and managing organizations and projects.

ROLE	WHAT THEY CAN DO
Project Manager	Runs coordination: starts and closes cycles, creates meetings, generates agendas, runs them and publishes the minutes, manages the timeline, raises RFIs, and marks work Verified or Closed .
BIM Coordinator	The same coordination access as a Project Manager, plus importing clash reports and grid locations, and the Admin page without user management.
General Contractor Consultant Design Team	Work the clashes: assign them, comment, set status, priority and due dates, change many at once, and resolve their own work. Can upload files. Can't create meetings, and can't mark work Verified or Closed — signing off your own fix is what those statuses exist to prevent.
Guest	A read-only look at the sample project, without Files or reports.

Someone can have a different role inside a particular organization: on the Admin page, open the organization's members and change their role there — it starts as “Same as account role”. An administrator can also limit someone to a single trade, so they see only that trade's clashes, on every project.

03 How a round of coordination works

The order a project normally follows. Steps marked with a role are for that role; everyone else can follow along.

- 1 Start a cycle** in **Files**. **coordinators** Everything from here on — clashes, models, meetings — is stamped with it automatically.
- 2 Bring the clashes in.** Push them from Navisworks with the JAED plugin, or import a Navisworks clash report in **Clashes**.
- 3 Triage them** in **Clashes**: assign each to a person and organization, set priority and due dates, and group related clashes.
- 4 Track them.** Every clash is tracked from the moment it arrives. It gets a permanent number, like **CLH-0042**, that stays with it through every later push. Give it a due date and whoever it's assigned to is reminded as the date approaches and again if it passes.
- 5 Meet about them.** **coordinators** Create a meeting, generate its agenda from what's outstanding, then run it item by item and publish the minutes.
- 6 Resolve and verify.** Whoever did the work marks it **Resolved**; a coordinator checks it and marks it **Verified**, then **Closed**.
- 7 Close the cycle** **coordinators** and start the next one. Anything still open carries forward.

04 Clashes

The banner at the top shows the latest push or upload; **Review new** lists the clashes it added. Pick a clash test below it, then work through the table: each row shows the clash number, the two elements and where they meet, who is responsible, priority, status, due date and how many comments it has. Click a column heading to sort.

Finding clashes

Search by number, element, location or owner. **Critical & overdue** and **Assigned to me** narrow the list in one click; **+ Filter** picks by status, level, organization, priority, person, due date, trade, grid, area or group. Each filter shows as a pill you can remove.

Changing many at once

Tick clashes, then **Assign**, **Set priority** or **Add to agenda** coordinators; **More** sets status, due date, trade, area or group. **Export CSV** exports what you ticked, or every clash if nothing is.

A clash's page

Opening a clash shows its report image (click it to zoom), the Navisworks data, snapshots, and its full history. On the right: who is responsible, priority and due date — click one to change it — the status and **Advance status**, and the meetings and RFI linked to it. Coordinators raise an RFI from here. The discussion is at the bottom; untick **Notify the responsible organization** to tell only people already in the thread. The page has its own address, so you can send someone a link to it.

Verifying on site

coordinators **Verify on site** at the top of Clashes (or **V**) opens a screen made for a tablet: one Resolved clash at a time, from every clash test, in the order you'd walk the building — level by level, longest waiting first. It shows the clash image, where it is, who fixed it and when. Choose **Built as coordinated — close it** to verify and close the clash, or **Not as coordinated — reopen** to send it back; its owner is told. A site photo and a note can go with either: the photo is saved to Snapshots on that clash, and your decision is written into its discussion. **Skip for now** moves on without changing anything. A clash's own page also has **Verify it on site** once it is Resolved.

Importing

BIM Coordinators and Admins use **Upload report** in the banner to import a Navisworks clash report, or grid locations only, which tells the website where each clash sits on the building grid.

Pushing or importing again keeps each clash's history

The website recognises a clash it has seen before — by its Navisworks ID, by the two elements involved, by its name, or, if the model was regenerated and all of those changed, by where it sits in the model. Its number, status, comments and history carry over. Where two earlier clashes sit in exactly the same spot, it treats the clash as new rather than guessing.

A clash missing from the new results has been fixed in the model, so it is kept rather than deleted: if it was still being worked it is closed, with its comments and history intact. If it turns up again in a later push, it is reopened.

05 Statuses and sign-off

Every clash follows the same lifecycle. When someone else changes the status of a clash assigned to you, you're told.

Open — just arrived

Assigned — someone owns it

In Progress — being worked

Waiting on Trade

Waiting on Design

Deferred — parked for later

Resolved — the fix is in

Verified — checked and signed off

Closed — done

Reopened — came back

Rejected — Not a Clash

Almost any change of status is allowed. Three are refused, because they would make the record untrue — and the message tells you what to do instead:

- ✗ **Verified only from Resolved.** There has to be a fix to sign off.
- ✗ **Reopened only from finished work.** Something has to have been finished to reopen it.
- ✗ **Finished work goes back through Reopened.** A resolved or closed clash can't jump straight back to In Progress; marking it Reopened first is what keeps the reopen count honest.

Day counts

The website keeps how long each clash has been open, how long it has waited for a response, how long it has waited for sign-off, and how long it took to resolve. Age stops when a clash closes. A blank figure means *not tracked yet*, which is different from zero.

No separate issues

Every clash is tracked from the moment it arrives, so there is no separate Issues page. Requests for Information are raised from a clash's page and listed under [Report](#).

06 Cycles

A cycle is one round of coordination, between one model drop and the next, and it is run from [Files](#). Pick a cycle there, then [Details and compare](#) for its figures — counted from the clashes first found while it was open — its history, and a comparison with any other cycle: new work

against work carried over, and how quickly things got resolved. The current cycle, and how long until it closes, also shows under the project name at the top of every page.

Coordinators start a cycle with **Start cycle** and move it through its stages — **Planning, Model Collection, Coordination, Review, Closeout** — and then close it. Closing freezes the cycle's figures, so later changes can't rewrite what it reported; reopening makes them live again. A cycle started by mistake can be deleted while nothing has been recorded against it.

07 Meetings

The **Meetings** page lists every meeting on the left and opens the next one coming up. The middle shows its agenda: each item's clash, what was decided and the action item with its owner and due date. Attendees and notes are on the right, and the project's action items from every meeting are underneath.

Coordinators start one with **New meeting**. **Generate from clashes** shows what it would add before adding it:

- clashes that are overdue, reopened, still being worked at critical or high priority, or due before this meeting
- action items still outstanding from earlier meetings

Running it again only adds what's new; **Add item** puts any other clash on. Click an item to record its outcome. If two people edit the notes at once, the website tells you someone else saved first rather than overwriting their work.

Running the meeting

Run meeting coordinators shows the agenda one item at a time, in type large enough to read across a room, starting at the first item not yet discussed. Type the decision and action item, pick the owner and due date, and press **Record and next** (or Ctrl+Enter). **Defer** moves on without recording. When every item has a decision, **Publish minutes** tells each attendee. **Print minutes** opens the printable version.

08 The rest of the website

AREA

WHAT IT'S FOR

Dashboard

Whole project: unresolved, critical and overdue clashes, what was verified this week, month or to date, the health score, how long open work typically waits, the pipeline from unassigned to verified, the **coordination matrix** — open clashes between each pair of trades, darker where there are more, with a dot where some are overdue; click a cell to see them — recent activity and the next meeting. Guests see open clashes by trade in place of the matrix. **My desk:** what is assigned to you or your organization, what is past its due date, your queue in the order that closes the cycle fastest, and your items on the next agenda. Trade partners start on My desk, coordinators on Whole project; switch at the top. Every tile opens the matching list. A project with no clashes yet shows the steps to get started.

All projects

A card for every project you can access. Open it from the project selector at the top.

Files

Navisworks models, filed by coordination cycle: pick a cycle to see its drop and the clashes that came from it. **Replace** uploads the next revision and keeps the old one. **.nwc files only**, up to 2 GB, named like `26001_HVAC_StudioJAED.nwc` — the discipline is read from the name.

Timeline

The construction schedule over ten weeks or months, with each cycle's model drop. An activity that names a level ("Level 3", "L3") shows the open clashes on that level — "19 critical must close first" — and clicking it opens them. Coordinators add or edit activities, or **Import schedule** from a .csv or .xlsx file. Activity is a feed of everything that happened.

Snapshots

Views captured in Navisworks and sent in with the plugin, including section cuts and redlines. Search, sort, or show critical only; open one for its location, who is responsible, its own comments and a link to its clash.

Report

The **weekly report** for the last seven days — closed, new, overdue, by organization, and what needs a decision; coordinators **Send now** to the team. Below it: **Clash Reports**, **Meeting Minutes**, the **Schedule Report** and the project's **RFIs**, which coordinators close once answered.

Downloads

The Navisworks and Revit plugins, under your name at the top right. You sign in to them with this same account. See the separate Navisworks plugin guide.

Your account

Choose your name at the top right, then **Account settings**: a row each for your picture, profile, email, password, two-factor authentication and notifications — click a row to open it. Turning two-factor off asks for your password, and you'll be asked to set it up again before you can carry on.

Notifications appear under the bell at the top. Choose which you get: **My assigned work** (anything assigned to you is created, reassigned, changes status, priority or due date, or is coming due or overdue), **Comments** on things you're involved in, **Meetings** being scheduled,

starting soon or having their minutes published, and **Project updates** (models uploaded or going stale, new clash tests, verification requests, the weekly report).

Plugin App Password — you don't need this. It's an older way for the plugins to sign in; both now use your normal password and authenticator code. Leave it unset.

09 Keyboard shortcuts

KEYS	WHAT THEY DO
	Shows the list of keyboard shortcuts, from anywhere except while you're typing in a field.
 +   +  on a Mac	Opens the command palette: jump to any area, switch project, or open a clash test by name.
 	Next or previous clash, in the Clashes list or on a clash's page (  in the list too).
	Opens the highlighted clash, or the highlighted palette result.
    	On Clashes: search, assign, set priority, add to an agenda, and write a comment. A, P and G act on the ticked clashes, or the highlighted one.
	Opens on-site verification (coordinators) — at the open clash when it is Resolved.
	Closes whatever is open, or goes from a clash's page or on-site verification back to the list.  goes to the Dashboard from any screen.
 	Previous or next image, in the image viewer.

10 For administrators

ADMIN PAGE

WHAT'S THERE

Accounts	Admins	Everyone's organization, role, number of projects, trade and two-factor status. Click a person to change their role or trade, reset their password or two-factor, deactivate or remove them. Setting a trade limits that person to that trade's clashes everywhere.
Invite	Admins	Invite someone by email. An invitation can add them to an organization and a project as they accept it. Pending invitations expire after 7 days.
Organizations		Create organizations and manage who belongs to them.
Projects		Create projects and assign people to them.
Project settings		The current project's areas, the models each trade must send and how often, how Navisworks statuses map to suggested statuses, and the trade rules and file naming.
Email	Admins	Whether sending is set up on this server, and a test send of any of the three emails - invitation, password reset or notification - to an address you choose. Worth doing before inviting a team: an invitation that never arrives looks exactly like one that did. Test links go to the sign-in page, so nothing is created or reset by sending one.