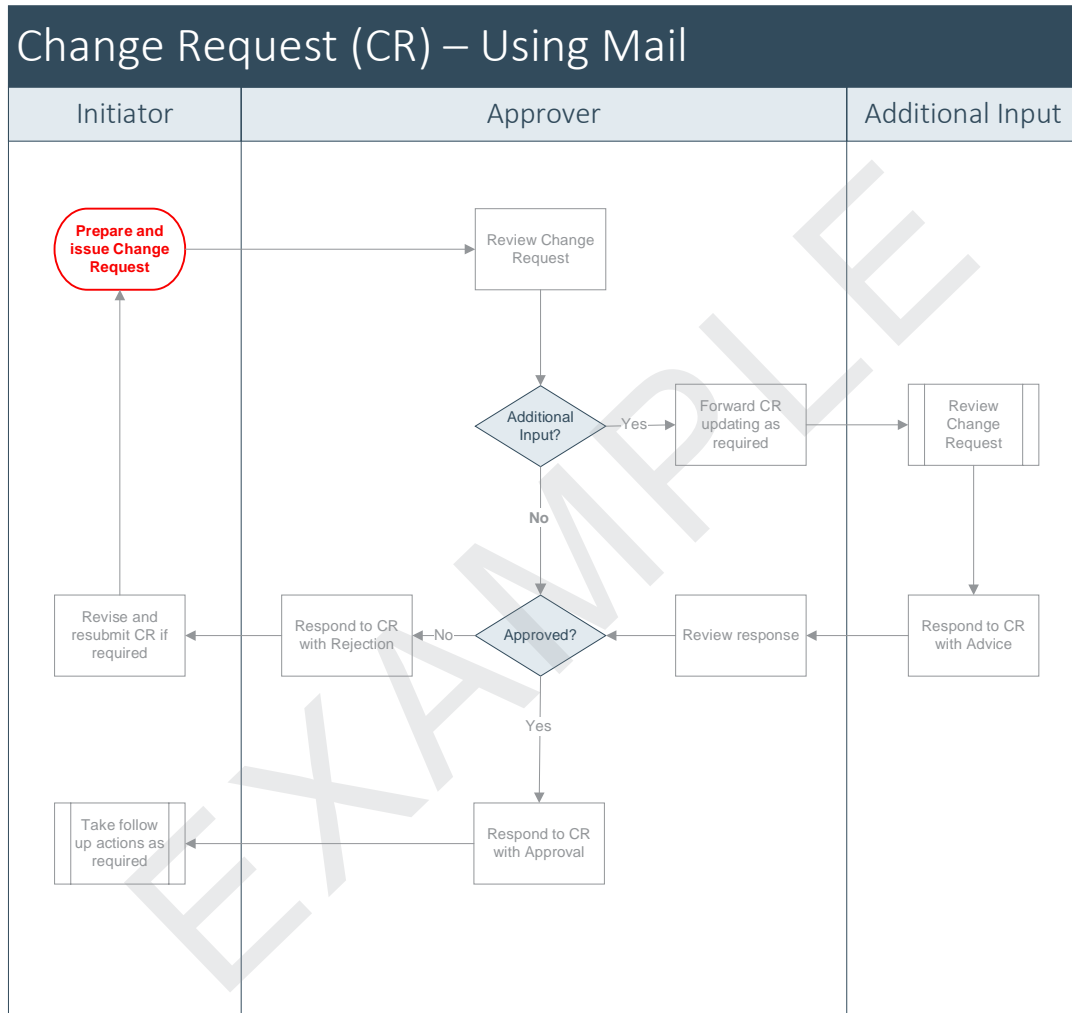


## Procedure Example

This diagram illustrates one way to manage Change Requests using Aconex Mail. Project teams will need to evaluate whether this will work for them, keeping things like delivery method and contractual requirements in mind.



### Set up Aconex to complement the way you work

Below you'll find some features and functionality that you may find useful in setting up your procedure. Based on your project's needs, you may use one, some, none or all of these.

- [Mail Forms](#)
- [Restricted Fields](#)
- [Mail Rules](#)
- [Mailing Groups](#)
- [Mail Footers](#)
- [Mail Auto Text](#)
- [Mail Approvals](#)
- [User Groups](#)

Contact your Aconex Consultant if you have questions or want help setting this up.