# TIPS &TRICKS

## mezzoteam

## 10 ESSENTIAL MEZZOTEAM FEATURES YOU'LL LOVE

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# Discover our top 10 most useful features for facilitating access to documents, improving navigation within projects and optimising collaboration between stakeholders.

## 1. Reference a Mezzoteam document in an email

It may sometimes be necessary to refer to a specific document hosted on Mezzoteam when writing emails. One very useful feature is the « Copy the links » option. This allows you to easily obtain the code and title of the documents in question, accompanied by a hypertext link pointing directly to the corresponding Mezzoteam form.
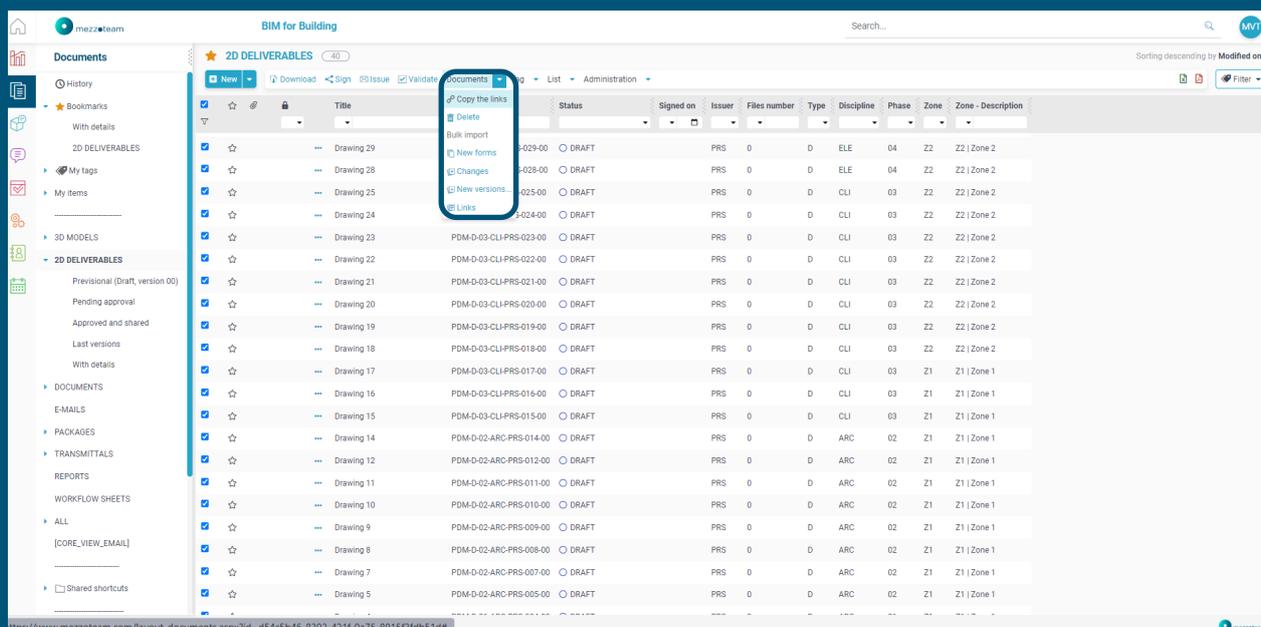


→ It is important to note that this function can be accessed from both forms and lists, which makes it easier to copy several links simultaneously.

→ The recipient of your email must of course have access rights to the document.

## 2. History of most recently opened documents

Mezzoteam keeps a history of the most recently opened documents, so you can quickly find them. If you're used to juggling different documents, this feature is for you!
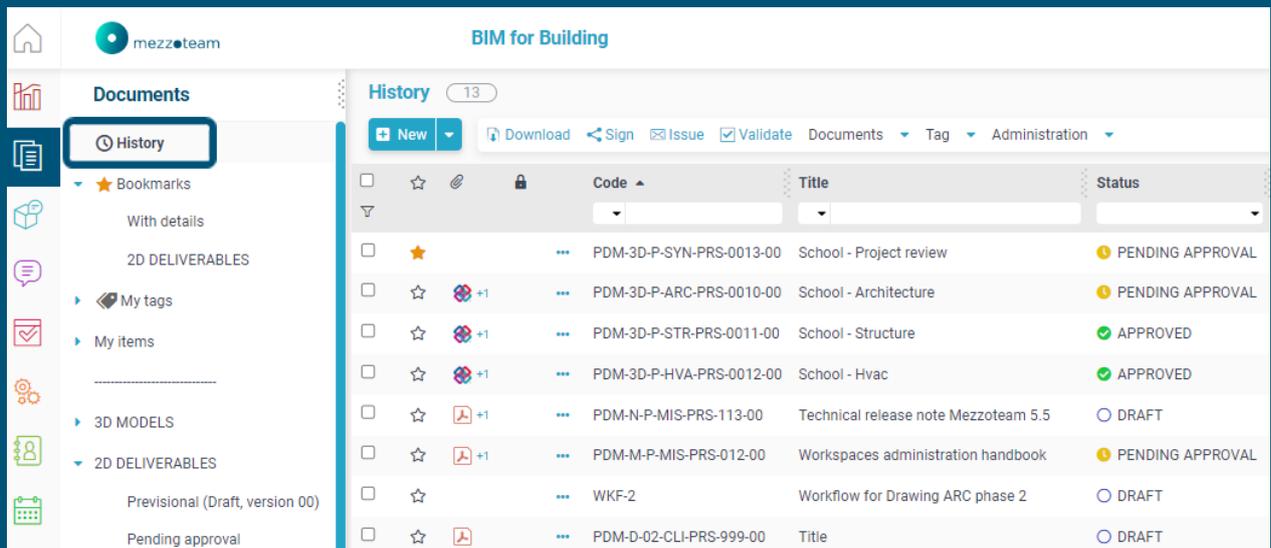
## 3. Drag and Drop for dropping files on iPad (also available on PC)

This feature allows users to drag and drop files into Mezzoteam, simplifying the process of adding documents. Save precious time and maximise usability!
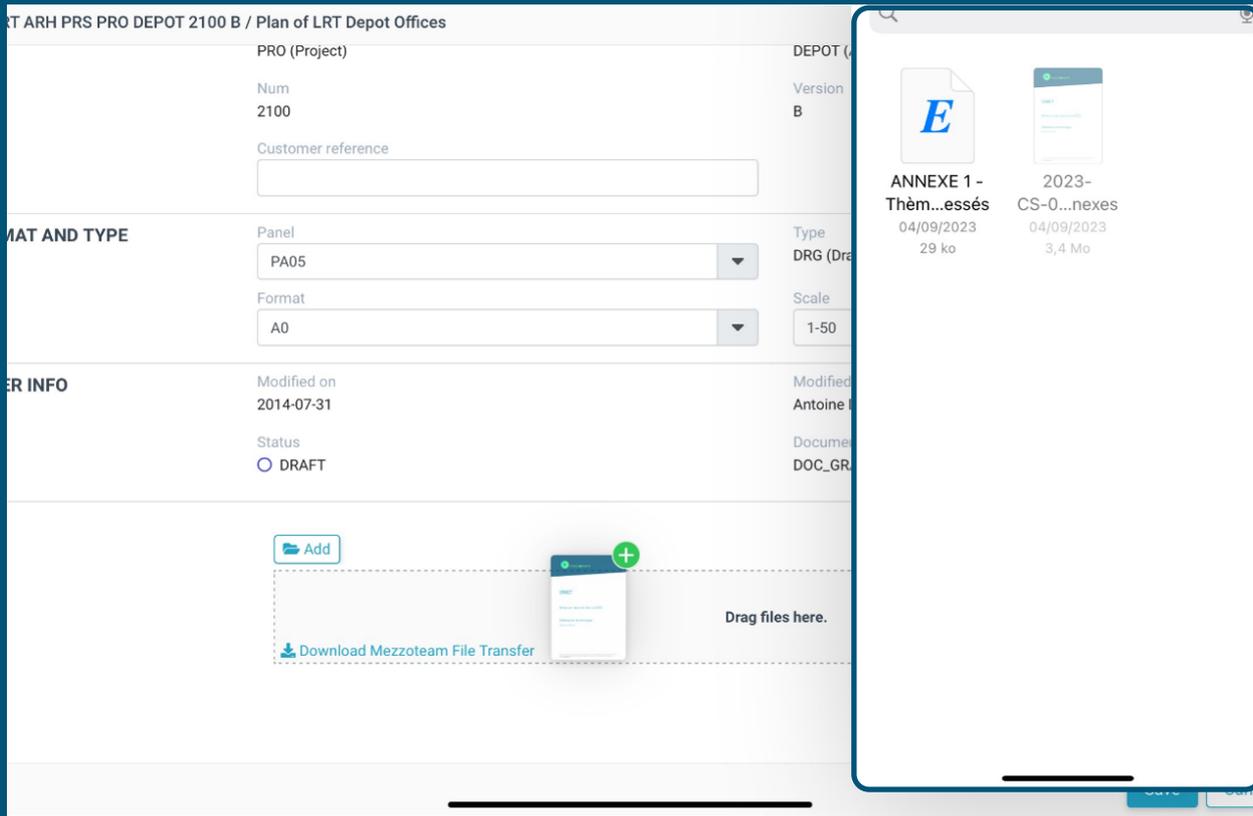
## 4. Accelerate the deposit of files in a document

This shortcut lets you speed up the process of uploading files to a specific document without having to open it. Maximum efficiency and productivity guaranteed!
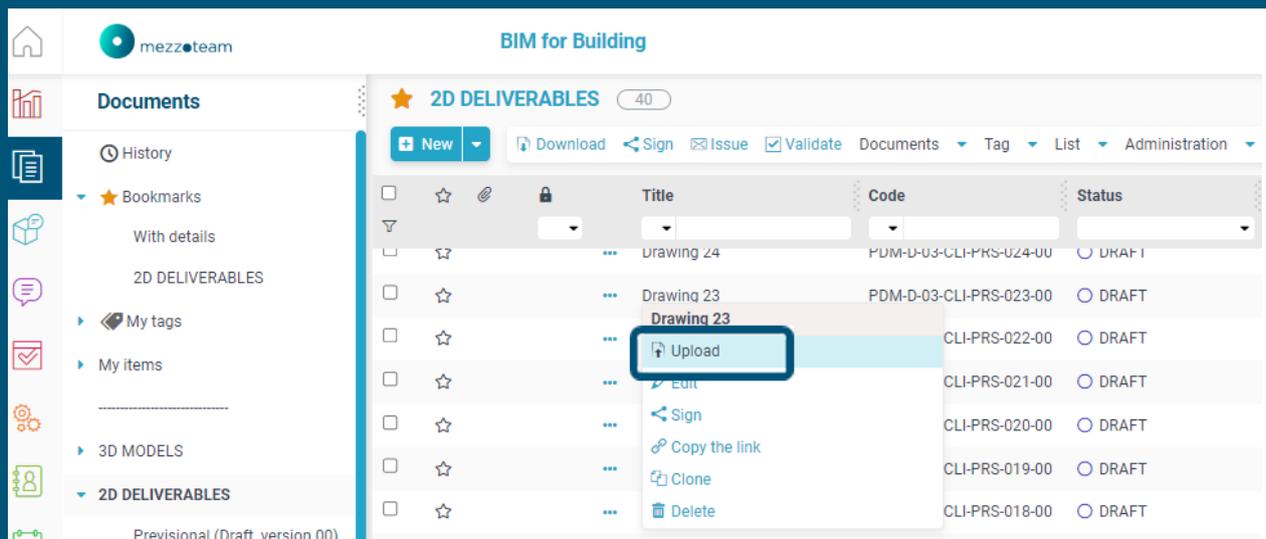


→ Click on the document's « 3 dots » menu and select « Upload »

→ Drag and drop the file(s) into the upload window

→ Click on « Close »

# 5. Use tags

The tagging function enables documents to be organised vertically and in a user-oriented way. Associating files with keywords makes it easier to search and manage data. Users can also tag documents to track them more easily and stay informed of updates.
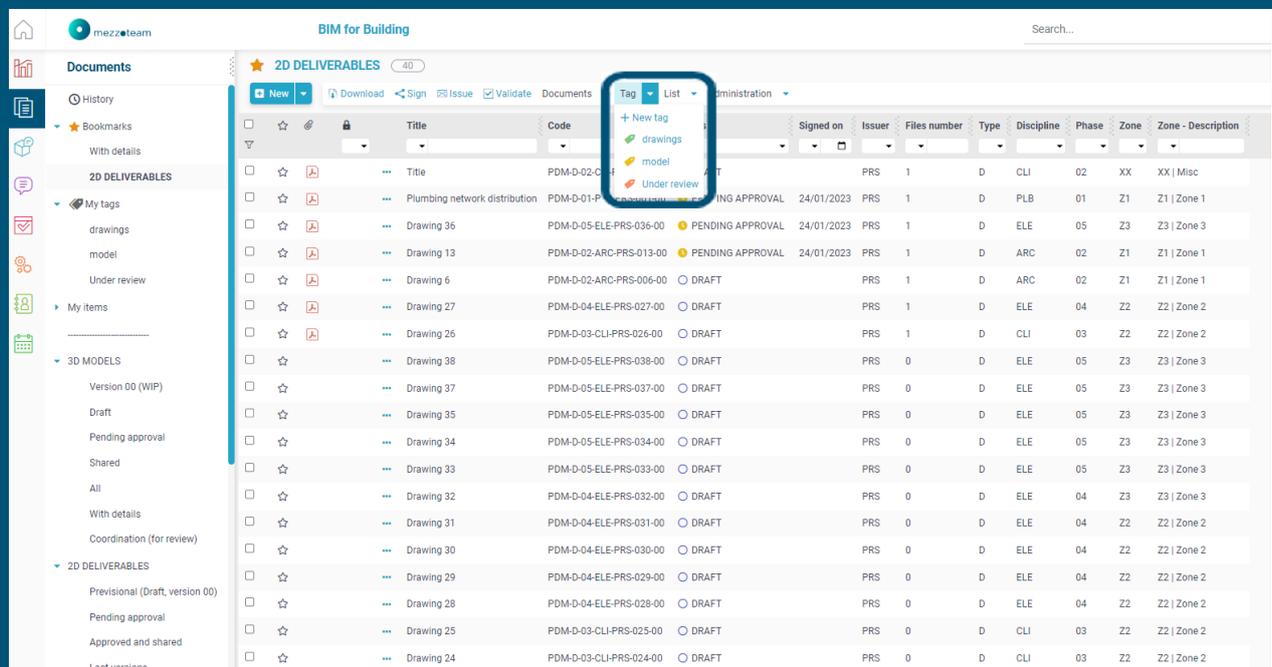
## 6. Choose file formats when downloading

Mezzoteam offers the option of selecting file formats when downloading, simplifying the management of document types. You can for example chose to download only PDF files.
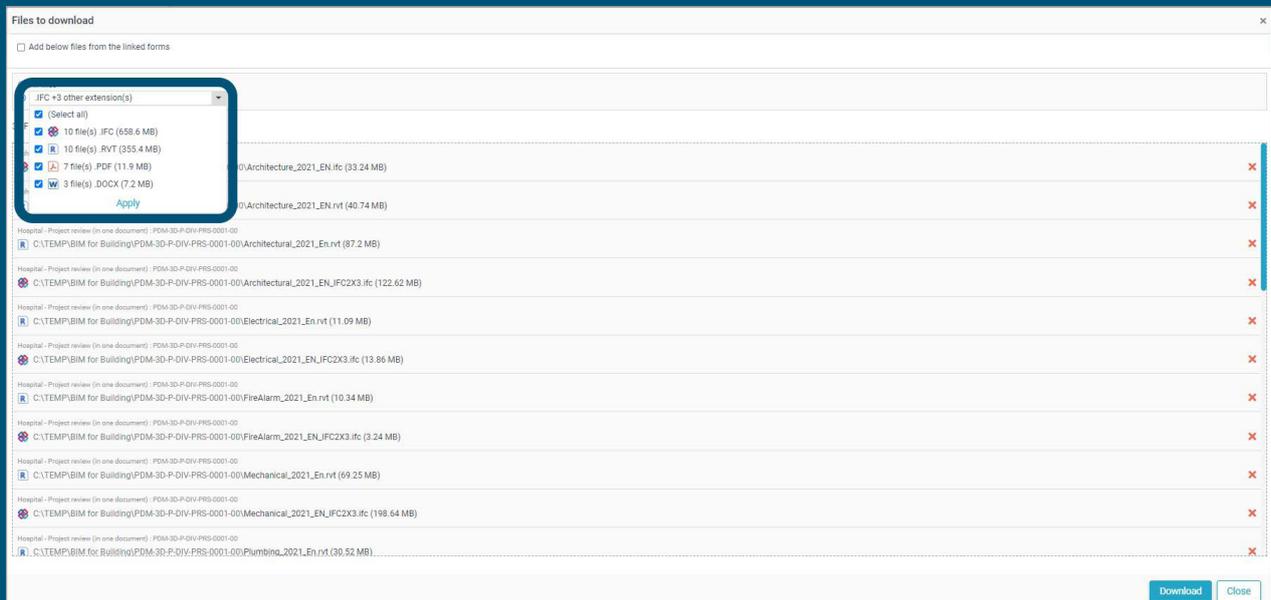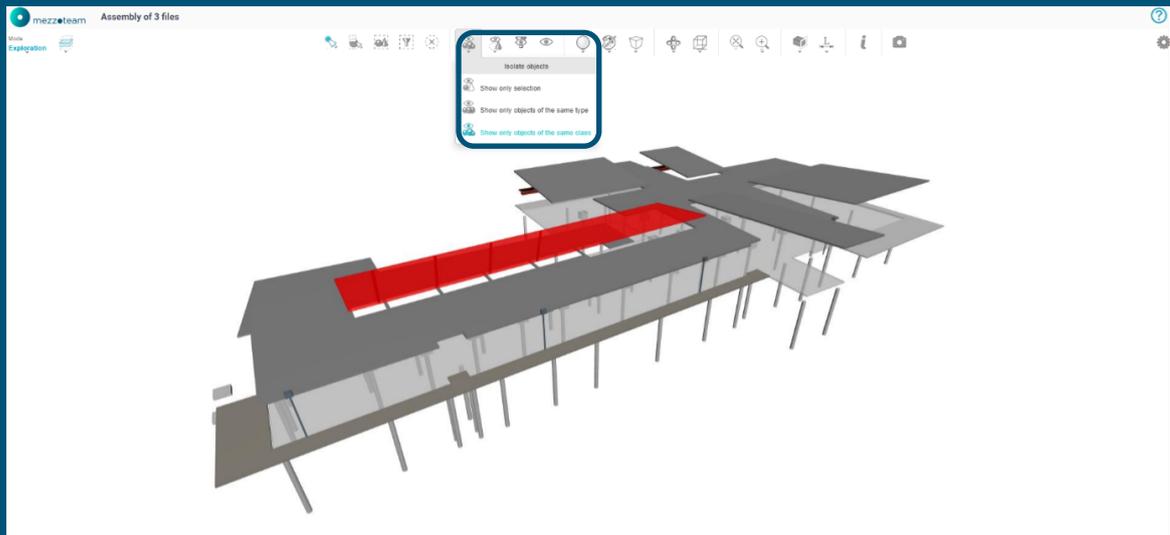


## 7. Select an object and all similar objects (BIM)

You can **select a specific object and all objects of the same class** (e.g. door) and type (e.g. 2-leaf door), making it easy to handle and manage sets of similar objects.
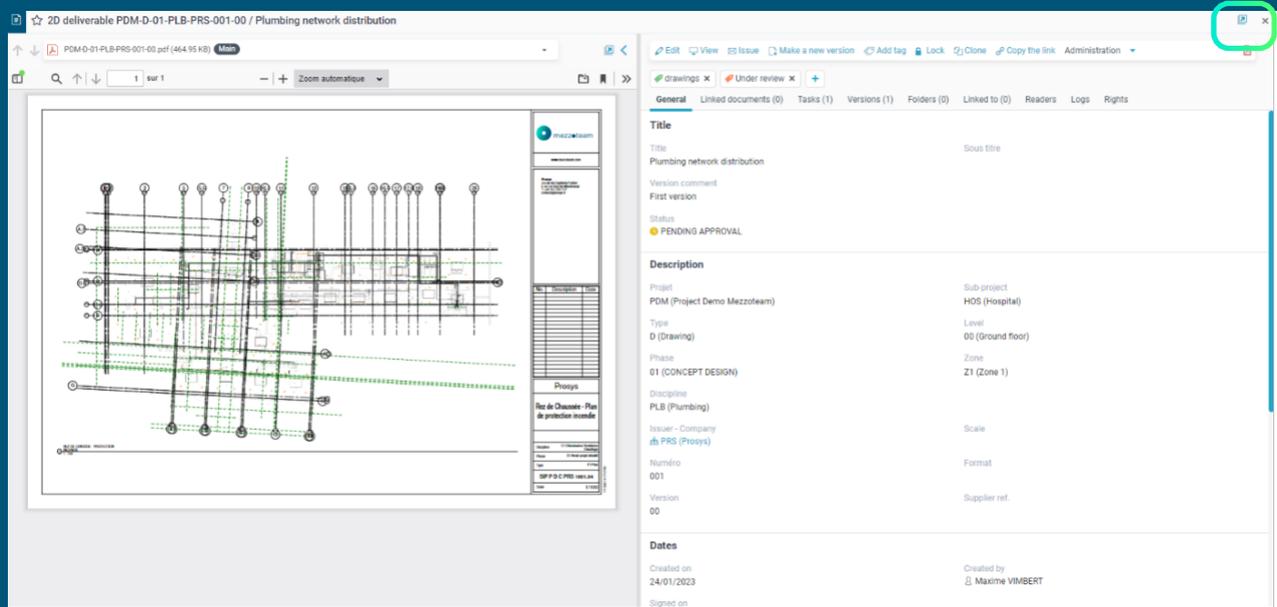
What's more, Mezzoteam also allows you to extract all or some of the objects in the model, along with their properties, in Excel format for further analysis.

## 8. Display forms in separate tabs

Mezzoteam lets you display forms in separate tabs for better organisation and smoother browsing.



## 9. Add lists to favourites

You may use favourites for documents. But did you know that you can also bookmark lists for quicker access to frequently consulted documents or items?
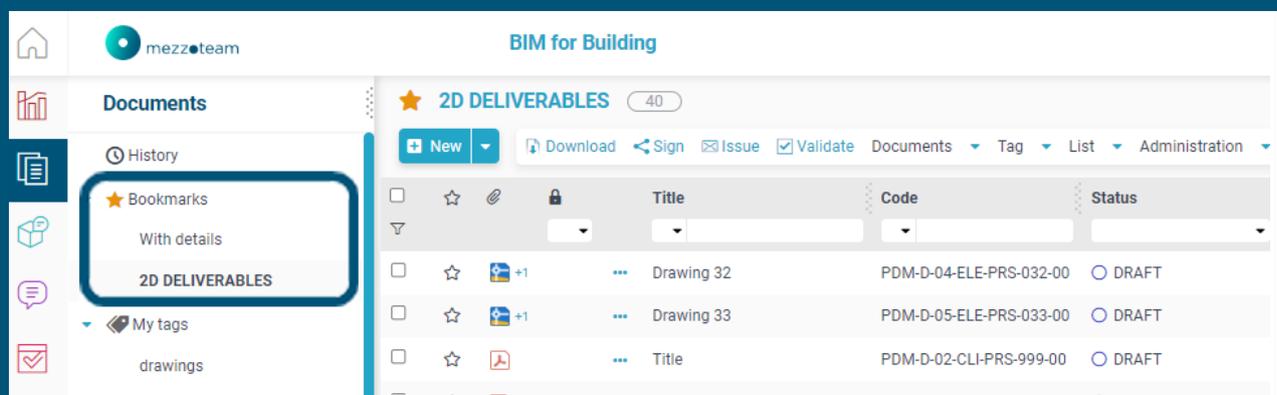
## 10. Double-click to close the document/comment/task window

By double-clicking on the corresponding icon, you can quickly close the open document, comment or task window.

# WHO ARE WE?

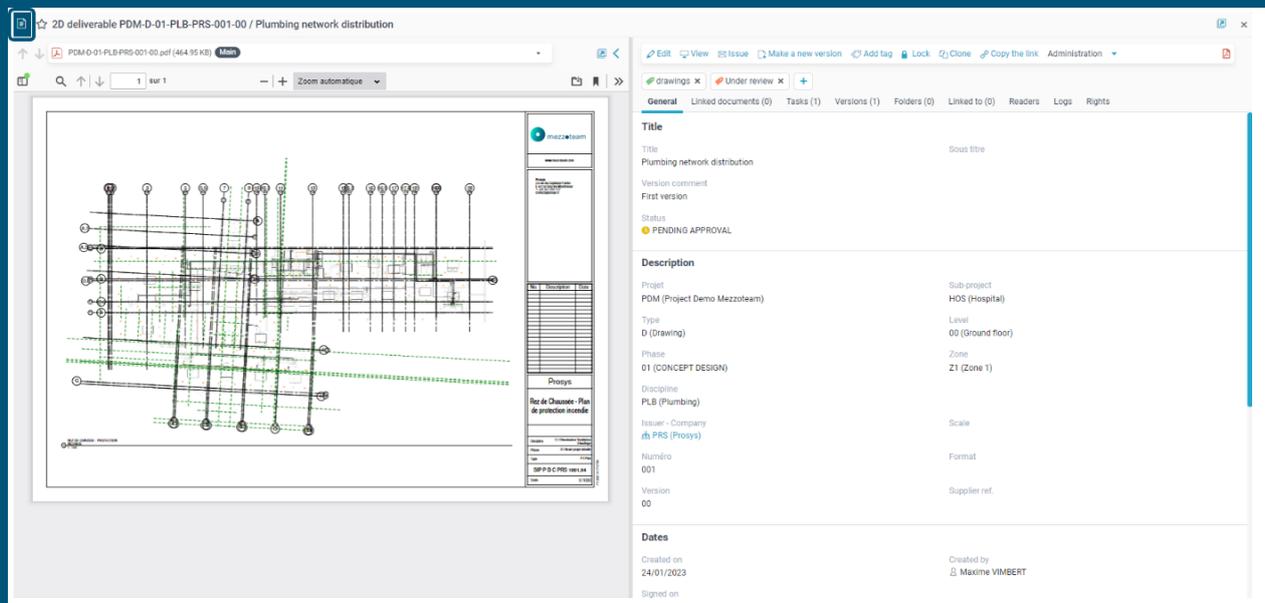## Mezzoteam, one of the French leaders in the CDE (Common Data Environment), is the backbone of projects, enabling more than 50,000 users to collaborate throughout the construction and operation of structures.

### All projects are different, which is why Mezzoteam is unique.

What do the Toulouse metro, the ADP Group's CDG 2B terminal, the Samaritaine and the Hinkley Point nuclear power plant have in common? All these projects are managed within Mezzoteam. For over 35 years, the Mezzoteam teams have been able to develop their software to meet the expectations and needs of all projects in all their diversity. Whether the project is BIM or not, whether the client wants a cloud or on-premises solution, whether the parameters are standard or customised, whether the users are project managers, engineering consultants, construction companies or operators: Mezzoteam adapts to all situations to enable each participant to collaborate effectively and manage all the data relating to their project or work.

### Mezzoteam's vision: the most efficient, secure, interoperable and sustainable CDE

Innovation and R&D are at the heart of Mezzoteam's DNA. From the initial drawing cabinet to today's complete CDE, Mezzoteam is dedicated to improving the performance and efficiency of project management and collaboration, particularly via BIM (IFC viewer, project review in BCF, REVIT plug-in, etc.) and performance analysis (KPIs, dashboards).

Moreover, because of its ability to be deployed in the cloud or on-premises, and to meet the most highest requirements of its clients in terms of security and sovereignty, Mezzoteam is also the favourite solution for the most sensitive projects. And because collaboration is part of Mezzoteam's DNA, the software integrates with clients' tools and systems, from Revit to reprographic tools, including OPR and site monitoring software.
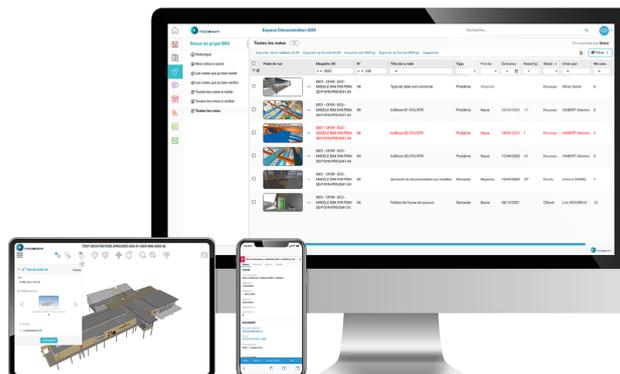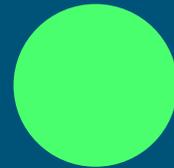
**35** years of experience

**50** countries

**50 000**
users

CONTACT US

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