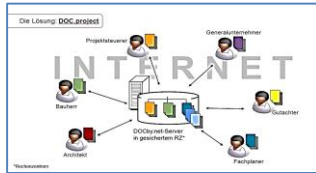




DOC.project: feature list / Version 6



document- / projectmanagement

- document archiving
 - documents filed in a clear, project-specific tree structure
 - placement of data attributes for added information on the directories (see document search)
- revisions management
 - bundling all revisions (indices) of a document in one document node
 - automatic revisions management by the system
 - access to old planning versions at any time
- enclosures management
 - all enclosures are linked specifically to revisions
 - management of text-, graphic- and data-attachments (in particular redlining features and plots)
- audit security
 - documents cannot be deleted completely
 - data can be transferred to a recycle bin and can be restored
- name conventions
 - separate management of document names and local file names
 - automatic comparison of planning indices
- multi-upload assistant
 - transmission of any number of documents in one step
 - monitoring to ensure perfect data transmission
 - double-ups recognised
 - automatic default setting (document, revision, enclosure)
 - automatic filing by using a plan code
- references managem.
 - management of references
 - versioning system for archiving particular compound plans
 - automatic archiving of an upload for a new main document
 - support by Autodesk eTransmit for transferring entire reference packages
- document search
 - comprehensive research functions, e.g. for data attributes or
 - quick full-text search, also recording texts in CAD data
 - search requests can be stored
 - multi-download directly from the search results
- quick viewer
 - previews shown in the overview of directory and search function
 - extremely quick viewing of first pages due to previously generated document views
 - long-term archiving by turning data into .tif files
- online viewer
 - integrated document viewer (enables access to CAD plans online without installing software). Generation of a vector-based view of document contents with comprehensive CAD-based functions such as zooming, layer control, redlining functions and print-outs on the workplace printer (approx. 250 file formats can be processed)



DOC.project: feature list / Version 6



communication

fax integration

- a collection of fax numbers can be allocated to a project
- neither the sender nor the recipient has any extra costs
- individual fax numbers can be allocated to defined directories where incoming faxes are stored as PDFs
- automatic notification of fax reception to parties responsible

message system

- secure confirmation of receipt from enclosed message system
- direct transmission of message without transmission time
- channeling of information with pre-configured information requirements
- address book for the whole project
- notification by SMS (cell phone text) or e-mail
- Address groups can be pre-configured at will

external project members

- project members involved externally (without access to the system) can be included in the messaging workflow: they will receive a download link by e-mail to the appropriate document. Successful downloads are documented in the system. This avoids any restrictions on mail size in recipients' mail boxes



workflow management

workflow integration

- workflows monitor and control routine tasks
- seamless integration into the messaging system, data archive and transaction module
- workflows modified specific to ordering party which map the business process
- internal approval of plans
- digital mark at the end of the approval workflow placed automatically inside the plot-file (plan ID)



general functions

favourites

- individual creation of favourites from selected directories in the data archive (link on the start page)

sorting function

- file list display enables sorting of files

