

solutioninfo

DocuWare for Project Teams

Easy management of project data – anytime, anywhere, always current

DocuWare stores all of your documents in one central document pool. Employees can access materials around the clock, from anywhere in the world in seconds, no matter the data source or file format. Document changes and collaboration of all team members are immediately visible. Projects can be executed efficiently on or below budget.

■ Race Against Time

Product cycles are getting faster and faster. Designs of cars and appliances are constantly changing. Instead of taking twelve years to develop, pharmaceuticals are now created in an average of seven. Houses seem to spring up out of the ground. It's no wonder then that "Time to Market" has become a critical competitive factor.

■ Devil in the Details

To keep pace, efficient and error-free project planning is key: sometimes it only takes a single mistake and a company is looking at red numbers instead of black. Managing and archiving vital project documentation is therefore an enormous challenge.

Project participants need access to individual documents for years to come regardless of their original format. This could include letters, e-mail, meeting minutes, accounting records as well as blueprints, CAD drawings and photographs. Every day this living collection of documents is modified and new records are added. A single project can

end up filling several file cabinets. Paper documents are often lost between external sites, production facilities, labs or construction zones – caught up in the world of faxes, couriers or scan centers who convert them to digital format. Sending them to where they are actually needed is time consuming for all parties involved. Even if a company has done its best to store the information on the network, employees often have trouble opening them or using them off-site – simply because they do not have the software in which the document has been generated.

■ Up-to-the-Minute or Off-to-the-Competition

Then there is the issue of versions: a document has been found, but the user isn't really sure it's the latest CAD file or process description needed to move on to the next step. Enter chaos. Here's a great opportunity for errors and extra costs to join in as well, leading to big problems in your time and cost management; possibly even a breach of contract – all leading the customer to check out your competition.



Advantages of DocuWare

- Access from any location
- All project data, plans and protocols are available with a click
- Real-time access, regardless of data source
- User knowledge status updated via stamps
- Powerful workflows using stamps
- Transparent processes

DocuWare – Software for Integrated Document Management

No matter the format or source, DocuWare takes paper-based and electronic data and gathers it all in one central document pool – records, letters, lists, files, e-mail, you name it. DocuWare, even in its most basic package, supports all types of Electronic Signatures and can be easily integrated in foreign applications. And with the web, this electronic archive can be accessed by anyone who is authorized – around the clock, around the globe.

■ Project Data Gone Missing

Work has come to a standstill. The reason: a detail needed for construction is being questioned, and the document that will clear things up is missing. The reason? The paper document isn't at the site. Or it can't be found on the company network. Or it has been located, but it can't be opened. The results? Project delays and unexpected costs.

All Project Details with One Click

With DocuWare, your entire project documentation is stored in one central document pool. Paper documents are scanned and administered together with other electronic documentation - contracts, protocols, e-mail, drawings, CAD files or photographs... no matter, it's all in there. Employees can easily access all of the documents, all the time. The programs used to generate original files do not have to be installed on a computer in order to view them.

■ Struggling with Consistency

Keeping data consistent is a real challenge for virtual project teams working in different locations. Changes made to files are not regularly synchronized with external locations, and mobile users aren't always able to access documents stored at headquarters. The result: mistakes have a way to slip in and a project's timeline is in jeopardy.

Stay Current... Worldwide

Already in its most basic version, authorized employees can use a DocuWare Client to work remotely worldwide. They can use the Internet to access documents stored at headquarters in



real-time, plus enjoy all of the program's features - securely and reliably. Electronic file cabinets kept in different locations can be seamlessly synchronized with one another. Using detailed options, you can determine which documents stored at headquarters should be automatically synchronized overnight with documents kept in another file cabinet at a subsidiary or remote work site. Ditto for synchronizing Notebooks. In this way, everyone on a project team stays on the same page, even while working offline when necessary. Teamwork that actually works! Watch as projects are efficiently implemented.

■ Keeping Track of Who Knows What

Even when some employees have access to the most up-to-date documentation, they don't always realize it. Critical changes are simply overlooked. The result: your company has to pay for the effects of miscommunication, your competitiveness suffers.

Full Transparency

With DocuWare, you know immediately who and when members of your team have read through a document. Electronic stamps provide the overview. Thanks to them, you can always see who knows

what and who's working with which document version. This kind of transparency helps you avoid errors, save time and keep to your budget.

■ Gaps in the Documentation

Your company is being sued and you need to provide all of the documentation, for example, on the development of a construction site - plans, notes, correspondence, etc. Unfortunately, you realize you are missing pockets of information. The result: your company faces losing in court. This translates to significant cost to you and casts a shadow on your company's reputation.

No Gaps, Legally Sound

With DocuWare, you can access extremely well-organized documents for decades, even if they were created by out-of-date programs. You can even prove nothing has been manipulated on your side. It's the protection you need to go into any legal battle.

Overview: Benefits of DocuWare

- Real-time access to data from anywhere in the world
- Data can be retrieved regardless of file format and data source
- Simple structure of virtual project teams - to reduce costs and quickly complete projects
- Electronic stamps reflect the status of each employee - better information management
- Fewer errors
- Individual project steps transparent - enhanced legal security
- Time lines streamlined, faster "Time to Market"

Authorizing Project Changes

You've got to keep an overview of multiple versions, project modifications and the status of every team member... worldwide. Ideally, everyone would be automatically informed of any changes and the status of each team member should be visible with a click of the mouse. No problem with DocuWare!

■ Signing Off on Version Changes

All modifications, for example, in a CAD file, can be easily signaled with electronic stamps. After every document update, the project leader at headquarters can place a stamp on the document to immediately show when (date, time, initials) it was authorized.

■ Tracking Status

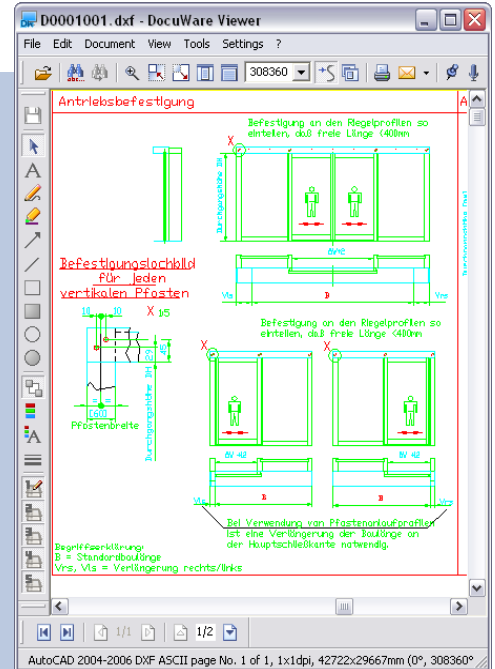
This stamp doesn't only show the version status of the CAD file. No, it also launches a workflow that was previously defined in DocuWare Administration. The updated information will then be automatically sent out to all project participants and remote locations, placing the documents in a specially created electronic project folder. At a work site, for example, the project leader then only has to open the modified document and add a personal stamp - confirming that they have read the document and accepted the changes. Everyone knows what everyone else knows. And this global project can continue on without a glitch.

■ Transparency with Project Folders

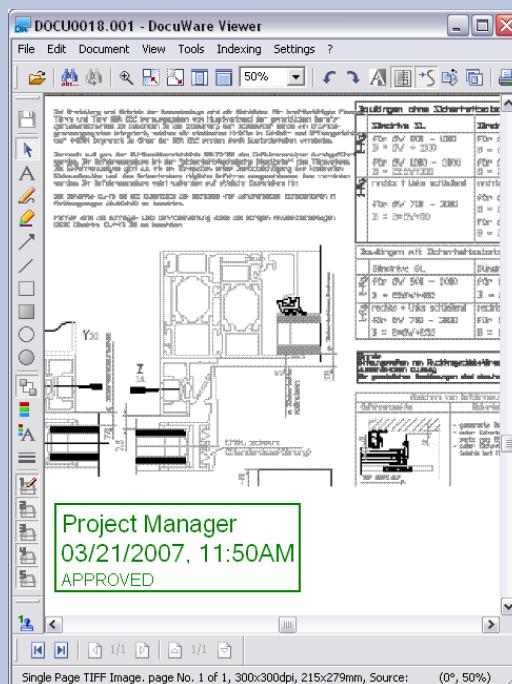
If a document resides longer than 24 hours, for example, in a project folder, it's also possible to escalate matters automatically with DocuWare. Once a specified time has passed, the project leader might be reminded again to have a look, or the document can be passed along to another department. Headquarters is always able to check the status in detail. No more sluggish processes. Sources for error are eliminated.

■ Very Easy to Use

DocuWare is simple to use, since the digital stamps mirror the same procedures on paper.



The DocuWare Viewer shows CAD files, even if a user isn't running a CAD program. The same is true for any other kind of file as well!



Electronic stamps provide updates from any location, reflecting the status of anyone participating in a project. Expensive mistakes are avoided and projects can meet their deadlines.

Real World Engineering Firm – kulle & hofstetter

With DocuWare's help, the engineering firm kulle & hofstetter is now able to access their project data in real-time, on location, at all of their construction sites. Information, regardless of its data source, is now available around the clock. Expensive errors due to miscommunication are eliminated. Projects are now more effectively executed, enhancing their competitive edge.

The engineering firm began by digitizing its paper archive. Now they also scan in the company's incoming mail as well as oversized sketches and CAD blueprints. Electronic documents and e-mail are directly stored in the central document pool as well.

Whenever DocuWare captures minutes from a meeting, they are automatically distributed to all project participants. They in turn respond that they have registered the information found in the minutes by placing their individual stamp on the archived



document. Project leaders can then immediately see that everyone on their team is on the same page (or not!). Users can also write annotations directly on the document, making their notes and thoughts accessible to everyone: a great way to avoid flawed communication. Retrieving information now takes 30 seconds, instead of the 15-30 minutes needed in the past. And they've replaced the 25 binders used on average to store each project's materials with one CD/DVD.

After a project is completed, the engineering company's customers receive a digital folder on CD/DVD containing all of their materials on top of the usual collection of transfer documents.

Requirements:

- Real-time access from remote locations
- Central access to information from various data sources
- Save time and space

Benefits:

- Professional image enhanced through quick proposal turnaround
- Efficient project execution
- Transparency for employees and customers
- Project documentation reinforces long-term security for customers



*Thomas Kulle,
founder of kulle & hofstetter tga
consulting*

"Individual pieces of planning data are integrated into an easily accessible knowledge database in one centralized document pool. The desired information, a project status for example, is available in real time at the click of a button – and can be accessed wherever it is required."

For more information, visit our web site at www.docuware.com