

Engineering Document Management

Engineered For *People*



 Document Locator®

Enterprise Document Management

In an industry where time is money, accuracy is not negotiable, and risk is always an issue...

Engineering and Construction firms must effectively organize and manage the thousands of files shared in every project. Enterprise Document Management solves the challenges posed by the volume of documents, designs and communications that flow among people.

Engineered for People

Document Locator[®] is Enterprise Document Management for professionals in Construction and Engineering. It improves collaboration with more efficient review and approval processes, reduces risk with greater accountability and control, and increases efficiency across the enterprise.

All users can immediately understand and use Document Locator. Engineers, project managers and designers access core operations right from within Microsoft Windows[®] and Office[®] applications—including Outlook; while contractors, vendors and customers collaborate through secure Web browser access. Integrations with Brava![®], AutoCAD[®], and SharePoint[®] give everyone the ability to collaborate and share designs, drawings, and documents.

A Platform for Collaboration

Enterprise Document Management organizes collaboration between people across different roles, tasks, and departments so that you can share information, record changes, and track approvals efficiently to keep your project on schedule—and on budget. **Automating RFIs, Submittals, RFQs, and Change Orders** are examples of where Document Locator can automatically capture and log information to improve productivity. Custom workflows route information to the right people for follow-up, review and approval.

More Control, Less Risk

More than a static storage location, Document Locator drives information processes so that deadlines are met, information remains secure, and an audit trail for every transaction and approval is recorded. For example, in **Vendor Submittals**, Document Locator mitigates risk with an electronic process that is fast, secure and auditable. Documents are exchanged in minutes vs. days, leaving more time for reviews and approvals and less risk of missing costly deadlines. Notifications, approvals, and version control keep the process organized, on schedule, and visible to management.

Efficiency Across the Enterprise

Document Locator includes specialized capabilities for Engineering and Construction firms to manage CAD files, designs, technical documents, drawings, project files, and communications within an enterprise document management solution.

Collaborate

- Version Control – Manage versions automatically
- Review and Approval – Control review cycles on schedule
- Workflow Management – Automate processes and notifications
- Email Management – Capture communications records
- Archive and Audit – Maintain a record of changes and approvals

Access

- Remote Access – Improve collaboration outside the office
- Scanning – Add paper documents to electronic workflow
- Search and Retrieval – Find any document instantly

Integrations

- Brava! Integration – View, share and mark up
- AutoCAD Integration – Manage Xrefs with master drawings
- Microsoft Integration – Seamless Windows, Office, and SharePoint operations

Remote Access: Beyond the Firewall

Vendors, contractors, customers, and employees working off-site and at satellite offices have access to information held in repositories at your office using Document Locator's secure remote access technology. Unlike a hosted solution, you maintain full control over information.

Capturing Email Communications

Document Locator incorporates email and attachments—used widely for exchanging information and communicating approvals—within the Enterprise Document Management system so that you have an auditable record of these important communications. Messages are quickly saved, efficiently organized, and can be instantly found.

“We spent almost two years evaluating other solutions before we found the right solution in Document Locator.”

Greg Gould, CTO
Burns & McDonnell Engineering



Seamless
Windows
Integration

brava!®

Autodesk®
Authorized Developer

About ColumbiaSoft

ColumbiaSoft is a leading provider of Enterprise Document Management solutions.

We help engineering and construction companies of all sizes improve collaboration, reduce risk, and increase productivity with solutions that capture and organize electronic files, paper documents, drawings and communications; automate processes for more efficient reviews and approvals; convert paper documents to digital files; and connect information to people at multiple locations.

Learn More

Contact us to learn more about the benefits of Enterprise Document Management, including a solutions overview and case study example.

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