



Organice

Project Document Management Overview

Organice Project Document Management is the user-friendly SharePoint experience for document management within project-driven engineering and construction environments. Using tree-based navigation it is designed to make document management easy, affordable and instantly effective.

In simple terms, Organice Project Document Management will reduce the cost of managing your documents. It will improve the ease of access to all your business documents and provide version control or workflow facilities where needed. You will gain an early return on your investment by significantly reducing the time spent on receiving, retrieving, distributing and storing project documents. Project management efficiency will be greatly enhanced with more accurate timely information, wide availability and a reduction in remedial works caused by late documentation. It is the perfect solution for businesses and projects where paper and digital documents need to co-exist as seamlessly as possible.

Organice Project Document Management is fully Microsoft SharePoint based, leveraging

SharePoint and .NET technology. It is built around a SQL Server database and designed to work efficiently in intranet, extranet and internet environments to aid project collaboration.

Document Viewing and Printing

Organice Project Document Management has a built-in viewer that supports over 250 different file formats reducing the need for third party application licences when you only need to view or print the content of documents.

Drag and Drop

Organice Project Document Management provides multiple select 'drag and drop' support for document libraries from Outlook, Windows Explorer and between document libraries. Metadata associated with documents is automatically copied when documents are imported saving valuable time.

Document Automation

The metadata associated with a document offers a great basis for document automation. Organice Project Document Management makes it possible to store, organise

and retrieve documents using the document properties of Microsoft Office documents for example; fields such as Subject, From, To, CC, BCC, Date-Time Sent, etc. are automatically saved for easy finding and retrieval of documents.

AutoCad Integration

Organice Explorer offers users the ability to open, save, check-in, check-out and edit metadata for Autocad drawings. The built-in drawing viewer provides sophisticated tools to view, compare and red-line drawings without needing to access AutoCad. Title block data can be mapped and synchronised as metadata and drawings can be saved to include any reference files. (e.g. XREFs).

Document Searching

Full-text search for all metadata is provided within Organice Project Document Management whichever version of SharePoint is installed.

Multiple Document Templates

In SharePoint, users can only use one template per document library even if the library contains multiple file-types. With Organice Project Document

Contact us

W: www.sageforconstruction.co.uk

E: construction@sage.com

T: +44 (0)845 080 4940

F: +44 (0)845 080 4949

Microsoft
GOLD CERTIFIED
Partner

 Microsoft Dynamics

sage

Management, individual document templates, company-wide as well as project specific, can be independently selected when a user creates a document.

Document Receipt, Sharing and Distribution

With Organice Project Document Management, incoming correspondence and other hardcopy documents can be scanned and stored into the SharePoint document environment, making all documents centrally and digitally available to all users. Organice Project Document Management can publish documents stored in SharePoint in an independent file format such as PDF, TIFF or DWF for easy access by others. For distribution each recipient can be sent an automatic transmittal letter listing the documents and the number of copies.

Version Control

Revision control facilities ensure that everyone is working with the correct and up-to-date documents and that the right documents are sent to each project member while keeping track of who received what and when.

A comprehensive solution for business documents

Organice Project Document Management provides solutions to the following business issues:

- Too much time in managing documents manually
- Problems in finding the right documents
- Problems with version control
- Laborious and error-prone transmittal processes
- Sharing documents with customers in a modern intelligent way
- Tracking the distribution and receipt of documentation e.g. via email

- Negation or reduction of liability or litigation costs.
- Securing your Intellectual Property
- Protecting documents from fire, damage, alteration, aging and weathering

Organice Project Document Management system modules

Organice Explorer

Organice Explorer provides the navigation and control for the document archive. This module is the main user interface and the dashboard that is used to add and maintain all the documents for a project or company. It is used for accessing documents on a daily basis and allows viewing and red-lining of documents without affecting the archived copies. Workflow and collaboration functions can also be initiated from within Explorer through easy to use templates.

Organice Scan

Organice Scan provides the mechanism for scanning a document directly into the archive, either into a predefined location or by manual placement. It also provides a facility for the batch or individual scanning of invoices, letters and other company or project documents directly into the document archive. When documents are first registered, the Organice Scan extension in Organice Explorer is used to enter the appropriate metadata of the document, e.g. document number, project number, subject, and contact person.

Organice Transmit

Organice Transmit controls the transmission of documents from the archive to single or multiple recipients via a distribution matrix. Multiple documents are distributed efficiently to multiple recipients while keeping track of all transmittals. The distribution matrix specifies exactly which recipient needs to receive which documents, in which form and how many if in hardcopy. Per recipient, tasks can be specified, e.g. if the recipient needs to approve or revise the documents. The workflow components of SharePoint can be used if required and a deadline can be set for these tasks. If documents are updated, Organice Transmit automatically notifies the

recipients needing to receive the updated documents. Typical uses are the distribution of tender enquiries to trades or specifications and drawings to a project team. Organice Project Document Management can also be linked to outsourced reprographers for printing if required.

Publish Organice Publish

Documents can be published in independent file formats to be shared, distributed, accurately printed, securely archived and used by others, without the native application. Typically this is used to generate electronic documents into a format that can be read by any user e.g. CAD drawings generated as non-editable PDF files to be sent to trades. This tool also simplifies the synchronising of remote SharePoint Servers around a corporate WAN. Organice Publish is initiated through a custom SharePoint Workflow and documents are published together with any attached workflow information. The native and published document are stored, linked and managed in SharePoint, including their metadata. This guarantees that changes to the native document are also applied to the related published document.

Organice Solution Accelerator

This is an optional configuration tool which allows direct access to the SharePoint configuration environment. This tool is used both pre- and post-implementation to allow the rapid configuration and re-configuration of the SharePoint environment as well as the creation of new projects etc. It removes the need to have to work directly in SharePoint for these requirements.

Contact us

W: www.sageforconstruction.co.uk

E: construction@sage.com

T: +44 (0)845 080 4940

F: +44 (0)845 080 4949