



## PlanSource Premium

### Faster, more efficient bidding & project delivery for construction professionals

PlanSource Premium version supplements the powerful document, communication and data management provided in the Standard version of PlanSource with features that streamline key project activities managed by construction professionals. This version is highly configurable to meet the specific needs of your organization. Important and time consuming activities such as prequalifying bidders, receiving bids and managing submittals and shop drawings are all made much easier and more risk free. The enhanced document control and comprehensive audit trail significantly reduce the risk of delays or claims arising from the processes you manage with PlanSource.

## FEATURES



### Enhanced Document Control

Easily organize project documents while controlling exactly who has access to them and what functions they have available to them.

### Audit Trail

Reduce or eliminate the risk of claims, delays or errors by having an automatically generated record of all document related access, distribution and communication.

### Online Bidding

Reduce the risk of errors and easily receive and analyze bids using features that streamline the entire bidding process.

### Submittal

Utilizing a single digital document approach to reviewing and managing submittals such as shop drawings, RFI's and other key documentation reduces the time and expense of the process and expedites project delivery.

### Prequalification

Streamline the complete process of managing the reception of prequalification submissions.

To view a video demonstration or learn more about PlanSource go to [www.planrooms.com](http://www.planrooms.com)  
To speak with one of our knowledgeable representatives call toll free 1 866 294 6557

# PlanSource Premium Features

## Enhanced Document Control

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Easily organize project documents while controlling exactly who has access to them and what functions they have available to them.

- Define multiple permission levels to control access by discipline or group

## Audit Trail

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Reduce or eliminate the risk of claims, delays or errors by having an automatically generated record of all document related access, distribution and communication.

- Activity logs and reports detail exactly who saw what and when
- Set confirmation receipts for full sets of documents, for a folder or even on an individual document such as an Addendum
- Communication logs and reports detail all system generated project communication
- Posting logs detail what was posted by whom and when
- Document Transmittals are automatically created for any hardcopy document distribution

## Online Bidding

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Reduce the risk of errors and easily receive and analyze bids using features that streamline the entire bidding process.

- Automatically track responses of confirmed bidders on your project by sections or divisions
- Multiple form options enable online bid submission for Suppliers, Trades & Prime Contractors
  - Create bid forms that match the specific requirements for your project
  - Incorporate requirements for separate, alternate or unit prices
  - Incorporate requirements for cash allowances
  - Include schedules or attachments
  - Incorporate Online Bid Bond submission
- At the instant the project closes the results are available in a detailed spreadsheet ready for analysis

## Prequalification

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Streamline the complete process of managing the reception of prequalification submissions.

- Define specific requirements that proponents must submit information on and receive preformatted responses based upon the profile created by the respondent

## Submittal Management

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Utilizing a single digital document approach to reviewing and managing submittals such as shop drawings, RFI's and other key documentation reduces the time and expense of the process and expedites project delivery.

- Automatically track and manage submittals such as shop drawings, finish schedules and others
- Use the online review process and digital stamp to eliminate the need for multiple copy processes and shipping of volumes of paper copies
- Use the commenting and communication features of the Submittal Log to collaborate and review individual or sets of documents
- Establish due dates and easily confirm check the review status of a submittal
- All communication and activity are recorded and available in either a spreadsheets or printable detailed reports