



## Subscription-based automated digital shop drawing management, review and notification system

*"Only doing it once and doing it in a clear way has saved an immense amount of time."*

**Ben Weinstein, Project Architect, Merrick Architecture**

The process of submitting, distributing and reviewing shop drawings is critical to the success of a project. It is central to getting materials to the site on time, keeping the project on schedule and making sure that materials are manufactured and installed correctly. The PlanSource Shop Drawing Manager streamlines this entire process. Architects, Contractors and Suppliers will benefit from the reduced paperwork, quicker processing times, automated record keeping and a single organized source of all the documents.

The traditional process of creating, shipping, reviewing and marking up multiple copies of the same document is no longer necessary. A single digital copy is made available to everyone required to be part of the review. Each person marks up the drawing once with easy to use online tools and as soon as they apply their individual stamp the rest of the people involved with that document receive an email notice. The process is faster, easier, costs less and is fully documented.

### Save Time

Streamline the review process by eliminating the handling of multiple copies of paper documents using PlanSource's reliable and rapid digital methods. PlanSource allows you to significantly reduce the time and effort spent managing and marking up multiple copies of documents. Review, mark-up and stamp one copy rather than wasting time creating multiple versions of the exact same thing. You'll notice a distinct improvement in the time saved and the reliability of digital document delivery. Now, you can expedite the process of getting materials to the site on time using PlanSource's paperless system.

### Go Green

PlanSource helps your company Go Green by reducing paper consumption and transportation emissions.

### Faster Process

PlanSource absolutely guarantees you will realize significantly reduced overall processing time by eliminating the printing, shipping and handling and distribution of all your shop drawings up and back down the chain of people involved in the process. Your review team will have immediate access to the required documents online through PlanSource's secure, access-controlled system.

### Accountability

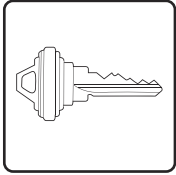
Ever wonder where a particular shop drawing is in the review process? Using PlanSource you will know exactly Who has reviewed it, What they said, and When they did it. By tracking the distribution of all shop drawings, delays and legal claims associated with the process are avoided and projects stay on schedule.

# Shop Drawing Management Tools

**PlanSource** has powerful yet easy-to-use features to manage Shop Drawing access, distribution, review and record keeping

## Document Control

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### Document Control Logging

- New Shop drawings posted to the project are automatically placed in the Submittal Log

### Integrated Review Stamp

- Each Reviewer has their own unique, individualized Review Stamp
- The Stamp is not editable by any other Reviewer

### Integrated Drawing Viewer

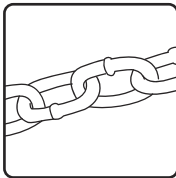
- Once the Stamp is placed the document is no longer editable for that Reviewer
- Integrated counting and measuring tools
- Multi-layer annotation and mark-up tools

### Automated Document Status Tracking

- Review comments (Eg; Reviewed, Revise and Resubmit, Approved, etc.) are automatically recorded in the Document Log

## Communication

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### Automated Status Notifications

- When Review Comments are placed, the people assigned to that document are automatically notified

### Integrated Messaging

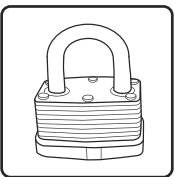
- Reviewers can directly communicate with others assigned to the document
- All communications about an individual document are automatically logged

### Detailed Activity Reporting

- The date and time of review activities and communications are automatically recorded

## Security

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### Document Security

- All documents are maintained in a highly secure, access controlled site so that only authorized persons are able to view and work with the documents

### Flexible Permission Controlled Access

- All documents are managed using sophisticated permissions controls that allow Administrators to control who has access to a document and what tools are available to them when they do.

### Automatic Archiving

- A complete archive of all shop drawings and related communications is automatically created and retained throughout the process.