



Subscription-based automated digital document access, review and notification system for Submittals

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

Ben Weinstein
Project Architect
Merrick Architecture

During the design and construction of a project, large volumes of documentation move between managers, administrators and decision makers. It can be a complex process to keep track of who has seen which documents and what has been reviewed or approved. Add to that complexity the time it takes to create, print, ship and track paper copies of submittal information.

The Submittal Manager is designed to organize and streamline the management, review and tracking of project submittals. Everyone involved can easily complete their work and know where others are in the process enabling faster and easier submittal management. Automated messaging helps to speed the overall process as the people who need to know about a particular submittal are kept fully informed of its progress. Delays are minimized and information flows to the site quicker and easier.



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, comment 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 design and product approvals 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 guarantees you will realize significantly reduced overall processing time by eliminating the printing, shipping and handling and distribution of all your submittals throughout 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

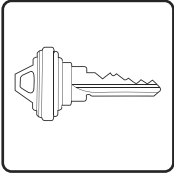
Ever wonder where a particular submittal is in the review process? Using PlanSource you will know exactly Who has reviewed it, What they said, and When they did it. By tracking the distribution of all submittals, delays and legal claims associated with the process are avoided and projects stay on schedule.



Submittal Management Tools

PlanSource has powerful yet easy-to-use features to manage access, distribution, review and record keeping for Project Submittals

Document Control



Document Control Logging

- New Submittals 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

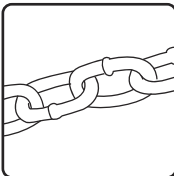
Integrated Drawing Viewer

- 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 Submittal Log

Communication



Automated Status Notifications

- When Review Comments are placed, the people assigned to that document are automatically notified of its new status

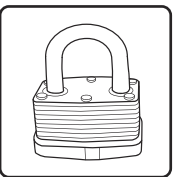
Integrated Messaging

- 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



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.