



# ProjectReady™ Document Control Suite

Easily Create, Manage & Assemble your Document Packages

Advanced Document Control Solution

For Professional Services Organizations

Use in the Cloud or On-Premises

With SharePoint and the Microsoft Cloud



**Manage, Create, Assemble and Send Document Packages** (RFI, Transmittals & Submittals) securely internal and external of the organization

Establish **enterprise communication standards** that are consistent, reliable, repeatable and easily adopted

Secure and governed sharing of information made simple and managed directly **by the business user**

Manage RFI's and emails related to projects **directly from Microsoft Outlook**

Utilize and access your local **file system** data

Rich and comprehensive **reporting across all document communications** – delivered to the desktop or mobile device

Track and **know the status** of key deliverables from one project or across thousands of projects with a few clicks

Detailed **drill down and analysis** of dozens of key metrics and performance drivers

Ensure **automatic delivery** and **auditable receipt** of project documents sent to clients and vendors

Easily **search, filter, and sort** project documents

**Generate Cover Sheets** automatically

## WORK EASILY WITH THOUSANDS OF DOCUMENTS & SITES

The screenshots show the following interface elements:

- Screenshot 1:** "Document Control Suite" header, "Select Package Type" section with options for RFI (Submit Request for Information), Transmittal (Ensure receipt of project documents sent externally to clients and vendors), and Submittal (Ensure approval and signoff of project documents sent externally to clients and vendors). A "Next" button is visible.
- Screenshot 2:** "Package Details" section, "Add Documents to Package" button, and a "Required a Package" section with a "Finalize" button. Below this is a "Please complete all fields marked \*" warning and a "Title" input field.
- Screenshot 3:** "Description" text area, "Due Date" (10/10/2014), "Send Approver Group" (Select Approver Group), "Approver\*" field, "Send Approver Group" (External Group Name), "Type of Workflow" (Site, Parallel, Sequential, Not Response, Email Only), "Invert Dates" (Set View), and "Enable Access" checkbox.
- Screenshot 4:** "Select Source" (Office 365), "Select Library" (Drawings Library), and a table of "Drawings Library" items. The table has columns for Type, Name, Modified, Content Type, Discipline, Drawing Revision, Drawing Type, Version, File Size, and Folder.
- Screenshot 5:** "Add to Package" section with a table for "Package" items. A "Please select package type" warning is at the bottom right.



For a demonstration and more information contact us at:

**info@project-ready.com - www.Project-Ready-Pro.com - 914.207.1110**

\*Site Integration Sold Separately.

