



Features

Comprehensive Document Management

- :: Multi-format viewing and markup
- :: Check-in / Check-out Controls
- :: Version Control
- :: Audit trails
- :: Route distribution
- :: Multi-File Upload & Download

Project Workflow Automation

- :: Meeting Manager
- :: Team Calendars
- :: Surveys
- :: Task & Action Items

Advanced System Security

Web-Based Access & Administration

Desktop Integration

Customizable System Interface

Benefits

- :: View and Redline over 250 file formats, including CAD, directly within the browser for quick review/change sessions without costly seat licenses
- :: Minimize downtime spent looking for files and information through powerful searching with user-defined parameters
- :: Ensure all team members are using the most accurate files and project information with complete version control
- :: Maintain information security with flexible access control
- :: Track status of assigned tasks at an aggregate or individual project level for complete accountability
- :: Coordinate resource availability and schedules in real time to maximize effort and minimize downtime
- :: Employ free-form surveys to gather effective feedback and data from clients and team members to accurately capture group opinions
- :: Manage complete meeting information online providing instant access to all agendas, minutes, and action items
- :: Provide a secure working environment for cross-company and cross-function information sharing
- :: Ensure projects folders, files and other tools are only available to authorized users through flexible security settings
- :: Improve productivity with 24/7 access to information where team members are always working with the most recent data
- :: Minimize IT support costs with no client software to install or manage
- :: Unlimited projects and programs can all be individually customized and managed through a single environment
- :: Save, open, and update files directly to and from everyday desktop applications for increased efficiency
- :: Seamlessly integrate directly with existing productivity tools such as word processors, spread sheets, and more for easy access
- :: Launch projects quickly and easily using configurable templates and user-defined directory structures
- :: Utilize extensive branding capabilities for enhanced customer relationships and differentiation