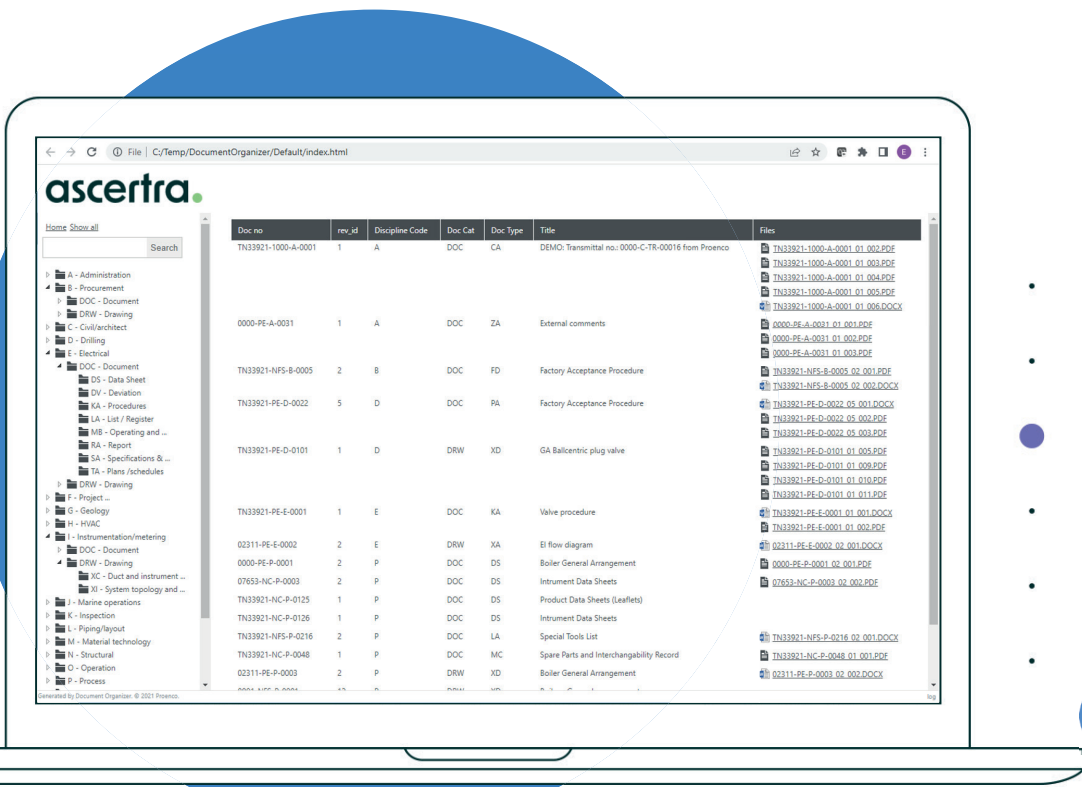


# Document Organizer

## Proarc Document Organizer

Proarc Document Organizer publishes documents and metadata for offline use in a variety of structures and formats. Whether it's used for client handover packages or for providing information access at remote job sites, Document Organizer can help to dramatically improve communications and reduce errors when supplying sets of documentation.

Using Proarc's Document Organizer add-on, teams can avoid the time-intensive, manual, and error-prone process of compiling a complete and accurate set of documentation. The Document Organizer's automation capabilities reduce the time to contract closeout, allowing you and suppliers to get paid faster.



# Document Organizer Benefits

Proarc Document Organizer helps projects to:

## Satisfy Clients

- Meet client-specific requirements, for example, numbering, layout, and branding for document handover packages
- Organize information in the client operations model, not the project team's construction model
- Accelerate contract closeout and final payment

## Improve Efficiency and Quality

- Automate time-intensive, manual process of compiling a complete set of documentation
- Ensure all stakeholders have correct revisions

## Enable Offline or Low-Bandwidth Access

- Move large volumes of information to remote job sites or offshore locations for local access
- Avoid network latency issues caused by downloading from central servers

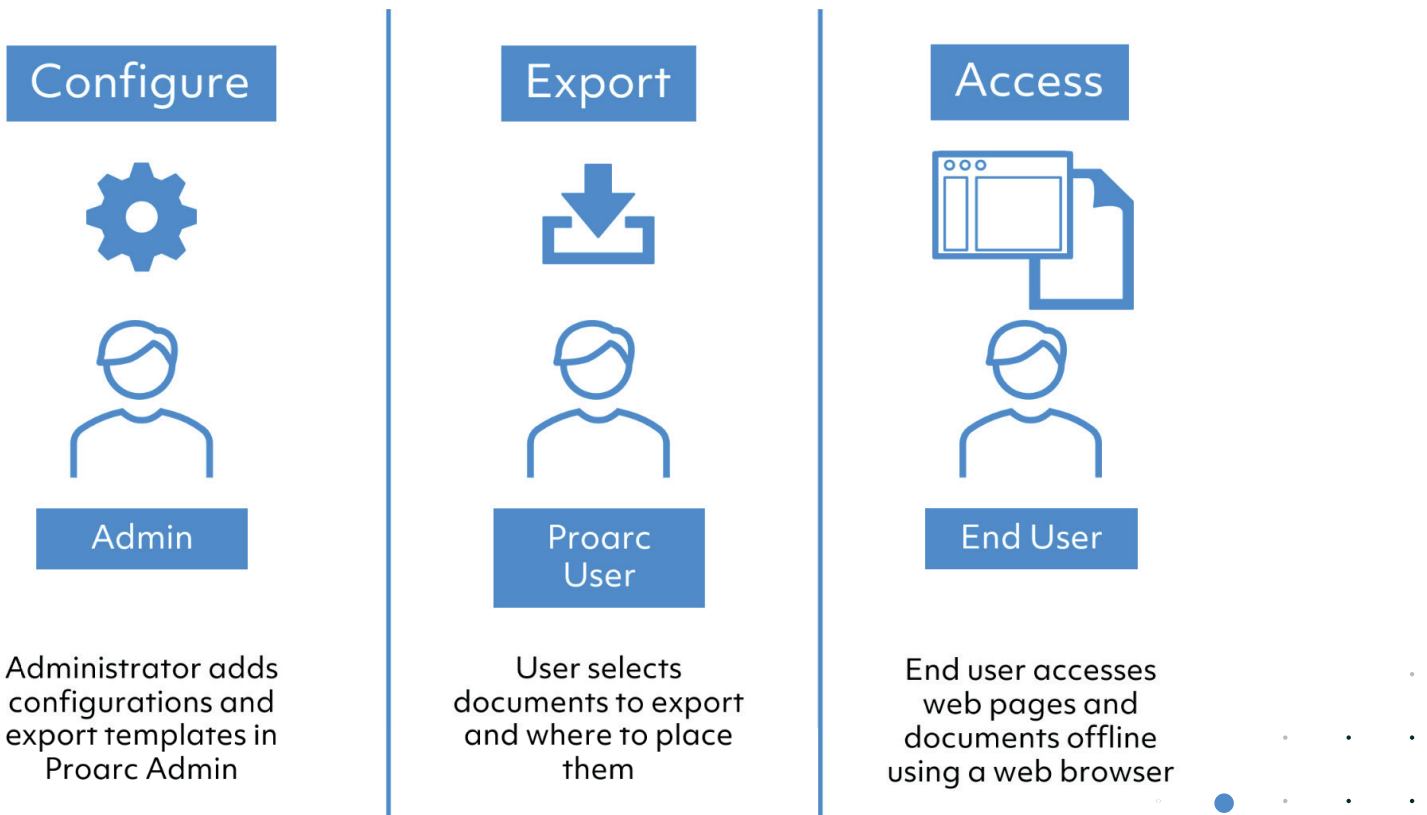


Figure 1: Document Organizer automation process for document publishing.

# Core Capabilities

## Format Packages with Templates:

- Define branding and banner images
- Define tabs for Home Page, Show All
- Define styles (CSS)

## Configure Exports:

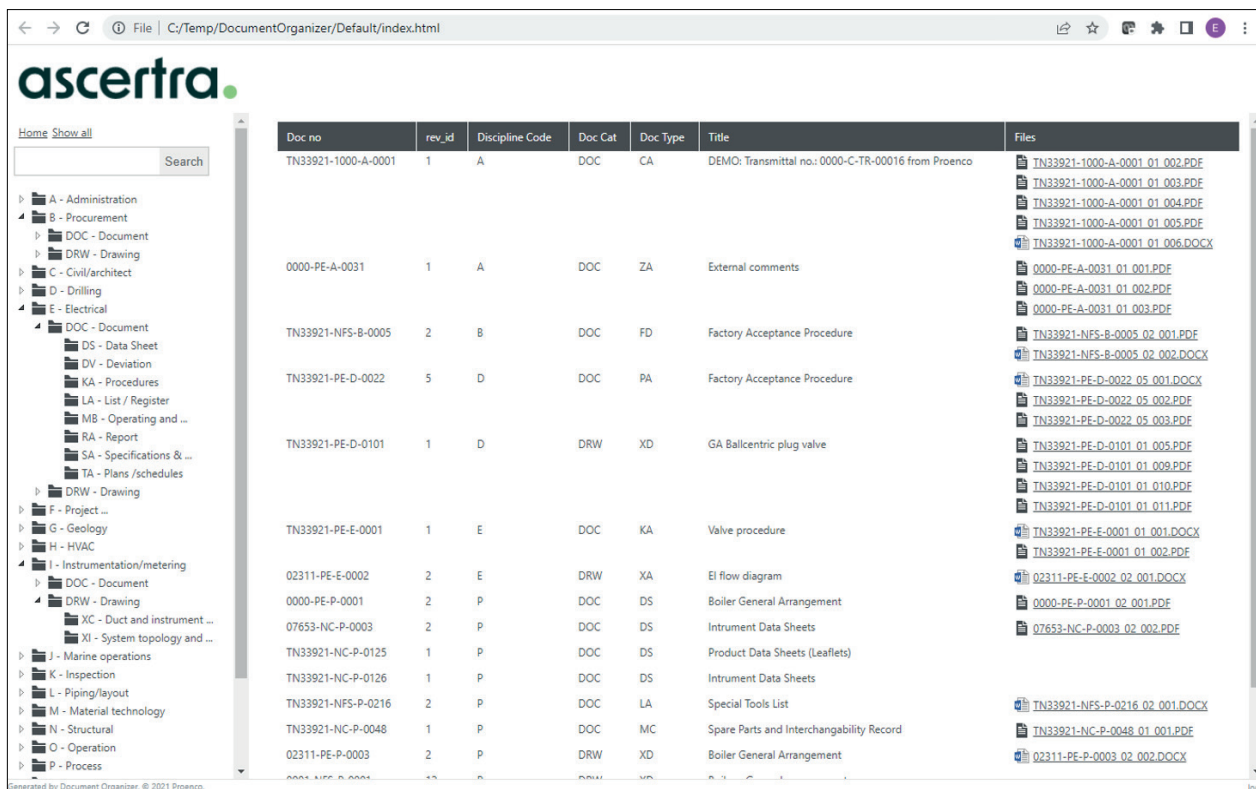
- Define queries for specific data export
- Define metadata columns to include
- Define column order
- Define navigation tree structure
- Include or exclude file types
- Include documents with or without files
- Select specific revisions

## Perform Exports:

- Select documents to export
- Select location for exported publication files

## Navigate Output:

- Browse document metadata and files offline using a web browser
- Navigate in folders
- Perform full-text metadata search
- View files



The screenshot shows the Ascertra Document Organizer web interface. The browser address bar indicates the URL is C:/Temp/DocumentOrganizer/Default/index.html. The interface features a search bar and a navigation tree on the left. The main content area displays a table of document metadata with columns for Doc no, rev\_id, Discipline Code, Doc Cat, Doc Type, Title, and Files. The table lists various documents such as 'DEMO: Transmittal no.: 0000-C-TR-00016 from Proenco', 'External comments', 'Factory Acceptance Procedure', and 'Valve procedure'. The Files column shows links to PDF and DOCX files for each document.

Doc no	rev_id	Discipline Code	Doc Cat	Doc Type	Title	Files
TN33921-1000-A-0001	1	A	DOC	CA	DEMO: Transmittal no.: 0000-C-TR-00016 from Proenco	TN33921-1000-A-0001_01_002.PDF TN33921-1000-A-0001_01_003.PDF TN33921-1000-A-0001_01_004.PDF TN33921-1000-A-0001_01_005.PDF TN33921-1000-A-0001_01_006.DOCX
0000-PE-A-0031	1	A	DOC	ZA	External comments	0000-PE-A-0031_01_001.PDF 0000-PE-A-0031_01_002.PDF 0000-PE-A-0031_01_003.PDF
TN33921-NFS-B-0005	2	B	DOC	FD	Factory Acceptance Procedure	TN33921-NFS-B-0005_02_001.PDF TN33921-NFS-B-0005_02_002.DOCX
TN33921-PE-D-0022	5	D	DOC	PA	Factory Acceptance Procedure	TN33921-PE-D-0022_05_001.DOCX TN33921-PE-D-0022_05_002.PDF TN33921-PE-D-0022_05_003.PDF
TN33921-PE-D-0101	1	D	DRW	XD	GA Ballcentric plug valve	TN33921-PE-D-0101_01_005.PDF TN33921-PE-D-0101_01_009.PDF TN33921-PE-D-0101_01_010.PDF TN33921-PE-D-0101_01_011.PDF
TN33921-PE-E-0001	1	E	DOC	KA	Valve procedure	TN33921-PE-E-0001_01_001.DOCX TN33921-PE-E-0001_01_002.PDF
02311-PE-E-0002	2	E	DRW	XA	EI flow diagram	02311-PE-E-0002_02_001.DOCX
0000-PE-P-0001	2	P	DOC	DS	Boiler General Arrangement	0000-PE-P-0001_02_001.PDF
07653-NC-P-0003	2	P	DOC	DS	Intrument Data Sheets	07653-NC-P-0003_02_002.PDF
TN33921-NC-P-0125	1	P	DOC	DS	Product Data Sheets (Leaflets)	
TN33921-NC-P-0126	1	P	DOC	DS	Intrument Data Sheets	
TN33921-NFS-P-0216	2	P	DOC	LA	Special Tools List	TN33921-NFS-P-0216_02_001.DOCX
TN33921-NC-P-0048	1	P	DOC	MC	Spare Parts and Interchangability Record	TN33921-NC-P-0048_01_001.PDF
02311-PE-P-0003	2	P	DRW	XD	Boiler General Arrangement	02311-PE-P-0003_02_002.DOCX

Figure 2: Document Organizer Output

## Ascertra - Information Powers Progress

Reliable information is the center point of successful capital projects and asset operations. Ascertra software ensures teams always have reliable information and documents to design, construct, and operate complex assets.

[ascerttra.com](http://ascerttra.com)

