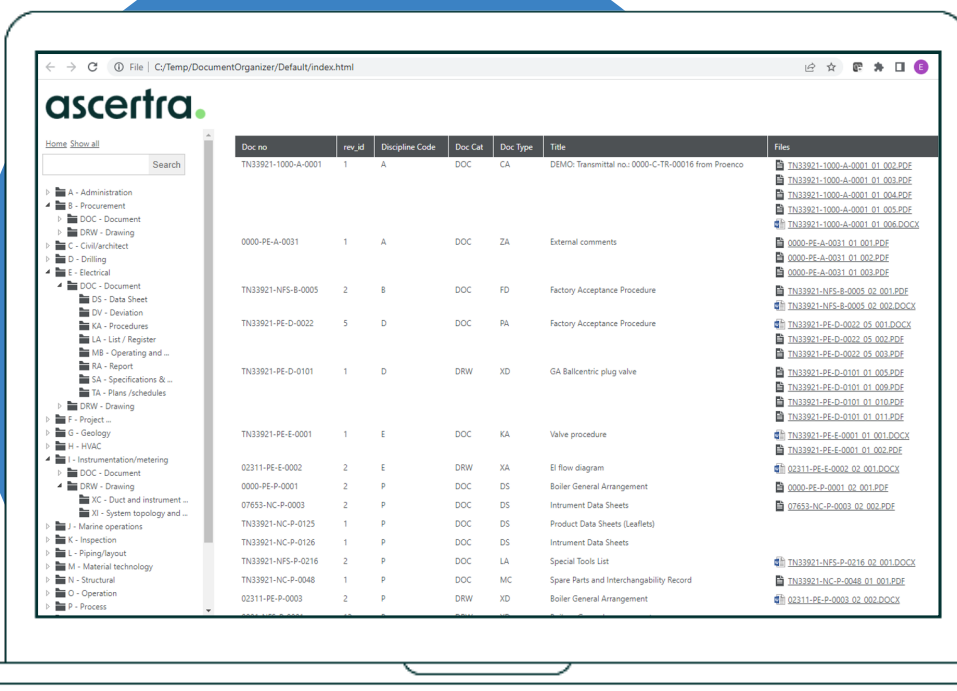# Document Organizer

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

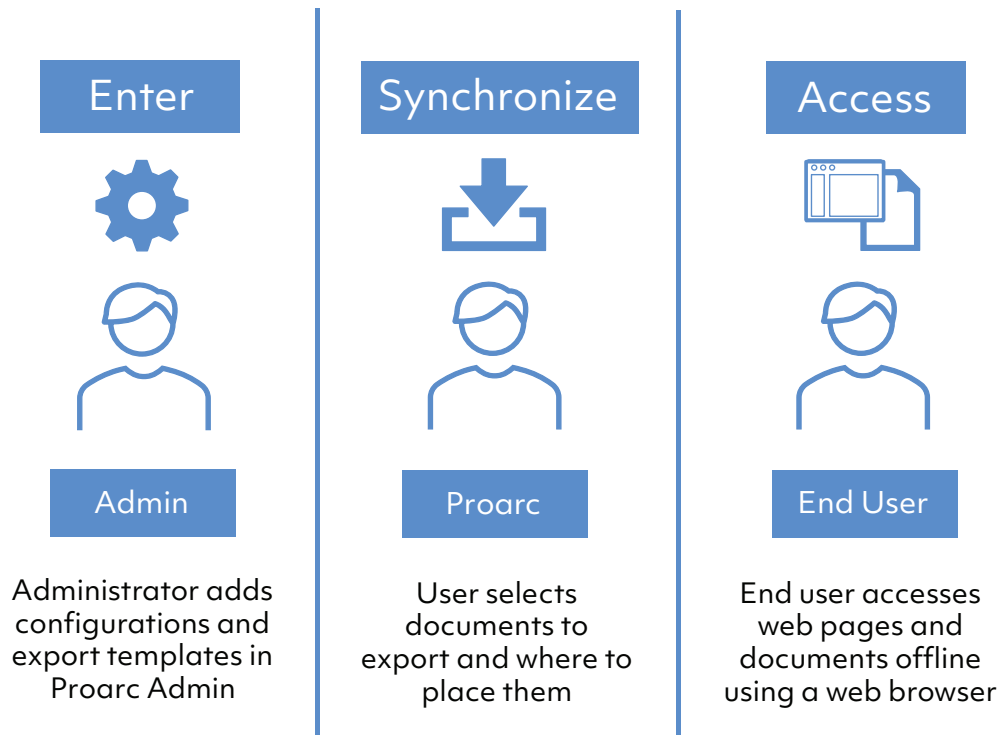| Enter	Synchronize	Access
Admin	Proarc	End User
Administrator adds configurations and export templates in Proarc Admin	User selects documents to export and where to place them	End user accesses web pages and documents offline using a web browser

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 report
- 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

proarc
Online

British Assessment Bureau

UKAS
MANAGEMENT
SYSTEMS

8289

ISO 27001
INFORMATION SECURITY
MANAGEMENT

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.
ascertra.com