



ProjecTools Documents resolves the problem of revision control, communication management, and reporting in an online system.

Document Manager

ProjecTools Documents brings together engineering design documents, distribution and revision control together in a user-friendly interface. The intuitive, online review and transmittal process, complete with audit history, ensures clients receive a quality product every time. Powerful reporting tools drive transparency and accountability to eliminate costly bottlenecks.

Supplier Data is maintained in a searchable register by PO or Project. Suppliers submit and receive transmittals online to greatly reduce the overall review time. Extensive reporting tools, including late action reports, maintain schedule compliance.

Correspondence Manager

Correspondence Manager captures and archives project communications, memos, emails, letters, etc. Achieve enhanced communication and accountability using ProjecTools.

Document Interface

Document Interface provides automated, rule-based integration with subs, suppliers or client document systems.

Home Page

The ProjecTools Home Page allows stakeholders to complete tasks as well as view, download, mark-up and submit files for document package review and approval.

Feature	Benefit
Configurable controls	Enforce workflows, prevent data inaccuracies and duplicated effort
Routings & Transmittals	Create, distribute and track document packages for internal or external review and approval
Progress Milestones	Track actual progress and determine earned progress by definable milestones
Online Supplier Submittals	Reduce document control overhead, improve collaboration and organize communications
Late action reports	Reveal breakdowns and bottlenecks to maintain visibility and accountability
Batch Upload & Import	Drastically reduce resources needed to maintain documents
Technical & Supplier Data Registers	Easily locate, manage and track documents to reduce overhead, improve collaboration and organize communication
Online Markups	Simplifies document review and markup process
Distribution Matrix	Provides role-based access to the latest document revision

"Correspondence manager is the best way to hold clients and contractors accountable."
Carol Jones, MODEC