

Problem: Managing **Controlled Documents** such as Drawings on Projects.

Solution: **QDMS Document Management System.**

ISSUE	FEATURE	BENEFIT
Your company needs to maintain a document register of current drawings.	The Master Document Register in QDMS contains only the latest revision of each document/drawing on a project.	Drawings are simply registered in a controlled environment reducing mistakes and ensuring key attributes are recorded.
Your company needs to manage the distribution of drawings.	The QDMS Transmittal Engine is the most powerful and flexible on the market. Simply tag drawings, select recipients, and generate transmittals.	Transmittals can be generated quickly and accurately. Only the latest revision of documents can be transmitted, reducing the risk of mistakes.
Your company needs to be able to quickly send drawings to groups of people.	Transmittals to Multiple Recipients or a Circulation List, enable batches of transmittals to be generated in one go.	The process of generating transmittals is often time consuming and error prone. QDMS saves time and improves accuracy.
Your company needs to manage the receipt of revised drawings.	Revised documents are processed via the Master Document Register with a Document History file of all revisions, updated automatically.	As superseded drawings are archived automatically, QDMS ensures only the latest revision is transmitted, reducing errors.
Your company needs to ensure that revised documents are correctly distributed.	As documents are revised, Pending Transmittals are created for distribution to recipients who have received the previous revision.	Pending transmittals ensure recipients are kept up to date with the latest revision of documents. This reduces rework and saves \$\$.
Your company needs a database of when every drawing, at each revision, was received.	The Document History file is an audit trail of when documents were revised, and the date each document revision was received.	Maintenance of an automatically updated document history file ensures accuracy, and is invaluable in dispute situations.
Your company needs a system for simply finding who has got what drawing, when, and why.	The Transmittals History contains an auditable record of when documents were transmitted, and to whom they were sent.	Save large amounts of time when querying when drawings were issued. Very useful when answering questions, or in disputes.
Your company needs a foolproof way of finding out which is the latest revision of a drawing.	The Master Document Register in QDMS contains only the latest revision of each document.	Simple for all staff to find the latest revision of drawings and be confident that the information is accurate. This saves time and reduces errors.
Your company needs to be able to send drawings electronically to other parties in a controlled way.	eTransmittals enable distribution of CAD files and other documents via email, with an HTML Transmittal and auto zipping of attachments.	Save on reprographics costs and shorten the time between document issue and receipt.
Your company needs a simple and cost effective way of viewing and redlining electronic CAD files.	QVIEW views 150 common file formats including AutoCad and Microstation files. It also supports controlled redlining per user.	All staff can view and mark up drawings and documents from within the Document register and without any CAD experience.