



*Your company is scaling new highs but is that resulting in piles of documents too?*

Documentation forms a vital role in the successful completion of all construction projects. Documents begin with land registration through the project including designs, specifications and agreements till the project handover. Depending on the size and duration of the project, several documents, several versions of the same documents after viewed, reviewed and updated by several users result in the final set of documents reaching the execution team. **V-One Docs** forms a central repository of documents enabling a) Secure and role based access to all the team members b) Collaborative development and c) Archival.

V-One Docs is part of the V-One Business Suite of Web 2.0 applications. So whether your company is operating from a single location or multiple locations, working on a single project or multiple projects, managing important documents can't get better and simpler!

### - Feature overview -

## Origin Phase

### User Profile

1. Company's management, legal and finance teams.
2. Architects, Consultants, Structural and Electrical Engineers, Interior Designers, Landscaping consultants and the execution team
3. Customers

### Basic Features

1. Add Documents/files
2. Update documents
3. Delete Documents

### Smart Features

1. Add Comments
2. Add Properties
3. Add Keywords
4. Add Notes

## Active Phase

### □ Collaboration & Sharing

- Changes in design, drawings and specifications can all be handled online without a need to print the documents - wherever your team members are, exchanging ideas and changing drawings is simple!
- Version control, access logs and revision history, ensure that changes are all recorded.
- Use the workflow feature to route the documents for review and further processing.
- Quick and Advanced Search enable quick retrieval of documents
- Custom Reports help management with a dashboard view.

### Key Advantages

1. **Process driven solution** - allows users across all departments to share, collaborate and manage information at the instance
2. **Role based access** - Documents are accessible on a "Need to know basis".
3. **Web based solution** - no need to install the software in any of the client systems
4. **Reports** - Allows users to generate variety of reports including for example recently added, recently modified, activities that require their review and approval etc.
5. **Scalable** - Robust platform that allows implementation and integration of other business applications. Standards conforming Security
6. **Lead Time** - The application can be installed, implemented in less than a week!
7. **Usability** - Users with basic academic qualifications can start using the application within a few hours

**Integrating V-One Docs into your organization would start resulting in tangible benefits from day one, so call us now!**

STIO™

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