

Electronic Document Management

Poor communication and ineffective collaboration on a project can result in a lack of consistent information, errors, a less efficient workforce, wastage, timescales being missed and so on.



A good project manager has to ensure that the project team can easily communicate accurate information to other team members, providing secure access and tracking who created, viewed and changed information.



ICON's Project Collaboration solution allows the project team to securely publish and access a range of documents including spreadsheets, CAD drawings, photographs, certificates, to a central location, as and when needed.

The ICON Solution

Uploading documents to various parts of the system is a simple process. The system has been designed to function without the need to install additional software.

A free plug-in is available which provides enhanced file handling capabilities and helps with the file upload process.

The system's file handling functionality allows administrators to:

- Create highly flexible folder structures with sub-folder hierarchies
- Set various folder permissions such as Read-Only, Viewable or Full Control.

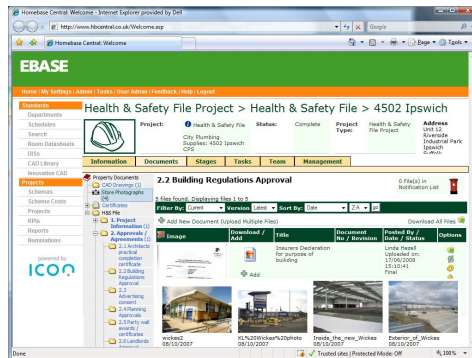
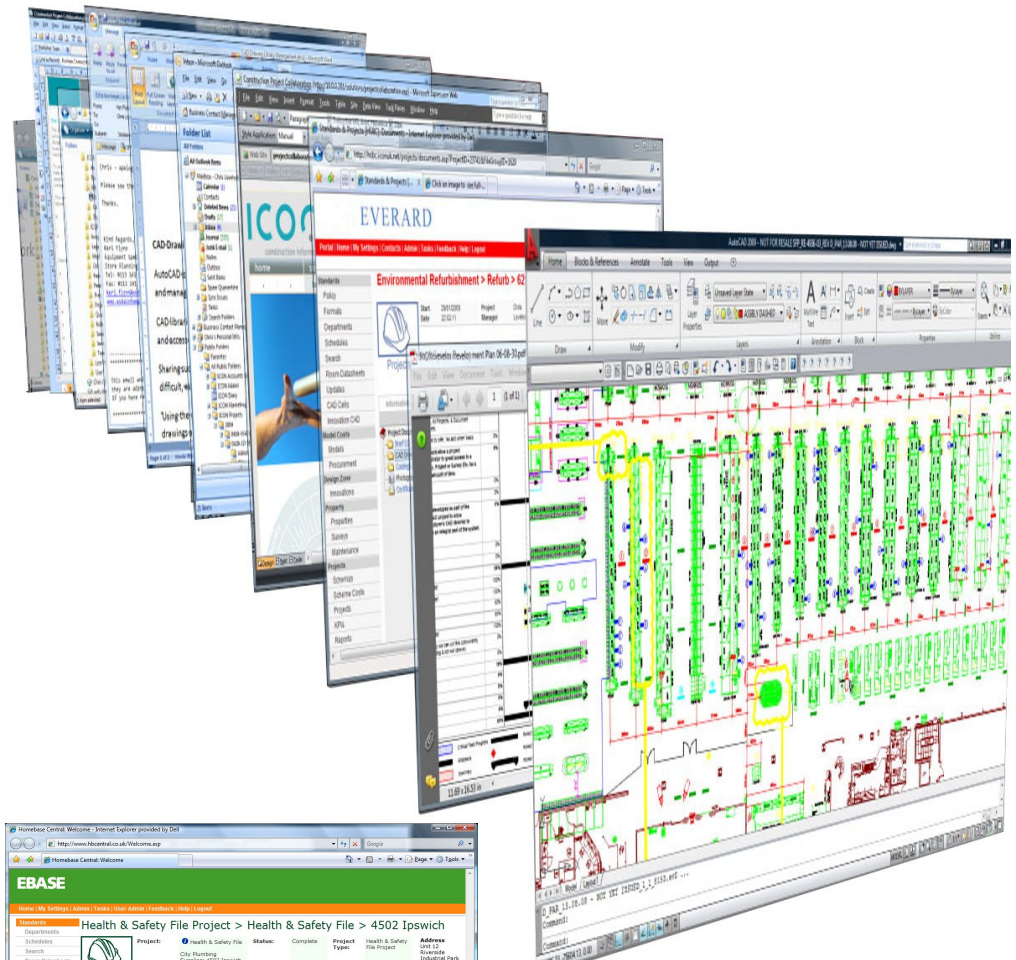
Users can:

- Simply navigate through a folder based structure that includes easy to view file counters
- Search and sort files by name, category, version, upload date etc.
- Upload and download files without a plug-in
- Using a free plug-in, bulk upload multiple files
- Download sets of chosen files using a file 'download basket'
- Lock a file whilst it's being worked on
- Email document issue notifications directly from the system to other team members
- Track other users issued drawings with 'My Tasks'
- Track a file's complete version history; with access to all previous file versions.

ICON's Construction Project Collaboration solution can be used on its own or as an integral part of a set of solutions such as Project Tracking, Statutory Certification, Health and Safety File and Asbestos Management.

“ Navigation should be instantly familiar to any Windows user who will be able to navigate through folders and sub-folders to upload or download files as required. ”

Rob Wylie, ICON



Key Features:

- Highly flexible folder structures with sub-folder hierarchies
- Simple navigation, searching and sorting
- Multiple file uploads
- 'Drawing issue sheet' style document notifications
- Photograph folders display easy to view thumbnail images
- Certificate folders to track test and inspection dates
- Document locking.

“ Our aim is to make information easy to share and easy to access by those who need it. ”

Zena Newman, John Lewis Partnership

“ With more than thirty thousand files being added a month, ICON currently stores and manages over two million files for its clients. ”

Louisa Sugden, ICON

Request a demonstration:

If you would like to know more, please call us on the number below and we will arrange to give you a demonstration.

ICON • Information working for you

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