

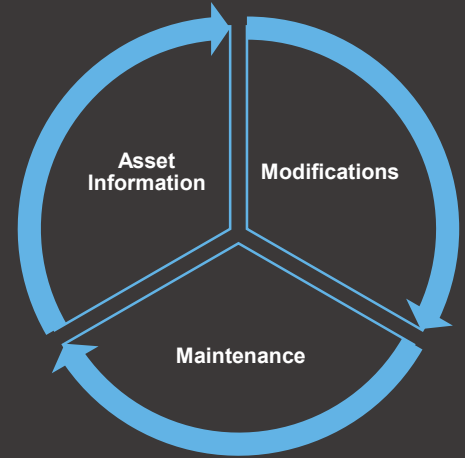


Proarc EDMS has extensive support for your documentation processes and allows you to organize your documentation, plan your projects and deliveries, automate business processes, collaborate with external parties such as clients, suppliers and sub-contractors, track and monitor projects, deliver to your clients, and maintain and modify. Throughout the information lifecycle Proarc makes sure you stay secure, compliant and audit ready

Built for the documentation processes throughout the information lifecycle



Project, Construction, Handover



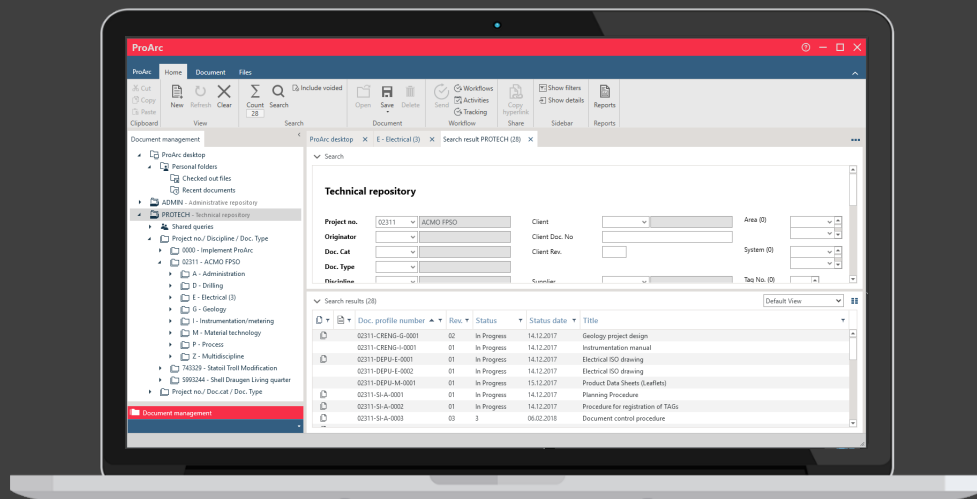
Operations



Organize

Organize your documents and information so that it is quick and easy to find the correct documentation when you need it.

- Organize and categorize documents with industry specific metadata templates or your own
- Ensure people only see what they are supposed to using advanced access control
- Ensure you are always using the latest revision using strict version and revision control with complete audit trail
- Easily find and reuse content using powerful search and navigation

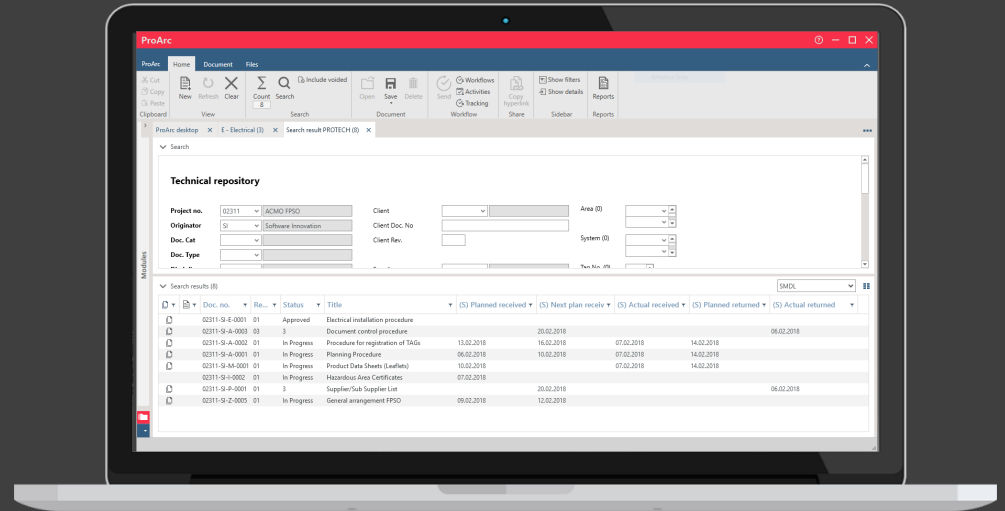




Plan

Make tracking progress easy by properly planning deliveries

- Define documents to be delivered such as:
 - Suppliers Master Document Lists
 - Master Document Lists
 - Client Master Document Lists
- Define milestones
- Set due dates
- Assign responsibilities

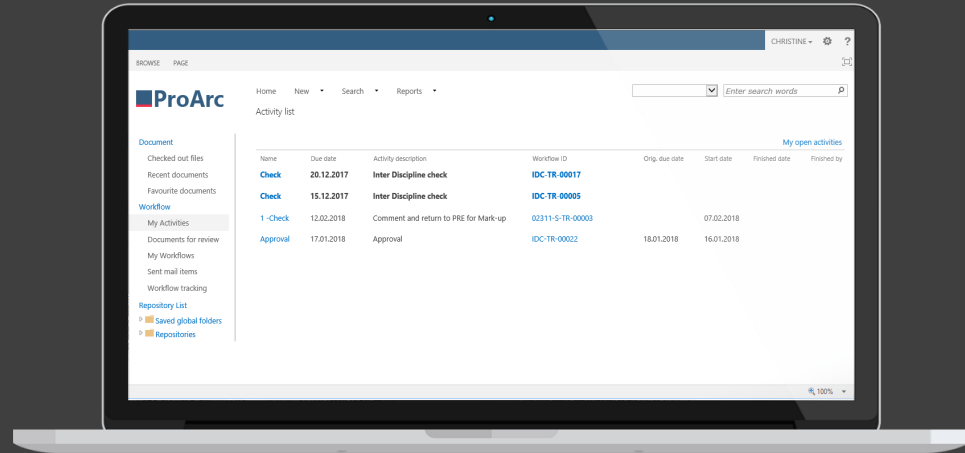




Execute

Make sure the organization follows a structured and unified review and approval process

- Define processes using advanced workflow
- Simplify the management of commenting using advanced comment handling features
- Keep all contributors aware of deadlines and due dates by giving them a personal task list
- Take business process automation to the next level by using advanced distribution matrices
- Make it easy for your users to work with documents with a range of smart document mgmt. features such as template management, pdf conversion, automatic document numbering and file naming and bulk management of documents.

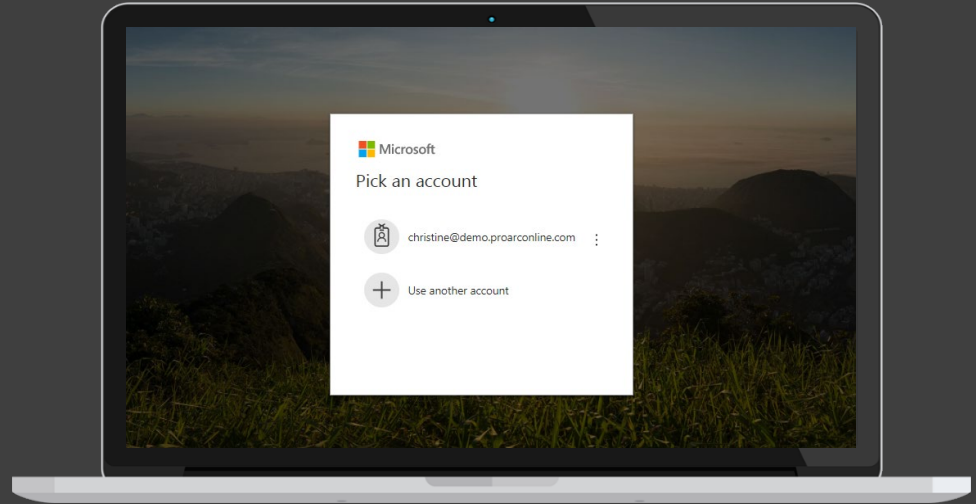




Collaborate

Integrate suppliers clients of other external parties with your processes.

- Use less email, avoid manual steps, and give your external users a tool that they enjoy.
- Let external and internal users work in the same solution
- Use advanced access rights to ensure external users only have access to what they need
- Generate transmittals and deliver directly from ProArc, without manual steps

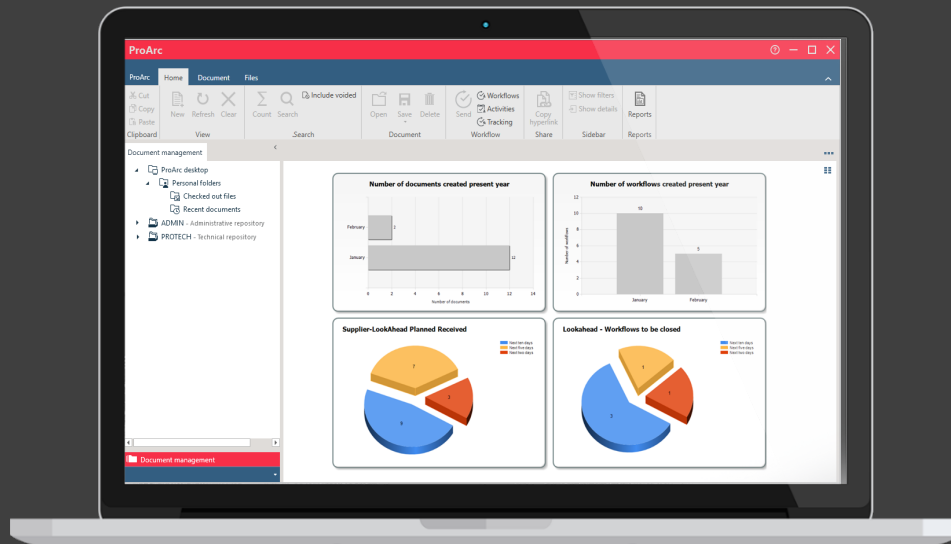




Track

Stop running around asking for status and progress.
Instead, track everything in ProArc.

- Get project status at a glance with dashboards and reports such as lookahead and overdue
- Create your own queries using advanced query functionality
- Receive proactive notifications when documents are reaching deadlines or are overdue

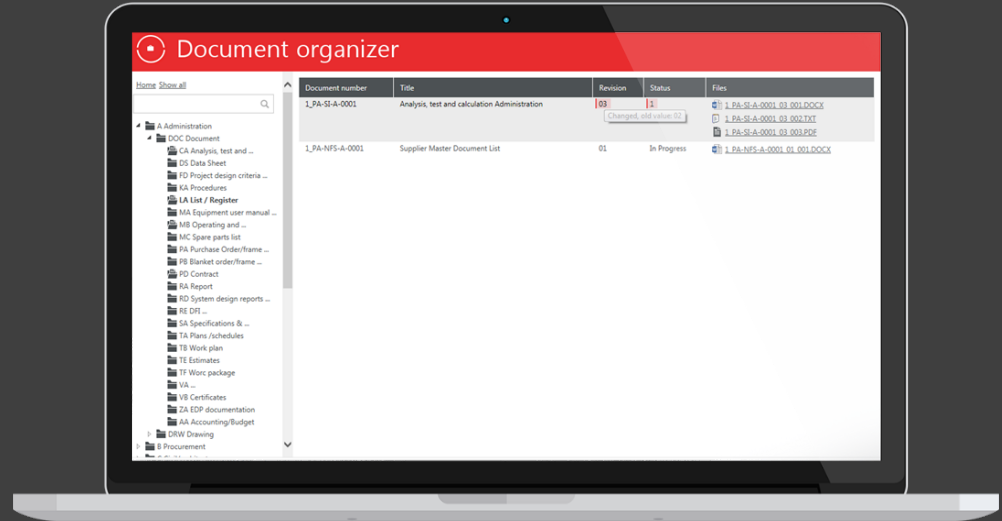




Deliver

Prepare and deliver to client in a quick and professional manner according to requirements

- Have full overview of what to deliver in the Master Document Register
- Structure the delivery using the right coding and numbering conventions
- Ensure you send the right revision by using advanced revision handling
- Identify and keep track of retained documentation

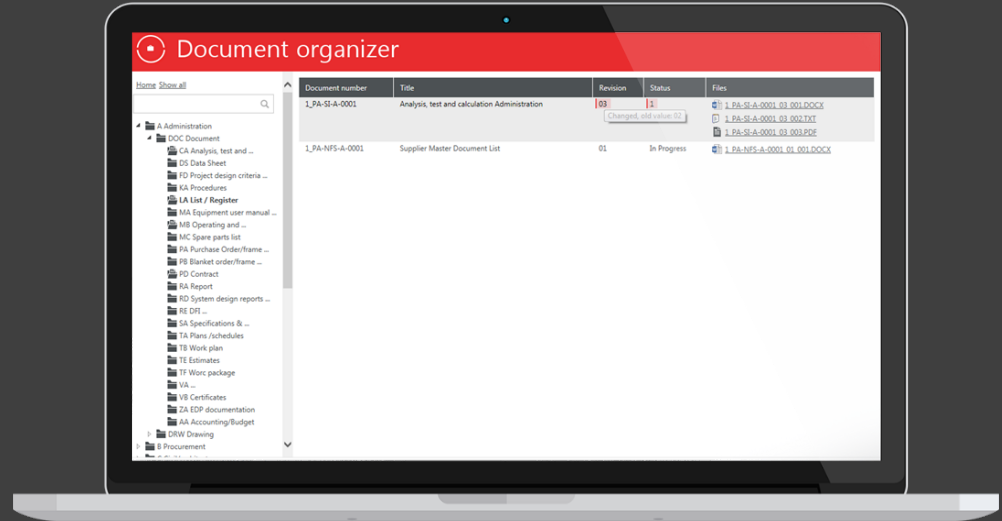




Maintain & Modify

Make sure all operations documentation is easily available and easy to maintain and modify

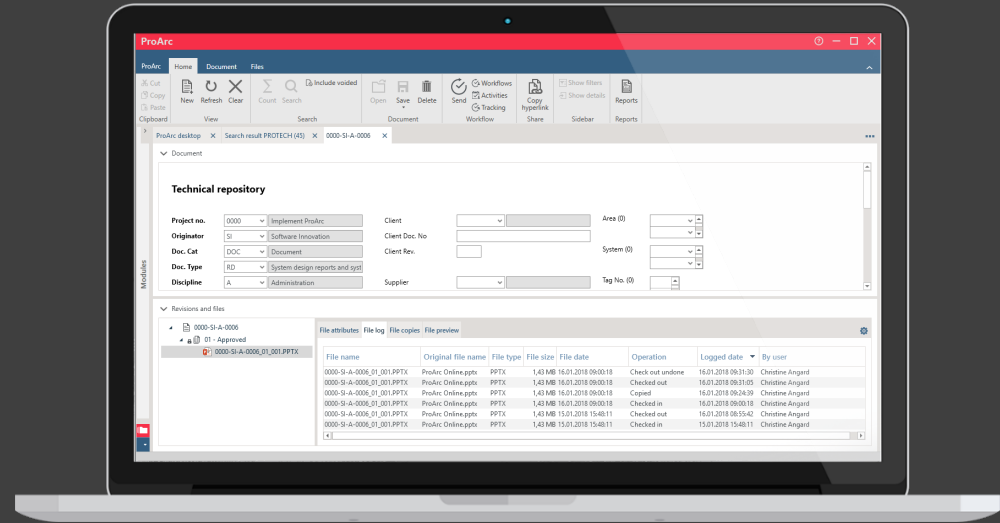
- Give access to asset documentation to field engineers and report changes and deviation from mobile devices
- Make all documentation available in your maintenance system through standard integrations and API's
- Easily create modification projects and return documentation to the asset documentation library afterwards.





Audit ready!

- Everything is logged
- Full overview over who received/sent what, when, and to/from whom
- Track who has viewed, or changed the documents and files.



Thanks for wanting to know more about Proarc! You can explore all the features referred to in this document and more on our [website](#) or contact us directly for a chat.

The logo for Proarc, featuring a stylized lowercase 'p' in blue followed by the lowercase letters 'roarc' in a light gray color. The letters are in a modern, sans-serif font.