



# ImageSite Workflow+

Seamlessly communicate changes and express ideas and solutions in a unified environment

Improve security and control of processes and critical files

Increase visibility of work falling behind schedule and reduce errors/rework and downtime

Enhance communication with automated emails and internal notifications

Increase productivity and control key document-centric workflows

## Automate engineering and business processes

Automate tasks and user permissions at each workflow step, ensuring files are managed and protected at the highest-level of security. Create automated workflow templates for approval routing or archiving. Receive automated notifications at each step through email or on the internal dashboard.

## Manage engineering change requests with ease

Streamline the engineering change process across the organization, encompassing review, approval, CAD users, quality assurance, and production. Access linked documents, update and check in revised files, and release approved versions with effective version control and notifications.

## Simplify communication and collaboration with third parties

Enhance collaboration and communication with your suppliers, contractors, and customers. Streamline the review and approval process by routing information to external users, and sending notifications about new actions or approaching deadlines. Utilize the document linking feature to boost security, allowing external parties to view and markup files directly within ImageSite.

## Manage document-centric procedures

Manage and monitor a variety of document-centric processes, ranging from simple routing workflows to complex, multi-step procedures with scheduled deadlines. Approve and pay invoices, submit and issue building permits, identify equipment maintenance tasks, and generate necessary work orders and related documents.

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Workflow+ gives project managers, document controllers, and users improved control and visibility over workflows, making it easier to manage and report on the complex relationships often required to complete related tasks.

Engineering workflows are developed and managed using our canvas-like building tool, to easily create, edit, and conceptualize workflows. Using simple rule-based logic, workflow users can control the actions of a document or set of documents at each step (task). This eliminates the need for the manual transfer, deletion, publishing, copying, or archival of documents and drawings, while notifying users of tasks to be accomplished and their due dates.

## There are many benefits to using our engineering workflow and document management solution:

- Automate work processes in small groups or across an organization to vastly increase project efficiency and ensure nothing falls through the cracks
- Integrate Workflow+ capability with Transmittals and RFIs/Submittals modules to initiate, track, and report on their key functions
- Increase visibility of work falling behind schedule
- Automatic version control of updated drawings
- Audit trail of all actions and associated comments
- Automatic application of approval or rejection watermarks for printing
- Files move automatically to applicable folders for queue management
- Establish different schedules or deadlines for task completion based on attributes and type of workflow

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