



C O N S U L T I N G

**DOCUMENT MANAGEMENT SYSTEM  
WHITE PAPER**

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## SUMMARY

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BEXEL Consulting Document Management System serves as a central database for all project-related information, throughout the project lifecycle. Information is always available in a managed central location, allowing immediate access and supporting collaboration among team members.

It enhances the efficiency, quality control and revision management of the project's documents and drawings, allowing everyone on the project team to know who changed what, when and why. This encourages responsibility in generating changes or communicating.

Users' access to documents or communication is subject to access control, so that documents are visible only to people who need to see them. Some users can have read-only access on certain parts of project.

Communication features are interleaved with documentation access giving opportunity to discuss on issues, query or notify other users related to documentation.

Comprehensive search enables users to find everything: documents, communication or other users.

## BENEFITS

BEXEL Consulting Document Management System is a document and project management solution. It integrates efforts on the project throughout project lifecycle phases.

### CENTRAL STORAGE

It serves as a central storage for all project documentation: conceptual documents and visualizations, project design documents, specifications, financial documentation with bids, offers and contracts.

### DOCUMENT VERSIONING

Documentation in the system is automatically versioned. This means that every change to documentation is always tracked. All users can see that documents have changed, and also when this change was posted and by whom, and are automatically notified that their copies are obsolete. This forces working based on up-to-date documentation which, in turn, reduces errors and chances of additional costs.

History of changes for a document, and for a project as a whole, can be reviewed at any time. This also gives access to previous versions of documents with ability to compare and analyze changes.

### COMMON STRUCTURE

Project documentation is organized in a structure that is common for all users, in all companies engaged in the project. Common naming conventions can be enforced, in coordination with local legislation and investor's needs. This facilitates communication over documents and reduces chances of duplicated documentation.

### COMMUNICATION

Communication management integrates seamlessly with document management to enable quick and easy communication over numerous project issues. While project is in design phase, iterative design documentation changes distributed over teams or companies, make it easy to produce errors from misunderstandings and lack of information in traditional document management. When questions can easily be sent and linked to appropriate document versions, missing information is quickly obtained. Broader issues can be resolved through discussions where multiple users are included. Notifying internal or external authority after changes to documentation is just as easy. Communication can be browsed at all times, filtered by related documents, by type or current status.



## SEARCH

Our comprehensive search solution searches everything: documents (including text content), communication, users, document sets and other. While it can be as simple as typing a term, it can give you an access to various constraints in order to find precisely what you're looking for.

## ACCESS

Access to all project aspects is controlled and subject to administration based on project roles. Users are assigned roles which enables easy access control. As a result, documents are visible only to people who need to see them while some users can have read-only access.

## BENEFITS FOR ALL STAKEHOLDERS

Since BEXEL Consulting Document Management System can store and organize documents from all project phases, of various detail and security level, all project stakeholders can have benefits from accessing the system, or receiving communication.



Investors can access the system to review high-level reports, or receive notifications in their email.

Project managers can track speed of design documentation generation or resolve issues with contractors.

Contractors access up-to-date documentation, discuss over issues with designers and engineers, and generate reports.

AEC engineers generate design documentation.

The system can be accessed in the office or at the construction site. Hence, up-to-date documents and information is available when its most needed.

Various consultants engaged in the project, can access the system in a controlled fashion – only to documents and communication needed.

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