



CaptureTransmit™

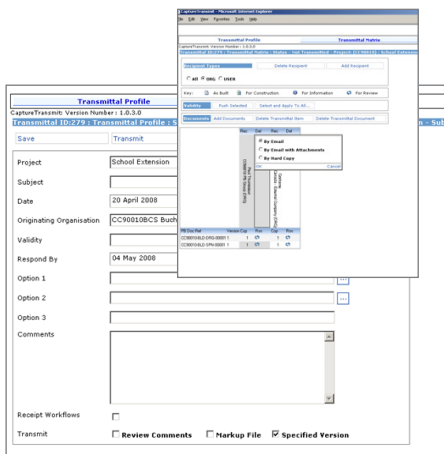
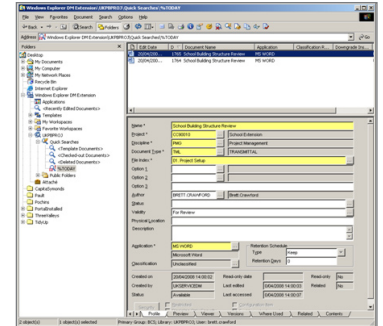
Simple Solutions for Complex Collaboration



The complexity and volume of information generated during a capital project can increase exponentially. Accordingly the benefit of being able to manage the transfer of this information across the

lifecycle of a project – from initial planning right through to full operation, is constantly increasing. The use of Cad-Capture’s transmittals solution – CaptureTransmit™, allows effective management of this ever increasing problem as well as controlling costs and meeting standards and deadlines.

Collaboration is central to the successful running of capital projects. The lifeblood of any project is the asset’s drawings, specifications and the various technical information and documents that are associated with them. The effective use of a transmittal allows managed collaboration with the sharing of this information between all of the parties involved in a capital project. It can facilitate the reviewing, commenting and approval processes needed to allow a project to be run as quickly and cost effectively as possible. It also provides an audit trail illustrating the transfer of information, decisions made and parties involved for future reference – often helping to resolve disputes in the future and even determine liability.



- ✓ Allows internal project teams, contractors and suppliers alike to have a robust design, review and approval process.
- ✓ Email alert sent to transmittal recipients on sending of information.
- ✓ Cost and time saved through effective use of automated transmittal procedure.
- ✓ Productivity increased through the use of a simpler, automated system.
- ✓ Transparent communication – it is always possible to see what information has been sent to whom (given correct security clearance)
- ✓ Transmittals can be saved to edit and send at a later time.
- ✓ Automatically generates a summary coversheet detailing the file contents of each transmittal package

CaptureTransmit is integrated with Open Text eDOCS DM, ensuring users can create and issue transmittals to internal and external users in a controlled way.

Internal and External eDOCS DM users can create and issue transmittals to all project participants, including non-DM users.

Transmittals may be saved, then edited and issued at a later date.

Transmittal recipients receive emails when transmittals are issued. Recipient emails may include either links to the transmittal cover sheet and the transmittal document in the eDOCS DM – most useful when the recipient has access to the DM; the transmittal cover sheet and documents as email attachments (optionally zipped), or the transmittal cover sheet and documents may be uploaded to FTP or Project sites, and links to the upload documents included in the email. For recipients requiring hardcopy documents, the print room is notified via email of the transmittal cover sheet and contents.

When a transmittal is issued, a transmittal cover sheet is created for each transmittal recipient and stored in the eDOCS DM repository as a published document. Security is applied so that only the recipient and the originating organisation can view the transmittal. The transmittal is related to all documents issued on the transmittal. A Master transmittal cover sheet is also created listing all recipients, documents and reasons for issue.



CaptureTransmit Feature Summary

- ✓ CaptureTransmit allows the sharing and distribution of engineering content between internal teams, remote colleagues and locations and external suppliers, partners and customers. This content includes technical drawings, correspondence, procedural information and general specifications.
- ✓ The shared content can also include
 - » Instructions on the actions required
 - » A coversheet listing the documents that form the transmittal
 - » An audit trail of activity that is automatically generated to manage enterprise communication risks.
- ✓ Notification of the sending of transmittals can be automated to be sent through standard email. Recipients from within the organisation will be able to manage transmittal packages through eDOCS.
- ✓ The CaptureTransmit application allows third parties to submit documents or work requests proactively, and the use of a web portal provides easy access with no external software required.
- ✓ Transmittal Creation Wizard - Transmittals are created in 3 steps using a “wizard” - progress can be saved at any stage, without sending, to be revisited at a later date. Transmittal steps include:
 - » **Transmittal Headers** - Transmittal headers are configurable forms that capture key information about a transmittal e.g. sender, project and reason for issue.
 - » **Transmittal Matrix** - Documents can easily be selected and attached via general browsing or with the use of simple search templates configured for a transmittal list. The selected documents attributes are automatically transferred according to the specified configuration of the Transmittal.
 - » **Transmittal Recipients** - Transmittal recipients are selected individually or in groups from a managed recipient list.
- ✓ Integrates with CaptureVue for eDOCS to allow CAD drawings and documents to be effectively managed and viewed in a real-time collaborative environment.

For all of your engineering and CAD related needs within an Open Text environment

CaptureLink - Extension of eDOCS to integrate with AutoCAD and MicroStation CAD design applications, including full save and retrieval with versioning, and support for raster management addons.

CaptureVue - Integrated multi-format viewer for Open Text eDOCS and Content Server, including collaboration, mark-up and annotation tools, and powerful 2D and 3D CAD visualisation features.

CaptureTransmit - Managed distribution of documents from eDOCS for transmittal or submission, enabling traceable, manageable control of documents into and out of the eDOCS system.

Bulk Migration Tools for eDOCS DM – Streamline migration of existing AutoCAD drawings into eDOCS DM, ensuring Xref relationships are maintained, and providing compatibility with CaptureLink for AutoCAD and CaptureVue.

www.cadcap.com/capturetransmit