

## Construction Document Manager

### CDM Focuses on Construction Industry Problems

Construction companies handle large volumes of job documents on a daily basis. Traditional paper processes often cause project delays and impede effective time management. Remote sites often do not have timely access to documents for time-critical issues affecting their day-to-day jobs. The Construction Document Manager (CDM) allows companies to capture RFIs, RFPs, Change Orders, Submittals, Checklists, Notices, Contracts, Insurance Certificates, Warranties, Timesheets, Photos, and any other paper or non-paper document and store them in a central repository so that any document can be instantly accessed from any location. Documents may be conveniently routed to individuals or entire groups with a simple click of a button for review or approval. Its secure, automated workflow streamlines document processes to allow contractors and project managers to do their jobs rather than spending their time doing paperwork!



### CDM Brings Return on Investment

With CDM job documents can be easily and quickly accessed as needed in the imaging system, eliminating manual searching of files, telephone calls, fax transmissions, courier expenses and other overhead costs associated with paper. CDM's configurable indexes allow broad and flexible search queries so that retrieval of the document(s) and supporting documents needed is instantaneous and reliable. A trail is established of documents viewed and by whom along with approval status to improve accountability and optimize workflow. Electronic access to job related documents speeds up decision-making processes, saving time and money. Delays that cause costly change orders are eliminated. Electronic management of job documents keeps your documents secure, your projects on schedule, and your company more organized and efficient for greater profitability!



### Important Features

In addition to electronic archival and routing, CDM supports annotations such as sticky notes, arrows, highlighting, voice notes, and handwriting on the image of the document to enhance communication. Changes made to any document are synchronized with the imaging system. Documents may be archived and routed with either partial or full completion of the index fields. Various reports such as audit reports and history reports may be utilized within the software for even greater document control. Job documents supported in CDM may be paper documents that are batch scanned or imported files such as email, EDI documents, and faxes. A tight integration between CDM and our other imaging products (as well as with your accounting and project management software packages) produces a fast implementation and provides a robust document management solution—a total solution that will deliver a fast return on your investment!

CONSTRUCTION IMAGING  
SYSTEMS  
3993 Sunset Avenue  
Rocky Mount, NC 27804

Phone: 252.937.2426  
Fax: 252.937.8426  
E-mail: [info@construction-  
imaging.com](mailto:info@construction-imaging.com)