



print ■ copy ■ document solutions

Presents:

myplanroom.ca™

document control & distribution

What is a day worth to *you*?

From design to build, myplanroom.ca simplifies your project collaboration, document management and print requirements with one easy-to-use web application. Upload, download, view, share, mark-up and submit for print during design phase; manage tendering online using our BidPack™ feature, and use Project Track™ to handle all RFI, CN, CCN and Site Instructions during build-out. Powerful and completely secure, myplanroom.ca increases productivity and saves time over the entire lifespan of your projects.



Why use myplanroom.ca?

Enhanced Efficiency & Communication

Through design and collaboration, tendering, construction and beyond, myplanroom.ca manages all of your project documents in one place. From plans and specifications to memos and RFIs; myplanroom.ca is capable of helping you manage it all. You'll experience vastly improved communication with all project members collaborating within the same web application, from anywhere in the world.

Improved Security & Control Of Your Documents

With project members working in diverse cities and time zones, our automatic version control ensures all parties are working from the latest revision. Role-based security allows clients to define what unique user groups (architectural, electrical, mechanical, structural, trades etc.) can do or see in the project planroom. Access can be granted or restricted to upload, download, move, copy or delete documents.

Easy To Learn & Use

Time is critical. With no software to install and minimal training required, clients are up and running in minutes. The familiarity of a Windows™ style document manager gives the users the confidence to drag n' drop, copy, paste, and delete files within a single interface.

Minimized Administrative Burden & Labour

With reporting and tracking tools built into myplanroom.ca, less time and effort are spent on print order taking, e-mails, and follow-up phone calls.

Reduced Print & Courier Needs

With online viewing and downloading capabilities, time and dependency on couriers is drastically reduced. Combined with less time waiting for print shops to upload drawings, clients have experienced up to a 48 hour quicker shop drawing turnaround.



Managing & customizing your planroom

Because not all clients conduct business in the same fashion, our team works closely with you as you customize your first planroom. Instead of being pushed into a mold that doesn't quite fit, you'll get a planroom that's just right for your needs. myplanroom.ca is geared to integrate with the way you already do business, reducing the learning curve and implementation period necessary.

Featuring

Role Based Security & Control

Folder access and user rights can be granted or denied to upload, download, move, copy or delete documents, as well as carry out other planroom functions. Clients can restrict and change privileges instantly as well as grant multi-level access to project data.

Project Templates

Once an initial project template has been created, users can copy the template for quick and easy future project set-up.

Managing & Importing Contacts

Contacts can be easily imported into your planroom from Outlook™ or .CSV files.



Managing your documents & print distribution

During design and collaboration, and throughout the entire project, users can control and manage the sharing distribution of their documents amongst the other consultants and team members. Based on the roles assigned, users have the ability to affect only the folders they have been granted rights to. Whether it's uploading new documents, downloading to your PC, viewing them online or distributing prints among members, myplanroom.ca offers complete control in one simple-to-use web interface.

Featuring

Windows™ Style Folder Views & Navigation

Simply add, delete, and share documents within a familiar looking environment.

Multiple Format Online Viewing

View any project file from Microsoft™ Office, AutoCAD, TIFF, PLT, JPG, EPS and PDF without the need for software.

Instant Email Notifications

When new files are posted there are instant notifications sent to users, keeping all members informed.

24 Hour Print Ordering & Worldwide Distribution

With simple drop down menus, choose the desired documents, select the recipients and deliver worldwide through our network of reprographers. Transmittals and complete order history details are created to ensure records are maintained of all transactions.

Automatic Upload Version Control

Using the batch upload feature, revisions are uploaded by users and categorized by revision, ensuring all parties are working from the latest issue. Uploading honors any x-refs and hyperlinks.

Who uses myplanroom?

- » Architects
- » Construction Managers
- » Owners
- » General Contractors
- » Engineers
- » Subcontractors
- » Project Managers
- » Developers

Our Clients include:

- » **Mattamy Homes**, Toronto
Canada's Largest Homebuilder
- » **Glen Smith & Glen Developments**,
Las Vegas, Nevada (The Sullivan Square)
- » **Lefrak Organization**,
Newport, Jersey City, NJ (Various projects)





Tendering with **BidPack™**

Using a few simple steps, developers, owners, architects and general contractors can now go to tender electronically through myplanroom.ca™ Whether you're tendering your project to multiple GC's, or directly to subtrades, myplanroom.ca can manage your entire bid process. With **BidPack™** online bid management, you'll see the difference in **saved labour, saved time** and **more competitive bidding!**

Featuring

Custom Billing Parameters

Specify who will be paying for the viewing, downloading or printing of the tender documents. If desired, billing can be passed along to the subtrades.

Automatic E-mail and Faxing

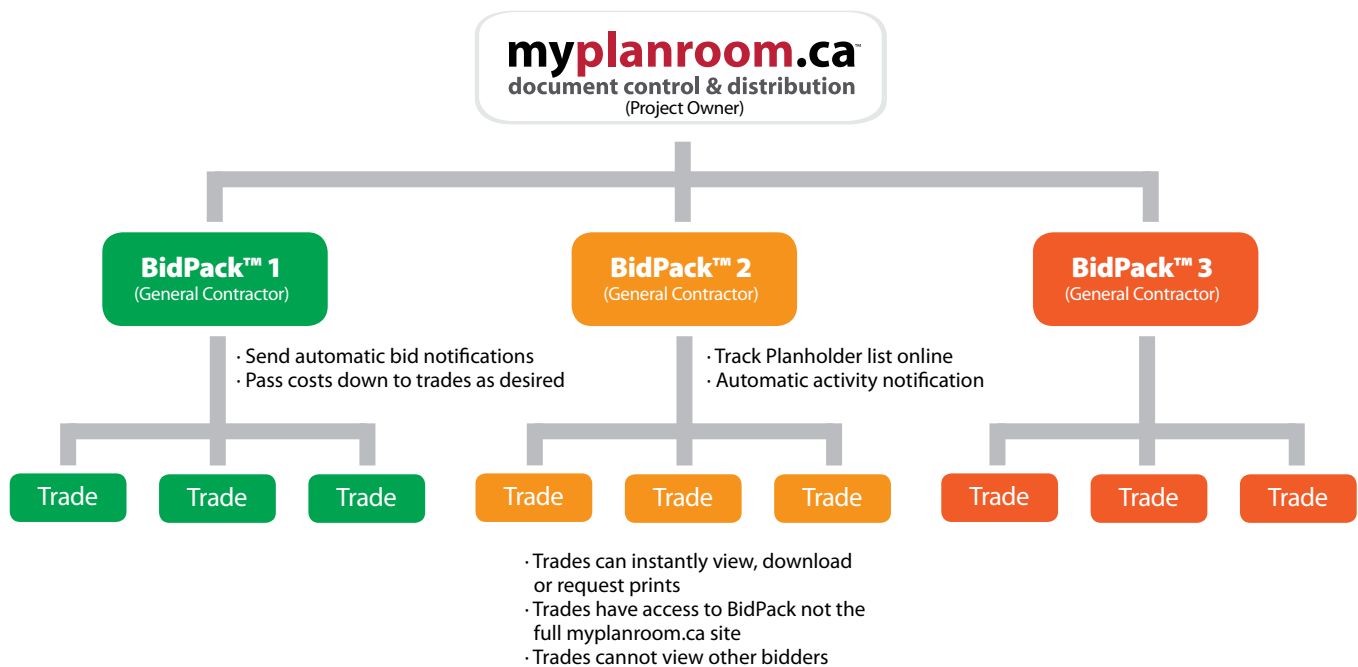
Both e-mail and faxes are automatically generated out of your planroom. When a subtrade is using faxing as their main method of communication, they can reply via bar coded faxes that are automatically stored as PDFs in your planroom.

Instant Viewing, Downloading & Print Ordering

Once a trade has logged into the BidPack™ site, they are ready to view, download and request prints. Clients can save print and delivery costs associated with the distribution of tender documents.

Online Bid Monitoring

Track who's bidding, and what documents have been viewed, downloaded or printed. Automatic reminders are sent to subtrades if they haven't acknowledged their intention to bid.



Do you still have trades using fax only?

No problem! Trades are automatically notified of tenders via fax. If they intend to bid, they simply fax back the sheet and check off the documents they require.





Construction Phase

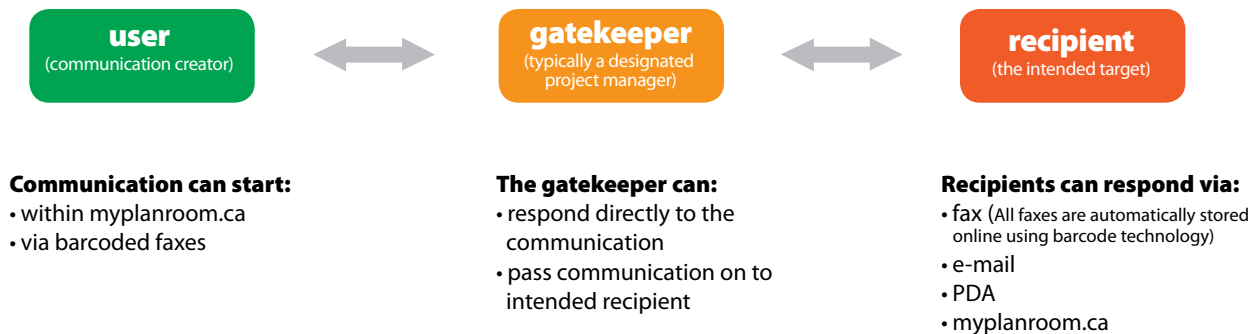
Whether it's improving your shop drawing turnaround, distributing prints to the job site, or managing all construction communications, myplanroom.ca can do it all during the construction phase.

Quicker Shop Drawing Turnaround

With less time spent depending on couriers and waiting for print shops to upload drawings, clients have experienced up to a 48 hour quicker turnaround between initial print requests and delivery. Plans are sent back and forth online for Approval-In, Approval-Out and Construction Issue to speed up approval process.

Project Track™ Communications Manager

Working like an e-mail tracking system, Project Track™ enables users to send, track, receive, and log RFI, CCN, CN, SI and other communications using myplanroom.ca. Communications can be created from within the planroom or in hardcopy form using pre-printed barcoded faxes. Users can respond to communications via e-mail, PDA, barcoded faxes or from within the planroom. All responses (even from e-mail, PDA and fax) will be automatically stored in myplanroom.ca without the need to log-in. A documented communication trail is created using InfoFlow™, ensuring quick and easy access to information at any given time.



What do our clients have to say?

“myplanroom is an innovative, user-friendly program which saves time and money. It's absolutely essential for anyone involved with managing and organizing drawings and project management.”

Mark Brusso
Contracts Manager
The Alterra Group of Companies



Contact us

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