



VENDOM

VENDOR AND ENGINEERING DOCUMENT MANAGEMENT



DOCUMENT MANAGEMENT SYSTEM

VENDOM Presentation

Project Oriented

- Manages documents by discipline, type, work package
- Revision and Status control records a complete document life-cycle history



Integration & Format



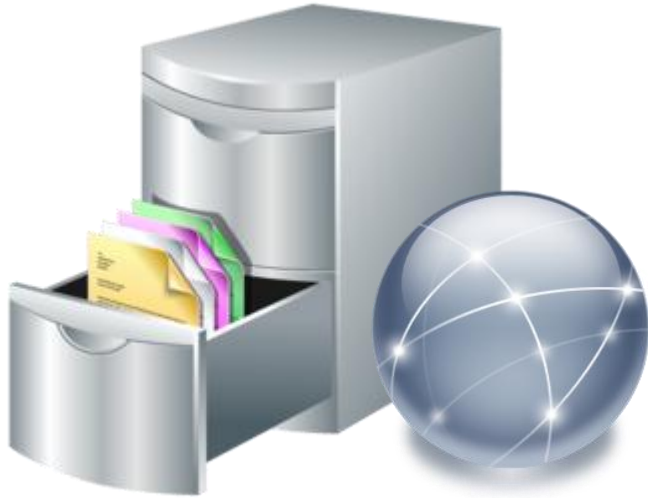
- Integration with Windows applications including Microsoft Office applications, CAD...
- Supports all file formats, such as standard Office documents like
- Microsoft Word, Excel, etc., PDF files, CAD models and drawings, images, scans of paper document, and emails and attachments

Access Rights

- Controlled access to documents
- Access rights defined by project, discipline, document type, file type, project contributor



Document storage



- Centralized secure repository with easy access and fast retrieval
- Efficiently store, search, view, and distribute documents
- Access documents from any location around the world – LAN Access, Web, VPN, CITRIX Access

Multi Companies, Multi Users

- Multi user
- Multi company
- Multi project contributors



Workflow & Production



Workflow

- Modern and secure team collaboration across the project
- Distribution Matrix definition and Automatic Transmittal generation
- Complete tracking of document circulation



Document production

- Automatic progress calculation –useful for engineering companies
- Link to your project planning via the work package data

VENDOM

Vendor and Engineering
Document Management



More Details

This section presents more details on VENDOM

Document Register

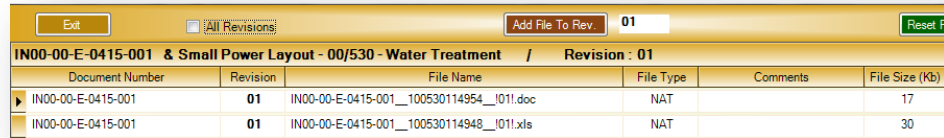
- Project document list by discipline and type of document

Company Number	Discipline	Document Type	Document Number	Document Description	Revision
Number of Documents: 6 262					
INEU	CAD	03	IN00-E-0063-001	CLASSIFICATION PLANS 70 - INCINERATO	
INEU	CAD	03	IN00-E-0067-004	CLASSIFICATION PLANS 000 - MAINONTR	
INEU	CAD	03	IN00-E-HB-0017-001	ELECTRICAL SWITCHGEARONTRONL AND	02

- Document Revision and Status tracking – complete document life - cycle
- Automatically archive old versions of documents and maintain a historical record of all changes
- Document list filtering, sorting and searching

Document Register

- Easy search and fast document retrieval
- Import /Export document list and files from/to Excel
- Attach files to documents / revision



The screenshot shows a software interface with a yellow header bar. On the left is an 'Exit' button. In the center is a checkbox labeled '(All Revisions)'. On the right is an 'Add File To Rev.' button followed by a text input field containing '01'. Further right is a 'Reset F' button. Below the header bar, the title 'IN00-00-E-0415-001 & Small Power Layout - 00/530 - Water Treatment / Revision : 01' is displayed. The main area contains a table with the following data:

Document Number	Revision	File Name	File Type	Comments	File Size (Kb)
IN00-00-E-0415-001	01	IN00-00-E-0415-001__100530114954__I011.doc	NAT		17
IN00-00-E-0415-001	01	IN00-00-E-0415-001__100530114948__I011.xls	NAT		30

- Extract documents with attached files

Workflow

Modern and secure team collaboration across the project

- Workflow – send / receive documents to/from different companies and people
- Distribution Matrix definition and Automatic Transmittal generation
- E-mail notification prior to a review

Workflow tracking

- List of all transmittals by destination and people
- List of not processed documents , who is late
- Document circulation reports by discipline and people

To-do list for each person involved in the workflow

- List of documents to process (Approve / Comment / Reject) with action deadline

Workflow actions

- Approve document, Comment, Reject, For Information
- Handles actions deadlines
- Logging of workflow activity for auditing

Workflow

Definitions

- Definition of specific workflow numbering (from / to Client, Internal, Partners...)
- Definition of multiple destinations for the workflow (Client, Internal, Partners ...)
- Definition of a Distribution Matrix for each destination used to automatically generate transmittals

Selection

- Selection of people to be included in the workflow
- Selection of documents to be sent to each person
- Selection of files for each document to be linked to the workflow

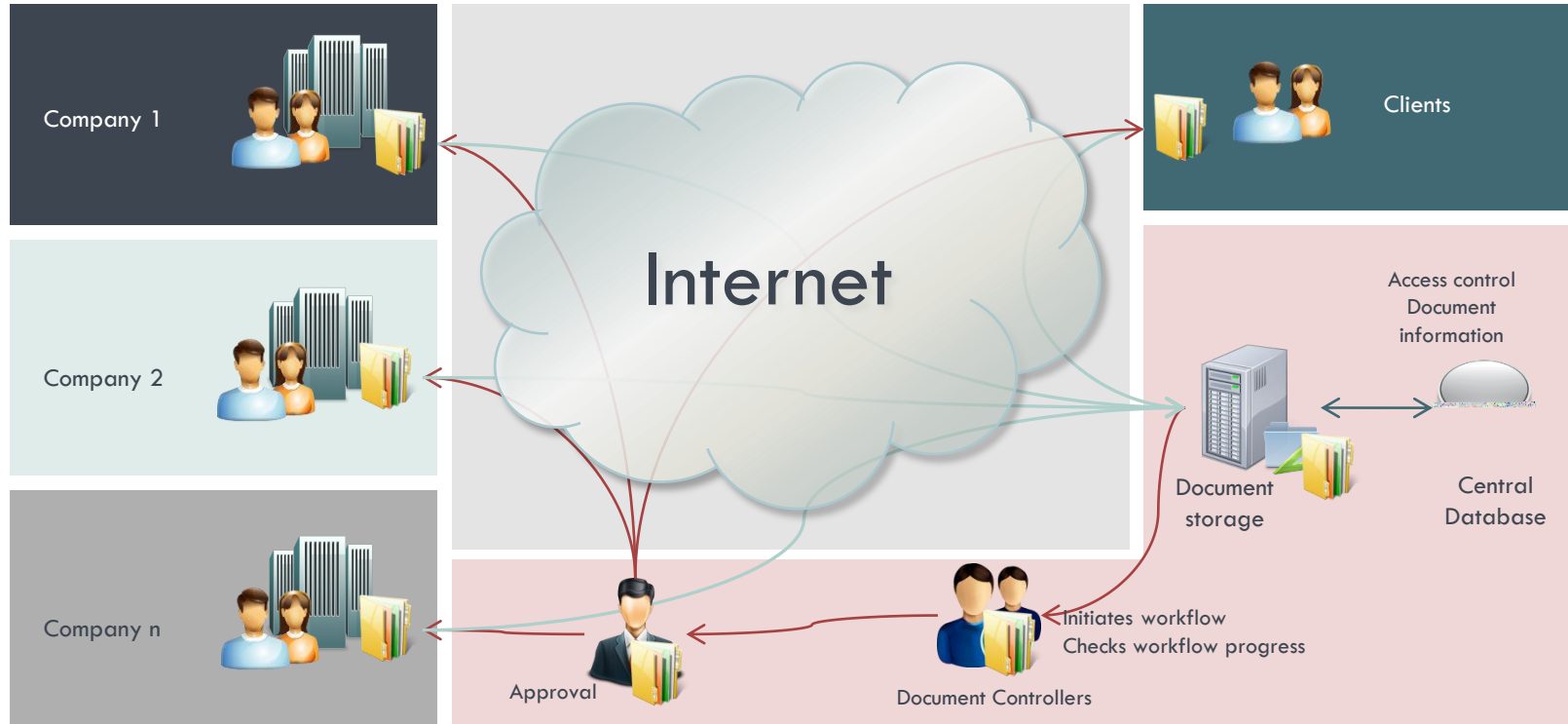
Workflow

Notification of workflow actions (approval, comment...) are sent by mail, with hyperlinks to the attached documents

Response to requested workflow actions via the Internet or the VENDOM program



Project Execution

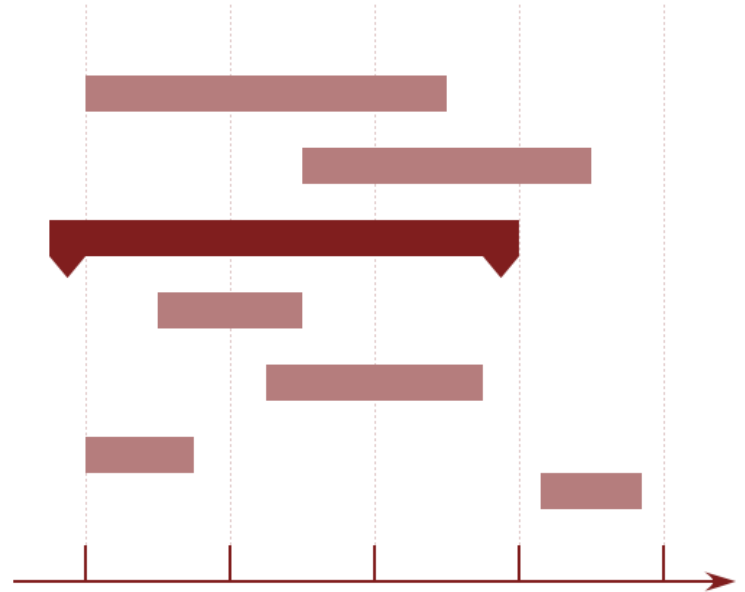


Progress Calculation

Define Progress models at the beginning of the project based on the document type and document status

Automatic calculation of the document progress when the document reaches a given status

Manual progress entry is also possible



Progress Calculation

Progress reports available

Consolidated progress by discipline and work package

History of document progress

Project: 123456 Water Treatment

DOCUMENT PROGRESS BY DISCIPLINE

Selected Companies:

Selected Disciplines:

Discipline	Description	Current: 23/10/2011			19/01/2007			18/11/2006			20/10/2006			20/09/2006			20/08/2006	
		Progress (%)	Budget	Diff.	Progress (%)	Budget	Diff.	Progress (%)	Budget	Diff.	Progress (%)	Budget	Diff.	Progress (%)	Budget	Diff.	Progress (%)	Budget
PIP	Piping	98.6	18 839	+ 5.7	92.9	18 752	+ 17.1	75.9	18 001	+ 4.5	71.4	17 892	+ 2.5	68.9	17 766	+ 2.8	66.1	16 644
QUA	Quality Assurance, Quality Control & Certification	85.9	1 088	+ 2.7	83.2	1 088	+ 1.	82.2	1 098	+ 0.2	82.	1 098	+ 1.3	80.7	1 053	- 0.1	80.8	1 053
PRO	Process	99.9	4 892	+ 2.9	97.	4 983	+ 0.9	96.	4 884	+ 0.1	96.	4 873	- 0.	96.	4 812	+ 1.	95.1	4 812
TEL	Telecommunications	99.3	900	+ 7.5	91.8	800	+ 2.7	89.1	766	+ 5.3	83.9	700		83.9	700	+ 0.6	83.2	700
MAT	Materials & corrosion	100.	300		100.	300		100.	300		100.	300		100.	300	+ 13.3	86.7	300
MISC	Miscellaneous																	
TOTAL JOB:		98.44	78 742	+ 10.3	88.1	75 604	+ 7.	81.1	71 613	+ 1.7	79.4	70 840	+ 1.7	77.8	67 961	+ 1.8	76.	64 444

Security

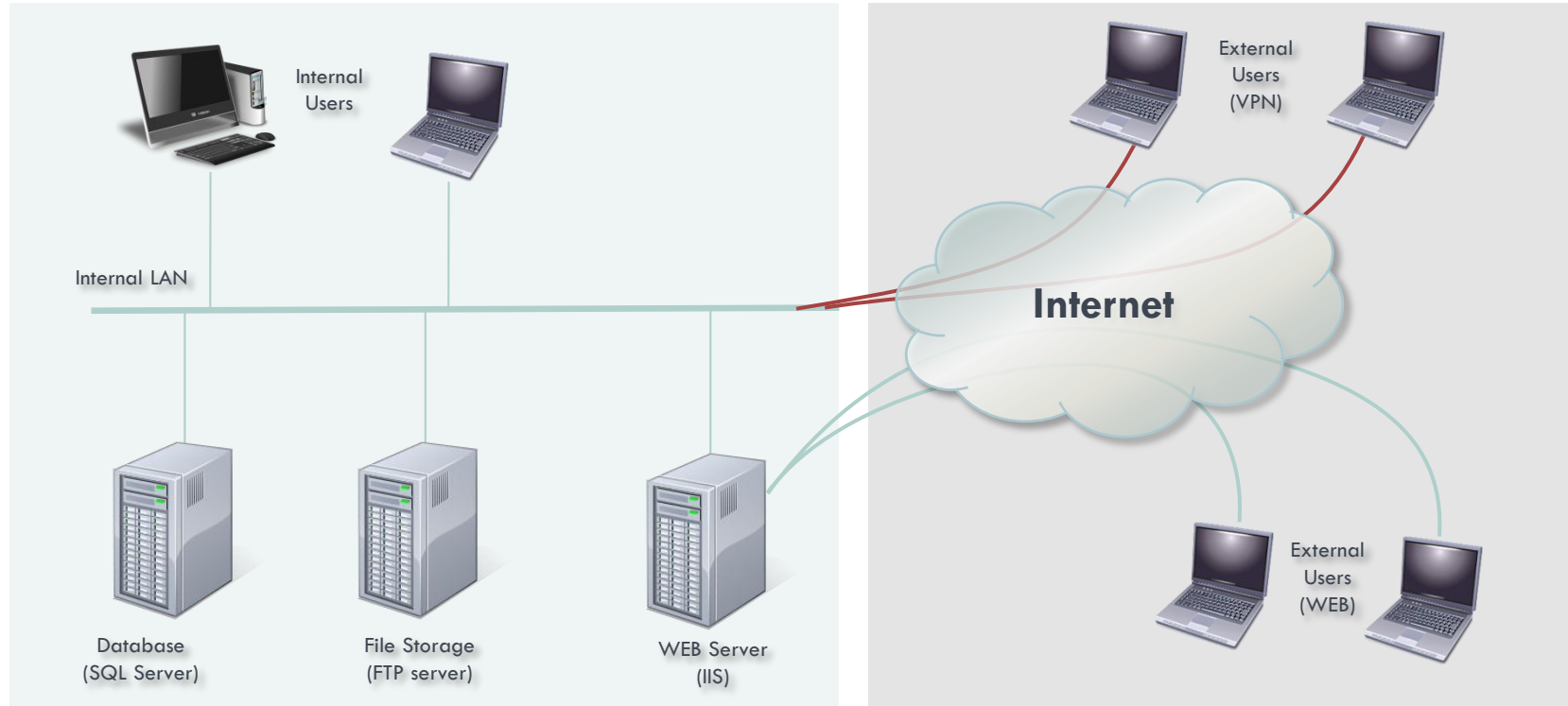
Document access definition for each user by:

- Project and discipline inside project
- Company participating to the project
- File type, document type (deliverable or not)
- Ownership on each document
- Access by groups of users



Specific access to document progress, budgets and progress history

Network Architecture



THANK YOU

04/03/2013

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