



Project file & plans

All relevant documents
and information in one place

- ✓ contracts
- ✓ correspondence
- ✓ project e-mails
- ✓ plans
- ✓ protocols
- ✓ reports

Automated filing, intelligent
workflows and role-based access
for the entire project team.



Jour fix protocols

Simplified procedure for preparation,
organization, dissemination and
storage of minutes

- ✓ management of protocol templates
- ✓ editing in Word
- ✓ versioning & change tracking
- ✓ automated distribution as PDF
- ✓ task and workflow automation

Seamless process chain directly in the
document management system –
without media disruptions.



Incoming invoices

Smooth processing – from receipt of receipt of invoice to payment

- ✓ acquisition & data indexing
- ✓ account assignment & categorization
- ✓ review and approval workflow
- ✓ audit-proof archiving
- ✓ connection to financial accounting/ ERP systems

Integrated compliance support. With reporting and auditing functions. Ideal for utilizing discount advantages.



Evidence management

Handling in accordance with regulations with evidence from suppliers & subcontractors

- ✓ organization of supplier files
- ✓ search function and status query
- ✓ configurable verification types
- ✓ workflow for verification request
- ✓ deadline setting & reminder function
- ✓ audit-proof archive

Complete traceability and consistent compliance with security measures, legal retention periods and GDPR regulations.