

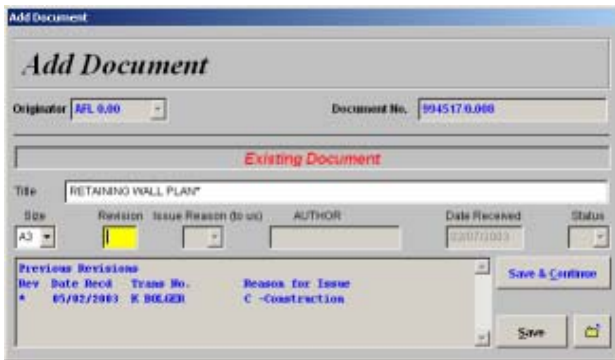
# EasyDoc

## Entry-Level Document Control

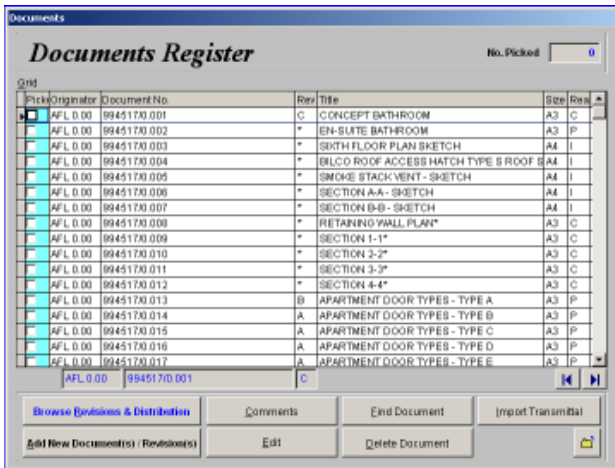
EasyDoc has been developed to provide document control to smaller projects – where there might not be a full-time document controller. EasyDoc is a scalable, multi-user system that runs on a wide range of PC hardware and software (as do all the FineDetail suite of applications).

### Drawing Control

EasyDoc provides projects with a really easy to learn method of consistently and accurately receiving and issuing drawings.



Document controllers can see at a glance what the current revision of any document is, who has been sent it and what other documents went at the same time. With this information so easily available, queries can be answered in real-time and the possibility of people working from out-of-date information can be reduced.



### Reports

EasyDoc provides numerous standard reports – designed to enable users to manage documents and track progress.

Current Documents Report

Originator	Document No.	Document Title	Rev	Issue	Issue Date	Issue By	Status
AFL 0.00	994517.0.001	C-CONCEPT BATHROOM	C				
AFL 0.00	994517.0.002	EN-SUITE BATHROOM	*				
AFL 0.00	994517.0.003	SOUTH FLOOR PLAN SKETCH	*				
AFL 0.00	994517.0.004	BILCO ROOF ACCESS HATCH TYPE B ROOF	*				
AFL 0.00	994517.0.005	SMOKE STACK VENT - SKETCH	*				
AFL 0.00	994517.0.006	SECTION AA - SKETCH	*				
AFL 0.00	994517.0.007	SECTION BB - SKETCH	*				
AFL 0.00	994517.0.008	RETAINING WALL PLAN*	*				
AFL 0.00	994517.0.009	SECTION 1-1"	*				
AFL 0.00	994517.0.010	SECTION 2-2"	*				
AFL 0.00	994517.0.011	SECTION 3-3"	*				
AFL 0.00	994517.0.012	SECTION 4-4"	*				
AFL 0.00	994517.0.013	APARTMENT DOOR TYPES - TYPE A	B				
AFL 0.00	994517.0.014	APARTMENT DOOR TYPES - TYPE B	A				
AFL 0.00	994517.0.015	APARTMENT DOOR TYPES - TYPE C	A				
AFL 0.00	994517.0.016	APARTMENT DOOR TYPES - TYPE D	A				
AFL 0.00	994517.0.017	APARTMENT DOOR TYPES - TYPE E	A				

### Scalability and Portability

EasyDoc has been developed with real projects in mind – a document controller can start a project during the tender stage, managing original design information. After a successful bid the information can be moved to a laptop so that a planner can carry on the process as a project moves to site. For projects with local networks, EasyDoc can be shared – with some users being restricted to read-only access. As projects come to completion, final project information can be returned to a head office environment for archiving and managing the project close out procedure.

### Collaboration and Cooperation

EasyDoc is being adopted by architects and engineers, where more than one party in a project is running EasyDoc (or any other member of the FineDetail construction suite) users can exchange transmittals electronically – reducing errors and minimising retyping. Where design teams are e-literate and able to deposit documents electronically with plan printers (such as ServicePoint) EasyDoc can create electronic 'print shop requests' which can include copies of the final transmittals for forwarding printed documents.

#### Print Shop Request Reference No.: L002070/0002

Please prepare and deliver to our project office copies of the following document in the sizes shown below:

Document No.	Rev.	No. Copies	Size
994517.0.001	-	1	A4
994517.0.002	-	1	A3
994517.0.003	-	1	A3
994517.0.004	-	1	A3
994517.0.005	-	1	A3
994517.0.006	-	1	A3
994517.0.007	-	1	A3
994517.0.008	-	1	A3
994517.0.009	-	1	A3
994517.0.010	-	1	A3
994517.0.011	-	1	A3
994517.0.012	-	1	A3
994517.0.013	-	1	A3
994517.0.014	-	1	A3
994517.0.015	-	1	A3
994517.0.016	-	1	A3
994517.0.017	-	1	A3

#### Summary of Copying Requirements (No. of copies in each size)

A3	1
A4	1

We request the copies to be faxed where appropriate and with us by 10:00am, should there be any difficulty in meeting this deadline please let us know as soon as possible.

Yours  
Fred Bulluck  
Design Manager  
Telephone: 01206 200000  
150, 151, 150, 150

### Hardware Requirements

EasyDoc will run efficiently on low-spec, low-cost hardware. The minimum recommended specification is:

- Windows 98
- 64 Mb RAM, 1Gb HDD
- Pentium III 300

EasyDoc can easily be networked, running on most commonly available LANs (Novell Netware, Windows NT or even Windows 98 networking).