

# Drawing Manager



**Workspace™ Drawing Manager makes managing and tracking drawings easy and increases productivity across the project team and in the drawing office.**

## What benefits can you expect when using Drawing Manager?

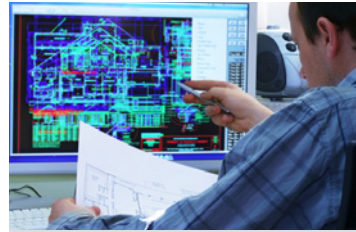
- Increased efficiency through automated document revision and issue management.
- Improved professionalism through enhanced visibility and control of drawings.
- More time for fee-earning work through the eradication of administrative tasks.
- Reduced risk through the easy deployment of best practice and standard procedures.
- Enhanced support for quality assurance through robust audit and traceability.



## Planning

Your practice probably relies on inconsistent and cumbersome Excel spreadsheets for document and issue records. Significant time and cost is wasted by manually managing these important records and it is an unnecessary risk to your company.

Workspace™ Drawing Manager replaces Excel spreadsheet records with an intuitive system which supports the design planning process and creates drawings within your defined numbering schemes. The Drawing Register places the key document information, including document number, name, description, status, revision, scale and issue details, at the fingertips of your project team. The Drawing Register is a live representation of the status of all project drawings and a PDF register can be created at any time. Filters allow the precise and rapid searching of documents with fully customisable tags which can include drawing type, work package, work stage and building level. Workspace™ Drawing Manager empowers the project team to make better-informed decisions more quickly by providing effortless and real-time access to the documents, their current status and the actions that must be undertaken.



## Drawing Management

Managing drawings through Windows Explorer folders and tracking the files in Excel spreadsheets is time-consuming for experienced staff and impractical for productive multi-office collaboration. This traditional method of managing drawings is complex and fraught with unnecessary risk because of the sheer volume of documents and tight project deadlines. Mistakes inevitably occur when the project team are acting on inaccurate information which can ultimately lead to disputes or even legal action concerning malpractice. Workspace™ Drawing Manager seeks to centralise and simplify the control of project drawings and associated documents. The result is a simple and easy to use interface for the creation, searching, viewing and issuing of controlled documents from an integrated and live register.

**Drawing Manager Full** users also get the benefit of work-in-progress functionality to support AutoCAD and Microstation file formats. This enables control over the title block, drawing version, file dependencies (X-refs) in addition to the issuing process. Benefits include significant time savings through the automated creation of drawing files and the immediate update of both the drawing file and register.



## Issuing

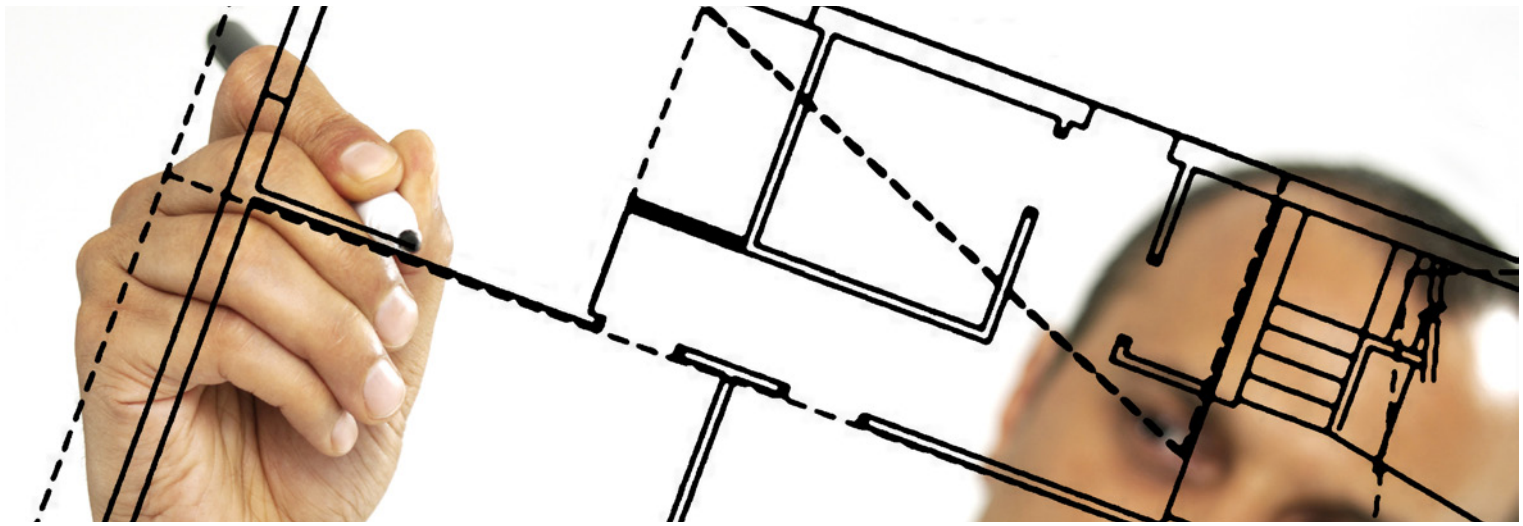
It is vital to hold accurate drawing and document issue records to protect the practice from potential legal claims and both gain and improve quality assurance certifications such as ISO9001. Your current processes are likely to be slow and a significant administrative burden. You will be using inefficient manual Excel issue sheets which are unreliable because their manual nature can lead to inadvertent mistakes and therefore inconsistent and inaccurate records. Issuing drawings and documents through the Workspace™ Document Control System is fast and easy. The process only requires a few clicks; just select the recipients, documents and the required transmittal method (email, paper, CD, Workspace™ FTP or extranet). Documents issued are stored in the database recording the project, recipients, time, reason and document version, and your standard company issue sheet is generated and sent automatically. Benefits accrue from the automatic provision of a comprehensive issue history record that allows you to trace back to the specifics of every issue. The automation of the issue process releases time for staff to focus on fee-earning activities.

***“No more juggling multiple spreadsheets, Workspace™ Drawing Manager Lite does all of the hard work for us!”***

**Scott Campbell**  
Grimshaw

***“Workspace proved to be vastly more scalable, functional and streamlined than other products on the market”***

**Peter Morris**  
AHMM



## Logging received drawings

Your practice receives a large volume of documents and drawings that should be carefully filed. Processing incoming information is time-consuming and challenging given that not all content is relevant, the quality of data received is varied, and the method of receipt includes both hardcopy and electronic formats.

Workspace™ provides a suite of tools to assist with the receipt and processing of incoming drawings and documents. Features include integration with Outlook to allow drag-and-drop filing, email attachment stripping and the automatic matching of incoming drawings against existing records. Benefits include less possibility of human error through a standard approach to logging received drawings, improved traceability of where documents have originated from and their revision history.



## Underpinning Quality Assurance

Many organisations' Quality Management Systems have become outdated with the advent of email and electronic document management. This leads to inconsistencies in working practices and an increased risk of breaches in your company's processes. Workspace™ provides a structured approach to organising your processes to support the delivery of profitable projects on-time. Through both automation and simplification Workspace™ will enable you to deliver best practice, ensuring the drawing office and project team are working consistently and in-line with your standards. Workspace™ provides the backbone to your company's Quality Management System (QMS). Attaining ISO 9001 or updating your existing QMS can be significantly simplified which, in turn, provides the opportunity for your practice to win more work, reduce costs and impress clients. CAD protocols can be defined and enforced through the system ensuring that drawing procedures are consistent across all teams and projects. This ultimately reduces risk and improves the professionalism of the practice.

***"The Email drag and drop functionality and the ability to handle incoming drawings was the additional pull that convinced the Directors"***

**Glenn Brown**  
Conisbee

***"Workspace is a self fulfilling QA system which gives us an edge when going up against competitors"***

**Lesley Rash**  
Quincey Mason Practice

***"As a solution to view all the data sources on a project in one place, Workspace™ was unbeatable"***

**Moira Weitzen**  
Reiach and Hall Architects

***"It's brilliant! Architects train for years to spend their time designing buildings, not formulating strategies for filing documents!"***

**Bethany Wren**  
JCMT Architecture

***"All the partners recognised that having one central access point would allow Architects to work more efficiently"***

**Ross Hutchinson**  
Unit Architecture