

Formark Engineering Transmittal Solution for Livelink®

Increase Compliance, Reduce Risks, Save Time & Money

THIS LIVELINK SOLUTION ENABLES THE CONTROLLED CREATION AND THE SECURE ELECTRONIC DISTRIBUTION OF ENGINEERING TRANSMITTAL PACKAGES TO INTERNAL AND EXTERNAL PARTIES – HELPING YOU TO REDUCE THE RISK OF SENDING OUTDATED DOCUMENT VERSIONS AND TO SAVE YOU TIME & MONEY.

MANAGING VALUABLE CONTENT

Organizations in the oil and gas, utilities, and design & construction sectors must effectively manage and control their valuable engineering content throughout its lifecycle. From the initial design and construction to full operation and on-going maintenance, the controlled and timely transfer of information is necessary to reduce risk, manage cost, and optimize schedules. This information must be transferred both internally and externally with consultants, general contractors, operators, clients and other groups.

The Formark Engineering Transmittal solution for Livelink enables the timely and consistent assembly of transmittal packages containing valuable engineering content for electronic distribution inside and outside of the organization. This solution approach will increase your competitiveness by reducing risks and costs, and providing improved service to clients.

CHALLENGES

Many organizations have poor control over their engineering content transmittal process. Many projects end up using individual, manual approaches to assemble and distribute valuable documents such as technical drawings, specifications, standard operating procedures (SOP's) and maintenance manuals.

As a result, there is the risk of expensive project rework during

construction, as well as errors during project operation and maintenance due to the incorrect version of a document being transmitted. Also, time is wasted by Document Controllers on the manual activities required to create, record and report on transmittals and to organize the documents for copying and shipping. All of this results in slow cycle times that drag on project schedules. At the same time it is difficult to be assured that transmittals have been received and to access up-to-date status reports, resulting in further manual follow-up activities.

SOLUTION

The Formark Engineering Transmittal solution standardizes and simplifies the transmittal process for Document Controllers and other essential personnel involved in creating, sending and receiving transmittals.

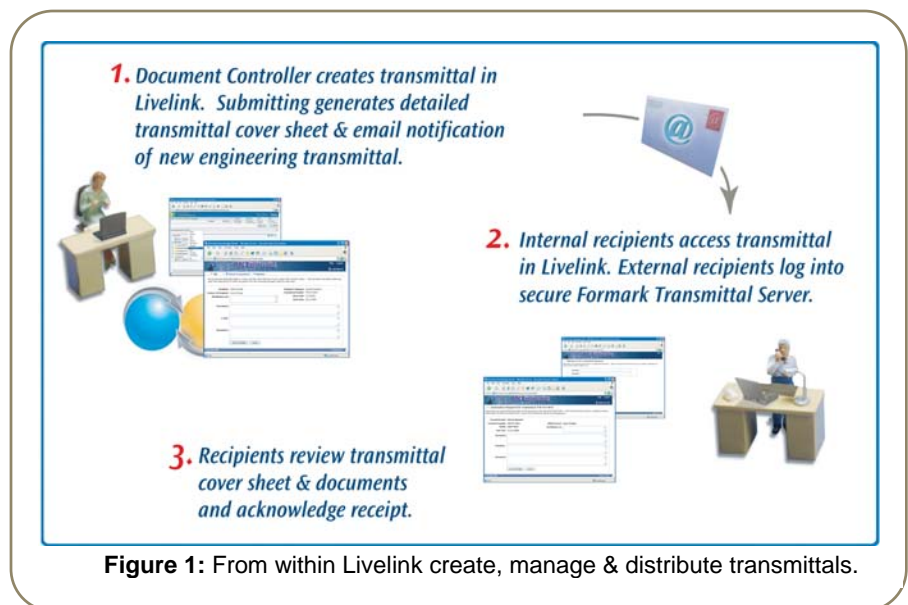


Figure 1: From within Livelink create, manage & distribute transmittals.

The solution's multi-tab form guides Livelink users through the consistent creation of transmittal packages. This includes the selection of the transmittal type and relevant versions of documents controlled by Livelink, and the identification of transmittal recipients. Automation creates the transmittal cover sheet, which details all the particulars of the transmittal, and sends email notifications to all recipients of new transmittals.

The result is transmittal packages that are compliant to your process and for which you can demonstrate compliance. This enhanced control over these valuable documents helps ensure that the correct document versions are transmitted to the correct parties. This directly translates into a reduction in project rework and reduced operational and maintenance errors to provide you with lower costs and lower risks of litigation.

External recipients use a web browser to log into the Formark Transmittal Server, which is located behind your firewall, to securely access only their transmittals. Once logged in a list of all of their current transmittal packages is presented. Selecting a transmittal package presents its associated documents and cover sheet, and provides the opportunity for the user to formally acknowledge receipt of the transmittal. Other actions may also be required such as uploading marked-up drawings or other documents, and the automated transmittal of these files back to Livelink and the initial sender (requires optional module).

Document Controllers and internal recipients can create and access transmittals 24x7 via Livelink using only a web browser. External recipients access transmittals through the secure Formark Transmittal Server, also using only a browser, 24x7.

SUBSTANTIAL BENEFITS

The Formark Engineering Transmittal solution provides the following substantial benefits that improve your market competitiveness through reduced risks and costs and improved service to clients.

- Ensures transmittal process compliance for all transmittals thereby providing greater control over valuable engineering content
- Reduces the risks and costs of working with outdated versions of documents during construction, operations or maintenance
- Increases the productivity of Document Controllers by eliminating manual transmittal creation, record keeping, reporting and distribution
- Automatically generates a complete record of each transmittal package
- Enables real time reporting, including record of acknowledgement and receipt
- Shortens the delivery and review time via electronic distribution to minimize project delays and thus shorten project schedules
- Creates hard dollar savings by eliminating printing, copying and courier activity.

The Formark Engineering Transmittal solution increases your control over engineering transmittals, reduces your risk of error and of project rework to save you time and money.

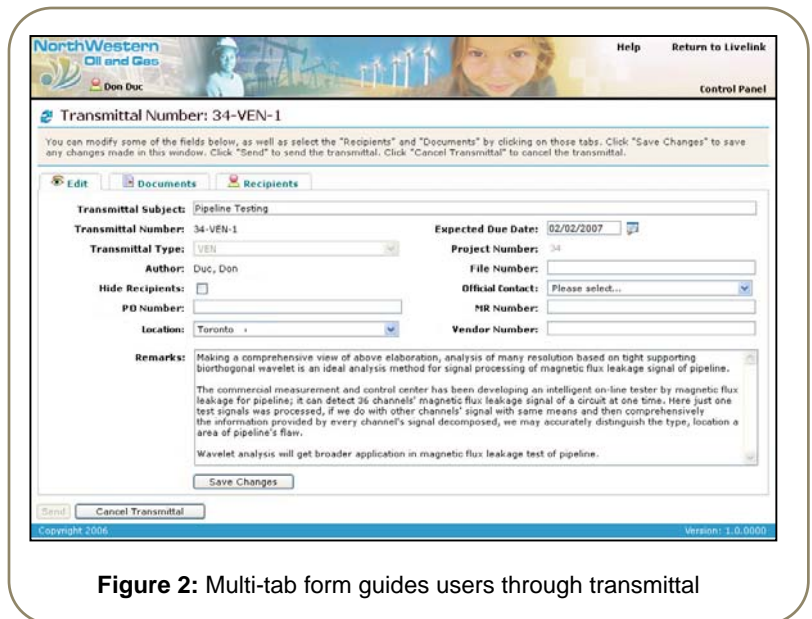


Figure 2: Multi-tab form guides users through transmittal

For more information visit www.formark.com, phone (613) 599-5173 x230 or email sales@formark.com.

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