Building a Digital Document Workflow for the AEC Industry

Executive Summary

Traditionally, document management in the construction industry has been paper based, labor intensive, slow, and prone to error. Due to long project lifecycles and multiple user communities, a fragmented document workflow still exists on many projects today.

Powerful technology solutions are emerging, but customers are at varying stages in the transition to a digital workflow. Although they are continuously searching for the latest tools designed for the industry, when adopting digital document management, they need assistance to move at the rate that makes the most sense for them.

A High-Touch and High-Tech Solution for the AEC Industry

ARC's secure and scalable document workflow covers the entire project lifecycle and connects far-flung teams and locations. We've built a process that allows for documents to move from design and collaboration, to bid and build, and lastly to operation.

How have we done this? By integrating our products and services into a comprehensive digital workflow. Major elements of the workflow include hyperlinking services, Building Information Modeling, PlanWell Cloud, PlanWell SmartScreens, mobile apps for project collaboration, and Archiving and Information Management.

Hyperlinking Services

Most construction projects have thousands of pages of documents — from drawings and specifications to RFIs and ASIs. For a project manager, a subcontractor, or an inspector to navigate through that many pages quickly is impossible. That's where hyperlinking comes in.

Our hyperlinking service links all your project documents in one master file and maintains it for the life of the project. Project documents are stored in a cloud-based, syncing tool, which allows all team members to view the latest information in real time. All ARC hyperlinked projects can be viewed on iPads and mobile devices.

> "Our superintendents now carry iPads with access to all the linked documents. They no longer have to walk back-and-forth from the jobsite to the trailer to look at a computer screen."
>
> — **John Warren, Senior Project Manager Clark Construction**

Building Information Modeling

Our BIM services group creates quality BIM models and objects for data management and collaboration. BIM service reduces financial uncertainty for owners and developers and minimizes time delays and change orders. Our suite of BIM products span the building lifecycle, providing variable deliverables aligned with each stage of operation.

PlanWell Cloud

Project teams can share, access, and manage project documentation in a secure online environment with PlanWell Cloud. Virtual or extended project teams are guaranteed to be on the same page as all project information and communication is stored in a central repository. Files are automatically tracked, and team members are notified in real time of critical document updates. Google-like search capabilities help you with in-document searches.

PlanWell SmartScreen

Our interactive whiteboards give you the ability to manage your content in a collaborative style. These high-quality, high-impact flat-panel displays are the perfect tool to turn your everyday meetings into productive collaborations. They are more powerful than most other whiteboards because they have their own on-board integrated computer that enables you to share plans, files, and just about any presentation content in a highly visual, interactive way.

Mobile Device Capability

We have end-to-end solutions for mobile devices of all kinds. Team members can communicate, exchange files, and manage versions on the go, enhancing overall project collaboration and productivity. Access the latest updated documents available on the project no matter where you are and sync to the cloud.

Archiving and Information Management

We perform a thorough audit of your paper archive and then clearly define your current spending on storage fees. We study your process for accessing documents and, using our decades of imaging experience, provide you with a comprehensive evaluation. In creating your digital archive, our proprietary scanning system repairs typical document issues and creates a near-perfect image. It then automatically generates in-document search capabilities. You can combine archives with active files in the PlanWell Cloud.

The result is a universal content cloud, where you will have access to new and legacy documents, synchronized across all platforms, from phones and tablets to touchscreen monitors and desktop computers. Retention and purging policies are tailored for your company's needs.

> "Clients who used to have thousands of cubic feet of paper locked up in boxes, warehouses, and file cabinets are now able to access their design work and critical documents on demand. ARC creates a document ecosystem for our customers in which all documents are captured, organized, stored, managed, and retrieved anywhere in the enterprise."
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> — **Kumar Wiratunga, Director of Technology**
>   **ARC Document Solutions**

Streamline Your Data Management — from Planning and Design to Construction and Operation

ARC has been managing customers' information for more than 100 years. We have the domain knowledge and experience to provide excellent customer support for the journey to a complete digital workflow.

We operate in most major metropolitan areas in the U.S. and in many international locations. This enables us to transfer work seamlessly from one geographic area to another. With more than 170 service locations and partnerships in 50 countries, our extensive footprint provides you with unparalleled overtime and emergency services.

ARC's digital document workflow reduces the labor and expense of print, enables faster communication, and makes mobility central, making you more productive and helping you achieve on-time and on-budget project completion — all leading to higher profitability.

> "What's great about the ARC staff is that they're willing to help you at any moment. I'm able to call if I need help or I can't figure something out, and they're already in my files helping me through it."
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> — **Chris Schoeneck, designer,**
>   **AVRP Studios**