

EE Transmittals benefits

- Secures your Information Supply Chain, controlling two-way communication with third parties and applying business processes to outgoing and incoming documents.
- Improves collaboration between multiple internal departments and third parties using configurable built-in business processes.
- Reduces risk by providing an audit trail of collaboration with third parties so you know what has been sent, to whom and when.
- Accelerates project completion by identifying bottlenecks via easily accessible reports and automatically notifying management if agreed timescales are not being met.
- Saves time, money and effort by minimizing the manual tasks involved in managing the sending and receiving of documents to third parties.
- Reduces costs through a robust, scalable, enterprise-wide solution.

McLaren Software's Enterprise Engineer Transmittals application controls the internal and external distribution of project content, providing a fully auditable process. As a result, organizations can reduce cost, lower risk, increase efficiency and accelerate project execution.

Issues facing enterprises managing complex and regulated projects

To manage projects effectively, you need to be able to answer these questions: Who has been sent what document? Which version? When was the document sent? Has the document been received? How long is the feedback process? Has the document been approved? Where is the audit trail for these documents? How do I manage document packages outside my organization?

Enterprise Engineer (EE) Transmittals extends Enterprise Engineer's control of engineering content to include the entire Information Supply Chain, allowing organizations to dramatically reduce risk and accelerate project execution. EE Transmittals provides a controlled, secure and efficient collaboration environment for two-way communication between your internal document controllers, maintenance personnel and third parties such as vendors, contractors, regulators and customers.

EE Transmittals allows organizations to track distributed documents, fostering collaboration and aiding the design, review and approval process. EE Transmittals accelerates project execution by identifying communication bottlenecks via easily accessible reports and unambiguous audit trails that show exactly what documents have been sent, when they were sent and to whom they were sent (for transmittals as well as submittals from third parties). This all provides Management with valuable insight into the work process.

EE Transmittals Overview

EE Transmittals provides configurable functionality for the controlled, two-way distribution of engineering content, including drawings, documents, images, correspondence, procedures and specifications to internal project teams, remote team members and external suppliers and contractors. The shared content includes instructions on the actions required, a coversheet listing the documents that form the

transmittal and an audit trail of activity is automatically generated to manage enterprise communication risks.

Relevant documents can be grouped as a transmittal package, and then distributed according to pre-defined business rules. These business rules, defined in XML transmittal templates, can be easily configured to accommodate your project's specific communication plan. EE Transmittals allows project tasks to progress smoothly; saving time, reducing cost and effort, and facilitating faster project delivery.

Transmittal recipients are notified of new transmittal packages via standard email. Internal recipients can open and manage transmittal packages through the standard Enterprise Engineer Work Manager. External recipients are directed to the EE Transmittals Portal, where they can login securely, download the transmittal zip file, acknowledge receipt and manage their transmittals.

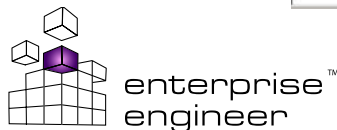
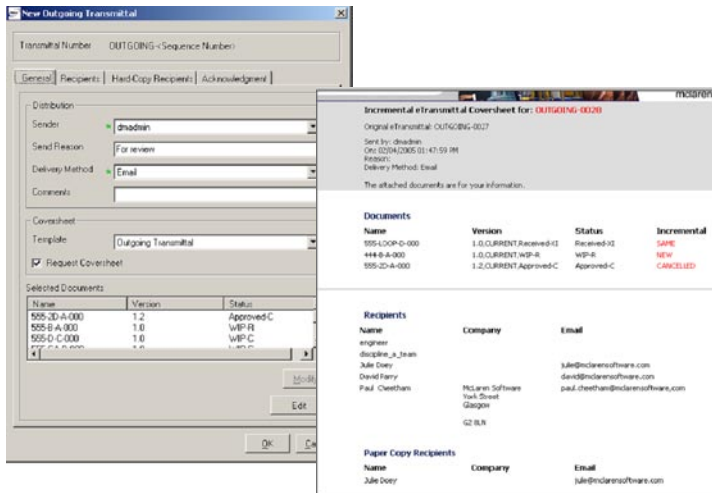
With EE Transmittals it is always possible to see what has been sent to whom, when and whether they have completed their assigned tasks, and to comprehensively report on this information. EE Transmittals can schedule due dates and send notifications and reminders when these dates are missed. As a result, organizations can expedite and control the overall design, review and approval process with third parties.

EE Transmittals also allows your organization to apply all of your internal business processes to both scheduled and ad-hoc incoming documents from external parties, what we refer to as Submittals. This greatly reduces risk when dealing with third parties, by giving organizations the same level

of control over incoming documents and by managing project and contract milestones which are often associated with the transfer and acceptance of documents. The EE Transmittals application allows third parties to proactively submit documents or work requests, and the Web Portal provides easy access with no software required on their end. Third parties have the ability to formally submit documents in an electronic or hardcopy format.

EE Transmittals features

- Contains built-in industry best practices for the controlled distribution of documents using predefined, easily configurable business rules.
- Controls both internal project teams and external suppliers and contractor's participation in the design, review and approval cycle.
- Alerts transmittal recipients via email when new transmittal packages are sent.
- Delivers full auditing capability, and comprehensive reporting at a transmittal/ submittal, document, and recipient level.
- Allows you to save transmittals to edit and send at a later time.
- Provides pre-configured searching to locate transmittals.
- Integrates with EE Drawing Manager to handle CAD drawings.
- Automatically generates a summary coversheet detailing the file contents of each transmittal package, including CAD reference files.
- Controls the scheduled or ad-hoc transfer of information from external parties in electronic or hardcopy format.
- Incorporates incoming documents into your defined corporate business processes.
- Manages project and contract milestones which are often associated with the transfer and acceptance of documents.



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