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# WILKEN CIWI DIGITAL PROJECT FILE

Projects are often enormously complex and exhibit **challenging communication and documentation requirements**. Colleagues from different departments and in different national and international locations have to collaborate on documents and need to have access to critical data.

Collaboration in projects produces lots of documents – both by one's own staff and that of project partners. Various versions of these documents have to be exchanged regularly, to-do lists have to be updated, project plans must be kept current, and meetings documented. Experienced managers of large-scale projects are well aware of the vast number of different tasks that have to be tackled when working together.

As a central document and data repository Wilken Ciwi Digital Project File not only offers services to alleviate these tasks. It also presents organisations with opportunities to work more cost-effectively. All data is compiled in one single project file and independent of the supplier of a legacy software solution or the application itself. Everyone involved has access to the data relevant to them, e.g. work orders/contracts, topical documents, clearances, vouchers, status reports, meeting minutes, bookkeeping etc.

Wilken Ciwi Digital Project File has been integrated into the Wilken Ciwi project management solution Fundtrac. Connectivity to other applications, e.g. third-party solutions employed by a client, is also available.

Wilken Digital Project File may not only be employed as a local in-house solution. Employees on location, external project teams, or partners elsewhere in the world may also use the application in order to provide everyone involved with the right data at the right time. The Internet makes ubiquitous access to project files possible – independent of location or time. Collaboration can be further accelerated by integrating project partners or clients directly into common workflows. One click grants a clearance, submits a confirmation, or completes an assessment. The processes are fast and efficient and provide for full journaling of all activities and secure connections.

**WILKEN'S SOLUTION NOT ONLY HELPS SAVE YOUR MONEY BUT ALSO THAT OF YOUR PARTNERS. A SERVICE ADVANTAGE YOU CAN USE TO PROMOTE YOUR WORK!**

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# DIGITAL PROJECT FILE

## YOUR BENEFITS FROM USING WILKEN DIGITAL PROJECT FILE:

- ✓ More effective collaboration within a project through decentralised access to all relevant project data
- ✓ Location-independent access to project documents
- ✓ Knowledge parity on all levels of collaboration through a centralised document repository
- ✓ Avoidance of superfluous searches for the right data
- ✓ Increased transparency and data accessibility for internal and external communication processes
- ✓ Security through documentation of all accesses and edits
- ✓ Compliance with legal documentation regulations

### CENTRALISED DOCUMENT REPOSITORY FOR ALL PROJECT PARTNERS

Using Wilken Ciwi Digital Project File, you and your project partners may administer and access all relevant data in one central location – full versioning enabled. Data is accessible throughout the organisation and independent of the system used during its creation or its format. You may, for instance, integrate documents such as project contracts or procedural documentation into the project file, import master data or vouchers from other applications (e.g. Wilken Ciwi Fundtrac), file emails including their attachments or attach scanned images.

### CUSTOMISE FILE STRUCTURES

File envelope folders and file structures can be customised and adapted to changing needs. File structures may be kept current at all times to facilitate access to available documents. A comprehensive authorisation system allows for the masking of sensitive portions of a file.

### IMPROVE TEAMWORK

Wilken Digital Project File improves collaboration within teams through workflow functionality provided by the integrated process manager including management of follow-ups, deadlines, clearance procedures and notifications. Comprehensive highlighting and note-taking functionality as well as redaction and masking functions to project document privacy allow for easier collaboration on documents. An integrated search function provides options to search for either text or keywords.

### OFFICE INTEGRATION

Office documents can be easily created, modified, and finalised from within Wilken Digital Project File using templates. Full change tracking allows for easy review of document modifications. Journaling and revision tracking also provide the ability to revert to earlier document versions at any time.

### FUNCTIONALITY OVERVIEW:

- ✓ Individual structure of digital project files
- ✓ Master data transfer from the core data management system (e.g. Fundtrac, ERP)
- ✓ Archival of documents independent of format or production system (e.g. Office, E-Mail & attachments, fax, scan, image), and allocation to projects or procedures
- ✓ Multi-language capability
- ✓ Text search across meta data, document contents, and notes as well as using individual search templates
- ✓ Management of customised access authorisations
- ✓ Note-taking and highlighting functions when working with documents
- ✓ Creation of tasks, follow-ups, reminders, and notifications including email receipt confirmations
- ✓ Integration of data from external systems (e.g. Fundtrac, Mawi)
- ✓ Integrated template management for the creation of Office documents
- ✓ Share documents via e-mail or as hyperlinks directly from inside the project file
- ✓ Easy, intuitive handling for great usability

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