

# Enterprise Content Management



## Introduction

With the sheer volume of content assets that accumulate during the execution of a project, using a robust content management tool is mission-critical to optimizing operations.

This is where CMiC's Enterprise Content Management (ECM) comes in.

CMiC's ECM allows all content to be moved into and out of your emails, storage devices and into your CMiC platform, which is organized and easily accessible for future retrieval and use. This means that time-consuming document uploads is replaced with a simple drag and drop capability for document movement.

From an ease-of-use perspective, integrating disparate applications can be lengthy, costly and can create functional gaps. What makes CMiC's ECM unique is that it is not an acquired nor an integrated third-party application. In addition to its native ECM capabilities, CMiC has built-in seamless integrations with Kofax, DocuSign, Plan Grid, BlueBeam, AutoDesk, Oracle/Textura and other complementary third-party applications.

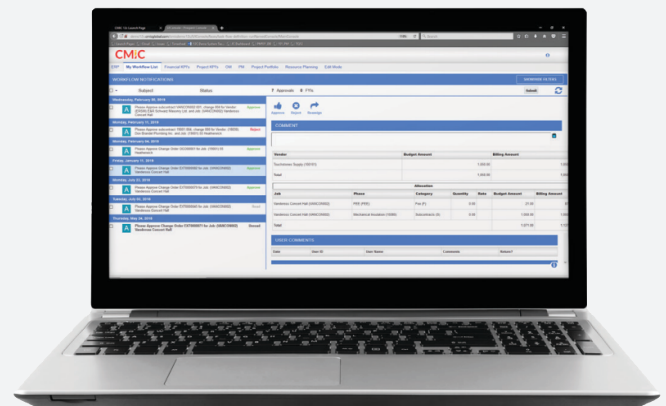
## Features and Key Components:

### Workflow:

CMiC Workflow is designed to enhance your organizational effectiveness by aligning workflows with business objectives. With CMiC, users create sophisticated, customizable and flexible workflows that improve the timeliness of transaction processing, on top of customer response times. By automating processes, such as sending messages and communications to all project stakeholders, CMiC Workflow enables users to receive, analyze and respond to notifications through messaging systems and ensures that the project delivery processes keep moving forward.

### Document Control:

CMiC Document Control is a native document management capability, which captures and archives all types of documents across the enterprise. Document Control allows users to manage all information assets — including drawings, graphics, images and office documents, as well as webpages, emails and videos. A record of the different versions is automatically maintained, including modifications that are made to all your documents.



### Enterprise Search:

CMiC Enterprise Search enables the organized retrieval of all structured and unstructured data residing in CMiC's single database across your organization. Enterprise Search provides an intuitive interface for entering, categorizing and retrieving data, in compliance with all security and data retention regulations.

### Analytics:

To optimize operational decision-making and maximize profits, your firm needs complete visibility into team and project performance. CMiC Analytics, which is embedded throughout the platform, provides robust and easy-to-use dashboards, reporting and analytical tools that deliver a real-time view into your organization's performance. Every stakeholder in your organization — from executive to project manager — can instantly access customizable reports and views filtered by selected metrics.

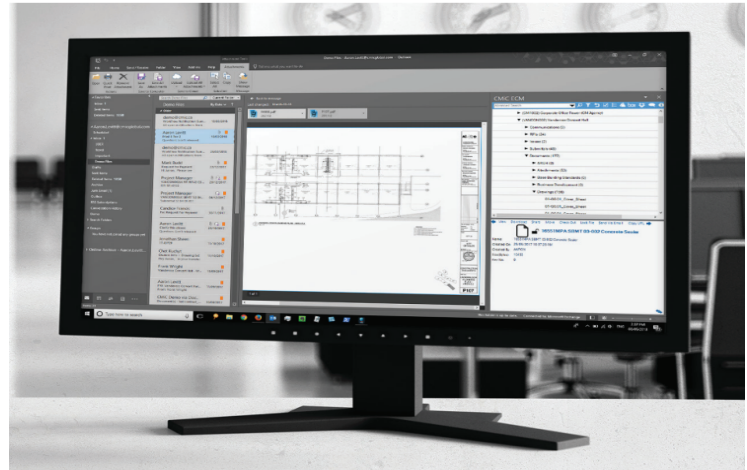
### Desktop:

CMiC Desktop integrates your Microsoft Office applications, such as Outlook, Excel and Word, into the CMiC platform, reducing training time and costs, while allowing the bi-directional exchange of project data. CMiC integrates Outlook with CMiC ECM folders to auto-create objects, such as RFIs and

change orders, simply by dragging and dropping emails into the folders. All queried data may be represented in Excel and/or Word formats. In addition, attachments can be dragged and dropped from bulk-imported emails and all emails sent through Outlook can be automatically tracked and archived in CMiC.

### Real Time Integrator (RTI):

The CMiC RTI uses XML adapters to increase interoperability by creating connections to your external systems and allowing a diverse set of solutions — including BIM, payment management and planrooms — to be integrated into the enterprise.



## Features and Corresponding Business Benefits:

Features	Benefits
Automate workflows and align with your firm's priorities, policies and procedures	Improve communications with stakeholders in a timely manner
Distribute messages and alerts proactively	Improve timeliness of transaction processing and customer response times
Create sophisticated, customizable and flexible workflows	Eliminate unnecessary steps and reduce the risk of errors and duplication
Capture and archive all types of documents across the enterprise	Improve the speed and efficiency of accessing any version of any document by any authorized user
Access intuitive dashboards, reporting and analytical tools that deliver a real-time view into your organization's performance	Improve data-driven decision-making and maximize profits
Seamlessly integrate Microsoft Office applications into the CMiC platform	Reduce training time and costs while allowing the bi-directional exchange of project data
Easily create connections to external systems, such as BIM, planrooms and OCR automation	Improve communication and collaboration while eliminating data re-entry

CMiC delivers complete and unified Financials and Project Management solutions for construction and capital projects firms. CMiC's robust software transforms how firms optimize productivity, minimize risk and drive growth by planning and managing all financials, projects, resources, and content assets — from a Single Database Platform™.

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