

Document Management



OVERVIEW

- Central address management
- Editing & distribution of all correspondence
- Dedicated project email addresses for each database
- Direct link to MS Word and Excel
- OCR full text recognition and automatic data entry (optional)
- Structured filing and archiving of all correspondence including incoming and outgoing emails
- Create, distribute and file daily construction reports or meeting minutes quickly and easily.
- Modules such as photo documentation, defect management etc. are also available
- Transparent and centralised on one platform

EPLASS Correspondence is the web-based document management system (DMS) for the structured filing, editing and distribution of correspondence and QM documents within the EPLASS product range.

The document management system can assign documents accordingly as soon as they are uploaded (document coding) and file these in the right category on the basis of this assignment.



The most important functions

- **Address management:** EPLASS Correspondence helps you to organise all the addresses associated with your project. Contacts can be imported from MS Outlook. Any correspondence can be found right beneath a contact. This makes looking for these later considerably easier.
- **Central document filing:** Any correspondence, whether electronic or in paper form, can be filed and archived quickly and conveniently in EPLASS Correspondence. The end result is that you have access to a complete digital construction file at the close of the project.
- **Convenient navigation:** In EPLASS, documents can be filed by addresses, categories or key words. Users do not need to engage in laborious filtering as with other products.
- **OCR text recognition:** EPLASS can process scanned documents with OCR full text recognition on request. Thanks to complex text recognition functions, the process of filing and distributing documents is then assisted with suggestions from the software.

Use in various standard projects for the motorway authorities or state building authorities.

E.g. A8 Ulm-Augsburg, Rosenheim West bypass

