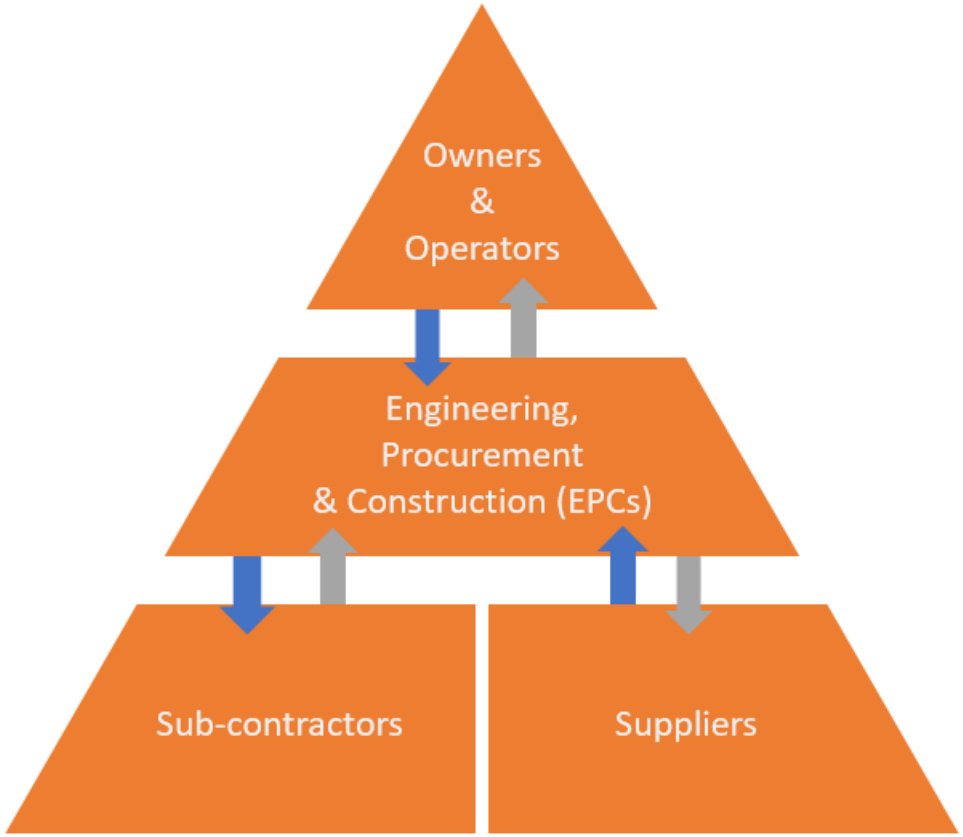
proarc

eDoc

Proarc is an application for Document Control, Project Planning and Delivery of Documentation in technical construction projects, as well as effective information management in the operation of technical facilities

Industry segments



Proarc has rich functionalities to handle document flow in external and internal workflows

proarc

eDoc

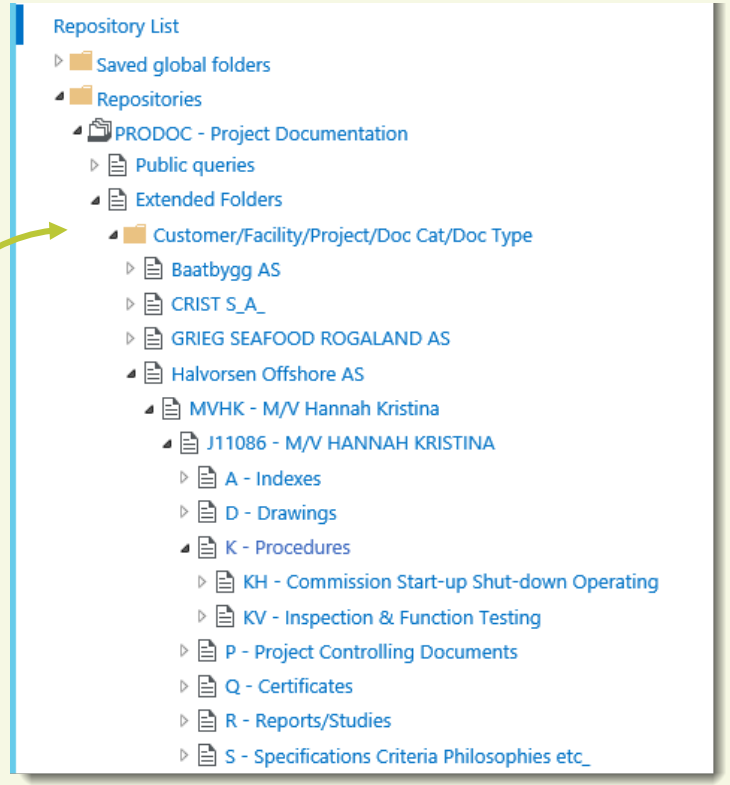
- Our inspiration is to configure a Document Profile which is optimal and automated with the right structure of metadata
- The data quality is based on several dependencies between the attributes to ensure a correct dataset
- The result is validated information in all of the metadata attributes, which makes it possible to create several structures of Dynamic Folders

Dynamic Folders

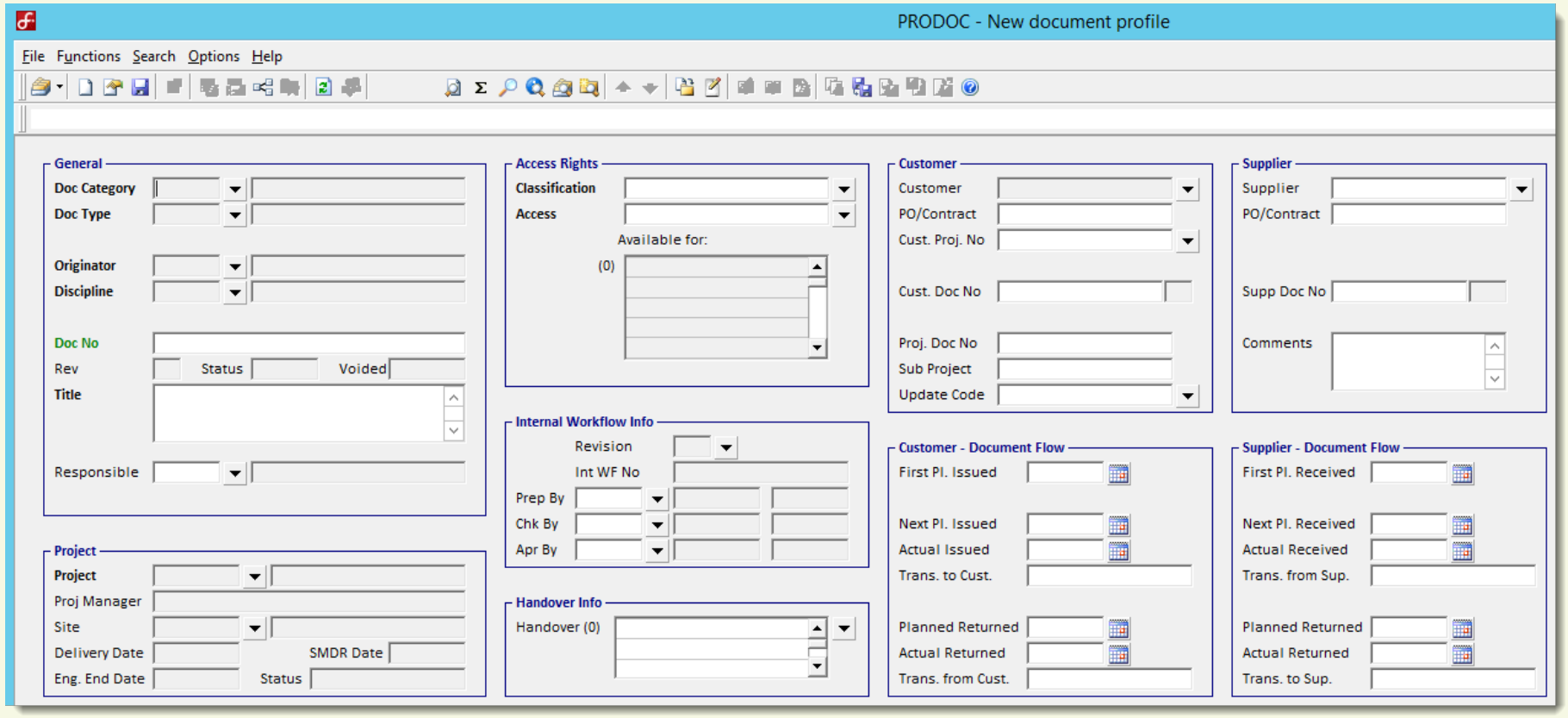
Based on good data quality, Dynamic Folders are automatically created, which let you access your documents from many different angles

Examples of Dynamic Folders:

- Project
  - Doc Cat
    - Doc Type
      - Business Area
        - Keywords
- Customer
  - Facility
    - Project
      - Doc Cat
        - Doc Type
- Field/Area
  - Licence
    - Block
      - Well
        - Doc Group
- Creator
  - Project
    - Phase
      - Business Area
        - Doc Group



Example of Proarc Document Profile



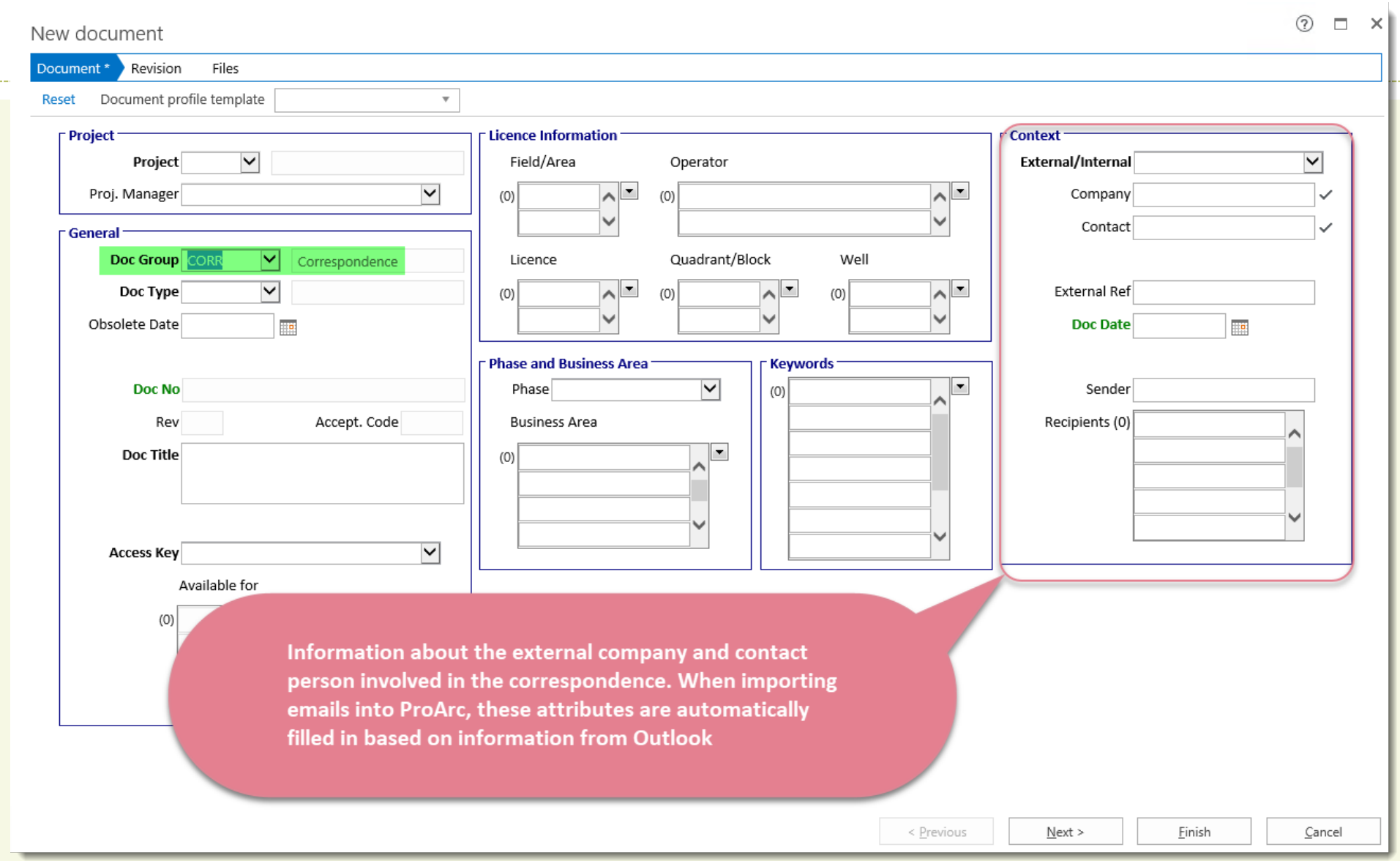
Automatic generation of Doc No

Document Profile Access Control

Predefined recipients for internal workflow

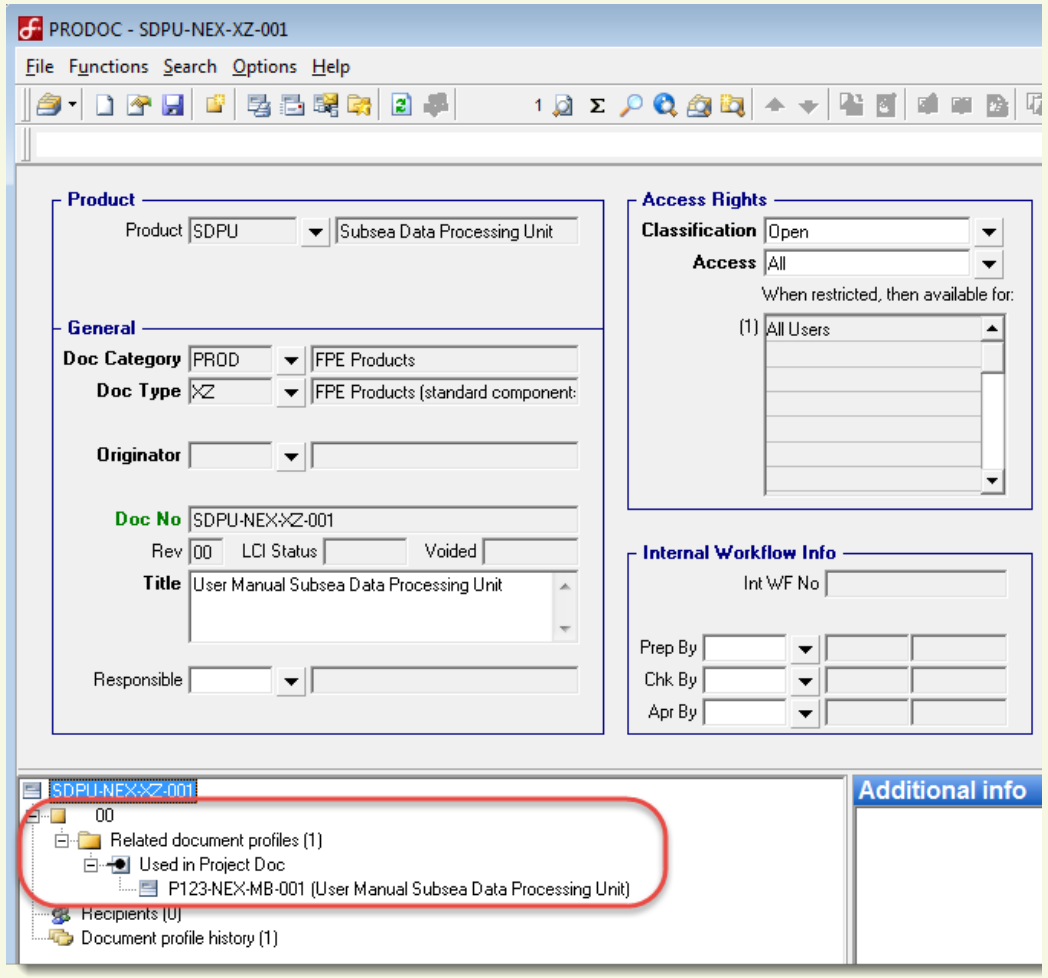
Transmittal Dates for overdue and look-ahead

Example of Administrative Documents in the Proarc Web Client



User-friendly web interface based on Microsoft SharePoint

Example of a Product Document profile



For registration of standard Product Documents like User Manual, Certificates etc

When the document is used in a project, a link between the Product Doc and the Project Docs is automatically created.

You will achieve full control of each specific Product revision, and all projects where this revision has been used.

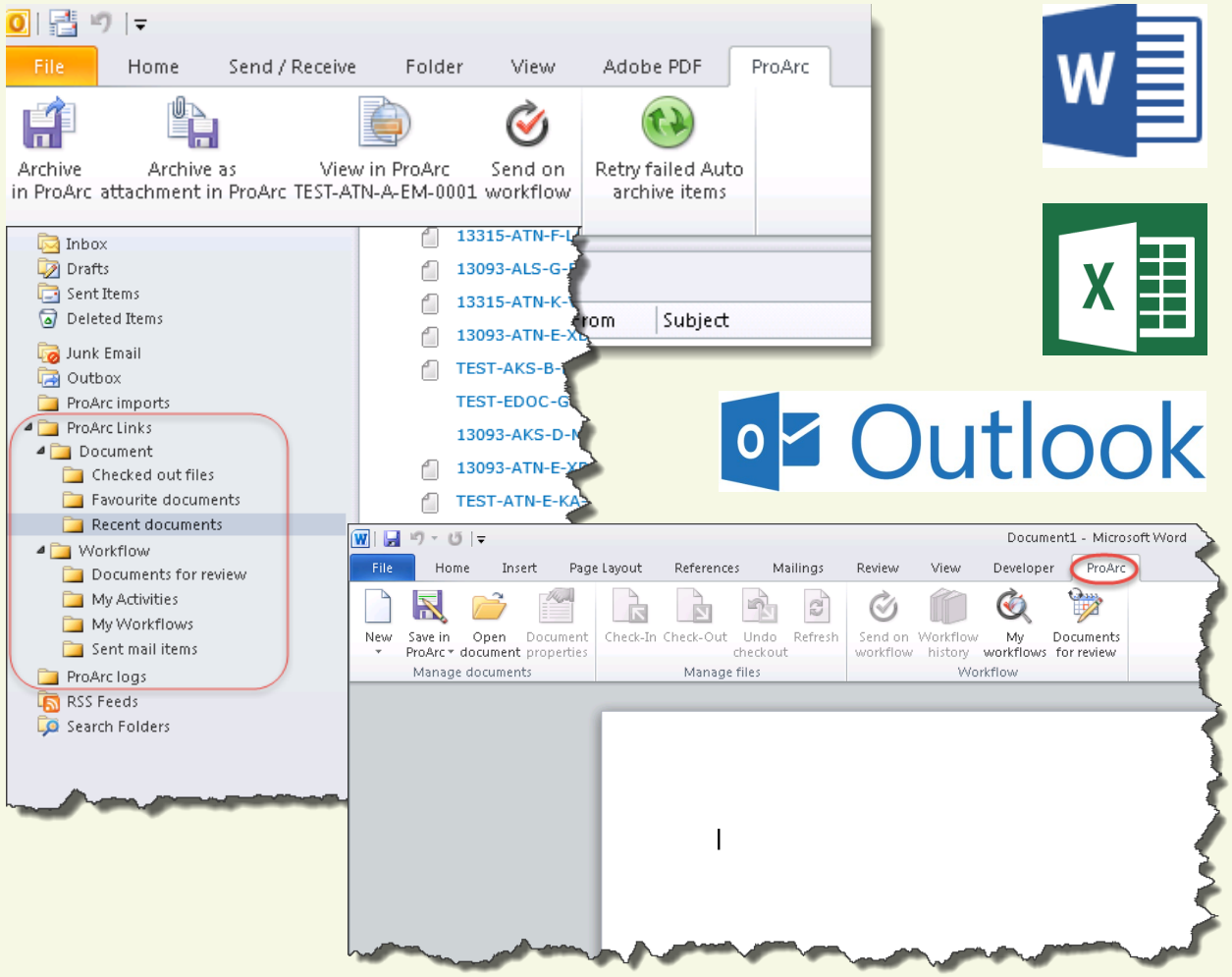
Integration with other systems

Proarc is very often integrated with other systems like Microsoft Dynamics Axapta, AutoDesk Vault, Navision, IFS, Adobe Document Cloud eSign services etc.

Different kinds of integration:

- Lookup information like Project No, Tag No, PO No etc
- Tag No synchronisations between Proarc and IFS/Maximo
- Automatically imports of documents from AutoDesk Vault
- Automatically checks of status codes and document completion

Proarc Office/Outlook Integration



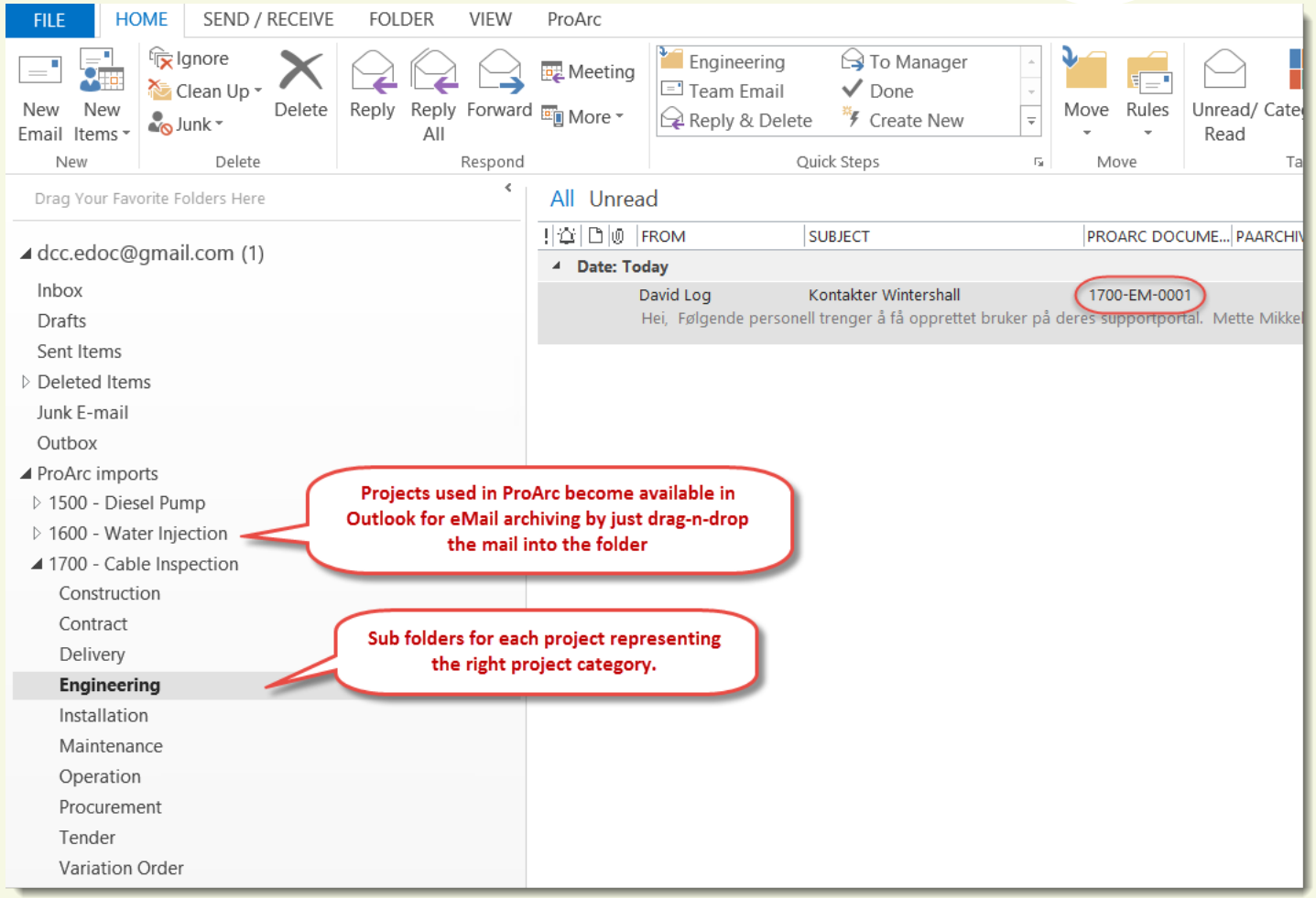
Import of mails directly from Outlook

Automatically assigning the right company and contact names in Proarc, based on sender/recipient mail addresses

Proarc menu in Word/Excel for creating and opening files in Proarc

Handling documents on workflow directly from Word

Import of mails from Outlook to Proarc



Folders in Outlook used for automatically archiving by drag-n-drop the mails into the right folder

The folders are automatically created based on the project rules in Proarc

When archived in Proarc, the Doc No is automatically assigned to the mail

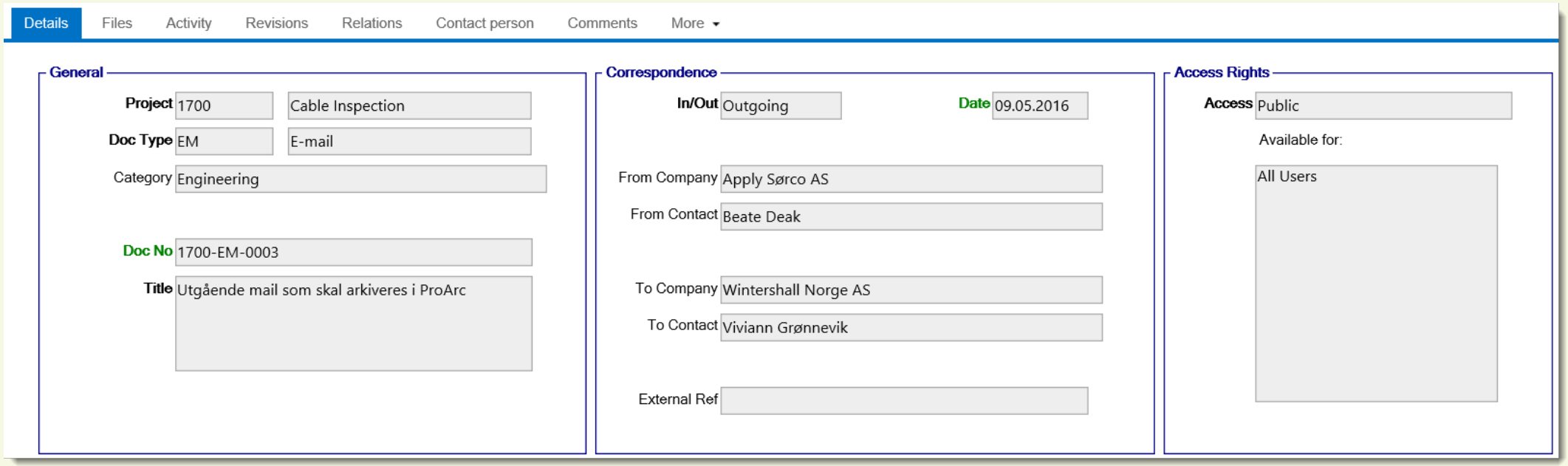
The archived mail is available both from Proarc and Outlook

Importing mails from Outlook to Proarc

Based on the sender and recipient addresses, Proarc will automatically assign the right company and contact person information to the document profile

In addition, the mail subject and date are also automatically set

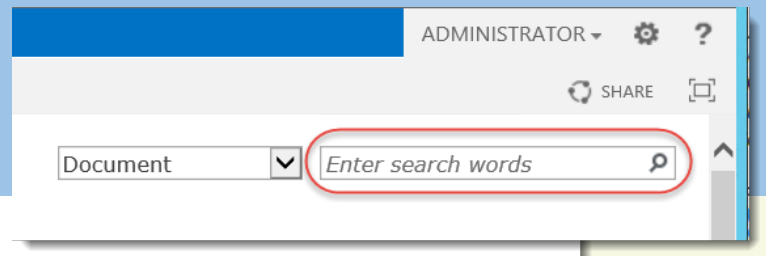
Possible to restrict access by setting the right Document Access Key



Overview in Proarc Web of all archived Mails

In Proarc Web it is easy to search for archived mails by using the Quick Search field, which searches across all the metadata fields.

Alternatively browsing for mails using Dynamic Folders



Search document - ADM

Search | Recent documents | Favourites

Search | Count

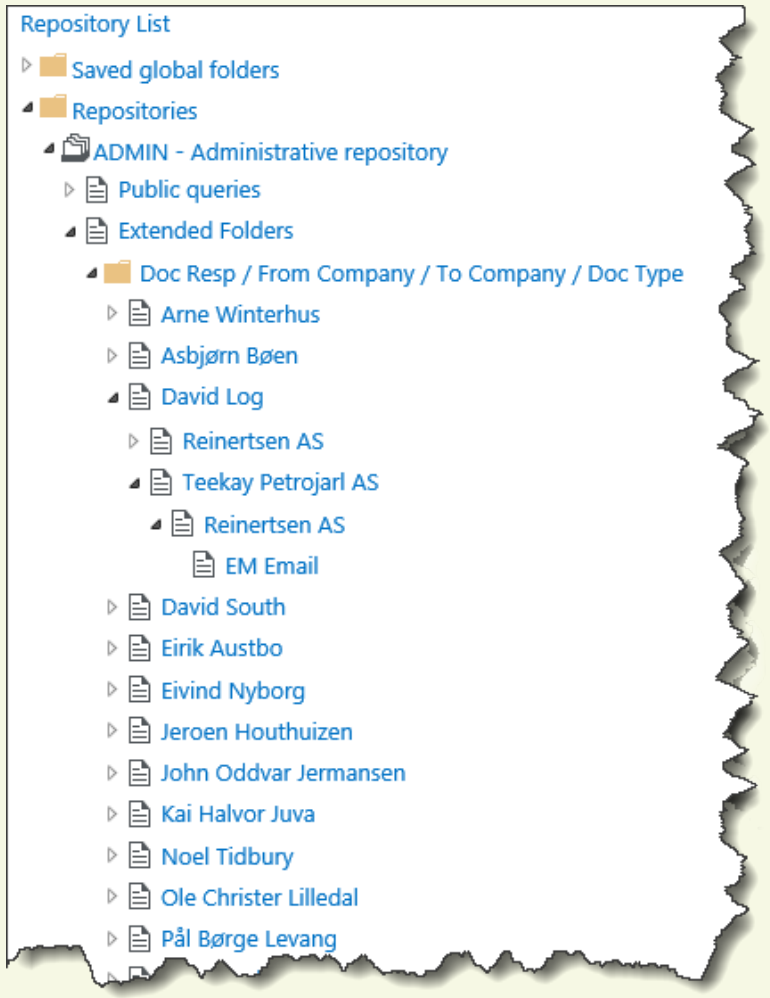
Hide fields | Auto collapse on search | Include voided document profiles

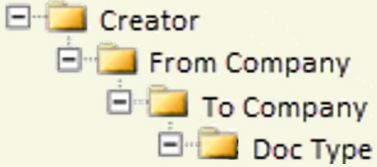
Actions | View:

Hits: 3. (0,102 seconds)

Doc No	Project	Title	From Company	From Contact	To Company	To Contact
1700-EM-0003	1700	Utgående mail som skal arkiveres i ProArc	Apply Sørco AS	Beate Deak	Wintershall Norge AS	Viviann Grønnevik
1700-EM-0002	1700	Diverse avklaringer	Wintershall Norge AS	Viviann Grønnevik	Apply Sørco AS	Beate Deak
1500-AU-0001	1500	Informasjon om kontrakt	Mollier Offshore AS	Rune Aune	Apply Sørco	Test Testesen

Browsing for mail in Dynamic Folders

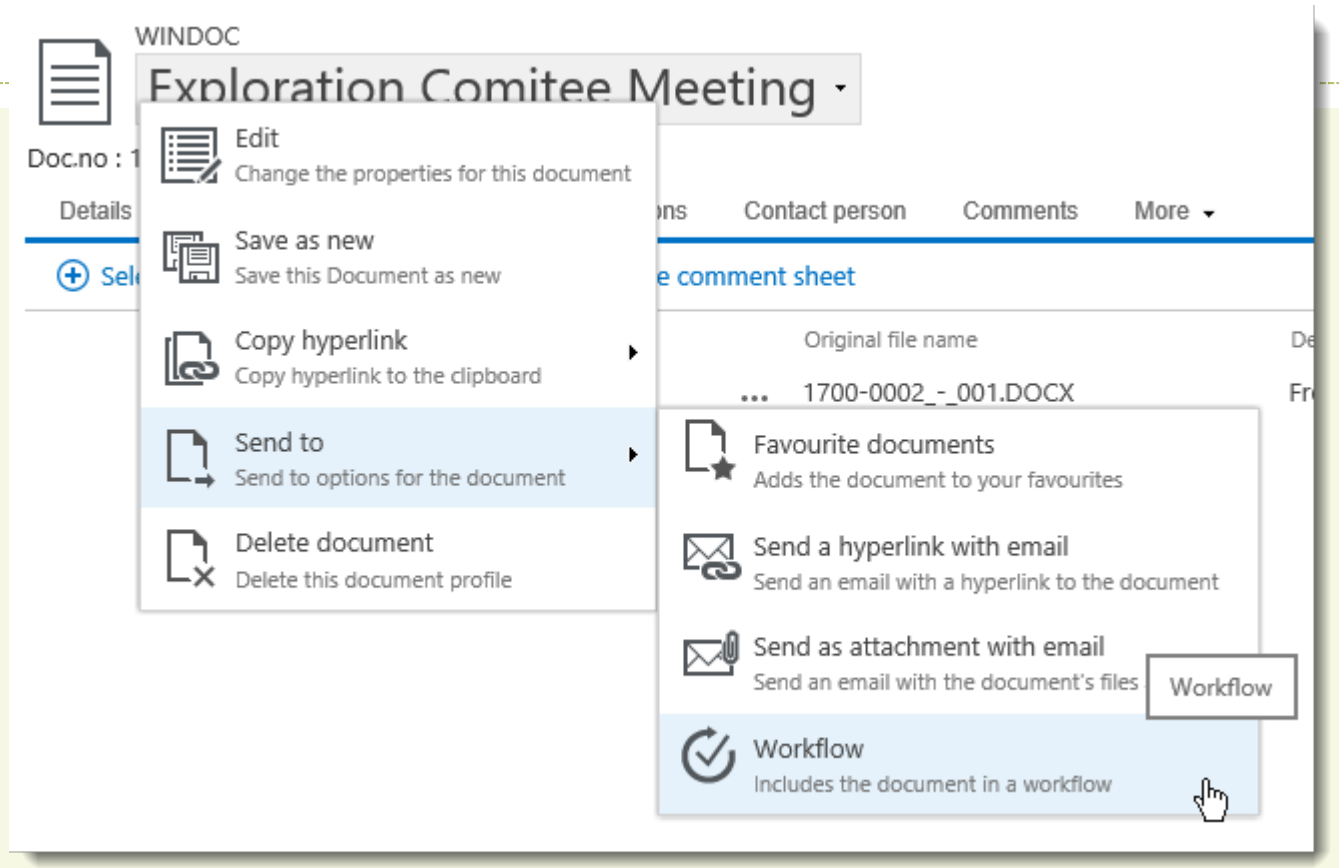


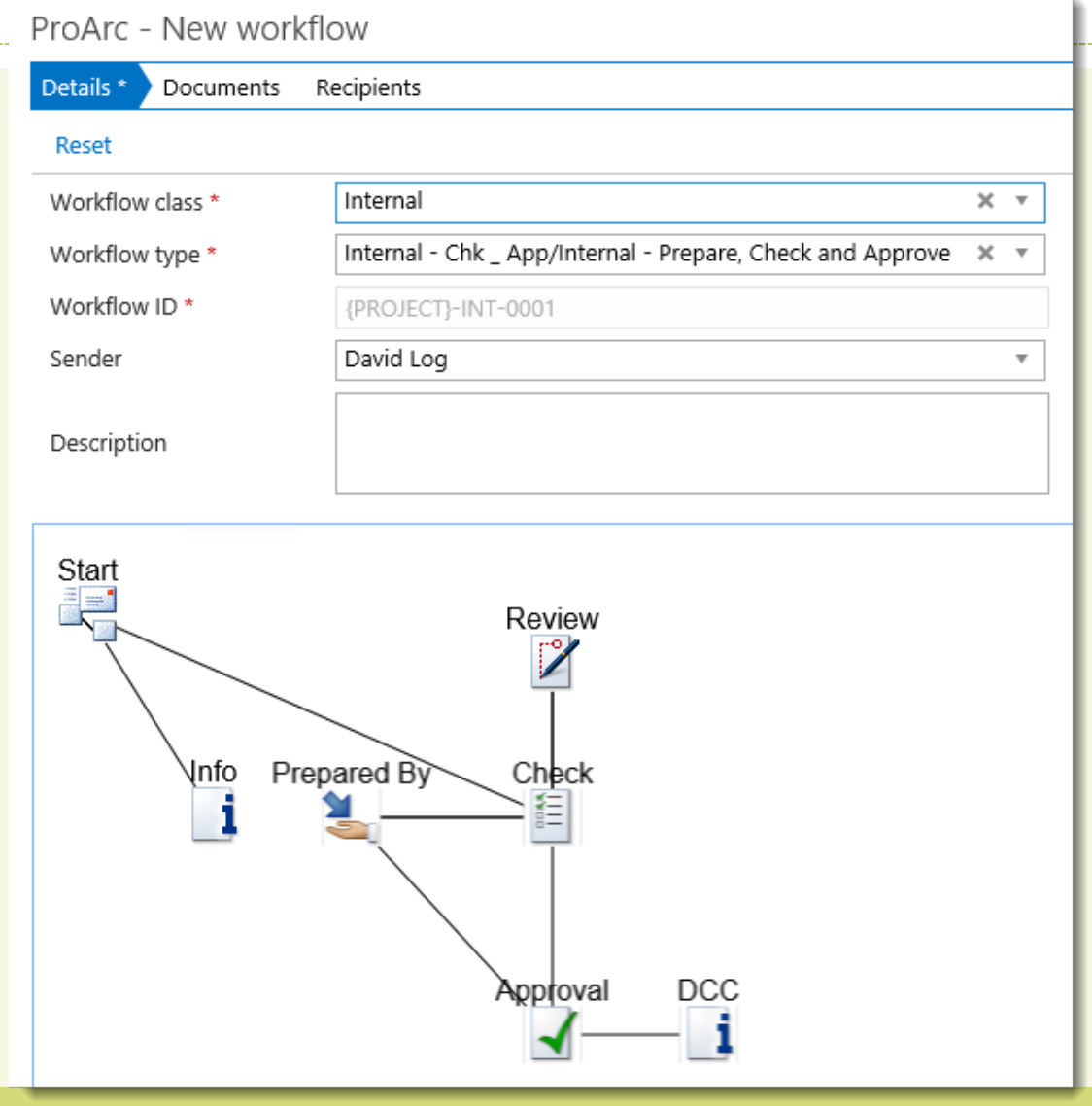


This is an example of browsing for mails using Dynamic Folders

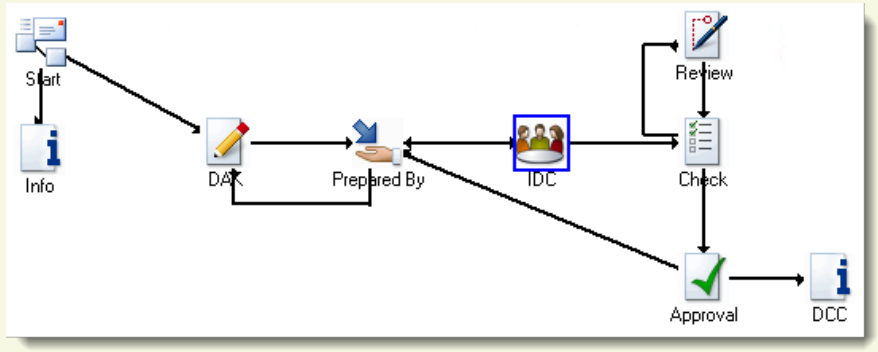
Different metadata attributes can be used in several combinations to configure different sets of Dynamic Folders

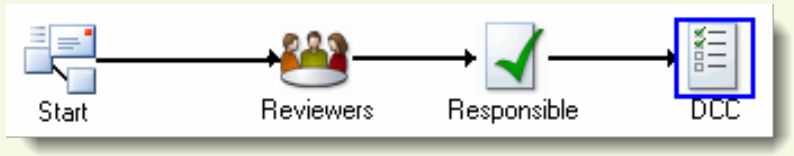
Example of internal workflows

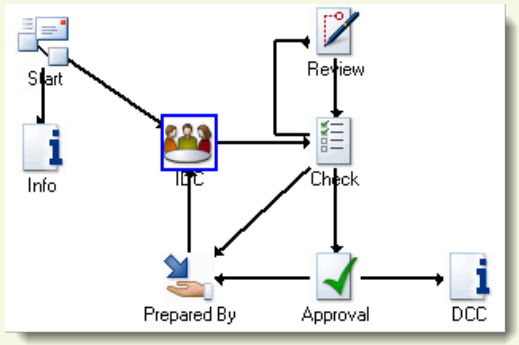


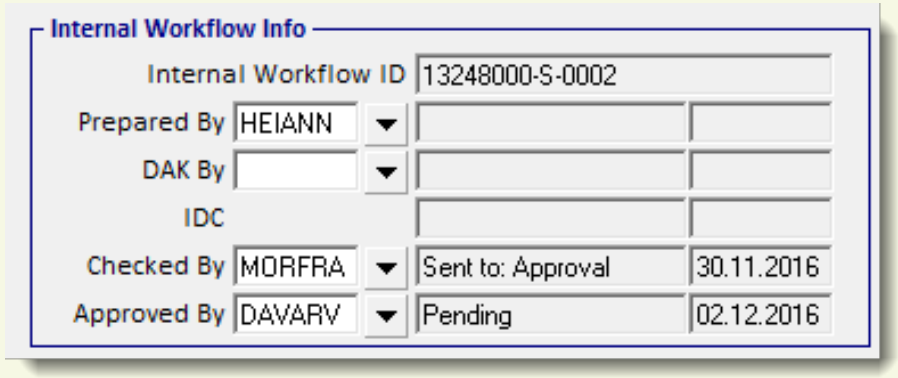


Example of internal workflows







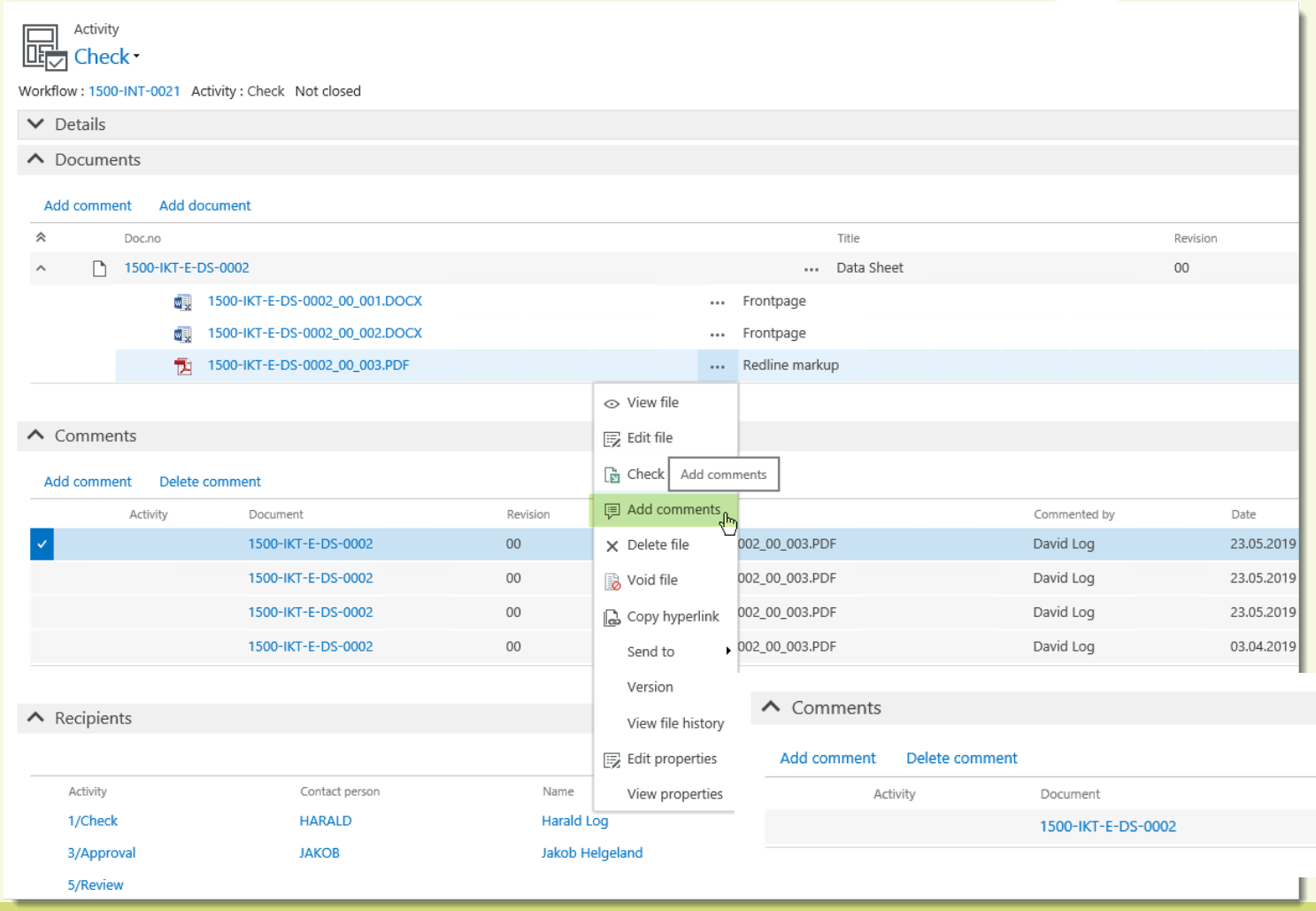


Define your own workflow based on your requirements

Each activity may have a decision point to control the further flow of the document

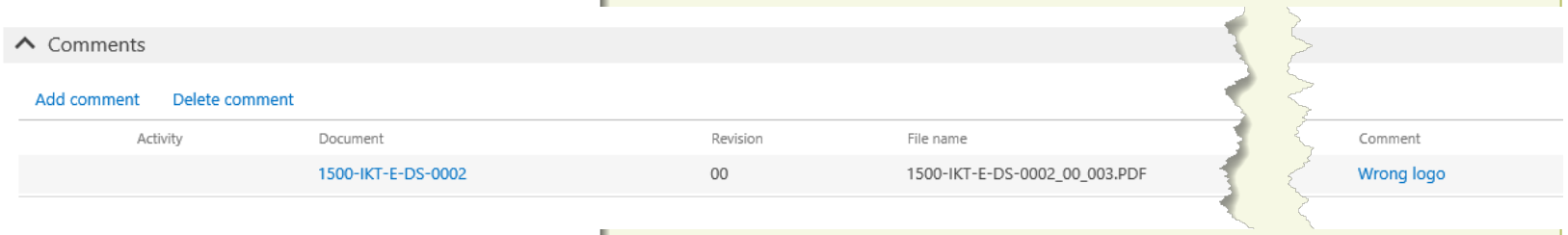
Reports in Proarc shows the complete flow, with all the relevant comments and decisions

Commenting on workflows



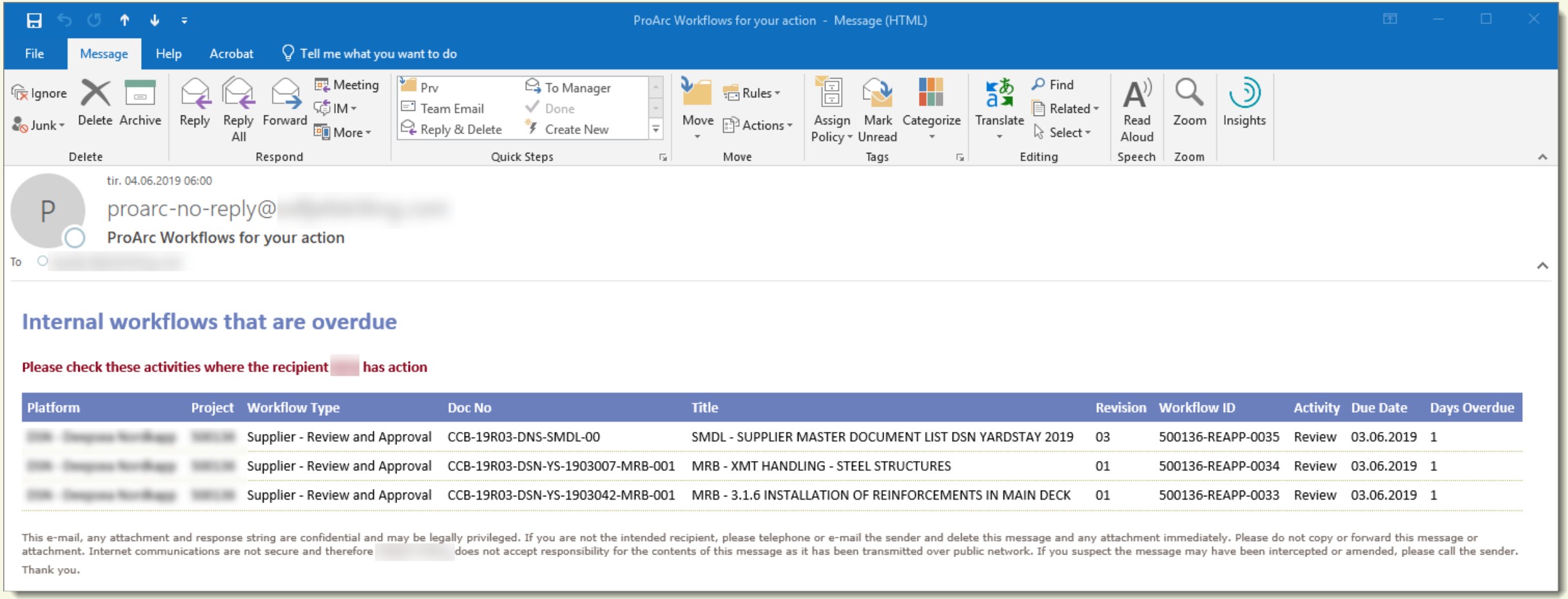
Possibility for workflow recipients to do simultaneously commenting in PDF files

Comments are extracted from the PDF file and shown under the Comments section

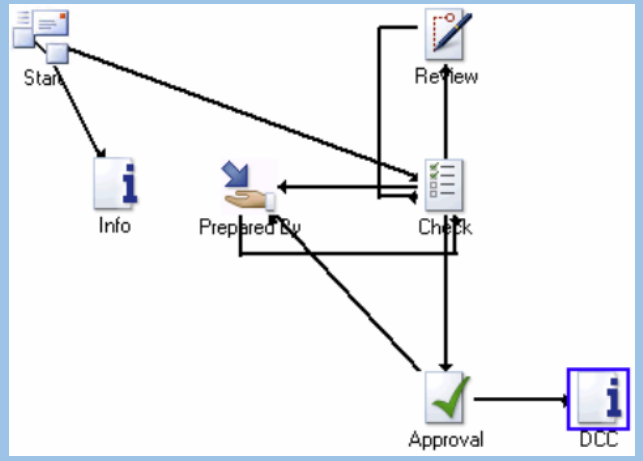


Automatic sending mails when activity is overdue in Proarc Workflow

Automatic distribution of mail to recipients on overdue activities in Proarc Workflow



Internal Workflow Report - Example



Complete overview including all comments and decision made during the workflow.

Platform:
Project: 500032
Doc Resp:
WF Type:
Recipient:

Selected Criterias

Internal Workflows Overview
Planned completed before 14.05.2019

Workflow	Doc No	Revision	Doc Responsible	Title
	Activity (Original/Forecast Due Date)	Activity Status	Recipient	Comment
500032-REAPP-0202 **Review and Approval** Started: 11.12.2018 Pl. Completed: 25.12.2018 Completed:	V1556-D1176-E0200	14	[redacted]	LOOP DIAGRAM RISER TENSION SYSTEM
	V1556-D1176-E0201	11	[redacted]	LOOP DIAGRAM N-LINE RISER TENSION SYSTEM
	V1556-D1176-E0202	7	[redacted]	LOOP DIAGARM - INSTRUMENT N-LINE RISER TENSION SYSTEM HULL 3025 DEEPSEA RIG 2
	V1556-D1176-E0203	1	[redacted]	LOOP DIAGARM - INSTRUMENT N-LINE RISER TENSION SYSTEM HULL 3025 DEEPSEA RIG 2
	V1556-D1176-E0205	2	[redacted]	LOOP DIAGARM - INSTRUMENT N-LINE RISER TENSION SYSTEM HULL 3025 DEEPSEA RIG 2
	V1556-D1176-E0208	7	[redacted]	LOOP DIAGRAM N-LINE RISER TENSION SYSTEM
	V1556-D1176-E0209	4	[redacted]	LOOP DIAGARM - INSTRUMENT N-LINE RISER TENSION SYSTEM HULL 3025 DEEPSEA RIG 2
	V1556-D1176-E0210	7	[redacted]	LOOP DIAGRAM N-LINE RISER TENSION SYSTEM
	V1556-D1176-E0303	9	[redacted]	LAYOUT DRAWING, PLC CABINET
Review (17.12.18/17.12.18)		Completed 02.01.19	[redacted]	[redacted]
Review (17.12.18/17.12.18)		Completed 13.12.18	[redacted]	[redacted]
Review (17.12.18/17.12.18)		Completed 11.04.19	[redacted]	[redacted]
Approval (19.12.18/15.04.19)		Completed 11.04.19	[redacted]	
DCC (25.12.18/17.04.19)		Completed 29.04.19 (To Approval)	[redacted]	
Approval (19.12.18/01.05.19)		Overdue (13)	[redacted]	
Approval (19.12.18/01.05.19)		Completed 29.04.19	[redacted]	

Workflow Info

Document Info

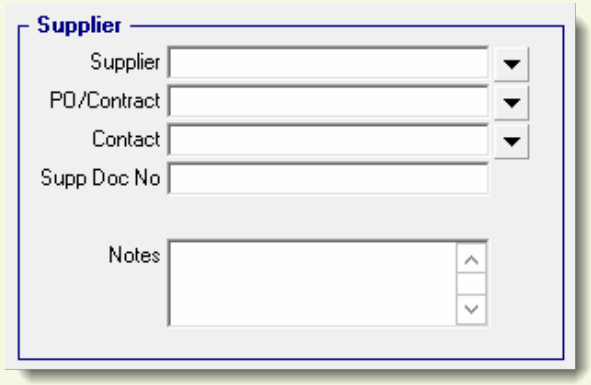
Workflow Activites

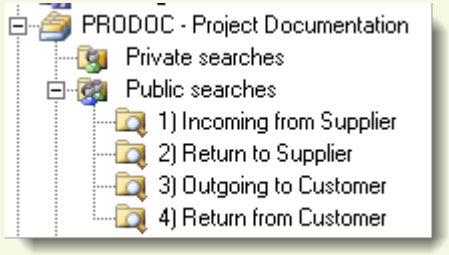
Workflow Comments

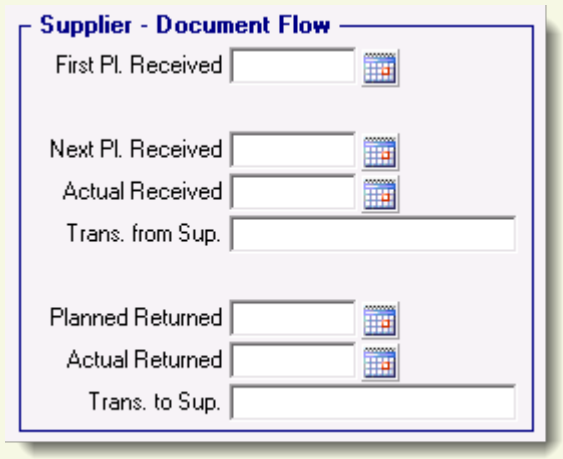
WF Descript: 500032 (500083): OPPDATERING AV EKSISTERENDE NOV DOKUMENTASJON FOR SJEKK OG GODKJENNING

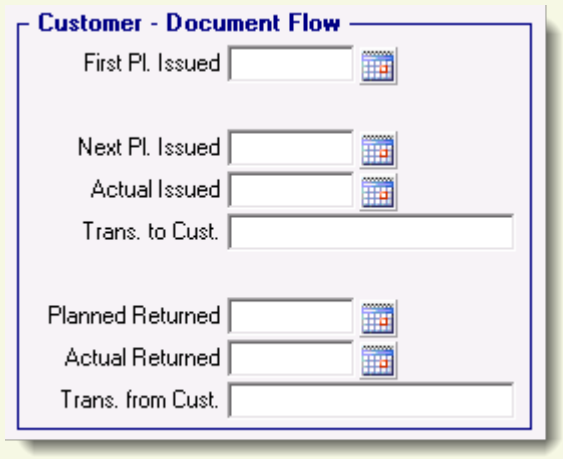
Handling of Supplier and Customer Documents

– Overdue and Look Ahead









Functionality for follow-up Supplier and Customer documents

All relevant supplier data is stored for each revision of the document

Planned Received, Actual Received,

Planned Returned, Actual Returned

All relevant customer data is stored for each revision of the document

Planned Issued, Actual Issued,

Planned Returned, Actual Returned

Document Distribution and Transmittal Report - Example

Status Description:
1: Accepted
2: Accepted with Comments. Revise and Resubmit
3: Not Accepted. Revise and Resubmit
4: For Information

Document Distribution Report

Doc No Supplier Doc No	Title	Rev	Issue Status	Planned Issued	Issued	Transmittal No	Planned Returned	Returned	Transmittal No	St
34-K8734-E-DS-001 AA--CC-001	Data Sheet	03 02	R-IFA IFA	08.05.2009 03.06.2009	23.04.2009 23.04.2009	T-34-K8734-EDOC-004 T-34-K8734-EDOC-003	08.05.2009 08.05.2009	23.04.2009 23.04.2009	IN-CUST-002 CUST-IN-001	1 3
34-K8734-E-KA-002	Test Procedure	02 01	R-IFA IFA	08.05.2009 23.04.2009	23.04.2009 23.04.2009	T-34-K8734-EDOC-004 T-34-K8734-EDOC-003	08.05.2009 08.05.2009	23.04.2009 23.04.2009	IN-CUST-002 CUST-IN-001	1 3

View all transmittal history including planned/actual issue dates, transmittal number and document status codes

If the document is received with an Not Accepted Code, the report will show the «Next Plan Issued» date for the new revision to be created

Limit by Project, Customer or a specific Doc No

Customer overdue and Look Ahead - Example

Overdue and Look Ahead reports - Documents to be issued/returned from Customer

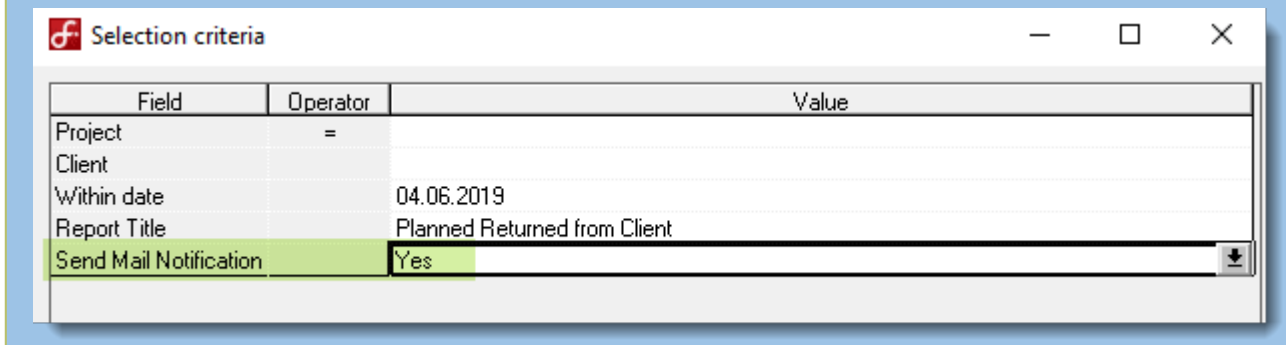
Project:

Client:

Within Date: 04.06.2019

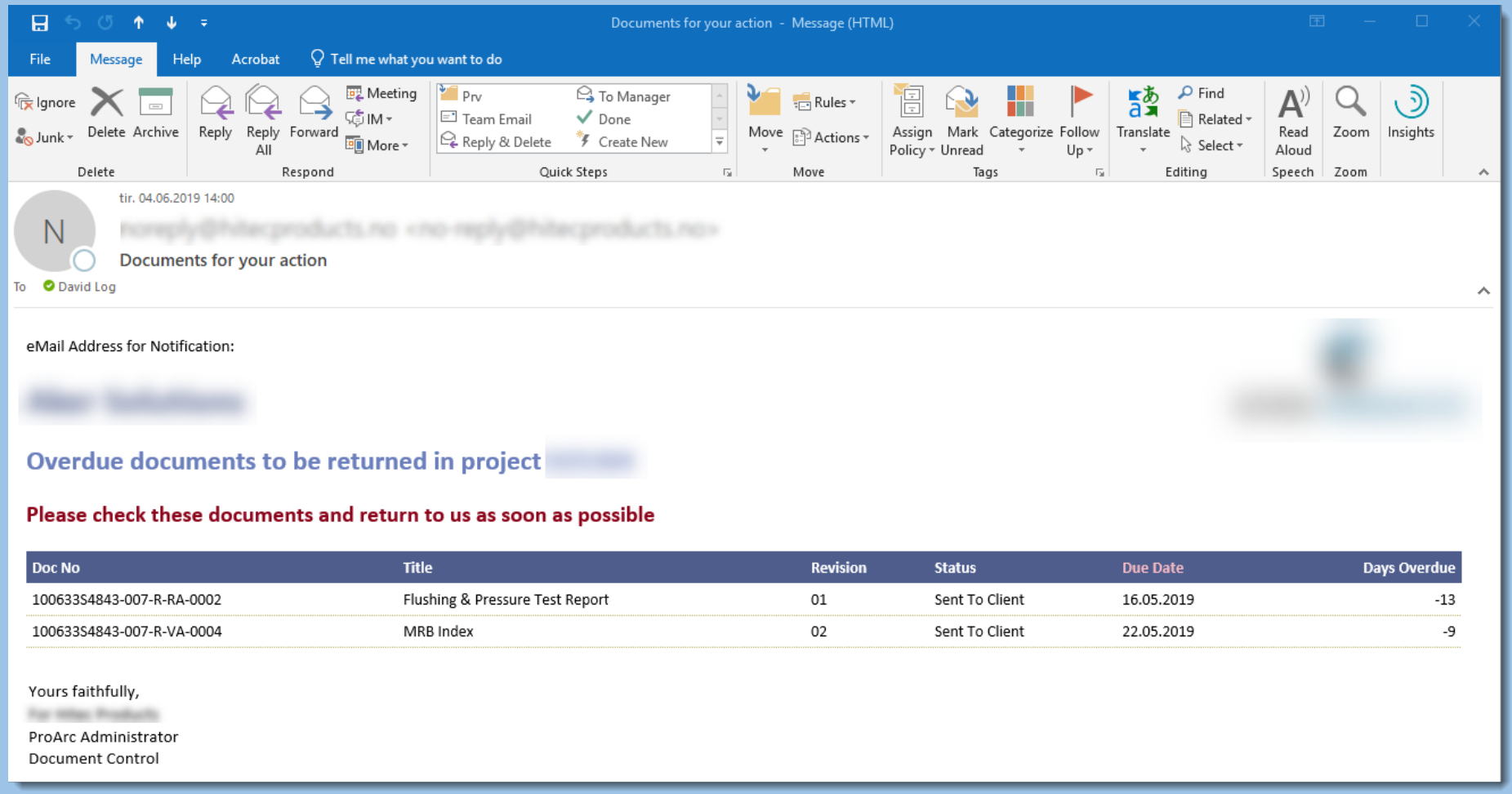
Planned Returned from Client

Doc No Client Doc No	Title	Rev	Status	Planned Returned	Overdue Days (-) Look Ahead Days (+)
10063354843-007-R-RA-0002	Flushing & Pressure Test Report	01	Sent To Client	16.05.2019	-13
10063354843-007-R-VA-0004	MRB Index	02	Sent To Client	22.05.2019	-9



When running the report, it's possible to select Yes to receive mail notifications you can use for forwarding to the customer

Example of Mail Notification which automatically can be sent to Customer or Supplier



Example of automatic generated Transmittal Mail to be sent to customer or 3rd party

To
Cc
This is the most recent version, but you made changes to another copy. Click here to see the other versions.

500064-E-XT-0004-001_Z_002.PDF 163 KB | 500064-E-XT-0010-001_Z_002.PDF 151 KB | 500064-E-XD-0002-001_01_002.PDF 8 MB | 500064-E-XT-0008-001_Z_002.PDF 155 KB | 500064-E-XT-0009-001_Z_002.PDF 153 KB

File attachments from Proarc

TRANSMITTAL

To company and address

5863 Bergen
Norge

Logo

Reason for issue:
Approval to

The customers mail address

Issue Date: 24.05.2019
Return Date: 07.06.2019

Transmittal No: 500064-T-ODT-MOD-1002

Client Doc No

Please find attached the following documents.

Internal Doc No	Rev	Title	Client Doc No
500064-E-XT-0004-001	Z		3033DA375E001
500064-E-XT-0008-001	Z		3033DA375E005
500064-E-XT-0009-001	Z		3033DA812E117
500064-E-XT-0010-001	Z		3033DA874E001
500064-E-XD-0002-001	01		3033DA375E002

Total number of documents: 5

Yours faithfully,
For
ProArc Administrator
Doc Control

PO Status Report

Summarized information of each Purchase Order

PO Documentation Status Report

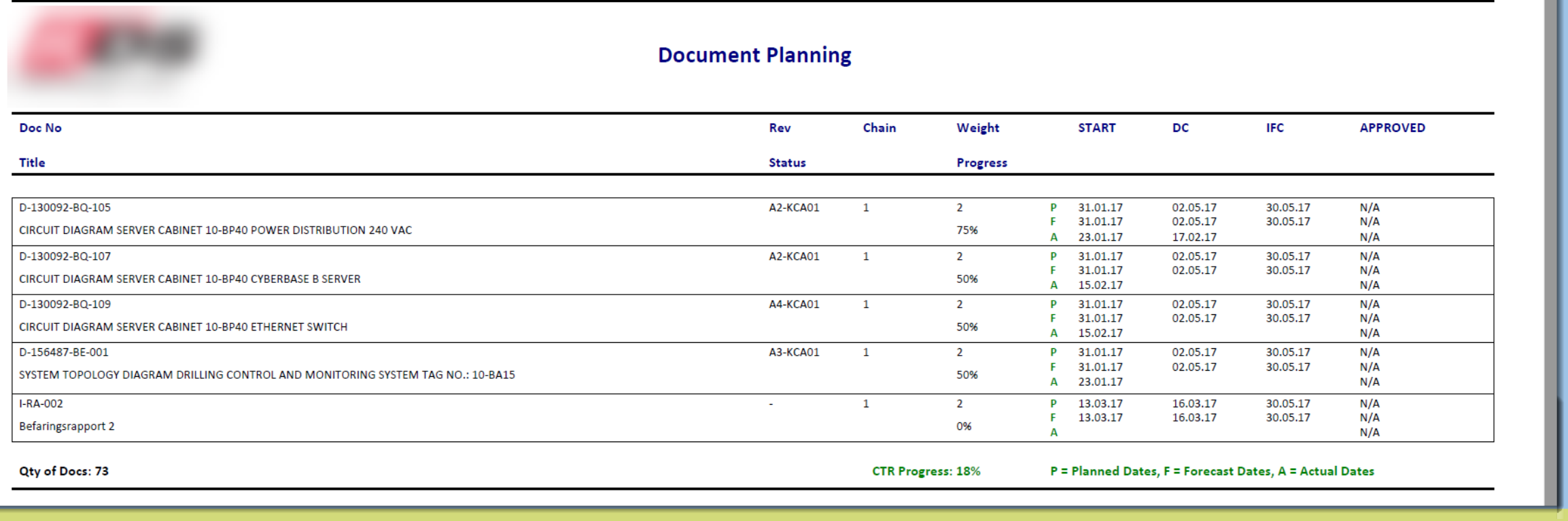
Project: [redacted]

PO Number	Supplier	PRE	Pl. Rec	Docs Required	Docs Received	Docs Accepted	Percentage Completed
PO0012282	Stål AB	ADNAN.HODZIC Adnan Hodzic		19	19	19	100%
PO0012281	Stål AB	ADNAN.HODZIC Adnan Hodzic		17	16	16	94%
PO0012261	INDUSTRI Marin AS	SVEIN.ERIK.HEIEBRAATEN Svein Erik Heiebraaten		16	16	16	100%
PO0012178	Unique Transmission India Ltd	ADNAN.HODZIC Adnan Hodzic		1	1	1	100%
PO0012178	Unique Transmission India Ltd	SVEIN.ERIK.HEIEBRAATEN Svein Erik Heiebraaten		4	4	4	100%
PO0012092	H.BUTTING GmbH &Co.KG	STEINAR.HENNUM Steinar Hennum		8	8	8	100%
PO0011718	FONDINOX S.p.A	STEINAR.HENNUM Steinar Hennum		11	10	10	90%
PO0011582	Scana Wikow AS	JAS1		1	1	1	100%
PO0011582	Scana Wikow AS	KJELL.HAUGSTAD Kjell Haugstad		2	2	0	0%
PO0011582	Scana Wikow AS	STEINAR.HENNUM Steinar Hennum		37	36	35	94%
PO0011396	Pon Power AS	SVEIN.ERIK.HEIEBRAATEN Svein Erik Heiebraaten		32	29	29	90%
No of POs: 32			**Total:**	**235**	**229**	**225**	**95%**

Planning Report with milestones and dates

Proarc Progress Report grouped by CTR with information about each document with the corresponding dates for Planned, Forecast and Actual for each Milestone

Aggregated progress per CTR based on every document in the package, calculated based on progress and weight (planned hours)



Document Planning

Doc No / Title	Rev / Status	Chain	Weight / Progress		START	DC	IFC	APPROVED
D-130092-BQ-105 CIRCUIT DIAGRAM SERVER CABINET 10-BP40 POWER DISTRIBUTION 240 VAC	A2-KCA01	1	2 75%	P F A	31.01.17 31.01.17 23.01.17	02.05.17 02.05.17 17.02.17	30.05.17 30.05.17	N/A N/A N/A
D-130092-BQ-107 CIRCUIT DIAGRAM SERVER CABINET 10-BP40 CYBERBASE B SERVER	A2-KCA01	1	2 50%	P F A	31.01.17 31.01.17 15.02.17	02.05.17 02.05.17	30.05.17 30.05.17	N/A N/A N/A
D-130092-BQ-109 CIRCUIT DIAGRAM SERVER CABINET 10-BP40 ETHERNET SWITCH	A4-KCA01	1	2 50%	P F A	31.01.17 31.01.17 15.02.17	02.05.17 02.05.17	30.05.17 30.05.17	N/A N/A N/A
D-156487-BE-001 SYSTEM TOPOLOGY DIAGRAM DRILLING CONTROL AND MONITORING SYSTEM TAG NO.: 10-BA15	A3-KCA01	1	2 50%	P F A	31.01.17 31.01.17 23.01.17	02.05.17 02.05.17	30.05.17 30.05.17	N/A N/A N/A
I-RA-002 Befaringsrapport 2	-	1	2 0%	P F A	13.03.17 13.03.17	16.03.17 16.03.17	30.05.17 30.05.17	N/A N/A N/A

Qty of Docs: 73 **CTR Progress: 18%** **P = Planned Dates, F = Forecast Dates, A = Actual Dates**

Progress reporting for each Discipline

Document Reporting by Discipline

Project:

Task:

Mod Pack:

Discipline	Total	On IDC Workflow	In CTR	Started in CTR	Compl in CTR or Status is IFC or INF	% Completed
A - Administration	21	0	1	0	3	14.29%
B - Procurement	1	0	0	0	1	100%
C - Civil/architect	12	0	12	9	5	41.67%
D - Drilling	498	0	404	295	151	30.32%
I - Instrumentation/metering	959	0	866	759	28	2.92%
L - Piping/layout	5	0	5	5	2	40%
O - Operation	27	0	12	9	3	11.11%
P - Process	22	0	20	9	2	9.09%
R - Mechanical	66	0	61	41	2	3.03%
S - Health, safety and environment (HSE)	35	0	27	10	3	8.57%
T - Telecommunication	11	0	11	6	6	54.55%
Z - Multidiscipline	44	0	22	7	4	9.09%
Sub Total:	**2123**	**0**	**1779**	**1323**	**211**	**9.94%**

proarc

Please contact us for a presentation and quotation

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