Sage 100 Contractor

sage

Document Control

Save time. Reduce risk. Improve visibility. Document Control helps you get a handle on the documents that drive your projects.

The **Sage 100 Contractor Document Control** add-on* module enables contractors to create, manage, and organize electronic versions of the documents and forms essential to the successful execution of a project. By meticulously controlling the documentation of your jobs, this application helps you respond to disputes, improves scheduling, and mitigates your risk of litigation. With Document Control, your firm can create, track, get approval for, and store important project documents, such as:

- Plans and specifications.
- Transmittals.
- Submittals.
- Correspondence.
- Requests for proposals.
- Requests for information.

Has your business ever had a claim thrust upon it for work a client thought not to be in accordance with plans and specifications? Have you even been unable to provide documentation that you performed work in good faith? Were you ever unable to locate your copies of important documents, notes, and memoranda when it was time to defend your work? Sage 100 Contractor Document Control can help you retain, organize, and control your documents. It can pay for itself hundreds of times over the first time you need to respond to a dispute or litigation.

Get the tools you need to complete work on time and on spec while protecting your business with complete documentation. For more information on Sage 100 Contractor Document Control or to schedule a demonstration, contact your authorized Sage business partner or call **800-628-6583**.

*Add-on modules are sold separately.

Benefits

- Create, manage, and organize electronic versions of documents
- Respond to litigation and disputes with a full set of documentation
- Use Punch Lists to help you finish work on time and on spec
- Keep track of key job details using Project Hot Lists
- Keep a complete diary of what's happening on the job site
- Manage plans and revisions, documenting delivery to stakeholders
- Track correspondence and replies related to transmittals and submittals

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Maintain complete documentation to help avoid disputes and improve project visibility.

Features

Document Control is an integrated, add-on application for Sage 100 Contractor. In addition to helping you maintain essential documents, the application provides the following features that empower project managers and company leaders to get work completed thoroughly and efficiently.

Daily Field Reports

Daily Field Reports enable your field supervisors to keep a daily log or diary of important activities and issues that occurred on the job site. These may include: units complete, accidents, incidents, subcontractor activities, meeting notes, equipment usage, and payroll hours.
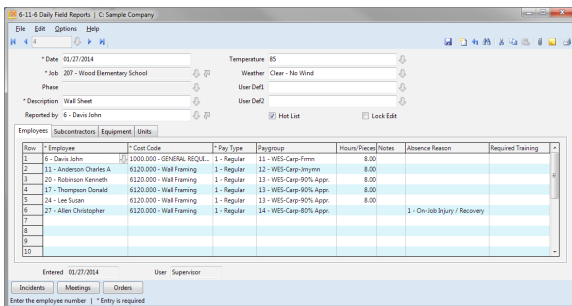
Use Daily Field Reports to maintain a complete diary of daily job site information, including units complete, accidents, meetings, payroll, and more.

Punch Lists

A Punch List enables you to completely and officially close each phase of your jobs. It provides up-to-the-minute to-do lists, outlining important steps such as: who is assigned to the work, what needs to be done to successfully complete a project, and who is responsible for a payment.
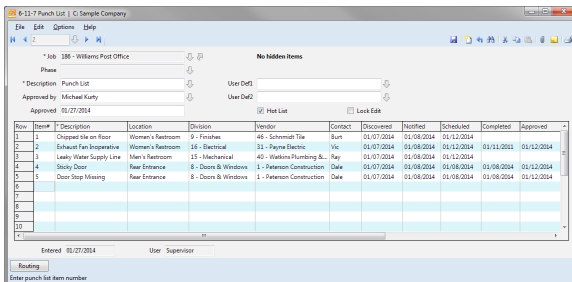
Punch Lists allow you to note important project milestones, including who is responsible to complete work or resolve a step, who is financially responsible, when work is ready for assignment, and when it is to be completed.

Project Hot List

Project Hot Lists help you stay on top of key job details that require action or attention—organizing this vital information on a single screen. Project managers or company leaders can access and drill down into the detail of documents, for example: a request for information that needs follow-up, change orders that need to be approved, invoices that are disputed, and more.
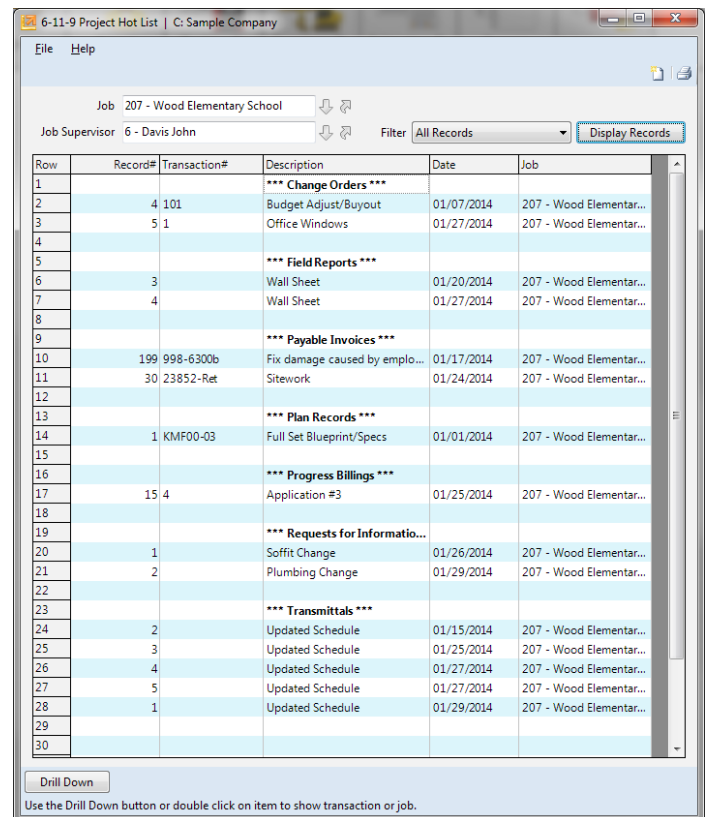
The Project Hot List function aggregates all documents throughout Sage 100 Contractor related to a project that have been marked as "Hot List" items. You can then view and drill down into the detail—all from a single screen.