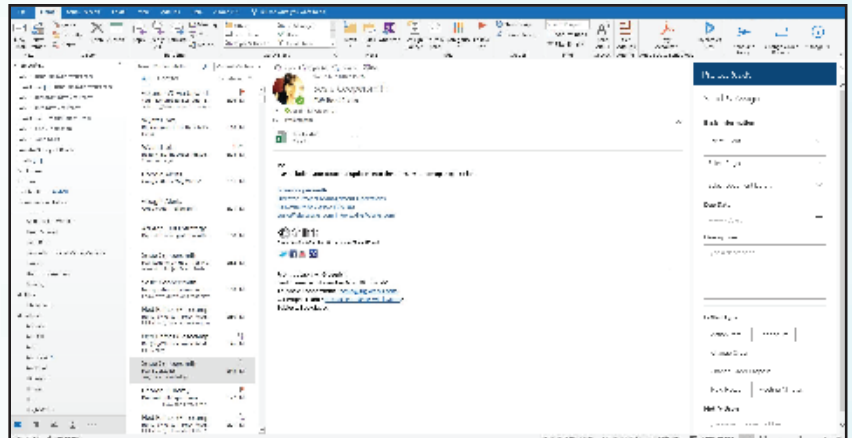




Unlock Project Email & Take Action with ProjectReady

Email is a critical component of project information and that is not going away anytime soon, neither is the need to manage it

- Save one or many emails and their attachments to the project
- Emails are logged and tracked
- Assign tasks from email for follow up
- Create RFI's
- Capture Change Order Requests
- Know if an email has already been sent to the Project
- Search for emails from within the Project
- Simple Deployment with no client side installation required
- Wherever you log in, from the browser to the desktop, our add-ins are there



ProjectReady

Send & Assign

Basic Information

Select Client

Select Project

Select Document Library

Due Date

Description

E-Mail Type

Action Item Addendum

Change Order

Change Order Proposal

Field Notes Meeting Minutes

Notify Users

Type name or e-mail address

Done

Include E-Mail In Package

Add To Existing Communications

Assign A Follow Up Task

Submit

ProjectReady

Manage RFI

Basic Information

Select Client

Select Project

Enter a title

Type a description

Due Date

Category

Category 1

Category 2

What's Your Question?

Enter it here

Approvers

Select Approver Group

Add Approvers

Type name or e-mail address

Done Save Group

Type of Workflow

Serial Parallel Quorum

First Response Email Only

Revoke access after 30 days

Include E-Mail In Package

Submit

ProjectReady

Change Order Request

Basic Information

Select Client

Select Project

Enter a title

Type a description

Due Date

Change Order Details

Change Order Amount

Markup Percentage

Amount Adjusted

Category

Category 1

Category 2

At Risk Not At Risk

Approvers

Select Approver Group

Add Approvers

Type name or e-mail address

Done Save Group

Type of Workflow

Serial Parallel Quorum

First Response Email Only

Revoke access after 30 days

Include E-Mail In Package

Submit

Simplify, Unify & Collaborate Across Your Projects with ProjectReady