NEWFORMA

Top Ten Most-Requested Features In
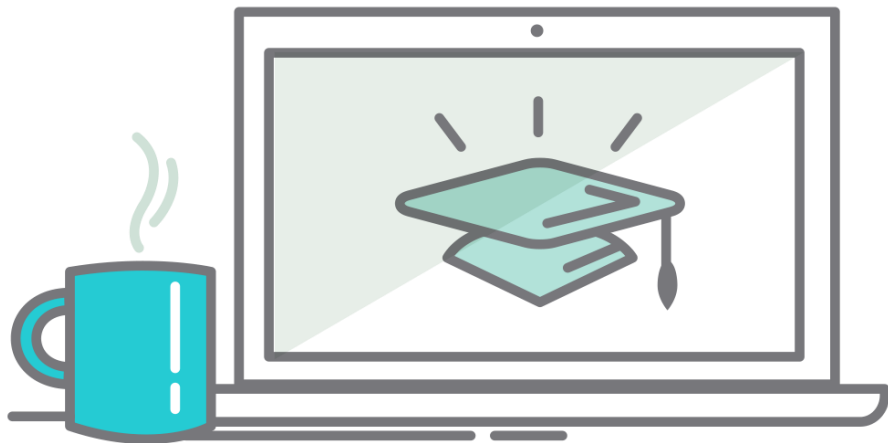## Newforma Project Center

If you've asked for these functions, someone beat you to it, because we've already added them!

Spend a few minutes to save a few hours. Along with your morning beverage, add a Newforma video tutorial to the start of your work day. You'll discover more tips and tricks that will save time, reduce headaches, and prevent miscommunications.

LEARN MORE

NEWFORMA

If someone scans a PDF and adds it to your project files (and the PDF allows), Newforma Project Center uses OCR to index text, which makes that text available in the search results.
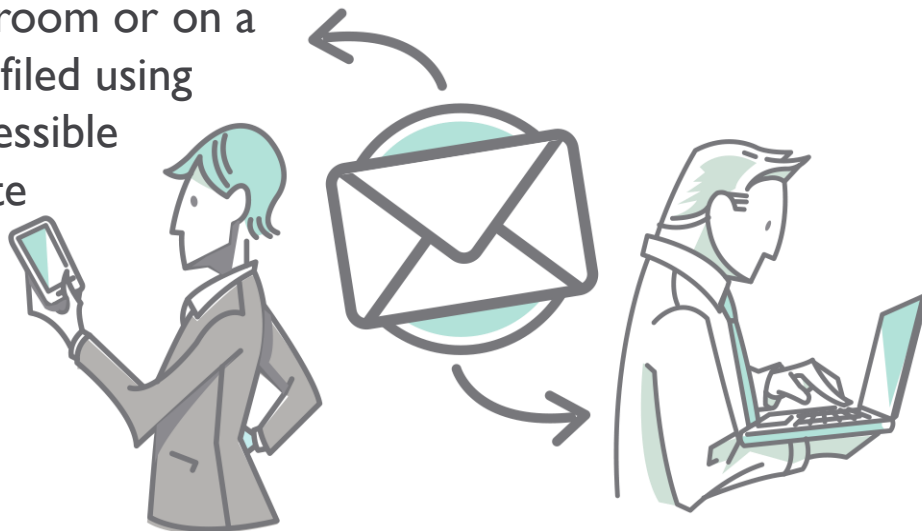
LEARN MORE

8

ACCESS PROJECT EMAIL AWAY FROM YOUR DESK

Find answers via the web or your phone. Whether you're in a conference room or on a job site, the email your team has filed using Newforma Project Center is accessible via the project's Info Exchange site or the Newforma Project Email app on your mobile device.

LEARN MORE

7 SAVE TIME JOINING TEAMS

In one action, accomplish two tasks. When you add yourself to a Project Team, the project is automatically added to your My Projects list. Conversely, when projects are added to the My Project list, internal team members are automatically added to the Project Team and given Info Exchange access to that project!

LEARN MORE

6 INCLUDE TRANSMITTAL WITH TRANSFERRED FILES

When you send files via Info Exchange, Newforma Project Center makes it easy to include a transmittal cover sheet with the files being sent.

LEARN MORE

5

KEEP FINAL SUBMITTALS AND RFIs ON INFO EXCHANGE

Make history. If you manage construction information using your Newforma Info Exchange website, here's way to automatically maintain items sent using "Respond and Close" and "Send and Close" commands: Under the Info Exchange tab of Project Settings, check "Do not expire transfers associated with CM closing actions."
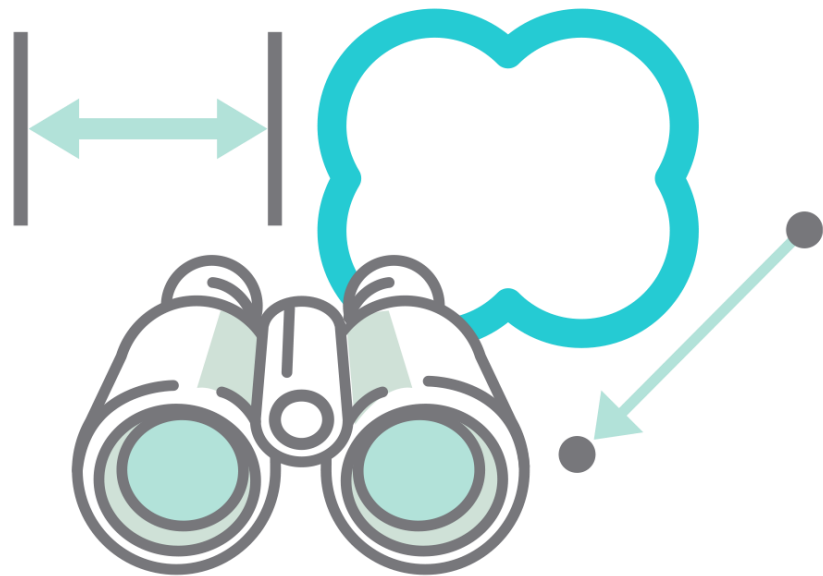
LEARN MORE

NEWFORMA

The Newforma Viewer's markup capabilities make it easy for any team member to redline a document in the course of reviewing plans, assigning punch lists, and other workflows.
If you've been wanting callout and dimension tools, they're part of the toolkit!

LEARN MORE

3 FLEXIBLE REPORTING

It's easy to generate reports summarizing various work processes in Newforma Project Center. The software logs the who, what, where, and when of a project, and enables you to configure your reports. After you filter, sort and format the information you need, save your settings for future use.
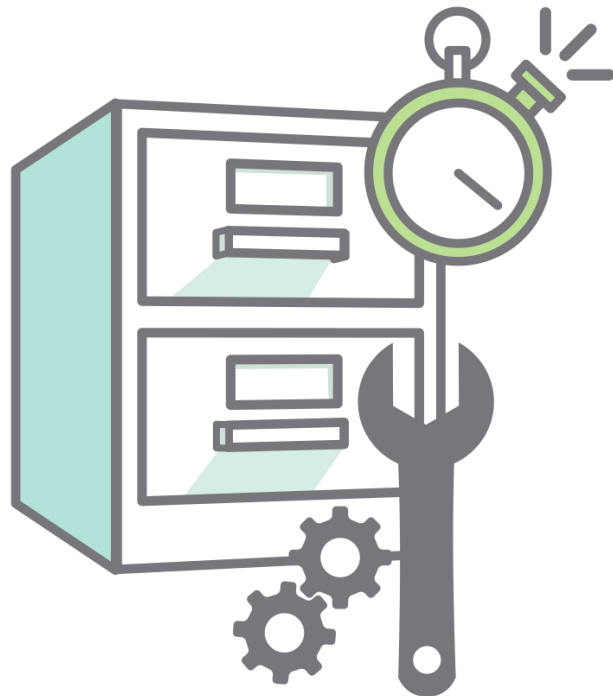
LEARN MORE

Set up a project in seconds. This one is for those hard-working IT administrators who create projects in Newforma Project Center. Project Creation templates standardize everything from the location of filed emails to the availability of Newforma® Info Exchange web access. Set which activity centers people can see, privacy permissions, and more.

LEARN MORE

DRAG AND DROP

"Drag and drop what?" you ask. Just about anything! Drag and drop files you're transferring to an extranet website. Or contacts into Outlook. Or emails into "Items to File" folders. Or files into an Action Item's "Supporting Documents" pane… Try it!

LEARN MORE