

### Take back control of your documents!

by David Chadwick

**A**t first glance you might think that we have gone overboard a bit on Document Management in this issue of Construction Computing, and in the accompanying CAD User, but, as dry as the subject may initially appear to be, it is a very important part of the construction industry.

Document management is the central means of accessing and distributing the massive amount of information that has to be assimilated on any project, whether documents are transmitted digitally or printed out, rolled up, posted and handed out physically to the builder or engineer on site.

And yet the latter method is still the way many companies do it, sometimes with the kind of horrifying results featured at the beginning of the TDOC article in this issue. It may read like a cautionary fairy tale but it's nothing of the sort - there are some seriously red faces in a contractors office somewhere North of the Watford Gap...

These articles highlight the importance of putting a proper document management scheme of control in place to ensure that the right people get the right document at the right time. A true DM system should guarantee that the entire construction process is fully documented, including information about whether all parties have actually received documents or not, and the whole process should be recorded and audited. Situations like the one featured in the TDOC article - which lead to a car park being closed before it was even open - should be entirely avoidable. And when such document disasters do occur you can be sure they will be followed up by legal action. Then, more than ever, will you wish that you had a trusted and secure document management system in place.