

# AutoEDMS for Industry Utilities

## AutoEDMS for the Utility Industry

### Key Features

- Automatic Check-in and Check-out.
- Revision Control
- ECO Work Orders
- Transmittals
- Multiple Workflow Processes
- Viewing support for over 200 industry leading file types
- Electronic markup (redline) of CAD and scanned images
- Electronic Commenting
- Email Integration
- Audit Trails
- Web-based Access

Utilities — electric, cable TV networks, gas, water and telecommunications companies all use tens of thousands of documents and volumes of CAD data to manage plants, cables, transmission and distribution facilities.

Maintaining all these different types of data in an electronic database greatly reduces the time and money spent collecting information to file with regulatory agencies. Fines are levied and shut-downs are caused when you can't locate necessary data. The AutoEDMS Document Management and Workflow solution will make this information available immediately.

Once the documents are imported into AutoEDMS they are available for distribution and viewing. A recent study found that a typical utility company requires 200 to 400 drawing retrievals per day for

reduced to seconds, improving employee productivity and allowing management to make decisions based upon the most accurate and up-to-date information.



maintenance, operation and new construction. Previously, average retrieval time could be as long as 3 to 5 days. Now, with networked viewing terminals and an electronic database, retrieval time is

The AutoEDMS Workflow Engine helps utility companies implement controlled document revision, approval and release processes. The optional AutoEDMS Redline Module offers easy redlining and commenting as part of the workflow process. Engineers and managers can also use the drawing compare function to quickly verify the differences between drawing revisions, and perform on-screen measurements.

## AutoEDMS AnyWhere

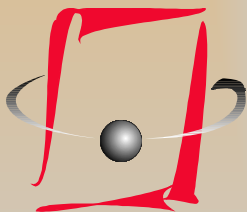
You can use AutoEDMS over the Internet in conjunction with thin-client servers like Citrix MetaFrame and MS Windows Terminal Server Edition. By setting up a Citrix MetaFrame thin-client server on a LAN that's running AutoEDMS, the complete AutoEDMS solution can be instantly delivered over the Internet to any browser-based user.

Server-based computing is an information-distribution model that utilizes economies of scale to improve availability for business-critical applications and data. With server-based computing, applications such as AutoEDMS, the Pervasive SQL Database

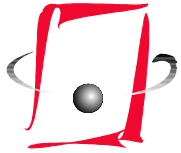
Engine and associated data are stored and executed on a central server, rather than on the individual PCs. While the applications and data are hosted on secure servers, a simple access program is downloaded onto each client workstation. This desktop icon provides each user with access to both applications and data stored on the server, depending upon the user's security permissions. This user-level system security, coupled with AutoEDMS' security, will control access to the AutoEDMS application and data stored within the database. This determines which users have access to data, Forms, record creation and modification, and view

and print facilities within AutoEDMS. Indeed, users from other departments, sites, or companies such as sub-contractors could have access to certain AutoEDMS Forms and data, providing those users have a valid login ID and password.

AutoEDMS AnyWhere is an inexpensive solution to support browser-based users, without the typical HTML/Java/SQL Server support overhead of new Intranet-based solutions. One of ACS' customers, NAV Canada, is hosting AutoEDMS on Citrix for hundreds of users all across Canada.



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Established in 1981, ACS Software, Inc. is the developer of the AutoEDMS document management and workflow solution, designed for workgroups and multi-site enterprises. ACS Software delivered the first PC-based EDMS system in 1986, and there are thousands of AutoEDMS customers worldwide, in a wide variety of industries. ACS supports clients in all 50 states and in over 25 countries.

AutoEDMS is a comprehensive document management and workflow solution, which manages documents and document revision processes, across LANs, WANs and the Internet. AutoEDMS includes file check-in/check-out, revision control, workflow routing, document security, optional redlining, and viewing/printing of over 300 file formats. AutoEDMS implements document management through user-designed screens ("Forms") that contain textual database information, in addition to graphical "views" of the managed files. The built-in Workflow Engine is used to graphically define file revision and approval processes. AutoEDMS supports Windows XP/Vista/Windows 7 and all leading network systems.

Since 1888, NBTel (the New Brunswick Telephone Co. of Saint John, New Brunswick, Canada) has been providing reliable telephone services to its customers. An acknowledged leader in telecommunications, NBTel is a wholly owned subsidiary of Aliant (TSE: AIT). NBTel provides a full-range of services including local and long-distance telephone, wireless, Internet, e-commerce, interactive multimedia, data and managed network services, and information technology solutions.

NBTel realized they had a huge document management problem and with the pace of new telecom equipment, additions and changes was generating a document correction backlog. By late 1997, it had increased to the point that provisioners (equipment specification specialists) and CAD operators could not keep up. A review of procedures was performed to highlight where improvements could be realized. They had a legacy Unix document management system and server accessible only by the CAD operators. It was text-only and used Sun terminals or PC terminal emulation. Their CAD operators were on networked Windows PC's and the cost of the terminals made remote sites or multiple seats unfeasible. The legacy system did not control Drafting Work Orders, Canceled or Supplier Drawings, and it was also missing capabilities such as fuzzy searches, check-in/check-out, intelligent file naming, revision control, audit trails, and other features that would save time and eliminate document conflicts.

With NBTel's 9000+ drawings still in paper format, each CAD or paper drawing after being modified was blue printed (to send out to remote sites) and filmed for aperture cards - allowing provisioners to view and print any drawing. Too much time was needed just to identify, load, print, and update the drawings or the database for a project. It was time for them to put in an up-to-date document management system.

NBTel consulted with their CAD supplier, CAD/CAM Systems Limited, with over 10 years of experience. For them the answer was short - AutoEDMS. They especially recommended AutoEDMS for its flexibility to adapt and be customized to specific end user requirements and work processes - something critical for NBTel. They also recommended it for its off-the-shelf document management features. Within days, a formal presentation on AutoEDMS was organized for a group of managers, provisioners, and CAD operators. Since it looked promising to the group, an on-site requirements evaluation and detailed proposal was ordered. Soon a project proposal defining a three phase implementation plan based on AutoEDMS was in hand. Shortly thereafter work started on the first phase. During October 1999, the second phase was completed and AutoEDMS is being used on every provisioner and CAD operator's desktop. Their AutoEDMS system gives them immediate access to drawings created by NBTel and its suppliers. Some of the users are equipment installers in remote parts of New Brunswick, so access to AutoEDMS is provided over their wide area network. Phase 2 of NBTel's AutoEDMS deployment implemented full control of their drafting work orders associated with their projects. Provisioners and installers now use these orders to markup documents and submit the work to the drafting department. The Workflow and Markup tools in AutoEDMS were essential to this process.

### A Selection of AutoEDMS Customers

- Allegiance Telecom
- Bahrain Telecom
- Detroit Edison
- Minnkota Power Cooperative
- NB Tel
- Nebraska Public Power District
- New York Power Authority
- New York Telephone
- Northern States Power
- PCCC Electricity
- Philadelphia Electric Company
- Philadelphia Gas Works
- Telecom New Zealand Ltd.
- Washington Gas Company

Kendal Megarity, Central Office Records Administrator for NBTel, describes the initial benefits they've seen by implementing AutoEDMS into their office environment. *"We've recovered 850 sq. ft. of floor space by scanning and removing the aperture cards and the associated equipment. AutoEDMS' ability to view and markup raster files means we don't need to convert them to vector format as CADOVERLAY is used to edit these files from within AutoCAD. Other NBTel groups have been watching us closely and have joined our training classes as we've phased in our AutoEDMS applications. They can clearly see the potential for applying it in their areas and how they can effectively integrate, share, and control the information and data that we all use in common. AutoEDMS could easily support users across the entire company. Another important item is to get a good product like AutoEDMS and a dealer with application development experience like CAD/CAM Systems Ltd. There isn't anything that can substitute for experience when it comes to developing a document management system."*

**Kendal Megarity**  
New Brunswick Telephone Co.

