



File Management

Does this sound all too familiar?

- We spend way too much time juggling endless emails and looking for attachments across laptops and our servers.
- On an important call half the people are viewing the wrong version of the design layout or document .
- We are forever missing an opportunity to capture critical information because we didn't bring every Project's folder.
- It never fails, when we start a Project the first request is, "What did we do last year?"



What's in it for me?

Protect your assets with disaster recovery and maintain accessible history archives



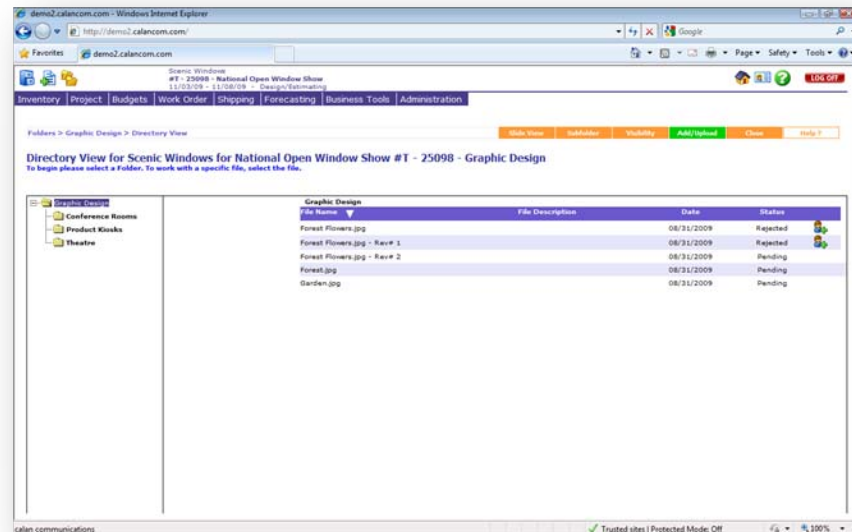
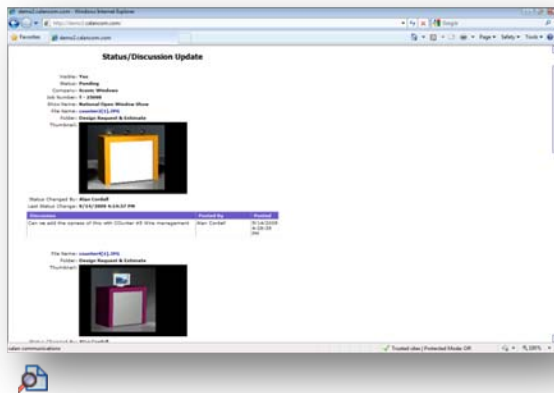
You send thousands of dollars in staff time producing documents... are they safe?



Collaboration

We are clearly in the information age. Working on even a simple Project can result in dozens of separate files. Each one of those files cost your company money to produce. They need to be shared, in a web based tool that supports both PC & MAC users. Protected from loss and stored in a secure and easily accessible environment.

- View Projects and files the way you want
- Default & Site Defined Folders are auto generated for new Projects. Create Subfolders of the fly
- Set Visibility and Permissions to work the way you and your customer do



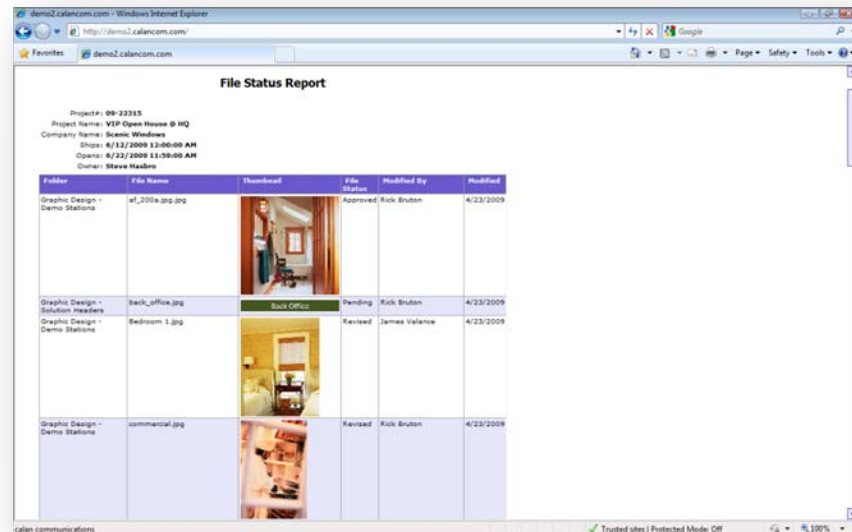
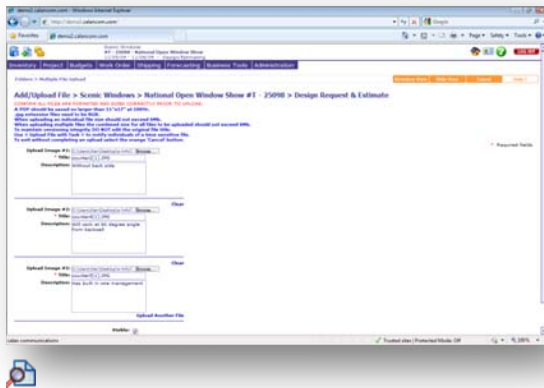
Time is lost sorting old versions or not having the right file at the right moment..



Collaboration

Multiple versions of files can result in lost productivity and even worse costly errors. e-Info provides auto versioning. Managing the dozens upon dozens of files a Project might require can lead to lost files, e-Info provides organized folder structures. Best of all you are never more than a click from any file from any Project that you have ever done.

- Multiple file upload interface
- Control Visibility in addition to auto versioning
- Maintain a history and document business compliance






File Management

demo2.calancom.com - Windows Internet Explorer
http://demo2.calancom.com/

Status/Discussion Update


Visible: **Yes**
Status: **Pending**
Company: **Scenic Windows**
Job Number: **T - 25098**
Show Name: **National Open Window Show**
File Name: **counter2[1].JPG**
Folder: **Design Request & Estimate**
Thumbnail:



Status Changed By: **Alan Cordell**
Last Status Change: **9/14/2009 4:14:37 PM**

Discussion	Posted By	Posted
Can we add the opness of this with COunter #5 Wire management	Alan Cordell	9/14/2009 4:28:35 PM

File Name: **counter4[1].JPG**
Folder: **Design Request & Estimate**
Thumbnail:



Status Changed By: **Alan Cordell**

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Trusted sites | Protected Mode: Off | 100%





File Management

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Scenic Windows
#T - 25098 - National Open Window Show
11/03/09 - 11/08/09 - Design/Estimating

Inventory | Project | Budgets | Work Order | Shipping | Forecasting | Business Tools | Administration

Directories > Graphic Design > Directory View

Slide View | Subfolder | Visibility | Add/Upload | Close | Help ?

Directory View for Scenic Windows for National Open Window Show #T - 25098 - Graphic Design

To begin please select a Folder. To work with a specific file, select the file.

Graphic Design	
File Name	File Description
Forest Flowers.jpg	08/31/2009 Rejected
Forest Flowers.jpg - Rev# 1	08/31/2009 Rejected
Forest Flowers.jpg - Rev# 2	08/31/2009 Pending
Forest.jpg	08/31/2009 Pending
Garden.jpg	08/31/2009 Pending

calan communications | Trusted sites | Protected Mode: Off | 100%





File Management

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Scenic Windows
#T - 25098 - National Open Window Show
11/03/09 - 11/08/09 - Design/Estimating

Inventory | Project | Budgets | Work Order | Shipping | Forecasting | Business Tools | Administration

Folders > Multiple File Upload

Directory View | Slide View | Cancel | Help ?

Add/Upload File > Scenic Windows > National Open Window Show #T - 25098 > Design Request & Estimate

CONFIRM ALL FILES ARE FORMATED AND SIZED CORRECTLY PRIOR TO UPLOAD.
A PDF should be saved no larger than 11"x17" at 100%.
.jpg extension files need to be RGB.
When uploading an individual file size should not exceed 6Mb.
When uploading multiple files the combined size for all files to be uploaded should not exceed 6Mb.
To maintain versioning integrity DO NOT edit the original file title.
Use < Upload File with Task > to notify individuals of a time sensitive file.
To exit without completing an upload select the orange 'Cancel' button.

* Required fields

Upload Image #1: C:\Users\Alan\Desktop\e-Info | Browse...
* Title: counter2[1].JPG
Description: Without back side

Clear

Upload Image #2: C:\Users\Alan\Desktop\e-Info | Browse...
* Title: counter4[1].JPG
Description: Will work at 90 degree angle from backwall

Clear

Upload Image #3: C:\Users\Alan\Desktop\e-Info | Browse...
* Title: counter5[1].JPG
Description: Has built in wire management

Upload Another File

Visible:

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Trusted sites | Protected Mode: Off

100%





File Management




demo2.calancom.com - Windows Internet Explorer

http://demo2.calancom.com/

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File Status Report

Project#: 09-22315
Project Name: **VIP Open House @ HQ**
Company Name: **Scenic Windows**
Ships: **6/12/2009 12:00:00 AM**
Opens: **6/22/2009 11:59:00 AM**
Owner: **Steve Hasbro**

Folder	File Name	Thumbnail	File Status	Modified By	Modified
Graphic Design - Demo Stations	af_200a.jpg.jpg		Approved	Rick Bruton	4/23/2009
Graphic Design - Solution Headers	back_office.jpg	Back Office	Pending	Rick Bruton	4/23/2009
Graphic Design - Demo Stations	Bedroom 1.jpg		Revised	James Valance	4/23/2009
Graphic Design - Demo Stations	commercial.jpg		Revised	Rick Bruton	4/23/2009

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Trusted sites | Protected Mode: Off

100%

