DOCUMENT DELIVERY

A transmittal ready to send by e-mail

THE MOMENT

The client wants the documents for review today. Someone copies files into a folder, types a cover sheet and zips it all by hand.

Selected documents become a transmittal: generated front page with client numbers, one zip file and a link, recorded with the project.

THE FLOW

1. **Select the documents** — Engineer
2. **Create the collection** — Automatic
3. **Render the transmittal** — Engineer
4. **Front page, zip and link** — Automatic
5. **Send by e-mail** — Engineer

Blueprint BP-28	
SECTOR	Engineering
PROCESS	Document delivery
STARTS WITH	Selected documents
RESULT	Transmittal ready to send
BUILDING BLOCKS	M-Files · Engineering Pack

Audit trail

Recognise this moment?

Tell us about your own process. We look at it with you, without obligation.

DISCUSS THIS PROCESS
softadvice.eu
/plan-a-call

READ THE FULL BLUEPRINT
softadvice.eu
/in-practice/engineering-transmittal-ready-to-send