



# Collaboration and Document Flow

## Key Features

- Version Control
- File locking
- Full audit trails
- Low bandwidth client
- Offline mode
- 100% uptime
- Issue Tracker
- Custom data templates



### Efficiently Control Documents

Create a single repository for all your project related documents, contracts, and information. Team members can manage, share, find, view, and update the latest project documents. File locking keeps documents more secure and helps project teams minimize unintended mistakes. Access to documents is controlled, so only one person can edit a document at any given time. Version control capabilities help you preserve a record of all document versions, as well as track and manage multiple versions. Activity tracking and audit trail features give you greater visibility into the activities that occur on your Lima site, including who accessed, edited, uploaded, and downloaded any document and when they did it.

### Keep Designs Coordinated

Keep your model-based designs in one virtual location. Project members can more quickly view and collaborate on the latest drawings and models, so everyone in the review chain can stay on top of design reviews directly in the Lima environment. Lima integrates with your design team workflows by enabling project team members to save design models and files directly from their CAD and office applications. Your project team members can be more confident that they are working with the latest project documents and designs. Notifications help inform project team members of updates and changes. Notify project team members whenever you upload or edit a drawing or document.

### Seamlessly Manage Project Information

Better manage your project communication and data distribution processes by using Lima to manage and disseminate project information. On-demand information helps limit the miscommunications and delays associated with working across locations and companies or using paper-based distribution. When drawings or models are uploaded or changed, automatic notifications decrease ad-hoc information sharing and help your project team members get access to the latest information.

During the project lifecycle, Lima can be an ideal hub for storing and sharing documents from design through construction and operations. To minimise information bottlenecks in the field, contractors can log onto one central system to find and view design and construction drawings and other project documents at any time from any place. To efficiently manage and maintain as-built information, owner operators can store and share facility information like equipment specifications, warranties, and manuals—making them accessible to the people who need to keep them up and running.



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