



## DOCUMENT MANAGEMENT SOFTWARE

### INTRODUCTION

UniPhi is a multi-award winning, SaaS, mobile and web-based, project and portfolio software. It covers the end-to-end life cycle of projects and engages with all people working within the built environment.

UniPhi provides adaptive solutions to complex problems, allowing organizations to stop improvising solutions and start maximizing opportunities. It covers the 9 functions of project management including document management. Find, store, create and manage documents in one convenient location.

Don't waste time on repetitive data entry and inefficient paper systems when you can enter information once, reuse and recycle as needed. Project productivity will become endless with UniPhi software's automated meta data capture and version control functionalities.

### KEY BENEFITS

- Content generation & management.
- Configurable access.
- File share.
- Digital sign off workflow.
- Version control.
- Delegations of authority management for:
  - Budgets
  - Contracts
  - Variations
  - Invoices

**AECOM**

**NORTH**

Aged Care **Plus** 

 **ridgemill**

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## 3 KEY FEATURES

### 1 CONTENT GENERATION

Reports and documents can be created within UniPhi. Templates can be used to automatically populate and integrate reports with data that has been previously entered in the system. Access to who can create, read, update and delete this content can be configured.

### 2 VERSION CONTROL

UniPhi keeps a record of all versions of a document, transmittal registers and digital sign offs. It also automatically presents users with the latest version ensuring that the latest document is used for review.

### 3 AUTOMATED SIGNATURES

Digital sign off workflows can be created for report approvals. Documents can be sent automatically from within UniPhi for signatures. Approvals and sign-offs are then logged against the document.

“ UniPhi takes workflow to a more practical level and creates transparency in documentation and records management that makes auditing business processes simple and efficient. *Davis Langdon* ”



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