

Active  
DMS

 iSpec



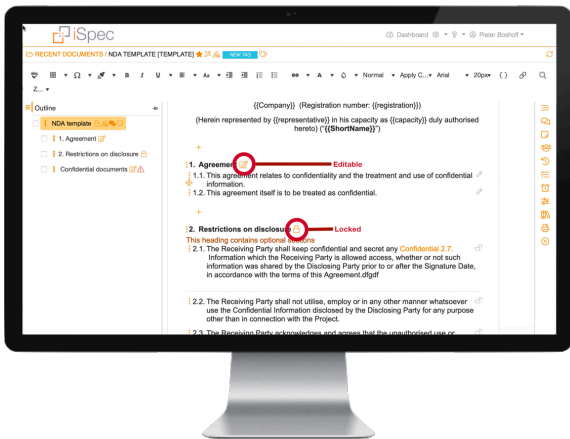
Take back control of  
your documents with  
Active Document  
Management



[www.remy-is.com](http://www.remy-is.com)

## Collaborative Document Management:

- Master project templates
- Master section library
- Drag and drop document creation
- Concurrent editing
- Section-level editing permissions
- Locked or editable sections
- Approvals per section or entire document
- Permanent history tracking
- Usage notes per section
- Variable insertion
- Route for approval
- Invite external parties to negotiate
- E-signature
- Version history
- Downloadable as PDF or Word
- Notifications for reviews, approvals etc
- Cloud based for easy access
- Automated translations >100 languages



### Call Now:

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## Master Library:

Manage all your master document sets and templates in a library for use by your sales, legal, engineering and other departments.

Templates can contain variables for automatic insertion, locked and editable sections for document preparation, and can be assigned to the various groups or departments for use in their daily job functions.

## Document management:

Use a template or project set to create documents for a contract or a whole project. Assign editors and approvers. Once the document has been prepared, invite your customer or supplier to view the document and comment or edit it depending on the permissions you allow them. With permanent history tracking you can always go back and analyse negotiations. The notes linked to the various sections provide guidance to internal users only on how to prepare the contract, and what negotiations, discounts and other variations are allowed. Comments can be added by both parties for discussion. Once the contract has been agreed, it can be locked and the external party can agree to it. It is now ready for downloading as a PDF or to be sent for e-signature. Once signed, a copy can be attached as a permanent record.

