

工程项目文档控制与协同平台

项目正式文件从起草、发出、签收到批复、归档，都在一个地方查。

适用对象 业主、项目管理公司、EPC及施工总包的文控团队、项目秘书和资料管理人员。



客户常见的难题

正式文件散落在邮件、聊天工具、共享盘和个人电脑中。发文编号、签收、批复、意见、附件和归档目录又由不同台账维护，很难快速确认一份文件的完整状态。

带来的改变

文控人员不用再维护多套离线台账。项目团队可以确认文件发给了谁、现在等谁处理，正式往来和审批过程也能完整追溯。

平台怎么解决

01 项目文件集中保存

统一管理个人与项目文件、版本、目录、共享和权限。

02 发文自动编号和追踪

按规则生成编号，完成内部审批、正式发文、签收、批复和状态追踪。

03 收文交给该处理的人

登记来文、分发处理、形成回复，并保留来往文件之间的关系。

04 完成后自动归档

按项目、组织、类型、编号和状态查找已完成的业务记录。

一条代表性业务闭环

准备文件和附件

内部审批

自动编号并发文

签收与分发处理

批复与回复

归档并持续追踪



带一份真实发文流程，现场看看平台如何完成编号、签收、批复和归档。

Engineering Document Control & Collaboration Platform

Track formal documents from drafting and issue to receipt, response and archive.

BEST FOR Document controllers, project administrators and records teams working for owners, PMCs, EPCs and contractors.



A common project challenge

Formal correspondence is spread across email, chat, shared drives and personal computers. Separate registers track numbers, receipt, responses, comments, attachments and archives, so the full status of a document is hard to confirm.

What changes

Document controllers no longer need several offline registers. The team can see who received each document, whose action is pending and the full history of formal correspondence and approval.

How INNOWERKS helps

01 Keep project files together

Manage personal and project files, revisions, folders, sharing and permissions.

02 Number and track outgoing documents

Apply numbering rules, complete internal approval, issue formally and track receipt and response.

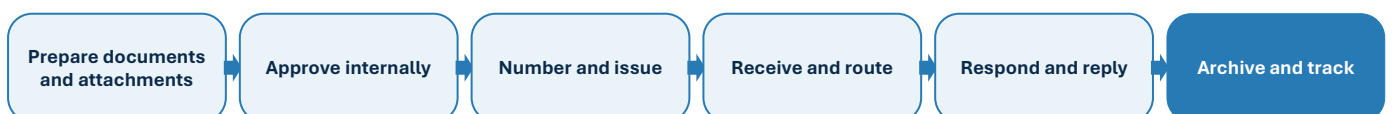
03 Route incoming documents

Register incoming correspondence, assign actions, prepare replies and keep related documents connected.

04 Archive completed records

Find completed records by project, organization, type, number and status.

A representative workflow



Bring a real correspondence workflow and see how numbering, receipt, response and archiving work.