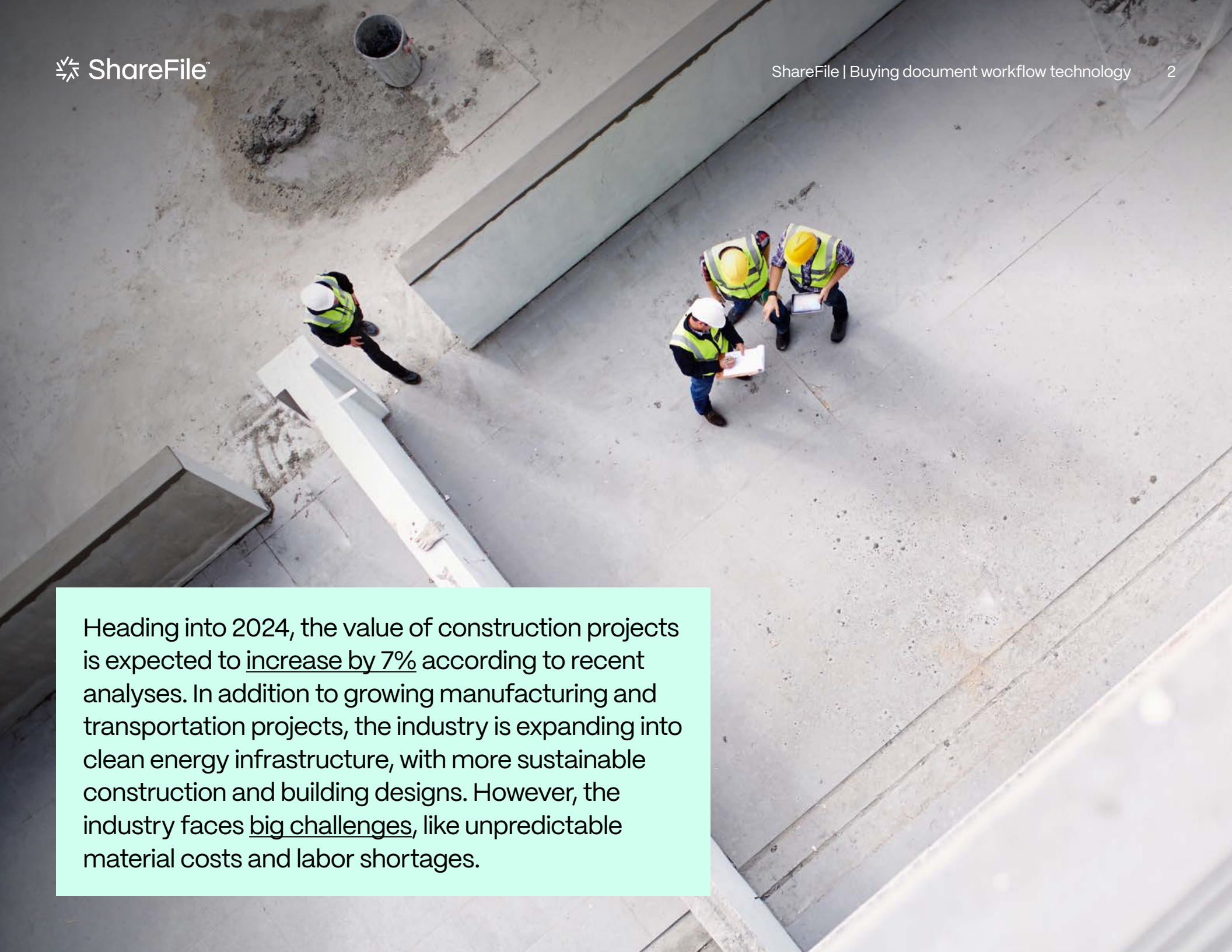




Buying document workflow technology — a guide for construction companies

Learn the essential software features needed
that drive growth and competitive advantage

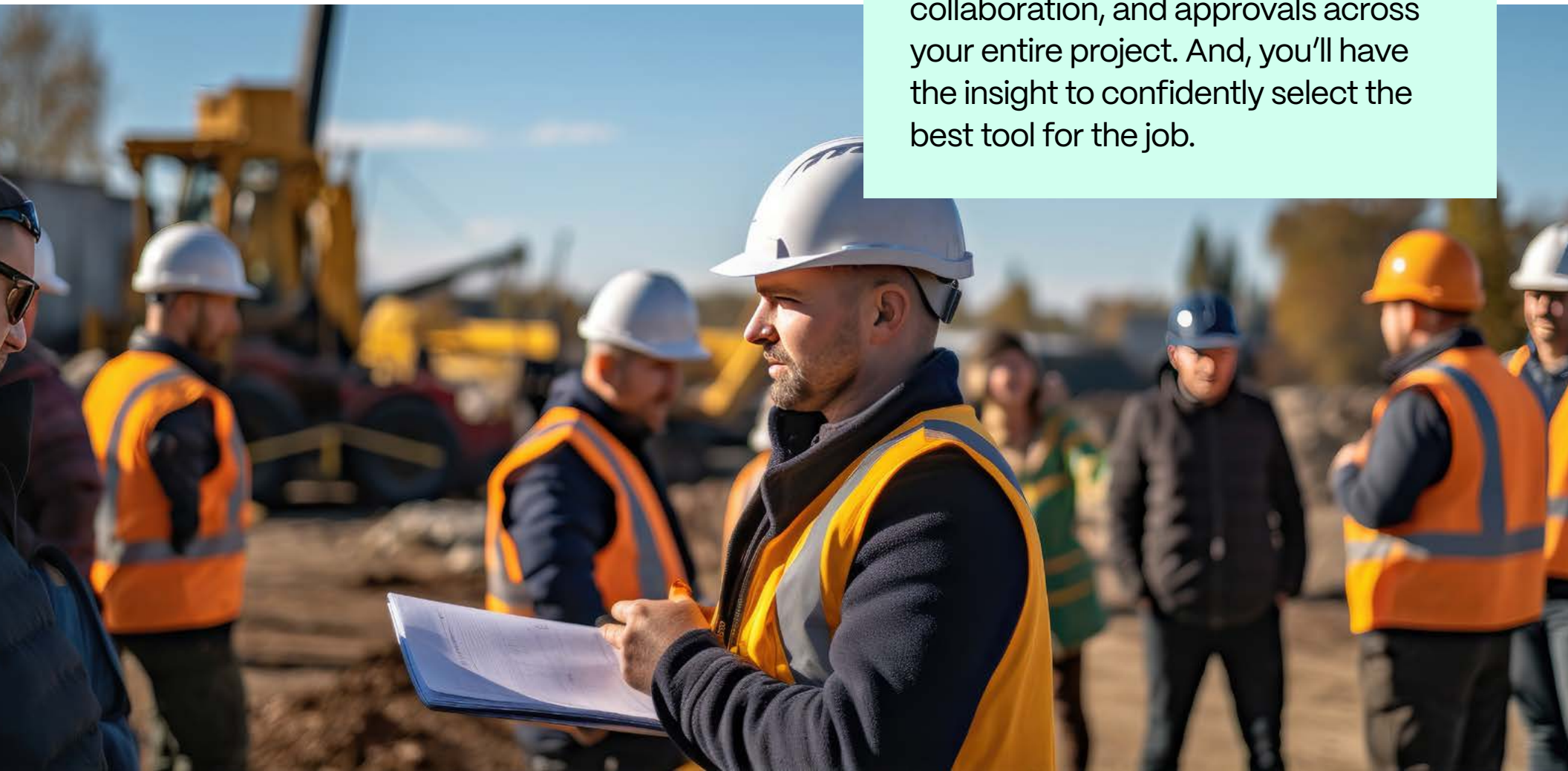


Heading into 2024, the value of construction projects is expected to increase by 7% according to recent analyses. In addition to growing manufacturing and transportation projects, the industry is expanding into clean energy infrastructure, with more sustainable construction and building designs. However, the industry faces big challenges, like unpredictable material costs and labor shortages.

As the industry balances new opportunities and ongoing challenges, what will help construction companies increase their market share?

The answer can be as simple as streamlined document management. The reality is that construction is a paper-heavy industry. **Document workflow technology that can keep up with the pace of projects can give construction companies a new competitive advantage.** When foremen and subcontractors work from the same page, it can accelerate timelines and mitigate safety incidents.

This resource will teach you how to find the best document management software for construction. You'll learn the essential features needed to streamline document organization, collaboration, and approvals across your entire project. And, you'll have the insight to confidently select the best tool for the job.



Decisions made using “bad data” are estimated to cost the construction industry \$88.69 billion annually in rework alone.

Key capabilities to support construction

Throughout a project lifecycle, there is a constant need for updates, approvals, and input within the company and with third-party engineers and regulatory agencies. Paperwork and forms documenting financial data, designs, and schedules are also needed at every step. Based on these characteristics, your SaaS tool should:

1. **Support frictionless collaboration.** You need real-time lines of visible and organized communication. This way, you can eliminate confusion that often results in errors or duplicate work.
2. **Streamline document workflows.** Maximize job site productivity by reducing time spent on paperwork admin. New efficiencies, when applied across contractors and vendors, help the entire team meet deadlines.
3. **Safeguard your content from competitors and potential data breaches.** A strong security stance builds trust with clients, but it also prevents intellectual property from getting into the wrong hands.



Support frictionless collaboration

Construction projects rely on the collaboration of countless workers, specialists, vendors, engineers, and regulatory agencies. If they are working in unison, projects are much more successful in terms of time, budget, and safety.

You need a solution that makes it easy for all parties to access, read, sign, comment on, or submit files.

Centralized document management with real-time editing and commenting gives everyone a single source of truth. When workers have the latest files at their fingertips—from blueprints to purchase orders— they can make smarter decisions, faster.

Look for a solution that provides:



Project spaces – Give stakeholders one easy-to-navigate environment to centralize essentials like message exchanges, project paperwork, signed files, and more.



Co-editing – Create or update designs, schedules, and reports quickly with live editing, plus use version history to track updates.



Approval workflows – Get the internal and client sign-offs you need with an automated workflow that includes reminders.



Streamline document workflows

By nature, construction is a document-intensive industry. Every project has a paper trail for its blueprints and engineering plans, invoices and work orders, safety training, and much more.

With the support of technology, you can eliminate the manual side of paperwork for your subcontractors and vendors. This creates widespread efficiencies and improves document accuracy—critical to keeping a project on schedule.

Look for a solution that provides:



Templated documents with auto-fill – Build and launch templates for your most common documents or forms. Auto-fill client data for more speed and accuracy.



Integrated e-signature – Get legally binding signatures without app switching and complete document workflows with one tool.



Data-backed automation – Work proactively and anticipate needs faster with automation powered by client data, machine learning, and AI.



Safeguard your content from competitors and potential data breaches

For construction companies, data security is essential for safeguarding sensitive financial and personal information.

But strong security is only half the battle. Security features also must be easy to use so they don't slow down productivity. And, they have to be accessible in order to be useful to users.

The key is to find a solution that can balance robust security with user-friendliness.

Look for a solution that provides:



Permission-based access – Create document links with customizable permissions so you can control and monitor file access.



Threat detection alerts – When a potential threat is detected, receive notifications along with suggested steps to remediate the risk.



Email and file encryption – Protect content in transit or at rest no matter if you're exchanging files through a SaaS product or your favorite email platform.

Use technology to your advantage

Today, construction companies can manage projects easier with a user-friendly document workflow tool. Whether you're in the market for a new SaaS tool or want to replace your current one, use this guide to help you find a tool that will help you where it counts most.

Deliver quality work with ShareFile

Your day-to-day is filled with designs, approvals, invoices, and signatures. Our solutions help streamline those document workflows so you can focus on what matters most to your company.

That's why ShareFile was designed to complete all these to-do's in one secure solution. Explore our workflow automation, simple document management, and other efficiencies that will give you a competitive advantage.

Learn more at [ShareFile.com](https://www.sharefile.com).

