

Ask the **Expert**

How can I reduce my administrative workload?

Designers spend a lot of time doing menial tasks. Research in the AEC industry shows that employees can spend up to 60 work days a year searching for and gathering project information. That's a massive amount of time

spent doing what people don't like doing. Taking that away has a huge effect, which is why Newforma

capabilities. Now everything is quickly available from what we call the single pane of glass. When you you can easily see all your projects and quickly get to specific emails, RFIs, and action items from one you need isn't a click or two away, our search bar

transmittals from a Word template and folders of duplicate spent a lot of time files, we document perfecting search external sharing automatically. We've done everything we can to be as least disruptive as possible. Our software adapts log into Newforma, to the way project teams and AEC firms want to work. When Nelson Worldwide needed a platform to collect and organize location. If the info data from all of its many projects and disciplines-tenant/ landlord, tradi-

tional architecture, design, and branding-they turned to Newforma because of suming tasks, like automatically crethe efficiency the ating a record copy software provides. of files when teams Prior to Newforma share project files. coming onboard, Nelson's processes most firms have a were manual, and no one could find information or coordinate amongst need to document teams about project communication manually creating and transfers. We streamlined that for them. A lot of what Newforma does is aimed at eliminating the drudgery

Aaron Kivett, Technical Manager for Strategic Partnerships, Newforma

Designers are in the game to design. An artist's

of administrative tasks? That's a question project information management software company Newforma has been working on since 2004. Here

Aaron Kivett, a solutions consultant at Newforma with more than 20 years of experience, discusses how integrating project information and processes-from design to construction-can automate minutiae and let your talent get back to doing their

best work.

quickly.

can get you there

We automate

other time-con-

To alleviate risk,

policy that if you

share something

externally, you

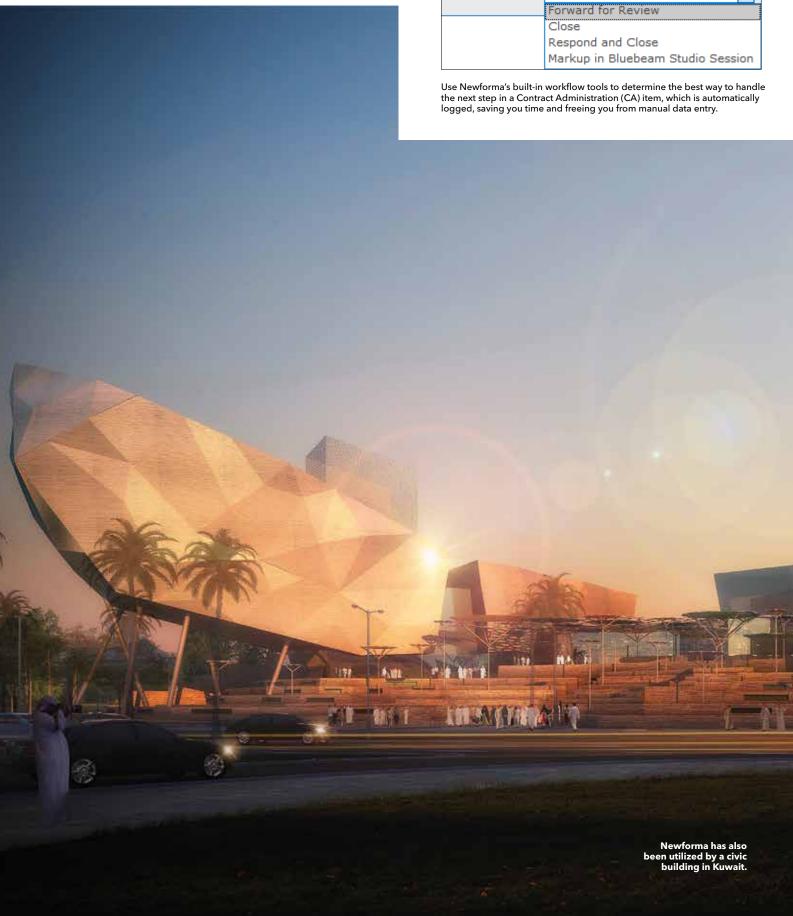
it. Instead of

purpose is their art-not the emails, contracts, deadlines, and check-ins that eventually get them there. So how can companies reduce the drudgery

that people have to deal with, so they can focus on what they like to do-designing things. And what that translates to is administrative tasks.

Read more from Newforma in the November+December issue, when Kivett shares how software can make you money.





V NEWFORMA'S SUBMITTAL NEXT ACTION

Next Action:	Forward for Review	~
	Forward for Review	
	Close	
	Respond and Close	
	Markup in Bluebeam Studio Sessi	on