

# case study



Managing large projects can mean managing a large number of documents - Balfour Beatty Rail saw using CAB-i-NET document management in a project environment as a natural progression

CLIENT:

## Balfour Beatty Rail

BENEFITS:

- The use of Templates increases productivity and ensures consistency / standardisation for customers.
- A standard structure means resources can be reallocated to other projects with minimal delay.

KEY QUOTES:

“having already used CAB-i-NET for a good many years, knew that it would provide the ideal document management solution in a project environment ”

“We have been using the product heavily in our engineering department, managing our design deliverables and CAD production ”

“the benefits of using CAB-i-NET to manage their documents were obvious and through experience they knew it would be well suited to the project environment. ”



use the product in a project environment. We have been using the product heavily in our engineering department, managing our design deliverables and CAD production, but we also understood the flexibility of using it for the control of project related documents.”

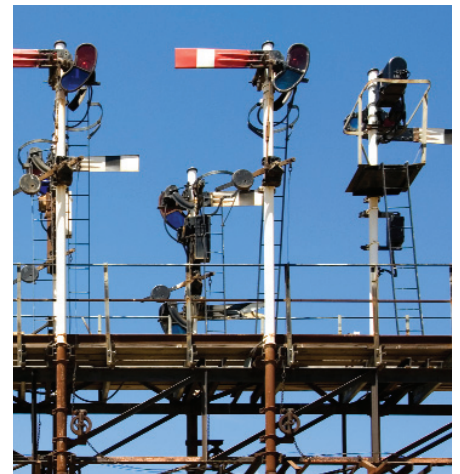
To Balfour Beatty Rail, the benefits of using CAB-i-NET to manage their documents were obvious and through experience they knew it would be well suited to the project environment. With so many users involved and with many documents needing to be shared amongst them continually during the life of the project, standard network shares just wouldn't be enough. Couple this with the need for standardisation of document templates, security, revision tracking and an easy to use search function, it soon became apparent that a good document management solution is essential.

“We use it as companies would conventionally use their shared network drives, you would have lots of folder structures and lots of users assigned to those folder structures and you would ferry documents amongst vast volumes of network shares.” Tim explained, “We use it for managing the volume of documentation so our users see the interface as a folder structure, but using meta data key words then

Balfour Beatty is an infrastructure services company comprising four key businesses - professional, construction, support services and infrastructure investments. They combine project design, financing and management, investment, engineering and construction, and facilities management services to provide essential infrastructure development and support across the globe. Balfour Beatty Rail carry out public and private multi-disciplinary rail projects across Europe, North and South America, Asia and Australia.

For large engineering projects, the project management of staff and their access to a great number of technical drawings and other documentation is key to its success. Balfour Beatty have a long history of project managing large engineering jobs and having already used CAB-i-NET for a good many years, knew that it would provide the ideal document management solution in a project environment.

This point was highlighted by Tim Allen, Business Systems Manager for Balfour Beatty Rail, “We were already an established user of the product, so it was a natural step for us to



## KEY QUOTES:

“using a good document management system like CAB-i-NET can save huge amounts of valuable time.”

“CAB-i-NET document management software has a very easy to use and intuitive interface.”

“The greatest benefit to us is having a controlled drawing and document workflow. This allows us to only allow users that have been client approved to make particular decisions.”

“it's worth spending a little time in integrating a good document management system like CAB-i-NET, into your business.”



they are able to locate the documents more easily and manage revisions, updates and security more efficiently. It also enables users to standardise using templates.”

The main benefits of using CAB-i-NET in this project were also outlined by Jayne Squires, Systems Administrator for Balfour Beatty Rail. She found the auditable paper trail, auto production of PDF's and controlled versioning invaluable, “The greatest benefit to us is having a controlled drawing and document workflow. This allows us to only allow users that have been client approved to make particular decisions.”

In order to minimise disruption, time is of the essence in large public projects that need to be finished within a fixed timescale and using a good document management system like CAB-i-NET can save huge amounts of valuable time. Kirsteen Bell of Balfour Beatty Rail was one of the principal users of CAB-i-NET during the set-up of the large rail projects, and is responsible for overseeing the proper use and integration of the system, “Being one of the principal users of the software, I create an administration pool to control documents, workforces and security. I ensure that users are using the system and importing documents correctly.”

Kirsteen quickly saw the benefits of standardised templates and document tracking in a project environment, “A definite benefit is

that users can create from the templates and create letters which means that they don't need to worry about providing me with a copy of the document to ensure it's on the system. They can go on creating from the template using the free key words and we will still have it in a raw format. We can chase up PDF's and there is a process you can follow. Benefits such as these have been a big time saver for us.”

Of course, every system needs trained staff in order to gain the full benefit of its use. CAB-i-NET document management software has a very easy to use and intuitive interface that closely resembles other popular office software packages in common use. Where training was needed, it was provided on a one to one basis to the relevant personnel. Pat White, Systems Administrator for Balfour Beatty Rail shared her experience of CAB-i-NET training, “I began by having two days training with TSA to get me familiar with the software itself and get me up to speed on a one-to-one basis giving me some experience of what CAB-i-NET was all about.”

Large projects and large numbers of staff, mean that large amounts of documents will need to be managed effectively to help save time and money. To do this it's worth spending a little time in integrating a good document management system like CAB-i-NET, into your business. In the long run it will help to deliver large projects in a timely and cost effective manner.



CAB-i-NET House, 1 Holland Park,  
Sandycroft, Flintshire, CH5 2QJ.

T: +44 (0)1244 287060 F: +44 (0)1244 281703

CAB-i-NET House, 7 Ellerbeck Court, Stokesley  
Business Park, Stokesley, Middlesbrough TS9 5PT UK

T: +44 (0)1642 714471 F: +44 (0)1642 714451

[sales@tsaadvet.co.uk](mailto:sales@tsaadvet.co.uk) [www.tsaadvet.co.uk](http://www.tsaadvet.co.uk)