Features to Simplify Collaboration

Shared projects come with many obstacles. Some of the most notorious hurdles can be collecting all the necessary pieces from each team member. Make the switch to SpecBuilder and regain all the hours spent searching your inbox for project-related emails.

DISCUSSIONS

Instead of tiresome, long email threads, use SpecBuilder to communicate inside the platform and record all comments directly alongside your working draft.

– Email to the entire group or create subgroups
– Comments are recorded as a single thread, ensuring all related issues are kept together
– Keep a historical index of comments and revisions inside a single online repository
– Admins succinctly capture all relevant expertise from specific project members instead of manually sorting through long email chains
– Team members have seamless access to documents and discussions via shared files within the platform

HISTORY

Preserve organizational knowledge with a detailed history of document project contributions – including all comments, votes, and revisions suggestions.

– Archive projects to reference at any future date
– Easily view members' previous project actions: discussions, ballots, comments
– Export to CSV files

LINKS

Insert hyperlinks in your documents to easily reference ASTM standards. With these active links in your working drafts,

– Vendors and contractors can easily find and purchase the specific ASTM standards you require by following hyperlinks
– You'll ensure users have the most current version of the standard
– Your staff will be led directly to the standard within your organization's Compass subscription
– Non-Compass subscribers will be led to a purchasing page, reducing administrative burdens

SECURITY

Protect your proprietary information by only allowing access to internal document creation on this secure platform. Keep secure documentation of previous projects.

– Secure platform ensures files are accessible only to registered users
– History tool documents all activity in chronological order
– Activity list identifies the name of person initiating the activity along with the date, time, and type of activity performed
– Due diligence is done for you by recording all activity

For more information

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www.astm.org/specbuilder

Streamline Your Document Development

File-Sharing
Replace your legacy workbook by collaborating on a single, secure platform where all files, suggested revisions and discussions are stored.

Voting
Never miss a ballot again. Automate your voting with electronic ballots, tailored voting choices and tracking.

Notifications
Accelerate the voting on document drafts with automated alerts to team members. Customize these alerts to your organization's style and specific project deadlines.

Administrative Resources
Use intuitive and clean-design interface to track project creation, manage workflow and change permissions settings.

Insert Links
Add hyperlinks to ASTM standards directly within your documents.

Security
Ensure your files are accessible only to registered users. Protect your proprietary data and corporate knowledge.
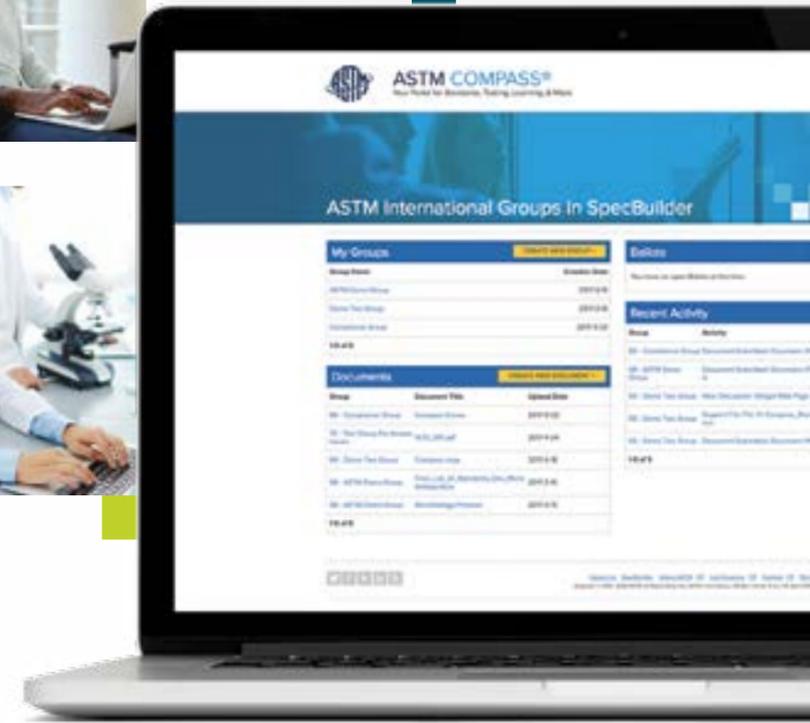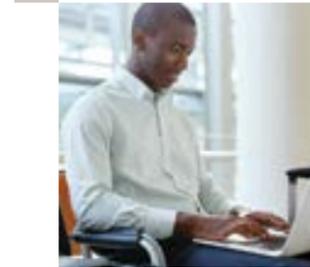
ASTM SpecBuilder

Manage change and develop internal documents using this collaboration management tool.

www.astm.org/specbuilder

ASTM SpecBuilder

This new online collaboration tool allows your team to develop your internal specifications, test methods, and procedures.
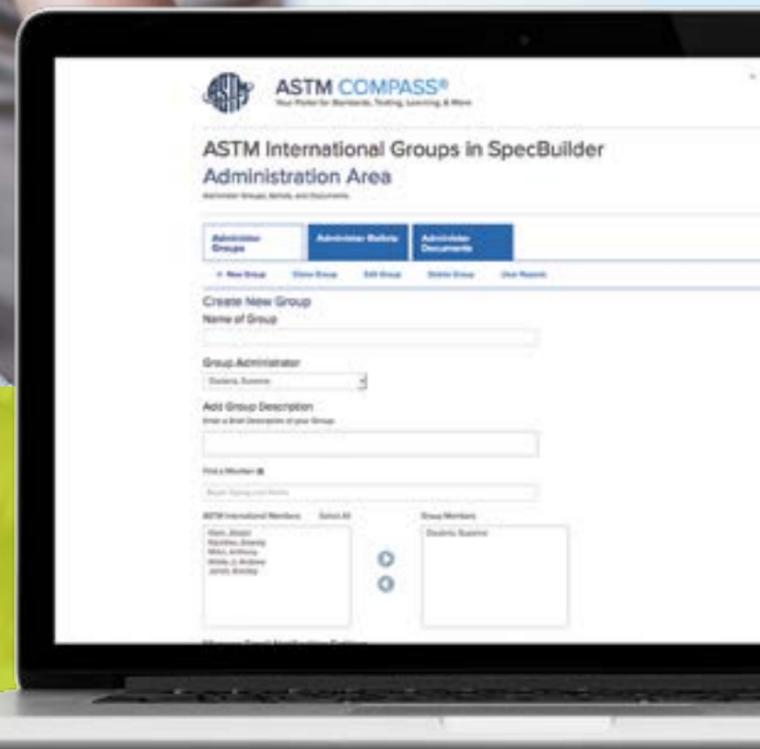
Escape those cumbersome email chains detailing your documents changes. Eliminate the risk of valuable information getting lost in heavily-revised, high-trafficked, digital drafts.

Create task groups and discuss and share comments

Track discussions and vote on revisions

Reference and hyperlink pertinent ASTM standards

Archive projects for future use

TOOLS TO HELP ADMINISTRATORS MANAGE CHANGE

Save time and resources by letting SpecBuilder do the work for you. With Admin tools that put you in control, you'll be able to automate many manual processes.

Manage Groups
You'll organize your communication effectively and efficiently with the convenient group features:

− Clone groups when creating additional, separate projects
− Automatically populate the "to" field for group emails
− Assign multiple Administrators
− Keep employees accountable with a documented history of input and voting

Manage Ballots
When tasked with the challenge of manually collecting votes from multiple sets of people, it is almost inevitable that mistakes will be made and feedback will be overlooked. Simplify your process with our world-renowned balloting tool that enables you to:

− Customize ballot and voting parameters
− Automatically track ballot progress
− Create automatic email messages for different ballots
− Extend voting deadlines as necessary

Manage Documents
Draft your internal documents in a secure and simple environment with all discussions, drafts, member lists of every group stored inside a single platform. Create and maintain your SpecBuilder documents by:

− Tracking progress with comment time-stamping
− Regulating whether employees or Admins can upload documents
− Archiving approved documents for reference at a later date

CUSTOM ALERTS KEEP PROJECTS ON DEADLINE

You'll finalize revisions and publish your documents more quickly when utilizing ASTM SpecBuilder's automatic alerts. Remind your collaborators that their input is needed using:

− Alerts on ballots, comments, draft revisions
− Emails to your group
− Responses in the History area

Alerts are highly customizable for each project. Admins can personalize the timing of these notifications and automatically collect feedback on projects.

Centralized, electronic balloting eliminates the sorting and collecting of paper ballots. Tailor settings of the voting process to meet the needs of your organization.

Users even have the option to change their vote before the ballot closes. When more time is needed for a project, Admins can extend ballot deadlines.

For more information

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