



# INDEXIO™ Archival Drawing Management

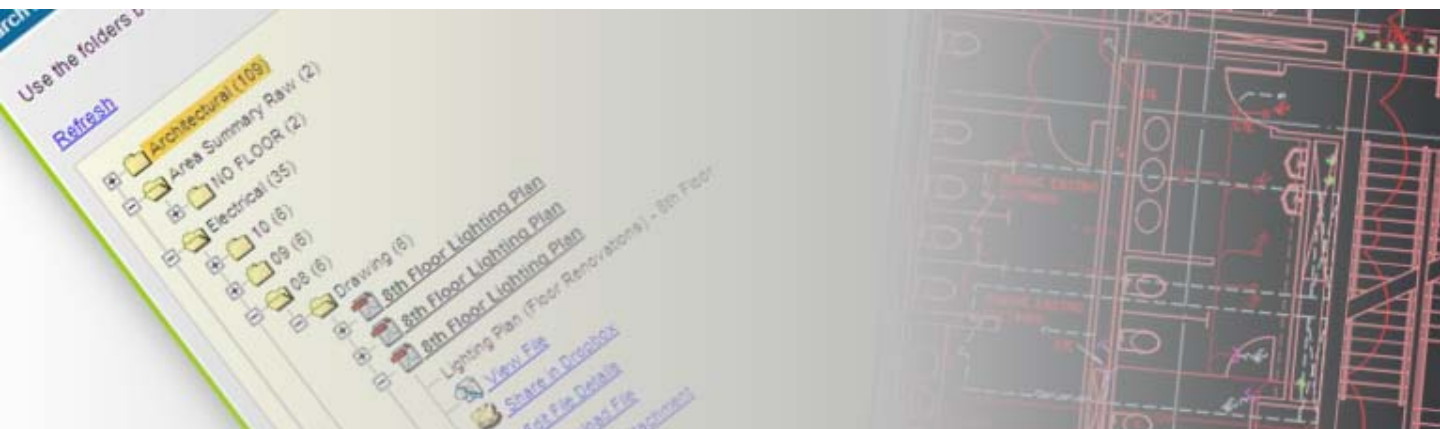


**Drowning  
in a Sea of Paper?  
Reach for INDEXIO™!**

Space Database offers **INDEXIO™** Archival Drawing Management - an indexing system that helps you complete projects faster - saving you time and money. Leasing and property managers know the headache of locating a blueprint from among the rolls and stacks of drawings and electronic files that most buildings generate. By outsourcing the file storage and indexing to Space Database, our clients get secure access to their data from any internet connection - especially valuable in case of emergency such as fire, flood or flu pandemic.

Get the **INDEXIO™** advantage:

- **Save Time** - quick retrieval of drawings and data for building operations, design and construction
- **Save Money** - eliminate drawing re-performance and reduce consultant billings
- **Improve Service** - property managers can respond to drawing requests faster and more accurately - knowing the **INDEXIO™** system stores the latest version of any drawings on record
- **Consolidate Digital and Paper Records** - compile and manage all base building and tenant improvement drawings in one secure but highly accessible online system

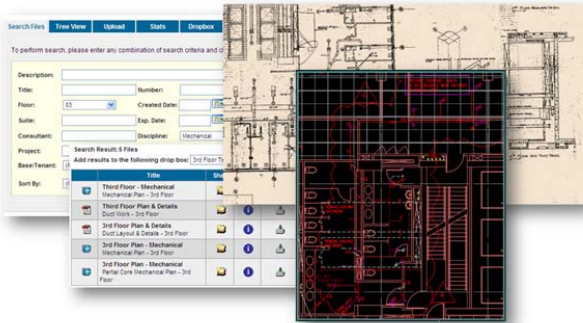
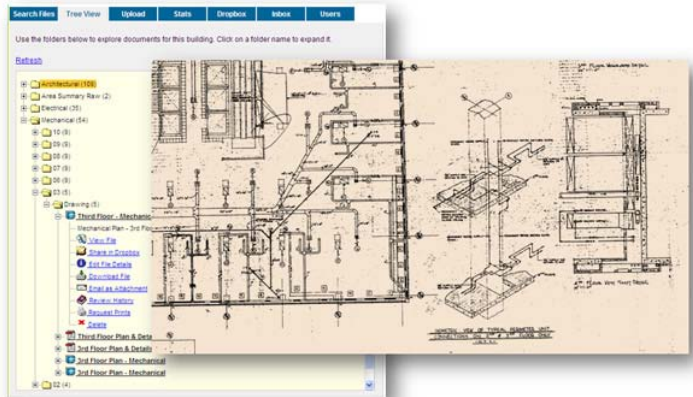




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## Finding your Data

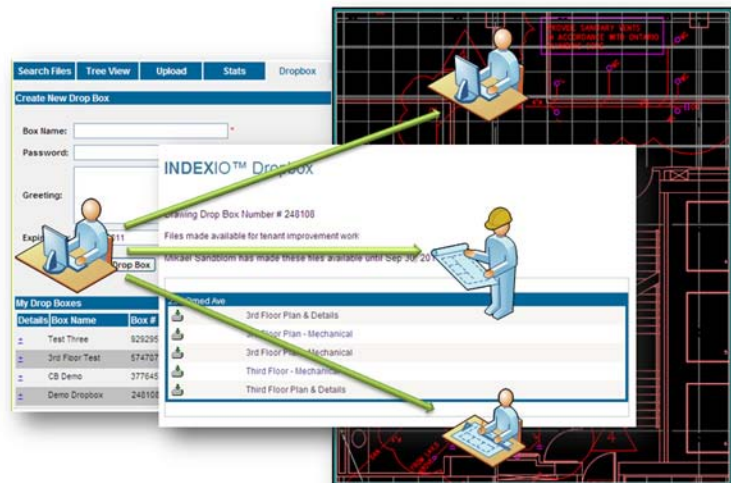
The INDEXIO™ process ensures that your data will be turned into valuable, usable information quickly. When files are uploaded, pertinent data is recorded in a database. You have two options for retrieving data. First, you can use the tree-view to navigate through the building as through a set of file folders.



Alternately, you can use the search tool. The drop down menus allow you to search by discipline (ie. Electrical, HVAC), date, floor or suite number. The more information you add, the narrower the search. To get more results, just leave some fields blank.

## Sharing and Collaborating

Once you've found your drawings, you will likely need to send them to someone. If there are one or two drawings you can email these directly from the system, but if you have a large number, email becomes impractical. We have created a 'Dropbox' tool to facilitate the sharing of large numbers of files.



Find out more at [www.spacedatabase.com](http://www.spacedatabase.com)

For an assessment of how these services may apply to your portfolio, please call: Greg Mounsey, Account Executive, 416-516-8920 or 1-877-516-8920 x.236 or e-mail: [gmounsey@spacedatabase.com](mailto:gmounsey@spacedatabase.com)