

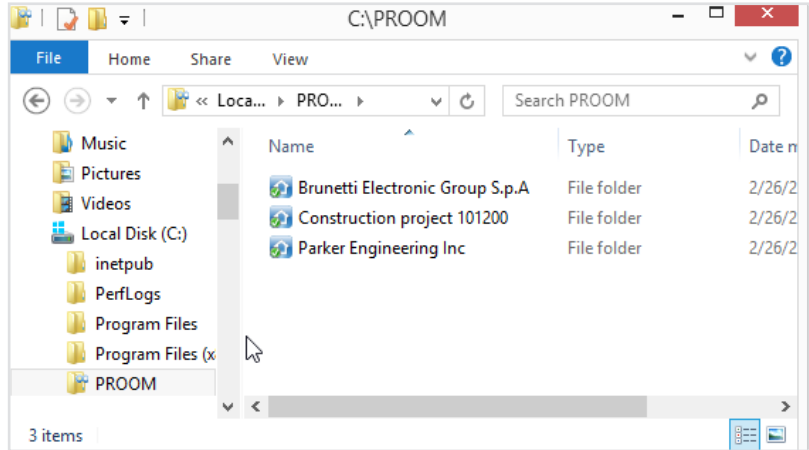
# PROOM Sync. Functional Overview



## PROCAD > PROOM

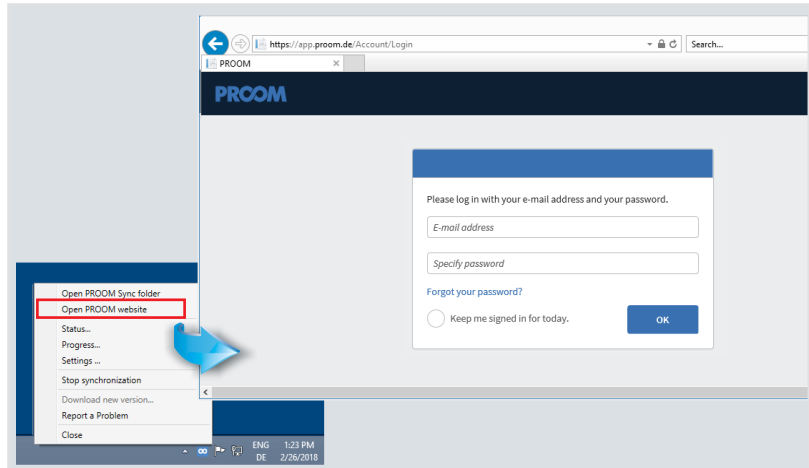
### Direct access to project rooms

With PROOM Sync, you can access and edit files through your Explorer. You can choose which project rooms you wish to synchronize. Your PROOM user permissions will remain unchanged.



### Access via Web Browser

For faster and more convenient administration, e.g. inviting users to your project room or adjusting user permissions, you can launch your Web browser directly from PROOM Sync and access your project rooms in a most convenient way.



### All activities at a glance

Would you like to know what happened in your project rooms last week or what was done with a particular file today without having to access your project rooms through your Web browser? Your log will give you all the information you need. Just specify a time range and/or start your search using the filter.

The screenshot shows a log viewer with the following filters: 'From: 2/25/2018 15', 'To: 2/26/2018 15', and 'Filter: Name'. The log contains the following entries:

Directory	Name	Location	Action	Time
\Parker Engineering Inc\manual of instruction\	Technical tender documents.doc		+	2/26/2018 15:00
\Parker Engineering Inc\manual of instruction\	Offer.pdf		+	2/26/2018 15:00
\Parker Engineering Inc\manual of instruction\	General terms and of purchase.pdf		+	2/26/2018 15:00
\Parker Engineering Inc\manual of instruction\	drawing.pdf		+	2/26/2018 15:00
\Parker Engineering Inc\Further information\	_Webinar.docx		+	2/26/2018 15:00
\Parker Engineering Inc\	Technical tender documents.doc		+	2/26/2018 15:00
\Parker Engineering Inc\	Structure Plan.docx		+	2/26/2018 15:00
\Parker Engineering Inc\	specification.doc		+	2/26/2018 15:00
\Parker Engineering Inc\	plan of wiring.JPG		+	2/26/2018 15:00
\Parker Engineering Inc\	Offer.pdf		+	2/26/2018 15:00
\Parker Engineering Inc\	Water pump		+	2/26/2018 15:00
\Parker Engineering Inc\	tender		+	2/26/2018 15:00
\Parker Engineering Inc\	plan		+	2/26/2018 15:00
\Parker Engineering Inc\	Bill of materials.xls		+	2/26/2018 15:00

**Working with drag and drop**

You can use drag and drop to quickly upload local files or entire folders through your Windows Explorer. The automatic synchronization allows you to access your files and folders locally on your computer and online in your project rooms.

**Sending files via e-mail**

Notify your customers, partners, and suppliers about a file directly from within PROOM. They will thus get an e-mail with an automatically generated link and a personalized message from you.

**Installing updates**

PROOM Sync will automatically check for new versions of the software available when you start on. You can install the new version directly from within PROOM Sync by clicking on 'Download new version'.

**Simple and straightforward administration**

Choose and change the directory in which you want to synchronize your project rooms, adjust your account settings, and select the project rooms you wish to synchronize. You can limit the file size or leave it unchanged.

**Encountering problems with PROOM Sync?**

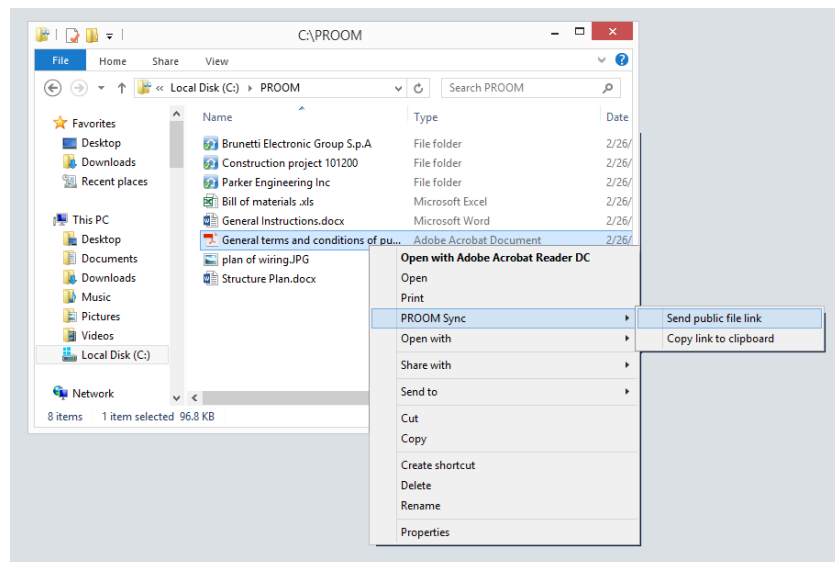
If you encounter problems with PROOM Sync, use the 'Report a Problem' button to let us know. Your message will be sent directly to PROOM development team.

**Automatic file versioning**

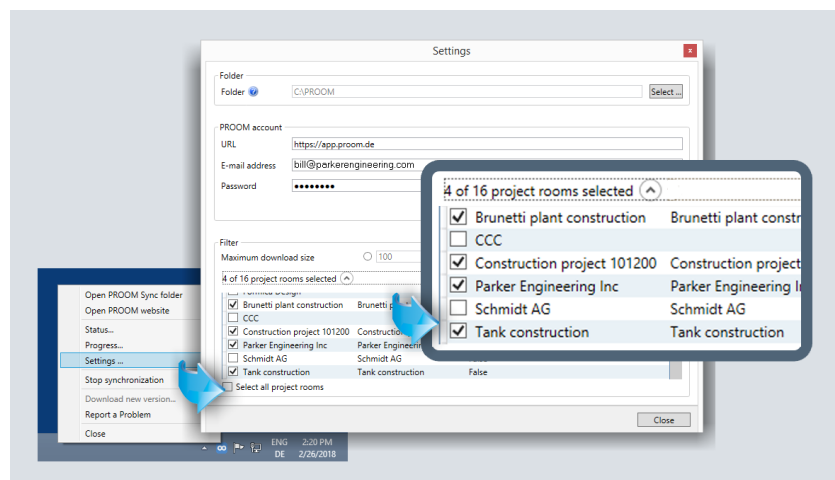
Start using PROOM Sync to update and edit your files. The files in your project rooms will not be overwritten, but automatically versioned instead. PROOM Sync always shows you the latest version available.

**Reusing project room structures**

Are you working with recurring projects? Create a folder structure once and simply reuse it in multiple project rooms. This eliminates the tedious and time consuming task of creating folder structures for every single project room.



Notify your customers, partners and suppliers about a file directly from within your Sync folder.



Select the project rooms you wish to synchronize.