

# DocRead for SharePoint

## CASE STUDY



"It has been a nice interaction with Collaboris and a very good service from their team. Also, we requested new functionality to the product and that was delivered very fast!"

*Lise Rasmussen, SharePoint Architect*

## Polarcus

**Country:** Dubai

**Industry:** Maritime & Seismic

**Web :** [www.polarcus.com](http://www.polarcus.com)

### Customer Profile:

Launched in 2008 and led by a team of highly experienced maritime and seismic industry professionals, Polarcus has made a significant investment into an ultra-modern fleet of eight high-end 3D seismic vessels.

The company operates worldwide, providing towed marine seismic acquisition services and multi-client projects to the oil & gas industry.

Their principal office is located in Dubai in the United Arab Emirates with marketing offices in Houston, London, and Singapore, along with representation in several other countries globally.

### Technical Information:

- ◆ SharePoint 2010 Standard
- ◆ 550 Employees
- ◆ Distributed 50 management system documents to each employee
- ◆ Installed November 2011

## The Challenge

Polarcus had identified the need for a compliance management system capable of integrating closely with their established SharePoint environment. Chiefly for health and safety reasons, the company was seeking a distribution and monitoring solution that allowed ship crew and office staff to read and acknowledge key documents within a given timeframe. Furthermore, it was necessary for that acknowledgement to be recognised when crew members visited other Polarcus vessels, to avoid unnecessary duplication of work.

**"Our original legacy systems were not built on the SharePoint platform and when we migrated we lost some key functionality. There was no way that we could pull reports directly from the system. These reports had to be manually pulled from the database. DocRead helped fill the gaps and meet our needs."**

*Lise Rasmussen, Sharepoint Architect—Information Technology*

## The Solution

DocRead for SharePoint designed and developed by Collaboris matched Polarcus' requirements. DocRead is a leading Enterprise add-on for Microsoft SharePoint, designed to manage important documents entirely from within the SharePoint platform.

DocRead allows document managers to upload an item to a SharePoint document library and then assign that item to groups of users. Once assigned, the users are then given a configurable amount of time to read and confirm the information.

Very easy and intuitive to use, DocRead for SharePoint has given Polarcus the ability to not only to

target documentation to relevant employees, but has also provided a solution to their key issue.

DocRead has provided a central location where the distribution of Management System documentation can easily be tracked.

Polarcus were able to integrate DocRead into their own SharePoint 'Management System' site and introduced the concept of the 'Responsibility Viewer'. When staff access this functionality they are immediately alerted to the reading that they are required to read and acknowledge.



A pure play marine geophysical company with a pioneering environmental agenda, specializing in high-end towed streamer data acquisition from Pole to Pole



## The Background

In order to maintain their enviable reputation as a highly respected company in their field, it is essential for Polarqus to comply with numerous regulations to ensure the safety and security of both fleet and crew. In line with these requirements, documents are issued to relevant personnel in compliance with Polarqus' ISO and OHSAS certification and with regulations including ISM, ISPS, Flag State, SOLAS and various country specific requirements.

## DocRead in Action

Using DocRead and typically distributing files in pdf, Excel and PowerPoint formats, Polarqus can now easily target the entire company (approximately 550 employees) both onshore and on board. Other documents may be sent to a smaller audience group such as specific job positions. Some are sent annually, others on revision or in line with the requirements of department heads.

*"Whilst previously on-board users had to read and acknowledge the same policies, procedures and documents when visiting other vessels – a repetitive and time consuming requirement's – with DocRead, Polarqus can now identify when the user has read the same version of the document from another location."*

- Lise Rasmussen

DocRead has made the distribution of these items much easier, with no replication. Documents are now distributed quickly and easily from Head Office and can be viewed from all locations, both offshore and onshore.

*"DocRead is very easy to install, set up and use, and we received excellent customer support from Collaboris with minor queries. The User Guides are clear and succinct. Documents have now been migrated from our original system into SharePoint to facilitate the use of DocRead, and we have now set-up an entire section on our Intranet, where users can navigate through a user-friendly UI to find the procedure that concerns them."*

- Lise Rasmussen

## Tracking is a breeze

The EHSQ Manager is able to utilise the DocRead Reports to discover which staff are (and aren't) up to date on their reading compliance. Reports are also dissipated out to Line Managers to help delegate the tracking process.

## Want to see more?

If you would like to see DocRead in action, or require a download to try out in your own environment — please don't hesitate to get in touch with us by emailing [sales@collaboris.com](mailto:sales@collaboris.com).

### Key Benefits:

- DocRead is easy to install, set up and use
- Polarqus employees do not need training in SharePoint to use DocRead.
- DocRead provides Polarqus with a fast and easy management system to ensure relevant employees have read key Management System documentation making a real contribution to health and safety.
- DocRead has effectively abolished the need for Polarqus employees to re-acknowledge their awareness of current documentation when visiting other company locations, both onshore and offshore.
- DocRead makes it easy to target individual audiences as well as monitoring compliance with company-wide distributions.
- To date Polarqus has sent about 50 documents using DocRead.
- Going forward they estimate a frequency of five per month.



[www.docread.com](http://www.docread.com)



[sales@collaboris.com](mailto:sales@collaboris.com)



+44 (0)207 99 35140