

# PIRS

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## Welcome to the PIRS Guide

This user manual will guide you through the features of PIRS.

**PIRS**, which is an abbreviation for „**P**roject **I**nformation **R**etrieval **S**ystem“, is a project management tool for the administration and tracking of information that accumulates in the course of a project.

The application acts as a central project communication platform for filing and retrieving project related information (emails, letters, contracts, engineering drawings,...). Documents are stored in a clear folder structure and receive a unique number. Due to the integrated search and filtering mechanisms it is easy to recover documents and especially documents subject to revision management can be optimally administered in PIRS.

The following pages include a description of the system functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for system access and use.

## How to - Video Tutorials

For the quick and easy introduction to PIRS mail features, take a look at our chapter [Tutorial Videos](#).



**i** Do you have questions to PIRS? Then contact us now!

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