



Can't find a document?

Misplaced it?

Misfiled it?

Is it the correct version?

Has it been modified?

Dv Office

Elegantly simple document management ...
Because there *is* a better way of doing things.

Dv Office

For close to a decade now, document and drawing management has been our business.

We've certainly come to intimately understand each and every problem that has to be addressed.

And, even more importantly, we have developed an enviable reputation for delivering powerful, innovative and elegantly simple solutions to effectively meet all of those critical challenges.

Such solutions are, in fact, now being used in some 31 countries, with private and public sector clients including ABN Amro, Australian Central Credit Union and HutchinsonTelecom.

For these, and the many other users of the Dv family of solutions, we are now helping to ensure that:

- Documents are no longer lost, misplaced or misfiled.
- Valuable staff time is no longer wasted in the never ending search for documents.
- There is no longer any confusion about which is the correct version of a document and which version has been sent to whom.
- A single access point can be automatically created to contain all electronic documents, files, emails, notes, spreadsheets and presentations that relate to, say, a particular activity, customer or project.
- Legislative requirements for document storage are scrupulously met.
- Security is substantially enhanced by controlling access and by minimizing the risk from things such as fire damage.



But of course that is only a part of the overall picture. And the following small sample of Dv Office facilities and features may help to give a much clearer idea of what we can do for your organization specifically.

Seamless Integration – Gives you the ability to interact with all your existing applications.

Mail Routing – Enables you to automatically route incoming hard copy mail. By scanning that correspondence, and using identification sheets, Dv Office will simply send an electronic link to the recipient.

Forms Routing – Lets your system recognise different forms and then automatically route them using the appropriate workflow directory.

Archiving – You can archive all projects or transactions knowing that all information, including emails, is stored in a single project location.

Legacy Documents – Facilitates the quick and accurate indexing of all your existing documents into Dv Office.

Risk Management – Ensures that you can confidently locate the correct document and lets you apply the levels of access control that you require.

Email Indexing – Dv Office will securely index all your email messages and attachments preventing loss, misplacement or unintended deletion.

Content Searching – You can search for text contained in any document even when this was not part of the original index.

Graphical Workflow – You can visually plan and implement the path a project takes by simply drawing lines. With Dv Office doing the rest, workflow can be easily streamlined for greater efficiency.

Water Marks – Automated watermarking can be an effective way of maintaining the security and integrity of your documents.

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Web Interface – Gives you the ability to operate Dv Office through your internet browser.

File Security – Gives you total control over your documents, as you decide who moves, copies, deletes or edits each and every file.

Import Windows Network Names – You can synchronize users with Windows LDAP and deliver 'one click' login, conforming to password standards.

Security – Document by document, you decide who is permitted to access, view, edit or print.

Menu Templates – By simply clicking on the desired icons and menu items you can decide what information individual users have access to. This greatly speeds training and ensures users are not distracted by features they do not need.

Dv Office Links – You can email information without the need to send the actual document. All the recipient needs to do is click on a URL to view the document in question.

Version Control – Effectively controls document revision processes so that your organization's agreed procedures are rigorously adhered to.

Check In/Check Out – Gives you a predefined methodology for checking in and out documents.

Full Audit Trail – Gives you a record of all significant document activities.



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