

How do we make our documents readily accessible?

How do we reduce all that document storage space?

How do we avoid the time wasting search for documents?

How do we improve our communications?



Dv Scan – elegantly simple document storage ...
Because there *is* a better way of doing things.

Dv Scan

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

In fact Practical Programs' solutions are now being used in some 31 countries, with our private and public sector clients including the Australian Submarine Corporation, Oxford University, and the Commonwealth Public Service Credit Union

Over time we have, of course, seen some very significant changes in the way things are done, such as the ever-increasing use of email. But equally some things never seem to alter. So that while many files, letters, attachments and the like are now sent electronically, we are all still confronted by the large number of hardcopy documents that go on arriving from outside the organization every day. We remain a very long way away from the paperless office.

The significant problems that this brings are:

- Major delays and productivity losses while documents are searched for.
- The cost of office space that's needed to simply store paper.
- The difficulty of meeting legal document-retention requirements should files be lost, misplaced or misfiled.
- Communications with customers and suppliers, which are slower and less professional than they should be.
- Added security concerns.

Fortunately, the solution to these challenges is now simple, straightforward and highly cost effective.

The answer being to use our Dv Scan computer software to scan all relevant hardcopy paperwork into a sophisticated, yet simple, Document Management System such as Dv TDM. Applications that both contribute to our enviable reputation for delivering powerful, innovative and elegantly simple solutions to effectively meet the critical challenges of document management.

When a hardcopy document is managed by these systems:

- There is no need to photocopy it for distribution.
- There is no need to send it through internal mail.
- There is no longer the need to file it ...thus saving both time and floor space.

- The original does not need to be archived for years.
- Access can be rigorously controlled.
- Distribution becomes much faster and easier.
- The incidence of lost, misplaced or misfiled records is prevented.
- The problems of fire risk are reduced.
- The document immediately becomes part of the organization's 'knowledge pool'.

Document Identification – Dv Scan can recognise different document types through the use of barcodes. This allows the documents to be added to the Dv TDM database as well as indexed and routed with the appropriate workflow automatically.

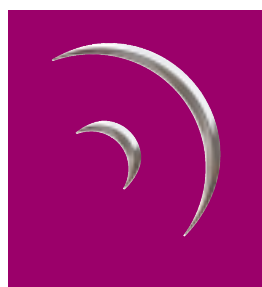
Content Searching – You can search for words inside the documents even when this was not part of the original index. As the contents are pre-indexed searching is incredibly fast.

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

Dv Office Links – Allows you to email information without the need to send actual documents. All the recipient needs to do is click on a small URL to view the document in question. In this way you prevent the incidence of duplicate files being stored locally and the ensuing risk of an incorrect version being used. At the same time security is improved, as documents cannot be re-routed and all document access is fully tracked by the Audit Trail.

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

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



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