




Dv Office

Make organisation

easy...



***“Having access
to the latest
documentation is
critical. Dv TDM has
solved this problem.”***

PAUL TAYLOR -
Department of Defence
New Zealand Airforce

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**DISCOVER WHY YOU NEED A
DOCUMENT MANAGEMENT SYSTEM.**

why

USE A DOCUMENT
MANAGEMENT
SYSTEM?

Organisations searching for better ways to manage the ever increasing volume of information generated, received, processed and stored by their employees every day, need look no further than Practical Programs.

In an increasingly information intensive age, management of information has become a critical issue. There has never been a greater imperative for organisations to embrace innovation and become more organised.

While organisations have harnessed IT tools to manage most information processing functions – using programs to process words, numbers, drawings and images – they have often failed to implement the very program which would help them manage this vast volume of information, a document management system.

In so many respects, this has been a costly oversight.

Document management industry data (Gartner 2003) research, indicates that 'knowledge workers' waste 20 percent to 30 percent of their time on document management related tasks. It is estimated professionals spend 5–15 percent of their time reading information, but up to 50 percent searching for it.

These inefficiencies are compounded by the costs associated with management of paper-based and electronic documents outside a document management system.

Garter's research in 2003 showed that:

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Garter's research in 2003 showed that:

Up to 30% of workers' time is wasted on document management.

Retrieving a misfiled document is a costly and highly inefficient exercise.

The average document is copied, either physically or electronically, 9 to 11 times.

»» find out
A BETTER WAY TO MANAGE YOUR INFORMATION

why

USE A DOCUMENT
MANAGEMENT
SYSTEM?

There is a better way of doing things.



Savings

Consider the significant savings you could make if you implemented a program with search and indexing functions that will help you locate documents easily.



Confidence

Be certain that the document you are dealing with is the current version. We can all recall instances where wrong documents have been sent to customers or users.



Rapid retrieval

Rapidly retrieve important documents from anywhere there's an Internet connection: rather than picking through boxes at an offsite storage facility.

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why

USE PRACTICAL
PROGRAMS?

*Discover why organisations in 31 countries have adopted
Practical Programs to streamline their systems...*

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how

WILL IT
BENEFIT ME?

At Practical Programs, we make organisation of information easy.

As you'll discover, our suite of document management programs allows you to regain control of the information that's central to your organisation's workflow processes.

Practical Programs equips progressive organisations with the expertise and tools to better manage the creation, capture, organization, storage, retrieval, manipulation and controlled circulation of documents and drawings.

For over a decade, 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.

There are compelling reasons why leading private and public organisations, in some 31 countries, have adopted Practical Programs to streamline their systems and empower their operations. We have helped them improve business processes, increase workplace effectiveness, significantly reduce costs and increase their profits.

“Being able to use the same search functions as staff do on the web has reduced training time, resources and user frustration.”

*Janet Winkler –
Department of Administration and Information Services*

we're sure

**THAT WE CAN MAKE ORGANISATION
OF YOUR INFORMATION EASY.**

how

WILL IT
BENEFIT ME?

Documents can be quickly located and are

never lost,

misplaced or misfiled.

There is always strict version control so that there is

never any doubt

'who has got what' and if all modifications and amendments have been incorporated.

The process of determining and controlling who has received documents (and what version) is

fully automated.

All documents have successfully passed through

QA
before distribution.

Any document's links to other references, templates and files are

fully protected

should the latter be subject to modification or deletion.

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FEATURES AND BENEFITS

how

WILL IT
BENEFIT ME?

The following small sample of Dv Office facilities and features provide an indication of what we can do for your organisation.



SEAMLESS INTEGRATION

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



VERSION CONTROL

Allows you to effectively control document revision processes so that your organisation's agreed procedures are rigorously adhered to.



KNOWLEDGE GROUPS

Offers you the ability to group otherwise unrelated documents. If documents are deleted, added or modified Knowledge Group Team Members are automatically notified.



LEGACY DOCUMENTS

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



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.



FILE STRUCTURE SUPPORT

Arrange your files according to your existing file and directory structure. With Dv Office can use your folder name and file attributes to populate the database.



PROJECT WIZARD

Create new projects quickly by populating predefined fields with information such as project name, number, drawing number structure etc.

click HERE TO SEE DVOFFICE IN ACTION

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how

WILL IT
BENEFIT ME?

Dv Office facilities and features (cont.)

 **REDLINING**

Enables you to make comments or markups on an image without effecting original documents.

 **WEB INTERFACE**

The ability to operate Dv Office through your internet browser.

 **SECURITY**

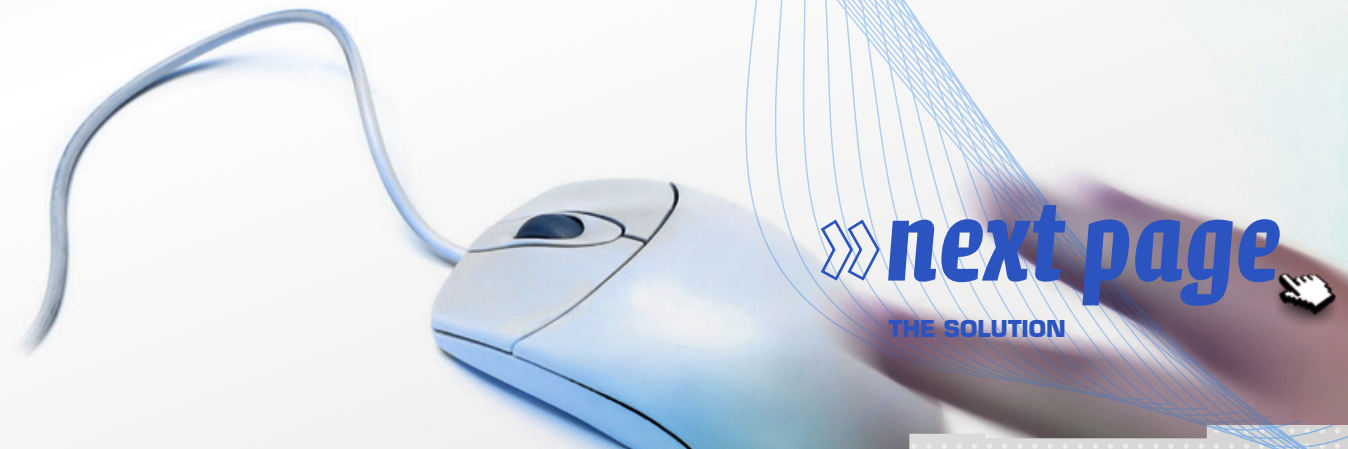
Document by document, you decide who is permitted access to view, edit and print.

 **ISO COMPLIANCE**

Be confident in the knowledge that your Document Management software complies with the International Standards Organizations guidelines for document management.

click HERE TO SEE DVOFFICE IN ACTION

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THE SOLUTION



what

ARE THE
NEXT STEPS?

Fortunately, the solution to the challenges you face is simple, straightforward and highly cost effective. The answer is to use our Dv Office document management software to manage your documents and data in a sophisticated, yet simple, system.

As you'll discover, we take time to understand your specific needs, project manage implementation and provide ongoing training and support. We look forward to the opportunity to help you make organisation of business critical information easy.

>> next steps 

**CLICK TO VIEW OUR ONLINE
DEMONSTRATION AND
DOWNLOAD YOUR FREE TRIAL**

what
ARE THE
NEXT STEPS?

 **discover more.**
GO TO www.practicalprograms.com



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