


Dv Scan

Make organisation

easy...



The sheer volume of paper-based information that organisations manage in the modern age indicates that we still remain a very long way away from the paperless office.

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DISCOVER WHY YOU NEED A SCANNING SOFTWARE SYSTEM.

why

SCAN
AND DIGITISE
YOUR DATA?

Organisations searching for better ways to manage the ever increasing volume of paper-based 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 use sophisticated scanning software to scan hardcopy paperwork into electronic format and 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. Consider the time spent on filing, searching, retrieving, copying and returning hardcopy documents.

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

Gartner'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

SCAN
AND DIGITISE
YOUR DATA?

There is a better way of doing things.



Savings

Consider the significant savings you could make through reducing the time spent on filing, searching, copying, retrieving and returning hardcopy documents.



Rapid retrieval

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



Reduced risk

Be assured that your documents will not be lost, misfiled or destroyed.

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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 scanning software and document management programs allow 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?

Access can be

**rigorously
controlled.**

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.

Documents can be

**easily
distributed**

through electronic
processes without
the need to
photocopy them.

Filing and
document
retrieval
times are

**greatly
reduced.**

The incidence of
lost, misplaced or
misfiled records is

eliminated.

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FEATURES AND BENEFITS

how

WILL IT
BENEFIT ME?

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



SEAMLESS INTEGRATION

Works with any TWAIN supported scanner.



ISO COMPLIANCE

Produces the ISO standard PDF/A files. This creates an electronic file of archive quality.



BARCODE READER

Reads barcodes and can index the associated information into the Dv database.



SMART SCANNING

Automatically rotates pages; detects and removes blank pages



AUTOMATED QUALITY CONTROL

Displays the faintest or the darkest pages. This speeds up quality control and makes quality checks easier and more accurate.



HOLE PUNCH REPAIR

Detects and repairs hole punches reducing their file size and improving the read ability.



MULTIPLE DISPLAY

Dv Scan can display up to thirty-two images on the screen at one time

click HERE TO SEE DVSCAN 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 Scan software to scan hardcopy paperwork into electronic format and a sophisticated document management 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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