



**DvTDM**

*Make organisation*  
**easy...**



*“Now we can locate the document in our database in seconds and just click edit and the document opens in AutoCAD for editing. We no longer need to search directories, subdirectories and drives hoping we have found the latest version.”*

MICHAEL LOUCAS –  
Loucas Zahos Architects

 **next page**   
**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:

»» **next page** 

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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.

»» **next page** 

**why**

USE PRACTICAL  
PROGRAMS?

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

 **next page** 

# 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?

Drawings 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 drawings (and what version) is

**fully automated.**

All drawings have successfully passed through

**QA**  
before distribution.

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

**fully protected**

*should the latter be subject to modification or deletion.*

 **next page** 

**FEATURES AND BENEFITS**



# how

WILL IT  
BENEFIT ME?

The following small sample of Dv TDM 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.



## TIME TRACKING

Allows you to record the number of hours a file has been open in AutoCAD.



## 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 drawings into Dv TDM.



## RISK MANAGEMENT

Ensures that you can confidently locate the correct drawing and lets you apply the levels of access control that you require.



## 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 TDM doing the rest, workflow can be easily streamlined for greater efficiency.










**click** HERE TO SEE DvTDM IN ACTION

»» **next page** 

# how

WILL IT  
BENEFIT ME?

## Dv TDM facilities and features (cont.)

-  **FILE STRUCTURE SUPPORT**  
Arrange your files according to your existing file and directory structure. With Dv TDM can use your folder name and file attributes to populate the database.
-  **MANAGE REFERENCE FILES**  
Cross checks your database to find all drawings that use the same reference files.
-  **WATER MARKS**  
Automated watermarking can be an effective way of maintaining the security and integrity of your drawings.
-  **PROJECT WIZARD**  
Create new projects quickly by populating predefined fields with information such as project name, number, drawing number structure etc.
-  **REDLINING**  
Enables you to make comments or markups on an image without effecting original drawings.
-  **WEB INTERFACE**  
The ability to operate Dv TDM through your internet browser.
-  **SECURITY**  
Drawing by drawing, you decide who is permitted access to view, edit and print.
-  **ELECTRONIC TRANSMITTAL ENGINE**  
Create a transmittal document automatically.
-  **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 DvTDM IN ACTION

**» next page**

## 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 TDM document management software to manage your drawings, 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](http://www.practicalprograms.com)



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