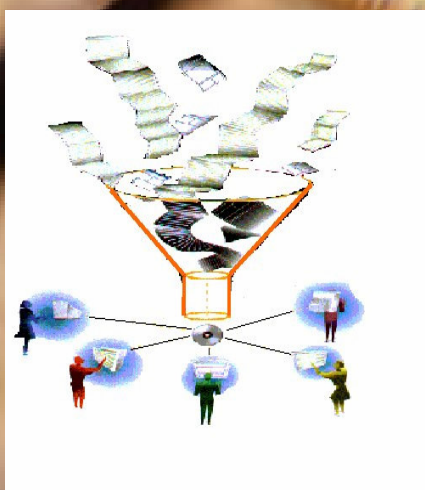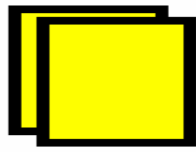# The Better Document Management System

DiVA

Document Imaging Value Added

Experience the best way to organize, store, retrieve and manage all your paper and electronic documents in one user friendly location, your own PC

DiVA
Document Imaging Value Added

Organizations today need to manage mountains of documents —correspondences, faxes, forms and e-mails— that cannot be stored using the traditional filing system. At the same time, firms are looking to create competitive advantage by managing their documents and using them in the most productive way.

DiVA works the way your business works, allowing you to use documents in real-world terms. It is a complete document management system that will allow your business to capture, store, index, search, view, process and distribute your documents effectively. DiVA is built upon industry standards and requirements thus you can be assured of a document management system that will dramatically increase your productivity and increase your bottom line.

Do your current system satisfy all your document management needs ?

THE DOCUMENT MANAGEMENT PARADIGMN

A typical document management system is actually a combination of four processes.

Archival
The system should be able to cater for document capturing, storage and filing of all the documents generated in the organization. Document security is also very vital for your document management system.

Retrieval
The documents stored in the system should be easily retrieved. Multiple users can view the same document at the same time and a single user should be able to view multiple documents at the same time.

Processing
Information found in the document needs to be extracted and used by the users. A document management system should be able to catered for this need.

Distribution.
Documents need to be distributed to other users so that the information can be shared. The movement of documents should be easily achieved and users should not lose control of the document they distribute.

The Better Document Management System

DiVA is a Microsoft Windows based application which allows you to manage all your documents efficiently. Its is developed with ease of use in mind but filled with powerful, productivity enhancing features.

DiVA Explorer

The DiVA screen looks and feel like Windows Explorer thus giving the familiar front end. DiVA employs a Cabinet, Drawer, Folder, Document and Pages hierarchy. This allows users to relate DiVA to the manual system. With drag and drop, using DiVA is an easy affair. User can easily create and manage their documents without having to learn complicated procedures. Of course all the other familiar Explorer features, such as right mouse clicking, cut and paste, are still available in DiVA.

DiVA Search

To help users look for their document, DiVA includes a full featured search engine. Users may search for an item just by keying in the keyword and DiVA will the rest. The results are displayed just as the Windows find file function and users need just to click the item they want to view. This is in fact true for all the functions in DiVA. All you need to know is to use the mouse and click the mouse buttons.

DiVA Viewer

Users of DiVA can then view the document selected in DiVA desktop. Here the users are presented with the image and they can choose to zoom, rotate and recognize the document. User may also apply annotations to the documents. Tools such as the highlighter, scribbler and sticky-notes, are just some of the annotation tools available.
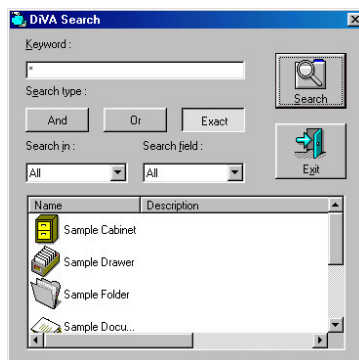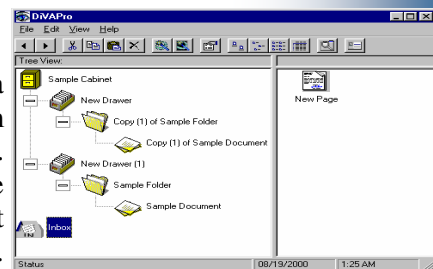
Access Rights

For multi-user DiVA, users may even assign rights and properties to the elements in DiVA. This is to allow only certain people viewing capabilities to the documents. Access rights to users include rights to View, Print, Delete and Annotate. So you can be sure those sensitive documents are only available to the right users.

Optical Character Recognition

DiVA also includes an OCR (Optical Character Recognition) which allows user to convert image scanned into popular word-processor or spreadsheets such as Word, Wordperfect and Excel. User may also use the OCR for full text indexing, where users may search a document by any words within it.

DiVA Workflow

With DiVA workflow features, user may distribute documents in a structured flow process. User may, say for leave application, just with a click of a few buttons, it will be sent through the network to the appropriate users. The physical document will not move and the most important factor is that the originator will know at any moment the location and the process location of the flow. Of course the flow designer is simple to use without the need for the user to do a single line of code. The whole process will also generate an audit trail where management can later use the information to determine the productivity of the office.
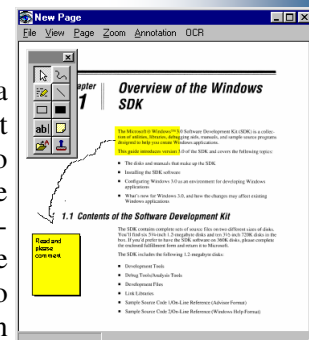
DiVA is packaged into three versions. DiVA Portfolio is a single user stand-alone application. DiVA professional for the medium sized office and finally DiVA Enterprise for enterprise wide document management.

DiVA FEATURES	PORTFOLIO	PROFESSIONAL	ENTERPRISE
Standalone Compatible	✓	✓	✓
Document Template	✓	✓	✓
Flexible Indexing and Retrieval Capabilities	✓	✓	✓
OCR Functionality	✓	✓	✓
Workflow Functionality		✓	✓
Batch Scanning Indexing Capability		✓	✓
Barcode Recognition		✓	✓
Fix imaging		✓	✓
Network Compatible		✓	✓
Scripting Workflow Features			✓
ODBC Connectivity			✓
Full Customization Package Available			✓

Represented By :