Dv TDM™

Simply better document management!

Dv TDM - DataViewer Total Document Management - offers organisations the ability to manage the complete range of documents that span the modern office. These include Emails, Office Documents, CAD Files, and Digital Photographs. So why does Dv TDM stand out from the many Document Management solutions on the market today? Because Dv TDM offers unique features that are designed to benefit the user and not the computer industry!

DOCUMENT CONTROL

Dv TDM provides a customisable version control feature so that you can be sure you are working with the correct version of any document. It also prevents editing of earlier versions or two people editing the same document simultaneously.

EMAIL MANAGEMENT

With Dv TDM you can simply Drag & Drop emails. Dv TDM will add the email and any attachments, index the contents and record in the database who sent it, when and the subject. The email and any attachments are safely moved to the server and stored along with any other documents pertaining to the project. Now when you go to archive a project off the server you can be sure ALL documents are in the one place.

CONTENT SEARCHING

When Dv TDM creates a database of all your documents it also pre-indexes every word they contain - whether they be Text, Office, Email, AutoCAD® or Microstation® files. This allows you to search for any word or number that might appear in a document within a matter of seconds!

SECURITY

You are able to keep your existing document names and directory structure while controlling access. You can specifically assign access rights to documents and different users or groups of users.

WORKFLOW

Dv TDM has a built-in graphical Workflow engine that will notify interested parties automatically via email of important events and hence can be used to track Approvals etc.
Dv TDM will also route documents and monitor document creation and distribution in keeping with your company's Quality Procedures while not increasing the burden on your staff.
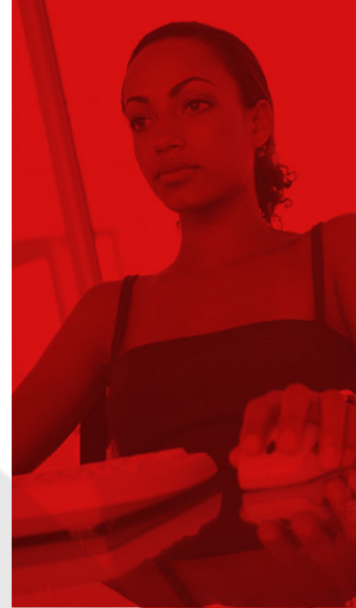
Dv TDM

REFERENCE FILES

CAD files almost always contain links to external references, which make drawing creation easier. The problem is maintaining these links! Dv TDM solves this problem by telling you how many reference files there are, where they are, and whether the links are broken. It can also repair broken links. When a drawing is added to Dv TDM it will warn you if there are reference files and give you the opportunity to add them to your database. If the reference files you are adding have the same name as existing reference files it will give you the option to rename them.

SENDING LINKS

You are able to keep your existing document names and directory structure while controlling access. You can specifically assign access rights to documents and different users or groups of users.

ADDING DOCUMENTS

One of the shortcomings of many Document Management solutions is that your staff are required to do more work than before to support the system! For example, adding a document to a database and completing a long list of questions. Dv TDM ensures that adding a new document is extremely easy - regardless if it comes into your organisation by email or if it is created in-house. Simply Drag & Drop!

UP-TO-DATE INFORMATION

Dv TDM ensures through its version control, workflow and document creation features that your information is accurate and up to date at all times. The in-built report engine can, at a moments notice, advise you which projects, documents, contracts etc are on time, behind time, completed or cancelled.

DATABASES

Dv TDM has tools that will collect all the documents on your network, capturing their location, its significance and the file properties. The result is a database that contains information on who created the document, when, who last edited the document, what version and any other information that can be gained from the directory names and the actual files.

INDUSTRY STANDARDS

Dv TDM supports leading industry databases and technology standards. This allows you to create a complete Document Management solution for your organisation by building on your existing facilities thus reducing the expense and resources required.

DESKTOP OR WEB?

Dv TDM is available in both desktop and web versions. The benefit of installing the Web version is that there is no need to install or maintain the software across multiple computers. Only the administrator needs to have the desktop version in order to change the form designs.
Dv TDM Web is not a lite version - you still have the ability to edit, check in, check out, drag & drop etc.

Dv TDM