Docuversal
Intelligent Document Management on the Web

docuversal

SHARP

Introducing web based
document management

Create your business space with Docuversal and revolutionise your business!

Store
These days documents come from so many different sources, produced in house, invoices from the accounts departments, scanned post, emails and attachments. They need to be gathered into a central store.

Organise
Paper based filing systems are slow and clumsy to operate and come with a high risk of errors through delays or mistakes in filing. Filing in a document management system is quick, accurate and easily organised.

Protect
Only the right people should see the right documents. Providing a secure database a document management system can record ownership, legitimate distribution and secure access. The software is the protection.

Process
Dealing with the documents is the essence of your business administration. A document management system controls and monitors your business processes.

What will you get from Docuversal?

- A central storage point unhindered by fixed locations either for gathering the documents or accessing them

- A simple but powerful solution for batch scanning and automated batch document processing

- An explorer style presentation that is exceptionally intuitive, improving users acceptance of the system and reducing training requirements

- Seamless email integration. So many more of the documents you process today arrive in electronic format

- Simple but powerful distribution of documents within your own organisation and externally through native email functionality

- Overlay personal views, customising the way each user's documents are presented

- Extend the database. Collect any additional information related to your documents and use it to enhance automated distribution and processing

- Word and Excel templates. Create a Word document or an Excel spreadsheet as part of the Docuversal interface including the use of the extended database information if required

- Audit all aspects of document distribution and processing

Where the Web approach out-performs traditional technology

- Large number of offices / branches

- Home based workers to manage

- Field based staff need to access documents

- Need to work closely with business customers and suppliers

- Need to keep your customers informed

- International businesses

- "I'd like to leave the office on time and work from home."

- Low IT costs and support, system always up-to-date

- Simple Disaster Recovery from multiple data centres

- In-depth security, a professionally run system

- **Run your business in *real* time!**
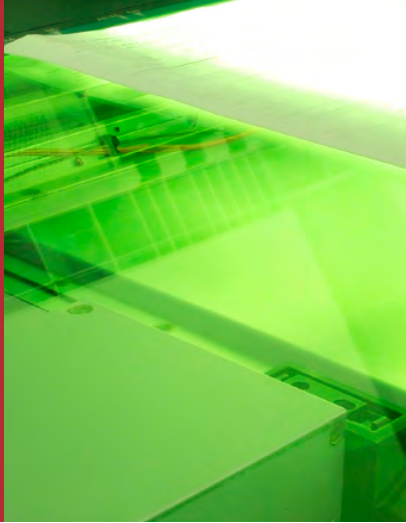
Docuversal benefits

Improve business efficiency

- Store, manage, share and retrieve your documents and files anytime, anywhere
- Remote access from anywhere
- A future proof investment – with guaranteed upgrades and file access
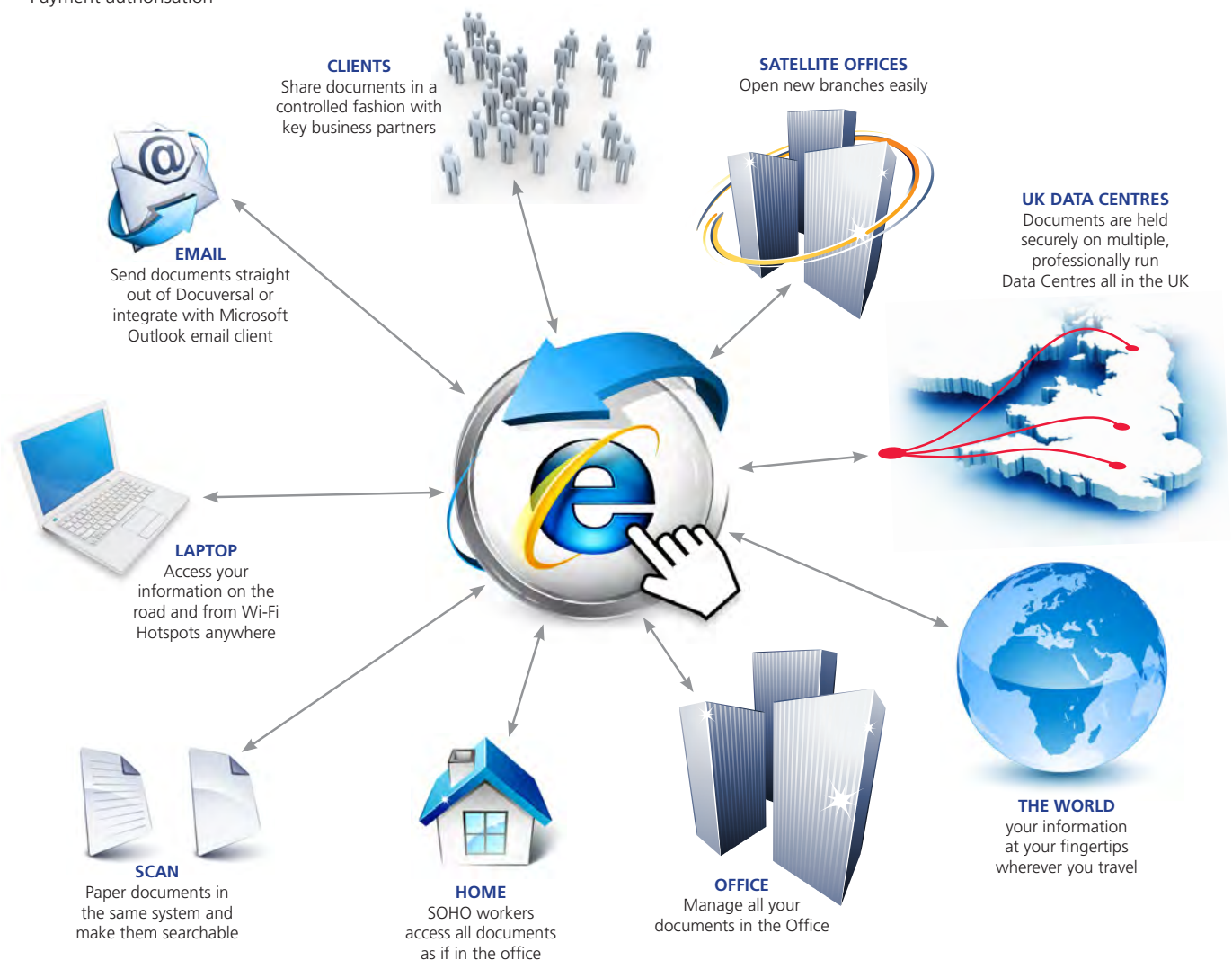
Automate business processes

- Scanned post distribution
- Document approval
- Payment authorisation

Almost zero IT implementation and support profile

- No new or ongoing Hardware costs
- No internal or external IT support costs
- Quickly and easily implemented
- Upgrades performed automatically
- Low capital cost, low running cost

Protect your business

- Highly secure system – SSL encryption, secure login, protected data centres
- High system Up-time (better than 99% in working hours and 90% at all other times)
- Disaster Recovery built in to the system
- Professionally managed protection against loss of data
- Business continuity assurance

CLIENTS
Share documents in a controlled fashion with key business partners

SATELLITE OFFICES
Open new branches easily

UK DATA CENTRES
Documents are held securely on multiple, professionally run Data Centres all in the UK

EMAIL
Send documents straight out of Docuversal or integrate with Microsoft Outlook email client

LAPTOP
Access your information on the road and from Wi-Fi Hotspots anywhere

SCAN
Paper documents in the same system and make them searchable

HOME
SOHO workers access all documents as if in the office

OFFICE
Manage all your documents in the Office

THE WORLD
your information at your fingertips wherever you travel

Batch Scan Station

Simply drag and drop or scan to a folder on your network and Docuversal Batch Scan Station will automatically upload and OCR scanned documents and route them via any of the following three methods:

- **Content OCR**
  The document will be routed to the relevant folder based on a certain word being contained anywhere in that document. E.g. any document containing the word "invoice" could automatically be routed to an invoice folder.

- **Zonal OCR**
  Zones can be set up on a document type to firstly route the document to a certain folder and secondly to extract any amount of metadata. E.g. a zone is set up on the clients name to direct that document to the relevant client's folder and further zones are set up to extract the invoice number, date and value as metadata.

- **Key/Value OCR**
  Docuversal will search for a key (such as "Client number:" or "Invoice number:") and then route the document to a folder based on the data following the key. E.g. Client number: 123 could be routed to client number 123 but would ignore 456 if that was the house number in the address as it was not prefixed with the relevant Key

Data centres

Economies of scale allow our hosted provision to provide:

- Data residing in multiple data centres in the UK, mirrored in real time – providing resilience and redundancy to ensure a constant provision of service backed by a guaranteed service level agreement.

- Professionally managed – IT managed by IT experts.

- The highest levels of security – SSL encryption, comprehensive, up to date, managed firewalls and anonymous locations (to prevent physical data theft/loss).

- Latest Hardware – Cutting edge technology running on the latest hardware in our data centres.

- Immediate disaster recovery and business continuity – in the event of a disaster simply log on to the system from another location.

These provisions would be economically out of the reach of most SMEs and provide the same benefits but at a greatly reduced cost for the larger corporations.

Docuversal features

- **Approval Process**
  Ability to have certain document types, documents in a particular folder or documents created by a certain user enter an approval process whereby a supervisor is notified and may reject or approve the document before it enters the document management system.

- **Document Check Out**
  Ability to remove documents from the document management system whilst working on them to ensure others cannot access at the same time to avoid multiple amendments being made at the same time.

- **Workflow**
  Workflow Processes can be set up to notify supervisors of any particular activity such as a certain document or folder being added, viewed or amended by anyone or by certain individuals.

- **Permissions**
  Permissions can be set by user or groups of users to add, edit, delete or view at document, folder or system level.

- **Metadata**
  Metadata can be stored against documents to assist in document re-trieval or identification, this is shown when hovering the mouse over the document.

- **Preview**
  Documents can be previewed (with the ability to scroll through pages) to assist in identifying them before selecting

- **Revision History**
  A full revision history is kept for every change made to every document with full audit trail of changes.

- **Content Search**
  Documents can be searched for and retrieved by the content of the document.

- **Multiple Views**
  Different system views can be set up for different branches, departments, roles or level of user/group.

- **Multiple Instances**
  The system can be opened multiple times in numerous internet explorer tabs to reduce navigation time.

- **Multiple Language Option**
  The system can be presented to different users in different languages allowing one database for multi-national firms.

- **Multiple Time zones**
  Users can set their local time zone accurately reflecting when documents are added in different locations around the world.

- **Client Access**
  Access can be provided to persons outside of your firm for enquiry or to allow for "virtual deal rooms" where documents can be worked on by more than one party in a central location.

System Requirements: User Workstation / Microsoft Internet Explorer Version 7 or later / Internet connection (Broadband ADSL or SDSL connection) supporting a suitable bandwidth based on number of users.