

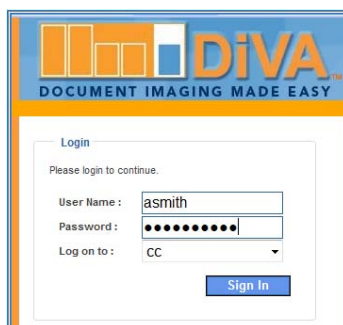
## Why Do We Need It?

### DiVA Application Areas

[Contracts](#)  
[Enrollment Forms](#)  
[Human Resources](#)  
[Ins. Policies & Claims](#)  
[Invoices](#)  
[Legal Documents](#)  
[Mortgage & Lending](#)  
[Patient Charts](#)  
[Proposals](#)  
[Purchase Orders](#)  
[Sales Quotes & Orders](#)  
[Shipping Documents](#)  
[Tax Records](#)  
[Work Orders](#)  
[Engineering Drawings](#)

### DiVA Industry Applications

[Accounting](#)  
[Banking – Finance](#)  
[Insurance](#)  
[Legal](#)  
[Manufacturing – Eng.](#)  
[Medical](#)  
[Mortgage & Title](#)  
[Research](#)



Secure Login Screen Manages Access – Integrated with Windows Active Directory

Even small businesses today are generating literally thousands of documents. Regulatory demands and the need for audit trails have only increased the volume of paper a business has to actively manage.

Original copies are stored in filing cabinets, boxes and even storage containers out in the parking lot! As these documents age, just moving them out of your 'workspace' becomes no small task. Is your paperwork eating up real estate? In many businesses valuable office space is tied up until the documents are shipped out to an offsite storage facility.

Now try getting them back. How do you effectively find a document once it has entered the filing cabinet, or the box, or the storage container? It may even rest in a million square foot offsite location. Please find me invoice number 234998-A? Not me. I've already got too many other things to do. Besides, who relishes the thought of fingering through hundreds of documents. Offsite retrieval takes time and will cost you too.

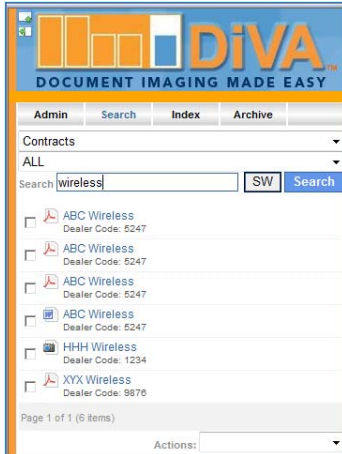
Information overload is weighing on us all. How do we effectively manage the increasing amounts of documentation passing by us? First, consider the challenges which have dissuaded many from looking at document management systems. Then consider an easier way of accomplishing this.

## The Challenges of Document Management

*"Only big companies can afford document management systems. They understand it will require large, expensive scanners, trained personnel, sophisticated software running on state of the art computers all kept going by expensive maintenance contracts. Perhaps we might just keep those boxes stacked up at the end of the hallway after all. Oh, and did I mention user licensing? Your new assistant now needs access, but the additional license cost makes you want to skip lunch."*

Is that your impression of document management? Well, many justifiably see it that way, because that is how it has been. But technology marches on. Innovation creeps in. Please read on and see a better way. Complicated and expensive hardware-software are the show stoppers for most small to medium-sized businesses. DiVA addresses these concerns and gives you a no-brainer, 'let's do it now' solution.

## What is DiVA?



Fast Document Searching Saves Time

We sing about DiVA, but DiVA doesn't sing. Rather, it will handle your documents easily and efficiently. DiVA is a Document Management System. It is simple to use. It is inexpensive. It is a web-based solution using Microsoft's SQL Server database. It is hardware independent. It is open architecture. What does all this mean?

## A Web-Based Solution

DiVA is set up as a web site. But, it is a web site on your network or computer, not one on the Internet. Why is this a good thing? Well, the software is only installed on one computer. Any upgrades or changes happen on one computer but are immediately available to all of your users. No going around to each user's computer to configure it to work. Users get to use all the familiar functionality of Microsoft Internet Explorer. An admin user gets to control all of the profile settings which determine what users can and can't do in DiVA.

## Simple to Use

You need it but don't have time to train for it. Even the ubiquitous cell phone has a 100-page manual attached to it. Who has time to read it? Who wants to read it? I just want to start dialing. In less than ten minutes you can be using DiVA successfully. We've made the program as intuitive as possible so that there is little to learn. No strange codes or key combinations. No long menus with sub menus, and more sub menus, and yet more sub menus... After all, you're storing scanned documents, how complicated does it need to be.



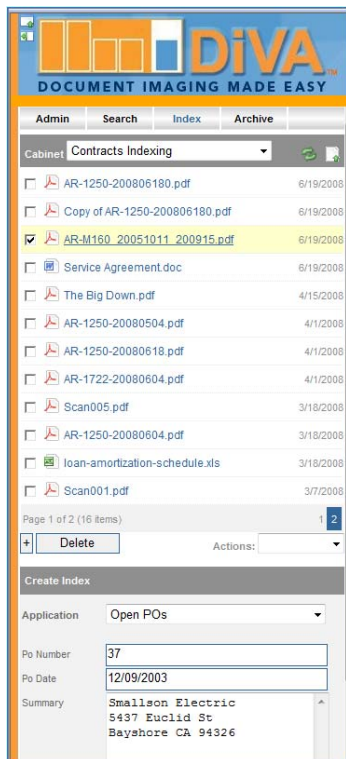
Document Browsing – You are Always in Control

## Inexpensive

DiVA is very competitively priced. DiVA pricing is also not based on licenses. So for example, if you have eight users and you want to add three more users you can do this without paying any additional costs. In fact you could add 100 additional users at no extra cost. This, as you can imagine, is a great benefit to a company which will need to grow and also wants to determine future software costs.

## Hardware Independent

You've probably heard the story before. You can have a complete system: the scanner, the software, the licensing. But



Index Your Documents On Key Fields That You Determine

what happens when the scanners become old or outdated? There may be problems updating your document management solution. The vendor may force you to update the whole package, hardware and software. Consider another scenario: new software appears which does more of what you need and is less costly to license or buy. The problem now is that in order to take advantage of this you have to update your scanners which may not be a viable option. What if the software were completely independent of the hardware. DiVA works that way. Documents are placed into a holding area called a Cabinet. DiVA then helps you index and store them for later retrieval. DiVA is not aware of how documents got into the cabinet. They may have been placed there by a scanner, or a download, or an email attachment. It really doesn't matter, since DiVA is hardware independent. This gives you a lot of flexibility and is another good reason to go DiVA.

### Open Architecture

Where are my documents stored? Will I lose control of them? Good questions to ask. You want to manage your documents, not give them up. DiVA stores the documents as PDF files on the server and folder location of your choice. They are not encrypted, encoded or anything else. If you have network access, you would be able to go to the folders and open them in Acrobat Reader. The indexing structure is reflected in the folder names, which are numbers. DiVA uses this to good effect, but your documents are certainly not 'hidden' from you.

Index information, which you enter to make retrieval easier is stored in a database. Is this really necessary? For a few hundred documents you could create your own folder structure, even naming them by client, vendor or something similar. With thousands or even millions of documents this becomes untenable. First of all, you wouldn't want users navigating your folder structures containing those documents. Do you allow everyone access to your filing cabinets? Probably not. You want to ensure that the files are maintained in an orderly arrangement, so you control access. DiVA is disciplined and orderly when it manages documents.

Secondly, the time spent searching for what you need grows exponentially as the number of documents increases. The solution is to store key index data in a database and let DiVA do the searching and DiVA does this extraordinarily well. Finding the document you require out of thousands or even millions of stored documents becomes an effortless task. This is just how it should be, since you don't want to be concerned with how they are stored and retrieved. Once again, note that the index data is not encrypted or obscured in any way in the database. You are free to examine this data yourself. This is an important point should you ever consider changing systems at a later date or need to import or export data.

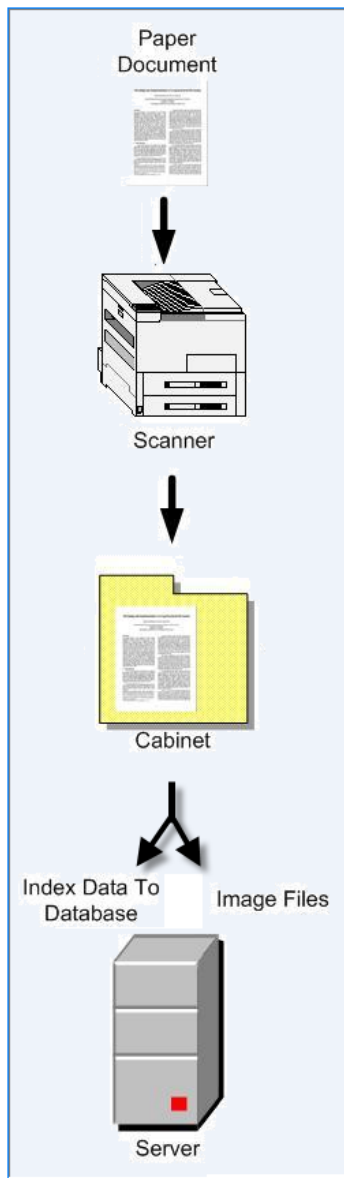


Fig 1. Basic Document Storage

## Cover *All* Your Needs

Can DiVA be all things to all people? Unlike most boxed products, DiVA has been developed with flexibility in mind. It can be extended by adding or modifying features to tailor DiVA functionality to your precise business needs.

## How Does DiVA Work?

Upon scanning a document it is delivered from a scanner to a folder we call a cabinet. You then add index information to this document which is stored on your server computer. To retrieve a document search for it using any of the available index information and all documents with that criteria will be displayed as a list for you select from. Fig 1. illustrates the basic document storage work flow. When you select one of the documents displayed in the search list, a copy of this document is retrieved for you to manage. You are then free to save, modify or print this document. When another user retrieves the same document, it will be another copy, so there is never any conflict between documents. The original is 'safe' in your document management system.

The DiVA administration screens allow you to configure users, cabinets and applications very easily. If a new hire needs access to scan, index and retrieve documents, this is easily accomplished in seconds by a user with administrative rights.

## More Questions?

You may have a specific question in mind. I hope you can find an answer to it in one of the FAQ's below. Please feel free to contact us so we can address your question as soon as possible.

### How many documents can I store in DiVA?

The limit is set by the database and how much room you have on your server for the document files. This currently is 1,048,516 TB (virtually limitless for SQL Server installations).

### What is the standard format used to store images?

DiVA uses the industry standard PDF format.

### How much disk space does DiVA typically require?

It now costs much less to store documents on a document management system with low-cost hard drives than with paper. A single page typically occupies around 8KB of disk space if the image is stored as a PDF. Each gigabyte (GB) of storage space will hold approximately 125,000 pages. A new 160GB hard drive would hold about **2 million pages!**

### Are special display cards or monitors required?

No, since DiVA runs inside your browser it only requires a



Simple User Administration Gives You Full Control

computer capable of running your web browser, such as Internet Explorer.

### What image resolution should I use?

Most document management systems can support documents scanned at various resolutions, from 50 dpi to 600 dpi (or more) depending on your scanner. Depending on the purpose and the contents of the page, most documents are scanned in black and white at 300 dpi.

## DiVA Features List

- Simple User Interface: master in minutes not hours.
- Web Based: no software to install on workstations.
- Scalable: handles a few documents to millions.
- Affordable: no user licensing fees.
- Hardware Independent: use any scanning device.
- Open Architecture
- Extensible: Easily add features to the base product.

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