



drive | dm

Browser-powered document management software
like you've never experienced.



drivve | dm

From your input device of choice (desktop or production scanner, MFP) all the way to your smartphone (read: iPhone), Drivve | DM integrates and manages your organization's most vital asset — information — with unprecedented intelligence.

Today, you just can't stay in the race if your work isn't flowing at a breakneck pace. So Drivve on, into the fast lane. We keep companies moving at top speed, and ahead of the pack. Why not yours?

Welcome to a New Era in Browser Power

Drivve takes the very concept of a browser-based document management system to its limit with a best-in-class interface design that will soon be the envy of the industry. And under the hood, we've packed a tremendous amount of muscle, revving Web 2.0 technologies and enabling you to tap into your Live Archive™ from Safari, Firefox, and Internet Explorer anytime, anywhere — without any of the fuss (high maintenance) that's so often associated with big business applications. These are thin-client apps like you've never experienced them. With Drivve | DM, you get the Fort Knox of doc databases surrounded by an intelligence engine that amplifies traditional DM competencies by X dimensions of speed, power, security, connectivity and usability.



Speed

Index, archive, search, find — in a heart



You want your work to flow without interruption. You want you and yours to work together efficiently.

Drive | DM is the powerhouse that generates the speed you need.

The world is in a constant mode of acceleration, and speed is certainly no longer a luxury: it's the path to market, to the execution of operations, to responsiveness. It affects bottom lines, market shares, and the success and well-being of the people who make up your organization. So it's imperative to have your knowledge base at the tips of your fingers, and on tip of your tongue.

In the document management world, working faster (more efficiently) means — and this is really the crux of the matter — freeing up valuable time for other more important things, like the kinds of things that human brains are innately better at than machines, like imagination and the other professional talents that make your organization excel.

Drive | DM sets time free. It accelerates those pivotal processes that play a key role in your overall office performance and synchronizes workflows to keep your integrated network of knowledge running smoothly. Accessing and distributing documents? One of the most important plays in your game book (it's definitely what we all spend a lot of our time doing). Drive | DM keeps you and your team on the same page by making all your information responsive to your needs at all times, which means all the faster your business can roll.

Power

Mojo for your info



In our business, power is knowledge, with a good dose of applied science. What makes Drivve | DM so powerful? Quite a few things, actually.

First, it's all in the code. The modularity of the components makes it stable, efficient, and infinitely scalable. Second, How do you best measure the power of a mission-critical application? By its availability to the end user, the ease with which it's tapped. Every aspect of Drivve | DM has been optimized to give you what a lot of doc management systems don't: intuitive intelligence, which is delivered to the place in your organization where the torque is needed most — your fingertips.

Then there's the power that's spelled "browser power." Maybe you've heard of Web 2.0, maybe not. Either way, the new technologies that make the very latest generation of web browsers all-powerful are exactly what makes them perfect for the next generation of application as well. Drivve has taken the hottest tips on the Web 2.0 front to offer you unprecedented leverage to do just about anything you want with your documents, wherever you may work. And the beautiful thing is that Drivve | DM's ASP version is completely maintenance free. There's virtually nothing for your IT team to do — except use it. The setup is a snap, and it's plug-and-play from there. Got a few million docs you want to access from anywhere in the world in a matter of seconds? No problem.

There's also the power that is the Live Archive™. It isn't merely a database that you throw your scans into for storage, like a warehouse full of boxes full of folders full of documents. The Live Archive is the neural network that connects all those endless pages to your Information Infrastructure, and to the people who work with it. Think of it as your company's frontal lobe, and the data within it, the gray matter. Object-oriented gray matter, which means more than just flexibility — you are the Absolute Master of your information.

Security

The Fort Knox of doc databases

When it comes to protecting your organization's most valuable asset, only a "no leaks, no glitches, no excuses" approach will do.

Even if you have the most powerful, feature-happy DMS imaginable, unless it's also the most secure, you wouldn't want to store your documents in it. In many countries with strict laws governing e-document storage protocols, you wouldn't even be *allowed* to keep your docs in a substandard system, especially if you wanted to do away with their paper-based originals.

Drive | DM has built a multilayered system that takes 100% of the uncertainty out of the security equation, making true believers out of the most demanding, conscience-ridden of your IT officers (the ones that wake up in a cold sweat over someone gaining unauthorized access to your most private information assets). Drive | DM features exclusive use of the Dr. Doc Image Vault™, a supersecure, virtually maintenance-free object-oriented database that is the most significant of the many technological advantages that separate Drive | DM from the rest of the pack. The Image Vault has been used by some of Europe's biggest organizations since the early days of electronic document storage. From major car manufacturers (VW) and renowned pharmaceutical companies (Bayer, who notes that the Dr. Doc Image Vault™ is one of the few document storage technologies approved by the U.S. FDA) to military contractors storing top-secret documents, organizations with the highest security needs imaginable choose the Image Vault™. And so did we. In fact, we've been working hand in hand with Dr. Doc for more than a decade.

From the end user's perspective, Drive | DM's security details are transmitted to an exceptionally easy-to-administer admin dashboard that lets you control access to all your assets at the user/group/role or cabinet/dossier/folder/file levels.



Connectivity

Plug into another dimension



Forget technical (and geographical) boundaries. Drivve | DM provides all the tools necessary to locate and download your scanned documents from any place on the planet.

It may be because your business is growing, with new offices, new markets. It may be because you're outsourcing some back-office operations and need to keep this extended team in the fold. It may also be because you have an entire team of sales people combing the countryside for new opportunities, and they simply need the same access to your knowledge pool even when they're on the road. However it's spelled out in your organization, achieving connectivity is an important one for all of us. With Drivve | DM, we've thrown down the gauntlet — never has staying connected to your document or content workflow been easier or more efficient.

Today, a business that isn't networked is, quite frankly, operating in the last century. Not that we have anything against the 20th century, it's just that we believe that where organization, communication, and responsiveness is concerned, 21st-century technology does offer some serious advantages. Such as less lost time looking for papers or tracking down internet access to retrieve that estimate before your meeting. And forget about needing to "stop by the office." Thanks to Drivve's innovative web-browser-oriented solutions, it's easy to manage documents from any computer. And with Drivve | DM for iPhone, your business can stay networked in a way that you just have to experience to believe. *Anywhere* you get reception, you've got access to your back office — now.

Usability

Hand in glove

Clever, elegant user interface speeds you into the fast lane with a flourish.

Let's face it. Traditional document management products have always been something of a battle. Overly confusing and hard to use, they've tended to discourage the use of even a low percentage of features. In short, they've given the task of managing docs a bad rap.

Isn't it about time someone got DM turned around (and you turned on)? You're probably thinking: Sure, Drive sounds awesome, very sophisticated products, but it's got to be a nightmare to implement and master. And it costs money to train on a new program — when's the ROI?


Well, Drive | DM *is* awesome and very sophisticated. But like all the ultimate driving machines out there in the business world, we engineer Drive products with built-in allure, to make you love getting behind the wheel. Check out our refined dashboard, with its powerful yet oh-so-simple set of controls. Every Drive feature is carefully dissected to fit perfectly into a comprehensive user interface. If a tool appears to be too challenging for users, the development and UI teams work in concert to rethink the whole process.

You see at Drive, usability is the bedrock on which we build. There are a lot of impressive products on the market that can perform some amazing tricks. But when it comes to real solutions, a bunch of bells and whistles amount to a worthless heap if they can't be used quickly and correctly by every single member of your team, even the computer newbies. What's not built into our products? The need for long tuition. With Drive, there's no added training or training expense to create drag. There's just the boosting of speed that comes from drafting, from the transmission of all that power we're packing into as streamlined a user interface as you're ever going to see.



Features

Abracadabra ... paperless



A feature list can be deceiving, especially a long one. Typically, when people who know an awful lot about software evaluate a new product, they head straight for the checklist. Does it do this? Check. Does it do that? Check. What doesn't seem to matter to most of them — the experience of actually *using* the product, day in, day out — really *does* matter to the rest of us. These experts truly seem to miss the point, at least from where we're standing. That's because, at Drivve, we're primarily interested in exactly how specific features are included in an overall *user experience*. We focus only on features that people actually *need*, then we make sure they fit seamlessly into the little universe we've designed for them, all with a particular person in mind — the End User. In any case, as you can see below, we're certainly not lacking in features (or perspective).

- Document Management
- Project Management
- Workflow Management
- Intuitive Indexing
- Ease of Use
- Installation
- Administration
- Scalability
- Data Protection

Document Management

Don't just search — find!

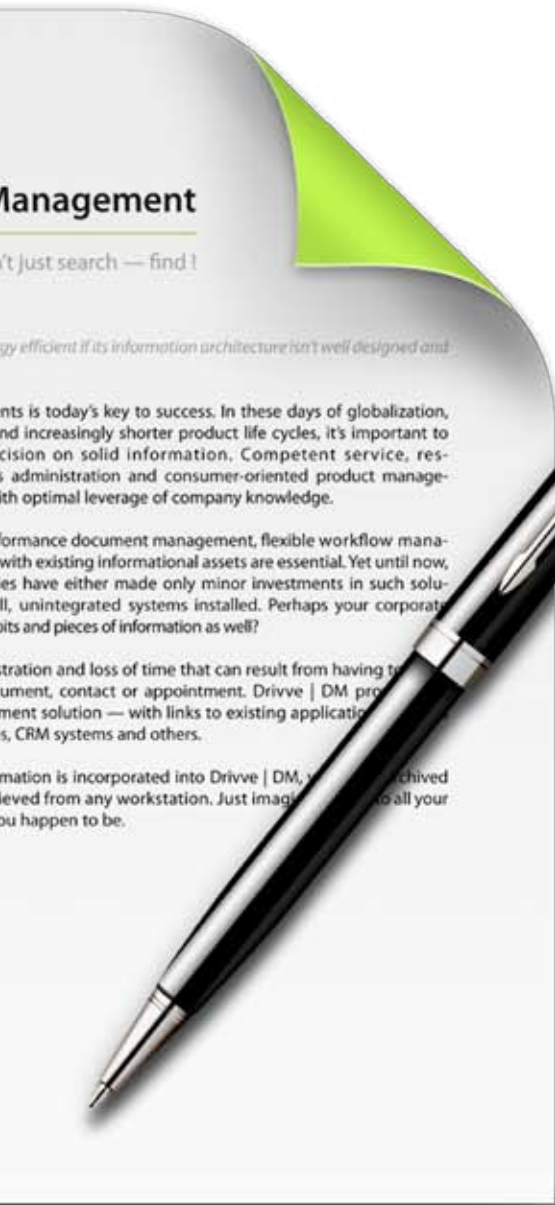
It's simple. Your office won't be energy efficient if its information architecture isn't well designed and 100% integrated.

Instantaneous access to documents is today's key to success. In these days of globalization, lower barriers to market entry, and increasingly shorter product life cycles, it's important to base every single company decision on solid information. Competent service, responsive marketing, expeditious administration and consumer-oriented product management — all this is possible only with optimal leverage of company knowledge.

How do you achieve it? High-performance document management, flexible workflow management, and deep integration with existing informational assets are essential. Yet until now, small and medium-sized companies have either made only minor investments in such solutions or had a number of small, unintegrated systems installed. Perhaps your corporate knowledge is divided into many bits and pieces of information as well?

We would like to prevent the frustration and loss of time that can result from having to scour the relevant programs for a document, contact or appointment. Drive | DM provides an integrated information management solution — with links to existing applications, such as merchandise information systems, CRM systems and others.

All your recorded company information is incorporated into Drive | DM, where it's archived and managed — and quickly retrieved from any workstation. Just imagine access to all your information anytime, wherever you happen to be.



Project Management

Can you say “meta-organization”?

Your team is always busy working on projects, and Drivve | DM is designed to keep them all on track.

Instant access to neat “piles” of documents — just the way you like them. Welcome to Drivve | DM Projects, a workspace that lets you add a whole new level of organization to your Live Archive™. Yet another way of making retrieval of your precious docs a snap.

There’s more to document management than simple storage and retrieval. The Drivve | DM Projects workspace possesses its own special powers, such as additional access and security measures. Which means you can use them as yet another way to grant (or deny) access to a group of images used for a particular project by a limited number of users.

Projects in Drivve | DM operate the same way they do at your office, so you can jump right into your work and know that each of them is already in place, organized in distinct “piles,” waiting for you and your team to pick up where you left off.

The same thing goes when you want to “take” your Live Archive™ with you into the field, whether it be your territory or the other side of the globe. We’ve made sure that Projects is superfriendly to the mobile computing crowd. Just type a project name or number into your smartphone and rest assured that your project’s own virtual filing cabinet will be delivered to you instantly and intact.



Workflow Management

Get in the zone

Deliver maximum flow to the processes (and people) your organization depends on.

Drive | DM's flexible Workflow Management engine lets you create dynamic automated workflows for all the processes your business requires. Now everyone on your team can easily pass along information, documents, and tasks in a highly coordinated workspace that provides an optimal user experience.

Use the Workflow component to customize processes, assign employee responsibilities at the push of a button, and administrate information management to keep team members in perfect sync. Oversee workflows by tracking them with a simple, color-coded diagram that displays the status of each assignment and records completed workflow steps. And access relevant assignment information through an array of Workflow Management tools.

By standardizing operations and making them more transparent, Drive | DM Workflow Management helps you increase efficiencies and business flexibility while minimizing mistakes large and small. Arrange workflows according to priorities and automate processes as required such as standardized invoice verification. Create new workflows like reminders on the fly, define mandatory fields so that even the smallest details can't be overlooked, and never miss a deadline with a workflow engine that alerts you when a task is coming due.

And when you use Drive | DM together with Drive | Image, Drive's powerful image capture suite, you can integrate all your vital workflows within a complete document ecosystem.



Intuitive Indexing

Exactamundo

By indexing your docs according to your own little world view, you get organizational precision right where you need it — everywhere.

Not all document management systems are particularly intelligent when it comes to indexing. And when it comes to input, their inherent lack of power and flexibility will dictate the limited way you work with your docs. We believe that *you* should decide precisely how you want your team to work. Because you know better than anyone how you want to organize your Live Archive™ (you just might not realize that yet).

The generous, unprecedented indexing flexibility of Drive | DM encourages you to organize your docs according to discrete values that matter, intuitively, to you and your people. Drive | DM gives you an unlimited choice of index values or types that can be applied as organizing principles for a particular group of documents, a project, or the Live Archive™ itself — in its entirety.

Are you a distributor of fine wines with a customer base of 1200 retailers around the country? However you need to view docs associated with your customers or their needs, you can. Of course, there's customer number, invoice number, zip code, last purchase date, etc. And for those of you in collections, payment due date is a good one. (You see the point.) But why not call up your documents according to the wines themselves? Pinot Noir, Chardonnay, Bordeaux, Montepulciano, etc. The choice is always yours. Group your docs however you like, and change your mind as you go. Drive | DM enables you to reindex your existing documents on-the-fly and retroactively, so you can keep it all together, totally organized, as your needs evolve. It's the reason we call the totality of stored documents the "Live Archive™."





Ease of Use

Finally, it's a no-brainer

The Drivve philosophy is simple. Make the most powerful DM software ever designed ridiculously user-friendly.

How many of the world's most-used software packages also happen to be incredibly unruly and difficult to learn? Just about all of them from our perspective. Some are downright dispiriting, a fact that takes its toll on your team in the guise of brain fatigue, general inattention to detail, misspent time — read: loss of productivity. The reality of the modern office is that working for hours on end with a user-unfriendly program can really tire you out and will, in a worst case scenario, make you resent your job. And in the wide world of business software, document management is no different. Bad design is definitely the rule rather than the exception.

We at Drivve know that it just doesn't have to be this way. Our stellar development team has taken the concept of user-friendliness to a higher level with Drivve | DM, which will be apparent from your very first glimpse. To experience Drivve | DM is to enter a world where working with documents is actually kind of cool. This is because we've invested tons of resources and years of experience in building a uniquely simple and incredibly efficient — sleek — UI that takes the confusion and drudgery out of working with documents.

And Drivve | DM's signature Ease of Use isn't only apparent when you're working with documents along with your team members. Nobody will be more excited about our product design than the people who are responsible for employee training. Why? Because it doesn't require much training at all. Just hop in the driver's seat (no pun intended) and you'll be cruising in no time.

Installation

Wait. Is there any installation?

Not if you're using Drive | DM's hosted version as your solution. And if you want to install the system in-house, it's a snap — really.

When it comes to installation, Drive gives you the flexibility you expect from a first-class business product. Drive | DM Cloud is for when you'd rather just leave it all to someone else. You get a hosted solution that gives you everything you need to manage your Live Archive™ in a plug-and-play format. All you have to do on your side is think a bit about how, ideally, you want to access your docs, and we'll do the rest. Always.

The truth is, IT managers just adore products like ours. They're the kind of folks that love to be loved by their companies for simply keeping it all up and running. And as they usually have more than enough on their plates already, they'll be happy to have us in the driver's seat. Just think about all the money your company will save by letting us keep your office workflow operating smoothly.

For those of you who want to run a Drive | DM system in-house, we have good news for you, too. Your administrator can easily configure settings, create users and user groups, assign rights, and handle maintenance all without extensive IT experience. Drive | DM is that easy to administer.



Administration

Control where you need it most

Admin: the one place where you are in absolute control. You decide who comes and goes. You decide how things work. From wherever you happen to be.

Anyone who has ever had the responsibility of administering a mission-critical application used companywide will tell you — there's a lot to worry about. There are a host of variables to keep under control, typically by navigating through windows within windows of disconnected, disjointed interfaces that are supposed to work together and all too often, just don't.

Driveve | DM pulls it all together for you in a comprehensive, singularly elegant browser space that gives Admin absolute power over the Live Archive™ and all of its functions — from anywhere with access to the World Wide Web. Users and user groups can be set up in a matter of seconds and rights assigned, down to the level of individual documents, equally quickly. And the really good news is you don't need any specialized knowledge to be an Admin. Let's put it another way: if you can run an iPod, you can administer Driveve | DM.

Of course, security is always a big issue for the Admin crowd, and that's where Driveve | DM always wins loyalty. As opposed to products that rely on relational databases (leaky, porous, unstable and insecure) to store images and their metadata, Driveve's object-oriented Document Vault offers the highest level of security possible, locking down access to your precious information and locking out anyone who isn't supposed to see it.

Not even the Systems Administrator or, for that matter, CTO can gain access unless the Driveve | DM Admin says so. Outside IT consultants don't stand a shot. Within Driveve's sphere of influence, the Administrator is king, the Absolute Master of the Known Universe of Documents ... the Live Archive™.



Scalability

From here to infinity

Whatever your business size, you can feel confident that you'll never outgrow us. (And we can feel confident that you'll always be true — sounds a lot like love.)

You're an organization with 50 or maybe 10,000 potential users. And if you're like the rest of us, your plan is straightforward: to grow, and do it fast, if necessary. So no matter how impressed you might be by a long list of features or a cool interface, one of the most important questions you'll invariably ask is, How much can this system handle? Our answer: Bring it on!

You don't think we could construct the perfect machine for getting your work to flow — against a strong headwind on the backstretch if necessary — without dropping a serious amount of horsepower under the hood, do you? Drive | DM is built on perhaps the most nimble yet robust document database ever made: an object-oriented, container-based system built to spec over 25 years ago for some of the biggest organizations in Europe. The base requirement? A system so simple in conception yet sophisticated in operation that no matter how much content you store in its infrastructure, it never requires an oversize superstructure to keep it all together. Translation? No matter how much info you throw at (or upload into) Drive | DM, it can handle it, while remaining stable and a cinch to maintain (i.e., clearly long-term relationship material). With everything we do, power x simplicity = Drive's operating formula.

Then there's the support side of things. Our intentions are clear about this too. Support scales proportionally to your project, and that's easier for Drive than it is for most of our competitors. The fact that we have such a solid, fluent, downright awesome engine running at the core of our system means support is vastly more efficient for us — which means more responsive for you. The kind of question we get asked around here: How can I use the system to handle even more complex workflows, perform even more automated tasks? (We never hear the expletives that accompany a wayward or down system.) Any Drive | DM Administrator will tell you, this is a system that's admirably steadfast, even in large-scale installations. Once you set it up, it just keeps on running. Like we said, we're in it for the long haul.



Data Protection

Peace be with you

Our fortified approach to data security gives a whole new meaning to homeland security. We've got your back, every step of the way.

When considering the acquisition of a document management system, all the major points on your wish list are trumped by questions concerning the security of your archive. More important than a low price point, a friendly UI, or a comprehensive feature list, data security is something you can never be too prudent about. And where compliance is an issue, the stakes are even higher. That's why we've layered the entirety of the system's intelligence on top of a veritable Fort Knox Image Depository — built specially to protect your Live Archive™. Drivve | DM's proprietary image vault is a supremely impenetrable object-oriented database that offers some formidable advantages over the storage systems of competing products.

But keeping your data protected isn't only a question of the kind of storage device deployed. There should also be an explicit, intelligent, and practical backup strategy involved. With relational databases, backing up your archive means having to recopy the entire disc image, over and over again. This often takes an inordinate amount of time and doesn't come without significant risk of data loss. Our approach is so much more efficient and secure that it's almost too good to be true — but it is. What's the big secret? It has to do with the fact that our container-based solution can back the vault up *incrementally*, which means that you copy *only* the newly created data to the backup disc, one step at a time. With this approach, performing a full backup of a Live Archive™ containing several terabytes of information (that's millions of docs) can be done in minutes. How long does it take a relational database to back up that much info? You don't even want to ask.



drive | dm for iPhone®

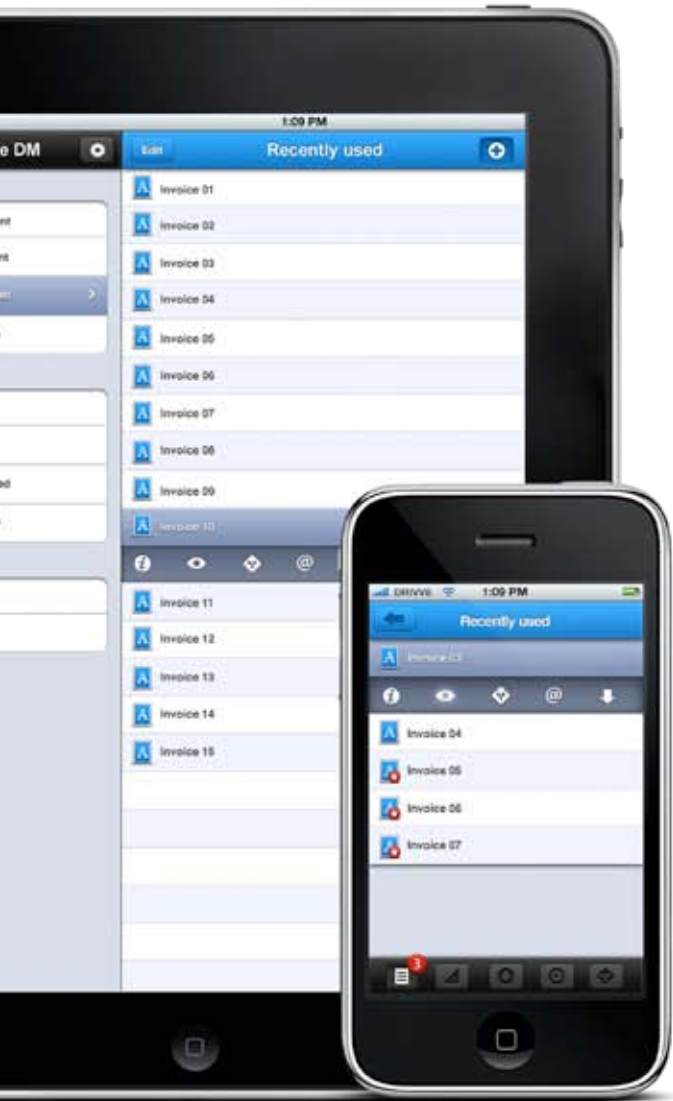
Hello future

Mobile devices, especially smartphones and more recently tablet PCs, have most certainly changed the way we do business — the way we work together and the way we live together.

Today, we are always and everywhere linked to the Internet and mobile devices like the Apple iPhone and iPad® have become truly transformative tools: portals to the new era of remote collaboration. For those of you who have bought, or are considering buying, an iPhone or iPad to stay connected to your business, Drive is proud to bring to this platform the first full-blown business application: Say hello to Drive | DM for iPhone (which is fully compatible with both the iPad and iPod®).

Now, iPhone and iPad users can easily view documents at any time, from anywhere: email, reports, purchase orders, invoices, contracts, etc., the totality of your stored documents. Drive | DM for iPhone works like the standard version of Drive | DM, just a mobile extension of that experience. With its elegant, iTunes-like interface, anyone who has ever played a song on an iPod, an iPhone, or in iTunes itself already knows how to use Drive | DM. Instantly search for, retrieve, and send documents, and collaborate remotely. And if you are accustomed to using Drive | DM's unique Projects workspace, you'll love it on your mobile device: Docs are scanned or emails pulled directly into projects or subprojects, and there they are on your iPhone or iPad, all laid out in neat digital piles. It's as easy as typing a-b-c or 1-2-3.

Drive | DM for iPhone. How did you ever manage without it?



Our fully hosted DMS gives you quick and easy access to your business information and a wealth of bottom line benefits.

Drivve | DM Cloud is a method of software deployment in which our document management application is hosted as a service and provided to your organization over the Internet, with monthly subscription charges based on the number of licensed users. The process is simple: When documents are scanned using your input device of choice, the information is transferred to one of our highly secure data centers where it is stored and made available to you anytime through your PC, Mac, or iPhone.

The Software as a Service model is a breakthrough in the deployment of highly efficient, affordable, and easy-to-use document management software — and the perfect choice for SMBs. By simply outsourcing your back-end infrastructure to us, organizations can eliminate big start-up costs and investment risk, and much of the burden of IT involvement such as software maintenance and backups, as well as ongoing operational and support costs. With on-demand software that grows with you, you'll match direct costs with application usage, and there's no need for upgrades. An SaaS solution also provides greater protection of your business assets through dramatically improved physical and virtual data security. And of course lower energy and paper costs mean a smaller carbon footprint.

Benefits at a glance

- Lower Total Cost of Ownership and Quicker Time-to-Value
- Rapid Deployment and Ease of Use
- Remote Access and Collaboration
- Focusing on Core Competencies
- Security and Disaster Readiness
- Cost-Effective Scalability and Environmentally Friendly

Specifications

Manna for maniacs

It's all well and good that we have a lot to say about managing documents, creating workflows, scanning, working with networks, automated indexing, etc. But the devil is in the details, right? You can't afford to run into him only after you've installed and started using something as important as a full-blown DM system. So here, we do our very best to spell it all out for you.





Document Management

- File all kinds of documents (email, office documents, PDF, CAD, etc.)
- Version control
- Draft and release management
- Document approval
- Expiration of validity period
- Minor and major version control
- Document lifecycle management
- Security and user management with users, groups and roles
- Document-level security
- Check-in/check-out
- Auditing — who, what, when — of field accuracy
- Document cross-linking — across multiple spaces
- Full-text search
- Truncated search on the right-hand and left-hand sides
- Context-oriented search engine
- Intelligent mailbox management
- Compliance with existing laws and regulations (Sarbanes-Oxley, GDPdU, FDA Chapter 11, GLP Compliance, GMP Compliance, etc.)
- Facilitates compliance with regulations (HGB, ZPO, AO and BDSG)
- Basic regulations for DP-supported accounting systems
- Access authority at content level
- Automatic workflow distribution
- Automatic back-archiving
- ERP systems
- LIMS systems
- Archiving from COLD documents
- Hierarchical storage management
- No limit to document size and quantity
- Excellent price-performance ratio
- Concept of a complete system simplifies installation
- Database is already part of the system
- Third-party licenses are not necessary
- Open interfaces enable quick, easy connectivity to third-party applications
- Any change to or manipulation of archived documents and records is precluded
- All relevant system activities are logged



Project Management

- Logical document-relationship management
- Classification from projects
- Cascading from projects into subprojects
- Managing duration from projects
- Automatic import from external systems
- Full-text search
- Context-oriented search



Workflow Management

Creating dynamic automated workflows for business processes is critical in today's information-rich environment. The Drivve | DM Workflow Management engine allows you to integrate a complete document archive within organizational workflows and provides full control of input information (scanners, MFPs, eForms, etc.) to distribution through the browser application all the way out to the iPhone. Powerful rights assignment ensures compliance.

- Personal mailbox
- Workflow management and process administration
- Workflow notification service
- Customizable workflow subjects
- Deadline monitoring and warning service
- Data record journal reports any workflow change and includes the user name
- Note function
- Standardized and customizable workflow management
- Link related documents and project files to workflows
- Email data records to any address (not just workflow participants)
- Comprehensive rights administration
- Prioritize workflows as desired
- Adjust workflow overview according to priorities



Intuitive Indexing

Indexing, which exists mainly to support retrieval, can be as simple as keeping track of unique document identifiers, but often it takes a more complex form, providing classification through a document's metadata or even through word indexes extracted from a document's content. One aspect of critical importance for rapid retrieval is the creation of an index topology.

- Automatic classification
- Automatic metadata extraction and categorization
- Folder structures and content for project plans
- Creation and integration of thesaurus
- Object-oriented indexing
- Forms administration
- Enables intuitive filing structure



Ease of Use

Today, retrieving a stored electronic document can actually be quite a complex and powerful process. With basic document retrieval, the user specifies a unique document identifier that the system index uses to locate the document. With more flexible retrieval, the user specifies partial search terms using the document identifier and/or parts of the expected metadata and the system returns a list of matching documents.

Drivve | DM lets you specify a Boolean expression containing multiple keywords or phrases that you'd expect to exist within a document's content. Retrieval for this kind of query may be supported by previously built indexes, otherwise full-text searches of all documents returns a list of those that are potentially relevant.

- Fileplans: automatically classify and schedule records based on preexisting plans and standardized structures
- Type-based plans: automatically classify and schedule records based upon preexisting types
- Automated lifecycle management: schedule, content and metadata change activation based on simple rules
- Automatic document numbering
- Retention and archival policies
- Disposition: controlled and scheduled handling of archiving, holds, transfers, accessions and destruction using rules and automated processing
- Simply search across full-text content, fileplan structures, project management categories, and types
- Flexible, intuitive indexing
- Single search for all documents
- Mixed formats with 100% fidelity
- Lightning fast and scalable
- Ease of use increases productivity
- More precise information promotes higher quality
- Completeness of information reduces costs
- Protects your investment



Installation

- Easy and quick server-side installation
- No client installation
- No complex database knowledge necessary
- Database is included in the server setup
- Easy to maintain the backup structure



Administration

- Central administration suite
- Web-based administration
- Create user, groups and roles
- Build filing structure, cabinets and project types
- Define rights, allocate permissions
- ==> from everywhere



Scalability

- Multi-tier architecture distinguishes between client, server and infrastructure components
- Both the user client and the administration client use internet protocol to access the authentication, content and workflow servers via a communication channel
- Server modules communicate directly with the storage systems, databases and user directories, which gives the system maximum security while still maintaining easy scalability
- Distributing the server modules over several computers ensures high performance on all workstations



Data Protection

Document security is extremely vital in any document management application, and today's compliance requirements can be quite complex, depending on the type of document. Drive | DM has a rights-management module that enables an administrator to give access permission to documents based on type to designated users and groups.

- Basic architecture alone offers a high degree of security against unauthorized data access
- Database is encapsulated in the authentication procedure
- Identification of single users, via both the Drive | DM log-in and at single sign-on, with automatic Windows authentication is absolutely secure
- Additional security functions are available that protect highly sensitive documents from being accessed even by system administrators
- Extra protection against manipulation is provided by the logging of all system changes in detail
- Drive | DM also effectively protects you against data loss



Pushing paper is one of the more inefficient, costly, and downright boring aspects of running any organization. All too often a significant percentage of valuable human resources is completely wasted when people have to perform tasks (often poorly) that could have been done automatically (and with virtually no human error). Lost time, lost docs, lost info. Welcome to the land of lost revenue.

Did you know that you can *amplify* the wealth of intelligence your best people bring to the job simply by implementing the cutting-edge technologies that Drive puts into play in today's office? Don't diminish the superior skills that make your organization excel by letting them get bogged down in pushing paper (or fishing for it). No more lost talent. That certainly translates as lost revenue (and the most objectionable kind).

With less than a miniscule \$.10 per-man-hour investment, virtually every person in your organization can be significantly more productive by simply being allowed to work at the top of their game. Think about it. In a paper-based office, it takes an average of 10 minutes to even find a filed document, much less process it. Now imagine having that same doc available in a few keystrokes. You don't need to have been a math major to run these numbers. From our perspective, that's using your (collective) brain.

Drive was created with one thing in mind: to make dealing with paper-based information exchange a *minor* part of your organization's day-to-day operations. From now on paper-pushing can be isolated to a single place in the office. Just place your docs in the input tray of your MFP: the "push" comes the moment you hit that one button that magically transforms every paper document into a perfectly formed, intelligence-enabled "package" of info that your team, partners, suppliers or customers can share and, most important, act on.

Mission

We're on one

At Drive, we're dedicated to steering companies of every size into the Digital Age of tomorrow — smoothly and comprehensively. To do that, we've created a powerful, fully integrated turnkey information management system that is so simple and intuitively designed, the average end user really can learn to use it within minutes. But our mission wouldn't be complete without providing you with a support network every bit as intelligent and dedicated as the development process that created our best-in-class products in the first place.

Usability: amazingly powerful yet simple to operate. This sums up the winning strategy of Team Drive. We want to be the company renowned for its high dedication to user experience at every level of your DM operations, front to back, from clean interface design principles all the way to rock-solid, cutting-edge technology. And we've got the experience, smarts, creativity, patience, and team spirit to achieve it. These are just some of the distinguishing attributes of the people who develop the Drive line of products and those who are always ready to serve our customers. And perhaps nothing can quite convey the depth of the Drive drive than this: We're way into what we do. (We really are.)





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