



PRACTICAL PROGRAMS

## Dv TDM Features

- **Check in/out** – Use macro buttons to check documents out for editing. Documents that are checked out are backed up in the system and can be viewed (not edited) by other users until checked back in. Documents can be checked out to the local drive or remain on the server.
- **Document Version Control** - Controls the revision process cycles so company agreed upon business rules and procedures are maintained.
- **Content search and retrieval** - Dv TDM's intelligent Content Searching feature automatically indexes the entire contents of your documents making search and retrieval a breeze.
- **Transmittals** – Dv TDM allows you to distribute engineering and related documents easily while retaining an audit trail that tracks versions, users, date/time and much more. The transmittal engine will also convert multiple files to PDF or DXF automatically, and Zip the files.
- **CAD Compare** – Select two Microstation or AutoCAD files and compare the drawings. Drawings can be overlaid in two different colors to view the full drawings or the files can be compared to show only the changes that have occurred from one version to the next.
- **Email Indexing** - Emails are now an accepted method of sending critical information, but emails can be easily misplaced or deleted. Dv TDM can securely index all email messages and data.
- **View & Markup** – Dv TDM allows the viewing and marking up of drawings without the need of the original CAD application.
- **Graphical Workflow** - Visually plan and implement the path a project takes by simply drawing lines. Dv TDM does the rest, streamlining your workflow for greater efficiency.
- **Seamless Integration** - Dedicated menu within Office, AutoDESK, and Microstation.
- **Water Marks** - Water marking is an effective way of maintaining the security and integrity of documents.
- **Report Wizard** – An easy-to-use tool that formats reports for printing selected database information.
- **DvTDM Links** - Information can be emailed without the need to send the actual image or database. The recipient clicks on a small one-kilobyte file and the image, images or section of the database required opens up without the need to move the data from the original location.
- **Macro Buttons** – Additional Macro buttons can be added to the screen layout and be programmed to complete any number of functions. Processes like check in/out, versioning, assigning drawing numbers, and file naming can be automated and are flexible to meet your requirements.
- **Audit Trail** - All significant activities are recorded.
- **File Formats** - Over 200 different types of native files (i.e. .DGN, DWG, PDF, DOC etc.) can be viewed without the original application.
- **Stores Files in their Native File Format** - Dv TDM document management software stores your documents without altering them in any way. Dv TDM uses your current directory structure and keeps files in their native file format.
- **Import Utilities** - importing existing (electronic) legacy documents can be the most expensive part of an implementation. Dv TDM can import all of your data with all words indexed in one business day in most cases.

1610 Woodstead Court  
Suite 360  
The Woodlands, TX 77380  
phone: 866-997-3100  
fax: 832-201-9947  
email [info@practicalprograms.net](mailto:info@practicalprograms.net)  
[www.practicalprograms.net](http://www.practicalprograms.net)

# Dv TDM™

*Simply better document management!*

EXPANDING DATA INTO INTELLIGENCE AND PROFITABILITY

## Dv TDM Features (continued)

- Document Security - Dv TDM's comprehensive security features protect your documents from unauthorized access. You control who views, prints, or edits your documents; all with the simple click of a mouse.
- Customizable Templates - customize Dv TDM for different users or groups of users quickly and easily. You can configure which fields and functions to display and how to structure your folders and index fields. Dv TDM makes customizing your form designs and menu templates so simple. With Dv TDM you are able to make them more intuitive and appealing to the end-user which reduces the amount of training required while increasing staff acceptance and reducing the possibility of operator error.
- Web Interface - provide access to information in your database through Dv TDM's fully functional Web Interface. You can also create a customized website portal for your employees, clients, suppliers, and other business partners. This combined with the advanced document security allows you to distribute information quickly and efficiently, while ensuring that it does not fall into the wrong hands.
- Controlled access to files – document and drawing access and modification is controlled via user profiles within the software administration settings.
- Route Drawings – Dv TDM will route links to drawings using it's built in Workflow engine to ensure QA and document distribution stages are completed correctly.
- Project Tracking – Dv TDM has a built in report engine that gives you an instant picture of what stage the engineering drawings are in. This provides the ability to determine, at a glance, if the project is on schedule and provide better management
- Security – configure management security settings that ensure only authorized access to each drawing or project.
- Reference file management – warning indicators of existing reference files and options to include in upload/download.
- File compression - when checking out, downloading, or viewing drawings Dv TDM will compress the file to speed up transfer.
- Automatically create drawing numbers - Manage drawing number creation and/or drawing number reservation automatically.
- File Conversion - Enables the conversion of drawings into other CAD formats, DWF, PDF and other file types.
- Archiving – old projects can be archived to CD's or DVD's quickly and accurately with indexing.
- Searching Archives - search and view archived projects. Dv TDM will show the exact location of the drawing(s) you are looking.
- Importing - the folder Import Tool allows you to import all your existing documents using the originating folder path name, file properties, and the file name to populate the database fields.
- Database auto-population - customize Dv TDM to populate database fields according to the information contained in the drawing file name, for example: the Project, Year, Discipline, Drawing Number, and Revision Number.