

## Paper-Based System vs. DiVA Document Management System

Task	Paper-Based System	DiVA™ Document Management System
<b>Filing Documents</b>	It also takes an average of 6 minutes to file a document. Additional significant costs are incurred for files that are stored off-site (source: PriceWaterhouseCoopers).	Scan and index -- that's all. And right from your desktop computer. Once indexed, the document is immediately retrievable by any user with access.
<b>Retrieving Documents</b>	A PriceWaterhouseCoopers study revealed that it takes an average of 6 minutes to retrieve a document. Additional significant costs are incurred for files that are stored off-site.	With DiVA, all documents, even those that have been archived, can be accessed readily from your desktop computer.
<b>Misfiled Documents</b>	A Coopers & Lybrand study revealed that 7.5% of all documents get lost, and 3% of the remainder get misfiled.	DiVA handles the indexing, naming and storage location for your scanned files. This prevents misfiling. The Full Text Search capability of DiVA can find virtually any indexed file.
<b>Document Sharing</b>	Copies are made for in-house distribution, mailings, faxing, etc. Studies indicate that the average document gets copied 19 times. Shared or reproduced documents such as faxes are prone to poor quality.	DiVA provides 100% electronic collaboration. A document is scanned and indexed once. The indexed file is available simultaneously to all users. While the original cannot be altered, changes can be made on-screen and saved as revisions -- without ever printing a page. Indexed documents can be emailed, so no need for faxing or mailing -- and with the quality of the original document preserved.
<b>Storage</b>	The cost of filing cabinets, office space, and storage costs can put a dent in your budget.	Today's cost of network storage is extremely low. \$200 will provide 250 Gigabytes of storage space on your network - enough space to store over 250,000 documents.
<b>Disaster Recovery</b>	Whether it be lost documents, fire or water damage, paper-based information is always at risk. Loss of important documents can be devastating to your business.	Implementation of sound backup procedures, fault-tolerant storage devices and off-site backup sources provide the protection you need.
<b>Customer Satisfaction</b>	It is commonplace to have call-backs and phone-tag, resulting in delays, when responding to customers.	With DiVA, information is readily available at your desktop when a customer calls. Bottom-line: customer satisfaction increases dramatically.