

**DocumentVision 2012 is an indispensable project management tool for JOBPOWER. It saves you time and money, while providing safe secure storage for critical business documents.**

### Find your files fast!



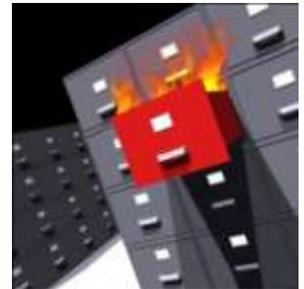
Imagine finding a document for a job or vendor nearly instantly, without having to leave your desk or go through paper files. No more filing documents back in file cabinets either. DocumentVision will help you put an end to lost and misfiled paperwork!

### Store all file types!

DocumentVision allows your business to efficiently store and manage all documents, whether faxes, images, emails or other computer files in one central electronic location for quick, secure and easy access. With the built-in scan wizard, it is simple to scan in paper documents such as faxes, invoices, letters and forms to electronic PDF files. When adding files, you specify the job, customer, and/or vendor, document type, descriptions and keywords to use in searching. Managing documents and files has never been easier!

### Secure document storage with DocumentVision

By having your files stored electronically, you will be able to make backups of your critical business documents and take the backups off site for protection in case of a disaster. You may also store sensitive documents with various levels of security so only authorized users can work with them.



### Create and track RFIs, Submittals, Change Order Requests and more

With the Forms Generator, you can design, print, and email construction documents such as RFIs, Submittals, and Change Order Requests. The completed documents are electronically filed into DocumentVision automatically by job, customer, vendor and/or document type.

### Automated Filing from JOBPOWER

When printing the following forms and reports from JOBPOWER, they will automatically be stored in DocumentVision and fully indexed for searching.

- Invoices
- Certified Payroll
- Subcontracts
- Change Orders
- Purchase Orders
- Units Billing
- Applications (G702)
- Statement of Compliance
- Continuation Sheets
- Customer Statements
- Lien Waivers



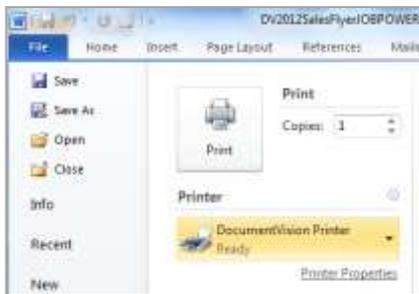
Certified Payroll reports are stored with a security level so only authorized users can access them. Pull up change orders, subcontracts and purchase orders with just a couple clicks. Scan in the signed subcontracts to keep your document management records complete.

- The new Ribbon menu makes DocumentVision even easier to use.



- Integration with Windows Explorer and Microsoft Outlook sends files, entire folders or emails including all attachments directly to DocumentVision 2012.
- Embedded DV Printer creates a PDF of any printable file from any application and automatically stores it in DocumentVision. Easily save any JOBPOWER Report, Word document, or other file as a PDF in DocumentVision.

### Saving a Word Document to DocumentVision



### DocumentVision Add Screen

File Name: C:\Users\Perry\AppData\Local\Temp\JOBPOWER\_19.pdf

\* is required, \*\* any one is required

Company: DEMO Construction Company, Inc.

File Name: A/R Report - EOM May 2012

Job: [Dropdown]

Customer: Knox County School Board

Vendor: [Dropdown]

Document Type: A/R Report

Category: company

Status: EOM

Protection: Level 1

Description: EOM A/R Report - detail by customer May 2012

Search Keywords: [Text Box]

[Add] [Cancel]

### Saving a JOBPOWER Report to DocumentVision

Printer Settings

Printer Name: DocumentVision Printer

Status: Ready

Type: novaPDF (EM 7 Printer Driver)

Where: NVV?

Comment:

Paper Size: Letter, 8 1/2 x 11 in.

Orientation:  Portrait  Landscape

Copies: Number of copies: 1

- Group files by Document Type, Category, Status, User, Extension, or Date.
- File Versioning, DVCalendar, Workflow Tracking & Reporting, Document notes, Audit History, multiple security levels, and the ability to email generated forms are some of the additional features found in DocumentVision.
- "Search DV" from within JOBPOWER lets you find matching documents quickly.

## What Our Customers Have To Say

*"DocumentVision makes my life so much easier! We have contractors who sometimes ask for the same document 2-3 times. Before DocumentVision I would have to dig through job folders, permits folders, or insurance folders; now with just a few mouse clicks I can email them anything they want from the permit to the final waiver. It's great!"*

- Barbara Ensign of MGM Electric Co., Inc.

*"DocumentVision is a real time saver! By simply using the DV Search button we can find, reprint, or email invoices, change orders, subcontracts, or any other document we may need without having to search through files. I have noticed, too, that the more we use DocumentVision the more we rely on it."*

- Gloria Parker of Damon-Marcus Company

**Call a Sales Rep at 800-776-6556 today to schedule a demo and see what DocumentVision can do for you!**