

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

Automated Filing from JOBPOWER

After installing DocumentVision, when printing these 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.

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. The easy drag and drop feature and group add with smart properties is very helpful for adding a set of job site photos, email or any other group of documents. The DocumentVision Search utility lets you find documents without having to open up DocumentVision. Press the Hot Keys to bring up DocumentVision Search and enter what you need to search for, an invoice number, an amount, a purchase order number, etc. A list of documents that fit the criteria will be displayed for easy access.

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, Change Order Requests, while adding the completed documents to DocumentVision automatically. It will use your JOBPOWER jobs, customers, and/or vendors to fill in necessary data.

Electronic Documents have Full Legal Status

President Clinton signed the Electronic Signatures in Global and National Commerce Act into law. Known as "E-SIGN," the new federal law gives electronic signatures, contracts and records the same validity as their handwritten and hard copy counterparts. The new law, signed June 30, 2000 removes uncertainty as to the enforceability of online transactions, will cut transaction costs and will otherwise facilitate contracting in all industries.

"DocumentVision makes my life so much easier! We have contractors who sometimes ask for the same document 2-3 times. Before DV 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.

Install the Demo Version – and see just how **fast and easy** you can retrieve the documents you need!

Call a Sales Rep at **1-800-776-6556** with any questions you may have.

	Demo Version	Professional Version
Add file	limited	x
Scan document wizard	limited	x
Organize documents	x	x
View file	x	x
View file with program	x	x
Edit file properties	x	x
Rename file	x	x
Delete file		x
Restore file	x	x
Empty DV Recycle Bin		x
Check-out file	x	x
Check-out file with program	x	x
Cancel Check-out	x	x
File versions	x	x
Export file	x	x
Archive file		x
Quick Search tool	x	x
Search from JOBPOWER	x	x
Single User	x	x
Multi user network		x
Central document repository	x	x
Document notes		x
Workflow tracking		x
Workflow reporting		x
Audit history		x
Sensitive document protection		x
User security levels		x
Maintain lists for document type, category and status	x	x
Built-in Backup		x
Generate RFIs, submittals, transmittals and more		x
Preview, print and/or email generated forms		x
Forms template designer		x
my DV calendar		x
Microsoft SQL Server Express		x
Microsoft SQL Server Compact Edition	x	
Vista compatible	x	x
Windows® 7 compatible	x	x