DocuVantage OnDemand
Document Advantage Corp.®

Focus on Your Mission, Build Capacity, Increase Revenue

Increase Efficiency and Deliver Services Faster

Remove Bottlenecks
Real-time view of where documents are in the process. Automatic and parallel routing.

Reduce Operating Expense
Now you will have immediate, secure access to any document; no more emailing, mailing or couriers or waiting on approvals.

Maintain Document Control and Compliance
Produce any document in seconds for an audit When legally required to retain documents for a set time; receive automatic notifications when documents need to be purged.

Increase Efficiency
Spend less time collecting, copying and distributing. Reduce processing time and deliver programs faster.

Remotely Collaborate with Version Control
Allow key personnel to review, edit and collaborate on the content of documents while providing secure version control.

Protect Critical Business Documents
Documents and information is protected in a secure data facility ensuring business continuity 24/7 and disaster recovery.

The Accessible Partner, Expertise and Solution You Need!

Why DocuVantage OnDemand® for Your NGO/Nonprofit Organization?

Contractual Document Review Automation

Cut Contract Review and Signature Approval Time in Half
Documents are automatically routed via the web to reviewers and approvers. Know where the documents are at any point. Easily edit, comment, mark-up and sign via the web.

Check-in/out Maintaining Version Control
Tracks all modifications from creation to final approval. Notifications alert you to contracts requiring signatures, pending expiration or renewal dates; giving you the chance to cancel or renegotiate.

Search All Documents Based on their Content
Quickly search all documents based on the content of the document. Find all documents related to any search term. Eliminate searching for a document on someone's desk or looking in multiple file cabinets.

Travel Authorizations

Streamline the Pre-Approval and Signatures Process
When operating programs in other countries, your team typically needs to travel within the country to deliver your services. On government funded programs, you are required to pre-approve all travel expenditures. These approvals must be signed by people of significant authority to ensure that the travel is for legitimate program activities.

Remotely Collaborate
Secure web based communications provide immediate access for Board, management and staff to create and collaborate on meeting agendas, meeting minutes review, and approvals.

Operations Management
Immediate access to:

- Policies and Procedures
- Disaster Recovery Plans
- Continuity of Operations Plans
- Meeting Notes
- Personnel Files

Affordable and Easy to Deploy

No Capital Expenditure; Monthly Subscription
No need to budget for a large capital expenditure, as a monthly subscription; an operational expense.

No Hardware or Software to Purchase
Using a standard Internet browser, you will be on your way to an improved and efficient work environment.

Scalable Solution to Grow with Your Organization
Add a user to the system by invitation. They will be up and running in no time.

No IT Resources Needed
There is no need to install software on desktops or update hardware. Even when updates occur, they are immediately available to all your users without anything being installed.

Free Maintenance, Support and Upgrades
Never wait or pay for upgrades. Immediately benefit from new features as they are released.

We guarantee our services and solutions!

Visit us at:
www.docuvantage.com and see how easy it is and start managing your NGO now!

Contact:
Document Advantage Corporation
(1) 866.367.3467 ext. 1

A Certified WMBE

Business Process Automation Workflow

Route, Review and Approve Documents
Transfer existing paper-based processes into an electronic workflow to eliminate manual effort. Define tasks for a department or for a business process that crosses multiple departments.

Monitor Tasks
Quickly check any workflow tasks that have been assigned. Avoid bottlenecks in any process that creates delays.

Define Your Business Rules
Graphically define your business rules with an easy-to-use process editor. Quickly define logic-based rules and assign specific tasks in the process.

Eliminate Bottlenecks
Receive alert notifications when a document is sitting in someone's inbox and unable to be processed. Eliminate all delays.

Disaster Protection and Recovery

Remote Storage of Documents
Documents reside in a secure off-site Tier IV data facility protecting documents from natural disasters and security breaches.

Instant Web Access from Anywhere
No matter what happens at one of your offices, access your documents without any delays in work from any location.

Guaranteed Up-time
Redundant, secure and continuous operations eliminating worry about data being lost or unplanned service interruption.

Did you know that DocuVantage OnDemand® is also used in these areas?

Accounts Payable Processing	HR Compliance
Authorization Requests	Meeting & Board Management
Consultant Services Agreements	Personnel Files
Contractor On-Boarding	Policies and Procedures
Credit Card Authorizations	Procurement Requests
Grant Management	Wire Transfer Requests
Local & International Travel	Work Order Reviews/Approvals