PaperVision® Enterprise

Securely Manage and Retrieve Your Information

Need a more efficient way to store and access your important organizational information? Enable automation and tracking of business processes using the simple, searchable Enterprise Content Management (ECM) system, PaperVision Enterprise.

EFFICIENCY NOW

- Store information on-premise and speed up document retrieval times.
- Locate documents in seconds with keyword searches to improve organizational functions.
- Automate document processing, including collecting information directly from email and electronic forms.

CONTROL NOW

- Protect information when stored and transmitted using multiple levels of security, user controls, and encryption.
- Gain regulatory confidence with evidence of audit trails, security controls, user activity, document history, and records retention.
- Simplify your disaster recovery strategy with automated backups and multiple copies of information.

MONEY NOW

- Reduce your cost per document processed by managing files digitally.
- Re-purpose document storage space for money-making activities.
- Streamline organizational decision-making for faster results.

"PaperVision Enterprise is fantastic! Now when a student shows up for enrollment, we don't have to delay their enrollment and tell them to come back in a week when we finally find their records. The system is saving us more than $1 million dollars every year!"

- Fernando Marino
  Director of Business Solutions

PaperVision® Enterprise

What Problems Can PaperVision Enterprise Solve?

As the pace of business continues to increase, workers need fast, secure access to information in order to make critical decisions and generate results. Individual files stored on desktops and corporate networks do not offer the simple, searchable access you need. PaperVision Enterprise facilitates your success by speeding information access while maintaining strict security standards.

Intelligently Locate Information

You need access to information in order to make critical organizational decisions. Powerful search capabilities allow you to locate any information in seconds, saving countless hours of productivity. One search returns all related information in virtually any format including scanned images, Microsoft® Office and other electronic files, emails, PDFs, and more. Find anything you need, the moment you need it.

Protect Sensitive Data

Protect information from prying eyes! Multiple layers of security, including transmission, system, data, user, project, and application settings, provide access to only those who need it. Ensure compliance with a wide variety of regulations, and meet all reporting and auditing standards to prove security. Encryption further protects data both during transmission and while being stored.

Collaborate Effectively

You need to share information and work on documents in collaboration with coworkers. Check-in/check-out and version controls ensure you've always got the most current version and you'll never overwrite each other's work. With PaperVision Enterprise, you'll collaborate with confidence.

Grow as Needed

Your organization needs information storage that automatically grows as you do. Run PaperVision Enterprise on a single desktop computer or thousands of computers across a globally distributed network, which can be leveraged, tiered and load-balanced to fit your specific needs.

Integrate Seamlessly

Upload files in hundreds of formats from most applications directly into PaperVision Enterprise for secure storage. Point-and-click integration makes it easy for you to share information with other line-of-business applications, so your workers have streamlined access to the data they need to continue work processes and generate results.

Minimize Downtime

Does the threat of a disaster keep you up at night? PaperVision Enterprise offers the peace of mind that comes from knowing your most critical information is securely protected from both cybercriminals and physical disasters. You can even package data into an encrypted file and transfer it off-site, using PaperVision® Data Transfer Manager, allowing you to recover from any disaster.

ECMNOW!™
BY DIGITECH SYSTEMS, LLC

Suite Options
- Cloud ECM – ImageSilo®
- Award-winning enterprise capture – PaperVision® Capture
- Patented forms processing – PaperVision® Forms Magic Technology
- Automated business processes – PaperVision® Enterprise WorkFlow
- Print stream processing – PaperVision® Enterprise Report Management
- Professional Services are available to help you design and implement your entire ECM system.

For a complete product listing and technical information, please visit:
www.digitechsystems.com or call toll free 866.374.3569

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SYSTEM OVERVIEW

Users can search, upload, scan, or view the folders of any project, access E-Forms, and destruction lists, see worksteps waiting, and view recent or favorite items directly from the home screen

Browser-based document viewer enables secure access to view or share documents on virtually any device without requiring application installation

Optional PaperVision Assistant for Microsoft Windows can scan, print, email, save, navigate and view documents, view thumbnails, index documents, and allow users to perform tasks within workflows

The PaperVision Client for Microsoft Windows provides the optimal user experience by offering the functionality found in the web interface and the PaperVision Assistant in a desktop application

Store and retrieve any file type, including images, Microsoft Office files, and PDF's

Up to 200 unique index fields can be defined for each document

Extensive full-text search capabilities support stemming, phonic, fuzzy, synonym, Boolean, natural language, and variable term weighting search options

Search results screen displays duplicate documents as a single item or as an expandable list, showing all duplicates on the same screen

Versioning and check-in/check-out functions include detailed audit tracking and simplified roll-back processes

Extensive reporting capabilities provide detailed audits trails and track user productivity and utilization, including workflow status and history, records retention, and destruction activities

Annotations allow specific users to hide information within a document, or to add textual notes

Integrated PaperVision® Message Manager imports, captures, and organizes email messages and ensures necessary messages are retained and unwanted messages are filtered out based on administrator-defined criteria

Administrators can create, manage, print, email, and export e-forms as PDFs

Administrators can require an electronic signature for any document

Document associations link related documents across multiple projects and allow users to easily locate them from a single document

Share Document allows external users limited access to specific documents via a secure link

Scan2PVE allows users to scan and upload documents, move or delete pages within a document as well as maintain version control

PaperVision Automation Service automates the importing of documents, backup processing, maintenance queue items, and migration jobs

Annual maintenance includes access to all product updates, ensuring access to the latest product features and benefits

Complete, detailed online help and electronic product manuals are included to get you started quickly

Toll-free, legendary technical support is eager to assist with any questions you may have

SECURITY

AES 256-bit encryption occurs during import and when data is stored and transmitted

Session ID encryption ensures that a session cannot be hijacked

Function-level verification is performed for every API call made to PaperVision Enterprise, whether from the application or through the API

Session source persistence and IP address limiting guarantees users can access the system only from authorized locations

Support for Secure Sockets Layer (SSL), Transport Layer Security (TLS), and non-standard ports ensures data and email transmission security

Automatic session termination ends a user's session when it sits idle for a defined period of time

Data segregation separates database and document data to ensure one company or department cannot access another's data

Security policy administration tools include account lockouts, password complexity requirements, and expiration

Entity-level security defines company-wide security settings and performs non-repudiation checks on all documents and emails

Entity-level security policies simplify password changes and allow users to reset forgotten passwords

Group-level security assigns a common set of access rights to all users within a group

User-level security defines individual user permissions

Project-level security assigns functionality-based security at the project level

Document-level security sets specific security settings for individual documents as soon as they enter the system

PaperVision® Enterprise

Function-level verification controls user rights, such as printing, emailing, exporting, and deleting

Index-level security controls user ability to view and/or edit document index fields

Retention policies can be configured to protect records from destruction during specified time periods, to set up email review notifications, and to automatically purge expired records

SCALABILITY AND RELIABILITY

PaperVision Administration Console provides centralized global administration access

Support for multiple database servers accommodates growing storage needs

System supports an unlimited number of companies and projects

Full support for hardware load-balancing and Windows® Network Load Balancing provides additional reliability and scalability

Backup processing enables organizations to package a duplicate copy of data into a single, encrypted, compressed file for data replication

PaperVision® Data Transfer Manager sends packaged backup files (via FTP/FTPS) to a separate site for disaster protection

INTEGRATION

System includes full support for Microsoft® SQL Server®

Extensive use of web services supports integration and cross-platform compatibility

.NET-based APIs support both local and remote communications without requiring modification to code

Administrators can configure additional API integration tools to automate administrative functions

.NET Integrator enables point-and-click integration with third-party applications

Black and white, as well as color print drivers, print directly to PaperVision Enterprise from most applications

PaperVision® Enterprise Tools provide out-of-the-box integration with Microsoft Office applications, including Word®, Excel®, PowerPoint®, Outlook®, and Windows Explorer

Optional PaperVision Enterprise WorkFlow automates the flow of information through routine business processes

PaperVision Enterprise WorkFlow and Scan2PVE work together to allow users to capture documents and upload them into a new or existing workflow process

Free PaperVision® SharePoint® Tools provides integration with Microsoft Office 365 and SharePoint 2013

Optional PaperVision Enterprise Report Management processes COLD/ERM print stream data into electronic reports and imports and indexes them into PaperVision Enterprise

PaperVision Message Manager captures emails from virtually any system including Microsoft® Exchange Server, Outlook .pst files, POP3, and IMAP-compliant systems

SYSTEM REQUIREMENTS

Windows Server® 2008 R2, 2012, 2012 R2, or 2016 (servers)

Microsoft® Windows® 7, 8, 8.1, or 10 is required for:
- PaperVision Administration Console
- PaperVision Assistant
- PaperVision Automation Service

PaperVision Web/Application or Authentication Gateway Server require Internet Information Server (IIS) 7.5 or later

Microsoft® .NET Framework version 4.7 or higher

Microsoft® Windows Installer version 4.5 or higher

Windows® PowerShell version 1.0 or later

Microsoft SQL Server 2008, Server Express 2008 R2 or later

PaperVision Viewer and Browser-Based viewer work with Internet Explorer® 11 and the latest versions of Firefox® and Chrome™

Browser-based viewer works with the latest version of Safari®

4 GB RAM (desktops), 8 GB RAM (servers)

Approximately 1.05 GB of hard disk space

Additional storage space for stored data

SVGA monitor 1024 x 768 or higher recommended

For a complete product listing and technical information, please visit:
www.digitechsystems.com or call toll free 866.374.3569