

PaperVision® Enterprise



Securely Manage Information to Improve Business Efficiency

Control access and increase information security using a simple, searchable Enterprise Content Management (ECM) system. Enable automation and tracking of business processes throughout the information lifecycle.

Improve Business Processes

- Reduce information retrieval times and enhance customer service with comprehensive ECM.
- Access and manage files directly from Microsoft Office and other line-of-business applications
- Give employees more time to focus on primary business objectives by automating document processes, including collecting information directly from electronic forms

Protect Information from Theft and Disaster

- Implement information policies with multiple levels of security and extensive user controls.
- Shield information with encryption both during transmission and when stored.
- Facilitate a disaster recovery strategy with automated backups and redundant copies of information.



“PaperVision Enterprise allowed us to trade administrative expenses for revenue generating investments.”

- Hawley MacLean, President, MacLean Financial Group

Comply with Regulations and Electronic Discovery Guidelines

- Ensure proper procedures are carried out by automating compliance processes and tracking activity.
- Enforce compliant disclosures by requiring users to record who received information and why.
- Gain regulatory confidence with evidence of audit trails, security controls, user activity, document history and records retention policies.

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

PaperVision® Enterprise



Securely Manage Information to Improve Business Efficiency

PaperVision Enterprise delivers any document, anywhere, anytime—including email. Securely organize, store and retrieve information in the blink of an eye. Control and manage information of any kind in an easy-to-use, easy-to-implement Enterprise Content Management (ECM) system.

Unlimited Scalability

PaperVision Enterprise can run on a single desktop computer or thousands of computers in distributed locations. The same application can reliably scale across multiple application servers, web servers and database servers, all of which can be leveraged, tiered and load-balanced to fit organizations of any size. We prove it everyday! Digitech Systems' own ImageSilo® is the world's largest known installation of PaperVision Enterprise.

Intelligent Search

Easy-to-use, powerful search capabilities allow users to locate any information in seconds. Perform detailed searches with specified date and value ranges or very broad searches across multiple index fields or projects. Full-text search capabilities pinpoint key words within the content of the document. Users can also print, export and email documents individually or as a group.



Flexible Security Controls

PaperVision Enterprise provides extensive security configurations. Administrators control who can read, change or share documents through multiple security levels that limit users' information access and system abilities. Authorized users can require an electronic signature with a document as part of a review or approval process. Data encryption can occur both during transmission and when stored. Records retention and destruction policies, evidence of security controls and extensive audit trails enable companies to comply with government and industry regulations.

Efficient Collaboration

By providing powerful check-in/check-out and versioning controls, PaperVision Enterprise ensures that users are working on the latest, most accurate version without the fear of overwriting each other.

Suite Options

Implement a comprehensive, automated ECM system with these additional components.

Email management - PAPERVISION® MESSAGE MANAGER

Automated business processes - PAPERVISION® ENTERPRISE WORKFLOW

Print stream processing - PAPERVISION® ENTERPRISE REPORT MANAGEMENT

Data replication and remote administration - PAPERVISION® ENTERPRISE ADVANCED ADMINISTRATION PACK

Unlimited file distribution - PAPERVISION® DISTRIBUTION ASSISTANT

PaperVision Enterprise supports virtually any type of information, including electronic files, paper records, images, print streams and even email messages. Store and retrieve more than 250 file types in their native file formats. PaperVision® Data Transfer Manager maintains a duplicate copy of all data at a separate site for disaster protection. Users can save time by capturing information from an electronic, web-based form using PaperVision® E-Forms. Package all data into a single, encrypted, compressed file and transfer it between sites through FTP or secure FTP.

Seamless Integration

PaperVision Enterprise works effortlessly with Microsoft® Office—right out of the box. By implementing PaperVision® Enterprise Tools, users can upload files directly and control document versions using Microsoft Office toolbars and menus. Even better, a point-and-click integration module and API capabilities enable seamless integration with virtually any application. Users won't have to leave their line-of-business software to store and retrieve critical corporate data. Plus, you'll enjoy the peace of mind that comes from knowing all your important information is securely managed in the ECM system.

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Technical Specifications

System Overview

- System includes embedded MSDE/SQL Server Express database server and full support for Microsoft® SQL Server
- Users can organize, upload, scan and add new documents or view search results in either a project view or folder view
- Native viewing of more than 250 file types allows you access to any document
- Browser-based document viewer enables secure access to and sharing of documents on mobile devices without requiring application installation
- Versioning and check-in/check-out functions include detailed audit tracking and simplified roll-back processes
- Up to 200 unique index fields can be defined for each document
- Annotations allow the ability to redact, or hide, certain information within a document from specific users or to add textual notes to a document
- Extensive full-text search capabilities that support synonym, stemming, fuzzy logic, phonic, proximity, Boolean, natural language and variable term weighting search options with results displayed in statistically ranked order
- Document associations link related documents across multiple projects and allow users to easily locate them from a single document
- Search results screen displays duplicate documents as a single item or as an expandable list, showing all duplicates on the same screen
- Document grants allow external users limited access to specified documents via a browser-accessible, encrypted URL link
- Directory Manager automates the importing and indexing of documents from any source media including multi-function devices, network-attached scanners and/or photocopiers
- Scan2PVE allows users to scan and upload documents directly from a scanning device into PaperVision Enterprise, making any installation an ad hoc scan station for distributed scanning
- Scan2PVE enables users to add, move or delete pages within a document as well as maintain version control on those documents
- Configure retention policies to protect records from destruction during specified time periods
- Set destruction policies to purge expired records
- Send an email notification or require review prior to destruction of any document
- Detailed audit trails and disclosure data gathering assist in complying with industry and government regulations, including HIPAA for the healthcare industry, 21CFR Part 11 for FDA regulations and more
- Extensive reporting capabilities track system and user activity, including records retention and destruction activities

- Administrators can require an electronic signature for any document
- A single-sign on via windows-integrated authentication simplifies the login process
- FREE PaperVision® Message Manager component imports, captures and organizes email messages
- FREE PaperVision® Enterprise Advanced Administration Pack component provides web-based system administration, including project management and security settings for flexibility and convenience
- FREE PaperVision® Enterprise Advanced Administration Pack also offers data replication capabilities that use advanced journaling techniques for real-time replication to one or more back up storage locations
- Optional PaperVision® Enterprise WorkFlow component, with easy-to-use graphical interface, 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
- Optional PaperVision® Enterprise Report Management processes COLD/ERM print stream data into electronic reports and imports and indexes them into the ECM system
- Optional PaperVision® Distribution Assistant allows unlimited file distribution outside the ECM system and provides an embedded viewer
- Administrators can create and manage e-forms that can be populated by both internal (system) users and external (public) users.”
- All upgrades are included with annual maintenance, ensuring access to the latest product features and benefits
- Complete, detailed online help includes step-by-step instructions to get you started quickly
- Toll free, legendary technical support is eager to assist with any questions you may have

Security

- 256-bit AES encryption occurs during import, during transmission, optionally when data is stored and in communication with other PaperVision Enterprise products
- Session ID encryption ensures that a session ID cannot be guessed to hijack a session
- Support for Secure Sockets Layer (SSL) and non-standard ports ensures data transmission security
- Session-source validation and IP address limiting guarantees users can access the system only from authorized locations
- Automatic session termination closes a user's session when it sits idle for a defined period of time
- Function-level security verification is performed for every API call made to PaperVision Enterprise, whether from the application or through API calls

PaperVision Enterprise Technical Specifications

- Security-policy administration tools include account lockouts, password complexity requirements and expiration
- Entity-level security defines company-wide security settings
- 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 allows for more specific security settings down to the individual document
- Function security controls user rights, such as printing, emailing, exporting and deleting
- Index-level security controls user ability to view and/or edit document index fields
- Grant users the ability to create retention locks, to set destruction dates and to approve or deny documents scheduled to be destroyed
- Company administrators can configure their own security policies, including encryption and records retention policies

Scalability and Reliability

- Browser-based or desktop client installation with identical functionality
- Centralized administration console is included and provides access to all administrative functions
- 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
- Innovative support for process redirection enables offloading of processor-intensive activity to specialized servers
- Automated report archiving allows you to decide how many entries are retained, while the rest are archived automatically
- Automation service improves productivity by automating backup processing, maintenance jobs and data imports
- Automated importing of files, including email, network files and print stream data
- Backup processing enables organizations to package a duplicate copy of data into a single, encrypted, compressed file for data replication
- Data Transfer Manager sends packaged backup files (through FTP or secure FTP) to a separate site for disaster protection

Integration

- Extensive use of web services supports integration and cross-platform compatibility
- COM-based APIs support both local and remote communications without requiring modification to code
- ActiveX® (OCX) controls can be embedded into third-party applications
- Customizable source code is included for both browser-based and desktop client applications
- Integration Manager enables point-and-click integration with third-party applications
- PaperVision® Enterprise Tools provide out-of-the-box integration with Microsoft® Office applications, including Word, Excel, PowerPoint, Outlook and Windows Explorer
- Black and white as well as color print drivers print directly to PaperVision Enterprise from most applications
- Scan2PVE is compatible with any TWAIN-enabled scanning device to input single or multi-page documents directly into PaperVision Enterprise
- FREE PaperVision® Enterprise Advanced Administration Pack provides additional API integration tools to automate administrative functions
- Integration with Microsoft® Office SharePoint® Server 2007 enables companies to leverage the PaperVision® Enterprise document management and workflow functionality directly within their SharePoint portal

System Requirements

- Microsoft® Windows® XP Professional SP3 or higher
- Internet Explorer® 8.0 or higher, Mozilla® Firefox® 3.6 or higher
- Microsoft® Internet Information Services 5.0 or higher
- 2 GB RAM
- Approximately 250 MB of hard disk space
- Additional storage space for stored data
- Microsoft .NET Framework version 3.5 SP1 or later (included on installation media)

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