PAPERVISION®.com
Any Document. Anywhere. Anytime.®

Easy, Effective Information Management in the Cloud

What if you could easily implement effective information management without the hassle of complicated setup and a high price? What if you didn't have to compromise essential features like sophisticated security, compliance, and collaboration tools to do so? PaperVision.com gives you real information management in the cloud with a sensible balance between price and performance. It comes in three editions so you pay only for the features you need.

BASIC

1-5 users
Included features:

Perfect for entrepreneurs and small businesses

- Simple feature set helps companies start effectively managing important business records.
- Easy drag-and-drop file upload enables any user to manage any information at anytime.
- Keyword search retrieves any file within seconds no matter where you are.

PROFESSIONAL

Unlimited users
Includes all Basic features plus:

Perfect for organizations with more sophisticated security concerns and those who need to comply with regulations

- Records retention enables quick retention schedule setup and secure destruction as schedules are met.
- Integration with virtually any line-of-business (LOB) application streamlines information sharing across your entire organization.
- Encryption, auditing, and advanced security features allow you to protect sensitive information at the group, user, project, or document level while tracking every access.

ENTERPRISE

Unlimited users
Includes all Basic and Professional features plus:

Perfect for automating business processes and enhancing productivity across the enterprise

- Graphical workflow enables you to automate business processes speeding every business activity.
- All company information, including COLD/ERM data, email messages, and more can be securely managed and protected.
- E-forms allow you to collect information online then kickoff related business processes and securely store and manage the data as a document.

Not all features are available with all editions. Please visit PaperVision.com/pricing for complete list of features and editions.

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What Problems Can PaperVision.com Solve?

Easily organize and protect your information by uploading any number of documents in just a few steps. Enjoy secure access to any record within seconds on virtually any device! Automatically route information through any workflow you need, while tracking every step and function. Our more than twenty years of experience securely storing and transmitting sensitive information for thousands of organizations lets you rest easy, knowing you're always protected. It's unbeatable convenience and security from a company you can trust.

Access your Files Anywhere, Anytime

Drag and drop to upload files in just a few simple steps, including COLD/ERM data, and even email. Once stored in PaperVision.com, you'll have secure access to virtually any type of record, including images, Microsoft® Office files, and PDFs within a single system for easy management. Retrieve files within seconds on your computer, laptop, tablet, or even your phone!

Enable Automation

Setup processes that automatically route information through any workflow you need, while tracking every step and function. Capture information online with an e-form; then kickoff any business process based on the data received. You can even electronically sign documents as needed to keep things moving no matter where you are.

Keep Your Data Secure

Protect information by project, user, and even the individual document. Sophisticated encryption locks everything down, and you can track every action to comply with a variety of regulations. Plus, we have more than twenty years of experience protecting sensitive information in the cloud. You're safe with us!

Choose the Plan You Need

Don't pay for features you don't need! PaperVision.com comes in three editions designed to fit your capabilities. Choose from Basic, Professional, or Enterprise options.

Collaborate with Confidence

Ensure you're always working with the right version and never overwrite another's work again. PaperVision.com allows you to share information and collaborate on documents and projects without any worry.

Save Money on Information Management

As a cloud-based service, PaperVision.com helps you minimize your spending on IT, hardware, and software. Purchase only the users, features, and storage you need to keep your business running smoothly.

**For additional information visit: PaperVision.com
or call 866.374.3569 or email pvsales@papervision.com.**

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SYSTEM OVERVIEW

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

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

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

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

Administrators can require an electronic signature for any document

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

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

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

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

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

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

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

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.com, 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

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 system 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

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.com 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.com

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

SYSTEM REQUIREMENTS

Microsoft® Windows® 8, 8.1, or 10

1024x768 minimum screen resolution

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

Browser-Based Viewer also works with the latest version of Safari®

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