



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

## Easy, Effective Information Management

Want the benefits of an advanced information management system without the complicated setup and a high price? PaperVision®.com cloud information management services provide a sensible balance between per-user price and performance. Pay only for the features you need by choosing among basic, professional and enterprise editions.

### Always Stay Connected with Anytime Access to Business Information



- Manage, share and collaborate 24/7 using virtually any device (including smartphones!)
- Find and securely retrieve documents and data in seconds with powerful search.
- End information chaos with easy management of documents and data through every stage of their lifecycles.

### Take the Next Step in Your Digital Transformation with Office Automation



- Streamline operations with workflow, e-forms and e-signatures. Leverage pre-built Solution Profiles to quickly implement for digital mailrooms, accounts payable automation and other automation services.
- Save on labor costs and reduce human errors with the industry's lowest-cost robotic process automation to collect, organize, update and share documents, files, folders and reports.
- Manage even the largest jobs easily with automated bulk file uploading and off-hours processing.

### Protect Sensitive Information in Compliance with Privacy Rules and Regulations



- Safeguard documents and data with advanced security tools, automated destruction schedules and more.
- Avoid costly data breaches and lawsuits by limiting who can access information.
- Disaster proof your organization with uninterrupted access to backup copies of documents and data.

For a complete product listing and technical information,  
please visit: [www.digitechsystems.com](http://www.digitechsystems.com) or call toll free 866.374.3569.

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# Choose The Version That Meets Your Needs

## BASIC

**Perfect for small businesses and entrepreneurs**

1-5 users

Included features:

- Simple feature set to secure and manage business records in one system.
- Easy drag-and-drop file upload lets users easily manage information at any time.
- Works with Microsoft® Office documents, image files, PDFs and more.

## PROFESSIONAL

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

Unlimited users

Includes all Basic features plus:

- Records retention enables 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 and document level while tracking every access.

## ENTERPRISE

**Perfect for automating business processes and enhancing productivity across the enterprise**

Unlimited users

Includes all Basic and Professional features plus:

- 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.



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Not all features are available with all editions. Please visit [papervision.com/pricing](http://papervision.com/pricing) for complete list of features and editions.



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# Easy, Effective Information Management

Easily organize and protect your business records by moving them to the cloud in a few simple steps. Enjoy security, automation, and convenience at an affordable, monthly per-user cost.

## Trust the Industry Leader

Digitech Systems introduced one of the first cloud-based information management services (ImageSilo®, 1999) and now thousands of organizations use our services to manage their business information. Any Document. Anywhere. Anytime®

## Save Time and Money

Don't pay for office technology features you don't use! Choose from three editions and scale features as your organization grows. Named or concurrent user licensing options add more flexibility and cost savings.

## Lower IT Support and Purchasing Costs

As a cloud-based service, PaperVision.com minimizes spending on IT, hardware, software and maintenance. Pay for only the features you need. Avoid capital expenditures and gain a tax-deductible operating expense.

## Go Beyond Basic File Storage

Meet today's need for office automation and anytime access to organized, secure and readily usable information. PaperVision.com enables you to store, access, manage and securely share virtually any document or file type.

## Automate Business Processes

Automatically route information through workflows while tracking every step and function. Capture information online with an e-form and speed reviews and approvals with e-signatures.

## Keep Data Secure

Protect information by project, user and individual document with sophisticated security that locks everything down while tracking every action. Avoid costly penalties and lawsuits and enable compliance with data security and privacy regulations.

## Collaborate with Confidence

Ensure your teams always use the right document version and never overwrite work again. Securely share information and collaborate on documents and projects.

## Easily Add Digitization

Complete your information management system with affordable add-on PaperFlow™ Direct that enables you to digitize, index and upload documents during scanning.



*"We love that we can personalize how we code the documents to suit how we use them. The flexibility of PaperVision®.com has been key to our success."*

- Georgia Pelton, Accounts Payable Administrator, Seafood Producers



Not all features are available with all editions. Please visit [PaperVision.com/pricing](https://www.papervision.com/pricing) for complete list of features and editions.

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# Technical Specifications

## System Overview

- Access documents anywhere, anytime on virtually any device
- Group documents in unlimited projects to meet increasing information management needs
- Ensure data is always available with 99.9% uptime guarantee
- Comply with General Data Protection Regulation (GDPR)
- Safeguard information with a SOC 2 Type 2-certified service
- Comply with data center requirements of the American Institute of Certified Public Accountants (AICPA)
- Avoid capital expenditure for system implementation and gain a tax-deductible operating expense by using a cloud-based service
- 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
- Get a full-featured, device-optimized experience using the PaperVision mobile app for iOS and Android, available in the Apple® App Store and Google® Play Store
- Access all administrative functions with PaperVision.com Administration Console
- Administrators can create, manage, print, email, and export e-forms as PDFs and require an electronic signature for any document
- Avoid software installation with web application that enables secure access to manage your corporate information on virtually any device
- Gain the functionality of the web applications on a desktop with the PaperVision Client that provides the optimal experience for Microsoft Windows users
- Store and retrieve any file type, including images, Microsoft Office files, and PDFs
- Find information using extensive full-text search capabilities that support stemming, phonic, fuzzy, synonym, Boolean, natural language, and variable term weighting search options
- Monitor and govern file activity with versioning and check-in/check-out functions include detailed audit tracking and simplified roll-back processes
- Stay updated with extensive reporting capabilities that provide detailed audit trails and track user productivity and utilization, including workflow status and history, records retention, and destruction activities
- Allow specific users to hide information within a document or add textual notes with annotations
- Link related documents across multiple projects and allow users to easily locate them from a single document with document associations
- Automate the importing of documents, backup processing, maintenance queue items, and migration jobs with automation services
- Allow external users limited access to specific documents via a secure link with Share Document.
- With just the click of a button, create projects, workflows, e-forms, security groups, users, document associations, records retention policies, and even security rights with Solution Profiles, pre-built configurations based on best practices for many common business processes
- Stay up to date with instant upgrades performed by Digitech Systems, freeing IT resources from system maintenance
- Get started quickly with complete, detailed online help and electronic product manuals
- Get your telephone calls and questions answered fast by a human expert as part of our legendary technical support

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# Technical Specifications

## Security

- Track specific actions, users, dates or search values to monitor activity with searchable security logs
- All Digitech Systems administrators and engineers are thoroughly screened and are subject to background checks
- All Digitech Systems administrators use dedicated, secure machines
- All Digitech Systems administrators follow strict password security guidelines, including password complexity, password expiration, and multi-factor user authentication technology

## System and Network Security

- All systems are maintained on a closed network that allows no outbound connectivity
- All systems are monitored 24 hours per day, seven days per week, 365 days per year
- Multi-layer firewalls limit traffic to pre-defined ports and protocols for all inbound and inter-process communications
- Intrusion-detection technology monitors all system access and third-party vulnerability scans are routinely performed

## Transmission Security

- Caching routines ensure stored data is never exposed to the public network
- Transport Layer Security (TLS) encrypts all network communication ensuring data and email transmission security
- Secure FTP (FTP Explicit Security) is available for bulk data transfer

## Application 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
- 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, password expiration, login restrictions, MFA requirements, encryption key assignments, and non-repudiation checks
- Multi-factor authentication (MFA) uses apps such as Google Authenticator or Microsoft Authenticator to generate a unique passcode for every login
- Perform non-repudiation checks on all documents and emails
- Simplify password changes and allow users to reset forgotten passwords
- Assign a common set of access rights to all users within a group using group-level security
- Define individual user permissions with user-level security

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# Technical Specifications

## Application Security

- Assign functionality-based security at the project level using project-level security
- Set specific security settings for individual documents as soon as they enter the system using document-level security
- Control user rights, such as printing, emailing, exporting, and deleting, using function-level verification
- Control user ability to view and/or edit document index fields using index-level security
- Configure retention policies to protect records from destruction during specified time periods, to set up email review notifications, and to automatically purge expired records

## Scalability and Reliability

- Protect data from disasters using geographically diverse, redundant data centers (each with its own power and networking)
- Ensure fast response times, even under heavy loads, with fully redundant web servers across multiple data centers that automatically add resources
- Ensure data availability with a system architecture with no single point of failure
- Ensure data integrity and reliability with backup systems
- Maintain unprecedented DNS reliability and response times from global DNS network
- Ensure the integrity and availability of data with documents stored across multiple facilities

## Integration

- .NET-based APIs support both local and remote communications without requiring modification to code
- Extensive use of public APIs supports a wide variety of integrations for both user and administrative functions as well as cross-platform compatibility
- Gain out-of-the-box integration with common Microsoft Office applications, Windows Explorer, and print drivers to enable a user to print directly to PaperVision.com. with PaperVision.com Tools
- Automate the flow of information through routine business processes with optional PaperVision® Enterprise WorkFlow
- Process COLD/ERM print stream data into electronic reports, and import and index them into PaperVision.com with Report Management
- Capture emails from virtually any system, including Microsoft Exchange Server, Outlook .pst files, POP3 and IMAP-compliant systems with Message Manager

## System Requirements

- Microsoft® Windows® 10 and later
- Internet Explorer®, Microsoft® Edge, Firefox®, Safari®, or Chrome™

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