PaperFlow™

Scan, Index and Organize Documents to Simplify Management

Work with virtually any scanner to create crystal-clear electronic images of all your paper files and documents. Clear out your messy file rooms. Better protect information from theft and disaster. Save money on document management. Now it's even easier to incorporate paper documents into your Enterprise Content Management (ECM) system.

Micro Records Company Inc.
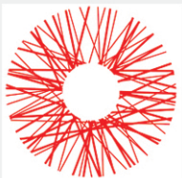*Customized Record Management Solutions*

Convert Paper to Electronic and Improve Your Efficiency

- Breeze through implementation with a Job Setup Wizard that simplifies job creation to five easy steps.

- Automatically enter index information for a single document or across an entire batch by matching index values with existing data.

- Access virtually any feature in seconds and train new users in just minutes with the Microsoft® ribbon-based interface.

Control Your Sensitive Business Data

- Create crystal-clear document images for maximum readability.

- Move sensitive business data from vulnerable paper files into a password-protected electronic format.

- Use the step-by-step export wizard and standard export templates to send images to the ECM system of your choice including ImageSilo®, PaperVision® Enterprise, or Microsoft SharePoint®.

NUCLEUS RESEARCH

> " *Scanning paper archives can be expensive and overwhelming for many businesses, yet they need secure access to the information contained in those files. PaperFlow is an intuitive, easy-to-use product that simplifies the process of scanning records and makes it point-and-click easy to organize them for retrieval.* "
>
> *- Rebecca Wettemann, Vice President, Nucleus Research*

Save Money on Scanning

- Leverage your existing scanning equipment to convert paper documents into electronic format.

- Reduce costly keystrokes using 1-D and 2-D barcodes, Optical Character Recognition (OCR) and Quick Click indexing to create accurate index values in seconds.

- Eliminate costly file storage fees and fully leverage office space for other money-making activities.

PaperFlow™

Get Control of Critical, Paper-based Information Quickly and Easily

Start scanning immediately! You will eliminate costly and troublesome paper records and usher in a new efficient, effective workplace. PaperFlow improves your productivity and gives you better control of critical, paper-based business information. Plus, it works with PaperVision® Enterprise, ImageSilo®, other ECM systems or virtually any line-of-business application.

Micro Records Company Inc.
Customized Record Management Solutions

Start Scanning *NOW!*

PaperFlow is incredibly easy to use. User-friendly features make setup, scanning, and indexing simpler than ever before! You can import existing legacy PaperFlow data quickly and simply. Setup and run the entire application on a single workstation and avoid the hassle of installing, configuring and maintaining a database. Get to work right away, because the familiar Microsoft® ribbon-based user interface gives you access to virtually any feature in seconds. Implement PaperFlow *NOW!* to immediately start scanning and saving documents as PDF or image formats.

Improve Results through Better Efficiency

Think scanning your older paper records is too time-intensive? Think again! PaperFlow makes it fast and easy to capture the critical business information you have stored in paper files. Setup the system in minutes using the Job Setup Wizard, which guides you through five easy steps. Create index information without typing a single character! You can automatically populate index values via barcodes and OCR, or use Quick Click to simply click on the term you need in the document image to populate that data in the index field. You can also integrate with nearly any data source and merge data across individual documents or entire batches with Match and Merge.

Ease Your Worries with Control

Are your business records protected from theft, disaster and loss? PaperFlow gives you back the control you need! Sophisticated clean-up filters ensure accurate, readable images every time. Document histories help you keep track of every action performed on a document, so you can prove compliance with regulations. You can even export scanned documents easily to the program of your choice including ImageSilo, PaperVision Enterprise, Microsoft SharePoint® or other line-of-business applications. Reporting is the backbone of control, and PaperFlow's reports give you all the data you need to stay on top of whatever is required. Utilize existing, ready-made reports, or customize the data to almost any format you desire.

Suite Options

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

On-premise ECM – PAPERVISION® ENTERPRISE

Cloud ECM – IMAGESILO®

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.

Save Your Money

What will you do with the money you save? PaperFlow makes document conversion affordable for everyone. The system installs on your desktop and works with hundreds of scanners, so you don't have to buy new hardware. It installs in minutes, and no other capture product makes it this easy (and inexpensive) to index all of your critical information. Plus, you can create any feature you want, including exports, using the custom code engine. You'll eliminate the expense of document storage and start using every square foot of your office space to make money!

PaperFlow™

Technical Specifications

Get started scanning now! Enjoy the easiest and most affordable information capture product on the market. PaperFlow improves your efficiency and gives you better control of critical, paper-based business information. Plus, it works with PaperVision® Enterprise, ImageSilo®, other ECM systems or virtually any line-of-business application.

System Overview

- Support for over 300 scanners running at their full-rated speeds utilizing ISIS and TWAIN drivers
- Microsoft® ribbon-based interface requires minimal training
- Avoid the hassle of installing and maintaining a database
- Job Setup Wizard simplifies job setup to five easy screens
- Image thumbnail view enables intuitive batch navigation and document manipulation
- Document history to track activity and provide an audit trail
- Extensive reporting capabilities track productivity by job, batch, and user, and reports are customizable to show exactly what you need
- Use PaperFlow NOW! to immediately start scanning, and save paper documents as PDF, full-text PDF or multi-page TIFF files
- Custom code allows unlimited process control
- OpenText OCR generates full-page or zone-specific text output from images
- Scheduling process runs batch tasks automatically during off-peak hours just once, at a specific time or on a recurring basis
- Output full-text data to four different formats including PaperVision Enterprise, PaperFlow, PDF files and text
- Jobs and batches can be stored on your network, so multiple users can share their work
- Complete, detailed online help includes step-by-step instructions to get you started quickly
- All upgrades are included with annual maintenance, ensuring access to the latest features and benefits
- Toll free technical support is eager to assist with any questions you may have

Scanning and Image Processing

- Automatically insert document breaks based on page count or content detected via barcode or OCR
- Multi-stream support for the latest hardware
- Simple navigation, scaling, and rotation options for accurate and detailed image verification
- Extensive cleanup operations ensure the best quality image
- Preview image processing results while setting up image cleanup filters to ensure image quality
- Specify zonal, page or page-range filters to handle complex content or mixed-mode documents
- Setup your scanner to scan and create a document with the push of a button

Indexing

- Quick Click allows users to click on data in the document to populate index fields
- Barcode (1-D and 2-D) and zonal OCR eliminate manual data entry and can be applied to any page within a document
- Multiple index fields can be populated from a single barcode or OCR value
- Index Verification ensures that all index fields are completed before exporting
- Unlimited fields per document for maximum flexibility
- Definition of pre-defined values, addition of values on-the-fly, and auto-completion reduce keystrokes and errors
- Detail sets allow any number of related values to be assigned to a single document
- You can also integrate with nearly any data source to merge data across individual documents or entire batches with Match and Merge

Integration

- Direct integration with PaperVision Enterprise and ImageSilo eliminates the headaches of implementing a multi-vendor solution
- Legacy PaperFlow projects and data groups can be converted and imported for seamless upgrades
- Seamless integration with Microsoft SharePoint®
- Off-the-shelf scripts for export of batches, including full-text data, to select third-party applications
- Custom code interfaces with any line-of-business application

System Requirements

- Microsoft® Windows® 7, 8, 8.1, or 10
- Microsoft .NET Framework Version 4.0 (included on installation media)
- Windows Installer Version 4.5 or later (included on installation media)
- Current processor technology (not older than 4 years)
- 4 GB RAM
- 500 MB hard disk space
- 1024 x 768 minimum screen resolution

Professional Services

- Professional Services are available to help design and implement an entire Enterprise Content Management (ECM) system
- Custom code development is available to provide more sophisticated application integration to meet your needs
- Professional Services can train your entire organization
- Contact Professional Services for your custom export needs