

# 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.*

Micro Records Company<sup>INC.</sup>  
Customized Record Management Solutions



### 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 manual processes, including collecting information directly from email and 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 has enabled our staff to get rid of countless filing cabinets. We are now moving forward with scanning live documents and storing them in PaperVision Enterprise, thus allowing our staff to scan documents from our clients and give them right back to them. We will be moving toward a time when we won't be creating paperwork anymore."*

- Donna Rohde, Director, Otero County Dept. of Human Services

### Comply with Regulations and Electronic Discovery Guidelines

- Ensure proper procedures are carried out by automating compliance processes and tracking activities.
- Gain regulatory confidence with evidence of audit trails, security controls, user activity, document history and records retention policies.
- Prove that all stored documents, including email, have not been altered and verify integrity with non-repudiation technology.

For a complete product listing and technical information, please contact Micro Records Company:  
9321 Philadelphia Rd, Suite D • Baltimore, MD 21237  
www.microrecord.com • sales@microrecord.com • 410.238.7480

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# 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.*

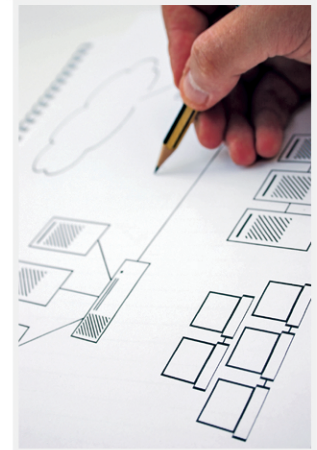


### Unlimited Scalability

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, email 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. PaperVision Enterprise supports virtually any type of information, including electronic files, paper records, images, print streams, web-based electronic forms, and even email messages. Store and retrieve numerous file types, including images, Microsoft® Office files, and PDF's. PaperVision® Data Transfer Manager maintains a duplicate copy of all data at a separate site for disaster protection. Package all data into a single, encrypted, compressed file and transfer it between sites through FTP or secure FTP.

### Suite Options

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

*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*

### 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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# PaperVision® Enterprise

## Technical Specifications



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### System Overview

- Users can organize, upload, scan, index and add new documents or view search results in either a project view or folder view
- Browser-based document viewer enables secure access to and sharing of documents on virtually any device without requiring application installation
- 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 that support synonym, stemming, fuzzy logic, phonic, Boolean, natural language and variable term weighting search options with results displayed in statistically ranked order
- Versioning and check-in/check-out functions include detailed audit tracking and simplified roll-back processes
- Extensive reporting capabilities track system and user activity, including records retention and destruction activities
- Detailed audit trails and disclosure data gathering assist in complying with industry and government regulations
- Use the PaperVision Web Assistant to easily scroll through documents, view thumbnails, index documents now or later, and add custom code to workflow tasks
- Annotations allow specific users to redact, or hide, certain information within a document, or to add textual notes
- Search results screen displays duplicate documents as a single item or as an expandable list, showing all duplicates on the same screen
- Configure retention policies to protect records from destruction during specified time periods, to set up email review notifications, and to automatically purge expired records
- 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 that can be used by both internal (system) and external (public) users
- Document associations link related documents across multiple projects and allow users to easily locate them from a single document
- Scan2PVE allows users to scan and upload documents directly from a scanning device into PaperVision Enterprise
- Scan2PVE enables users to add, move or delete pages within a document as well as maintain version control on those documents
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- Directory Manager automates the importing and indexing of documents from any source media including multi-function devices, network-attached scanners and/or photocopiers
- Share Document allows external users limited access to specific documents via a secure link
- Administrators can require an electronic signature for any document
- Optional PaperVision® Enterprise WorkFlow automates the flow of-information through routine business processes to improve productivity
- 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
- 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

- 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 cannot be hijacked
- 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 ends 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 the API
- 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
- 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 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
- Users can be granted the ability to create retention locks, set destruction dates, and approve or deny documents scheduled to be destroyed
- Company administrators can configure their own security policies, including encryption and records retention policies
- Non-repudiation is applied to email to assist in complying with industry and government regulations

## Scalability and Reliability

- Centralized global 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
- Backup processing enables organizations to package a duplicate copy of data into a single, encrypted, compressed file for data replication
- Innovative support for process redirection enables offloading of processor-intensive activity to specialized servers
- PaperVision® Data Transfer Manager sends packaged backup files (through FTP or secure FTP) to a separate site for disaster protection
- Automation service improves productivity by automating backup processing, maintenance jobs, data imports, and migrations
- Report archiving allows you to decide how many entries are retained, while the rest are archived automatically

## 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

- 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® SharePoint® Tools provides integration with Microsoft® Office SharePoint® Server 2013
- PaperVision Message Manager captures active emails from virtually any system, including Microsoft® Exchange Server, POP3 and IMAP-compliant mail systems
- PaperVision Message Manager Harvester collects historic messages from Exchange mailboxes or Microsoft® Outlook .pst files

## System Requirements

- Microsoft® Windows® 7, 8, 8.1, or 10 (desktops)
- Windows Server 2008 R2, 2012, or 2012 R2 (servers)
- Internet Explorer® version 11
- Current versions of Mozilla® Firefox®, Google® Chrome™, and Apple® Safari®
- Microsoft .NET Framework version 4.5 or higher (included on installation media)
- Microsoft Windows Installer Version 4.5 or higher (included on installation media)
- Microsoft® SQL Server™ 2008 or SQL Server 2008 R2 Express Edition or higher (included on installation media)
- Microsoft® Internet Information Services 7.5 or higher
- 4 GB RAM (desktops), 8 GB RAM (servers)
- Approximately 960 MB of hard disk space
- Additional storage space for stored data
- 1024 x 768 minimum screen resolution

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