



Speed Up Every Process In Your Organization

What if you could integrate your documents into your business processes? Enable automatic document routing in PaperVision® Enterprise or ImageSilo® with PaperVision® Enterprise WorkFlow.



Improve Business Processes with Automation and Intelligent Routing

- Integrate electronic documents directly into your standard business processes.
- Automatically assign duties to alleviate process bottlenecks and improve efficiency.
- Use email and attachments to initiate workflows to speed document processing times.



Protect Sensitive Information in Compliance with Data Privacy and Security Rules

- Gain regulatory confidence with detailed audit and document activity reports.
- Ensure proper procedures are followed and completed within specified time frames to keep processes running smoothly.
- Increase document security by improving the control of information to enhance compliance.



Save Money on Information Management and Labor Across Your Organization

- Reduce your cost per document processed by managing files digitally.
- Eliminate the expense of document storage costs by reducing paper use.
- Speed up business processes and save money on labor.



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

Any Document. Anywhere. Anytime.®



Enable Automatic Document Routing

Improve productivity across your company by securely routing documents, anywhere, anytime and tracking the status of business processes.

Automate Business Processes

Want to increase your competitive advantage? Automatically organize, control, and route the documents that drive your business. Standard operations will be easy to execute and easy to manage, allowing staff to complete more work more quickly.

Administer with Ease

Need an easy to use system? Your WorkFlow administrator can easily customize every process detail using the icon-based graphical interface to setup and modify workflows, teams, and projects.

Approve Quickly

Need to approve documents while on the go? Get instantly notified when items need your attention. Simply login from virtually any device, anytime and approve your documents or even add your electronic signature to keep processes moving.

Protect Sensitive Data

Do you need a way to protect sensitive information? Customizable security permissions, mean users only see the information they need to process the documents they are working on ensuring private information is kept restricted.

Monitor and Improve Processes

Do you need to keep a close eye on processes? WorkFlow processes are individually monitored and immediately reported. WorkFlow administrators can view and print tasks and even adjust processes in real time to improve efficiency.

Integrate Seamlessly

PaperVision® Enterprise WorkFlow is an optional add-on to PaperVision® Enterprise or ImageSilo®. Designed as a fully integrated module, eliminating the need for a custom integration.

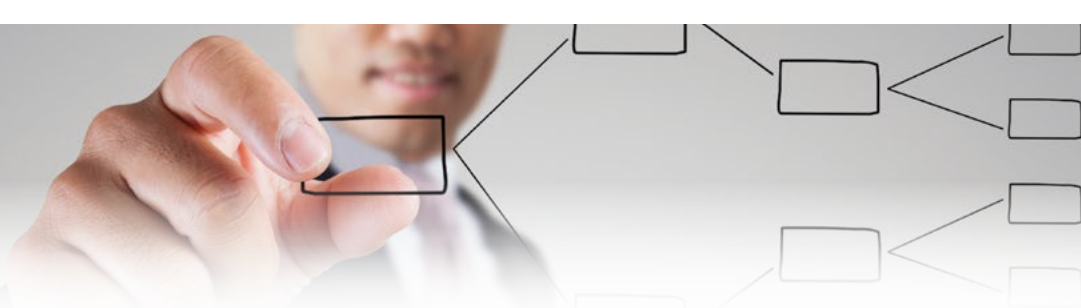
Suite Options:

- Cloud information management — PaperVision®.com / ImageSilo®
- On-premise information management — PaperVision® Enterprise
- Enterprise-level intelligent capture — PaperVision® Capture
- Innovative microservices information management — Sys.tm®
- Robotic Process Automation (RPA) Task Automation — Sys.tm® Automations
- Digitech Systems Professional Services is available to help you design and implement your entire information management system.

“PaperVision® Enterprise WorkFlow helps us manage millions of insurance documents for our clients. We have access to new documents within 24 hours and can track every document through our process. Overall, these efficiencies have allowed us to grow without adding new staff and have added hundreds of hours of new productivity to the company.”

- Carolyn Strawn, Manager of Imaging and New Business, Homesteaders Life Company





Technical Specifications

System Overview

- Graphical interface allows administrators to define, edit, change, activate, and deactivate multiple workflows and worksteps in real-time without any programming or scripting
- Workflow participants can be defined based on existing PaperVision Enterprise or ImageSilo groups
- Worksteps can be setup to allow multiple users to complete tasks at the same time
- Worksteps or entire workflows can be replicated by copying and pasting
- Custom notifications can be sent to workflow participants or administrators based on specified conditions
- Workflows can be launched automatically based on administrator-defined conditions such as criteria and schedules or a specific “action date”
- Status reports provide detailed information about current and active workflow processes
- History reports contain completed workflow processes, worksteps, and tasks for simplified auditing
- Reports can be archived, filtered, and printed for review at a later time
- Evaluation rules specify which tasks must be completed for a workstep to transition
- Workstep time restrictions ensure steps are completed within a specified timeframe
- Worksteps waiting in queue allow users to see details such as document ID numbers and index values, giving them specific information about pending documents
- Workflow participants can take ownership of any workstep to complete the tasks in their work queues

- Workflow tasks can send automatic email notifications with attachments or links to other documents
- Documents in a workstep can remain active until all related documents are found, ensuring the entire package exists before processing
- Workflow status can be viewed, but not changed, by users without administrative rights to maintain security
- System adheres to provisions from the Workflow Management Coalition, ensuring continuity with emerging standards
- All system maintenance is taken care of by Digitech Systems, freeing IT resources from system maintenance
- Get started quickly with detailed online help and online product manuals
- Get your telephone calls and questions answered fast by one of our legendary technical support experts

Security and System Requirements

- This add-on product is fully protected by the same security features and has the same system requirements of PaperVision Enterprise or ImageSilo (see PaperVision Enterprise and ImageSilo product sheets for details)

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Technical Specifications

Scalability and Reliability

- Licensing allows you to deploy workflow functionality within a single department or across an entire enterprise
- Multiple servers and workstations can be load-balanced to ensure task efficiency even during busy times

Integrations

- Extensive use of web services to support 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 processes
- .NET Integrator enables point-and-click integration with third-party applications
- Free PaperVision® SharePoint® Tools provides integration with Microsoft® Office 365 and SharePoint 2016 and later
- PaperFlow™ Direct captures documents that can be uploaded to new or existing workflow processes
- System works with PaperVision® Message Manager to email, and attachments can automatically launch workflow processes

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