PaperFlow™

Start Scanning Immediately

Are you overwhelmed by paper files and having trouble finding the information you need? Scan, index and organize paper documents into electronic images and streamline document management with PaperFlow.

EFFICIENCY NOW

- Scan paper documents from a single workstation to avoid the hassle of managing paper files.
- Use the Job Setup Wizard to get up and running in five easy steps with minimal training.
- Quickly see the status of batches by running customizable reports.

CONTROL NOW

- Move sensitive business data from vulnerable paper files into a password-protected electronic format.
- Populate index values automatically or merge them with existing data to eliminate manual data entry.
- Send documents to other line-of-business (LOB) applications to organize information and increase productivity.
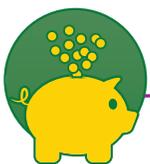
MONEY NOW

- Save money by using your existing scanning equipment to convert paper documents to digital files.
- Reduce your cost per document by managing documents electronically.
- Eliminate the expense of document storage fees by minimizing paper use.

"PaperFlow offers cutting-edge capture technology in a standalone system, which simplifies installation and support for smaller organizations leading to better efficiency and improved information control for a lower overall cost."

- Steve Cady
  General Manager

datamation

PaperFlow™

What Problems Can PaperFlow Solve?

What if you could scan your paper files right from your desk? Being able to turn documents into usable, searchable files right from your desktop can save your business time and money. PaperFlow can scan paper into electronic files that can be used with other applications to maximize office productivity.

Scan Everything

Is there too much paper in your office? Scan paper documents right from your workstation and avoid the hassle of managing paper files. PaperFlow works with virtually any scanner to convert paper documents to electronic files. Implement PaperFlow NOW! to start scanning and saving documents as PDF or image files immediately.

Eliminate Manual Tasks

Want to get started right away? Use the Job Setup Wizard to get up and running today. Eliminate manual data entry by automatically inserting index values from barcodes and OCR values. You can use the Quick Click tool to click on data in a document to populate or change the index field values. You can also merge data with other data sources using the Match and Merge tool.

Clean Up Your Information

Do you have hard to read files? PaperFlow can clean up most any document, turning it into a high-quality usable file. You can preview image processing results in real-time, making image cleanup a breeze, using the built-in image processing filters such as deskew and despeckle.

Protect Sensitive Data

Are your paper files safe from theft, loss or natural disaster? With electronic files, you can make sure your sensitive business data is always protected in password-protected files. The document history option can track who accessed the document and when for complete audit tracking.

Monitor and Improve Processes

Do you need to keep track of your documents? Use the summary report to see a real-time overview of processes. Or you can setup custom reports to track the productivity of jobs, batches or users.

Integrate Seamlessly

Do you need a system that works with your existing applications? Now you can directly export your files into existing ImageSilo or PaperVision Enterprise projects. You can also leverage custom code to export scanned images into virtually any LOB application.

Any Document. Anywhere. Anytime.®

Suite Options

- Cloud ECM – ImageSilo®
- On-premise ECM – PaperVision® Enterprise
- 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
- Professional Services are available to help you design and implement your entire ECM system

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

PaperFlow™

SYSTEM OVERVIEW

Job Setup Wizard simplifies job setup and avoids the hassle of managing paper files

Jobs and batches can be stored on the network, so multiple users can share their work

Over 300 scanners are supported, running at their full-rated speeds utilizing ISIS and TWAIN drivers

Annual maintenance includes access to all product updates

Complete, detailed online help and electronic product manuals are included

Toll-free, legendary technical support is eager to assist with questions

SCANNING AND IMAGE PROCESSING

PaperFlow NOW! can be used to scan paper documents into image PDFs, full-text PDFs, and multi-page TIFF files

Cleanup filters and image processing previews maximize image quality

Simple navigation, thumbnail view, and scaling and rotation options for accurate and detailed image verification

Zonal, page or page-range filters enable complex content or mixed-mode documents within a batch

Document breaks can be inserted into a batch based on page count, barcodes, OCR, or blank pages

Batch tasks can be scheduled to automatically run during off-peak hours, at a specific time or on a recurring basis

INDEXING

Unlimited index fields can be setup to auto-complete or contain pre-defined values to reduce errors.

Barcode (1D and 2D) and OpenText Full-Text or Zonal OCR eliminate the need for manual data entry

Quick Click Indexing allows users to click on data in the document to populate index fields

Match and Merge automatically populates index fields with data from existing databases or files

Index Verification ensures that all index fields are completed before exporting

Detail Sets allow any number of related values to be assigned to a single document

INTEGRATION

Built-in integration supports direct exports to existing PaperVision Enterprise or ImageSilo projects

Built-in scripts or .NET custom code simplify import or export to or from virtually any format or LOB application

OpenText OCR can output full-text or zone specific data to searchable PDFs or text files

.NET-based APIs can be configured to extend application capabilities

REPORTING

Reporting capabilities can be customized to track productivity by job, batch, or user

Document history can track who accessed the document and when for complete audit tracking

SYSTEM REQUIREMENTS

Microsoft® Windows® 8, 8.1, or 10

Microsoft® .NET Framework version 4.7 or higher

Microsoft® Windows Installer Version 4.5 or higher

4 GB RAM (desktops)

500 MB hard disk space

1024 x 768 minimum screen resolution

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