

## Digitech Systems, Inc. - Paperflow™

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

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.

#### 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, and Microsoft® SharePoint® .

#### 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.





## Digitech Systems, Inc. - Paperflow™ Description

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.

### 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 Paper Flow 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.

### 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!

- See more at: <http://www.digitechsystems.com/products/paperflow/#tab-2>

### Read more:

- [Capture Hardware \(Scanner\) Purchase](#)
- [On-Premise vs Cloud](#)
- [Contract SRIIA](#)