DIGITECH SYSTEMS

PaperVision® Capture

Maximize Value of Digital Transformation from the Start

Want to get the most out of digital records and office automation from the outset? With PaperVision® Capture, easily turn your paper and electronic documents into secure, organized, actionable records you can access anytime.

Gain Control of Documents and Data with Automated Capture

- Streamline management of documents of all types including digitized paper records, email/attachments and more with built-in features that include automated data extraction and indexing.

- Eliminate costly paper processes and gain anytime access to information by digitizing, indexing and securing unlimited paper documents, including large format documents such as maps and blueprints.

- Make quick work of even complex jobs with easy point-and-click and graphic interfaces.

## The Essential First Step to Saving Time and Money with Office Automation

- Automate everything by converting paper-based documents to digital.

- Extract critical business data on the fly to end expensive, error-prone manual data entry.

- Enable ultra-efficient business processes such as accounts payable automation, new hire onboarding, digital mailrooms and more.

Deliver Information Accurately and Securely to Wherever It is Needed

- Protect records from the start with 256-bit AES encryption and other advanced security.

- Ensure data reliability with auto-complete, Match and Merge and indexing verification features.

- Avoid fines and lawsuits by complying with regulations and best practices for data privacy and security.
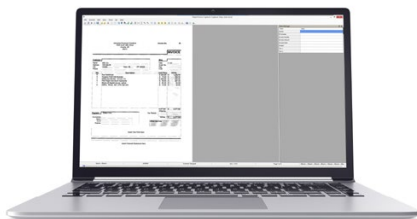
For a complete product listing and technical information, please visit: www.digitechsystems.com or call toll free 866.374.3569.

Any Document. Anywhere. Anytime.®

PaperVision® Capture

Digitize and Organize All Your Files and Documents

Still got paper? No matter how your information arrives, better organize and secure your documents and automatically extract critical data to improve information flow across your company.

End Information Chaos With Intelligent Capture

Digitize paper documents and automate the collection, indexing and upload of digitized paper and electronic documents (e-forms, images, PDFs, Word files, etc.,) for secure storage and immediate use with your information management system.

Upload Quickly and Effectively

Automate document upload to information management systems, including Sys.tm®, PaperVision®.com, ImageSilo® cloud services or PaperVision® Enterprise on-premise, and line of business applications.

Easy to Use No Matter the Size of Your Organization

Run on a single computer and connect to your scanner or use as part of a network linking geographically dispersed computers, scanners and multifunction devices. Centralized job setup and security eases administrative burden and overhead.

Speed Work with Advanced Document Indexing and Data Extraction

Scan and process documents using optical character recognition (OCR), barcode readers and other indexing tools. Take your automated forms processing and data extraction to the next level with optional AI-aided PaperVision® Forms Magic™.

Produce Quality Digital 'Forever Documents'

Easily process and maximize digital quality of even oversized, handwritten, time-worn and complex documents by previewing and adjusting image and index settings in real time during the scanning process.

Pay Only for the Features Needed

Do you need to be able to scan and index documents but you don't need to process barcodes? Save money with straight-forward licensing options that enable you to purchase only the features that you need.

Suite Options:

- Cloud information management — PaperVision®.com / ImageSilo®
- On-premise information management— PaperVision® Enterprise
- Patented forms processing — PaperVision® Forms Magic™ Technology
- Print stream processing — PaperVision® Enterprise Report Management
- Automated business processes — PaperVision® Enterprise WorkFlow
- Digitech Systems Professional Services is available to help you design and implement your entire information management system.

"Thanks to PaperVision® Capture, we now scan everything as soon as it comes through the door. Even the training didn't take long, as the scanning and imaging team was trained in less than a day."

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

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PaperVision® Capture

Technical Specifications

System Overview

- Files are added to batches when users scan paper documents and import native electronic documents, forms, images, faxes, emails, PDFs, .ZIP files, and Microsoft® Office files

- Process unlimited scans with no pay-per-click fees

- Simple point-and-click interface requires minimal training

- Customize the interface, process controls, job steps, keyboard shortcuts, and exports

- 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

Image and Batch Processing

- Import existing images from archives or other applications with or without index information

- Ensure the best quality image with extensive image cleanup operations

- Maximize image quality with cleanup filters and image processing and preview the resulting output before executing

- Create temporary images optimized for other operations by applying image cleanup filters

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

- Enable complex content or mixed-mode documents within a batch with zonal, page or page-range filters

- Insert document breaks into a batch based on page count, barcodes, OCR, or blank pages

- Group, split, and manage batches in real time to prioritize work and maximize speed

- Open multiple batch management windows, rearrange, filter, and sort the information you need with Batch Management Studio

- Classify and extract critical data as a seamless part of batch processing with optional PaperVision® Forms Magic™ Technology

Indexing

- Gain maximum flexibility with unlimited index fields

- Set up index fields to auto-complete or contain predefined values to reduce errors

- Eliminate the need for manual data entry with Barcode (1D and 2D), Open Text Zonal OCR, Nuance Zonal OCR, and the optional PaperVision Forms Magic Technology

- Populate multiple index fields with a single barcode or OCR value

- Automatically populate index fields with data from existing databases or files with "Match and Merge"

- Allow any number of related values to be assigned to a single document with detail sets

- Ensure accuracy with blind indexing and re-key verification

- Configure index constraints to improve index value accuracy or used to match and merge detail sets

- Match invoice information to existing purchase order information stored in an external Microsoft® SQL or Access® database with optional Accounts Payable (AP) Processing steps

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PaperVision® Capture

Technical Specifications

Quality Control

- Allow users to manually review and tag batches, documents, pages and index values quickly with QC Auto Play
- Customize Quality Control tags to specific, unique operator actions
- Run quality control operations manually or automatically to make sure certain images and index values meet specific parameters

Security

- 256-bit AES encryption can be applied to images, index values and OCR data to prevent unauthorized access
- User authentication is required and protects the system from unauthorized use
- Security settings allow users to be assigned to specific job steps or groups to ensure only authorized access is allowed
- Only system administrators can alter security and job settings, enhancing security and accountability
- Protect the integrity of the original scanned image with image non-repudiation
- Enable compliance with federal retention regulations with batch destruction policies
- Create custom productivity and audit reports with advanced reporting statistics

Scalability and Reliability

- Capturing, indexing and processing functions can be distributed across multiple systems and geographic locations or run on a single desktop computer
- Over 300 scanners are supported at their full-rated running speeds utilizing ISIS and TWAIN drivers
- Ease administrative overhead with centralized job setup, security, and batch management
- Perform routine or long-running operations during off-peak hours with powerful automation servers

Optional Business Rules

- The General Business Rule verifies that certain detail fields have been populated or meet certain criteria, such as date range, and matching or missing field values
- The General Business Rule verifies healthcare claims against the National Provider Identifier database to verify provider IDs are valid
- The AP Business Rule ensures invoice or statement line item totals are correct and verifies detail line items within an invoice were calculated correctly
- The AP Business Rule compares invoice data against two different data sources, such as purchase orders and goods received receipts from virtually any LOB application
- The PaperVision Forms Magic Business Rule facilitates processing complex documents, previously classified by PaperVision Forms Magic, such as contracts
- The HIPAA 837 Business Rule is used for the input of medical claim data by generating an approved HIPAA 837P EDI ANSI claim file for payment submission

PaperVision® Capture

Technical Specifications

Integration

- Entities, users, and groups can be shared with existing PaperVision Enterprise installations
- Simplify import or export of batches, to or from virtually any format or application with built-in scripts or .NET custom code
- Output full-text data to more than 30 different formats including XML, Microsoft Word, PDF, and more with Nuance or Open Text OCR
- Configure NET-based APIs to extend application capabilities
- Directly integrate and export to Sys.tm®, PaperVision®.com, PaperVision® Enterprise or ImageSilo®
- Export documents to virtually any other ECM application or standard line-of-business application
- Custom code streamlines interface with virtually any LOB application

System Requirements

- Microsoft® Windows® 10 and later
- Microsoft® Windows Server® 2016 and later
- Microsoft® .NET Framework version 4.7 or higher
- Microsoft Windows Installer Version 4.5 or higher
- Microsoft® SQL Server® 2016 or later
- 4 GB RAM (desktops), 8 GB RAM (servers)