



What if you could easily implement effective information management without the hassle of complicated setup and a high price? What if you didn't have to compromise essential features like sophisticated security, compliance, and collaboration tools to do so? PaperVision.com gives you real information management in the cloud with a sensible balance between price and performance. It comes in three editions so you pay only for the features you need.

BASIC

Perfect for entrepreneurs and small businesses

1-5 users

Included features:

- Simple feature set helps companies start effectively managing important business records.
- Easy drag-and-drop file upload enables any user to manage any information at anytime.
- Keyword search retrieves any file within seconds no matter where you are.

PROFESSIONAL

Perfect for organizations with more sophisticated security concerns and those who need to comply with regulations

Unlimited users

Includes all Basic features plus:

- Records retention enables quick retention schedule setup and secure destruction as schedules are met.
- Integration with virtually any line-of-business (LOB) application streamlines information sharing across your entire organization.
- Encryption, auditing, and advanced security features allow you to protect sensitive information at the group, user, project, or document level while tracking every access.

ENTERPRISE

Perfect for automating business processes and enhancing productivity across the enterprise

Unlimited users

Includes all Basic and Professional features plus:

- Graphical workflow enables you to automate business processes speeding every business activity.
- All company information, including COLD/ERM data, email messages, and more can be securely managed and protected.
- E-forms allow you to collect information online then kickoff related business processes and securely store and manage the data as a document.

Easily organize and protect your information by uploading any number of documents in just a few steps. Enjoy secure access to any record within seconds on virtually any device! Automatically route information through any workflow you need, while tracking every step and function. Streamline your setup using pre-configured profiles that are based on best practices for many common business processes. Our more than twenty years of experience securely storing and transmitting sensitive information for thousands of organizations lets you rest easy, knowing you're always protected. It's unbeatable convenience and security from a company you can trust.



Access Your Files Anywhere, Anytime

Drag and drop to upload files in just a few simple steps, including COLD/ERM data, and even email. Once stored in PaperVision.com, you'll have secure access to virtually any type of record, including images, Microsoft® Office files, and PDFs within a single system for easy management. Retrieve files within seconds from any location on your computer, laptop, tablet, or even your phone, from any location!



Enable Automation

Setup processes that automatically route information through any workflow you need, while tracking every step and function. Capture information online with an e-form; then kickoff any business process based on the data received. You can even electronically sign documents as needed to keep things moving no matter where you are.



Keep Your Data Secure

Protect information by project, user, and even the individual document. Sophisticated encryption locks everything down, and you can track every action to comply with a variety of regulations. Plus, we have more than twenty years of experience protecting sensitive information in the cloud. You're safe with us!



Choose the Plan You Need

Don't pay for features you don't need! PaperVision.com comes in three editions designed to fit your capabilities. Choose from Basic, Professional, or Enterprise options.



Collaborate with Confidence

Ensure you're always working with the right version and never overwrite another's work again no matter where you're working. PaperVision.com allows you to share information and collaborate on documents and projects without any worry.



Save Money on Information Management

As a cloud-based service, PaperVision.com helps you minimize your spending on IT, hardware, and software. Purchase only the users, features, and storage you need to keep your business running smoothly.

**For additional information visit: [PaperVision.com](https://www.papervision.com)
or call 866.374.3569 or email pvsales@papervision.com.**

Not all features are available with all editions. Please visit [PaperVision.com/pricing](https://www.papervision.com/pricing) for complete list of features and editions.

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Technical Specifications

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SYSTEM OVERVIEW

Access to documents anywhere, anytime, on virtually any device

Projects allow you to group documents to meet increasing information management needs

99.9% uptime guarantee ensures data is always available

System complies with General Data Protection Regulation (GDPR)

Digitech Systems is SOC 2, Type 2 certified

Data centers are compliant with the requirements of the American Institute of Certified Public Accountants (AICPA)

A cloud system means no capital expenditure for system implementation and a tax-deductible operating expense for organizations

Users can search, upload, scan, or view the folders of any project, access E-Forms, and destruction lists, see worksteps waiting, and view recent or favorite items directly from the home screen

PaperVision mobile app for iOS and Android, available in the Apple App Store and Google Play Store, delivers a full-featured, device-optimized experience

PaperVision.com Administration Console provides access to all administrative functions

Administrators can create, manage, print, email, and export e-forms as PDFs and require an electronic signature for any document

Web application enables secure access to manage your corporate information on virtually any device without requiring software installation

PaperVision Client provides the optimal experience for Microsoft Windows users by offering the functionality found in the web applications and more on a desktop

Store and retrieve any file type, including images, Microsoft Office files, and PDFs

Extensive full-text search capabilities support stemming, phonic, fuzzy, synonym, Boolean, natural language, and variable term weighting search options

Versioning and check-in/check-out functions include detailed audit tracking and simplified roll-back processes

Extensive reporting capabilities provide detailed audits trails and track user productivity and utilization, including workflow status and history, records retention, and destruction activities

Annotations allow specific users to hide information within a document, or to add textual notes

Document associations link related documents across multiple projects and allow users to easily locate them from a single document

Automation Services automates the importing of documents, backup processing, maintenance queue items, and migration jobs

Share Document allows external users limited access to specific documents via a secure link

Solution Profiles are pre-built configurations that are based on best practices for many common business processes. With just the click of a button, projects, workflows, e-forms, security groups, users, document associations, records retention policies, and even security rights are created

Instant upgrades are performed by Digitech Systems, freeing IT resources from system maintenance

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

Searchable security logs allow administrators to target specific actions, users, dates or search values to monitor activity

All Digitech Systems administrators and engineers are thoroughly screened and are subject to background checks

All Digitech Systems administrators use dedicated, secure machines

All Digitech Systems administrators follow strict password security guidelines, including password complexity, password expiration, and multi-factor user authentication technology



Not all features are available with all editions. Please visit PaperVision.com/pricing for complete list of features and editions.

SYSTEM AND NETWORK SECURITY

All systems are maintained on a closed network that allows no outbound connectivity

All systems are monitored 24 hours per day, seven days per week, 365 days per year

Multi-layer firewalls limit traffic to pre-defined ports and protocols for all inbound and inter-process communications

Intrusion-detection technology monitors all system access and third-party vulnerability scans are routinely performed

TRANSMISSION SECURITY

Caching routines ensure stored data is never exposed to the public network

Transport Layer Security (TLS) encrypts all network communication ensuring data and email transmission security

Secure FTP (FTP Explicit Security) is available for bulk data transfer

APPLICATION SECURITY

AES 256-bit encryption occurs during import and when data is stored and transmitted

Session ID encryption ensures that a session cannot be hijacked

Function-level verification is performed for every API call made to PaperVision.com, whether from the application or through the API

Session source persistence 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

Data segregation separates database and document data to ensure one company or department cannot access another's data

Security policy administration tools include account lockouts, password complexity, password expiration, login restrictions, MFA requirements, encryption key assignments, and non-repudiation checks

Multi-factor authentication (MFA) uses apps such as Google Authenticator or Microsoft Authenticator to generate a unique passcode for every login

Perform non-repudiation checks on all documents and emails
Simplify password changes and allow users to reset forgotten passwords

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 verification controls user rights, such as printing, emailing, exporting, and deleting

Index-level security controls user ability to view and/or edit document index fields

Retention policies can be configured to protect records from destruction during specified time periods, to set up email review notifications, and to automatically purge expired records

SCALABILITY AND RELIABILITY

Geographically diverse, redundant data centers (each with its own power and networking) protect data from major disasters with no customer impact

Fully redundant web servers, across multiple data centers, automatically add resources to ensure fast response times, even under heavy loads

System architecture with no single point of failure ensures data availability

Backup systems ensure data integrity and reliability

Global DNS network provides unprecedented DNS reliability and response times

Documents are stored across multiple facilities to ensure the integrity and availability of data



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INTEGRATION

.NET-based APIs support both local and remote communications without requiring modification to code

Extensive use of public APIs supports a wide variety of integrations for both user and administrative functions as well as cross-platform compatibility

PaperVision.com Tools provide out-of-the-box integration with common Microsoft Office applications, Windows Explorer, and print drivers to enable a user to print directly to PaperVision.com.

Optional WorkFlow automates the flow of information through routine business processes

Report Management processes COLD/ERM print stream data into electronic reports and imports and indexes them into PaperVision.com

Message Manager captures emails from virtually any system including Microsoft Exchange Server, Outlook .pst files, POP3, and IMAP-compliant systems

SYSTEM REQUIREMENTS

Microsoft® Windows® 8, 8.1, or 10

Internet Explorer®, Microsoft® Edge, Firefox®, Safari®, or Chrome™

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

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