PaperVision® Enterprise WorkFlow

Streamline Business Processes

DIGITECH SYSTEMS

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

EFFICIENCY *NOW*

- 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.
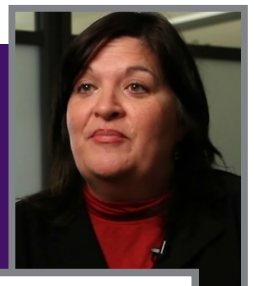
CONTROL *NOW*

- 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.

MONEY *NOW*

- 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.

"PaperVision 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

Looking to improve the productivity of your office? Streamline operations by fully automating manual business processes. Route documents anywhere, anytime, while tracking the process and alerting users of new work assignments.

Automate Business Processes

Want to increase your competitive advantage? Start electronically organizing, controlling, and intelligently routing the documents that drive your business. Make standard business operations easy to execute and easy to manage. Users are instantly notified when new assignments and tasks are available, allowing them to finish work more quickly.

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.

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 workflow tasks at any point during the process. Active process information is compiled and can be adjusted in real-time to improve efficiency.

Administer with Ease

Need an easy to use system? The administration console allows the WorkFlow administrator to use the icon-based graphical interface to setup and modify multiple workflows, teams, and projects at once. You can drag and drop items, replicate existing workflows, or copy and paste specific steps into new projects to get up and running quickly.

Protect Sensitive Data

Do you need a way to protect sensitive information? Workflow administrators keep information safe from prying eyes by assigning users different security settings. Users only see the information they need to process the documents they are working on to ensure private information is kept restricted.

Integrate Seamlessly

PaperVision Enterprise WorkFlow is an optional addition to PaperVision Enterprise or ImageSilo. Designed as a fully integrated module, it is highly customizable and connects and distributes powerful functionality, eliminating the need for a custom integration.

ECMNOW!™
BY DIGITECH SYSTEMS, LLC

Suite Options
• Cloud ECM – ImageSilo®
• On-premise ECM – PaperVision® Enterprise
• Award-winning enterprise capture – PaperVision® Capture
• Patented forms processing – PaperVision® Forms Magic Technology
• 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

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

Annual maintenance includes access to all product updates, ensuring access to the latest product features and benefits

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 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)

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

INTEGRATION

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 2013

System works with Scan2PVE and Scan2ImageSilo to capture documents and upload them to a new or existing workflow process

System works with PaperVision® Message Manager to leverage email and attachments to automatically launch workflow processes

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