



## PaperFlow™ Direct

# Digitize, Index and Secure with Every Scan

Digital records with the press of a button! With PaperFlow™ Direct, securely scan, index and upload unlimited documents for immediate safekeeping and use in your PaperVision®.com or ImageSilo® cloud information management services or PaperVision® Enterprise on-premise information management system.



### The First Step in Digital Transformation

- Speed access to information, improve data security and enable office automation with digital records.
- Save time and money by eliminating the handling and storage of paper documents and files.
- Generate crisp digital images of documents free of speckles, skewing and other scanning defects.



### Intelligent Indexing

- Organize documents for fast access and processing with customized indexing to suit your needs.
- Avoid hand-keying with automated indexing that uses database lookup, Optical Character Recognition (OCR), barcodes and Quick Click to populate index fields.
- Streamline manual indexing by filling out index fields as records are uploaded.



### Unparalleled Secure Upload

- Digitize, index and secure an unlimited number of documents and batch files at no extra cost.
- Protect information with advanced security settings inherited from the information management system.
- Eliminate workflow disruptions by scheduling uploads to occur during off-peak hours.

**For a complete product listing and technical information,  
please visit: [www.digitechsystems.com](http://www.digitechsystems.com) or call toll free 866.374.3569.**





# End the Costly Paper Chase with Digital Records

## Save Money on Scanning

Get rid of pesky paper! Start scanning everything right from your desktop. PaperFlow Direct works with virtually any scanner or multifunction device (MFD), meaning you'll save money on hardware and document storage and security.

## Eliminate Manual Indexing

Stop wasting money on manual data entry! Create indexes automatically by matching data with an existing database or file, using barcode and OCR, or using Quick Click to simply click on the words you need in the scanned document.

## Upload Quickly and Effectively

Save time! Automate document upload to your PaperVision.com or ImageSilo cloud information management services or PaperVision Enterprise on-premise information management system.

## Automate Document Processes

From indexing to upload, PaperFlow Direct is packed with automation features that help you complete document tasks. You'll be surprised by how much time and money you can save.

## Improve Document Security

Paper records can be compromised by wandering eyes or prying fingers as they're used around your office. Improve document security instantly by converting to digital, and locking information down the moment it crosses the scanner.

## Work With A Trusted Technology Provider

When you choose a Digitech System product to store your digital files, you're teaming with a company with more than 25 years of information management and cloud expertise. Trust that your information is secure and available from virtually any device.

### PaperVision Suite Options:

- Cloud ECM— ImageSilo®
- On-premise ECM— PaperVision® Enterprise
- Cloud ECM— PaperVision®.com

- Automated business processes— PaperVision® Enterprise WorkFlow
- Print stream processing — PaperVision Enterprise Report Management
- For help with custom or more complex setups, reach out to the information management experts at Digitech Systems Professional Services.

*“Organizations spend billions annually on content services to scan and upload documents. Some are using unsecured legacy tools.” PaperFlow™ Direct is a “document digitization and upload tool that secures data transfer and eliminates the need for manual data entry with automated indexing capabilities.”*

- Nucleus Research



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## PaperFlow™ Direct

# Technical Specifications

### System Overview

- Create batches and then scan or import images; index documents using barcode, quick-click, and OCR technologies; and perform image processing operations on those documents before releasing them directly into PaperVision® Enterprise, ImageSilo® or PaperVision®.com.
- Simplify job setup and avoid the hassles of managing paper with Job Setup Wizard.
- Enable multiple users to share their work with jobs and batches stored on the network.
- Use with more than 300 types of scanners running at their full-rated speeds utilizing ISIS and TWAIN drivers.
- Schedule batch operations such as barcode recognition, OCR processing, or Index Verification to run automatically during off-peak hours or other specific times on a recurring basis.
- Receive automatic product updates as part of annual maintenance.
- Get fast help with complete, detailed online help and electronic product manuals.
- Get questions answered fast with toll-free, legendary technical support eager to assist.

### Scanning and Image Processing

- Maximize and preview image quality with cleanup filters and image processing.
- Verify images for accuracy and detail with simple navigation, thumbnail view, and scaling and rotation options.

- Manage 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.

### Indexing

- Reduce errors by setting up unlimited index fields to auto-complete or contain pre-defined values.
- Eliminate the need for manual data entry with Barcode (1D and 2D) and OpenText Full-Text or Zonal OCR.
- Populate index fields by clicking on data in the document with Quick Click Indexing.
- Populate index fields with data from existing databases or files with Match and Merge.
- Ensure all index fields are completed prior to exporting with Index Verification.
- Assign any number of related values to a single document with Detail Sets.

### Security

- Centrally manage all user, group, and field-level security as well as project/job configuration in PaperVision Enterprise, ImageSilo, or PaperVision.com.

### Reporting

- Track productivity by job, batch, or user utilizing advanced reporting capabilities.
- Simplify regulatory compliance by digitizing records to enable audit tracking showing who accessed documents and when.

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### Integration

- Export directly to PaperVision® Enterprise, ImageSilo®, or PaperVision.com projects with built-in integration support.
- Customize with custom code to validate, manipulate, and export data and integrate external line-of-business applications, databases, and interfaces.
- Gain read/write access to batch metadata, documents, images, output OCR data, and index values with a Digitech Systems-provided API.
- Output full-text or zone specific data to searchable PDFs or text files with OpenText OCR.
- All products feature an easy-to-use Microsoft Office-style ribbon, and no database is required to install or use the product.

### System Requirements

- Microsoft® Windows® 10 or higher, Microsoft® .NET Framework version 4.7 or higher, Microsoft® Windows Installer Version 4.5 or higher
- 4 GB RAM (desktops)
- 600 MB hard disk space (528 Mb total install)
- 1024 x 768 minimum screen resolution

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