



# Scan Paper Files Right From Your Desk

Are you overwhelmed by paper files and having trouble finding the information you need? Scan, index and organize paper documents into electronic images and streamline document management with PaperFlow.



## **Simplify Scanning and Streamline Processes with Flexible, Easy-to-Use PaperFlow**

- Scan paper documents from a single workstation to avoid the hassle of managing paper files.
- Use the Job Setup Wizard to get up and running in five easy steps with minimal training.
- Quickly see the status of batches by running customizable reports.



## **Eliminate Manual Tasks and Share with Other Systems to Improve Security**

- Move sensitive business data from vulnerable paper files into a password-protected electronic format.
- Populate index values automatically or merge them with existing data to eliminate manual data entry.
- Send documents to other line-of-business (LOB) applications to organize information and increase productivity.



## **Reduce the Cost of Information Management by Digitizing Paper Documents**

- Save money by using your existing scanning equipment to convert paper documents to digital files.
- Reduce your cost per document by managing documents electronically.
- Eliminate the expense of document storage fees by minimizing paper use.

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

**Any Document. Anywhere. Anytime.®**





# Get The Most Out Of Your Digital Transformation

Maximize business efficiency by turning paper documents into usable, searchable files right from your desk.

You'll save your business time and money.

## Scan Everything

Is there too much paper in your office? Scan paper documents right from your workstation and avoid the hassle of managing paper files. PaperFlow works with virtually any scanner to convert paper documents to electronic files.

## Eliminate Manual Tasks

Use the Job Setup Wizard to start right away. Automatically create index values from barcodes and OCR values, by clicking the word in the scanned image, or even by pulling information from other data sources using Match and Merge.

## Clean Up Your Information

Do you have hard to read files? PaperFlow can clean up almost any document and turn it into a high-quality usable file. Preview image processing results in real-time. Built-in image processing filters like deskew and despeckle make image cleanup a breeze.

## Protect Sensitive Data

Are your paper files safe from theft, loss, or natural disaster? Electronic files ensure your sensitive business data is always safe in password-protected files. The document history option tracks who accessed a file and when for complete audit tracking.

## Monitor and Improve Processes

Do you need to keep track of your documents? Use the summary report to see a real-time overview of processes. Or you can setup custom reports to track the productivity of jobs, batches or users.

## Integrate Seamlessly

Do you need a system that works with your existing applications? You can directly import files into existing ImageSilo® or PaperVision® projects. Leverage custom code to export scanned images to virtually any LOB application.

### Suite Options:

- Innovative microservices information management — Sys.tm®
- Robotic Process Automation (RPA) Task Automation — Sys.tm® Automations
- Cloud information management — PaperVision®.com / ImageSilo®
- Enterprise-level intelligent capture — PaperVision® Capture
- On-premise information management — PaperVision® Enterprise
- Digitech Systems Professional Services is available to help you design and implement your entire information management system.

*"PaperFlow™ offers cutting-edge capture technology in a standalone system, which simplifies installation and support for smaller organizations, leading to better efficiency and improved information control for a lower overall cost."*

- Steve Cady, General Manager, Datamation





# Technical Specifications

## System Overview

- Job Setup Wizard simplifies job setup and avoids the hassle of managing paper files
- Jobs and batches can be stored on the network, so multiple users can share their work
- Over 300 scanners are supported, running at their full-rated speeds utilizing ISIS and TWAIN drivers
- 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

## Scanning and Image Processing

- PaperFlow NOW! can be used to scan paper documents into image PDFs, full-text PDFs, and multi-page TIFF files
- Cleanup filters and image processing previews maximize image quality
- Simple navigation, thumbnail view, and scaling and rotation options for accurate and detailed image verification
- Zonal, page, or page-range filters enable complex content or mixed-mode documents within a batch
- Document breaks can be inserted into a batch based on page count, barcodes, OCR, or blank pages
- Batch tasks can be scheduled to automatically run during offpeak hours, at a specific time, or on a recurring basis

## Indexing

- Unlimited index fields can be setup to auto-complete or contain pre-defined values to reduce errors.

- Barcode (1D and 2D) and OpenText Full-Text or Zonal OCR eliminate the need for manual data entry
- Quick Click Indexing allows users to click on data in the document to populate index fields
- Match and Merge automatically populates index fields with data from existing databases or files
- Index Verification ensures that all index fields are completed before exporting
- Detail Sets allow any number of related values to be assigned to a single document

## Integration

- Built-in integration supports direct exports to existing PaperVision or ImageSilo projects
- Built-in scripts or .NET custom code simplify import or export to or from virtually any format or LOB application
- OpenText OCR can output full-text or zone specific data to searchable PDFs or text files
- .NET-based APIs can be configured to extend application capabilities

## Reporting

- Reporting capabilities can be customized to track productivity by job, batch, or user
- Document history can track who accessed the document and when for complete audit tracking

## System Requirements

- Microsoft® Windows® 10 or later
- Microsoft® .NET Framework version 4.7 or higher
- Microsoft® Windows Installer Version 4.5 or higher
- 4 GB RAM (desktops)
- 500 MB hard disk space

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

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