PaperFlow™

Scans and organizes documents.

Document scanning and indexing. It should be easier. It should be less expensive. With PaperFlow, it is.

PaperFlow is the most powerful, complete and full-featured document capture and indexing system on the market.

Mountains of paper to scan? PaperFlow is Digitech's high-volume paper scanning software. It can interface with hundreds of scanners including desktop and production-level scanners running at their full-rated speeds of 400 images per minute or faster. **PaperFlow can immediately improve your company's productivity and performance level without extensive new product training.**

PaperFlow overcomes potential input bottlenecks with innovative and timesaving features. Our unique document indexing options ensure accuracy while minimizing operator keystrokes. PaperFlow's process-flow automation simplifies time-consuming processes such as image-cleanup and exports and even allows you to schedule those activities to occur during off-peak hours.

PaperFlow has a user-friendly interface that allows administrators to set up any number of individual projects for departmental or corporate-wide installations. Scanning can be handled in one centralized location or simultaneously in various locations throughout an organization.

Service bureaus around the world have embraced this easy-to-use and powerful scanning tool in their outsource operations. These are companies whose livelihood depends on consistent operation from a scanning engine. Flexibility is crucial to service bureaus because they must adjust to the demands of a diverse clientele. **PaperFlow delivers this flexibility, along with simplicity and affordability, to organizations of any size.**

PaperFlow hates keystrokes, so the less the better. This is especially true in indexing, the manner in which scanned documents are referenced and by which they are searched. PaperFlow Index Manager, a powerful, customizable tool, lets the user define acceptable index parameters. Extensive auto-formatting and verification procedures minimize keystrokes while **support for barcode, machine print and handwriting recognition eliminates keystrokes** altogether. The data merge capabilities allow users to extract information from existing databases and populate indexes automatically.

PaperFlow excels as the document capture component of a complete Digitech installation or as the front-end for an existing document management system. Digitech has integrated powerful export engines that can transfer image and index data from PaperFlow to a wide variety of other document management systems. Export routines are predefined and easy to set up through an intuitive point-and-click interface. Furthermore, importing data from existing systems is just as easy to accomplish.

PaperFlow automation performs a full array of processes that can be scheduled to occur during off-peak hours, reducing network traffic and operator intervention, which puts to work otherwise unused resources. Export routines, FTP transfers, optical character recognition (OCR) and image processing can be scheduled to occur when the machine sits idle, and tasks can be scheduled to repeat automatically when desired. Automated import routines permit PaperFlow to be integrated with external input applications which are particularly useful for linking third party fax servers. PaperFlow provides simplicity, flexibility and cross-platform compatibility with renowned customer support. It's got it all. Simple, yet powerful enough for all of your document capture needs.

Technical

SYSTEM OVERVIEW

- **Direct integration with PaperVision® Enterprise** *eliminates the headaches of implementing a multi-vendor solution*
- **Predefined outputs to over four dozen document management and imaging systems** *with more added upon request*
- **Scan to any media, on any network configuration,** *providing full storage and network independence*
- **Comprehensive integration with QCFlow™** *ensures the highest quality of scanned documents*
- **Full integration with OCRFlow™** *ensures full-text processing of scanned documents*
- **Easy-to-read, comprehensive user manual** *includes step-by-step instructions to get you started quickly*
- **As with all Digitech products, initial annual support and maintenance are included,** *lowering your cost of ownership*
- **All upgrades are included with annual maintenance** *ensuring access to the latest product features and benefits*
- **Toll free, legendary technical support** *is eager to assist with any questions you may have*

ADMINISTRATION

- **Centralized project setup and security** *eases administrative overhead*
- **Simple point-and-click interface** *requires minimal training*
- **Extensive security** *limits project access to authorized users or groups*
- **Unlimited clients, projects and images** *can be handled from a single station*
- **Extensive configuration options** *allow you to tailor the system to fit your scanning needs*
- **Powerful automation engine** *performs routine operations during off-peak hours*
- **Built-in FTP engine** *provides for distributed scanning environments*
- **Detailed production reports** *keep track of productivity*
- **Detailed summary reports** *provide general billing statements*

OPERATION

- **Extensive use of keyboard shortcuts** *greatly improves operator productivity*
- **Powerful scanning options** *allow you to define automatic page dropout, rotation and document breaks*
- **Support for over 300 scanners** *running at their full-rated speeds*
- **Efficient index manager** *reduces keystrokes and errors*
- **Import existing images** *from archives or from other applications with or without existing index information*
- **Simple navigation, scaling, searching and rotation options** *for accurate and detailed image verification*
- **Duplicate creation** *allows multiple documents to use the same set of images*
- **Effortlessly merge multiple documents** *into a single document*
- "**Match and Merge" function** *automatically populates index fields with data from existing database*
- **Image cleanup operations, including line and noise removal, de-skew, border removal and character enhancement,** *ensure the best quality image is delivered to your users*
- **Barcode and zonal OCR automate indexing,** *eliminating the need for manual indexing*

SYSTEM COMPONENT REQUIREMENTS

Microsoft® Windows® 98/2000/ME/XP or Windows NT® 4.0 (SP6) or higher
64MB Memory
145MB available disk space for installation of program files
VGA or higher resolution monitor
CD-ROM Drive