

PaperVision® Enterprise WorkFlow



Technical Specifications

PaperVision Enterprise WorkFlow is an optional module of PaperVision® Enterprise or ImageSilo® that extends enterprise content management functionality to include automated document routing. Flexible licensing allows you to implement an unlimited number of workflows, to implement on a per workstep basis or to implement on a per user basis. WorkFlow is part of a suite of Enterprise Content Management products that also includes solutions for email management and COLD/ERM print stream processing.

System Overview

- Centralized administration console for all administrative, database and workflow functions is included
- Graphical design of workflow processes eliminates the need for any programming or scripting
- Workflows can be launched automatically based on administrator-defined conditions
- Evaluation rules specify which tasks must be completed for a workstep to transition
- Workflows can be edited, and changes are effective immediately—even on current workflow processes
- Administrators can quickly activate and deactivate workflow processes
- Workstep time restrictions ensure steps are completed in a specified time frame
- 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
- Workstep ownership can be changed manually by administrators or automatically (based on pre-defined conditions) to eliminate bottlenecks
- Automatic email notifications simplify process efficiency and maintenance
- Workflow tasks can include sending email messages with attachments or even links to other documents
- Worksteps can be cloned to streamline workflow setup
- Custom notifications can be sent to workflow participants or administrators based on specified conditions
- Status reports provide detailed information about current, active workflow processes to improve process efficiency and eliminate bottlenecks
- Users can view workflow status without administrative rights, enhancing productivity while maintaining security
- Detailed 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
- System adheres to provisions from the Workflow Management Coalition, ensuring continuity with emerging standards
- System works with Scan2PVE and Scan2ImageSilo to capture documents and upload them into a new or existing workflow process
- System works with PaperVision® Message Manager to leverage email and attachments to automatically launch workflow processes
- All upgrades are included with annual maintenance, ensuring access to the latest product features and benefits
- Complete, detailed online help includes step-by-step instructions to get you started quickly
- Toll free, legendary technical support is eager to assist with any questions you may have

Security

- This add-on product is fully protected and supported by the same security features and capabilities of PaperVision Enterprise or ImageSilo (see ImageSilo and PaperVision Enterprise product sheets for details)
- Simplified administration can be performed by specific users or general system administrators

Scalability and Reliability

- Flexible licensing allows you to deploy workflow functionality within a single department or across an entire enterprise
- Unlimited workflow participants can be defined based on existing PaperVision Enterprise or ImageSilo users and groups
- Simple user interface allows administrators to graphically define and edit multiple workflows with unlimited worksteps in seconds
- Unlimited tasks can be included in a single workstep to increase flexibility in workflow design
- Multiple servers and workstations can be load-balanced to ensure task efficiency even during busy times

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Integration

- Extensive use of web services to support integration and cross-platform compatibility
- COM-based APIs support both local and remote communications without requiring modification to code
- ActiveX® (OCX) controls can be embedded into third-party applications
- Customizable source code is included for both browser-based and desktop client applications
- System supports the ability to launch line-of-business applications automatically at any point in the workflow process
- Integration with Microsoft® Office SharePoint® Server 2007 enables companies to leverage the PaperVision® Enterprise WorkFlow functionality directly within their SharePoint portal



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

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