



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**

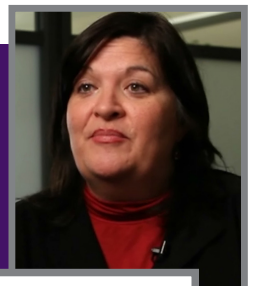
- Gain regulatory confidence with detailed audit and document activity reports.
- Ensure proper procedures are followed and completed within specified time frames to keep processes running smoothly.
- Increase document security by improving the control of information to enhance compliance.



**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







### 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