



## Off-Site, Secure Web-Based Retrieval Service

**ImageSilo® is a massive, off-site, ultra-secure repository that can hold every document ever produced by your organization, and allows you to easily retrieve and deliver any part of that information - anywhere in the world - in an instant. ImageSilo delivers this capability to your company without any capital expense or increased administrative burden.**

ImageSilo® offers a simple solution to a serious corporate problem: how to manage millions of documents. ImageSilo provides access to **Any Document, Anywhere, Anytime™** utilizing a browser-based interface that provides all of the functionality of desktop-based document management systems. ImageSilo technology makes all corporate data accessible through any web browser, from any location in the world.

**ImageSilo's airtight security ensures that the integrity of corporate information is never compromised.** ImageSilo's three-tier application security directs access to projects, functionality within projects and access to individual documents. Without proper clearance, documents remain invisible even to ImageSilo® employees. ImageSilo's web-based security management allows a corporate administrator to set up and manage users, groups, project access and document-level security. Audit logs are produced to monitor access and the activity of users. ImageSilo® also monitors unsuccessful attempts to log into your repository.

ImageSilo® protects the transmission of data between your company and ImageSilo® through the use of 128-bit SSL (Secure Socket Layer). All communications, including logins, queries and results, are passed through a secure, encrypted connection. Digitech Systems' proprietary caching technology allows us to store all information on our internal network, inaccessible to anyone on the web. The instant a document is requested, our servers retrieve it alone and temporarily place it on one of our secured, web-accessible servers. Once you have accessed your document, it is immediately removed from that external server, eliminating the possibility of unauthorized contact. **ImageSilo® never places your entire corporate knowledge base on a web-accessible server.**

Digitech Systems can provide this security and service due to its self-contained structure. **All software, servers and storage are engineered, maintained, monitored and managed by Digitech Systems.**

Whether your company needs to store live, mission-critical data or historical corporate documents covered by records-retention laws, ImageSilo guarantees availability in our service level agreements. Employing both highly redundant storage area network and network attached storage technology, our RAID 5 storage arrays ensure fast access to records. Magnetic storage provides instantaneous access to data and has no time-to-data delay associated with optical disc and CD-based solutions. ImageSilo stores images in an industry standard, single-page, Group IV TIFF format while storing other documents in their native formats (word processing files, spreadsheets, CAD drawings, etc.). This provides maximum readability while minimizing access time.

While security is paramount, documents must be instantaneously available. **Digitech Systems is fanatical about reliability and keeping your documents accessible 24 hours a day, 365 days a year.** Through the use of redundant networks, server clusters and storage arrays, Digitech Systems eliminates the potential of hardware failures affecting availability. Backup power sources and redundant high-speed data lines mean no interruption in service or accessibility.

Elaborate backup strategies mean data is safe from loss. In addition, your data is backed up several times a day through an advanced backup strategy that ensures all data is written to multiple media devices within hours of being uploaded. A set of these high-capacity media are then moved off-site on a daily basis and placed in a remote, secure, fireproof vault for safe-keeping. **ImageSilo® lets you rent versus buy. Only from Digitech Systems.**



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### Technical Information

#### System Overview

- **Web-based document and content management repository** for instant access to corporate data
- **Centralized web-based administration console** for all administrative functions
- **Intuitive, web-based security** eases administrative overhead
- **Optional access via Digitech's PaperVision® Enterprise desktop client** requires neither a web browser nor a license fee
- **No capital expenditure for system implementation** means a tax-deductible operating expense for your company
- **Unlimited users** can access your documents concurrently
- **Unlimited projects** allow you to group documents to fit your needs
- **Unlimited access to documents** for multiple users anywhere, anytime
- **Data migration routines** easily remove data from the system to archival media to reduce overall storage costs
- **Native viewing of over 250 file types** allows you access to any document
- **Optional workflow component** allows simple creation and completion of workflow processes
- **Extensive audit trails and disclosure data gathering assist in complying** with industry and government regulations, including HIPPA for the healthcare industry, 21CFR Part 11 for FDA regulations and more
- **Complete, detailed on-line help** includes step-by-step instructions to get you started quickly
- **No upgrade hassles** as system upgrades are performed entirely by Digitech
- **Toll free, legendary technical support** is eager to assist with any questions

#### Delivery and Reliability

- **Live OC48, OC12 and OC3 connections** to multiple tier-1 Internet service providers
- **Dual entry points for all fiber rings** ensures physical reliability of data lines
- **Situated on a protected power grid** to eliminate the possibility of rolling brownouts
- **On-site diesel generator** provides emergency power
- **State-of-the-art battery backups** clean and back-up external power sources
- **Advanced HVAC system** ensures constant data center temperature
- **HVAC tied directly to fire detection and suppression system** is constantly monitoring air for smoke
- **VESDA (Very Early Smoke Detection Alarm) system** detects microscopic changes in the data center environment
- **High-volume, high-speed tape library** provides consistent backups of your data
- **Global DNS network** provides unprecedented DNS reliability and response times
- **Redundant storage clusters** ensure full availability of your data

#### Capacity and Security

- **SSL (Secure Socket Layers) encryption** of all network communications
- **Caching routines** ensure stored data is never exposed to the public network
- **User and group level application security** limits access to projects and functionality within projects
- **Document level application security** limits access to specific documents
- **Load-balanced, fully redundant web server clusters** ensure fast response times, even under heavy loads
- **Redundant firewall clusters** managed by our firewall experts with constant monitoring
- **Redundant upload server clusters** allows data to be uploaded at any time
- **RAID Level 5 storage** provides reliable, instantaneous, on-line access to your data
- **Multiple backups** rotated off-site on a daily basis
- **Detailed auditing** monitors and records all user activity
- **Monitor live user activity** as it is occurring
- **Searchable security logs** allow administrators to target specific actions, users, dates or search values to monitor activity
- **Optional desktop client** provides secure private network connection

#### Feature Functionality

- **Email, print and fax documents** directly from your browser
- **Support for any file type** provides instant, worldwide access to your scanned or digital documents
- **Full annotation capabilities** allow document markup without modifying the original
- **Design and administrate** workflow processes over the Internet

#### Interoperability

- **Compatible with all current web browsers** including Internet Explorer 5.0 or higher, Netscape® 4.7 or higher, and Mozilla 1.0 or higher
- **API Toolkit for interoperability and flexibility** for third party systems integration