

PaperVision® Enterprise Directory Manager

Automated Importing & Indexing of Electronic Files

From Any Source

PaperVision® Enterprise Directory Manager is available as a part of our ImageSilo® service or as an optional, affordable, component of PaperVision® Enterprise. Directory Manager **automates the importing and indexing of electronic files** directly into the document and content management system. Directory Manager works with any electronic file from any source or media, including images, scanned documents from network scanners, digital photocopiers or fax servers, as well as original electronic files on individual workstations. All **corporate electronic assets can be automatically imported** and effortlessly managed by the enterprise document and content management system.

- Manage images and scanned documents from network scanners, digital photocopiers or fax servers as well as original electronic files on individual workstations
- Files are captured automatically and indexed by folder name and/or file name leveraging all the functionality of PaperVision® Enterprise and giving users the ability to utilize the powerful full-text search capability of words or phrases

Leverage ALL the functionality of PaperVision® Enterprise. Documents imported into the repository through Directory Manager are imported, indexed and retrieved using all of the features and functionality available in PaperVision® Enterprise. Powerful version control and document check-in/check-out features ensure that users are working with the latest and most accurate version of a document. In addition, Directory Manager inherits all of the **security, scalability, reliability and interoperability** of ImageSilo® and PaperVision® Enterprise to guarantee the integrity and availability of the data.

- An optional component of PaperVision® Enterprise and ImageSilo®
- Save time and money with automated upload and indexing
- Make the most of network equipment including multi-function devices, digital photocopiers and individual workstations
- Manage all electronic assets in a single system
- Leverage ALL of the functionality of PaperVision® Enterprise
- Enjoy airtight security, unflinching reliability, unlimited scalability and extensive interoperability