

PaperVision® Xpress

Retrieves and Displays Stored Documents

Finding and viewing stored documents. It should be easier. It should be less expensive. With PaperVision Xpress, it is.

PaperVision Xpress is the easy way to find scanned documents, electronic files and reports.

PaperVision Xpress is designed for departmental users looking for the competitive advantage of a document imaging and retrieval system. **Documents and electronic files are integrated into one library** and can be retrieved across a corporate network, regardless of the storage mechanism. Comprehensive search capabilities guarantee fast results. A user-friendly interface minimizes training while assuring successful implementation and increased productivity. Once your document is located, **PaperVision Xpress allows you to easily print, email, fax, annotate or export the data.**

Customer service response times are improved by allowing instant access to client data or internal documentation. Distributing corporate data across an entire network, while maintaining top levels of security, has never been this easy. Don't waste your corporate dollars on office space to house filing cabinets and make into storage areas. Instead, give employees instantaneous access to records right from their PC. **Enhance communication between departments** and guarantee that all parties involved are looking at exactly the same information.

PaperVision Xpress utilizes a **simple four-screen process**: select the project, enter your search criteria, select which document to view and display the document, quick and easy. Point-and-click commands are easy to grasp for the less experienced user while offering sophisticated features and shortcuts for advanced users.

The key to PaperVision Xpress is its **extremely simple, yet powerful, search capabilities** which allow you to locate any desired document in seconds. With the proper security clearance, users can perform detailed searches from within a project or do a global search across all projects. Multiple searches can be performed within a single query and any search can be limited to specific ranges of dates and numbers.

Security is and should always be a top priority when corporate data is involved. PaperVision Xpress promises uncompromising results and can establish higher security levels for specific departments or users. Through user-defined index criteria, PaperVision Xpress absolutely stops access to any corporate files without proper credentials and security clearance.

Integration with third party applications, such as customer service or accounting programs, can be accomplished without burdening IT staff resources. Any application that supports ActiveX scripting can be used to automatically search for and display documents with as little as five lines of scripting.

As end-user requirements mature and system use expands throughout the enterprise, an effortless conversion utility transports active data to PaperVision Enterprise, Digitech's enterprise-level document management application. The upgrade process is simple, yet complete, and allows experienced departments to act as the launching point of enterprise-wide solutions.

PaperVision Xpress can easily be conformed to existing corporate infrastructures and will **immediately produce dramatic results** in productivity and efficiency.



5900 Roche Drive
Columbus, Ohio 43229
p: (614) 854-9529
f: (614) 854-9531
www.mtcdoc.com

PaperVision® Xpress

Retrieves and Displays Stored Documents

Technical Information

System Overview

- **Robust document retrieval engine** with a simple and intuitive search process
- **Native viewing of over 250 file types** allows you access to any document
- **Direct input from PaperFlow™ or Dataflow™**, Digitech's high-volume scanning application and text-processing engine
- **Includes support for CAR retrieval** allowing both microfilm and digital records to be searched from one interface
- **Automated data loads** ensure users have access to the most recent data sets
- **Store data on any media, in any network configuration**, providing full storage and network independence
- **Up to 200 unique index fields** can be defined for each document
- **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
- **Includes embedded MSDE database server** and full support for Microsoft SQL server
- **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
- **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
- **Document-level security** can limit access to specific documents
- **Unlimited projects and documents** can be handled with a single station
- **Edit existing projects and index fields** to adapt to a changing business environment
- **Revise data storage path statements** to simplify storage migration in dynamic hardware environments
- **Migration of data subsets** enhances external access to your information

Operation

- **Extensive use of keyboard shortcuts** greatly improves operator productivity
- **Extremely easy, yet powerful, search capabilities** guarantee fast and accurate data retrieval
- **Perform global data searches across multiple projects** to find relevant data residing in more than one user-defined category
- **Support for targeted or range searches** on currency, numeric and date values
- **Powerful support for "wildcard" searches** simplify the search and retrieval process
- **Perform multiple searches within one or across many index fields** using operators such as AND (&) or OR (^)
- **Sort and resize search results** to display according to user preferences
- **Support for print, email and local export** based on user security settings
- **Support for batch printing** from search results screen without viewing individual documents
- **Full annotation capabilities** allowing user-defined markup of stored documents without modifying original data
- **Attach and search for external documents** providing instant access to your entire corporate knowledge base

System Component Requirements

- Microsoft Windows 98/2000/ME/XP or Windows NT 4.0 (SP6) or higher
- 20MB Memory
- 145MB available disk space for installation of program files
- VGA or higher resolution monitor
- CD-ROM Drive



5900 Roche Drive
Columbus, Ohio 43229
p: (614) 854-9529
f: (614) 854-9531
www.mtcdoc.com