



## Securely Store and Access Your Data in the Cloud

Want to move more of your organization's systems and files to the cloud? ImageSilo is the world's most-trusted cloud Enterprise Content Management (ECM) system. Avoid the hassle of complex setup. Streamline your setup using pre-configured profiles that are based on best practices for many common business processes, so you'll be up-and-running almost instantly!



### EFFICIENCY NOW

- Store documents in the cloud to improve efficiency by allowing secure 24/7 access from anywhere on virtually any device.
- Free IT departments from managing growing amounts of data with scalable and maintenance-free storage.
- Use keyword searches to find any document in seconds.



### CONTROL NOW

- Restrict access to information through user, function, project and document security settings.
- Gain regulatory confidence with evidence of audit trails, security controls, user activity, document history, and records retention policies.
- Get the peace of mind that comes from knowing your documents are always protected if disaster strikes.



### MONEY NOW

- Write off the cost of ImageSilo as an operating expense on your business taxes.
- Save money by eliminating hardware and IT costs.
- Reduce the cost per document processed by managing files electronically.

*"ImageSilo makes everything so convenient for us. Staff can access the information they need about 97% more quickly. This allows us to focus more time on providing the best care possible for our patients."*

- Jennie Sullivan  
CEO





## What Problems Can ImageSilo Solve?

As IT costs rise, many organizations are moving information onto cloud storage platforms, but simple file storage does not adequately organize or protect information, complicating retrieval and compliance. ImageSilo offers sophisticated organization to improve business efficiencies while maintaining complex security requirements. Best of all, as a cloud service, ImageSilo lowers the overall cost of managing information.



### Trust THE Industry Leader

Thousands of organizations have trusted ImageSilo for more than twenty years to manage their critical corporate content. It was the first cloud content management service available and is recognized as the industry-leading service today. ImageSilo offers unparalleled reliability, boasting an uptime of more than 99.9% throughout our history.



### Intelligently Locate Information

Powerful search allows users to locate virtually any information within seconds, saving countless hours of productivity. Rest assured that you are working on the most current version of a document because powerful check-in/check-out and versioning controls manage content. Access virtually any type of file, including images, Microsoft® Office files, and PDFs within a single system for easy management.



### Protect Sensitive Data

To ensure users have access to only what they need, ImageSilo has multiple layers of security, including transmission, system, data, and application security. Administrators can lock down private data in compliance with a wide variety of regulations, and automated document retention and destruction policies simplify records storage. Encryption further protects data both during transmission and when stored.



### Integrate Seamlessly

Working effortlessly with Microsoft Office, users can upload files directly and control document versions using tool-bars and menus. Sending documents to other systems is as easy as a point-and-click integration module or utilizing the custom APIs. You won't have to leave your line-of-business application to store and retrieve critical data, streamlining business processes and saving operational costs.



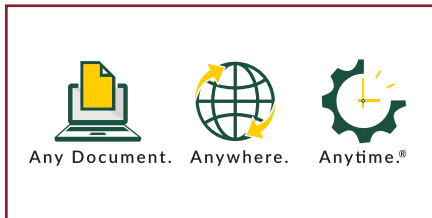
### Enjoy Economic Freedom with Cloud

As a cloud-based service, ImageSilo changes the economics of content management. The service allows you to minimize IT burden by outsourcing hardware, software and maintenance costs. No capital expenditure means a tax-deductible operating expense. Plus, unlimited users and data storage means the system automatically adapts as your organization grows.



### Enable Automation

Use workflow to automatically route information through your business processes, while tracking every step and function. Capture information online with an e-form; then kickoff any business process based on the data received. You can even electronically sign documents as needed to keep things moving no matter where you are.



### Suite Options

- On-premise ECM – PaperVision® Enterprise
- Award-winning enterprise capture – PaperVision® Capture
- Patented forms processing – PaperVision® Forms Magic™ Technology
- Automated business processes – PaperVision® Enterprise WorkFlow
- Print stream processing – PaperVision® Enterprise Report Management
- Professional Services are available to help you design and implement your entire ECM system.

For a complete product listing and technical information, please visit:  
[www.digitechsystems.com](http://www.digitechsystems.com) or call toll free 866.374.3569



## Technical Specifications

### SYSTEM OVERVIEW

Unlimited access to documents anywhere, anytime, on virtually any device

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Unlimited projects allow you to group documents to meet increasing information management needs

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Unlimited users allow access for every employee or customer

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99.9% uptime guarantee ensures data is always available

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System complies with General Data Protection Regulation (GDPR)

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Digitech Systems is SOC 2 Type 2 certified

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Data centers are compliant with the requirements of the American Institute of Certified Public Accountants (AICPA)

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Dedicated import servers are available to facilitate massive data uploads

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A cloud system means no capital expenditure for system implementation and a tax-deductible operating expense for organizations

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Users can search, upload, scan, or view the folders of any project, access E-Forms, and destruction lists, see worksteps waiting, and view recent or favorite items directly from the home screen

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ImageSilo mobile app for iOS and Android, available in the Apple App Store and Google Play Store, delivers a full-featured, device-optimized experience.

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ImageSilo Administration Console provides access to all administrative functions

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Administrators can create, manage, print, email, and export e-forms as PDFs and require an electronic signature for any document

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Web application enables secure access to manage your corporate information on virtually any device without requiring software installation

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ImageSilo client provides the optimal experience for Microsoft Windows users by offering the functionality found in the web application and more on a desktop

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Store and retrieve any file type, including images, Microsoft Office files, and PDFs

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Extensive full-text search capabilities support stemming, phonic, fuzzy, synonym, Boolean, natural language, and variable term weighting search options

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Versioning and check-in/check-out functions include detailed audit tracking and simplified roll-back processes

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Extensive reporting capabilities provide detailed audits trails and track user productivity and utilization, including workflow status and history, records retention, and destruction activities

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Annotations allow specific users to hide information within a document, or to add textual notes

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Document associations link related documents across multiple projects and allow users to easily locate them from a single document

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Automation Services automates the importing of documents, backup processing, maintenance queue items, and migration jobs

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Share Document allows external users limited access to specific documents via a secure link

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Solution Profiles are pre-built configurations that are based on best practices for many common business processes. With just the click of a button, projects, workflows, e-forms, security groups, users, document associations, records retention policies, and even security rights are created

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Instant upgrades are performed by Digitech Systems, freeing IT resources from system maintenance

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Complete, detailed online help and electronic product manuals are included to get you started quickly

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Toll-free, legendary technical support is eager to assist with any questions you may have

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### SECURITY

Searchable security logs allow administrators to target specific actions, users, dates or search values to monitor activity

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All Digitech Systems administrators and engineers are thoroughly screened and are subject to background checks

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All Digitech Systems administrators use dedicated, secure machines

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All Digitech Systems administrators follow strict password security guidelines, including password complexity, password expiration, and multi-factor user authentication technology

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### SYSTEM AND NETWORK SECURITY

All systems are maintained on a closed network that allows no outbound connectivity

All systems are monitored 24 hours per day, seven days per week, 365 days per year

Multi-layer firewalls limit traffic to pre-defined ports and protocols for all inbound and inter-process communications

Intrusion-detection technology monitors all system access and third-party vulnerability scans are routinely performed

### TRANSMISSION SECURITY

Caching routines ensure stored data is never exposed to the public network

Transport Layer Security (TLS) encryption of all network communications ensuring data and email transmission security

Secure FTP (FTP Explicit Security) is available for bulk data transfer

### APPLICATION SECURITY

AES 256-bit encryption occurs during import and when data is stored and transmitted

Session ID encryption ensures that a session cannot be hijacked

Function-level verification is performed for every API call made to PaperVision Enterprise, whether from the application or through the API

Session source persistence and IP address limiting guarantees users can access the system only from authorized locations

Automatic session termination ends a user's session when it sits idle for a defined period of time

Data segregation separates database and document data to ensure one company or department cannot access another's data

Security policy administration tools include account lockouts, password complexity password expiration, login restrictions, MFA requirements, encryption key assignments, and non-repudiation checks

Multi-factor authentication (MFA) uses apps such as Google Authenticator or Microsoft Authenticator to generate a unique passcode for every login.

Perform non-repudiation checks on all documents and emails

Simplify password changes and allow users to reset forgotten passwords

Group-level security assigns a common set of access rights to all users within a group

User-level security defines individual user permissions

Project-level security assigns functionality-based security at the project level

Document-level security sets specific security settings for individual documents as soon as they enter the system

Function-level verification controls user rights, such as printing, emailing, exporting, and deleting

Index-level security controls user ability to view and/or edit document index fields

Retention policies can be configured to protect records from destruction during specified time periods, to set up email review notifications, and to automatically purge expired records

### SCALABILITY AND RELIABILITY

Geographically diverse, redundant data centers (each with its own power and networking) protect data from major disasters with no customer impact

Fully redundant web servers, across multiple data centers, automatically add resources to ensure fast response times, even under heavy loads

System architecture with no single point of failure ensures data availability

Backup systems ensure data integrity and reliability

Global DNS network provides unprecedented DNS reliability and response times

Documents are stored across multiple facilities to ensure the integrity and availability of data



## Technical Specifications

### INTEGRATION

.NET-based APIs support both local and remote communications without requiring modification to code

Extensive use of public APIs supports a wide variety of integrations for both user and administrative functions as well as cross-platform compatibility

ImageSilo Tools provide out-of-the-box integration with common Microsoft Office applications, Windows Explorer, and print drivers to enable a user to print directly to ImageSilo.

Optional WorkFlow automates the flow of information through routine business processes

Optional Report Management processes COL/ERM print stream data into electronic reports and imports and indexes them into ImageSilo

Message Manager captures emails from virtually any system including Microsoft® Exchange Server, Outlook .pst files, POP3, and IMAP-compliant systems

### SYSTEM REQUIREMENTS

Microsoft® Windows® 8, 8.1, or 10

Internet Explorer®, Microsoft® Edge, Firefox®, Safari® or Chrome™

**For a complete product listing and technical information, please visit:  
[www.digitechsystems.com](http://www.digitechsystems.com) or call toll free 866.374.3569**

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