How Effective is Your System of Record?

A System of Record (SoR) is a single source for document management, and the foundation of Information Lifecycle Management (ILM). Effective document lifecycles require a comprehensive SoR.

PaperVision®.com is Digitech Systems' SoR.

Every stage in the document lifecycle can be managed effectively with a SoR like PaperVision.com. With three feature-rich editions to choose from, and integratable software from the comprehensive PaperVision® product suite, managing critical business information is a breeze.

System of Record

PAPERVISION.com
Any Document. Anywhere. Anytime.®

Cycle stages:
- Collect and Capture
- Organize and Store
- Access, Find, and Deliver
- Enable Process Automation
- Workflow and Approval
- Retain and Destroy

PaperVision.com sets up automatic records retention policies to retain and destroy information according to compliance with regulations. **P** **E**

PaperVision® Enterprise WorkFlow automatically routes documents through business processes, reducing approval process times. **E**

PaperVision® Process Automation Tools and PaperVision® Forms Magic Technology automate document management routines to streamline processes across departments. **P** **E**

PaperVision® Capture and PaperFlow™ intelligently scan and index any document to digitize your information, which is the first step to an efficient SoR. **B** **P** **E**

PaperVision.com maintains an organized storage system in the cloud where your critical business information is managed, secured, and never lost. **B** **P** **E**

PaperVision.com allows authorized users to securely access and find information within seconds, so document retrieval is no longer a time-consuming chore. **B** **P** **E**

With a SoR, your company will manage your documents to reflect an organized, collaborative culture that empowers automation, securely maintains data integrity across all line of business (LOB) applications, and saves you money.

DIGITECH SYSTEMS