



Securely Store and Manage Data in the Cloud

Ready to save time and money with digital records and office automation? ImageSilo® is the world's most-trusted cloud information management system. From securely storing documents to automating office tasks, ImageSilo is easy to use and cost-effective for any size organization. Add unlimited users at no extra cost.

Always Stay Connected with Anytime Access to Business Information



- Manage, share and collaborate 24/7 using virtually any device (including smartphones!)
- Find and retrieve documents and data in seconds with powerful search.
- Preserve high-quality digital images of documents that won't fade over time like paper records.

Take the Next Step in Your Digital Transformation with Office Automation



- Streamline operations across your organization with digital mailrooms, accounts payable automation, e-forms, e-signatures, online job application reviews, new-hire onboarding and more.
- Save on physical file handling and reduce human errors with robotic process automation (RPA) and other tools to collect, organize, secure, update and share documents, files, folders and reports.
- Manage even the largest jobs easily with automated bulk file processing.

Protect Sensitive Information in Compliance with Data Security Regulations



- Avoid costly data breaches by restricting access at the user, function, project and document levels.
- Disaster proof your organization with uninterrupted access to secure copies of documents and data.
- Demonstrate regulatory compliance by utilizing audit trails, security controls, user activity tracking, document history and automated records retention/destruction scheduling.

For a complete product listing and technical information, please visit: www.digitechsystems.com or call toll free 866.374.3569.

Any Document. Anywhere. Anytime.®





World's Most Trusted Cloud Information Management

Get more from your cloud information service. Imagesilo offers sophisticated organization security and automation to improve business efficiencies, lowering the overall cost of doing business.

Trust the Industry Pioneer

Thousands of organizations trust ImageSilo® to manage their business information. When launched in 1999, ImageSilo was the first cloud information management service and remains the industry leader. Any Document. Anywhere. Anytime.®

Go Beyond Simple File Storage

Basic data storage does not meet today's need for office automations and anytime access to organized, secure and readily usable information. ImageSilo enables you to store, access, manage and securely share virtually any document or file type.

Save Money

Avoid costs of hardware, software and maintenance and minimize IT involvement with a cloud service. Add unlimited users at no additional cost. The service also qualifies as a tax-deductible operating expense.

Get the Information You Need Fast

Locate information in seconds using powerful built-in search capabilities and know you are working on the most current version of a document with version controls. Locate, upload and transfer outside files automatically into the system for fast retrieval.

Protect Sensitive Data

Secure information during transmission and storage and lock down data in compliance with regulations. Automate document retention and destruction. In emergencies, quickly access backup records stored from secure data centers.

Easily Add Digitization and Capture

Complete your information management system with optional add-on digitization and document management technology that works seamlessly with ImageSilo to digitize, index and secure information; extract data; process forms and more.

Suite Options:

- On-premise information management — PaperVision Enterprise®
- Cloud information management— PaperVision®.com
(PaperVision®.com is billed different from ImageSilo)
- Digitize during scanning — PaperFlow®, PaperFlow Direct
- 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

Digitech Systems Professional Services is available to help you design and implement your entire information management system.

"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, Wray Hospital & Clinic



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Technical Specifications

System Overview

- Access unlimited documents anywhere, anytime on virtually any device
- Group documents in unlimited projects to meet increasing information management needs
- Allow access for every employee or customer with no limit on the number of users
- Ensure data is always available with 99.9% uptime guarantee
- Comply with General Data Protection Regulation (GDPR)
- Safeguard information with a SOC 2 Type 2-certified service
- Comply with the data center requirements of the American Institute of Certified Public Accountants (AICPA)
- Facilitate massive data uploads with dedicated import servers
- Avoid capital expenditures on system implementation and gain a tax-deductible operating expense by using a cloud-based service
- Use the dashboard to 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
- Get a full-featured, device-optimized experience using the ImageSilo mobile app for iOS and Android, available in the Apple® App Store and Google® Play Store
- Access all administrative functions from the ImageSilo Administration Console
- Create, manage, print, email, and export e-forms as PDFs and require an electronic signature for any document
- Avoid installing additional software applications by using a web application that gives you secure access to manage your corporate information on virtually any device
- Microsoft Windows users gain the functionality of the web application on a desktop using the optional ImageSilo Client.
- Store and retrieve any file type, including images, Microsoft® Office files, and PDFs
- Find information using extensive full-text search capabilities that support stemming, phonic, fuzzy, synonym, Boolean, natural language, and variable term weighting
- Monitor and govern document and file activity with versioning and check-in/check-out functions that include detailed audit tracking and simplified roll-back processes
- Stay updated with extensive reporting capabilities that provide detailed audit trails and track user productivity and utilization, including workflow status and history, and records retention and destruction activities
- Enable specific users to add textual notes or hide information within a document using redactions and annotations
- Allow users to easily locate related documents across multiple projects using a single document with document associations
- Allow external users limited access to specific documents via a secure link

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Technical Specifications

System Overview (continued)

- Automate the importing of documents, backup processing, maintenance queue items, and migration jobs using Automation Services
- With just a click of a button, create projects, workflows, e-forms, security groups, users, document associations, records retention policies and security rights with Solution Profiles, pre-built configurations based on best practices for many common business processes.
- All system maintenance is taken care of by Digitech Systems, freeing IT resources from system maintenance
- Get started quickly with detailed online help and online product manuals
- Get your telephone calls and questions answered fast by one of our legendary technical support

Security

- Track specific actions, users, dates or search values to monitor activity with searchable security logs
- All Digitech Systems administrators and engineers are thoroughly screened and are subject to background checks
- All Digitech Systems administrators use dedicated, secure machines
- All Digitech Systems administrators follow strict password security guidelines, including password complexity, password expiration, and multi-factor user authentication technology

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 ensures data and email transmission security
- Secure FTP (FTP Explicit Security) 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 session cannot be hijacked
- Function-level verification is performed for every API call made, 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

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Technical Specifications

Application Security (continued)

- 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
- Project-level security assigns functionality-based security at the project level
- Group-level security assigns a common set of access rights to all users within a group
- User-level security defines individual user permissions
- Document-level security sets specific security settings for individual documents as soon as they enter a 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

- Protect data from disasters with geographically diverse, redundant data centers (each with its own power and networking)
- Ensure fast response times, even under heavy loads, with full redundant web servers across multiple data centers

that automatically add resources

- Ensure data availability with system architecture with no single point of failure
- Ensure data integrity and reliability with backup systems
- Maintain unprecedented DNS reliability and response times from global DNS network
- Ensure integrity and availability of data with documents stored across multiple facilities

Integration

- .NET-based APIs support both local and remote communications without requiring code modifications
Extensive use of public APIs supports a wide variety of integrations for both user and administrative functions as well as cross-platform compatibility
- Gain out-of-the-box integration with common Microsoft Office applications, Windows Explorer, and print drivers to enable a user to print directly to ImageSilo with ImageSilo Tools
- Automate the flow of information through routine business processes with optional PaperVision® Enterprise WorkFlow
- Process COLD/ERM print stream data into electronic reports, and import and index them into ImageSilo with optional Report Management
- Capture emails from virtually any system including Microsoft® Exchange Server, Outlook® .pst files, POP3, and IMAP-compliant systems with Message Manager

System Requirements

- Microsoft® Windows® 8 or later (IS Client only)
- Microsoft .NET Framework (4.7 or later) (IS Client only)
- Internet Explorer®, Microsoft® Edge, Firefox®, Safari® or Chrome™

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