

How would your organization improve if you could capture and extract data from everywhere? Convert not only paper, but also electronic files to automate processes, improve security, and save money with PaperVision Capture.



EFFICIENCY **NOW!**

- Automate the data capture process by scanning paper documents and importing electronic files and forms, images, faxes, PDFs, and Microsoft® Office files.
- Easy graphical setup gets you up and running quickly and easily.
- Optional Business Rules automate complex business processes to streamline tasks and improve efficiency.



CONTROL **NOW!**

- Improve data accuracy by extracting data automatically and merging it with existing data.
- Increase document security by protecting electronic files with encryption and multiple layers of system security.
- Automatically send critical data to other line-of-business (LOB) applications to organize information and increase productivity.



MONEY **NOW!**

- Eliminate costly manual data entry by leveraging the optional patented artificial intelligence to classify and extract critical data.
- Flexible licensing allows you to purchase only the features you need, saving you money.
- Automation services make it easy to scale the system to your needs without buying additional hardware or software.

"Using PaperVision Capture, we get our mail into the system quickly and efficiently. We don't have to store it at offsite locations or find a place to put that paper when it's done being used. Overall, we've reduced file storage costs by 70%!"

- Chad Anderson
Manger of IT and Administration





How are you managing the flow of information in your organization? As the amount of information businesses must process increases, workers everywhere need a way to capture important information. However your data arrives, PaperVision Capture makes sure you are collecting the data you need to maximize the productivity of your entire organization.



Capture Everything

Are you feeling overwhelmed by information? Start capturing the data you need now. PaperVision Capture automatically imports electronic documents and forms, images, faxes, PDFs, Microsoft Office documents, and more. It also works with virtually any scanner to convert paper documents to electronic files to ensure all your business-critical data is easy to access and secure.



Grow as Needed

Do you need a system that is as unique as you? PaperVision Capture is fully customizable for each scan job and is designed to run on a single desktop computer or receive data from any geographical location with multiple users. Automation services make it easy to scale the system to your needs without adding additional costs.



Automate Information Capture

Want to improve productivity? Eliminate manual data entry and manual processes to streamline information processing. Optional PaperVision Forms Magic can automate the classification and extraction of forms. Optional Business Rules can further assist by automating complex processes and can save your organization additional time and money.



Enjoy Graphical Setup

Don't want to spend days setting up each unique job? Use the graphical interface to get your jobs setup in minutes. Use the built-in image processing filters to ensure maximum readability of all files. Dropout extra background or enhance the visibility of all text. Preview image processing results in real-time, making image cleanup and job setup a breeze.



Buy Only What You Need

Do you need to be able to scan and index documents, but you don't need to process barcodes? PaperVision Capture offers straight-forward licensing that allows you to purchase only the features that you need, saving you money.



Integrate Seamlessly

Do you need a system that works with your existing applications? Export your files to virtually any line-of-business application you already have and tie all your systems together by integrating PaperVision Capture with PaperVision Enterprise, ImageSilo or any other Enterprise Content Management (ECM) system.



Any Document. Anywhere. Anytime.®

Suite Options

- Cloud ECM – ImageSilo®
- On-premise ECM – PaperVision® Enterprise
- 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 contact FILEforce:
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SYSTEM OVERVIEW

Files are added to batches when users scan paper documents and import native electronic documents, forms, images, faxes, emails, PDFs, .ZIP files, and Microsoft Office files

Unlimited scanning with no pay-per-click fees

Simple point-and-click interface requires minimal training

The interface, process controls, job steps, keyboard shortcuts, and exports can be customized

Annual maintenance includes access to all product updates

Complete, detailed online help and electronic product manuals are included

Toll-free, legendary technical support is eager to assist with questions

IMAGE AND BATCH PROCESSING

Existing images from archives or other applications can be imported with or without index information

Extensive image cleanup operations ensure the best quality image

Cleanup filters and image processing previews maximize image quality

Image cleanup filters can be applied to create temporary images optimized for other operations

Simple navigation, thumbnail view, and scaling and rotation options for accurate and detailed image verification

Zonal, page or page-range filters enable complex content or mixed-mode documents within a batch

Document breaks can be inserted into a batch based on page count, barcodes, OCR, or blank pages

Batches can be grouped, split, and managed in real time to prioritize work and maximize speed

Batch Management Studio allows you to open multiple batch windows, rearrange, filter, and sort the information you need

Optional PaperVision Forms Magic Technology enables classification and extraction of critical data as a seamless part of batch processing

INDEXING

Unlimited index fields offer maximum flexibility

Index fields can be setup to auto-complete or contain pre-defined values to reduce errors

Barcode (1D and 2D), Open Text Zonal OCR, Nuance Zonal OCR, and the optional PaperVision Forms Magic Technology eliminate the need for manual data entry

Multiple index fields can be populated with a single barcode or OCR value

“Match and Merge” automatically populates index fields with data from existing databases or files

Detail sets allow any number of related values to be assigned to a single document

Blind indexing and re-key verification ensure accuracy

Index constraints can be configured to improve index value accuracy or used to match and merge detail sets

Optional Accounts Payable (AP) Processing step allows users to match invoice information to existing purchase order information stored in an external Microsoft® SQL or Access® database

QUALITY CONTROL

QC Auto Play allows users to manually review and tag batches, documents, pages and index values quickly

Quality Control tags are customizable to specific, unique operator actions

Quality Control operations can run manually or automatically to make sure certain images and index values meet specific parameters

SECURITY

256-bit AES encryption can be applied to images, index values and OCR data to prevent unauthorized access

User authentication is required and protects the system from unauthorized use

Security settings allow users to be assigned to specific job steps or groups to ensure only authorized access is allowed.

Only system administrators can alter security and job settings, enhancing security and accountability

Image non-repudiation protects the integrity of the original scanned image

Batch destruction policies enable compliance with federal retention regulations

Advanced reporting statistics create custom productivity and audit reports

SCALABILITY AND RELIABILITY

Capturing, indexing and processing functions can be distributed across multiple systems and geographic locations or run on a single desktop computer



Over 300 scanners are supported at their full-rated running speeds utilizing ISIS and TWAIN drivers

Centralized job setup, security, and batch management eases administrative overhead

Powerful automation servers perform routine or long-running operations during off-peak hours

OPTIONAL BUSINESS RULES

The General Business Rule verifies that certain detail fields have been populated or meet certain criteria, such as date range, and matching or missing field values

The General Business Rule verifies healthcare claims against the National Provider Identifier database to verify provider IDs are valid

The AP Business Rule ensures invoice or statement line item totals are correct and verifies detail line items within an invoice were calculated correctly

The AP Business Rule compares invoice data against two different data sources, such as purchase orders and goods received receipts from virtually any LOB application

The PaperVision Forms Magic Business Rule facilitates processing complex documents, previously classified by PaperVision Forms Magic, such as contracts

The HIPAA 837 Business Rule is used for the input of medical claim data by generating an approved HIPAA 837P EDI ANSI claim file for payment submission

INTEGRATION

Entities, users, and groups can be shared with existing PaperVision Enterprise installations

Built-in scripts or .NET custom code simplify import or export of batches, to or from virtually any format or application

Nuance or Open Text OCR can output full-text data to more than 30 different formats including XML, Microsoft Word, PDF, and more

.NET-based APIs can be configured to extend application capabilities

Built-in integration supports direct exports to existing PaperVision Enterprise or ImageSilo projects

Custom code streamlines interface with virtually any LOB application

SYSTEM REQUIREMENTS

Microsoft® Windows® 8, 8.1, or 10

Windows Server® 2012, 2012 R2, 2016, or 2019

Microsoft® .NET Framework version 4.7 or higher

Microsoft Windows Installer Version 4.5 or higher

Microsoft® SQL Server® 2012 or later

4 GB RAM (desktops), 8 GB RAM (servers)

1024 x 768 minimum screen resolution

**For a complete product listing and technical information, please contact FILEforce:
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