

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.



### 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 organizational efficiencies while maintaining very 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 trust ImageSilo to manage their critical corporate content. Launched in 1999, 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 its twenty-year 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.



### Increase Reliability

As a cloud service, ImageSilo improves your ability to protect corporate records from disaster. All data is securely backed up, and organizations have the ability to access information from any location using virtually any device. In the event of a disaster, your business can continue operations as soon as you are ready.



### 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

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## Technical Specifications

### SYSTEM OVERVIEW

99.9% uptime guarantee ensures data is always available

System complies with General Data Protection Regulation (GDPR)

Digitech Systems is SOC 2 certified

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

Dedicated import servers are available to facilitate massive data uploads

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

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

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

Browser-based document viewer enables secure access to view or share documents on virtually any device without requiring application installation

Optional ImageSilo Assistant for Microsoft Windows can scan, print, email, save, navigate and view documents, view thumbnails, index documents, and allow users to perform tasks within workflows

The ImageSilo Client for Microsoft Windows provides the optimal user experience by offering the functionality found in the web interface and the PaperVision Assistant in a desktop application

Store and retrieve any file type, including images, Microsoft Office files, and PDF's

Up to 200 unique index fields can be defined for each document

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

Search results screen displays duplicate documents as a single item or as an expandable list, showing all duplicates on the same screen

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

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

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

Integrated PaperVision® Message Manager imports, captures, and organizes email messages and ensures necessary messages are retained and unwanted messages are filtered out based on administrator-defined criteria

Administrators can create, manage, print, email, and export e-forms as PDFs

Administrators can require an electronic signature for any document

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

Scan2Silo allows users to scan and upload documents, move or delete pages within a document as well as maintain version control

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

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

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

Annual maintenance includes access to all product updates, ensuring access to the latest product features and benefits

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

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

### SECURITY

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

All administrators use dedicated, secure machines

All administrators follow strict password security guidelines, including password complexity, password expiration, and RSA two-level user authentication technology

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

### 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



## Technical Specifications

Redundant firewall clusters are managed and constantly monitored by our firewall experts

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

### PHYSICAL SECURITY

Physical access is limited to required personnel who have proper clearance and photo identification

Live monitoring of all physical facilities, including videotape recording of all activities and all external utility entry points

Numerous provisions protect servers from environmental dangers (see Scalability and Reliability)

### TRANSMISSION SECURITY

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

Secure Sockets Layer (SSL) and Transport Layer Security (TLS) encryption of all network communications

Optional secure FTP/FTPS to encrypt data while in transit

### 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

Support for Secure Sockets Layer (SSL), Transport Layer Security (TLS), and non-standard ports ensures data and email transmission security

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 requirements, and expiration

Entity-level security defines company-wide security settings and performs non-repudiation checks on all documents and emails

Entity-level security policies 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 (located on separate continental power grids) store mirrored data for protection from major disaster

Backup systems ensure data integrity and reliability

Optional PaperVision® Data Transfer Manager sends packaged backup files (via FTP/FTPs) to a separate site for disaster protection

Load-balanced, fully redundant web server clusters ensure fast response times, even under heavy loads

System architecture with no single point of failure ensures data availability

Optional desktop client provides secure private network connection, eliminating the need for a VPN to view documents  
ImageSilo Administration Console provides access to all administrative functions

Unlimited users allow access for every employee or customer  
Unlimited access to documents anywhere, anytime, on virtually any device

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

Live OC48, OC12 and OC3 connections to multiple tier-1 internet service providers

Dual entry points for all fiber cabling ensure physical reliability of data lines



## Technical Specifications

On-site diesel generators provide emergency power

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State-of-the-art battery backups clean and back up external power sources

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Advanced HVAC system ensures constant data center temperature

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HVAC is tied directly to a fire detection and suppression system and is constantly monitoring air for smoke

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Early smoke detection system detects microscopic changes in the data center environment

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Global DNS network provides unprecedented DNS reliability and response times

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Redundant storage clusters ensure full availability of data

### INTEGRATION

Extensive use of web services supports integration and cross-platform compatibility

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

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Administrators can configure additional API integration tools to automate administrative functions

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.NET Integrator enables point-and-click integration with third-party applications

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Black and white, as well as color print drivers, print directly to ImageSilo from most applications

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ImageSilo Tools provide out-of-the-box integration with Microsoft Office applications, including Word®, Excel®, PowerPoint®, Outlook®, and Windows Explorer

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Optional PaperVision Enterprise WorkFlow automates the flow of information through routine business processes

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PaperVision Enterprise WorkFlow and Scan2Silo work together to allow users to capture documents and upload them into a new or existing workflow process

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Free PaperVision® SharePoint® Tools provides integration with Microsoft Office 365 and SharePoint 2013

Optional PaperVision Enterprise Report Management processes COLD/ERM print stream data into electronic reports and imports and indexes them into PaperVision Enterprise

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

### SYSTEM REQUIREMENTS

Microsoft® Windows® 7, 8, 8.1, or 10

Internet Explorer® version 11

Current versions of Firefox®, Chrome™, and Safari® browsers  
1024 X 768 minimum screen resolution

**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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