PaperVision® Enterprise Report Management
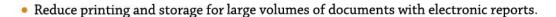
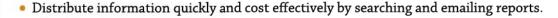## Convert Print Streams into Practical Electronic Reports

Process, organize, index and display print streams in easy-to-read electronic reports. Make data more accessible and easier to manage with the ability to print, fax and distribute in an electronic format from PaperVision® Enterprise or ImageSilo®.

Simplify Report Management

- Streamline business with automated print stream processing that makes data manageable and searchable.

- Manage everything from one system that indexes, searches, displays and distributes reports.

- Control report quality before processing by previewing fully formatted samples with index values.

Reduce Data Management Costs

- Reduce printing and storage for large volumes of documents with electronic reports.

- Distribute information quickly and cost effectively by searching and emailing reports.

- Reduce approval processing time by automatically routing reports through standard business procedures.

> "I couldn't imagine the complexity of COLD/ERM data processing without PaperVision Enterprise Report Management. It plays a huge role in the way we process business critical information and makes forms processing a breeze. Report Management is very powerful and extremely easy to use. Once configured, it just works! With thousands of invoices to manage every week, we use Report Management daily and process invoices in seconds."
>
> - Steve Todd, Director of Information Systems, Polar Imaging, Inc.

Improve Process Efficiency

- Configure processing jobs easily, without scripting or programming, using point-and-click setup.

- Process information when it's convenient and during off-peak hours with user-defined schedules.

- Maximize storage space without compromising speed by compressing files to approximately one-third their original size.

PaperVision® Enterprise Report Management

Convert Print Streams into Practical Electronic Reports

Many organizations depend on large mainframe systems and other high volume computing solutions to crunch through mountains of printed data for invoicing, human resources or inventory management. PaperVision Enterprise Report Management features a COLD/ERM and print stream data processing engine to capture, process, store and distribute data in easy-to-read reports. Best of all, this product is available with our on-premise (PaperVision® Enterprise) and on-demand (ImageSilo®) Enterprise Content Management (ECM) systems.

Simple Setup

File configuration is simple, because Report Management uses a point-and-click setup that doesn't require scripting or programming. Sophisticated tools analyze the file and guide the user in defining document parameters, identifying line and page breaks and replacing or removing specified characters.

Verified Quality

Ensure accuracy by previewing even the largest reports prior to processing the entire job. Pre-processing samples show index values and display fully formatted examples with columns and lines in appropriate locations. Report Management presents the proper background form for any page of the report.

Automated Report Processing and Indexing

Process and index data while you sleep and gain maximum efficiency! Report Management detects and processes new reports on a user-defined schedule. After a one-time setup, Report Management extracts indexing information and converts data into a readable and searchable electronic report. Since data is already in a text format, the ECM system's full-text search capabilities are immediately available.

Smart Storage Conservation

Sensible file compression maximizes storage space without compromising speed. Using a non-proprietary, industry standard method of compression, the data is reduced to approximately one-third its original size, providing a delicate balance between storage maximization and processing time. In addition, intelligent retrieval does not require that the entire file be decompressed before it is accessible; each component is displayed as it is decompressed.

Powerful Reports

Manage reports using PaperVision Enterprise or ImageSilo for instantaneous retrieval, which allows organizations to distribute data without the need to print and scan the source document. Use PaperVision® Enterprise WorkFlow to automatically route processed reports through pre-defined steps and standard business procedures. Report Management leverages all the security, scalability, reliability and integration options of the ECM system to guarantee the integrity and availability of the data.

Intelligent Search Capabilities

Easy-to-use, powerful search capabilities allow users to locate any information in seconds. Perform detailed searches with specified date and value ranges or very broad searches across multiple index fields and projects. Full-text search capabilities pinpoint key words within the content of the document. Users can also print, export and email reports individually or as a group.

PaperVision® Enterprise Report Management

Technical Specifications

PaperVision Enterprise Report Management is an optional, separately licensed module of PaperVision® Enterprise and a separately purchased service for ImageSilo® that processes COLD/ERM print stream data. Report Management is part of a suite of Enterprise Content Management (ECM) products that also includes solutions for email management and automated document routing.

System Overview

- Direct integration with PaperVision® Enterprise and ImageSilo® eliminates the complication of implementing a multi-vendor solution
- Elegant graphical user interface simplifies job setup via point-and-click techniques that require no coding or scripting
- Import during processing to ensure immediate data availability
- Search and extraction capabilities support fixed or floating anchors to process variable data
- Easy access to job run status enables quick verification of successful operations
- Strong textual validation techniques, with optional use of regular expressions, ensure accurate data extraction
- Detailed error logs post all errors to comprehensive reports, which are available to administrators for review
- System logs track errors while engine continues processing subsequent jobs
- Process locks ensure that report processing is assigned to the proper servers and workstations in high-demand applications
- Optional file compression uses industry standard compression technology to improve storage capacity
- Powerful file-analysis tool recommends job setup and maximizes efficiency
- Flexible configurations for line, page and document breaks dramatically simplify disparate job setups
- Forms overlay allows the presentation of processed text as an original document for printing or emailing featuring the ability to present the proper overlay depending on page number or content on the page itself
- Report Management job setups, including forms overlays, are easily transported via XML exports and imports to share setups from one PaperVision Enterprise system to another
- All upgrades are included with annual maintenance, ensuring access to the latest product features and benefits
- Complete, detailed online help includes step-by-step instructions to get you started quickly
- Toll free, legendary technical support is eager to assist with any questions you may have

Security

- This add-on product is fully protected and supported by the same security features and capabilities of PaperVision Enterprise or ImageSilo (see ImageSilo and PaperVision Enterprise product sheets for details)
- Encryption of data during capture processing protects information from the beginning

Scalability and Reliability

- An unlimited number of servers can process an unlimited number of jobs simultaneously
- Processed information can be grouped into manageable sets of data
- System enables job setup previews by displaying resulting output (complete with document index values and form overlays) to ensure report accuracy before actual processing begins

Integration

- Full support for ASA/ANSI with channel commands, including both static and custom channel commands
- Full support for AS/400 spool file commands interprets standard control codes that appear in AS/400 spool files
- Easy setup requires no coding or scripting
- System-guided file-translation features for ASCII or EBCDIC
- Various EBCDIC translations including CP037 US/Canada 3270 Superset, CP500 International Latin 1 and Base 3270 ASCII Subset
- Configurable character-replacement capability can remove unwanted characters before processing
- Graphical editing of form overlays dramatically simplifies placement and display of final output
- An XML job-processing library of portable job definitions (including form overlays) can be created to simplify new job setup