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RESEARCH NOTE DIGITECH SYSTEMS PAPERVISION ENTERPRISE CAPTURE DESKTOP

THE BOTTOM LINE

Digitech Systems PaperVision Capture Desktop provides single users with enterprise-grade document capture capabilities on their existing desktop computer. Nucleus has found companies can achieve significant productivity benefits from moving from paper to electronic files. PaperVision Capture Desktop's low price and ease of use opens up new opportunities for smaller companies to gain the same benefits from electronic document capture.

Digitech Systems announced PaperVision Capture Desktop on February 6, 2012. Designed to run on a single workstation without a database, PaperVision Capture Desktop provides end users with the document capture capabilities of enterprise-class capture applications including scanning, indexing, barcode recognition, image processing, zonal and full-text optical character recognition (OCR), and export and FTP capabilities.

Using PaperVision Capture Desktop, users can complete batch and on-the-fly document scanning and store or output them as single or multi-page TIF images, image PDFs, or full-text searchable PDFs – from an intuitive Microsoft Windows-like user interface. PaperVision Capture Desktop is available through Digitech Systems resellers at a list price of \$599 per user.

CHANGING THE GAME

Companies with the need to capture documents electronically have traditionally had two options: make a significant investment in scanners, software, and staff to support ongoing scanning and indexing efforts, or pay a service bureau or outsourced provider to pick up, scan, and deliver the documents electronically. In fact, many companies contract out document conversion services because doing it internally is not cost effective.

Companies without the resources for internal or outsourced scanning have had few choices. Although there are free and open source capture software applications available, most are designed for personal, not professional, use. Lower-cost versions of enterprise-grade software often limit the number of documents that can be scanned or the speed of processing, making them impractical or unpredictable from a budgeting perspective.

PaperVision's relatively low price, ease of use, and limited hardware requirements change the value proposition for document conversion: companies that have wanted to move to electronic records but have found it too expensive to be possible before now have an affordable option.

Digitech has also made rapid adoption straightforward: the software can be tested like traditional desktop products and then converted to working licensed versions over the phone or through a Web browser.

OPPORTUNITIES TO CONSIDER

As lower-cost on-premise and cloud electronic content management options have come to market, more and more companies have been able to afford the cost and resources associated with electronic content management. However, the cost of professional image capture has made many projects too costly to be viable and completely out of the reach of small and mid-sized businesses. PaperVision Capture Desktop provides a cost-effective alternative for SMBs and individuals or departments still managing paper documents.

It's important to note that digitizing documents is not just about saving paper. In fact, Nucleus has found more than 50 percent of the returns from typical content management projects come from increased productivity driven by automating workflows and eliminating manual processes. Key potential areas of opportunity include:

- Accounting and finance. Imaging invoices, statements, and bills can reduce paper and storage costs while streamlining review and approval processes and enabling employees to access and complete transactions remotely. Although many large organizations have already digitized accounts payable and receivable documents or receive them electronically, this presents a cost-effective means of introducing remaining paper documents into electronic workflows.
- Human resources. HR departments collecting and recording hiring, payroll, employee evaluation, and other HR-related documents can reduce the costs and risk associated with securing paper files and reduce the time spent searching for documents related to a specific employee event.
- Time-sensitive documents. Organizations that have avoided digitizing documents because they are needed on an immediate and ongoing basis, such as medical or legal records, can use on-site document capture to keep documents local and available instead of sending them to another department or outsourcer for digitizing.
- Project-related or other temporary documents that would otherwise be lost. Because PaperVision Capture Desktop can capture and interpret handwritten documents, images, and other work products, individuals or departments can store them as part of broader knowledge management efforts and retain them for future reference.

CONCLUSION

As content management technologies have become more economically and ergonomically accessible, more organizations have been able to take advantage of them to drive productivity gains and reduce costs. With PaperVision Capture Desktop, Digitech opens new opportunities that weren't cost effective before for individuals, departments, and SMBs.