

Papyrus WebArchive ECM Solution



**Short-term and long-term archive with
a temporary, staged or permanent
distributed depot architecture**

Key Advantages:

- Stores the complete lifecycle of every object in the system
- Automatic upload and direct scan to the archive
- Access by privilege via WebBrowser, Mobile and Desktop
- Integrated Workflow, Rules and Case Management
- Document eDelivery/Notification and Web access
- Full integration with Papyrus Inbound Mail Capture

Papyrus WebArchive

is built on a Distributed Depot architecture and provides short-term and long-term archiving for large amounts of data on a media of your choice. Any kind of inbound and outbound documents, document resources, video and voice from any source, e-mails and any other content can be easily uploaded and stored. Every object in the system - all formats (AFP, PDF, TIFF/FAX, E-mail, DATA, MSWord, audio, video...), entire workflows and complete CASES over the entire lifecycle (data, processes, activities, content, views, service interfaces (SOA)) - are automatically stored/archived at a specific point in time.

VIEWING

- Multiple points of access (several portals)
- Access rights by user role (including LDAP and Active Directory)
- Web and native Mobile access: WebPortal HTTPs, REST Adapter
- Users can also work on their own nodes using a Desktop
- Direct WYSIWYG viewing of documents in a Search Document Workplace
- Thumbnail, Zooming and Rotating functionality
- Support for 3rd party Viewers

SEARCH: An efficient algorithm based search is provided to search and view the information in various layouts on Desktop, Web browser and Mobile. Users can both search for indexed fields, as well as use the full text search, based on their security profile. The search is supported via a freely definable corporate taxonomy for categorizing information across the enterprise. This reduces time to successfully target and find information and enables content linking across the enterprise.

RESTRICTING ACCESS/CONTROL: The platform transmits data over the network via secure HTTPs connections. Data is encrypted and stored in the depots - repositories within the system managed by the Papyrus WebArchive product. Digital signature (PKI Public Key Infrastructure) with certificates can be applied to any PDF document.

ANNOTATIONS can be applied to documents while editing or viewing documents, as well as comments/descriptions added to documents upon upload for access by authorized users.

AUDIT-TRAILS: Papyrus has extensive tracking, tracing, monitoring and auditing capabilities, covering the complete life-cycle of documents and all objects in a system with a full information on who has accessed each resource, when and why.

AUTOMATIC DOCUMENT DELETION based on a retention schedule. WebArchive easily scales over the retention period - once business objects are not needed anymore, a whole Depot node from the distributed Depot can be taken offline, and preserved on a tape or other storage devices or completely deleted.

ARCHIVING BASED ON RETENTION PERIODS: Any object in a system can be archived at a specific point in time with support for specific storage and management attributes. Papyrus Depot can be defined as temporary, staged or permanent, and installed as a single Standard Depot or as a Distributed Depot with different ways of implementation. Retention & Disposition can be defined with the document category/type.

SIMPLIFIED INTEGRATION is achieved via easily configurable SOA Adapters for Webservices, native Database, File System and CMIS supporting 3rd party archives.

WORKFLOW AND CASE MANAGEMENT: Papyrus platform tightly integrates content with processes. All incoming content (scans, e-mails, SMS, Fax, Webmessages and event Chats) related to a workflow/case or interactive documents, as well as documents and data from other sources are considered part of a workflow and are archived as well.

Task assignment to individuals and teams is performed by Role, Policy and Skill profile.

Business users can select the next task/step and modify workflows „on-the-fly“ at the process execution time to perform exception handling and adapt workflows to the customer case.

User-Trained Agent (UTA) - an innovative machine learning technology developed and patented by ISIS Papyrus -- assists business users in their daily work by providing guidance and advising on the "best next" action.

BUSINESS RULES can be applied on tasks, goals, and participants, as well as defined as pre- and post-constraints to evaluate if tasks can be completed.

The Papyrus Natural Rule Editor supports the Business to easily specify rules in their language of choice without coding, directly supported by the Business Ontology from the WebRepository.

NOTIFICATIONS AND COLLABORATION: The Papyrus Platform provides rule based notifications/alerts by System Notification (also on Mobile), SMS, e-mail, SNMP, NET Send and Chat. Business user collaboration is facilitated via usage of chat and social channels, all under control of the role/policy authorization and in the context of a process. The entire communication is subsequently saved and becomes a part of the archived business case history.

Furthermore, the Papyrus ACM Solution Framework includes an extendable list of Service Tasks that can be directly included in a process flow.

Business users can access tasks and actions directly from their mobile devices and make case-related decisions, perform activities, receive alerts and perform ad-hoc, secure conversations with others while on the go.

MONITORING & REPORTING: Papyrus provides a real-time, highly personalized report generation via an integrated Papyrus Reporting Framework. The reporting engine automatically gathers all data from running or completed processes, as well as from outside of the system, and creates tables or charted reporting in a user dashboard, in PDF or in print.