

# online / on demand



online document management

paperHOST takes great pride in offering comprehensive document management solutions to our clients. This means going beyond basic commodity services of document storage and retrieval. It means designing solutions that integrate into a workflow of transactional documents. It means your in-house applications can be image-enabled to link directly to paperHOST at the click of a mouse. And it means offering document enhancement and conversion services - allowing paperHOST to deliver full text searching, annotations and more.

You can store all kinds of documents on paperHOST including popular scanning formats, the Adobe PDF format, all Microsoft Office formats and many others.

Managing documents the paperHOST way means your costs are incremental and reflect actual pages stored. paperHOST is the alternative of purchasing an in-house system and committing to a large, up front, capital expenditure. All of the servers, software, support agreements and support staff must be in position before page one is stored.

Outsourcing document management to paperHOST allows our clients to achieve a lower long-term cost per page. paperHOST delivers document security and web-site reliability on an Internet platform tuned for speed and performance. But pay-as-you-go pricing keeps document management costs under control and predictable. At paperHOST, our overarching goal is to deliver an outsourced document management solution that is as feature rich as any in-house alternative.

paperHOST shares joint custody of your documents for a specified period of time by hosting your documents. As documents are uploaded to paperHOST (electronic documents, scanned documents, etc.), they become available within minutes to the authorized users. Digital copies of documents and data are kept on optical media in a non-proprietary format and sent back to customers on a set schedule. No customer is ever held hostage to the paperHOST solution. They stay because paperHOST works!

Each customer may have one or more applications on paperHOST. Each application represents a body of documents with identical indexing criterion. For example, Human Resource documents may be one application with index fields for each document that include social security number and name. Another application for the Accounts Payable department might use invoice number and invoice date. Security can be controlled down to the application level where users are given specific rights to some or all of the documents in the application.

The protection of every document in our possession is priority one at paperHOST. Nothing demands more of our attention than meeting the challenge of providing a completely secure environment for your important documents. To that end, we deploy the very latest in Web security technologies to insure that your documents can only be accessed by the person(s) to whom you have granted permission.