



## TSYS Digital Document System<sup>SM</sup>

Archive and retrieve your customer documents digitally



Companies generate millions of critical documents every year. The challenge is finding secure storage for those documents while making them easily accessible throughout your business.

### THE PRODUCT

TSYS Digital Document System allows documents such as statements and reports to be automatically processed, indexed and stored for secure retrieval through the Web.

### THE VALUE

The system improves the efficiency of document handling by converting paper documents into a format that is easier to access than paper-based filing systems.

### THE FEATURES

TSYS Digital Document System is a browser-based system hosted at TSYS, which reduces your resource requirements for on-site archiving. We can receive electronic files 24 hours a day, seven days a week and make them available within 24 hours.

The solution enables viewing of documents using any standard Web browser, with simple queries, an intuitive user interface with easy-to-use point-and-click features. The online statements and reports are virtually identical to the original paper versions and can be printed, emailed and faxed directly from your desktop.

### PCI Compliance

PCI compliance — the pinnacle of data security — has now been granted to TSYS Digital Document System. Few, if any, other off-the-shelf archiving programs are PCI compliant, as maintaining compliance is a rigorous, ongoing process that helps prevent payment card theft through increased controls and data security.

### Search Capabilities

Our powerful search capabilities enable you to quickly locate documents as well as specific pieces of information within those documents. Document searches are made easy through the use of drop-down menus, and the system allows you to perform simultaneous searches across multiple months of data. You can also search through multiple documents using a single keyword or index.

### Data Display

TSYS Digital Document System provides flexible options for displaying statement and report information:

- Multiple windows can be opened for separate documents, allowing you to compare different months or transactions.



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- Documents can be opened in multiple windows, allowing different pages of one document to be compared.
- Document views are customizable in PDF-reader applications in which users can choose pages of a report to view.
- Users can zoom in and out of the documents.
- Notes can be attached and saved to documents, enabling communication between multiple users.

### Archiving

TSYS has a highly scalable storage capacity and can store data for an unlimited length of time based on your requirements. Duplicate data can be provided on DVDs.

### Printing

You can produce high-quality reprints directly from your desktop, and multiple documents can be combined and printed as one PDF document. User-level print controls allow you to determine the maximum number of pages an individual can print at one time, including the ability to print search results and unformatted document data.

### Data Exports

Reports can be downloaded to a comma-separated values (CSV) file, and then imported into spreadsheet applications, enabling you to perform data calculations. Reports can be saved to a "flat" text file, for viewing in text editors.

### Security Administration

TSYS Digital Document System gives you the ability to administer your own system-access controls, which include adding and modifying user security profiles and resetting passwords. You can assign an overall security administrator and define subgroups with various levels of administrative rights. Access can be granted based on document type, such as statements or reports, and security can be administered at the document level.

### Data Security

TSYS Digital Document System is compliant with the Payment Card Industry (PCI) Data Security Standard. Encryption is based on the U.S. government (NIST) standard 256-bit AES algorithm on all stored data, and Web access is controlled through Secure Socket Layer (SSL) encryption.

### Disaster Recovery

The system can be used as a component of your disaster-recovery plans with customizable options that range from data backup to online spares.

### Additional Features

The system can integrate with non-TSYS systems to provide the same functionality as with TSYS systems. Companies who process with TSYS can also take advantage of the following features:

- Data can be archived and viewed in TSYS test environments.
- For bill-paying services, customers can view data through TSYS Credit Care or a preferred bill-paying provider.
- Call-center support with access to archived data is available through TSYS Managed Services.

### THE BENEFITS

Our production services offer significant benefits, including:

- Powerful search features
- Maximum call center up-time through redundant servers
- Reduced storage costs
- Improved retrieval time through powerful search features
- Unlimited capacity and storage time
- Secure environment
- Access for multiple users

#### ASK ABOUT:

**TSYS' mail piece tracking services, statement services and digital archiving services, which can play an integral role in your print, mail and archiving solutions.**

## TO LEARN MORE

about our statement services, contact Value Added Product Sales at +1.706.649.2307 or [vapsales@tsys.com](mailto:vapsales@tsys.com).

#### GET TO KNOW TSYS

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