OpenText Capture for Microsoft® SharePoint®

Take advantage of the SharePoint experience and make it the single point of access for all captured content

Key Features and Benefits:

- A single view of all content
- Semi-automated indexing and metadata capture
- Extends to workflows and processes to reduce costs
- Convert bitmap images into searchable text documents
- Documents can be centrally managed in a compliant environment

OpenText Capture for Microsoft® SharePoint® is a powerful and easy-to-use scan and capture solution. It leverages SharePoint as a seamless, single point of access to scanned images and documents. The solution provides the ability to scan documents with high or low volume scanners, index documents, and bring them into SharePoint. It is a fully automated solution and delivers extended document classification if required. Documents can also be imported from email servers, FTP servers, network file shares, and even from Microsoft SharePoint itself.

Many organizations have come to rely on Microsoft SharePoint as a primary access point for enterprise documents. Business users love the simplicity of it. IT enjoys the hands-off, self-service approach it enables for staff. Moreover, CIOs and CTOs like the fact that Microsoft SharePoint fits with the organization's overall infrastructure. These same organizations often have extensive volumes of valuable physical content and are looking for ways to utilize SharePoint to better connect content with people and processes.

## Capture documents and index data for simplified search and management

Allow users to find, access, collaborate and edit content after it has been scanned and stored in Microsoft SharePoint. Depending on the document class, files can be stored in different libraries or folders within SharePoint. The document attributes are set according to the index data captured together with the document and because of this the documents will be well organized inside SharePoint. The documents can easily be searched and retrieved as they are stored as searchable PDFs.

Apply process automation to simplify workflows and reduce costs

Increase user satisfaction by getting inbound documents into a collaborative environment faster. Quickly and efficiently capture and digitize documents, forms, and faxes from sources such as multifunctional printers, high-end scanning devices, file system folders, email servers, servers, and File Transfer Protocol sites and connect the content to new or existing workflows and processes within your organization. Organizations can also choose documents already existing in SharePoint and re-ingest them with added metadata By routing all incoming documents through a single input channel the OpenText solution can reduce transactional operating costs through process automation. Organizations can further minimize compliance risks by controlling incoming documents and connecting them with processes and workflows as soon as they enter your organization.
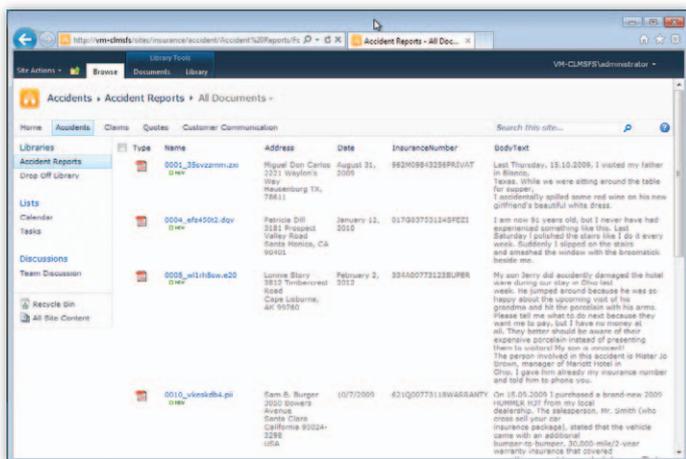
Capture documents and store them directly in SharePoint
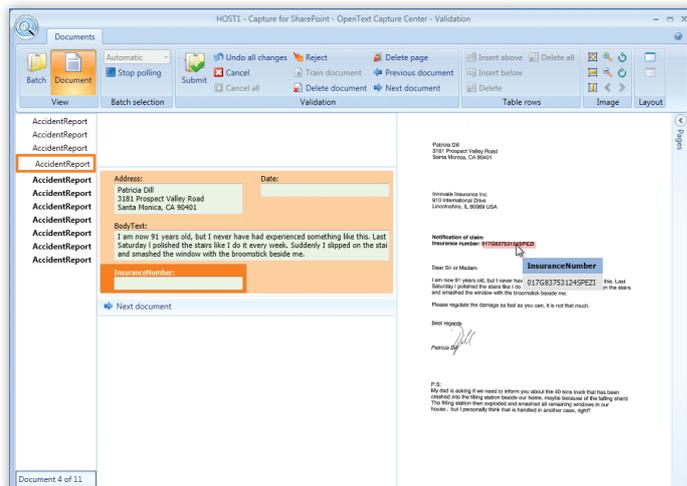
Leverage Single-Click-Entry technology for rapid and simple indexing of captured documents

Scale from Ad-hoc desktop capture to Full Text Capture Servers

OpenText Capture for Microsoft SharePoint is easily configured; it loads the definition of the required index fields directly from SharePoint. Indexing is fast and easy using the patented Single Click Entry technology. It can work in an ad hoc scenario as well as in high volume batch scenarios. Scanning and indexing can be highly distributed within any organization's network. Individual office workers scanning a few pages on an ad-hoc basis for either simple filing and retrieval or to convert them to searchable text or editable Word files. Conversely, large organizations can take advantage of batch, centralized and distributed scanning for document preservation, archival and back-file conversion as well as supporting full-text capture servers for high volume business critical content.

Leverage the full value of OpenText's Capture and Microsoft Ecosystem

OpenText Capture for Microsoft SharePoint can seamlessly be expanded to a fully automated OCR/ICR solution, by extending the solution to OpenText Capture Center (OCC). OCC offers the most advanced capabilities including its industry leading Intelligent Character Recognition (ICR) and Intelligent Document Recognition (IDR) capabilities. IDR allows organizations to automatically classify the type of document being captured. For example IDR can determine if a document is an invoice, order entry form, insurance claim and more.

With its tight integrations for Microsoft SharePoint organizations can also extend to and benefit from the governance and compliance capabilities offered with OpenText Application Governance & Archiving for Microsoft SharePoint solution. Application Governance and Archiving for SharePoint can further extend and enhance SharePoint deployments by managing content captured into SharePoint under full formal records management in a more cost effective archive environment. The solution can also optimize storage through Binary Large Objects (BLOB) externalization.

Features

Leverage the Microsoft SharePoint Experience

Capture documents and utilize SharePoint as the document destination. Easily search for and view captured content through SharePoint's simple and easy-to-use interface.

Automatically Index Scanned Documents

Leverage Single-Click-Entry to load index values directly from SharePoint for simplified search and management.

Full OCR Capabilities

Utilize Optical Character Recognition capabilities to validate and improve the quality of the documents being captured.

Sources

Protocol sites and SharePoint.

Extend to Process Automation

Captured content can be easily integrated into existing processes and workflows

Scale Centralized Capture

Ability to scale up and down to support the specific requirements of small businesses to the largest enterprise.

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