Accelerating business processes with integrated scanning and imaging

The Big Picture

Today's organizations can no longer afford to have critical business information locked in paper documents that are expensive to store and difficult to transport, search, share, and manage in a workflow. Together, EMC Documentum® and Kofax provide a comprehensive, seamless solution for managing enterprise content—in paper or electronic form—from creation and capture, through management and delivery, to archiving and storage.

Documentum integrated with Kofax Ascent Capture

Knowledge workers require on-demand access to key documents in order to make critical decisions and respond rapidly to customer requests. In most organizations, however, documents are scattered throughout the organization in filing cabinets, paper archives, and personal hard drives. Thanks to tight integration between the Documentum content management platform and leading scanning and imaging software from Kofax, organizations can eliminate content silos and manage all content on a single, unified platform.

From scanners, digital copiers, fax servers, and electronic sources such as Microsoft Office documents, e-forms, and XML streams, Kofax Ascent Capture for Documentum collects documents and forms from central offices and remote locations. It transforms those documents and forms into accurate, retrievable information by classifying, extracting, authenticating, indexing, and validating the content. Ascent Capture then delivers images and data directly to the Documentum Content Server.

Once Ascent Capture hands off the content, Documentum tools and services can be used to further accelerate, enhance, and automate customer business processes. For example, content can be securely retained in compliance with records management practices, assembled into virtual files that deliver a 360-degree view of a transaction, managed in a workflow, and integrated with a variety of other enterprise systems such as customer relationship management (CRM), enterprise resource planning (ERP), and human resource management (HRMS).

A single platform for scanning and imaging needs

The flexible, modular architecture of Ascent Capture enables it to meet a wide variety of business requirements. Ascent Capture can support one central office or hundreds of remote offices scattered throughout the world, and can scale to fit organizations that process a few hundred or a few hundred thousand documents per day. Ascent Capture also eliminates unnecessary data entry and ensures the accuracy of captured information by performing database look-ups and by leveraging advanced recognition technologies such as full-text optical character recognition (OCR).

Quick and easy setup

Ascent Capture for Documentum reliably and seamlessly exports images and metadata directly into the EMC Documentum Content Server. The software can be set up quickly using a point-and-click process. An administrator simply logs in, identifies where image
Kofax Ascent Capture for Documentum accelerates paper-based business processes by transforming paper documents into images and data that can be managed by the EMC Documentum platform and leveraged in key business processes.

Data information will be stored, creates links between Documentum properties and Ascent Capture index fields, and selects image format, security, workflow, and lifecycle options. The export process runs unattended once set up, and can be configured for automated release during off hours.

Ascent Capture can deliver or “release” documents to the Documentum system in multiple formats, including XML, eDocuments, PDF files, and a variety of image formats.

Integration: A proven success
Hundreds of enterprises around the world, in a variety of centralized and distributed capture environments, have been reaping benefits from the integration of Documentum and Ascent Capture—benefits such as increased productivity, reduced costs, improved customer service, and enhanced compliance and security. For example:

- Financial firms are capturing customer account information from branch offices, avoiding the cost and delays of shipping documents, and enabling better customer service and faster revenue capture.
- Accounts payable departments are immediately capturing incoming invoices and other payables information, eliminating manual data entry and generating additional early-payment discounts.
- Transportation companies are capturing proofs-of-delivery and customs documents, accelerating their operations and improving compliance.

A robust foundation: The Documentum platform
Designed for the global enterprise, the Documentum enterprise content management platform ensures the integrity, reliability, and security of your data through industry-leading server clustering, content replication, access control lists, file encryption techniques, and more. It leverages the power in multi-processor systems to meet the modern business demands of proliferating content, high traffic loads, an expanding user base, and increasingly complex workflows.

About Kofax
Since the company’s founding in 1985, Kofax has been the leading innovator in the transformation of documents and data into reusable electronic business information. Kofax products are used by thousands of organizations around the world that need to capture critical business information from high volumes of paper and electronic documents and forms, and deliver it into their business applications and archives. The company is on the Web at www.kofax.com

About Documentum software from EMC
Documentum software from EMC Corporation includes enterprise content management solutions that enable organizations to unite teams, content, and associated business processes. With a single platform, EMC Documentum software enables people to collaboratively create, manage, deliver, and archive the content that drives business operations, from documents and discussions to e-mail, Web pages, records, and rich media. For more information, visit www.emc.com/documentum