

MICROSOFT SHAREPOINT WITH INTELLIGENT ENTERPRISE CAPTURE

Microsoft SharePoint and EMC Captiva intelligent enterprise capture—better together

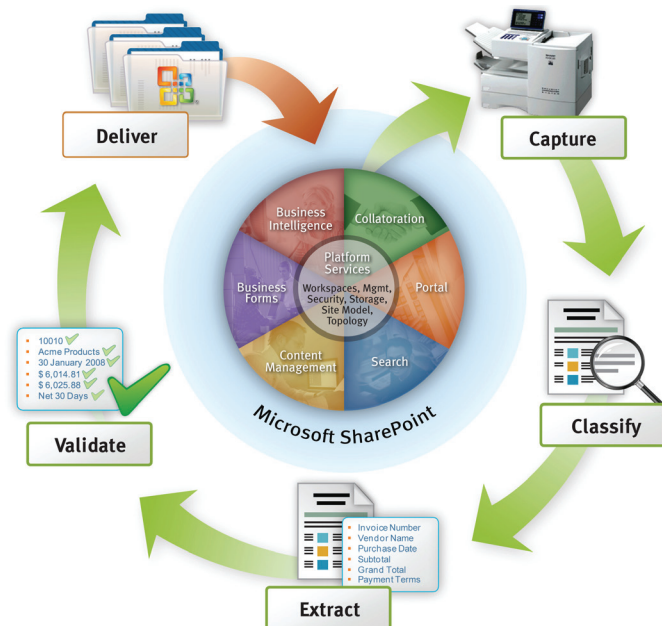
ESSENTIALS

- Ideal solution for both centralized and distributed capture requirements
- Scalable, customizable modules for enterprise capture
- High-availability performance
- Intelligent document classification and data capture capabilities

Microsoft® SharePoint® is increasingly becoming a ubiquitous, reliable, and manageable platform that provides a one-stop-shop for your organization's business information. With SharePoint, end users gain instant access, collaboration, and document management capabilities, enabling them to be more productive and effective.

But SharePoint lacks a critical component—true document capture, which makes it difficult to integrate paper document processing into a content management strategy. Despite efforts to eliminate it, paper remains an important part of running any business. Without document capture, paper increases costs, slows overall productivity, and puts the business at greater risk.

Connecting SharePoint with the EMC® Captiva® intelligent enterprise capture solution provides a seamless, end-to-end platform with high-volume scanning and indexing, as well as the ability to export business-ready data using a familiar, easy-to-use back-end content management platform.



Caption: Microsoft SharePoint with intelligent enterprise capture

MEASURABLE BUSINESS BENEFITS OF ENHANCING SHAREPOINT WITH EMC CAPTIVA INTELLIGENT ENTERPRISE CAPTURE

SharePoint is a reliable, scalable, easy-to-deploy, and easy-to-manage platform for developing customized portal solutions. Integrating EMC Captiva intelligent enterprise capture with SharePoint helps your organization take advantage of existing infrastructure investments to reap measurable business benefits and keep the total cost of ownership low—while building your content management repository.

REDUCING OPERATIONAL COSTS

Building the SharePoint content management repository from paper documents—as they enter your organization—can be costly. Moving and storing paper documents can be expensive; electronic document capture largely eliminates this problem. EMC Captiva distributed capture capabilities enable you to scan and capture documents from remote and branch locations—eliminating mailing and shipping costs.

A recent AIIM survey indicated that more than half of the respondents achieved savings of 40 percent or more from decreased document sorting and data entry. Nearly half achieved similar reductions in storage costs.¹ Therefore, manually classifying and sorting through paper documents as it enters the SharePoint repository should be a thing of the past. EMC Captiva intelligent enterprise document capture solutions enable you to automatically scan, classify, process, and deliver important documents—and the information they contain—directly to the SharePoint repository. Automating processes that normally require manual intervention eliminates bottlenecks, resulting in reduced operational and labor costs.

MITIGATING RISK AND MANAGING COMPLIANCE

Simplifying compliance efforts and keeping business information flowing smoothly are critical to minimize risk. Although it can be a daunting task, implementing more secure and comprehensive set of tools will help you manage and control the content in your SharePoint repository. By transforming paper documents into electronic images and business data with EMC Captiva intelligent enterprise capture, you can deliver this content directly to the purpose-built systems that manage regulatory compliance, eDiscovery, and litigation, ensuring that all information is subject to the same policies and controls.

Confirming the importance of minimizing the risks associated with paper-based processes, AIIM survey respondents stated that better compliance was the second most important business driver for document capture investments.² Electronic documents created by EMC Captiva are easier to access and search than their paper counterparts, accelerating response time to legal or regulatory mandates.

IMPROVING OVERALL PRODUCTIVITY

SharePoint's enterprise content management capabilities enable your organization to streamline the everyday business processes that can hamper overall productivity. Using electronic content instead of paper, end users can easily initiate projects, track records, and interact with documents through familiar Microsoft Office applications, e-mail, or web browsers. And then they can store and organize everything in one central SharePoint location, with a consistent mechanism for navigating and finding relevant information.

¹ Doug Miles, "Extending Capture Capabilities: Measuring the ROI," AIIM White Paper, 2009, 5, accessed November 11, 2009.

² Ibid.

As your organization deploys line-of-business (LOB) systems with automated processes, business transactions that take days or even weeks to finalize will become completely unacceptable. Integrating EMC Captiva intelligent enterprise capture with SharePoint overcomes this challenge and improves overall productivity by:

- Transforming paper documents into electronic business data via automated classification, recognition, and extraction tools
- Eliminating the boundaries between automated processes and paper documents through the seamless integration of document images and data with downstream business systems

Additional findings from the AIIM survey support these assertions. 42 percent of respondents had doubled their overall productivity with the implementation of document capture technologies. A minimum of 20 percent improvement was achieved by 85 percent of the respondents. Moreover, organizations currently pursuing digital office technologies were influenced by the key component of high productivity: faster and easier information access.³

DEPLOYING SHAREPOINT WITH AN ENTERPRISE CAPTURE FRONT END

Whether you want to meet general information capture needs or handle high volumes of critical documents, you should select a comprehensive enterprise capture solution that addresses document management, collaboration, distributed processing, document recognition, and process integration. Design and deployment should follow a best-practices methodology that includes measurable goals and objectives as well as quality assurance testing. A recent AIIM survey and study had indicated that 90 percent of respondents use SharePoint as a collaboration and workspace platform. Of the same respondents, 37 percent indicated that they are planning to implement scanning and imaging front-end applications to supplement their SharePoint implementations.⁴

When choosing an application to scan and capture documents into SharePoint, consider the following:

- **A true enterprise capture application**—EMC Captiva intelligent enterprise capture applications focus on efficiency, accuracy, standardization, and automation, in addition to providing scanning and imaging capabilities.
- **Scalable, flexible, and extensible**—EMC Captiva intelligent enterprise capture applications address departmental, line-of-business (LOB), sizing, and future growth requirements.
- **Intelligent document recognition to improve productivity and speed up business processes**—EMC Captiva solutions give end users a familiar and easy way to classify and sort paper documents, which are then transformed into SharePoint content.

SharePoint with EMC Captiva intelligent enterprise capture enables your organization to automate document capture processes—not just for a single document type or department, but for extended information sharing throughout the organization. This enables you to maximize efficiency and achieve a return on investment within 6 to 12 months.

³ Ibid.

⁴ AIIM Industry Watch: “SharePoint Strategies and Experiences,” July 2010

EMC AND MICROSOFT

A valued Microsoft partner, EMC is a leading global provider of intelligent enterprise capture solutions for thousands of public and private organizations. EMC Captiva intelligent enterprise capture automates the processing of billions of documents annually, reducing costs, improving information accuracy, and streamlining business processes. A recent AIIM report had indicated that 67 percent of respondents are turning to third party solution providers like EMC for solutions to extend and enhance SharePoint to meet their business needs.⁵ Thus, EMC Captiva's intelligent enterprise capture solutions can be leveraged with your existing Microsoft SharePoint investment to create a complete solution for managing the lifecycle of transactional content. Through this partnership, Microsoft and EMC are developing an enterprise-wide ecosystem that enables organizations to exploit the benefits of bringing enterprise capture capabilities to business workers through the tools they use every day.

ABOUT EMC

EMC Corporation (NYSE: EMC) is the world's leading developer and provider of information infrastructure technology and solutions that enable organizations of all sizes to transform the way they compete and create value from their information. Information about EMC's products and services can be found at www.EMC.com.

CONTACT US

To find out how to implement an integrated solution that leverages EMC Captiva intelligent enterprise capture and Microsoft SharePoint, contact your local EMC sales representative or authorized value-added reseller, visit our website at www.EMC.com, or call us at 800.607.9546 (Outside the U.S.: +1.925.600.5802).

5 AIIM Market Intelligence Report on SharePoint 2010

EMC², EMC, and Captiva are registered trademarks or trademarks of EMC Corporation in the United States and other countries. Microsoft and SharePoint are registered trademarks of Microsoft Corporation in the United States and/or other countries. All other trademarks used herein are the property of their respective owners. © Copyright 2011 EMC Corporation. All rights reserved. Published in the USA. 6/11 Solution Overview H4818.1