



Speed Content Delivery into SharePoint

In association with:

Presented by:



Business Trends

- **Paper and electronic documents will continue to coexist**
- **Organizations are looking for better ways to manage and control their information**
- **Compliance regulations are mandating the tracking of both paper and electronic information**
- **Organizations often overlook the input and output process when developing a document management strategy**
- **Paper documents are still a primary means of business communications**



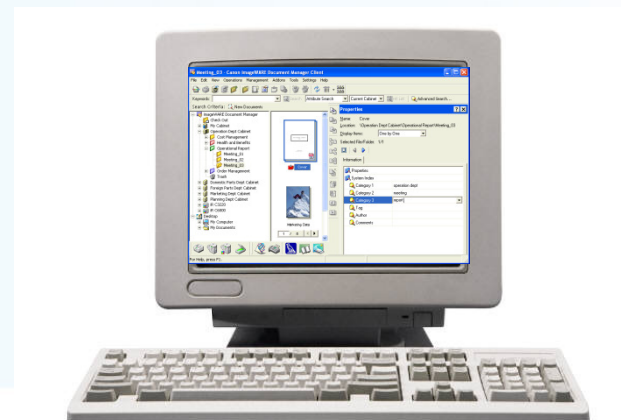
Users are struggling to...

electronically capture, store, retrieve,
distribute and manage hardcopy documents
the same way electronic files are handled to
improve office efficiency.

From this...



To this...



In association with:



The Paper Management Problem



- 1 Managing volume and variety**
Forms, documents, digital pictures, electronic formats
- 2 Inefficiency and expense**
Slow, sequential, “one-person-at-a-time” processing
- 3 Inadequate information access**
Global, 360-degree access to customer data and business transactions needed
- 4 Compliance**
Difficult to establish enterprise controls and comply with regulations

In association with:



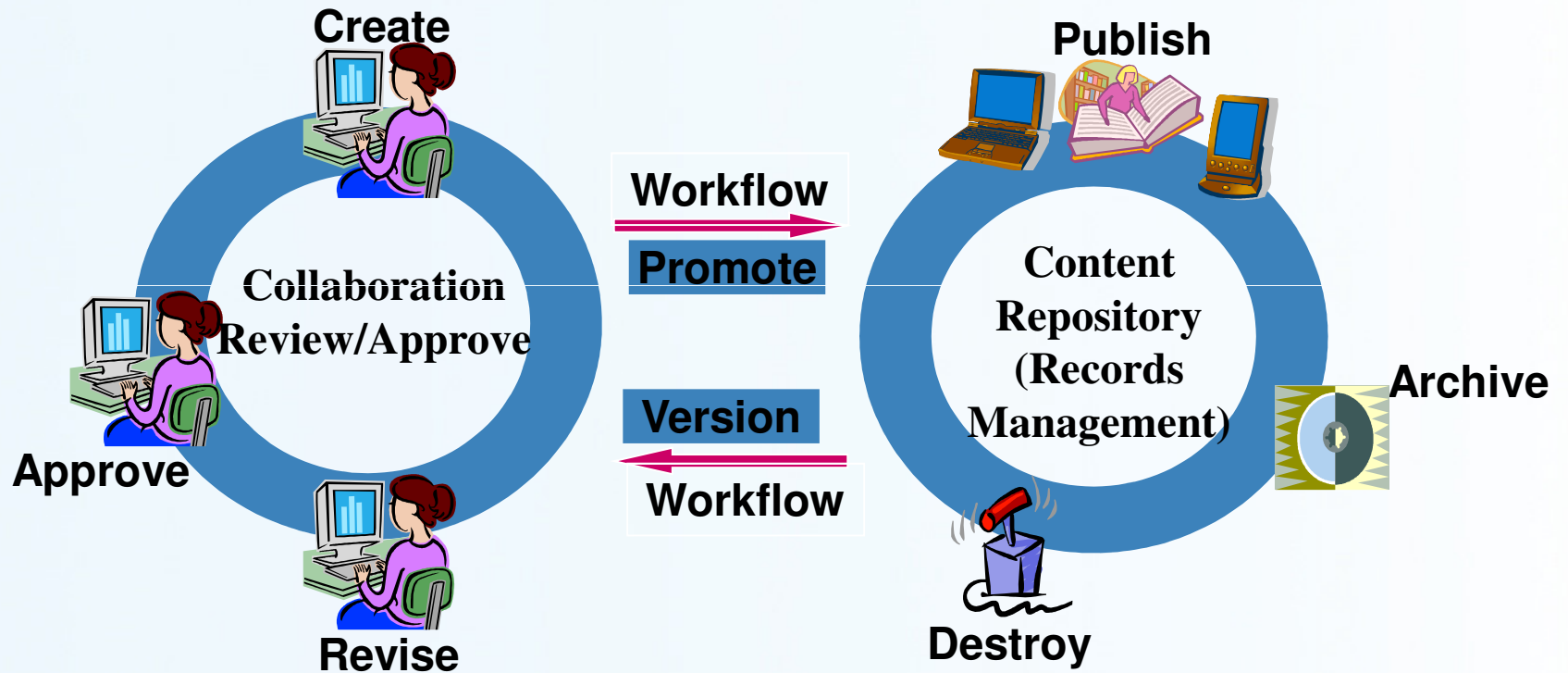
What's it all mean

Businesses today face greater competition than ever before...

- **Improve profits while enhancing operational efficiencies**
- **Fulfill the ever-changing requirements of government regulations**
- **Manage volumes of paper and electronic information**
- **Maximize the value of your current technology investments**
- **Enhance performance through the introduction of technology that enables optimized new business processes**



Content Lifecycle

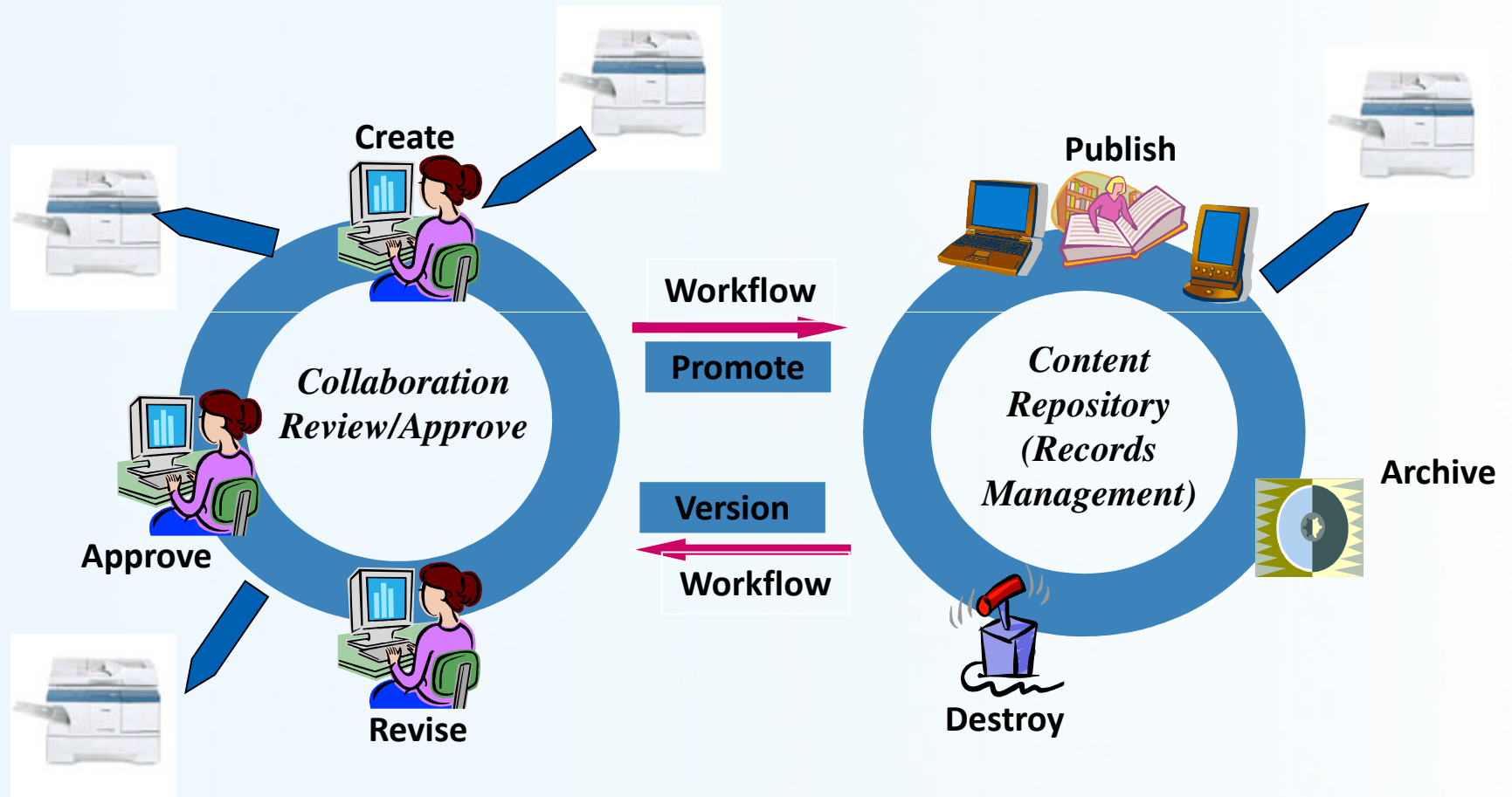


In association with:

Presented by:



The Information Highway

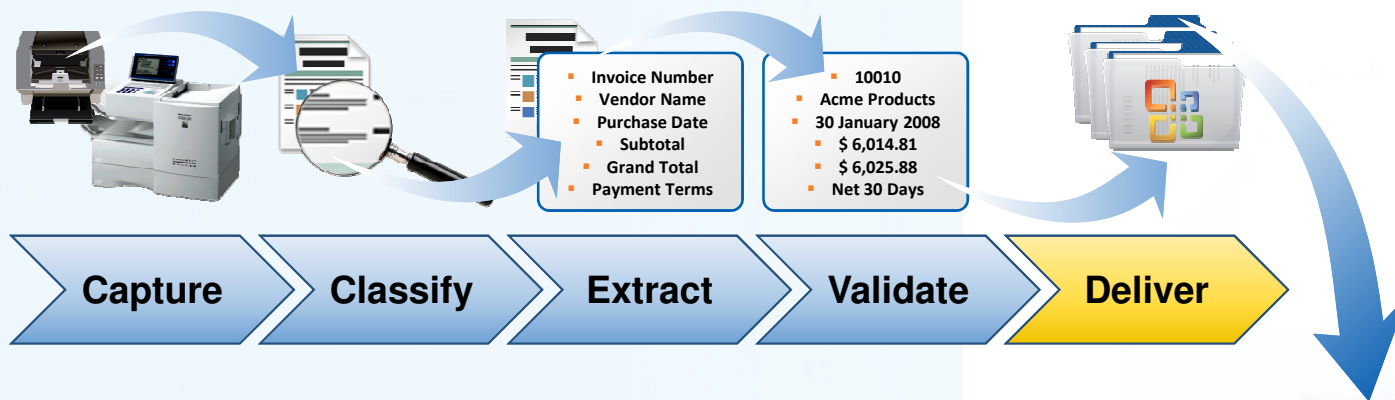


In association with:

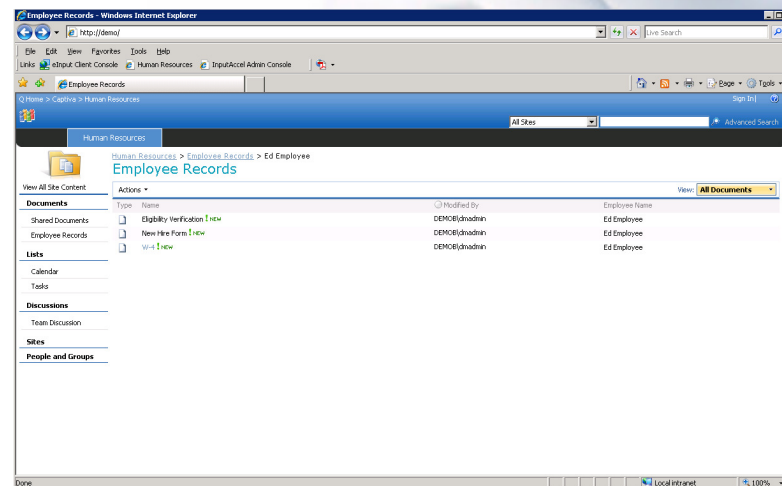
Presented by:



Capturing Documents to Microsoft SharePoint Repository

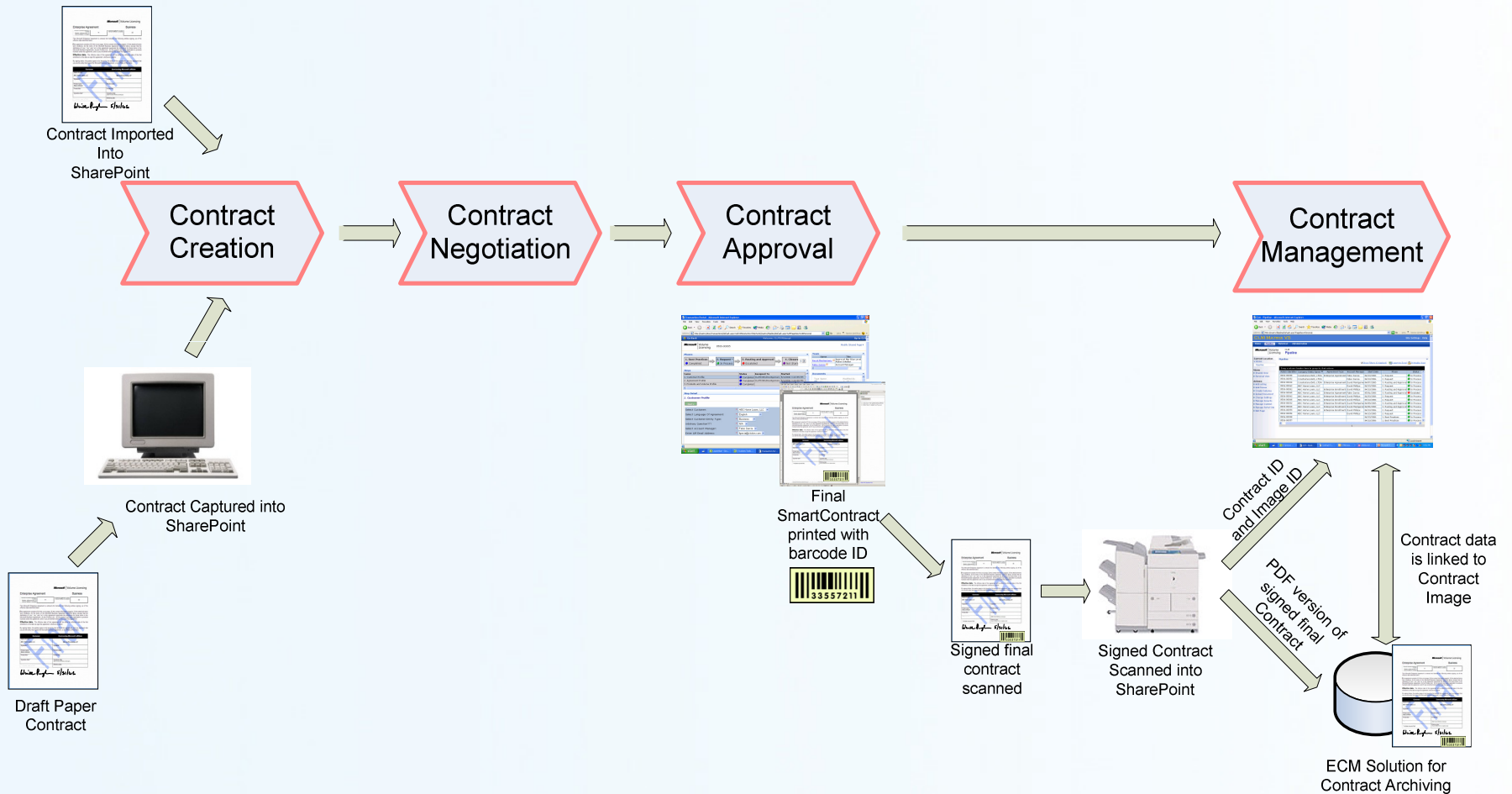


- Dynamically control where documents are exported
- Automatic naming of document file based on values
- Assign metadata values based on data captured
- Set comments when document is exported
- **Streamline content and collaborative business processes to improve productivity**
- **Quick and easy access to critical content equates to better decisions**



Microsoft SharePoint

Contract Management Example



In association with:



Building Intelligence into the 'Paper' Process

- Automate the capture process
- Assign document attributes at capture time
- Map the document types to the SharePoint folders
- Content authentication



Summary

- **Paper will continue to be a critical information source**
- **An ECM strategy must address ‘paper’ states**
- **Compliance will drive better management of paper**
- **Paper handling devices will include management capabilities**

In association with: