

Comprehensive Office Automation

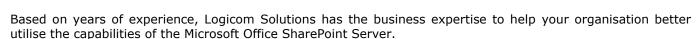
BUSINESS PROBLEM



In today's world, information management is the most integral part of an organisation's operations. Management of electronic and paper documents, emails and faxes can become burdensome for an organisation. Different types of documents are communicated to suppliers, customers, partners via fax, email and courier. Countless hours are wasted every year for content management, saving, retrieval and filing. Operational delays cause efficiency and productivity loses and the overall organisation's profitability declines.

Leverage your SharePoint investment!

SOLUTION



The inteliCapture Family of Products together with MS SharePoint Server provide the most comprehensive Enterprise Content Management Solution. Office productivity can be substantially improved, document quality can be safeguarded and the company disaster recovery position will be strengthened.

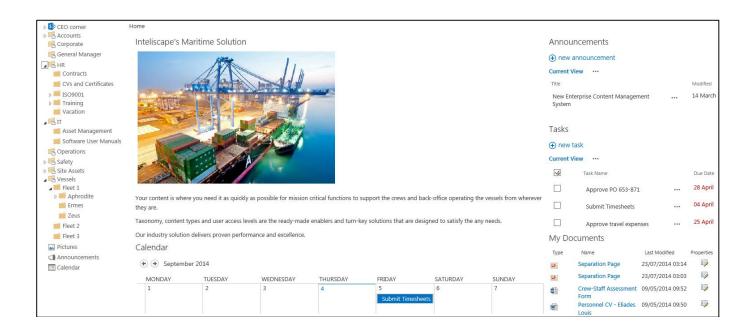
Manage your Business not Content!

Paper documents, electronic documents, faxes and emails are automatically filed into the MS SharePoint Document Libraries. Emails are automatically filed from MS Outlook into SharePoint Libraries. Paper documents are scanned, recognised and filed in SharePoint. Faxes are sent straight from your Inbox and saved into SharePoint.





OVERVIEW



inteliCapture Family of Products for MS SharePoint

File email Add-In for MS Outlook

Increases adoption of SharePoint for email and content management. Delivers instant 2-way access, both online and offline, to SharePoint libraries and lists – all from within Microsoft® Outlook®. Emails are automatically filed into SharePoint Libraries just with drag-and-drop into Outlook folders.

AutoFax Connector to MS SharePoint

Connect SharePoint to OpenText Captaris Fax Server. Send and receive faxes directly from your MS Outlook Inbox!

Faxes are automatically filed into SharePoint Libraries, at the appropriate folder.

Imaging and Recognition Extension for MS SharePoint

Paper documents are scanned, transformed into electronic format and automatically filed into the SharePoint Libraries. Each document type is recognized and filed under the appropriate Library Folder.

Work Flow Applications

Development of Workflow application for Business Process Automation

SharePoint Libraries

Based on our proven experience, we have prepared "fit for business":

- Tens of Library templates such as for Audit, Banking Corporate Services, Tax, Insurance, Ship Management, and others
- Tens of content types ready to manage critical information

All these on top of enterprise ECM features such as Versioning, Document Security, Collaboration, Search and other.