

# ENTERPRISE CAPTURE AND SHAREPOINT: A COMPLETE ECM SOLUTION



## PART 1: EXTENDING YOUR SHAREPOINT INVESTMENT WITH ENTERPRISE CAPTURE

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How do organizations continue to grow, enable employees and maintain a competitive advantage while controlling spending at the same time? By becoming more productive and leveraging what's already in place, namely, information and the ECM systems with which it's managed. Today, Microsoft SharePoint is considered one of the fastest growing ECM systems, and for clear reasons: it's secure, scalable, robust and easy to integrate into an existing infrastructure.

According to a recent AIIIM survey, 70 percent of major organizations use SharePoint. Of those organizations, 45 percent consider it to be one of their primary ECM systems, and for 37 percent, SharePoint represents their first significant implementation of ECM. What's driving this growth in SharePoint implementations? Companies are banking on its potential ability to enact a cultural change, one in which knowledge sharing among employees empowers more effective decision making and greater productivity — and all for a low TCO, please.

That's a tall order. SharePoint may be pervasive, but it's not without its challenges. When it comes to managing content in SharePoint, organizations voice concerns over the lack of control, low visibility and the quality of organization of their valuable information. Typical ECM solutions have five components: collaboration, document management, workflow, web content management and records management. SharePoint

addresses the majority of these aspects, but leaves imaging and scanning, a crucial element of document management, out in the cold. The AIIIM survey indicates that only nine percent of large organizations with SharePoint implementations currently use scanned images of documents in a workflow environment.

Paper isn't the only problem. Content can arrive at an organization's SharePoint implementation from a number of locations and in as many formats, such as paper, email with attachments, XML, or fax. All types of information need to get into SharePoint, where they are typically stored in a haphazard fashion that's an obstacle to locating and retrieving mission-critical information. To truly improve information sharing and leverage the productivity benefits that come with it, a SharePoint implementation has to be a comprehensive solution, connecting front-end content delivery to vital back-end processes. Users must be able to import information into SharePoint from a variety of sources, categorize it with minimal effort and use it to drive and accelerate downstream business processes.

Enterprise capture — the ability to capture, separate, classify and extract all types of information to enable document-driven business processes — enables SharePoint to address a wider variety of customer-facing enterprise solutions. By providing a consistent platform for delivering any content in any format into SharePoint, enter-



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Enterprise capture increases the return on investment of a SharePoint implementation. The enterprise capture solution makes it fast and simple to access vital business information, reducing the time and costs associated with manual tasks, improving data quality for better decision making and increasing productivity to deliver a significant ROI in as little as 12 months. By connecting front-to-back office processes, enterprise capture completes the solution and ensures that organizations get the most value from their SharePoint implementation.

In this series, we'll examine the elements of a successful enterprise capture solution for SharePoint, including how to deliver all information into SharePoint; how to categorize, extract and validate the information that drives the automation of business processes; and how companies have implemented enterprise capture with SharePoint to achieve a fast, measurable ROI. ◆



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