

InputAccel Connector for eCopy ShareScan

Leverage existing hardware to capture paper documents remotely

THE BIG PICTURE

- Unites existing digital copiers and multi-function hardware from multiple manufacturers
- Converts paper documents into digital files for easier compliance with regulations such as SOX, HIPAA, and FISMA
- Enables on-demand scanning while continuing to leverage standardized, centralized capture processes
- Delivers content into business systems supported by EMC Captiva InputAccel
- Performs “one touch” scanning with a point-and-click interface
- Creates an electronic audit trail and controls access to sensitive paper documents

Despite predictions of a “paperless office,” paper remains ubiquitous in businesses today: documents arrive daily from multiple sources, and they often contain critical business information. Handling paper documents is typically a manual process, which often includes shipping documents from remote locations to a central office for further processing. Compared to electronic methods, these manual processes are inefficient and costly, requiring significant time for organizations with operations across several locations. Implementing a distributed capture solution allows companies to streamline distributed manual paper processing, reduce costs, and accelerate business processes.

That’s why many businesses are turning to EMC® Captiva® InputAccel® Connector for eCopy ShareScan. It leverages the eCopy ShareScan support for a wide range of copiers, multi-function peripheral devices (MFPs), and other scanning hardware, and it unites and seamlessly integrates these devices with the InputAccel document capture platform, delivering content into business systems supported by InputAccel. And because document-imaging devices—such as standalone digital copiers and MFPs—represent a substantial upfront cost, InputAccel Connector for ShareScan allows companies to streamline their paper-based processes while leveraging their investment in existing hardware.

Reduce costs and accelerate document processing

Pairing InputAccel with ShareScan software allows paper documents to be scanned and indexed remotely from an MFP and delivered directly to the InputAccel server—reducing, and in some cases eliminating, unnecessary shipping costs. Converting paper documents to digital document images using InputAccel intelligent capture capabilities also reduces the effort and cost associated with manually pre-sorting documents and eliminates the errors often associated with handling paper manually. InputAccel identifies document images and export key information to a variety of back-end systems and content repositories such as the EMC Documentum® content management platform, EMC Documentum ApplicationXtender®, IBM FileNet Panagon, IBM Content Manager, Microsoft SharePoint Server, and others.

Deploy across multiple location with ease

InputAccel Connector for ShareScan is easy to deploy and manage across hundreds of sites and devices. Administrators are able to simultaneously update processes on the central InputAccel server and within all devices to ensure that remote office workers follow the latest process requirements for scanning and managing documents.

Using InputAccel Connector for ShareScan involves a few simple steps already familiar to remote knowledge workers. To initiate a capture process, workers place documents in a copier paper tray and select InputAccel on the intuitive eCopy ShareScan interface. User profiles are then authenticated and, based on their credentials, users are prompted to select an InputAccel capture process which contains the business rules for processing the scanned documents.

Ensure compliance with federally mandated regulations

Companies are now required to certify the accuracy and reliability of their records in order to be compliant with laws and regulations such as Sarbanes-Oxley Act (SOX), Federal Information Security Management Act (FISMA), and Health Insurance Portability and Accountability Act (HIPAA). Your organization can comply with these government mandates by implementing a joint solution from EMC and eCopy that allows you to automatically capture paper documents at the point of entry, store the images, and secure access to that information in a central content repository such as Documentum. You can then provide access to captured information to anyone in the organization based on defined permissions.

Guarantee MFP and copier compatibility

eCopy ShareScan is designed to work with a majority of the largest MFP and copier manufacturers such as Canon, Xerox, HP, Ricoh, Sharp, Lanier, and Toshiba. InputAccel/Connector for ShareScan leverages broad support of eCopy ShareScan to ensure compatibility with your current multi-function devices.



EMC Corporation
Hopkinton
Massachusetts
01748-9103
1-508-435-1000
In North America 1-866-464-7381
www.EMC.com

Take the next step

To learn more about streamlining paper-based processes to save time and leverage your hardware investments, visit www.EMC.com or call **800.607.9546** (outside the U.S.: +1.925.600.5802).