

ACCURROUTE MS SHAREPOINT INTEGRATION

- Create scan reservations
- Profile and scan directly into SharePoint libraries
- Leverage MS SharePoint interface menus
- Handle paper and electronic documents in the same process
- Decrease processing time



Omtool's acclaimed AccuRoute® document process automation platform streamlines the capture, processing, routing, and archiving of paper and electronic documents for organizations of all sizes. Omtool continues to produce innovative solutions that integrate with, and add value to, Microsoft products and technologies. Working closely with Microsoft software, we deliver our clients functionality that is tightly integrated with the **Microsoft SharePoint®** family of products.

Overview

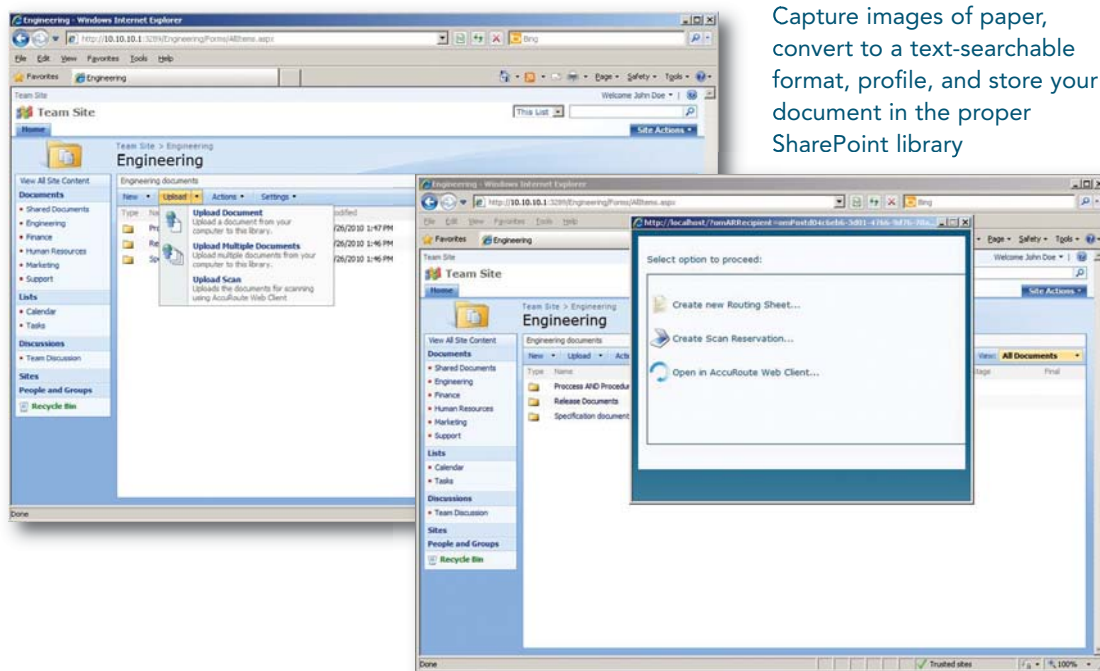
AccuRoute provides **Microsoft SharePoint** users with the ability to import hardcopy documents into SharePoint libraries. The process can be driven from the native SharePoint user interface using its screens and menus. The document scan can be accomplished using any digital multi-function peripheral (MFP) or networked scanner. The AccuRoute platform converts the scanned documents into text-searchable format (PDF or DOC), and then saves the resulting document into the proper SharePoint library, fully profiled and stored alongside other electronic content. Once imported, these documents can be located by browsing through the document libraries or using SharePoint's enterprise search capabilities.

One key advantage of AccuRoute's tight integration with **Microsoft SharePoint** is its simple and intuitive interface for users, making AccuRoute easy to use and understand. A user has the same experience for importing a hardcopy document as for importing an electronic document, minimizing the need to learn a new interface or application.

Features of AccuRoute for Microsoft SharePoint

- Accesses AccuRoute through the native SharePoint application screens and menus, allowing users to specify any metadata required to index or describe the document
- Minimizes the amount of time users spend scanning paper at an MFP or network scanner
- Tracks and stores an audit trail of document processing steps including routing transactions and proof of delivery up to final delivery
- Works with any network scanner or MFP, including environments containing mixed fleets of hardware (network-scanner, printer, MFP, fax machine, etc.)
- Integrates outbound and inbound faxing to SharePoint users through AccuRoute
- Provides a scalable, enterprise-class, server-based system

Capture images of paper, convert to a text-searchable format, profile, and store your document in the proper SharePoint library



AccuRoute Extensions for Microsoft SharePoint (Licensed separately from Omtool)

AccuRoute extensions for **Microsoft SharePoint** integrate directly with SharePoint to provide users quick and easy access to AccuRoute's document processing capabilities. Using these AccuRoute extensions, a user can access the AccuRoute "Import Scan" option from the command menus available in the SharePoint document library.

Omtool and Microsoft — Automating the Entire Document Process

Traditionally, paper and electronic documents have been maintained and managed using separate processes and systems. This presents a challenge when it is necessary to locate and retrieve paper documents quickly since these documents are often stored in distant warehouses with millions of other paper files and documents.

Omtool's AccuRoute solution makes it possible to manage the entire scope of paper and electronic documents through its integrated solution. AccuRoute allows for paper documents to be barcoded and scanned to create an electronic copy that is stored alongside the electronic content in **Microsoft SharePoint**.

Omtool, Ltd.

Your trusted partner for document process automation solutions. For more information, please visit our website or contact one of our solutions specialists:

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