ABBYY®

Maximize Your Investment in Microsoft SharePoint

Enhance Document/Data Capture and Streamline Workflows with ABBYY Solutions for SharePoint

More than ever before, it's critical to ensure that your valuable data is captured, stored and managed consistently. With Microsoft® SharePoint®, you've already invested in a world-class platform for your business processes. And with ABBYY Solutions for SharePoint, you can add essential document and data capture capabilities to streamline business-critical workflows, maximize organizational efficiency and reduce operating costs.

Documents Mix — ABBYY Solutions: Classification, Separation, Data Extraction, Single Entry Point — Invoices (Data PDF) → AP Workflow; Questionnaires (Data Image) → Customer Service; Contracts (Indexes PDF) → Legal Department Team site

Realize the Full Potential of Your Documents

Microsoft SharePoint is the leading software for enabling people to share business information and manage vital processes. And in today's ultra-competitive environment, you can gain even more by adding scanning and capture technology that increases access to information and reduces the burden on employees.

A major challenge is to implement systems and procedures that respond to the myriad of ways that business is conducted. Along with email and other electronic submissions, your company is still receiving paper documents that must be imported into your network.

You could have staff scan each document manually and hope that no content is lost or misclassified. They can also import incoming TIFF files and text-based PDFs individually and make decisions on how to process them. Or you could employ a trusted and reliable solution that complements SharePoint with automated document and data capture. ABBYY Solutions for SharePoint reduce manual operations, standardize workflows, increase business process efficiency and can trim your operating costs.

ABBYY Solutions for SharePoint Advantages

The solution is ideal for enterprises, companies and departments that

- Need to automatically bring paper and non-text-format documents into SharePoint
- Want scanned content to be fully searchable
- Wish to further drive workflow and process automation while making the most of existing SharePoint solutions
- Want consistency in how they capture, store and manage documents to enhance productivity and workflows
- Would like to facilitate a higher level of collaboration for personnel and departments through shared documents and business processes
- Currently use, or want to deploy, enterprise content management (ECM) based on Microsoft SharePoint

Built for Your Business

ABBYY Solutions for SharePoint increase document and data capture efficiency in virtually any workflow-intensive environment:

Accounting and Accounts Payable personnel can scan invoices, capture data automatically and initiate approvals through SharePoint. Businesses can take better advantage of discounts and eliminate the risk of fines and fees. The streamlined process frees up specialists for decision making, reporting and analysis.

Front Offices can scan all incoming correspondence, forms and other documents at the point of entry, index them and export to SharePoint. The files are automatically channeled to departments, initiating automated business processes while saving time and effort. Retrieval of archived documents via search is simplified, and collaboration is accelerated.

Human Resources administrators can better manage the secure scanning, import and archiving of sensitive employee records such as resumes and reviews. Digital files are available immediately as PDFs with metadata for precise searching. Routing and sharing capabilities are dramatically upgraded.

Legal Firms and Departments can automatically and accurately manage pleas, contracts, correspondence and other legal files. Approvals, searches for specific clauses, responses to discovery requests and compliance with industry regulations become more efficient. Records-retention programs, internal investigations and audits are also supported.

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ABBYY Solutions for SharePoint

Businesses are using ABBYY Solutions for SharePoint to:

- **Leverage existing SharePoint infrastructures** – Enhance functionality and value with advanced, automated document and data capture capabilities that meet real-world business requirements. Plus, deployment is easy because no additional training is required.

- **Standardize business processes for documents** – Administrators can create centrally defined document types and automatically capture the metadata needed to improve workflow efficiency, increase productivity and avoid errors.

- **Improve accessibility to data and documents** – Bring all paper documents into the corporate network and make them easy to locate via SharePoint and Windows® Search.

- **Reduce operating costs** – Decrease or even eliminate time spent on manual data entry; documents are available more quickly.

- **Promote collaboration** – Digital documents can be easily shared between co-workers and departments.
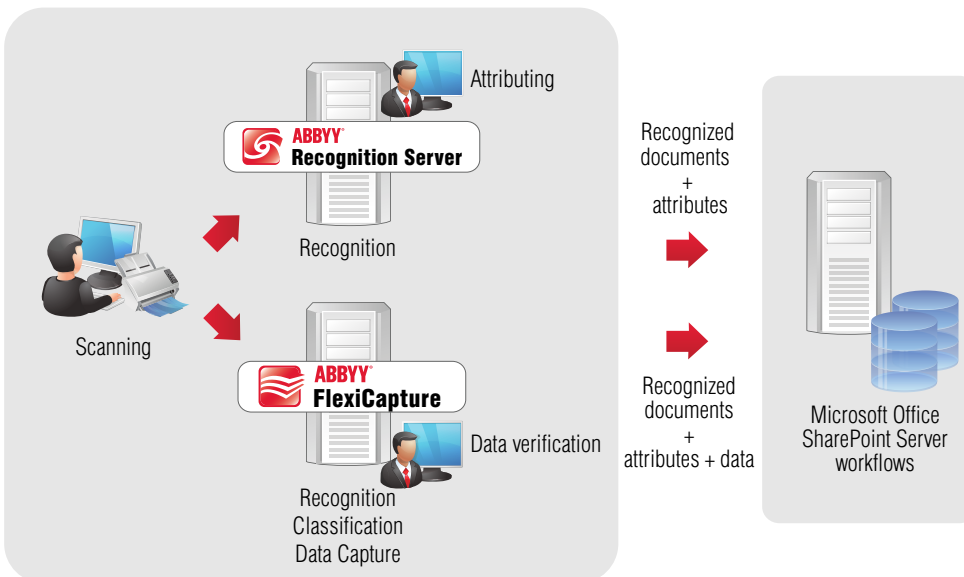
ABBYY IFilter Exposes Hard-to-Access Images to the Search Engine

If your archives include scanned and photographed invoices, letters, contracts and other business-critical documents, their content is invisible to Microsoft search engines – the only way to find them is to know the title.

But now, with the ABBYY IFilter companion module to Recognition Server, you can make these files visible and easily accessible in SharePoint and through Windows Search. The IFilter integration extends full-text searching to all files across your network, including TIFF, JPEG, PDF and DjVu documents, helping your employees find the information they need faster.

Attributing

ABBYY Recognition Server

Recognition

Scanning

ABBYY FlexiCapture

Data verification

Recognition
Classification
Data Capture

Recognized documents + attributes

Recognized documents + attributes + data

Microsoft Office SharePoint Server workflows

ABBYY Solutions for SharePoint Components

ABBYY Recognition Server® and ABBYY FlexiCapture® provide extensive capabilities for scalable, efficient scan-to-SharePoint solutions.

Recognition Server speeds and simplifies input processes by automatically converting any volume of paper documents into fully-searchable formats such as PDF. Processes for capturing documents are centrally managed by the administrator. And since it seamlessly integrates with SharePoint libraries, getting started is fast and easy.

FlexiCapture replaces manual document sorting and data entry with a single entry point to bring virtually any type of document or form, regardless of complexity, into your SharePoint business applications. With its easy-to-follow, standard process, it captures data and validates and indexes it based on automatic or customizable rules. Document files and accurate, searchable data are exported and available in SharePoint libraries immediately.

Learn More

Visit **www.abbyy.com/solutions/ sharepoint** for more details on the ABBYY Solutions for SharePoint. Or call ABBYY at 866.463.7689 for immediate assistance and to discuss your specific needs.

ABBYY® Recognition Server

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ABBYY® FlexiCapture® 10

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