

# Interwoven WorkSite MP – Kofax Ascent Capture Integrated Solution for Scanning and Imaging

With competitive pressures, productivity demands, and cost controls present in all organizations, there is a renewed focus on maximizing the efficiency and effectiveness of operations within the enterprise today. Achieving these gains in one critical operation — the management of paper documents — requires a new, turnkey approach. Front-office workers require on-demand access to all forms of documents to complete their work — processing a contract or transaction, launching a new product, managing a legal case file, delivering a services engagement, or responding to a customer inquiry — and to maximize business results. Accordingly, there is a renewed focus scanning and imaging of paper documents into electronic format for on-going management to achieve higher performance levels within an organization.

Interwoven, the leading provider of collaborative document management software, and Kofax, the leading image capture provider, have developed a tight integration between Interwoven WorkSite MP and Kofax Ascent Capture to allow front-office workers to accelerate their work through proper management of the spectrum of printed or fax documents in WorkSite MP's information repository. As a result, enterprises can enjoy the benefits of reduced document handling and storage costs, increased control and management of information, and dramatically improved access to electronic images and information.

## **Benefits of the Integrated Solution for Scanning and Imaging**

The integration acts as a bridge between WorkSite MP's information repository and Kofax Ascent Capture. Kofax provides the market-leading scanning and imaging software with highly user-friendly solutions that provides customers an easy-to-use graphical user interface along with broad administrative control tools to take complete control over their scanning projects. Interwoven provides the enterprise-class document repository for on-going management, robust metadata management, search, and reporting to enable the move to a paperless system.

### **Key benefits include the abilities to:**

***Streamline business processes.*** Scanned documents can be proactively routed to employees and partners thus allowing them to process or review the information more quickly. Further, as procedures and processes become more distributed, the risk of a single document being the failure point of an entire business is a growing, yet often unacceptable risk for many organizations. With Ascent Capture and WorkSite MP, companies can streamline the business processes and improve transaction cycle times through email notifications and automated workflow routing. One current customer is using the integration to bring 10,000 documents per week into the system.

***Improve the security of corporate information.*** Properly secured electronic documents pose a lower risk of misplacement or unapproved misuse. Sending documents through the mail, manually routing to someone's "inbox" for review, filing in an unsecure file cabinet, physically routing in a folder and the host of other stages that a physical document goes through is not an effective information security strategy. With stringent industry, regulatory, and legislative mandates around compliance and information security (including HIPAA, Sarbanes-Oxley, Graham-Leach-Bliley, SEC 17a-4, etc.), companies need to take appropriate precautions or risk non-compliance. Capturing paper information in electronic format where it can be properly managed, routed, and secured is the best way to start. The integrated solution has the leading document security model to provide complete security rights at the facility (e.g., division, department, project), workspace, folder, document, and user level to assure the protection of your critical information. Further, with WorkSite MP, complete retention rules and records management protocols can be assigned to documents, folders, and workspaces.

***Reduce costs.*** Given the high costs associated with recreating lost and/or misplaced documents; filing, retrieval and routing of physical documents; and physical and equipment needs that arise from storing

paper documents, organizations that adopt systems to manage documents electronically can generate a significant return on investment from improved process efficiency. Further, the increased control and protection of information in electronic format can lead to immediate and significant savings in a company's total cost of information management.

**Leverage existing infrastructure investments.**

WorkSite MP and Ascent Capture are hardware agnostic, with proven ability to run on over 300 hardware devices within the enterprise.

Features of WorkSite MP

- Multiple format options including TIFF IV, PDF, JPEG, and others
- Automatic routing to correct repository placement (specific workspace, folder)
- Metadata extraction via full-text optical character recognition (OCR) and automatic properties definition
- Automatic workflow and notifications initiation to appropriate parties upon file import
- Management of documents as records, with appropriate access and retention logic
- Hardware independent, works with over 300 devices
- End user access to information and images available through numerous interfaces, including our browser client, portlets for leading portal servers such as BEA WebLogic, Microsoft Office, MS Outlook, and Lotus Notes

## Getting Started

The Interwoven WorkSite MP — Kofax Ascent Capture integration comes with integration code and documentation to get your organization up and running. Visit <http://devnet.interwoven.com> to gain access to these items.

## Summary

Today's front-office worker must be able to efficiently manage and interact with a full range of physical documents — including information in printed files, faxes, and other paper documents. By scanning and imaging documents used throughout an organization, the integrated solution drives higher levels of performance and cost savings through reduced handling and storage costs, improved control and management of the information, as well as improved and simultaneous access to electronic images and information in order to improve efficiency and service levels. Whether used for deal management, new product introductions, engagement management, or corporate legal initiatives, companies can improve their performance and savings by capturing and imaging their paper files with Interwoven and Kofax.

## About Interwoven

Interwoven, Inc. is the world's next-generation enterprise content management (ECM) company. Interwoven's patented, award-winning ECM platform integrates the six pillars of content management: collaboration, e-mail management, document management, Web content management, digital asset management, and records management. Allied with the leading enterprise application providers, the Interwoven ECM platform provides complete, end-to-end, content management for more than 2,800 organizations worldwide including Air France, Citibank, Ford, General Electric, Jones Day, Pfizer, Procter & Gamble, and Yamaha.



## About Kofax

Kofax, a division of DICOM Group plc (LSE: DCM.L), is the world's leading provider of information capture solutions, according to research by Strategy Partners. Kofax products accelerate business processes and reduce their cost by collecting paper documents, forms and e-documents from throughout organizations, transforming them into retrievable information, and delivering it all into line-of-business applications, databases, and archives. The company's Ascent platform is the most popular information capture application worldwide, and its VRS (VirtualReScan) is the de facto standard for scanning productivity. Kofax products are widely used in finance, government, insurance, healthcare, and a broad range of companies and agencies that must capture critical business information from paper and electronic documents and forms.

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