ADDRESS THE CHAOS:
THE INFORMATION CAPTURE SPECTRUM

Information fuels your business – and access to that information is key. Is your information access impeded by physical file cabinets, unorganized network file shares and workers in the field with no means to upload new information? If so, take a step back, assess the information clutter and start building a strategy that allows your organization to capture all the scattered information into one, central content management system – where and when you need to. Consider the options listed in the chart below to help build that strategy.

ARE YOU RECEIVING IMPORTANT INFORMATION ON PAPER?

Central and outsourced scanning	Set up or leverage a central scanning operation or invest in outsourcing the scanning of incoming documents.
Distributed scanning	Establish scanning operations at branch/field offices. Allow employees to scan received documents at their desks, department MFPs or front-office locations.
Electronic forms	Replace paper forms and empower employees and external parties to complete forms wherever they are, on any device, and submit the information immediately.
Fax import	Import faxes directly into a content management system, without printing.

DO YOU HAVE INFORMATION SCATTERED ACROSS DISCONNECTED, ELECTRONIC SILOS?

Electronic file import	Import scattered electronic content from network share locations and desktops into a content management system.
Email import	Keep important emails and attachments alongside related content by importing emails – either automatically or on an as-needed basis – into a content management system.

IS INFORMATION STUCK IN THE HANDS OF MOBILE EMPLOYEES?

Mobile image capture	Empower field workers to upload images directly from a mobile device into a content management system for instant access.
Mobile information and signature capture	Leverage electronic forms on mobile devices to empower workers to gather information and signatures in the field.

DO YOU HAVE STAFF DEVOTED TO DOCUMENT SORTING AND DATA ENTRY?

Outsourced document indexing	Outsource document indexing, classification or quality assurance for a content management system instead of using internal resources.
Automated document classification and data entry	Use advanced capture technology to automate document classification and extraction of information. Leverage this technology to index documents in a content management system and update other information management systems.

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