

DOCUMENT CAPTURE  
FOR SHAREPOINT





## LIBREX SEAMLESSLY CAPTURES ALL YOUR DOCUMENTS, NO MATTER THE SOURCE, FORMAT OR LOCATION



### PAPER SCANNING

Simple and complete image processing features such as despeckle, deskew, repositioning, auto-contrast, barcode, OCR and more make Librex Capture a complete enterprise document scanning solution. Our Twain interface allows Librex to be used with most scanners from major vendors.



### VIRTUAL PRINTERS

Extremely fast and accurate Librex virtual printers will provide automatic document capture of all documents and reports generated by your ERP software or any other document printing source.



### FAX RECEPTION

Using a dedicated server, fax reception has never been easier. Librex will let you manage your fax reception. Select the documents that are relevant and, with a single click, send them to Librex for processing.



### ELECTRONIC DOCUMENTS

With the capacity to manually import electronic documents, Librex Capture provides you with a single solution for indexing your documents. After importing documents, they become viewable by our Capture Window (for native Librex formats) and you can index them as you would for scanned documents.



### AUTOMATIC IMPORTATION

When the volume of documents makes manual indexing impossible, Librex automatic document importation capability comes to the rescue. This module will let you automatically extract data.



### OFFICE DOCUMENTS AND EMAILS

Librex lets you capture all your MS Office documents –including Outlook emails– with the simple click of a mouse. Librex installs an add-in to your Office software allowing you to easily capture all MS Office documents.



### WEB SERVICES

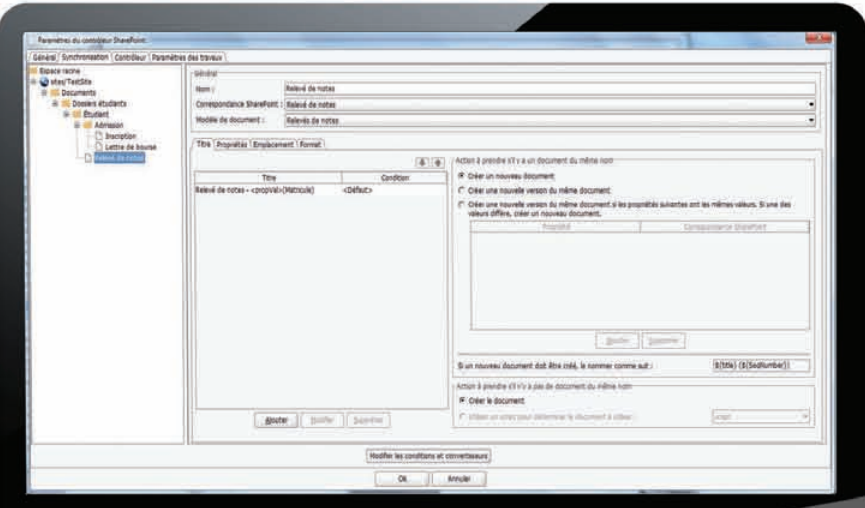
Librex Capture also offers you web services that allow you to integrate directly with your external application and to send content to Librex Capture. This way, you can leverage all Librex capture functionalities and avoid rebuilding them within SharePoint.

## LIBREX INDEXING AND PROCESSING

With Librex Capture, manual data entry is fluid and indexing your documents is easy and reliable. You are able to automatically extract or process data using state of the art technologies.

- OCR/OMR
- Barcode reader
- Data validation rules
- Java advanced scripts
- Validation with external system
- Capture workflow





SHAREPOINT CONNECTOR CONFIGURATION



SCANNING AND INDEXING



## SHAREPOINT INTEGRATION

Librex Capture is a complete and integrated capture solution for SharePoint. We have taken special care in designing our Librex-SharePoint connector to ensure reliability and performance.

- Automatic creation of content hierarchy and creation rules
- Automatic distribution of content through the hierarchy
- Automatic distribution of metadata at the desired level in the hierarchy
- Naming rules for content
- Versioning options
- Conversion to PDF/A or other types



## CAPTURE ALL YOUR DOCUMENTS, ANYWHERE, ANYTIME

Easily capture documents from multiple sources, extract data, index documents and transmit them to SharePoint. Reliable data is essential for the success of your business. This information is stored on documents of various types. Without a well-integrated capture system with SharePoint, many organizations struggle with manual processes; productivity is low and performance is inadequate. Because of these labour-intensive, error-prone processes, you lose valuable information and this affects your profits.

Librex Capture for SharePoint provides capture tools for multiple sources. This allows your organization to ensure all the important documents are captured using a common process. You can index these documents, no matter what their source is, using state-of-the-art extraction tools. Manual data entry is fluid and you don't have to train your personnel on different systems. This means simplicity and productivity for your business.

Your time and money investment in SharePoint is high. Librex will ensure that you maximize the value you get out of it. SharePoint is a first-class system; it requires first-class capture. Librex Capture for SharePoint is the solution.

### LIBREX CAPTURE FOR SHAREPOINT BENEFITS:

- Improve the return on your SharePoint investment
- Increase your productivity
- Capture all your documents from multiple sources
- Manage and control document capture processes
- Reduce manual data entry by using a complete set of automation tools
- Reduce maintenance by synchronizing SharePoint configuration with Librex Capture
- Capture either locally or remotely
- Automatically create your SharePoint folder hierarchy with simple or complex business rules

