



## White Paper: Microsoft® SharePoint® and Quillix™ Capture - a Winning Combination



## Microsoft SharePoint®

There is little doubt that the ECM market is being redefined by Microsoft SharePoint. Microsoft describes its newest release, SharePoint 2010, as “The Business Collaboration Platform for the Enterprise and the Web”. This release comes with hundreds of new features, including upgrades to collaborative content functionality, better metadata driven navigation, and a faster interactive search experience to name a few. With the new release of SharePoint 2010, more and more organizations are starting to jump on the SharePoint bandwagon. It has launched data collaboration and records management into the limelight, highlighted the importance of image and data capture tools, and turned ECM into an infrastructure play.

But we all know that SharePoint alone can't meet all of the ECM needs of an enterprise. Microsoft's strategy has always been to build platforms which satisfy the majority of common requirements but to leave open a pool of other requirements that are addressed by third-party products. In the case of SharePoint, it needs third-party applications to fill in a number of voids by supplying key ECM capabilities (such as data capture and transactional content management).

One requirement that SharePoint does not address is in the area of capturing paper documents. Paper documents need an efficient way to get into the SharePoint repository. This includes accurately building index data and correctly storing the documents within the associated SharePoint library. None of these tasks are handled out of the box by SharePoint.

This is where data capture products like Quillix Capture can help.

## Quillix™ Capture

As much as SharePoint is seemingly proliferating as a content management program, it is dependent on leading data capture applications like Quillix™ Capture to be able to on-ramp documents and data into it. Being able to easily and efficiently convert and index high volumes of paper products directly into SharePoint is critical. By combining a data capture application like Quillix Capture with a backend repository like SharePoint, you have a winning combination. You will be able to scan and capture documents, faxes, emails, and other electronic documents through Quillix Capture and then publish output files (images and recognized documents) directly to a Microsoft Office SharePoint Server library.

As a browser based capture application, Quillix Capture allows resources in your organization to capture information at their desktop or on the other side of the world. A single Quillix system can provide for both distributed and centralized capture simultaneously with flexibility, ease-of-use, and a low total cost of ownership that is unequalled in the industry. Quillix Capture works seamlessly with a number of applications, including Microsoft SharePoint. By combining a data capture engine like Quillix Capture with a backend repository like SharePoint, you can have a winning combination.

## About UFC Inc.

UFC Inc is a consulting, integration and solutions firm preferred by clients in the Oil and Gas Industry for our quality, innovation and integration expertise. UFC provides data capture, enterprise content management software, support and integration services - based on a flexible architecture and common set of applications for collecting, classifying, retaining, migrating, securing and accessing information – all at the lowest cost of ownership.

Unlike vendors that deliver generalized ECM products with centralized or consolidated architectures, or support few applications and data types, UFC delivers the most comprehensive solution, specifically tailored for the customer. The distributed nature of the solution along with UFC's extensive expertise and unique approach makes it ideal for the Oil and Gas company with remote offices that have limited storage space, minimal IT infrastructure or technical support. Remote locations realize significant improvement in operational efficiencies, improved collaboration, a reduction in storage costs - without sacrificing centralized control or visibility of information. From capturing personnel information such as fuel cards and human resource forms to capturing and storing engineering drawings and correspondence, UFC provides the Oil and Gas industry the ability to reduce paper transaction costs while increasing their data processing efficiencies.

Call us today to find out how we can help your organization at (248) 447-0100 or email us at [sales@ufcinc.com](mailto:sales@ufcinc.com).