

KwikTag® and Microsoft SharePoint



KwikTag document imaging compliments Microsoft SharePoint and its core business objectives by allowing you to capture and store paper. Simply put, KwikTag and SharePoint provide access to the information you need.

NOTE: KwikTag's SharePoint integration is compatible with Microsoft Office SharePoint Server (2007).

Business information sources are constantly evolving and increasing, resulting in more types of data stored in more places. It has become a difficult and time-consuming process to retrieve information from multiple systems using different search techniques. Adding to the complexity, physical filing cabinets are still the predominant means for storing paper documents. The loss in productivity continues to increase and it is unclear to the knowledge workers if their information is complete and accurate.

ImageTag recognizes this challenge and provides a unified solution for companies that have adopted SharePoint for enterprise content management.



KwikTag and Microsoft SharePoint work together to simplify the way you manage paper.

When you implement KwikTag, you leverage native SharePoint components:

- **Content Management (ECM):** Includes document management, records management and workflow.
- **Search:** Includes security that allows users to see information they need to access.

When you deploy KwikTag, you have the option to take advantage of the native components plus the rich functionality of SharePoint to make scanned images and electronic documents available to the enterprise.

- **KwikTag supports your existing business workflow.** Whether a document originates in your ERP solution or in another department or location, scanned images are accessible in SharePoint and in KwikTag's own built-in repository. KwikTag leverages the inherent workflow and business process automation available in Microsoft Office SharePoint Server (MOSS).
- **KwikTag exposes and disseminates searchable content across the enterprise.** Move scanned and other electronic documents to SharePoint and give other users and departments access to captured information, when and where they need it.



Microsoft Office SharePoint Server 2007

How Does it Work?

KwikTag and SharePoint work together to simplify the way you manage paper.

Whether you are capturing documents from KwikTag or another line of business application, meta data and the associated images are mapped and delivered to SharePoint sites and document libraries. For example, invoices and resumes go into AP and HR document libraries respectively.

KwikTag enhances the value of your investment by automatically publishing documents to SharePoint. Once documents are delivered to SharePoint, your team can leverage the rich functionality available to them.

Figure 1.0 demonstrates how KwikTag supports multiple sites and maps data from the site level to the field level. KwikTag files your GP or NAV documents in SharePoint and makes them available for fast and easy retrieval.

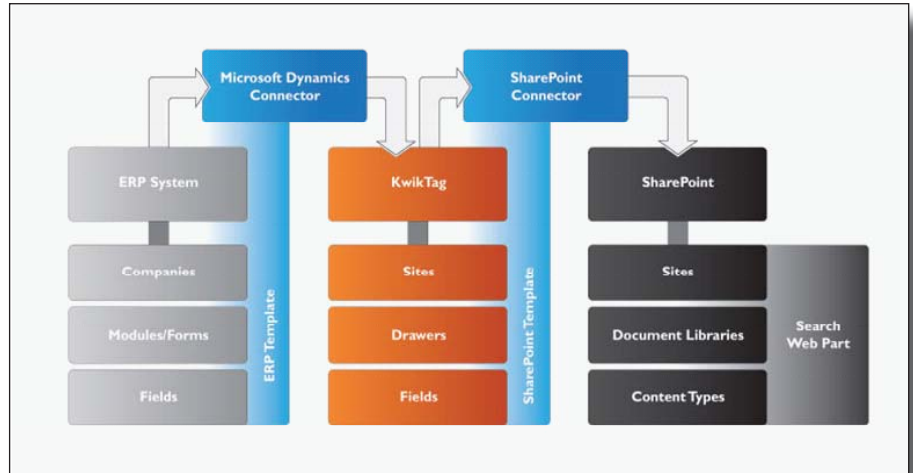


Figure 1.0

KwikTag, SharePoint and Microsoft Dynamics®

When you introduce SharePoint, you extend your total ERP functionality. KwikTag for Microsoft Dynamics already allows you to file, retrieve and search documents related to transactions, records or cards. Figure 2.0 shows how the KwikTag Web Part for SharePoint provides complex searches against filing information and document content.

When you store documents in SharePoint, you extend access to business critical documents regardless of the system that was used to capture them. This functionality allows workers from across the organization, with appropriate permissions, to find and retrieve documents from a single and familiar interface --- SharePoint.

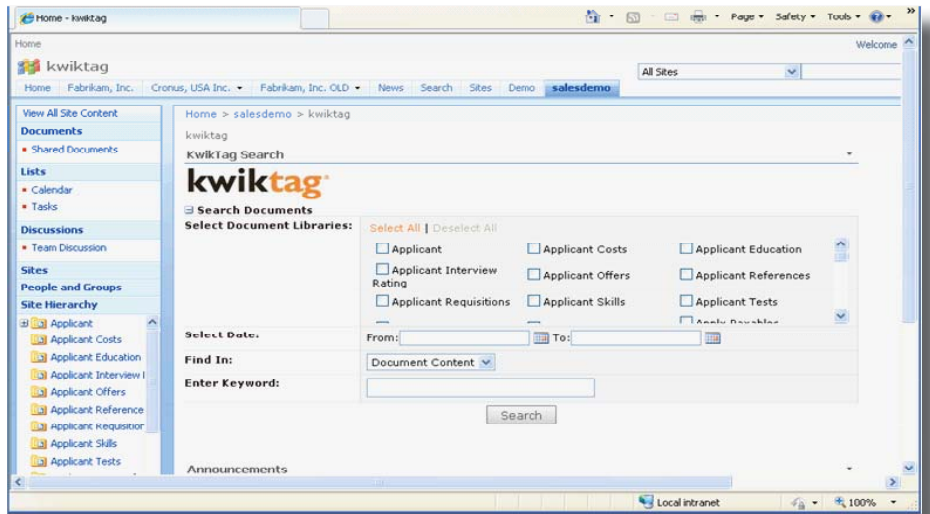


Figure 2.0

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