

# HP Document Management Solutions

HP and EMC Documentum



Success in every business means reducing costs and improving operational efficiencies. To achieve these goals, organizations are increasingly turning to document management solutions, moving from paper-based systems to paperless, electronic environments.

Business is driven by information. In today's challenging environment, organizations struggle to manage and protect their critical documents. Timely access to information and its efficient delivery is crucial to business success. However, current paper-based business environments are burdened with extreme costs, inefficiencies, and regulatory and compliance risks.

It's never been easier to transform your paper-based system into a paperless environment. Converting to an electronic information system:

- Improves business workflow and productivity
- Provides quick, unlimited access to all your information
- Reduces the costs associated with time-consuming paper processes
- Enables compliance and minimizes risk

"We've been able to realize significant savings by lowering our mortgage processing time. Before the implementation of an HP/EMC Documentum document management solution processing was taking an average of 55 days from start to finish, and today we average 17 days—a reduction of almost 60 percent! This has enabled us to handle a higher number of loans because we process them almost two times faster than any competitor in our local area. We are seeing an increasing percentage of return customers because they are so satisfied with our efficient services."

Ante Turcinov, Union Capital Mortgage

## Solutions highlights

### HP capture devices

- HP provides a full line of document capture products from HP LaserJet MFPs to networked HP digital senders, to PC-connected HP Scanjet dedicated desktop scanners. These devices act as automated "on-ramps" into the content capture and management solution. Integration with HP AutoStore allows for maximum flexibility, and easy manageability of devices from the HP AutoStore server.


### HP AutoStore

- HP AutoStore captures electronic files and digitized documents, processes the information as required by your unique workflows and routes it to ApplicationXtender through a seamless integration with the application. A flexible and intuitive "drag and drop" interface allows you to manage all of your capture devices' front panels from the HP AutoStore server to make indexing easy and intuitive. HP AutoStore supports extensive processing capabilities such as bar codes, forms and image enhancement.

### EMC Documentum ApplicationXtender

- ApplicationXtender allows you to quickly create an "electric filing cabinet" for information, enabling the secure organization and delivery of images, documents, reports and other business-critical information throughout your enterprise. It provides fast, easy access to information from a universal desktop interface—enabling greater control over business documents, enhancing decision-making while providing organizations a competitive advantage over their peers.





Streamline business processes and enhance information workflows with HP AutoStore and EMC Documentum ApplicationXtender—working together to provide a unique document management solution.

**The document capture and management solution you need**

Together HP AutoStore and EMC Documentum ApplicationXtender provide a reliable document capture and management framework, giving you increased access to business information—for a reduction in costs and more productive workflows.

Businesses experience a constant challenge in managing and accessing the volumes of documents that are generated each day, including e-mails, faxes and a host of other materials. In addition, information is stored in a variety of ways and in a variety of locations, making it difficult to find the right document at the right time. Complex paper-based systems result in ineffective, time-consuming and costly business operations.

With the HP AutoStore/ApplicationXtender solution, you can retrieve documents quickly and securely, and control information access. Automating manual paperwork processes accelerates business workflows, while reducing administrative and labor costs and ensuring compliance with government and industry regulations. And electronically processing and archiving documents saves valuable storage space and decreases physical storage costs.

**A superior document management software**

EMC Documentum ApplicationXtender provides fast, easy access to information from a universal desktop interface—enabling greater control over business documents, enhancing decision-making, increasing customer service levels and improving productivity. It delivers an integrated suite of document management, computer output to laser disk (COLD), enterprise reports management (ERM) and workflow services—all built upon a central information repository. It allows you to quickly create an “electronic file cabinet” for information, enabling the secure organization and delivery of images, documents, reports and other business-critical information throughout your enterprise.

ApplicationXtender is a .NET Windows software package that organizes, manages and quickly delivers fixed content to end users through standard desktop clients, Microsoft® Internet Explorer and Netscape Navigator. It is designed to support organizations faced with compliance requirements (e.g., HIPAA, Sarbanes-Oxley, 21 CRP Part 11). It also allows administrators to declare, safeguard and access records, and cost effectively archive or destroy them according to system-enforced, DoD 5015.2-certified rules.

Best of all, it is easy to use. ApplicationXtender provides a complete set of tools that allow administrators to rapidly build and deploy workflow maps so that end users can be more responsive, well-coordinated and efficient with day-to-day business processes. With ApplicationXtender, organizations can map the value of information stored within this repository to the most cost effective storage by creating policies that automatically move infrequently accessed data from primary storage to the most appropriate secondary storage device (e.g., HP disk, tape, optical), while ensuring that end users continue to seamlessly access their information.

**HP AutoStore**

HP AutoStore enables specific HP devices to digitally capture, process and route paper-based data and electronic content to multiple destinations, specifically document management systems like ApplicationXtender. As the integration middleware between HP capture devices and ApplicationXtender, HP AutoStore processes documents and offers optimized routing functionality that integrates directly into your document management process. HP AutoStore facilitates the delivery of multiple file formats, including PDF and XML, from multiple sources including desktops, scanners, MFPs, digital copiers and even e-mail files.



## HP AutoStore's simple interface and automated integration make day-to-day workflows more efficient.

HP AutoStore easily enhances the capabilities of the ApplicationXtender electronic information repository. Through the use of HP AutoStore you can:

- Extend the capabilities of HP hardware products to capture, process and route content
- Develop dynamic folder path creation that enables the path to be set at runtime
- Integrate HP capture devices (customization of supported HP device panel metadata/index fields with soft keys) directly into ApplicationXtender
- Handle documents in a wide variety of formats, (e.g., PDF, TIFF, JPEG, PCL and bar codes)
- Concentrate on processing information (create menus and submenus) rather than routing it
- Enhance the efficiency of business workflows as information can be accessed from anywhere in the desired format
- Minimize the need to deploy disparate technologies for document management
- Be up and running easily—only needs a client desktop of ApplicationXtender to be installed on the HP AutoStore server



### Document capture devices

HP offers a full suite of document capture devices, compatible with HP AutoStore and designed specifically for your paperless business environment. Specific HP devices that support document capture at various levels in your organization include:

#### Department/production level

- HP LaserJet 9000/9060mfp Multifunction Product
- HP LaserJet 9040/9050mfp Multifunction Product
- HP LaserJet 9055/9065mfp Multifunction Product
- HP Color LaserJet 9500mfp Multifunction Product

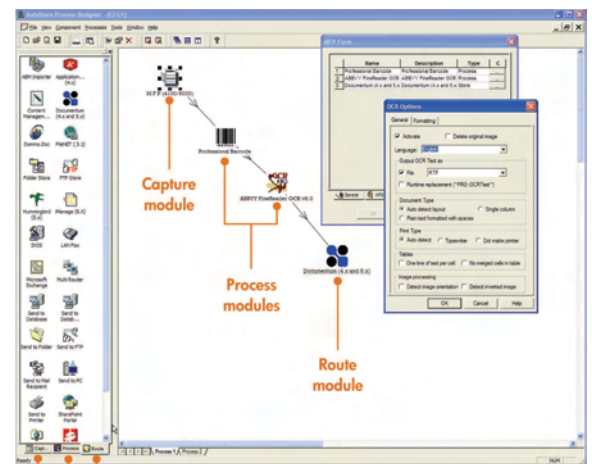
#### Workgroup level

- HP LaserJet 4100mfp Multifunction Product
- HP LaserJet 4345mfp Multifunction Product
- HP Digital Sender 9200c

#### Individual/small work team level

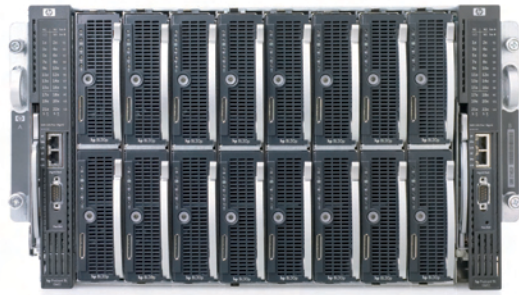
- HP Officejet 9130 All-In-One
- HP Scanjet 8250/8290 Digital Flatbed Scanner

### HP AutoStore screen capture



Capture, Process, and Route tabs

HP Proliant BL Server—one of many HP server and storage products



“By implementing a comprehensive digital capture solution with the HP LaserJet 4100mfp devices and HP AutoStore software, the company will conservatively save in excess of \$200,000 per year.”

Evan Ahern, CIO, Ahern Rentals, Inc.

## Count on award-winning support for both HP AutoStore and EMC Documentum ApplicationXtender.

Support services for this content capture and document management solution include:

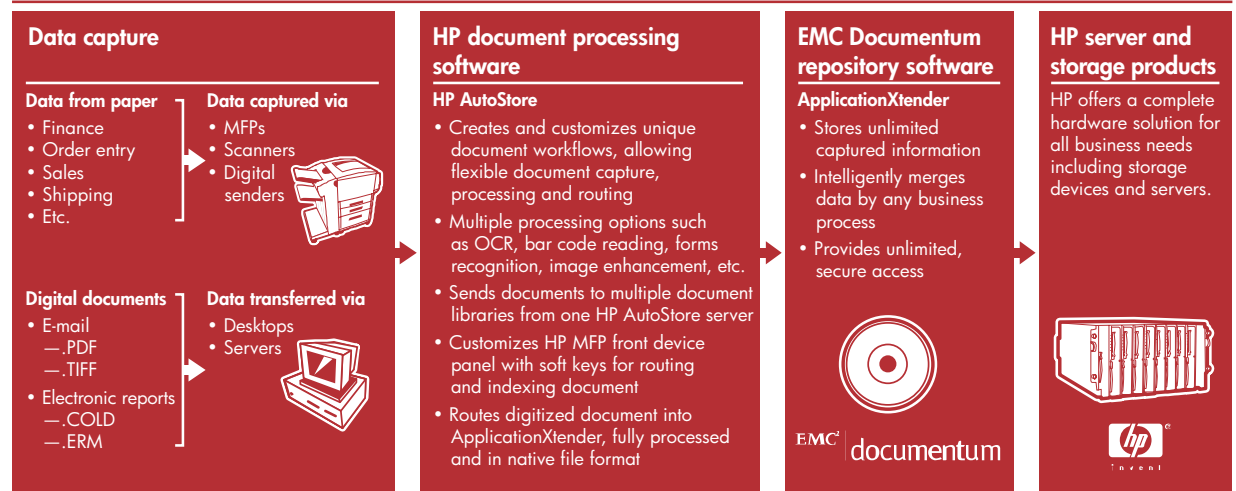
- A toll-free number that provides access to HP customer support representatives for complete support of HP AutoStore and ApplicationXtender
- Major and minor upgrades for future releases and ongoing access to patches
- Support and maintenance to keep the environment current and trouble free

You can order a one-year HP Care Pack for these services directly through HP or through your HP authorized reseller. For more information, go to [www.hp.com/hps/carepack](http://www.hp.com/hps/carepack). For an HP Support Services contract, contact your HP sales representative directly.

### Summary

Go paperless. Get the complete content capture and document management solution with HP AutoStore, EMC Documentum ApplicationXtender and your mix of HP capture devices.

### Distributed document capture system



### Take the next step.

Contact your HP representative to engage a document management expert to assess your needs and make recommendations, or go to: [www.hp.com/go/documentcapture](http://www.hp.com/go/documentcapture) to find out more.

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For more information on HP Document Management Solutions visit  
[www.hp.com/go/documentcapture](http://www.hp.com/go/documentcapture)

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