



**HIT PRINT**  
INTELLIGENTLY

## SAVE TIME AND MONEY— DIGITIZE YOUR WORKFLOW

### HP and Hyland Document Capture and Workflow Solution

Streamline paper-based processes by turning hard-copy information, handwritten documents, and digital files into readily accessible data, using the HP and Hyland Document Capture and Workflow solution. Hyland's OnBase end-to-end enterprise content management system captures electronic and paper-based information digitally, and then routes and stores it in a secure, easy-to-access library. Solutions are simple, effective, and offer all the tools you need to slash print costs and keep your data secure.

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#### What if you could...

**Leverage** your existing HP MFPs to integrate paper-based information into electronic workflows and your business applications?

**Empower** employees to make better, faster decisions with a complete view of all documents and data—right at their fingertips?

**Increase** accuracy and reduce costs, using automated OCR and redaction technology?

**Deliver** paper-based information to more people, in more places, and in more ways by using devices and applications they already own?

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#### Solution at a glance

Using HP multifunction printers (MFPs) and OnBase, Hyland's award-winning document management and workflow suite, employees can easily scan documents and securely store data by simply pressing the HP Connect-to-OnBase button located directly on the HP device.

#### Solution features

On HP MFPs, OnBase captures and transforms scanned documents into digital images that are routed to a secure and centrally managed repository. OnBase then uses optical character recognition (OCR) technology to automatically optimize and index the data, making it easily accessible to colleagues, applications, and devices located anywhere in the organization.

For institutions requiring redaction in confidential records, Automated Redaction expands the capabilities of OCR technology within OnBase, using predetermined parameters to hide information (such as Social Security Numbers, account numbers, and addresses). Redaction is data-based, so it remains in place even if the page is rotated, creating a faster process with less room for error.

The HP and Hyland Document Capture and Workflow solution makes it easy to leverage existing IT investments, saving time and reducing costs. OnBase integrates with a variety of business application software packages and personal productivity platforms that employees are already familiar with, and it gives them instant access to documents they need.

The HP and Hyland Document Capture and Workflow solution helps improve business processes by:

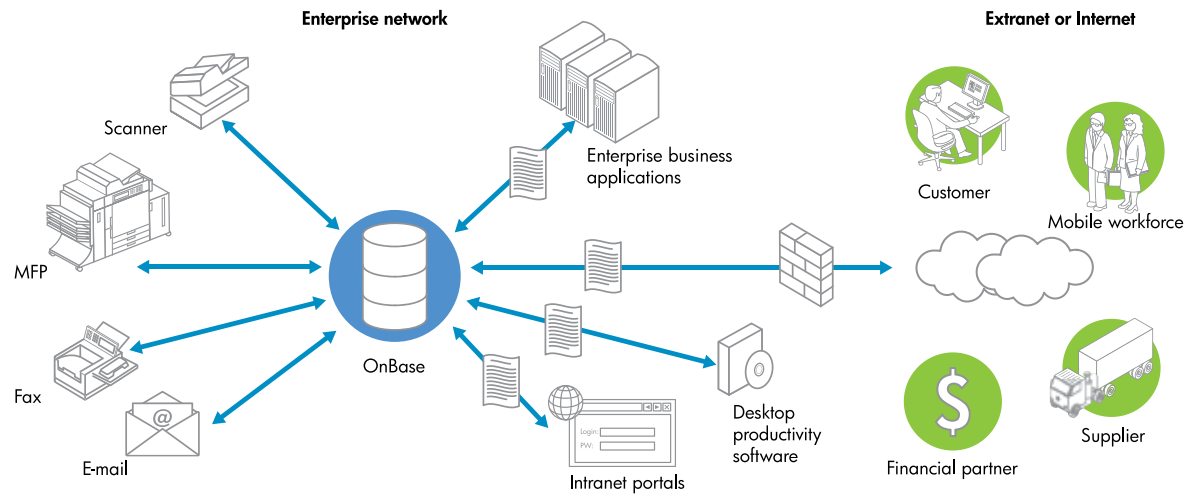
- Integrating OnBase with any line-of-business application without custom coding
- Creating sophisticated workflows from more than 200 preconfigured rules and actions
- Achieving results quickly, one department at a time, without losing sight of enterprise objectives
- Reducing manual labor, while increasing accuracy with OCR and Automated Redaction

## HP and Hyland at work

A billion dollar holding company needed a shared accounts payable process for its 70 locations. Each year, more than 600,000 invoices were handled manually, with each location using its own time-consuming systems.

OnBase software combined with the existing Oracle E-Business Suite financial application proved to be the perfect solution. It allowed paper invoices to be scanned and processed electronically, which meant just ten accounts payable specialists could service all 70 locations—saving the company \$1 million annually.

Figure 1. HP multi-function products connect with OnBase content management and workflow software to automate paper-intensive business processes and then make the information accessible from existing applications and devices.



### Why HP?

HP is recognized as a global leader in imaging and printing solutions for large organization. HP offers technical expertise, and reliable products and solutions sets, that allow customers to benefit from:

- Consulting services, including procurement, installation, management, and support that can be customized to enhance your organization's effectiveness
- Relationships with industry-leading solution providers
- Powerful solutions to optimize your environment, improve the bottom line, and reduce your environmental impact

### Get started

Contact your local HP representative to:

- Set up a workshop with HP to assess your specific business needs.
- Establish a plan to implement the best solution for today and into the future.
- Identify an environmental approach that can help your company save money.

To learn more about HP Access Control Express, visit [www.hp.com/large/ipg](http://www.hp.com/large/ipg).

### HP three-part approach

HP works with you to assess, deploy and manage an imaging and printing environment tailored to meet your business needs, while helping you reduce costs, conserve resources and simplify document-intensive processes. HP's three-part approach:

#### Optimize infrastructure

HP can help you achieve a balance between your total cost of printing and your needs for user convenience and productivity.

#### Manage environment

Working together, HP can help you maintain your optimized infrastructure while improving business efficiency and tightening security.

#### Improve workflow

By streamlining your document-intensive processes, HP can help you deliver a more efficient environment for capturing, managing, and sharing information.

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