

GOT PAPER? GOT SHAREPOINT?

Do you have manual processes?
Need to improve business processes?
Need to implement compliancy procedures?

Attend this **complimentary** workshop which will cover the complete Life Cycle of a document from hardcopy creation to the SharePoint repository to document/records management.

Date: Nov 18, 2009

Hours:
8:30am - 2:45 pm (lunch included)

Location:
Microsoft, Chevy Chase Office
5404 Wisconsin Ave
Chevy Chase, MD 20815

RSVP:
info@docpointsolutions.com or
301-490-7725 (seats are limited)

Objective: Provide information workers with an opportunity to learn the complete document lifecycle using technologies and services provide by industry experts, Microsoft, and its certified partners .

Benefits: Increased productivity, streamlined efficiencies, and cost reduction.

Topics: There will be four individual briefings. These briefings will have subject matter experts from Fujitsu, Microsoft, KnowledgeLake, Nintex, Quality Associates, and DocPoint Solutions who will discuss various tools, utilities, and processes.

Briefing 1: Difference between backfile conversions and day forward solutions

Briefing 2: Review techniques and features of scanning and capture solutions

Briefing 3: Recognition / validation tools and techniques

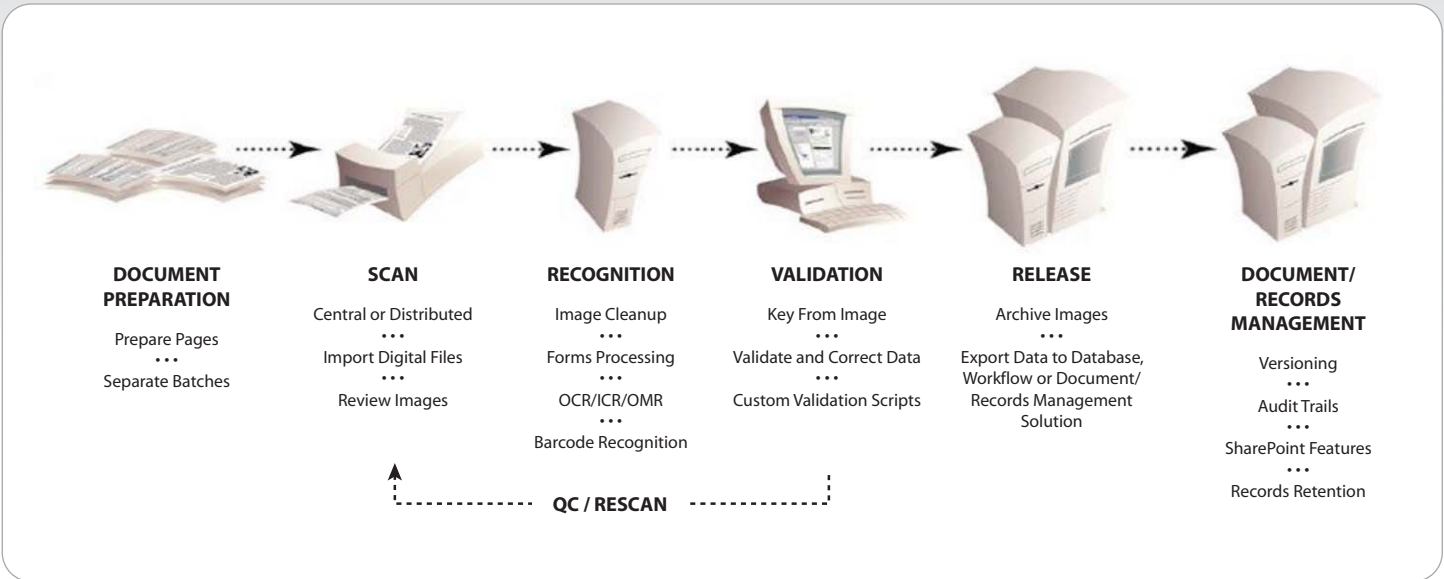
Briefing 4: Document management and records management solutions

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Meet Our Experts:



BRIEFING #1

Paper Processing

- Backfile / Day Forward
- Preparation
- Separation
- Batch processing

Participants will Learn:

- Considerations in backfile and day forward solutions
- Steps to prepare documents to scanning
- Using separator sheets
- Options in batch scanning

30 Minutes

BRIEFING #2

Scanning / Capture

- Selecting the correct device
- Operation Procedures
- Capture software

Participants will Learn:

- Scanner selection
- Capture software
- Rescans
- Metadata
- Image cleanup
- Release
- File Types

45 Minutes

BRIEFING #3

Recognition / Validation

- Types of recognition
- OCR/ ICR
- Bar codes
- Methods of validation

Participants will Learn:

- Methods of extracting data
- Indexing / Keying
- Validating data
- Database look up
- QC
- Release to SharePoint

45 Minutes

BRIEFING #4

Document / Records Management

- SharePoint features
- Document management
- Content management
- Records retention

Participants will Learn:

- Document management features in SharePoint
- Information rights management
- Records management implementations

105 Minutes

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