



Finally, a Complete Document Capture Solution Designed Exclusively with the Needs of the Line of Business Owner in Mind

Overview: CAPSYS CAPTURE™ for Microsoft Office365 SharePoint

The CAPSYS CAPTURE Microsoft Office365 SharePoint (Online or On-Premises) QSX release module copies document images, eDocuments, meta data and other content types from CAPSYS CAPTURE into the Office365 SharePoint repository.

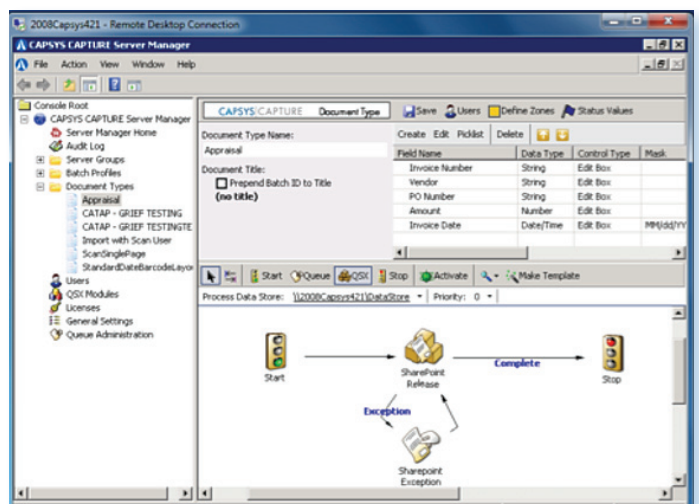
MICROSOFT Office365 SHAREPOINT

Microsoft's Office365 SharePoint makes it easier for people to work and collaborate together. Using Office365 SharePoint your organization's personnel can set up websites to share information with others, manage documents from start to finish, and publish reports to help everyone make better decisions throughout the entire organization.

CAPSYS® provides the most cost-efficient platform to capture content using distributed or centralized methods using only a web browser. CAPSYS CAPTURE converts the content into structured electronic information, all while adhering to your organization's business processes, compliance and records management policies, validating that content and delivering it to your Office365 SharePoint libraries.

CAPSYS CAPTURE QSX Integration with Microsoft Office365 SharePoint

CAPSYS CAPTURE captures and delivers various information types into Office365 SharePoint repository, enabling organizations to automate document-driven business processes, resulting in a reduction in operational costs, increased productivity and a rapid ROI. CAPSYS CAPTURE's role in the Office365 SharePoint infrastructure is to manage an enterprise-wide data and document capture process, which begins with scanning in paper-based documents or importing faxes, emails, attachments and other forms of electronic documents. CAPSYS CAPTURE uses a unique business process engine complete with a visual (graphical) workflow designer and flexible processing queues to allow people to work together across the world, streamlining mission-critical business processes such as Admissions, Accounts Payable, Human Resources, and many others. And, CAPSYS does it in the most accurate, timely and cost-effective manner.

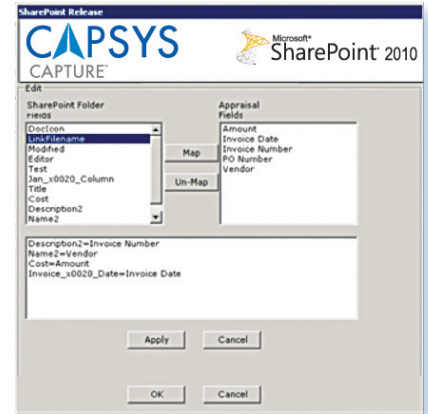


CONFIGURATION AND DEPLOYMENT WITHOUT PROGRAMMING!

CAPSYS CAPTURE Quick Server Extension (QSX) for Office365 SharePoint works similarly to any other CAPSYS QSX. CAPSYS administrators select the QSX from their library of QSX extensions, drop the icon into their document process map and configure the various attributes of their Office365 SharePoint library environment.

CAPSYS administrators have the ability to easily configure and map fields and field types from various Office365 SharePoint libraries to CAPSYS process maps. The mapping process ensures the proper metadata/indexing information is being carried over from the CAPSYS data and document capture system to the Office365 SharePoint Content Service/Enterprise Content Management libraries.

To provide organizations with the greatest degree of flexibility, CAPSYS supports the creation of dynamic document libraries, indexes and outputs content in a variety of Office365 SharePoint supported formats such as PDF, TIFF, JPEG and more.



SHAREPOINT QSX CONFIGURATION OPTIONS

Label	Description
Document Type	When running the Office365 SharePoint release at the batch level, an administrator will have the option to configure the Office365 SharePoint release for each CAPSYS document type in the batch.
Office365 SharePoint Library	List of available Office365 SharePoint libraries
Office365 SharePoint Folder	Office365 SharePoint folders in the SharePoint document repository can be created dynamically based on CAPSYS index values or documents can be released to static folders in the repository.
Document Name	Internal filename, which can be dynamically created from CAPSYS index values, used by SharePoint Libraries
Office365 SharePoint Server URL	URL for Office365 SharePoint Instance that CAPSYS CAPTURE QSX will be targeting
Username	Office365 SharePoint username that has authorization to Office365 SharePoint server farm and libraries
Password	Office365 SharePoint password that has authorization to Office365 SharePoint server farm and libraries
Office365 SharePoint Folders Fields	List of Office 365 SharePoint fields that are available to map CAPSYS document fields
CAPSYS <application name> Fields	List of CAPSYS document fields that are to map Office365 SharePoint fields

For an online demonstration, visit: www.youtube.com/capsystech



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ABOUT CAPSYS

CAPSYS™ is a leading provider of document and data capture software solutions designed to streamline the process of acquiring documents and information securely and efficiently. CAPSYS provides its affordable, easy-to-deploy, web-based document capture solutions via a thin client application requiring no client software to be installed, upgraded or maintained. The company's flagship product, CAPSYS CAPTURE Software, can easily and efficiently capture documents for organizations of any size, from anywhere, at any time, in both centralized and distributed document capture environments. CAPSYS' solutions are offered both as a Software as a Service ("SaaS"), provisioned in Microsoft Azure Commercial and Government Editions or as a traditional "on-premises" license purchase. To learn more, call 877-322-7797 or visit www.capsystech.com.