



A Daybreak Software, Inc.
White Paper

Daybreak Caselets: eCapture Suite™ in Action

Daybreak Software, Inc.
20 Industrial Park Drive
Nashua, NH 03062
603-689-2615
www.daybreak-sw.com

Overview

Today's complex business and economic climates demands organizations become more responsive, efficient, productive, and meet regulatory and compliance standards. This critical process starts with the ability to capture and manage information and corporate assets, and transform them into actionable content. eCapture Suite from Daybreak Software is a distributed capture and delivery solution that enables users to efficiently capture paper and electronic documents, assign metadata, and deliver to the ECM repository. This paper presents some real-life examples of eCapture Suite solving business problems in a variety of scenarios.

Human Resources

Human Resources organizations across the country are using eCapture Suite to streamline their processes, particularly in this remote office and global economy market. They need to deploy a distributed document capture solution that is very easy to use since there is often no assistance available for users on site. They need to collect content from multiple offices daily, yet reduce labor costs related to HR processes and improve productivity. The solution must be easy to deploy and flexible to avoid business disruption and encourage user acceptance, and of course, content needs to end up in their content management repository so it can enter the appropriate business process. High usage ensures the processes are being followed, efficiencies are gained and both their compliance and ROI goals are met. eCapture Suite is the only solution that provides direct integration with the ECM repository out of the box! Human Resources organizations have dramatically accelerated their document capture process, including I9 and W4 forms, as well as resume collection, and insurance form processing with Daybreak's eCapture Suite. They have eliminated manual scan and index processes, and avoided 6–18 month deployment cycles with 2–5x software costs for integration services. They have managed increasing numbers of applicants across more sites with the same or fewer staff members. Transactional Content eCapture Suite is a frequent solution utilized in legal and financial environments.

Transactional Content

eCapture Suite is a frequent solution utilized in legal and financial environments. Whether capturing signed contracts, portfolio and fund information, expense reports and receipts, or other critical documents, eCapture Suite can be leveraged to ensure compliance as well as reduce the handling time per transaction. Prior to eCapture Suite, indexing these images and getting them into the repository for storage and retrieval was a complicated task and these organizations were looking for a way to automate this tedious manual process. Automating the system of capturing and storing critical assets, and metadata, to the repository creates a seamless business process and significantly reduces floor space requirements and personnel needs, while ensuring regulatory compliance. Productivity gains provided by eCapture Suite help manage labor costs more effectively than ever before. eCapture Suite clients regularly find the technology more than pays for itself in a very short time period. Daybreak offers an ROI/TCO calculator tool and many clients can't believe the numbers they see...until they try it. These returns have been so great, clients find

they can provide more validation and checks in their process and still save money—that's something they can turn into revenue by providing a higher level of service to their customers, impacting the top and bottom line, with more revenue and less cost. The solution enables organizations to get up and running very quickly, with a powerful and user friendly system. eCapture Suite has allowed legal and financial environments to achieve their goals and positions them for further growth.

Project Files

Daybreak's oil and gas clients in particular have turned to eCapture Suite to solve their project file problems, often with disparate project teams, but needing all the critical information in one place. Prior to eCapture Suite, these organizations attempted to utilize complex bolt-on imaging modules and custom release scripts to get documents into their ECM system. With this process, specialized operators manually identified and entered indexing parameters and keywords after documents were scanned. These indexing fields were then mapped to metadata fields in the repository and sent via a custom release script. While tedious and time consuming, the approach worked until they needed to provide their distributed team members with the capture and delivery capabilities, so their mission critical content could be in the repository and participate in the business process in a timely fashion. Remote offices at drill sites do not have specialized scanning resources, or extensive IT personnel to implement and maintain a complex system. This move also greatly increased the number of capture users required on the system, drastically increasing costs of the legacy system.

eCapture Suite is an ideal solution for the oil and gas industry, manufacturing, and any other environment that needs to get critical content off the shop floor and into the repository in a quick, straightforward manner. Concurrent licensing enables the software to be installed on as many workstations as desired for easy access from any location, without concerns of licensing each machine or named user. With direct integration to the repository, and single button/click configuration available, anyone can use the solution and it only takes seconds to deliver and protect the content in the ECM system. As the only solution with single touch functionality and direct integration into the ECM. System, eCapture Suite is an easy choice for project file collection and delivery. With eCapture Suite, lost documents are now a plague of the past, safety is first, and non-compliance fines are greatly reduced.

Summary

The trend toward distributed capture is driving the need for capture technology to match the business processes in today's field-based, remote environments. Further, the need to collect electronic content, add metadata, and deliver this content into a repository is growing exponentially. Your capture (aka content collection) solution should be easy to use and quick to deploy, while providing robust content delivery capabilities to multiple ECM repositories out of the box.

About Daybreak Software, Inc.

Daybreak is a leading provider of capture and delivery solutions, for the large enterprise to the small business and everything in between. Daybreak offers next generation solutions for a complete capture and delivery platform which enables organizations to streamline their document management and paper-intensive processes. Our content capture and delivery solutions deliver high value, innovation and usability. Daybreak offers distributed capture & delivery like never before.