

# Capture Government Documents and Route to SharePoint



## Bonneville County Provides Users with a Powerful, Easy-to-Use SharePoint Capture Solution

Bonneville County, located in southeast Idaho, is part of the Upper Snake River Valley and contains one of the largest cities in Idaho—its county seat, Idaho Falls. Bonneville County was established February 7, 1911 by the state legislature from the north and east parts of Bingham County. It is named for Captain B. L. E. Bonneville, of the U. S. Army, who explored throughout the Snake River area in the 1830s.

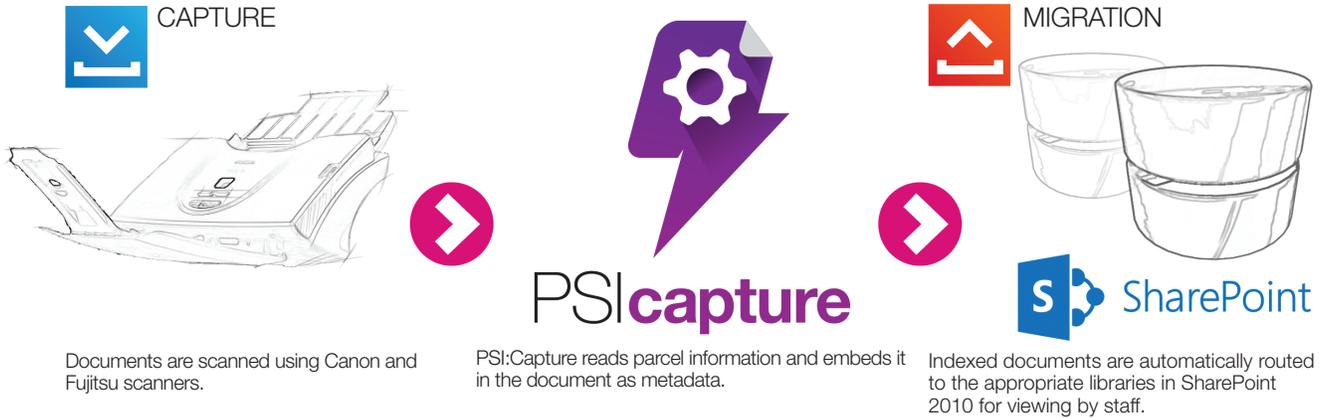
### The Problem

Like any county government, Bonneville County was inundated with paper records. The initial project focused on Assessor's records. With an existing online system to store parcel maps, other parcel records were stored within an ever-growing file room, and finding records was costly and time-consuming. The county had invested in Microsoft SharePoint 2010 and needed an efficient way to scan and archive parcel documents. Along with the Assessor issue, other departments were also looking for a means to leverage SharePoint for storing and accessing scanned documents, including HR, the Commissioner's Office and the Courts.

### Solution Requirements

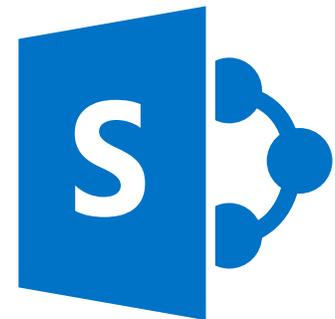
The document capture solution needed to not only meet current needs, but to also have the flexibility to grow as the county migrated to an office with less paper. The system needed to be easy to use from an end-user perspective, but also capable of performing complex document capture functions during the document capture workflow. With a small IT staff under high demand, support was also critical, and the County was looking for a system with low administrative overhead.





## The PSIGEN Solution

The County implemented several PSICapture licenses within its Assessors Office, along with Canon DR3010C scanners for standard size documents, and a Fujitsu 6770 for 12x18 large size paper. The clerks scan documents, and they are migrated directly to SharePoint libraries, with parcel metadata placed into columns automatically. “With PSICapture, the process can be very complex, but it’s amazing how easy you can make the scanning process for your end users,” said Michael Anderson, CIO for Bonneville County. “Every day I receive requests from users that want to come online and start scanning.” The county has purchased licenses to expand into the court system to use PSICapture’s auto-import feature with network scanners for document routing, and is using Canon ScanFront 220 scanners and routing sheets to allow bailiffs to send documents to judges within the system.



## Conclusion

PSICapture provided Bonneville County with a simple way to capture documents and make the most out of their SharePoint investment. The PSIGEN solution allowed the Assessor’s Office to significantly reduce physical storage and was simple enough for end users to learn quickly. The parcel records are now easily accessible from SharePoint, and the county has expanded its use of PSICapture to include the court system.

## Solution Components in Summary:

Capture Software:	PSIGEN PSICapture Enterprise Workstations
Content Repository:	Microsoft SharePoint
Scanners:	Canon Desktop & Network Scanners, 1 Fujitsu Scanner