

## Publishing Paper Documents to SharePoint



### The Fire Brigades Union fully automates document scanning and retrieval using PScapture and SharePoint 2010

The Fire Brigades Union (FBU), headquartered at Kingston-upon-Thames, represents over 85% of the uniformed staff of the UK fire and rescue service. Its members are frontline public service workers—covering the roles of firefighter to area manager, including emergency fire control staff and firefighters working the retained duty system. The FBU is the only recognized trade union negotiating nationally with fire and rescue service employers on behalf of firefighters and emergency fire control staff on the National Joint Council (NJC).

### The Problem

The FBU needed a way to share paper-based information with union staff located at their Kingston HQ and at numerous regional offices throughout the UK. They embarked on a project to deploy Microsoft SharePoint 2010 as a centralized document management system that would allow the retrieval and viewing of information via a web browser interface. However, most of the information coming from their members, such as correspondence, as well as much of the information generated by the Union itself, was in paper format. The FBU needed a quick and efficient way to convert this information into electronic format so they could store it in SharePoint for retrieval from any location.

### Solution Requirements

The decision was made to implement a scanning and data capture solution that was compatible with SharePoint. The FBU needed a solution that could work with existing scanner hardware and was fully compatible with SharePoint 2010. The documents needed to be indexed in a way that would make full use of the metadata search and filtering capability of SharePoint, and be converted into fully text-searchable Adobe PDF format. This would allow staff to quickly find the documents they needed and view them using Acrobat within their standard web browser. The system also needed to be easy to use so that post room staff could manage the process with little or no training using existing scanners they were already familiar with.





Documents are scanned using Canon and Fujitsu network-attached MFP and scanners.

PSIcapture reads ticked boxes on indexing cover sheet using Optical Mark Recognition (OMR).

Indexed documents are automatically routed to the appropriate libraries in SharePoint 2010 for viewing by staff.

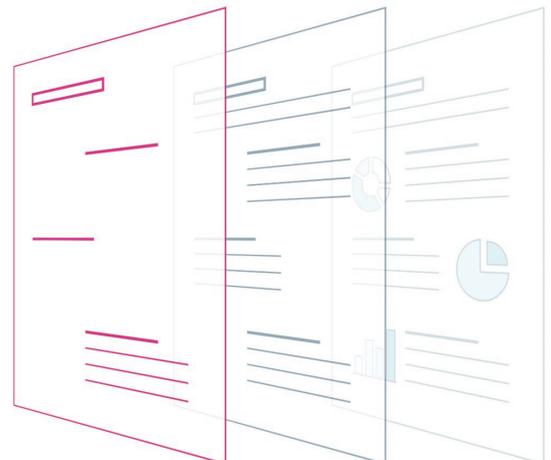
## The PSIGEN Solution

Having looked at a number of document capture solutions available on the market, the FBU decided to use PSIGEN PSIcapture from document and data capture specialists, Datafinity. PSIcapture had the sophisticated direct interface with SharePoint 2010 that the FBU needed in order fully utilize the metadata search capability of SharePoint. It was also able to operate with directly connected scanners or network-attached multifunction printer/copiers (MFPs), which the FBU already had in place. Using a simple tick-box indexing cover sheet, post room staff are able to scan documents on their Canon MFP and automatically export fully indexed PDF images into the right location within SharePoint. The whole process, from scan to availability in SharePoint, takes no more than a couple of minutes. PSIcapture has allowed the FBU to fully automate the whole process from start to finish.

“Using PSIcapture has enabled us to save time on archiving documents. The ability to use SharePoint’s Metatags has improved how we search for these documents afterwards. By being able to batch load the documents, time and effort have been saved, and therefore money,” said Bob Birchall, IT Manager at the Fire Brigades Union.

## Conclusion

The solution created by PSIcapture’s direct SharePoint integration has provided the FBU with an efficient way to move documents into SharePoint for easy access. PSIcapture’s ability to connect with the organization’s existing systems, including their MFPs, allowed the FBU to implement a solution without having to rethink their existing components. The solution was also user-friendly enough that even the least technologically adept employees were able to learn to use it easily.



## Solution Components in Summary:

Capture Software:	PSIGEN PSICapture Enterprise
Content Repository:	Microsoft SharePoint
Scanners:	Canon MFP & Fujitsu ScanSnap N1800