



The New Standard in Enterprise Content Management

SpringCM Innovation

THE SPRINGCM DESKTOP



SPRINGCM FEATURES

SpringCM develops enterprise-class content management software delivered as an on-demand service with fully integrated capture, document management, workflow and business process automation technologies.

With on-demand delivery, SpringCM can have you up-and-running in less than a day. For businesses of all sizes, SpringCM helps accelerate revenue, decrease costs and avoid penalties by automating document-centric processes.

INDUSTRY LEADERS USING SPRINGCM



MORE INFORMATION

www.springcm.com

Toll Free 877.362.7273

sales@springcm.com

Capture Vital Content with Scan and Print to SpringCM

Despite the last 20 years' technological advancements that have forever changed the way everyone does business, the promise of the paperless office remains unfulfilled. Many organizations want to "go paperless" but realize high cost isn't the only impediment. In reality, the business world just isn't ready to abandon paper.

We still need paper documents with signatures, print collateral for distribution at events and promotions, and printed receipts from online purchases (just to mention a few). But heavy reliance on paper entails a costly pitfall: Documents are scattered across multiple filing cabinets, workstations and offices, rendering content unavailable to most team members.

SpringCM, the leader in on-demand document management and workflow, provides a completely Web-based solution that makes all of your content accessible to all team members in your organization. And best of all, you can transfer your content from cluttered desk drawers and overflowing filing cabinets into SpringCM without complicated scanning and uploading steps.

From Inaccessible to Readily Available

With the SpringCM Desktop — a multipurpose application that includes our Scan and Print to SpringCM components — creating electronic formats of documents and migrating them into SpringCM comprises only one step.

Scan to SpringCM integrates with leading TWAIN-compliant scanners and facilitates single- and multiple-page scanning. Even the simple scanner you already have in your office will integrate with Scan to SpringCM. From the Scan to SpringCM screen, you can click the Scan Document button to bypass your scanner's included (and often confusing) software. Once you've scanned a document, it is automatically saved to a pre-established folder in SpringCM.

You can also enter key information about a scanned document into custom indexing fields. This information, called "metadata," enhances search results and, in many cases, meets various compliance standards. The metadata fields are flexible and customizable to your organization's specific needs. After completing the optional indexing, all scanned documents are stored in SpringCM, making them available to your entire organization, consultants and even customers.

Print to SpringCM takes the concept of Scan to SpringCM and applies it to electronic documents. Any program that has a Print menu — including the legacy programs many organizations have yet to part with — is compatible with Print to SpringCM. Literally "print" directly to a pre-established folder in

The SpringCM Desktop: Scan and Print to SpringCM

SpringCM and enter metadata from one screen. Print and Scan to SpringCM are available from the affordable, intuitive SpringCM Desktop program.

The SpringCM Desktop: A Solution for any Situation

Regardless of your industry, department or office size, the SpringCM Desktop offers every organization time-saving tools that can be used in tandem or separately. Your content is available to your organization and outside parties with minimal effort. Scan and Print to SpringCM save time from opening SpringCM to upload similar documents stored in the same folder. The SpringCM Desktop is pre-configured to the appropriate folder with metadata fields flexible enough to organize everything from I-9s to insurance forms and hundreds of other document types.

Paper documents received in high volume like invoices, contracts with signatures, artwork and even media clippings praising your organization are often left unused because of the resources necessary to scan and upload the content into a document management solution. Scan to SpringCM provides the components you need to eliminate the time-consuming steps and works from whatever Microsoft Windows-based workstation is equipped with a scanner.

Documents received less frequently, such as occasional hire letters, legal documents like NDAs and other paper collateral are perfect candidates for Scan to SpringCM. Because

Scan to SpringCM is so affordable, maintaining a permanent scanning solution saves time and resources. Rather than performing multiple scanning and uploading steps every time a paper document surfaces, simply establish

Scan to SpringCM settings once.

Now that almost every organization books flights, orders supplies and accesses various confirmation pages online, use Print to SpringCM to capture these difficult-to-locate Web pages. Aside from saving valuable time in locating Web-based “prints,” Accounts Payable can check one SpringCM folder for all online purchases, eliminating the need for lengthy, handwritten expense reports and multiple copies of receipts.

As technology evolves, the SpringCM Desktop receives regular upgrades included free with your subscription. Your processes will never become obsolete. Whether you combine Scan and Print to SpringCM or use them independently, the advantage is clear: Your content — paper or electronic — is readily available to everyone who needs it. With the SpringCM Desktop, you can ditch the clutter without sacrificing the content.

“SpringCM has the best and most comprehensive service I’ve seen — and we’re not even using all the capabilities yet. I just keep opening up the discussion for how we can use this great resource that we have.”

— Peggy Ford, planner for US sales support and training, Avon



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2600 S. El Camino Real
San Mateo, CA 94403
www.springcm.com
877.362.7273