



IDT
putting paper in its place

Integration Insider

Volume 2, Issue 5



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Welcome to the June *Integration Insider*. Got questions about email archiving requirements, document management to enhance your personal productivity, or the Stellent/Optika merger? Then this issue is for you.

Read on to learn more about these topics and as always, [let us know](#) if there's anything you'd like to see covered.

Happy Reading,
The IDT Team

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FREE trial version
of Capiro!

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Special Offers
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What the
Stellent/Optika
Merger Means
for You



Put it to Work

The Impact of Regulations on Email Archiving Requirements

an Osterman Research white paper sponsored by IMR

"Email has become the lifeblood of the modern enterprise: it has supplanted paper-based and verbal communications as the most critical single element of the corporate communications infrastructure. The vast majority of organizations now consider email a viable and trusted medium for taking orders, giving approvals, formalizing contracts and discussing sensitive personnel issues. Consequently, the corporate email system now contains a great deal of sensitive information that once was stored only on paper.

As dependence on email and its use have grown, so has the governmental and legal scrutiny regarding email. Email is now just as admissible in court, and just as critical for an enterprise to maintain, as are its paper-based records."

[Read more.](#)

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Ask the Expert

Question: “How can I integrate my cash management for faster, more accurate banking?”

Answer: You can directly connect the data in Microsoft Business Solutions with Bank One's cash management services. You'll save the time, expense, and errors associated with processing bank transactions by hand. For example, save the time you used to spend reformatting transactions to meet bank requirements; simply press a "process" button to send and receive files directly from your account. The results: fewer errors and more time for your employees to spend on other tasks.

[Contact IDT Consulting](#) to learn more.

Question: “Lately, I’ve been hearing how Accounts Payable can benefit from imaging, but I really don’t understand where the cost/benefit can apply. Can you explain?”

Answer: AP is a paper ridden environment and plagued with inefficiencies. ERP or financial systems like SAP, Peoplesoft, Oracle, etc. – while they contain workflow – do not adequately address the paper and process inefficiencies of an AP department. In a typical ERP environment, the paper drives the AP process – from coding, approval, to the check signing. In a decentralized environment, the problem becomes even more challenging. As the volume of AP transactions increases, so does the expense for the organization.

When you integrate imaging with your ERP system you take the paper out of the equation. Now, approvals can be routed automatically, without the time and cost associated with mailing paper copies. You'll also save time and labor expenses because rather than searching through piles of paper and rows of filing cabinets, all files that support ERP transactions will be available on your desktop with the click of a mouse.

Of course, this is just a broad overview. There's *much more* to be said about integrating these two powerful systems. We'll be covering this topic in more detail in upcoming issues of the *Insider*. In the meantime, if you'd like to learn more, please [let us know!](#)

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News & Events

New Capiro Document Capture Solution for Desktop Information Management from Kofax

You've heard it said that we live in an electronic age, but paper still fills your desktop and overflows your file cabinets. You keep hardcopies of signed work orders, completed insurance papers, handwritten notes, checks, and so on. Sometimes you even file them. But finding them again later means digging through drawers, folders and piles on your desk. The search is tedious and often unsuccessful. And if you do find the documents, sharing them involves copying, faxing or "snail mailing" them.

A desktop scanner can help solve your paper problem, but a real solution requires more than a piece of hardware. Enter Capiro. Designed specifically for the personal productivity of business users, Capiro helps you better manage your work files by capturing and organizing paper documents as high-quality PDF files. Searching for your documents takes just seconds, and sharing them through e-mail is a breeze.

[Find out more](#) about Capiro.

Download your [free trial version](#) of Capiro.

Stellent Completes Merger with Optika

Combined company supports full spectrum of unstructured content management needs; former Optika CEO Mark Ruport appointed executive vice president of operations for Stellent

"Eden Prairie, MN, May 28, 2004 —Stellent, Inc. (Nasdaq: STEL), a global provider of content management solutions, announced today that at separate special meetings, the shareholders of Stellent and Optika Inc. (Nasdaq: OPTK) approved the merger between the two companies. In the merger, which was completed shortly after the shareholder meetings, Stellent acquired Optika for approximately 4.2 million shares of Stellent common stock, \$10 million in cash and the assumption by Stellent of Optika's outstanding options. With the closing of the merger, former stockholders of Optika now own approximately 16 percent of the outstanding shares of Stellent common stock, and former Stellent shareholders own approximately 84 percent of the combined entity."

[Read the full news release.](#)

What the Stellent/Optika Merger Means for You.

Please join Stellent for a brief recorded e-seminar as they explain the vision of the combined

organization and the value this new merger brings to you. During this recorded online event, they'll walk through Stellent's expanded product line-up and show how you can achieve significant benefits leveraging these additional content management applications throughout your organization.

[View the recorded webcast.](#)

Did you know....

The IDT eStore is currently running specials on a variety of products. To check them out, go to www.idt-inc.com/estore and either log-in or enter as a guest. Then click on the "Special Offers" tab at the top of the page to be taken to the page with all the details on current promotions and special pricing.

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