



OpenText R/KYV eCopy Connector

MODULES

E101



## OpenText R/KYV Benefits

All government bodies from central departments and local councils to the criminal justice sector face the same challenges. Most of these arise from issues of compliance with statutory legislation and with meeting e-government targets of delivering citizen-focused services electronically, efficiently and cost-effectively. To achieve this, they need a practical way to store and retrieve organisational information.

Open Text R/KYV is a complete toolset that enables government organisations and agencies throughout the UK to replace paper, manage documents and records efficiently, streamline business processes, and reduce risk and cost. It provides a stable and comprehensive open architecture for managing documents from conception to destruction, whilst allowing public bodies to fulfil their statutory requirements and helping departments automate their processes



With the FlowMatrix eCopy R/KYV connector by Paper River you are able to very simply capture documents into either an R/KYV repository or select and trigger a document workflow. The connector will work on any high speed bulk scanner ideal for post rooms or any department digital MFP supporting eCopy. Documents can be converted to any format such as PDF/A or RTF.

## FlowMatrix R/KYV Connector

FlowMatrix allows organisations to optimise the management of information through efficient, secure and audited business process automation. FlowMatrix connects MFP devices, mailroom scanners, client desktops and core business applications through a rules-based workflow engine and client collaboration tools.

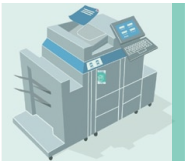
### Benefits

- Allows users to capture documents easily and quickly into R/KYV.
- User can either route a document into a repository or attach a document to an R/KYV workflow
- Documents can be converted using OCR into many formats including RTF, XLS, PDF and PDF/A
- All data is fully profiled for all mandatory metadata
- eCopy supports full QA of the document before submission
- All capture is fully audited with secure login



FlowMatrix for R/KYV supports both distributed and centralised capture solutions both of which can be fully synchronised. The eCopy Sharescan interface supports simple and intuitive submission of documents into either an R/KYV workflow or straight into a record folder with full metadata reconciliation.





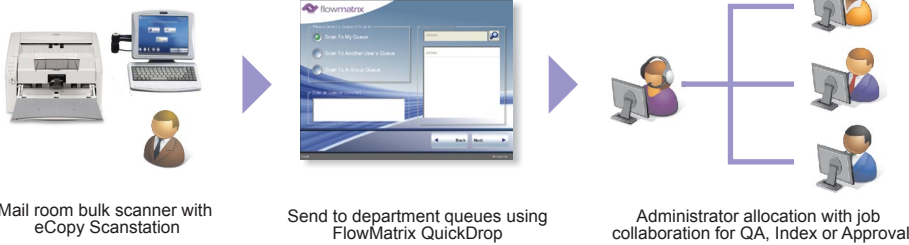
# Workflow

## Post Room and Department Capture

FlowMatrix and eCopy can also bring your post room into the 21st century with the application of the latest technology, and help the information and communication flow faster in your business.

Our eCopy post room connector allows you to integrate the function of the post room into your normal day-to-day business activities through electronic delivery and storage of scanned documents in electronic formats. You can either bulk capture and scan to R/KYV business process workflow or allocate documents to depart queues and users using our extended workflow options for full job collaboration, QA, Index and Approval.

### Example 1 - eCopy in the Post Room with Department Allocation



### Example 2 - Distributed Capture eCopy Directly into R/KYV



FlowMatrix can provide a fully synchronised distributed and centralised capture model. Extended products such as FlowMatrix QuickDrop for eCopy provides a simple touch screen interface enabling a post room user to simply batch and allocate documents to a department queue. Through a collaborative client interface department users can share administration and profiling. Alternatively FlowMatrix for the post room can automatically batch process, categorise and automate the R/KYV delivery process.

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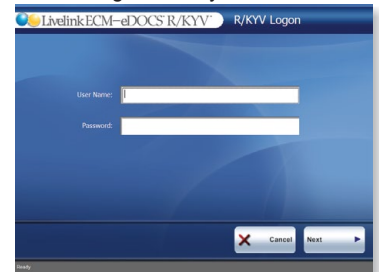
[www.paper-river.com](http://www.paper-river.com)

## Requires

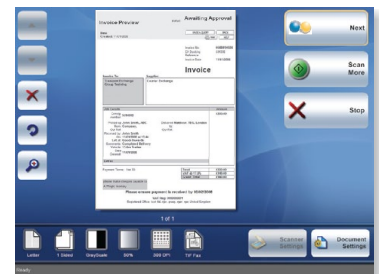
- eCopy Sharescan v4.2 or higher
- Opentext eDocs R/KYV version 9.1 or higher
- Microsoft .NET framework 2.0 with all service packs

## How to Capture an Invoice

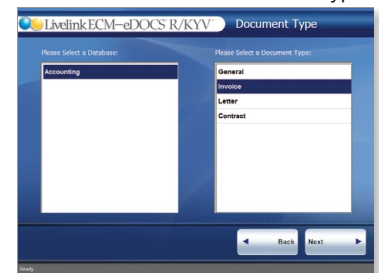
User logs into a system session



Document is scanned and checked



Select document database and type



Enter mandatory metadata fields



Attach document to R/KYV workflow

