



## // CASE STUDY

# Welasco

Upgrading to GlobalCapture® software made it quick and easy for Welasco Machine Shop to manage their documents.



# Convenience Captured

Have you ever looked around your office and thought,  
“There must be a better way!”

There are piles of documents, walls lined with filing cabinets, hours thumbing through file tabs, and squinting to read handwriting. Many businesses work daily in this type of environment, even though there are several solutions available!


One great resource that we use is GlobalCapture®, which transforms information into business intelligence. [This program](#) can “easily capture, classify, and validate high volumes of documents ... transform[ing] them into usable insights that drive improved decision-making and business outcomes.”

# Welasco's Perspective

Our friends at Welasco recently upgraded their document management processes using GlobalCapture and GlobalSearch.

Before they upgraded, Welasco was using an antiquated process of file folders and filing cabinets. They had handwritten documents with quotes and order details being filed into these cabinets. Every time a similar order surfaced or they had to reference a previous order, they had to search through all of their physical copies to find what they needed. Sherry Sheffield from Welasco explained, "The time it took to look through all of the paperwork could easily add up to an hour of time in a day."

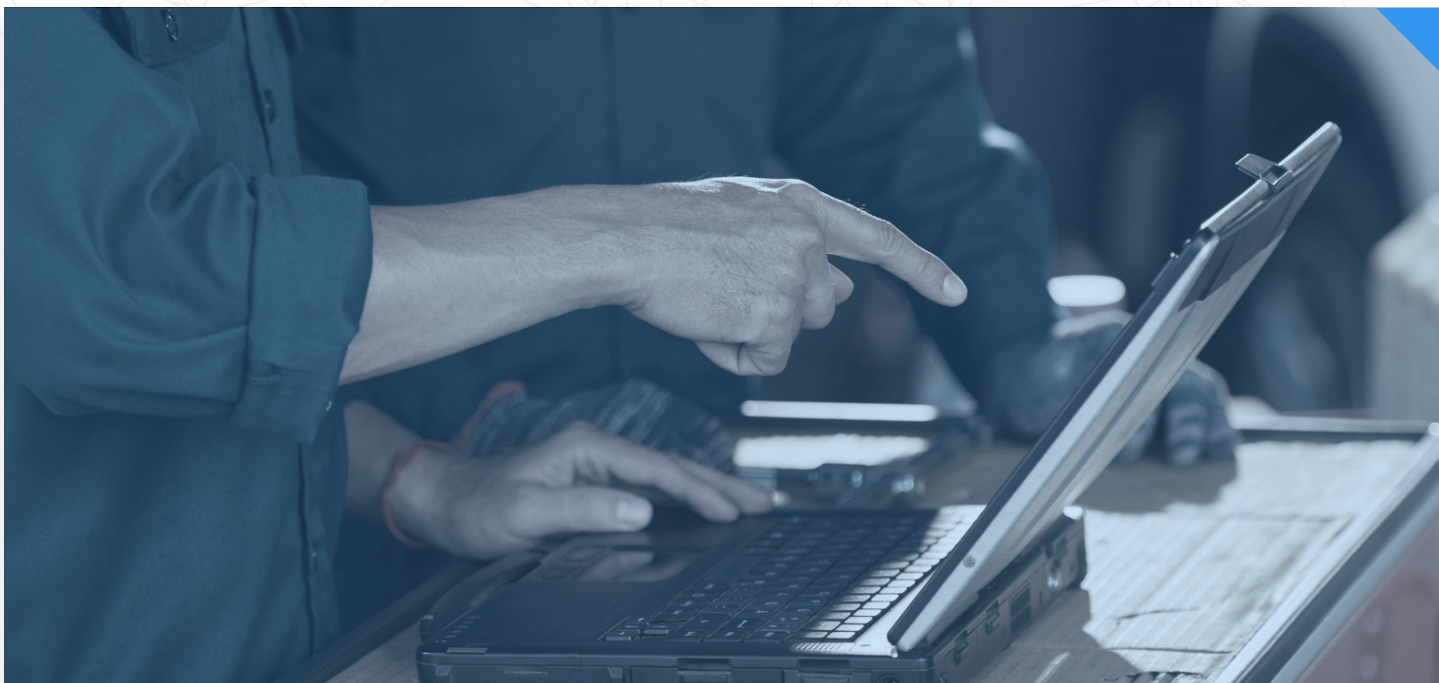
In addition to Welasco's time and organization needs when it came to document management, they also needed backup security for all of their documents. In case of an accident, there was no backup of all of the paperwork needed to run their business.



“ The time it took to look through all of the paperwork could easily add up to an hour of time in a day.”

**Sherry Sheffield**





The staff at Welasco came to CPI for help finding a document management solution. “We chose CPI because relationships are important to us. CPI provided us with the solution we needed, with the relationship to sustain our innovative focus,” Sheffield said.

When we asked Sheffield how often they use GlobalCapture and GlobalSearch, she responded confidently that this program is what they use daily in all their business processes. There’s no going back, now that they’ve experienced the ease and efficiency of GlobalCapture and GlobalSearch. As their document database continues to grow, the need for and value of the program increases. They can search quickly and easily through all of their documents at the touch of a keyboard.

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**Sherry Sheffield**

# Features & Benefits



## 01 // **GlobalCapture & GlobalSearch**

With a broad range of features, it's easy to see why so many organizations rely on GlobalCapture document capture automation software to help them work more intelligently with their documents.



## 02 // **Functionality**

GlobalCapture scans and extracts business-critical data from everyday documents including emails, PDFs, MS Office files, and more. With its own business process engine, GlobalCapture delivers a single path for the flow of all business information.



## 03 // **Affordability**

Available as a standalone document capture solution, GlobalCapture is also included with every GlobalSearch ECM software installation, reducing the expenses related to acquiring, training, and supporting multiple product lines.



## 04 // **Scalability**

As a solution modeled to grow easily with your organization, GlobalCapture provides the flexibility to purchase only the features you need today, while affordably scaling functionality and performance features with your evolving needs.



## 05 // **Accessibility**

Design, implement, and support your capture workflow at any time, through any modern browser. GlobalCapture makes building out processes easy, with components that can be arranged and connected in a variety of ways to create unique document workflows.



## 06 // **Extended Functionality**

The modular design of GlobalCapture allows you to easily create a solution built for the specific needs of your organization, with flexible features for extending document capture automation.



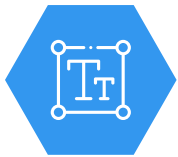
# How It Works

With the GlobalCapture document capture automation software, it's easy to map document processes on a drag-and-drop design canvas, where you can define each step of the transformation by arranging document workflow activities.



## 01 // Capture

Capture documents from virtually any source, including MFPs, production scanners, email servers, web forms, watched network directories, or other external data sources.



## 02 // Classify

Use forms recognition to automatically classify and capture documents. With RapidAdapt® Forms Learning, new classification projects can be created on the fly for handling the ongoing training of evolving document capture processes.



## 03 // Extract

Mine information from your documents using powerful extraction tools, including structured and unstructured Optical Character Recognition (OCR), Barcode Recognition, Tabular Data Extraction, Database Lookups, and more.



## 04 // **Validate**

Checking the integrity of your information before it's shared to downstream applications is critical to any type of data capture automation. GlobalCapture provides OCR confidence reporting and other essential validation checks to ensure data accuracy.



## 05 // **Route**

Automatically route your documents to the destination of your choice, including network shares that GlobalCapture creates and names on the fly. With automated email notifications, your users will be kept in the loop when new documents become available.



## 06 // **Release**

In addition to releasing to a file share, GlobalCapture can also release to any document management software including direct integration with GlobalSearch ECM software, Microsoft SharePoint, and more.

**Let us know how we can help you  
or your business pursue progress,  
to ensure tomorrow is even more  
excellent than today.**

**CONTACT US**