



Notable Solutions, Inc.

BACKGROUND

Florida Municipal Power Agency (FMPA) is a non-profit, joint action agency formed by 29 municipal electric utilities. The mission of FMPA is to develop economical and competitive power supply projects, to be proactive in providing member services, and to promote the image of public power, enabling its member utilities to succeed in a rapidly changing environment. FMPA has five power supply projects and one pooled financing project. The agency supplies all the power needs for 15 of its members and some of the power needs for five of its members. Some members do not currently participate in a project. FMPA supplies more than 40% of its members' power needs. FMPA was formed on February 24, 1978.

CHALLENGE

FMPA has an extensive corporate records system which includes such content as contracts, letters and faxes. Typically these documents are in paper format and stored in a filing cabinet inside the building's headquarters. FMPA decided to put a document management system (DMS), Domino.doc, in place to help them better organize their content. They needed these documents to be in a PDF format so that there was a standard in their organization. However, the OCR process was becoming nightmarish. They began to OCR the documents manually by dragging and dropping these documents into an OCR engine. Not only was this time consuming, but there was manual data entry involved that left room for error. The employees were getting frustrated with this time consuming task and wanted to make this process simplified. FMPA decided to look for a solution that would enable their users to not only easily capture, process and store these corporate records but also provide an easy to use system to its employees for filing, search and retrieval of these documents. The main goal was to:

- a. support existing document management system that was in place
- b. be able to OCR the documents to a searchable PDF for easy search and retrieval
- c. be able to archive documents based on a simple to use single button capture

At a Glance:

Company: Florida Municipal Power Agency

URL: www.fmpa.com

Headquarters: Orlando, Florida

Primary Business: a joint action agency wholesale power company that provides economies of scale in power generation and related services to support community-owned electric utilities

Founded: February 24, 1978

Number of associates: owned by 29 municipal electric utilities



Florida Municipal Power Agency

Utilities

SOULTION

Looking for an easy to use, network based capture solution, Florida Municipal Power Agency selected a Fujitsu High-Speed Scanner as a capture device and AutoStore as the server based workflow capture software. Using Auto-Store's server based workflow process designer, FMPA's administrator created an easy to use capture workflow consisting of:

1. Custom perl script that separates documents that need to be OCR'd from .doc or .xls type files, and sends them to the AutoStore process.
2. Server based OCR to searchable PDF.
3. Saving documents into Domino.Doc which are then indexed based on user's input at time of document submission.

Using the new automated systems, the Records Management staff use the Fujitsu scanner to send .TIF files to folders which are sorted by the perl script, then OCR'd by AutoStore and pushed into Domino.Doc as a searchable PDF. This solution allows for easy filing capabilities and simple retrieval.

"The use of AutoStore, has allowed me to setup a seamless routing infrastructure that is invisible to the document processor and finally makes integration between the scanner and Domino.Doc ideal," says Carter Manucy, Manager of Information Systems, at FMPA. "Being able to couple meta-data entry and OCR technology is exactly what we were looking for."

RESULTS

- Saves employees time because there is no waiting for the OCR process to complete
- OCR'ing and PDF'ing, done on a separate server that can queue documents and process them without impeding the progress of the Records Management staff
- Ability to get docs into Domino.doc in one easy step
- Server based workflow management
- Confidence that these documents can be easily retrieved
- Immediate access to information
- Complete workflow has saved money when it comes to spending time looking for documents

Future options include using Refero to enter the meta-data before it even gets to Domino.Doc, and includes all routing information for the AutoStore process, which will allow for one process to handle all incoming documents. It will also allow for simple, one-touch document handling from our HP MFP's.

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