



# HP Flow CM Professional

Simplify the flow of business information using an easy-to-use, online solution.



## Introduce your business to professional content management

Experience the freedom of accessing business information day or night from virtually anywhere using HP Flow CM Professional, a cost-effective, cloud-based content management solution.

HP Flow CM Professional offers you a complete set of proven tools for document capture, storage, search, retrieval, sharing, and more, so you can manage information more efficiently. With HP Flow CM Professional your business can:

- Streamline workflows and make collaboration more convenient and productive with sharing and notification tools.
- Gain greater access to documents when you need them by storing them in the cloud.
- Safeguard sensitive business information with a provider you can trust.

## Centralize both paper and digital content to improve collaboration

Increase collaboration and manage processes more efficiently by consolidating critical content into a single, safeguarded location. By leveraging the cloud, HP Flow CM Professional enables you to share information and collaborate on projects with users and publish documents to other users, or customers, vendors and other business partners. Keep processes on track by establishing alerts and notifications to create simple workflows.

## Anytime access—at home, the office, or on the go<sup>1</sup>

Enhance employee productivity by providing access to files and documents while they're at home, in the office, or on the go. Utilizing their desktop or mobile device, employees can get full access to content via a web browser or by using the solution's mobile device app.

With HP Flow CM Professional, your mobile workforce can access critical information anytime. Users can store, manage, view, and print documents from mobile devices.<sup>1</sup> Even more, users can view or edit documents offline and then automatically re-sync files with any changes when they reconnect to the Internet using the integrated HP Flow Sync tool.

Extend your access to information -- select HP MFPs give you the ability to quickly access digital filing cabinets, upload files, and search for and print files right from the control panel.

## Security from a stable, trusted technology leader

Count on the world's largest technology company to safeguard your important documents. Rely on enterprise-level security for sending, storing, and retrieving valuable business information. With the same powerful security Autonomy -- an HP company, uses to support leading banks, legal firms, and stock exchanges, you can be confident your files are accessible only to those you choose. Enhance security even more and help prevent unauthorized access to your documents using HP Flow CM Professional's password protection features. And, with the solution's full audit trail capabilities, you know who has accessed and modified any of your documents—from creation to deletion.



**Figure 1.** HP Flow CM Professional enables you to easily capture and retrieve your information using the accessibility of a cloud-based solution.

## A simple solution for accessing content

HP Flow CM Professional helps you to efficiently and securely store your business information in an online destination, making it more convenient to access when and where you need it. Use your PC, smart phone, tablet, MFP or scanning device to capture and send a mix of paper and electronic files.

Using an intuitive and user-friendly design, your users will experience a familiar interface across their desktops, laptops, mobile devices, or HP MFP control panels.<sup>2</sup> Find content fast with the solution's built-in powerful search features. When it takes less time to look for information, you can spend more time completing processes, working with customers, or increasing sales. Whether you are uploading, sending, searching, or retrieving documents, such as invoices or marketing collateral, you will find it simple to manage files using a single application.

Ensuring employees, customers, and vendors have the most current information is critical to running and growing your business. Manage and update your content with confidence and accuracy with HP Flow CM Professional's version control features. When you are ready to access information, you can share it, publish it, or download it to edit or print.

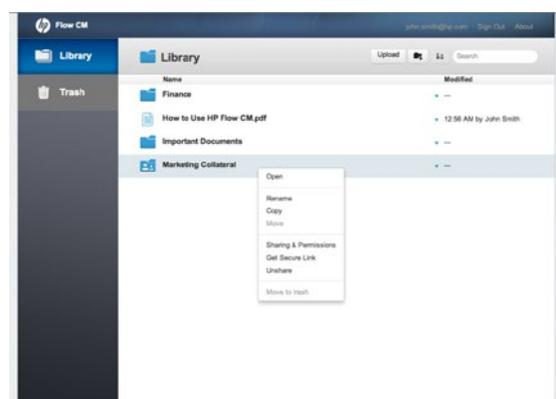
## Scalable cloud-based content management

Get first-rate cloud storage and the scalability your business requires without costly commitments. HP Flow CM Professional enables you to manage your content in the cloud without any additional software to purchase, hardware, or IT infrastructure. With a cost-effective subscription model, you pay only for the features and capacity you need now -- while getting the scalability to support your business' growth.

## Share information across devices

Make sharing and accessing files and folders across your organization even simpler using the HP Flow Sync tool. Integrated within HP Flow CM Professional, HP Flow Sync allows you to synchronize content across all of your devices automatically. Files or folders saved in your HP Flow Sync folder are automatically made available across all your devices with HP Flow CM Professional installed -- enabling you to share new or updated content almost immediately.

### Web browser user interface



### HP LaserJet Flow MFP user interface



### Mobile device user interface



## Streamline document-based processes

Making your documents accessible online and offline, HP Flow CM Professional—a cloud-based solution—enables you to view information and make updates in the office or on the go. With the ability to easily store and re-sync updated files using a variety of devices, users have the most up-to-date information.

### Connecting with your content

HP Flow CM Professional allows you to quickly and simply send paper documents directly to the solution using your networked scanner or MFP -- HP and non-HP -- devices. Or use your mobile device. With multiple options for transferring documents, HP Flow CM Professional gives you the flexibility you need to make information accessible while utilizing virtually any MFP or scanning device.

#### Scan using any MFP or scanning device



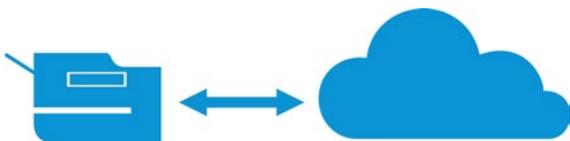
Using a WIA-based scanner or MFP, you can scan files to your PC. By accessing HP Flow CM Professional from your desktop, you can send your documents directly to the solution. When you transfer your files to HP Flow CM Professional you can identify a specific folder for them to be stored, making it easier to communicate where information is located and organized.

#### Scan to folder



Simply scan your documents using your scanner or MFP to a designated desktop folder and your information will be synced and pushed to HP Flow CM Professional for online and offline access.

#### Send and retrieve directly from an HP MFP



HP LaserJet Flow MFPs can be configured to fully integrate with HP Flow CM Professional. You can access the solution from the front panel of the HP LaserJet Flow MFP with the touch of a button. Using the Scan to HP Flow CM Professional button, you can capture single or multiple documents even easier and faster. Unlike other manufacturer's MFPs or older HP MFPs, you can use the solution to set directories, browse your repository, retrieve, and print PDF documents directly from HP LaserJet Flow MFPs and select upgradeable HP MFPs.

### Capture and send content using a mobile device



Capture documents and send them to HP Flow CM Professional in a snap. Using the solution's mobile app<sup>1</sup>, you can send documents, such as receipts, invoices, and statements directly to the cloud with your mobile device. Once you have captured a picture of your document using your smart phone or tablet, the solution will automatically detect the document's page corners, crop and straighten the page, sharpen text, filter noise, and brighten the image. The solution creates a PDF of your document enabling you to save it in your Flow CM Professional folder for viewing, sharing, or printing.

### Find your documents easily

HP Flow CM Professional features an OCR engine that finds and indexes text, creating searchable files. With more than 1,000 formats supported, such as PDF, XLS, SML, RTF, and TIFF, for both Windows® and Mac files, you can quickly search and retrieve information -- speeding up daily processes and communication.

Find what you're looking for fast with user-entered, system-generated, and automatic indexing, plus full text search capabilities utilizing HP and Autonomy's IDOL search engine.

### Protect and track critical information

HP Flow CM Professional gives you the flexibility to access information from a range of devices while working within or outside of your firewall by using established security controls. HP Flow CM Professional employs bank-grade, 256-Bit AES encryption for data transfer and highly secure data centers offering a wide range of certifications such as ISO, SAS70, SSAE16, SOC1 and SOC2 audited environments. Moreover, the solution offers access control, identity management, and authentication control so you can upload and access documents without worry.

Monitor your information closely, using the solution's built-in full audit trail logging capabilities. HP Flow CM Professional records and tracks all activity associated with each and every file, including who accessed it and when it was created, viewed, edited, and downloaded.

And, when you save your content to the HP converged cloud infrastructure with HP Flow CM Professional, your data is mirrored and stored on secure servers -- the same enterprise-level servers employed by HP and Autonomy financial, legal, and government customers -- in multiple secure physical locations, helping to ensure your data is safe from natural disasters and intrusion.

### Manage information more efficiently

Automate basic business processes and make paper and digital files more accessible. HP Flow CM Professional helps you to easily and securely manage your content digitally -- without breaking your budget. When utilizing HP Flow CM Professional to manage information, you can eliminate filing cabinets and regain valuable real estate. Moreover, you can rely on this cloud-based content management solution built, tested, and proven by industry pioneer and market leader Autonomy -- an HP company.

## A wide array of supported devices

Capitalize on the benefits of HP Flow CM Professional, which provide you the flexibility you need to support a wide variety of work environments with a broad range of device compatibility.

- Compatible with any HP and non-HP MFP or scanner that can scan and connect to a network, HP Flow CM Professional enables you to deploy the solution to a variety of devices in a multi-vendor environment.
- Get greater capabilities and functionality when you use HP Flow CM Professional with HP LaserJet Flow MFPs. Simple installation and set-up, along with HP FutureSmart firmware makes full integration of the solution with HP LaserJet Flow MFPs quick and seamless.
- By upgrading the firmware on select HP MFPs with HP FutureSmart firmware, you can easily update and expand the MFPs capabilities with seamless integration with HP Flow CM Professional.
- Compatible with PCs, tablets, and smart phones, mobile workers can access the solution through a web browser or a mobile app while in the office or on the road. HP Flow CM Professional is compatible with a range of mobile devices.<sup>1</sup>

## Realize the benefits of HP Flow CM Professional in your environment

An established insurance firm has accumulated more than 30 file cabinets worth of information. In order to be closer to customers, the firm's sales team has evolved to a remote workforce and needs access to a mix of paper and electronic files. Using HP Flow CM Professional, the firm is able to capture, tag and index all of their paper and electronic documents using their existing fleet of MFPs. Now, the sales team has quicker access to the documentation they need while on the road or in their home offices. The firm has also increased compliance by documenting a full audit trail of client communications and transactions.



### Technical specifications

<b>Supported web browsers</b>	As an online, cloud solution, HP Flow CM Professional is accessed primarily using a web browser. Supported browsers include Internet Explorer 8 and 9, Google Chrome™, Firefox and Safari.
<b>Supported operating systems</b>	HP Scan2Cloud application software is supported in Windows 7, Windows 8; Mac OS X 10.6.x, 10.7.x, 10.8.x. HP Flow Sync is supported in Windows Vista®, Windows 7; Mac OS X 10.6.x, 10.7.x, 10.8.x.

## Get started today

When choosing HP solutions, rely on HP Document Solutions Specialists -- your trusted advisors. They have been trained to help you assess your business needs, install the solutions that can enhance your organization's effectiveness, and provide ongoing support. Contact your local HP Document Solutions Specialist for more information about HP Flow CM Professional and other imaging and printing applications that will help you keep your business running smoothly.

<sup>1</sup> Requires an Internet connection. Supports Internet-capable mobile devices with separately purchased wireless Internet service. Separately purchased data plans or usage fees may apply.

<sup>2</sup> Firmware upgrade required for full integrated functionality with HP Flow CM Professional.

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