Integrate content seamlessly into collaboration with Microsoft Syntex

Large amounts of content and manual processing mean lost productivity, missed opportunities, and higher operating costs. Business runs on content—proposals, contracts, invoices, designs, plans, legal documents, images, training videos, and more. You need a new innovative approach to help you tackle it all – Content AI. Microsoft Syntex is a Content AI solution that automatically reads, tags and indexes content and connects it where it's needed – in search, in applications, and as reusable knowledge.

Why does your business need content AI?

Microsoft Syntex is a content understanding, processing, and compliance service that uses intelligent document processing, content artificial intelligence (AI), and advanced machine learning to automatically and thoughtfully find, organize, and classify documents in your SharePoint libraries. With Syntex, you can automate your content-based processes—capturing the information in your business documents and transforming that information into working knowledge for your organization.
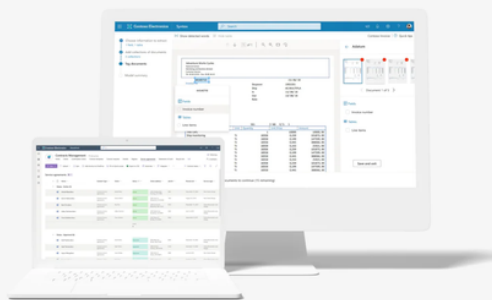
Rather than clicking and sorting through hundreds or thousands of files, Syntex extracts, analyzes, and categorizes the data for you. You can dive deeper into your content to truly understand it, and you can turn the information into meaningful insights that your organization can use to make informed business decisions.

Key Syntex capabilities

Enhance – Process, understand and structure content with AI-powered summarization, translation, and annotations integrated into Microsoft Teams, Office, Outlook and SharePoint.

Connect – Discover and reuse content with AI-powered eSignature, search, and integration into business workflows like contracts and invoice management.

Manage – Analyze and protect content through its lifecycle with AI-powered backup and restore, archiving, along with security and content management.

A common use case: Track information from invoices

We can set up a process using Syntex and Power Automate features to track and monitor invoices.

1. Set up a library to store the invoice documents.
2. Train the model to recognize fields in the documents.
3. Extract the fields you want to track into a list.
4. Set up a flow to notify you for specific events, such as:
   - A new invoice is added.
   - An invoice is past its due date.
   - An invoice is for an amount that's larger than your automatic approval amount.

When you automate this scenario, you:
- **Save time and money** by automatically extracting data instead of doing it manually.
- **Reduce potential errors** and **ensure better complianc**e by using workflows to check invoices and notify you if needed.

Get started with Microsoft Syntex and Creospark

To prepare for using Syntex in your organization, you first need to understand the scenarios in which it will be useful. The "why" helps determine what model will be needed, and how to structure your organization, but don't worry, that's why we're here. With years of expertise with Microsoft and AI, we'll help you uncover which scenarios will be the most beneficial to automate.

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