



Building the Bridge between

# PEOPLE PAPER & PROCESSES



Are you ready to take your office paperless?



BLI Five Star Rated

# Are you ready to take your office paperless?

## THE ANSWER TO YOUR EVOLVING BUSINESS CLIMATE

Today's challenging business atmosphere demands that organizations work with a new level of efficiency. To compete in this environment companies need tools that will allow them to capture business content, extract high value data, and automate repetitive processes. It's no longer enough to store and retrieve data for future reference; instead businesses need a strategy for making information work actively on their behalf.

SmartSearch offers highly intuitive, award-winning document management that can be easily adapted to automate any paper-intensive business process. No matter what size your company, or in what field you work, SmartSearch offers value driven solutions that are easy to use, learn and support.



## BUILDING THE BRIDGE BETWEEN PEOPLE, PAPER AND PROCESSES

Allowing your team to work more efficiently means transcending the culture of paper driven processes. SmartSearch delivers tools for digital automation without disrupting organizational flow. With its highly intuitive interface SmartSearch can be easily adopted throughout the enterprise with minimal training and expense.

### PEOPLE:

All documents are securely deposited in Archives you designate. You dictate permissions guaranteeing compliance while ensuring that documents are available 24/7. With SmartSearch you determine who in your organization will have immediate access to your files and what can be done with them.

### PAPER:

Reduce paper consumption by storing all of your documents in a central content repository. SmartSearch's broad adaptability allows you store both scanned and electronic documents including PDF, JPG, TIF, Word, Excel, Outlook files and many more.

### PROCESSES:

SmartSearch drives efficiency by streamlining repetitive business processes including document routing, notification and approval. Time spent searching for documents is drastically minimized resulting in increased productivity and reduced spending.

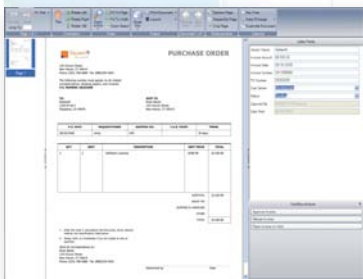


## DESIGNED WITH YOUR TEAM IN MIND

Ease of adoption is the most critical aspect of any Content Management initiative. Allowing users to quickly access information and execute decisions while minimizing training requirements is what drives organizational efficiency. At the same time, a product that minimizes training requirements lowers your total cost of ownership while promoting broad acceptance.

The highly intuitive design of SmartSearch puts access to business critical information into the hands of your staff within seconds. With an easy to understand graphical toolbar that exposes full functionality, your team will quickly recognize the full potential of what SmartSearch has to offer including document merging, tracking and distribution.

SmartSearch Image XChange takes document access to an even higher level by making document searches available from virtually any other software solution. With a simple command you can call documents from your financial package, CRM application or even email messages. Document access can be performed without SmartSearch even being open, quickly giving you seamless access to information.



## PRINT LESS, WORK MORE EFFICIENTLY

Converting paper records to digital images is only half the battle. Preventing them from ever becoming paper is where the war is actually won. SmartSearch not only delivers powerful tools for scanning and digital imaging, it also brings tools for harnessing office documents, raw data, faxed images and even web forms.



**SAVING DOCUMENTS TO SMARTSEARCH** – SmartSearch provides several tools for a wide variety of document types including; PDF, Word, Excel, Outlook, HTML, TXT and many more. Simply save your documents directly to SmartSearch using the SmartSearch File XChange feature or drag and drop existing records to an Inbox or Archive.

**VARIABLE DATA CAPTURE** – Why print documents only to scan them at a later date? SmartSearch PrintFree captures your print stream without effort and feeds it to SmartSearch, not only field indexed but also text searchable, so you can find it quickly based on content. PrintFree can even eliminate the need for a print stream by generating digital forms automatically with data gleaned from any ODBC compliant data source.

**WEB FORMS CAPTURE** – The days of paper based forms are quickly disappearing and SmartSearch FreeForm can help your organization travel down this path. With SmartSearch FreeForm, data entered within a browser based form or PDF can be seamlessly fed into SmartSearch and automatically routed for notification or approval through a pre-defined workflow. FreeForm can even make this high-value data available to your other applications, eliminating data entry.



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## AUTOMATING THE FLOW OF INFORMATION

Now that you have your documents digitized, it's time to automate their use to optimize your investment in document management.

Work XChange offers both fully automated, system based process automation and user initiated actions, which can be combined to work together in tandem. By integrating user actions right into the SmartSearch viewer, there is no need for separate licensing or specialized product training.

By automating redundant tasks, you ensure that the job will get done as designed, on time and with accuracy. SmartSearch Work XChange delivers true process automation by conditionally routing documents to a recipient, notifying them that an action is required and updating any relevant information that needs changing. In addition, all user activity is tracked within the Document History guaranteeing accountability by your users.



## WITH SMARTSEARCH, THE PAPERLESS OFFICE CAN FINALLY BECOME A REALITY.

Contact us today for more information on the solutions you need to evolve your organization's document strategy.

## LET US GROW WITH YOU

The investment you make today in SmartSearch is one that will only grow in value. The highly scalable nature of SmartSearch means that it can evolve not only in size but also in functionality. Simply add additional users as departments come on board or add features like variable data printing or web based form processing as your business looks to take efficiency to an even higher level.

With SmartSearch, the ECM solution you buy today will fit tomorrow so there is never a need for migration or retraining on another solution down the road.

**SMARTSEARCH PROFESSIONAL EDITIONS** – Enterprise Content Management for organizations of any size. With its modular design, the Professional Edition offers maximum flexibility in both pricing and configuration by allowing organizations to select only the tools needed for their specific business application.

**SMARTSEARCH CORPORATE EDITION** – Designed for organizations looking to leverage the full spectrum of what SmartSearch has to offer. As a comprehensive offering which includes licensing for disaster recovery and test bench applications, the Corporate Edition delivers a tremendous balance of value and functionality.

