

## SmartSearch

Building the Bridge between

# PEOPLE PAPER & PROCESSES



Are you ready to take your office paperless?

SmartSearch is the proven answer if you want to:

- Eliminate paper-based filing systems
- Streamline business processes
- Automate document routing and notifications
- Increase document security and compliance
- Easily share and collaborate on documentation within your organization

SmartSearch offers affordable, award-winning document management that can be adapted to any paper-intensive business. 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.



### 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 access to your files and what can be done with them.



### Paper:

Reduce paper consumption by storing all of your documents in a centralized 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.

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.



BLI Five Star Rated

**SmartSearch Professional Edition** – 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 solution which includes licensing for disaster recovery and test bench applications, the Corporate Edition delivers a tremendous balance of value and functionality.

FEATURE	BENEFIT
<b>Robust Security and Auditing</b>	Security in SmartSearch integrates with Active Directory greatly streamlining administration and providing users with single sign-on access. The built in audit trail proves your security is working by logging all document actions by date and user.
<b>Capture Workflow</b>	Completely automate the capture and indexing of documents from any source including Multifunction Printers (MFP), desktop scanners and line of business print output using intelligent batch separation, image cleanup and zonal OCR and Barcode recognition eliminating the need for any user intervention and maximizing your return on investment.
<b>KeyFree Indexing</b>	Click on any word or phrase in the body of any document to fill out fields through OCR assisted indexing. Eliminates the need for manual data entry and greatly reduces mistakes.
<b>Image XChange</b>	Click on any piece of data in your line of business application (accounting, CRM, HRM) and instantly retrieve all matching documents in SmartSearch reducing training requirements and increasing end user adoption.
<b>Work XChange</b>	Build business rules into SmartSearch to automate routing, notification, escalation and approval of documents to reduce cycle times. Provide key decision makers instant visibility into each stage of document centric workflows.
<b>File XChange</b>	SmartSearch natively appears as a drive in Windows Explorer allowing users to streamline the capture and indexing of electronic documents using File->Save As from any Windows application and storing the document in its native format.
<b>Mail XChange</b>	Drag and drop Outlook emails directly into SmartSearch or monitor a watched inbox for the automated import of emails and/or their attachments. Email properties such as To, From and Subject will be automatically filled out, saving time and greatly reducing the cost of capture.
<b>Data XChange</b>	Using a key piece of data, SmartSearch can perform a database lookup either internally or to any OLEDB or ODBC compliant database to repurpose data into SmartSearch index fields saving time and eliminating indexing errors.
<b>Square 9® FreeForm</b>	Turn cumbersome paper based forms into dynamic, intelligent web based forms that submit directly into SmartSearch. Rules and logic ensure that required data is entered and done so correctly, eliminating mistakes and greatly reducing cycle times. Any data in the form can become document meta data effectively “outsourcing” indexing to the form filler.
<b>Square 9® PrintFree</b>	Eliminate the need for costly preprinted forms and impact printers by intercepting mainframe print output, merging it with predefined electronic forms and routing the output to low cost laser printers, email, fax, SmartSearch or any combination.

## Supported Platforms

### SmartSearch Server:

Windows XP Professional (32-bit only)  
 Microsoft Server 2003 (32 & 64-bit)  
 Microsoft Server 2008 (32 & 64-bit)  
 Microsoft Small Business Server 2008

### Database:

Microsoft SQL 2005 Express  
 Microsoft SQL 2005 & 2008 Full Edition

### Client:

Windows XP Professional (32-bit only)  
 Vista (32 & 64-bit)  
 Windows 7 (32 & 64-bit)