

Digital Copiers and Document Management

SearchExpress Document Management software lets you use your digital copier to scan documents, and provides OCR, indexing, routing and searching.

The documents can be automatically routed based on content, e.g., the vendor name or ship-to address on invoices can automatically determine to whom the invoice is routed for approval.

Indexing is the optional assignment of fields, such as document type, date, and customer name.

You can automatically index documents using barcodes, Zone OCR, or reading the fields from other computer applications.

Also, you can key the index fields, keying the data at your desk either before scanning, or after scanning.

To index the documents before you scan them, you can optionally use SearchExpress Distributed Data Entry. This lets you index and route documents from your desk, before the documents are scanned with your digital copier.

While at your desk looking at paper documents, before the documents are taken to the copier, you use your browser to key data to an on-screen form. This can be done over intranet or the Internet, and the data is written to your server.

After entering the data, you click the browser print button and SearchExpress prints a barcode. The barcode can be printed to a sticky label, or to a page.

You place the barcode on or before page one of the document, and send or take the documents to a digital copier for scanning.

Document Management is now very affordable!

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SearchExpress Document Management reads the barcode value, and uses the barcode number to index the document with the fields you previously entered using your browser.

Also, you can optionally specify to whom the documents are to be routed. In your browser, you could choose Jane Smith from a drop-down list, and a document would be routed to Jane Smith's inbasket.

Once documents are scanned, you can search by typing in a word or phrase. Also, you can search by highlighting a search word or phrase in your Microsoft Office, email, ERP, or other applications, and pressing a function key. This lets you search and view your documents directly from any software application.

To monitor and control who can add or change Word, Excel or other digital documents , SearchExpress provides document check-in/check-out and version control via your browser.

Executive Technologies, Inc. has been developing the SearchExpress family of affordable high-performance document and content management software solutions since 1984.

SearchExpress is affordable enterprise document management software that lowers the costs of handling and storing your documents and saves staff time by providing instant access to your documents from other software applications.

SearchExpress is proven software that is so easy to install and use that you can rapidly deploy it in one department, or across your entire organization.

Document management is now very affordable. You can store twenty million pages on a \$250 one terabyte hard drive. That's 8,000 pages a day for ten years!

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