

### Document Management

SearchExpress Document Management 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 enterprise document and content management software that you can easily and rapidly deploy in one department, or across your entire enterprise.

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.

**SearchExpress software is hardware independent. You can use the scanners and digital copiers of your choice, procured from your favorite hardware vendors.**

SearchExpress Document Management software lets you scan, OCR, index, search, and protect your documents.

You can scan documents both over your LAN (local-area-network) and over the Internet.

In addition to document and content management, SearchExpress also provides business process management by letting you define a multiple-step workflow to automatically route documents to different user's "inbaskets" for processing.

For example, all invoices could be scanned at headquarters, and invoices with a ship-to address of Denver Colorado could be automatically routed to Sierra Lewis, the manager of the Denver branch office, for her approval via the Internet.

### 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!

### Document Management

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

Also, you can key the index fields.

For both digital and paper documents, SearchExpress provides check-in/check-out and version control, over intranet or the Internet, with an audit trail showing who has made changes to a document or file.

**In addition to searching from your desktop PC, you can search from your wireless laptop, PDA, cell phone or handheld computer. This means you can search your documents wherever you are, including car and home.**

For regulatory compliance, SearchExpress provide provides document retention rules, an audit database, and document security.

These features protect your documents and help you comply with the growing body of laws and regulations concerning the confidentiality, authenticity and retention of documents, including Sarbanes-Oxley, SEC, NASD, IRS, HIPAA and other regulations.

Executive Technologies, Inc. has been developing the SearchExpress family of affordable high-performance document and content management software solutions since 1984, and can use this experience to help you lower the costs of handling, storing and searching your documents.

### Easy, Affordable Enterprise Document Management

We guarantee your satisfaction. We always offer SearchExpress Document Management software with a 30 day money-back guarantee.