

Legal Document Management

SearchExpress is proven document and content management software that is so easy to install and use that you can rapidly deploy it in your organization, without on-site assistance. Most users are scanning and searching within one hour of receiving the product.

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

SearchExpress/Legal document management software is hardware independent. You can use the scanners and digital copiers of your choice, procured from your favorite hardware vendors or manufacturers.

SearchExpress provides check-in/check-out and version control for both paper and digital documents, over intranet or the Internet.

SearchExpress/Legal document management software lets you scan, bates stamp, OCR, index, search and protect documents, and optionally route the documents to different departments or individuals.

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 either during scanning, after scanning, or before scanning. We call indexing before scanning Distributed Data Entry.

Document Management is now very affordable!

SearchExpress/Legal document management software lets you search your documents from court, hotel, or home over intranet or the Internet with your Internet browser.

Legal Document Management

SearchExpress/Legal document management software lets you quickly find what you are looking for by using full-text retrieval with fuzzy searching (to find documents despite OCR errors), Concept searching, proximity searching, boolean searching and range searching of date and number fields.

SearchExpress/Legal Document management software will index and retrieve documents that are already in electronic format, including Microsoft Word, WordPerfect, HTML, XML, Excel, Powerpoint, Acrobat PDF, audio and video.

SearchExpress/Legal document management software provides a number of bates stamp features:

You can specify an alphanumeric bates prefix and a numeric bates number, which is automatically incremented.

You can specify the bates stamp font and font size.

You can bates stamp in color.

You can place the bates stamp on the top or bottom of the images, and on the left, center, or right side.

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

SearchExpress is so easy to install and use that most of our clients do not need any on-site installation and training. However, we would be pleased to provide on-site training and consulting, if requested.

Document Management is now very affordable!

We guarantee your satisfaction. We always offer SearchExpress/Legal document management software with a 30 day money-back guarantee.