

Records Management

SearchExpress lets you Index, Retrieve, Distribute, Protect and Archive your Records.

SearchExpress records management software lets you manage the entire records lifecycle, including indexing, retrieving, distributing and archiving your records.

SearchExpress records management software can also identify missing records, which is often required for regulatory compliance.

For paper records, you can scan the documents with SearchExpress, and store the scanned images in a SearchExpress repository. During the scanning process, you can add index fields, such as Title, Document Type, and Retention Period. You can also specify a field, such as loan number, to link this record to other records.

SearchExpress records management software can also OCR the document, so you can search the document by content, i.e., by words and phrases in the document.

For both paper and digital documents and files, SearchExpress provides check-in/check-out and version control, over Internet and intranet, with an audit trail showing all activity.

For Word, Excel and other digital files, you have several choices.

To create an unalterable copy, you can print the documents and scan them as paper documents.

Or, to save time, SearchExpress records management software lets you convert the documents to TIFF image files, and SearchExpress can automatically import these TIFF image files. This lets you skip the printing-to-paper and scanning steps while still creating an unalterable copy of the document.

Records Management is now very affordable!

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Or, instead of creating an image of the documents, you can let SearchExpress automatically index all your Word, Excel and other digital files by the file name and date, and by the content (text) in the document. When you search and find the document, SearchExpress will display the file from its original location, and you can edit the file, if your permission level allows you to.

For physical records, such as books and blueprints, SearchExpress records management software lets you index the records and type index fields, such as Title, Record Type, and the physical location of the record.

Or, instead of keying index fields, you can use a barcode or RFID, affixed to the physical record, to specify the Title, physical location and other index fields.

SearchExpress allows you to search up to one billion records, and find any record in a matter of seconds.

SearchExpress provides for automatic record-retention, and archiving and /or deleting the records that meet the user-specified retention rules.

Executive Technologies, Inc. has been developing the SearchExpress family of affordable high-performance document management and records management products since 1984, and can use this experience to help put your information at your fingertips.

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.

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

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