

## Top 10 Reasons to Scan & Capture With Librex

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The best records or document management system will always feel left alone without a good scanning and capture tool.

Your capture tool is the puzzle piece that helps you keep a clean and well organized RM / DMS / ECM system, giving you efficiency, structure and control.

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### HERE'S HOW LIBREX WILL HELP YOU:



#### 1. Unified Capture

Whether you want to scan paper documents (supports all TWAIN scanners) or import a fax (LibrexFax), an email (Outlook Plug-In), a printed document (virtual printer on your network) or any other electronic document (drag&drop or automatic importation folder), Librex is a unique and centralized tool to capture all your content types.



#### 2. Intelligent Capture

Librex includes free optical character recognition (OCR) and barcode extraction tools. It also offers multiple converters (convert a date format, replace characters, search a substring, use a data lookup script...) allowing you to simply extract and validate the required metadata.



#### 3. Integrated Capture

Librex offers multiple smart connectors (Alfresco, Clara, COBA, Conversense, Docutheque, IntelliGID, Network Folders, SharePoint, SyGED, Ultima...). Those smart connectors can identify where your documents should go and create the folders and sub-folders automatically, transfer metadata, define your naming policies and your versioning rules. It's the end of duplicates and lost documents!

## 4. Audit Trail



You can always validate a document lifecycle and history from a simple click. Also, the Librex operation console enables you to see who scanned or imported which and how many documents on which workstation and at what time. Librex helps you respect your legal requirements.

## 5. Secured



You may define a permission schema for your groups and users, both at the operation level (who can scan? who can consult?), at the document type level (who can access the HR files? who can import invoices?...) and at the metadata level (up to which dollar amount can this director approve and sign this document?...). Also, Librex uses the SSL protocol to secure your data on your network and in the cloud.

## 6. Powerful



Librex isn't just a simple scanning tool. It also captures any type of digital content and can also give life to your documents. You could build a workflow to approve and sign your documents, to do electronic invoicing, to automatically prepare your deliveries using a purchase order, to distribute documents based on metadata and many more. Just let us know what's your process and we'll find a way to support it with Librex.

## 7. Supported



Corium's development team is very proud of Librex and will go the extra mile to make sure the system is working smoothly for you. We always try to find the best way to leverage Librex in your organization. We also have a very frequent release cycle, and we insure transparency by publishing every correction and improvement in our release notes.

## 8. Proven



Librex has a large installed base, within state departments, associations, non-profit organizations, small, medium and large companies, and for multiple industries (service, distribution, manufacturing, government, retail, insurance, health, education...). We have the experience to optimize your specific document processes.

## 9. Affordable



Librex offers a free 30-days trial. Also, we have an entry-level version that is free with a 30\$ donation to our "Capture to Read" campaign to support education and literacy through the "Room to Read" foundation. When you're ready to scan higher volumes of documents, our Enterprise version starts at only 3,995\$.

## 10. Simple



Librex was built to give a simple and user friendly experience. 99% of the configuration can be done through an intuitive user interface, which gives you independence and flexibility to manage your system. Our online documentation portal also helps you understand our most powerful configuration options. Finally, our download portal and "Quick Start Guide" enable you to install and start using Librex by yourself if you wish to do so.