

DOCUMENT CAPTURE FOR YOUR  
DOCUMENT MANAGEMENT SYSTEM





## INTEGRATED CAPTURE

You have a robust and proven document management system that gives your organization the functionality it is looking for. But capturing all your documents (electronic, paper, fax, or documents output from your ERP system) can be a major headache and a costly operation. This is why a tool that is fully integrated with your document management system and that will allow you to capture all types and all formats of business documents from any source is essential to leverage your investment.



Librex is the perfect solution for this problem. It captures documents from sources ranging from paper and fax to electronic, virtual printers and more, quickly and securely feeding them to your management software. Librex also includes first-class data extraction and indexing tools. Data entry is fluid and you can query your systems to validate data entry. Librex will even create the document hierarchy in your system, all this according to your business rules.



### PAPER SCANNING

Simple and complete image processing features such as despeckle, deskew, repositioning, auto-contrast, barcode, OCR and more make Librex a complete enterprise document scanning solution. Our Twain interface allows Librex to be used with most scanners from major vendors. Furthermore, the capture station can be either local or remote while maintaining the same capabilities and performance.



### FAX RECEPTION

Using a dedicated server, fax reception has never been easier. Librex will let you manage your fax reception automatically or manually. Select the documents you want and, with a single click, send them to Librex for processing.

Multiples lines are supported. You can easily transfer control of the fax capture module to another person for night shift, for example.



### AUTOMATIC IMPORT

When the volume of documents makes manual indexing impossible, the Librex automatic document import capability comes to the rescue. This module will let you automatically extract data using conventional tools such as OCR, OMR and barcode readers but there's much more than that to automatic import. An info file can contain instructions that will ensure the documents are properly indexed. Data can also be extracted from all or part of the file name or other file properties. Multiple import folders are available and can be used for specific document types (invoices, for example). Scripts can be added to further enhance the automatic indexing function of this powerful module.

## LIBREX INDEXING AND PROCESSING

With Librex, manual data entry is fluid and indexing your documents is easy and reliable. You can automatically extract or process data using state-of-the-art technologies:

- OCR/OMR
- Barcode readers
- Data validation rules
- Advanced Java scripts
- Validation with external system
- Capture workflow

Librex can integrate with many document management systems, including:







## CAPTURE ALL YOUR DOCUMENTS, ANYTIME, ANYWHERE

Easily capture documents from multiple sources, extract data, index documents and transmit them to your document management system with Librex. Reliable data is essential for the success of your business. This information is stored on documents of various types. Without a capture system that is well integrated with their document management software, many organizations struggle with manual processes; productivity is low and performance is inadequate. Because of these labour-intensive, error-prone processes, you lose valuable information and that affects your profits.

Librex provides capture tools for multiple sources. This allows your organization to ensure all your important documents are captured using a common process. You can index these documents, no matter what their source is, using state-of-the-art extraction tools. Manual data entry is fluid and you don't have to train your personnel on different systems. This means simplicity and productivity for your business.

You've invested a great deal of time and money in your document management system. Librex will ensure that you maximize the value you get out of it. You have a first-class system; it requires first-class capture. Librex is the solution.

### **BENEFITS OF LIBREX DOCUMENT CAPTURE:**

- Improve your return on investment
- Increase your productivity
- Capture all your documents from multiple sources
- Manage and control document capture processes
- Increase the legal value of your documents
- Reduce manual data entry by using a complete set of automation tools
- Reduce maintenance by synchronizing your software's configuration with Librex
- Capture either locally or remotely
- Automatically create your folder hierarchy with simple or complex business rules

