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Librex Newsletter - June 2014

Hi Marc-Andre,

Here's the June edition of our Librex Newsletter, which has the goal of keeping you informed about various Librex best practices and presenting you some of our new features.

Docutheque, IntelliGID, SyGED and Ultima Connectors

Would you like to have a better traceability on your archived documents? Do you have to manage the complete lifecycle of your documents, by following their evolution from active to semi-active to inactive documents?

Excellent solutions exist and offer those records management functionalities, including Docutheque, IntelliGID, SyGED and Ultima. Librex offers smart connectors to all those systems.

These Librex smart connectors offer a full integration to those applications. Based on the metadata, they will automatically classify the documents in the right folders and create those folders if required, as well as distribute the metadata throughout your classification schema. You'll

also be able to define your own naming policies, version management logic and format conversion rules.

When using Librex as a capture solution for Docutheque, IntelliGID, SyGED or Ultima, you benefit from a tool that raises your productivity by structuring and optimizing your document capture process. You avoid duplicates as well as documents and folders with a naming error. Librex auditing tools also enable you to document your capture operations and raise the legal value of your documents.

PDF/A Conversion

When scanning paper documents, the most widely used format is TIF. However, for the long term conservation of your documents, the best practice is to store them in the PDF/A format. This ISO format limits the content of the PDF file to insure its long term viability. For example, it insures that the PDF doesn't include a password and that all fonts are included within the file. A PDF/A document respects open norms and doesn't depend on any technology to be opened.

It could be pertinent to keep your documents in their original format (for example, TIF for a scanned paper document) when they are stored in your content management system, so that you're able to use all the functionalities of your application. You should however always plan a conversion mechanism to a format such as PDF/A when you need to export the document from the system, either for a punctual transmission or for a massive exportation.

Finally, it's also important to note that the PDF/A format includes multiple versions, like the PDF/A-1a and PDF/A-1b levels of compliance. A records manager will be able to clarify the specifications of each format and standard with you.

Thank you for reading our Librex newsletter. We appreciate your interest in our solution and invite you to contact us for any question.

We also invite you to follow us on Twitter or like us on Facebook to get all the latest news on Corium and Librex.

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