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## Librex Newsletter - March 2016

Hi Marc-Andre,

Here's the March 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.



### User Tasks for Multi-Stage Capture



The "[My Tasks](#)" option in the Librex dashboard enables you to define batches of documents that need processing. Those batches can be based on any metadata value as they're powered by the Librex global search tool.

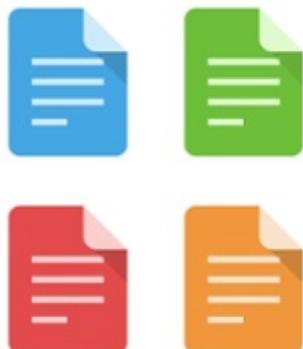
This functionality is very useful when you want to split user steps and automate your processes. Here are some non-exhaustive examples of possible [user tasks](#):

- Complete the data entry for your suppliers' invoices
- Manage purchase orders from your customers
- Create batches in wait mode and notify your users when the documents are ready to be handled
- Add a validation step to your scanning process

Those tasks can also be joined to the external work functionality in order to work along with your ERP system and maximize your productivity.

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## Change a Document Type at Any Time



In a context where user tasks enable you to modify your documents and where your capture process can be split in multiple steps, it becomes important to be able to modify your document type when required.

This functionality has thus been added in a global manner in Librex 5. Users can now change a document type at any time from the capture and modification window. Their permission model is of course respected and you can select to which document models a document can see its type changed.

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

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