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Librex Newsletter - May 2015

Hi Marc-Andre,

Here's the May 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.

Automatically Distribute Your Documents by Email

Instead of always searching for their documents, your users could receive them by email. To enjoy this feature, you can activate a document transmission workflow on your document models. The concerned documents will be sent to interested users upon their arrival in Librex.

You may also add conditions for a more precise distribution. For example, you could send supplier invoices over $1000 to your controller. Or transfer all purchase orders of a specific customer to its account manager. Or distribute all your reports using this technique. All document properties can be used to trigger those contextual email transmissions.

Our documentation portal details a script that achieves this distribution to a list of receivers in a text or XML file. For more information, see http://coriumsoft.com/DocLibrexWorkflow.

You may also reach out to librex@coriumsoft.com and we'll help you deploy this.

Destroy Your Documents (!)

When a document is sent by Librex to an external system, this transferred instance generally becomes the official version of the document. In this case, you should destroy the Librex duplicate by configuring a deletion rule, which will also help you save storage space.

Using this strategy, it becomes essential to make sure the document made it correctly to the external system and you should for example audit your synchronisation jobs at a regular interval.

You should also make sure that your backups were taken correctly before destroying any document, for example by keeping your documents in Librex at least a week if your backups are done every week. If a problem occurs in your external system, Librex will act as a partial backup and you'll be able to resynchronize your documents and avoid losing a full week of data and work.

If you'd like to manage your documents and records lifecycle with a more complete approach, we invite you to use one of our smart connectors to Constellio, Docutheque, SyGED or Ultima.

For more information on automatic document deletion, visit http://coriumsoft.com/DocLibrexDeletion.

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.

To consult the complete Librex documentation, visit our Librex Documentation Portal

If you would like to read the past editions of our Librex newsletter, we invite you to visit the following page: Librex Newsletter

Finally, if you think some of your contacts would be interested to subscribe to our Librex newsletter, feel free to invite them to subscribe here: Subscribe to Librex Newsletter

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