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Librex Newsletter - November 2014

Hi Marc-Andre,

Here's the November 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.



Use Automatic Importation Folders



Librex is often primarily perceived as a scanning tool, and first Librex projects are frequently linked to scanning paper documents. But once this goal has been reached, we recommend that you think about which electronic documents are used in your organization.

Do you create electronic invoices? Do your customers fill data in an online form? Are your work orders produced from a mobile application? Do you generate reports? For all those scenarios and for many others, there's a way to import your documents automatically in Librex, without any human intervention.

One of Librex's most appreciated importation technique is the usage of automatic importation folders. Simply transfer your electronic files in those folders and configure Librex so that the document model is recognized, that pages and

documents are split and that properties are automatically extracted. Hence, you'll be able to import all those files in Librex from a simple Drag&Drop.

By default, automatic importation folders are created on the Librex server and you may also create new ones anywhere on your network.



Benefit From A Quick Start!

Where should I start? This is a question you could ask yourself when beginning to use Librex.

Our development and implementation team will always be available to support you through this phase, but we also provide a resource to guide you if you prefer doing it by yourself. This resource is our quick start guide, which you may consult at the following URL: [Librex Quick Start Guide](#)

This guide covers all aspects required to understand and start using Librex, from an explanation of the supported infrastructure, up to the importation, scanning and consultation of your first document, including the system's installation and configuration.

After following all steps in this guide, you'll have a good high level understanding of the behaviour of the system and you'll then also be able to refer to our [Documentation Portal](#) to understand all Librex functionalities in more details.



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](#)

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