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Librex Newsletter - October 2013

Hi Marc-Andre,

Here's the October 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.



Import your emails manually or automatically

Did you know that Librex offers different tools to import your emails?

First, for the automatic importation of email, the strategy is to have an email address that transfers them to a Librex automatic importation folder. For example, you could have an address invoices@example.com that transfers your suppliers' invoices to Librex for an automatic processing.

Since recently, Librex also offers an Outlook plugin that allows you to import emails manually in Librex. To import one or many emails, select them in Outlook and press on the "Send to Librex" button. Librex will then be launched automatically (if required) and your emails will be transferred to the Librex manual importation window.

Document recognition and metadata extraction

automatisms will then be executed as with any other type of captured content. You'll also be able to decide if you want to import your emails in MSG or HTML format, and if you want to import the attachments.

Those two capture methods are available for free in Librex.



Audit the lifecycle of your documents and operations

Did you know that to give a legal value to your documents, an important aspect is to be able to audit their complete lifecycle?

Librex offers tools to simplify this audit.

First of all, when consulting a document, you only have to press on the "History" button and you'll be able to see all the Librex lifecycle of the document (Who scanned this document? Who consulted this document?...).

Also, the Librex operation console allows you to trace all the operations that were executed in the system. You can for example see all the scanning operations done by a specific user, or you can audit all documents that were captured by automatic importation for a specific date range.

The "Jobs" tab of the operation console also allows you to manage any asynchronous operation active in the system. For example, if Librex can't send a document to an external system because of an authentication error, the operation console will display this job in error and you'll be able to resynchronize it once the error is corrected. You could also configure to notify a Librex administrator by email if there's an error on an asynchronous job.

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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