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Librex Newsletter - September 2014

Hi Marc-Andre,

Here's the September 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.

Add Stamps And Post-It Notes In Capture Mode

Since version 4.1 of Librex, it's possible to add stamps, signatures and post-it notes when capturing your documents with Librex.

This feature was previously only available when consulting documents, but we've now also added it to our paper scanning and electronic document importation windows.

You could, for example, use a stamp with the text "scanned on ..." with the current date to display the scanning date directly on a document. Or add your signature to support an automated process on your documents. Or stick a Post-It note to remind you that this document is confidential and shouldn't be distributed.

Also, you can create personalized stamps with your own images and insert information automatically in them like

the current date or a user signature or name, which can even be formatted as you wish.

Receive Reports On Librex Utilization

You have a lot of data in Librex and this data can be useful to analyze your operations.

For example, would you like to know how many documents were consulted weekly by each Librex user? Or how many documents of a specific type were scanned for a defined period? Or how many electronic invoices and other documents were sent by email to your customers this month?

All this information, and a lot more, can be retrieved from a Librex report, which is generated with a script. Also, those scripts are generally linked and executed by a scheduled task, which makes it very easy for you to review and modify its transmission schedule. The report could be sent to you by email, printed, sent to a network folder or simply kept in Librex.

If you're not familiar with Librex scripts, contact us and we'll guide you. We can also generate the desired report for you. We've already built multiple reports for our customers and have acquired a solid experience for this requirement. We can generally quickly build reports for 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.

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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Marc-Andre Chartrand

Vice-President, Business Solutions

mchartrand@coriumsoft.com

1(800)661-7899
librex@coriumsoft.com

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