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## Librex Newsletter - September 2016

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.



### Permissions Based on Property Values

Your documents' security is vital to your organization. Hence, all accesses should be well controlled to avoid documents to be consulted by unauthorized people.

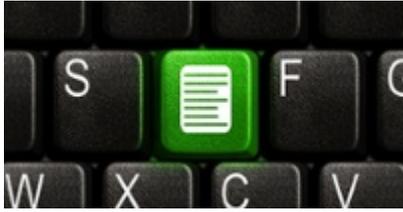
Sometimes, access rights must be defined not only based on document types but also according to the value of your metadata.

For example, if your document model "Contract" is used by both the finance and HR departments, you generally don't want the finance employees to see the HR documents, and vice versa.

In this case, you're able to dynamically model your access rights based on a specific metadata value, using for instance a property named "Department" where the relevant department is defined.

For more information about this feature, please visit this page: [Security Based on Properties](#)

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## Default Forms and Document Models

When you configure Librex to recognize your document types automatically, it can be interesting to define a default form that will be used if no automatic recognition has succeeded.

Here are some examples where this configuration is relevant:

- Accounts payables with a hybrid logic where specific forms are defined for your larger suppliers' invoices recognition and a default form is used for all unconfigured suppliers.
- Multiple versions of a same document type with older unrecognized forms managed manually.
- Creation of an "Other" document model, selected by default, and enabling you to build workflows for unrecognized documents.

The default form can be defined in the "Form" tab of each one of your document models. You may also define a default document model in the "Document Models" tab of any folder model.

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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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To consult the complete Librex documentation, visit our [Librex Documentation Portal](#)

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*Marc-Andre Chartrand*

*Vice-President, Business Solutions*

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1(800)661-7899  
[librex@coriumsoft.com](mailto:librex@coriumsoft.com)

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