

> Librex - Electronic document management software



Overview

Scan, file, archive, view and transmit your documents simply and rapidly.

Librex and Hexatek

- A high quality product
- An exceptional service

Functions

- Scan
 - You can easily and rapidly scan high volumes of documents.
 - Scanning can be done from multiple offices. It can be centralized or a mix of both methods.
 - When scanning occur, automatismes such as bar code or text reading (OCR) can be executed.
- File and organize
 - Librex can file automatically your documents according to programmed rules. Everything is automatic, there is no manual work to be done.
 - Each user can freely file documents in personal files.
- Archive
 - Your documents are permanently save on CD (DVD coming).
 - It is impossible to loose a document. Librex even protects against human errors.
- Search and view
 - You can easily and rapidly access your documents. Simple and complex searches are available.
 - It is possible to save frequent search.
- Transmit
 - Send by email
 - Transmit by fax
 - Print your documents
 - Export your documents on your PC



Librex allow you to manage electronically all your documents. Thanks to Librex, you now have acces at a tool of unsurpassed quality at an affordable price

Librex is a high performance system and can support an unlimited number of documents. Actually an important transportation company manage over 3 million documents which were scan at a pace of approximately 5,000 per day.

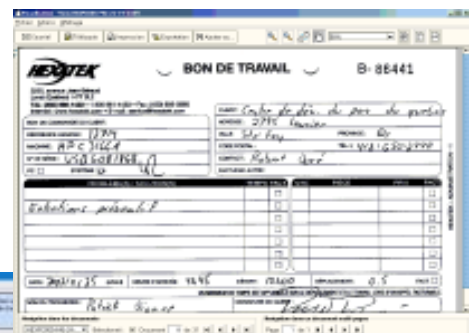


Up to date technologies are at the base of Librex. It is a 3-tier system. A SQL data base server manage data, an application server manage the business logic and the client part is developped in Java. The result : reliability, flexibility and performance.

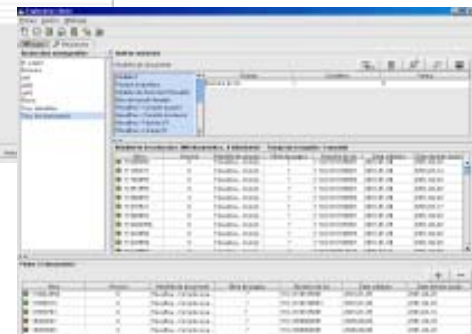
Software



Librex, an electronic document management software at your service.



Librex is multilingual, multiuser and is operating system independant.



Behind Librex automatisation capability is the document model. You only have to define once the parameters for one document type.

With Librex all our users can easily and rapidly access all our documents. We have realized substantial savings and we improved customer service.

Pierre Cliche, Groupe-Thibodeau Transport



Overview of Librex functions

Virtual files

Librex allow you to manage high volumes of documents. These can be specialized documents but also administrative documents such as invoices, cheques, work slip, etc... You can replace your paper files by Librex

The document model

The document model allow you to define business logic for a specific document type .

As an example, it is possible to define a document model to manage invoices. This model could indicate that the paper document dimension is 8.5 x 11, that this document will be scan in black and white at a 200 x 200 dpi definition and that this document has a mandatory "Invoice number" field.

The model can also specify automatic filing instructions.

Paper document insertion - Scanning

Scanning allow inserting paper documents in the document data base.

A 8.5 x 11 inches document, scanned in black and white with a 200 x 200 definition uses approximately 40k on the hard disk. This allow you to store over 2 millions documents on a 80GB disk.

With Librex you can scan from multiple sources or only one. Transmission of documents from remote locations can be schedule at off peak time to reduce the effect on the communications.

Librex support multiples scanners, color or black and white, simplex or duplex, low speed or high speed, with or without automatic document feeder. Scanning models can be defined by scanner type and by document model.

Electronic document insertion

Documents that are already in electronic format can also be inserted in the Librex document data base. With this feature, all your documents whatever their source can be unified.

All formats are supported. It can be a format specific to an application such as PDF, DOC, XLS, PPT, etc. or it can be a general image format such as BMP, TIFF, JPG, etc.

Automatic reading

It is possible to execute automatism to read some part of a document. This is programmed at the document model level.

Bar code reading and text reading (OCR) are supported.

File

Librex allow you to create a corporate and a personal filing system.

A document can be filed in multiple locations

because it is a logical link. The rigidity of paper filing is solve.

These files can be managed automatically or manually. Librex filing capability allow you to completely replace your paper files while gaining a lot of flexibility

Corporate files are defined by the administrator. They can be totally automatic according to the selection made with the document model, or they can be manual and someone file them when they are inserted in the document data base.

It is possible to include one or more classification plan for each document model. As an example, there could be an automatic classification per number (from a numeric field for this document) and another per creation date.

Search

Simple and complex searches are possible with Librex.

All fields defined by the administrator and all system fields such as: Document name, Creation date, Document size, etc. can be used as search criteria.

A basket is available to accumulate search results.

View

When a document is found it can be viewed by any user that has the right to the document.

When the format is recognized by Librex, the Librex viewing window is used.

This window allow the user to browse a multipage document or browse multiple documents. It also has rotation, zoom and other controls.

Librex will also let you view formats that are not recognized internally. When this occurs Librex let the operating system starts the application associated to the file extension. The user must have the proper application available to view the document.

Print

Librex can print your documents.

The printers connected to the Librex server are available. This means that it is centralized printing.

Send by email

Your documents can be send by email very easily.

One or multiple documents can be selected. Regular text can be edited in addition to the documents.

A list of contacts with their email is available to simplify frequent transmission.

Transmit by fax

Your documents can be transmitted by fax very easily.

One or multiple documents can be selected. A cover page can be added to the documents.

A list of contacts with their fax number is available to simplify frequent transmissions.

Export on your PC

Documents can be exported easily on the PC user.

The usual selection tool allow to decide where the documents will be exported.

Document Offline / On-line

To insure that the disk capacity will never be a problem, Librex erase automatically the documents that are less used.

This operation is call putting the documents offline. This is possible only on documents that where previously written on CD.

An offline document can always be found because the search data remains in the data base. Only the files are erased from the disk.

When an offline document is requested, a message is shown to the user to explain the situation. He then has the possibility to ask that the document be put back on-line.

If it's the case, a message is sent to the person responsible of this operation. When the operation is done, a message is sent to the user to indicate that the document is now available.

Write on CD

Librex protects your documents by writing them automatically on CD.

When enough documents are available, a message is sent to the administrator, indicating that a CD is ready to be written.

The first CD is the main CD is used to put back on-line documents if needed. These CD are kept at the office for this purpose.

However a second CD can be written to create a backup CD that will be kept outside.

Link to your management software

A compatible interface to your management software is available.

As an example, you can request Librex, through your management software, to print "Proof of delivery" documents that you will include with your invoices.

Security

Librex let you control which user has access to certain documents and functions.

Confidential documents are accessible only to those who have the necessary authority. Security can be manage by user or group.