KONICA MINOLTA

ENTERPRISE CONTENT
MANAGEMENT
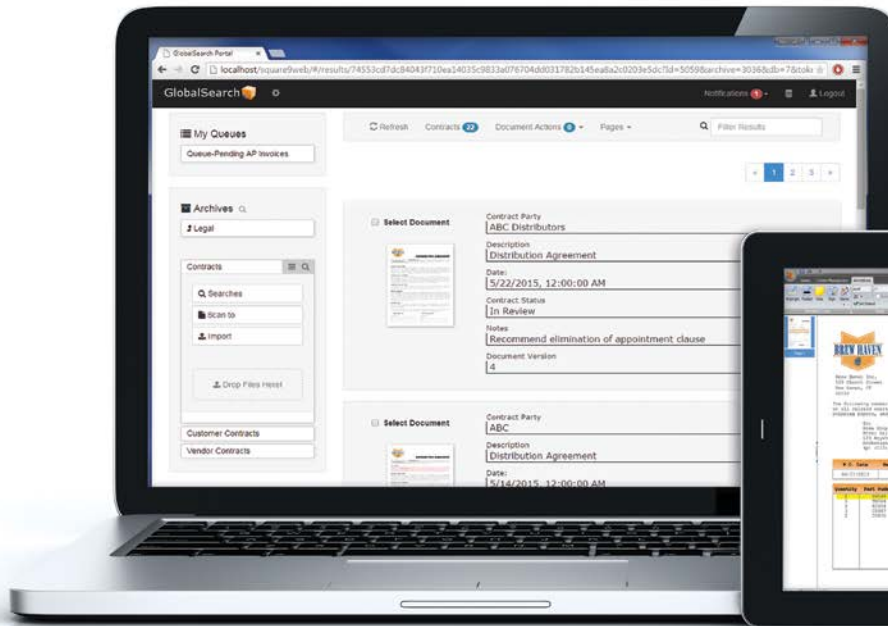
Fast, Simple Access to the Information
That Makes You More Productive

SmartSearch
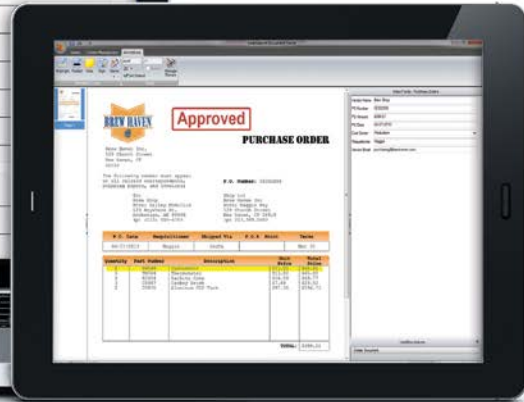
Giving Shape to Ideas

square9
softworks

Information.

Finding it. Sharing it. Putting it to work, by automating paper-intensive processes and managing content cost-effectively throughout your organization. To do all that, you need Square 9's SmartSearch – the simple, powerful, scalable Enterprise Content Management (ECM) solution designed to increase productivity and speed document workflow in any application, from small to mid-sized businesses.

Square 9's SmartSearch will accelerate your work and improve your customer service. You'll save time, improve security and gain access to essential business information 24/7. You can implement a SmartSearch solution quickly and easily, with immediate functional advantages for accounts payable and receivable, human resources, legal operations and more – any business process that involves paper.

Put It to Work

Adopting an Enterprise Content Management solution can produce immediate gains in performance, productivity and profitability. Square 9's SmartSearch brings these benefits within reach of small to mid-sized organizations, at significantly lower costs – which is why SmartSearch is the productivity solution you've been searching for.

Scalable to Fit Your Needs

Square 9's SmartSearch can be utilized for virtually any business or profession – including manufacturing/distribution, legal, healthcare, education and other specialized businesses. For fast-growing workflow demands, SmartSearch allows you to add users, departments, branch offices and outreach locations as they come on board.

Getting Started is Simple

Square 9's SmartSearch is the easy way to enter that paperless workflow that make you more competitive. A simple interface built on the Microsoft Office design is familiar and easy to understand, even for new users and temporary personnel. The learning curve is gentle, with no need for specialized training. And Work XChange can integrate workflow actions into the SmartSearch viewer, so a few simple keystrokes get the job done.

Find It

The advantages of Square 9's SmartSearch begin with enhanced customer service. When inquiries arrive, you can locate the essential documents in seconds. Customers get their questions answered in their first call. Vendors can check order status and delivery confirmations. Employees and human resources administrators find the information they need – without shuffling through all the paper that used to slow them down.

A Secure Archive at Your Fingertips

Documents are stored in a central content repository – Accounts Payable, Accounts Receivable, Human Resources – all the account management data you need, all located in one place so everything is easy to find. And with robust security policies for each location, no users will be able to see or access documents they shouldn't see.
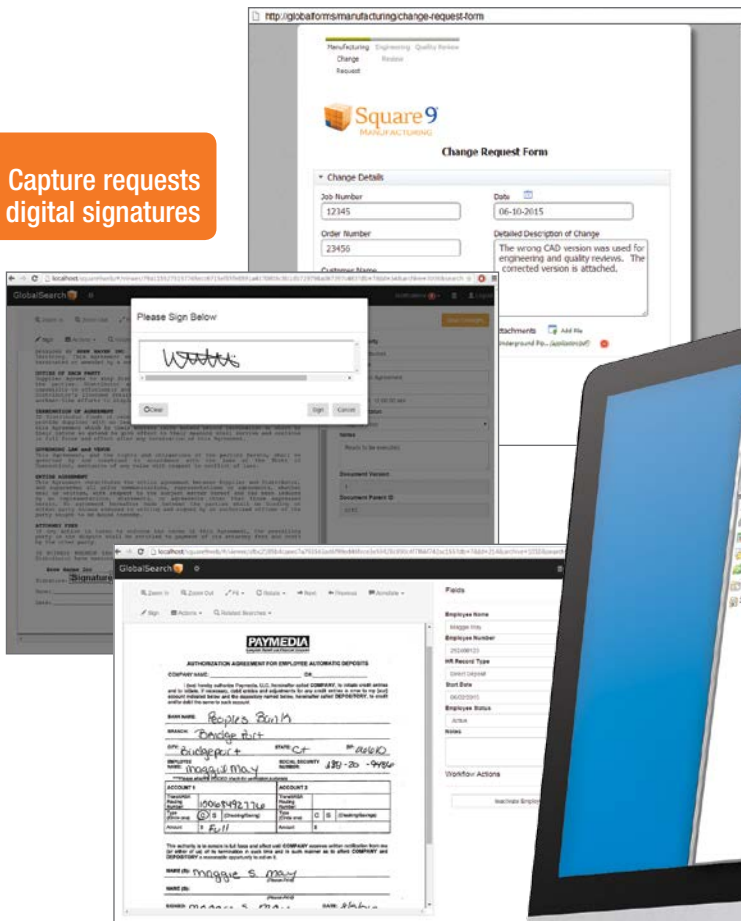
Any File, Any Format

You can store both scanned and electronic documents in whichever format your workflow demands. PDF, JPG, TIFF, Word, Excel, Outlook files – all native formats can be managed by SmartSearch and many of the most common formats are supported by the built-in viewer.

Digital Does it Better

Finding digital documents is faster, easier and more cost-effective than searching through paper archives. With SmartSearch, simple and intuitive commands let you find documents by searching index data or document content, even from the screens of virtually any software solution using the Image XChange integration tool.

Capture requests and digital signatures

Easy workflow process

Included Modules: ● **Optional Modules:** ○

	SmartSearch Professional Edition	SmartSearch Corporate Edition		SmartSearch Professional Edition	SmartSearch Corporate Edition
Annotations	●	●	Global Search	●	●
Audit Trail	●	●	Content Search	○	●
Capture Workflow	●	●	PDF Creator	○	●
Data XChange	●	●	SmartSearch Disaster Recovery License	○	●
Document Merging & Appending	●	●	SmartSearch Test License	○	●
Drag & Drop Bursting Option	●	●	Tabular Data Control	○	●
Drag & Drop/Import of Email with Auto Indexing	●	●	Work XChange	○	●
Dynamic Pick Lists	●	●	Zonal OCR	○	●
Email Delivery	●	●	Additional Application Server	○	●
Email Notification	●	●	GlobalForms	○	○
File XChange	●	●	Image XChange	○	○
KeyFree Indexing	●	●	Advanced Capture	○	○
Revision Control	●	●	PlanetPress	○	○
SmartCapture	●	●	XML Transform	○	○

SmartSearch Professional Edition: With modular design, this edition of SmartSearch adds value by giving you greater flexibility in pricing and configuration – because you can select only the tools you need. SmartSearch Professional Edition includes text-searchable PDF creation (with formatted Word/Excel output), content-based searching, zonal OCR, multi-database support, automated workflow, solutions for test servers and disaster recovery licensing.

SmartSearch Corporate Edition: To leverage the full power of enterprise content management, SmartSearch Corporate Edition includes all the functions offered in the Professional Edition plus more advanced modules such as workflow automation, OCR, content-based searching and web-based image access to expand your paperless environment throughout your organization.

Share It

Square 9's SmartSearch gives you a complete toolkit for scanning, storing and sharing essential information. Use File XChange to save documents to the "SmartSearch drive" from any Windows application. Drag and drop existing records to a SmartSearch inbox or archive for immediate access by colleagues. Mark up documents using highlight, stamp and sticky note annotations and track changes to revisions within authorizing processes to drive compliance. Collaboration becomes a fast, seamless process – and your productivity will show it.

Workflows That Work the Way You Do
Setting up workflows is also easy. You can automate rule-based processes for routing documents and streamlining repetitive processes like notifications and approvals. Office documents, raw data files, faxes and web forms can all remain in the digital domain – where you can collaborate with others and get work done in a fraction of the time.

Controlling Access the Easy Way
You can also designate permissions to make certain you're in compliance with confidentiality safeguards – determining who will have access to sensitive files and establishing restrictions on how documents are used.

Capturing Data From Web Forms
In addition to eliminating paper-based forms, SmartSearch can replace manual data entry that slows down your work. With GlobalForms, data from online forms can be automatically routed through your SmartSearch workflow and connected with business applications, so your business-critical information is available immediately.

For complete information on Square 9's SmartSearch and other Konica Minolta products and solutions, please visit: CountOnKonicaMinolta.com.

PARTNERSHIP

Konica Minolta can help give shape to your ideas and partner with you to achieve your corporate objectives. Contact us to realize opportunities in:

Information Management
Enterprise Content Management (ECM)
Document Management
Automated Workflow Solutions
Business Process Automation
Security and Compliance
Mobility

IT Services
Application Services
Cloud Services
IT Security
Managed IT Services
IT Consulting & Projects

Technology
Office Multifunction Business Solutions
Commercial and Production Printers
3D Printers
Wide Format Printers
Laptops, Desktops and Computer Hardware
Servers and Networking Equipment
Optimized Print Services (OPS)
Facilities Management

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