

From small business applications to enterprise solutions, organizations that utilize document-intensive processes rely on Square 9 to streamline their workflows as they eliminate inefficiencies. SmartSearch builds the bridge between people, paper and processes.



### People

All documents are securely deposited in Archives you designate. You dictate permissions, guaranteeing compliance while ensuring that documents are available 24/7. You determine who will have access to your files and what can be done with them.



### Paper

Reduce paper consumption by storing all of your documents in a centralized content repository. SmartSearch's broad adaptability allows you to store both scanned and electronic documents including PDF, JPG, TIF, Word, Excel, Outlook files and more.



### Processes

Drive efficiency by streamlining repetitive business processes including document routing, notification and approval. Time spent searching for documents is drastically minimized resulting in increased productivity and reduced spending.



Are you ready to take your office paperless? SmartSearch is the proven answer!

- ✓ Eliminate paper-based filing systems
- ✓ Streamline business processes
- ✓ Automate document routing and notifications
- ✓ Increase document security and compliance
- ✓ Easily share and collaborate on documents

SmartSearch offers affordable, award-winning document management that can be adapted to any paper-intensive business. No matter what the size of your company, or in what field you work, SmartSearch offers value-driven solutions that are easy to use, learn and support.

### Professional Edition



The perfect document management software solution for the Small to Medium Business (SMB) and departmental applications. With its modular design, the Professional Edition offers maximum flexibility in both pricing and configuration by allowing organizations to select only the tools needed for their specific business application.

### Corporate Edition



Designed for organizations looking to leverage the full spectrum of what SmartSearch has to offer. As a comprehensive solution which includes licensing for disaster recovery and test bench applications, the Corporate Edition delivers a tremendous balance of value and enterprise class functionality.



### Top New Features in SmartSearch

#### GlobalAction

GlobalAction is Square 9's next generation Business Process Management engine, scaling easily across organizations of all sizes with the ability to map business process designs from any modern browser through a drag and drop interface. GlobalAction comes complete with Document History, which lists out the steps a document has taken in a workflow.

#### GlobalAnalytics

GlobalAnalytics provides dashboard views of your GlobalAction process queues, giving you instantaneous visibility into your transactional activity. GlobalAnalytics adds business intelligence to GlobalAction Workflows by providing management reports on document-driven processes.

#### Full API Access

SmartSearch supports direct access to documents via the API, which is designed to be used by service accounts, specifically for the new GlobalAction workflow engine. This option allows API access to circumvent search security for specific users.

#### MFP Integration

Integrate with any product, including direct connectors. Gain full capture-and-retrieval support right from the control panel of any current version of a Konica Minolta®, Toshiba®, or OKI® multi-functional printer, which acts as the catalyst for workflow automation.

#### On-Demand Localization

In addition to English and Romanian, both SmartSearch and GlobalSearch now include options for French, Spanish, Portuguese, Italian and German languages, enhancing global readiness through localization.

### Key Features & Benefits

Granular security in SmartSearch integrates with Active Directory greatly streamlining administration and providing users with single sign-on access. The built in audit trail proves your security is working by logging all document actions by date and user.

Now with KeyFree Indexing capabilities, GlobalSearch extends the reach of your SmartSearch installation beyond traditional LAN, WAN or VPN access by delivering anywhere, anytime access to documents from any browser or mobile device, increasing productivity while staying in constant contact with critical documents.

Completely automate the capture and indexing of documents from any source including Multi-function Printers, desktop scanners and line of business print output, using intelligent batch separation, image cleanup, zonal OCR and barcode recognition to eliminate the need for user intervention while maximizing your return on investment.

Using a key piece of data, SmartSearch can perform a database lookup either internally or to any OLEDB or ODBC compliant database to re-purpose data into SmartSearch index fields, saving time and eliminating indexing errors.

Click on any piece of data in your line of business application (accounting, CRM, HRM) and instantly retrieve all matching documents in SmartSearch, reducing training requirements and increasing end user adoption.

Security & Auditing

GlobalSearch

Capture Workflow

Data XChange

Image XChange