



cmx is the answer to today's business issues around managing, securing, and efficiently utilizing your organization's information, files, and documents. It is a powerful, full - featured software solution which provides your business users the ability to easily capture, retrieve, manage and store critical business information which flows through your company. With easy - to - use GUI's it's architecture has been designed to provide accelerated configurations & implementations, producing a quick return on investment.

capture

- e-file capture
- email capture
- advanced scanning
- forms processing
- image clean up

manage

- email workflow
- retention scheduling
- tiered security options
- print, fax, export files
- easy user interface

integrate

- websites
- email messages
- windows applications
- business applications
- Microsoft Office

store - archive

- records retention
- file history auditing
- unlimited indexing fields
- full-text OCR searches



cmx empowers you with software capture tools which will create digital images from your paper - based documents, along with capturing any type of electronic files. With just a few clicks of the mouse, our easy - to - use interface will give you the ability to capture, clean up and index all of your files for quick retrievals. cmx will increase your productivity by providing capture options of manual, semi - automated, and fully automated forms processing and indexing. The cmx solution includes a powerful OCR and full text engine, which will extract the text from a page, allowing you to use it for database lookups, auto - population of indexing fields, full text searches, and populate external software systems.

cmx business process management uses electronic content created from the capture module and incorporates it into your daily business processes. cmx makes document retrieval effortless, allowing you to search for content in multiple ways. The software allows you to perform easy queries, wild card, full-text retrievals, and remote searches from both the web and nearly any other software program to include: email, Microsoft Office and your frontline business applications. Approval processes are made easy through the out- of - box email workflow, providing an electronic means to securely route all information within cmx.



Store

your electronic files and document in either MSDE, SQL, or Oracle databases. The system provides you the ability to fully manage your records through the retention feature, controlling your electronic file's lifecycle through time increments and trigger events. When a file has reached the end of it's lifecycle, the cmx software solution will provide a report so that you can make decisions on file destruction, increased retention lifecycle, or to move forward with no retention timelines.