

# Simple Solutions for Document Management

## SimpleSoftware

### One...

**SimpleIndex** scan jobs can be linked to the button on your scanner, letting you scan documents, read barcodes, full-text OCR and upload with just a single click! You can also run **SimpleIndex** on a server to process output from digital copiers and MFPs.

### Two...

**SimpleIndex** job files can be saved to the user's desktop. Just double-click the icon for the type of document you are scanning and let **SimpleIndex** do the rest! All processing steps are saved with the job file and run in sequence automatically.

### Three!

**SimpleIndex** was designed with efficiency in mind. For jobs that can't be fully automated, **SimpleIndex** can do them with fewer clicks. This means eliminating keystrokes, and far less time and money spent on labor, training and support over the life of your imaging project.



How many clicks does it take to scan my documents?



# The SimpleSoftware Imaging Suite

- **SimpleIndex** — automates document scanning, processing, indexing and retrieval.
- **SimpleCoversheet** — lets anyone in the office print barcode index coversheets.
- **SimpleQC** — view thumbnails, rotate, clean-up, rescan and delete unwanted images.
- **SimpleSend** — automatically uploads files to a centralized server or routes them via e-mail.
- **SimpleSearch** — search and view documents instantly.

**Download the Trial Demo Today at [www.SimpleIndex.com](http://www.SimpleIndex.com)!**

## ***What makes SimpleIndex so simple?***

Any scan job involves several steps—scanning, image processing, OCR, indexing, QC review and export. Most document capture systems make you “click” one or more buttons to go from one step to the next. SimpleIndex jobs automatically process all the steps in sequence, eliminating keystrokes and greatly simplifying the user experience.

## ***What types of businesses use SimpleIndex?***

SimpleIndex was designed to meet the needs of both small businesses and large companies with many remote locations. Both need an affordable standalone scanning and indexing solution that is easy to deploy and use. Hundreds of organizations from all industries — financial, education, retail, manufacturing, medical, government, etc.— currently use SimpleIndex.

## ***What makes SimpleIndex so fast?***

SimpleIndex provides automation features like barcode recognition, OCR (optical character recognition) and the automatic population of index fields from a database. Many more expensive scanning systems have these features, but only SimpleIndex streamlines those operations and makes them affordable.

## ***Can I use SimpleIndex to view my files?***

SimpleSearch provides a basic, low-cost search and viewing interface that meets the needs of any business.

## ***Will SimpleIndex work with my existing document management software?***

Absolutely. Many document management systems have expensive, complicated or nonexistent scanning interfaces. SimpleIndex is an ideal powerful alternative.

## ***Can I integrate SimpleIndex with my custom business software?***

Use the command line interface and job configuration files to initiate complex scanning processes with one line of code. SimpleIndex also has several unique database interfaces that automatically link scanned images to either new or existing records.

## ***Does SimpleIndex support multiple users?***

Though it's streamlined for standalone use, multi-user indexing and viewing are fully supported.

## ***What else can SimpleIndex do?***

SimpleIndex's open design and command line interfaces make it easy to create automated scanning and indexing jobs to do virtually anything. It's a must-have, and the best value available today, for anyone serious about scanning.

## ***SimpleIndex is Not Just for Scanned Images Anymore...***

SimpleIndex Version 5 introduces a unique document processing feature for Microsoft Office and PDF files. Use template and dictionary matching algorithms to find key values within the text of your documents to index them accurately and accordingly. You can apply SimpleIndex to organize your network file systems or “My Documents” folders automatically...ideal for uploading to EDMS and content management systems.

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