Easy Document Management

Use SearchExpress Document Management software to scan your paper documents, and search and workflow both paper and digital docs, to save time and money.

Easy to Install

SearchExpress is affordable document management software that is so easy to install and use that you can rapidly deploy it in one department, or across your entire enterprise.

Make Documents Omnipresent

In addition to searching and approving documents from your desktop PC, you can access documents from your iPad, iPhone, or Droid.

This means you can access your documents wherever you are, including client sites and field offices.

Manage Documents

SearchExpress Document Management software lets you capture, index, route, search and manage your paper documents as well as your digital documents.

You save emails, Word and other Office documents directly to SearchExpress, without printing or scanning them, by using a Save-to-SearchExpress menu item in Outlook and Office.

SearchExpress is easily integrated with your existing business-critical applications so you can share data with your other applications and view your documents from your other applications.

You can search by typing in a word or phrase. Also, you can search by highlighting a search word or phrase in your CRM, ERP or other applications, including Oracle eBusiness, Lawson, PeopleSoft and SAP.

Paperless eForms

Your customers and employees can complete forms over the Internet or intranet and optionally sign their signature with their finger or mouse, saving you the expense of printing and scanning and entering data written on paper forms.

The user can attach a photo or drivers license or other file to the form.

SearchExpress can also write the form data to your Human Resource, Enterprise Resource Planning, Electronic Medical Record, Student Information, or other systems and databases.

Typical eForms include:

Job Applications
Student Enrollment
Patient Registration
Loan Applications
Expense Reports

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