



# store+find

## Streamline your document management

In many small to mid-sized companies (SMEs), essential information and important documents still end up in filing cabinets or even storage boxes. Not only does this need a lot of space; it also makes finding documents again extremely time-consuming. On the other hand, electronic document management systems (DMS) usually are expensive, complex and require costly professional support to get them up and running. store+find, in contrast, has been especially designed for SMEs as an easy-to-use and reasonably priced DMS that is quickly and easily deployed.

## DOCUMENTS AT YOUR FINGERTIPS

Do you always find each and every document you need? How quickly do you respond to your customers when they have an issue with their invoice? In many offices, documents are still archived in filing cabinets or stored digitally in network repositories. However, to access them quickly and easily, you need to know exactly where the required information is located. store+find puts an end to time-wasting document searches: Once the document is captured in the system, you can just type in what you are looking for, and store+find will provide instant access to the requested information.

## STORE INFORMATION DIRECTLY FROM YOUR ineo MULTI-FUNCTIONAL SYSTEM

When it comes to document management, the proper archiving of documents and the associated metadata is essential. store+find lets you store documents directly from the ineo multifunctional system to your desired store+find location and you can even add metadata right there.

With this functionality integrated into the ineo display, you no longer need to go back to your workplace for the final document allocation or metadata inclusion – saving you valuable time and adding convenience to your daily work.

## EFFICIENT DOCUMENT HANDLING VIA WORKFLOWS

store+find provides approval, follow-up and information workflows that can be used for various scenarios and make your document handling even more efficient: Approval workflows for example facilitate authorization of payments when an invoice is entering the system. As part of the workflow, the finance department or dedicated business owner is required to crosscheck the invoice and approve it while the system keeps track of the approval. Other approval processes such as Holiday applications can also be managed by store+find and thus simplified and sped up. And with the prompts of 'Follow-up' or 'Information required' you can request input or missing information from collaborators to finalise documents faster.



### Key benefits

- Shorter response times to customer enquiries
- All your company information saved and made available at the touch of a button
- Convenient and timesaving document storage process via the ineo display
- Attractive price-performance ratio
- Short training times thanks to intuitive user interface
- Saves storage space
- Cost-efficient deployment

# Functions and Features

## **Integration of the ineo multifunctional system**

Convenient direct scanning into store+find 3.0 via the ineo multifunctional system. Also, the dedicated destination of store+find can be selected and metadata added directly.

## **PDF/A support**

PDF/A is the document format used for digital archiving. The PDF/A standard ensures that documents can be opened even after residing in a digital archive for a long time.

## **Office integration**

Directly store your office documents from your office environment into store+find without any detour.

## **User rights management**

store+find provides full flexibility to allocate access rights to individual users and user groups with regard to accessing store+find documents or libraries. Here you can define what content a user is allowed to see and if they should be able to modify or edit content.

## **Active directory integration**

User and user groups can be imported and synchronised directly from the active directory.

## **Workflows: 'Approval', 'Follow-up' & 'Information'**

The workflow module embedded into store+find is a powerful tool that allows setting up policies for digitisation and tracking in store+find. Reflect approval processes for payments or vacation requests inside the system. Set up document-based requests to receive missing information from different collaborators in order to finalise documents such as contracts.

## **Advanced document search**

store+find provides advanced document search capabilities that allow a detailed definition of search criteria. With thousands of documents stored in store+find, hundreds of them could be contracts so that the search term "contract" may no longer help to find the target document.

Therefore, you can define very detailed what you are looking for to find exactly the document you need. By adding logic to your search, you set up criteria that need to be fulfilled during the document search. If you know for example that you created the document yourself, simply include this criterion into the search. With the advanced search feature, required documents are found independently of the number of documents stored.

## **OCR recognition**

Via OCR, the text in documents is recognised even if they have been scanned or stored in non-readable formats; i.e. with OCR, documents are quickly and easily found based on their content.

## **Convert+share connector**

The convert+share connector lets you make use of convert+share in combination with store+find. This facilitates creating processes like reading out values within a document and using them as metadata. That could be the invoice number inside an invoice, which is recognized by convert+share and then added as metadata to the document. convert+share has a powerful toolset to further automate the process of storing avoiding users having to manually enter values on the MFP display.

## **Document access**

store+find can be accessed from various devices, such as your mobile phone, tablet, desktop computer or notebook. All you need is a web browser.

## **Document libraries the way you work**

Customise document libraries to individual preferences and set them up the way you work. This prevents you from having to adapt your work style to the systems' performance. Rather the system will support your style of working.

## Technical specifications

### SYSTEM REQUIREMENTS

<b>Server</b>	Windows Server 2012 / R2 (x64)
	Windows Server 2016 / R2 (x64)
	(each with the latest service pack)
<b>Workstation</b>	Windows 7 (x86, x64)
	Windows 8/8.1 (x86, x64)
	Windows 10 (x86, x64)
<b>Minimum requirements</b>	64-bit system with 8 GB RAM and Dual Core
<b>CPU &amp; RAM</b>	processor or faster
<b>Recommended</b>	16 GB RAM and multicore processor
	2 GB free hard disk space for store+find programme
	depends on the archived data volume
	Microsoft.NET Framework 4.5.2
<b>Multifunctional ineo system</b>	ineo system with OpenAPI from version 3.5 and HDD