



# **GlobalSearch®**

**Automatic Document Search** 

GlobalSearch Professional

(Flexible – Functional)

GlobalSearch Corporate

(Scalable - Includes GlobalAction)

Application to search and find efficiently stored documents in your company





## **GlobalSearch®**

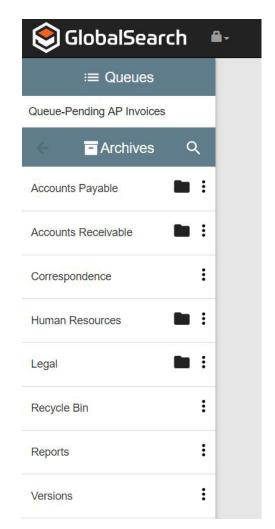
#### **Automatic Document Search**



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#### ¿How does it work?

Global**Search**® is a content management software platform that eliminates inefficient paper processes, optimizing workflows for your company. From small business applications to business solutions, Global**Search**® works for you, elevating your business to new levels of efficiency!







Cut costs and expenses by eliminating paper-based filing



Improve file organization and the ability to search and access your documents



Streamline manual tasks like data entry and approvals



Easily share and collaborate on cross-functional documents



Increase document security and simplify compliance



Automate document paths and notifications with full feature editing



Integrate with DocuSign®, Microsoft Dynamics™, QuickBooks®, and more



Access documents with iOS and Android, laptop, tablet or smartphone



Access your documents and data anytime, from anywhere



Utilize the platform in English, Spanish, French, Italian, German and More



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#### **Benefits**





#### **Mobility & Flexibility**

With access to documents from any mobile device, Global**Search**® keeps processes consistent and your team productive



### **Document Capture Automation**

Global Capture is the unique document processing solution that brings together all data capture points into a single, easy to use platform. Eliminating the need for manual intervention, Global Capture uses intelligent batch separation, image cleanup, optical character recognition and barcode recognition to automatically detect and extract information.



#### **Integration Capabilities**

Global**Search®** integrates with the leading business application programs including QuickBooks®, DropBox®, Salesforce®, Microsoft Dynamics™ and more. In addition, you can gain full capture-and-retrieval support right from the control panel of your office multi-functional printer, which acts as the catalyst for workflow automation.



#### Business Process Management

Global Action® is the next generation solution for document workflow automation. This Business Process Management (BPM) engine provides the ability to map document processes on a drag & drop design canvas, automating actions. From automated email notifications to timed event triggers, Global Action® keeps business moving throughout the entire lifecycle of a document.



#### **Security & Auditing**

Granular security in GlobalSearch® provides user-based sign-in access, keeping databases, Archives, documents and feature-level security enforced. The built-in audit trail ensures your security is working by logging all document actions by date and user, providing full visibility into business output.

