



**The Intelligent Way to File and Search**

---

**Solution Overview**  
**Revised: September 1, 2006**

<b>Introduction .....</b>	<b>3</b>
<b>SmartSearch System Design .....</b>	<b>3</b>
<b>SmartSearch Inboxes .....</b>	<b>3</b>
<b>Archives .....</b>	<b>4</b>
<b>Capturing Documents.....</b>	<b>4</b>
<b>Scanning .....</b>	<b>4</b>
<b>Drag, Drop and Describe .....</b>	<b>4</b>
<b>Import Documents .....</b>	<b>4</b>
<b>Retrieving Documents.....</b>	<b>4</b>
<b>Stored Searches.....</b>	<b>4</b>
<b>Browse.....</b>	<b>4</b>
<b>Working with Documents.....</b>	<b>5</b>
<b>Viewing.....</b>	<b>5</b>
<b>Reordering Pages .....</b>	<b>5</b>
<b>Deleting and Inserting Pages.....</b>	<b>5</b>
<b>Annotations .....</b>	<b>5</b>
<b>Redaction.....</b>	<b>5</b>
<b>Embedded Signatures.....</b>	<b>5</b>
<b>Document Distribution .....</b>	<b>6</b>
<b>Print .....</b>	<b>6</b>
<b>Email.....</b>	<b>6</b>
<b>Fax .....</b>	<b>6</b>
<b>Export .....</b>	<b>6</b>
<b>SmartSearch System Architecture .....</b>	<b>6</b>
<b>SmartSearch is SOA.....</b>	<b>6</b>
<b>SmartSearch is Smart Client.....</b>	<b>7</b>
<b>Security .....</b>	<b>7</b>
<b>Archives .....</b>	<b>7</b>
<b>Partner Products .....</b>	<b>8</b>
<b>Kofax.....</b>	<b>8</b>
<b>PlanetPress by Objectif Lune.....</b>	<b>8</b>
<b>About Square 9 Softworks.....</b>	<b>9</b>



## Introduction

Designed as a new direction in document management for the small and Medium Business (SMB) market, SmartSearch has quickly become the definition of Document Intelligence. SmartSearch offers the SMB market a powerful, comprehensive and value driven solution built on the strength of Service Oriented Architecture and the Microsoft .NET platform.

Offered as a workgroups product, SmartSearch utilizes the power of Microsoft SQL Server 2005™ to drive the rapid retrieval of documents archived on the network. Through stored queries and a browse feature, users can now locate any record in only a matter of seconds. SmartSearch is a product primarily focused on the management of TIF and PDF formants however it may be utilized to manage any record and viewed using resident software installed on the user's workstation.

Once retrieved a document can be annotated or redacted prior to its distribution to other users or outside parties. Easily emailed or faxed, information stored in SmartSearch is now available for others to use in their daily decision making processes. The integrity of annotated documents is always maintained as annotations are stored outside of the image file. This approach has an added benefit of allowing documents written to WORM media to be annotated.

Committed to its adherence of industry standards and open architecture, SmartSearch offers network administrators no restrictions to where records are archived. SmartSearch requires only local, mapped, or UNC drive access from the SmartSearch server for the secure storage of records to your network. Archived documents are now immediately available to users via LAN or WAN or VPN access.

SmartSearch offers options for extending the value of your investment through strategic partnerships with some the most powerful products on the market including Kofax Ascent for image and data capture, PoINT for storage and records management, Castelle for fax management, and Objectif Lune for variable data and conditional print management archival.

## SmartSearch System Design

*Easy to capture, easy to retrieve, easy to share.* This is the philosophy that has driven the development of the SmartSearch solution. Through a rich feature set that rivals many top tier document management products SmartSearch offers a new level of empowerment to the SMB market.

**SmartSearch Inboxes** – Like the inbox on most desks, SmartSearch Inboxes provide a temporary and secure repository for documents prior to being indexed into the database. Users may create a shortcut on their desktop to easily drag and drop records into SmartSearch or scan images directly for future archival.

**Archives** – Easily created for the individual needs, these secure repositories provide the structure of a standardized naming convention. As the personalized filing system is being built, SmartSearch provides users with a catalog of common data fields such as Invoice Number, Invoice Date and Invoice Amount for a standard payables application. In addition, custom fields can be easily created to meet the unique filing requirements of any business. Each archive becomes a secure residence for records with its own index structure designed by the system administrator.

## Capturing Documents

**Scanning** - The world of scanning continues to evolve and SmartSearch has evolved with it. The days of expensive dedicated scanners being the only means to capture images have passed in the modern office. SmartSearch gives business owners the flexibility to utilize their network connected copier, multifunctional product (MFP) or any other device that can send an image to a network directory. Simply scan documents directly into the SmartSearch Inbox from any device where they can be viewed, forwarded to another user, or indexed into an archive

For applications that require advanced data extraction capabilities, SmartSearch has partnered with the world leading capture solution, **Kofax Ascent**. The SmartSearch Ascent Release module means that *Optical Character Recognition, Intelligent Character Recognition (handwriting), Bar Code Recognition, and Forms Recognition* are always available as an optional component.

**Drag, Drop and Describe** – The easiest way to introduce records into SmartSearch. Simply drag a file into SmartSearch from any file source including email attachments. Drag to an Archive and SmartSearch immediately prompts you with the fields you need to file away your secured record.

**Import Documents** – SmartSearch provides an easy to use import utility to import bulk records into an Inbox or an Archive. When importing to an Archive, users can pre-index documents with descriptors at the group level.

## Retrieving Documents

**Stored Searches** – The strength of SmartSearch lies with in creating Document Intelligence™. Once a document has been archived, Stored Searches allows users to unleash the power of Microsoft SQL Server 2005 to put them at their fingertips in seconds. SmartSearch Stored Searches are available from any Windows based application with the touch of a hot key so users never have to leave their line of business application.

Easily create and save document searches based on the way users need to retrieve records. Additional features include a browse function for searching records using all available index fields and annotation based searching which allows for searches on the contents of a post it note.

Creating a stored search requires no special level of training. Simply choose the field to search on, choose the operator (contains, equals, etc) and a prompt for the user. SmartSearch empowers users with the ability to combine several search criteria in a single search allowing for the precise delivery of exactly the document they are looking for.

**Browse** – With the SmartSearch Browse feature, broad range searches can be executed with minimal information on any index value without creating queries. Simply type in whatever index data is available and the SmartSearch browse feature will return immediate results.

## Working with Documents

Once a search has been performed, users can sort the results simply by selecting a field and clicking on it. The resulting field layout can also be re-structured by dragging a column of data to a new position or order.

The results of an executed query can also be copied and pasted into Excel or any other spreadsheet product for further analysis or distribution.

**Viewing** – Users simply select the document or documents they wish to see and open them for viewing. Users can tab between multiple documents by clicking to the next record in the viewer. Several other options are available to customize document viewing.

- Multi-page document are viewable with optional thumbnail viewing
- Documents can be viewed full width or fit to the page
- Documents can be viewed with the image only or along with their related index data

**Reordering Pages** – Reordering pages is a simple process through SmartSearch's drag and drop functionality. Simply click on a thumbnail and drag it to the correct position. Reordering pages is only available to users with the rights to modify a document

**Deleting and Inserting Pages** – With the proper permissions, users can cut or delete pages from a document from within the viewer. Pages can also be pasted into a record or dragged into a document from an Inbox, email attachment or from a directory within the file system.

**Annotations** – The ability to work with electronic documents the same way paper documents are worked with is critical to the adoption of document management technology. Upon review of a document, users may add post it notes, highlight a body of text or embed an image file (such as a signature). To further empower users with the ability to retrieve records, *post it notes are fully searchable*.

**Redaction** - In addition, users can add another level of security by redacting document content the same way they do now with their trusted felt tipped marker. Instead of copying a record, blacking out sections and faxing it, users can now securely redact it and then email the record as a PDF or directly fax it right from the desktop.

**Embedded Signatures** – A unique feature of SmartSearch lies within its ability to embed a scanned signature into a stored record. During setup, the SmartSearch administrator assigns a scanned image of the user's signature to their account profile. This image now becomes a secured asset which may only be accessed by that user.

Documents residing within either a SmartSearch Inbox or Archive may now be signed by the user with ease by simply selecting Embed Signature. The user then simply draws the area where the signature will reside and the image file is automatically embedded. As an added security feature, users with the appropriate permissions may "burn" the embedded image into the document making it a permanent part of the record.

## Document Distribution

**Print** – Select a single document or multiple records from the query results screen and print them through any network or local printer. Documents open in the viewer can also be printed with ease with or without their annotations.

**Email** – SmartSearch supports the Microsoft Outlook client for standard email distribution. Select a group of documents from a query result or a single document from the viewer and email them with a single click. SmartSearch automatically renders the documents to PDF format for email delivery on the fly. There is no need to have Adobe Acrobat installed to utilize this functionality

**Fax** – Retrieved document may be faxed directly from the desktop with any standard Windows fax driver. For light fax usage, the resident fax driver in a copier or multifunctional product can be utilized to send and receive faxes. For heavier fax demands, SmartSearch can be used with most standard fax servers including Castelle and Rightfax.

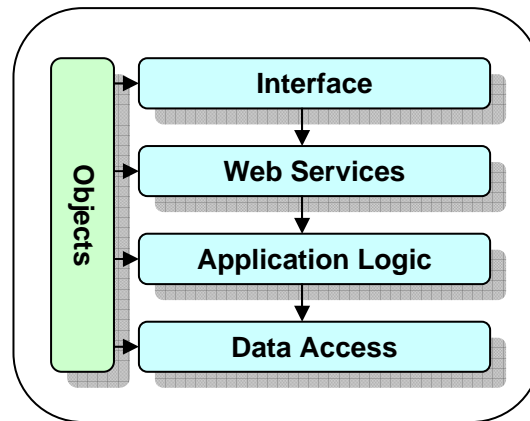
SmartSearch receives faxes from virtually any fax server which supports dropping inbound faxes to a directory. This allows you to deliver faxes to a single Inbound Fax destination or to Inbox of an individual user if you are using multiple lines or PBX integration.

**Export** - The open architecture of SmartSearch means that stored data and documents are always available. Should the need ever arise to export the data or documents, SmartSearch's export utility gives provides the options for both. Data can be exported to a standard CSV format or as XML data and images will be provided in their native format. When selecting the option to export both data and documents, a pointer from the data to the image is provided to allow for easy import into third party applications.

## SmartSearch System Architecture

**SmartSearch is SOA** – SmartSearch is based on Service Oriented Architecture (SOA). SOA is quickly becoming the defacto-standard for building distributed, scaleable applications that mesh seamlessly with other business processes. SOA is a fundamental shift in application development, separating interfaces from business logic, allowing for cross application access to your critical business data.

SmartSearch's core infrastructure is Web Services. This approach allows SmartSearch to be extremely scalable, accessible, and secure. The following diagram illustrates the SmartSearch application architecture.



SmartSearch Component Architecture

**SmartSearch is Smart Client** – The nature of SmartSearch's SOA based architecture allows for a vast array of client interfaces. While developers may choose to use the SmartSearch foundation as a platform to integrate Document Management functions into core business applications, great effort has been put into the SmartSearch interface which is delivered in the form of a Smart Client.

A common question from clients when learning about SmartSearch's architecture of web services is "why wasn't SmartSearch developed with a browser based interface?" The answer is simple: Web browsers simply can not deliver the robust experience users demand from a document management application. Applications in this genre are easy to develop, but offer limited functionality and are difficult to maintain. It is frequently argued that a browser approach outweighs the complications seen when using a traditional desktop application such as "DLL Hell", various deployment issues, and a heavy client footprint. We agree; but there is a better way.

*SmartSearch is a Smart Client.* The power of the Smart Client is clearly visible by combining an extremely rich user experience into an easily deployable and responsive application interface. In this manner SmartSearch delivers unmatched ease of use and supportability; both critical factors to the SMB market.

## Security

SmartSearch is Active Directory integrated. Access to SmartSearch is granted to Active Directory groups, and members of those groups with automatically have access to the appropriate objects within SmartSearch.

The SmartSearch security model, like all other components, is designed with simplicity and ease of use in mind. Document files in SmartSearch Archives are inaccessible by standard network users. This ensures that curious users can not stumble across anything they shouldn't. Within SmartSearch, both Inboxes and Archives can be individually secured.

**Inboxes** – Each Inbox in SmartSearch can be secured with Modify, Delete, and View access rights. Add rights to a SmartSearch Inbox are not controlled since Inboxes were intentionally designed to support adding files outside of the application.

**Archives** – Like Inboxes, each separate Archive can be individually secured. Add, Modify, Delete, and View permissions are available at the archive level. Users can not add documents to a

SmartSearch archive outside of the application. Exceptions to this rule are made when using Kofax Ascent.

## Partner Products

### Kofax

Kofax is the world's leading provider of information capture solutions. No other company has the same global reach, depth of experience, or breadth of technology devoted to capturing vital business information -- from VRS (Virtual Rescan®) and Adrenaline® for maximizing scanning productivity and quality, to the powerful Ascent® platform for automatically transforming documents and forms into retrievable information.

Together, Kofax products form the Operating System of Capture -- an open platform that accelerates your business processes by:

#### **Transforming data and documents into information.**

Kofax provides an open, customizable platform for extracting, authenticating, classifying, indexing and validating information so you can find it again when you need it. Through the use of Forms Recognition, Optical Character, Intelligent Character and Mark Sense Recognition, Kofax takes capture into SmartSearch to a whole new level.

#### **Delivering information into your business systems.**

Kofax products connect seamlessly to the SmartSearch database or other information repositories, simplifying the delivery of information into your important business applications.

Most information capture needs can be met right out of the box, dramatically increasing the productivity of the SmartSearch solution and maximizing the quality of the captured information. For more-demanding environments, you can extend our applications with custom modules tailored to meet your exact requirements.

#### **PlanetPress by Objectif Lune - Variable data printing made easy.**

PlanetPress eliminates the need for pre-printed forms and impact printers by allowing you to move your printing to more efficient laser printing. It also allows you "image these documents while they being output and have the automatically indexed into your SmartSearch database.

PlanetPress Suite is a complete and integrated software suite that allows for easy creation of variable content documents with the added benefits of offering advanced and automated workflow and output management features.

Through its direct integration with the SmartSearch Document Management suite, PlanetPress enables you to re-structure your print output to your specific needs, render it to TIF or PDF and deposit the resulting image into SmartSearch fully indexed based on data you select from within the document. Without human intervention PlanetPress will distribute and file thousands of business records such as invoices, statements or packing slips as just a few examples.

## Summary

SmartSearch is a feature rich solution designed specifically for the small and medium business market (SMB). Built on a powerful platform featuring Service Oriented Architecture and Microsoft's SQL Server 2005 database, SmartSearch is a product that will expand with the needs of its users.

The flexible design of SmartSearch empowers small business users in virtually any vertical market to leverage SmartSearch's dynamic document management capabilities. This includes organizations from the Financial, Legal, Mortgage, Insurance and Manufacturing and government markets.

For further information contact Square 9 Softworks at (203) 789 8791 or visit our web site at [www.square-9.com](http://www.square-9.com).

### About Square 9 Softworks

Square 9 Softworks is the developer of the SmartSearch Document Management Suite. Originally founded in 2001 as the Integration and Development division of InfiNet Business Systems, Square 9 Softworks was separately incorporated in 2006 to meet the ever growing demand for quality document management solutions.

Decades of experience in delivering document management solutions have allowed Square 9 Softworks to work directly with both business owners and end users alike. This experience has proven invaluable in understanding a broad array of document driven business processes. The result is the development of a product designed for the ever changing needs of our SMB business customers.

Square 9 Softworks distributes its products exclusively through an exclusive network of highly trained channel partners from its corporate office located in New Haven, CT.

### Contact Us:

Square 9 Softworks  
129 Church Street  
Suite 228  
New Haven, CT 06510

Tel: 203.789.8791  
Fax: 888.339.4563  
[www.square-9.com](http://www.square-9.com)