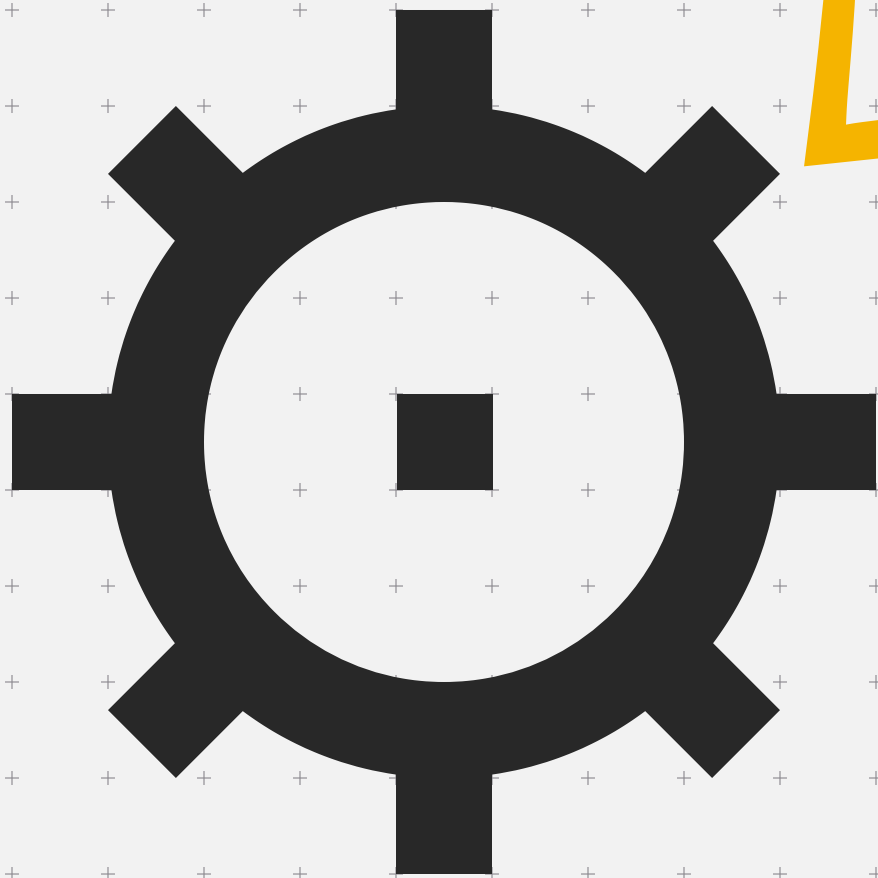


# Smarter Working Made Simple

Drive enterprise agility with Square 9 Softworks  
Document Management Software



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# Welcome to Square 9

Looking for an easy way to turn information from a burden into a competitive advantage? You have come to the right place!

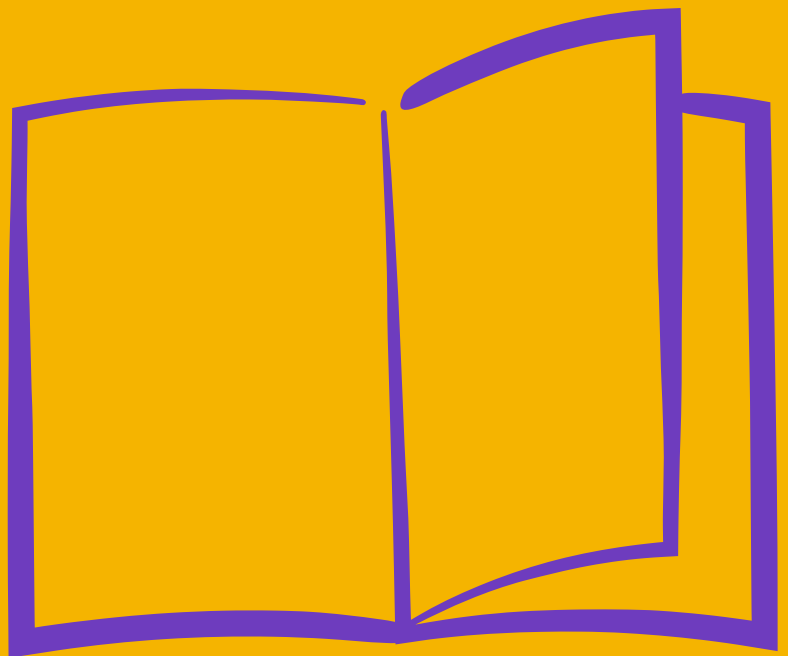
With Kyocera you enjoy the best Enterprise Content Management (ECM) solutions that help get your business working as a whole. One such tool is Square 9, the suite of software solutions created by Square 9 Softworks that represents the ideal option for organizations looking to work smarter and more efficiently.

Through a holistic approach to information, Square 9 allows users to capture, classify and validate high volumes of documents to create smooth workflows across workspaces.

Square 9 is underpinned by five solutions:

- + **GlobalCapture**
- + **GlobalAction**
- + **GlobalSearch**
- + **GlobalForms**
- + **GlobalSearch C2 (Cloud)**

Read on for all you need to know.



**GlobalCapture**



# All Your Information in One Place

Transform documents into business intelligence

Successful digital transformation starts with the capture and extraction of the business-critical information you receive every day, and then putting that information into motion to feed your content management system. Make sure you have the right solution for digital transformation with **Square 9's GlobalCapture.**

## Easily Capture Documents From Multiple Sources

Capture information as it enters your organization no matter the format: paper, email, PDF, Microsoft Office or the source: printer, scanner, web form, or network directory.

## Transform Information into Actionable Business Intelligence

Use your validated information to make informed decisions that improve productivity and drive business outcomes.

## Save Time as Documents are Intelligently Recognized and Classified

Classify documents using RapidAdapt Forms Learning, exclusive to GlobalCapture, to automatically recognize documents and apply the correct data extraction rules. Whether your data format is consistently structured, not so easily searchable (unstructured), or is just a line item, you'll be able to pull your needed data through built-in tools such as OCR, barcode recognition, and database lookups. Then check the reliability of your information before it's shared using confidence reporting and validation checks.

### By using GlobalCapture, you will:

- ✓ Eliminate inefficient data entry and put an end to human error.
- ✓ Accelerate the sharing of accurate information between departments and team members.
- ✓ Improve business decisions by ensuring employees have the information they need.

## Improve Your Everyday Tasks With GlobalCapture:



### Access GlobalCapture from Your Multifunctional Printer

Begin your workflow process right from the touch panel of your GlobalCapture supported devices, including from your Kyocera MFPs.



### Share Data with Almost Any Application

Information extracted from your documents can be easily shared across your organization with the applications you use the most, including ERP, CRM, HRM, and BPM platforms.



### Route Documents Instantly

Choose any destination for distributing documents with a built-in workflow engine, enabling you to connect and automate your unique capture process.



### Transform Paper Form Processes in Web Driven Applications

Stop collecting information on paper and start capturing it to input into web forms which can be easily designed. Your information can be saved to a predesigned form layout or as a PDF Snapshot.



**GlobalAction**



# **Effortlessly Manage Everyday Business Critical Processes**

Take business process automation to new heights with GlobalAction

Streamline your daily business routines with document workflow automation!

**Square 9's GlobalAction** enables you to develop customized document routes that fit your unique business needs, to easily manage and monitor document activities, from data capture to document archival.

## GlobalAction business process management provides effective document workflow automation for end-to-end visibility and optimal business efficiency.



### Build unique workflows

through an intuitive browser-based designer that makes it easy to create or revise document-driven activities.



### Accelerate documents

with process workflows that automatically route documents to specific users for review and approval.



### Establish protocols

that enforce business rules and ensure daily processes are completed in compliance with industry regulations.



### Ensure you are always up-to-date

on a document's status with browser-based access to process workflows, even when out of the office.



### Gain insight

into processes so you can easily monitor and assess any bottlenecks in the process or successful task completion.



### Automatic email notifications

can be sent daily, hourly or at the very second a new document enters the system and requires user action.

Design a digital pathway for your unique processes to ensure business is always moving forward.







GlobalSearch

# Instant Information for Greater Productivity

Enterprise Content Management with **Square 9's GlobalSearch**



Manage content more efficiently by taking document processes digital! GlobalSearch enterprise content management software solves everyday business challenges by delivering the tools to capture, retrieve, share, archive and manage your business information when you need it most.

## GlobalSearch document management software delivers a range of benefits including heightened collaboration, compliance, cost reduction and security.



**Reduce the cost and effort** of database setup with pre-defined solution templates that eliminate manual paper processes.



**Gain instant access** to your data from anywhere through a web browser, improving collaboration across departments and locations.



**Extend document processing** with automated capture and intuitive document workflow, keeping all of your business processes moving forward.



**Maintain compliance** with secured document storage, while also controlling individual permissions to view, access and edit files.



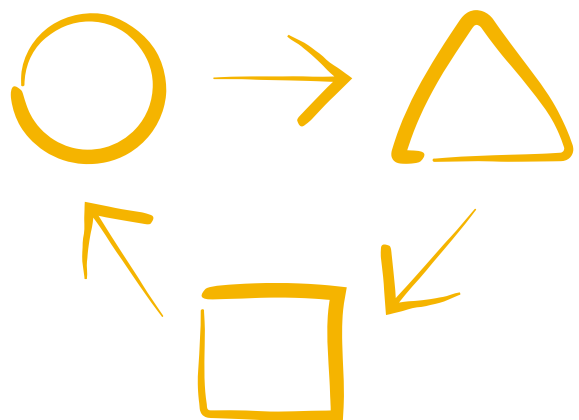
**Immediately retrieve documents** with advanced search capabilities using keywords, index fields, and more.



**Ensure business continuity** and eliminate unsecured paper files, in case of theft or unexpected natural disasters.

## Smarter decision-making starts now!

GlobalSearch has flexible options and scalability from essential document management to enterprise-class functionality, offered on-premise or in the cloud.



**GlobalForms**



# Effortlessly Capture Critical Business Information

Streamline Your Everyday Processes!

Extend document automation with intuitive web forms that eliminate repetitive data entry. With **Square 9's GlobalForms** you can easily create company-specific web forms that gather only the relevant data needed, improving the quality of captured information, and allowing for real-time engagement with your audience.

## GlobalForms delivers the ability to automatically capture and extract high-value form data.



**Easily build web forms** through an intuitive browser-based designer that offers a library of forms, plus simple drag-and-drop elements, including text boxes, drop downs, images, and more.



**Create custom form layouts** by building rules and logic that dynamically change fields based on selections made, ensuring required data has been provided before submission.



**Re-populate repetitive information** onto other forms to streamline the data entry process and eliminate repetitive manual entry, such as with applications and hiring forms.



**Automatically route documents** through defined workflow commands that send web form data to users via email notification and approval.



**Leverage document capture automation** to effortlessly collect data from all sources, creating a single process for working with critical information.



**Library of options** for managing both secured and public forms for any business-case use, from patient intake to expense reporting.

## Design unique forms that capture critical business information.





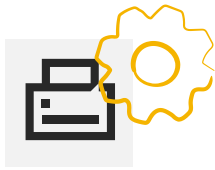
GlobalSearch C2



# Optimal Content Management in the Cloud

Content Management in the Cloud

Capture, share, and manage business information securely and stress-free. **Square 9's GlobalSearch C2** provides the ability to collaborate with teams around the world through a central, accessible, and searchable cloud hosted document management platform.



**Managing all information sources** to work with desktop scanners and MFPs, capturing data from documents, images, email, web forms and more.



**Eliminating back ups and server maintenance** empowers growing businesses to make better business decisions without burdening tech teams.



**Reducing costs and improving collaboration**, users can utilize information more efficiently with a web-based strategy for cross functional tasks.



**Simple database setup and search creation** through the Solutions Builder, with exclusive business applications to get your team up and running.



**Easy to deploy, easy to use and affordable**, with virtually limitless ability to scale to your unique business needs, including powerful workflow options.



**Designed for 99.9% uptime and durability**, you can protect sensitive business information while ensuring documents are accurate and instantly available.

## GlobalSearch C2 builds a better content management strategy for your business.

Visit [kyoceradocumentsolutions.us](http://kyoceradocumentsolutions.us) to learn more!





Kyocera Document Solutions has championed innovative technology since 1934. We enable our customers to turn information into knowledge, excel at learning and surpass others. With professional expertise and a culture of empathetic partnership, we help organizations put knowledge to work to drive change.

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