
National Day Posts

Post 1



1/10

Happy National Clean Off Your Desk Day! Clear those pesky paper forms from your desk and make way for a more effective solution! #ECM

#DocumentCapture and #WebForms take the paper out of work for a more efficient and informed workplace. #GoPaperless #DigitalTransformation

#WorkflowAutomation

Post 2



1/22

Better Business Communication Day challenges each of us to engage our collaborative spirit and work collectively towards our organization's goals.

ECM solutions can help you do that, ensuring you and your co-workers have access to all the information you need to excel in your workday!

#BetterBusinessCommunicationDay #InformationManagement #ECM
#Collaboration

Post 3



2/13

It's time to clean those old files off your hard drive. National Clean Off Your Computer Day encourages a secure, compliant, and organized digital workspace.

ECM makes this easy with highly secure cloud hosting, permission-based access, and easily searchable archives. #ECM #IIM #DigitalDeclutter #CloudStorage #DataSecurity

Post 4



2/5

Disaster Day puts a spotlight on the impact and management of potential disasters. But 90% of small businesses fail within 2 years of a disaster, in no small part due to lack of access to vital information. Cloud #ECM ensures your business data survives fires, floods, and more so that business can continue during relocation. #DisasterPreparedness #BusinessContinuity #CloudSecurity



3/18

It's #GlobalRecyclingDay Not only is #ECM good for your productivity and bottom line, but it's also good for the environment, drastically reducing paper consumption and related printing costs.

Find out how Square 9 customers are saving time, money, and trees in this success story: https://www.youtube.com/watch?v=xb3h57_rj-s

#SustainableBusiness #PaperlessOffice #ECM

Post 6



5/6

This week celebrates the backbone of our economy: Small Business! Building a business is both rewarding and challenging and ECM helps small businesses meet several of these challenges, including increased information visibility, efficiency, and compliance. #SmallBusinessWeek #ECM #ScaleUp #IIM



1/22

Better Business Communication Day challenges each of us to engage our collaborative spirit and work collectively towards our organization's goals.

ECM solutions can help you do just that, ensuring your team has access to all the information you need to excel in their workday! #BetterBusinessCommunication #CollaborationTools #ECM #IIM

Post 8

6/28

Today, World Conservation Day, highlights the importance of achieving sustainability and maintaining diverse wildlife. Square 9's intelligent information management solutions eliminate paper from businesses, saving trees, keeping waste out of landfills, and enhancing productivity. Find out how McCue Mortgage did just that in this Success Story video! #WorldConservationDay #Sustainability #PaperlessOffice #DocumentManagement

Attach this Video:

[https://www.square-9.com/wp-content/uploads/2024/12/McCue-Mortgage.mp](https://www.square-9.com/wp-content/uploads/2024/12/McCue-Mortgage.mp4)

[4](#)

Black Friday Intelligent Information Management



Black Friday

To make Black Friday a success, retail centers need to successfully track and navigate massive amounts of information ranging from staff onboarding documents to receiving and distribution records. Intelligent Information Management systems simplify this process, for retailers for success, throughout the Holiday season.

Post 10



Cyber Monday

Behind every Cyber Monday Purchase are countless shipping, warehousing, and transactional documents, including:

- Purchase Orders
- Sales Orders
- Packing Slips
- Driver Onboarding Records
- Receiving Reports
- Bills of Lading
- Delivery Notes
- And More

Intelligent Information Management Solutions streamline the processing and lifecycle of these documents for a smooth and effortless retail holiday.

Post 11

Halloween



Face Your Fears This Season

Change doesn't have to be scary.
Help your staff embrace efficiency
with these simple steps.





1 Help Your Staff Feel **Vested**



Involve them in the solution selection process. Hear their concerns and input and explain the factors that led to the final decision.



2 Assign Someone to Manage the **Transition**



A primary point of contact for any questions helps ensure a smooth transition.



3 Provide Tools For **Success**



Solution education, customer support, and self-help resources all ensure your team can hit the ground running.

This season, help your team face their tech fears, starting with automation.

New tools can be intimidating, but the right approach makes all the difference.

When you show your team how automation enhances, not replaces, their work, you unlock productivity, reduce burnout, and drive teamwide growth.

Swipe through for practical ways to support adoption and drive results:

#WorkplaceWellness #ChangeManagement #DigitalTransformation
#AutomationAdoption #TeamEngagement #Square9Softworks #FutureOfWork
#LeadershipTips

General ECM Posts

Post 1



Unlocking your organization with free-flowing information creates a more productive, collaborative, and customer-friendly environment. Enterprise Content Management (ECM) can help you achieve this. Discover the ins and outs of ECM in this guide:

<https://www.square-9.com/wp-content/uploads/2023/12/Square-9-ECM-Guide.pdf> #ECM #ContentManagement #DigitalWorkplace

#Informationmanagement

Post 2

Paperwork is profit-sapping, soul-crushing, and productivity-draining. Find out how to take the paper out of work in this brief video as we walk you through the life of a piece of paper after implementing a digital solution:

<https://youtu.be/usd-2md0eM4>

#ECM #DocumentCapture #WorkflowAutomation #BPM #OCR

Post 3

Intelligent information management can help your organization facilitate the flow of data for a more productive, compliant, and customer-centric workplace. Find out more in this engaging clip from our on-demand webinars. #Webinars #IIM #Productivity #Compliance

Use This Clip:

<https://www.square-9.com/wp-content/uploads/2024/08/IIM-Webinar-Clip.mp4>

Post 4



Looking to skyrocket efficiency and productivity at your #Manufacturing plant? Find out how #IIM can simplify audits, enhance customer service, and streamline back-office processes with #ECM, #OCR, and #WebForms in our latest blog, here:

<https://www.square-9.com/blog/iim-for-manufacturers-how-to-conquer-compliance-elevate-efficiency-and-enhance-customer-service/>

#CustomerFirst #Efficiency

Post 5

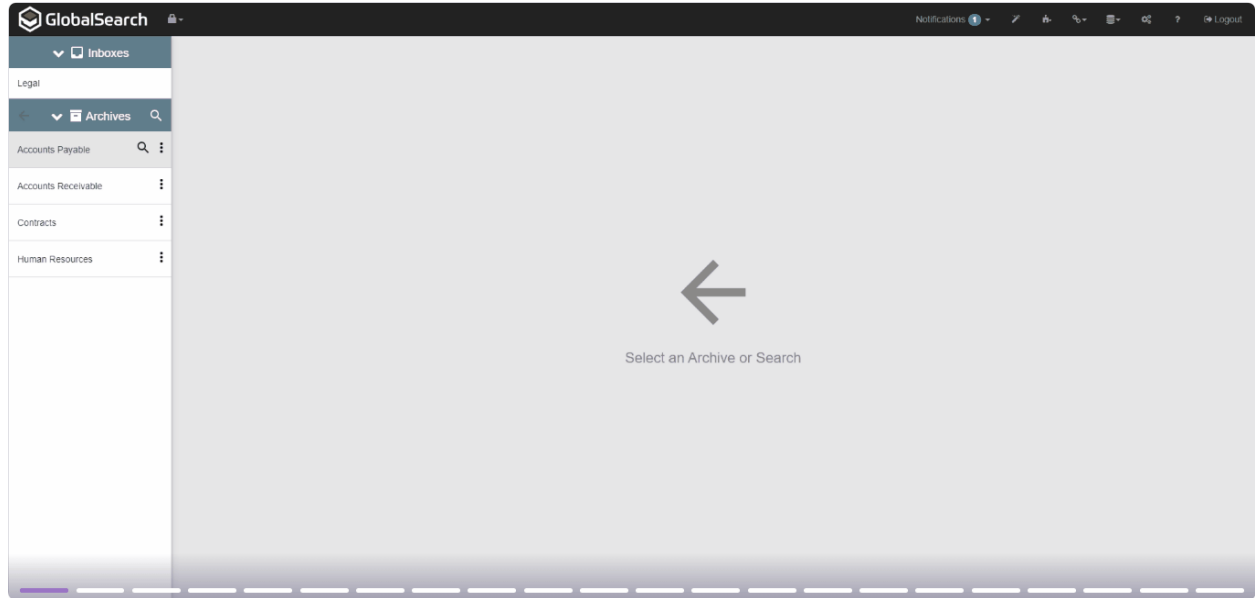


Looking for an intelligent information management solution and want to get a feel for the tools and interface available? Square 9's product Library page offers interactive demonstrations for an insightful first look. Check it out, here:

<https://info.square-9.com/product-library>

#ProductDemo #ECM #OCR #WebForms

Post 6



Robust search capabilities, workflow automation, and scalability packaged into an easy-to-use interface make GlobalSearch a uniquely powerful ECM platform. Take an informative first look with this brief interactive Demo, here:

<https://app.storylane.io/share/prgi3zerbjrx> #EnterpriseSearch #ECM

#InteractiveDemo

Post 7



Almost two-thirds (65%) of organizations have achieved significant digital transformation up from 46% in 2018 (AIIM), leading to an uptick in organizations with a digital competitive edge.

Digitize and control the flow of crucial business information with #DocumentCapture and #ECM to pave the way for further automation.

Post 8

How to Choose an ECM Solution That Exceeds Your Expectations

Read Now



Choosing the right ECM solution can be daunting, but knowing your needs and options greatly simplifies the selection process. Discover how to find a solution that meets your needs in this blog post by Square 9, here:

<https://www.square-9.com/blog/how-to-choose-an-ecm-solution-that-exceeds-your-expectations/> #ECM #DocumentManagement #ContentManagement

Post 9

Use as a poll

Intelligent information management can help school districts enhance the functionality of their student information systems in several ways, including managing additional record types, automating administrative processes, and digitizing legacy records. What would your district use IIM for? #IIM #EdTech #K12 #SIS #ECM

1. Managing Records
2. Administrative Processes
3. Digitizing Legacy Records
4. Other

Post 10



Streamlining and controlling the flow of information across departments can help manufacturers boost productivity, enhance customer value, and navigate a maze of compliance regulations around:

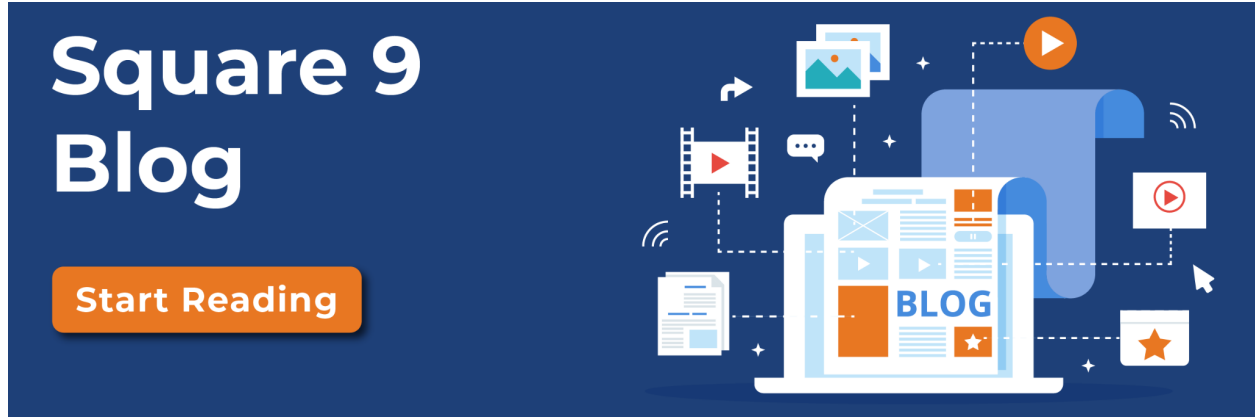
- Quality Assurance
- Safety
- Environmental Concerns
- And More

Get your intelligent information management guide for manufacturing to learn more:

<https://www.square-9.com/wp-content/uploads/2024/09/Manufacturing-Guide-1.pdf>

#Manufacturing #InformationManagement #ProductivityBoost #Compliance

Post 11



Looking for the latest insights and information on intelligent information management? The Square 9 blog holds highly relevant information, updated twice a month, to help you dive into the details of these powerful solutions.

#InformationManagement #DataManagement #DocumentManagement
#ContentManagement #RecordsManagement

Post 12



SENIOR LIVING CENTERS STREAMLINE CONTRACT MANAGEMENT WITH GLOBALSEARCH®

Case Study:
Elder Care Alliance
With Kat Haas, Corporate Records Administrator

Industry:
Healthcare

Departments Impacted:
All Departments

Featured Products:
GlobalSearch®

Objectives:
Improve the contract collaboration process and establish a central repository for storing and retrieving contracts.

Intelligent Information Management makes managing contracts a breeze! Elder Care Alliance streamlined its contract drafting process, simplified contract access, and held vendors accountable with its Square 9 solution. Find out more here:

<https://www.square-9.com/case-studies/senior-living-centers-streamline-contract-management-with-globalsearch/>

#InformationManagement #DataManagement #DocumentManagement
#ContentManagement #RecordsManagement

Post 13



“We needed something that could change with our own processes as we grew. I would definitely recommend Square 9.”

- Cory Sills
Technology Director at Covenant Village

Read the Full Case Study



As a growing organization with changing needs, Square 9 provided the flexibility and scalability that Covenant Village needed for fast, effective, and compliant information management. Find out more about their full story, here:

<https://www.square-9.com/case-studies/senior-living-community-improves-flexibility-scalability-and-efficiency-with-square-9/>

#InformationManagement #DataManagement #DocumentManagement
#ContentManagement #RecordsManagement

Post 14

Use as a LinkedIn Poll

Effective Information Management can solve a slew of business challenges that boost efficiency, enhance your bottom line, and create a better environment for both your employees and customers. What challenges would you like to solve?

- a. Siloed and slow to access information
- b. Monotonous, time-consuming processes
- c. Compliance and security concerns
- d. Something else

#informationmanagement #ECM #efficienc #cybersecurity #compliance

Post 15



"It took us two weeks to develop and implement the process changes. We were able to enhance these processes within **2 weeks of implementation**."

Streamlining processes is at the forefront of our business. Being able to do more with software and relying less on human interaction is helping our business immensely"

Review from 

Get Up and Running Faster with GlobalSearch Go

Looking for speed, flexibility, and reliability to manage your information? One Square 9 customer found all three with results in just two weeks.

"It took us two weeks to develop and implement the process changes. We were able to enhance these processes within 2 weeks of implementation."

With fast deployment and powerful automation tools, GlobalSearch Go helps teams work their way without delay.

#DocumentManagement #DigitalTransformation #GlobalSearchGo
#CaptureAutomation #Square9Softworks #InformationManagement
#AlinBusiness #AutomationSuccess #ProcessImprovement

Post 16

Use Article Preview for Post Graphic

The workplace has evolved more in the last 5 years than in the 25 before it, so what will the next decade bring?

In this brief read from Workflow Magazine, explore how Intelligent Information Management (IIM) helps future-proof your business for what's next, including:

- Expanding AI use cases
- Tightening security and compliance mandates
- Growing demand for cloud-based agility
- The rise of real-time data-driven decisions
- Sustainability-focused operations

Read the article and see how IIM becomes the backbone of business adaptation:

<https://workflowotg.com/future-proofing-the-office-preparing-for-the-next-decade-of-innovations-with-intelligent-information-management>

#FutureOfWork #IntelligentInformationManagement #DigitalTransformation
#GenerativeAI #DataDriven #CloudSolutions #WorkflowAutomation
#BusinessContinuity #Square9Softworks

ECM Information

Post 1



Enterprise Content Management (ECM) can help your organization gain control of its information, but an effective ECM strategy relies on careful planning and execution to meet your specific needs. Discover 3 steps to a well-developed ECM plan, below. #ECM #DocumentManagement #ECMStrategy

Post 2

Types of ECM Solutions

On-Premise

- You Own the Software
- You Bear Additional Costs
- You are Responsible for Maintenance



Cloud-Based

- Provider Hosts the Software
- Involves Quarterly or Monthly Payments
- You can Easily add Additional Server Resources



Enterprise Content Management comes in all shapes and sizes to meet the needs of your organization. Whether you choose an on-premise or cloud solution, there will be distinct differences and advantages. Find out more about the pros and cons of both below. #ECM #CloudvsOnPrem #DocumentManagement

Post 3

Factors to Consider When Determining Your Document Needs

Document Type

The breadth of information and detail on each page greatly affects your digital storage needs.



Document Volume

The amount of documents of each type multiplies these digital storage needs.



**These factors also greatly affect your processing power and RAM needs for workflows and OCR*

While vastly more efficient than paper, digital information management still requires resources from its host server, and the amount needed differs greatly across organizations. Discover your resource needs based on the data you're storing using the information below. #CloudOptimization #Scalability #ResourceManagement

Post 4

Benefits of HR Automation

Simplify Onboarding

By guiding new hires through forms and enhancing visibility into their completion.



Protect Employee Information

With security best practices like single sign on access controls, encryption, audit trails, and more.



Ensure Retention Compliance

Of crucial HR documentation like employee tax documents, employment verification forms, and more.



Manage Information Across Locations

To maintain productivity and communication in remote and hybrid working environments.





By facilitating a secure, compliant, and efficient workplace in both local and remote workspaces, Human resources departments can do more with the resources they have using Human Resources automation. Discover the benefits, below. #HRTech #FutureofHR #HRAutomation

Post 5

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Post 6

3 Ways IIM to Financial Solution Integrations Enhance Automation

Vendor Onboarding Automation

Automatically add vendors by sending them web forms.



General Ledger Coding

Eliminate data entry by capture information directly from invoices.



Payable Invoice Creation

Use the captured information to create payable invoices for your records.



Integrating your intelligent information management and financial solutions creates several new automation opportunities for a more streamlined payables process. Discover these options below. #APAutomation
#IntelligentInformationManagement #Integrations

Post 7

3 Considerations for Finding The Right HR Automation Solution

The Solution is Highly Secure

Account-based access permissions, encryption, privacy compliance certifications, audit trails.



Has The Right Tools for HR Automation

Flexible workflow automation, web forms, easily searchable archive.



Has Options for Finding Information

Index-based searching, full-text searching, version control.



When it comes to intelligent information management and automation solutions, human resources departments have a unique set of needs. Discover the features and functionality necessary to transform your human resources department below. #HR #HRIS #DocumentManagement

Post 8



The infographic is a 2x2 grid of dark blue squares with orange accents. Each square contains a white number in an orange box, a title in orange, and a description in white. The top-left square is the title slide, and the other three are numbered points. Each slide has the square9 logo in the top right and a double orange arrow in the bottom right.

Why Opt For The Cloud

- 1 Accessibility**
Browser-based access lets staff collaborate from anywhere.
- 2 Cost-Consistency**
Unexpected server maintenance, security patches, & on-staff IT professionals have costs that can eclipse those of a cloud solution.
- 3 Security**
Cyber Security is increasingly complex. Leaving it to vetted professionals hands off liability and reduces the risk of breaches.

Cloud solutions have become widely preferred by intelligent information management buyers, offering cross-location access, cost consistency, and heightened security. Find out more about each below.

#CloudSolutions #InformationManagement #Security