Laserfiche®

Using the Strength of Perspective from the Corner Office to the Front Desk

Applying experience and expertise
to organize the information you have,
connect with the information you need
and help guide you to your goals

Run Smarter℠

Laserfiche®

Run Smarter ℠

Perspective to the Power of 7

Your perspective tells you that cutting costs, removing obstacles to information access and empowering staff to perform at peak productivity are key steps toward fulfilling your mission.

By reliably managing and protecting the documents that support processes, inform choices and preserve organizational knowledge, Laserfiche® document management solutions deliver the efficiency and peace of mind of having considered all the angles.

**Solid perspective on solving problems.
One way Laserfiche helps you run smarter.**

A Flexible Perspective on the Big Picture

The magnifying glass and the bird's-eye view

Making sure your organization is running at peak efficiency requires mastering the big picture while maintaining the ability to examine details when necessary. In other words, you don't want to miss the forest for the trees, but you can't afford to lose important trees in the vastness of the forest.

Laserfiche is a unified solution that manages all your organization's documents and records, regardless of location or media. Laserfiche strikes a balance between security and accessibility, protecting information while providing efficient access to keep staff working at maximum productivity. Engineered to deploy in days rather than weeks, Laserfiche delivers a fast return on investment without overtaxing IT resources.

‣ **Enhance operational efficiency.**
From an intelligent document search that helps customer service answer inquiries faster to a Workflow Suite™ that maintains the pace of business processes and alerts managers to action and inaction, Laserfiche puts the right tools – and the right information – in the hands of the right people.

‣ **A single system manages paper and electronic documents.**
Manage hardcopy documents and records alongside electronic documents, physical records and e-mail. Laserfiche allows you to apply organizational records policies and procedures consistently, managing scanned images as easily as faxes, word-processing documents and objects stored in off-site repositories.

‣ **Comprehensive security protects your organization's past, present and future.**
Safeguard organizational knowledge with security measures that extend to the level of the individual word. As flexible to configure as it is rigorous, Laserfiche prevents unauthorized access with function rights, access controls and audit trails that maintain constant vigilance over user actions.

‣ **Simplify and reduce the costs of regulatory compliance.**
Evolving regulations continue to drive records storage costs and impose time-sensitive retrieval burdens. Laserfiche supports compliance initiatives while reducing paper-handling overhead, assuring proper records retention and destruction and providing a flexible platform that accommodates technology mandates included in SEC, NASD and other rules.

‣ **Reduce storage space and paper-handling costs.**
Your records are a valuable asset, but so is the space they occupy. Laserfiche captures paper documents of varying types and sizes into a secure digital repository, reducing filing and retrieval costs and allowing you to reclaim office space for productive activities.

‣ **Improve disaster recovery and business continuity.**
Paper is a familiar but vulnerable archival medium. Laserfiche eliminates large-scale photocopying for off-site backups and simplifies records transport with CD and DVD publishing. Search engines built into each published CD provide fast information access to shorten recovery time, even if your network remains inaccessible after a fire, flood or other events beyond your control.

Perspective for the Records Manager
Records management – the center of everything

The demands come from many angles. Upper management. IT. Federal and state regulations. In this environment, how do you get and keep control of proliferating paper and electronic records to enable consistent application of policies?

The DoD-5015.2-certified Laserfiche Records Management Edition™ enables organization-wide implementation of standardized records procedures. Tightly integrated with the core Laserfiche platform, the Records Management Edition provides total life-cycle management, from creation to final disposition. The Records Management Edition helps your records program achieve its potential as a valuable, strategic asset to your organization.

▸ **DoD 5015.2 and peace of mind.**
Department of Defense 5015.2-STD is the de facto standard, at all levels of government and industry, by which digital records management applications are measured. Working with the Laserfiche Records Management Edition means entrusting your records to a solution that has been tested against this exacting, objective benchmark.

▸ **Integrated records and document management.**
Laserfiche provides a single, familiar interface for managing digital and physical records as well as capturing paper documents, e-mail and other files created and maintained in electronic form. The intuitive folder view allows for simplified, consistent management of records and records series in the unified environment, including drag-and-drop import of e-mail from Microsoft Office Outlook® and send-to capability from other Office applications.

▸ **Encourage consistent, proper filing procedures.**
Laserfiche helps assure adherence to procedures with mandatory metadata acquisition, automated extraction of e-mail metadata and records freezing to avoid spoliation. Laserfiche enforces records rules while making it both easy and efficient for diverse users to follow your existing policies.

▸ **Serious controls for strict regulations.**
The Laserfiche Records Management Edition supports the processes at the heart of your organization's regulatory compliance initiatives. Laserfiche protects records integrity with index-field-level security and helps demonstrate adherence to policies with comprehensive audit trails. When records are scheduled for expungement, Laserfiche provides secure destruction of digital records according to Department of Defense standards.

▸ **Precision searching tailored to records managers' needs.**
The Laserfiche Records Management Edition provides a dedicated search interface to help records managers screen records for eligibility for destruction and other criteria.

Perspective for IT
Continually enhancing our performance to maximize yours

Performance is an imperative, downtime a disaster. A document management solution must not create problems for IT even as it solves them for end users. It must not disrupt your existing infrastructure. It must not strain tight resources. It must adhere to open standards and adapt smoothly to your changing environment.

Laserfiche is built upon an open architecture that integrates easily with other mission-critical applications such as geographic information systems (GIS), financial practice management applications and healthcare information systems. With demonstrated scalability from single-office financial planners to large federal agencies, Laserfiche accommodates both an increasing number of users and high-volume repository growth.

▸ **Extending usability to manageability.**
The Laserfiche administration console is fully integrated with the Microsoft® Management Console (MMC) environment, with complete support for snap-in based, administrator-created tools. This allows for simplified, centralized management of security, users and groups, indexing and storage.

▸ **Efficient integration and custom application development.**
The Laserfiche Integrator's Toolkit provides a complete set of documentation, tools and sample code to speed systems integration and customizations that address your specific business needs. Packaged integration solutions, such as Integration Express and Integration Express-GIS, deliver basic image enablement without a major investment of programming time.

▸ **Database choices to fit the shape of your organization.**
Laserfiche fits easily into your existing IT infrastructure with support for Microsoft® and Oracle® database platforms.

▸ **Non-proprietary storage formats look to the future.**
Locking your organization's information in a proprietary format is not a choice you want to make. Laserfiche stores images and text in standard TIFF Group IV and ASCII formats to guarantee future accessibility and simplify media migration as storage standards evolve.

▸ **Meet user volume demands without creating a software maintenance burden.**
Web deployment is the key to quickly and efficiently rolling out a large number of users. Laserfiche Web Access™ is a browser-based, true thin-client solution that provides essential document management access while not requiring ActiveX® or Java™ Applet downloads.

Perspective for the End User

Needing specific pieces of information, sooner rather than later

Everyone has a job to do. You have the skills, but that's only half the story. Usable tools that deliver information, simplify your work and help you rise to real-world demands complete the picture.

The Laserfiche user experience has continually evolved toward greater freedom in pinpointing relevant information while not compromising security. Following familiar Windows® conventions, Laserfiche adapts to preferred procedures rather than imposing new layers of complexity.

▸ **Essential usability and a smooth transition to digital document management.**
With usability at the core of our design philosophy, Laserfiche fits easily into the rhythm of your workplace. Laserfiche is also integrated with the Microsoft Office environment to work comfortably with the tools you're already accustomed to using. It engages users' existing PC skills to encourage fast staff acceptance wherever it is deployed.

▸ **Faster response to information inquiries and improved customer service.**
From demands for a complete set of account records to a citizen's request for decades-old council meeting minutes, Laserfiche provides full-text, index and other precision searches to reduce time lost to hardcopy file retrieval.

▸ **Reduce misfiling and document loss.**
Lost documents and the costs associated with recreating them are among the greatest challenges to your productivity. Laserfiche's automated full-text indexing, required index fields and configurable folder structure reduce clerical errors and make it easy to find documents based on the information at hand. Document linking and version tracking help clarify relationships between pieces of information.

▸ **Cut manual data entry time, expenses and errors.**
Laserfiche forms processing, import from multifunction peripherals and other information-capture tools allow users to reduce time spent on repetitive tasks and focus instead on quality assurance and information integrity.

Laserfiche Product Suite
A complete set of products for total solutions

Clear perspective means covering all the bases. Capturing documents into the system must be fast for the scanner operator, but it also must be accurate for the decision maker retrieving information. Distributing information across multiple offices must be efficient, but secure. Records management functions must be rigorous, but usable.

The Laserfiche document management product suite comprises a modular set of capture, distribution, process management and integration tools. Designed to solve problems in the real world, Laserfiche products work together to balance sometimes competing points of view without compromising the basics of efficiency, security or technical workability.

‣**Laserfiche Document Management Platform**
These core products help you organize, protect and retrieve information.

Laserfiche United™ and Laserfiche Team™
Document management for work groups, departments and the entire organization

Laserfiche Records Management Edition™
A unified DoD-5015.2-certified records management and document management solution

Laserfiche Web Access™
A Web-browser-based, true thin client for secure, wide-scale document management deployment

‣**Document and Information Capture**
These tools bring paper and electronic documents into your digital system.

Laserfiche Quick Fields™
Production-level document processing, with available modules for forms processing, specialized capture hardware and other document capture needs

Laserfiche Import Agent™
Automatically capture documents generated by copier-scanner hybrids, fax servers and other multifunction peripherals

Laserfiche Snapshot™
Capture archival images of electronic documents without repetitive printing and scanning

‣**Document Distribution**
Provide fast, efficient document access to authorized users across the office and around the world.

Laserfiche WebLink™
Secure, platform-independent Web publishing that integrates easily with your existing Web site

Laserfiche Plus™
Archive and distribute documents on royalty-free CDs or DVDs with built-in search engines

Laserfiche E-mail Plug-In™
Share archived documents via standard e-mail applications

Laserfiche COLD™
Automatically archive computer-generated reports to digital storage media

‣**Business Process Management**
Streamline document-centered processes and track activity for regulatory compliance.

Laserfiche Workflow Suite™
Ensure constant productivity with rules-based document routing, e-mail notification and activity monitoring

Laserfiche Agenda Manager™
Simplify the item submission, approval and distribution processes essential to formal agenda creation

Laserfiche Audit Trail™
Three levels of audit reporting to address your specific regulatory compliance and security needs

‣**Integration and Customization**
Tools and packaged solutions facilitate image enabling and back-end integrations

Laserfiche Integrator's Toolkit™
Complete documentation and sample code to enable integration with other mission-critical systems

Integration Express™
Packaged solution for image-enabling integrations

Integration Express-GIS™
Simplified image-enabling integration between Laserfiche and geographic information systems

‣**Software Assurance**
Manage change and protect your investment.

Laserfiche Software Assurance Plans (LSAP™)
Membership provides access to software updates, hot-line support and the global online Laserfiche user community

Capabilities Checklist

Capture

‣ Scan paper documents with a wide variety of scanners
‣ Use hybrid and specialized capture devices such as copier-scanners and microfilm scanners with Universal Capture
‣ Auto-name documents while scanning according to user, date or other values
‣ Scan additional pages into existing documents
‣ Image adjustments to remove noise, remove lines, crop, rotate and perform other image cleanup
‣ Automatic removal of blank pages

‣ Archive electronic documents including images, text, spreadsheets, PDF, movies, AutoCAD and sound files in native file formats
‣ Send documents to Laserfiche from Windows® Explorer
‣ Archive documents to Laserfiche from Microsoft® Office applications such as Outlook® and Word®
‣ Automatic extraction of e-mail metadata
‣ Mandatory metadata acquisition
‣ Import electronic documents and directories with drag-and-drop ease
‣ Export and import documents, folders and their metadata via briefcases
‣ Convert electronic documents to archival images without printing and scanning

‣ Form alignment and dropout for precise zone OCR
‣ Extract index and identification data from images
‣ Data extraction by zone OCR, bar code recognition or OMR
‣ Look up external database metadata keyed by extracted data or data entered manually
‣ Use extracted data for document or folder naming, indexing or as input to other processes
‣ Identify documents by recognizing forms or by matching extracted data
‣ Use identification for document separation or individualized processing
‣ Imprint images with Bates numbers, lookup data or bitmaps
‣ Schedule document uploading to the Laserfiche repository

Storage

‣ Location of document data is fully configurable and can be stored on any network volume
‣ Separate document folder hierarchy from physical storage volume
‣ Configure volume size and set rollover limit

‣ Full support for rewritable, read-only, removable or fixed volumes
‣ Migrate documents to different physical volumes
‣ Set document content files to read-only for magnetic WORM support
‣ Transfer document storage volumes with metadata and folder organization intact
‣ Attach large numbers of documents via portable volumes for additive synchronization
‣ Store documents in non-proprietary TIFF and ASCII file formats

Indexing

‣ Use index cards to assign database fields to documents and folders
‣ Create different index templates for distinct document types
‣ Constraints force users to enter index information in specified formats
‣ Color-coding distinguishes document types
‣ Reassign or update index templates or fields at any time
‣ Selection lists available to standardize index entries

‣ Supports simultaneous OCR from multiple workstations
‣ Supports OCR for over 40 languages, including Spanish, Portuguese, German, French, Italian, Dutch, Swedish and Norwegian

Search and Retrieval

‣ Index field searches allow precision document retrieval
‣ Full-text searches cover the entire database
‣ Fuzzy searches find documents with misspelled words or OCR errors
‣ Search by security tag, volume, creation or modification date, note text and more
‣ Save search criteria for repeated execution
‣ Proximity searches locate search terms in context
‣ Perform name searches by document or folder
‣ Combine search criteria to narrow results
‣ Limit search results to documents within a specific folder
‣ Search words are highlighted to show their precise location within document
‣ Search results can be saved in folders for quick referencing and easy access
‣ Lines of context display how the word or phrase is used without retrieving the entire document

Distribution

- Flexible print configuration, including scale-to-fit and print zoomed region
- Accurate scaling of print output to match the original
- E-mail archived documents as TIFF or PDF
- Cross-platform retrieval with standard Web browsers with Laserfiche WebLink
- Distribute and archive on non-erasable media with Laserfiche Plus
- Distribute documents on royalty-free CDs and DVDs
- CDs with built-in search engines provide access on any PC
- Provide Web-browser-based document management capabilities with Web Access thin client

Workflow

- Easily model work processes with intuitive graphical interface
- Automate document movement with rules-based routing
- Maintain productivity with automated notifications
- Improve accountability with audit trail tracking
- Accommodate- ad hoc participation in workflow environment

Security

- Storage and security measures support regulatory compliance
- Privilege rights control administrative functions
- Feature rights control functions such as scanning, printing, searching, importing, etc.
- Access rights determine the level of access a user or group is granted or denied for particular documents or folders
- Volume access rights determine permission to import data volumes
- Template field access rights control users' ability to see and edit index fields
- Determine effective rights for any user
- Rights are definable by both users and groups
- Security can be allowed or denied explicitly or through inheritance
- Inheritance controlled through flexible scoping options
- Security tags place special restrictions on documents and folders
- Secure redactions protect sensitive portions of documents
- Three levels of Audit Trail track activity for compliance and accountability
- Security permissions can be controlled centrally or delegated to department heads
- Native support for single sign-on
- Securely wipe digital records upon destruction

- Force printouts to include watermarks for tracking their origins
- Require users to indicate reason for document export

Document Management

- Intuitive folder view makes document organization easy and flexible
- Display document names, index fields and volume information in the folder browser
- Rename and reorganize document files
- Track document versions
- Flexible viewing of images, text, thumbnails and index fields, including support for dockable windows
- Establish document linking relationships
- Public and private folders can be set up to allow document sharing, mail folders and ad hoc workflow
- Highlight text and images
- Place sticky-notes on images
- Stamp images with customized or predefined graphics
- All annotations are image overlays and do not modify the original document
- Informational tags alert users to special properties
- Display black and white, color or grayscale images
- Edit text files created by OCR
- Zoom with magnification up to 100 times
- Full panning, rotation and contrast support

Records Management

- DoD 5015.2 certified
- Integrates records management, document management and imaging in one application environment
- Create records from documents already under management
- Manage physical records alongside scanned images and electronic documents
- Manage digital video, audio and other electronic files
- Define records series from an intuitive interface
- Describe locations of transfers for records series
- Track current locations of transferred records
- Screen records for eligibility for transfer, accession or destruction
- Confirm destruction of eligible records
- Find records according to status or location

Your Next Step

Call (800) 985-8533 to arrange a demonstration.
Also e-mail info@laserfiche.com or visit
www.laserfiche.com for more product details or to
request your free Laserfiche demo CD.
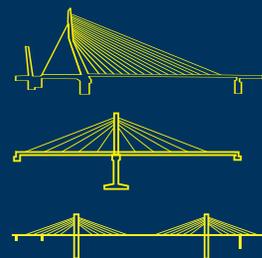
3545 Long Beach Blvd.
Long Beach, CA 90807

Tel: (562) 988-1688
Fax: (562) 988-1886
Toll Free: (800) 985-8533

www.laserfiche.com
info@laserfiche.com

About Laserfiche

A resource for over 21,000 organizations since 1987,
Laserfiche creates elegant document management
solutions that help organizations run smarter.
Dedication to customer-driven innovations has built a
suite of products and services that address organiza-
tion-wide business problems from executive, records
management, information technology and end-user
perspectives. Laserfiche manages mission-critical
information in local, state and federal agencies,
financial services firms, health care organizations,
educational institutions and other public- and
private-sector organizations around the world.

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