

# Laserfiche Product Suite

Laserfiche Document Management Platforms

Document Capture and Forms Processing

Distribution & Thin Client Solutions

Laserfiche Workflow Suite™;

Laserfiche Audit Trail™;

Laserfiche® Agenda Manager™;

Integration

Laserfiche® Document Management System

Laserfiche Document Management Platforms

- LaserFiche RME - Records Management Edition Brochure
- LaserFiche United - MS-SQL or Oracle Versions Brochure
- LaserFiche Team - MSDE Brochure
- LaserFiche Executive &ndash; MSDE Brochure

· LaserFiche WebAccess &ndash; Internet Brochure

Laserfiche document management platforms deliver high-volume information capture, retrieval and distribution organization wide. Laserfiche reduces misfiling, document retrieval time and costly photocopying and paper distribution &ndash; all processes that impede information access. Laserfiche is a flexible platform that adapts to meet diverse multi-departmental needs and allows users to maintain established, preferred procedures. The Laserfiche Records Management Edition is a DoD 5015.2-certified solution. Laserfiche is a technology infrastructure-friendly solution designed for rapid deployment, smooth integration and departmental to enterprise scalability.

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Intelligent search provides instant document retrieval

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Reduce labor and clerical mistakes with automated OCR and indexing

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Comprehensive security protects digital archives from unauthorized access

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Emulate paper filing structures with customizable folders and index fields

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Index electronic and image-only documents with user-defined indexes

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Digital archiving provides long-term document preservation

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Manage entire document repositories from workstations

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Scan paper and import electronic files into secure digital archives of unalterable documents

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Synchronize service bureau output and manage retention schedules with portable volumes

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## Document Capture and Forms Processing

These tools bring paper and electronic documents into your digital system. Flexible capture alternatives are essential for preparing paper and electronic documents for archival, retrieval and distribution across your document management solution. The Laserfiche document imaging and management platform provides basic scanning, batch processing and electronic document import. For your specialized capture needs, Laserfiche offers a set of solutions that accommodate documents found in widely varying formats and locations organization-wide.

- Laserfiche Import Agent™; - automates document importing and document management within Laserfiche, particularly well-suited to work with multi-function peripherals. [Brochure](#)
- Laserfiche ScanConnect™; - scanning support for a wide variety of desktop and production document scanners.
- Laserfiche Quickfields Suite - automates document sorting and indexing for reduced data entry costs and manual indexing errors. Purchase only the pieces that you need: Scanning, Bates Numbering & Annotations, Zone OCR, Bar Code, Forms Processing, and Database Lookup. [Brochure](#)
- Laserfiche Snapshot™; - creates archival TIFF images of electronic documents for full-text indexing, as easy as printing. [Brochure](#)

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## Distribution & Thin Client Solutions

Maximizing the value of information locked in an organization's documents requires putting it in the hands of decision-makers when and where it's needed most. From staff in remote offices, to clients, the public and regulatory officers, individuals within and beyond your organization rely upon fast information access to work at peak productivity. Laserfiche answers these demands with secure, reliable distribution across your network as well as solutions for the Web, CD, e-mail and COLD.

- Laserfiche Web Access™; - a browser-based document management thin client that provides rapid deployment and simplified administration enterprise-wide. [Brochure](#)
- Laserfiche WebLink™; - provides secure document access to remote offices, clients, even the public, via standard Web browsers. [Brochure](#)

[Click here to see our live WebLink demo!](#)

- Laserfiche Plus™; - CD publishing offers document portability, simplified disaster recovery planning and improved business continuity. [Brochure](#)
- Laserfiche E-Mail Plug-in™; - allows instant electronic document distribution via standard MAPI-compliant e-mail applications. [Brochure](#)

• Laserfiche COLD/COLD Plus® - archives machine-generated reports to digital media, eliminating great quantities of paper reports, cutting storage costs and allowing immediate report retrieval. Brochure

• Laserfiche COLDLink® - maximizes COLD productivity benefits with single-interface access to COLD and Laserfiche imaging databases. Brochure

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Laserfiche Workflow Suite®;

Workflow Suite Brochure

The Laserfiche Workflow Suite increases productivity by automating document-centered work processes. An intuitive graphical interface provides easy work process modeling and streamlining. Routing and notification services guarantee smooth workflow despite user absence. The Workflow Suite provides the efficiency and security of rules-based routing and monitoring while also supporting ad hoc participation in the workflow environment. Laserfiche Workflow Suite Highlights...

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Eliminate the paper shuffle with efficient routing services.

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Easily model work processes with an intuitive user interface.

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Improve productivity and accountability with automatic notifications.

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Achieve rules-based effectiveness that is flexible enough to allow professionals to use their judgement.

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Dynamic folder creation generates folder structures based on index field information.

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Workload balancing distributes documents evenly among team members.

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The Workflow Suite is part of a proven family of document management solutions.

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[Laserfiche Audit Trail™;](#)

[Audit Trail Brochure](#)

Information is one of your organization's most important assets and, increasingly, one of the most regulated. To guarantee the integrity of information assets, protect business relationships and ensure regulatory compliance, organizations must secure business records, along with the personal data of their employees and customers, against unauthorized access. Monitoring repository usage is vital to achieving these goals. Laserfiche Audit Trail enables precise tracking of user activity in the Laserfiche repository. Whether the need is to maintain the security of sensitive documents, track staff productivity or monitor records for compliance, Audit Trail provides managers and executives with the right information. Regulations concerning the protection and release of personal information continue to proliferate—HIPAA, Sarbanes-Oxley, USA Patriot Act, Gramm-Leach-Bliley, FERPA. Audit Trail delivers up-to-date details of user activity to demonstrate adherence to established security and retention procedures. With easy-to-generate reports, Audit Trail expedites the process of producing reports for administrators and regulatory authorities. Audit Trail minimizes the cost of compliance and facilitates transparency requirements. Audit Trail tracks document-related activity to enable better assessment of business processes. Organizations isolate peak hours of repository usage, identify bottlenecks and maintain performance comparisons for different departments. Accountability and productivity rise, and quality improves.

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[Track user activity for security and workflow](#)

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[Maintain constant vigilance over archives](#)

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[Monitor productivity levels](#)

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[Demonstrate compliance](#)

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[Enable flexible report generation](#)

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[Laserfiche Agenda Manager®;](#)

[Agenda Manager Brochure](#)

Laserfiche® Agenda Manager® is an agenda automation tool that simplifies processes from item submission through publication of the final document. An easily supported, Web-browser-based solution, Agenda Manager helps you work faster, cut out the busywork and consume fewer resources to create your agendas.

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[Reclaim the agenda preparer's productive time](#)

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[Keep the style and structure of your current agendas](#)

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[Enable easy item submission and self-serve status tracking](#)

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[Speed up approvals and eliminate redundancy](#)

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[Get started easily for fast results](#)

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[Integration](#)

[Integrator's Toolkit Brochure](#)

The Laserfiche Integrator's Toolkit provides the capability of quickly and cost-effectively developing custom imaging applications tailored to your business needs. The Integrator's Toolkit provides all necessary software and documentation to integrate Laserfiche with third-party applications, customize system functionality and automate Laserfiche-related tasks. With the comprehensive documentation included in the Toolkit, detailed instructions and sample source code, information technology personnel have maximum flexibility to meet the specific business needs of a wide variety of organizations.

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Laserfiche® Document Management System