



Laserfiche Security

Laserfiche provides incredibly granular security, ensuring that users will only see content they are allowed to see. This security is cumulative; users can only view content if they have all the appropriate rights. In addition, Laserfiche uses built-in Windows security and AES-256 encryption to ensure that data is secure when it is in transit and when it is at rest.

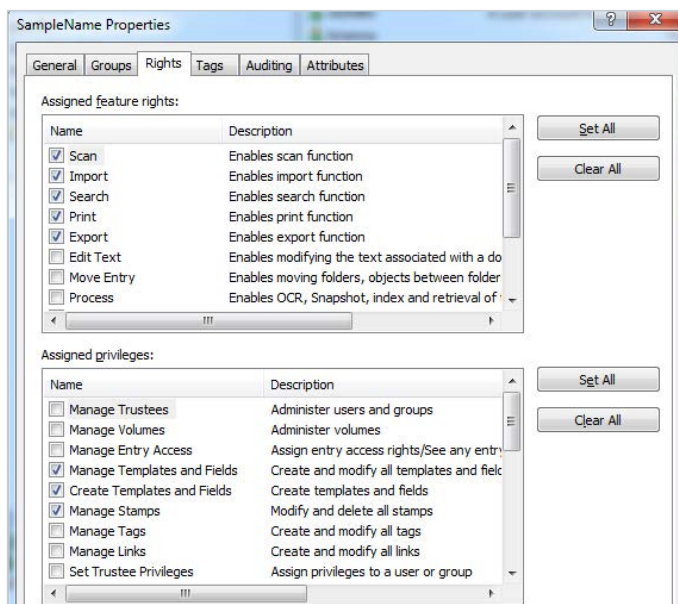
User-Level Security

UNIQUE USERS

The Laserfiche License Manager allows administrators to control the level of access users have to view, modify or delete documents or folders in your Laserfiche system. With Laserfiche, each user has unique security credentials, eliminating the risk of users sharing passwords and enabling leading security practices such as segregation of duties and the principle of least privilege.

SINGLE SIGN-ON

Support for enterprise directory service systems (including Microsoft Active Directory and Novell eDirectory) helps ensure standard account policies such as password complexity and password expiration are enforced by the Laserfiche system, while using Active Directory groups to simplify security delegation and administration.



The Laserfiche Administration Console provides total system control.

Document-Level Security

DATA CLASSIFICATION

Individual documents can be secured with security tags and Victorian Electronic Records Strategy (VERS)¹ classification levels. In order to see a document or folder with a security tag, a user must have been granted that security tag. VERS classification levels prevent users from moving high-security documents into lower-security folders.

SECURED METADATA

Field and template access rights allow you to control who can view sensitive metadata about documents.

ENCRYPTED EXPORTS

Volume encryption and securing protect information for archival, backup and export.

REDACTIONS

The text and pages of a document within Laserfiche can be secured with black or white redactions. These redactions can be burned into the document image on export, which helps ensure that the information is secure when it leaves the repository.

ENCRYPTED CONTENT TRANSFERS

Laserfiche briefcases enable secure transfer of files from one repository to another.

DELEGATION OF PRIVILEGES

Granular privileges allow distribution of administrative permissions across your organization.

¹Developed by the Public Record Office in Victoria, Australia, VERS is the standard for reliably and authentically preserving electronic records over long periods of time. It is accepted and used as the backbone of e-Governance by archival institutions around the world.

System-Level Security

DATABASE SECURITY

Laserfiche leverages built-in Windows and DBMS (Microsoft SQL Server, Oracle) security to prevent users from accessing the DBMS, where metadata, security, user, and group information is stored.

DATA ENCRYPTION

Laserfiche offers a wide range of encryption capabilities up to AES-256, giving customers the flexibility to implement the methods that best meet their needs.

SSL/TLS ENCRYPTION

Built-in SSL and TLS cryptography enables customers to encrypt communications between applications.

AUDITING

All actions within the Laserfiche repository are audited and tracked, including viewing and modifying documents and any modifications to repository properties or security.

VOLUME SECURITY AND ENCRYPTION

Volume encryption prevents administrators from bypassing database security and viewing files directly. Each volume can be encrypted and secured, rendering it inaccessible from both the volume in Laserfiche and from Windows.

DATA INTEGRITY VERIFICATION

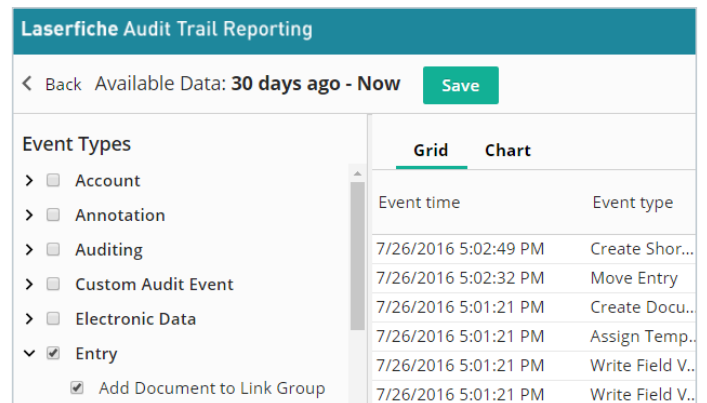
Volume checksums verify that document contents have not been altered outside of Laserfiche.

SECURE WEB DEPLOYMENT

Web products leverage built-in IIS access security and support multiple firewall configurations, including secure deployment in the DMZ.

WATERMARKING

Printed or exported information can be recorded and watermarked.



The screenshot shows the 'Laserfiche Audit Trail Reporting' interface. It includes a navigation bar with a back arrow, 'Available Data: 30 days ago - Now', and a 'Save' button. Below this is a list of event types with checkboxes: Account, Annotation, Auditing, Custom Audit Event, Electronic Data, and Entry (checked). Under 'Entry', there is a sub-option 'Add Document to Link Group' which is also checked. To the right, there is a table with columns 'Event time' and 'Event type'. The table contains five rows of data.

Event time	Event type
7/26/2016 5:02:49 PM	Create Shor...
7/26/2016 5:02:32 PM	Move Entry
7/26/2016 5:01:21 PM	Create Docu..
7/26/2016 5:01:21 PM	Assign Temp..
7/26/2016 5:01:21 PM	Write Field V..

Laserfiche Audit Trail tracks all activity within the Laserfiche repository.

Certificates and Compliance

SECTION 508 COMPLIANT

Laserfiche is compliant with Section 508 standards of the Rehabilitation Act of 1973, providing equal access to electronic data in Laserfiche to people with disabilities.

VERS V2-COMPLIANT

Laserfiche is certified with the Victorian Electronic Record Strategy (VERS) requirements, a world-recognized standard for reliably and authentically preserving electronic records over long periods of time.

PERPETUAL DOD 5015.2 CERTIFICATION

Laserfiche is certified in the Department of Defense 5015.2 version 3 design criteria standard for electronic records management, the accepted standard for many state, county and local governments.

INTEGRATED DIGITAL SIGNATURES

When configured properly, digital signatures may help ensure compliance with a number of domestic and international regulations for e-Governance. Laserfiche provides an integrated solution that complies with FISMA, CFR Part 11 FDA, FIPS, VERS and Clinton E-Signatures Act standards.



About Laserfiche

Laserfiche Enterprise Content Management transforms how organizations manage information, automate document-driven business processes and make timely, informed decisions. Using Laserfiche, organizations can innovate how documents and unstructured information are processed and analyzed to achieve business results. Laserfiche provides intuitive solutions for capture, electronic forms, workflow, case management, cloud, mobile and government-certified records management. Since 1987, Laserfiche has been the trusted choice of more than 36,000 organizations worldwide.

Your Next Step

Read User Best Practices

laserfiche.com/solutionexchange

Get a Demo

laserfiche.com/demo

Contact Us

(800) 985-8533

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