Capture & Imaging

From scanning paper documents to importing content from the cloud, Laserfiche capture tools enable content capture quickly with minimal effort.

Capture Documents From Mobile Devices

Keep business processes moving—even when away from the office—using the Laserfiche mobile app for smartphones and tablets.

- Turn photos taken with phones and tablets into digital documents, easily capturing transactional documents like receipts

- Add as many images as necessary to forms like expense reports and submit them directly from your mobile device

- Initiate business processes from anywhere, reducing the effort needed to capture documents

- Even without access to Wifi or VPN, save forms and images when offline and automatically upload them to the repository later
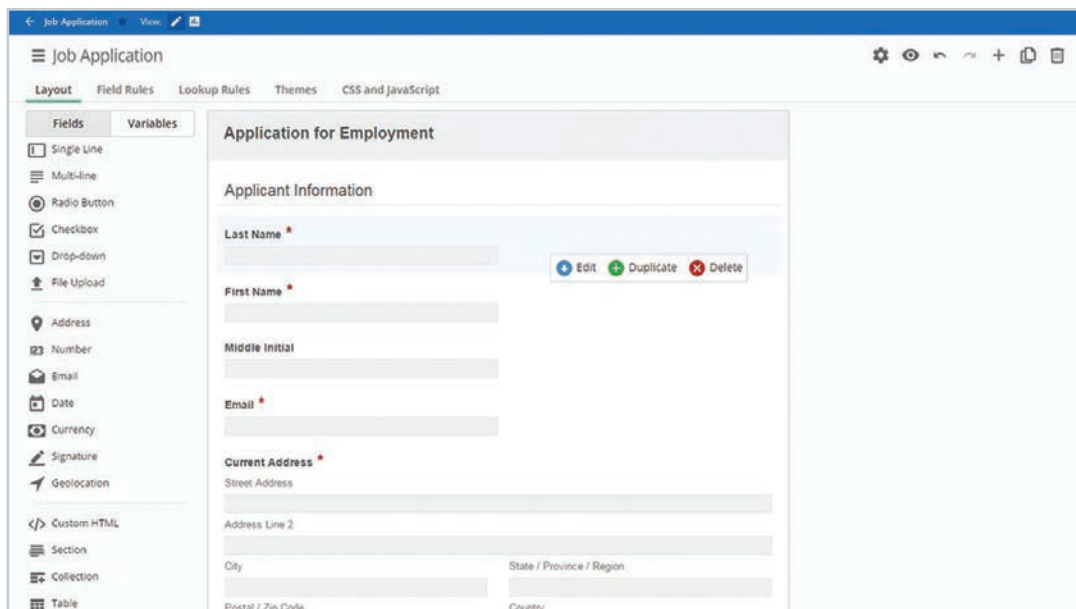

Capture documents like receipts and save them directly to the Laserfiche repository or attach them to forms for submission.

Instantly Capture Information From Web Forms

Make information capture paperless with instant import from electronic forms.

- Drag and drop a variety of form fields to create web forms that can be personalized using custom colors, fonts and logos
- Accurately collect data using fields that dynamically display based on previous responses
- Upload supplemental documents directly from the form
- Automatically calculate useful data such as invoice totals, the age of a form submitter and more using built-in, native formulas
- Accelerate document review and approval by automatically routing captured information to the appropriate user

The Laserfiche Forms builder allows you to easily customize forms to suit your organization's needs.

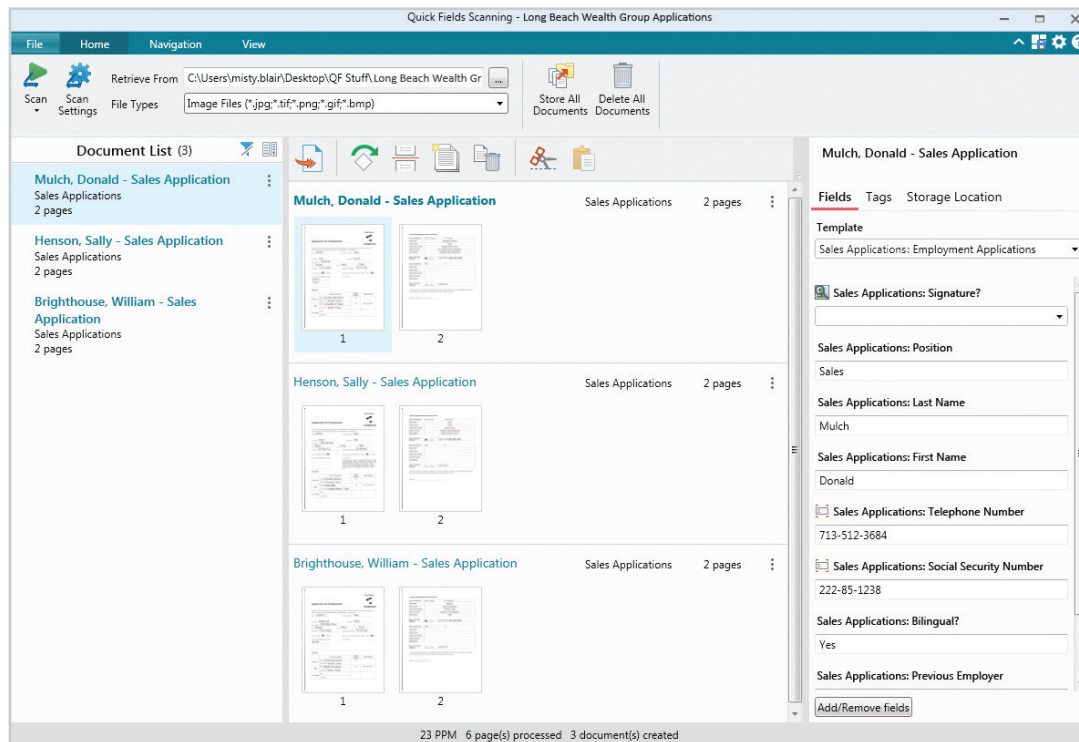## Schedule Automatic Import From Network Drives and MFPs

Schedule automatic import from network drives and MFPs to save manual effort.

- Make all incoming documents full-text searchable for future search and retrieval, including automatically generating text from electronic documents—even PDFs that do not contain text streams
- Clean up image quality and apply enhancements to scanned documents, fixing issues automatically
- Increase transparency by using version control when importing information into an existing document

Accelerate High-Volume Capture and Processing

Eliminate manual effort from high-volume capture with automatic document importing, processing and indexing.

- Automatically sort and categorize incoming documents, fill out fields and create folder paths based on image data, barcodes, page size and more

- Save time for scanner operators by automatically enhancing documents according to preselected criteria to clean up image quality

- Reduce manual scanning and indexing by capturing precise pieces of information from both paper and electronic documents

- Capture information from databases to populate metadata, minimizing data reentry and potential for error

Reduce manual indexing with scanning sessions that automatically sort and categorize incoming documents, fill out fields and create folder paths based on image data, barcodes, page size and more.
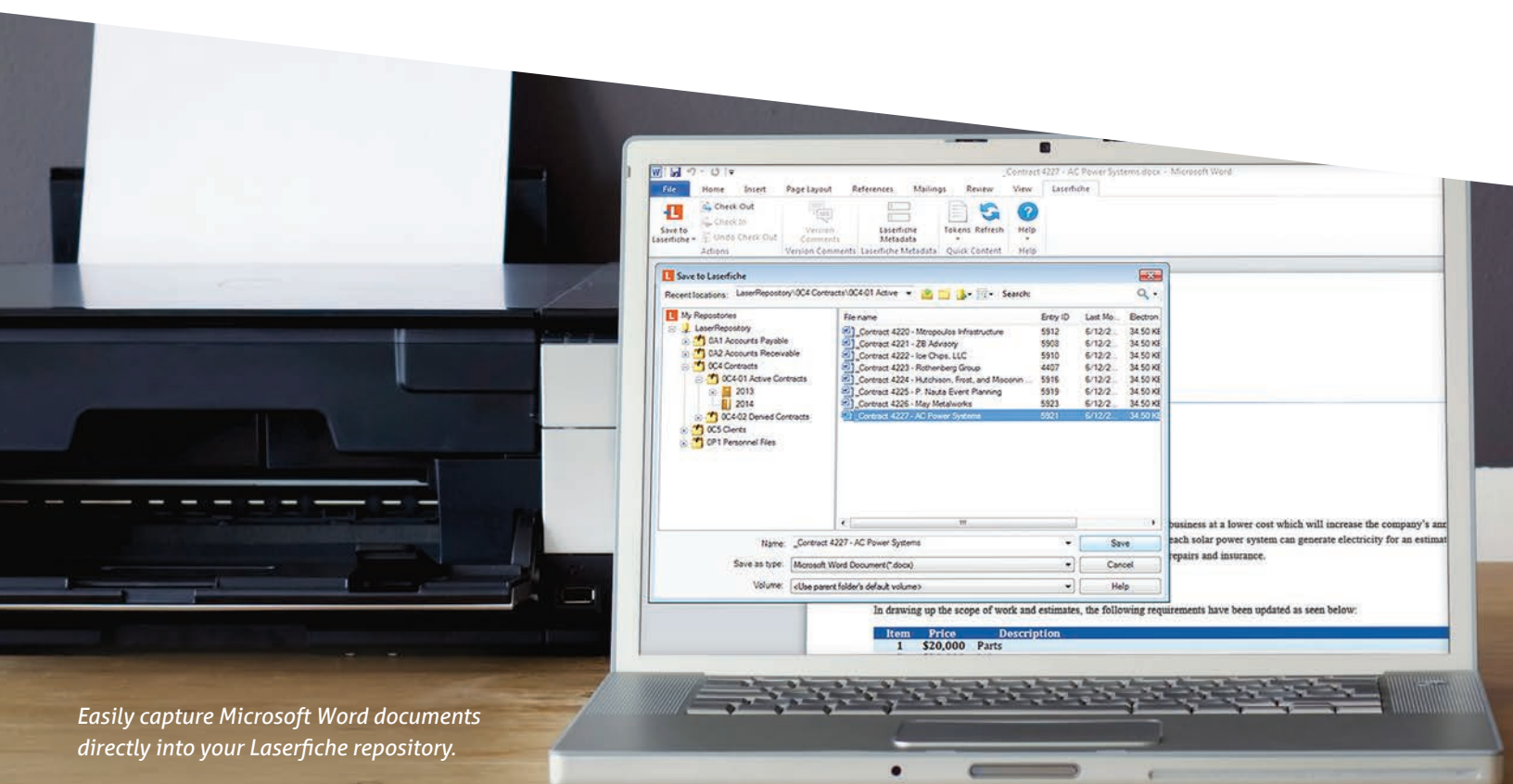
Improve Document Storage and Imaging

Whether information originates from paper documents, scanned forms or photographs, Laserfiche makes the capture process quick and easy.

- Connect Laserfiche's built-in scanning interface directly to your scanner to process paper documents from any file format

- Automatically configure default names, folder paths, templates, and/or volumes for imported documents with import profiles

- Photograph odd-sized, large or fragile documents and instantly add them to the Laserfiche repository, eliminating the need for specialized scanners

- Quickly connect popular multifunction devices from Samsung® or Ricoh® to scan to, print from, search and browse the Laserfiche repository

Capture Electronic Documents

Make electronic document capture easy and intuitive.

- Save documents directly from Microsoft Office applications, seamlessly integrating Laserfiche with the applications that your employees already use

- Drag-and-drop electronic files from your desktop into document repositories for easy storage

- Easily import documents from e-mail, including attachments, with one click

- Import documents into Laserfiche from popular cloud-based services such as Microsoft OneDrive® and Google Drive®

- Convert working documents into archival formats for permanent storage, saving office space and ensuring that documents remain secure

Easily capture Microsoft Word documents directly into your Laserfiche repository.

Laserfiche®
Run Smarter®

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

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