

Laserfiche®

hello SOLUTIONS



IN A WORLD *drowning in information,*

there are countless tools to manage the overload—and a million opinions on what's best.



LASERFICHE IS *the perfect solution*

to help your organization transform into an efficient, digital workplace.

From digitizing documents to transforming processes with predictive analytics, Laserfiche provides a progressive framework for organizations looking to embrace the benefits of workplace technology.





DEVELOP A

paper *less*

OFFICE

Eliminating paper opens the floodgates to innovation.

By reducing paper, reducing storage and reducing the risk of document loss, you build a foundation for your digital roadmap.

Just like paper can pile up, so can digital files.

Once you've scanned information, **it needs to be categorized so it can be quickly and easily found.**

Once information is organized and categorized, information turnaround time for supporting staff can be reduced through self-service from mobile apps and web portals.



CREATE AN

electronic

FILE CABINET

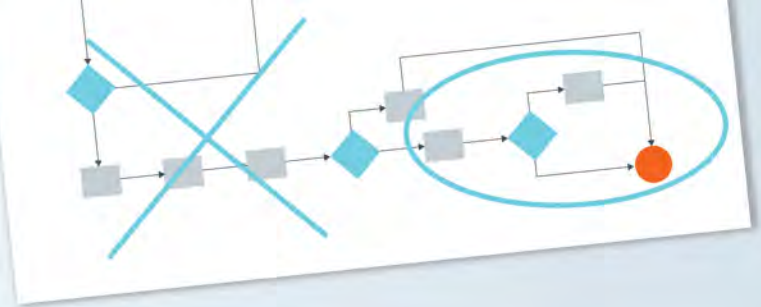
BUILD A

digital WORKPLACE

Even when you've eliminated paper, there are likely still lingering inefficiencies of ad hoc manual processes. **Because while you've gone paperless, you don't have a digital workplace—yet.**

With process automation, you eliminate manual processes and standardize ad hoc digital processes. You better manage processes to speed throughput and improve customer service. And you even integrate documents with line of business applications to make information available whenever—and wherever—you need it.

The end result? You optimize costs, reduce complexity and risk, increase operational efficiency—and improve productivity.



DRIVE



INNOVATION

What takes an organization from good to great is the drive for continuous improvement. It's that drive to refine automated processes, to **use data to inform business decisions, and ensure efficiency in your business processes.**

Armed with this information, you can make smarter decisions to drive innovation throughout your business processes and better focus on what your organization does best.

EMBRACE THE

future

Transforming processes relies on **taking information from the past and present, interpreting it into something useful, and using it to shape the future.**

With analytics, you have the insight to discover what's holding you back today, or what could be holding you back tomorrow.

OF YOUR DIGITAL
WORKPLACE

PRODUCTS & FEATURES

Making the most of your organization's content—making it available to everyone who needs it, when they need it—is crucial to remaining competitive.

With powerful capabilities, Laserfiche enables organizations to manage, control and share documents, videos, photos and other content—eliminating paper, optimizing costs and powering innovation.



Process Automation



Case
Management



Electronic
Forms



Workflow
Automation

Transform the way you work

You may have automated processes, but quite a few of those processes may replicate how your organization interacted with paper. This could lead to some of the same bottlenecks. Processes may be too complex or contain unnecessary steps, and there is limited visibility across teams.

With Laserfiche process automation, you solve these problems.

- **Define and standardize repetitive transactional processes**, increasing accuracy and facilitating training for new staff
- **Streamline complex rule-, collaboration- and data-heavy processes** to provide visibility across the transactions, conversations, and unstructured and structured data associated with individual cases
- **Establish and enforce policies**, mitigating the risk of process noncompliance
- **Replace paper forms** with easy-to-design web forms that can be published on intranets or public websites
- **Process forms easily**, quickly and cost-effectively by automating submission, routing and review

Platform Services



**Business Analytics
& Reporting**



**Integration
Services**



**Social
Collaboration**



**Governance, Risk
& Compliance**

Measure success and increase accountability

The vast amount of digital information organizations collect makes it easier than ever to plan proactively and gain insights into operations. Is your organization ready?

Laserfiche makes it easy to manage a constantly growing amount of information, creating an agile environment in which resources can be shifted to quickly respond to market trends.

- **Easily manage the lifecycle of documents**, comply with regulatory mandates as well as support e-discovery and data retention policies
- **Optimize operations and drive collaboration** with social tools that help identify inefficiencies and hidden opportunities
- **Save time and resources** by combining the information and functionality from business applications with Laserfiche—using code-free integration tools, SDKs and pre-built integrations
- **Increase accountability** for the way information is handled, measure success and allow for continued improvement with configurable, easy-to-use reporting tools such as dashboards and visualizations

Content Services



**Capture
& Imaging**



**Document
Management**



**Records
Management**

Bring people and information together

Traditional document management technology results in content siloed across content repositories, file shares, network drives, file cabinets and the cloud. With so much valuable information stored in so many different places, how do you find the information to get the job done?

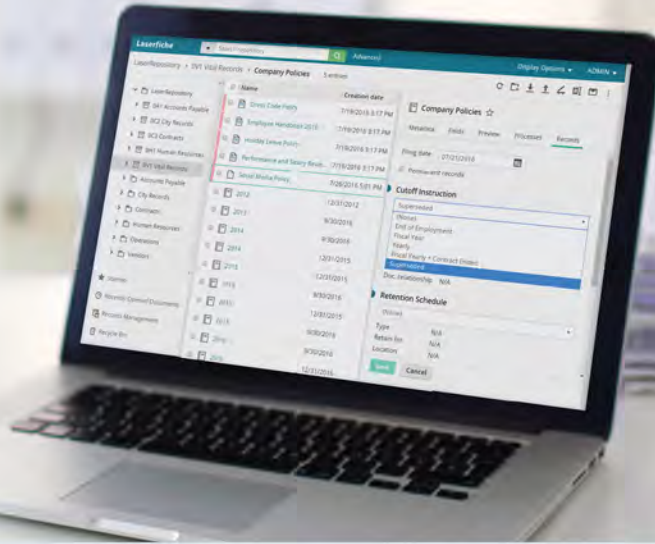
With Laserfiche's industry leading document management tools, you bring all of your documents into one place—quickly, easily and securely.

- **Make information accessible** across devices and locations to improve collaboration, strengthen customer service and support better decision-making
- **Streamline daily tasks and improve teamwork** by gathering digital files from disparate hard drives or personal cloud solutions into a central repository
- **Store physical and electronic documents** more efficiently and cost-effectively
- **Accelerate high-volume document capture and imaging**, reduce manual scanning and indexing, and capture information from databases
- **Enforce compliance from the moment records are created** with Department of Defense (DoD) 5015.2-certified records management



CONTENT SERVICES

Records Management



Preserve
Records Integrity



Centralize
Records



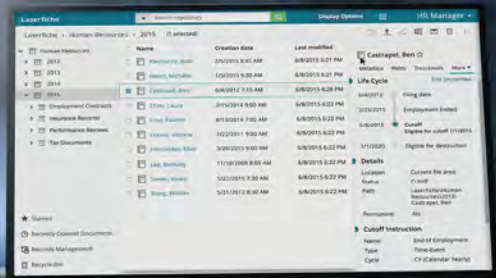
Automate
Routine Tasks

Simplify operations without sacrificing records integrity

Governance and compliance can be a seamless part of the way you work. Easily manage the lifecycle of documents, comply with regulatory mandates as well as support e-discovery and data retention policies.

- **Enforce compliance from the moment records are created** with Department of Defense (DoD) 5015.2-certified records management
- **Ensure long-term data preservation** with a standard format that meets Victorian Electronic Record Strategy (VERS) requirements
- **Form a complete record of organization-wide activity** by auditing user actions across devices, including system login/logout, document creation and destruction, password changes and more
- **Protect information from unauthorized access or disclosure**—down to individual folders, templates and fields

Deployment Options



On-Premises

Get complete control over your Laserfiche deployment and infrastructure customization



Managed Services

Digitally transform your organization with a hosted solution that offers all the customization—and none of the hardware



Cloud

Deploy Laserfiche SaaS without an on-premises infrastructure or related hardware costs

Power Enterprise Transformation

One of the most important decisions when it comes to selecting new software is how it will be deployed—hosted on the cloud or installed on-premises. While many software providers are moving exclusively to cloud or software-as-a-service (SaaS) offerings, Laserfiche offers customers the option to choose which deployment method is the right fit for their organization.

- **Build an infrastructure to support company growth** with usage models that easily scale with changing business needs
- **Get started with a lower upfront investment with on-premises and cloud subscription models** that drive fast ROI and provide a lower total cost of ownership
- **Mix-and-match perpetual and subscription license types** to meet the needs of both internal and external users to future-proof your system
- **Stay connected with on-premises licenses** that offer multiple options for system access, including a mobile app, web client and offline desktop client
- **Maximize your investment with an all-inclusive support package** included with all deployment options—including technical training, support, educational resources and product updates—to support your organization's digital transformation



DEPLOYMENT OPTIONS

Laserfiche Cloud



**Rapid User
Onboarding**



**Collaboration
Anywhere, Anytime**



**Advanced Security
and Encryption**

Accelerate growth and innovation

The Laserfiche Cloud software-as-a-service (SaaS) platform supports flexible IT resources, making reduced costs, growth and scalability all possible. Find out how Laserfiche Cloud is accelerating digital transformation for organizations across industries.

- **Digitize, organize, automate and secure information and processes across your organization** to transform how you work
- **Collaborate, review and approve wherever you are**, with anywhere, anytime access on your browser, phone or tablet
- **Get up and running quickly**—rapid implementation, ready to deploy process template library and ease of user adoption minimizes dependence on internal resources
- **Save resources and scale up** by deploying without on-premises infrastructure—eliminating hardware costs and simplifying system management
- **Meet business objectives while securing your information** with encryption at rest and in-transit using industry-standard encryption or TLS security network communication
- **Stay up to date with the latest features** with seamless, automatic upgrades and support from a dedicated customer success team

About Laserfiche

Laserfiche is a leading global provider of enterprise content management software empowering organizations to take control of information and business processes.

With intuitive on-premises and cloud solutions for document management and process automation, Laserfiche improves productivity, efficiency and strategic decision-making for organizations looking to transform into a digital workplace.

Your Next Step

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and Case Studies**

laserfiche.com/resources

Get a Demo

laserfiche.com/demo

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