

Records Management Workflow Activities



About Our Workflow Activities

Records Management in Laserfiche has made records retention easier than ever. Now you can take your retention efforts even further.

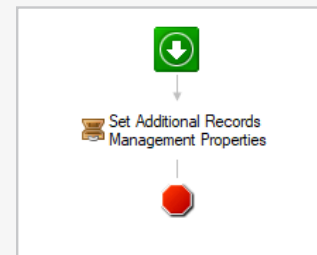
Introducing the CDI Records Management Workflow Activities. With the CDI Workflow Activities your Records Officer will be able to automate and expand the retention features in Laserfiche using Workflow.

The Records Management Workflow Activities accommodate automation in Cutting Off records, setting Disposition Authorities, designating records as Vital or Permanent and Unsetting Event Dates. The Workflow Activities even automate reporting, logging and notification of when records become Destruction-Eligible.

Creating automation in Records Management is within reach! Add the Records Management Workflow Activities to your Laserfiche system and begin your Robotic Records Processing today.



Robotic Records Processes



- ✓ Automatically Cutoff Records
- ✓ Generate Accession Report
- ✓ Generate Destruction Log
- ✓ Designate as Permanent
- ✓ Designate as Vital Records & Set Review Schedule on Folders
- ✓ Unset Event Dates
- ✓ Set Disposition Authority on Folders
- ✓ Disposition Notification (Notification of destruction - ready)