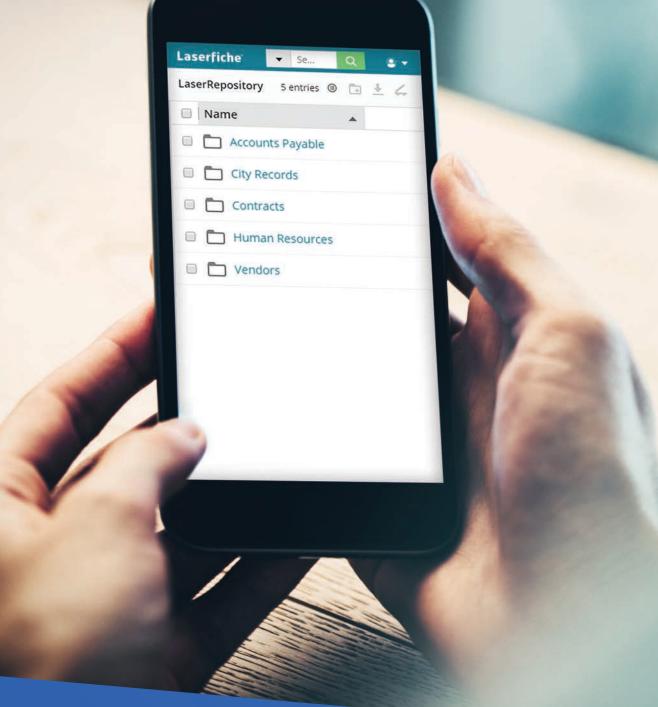# Laserfiche®

Document Management

Laserfiche's desktop, web and mobile clients enable users to access and make changes to documents in the repository from any device.

Laserfiche Document Management at a Glance

- Enable accessibility to documents and folders through a Web Content Accessibility Guidelines (WCAG) 2.0 compliant interface

- Instantly generate searchable text on scanned and electronic documents using optical character recognition (OCR) and full-text indexing

- Scroll through every document in the search results and view the context hits directly in the document

- Stream media files without needing to download them first

- Add custom action menu buttons across the entire installation

- Import documents by scanning, dragging and dropping them from a Windows drive, or download them from cloud-based services such as OneDrive and Google Drive

- Create custom import profiles to add a particular template, route new documents to the appropriate folder and name them according to a standardized naming convention

Find Documents With One Click

- Open starred, currently in use, checked out and recently viewed documents through the quick access pane

- Run a quick search of all document text, fields, names and annotations either across the entire repository or within a single folder

- Use advanced search options to search by document creation date, the names of users who checked out documents and other metadata

- Find specific words or phrases within document text, metadata, annotations and entry names

- Perform routine searches in one click with custom quick searches that save search preferences

Star favorite documents and folders to view them in the quick access pane.

Enable Collaboration

- Participate in business processes from anywhere by approving documents and viewing their approval history directly in the details pane

- Hold discussions, ask and answer questions, and create task lists directly on a document or folder

- Work with documents outside of Laserfiche by embedding a document or folder directly in an external application

- Track, display and compare document versions for easy review

- Sign and validate documents with VERS-certified digital signatures

Hold discussions around documents and folders.

Get Up and Running Immediately

- Access the repository from any computer, tablet or smartphone with a dynamic interface that adapts to any device

- Create reusable document fields that note key document information, like document author and approval time

- Automatically file documents on import

- Build standard document templates that can be applied to different documents or folders

- Connect related documents, like emails and their attachments, using document links

- View and modify a document or folder's templates, fields, tags and links directly from the unified metadata panel

- Easily duplicate existing filing structures

- Navigate and preview content with thumbnails of document pages

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

Read White Papers and Case Studies
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Get a Demo
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Contact Us
(800) 985-8533