Laserfiche®

Laserfiche Cloud Product Features

LASERFICHE CLOUD

Laserfiche Cloud is enterprise content management with built-in business process management tools in a secure and scalable Software-as-a-Service (SaaS) subscription. It enables organizations to securely manage and share documents, videos, photos and other content as they flow through organizational processes.

CONTENT CAPTURE

There are many options to capture content in Laserfiche Cloud:

- **Laserfiche Scanning** allows you to easily convert paper documents into convenient electronic records in Laserfiche.
- **Laserfiche Snapshot** allows you to quickly print an archival image version of any file type to Laserfiche.
- The Laserfiche Cloud website allows you to import files directly from your computer using drag-and-drop.
- **Laserfiche Import Agent** automatically uploads content from local storage as soon as it is detected.

INTEGRATIONS

Laserfiche Cloud also has built-in integrations to connect you with core applications:

- The **Office Plug-in** allows you to quickly save **Microsoft Office**® documents to Laserfiche, and work with them from within Laserfiche. You can also use the Office Plug-in to quickly archive emails from Microsoft Outlook® and capture information about the emails.
- Import files saved in **Microsoft Office**®, **Google Drive**®, **OneDrive**® **and OneDrive for Business**® directly into Laserfiche.
- **DocuSign**® allows you to request signatures on your document (DocuSign account is needed).
- **Laser App**® provides forms filling solutions for broker-dealers, financial advisors, insurance agents, and others in the financial industry (Laser App account is needed).

BUSINESS PROCESSES

The routing of a business process is diagrammed through a process modeler, which is based on the **Business Process Model and Notation** (BPMN 2.0) standard. Different web forms can be associated with each step of the business process, allowing form creators to tailor the presentation of information for the specific step and/or users.

FORMS

Forms in Laserfiche Cloud allow process managers to create and publish web forms with an intuitive forms management system that requires no coding or scripting. Attractive forms can be easily created with preconfigured templates or customized with editable fonts, colors, uploaded images and layout options. A wide variety of form elements, including fields, checkboxes and radio buttons, can be dragged onto a form to collect the exact information you need, in the precise format you require.

LASERFICHE APP

The Laserfiche mobile app (Android, iOS, or Windows) enables you to capture, upload, and securely access documents, complete tasks and submit electronic forms inside Laserfiche while on the go.

You can browse for documents in a folder structure; search all your content; create, copy, move, rename, download, print, and delete documents; modify document fields; and view annotations; additionally, you can add documents to your Laserfiche repository from other apps, the mobile device's gallery, or its camera.

RECORDS MANAGEMENT

Records management features in Laserfiche allow you to process records and record folders according to a life cycle, through creation, retrieval, storage, and disposition.

AUDIT TRAIL

Auditing enables you to track activities performed in a Laserfiche repository. The tracked information is efficiently stored in log files that are processed for use in reports. Combined with other aspects of the Laserfiche system, auditing not only helps to show compliance with legal regulations, but also contributes to the security of the Laserfiche repository.

CONNECTOR

Laserfiche Connector provides a streamlined experience for integrating Laserfiche with line of business applications such as Customer Relationship Management (CRM) and Enterprise Resource Planning (ERP) systems. A Laserfiche Connector profile can be configured to run a search, assign templates and fields to search results, scan a document, import a document, open a website, start another application, or write information to an application.

On-Premises Add-Ons

Available for purchase separately

QUICK FIELDS

Quick Fields is an advanced automated data capture solution. Once you have a session configured in Quick Fields, you can run it to automatically:

- Capture documents
- Extract information
- Use the extracted information to sort or label the documents
- Add information such as annotations
- Store the documents in a Laserfiche repository

Additional processes and features can help automate many more functions using Quick Fields. Additional features are grouped into packages called add-ons, to learn more about each add-on you can read their descriptions here.

SOFTWARE DEVELOPERS KIT

The **Laserfiche Software Developers Kit** provides tools for creating programs that interact with Laserfiche. The package includes the integration libraries, documentation, sample code for using the libraries, and tools for distributing your programs.

PLUS

Laserfiche Plus is a tool that allows you to create a portable copy of information stored in a Laserfiche repository. Laserfiche documents published by Laserfiche Plus to portable media can be viewed by anybody, regardless of whether they have Laserfiche installed.

SCANCONNECT

ScanConnect enables you to use ISIS scanning drivers with Laserfiche Scanning. A collection of ISIS drivers is included with ScanConnect. A list of supported scanners can be found on the Laserfiche Support Site. If your scanner is not listed, manually install any ISIS drivers your scanner's manufacturer has provided.

For more detailed descriptions on the features and functionality of Laserfiche Cloud, check out our Help Pages.