

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



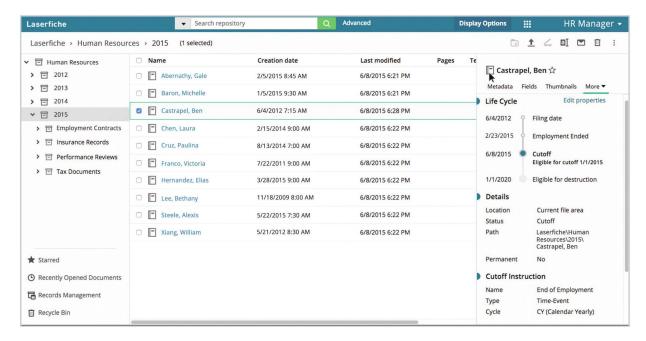
Laserfiche Document Management at a Glance

- 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

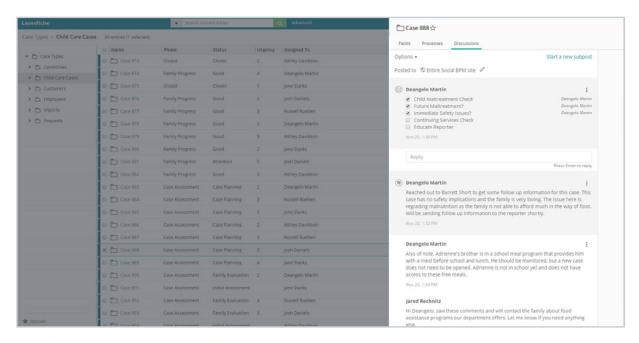
- Open starred, currently in use, checked out and recently viewed documents through the quick access pane
- Run a quick search of all document text, fields, names and annotations either across the entire repository or within a single folder
- Use advanced search options to search by document creation 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



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