

LASERFICHE[®]

UNITED[™]

Enterprise document imaging and management

Comprehensive integration and customization tools

Rapid deployment



Document Imaging for the Real WorldSM

Universal Information Access

Universal access to information is the great potential of enterprise document imaging and management. Executives retrieve business-critical information in seconds from vast document archives. Staff embrace a solution that fits easily into the existing workplace rhythm. The entire organization enjoys reductions in paper-based storage and distribution costs while making enterprise information both more accessible and more secure.

Superior design ensures rapid deployment and dependable performance, resulting in swift realization of cost and time-saving benefits. The solution preserves investments in existing technology by easily integrating with other enterprise applications. Scalability minimizes deployment risk by allowing organizations to start small and implement on a larger scale as business demands.

The solution extends access throughout the office, beyond departmental walls and to the far reaches of the enterprise. Deployment is fast. Training is minimized. Access is universal.

LaserFiche United™

LaserFiche United is an enterprise document imaging and management solution that quickly and precisely archives, retrieves and distributes essential documents. The solution begins with flexible document capture options that prepare electronic and paper-bound information for instant retrieval. Intelligent search capabilities retrieve documents quickly and precisely.

Efficient distribution options deliver information on demand via the Web and CD. Workflow routing and notification automates repetitive and costly document-centered processes. Comprehensive security protects the entire digital archive from unauthorized access.

LaserFiche United is a flexible solution that adapts easily to address the document management needs of multiple departments. It is built upon a scalable, open architecture that integrates smoothly into existing IT infrastructures. An organization's unified digital document repository is instantly accessible, reducing time-to-find and increasing time-to-act enterprise wide.

LaserFiche United Product Suite



LaserFiche Document Imaging & Management Platform

The LaserFiche document imaging and management platform delivers high-volume information capture, retrieval and distribution across the enterprise. LaserFiche reduces or eliminates misfiling, time spent searching for documents and costly paper reproduction and distribution methods that impede information access within and among departments. LaserFiche is a flexible document management platform that adapts to meet diverse multi-departmental needs and allows users to maintain established, preferred procedures.

Intelligent search provides instant document retrieval

Reduce labor and clerical mistakes with automated OCR and indexing

Comprehensive security protects digital archives from unauthorized access

Manage entire document repositories from workstations

Scan paper and import electronic files into secure digital archives of unalterable documents

Emulate paper filing structures with customizable folders and index fields

Index electronic and image-only documents with user-defined indexes

Digital archiving provides long-term document preservation

Synchronize service bureau output and manage retention schedules with portable volumes

Technical Administration

LaserFiche offers state-of-the-art n-tier architecture plus support for multiple servers and databases, allowing administrators to configure separate databases for individual departments while maintaining a controlled, centralized information repository. Databases can reside in separate physical locations and can be protected with individualized security measures. Open architecture promotes integration with existing and future technologies.

The LaserFiche Integrator's Toolkit™ provides comprehensive database and programming tools that help systems engineers integrate LaserFiche with other enterprise applications. The Integrator's Toolkit includes detailed database table maps and COM object documentation.

Non-proprietary file storage formats maintain future accessibility

Inclusive audit trails and reporting tools

Configure access and feature rights by users and groups

Leverages COM (Component Object Model) technology to facilitate customization

Support for industry-standard Microsoft® SQL Server™ simplifies integration

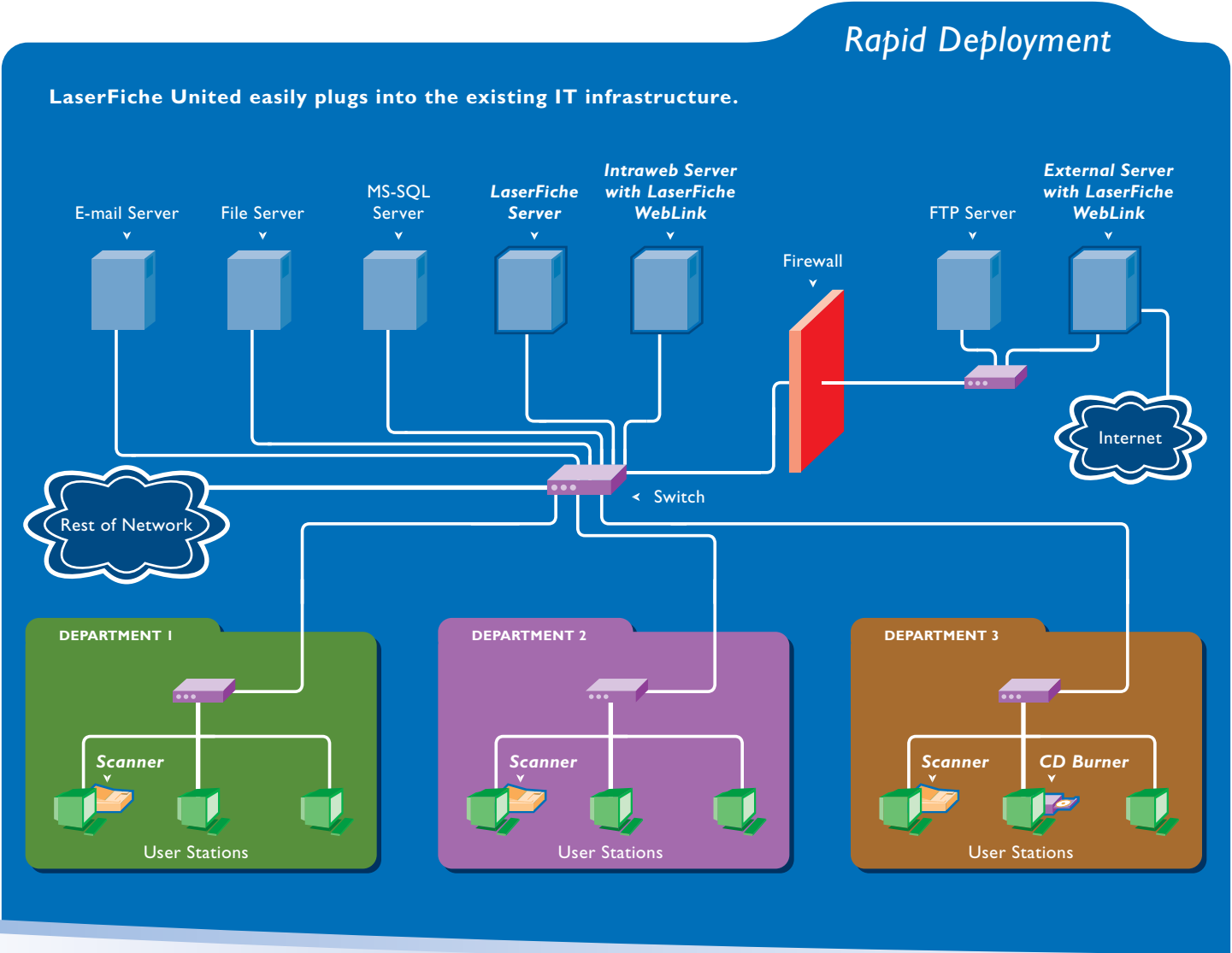
Global solution provider network delivers local implementation consulting, training and ongoing support services

Distribution Modules

LaserFiche WebLink™

LaserFiche WebLink harnesses the power of the Internet to deliver on-demand enterprise document access through standard Web browsers. WebLink is a secure gateway between an organization's digital archives and an intranet or the Internet. WebLink dynamically posts HTML versions of designated documents, while administrators retain complete control over what documents are accessible. Comprehensive security measures guarantee the integrity of the digital archives while making designated documents accessible to authorized staff, remote offices, clients and the public when appropriate.

- Universal document access with standard Web browsers
- Dynamically post documents without HTML coding
- Easy implementation: no client installation
- Comprehensive security: no ActiveX controls
- ASP (Active Server Pages), COM and CSS (Cascading Style Sheets) technology deliver seamless integration and customization



LaserFiche Plus™ CD Publishing



LaserFiche Plus publishes enterprise information to CDs with integrated search and viewing capabilities. This allows portable access on PCs and notebooks without installing the LaserFiche network client. CDs provide simplified distribution without the costs and inefficiencies associated with paper-based systems. LaserFiche Plus CDs can be distributed to mobile staff, remote offices and clients on a royalty-free basis.

Archiving to CD is also a key aspect of disaster recovery planning. Data volumes backed up on CD can reconstruct damaged or destroyed information repositories, while the integrated search engine and viewer provide immediate access even as other network resources remain offline.

Empower mobile workforce with access to critical information

Reduce paper distribution costs

Simplify disaster recovery planning

LaserFiche COLD™

LaserFiche COLD (Computer Output to Laser Disk) automatically archives computer-generated reports to digital storage media. Reports are stored in standard ASCII text format for long-term access and are fully searchable. LaserFiche COLD eliminates great quantities of paper reports, cutting storage costs and reducing time spent retrieving documents from physical storage spaces.



Ideal for organizations with large numbers of computer-generated reports

Saves storage space and reduces warehousing costs

Eliminates work-intensive physical searches

Workflow Modules

The LaserFiche Workflow Suite™

A knowledge worker's desk is a work hub from which the professional retrieves, uses and disseminates information. The LaserFiche Workflow Suite increases productivity by automating these document-centered work processes. An intuitive graphical interface provides easy work process modeling and streamlining. Routing and notification services guarantee smooth workflow despite user error or absence. The Workflow Suite provides the efficiency and security of rules-based routing and monitoring while also supporting ad hoc participation in the workflow environment.

Model work processes with intuitive user interface

Automate distribution with routing services

Maintain productivity with automatic e-mail notifications

Improve accountability with Advanced Audit Trail

Rules-based effectiveness, but flexible enough for knowledge workers to exercise judgment

Capture Modules

Flexible capture alternatives are essential for preparing enterprise information for archival, retrieval and distribution across the document management platform. LaserFiche United provides a set of capture solutions that accommodate documents found in widely varying formats and locations organization-wide.

Scanning

LaserFiche Universal Capture™ supports specialized capture devices such as microfilm scanners, copier-scanner hybrids and x-ray scanners

LaserFiche Remote Scanning™ delivers high-speed scanning via WANs and the Internet for remote offices and branch locations

ScanFix® technology optimizes images for maximum OCR accuracy

Batch Processing

LaserFiche Bar Code™ separates document types and populates index fields to streamline batch processing

LaserFiche Zone OCR™ extracts data and populates index fields for automated forms processing

Electronic Documents

LaserFiche Snapshot™ creates archival images of electronic documents for full-text indexing

Import native-format electronic documents with simple drag-and-drop actions

Capabilities Checklist

Capture & Storage

- Scan paper documents with a wide variety of scanners
- Use hybrid and specialized capture devices such as copier-scanners and microfilm scanners with Universal Capture
- Auto-name documents while scanning
- Scan multiple pages into batches for later processing
- Scan additional pages into existing documents
- ScanFix[®] image adjustments: Deskew, Noise Removal, Line Removal, Inverse Text Correction, Font Smoothing, Cropping and Rotation
- Automatically separate documents with LaserFiche Bar Code

- Archive all Windows[®]-based files including images, text, spreadsheets, movies, AutoCAD and sound files
- Import electronic documents and directories with drag-and-drop ease
- Import documents and folders via briefcase files
- Import large numbers of documents via portable volumes
- Convert electronic documents to non-proprietary TIFF images and ASCII text with LaserFiche Snapshot

- Location of document data is fully configurable and can be stored on any network volume
- Portable volumes allow additive synchronization with other databases
- Full support for rewritable, read-only, removable or fixed volumes
- Manage and migrate data across multiple volumes

Indexing

- Use index cards to assign database fields to documents
- Create different index card templates for distinct document types
- Color-coding distinguishes document types
- Reassign or update index cards or index fields at any time
- Drop-down lists available to standardize index entries
- Automatically index documents with LaserFiche Bar Code

- Process immediately or in batches
- Supports OCR from multiple workstations simultaneously
- Supports multiple languages: Spanish, Portuguese, German, French, Italian, Serbian, Dutch, Swedish, Norwegian and Korean
- Process forms and populate index fields with LaserFiche Zone OCR

- Intuitive folder tree makes document organization easy and flexible
- Display document names, index fields and volume information
- Public and private folders can be set up to allow document sharing, mail folders and ad hoc workflow

- Highlight text and images
- Place sticky-notes on text and images
- Stamp images with customized or pre-defined graphics
- All annotations are image overlays and do not modify the original document
- View images, text, thumbnails or index fields side-by-side
- Display black and white, color or grayscale images
- Rename and reorganize document files
- Edit text files created by OCR
- Easy zoom with magnification up to 100 times
- Full panning, rotation and contrast support

Search & Retrieval

- Browse intuitive folder structure
- Index field searches are fast and precise
- Full-text searches cover the entire database
- Boolean operators and wildcards widen or narrow searches
- Fuzzy logic searches find documents with misspelled words or OCR errors
- Proximity searches locate search terms in context
- Perform name searches by document, batch or folder
- Combine index field and full-text searches with any name search
- Search words are highlighted to show precise location within document
- Search results can be saved in folders for quick referencing and easy access
- Lines of context display how the word or phrase is used without retrieving the entire document

Distribution

- Print and fax archived documents
- Print zoomed-in portions of documents
- E-mail archived documents

- Universal access via standard Web browsers with WebLink
- Secure architecture protects core database
- ASP and COM technology simplify customization and integration

- Archive on non-erasable media
- Distribute documents on royalty-free CDs
- Built-in search engine provides access on any PC
- Simplify disaster recovery planning

- Easily model workflow with intuitive graphical interface
- Automate paper movement with rules-based routing
- Maintain productivity with automated e-mail notifications
- Improve accountability with Advanced Audit Trail
- Allows ad-hoc participation in workflow environment

- Transfer documents and folders via briefcase files
- Transfer large numbers of documents via portable volumes

Security

- Storage and security measures compliant with SEC records retention rules
- Feature rights control access to functions such as scanning, editing fields, printing, searching, deleting, etc.
- Access rights control access to folders and documents
- Access and feature rights are definable by both users and groups
- Security can be set explicitly or through inheritance
- Redactions protect sensitive portions of documents
- Track document activity with Audit Trail and Advanced Audit Trail
- Flexible security can be controlled centrally or delegated to department heads

About LaserFiche

LaserFiche has pioneered high-volume document imaging and management solutions since 1987.

Dedication to customer-driven innovations has built a suite of products and services that address organization-wide document management needs from executive, information technology and end-user perspectives.

LaserFiche solutions manage business-critical information in over 17,000 municipalities, state and federal agencies, educational institutions, financial services firms and other public and private sector organizations around the world.



The Next Step

Call (800) 985-8533 or e-mail info@laserfiche.com for more details on LaserFiche United solution modules or to arrange a demonstration. Also visit www.laserfiche.com/united for more information or to request a free LaserFiche demo CD.

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