



Client - Server Document Imaging

*The New Generation of
Records Management
Systems*



*...glide effortlessly
through a sea of paper
and pinpoint the exact
document you need,
precisely when you
need it.*

The Premier Imaging and Management Solution

LaserFiche Document Imaging is the ultimate way to archive, manage and retrieve your documents. With LaserFiche, your documents are stored in a central location, so the people who need them most can easily access them. Simply scan in paper documents or drag in files from your other software applications. Our state of the art client-server design enables you to find and share documents fluidly, efficiently and fast. Since 1987, LaserFiche has pioneered high-volume document imaging, providing solutions for over 15,000 corporations and government agencies.

Engineered to Find Files Faster

What makes LaserFiche unique? It's designed so that you'll actually enjoy using it. Using whatever you know about a file, LaserFiche will pinpoint it in seconds. If you know where the file is stored, just click on the appropriate folder or type the name into the search dialogue box. If you know how a document has been categorized, you can search the index fields. Maybe you only know a specific word or phrase in a scanned document, such as "recycling programs." LaserFiche will find it with an extensive full-text search. You can also use fuzzy logic, Boolean logic and

a proximity search to widen or narrow the search results. Once you get the results, you can jump right to the page you need. LaserFiche even highlights the words you want, so you don't have to read the whole page to find them.

Save Time

With today's offices producing floods of information, finding what you need can be extremely time-consuming. And if a document gets lost or misfiled, the time and money wasted quickly add up. LaserFiche lets you and your coworkers find files in seconds right from the computer, instead of making constant trips to the filing room or someone else's desk.

Save Office Space

With your paper documents stored as digital images in LaserFiche, you are no longer dependent upon hard copies. Expendable documents can be destroyed, while others can be stored off-site.

Improve Collaboration

LaserFiche improves the routing and workflow of documents. Files can be copied or moved to the folder of the next person who needs to see them. Other LaserFiche products let you easily distribute thousands of pages: either on searchable CDs with LaserFiche Plus or on the web with LaserFiche WebLink.

LaserFiche: The Client

Easy Input

Bringing documents into LaserFiche is nearly effortless. Just use your mouse to drag and drop electronic documents into the system. Paper documents can be scanned individually or in a batch for greater efficiency. Once in LaserFiche, a batch can be divided into separate documents. The built-in Optical Character Recognition (OCR) can automatically index all words from paper documents for full-text retrieval. LaserFiche also allows you to:

- Simultaneously OCR batches of documents on multiple computers.
- Assign or update index fields at any time.
- Add Bar Code and Zone OCR Plugins to automatically populate index fields.
- Use Portable Volumes to add LaserFiche documents from service bureaus or other offices with ease.

Complete Document Management

Managing a large repository of documents can be a challenging task. Documents need to be carefully categorized and filed systematically. The advantage to a LaserFiche system is that you can adapt it to the filing methodology you're already using. Documents can be named, placed in folders and assigned index fields – making organization logical and simple.

These are some of the powerful tools that LaserFiche offers for records managers:

- Digital Archiving preserves archives for long-term access.
- Portable Volumes accommodate retention schedules and disaster recovery needs.
- Electronic Document Support lets you archive files in their native format.

- Version Control lets you import updated copies of archived electronic documents.
- Comprehensive Security controls access to folders and documents as well as access to features and functions.

Digital Archiving Preserves Documents

LaserFiche Digital Archiving preserves your paper documents by storing them as images in a non-proprietary TIFF format. These images cannot be altered and will remain accessible by future systems. In addition, electronic documents imported into LaserFiche are preserved as archived originals. Digital Archiving also prevents damage from daily wear and tear because users can view and print images from their computer instead of handling the actual document.

Portable Volumes Give You Flexibility

LaserFiche Portable Volumes let records managers group large numbers of documents for easy classification and transfer. You can accommodate retention schedules by creating volumes based on expiration dates and transferring them to CDs or other removable media. You can outsource scanning and quickly attach the new files to your database. Portable Volumes can also simplify the disaster recovery process. If necessary, your entire repository of documents can be quickly reconstructed from backup copies stored in a secure, off-site location.

Instant Access to Electronic Documents

With Electronic Document Support, you can store documents from any Windows-based application in

LaserFiche together with images of your paper files. From spreadsheet, word processing or presentation documents to digital photo or video files, you can move them into LaserFiche with drag and drop ease. This gives you archived versions that can be opened in their native format. It also makes LaserFiche a one-stop location for any archived file, whether scanned or electronic.

Make Changes, Keep the Original

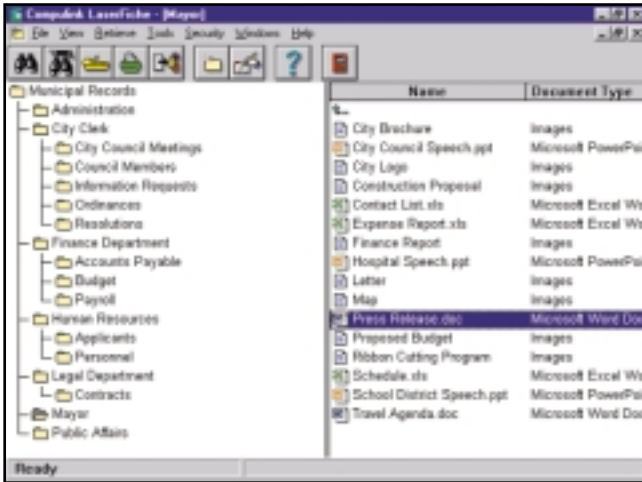
If any updates need to be made to an archived electronic document, LaserFiche Version Control will store the revisions, too. LaserFiche can make a copy of the original and assign a new version number each time it's saved. You don't have to worry about accidentally changing an original file, because the changes only apply to the new copy.

Keep Documents Secure

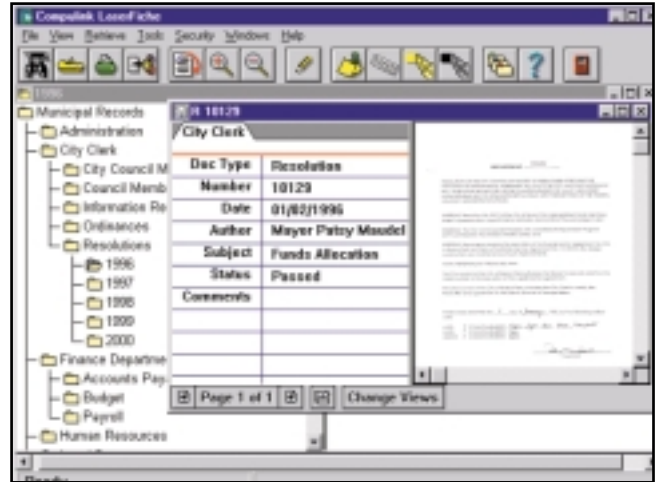
LaserFiche's Comprehensive Security gives you document control on many levels. With Feature Rights, you can determine what functions a staff member may use, such as scanning and printing. Access Rights specify who can view certain documents or folders, as well as who can rename documents or see through redactions. For extra security, our Audit Trail Plug-in allows you to track and search document activity – including who has viewed a document and what actions they performed on it.

“...Searches that would have taken me three or four days were completed in minutes using LaserFiche...”

*Linda Butler
City Clerk
Flagstaff, AZ*



Documents are stored in an intuitive folder system. Simply click on a document to view it.



Customizable index cards can be used to organize and classify documents.

Documents matching the search criteria are listed.

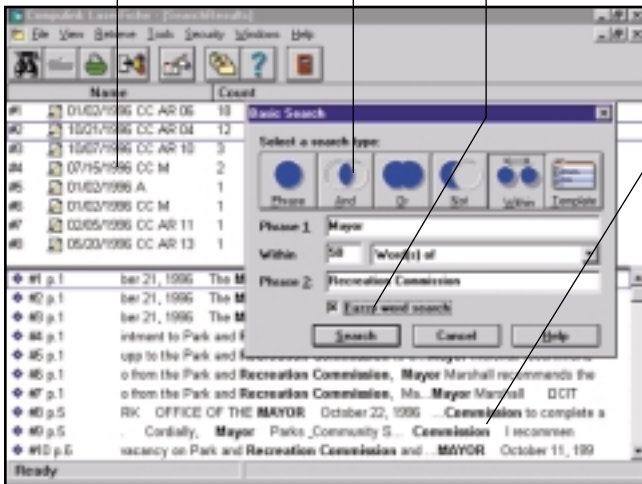
Fuzzy search takes OCR errors or misspellings into account.

Use Boolean operators or proximity search to narrow or widen a search.

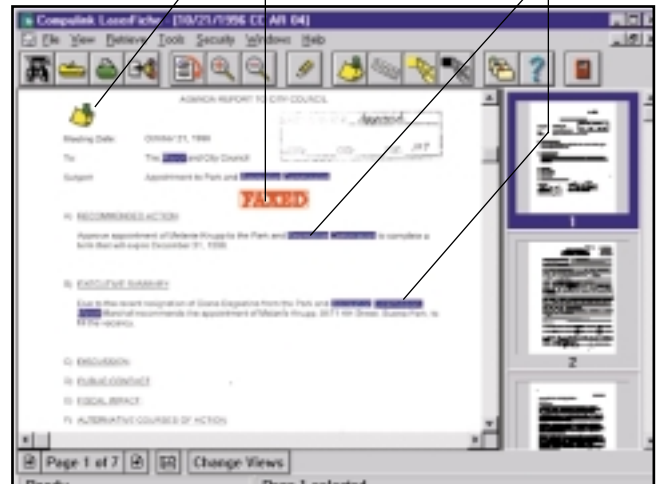
Lines of context show how a word is used.

Annotations and sticky notes are image overlays and don't affect the original.

Words or phrases that were searched are highlighted for easy reference.



The full-text search can be used to find an imaged document when you don't know what folder it's in or what index fields have been assigned.



Document images appear just like the original. Copies can be printed or faxed at any time.

LaserFiche: The Server

A Robust, Reliable System

With over 15,000 installations worldwide, LaserFiche is the premier choice for those who require a robust, proven imaging system. LaserFiche's client-server design decreases traffic over the network while offering faster response times. The bulk of data processing tasks, including indexing, searching and storage, are performed on the server. This reduces processor requirements and potential memory problems on the client. Other highlights include:

- An ODBC compliant, industry-standard SQL database.
- Complete insulation of the database from client interruptions.
- Ability to search through millions of documents in seconds.
- N-tier architecture provides separate business logic for imaging, document management, database and client applications.

Easy to Use, Easy to Maintain

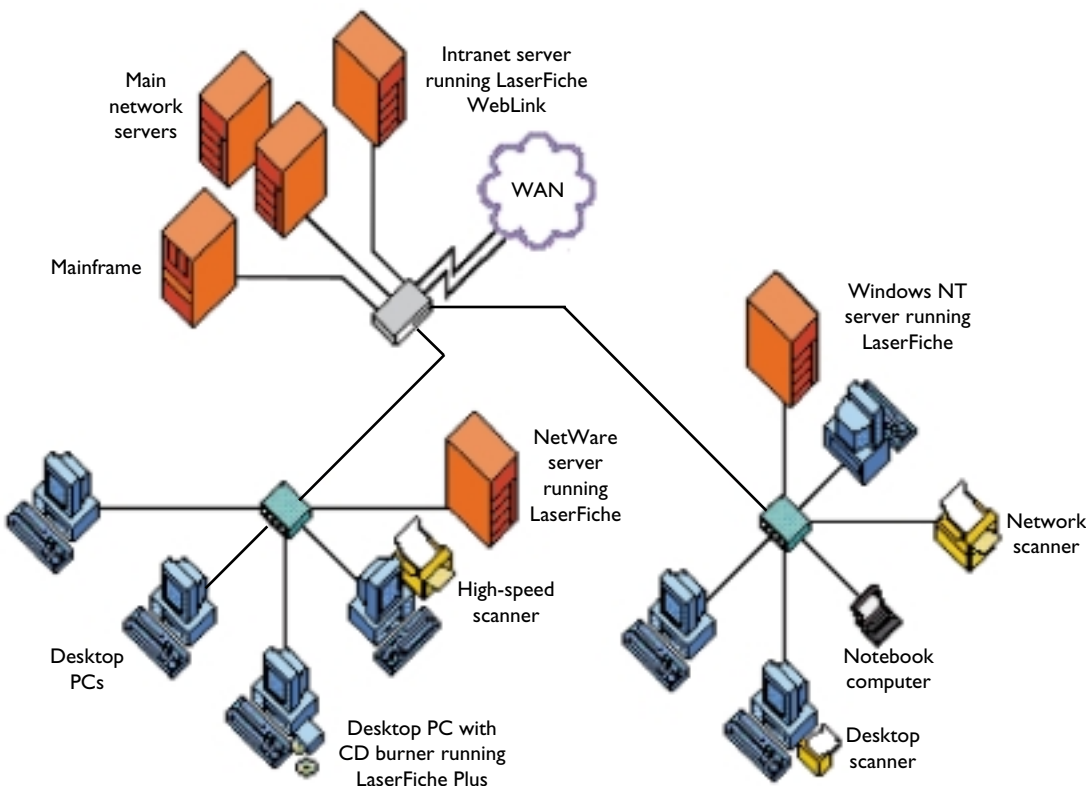
LaserFiche is a truly integrated package with all major functions ready right out of the box. Installation is straightforward and doesn't require modifications to your existing system configuration. The LaserFiche Server runs on Microsoft NT or Novell NetWare servers, offering simple administration and monitoring. Additional benefits and features include:

- Records managers can administer most LaserFiche functions, including document security.
- Server configuration and monitoring can be performed remotely.
- Automatic repair utilities make system and database maintenance practically worry-free.
- 32-bit architecture utilizes the advanced Pentium III instructions set.
- Server software uses TCP/IP or IPX protocols for client communications.

Grows with Your Needs

The LaserFiche system is easily expanded from a single-user installation to an enterprise-wide solution by installing servers and scanning stations as needed. As a software company, we keep LaserFiche open and non-proprietary, so you're not tied to specific hardware. Here are some of the ways LaserFiche grows with your needs:

- Open design is flexible and ready to accommodate new technologies as they arise.
- Non-proprietary TIFF image and ASCII text formats ensure future readability.
- Portable Volume design allows documents to be stored on any media or storage devices accessible by the operating system, including RAID, jukeboxes, CD-ROMs and DVDs.
- Portable Volumes allow rapid additive synchronization of databases for multiple sites.
- Optional Integrator's Toolkit lets you configure LaserFiche to operate with existing systems and legacy applications.
- N-tier architecture allows multiple servers to be added with snap-in simplicity.
- Enhance system performance by upgrading servers instead of multiple workstations.



LaserFiche can be added to your existing network with snap-in simplicity.

“Due to the stability of LaserFiche’s design, we’ve had the confidence to expand its usage to departments across the county.”

*James Taylor
Senior Systems Analyst
Collier County, FL*

System Features

Search Capability

- Index field searches are fast and powerful.
- 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 show where one word is located near another.
- 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.

Scanning Options

- Scan paper documents with Kofax and some TWAIN supported scanners.
- 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.

Security

- Feature Rights control access to functions such as scanning, editing fields, printing, searching, deleting, etc.
- Access Rights control access to folders and documents.
- Access & Feature Rights can be defined for both users and groups.
- Security can be set explicitly or through inheritance.
- Control ability to see through redactions.
- Track document activity with the optional Audit Trail Plug-in.

Index Card Options

- Use index cards to assign database fields to documents.
- Create different index card templates for different document types.
- Color coding distinguishes different document types.
- Reassign or update index cards or index fields at any time.
- Automatically index documents with the optional Bar Code Plug-in.

Document Import/Export

- Archive all Windows-based files including images, text, spreadsheets, movies, AutoCAD and sound files.
- Import computer files and directories with drag and drop ease.
- Transfer documents and folders via briefcase files.
- Transfer large numbers of documents via Portable Volumes.
- Convert electronic documents to non-proprietary TIFF images and ASCII text with the optional Snapshot Plug-in.

OCR Capability

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

Document Options

- Highlight text and images.
- Redact text and images for confidentiality.
- Place sticky-notes onto text and images.
- “Stamp” images with customized or pre-defined graphics.
- All annotations are image overlays and do not modify original document.
- View images, text, thumbnails or index fields side-by-side.
- Display black and white, color or gray-scale images.

- Rename or reorganize document pages.
- Edit text files created by OCR.
- Easy zoom with magnification up to 100 times.
- Full panning, rotation and contrast support.

Folder Features

- 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.

Volume Administration

- 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.
- Can manage and migrate document data across multiple volumes.

Plug-in Options

- **LaserFiche MAPI E-mail Plug-in[™]** sends LaserFiche documents as e-mail attachments.
- **LaserFiche Bar Code Plug-in[™]** reads bar codes for automatic indexing of batch-scanned documents.
- **LaserFiche Zone OCR Plug-in[™]** extracts text from specific zones for automatic indexing of forms.
- **LaserFiche Snapshot Plug-in[™]** converts electronic documents into archival TIFF images and ASCII text.
- **LaserFiche Audit Trail Plug-in[™]** monitors user access, file status and activity.
- **LaserFiche CD Plus Plug-in[™]** will publish documents onto CD along with free LaserFiche viewing and searching software.
- **LaserFiche Integrator's Toolkit[™]** enables users to customize document imaging components to further enhance their system.
- **LaserFiche Template Express[™]** automatically indexes LaserFiche documents with information from database applications such as Oracle, Access, dBase and MS SQL.

LaserFiche is distributed by a worldwide network of authorized Value Added Resellers (VARs) who can provide expert installation, training and support for your LaserFiche system.

For more information on any of the LaserFiche family of products or to contact a VAR in your area, contact us at:

tel: 310-793-1888

fax: 310-793-8531

web: www.laserfiche.com

e-mail: info@laserfiche.com

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subject to change without notice.
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TECHNICAL SPECIFICATIONS	LASERFICHE FAMILY OF PRODUCTS
<p>Client System Requirements</p> <ul style="list-style-type: none"> • Operating system: Windows 95/98 or NT 4.0 • CPU: Pentium 133 MHz processor or faster • Memory: 32 MB RAM; 64 MB RAM recommended for a NT workstation • Communications: TCP/IP or IPX • Windows Socket Support (Winsock) <p>Server System Requirements</p> <ul style="list-style-type: none"> • Operating system: NT 4.0 with Service Pack 3 or later; NetWare v. 4.11 or 5.0 • CPU: Pentium III 450 MHz processor or faster • Memory: 64 MB RAM minimum; 128 MB recommended; an additional 1 MB required per concurrent LaserFiche user <p>System Specifications</p> <ul style="list-style-type: none"> • Database Format: Pervasive • Image Format: CCITT TIFF group IV and TIFF JPEG • Text Format: ASCII • Max. number of templates per volume: 32 • Max. number of databases: 50 • Max. number of folder or documents per volume: 13 million • Max. number of folders or documents in a folder: 13 million • Total max. number of folders or documents: 100 million • Max. number of folder nesting levels: 650 • Max. number of pages in a document: 32,000 • Max. number of pages in a batch: 32,000 • Max. length of alphanumeric field: 255 • Max. number of fields: 30 • Max. template size: 5000 bytes • Number of open windows: limited by PC resources • Max. number of folder name: 31 characters • Max. length of document name: 31 characters • Max. number of different document index templates: 250 • Types of index fields: alphanumeric, integer, date 	<div data-bbox="1112 331 1149 373"></div> <p>LaserFiche CD Viewer™ View & search documents on CD.</p> <div data-bbox="1101 493 1149 535"></div> <p>LaserFiche Notebook™ A portable standalone allows you to view documents on the road.</p> <div data-bbox="1096 667 1166 709"></div> <p>LaserFiche Executive™ Our most popular fully-equipped standalone system.</p> <div data-bbox="1079 842 1209 884"></div> <p>LaserFiche Plus™ Publish CDs royalty-free to easily distribute documents.</p> <div data-bbox="1068 995 1198 1087"></div> <p>LaserFiche Client-Server™ Our powerhouse product suite maximizes document sharing on the network.</p> <div data-bbox="1047 1178 1226 1270"></div> <p>LaserFiche Enterprise™ Client-Server architecture supports multiple servers and databases.</p> <div data-bbox="1031 1339 1258 1507"></div> <p>LaserFiche WebLink™ Publish paper documents on the web and view them with any browser.</p> <div data-bbox="1036 1577 1263 1669"></div> <p>LaserFiche COLD™ Automatically index and archive computer-generated reports for easy viewing and retrieval.</p>

Authorized LaserFiche VAR: