Laserfiche Client and Server

The thick Laserfiche Client and Server installations help you consolidate multiple content repositories across your organization and provide access to the information your employees need.

The Client and Server form the core of the Laserfiche enterprise content management solution, allowing you to manage content, mitigate content-related risks and simplify business processes. Laserfiche begins with basic content services and adds document

capture, library services and a wide variety of other tools and functionality to improve the flow of business.

Highlights:

- Capture, manage and archive information in any format.
- Centrally manage your content archives.
- Deliver information and simplify repetitive tasks.

The Foundation of Your Enterprise Content Repository

The Laserfiche Client is the user-friendly software interface to a centralized electronic content repository that includes a variety of tools for managing the resources it contains.

Functionality of the baseline Laserfiche product includes document capture and image enhancement, storage and archiving for documents and unstructured information, easy-to-use document organization tools, annotation and metadata features, search and retrieval, collaboration and content distribution, and extensive security controls.

- Powerful content repository organized in a familiar folder tree structure.
- User-friendly client interface for enterprise content management.
- Flexible administration and repository management tools.
- Document image capture with Laserfiche Scanning.
- Capture images from a digital camera or cell phone with PhotoDocs.
- Image capture of electronic documents with Laserfiche Snapshot.
- E-mail documents directly from your repository.
- Import and work with electronic documents, such as Word files or PDFs, alongside your scanned documents.

Comprehensive Search Functionality

Users can locate information quickly. In addition to simply browsing the intuitive folder structure, users can search the repository using whatever criteria they find most useful. The Laserfiche search engine not only ranks results in order of relevance, but also enables users to quickly refine searches to pinpoint exactly what they need. And Laserfiche's Intelligent Search functionality, full-text, template field and other precision searches reduce time lost on hard copy file retrieval.

- Search the contents of the entire repository (imaged and electronic documents) for a specific word or phrase.
- Search for documents or folders based on their properties, user-defined metadata or text.
- Perform basic and advanced searches through simple user interfaces or with user-provided syntax.

Enhanced Image and Document Tools

Once documents are in the Laserfiche repository, work with them using a variety of tools.

- Annotate images with drawing tools, redactions, sticky notes and attachments.
- Store personal stamps on the server, enabling access for users even if they are logging in from a different client or over the Web.
- Add user-defined metadata such as tags, relationships between documents and customized field information.
- Store multiple values in a single field and search on any value independently with multi-value fields.
- Collaborate with check-in/check-out, versioning and document linking.
- Store documents in Laserfiche directly from Microsoft Office.
- Export, print or e-mail different file formats directly from the Laserfiche repository.

Flexible Capture and Storage

Designed with the user experience firmly in mind, Laserfiche easily adapts to existing work processes. An intuitive interface incorporates familiar Windows features, from flexible folder structures to customizable toolbars and column displays. Seamless integration with Office applications enables users to send files to Laserfiche at the click of a button, while support for a wide range of both standard and specialized scanners allows users to rapidly digitize paper documents as well as legacy microfilm and microfiche.

- Bring files into your Laserfiche repository by scanning paper documents, importing electronic documents or converting electronic documents into unalterable images.
- Support both distributed and centralized capture models.
- Duplicate your existing filing system with an easily-learned, hierarchical filing structure made up of nested directories.
- Benefit from page-on-demand technology that stores scanned image files as single-page TIFFs—downloading only the pages actually viewed, rather than entire documents—to conserve network resources
- Maintain specific control over the storage location of images and other large content files.

- Limit storage monitoring and archival maintenance with flexible, dynamic volumes that are automatically generated based on size limits you specify.
- Allow users to restore their own accidentally deleted documents or folders from a Recycle Bin before scheduled permanent deletion from storage.

Simplified Business Administration

Laserfiche reduces administrative overhead for the IT department and simplifies work for system administrators. For example, you can quickly set up new repositories, and you can create or replicate folder structures or entire directories in just a few steps. Active Directory integration enables you to assign Laserfiche rights and privileges directly to Windows trustees, eliminating the need to maintain multiple accounts for each user. And a unified metadata model helps you quickly organize information, which is key to optimizing work processes and providing faster, more comprehensive service.

- Copy folders from one directory to another, speeding the duplication of commonly-used filing structures.
- Administer your repository and server from a single installation on any workstation on the network with the Laserfiche Administration Console.
- Monitor connections and port use, set up server administrators and take your repository offline or online for maintenance.
- Secure information using a flexible, granular security system to restrict access to folders, documents or metadata; create or add users and groups to ensure that the right users have access to the right information.
- Create user-definable metadata with which your users can add information to documents—and make them more searchable.
- Manage administrative settings for your storage volumes, your full-text search engine, your recycle bin and many other features.
- Track changes to your content repository using Audit Trail.

Easily Expandable Content Management Capabilities

Basic Laserfiche functionality can be expanded with additional Laserfiche product modules, including records management tools; Web distribution via Web Access and WebLink; business process management via Workflow, Agenda Manager and Quick Fields; and personal portal functionality with the Laserfiche SharePoint integration. In addition, the Laserfiche SDK provides the resources necessary to customize your implementation of Laserfiche and create integrations with third-party applications.

Functionality

Key Components

- Powerful content repository organized in a familiar folder tree structure.
- User-friendly client interface for enterprise content management.

	- Flexible administration and repository management tools.
	- Document image capture with Laserfiche Scanning.
	- Capture images from a digital camera or cell phone with PhotoDocs.
	- Image capture of electronic documents with Laserfiche Snapshot.
	- E-mail documents directly from your repository.
	- Import and work with electronic documents, such as Word files or PDFs, alongside your scanned documents.
Searching	- Search the contents of the entire repository (imaged and electronic documents) for a specific word or phrase.
	- Search the text of documents, find what you need despite alternate spellings or typos using fuzzy search.
	- See your search result hits in context to determine whether you've located the document you need.
	- Search for documents or folders based on their properties, user-defined metadata or text.
	- Perform basic and advanced searches through simple user interfaces or with user-provided syntax.
Image and Document Tools	- Annotate images with drawing tools, redactions, sticky notes and attachments.
	- Add user-defined metadata such as tags, relationships between documents and customized field information.
	- Keep track of changes to documents and aid collaboration with automated version control and check-in/check-out.
	- Sign and validate document contents directly within your repository using digital signatures.
	- Store documents in Laserfiche directly from Microsoft Office.
	- Export, print or e-mail different file formats directly from the Laserfiche repository.

Installation and Support

Server	▪ Installed on a central server computer, accessible with a variety of Laserfiche thin and thick clients. ▪ Includes a dedicated, distributable full-text indexing and search service. ▪ Works with a SQL database server and volume storage files that can be distributed to other hard drives or computers to reduce the load on your hardware and take advantage of additional storage space.
Clients	▪ Thick client application can be installed on workstations on your network for fast, user-friendly access to the content repository. ▪ Scanning module for image capture. ▪ Perform administrative tasks, such as creating user accounts and setting security, with the desktop Administration Console or from any browser with the Laserfiche Web Administration Console.
Authentication	▪ Single sign-on with Windows domain account in Active Directory. ▪ Password authentication using integrated LDAP support. ▪ Password authentication using Laserfiche accounts.
Security	▪ Secure documents and metadata through access control lists, security tags, feature controls and privileges. ▪ Maintain granular document control using inheritance, folder scope, and other security tools. ▪ Organize users into groups for easier security maintenance. ▪ Dynamic security using advanced filter expressions. ▪ Recycle bin to protect against accidental or unauthorized deletions. ▪ Secure deletions per DoD 5022.22 M–compatible protocols. ▪ Support for SSL secure communication.

System Administration

Administrative Clients	▪ Manage your Laserfiche Servers and repositories through a desktop Laserfiche Administration Manager snap-in for Microsoft Management Console (MMC) or from anywhere with the Laserfiche Web Administration Console.
	▪ Manage Server settings such as current connections, port use and license handling.
	▪ Manage repository settings such as users and groups, user-defined metadata types, storage volumes, indexing, auditing and security.
	▪ Administer document handling with collaborative tools and recycle bin settings.
Event Tracing	▪ Troubleshoot with Event Tracing for Windows (ETW), supplemented by HTTP logging and real-time "console mode."
Windows Event Log	▪ Monitor health of the system with a Laserfiche errors and warnings reporting system integrated with the Windows Event Log.
	▪ View the event log on the Server computer from anywhere using the Web Administration Console.
Performance Counters	▪ Monitor basic Laserfiche Server activity using performance counters and Windows Performance Monitor to help you correctly allocate resources.

Environment

Server Operating Systems	▪ Windows Server 2003, Windows Server 2008, Windows Server 2008 R2.
Databases	▪ MS SQL Server 2000, MS SQL Server 2005, MS SQL Server 2008, Oracle 10g, Oracle 11g.

Client Operating Systems	▪ Windows XP, Windows Vista, Windows 7.
Protocols	▪ HTTP/WebDAV, DCOM, .NET.
Clustering	▪ Support for Active/Passive Failover.
Authentication	▪ Integrated Windows Authentication, Kerberos, Laserfiche Authentication, LDAP.
Virtualization	▪ VMware Infrastructure, VMware Workstation, VMware Server.