Quick Fields®

Extract Value From Your Information

Put the actionable information that's locked away in paper forms, faxes, electronic databases, legacy systems and software applications to work for you.

With Laserfiche Quick Fields, you accelerate the flow of useful information in business operations, reducing labor costs and eliminating errors associated with manual data entry—while empowering staff to use their time more productively.

The result? You make information available faster, increase your return on investment and conserve resources by eliminating manual document processing.

Learn More Inside

▶ Reduce labor-intensive, error-prone manual sorting and data entry

▶ Gain more control over capture processes with flexible configuration tools

▶ Integrate Quick Fields into existing business processes

Laserfiche®

Optimize
Your Resource Usage

> "With Quick Fields, our staff can just throw a stack of documents into the scanner and the system will file them and fill in the template fields automatically. **It's so quick and easy!** And it didn't take much to get it in place, either."

Chris Shinnick / MIS Coordinator / City of Buffalo, MN

ON

OFF
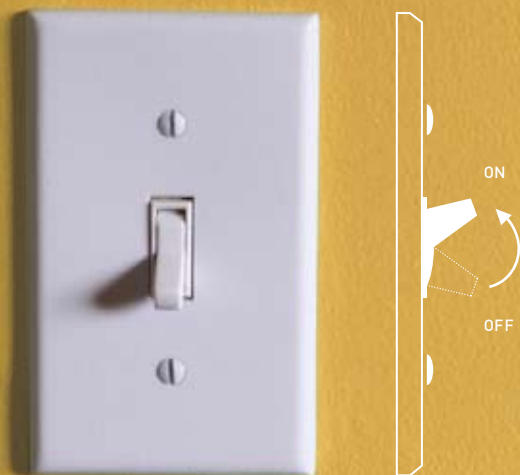
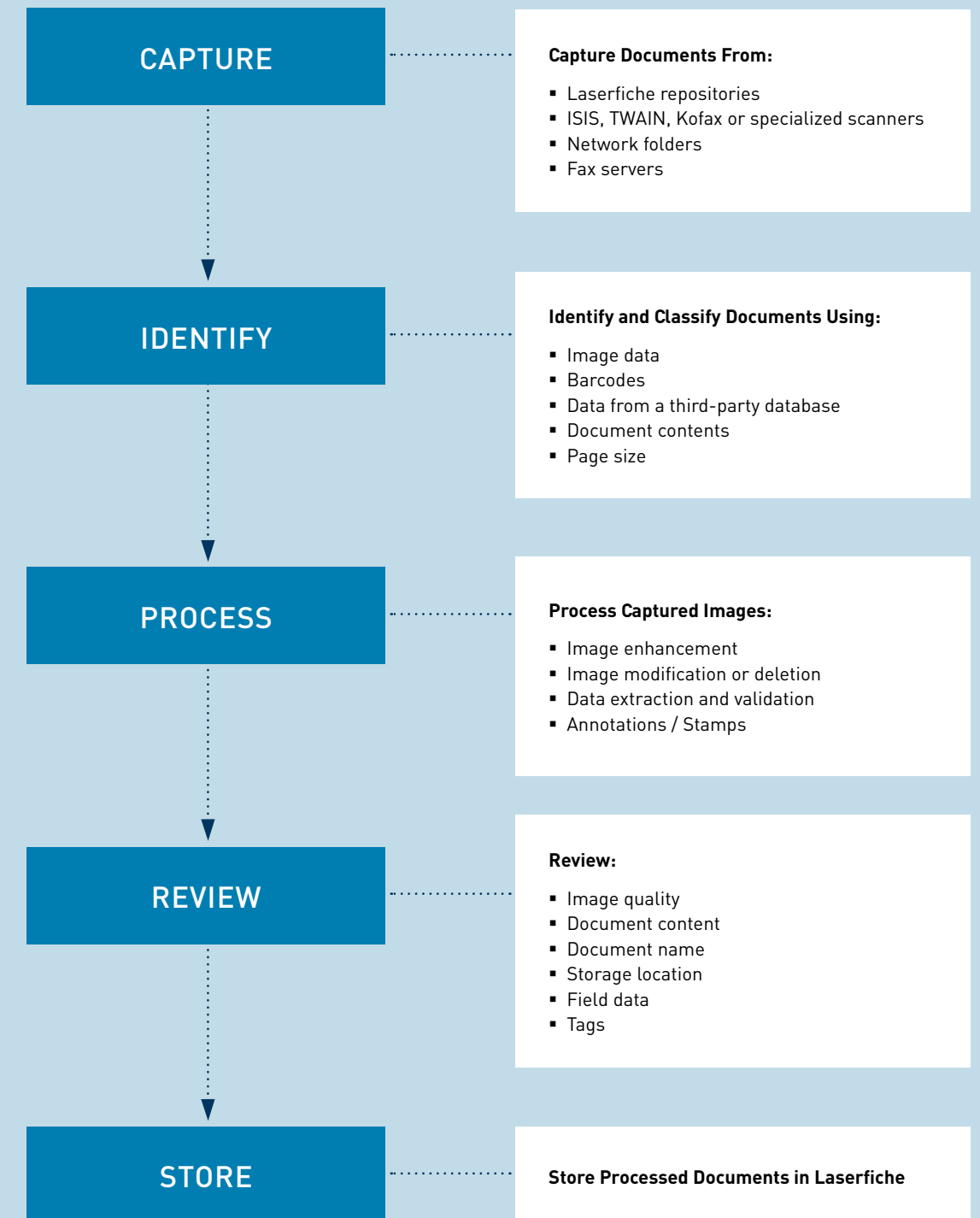## Cut down on costly manual scanning and indexing

Even with a document management system, data entry and filing can still be expensive. Manually sorting paper and electronic documents for processing, then applying metadata and creating folder structures to file them in, can often require full-time staff dedicated to electronic data entry and filing.

Laserfiche Quick Fields transforms capture and indexing into an efficient process, helping you reclaim time and money for other important activities.

Designed for high-volume environments, Quick Fields' production-level tools automatically capture precise pieces of information from paper and electronic documents, turning unstructured information into a viable, actionable resource. By improving the speed and accuracy of repetitive manual processes, Quick Fields also helps you conserve staff time and IT resources.

▶ **Capture**
Pull the information you need from paper and electronic documents, faxes, forms and third-party databases and applications, eliminating information silos.

▶ **Identify**
Categorize and index documents without labor-intensive pre-sorting.

▶ **Process**
Use extracted information to fill in fields, apply stamps or annotations, or automatically create folder structures and file documents.

The **Quick Fields** Process

CAPTURE

Capture Documents From:
- Laserfiche repositories
- ISIS, TWAIN, Kofax or specialized scanners
- Network folders
- Fax servers

IDENTIFY

Identify and Classify Documents Using:
- Image data
- Barcodes
- Data from a third-party database
- Document contents
- Page size

PROCESS

Process Captured Images:
- Image enhancement
- Image modification or deletion
- Data extraction and validation
- Annotations / Stamps

REVIEW

Review:
- Image quality
- Document content
- Document name
- Storage location
- Field data
- Tags

STORE

Store Processed Documents in Laserfiche

Capture the Power
of Your Information

Add documents from both paper and electronic sources into your repository with capture tools designed to simplify repetitive processes. From automatically cleaning up scanned images for improved text and data extraction to automatically correcting scanning errors, Quick Fields provides the functionality you need to capture information faster—and more accurately.

▸ Read text from electronic documents to quickly sort documents and extract information to fill out fields and create folder paths.

▸ Capture and process documents in a variety of electronic formats, including PDFs and Microsoft® Word® documents.

▸ Adjust to changing business conditions by reprocessing documents already in your Laserfiche repository.

▸ Schedule automated processing sessions around the clock, without requiring operator intervention.

Capture Engines

Scanning
Accommodate your preferred hardware, including Kofax, TWAIN and other scanners.

ScanConnect
Capture documents from ISIS scanners.

Universal Capture
Transfer files from network directories, fax servers, multi-function peripherals and X-Ray, large-format and other specialized scanners.

Laserfiche Capture Engine
Pull documents, metadata and annotations directly from a Laserfiche repository for reprocessing.

Capture Enhancement Tools

OmniPage OCR
Automatically pull searchable text from scanned documents.

Zoom Fields
Zero in on selected image areas so your scanner operator can quickly enter information or confirm that data was captured correctly.

Image Enhancements
Automatically clean up scanned images to improve OCR results with tools including line removal, color removal and smoothing, deskew, despeckling, auto-rotation and resizing.

Page Removal
Discard blank pages or cover sheets based on page number and other sorting criteria.
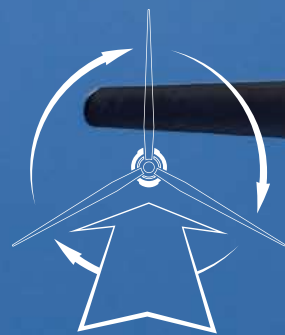
Quick Fields in Action

Bloss & Dillard Inc. used Quick Fields to dramatically reduce the costs of scanning 350,000 documents into their Laserfiche system. **Automation with Quick Fields saved 20 minutes per policy and resulted in over $23,000 in saved labor costs**. And since implementing Laserfiche, the firm has cut the amount of time necessary to issue a new policy from 10 days to three.

Identify and Classify
Documents Without Manual Processing

Manual sorting isn't just time-consuming and error-prone—it's also expensive. Quick Fields automatically identifies and sorts documents, enabling you to customize handling, processing and information capture for specific document types. Whether you recognize forms or documents based on page format or size, document contents or other characteristics, you eliminate the need for manual sorting and processing.

With Quick Fields, you can easily manage multiple document classes in a single processing session, optimizing resources and improving processing speed. Classify documents using barcodes, fields, form identification or any characteristics that fit your organization's needs—Quick Fields automatically pulls the information you need from large batches of unsorted documents, preventing costly errors and operational bottlenecks. You save time and resources, enabling staff to spend time on more productive tasks.
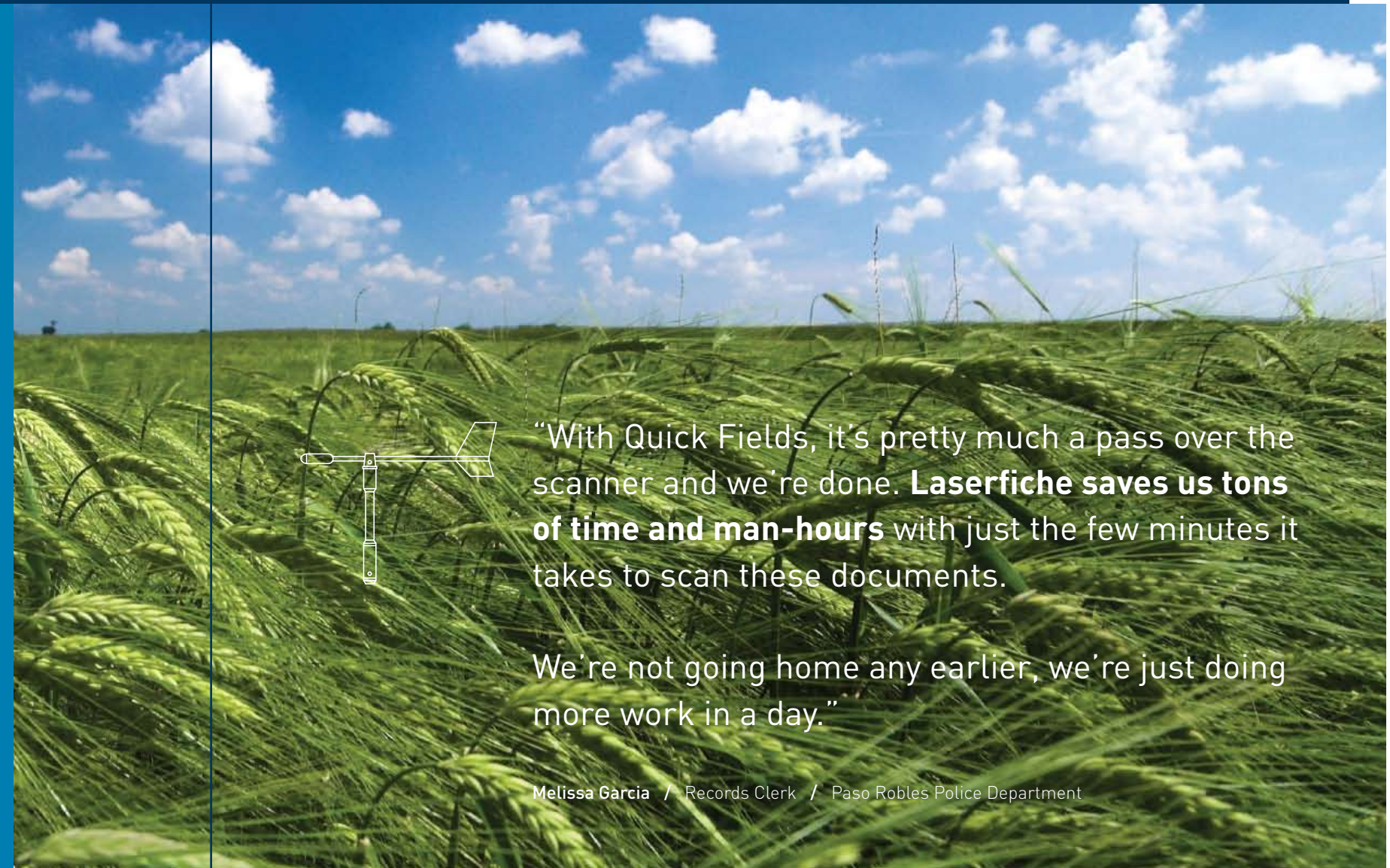
"With Quick Fields, it's pretty much a pass over the scanner and we're done. **Laserfiche saves us tons of time and man-hours** with just the few minutes it takes to scan these documents.

We're not going home any earlier, we're just doing more work in a day."

Melissa Garcia / Records Clerk / Paso Robles Police Department

▶ Identify and sort forms, customize information capture for specific forms and optimize the quality of scanned images.

▶ Use document characteristics, contents or size to identify whether a page is the beginning of a new document.

▶ Use iFilter technology to recognize the text associated with electronic documents.

▶ Assign document types on the fly, improving quality assurance and eliminating reprocessing.
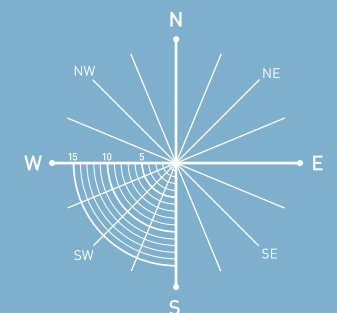
Identify and Classify
Documents Without Manual Processing

Unprocessed Form

Building Safety Check Application
City of Rose Cliff Fire Department
Fire Prevention Bureau

368756

DATE: 03/16/2009

4545 Center Hills Road

SUBMITTED BY: Jane Meyer

I. Facility/Site Information

PROJECT NAME: Office Safety Initiative
ADDRESS: 4545 Center Hills Road
CITY: Rose Cliff   STATE: CA   ZIP: 90007

II. Property Owner Information

COMPANY: TRS Management   CONTACT: Jane Meyer   PHONE:
ADDRESS: 4545 Center Hills Road   CITY: Rose Cliff   STATE: CA
STATE LIC #: A4769298   CLASS: 9999   EXP. DATE:
CITY BUSINESS LIC. #: A7482384   EXP. DATE: 06/30/2006

III. Work Details

TYPE OF PLAN: DESCRI
Remov

[ ] Building/New Construction   [ ] Above Ground Tanks ( ) # of tanks
[X] Underground Tanks (4) # of tanks   [ ] Building/Tenant Improvements
[ ] Fire Alarm   [ ] Spray Booth
[ ] Fire Hydrant/Fire Access   [ ] Sprinkler/New Construction ( ) # of heads
[ ] Sprinkler/Tenant Improvement ( ) # of heads   [ ] Other
[ ] Fire Suppression System

Processed Form

Building Safety Check Application
City of Rose Cliff Fire Department
Fire Prevention Bureau

368756

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PROJECT NAME: Office Safety Initiative
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COMPANY: TRS Management   CONTACT: Jane Meyer   PHONE: 562 986 4585
ADDRESS: 4545 Center Hills Road   CITY: Rose Cliff   STATE: CA   ZIP: 90007
STATE LIC #: A4769298   CLASS: 9999   EXP. DATE: 06/30/2009
CITY BUSINESS LIC. #: A7482384   EXP. DATE: 06/30/2009

III. Work Details

TYPE OF PLAN: DESCRIPTION OF WORK:
Remove 5000 gal tank

[ ] Building/New Construction   [ ] Above Ground Tanks ( ) # of tanks
[X] Underground Tanks (4) # of tanks   [ ] Building/Tenant Improvements
[ ] Fire Alarm   [ ] Spray Booth
[ ] Fire Hydrant/Fire Access   [ ] Sprinkler/New Construction ( ) # of heads
[ ] Sprinkler/Tenant Improvement ( ) # of heads   [ ] Other
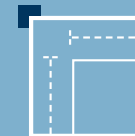[ ] Fire Suppression System

RECEIVED
MAY 16 2009

Identify

Form Identification
Recognize a document based on its overall characteristics—even without distinguishing information such as barcodes.

Page Size Identification
Identify document types based on page format or size.

Form Alignment
Automatically reposition the document to match a master form, correcting for scanning errors and improving data extraction.

Form Extractor
Remove form outlines, isolating data for more accurate capture.

OMR / Auto-OMR
Optical Mark Recognition (OMR) detects checkmarks on surveys, tests and ballots. Auto-OMR automatically detects multiple zones for validation.

Barcode Plug-In
Identify documents based on a variety of barcodes, including 2D, Code 39, Code 128 and EAN 13 and 8.

Zone OCR
Recognize document types based on text extracted from designated areas of a document.

Text and Token Identification
Use document contents—including words and word patterns—to identify documents that require processing.

Classify
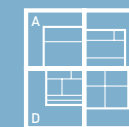
Document Classification
Eliminate the need for manual sorting by automatically classifying multiple document types in a single processing session. Documents can be classified using barcodes, fields, Form Identification and a variety of other methods.

Token Retriever and Collector
Manage multiple document classes in a single processing session using information extracted from barcodes, fields, header sheets or other methods.

Categorize and Organize
Unstructured Data

Once you've sorted and identified your documents, Quick Fields enables you to automate the processes required to get the most value from the information you've collected. Quick Fields extracts the precise pieces of information you need from paper forms, electronic documents and databases, then uses that information to categorize and organize unstructured data. You increase your operating speed and effectiveness while reducing the time spent transferring information between applications.

▶ Improve the accuracy of newly captured information by comparing it with data from other applications.

▶ Use extracted data from barcodes, document content and customizable areas of forms to automatically name, index and assign metadata to documents, kick start a Workflow process or interact with a Workflow already in process.

▶ Support all Laserfiche 8 field types, including multi-value fields and fields independent from templates.

▶ Conserve network bandwidth by automatically transferring processed documents to the Laserfiche repository at scheduled intervals.

"**It just takes seconds** for our front counter clerks to create batch header sheets with barcodes, and Quick Fields does the rest."

Garth Bambling / Front Counter Supervisor / York County Clerk of Courts Office, PA
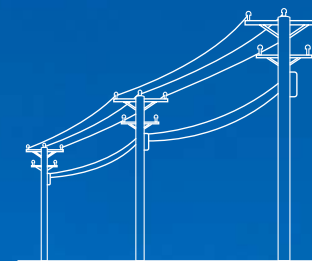
Quick Fields in Action

The York County, PA, Clerk of Courts Office uses Laserfiche to manage over 8,000 cases processed annually. Staff create barcoded batch header sheets, but Quick Fields does the heavy lifting.
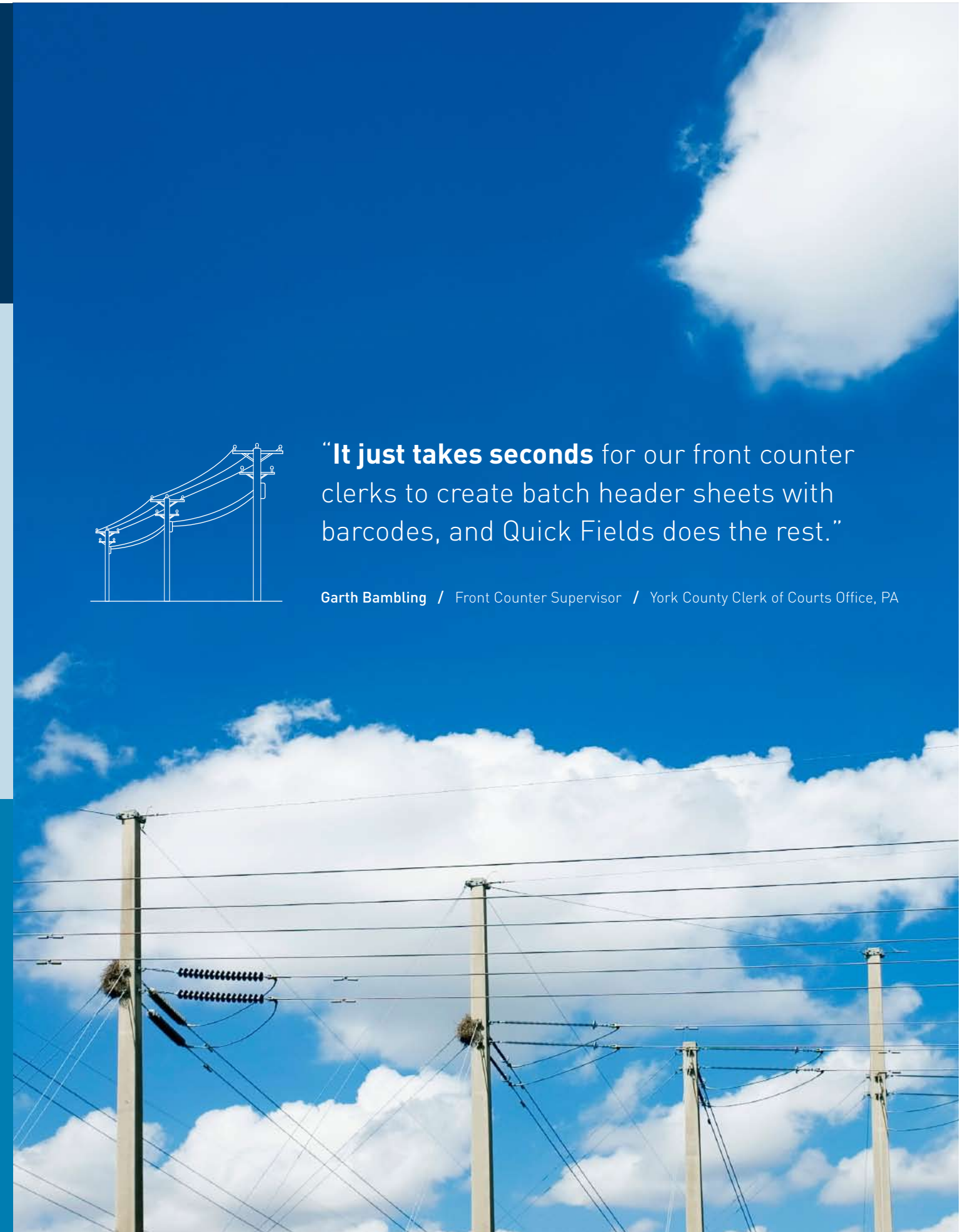
Quick Fields:

▶ Pulls the case number from the state database.
▶ Extracts metadata and fills in fields.
▶ Creates a folder structure.
▶ Automatically sorts and files case documents.

Using Quick Fields, staff easily meet the goal of scanning incoming files within four hours of receipt.

Categorize and Organize
Unstructured Data

Building Safety Check Application

City of Rose Cliff Fire Department
Fire Prevention Bureau

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TYPE OF PLAN:

☐ Building/New Construction
☒ Underground Tanks (4) # of tanks
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☐ Fire Hydrant/Fire Access
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☐ Building/Tenant Improvements
☐ Spray Booth
☐ Sprinkler/New Construction ( ) # of heads
☐ Other

DESCRIPTION OF WORK:
Remove 5000 gal tank

RECEIVED

MARCH 16 2009

Extract and Validate Data

Barcode Plug-In
Read and extract data from a variety of barcodes, including 2D (Datamatrix and PDF417), Code 39, Code 128 and EAN 13 and 8, both horizontally and vertically.

Real-Time Lookup
Extract and validate metadata by retrieving information from databases and third-party applications.

Zone OCR
Populate fields, create document names and make indexing decisions based on text extracted from designated areas of a document.

Text-to-Token Conversion
Extract text from your documents and transform them into tokens for use in document indexing and naming.

Pattern Matching
Use regular expressions to separate, verify and correct specific phrases from larger blocks of text captured by Zone OCR.

Field and Token Verification
Validate extracted data by comparing it to a database, completely eliminating manual input and review.

Stamp and Annotate Processed Documents

Bates Numbering
Automatically apply unique identifiers for evidentiary documents.

Automatic and Fixed Annotations
Automatically apply annotations—including highlight, personal stamp, sticky note and redaction—to specified regions of a document.
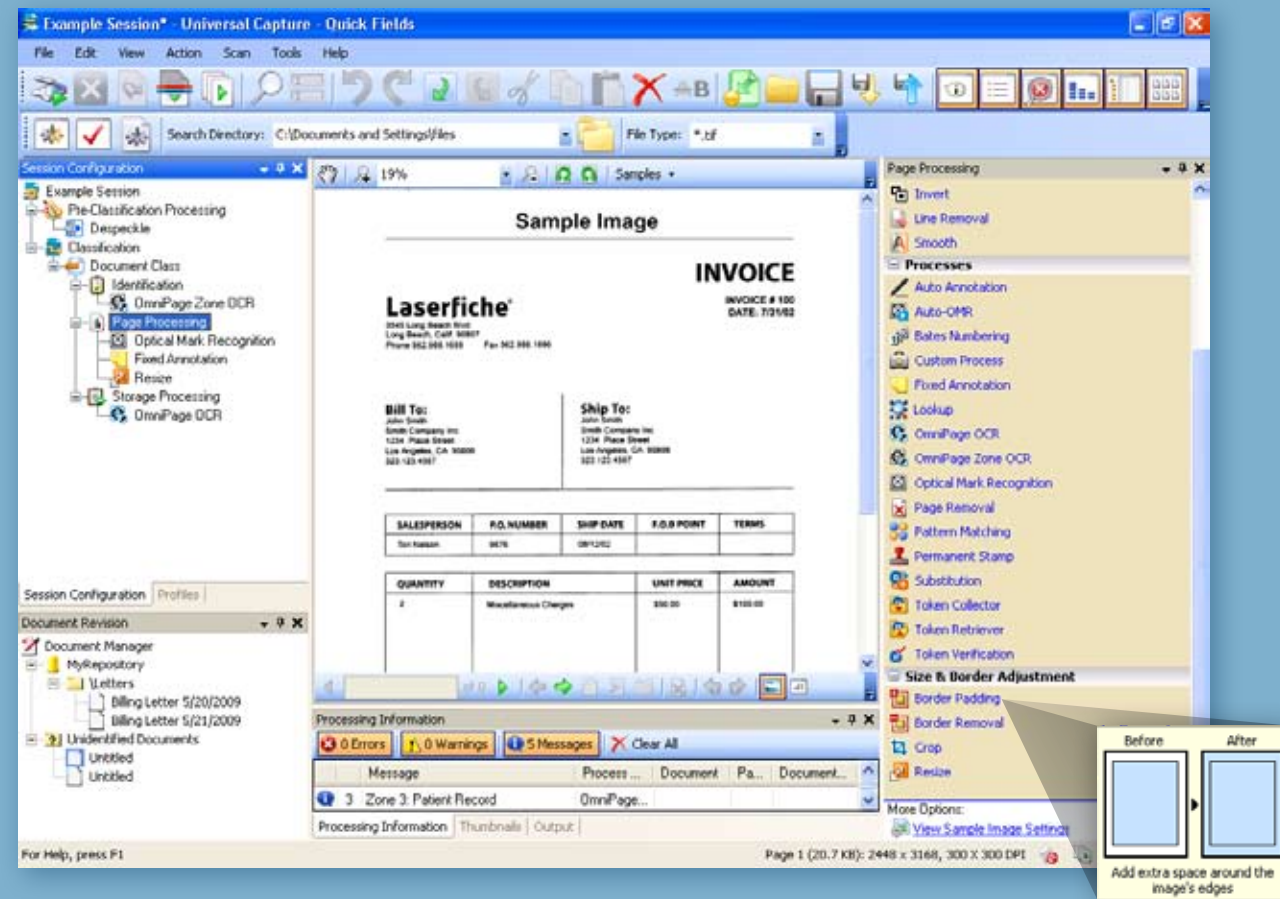
Permanent Stamps
Permanently affix stamped text or images to processed documents.

Envision
Better Business Processes

Quick Fields 8 offers a range of new features to improve usability and enhance efficiency.

(Pop-up tooltips provide previews of various process options.)

Customizable, Intuitive Interface

From a totally redesigned user interface to improved usability, Quick Fields 8 offers a completely new experience for the user.

▸ Simplify scanning configuration changes—including scanner functionality and folder selection—with updated toolbars.

▸ Hide, reorder and add constraints to fields in order to optimize data entry speed.

▸ Set keyboard shortcuts for commonly used commands.

▸ Use screen real estate most effectively with movable panes, customizable toolbars and collapsible menus.

Even More Functionality that's Even Easier to Use

Set up everything you need to get started with Quick Fields right out of the box.

▸ Preview Quick Fields' various processing options with tooltips including "before" and "after" images.

▸ Get the help you need—each process in Quick Fields has a wizard to assist with configuration.

▸ Guarantee consistency with automatic image selection, image cycling and auto-selection of data entry areas.

▸ Simplify process configuration with a library of commonly used regular expressions.

(Quick, Standard and Full Wizards are available to help you create a session or a document class, so whether you're a novice or an experienced administrator, you can select exactly the amount of help you need.)

Possibilities for Unlimited Expansion and Integration

Easily write custom processes and scripts to expand Quick Fields functionality to fit your existing business processes—and work with your existing applications.

▸ Write your own VB.Net and C# scripts as a part of document class processing.

▸ Run custom processes on an image or text component of a document in Quick Fields, then return the adjusted image, text or tokens to Quick Fields for further processing.

▸ Exchange data with outside databases and applications to fully integrate Quick Fields into your business processes.

▸ Guarantee consistency with automatic image selection, image cycling and auto-selection of data entry areas.

Quick Fields
at Work

From capture and processing to data extraction and validation, Quick Fields gives you the tools to work faster, easier and more efficiently—in any industry.

"We are constantly looking for efficiency improvements. Like other government agencies, we are tasked with '**doing more with less**,' and automating document sorting and indexing with Quick Fields is a big part of how we're managing that."

Rosalind Collins / Deputy Commissioner of the Revenue / City of Charlottesville, VA

Government

Government agencies use Quick Fields to rapidly process application forms, property documents and public records, increasing revenue generation and ensuring rapid staff access to information while relieving paper-related labor and storage costs.

▶ Automate scanning and indexing of uniform documents, such as business personal property returns.

▶ Pull information from a third-party database and use it to create a folder structure, cross-check data entry or populate template fields.

▶ Generate case folders from a CAD/RMS and populate index fields for case documents—including lab reports, audio and video—to enable instant retrieval for authorized law enforcement personnel.

Quick Fields
at Work

Financial Services

Quick Fields provides flexible capture options to help financial services organizations accelerate information sharing, improve workflow and promote profitable operations. Depending on your infrastructure and business needs, use Quick Fields to perform central forms processing or distribute processing to branch offices or field representatives.

▶ Use Zone OCR technology to read client account numbers and names on statements and automatically fill in matching template fields, then file them in the appropriate folder.

▶ Access multiple third-party databases to retrieve client information from appropriate business lines and automatically populate each scanned document's template fields with client demographic information.

▶ Instantly create a folder structure, file documents in the appropriate folders and route files to designated staff for processing.

"We simply attach the cover sheet to its corresponding billing record and Quick Fields does the rest. Along with our medical billing system, **Laserfiche is one of our core applications**. We would be hard-pressed to function without it."

Matt Brown / Solutions Architect / JJ&R Medical Data Systems, Inc.

"We love Quick Fields. **There is really nothing out there like it**. We tend to track an above-average amount of investment detail, so we need to have all of a client's statements readily accessible, with complete data. Quick Fields does that for us."

Mark Berger / Principal / Berger Financial Group

Healthcare

With Quick Fields, healthcare organizations capture all patient documents, extract template field data and automatically generate patient folders. In the back office, staff minimize manual data entry and related errors, while front office staff improve patient care with rapid access to information.

▶ Use barcoded index sheets to automatically scan, separate and index paper documents.

▶ Fill in all necessary document metadata—such as the patient's name, insurance number and other identifying information—by extracting information from barcodes or document text.

▶ Use document text to instantly file all documentation in the same folder, so staff can instantly access the information they need in order to process a claim.

About Laserfiche Solutions

Laserfiche creates simple and elegant enterprise content management (ECM) solutions that help organizations run smarter. Since 1987, more than 27,000 organizations worldwide—including federal, state and local government agencies and Fortune 1000 companies—have used Laserfiche software to streamline document, records and business process management.

The Laserfiche ECM system is designed to give IT managers central control over their information infrastructure, including standards, security and auditing, while still offering business units the flexibility to react quickly to changing conditions. The Laserfiche product suite is built on top of Microsoft® technologies to simplify system administration, supports industry-standard SQL and Oracle® platforms and features a seamless integration with Microsoft Office® applications and a two-way integration with SharePoint®.

Your Next Step

To learn more about Laserfiche solutions or to arrange a demonstration, call (800) 985-8533. Also e-mail info@laserfiche.com or visit laserfiche.com/quickfields.

3545 Long Beach Blvd.
Long Beach, CA 90807

E-mail: info@laserfiche.com
Phone: (562) 988-1688
Fax: (562) 988-1886
Internet: www.laserfiche.com

Laserfiche Product Suite

The Laserfiche system is designed to be straightforward to purchase, deploy, extend, administer and support. Laserfiche solutions deploy quickly and easily scale to accommodate both an increasing number of users and high-volume repository growth.

Rio™

laserfiche.com/rio

- Enterprise content management
- Document imaging
- DoD 5015.2-certified records management
- Business process management
- Complete auditing and security controls
- Production-level document capture and processing
- Unlimited Laserfiche servers to support backups, failover clusters and testing environments

Avante™

laserfiche.com/avante

- Document management
- Business process management
- Optional Web client and Audit Trail tracking
- Optional DoD 5015.2-certified records management

Run Smarter®

Laserfiche®