

How Laserfiche® Works for Manufacturing

Improve Order Processing and Provide Outstanding Customer Service

- Access All Your Information from the Office or the Field
- Protect Sensitive Information with Powerful Security Features
- Automate and Simplify Paper-Based Work Processes
- Reduce Liability with Transparent Records Management Tools

Your company may have an efficient supply chain and a highly skilled workforce, but the more successful you become, the more difficult it is to keep track of order-related paperwork and improve employee productivity. With modular capture, distribution, process management and integration tools, Laserfiche® digital document management solutions help manufacturing companies worldwide optimize business processes and reduce operating costs by making information both more accessible and more secure.

Manage All Your Information—From Wherever You Are

With Laserfiche, authorized users can instantly retrieve any document, and with the Web Access™ thin client, they can work with documents anytime, anywhere. Documents can be downloaded locally for users to review, or checked out to prevent revisions by other users. Web Access provides the full functionality of the Laserfiche Client™, with the minimal installation and support requirements of a Web-based application.

From accounting and human resources to production and sales, all departments will benefit from a Laserfiche solution.

Order Paperwork

- Contracts
- Engineering change notices
- Shipping documents
- Change requests
- Bills of lading

Human Resources

- Applications
- Benefit elections
- Time sheets
- Expense reports
- Vacation and sick leave requests

Customer Specifications

- Material safety data sheets (MSDS)
- AutoCAD drawings and documents
- Product data sheets
- Compliance documentation
- QA test results
- ISO 9001 specifications

Accounting

- Vendor agreements
- Invoices
- Purchase orders
- Accounts payable documents

Guarantee the Security of Your Information

Safeguard your sensitive information and balance access and security with Laserfiche's comprehensive security controls. Support for Microsoft Active Directory® provides secure, single sign-on access to your repository. Promote compliant record keeping and preserve the taxonomy of your records with Laserfiche Records Management Edition™, a DoD 5015.2-certified records management solution that's fully integrated with the Laserfiche document management system. And maintain round-the-clock vigilance over user actions with Audit Trail™ functionality, which tracks all events and ties them back to orders and employees, supporting Sarbanes-Oxley compliance and maintaining ISO standards throughout your organization.

Process Orders Quickly and Accurately

Using Laserfiche's Intelligent Search functionality, staff can quickly locate documents using any piece of information they have available, including customer name, invoice number, sales order number, purchase order number, part number or ship date—without leaving their desks. Because production staff can instantly locate original orders, they can quickly provide instructions to machine operators and shipping personnel, which increases the speed and accuracy of order processing.

Streamline Complex Work Processes

With Workflow™ functionality, you can automate business processes so your staff spend less time handling paper and more time on revenue-generating activities. From contract submission and maintenance to approvals and order completion, you graphically model complex processes to eliminate bottlenecks, ensure constant productivity and accelerate order fulfillment.

For example, managing **engineering change notices** (ECN) is complex, because the moment a revision needs to occur, multiple departments must authorize changes before they can actually be made. Workflow dramatically simplifies this process. An engineer can open the AutoCAD file stored in Laserfiche and make changes, and then Workflow automatically sends the file to the next approver. E-mail notifications, deadlines and defined work processes automate the ECN process, simplifying complicated procedures that involve multiple people and departments.

Minimize Manual Processing

Quick Fields™ capture and processing tools provide production-level document processing capability to further simplify manual processing.

- Transfer files from network directories, fax servers and multifunction peripherals.
- Import photographs directly from digital cameras.
- Extract data from bar codes and forms to automatically create document names, populate template fields and sort and file documents.
- Retrieve data from your orders database or ERP package to eliminate manual data entry.
- Expedite business operations by permanently stamping archived documents with notations such as Faxed, Paid and Received, or with custom text and images.
- Run processing sessions without operator intervention, minimizing impact on your network and reducing labor costs.

The Next Step: Please call (800) 985-8533 or e-mail info@laserfiche.com for more information.

© 2008 Compulink Management Center, Inc. All rights reserved. Laserfiche is a division of Compulink Management Center, Inc. Laserfiche is a registered trademark of Compulink Management Center, Inc. All other trademarks are properties of their respective companies. Due to continuing product development, product specifications and capabilities are subject to change without notice.