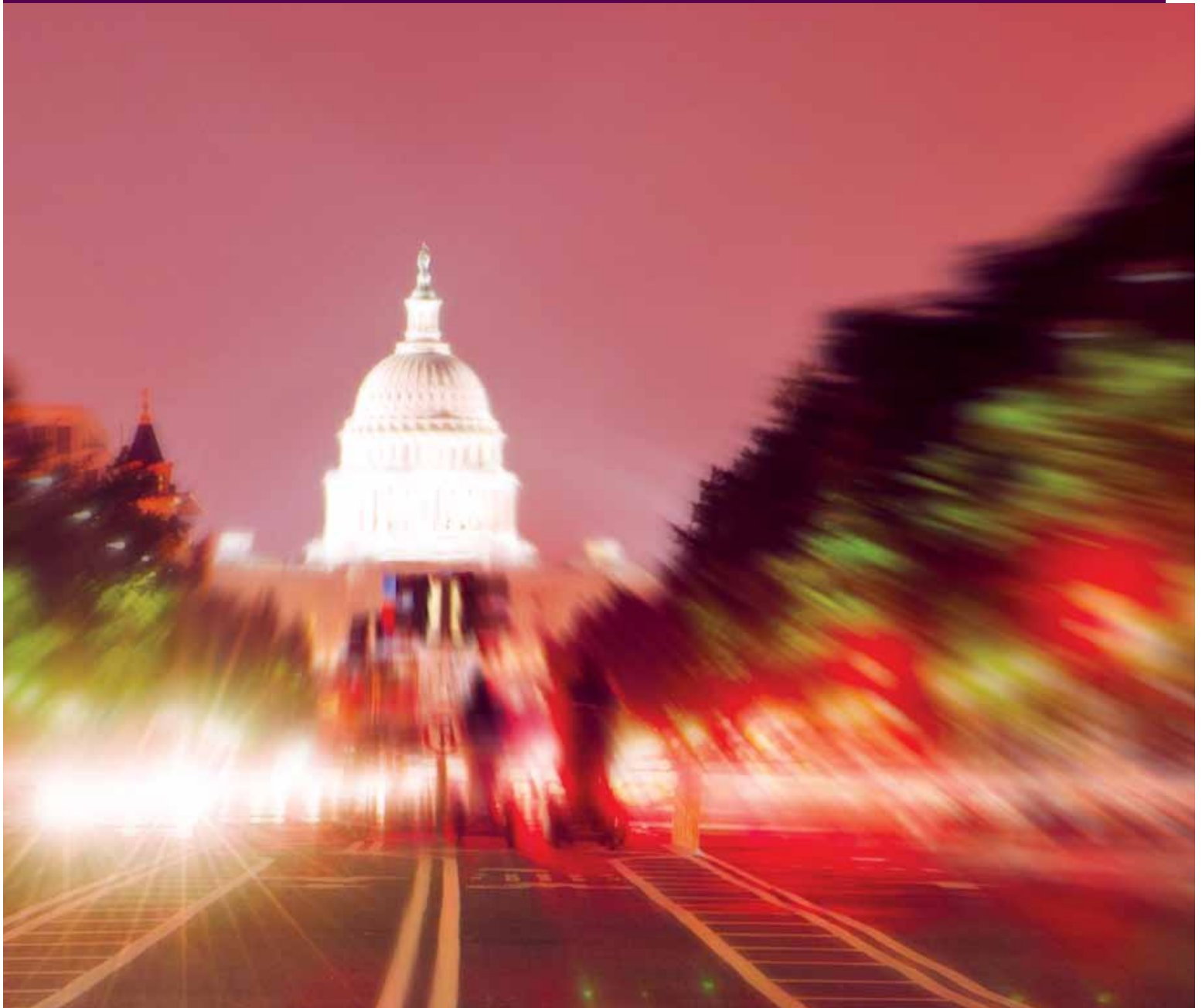Laserfiche® for Federal Government

MEET YOUR AGENCY'S MISSION

Laserfiche®

HOW ENTERPRISE CONTENT MANAGEMENT
Serves Civilian and Defense Agencies

Whether a federal agency supports farmers in the field, soldiers overseas or the civil rights of all U.S. citizens, it must have the ability to deliver and receive digital information anytime, anywhere and on any device. It must also manage that information in a safe, secure and DoD 5015.2-compliant manner to protect privacy and confidentiality.

Laserfiche enterprise content management (ECM) solutions help both civilian and defense agencies provide and process information in a safer, faster and more cost-effective manner than ever before.

" IDC's assessment of Laserfiche is that it provides a robust ECM offering in a simple yet elegant way... Laserfiche provides a complete offering without being overly complicated. Both its end-user functionality and its administrative capabilities can help organizations address the majority of their document and records management issues effectively and within a shorter time frame than other large enterprise content management providers."

IDC Vendor Profile: Laserfiche: A Company on the Move, Doc #222551, March 2010.

Laserfiche Serving Federal Government

🏠 Citizens
Disseminate information to citizens in a Section 508-compliant, read-only Web portal.

🖥 IT
Easily deploy, administer, maintain and integrate ECM with departmental applications across the enterprise.

⚙ Purchasing/Procurement
Accelerate the capture, processing, review and approval of A/P documentation.

✒ Contracts
Collaborate on contract creation with comprehensive version control, records management and retention capabilities.

👥 HR
Automate HR onboarding, simplify human capital management and securely manage personnel records.

🔒 Administration
Manage content and control access to appropriate staff.

📁 Records Management
Manage records in compliance with DoD 5015.2-STD specifications and NARA standards.

Defense Agencies
Meet strict standards for security, compatibility, supportability and sustainability with CoN accreditation and DoD 5015.2 certification.
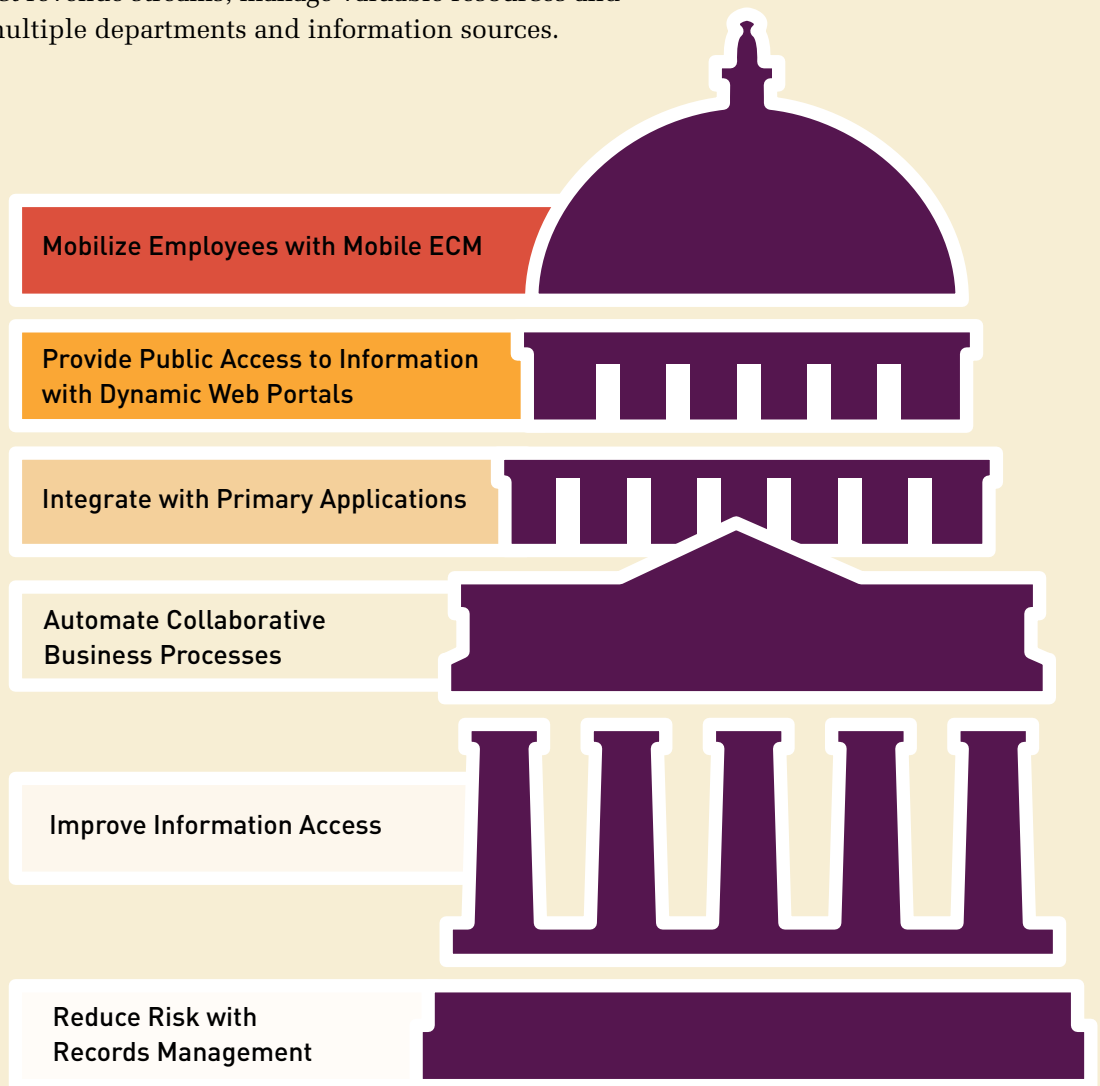
Civilian Agencies
Ensure privacy and security of information while decreasing costs by deploying ECM as a shared service.

BUSINESS BENEFITS
Agile ECM in Everyday Use

ECM at Work

By combining comprehensive document management functionality with powerful business process management (BPM), security and auditing tools, Laserfiche provides a solid ECM infrastructure that enables your agency to generate and protect revenue streams, manage valuable resources and mitigate risk across multiple departments and information sources.

Mobilize Employees with Mobile ECM

Provide Public Access to Information with Dynamic Web Portals

Integrate with Primary Applications

Automate Collaborative Business Processes

Improve Information Access

Reduce Risk with Records Management

Improve Information Access

▸ User-friendly Windows-like interface provides a single point of control over information assets.

▸ Quickly and easily access, add and update information in Laserfiche, regardless of format.

▸ Remove the need for time-consuming manual filing by automatically indexing and filing incoming paperwork with enterprise capture and classification tools.

▸ Protect confidential files with granular, role-based security.

Integrate with Primary Applications

Laserfiche's open architecture allows users from multiple departments to easily access stored content within a wide variety of applications. For example:

▸ The Laserfiche/SharePoint 2010 Integration is a two-way integration that provides paper-based capture, DoD 5015.2-certified records management and federated search.

▸ Integration with GIS systems such as ESRI enables users to locate information stored in Laserfiche directly from a Web-based map.

▸ Integrations with Microsoft Outlook and Exchange allow users to track e-mail correspondence by automatically filtering and archiving it in Laserfiche.

▸ Laserfiche's open API enables easy integration with tax, ERP and HR applications, among others.

Reduce Risk with Records Management

▸ Enforce consistent records policies with a DoD 5015.2-certified solution.

▸ Automate life cycle management from document creation to final disposition.

▸ Implement transparent records management to suit the requirements of each department while preserving original records within a records manager's domain.

▸ Log all system activity, providing an audit trail to prove adherence to your records management plan and compliance with regulations.

▸ Ease e-discovery requests with enterprise search that enables users to instantly find the information required for litigation.

Provide Public Access to Information with Dynamic Web Portals

▸ Provide an easy-to-use, Section 508-compliant public Web portal that supports standard Web browsers and can be viewed from a variety of mobile devices.

▸ Allow documents in your public portal to be located from Web search engines the same way as other pages on the Internet.

▸ Deliver improved access to public records while conserving time and resources.

Automate Collaborative Business Processes

▸ Automate complex, multi-departmental business processes including: AP processing, case management, contract management, forms processing and HR onboarding, among others.

▸ Digitize and automate the agenda creation and distribution process.

▸ Retrieve information from databases and third-party applications to automate filing, indexing and processing.

▸ Trigger Laserfiche Workflow activities from third-party applications such as Microsoft SharePoint, ESRI ArcGIS and Microsoft Dynamics, among others.

▸ Ensure adoption and minimize training with Laserfiche's user-friendly, Windows-like interface.

Mobilize Employees with Mobile ECM

‣ Securely capture, view and act upon mission-critical content from anywhere in the world.

‣ Ensure that mobile content resides within your organization's IT governance structure.

‣ Maintain governance, risk and compliance standards while giving employees more choices regarding the devices they use.

‣ Combine the flexibility of mobile devices with iron-clad security and audit-proof compliance.

‣ Support devices including Apple iPhone, Apple iPad, Android and Blackberry, as well as Chrome, Opera and Safari Web browsers.

BUILDING A FOUNDATION
for End-to-End Information Management

Adding Laserfiche ECM to Your IT Infrastructure

Every department and agency has its own unique needs. As an IT professional, your challenge is to ensure that their needs are met without adding undue complexity and the need for rigorous end-user training.

Although there are benefits associated with departmental installations of ECM, agencies—and their IT departments—benefit most from implementing ECM as an infrastructural technology that provides information, auditing and business process management enterprise-wide.

By deploying Laserfiche as a foundational component of your organization's technical infrastructure, the IT department can quickly and easily configure solutions to meet multiple departments' needs. With Laserfiche, you provide a standard systems architecture and methodology for all types of content across your organization—allowing your department to focus its resources and maximize its expertise.

Furthermore, with its intuitive, Windows-like user interface, Laserfiche is easy to use, simplifying change management and ensuring a smooth enterprise roll-out. Bundled functionality, unlimited content servers and support for virtualization, mirroring, test and development environments provide unmatched deployment flexibility.

The Evolution of ECM Across the Enterprise

Document Imaging

Converting paper documents into an electronic or digital format.

Document Management

Managing documents (physical or digital) throughout their life cycle, including acquisition, filing, access control and archiving.

Business Process Management

Applying workflow technology to repeatable (and in this context, content-related) processes in order to standardize and optimize them.

Laserfiche Enterprise Content Management

Managing all organizational content throughout its life cycle, including acquisition, filing, access control, archiving and—where applicable—BPM.

Departmental installation • ▶ Enterprise-wide deployment

The Importance of Flexibility and Control

Laserfiche provides an ECM standard that enables you to quickly and easily solve various groups' information management challenges because it provides **central control** alongside **local flexibility**.

With Laserfiche, the IT department establishes enterprise-wide content standards and security policies, while at the same time giving individual departments the ability to store information and configure business processes according to their specialized needs. This ensures **user acceptance** because the people configuring the system are enmeshed in the day-to-day reality of the group's working requirements, and they know how to ensure that the right work gets done the right way at the right time.

An Agile Enterprise Infrastructure

SMARTER OUTCOMES

Publication and Distribution	Enterprise Risk Management	ROI for Repeatable Processes
Enterprise Information Portal	Personalized Interfaces	Value Creation

VALUABLE CAPABILITIES

Transparent Records Management	Business Process Management	Enterprise Classification
Enterprise Search and Retrieval	Auditing / Document Capture and ETL	Information Life Cycle Management

AGILE FRAMEWORK

By serving as the universal repository for all organizational content (including paper, forms, audio/video files, e-mail, etc.), Laserfiche ECM provides a single point of control for complete life cycle management.

By acting as integrative middleware that links into legacy systems and line-of-business applications such as GIS, CRM, ERP and more, Laserfiche ECM allows users to access information in the manner and environment in which they are most comfortable.

By enabling shared services, Laserfiche ECM eliminates data silos and automates cross-functional activities, accelerating collaboration and data processing.

"Laserfiche is a stalwart that is exploiting the new capabilities of emerging technology. It has strong alignment with Microsoft technologies, an innovative iPhone app that allows for remote scanning using the iPhone camera and an Integration Marketplace, where connectors can be purchased for a wide variety of products."

George Goodall, Senior Research Analyst, Info-Tech Research Group

About **Laserfiche**

Since 1987, Laserfiche has used its Run Smarter® philosophy to create simple and elegant enterprise content management (ECM) solutions. More than 32,000 organizations worldwide—including numerous federal, state and local government agencies and departments—use Laserfiche® software to streamline document, records and business process management.

By digitizing paper archives, Laserfiche enables users to instantly pinpoint the information they need, collaborate more effectively and complete daily tasks more efficiently. Secure Web access allows governments to easily share information with other agencies and with constituents, while comprehensive security options—including Department of Defense (DoD) 5015.2-certified records management—protect information from unauthorized access or release.

Your Next Step

Get industry perspectives
laserfiche.com/federal

Arrange a demonstration
(800) 985-8533

Learn more
info@laserfiche.com
3545 Long Beach Blvd.
Long Beach, CA 90807

◂ **View a video on Laserfiche solutions for federal government**

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.

Laserfiche 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

Laserfiche 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®