

Laserfiche Cloud Factsheet



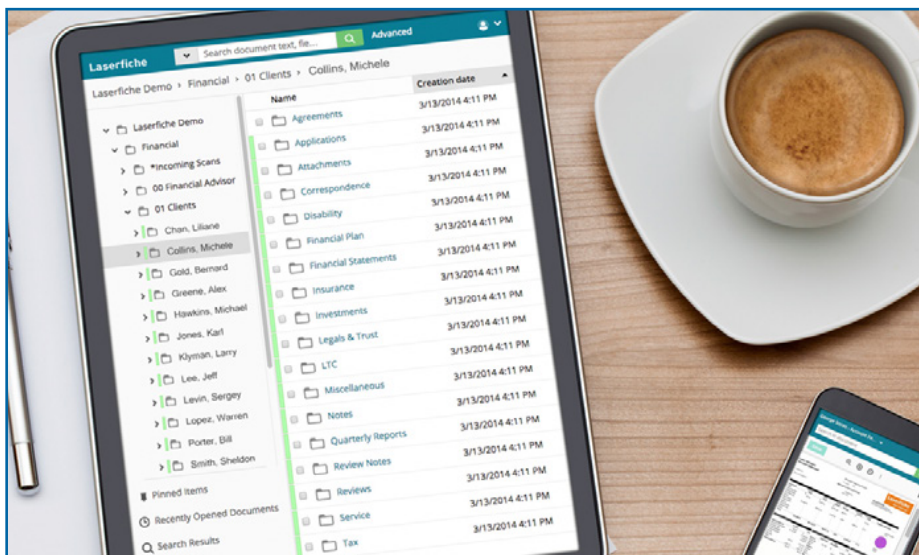
Laserfiche Cloud is a Software as a Service (SaaS) solution that provides a central digital repository accessible from anywhere.

- Deploy document management solutions via SaaS to get up and running quickly
- Reduce startup, infrastructure and IT administration costs
- Manage and control files seamlessly across your organization, regardless of where and how they are accessed
- Maintain compliance with robust security and auditing features

Capture Documents from Any Device

Laserfiche Cloud makes it easy to centralize paper and electronic files from multiple devices.

- **Scanning:** Convert paper records to imaged files on demand by connecting your scanner to Laserfiche Cloud with the Laserfiche Scanning tool
- **Digital Capture:** Reduce back-office work by saving to default folders with one click, auto-importing documents and automatically populating metadata
- **Mobile Capture:** Turn photos taken on phones and tablets into searchable, secure documents



Intuitive folder structures and a responsive user interface enable secure document access on any device.

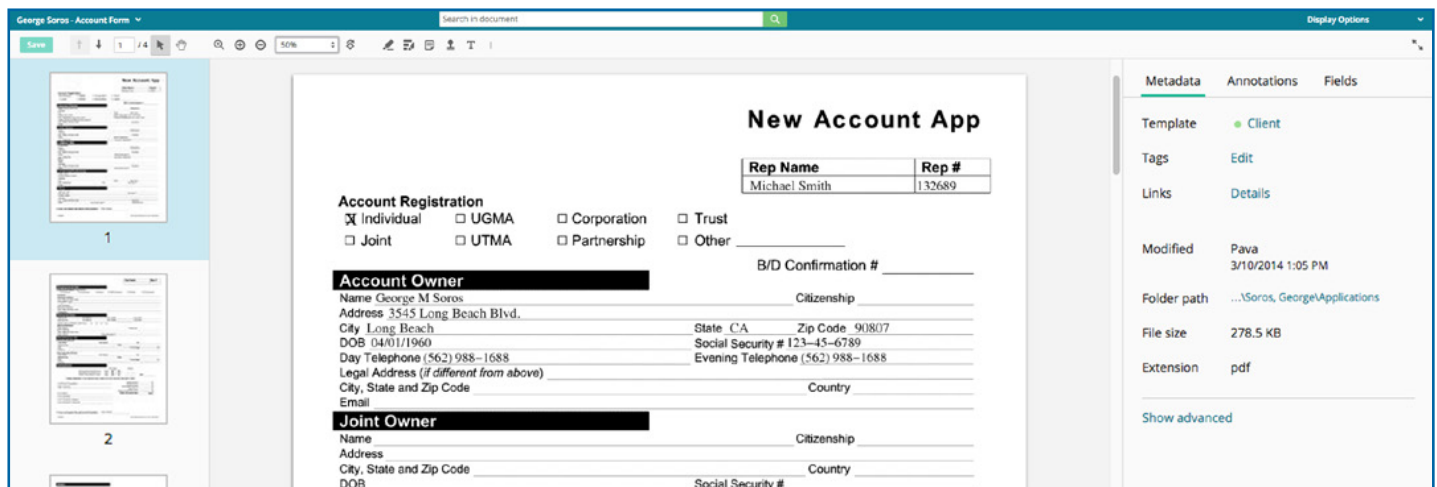
Product Highlights

- Upload, view and modify content in a streamlined, fully responsive web interface
- Create new documents and digitize existing archives
- Work with documents in a secure, digital document repository
- Facilitate compliance and reduce risk management with built-in audit reports
- Manage, create and set up security rights from one administrative login
- Connect your repository to productivity applications with built-in Microsoft Office integration
- Schedule bulk import and archival of paper and electronic documents
- Automatically share, process and update forms and customer data with the included Laserfiche Integration with Laser App®
- Integrate other third-party applications with one click using **Laserfiche Connector**, a code-free integration tool

Enable Rapid Adoption with User-Friendly Features

Get employees, customers, contractors and third parties using digital documents quickly with repositories that provide filtered, personalized views of files and options.

- **Custom User Views:** Filter by recently opened, frequently used and active documents
- **Rich Search:** Instantly retrieve documents with quick and advanced search options tailored to individual users' security rights
- **Robust Metadata:** View and modify all document metadata, annotations, fields and other modifications in a single user-friendly pane



The screenshot shows a web application interface for creating a new account. The main form is titled 'New Account App' and includes a table for 'Rep Name' and 'Rep #'. Below this is the 'Account Registration' section with radio buttons for 'Individual', 'UGMA', 'Corporation', 'Trust', 'Joint', 'UTMA', 'Partnership', and 'Other'. The 'Account Owner' section contains fields for Name, Address, City, State, Zip Code, DOB, Day Telephone, Legal Address, City, State and Zip Code, Email, and Citizenship. The 'Joint Owner' section has similar fields. A sidebar on the right displays document metadata, including Template (Client), Tags (Edit), Links (Details), Modified (Pava 3/10/2014 1:05 PM), Folder path, File size (278.5 KB), and Extension (pdf).

Update documents, redact confidential information and change document metadata from one place.

Protect Documents with Robust Auditing and Security

Bring control and transparency to your operations with built-in tools that manage the use of information assets stored throughout your Laserfiche Cloud system.

- **Automatic Auditing:** Automatically generate reports of user actions, document access and modifications
- **Built-in Disaster Recovery:** Perform daily system backup powered by Amazon Web Services
- **Granular System Security:** Control user actions and document access down to the metadata level from a streamlined administration account

Your Next Steps

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Learn More

<https://icc-cds.com/laserfiche/>

Location

3490 Winton Place,
Rochester, NY 14623

Access an On-Demand Webinar

<https://bit.ly/ICC-LF101>



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