

# Drive District-Wide Efficiency

The possibilities are endless. Applied wisely, the Laserfiche platform can do everything from serve teachers to improve student performance.

**Robert Allen** Director of Business Applications and Processes Frisco Independent School District



# Optimize Operational Efficiencies District-Wide

#### Student Records Student-Facing Administration Services & HR Enrollment Paperwork **Student Registration** Facilities Management Student Transfer Approval **Report Cards** HR Onboarding Sports Records After School Program **Travel Requests** Registration Lunch Vouchers Credentialing Special Education Program Personnel Files Case Files **Public Records** Finance School Board Agendas Public Announcements Accounts Payable Student Handbooks Accounts Receivable

### Use Laserfiche to Capture Documents From

- Email
- Fax
- Electronic Documents
- Scanners

- Digital Audio & Video
- Multifunction Peripherals
- Electronic Forms

### Speed Approval and Review

Laserfiche accelerates staff approvals by routing documents to the right people at the right time. At any point during the review process, it's easy to see who is responsible for the next action and send automatic email reminders to keep the process moving.

### Laserfiche For Administrators

Protect the privacy of confidential information, and cut costs in accounting, finance and human resources.

# Laserfiche For Schools

Reduce printing and mailing expenses through secure internet and intranet distribution of public documents.

## Laserfiche For Districts

Reduce distribution costs through web publication while protecting sensitive documents with multiple layers of security.

# Key Components of Laserfiche

With easy-to-use solutions such as electronic forms, workflow automation, one-click integration tools and records management, Laserfiche is an intuitive software suite that simplifies information management across the organization.

#### **BUSINESS PROCESS MANAGEMENT**

Automate document naming, filing and routing as well as email notifications to save time and money

#### MULTI-CHANNEL CAPTURE

Capture information from paper documents, electronic forms, emails, faxes and third-party databases

#### ELECTRONIC FORMS

Replace paper forms with easy-to-design e-Forms

#### GOVERNANCE, RISK & COMPLIANCE

Protect and preserve information with DoD 5015.2 and VERS-certified records management, digital signatures and role based authorization

# LASERFICHE ECM

#### DOCUMENT DISTRIBUTION

Expedite student and faculty services using on-demand, read-only documents stored online

#### DOCUMENT MANAGEMENT

Search and retrieve documents to locate information with preconfigured, full text and advanced searches

# Benefits of Laserfiche ECM

Laserfiche empowers school districts to support the success of staff and students alike. Whether you are an administrator, records manager or IT professional, Laserfiche offers easy-touse tools designed to simplify your job.

# Transform Manual Work Processes

Laserfiche helps school districts do more with less by improving staff collaboration and routing information across the district for review and approval.

- **Business Process Templates:** Meet your district's operational needs with easily configurable, templated solutions for student registration, student records management, accounts payable and more.
- **Electronic Forms:** Replace paper forms with easy-todesign electronic forms—no programming required.
- Workflow Automation: Simplify the review and approval of action items, such as application processing, employee expense reports and more.





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# Integrate Applications with Ease

Laserfiche seamlessly integrates with the applications schools districts use every day including student information systems (SIS), enterprise resource planning (ERP) systems, human resources software and more. This allows you to easily create intuitive, costeffective solutions using existing technology investments.

- Integrate with line-of-business applications in minutes using **Laserfiche Connector** an easy-to-use, wizard-driven tool that does not require custom programming.
- Create custom applications and integrations with the **Laserfiche Software Developer's Kit (SDK)**, a highly flexible and open programming interface.
- Browse hundreds of ready-to-use integrations that help you easily connect Laserfiche with core business applications, including Microsoft Office programs, multifunction devices such as Ricoh and Samsung, and popular cloud-based services including Microsoft OneDrive<sup>®</sup> and Google Drive<sup>™</sup>.

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# Protect the Security and Integrity of Student Records

Laserfiche simplifies compliance by easily storing records in accordance with regulatory rules, such as FERPA, HIPAA and ESSA.

- Laserfiche's government-certified security features help safeguard sensitive documents across the district—including controlling who sees what information based on a person's job role, department or other security authorization.
- With powerful auditing capabilities, Laserfiche tracks every user interaction with a document—helping you prepare for audits in minutes.
- Laserfiche Records Management—a DoD 5015.2-certified solution—can help you maintain secure, accurate and readily accessible records across the district.



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Item #7610

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