

Laserfiche Web Access 9™

Your Mobile Computing Platform

- **Support Distributed Teams and Manage Multi-Site Installations**
- **Deploy Quickly and Simplify Support**
- **Expand Document Access and Promote Participation in Business Processes**
- **Provide Mobile Content Management from a Variety of Devices**
- **Realize a Rapid Return on Investment**

Portability, Flexibility and Scalability

Laserfiche Web Access™ delivers enterprise content management capabilities in a single installation. With Laserfiche Web Access, staff can search, retrieve and work on documents from the Laserfiche repository through their Web browser, whether they're using the corporate intranet, logging in from a branch office or connecting from a smartphone while in the field. Laserfiche Web Access immediately extends better decision making, lower overhead costs and increased efficiency throughout your organization, all while relieving your IT department of installation, maintenance and troubleshooting burdens.

Laserfiche Web Access 9 Highlights

- Laserfiche Web Access supports Microsoft® Internet Explorer® 7.0 and higher, Mozilla® Firefox® 3.0 and higher, Safari® 4.0 and higher and Chrome™ 6.0 and higher, so users can participate in business processes in diverse working environments.
- Importing and organizing documents in the Laserfiche repository is simple and intuitive. Specify metadata, drag and drop a document's pages—even scan paper documents over the Web.
- A Quick Search™ bar appears on every page, so you can full-text search documents in your repository at any time. Context lines in the search results display the exact location of your search terms in a document.
- Dynamic image viewing enables you to zoom in and out or pan in any direction by dragging documents with your mouse—with no page reload times.
- Scanned documents can be downloaded as PDF files, to which you can apply passwords. PDF annotations, rendered as removable PDF layers, can be displayed or hidden during viewing.
- Settings are stored on the server, delivering a personalized interface to any location.
- Enable employees to securely capture, view and act upon mission-critical content from a range of mobile devices.
- Initiate workflows and report on their progress directly from Laserfiche Web Access, making it easy to participate in business processes from anywhere, on any device.
- Open Microsoft Word, Excel and PowerPoint documents directly in their native Microsoft Office applications instead of manually exporting them out of Laserfiche and downloading them.
- Upload or scan documents into records series created in the DoD 5015.2- and VERS-certified Laserfiche Records Management Edition, enabling staff to easily follow records retention procedures.
- Add document imaging and DoD 5015.2-certified records management functionality to Microsoft SharePoint using the Laserfiche SharePoint Integration components included with Laserfiche Web Access.

Support Distributed Teams and Manage Multi-Site Installations

With Laserfiche Web Access, staff in remote offices can scan documents into the Laserfiche repository, with the added advantage of capturing documents closer to their point of origin. This helps organizations reduce paper handling and shipping costs while streamlining operations and promoting long-distance collaboration. Laserfiche Web Access's flexibility also helps you resume operations quickly if disaster strikes, as well as ensure operational continuity in the event that staff can't come to work.

Deploy Quickly and Simplify Support

Laserfiche Web Access provides secure, enterprise-wide access to document archives from a centrally administered IIS server. Support for Windows Authentication greatly simplifies security administration, and IT staff can easily add new users without physically installing any software, allowing hundreds or even thousands of users to securely participate in business processes while freeing up IT resources for other important tasks. With Laserfiche Web Access's cross-platform functionality, users can manage documents from a variety of Web browsers and operating systems.

Expand Document Access and Promote Participation in Business Processes

Laserfiche Web Access works with the Laserfiche platform to cost-effectively deliver comprehensive records management, productivity and security capabilities. Using Laserfiche Web Access, authorized users can upload or scan documents into records series created in the DoD 5015.2-certified Laserfiche Records Management Edition™. This simplifies records management by enabling staff to easily scan documents directly into previously set records series. Plus, if your organization uses Microsoft SharePoint, you can use the Laserfiche SharePoint Integration components included with Laserfiche Web Access to add document imaging and DoD 5015.2-certified records management capabilities to your SharePoint installation.

Additionally, users can initiate and participate in approval processes designed in Laserfiche Workflow™, routing documents over the Web and collaborating with staff in multiple offices. And Laserfiche Audit Trail™ tracks actions by all users, including those who connect using Laserfiche Web Access, generating logs showing their system activity, including times, dates and reasons for what they do.

Provide Mobile Content Management from a Variety of Devices

Laserfiche Web Access provides a complete end-to-end solution that captures and controls mobile content, making it even simpler for users to get their jobs done, whether they're in the office or in the field.

Laserfiche Web Access Light, designed for mobile browsers, offers a lightweight Web interface for popular mobile devices, enabling users to search and retrieve documents, as well as approve documents and participate in workflow automation processes, while away from their desktop computers.

Laserfiche Mobile™ for iPhone and iPad is a fully functional app that makes it easy for employees to securely capture, view and act upon mission-critical content from wherever they are, while also ensuring that mobile content resides within the organization's IT governance structure.

Realize a Rapid Return on Investment

By extending document, records and business process management capabilities to your entire organization with one installation, Laserfiche Web Access helps you conserve time and labor resources, immediately gain efficiency and cost-effectively increase productivity. Because it integrates easily with your existing infrastructure, it capitalizes on your technology investment by increasing your network's business value. In addition to reducing the costs of paper-based processes, Laserfiche Web Access lowers your Laserfiche system's administration requirements, so IT staff can accomplish more in less time while expending fewer resources.

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 federal, state and local government agencies and Fortune 1000 companies—use Laserfiche® software to streamline document, records and business process management.

Your Next Step

Please visit laserfiche.com/wa or e-mail info@laserfiche.com for more information.

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