

# Laserfiche Cloud Factsheet

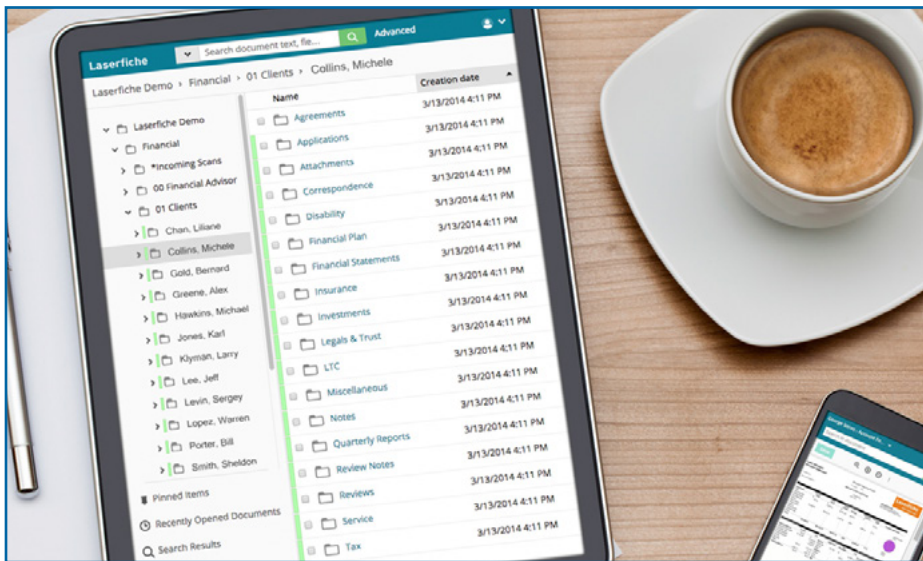
Laserfiche Cloud is a Software as a Service (SaaS) solution that provides a central digital repository accessible from anywhere.

- 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 editing a document titled 'New Account App'. The main area contains a form with the following sections:

- Account Registration:** Includes checkboxes for Individual (checked), UGMA, Corporation, Trust, Joint, UTMA, Partnership, and Other.
- Rep Name / Rep #:** A table with 'Michael Smith' and '132689'.
- Account Owner:** Fields for Name (George M Soros), Address (3545 Long Beach Blvd., Long Beach, CA 90807), DOB (04/01/1960), Social Security # (123-45-6789), Day Telephone (562) 988-1688, and Evening Telephone (562) 988-1688.
- Joint Owner:** Fields for Name, Address, DOB, and Social Security #.

On the right side, there is a 'Metadata' pane with the following information:

- Template: Client
- Tags: Edit
- Links: Details
- Modified: Pava, 3/10/2014 1:05 PM
- Folder path: ...\\Soros, George\\Applications
- File size: 278.5 KB
- 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

 **Contact Us**  
(800) 985-8533

 **Get a Demo**  
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