

Laserfiche

Product Suite 2011

The Laserfiche enterprise content management system is designed to be straightforward to purchase, deploy, extend, administer and support. Our solutions give IT managers central control over their information infrastructure, including standards, security and auditing, while still offering business units the flexibility to react quickly to changing conditions. To simplify system administration, the Laserfiche product suite is built on top of Microsoft technologies, deploys quickly and easily scales to accommodate both an increasing number of users and high-volume repository growth.

Laserfiche Product Feature Matrix

- Content Management Features
- Document Imaging Features
- Records Management Features
- Administration and Configuration Features

Content Management Features		Avante	Rio
Search and Retrieval		Standard	Enterprise
Indexing: Make image files full-text searchable through OCR. Fuzzy searches locate documents when OCR is inaccurate.			
Property/Metadata Search: Search on a single property or a combination, including location, file type, creation date, or user-defined metadata such as field values, tags, and document relationships or versions.			
Full Text Search: Search the contents of the entire repository (imaged and electronic documents) for a specific word or phrase. Boolean type searches (and, or, not and within) are supported as well.			
Search Toolbar: Automatically perform the most commonly used searches (text, field, annotation and name), as well as custom searches, from a Google-style toolbar.			
Windows/Office/SharePoint Interoperability		Standard	Enterprise
Microsoft Office: Send documents directly to Laserfiche from Office applications.			
Microsoft Outlook E-mail: Archive e-mail from Outlook and automatically extract message properties as metadata.			
Web Folders/WebDAV: Expose the Laserfiche folder structure through Windows Explorer for simple drag/drop and browsing.			
Microsoft SharePoint: Add document imaging and records management to SharePoint out of the box with Web Part, Records Center and Search Integration.			
Workflow		Standard	Enterprise
Workflow Designer: Create workflows by simply flowcharting your business processes.			
Built-In Activities: Use built-in activities to build workflows quickly.			
Extensible Rules: Create custom VB.NET and C# scripts using a built-in editor or design your own activities.			
Windows Workflow Foundation (WF): Share information with a wide variety of other applications. Laserfiche Workflow builds on the capabilities of WF. Export your Laserfiche workflows as WF workflow definitions; use Visual Studio .NET to incorporate them into your own WF workflows.			
Security		Standard	Enterprise
Single Sign-On: Authenticate with a Windows domain account in Active Directory.			
Permission Inheritance: Configure access through group membership, and allow users to inherit security settings from the groups they belong to.			
Access Control Lists: Secure documents through access control lists, security tags and privileges.			
Role-Based Authorization: Use granular permissions to grant access based on a user's role.			

Content Management Features (Continued)	Avante	Rio
Security	Standard	Enterprise
Privilege Delegation: Delegate security to more than one user with individual permissions.		
Security Watermarks: Create mandatory watermarks for printed documents.		
Secure Deletions: Secure deletions with DoD 5022.22 M compatible deletion protocols.		
Secure Recycle Bin: Documents in recycle bin have original security fully intact. Administrators can control which users are allowed to permanently purge items from the recycle bin.		
Secure Communication: Support for SSL for secure communication.		
Extensibility/Integration	Standard	Enterprise
Code Library: Jump-start your custom integrations from working examples, with complete code samples, which can be used out of the box or extended (Laserfiche Support Site).		
Uniquely Addressable Documents: Access any Laserfiche document with a unique URL or entry ID.		
Extensible Web Interfaces Customize Web interfaces built on ASP.NET.	Optional	
NET Toolkit: Create custom Laserfiche integrations with .NET.	Optional	Optional
Auditing	Standard	Enterprise
Auditing: Fully audit all system events.	Optional	
Reporting: Generate web-based audit reports, available as tables or charts.	Optional	
SQL Reporting Compatibility: Generate audit reports with Microsoft SQL Server Reporting Services.	Optional	
Library Services	Standard	Enterprise
Check-In/Out: Check out documents to work on offline. Other users can access read-only versions of documents that have been checked out.		
Versioning: Save older revisions when a document has been modified.		
Linking: Link documents based on user-defined relationships.		
Auditing: Track changes with a built-in auditing solution for security and compliance. Create and view reports through the Audit Trail Web Reporter portal, or further customize them using a .NET library or Microsoft SQL Reporting Services.	Optional	
Archiving: Storage and Preservation	Standard	Enterprise
Export for Archiving: Save older revisions when a document has been modified.		
DVD Archiving: Store documents and metadata on DVD.	Optional	Optional

Document Imaging Features	Avante	Rio
Capture	Standard	Enterprise
Scanning: Scan from Windows and Web. Supports TWAIN, ISIS, and Kofax.		
Automated Import: Monitor UNC addressable locations and import files based on business rules (Import Agent).	Optional	Optional
PhotoDocs: Import photos from digital or mobile phone cameras into Laserfiche, and straighten warped or curved images to generate clean, usable OCR text.		
Universal Capture: Capture images already stored on your computer or network, and process them as you would scanned images—including basic image enhancement, OCR, and metadata.		
Conversion	Standard	Enterprise
Image Conversion: Convert imported images to single-page TIFF files for long-term archival.		
Snapshot Printer: Convert and store electronic documents as archival images.		
Image Annotation	Standard	Enterprise
Sticky Notes: Add searchable notes, which are securable as private or protected.		
Redaction: Redact image and associated text to completely withhold sensitive information.		
Drawing Tools: Strikethrough, underline, text annotations and freehand markup tools facilitate collaboration.		
Attachment: Create compound documents by attaching files to imaged documents.		
Processing	Standard	Enterprise
Forms Processing: Identify, separate and process standardized forms.	Optional	Optional
Data Extraction: Extract data by “reading” a portion of an image, reading a barcode, determining whether an area is marked, or matching text to patterns.	Optional	Optional
Data Validation: Check your data with regular expressions. Retrieve supplemental metadata or perform validation from external data sources.	Optional	Optional
Extract, Transform, Load (ETL): Extract documents and metadata from one system, translate the data for the schema of another system and load the documents and data based on business rules (Laserfiche Capture Engine).	Optional	Optional
Bates Numbering: Electronically imprint documents with sequential alphanumeric numbers.	Optional	Optional

Records Management Features	Avante	Rio
Records Classification	Standard	Enterprise
Hierarchical File Plans: Classify and store documents according to your existing structure.	Optional	
Record Folder: Organize related records and perform records management actions on all of them at once.	Optional	
DoD 5015.2 Certification: Comply with DoD records management standards.	Optional	
Import File Plans: System can create a complete file plan by reading a schedule from Excel.	Optional	
Autofiling: System can automatically file records in the proper records series, create records folders and set the filing date.		
E-mail: Automatically extract metadata from Outlook. Easily archive e-mails through a drag-and-drop interface.		
Records Tracking	Standard	Enterprise
Audit All Records Management Events: Fully audit records management events, including cutoff, accession and disposition.	Optional	
Track Electronic and Non-Electronic Records: Support records management for electronic and non-electronic records.	Optional	
Lifecycle Management: Define cutoff criteria, retention, transfers and disposition of documents. Search for records and perform records management activities.	Optional	
Legal Holds: Freeze records disposition when legal holds are placed.	Optional	
E-mail Reports: Combined records management reporting with content, location and user-specific search criteria and e-mailed to records managers.	Optional	
Alternative Views: Customize views independent of records series to provide an intuitive look and feel for each department.	Optional	
Administration and Configuration Features	Avante	Rio
Deployment	Standard (+1 Users)	Enterprise (+100 Users)
Unattended Installs: Support for unattended installs.		
Windows Client: Support for native Windows client.		
Web Client: Web client supporting Internet Explorer and Firefox.	Optional	
Accessibility: Section 508 compliant.		
Anonymous Web Portal: Web-based portal for anonymous/public access. Avante: portals with 10, 25 or 50 licenses available. Rio: unlimited per-processor licensing.	Optional	Optional
License Manager: Generate individual licenses for installed instances of your Laserfiche software, based on your master license.	Optional	

Administration and Configuration Features (Continued)

Avante®

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System Administration	Standard	Enterprise
MMC: Manage your Laserfiche repositories through a Laserfiche Administration Manager snap-in for Microsoft Management Console (MMC).		
Event Tracing: Troubleshoot with Event Tracing for Windows (ETW), supplemented by HTTP logging and real-time "console mode."		
Windows Event Log: Monitor health of the system with a Laserfiche errors and warnings reporting system integrated with the Windows Event Log.		
WMI: Automate administrative tasks with Windows PowerShell through Laserfiche Windows Management Instrumentation (WMI) or .NET interface.		
Optical Back-Up: Burn document datasets on DVD with embedded viewer for archival backup.	Optional	Optional
Supported Configuration	Standard	Enterprise
Server Operating System: Windows 2003, Windows 2008.		
Client OS: Windows XP, Windows Vista, Mac (Web Access only).		
Databases: MS SQL Server 2000, MS SQL Server 2005, MS SQL Server 2008, Oracle 10g, Oracle 11g.		
Web Server: IIS.		
Web Browsers: Internet Explorer 6, Internet Explorer 7, Mozilla Firefox.		
Protocols: HTTP/WebDAV, DCOM, .NET.		
Clustering: Support for Active/Passive Failover.		
Authentication: Active Directory, Kerberos, Laserfiche Security.		
Virtualization: VMware Infrastructure, VMware vSphere, VMware Workstation, VMware Server.		
Support for Multiple Systems/Servers: Development systems, test systems, training systems, backup systems, multiple servers for remote offices or secure data.	Optional	

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