

# Laserfiche Product Suite

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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	Intuition	Avante	Rio
<b>Search and Retrieval</b>	Personal	Standard	Enterprise
<b>Indexing:</b> Make image files full-text searchable through OCR. Fuzzy searches locate documents when OCR is inaccurate.			
<b>Property/Metadata Search:</b> 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.			
<b>Full Text Search:</b> 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.			
<b>Search Toolbar:</b> Automatically perform the most commonly used searches (text, field, annotation and name), as well as custom searches, from a Google-style toolbar.			
<b>Windows/Office/SharePoint Interoperability</b>	Personal	Standard	Enterprise
<b>Microsoft Office:</b> Send documents directly to Laserfiche from Office applications.			
<b>Microsoft Outlook E-mail:</b> Archive e-mail from Outlook and automatically extract message properties as metadata.			
<b>Web Folders/WebDAV:</b> Expose the Laserfiche folder structure through Windows Explorer for simple drag/drop and browsing.			
<b>Microsoft SharePoint:</b> Add document imaging and records management to SharePoint out of the box with Web Part, Records Center and Search Integration.			
<b>Workflow</b>	Personal	Standard	Enterprise
<b>Workflow Designer:</b> Create workflows by simply flowcharting your business processes.			
<b>Built-In Activities:</b> Use built-in activities to build workflows quickly.			
<b>Extensible Rules:</b> Create custom VB.NET and C# scripts using a built-in editor or design your own activities.			
<b>Windows Workflow Foundation (WF):</b> 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.			
<b>Security</b>	Personal	Standard	Enterprise
<b>Single Sign-On:</b> Authenticate with a Windows domain account in Active Directory.			
<b>Permission Inheritance:</b> Configure access through group membership, and allow users to inherit security settings from the groups they belong to.			
<b>Access Control Lists:</b> Secure documents through access control lists, security tags and privileges.			
<b>Role-Based Authorization:</b> Use granular permissions to grant access based on a user's role.			

## Content Management Features (Continued)

	Intuition <sup>®</sup>	Avante <sup>®</sup>	Rio <sup>®</sup>
<b>Security</b>	Personal	Standard	Enterprise
<b>Privilege Delegation:</b> Delegate security to more than one user with individual permissions.		✓	✓
<b>Security Watermarks:</b> Create mandatory watermarks for printed documents.		✓	✓
<b>Secure Deletions:</b> Secure deletions with DoD 5022.22 M compatible deletion protocols.		✓	✓
<b>Secure Recycle Bin:</b> Documents in recycle bin have original security fully intact. Administrators can control which users are allowed to permanently purge items from the recycle bin.		✓	✓
<b>Secure Communication:</b> Support for SSL for secure communication.		✓	✓
<b>Extensibility/Integration</b>	Personal	Standard	Enterprise
<b>Code Library:</b> 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).		✓	✓
<b>Uniquely Addressable Documents:</b> Access any Laserfiche document with a unique URL or entry ID.		✓	✓
<b>Extensible Web Interfaces</b> Customize Web interfaces built on ASP.NET.		Optional	✓
<b>NET Toolkit:</b> Create custom Laserfiche integrations with .NET.		Optional	Optional
<b>Auditing</b>	Personal	Standard	Enterprise
<b>Auditing:</b> Track all system events with built-in auditing for security and compliance.		Optional	✓
<b>Reporting:</b> Generate Web-based audit reports, available as tables or charts, or create custom reports using a .NET library or SQL Reporting.		Optional	✓
<b>SQL Reporting Compatibility:</b> Generate audit reports with Microsoft SQL Server Reporting Services.		Optional	✓
<b>Library Services</b>	Personal	Standard	Enterprise
<b>Check-In/Out:</b> Check out documents to work on offline. Other users can access read-only versions of documents that have been checked out.		✓	✓
<b>Versioning:</b> Save older revisions when a document has been modified.		✓	✓
<b>Linking:</b> Link documents based on user-defined relationships.		✓	✓
<b>Archiving: Storage and Preservation</b>	Personal	Standard	Enterprise
<b>Export for Archiving:</b> Save older revisions when a document has been modified.	✓	✓	✓
<b>DVD Archiving:</b> Store documents and metadata on DVD.		Optional	Optional

Document Imaging Features	Intuition <sup>®</sup>	Avante <sup>®</sup>	Rio <sup>®</sup>
<b>Capture</b>	Personal	Standard	Enterprise
<b>Scanning:</b> Scan from Windows and Web. Supports TWAIN, ISIS, and Kofax.	✓	✓	✓
<b>Automated Import:</b> Monitor UNC addressable locations and import files based on business rules (Import Agent).		Optional	Optional
<b>PhotoDocs:</b> Import photos from digital or mobile phone cameras into Laserfiche, and straighten warped or curved images to generate clean, usable OCR text.		✓	✓
<b>Image Files:</b> Capture images already stored on your computer or network, and process them as you would scanned images—including basic image enhancement, OCR, and metadata.		✓	✓
<b>Electronic Documents:</b> Convert and store electronic documents as archival images.			
<b>Image Annotation</b>	Personal	Standard	Enterprise
<b>Sticky Notes:</b> Add searchable notes, which are securable as private or protected.	✓	✓	✓
<b>Redaction:</b> Redact image and associated text to completely withhold sensitive information.	✓	✓	✓
<b>Drawing Tools:</b> Strikethrough, underline, text annotations and freehand markup tools facilitate collaboration.		✓	✓
<b>Attachment:</b> Create compound documents by attaching files to imaged documents.		✓	✓
<b>Processing</b>	Personal	Standard	Enterprise
<b>Forms Processing:</b> Identify, separate and process standardized forms.		Optional	Optional
<b>Data Extraction:</b> 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
<b>Data Validation:</b> Check your data with regular expressions. Retrieve supplemental metadata or perform validation from external data sources.		Optional	Optional
<b>Extract, Transform, Load (ETL):</b> 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
<b>Bates Numbering:</b> Electronically imprint documents with sequential alphanumeric numbers.		Optional	Optional

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

## Administration and Configuration Features (Continued)

	Intuition <sup>®</sup>	Avante <sup>®</sup>	Rio <sup>®</sup>
System Administration	Personal	Standard	Enterprise
<b>MMC:</b> Manage your Laserfiche repositories through a Laserfiche Administration Manager snap-in for Microsoft Management Console (MMC).			
<b>Event Tracing:</b> Troubleshoot with Event Tracing for Windows (ETW), supplemented by HTTP logging and real-time "console mode."			
<b>Windows Event Log:</b> Monitor health of the system with a Laserfiche errors and warnings reporting system integrated with the Windows Event Log.			
<b>PowerShell:</b> Automate administrative tasks with Windows PowerShell through Laserfiche Windows Management Instrumentation (WMI) or .NET interface.			
<b>Optical Back-Up:</b> Burn document datasets on DVD with embedded viewer for archival backup.		Optional	Optional
Supported Configuration	Personal	Standard	Enterprise
<b>Server Operating System:</b> Windows 2003, Windows 2008.			
<b>Client OS:</b> Windows XP, Windows Vista, Windows 7, Mac (Web Access only).			
<b>Databases:</b> MS SQL Server 2000, MS SQL Server 2005, MS SQL Server 2008, Oracle 10g, Oracle 11g.			
<b>Web Server:</b> IIS.			
<b>Web Browsers:</b> Internet Explorer 6, Internet Explorer 7, Internet Explorer 8, Mozilla Firefox.			
<b>Protocols:</b> HTTP/WebDAV, DCOM, .NET.			
<b>Clustering:</b> Support for Active/Passive Failover.			
<b>Authentication:</b> Active Directory, Kerberos, Laserfiche Security.			
<b>Virtualization:</b> VMware Infrastructure, VMware vSphere, VMware Workstation, VMware Server.			
<b>Support for Multiple Systems/Servers:</b> Development systems, test systems, training systems, backup systems, multiple servers for remote offices or secure data.		Optional	

### Laserfiche

3545 Long Beach Blvd.  
 Long Beach, CA 90807

Web: [www.laserfiche.com](http://www.laserfiche.com)  
 Phone: (800) 985-8533  
 E-mail: [info@laserfiche.com](mailto:info@laserfiche.com)

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