

Snapshot™

Archive Your Electronic Documents with Ease

- ▶ Create long-term archival images of electronic documents
- ▶ Store electronic documents in a non-proprietary format
- ▶ Store unalterable electronic documents to satisfy regulatory requirements
- ▶ Extract clean text for full-text searches

Laserfiche Snapshot

Archival integrity. Future accessibility. Electronic documents pose many long-term challenges. Electronic documents are easily altered, making it difficult to track versions and maintain document security. The software programs that create documents, such as word processing and spreadsheet applications, change significantly from version to version, eventually becoming incompatible and resulting in files that can no longer be accessed.

Laserfiche Snapshot resolves these problems by converting electronic documents, such as Microsoft Word® and WordPerfect®, from their original format into searchable, archival TIFF images. Laserfiche security then prevents the images from being altered, enabling compliance with regulatory mandates. Snapshot allows you to view electronic documents without the software used to create them and to extend the benefits of Laserfiche to all your documents. Snapshot makes it possible to apply annotations and redactions, perform full-text searches and preserve electronic documents in a non-proprietary format.

Snapshot Highlights

- ▶ Capture high-quality color, grayscale and black-and-white archival images of electronic documents for fast digital retrieval.
- ▶ Streamline filing processes by determining index field values before documents are stored in the repository.

- ▶ Automate population of index field data for common information such as date, time and document name.
- ▶ Maintain long-term access with industry-standard TIFF Group IV storage format.
- ▶ Eliminate unnecessary printing and scanning steps from document capture processes.
- ▶ Make electronic documents full-text searchable.
- ▶ Easily roll out electronic document capture capabilities to work groups and departments by deployment as a network printer.
- ▶ Efficiently distribute electronic document capture capabilities in a Windows Terminal Services environment.

About Laserfiche Solutions

Laserfiche Snapshot is a capture module of the Laserfiche document management solution suite. Laserfiche solutions provide dependable digital archival, fast retrieval and efficient distribution solutions for over 21,000 public- and private-sector organizations around the world. Contact your authorized Laserfiche reseller for more information.

The Next Step

Please call (800) 985-8533 or e-mail info@laserfiche.com to request your free demo CD.