

How Laserfiche® Works for Document Control

Reliably and Securely Manage Your Documents

- Ensure that only designated users access your documents
- Track every document and its associated versions
- Maintain ISO standards throughout your organization

Successful document management involves much more than just simple word processing and file sharing. Document management today must control a document's complete life cycle—from creation and collaboration to content reuse and its eventual storage.

With Laserfiche document management, you control your documents with a much higher degree of reliability. Laserfiche integrates both electronic and paper documents, as well as legacy information and information from mission-critical applications, into enterprise-wide business processes.

- **Security.** Laserfiche security ensures that only designated users access your documents. Hide certain areas of information for certain users, or permit employees to access documents—but not make changes to them—in order to ensure full document control.
- **Versioning.** With full version control, track who made changes, when they were made, what changes were made and where all versions are located.
- **Visibility.** In addition to tracking every document and its associated versions, you can define any version of a document as its “latest version,” so users ensure they are working with the correct version of a document.
- **Availability.** Laserfiche's “Check-In/Check-Out” functionality ensures that a document cannot be altered by another user until it is checked back into the repository.
- **Audit Trail.** Use audit logs internally for performance review or activity monitoring, or publish them for external auditors' review. Laserfiche Audit Trail tracks actions users take within your Laserfiche system, so you ensure information security and simplify regulatory compliance.

Ensure Full Document Control with Versioning Protocol

With Laserfiche versioning functionality, any time a document is changed, employees are compelled to create a new version of it. And Laserfiche's Check-In/Check-Out functionality ensures that a document cannot be altered by another user until it is checked back into the repository. When a document is checked back in, a new version is created, and both the original and the new version are available for all users to view and modify.

- Track changes to every version of a document: who made it, when they made it, what changes were made to it and the exact location of every version of every document stored in your Laserfiche repository.
- Denote one version as the latest version of a document, so employees know with certainty which document they should be accessing.
- Track every change made to a document so different versions can be contrasted and compared.
- Search based on comments associated with each individual version.

Maintain ISO Standards throughout Your Organization

ISO 9001 Document Control 4.2.3 mandatory document control procedures must define document approval, updating and reapproval, change identification, document availability and controls over external and obsolete documents.

- Automatically add approved, updated or re-approved documents to your Laserfiche repository using Workflow automation tools.
- Control the addition of external documents to your repository with Laserfiche Import Agent.
- Ensure that documents are available when they are needed with Check-In/Check-Out functionality.
- Identify changes and prevent the inadvertent use of obsolete documents with versioning functionality.

Guarantee the Security of Your Information

All organizations maintain confidential client information, as well as proprietary information, and storing this information on paper can cause security risks if documents are reused or misfiled. With Laserfiche's comprehensive security controls, you safeguard your sensitive information.

- Assign access directly to Windows® groups, defining rights by user, group or both.
- Secure repository content by folder or volume and restrict access to metadata or annotations.
- Audit all interactions with the document repository or specify events to be recorded per group or user.
- Require users to submit reasons for printing, e-mailing and exporting documents, as well as enforce the applications of watermarks to authenticate printed documents.

Enable Enterprise Records Management

Promote compliant record keeping and preserve the taxonomy of your records with Laserfiche Records Management Edition™, a fully integrated DoD 5015.2-certified records management application.

- Enforce enterprise-wide records policies, regardless of your records' format, location or content, and without additional staff training.
- Automate life cycle management from document creation to final disposition.
- Run reports detailing where records are in their life cycle and which records are eligible for transfer, accession or destruction.
- Log all system activity, providing an audit trail that can be used to prove adherence to your records management plan and compliance with regulations.