

# Laserfiche Avante™

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Drive your organization forward with:

Document imaging • Content management • Business process management



# A Simple, Elegant Approach to Information Management

**Twenty years ago**, the agile approach to information management hinged on document imaging—the ability to convert paper documents into digital images, saving storage space and retrieval time.

**Ten years ago**, agile organizations made the leap to document management—technology that manages imaged and electronic documents throughout their life cycles, including capture, filing, access control (security) and archiving.

**Today**, successful organizations need more than document management; they need to optimize the decision-making process by getting the right content—whether structured or unstructured, paper or electronic, audio or video, photograph or e-mail—into the right hands at the right time.

**Laserfiche Avante** is a cutting-edge solution that combines comprehensive content management functionality with business process management (BPM) tools to both manage and process information—turning it into an asset that enables efficiency and smart decision making organization-wide.



SPEED  
LIMIT  
**15**

#### DOCUMENT IMAGING

Converts paper documents into an electronic or digital format.

SPEED  
LIMIT  
**25**

#### DOCUMENT MANAGEMENT

Manages documents (physical or digital) throughout their life cycles.

SPEED  
LIMIT  
**45**

#### BUSINESS PROCESS MANAGEMENT

Applies workflow technology to content-related processes in order to standardize and optimize them.

SPEED  
LIMIT  
**65**

#### LASERFICHE AVANTE

Manages all organizational content throughout its life cycle, including acquisition, filing, access control, routing (using BPM) and archiving.

# The Laserfiche Avante Advantage



Capture

## Pull the information you need from:

- ▶ Paper and electronic documents
- ▶ Faxes
- ▶ Forms
- ▶ E-mails
- ▶ Third-party databases and applications



Store

## Store and archive organizational content for long-term retention with:

- ▶ DoD 5015.2-certified records management
- ▶ Archiving and distribution tools



Secure

## Underpin your information governance strategy with comprehensive security features such as:

- ▶ Role-based authorization
- ▶ Access control
- ▶ Privilege delegation
- ▶ Security watermarks
- ▶ DoD 5022.22-compatible deletion protocols
- ▶ Audit Trails



Search & Retrieve

## Instantly search and retrieve information in your office, on your mobile device or over the Internet using:

- ▶ Indexing
- ▶ Property/metadata search
- ▶ Full text search
- ▶ Advanced search
- ▶ Search toolbar



Automate

## Automate resource-intensive processes by configuring workflows that perform specified actions at appropriate times:

- ▶ Route a document to a specific user
- ▶ Populate a field
- ▶ Add a tag
- ▶ Send an e-mail
- ▶ Exchange information with other business-critical applications

## Functionality, Meet Flexibility

Every organization has its own unique needs. Some are looking for a secure content repository, some need to access information through primary business applications such as GIS or CRM, and some want to enable repeatable processes such as case management, contract management, AP processing and more.

**Laserfiche Avante is an agile ECM system that can be quickly and easily configured to meet any organization's needs.** In addition to industry-leading content management to help you store, retrieve and secure your information, Laserfiche Avante includes sophisticated workflow tools to automate content-centric business processes while enabling increased visibility into performance.

Laserfiche Avante empowers your organization to operate more efficiently, effectively and profitably by:

- ▶ Managing all organizational content—both structured and unstructured—throughout its life cycle.
- ▶ Ensuring that information is an asset that is consistent, reliable, useful and available.
- ▶ Facilitating compliance with failsafe security and auditing features.
- ▶ Integrating seamlessly with the applications employees use every day.
- ▶ Streamlining operations by automating manual, repetitive processes.



# Workflow = Efficiency

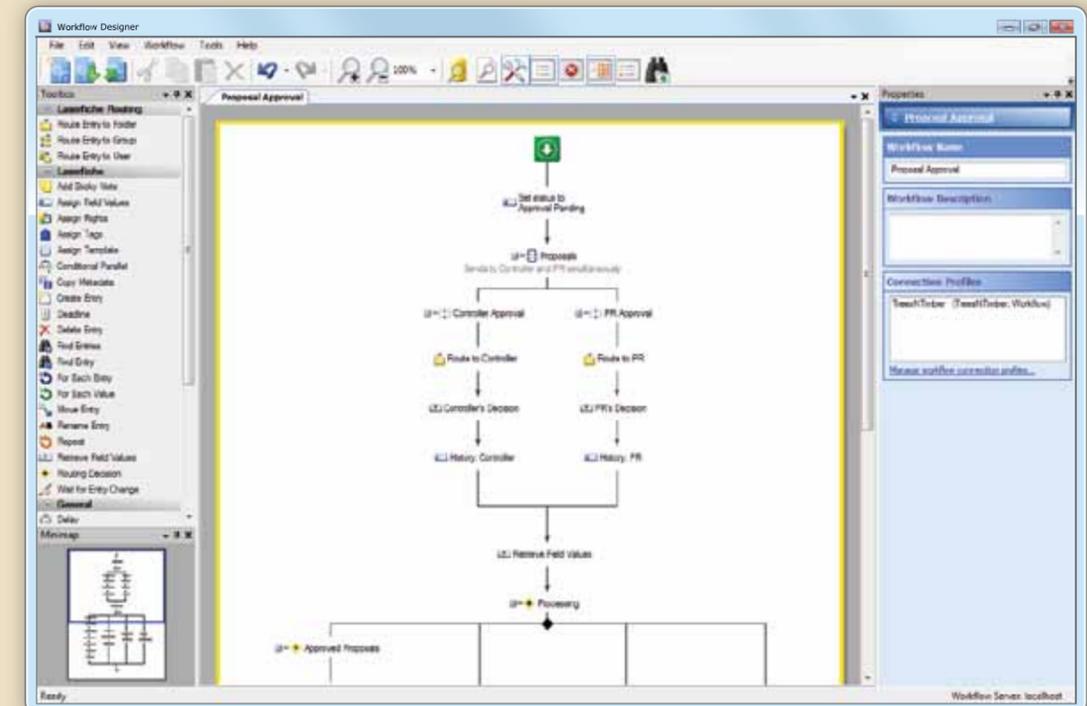
With powerful business process management tools, Laserfiche Avante integrates both structured and unstructured content into the flow of your business processes, so you **enhance productivity, improve efficiency and minimize overhead.**

Laserfiche Avante's workflow engine also gives you a platform to map, model and manage your business processes in order to obtain a better understanding of how to achieve your overall goals. Your business processes become more efficient, and you use your resources more effectively.

- ▶ Increase productivity by automating manual, repetitive processes.
- ▶ Model, execute and manage business processes without writing code.
- ▶ Trigger workflows based on actions taken in third-party applications like CRM, GIS, ERP and more.

## Easy to Design, Configure and Extend

More than just simple workflow automation, Laserfiche Workflow builds on the capabilities of Microsoft .NET to **seamlessly integrate with your existing systems**, business rules and data.



Built-in activities help you build workflows quickly, while extensible rules and a built-in script editor support custom C# and VB.NET scripting.

A graphical Workflow Designer enables you to create workflows by flowcharting your business processes with an intuitive interface for testing, modifying and supporting workflow activities.

Laserfiche Workflow builds on the capabilities of Windows Workflow Foundation (WF) so you can extend its functionality to all your line-of-business applications.



# Laserfiche Avante at Work

Organizations across a wealth of industries use Laserfiche Avante to drive efficiency, cut costs and streamline repeatable processes. The following are just a few examples of **how Laserfiche Avante can transform the way your organization operates.**



## Government

Laserfiche Avante moves government agencies beyond finding and filing. With its powerful workflow engine and ability to integrate with a wide variety of enterprise applications, Laserfiche Avante can be used to execute repeatable processes in a consistent manner across the organization, optimizing resource efficiency, cost and service delivery.

- ▶ Accelerate finance processes, shortening collection times and reducing banking fees.
- ▶ Eliminate bottlenecks when reviewing, approving and issuing permits, improving customer service.
- ▶ Simplify contract creation using a master template and clause library.

“ We are so busy with such a small staff that we’re looking for ways to do more with less. Laserfiche does that for us. With Laserfiche Avante, we’re set to experience full ROI within 2 ½ years. ”

**Christine Curtis**  
Assistant Town Manager / City of Brownsburg, IN

“ If a firm has a process that involves multiple touches, multiple points of entry and time sensitivity, then Laserfiche Avante’s workflow capability is a viable solution to streamline the process and gain better control. Using Laserfiche, we’ve saved more than 72 hours of labor annually just by automating a single business process. ”

**Joseph Salpietro**  
President and CEO / Xpyria Investment Advisors

## Financial Services

Laserfiche Avante improves productivity at financial services firms, enabling employees to spend less time shuffling paper and more time on the profitable, client-facing activities that deliver results.

- ▶ Quickly bring new clients onboard by automating the new account opening process.
- ▶ Automate security and correspondence logs.
- ▶ Route client documents through the approval process with e-mail notifications to ensure timely action.

# Laserfiche Avante at Work



## Healthcare

Quickly connecting staff with critical information is the key to cost-effectively delivering top-quality medical care. Leading healthcare organizations of all sizes are turning to Laserfiche Avante to dramatically improve their business productivity and responsiveness.

- ▶ Accelerate payment cycles by scanning charts and other documents at the point of service, and automatically route them through verification, coding and billing workflows.
- ▶ Improve patient service by automatically sending test results and important updates to physicians as soon as the information is received.
- ▶ Speed the healthcare provider credentialing process by routing application packets through the review and approval process.

“ We use Laserfiche Avante to provide the management team with a comprehensive overview of the company’s workflow, including where documents are, who is working on each document and the length of time it takes to process each document. As a result, productivity has increased by 20%. ”

**Ron Anderson**  
Director of Business Development / CHMB

“ In the past, employees would physically walk hard copy folders between departments on the plant floor. It was hard to figure out which departments had seen what, and where exactly each order was in the manufacturing process. Thanks to Laserfiche Workflow, information never gets lost and it’s easy to track exactly what’s going on at any given time. ”

**Michael Eklund**  
Information Systems Coordinator / RMS Company

## Commercial

As businesses grow and change, so does the amount of information they need to process and manage. Successful businesses count on Laserfiche Avante to satisfy the needs of staff, administrators and IT professionals alike.

- ▶ Accelerate time-to-market by providing users with efficient tools to replace manual tracking processes.
- ▶ Enable multiple departments to authorize changes the moment revisions need to occur, eliminating bottlenecks.
- ▶ Trigger workflow activities from third-party applications.



# An Essential Component of Your Connected Framework



“ What sets Laserfiche apart from other ECM solutions is its **ease of administration and use**, which is why we chose it when we standardized our entire county. Laserfiche is the best choice for IT professionals, because it offers more functionality, lower overhead costs and an excellent ROI. ”

**Darlene Hale**, IT Director, LaPorte County, IN

**Laserfiche Avante readily fits into your existing networked environment**, without requiring custom programming or extensive hardware and software updates. Developed to support close integration with industry-standard platforms, Laserfiche Avante is compatible with Windows XP, 2003, 2008, Vista™ and 7, and supports Microsoft SQL Express®, Microsoft SQL Server® and Oracle database management systems.

- ▶ Administer your system using Microsoft Management Console snap-ins.
- ▶ Use of WebDAV technology offers broad interoperability and integration options, as well as support for Microsoft's Web Folders.
- ▶ Assign access rights and permissions directly to Active Directory groups, and maintain security through Windows Authentication.
- ▶ Integrate your primary applications into Laserfiche workflows using the Windows Workflow Foundation and .NET.
- ▶ Drag and drop e-mail from Microsoft Outlook® into Laserfiche, preserving e-mail metadata.

## Laserfiche Avante Architecture

By providing central control alongside local flexibility, Laserfiche Avante enables the organization to establish overarching standards and security policies while at the same time giving individual departments the ability to store information and configure business processes according to their specialized needs.

### SMARTER OUTCOMES

Publication and Distribution	Enterprise Risk Management	ROI for Repeatable Processes
Enterprise Information Portal	Personalized Interfaces	Value Creation

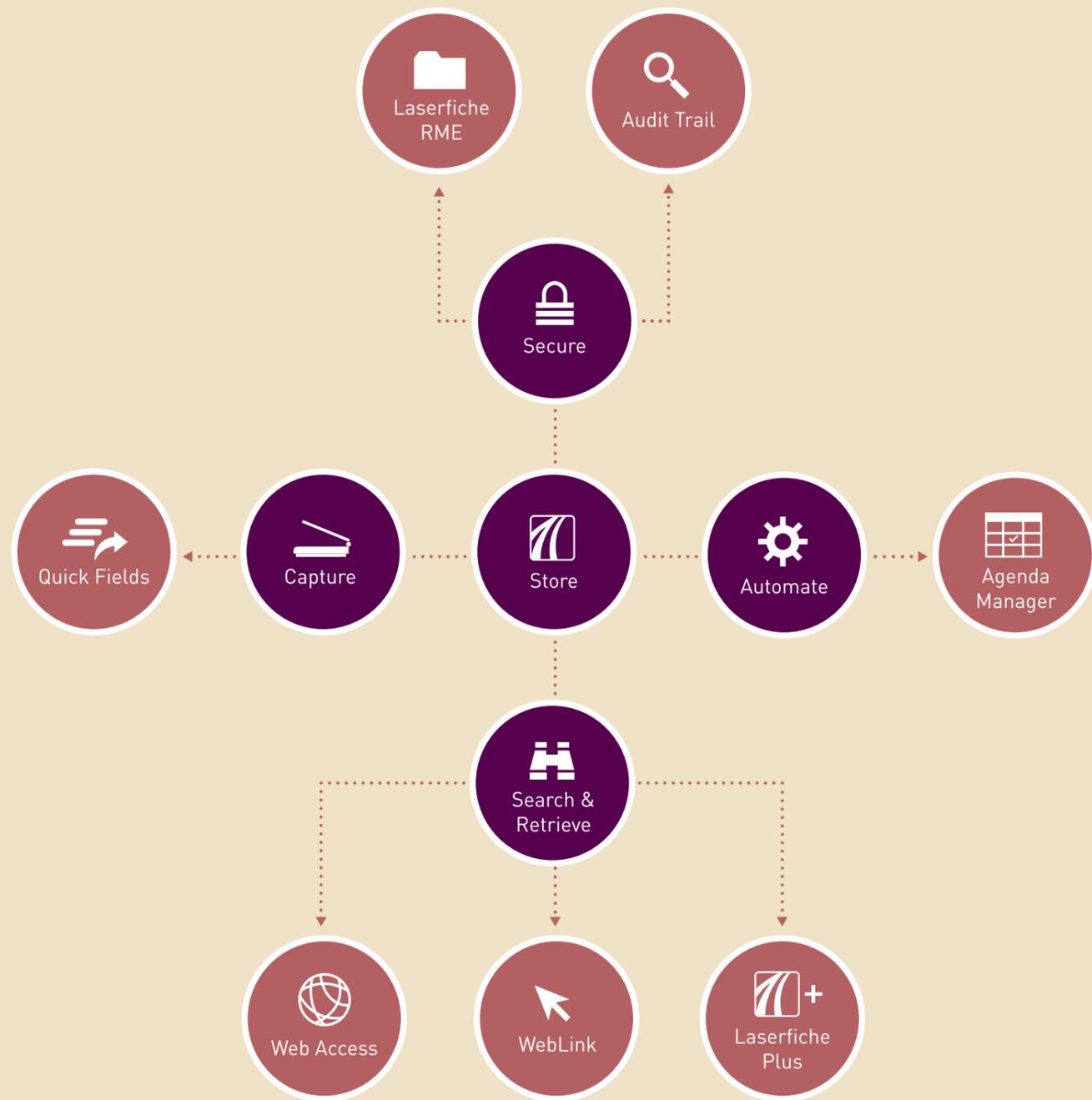
### VALUABLE CAPABILITIES

Transparent Records Management		Business Process Management	
Enterprise Classification	Document Capture and ETL	Auditing	
Enterprise Search and Retrieval		Information Life Cycle Management	

### AGILE FRAMEWORK

By serving as the universal repository for all organizational content (including paper, forms, audio/video files, e-mail, etc.), Laserfiche Avante provides a single point of control for complete life cycle management.	By acting as integrative middleware that links into legacy systems and line-of-business applications such as GIS, CRM, ERP and more, Laserfiche Avante allows users to access information in the manner and environment in which they are most comfortable.	By serving as an enabler of shared services, Laserfiche Avante eliminates data silos and automates cross-functional activities, accelerating collaboration and data processing.
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# Laserfiche Avante System Diagram



## Out-of-the-Box Functionality

Laserfiche Avante's licensing is based on the number of people who will be using the system—which makes it possible to calculate the cost of most systems by doing little more than counting employees.

Named user licenses include everything you need to get started—for \$500 per license.

-  **Centralize management of multiple types of information**, including digitized paper documents, electronic documents, e-mail and digital audio and video files. Servers are sold individually and support industry-standard Microsoft® and Oracle® database platforms.
-  **Give users intuitive, instant access to information**. Users each have their own connection through the Laserfiche Client, so they are always able to access their information.
-  **Promote constant productivity** with Workflow's rules-based routing, e-mail notification and activity monitoring.
-  **Add paper documents to your Laserfiche repository** with an intuitive scanning interface.
-  **Create archival TIFF images of electronic documents** without repetitive printing and scanning.
-  **Protect your information** with comprehensive security features.

## Expand Beyond the Basics

Laserfiche Avante's pricing structure makes it simple and affordable to add new features and functionality to your Laserfiche system as your needs change.

-  **Laserfiche Records Management Edition™**, a DoD 5015.2-certified solution, fully integrates records management with your Laserfiche Avante system.
-  **Laserfiche Audit Trail™** tracks actions users take within the Laserfiche system, so you ensure information security and simplify regulatory compliance.
-  **Laserfiche Quick Fields™** provides high-volume document capture and processing tools, including data extraction modules, capture tools, image enhancements and forms processing tools.
-  **Laserfiche Agenda Manager™** simplifies and automates agenda processes from item submission through publication of the final document.
-  **Laserfiche Web Access™**, a true thin client, reduces installation, support and maintenance requirements by providing authorized users with access to your documents over the Web.
-  **Laserfiche WebLink™** offers a read-only public Web portal with secure, one-touch document publishing.
-  **Laserfiche Plus™** archives documents on CDs, DVDs, USB drives or external hard drives in self-contained repositories that include built-in viewers and search engines.

# Protect the Value of Your Laserfiche Investment

Technology represents one of the most significant investments you make in your organization's success. That's why **Laserfiche is committed to constantly improving its product suites to help you meet new business challenges.** The Laserfiche Software Assurance Plan (LSAP) provides your organization with these enhancements as soon as they're released, along with the technical support and detailed technical material that preserves and extends the value of your Laserfiche investment.

LSAP helps you take the guesswork out of budgeting by bundling everything you need to maintain your Laserfiche system into a simple annual payment. It ensures that you have every resource you need to meet technical challenges and expand your Laserfiche infrastructure, including:

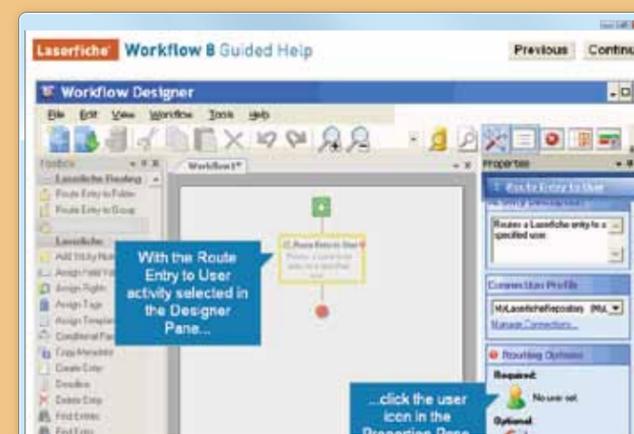
- ▶ **Rapid-response technical support.** Your Laserfiche reseller will promptly troubleshoot and resolve any issues that arise—before they impact operations or affect staff productivity.
- ▶ **Online support resources.** Your staff receives access to the Laserfiche Support Site, where they'll find the detailed technical information that helps them optimize system performance and maximize uptime, as well as integrate your document repository with your organization's other line-of-business applications.
- ▶ **The latest hotfixes, updates and patches.** These critical items ensure that your Laserfiche system continues to operate at peak efficiency.
- ▶ **New releases.** You'll make sure your system stays current, as new releases of your licensed products are included at no additional charge.
- ▶ **An easy path to growth.** We're committed to continuously improving and expanding the Laserfiche product suite. And as we do, you can credit 100% of the purchase price of your current Laserfiche software toward any new product line purchases.



Downloadable scripts and custom applications in the **Code Library** help your IT staff easily extend Laserfiche functionality.



**Forums** provide an interactive location to discuss product features and functionality with Laserfiche Developers and other members of the Laserfiche community.



**Video tutorials** provide hands-on instruction in how to use Laserfiche most effectively.

# The Tools to Drive Your Organization Forward

With a sophisticated Code Library, world-class community, extensive training options and more, **Laserfiche provides customers with more than just software**—it provides a comprehensive framework for delivering value quickly, easily and without the need to bring in expensive experts at every turn.

## TRAINING

- ▶ Annual conference
- ▶ Certified Professional Program (CPP)
- ▶ Regional workshops
- ▶ Webinars

## SOLUTION EXCHANGE

- ▶ Code Library
- ▶ Integration Marketplace
- ▶ Online forums

## COMMUNITY

- ▶ Luminary blogs
- ▶ Case studies
- ▶ User groups
- ▶ Newsletters

Laserfiche is more than software; it's a community that's dedicated to helping organizations run smarter. Drive true organizational agility by leveraging everything Laserfiche has to offer.



## Join the Laserfiche community

Want to learn more?  
Explore Laserfiche Avante's functionality,  
discover industry solutions and  
get customer perspectives at:

[laserfiche.com/avante](https://laserfiche.com/avante)



## About Laserfiche

Since 1987, Laserfiche® has used its Run Smarter® philosophy to create simple and elegant enterprise content management (ECM) solutions. More than 30,000 organizations worldwide—including government entities and Fortune 1000 companies—use Laserfiche software to streamline document, records and business process management.

The **Laserfiche ECM system** is designed to give organizations central control over their information infrastructure, including standards, security and auditing, while still offering business units the flexibility to react quickly to changing conditions. The Laserfiche product suite—built on top of Microsoft® technologies to leverage your existing technology investments—deploys rapidly, enhances efficiency and integrates seamlessly with the applications employees use every day.

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