

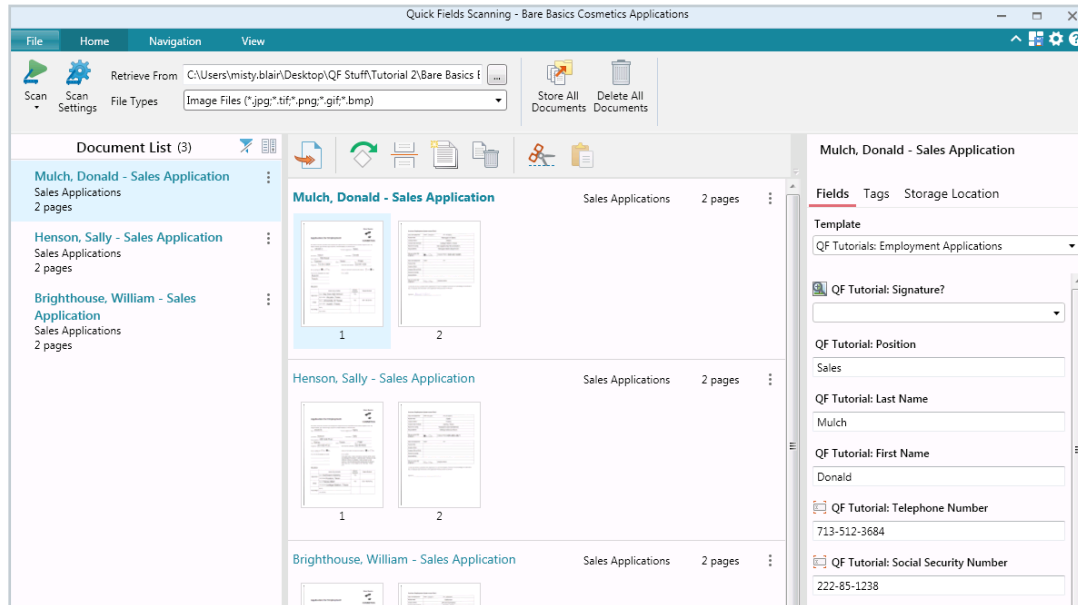


Laserfiche Quick Fields

Laserfiche Quick Fields is high-volume capture software that automates document import, classification and indexing.

Capture

- Import documents from a variety of sources including scanners, network drives or Laserfiche repositories
- Enable scanner operators to focus on scanning rather than the configuration of sessions and document classes by using the new Quick Fields Scanning application

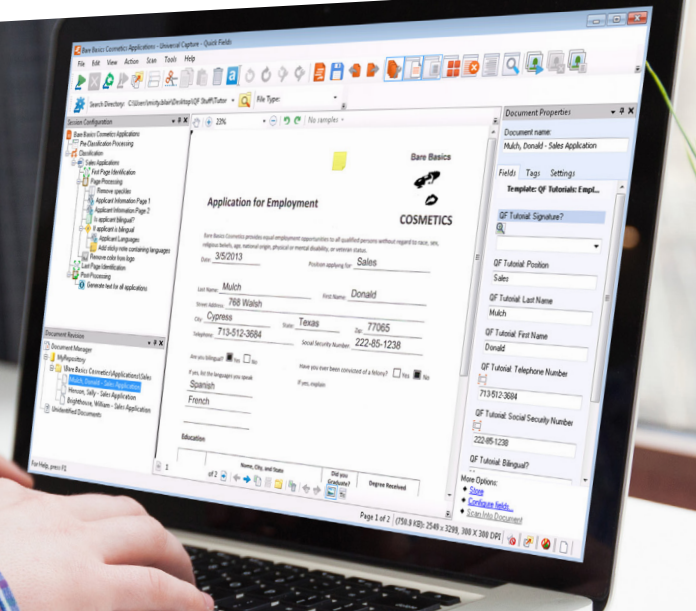


Laserfiche Quick Fields Scanning is a simple, intuitive desktop application designed with scanner operators in mind.

Identify and Classify

- Classify documents using barcodes, fields, form identification or any characteristics that fit your organization's needs
- Split document batches automatically by identifying new documents based on page size, text on the page or the presence of a coversheet
- Use document contents—including words and word patterns—to identify documents that require processing

Laserfiche Quick Fields is the desktop application used to build the scanning sessions that automatically sort and categorize incoming documents.

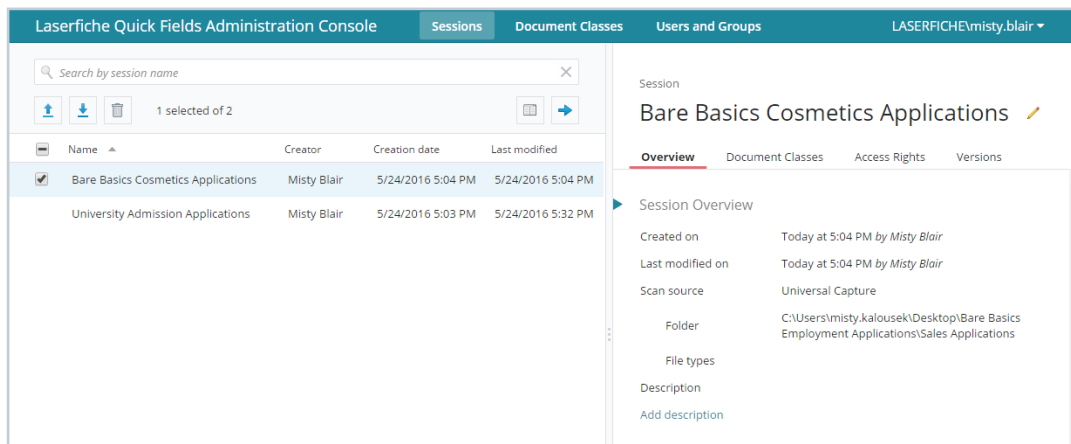


Index and Process

- Reduce data entry by using extracted data from barcodes and document content to automatically name, index and assign metadata to documents, start a workflow process or interact with a workflow already in progress
- Keep your repository organized by populating fields, and creating document names and folder paths based on text extracted from designated areas of a document
- Keep your Laserfiche system up to date by pulling information from a third-party database and using it to create a folder structure, cross-check data entry or populate template fields
- Send the document for review or approval right after import by kicking off automated business processes as soon as documents are processed
- Redact important information quickly by automatically applying annotations to specified regions of a document
- Use Bates Numbering to automatically apply identifying numbers to documents (e.g. legal or medical forms)

Centralize Administration

- Reduce time designing Quick Fields sessions by saving document classes on the centralized server and reusing them in different sessions
- Make session updates immediately available to relevant users by storing sessions on a centralized server for multiple users to access
- Define user roles and manage session access rights through the Quick Fields Administration Console
- Save employee time by using Quick Fields Agent to schedule automated processing sessions around the clock, without operator intervention



The Laserfiche Quick Fields Administration Console allows administrators to define the role of users and manage the sessions and document classes that users have access to through the Quick Fields Server.

Laserfiche®

Run Smarter®

About Laserfiche

Laserfiche Enterprise Content Management transforms how organizations manage information, automate document-driven business processes and make timely, informed decisions. Using Laserfiche, organizations can innovate how documents and unstructured information are processed and analyzed to achieve business results. Laserfiche provides intuitive solutions for capture, electronic forms, workflow, case management, cloud, mobile and government-certified records management. Since 1987, Laserfiche has been the trusted choice of more than 36,000 organizations worldwide.

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