

Laserfiche Quick Fields®

Extract Value From Your Information



Put the actionable information that's locked away in paper forms, faxes, electronic databases, legacy systems and software applications to work for you.

With Laserfiche Quick Fields, you accelerate the flow of useful information in business operations, reducing labor costs and eliminating errors associated with manual data entry—while empowering staff to use their time more productively.

The result? You make information available faster, increase your return on investment and conserve resources by eliminating manual document processing.

Learn More Inside

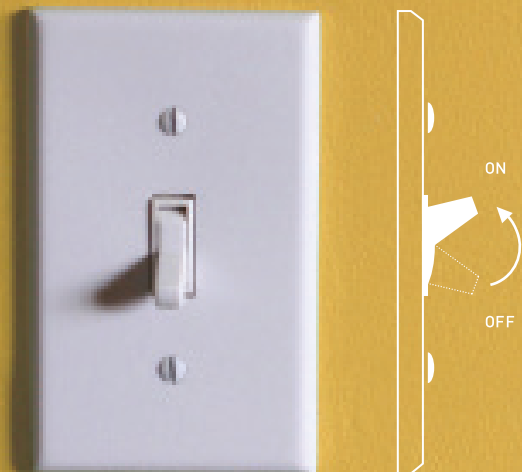
- ▶ Reduce labor-intensive, error-prone manual sorting and data entry
- ▶ Gain more control over capture processes with flexible configuration tools
- ▶ Integrate Laserfiche Quick Fields into existing business processes

Optimize

Your Resource Usage

“With Laserfiche Quick Fields, our staff can just throw a stack of documents into the scanner and the system will file them and fill in the template fields automatically. **It’s so quick and easy!** And it didn’t take much to get it in place, either.”

Chris Shinnick / MIS Coordinator / City of Buffalo, MN



Cut down on costly manual scanning and indexing

Even with an enterprise content management system, data entry and filing can still be expensive. Manually sorting paper and electronic documents for processing, then applying metadata and creating folder structures to file them in, can often require full-time staff dedicated to electronic data entry and filing.

Laserfiche Quick Fields transforms capture and indexing into an efficient process, helping you reclaim time and money for other important activities.

Designed for high-volume environments, Laserfiche Quick Fields’ production-level tools automatically capture precise pieces of information from paper and electronic documents, turning unstructured information into a viable, actionable resource. By improving the speed and accuracy of repetitive manual processes, Laserfiche Quick Fields also helps you conserve staff time and IT resources.

► Capture

Pull the information you need from paper and electronic documents, faxes, forms and third-party databases and applications, eliminating information silos.

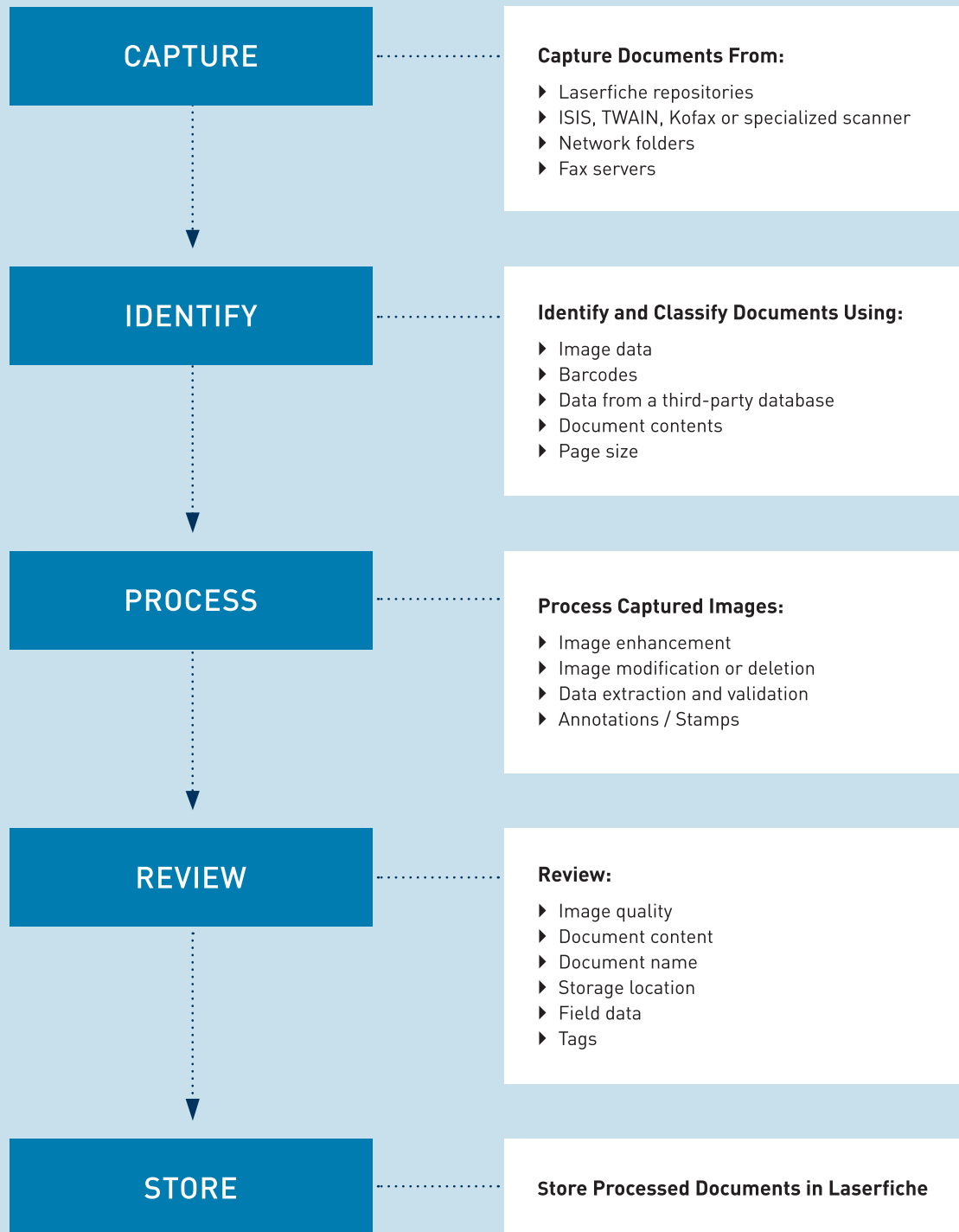
► Identify

Categorize and index documents without labor-intensive pre-sorting.

► Process

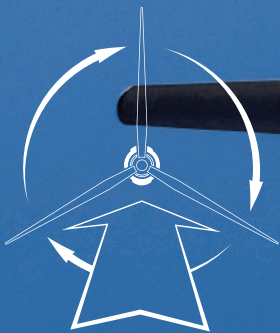
Use extracted information to fill in fields, apply stamps or annotations, or automatically create folder structures and file documents.

The Laserfiche Quick Fields Process



Capture the Power of Your Information

Add documents from both paper and electronic sources into your repository with capture tools designed to simplify repetitive processes. From automatically cleaning up scanned images for improved text and data extraction to automatically correcting scanning errors, Laserfiche Quick Fields provides the functionality you need to capture information faster—and more accurately.



Laserfiche Quick Fields in Action

Bloss & Dillard Inc. used Laserfiche Quick Fields to dramatically reduce the costs of scanning 350,000 documents into their Laserfiche system. **Automation with Laserfiche Quick Fields saved 20 minutes per policy and resulted in over \$23,000 in saved labor costs.** And since implementing Laserfiche, the firm has cut the amount of time necessary to issue a new policy from 10 days to three.

- ▶ Read text from electronic documents to quickly sort documents and extract information to fill out fields and create folder paths.
- ▶ Capture and process documents in a variety of electronic formats, including PDFs and Microsoft® Word® documents.
- ▶ Adjust to changing business conditions by reprocessing documents already in your Laserfiche repository.
- ▶ Schedule automated processing sessions around the clock, without requiring operator intervention.



Capture Engines

Scanning

Accommodate your preferred hardware, including Kofax, TWAIN and other scanners.

ScanConnect

Capture documents from ISIS scanners.

Universal Capture

Transfer files from network directories, fax servers, MFDs and specialized scanners.

Laserfiche Capture Engine

Pull documents, metadata and annotations directly from a Laserfiche repository for reprocessing.

Capture Enhancement Tools

OmniPage OCR

Automatically pull searchable text from scanned documents.

Zoom Fields

Zero in on selected image areas so your scanner operator can quickly enter information or confirm that data was captured correctly.

Image Enhancements

Automatically clean up scanned images to improve OCR results with tools including line removal, color removal and smoothing, deskew, despeckling, auto-rotation and resizing.

Page Removal

Discard blank pages or cover sheets based on page number and other sorting criteria.

PDF Processing Tools

Process PDFs and PDF forms just like you would scanned image documents, including making data in PDF forms permanent for archival purposes.

Identify and Classify

Documents Without Manual Processing

Manual sorting isn't just time-consuming and error-prone—it's also expensive. Laserfiche Quick Fields automatically identifies and sorts documents, enabling you to customize handling, processing and information capture for specific document types. Whether you recognize forms or documents based on page format or size, document contents or other characteristics, you eliminate the need for manual sorting and processing.

With Laserfiche Quick Fields, you can easily manage multiple document classes in a single processing session, optimizing resources and improving processing speed. Classify documents using barcodes, fields, form identification or any characteristics that fit your organization's needs—Laserfiche Quick Fields automatically pulls the information you need from large batches of unsorted documents, preventing costly errors and operational bottlenecks. You save time and resources, enabling staff to spend time on more productive tasks.

- ▶ Identify and sort forms, customize information capture for specific forms and optimize the quality of scanned images.
- ▶ Use document characteristics, contents or size—including page numbers, signatures or document page count—to identify where a document begins or ends.
- ▶ Assign document types on the fly, improving quality assurance and eliminating reprocessing.
- ▶ Use iFilter technology to recognize the text associated with electronic documents.

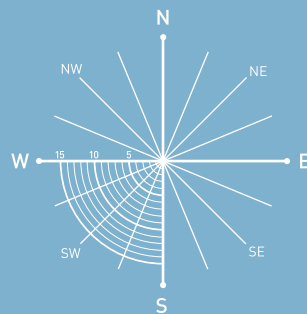




“ With Laserfiche Quick Fields, it’s pretty much a pass over the scanner and we’re done. **Laserfiche saves us tons of time and man-hours** with just the few minutes it takes to scan these documents.

We’re not going home any earlier, we’re just doing more work in a day.”

Melissa García / Records Clerk / Paso Robles Police Department



Identify and Classify Documents Without Manual Processing

Unprocessed Form

Building Safety Check Application
City of Rose Cliff Fire Department
Fire Prevention Bureau

368756

DATE: 03/16/2009
SUBMITTED BY: Jane Meyer

4545 Center Hills Road

I. Facility/Site Information

PROJECT NAME: Office Safety Initiative
ADDRESS: 4545 Center Hills Road
CITY: Rose Cliff
STATE: CA
ZIP: 90007

II. Property Owner Information

COMPANY: TRS Management
CONTACT: Jane Meyer
ADDRESS: 4545 Center Hills Road
STATE LIC #: A4769298
CITY BUSINESS LIC. #: A7482384
CITY: Rose Cliff
CLASS: 9999
EXP. DATE: 06/30/2006

III. Work Details

TYPE OF PLAN:

- Building/New Construction
- Underground Tanks (4) # of tanks
- Fire Alarm
- Fire Hydrant/Fire Access
- Sprinkler/Tenant Improvement () # of heads
- Fire Suppression System
- Above Ground Tanks () # of tanks
- Building/Tenant Improvements
- Spray Booth
- Sprinkler/New Construction () # of heads
- Other

DESCRIPTION OF WORK:
Remove 5000 gal tank

Processed Form

Building Safety Check Application
City of Rose Cliff Fire Department
Fire Prevention Bureau

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CITY BUSINESS LIC. #: A7482384
CONTACT: Jane Meyer
CITY: Rose Cliff
CLASS: 9999
EXP. DATE: 06/30/2009
PHONE: 562 986 4585
STATE: CA
ZIP: 90007
EXP. DATE: 06/30/2009

III. Work Details

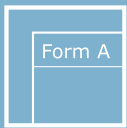
TYPE OF PLAN:

- Building/New Construction
- Underground Tanks (4) # of tanks
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DESCRIPTION OF WORK:
Remove 5000 gal tank

RECEIVED
MAY 16 2009

Identify



Form Identification

Recognize a document based on its overall characteristics—even without distinguishing information such as barcodes.



Page Size Identification

Identify document types based on page format or size.



Form Alignment

Automatically reposition the document to match a master form, correcting for scanning errors and improving data extraction.



Form Extractor

Remove form outlines, isolating data for more accurate capture.



OMR / Auto-OMR

Optical Mark Recognition (OMR) detects checkmarks on surveys, tests and ballots. Auto-OMR automatically detects multiple zones for validation.



Barcode Plug-In

Identify documents based on a variety of barcodes, including 2D, Code 39, Code 128 and EAN 13 and 8.



Zone OCR

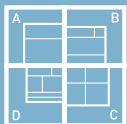
Recognize document types based on text extracted from designated areas of a document.



Text and Token Identification

Use document contents—including words and word patterns—to identify documents that require processing.

Classify



Document Classification

Eliminate the need for manual sorting by automatically classifying multiple document types in a single processing session. Documents can be classified using barcodes, fields, Form Identification and a variety of other methods.



Conditional Processing

Control when—and how—your processes begin and end by setting up precise conditions, and consolidate document classes to make processing faster and more efficient.



Token Retriever and Collector

Manage multiple document classes in a single processing session using information extracted from barcodes, fields, header sheets or other methods.

Categorize and Organize

Unstructured Data

Once you've sorted and identified your documents, Laserfiche Quick Fields enables you to automate the processes required to get the most value from the information you've collected. Laserfiche Quick Fields extracts the precise pieces of information you need from paper forms, electronic documents and databases, then uses that information to categorize and organize unstructured data. You increase your operating speed and effectiveness while reducing the time spent transferring information between applications.

- ▶ Improve the accuracy of newly captured information by comparing it with data from other applications.
- ▶ Use extracted data from barcodes, document content and customizable areas of forms to automatically name, index and assign metadata to documents, kick start a workflow process or interact with a workflow already in process.
- ▶ Conserve network bandwidth by automatically transferring processed documents to the Laserfiche repository at scheduled intervals.
- ▶ Ensure data accuracy and standardize naming conventions with support for all Laserfiche field types, including custom formats and constraints.

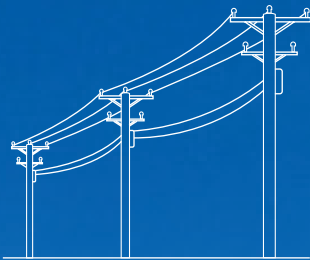
Laserfiche Quick Fields in Action

The York County, PA, Clerk of Courts Office uses Laserfiche to manage over 8,000 cases processed annually. Staff create barcoded batch header sheets, but Laserfiche Quick Fields does the heavy lifting.

Laserfiche Quick Fields:

- ▶ Pulls the case number from the state database.
- ▶ Extracts metadata and fills in fields.
- ▶ Creates a folder structure.
- ▶ Automatically sorts and files case documents.

Using Laserfiche Quick Fields, staff easily meet the goal of scanning incoming files within four hours of receipt.



“ **It just takes seconds** for our front counter clerks to create batch header sheets with barcodes, and Laserfiche Quick Fields does the rest.”

Garth Bambling

Front Counter Supervisor / York County Clerk of Courts Office, PA



Categorize and Organize

Unstructured Data



Building Safety Check Application

City of Rose Cliff Fire Department
Fire Prevention Bureau

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ADDRESS: 4545 Center Hills Road	CITY: Rose Cliff	STATE: CA	ZIP: 90007
STATE LIC #: A4769298	CLASS: 9999	EXP. DATE: 06/30/2009	
CITY BUSINESS LIC. #: A7482384	EXP. DATE: 06/30/2009		

III. Work Details

TYPE OF PLAN: <input type="checkbox"/> Building/New Construction <input checked="" type="checkbox"/> Underground Tanks (4) # of tanks <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Fire Hydrant/Fire Access <input type="checkbox"/> Sprinkler/Tenant Improvement () # of heads <input type="checkbox"/> Fire Suppression System	<input type="checkbox"/> Above Ground Tanks () # of tanks <input type="checkbox"/> Building/Tenant Improvements <input type="checkbox"/> Spray Booth <input type="checkbox"/> Sprinkler/New Construction () # of heads <input type="checkbox"/> Other	DESCRIPTION OF WORK: Remove 5000 gal tank RECEIVED MARCH 16 2009
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Extract and Validate Data



Barcode Plug-In

Read and extract data from a variety of barcodes, including 2D (Datamatrix and PDF417), Code 39, Code 128 and EAN 13 and 8, both horizontally and vertically.



Real-Time Lookup

Extract and validate metadata by retrieving information from databases and third-party applications.



Zone OCR

Populate fields, create document names and make indexing decisions based on text extracted from designated areas of a document.



Text-to-Token Conversion

Extract text from your documents and transform them into tokens for use in document indexing and naming.



Pattern Matching

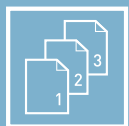
Use regular expressions to separate, verify and correct specific phrases from larger blocks of text captured by Zone OCR.



Field and Token Verification

Validate extracted data by comparing it to a database, completely eliminating manual input and review.

Stamp and Annotate Processed Documents



Bates Numbering

Automatically apply unique identifiers for evidentiary documents.



Automatic and Fixed Annotations

Automatically apply annotations—including highlight, personal stamp, sticky note and redaction—to specified regions of a document.



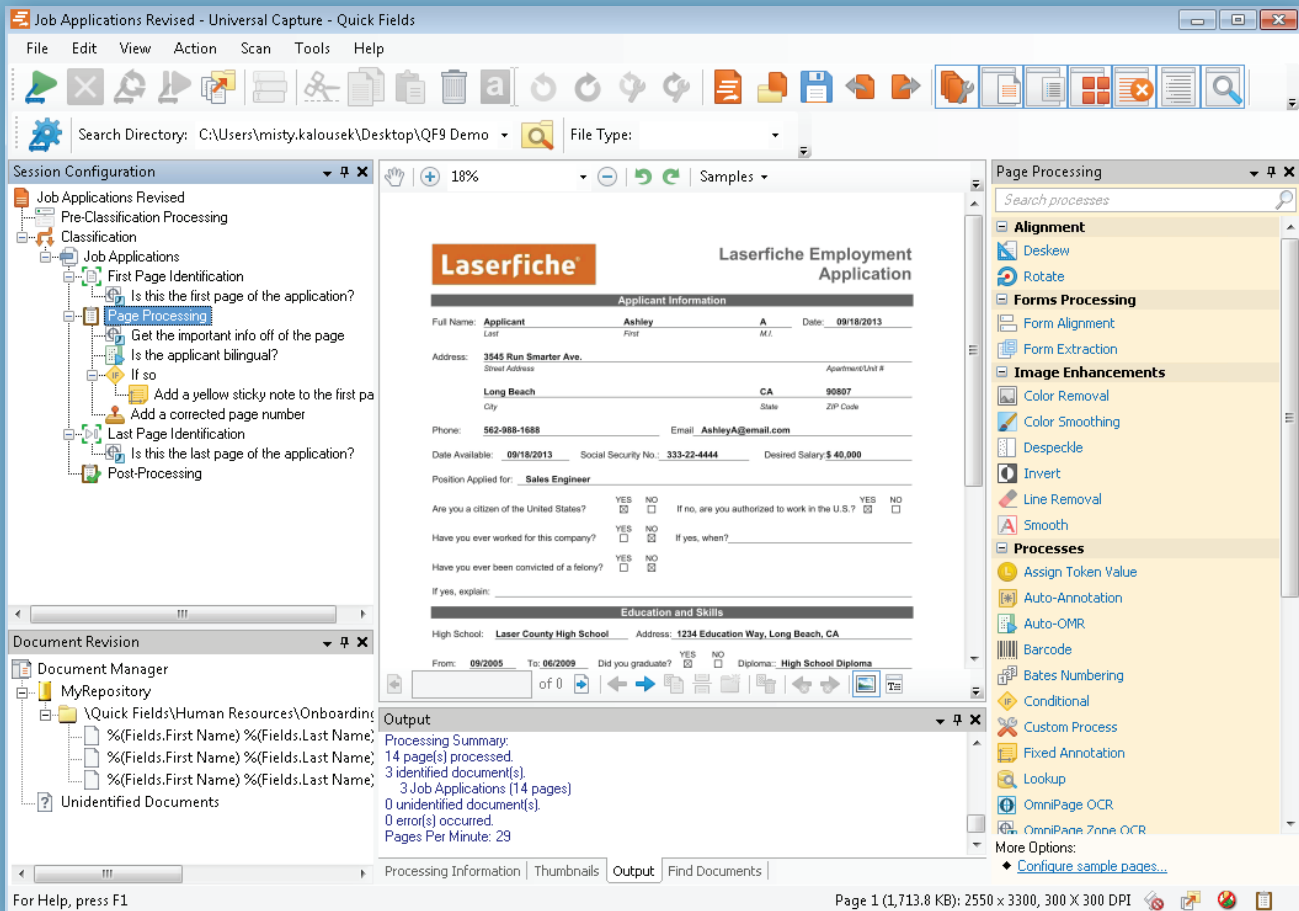
Permanent Stamps

Permanently affix stamped text or images to processed documents.

Envision

Better Business Processes

Laserfiche Quick Fields offers a range of features to improve usability and enhance efficiency.



Customizable, Intuitive Interface

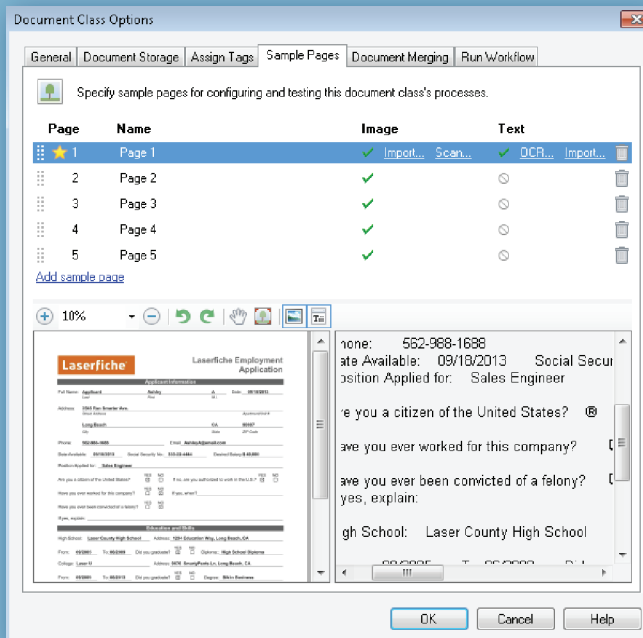
With an easy-to-navigate interface and intuitive usability, Laserfiche Quick Fields offers a refreshing experience for the user.

- ▶ Simplify scanning configuration changes—including scanner functionality and folder selection—with scan source-specific toolbars.
- ▶ Hide, reorder and add constraints to fields in order to optimize data entry speed.
- ▶ Set keyboard shortcuts for commonly used commands.
- ▶ Use screen real estate most effectively with movable panes, customizable toolbars and collapsible menus.

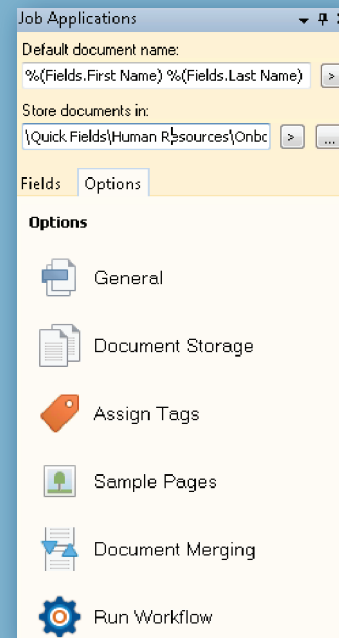
Even More Functionality that's Even Easier to Use

Create custom processes suited for your needs right away.

- ▶ Preview Laserfiche Quick Fields' various processing options with tooltips including “before” and “after” images.
- ▶ Get the help you need—each process in Laserfiche Quick Fields has a wizard to assist with configuration.
- ▶ Kick off automated business processes as soon as documents are processed and archived.
- ▶ Go deeper with the latest capture processes to break document identification into smaller, more accurate groups.



Add and arrange sample pages more efficiently.



Configure document class options from a centralized location in the Tasks Pane.

Possibilities for Unlimited Expansion and Integration

Easily write custom processes and scripts to expand Laserfiche Quick Fields functionality to fit your existing business processes—and work with your existing applications.

- ▶ Write your own VB.Net and C# scripts as a part of document class processing.
- ▶ Run custom processes on an image or text component of a document in Laserfiche Quick Fields, then return the adjusted image, text or tokens to Laserfiche Quick Fields for further processing.
- ▶ Exchange data with outside databases and applications to fully integrate Laserfiche Quick Fields into your business processes.
- ▶ Guarantee consistency with automatic image selection, image cycling and auto-selection of data entry areas.

Laserfiche Quick Fields

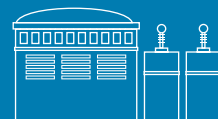
at Work


From capture and processing to data extraction and validation, Laserfiche Quick Fields gives you the tools to work faster, easier and more efficiently—in any industry.

Government

Government agencies use Laserfiche Quick Fields to rapidly process application forms, property documents and public records, increasing revenue generation and ensuring rapid staff access to information while relieving paper-related labor and storage costs.

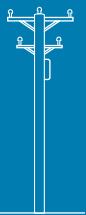
- ▶ Automate scanning and indexing of uniform documents, such as business personal property returns.
- ▶ Pull information from a third-party database and use it to create a folder structure, cross-check data entry or populate template fields.
- ▶ Generate case folders from a CAD/RMS and populate index fields for case documents—including lab reports, audio and video—to enable instant retrieval for authorized law enforcement personnel.





“ We are constantly looking for efficiency improvements. Like other government agencies, we are tasked with **‘doing more with less,’** and automating document sorting and indexing with Laserfiche Quick Fields is a big part of how we’re managing that.”

Rosalind Collins / Deputy Commissioner of the Revenue / City of Charlottesville, VA



Laserfiche Quick Fields

at Work

Financial Services

Laserfiche Quick Fields provides flexible capture options to help financial services organizations accelerate information sharing, improve workflow and promote profitable operations. Depending on your infrastructure and business needs, use Laserfiche Quick Fields to perform central forms processing or distribute processing to branch offices or field representatives.

- ▶ Use Zone OCR technology to read client account numbers and names on statements and automatically fill in matching template fields, then file them in the appropriate folder.
- ▶ Access multiple third-party databases to retrieve client information from appropriate business lines and automatically populate each scanned document's template fields with client demographic information.
- ▶ Instantly create a folder structure, file documents in the appropriate folders and route files to designated staff for processing.

“We love Laserfiche Quick Fields. **There is really nothing out there like it.** We tend to track an above-average amount of investment detail, so we need to have all of a client's statements readily accessible, with complete data. Laserfiche Quick Fields does that for us.”

Mark Berger / Principal / Berger Financial Group



“Laserfiche Quick Fields integrates with our student information system to allow us to process financial aid paperwork much faster. With Laserfiche Quick Fields, our staff is more efficient and **more responsive to our students.**”

Clint LaRue

Director of Student Financial Services / Oklahoma Christian University

Higher Education

With Laserfiche Quick Fields, colleges and universities can capture student paperwork like financial aid applications, extract relevant data and automatically generate student folders. The administrative staff is able to minimize manual data entry and related errors while improving student relations with rapid access to information.

- ▶ Use barcoded index sheets to automatically scan, separate and index student documents.
- ▶ Fill in all necessary document metadata—such as the student’s name, ID number and other identifying information—by extracting information from other software applications such as a Student Information System (SIS) or document text.
- ▶ Use document text to instantly file all documentation in the correct student folders, so staff can access whatever information they need, whenever they need it.



About Laserfiche

About Laserfiche Solutions

Since 1987, Laserfiche® has used its Run Smarter® philosophy to create simple and elegant enterprise content management (ECM) solutions. More than 34,000 organizations worldwide—including federal, state and local government agencies and Fortune 1000 companies—use Laserfiche software to streamline document, records and business process management.

The Laserfiche ECM system is designed to 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. The Laserfiche product line is built on top of Microsoft® technologies to simplify system administration, supports industry-standard SQL and Oracle® platforms and features a seamless integration with Microsoft Office® applications and a two-way integration with SharePoint®.

Your Next Step

To learn more about Laserfiche solutions or to arrange a demonstration:



(800) 985-8533



info@laserfiche.com



laserfiche.com/demo

Laserfiche Product Suite

The Laserfiche system is designed to be straightforward to purchase, deploy, extend, administer and support. Laserfiche solutions deploy quickly and easily scale to accommodate both an increasing number of users and high-volume repository growth.

Laserfiche Rio®

laserfiche.com/rio

- › Enterprise content management
- › Document imaging
- › DoD 5015.2-certified records management
- › Business process management
- › Complete auditing and security controls
- › Production-level document capture and processing
- › Unlimited Laserfiche servers to support backups, failover clusters and testing environments

Laserfiche Avante®

laserfiche.com/avante

- › Document management
- › Business process management
- › Optional Web client and Audit Trail tracking
- › Optional DoD 5015.2-certified records management

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