

How Laserfiche® Works for Special Districts

Cost-Effectively Provide Government Services

- Integrate Your Mission-Critical Applications with Your Document Repository
- Enforce Records Management Policies Effortlessly
- Automate Complex Business Processes
- Support Effective Business Continuity Planning

No matter what services your special district provides, your ability to respond to and resolve problems quickly requires immediate access to your information. Laserfiche® digital document management solutions make your information more accessible and more secure with fully integrated capture, distribution, business process management and records management tools.

Integrate With Existing Applications

Support the applications you already use to manage revenues, fees and tax generation. Your staff can retrieve and work with documents from the applications they use everyday, including permitting software, ERP packages, and facilities and transportation management applications.

Laserfiche easily integrates with the software your staff already use everyday. Retrieve information from state databases or third party applications to automatically populate template fields, validate data entry and check metadata capture. Trigger Workflow™ activities from third-party applications like your ERP system, GIS application or accounting software. Or provide Laserfiche's document imaging and archival capabilities from your organization's Web portals, including Microsoft® SharePoint® sites, to improve information organization and access enterprise-wide.

Laserfiche's open architecture speeds image-enabling your existing applications—while limiting cost and minimizing the burden on your IT department. Laserfiche is built with a highly flexible COM-based API, so Websites, scripts, Windows® applications or anything else that is compatible with COM libraries can easily communicate with the Laserfiche Server.

- Simplify integration with programming tools and pre-packaged modules for GIS, ERP and SharePoint.
- Upload and retrieve supporting documentation stored in Laserfiche directly from Web-based permitting applications.
- Enable your application to communicate with the Laserfiche Server using Laserfiche Server Objects, a powerful and flexible API.
- Integrate your Web-based applications with Laserfiche using the WebLink library of ASP.NET controls.

Enable Enterprise Records Management

Promote compliant record keeping with Laserfiche Records Management Edition™, a fully integrated DoD 5015.2-certified records management system.

- 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.
- Log all system activity, providing an audit trail that can be used to prove adherence to your records management plan and compliance with regulations.

Streamline Complex Work Processes

With Workflow functionality, you automate business processes so your staff spend less time handling paper and more time on revenue-generating activities.

- Graphically model complex processes to eliminate bottlenecks and ensure constant productivity.
- Scan time cards, photographs or inspection notes in the field and automatically route them to appropriate personnel at the district office.
- Trigger workflow activities from a third-party system, like a GIS, ERP or permitting application.
- Automate agenda creation, publication and distribution processes for multiple meetings across your organization.

Improve Information Accessibility

Laserfiche document management solutions provide central, secure storage for documents in a variety of formats, including scanned paper documents, e-mails, E-sized drawings, photographs and PDFs. Assign templates to each file type to simplify document sorting, search and retrieval while ensuring accurate metadata capture. Annotate documents stored in Laserfiche with stamps, sticky notes and freehand drawings, or use blackout and whiteout redaction to secure sensitive information.

Laserfiche Web Access™ enables staff to scan, search and retrieve documents from your Laserfiche repository with nothing more than a laptop and Internet access.

- Provide engineers and linemen with instant access to service requests, repair records and permits.
- Arm first responders with on-site access to HAZMAT reports, building plans and territory maps.
- Enable field inspectors to add inspection records and photos to your Laserfiche repository without returning to the office.

Simplify Business Continuity Planning

Ensure the long-term accessibility of critical information. With Laserfiche Plus™ portable media publishing, you use back-up data volumes to reconstruct damaged or destroyed information repositories, while providing immediate access through the integrated search engine and viewer—even while other network resources remain offline.

- Bundle together and publish any portion of a Laserfiche repository for no-disk-required access from PCs and notebooks.
- Publish information to CD/DVDs, portable hard drives or USB drives complete with integrated search and viewing capabilities.
- Save your published repository as ISO image files and use your own CD/DVD burning program to burn multiple copies of your published repository.