

# Laserfiche

## Product Suite

The Laserfiche enterprise content management system is designed to be straightforward to purchase, deploy, extend, administer and support. Our solutions 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. To simplify system administration, the Laserfiche product suite is built on top of Microsoft technologies, deploys quickly and easily scales to accommodate both an increasing number of users and high-volume repository growth.

### Laserfiche Product Feature Matrix

































- Content Management Features
- Document Imaging Features
- Records Management Features
- Administration and Configuration Features

## Content Management Features

Laserfiche  
Avante

Laserfiche  
Rio

Search and Retrieval	Standard	Enterprise
<p><b>Full-Text Search:</b> Search the contents of the entire repository (imaged and electronic documents) for a specific word or phrase. Find what you need despite alternate spellings or typos using fuzzy search and search stemming, and use Boolean searches to narrow your focus.</p>		
<p><b>Text Generation:</b> Make image files full-text searchable through OCR, and use image enhancements to improve your OCR results. Generate text from electronic documents to make them searchable as well.</p>		
<p><b>Property/Metadata Search:</b> Search on a single property or a combination, including location, file type, creation date or user-defined metadata such as field values, tags, document relationships and version information.</p>		
<p><b>Search Toolbar:</b> Automatically perform the most commonly used searches (text, field, annotation and name), as well as custom searches.</p>		
<p><b>Search Options:</b> Perform basic and advanced searches through simple user interfaces or with user-provided syntax.</p>		
Windows/Office/SharePoint Interoperability	Standard	Enterprise
<p><b>Ease-of-Use:</b> Based on Windows navigation standards for a familiar look and feel in the user interface. Administrators can customize repository views to suit needs of information workers, and users can customize the interface to suit their preferences and job functions.</p>		
<p><b>Microsoft Office:</b> Send documents directly to Laserfiche from Office applications. Open Office documents in Laserfiche directly in their native applications, and add or change Laserfiche metadata without leaving that program.</p>		
<p><b>Microsoft Outlook E-mail:</b> From Laserfiche, archive e-mail and automatically extract message properties as metadata, as well as e-mail documents directly from the repository. From an Outlook e-mail message, browse the Laserfiche repository to attach documents.</p>		
<p><b>Web Folders/WebDAV:</b> Expose the Laserfiche folder structure through Windows Explorer for simple drag and drop and browsing.</p>		
<p><b>Microsoft SharePoint:</b> Add document imaging and records management to SharePoint out of the box with Web Parts, a Records Center integration and a search integration. Use Laserfiche Workflow to automatically create tasks for users within SharePoint.</p>	Optional	
Workflow	Standard	Enterprise
<p><b>Workflow Designer:</b> Create workflows with an intuitive, graphical design tool that provides a top-down process map and wizard-driven configuration.</p>		
<p><b>Built-In Activities:</b> Create workflows quickly from a toolbox of built-in activities that includes routing choices, Laserfiche actions, enterprise integration, PDF from processing and digital signature options.</p>		
<p><b>Customized Routing:</b> Route documents based on conditions you define or specify different actions to be taken after a deadline, or after a specified event occurs.</p>		
<p><b>PDF Forms:</b> Read information from PDF forms to expedite business processes, automatically file information or assign metadata. Also fill out a PDF form with data from a Laserfiche entry or a third-party database accessible by Laserfiche.</p>		
<p><b>Extensible Functionality:</b> Create custom VB.NET and C# scripts using a built-in editor or design your own activities.</p>		

Content Management Features (Continued)	Laserfiche Avante	Laserfiche Rio
<b>Workflow</b>	Standard	Enterprise
<b>Workflow Operations:</b> Administer workflows across your organization, with import/export capabilities, workflow instance reporting, manual termination functionality and user roles and security options.		
<b>Windows Workflow Foundation (WF):</b> Use activities written for Windows Workflow Foundation to extend Workflow functionality to all line-of-business applications.		
<b>Security</b>	Standard	Enterprise
<b>Active Directory Integration:</b> Allow employees to use single sign-on authentication with a Windows domain account, and simplify your administration by taking advantage of existing domain and directory groups.		
<b>Permission Inheritance:</b> Configure access through group membership, and allow users to inherit security settings from the groups they belong to.		
<b>Access Control Lists:</b> Secure documents through access control lists, security tags and secure documents.		
<b>Role-Based Authorization:</b> Use granular permissions to grant access based on a user's role.		
<b>Privilege Delegation:</b> Delegate administrative roles to more than one user with individual permissions.		
<b>Secure Deletions:</b> Secure deletions with DoD 5022.22 M-compatible deletion protocols.		
<b>Secure Recycle Bin:</b> Documents in the recycle bin have original security fully intact. Administrators can control which users are allowed to permanently purge items from the recycle bin.		
<b>Volume Checksums:</b> Verify that the contents of your volume have not been altered outside of Laserfiche.		
<b>Secure Communication:</b> Support for SSL for secure communication.		
<b>Digital Signatures:</b> Sign and validate document contents directly within your repository using digital signatures.	Optional	
<b>Security Watermarks:</b> Create mandatory watermarks for printed, exported or viewed documents.		
<b>Extensibility/Integration</b>	Standard	Enterprise
<b>Uniquely Addressable Documents:</b> Access any Laserfiche document with a unique URL or entry ID.		
<b>Workflow SDK:</b> Work with the Laserfiche Workflow engine by integrating enterprise applications or creating custom business process steps.		
<b>Solutions and Integrations:</b> Jump-start your Laserfiche implementation with expert advice, from tips and tricks to custom integrations. The Laserfiche Solution Exchange and the Support Site's Code Library offer working examples, often with complete code samples, which can be used out of the box or extended.		
<b>Extensible Web Interfaces:</b> Customize Web interfaces built on ASP.NET.	Optional	
<b>Laserfiche SDK:</b> Integrate Laserfiche with third-party systems, such as Websites, scripts and Windows applications.	Optional	Optional













Content Management Features (Continued)		Laserfiche Avante	Laserfiche Rio
<b>Extensibility/Integration</b>		Standard	Enterprise
<b>.NET SDK:</b> Create custom Laserfiche integrations with .NET.		Optional	Optional
<b>Quick Fields Script Editor:</b> Create C# or VB.NET scripts and assign them to a Quick Fields 8.3 event, such as Document Created, Document Unidentified and Document Stored. When the event takes place, scripts tied to the event are executed.		Optional	Optional
<b>Library Services</b>		Standard	Enterprise
<b>Document Metadata:</b> Add user-defined metadata to documents, such as tags, document relationships and customized field and template information.			
<b>Versions and Check-In/Out:</b> Keep track of changes to documents and aid collaboration with automated version control and check-in/check-out. Document versions allow users to modify documents while maintaining the document's history. In addition, when a document is checked out, users can make changes to the document without worrying about edit conflicts—and other users can still view read-only versions of that document.			
<b>Auditing:</b> Track changes to all system events with a built-in auditing solution for security and compliance. Create and view reports as tables or charts through the Audit Trail Web Reporter portal, or further customize them using a .NET library or Microsoft SQL Reporting Services.		Optional	

Document Imaging Features		Laserfiche Avante	Laserfiche Rio
<b>Capture</b>		Standard	Enterprise
<b>Scanning:</b> Scan from Windows and Web. Supports TWAIN, ISIS, Kofax and WIA.			
<b>PhotoDocs:</b> Import photos from digital or mobile phone cameras into Laserfiche, and straighten warped or curved images to generate clean, usable OCR text.			
<b>Universal Capture:</b> Capture images already stored on your computer or network, and process them as you would scanned images—including basic image enhancement, OCR and metadata.			
<b>Mobile Capture:</b> Use the Laserfiche Mobile app for iPhone or iPad to remotely capture documents using the device camera and automatically clean up images with PhotoDocs technology.		Optional	
<b>Automated Import:</b> Monitor UNC addressable locations and import files based on business rules (Import Agent).		Optional	Optional
<b>Conversion</b>		Standard	Enterprise
<b>Image Conversion:</b> Convert imported images to single-page TIFF files for long-term archival purposes.			
<b>Snapshot Printer:</b> Convert and store electronic documents as archival images.			
<b>Native PDF Conversion:</b> Automatically create TIFF images from PDF documents.			

Document Imaging Features (Continued)		Laserfiche Avante	Laserfiche Rio
<b>Image Annotation</b>		Standard	Enterprise
<b>Sticky Notes:</b> Add searchable notes, which are securable as private or protected and allow you to view saved note history.			
<b>Redaction:</b> Redact image and associated text to completely withhold sensitive information.			
<b>Drawing Tools:</b> Highlight, strikethrough, underline, text annotations, shapes and freehand markup tools facilitate collaboration.			
<b>Attachment:</b> Create compound documents by attaching files to imaged documents.			
<b>Processing</b>		Standard	Enterprise
<b>PDF Forms:</b> Read information from PDF forms to expedite business processes, automatically file information or assign metadata.		Optional	Optional
<b>Forms Processing:</b> Identify and separate standardized forms, and extract information from them for use in organization and retrieval.		Optional	Optional
<b>Data Extraction:</b> Extract data by "reading" a portion of an image, reading a barcode, determining whether an area is marked or matching text to patterns.		Optional	Optional
<b>Data Validation:</b> Check your data with regular expressions. Retrieve supplemental metadata or perform validation from external data sources.		Optional	Optional
<b>Extract, Transform, Load (ETL):</b> Extract documents and metadata from one system, translate the data for the schema of another system and load the documents and data based on business rules (Laserfiche Capture Engine).		Optional	Optional
<b>Bates Numbering:</b> Electronically imprint documents with sequential alphanumeric numbers.		Optional	Optional
<b>PDF-TIFF Conversion:</b> Automate conversion of PDF files to TIFF images for archival storage.		Optional	Optional

Records Management Features		Laserfiche Avante	Laserfiche Rio
<b>Records Classification</b>		Standard	Enterprise
<b>Autofiling:</b> System can automatically file records in the proper records series, create records folders and set the filing date.			
<b>E-mail:</b> Easily archive e-mail records through a drag-and-drop interface. Automatically extract metadata from Outlook.			
<b>Hierarchical File Plans:</b> Classify and store documents according to your existing structure and access control lists.		Optional	Optional
<b>Batch Record Processing:</b> Organize related records and perform records management actions on all of them at once.		Optional	Optional
<b>DoD 5015.2 Version 3 Certification:</b> Comply with DoD records management standards.		Optional	Optional
<b>Import File Plans:</b> System can create a complete file plan by reading a schedule from Excel.		Optional	Optional

Records Management Features (Continued)	Laserfiche Avante	Laserfiche Rio
<b>Records Tracking</b>	Standard	Enterprise
<b>Track Electronic and Non-Electronic Records:</b> Support records management for electronic and non-electronic records.	Optional	Optional
<b>Lifecycle Management:</b> Define cutoff criteria, retention, transfers and disposition of documents. Search for records and perform records management activities.	Optional	Optional
<b>Legal Holds:</b> Freeze records disposition when legal holds are placed.	Optional	Optional
<b>E-mail Reports:</b> Combine records management reporting with content, location and user-specific search criteria and e-mail to records managers.	Optional	Optional
<b>Alternative Views:</b> Customize views independent of records series to provide an intuitive look and feel for each department.	Optional	Optional

Administration and Configuration Features	Laserfiche Avante	Laserfiche Rio
<b>System Administration</b>	Standard	Enterprise
<b>Unattended Installs:</b> Support for unattended installs.		
<b>Flexible Administration:</b> Perform administrative tasks, such as creating user accounts and setting security, with the desktop Administration Console or from any browser with the Laserfiche Web Administration Console.		
<b>MMC:</b> Manage your Laserfiche repositories through a Laserfiche Administration Console snap-in for Microsoft Management Console (MMC).		
<b>Event Tracing:</b> Troubleshoot with Event Tracing for Windows (ETW), supplemented by HTTP logging and real-time "console mode."		
<b>Windows Event Log:</b> Monitor health of the system with a Laserfiche errors and warnings reporting system integrated with the Windows Event Log, viewable on the Server computer from anywhere using the Web Administration Console.		
<b>License Manager:</b> Manage licenses for your Laserfiche software. Allocate licensed products, features and users as appropriate for your site.	n/a	
<b>Active Directory Synchronization:</b> With the Laserfiche Rio License Manager, automatically grant or deny licenses to Windows users based on their group membership.	n/a	
<b>Web Portal:</b> Web-based portal for anonymous/public or secure access. Laserfiche Avante: portals with 10, 25 or 50 licenses available. Laserfiche Rio: unlimited per-processor licensing.	Optional	Optional
<b>Archiving and Export:</b> Store documents and metadata on removable media with an embedded viewer.	Optional	Optional

## Administration and Configuration Features (Continued)

Laserfiche  
Avante

Laserfiche  
Rio

Supported Configuration	Standard	Enterprise
<b>Authentication:</b> Active Directory, LDAP, Kerberos, SSL, Laserfiche Security.	✓	✓
<b>Server Operating System:</b> Windows Server 2003, Windows Server 2008, Windows Server 2008R2.	✓	✓
<b>Client OS:</b> Windows XP, Windows Vista, Windows 7, Mac (Web Access only).	✓	✓
<b>Databases:</b> MS SQL Server 2000, MS SQL Server 2005, MS SQL Server 2008, MS SQL Server 2012, Oracle 10g, Oracle 11g.	✓	✓
<b>Web Server:</b> IIS.	✓	✓
<b>Technologies:</b> HTTP/WebDAV, .NET.	✓	✓
<b>Virtualization:</b> VMware Infrastructure, VMware vSphere, VMware Workstation, VMware Server.	✓	✓
<b>Mobile Access:</b> Secure, anywhere access through the Laserfiche Mobile app for iPhone and iPad or via a Web browser with Web Access Light.	Optional	✓
<b>Web Browsers:</b> Internet Explorer 6+, Mozilla Firefox 2+, Safari 4+, Chrome 6+.	Optional	✓
<b>Clustering:</b> Support for Active/Passive Failover.	Optional	✓
<b>Support for Multiple Systems/Servers:</b> Development systems, test systems, training systems, backup systems, multiple servers for remote offices or secure data.	Optional	✓
Certificates and Compliance	Standard	Enterprise
<b>Section 508:</b> Compliant with Section 508 standards, providing for equal access to electronic data in Laserfiche to people with disabilities.	✓	✓
<b>DoD-Certified Records Management:</b> Certified in the Department of Defense 5015.2 version 3 design criteria standard for electronic records management, the accepted standard for many state, county and local governments.	✓	✓
<b>VERS:</b> Certified with the Victorian Electronic Record Strategy (VERS) requirements, a world-recognized standard for reliably and authentically preserving electronic records over long periods of time.	Optional	✓
<b>Digital Signatures:</b> Integrated solution that complies with FISMA, CFR Part 11 FDA, FIPS, VERS and Clinton E-Signatures Act standards.	Optional	✓

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