

# Web Access 8™

## Full-Featured, Web-Based Enterprise Document Management

- Deploy Instantly Enterprise-Wide to Simplify Support
- Retrieve, Work With and Create Documents From Anywhere
- Manage Multi-Site Installations to Control Information Assets
- Expand Document Access and Promote Participation in Business Processes

### Portability, Flexibility and Scalability

Laserfiche® Web Access™ delivers enterprise-wide document management capabilities in a single installation. With Web Access, staff can search, retrieve and work on documents from the Laserfiche repository through their Web browser, whether they're using the corporate intranet, logging in from a branch office or connecting from a laptop while in the field. Web Access immediately extends better decision making, lower overhead costs and increased efficiency throughout your organization, all while relieving your IT department of installation, maintenance and troubleshooting burdens.

### Laserfiche Web Access 8 Highlights

Web Access offers a number of features to help you work with documents more easily:

- Web Access supports Microsoft® Internet Explorer® 6.0 and higher and Mozilla® Firefox® 2.x, so users can participate in business processes in diverse working environments.
- Importing and organizing documents in the Laserfiche repository is as simple and intuitive as it is with the desktop Laserfiche client. Specify metadata, drag and drop a document's pages—even scan paper documents over the Web.
- A Quick Search™ bar appears on every page, so you can full-text search open documents, or the entire repository, at any time. Context lines in the search results display exactly where your search terms are in a document.
- Thumbnails of a document's pages help you navigate documents more easily, as well as preview documents without opening them.
- Dynamic image viewing enables you to zoom in and out or pan in any direction by dragging documents with your mouse—with no page reload times.
- Annotation tools let you add callouts and text boxes, underline and strikethrough text, and create vector graphics—all without altering the original image. You can also attach a file directly to a document as an annotation.
- Scanned documents can be downloaded as PDF files, to which you can apply read- and write-access passwords. PDF annotations, rendered as removable PDF layers, can be displayed or hidden during viewing.
- Customizable toolbars, with their settings stored on the server, deliver your personalized interface to any location.

## Support Distributed Teams and Manage Multi-Site Installations

With Web Access, staff in remote offices can scan documents into the Laserfiche repository, with the added advantage of capturing documents closer to their point of origin. This helps organizations reduce paper handling and shipping costs while streamlining operations and promoting long-distance collaboration. For example, broker-dealers seeking to implement a straight-through processing solution can capture client information in the field, eliminating the time lags and costs of physically transporting documents and ensuring seamless transaction processing, rapid account approval and accelerated trade settlement. Web Access 8's flexibility also helps you resume operations quickly if disaster strikes, as well as ensure operational continuity in the event that staff can't come to work.

## Deploy Quickly and Simplify Support

Web Access provides secure, enterprise-wide access to document archives from a centrally-administered IIS server. Support for Windows® Authentication greatly simplifies security administration, and IT staff can easily add new users without physically installing any software, allowing hundreds or even thousands of users to securely participate in business processes while freeing up IT resources for other important tasks. Thanks to Web Access' cross-platform compatibility, users can manage documents from a variety of Web browsers and operating systems.

## Expand your Document Management Capabilities

Web Access works with the Laserfiche platform to cost-effectively deliver comprehensive records management, productivity and security capabilities. Using Web Access, authorized users can upload or scan documents into a records series created in the DoD 5015.2-certified Laserfiche Records Management Edition™. This simplifies records management by enabling staff to follow records retention procedures without prior training in records functions. Users can participate in approval processes designed in Laserfiche Workflow™, routing documents over the Web and collaborating with staff in multiple offices. And Laserfiche Audit Trail™ tracks both thick-client and Web Access users, generating logs showing their system activity, including times, dates and reasons for what they do.

## Realize a Rapid Return on Investment

By extending document management capabilities to your entire organization with one installation, Web Access helps you conserve time and labor resources, immediately gain efficiency and cost-effectively increase productivity. Because Web Access integrates easily with your existing infrastructure, it capitalizes on your technology investment by increasing your network's business value. In addition to reducing the costs of paper-based processes, Web Access lowers your Laserfiche system's administration requirements, so IT staff can accomplish more in less time while expending fewer resources.

**The Next Step:** Please call (800) 985-8533 or e-mail [info@laserfiche.com](mailto:info@laserfiche.com) for more information.

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