



Surface Area of Your Intranet: 197 sq. in.  
Surface Area of the Planet: 197,000,000 sq. mi.  
**Extend Your Reach**

**The document management  
thin client to help you:**

- ▶ Balance security and accessibility
- ▶ Deploy quickly and cost-effectively organization-wide
- ▶ Minimize software installation and maintenance

# Security and Information Access: Reconciling Competing Business Essentials

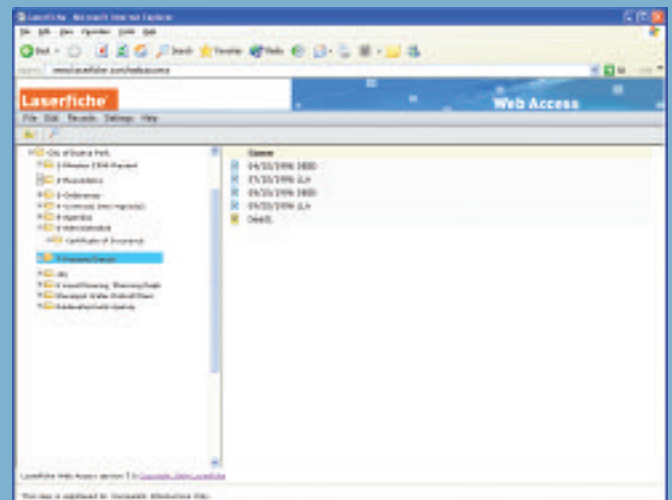
As intranets and secure Internet connections become the preferred links between staff and information, balancing technical concerns, security and document access takes on great urgency. How do fifteen, one hundred, even thousands of decision makers safely participate in business processes without introducing a massive application-maintenance burden? An infrastructure-friendly system is central to achieving that goal, allowing you to protect information assets while maximizing the value of document archives.

A Web-browser-based interface that delivers interactive document management access is the ideal solution. The document management repository serves a great number of authorized users without demanding software installation and upgrades on a large scale. The organization conserves precious IT resources and improves information accessibility and security throughout the office and around the world.

## Laserfiche® Web Access™: The Cost-Effective, IT-Friendly Solution

Laserfiche Web Access is a browser-based, document management client that works with Laserfiche to provide high-volume information retrieval and organization in a truly thin solution. Decision makers enjoy widespread access to business-critical information via an intuitive, familiar interface that requires no additional software installation or downloads.

Intelligent search capabilities pinpoint relevant information instantly, while comprehensive security measures protect an organization's document repository from unauthorized use. Web Access offers authorized users the freedom to work faster and more efficiently, whether on the corporate office intranet or via a secure Internet connection from a distant hotel.



A familiar folder structure provides fast, intuitive document access.

## Web Access Highlights

### Decision Makers

- ▶ 24-7 global information access for authorized users
- ▶ Informed decisions and fast responses to business challenges
- ▶ Reduced document handling and distribution costs

### Technical

- ▶ Leverages Dynamic HTML to deliver a truly thin client
- ▶ Does not require ActiveX or Java Applet downloads
- ▶ Minimal software installation, maintenance and upgrade burden
- ▶ Rapid, cost-effective deployment for high-volume usage

### End Users

- ▶ Ease-of-use to engage staff with even the most basic PC skills
- ▶ Intuitive folder tree structure to help maintain preferred procedures
- ▶ Intelligent search and retrieval to pinpoint relevant documents instantly
- ▶ Full participation in organizational workflow

# Essential Document Management in a Web-Browser Interface

Laserfiche Web Access delivers real-world document management functions via a familiar Web-browser interface. Staff search, retrieve, create, move, rename and annotate documents as they would with a network thick client. Users also view and edit index information, allowing them to participate in the organization's workflow from within the Web browser. Reduced shipping, photocopying and document retrieval time extend throughout the organization with the deployment of Web Access.

- ▶ Intuitive interface encourages fast staff acceptance of browser-based access.
- ▶ Web interface menus, drag-and-drop, right click, etc., behave according to familiar application standards.
- ▶ Manage physical records in the same virtual filing space as scanned and electronic documents.



Intelligent search and retrieval capabilities deliver documents on demand organization-wide.

## Balancing Security and Availability

Laserfiche Web Access achieves a high level of functionality without relying on browser plug-ins that compromise security. Rigorous Laserfiche security measures and audit trails also monitor and govern the actions of Web Access users within the document repository. When preserving database integrity is as important as high availability for authorized users, Web Access is the secure, uncompromising solution.

- ▶ All client code runs within the browser.
- ▶ Comprehensive Laserfiche security manages access and feature rights.
- ▶ Web Access complements existing 128-bit security.

## Streamlined Technical Administration

The success of a thin client is measured by how effectively it delivers essential features to end users while relieving IT of software maintenance burdens. This is the guiding principle of Web Access's design. Web Access harnesses Dynamic HTML (DHTML) and JavaScript to eliminate the need for client-side downloads. Document management functions are also infrastructure-friendly, transmitting compressed images for viewing and providing high-quality downloads when necessary for printing.

- ▶ Obtain rich functionality without additional software installation.
- ▶ Browser-native PNG (Portable Network Graphic) images provide top performance.
- ▶ Benefit from minimal download times with precise access to relevant pages.
- ▶ On-demand PDF generation offers high-quality printing.
- ▶ Protect IT resources otherwise lost to maintaining thick-client applications.

# About Laserfiche

## Laserfiche Product Suite

### Laserfiche Document Management Platform

These core products help you organize, protect and retrieve information.

Laserfiche United™ and Laserfiche Team™  
Laserfiche Records Management Edition™  
Laserfiche Web Access™

### Document and Information Capture

These tools bring paper and electronic documents into your digital system.

Laserfiche Quick Fields™  
Laserfiche Import Agent™  
Laserfiche Snapshot™

### Document Distribution

Provide secure, efficient document access to users across the office and around the world.

Laserfiche WebLink™  
Laserfiche Plus™  
Laserfiche E-mail Plug-In™  
Laserfiche COLD™

### Business Process Management

Streamline document-centered processes and track activity for regulatory compliance.

Laserfiche Workflow Suite™  
Laserfiche Agenda Manager™  
Laserfiche Audit Trail™

### Integration and Customization

Tools and packaged solutions facilitate image enabling and back-end integrations.

Laserfiche Integrator's Toolkit™  
Integration Express™  
Integration Express-GIS™

### Software Assurance

Manage change and protect your investment.

Laserfiche Software Assurance Plans (LSAP™)

## Laserfiche Solutions

Laserfiche Web Access is the thin-client module of the Laserfiche document management solution suite. Laserfiche provides dependable digital archival, fast retrieval and efficient distribution solutions for over 21,000 public- and private-sector organizations around the world.

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