



Don't Let Information Get Lost in the Shuffle.

Information trapped on paper and PDF forms impedes business processes and limits organizations' flexibility and adaptability. Laserfiche Forms overcomes these limitations by accurately capturing vital information and launching business processes right from the start.

With Laserfiche Forms, customizable online forms can be embedded into—or linked from—any page on your website, intranet or public portal so that it's easy for employees, customers and other stakeholders to access, complete and submit them.

Best of all, Laserfiche Forms is a single application that gives end users the freedom to design completely unique forms while IT retains central control.

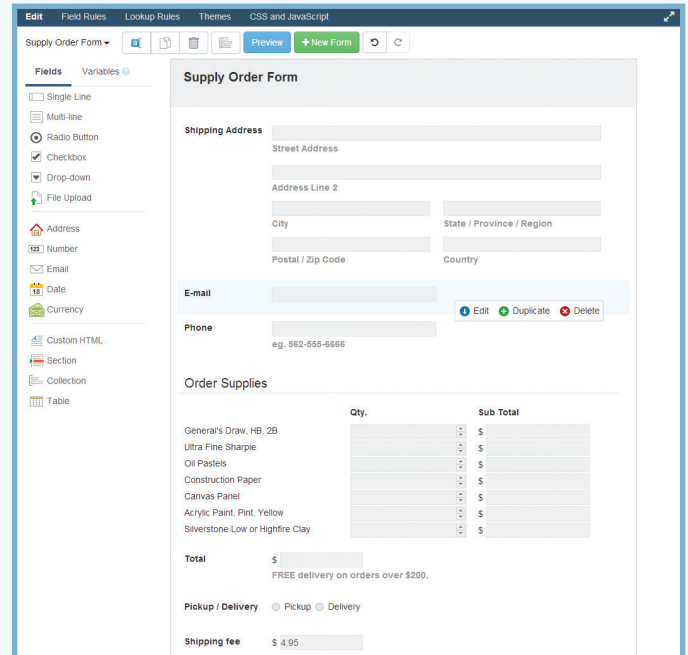
Learn more inside:

- ▶ Design and modify forms without a developer.
- ▶ Ensure accurate and secure data collection.
- ▶ Accelerate business processes.

Design and Modify Forms without IT Involvement

You don't need to be an IT expert to use Laserfiche Forms. An easy-to-use form builder allows you to quickly create forms to suit your specific needs—no coding or scripting required.

- ▶ Easily create attractive forms with preconfigured templates or customize them with editable fonts, colors, uploaded images and layout—no coding required.
- ▶ Drag and drop a wide variety of fields, checkboxes and radio buttons onto your form to collect the exact information you need—in the precise format you require.
- ▶ Configure form elements so that they are hidden or displayed based on selections made in other fields, improving the user experience and ensuring that you don't collect unnecessary data.
- ▶ Change the look and feel of your form—or add or delete questions from it—at any time without help from programmers.

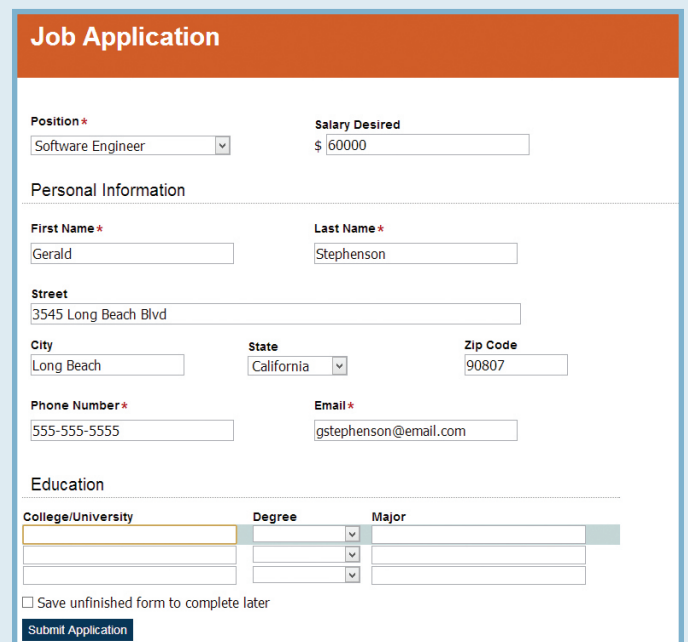
The screenshot shows the Laserfiche Forms designer interface. On the left is a 'Fields' sidebar with various form elements like Single Line, Multi-line, Radio Button, Checkbox, Drop-down, File Upload, Address, Number, Date, Currency, Custom HTML, Section, Collection, and Table. The main workspace displays a 'Supply Order Form' template. It includes sections for 'Shipping Address' (with fields for Street Address, Address Line 2, City, State/Province/Region, Postal/Zip Code, and Country), 'E-mail', and 'Phone'. Below these is an 'Order Supplies' table with columns for 'Qty.' and 'Sub Total', listing items like 'General's Draw, HB, 2B' and 'Ultra Fine Sharpie'. At the bottom, there are 'Total' and 'Shipping fee' fields, and a 'Pickup / Delivery' section with radio buttons for 'Pickup' and 'Delivery'.

Create forms without coding or scripting with the intuitive Form Designer.

Ensure Accurate and Secure Data Collection

By design, Laserfiche Forms provides a simple and intuitive interface for inputting data.

- ▶ Reduce the need for your staff to rekey or manually validate information like name, address and phone numbers by automatically pulling data from your primary applications to prepopulate forms.
- ▶ Improve the user experience and the quality of your data by establishing required fields so forms won't be submitted with incomplete fields or incorrect data types.
- ▶ Guarantee the security of confidential information with user credentials to ensure that access to submitted data is limited to authorized personnel.
- ▶ Prevent bot-generated spam on public forms with CAPTCHA verification.
- ▶ Maintain records of submitted information by automatically saving completed forms as TIFFs or PDFs in your Laserfiche repository.

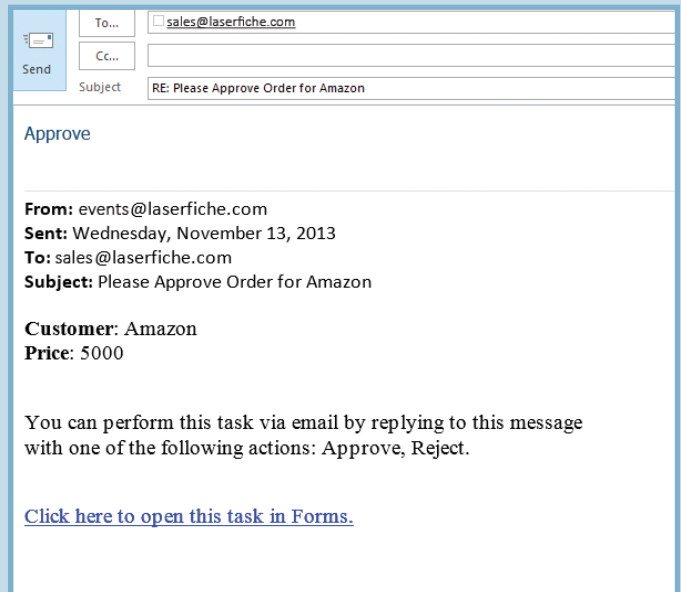
The screenshot shows a 'Job Application' form template. It has an orange header with the title 'Job Application'. The form is divided into several sections: 'Position *' with a dropdown menu set to 'Software Engineer' and a 'Salary Desired' field set to '\$ 60000'; 'Personal Information' with fields for 'First Name *' (Gerald), 'Last Name *' (Stephenson), 'Street' (3545 Long Beach Blvd), 'City' (Long Beach), 'State' (California), and 'Zip Code' (90807); 'Phone Number *' (555-555-5555) and 'Email *' (gstephenson@email.com); and 'Education' with a table for 'College/University', 'Degree', and 'Major'. At the bottom, there is a checkbox for 'Save unfinished form to complete later' and a 'Submit Application' button.

Ensure forms are only submitted with complete information.

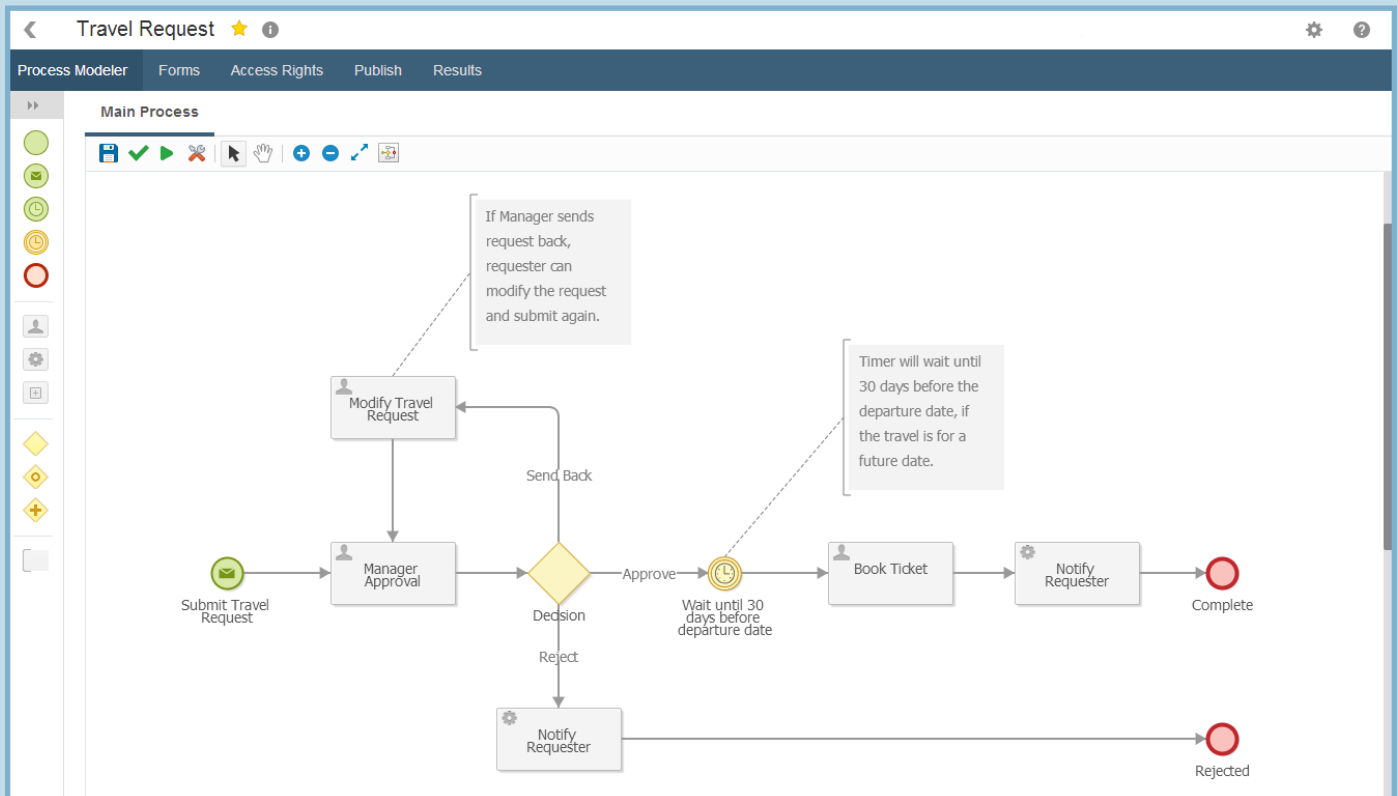
Accelerate Business Processes

Get the most out of your ECM investment by extending your business processes to the point of capture. Laserfiche Forms makes it easy to capture information, process it quickly and ensure that it's accessible to authorized employees throughout your organization.

- ▶ Organize and prioritize user tasks with customized task categorizing.
- ▶ Quickly implement process improvements or add additional users to a process without help from the IT department.
- ▶ Make it easy for users to approve forms by simply hitting reply to an email notification.
- ▶ Increase transparency by creating reports that show the current status and progress of each process.
- ▶ Ensure no step will ever be overlooked or forgotten by automating form routing in Laserfiche Forms' business process modeler.
- ▶ Set-and-forget processes with Timer Event functions that launch processes on a set schedule or after a waiting period, or reroute a workflow if a deadline has passed.
- ▶ Build on existing business processes by pushing information and forms into Laserfiche Workflow or your Laserfiche repository.



Easily approve forms via email reply.



Easily build a process with the straightforward Process Modeler.

About Laserfiche

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 use Laserfiche software to streamline document, records and business process management.

The Laserfiche ECM system is designed to give organizations 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 suite—built on top of Microsoft® technologies to leverage your existing technology investments—deploys rapidly, enhances efficiency and integrates seamlessly with the applications employees use every day.

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

Your Next Step



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Learn More

info@laserfiche.com

3545 Long Beach Blvd.

Long Beach, CA 90807

(800) 985-8533

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