Provide Instant Access to Your Information

- **Automatically Bring Files into Your Laserfiche Repository**
- **Make Critical Business Information More Accessible and More Secure**
- **Maintain Precise Control Over the Import Process**

Many organizations own multifunction peripherals, fax servers and other devices that generate electronic files and store them in either a local or network folder. You can use Laserfiche Import Agent to monitor this folder and automatically bring files into your document repository, either throughout the day or at specified time intervals. This automation frees staff to focus on more productive activities—and ensures they'll have instant access to the information they need to do their jobs most effectively.

Import Agent can retrieve virtually any type of file from any location on your wide or local area network and can also run automatically according to a predefined schedule—so you conserve network resources by importing files when network usage is lower.

To further eliminate manual processing during import, Import Agent can extract searchable text and index files, add metadata such as a template, fields or tags to the created documents, and much more.

Import Agent 8 Highlights

- Automatically bring files generated by multifunction peripherals, fax servers and other devices into your Laserfiche repository.

- Retrieve files over a wide area network (WAN) with increased performance and reliability.

- Support Laserfiche 8 Server functionality, such as the ability to assign fields independent of templates, multiple-value fields and new tokens, such as Parent Name, Page Count, Parent ID, and Parent Field.

- Gain greater control over document storage by creating consistent rules to always use the parent folder's default volume storage settings.

- Create separate profiles for each monitored folder to specify how the system will process and store imported files.

- Eliminate the need to tell Import Agent how long it should wait to check for new or recently updated files, as the software communicates with your operating system's file system to determine when files are available for import.

- Conserve network resources by scheduling the import process for off-peak hours.

- Easily troubleshoot import-related errors.

- Eliminate redundant and inefficient document import processes.

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Automate Document Import and Indexing Processes

Import Agent can retrieve files from any Windows® folder, as well as its subfolders, across either a local- or wide-area network. You can configure Import Agent to retrieve all files in a folder, or only those whose name and/or file type match the filter criteria you specify.

Import Agent enables you to create separate profiles for each monitored folder. In each profile, you can select the actions you want the system to perform on files as part of the import process. Based on your settings, Import Agent will assign metadata, apply security tags, extract searchable text and/or perform OCR processing. It can also automatically name each file.

The profile gives you similar control over where imported files are stored in your repository. You can select an existing folder or configure Import Agent to dynamically create new folders or subfolders based on document metadata. For example, if you configure Import Agent to associate the current date with each imported file, you can use this functionality to automatically create subfolders in which files are organized by import date.

To ensure that a file is not imported into Laserfiche multiple times, Import Agent automatically removes the source file from the monitored Windows folder; based on your settings, it either moves this file to a new location or deletes it altogether. Import Agent also moves files it cannot import to the location you specify, so that you can then troubleshoot and resolve the issues (typically security-related) that prevented successful import.

Simplify Administration and Conserve Network Resources

Import Agent gives you control over every aspect of the import process—including its timing. Based on your needs, you can choose to import files as soon as they're found or restrict the import process to certain time periods. By restricting this process to off-peak hours, you can conserve network resources and minimize the load on the Laserfiche Server.

Administrators can further reduce network impact by specifying the interval at which Import Agent checks monitored folders for new files. It's more efficient, for example, to check these folders every 30 or 60 seconds than to check continuously.

To reduce import-related errors, administrators can also configure Import Agent to wait for a certain time period before importing recently modified files. For example, if your multifunction peripheral saves scanned documents as multi-page TIFF images, you'll want to specify a wait period that gives this device sufficient time to add all the scanned pages to the source file.