

# LASERFICHE<sup>®</sup>

*Document Imaging*

## COUNTIES & PARISHES



- *Intelligent Search & Retrieval*

- *Comprehensive Security*

- *Complete Service & Support*



*The Digital Archival & Retrieval Standard*

# How could your job be easier?

## The Problems with Paper

As your county faces the 21st-century challenges of reduced budgets, growing workloads and increasing demands for instant information, what is the impact of paper on how your county functions?

## Consider the Costs

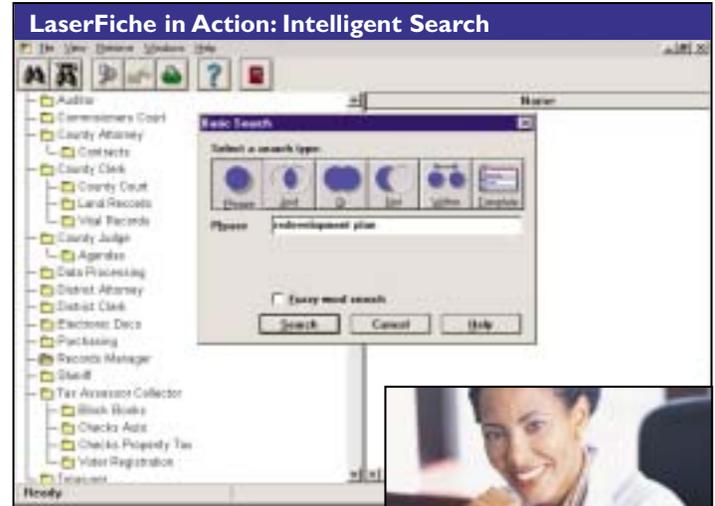
- Overwhelming, expensive paper traffic
- Time and labor to respond to public information requests
- Expensive, inaccessible storage for many document types and sizes
- Difficult to control access
- Loss, misfiling and damage
- The cumulative impact on your county's budget, productivity and quality of public service

## Now Consider the LaserFiche Difference

- Economical & simple Web, CD and network distribution
- Intelligent Search provides instant retrieval
- Digital media conserve storage space
- Comprehensive security prevents unauthorized access
- Digital archiving prevents misfiling and loss
- The cumulative benefits of saved time, reduced costs, enhanced security and improved public service



The intuitive graphical interface provides a familiar visual method of organizing your documents.



Intelligent Search finds documents based on the whatever information you know about them.

## What LaserFiche Does

LaserFiche is a document imaging and management system that effectively digitizes your paper file repositories. Simply scan paper documents into a digital archive. You can also store electronic documents alongside your scanned images.

LaserFiche manages the images easily, providing Optical Character Recognition (OCR), indexing, fast search and retrieval and comprehensive security. Your documents are available on demand via your network, CDs or the Internet. They are safe in a digital archive that prevents misfiling and loss.

The real-world bottom line: dramatic reductions in paper based distribution and storage costs while making your documents more accessible and more secure.

“Using this approach, we can provide instantaneous access to huge amounts of information very inexpensively. In terms of human resources saved, the system has already paid for itself.”

Dwight E. Brock, Clerk of Courts  
Collier County, Florida

# How LaserFiche Works for Counties & Parishes

County agencies use high-speed scanners to input contracts, deeds, maps, certificates of birth, death and marriage – all your working and archival documents – into single or multiple LaserFiche databases. You can also import text files and other electronic documents with simple drag-and-drop actions.

Comprehensive enterprise-level security protects your digital archive with individualized security measures for multiple databases. Original documents can be removed or destroyed. Compact digital backups can be stored safely off-site.

Authorized personnel then search and retrieve documents instantly with LaserFiche's Intelligent Search. Users view, print and e-mail documents right from their desktops. Documents may also be archived to CD-ROM or posted on an intranet or the Internet at large without HTML coding.

For example, with paper files, consider the costs of handling a citizen's request for copies of a decades-old deed:

- Where is the deed, on-site or in remote storage?
- How much physical storage space must be searched?
- How much search time is required?
- How long must the citizen wait for the request to be fulfilled?
- What are the cumulative costs in terms of budget, productivity and public service?

Now imagine fulfilling the same demands with LaserFiche Document Imaging:

- Search your digital archive with the LaserFiche Intelligent Search
- The deed immediately appears on your desktop
- Print a copy, fulfilling the citizen's request in seconds

"Only records staff can modify an inmate's file. I can block out information that's out of date, and that eliminates any confusion when a shift supervisor looks up a record."

Sgt. Kevin Carroll, Supervisor of Inmate Records & Data Management  
Roanoke County Sheriff's Office

# Building Your Digital Archive



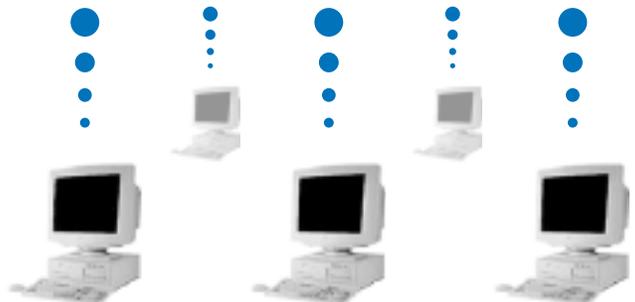
Scan or import your documents.



LaserFiche OCRs, indexes and archives them.



Distribute documents to authorized staff...



via your network, CDs and the Internet.

# Benefits for Counties & Parishes

## More Efficient Document Management

LaserFiche manages large numbers of documents – blueprints, court records, tax records – efficiently and easily. Reduce or eliminate misfiling, costly reproduction and distribution methods and other paper problems that impede document sharing within and among departments. LaserFiche’s easy-to-use document management abilities directly address these problems.

- Manage entire document repositories from desktop workstations
- Follow your preferred procedures with customizable folders & index fields
- Index electronic and image-only documents with customizable templates
- Simplify revision tracking with Version Control
- Synchronize service bureau output and manage retention schedules with portable volumes
- Reduce clerical labor and mistakes with automated OCR and indexing
- Reduce storage space needs with digital media

## Faster Information Retrieval

The LaserFiche Intelligent Search retrieves documents instantly, allowing county agencies to find and distribute documents with unparalleled speed. With the flexibility of full-text and customizable index field searches, LaserFiche keeps documents accessible on demand to county decision makers.

- Documents on demand with LaserFiche Intelligent Search
- Unlock your documents with full-text searches
- Combine searches to pinpoint relevant documents

“Initially, [LaserFiche] was just to be for archiving, a replacement for filing cabinets. But as we saw the system demonstrated, we realized how much more we could do and our expectations changed. Imaging is not just a way to archive stuff, it’s also a way to share it!”

Michael Dane, Director of Support Services, Sheriff’s Department  
Benton County, Oregon

## An E-Government Solution: Simple, Economical Web Publishing

As more citizens demand instant access to public information, counties need an efficient, affordable Internet solution. LaserFiche WebLink is an e-government solution that provides a simple, secure way to publish documents on an intranet or the Internet at large. Multiple departments, remote offices and the general public can search vital records, land records and public safety guidelines without increasing your staff’s workload.

- Economical Web publishing without HTML coding
- Improved staff and public access to information
- Your digital archive remains secure – post only those documents you want to post

“Due to the stability of LaserFiche’s design, we’ve had the confidence to expand its usage to departments across the county. Expanding and changing the system is easy because LaserFiche is completely scalable and robust enough to handle large volumes of information.”

James Taylor, Senior Systems Analyst  
Collier County, FL

## Digital Archiving Simplifies Disaster Recovery, Eye-Readability Compliance

Paper is a vulnerable archival medium. Fire, flood, theft and other events beyond your control threaten the integrity of paper archives. Creating duplicates of paper documents for storage off-site is also an expensive, time-consuming process.

Digital media raise concerns as well: Will digital files be accessible in the future? Will changing technology give you access to your documents when you need them?

Digital archiving with LaserFiche simplifies disaster preparation and recovery and guarantees the long-term accessibility of your documents:

- Store entire document repositories on durable CDs
- Built-in viewers maintain long-term CD accessibility
- Easily reconstruct destroyed or damaged archives from digital backups
- Simplify migration strategies with flexible storage options
- Maintain future readability with non-proprietary TIFF and ASCII file formats

## Advanced Design Benefits Administrators and IT Professionals

LaserFiche is a stable, proven document imaging and management system that is easy to use and maintain. While managers experience an immediate productivity boost, IT staff enjoy full scalability and easy integration with current and future technology. More than 16,000 organizations worldwide already benefit from these LaserFiche advantages.

- An intuitive interface cuts training time
- Managers administer most LaserFiche functions
- Fully scalable to grow with your needs
- Open architecture allows easy integration with existing systems, including HR, payroll and GIS technology
- Supported by a global network of service professionals

“The center of our inquiry world is our ESRI GIS and the Internet. We are constructing a web-based search engine using SQL commands and map access through the GIS. When a user finds their selected parcel, LaserFiche is used to retrieve any deeds, land records or community development images within the system.”

Joe Sadoni, Manager, Information Services  
Deschutes County, Oregon



WebLink provides improved public service and more efficient communication with staff.



## Real-World Success Story: Benton County, Oregon

“The more places you store data, the less value it has,” said John Warsinske, Director of Information Services for Benton County, Oregon. “You get inconsistencies. Suppose you preserve two copies of a document, in different places. Something was changed in one place but not in the other. Now which document is right? We’re trying to build a process that substantially eliminates reliance on paper copies.”

Benton County now trusts LaserFiche with documents generated by at least ten government agencies in the county and the county seat, Corvallis. Current users include the Board of County Commissioners, the County Budget Office, and the Departments of Administrative Services, Community Development, Records and Elections, Tax Assessment and Environmental Health.

In the Tax Assessment Department alone, LaserFiche replaced 70,000 tax lot folders – six filing cabinets’ worth – containing historical data on every lot in the county. Title searchers no longer have to go to the filing cabinets and tug out 8 1/2-by-11 cardboard folders. A clerk taps a few keys, and the data appears on a monitor screen. Nothing can be lost, altered or stained with coffee.

The enterprise-wide system consists of ten full-user licenses, capable of scanning data into electronic archives and retrieving it again in seconds, plus 25 retrieval-only licenses.

“We’re pretty excited about it,” Mr. Warsinske said. “You’re only limited by your own imagination as to the number of processes you can put this tool to. We’re putting mission-critical data into this system that we are not going to save elsewhere. This system has to work. And it does.”

Warsinske said the next step for Benton County is to incorporate LaserFiche WebLink into the County intranet. WebLink will allow authorized staff quick access to documents using standard Web browsers – without having to install retrieval systems on all in-house computers.

Visit [www.laserfiche.com/county](http://www.laserfiche.com/county) for more information on Benton County and other local government success stories.

# The Next Step

Learn more about what LaserFiche can do for you. Call for a free demo CD, or visit LaserFiche online for more information.

**Voice:** 310.793.1888    **Toll Free:** 800.985.8533

**Fax:** 310.793.8531

**Web:** <http://www.laserfiche.com/county>

**E-mail:** [info@laserfiche.com](mailto:info@laserfiche.com)

LaserFiche is headquartered at 20000 Mariner Ave., Torrance, CA 90503.

## About LaserFiche

LaserFiche has pioneered high-volume document retrieval and archival systems since 1987. LaserFiche software manages documents in thousands of municipal, state and federal agencies, as well as schools, law offices, insurance companies and other public and private sector organizations around the world.

LaserFiche Document Imaging is a division of Compulink Management Center, Inc.

# LaserFiche Family of Products

## Systems

### **LaserFiche Client-Server**

Scalable document imaging for the network

### **LaserFiche Enterprise**

Enterprise-wide document imaging for multiple databases

### **LaserFiche WebLink**

Simple, economical web publishing

### **LaserFiche WebLink Enterprise**

Web publishing for multiple databases

### **LaserFiche Workflow Suite**

Intelligent routing and notification for knowledge workers

### **LaserFiche Plus**

Complete document imaging with CD publishing

### **LaserFiche Executive**

Full-featured standalone document imaging

### **LaserFiche Desktop**

Document imaging for modest document volumes

## Add-ons

### **LaserFiche Snapshot**

Convert electronic documents to archival images

### **LaserFiche E-mail**

Distribute stored documents via e-mail

### **LaserFiche Audit Trail**

Monitor user activity for security and workflow

### **LaserFiche Integrator's Toolkit**

Integrate LaserFiche with third-party applications

### **LaserFiche Plus Plug-In**

CD publishing plug-in for existing systems

+ Template Express, Bar Code Recognition, Zone OCR, COLD and COLD Plus

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Document Imaging for the Real World<sup>SM</sup>



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