



## Automate Form-Based Processes

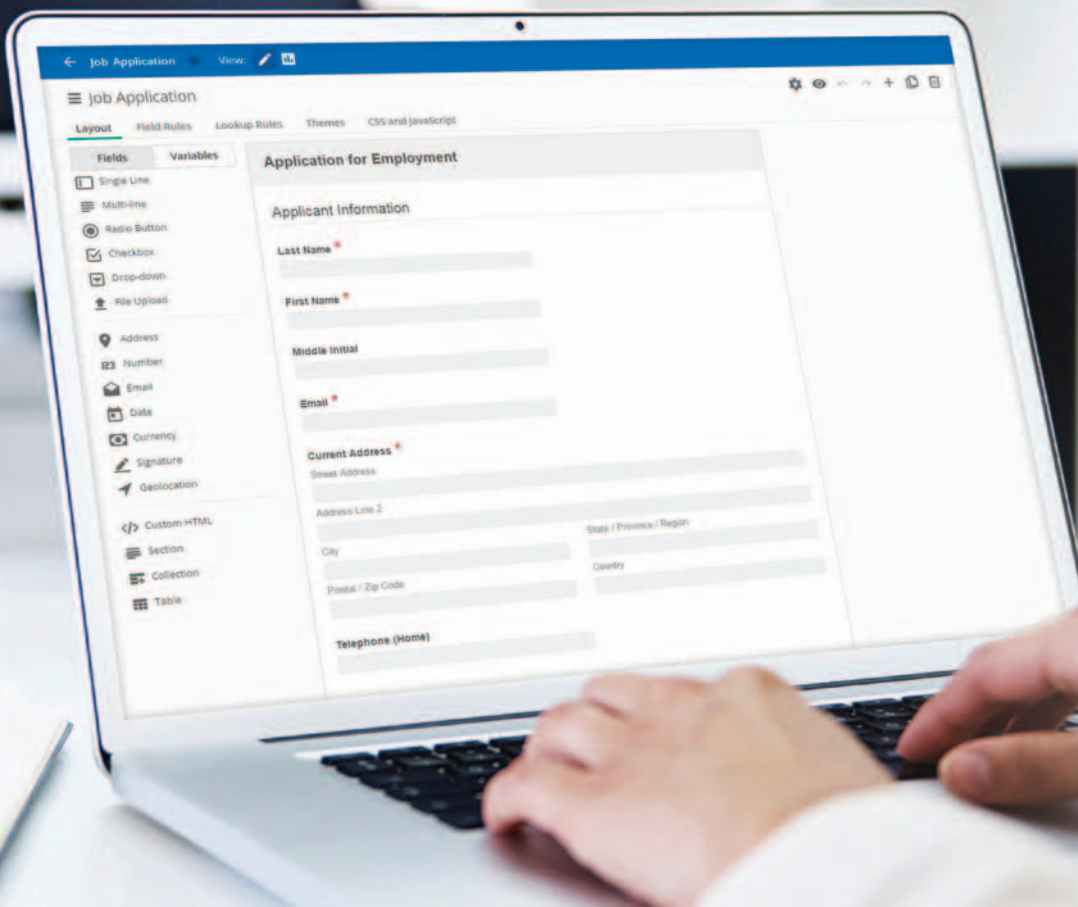
Laserfiche Forms is a web forms software that makes it easy to digitally capture, route and approve forms enterprise-wide.

## Build Web Forms in Minutes

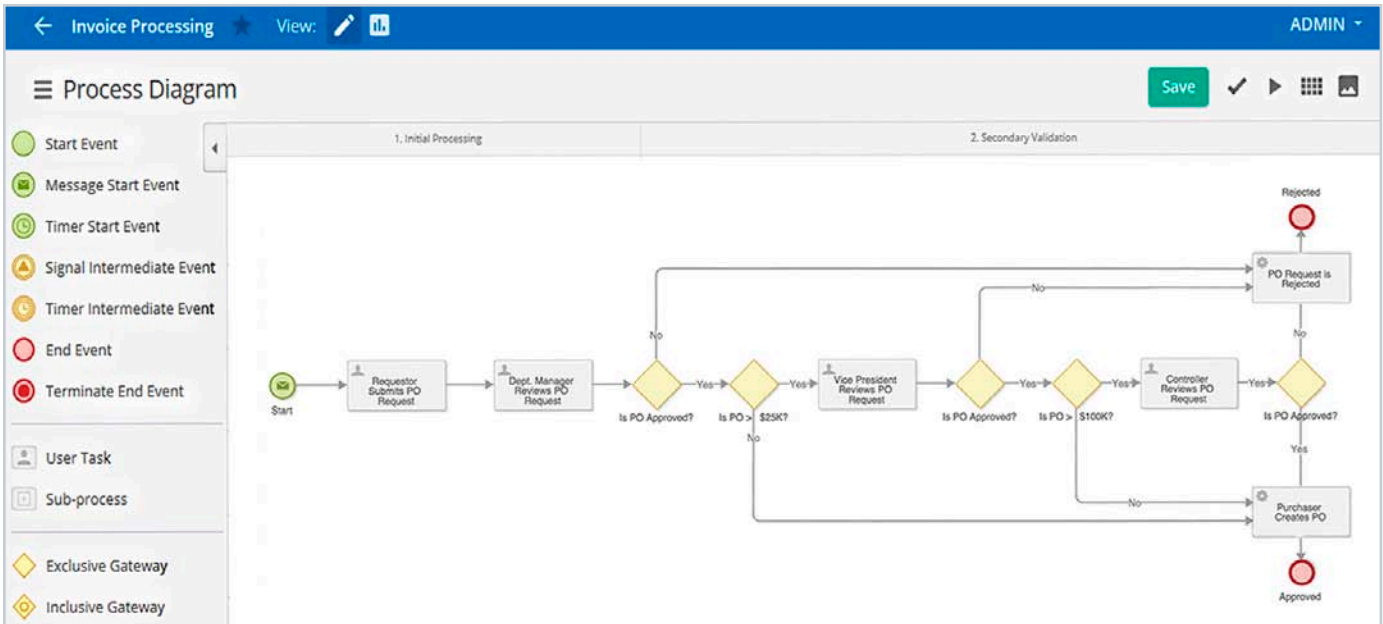
- Easily drag and drop a variety of fields onto your form
- Use a large library of form fields to collect the information you need from submitters
- Accurately collect data using fields that dynamically display based on previous responses
- Personalize your form with custom colors, fonts and logos
- Upload supplemental documents directly from the form
- Automatically calculate useful data such as invoice totals, the age of a form submitter and more using built-in, native formulas
- Maintain records of submitted information by automatically saving completed forms in the Laserfiche repository
- Apply metadata to forms and their attachments once they are saved in the repository

## Automate Form Submission, Routing and Review

- Enable authorized employees to create BPMN-compliant process models using drag-and-drop interaction
- Launch processes on a set schedule or after a waiting period
- Reroute a form if a deadline has passed
- Assign or reassign tasks to teams or individual users
- Ensure tasks are completed on time using automatic notifications
- Enhance existing business processes by pushing information and forms into Laserfiche Workflow or the Laserfiche repository
- Review and approve submitted forms from a tablet, smartphone, web browser or email



*Create and publish forms with an intuitive forms designer that requires no coding or scripting.*



Create BPMN-compliant process diagrams to automate form review and approval.

## Centralize Task Management and Increase Process Efficiency

- View all pending tasks, which can be sorted by priority in a dedicated inbox
- Increase transparency with operational dashboards that show the current status and progress of a process
- Quickly configure reports of all submitted forms, pending and completed tasks and approval histories
- Easily monitor employee productivity and identify process bottlenecks with the performance dashboard

## Get a Head Start on Automating Common Processes

- Download prebuilt process diagrams, forms and workflows for a variety of common business processes from the Laserfiche Business Process Library
- Minimize initial development effort for common processes such as travel request, expense reimbursement and building maintenance request
- Filter processes by industry or department
- Easily modify process diagrams and forms to fit specific requirements

# Laserfiche®

## Run Smarter®

### About Laserfiche

Laserfiche Enterprise Content Management transforms how organizations manage information, automate document-driven business processes and make timely, informed decisions. Using Laserfiche, organizations can innovate how documents and unstructured information are processed and analyzed to achieve business results. Laserfiche provides intuitive solutions for capture, electronic forms, workflow, case management, cloud, mobile and government-certified records management. Since 1987, Laserfiche has been the trusted choice of more than 36,000 organizations worldwide.

### Your Next Step

#### Read White Papers and Case Studies

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Item #7665