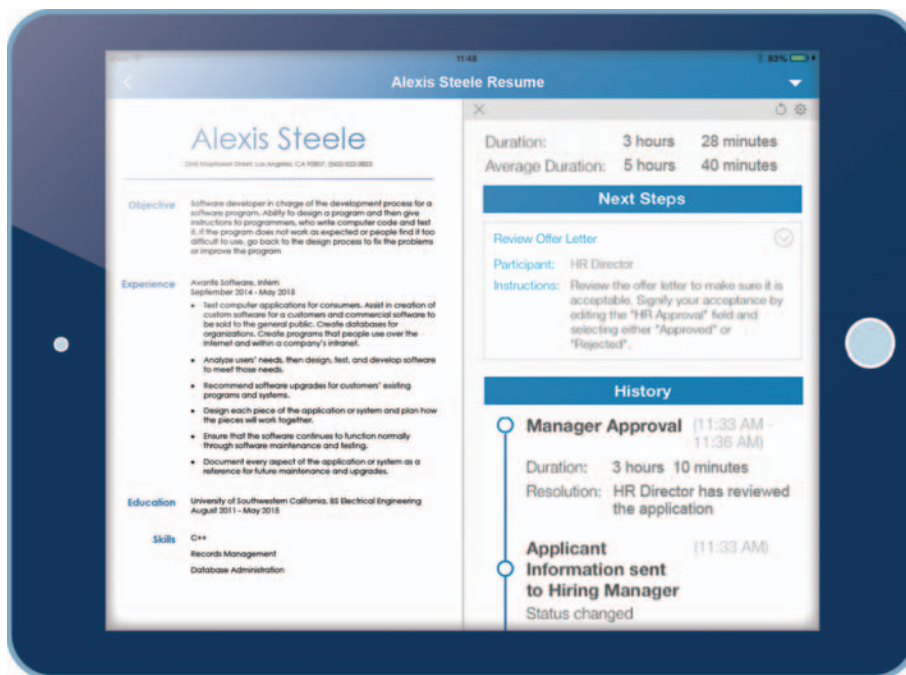


Laserfiche Workflow Factsheet

Laserfiche Workflow is powerful business process automation software that classifies, organizes, routes and archives documents.

Improve Decision-Making with Real-Time Information

- Launch dynamic business processes with one click from web, desktop or mobile clients
- Provide step-by-step instructions to users involved in the process
- Update participants involved in a business process activity while the process is running
- Display pending documents and actions required at various stages within a business process, increasing visibility, removing bottlenecks and prompting timely response
- Identify and correct performance issues by monitoring and analyzing the average time it takes for the process or part of the process to run, which steps took the longest and how long it took each participant to complete their tasks



View a document's business process history and instructions for next steps

Product Highlights

- Create automated workflows with an intuitive, graphical design tool
- Integrate with a wide variety of enterprise applications to run repeatable processes
- Use more than 100 built-in activities to simplify third-party integration, offer easy customization and enhance administrative control
- Alert and direct users regarding their responsibilities for completing business process tasks
- Report on customizable steps in any workflow's progress
- Improve visibility into business process efficiency with instance details (including charts and statistics) about specific times a workflow ran
- Troubleshoot, optimize and report on system processes with an included search and reporting interface
- Trigger document changes from activity in line-of-business applications like CRM, GIS, ERP and others
- Apply trusted digital signatures to a document, as well as delete and retrieve information from them
- Automatically import PDF forms into Laserfiche, retrieve information from PDF fields and map them to Laserfiche fields

Accelerate Organization-Wide Document Review and Approval

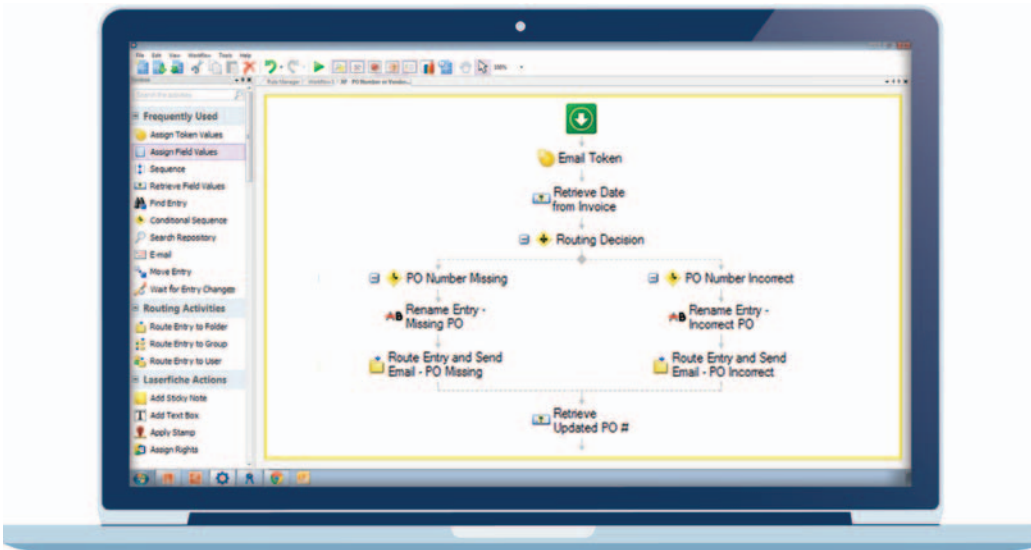
- Initiate processes, review documents and make decisions from a central inbox
- Ensure tasks are completed on time with automatic, recurring notification emails
- Track the approval status of each document and who is working on it
- Enable concurrent review and approval for multiple users
- Automatically send notifications when a document is created, edited or deleted



Initiate paperless expense reports, approve invoices and conduct other routine activities from smartphones and tablets

Quickly Diagram and Implement Workflows

- Use 100+ drag-and-drop activities to easily build custom workflows
- Save hours of staff time with rule-based workflows for simple tasks like renaming documents and emailing document changes
- Digitize and model entire processes like HR onboarding and accounts payable processing without writing code



Create workflows that outline and automate exactly how documents should be processed and routed

Your Next Steps

 **Contact Us**
(800) 985-8533

 **Get a Demo**
laserfiche.com/demo

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