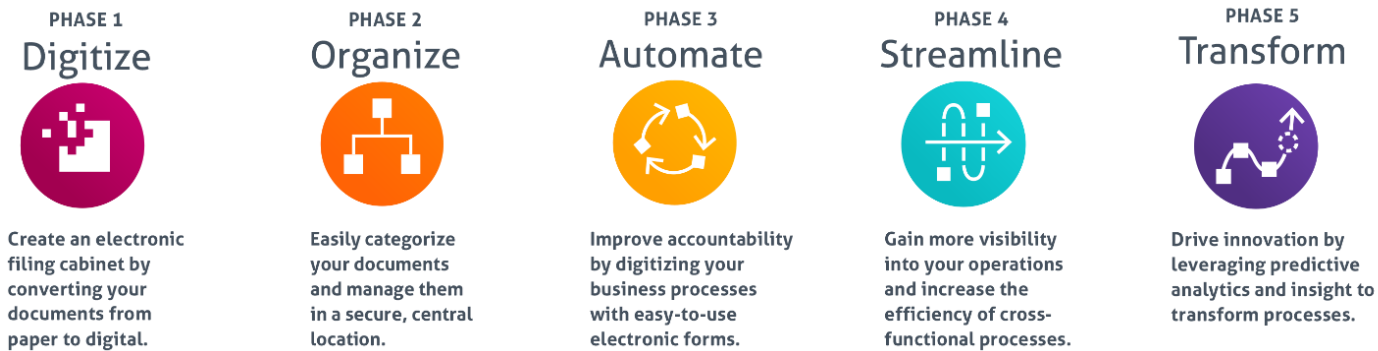# OVERVIEW: LASERFICHE

What once was a simple document imaging solution has evolved into a complete Content Services platform to serve the enterprise. In addition to native and core document/records management functionality, Content Services platforms continue to mature and address increasingly complex business processes and problems.

**Where to start.** MCCi leverages and recommends the Digital Transformation Model: an industry-accepted five-phased approach to transforming your office into a digital workplace. This model provides a structured framework for content services, process automation, analytics, and more. Often, technology is implemented in one department, and the interest of other departments quickly grows. The Digital Transformation Model guides whether you are in one department or looking to go enterprise wide.

| PHASE 1 Digitize | PHASE 2 Organize | PHASE 3 Automate | PHASE 4 Streamline | PHASE 5 Transform |
|---|---|---|---|---|
| Create an electronic filing cabinet by converting your documents from paper to digital. | Easily categorize your documents and manage them in a secure, central location. | Improve accountability by digitizing your business processes with easy-to-use electronic forms. | Gain more visibility into your operations and increase the efficiency of cross-functional processes. | Drive innovation by leveraging predictive analytics and insight to transform processes. |

**Select a solution.** In 1999, we searched for a solution with company stability, growth, and service commitment to clients. In our search for the best overall Content Services platform, Laserfiche stood out as a solution that meets clients' demands while being economical, scalable, and usable. Laserfiche is a platform for automating business processes from start to finish with the flexibility to integrate with your existing solutions.

MCCi proposes the enclosed Laserfiche software and MCCi Professional Services for your organization. With capabilities ranging from electronic records management to document routing, electronic forms, and integrations, Laserfiche is a powerful solution that enables the entire enterprise. Please keep in mind some of the features of Laserfiche:
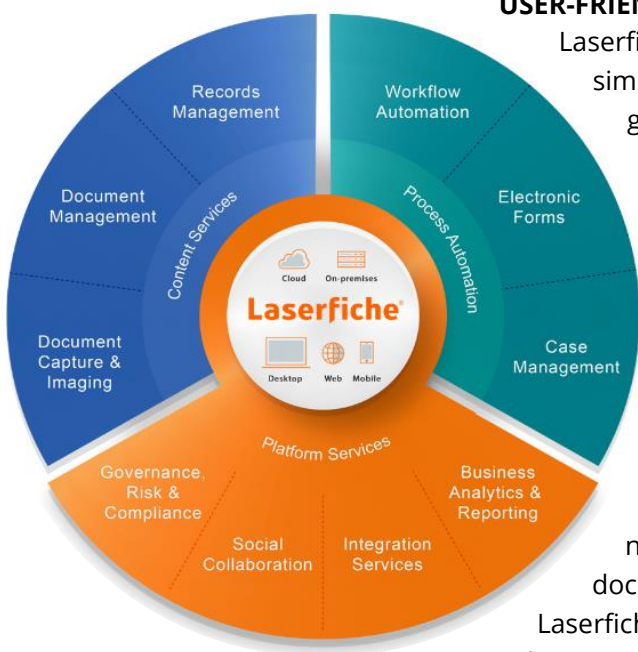
**USER-FRIENDLY**

Laserfiche is very easy to learn, navigate, and use. With a folder structure similar to Windows Explorer, Laserfiche will seem familiar to your staff, giving them the confidence to begin scanning and retrieving documents almost immediately after installation.

**COMPREHENSIVE SECURITY**

Laserfiche Comprehensive Security allows you to control and administer the security of your documents. You determine what functions, such as scanning and printing, each staff member may use.

**INTELLIGENT SEARCH**

The Laserfiche Search Engine is a powerful tool to help users find the documents they need during their day-to-day processes, including full-text search, index search, and document and folder name. The Laserfiche full-text search unlocks the contents of your documents; if you need to find a word or phrase within a document, Laserfiche retrieves it immediately. An easy Google-style toolbar is available for searching as well.
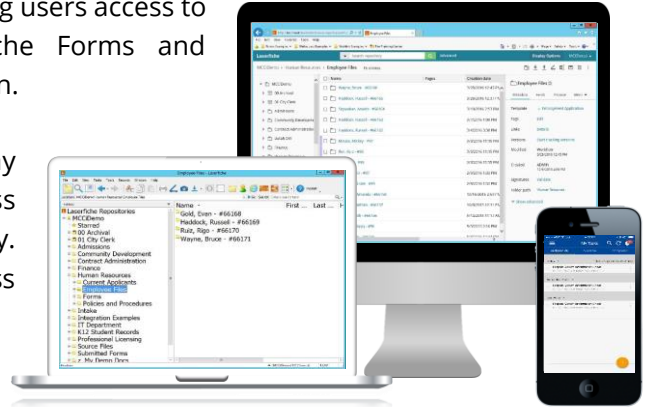
**INTEGRATION**

Laserfiche is your organization's central repository for records in your organization and allows you to integrate other main line-of-business solutions easily. Whether you are looking for a way to integrate with a departmental solution, ERP solution, Microsoft Office application or SharePoint, etc., Laserfiche has options available to reduce duplicate data entry and provide seamless access to your records.

**E-FORMS & BUSINESS PROCESS AUTOMATION**

Laserfiche allows users to capture information while automating and transforming business processes. Users are finding efficiencies by reducing the time processes take and giving users access to information instantaneously through implementing Laserfiche Forms and Laserfiche Workflow, resulting in cost savings for the organization.

**MOBILITY & WEB TOOLS**

Mobile devices are used in organizations for day-to-day operations. Laserfiche has options to ensure you can access Laserfiche from these devices and perform related actions quickly. There are also options to give your outside citizens/clients access to records through the web to promote transparency and decrease record requests.

*[remainder of page intentionally left blank]*

# LASERFICHE CLOUD LICENSING GUIDE

*To determine which platform/licenses are applicable, please refer to the Pricing section.*

| LASERFICHE PLATFORM ARCHITECTURE | | | |
|---|---|---|---|
| | **Starter** | **Professional** | **Business** |
| **App. Servers/Repositories** | 1 | 1 | 1 |

| FULL USE ACCESS LICENSES | | | |
|---|---|---|---|
| | **Starter** | **Professional** | **Business** |
| **Full Named Users** | Minimum of 1 | Minimum of 5 | Minimum of 25 |
| **100 GB Storage Per User** | Included<br>Additional Storage Available | Included<br>Additional Storage Available | Included<br>Additional Storage Available |
| **Audit Trail** | Included (Starter) | Included (Starter)<br>Advanced is Add-on Option | Included (Advanced) |
| **Direct Share** | Included | Included | Included |
| **Automated/Encrypted Backups** | Included | Included | Included |
| **Intrusion Detection** | Included | Included | Included |
| **Automated Feature and Security Updates** | Included | Included | Included |
| **Import Agent w/Email Archiving** | Included | Included | Included |
| **Process Automation** | Not Available | Included | Included |
| **Connector** | Not Available | Included | Included |
| **Surveys** | Not Available | Included | Included |
| **Records Management** | Not Available | Add-on Option | Included |

| LIMITED USE ACCESS LICENSES | | | |
|---|---|---|---|
| | **Starter** | **Professional** | **Business** |
| **Participant Users** | Not Available | Add-on Option, Minimum of 10 | Add-on Option, Minimum of 10 |
| **Community Users** | Not Available | Add-on Option | Add-on Option |
| **Education Users** | Not Available | Add-on Option | Add-on Option |

| MODULE BASED LICENSES | | | |
|---|---|---|---|
| | **Starter** | **Professional** | **Business** |
| **Quick Fields Complete with Agent ††** | Add-on Option | 10 Installations Included | 10 Installations Included |
| **Invoice Smart Capture** | Not Available | Add-on Option | Add-on Option |
| **Workflow Bots** | Not Available | 1 Included with Option to Add-on | 1 Included with Option to Add-on |
| **Vault** | Not Available | Add-on Option | Add-on Option |
| **ScanConnect** | Add-on Option | Add-on Option | Add-on Option |
| **SDK** | Not Available | Add-on Option | Included |
| **Public Portal (WebLink) †** | Not Available | Options: 1,000 Views,<br>Blocks of 10,000 Views | Unlimited Views |
| **Forms Portal †** | Not Available | Options: 1,000 Submissions, Blocks of 10,000 Submissions | Unlimited Submissions |

| INTEGRATIONS | | | |
|---|---|---|---|
| | **Starter** | **Professional** | **Business** |
| **Microsoft 365 Integration with Simultaneous Editing** | Included | Included | Included |
| **Integration with SharePoint** | Included | Included | Included |
| **Integration with Salesforce, Microsoft Dynamics 365, and Redtail CRMs** | Not Available | Included | Included |
| **Integration with DocuSign** | Add-on Option | Add-on Option | Included |
| **Integration with Ellucian Ethos** | Not Available | Add-on Option | Add-on Option |
| **Laserfiche for Ricoh MFD** | Add-on Option | Add-on Option | Add-on Option |

*† Public Portal and Forms Portal are licensed per Laserfiche Application Server.*
*†† Quick Fields is licensed per machine.*
*\* A sandbox environment includes 10 users, Laserfiche Directory Server and any additional add-ons purchased, such as portals.*