

## Executive™

**Complete Stand-alone Document Imaging**

- ▶ Recover time lost searching for files
- ▶ Take documents on the road
- ▶ Save valuable office storage space
- ▶ Maintain a centralized document archive

**Proven Digital Archival, Retrieval & Distribution Solutions**

Laserfiche Executive is a full-featured document management solution designed to transform your existing filing system into an easy-to-manage digital archive. Storing your records on a Laserfiche system saves the time spent searching through file cabinets—even letting you get rid of them altogether.

Executive provides scanning support, OCR (Optical Character Recognition), full-text indexing and intuitive search capabilities. Powerful and easy to use, Laserfiche Executive puts millions of documents at your fingertips.

Laserfiche recognizes the need for document management systems that grow along with your organization. That's why Laserfiche systems are fully scalable and offer simple installation, smooth integration and easy system maintenance. With over 21,000 installations worldwide, Laserfiche is the premier choice for professionals who require a proven digital archival system.

**Instant Search & Retrieval**

Imagine being able to retrieve your scanned documents with the same speed and ease as an Internet search engine. That's the power behind Laserfiche. Laserfiche will pinpoint document location in seconds with whatever information you know.

- ▶ A familiar browser window keeps images in electronic folders, similar to the way paper documents are stored in paper folders.
- ▶ Index card searches retrieve documents by performing database searches on the template fields.

- ▶ Full text searches with fuzzy logic offer the retrieval of any document by any word or phrase, even if it is misspelled, or if the correct spelling is unknown.
- ▶ Boolean operators and wildcards narrow or expand your full-text searches.
- ▶ Search results can be saved in a folder for later examination.

**Streamlined Document Management**

Laserfiche streamlines document management at every step, beginning with bringing documents into the system. Scan in your paper documents and directly import electronic documents such as word processing files, spreadsheets and presentations. Laserfiche's state-of-the-art OCR reads every word on a scanned image and indexes the words for full-text searches.

With Laserfiche you can take your documents anywhere. Document image files can be stored on virtually any medium or storage device and can be transferred via briefcase files. With Laserfiche Executive on your laptop computer, taking documents on the road is easier than ever. You can even distribute thousands of pages on CD with the optional Laserfiche Plus plug-in.

Laserfiche Executive is equipped with the same powerful features as our network editions. When you want to share documents with your colleagues, Laserfiche Executive will easily connect to Laserfiche servers. No matter how your document management needs grow, Laserfiche will be there for you.