

# Laserfiche® Quick Fields™ Bundles for Rio™ Systems



## Capture the Power of Cascading Information

Information management involves many processes and procedures, including retrieval, distribution, security and workflow. But what about the first step—getting your information into a manageable format? How do you cost-effectively control the information coming at your organization every day?

Laserfiche Quick Fields helps you channel unstructured data with automated high-volume document processing. You spend less time sorting, categorizing and filing information—and more time acting on it.

### Learn More Inside:

- ▶ Reduce data entry costs.
- ▶ Eliminate manual sorting.
- ▶ Automate document filing.
- ▶ Maximize staff productivity.

# Simplifying your business just got simpler.

Even with an enterprise content management system, data entry and filing can be an expensive proposition, often requiring full-time staff to manually sort paper and electronic documents for processing, apply metadata and create folder structures. But Quick Fields transforms capture and indexing into an efficient process by collecting precise pieces of information from the masses of unstructured data flowing into your organization. By improving the speed and accuracy of repetitive processes, Quick Fields helps you reclaim time and money for other important activities.

- ▶ **Eliminate manual document sorting.**
- ▶ **Increase the volume and accuracy of forms processing operations.**
- ▶ **Process documents quickly by extracting data from bar codes, text patterns and customizable document zones.**
- ▶ **Improve the integrity of newly-captured information by matching it against data from other applications.**
- ▶ **Apply metadata and/or create a folder structure based on extracted data**

And now, equipping your organization with high-volume data capture and processing tools is even easier. When you choose a Laserfiche Rio system, you can easily add a Quick Fields bundle that provides the exact functionality you're looking for. Just select a bundle, and then decide how many workstations you'd like to install it on. It's as simple as that.

“With Quick Fields, our staff can just throw a stack of documents into the scanner and the system will file them and fill in the template fields automatically. It's so quick and easy! And it didn't take much to get it in place, either.”

Chris Shinnick, MIS Coordinator,  
City of Buffalo, MN



## Add-ons overview

We offer a variety of specialized add-ons to help you complete repetitive processes most efficiently. These add-ons are all available as part of one or more Quick Fields bundles.

- ▶ **Zone OCR** automatically extracts text from designated document areas and uses it to populate template fields.
- ▶ **Pattern Matching** separates and verifies the formatting of extracted data, such as postal codes, from the larger blocks of text captured by Zone OCR.
- ▶ **Real-Time Lookup** populates template fields and validates metadata by retrieving data stored in third-party databases and other applications.
- ▶ **Bates Numbering** applies unique identifiers to help you precisely track evidentiary documents.



- ▶ **Document Classification** enables you to process multiple document types in one Quick Fields session.
- ▶ The **Bar Code Plug-In** reads a variety of industry-standard bar codes (including Code 39, Code 128 and EAN 13 and 8) horizontally or vertically.
- ▶ The **Forms Package** improves the speed and accuracy of data extraction from forms and other structured documents. It also detects handwritten information, such as marks on surveys, tests and ballots.

In addition to these add-ons, you can purchase Quick Fields Agent, which enables you to run Quick Fields processing sessions unattended to conserve network bandwidth and staff resources.

## Bundles

All Quick Fields bundles include the Quick Fields client as well as the listed add-ons. Note that these bundles are licensed per desktop, not per user, so you'll need one copy of the software for each computer on which it will be installed.

### Quick Fields Core:

Get the essentials of high-volume processing.

#### Includes:

- ▶ Zone OCR
- ▶ Real-Time Lookup
- ▶ Pattern Matching
- ▶ Bar Code Plug-In

### Quick Fields Classify:

Process multiple document types at once without pre-sorting.

#### Includes:

- ▶ Document Classification
- ▶ Zone OCR
- ▶ Real-Time Lookup
- ▶ Pattern Matching
- ▶ Bar Code Plug-In

### Quick Fields Context:

Identify, categorize and index documents based on their content.

#### Includes:

- ▶ Forms Processing
- ▶ Bates Numbering
- ▶ Zone OCR
- ▶ Real-Time Lookup
- ▶ Pattern Matching
- ▶ Bar Code Plug-In

### Quick Fields Complete:

Achieve maximum efficiency with the entire Quick Fields suite.

#### Includes:

- ▶ Document Classification
- ▶ Forms Processing
- ▶ Bates Numbering
- ▶ Zone OCR
- ▶ Real-Time Lookup
- ▶ Pattern Matching
- ▶ Bar Code Plug-In

## Quick Fields bundles at a glance

|                         | Quick Fields Core | Quick Fields Classify | Quick Fields Context | Quick Fields Complete |
|-------------------------|-------------------|-----------------------|----------------------|-----------------------|
| Quick Fields Client     | ✓                 | ✓                     | ✓                    | ✓                     |
| Zone OCR                | ✓                 | ✓                     | ✓                    | ✓                     |
| Real-Time Lookup        | ✓                 | ✓                     | ✓                    | ✓                     |
| Pattern Matching        | ✓                 | ✓                     | ✓                    | ✓                     |
| Bar Code Plug-In        | ✓                 | ✓                     | ✓                    | ✓                     |
| Document Classification |                   | ✓                     |                      | ✓                     |
| Forms Processing        |                   |                       | ✓                    | ✓                     |
| Bates Numbering         |                   |                       | ✓                    | ✓                     |

## Laserfiche Solutions

Laserfiche creates simple and elegant document management solutions that help organizations run smarter. Since 1987, more than 25,000 organizations—including government offices, Fortune 1000 companies, healthcare organizations and financial services firms—have used Laserfiche software to streamline processes for managing documents, records and workflow. By digitizing paper archives, Laserfiche enables users to instantly pinpoint the information they need and complete daily tasks more efficiently. Secure Web access allows organizations to share information with remote offices, business partners and customers, while user- and role-based security options ensure compliance with government- and industry-mandated standards.

## Your Next Step

Call (800) 985-8533 to arrange a demonstration or visit [www.laserfiche.com](http://www.laserfiche.com) for more product details.

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