

What's New in Laserfiche 9 and 10

Laserfiche 8 combined comprehensive ECM functionality with flexible business process management (BPM) tools to effectively manage and process information. The focus of Laserfiche 8 was helping organizations centralize information, as well as improving and streamlining information management practices. By eliminating information silos, Laserfiche 8 ensured that information could be accessed and used by anyone in the organization who needs it.

Laserfiche 9 takes the product's core enterprise competencies to the next level, more tightly integrating BPM and ECM tools across the suite, adding significant capabilities for automating business processes, and giving organizations the management tools they need to make smarter decisions about the way knowledge work is carried out.

New to Laserfiche 9

- Full Text search now includes improved handling of hyphenation, word breaks, and search ranking.
- Laserfiche server enhancement improves handling of fields assigned to versioned documents. Administrators can delete fields even if they are found in an earlier version.
- Users can restore default settings.
- Users can e-mail a link to a folder in the repository.
- Web Administrative Console allows administrators to manage repositories remotely
- Office integration has expanded to support working with versioning.
- Now generate pages with a monochrome choice, allows for smaller file size
- Web Access
 - Full support of Laserfiche office integration with the Office Integration plug-in
 - Drag and drop files directly into you Web Access Repository.
 - Web scanning fully supported by Chrome with automatic refresh so you can view results in the contents pane.
 - Quickly switch between fields with SHIFT + Enter.
- Workflow
 - Retrieve and delete shortcuts
 - Retrieve Laserfiche FORMS content
 - New options to configure repeat activities
 - Run current Workflows from the Workflow Designer without a starting rule
 - Specify input and output parameters on Workflows invoked by other Workflows or run from Workflow Designer. View them with the Parameters Tab.
 - New charts, statistics, and data let you monitor Workflow and Business Process
 - Waiting Parent Instance Node: view information, interact with Workflows that are waiting for invoked Workflow to finish.
 - Client Automation Tools is a .NET replacement for the previous Client-Interaction Mechanism.

Laserfiche 10 includes many new features and enhancements that allow you to work with your repository more easily and efficiently. Laserfiche 10 features an all-new fast and responsive interface for Web Access, which combines the administrative convenience of a single web interface to the repository with a new design to make using Web Access easy and enjoyable for users. It also includes significant upgrades to Laserfiche Forms and Workflow, including a tighter integration between the two products that makes them both more powerful.

New to Laserfiche 10

- Starred Entries: users can mark documents and folders they want to easily find again with a star.
 - The starred documents/folders are listed in their own quick access view
 - User specific
- Import Profiles: set up for commonly-imported document types.
 - Configure default name, folder path, template, and/or volume.
- Perform searches on the recycle bin to locate deleted documents.
- Users can choose to optimize PDF compression for text or color images
- Mark fields as required on a template – by – template basis
- Laserfiche Audit Trail has been enhanced with an improved, more modern user interface and intuitive report creation behavior.
- Administrators can lock down certain sets of options, for the entire repository, or for specific users or groups and then set Global Defaults.
- New search processor that now supports additional advanced search types: date of final disposition, date document was checked out, or date an electronic document was modified.
- Web Access:
 - New Look and Feel
 - Adjusts automatically for best display on phones, tablets, or monitor
 - Full screen mode in document viewer
 - Continuous scrolling when viewing a document
 - Multi-column page and thumbnail display
 - Documents open in dedicated tabs
 - Preview pane to view thumbnails before opening whole document
 - Quick Access Views
 - Documents in use
 - Starred documents
 - Recently opened documents
 - Records management
 - Unified Metadata pane in both the Folder Browser and Document Viewer
 - Users can now choose to stream media to their browser rather than downloading the files first.
 - Documents can be imported from Google Drive, One Drive, One Drive Business directly to Laserfiche.
 - Generate reports on documents and folders in your repository
 - Drag and drop e-mails directly from Outlook into Web Access or use Save to Open Folder button in the Laserfiche ribbon.
 - Search context hits within a document using quick search bar at the top of the document.
- FORMS
 - Teams: can be created by administrators or managers.
 - Tasks assigned to a team are visible to everyone on the team
 - Team member can choose a task to complete or reassign to another team member

- Team administrators and managers can assign tasks to specific users, teams, sub-teams; or they can round-robin a task.
- Task Lists can now be customized: columns, configure sorting and filtering options
- Tasks can be saved as drafts and completed later
- Task List is updated in real time
- Can now retrieve values from Workflow and assign those values to FORMS process values
- New Operational Dashboard
 - Quick and easy way to view the current status of a process
 - How many instances are running
 - Where there are bottlenecks
 - Tasks that are close to due date or are overdue
- Grid system has been added to the canvas. Objects will snap into grid cells
- On the Canvas organize a process into stages, making it easier to view the progress of a process in the Operational Dashboard
- 2 new fields
 - Geolocation: accepts Longitude and Latitude coordinates for location.
: automatically get and store current location if the form is filled out with a device that has location services enabled.
 - Number: supports decimal and commas
 - Native Calculation functionality for number, date and currency fields
- Process Diagram Objects
 - Terminate End Event: will end the entire process and all sub-processes, not just the process flow.
 - Signal Event: interrupt a process flow and jump to another that starts with a corresponding signal intermediate event.