

Import Agent™

Increase Document Accessibility through Automated Document Import

- ▶ Add value to your MFP
- ▶ Autopopulate index card template fields
- ▶ Increase document accessibility
- ▶ Automate document importing

Add Value to Devices Such as Digital Copiers, Multifunction Printers and Fax Servers

Laserfiche Import Agent provides effortless document importing and management within a Laserfiche repository. Businesses constantly generate documents that must be readily accessible. These documents come from a variety of sources, such as multifunction peripherals (MFPs), which include devices performing any combination of printing, faxing, scanning and copying. Without the Import Agent, the risk of misfiling documents and creating incorrect index cards exists. Documents are more difficult to find as a result. Laserfiche Import Agent maximizes document accessibility by automating document importing and document management within the Laserfiche repository.

Laserfiche Import Agent Know:

▶ Where to look for documents

Laserfiche Import Agent looks for documents wherever they are created and sends those documents to a Laserfiche folder. The Laserfiche Import Agent monitors single or multiple locations. For example, an MFP captures documents and stores these documents in a directory. Laserfiche Import Agent automatically looks for specified documents in that directory and moves them to the Laserfiche repository.

▶ How to organize your documents

Configurable document filters in Laserfiche Import Agent organize documents into folders based on filename, document type, or a combination. For example, the Import Agent provides the capability of importing TIFF images from a network folder into the Laserfiche repository. Moreover, the Import Agent autopopulates the index card template fields for the imported TIFF image.

▶ How to minimize network traffic

An automated schedule efficiently archives documents in the Laserfiche repository. Schedules represent the time during which the Laserfiche Import Agent actively looks for documents in specific directories thereby minimizing network traffic during peak hours of the day. For example, a remote office in a wide area network (WAN) would configure a schedule to send captured documents over the WAN to the Laserfiche repository at the main office during off-peak hours. Scheduling document transmittal in this manner conserves network bandwidth.

Laserfiche Import Agent Highlights

- ▶ Automatically import documents into a Laserfiche repository.
- ▶ Schedules allow documents to be imported during off-peak hours.
- ▶ Emulate any filing schema already established for your paper documents.
- ▶ Apply user-defined index card templates to documents automatically.
- ▶ Autopopulate fields in index card templates.
- ▶ Create unique names for documents automatically.
- ▶ Eliminate misfiled documents.
- ▶ Archive documents within the digital Laserfiche repository for long-term preservation.
- ▶ Automatically create a destination folder if it does not already exist.