



## POWERFUL PRODUCTIVITY TOOLS FOR LASERFICHE<sup>®</sup> SOFTWARE

- **Active Index: Automate data look-up and verification**
- **Active OCR: Intelligently schedule OCR processes**
- **Active Search: Archival searches in Windows and Microsoft Office**



### Active Index

**Active Index improves indexing performance by linking Laserfiche (version 7.02 or later) to ODBC databases for automatic data look-up, field completion, and data verification on the index card.**

- ◆ Speeds the indexing process up to 5x faster.
- ◆ Index fields can be linked to databases allowing users to search the database for data from the index card.
- ◆ A user can type in “cha” into an active index field and click drop down to see all client names in the database containing “cha”.
- ◆ An index card with a customer number and customer name can use the customer number to automatically lookup the customer name in the customer database.
- ◆ Sequential document indexing in folders allows the user to select a folder and then index the documents one by one.
- ◆ Active Index automatically skips to the next document when an index card is saved, speeding up process and reducing key strokes.
- ◆ Side by side image/index helps organize and simplify the indexing process.

#### **Active Index delivers numerous business benefits. For example:**

For one Laserfiche client, manually indexing hundreds of daily banking documents caused a resource drain and filing room backlog. They had too many documents to be serviced using Quick Fields Zonal OCR. The solution was Active Index, allowing the scanning staff to manually enter a bank account number for each document. Active Index’s real time look-up populated the other index fields including client name, client number and administrator. It then filed the document in the appropriate personal folder. The result was a daily savings of over one hour in processing and filing time.

### Active OCR

**Active OCR improves scanning performance through intelligent scheduling of the OCR processing phase, allowing businesses to reduce delays while scanning large numbers of documents.**

- ◆ Detect OCR and index documents automatically or manually as an overnight batch process.
- ◆ Simple to configure and use. One-click configuration creates an automated daily OCR task.
- ◆ Dramatically speeds up the scanning and indexing process by removing the slow OCR task.
- ◆ Ensures that OCR and Indexing are correct for all documents.
- ◆ Works with Laserfiche version 7.0 or later.

## Active Search for Microsoft Office

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The Active Search toolbar allows workstation users to search for Laserfiche documents throughout Microsoft Office without having to launch the Laserfiche client.

- ◆ Locate documents using index or text searches, print documents, or forward documents by email.
- ◆ Search is quick, easy and convenient - user definable search button allows predefined searches to be saved.
- ◆ View index card, document text or original document - both images and electronic files.
- ◆ Access all types of stored documents including emails archived using VaultMail™.
- ◆ Works with Laserfiche version 6.x or later and MS Office 97 or later.

For further information, please contact the document management professionals at eDocSecure:  
Toll-Free: 866.99EDOCS (866.993.3627) ◆ [info@edocsecure.com](mailto:info@edocsecure.com) ◆ [www.edocsecure.com](http://www.edocsecure.com)