



## Capture Value from Information

Laserfiche® Quick Fields™ automatically captures your critical information from paper and electronic documents and organizes it for fast retrieval. Quick Fields transforms data capture from a costly and labor-intensive operation into an efficient process. Quick Fields collects precise pieces of information from the masses of unstructured data flowing into your organization. Improving the speed and accuracy of data capture, Quick Fields gives authorized staff instant access to the information they need to work effectively.

### Learn More Inside

- ▶ Make Information Available Faster
- ▶ Optimize the Use of Infrastructure
- ▶ Adapt Quickly to Increase Return on Investment
- ▶ Share Information between Headquarters and Branch Offices

# Business Benefits

## Laserfiche® Quick Fields™ Guide

Laserfiche Quick Fields is a modular suite of production-level tools that automates precision data capture from paper or electronic documents and exchanges information with application databases. Quick Fields offers flexibility to accommodate your infrastructure and business needs.

- ▶ **Business Benefits**
- ▶ **The Quick Fields Suite**
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  - ▶ Utilities and Enhancements
  - ▶ Forms Processing
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## Make Information Available Faster

Quick Fields automatically organizes the heavy volumes of business information locked away in paper forms, faxes, electronic databases and numerous software applications—including legacy systems. Once Quick Fields captures and prepares data for retrieval, it can be instantly shared with decision makers and authorized staff across your organization.

Quick Fields accelerates the flow of useful information into business operations, reducing or eliminating the need for manual data entry, which is labor-intensive and error-prone. Eliminating these repetitive, manual tasks empowers staff to use their time more effectively.

## Optimize the Use of Infrastructure

Quick Fields conserves IT and other business resources with a module that enables you to schedule unattended processing sessions 24-7. Running Quick Fields sessions without operator intervention helps you reduce labor and infrastructure costs by allowing you to conduct high-volume processing at times when staff are away from work and bandwidth and software licenses are not in demand.

## Adapt Quickly to Increase Return on Investment

Growth, competitive pressures and changing regulatory mandates require you to adjust the information you capture and process during daily operations. Quick Fields allows documents already in the Laserfiche repository to be reprocessed in order to capture new data and update index information. Reprocessing capabilities maximize the value of your Laserfiche system by adapting to evolving business environments.

## Share Information between Headquarters and Branch Offices

Quick Fields allows you to improve collaboration among field offices, automatically synchronize distributed document archives and capture information at the point of contact with customers. You can coordinate high-volume forms processing and distributed capture throughout your organization, whether it is taking place down the hall or across multiple departments and branch offices around the world.

## Flexible Capture Options

Quick Fields accommodates your infrastructure and preferred business procedures by capturing documents from a variety of sources, including:

- Scanners and multifunction peripherals using ISIS and TWAIN drivers
- Kofax® hardware or software
- Laserfiche repositories
- The Windows® file system
- Digital cameras





# Data Extraction Capture Information Faster

Quick Fields data extraction modules automatically collect information from paper forms, electronic documents and databases. Quick Fields collects the precise data you need—such as zip codes, bank account numbers and invoice numbers—and then compares it to information in other application databases to verify its accuracy and ensure that it is correctly formatted. In addition, data extraction tools can draw information from other databases to automatically fill in index fields. Data extraction tools automate these processes to reduce the amount of staff time spent transferring information between applications and integrating it into your business processes.

- Improve the integrity of newly captured information by matching it against data from CRM and other software applications for instant validation and data sharing.
- Process documents quickly by automatically extracting data from bar codes, checks and customizable areas of forms and documents.
- Capture text from relevant boxes on invoices, tax forms and slip sheets.
- Use form data to create document names, populate index fields and determine where documents will be stored in the repository.

“The Clerk’s Office depends on Quick Fields, Bates Annotation and Permanent Stamping to complete our council meeting agendas in a timely and efficient manner.”

Bruce Fruchter, Project Manager,  
City of Santa Ana, CA

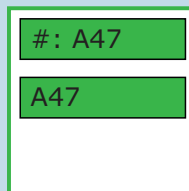
 <b>368756</b>		<b>Building Safety Check Application</b> City of Rose Cliff Fire Department Fire Prevention Bureau	
DATE:	05/15/2006	 <b>4545 Center Hills Road</b>	
SUBMITTED BY:	Jane Meyer		
<b>I. Facility/Site Information</b>			
PROJECT NAME: Office Safety Initiative			
ADDRESS: 4545 Center Hills Road		CITY: Rose Cliff	STATE: CA ZIP: 90007
<b>II. Property Owner Information</b>			
COMPANY: TRS Management		CONTACT: Jane Meyer	PHONE: 562 986 4585
ADDRESS: 4545 Center Hills Road		CITY: Rose Cliff	STATE: CA ZIP: 90007
STATE LIC #: A4769298	CLASS: 9999	EXP. DATE: 06/30/2006	
CITY BUSINESS LIC. #: A7482384		EXP. DATE: 06/30/2006	
<b>III. Work Details</b>			
TYPE OF PLAN:		DESCRIPTION OF WORK:	
<input type="checkbox"/> Building/New Construction <input type="checkbox"/> Underground Tanks (4) # of tanks <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Fire Hydrant/Fire Access <input type="checkbox"/> Sprinkler/Tenant Improvement ( ) # of heads <input type="checkbox"/> Other		<input type="checkbox"/> Fire Suppression System <input type="checkbox"/> Above Ground Tanks ( ) # of tanks <input type="checkbox"/> Building/Tenant Improvements <input type="checkbox"/> Spray Booth <input type="checkbox"/> Sprinkler/New Construction ( ) # of heads	
		Remove 5000 gal tank  <div style="text-align: center;"> <b>RECEIVED</b>                      MAY 15 2006                 </div>	





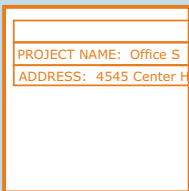
### Bar Code

Bar Code reads a variety of industry-standard bar codes (including Code 39, Code 128 and EAN 13 and 8) horizontally or vertically.



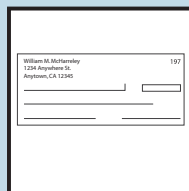
### Pattern Matching

Pattern Matching uses regular expressions to separate extracted data, such as zip codes, from larger blocks of text captured by Zone OCR and verifies that it is correctly formatted.



### Zone OCR

Zone OCR automatically extracts text from specific form areas for rapid data capture and index field population.



### Check Scanning

Check Scanning captures images of checks with supported Digital Check Corporation (DCC) scanners, providing image enhancements, automated check sorting and endorsing capabilities and data capture from MICR recognition.



### Real-Time Lookup

Real-Time Lookup populates template fields and validates metadata by retrieving data stored in client databases and other applications.

## Utilities and Enhancements

### Image Annotation

**Bates Numbering** provides unique identifiers for evidentiary documents in legal offices. Laserfiche Bates Numbering helps you precisely track documents and pages that have been processed by Quick Fields.

**Permanent Stamps** make stamped text or images permanent parts of archived images. From document notations such as Faxed, Paid and Received to company logos and customized text or images, Permanent Stamps expedite business operations.

### ScanConnect

ScanConnect provides industry-standard ISIS drivers to support a variety of scanners, accommodating your preferred hardware.



# Forms Processing Improve Data Quality

Quick Fields forms processing modules automatically identify and sort forms, customize information capture for specific forms and optimize the quality of scanned images. Forms processing tools eliminate manual sorting, which is time-consuming and unreliable, and enhance the accuracy of information capture from images—minimizing the need to rescan or reprocess documents.

In addition, Quick Fields prevents costly errors and operational bottlenecks in high-volume processing environments, improving data integrity while reducing your forms-handling costs. Forms processing tools increase your operating speed and effectiveness by capturing and indexing data—zip codes, account numbers and client names—from large batches of unsorted customer forms and supporting documents.

- Reduce errors by automatically correcting the alignment of documents that are skewed during the scanning process.
- Increase the volume and accuracy of forms processing operations.
- Instantly verify whether forms have been signed using Optical Mark Recognition (OMR).

**Form A**  
368756

**Building Safety Check Application**  
City of Rose Cliff Fire Department  
Fire Prevention Bureau

DATE: 05/15/2006

SUBMITTED BY: Jane Meyer

4545 Center Hills Road

**I. Facility/Site Information**

PROJECT NAME: Office Safety Initiative  
ADDRESS: 4545 Center Hills Road  
CITY: Rose Cliff  
STATE: CA

**II. Property Owner Information**

COMPANY: TRS Management  
CONTACT: Jane Meyer  
PHONE: 56  
ADDRESS: 4545 Center Hills Road  
CITY: Rose Cliff  
STATE: CA

STATE LIC #: A4760298  
CLASS: 9009  
EXPI. DATE: 06/30/2006

CITY BUSINESS LIC #: A7482384  
EXPI. DATE: 06/30/2006

**III. Work Details**

TYPE OF PLAN:

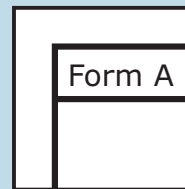
Building/New Construction  
 Underground Tanks (4) # of tanks  
 Fire Alarm  
 Fire Hydrant/Fire Access  
 Sprinkler/Tenant Improvement (# of heads)  
 Other

Fire Suppression System  
 Above Ground Tanks (# of tanks)  
 Building/Tenant Improvements  
 Spray Booth  
 Sprinkler/New Construction (# of heads)

DESCRIPTION OF WORK:  
Remove 5000 gal tank

RECEIVED  
MAY 15 2006

Unprocessed



## Form Identification

Form Identification automatically recognizes the form or document based on its overall structure, even in the absence of bar codes, form data or other distinguishing information.



**Building Safety Check Application**  
 City of Rose Cliff Fire Department  
 Fire Prevention Bureau

368756

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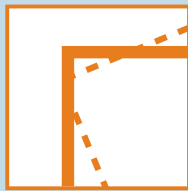
TYPE OF PLAN: DESCRIPTION OF WORK: Remove 5000 gal tank

Building/New Construction  
 Underground Tanks (4) # of tanks  
 Fire Alarm  
 Fire Hydrant/Fire Access  
 Sprinkler/Tenant Improvement  
 Other

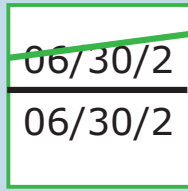
Fire Suppression System  
 Above Ground Tanks ( ) # of tanks  
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 MAY 15 2006

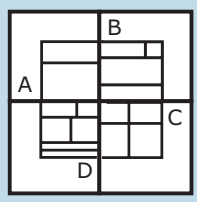
Raw Form | Processed Form



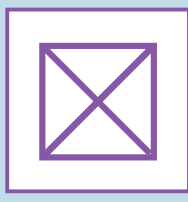
**Form Registration**  
 Form Registration automatically repositions the document to match a master form, correcting for scanning errors and improving data extraction.



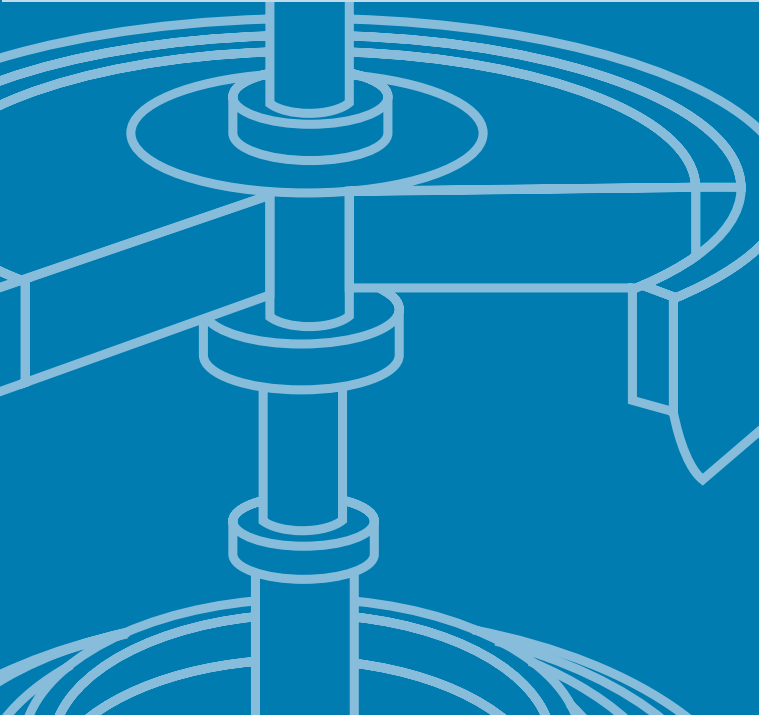
**Form Extractor**  
 Form Extractor removes form outlines, isolating data for more accurate capture.



**Document Classification**  
 Document Classification eliminates the need for sorting prior to forms processing by recognizing multiple types of forms in a single session. Forms can be classified using bar codes, template field data, Form Identification and a variety of other methods.



**Optical Mark Recognition**  
 OMR detects marks on surveys, tests and ballots. For example, OMR can determine whether check boxes have been filled in.



## Unattended Processing Quick Fields Agent

Quick Fields Agent enables administrators to schedule forms processing around the clock and run Quick Fields sessions without operator intervention, reducing labor costs and optimizing business processes.

# Quick Fields Foundation

The Quick Fields foundation provides core document and data capture tools to extract information from paper and electronic sources.



**Laserfiche Capture Engine** pulls documents from a Laserfiche repository for reprocessing, complete with template field data and annotations. For example, the Capture Engine can replicate documents scanned at branch offices so they instantly appear in a central repository.

**Universal Capture** transfers files from network directories, enabling import from fax servers and multi-function peripherals. It supports X-ray, large-format and other specialized scanners.

**Photo Capture** directly imports photographs of documents from digital cameras, preparing documents for OCR without requiring staff to scan them. JPEG images are converted to the TIFF format after capture for long-term accessibility, and file sizes can be reduced for convenient e-mail distribution.

**Scheduled Release** automatically transfers processed documents to the Laserfiche repository at scheduled times to conserve network bandwidth.

**Zoom Fields** zeros in on particular form areas to increase operator key-from-image speed.

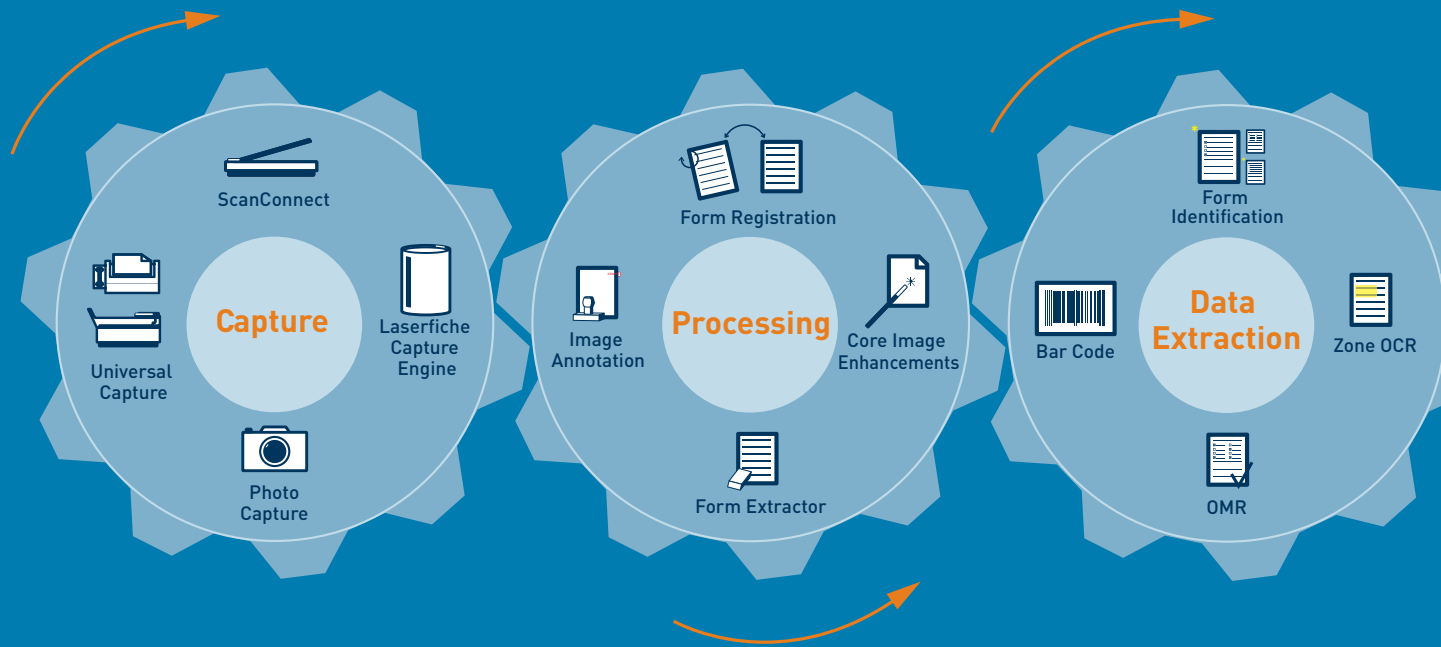
**Image Enhancements** automatically clean up scanned documents for improved OCR results. Tools include border padding and removal, line removal, color smoothing, photo correction and dynamic thresholding. An array of tools also crops, deskews, despeckles, inverts, resizes, rotates and smoothes images to enhance data accuracy.

**Page Removal** eliminates blank pages or cover sheets based on page number and other sorting criteria when scanning double-sided paper or faxes with cover sheets.

**Full Text OCR** reads text from document images to enable full-text searches.



# The Quick Fields Process



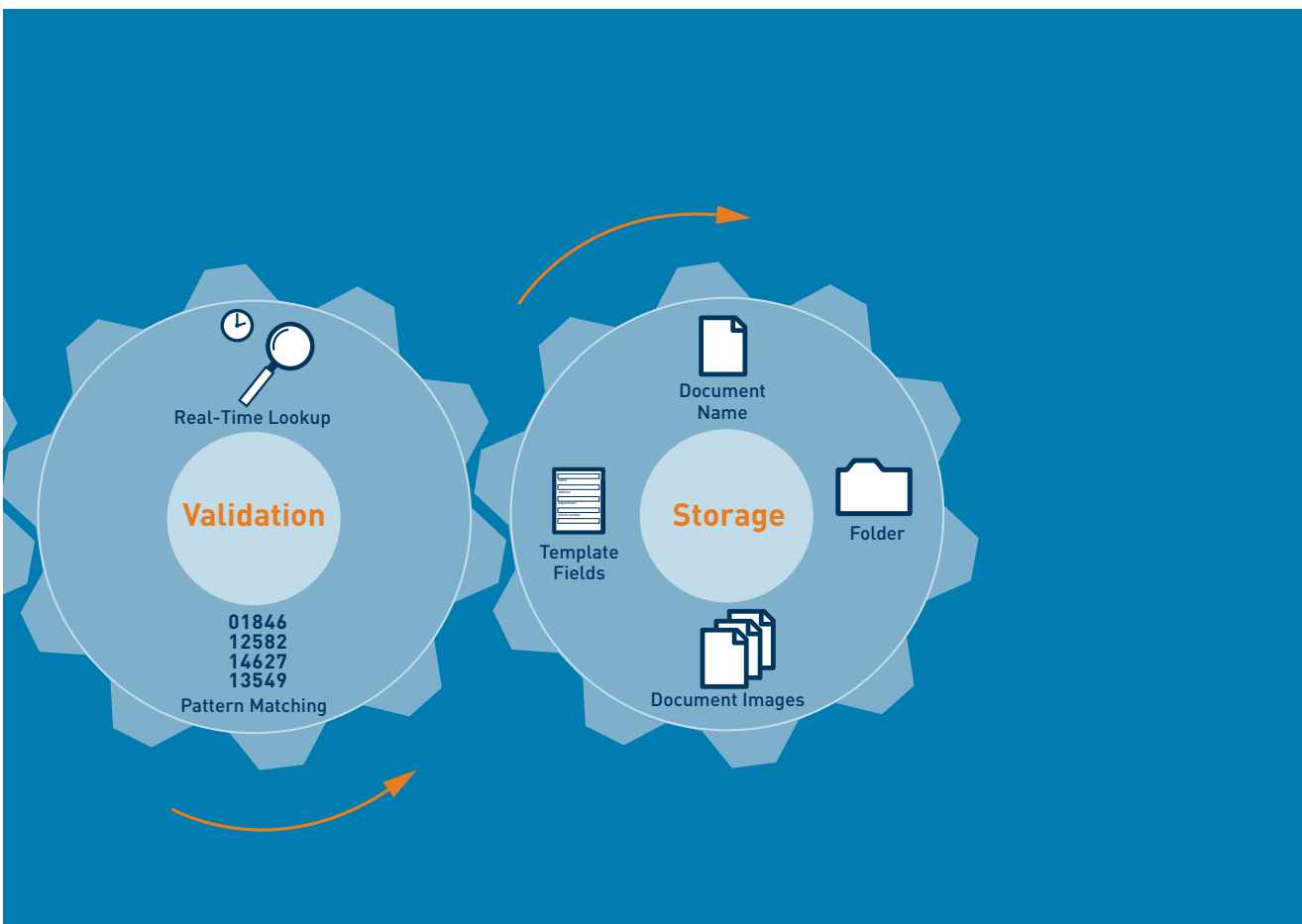
“It took very little time to get started with Quick Fields. Now we’re able to capture all of our quarterly and annual financial statements easily and provide up-to-date information to our office staff and reps in the field.”

Lisa Alford, Client Service Assistant,  
Premier Financial Group

## Industry Solutions

### Health Care

Streamlining admissions, Quick Fields captures all patient documents—including forms, insurance cards and identification—extracts index field data and automatically generates patient folders. With Quick Fields, healthcare organizations convert paper charts into electronic documents, reducing records storage costs, smoothing the transition to electronic medical records and improving patient care by providing authorized users with rapid access to information. Medical billing offices use Quick Fields to automate the identification, sorting and processing of encounter or charge forms, EOBs and other patient documentation. Quick Fields minimizes manual data-keying and related errors by automatically extracting relevant data for claims coding, billing and processing.



## Financial Services

Quick Fields captures paper and electronic documents—ranging from new account forms and client files to signature cards and loan documents or working papers and tax forms—and imports them into the corporate repository for processing, suitability approval, loan officer review, auditing or examination. Depending on infrastructure and business needs, organizations perform central forms processing or distribute processing to branch offices or field representatives. Quick Fields provides flexible capture options to help financial services institutions and accounting firms accelerate information sharing, improve workflow and promote more profitable operations.

## Government

Government offices use Quick Fields to capture and organize information from paper or electronic forms, along with identification cards and other supporting documents. Offices rapidly process application forms, property documents and public records, ensuring rapid staff access to information while relieving paper-related labor and storage costs. In law enforcement, for example, Quick Fields generates case folders from the CAD/RMS and populates index fields for case documents—including lab reports, sketches, audio and video—to enable instant retrieval for investigators and other authorized personnel.



# About Laserfiche

## Laserfiche Product Suite

### Laserfiche Document Management Platform

These core products help you organize, protect and retrieve information.

Laserfiche United™ and Laserfiche Team™  
Laserfiche Records Management Edition™  
Laserfiche Web Access™

### Document and Information Capture

These tools bring paper and electronic documents into your digital system.

Laserfiche Quick Fields™  
Laserfiche Import Agent™  
Laserfiche Snapshot™

### Document Distribution

Provide secure, efficient document access to users across the office and around the world.

Laserfiche WebLink™  
Laserfiche Plus™  
Laserfiche E-mail Plug-in™

### Business Process Management

Streamline document-centered processes and track activity for regulatory compliance.

Laserfiche Workflow Suite™  
Laserfiche Agenda Manager™  
Laserfiche Audit Trail™

### Integration and Customization

Tools and packaged solutions facilitate image enabling and back-end integrations.

Laserfiche Integrator's Toolkit™  
Integration Express™  
Integration Express-GIS™  
Integration Express-HTE™

### Software Assurance

Manage change and protect your investment.

Laserfiche Software Assurance Plans (LSAP™)

## About Laserfiche Solutions

A resource for over 22,000 organizations since 1987, Laserfiche creates simple and elegant document management solutions that help organizations run smarter. Dedication to customer-driven innovation has built a suite of products and services that address organization-wide business problems from executive, records management, information technology and end-user perspectives. Laserfiche manages mission-critical information in local, state and federal agencies; financial services firms; health-care organizations; educational institutions; and other public- and private-sector organizations around the world.

## Your Next Step

Call (800) 985-8533 to arrange a demonstration. Also e-mail [info@laserfiche.com](mailto:info@laserfiche.com) or visit [www.laserfiche.com/qf](http://www.laserfiche.com/qf) for more product details or to request your free Laserfiche demo CD.

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