Enterprise Wide Document Management

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DocuNav Background

Valuable Experience

Over 25 Years' Experience Implementing & Supporting Laserfiche

K12 Premier Partner

A Premier Partner That Focuses 100% On Implementing & Supporting EDM in K-12

Unmatched Expertise

"Top 3 Worldwide" Laserfiche Provider – #1 Provider for K-12 Education!

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Experience & Knowledge

Complete Support

Expert Assistance & Troubleshooting – Even When The Issue Is Beyond Laserfiche

Platinum Certified

Knowledge & Experience To Ensure Quality Support When Assistance Is Needed

Engaged Community

Join A Community Focused On Continuous Improvement & Open To Sharing Experiences

Digital Transformation

- *It's more than scanning*

- *Date forward process automation, multi-channel capture*

- *Current document disposition and condition*

- *Records Management, security & central data location*

- *Document level Indexing & splitting*

- *Document categorization and OCR options*

K-12 Centric Automation

- *K-12 Focus Software*

- *Automate folder structure & Security*

- *Metadata management*

- *Eliminate courtesy copies*

- *Foundational Repository design governing retention and security at the document level*

- *Preconfigured scalable no code solution*
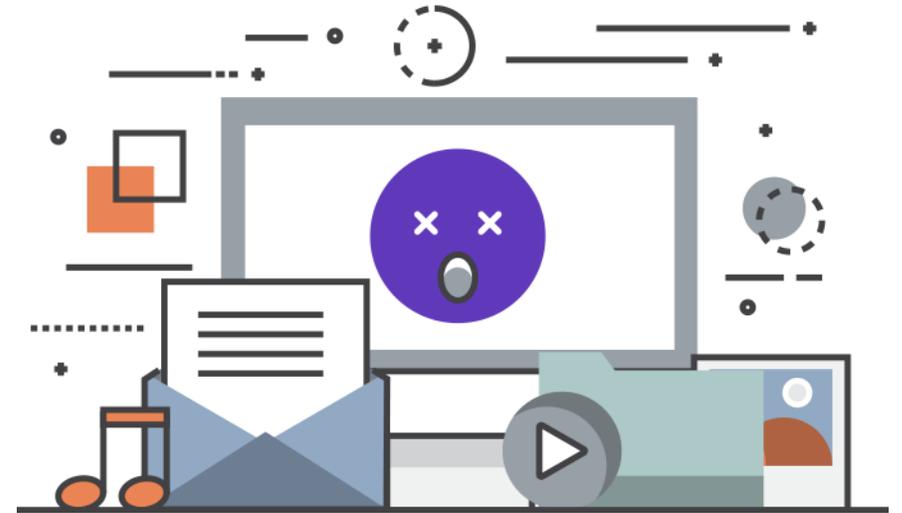
Pre-Built Turnkey Packages

- *Pre-Built configurations with K-12 Focus*

- *Lower cost than building the solution from scratch*

- *Built to scale with enterprise growth*

- *Quick deployment*

- *Packages can be customized to your organization's needs*

- *Custom scripting and reporting to guide decision making*

- Annual improvements, new features and support

HR Onboarding

Employee Contracts

Account Payable

Vendor Portal

Open Records Request

SPED

Cumulative Folders

Student Enrolment

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Streamline Processes

- *Enhanced security - prevent and provide access to folders or document level*

- *Improved Compliance, data oversight and data quality*

- *Document filing by AI workflow*

- *Task Management*

- *Digital Signatures*

- *Changes in IS are updated in repository*

- *Custom forms process to capture files from any source, internal or external*

Batch Processing

- *Automatically Sort, Identify, & Categorize Incoming Documents*

- *Capture Precise Pieces of Information From Paper & Electronic Documents*

- *Use Captured Data To Automatically Name, Index & File Documents*

- Train the software to recognize and identify documents by structure, logos, text, and more

- Utilize intelligent recognition to separate, classify, and sort batches of documents

- Extract information from sorted documents by teaching the software where to look for data

- Leverage extracted data to name, index, and file documents without any manual processing

Seamless Integrations

- *Seamless Integrations for any 3rd party app or database*

- *Changes made in 3rd party applications instantly update index values in Repository*

- *Automatically initiate workflows and kick-off business processes from within any line-of-business application*

- *Generate "load files" with Laserfiche data for bulk data imports and updates to 3rd party applications*

SAP

Salesforce

DocuSign

MS Office

MS Teams

Unattended RPA
(Workflow Bots)

Laserfiche APIs

CMIS Gateway

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Enterprise Security

- *Seamless Integration with Schools SSO/MFA/RBAC*

- *Securing access from cloud to on-premises business applications and content with a **hybrid architecture***

- *Granular folder / document level security*

- *Audit trail reporting*

- *Repository encryption*

- *Legal holds*

Records Management

- *Retention applied at the Document level*
- *Application regardless of how documents were collected*
- *Improved efficiency in the storage, retention and disposition of records and records series*
- *Support for custom searches based on record properties, retention or disposition properties*
- *Audit trails to track all system activity and the entire life cycle of records.*
- *Linking to track Versioning, supporting documents and legal holds.*
- *Support for custom searches based on record properties, retention or disposition properties.*

Dynamic Web Forms

- *Utilize the intuitive Forms Process Modeler to create structured processes with intelligent decision making*

- *Streamline approval processes with automated routing decisions & email notifications*

- *Track Form processes every step of the way, from beginning to end, and receive automated status updates & reports*

- *Replace paper forms with easy-to-design web forms that can be published on intranets and public websites, distributed through email, and more.*
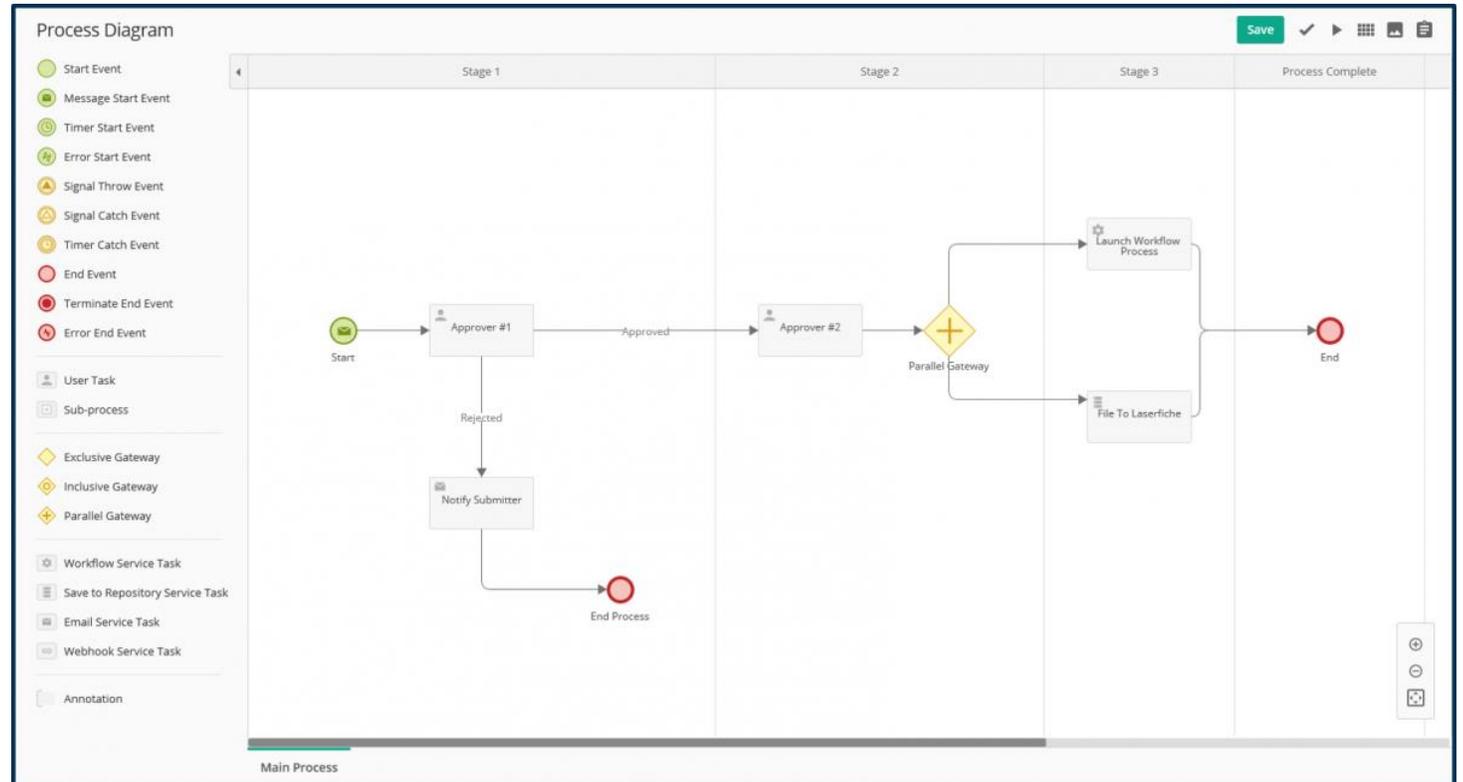
Dynamic Web Forms

- *Create and publish e-forms with an intuitive forms management system that requires no coding or scripting.*

- *Easily create attractive forms with preconfigured templates or customize them with editable fonts, colors, uploaded images and layout options.*

- *Drag and drop a wide variety of fields, checkboxes and radio buttons onto your form to collect the exact information you need, in the precise format you require.*

- *Change the look and feel of a form – or add and delete questions from it – at any time, without requiring programming assistance.*

DocuNav Shield

Enterprise Backup and Disaster Recovery Option for Laserfiche

- *Protection against Disasters (natural or synthetic), Accidental deletions, Hacking/viruses and Ransomware attacks*
- *Recovery in a few hours – no downtime*
- *Managed by a trusted 3rd party*
- *Complimentary hosting during disaster recovery*
- *24-hour support access*
- *Offline 2nd copy / archive*
- *System is HIPAA, FERPA & CJIS compliant (90+ others also possible)*