**Shared Service Offerings**

List of products/resources available in Laserfiche shared service:

1. **Repository**: The Repository is used for document management. Web Access is used to access the repository contents. The repository has different features such as ability to add annotations, redact sensitive data, ability to search for documents etc... .
2. **Forms**: Forms is a business process automation tool. It is used to automate any manual approval or submission process.
3. **Workflow**: Workflow is an automation tool that can integrate with Forms or be set up to run independently.
4. **Quick** **Fields**: Quick fields is a tool used to scan documents along with metadata information into the repository.
5. **Connector**: Connector is a tool used to screen scrape information and store the captured image in the repository along with metadata.
6. **Import Agent**: Import agent is used to import documents in bulk into the repository from a shared drive location.
7. **Web Link and Public Portal:** This is used to display any public information to the end users.
8. **Mobile App**: Mobile App is used to review tasks on the go or review documents on the go from any mobile device.
9. **DocuSign Integration**: DocuSign integration is available with Laserfiche to be able to send documents to DocuSign for signatures and store the signed document in the Laserfiche repository.

**Help Resources**

Help videos are available in the site <https://answers.laserfiche.com> or [https://support.laserfiche.com](https://support.laserfiche.com/). Please see the instructions below to create a support account to access these sites:

**To obtain a support account, please follow the instructions below.**

1. Visit [https://support.laserfiche.com/reg/register\_form.aspx](https://urldefense.proofpoint.com/v2/url?u=https-3A__support.laserfiche.com_reg_register-5Fform.aspx&d=DwMFAg&c=ODFT-G5SujMiGrKuoJJjVg&r=0jwgYPdWJoDsO3wxyGa0XiAigfUo8hYEIltbmL-mlUE&m=CfSHzutqURLPAy4GY_vVTseUM7pknndRz1EOsbFb3jc&s=3_Se7CXUm7e_nD-FAef5T-Fs0BdZrWBdNB7ctyUB2ug&e=)
2. Create an account by completing the required entry fields.
   1. For the Product Serial Number, enter the code – **VNSM-RSTN-CAII-RLRL**.
3. Click Submit.

Laserfiche logs the user into the newly created account and redirects to the "Welcome" page