Texas A&M Laserfiche: The Efficient Document Management Solution

Laserfiche digitizes documents, automates records processing, and provides storage retrieval, security and archiving. As the preferred vendor for document management, Laserfiche is a cost-effective, shared service offered to The Texas A&M University System. The IT Solutions and Support group of Computing & Information Services, a department of Texas A&M Information Technology, provides central support for Laserfiche.

TURNKEY STARTUP: Easy to Deploy, Easy to Expand

- Get up and running quickly.
- Use prebuilt initial folders – General Correspondence, Fiscal, HR.
- Add folders and workflows as needed.

SHARED SERVICE: Aligns with the A&M System's Cost-Saving Strategy

- Save costs of buying and running an individual system.
- Reduce expenses through central support.
- Share best practices and improve processes.

ENTERPRISE-LEVEL LASERFICHE RIO: Greater Functionality, More Flexibility

- Gain access to an enterprise system at subscription rates.
- Work online or remotely with Laserfiche Web Access and Laserfiche Mobile.
- Strengthen risk management with Laserfiche Audit Trail.

> " Laserfiche is the preferred product, and unless there is a valid business case to do otherwise, all new implementations should use the centrally supported Laserfiche product.
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> A department wishing to implement a document management system other than the preferred product should provide valid business reasons for consideration and approval by the Office of the Vice President and Associate Provost for Information Technology, or its delegate, before doing so."
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> *Memorandum from the Campus Document Management Committee to President R. Bowen Loftin, July 30, 2010*