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**Laserfiche Shared Service**

**Texas A&M University**

**License Types Document**

**Document Audit Log**

The following describes the version history and the timeline of this document.

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| **Version** | **Date** | **Description of Change** | **Author** |
| 1.0 | 8.11.2015 | Creation | Priya Ramanujam |
| 1.1 | 8.25.2015 | Updates for participant licenses | Judith Lewis |
| 1.2 | 9.12.2016 | Updates for FY 17 Licensing Cost | Binu Koola |

**Types of Licenses Available in Laserfiche Shared Service**

Below are the types of licenses that can be used with Texas A&M IT Laserfiche Shared Service:

1. Full LDAP Directory Named User – This type of license is assigned to a named user and is authenticated using LDAP Central Authentication scheme. The authentication will be using NetID credentials. Each license is assigned to an individual member of an organization. It can be used with any of the Laserfiche products currently available. This license type allows full access to repository documents to Read, Write, Create and Delete; and, access to Forms, Workflows and Quick Fields to create and publish using those tools. Access to Forms uses the same account used to log in to a Laserfiche repository. Access is controlled through security settings.
   1. Named Device License – This type of license is assigned to a particular computer. The user has to log in to the computer and still needs to use Central Authentication credentials to log in to the repository. The user can work on up to 4 different Laserfiche products on a Named Device during each session. This license type is useful to allow multiple users with the same limited privileges to access Laserfiche through a single device. An example include students who work part time and are responsible for scanning documents from a single device.
2. Authenticated Participant License – This type of license is allocated per Forms instance and can log in to Forms to start process instances and perform user tasks like approvals (again security settings can be used to restrict access). These are only used with Laserfiche Forms. An example use of the participant license is to allow Managers to approve/reject tasks in Forms.

**Forms Portal**

The Texas A&M IT Laserfiche Shared Service includes a Forms Portal. The Forms portal provides a mechanism whereby public anonymous users can access publicly published forms.

**Licensing Cost**

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| **Service Description** | **Unit** | **FY16**  **Rate\*** |
| Document Imaging Activation Fee per LDAP Directory Named User | Each | $316.00 |
| Document Imaging Annual Maintenance Fee per LDAP Directory Named User | Year | $225.00 |
| Authenticated Participant User License Activation Fee | Each | $50.00 |
| Authenticated Participant User License Maintenance Fee | Year | $22.00 |
| Laserfiche Forms Fee per LDAP Directory Named User | Each | $15.00 |
| Laserfiche Forms Annual Maintenance Fee per LDAP Directory Named User | Year | $5.00 |

\* The rates are subject to review annually and subject to change in the future. All prices are TAMU System rates. Please contact [laserfiche@tamu.edu](mailto:laserfiche@tamu.edu) for Non-TAMUS or auxiliary rates.