



**Laserfiche**<sup>®</sup>  
Enterprise Document Management

## ***How can I learn to use Laserfiche?***

Welcome to the Texas A&M Laserfiche Shared Service offering.

Laserfiche is a complete enterprise document content management system (ECM) that combines powerful capture and processing, storage and distribution, archiving and indexed retrieval, and security and auditing for your documents and records. In addition to content management, Laserfiche provides workflow and Laserfiche forms for more efficient business processes and records management to support your department's system records retention requirements.

TAMU Laserfiche is growing its Community of Practice. "Communities of practice are groups of people who share a concern or passion for something they do and learn how to do it better as they interact regularly" (Wenger). To that end, the Laserfiche shared service provides access to a wealth of learning opportunities.

The shared service hosts a website (<http://laserfiche.tamu.edu>) with links to Workshops, Training and Publications. The Workshops button showcases local training, meetings, and sessions. The Training button provides access to a library of short 2 to 3 minute videos on many aspects of using and administering Laserfiche. The Publications button provides access to white papers, presentation slides, and eBooks. These resources provide examples of Laserfiche implementations using Workflow, Quickfields, and Laserfiche electronic Forms-based processing.

The shared service has made arrangements through the master agreement with Laserfiche to provide reduced-price instructor-led, training on the Texas A&M campus at least once per year. Sign up for the listserv at <http://laserfiche.tamu.edu> to be emailed about upcoming opportunities. In addition, onsite end-user, lab-based training is available through Employee and Organizational Development. Sign up online at <http://training.tamu.edu/Courses/Detail/1357>.

In addition to resources at Texas A&M University, the Laserfiche corporate website (<http://www.laserfiche.com/>) also provides abundant articles and training opportunities. Explore the Resources, Community and Events pages for more information.

Once a year, Laserfiche holds its technical conference in California. The conference lasts 3-4 days and is usually held in January of each year. At that conference, Laserfiche provides scores of training opportunities across multiple tracks (e. g. Laserfiche administrator, Records Manager, Forms developer, Business Process Analyst, and more). Information is available on the Laserfiche site (<http://www.laserfiche.com/>) and through the Laserfiche shared service Community of Practice.